



**CITIZEN ADVISORY BOARD MEETING**  
Zoom Webinar and Town Council Chamber  
3 S. Timber Ridge Parkway, Severance, CO 80550

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**AGENDA**  
**CITIZEN ADVISORY BOARD MEETING**  
**Wednesday, January 3, 2024, at 6:00 PM**

**A. CALL TO ORDER**

1. Roll Call
2. Pledge of Allegiance

**B. REGULAR MEETING**

1. 12.06.23 Minutes
2. Chair and Vice-Chair Selection
  - Legislative
  - Staff Presentation: Lindsay Radcliff, Deputy Town Manager
3. Severance High School DECA Grant Request
  - Legislative
  - Staff Presentation: Lindsay Radcliff, Deputy Town Manager

**C. COMMUNICATIONS**

1. Town Staff
2. Town Management
3. Committee Members

**D. ADJOURN**

**Citizen Advisory Board MEETING**  
Wednesday, January 3, 2024, 6:00 PM (MDT)

Registration URL  
[https://us02web.zoom.us/webinar/register/WN\\_MVhoLgSURjeRmH\\_U15jYYg](https://us02web.zoom.us/webinar/register/WN_MVhoLgSURjeRmH_U15jYYg)

*The Town of Severance does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a town service, program, public meeting, or activity, call 970-686-1218 at least 72*

*hours in advance. Disabled access is available from the front entrance of the Town Hall.*



**CITIZEN ADVISORY BOARD MEETING**  
Zoom Webinar and Town Council Chamber  
3 S. Timber Ridge Parkway, Severance, CO 80550

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**MEETING MINUTES**

**Wednesday, December 6, 2023, at 6:00 PM**

**Present:**

**Chair:**

Josh Green

**Vice-Chair:**

Colin McManus

**Board Members:**

Marissa Riopelle, Richard Vandenberg,  
Karen Hessler, Ashley Jacobson & Tad  
Borrett

**Absent:**

Marissa Riopelle, Richard Vandenberg &  
Ashley Jacobson

**Audience:** Christine-Severance Chamber

**Staff:**

Nicholas Wharton, Town Manager  
Leah Vanarsdall, Town Clerk

**A. CALL TO ORDER**

**1. Roll Call**

**2. Pledge of Allegiance**

**B. REGULAR MEETING**

**1. 10.04.23 Minutes**

- 
- Staff Presentation:

**MOTION WAS MADE BY Member Hessler**, seconded by Member Borrett to Approve the

10.04.23 Minutes. All Board Members present voting Yes,

**MOTION**

**2. Grant Request from the Severance Chamber of Commerce**

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager  
Discussion held

**3. Business of the Year**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

**MOTION WAS MADE BY Member McManus**, seconded by Member Hessler to approve Cuztom Solutions as Business of the Year. All Board Members present voting Yes,

**MOTION**

**4. Citizen of the Year**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

**MOTION WAS MADE BY Member Hessler**, seconded by Member Borrett to Approve Ken Knievel as Citizen of the Year. All Board Members present voting Yes,

**MOTION**

**5. Youth of the Year**

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

**MOTION WAS MADE BY Member Colin**, seconded by Member Hessler to Approve Jacob Simpson as Youth of the Year. All Board Members present voting Yes,

**MOTION**

**C. COMMUNICATIONS**

*Commission approval may be sought for administrative actions in association with staff reports.*

1. Town Staff
2. Town Management
3. Committee Members  
January meeting was canceled
4. Chair

**D. ADJOURN**

7:05 pm

TOWN OF SEVERANCE

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Josh Green, CAB Chair

ATTEST:

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Leah Vanarsdall, Town Clerk



## AGENDA ITEM SUMMARY

| AGENDA ITEM                                                                                                                                                                                                                                                                                                                                                     | SUBMITTED BY                          | PRESENTED BY                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------|
| Chair and Vice-Chair Selection                                                                                                                                                                                                                                                                                                                                  | Lindsay Radcliff, Deputy Town Manager | Lindsay Radcliff-Coombes                                           |
| ACTION REQUESTED                                                                                                                                                                                                                                                                                                                                                |                                       |                                                                    |
| <p>Management asks the Citizen Advisory Board to discuss the Chair and Vice-Chair appointments and take action.</p> <ul style="list-style-type: none"> <li>• Actions that may be taken: <ul style="list-style-type: none"> <li>○ Move to appoint a Chair for a one-year term</li> <li>○ Move to appoint a Vice-Chair for a one-year term</li> </ul> </li> </ul> |                                       | <p><b><u>Discussion</u></b><br/><b><u>Action Requested</u></b></p> |
| BRIEF SUMMARY                                                                                                                                                                                                                                                                                                                                                   |                                       |                                                                    |
| <p>Per Chapter 2, Article 5, Section 2-5-60 of the Severance Municipal Code:</p> <p>The membership of the CAB shall annually elect a Chair and Vice Chair, who shall serve as the Officers of the CAB. In the absence of both the Chair and Vice Chair, any member of the Citizen Advisory Board may conduct the meeting.</p>                                   |                                       |                                                                    |
| PUBLIC SUPPORT/CONCERN                                                                                                                                                                                                                                                                                                                                          |                                       |                                                                    |
| None at this time.                                                                                                                                                                                                                                                                                                                                              |                                       |                                                                    |
| ANALYSIS AND RECOMMENDATION                                                                                                                                                                                                                                                                                                                                     |                                       |                                                                    |
| Management recommends that the Citizen Advisory Board (CAB) take action and move to appoint a Chair and Vice-Chair for a one-year term.                                                                                                                                                                                                                         |                                       |                                                                    |
| MATERIALS SUBMITTED                                                                                                                                                                                                                                                                                                                                             |                                       |                                                                    |
| <p>The following materials were submitted and included in this packet:</p> <p>None</p>                                                                                                                                                                                                                                                                          |                                       |                                                                    |



## AGENDA ITEM SUMMARY

| AGENDA ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SUBMITTED BY                          | PRESENTED BY                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------|
| Severance High School DECA Grant Request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Lindsay Radcliff, Deputy Town Manager | Lindsay Radcliff-Coombes                                           |
| <b>ACTION REQUESTED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |                                                                    |
| <p>Management recommends that the Citizen Advisory Board discuss and take action on the grant request for the Severance High School DECA Program.</p> <ul style="list-style-type: none"> <li>• Actions that may be taken: <ul style="list-style-type: none"> <li>○ Make a recommendation to approve the grant request for the Severance High School DECA Program</li> <li>○ Make a recommendation to approve the grant request for the Severance High School DECA Program with Alterations</li> <li>○ Take no Action</li> </ul> </li> </ul> |                                       | <p><b><u>Discussion</u></b><br/><b><u>Action Requested</u></b></p> |
| <b>BRIEF SUMMARY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                       |                                                                    |
| Please see the summary attachment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |                                                                    |
| <b>PUBLIC SUPPORT/CONCERN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |                                                                    |
| None at this time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |                                                                    |
| <b>ANALYSIS AND RECOMMENDATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |                                                                    |
| Management recommends that the Citizen Advisory Board (CAB) forward a recommendation of approval to the Town Council for the grant request of \$2000 for the Severance High School DECA Program.                                                                                                                                                                                                                                                                                                                                            |                                       |                                                                    |
| <b>MATERIALS SUBMITTED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |                                                                    |
| <p>The following materials were submitted and included in this packet:</p> <ol style="list-style-type: none"> <li>1. DECA DESCRIPTION</li> <li>2. Application Forms</li> <li>3. Policy and Procedure for Grants to Community Organizations</li> </ol>                                                                                                                                                                                                                                                                                       |                                       |                                                                    |

Severance High School Deca is a local chapter of the Distributive Education Clubs of America. The DECA mission is to prepare emerging leaders and entrepreneurs for careers in finance, hospitality, business management, and marketing. In the Severance DECA chapter, we strive to uphold those values as well as offer a unique opportunity to our students to participate in a student led organization, work on fundraising and community service projects, participate in challenging competition on the district, state, and international level, and use an emerging school-based enterprise to gain work-based learning experience. This year we have more state qualifiers than ever before and hope that their hard work and determination will pay off with a qualification to internationals this year. Although our fundraising efforts have succeeded in taking our participants to two practice competitions, as well as an educational conference in Austin, TX for our officer team, we are hoping to receive this grant in order to fund as many state costs as possible so we can continue working on practicing for competition, and less on fundraising.



## COMMUNITY GRANT REQUEST FORM

Requesting Organization: Severance High School DECA

Contact Name: Lee Oldenburg Phone: (970) 833-7100

Mailing Address: 1200 Hidden Valley Pkwy

City: Severance State: CO Zip: 80550

Please describe how the grant, if awarded, would be used and how this use relates to any of the Award Criteria in the Town's Grants to Community Organizations Policy:

The grant would be used to fund the development of our DECA organization, specifically by funding our 6 state qualifiers and possible international qualifiers. This experience would benefit the 19 members of our chapter as well as the school as a whole.

Amount Requested: \$2000

Has the Town of Severance contributed to the Requesting Organization in the past? ☒ No ☐ Yes

If yes, what amount(s) and when? \_\_\_\_\_

Please attach a detailed accounting of how the funds were used and describe how the funds benefitted the community:

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Please list your organization's top five funding sources (corporate, government, and individual contributions) and the amounts received from these sources in each of the last two complete fiscal years for your organization:

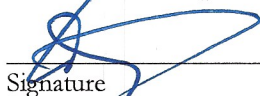
| Organization                   | Amount Received |
|--------------------------------|-----------------|
| 1888 Industrial Services       | \$1000          |
| Pediatric Dentistry of Wyoming | \$1000          |
| Saptron consulting             | \$1000          |
| Dean Contracting Inc.          | \$1000          |
| Individual Contributions       | \$2500          |

Does the IRS classify the Requesting Organization as a 501(c)3 organization? ☐ No ☐ Yes ☒ n/a

Please attach the following information:

1. Most recent year's actual income and expenses for the organization and for the specific event or project for which the funds will be used.
2. Most recent budget for the organization and for the specific event or project for which the funds will be used.
3. Names and addresses of all board members, including designated officers.
4. Any other documents that will support the application.

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge, and b) the Internal Revenue Service 501(c)3 determination, if applicable, has not been revoked, canceled, or modified; and c) funds will be used for the projects outlined in this Donation Request Form.

  
Signature

12.6.23  
Date

Along with this application, please include a brief description of the Requesting Organization (including its mission & leadership) and any other information relevant to this request.

**For Management Use Only**

Amount Requested: \_\_\_\_\_

☐ 1st Time Request

☐ Annual Request

Date Filed: \_\_\_\_\_

☐ Approved

☐ Denied

# Weld County School District RE-4

## SHS ACTIVITY FUND - DETAIL

From Date: 7/1/2023 To Date: 11/15/2023

Fiscal Year: 2023-2024

☐ Include pre encumbrance  
☐ Exclude inactive accounts with zero balance

☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

| Account Number                | Description                  | Budget         | Adjustments   | GL Budget                  | Current          | YTD        | Balance      | Encumbrance | Budget Bal % Rem |
|-------------------------------|------------------------------|----------------|---------------|----------------------------|------------------|------------|--------------|-------------|------------------|
| 23.305.14.1938.0580.000.0000  | DECA TRAVEL AND REGISTRATION | \$0.00         | \$0.00        | \$0.00                     | \$7,567.79       | \$7,567.79 | (\$7,567.79) | \$0.00      | 0.00%            |
| Transaction Detail (Standard) |                              |                |               |                            |                  |            |              |             |                  |
| Reference Number              | Requisition Number           | PO/Ship Number | Description   | Name                       | Journal          | Amount     |              |             |                  |
| 11/17/23 FLIGHTS              | 01109084                     | 2024001214     | AP POSTING    | Riverdale Ridge Highschool | Accounts Payable | \$600.00   |              |             |                  |
|                               | 40971                        | 3050968        | AP POSTING    | Travel Leaders             | Accounts Payable | \$3,247.79 |              |             |                  |
|                               | 12                           | 40926          | AP POSTING    | Rocky Mountain High School | Accounts Payable | \$750.00   |              |             |                  |
|                               | 147139M                      | 4551           | AP POSTING    | DECA Inc                   | Accounts Payable | \$1,000.00 |              |             |                  |
|                               | 147139M                      | 4551           | AP UN-POSTING | DECA Inc                   | Accounts Payable | -\$500.00  |              |             |                  |
|                               | 147673M                      | 4571           | AP POSTING    | DECA Inc                   | Accounts Payable | \$1,880.00 |              |             |                  |
|                               | 147673M                      | 4571           | AP UN-POSTING | DECA Inc                   | Accounts Payable | -\$940.00  |              |             |                  |
|                               | 147678M                      | 4567           | AP UN-POSTING | DECA Inc                   | Accounts Payable | -\$810.00  |              |             |                  |
|                               | 147678M                      | 4567           | AP POSTING    | DECA Inc                   | Accounts Payable | \$1,620.00 |              |             |                  |
|                               | 23004                        | 40974          | 3050971       | Fossil Ridge High School   | Accounts Payable | \$720.00   |              |             |                  |
| Detail Total:                 |                              |                |               |                            |                  | \$7,567.79 |              |             |                  |

| Encumbrance Detail (Standard) |                    |                |             |                            |         |        |
|-------------------------------|--------------------|----------------|-------------|----------------------------|---------|--------|
| Reference Number              | Requisition Number | PO/Ship Number | Description | Name                       | Journal | Amount |
| 0                             | 4551               | 2024001163     |             | DECA Inc                   |         | \$0.00 |
| 0                             | 4567               | 2024001174     |             | DECA Inc                   |         | \$0.00 |
| 0                             | 4571               | 2024001182     |             | DECA Inc                   |         | \$0.00 |
| 0                             | 4605               | 2024001214     |             | Riverdale Ridge Highschool |         | \$0.00 |
| 0                             | 40926              | 3050924        |             | Rocky Mountain High School |         | \$0.00 |
| 0                             | 40971              | 3050968        |             | Travel Leaders             |         | \$0.00 |
| 0                             | 40974              | 3050971        |             | Fossil Ridge High School   |         | \$0.00 |
| Detail Total:                 |                    |                |             |                            |         | \$0.00 |

|                               |                         |                |                                  |        |              |              |        |            |       |
|-------------------------------|-------------------------|----------------|----------------------------------|--------|--------------|--------------|--------|------------|-------|
| 23.305.14.1938.1741.000.0000  | DECA PARTICIPATION FEES | \$0.00         | \$0.00                           | \$0.00 | (\$900.00)   | (\$900.00)   | \$0.00 | \$0.00     | 0.00% |
| Transaction Detail (Standard) |                         |                |                                  |        |              |              |        |            |       |
| Reference Number              | Requisition Number      | PO/Ship Number | Description                      | Name   | Journal      | Amount       |        |            |       |
| 366                           | 0                       | 0              | DEPOSIT - IC ONLINE - SEPT 2023  |        | Deposits     | -\$350.00    |        |            |       |
| 378                           | 0                       | 0              | DEPOSIT - IC ONLINE OCTOBER 2023 |        | Deposits     | -\$550.00    |        |            |       |
| Detail Total:                 |                         |                |                                  |        |              | -\$900.00    |        |            |       |
| 23.305.14.1938.1741.000.0000  | DECA E/INDEPAUSES       | \$0.00         | \$0.00                           | \$0.00 | (\$5,191.79) | (\$5,191.79) | \$0.00 | \$5,191.79 | 0.00% |

|                               |                    |                |                                       |        |              |              |        |            |       |
|-------------------------------|--------------------|----------------|---------------------------------------|--------|--------------|--------------|--------|------------|-------|
| 23.305.14.1938.1750.000.0000  | DECA FUNDRAISERS   | \$0.00         | \$0.00                                | \$0.00 | (\$5,191.79) | (\$5,191.79) | \$0.00 | \$5,191.79 | 0.00% |
| Transaction Detail (Standard) |                    |                |                                       |        |              |              |        |            |       |
| Reference Number              | Requisition Number | PO/Ship Number | Description                           | Name   | Journal      | Amount       |        |            |       |
| 354                           | 0                  | 0              | DEPOSIT - MISC 8/24/23                |        | Deposits     | -\$152.61    |        |            |       |
| 355                           | 0                  | 0              | DEPOSIT - FRIDAY NIGHT LIGHTS 8/21/23 |        | Deposits     | -\$96.00     |        |            |       |
| 364                           | 0                  | 0              | DEPOSIT - REVTRAK - SEPT 2023         |        | Deposits     | -\$2,881.30  |        |            |       |
| 377                           | 0                  | 0              | DEPOSIT - REVTRAK OCTOBER 2023        |        | Deposits     | -\$1,916.20  |        |            |       |
| 383                           | 0                  | 0              | DEPOSIT - MISC 11/10/23               |        | Deposits     | -\$145.68    |        |            |       |
| Detail Total:                 |                    |                |                                       |        |              | -\$5,191.79  |        |            |       |

Weld County School District RE-4

SHS ACTIVITY FUND - DETAIL

Fiscal Year: 2023-2024

From Date: 7/1/2023 To Date: 11/15/2023

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

| Account Number               | Description       | Budget | Adjustments | GL Budget | Current      | YTD          | Balance    | Encumbrance | Budget Bal | % Rem |
|------------------------------|-------------------|--------|-------------|-----------|--------------|--------------|------------|-------------|------------|-------|
| 23,305.14,1938,6760,000,0000 | DECA FUND BALANCE | \$0.00 | \$0.00      | \$0.00    | (\$2,000.00) | (\$1,581.25) | \$1,581.25 | \$0.00      | \$1,581.25 | 0.00% |

Transaction Detail (Standard)

| Reference Number | Requisition Number | PO/Ship Number | Description   | Name                | Journal       | Amount      |
|------------------|--------------------|----------------|---------------|---------------------|---------------|-------------|
| 959              | 0                  | 0              | JE's 10/13/23 | michelle.schumacher | Adjusting     | -\$2,000.00 |
|                  |                    |                |               |                     | Detail Total: | -\$2,000.00 |

PROGRAM: DECA - 1938 \$0.00 \$0.00 \$0.00 (\$105.25) \$105.25 \$0.00 \$105.25 0.00%

Weld County School District RE-4

SHS DF - DETAIL

Fiscal Year: 2023-2024

From Date: 7/1/2023 To Date: 11/15/2023

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range  
☐ Exclude inactive accounts with zero balance

| Account Number               | Description             | Budget     | Adjustments | GL Budget  | Current  | YTD      | Balance    | Encumbrance | Budget Bal | % Rem  |
|------------------------------|-------------------------|------------|-------------|------------|----------|----------|------------|-------------|------------|--------|
| 10.305.13.0300.0580.000.3120 | TRAVEL AND REGISTRATION | \$2,000.00 | \$0.00      | \$2,000.00 | \$955.00 | \$955.00 | \$1,045.00 | \$0.00      | \$1,045.00 | 52.25% |

| Transaction Detail (Standard) |      | Requisition Number | PO/Ship Number | Description                    | Name                       | Journal          | Amount    |
|-------------------------------|------|--------------------|----------------|--------------------------------|----------------------------|------------------|-----------|
| 01109084                      | 1064 | 4605               | 2024001214     | AP POSTING                     | Riverdale Ridge Highschool | Accounts Payable | \$30.00   |
| 147139M                       |      | 4551               | 0              | P Card Activity September 2023 | sheila.moya                | Adjusting        | \$295.00  |
| 147139M                       |      | 4551               | 2024001163     | AP UN-POSTING                  | DECA Inc                   | Accounts Payable | -\$25.00  |
| 147673M                       |      | 4571               | 2024001163     | AP POSTING                     | DECA Inc                   | Accounts Payable | \$50.00   |
| 147673M                       |      | 4571               | 2024001182     | AP POSTING                     | DECA Inc                   | Accounts Payable | \$940.00  |
| 147678M                       |      | 4571               | 2024001182     | AP UN-POSTING                  | DECA Inc                   | Accounts Payable | -\$470.00 |
| 147678M                       |      | 4567               | 2024001174     | AP POSTING                     | DECA Inc                   | Accounts Payable | \$270.00  |
| 147678M                       |      | 4567               | 2024001174     | AP UN-POSTING                  | DECA Inc                   | Accounts Payable | -\$135.00 |
| Detail Total:                 |      |                    |                |                                |                            |                  | \$955.00  |

| Encumbrance Detail (Standard) |  | Requisition Number | PO/Ship Number | Description | Name                       | Journal | Amount |
|-------------------------------|--|--------------------|----------------|-------------|----------------------------|---------|--------|
| 0                             |  | 4551               | 2024001163     |             | DECA Inc                   |         | \$0.00 |
| 0                             |  | 4567               | 2024001174     |             | DECA Inc                   |         | \$0.00 |
| 0                             |  | 4571               | 2024001182     |             | DECA Inc                   |         | \$0.00 |
| 0                             |  | 4605               | 2024001214     |             | Riverdale Ridge Highschool |         | \$0.00 |
| Detail Total:                 |  |                    |                |             |                            |         | \$0.00 |

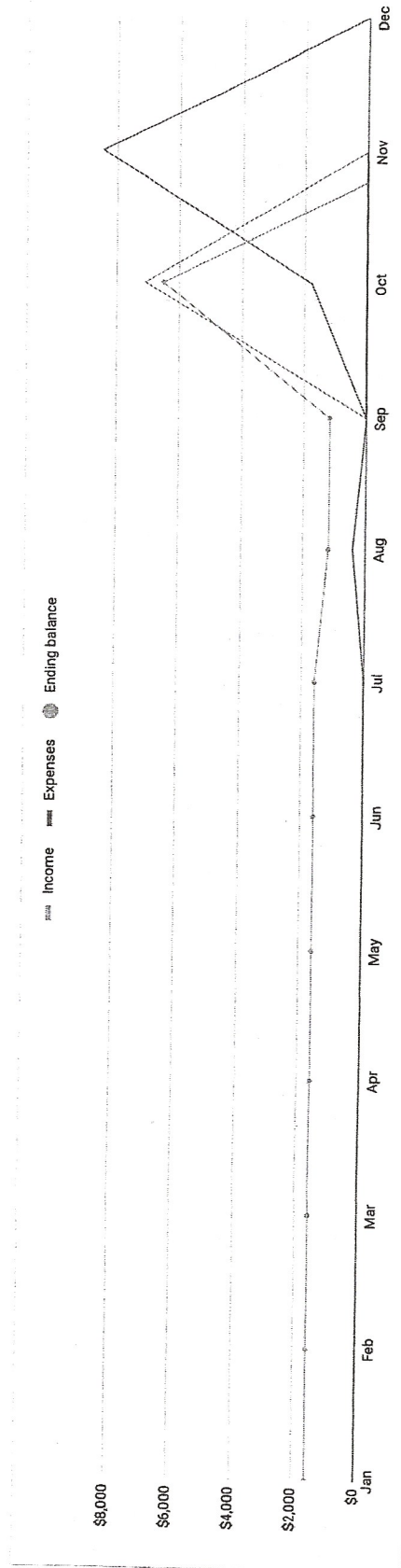
|                              |          |            |        |            |          |          |            |        |            |         |
|------------------------------|----------|------------|--------|------------|----------|----------|------------|--------|------------|---------|
| 10.305.13.0300.0610.000.3120 | SUPPLIES | \$1,500.00 | \$0.00 | \$1,500.00 | \$0.00   | \$0.00   | \$1,500.00 | \$0.00 | \$1,500.00 | 100.00% |
| PROGRAM: BUSINESS - 0300     |          | \$3,500.00 | \$0.00 | \$3,500.00 | \$955.00 | \$955.00 | \$2,545.00 | \$0.00 | \$2,545.00 | 72.71%  |

## ABOUT THIS SHEET

This sheet generates a summary of your spending based on data in the 'Expenses' and 'Income' tabs. Make sure you've set a starting balance in the 'Setup' tab before beginning.

## NOTE

Please don't edit this sheet. It contains formulas and will update automatically.



## Summary

|                  | Jan     | Feb     | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov      | Dec      | Total    | Average |
|------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|---------|
| Income           | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$7,091 | \$0      | \$0      | \$7,091  | \$7,091 |
| Expenses         | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$400   | \$0     | \$1,765 | \$8,453  | \$0      | \$10,618 | \$3,539 |
| Net savings [1]  | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | \$0     | -\$400  | \$0     | \$5,326 | -\$8,453 | \$0      | -\$3,527 | \$5,326 |
| Ending balance [ | \$1,582 | \$1,582 | \$1,582 | \$1,582 | \$1,582 | \$1,582 | \$1,582 | \$1,182 | \$1,182 | \$6,508 | -\$1,945 | -\$1,945 | \$1,994  | \$1,994 |

## Income

|             | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct     | Nov | Dec | Total   | Average |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|-----|-----|---------|---------|
| Member Dues | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$900   | \$0 | \$0 | \$900   | \$75    |
| Other       | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$6,191 | \$0 | \$0 | \$6,191 | \$516   |

## Expenses

|  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | Average |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|---------|
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|---------|



# Income

| Member Dues     | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct     | Nov | Dec | Total   | Average |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------|-----|-----|---------|---------|
| Monthly totals: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$900   | \$0 | \$0 | \$900   | \$75    |
| 19 Members      |     |     |     |     |     |     |     |     |     | \$900   |     |     | \$900   | \$900   |
|                 |     |     |     |     |     |     |     |     |     |         |     |     | \$0     | \$0     |
|                 |     |     |     |     |     |     |     |     |     |         |     |     | \$0     | \$0     |
|                 |     |     |     |     |     |     |     |     |     |         |     |     | \$0     | \$0     |
|                 |     |     |     |     |     |     |     |     |     |         |     |     | \$0     | \$0     |
| Other           |     |     |     |     |     |     |     |     |     |         |     |     | \$0     | \$0     |
| Monthly totals: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$6,191 | \$0 | \$0 | \$6,191 | \$516   |
| Fundraising     |     |     |     |     |     |     |     |     |     | \$191   |     |     | \$191   | \$191   |
| Donations       |     |     |     |     |     |     |     |     |     | \$5,000 |     |     | \$5,000 | \$5,000 |
| Gifts           |     |     |     |     |     |     |     |     |     |         |     |     | \$0     | \$0     |
|                 |     |     |     |     |     |     |     |     |     |         |     |     | \$0     | \$0     |
|                 |     |     |     |     |     |     |     |     |     |         |     |     | \$0     | \$0     |
| Other           |     |     |     |     |     |     |     |     |     | \$1,000 |     |     | \$1,000 | \$1,000 |

# Expenses

[Category 1]

[Category 2]

|              | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | Average |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|---------|
| [Category 1] |     |     |     |     |     |     |     |     |     |     |     |     | \$0   | \$0     |
| [Category 2] |     |     |     |     |     |     |     |     |     |     |     |     | \$0   | \$0     |

## Expenses

| Competition Fees       | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug   | Sep | Oct     | Nov     | Dec | Total   | Average |
|------------------------|-----|-----|-----|-----|-----|-----|-----|-------|-----|---------|---------|-----|---------|---------|
| <b>Monthly totals:</b> | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0   | \$0 | \$1,240 | \$1,575 | \$0 | \$2,815 | \$235   |
| OTTD                   |     |     |     |     |     |     |     |       |     | \$480   |         |     | \$480   | \$480   |
| CSU Invite             |     |     |     |     |     |     |     |       |     | \$760   |         |     | \$760   | \$760   |
| Conference 7 District  |     |     |     |     |     |     |     |       |     |         | \$630   |     | \$630   | \$630   |
| State                  |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
| ICDC                   |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
| Power Trip             |     |     |     |     |     |     |     |       |     |         | \$945   |     | \$945   | \$945   |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
| <b>Monthly totals:</b> | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0   | \$0 | \$0     | \$5,213 | \$0 | \$5,213 | \$434   |
| <b>Travel</b>          |     |     |     |     |     |     |     |       |     |         |         |     |         |         |
| Airfare                |     |     |     |     |     |     |     |       |     |         | \$5,213 |     | \$5,213 | \$5,213 |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
| <b>Monthly totals:</b> | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0   | \$0 | \$0     | \$1,410 | \$0 | \$1,410 | \$118   |
| <b>Lodging</b>         |     |     |     |     |     |     |     |       |     |         |         |     |         |         |
| Hotels                 |     |     |     |     |     |     |     |       |     |         | \$1,410 |     | \$1,410 | \$1,410 |
| Other                  |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
| <b>Monthly totals:</b> | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$400 | \$0 | \$0     | \$0     | \$0 | \$400   | \$33    |
| <b>Supplies</b>        |     |     |     |     |     |     |     |       |     |         |         |     |         |         |
| DECA +                 |     |     |     |     |     |     |     | \$400 |     |         |         |     | \$400   | \$400   |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
| Other                  |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |
|                        |     |     |     |     |     |     |     |       |     |         |         |     | \$0     | \$0     |

# Expenses

|  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | Average |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|---------|
|  |     |     |     |     |     |     |     |     |     |     |     |     | \$0   | \$0     |
|  |     |     |     |     |     |     |     |     |     |     |     |     | \$0   | \$0     |
|  |     |     |     |     |     |     |     |     |     |     |     |     | \$0   | \$0     |
|  |     |     |     |     |     |     |     |     |     |     |     |     | \$0   | \$0     |
|  |     |     |     |     |     |     |     |     |     |     |     |     | \$0   | \$0     |
|  |     |     |     |     |     |     |     |     |     |     |     |     | \$0   | \$0     |
|  |     |     |     |     |     |     |     |     |     |     |     |     | \$0   | \$0     |
|  |     |     |     |     |     |     |     |     |     |     |     |     | \$0   | \$0     |

## Transportation

|                       |     |     |     |     |     |     |     |     |     |     |       |     |       |       |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|-------|-------|
| Monthly totals:       | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$255 | \$0 | \$255 | \$21  |
| Fuel                  |     |     |     |     |     |     |     |     |     |     |       |     | \$0   | \$0   |
| Rental Cars           |     |     |     |     |     |     |     |     |     |     |       |     | \$255 | \$255 |
| School Transportation |     |     |     |     |     |     |     |     |     |     | \$255 |     | \$0   | \$0   |
| Other                 |     |     |     |     |     |     |     |     |     |     |       |     | \$0   | \$0   |
|                       |     |     |     |     |     |     |     |     |     |     |       |     | \$0   | \$0   |
|                       |     |     |     |     |     |     |     |     |     |     |       |     | \$0   | \$0   |
|                       |     |     |     |     |     |     |     |     |     |     |       |     | \$0   | \$0   |
|                       |     |     |     |     |     |     |     |     |     |     |       |     | \$0   | \$0   |

## Membership Fees

|                      |     |     |     |     |     |     |     |     |     |       |     |     |       |       |
|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|-----|-------|-------|
| Monthly totals:      | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$525 | \$0 | \$0 | \$525 | \$44  |
| Chapter Registration |     |     |     |     |     |     |     |     |     | \$525 |     |     | \$525 | \$525 |
|                      |     |     |     |     |     |     |     |     |     |       |     |     | \$0   | \$0   |
|                      |     |     |     |     |     |     |     |     |     |       |     |     | \$0   | \$0   |

|                 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Monthly totals: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
|                 |     |     |     |     |     |     |     |     |     |     |     |     | \$0 | \$0 |
|                 |     |     |     |     |     |     |     |     |     |     |     |     | \$0 | \$0 |
|                 |     |     |     |     |     |     |     |     |     |     |     |     | \$0 | \$0 |
|                 |     |     |     |     |     |     |     |     |     |     |     |     | \$0 | \$0 |
|                 |     |     |     |     |     |     |     |     |     |     |     |     | \$0 | \$0 |



## Policy and Procedure for Grants to Community Organizations

### **Purpose**

This policy aims to set a uniform policy and process by which community organizations may request financial and in-kind participation from the Town of Severance to support projects, programs, and events meeting the eligibility requirements set forth below.

### **Limitations and Special Provisions**

The Town Council has certain fiscal limitations on the amount of municipal funds it can set aside for donations to community projects. The Town Council sets aside the aggregate amount during the annual budget process. This amount may vary from budget year to budget year according to priorities, available revenues, and the amount appropriated by the Town Council for this purpose in each budget year.

***The Town is precluded from donating funds to any religious organization.***

Depending upon the characteristics of the project or event, the Town's participation may necessitate the applicant to provide appropriate insurance coverage at the applicant's cost.

### **Eligibility**

Eligibility is restricted to applicants recognized as community service organizations, organized and federally designated as non-profit corporations, or a governmental agency for tax purposes. Private businesses may apply through a local non-profit or governmental agency, which will serve as the sponsor and administrative unit for managing the project, program, or event.

### **Award Criteria**

All applications for municipal donations will be reviewed based on how well the donation request satisfies the following general criteria:

- The transfer confers a direct benefit of reasonably general character to a significant part of the public—i.e., the transfer accomplishes a public purpose, serves as benefit to the community as a whole, or generates sizeable benefits to those who do not help finance the organization's activities;
- The transfer is directly related to, within or serves one of the Town's municipal powers or functions—i.e., the activities of the entity are virtually indistinguishable from those of the Town or the services provided are of the kind typically offered by government, either directly or through subsidies; and
- The degree to which the entity is subject to a non-distribution constraint that prohibits the distribution of residual earnings to individuals who exercise control over the entity—i.e., those who control the organization are constrained in their ability to benefit personally from providing low-quality services.

### **Availability of Funds Process**

All funding requests must be submitted on a donation request form available at Town Hall or online. Requests will be submitted to the Selection Committee appointed by the Town Council for consideration. Generally, the funding requests will be considered collectively (as a group) at a regularly scheduled meeting.

| Grants     | Type of Community Grant (CG)          | 2024 Total Funds | Community Grants                                                                                                                                                                                                                           |
|------------|---------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 (\$2000) | Non-Profit                            | \$2,000          | Grants can be applied for at any time on a first come, first serve basis as funds are available. Non-Profit requests will be approved by the Town Council during the next available meeting, if Recommended by the Citizen Advisory Board. |
| 2 (\$1000) | Non-Profit                            | \$2,000          |                                                                                                                                                                                                                                            |
| 2 (\$500)  | Non-Profit                            | \$1,000          |                                                                                                                                                                                                                                            |
| 1 (\$2000) | Severance School Organization         | \$2,000          |                                                                                                                                                                                                                                            |
| 2 (\$1000) | Severance School Organization         | \$2,000          |                                                                                                                                                                                                                                            |
| 2 (\$500)  | Severance School Organization/Student | \$1,000          |                                                                                                                                                                                                                                            |
| Total      |                                       | \$10,000         |                                                                                                                                                                                                                                            |