

**AGENDA**  
**Town of Crested Butte**  
**Special Town Council Meeting**  
**Monday, April 27, 2020**  
**Council Chambers, Crested Butte Town Hall**

PUBLIC NOTICE IS HEREBY GIVEN THAT THE TOWN COUNCIL OF THE TOWN OF CRESTED BUTTE, COLORADO WILL HOLD A SPECIAL MEETING ON MONDAY, APRIL 27, 2020 BEGINNING AT 6:30PM.

**Please connect to the meeting via Zoom.**

**Dial: 1-346-248-7799 or 1-669-900-6833 or 1-253-215-8782 or 1-301-715-8592**  
**Webinar ID: 940 3674 2052**

*The times are approximate. The meeting may move faster or slower than expected.*

- 6:30** **SPECIAL TOWN COUNCIL MEETING CALLED TO ORDER BY MAYOR OR MAYOR PRO-TEM**
- 6:32** **APPROVAL OF AGENDA**
- 6:34** **OLD BUSINESS**  
1) Updated Financial Forecast and Discussion.
- 6:50** **NEW BUSINESS**  
1) Discussion on a Temporary Modification to the Purchasing Policy.
- 7:10** 2) Discussion on a Grant and/or Loan Program for Local Financial Relief.
- 7:30** 3) Discussion on Potential Summer Closure of Elk Avenue to Vehicle Traffic to Encourage Social Distancing and Commerce.
- 8:00** **ADJOURNMENT**



## Staff Report

April 27, 2020

**To:** Mayor and Town Council  
**From:** Rob Zillioux, Finance and HR Director  
**Through:** Dara MacDonald, Town Manager  
**Subject:** 2020 Financial Update

**Summary:** The COVID 19 recession has hit Crested Butte significantly, and will be a strain on Town resources for the foreseeable future. The enclosed presentation is intended to:

1. Provide a sales tax collection update for March and YTD March.
2. Reiterate the full year financial outlook for Town's operations.

**Discussion:** The attached material provides a forecast of major revenue sources for the General, Capital and Affordable Housing Funds. The three scenarios show revenue reductions that range from \$1,263,292 to \$2,685, 288. July, August and September, in that order, are the highest sales tax months for Town.

March sales tax collections were roughly 50% less than 2019, while YTD March was roughly 25% less than 2019.

Through March, property tax and RETT have come in at budget levels. RETT will likely tail off as travel and social distancing restrictions persist.

Staff have made recommendations for 2020 expense reductions amounting to a total of \$1,311,500. Council have approved all. This total no longer includes an assumption for reduced Mountain Express funding, while they are not fully operational.

The Enterprise and Street Funds should not be tremendously impacted, unless decisions are made to defer or waive utility payments or if property tax collections are delayed significantly.

This crisis is exactly why Town has maintained strong reserves and practiced conservative spending habits.

In summary, and assuming the full complement of recommended expense actions are taken, Town can manage operations and provide regular services to our residents through 2020, even in a scenario where revenue is 25% of budget. That said, all non-essential expenses are recommended to be delayed or eliminated so as to protect against potential economic worsening.



# 2020 Financial Update

## Town of Crested Butte

# Headlines

- March sales tax collections, as of April 23<sup>rd</sup>, are roughly 50% below 2019.
  - March is typically 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> highest collection month for Town. March, June and December are very close. July, August and September are the highest three months, in that order.
- YTD sales tax collections are roughly 25% below 2019.
- Our full-year financial projections for sales tax collections are unchanged from the April 6<sup>th</sup> Council.
- 2020 Revenue loss projections range from \$1,263,292 to \$2,685,288.
- Property tax and RETT through March are coming in at, or above, our year to date budget for these items.
- Town staff have made expense management recommendations, which Council approved, amounting to \$1,311,500 that will help offset revenue losses.

# Sales Tax Collection – YTD March

| <b>BUSINESS TYPE</b> | <b>2020</b>      | <b>2019</b>        | <b>\$ Diff</b>    | <b>% Diff</b> |
|----------------------|------------------|--------------------|-------------------|---------------|
| BARS/REST            | \$223,034        | \$374,436          | -\$151,402        | -40%          |
| RETAIL               | \$168,164        | \$225,063          | -\$56,899         | -25%          |
| GROCERY              | \$120,846        | \$122,175          | -\$1,329          | -1%           |
| LODGING              | \$98,528         | \$138,010          | -\$39,482         | -29%          |
| OTHER / UTILITIES    | \$82,342         | \$76,904           | \$5,438           | 7%            |
| CONST/HRDWR/AUTO     | \$66,091         | \$67,021           | -\$930            | -1%           |
| SERVICE              | \$34,108         | \$42,901           | -\$8,794          | -21%          |
| RETAIL:MMJ           | \$31,104         | \$34,253           | -\$3,149          | -9%           |
| <b>TOTAL</b>         | <b>\$824,400</b> | <b>\$1,081,028</b> | <b>-\$256,628</b> | <b>-24%</b>   |

## Other Items

|                |          |          |           |      |
|----------------|----------|----------|-----------|------|
| Cigarette Tax  | \$31,213 | \$0      | \$31,213  |      |
| STR Excise Tax | \$62,801 | \$90,046 | -\$27,246 | -30% |

# Sales Tax Collection – March

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| <b>BUSINESS TYPE</b> | <b>2020</b>      | <b>2019</b>      | <b>\$ Diff</b>     | <b>% Diff</b> |
|----------------------|------------------|------------------|--------------------|---------------|
| RETAIL               | \$50,387         | \$95,963         | (\$45,576)         | -47%          |
| GROCERY              | \$41,438         | \$46,492         | (\$5,054)          | -11%          |
| BARS/REST            | \$32,493         | \$140,497        | (\$108,004)        | -77%          |
| LODGING              | \$30,062         | \$63,429         | (\$33,367)         | -53%          |
| OTHER / UTILITIES    | \$26,952         | \$25,581         | \$1,371            | 5%            |
| CONST/HRDWR/AUTO     | \$20,587         | \$28,448         | (\$7,861)          | -28%          |
| SERVICE              | \$15,918         | \$22,112         | (\$6,194)          | -28%          |
| RETAIL:MMJ           | \$10,184         | \$13,222         | (\$3,038)          | -23%          |
| <b>TOTAL</b>         | <b>\$228,021</b> | <b>\$435,744</b> | <b>(\$207,723)</b> | <b>-48%</b>   |

## Other Items

|                |          |          |            |      |
|----------------|----------|----------|------------|------|
| Cigarette Tax  | \$9,237  | \$0      | \$9,237    |      |
| STR Excise Tax | \$26,142 | \$55,956 | (\$29,814) | -53% |

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# Summary – three sales tax scenarios

|                                    | Funds        |             |                    |                    | Other Funds |           | Total Expense Management |
|------------------------------------|--------------|-------------|--------------------|--------------------|-------------|-----------|--------------------------|
|                                    | General      | Capital     | Affordable Housing | Total              | Enterprise  | Streets   |                          |
| <b>Revenue loss - 75% Scenario</b> |              |             |                    |                    |             |           |                          |
| Reserves - January 2020            | \$3,833,220  | \$1,769,118 | \$314,541          | \$5,916,878        |             |           |                          |
| Revenue loss                       | -\$964,402   | -\$210,412  | -\$88,479          | -\$1,263,292       |             |           |                          |
| Expense Management - approved 3/30 | \$60,000     | \$433,000   | \$250,000          | \$743,000          |             |           | \$743,000                |
| Reserves - December 2020           | \$2,928,818  | \$1,991,706 | \$476,062          | \$5,396,586        |             |           |                          |
| Expense Management - proposed 4/6  | \$63,500     | \$105,000   | \$0                | \$168,500          | \$200,000   | \$250,000 | \$618,500                |
| Reserves - December 2020           | \$2,992,318  | \$2,096,706 | \$476,062          | <b>\$5,565,086</b> |             |           |                          |
|                                    |              |             |                    |                    |             |           | <b>\$1,361,500</b>       |
| <b>Revenue loss - 50% Scenario</b> |              |             |                    |                    |             |           |                          |
| Reserves - January 2020            | \$3,833,220  | \$1,769,118 | \$314,541          | \$5,916,878        |             |           |                          |
| Revenue loss                       | -\$1,569,387 | -\$323,285  | -\$129,729         | -\$2,022,401       |             |           |                          |
| Expense Management - approved 3/30 | \$60,000     | \$433,000   | \$250,000          | \$743,000          |             |           | \$743,000                |
| Reserves - December 2020           | \$2,323,833  | \$1,878,833 | \$434,812          | \$4,637,477        |             |           |                          |
| Expense Management - proposed 4/6  | \$63,500     | \$105,000   | \$0                | \$168,500          | \$200,000   | \$250,000 | \$618,500                |
| Reserves - December 2020           | \$2,387,333  | \$1,983,833 | \$434,812          | <b>\$4,805,977</b> |             |           |                          |
|                                    |              |             |                    |                    |             |           | <b>\$1,361,500</b>       |
| <b>Revenue loss - 25% Scenario</b> |              |             |                    |                    |             |           |                          |
| Reserves - January 2020            | \$3,833,220  | \$1,769,118 | \$314,541          | \$5,916,878        |             |           |                          |
| Revenue loss                       | -\$2,174,373 | -\$339,936  | -\$170,979         | -\$2,685,288       |             |           |                          |
| Expense Management - approved 3/30 | \$60,000     | \$433,000   | \$250,000          | \$743,000          |             |           | \$743,000                |
| Reserves - December 2020           | \$1,718,847  | \$1,862,182 | \$393,562          | \$3,974,590        |             |           |                          |
| Expense Management - proposed 4/6  | \$63,500     | \$105,000   | \$0                | \$168,500          | \$200,000   | \$250,000 | \$618,500                |
| Reserves - December 2020           | \$1,782,347  | \$1,967,182 | \$393,562          | <b>\$4,143,090</b> |             |           |                          |
|                                    |              |             |                    |                    |             |           | <b>\$1,361,500</b>       |

# Recommendations

- Town purchases and services, not yet contracted, should be sourced locally if and when possible.
- Non-essential expenses should continue to be delayed where possible.
- Do not begin any new affordable housing or CAP project spend until local economics stabilize.
- When conditions normalize, revisit said delayed expenses.

# Appendix

# Caveats

- Actual and forecast numbers will be updated monthly for presentation to Council. Forecast numbers are directional, and for purpose of assisting Council decision making
- Numbers are presented in Government Accounting Standards (modified accrual), not GAAP
- Forecast numbers are focused on major revenue sources, and are not intended to be comprehensive
- Impact to reserves assumes budgeted expenses, except where noted differently
- Enterprise and Street Funds not forecasted to decline significantly due to non-tourism / economy based revenue streams. However, local government decisions could possibly reduce revenue for these Funds. Timing on receipt of property tax, which largely funds Streets, is likely.
- Due to strong reserves entering 2020, Town could operate as normal without cutting budgeted expenses. In this scenario, revenue shortages would in turn reduce reserves by a like amount. Additional financial requests from the Community could be difficult to meet without making certain cuts elsewhere while maintaining reasonable Fund reserves.
- **Black** font numbers indicate budget. **Green** numbers are better than budget. **Red** numbers are worse than budget.

# Expense Management Steps – Council approved 3/30

| March 30 items - approved    | Funds           |                  |                  |            |            | Total            |
|------------------------------|-----------------|------------------|------------------|------------|------------|------------------|
|                              | General         | Capital          | Affordable       | Enterprise | Streets    |                  |
| Delay Marshal patrol vehicle |                 | \$80,000         |                  |            |            |                  |
| Essential travel only        | \$10,000        |                  |                  |            |            |                  |
| Henderson Park               |                 | \$15,000         |                  |            |            |                  |
| Goth Raw Water               |                 | \$91,000         |                  |            |            |                  |
| Ice Hockey Changing Rooms    |                 | \$197,000        |                  |            |            |                  |
| Delay CAP projects           |                 | \$50,000         |                  |            |            |                  |
| Delay SOAR build             |                 |                  | \$250,000        |            |            |                  |
| Misc exp management          | \$50,000        |                  |                  |            |            |                  |
| <b>Total</b>                 | <b>\$60,000</b> | <b>\$433,000</b> | <b>\$250,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$743,000</b> |

# Additional Expense Management Steps – Council approved 4/6/20<sup>13</sup>

## April 6th items

|                          | Funds    |           |            |            |           | Total            |
|--------------------------|----------|-----------|------------|------------|-----------|------------------|
|                          | General  | Capital   | Affordable | Enterprise | Streets   |                  |
| Contract Custodian       | \$13,500 |           |            |            |           | \$13,500         |
| TH Water Mitigation      |          | \$25,000  |            |            |           | \$25,000         |
| Pita Shed Engineering    |          | \$5,000   |            |            |           | \$5,000          |
| Capital Equipment        |          |           |            |            | \$200,000 | \$200,000        |
| Alley paving             |          |           |            |            | \$50,000  | \$50,000         |
| Capital Projects         |          |           |            | \$200,000  |           | \$200,000        |
| MTX express (while idle) | \$0      |           |            |            |           | \$0              |
| Seasonal workers - Parks |          | \$75,000  |            |            |           | \$75,000         |
|                          | \$13,500 | \$105,000 | \$0        | \$200,000  | \$250,000 | <b>\$568,500</b> |



## Staff Report

April 27, 2020

**To:** Mayor and Town Council  
**From:** Rob Zillioux, Finance and HR Director  
**Through:** Dara MacDonald, Town Manager  
**Subject:** Purchasing Policy – 2020 modification in response to COVID 19 crisis

**Summary:** The COVID 19 recession has hit Crested Butte and Gunnison County small businesses hard. Town Council directed staff to evaluate the current Purchasing Policy and modify so as to best help local small businesses, while still providing strong price / value equations for Town spend. Spending locally, when possible, will help boost the local economy, which in turn will help drive Town sales tax.

Staff recommends the Purchasing Policy be modified for the rest of 2020 as follows:

- Increase price handicap for local (Gunnison County) business from 5% to 10%, regardless of the contact amount. Purchases must still be made within the confines of the approved 2020 Town Budget. Any budget amendment must still be approved by Town Council
- Allow for diversification of local businesses receiving business from Town
- Threshold requirement for open bids on public works related projects will be raised from \$50,000 to \$100,000
- Emergency purchasing. The Finance Director or Town Manager, subject to review by the Town Council, shall have the right to make emergency purchases in excess of the limits of this policy and without using the aforementioned procedures when there exists a threat to public health, welfare, or safety under emergency circumstances. This existing provision will be modified to include COVID 19 economic crisis, along with public health and welfare.

**Background:** Prior to 2018, Town had no formalized purchasing policy. Purchasing policies are intended to provide for the fair and impartial treatment of all persons involved in public purchasing by the Town. The intent is to maximize the purchasing value of public funds and to safeguard said funds.

Goals and objectives for the Purchasing Policy adopted in 2018 include:

- a) Comply with the Town of Crested Butte Municipal Home Rule Charter
- b) Provide the Town the best economic advantage, while maintain the highest quality of services and goods necessary to accomplish the functions of municipal government
- c) Provide a uniform procedure for the purchase of materials, equipment, and services.
- d) Consolidate purchases to achieve maximum economic benefits, wherever possible.
- e) Purchase goods and services from local vendors, using local preference when their goods and services are economically competitive and their quality is comparable to other goods and services
- f) Require all vendors and other suppliers to fulfill all terms and conditions of contracts and purchase orders.
- g) Assure applicability to all Town departments, including elected officials.
- h) Provide appropriate safeguards and controls to protect public funds.

Staff is seeking Town Council input and direction on the above suggested modifications of Town's Purchasing Policy.



## Staff Report

April 27, 2020

**To:** Mayor and Town Council  
**From:** Rob Zillioux, Finance and HR Director  
**Through:** Dara MacDonald, Town Manager  
**Subject:** Town of Crested Butte Small Business COVID 19 Relief Grant Program

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**Summary:** Small businesses are a cornerstone of Crested Butte's economy. These businesses have been hit hard due to the COVID 19 crisis and resulting public health orders. When restrictions are lifted (partially or fully) it is critical our local businesses are ready and able to operate. This will in turn help drive sales tax collection that fuels Town operations. Up to this point, many Town businesses have been unable to access SBA loans or other government relief.

With the above in mind, Town Council directed Staff to evaluate possible relief efforts focused on locally owned small businesses. Candice Bradley and Mona Merrill worked with me on the proposal. Ashley UpChurch from the Chamber of Commerce also provided input.

**Discussion:** The attached document provides an outline of the proposed program. Key aspects of the program are:

- Town sets aside \$100,000 of General Fund reserves for this grant program.
- Individual awards up to \$2,500.
- Eligible businesses include those with a physical location in Town and who are heavily impacted by the public health orders.
- Businesses that can operate remote, such as realtors, lawyers, construction, architects, etc are excluded.
- Businesses will need to demonstrate a path to reopening as soon as restrictions lifted.
- Grant payments will be made as they come in (complete) on a first-come, first-served basis.

Staff seeks Council input and support for this proposal so that, if approved, it may be implemented as soon as Tuesday April 28<sup>th</sup>.

## Town of Crested Butte Small Business COVID 19 Relief Program

### DRAFT

The Town of Crested Butte has allocated \$100,000, from reserves, for this grant program. Individual grant awards will be up to a maximum of \$2,500. The goal is to provide some immediate support for the Town's entrepreneurial small businesses. It is intended to be a bridge grant, helping the business to get through the next 30 days while other relief options are pursued. The grant program is to help keep small businesses in a position to re-open as soon as the COVID-19 crisis passes. Applications must demonstrate the path to re-opening as soon as possible. Complete applications, meeting all the criteria, will be prioritized. Final grant approvals will be at the discretion of the Town Finance Director and the related Town Council Committee.

#### Program Eligibility:

- ✓ Your business must currently be closed by Gunnison County Public Health Order and unable to operate from home or remotely. Businesses offering limited take-out and/or mail order are eligible. Businesses that can function remotely will not be considered at this time (such as Real Estate groups, Architects, Construction, Interior Design groups, and Law firms). Non-franchise businesses have priority over franchise businesses.
- ✓ Your business must have a physical location, with associated monthly fixed costs, in the Town of Crested Butte. Eligible fixed costs include rent / lease payments, business equipment lease / rent / loan payments, insurance and other fixed type expenses. Fixed costs could also include expenses associated with personal protective devices, sterilization and other items necessary to operate in the post COVID 19 world. Wages and inventory are excluded, unless compelling reasons support the request.
- ✓ Owners of the business must be residents of Crested Butte and/or Gunnison County.
- ✓ Your business must normally be open all year, or most of the year. Seasonal-only businesses will have a secondary priority as compared to business open all year.
- ✓ Your business must be in good standing with Town, including being up to date on sales tax remittance (paid through Jan 2020 with no previous outstanding balance)

- ✓ You must provide evidence of sustainability including:
  - 2 years of financial statements, including reserve funds;
  - Application to refinance business and/or SBA loan application, and/or;
  - Other state or federal relief application; and/or
  - Statement of other financial support initiatives
  
- ✓ You must provide a letter from your landlord or mortgage holder, if applicable, who must also agree to not attempt an eviction process or foreclosure for failure to pay rent / mortgage for at least 60 additional days after receiving this grant from the Town. Owner-occupied businesses will need to provide documentation of owning the business and the real estate.
  
- ✓ **Application deadline is May 8<sup>th</sup>.** Grant awards, that meet the above requirements, will be made on a first-come, first-serve basis.
  
- ✓ Specific use of funds, including documentation, will be part of the application process and subsequent verification.

Questions about the application process can sent to Rob Zillioux at [rzillioux@crestedbutte-co.gov](mailto:rzillioux@crestedbutte-co.gov) or 970-349-5338.

## Town of Crested Butte – Small Business COVID 19 Relief Program Application

April 2020

Submit application and supporting documentation to [rzillioux@crestedbutte-co.gov](mailto:rzillioux@crestedbutte-co.gov) or you may submit application documentation in the drop box at Town Hall's main entrance.

|   |  |
|---|--|
| Business Name   |  |
| Business Address  |  |
| Owner(s) Name(s)  |  |
| Owner e:mail address and phone number   |  |
| Owner(s) Residence Address(es)  |  |
| Owner(s) Name(s) and % ownership  |  |
| <u>Specific</u> need / use of requested grant funds. Include supporting documentation with application.                                     |  |
| \$ amount of grant funds requested  |  |
| Has your landlord or mortgage company provided assurance that you will not be evicted or foreclosed upon? Include supporting documentation. |  |

Required documentation with grant application:

- ✓ Two years of business financial statements
- ✓ Application to SBA for relief funds and response documentation on SBA request, and/or
- ✓ Documentation from other support requests, with responses
- ✓ Specific documentation showing need / use of funds. Invoices, rent agreement, mortgage statement, equipment lease, etc.



## Staff Report

April 27, 2020

**To:** Mayor and Town Council  
**From:** Dara MacDonald, Town Manager  
**Subject:** Potential use of Elk Ave for business expansion Summer 2020

**Summary:** At the meeting on April 20<sup>th</sup> the Town Council directed staff to investigate the possibility of closing Elk Ave to vehicle traffic in the summer of 2020. The goal of the closure would be to allow businesses along Elk to access public right of way adjacent to their businesses to expand their offerings during ongoing social distancing requirements. Encouraging gatherings of people or the atmosphere of a special event is not the goal.

**Background:** The commercial district of Elk Avenue is the heart of Crested Butte. Many public serving businesses are located along this street and it is a focal point for both locals and visitors. The street typically allows for on-street parking, two-way vehicular traffic and deliveries in addition to pedestrian traffic on sidewalks. Limited use of the sidewalks is permitted during the summer by adjacent restaurants, subject to ADA accessibility and Council approval.

**Discussion:** Candice, Mel and Dara have met with Ashley UpChurch, as well as representatives from the City of Gunnison and the ICE Lab to discuss this idea. We have identified a number of items for consideration if the Council chooses to pursue this idea.

Ashley UpChurch from the Chamber has been working closely with us on this and the Chamber is taking the lead on circulating a survey to business owners along Elk Ave and the adjacent side streets. The purpose of the survey would be to garner the level of interest in this program and identify potential issues or concerns.

- Americans with Disabilities Act (ADA) considerations – The Town is obligated to ensure access on public property complies with ADA. The Town needs to maintain a minimum of 4' width of sidewalk at all times. If businesses are to take over additional areas of the public space, the 4' minimum sidewalk width will need to be maintained. In addition, if businesses utilize space on the street, additional accessible paths from the street to above the curb should likely be added.
- Emergency Services access – Crested Butte Fire Protection District and the Marshals are supportive of the closure so long as a minimum corridor of at least 16' is maintained on Elk Ave for safe passage of emergency vehicles. If this project proceeds we will remain in close contact with CBFPD on design and layout of the corridor.

- Mt. Express – Chris Larsen has confirmed that Mt. Express can accommodate a vehicle closure of Elk either by rerouting down Maroon or by continuing to run down Elk as the only vehicle permitted. The preference would be to continue running down Elk Avenue to not push that impact onto Maroon which may be impacted with additional parking pressure due to the closure of Elk. The Town would have to work with Mt Express to ensure that adequate safety measures are in place to remind people that busses are still running and ensure the busses can operate efficiently. An example of this is 16<sup>th</sup> Street Mall in Denver.
- Accommodation for deliveries on Elk – Several businesses on Elk Ave. routinely receive deliveries from Elk Avenue and do not have a satisfactory alternative. Can this type of activity be limited to prior to 10:00 a.m. each day? Not sure what to do about UPS / FEDEX.
- Physical length of Elk Ave. closure - 5<sup>th</sup> Street to 2<sup>nd</sup> Street or 1<sup>st</sup> Street? Staff recommends not closing the first block of Elk off 6<sup>th</sup>. This will allow for people to still access 5<sup>th</sup> Street including the Library and Town Hall. In addition, 5<sup>th</sup> should punch through to Butte this summer so it will be good to have it completely open and accessible to facilitate circulation.
- Barricades
  - at intersections – close cross streets or keep open for traffic to flow across?
  - along street corridors to ensure access for emergency vehicles/Mt Express. Staff should have a draft plan for this ready for presentation at the Council meeting on April 27<sup>th</sup>.
  - This would likely necessitate the use of flower barrels and planters and thus the Town would proceed with hiring seasonal gardening crew for the summer.
- Establish common seating areas or allow each restaurant to expand on their own? Restaurants may not be interested in investing in additional seating for this temporary street closure. As an alternative we could place tables and chairs or picnic tables along the street closure area that people could use if they get food to go. Alternatively, these tables could be supplied by the Town and placed in the street near restaurants who could then utilize them for table service.
  - Liquor –
    - license expansion – each restaurant could expand their premise area across the sidewalk to whatever new seating area is established. The process would be the same as for sidewalk seating and would take about a month to get through the State approval after Council approval.
    - common consumption area – Possible, but may have logistical challenges particularly around security requirements
    - Designate Elk Ave as a park and thus alcohol would be allowed under current Town rules. This would allow for restaurants to sell alcohol to go as they can under the current public health orders or bring their own beverages as they can in parks.
  - Outdoor seating areas
    - Investment required by businesses? Are they interested or willing to purchase necessary equipment such as tents or display racks? This is being asked in the survey being circulated by the Chamber right now.

- Does Town invest in tables/chairs for takeout dining? Could utilize rentals that will not be being used for events or pursue CCI grants to put artists to work.
  - Use picnic tables from town parks? If events are not allowed, could we relocate the picnic tables from Rainbow Park to Elk Ave to allow people to pick up take-out and dine on the street.
- Consider waste generation if take-out style, how to reduce waste (engage sustainable CB, restaurants utilize reusable containers, etc.). Restaurants could have bus bins outside their establishments where patrons could deposit plates, flatware, glasses, etc.
- Hand wash stations - The Town should add hand wash stations within the street closure area
- How do special events street closures tie in – The likelihood of large public events in the Summer of 2020 remains very uncertain at this time. The Town could work with each event individually to modify layouts as needed.
- Avoid public gatherings - It will be imperative that the messaging and structure around a closure of Elk Avenue is clear that it is intended to create a safe environment for the businesses to operate and not to create a festival type atmosphere. We would need to work on signage to help remind the public to maintain social distancing and not gather in groups.
- Parking impacts on neighborhoods – The Town would need to focus business owners, employees and the public on utilizing transit and large public parking areas such as the 4-Way or CBCS parking lot in order to minimize impact on neighborhoods. This could be emphasized through public service announcements and signage. Business owners, employees and locals from outside of Crested Butte would be encouraged to leave a townie bike at the 4-Way bus stop or CBCS parking lot so they could take transit to town and have transportation once they arrived.
- Duration – Mid-June thru Labor Day?
- What triggers the end of this set-up? Does this end when health orders end?

**Climate Impact:** This could potentially have a positive impact on vehicle related emissions as our community shifts more towards transit use in the summer.

**Financial Impact:** The direct cost to the Town has not yet been quantified. It will depend on decisions around who pays for things like tables and hand wash stations and staffing to maintain flowers and trash receptacles. However, it is not anticipated to be a particularly large investment by the Town. On the plus side, any investment by the Town would hopefully result in increased sales tax revenues through more commerce opportunities for our businesses.

**Legal Review:** No legal review has been conducted at this time. Legal review may be needed depending on which direction the Town decides around alcohol.

**Recommendation:** The Town Council should consider each of the topics in the discussion area above during the meeting on April 27<sup>th</sup>. Meanwhile staff will continue working with the Chamber to gather input from the business community and public in order to provide the Council with a more comprehensive proposal on May 4<sup>th</sup>.