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Req#
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8/17/16
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Sponsorship Submittal Form

Submission by: Jennifer C. (JC) Ward, Community Engagement, CCSU

Name of Organization: EcoWeek – CSU Mountain Campus

Purpose of Sponsorship: Support the Stream Ecology programs offered at EcoWeek at the CSU Mountain Campus, providing instructors and Utilities messaging that aligns with both Utilities and City strategic goals.

Date of Event(s): Monday through Friday between August 29, 2016 and October 15, 2016 – CSU Mountain Campus

Materials/Personnel required from Utilities: Classroom sets of the following: waders, field microscopes, macroinvertebrate viewing trays, hand lenses/boxes, and biotic index keys. Bi-monthly review of program delivery and feedback surveys by Utilities Education staff throughout the program.

Requested Amount: \$6400

Beneficial Purpose for Utilities: This partnership provides the Utilities (and city) with multi-level community engagement opportunities which include but is not limited to:

- Water Quality and Conservation Field Program delivery in the headwaters region of Fort Collins' drinking water source. 2016 EcoWeek is projected to deliver 40 Stream Ecology programs, reaching over 1,000 5th grade students and teachers.
 - Advertisement of Utilities participation in EcoWeek promotional materials for students and teachers in the Poudre School District
 - Utilities messaging throughout the program
- Delivery of the Stream Ecology program by EcoWeek instructors, rather than the Utilities Education Team decreases the cost of program delivery per student from \$18.10 to \$6.40
- The Utilities Education Team will also be able to offer field-based programs in the city limits of Fort Collins during the Fall while concurrent EcoWeek programming is offered at the Mountain Campus location
- Website exposure
- Other/newsletters, events, and social media as appropriate

Utilities Recommended Approval to Utilities Director: Sponsorship of \$6400.00 to be reviewed annually.

City Strategic Alignment:

- 4.6 – Engage citizens in ways to educate and change behavior toward more sustainable living practices.
- 4.8 – Protect and monitor water quality, and implement appropriate conservation efforts and long-term water storage capacity.

5.8 -Improve community involvement, education and regional partnerships to make our community safer and stronger.

6.6 – Support efforts to achieve climate action goals by reducing mobile emissions and supporting multiple modes of transportation.

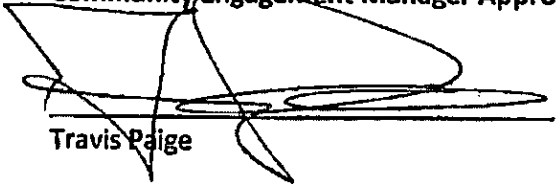
7.1 – Improve organizational capability and effectiveness – professional development, leadership, change management, strategic thinking, fiscal literacy and staff engagement.

7.9 – Improve productivity, efficiency, effectiveness, customer service and citizen satisfaction in all areas of the municipal organization.

Utilities Alignment: Public outreach, engagement and education.

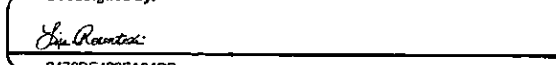
Benefit to ratepayers: The opportunity for all fifth grade students in Poudre School District to learn about drinking water quality and environmental indicators of the excellent water quality present in the headwaters region of the Poudre River. Instructors will communicate Utilities mission and positive behavior changes toward sustainable living practices.

Community Engagement Manager Approval:


Travis Paige


Date: 7/18/2016

Customer Connections Manager Approval:

DocuSigned by:

Lisa Rosintowski

Date: 7/24/2016

Utilities Director Approval:

DocuSigned by:

Kevin R. Gertig

Date: 7/25/2016

Amount funded: \$6,400

	EcoWeek 2015 Totals		Average Local Program (for comparison)	
Staff Hours	428.5		6	
Programs	40		1	
Labor Costs	\$15,444		\$216	
Miles	1890		12	
Transportation Costs	\$1,313	assumes \$0.595/mile per State Farm chart	\$7.81	
Cost per program	\$418.92		\$223.81	
Total served	1,043	(926 students/117 adults)	26	(23 students/ 3 adults)
Cost per student	\$18.10	(926 students)	\$9.73	
Contact Hours (2 hours/pgm)	2086	students & adults	52	
Contact Hours (2 hours/pgm)	1852	students only	46	
Cost per student contact hour	\$9.04	(926 students)	\$4.30	
Waders replaced	36%			
TOTAL COSTS	\$16,757			

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2015
ACTUAL

COORDINATION GUIDELINES
City of Fort Collins Utilities and Colorado State University Mountain Campus

2016 Poudre School District EcoWeek

These Coordination Guidelines (Guidelines) outline the cooperative efforts to be taken by the City of Fort Collins, by and through its Utilities Department (hereinafter referred to as the "Utilities"), and Colorado State University, by and through the Colorado State University Mountain Campus (hereinafter referred to as the "Mountain Campus"), to support programming for the 2016 Poudre School District EcoWeek, at the Mountain Campus.

I. BACKGROUND

Utilities and Mountain Campus have mutual objectives to provide natural resource and conservation education to Poudre School District students. The Mountain Campus provides annual EcoWeek programming to fifth graders in the School District (the "Event"). These students are a target demographic of Utilities' customers. Historically, Utilities Education program staff and volunteers made multiple trips per week to the Mountain Campus to deliver Stream Ecology programs during the Event.

II. PURPOSE

The purpose of these Guidelines is to continue offering Utilities Education programs which meet the Utilities' needs and support Event objectives during the 2016 EcoWeek season-- August 1 through November 1, 2016 --at 16321 Pingree Park Rd, Bellvue, CO 80512.

III. RESPONSIBILITIES

A. City will provide:

1. Lesson plans for Stream Ecology or water conservation-type programs ("Utilities Education Programs") for use during the Event;
2. Initial training and follow-up refresher training for Event staff who will lead Utilities Education Programs;
3. Supplies necessary and appropriate to deliver Utilities Education Programs, including but not limited to waders for staff and students, kick nets for macroinvertebrate collection, trays for macroinvertebrate observation, field microscopes, worksheets and other written materials to support program messaging;
4. Equipment repair and/or replacement as necessary for Utilities Education Programs delivered during Event and delivery of the same to the Mountain Campus;
5. Ongoing contact with Event staff and instructors regarding Utilities Education Program delivery, training, evaluation and supervision; and
6. Sponsorship funding in the amount of Six Thousand Four Hundred Dollars (\$6,400) to cover costs associated with Utilities Education Programs delivered during the Event.

B. Mountain Campus will provide:

1. Instructors to deliver Utilities Education Programs during Event;
2. Access to selected Event instructors for Utilities Education staff to provide initial and ongoing training for Utilities Education Programs;
3. Use of the Mountain Campus for training and observation of program delivery during Event;
4. Storage for Utilities Education Programs supplies, including but not limited to waders for staff and students, kick nets for macroinvertebrate collection, trays for macroinvertebrate observation, field microscopes, worksheets and other written materials to support program messaging;
5. Scheduling and communication with Poudre School District teachers for Event programs delivered under these Guidelines for participating students/classes;
6. Room and board (lodging and food) for on-site instructors delivering Utilities Education Programs;
7. Additional necessary training, including sessions on safety and risk management for instructors delivering Utilities Education Programs; and
8. Liability insurance covering Utilities Education Program instructors under these Guidelines to the same extent as all other Mountain Campus Event instructors.

C. Parties mutually agree:

1. Each party shall be responsible at all times for compliance with all laws and regulations applicable to its actions, and those of its agents, employees, and assigns, hereunder.
2. Either party may request safety policies and procedures, and the responding party will provide said policies to the requesting party within a reasonable time period. All parties agree to abide by safety policies and procedures of the other party during the course of the Event.
3. No person with responsibilities in the provision of services or the operation of any activities under these Guidelines will unlawfully discriminate with respect to any program participant or any applicant for participation on the basis of race, color, national origin, age, sex, religion, handicap, political affiliation or beliefs, or any other unlawful basis.
4. These Guidelines are not intended to supplant or supersede pre-existing mutual aid agreements between the parties and third parties nor deny the right of any party hereto to negotiate supplemental mutual aid agreements with each other or with third parties.
5. These Guidelines may be updated, modified, revised or renegotiated at any time by written agreement signed by each party hereto, to accommodate changing conditions.

IV. POINTS OF CONTACT

Utilities
JC Ward
Utilities Education Supervisor
Customer Connections Service Unit
970.224.6141
jcward@fcgov.com
200 W. Mountain, P.O. Box 580
Fort Collins, CO 80522

Mountain Campus
Seth Webb
Assistant Director
CSU Mountain Campus
970.491.4729
seth.webb@colostate.edu
16321 Pingree Park Rd.
Bellvue, CO 80512

V. TERMINATION/RENEWAL

By signing these Guidelines the parties agree to coordinate as set forth herein for the programming during the 2016 Poudre School District EcoWeek, which commitments can be rescinded or modified by either party upon written notice 90 days prior to the Event date without recourse. These Guidelines may be renewed annually upon signature of both parties. Renewals must be fully executed by both parties before July 1st.

CITY OF FORT COLLINS, a municipal corporation, by and through the Fort Collins Utilities Department

DocuSigned by:
Kevin Gertig
By: _____ 7/25/2016
EBA050670043496... _____
Date
Name: Kevin Gertig
Title: Executive Director

COLORADO STATE UNIVERSITY, by and through the Colorado State University Mountain Campus

By: *Seth Webb* _____ 7/12/16
Seth Webb, Assistant Director _____
Colorado State University Mountain Campus _____
Date