



**DATE:** December 21, 2018  
**TO:** Mayor and Council  
**FROM:** Ryan Mahoney, Town Manager  
**RE:** Weekly Update  
**CC:** Department Heads

We are quickly approaching the Christmas Holiday and I anticipate a fairly quiet week at Town Hall. We will be closed on Monday and Tuesday and back to business on Wednesday. I will be out of the office for the week so this will be my final report of the year.

We have accomplished quite a bit this year and I am happy to report that we completed or made substantial progress on a number of tasks. The Mayor had urged me to create a “top 10” task list to place on the wall in the Council Chambers as a way to communicate our priorities for the year. Well, the “top 10” was actually a “top 12” list and the following details our progress.

#### **1. Capital Improvements Plan**

Completed (adopted by Resolution No. 33 Series 2018 as part of the 2019 budget)

#### **2. Town Purchasing Policy**

Completed (adopted by Resolution No. 22 Series 2018)

#### **3. Mid Valley Comprehensive Plan**

Completed – Town Council, Planning Commission and staff participated in the process, including a joint meeting between the Roaring Fork Valley Regional Planning Commission and the Basalt Planning Commission. The Town provided formal input on the plan through the Council, Planning Commission and POST.

#### **4. Investigate establishment/consolidation of citizen participation program**

This project has been a work in progress and will continue at the January 8, 2019 Council meeting. I met with Council on this topic during our retreat on August 21<sup>st</sup>. Since that time I have met with representatives from our town committees to gather their input. We now have a basic outline of a communication strategy between Town Council, staff and the committees. In preparation for the January 8<sup>th</sup> Council discussion, I have consolidated information from all of the committees onto a spreadsheet that outlines items such as *when the committee was created, what is their mission/vision, who is their membership and how they were established*. The intended outcome of the Council discussion will be to standardize certain elements of each committee but also to look at the need for standing committees vs. as hoc committees. Other topics will include membership (who is on the committee) as well as the tasks that Council would like to see accomplished by the committees.

#### **5. Whitewater Park**

This project is also ongoing and is not truly a Town project. This is a Pitkin County project but Basalt has been a partner. We have worked with the County on conceptual planning related to the amenities around the in-stream features. This includes the addition of pedestrian and spectator improvements as well as road improvements on Two Rivers Road. The Town has

budgeted money in 2019 to assist with the project. This will be a work in progress but has been identified as a priority for Council.

#### **6. Explore purchase of land for Public Works facility**

The Public Works facility has now officially been recognized on the Town's Capital Improvement Plan. That being said, it has not been funded yet. Staff has identified several potential sites for a new Public Works facility but after investigation only one or two remain viable. It is has proven a difficult task to find a suitable site given the cost of land in the mid-valley as well as availability of land for this use. It is important the facility be located within or very close to Town. The size of the lot also needs to be adequate to allow for the proper storage and maintenance of equipment. Staff will continue to look for opportunities and will discuss the financing options for the project in the future.

#### **7. Parks/Streets improvements cited in 2018 Capital Improvements Plan**

Completed - 2018 was a successful year for capital projects. We completed a number of notable projects in both the streets and parks. The streets maintenance program saw the rehabilitation of East Valley Road from the Willits roundabout to the Town limit at El Jebel. In addition, Two Rivers Road from downtown to Aspen Junction was rehabilitated with a 2" asphalt overlay. Other maintenance items included chip and seal on some of our neighborhood roads as well as crack sealing and striping. Another notable project was the traffic calming and street improvements along East Valley Road in Willits.

The parks improvements included substantial upgrades to Old Pond Park, including enhanced access and trail improvements. Ponderosa Park also had several improvements including new fencing, sidewalks, plantings and mulching bins.

#### **8. Communication**

This is an ongoing task but several accomplishments have been made. A new Town website was created which improved content and navigation. As noted above, we worked with the Town committees to create a communication strategy. The Town Manager Friday reports have also become a regular communication tool. We will continue to look for ways to improve, especially with the public.

#### **9. Organizational Culture**

Completed (these are our cultural values that were created by staff and reviewed by Council and will be integrated into the Strategic Plan)

#### **10. Training**

This task will also continue to be a focus in the years to come but several trainings were completed by both Council and staff. These included, Newly Elected Municipal Leader Workshop, Colorado Municipal League (Elected Officials Training) and a Council refresher training with Elyse Casselberry of DMA Consulting.

#### **11. Basalt Master Plan/Strategic Framework**

The Strategic Plan is nearing completion with an anticipated Council adoption in the first quarter of 2019. The initial conversation for this Plan took place on August 21, 2018 at a Council retreat. Since that time staff has met again with Council and has completed a draft.

The Basalt Master Plan is budgeted for 2019 and a request for proposals has been published. The formal proposals are due on January 31, 2019.

## 12. Affordable Housing Program

Staff has completed an assessment of our affordable housing program including costs associated with management and maintenance of our units. This information will be shared with Council in January. In addition, Council adopted an updated policy on town-owned employee housing units (Resolution 10, Series 2018). Finally, the Town is participating in a regional affordable housing study that will update the assumptions from the Town's 2015 affordable housing study as well as provide recommendations for a regional approach to this issue.

### Planning

- P&Z met on December 18th and recommended approval of the medical marijuana application for 175 Midland Avenue that was previously approved in 2017, but expired.
- Basalt Childcare Coalition – The Coalition met on December 20th and the Financial Aid Committee met following that meeting. Leigh Carson-Hernandez, the new early Childhood System Coordinator for Eagle County, met in person with the group for the first time. She had previously joined by phone. She explained Eagle County's funding allocation for child development services:
- Eagle County – County-wide programs:
  - Salary Supplement Program
  - Infant Toddler Subsidy
  - Additional funds to augment the CPP funds that come from the State to reduce the wait list (this helps reduce the need for financial aid grants)
- Roaring Fork Valley
  - \$35,000 for Financial Aid grants plus \$3,500 for administration
  - \$80,000 for Early Childhood Network coach
  - \$20,000 to Valley Settlement for early childcare education workforce training
  - 40,000 to Valley Settlement for Family, Friends and Neighbors
  - Family Liaison
- The Coalition formed some working committees to further develop the work plan under the topics of Capacity, Quality, and Affordability. The Coalition spent some time discussing the costs associated with the construction of an early childhood development center on Parcel 2E and other next steps. That working group will get together after the first of the year. The Financial Aid subcommittee allocated the remaining tuition assistance funds for the third and final 2018 funding period.
- New Basalt Master Plan– Staff had the pre-proposal meeting on Wednesday, December 20th. Staff asked Grassroots film the meeting and provide live access. As the weather turned out to be bad, this worked well for firms wanting to participate from the eastern slope. Staff also worked with Tim Malloy on updating data and the GIS information.
- Ongoing Activities - Staff has been conducting multiple pre-application, pre-submittal and building permit meetings and has been busy with several ongoing zoning enforcement issues.

### Public Works

- The Town of Basalt is again accredited by the ArbNet Arboretum Accreditation Program. The ArbNet Arboretum Accreditation Program is to establish and share a widely recognized set of

industry standards for the purpose of unifying the arboretum community and providing a mechanism for benchmarking and guidelines for professional development. Thanks to Tim Vogel for his work in securing this designation.

- Town senior staff met with Colorado Intergovernmental Risk Sharing Agency (CIRSA) this week to review the new insurance policy with the Town. CIRSA covers the majority of municipalities in Colorado for liability and property coverage. They have good loss prevention education programs and will do annual inspections on the Town's properties and advise us on how to limit our liability.
- Public Works has been researching options to update the wireless controls on street lights in the Willits area. We believe that we have found a good solution with a local supplier. The update will include the installation of transmitters that allow us to control light levels remotely. Thanks to Matt Wagner and Jeff Belvins for finding this solution.

### **Police**

- The Pitkin County Public Safety Council, which the Town of Basalt Police Department is a participating and voting member of, was a recipient of the 2018 "Pitkin County Cares Award" for outstanding teamwork during the initial attack on the Lake Christine Fire. The Pitkin County Board of County Commissioners presented the award on Wednesday. Basalt Fire Chief and Chairman of the Public Safety Council, Scott Thompson, accepted the award on behalf of the team. The award recognizes individuals and groups for their outstanding service, leadership, and civic engagement. Chief Greg Knott attended the award ceremony.

