



DATE: January 22, 2021
TO: Mayor and Council
FROM: Ryan Mahoney, Town Manager
RE: Weekly Update
CC: Department Heads

Police

Officers Cortnay Young and Evan Wagstrom are in the fourth week of their three month field training program. Both are making great contributions to our team. Next week we will open the hiring process to fill our two vacant positions.

We continue outreach and education efforts to businesses, schools and motorists regarding the Town's two minute idling ordinance.

Chief Greg Knott participated in a planning meeting to develop a Ruedi Dam tabletop emergency response exercise. Emergency Management Specialists from the Bureau of Reclamation, local first responders and County Emergency Managers were on this planning call. The tabletop exercise, to simulate a hydrological event at the dam, will take place on March 2nd.

The police department confirmed that all restaurants in the Pitkin County portion of Town are in compliance with newly implemented red level Public Health Order restrictions.

Recreation

Staff has been assisting in pool construction questions with the planning team as they relate specifically to pool management and the operations.

Staff has been working on a return to safe play protocol for our youth basketball league. Staff is awaiting some guidance from the Elementary School Athletic Director and Principal for assistance with this.

Public Works

The Public Works Department has been continuing to remove snow and ice from shaded intersections and walkways with the break in the nice warming temperatures. The warmer sunny afternoons the past few days allowed us to start sweeping up old sand and gravel from previous storms. We have been replacing faded signs and straightening sign poles as well.

Parks and gardens continue to remove hazard trees at the Gisella Fiou Skate Park and pruning all the right of way trees in Willits which will be an ongoing project.

The water department has been training our two newest employees to start doing weekend water duty, a responsibility that all department members share. They have also been working hard on amending language for the new water code submissions in addition to the new Public Works Manual. Water Distribution oversaw and helped with the new water tap for the pool locker room at the Arbaney Park Pool project. We were able to shut off the 8" water main so they could drill a new 3/4" tap. After the tap was installed the Town pressurized the water main and checked for leaks at the corporation stop and then the curb stop shut-off. The water line was flushed for 5 minutes from the 2" ball valve at the end of the 8" line. After no leaks were found, the new tap was connected to the existing 3/4" copper line that goes into the mechanical room. The curbstop was then opened and we confirmed we had

water in the mechanical room. After the curbstop protection box around it was installed the excavation was then backfilled and everything went well.

We have been keeping up with trash along with facilities cleaning and maintenance per COVID guidelines and continuing to troubleshoot a boiler issue that affects multiple affordable housing units at the BC building on Gold Rivers Court. We have proper heating function restored to those units at this time and are waiting on parts to finish that project.

Planning

Arbaney Pool- The Planning Staff has been coordinating construction items with the Rudd, SGM, and Connect One Design as the pool renovation project is underway. The plan is to complete construction by late May so that the pool may reopen for the summer.

BACH – At next week’s Council meeting BACH will provide an overview of the 2020 Emergency Rental Assistance program and will seek direction from Council on its proposed 2021 Emergency Rental Assistance framework. Also, BACH has three members seeking reappointment of one-year and two-year terms, which will be on the January 26 Council Meeting consent agenda.

Basalt River Park Development – Staff has been working with the Applicants on the entitlement documents that need to be recorded and to work through details on the next steps for construction.

Parks – Staff participated in a team meeting with the consultants to forward the improvements on the Basalt River Park. We are planning a work session with the Council in February/early March. Staff is also working with the Town Attorney on code amendments addressing park rules.

Green Team – Staff and Green Team member Gerry Terwilliger met with a representative from the Town of Carbondale this week to discuss coordinating messaging for its information campaign on vehicle idling. Basalt and Carbondale will be sharing messaging through radio and print ads. The ads are expected to be finalized in the coming days and set to begin by early February. Staff attended the Planning & Budget Committee monthly meeting for CC4CA. There are potentially three new member communities set to join the coalition, and the finances are in good order for the upcoming year.

Public Art – Staff worked with the two contractors on details for BPAC’s four ice sculptures. Staff met with the Basalt Regional library and a BPAC representative to work out details of the BPAC’s partnership with the Library. There is already information on the Library’s webpage and look for more information on the Town’s website soon.

Basalt Chamber Sign Committee - Town Staff created a mockup of a proposed entrance sign at the east end of Town and set up a drive-by “site visit” for members of the Chamber Sign Committee. The Sign Committee hopes to bring its revised design recommendations to Town Council soon.

RFTA Regional Bike Share Study- Planning Staff members participated in RFTA’s evaluation committee in reviewing and interviewing consultants that have provided proposals for RFTA’s regional bike share study for which they solicited proposals.

Development Review/Applications - The Lot J, Basalt Commercial Park Development Sketch Plan Application for 12 residential units was recommended for approval by the P&Z at its meeting on January 5. The resolution for Sketch Plan approval for Lot J is scheduled for the Council’s consideration at its January 26 meeting. Stott’s Mill is still working with its bank to provide the required security. Staff spent considerable time working on items associated with our other construction projects throughout Town and dealing with complaints and inquiries on development potential.

Finance

2021 Budget – After approval by Council, I added the final budget ordinance and resolutions, as well as other legal requirements, to the document. The 2021 Budget is now fully compiled in a pdf format including bookmarks for easier reading and navigating. This is an improvement over the 2020 Budget, which was scanned. The 2021 Budget will be added to the website Monday or Tuesday, so I would

encourage you to check out the final version next week! If there are any council members that would like a hard copy of the budget, please let me know by next week.

Employee Retirement Committee – The ad hoc Employee Retirement Committee approved the final lineup of investments that will be available to employees for the new Equitable retirement plan. I'm excited for this opportunity to educate employees and give them information and tools that will help them achieve their financial goals. One of the equitable representatives noted that our transition to their new plan is perceived by them to be "best in class", because it is providing an in-depth understanding of retirement planning for the Town's employees. We will be adding three "ESG" (Environmental Social Governance) socially conscious investment options, in addition to roughly 25 other mutual and index fund options, for employees to choose from. We are on target for a full conversion from John Hancock/VALIC to Equitable in March. Equitable will be meeting individually with each employee, as well as other plan participants who are interested in meeting with Equitable, to discuss their retirement goals and to determine the employee's investment choices.

Finance Advisory Board – The Finance Advisory Board met on Wednesday to discuss current Town financial updates, as well as to create a plan for 2021. FAB reviewed the Strategic Work Plan and developed their "to do" list from the financial goals in that document. The items that FAB will be focusing on this year include: 1. Assisting with the Facility Needs Assessment Request for Proposal, and discussing potential funding options available based upon Council/Town Manager direction; 2. Assist with the financial planning for the Water Meter replacements, reviewing revenue and expenses associated with that project, as well as potential fees associated with the transition to end water users; 3. Start a Finance Manual, incorporating those policies we have already worked on, and also look at other policies we may need to add; and 4. Review online payment options to improve customer service for the community. The Town has already completed the Employee Handbook, and we are well on the way to achieving a successful transition to the new Equitable employee retirement plan. We anticipate receiving the GFOA award for 2019 audited financial statements in April or May of this year.

2020 Audit – The 2020 audit fieldwork will start April 21 and will be mostly conducted remotely. The auditors are starting their audit with internal control discussions, as well as discussions with department heads, within the next few weeks. Audits conducted remotely can be time intensive, so we are glad that the auditors are getting a jump start on some of their due diligence work prior to the date of fieldwork. I anticipate having pre-audit financials available for Council review by the end of March for the first Council meeting in April.