

Joint Information Meeting

TOWN COUNCIL & COUNTY COMMISSIONER MEETING

June 5, 2023

1:30 PM

Town Council Chambers

Chair: Hailey Morton Levinson

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. **PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/83822852440?pwd=cm90NFdRNUS2UUQ4bEpQT2NndTRidz09>

If the link does not work, join at zoom.com with Webinar ID **838 2285 2440** Password: **83001**

or join by phone **+1 346 248 7799** with Webinar ID **838 2285 2440** and Password: **83001**

II. CALL TO ORDER, ROLL CALL, AND ANNOUNCEMENTS

III. PUBLIC COMMENT

This section is reserved for comments on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice, the Electeds will not hold discussion or debate these comments. Nor will they make any decisions presented during this time, but rather refer to staff for follow-up. If you would like to communicate with the Electeds during the meeting, please address them during this open public comment, when public comment is called for on a specific agenda item or send an email to council@jacksonwy.gov and commissioners@tetoncountywy.gov.

IV. CONSENT CALENDAR

A. Meeting Minutes

1. April 24, 2023 Special Joint Information Meeting
2. April 25, 2023 Special Joint Information Meeting
3. May 1, 2023 Special Joint Information Meeting
4. May 15, 2023 Special Joint Information Meeting

B. Travel and Tourism Board Budget Approval

C. Energy Conservation Works Budget Approval

D. Joint Department Funding Review Process (Alyssa Watkins and Tyler Sinclair) - *This item will be continued.*

E. Urban Systems Letter to WYDOT Requesting Reconnaissance Report for Willow and Gill Safe Routes (Charlotte Frei and Tyler Sinclair)

V. DISCUSSION/ACTION ITEMS

A. Recreation Center Fee Policy and Schedule (Steve Ashworth)

B. Stilson Transit Center Design Approval (Alyssa Watkins and Heather Overholser)

VI. MATTERS FROM COUNCIL, COMMISSIONERS AND STAFF

VII. PROPOSED ITEMS FOR FUTURE JOINT INFORMATION MEETINGS

Please note that at any point during the meeting, the Chairman or Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

7/10 - START Joint Power Agreement (Bruce Abel and Tyler Sinclair)

7/10 - Status Update on Regional Transportation Task Force (Charlotte Frei)

7/12 & 7/13 - Housing Mitigation Policy (Chris Neubecker)

8/7 - RFP for Affordable and Workforce Housing Development at 90 Virginian Lane (April Norton)

8/7 - Status Update on Regional Transportation Task Force (Charlotte Frei)

VIII. ADJOURN - COUNTY

IX. EXECUTIVE SESSION - TOWN ONLY

Recess or Adjourn meeting to executive session to consider matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(iii).

X. ADJOURN - TOWN

Please note that at any point during the meeting, the Chairman or Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

**JOINT INFORMATION PROCEEDINGS
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING**

APRIL 25, 2023

JACKSON, WYOMING

The Jackson Town Council met in conjunction with the Teton County Commission in a joint information meeting (JIM) located in the County Commissioner's Chambers located at 200 S. Willow St. at 9:02 A.M.

I. ROLL CALL. Upon roll call the following were present:

COUNTY COMMISSIONERS: Luther Propst, Chair, Natalia Macker, Vice-Chair, Greg Epstein, Wes Gardner, and Mark Newcomb.

TOWN COUNCIL: Mayor Hailey Morton Levinson, Vice-Mayor Arne Jorgensen, Jim Rooks, and Jonathan Schechter. Jessica Sell Chambers was absent.

STAFF: Maureen Murphy, Katie Smits, Alyssa Watkins, Charlotte Frei, Bruce Abel, Tyler Sinclair, Kelly Thompson, and Chalice Weichman.

II. FISCAL YEAR 2024 BUDGET WORKSHOP

The following topics were discussed concerning FY 2024 budget requests:

i. TOJ Letter to BCC Discussion

Tyler Sinclair, Interim Town Manager, led a discussion of joint department funding in response to a letter from the Town of Jackson to the County Commissioners dated April 21, 2023.

The Town suggested setting a fixed amount (approximately \$14,312,788) that the Town is able to pay for Joint Departments for Fiscal Year 2024. This fixed amount is based upon the total revenue collected by each jurisdiction, which is approximately 33% by the Town and 67% by the County.

Commissioner Epstein left the meeting at 9:49 A.M. and rejoined the meeting at 10:09 A.M.

The meeting recessed at 10:01 A.M. and reconvened at 10:09 A.M.

ii. START

Bruce Abel, Interim Director of START, and Tyler Sinclair gave a presentation with START's budget requests.

The meeting recessed at 11:08 A.M. and reconvened at 11:15 A.M.

iii. Fire/EMS

Alyssa Watkins, Board of County Commissioners Administrator, Stephen Jellie, Fire Chief, and Tyler Sinclair gave a presentation with budget requests for Fire/EMS.

The meeting recessed at 11:59 A.M. and reconvened at 1:31 P.M.

iv. Transportation

Charlotte Frei, Regional Transportation Planning Administrator, Alyssa Watkins, and Tyler Sinclair presented budget requests and answered questions from the Boards.

v. Housing

April Norton, Housing Director, Alyssa Watkins, and Tyler Sinclair presented budget requests for the Housing Department and answered questions from the Boards.

vi. Parks & Recreation

Steve Ashworth, Parks & Recreation Director, Tyler Sinclair, and Alyssa Watkins presented budget requests.

The meeting recessed at 2:07 and reconvened at 2:14 P.M.

vii. JH Airport

Jim Elwood, Executive Director, and Michelle Anderson, Assistant Director, presented budget requests and answered questions from the Board.

The meeting recessed at 3:55 P.M. and reconvened at 4:01 P.M.

viii. Pathways

Brian Schilling, Pathways Coordinator, Heather Overholser, Director of Public Works, Alyssa Watkins, and Tyler Sinclair presented Pathways budget requests.

III. ADJOURN

On behalf of the County, a motion was made by Commissioner Macker and seconded by Commissioner Epstein to adjourn. Chair Propst called for a vote. The vote showed all in favor and the motion carried for the County.

On behalf of the Town, a motion was made by Councilmember Schechter and seconded by Councilmember Jorgensen to adjourn. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

The meeting adjourned at 4:34 P.M.

TETON COUNTY BOARD OF COUNTY COMMISSIONERS

Luther Propst, Chair

ATTEST:

Maureen E. Murphy, County Clerk

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Town Clerk

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Luther Propst, Chair

ATTEST:

Maureen E. Murphy, County Clerk

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Town Clerk

JOINT INFORMATION PROCEEDINGS
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING – UNAPPROVED

MAY 1, 2023

JACKSON, WYOMING

The Jackson Town Council and the Teton County Board of County Commissioners met in a special joint information meeting (JIM) in the Town Council Chambers located at 150 East Pearl Avenue in Jackson. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present at 1:30 p.m.:

TOWN COUNCIL: Vice Mayor Arne Jorgensen, Jonathan Schechter, and Jim Rooks. *Absent:* Jessica Sell Chambers and Mayor Hailey Morton Levinson.

COUNTY COMMISSIONERS: Chairman Luther Propst, Natalia Macker, Mark Newcomb, and Wes Gardner. Greg Epstein joined at 1:33pm.

STAFF: Tyler Sinclair, Roxanne Robinson, Lea Colasuonno, Bruce Abel, Steve Ashworth, Floren Poliseo, Michelle Weber, Heather Overholser, Ryan Hostetter, Alex Norton, Charlotte Frei, Alyssa Watkins, Maureen Murphy, and Riley Taylor.

PUBLIC COMMENT. There was no public comment.

CONSENT CALENDAR. On behalf of the Town, a motion was made by Jonathan Schechter and seconded by Jim Rooks to approve consent calendar item A as presented with the following motion. On behalf of the County, a motion was made by Mark Newcomb and seconded by Natalia Macker to approve consent calendar item A as presented with the following motions. No public comment was given on the Consent Calendar.

A. **Meeting Minutes.** To approve minutes of the March 6, 2023 Joint Information Meeting, March 13, 2023 Special Joint Information Meeting, March 20, 2023 Special Joint Information Meeting, April 10, 2023 Special Joint Information Meeting, and April 17, 2023 Special Joint Information Meeting.

On behalf of the Town, Vice Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried for the Town.

On behalf of the County, Chairman Propst called for the vote. The vote showed all in favor. The motion carried for the County.

Budget Discussion. Tyler Sinclair, Alyssa Watkins, Riclyn Betsinger, Maureen Murphy, Steve Ashworth, April Norton, Bruce Abel, Charlotte Frei, and Kelly Thompson made staff comment. Council and Commission held discussion with staff.

Council recessed at 3:32pm and reconvened at 3:40pm.

Discussion continued. On behalf of the County, a motion was made by Mark Newcomb and seconded by Wes Gardner to direct staff to prepare a staff report for the June Joint Information Meeting regarding establishing a committee to address the Town/County funding split of joint departments. Chairman Propst called for the vote. The vote showed 4-1 with Natalia Macker, Luther Propst, Mark Newcomb, and Wes Gardner in favor and Greg Epstein opposed. The motion carried.

On behalf of the Town, a motion was made by Jonathan Schechter and seconded by Jim Rooks to direct staff to prepare a staff report for the June Joint Information Meeting regarding establishing a committee to address the Town/County funding split of joint departments. Vice Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Annual Comp Plan Indicator Report and Workplan. Ryan Hostetter and Alex Norton made staff comment. Council and Commission held discussion with staff.

On behalf of the Town, a motion was made by Jim Rooks and seconded by Jonathan Schechter to continue the item to the June 5, 2023 Joint Information Meeting. Vice Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

On behalf of the County, a motion was made by Natalia Macker and seconded by Wes Gardner to continue the item to the June 5, 2023 Joint Information Meeting. Chairman Propst called for the vote. The vote showed all in favor. The motion carried.

Matters from Council, Commissioners and Staff. None.

Executive Session – Town. On behalf of the Town, a motion was made by Jonathan Schechter and seconded by Jim Rooks to adjourn to executive session to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii). Vice Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Adjourn – County. On behalf of the County, a motion was made by Natalia Macker and seconded by Mark Newcomb to adjourn. Chairman Propst called for the vote. The vote showed all in favor. The motion carried for the County. The meeting adjourned for the Town at 4:59 p.m. Minutes:rt

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

TETON COUNTY

Luther Propst, Chairman

A TEST:

Maureen Murphy, County Clerk

JOINT INFORMATION PROCEEDINGS
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING – UNAPPROVED

MAY 15, 2023

JACKSON, WYOMING

The Jackson Town Council and the Teton County Board of County Commissioners met in a special joint information meeting (JIM) in the Town Council Chambers located at 150 East Pearl Avenue in Jackson. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present at 1:30 p.m.:

TOWN COUNCIL: Mayor Hailey Morton Levinson, Arne Jorgensen, and Jim Rooks. *Virtual*: Jonathan Schechter. *Absent*: Jessica Sell Chambers.

COUNTY COMMISSIONERS: Chairman Luther Propst, Natalia Macker, Mark Newcomb, Greg Epstein, and Wes Gardner.

STAFF: Tyler Sinclair, Roxanne Robinson, Lea Colasuonno, Steve Ashworth, Bruce Abel, April Norton, Alyssa Watkins, Maureen Murphy, Charlotte Frei, and Riley Taylor.

Virginian Financing. April Norton, Lea Colasuonno, and Tyler Sinclair made staff comment. Bob Culver made public comment. Council and Commission held discussion with staff.

On behalf of the Town, a motion was made by Arne Jorgensen and seconded by Jim Rooks to direct and authorize the Housing Authority Board to enter into an agreement with Stifel, Nicolaus & Company, Incorporated, and further, to direct and authorize the Housing Authority Board to negotiate a bond placement of \$18,000,000 at a five-year term. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried. On behalf of the County, a motion was made by Greg Epstein and seconded by Natalia Macker to direct and authorize the Housing Authority Board to enter into an agreement with Stifel, Nicolaus & Company, Incorporated, and further, to direct and authorize the Housing Authority Board to negotiate a bond placement of \$18,000,000 at a five-year term. Chairman Propst called for the vote. The vote showed all in favor. The motion carried.

On behalf of the Town, a motion was made by Arne Jorgensen and seconded by Jim Rooks to direct staff to request of the Teton County Treasurer reprioritization of the FY24 and FY25 Town Sidewalk SPET disbursement to the Community Housing SPET Project. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried. On behalf of the County, a motion was made by Greg Epstein and seconded by Natalia Macker to direct staff to request of the Teton County Treasurer reprioritization of the FY24 and FY25 Town Sidewalk SPET disbursement to the Community Housing SPET Project. Chairman Propst called for the vote. The vote showed all in favor. The motion carried.

On behalf of the Town, a motion was made by Arne Jorgensen and seconded by Jim Rooks to direct and authorize all 2022 Community Housing SPET funds be allocated to the Jackson/Teton County Housing Authority. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried. On behalf of the County, a motion was made by Greg Epstein and seconded by Natalia Macker to direct and authorize all 2022 Community Housing SPET funds be allocated to the Jackson/Teton County Housing Authority. Chairman Propst called for the vote. The vote showed all in favor. The motion carried.

On behalf of the Town, a motion was made by Arne Jorgensen and seconded by Jim Rooks to direct staff to request of the Teton County Treasurer future SPET disbursements for the Community Housing SPET Project in an amount sufficient to cover the agreed upon debt service. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried. On behalf of the County, a motion was made by Greg Epstein and seconded by Natalia Macker to direct staff to request of the Teton County Treasurer future SPET disbursements for the Community Housing SPET Project in an amount sufficient to cover the agreed upon debt service. Chairman Propst called for the vote. The vote showed all in favor. The motion carried.

Joint Department Budget Review.

Airport Budget. On behalf of the Town, a motion was made by Jim Rooks and seconded by Arne Jorgensen to approve the Jackson Hole Airport Fiscal Year 2024 Budget as presented. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried. On behalf of the County, a motion was made by Greg Epstein and seconded by Natalia Macker to approve the Jackson Hole

Airport Fiscal Year 2024 Budget as presented. Chairman Propst called for the vote. The vote showed all in favor. The motion carried.

Energy Conservation Works Budget. Phil Cameron presented the Energy Conservation Works budget. Council and Commission held discussion. No motion was made.

Travel and Tourism Board Budget. Eric Dombrowski presented the Jackson Hole Travel and Tourism Board budget. Keith Gingery made staff comment. Council and Commission held discussion. No motion was made.

Further Discussion of Flagged Joint Department Budget Items. Tyler Sinclair, Bruce Abel, April Norton, and Lea Colasuonno made staff comment. Council and Commission held discussion with staff. No motion was made.

Adjourn. On behalf of the Town, a motion was made by Arne Jorgensen and seconded by Jim Rooks to adjourn. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried. On behalf of the County, a motion was made by Greg Epstein and seconded by Natalia Macker to adjourn. Chairman Propst called for the vote. The vote showed all in favor. The motion carried. The meeting adjourned at 3:32 p.m. Minutes:rt

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

TETON COUNTY

Luther Propst, Chairman

ATEST:

Maureen Murphy, County Clerk



JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Town Clerk

PRESENTER: Riley Taylor

MEETING DATE: June 5, 2023

SUBJECT: Jackson Hole Travel and Tourism Board FY24 Budget Consideration

STATEMENT/PURPOSE

The purpose of this item is to consider approval of the FY24 budget for the Jackson Hole Travel and Tourism Board (TTB).

BACKGROUND/ALTERNATIVES

The Joint Powers Agreement between the Town and County indicates that the Travel and Tourism Board must submit their budget and operating plan no later than May 15th of each year to the Town Council and the County Commissioners. The budget and operating plan is then subject to review, alteration, modification or revision, and approval by the Town Council and the Board of County Commissioners.

An excerpt from the JPA is below:

8(e) Budget Approval. The Budget and operating plan shall be reviewed and approved by the parties. The Board shall submit their proposed budget and operating plan to the parties no later than May 15 of every year.

The Council and Commission received an overview of the TTB budget at its May 15 special budget meeting. The TTB receives their revenue from the 60% of the lodging tax set forth in the Wyoming State Statutes.

COMPREHENSIVE PLAN ALIGNMENT

Section 6: A Diverse and Balanced Economy.

6.1.b discusses promoting eco-tourism that promotes energy efficient and low impact enjoyment of the ecosystem having an expanded role in the overall tourism sector. 6.2.a. discusses enhancing tourism as the basis of the economy. Strategies that support the activities of the Travel and Tourism Board include 6.1.S.1. Marketing the community as a “green” location to visit, live and work, and promoting businesses based on eco-tourism, 6.2.S.1. Exploring cultural tourism and other opportunities to fill existing capacity for lodging accommodations and services during shoulder seasons, 6.2.S.2. Expanding tourism promotion to encourage longer stays and increased spending by visitors to the community, second homeowners and retirees.

STAKEHOLDER ANALYSIS

The stakeholders involved include all business that benefit from tourism promotion in the community, residents of the community that receive core services from the Town and County that are not competing with tourism promotion for general fund monies, and the Town and County governments working to provide stable funding for core services out of general fund monies while still having funds dedicated to promotion out of the lodging tax.

FISCAL IMPACT

The Town and County do not provide any additional funding to the Travel and Tourism Board. Promotional spending approved by the Travel and Tourism Board does have a positive fiscal impact on the Town and

County in terms of sales and lodging tax funding.

STAFF IMPACT

Approximately 30 minutes to coordinate the meeting date(s) and prepare meeting materials.

LEGAL REVIEW

N/A

ATTACHMENTS

Jackson Hole Travel and Tourism Board FY24 Budget

RECOMMENDATION

Staff recommends the Town Council and County Commission approve the Jackson Hole Travel and Tourism Board's FY24 Budget as presented.

SUGGESTED MOTION

I move to approve the proposed FY24 budget of the Jackson Hole Travel and Tourism Board as presented.

Jackson Hole Travel & Tourism Board Fiscal Year 2024 Budget Detail

Revenue: The JHTTB is anticipating a tax revenue of **\$5,910,656** for FY 2024. This represents a downturn in projected collections based on an analysis of current booking trends seen in our and other similar destinations, and the downturn of tax collections seen in FY'23 from January - March. This is a -3.0% decrease from the projected FY'23 actuals.

Visitor Services/Destination Sales, JH Chamber: \$1,050,000.

This funding is required as part of the JHTTB Joint Powers agreement. This represents a 7.5% increase from last fiscal's budgeted amount. There is a 13.5% increase in Destination Global Sales with the addition of three shows and factoring in the increased cost of shows and travel. Visitor Services also increased by \$50,000, responding to a request from the Town of Jackson to increase the visitor service presence on Town Square for an extended period of time. The Chamber of Commerce will hire a full-time staff member to work visitor services at the Jackson Hole Airport and Town Square. The increase in visitor services is to accommodate the growing demand of summer tourism.

Contract Education & Advertising: \$3,648,000.

This budget item reflects a 21% increase. This increase reflects our strategy to ensure our destination has a consistent year-round presence in market and a continued dedication to our summer tourism management communication efforts. We have seen positive response and impact to our management messaging of responsible recreation. This amount will be used to fund agency of record's campaign to promote recreate responsibly on the visitjacksonhole.com site along with our social media firm's efforts to provide all elements of our campaign. We have added an expense line for research to ensure we have the data to position the destination as a brand, and an additional line item has been added for the Communications and Marketing Manager contracted positions.

Sustainable Destination Management Plan (SDMP): \$125,000.

With the completion and formal adoption of the SDMP in January 2023, this expense will support a Destination Management Coordinator to facilitate the implementation of the SDMP and help facilitate the Destination Stewardship Council.

Local Marketing partnerships: \$1,200,000

This category of funding will increase 11.6% as the board continues to see success with funding local organizations to create messaging aligning with responsible recreation, sustainability and increasing the interaction with our visitors and our natural assets including wildlife and wildlands. This area includes continuing partnerships with JH Nordic Alliance, the Jackson Hole Wildlife Foundation's "Being Wild" camping, and KHOL. The Board intends to continue to fund Friends of the Bridger Teton in response to the ongoing positive impact National Forest

Ambassadors have had through interacting with those recreating on our public lands.

Board PR, Advertising & Production: \$125,000

The category sees a large increase year over year of 50%.

Marketing Opportunities & PR: This number was increased 120% to allow for the internal production of marketing assets including photo and video content. Currently, the Board purchases the usage rights to the visual content utilized for our social media and marketing campaigns. In-house production will provide the Board with full ownership rights to the materials. This line item also includes press events and fam trips that occur locally and target key flight markets. The JHTTB contracts with local firms to host media writers during the shoulder season. The events have aligned with the board's focus on sustainability and responsible tourism. Funding in this area also includes partnership programs to fund early regional marketing initiatives.

Local Ads: \$40,000

Destimetrics This expense line was removed from Local Ads and moved to research under Contract Education and Advertising.

Ads, Promo, PR and Marketing: This covers local communications, local ads for announcements, community workshops, event funding guidelines, RFP's and local initiatives.

Crowdriff: This initiative creates FREE community photo assets in an online Photoshelter shared photo library that can be used now and into the future.

Travel Incentive Program: \$300,000

This program funds airline travel packages that offer incentives to potential visitors to book a trip to Jackson Hole. The trip must be a package that includes air, lodging and at least one activity, i.e. skiing, dogsledding. The funding remains flat as it has been increasingly difficult to package three activities with the introduction of multi-resort passes.

Events: \$2,022,140

This category reflects an increase in event funding as we've seen great feedback and ROI in investing in Teton County events, both for driving visitation and engagement from the community. FY'23 events included Rendezvous Spring Festival, plus over 40 other local events from September '22 through June '23.

Community Event Coordinator: The JHTTB provides funding for this part time position executed by the Events Director at the Chamber to act as liaison to JHTTB for event funding, provide coordination of major events in the community and

coordinate the calendar as well as timing of events. This number reflects a 10% inflationary increase.

Event Marketing Grants: The funding in this category has been increased from FY'23 levels by 112% as the board continues to see a positive ROI in investing these funds back into the community, supporting Teton County organizations and events, and tracks increases to visitation numbers during the dates the events take place.

Large Events: The board has increased this amount by 15.8% in anticipation of continuing to fund the Rendezvous Spring Festival and allowing the opportunity to support other large events during areas with traditionally low visitation.

General and Administrative: \$485,850

This budget item has increased in FY'24 by 46.7%. This is general operating expense for the JHTTB including Professional Services, which encompasses the Executive Director's consulting fee and the addition of a part time Operations Manager. This line item includes Fiscal Manager fees, printing of annual report, county website management fees, (4JH), and insurance and bonding fees. This large increase is due to the addition of an Operations Manager, a planned overlap between our current ED and the new ED that is selected for them to train and transfer information, and the addition of funds to support the hospitality industry at the state level.

Website: \$30,000

This item is down 90% as the new VisitJacksonHole.com website has been completed. The budget item is for the ongoing maintenance and upkeep of the site.

Reserve Expenditure: \$250,000

The reserves are in place to be used for opportunities as the destination returns to normal and the local economy recovers.

Investment Income: \$120,322

The investment income reflects the interest we will receive on our reserves that are invested with WYOSTAR. The number reflects a 3% return on our average reserve balance for the fiscal year.

Revenue over Expenditure: -\$3,395,015

Anticipated Ending Reserves: \$2,211,880

With lodging tax becoming more secure at the state level, the Board intends to strategically spend down Reserves over the next few years, noting that the funds are better used to the support driving a strong economy and mitigating visitor impact through educational messaging and marketing.

Jackson Hole Travel and Tourism - Joint Powers Board

FY 2024 Budget July 1, 2023 - June 30, 2024

Updated on 04/17/23

	% Δ from FY23 Forecast	Budget FY24	Forecast FY23	Adjusted Budget FY23	Original Budget FY23	Actual FY22
Revenue						
Projected/Actual Tax Revenue		5,910,656	6,093,460	6,093,460	6,093,460	6,367,627
Grants		-	-	-	-	994,764
Total Revenue	-3.0%	\$ 5,910,656	\$ 6,093,460	\$ 6,093,460	\$ 6,093,460	\$ 7,362,391
Expenses						
Visitor Services/Chamber						
Visitor Services		615,000	565,000	565,000	550,000	484,000
Destination Marketing Services/Tradeshaw & Conferences		435,000	412,050	412,050	382,050	273,000
Total	7.4664%	\$ 1,050,000	\$ 977,050	\$ 977,050	\$ 932,050	\$ 757,000
Unallocated			-			
Contract Education & Advertising						
Retainer / Agency marketing Fee C+M		450,000	450,000	450,000	450,000	
Social Media, (NTM)		135,000	135,000	135,000	135,000	
Production, Hard Costs & Other		200,000	150,000	150,000	150,000	
Media (Fall)		275,000	250,000	250,000	250,000	
Media (Winter)		1,100,000	910,000	910,000	910,000	
Media (Spring)		220,000	200,000	200,000	200,000	
Media (Summer)		935,000	850,000	850,000	850,000	
Community Workshops		25,000	25,000	25,000	25,000	
Influencer/Ambassador Program		20,000	20,000	20,000	20,000	
Research		75,500	-	-	-	
Local Launch		-	-	-	-	
Communications and Marketing Manager		180,000	-	-	-	
Travel		20,000	15,000	15,000	15,000	
Annual Report		12,500	7,000	7,000	7,000	
Photo asset library		-	-	-	-	
Total	21.1155%	\$ 3,648,000	\$ 3,012,000	\$ 3,012,000	\$ 3,012,000	\$ 2,567,305
Unallocated			-			
Sustainable Destination Management Plan (SDMP)						
GWU contract		-	145,963	145,963	145,963	
Destination Management Coordinator		100,000	54,312	75,000	75,000	
Meetings		-	7,336	10,000	10,000	
Unallocated		25,000	-	6,537	6,537	
Total	-39.7912%	\$ 125,000	\$ 207,611	\$ 237,500	\$ 237,500	\$ 132,953
Unallocated			29,889			
Local Marketing Partnerships						
Nordic Alliance		-	95,500	95,500	95,500	
Being Wild		-	84,150	84,150	84,150	
Friends of BTNF		-	815,040	815,040	815,040	
KHOL		-	75,000	75,000	-	
Unallocated / Reserved for Future Requests		1,200,000	5,310	5,310	5,310	
Total	11.6279%	\$ 1,200,000	\$ 1,075,000	\$ 1,075,000	\$ 1,000,000	\$ 319,198
Unallocated			-			
Board/PR/Advertising/Production						
Marketing Opportunities & PR						
Production/Video/Photo		150,000				
Unallocated / Reserved for Future Opportunities		125,000	47,341	125,000	125,000	
Total		\$ 275,000	\$ 47,341	\$ 125,000	\$ 125,000	
Unallocated			(47,341)			
Local Ads						
Destimetrics		-	29,723	30,000	30,000	
Ads, Promos, PR and Marketing Local		25,000	19,027	15,000	15,000	
Crowddrift		15,000	14,166	10,079	10,079	
Total		\$ 40,000	\$ 62,916	\$ 55,079	\$ 55,079	
Unallocated / (Over-allocated)			(7,837)			
Travel Incentive Program						
Budgeted Travel Incentive Program		300,000	300,000	280,000	-	
Total		\$ 300,000	\$ 300,000	\$ 280,000	\$ -	
Unallocated / (Over-allocated)			(20,000)			
Total Board/PR/Advertising	49.9060%	\$ 615,000	\$ 410,257	\$ 460,079	\$ 180,079	\$ 142,583
Unallocated			(75,178)			
Events						
Community Event Program						
Events Coordination		72,140	65,580	65,580	65,580	
Event Marketing Grants		850,000	400,000	650,000	800,000	
Prior YE (Expired) Events Funded		-	8,750	-	-	
Teton PowWow - Supplemental		-	15,000	-	-	
TOJ Vehicle Barriers		-	228,965	-	-	
Total	28.3790%	\$ 922,140	\$ 718,295	\$ 715,580	\$ 865,580	\$ 400,895
Unallocated / (Over-allocated)			(2,715)			
Large Event Funding						
Natural Selection		-	-	-	-	
Million Dollar Music Fest		-	-	-	-	

Jackson Hole Travel and Tourism - Joint Powers Board

FY 2024 Budget July 1, 2023 - June 30, 2024

Updated on 04/17/23

	% Δ from FY23 Forecast	Budget FY24	Forecast FY23	Adjusted Budget FY23	Original Budget FY23	Actual FY22
Rendezvous Spring Festival		-	950,000	950,000	800,000	
Unallocated / Reserved for Future Requests		1,100,000	-	-	-	
Total	15.7895%	\$ 1,100,000	\$ 950,000	\$ 950,000	\$ 800,000	\$ 860,000
Unallocated			-			
Total Events	21.2100%	\$ 2,022,140	\$ 1,668,295	\$ 1,665,580	\$ 1,665,580	\$ 1,260,895
Unallocated / (Over-allocated)			(2,715)			
General and Administrative						
Postage		250	151	165	165	
Office Supplies		20,000	3,645	4,000	4,000	
Printing Annual Report		15,000	10,517	11,473	11,473	
Fiscal Manager		90,000	65,000	43,709	43,709	
Operations Manager		44,000	-	-	-	
Professional Services		200,000	196,670	200,000	200,000	
Additional Professional Services		-	-	40,000	40,000	
Office space		24,000	10,094	18,000	18,000	
Meeting Expense		35,000	23,500	8,742	8,742	
Insurance		500	501	1,835	1,835	
Bonding		500	311	1,147	1,147	
Audit		2,500	-	1,639	1,639	
Teton County Web Site		3,500	2,760	1,967	1,967	
Bank Fees		600	-	56	56	
T&E		25,000	8,050	5,464	5,464	
WY Hospitality Dues / Fees and Other		25,000	10,000	8,742	8,742	
Total General and Administrative	46.6944%	\$ 485,850	\$ 331,199	\$ 346,939	\$ 346,939	\$ 251,546
Unallocated			15,740			
Website						
New Website (TMBR)		-	180,000	180,000	-	
New Website (TMBR, supplemental)		-	120,800	120,800	-	
New Website (Pending)		-	-	99,200	400,000	
Website Maintenance		30,000	-	-	-	
Total New Website	-90.0266%	\$ 30,000	\$ 300,800	\$ 400,000	\$ 400,000	\$ -
Unallocated			99,200			
Total Expenditures	14.9555%	\$ 9,175,990	\$ 7,982,212	\$ 8,174,148	\$ 7,774,148	\$ 5,431,480
Expenditures from Reserves						
Unallocated Reserve Fund Utilization		250,000	400,000	400,000	400,000	400,000
Chamber - Increase to Visitor Services - \$15,000		-	(15,000)	(15,000)	-	-
Chamber - Destination Sales Support - \$30,000		-	(30,000)	(30,000)	-	-
Community Partnership - KHOL - Public Radio \$75,000		-	(75,000)	(75,000)	-	-
Central Reservation - \$280,000		-	(280,000)	(280,000)	-	-
Other Reserve Allocation		-	-	-	-	(400,000)
Total		\$ 250,000	\$ -	\$ -	\$ 400,000	\$ -
Unallocated			-			
Total Expenditures Including Current / Unallocated Reserve Utilization		\$ 9,425,990	\$ 7,982,212	\$ 8,174,148	\$ 8,174,148	\$ 5,431,480
Investment Income		\$ 120,322	\$ 125,000	\$ 2,500	\$ 2,500	\$ 98
Budget Surplus / (Deficit)		\$ (3,395,012)	\$ (1,763,752)	\$ (2,078,188)	\$ (2,078,188)	\$ 1,931,009
Beginning Fund Balance (FY24 Estimate, FY23 and FY22 Actual)		\$ 5,606,892	\$ 7,370,644	\$ 7,370,644	\$ 6,035,936	\$ 5,439,635
Anticipated Ending Fund Balance <u>Excluding</u> Unallocated Reserve Fund Utilization		\$ 2,461,880	\$ 5,606,892	\$ 5,292,456	\$ 3,957,748	\$ 7,370,644
Anticipated Ending Fund Balance if all Budgeted Unallocated Reserves are Utilized		\$ 2,211,880				



JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Town Clerk

PRESENTER: Riley Taylor

MEETING DATE: June 5, 2023

SUBJECT: Energy Conservation Works (ECW) FY24 Budget Consideration

STATEMENT/PURPOSE

The purpose of this item is to consider approval of the FY24 budget for Energy Conservation Works (ECW).

BACKGROUND/ALTERNATIVES

The Joint Powers Agreement requires Town Council and County Commission approval of the ECW budget on an annual basis. An excerpt from the ECW Joint Powers Agreement is below:

(d) Budget Approval. The Budget shall be reviewed and approved by the Town Council and the Board of County Commissioners. The Board shall submit their proposed budget to the parties no later than May 15 of every year.

The Council and Commission received an overview of the ECW budget at its May 15 special budget meeting. The budget request from the Town and County for FY24 is \$35,000 each. The amount of request has not changed since the previous year and the application materials show that \$35,000 from each entity is approximately 16% of ECW's overall budget.

COMPREHENSIVE PLAN ALIGNMENT

ECW operations are in direct alignment with Section 2 of Common Value No. 1, Ecosystem Stewardship as it relates to Climate Sustainability through Energy Conservation. Principles 2.1 and 2.4 regarding the reduced consumption of non-renewable energy and the increase in energy efficiency in buildings is the prerogative of the ECW.

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include the Town, County and Lower Valley Energy as partners in this initiative, those participants in any of the ECW programs that have reduced their energy bills through efficiency, and all of the customers of Lower Valley Energy that enjoy the benefits of avoided costs or higher energy bills system wide.

FISCAL IMPACT

The FY24 Town and County budgets each contain a request for \$35,000 to this Joint Powers Board for a total of \$70,000. The Town Manager's recommended budget contains \$35,000 for this organization.

STAFF IMPACT

Approximately 2 hours spent by staff to coordinate the meeting date(s), prepare meeting materials, review and complete the staff report.

LEGAL REVIEW

N/A

ATTACHMENTS

Energy Conservation Works FY24 Budget

RECOMMENDATION

Staff recommend the Town Council and County Commission approve the ECW's FY24 Budget as presented.

SUGGESTED MOTION

I move to approve the proposed FY24 budget of Energy Conservation Works as presented.

Form Name:	Human Services/Community Development Funding Application FY2024
Submission Time:	March 20, 2023 3:00 pm
Browser:	Chrome 110.0.0.0 / OS X
IP Address:	184.167.23.53
Unique ID:	1081741537
Location:	43.4528, -110.7393

FY2024 - TOWN OF JACKSON / TETON COUNTY WYOMING

Organization Name	Energy Conservation Works
Primary Contact	Phil Cameron
Funding request amount from Teton County	35000.00
Funding request amount from Town of Jackson	35000.00
Annual Operating Budget	435500.00
Address	PO Box 7879 Jackson, WY 83002
Email	pcameron@energyconservationworks.org
Phone	(307) 413-1971
Website	www.energyconservationworks.org

NEW APPLICANTS ONLY – returning applicants complete only if information has changed

Organization's Mission Statement and Strategic Priorities (1250 characters or less)	NA
Provide a concise history, including accomplishments and year founded (1250 characters or less)	NA
Description of Organization's Primary Programs, Activities, & Services (1250 characters or less)	NA

All Applicants

Do you have a strategic plan available on request?	Yes
Do you have an IRS Form 990 available on request?	No

Do you have other organizational financial statements available on request?	Yes
Do you have a list of current board members available on request?	Yes
Has your organization experienced significant changes over the past year (e.g., in service(s) provided, staffing, etc.)?	Yes
Please provide explanation of staffing changes	ECW increase staff hours 15% in FY '23 in anticipation of Community Solar, the launch of the JH Power Challenge, and the emerging federal funding incentives.
Does your organization expect any significant changes over the next year (e.g., in service(s) provided, staffing, etc.)?	Yes
Please provide explanation of expected staffing changes	We anticipate adding services to support the design, construction, and subscription of Wyomings first Community Shared Solar Project. We also expect to provide additional support to the community in pursuing recent federal incentives for homes, businesses, and agencies to implement efficiency and renewable projects.
Will the funding requested from Teton County and the Town of Jackson be used for the same purpose/project?	Yes
Funding Request Breakdown - Please provide your best estimate of the category(ies) in which funds will be used. Please use the categories most closely aligned with the expenditures as proposed.	Other: Community Sustainability, Energy Savings, and Emissions Reductions
Funding Request Breakdown - In the text box, please provide the estimated percentage of each category in the question above in which the funds will be utilized.	Other: 100 % of Town and County HC/CD Funding will support ECW's operations.
How will the work funded through this ask respond to the following community-derived mission and vision? (2500 characters)	NA

Please outline how the work funded through this ask will contribute to achieving at least one of the following goals: 1. Accessible Services are available, inclusive, equitable, and accessible to all. 2. Integrated and Coordinated Services. Our community practices truly integrated and coordinated care across the system. 3. Lifespan Well-Being. Our community provides quality services to promote health and well-being across the lifespan. 4. Community Commitment and Funding. Our community makes human services a priority and acts to support individuals' and families' well-being, including through the provision of health and human services funding. (2500 characters)

Energy Conservation Works strives to support any resident interested in conserving energy, reducing costs, and contributing to our community's shared sustainability vision. While not explicitly a Health and Human Services organization, our work with the County, Town, and Lower Valley Energy contributes to preserving our community's low cost of power, reducing household and business energy burdens, and protecting the health and human safety within homes and business by advocating and supporting the investment in energy measures which protect the comfort and safety of occupants. Any member of LVE can qualify for home conservation kits, benefit from low-cost and refundable energy audits, and all residents benefit from energy-saving projects in public facilities that reduce agency operational costs. In addition, our work directly addresses community-wide emissions and air quality.

Please propose key performance objectives, impacts, and outcome measures for the service(s)/program(s) you are proposing to provide. Outcomes may be client-oriented (did the client improve?) or program-oriented (was the program implemented with fidelity to an evidence-base model?). Program-oriented measures require that the services proposed are evidence-based best practices. (1250 characters or less)

ECW Tracks the following metrics for its various programs:

- kWh Electricity Saved
- Therms Natural Gas Saved
- Green power subscriptions (total accounts subscribed, new accounts, and total kWh)
- LED Bulbs deployed
- Loans Completed & Funds Loaned
- Public/Private Funds Invested and matched
- Rebates secured (number and dollars)
- Energy Audits and Audits acted on
- GHG emission reductions (GGEs of CNG, EV Miles, Building NG reductions)
- Households, businesses, & facilities supported
- Cumulative energy savings (\$)
- EV Experience Users

What other efforts, programs, initiatives are your organization engaged in that this funding will complement and/or augment? (1250 characters or less)

Residential: We coordinate energy audits for homeowners and translate recommendations into action, leveraging LVE rebates and offering low-to-no-interest loans for homeowners and ongoing project support.

Commercial: ECW supports the business community and offers zero-interest loans to businesses for energy efficiency and renewable energy projects.

Public/Agency: ECW has secured/allocated some \$5 million in direct funding with an additional ~\$3 million in matching funding for public energy efficiency, renewable energy, and emissions reduction projects. These projects save public partners hundreds of thousands of dollars in energy and fuel costs.

Transportation: In 2017, ECW opened the first public-access CNG fueling station in Teton County. We supported and funded the installation of 25 EV charging sites, secured funding for capital costs of the START BIKE and Proterra Bus projects, and co-launched the EV Experience Program in 2021.

Green Power: ECW doubled participation in LVE's Green Power Program, and we are currently planning the state's first Community Solar project.

What community needs or problems will this funding be used to pursue/address? (1250 characters or less)

ECW works to address our community's current and future energy needs in an economically and environmentally responsible manner. Maintaining low-cost, low-carbon, and reliable energy sources and using them efficiently is of primary concern to ECW. Reducing emissions from transportation is also a critical element of our work.

Energy efficiency and renewable energy deployment are daunting for residents, businesses, and agency partners. ECW provides basic education and technical support on these topics, also offering financial incentives to encourage action.

ECW supports Lower Valley Energy's rebates from Bonneville Power Administration being fully invested in our community, by connecting residents with this program. Many recent successes of the JPB and its partners point to the fact that the community is more interested in conservation and renewable electricity and more willing to take action. Ensuring that all demographics within our community are engaged and actively participating in available programs is always an opportunity. We have engaged with partners serving residents in 'workforce' housing and the local immigrant population. Last year's Community Power Challenge offered bi-lingual education and engagement.

Please list the evidence-based programs and accreditations you will be using related to the funding request. (1250 characters or less)

ECW relies on numerous local, state/regional, and national resources in evaluating and implementing its programs:

- LVE / Bonneville Power Administration energy savings analysis
- US DOE Clean Cities analysis and resources (GREET/AFLEET, GHG emissions calculator)
- National Community Solar Partnership
- US DOE Better Buildings Network
- Wyoming Energy Authority
- Wyoming Weatherization
- US DOE Community Power Accelerator
- US DOE PV Watts Calculator
- US EPA Re-powering America technical assistance

Attach FY 2023-24 Request Form (Excel Spreadsheet)-

<https://www.formstack.com/admin/download/file/14358973742>

Applicants Funded in the Previous Fiscal Year

Please provide a brief report on use of funds/impact of last funding awarded from Teton County/Town of Jackson. Please include reporting on key performance objectives, impacts, and outcome measures. (2500 characters or less)

ECW tracked the following metrics for FY '23, YTD:

- kWh Electricity Saved (57,000 kwh)
- Green power subscriptions (cumulative new accounts subscribed - 623- new accounts - 42 , and total kWh - 84,000,000)
- LED Bulbs deployed (24,500)
- Loans Completed & Funds Loaned (9)
- Public/Private Funds Invested and matched
- Rebates secured (number and dollars)
- Energy Audits and Audits acted on (46/23)
- GHG emission reductions (GGEs of CNG - 9,000, EV Miles/GHG - 98,500 lbs co2 public EV charging)
- Households, businesses, & facilities supported (4,597)
- Cumulative energy savings - (3,200,000 kwh annually)
- EV Experience Users - (109)

Authorization

Contract Signator

Phillip Cameron

Signator Title

Executive Director

Date/Time

Mar 20, 2023

Applicant Signature



TETON COUNTY/TOWN OF JACKSON
FUNDING REQUEST FORM
FY2024

Energy Conservation Works						
Funds Requested						
	FY21-22 Funds Received	% of Received as overall Budget	FY 22-23 Funds Received	% of Received as overall Budget	FY 23-24 Funds Requested	% of Request as % of overall Budget
Town	\$ 35,000.00	10%	\$ 35,000.00	9%	\$ 35,000.00	8%
County	\$ 35,000.00	10%	\$ 35,000.00	9%	\$ 35,000.00	8%
TOTAL REQUEST	\$ 70,000.00	20%	\$ 70,000.00	17%	\$ 70,000.00	16%
Organization's Annual Budget Information						
	FY21-22 Funds Received	% of Income/Expense	FY 22-23 Funds Received	% of Income/Expense	FY 23-24 Funds Requested	% of Income/Expense
INCOME						
Local Government	\$ 119,000.00	35%	\$ 130,000.00	32%	\$ 127,500.00	29%
State Government	\$ -	0%	\$ -	0%	\$ 5,000.00	1%
Federal Grants	\$ -	0%	\$ -	0%	\$ 12,500.00	3%
Non-Gov. Grants	\$ 12,389.00	4%	\$ 1,305.00	0%	\$ 10,000.00	2%
Donations	\$ 28,235.00	8%	\$ 28,000.00	7%	\$ 31,500.00	7%
Fees for Service	\$ 1,500.00	0%	\$ 1,574.00	0%	\$ 1,500.00	0%
Fundraising	\$ 6,500.00	2%	\$ 40,590.00	10%	\$ 35,500.00	8%
In-Kind	\$ -	0%	\$ -	0%	\$ -	0%
Use of Reserves	\$ -	0%	\$ -	0%	\$ -	0%
Other	\$ 176,207.00	51%	\$ 204,565.00	50%	\$ 212,000.00	49%
TOTAL INCOME	\$ 343,831.00	100%	\$ 406,034.00	100%	\$ 435,500.00	100%
EXPENSES						
Direct Service Costs:						
Salary, Benefits, Supplies etc.	\$ 186,131.00	0%	\$ 224,000.00	55%	\$ 242,000.00	56%
Indirect Services Costs:						
Administrative, bookkeeping, fundraising, marketing etc.	\$ 57,983.00	0%	\$ 76,235.00	19%	\$ 72,500.00	17%
Other Expenses: Program Expenditures		0%		0%	\$ -	0%
Res Loan Payments	\$ 32,500.00	0%	\$ 50,000.00	12%	\$ 65,000.00	15%
WEA Loan Interest	\$ 4,436.00	0%	\$ 5,500.00	1%	\$ 5,000.00	1%
LOC Commercial Loan	\$ 3,698.00	0%	\$ 2,250.00	1%	\$ 5,000.00	1%
Green Power Purchases	\$ 24,948.00	0%	\$ 22,000.00	5%	\$ 18,500.00	4%
EcoFair	\$ 29,957.00	0%	\$ 25,000.00	6%	\$ 22,500.00	5%
	\$ -	0%	\$ -	0%	\$ -	0%
	\$ -	0%	\$ -	0%	\$ -	0%
TOTAL EXPENSES	\$ 339,653.00	0%	\$ 404,985.00	100%	\$ 430,500.00	100%
Net Income/ Expense	\$ 4,178.00		\$ 1,049.00		\$ 5,000.00	
Operating Reserve Funds:	\$ 121,214.00		\$ 121,214.00		\$ 121,214.00	
Capital Reserve Funds:	\$ -		\$ -		\$ -	



JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Administration

PRESENTER: Alyssa Watkins/Tyler Sinclair

MEETING DATE: June 5, 2023

SUBJECT: Joint Department Funding Review Process

STATEMENT/PURPOSE

The purpose of this item is for the Town Council and County Commission to continue the request from the May 1, 2023 Joint Information Meeting (JIM) for staff to bring back a staff report regarding establishment of a committee to address Town/County Joint Departments funding.

BACKGROUND/ALTERNATIVES

At the May 1, 2023 JIM, the Council and Commission directed staff to prepare a staff report for the June JIM regarding establishing a committee to address Town/County Joint Departments funding. Staff is requesting continuation of this item until a future meeting date to allow the time necessary to present the issue and alternatives to consider for moving forward with this review.

COMPREHENSIVE PLAN ALIGNMENT

Funding of government services is in direct alignment with Section 8: Quality Community Service Provision.

STAKEHOLDER ANALYSIS

The stakeholders involved in Joint Departments funding include the Town and County governments, the Joint Departments and the residents and guests to the community.

FISCAL IMPACT

There is no immediate fiscal impact of postponing the discussion of this item.

STAFF IMPACT

The staff impact of researching the issue of the formation of a committee and/or other options to move forward a discussion of how Joint Departments are funded is estimated at 20 hours.

LEGAL REVIEW

ATTACHMENTS

None.

RECOMMENDATION

Staff recommends the Town Council and County Commission continue this item to the next earliest opportunity to allow staff to research and compile a staff report.

SUGGESTED MOTION

I move to continue the request for a staff report on formation of a committee to address the Town/County Joint Departments funding until the next earliest Joint Information Meeting.



JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: County Administration

PRESENTER: Charlotte Frei

MEETING DATE: June 5, 2023

SUBJECT: Endorsing letter requesting Urban Systems Funds for Willow & Gill Safe Streets

STATEMENT/PURPOSE

The purpose of this item is for the Town Council and County Commission to endorse a letter from the Jackson Urban Systems Committee requesting a reconnaissance report and cooperative agreement with WYDOT to allow for Federal funds distribution to pay for Willow and Gill Safe Streets Projects. The cooperative agreement would allow, but not require, Jackson Urban Systems to request Surface Transportation Program- Urban (STP-U) funds for the Willow and Gill Safe Streets Projects as design and construction phases advance.

BACKGROUND/ALTERNATIVES

Jackson participates in the Urban Systems (US) program through the Wyoming DOT, which provides access to Surface Transportation Program-Urban (STP-U) funds through WYDOT for roadways classified as a collector or higher. The Urban Systems Committee operates under by-laws and an operating policy administered by WYDOT.

Per the US operating policy, the US committee can adopt a prioritized list of projects on roadways that qualify for Urban Systems funds. A high-priority project for the committee is the completion of Willow and Gill Safe Streets as these projects are in both the Pathways Master Plan and the Town Community Streets Plan. These Safe Streets projects were originally in the Town of Jackson FY2024 CIP, however they were deferred to a future year due to funding constraints. Prior to their deferral, the design process had been initiated. Furthermore, the construction of the Jackson Historical Society Museum at East Broadway Avenue and Bruun Boulevard increases the need to complete these street projects concurrently. For these reasons, the Urban Systems committee voted to initiate the reconnaissance and cooperative agreement process with WYDOT to advance the design and construction of Safe Streets on Willow and Gill. Both projects are in the Town Community Streets Plan.

Per the US operating policy, the Urban Systems committee can initiate the funding request process by writing a letter to the Statewide Planning Engineer (Mark Wingate). Staff is requesting that Town Council and the Board of County Commissioners endorse this letter to demonstrate a unified voice for our community's adopted transportation priorities.

From the WYDOT Local Programs Guidance: "Originating as the Federal Aid to Urban Systems (FAUS), the urban program pre-dated program the Safe, Efficient Transportation Equity Act, a Legacy for Users (SAFETY-LU). With the advent of the Federal Transportation act, Intermodal Transportation Efficiency Act (ISTEA) in 1991, the urban program was removed as a federally mandated program with an annual federal apportionment. In Wyoming, the Transportation Commission determined that the urban program was an important funding program to assist cities in meeting construction funding needs for major streets. The annual apportionment of STPU funding is distributed to the participating urban cities on a population formula for each of the state's sixteen (16) urban communities." An urban municipality is one with a census population of 5,000 or more.

The Jackson Urban System was created in 2017 and has been accumulating the STP-U funds since federal Fiscal Year 2018 (which began October 1, 2018). The annual contribution of STP-U funds passed through WYDOT is

based on the population of the Jackson Urban System area relative to the other Urban Systems in the State of Wyoming. The current annual contribution to Jackson's fund is \$185,440. The current balance of Jackson's STP-U fund is \$1,073,120.

COMPREHENSIVE PLAN ALIGNMENT

The guiding vision and chapter goal for Multimodal Transportation (Chapter 7) of the Comprehensive Plan is:

Travel by walk, bike, carpool, or transit will be more convenient than travel by single-occupancy vehicle.

Chapter 7 of the Comprehensive Plan Principles include:

"Principle 7.1 – Meet future transportation demand with walk, bike, carpool, transit and micromobility infrastructure",

"Principle 7.2 – Reduce greenhouse gases from vehicles to below 2012 levels", and

Completing design and construction the Willow and Gill Safe Streets will support travelers who choose to walk or bike per Principle 7.1. Shifting travel from cars to walking and biking also reduces GHG emissions of those trips per Principle 7.2.

STAKEHOLDER ANALYSIS

The Urban Systems committee voted on the project prioritization and unanimously voted to advance Willow and Gill to the reconnaissance report step. The voting membership of Urban Systems includes:

- WYDOT – District Engineer OR designee
- Jackson Public Works Director OR Town Engineer OR designee
- Teton County Public Works Director OR County Engineer OR designee
- Town of Jackson Community Development Director OR Planning Director OR designee
- Teton County Planning Director OR designee
- Jackson/Teton County Regional Transportation Planning Administrator OR designee
- START Bus Director OR designee
- Pathways Coordinator OR designee

Others participate on a non-voting basis.

FISCAL IMPACT

There is no fiscal impact associated with the letter requesting a cooperative agreement be written. Staff anticipates these street segments will be designed and constructed in phases as appropriate local match becomes available.

Once the cooperative agreement is drafted and signed, Jackson will have access to the STP-U funds for the projects evaluated through the reconnaissance report. The Town of Jackson will be responsible for the 9.51% local match for project costs funded through the STP-U program. Design and construction estimates are to be determined through the reconnaissance process with WYDOT, but staff estimates that design for the segments of Gill and Willow will cost roughly \$150,000-\$200,000 and construction of the streetscapes on these segments will cost \$1.9-\$2.0 million. The construction would include necessary water, sewer, and utility maintenance/upgrades on those corridors. The local match for design in FY2024 is budgeted in Town of Jackson Bike Network Improvements Capital Fund. Once design is complete, staff could request STP-U funds in FY2025 for construction using the cooperative agreement, however, other discretionary grants may become available (e.g. Safe Streets for All Capital Grants). The Bruun Boulevard segment will be constructed in FY2024 using Town capital funds. The local match for FY2025 or future construction funds still needs to be determined but could come from Town Bike Network Improvements capital funds or SPET 2022 'Transportation Alternatives and Safe Routes to School' and would be allocated in future year CIPs as appropriate.

STAFF IMPACT

The Town Public Works Director and the jointly-funded Pathways Coordinator will be the primary staff involved. These projects were originally in the FY2024 CIP (but deferred for funding reasons), thus the impact on staff was anticipated in the FY2024 workplans.

LEGAL REVIEW

Gingery, Colasuonno

ATTACHMENTS

Letter to WYDOT Statewide Planning Engineer Mark Wingate requesting to initiate the process to allocate STP-U funds to the Willow and Gill Safe Streets project.

RECOMMENDATION

Staff recommends submitting the letter as written to Mark Wingate. The letter is on behalf of the US Committee, and the endorsement of elected officials is valuable.

SUGGESTED MOTION

Teton County:

I move to direct staff to submit the attached letter to Mark Wingate.

Town of Jackson: Same motion

June 5, 2022

Mr. Mark Wingate, PE
WYDOT Systems Planning Engineer
5300 Bishop Blvd.
Cheyenne, WY 82009

Re: Initiating a reconnaissance report and State Transportation Improvement Program (STIP) inclusion for Urban Systems priority project

Dear Mr. Wingate:

On April 28, the Jackson Urban Systems committee voted to advance a priority Urban Systems project titled "Willow & Gill Safe Streets." We would like to move forward with negotiating a cooperative agreement with the Wyoming Department of Transportation (WYDOT) to use Surface Transportation Program-Urban (a.k.a. Urban Systems or STPU) funds for design and possibly construction of this corridor.

The figure below indicates the extent of the project area. Areas that need to be designed and included in a reconnaissance report include the following (both indicated in blue):

- Willow Street from Deloney to Gill, including the entire intersection east of Gill Ave. Design will include stormwater and water infrastructure.
- Gill Avenue from N Cache Street to King St.

In addition, E Gill Avenue between King St and N Willow Street has already been designed (indicated below in yellow), but we request that WYDOT's reconnaissance efforts include a review of the design plans and



cost estimates to prepare bid documents for this section. N Willow St and E Gill Ave are both classified as Minor Collectors.

The Jackson Urban Systems Committee may seek to use STPU funds for design and construction in Federal Fiscal Year 2024 beginning October 1, 2024. Depending on the timing of the cooperative agreement and the 9.51% local match dollar availability, we would potentially instead need to seek STPU funds for construction of these segments in FY2025 or FY2026. These projects may also be “phased” so design/construction funding spans multiple fiscal years as portions of match funding become available until the Urban Systems funding is expended.

We understand from WYDOT’s Design Manual that Urban Streets (1) must have a minimum 10-foot width and (2) the gutter provides sufficient shoulder width. We also understand that the existing posted speed of 25 mph on Willow and Gill is permissible in WYDOT’s Design Manual (Tables 2 and 7). Our design plans for both Gill and Willow will maintain the existing posted speed. On both Gill and Willow, current designs call for street widths of 10 or 11 feet depending on the section. There will be a 2’ gutter in some segments and an 8’ bike lane and gutter in other segments. It is our understanding that these design values are permissible and that the reconnaissance report process could provide concurrence with our design plans.

Our understanding of the Urban Systems Operating Policy is that this project must also be listed in the State Transportation Improvement Program (STIP) while the study report and cooperative agreement are being developed. We have copied John Eddins and Peter Stinchcomb to initiate that process within District 3’s STIP.

Sincerely,

Jackson Urban Systems Committee

Tyler Sinclair

Committee Chair, Jackson Urban Systems Committee



Board of County Commissioners
Luther Propst, Chair
Natalia Macker, Vice Chair
Greg Epstein
Wes Gardner
Mark Newcomb

Town Council
Hailey Morton Levinson, Mayor
Arne Jorgensen, Vice Mayor
Jessica Chambers
Jim Rooks
Jonathan Schechter

Endorsed by:

TETON COUNTY, WYOMING

Luther Propst

Chair, Teton County Board of County Commissioners

Attest: Maureen E. Murphy

Teton County Clerk

CITY OF JACKSON, WYOMING

Hailey Morton Levinson

Mayor, Jackson Town Council

Attest: Riley Taylor

Town Clerk

CC: Julianne Monahan, WYDOT Planning & Policy Analyst; John Eddins, District Engineer; and Pete Stinchcomb, District 3 Construction Engineer.



BOARD OF COUNTY
COMMISSIONERS



TOWN
COUNCIL

JOINT INFORMATION MEETING AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Parks and Recreation

PRESENTER: S. Ashworth

MEETING DATE: 6/5/23

SUBJECT: FY24/25 Recreation Center Fee Schedule Consideration

STATEMENT/PURPOSE

Consideration of the new fee schedule for Teton County/Jackson Recreation Center admission and services.

BACKGROUND/ALTERNATIVES

In 2019, the voters of Teton County and the Town of Jackson approved a SPET measure to renovate and expand the Recreation Center. The ballot language was as follows:

\$22,000,000 for designing, planning, engineering, construction and equipping the renovation and expansion of the Teton County/Jackson Recreation Center. The renovation and expansion include an additional gymnasium, indoor walking/jogging track, indoor climbing gym, wellness and fitness opportunities, outdoor aquatics splash pad, general youth-to-senior recreation amenities, associated building infrastructure, King Street extension, storm water management systems, and associated site parking, multimodal circulation, and landscaping. Any unexpended funds, including any unused contingency funds, shall be placed into a designated account, the principal and interest of which shall be used for operations and maintenance of the Teton County/Jackson Recreation Center. This project is sponsored by Teton County.

Construction began on the project in June of 2022 and is scheduled to be substantially complete February of 2024 with public opening in April 2024. Staff has developed a comprehensive operations plan which provides funding projections for the next two fiscal years. In FY24, the department will incur approximately 60% of the increased operating expenses, however, will only realize approximately 20% of the revenue. This is the result of the department's need to bring staff on board, train, and implement systems to effectively operate the facility prior to the facility's opening. In the FY25 budget projections, staff looks to realize full expenses and revenues.

Staff has developed a comprehensive facility and fee revenue program for the enhanced facility. As part of the revenue program, staff and the Parks and Recreation Board have updated the overall fee schedule for admission and services. The recommended fee schedule utilized regional and mountain resort community comparators to establish a market rate cost for each service. This fee comparison also included local for-profit businesses within Teton County. To ensure affordability and accessibility for our local community, the fee schedule reflects a two-tiered fee program with an approximate 40% reduction in cost for regional residents.

The proposed operations plan utilizing the recommended fee schedule is expected to significantly increase cost recovery, from the current rate of 18% to approximately 44%.

To additionally ensure the facility is accessible to all members of the community, staff is proposing a fee reduction program for members of our community with household incomes under 50% of the Teton County median family income (per Teton County Housing Department income chart). This would provide an additional discount rate on monthly, 3-month and annual passes.

The implementation of the new fee schedule will be made in two phases. The first phase of fee implementation will begin on January 1, 2024 with the following fees: Aquatic facility and lane reservations and gymnasium reservations.

The general admission and other associated fees will be implemented at the opening of the renovated and expanded facility. This is estimated to take place in April of 2024.

STAKEHOLDER ANALYSIS

Staff has formally advertised the 45-day public comment period for fee adoption, along with providing information and a public feedback portal through Engage Teton County. The Parks and Recreation Board also reviewed and collaborated on the development of the fee schedule and held a public hearing for comment on May 11, 2023.

To assist in communication with the public over the recommended fee schedule, staff developed the following frequently asked questions for clarity:

What will be required to receive residency discounted fee?

Individuals or households will be required to provide one of the following documents for review: Lower Valley or Town of Jackson utility bill or executed rental lease document. Eligibility for residency discount is a 70-mile radius from the Recreation Center. Patrons are required to update/renew residency once a year on January 1st. Residency discounts will automatically drop at the beginning of the calendar year.

I only come to the Recreation Center a couple of times per year to swim with my family, what is best for me?

Starting January 1, 2024 the department will begin Family Swim Day on the second Saturday of each month. These special Saturdays will provide discounted swim only passes from 10AM to 6PM. Discounted rates are applicable for both resident and non-resident at the following:

Youth 3-10:	\$3
Youth 11-17	\$6
Adult 18-64	\$8
Active Ager 65+ & Active Military	\$6

In addition to the Family Swim Day, the department is looking to begin during the summer of 2024 Family Climbing Day on the Third Saturday of each month from 10AM to 6PM. Rates proposed are the following:

Youth 3-10	\$4
Youth 11-17	\$8
Adult 18-64	\$11
Active Ager 65+ & Active Military	\$5

What is the cost difference between Resident and Non-Resident rates?

Resident rates are approximately 40% less than non-resident rates.

What is included with regular admission or passes (monthly, 3-month, annual) to the recreation center?

Access to the following:

- Fitness Center
- Core Fitness Classes (approximately 10-15/week)
- Aquatics Facility (lap pool, leisure pool, splash pool, therapy pool)
- Core Water Aerobics
- Climbing Gym
- Open Gym

The following is available at an additional fee:

- Climbing rental equipment (harness, chalk bag, shoes)
- Enhanced Fitness and climbing classes
- Specialized or exclusive Recreational, Leisure, Fitness and Aquatics programs
- Swim Lesson
- Meeting Room Rental
- Birthday Party Room Rental

I am a regular adult resident lap swimmer three days a week, what is the best deal for me?

Annual Pass (\$540)	3x/week = 156	Cost per visit = \$3.46
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3 Month Pass (\$144)	3x/week = 36	Cost per visit = \$4.00
Monthly Pass (\$51)	3x/week = 12	Cost per visit = \$4.25
10-Punch Pass (\$100)		Cost per visit = \$10.00
Day-use Pass		Cost per visit = \$13.00

I am not comfortable swimming or recreating near water, what is available to help me improve my aquatic skills?

Starting the fall of 2023, the department will be offering learn to swim Sundays on the first and third Sunday of every month. From 11:00AM to 4:00PM we will be solely focused on providing basic learn to swim lessons for youth from 5 years old to adult. These group lessons will be approximately 45 minutes and require registration (day of registrations accepted if space is available).

Cost for the lessons are as follows:

Youth 5-10	\$6
Youth 11-17	\$10
Adult 18-64	\$13
Active Ager 65+ \$8	

In addition to the learn to swim Sundays, the department will continue to offer both group lesson programs and private swim lessons. The costs varies per program and pre-registration is required.

FISCAL IMPACT

The recommended fee schedule is projected to provide a 44% cost recovery for admission and services. This is a bit short of our original goal of 50%, however we believe the utilization numbers are conservative and will look to recalculate true cost recovery in FY25.

STAFF IMPACT

The fee policy update began in August 2022 with the development of the Recreation Center Business Plan. The plan was reviewed several times by staff and administration and completed in February of 2023. Staff will be responsible for publishing, communicating and implementing the new fee schedule.

LEGAL REVIEW

K. Gingery

ATTACHMENTS

Recommended fee schedule

Public Comments

RECOMMENDATION

Staff and the Parks and Recreation Board recommend adoption of the recommended fee schedule as presented.

SUGGESTED MOTION

Town of Jackson:

I move to adopt the recommended fee schedule as presented for FY24/25 for the Teton County/Jackson Recreation Center.

Teton County:

I move to adopt the recommended fee schedule as presented for FY24/25 for the Teton County/Jackson Recreation Center.

FY24/25 FEE SCHEDULE- Resident Discount Fee Program RECOMMENDED: +/-44% Cost Recovery

TETON COUNTY/JACKSON COMMUNITY RECREATION & WELLNESS CENTER											Corporate Membership Programs				
Code	Fee Description	Fee Subset	Fee	Effective Date	Resident Discounted Fee	Estimated Annual QTY	Estimated Annual Revenue	Projected Resident Discount	Projected Income Discount (Tier 1 & 2)	FY23 Current Fee (Pool & Gym Only)	Teton County and Town of Jackson Employee Wellness Rates, Employee & Spouse	Corporate Membership Option 1	Corporate Membership Option 2	Corporate Membership Option 3	
601	Annual Pass	Adult 18-64	\$900	[+/- 4/15/24]	\$540	100	90000	21600	1944	\$405				\$420	
		Youth 3-17, 65+ & Active Military	\$740	[+/- 4/15/24]	\$444	50	37000	8880	799.2	\$297					\$320
		Family (max 3)	\$1,350	[+/- 4/15/24]	\$810	50	67500	16200	1458	NA					\$945
		Family add-on/child	\$200	[+/- 4/15/24]	\$120	30	6000	1440	129.6	NA					\$85
602	3-Month Pass	Adult 18-64	\$240	[+/- 4/15/24]	\$144	500	120000	28800	2592	\$126					
		Youth 3-17, 65+ & Active Military	\$210	[+/- 4/15/24]	\$126	100	21000	5040	453.6	\$90					
		Family (max 3)	\$450	[+/- 4/15/24]	\$270	60	27000	6480	583.2	NA					
		Family addon/child	\$75	[+/- 4/15/24]	\$45	15	1125	270	24.3	NA					
602	Monthly Pass (Auto-pay required)/mo.	Adult 18-64	\$85	[+/- 4/15/24]	\$51	1000	85000	20400	1836	\$45	\$35/\$40	\$44	\$40	\$35	
		Youth 3-17, 65+ & Active Military	\$70	[+/- 4/15/24]	\$42	200	14000	3360	302.4	\$33					
		Family (max 3)	\$180	[+/- 4/15/24]	\$108	80	14400	3456	311.04	NA					
		Family addon/child	\$30	[+/- 4/15/24]	\$18	15	450	108	9.72	NA					
603	Day-use, Single Entry	Under 3- Aquatics only	Free	[+/- 4/15/24]	Free		0	0		Free					
		Youth 3-10	\$8	[+/- 4/15/24]	\$5	5000	40000	9600		\$5					
		Youth 11-17	\$16	[+/- 4/15/24]	\$10	15000	240000	57600		\$5					
		Adult 18-64	\$22	[+/- 4/15/24]	\$13	15000	330000	79200		\$7					
		Active Ager 65+ & Active Military	\$17	[+/- 4/15/24]	\$10	8000	136000	32640		\$5					
604	10 - Punch Card	Youth 11-17	\$140	[+/- 4/15/24]	\$80	250	35000	8400	756	\$25					
		Adult 18-64	\$160	[+/- 4/15/24]	\$100	500	80000	19200	1728	\$34					
		Active Ager 65+ & Active Military	\$150	[+/- 4/15/24]	\$85	250	37500	9000	810	\$24					
606	Facility Rental- Meeting Room	By the Hour	\$45	[+/- 4/15/24]		45	2025			\$20					
		By the Day	\$250	[+/- 4/15/24]		12	3000			NA					
606	Facility Rental- Aquatic Party Room (2 hour block)	10 youth/2 adults w/swim	\$80	[+/- 4/15/24]		160	12800			\$50					
		Additional Child	\$7	[+/- 4/15/24]		30	210			\$5					
606	Facility Rental- 1/2 Gymnasium	2 hour block, Youth Non-profit*	\$100	[1/1/24]		24	2400			\$30					
		2 hour block, Adult	\$175	[1/1/24]	15	2625		\$60							
		Full-day, Youth Non-profit*	\$325	[1/1/24]	6	1950		NA							
		Full-day, Adult	\$485	[1/1/24]	2	970		NA							
606	Facility Rental- Full Gymnasium	2 hour block, Youth Non-profit*	\$150	[1/1/24]		24	3600			\$50					
		2 hour block, Adult	\$230	[1/1/24]	10	2300		\$100							
		Full-day, Youth Non-Profit*	\$425	[1/1/24]	8	3400		NA							
		Full-day, Adult	\$825	[1/1/24]	4	3300		NA							
606	Facility Rental- Mezzanine Climbing Full Climbing Gym **	2 hour block	\$275	[+/- 4/15/24]		24	6600			NA					
		2 hour block	\$400	[+/- 4/15/24]			400			NA					
606	Facility Rental- Aquatics Lap Lane/hour	Youth	\$14	[1/1/24]		60	840			NA					
		Adult	\$18	[1/1/24]	100	1800		\$10							
		Teton County Youth USA WY Swim Clubs	\$10	[1/1/24]		12000		\$5							
606	Thearpy Pool Reservation/Hour	Adult	\$50	[1/1/24]	\$36	75	3750	900		\$25					
		Active Ager 65+	\$40	[1/1/24]	\$30	125	5000	1200		\$25					
607	Equipment Rentals- Customer Service Counter	Locker	\$1	[1/1/24]		4000	4000			NA					
		Towel	\$3	[1/1/24]		4500	13500			\$1					
607	Equipment Rentals- Climbing Gym	Chalk Bag	\$5	[+/- 4/15/24]		260	1300			NA					
		Harness, Youth	\$3	[+/- 4/15/24]		10500	31500			NA					
		Shoes, Youth	\$4	[+/- 4/15/24]		4500	18000			NA					
		Harness, Adult	\$6	[+/- 4/15/24]		10500	63000			NA					
		Shoes, Adult	\$7	[+/- 4/15/24]		4500	31500			NA					
DROP-IN DAYCARE															
	Single Drop-in (Max 2 hours)	2 to 6 yrs of age	\$10	[+/- 4/15/24]	\$7	1200	6000	1440		NA					
	10 Punch Drop-in (Max 2 hours/punch)	2 to 6 yrs of age	\$75	[+/- 4/15/24]	\$60	480	18000	4320		NA					
STAFF	Head Lifeguard	By the Hour	\$50	[1/1/24]		64	3200			\$30					
	Lifeguard	By the Hour	\$40	[1/1/24]		64	2560			\$24					
	Front Desk	By the Hour	\$40	[1/1/24]		64	2560			\$24					
	Slide Attendant	By the Hour	\$35	[1/1/24]						\$20					
FACILITY	Lap Pool	By the Hour	\$135	[1/1/24]						\$80					
	Liesure Pool	By the Hour	\$100	[1/1/24]						\$60					
	Splash Pool	By the Hour	\$85	[1/1/24]						\$30					
	Aquatic Area **	By the Hour	\$400	[1/1/24]						\$100					
	Aquatic Area, TC Youth USA WY Swim Club**	By the Hour	\$200	[1/1/24]		32	6400			\$100					
	Fun Run Inflatable	By the Hour	\$85	[1/1/24]						\$40					
								\$339,534	\$13,737						
SPECIAL FEE RATE PROGRAMS															
SECOND SATURDAY OF THE MONTH FAMILY SWIM DAY w/Fun Run Inflatable- 10AM to 6PM															
603	Day-Use Fees (Aaquatics only, no other discounts apply)	Under 3	Free	TBD											
		Youth 3-10	\$3	TBD											
		Youth 11-17	\$6	TBD											
		Adult 18-64	\$8	TBD											
		Active Ager 65+ & Active Military	\$6	TBD											
THIRD SATURDAY OF THE MONTH FAMILY CLIMBING DAY- 10AM to 6PM															
603	Day-Use Fees (Climbing only, no other discounts apply)	Under 3	Free	[+/- 4/15/24]											
		Youth 3-10	\$4	[+/- 4/15/24]											
		Youth 11-17	\$8	[+/- 4/15/24]											
		Adult 18-64	\$11	[+/- 4/15/24]											
		Active Ager 65+ & Active Military	\$5	[+/- 4/15/24]											
FIRST AND THIRD SUNDAY OF THE MONTH, SWIM LESSON SUNDAY- 11AM to 4PM, 45 minute group, No open swim during these hours															
603	Day-Use Fees (Aaquatics Lesson Program only, Pre-registration required, no other discounts apply)	Youth 5-10	\$6	TBD											
		Youth 11-17	\$10	TBD											
		Adult 18-64	\$13	TBD											
		Active Ager 65+ & Active Military	\$8	TBD											
* Youth Non-profit rates require proof of 501C3 status															
** Rental of entire Aquatic area, full Lap pool or entire Climbing area requires additional staffing charges per staff hourly rates															
*** Resident Discount Fee Rate requires annual, Jan. 1, proof of residency within 70 miles of TOJ [Gas/electric or water/sewer utility bill or lease document]															
**** See Discount Program Policy for terms and eligibility															



JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Town & County Public Works

PRESENTER: Heather Overholser and Johnny Ziem

MEETING DATE: June 5, 2023

SUBJECT: BUILD Grant – Stilson Transit Center
30% design engineer's cost estimate review and local
funding options

STATEMENT/PURPOSE:

To review the 30% Engineer's Estimate and consider key design and funding decisions for the Stilson Transit Center.

BACKGROUND/ALTERNATIVES: Teton County, Wyoming is the direct recipient of a federal BUILD (Better Utilizing Investments to Leverage Development) transportation grant from the U.S. Department of Transportation (USDOT) for the Teton Mobility Corridor Improvements (TMCI) project. The TMCI project comprises of 13 components in the Greater Yellowstone Region of Idaho and Wyoming, spanning over 30 miles from Driggs, ID to Jackson, WY through the Teton Mountain range along the WY-22/ID-33 transportation corridor. The Town of Jackson (TOJ), the City of Driggs, Teton County, Idaho and the Idaho Transportation Department are sub-recipients of the BUILD Grant funds.

The last time the JIM discussed this item was at the August 1, 2022 JIM meeting, at which staff presented the sub-recipient agreement between Teton County and the Town of Jackson. The July 2022 estimate for the Stilson Transit Center (Component 1) included the construction of a 2,600 sq. ft. transit center. The Stilson facility will serve as a mobility hub and provide enhanced transit center amenities, including indoor waiting area, bicycle parking, public restrooms, seasonal coffee sales, and other amenities to improve the transit user experience. In addition, 386 total parking spaces (including 3 EV car charging spaces at full build out) will be constructed to improve the park-and-ride functionality in all seasons. The Stilson Transit Center is a joint project between Teton County and the TOJ.

Jackson Hole Mountain Resort (JHMR) has committed to convey 5.40 acres of land upon which the transit center will be constructed, resulting in a collaborative public-private partnership between JHMR, Teton County, and the TOJ/START.

As planned, the transit center will better serve:

- Travelers between Teton Valley, ID, Teton Village, and the TOJ, as 19% of Teton Valley commuters transfer at this location;
- The Wilson area, which includes a permanent population of approximately 3,000 persons in 1,200 households and thousands of tourists, especially during the winter season; and,
- As a park and ride location in the future as transit service expands to destinations within Grand Teton National Park.

COMPREHENSIVE PLAN ALIGNMENT

- Chapter 1. Stewardship of Wildlife, Natural Resources and Scenery
 - Principle 1.2 – Preserve and enhance surface water and groundwater quality
 - Policy 1.2.b – Require filtration of runoff
- Chapter 2. Climate Sustainability

- Principle 2.1 – Reduce consumption of non-renewable energy
 - Policy 2.1.d – Allow and encourage onsite renewable energy generation
- Principle 2.3 – Reduce greenhouse gas emissions through transportation
 - Policy 2.3.a – Meet future transportation demand through the use of alternative modes
 - Policy 2.3.b – create a safe, efficient, interconnected multimodal transportation network
- Principle 2.4.a – Increase energy efficiency in buildings
 - Policy 2.4.a – Construct energy efficient buildings
- Chapter 7. Multimodal Transportation
 - Principle 7.1 – Meet future transportation demand with walk, bike, carpool, transit, and micro mobility infrastructure
 - Policy 7.1.c – Interconnect all modes of transportation
 - Principle 7.2 – Reduce greenhouse gases from vehicles to below 2012 levels

STAKEHOLDER ANALYSIS

The following stakeholders have been engaged through the 30% design process:

- Jackson Hole Mountain Resort
- Teton Village Association
- Friends of Pathways
- Yellowstone-Teton Clean Cities Coalition
- Energy Conservation Works
- Department of Energy
- JH Public Art
- Teton Botanical Garden
- Yellow Iron Excavation (current snowplow contractor)
- Wilson Sewer District
- Wyoming Department of Transportation (WYDOT)

An open house public meeting was held January 10, 2023, at the Teton Science Schools' Jackson Campus. Anonymous public comments are attached to this staff report.

FISCAL IMPACT:

- August 2022 - The project was presented to the JIM with a planning level estimate of \$9.9M, of which, \$5.64M was eligible for BUILD grant reimbursement.
- August 2022 - The subrecipient agreement between the Town and Teton County was executed. The Town's obligation for the transit center was \$1.76M and the Teton County's obligation was \$2.06M.
- Later in August 2022 - The Office of the Secretary of Transportation awarded Teton County an additional \$5M in BUILD funding, bringing the total BUILD grant amount to \$25M and increasing the grant allocation for the transit center from \$5.64M to \$7.2M.
- November 2022 - Voters approved the Transportation Alternatives and Safe Routes to School SPET measure at \$15M.
- March 2023 – The 30% design for the transit facility was refined, with a resulting cost estimate of **\$12,612,062**. Below is the associated estimated fiscal impact of the March 2023 design:
 - BUILD grant commitment: \$7,201,279
 - TOJ share: \$2,488,960
 - Teton County share: \$2,921,823

As it is early in the design process, the March 2023 estimate includes a conservative estimate for inflation and escalation. As the design progresses, optimization of design elements will continue to reduce unknowns, contingency, and escalation factors.

Stilson Project Estimate Comparison

The June 2022 Engineer Estimate for this project was \$9,937,383. This included:

1. Stilson Transit Center building
2. Asphalt paved parking lot
3. Minimal bike amenities
4. No upgrade to water supply system
5. Minimal landscaping
6. Minimal inflation and construction cost escalation

Town of Jackson appropriation: \$1,755,997

Teton County appropriation: \$2,061,387

The March 2023 Engineer Estimate for this project is \$12,612,062. This includes:

1. Stilson Transit Center building size increase (300 sq. ft.) and refined quantity material costs
2. Refined site utilities and geotech quantities (demolition, earthwork)
3. Asphalt paved parking lot
4. Minimal bike amenities
5. Necessary upgrade to a new water well and well control building
6. Landscaping to remediate wildlife buffer to comply with Teton County Environmental Assessment (EA)
7. Infrastructure for 42 total EV capable parking stalls
8. More conservative inflation and construction cost escalation

Town of Jackson appropriation: \$2,488,960

Teton County appropriation: \$2,921,823

Staff has identified additive design options, which would be in addition to the March 2023 cost estimate of \$12,612,062. Additionally, staff has identified several corresponding outside funding opportunities. Following are the design and funding options for consideration at the June 5, 2023 JIM meeting:

JIM Decision Points for Consideration

1. Solar Panel Installation
 - a. Option A: Full installation of a solar electric generating system (additional \$240,000)
 - b. Option B: Installation of infrastructure to make the facility solar ready for installation at a future date (additional \$21,000)
 - c. Alternative funding source: Town and County Energy Block Grant (\$150,000); utilization of this grant with Option A would result in an additional *net* cost of \$90,000.

Staff Recommendation: Option A (utilizing Energy Efficiency and Conservation Block Grant funds)

2. Geothermal Heating and Cooling
 - a. Option A: Full installation of a geothermal heating and cooling system (total cost \$864,637; \$255,006 above March 2023 engineer's estimate)
 - b. Option B: No installation of a geothermal heating and cooling system, the facility will use a traditional system for heating and cooling (included in March 2023 engineer's estimate at \$609,631)
 - c. Alternative funding source (pending ECW approval): Energy Conservation Works 2022 SPET (\$255,000). If ECW SPET funds are approved by the ECW board for Stilson geothermal, the

additional Town/County cost over the March 2023 estimate is estimated to be approximately net zero.

Staff Recommendation: Option A (pending ECW SPET funds)

3. Bike Amenities

- a. Option A: Maximum bike amenities to include covered bike parking, E-bike chargers, security cameras, lighting, bike lockers, and traditional bike racks. (total additional cost \$428,873; \$374,072 above engineer's March 2023 estimate)
- b. Option B: Minimum bike amenities to include bike lockers and traditional bike racks only. (included in March 2023 engineer's estimate at \$54,801)
- c. Alternative funding source: Shooting Star Fund (\$401,000 of readily available funds); the use of these funds would result in an estimated net zero.

Staff Recommendation: Option A with utilization of Shooting Star funds

4. Public Art

- a. Option A: Include Public Art (up to \$200,000)
- b. Option B: Do not include Public Art (\$0)
- c. Alternative funding source: Possible grant funding opportunities

Staff Recommendation: Option A, with applications for grant funding

5. Parking Lot

- a. Option A: Pavement Parking Lot (total cost \$1,905,440 – included in March 2023 engineer's estimate)
- b. Option B: Gravel Parking Lot (total cost \$1,076,868; potential savings of up to \$828,572)

Staff Recommendation: Option A

Totals of five staff recommendations with alternative funding sources:

- *Total cost estimate including staff recommendations- \$14,079,899*
 - o *BUILD grant funds: \$7,201,279*
 - o ***Town of Jackson appropriation: \$2,778,412***
 - o ***Teton County appropriation: \$3,261,614***
 - o *Alternative Funding Sources*
 - *ECW SPET: \$255,000*
 - *Energy Block Grant: \$150,000*
 - *Shooting Star Fund: \$401,000*
 - *Yellowstone-Teton Clean Cities Coalition: \$32,594 (for electric vehicle charging)*

2022 Transportation Alternatives SPET funds (\$15M) could be considered by the JIM to cover the total or a portion of Town and Teton County cost share for this project. Of the voter-approved \$15M for the 2022 Transportation Alternatives SPET, \$5.05M has been allocated to Wilson-area pathways/Safe Routes to School projects by the Teton County Board of County Commissioners, with \$9.95M remaining unappropriated for future projects. Following is the 2022 ballot language:

Transportation Alternatives and Safe Routes to School

\$15,000,000 for projects to improve transportation alternatives in Teton County and the Town of Jackson, including the planning, design, engineering, and constructing of pathways and sidewalks for safe routes to school, commuting, and recreation as well as the Stilson transit center and park-n-ride facility and the purchase and installation of transit prioritization traffic signals and other public transit infrastructure. Any unexpended funds, including any unused contingency funds, shall be placed into a

designated account, the principal and interest of which shall be used for operations and maintenance of these projects. This project is sponsored by Teton County.

STAFF IMPACT

This project has been a substantial burden for staff for almost two years, with a minimum of 8-10 hours per week spent by Town and County staff. The exact number of hours of staff hours is difficult to estimate as it has involved multiple staff members from both the Town and County. This project will continue to occupy a significant amount of staff time to manage both the design, procurement, and construction administration consultant team. TOJ and Teton County will agree on long-term maintenance and management responsibilities for both entities, and an operations and maintenance agreement will be brought before the Town of Jackson and Board of County Commissioners.

LEGAL REVIEW

Gingery for Teton County; Colasuonno for the Town of Jackson

ATTACHMENTS

- January 2023 Open House Public Comment

RECOMMENDATION

Staff recommendations were included in each of the “Decision Points for Consideration” section of this staff report.

- The total additional cost of the five staff recommendations (cost above and beyond the March 2023 engineer’s estimate) is estimated at \$1,069,078.
- The total additional net cost (including the alternative funding opportunities) of the five staff recommendations (cost above and beyond the March 2023 engineer’s estimate) is estimated at \$290,000.
- The total project engineer’s estimate, including the five staff recommendations, is \$14,079,899.

Staff further recommends consideration of the use of a portion of the remaining \$9.5M 2022 Transportation Alternative SPET funds to cover the Town and County local shares for this project. If staff recommendations for “Decision Points for Consideration #1-5” are approved by the JIM, including the alternative funding sources, the Town/County local share estimate is as follows:

- Town of Jackson \$2,778,412
- Teton County \$3,261,614
- **TOTAL = \$6,040,026**

Note: The use of \$6,040,026 of 2022 Transportation Alternatives SPET funds for the Stilson Transit Center, coupled with the Teton County Board of County Commissioners-approved \$5,050,000 for Wilson-area pathways and safe routes to school, would result in \$3,909,974 remaining of unappropriated Transportation Alternatives SPET funds.

SUGGESTED MOTION

Town Council: I move to approve the following design elements for the Stilson Transit Center and approve the use of \$6,040,026 from the 2022 Transportation Alternatives SPET Funds for the Stilson Transit Center Project:

1. Solar Installation: Option A
2. Geothermal Heating and Cooling Systems: Option A
3. Bike Amenities: Option A
4. Public Art: Option A
5. Parking Lot: Option A

Board of County Commissioners: I move to approve the following design elements for the Stilson Transit Center and approve the use of \$6,040,026 from the 2022 Transportation Alternatives SPET Funds for the Stilson Transit Center Project:

1. Solar Installation: Option A
2. Geothermal Heating and Cooling Systems: Option A
3. Bike Amenities: Option A
4. Public Art: Option A
5. Parking Lot: Option A

What three things/goals should the Stilson Transit Center Project accomplish?	Topic	What, if any, challenges does the project need to address?	Topic
Build to appropriate SRE. Don't over build the center. Home ranch is an example of an ever built facility.	overbuilding	Master planning need to incorporate wildlife permeability. We are spending millions on wildlife crossings w/ 22/390 projects. Future plans need to improve habitat of wildlife. Ballfields w/ lights won't be good for wildlife. Collar data shows wildlife move through the area.	wildlife
Reduce sunk cost bias and consider a pivot to upgrading the existing transit centers in town. Stilson Transit Center will not reduce vehicle traffic because it is a car centric transit center.	cost, use		
Wildlife safety and permeability should be a priority. Address negative effects of development on wildlife. Lights, fences, infrastructure.	wildlife	Conservation of wildlife around development. Increased use of transit centers -> if there are more people and tourists there will be more conflict.	wildlife, crime
Eliminate traffic and not increase it. Not create unnecessary jobs. I can not see who benefits other than politicians!	traffic, politics, jobs	The existing transit station is more than sufficient.	use
If it's really for transit for Teton Village, there should be more frequent buses to the village. No need for beautiful building - more buses!	bus availability, use	How will cars pull out onto 22? It's already a mess.	traffic
Easier/efficient connections, low impact/profile to wildlife, environment, neighbors	environment, wildlife, bus availability	Disturbing existing neighbors with light and noise	environment
More consistent/predictable schedules t/f Stilson, TV and town. Improve (reduce) traffic on Village Road.	traffic, bus availability		
Less traffic on Village Road, more bus ridership	traffic	Enough buses to move everyone	bus availability
		Teton Pass Pathway is too expensive, not a transportation solution, should be cut from the project	cost
Mobility hub, community center, educational center for community happenings	accommodation	Accommodating commuters	accommodation
HOV lane for buses, more frequent buses mid-day, not benefit a for-profit business	bus availability	Why people would use the lot in the summer, it's always empty. Traffic reduction on 390/22 with an HOV lane.	traffic, use
Wildlife underpass, parking for all types of vehicles, expansion	wildlife, use	Minimize bottlenecks during construction, Wilson Bridge resurface/replacement	traffic

Support alternative transportation, the entire corridor should have an integrated, functional + educational public art plan, plan for a failure w/ less cars	use	Vision for expressing the goals, comprehensive approach to design from downtown Wilson to Stilson	
Community hub - transit, coffee, daycare, extended transport efficiency, housing	use, bus availability	Housing	use
Long term secure bike parking - bike parking with 4 walls/a cage with ebike charging, getting people on the bus and out of their car, please think about the interior - a coffee shop? UPS/FedEx/Amazon dropoff? Day care? Dog kennel?	use	Encourage ridership, encourage cycling, encourage leaving car behind	use
Decrease impact of traffic not just increase connectedness of towns + communities, preserve "night sky concerns" in this center	environment, traffic	The effect of increased traffic on Beckley Pway for Stilson Ranch residents, ensuring access and safety while improving safety	safety, traffic
Not overbuilding, not creating worse conditions, not overbuilding		Why do we need 9.5 million dollar building/bus station? It will be empty, waste of \$	use, cost
Large parking lot, attractive building, efficient transportation hub		Cost - keep to budget, deadlines 2027	cost
I think a transit center should reduce the number of vehicles on the road. This will not do that. We should invest in transit centers in the Village and in town.	use		
		All projects in the corridor: construction traffic disruption delays. It's going to be very messy!	traffic