Special Town Council Workshop

June 26, 2023

1:30PM

Town Council Chambers

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/81211736123?pwd=dEVWQzlUQStxWjh6YnFiMGpyek8rQT09
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II. CALL TO ORDER AND ROLL CALL

III. WORKSHOP ITEMS

A. Town Manager Strategic Priorities and Expectations (Tyler Sinclair)

B. Council Liaison Guidance & Reporting on Council Travel, Training and Conferences (Roxanne Robinson)

C. Bar and Grill Liquor License Updates (Lynsey Lenamond)

D. State Legislature Agenda and Debrief (Susan Scarlata)

E. Northern South Park Update (Tyler Sinclair)

IV. MATTERS FROM MAYOR AND COUNCIL

V. UPCOMING AGENDA UPDATE

A. Council Priorities and Upcoming Agendas

VI. ADJOURN

Please note that at any point during the meeting, the Mayor and Council 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.

STAFF REPORT

Meeting Date:	June 26, 2023	**Meeting Title:**	Special Town Council Workshop
Submitting Department:	Administration	**Presenter:**	Tyler Sinclair
Agenda Item:	Town Manager Strategic Priorities and Expectations	**Public Comment:**	Yes

Purpose & Policy Considerations.
Pursuant to the performance review and self-assessment process attached to the Town Manager's contract, Council meets with the Town Manager so that the Council can share its strategic priorities and establish expectations for the remainder of the fiscal year with the new Town Manager.

Requested Action.
Staff requests Council share its strategic priorities and establish expectations for the remainder of the fiscal year with the Town Manager.

Recommendations.
Staff recommends Council share its strategic priorities and establish expectations for the remainder of the fiscal year with the Town Manager.

Background.
The Town Manager's contract sets forth the following provision as it relates to a performance evaluation:

> 7. *PERFORMANCE EVALUATION. The Town Council and Town Manager will review and evaluate the performance of the Employee during the term of this Agreement pursuant to the performance review and self-assessment process attached hereto.*

The Town Manager Performance Evaluation Process provides the following information for the first six months:

> *<u>Town Manager feedback – first 6 months</u>*
> *Given the first 6 months (April 1, 2023 to September 30, 2023) are critical to establishing expectations and Council's support of the success of the new Town Manager, Council will undertake the following actions in this period:*
> - *Within 4 weeks of hiring the Town Council and new Town Manager meet in an Executive Session so that the Council can share its strategic priorities and establish expectations for the remainder of the fiscal year with the new Town Manager.*
> - *Within the first 8 weeks of hiring, the Mayor and each councilmember meet individually with the new Town Manager, to start to establish a foundation of a working relationship.*
> - *Within three to four months of hiring, the Council and Town Manager have an Executive Session where the Town Manager may bring forth a summary of their first 90 days and any challenges/impediments faced, for open discussion.*
> - *The Town will engage an outside consultant to facilitate a 6-month review of the Town Manager. This does not need to be as robust as the annual process outlined earlier but is a best practice in ensuring that the Town Manager and Council are aligned on expectations and that the Town Manager is adjusting to the new role. This would include a mini-self assessment focused solely on achievements and challenges within the first 6 months and feedback from the Mayor and Town Council*

The purpose of this item is to complete bullet 1 above with Council. Staff notes that although the document indicates that this step would be conducted in Executive Session, this step does not qualify to be discussed in Executive Session as it is

not evaluating performance, but discussing strategic priorities and establishing expectations and thus has been placed on a workshop agenda. The contract took effect May 1, 2023 and therefore this step needs to occur in a timely fashion in order to meet the upcoming milestones in the review process.

Analysis.

Key Policy Question # 1: What are the Council's strategic priorities for the next 6 months for the Town Manager?

Staff finds that the Council Work Plan calendar (attached) developed at the Annual Retreat should serve as the basis for setting Council's strategic priorities for the next 6 months. Council discussion should focus on areas not included in the workplan but that are complimentary.

Based upon this discussion and completion of bullet 2 above, individual meetings between the Mayor and Council and the Town Manager will culminate in a Fiscal Year 2024 Town Manger work plan finalized in the next 30-45 days.

Possible Alternatives.

None

Comprehensive Plan & Priority Alignment.

Quality community service provision is tied directly to quality leadership in the Town organization.

Fiscal Impact.

There is no direct fiscal impact to sharing strategic priorities and establishing expectations for the remainder of the fiscal year.

Staff Impact.

The staff impact of this action is positive in that it provides information and direction to the Town Manager for the remainder of the fiscal year.

Attachments or Links.

Town Council 2 Year Work Plan

Suggested Motion.

NA

COUNCIL WORKPLAN CALENDAR 2023				
MARCH	**APRIL**	**MAY**	**JUNE**	**JULY**
TOWN MTGS.	**TOWN MTGS.**	**TOWN MTGS.**	**TOWN MTGS.**	**TOWN MTGS.**
Begin Planning for Updates to Wasterwater Treatment Plant	Budget	License Plate Recognition Security Cameras	State Leg.: Post-WAM, Agenda, & Approach	Karns Meadow Master Plan
Wastewater Treatment Plant Construction Management	State Legislative Post-Session Debrief/WAM Resolutions	Incorporating Drone-Use Into Police Department		Stormwater Management Program
Joint Department Funding/Governance Proposal		Energy Audit RFP & Green House Gas Inventory		Support for Women's Reproductive Rights
		Updates to Public Works Fees		
		Budget		
JIM	**JIM**	**JIM**	**JIM**	**JIM**
Transportation Work Plan	Long-Range Planning Work Plan & Indicator Report	START JPA	Workforce Housing Mitigation	Workforce Housing Mitigation (Mtg. 2)
Housing Mitigation Policy Contract Amendment	Housing Supply & Work Plans	Budget	Rec Center Fee Policy & Schedule	
	Budget		Budget	
	START Van Pool/Ride Matching, Service to Airport/GTNP - Budget			
	New Housing Partnership Developments & Land Acquisition			
AUGUST	**SEPTEMBER**	**OCTOBER**	**NOVEMBER**	**DECEMBER**
TOWN MTGS.	**TOWN MTGS.**	**TOWN MTGS.**	**TOWN MTGS.**	**TOWN MTGS.**
Equity Audit & Further Recommendations	Consideration of Town Org. Structure & Efficiency	Compliance Issues for FTA Grants	Town Mobility Overlay	Future staffing for all departments
Update to Anti-Discriminiation Ordinance adding Anti-Bias Crimes	Council Retreat Planning & Execution	Urban Forest Ord. Update & Program Policy Procedures	Ecosystem Indicator Project	Total Compensation Review
Center for the Arts Noise Discussion	Design & Construction of Gregory Lane	Re-evaluation of large bldg/2:1 Workforce Bonus	Water Quality & Setting New Drinking Water Regs	Town Sustainability Plan
JIM			State Leg.: Agenda, & Approach	
	JIM	**JIM**	**JIM**	**JIM**
Cow Pasture 1 & 2 Softball Field Replacement	Design & Construction of Stilson	Safe Streets for All Safety Action Plan	Workforce Housing Mitigation (Mtg. 3)	Regional Gov. & Transportation Planning Process & Agreements
CHANGES & UPDATES	**DATE CHANGE MADE**			
State Legislative Post-Session Debrief - MOVED FROM JUNE TO APRIL	Apr-23			
Equity Audit & Further Recommendations - MOVED FROM JUNE TO NOV.	May-23			
State Legislative Approach & Agenda - MOVED FROM AUG. TO NOV.	May-23			

STAFF REPORT

Meeting Date:	June 26, 2023	**Meeting Title:**	Special Town Council Workshop Mtg
Submitting Department:	Administration	**Presenter:**	Roxanne Robinson
Agenda Item:	Council Liaison Guidance & Reporting on Council Travel, Training and Conferences	**Public Comment:**	Yes

Purpose & Policy Considerations.
The purpose of this item is to provide information back to Council on liaison roles, responsibilities, and guidelines for conduct and also to present the requested issue of a general discussion of Council reporting back to the group on training, travel, and meetings that was not completed on April 17, 2023.

Requested Action.
None requested.

Recommendations.
Staff recommends no changes to the current content of the Council's Rules and Procedures regarding board and committee liaisons and no changes to the current system of reporting on training, travel, and meetings. Staff believes the current system is working and recommends Council not spend significant time on this issue.

Background.
At the April 17, 2023 Town Council meeting, Council requested staff bring back some further information on the expectations, roles, responsibilities, and guidelines for conduct for liaisons from the Town Council to various boards and committees in the community.

The Council's adopted Rules and Procedures contain the following information regarding board and committee liaisons.

Section XVIII. Town Council Board and Committee Liaisons.

A. *The Council may appoint individual members to liaise with various boards and committees throughout the community.*
B. *Each January, or as soon thereafter as the Council deems appropriate, the Council shall review the list of board and committee liaisons and make changes as they deem necessary. The liaison appointments shall be by majority vote the Council and shall remain valid until changed.*
C. *Council liaisons primary role is that of facilitator of communications from the relevant board or committee to the Council. As a liaison, Councilmembers should not be an advocate for the board or committee for whom they liaise, give direction, or influence a decision of that board or committee. Rather, as a liaison, Councilmembers:*
    1. *Assist and provide information to the board or committee; and*
    2. *Act as a spokesperson on behalf of the Council when so directed by the Council when seated as a body; and*
    3. *Act as a contact person, if the board or committee, or an individual member thereof, wants such a channel of communication.*
D. *A Councilmember who is appointed to sit as a member of a board, commission, or committee is not a liaison.*
E. *Attendance is discretionary, however, despite attendance not being required, it is strongly encouraged.*

The following is an excerpt from the Roles and Responsibilities documented used during Council onboarding and Council retreats.

Council's Roles and Responsibility Document used during Council onboarding and Council Retreats:

1. *COUNCIL LIAISONS*
    a. *Attend meetings of assigned groups and remains informed of issues affecting that group*
    b. *Shares pertinent information with Council*
    c. *Does not represent Council's opinion or position unless a vote of Council has been taken.*

Staff has also attached a one-page guidance sheet Teton County provided in 2021 to their Commissioners for their liaison roles prior to discontinuing specific liaison assignments. While staff recommends no changes, this information is provided in the event Council would like to include information from this document in an update to the Council's Rules and Procedures. If Council would like to discuss and/or include any additional language from this document, staff is available to draft such additional language.

At the Council meeting on April 17, Council discussed whether attendance at the meetings of their assigned board/entity should be required at a minimum number of times per year. The current language in the Council's Rules and Procedures indicates that "*Attendance is discretionary, however, despite attendance not being required, it is strongly encouraged.*" However, Council could consider amendments as they deem appropriate. Council also discussed the lack of connection/communication with the identified boards/entities.

At the March 6 Town Council meeting, the Council also directed staff to add discussion of a process for reporting about Council training, travel and meetings to this staff report so that the Council could take some time and discuss this issue.

As a follow up to today's meeting, staff will send a letter to each of the boards and committees identified in the attached liaison chart informing them of their current liaison and providing a copy of the excerpt from the Council's Rules and Procedures (as amended, if at all, at today's meeting) that sets the ground rules and expectations for their liaison relationship.

Analysis.

As noted, staff is not recommending changes to the Council's Rules and Procedures as they relate to liaison assignments. Staff believes the current system is working and does not recommend Council spend significant time on this issue. The following key questions are provided for Council discussion and direction.

Key Policy Question #1. Does the Council want to update the current information in the Council's Rules and Procedures regarding a Councilmember's role as a liaison related to attendance at meetings or any other update?

Council can choose to address required attendance as a liaison in their Rules and Procedures as they deem appropriate or any other updates to the Rules and Procedures in this regard.

Should Council wish to address required attendance as a liaison, Council could consider the following amendment (or a version thereof) to XVIII.E. as follows:

A. ~~Attendance is discretionary, however, despite attendance not being required, it is strongly encouraged~~ Liaisons are required to attend at least _____ meetings per year.

Key Policy Question #2. Does the Council want to add to/update the information in the Council's Rules and Procedures to include clarity on what IS NOT a Councilmember's role as a liaison?

Should Council wish to include this information, staff would propose the following language be included as a new letter 'D' under Section XVIII in the Council Rules and Procedures.

D. A Council liaison role is NOT:

1. *To make suggestions, offer input, or give direction into the operations of the Board/Committee;*
2. *To participate in governing board executive sessions;*
3. *To independently review and comment or offer feedback on information/issues (stating their personal opinions or desires, what they believe the volunteer board should or should not do, information they should or should not consider, etc.);*
4. *To represent the Town Council's position on any matter not previously discussed and "resolved" through a Council vote;*
5. *To assist in operations, direction, or decision making of the Board/Committee; or*
6. *To advocate for the Board/Committee in question.*

Should Council wish to adopt updates to the Council Rules and Procedures as noted, staff would make those updates and provide Council with an updated version of the Rules and Procedures once completed.

Key Policy Question #3. **Does Council want to establish a process for reporting back to the Council about individual Councilmember training, travel, and meetings?**

The Council can request that each Councilmember that has attended a training, conference, or meeting related to Town government report back to the elected board on the topics discussed, insights gained, applicability to our local municipality and community or other either verbally, in a bulleted email, and/or a narrative of some type. This report could occur as part of a Council meeting or it could occur in writing as distributed to the Council and the Town Manager and Department Directors (as appropriate). Council can request this report for every training, conference, meeting or select events attended by the Mayor and Council as pre-determined prior to the event.

Possible Alternatives.

Comprehensive Plan & Priority Alignment.

Council liaison roles may positively impact the current, coordinated delivery of services by providing an open line of communication to the Council in alignment with Principal 8.1.

Fiscal Impact.

There is no direct fiscal impact in providing clarity on liaison roles, responsibilities and guidelines or on reporting on training, travel, and meetings.

Staff Impact.

The staff impact of preparing this staff report was approximately 6 hours and includes time spent by Administration and Legal. The staff impact of updating the Council's Rules and Procedures is approximately 1 hour of time spent by Administration staff.

Attachments or Links.

2023 Liaison Assignment Chart.
What to expect from your BCC Liaison.

Suggested Motion.

While staff recommends <u>no changes</u> to the Rules and Procedures clarifying Council's roles for liaisons, should Council wish to take action, a possible motion would be:

I move to direct staff to update the Council's Rules and Procedures to provide clarity on what is <u>not</u> part of the role of a Council liaison as decided today and further to amend the Council's Rules and Procedures requiring attendance at _____ meetings of their assigned committee or board per year.

2023
Town of Jackson Liaison Assignments

	Hailey Morton Levinson	Jessica Chambers	Jim Rooks	Jonathan Schechter	Arne Jorgensen
1	**Housing Authority**	**Board of Health**	**Parks & Recreation**	**Airport Board**	Design Review Committee
	1st Wed at 1pm (old library)	meets 4th Tues of odd months	2nd Thur at 5pm	3rd Wed at 9am	2nd Wed at 530p
					Board of Examiners
					2nd Tues at 430pm
2	**Public Art Taskforce**	**Housing Supply Board**	**Pathways Taskforce**	**Energy Conservation Works**	Planning Commission
	3rd Thur at 8am	2nd Tues 430 pm	1st Wed at 5:30pm	4th Wed at 9:30am @ LVE	1st & 3rd Wed at 530pm
3					**START**
					2nd Thur at 1130am
4					**JH Travel & Toursim**
					2nd Thur at 3pm
1	**Systems of Care**	**Chamber of Commerce**	**Historical Society & Museum**	**JH Air**	**InterAgency Breakfast (1)**
	3rd Thur at 9am	last Wed at Noon	Qtrly-Mar, Jun, Sep, Dec	1st Thur at 2pm	4th Tues at 7am (Sept-May)
2	**TriPartite Bd - CSBG**	**Fair Board**	**Teton County School Board**	**St. John's Hospital Board**	
	meets as needed	2nd Mon at 530pm	2nd Wed at 6pm	4th Thur at 4pm	
3		**Housing Trust**	**Integrated Solid Waste & Recycling (ISWR)**	**Center for the Arts**	
		4th Wed at 4pm	1st Thur at 3pm - EVEN mths		
4			**Human Services Council**	**Teton Conservation District**	
			4th Thur at 9am (Senior Ctr)		

LEGEND: Board Members are appointed by Town

Other Community Boards, or appointed by County

Unassigned: Admin Museum Bd, InterAgency Breakfast #2, and LEPC, TBOR

A Commissioner's role as a liaison…

IS:

- To offer procedural guidance, when needed or requested, on rules of meeting procedures
- To redirect queries and actionable items to the BCC Administrator, or staff if appropriate
- To offer suggestions as to how to have something considered by the BCC ("If you're going to bring this to the Board, here's the information I suggest you be prepared to provide/questions I suggest you be prepared to answer/etc.")
- To serve as a link for information sharing to and from the Board of County Commissioners, representing **Board** (not individual) opinions/decisions/etc.
- To allow for regular face-to-face contact between the Board/Entity in question and the Board of County Commissioners, to include attendance at volunteer board meetings no less than once per quarter
- To help connect the Board/Entity to resources they need

IS NOT:

- To make suggestions, offer input, or give direction into the operations of the Board/Entity*
- To participate in governing board executive sessions*
- To independently review and comment or offer feedback on information/issues* (stating their personal opinions or desires, what they believe the volunteer board should or should not do, information they should or should not consider, etc.)
- To represent the Board of County Commissioners' stance on any matter not previously discussed and "resolved" through majority consensus
- To assist in operations, direction, or decision making of the Board/Entity*
- To advocate for the Board/Entity in question*

*Excludes liaisons also seated as a voting member (e.g., ECW & WCCA)

STAFF REPORT

Meeting Date:	June 26, 2023	**Meeting Title:**	Special Town Council Workshop
Submitting Department:	Town Clerk	**Presenter:**	Lynsey Lenamond
Agenda Item:	Updates to Bar and Grill Liquor Licenses	**Public Comment:**	Yes

Purpose & Policy Considerations.
The purpose of this item is for Town Council to consider restrictions on Bar and Grill liquor licenses, consider the potential issuance of new licenses, and determine whether to set a higher fee for initial issuance. As the local licensing authority, Town Council can decide to implement stricter policy than the State of Wyoming.

Requested Action.
For Council to discuss if it wants to further define what entertainment uses are acceptable under Bar and Grill liquor licenses, determine if they want to consider issuance of four (4) new Bar and Grill liquor licenses and, if so, what timeline staff should proceed under, and finally, for Council to discuss if it wants to set a different fee schedule for Bar and Grill liquor licenses.

Recommendations.
Staff recommends leaving the definition of "entertainment" open to various forms and business ideas that may present themselves in the future to allow the most flexibility, the proposed timeline below for advertising and accepting applications for four (4) new Bar and Grill liquor licenses, and an initial issuance fee of $10,500.

Background.
As of July 1, 2023, new State legislation will take effect related to Bar and Grill liquor licenses which includes the Town of Jackson receiving four (4) additional Bar and Grill liquor licenses and new legislation affecting applications for those new licenses, as well as existing Bar and Grill liquor licenses.

<u>Definition of Entertainment</u>
Staff requests that the Town Council discuss the definition of "entertainment," as it relates to a Bar and Grill license. The reason for this is that the 60% food sales revenue can now also include "entertainment" revenue. Historically, under this license type, applicants were required to comply with and report a split of 60% food and 40% alcohol for their gross revenue. In addition to food sales, license holders can now include "entertainment" in their 60% portion of the generated revenue. The State has determined that gambling and adult entertainment (adult entertainment as defined by the local licensing authority, which Town Land Development Regulations do already define) are not allowed to be included in the 60%, and local licensing authorities can further define and restrict the definition of entertainment if it so chooses. Staff recommends the Town Council make no further edits to the definition of entertainment so as to allow the most flexibility for applicants to be creative in their proposals and business ventures.

<u>Acceptance of Applications and Timeline</u>
Staff is recommending the Town Council direct staff to accept applications for the four (4) new Bar and Brill liquor licenses utilizing the below timeline with an open application period beginning September 11, 2023. Acceptance of applications and consideration of issuance does not require the Town Council to issue any of the licenses, licenses would be issued utilizing the findings set forth in the Wyoming Statutes. Should Council wish to defer initiation of this application and issuance process to a later date, staff requests Council select either October 9, 2023, November 13, 2023, or April 8, 2024, so as not to conflict with the annual liquor license renewal process. If Council chooses to move forward with this process, estimated staff time is 25-75 hours. The estimated time for Council to review Bar and Grill license applications, hear presentations at a Special Meeting, and discuss and make decisions on the issuance of the new licenses is 10-25 hours.

TIMELINE FOR ACCEPTING FOUR (4) NEW BAR AND GRILL LIQUOR LICENSES

June 26, 2023	Special Workshop for Council to provide direction on accepting applications
August 23, 30 & September 6, 2023	Advertising for available Bar and Grill liquor licenses
September 8, 2023	Application is posted on TOJ website
September 11-22, 2023	Open application period
September 25-October 27, 2023	Clerk's office reviews applications, then forwards to the Wyoming Liquor Division and relevant TOJ departments for review
October 25-27, 2023	Clerk's office schedules applicant presentations
November 1, 8, 2023	Legal Publishing
November 13, 2023	Special Town Council Meeting with applicant presentations
November 13 or December 4, 2023	Town Council decides whether to issue any licenses, the number of licenses to issue, and recipients of those licenses at either the special meeting or at the next regular meeting

Bar and Grill License Fees

At the May 22nd Special Town Council workshop, Council also considered fee increases to liquor licenses including Bar and Grill licenses and asked to continue the discussion of those fees to this workshop. At the June 5th regular Council Meeting, the budget was adopted and a new fee resolution schedule was approved. That fee schedule included increases to liquor license fees. The fee for Bar and Grill licenses was increased to $3,000, which is for both new licenses and the annual renewal. At that meeting the Council discussed fees charged by other local licensing authorities in Wyoming and specifically that some authorities were charging more for the initial issuance of the liquor license than the recurring renewal fee. Attached to this staff report is a chart documenting what other Wyoming towns are charging for new and renewed Bar and Grill licenses. Staff recommends Council consider an initial issuance fee of $10,500 and then proceed with the renewal fee of $3000 for Bar and Grill licenses. The reason for the higher fee of $10,500 at initial issuance is a reflection of the amount of staff time it takes to process the initial application vs. the time it takes for renewals. Time is spent on the initial issuance not only by the Town Clerk's office but by other Departments in the Town organization providing review including the Planning and Building Department. Providing direction on this fee update would result in staff bringing back a resolution to set this fee as our fees are set by resolution.

Staff notified current Bar and Grill liquor licensees informing them that this item would be discussed at today's workshop and inviting them to make public comment. Staff and the Wyoming Liquor Division recommend full transparency and availability of information for license and permit fees, and fee related topics to the public, including the liquor license holders.

Analysis & Key Policy Questions.

Key Policy Question #1: Does Council want to further define and restrict the definition of entertainment?

In order to allow the maximum amount of creativity in an application, Council could choose to not further define or restrict the definition of entertainment. If Council chooses not to make further definitions to restrict entertainment, it would hear the applicant's plan of operations at the public hearing for a new license, and at that time would determine whether the application will be approved or denied based on Wyoming State Statutes and Jackson Municipal Code. Should Council wish to set parameters around what they would consider to be acceptable entertainment uses, they could direct staff to present an ordinance with a definition that includes uses such as movies, bowling, trivia, etc., but in so doing, they would

limit the creative ideas that may be brought forward. Should Council wish to further define entertainment, staff would bring back an ordinance for consideration such that it could be adopted and become effective prior to the public hearing and issuance of any new licenses.

The amount of annual profit from entertainment will be reported on the licenses' annual renewal. The Wyoming Liquor Division is currently working on updated documents that will include this information.

Key Policy Question #2: Does the Town Council want to accept applications and consider the issuance of 1-4 new Bar and Grill Liquor Licenses?

If the answer is yes, a timeline needs to be selected in Key Policy Question #3.

Key Policy Question #3: Is the Town Council comfortable with a commencement date of September 11, 2023 for accepting applications and following the timeline set forth in the staff report?

The Council can consider the September 11, 2023 commencement date or they can consider October 9, 2023, November 13, 2023, or April 8, 2024. Should the Council choose one of these alternate dates, staff would project out the subsequent steps/dates as outlined.

Key Policy Question #4: Does Council want to adjust liquor license fees, either for new licenses or for annual renewals?

Council can choose to set one fee for initial issuance of licenses and a different fee for annual renewals, as long as those fees do not exceed the maximum amount as set by State Statute. The Wyoming Liquor Division does not object to this as long as the following minimum conditions are met:

1. The licensing fee is within the fee range allowed by state law for the particular license or permit.
2. All other state law requirements related to licensing fees are adhered to; for example, a partial term year should be prorated.
3. The same fee structure applies to the same class of license or permit for all applicable license or permit holders per W.S. 12-4-101(d), which states "unless otherwise provided, the licensing authority shall uniformly assess license or permit fees annually for each particular class of license or permit."

Bar and Grill licenses are non-transferrable and therefore Council could consider any new issuance of a license at a time that works best for them. Should the Council choose to set a higher fee for the initial issuance of a license, the timing for the maximum revenue to the Town would be for consideration of new Bar and Grill license issuance shortly after renewals. If direction is provided to increase this fee, staff would bring back that updated fee in Resolution form.

Possible Alternatives.

1. Council can direct staff to come back with an Ordinance that defines "entertainment" for Bar and Grill liquor licenses or leave the current definition of entertainment as is allowing maximum flexibility.
2. Council can choose to direct staff to accept applications for consideration for the 4 new licenses available to the Town or defer or delay accepting applications to a future year.
3. Council can leave the fee for Bar and Grill liquor licenses the same for initial issuance as for renewals or set a higher fee for issuance.
4. Council can continue this discussion to an upcoming Workshop.

Comprehensive Plan & Priority Alignment.

Liquor licensing relates to the Comprehensive Plan Policy 8.1.a, the delivery of quality levels of service to the community. It also relates to the health, safety and welfare of the community as discussed in section 8.

Fiscal Impact.
Should the Council make the four (4) new Bar and Grill licenses available, the license fees would be deposited into the General Fund. Should the Council set a higher initial issuance fee, additional revenue would be generated for first time issuance based on the time of year the license is issued. An undetermined amount of sales tax would be generated by the issuance and use of these additional licenses. There is no fiscal impact associated with potentially setting the definitions of Bar and Grill licenses.

Staff Impact.
The Clerk's office has spent approximately 10 hours thus far on the updated legislation, including staff reports, discussion with license holders, and meetings with the Wyoming Liquor Division. Administration and Legal have spent approximately 2 hours combined reviewing the staff report. The Clerk's office will spend approximately 25-75 hours (depending on the number of applicants) on the open license process should Council decide to move forward with making them available. Staff, including the Clerk's office, Administration, and Legal would spend approximately 5-10 hours drafting an Ordinance for Bar and Grill licenses should Council provide that direction.

Attachments or Links.
Licensing Fee Chart.

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items*.

Item A
If Council chooses to define "entertainment" as it relates to Bar and Grill liquor licenses:

I move to direct staff to draft an Ordinance regarding the definition of "entertainment" as it relates to Bar and Grill liquor licenses as discussed at this workshop and bring the Ordinance back to Council for review.

Item B
If Council chooses to advertise the availability of new licenses:

I move to direct staff to notice, accept applications beginning September 11, 2023, and set a special Town Council meeting to hear presentations based on the presented timeline for the issuance of available Bar and Grill Liquor Licenses.

Item C
If Council chooses to adjust the fee schedule:

I move to direct staff to bring back a resolution adjusting the fees for Bar and Grill liquor licenses to set an initial issuance fee of $10,500 and an annual renewal fee of $3000.

Other WY City Liquor License Fees

City	Catering Fee	Restaurant Fee	Bar/Grill Fee
Sheridan	$ 50.00	$ 500.00	$10500(new); $3500(1st renwal); $1500(2nd renewal and thereafter)
Casper	$ 50.00	$ 1,500.00	$10500(new); $3000(renewal)
Laramie	$ 50.00	$ 1,750.00	$5000(new); $3000(renewal)
Cheyenne	$ 50.00	$ 1,050.00	$10500(new); $1500(renewal)
Gillette	$ 50.00	$ 1,200.00	$3000(new and renewal)
Cody	$ 40.00	$ 1,000.00	$5000(new); $1500(renewal)

STAFF REPORT

Meeting Date:	June 26, 2023	**Meeting Title:**	Special Town Council Workshop
Submitting Department:	Community Development/Administration	**Presenter:**	Susan Scarlata
Agenda Item:	Legislative Debrief & Approach	**Public Comment:**	Yes

Purpose & Policy Considerations.

The purpose of this item is for Town Council to do the following.

1. Debrief and discuss the Wyoming Association of Municipalities' (WAM) Summer Convention and anything more related to the most recent Legislative Session.
2. Consider and discuss current Interim Topics before the Legislature and Task Forces.
3. Discuss the above with the Town's Legislative Advisor and consider renewal of Advisor's contract.
4. Begin discussion and strategy for Legislative Approach and Agenda for next Legislative Session.

Requested Action.

Staff requests that Council have a dialogue about WAM's Convention and the most recent Legislative Session, Interim Topics, ask questions of and have a discussion with the Legislative Advisor, and begin to plan an approach and agenda for the next Legislative Session.

Recommendations.

Staff recommends considering lessons learned from the session, time Council spent at the Session, the WAM Convention and results of Resolutions, utilization and continuation of relationship with the Legislative Advisor, Interim Topics, and focal points for the next session.

Background.

At its December 19 Regular Meeting Town Council approved a Legislative Policy Approach and Agenda to do the following.

- Hire a Legislative Advisor;
- Help other municipalities with policies and initiatives whenever possible;
- Work on developing and advancing bills with committee support;
- Direct staff to participate on statewide coalitions related to Town priorities, when applicable; and
- Continue working with and submit Resolutions to WAM.

The Town's Legislative Advisor was hired to and accomplished the following.

A. Track and monitor legislative developments related to local control, HOV lanes, workforce housing, property tax, local revenue options, and other issues of concern to the Town of Jackson.
B. Coach local electeds and staff about general presence during the session and testifying, if needed.
C. Engage with state legislators, advocate on behalf of the Town during the 2023 Legislative Session.
D. Provide at minimum monthly updates during the session and more frequent input, when necessary, promptly informing the Town about issues that could affect the Town's policies or interests.
E. Work with the Town to identify any local plans or actions that might influence or affect policy or legislation emanating from the state legislature or governor.
F. Develop and coordinate strategies, responses, and key messages based on Town policies and interests.
G. Implement outreach, education, opposition mitigation, and neutralization efforts related to the Town's policies and interests.
H. Assist the Town in submitting interim session topics.

I. Support the Town in drafting and adopting resolutions for consideration by the Wyoming Association of Municipalities.
J. Identify, track, and inform the Town about legislative issues during the Interim Legislative Session.

Town Staff has found this to be a fruitful partnership. The Advisor regularly kept us up to date during the Legislative Session, we were able to rely on relationships with Legislators our Advisor has developed over decades, and the Advisor helped strategize, communicate, and implement set steps when items directed at the Town arose. Our current Legislative Advisor was a solid presence in Cheyenne during the Legislative Session and has helped staff monitor Interim Topics as well. This is a beneficial partnership, which staff hopes to grow and continue to be able to rely on as we coordinate strategies, education, and drafting and working of bills through the Legislative process.

Background related to the points listed above in 'Purpose & Policy Considerations.'

1. Debrief and discuss the Wyoming Association of Municipalities' (WAM) Summer Convention and anything more related to the most recent Legislative Session.

WAM RESOLUTIONS
At its April 17 meeting, Council debriefed the Legislative Session and began work on Resolutions to submit to the Wyoming Association of Municipalities for the WAM Summer Convention. Resolutions, which are reviewed for potential adoption at WAM's Summer Convention in June were submitted in May and reviewed at the Convention. Resolutions municipalities submit are intended to be germane to WAM's functions and purposes. The following Resolutions submitted by the Town of Jackson were adopted by the consortium of municipalities.

- A Resolution Urging WAM to Continue Leading Statewide Efforts for Action on Workforce Housing.
- A Resolution to Amend State Statute to Set Fees for Retail Liquor Licenses at a Fair Market Value.
- A Resolution Supporting Allowance of a Real Estate Transfer Tax.

This Resolution was not adopted by WAM.

- A Resolution Supporting Legislation to Decriminalize Medical Marijuana.

67th LEGISLATIVE SESSION | HIGHLIGHTS OF BILLS TOJ TRACKED

- **Property Tax Relief:** A bill passed that expands eligibility for the state's property tax refund program and broadens eligibility to homeowners making 125% of area median income who have less than $150K in assets. Teton County Legislators also introduced a joint resolution to put a question to voters to amend the state's constitution to carve out a new "class" for residential property to be taxed at a different rate. Voters will be asked to weigh-in during the 2024 election.
- **Liquor Licenses:** A bill passed expanding the number of Bar & Grill Liquor Licenses from 6 to up-to 10 for Jackson's population as of July 1, 2023. This same bill also increases the allowable number of Bar & Grill Liquor Licenses to be up-to 14 as of July 1, 2028.
- **Childcare:** A bill reducing some rules and regulations for part-time daycares passed into law, which could affect early childhood education providers in our area.
- **Small Customer Electrical Generation:** A bill revising how net metering compensation applies to small customer-generators died in committee. This topic is persistently brought in front of the Legislature.

67th LEGISLATIVE SESSION | HIGHLIGHTS OF BILLS WAM TRACKED

- **Direct Distribution:** House Bill 185 provides an additional $26,250,000 to Wyoming cities, towns, and counties.

- **Vehicle Procurement:** Senate File 164 increases cap for bidding projects from $35,000 to $75,000 and if no bids are received in response to advertisements, cities can directly purchase vehicles up to $250,000.
- **WYOLink:** WYOLink was funded through the Supplemental General Fund Budget, not a long-term solution.
- **American Rescue Plan Act (ARPA) Bill:** The legislature appropriated the remaining funds from the State's ARPA award. The Water and Sewer ARPA Grant Program received $30M. TOJ's request for $1.5M for a new Well was funded.

2. Consider and discuss current Interim Topics before the Legislature and Task Forces.

2023 INTERIM TOPICS

The following is a summary of Interim topics that we are monitoring as they may be material to interests of the Town.

Regulatory Reduction Task Force: Management Council established this group to consider reducing the burden of regulations on agencies, citizens, and businesses. The group is looking at federal, state, and local regulations. Our Senator, Mike Gierau is Chairing this committee and former local Mayor and Commissioner Mark Barron is representing local government. The Task Force met June 19 in Cheyenne for the first time and heard from various entities about regulations related to the environment, housing, agriculture, and energy. There will likely be subcommittees of this Task Force created specifically to consider regulations related to agriculture, energy, and housing.
Property Tax: General review of the property tax code by Revenue Committee including property tax relief, constitutional amendment related to residential property, and options for lowering property taxes.
Sales Tax: General review of sales and use tax statutes by Revenue Committee. This topic may include a review of sales tax exemptions and the issue of broadening the sales tax and lowering the sales tax rate, excise tax licensing and an overall review of taxability and exemptions as applied to the sales tax.
Commercial Fishing Outfitters & Guides: Being considered by the Travel, Recreation, Wildlife & Cultural Resources Committee to study regulations and permitting requirements for fishing outfitters and guides.
Regulatory Reform: Being considered by the Corporations Committee also, in coordination with the executive branches review and revision of regulations to reduce burdens on agencies, citizens, and businesses.
Electric Utilities: Being considered by the Corporations Committee including bills related to renewable energy sources (could include net metering), dispatchable power, and the certificated service territories of electric utilities.
Wyoming's EMS System: Being considered by the Labor, Health, & Social Services Committee will consider Wyoming's EMS system to better understand its complexity to address volunteer firefighter recruitment and retention.

3. Discuss the above with the Town's Legislative Advisor and consider renewal of Advisor's contract.

As mentioned above, Town Staff has found the partnership with our current Legislative Advisor to be fruitful. From staff's perspective, continuing this contract will provide continuity and consistency we have not yet achieved. Ideally, it will help the Town not only defend its interests should the need arise, but also to draft and work bills that are important to the Town's priorities through the Legislative process.

Analysis & Key Policy Questions.

Key Question #1: Does Council have questions or discussion points about WAM's Summer Convention or anything more related to the most recent Legislative Session to debrief, including Council presence in Cheynne during the Session?

Key Questions #2: Are there questions or discussion points related to current Interim Topics the Legislature and appointed Task Forces are considering?

Key Question #3: Do Councilmembers have specific questions for our Legislative Advisor? Are there points to discuss regarding extending the Advisor's contract?

4. Begin discussion and strategy for Legislative Approach and Agenda for 68th Legislative Session in Winter of 2024.

The purpose of the Town of Jackson's Legislative Policy Approach is to inform response to any bills or legislative topics that have the potential to impact Jackson and begin to work on long-term strategies for advancing legislation that will have a positive impact on the Town specifically and our valley overall. Staff has scheduled time on Council's calendar to bring related items back at a November Council meeting when we may have fleshed out more from this discussion and ideally have some further idea of bills our State Legislators may bring in the next Legislative Session.

Key Question #4: What do Councilmembers want to make sure is included in the Town of Jackson's Legislative Policy Approach and Agenda for the 68th Legislative Session in the winter of 2024?

Possible Alternatives.

Council could choose not to have a Legislative Policy Approach or a Legislative Advisor.

Comprehensive Plan & Priority Alignment.

Engagement with the State Legislature can help our community achieve the Comp Plan's aspirational goals. From Growth Management and Quality of Life to Achieving our Vision, there is regular overlap and interweaving of our community's goals with those of the state we reside in. From housing to multimodal transportation and development of a diverse and balanced economy, the Town of Jackson recognizes the need for state-level support to achieve its long-term vision.

Fiscal Impact.

Council approved travel expenses for Councilmembers to attend the Legislative Session and WAM's Summer Convention in Cody. Council also approved a contract with Legislative Advisor, Andy Schwartz for $25K. The current contract ends June 30th, and another will be brought back in early July, if so moved. Additional funds will also be needed for Council travel to the Legislature.

Staff Impact.

The Community Development Department works closely with the Town Manager and Legislative Advisor to set and implement the Town's Legislative Approach. Staff spent about 10 hours drafting and getting approval for WAM Resolutions, additional time attending the Summer Convention, and two-or three-hours monthly monitoring meetings and as issues arise.

Attachments or Links.

NA

Suggested Motion.

I move to direct staff to develop a Legislative Policy Approach and Agenda and to draft a year-long contract with the Town's Legislative Advisor, and present both at future Council meetings.

STAFF REPORT

Meeting Date:	June 26, 2023	**Meeting Title:**	Special Town Council Workshop
Submitting Department:	Joint Long Range Planning	**Presenter:**	Ryan Hostetter
Agenda Item:	Northern South Park Neighborhood Plan Implementation Update	**Public Comment:**	Yes

Purpose & Policy Considerations.
The purpose of this item is to provide an update on the status regarding implementation of the Northern South Park Neighborhood Plan.

Requested Action.
This item is informational only, no action required.

Recommendations.
This item is informational only, no recommendations provided at this time.

Background.
On June 6, 2022 during a Joint Information Meeting the Town Council and Board of County Commissioners jointly reviewed the Northern South Park Neighborhood Plan (report linked here). Shortly thereafter on June 21, 2022 the Town Council individually reviewed information related to the Town's involvement in future implementation of the plan, connection to Town services (report linked here) and after discussion recommended approval of the Northern South Park Neighborhood Plan to the Teton County Board of County Commissioners. The Town of Jackson contributed to funding a portion of the cost of the Neighborhood Plan ($150,000) as well as supporting and contributing funding for the Joint Long Range planning staff's time over the course of two years for the plan development. The Teton County Board of County Commissioners approved the Northern South Park Neighborhood Plan on July 5, 2022.

The plan sets out a detailed vision for the future development of the Northern South Park area per the Joint Teton County and Town of Jackson Comprehensive Plan (Subarea 5.6) which states:

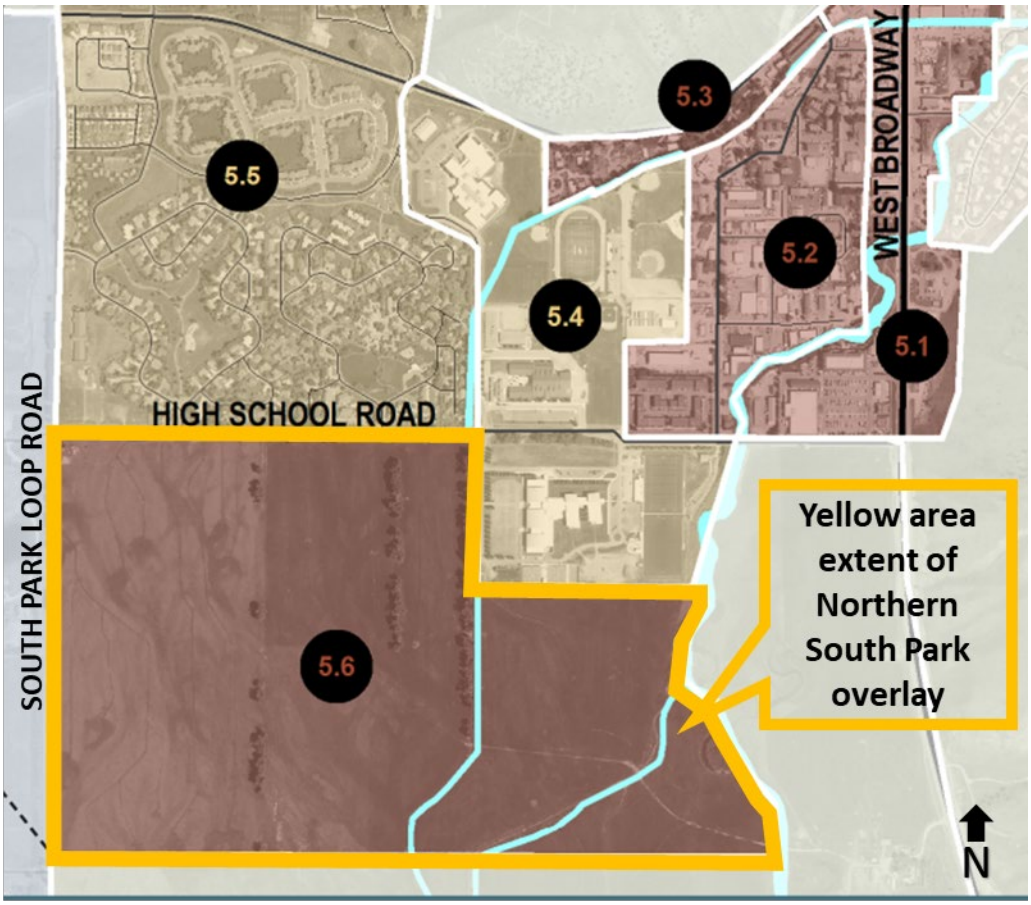
> "Begin neighborhood planning (see Policy 3.3.c) Northern South Park. The neighborhood planning effort should include:
>
> - An analysis of the appropriate amount of development, given the impact such development will have on existing infill opportunities elsewhere in Town because of the overall cap on additional residential units (see Policy 3.1.a);
> - Reference Town zoning concepts for guidance and use Town infrastructure standards; and
> - A resulting plan with enough detail to demonstrate and define how future development will optimize all 8 Chapter goals."

Since the adoption of the Neighborhood Plan, Joint Long Range Planning Staff with the help of consultants have been crafting the regulatory tools necessary to realize and implement the plan. The tools include a County Land Development Regulation zoning overlay and new Northern South Park-specific zones, which allow for the density and variety of housing types called for in the plan.

The Northern South Park Neighborhood Plan describes key development criteria which should be included in the implementation tools:

- Housing Program - A maximum number of total units along with a minimum amount of Affordable and Workforce units (minimum 70% deed restricted, including a minimum of 40% Affordable units <120% MFI)
- Total unit count of 1,200 new "base" units but up to 1,800 units total within the area including "bonus" units and existing entitlements (through existing zoning allowances which were granted to remain)
- Mixed income integrated neighborhood design
- Variety of housing types
- Neighborhood and building design
- Open space and parks
- Pathways and minimum connectivity requirements for roadways
- Transit connectivity
- Street design
- Off-site infrastructure
- Wildlife permeability

Staff has crafted a zoning overlay which addresses many of the items above. The overlay is intended to be mapped consistently with the map of Subarea 5.6 of the Comprehensive Plan to allow for optional, additional density. The overlay standards and requirements will not apply to the current zoning and will only apply if the landowners choose to rezone their property to one of the new Northern South Park zones. This opt-in process allows for a "development option," which grants additional density but requires that the developer meet the Affordable housing and other design requirements of the overlay.



Current Status & Process.

As mentioned above, a staff draft of the regulatory tools (overlay and zoning) has been crafted however a full public rollout including a formal public comment period has yet to begin. Staff recently went before the Board of County Commissioners on May 15, 2023 (which was continued to May 22, 2023) to discuss policy questions that came out of the crafting of the new regulatory tools. Direction was received by Staff during those meetings and finalization of the regulatory language is underway based on this direction. Staff is anticipating a full public review this July with a County Planning Commission workshop and public zoom workshop prior to scheduling adoption hearings of the zoning/regulatory tools. This will be a County only process with no involvement by the Town.

Town of Jackson Involvement.

While the legislative jurisdiction of the zoning and regulatory tools currently falls within the County's jurisdiction, there are components which will formally involve the Town of Jackson, specifically related to connection to Town water and sewer. The Neighborhood Plan states that future development will utilize Town water and sewer, and that all future infrastructure such as roads, right of way, drainage and public improvements comply with Town infrastructure requirements. These expectations are being carried forward into the regulatory language for adoption by the County Commissioners. Town Council will consider all applications to connect to Town sewer and water as required by the Neighborhood Plan. In addition, a formal permit process is being required for any future landowner to utilize the overlay tools, which will include formal staff review including comment by Town staff. This process utilizes the current Plan Review Committee or "PRC" review process for project design at multiple phases during the permitting process (of which there are several) beginning with an overall "master site plan" review. It is anticipated that the future buildout of Northern South Park will occur in phases, under multiple developers over the course of many years (10-30+ years).

Comprehensive Plan Growth Management Impacts.

The Joint Comprehensive Plan sets forth growth management policy (see call out box) which limits future development *potential* (beyond zoning that had been established in 1994) within the Town and County and is currently tracked through community monitoring in the indicator report.

Policy 3.1.a: Ensure there is no net increase in development potential

Ecosystem Stewardship and rural character preservation should extend beyond protecting resources and open space on individual lots to managing growth on a community-wide scale. Development potential should decrease in Rural subareas and increase in appropriate Complete Neighborhood subareas, but we will adhere to our Vision by ensuring there is no net increase in overall development potential. Beginning in 2012, increases and decreases in allowed residential and nonresidential development have been annually tracked and reported. By not increasing potential more than it is decreased, and better locating and designing development that does occur, we can decrease our impacts to the ecosystem while respecting property rights, preserving our rural character, and providing opportunities for increased quality of life.

The community monitoring is shown in the indicator report section titled "Amount of Allowed Growth (Buildout)" (link here) on page 7. Northern South Park will utilize this buildout potential and reduce the number with approval of a "Master Site Plan" (if and when adopted by the County Commissioners).

If all 1,200 "new base" units are allocated for the entire Northern South Park project are built, it would remove 1,200 units from the "community pool" which currently sits at 1,891 units - thus leaving 691 units remaining in the community pool (Note: the Indicator Report shows 2,034 however 143 more units have been removed since the report production). In addition, the Neighborhood Plan authorized added bonus density of 482 units (i.e., 241 units per owner) which staff is including in the draft Land Development Regulations as "bonus units" which will only be available if the first 600 units per property owner (1200 total) are approved through building permits and if capacity remains within the community pool for these additional bonus units.

It is important to highlight these impacts regarding the growth management policy because the Town of Jackson Land Development Regulations also include separate specific development incentive tools which utilize the units remaining in the community pool, thus creating a scenario where these incentive programs are essentially in competition with County projects, such as Northern South Park, that utilize and draw down the community pool. Specifically, Division 7.8 "Workforce Housing Incentive Program" allows for additional bonus units/density & floor area within the Town when these incentive programs are used for a project (i.e., the 2:1 workforce bonus). These programs have been extensively used in the past several years with the most recent project approval being The Loop. To date, the Town program has used approximately 300 units (143 of which have been this year).

Moving forward, future bonus or incentive projects within the Town would be limited to the units remaining after the 1,200 units (plus bonus units) have been allocated to Northern South Park (assuming the units are approved through the County process for Northern South Park). As stated above, this means that the there is a scenario where the County allocates all units at once, early on, and the Town incentive program would be limited to only the 209 units remaining. Currently the Town LDRs are written in such a manner that all bonus tools/units would expire when all the community pool units are used. Said another way once the community pool of units is used up, the Town would remove the Workforce Housing 2:1 incentive tool, and projects like The Loop, and Jackson Street Apartments, could no longer use this incentive tool to add bonus density/units to a project. Projects that have not received approval i.e., Virginian would not be able to use the incentive 2:1 Workforce Housing to increase density/units for the project should the community pool be utilized before.

Staff is comfortable with the current approach by Teton County to allocate the 1200 units from the community pool but not allocate the bonus 482 units until after the 1200 units are constructed as proposed. Should the County change how the community pool units are allocated and when, the Town will need to reconsider this topic.

Sewer Capacity

All available development potential within the community pool (2034 units) are included as part of the Town Sewer Capacity completed in 2021. The plan accounts for all units to be connected to Town sewer. The specific physical location of projects connecting to the sewer (whether in the Town of Jackson or Northern South Park) will not impact the capacity of the system. As with all other requests for connection to Town sewer for properties outside the Town of Jackson, property owners will be required to make a formal request to connect to the Town at the appropriate time, which as currently written would be when an application to Teton County for Master Site Plan approval is submitted for approval in Northern South Park.

Comprehensive Plan & Priority Alignment.

This effort has followed the Joint Town of Jackson/Teton County Comprehensive Plan with regards to the policy directives of for Northern South Park (Subarea 5.6). The adopted Neighborhood Plan further carries out the policy directives for the creation of the zoning and regulatory tools for implementation of this vision.

Fiscal & Staff Impact.

The current implementation work is being undertaken by the Joint Principal Long Range Planner in addition to a contract with Rian Rooney for assistance creating the zoning tools. The contract with Rian Rooney is being paid for by Teton County. The Town of Jackson is jointly funding the staff time of the Joint Principal Long Range Planner.

Attachments or Links.

Northern South Park Neighborhood Plan
Board of County Commissioners May 15 & May 22, 2023 Staff Report
June 6 ,2022 Joint Information Meeting re. the Neighborhood Plan
June 21, 2022 Town of Jackson Northern South Park Meeting

Suggested Motion.
This item is informational only, no motion is required.

COUNCIL WORKPLAN CALENDAR 2023				
MARCH	**APRIL**	**MAY**	**JUNE**	**JULY**
TOWN MTGS.	**TOWN MTGS.**	**TOWN MTGS.**	**TOWN MTGS.**	**TOWN MTGS.**
Begin Planning for Updates to Wasterwater Treatment Plant	Budget	License Plate Recognition Security Cameras	State Leg.: Post-WAM, Agenda, & Approach	Karns Meadow Master Plan
Wastewater Treatment Plant Construction Management	State Legislative Post-Session Debrief/WAM Resolutions	Incorporating Drone-Use Into Police Department		Stormwater Management Program
Joint Department Funding/Governance Proposal		Energy Audit RFP & Green House Gas Inventory		Support for Women's Reproductive Rights
		Updates to Public Works Fees		
		Budget		
JIM	**JIM**	**JIM**	**JIM**	**JIM**
Transportation Work Plan	Long-Range Planning Work Plan & Indicator Report	START JPA	Workforce Housing Mitigation	Workforce Housing Mitigation (Mtg. 2)
Housing Mitigation Policy Contract Amendment	Housing Supply & Work Plans	Budget	Rec Center Fee Policy & Schedule	
	Budget		Budget	
	START Van Pool/Ride Matching, Service to Airport/GTNP - Budget			
	New Housing Partnership Developments & Land Acquisition			
AUGUST	**SEPTEMBER**	**OCTOBER**	**NOVEMBER**	**DECEMBER**
TOWN MTGS.	**TOWN MTGS.**	**TOWN MTGS.**	**TOWN MTGS.**	**TOWN MTGS.**
Equity Audit & Further Recommendations	Consideration of Town Org. Structure & Efficiency	Compliance Issues for FTA Grants	Town Mobility Overlay	Future staffing for all departments
Update to Anti-Discriminiation Ordinance adding Anti-Bias Crimes	Council Retreat Planning & Execution	Urban Forest Ord. Update & Program Policy Procedures	Ecosystem Indicator Project	Total Compensation Review
Center for the Arts Noise Discussion	Design & Construction of Gregory Lane	Re-evaluation of large bldg/2:1 Workforce Bonus	Water Quality & Setting New Drinking Water Regs	Town Sustainability Plan
JIM			State Leg.: Agenda, & Approach	
	JIM	**JIM**	**JIM**	**JIM**
Cow Pasture 1 & 2 Softball Field Replacement	Design & Construction of Stilson	Safe Streets for All Safety Action Plan	Workforce Housing Mitigation (Mtg. 3)	Regional Gov. & Transportation Planning Process & Agreements
CHANGES & UPDATES	**DATE CHANGE MADE**			
State Legislative Post-Session Debrief - MOVED FROM JUNE TO APRIL	Apr-23			
Equity Audit & Further Recommendations - MOVED FROM JUNE TO NOV.	May-23			
State Legislative Approach & Agenda - MOVED FROM AUG. TO NOV.	May-23			

COUNCIL WORKPLAN CALENDAR 2024			
QUARTER 1	**QUARTER 2**	**QUARTER 3**	**QUARTER 4**
Town Employee Housing Strategy	Assissted Living Housing Program	Design of E. Broadway, N. Cache, Maple Way?	Water Quality & Setting Regs for Drinking Water (Mtg. 2)
Updated Design Standards for Safe Streets	Policy Manual Update	Continued Growth/Demand for EMS	Design & Construction of Gregory Lane (Mtg.3)
Planning Stormwater Management Program	Adding Fees for Services to Offset Costs	Fire/EMS Level of Service & Setting Expectations	
Equity Task Force Next Steps	Design & Construction of Gregory Lane	Volunteer Career/Staffing Model & Dynamics	
Budget	Northern South Park		
	Budget		

SCOPING STAFF REPORTS

PROJECT	DEPARTMENT LEAD	REQUESTOR	MOTION MADE	BRING BACK DATE (60-ISH DAYS)
~~Construction Management Plans~~	~~Public Works~~	~~JR~~	~~8/15/22~~	~~February~~
Airport Capital Budget & Related Engagement	Admin	AJ	9/6/22	September
Center for the Arts Lease	Admin	AJ	5/22/22	April 17 - Roxanne, motion to address noise, coming back August
~~Potential to Host Mountain Towns 2030~~	~~Comm. Dev.~~	~~JSC~~	~~12/19/22~~	~~April 17 - Tanya~~
Indoor Vaping Ordinance	Legal	HML	2/6/23	July
Research About Censure Policy	Legal	JR	2/9/23	July
Snow King Stop Sign	PW	Council	3/20/23	Brian Lenz
Discussion of Council Travel	Admin	Council	3/6/23	April 17 - Roxanne - Brought Back June 26

POTENTIAL INITIATIVE (PI) LIST

PROJECT	Requestor	
FROM COUNCIL		
Invest More Time in Relationship w/ County	JS	
Information Technology 5-Year Work Plan	JSC	
Geographic Information System (GIS)	JSC	
Revisit Comp Plan Definitions of 'Healthy Community'	JS	
Revisit Comp Plan Definitions of 'Healthy Economy'	AJ	
Alternative Forms of Government, Expanding # of Council Seats	JSC	
Outside Evaluator to Assess Org. Structure & Transformation	JS	
Adding Mill of Property Tax	AJ	
Town Manager Prioritizing Organizational transformation	JS	
Senior Staff Building in Time to be Strategic & Proactive	JS	
Lodging Tax	AJ	
County Water Sewer Connections & Staffing	AJ	
Fairgrounds Historical Designation	JR	

JIM Agenda Item Requests			
Submittal / Request Section **July 10, 2022 JIM (1:30 - 4:30PM)**			
#	**Submitter Name**	**Agenda Item**	**Time Needed**
1	Chris Neubecker	Work Plan & Indicator Report	60 min
2	Bruce Abel & Tyler Sinclair	START Joint Power Agreement	30 mins
3	April Norton	90 Virginian Land Acquisition - Bond Financing Terms	30 min
4	Tyler Sinclair & Alyssa Watkins	Joint Department Funding Review Process	30 mins
5	Riley Taylor	JHTTB Budget Amendment	consent
Upcoming JIM Items			
7	Chris Neubecker	July 12 & 13 - Housing Mitigation Policy	8 hours
8	April Norton	Aug 7 - RFP for Affordable & Workforce Housing Development at 90 Virginian Lane (first meeting)	120 mins.
9	Charlotte Frei	Aug 7 - Status Update on Regional Transportation Task Force	30 minutes - discussion item
10	April Norton	Sep JIM - RFP for Affordable & Workforce Housing Development at 90 Virginian Lane (second meeting)	60 mins
11	April Norton	Oct JIM - RFP for Affordable & Workforce Housing Development at 90 Virginian Lane (third meeting)	60 mins

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July 10, 2023 Special Town Council Meeting - 6:00pm
Announcements & Proclamations
Consent Calendar
Minutes & Disbursements
June 26, 2023 Special Town Council Workshop
June 26, 2023 Special Town Council Meeting
Temporary Sign & Special Event Permits
P23-097 Temporary Sign Permit for Backcountry Hunters & Anglers
Other
E23-0017 & 18 Easement Agreements for Utility and Access - 500 E Kelly
E23-0020 Development Agreement at 175 East Broadway Ave.
P20-192 Hidden Hollow Utilities Conveyance
Selection of Firm for Energy Audit
Disuscussion & Action Items
Planning
P23-034 Conditional Use Permit - 1490 Gregory Lane
P22-202 JH Wildlife Safaris Parking Lease Agreement
P23-016 LDR Amendment to Parking and Loading Standards Relating to Bicycle Parking
P23-102 Partial Vacation without Replat - 125 N. Gros Ventre Street
Resolutions
Ordinances
Ordinance M: A Charter Ordinance Exempting the Town from the Requirement for President and Acting President of Council and Creating a Mayor Pro Tempore and Acting Mayor Pro Tempore
Ordinance N: An Ordinance Repealing Outdated Appointment of Vice Mayor
Ordinance O: An Ordinance Amending Excused Absences and Vancancies Related to Acting Vice Mayor Responsibilities
Ordinance P: An Ordinance Regarding Construction Management Plans
Ordinance Q: An Ordinance Amending the Land Development Regulations Related to Short-Term Rental Uses
Matters from Mayor and Council
Matters from Town Manager
Town Manager's Report
Adjourn

DRAFT

JIM Agenda Item Requests			
Submittal / Request Section **July 12 1:30-5pm and 13 8:30am - 12pm, 2023 JIM**			
#	**Submitter Name**	**Agenda Item**	**Time Needed**
1	Chris Neubecker	July 12 & 13 - Housing Mitigation Policy	8 hours
		Upcoming JIM Items	
2	April Norton	Aug 7 - RFP for Affordable & Workforce Housing Development at 90 Virginian Lane	120 mins.
3	Charlotte Frei	Aug 7 - Status Update on Regional Transportation Task Force	30 minutes - discussion item
4	April Norton	Sep JIM - RFP for Affordable & Workforce Housing Development at 90 Virginian Lane (second meeting)	60 mins
5	April Norton	Oct JIM - RFP for Affordable & Workforce Housing Development at 90 Virginian Lane (third meeting)	60 mins

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July 17, 2023 Regular Town Council Workshop

TOPIC				TIME NEEDED
Employee Introductions				
Name:		Position:		
Name:		Position:		
Disuscussion				
Regular Meeting Schedule				30 mins
Censure Policy Scoping Report				30 mins
Indoor Vaping Scoping Report				30 mins
Matters from Mayor and Council				
Upcoming Agenda Update				
Council Priorities and Upcoming Agendas				30 mins
Adjourn				

DRAFT

July 17, 2023 Regular Town Council Meeting

Announcements & Proclamations

Employee Introductions

Name: Francisco Zumaya	Position: Meter Reader / Street Operator

Consent Calendar

Minutes & Disbursements

July 10, 2023 Special Town Council Meeting

Temporary Sign & Special Event Permits

P23-057 Temporary Sign Permit for Hole Food Rescue

Disuscussion & Action Items

Administration

Appointment of Special Municipal Officers

Community Development

Request for Qualifications for Relocation of the Mercer Cabin

Planning

P23-079 Karns Meadow Zoning Map Amendment

Resolutions

Ordinances

Ordinance Q: An Ordinance Relating to Short-term Rental Uses

Ordinance R: An Ordinance Amending Pathways Speed Limits and Signage

Ordinance S: An Ordinance Repealing Pathways Penalty Provision

Ordinance T: An Ordinance Amending Land Development Regulations for Cleanup

Matters from Mayor and Council

Matters from the Town Manager

Town Manager's Report

Adjourn

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