

Jackson Town Council Workshop

July 17, 2023

1:30 PM

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/86703724304?pwd=RHU0dGFhWDVFRlBYSHI2ZTdlQ2VlQT09>

If the link does not work, join at zoom.com with Webinar ID **867 0372 4304** Password: **83001**

or join by phone **+1 669 900 9128** with Webinar ID **867 0372 4304** and Password: **83001**

II. CALL TO ORDER AND ROLL CALL

III. WORKSHOP ITEMS

- A. Regular Meeting Schedule (Roxanne Robinson, 30 min)
- B. Censure Policy Scoping Report (Lea Colasuonno, 30 min)
- C. Indoor Vaping Scoping Report (Lea Colasuonno, 30 min)

IV. MATTERS FROM MAYOR AND COUNCIL

- A. Mountain Towns 2030 Climate Solutions Summit and Fall CAST Meeting Travel Authorization

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:	July 17, 2023	Meeting Title:	Town Council Regular Workshop Mtg
Submitting Department:	Administration	Presenter:	Roxanne Robinson
Agenda Item:	Regular Council Meeting Schedule	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council sets their regular meeting schedule by ordinance and any amendments to that regular meeting schedule are also effective by ordinance.

Requested Action.

Staff requests the Town Council provide direction on altering the regular meeting schedule for

- 1) Changing the Regular Council Meetings when there is a holiday to the next Monday rather than the next day (Tuesday), and
- 2) Changing the Regular Council Meetings held in conjunction with Teton County [Joint Information Meetings (JIMs)] to begin at 1:30 pm on the specified day, and
- 3) Adding Regular Meetings on Mondays at 9AM for April and May beginning the 2nd week of April to conduct budget meetings.

Recommendations.

Staff recommends the Town Council direct staff to place an ordinance for first reading at the next available meeting to alter the regular meetings for reschedule due to Monday holidays to the following Monday, alter the regular JIMs to begin at 1:30 pm, and to add additional regular meetings on certain Mondays in April and May to discuss the budget.

Background.

Wyoming Statutes currently state in part in §16-4-404:

(a) In the absence of a statutory requirement, the governing body of an agency shall provide by ordinance, resolution, bylaws or rule for holding regular meetings

The Jackson Municipal Code states:

2.04.010 Regular meetings.

The regular meetings of the Town Council shall be held as follows and in accordance with Wyoming State Statute:

- A. At 6:00 p.m. on the first and third Mondays of each month of the year, unless such day is a legal holiday, and then such meeting shall be held at 6:00 p.m. on the next regular business day following the holiday and shall be held in the council chambers of the Town of Jackson Town Hall, Jackson, Wyoming.
- B. At 3:00 p.m. on the third Monday of each month of the year, unless such day is a legal holiday, and then such meeting shall be held at 3:00 p.m. on the next regular business day following the holiday and shall be held in the council chambers of the Town of Jackson Town Hall, Jackson, Wyoming.
- C. At 3:00 p.m. on the first Monday of each month of the year in conjunction with the Board of County Commissioners of Teton County Wyoming, unless such day is a legal holiday, and then such meeting shall be held at 3:00 p.m. on the second Monday of that month and shall be held in the council chambers of the Town of Jackson Town Hall during the months of January through June and in the county commission chambers of the Teton County Administration Building during the months of July through December, both located in Jackson, Wyoming.

Rescheduled Regular Meetings Due to Holidays

On December 19, 2022, staff proposed a revised calendar of meetings for 2023 where regular meetings scheduled on a Tuesday due to a holiday were rescheduled to special meetings the following Monday and that calendar was approved and set for calendar year 2023. The thought behind this schedule was that Mondays were traditionally set aside by those attending meetings and keeping the meetings on Mondays adhered to that same schedule.

Additionally, in researching this issue, the Town set regular workshops to begin at 1:30 PM in 2021 with Ordinance 1302, but when the title was cleaned up in 2022 with Ordinance 1337, the old 3:00 PM start time was inadvertently carried forward and therefore the 3:00 p.m. start time also needs to be amended to reflect the 1:30 start time that was adopted in 2021.

Staff proposes to change the rescheduled meeting due to a holiday to the following Monday and clean up the code to reflect the 1:30 p.m. start time for regular workshops.

Regular JIMs to Begin at 1:30 PM

Due to the number of JIMs that have begun at 1:30 PM recently instead of 3:00 PM because of the amount of items and complexity of issues, staff proposed to the Mayor, Vice Mayor, Commission Chair and Vice Chair to start all JIMs moving forward at 1:30PM instead of 3:00PM. If the discussion on all items is concluded, the meeting could always end early allowing more of a break prior to our 6:00PM regular meetings. We have learned from the County Commission that they are comfortable with this change in the regular meeting schedule. The Commissioners requested the JIMs end by 4:30 PM.

Staff proposes to change the regular JIMs to begin at 1:30 p.m.

Additional Regular Meetings in April and May for Budget

Upon reflection of the rigorous FY24 budget schedule and the varied days and times for meetings, the Mayor requested staff present an option for consideration that would add regular meetings on Mondays at 9:00 AM in April (except for the first week of April) and May to standardize a schedule and accommodate the additional budget meetings necessary for Council to review the budget for the upcoming fiscal year. The last Monday in May is Memorial Day and there would be no budget meeting that day.

Should Council choose to move forward with some or all of these changes, a draft ordinance is attached to this staff report that would be presented for first reading at the August 7 meeting. After adoption, staff would also present an update to the Council Rules and Procedures reflecting any changes associated with this ordinance change. A draft of the updated Council Rules and Procedures is attached to this staff report. That draft also contains updates related to

1. Council Liaison roles,
2. Mayor Pro Tempore and acting Mayor Pro Tempore,
3. Allowance for virtual public comment and presentations,
4. Updated language for Rules of Decorum proposed by the Town Attorney based on recent case history,
5. Changes reflecting the updated deadlines and publication dates for Council agendas and packets,
6. Clarification for Scoping Reports, and
7. Removal of language regarding upcoming meeting agendas to reflect current practice of provision of draft upcoming meeting agendas at each workshop.

These changes, along with any others that may arise in the interim, are tentatively scheduled for presentation at the October 2, 2023 Town Council Meeting and would coincide with updates related to appointment of a Mayor Pro Tempore and acting Mayor Pro Tempore.

Analysis.

Key Policy Question No. 1: Does the Council want to amend the regular meeting schedule to alter rescheduled meetings due to holidays to the following Monday?

This is the current practice for JIMs that end up being rescheduled because the Teton County Commission regularly meets on Tuesdays and therefore they could not reschedule to the next day.

Key Policy Question No. 2: Does the Council want to amend the start time for regular JIMs to begin at 1:30 PM?

This additional time could be used to discuss additional items, allow more time for complex items, or could be used to conduct joint board interviews.

Key Policy Question No. 3: Does the Council want to add additional regular meetings at 9:00 AM on specific Mondays in April and May to have a set time for budget workshop meetings?

A fixed schedule for the Town's budget workshops during April and May might make it easier for staff and Council to keep better track of budget workshops.

Possible Alternatives.

The Town Council could choose to leave the regular meetings as currently set by ordinance and continue the practice of cancelling regular meetings and rescheduling them to special meetings as needed. Council could also select a different day for meetings.

Comprehensive Plan & Priority Alignment.

In order to successfully implement the vision and common values in the comprehensive plan, set a transparent and reliable schedule for the public to engage in local government, provide quality community services, and to follow Wyoming laws, a regular schedule for Town Council meetings is necessary.

Fiscal Impact.

Once ordinances are adopted, there are costs associated with advertising that may run approximately \$1000 per ordinance, depending on the length. There is no direct cost to amend the Rules and Procedures to change the schedule for regular meetings.

Staff Impact.

Staff is estimating the time involved with all of the steps as outlined in the below table.

Staff Impact of Regular Meeting Time Review		
Task	Departments	Estimated Hours
Research of Initial Issue	Administration	2
Staff Report Prep & Review for July 17	Administration, Legal	5
Ordinance Prep & Review for July 17	Administration, Legal	2
Staff Report Prep & Review for August 7 1st Rdg	Administration, Legal	2
Updating Rules and Procedures	Administration	2
Staff Report Prep for Rules & Procedures Update	Administration, Legal	4
Advertising, Printing, Executing, Archiving & Posting Adopted Ordinances	Town Clerk	3
Checking Work of MuniCode for Municipal Code Updates	Town Clerk	2
		22

Attachments or Links.

Draft Ordinance Amending Municipal Code Section 2.04.010.

Draft Amendments to the Council's Rules and Procedures reflecting this change.

Draft Calendar of meetings for Remainder of 2023 and for 2024 reflecting this change.

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

I move to direct staff to bring forward an ordinance for first reading at the August 7, 2023 Town Council meeting that changes rescheduled meetings due to holidays to the following Monday, changes the regular JIMs to 1:30 PM, and that adds regular meetings at 9AM on specific Mondays in April and May of each year as proposed.

ORDINANCE ____

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 1337; SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 1302, SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 1002, SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 872, SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 457, SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 384; SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 360; SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 145B; SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 145A; SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 145 AND SECTION 2.04.010 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING REGULAR MEETINGS AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

Section 1 of Town of Jackson Ordinance No. 1337; Section 1 of Town of Jackson Ordinance No. 1302, Section 1 of Town of Jackson Ordinance No. 1002, Section 1 of Town of Jackson Ordinance No. 872, Section 1 of Town of Jackson Ordinance No. 457, Section 1 of Town of Jackson Ordinance No. 384; Section 1 of Town of Jackson Ordinance No. 360; Section 1 of Town of Jackson Ordinance No. 145b; Section 1 of Town of Jackson Ordinance No. 145a; Section 1 of Town of Jackson Ordinance No. 145 and section 2.04.010 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

2.04.010 Regular meetings.

The regular meetings of the Town Council shall be held as follows and in accordance with Wyoming State Statute:

- A. At 6:00 p.m. on the first and third Mondays of each month of the year, unless such day is a legal holiday, and then such meeting shall be held at 6:00 p.m. on the ~~next regular business day following the holiday~~ second and/or fourth Monday of that month and shall be held in the council chambers of the Town of Jackson Town Hall, Jackson, Wyoming.
- B. At ~~3:00-1:30~~ p.m. on the third Monday of each month of the year, unless such day is a legal holiday, and then such meeting shall be held at ~~3:00-1:30~~ p.m. on the ~~next regular business day following the holiday~~ fourth Monday of that month and shall be held in the council chambers of the Town of Jackson Town Hall, Jackson, Wyoming.
- C. At ~~3:00-1:30~~ p.m. on the first Monday of each month of the year in conjunction with the Board of County Commissioners of Teton County Wyoming, unless such day is a legal holiday, and then such meeting shall be held at ~~3:00-1:30~~ p.m. on the second Monday of that month and shall be held in the council chambers of the Town of Jackson Town Hall during the months of January through June and in the county commission chambers of the Teton County Administration Building during the months of July through December, both located in Jackson, Wyoming.
- ~~C.D.~~ At 9:00 a.m. on each Monday in April and May of the year, excepting the first Monday in April, unless such day is a legal holiday, and then such meeting shall be cancelled and shall be held in the council chambers of the Town of Jackson Town Hall, Jackson, Wyoming.

(Ord. ____ § 1, 2023; Ord. 1337 § I, 2022; Ord. 1302 § 1, 2021; Ord. 1002 § 1, 2012; Ord. 872 § 1, 2008; Ord. 457 § 1, 1993; Ord. 384 § 1, 1989; Ord. 360 § 1, 1987; Ord. 145B § 1, 1974; Ord. 145A § 1, 1972; Ord. 145 § 1, 1971).

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the Ordinance.

SECTION IV.

This Ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE ____ DAY OF ____ 2023.

PASSED 2ND READING THE ____ DAY OF ____ 2023.

PASSED AND APPROVED THE ____ DAY OF ____ 2023.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____, 2023.

I further certify that the foregoing Ordinance was duly recorded on Page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk

ORDINANCE ____

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- A. At 6:00 p.m. on the first and third Mondays of each month of the year, unless such day is a legal holiday, and then such meeting shall be held at 6:00 p.m. on the second and/or fourth Monday of that month and shall be held in the council chambers of the Town of Jackson Town Hall, Jackson, Wyoming.
- B. At 1:30 p.m. on the third Monday of each month of the year, unless such day is a legal holiday, and then such meeting shall be held at 1:30 p.m. on the fourth Monday of that month and shall be held in the council chambers of the Town of Jackson Town Hall, Jackson, Wyoming.
- C. At 1:30 p.m. on the first Monday of each month of the year in conjunction with the Board of County Commissioners of Teton County Wyoming, unless such day is a legal holiday, and then such meeting shall be held at 1:30 p.m. on the second Monday of that month and shall be held in the council chambers of the Town of Jackson Town Hall during the months of January through June and in the county commission chambers of the Teton County Administration Building during the months of July through December, both located in Jackson, Wyoming.
- D. At 9:00 a.m. on each Monday in April and May of the year, excepting the first Monday in April, unless such day is a legal holiday, and then such meeting shall be cancelled and shall be held in the council chambers of the Town of Jackson Town Hall, Jackson, Wyoming.

(Ord. ____ § 1, 2023; Ord. 1337 § I, 2022; Ord. 1302 § 1, 2021; Ord. 1002 § 1, 2012; Ord. 872 § 1, 2008; Ord. 457 § 1, 1993; Ord. 384 § 1, 1989; Ord. 360 § 1, 1987; Ord. 145B § 1, 1974; Ord. 145A § 1, 1972; Ord. 145 § 1, 1971).

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SECTION IV.

This Ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE ____ DAY OF ____ 2023.

PASSED 2ND READING THE ____ DAY OF ____ 2023.

PASSED AND APPROVED THE ____ DAY OF ____ 2023.

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____, 2023.

I further certify that the foregoing Ordinance was duly recorded on Page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk



Rules and Procedures

TOWN COUNCIL Of Town of Jackson, Wyoming

Updated October 18, 2021

Proposed Amendments for Consideration on October 2, 2023

Pursuant to W.S. § 15-1-106 the governing body shall determine the rules for the conduct of its proceedings.

Effective ~~October 18, 2021~~ October 2, 2023

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CHAPTER ONE

GENERAL PROVISIONS

Section I. Adoption of Robert's Rules of Order.

The Town has adopted "Robert's Rules of Order" as its guideline for parliamentary procedure. The rules of parliamentary procedure should be adhered to whenever possible for the proper and orderly conduct of Town Council meetings. Where there is a conflict in procedure between that set forth in the Wyoming Statutes for Municipal Ordinances and that contained in "Robert's Rules of Order", the procedures established by law take precedence.

Section II. Suspension of Rules.

The Town Council has the right to suspend such rules as it has the power to adopt, including any rules contained in "Robert's Rules of Order". When the Town Council acts in violation of such rules as it has the authority to suspend, the rules are deemed suspended thereby and its actions are not invalidated by failure to comply with such rules.

Section III. Precedence of Rules.

The following is a compilation of both applicable parliamentary laws and those parliamentary rules and procedures that have been adopted by this Town Council. Any rules herein, in conflict with "Robert's Rules of Order", shall take precedence and shall be considered as amendments to said "Robert's Rules of Order."

CHAPTER TWO

RULES AND PROCEDURES

Section I. Types of Meetings.

Town Council meetings shall be conducted in person unless the Mayor or a majority of the Town Council determines the meeting shall be held virtually due to safety or security reasons. A majority of Council may overturn the decision of the Mayor to hold the meeting virtually. Town Council meetings may be of the following kinds:

- A. "Regular meetings" are set by ordinance and pursuant to Wyo. Stat. Ann. § 16-4-404(a).
- B. "Special meetings" may be called as provided by ordinance and pursuant to Wyo. Stat. Ann. § 16-4-404(b) and § 15-1-105. Regular meetings that are rescheduled are special meetings. Regular meetings that begin earlier or later than the time set by ordinance are special meetings. Special meetings may be called by the Mayor or by a majority of the Town Council.
 - 1. Mayoral Determination. When the Mayor sets a special meeting, the Town Clerk shall inform all members of the Town Council of the details of the meeting and shall proceed with public notification, Town staff notification, and agenda preparation.
 - 2. Majority of the Town Council Determination. When a majority of the Town Council agrees to set a special meeting, a representative of that majority shall contact the Town Clerk. The Town Clerk shall then inform all members of the Town Council of the details of the meeting and shall proceed with public notification, staff notification, and agenda preparation.
 - 3. Town Staff Request. When the Town Manager, or their designee, desires a special meeting, the Town Manager, or their designee, shall contact the Town Clerk. The Town Clerk shall contact the Mayor to obtain authorization for that meeting. The Town Clerk shall then inform all members of the Town Council of the meeting and shall proceed with public notification, Town staff notification, and agenda preparation.
- C. "Executive sessions" may be called as provided by ordinance and pursuant to Wyo. Stat. Ann. § 16-4-405.
- D. "Emergency meetings" may be called pursuant to Wyo. Stat. Ann. § 16-4-404(d).

Section II. Notice of Meetings.

No notice of regular meetings is required. Action may be taken on matters before the Town Council at a regular meeting regardless of prior listing on the agenda, unless the matter requires advance notice as per the Jackson Municipal Code or Wyoming Statutes. Noticing is required for special meetings as set forth in Wyo. Stat. Ann. § 16-4-404(b). The notice for special meetings shall state the business to be transacted. No other business may be considered at a special meeting.

Section III. Quorum.

A majority of the Town Council is sufficient to conduct business, and motions may be passed 2-1 if only three (3) Councilmembers are present, but ordinances, resolutions granting franchises or licenses and motions concerning the payment of money require at least three (3) affirmative votes. Except for meetings designated as virtual by the Mayor or a majority of the Town Council, Town Council members shall attend meetings in person with the following exceptions:

- A. Town Council members may virtually participate, vote, and be counted for purposes of the quorum for no more than three (3) meetings in a one (1) year period, whether regular, special, or emergency meetings without the approval of the Mayor.
- B. The ability for a Councilmember to virtually participate, vote, and be counted in the quorum of the Council beyond the three (3) occurrences in the (1) year period shall be allowed only with the approval of the Mayor for each individual meeting where such a request is made. The ability for staff members to participate virtually shall be allowed only with the approval of the Town Manager for each individual meeting where such a request is made.

A member who recuses themselves from discussion and action on a particular item shall do so by stepping down from the Council desk, leaving the Council Chambers, or turning off their video during a virtual meeting, and, once they do so, is no longer counted towards a quorum being present.

The following reasons for a Councilmember or Mayoral absence(s) are considered excused, however any excusal shall be determined by a majority of Council pursuant to Wyo. Stat. Ann. § 15-1-107, as amended:

- For the birth and care of the newborn child of a Councilmember or the Mayor, or a family member thereof; or
- For placement with a Councilmember or the Mayor of a child for adoption or foster care; or
- To care for a Councilmember's or the Mayor's family member with a serious health condition; or
- To take medical leave when a Councilmember or the Mayor is unable to participate because of a serious health condition; or
- For a bereavement period related to the death of a family member; or
- The acceptance of a commission to any military office or the enlistment in or induction into the military service of the United States which may require an incumbent in an elective office to exercise military duties within or without the state for any period of time within the term for which such person has been elected or appointed; or
- The attendance, under military orders, at Reserve or National Guard monthly drill sessions or required training camps.

Section IV. Conduct of Regular Meetings Held at 6:00 PM Pursuant to Section 2.04.010 of the Municipal Code.

- A. The Mayor, or in the absence of the Mayor, the ~~Vice Mayor~~Mayor Pro Tempore, shall act as chairperson at all meetings. In the absence of the Mayor and the Mayor Pro Tempore, the acting Mayor Pro Tempore shall act as chairperson at all meetings.
- B. The powers and duties of the Mayor include moving, seconding, debating, and voting from the Chair.
- C. The Mayor shall introduce each item on the agenda, ask for a staff presentation (if applicable), ask for applicant presentation (if applicable), ask for a motion on the matter, take public comment (as appropriate), preside over Council discussion, and call for a vote on the item. Below is the schedule for the 6:00PM regular meeting. Such schedule may be altered by the Mayor.
 - 1. Consent Calendar Item
 - a. Mayor reads the title of each item on the consent calendar.
 - b. Mayor asks if any Councilmember would like to withdraw any items from the consent calendar.
 - c. Councilmembers state items to be withdrawn, if any.
 - d. Mayor asks for a motion to approve all items on the consent calendar that were not withdrawn.
 - e. Motion made and seconded to approve all items on the consent calendar that were not withdrawn.
 - f. Mayor asks for public comment on all items on the consent calendar that were not withdrawn.
 - g. Vote on all items on the consent calendar that were not withdrawn.
 - h. Withdrawn items are introduced, discussed, moved, publicly commented on, and voted on one at a time.
 - 2. Public Hearing, Discussion and/or Action Item
 - a. Mayor opens a public hearing on agenda item and/or reads the title thereof.
 - b. Presentation by staff.
 - c. Town Council questions of staff.
 - d. Presentation by applicant.
 - e. Town Council questions of applicant.
 - f. Mayor asks for public comment.
 - g. Motion made and seconded regarding the item.
 - h. Town Council discussion of the item.
 - i. Mayor calls for the vote.
 - 3. Resolution
 - a. Agenda Item is read by Mayor.
 - b. Town Council questions of staff.
 - c. Public comment.

- d. Motion made and seconded regarding the item.
 - e. Town Council discussion.
 - f. Mayor calls for the vote.
4. Ordinance
- a. Motion to read all ordinances by short title
 - b. Ordinances read by Town Attorney either individually or all consecutively
 - c. Town Council questions of staff
 - d. Public comment
 - e. Motion and Second to Approve
 - f. Town Council discussion
 - g. Mayor calls for the vote
- D. At their discretion, the Mayor may allow additional Town Council questions of staff, Town Council questions of the applicant, and/or public comment at any time they deem appropriate.
- E. The Chief of Police, or their designee, shall serve as Sergeant-at-Arms to preserve order in the Chambers during in-person meetings.

Section V. Conduct of Other Regular or Special Meetings.

The conduct and order of business of regular or special meetings other than those regular meetings held at 6:00 PM shall be determined by the Town Clerk with input from the Mayor, Town Manager, or their designees.

Section VI. ~~Vice Mayor~~ Mayor Pro Tempore and acting Mayor Pro Tempore.

The Mayor shall appoint a Mayor Pro Tempore and acting Mayor Pro Tempore pursuant to Section 2.02.024 of the Jackson Municipal Code.

~~Each January, or whenever the Mayor deems appropriate, pursuant to W.S. §15-1-108(a)(i), the Mayor shall appoint a Councilmember to serve as the Vice Mayor or Mayor Pro Tem. In the absence of the Mayor, the Vice Mayor shall preside at all meetings of the governing body and/or perform other Mayoral duties as requested.~~

Section VII. Rules of Debate.

- A. In obtaining the floor, every Councilmember shall first address the Mayor, gain recognition by the Mayor, and shall confine themselves to the question under debate.
- B. Staff members, after recognition by the Mayor, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.
- C. No Councilmember shall speak more than once upon any particular item until every other Councilmember desiring to speak upon the item has spoken. No Councilmember shall speak longer than five (5) minutes the first time, or three (3) minutes the second or subsequent times,

on any one particular item, except by majority vote of the Town Council. No Councilmember shall speak more than three (3) times on the item without the express consent of the Mayor.

DRAFT

Section VIII. Addressing the Town Council.

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- A. Each person desiring to address the Town Council either under the public comment section or under the public comment period for a particular item shall, whether via a virtual platform or the lectern in-person, state their full name for the record; state the subject they wish to discuss; state whom they represent, if they represent an organization or other person(s); and, unless further time is granted by the Mayor or by majority vote of the Town Council, limit their remarks to three (3) minutes.
- B. Public comment made by phone, video, or any other form of electronic communication, in a non-virtual meeting shall be allowed as approved in advance of the meeting by the Mayor. ~~not be permitted with the exception of a~~ Applicant or consultant presentations and interviews for advisory or joint powers boards may be virtual, as approved in advance of the meeting by the Mayor ~~or Town Manager.~~
- C. All remarks shall be addressed to the Town Council as a body and not to any individual member thereof.
- D. No question shall be asked of a Councilmember or a member of the staff without the permission of the Mayor. After permission of the Mayor, a question may be asked, but neither staff nor the Councilmember to whom the question is directed shall answer the question during the public comment period.
- E. In order to expedite matters and avoid repetitious presentations, whenever any group of persons wishes to address the Town Council on the same subject matter, it shall be proper for the Mayor to request that a spokesperson be chosen by the group to address the Town Council and, in case additional matters are to be presented by any other member of said group, to limit the number of such persons addressing the Town Council.

Section IX. Rules of Decorum.

- A. While the Town Council is in session, Councilmembers must preserve order and decorum. No Councilmember, by conversation or otherwise, shall disturb, interrupt, or hinder the orderly and peaceable execution of government business ~~delay or interrupt the proceedings, disturb the order of the Town Council, interrupt any Councilmember while speaking,~~ or refuse to obey the orders of the Mayor.
- B. Staff shall observe the same rules of order and decorum as are applicable to the Town Council.
- C. Any person that disturbs, interrupts or hinders the orderly and peaceable execution of government business ~~making impertinent, slanderous, or profane remarks or who becomes boisterous while addressing the Town Council~~ shall be called to order by the Mayor and, if such conduct continues, may, at the discretion of the Mayor, be ordered barred from further audience before the Town Council during that meeting.

- D. Any person in the audience who engages in criminal conduct as defined in the Jackson Municipal Code or, by any rude behavior, interrupts, molests, or disturbs a Town Council Meeting, upon instructions from the Mayor, may be removed from the meeting by the Sergeant-at-Arms, or by appropriate staff managing the virtual meeting.
- E. Matters before the Town Council in a meeting will normally be handled in one of the following manners:
 - 1. Acted upon.
 - 2. Placed under Matters from Mayor and Council for action later on in the meeting.
 - 3. Referred to Town staff for further research and presentation at a future meeting.
 - 4. Received and filed without action.
 - 5. Continued, pending further consideration or the receipt of information to/by staff.
 - 6. Referred to the Town Manager for placement on an upcoming meeting.

Section X. Motions.

- A. When a motion is made and seconded, it may be stated by the Mayor or the Town Clerk before a vote on said motion is taken. Any Councilmember may ask that a motion be restated or displayed on screen prior to voting. Restatement of the motion may be by the Mayor or delegated to any Councilmember or staff member.
- B. A motion shall not be withdrawn by the mover without the consent of the seconder.
- C. If the question contains two or more divisible propositions, the Mayor may, and upon the request of a Councilmember shall, divide the same.
- D. No motion is before the Town Council until it has been seconded.
- E. When a motion is before the Town Council, no other motion shall be entertained except:
 - 1. To adjourn.
 - 2. To fix the hour of adjournment.
 - 3. To lay on the table (postpone indefinitely).
 - 4. For the previous question (to vote immediately).
 - 5. To table to a certain day.
 - 6. To refer (to a committee or a member of staff for report).
 - 7. To amend or to substitute another motion.
 - 8. To refer to the Town Manager for placement on a future meeting agenda.

These motions have precedence in the order indicated. The first four (4) motions are not debatable, though it is always permissible to raise a point of order on the proper use of any motion and it is also permissible to appeal the point of order. Once an item of business has been disposed of, it is not available for further debate except upon a motion and majority vote to reconsider pursuant to subsection G hereof.

- F. Friendly Amendments. A Councilmember may offer a friendly amendment to a motion that has already been made and seconded. If the motion maker and the second accept the request for the friendly amendment, the motion is thereby deemed amended and, when the Mayor calls for the vote, the vote is on the motion as amended.
- G. Reconsideration. A Councilmember may make a motion to reconsider the vote on a particular item to permit correction of hasty, ill-advised, or erroneous action; or to take into account added information; or to address a changed situation that has developed since the taking of the vote. Because of the investment made by members of the public to attend specific Council meetings to hear entire presentations and debate, to make public comments, and hear the vote on a particular item, motions to reconsider are strongly discouraged.
1. A motion to reconsider shall occur either at the same meeting where the original vote was taken, or at the next regular or special meeting prior to the approval of the minutes of the meeting during which the original vote was taken.
 2. A motion to reconsider must be made by a Councilmember who voted on the prevailing side.
 3. A motion to reconsider can be acted upon immediately or it can be delayed until a future Town Council meeting.
 4. If the motion to reconsider will be acted on immediately:
 - a. Debate, a motion, and a vote occurs.
 - b. If the motion to reconsider is successful, the item is then before the Council for action pursuant to the original motion. Additional information can then be presented and discussed, amendments to the original motion can be made, and a vote taken.
 5. If the reconsideration will occur at a future meeting:
 - a. The Mayor directs the Town Clerk to place the reconsideration item as the first action item on the next agenda and to place the minutes of the previous meeting as the first item immediately following reconsideration.
 - b. Public notice for the subsequent meeting includes that the Council intends to reconsider the vote on the item in question.
 - c. At the subsequent meeting, debate, a motion, and a vote occurs.
 - d. If the motion to reconsider is successful, the item is then before the Council for action pursuant to the original motion. Additional information can then be presented and discussed, amendments to the original motion can be made, and a vote taken.
 - e. The minutes of the previous meeting are then approved as amended to include the reconsideration and outcome.
 - f. If the vote to reconsider fails, the minutes of the previous meeting are approved as presented and the meeting continues.

Section XI. Voting.

On the passage of every motion, the vote shall be taken and entered in the record by the Town Clerk.

- A. Every Councilmember should vote unless disqualified by a conflict of interest.
- B. The failure of a Councilmember to voice their vote will be considered as their having cast an affirmative vote on the motion.
- C. Abstention. (To refrain from voting)
 - 1. While it is the duty of every member who has an opinion on the question to express it by their vote, one cannot be compelled to do so. A Councilmember, though it is discouraged, may abstain from voting.
 - 2. An abstention has same the effect as if the member voted on the prevailing side.
- D. Recusal. (To disqualify oneself from participation in debate and voting on grounds such as prejudice or personal involvement)
 - 1. Councilmembers may recuse themselves for cause by publicly stating the reason for their disqualification. When a Councilmember recuses themselves from voting on a particular item, said Councilmember shall not remain in their seat nor, if it is a virtual meeting, appear via the electronic platform during the debate and vote on such item. The Councilmember shall step down and take a seat in the audience, leave the Council Chamber, or turn off their video during a virtual meeting. A Councilmember recusing themselves shall not be counted for purposes of the quorum and shall be considered absent for the purpose of determining the outcome of any vote on such item.
 - 2. If a Councilmember is requested to recuse themselves with respect to an item by another member, a party to the current matter, or anyone else who may be affected by a decision relating to the item, the member must decide whether to recuse themselves. If the Councilmember contends that there is no clearly disqualifying conflict of interest, the matter of disqualification shall be decided by the Town Attorney.

Section XII. Consent Calendar.

The consent calendar shall contain any and all items staff determines are routine and do not require debate or discussion. This includes minutes, disbursements, special event requests, bid awards, contracts for projects previously authorized, and the like. All contracts shall, before presentation to Town Council, have been approved as to form and legality by the Town Attorney. The Mayor or any Town Councilmember may pull an item off of the consent calendar to be considered individually.

Section XIII. Ordinances.

Where the particular ordinance has been prepared in advance.

- A. On first reading, an ordinance shall be accompanied by a staff report.
- B. All readings of ordinances may be made by title only. Upon completion of the appropriate reading by the Town Attorney, the Town Council may, by majority vote, make any changes or amendments it desires.

- C. Upon second or third reading, If the ordinance is substantially or materially changed at the time of second or third reading, the reading must be considered a first reading. No staff report is required for second or third reading.
- D. Following the third reading, and at least ten (10) days after the first reading, except for emergency ordinances, upon motion made and seconded, the ordinance is adopted if there are at least three (3) affirmative votes.
- E. Ordinances shall become effective pursuant to Title 15 of the Wyoming Statutes.
- F. It is the duty of the Town Clerk to publish ordinances pursuant to Title 15 of the Wyoming Statutes.
- G. Emergency ordinances may be read by short title; require $\frac{3}{4}$ of the qualified members of the governing body or four (4) affirmative votes for passage; require only one reading; and become effective immediately upon adoption. They may be declared void if no true emergency existed. No franchise may be granted by emergency ordinance.
- H. All ordinances shall, before presentation to the Town Council, have been approved as to form and legality by the Town Attorney.

Section XIV. Resolutions.

- A. Where the particular resolution has been prepared in advance, the procedure is:
 - 1. Resolution title is read by the Mayor.
 - 2. Town Council questions of staff.
 - 3. Mayor asks for public comment.
 - 4. Mayor asks for a motion and second.
 - 5. Town Council discussion.
 - 6. Mayor calls for the vote.
- B. It is not necessary to read in full, as long as the resolution is sufficiently identified. However, any Councilmember may demand that it be read in full. All resolutions shall, before presentation to the Town Council, have been approved as to form and legality, by the Town Attorney.

Section XV. Town Council Minutes.

The minutes are the responsibility of the Town Clerk until presented to the Town Council for approval; the Town Council may, at the time of presentation for approval, by motion make such corrections as conform to fact. The minutes shall be published pursuant to Wyoming Statutes.

Minutes of executive sessions are the responsibility of the Town Attorney. If the Town Attorney is not present at an executive session, the Mayor shall take minutes or delegate the task to a Councilmember.

Section XVI. Order of Business.

The order of business for regular meetings held at 6:00 PM on the first and third Monday of each month shall be:

- A. Opening
 - 1. Call to Order.
 - 2. Pledge of Allegiance.
 - 3. Roll call.
 - 4. Announcements and Proclamations.
- B. Public Comment (public comment is reserved for questions and comments from the public on items that are not otherwise included in the agenda)
- C. Consent Calendar
 - 1. Minutes.
 - 2. Disbursements.
 - 3. Additional items deemed appropriate by staff or the Mayor.
- D. Public Hearings, Discussion and/or Possible Action Items
- E. Resolutions
- F. Ordinances
- G. Matters from Mayor and Council
- H. Matters from the Town Manager
- I. Adjournment

The regular order of business may be suspended at any time by the Mayor or by a majority vote of Council present. The order of business for meetings, other than regular meetings, shall be determined by the Town Clerk, with input from the Mayor, Town Manager, or their designees.

Section XVII. Agendas and Packets for Meetings.

- A. Regular Meetings. Agendas and packets for regular meetings shall be prepared by the Town Clerk. Agendas for regular meetings shall be closed at a day and time set by the Town Manager or their designee at 12:00 P.M. on the Wednesday preceding the meeting. The agenda shall be finalized by the Town Clerk with input from the Mayor and Town Manager, or their designees.
- B. The Mayor may add or remove items from the upcoming agenda presented by staff for a regular meeting except for:

1. General order of business items in Section XVI.A (ex: call to order, approval of minutes, etc.); or
2. Statutorily required items or public hearings (ex: required public hearings for liquor licenses); or
3. Items required by the Municipal Code or Land Development Regulations (ex: Conditional Use Permits, Final Plats, Annexation Public Hearings, Liquor License Public Hearings, etc.); or
4. Items listed under Matters from Mayor and Council requested by the Mayor or Councilmembers before 12:00pm ~~on the fifth day~~ two Mondays prior to the regular meeting and provided to the Town Clerk.

C. Items on the agenda of a 6:00 PM regular meeting may include the following:

1. Announcements. Announcements do not need to be accompanied by a staff report. Announcements notify the public of upcoming meetings, schedule changes, new employee introductions, office closings, and the like. Announcements do not require Town Council action and can be recommended for addition to the agenda by the Mayor or any Councilmember or staff member.
2. Proclamations. Proclamations do not need to be accompanied by a staff report. Proclamations notify the public of community-wide events, such as burn week, or of issues of community significance such as commendations, remembrances, and the like. Proclamations do not require Town Council action and can be recommended for addition to the agenda by the Mayor, a majority of Council, or the Town Manager or their designee.
3. Public Comment. This item on the agenda is reserved for questions and comments from the public on items that are not already included on the agenda. If prior notification has been given that a citizen intends to speak under Public Comment, their name shall be so listed on the agenda. If documents are provided prior to finalization of the Town Council packet, those items shall be included in the packet.
4. Consent Calendar. See Section XII.
5. Public Hearings, Discussion, and/or Possible Action Items. Items in this section shall be accompanied by a staff report. This section of the agenda is for public hearings, administrative items, departmental action items, contracts, public infrastructure project authorizations, and the like.
6. Resolutions. Resolutions may be accompanied by a staff report. Resolutions are related to policy matters, budget adoption or amendment, elected official commendations, schedule amendments, and the like. Resolutions may amend the Municipal Code if an ordinance allows amendment by resolution. Resolution numbers are designated by the Town Clerk.
7. Ordinances. See Section XIII.
8. Matters from Mayor and Council. Items listed in this section of the agenda may be presented by the Mayor or any Councilmember and may be accompanied by a staff report. Staff may also present items for Council consideration in this section with the Mayor's authorization. This section of the agenda is utilized for items and actions including, but not limited to:
 - a. Travel authorizations.

- i. Action for pre-approval of travel authorization and expenditure for Councilmembers to attend specific conferences.
 - ii. Travel authorizations may be accompanied by a staff report.
- b. Designation of meeting delegates.
 - i. Action for approval of a voting delegate(s) for upcoming meetings/conventions.
 - ii. A staff report is optional for this item.
- c. Board appointments.
 - i. Action for board member appointments pursuant to applicable legal procedure.
 - ii. Board appointments may be accompanied by a staff report stating, the board at issue, the qualifications for appointment, that the candidates meet the qualifications, the term(s), and the candidates for the appointment.
- d. Announcements regarding Councilmember out of office plans.
 - i. Action to announce when the Mayor or a Councilmember plans to be unavailable for meetings or communication.
 - ii. No staff report is provided with this item.
- e. Future meeting date/time setting.
 - i. Action to either announce a selected meeting date/time by general consent or to approve a motion to set a specific meeting date/time.
 - ii. A staff report is optional for this item.
- f. Items listed or raised by a Councilmember.
 - i. Action ~~to request a scoping staff report to place the requested item~~ on an agenda in the next ~~4560ish~~ days. The motion is made after the requesting Councilmember provides a brief summary about the item (3 minutes).
 - 1) If the motion fails, the item is added to the Potential Initiative List (PI List) for consideration at the next Council retreat.
 - 2) If the motion passes, at that future meeting, staff will present a scoping staff report with information and a recommendation to the Council so that a determination can be made whether to:
 - (a) Make it one of the Council's Priorities and add it to a specific Department's Work Plan, and
 - (b) Determine what item, in turn, would be removed from the Council's Priority List, and
 - (c) Determine what item would be removed or delayed in the Work Plan for the specific Department,OR
 - (d) To add the item to the PI List for consideration at the next Town Council retreat.
 - 3) No staff report is provided with this item.

g. Town Council members may announce an item they wish to be added to the PI List for consideration at the next Town Council retreat and provide a brief summary, no more than three (3) minutes, of the item. The item shall then be added to the PI List by staff.

9. Matters from the Town Manager. This section of the agenda is for the Town Manager to report to the Council on the various activities of note of Town government operations and to notify the Council of upcoming meetings and scheduling. Items contained in the Town Manager's report may include issues recommended for affirmative Council action and the Mayor may take public comment. Upon presentation of the Town Manager's report, the Council moves to approve the Town Manager's report.

D. Special or Regular ~~3:00 PM~~ Workshop Meetings. Agendas and packets shall be prepared for these meetings by the Town Clerk. Agendas shall be closed on the date so determined by the ~~Town Clerk with input from the Mayor and Town Manager, or their designees. The agenda shall be finalized by the Town Clerk with input from the Mayor and~~ Town Manager, or their designees. Items on these meeting agendas may include the following:

1. Discussion and/or Action Items. These matters may require detailed discussion in an informal setting between Town Council and Town Staff, Town Council and other appointed boards, Town Council and citizen groups, or Town Council and individual applicants requesting Town Council action. Matters before the Town Council at a special or regular 3:00 PM meeting may be items requiring additional time for review of details or requests, draft ordinances for discussion purposes, complex public infrastructure projects, or items Town Staff is desirous of feedback on prior to placement on a regular meeting agenda for action. Public comment may or may not be taken on these items and is dependent upon statutory or municipal code requirements or whether public comment has already been taken on the item previously or is planned for a date in the future.

~~2. Set Next Workshop Agenda. Town Staff shall recommend to the Town Council a proposed listing of items to be placed on upcoming workshop agendas. Changes to the listing of items may be made by the Mayor or a majority vote of the Town Council.~~

E. General. Agendas and packets for meetings shall be produced by the Town Clerk and distributed/posted to members of the Council and the public on a timeline established by the Town Manager or their designee with input from the Mayor, or their designee.

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 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.

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D-E. A Councilmember who is appointed to sit as a member of a board, commission, or committee is not a liaison.

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E-F. Attendance is discretionary, however, despite attendance not being required, it is strongly encouraged.

Section XIX. Town Staff Reports.

The Town Manager shall approve all staff reports prior to placement in the packet for any Council meeting as they deem necessary. Town Staff reports shall be prepared in a format deemed appropriate by the Town Manager.

Section XX. Town Attorney.

The Town Attorney is retained to provide legal advice and assistance to the Council, staff, boards, and other bodies deemed appropriate by Council. Individual Councilmembers shall first obtain authorization from the Town Council prior to requesting the Town Attorney undertake research, legal work, or prepare resolutions and ordinances. In matters of extreme urgency, Councilmembers shall first obtain authorization from the Mayor for the same. Staff members shall first obtain authorization from their department director, or, if their department director is unavailable, the Town Manager, prior to requesting the Town Attorney undertake research or legal work.

Section XXI. Research for Members of the Town Council.

Individual Councilmembers shall refrain from requesting opinions or research from staff and shall direct all inquiries and requests through the Town Manager, or their designee.

Section XXII. Official Correspondence from the Mayor or Members of the Town Council

The Mayor shall be designated and authorized to represent the Town Council and author letters on issues supported by a vote of the Town Council. —Individual Councilmembers shall refrain from using their position as a Councilmember to send official letters on Town letterhead in support of or in opposition to issues without a vote of approval from the Town Council. The Mayor or any Councilmember may author personal letters of reference to individuals on Town letterhead so long as those letters do not indicate that they are representing the Town Council as a whole.

Section XXIII. Appointments.

- A. Mayoral Appointments. Mayoral appointments shall follow a procedure as determined by the Mayor. This procedure may involve advertising, accepting letters of interest, interviews by the Mayor, interviews by the Council, interviews by staff, or any other procedure the Mayor deems appropriate. For Mayoral appointments that require the advice and/or consent of the Council, a majority of Council may set a procedure for providing their advice and/or consent and that procedure may involve interviews by the Council, interviews by staff, or any other procedure a majority of Council deems appropriate. Any procedure used by the Council for the advice and/or consent may change at any time by majority vote of the Council.
- B. Majority of Town Council Appointments. Appointments that require a majority vote of the Council shall follow a procedure as determined by majority vote of the Council. This procedure may involve advertising, accepting letters of interest, interviews by the Council, and interviews by staff or any other procedure as the Council deems appropriate. Any procedure set forth by majority vote of the Council may change at any time by another majority vote of the Council.

Section XXIV. Swearing In of New Members.

- A. Upon Election. Pursuant to Wyoming Statutes, the term of office for a person elected at the general municipal election commences the first Monday in January following the general election but before entering their duties, they must be administered the Oath of Office. The Town Clerk shall arrange a Swearing In Ceremony to be held on the first Monday in January in the morning, prior to any Town Council meetings being called to order.
- B. Upon Appointment. Upon appointment at a regular or special meeting, the Oath of Office shall be administered.

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Holiday - Town Offices Closed
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JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER								
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		2	3		4	5	6					1	2	3	1		2	3	4	5	6	7			1	2	3	4	5					1	2	1		3	4	5	6	7	
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28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27			30	29	30	31						
	Holiday - Town Offices Closed							Regular Council Meeting							Special Council Meeting							Regular JIM							Special JIM							Workshop							

STAFF REPORT



Meeting Date:	July 17, 2023	Meeting Title:	Workshop - Scoping Staff Report
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Researching and Presenting Censure Policies Scoping Staff Report	Public Comment:	Yes

Purpose & Policy Considerations.

Town Council voted for staff to draft a Scoping Report about the time and staff capacity it will take to research and present a censure policy for the Town Council.

Requested Action.

Please consider this item in tandem with Council's calendar and work plan to determine how much time, if any, staff should spend on researching and presenting a censure policy for the Town Council.

Recommendations.

Staff identifies this initiative to be a discrete task that can be incorporated into the current workload.

Background.

At its February 9, 2023 meeting, Town Council directed staff to provide a scoping report about the time and staff capacity it will take to research and present a censure policy for the Town Council. Staff understands the request as identifying the impact on Council, staff, and the public, as well as providing an estimate of the fiscal cost, if any, of Council undertaking work to research and present a censure policy so Council can consider the implications of moving forward with this initiative.

Staff estimates time to consider this initiative at Council meetings to be approximately 2-3 hours at two Council meetings, 20-25 hours of staff time, and a minimal amount of engagement by the public. The table below identifies the time estimates for staff and Council.

In considering whether to move this initiative forward, staff requests Council consider the following points:

- A. The impact on Council's priorities and workplan for the next two years.
- B. The impact on staff and their ability to carve out time from their regular work tasks to work on this initiative.
- C. The fact that the initiative may not come back before Council for at least 90 days.
- D. The capacity of the community to fully engage on this initiative relative to other community priority initiatives under discussion during the same time frame.
- E. The opportunity cost of Council and Staff spending time on this initiative versus other identified items.
- F. The necessity/desirability of a censure policy as part of the Council working agreements and rules and procedures.

Analysis & Key Policy Questions.

Should Council move forward with this initiative, it should consider delaying, deferring, or replacing other already agreed upon Council priorities, unless staff has identified it as a discrete task.

Key Policy Question No. 1: Does Council agree with staff's understanding of the initiative being proposed?

Staff understands that this initiative will result in staff:

- Researching a Council censure policy, appropriate alternatives, and necessary/associated policies and ordinances
- Preparing and presenting staff reports
- Drafting policy and ordinances (as appropriate)

Key Policy Question No. 2: Does this initiative have significant impact on staff's ability to manage their regular workload and Council's priority initiatives already in the pipeline?

No, if Council supports this item at this time, staff recommends Council make a motion to direct the Town Manager to present a censure policy at staff's next opportunity.

Key Policy Question No. 3: Does the proposed initiative have an impact on Council's priorities and workplan?

Council will need to dedicate roughly an hour and a half and two meetings to this initiative.

Key Policy Question No. 4: Does the proposed initiative require significant engagement by the public?

Staff does not believe this item will require significant engagement by the public.

Fiscal Impact.

This item would have minimal fiscal impact, as staff research does not include an actual fiscal expenditure.

Staff Impact.

Department	Time	Task
Legal	12-15 hours	• Research censure policy (and associated areas) • Research / consider placement in policy and ordinance • Draft staff Reports • Present staff reports • Coordinate with Administration
Administration	10-13 hours	• Policy and ordinance review and coordination with Legal • Amendments to Council Rules and Procedures • Clerk's coordination with MuniCode

The total estimated staff time for this project is 20-25 hours with time spent by the Legal Department (all staff) and Administration (Town Manager, and Clerk's Office).

Staff spent approximately 3 hours between the Legal Department and Administration preparing and reviewing this staff report and presentation.

Attachments or Links.

Town Council Calendar and Priority List.

Suggested Motion.

I move to direct staff to research and present censure policy and ordinances, as appropriate, at a future Council meeting.



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 Rezone	
Wastewater Treatment Plant Construction Management	State Legislative Post-Session Debrief/WAM Resolutions	Incorporating Drone-Use Into Police Department			
Joint Department Funding/Governance Proposal		Energy Audit RFP & Green House Gas Inventory			
		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.	
Update to Anti-Discrimination Ordinance adding Anti-Bias Crimes	Consideration of Town Org. Structure & Efficiency	Compliance Issues for FTA Grants	Town Mobility Overlay	Future staffing for all departments	
Center for the Arts Noise Discussion	Council Retreat Planning & Execution	Urban Forest Ord. Update & Program Policy Procedures	Ecosystem Indicator Project	Equity Audit & Further Recommendations	
Naming Policy	Design & Construction of Gregory Lane	Re-evaluation of large bldg/2:1 Workforce Bonus	Water Quality & Setting New Drinking Water Regs	Total Compensation Review	
			State Legislative Agenda & Approach	Town Sustainability Plan	
JIM	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 DEC.	May-23				
State Legislative Approach & Agenda - MOVED FROM AUG. TO NOV.	May-23				
Support for Women's Reproductive Rights - PENDING	23-Jul				
Naming Policy - ADDED TO AUGUST	23-Jul				
Karns Meadow Conditional Use Permit - ADDING TO TBD DATE IN FALL	23-Jul				
Stormwater Management Plan - MOVING TO TBD DATE IN FALL	23-Jul				

COUNCIL WORKPLAN CALENDAR 2024			
QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Town Employee Housing Strategy	Assisted 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		

STAFF REPORT



Meeting Date:	July 17, 2023	Meeting Title:	Workshop – Scoping Staff Report
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Indoor Vaping Ordinance Scoping Staff Report	Public Comment:	Yes

Purpose & Policy Considerations.

Town Council voted for staff to draft a Scoping Report about the time and staff capacity it will take to research the legal feasibility of an indoor vaping ordinance.

Requested Action.

Please consider this item in tandem with Council’s calendar and work plan to determine how much time, if any, staff should spend researching the legal feasibility of an indoor vaping ordinance.

Recommendations.

Staff recommends this initiative be placed on the Potential Initiative (PI) List.

Background.

At its February 6, 2023 meeting, Town Council directed staff to draft a scoping report identifying the time and staff capacity it will take to research the legal feasibility of an indoor vaping ordinance. Staff understands the request as identifying the impact on Council, staff, and the public, as well as providing an estimate of the fiscal cost, if any, of Council undertaking work regarding an indoor vaping ordinance so that Council can consider all the implications of moving forward with this initiative.

Staff estimates time to consider this item at Council meetings will be approximately 2-3 hours at 2 Council meetings, 15 hours of staff time, and a moderate amount of engagement by the public. The table below identifies the time estimates for staff and Council.

In considering direction to staff on moving this initiative forward, staff requests Council consider the following points:

- A. The impact on Council’s priorities and workplan for the next two years.
- B. The impact on staff and their ability to carve out time from their regular work tasks to work on this initiative.
- C. The fact that the initiative may not come back before Council for at least 90 days.
- D. The capacity of the community to fully engage on this initiative relative to other community priority initiatives under discussion during the same time frame.
- E. The opportunity cost of Council and Staff spending time on this initiative versus other identified items.

Analysis & Key Policy Questions.

Should Council choose to move forward with this initiative, they will need to consider delaying, deferring, or replacing other already agreed upon Council priorities, unless staff has identified it as a discrete task.

Key Policy Question No. 1: Does Council agree with staff’s understanding of the initiative being proposed?

- Staff understands that this initiative will result in staff:
 - Researching indoor vaping ordinances
 - Contacting stakeholders that would be affected by such an ordinance
 - Drafting a Town ordinance
 - Preparing and presenting staff reports

Key Policy Question No. 2: Does this initiative have significant impact on staff's ability to manage their regular workload and Council's priority initiatives already in the pipeline?

- If Council supports this item at this time, staff recommends Council make a motion to direct the Town Manager to present an indoor vaping ordinance at staff's next opportunity. Staff is recommending this item be placed on the PI List and not be worked on further by staff or Council at this time because of i) lack of practical enforceability coupled with unavailability of resources for enforcement; and ii) current workplan priorities taking precedent over a new initiative.

Key Policy Question No. 3: Does the proposed initiative have an impact on Council's priorities and workplan?

- Staff estimates this item will require about 2-3 hours and two Council meetings – one to consider the staff's research and presentation and a second meeting, if Council favors the initiative, to begin adopting ordinances.

Key Policy Question No. 4: Does the proposed initiative require significant engagement by the public?

- Staff estimates the public will be moderately engaged by this initiative. Staff anticipates public comment from supporters and businesses/agencies potentially impacted by a new regulation.

Fiscal Impact.

This item would have minimal fiscal impact, as staff research does not include an actual fiscal expenditure.

Staff Impact.

Department	Hours	Tasks
Legal	10	This time will include researching the legal viability of an indoor vaping ordinance, drafting an ordinance for Town Council consideration, drafting a staff report, and working with Administration, Police, and any other departments that may be impacted by such an ordinance through this process.
Admin	3	This time will include staff report review and follow up meetings prior to presentation to Town Council.
Police	2	This time will include working with members of the Police Department on the staff report and identifying enforcement procedures.

Attachments or Links.

Town Council Calendar and Priority List.

Suggested Motion.

I move to direct staff to place this initiative on the Potential Initiative list for future consideration.



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 Rezone	
Wastewater Treatment Plant Construction Management	State Legislative Post-Session Debrief/WAM Resolutions	Incorporating Drone-Use Into Police Department			
Joint Department Funding/Governance Proposal		Energy Audit RFP & Green House Gas Inventory			
		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.	
Update to Anti-Discrimination Ordinance adding Anti-Bias Crimes	Consideration of Town Org. Structure & Efficiency	Compliance Issues for FTA Grants	Town Mobility Overlay	Future staffing for all departments	
Center for the Arts Noise Discussion	Council Retreat Planning & Execution	Urban Forest Ord. Update & Program Policy Procedures	Ecosystem Indicator Project	Equity Audit & Further Recommendations	
Naming Policy	Design & Construction of Gregory Lane	Re-evaluation of large bldg/2:1 Workforce Bonus	Water Quality & Setting New Drinking Water Regs	Total Compensation Review	
			State Legislative Agenda & Approach	Town Sustainability Plan	
JIM	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 DEC.	May-23				
State Legislative Approach & Agenda - MOVED FROM AUG. TO NOV.	May-23				
Support for Women's Reproductive Rights - PENDING	23-Jul				
Naming Policy - ADDED TO AUGUST	23-Jul				
Karns Meadow Conditional Use Permit - ADDING TO TBD DATE IN FALL	23-Jul				
Stormwater Management Plan - MOVING TO TBD DATE IN FALL	23-Jul				

COUNCIL WORKPLAN CALENDAR 2024			
QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Town Employee Housing Strategy	Assisted 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		



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 Rezone	
Wastewater Treatment Plant Construction Management	State Legislative Post-Session Debrief/WAM Resolutions	Incorporating Drone-Use Into Police Department			
Joint Department Funding/Governance Proposal		Energy Audit RFP & Green House Gas Inventory			
		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.	
Update to Anti-Discrimination Ordinance adding Anti-Bias Crimes	Consideration of Town Org. Structure & Efficiency	Compliance Issues for FTA Grants	Town Mobility Overlay	Future staffing for all departments	
Center for the Arts Noise Discussion	Council Retreat Planning & Execution	Urban Forest Ord. Update & Program Policy Procedures	Ecosystem Indicator Project	Equity Audit & Further Recommendations	
Naming Policy	Design & Construction of Gregory Lane	Re-evaluation of large bldg/2:1 Workforce Bonus	Water Quality & Setting New Drinking Water Regs	Total Compensation Review	
			State Legislative Agenda & Approach	Town Sustainability Plan	
JIM	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	
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Stormwater Management Plan - MOVING TO TBD DATE IN FALL	23-Jul				

COUNCIL WORKPLAN CALENDAR 2024			
QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Town Employee Housing Strategy	Assisted 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
Franchise Request from Toro Blanco Group	AJ

JIM Agenda Item Requests			
<i>Submittal / Request Section</i>			
August 7, 2023 JIM 1:30 PM			
#	Submitter Name	Agenda Item	Time Needed
1	April Norton	RFP for Affordable & Workforce Housing Development at 90 Virginian Lane	120 min
2	Charlotte Frei	Status update on Regional Transportation Task Force	30 minutes - discussion item
3			
Upcoming JIM Items			
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

August 7, 2023 Regular Town Council Meeting	
Initial SR Due: 7/7; Complete SR Due: 7/21; Final SR Due: 7/28	
TOPIC	TIME NEEDED
Announcements & Proclamations	
Consent Calendar	
Minutes & Disbursements	
July 17, 2023 Regular Town Council Workshop	Consent
July 17, 2023 Regular Town Council Meeting	Consent
Disposal of Surplus Vehicles	Consent
P20-192 Hidden Hollow Utility Conveyance	Consent
E23-0020 175 E Broadway Development Agreement	Consent
Discussion & Action Items	
Administration	
Resort Liquor License CCCs PBI LLC at 380 W. Broadway Ave.	30 mins
Public Works	
E23-00xx Indian Springs HOA Sewer Connection Request	30 mins
Resolutions	
Resolution X:	
Resolution X:	
Ordinances	
Ordinance Q: An Ordinance Relating to Short-term Rental Uses (P21-333)	5 mins
Ordinance R: An Ordinance Amending Pathways Speed Limits and Signage	5 mins
Ordinance S: An Ordinance Repealing Pathways Penalty Provision	5 mins
Ordinance T: An Ordinance Amending Land Development Regulations for Cleanup (P23-026)	5 mins
Ordinance XX: An Ordinance Amending the Regular Meeting Schedule	5 mins
Matters from Mayor and Council	
Matters from the Town Manager	
Town Manager's Report	
Adjourn	

August 21, 2023 Regular Town Council Workshop		
Initial SR Due: 7/21; Complete SR Due: 8/4; Final SR Due: 8/11		
TOPIC		TIME NEEDED
Employee Introductions		
Name:	Position:	
Name:	Position:	
Discussion		
Center for the Arts Outdoor Event Noise Review		60 mins
Investment Policy		30 mins
Legislative Policy Approach and Agenda		30 mins
Naming Policy		30 mins
Update to Anti-Discrimination Ordinance Adding Anti-Bias Crimes		30 mins
Matters from Mayor and Council		
Upcoming Agenda Update		
Council Priorities and Upcoming Agendas		30 mins
Adjourn		

August 21, 2023 Regular Town Council Meeting	
Initial SR Due: 7/21; Complete SR Due: 8/4; Final SR Due: 8/11	
TOPIC	TIME NEEDED
Announcements & Proclamations	
Consent Calendar	
Minutes & Disbursements	
August 7, 2023 Regular Town Council Meeting	Consent
Discussion & Action Items	
Public Works	
Development Agreement at 1050-1080 South Park Loop Road ("The Loop")	60 mins
Resolutions	
Resolution X:	
Resolution X:	
Ordinances	
Ordinance Q: An Ordinance Relating to Short-term Rental Uses (P21-333)	5 mins
Ordinance R: An Ordinance Amending Pathways Speed Limits and Signage	5 mins
Ordinance S: An Ordinance Repealing Pathways Penalty Provision	5 mins
Ordinance T: An Ordinance Amending Land Development Regulations for Cleanup (P23-026)	5 mins
Ordinance XX: An Ordinance Amending the Regular Meeting Schedule	5 mins
Matters from Mayor and Council	
Matters from the Town Manager	
Town Manager's Report	
Adjourn	

Staff Report Deadlines					
Meeting Date	Initial Staff Report Due	Complete Staff Report Due	Final Staff Report Due	Publication	Disbursements
<i>Date of the meeting</i>	<i>Three weeks prior to Friday before publication</i>	<i>One week prior to Friday before publication</i>	<i>Friday before publication</i>	<i>One week prior to the meeting</i>	<i>Due to Finance: two Wednesdays prior to meeting at 5pm</i>
7/10/2023	6/9/2023	6/23/2023	6/30/2023	7/3/2023	6/28/2023
7/17/2023	6/16/2023	6/30/2023	7/7/2023	7/10/2023	7/5/2023
8/7/2023	7/7/2023	7/21/2023	7/28/2023	7/31/2023	7/26/2023
8/21/2023	7/21/2023	8/4/2023	8/11/2023	8/14/2023	8/9/2023
9/11/2023	8/11/2023	8/25/2023	9/1/2023	9/4/2023*	8/30/2023
9/18/2023	8/18/2023	9/1/2023	9/8/2023	9/11/2023	9/6/2023
10/2/2023	9/1/2023	9/15/2023	9/22/2023	9/25/2023	9/20/2023
10/16/2023	9/15/2023	9/29/2023	10/6/2023	10/9/2023	10/4/2023
11/6/2023	10/6/2023	10/20/2023	10/27/2023	10/30/2023	10/25/2023
11/13/2023	10/13/2023	10/27/2023	11/3/2023	11/6/2023	10/1/2023
12/4/2023	11/3/2023	11/17/2023	11/24/2023*	11/27/2023	11/22/2023
12/18/2023	11/17/2023	12/1/2023	12/8/2023	12/11/2023	12/6/2023