

Jackson Town Council Workshop

September 18, 2023

1:30 PM

Town Council Chambers

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I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/85215261099?pwd=VllUdlBUVUNPV0FYbjRFbnFQeUNhQT09>

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II. CALL TO ORDER AND ROLL CALL

III. ANNOUNCEMENTS

- A. Introduction of Shawn Wilkinson, Equipment Operator

IV. WORKSHOP ITEMS

- A. Naming Policy (Roxanne Robinson, 30 mins)
- B. Service Agreement for Design of Gregory Lane (Floren Poliseo, 30 mins)
- C. Jackson Police Department License Plate Reader Policy (Michelle Weber, 30 mins)
- D. Town Sustainability Plan Internal Goals and Strategies (Tanya Anderson, 60 mins)

V. MATTERS FROM MAYOR AND COUNCIL

VI. UPCOMING AGENDA UPDATE

- A. Council Priorities and Upcoming Agendas

VII. 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.

Shawn Wilkinson
Public Works
Equipment Operator

We'd like to welcome Shawn Wilkinson, Public Works newest Equipment Operator. Shawn is from Star Valley Wyoming and is an avid outdoorsman that loves to go out and hunt fish camp and ride snowmobiles. He also likes to spend time with his family and two grandsons, hiking and riding his horses.

STAFF REPORT



Meeting Date:	September 18, 2023	Meeting Title:	Town Council Workshop
Submitting Department:	Administration	Presenter:	Roxanne Robinson
Agenda Item:	Consideration of Establishing Town Policy and Procedure Regarding the Naming of Public Places	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to consider establishing a policy for naming of public places, including streets, facilities, parks, etc.

Requested Action.

Staff requests Council consider the attached draft resolution Establishing Town Policy and Procedure Regarding the Naming of Public Places ("Naming Policy") and provide direction to staff.

Recommendations.

Staff recommends Council place the draft Naming Policy on an upcoming agenda as a resolution for consideration.

Background.

At the June 21, 2022 Town Council meeting, Council directed staff to present a policy for the naming of public places. The Town Attorney drafted such a policy and coordinated with Parks & Recreation and Jackson Hole Public Art so they could review the draft prior to its placement on this agenda.

Notably, the issue of naming public places has been raised multiple times in the last year, including as recently as May when a request to name an alley was made.

Analysis.

Key Policy Question #1: Does the Town Council want to establish a policy for the naming of public places?

Staff recommends establishing a policy, generally, because the issue is regularly raised by the public, but currently the Town lacks any guidance document to process the requests. Specifically, establishing a policy:

- ✓ Ensures the Town operates consistently regarding the consideration of naming public places
- ✓ Provides staff guidance on how to proceed with requests.
- ✓ Guides the public so they know what to expect from the Town.
- ✓ Provides guidelines for Council in processing requests.

Key Policy Question #2: Does Council support the draft Naming Policy as presented?

Highlights of the draft Naming Policy include:

- ✓ An outline of general considerations for the initial deliberation on naming public places, including historical, cultural, and social significance of a potential name; engendering of strong, positive emotions; whether the name unduly commercializes a public place; and whether the name is particularly suitable for the Public Place based on the location or history of the place.
- ✓ Guidelines and standards for naming a place for an individual, including a waiting period after death and the reservation of naming for exceptional civic service.
- ✓ Guidelines and standards for naming public places based on major gifts with a threshold limit (tied to the amount given and the purpose) as well as a set of standards for this specifically.

- ✓ Options for naming places for associations with sister cities.
- ✓ The potential for naming and renaming streets and alleys, as well as applying honorary names.
- ✓ A set of standards for renaming public places, for revoking a name based on disrepute or subsequent disreputable acts, and for revoking a name based on derogation or offensiveness.
- ✓ A procedure for proposals to name or rename a place.

Possible Alternatives.

Council has the alternative options of:

1. Providing staff direction on amendments to the draft presented, and directing the amended policy be presented at a future meeting.
2. Continuing the item for further deliberation.
3. Not establishing a naming policy.

Comprehensive Plan & Priority Alignment.

The naming of public places aligns with Principle 4.5 under Section 4. Town as the Heart of the Region – The Central Complete Neighborhood as that principle discusses preserving historic structures and sites.

Fiscal Impact.

Establishing a naming policy in and of itself does not create a fiscal impact. Upon the adoption of a policy, the subsequent fiscal impact of applying the policy will be unique to each circumstance and can only be determined at the time of the naming and includes things such as the size, scale, and quality of signage, whether renaming is involved, and any public outreach/process involved in the naming. There may be individual impacts if address changes are required as the result of naming a street.

There are no direct fiscal impacts of adopting the resolution as they are not required to be published separately or as part of the minutes.

Staff Impact.

The staff impact of bringing forward this draft naming policy and adoption of such a policy is approximately 25 hours as listed below.

Staff Impact of Naming Policy		
Task	Departments	Estimated Hours
Research of Initial Issue	Legal	15
Staff Report Prep & Review for August 21	Administration, Legal	4
Naming Policy DRAFT Resolution Prep	Legal	2
Staff Report Prep & Review for September 11	Administration, Legal	2
Advertising, Printing, Executing, Archiving & Posting Adopted Resolution	Clerk	2
	Total	25

Attachments or Links.

Draft Resolution Establishing Town Policy and Procedure Regarding the Naming of Public Places

Suggested Motion.

I move to direct staff to place the Resolution Establishing Town Policy and Procedure Regarding the Naming of Public Places on the October 2, 2023 Regular Town Council meeting agenda for action.

RESOLUTION 23-XX

A RESOLUTION ESTABLISHING TOWN POLICY AND PROCEDURE REGARDING THE NAMING OF PUBLIC PLACES

WHEREAS, the Town of Jackson (“Town”) recognizes there is value in and a desire to name public places to acknowledge historic events and individuals who have made a noteworthy positive contributions to our community and the world; and

WHEREAS, the consideration and designation of each name for a public place must respect the values, ideals, goals, and the community identity of Jackson, Wyoming and, in pursuance thereof, names for public places should be approached with deliberation and should conform to certain guidelines, standards, and procedures; and

WHEREAS, there is a need to establish guidelines, standards, and procedures for the consideration and designation of names for public places.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Jackson (“Town Council”), in regular session duly assembled, that the following Town Policy and Procedure Regarding the Naming of Public Places is hereby adopted:

1.0 Definitions

- A. *Amenities*. Any facilities, buildings, and smaller furnishings, accessories, and fixtures, within a Public Place (e.g., benches, fountains, tables, and the like).
- B. *Lead Department*. The Town of Jackson department so designated by the Town Manager upon a proposal submission, which is customarily the department most affected by the proposal.
- C. *Public Places*. Any indoor or outdoor publicly owned areas, Amenities, or the like. The term includes, but is not limited to, parks (designed parks, natural open spaces, trails, and pathways); all structures owned by the Town of Jackson; and all major permanent components of parks and recreational facilities (e.g., fields, swimming pools, tennis courts, playgrounds, artwork, like physical features, and rooms within buildings).¹

2.0 Background and Policy

The naming of Public Places is often complex and emotionally evocative since naming designates a powerful and permanent identity for a place. The names of Public Places tell important stories of Jackson’s history and reflect its values, ideals, goals, and community identity. Naming Public Places involves the public, individual stakeholders, Town staff, and the Town Council. Consequently, the process for naming Public Places needs to be approached cautiously and done carefully and thoughtfully. Once a name is selected for a Public Place it should be bestowed with the intention that it will be permanent, and renaming an existing Public Place is strongly discouraged and should be resisted. The Town has limited public resources for changing names on signs, maps, and literature, and excessive renaming can be costly, impracticable, overburdensome, and confusing to the public. Accordingly, critical examination should be conducted to ensure that the renaming of a Public Place is practical and does not diminish the original justification for the name. The policy of the Town is to reserve naming Public Places for circumstances that tradition and practice have shown to best serve the interests of the Town, assure a worthy and enduring legacy for the Town’s Public Places, and reflect both community interest and the values of the Town. To that end, the policy set forth herein establishes the guidelines, standards, and procedures for naming Public Places, to which the following shall also apply:

- A. The Town Council has final authority to approve or deny the name of Public Places.
- B. The Town Council may pursue naming Public Places at its discretion, including for commemorative, cultural, historic, contribution, or sponsorship goals.

¹ For the remainder of this Resolution the phrase *naming Public Places* shall refer to naming new Public Places, as well as renaming existing Public Places.

- C. Public Places named in honor of an event, individual, family, or entity may be revoked at the discretion of the Town Council at any time, without public process or hearings.
- D. The donation of land, facilities, or funds for the acquisition, renovation, or maintenance of Public Places shall not constitute an obligation by the Town to name the Public Place, or any portion thereof, after an individual, family, or entity.

3.0 General Considerations.

In considering a proposal to name a Public Place, the following shall be considered individually and collectively:

- A. Will the name have historical, cultural, and social significance for generations to come?
- B. Will the name engender a strong, positive image?
- C. Will the name memorialize or commemorate people, places, or events that are of enduring importance to the community, State, or the nation?
- D. Will the name engender significant ties of friendship and mutual recognition and support within the community?
- E. Will the name be identified with some major achievement or the advancement of the public good within the community, State, or the nation?
- F. Will the name be particularly suitable for the Public Place based on the location or history of the place or the surrounding neighborhood?
- G. Will the name have symbolic value that transcends its ordinary meaning or use and enhance the character and identity of the Public Place?
- H. Will the name result in the undue commercialization of the Public Place?
- I. What financial and public resources will need to be devoted in the naming of the Public Place?

4.0 Naming Guidelines and Standards.

In considering a proposal to name a Public Place, the following applicable guidelines and standards shall be applied individually and collectively:

4.1 Naming for Exceptional Individuals and Groups.

- 4.1.1** Naming Public Places for an individual is reserved only for persons who are deceased. A Public Place shall not be named after an individual until the person has been deceased for at least three (3) years and that person's significance and good reputation have been secured in the history and lore of the community, State, or nation. There is an exception to this requirement in Section 4.3, Major Gifts, which permits the naming of Public Places after living persons.
- 4.1.2** Naming Public Places in recognition of an individual or group shall be reserved for those who contributed outstanding civic service for the betterment of the Jackson community or the State of Wyoming during their lifetime. The quality of the contribution along with the length of the service of the individual should be considered.
- 4.1.3** Naming Public Places after national or international figures or groups should be rare and only upon a substantial demonstration of the figure's or group's connection to or special importance in the Jackson community or the State of Wyoming.
- 4.1.4** Naming Public Places after a group of people who perished in or survived a tragic event or war should be considered only well after the public shock generated by the tragic event or war has lessened. Potential sites for such memorials should be focused on Public Places that are more known for their serene and contemplative nature rather than active recreational locations. Consideration may be placed on the contributions to the Jackson community or the State of Wyoming or the heroic actions of these people during their lifetime, rather than solely on the circumstances of their death or survivorship.
- 4.1.5** Naming a Public Place after historical figures or groups should be reserved for figures or groups who have historic, cultural, or social significance near or otherwise associated with the Public Place, which should be demonstrated through research and documentation. The appropriateness of naming a Public Place after such a figure or group is further supported if the community or surrounding region has already identified the Public Place with the name of the

figure.

4.2 Naming for Historic Events and Places. When a Public Place is located near or otherwise associated with events and places of historic, cultural, or social significance, it is appropriate to name the Public Place after such events and places. The relationship of the Public Place to the events and places of historic, cultural, or social significance should be demonstrated through research and documentation. The appropriateness of naming Public Places after such an event or place is further supported if the community or the surrounding region have already identified the Public Place with the name of the event or place. If the naming is associated with an event, the event must have taken place at least ten (10) years prior to the naming.

4.3 Naming for Major Gifts. Typically, the donation of gifts to the Town should be reward in itself. On rare occasion, a gift will be made to the Town (or a specific department or initiative thereof) that is of such magnitude and generosity that naming a Public Place in honor of or at the request of the benefactor may be considered. The following general guidelines and standards apply to any name proposal associated with a major gift:

4.3.1 Threshold. As a guideline but not a limitation, the threshold for a name proposal on Public Places requires meeting two, but preferably more, of the following types of major gifts: 1) deeding to the Town the land on which a Public Place will be situated; 2) payment of 75% or more of the capital cost of constructing a Public Place (considering matching fund or grants); 3) a long-term endowment for the repair and maintenance of a Public Place; and 4) the provision of significant program/departmental costs for the Public Place to serve programing/departmental needs.

4.3.2 General Standards. Benefactors of a major gift proposing a name for a Public Place shall follow all general guidelines, standards, and procedures as set forth in this policy. If a name proposal from a benefactor is approved, whatever contract accompanies the major gift must address certain conditions applying to the name, including at minimum, that time limits will be set on the name. The donation of a major gift alone does not oblige the Town to approve a benefactor's name proposal.

4.3.3 Naming for Persons. A benefactor of a major gift may submit a proposal for a name of a Public Place to be after a person(s). As an exception to 4.1.1 a living person's name may be considered for a name proposal associated with a major gift, provided that the person(s) is of good reputation. Each proposal shall be evaluated on its own merits, and the reputation of the proposed person(s) and community support should be considered.

4.3.4 Naming for Entities. A corporation, association, or other legally created entity ("Entity") making a major gift may submit a proposal for a name of a Public Place to be associated with the Entity. Each proposal shall be evaluated on its own merits, and the reputation of the proposed Entity and community support should be considered. No corporate logos, brands, insignias, or direct advertising text may be used as part of any name.

4.4 Sister Cities Program. The Town may consider naming Public Places for the international cities associated with the Town's Sister Cities Program.

4.5 Natural or Geological Features. Names of Public Places may be based on distinctive, predominant, and defining natural or geological features of the Town and surrounding area.

4.6 Streets and Alleys. The naming of new streets and alleys shall follow the guidelines, standards, and procedures of this policy. However, the renaming of existing streets or alleys is not allowed, except as permitted under Section 5.0. Notwithstanding the prohibition on renaming streets or alleys, there can be an honorary naming of a street or alley, which honorary naming shall follow the guidelines, standards, and procedures of this policy.

4.7 Other Considerations.

4.7.1 Subdivision. Typically, a Public Place (such as a park) should not be subdivided for the purpose of designating multiple names to the Place unless there are readily identifiable major physical divisions (major roads, waterways, etc.) in the Public Place and there are other compelling reasons for having more than one name for the Public Place. This

limitation on naming Public Places should not prevent giving a different name for a trail, building, Amenity, major feature, or distinct area located in Public Places.

- 4.7.2 Temporary Use.** Public Places that are held by the Town through lease, use agreement, or have a distinct limited life span or occupancy should not be named.
- 4.7.3 Signage.** All signs in Public Places must meet and not depart from the Town's graphic and signage standards. No specialized signage will be displayed.

5.0 Renaming Public Places.

- 5.1 Renaming Generally.** Proposals to rename Public Places are not encouraged and should be entertained only after fully investigating and considering the potential impact of removing the current name. Names that have become ingrained or widely accepted in the community should not be abandoned unless there are compelling reasons and strong public sentiment for doing so. Historical or commonly used names should be preserved when possible. A renaming proposal shall be subject to the guidelines and standards set forth in this policy and to the procedures in Section 7.0
- 5.2 Revoking a Name Based on Disrepute or Subsequent Disreputable Acts.** The Town reserves the Town Council's exclusive right, at its sole discretion, to revoke the name of any Public Place without public process or hearings, including of an individual, group, or that associated with a major gift, if the individual(s), group, etc. for whom it is named, or the benefactor, turns out to be disreputable or subsequently acts in a disreputable way. The Town may, in its sole discretion, rename the Public Place or elect to leave it unnamed.
- 5.3 Revoking a Name Based on Derogation or Offensiveness.** A name of a Public Place that is derogatory or is shown to be offensive to a particular racial or ethnic group, gender, or religious group may be revoked at the discretion of Town Council at any time, without public process or hearings. While names that have become ingrained or widely accepted in the community should not be abandoned without compelling reasons and community consideration; derogation and offensiveness to a particular racial or ethnic group, gender, or religious group are compelling reasons for revocation. The Town may, in its sole discretion, rename the Public Place or elect to leave it unnamed.

6.0 New Public Place Without a Name Request. If a new Public Place is completed and no proposal for a name has come from the community or in association with any major gift, the Town may, but is not required to, propose a name, and may use an organized public process that it deems appropriate (i.e., Town-initiated proposal, fielding public nominations, a community contest, etc.). A name proposal developed under this Section shall be subject to the guidelines and standards set forth in this policy and the procedures in Section 7.2 and 7.3.

7.0 Procedure for Proposals to Name or Rename a Public Place.

- 7.1 Proposal Submission.** An individual, benefactor, Entity, community group, or business proposing to name a Public Place must provide a written proposal to the Town Manager, or their designee. The written proposal shall address the guidelines and standards set forth in this policy, and how the proposal meets the applicable standards.
- 7.2 Processing of Proposal by Town Manager.** Upon the submission of a proposal, the Town Manager, or their designee, shall designate a Lead Department to assist with the proposal. The Town Manager, or their designee, and the Lead Department shall review and analyze the proposal for compliance with the guidelines and standards set forth in this policy. If the proposal does not comply, the Town Manager will not advance the proposal to the Town Council and shall communicate such determination to the proposer. The proposer shall have the opportunity to correct and resubmit their proposal. If the proposal complies, the Town Manager will advance the proposal for Town Council consideration via a staff report that addresses, at minimum, the proposal's compliance with the guidelines and standards in this policy, as well as the financial, practical, staff and Town resource impacts, and legal impacts and ramifications of the naming or renaming.
- 7.3 Town Council Review.** Upon presentation of the staff report by the Town Manager, or their designee,

the Town Council may approve the proposal as is or deny the proposal. If Town Council elects to propose a modified name or rename the Public Place, the item shall be placed on a future agenda and repeat the process set forth in Section 7.2. and this Section 7.3. The final decision to approve or deny a proposal is wholly within the discretion of the Town Council. The Town Council may deny a proposal even if the proposal meets the guidelines and standards of this policy. There is no appeal of the Town Council's final decision.

STAFF REPORT



Meeting Date:	September 18, 2023	Meeting Title:	Town Council Workshop
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Professional Services Agreement for Design of Gregory Lane	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council prioritized this item at their February 2023 Town Council retreat. The purpose of this item is to approve a Professional Services Agreement ("Agreement") with Jorgensen Engineering for the complete street design of the Gregory Lane corridor.

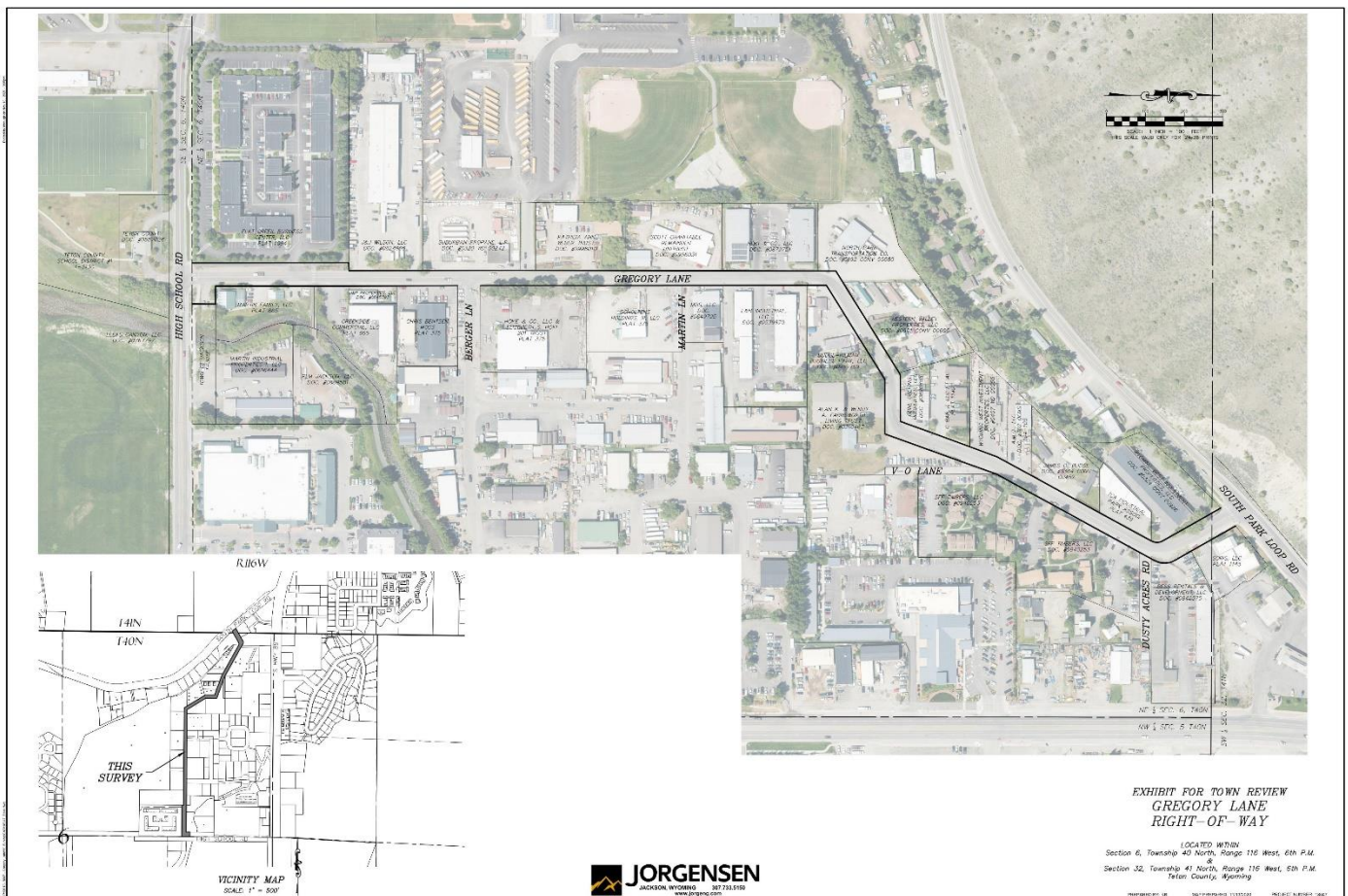
Requested Action.

Staff requests Council approve the Agreement for the complete street design of the Gregory Lane corridor.

Recommendations.

Staff recommends Council approval of the Agreement for the complete street design of the Gregory Lane corridor.

Background.



The Gregory Lane corridor was first identified as a future design project as early as 2000, when the Town of Jackson worked with Charlier Associates and Jorgensen Engineering to conduct a design charrette whereby informal design solutions were

generated to solve design concerns. During that charette, stormwater drainage/treatment, vehicular circulation, pedestrian circulation, and water/wastewater upgrades were of importance. From the efforts of the 2000 design charette, a Gregory Lane Street and Storm Drain Improvements feasibility analysis and project implementation was produced.

The following timeline of events reflects all work undertaken for the Gregory Lane corridor to date:

2000

Staff conducted a design charrette with Jorgensen Engineering and Charlier Associates.

2014

The Town of Jackson put forth a SPET ballot initiative that was ultimately approved by voters for Gregory Lane (and other complete street projects):

\$2,250,000 for the purpose of planning, design, engineering and/or construction of complete street improvements on Gregory Lane, Snow King Avenue, Maple Way, Scott Lane, East Broadway Avenue, and Center Street. Also, this funding would be used for rights-of-way acquisitions along the Gregory Lane corridor and for pedestrian and sidewalk improvements along Gregory Lane, Snow King Avenue, Maple Way, Scott Lane, East Broadway Avenue, and Center Street.

2018

The 2000 charrette was reviewed, and additional contemporary (high-level) design concepts were created by Jorgensen Engineering related to stormwater drainage/treatment, vehicular circulation, multi-mobility, and water/wastewater upgrades. With this preliminary design information updated to current standards, Jorgensen was further asked to cost estimate the project in its entirety including all components described above.

2019

With up-to-date preliminary designs and cost estimates, the Town of Jackson put forth a SPET ballot initiative, that was ultimately approved by voters, for Gregory Lane:

\$8,500,000 for acquiring land, obtaining easements, planning, engineering, designing, and constructing Gregory Lane complete street, water, sewer, and stormwater project. Improvements to the Gregory Lane area are needed for safety, sidewalks, vehicle access, and snow/stormwater drainage. Improvements include but are not limited to sidewalks and other safety features to assist students going to school; water, stormwater, and sewer infrastructure; rebuilding the existing roadway with curb and gutter; widening Gregory Lane; and driveway approaches.

2020

Soon after the 2019 SPET initiative was approved for Gregory Lane, staff worked with Jorgensen Engineering to create a right-of-way map for the entirety of the Gregory Lane corridor. This survey is the first preliminary step prior to entering a design process.

2021-22

Staff worked with Cambridge Systematics on a traffic simulation analysis of the Gregory Lane corridor. This project provided traffic simulation analyses that examined potential improvement alternatives for the Gregory Lane corridor as it related to vehicular travel and movement.

Analysis & Key Policy Questions.

Preliminary design for the Gregory Lane Corridor Project may consist of some or all (as funding allows) of the following program components:

- 6,350 ft. of new stormwater pipe
- Stormwater treatment systems
- 6,400 ft. of new curb and gutter
- 3,611 ft. of new water main
- 3,700 ft. of new sewer main
- Streetlights
- 19,200 square feet of sidewalk
- One new thaw well (completion date fall of 2023)

In addition to replacing existing utilities (water/wastewater), there will be a new utility (stormwater) added to the Gregory Lane corridor, including adding some stormwater infrastructure to both Martin and Berger Lanes. Additionally, the road surface and subsurface on Gregory Lane will be fully reconstructed during this project.

Through the Safe Routes to School program, multi-modal infrastructure (sidewalk and/or pathway) will be added within the Gregory Lane corridor to make it safe for students to walk and bike to school and further to encourage more multi-mobility for all users of the Gregory Lane corridor and surrounding area.

During the design process community engagement will be of high importance. Staff will present design alternatives to stakeholders who live and work within and near the Gregory Lane corridor, including the general public who utilize this corridor, to elicit feedback for each design alternative. Through that community engagement process, staff will get a better sense of the stakeholder needs prior to finalizing each alternative design. Once the community engagement process and final alternative design(s) are completed, staff will then present all alternative design(s) to the Council for final approval.

The timeline for this project will be to complete design of the Gregory Lane corridor in 2024 and bid the project in the spring of 2025, with a target construction start date of April 2025. Due to the size and complexity of this project, staff anticipates the project will take two construction seasons to complete. Completion for the Gregory Lane corridor is slated for the end of 2026.

Staff is recommending moving forward with the design of the Gregory Lane corridor due to the need to upgrade Town utilities (water/wastewater), including providing a new stormwater utility system and multi-modal infrastructure asset.

Scope of Work

As outlined in the attached Agreement, the Agreement will be delivered in a “phased” approach. The Agreement delineates the following four phases:

1. **Phase 1 “Pre-Design Services”**: Pre-design services will include: project kickoff, development of an overview issues map, field review, survey, topographic base mapping, geotechnical investigation, laboratory testing, and analysis/reporting.
2. **Phase 2 “Concept Development”**: The design team will develop up to 5 design alternatives to present to the public for feedback and to the Council for final alternative approval. The alternatives will address street alignment, stormwater drainage, right-of-way impacts, multi-modal facilities, traffic calming, and street lighting.

3. Phase 3 “Public Outreach”: The public outreach program will occur at key points throughout the design project and will include various engagement activities (workshops, one-on-one meetings, social media, etc.) that will also include print and digital outreach. The design team will present a comprehensive overview of public communications and outreach results. Staff will work with the design team to organize and facilitate outreach opportunities within these targeted groups:
 - i. Gregory Lane residential and commercial residents
 - ii. Surrounding neighbors
 - iii. Transportation non-profits
 - iv. Community at large
4. Phase 4 “Design”: Once the preferred alternative is selected, the design team will deliver the following:
 - i. 30% Design
 - ii. 60% Design
 - iii. 90% Design
 - iv. Permit application documents
 - v. Bidding documents
 - vi. Construction documents

The phasing schedule as outlined above will not be linear, as many of the phases will happen simultaneously.

Key Policy Question: Does Council wish to enter into the Agreement for the design of the Gregory Lane Corridor Project?

Possible Alternatives.

1. Council may choose to not enter into a Professional Services Agreement with Jorgensen Engineering.
2. Council may choose to continue this item for further discussion.
3. Other.

Comprehensive Plan & Priority Alignment.

- Ecosystem Stewardship: Common Value 1
 - Chapter 2 – Climate Sustainability
 - Principle 1.2 – Preserve and enhance surface water and groundwater quality
 - Principle 2.1 – Reduce the consumption of non-renewable energy
- Growth Management: Common Value 2
 - Chapter 3 – Responsible Growth Management
 - Principle 3.2 – Enhance suitable locations as Complete Neighborhoods
 - Chapter 4 – Town as Heart – the Central Complete Neighborhood
 - Principle 4.2 – Promote vibrant, walkable mixed use areas
- Quality of Life: Common Value 3
 - Chapter 7 – Multimodal Transportation
 - Principle 7.1 – Meet future transportation demand with walk, bike, carpool, transit, and micro-mobility infrastructure
 - Principle 8.1 – Maintain current, coordinated service delivery

Fiscal Impact.

The fiscal impact to enter into a Professional Services Agreement is \$494,635.00. The scope of the Agreement does not include construction management, which will be contracted at the time of construction, but does include final bidding

documents and a final construction cost estimate. The scope of work for the design of the Gregory Lane corridor is broken down into the following three divisions:

1. Water Design: \$47,000
2. Sewer Design: \$52,000
3. Stormwater, Road, Pedestrian Mobility Design: \$395,635

Design cost appropriations in the FY24 budget has adequate funding for the design of the Gregory Lane Corridor Project and is broken down into the following three budgets:

1. Water Budget: \$123,000
2. Sewer Budget: \$177,000
3. 2014 SPET Budget: \$500,000

Staff Impact.

Staff impact for this item included roughly three hours of review for Public Works and roughly two hours of Legal review. Future staff impacts regarding design will affect many Town departments including Public Works (est. 160 hours), Planning (est. 15 hours), Transportation (est. 20 hours), Pathways (est. 20 hours), Community Development (est. 25 hours), and Parks and Recreation (est. 10 hours). Additionally, the Public Works Engineering Division will be assigned owner's representative responsibilities once construction has commenced (est. 450 hours).

Attachments or Links.

- Professional Services Agreement with Jorgensen Engineering
- Gregory Lane Design Project Schedule

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

I move to approve a Professional Services Agreement with Jorgensen Engineering for an amount not to exceed \$494,635.00 and authorize the Mayor to execute all necessary documents, subject to minor changes by staff.

**AGREEMENT BETWEEN
OWNER AND ENGINEER
FOR
THE GREGORY LANE – STREET, STORMWATER, WATER, AND
SEWER INFRASTRUCTURE, AND SAFE ROUTE TO SCHOOLS PROJECT

PROFESSIONAL ENGINEERING, SURVEYING, AND PUBLIC
INVOLVEMENT SERVICES**

This is an Agreement effective as of _____ (“Effective Date”) between the Town of Jackson (“OWNER”) and Jorgensen Associates, Inc. (“ENGINEER”).

OWNER retains ENGINEER to perform professional services in connection with the development of the Gregory Lane Corridor street, stormwater, water, and sewer infrastructure upgrades, and safe routes to schools located in the Town of Jackson, Teton County, Wyoming (“Assignment”).

OWNER and ENGINEER, in consideration of their mutual covenants as set forth herein, agree as follows:

ARTICLE 1--ENGINEER’S SERVICES

1.01 Scope

A. ENGINEER shall provide the services set forth in Exhibit SR-A.

B. Upon this Agreement becoming effective, ENGINEER is authorized to begin services as set forth in Exhibit SR-A.

C. If authorized in writing by OWNER, and agreed to by ENGINEER, services beyond the scope of this Agreement will be performed by ENGINEER for additional compensation.

A. Work performed by ENGINEER at OWNER’s request prior to effective date shall be included in services to be performed and compensated for as provided for in Article 4.01.

3.02 If ENGINEER’s services are delayed or suspended in whole or in part by OWNER, ENGINEER shall be entitled to equitable adjustment of the time for performance and rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by ENGINEER in connection with such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.

ARTICLE 2--OWNER’S RESPONSIBILITIES

2.01 General

A. OWNER shall have the responsibilities set forth herein and in Exhibit SR-A.

ARTICLE 3--TIMES FOR RENDERING SERVICES

3.01 ENGINEER’s services will be performed within the phasing schedule outlined in Exhibit SR-A.

ARTICLE 4--PAYMENTS TO ENGINEER

4.01 Methods of Payment for Services of ENGINEER.

A. OWNER shall pay ENGINEER for services rendered under this Agreement as follows:

1. This Agreement is for an amount not to exceed \$494,635.00. This amount shall not be exceeded without prior written authorization from OWNER.

2. ENGINEER’s Reimbursable Expenses Schedule and Standard Hourly Rate Schedule are attached to this Agreement as Exhibit SR-C. The

Owner shall not be responsible for any Reimbursable Expenses unless ENGINEER obtained prior written approval from OWNER to incur the expense.

3. The amounts billed for ENGINEER's services will be based on the cumulative hours charged to the Assignment during the billing period by each class of ENGINEER's employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and ENGINEER's Consultants' charges, if any, incurred during the billing period.

4. OWNER shall pay amount invoiced within 30 days of receipt of each invoice.

4.02 Other Provisions Concerning Payment

A. Estimated Compensation Amounts

1. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to ENGINEER that a compensation amount thus estimated will be exceeded, ENGINEER shall give OWNER written notice thereof. The Owner shall not be responsible for any compensation amount unless ENGINEER obtained prior written approval from OWNER to exceed the estimate.

B. Adjustments

1. ENGINEER's compensation is conditioned on time to complete the Assignment not exceeding the phasing schedule identified in Exhibit SR-A. Should the time to complete the Assignment be extended by OWNER beyond this period due to reasons not the fault of and beyond the control of ENGINEER, the total compensation to ENGINEER shall be appropriately adjusted. The Owner shall not be responsible for additions to total compensation, unless ENGINEER obtained prior written approval from OWNER to exceed the phasing schedule identified in Exhibit SR-A.

C. Reimbursable Expenses. Reimbursable Expenses means the actual expenses incurred by ENGINEER or ENGINEER's Consultants directly in connection with the Assignment, including the categories and items listed in Exhibit SR-C, and if authorized in advance by OWNER, overtime work requiring higher than regular rates.

D. For Additional Services. OWNER shall pay ENGINEER for all services not included in the scope of this Agreement on the basis agreed to in writing by

the parties at the time such services are authorized by OWNER.

E. Subcontractors. Any subcontractor required to perform the services identified in Exhibit SR-A shall be hired by and paid directly by ENGINEER. All subcontractor services identified in exhibit SR-A shall be included in the not to exceed amount of \$494,635.00.

ARTICLE 5—DESIGNATED REPRESENTATIVES

5.01 Contemporaneous with the execution of this Agreement, ENGINEER and OWNER shall each designate specific individuals as ENGINEER's and OWNER's representatives with respect to the services to be performed or furnished by ENGINEER and responsibilities of OWNER under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the Assignment on behalf of their respective party.

ARTICLE 6—CONTENT OF AGREEMENT

6.01 The following Exhibits are incorporated herein by reference:

A. Exhibit SR-A, "Further Description of Services, Responsibilities, Time, and Related Matters," consisting of 3 pages.

B. Exhibit SR-B, "Standard Terms and Conditions," consisting of 4 pages.

C. Exhibit SR-C, "Schedule of Rates" for ENGINEER, consisting of 2 pages.

6.02 Total Agreement

A. This Agreement (consisting of pages 1 to 3, inclusive, together with the Exhibits identified in paragraph 6.01) constitutes the entire agreement between OWNER and ENGINEER and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, or modified by a written instrument duly executed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

Town of Jackson, Wyoming

By: Hailey Morton Levinson

Title: Mayor

Date Signed: _____

Attest: _____

Clerk: Riley Taylor

Address for giving notices:

Town of Jackson

P.O. Box 1687

Jackson, Wyoming 83001

Designated Representative (Paragraph 5.01):

Name: Johnny Ziem

Title: Assistant Public Works Director

Phone Number: 307-733-3079 Ext. 1402

Facsimile Number: 307-739-0919

E-Mail Address: jziem@jacksonwy.gov

ENGINEER:

Jorgensen Associates, Inc.

By: Reed Armijo

Title: Senior Principal Engineer

Date Signed: _____

Address for giving notices:

Jorgensen Associates, Inc.

P.O. Box 9550

Jackson, Wyoming 83002

Designated Representative (Paragraph 5.01):

Name: Reed Armijo, P.E.

Title: Principal Engineer

Phone Number: 307-733-5150

Facsimile Number: 307-733-5187

E-Mail Address: rarmijo@jorgeng.com

This is **EXHIBIT SR-A**, consisting of 6 pages, referred to in and part of the **Agreement between OWNER and ENGINEER for the Gregory Lane street, stormwater, water, and sewer infrastructure upgrades, and safe routes to schools Professional Services** dated _____ 2023.

Initial:

OWNER _____
ENGINEER _____

Further Description of Services, Responsibilities, Time, and Related Matters

Specific articles of the Agreement are amended and supplemented to include the following agreement of the parties:

A.1.01 ENGINEER's Services

This Work Plan includes the tasks and project management necessary to the development of the Gregory Lane street, stormwater, water, and sewer infrastructure upgrades, and safe routes to school's project. The tasks required for each phase are summarized below and include:

- Jorgensen Associates, Inc.: Project Management, Civil Engineering, Geotechnical Engineering, and Surveying
- Three Elephants: Public Relations
- ST-B: Electrical Engineering

PRE-DESIGN SERVICES: PHASE 1

1. Project Kickoff

Jorgensen will lead a project kickoff meeting with the Jorgensen Team and the TOJ. The meeting discussion will include:

- a. Roles and responsibilities during each phase of the project.
- b. Lines of communication: Our experience is that it is most efficient to have the key project team members involved with specific aspects of the project communicate directly. However, it is critical that the project manager for the Jorgensen team and the Owner keep apprised of project discussions/communications to ensure they are consistent with established project scope, schedule, and budgets.
- c. Schedule and Milestones: The schedule will be reviewed and key milestones for both the design team and the Owner.
- d. Stakeholders List: A list of stakeholders will be defined including public agencies, advocacy groups, and key property owners. A strategy for communicating with and soliciting input from these groups will be established. Key points for their involvement will also be identified based upon the project schedule.

2. Develop Overview Issues Map

The topographical base map survey will be overlaid with the Teton County GIS Aerial Photography. The map will be broken into sheets of reasonable scale for conducting the Field Review. Included on the map will be:

- a. Issues within each segment (i.e. parking in the right-of-way, drainage issues, accesses, etc.) will be identified.
- b. Property lines and ownership (name and address) for each property will be shown based upon property boundary survey.

- c. Research Utilities, including but not limited to, TOJ, Qwest, LVE, Bresnan, etc.

3. **Field Review**

The Jorgensen team and the TOJ will conduct a Gregory Lane corridor walk-through. The Overview Issues Map will be used as the basis for the review. The field review will include:

- a. Review of the corridor and refinement of the issues list.
- b. Identify property owners with whom communications/neighborhood outreach may be appropriate to discuss/resolve potential issues.
- c. Develop strategies for these communications.
- d. Discuss pathway/sidewalk functional requirements and complete street concepts/components to consider integrating within each segment to achieve desired goals.

Following the visit, the Overview Issues Map will be modified to reflect the discussions held at the field review. A field report documenting the facility treatments considered for each segment and any issues that need to be addressed during the design process will be prepared.

4. **Boundary Surveys**

- a. The Gregory Lane right of way was fully surveyed, and a map prepared in November 2020. That map will be reviewed to identify and update any landowner changes and/or easements that may have occurred since then.

5. **Topographic Base Mapping** - The existing topographic survey was prepared in 2000. Given the age of the data and changes that have occurred it will be more efficient to resurvey the complete corridor and prepare an updated base map. Services include:

- a. Field topographic surveys to the fences and/or building faces (as applicable and whichever is closer to the road) along the corridor from High School Road to South Park Loop Road. Topo surveys also includes picking up area outside of the Gregory Lane corridor and right of way where drainage issues exist (i.e. low points, etc.) and areas on Martin Lane and Berger Lane that will be included in the Gregory Lane stormwater improvements.

6. **Geotechnical Investigation:**

A geotechnical investigation was performed by Maxim Technologies, Inc. (Maxim) in April 2000. The subsurface explorations performed for that report encountered coarse-grained soils near the intersection of Gregory Lane and High School Road and fine-grained soil to depths on the order of 5-feet north of Martin Lane. The primary geotechnical concerns are layers of fine-grained soil and high groundwater. The investigation did not obtain any data in the vicinity of the stormwater collection areas on Martin Lane and Berger Lane that were identified in the 2017 preliminary design. We have added investigation in these areas should infiltration arrays or large structures be included in these areas. This work will not be conducted until the infrastructure is further designed and identified and it is confirmed additional data is necessary/required. Based upon review of the 2000 report and the 2017 updated preliminary design, supplemental geotechnical services are summarized below.

- a. Subsurface Exploration - We propose to drill at least four (4) borings in the vicinity of the potential stormwater infiltration zones. The target depth will be 10-feet with SPT sampling at 2.5-foot intervals. Groundwater levels will be presented in the report as measured during the site investigation. We will install a standpipe piezometer in each borehole and complete it with a flush-mount vault. We will perform infiltration testing in each borehole to estimate drainage properties of the site soils.

We will request underground utility locates from OneCall of Wyoming to avoid conflicts during drilling and work with you to avoid any unmarked private utilities on the lot (i.e., irrigation lines). Ultimately, however, we cannot be responsible for damage to any unmarked utilities on the property.

A qualified geotechnical engineer or engineering geologist from our office will log the borings. Bulk samples may be collected for laboratory testing. If necessary, thin-walled tubes will be collected in potentially fine-grained soil layers.

b. **Laboratory Testing**

We propose to perform index tests for soil classification including moisture content, plasticity (Atterberg limits), and grain-size distribution. Thin-walled tube samples may be submitted for laboratory testing of soil permeability, if necessary, but these tests are involved and are beyond the scope of this budget.

c. **Analysis and Reporting**

We will analyze field and laboratory data will be analyzed, and we will prepare a report, which will include a borehole location map, field logs, geological observations, and recommendations. Borehole logs will be presented graphically. All engineering services will be conducted by or under the direct supervision of a Wyoming-registered Professional Engineer.

CONCEPT DEVELOPMENT: PHASE 2

Prior to embarking on the public outreach process, the Jorgensen Team will develop up to 5 options to present to the public and receive input. The options will address:

- a. Street horizontal alignments and potential easement requirements for each concept
- b. Vertical elements to understand drainage feasibility such as patterns, stormwater collection/detention/retention locations and right-of-way impacts
- c. Typical street cross sections
- d. Pedestrian and bicycle facilities (sidewalk, pathways, bike lanes)
- e. Traffic calming measures
- f. Lighting options

The Town of Jackson Traffic Study will be used to inform these concepts.

Bi-weekly 1-hour meetings to review progress, clarify questions, provide input and guidance, etc.

PUBLIC OUTREACH: PHASE 3

The Jorgensen Team Public Outreach process will be led by Three Elephants Public Relations. The team will work with the TOJ Public Works and other TOJ staff to organize and facilitate outreach opportunities within these target groups:

- Gregory Lane residential and commercial residents
- Surrounding neighbors
- Transportation nonprofits
- Community at large

The Public Outreach program will occur at key points throughout the projects including:

- Upon completion of the Concept Development. This will allow target group input on each option
- At 30% Design completion to update target group on the preferred/selected option at a 30% level of design
- At 90% Design completion to update target group on the preferred/selected option at a 30% level of design

1. Engagement Activities

The team will plan and coordinate:

- a. Plan and structure public workshop(s) and the activities/exercises to take place, and aid with

presenting/speaking day-of. Workshops will include key nonprofits or other partnering stakeholders

- b. One-on-one meetings with neighbors as needed to engage feedback and providing information
- c. Social media – see “print and digital outreach” below
- d. Plan and structure site walk-throughs and any activities/discussions that may need to take place
- e. Secure venue, provide activity materials (e.g., post-its, markers, etc.) as needed, and print presentation maps/boards for public workshop(s)
- f. Host/conduct open houses if any will occur
- g. Provide support on implementing walk-throughs day-of

2. *Print and digital outreach*

Public relations will include:

- a. Oversee and manage design and implementation of targeted print and digital ads/communication to support key meetings, updates, design concepts, Complete Street Plan initiatives and other important information to the community
- b. Collaborate with Community Engagement Specialist Susan Scarlata and others at TOJ on all communication items
- c. Create share graphics and collateral needed for TOJ’s social media
- d. Create an e-newsletter to inform the community at large regarding the above-listed engagement activities (TOJ would send out through their channels)
- e. Create neighborhood notices regarding important dates related to these activities. Distribute the notices to all residents on Gregory Lane and relevant surrounding neighborhoods
- f. Groom stories for key local media targets
- g. Post on non-TOJ social media/other outlets as directed or approved by TOJ
- h. Issue press releases (in coordination with TOJ)
- i. Post information/stories on TOJ social media accounts (in coordination with TOJ)
- j. Review/approve all created media and budgets
- k. In coordination with TOJ Communications Coordinator, develop a communications plan for communications to the property owners and the public to communicate project status, closures, etc.

3. *Data Collection & Reporting*

Services will include:

- a. Provide reports on public outreach, feedback, challenges, and opportunities with the Gregory Lane design
- b. Present a comprehensive overview of public communications and outreach results

PREFERRED CONCEPT SELECTION:

Input received from the public will be incorporated in the options as appropriate. High level cost opinions will be developed for each option. Jorgensen will work with Town staff to develop evaluation criteria and select a preferred option. A report will be prepared documenting the process and a recommendation to the Town Council. Jorgensen will develop a presentation to the Town Council for staff review and participate in a presentation to the Town Council. The goal of the presentation will be for the Town Council to select a preferred option to carry into the design process.

DESIGN: PHASE 4

The preferred option will be carried into the design process which will include:

- 30% Design
- 60% Design
- 90% Design
- Permit Application Documents
- Bidding Documents

- Construction Documents

The key infrastructure design elements include:

- Stormwater Management – A key element of this project will be to develop a cohesive and comprehensive stormwater management plan. Predesign efforts to date have determined that stormwater from the Gregory Lane corridor and adjacent streets (Martin Lane and Berger Lane) will not gravity flow from one end of the corridor to the other. Stormwater runoffs from Gregory Lane to adjacent private properties and vice versa. The predesign identified 3 drainage areas or basins and stormwater is either collected in these basins and conveyed to Flat Creek (with best management practices for cleaning) or pumped to a main line in Gregory Lane and conveyed to Flat Creek. A comprehensive study will be performed that includes:
 - Stormwater runoff volume calculations based upon TOJ Land Development Regulations.
 - Confirmation/refinement of collection areas and basins.
 - Conveyance considerations including routing, means (gravity or pumping), sizing, and BMP (cleaning) methods/facilities.

The stormwater and complete street designs will be coordinated as they are interdependent.

- Complete Street Design – The preferred option alignment and cross section will be refined horizontally and vertically for vehicular, bicycle, and pedestrian facilities. Critical design elements include:
 - Parking and access.
 - Right-of-way constraints.
 - Safe pedestrian/bicycle crossings.
 - Traffic calming techniques.
 - Landscape elements.
 - Street lighting. (in accordance with TOJ dark skies regulations and standards).
- Water Supply – The existing water main will be replaced with a new main. The main line requirements will be modeled utilizing the TOJ water model. Included in the design will be fire hydrant spacing and locations in accordance with the International Fire Code and the TOJ Land Development Regulations.
- Sanitary Sewer Collection – The sewer main will be replaced. The design will be completed in accordance with the TOJ Sewer Master Plan and include modeling as required to confirm sizing.
- Cable utilities including power, gas, and communications. Coordination will occur with:
 - Lower Valley Energy
 - Fiber Optics Suppliers
 - Bresnan
 - Others as identified
- Electrical – Electrical design will include lighting and power to any stormwater pump stations included. We assume project will include about twenty-five 12-foot pedestrian lights for typical coverage of a 0.6-mile street. This includes solar pedestrian crossing poles at crossings, or a 120V crossing. Power will be supplied to stormwater pumping stations. This scope assumes a packaged pumping control unit. SCADA can be included but that would be additional scope, if needed.
- This scope assumes 10 Construction Easements will be coordinated and prepared primarily in the vicinity of the S-curve. No permanent easements are included as it is unknown as to if any are necessary, can be acquired, and where they may be needed.

Note that careful coordination of utility locations will be required in design based upon right of way width constraints, DEQ requirements, and cable utility requirements.

- a. *30% Design:* The selected option will be advanced to a 30% level of design. The 30% design will largely focus on the horizontal layout elements to establish and confirm prior to advancing to significant vertical work. However, enough vertical analysis will occur to understand interface with adjacent neighbors (i.e. grading, retaining walls, driveways, etc.) as well as drainage patterns, collection opportunities, and conveyance. An Engineers Opinion of Probable

Construction Cost (EOPC) will be developed using historical cost information for similar projects. The plan set will include:

- Title sheet with vicinity map
- Project Notes
- Existing Conditions
- Typical Sections
- Street Plans (including pedestrian/bicycle facilities)
- Lighting Plan
- Stormwater Plans
- Water Plans
- Wastewater Plans
- Details

The 30% Design will be submitted for review and comment by Town of Jackson Public Works and Teton County Pathways and a review meeting will be conducted.

- b. *60% Design:* Comments received on the Concept Plan will be incorporated and the design will be advanced to a 60% level of completion. The 60% Design will include road plan and profile, typical road sidewalk/pathway sections, retaining wall locations (if necessary), and water and sewer line horizontal and vertical layouts, stormwater horizontal vertical layout (including collection locations). The water and sewer modeling to identify capacity requirements will occur during the 60% Design. The EOPC will be updated. The 60% Design will be submitted for review and comment by Town of Jackson Public Works and Teton County Pathways and a review meeting will be conducted.
- c. *90% Design:* The 60% Design will be advanced to a 90% Design and additional detail will be added. Specifications will be included prepared for the 90% Design. The construction phasing and traffic control plans will be developed as part of the 90% Design, and construction easements will be prepared. The EOPC will be updated. Specifications will be Wyoming Public Works Standard Specifications with Jorgensen authored supplemental specifications and special provisions as necessary. The 90% Design will be submitted for review and comment by Town of Jackson Public Works and Teton County Pathways, and a review meeting will be conducted.

The 90% Design will be presented to the Town Council and Jorgensen will prepare presentation materials and assist TOJ staff with the presentation.

d. *Final Bidding and Permit Documents:*

Upon completion and approval of the revisions, Jorgensen will assemble stamped Final Plans and Contract Documents suitable for the solicitation of bids for construction of the project. Jorgensen will also prepare and include a final construction cost opinion. Jorgensen will draw on our recent construction cost database and contractor relationships to obtain unit cost estimates. This estimate for construction costs, along with Final Bidding and Permit Documents, will be submitted to TOJ for final approval. With TOJ approval, the project will be ready for advertisement and the public bidding process.

All project components requiring agency review, approval, and permitting will be submitted to the appropriate agencies. Any issues raised by a reviewing agency(s) will be addressed and revisions will be made to the submitted documents in order to procure the required permits. Anticipated permits include:

- Town of Jackson Grading and Erosion Control
- WYDEQ Permit to Construct Water and Wastewater
- WYDEQ permits as necessary for selected stormwater management methods

A.2.01 OWNER's Responsibilities

A. OWNER shall do the following in a timely manner, so as not to delay the services of ENGINEER:

1. Provide all criteria and full information as to OWNER's requirements for the Assignment
2. Furnish to ENGINEER all existing studies, reports, survey data, and other available data pertinent to the Assignment, obtain or authorize ENGINEER to obtain or provide additional reports and data as required, and furnish to ENGINEER services of others as required for the performance of ENGINEER's services

B. ENGINEER shall be entitled to use and rely upon all such information and services provided by OWNER or others in performing ENGINEER's services under this Agreement. ENGINEER will assume no responsibility for data or information provided by others.

C. OWNER shall bear all costs incident to compliance with its responsibilities pursuant to this paragraph A.2.01.

A.3.01 Times for Rendering Services

A. The time period for the performance of ENGINEER's services shall be based upon the milestones for phasing schedule included in Exhibit SR-A, ENGINEER's Scope of Services.

B. ENGINEER's services under this Agreement will be considered complete when Final Completion has been issued to the Contractor by the OWNER and/or ENGINEER.

This is **EXHIBIT SR-B**, consisting of 5 pages, referred to in and part of the **Agreement between OWNER and ENGINEER for the Gregory Lane street, stormwater, water, and sewer infrastructure upgrades, and safe routes to schools Professional Services** dated _____, 2023.

Initial:

OWNER _____
ENGINEER _____

Standard Terms and Conditions

Article 6 of the Agreement is amended and supplemented to include the following agreement of the parties:

B.6.01B Standard Terms and Conditions

1. Standard of Care

The standard of care for all professional services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

2. Independent Contractor

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of OWNER and ENGINEER and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's services under this Agreement are being performed solely for OWNER's benefit, and no other entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of services hereunder. OWNER agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

3. Payments to ENGINEER

Invoices will be prepared in accordance with ENGINEER's standard invoicing practices and will be submitted to OWNER by ENGINEER monthly, unless otherwise agreed. If OWNER fails to make any payment due ENGINEER for services and expenses within thirty (30) days after receipt of ENGINEER's statement therefore, the amounts due ENGINEER will be increased at the rate of 10% per month from said thirtieth day, and in addition, ENGINEER may, after giving seven days' written notice to OWNER, suspend services under this Agreement until ENGINEER has been paid in full all amounts due for services, expenses, and other related charges.

4. Insurance

ENGINEER will maintain insurance coverage for Workers' Compensation, General Liability, and Automobile Liability compliant with State law and will provide certificates of insurance to OWNER.

5. Indemnification and Allocation of Risk

a. To the fullest extent permitted by law, ENGINEER shall indemnify and hold harmless OWNER, OWNER's officers, directors, partners, and employees from and against costs, losses, and damages (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of ENGINEER or ENGINEER's officers, directors, partners, employees, and consultants in the performance of ENGINEER's services under this Agreement.

b. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, ENGINEER's officers, directors, partners, employees, and consultants from and against costs, losses, and damages (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of OWNER or OWNER's officers, directors, partners, employees, and consultants with respect to this Agreement.

c. To the fullest extent permitted by law, ENGINEER's total liability to OWNER and anyone claiming by, through, or under OWNER for any injuries, losses, damages and expenses caused in part by the negligence of ENGINEER and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that ENGINEER's negligence bears to the total negligence of OWNER, ENGINEER, and all other negligent entities and individuals.

d. To the fullest extent permitted by law, OWNER's total liability to ENGINEER and anyone claiming by, through, or under ENGINEER for any injuries, losses, damages and expenses caused in part by the negligence of OWNER and in part by the negligence of ENGINEER or any other negligent entity or individual, shall not exceed the percentage share that OWNER's negligence bears to the total negligence of ENGINEER, OWNER, and all other negligent entities and individuals.

e. In addition to the indemnity provided under paragraph B.6.01.B.5.b. of this Exhibit, and to the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER and ENGINEER's officers, directors, partners, employees, and consultants from and against injuries, losses, damages and expenses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other disputes resolution costs) caused by, arising out of, or resulting from Hazardous Environmental Condition, provided that (i) any such injuries, losses, damages and expenses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, and (ii) nothing in this paragraph B.6.01.B.5.d shall obligate OWNER to indemnify any individual or entity to the extent of that individual or entity's own negligence or willful misconduct.

f. The indemnification provision of paragraph B.6.01.B.5.a. and B.6.01.B.5.b are both subject to and limited by the provisions agreed to by OWNER and ENGINEER in paragraph B.6, "Limit of Liability," of this Agreement.

6. Limit of Liability

a. To the fullest extent permitted by law, the total liability, in the aggregate, of either party and either party's officers, directors, partners, employees, agents, and consultants, or any of them and anyone claiming by, through, or under either party, for any and all injuries, losses, damages and expenses, whatsoever arising out of, resulting from, or in any way related to this Agreement from any cause or causes including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty, express or implied, of either party or either party's officers, directors, partners, employees, agents, and consultants, or any of them, shall not exceed the maximum contract price of \$494,635.00 .

b. To the fullest extent permitted by law, OWNER retains and reserves its governmental immunity, does not waive its immunity by entering into or seeking to enforce this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Agreement.

7. Dispute Resolution

a. OWNER and ENGINEER agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("disputes") to mediation.

b. If a party alleges a dispute or controversy with the other party arising out of or relating to the performance of services under this Agreement, then either party shall have the right to request mediation within 20 days after the claiming party has provided the other party with written notice describing the dispute and the claiming party's position with reference to the resolution of the dispute.

c. Except as otherwise agreed, mediation will proceed pursuant to the Construction Industry Mediation Rules of the American Arbitration Association in effect on the Effective Date of the Agreement. A mediator will be appointed within 30 days of receipt of a written request. The mediator will endeavor to complete the mediation within 30 days thereafter.

d. No performance obligation under or related to this Agreement shall be interrupted or delayed during any mediation proceeding except upon written agreement of both parties.

- e. The mediator shall not be a witness in any legal proceedings related to this Agreement.
8. **Termination of Contract**
Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement for reasonable cause. Upon such termination, OWNER shall pay to ENGINEER all amounts owing to ENGINEER under this Agreement, for all work performed up to the effective date of termination.
9. **Access**
OWNER shall arrange for safe access to and make all provisions for ENGINEER and ENGINEER's Consultants to enter upon public property as required for ENGINEER to perform services under this Agreement.
10. **Hazardous Environmental Conditions**
It is acknowledged by both parties that ENGINEER's scope of services does not include any services related to a "Hazardous Environmental Condition," i.e., the presence at the site of asbestos, PCBs, petroleum, hazardous waste, or radioactive materials in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto in connection with the Assignment. In the event ENGINEER or any other party encounters a Hazardous Environmental Condition, ENGINEER may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Assignment affected thereby until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the site is in full compliance with applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the site in connection with ENGINEER's activities under this Agreement.
11. **Patents**
ENGINEER shall not conduct patent searches in connection with its services under this Agreement and assumes no responsibility for any patent or copyright infringement arising therefrom. Nothing in this Agreement shall be construed as a warranty or representation that anything made, used, or sold arising out of the services performed under this Agreement will be free from infringement of patents or copyrights.
12. **Ownership and Reuse of Documents**
All documents prepared or furnished by ENGINEER pursuant to this Agreement are instruments of service, and ENGINEER shall retain an ownership and property interest therein. Reuse of any such documents by OWNER shall be at OWNER's sole risk; and OWNER agrees to indemnify, and hold ENGINEER harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by OWNER or by others acting through OWNER.
13. **Use of Electronic Media**
a. Copies of Documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) and secure electronic media format that are signed or sealed by the ENGINEER. Files in non-secure electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such non-secure electronic files will be at the user's sole risk.
b. When transferring documents in electronic media format, ENGINEER makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by ENGINEER at the beginning of this Assignment.
c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have

accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. ENGINEER shall not be responsible to maintain documents stored in electronic media format after acceptance by OWNER.

14. Opinions of Probable Construction Cost (also referred to as Preliminary Construction Costs)

a. Construction Cost is the cost to OWNER to construct proposed facilities. Construction Cost does not include costs of services of ENGINEER or other design professionals and consultants, cost of land, rights-of-way, or compensation for damages to properties, or OWNER's costs for legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with OWNER's contemplated project, or the cost of other services to be provided by others to OWNER pursuant to of this Agreement. Construction Cost is one of the items comprising Total Project Costs.

b. ENGINEER's opinions of probable Construction Cost provided for herein are to be made on the basis of ENGINEER's experience and qualifications and represent ENGINEER's best judgment as an experienced and qualified professional generally familiar with the industry. However, since ENGINEER has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, ENGINEER cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by ENGINEER. If OWNER wishes greater assurance as to probable Construction Cost, OWNER shall employ an independent cost estimator.

15. Force Majeure

Neither party shall be liable for any loss or damage due to failure or delay in rendering any service or obligation called for under this Agreement resulting from any cause beyond the failing or delayed party's reasonable control.

16. Assignment

Neither party shall assign its rights, interests, or obligations under this Agreement without the express written consent of the other party.

17. Binding Effect

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

18. Severability and Waiver of Provisions

Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and ENGINEER, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

19. Survival

All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

20. Headings

The headings used in this Agreement are for general reference only and do not have special significance.

21. Controlling Law

This Agreement is to be governed by the law of the State of Wyoming.

22. Notices

Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

23. Governmental Immunity

OWNER does not waive its governmental immunity by entering into this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Agreement.

24. Additional Documents and Acts

Each party agrees to execute and deliver such additional documents and instruments and to perform such additional acts as may be necessary or appropriate to effectuate, carry out, and perform all of the terms, provisions, and conditions of this Agreement and the transactions contemplated hereby.

25. Counterparts; Electronic Signatures

This Agreement may be executed simultaneously in two (2) or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart. Counterparts may be delivered via electronic mail (including pdf or any electronic signature complying with the federal ESIGN Act of 2000, e.g., www.docusign.com) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes. At the request of either party, each party agrees to execute an original of this Agreement as well as any facsimile or other reproduction hereof.

This is **EXHIBIT SR-C**, consisting of 2 pages, referred to in and part of the **Agreement between OWNER and ENGINEER for the Gregory Lane street, stormwater, water, and sewer infrastructure upgrades, and safe routes to schools Professional Services** dated _____, 2023.

Initial:

OWNER _____
ENGINEER _____

Schedule of Rates for Jorgensen Associates, Inc.

Rates are subject to annual review and adjustment. Rates in effect on the date of the Agreement are:

Professional Engineering Services

Senior Principal Engineer	\$300.00/hour
Principal Engineer	\$275.00/hour
Senior Project Manager	\$230.00/hour
Senior Project Engineer	\$185.00/hour
Project Manager	\$185.00/hour
Project Engineer II	\$180.00/hour
Project Engineer I	\$165.00/hour
Design Engineer Technician II	\$150.00/hour
Design Engineer Technician I	\$125.00/hour
Intern	\$80.00/hour

Professional Surveying Services

Principal Surveyor	\$260.00/hour
Senior Project Surveyor	\$200.00/hour
Project Surveyor II	\$180.00/hour
Project Surveyor I	\$150.00/hour
Survey Party Chief	\$135.00/hour
Survey Field Technician	\$115.00/hour

Construction Services

Construction Project Administrator	\$160.00/hour
Construction Technician II	\$130.00/hour
Construction Technician I	\$120.00/hour
Water Operator – Level II	\$175.00/hour

Planning Services

Land Use Technician II	\$130.00/hour
Land Use Technician I	\$120.00/hour
GIS Specialist	\$170.00/hour

Support Services

CAD Technician II	\$140.00/hour
CAD Technician I	\$125.00/hour
Clerical/Administrative Support	\$170.00/hour

<u>Expert Witness/Preparation and Court</u>	\$250.00-\$350.00/hr
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Equipment

CADD System	no charge
Copies/Prints/Plots/Field Supplies	no charge
GPS System/Total Station	\$50.00/hour
Survey and Equipment Vehicles	IRS Mileage Rate
Unmanned Aerial Vehicle (UAV)	\$1,000/day

<u>Reimbursable Expenses</u>	At cost plus 10%
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<u>Consultants</u>	Fee plus 10%
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<u>Credit Card Processing Fee</u>	2%
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Any additional Work, attributable by the direction of the OWNER, that is done on Saturdays, Sundays, or holidays to meet the OWNER'S schedule will be charged at 1½ times the above rates for services.

Charges for travel to out-of-office meetings, site visits, and court appearances begin on departure from office and end on return to office.

[illegible]

STAFF REPORT



Meeting Date:	September 18, 2023	Meeting Title:	Special Town Council Workshop
Submitting Department:	Jackson Police Department	Presenter:	Michelle Weber
Agenda Item:	Discussion of the Jackson Police Department License Plate Reader (LPR) Policy	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to consider an update to Chapter 9 – Operations (9.29) of the Police Department Policy Manual containing License Plate Reader Technology (LPR).

Requested Action.

Staff requests Council:

- 1) Review, discuss and provide recommendations to the proposed updated section of the Police Department Policy for License Plate Reader Technology.

Recommendations.

Staff recommends updating the draft Police Department LPR Policy and placing on a Town Council Agenda for approval at a later date.

Background.

Since 2015, the Jackson Police Department has utilized LPR technology to assist the Community Service Officers with parking enforcement, to include 3-hour, 72-hour and 48-hour parking. It has been a highly successful platform, allowing officers to maintain an accurate picture of individual vehicles parked throughout the Town of Jackson and quickly determine how long each has been parked in an individual spot.

Automated License Plate Readers/Cameras (ALPR or LPR) capture computer-readable images of license plates and vehicles, allowing officers to compare plate numbers against those of stolen cars or wanted individuals on a crime database like the NCIC (National Crime Information Center). LPR devices assist law enforcement in solving crime in two ways:

- Proactive - LPR devices provide real-time alerts when a vehicle that is stolen or associated with a known suspect is detected or when related to an Amber or Silver alert.
- Investigative - LPR cameras help determine whether and which vehicle(s) were at the scene of a crime.

According to the National Conference of State Legislatures, when employed ethically and objectively, fixed mounted LPRs are an effective tool for law enforcement, cutting down on the time required for investigations and acting as a force multiplier.

LPR does not include facial recognition capabilities and does not capture personally identifiable information (PII). While eyewitnesses and individual officers are subject to inherent human bias, LPR cameras capture wholly objective images of vehicles and license plates, providing a clear and actionable investigative lead. The use of LPR cameras would aid in many facets of our law enforcement mission. These benefits range from case specific investigative leads to more broad alerts based on an NCIC hit for a stolen vehicle or missing person.

The presence of LPR technology is meant to be a deterrent as well as a tool to solve crimes. Criminals know and talk to each other about which communities are easiest to target, and which areas come with a higher risk of detection by law

enforcement. As crimes get solved, and criminals get held responsible for their actions, the word spreads quickly. LPR technology isn't meant to be secret. Staff is recommending that the public have access to real time stats on the Jackson Police Department website through a "transparency portal", a tool that many agencies have opted to utilize. Stats produced would show the number and what type of investigations the Jackson Police Department utilized the LPR for.

Analysis.

The Legal Department and the Jackson Police Department conducted extensive research through the International Association of Chief's of Police (IACP) and the Department of Justice and have included many of their recommendations in the Jackson Police Department's proposed policies for both the use of the FLOCK LPR and Parking LPR systems for Council consideration.

The FLOCK LPR system policy ,9.29, is a new addition to the Jackson Police Departments policy manual while the Parking LPR policy ,9.29.5, has existed since 2015 as 9.29. Changes have been made to the Parking LPR policy to bring it into parity with the desired principles and retention period introduced with the new 9.29 policy.

It is the purpose of these policies to provide Department members with guidelines and principles for the access, use, dissemination, retention, and purging of license plate recognition query results to ensure that the query results are used for legitimate law enforcement purposes only and the privacy, civil rights, and civil liberties of individuals are not violated.

Possible Alternatives.

1. The Council could direct staff to incorporate changes into the draft policy.
2. Council could reject the policy entirely. Should Council reject the proposed policy, the Jackson Police Department would not be authorized to utilize the LPR cameras that were purchased until a policy has been approved by the Council.

Comprehensive Plan & Priority Alignment.

This item aligns with the Comprehensive Plan Policy 8.1.a – the delivery of quality levels of service to the community.

The Town and County will coordinate and collaborate with independent service providers to ensure desired life-safety, educational, social, recreational, and cultural service levels are maintained consistent with the community's Common Values.

Fiscal Impact.

There is no fiscal impact for approving the Police Department Policy Manual containing LPR policy. The purchase of the LPR cameras and associated technology was done in FY23.

Staff Impact.

Legal and the Police Department spent approximately 20 hours researching policies and drafting the proposed Police Department Policy containing License Plate Reader Technology (LPR). Administration staff has spent approximately 4 hours reviewing the staff report and policy.

Attachments or Links.

Jackson Police Department LPR Policy.

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

I move to direct staff to update the draft Police Department LPR Policy as discussed today and place it on a Town Council Agenda for approval at a later date.

9.29 FLOCK DATABASE LICENSE PLATE READER SYSTEM

I. Policy

A. General Policy

1. It is the purpose of this policy to provide Department members with guidelines and principles for the access, use, dissemination, retention, and purging of license plate recognition (LPR) query results to ensure that the query results are used for legitimate law enforcement purposes only and the privacy, civil rights, and civil liberties of individuals are not violated.
2. This policy assists the Department in:
 - i. Increasing public safety and improving state, local, tribal, territorial, and national security.
 - ii. Minimizing the threat and risk of injury to specific individuals.
 - iii. Promoting governmental legitimacy and accountability.
 - iv. Minimizing the potential risks to individual privacy, civil rights, civil liberties, and other legally protected interests.
 - v. Protecting the integrity of the criminal investigatory, criminal intelligence, and justice system processes and information.
 - vi. Minimizing the threat and risk of damage to real or personal property.
 - vii. Increasing trust by maximizing transparency.
 - viii. Making the most effective use of public resources allocated to public safety entities.
3. Authorized uses of the LPR System are to:
 - i. Enhance National and Wyoming AMBER/SILVER alerts or other law enforcement alerts and real-time response capability by deploying and networking LPRs across the Town to more rapidly identify and locate vehicles related to potential child-abduction and similar serious crimes.
 - ii. Signal law enforcement that a particular license plate on a Hot List is in close proximity to the LPR System.
 - iii. Support local, state, federal, and tribal public safety departments in the identification of vehicles associated with/as targets of criminal investigation.

B. Definitions

1. **Alert:** A positive indication of a potential match between data on the Hot List and a license plate scanned by the LPR System.
2. **Flock Database:** A software and hardware situational awareness solution for automatic license plates, and video through Flock's technology platform and upon detection, the capturing and preservation of video and images.
3. **Hot List:** A file that contains the license plate numbers of stolen vehicles; stolen license plates; AMBER, SILVER, or other law enforcement alerts; lists of license plate numbers known to be associated with specific individuals, such as wanted individuals or missing individuals (e.g., wanted for homicide, rape, robbery, child abduction); or terrorist watch lists. The Motor Vehicle Administration also provides suspended or revoked registrations. A hot list is routinely updated but does not rely on real-time communications with state or federal information sources. LPR hot lists are compiled to serve agency-specified needs.

4. **LPR Query Result:** The results that the Department is given access to through the Flock Database depending on the parameters of the Department-initiated search query or obtained via request to another Flock Customer.
5. **License Plate Recognition (LPR) System:** Equipment used to capture license plate images and associated data. The equipment may include the following: One or more LPR cameras, processor for converting the images to text, Optical Character Recognition (OCR) engine optimized for reading license plates, GPS receiver, brackets or mounting hardware, and connect cables.

C. Information Subject to this Policy

1. This policy applies to access, use, dissemination, retention, and purging of LPR query results in the possession of the Department. It is not intended to apply and does not apply to any other types of information accessed, retained, or used by the Department.

D. Persons Subject to This Policy

1. All members of the Department that are sworn peace officers.

E. Investigative Technique

1. All those to whom this Policy applies will comply with applicable laws and policies concerning privacy, civil rights, and civil liberties, including, but not limited to those in the Wyoming State Statutes, the Wyoming Constitution, the United States Code Annotated, and the U.S. Constitution.
2. Neither an Alert nor an LPR Query Result may be the sole basis to take police action; rather, it must be corroborated by further appropriate investigation to determine the validity of the Alert or LPR Query Result before taking any action.
3. The investigative techniques used by the Department to corroborate Alerts and LPR Query Results must be the least intrusive as necessary in the particular circumstances.

F. Governance and Oversight

1. The Department's Police Technology Manager, or their designee, will serve as the LPR administrator who will be responsible for the following:
 - i. Overseeing and administering the LPR program.
 - ii. Acting as the authorizing official for individual access to LPR System.
 - iii. Ensuring and documenting that LPR access is granted only to members who have successfully completed a background check and training.
 - iv. Conducting audits quarterly to ensure compliance with applicable laws, regulations, standards, and policy.
 - v. Ensuring LPR equipment, software, and components are properly maintained in accordance with the manufacturer's recommendations and/or any published industry standards.
 - vi. Ensuring maintenance of an audit trail of accessed, requested, or disseminated LPR queries, which will be kept permanently, and which logs will include:
 - a. The name of the member.
 - b. The date and time of query or access.
 - c. The specific information queried or accessed.
 - d. The modification or deletion, if any, of LPR queries.
 - e. The authorized law enforcement justification for query or access, including a relevant case number if available.
2. Department will employ credentialed, role-based access criteria, as appropriate, to control:

- i. The LPR Query Results to which a particular group or class of users may have access based on the group or class.
- ii. The assignment of roles (e.g., administrator, manager, operator, and user).
- iii. The categories of information that a class of users are permitted to use in order to update a Hot List, including information being utilized in specific investigations.
- iv. Any administrative or functional access required to maintain, control, administer, audit, or otherwise manage the information or equipment.

G. Querying Flock LPR Database

1. The Department may only query the Flock Database for LPR information that satisfies one or more of the following:
 - i. Is based on a possible threat to public safety or the enforcement of the criminal law.
 - ii. Is based on or related to an official missing person(s) alert.
 - iii. Is based on reasonable suspicion that an identifiable individual or organization has committed a criminal offense or is involved in or planning criminal (including terrorist) conduct or activity that presents a threat to any individual, the community, or the nation and that the information is relevant to the criminal (including terrorist) conduct or activity.
 - iv. Is relevant to the investigation and prosecution of suspected criminal (including terrorist) incidents; the resulting justice system response; the enforcement of sanctions, orders, or sentences; or the prevention of crime.
 - v. Is directly related to an active investigation of the Department **and** the source of the information is reliable and verifiable or limitations on the quality of the information are identified, **and** the information was lawfully collected (e.g., it does not infringe on the federal or state constitutional rights of any individual, group, or organization).
2. The Department will not query the Flock Database for:
 - i. Information that does not meet at least one basis set forth in G.1.
 - ii. Any purpose that violates the Federal or the State Constitution or laws of the United States or the State of Wyoming or Town of Jackson Municipal Code.
 - iii. Information about individuals or organizations based solely on their religious, political, or social views or activities; their participation in a particular noncriminal organization or lawful event; or their race, ethnicity, citizenship, place of origin, age, disability, gender, gender identity, sexual orientation, pregnancy status, or other classification protected by law.
3. Information Obtained via a Query.
 - i. LPR cameras may be mobile (mounted on vehicles) or stationary (i.e., mounted to a structure) and LPR Query Results will contain an optical character recognition interpretation of the captured image, a photo of the license plate and a contextual photo of an area surrounding the plate that could range from a few inches to a larger area around the entire vehicle, the geographic coordinates of where the image was

captured, the date and time of the recording, and the specific camera/unit that captured the image.

- ii. LPR Query Results will contain images of license plates that are available to public view (e.g., vehicles that are on a public road or street or that are on private property but whose license plates[s] are visible from a public road, street, or place to which members of the public have access, such as the parking lot of a shop or other business establishment) and that identify specific vehicles.
4. Information Not Obtained in a Query.
 - i. Information obtained by the Department from queries of the Flock Database does not include specific identification of individuals.
 - ii. Information obtained by the Department from queries of the Flock Database does not contain audio recordings.
5. The Department will indirectly acquire LPR information from other law enforcement agencies only in accordance with this Policy.

H. Authorized Uses for LPR Query Results.

1. Authorized uses of LPR Query Results are the following:
 - i. Access to or disclosure of LPR Query Results will be provided only to individuals within the Department who are authorized to have access and only for legitimate law enforcement purposes as defined herein. This means that dissemination of LPR Query Results are permitted only if:
 - a. There is a legal basis requiring dissemination, or
 - b. There is reasonable suspicion that an individual or enterprise is involved in criminal conduct or activity, **and** the LPR Query Result is directly relevant to that suspected criminal conduct or activity and the receiver has a legitimate need to know.
2. The Department will prohibit access, use, and dissemination of LPR Query Results for:
 - i. Any purpose that violates the Federal and State Constitution or laws of the United States or the State of Wyoming.
 - ii. Non-law enforcement or personal purposes.
 - iii. Discriminatory purposes.
 - iv. The purpose of prohibiting, infringing upon, or deterring activities protected by the First Amendment, such as freely practicing one's religion, freedom of speech and peaceful assembly, freedom of the press, and the right to petition the government for the redress of grievances.
 - v. The purpose of prohibiting or deterring lawful individual exercise of other rights, such as freedom of association, implied by and secured by the U.S. Constitution or any other constitutionally protected right or attribute.
 - vi. Harassing and/or intimidating any individual or group.
 - vii. Any other access, use, disclosure, or retention that would violate applicable law, regulation, or policy.
3. Sharing and Disseminating LPR Query Results
 - i. The Chief of Police must approve the execution of a query and the sharing of any Query Results with an outside law enforcement agency and verify the reason for executing the query and/or sharing the Query

Results is for a legitimate purpose. The Chief of Police has the authority to deny a request to execute a query and/or share LPR Query Results with an outside law enforcement agency even if the request is for a proper purpose. The Chief of Police may, in individual and occasional times of planned absences and mental incompetence due to medical reasons, in writing, designate an appropriate member to make this determination.

- ii. Any other execution of a query and/or share of LPR Query Results with an outside law enforcement agency is strictly prohibited.
- iii. Pursuant to Wyo. Stat. Ann. § 16-4-202(d)(iii), the Department does not create records to fulfill public records requests and no query will be performed (and document created) in response to a public record request.
- iv. The Department protects all LPR Query Results as personally identifiable information (PII) because LPR information may be combined with other information to specify a unique individual (i.e., the identity of an individual could be directly or indirectly inferred by using information that is linked or linkable to that individual). The Department collects, receives, accesses, uses, disseminates, retains, and purges LPR Query Results because they can be linked to an individual to further an authorized mission.

I. Information Quality Assurance

- 1. Original LPR Query Results will not be altered, changed, or modified in order to protect the integrity of the data. Any changes will be maintained as a separate and additional record, and such record will be identified as having been modified.
- 2. The Department will investigate, in a timely manner, alleged errors and deficiencies of LPR Query Results or, if applicable, will request that the originating agency or Flock investigate the alleged errors and deficiencies.
- 3. The Department will correct, notate, delete, or refrain from using LPR Query Results the Department originated or received and found to be erroneous or deficient.

J. Information Retention and Purging

- 1. All LPR data contained within the Department's files will be stored for a period not to exceed 90 days. After 90 days, the information will be automatically purged (i.e., permanently removed from the system).

K. Training

- 1. Before access to the Department's LPR System and/or Query Results is authorized, the Department will require all authorized Department members to participate in training regarding implementation of and adherence to this LPR policy.

9.29.5 PARKING LICENSE PLATE READER SYSTEM

A. General Policy

1. It is the purpose of this policy to provide Department members with guidelines and principles for the access, use, dissemination, retention, and purging of the parking license plate recognition system (Parking LPR System) to ensure that the information is used for legitimate law enforcement purposes only and the privacy, civil rights, and civil liberties of individuals are not violated.
2. This policy assists the Department in:
 - i. Management Town of Jackson parking resources and facilities.
 - ii. Promoting governmental legitimacy and accountability.
 - iii. Minimizing the potential risks to individual privacy, civil rights, civil liberties, and other legally protected interests.
 - iv. Increasing trust by maximizing transparency.
 - v. Making the most effective use of public resources allocated to public safety entities.
3. Authorized uses of the LPR system are to:
 - i. Enforce parking laws and regulations; and
 - ii. Enforce vehicle laws and regulations.

B. Definitions

1. Alert: A positive indication that a potential license plate is in violation of a parking ordinance or determined to be a match of a vehicle the Municiple Court has ordered to be booted.
2. Parking License Plate Recognition Information: The images and the metadata associated with them collected by the Parking LPR System. Information files typically contain the following information black-and-white license image, contextual color image, electronically readable format of plate, alphanumeric characters of license plate numbers, location and GPS coordinates, time and date of image capture, camera identification.
3. Parking License Plate Recognition System: Equipment used to capture license plate images and associated data. The equipment may include the following: One or more LPR cameras, processor for converting the images to text, Optical Character Recognition (OCR) engine optimized for reading license plates, GPS receiver, brackets or mounting hardware , and connect cables.

C. Information Subject to this Policy

1. This policy applies to access, use, dissemination, retention, and purging of Parking LPR Information in the possession of the Department.

D. Persons Subject to This Policy

1. All members of the Department.

E. Investigative Technique

1. All those to whom this policy applies will comply with applicable laws and policies concerning privacy, civil rights, and civil liberties, including, but not limited to those in the Wyoming State Statutes, the Wyoming Constitution, the United States Code Annotated, and the U.S. Constitution.

2. A Parking LPR System Alert may be the sole basis for issuing a notice of parking violation.
3. A Parking LPR System Alert may not be the sole basis for police action, however; rather, in such instances the alert must be corroborated by further appropriate investigation to determine the validity of the alert before taking any action.
4. The investigative techniques used by the Department to corroborate Parking LPR System Alerts must be the least intrusive as necessary in the particular circumstances.

F. Governance and Oversight

1. The Department's Police Technology Manager, or their designee, will serve as the Parking LPR System administrator who will be responsible for the following:
 - i. Overseeing and administering the Parking LPR System.
 - ii. Acting as the authorizing official for individual access to Parking LPR System.
 - iii. Ensuring and documenting that Parking LPR System access is granted only to members who have successfully completed a background check and training.
 - iv. Conducting audits quarterly to ensure compliance with applicable laws, regulations, standards, and policy.
 - v. Ensuring Parking LPR System equipment, software, and components are properly maintained in accordance with the manufacturer's recommendations and/or any published industry standards.
 - vi. Ensuring maintenance of an audit trail of the Parking LPR System, which will be kept permanently and which logs will include:
 - a. The name of the member.
 - b. The date and time of access.
 - c. The specific information accessed.
 - d. The modification or deletion, if any, of Parking LPR System information.
 - e. The authorized law enforcement justification for access, including a relevant case number if available.
2. Department will employ credentialed, role-based access criteria, as appropriate, to control:
 - i. The Parking LPR System Information to which a particular group or class of users may have access based on the group or class.
 - ii. The assignment of roles (e.g., administrator, manager, operator, and user).
 - iii. Any administrative or functional access required to maintain, control, administer, audit, or otherwise manage the Parking LPR System information or equipment.

G. Parking LPR System Information

1. Information Obtained by the Parking LPR System.
 - i. Parking LPR System cameras are mobile (mounted on vehicles) and records will contain an optical character recognition interpretation of the captured image, a photo of the license plate and a contextual photo of an area surrounding the plate that could range from a few inches to a larger area around the entire vehicle, the geographic coordinates of where the image was captured, the date and time of the recording, and the specific camera/unit that captured the image.

- ii. Parking LPR System information will contain images of license plates that are available to public view (e.g., vehicles that are on a public road or street or that are on private property but whose license plates[s] are visible from a public road, street, or place to which members of the public have access, such as the parking lot of a shop or other business establishment) and that identify specific vehicles.
- 2. Information Not Obtained in a Query.
 - i. Information obtained by the Department from the Parking LPR System does not include specific identification of individuals.
 - ii. Information obtained by the Department from the Parking LPR System does not contain audio recordings.

H. Authorized Uses for Parking LPR System Information

- 1. Access to or disclosure of Parking LPR System Information will be provided only to individuals within the Department who are authorized to have access and only for legitimate law enforcement purposes as defined herein.
- 2. The Department will prohibit access, use, and dissemination of Parking LPR System Information for:
 - i. Any purpose that violates the Federal and State Constitution or laws of the United States or the State of Wyoming.
 - ii. Non-law enforcement or personal purposes.
 - iii. Discriminatory purposes.
 - iv. The purpose of prohibiting, infringing upon, or deterring activities protected by the First Amendment, such as freely practicing one's religion, freedom of speech and peaceful assembly, freedom of the press, and the right to petition the government for the redress of grievances.
 - v. The purpose of prohibiting or deterring lawful individual exercise of other rights, such as freedom of association, implied by and secured by the U.S. Constitution or any other constitutionally protected right or attribute.
 - vi. Harassing and/or intimidating any individual or group.
 - vii. Any other access, use, disclosure, or retention that would violate applicable law, regulation, or policy.
- 3. Sharing and Disseminating Parking LPR System Information
 - i. The Chief of Police must approve the execution of a query of and the sharing of any Parking LPR System Information with an outside law enforcement agency and verify the reason for executing the query and/or sharing the Parking LPR System Information is for a legitimate purpose. The Chief of Police has the authority to deny a request to execute a query and/or share Parking LPR System Information with an outside law enforcement agency even if the request is for a proper purpose. The Chief of Police may, in individual and occasional times of planned absences and mental incompetence due to medical reasons, designate an appropriate member to make this determination.
 - ii. Any other execution of a query and/or share of Parking LPR System Information with an outside law enforcement agency is strictly prohibited.

- iii. Pursuant to Wyo. Stat. Ann. § 16-4-202(d)(iii), the Department does not create records to fulfill public records requests and no query will be performed (and document created) in response to a public record request.
- iv. The Department protects all Parking LPR System Information as personally identifiable information (PII) because Parking LPR System Information may be combined with other information to specify a unique individual (i.e., the identity of an individual could be directly or indirectly inferred by using information that is linked or linkable to that individual). The Department collects, receives, accesses, uses, disseminates, retains, and purges Parking LPR System information because it can be used to further an authorized mission.

L. Information Quality Assurance

- 1. Parking LPR System Information will not be altered, changed, or modified in order to protect the integrity of the information. Any changes will be maintained as a separate and additional record, and such record will be identified as having been modified.
- 2. The Department will investigate, in a timely manner, alleged errors and deficiencies of Parking LPR System Information.
- 3. The Department will correct, notate, delete, or refrain from using Parking LPR System information the Department found to be erroneous or deficient.

M. Information Retention and Purging

- 1. All Parking LPR System Information contained within the Department's files will be stored for a period not to exceed 90 days. After 90 days, the information will be automatically purged (i.e., permanently removed from the system).

N. Training

- 1. Before access to the Parking LPR System Information is authorized, the Department will require all authorized Department members to participate in training regarding implementation of and adherence to this policy.

STAFF REPORT



Meeting Date:	September 18, 2023	Meeting Title:	Workshop
Submitting Department:	Community Development	Presenter:	Tanya Anderson
Agenda Item:	Town of Jackson Sustainability Plan Internal Goals and Strategies	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to review draft sustainability goals and strategies for Town of Jackson internal operations.

Requested Action.

The requested action is for Council to discuss the proposed strategies and direct staff to move forward with presentation of a set of goals and strategies as discussed today for Town municipal operations within the broader Sustainability Plan and present that plan at a future Council meeting for adoption.

Recommendations.

Staff is not making recommendations in this report. Staff seeks direction from Council on preliminary ideas for the Town Sustainability Plan as it relates to Town of Jackson municipal operations.

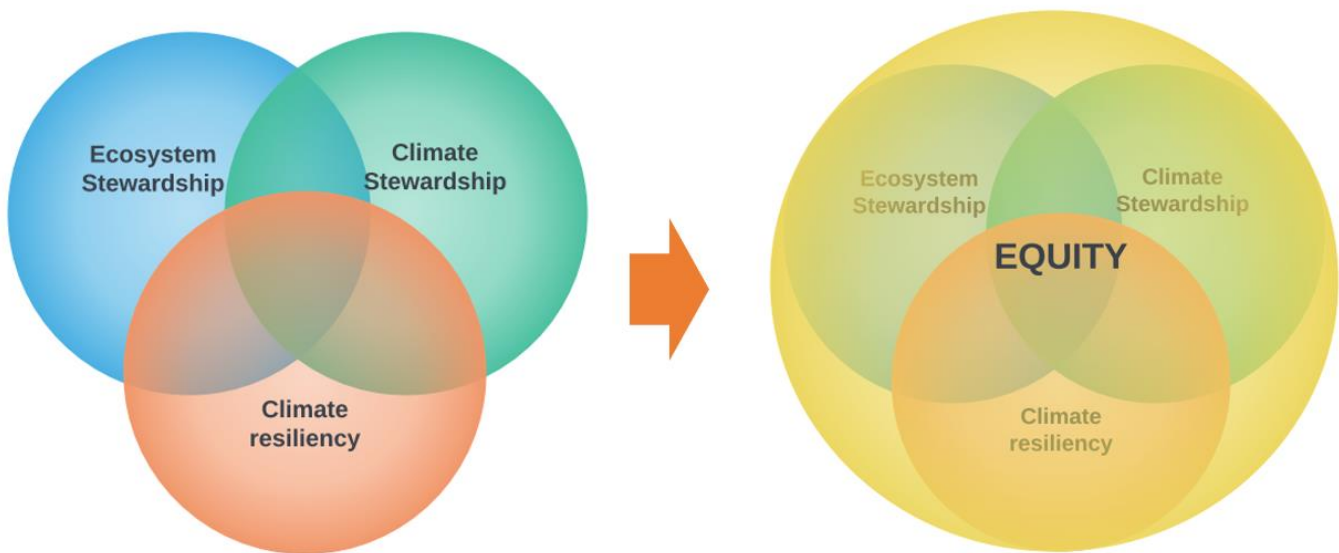
Background.

The Town of Jackson has pursued leadership in sustainability initiatives since 2006. The Town's most recent sustainability goals are related to emissions reduction within our municipal operations. Below is a list of the most recent goals and efficiencies the Town of Jackson has achieved:

- Town facilities will be 40% more efficient per square foot.
 - Achieved: 41% improvement in building efficiency in Btu/ft².
- Non-START vehicles and equipment will be 40% more fuel efficient.
 - Achieved: 60% improvement in fuel efficiency for non-START Town vehicles.
- Town water consumption will be 40% more efficient.
 - Achieved: 54% improvement in water usage efficiency.
- We will divert 50% of our waste stream.
 - Achieved: We divert 71% of our waste.
- We will be 20% more efficient in producing water for our service area.
 - Did not achieve. We are 7% less efficient producing water.
- We will be 40% more efficient in treating wastewater.
 - Achieved: We are 62% more efficient per gallon of wastewater treated.
- We will maintain 100% of the electrical energy used for Town operations from renewable energy sources.
 - Achieved: The Town purchases Green Power for 100% of our electricity use from Lower Valley Energy.
 - Town Solar installations provided approximately 17% of the Town's electricity use in FY22.

To date, these efforts have saved the Town of Jackson more than \$3 million in energy costs related to fuel, electricity, natural gas, and propane while avoiding more than 4,000 tons of CO₂ equivalent.

At the November 21, 2022, Town Council workshop, Council approved staff to move forward with a Hybrid Municipal and Community-wide Sustainability Plan. A hybrid plan will include targets and initiatives for municipal operations within the Town of Jackson, as we have done in the past, as well as targets and initiatives in the greater community. While community-wide sustainability is a collective effort among all businesses, residents, and visitors, there are strategies the Town can pursue to incentivize or encourage sustainable actions. These may include ordinances and resolutions, incentive programs, infrastructure improvements, and education and outreach.



Town Council approved three priority areas for the Sustainability Plan: ecosystem stewardship, climate stewardship, and climate resiliency, and agreed that equity needs to be embedded within these priorities. Council approved the following overarching goals and guiding questions:

Ecosystem Stewardship Goals:

- Maintain healthy populations of all native species
- Preserve and enhance surface water and groundwater quality
- Reduce air pollutants produced in our community from 2022 levels

Climate Stewardship Goal:

- Net Zero by 2030

Climate Resiliency Goal:

- Identify areas of vulnerability within our community and actively work to increase resilience

Guiding questions:

1. Does it promote a healthy environment, here and elsewhere?
2. Does it promote a healthy community?
3. Do the long-term benefit outweigh the economic impacts of implementation?
4. Is it equitable?

Town Council also approved incorporating strategies addressing Scope 1, Scope 2, and Scope 3 emissions into the Sustainability Plan. Scope 1 emissions involve on-site combustion of fossil fuels. Scope 2 emissions are indirect emissions from purchased electricity. Scope 3 emissions are emissions from businesses that create the products we use or transport good and people to, from and within our community.

After receiving direction from Council, the Ecosystem Stewardship Administrator researched sustainability plans in other communities; attended classes offered by organizations such as Mountain Towns 2030, the Urban Sustainability Directors Network, and the International Council for Local Environmental Initiatives (ICLEI); met with multiple departments and department heads within the Town of Jackson; and met with community groups engaged in climate action, sustainability, and conservation. On August 16, 2023, staff hosted a community engagement workshop for community members to provide feedback and input. Additional feedback was gathered through a survey at the People's Market on August 30, 2023. A Spanish language community engagement workshop is scheduled for September 21, 2023, in partnership with Voices JH and supported by grant funding from the University of Wyoming and Western Water Associates.

Analysis & Key Policy Questions.

Staff seeks direction from Town Council on sustainability goals and initiatives related to Town municipal operations. Strategies related to Town municipal operations position the Town to lead by example locally, regionally, and nationally. These internal strategies aim to 1) make a difference on a larger scale than individual households can do, as the Town owns multiple buildings and large parcels of land, and 2) lead by example by embracing strategies we hope residents will consider. It is particularly important for the Town to follow our own ordinances, both to serve as a role model and to experience the challenges that residents may feel. Many strategies for municipal operations will be paired with a related community strategy later. Recommendations for the community-wide strategies will be presented at a future workshop, after the community engagement process is complete.

Some strategies may take longer to implement or need to be spread out over multiple years to minimize fiscal impacts. Strategies are prioritized with the following timelines:

- Short = 1-4 years (by 2027)
- Medium = 1-7 years (by 2030)
- Long = 1-12 years (by 2035)

Rough estimates on fiscal impact are provided for some strategies and are not yet available for others. The purpose of this discussion is to get direction from Council on strategies they wish to pursue. Upon receiving direction, staff will move forward with an annual plan and cost estimate.

Staff seeks input on the following strategies:

Ecosystem Stewardship:

Ecosystem stewardship goals are related to land use, air and water quality, and wildlife. Noise pollution and light pollution may also be considered in this category, though there are often co-benefits to strategies that address them, so they may be listed elsewhere. Strategies related to water quality are conspicuously absent from this discussion, as staff await the completion of the Stormwater Management Plan and other studies. Water conservation strategies are in the Climate Resiliency section.

1. Convert Town-owned lighting to dark-sky compliant lighting.

- Sample target: 100% of Town-owned lighting will be dark-sky compliant by 2035.
 - Suggested timeframe: Long
 - Wyoming Stargazing funded a lighting inventory for Town-owned streetlights and exterior lighting this summer and found that 23.5% of the 616 Town-owned lights that they evaluated are currently dark-sky compliant. Dark skies benefit wildlife that are nocturnal or migrate at night. They also benefit human health and contribute to the economy through tourism. Changes to lighting should be done in a way that improves or maintains public safety.
 - The lighting inventory provided a cost estimate of \$515,000 to \$838,000 to convert non-compliant lighting to dark sky compliant lighting. That estimate is for lights and fixtures only and does not include labor. If directed to move forward, staff will create a plan that aligns with construction projects, addressing approximately 10% of lighting annually until it is complete.
2. Convert Town-owned trash receptacles to bear-resistant containers.
- Sample target: 100% of Town-owned trash containers are bear-resistant by 2027.
 - Suggested timeframe: Short
 - On April 1, 2023, the Town's bear-resistant trash ordinance went into effect within a designated bear conflict zone. While it was important to prioritize high conflict areas first, the bear resistant trash ordinance will need to expand to other areas of Town over time to reduce wildlife attractants and their associated human-wildlife conflicts. The Town can lead by example by converting trash containers on Town-owned properties to bear-resistant ones, staying ahead of Town-wide ordinance changes. Areas with Town-owned trash containers include Town buildings, START bus shelters, city parks, and the downtown core.
 - Bear-resistant trash containers start at around \$300 for a household 95-gallon bin. Park-style containers that are more permanent and cannot be rolled away cost approximately \$1150 for a single trash container and \$1815 for a trash or recycling bin with three compartments. It costs \$4500 to \$5000 to provide ample bear-resistant trash and recycling containers at a city park with a picnic area.
3. Create model native plant or pollinator gardens on Town-owned property.
- Suggested timeframe: Medium
 - One way our community can become more sustainable is through conversion of low value, highly consumptive habitat such as lawns, to high value, low consumption habitat. After establishment, native plants require less water and less chemical treatment than lawns with turf grass and can provide valuable habitat to pollinators, birds, and other small wildlife species. A model garden will demonstrate what is possible to residents and encourage conversion of low value habitat to more beneficial habitat.
 - Cost will vary greatly depending on the size and quality. Staff anticipates financial and in-kind support from a variety of community organizations for this project.
4. Create Eco-Stewards program to catalyze citizen engagement in the protection of lands within the Town of Jackson.
- Suggested timeframe: Short
 - Engaging residents in the stewardship of our green spaces provides land management support through volunteer projects while developing a deeper sense of place within residents. The development of the Karns Meadow Park Plan provides a unique opportunity to launch this type of program, which could include seasonal activities open to the public (such as trash pickup days or educational events). It could also incorporate training for a core group of residents who are able to monitor designated areas more frequently than Town staff. They may report unique

wildlife sightings, maintenance issues or undesirable activities, do basic cleanup or manual invasive weed removal, and serve as ambassadors to park users.

Key questions for Council:

- Do you support the suggested strategies for ecosystem stewardship?
- Are these the right timelines for these strategies?
- Are there any other strategies you would like to see?

Climate Stewardship:

To reach our goal of Net Zero by 2030, staff recommends focusing on overall greenhouse gas (GHG) emissions rather than efficiency. This will enable the Town to invest in the most cost-effective means of reducing greenhouse gas emissions while employing multiple methods to achieve the desired outcome. The Town has been measuring GHG emissions for 17 years and has data to support decision making.

There is a hierarchy within the goal of Net Zero by 2030: reduce emissions first, increase renewable energy next, sequester carbon third, and consider carbon offsets as a last resort. With an overarching goal of net zero by 2030, most strategies in this category will fall into the medium timeframe for implementation, aiming for attainment by 2030.

Scope 1 & 2 emissions:

1. Maintain a clean electricity supply
 - Sample target: Continue to purchase GREEN power for 100% of Town electricity consumption.
 - Sample target: Advocate for Lower Valley Energy (LVE) to continue to supply a clean energy mix to our community.
 - Suggested timeframe: Long
 - The Town of Jackson benefits from a clean energy mix through our local energy cooperative, Lower Valley Energy. As a result, the greenhouse gas emissions from our electricity use are low compared to other inputs and other communities. This could change if our local energy mix were to include a higher percentage of fossil fuels. The Town of Jackson can use its voice to advocate for clean energy in our community. Because we currently have a clean energy supply, this critical component is often absent from conversations. However, maintaining a clean energy mix may be the most important thing we do. Continuing to purchase GREEN power demonstrates our commitment to renewable energy.
 - We currently pay 1.2 cents per kilowatt hour over the regular kilowatt hour price to purchase GREEN power.
2. Reduce greenhouse gas emissions from Town operations
 - Sample target: Reduce emissions from Town operations 40% by 2030.
 - Suggested timeframe: Medium
 - To achieve net zero by 2030, the Town should reduce emissions from our facilities as much as possible. However, additional efficiencies may not be possible or cost-effective for wastewater treatment and water production. Staff recommends viewing greenhouse gas reductions holistically rather than setting separate goals for each area of operation.
 - An energy audit will be conducted on Town-owned buildings this fall and will enable staff to prioritize energy efficiency improvements to buildings and operations that have the best return on investment. The cost for improvements identified in the energy audit will be presented once

the audit is complete. In addition to LVE and Wyoming State Energy Office funding, the Town could benefit from federal grant funding and the direct pay option within the Inflation Reduction Act.

3. Reduce greenhouse gas emissions from Town fleets

- Sample target: Reduce emissions from Town fleets 40% by 2030.
- Suggested timeframe: Medium
- The transportation sector is the largest contributor to greenhouse gas emissions in our community, and the same holds true for Town operations. Prioritizing reducing greenhouse gas emissions from Town fleets is an important step in reducing our greenhouse gas emissions while also improving the health of our community. Past goals have focused on improving fleet efficiency, and we have succeeded in attaining a 60% improvement. Staff recommends continuing our work towards improving fuel efficiency by creating a vehicle purchasing policy, while implementing additional strategies to reduce GHG emissions. Strategies may include maintaining or reducing vehicle miles traveled, using additives to improve efficiency, and incorporating appropriate percentages of alternative fuels such as renewable diesel into our summer fuel blend.
- Hybrid and electric vehicles typically cost more than internal combustion engine vehicles but reduce fuel costs. For example, a typical hybrid SUV costs about \$1,350 more than a comparable internal combustion engine SUV and is ten miles per gallon more efficient. The breakeven point occurs between 3,000 and 4,000 miles depending on fuel prices. Most Town-owned vehicles would break even within a year. Federal funding and rebates may further reduce costs for the next several years. Renewable diesel costs approximately \$1.00 more per gallon for the R50 mix. If efficiency savings are reinvested in renewable diesel, we could reduce emissions approximately 20% while remaining budget neutral.

4. Convert Town-owned maintenance equipment to electric

- Sample target: Convert 100% of Town landscaping equipment to electric by 2035.
- Suggested timeframe: Long
- Phasing out municipal gas-powered landscaping equipment through an electric-first policy reduces GHG emissions, improves air quality, and reduces noise pollution.
- Town amortizes vehicles and equipment purchased through the fleet replacement fund. A higher cost might need to be budgeted to replace current equipment with electric version. As with vehicles, fuel savings offset the initial investment in the long run.

5. Increase percent of energy from renewable energy sources

- Stretch target: 30% of the Town's energy for municipal operations will come from Town-owned renewable energy sources by 2030.
- Stretch target: 35% of the Town's energy for municipal operations will come from Town-owned renewable energy sources by 2035.
- Suggested timeframe: Medium
- The Town of Jackson should continue to increase renewable energy generation to meet the needs of community growth. Staff recommends focusing on total energy consumption rather than electricity consumption for this strategy. If the target is based only on electricity use, it would be possible to meet the target by reducing electricity use from clean sources and increasing natural gas consumption. Staff also recommends using a percent of total energy use rather than a percent increase in renewable energy generation. This gives the Town the

opportunity to focus on the most cost-efficient measures to attain the target, which could be energy efficiency improvements rather than the generation of more renewable energy.

6. Develop a local carbon sequestration program
 - Suggested timeframe: Medium
 - The Town will not achieve Net Zero through emissions reduction and renewable energy generation alone. Carbon sequestration can remove carbon dioxide from the atmosphere to balance the emissions that remain. Carbon sequestration could be in the form of a tree bank program, through replacement of low value landscape with plants that sequester more carbon, or through partnerships with landowners who practice regenerative agriculture. Staff does not recommend using large-scale carbon sequestration technologies such as those that the state of Wyoming is pursuing.
7. Commit to purchasing carbon offsets for remaining emissions
 - Sample target: Encourage purchase of offsets for staff business travel starting in FY2025.
 - Sample target: Purchase offsets for 100% of remaining emissions from town municipal operations, including buildings, fleets, and waste, starting in 2030.
 - Suggested timeframe: Medium
 - To reach net zero, we need to prioritize emissions reduction and renewable energy generation, but will need to take other actions to account for the emissions we cannot reduce. There are several local carbon offset programs that could be considered to offset remaining emissions from municipal operations and fleets. Committing to purchasing offsets starting in 2030 forces Council and staff to prioritize the strategies outlined to reduce emissions and add more renewable energy generation to reduce the future cost of offsets. Offsets could be phased in one sector at a time (buildings, waste, fleets, etc.).
 - The carbon offset program, The Good Traveler, offered through the Jackson Hole Airport is reinvested in local projects through nonprofit partner Yellowstone-Teton Clean Cities. Offsets for a roundtrip flight from Jackson to Chicago costs approximately \$14. There are numerous examples of local offset programs that could be adopted to ensure that the benefits of any offsets purchased stay within our community.

Scope 3 emissions:

Town Council approved the inclusion of scope 3 emissions in the Town Sustainability Plan. While it would take a lot of staff time and energy to monitor every scope 3 emission, there are a few categories that can be measured and addressed quite easily. Staff recommends including goals related to the following scope 3 emissions: waste, staff commutes, and Town-owned staff housing.

8. Reduce greenhouse gas emissions from waste generation
 - Sample target: Maintain a waste diversion rate greater than 70%
 - Stretch target – Divert 80% of waste by 2030
 - Sample target: Reduce waste generation by 20% by 2030
 - Sample target: Reduce emissions from office paper consumption 20% by 2030
 - Suggested timeframe: Medium
 - While the Town has achieved a waste diversion rate of 70% or more for the past few years, we still produce around 12 tons of GHG emissions annually from our waste generation. We should aim to maintain or improve our recycling efforts while also reducing emissions from consumption. Emissions from office paper can be reduced by reducing consumption of paper

through practices, such as printing less or printing double-sided, or through the purchase of paper with a higher percentage of recycled content.

- 100% recycled paper costs approximately 8% more than 30% recycled paper. Combining reduced consumption with the purchase of paper with a higher recycled content supports budget neutrality.

9. Reduce greenhouse gas emissions from staff commutes

- Sample target: Reduce GHG emissions from staff commutes 20% by 2030
- Suggested timeframe: Medium
- A staff survey of commuting habits conducted this summer suggests that staff commutes are one of the largest sources of greenhouse gas emissions attributed to Town operations. There are multiple methods of reducing GHG emissions from staff commutes, ranging from supporting workforce housing and childcare services closer to workplaces, to encouraging active transit, to supporting flexible work schedules and remote work when appropriate, to considering 4-day work weeks. Including emissions from staff commutes in our GHG tracking and goals encourages the Town to consider and incorporate solutions that reduce emissions while also improving the work-life balance of employees.

10. Reduce greenhouse gas emissions from Town-owned buildings leased to others

- Sample target: Reduce GHG emissions from Town-owned buildings leased to others 20% by 2035.
- Suggested timeframe: Long
- In the past, Town-owned buildings that are rented by others have not been included in our GHG inventories. This is because we do not have control over the behaviors of the people who rent those spaces. However, if we do not invest in energy efficiency improvements in these buildings, they could become large contributors of greenhouse gas emissions in our community regardless of tenant intent. Rental units are one of the biggest challenges in energy efficiency: landlords do not invest in them since they do not see the energy savings, and renters do not invest in them because they do not own them and may not stay long enough to see the return on investment. The Town should lead by example by making energy efficiency improvements to Town-owned buildings that are leased or rented by others, and by encouraging conservation practices among renters.

Key questions for Council:

- Do you support moving from measuring efficiency to measuring total GHG emissions?
- Are these the right targets? Should we be more aggressive with our targets? Less aggressive?
- Should we include emissions reductions goals related to START?
- Do you support committing to investments in local carbon sequestration and offset programs? Should START be included?
- Do you support including the suggested Scope 3 emissions reduction strategies? Are they on the right timeframes?
- Are there any other climate stewardship strategies you would like to see?

Climate Resiliency:

Our community is already experiencing climate change, and we have witnessed other communities face the type of natural disasters that are predicted to increase as a result of climate change. As the providers of critical infrastructure for our community, such as drinking water and wastewater treatment, we need to take actions

now to ensure we are as prepared as possible when natural disasters such as wildfires, floods, and storms hit our community. Water conservation measures, while producing a co-benefit of emissions reduction, are included in the climate resiliency section. Water conservation by consumers will be a part of the solution as well and will be addressed in the community portion of the sustainability plan.

1. Reduce water consumption on Town-owned properties
 - Sample target: Reduce water consumption in Town-owned facilities 20% by 2030
 - Sample target: Model water reuse in at least one Town facility
 - Sample target: Reduce water used in irrigation on Town-owned properties 20% by 2030
 - Suggested timeframe: Medium
 - Reducing water consumption by all residents and visitors will be a key strategy to manage drought in the future. Before asking residents and visitors to curb their water consumption, we should ensure that the Town is modeling best practices, both in our buildings and through our irrigation practices. Modern fixtures, leak detection, and smart technology can help us attain these goals, as can the use of drought-tolerant species in landscaping.
2. Reduce the gap between water produced and water billed.
 - Sample target: Less than 10% of water produced will be lost.
 - Suggested timeframe: Long
 - Town facilities pump more water from the aquifer than is billed to customers, pointing to water losses at some point along the way. Investing in an analysis of where water is being lost and in infrastructure improvements needed to prevent that loss could cut water production by 10% or more, saving energy while conserving water resources.
3. Build for the future
 - Sample target: All new development using public funds will adhere to a higher standard of energy efficiency.
 - Sample target: All Town of Jackson capital projects will go through the *Envision Sustainable Infrastructure* rating system.
 - Suggested timeframe: Short
 - New projects and developments should be designed for future conditions, not past conditions. This strategy suggests that 1) Town Council determines a minimum standard for energy efficiency for new buildings that is above and beyond the basic building code, and 2) projects go through a process, such as that outlined by the Envision Sustainable Infrastructure rating system, to ensure that we are building with resiliency to withstand future conditions. Envision is a sustainability framework and rating system used by public agencies and private organizations to conduct a thorough examination of the sustainability and resiliency of all types of civil infrastructure using 64 criteria. It provides an organized and consistent manner with which to evaluate projects for sustainability and their ability to meet the needs of future conditions.
 - Some Town staff are currently certified as Envision Sustainability Professionals. Town may want to fund training and certification for additional staff or consider contracting local professionals with the certification.

Key questions for Council:

- Do you support the climate resiliency strategies outlined?
- Are these the right timelines?
- Are there any other strategies you would like to see?

Possible Alternatives.

Council may accept, reject, or recommend changes to any of the potential strategies outlined in this report.

Comprehensive Plan & Priority Alignment.

Principle 1.1—Maintain healthy populations of all native species.

For future generations to enjoy the ecosystem that exists today the community must manage our impacts to wildlife, wildlife habitat, and wildlife movement corridors on private and public land. The prevalence of wildlife that is central to our ecological, social, and economic character requires an intact ecosystem that supports all native species. Therefore, efforts to protect wildlife must extend to all native species.

Principle 1.2 – Preserve and enhance surface water and groundwater quality.

Clean water is one of the most basic requirements of a healthy ecosystem and community. Protecting the water quality of Jackson and Teton County is essential to the ecosystem and scenic beauty that residents and visitors enjoy. In addition, the public has the right to clean, affordable drinking water. Stewardship of surface water bodies of all sizes, the Snake River Sole Source Aquifer, wetlands, riparian areas, and groundwater, is vital to sustaining healthy populations of native species and for the health and safety of the human community. Preservation of water quality includes water features, from small creeks to large systems, including the Snake River Sole Source Aquifer, due to its importance as the community's water source. Among other measures, it is integral to minimize pollution from wastewater and stormwater that cause water quality impairment and threaten overall ecosystem health.

Policy 1.3.d Maintain dark night skies

The prominence of nature over the built environment should extend beyond daytime viewsheds. The lighting of individual developments cumulatively impacts the ability to see dark and starry night skies. Although illumination is required for public safety, especially along pedestrian corridors, non-essential lighting should be limited, and all lighting will be designed to meet dark skies best practices. Existing development will also be encouraged to implement best practices.

Principle 2.1 – Reduce energy consumption of non-renewable energy

To reduce the emission of greenhouse gases that contribute to climate change, the community should reduce its consumption of energy from non-renewable sources. The Town and County will lead by example and encourage reductions in energy demand and the use of renewable energy sources. However, it is the daily responsibility of the entire community to reduce greenhouse gas emissions whether for climate, financial or other reasons.

Principle 2.2 Reduce greenhouse gas emissions through land use

Land use patterns have a great effect on the community's overall energy consumption and should be designed with energy efficiency in mind. Complete Neighborhoods require less energy consumption for travel within and around the community; and compact mixed-use infill and redevelopment requires less energy in the provision of services and infrastructure.

Principle 2.3 – Reduce greenhouse gas emissions through transportation

Transportation accounts for approximately 80% of the total carbon emissions in the community and should be a focus of the community's efforts to reduce energy consumption. Reducing fuels consumed for transportation and using renewable fuels has the greatest potential to reduce the community's overall carbon emissions and consumption of non-renewable resources.

Principle 2.4 – Increase energy efficiency in buildings

It is the community's goal to achieve carbon neutral buildings by 2030. Increasing the energy efficiency of buildings and reducing the energy used for the construction of buildings will greatly increase the community's energy conservation efforts, as the construction and operation of buildings accounts for close to 15% of energy use in Jackson and Teton County. Publicly funded construction projects will lead by example in implementing this policy, and incentives will be provided to reduce the energy demand of new and existing private buildings.

Principle 2.5 – Reduce greenhouse gas emissions through waste management and water conservation

The community will reduce the amount of energy required to distribute, clean, and dispose of water and waste through conservation efforts. Our current water consumption and waste management practices will have long-term adverse impacts on the ecosystem and the community's energy demand if conservation measures are not pursued.

Principle 3.4 – Limit development in naturally hazardous areas

Development in hazardous areas threatens the health, safety and welfare of human inhabitants. Steep slopes, poor soils, avalanche chutes, floodplains, dense forests and areas along fault lines offer unique opportunities for interaction with the environment, but when natural events do occur in these areas the results can be disastrous.

Principle 7.1 – Meet future transportation demand with walk, bike, carpool, transit and micro-mobility infrastructure

If the fastest way to travel around the community and region is by walking, biking, carpooling or taking transit, residents, and visitors will move in a way that benefits the environment, their pocketbook, and their health. To achieve this goal, capital investment in transportation must be focused on walking, biking, carpooling, and transit. Single occupancy vehicle solutions have the most significant environmental footprint while providing transportation access to a limited portion of the population. Increasingly, the transportation network will be an interconnection of walking, biking, carpool and transit infrastructure that makes the single-occupancy vehicle the least convenient mode of travel.

Principle 7.2 – Reduce greenhouse gas emissions from vehicles from 2012 levels

One of the biggest threats to the health of the ecosystem is climate change. The most significant local contributor to greenhouse gas emissions is surface transportation – the cars, trucks, and buses we use to travel into, within, and out of the community. As stewards of the ecosystem, we will manage our transportation to reduce emissions. Cleaner vehicles, fewer trips, and trips that move more people will be prioritized over strategies focused on reducing congestion.

Principle 9.3 – Anticipate future issues and pioneer innovative solutions

Existing implementation tools will not be enough to fully achieve the community's aspirational goals. We have identified many tools that will move the community toward its Vision. We have also purposefully set the Vision out of reach of conventional approaches to challenge ourselves to explore the adjacent possible and reset the leading edge. To find new solutions, we will have to be willing to analyze and perhaps pilot atypical approaches that do not have historical precedent and may not yield tangible process.

Fiscal Impact.

Some of the recommended strategies will require financial investment. Others may require an upfront cost but will reduce expenses such as energy and fuel costs. Currently, there is local, regional, and federal grant funding available and a direct pay option for upgrades that qualify for Inflation Reduction Act rebates. The combination of these two funding opportunities makes pursuing renewable energy installations, energy efficiency upgrades, and fleet upgrades in the next several years more cost effective than if capital improvements and vehicle purchases are delayed.

Staff Impact.

20% of the Ecosystem Stewardship Administrator's job description, or approximately 357 hours annually, is dedicated to the Town Sustainability Plan. Research, community engagement, drafting the plan, and working with Town staff to implement the plan will use the full allotment.

Attachments or Links.

None.

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*
I move to direct staff to prepare a Town Sustainability Plan based upon the discussion today and present that plan for Council consideration at a future Town Council workshop.



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	Rec Center Fee Policy & Schedule	Workforce Housing Mitigation 2 Mtgs.
Housing Mitigation Policy Contract Amendment	Housing Supply & Work Plans	Budget	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	Service Agreement for Design of Gregory Lane	Re-evaluation of large bldg/2:1 Workforce Bonus	Water Quality & Setting New Drinking Water Regs	Total Compensation Review
		Censure Policy	State Legislative Agenda & Approach	Town Sustainability Plan
JIM	JIM	JIM	JIM	JIM
	Cow Pasture Ballfields	Safe Streets for All Safety Action Plan	Workforce Housing Mitigation (Mtg. 3)	Regional Gov. & Transportation Planning Process & Agreements
		Joint Dept. Funding Review Process		
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			
Censure Policy - ADDED TO OCTOBER AFTER SCOPING REPORT	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			
Cow Pasture 1 & 2 Softball Field Replacement - MOVED TO Sept JIM	23-Jul			
Pre-Construction Services Bid for Stilson - MOVING TO TBD WINTER JIM	23-Aug			

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)
Airport Capital Budget & Related Engagement	Admin	AJ	9/6/22	September '23
Snow King & Willow Stop Sign	PW	Council	3/20/23	Town Engineer, Timing?
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 17 – Council vote to add to PI List
Research About Censure Policy	Legal	JR	2/9/23	July 17 – Council vote to bring back @ future meeting
Discussion of Council Travel	Admin	Council	3/6/23	April 17 – Roxanne – Brought Back June 26
Construction Management Plans	Public Works	JR	8/15/22	February

POTENTIAL INITIATIVE (PI) LIST

PROJECT	REQUESTOR	DATE OF REQUEST
COUNCIL IDENTIFIED PI ITEMS		
Invest More Time in Relationship w/ County	JR	Retreat Feb. '23
Information Technology 5-Year Work Plan	JSC	Retreat Feb. '23
Geographic Information System (GIS)	JSC	Retreat Feb. '23
Revisit Comp Plan Definitions of 'Healthy Community'	JR	Retreat Feb. '23
Revisit Comp Plan Definitions of 'Healthy Economy'	JS	Retreat Feb. '23
Alternative Forms of Government, Expanding # of Council Seats	JSC	Retreat Feb. '23
Outside Evaluator to Assess Org. Structure & Transformation	JS	Retreat Feb. '23
Adding Mill of Property Tax	AJ	Retreat Feb. '23
Town Manager Prioritizing Organizational transformation	JS	Retreat Feb. '23
Senior Staff Building in Time to be Strategic & Proactive	JS	Retreat Feb. '23
Lodging Tax Increase	AJ	Retreat Feb. '23
County Water Sewer Connections & Staffing	AJ	Retreat Feb. '23
Franchise Request from Toro Blanco Group	AJ	1-May-23
Indoor Vaping Ordinance	Council vote after Scoping Report	17-Jul-23
STAFF IDENTIFIED ITEMS THAT DID NOT MAKE COUNCIL LIST		
	DEPARTMENT REQUESTOR	DOTS FROM RETREAT
Dog Off-Leash/Dog In Park Ordinance Review &/or Modification	Parks & Rec	0
Acessory Residential Unit Program	Housing	0
Parking Study Phase 3 - Policy,Strategies/Requirements	Transportation	2
Parking Related to Willow Street Safe Routes	Pathways	0
Code Enforcement Expectations & Parking Management	Police Dept.	2
Redesigning the 5-year Capital Improvement Plan	Public Works	2
Public Finance/Transparency/Metric Reporting Database	Finance Dept.	2
Budget Process & Format - Priority Driven Budgeting	Finance Dept.	0
Revisit Town Investment Policy	Finance Dept.	2
Status & Management of Residential Unit "Cap"	Planning Dept.	0
Standard for "Legacy Zones" to match Comp Plan	Planning Dept.	1
Standards for Landscaping to match Comp Plan	Planning Dept.	1
Procurement & Purchasing Policy	Administration	2

JIM Agenda Item Requests			
<i>Submittal / Request Section</i>			
October 2, 2023 JIM			
#	Submitter Name	Agenda Item	Time Needed
1	april norton	RFP for Affordable Workforce Housing Development at 90 Virginian Lane (third meeting)	120 min
2	Steve Ashworth	Cow Pasture Ballfields Relocation	45 min
3			
Upcoming JIM Items			
4	Steve Ashworth	Nov JIM - Wyoming Outdoor Recreation Grant Application Authorization through Resolution- Teton County/Jackson Parks and Recreation	15 mins
5	Heather Overholser	Nov JIM - BUILD Grant Update	15 mins
6	Charlotte Frei	Nov JIM - Cooperative Agreement with WYDOT for reconnaissance report for Urban Systems fund use for Willow/Gill Safe Streets	5 mins

October 2, 2023 Regular Town Council Meeting	
Initial SR Due: 9/1; Complete SR Due: 9/15; Final SR Due: 9/22	
Announcements & Proclamations	
Energy Efficiency Day	
Domestic Violence Awareness Month	
Fall Clean-Up Day & Burn Week	
Consent Calendar	
September 18, 2023 Town Council Workshop	
September 18, 2023 Regular Town Council Meeting	
Lower Valley Energy Sewer Connection Agreement	
JH Classical Academy Connection Use Agreement Amendment (E23-0195)	
Disucssion & Action Items	
Administration	
Amendment to Council Rules and Procedures	
Legal	
Consideration of Template for Crane Agreements	
Public Works	
Snow King Ave at Willow Street 4-Way Stop Analysis	
Resolutions	
Resolution 23-XX: A Resolution Regarding the Policy and Procedure for Naming of Public Places	
Resolution 23-XX: A Resolution Amending the Fee Schedule	
Resolution 23-XX: Budget Amendment for Final County Joint Departments	
Ordinances	
Ordinance W: An Amendment to the Official Zoning Map for Karns Meadow (P23-079)	
Ordinance X: An Ordinance Updating Required Bicycle Parking (P23-016)	
Ordinance Y: An Ordinance Amending the Land Development Regulations for Annual Update (P23-026)	
Matters from Mayor and Council	
Appointment of Mayor Pro Tempore and Acting Mayor Pro Tempore	
Matters from the Town Manager	
Town Manager's Report	
Adjourn	