

Regular Town Council Workshop

November 18, 2024

1:30 PM

Town Council Chambers

Chair: Arne Jorgensen

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I. ZOOM LINK FOR PUBLIC PARTICIPATION

The Town reserves the right to close Public Comment via Zoom at any time. In-person comment will continue to be taken and written comments can always be submitted to Town Council by emailing electedofficials@jacksonwy.gov.

To join, click link or copy it to your browser: <https://us02web.zoom.us/j/85328222339?pwd=xHx694mYobUw5fp0mTZnNwzafdwEh.1>

Or join at zoom.com with Webinar ID: **853 2822 2339** and Password: **83001** or by phone: **+1 253 215 8782**

II. CALL TO ORDER AND ROLL CALL

III. ANNOUNCEMENTS

- A. Introduction of Matt Brackin, Street Operator/Water Utility Technician

IV. WORKSHOP ITEMS

- A. Update on License Plate Reader Technology (Michelle Weber, 20 mins)
- B. Quarterly Budget Check-In (Tyler Sinclair & Kelly Thompson, 20 mins)
- C. Further Steps to Reduce Barriers to Early Childhood Education (Susan Scarlata, 20 mins)
- D. US-89 Lessons Learned Task Force (Charlotte Frei, 20 mins)
- E. State Legislative Agenda and Approach (Susan Scarlata, 30 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 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.

Matt Brackin – Street Operator/Water Utility Technician

Matt Brackin is a Wyoming native, and grew up in Gillette. After high school, he went on to obtain a degree in criminal justice, and began his career in law enforcement. He spent 3 1/2 years as a police officer in Rock Springs before lateraling to the Wyoming Highway Patrol where he spent the following 22 1/2 years, nine of which as the troop Lieutenant for Teton and Lincoln counties, before retiring. He and his wife live in Alpine, and he's eager to continue serving the public in a new capacity with Public Works.

STAFF REPORT



Meeting Date:	November 18, 2024	Meeting Title:	Workshop
Submitting Department:	Police Department	Presenter:	Michelle Weber
Agenda Item:	Update on License Plate Reader Technology	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Town Council to hear an update about license plate reader (LPR) technology.

Requested Action.

No related action is requested at this time.

Recommendations.

Staff is not recommending anything related at this time. This is an informational item for Council.

Background.

3/30/2023	FLOCK contract signed
9/15/2023	Joint discussions with WYDOT and FLOCK regarding LPR and use of WYDOT infrastructure
9/18/2023	Town Council Workshop – Discussion of the Jackson Police Department Plate Reader Policy – Directed to revise and return
11/13/2023	Town Council approved LPR Policy – Requested follow-up with Town Council in one year
11/14/2023	FLOCK user training with JPD Investigations
11/15/2023	FLOCK intro/training with JPD Sergeant's
6/19/2024	WYDOT approved use of LPR, created permitting process
7/10/2024	WYDOT approved JPD/LPR permits

TIMELINE FOR INSTALLATION OF LPR CAMERAS

10/11/23	Camera #11	Alley entrance @ 55 S Cache St – WB (Live on 11/14/23)
10/11/23	Camera #28	Blair Dr @ S Park Loop Rd - SB
10/12/23	Camera #04	Scott Lane @ W Broadway NB (Live on 11/14/23)
10/12/23	Camera #14	West Snow King Ave @S Cache St – EB (Live on 11/14/23)
10/12/23	Camera #15	West Broadway @ Powderhorn Ln – EB (Live on 11/14/23)
10/12/23	Camera #16	Powderhorn Lane @ West Broadway Ave – NB (Live on 11/14/23)
10/12/23	Camera #17	Flat Creek Dr @ West Broadway – SB (Live on 11/14/23)
10/12/23	Camera #18	National Elk Refuge Rd @ Nelson Dr – NB (Live on 11/14/23)
10/12/23	Camera #19	North Willow @ E Deloney Ave – SB (Live on 11/14/23)
10/12/23	Camera #23	N Cache St @ N Jackson St (Creekside Market) – NB (Live on 11/14/23)
10/12/23	Camera #27	High School Rd @ Middle School Rd – EB
10/13/23	Camera #10	West Snow King Ave @ Flat Creek Dr – WB (Live on 11/14/23)
10/13/23	Camera #12	South Park Loop Rd @Car Corner – NB (Live on 11/14/23)
10/13/23	Camera #21	High School Rd @ US89 – WB (Live on 11/14/23)
10/13/23	Camera #26	Maple Way @ Buffalo Way – WB (Live on 11/14/23)
11/14/24	Camera Flex #1	Portable FALCON Flex Camera

11/14/24	Camera Flex #2	Portable FALCON Flex Camera
8/14/24	Camera #05	West Broadway @ Buffalo Way – SB
8/14/24	Camera #06	Maple Way @ W Broadway – EB
8/14/24	Camera #22	US 89 @ High School Rd – SB
8/14/24	Camera #24	South Park Loop @ W Broadway – SB
8/14/24	Camera #25	West Pearl Ave @ W Broadway – EB
8/15/24	Camera #01	North Cache St @ National Elk Refuge Observation area – SB
8/15/24	Camera #02	Welcome to Jackson, WY sign @ High School Road – NB
8/15/24	Camera #08	Broadway Ave @ W Pearl Ave – EB
8/15/24	Camera #13	West Broadway Ave @ Flat Creek Dr – WB
8/15/24	Camera #20	WY 22 @ W Broadway – NB
8/15/24	Camera #3	WY-22 @ Spring Gulch Rd – SB
STILL WAITING	Camera #07	North Cache St @E Broadway Ave – NB (Waiting on WYDOT approval)
STILL WAITING	Camera #09	West Broadway Ave @ North Cache St – WB

FLOCK assisted the Jackson Police Department in 109 cases during the first year of its deployment.

OAA (Other agency assist)	5
Agg Assault	1
ATL (Attempt to locate)	19
Auto Burglary	1
Battery	1
Bike theft	3
Burglary	8
Collision H/R	16
Death	1
Disturbance	1
Drugs	3
DV (Domestic violence)	3
Follow up	2
Fraud	1
Harassment	1
Property Destruction	1
Robbery	1
Sexual Assault	1
Shoplifting	1
Stalking/Protection Order Violation	1
Stolen Vehicle	15
Suspicious Circumstances	1
Theft	5
Threats	1
Traffic violation	8
Unknown	7

Voyeurism	1
Total	109

Analysis & Key Policy Questions.

The Jackson Police Department continues to follow the LPR Policy as approved by the Town Council. We have not run into any hurdles or issues with either technology or policy. The delay in getting WYDOT approval for use of their right-of-way limited us to the use of 15 cameras for 9 months, as opposed to 28 fixed cameras which were approved. The 15 cameras were not in major thoroughfares or intersections, this limited our capabilities. Since then, 11 additional cameras have been installed and are in use. Two cameras are still waiting for WYDOT approval.

Possible Alternatives.

1. The Council could choose to do nothing.
2. The Council could choose to incorporate changes into the approved policy.

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.

NA

Staff Impact.

The Police Department spent approximately 5 hours compiling the data for this staff report.

Attachments or Links.

Jackson Police Department LPR Policy.

Suggested Motion.

NA

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:	November 18, 2024	Meeting Title:	Workshop
Submitting Department:	Administration	Presenter:	Tyler Sinclair & Kelly Thompson
Agenda Item:	FY2025 Budget Update – 1 st Quarter	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to update the Council on the Fiscal Year (FY) 2025 budget.

Requested Action.

None at this time.

Recommendations.

None at this time.

Background/Analysis

Fiscal Year 2024 Close Out

Looking back at, FY2024, that ended June 30, 2024, the Town projected a 3% increase in sales tax collections over FY2023 collections. At the close of FY2024, the actual collections were a 6% increase over FY2023. This means sales tax revenues exceeded projections by \$606,955. This surplus is part of a total of \$1.3M in total increased revenues that exceeded estimates for FY2024. The majority of the remaining surplus is made up of building permits and plan review fees. At the close of FY2024 there were also unspent expenditures totaling \$1.4M. A large portion of these expenditures are made up of capital projects and professional service contracts that will carry into FY2025. Thus, at FY2024 year-end close out the Town had approximately \$2.7m in additional fund reserve then projected during budget discussions. These excess funds are located in the General Fund unrestricted fund balance. This year end adjustment placed the General fund reserve fund balance from an estimated 36% to 43%.

The FY2025 budget projected an increase of 3% over FY24 for sales tax and lodging tax revenues. Actual revenues for FY2025 July – September have been distributed by the Department of Revenue (DOR). Sales tax revenues to date are 0.4% (\$33,773) ahead of projections. We projected \$8,916,655 but have collected \$8,950,428. Lodging tax revenues to date are 0.6% (\$5,198) behind projections. We projected \$853,891 but have collected \$848,693. In total, we are within .3% of our 3% sales and lodging projections. These revenues impact the General Fund and Lodging Tax Fund. Staff finds that since the adoption of the budget the following local and regional events and trends may have impacted the budget to date and should be considered as we look forward:

- National Park Service statistics for July – September (<https://irma.nps.gov/Stats/Reports/Park>):
 - o Grand Teton National Park reported increased visitation in 2024 of 61,084 (3%) over 2023 and 513,774 (33%) over 2022.
 - o Yellowstone National Park reported increased visitation in 2024 of 111,278 (4%) over 2023 and 1,071,087 (63%) over 2022

Note: 2022 flooding in Yellowstone closed entrances and restricted access to the park, impacting visitation in both parks.
- Destimetrics Executive Summary (<https://industry.visitjacksonhole.com/data-and-reports>) data
 - o Comparing current year to prior year (15 properties):

Month	Occupancy Rate	Average Daily Room Rate
July	12% increase	2% decrease
August	2% decrease	8% increase
September	3% decrease	4% increase

- October – March Projections:
 - Occupancy decrease of 3%.
 - Forward looking trends continue to be less of an accurate measure than historically noted. This is local/nationwide trend of reservations occurring closer to vacation date. This practice is more impactful on winter bookings, as visitors are waiting for snow reports before booking travel.

Department of Revenue (DOR) tracks sales tax in accordance with the North American Industry Classification System. DOR reporting utilizes County-wide activity. There is no sales tax data available that is specific to municipal boundaries. The six industries identified in the table below are significant to Teton County activity. They account for 77% of sales tax sources. Below compares 2024 vs 2025 activity for July – September.

Minor Industry Code	% of Total Collections	Increase / -Decrease from Prior Period	
		July - September 2024 vs 2025	
Retail Without Building & Mailorder	24%	-0.8%	(17,167)
Traveler Accommodation	21%	10%	213,493
Full-Service Restaurants	11%	1%	10,064
Building Material And Supplies Dealers	8%	-13%	(75,068)
Electronic Shopping And Mailorder Houses	7%	14%	56,847
Government - Motor Vehicle Tax	6%	-1%	(6,067)
	<u>77%</u>		<u>182,101</u>

Based upon review of this information and discussions with category professionals, staff offer the following general observations:

• **Retail w/out Building & Mail Order**

This is the largest category including all types of retail sales excluding Building Materials and Electronic Shopping and Mail Order, for example office supplies, sporting goods, furniture stores, liquor, auto and machine equipment and parts, etc.

- This category remains flat (.8% decrease) compared to last year.

• **Travel Accommodations**

This industry group comprises establishments primarily engaged in providing short-term lodging in facilities, such as hotels, motels, short term rentals, and bed-and-breakfast inns. In addition to lodging, these establishments may provide a range of other services to their guests. This information is County-wide whereas the lodging tax discussion above was Town specific.

- Changes to lodging inventory:
 - Ranch Inn (56 rooms) removed, Rusty Parrot (40 rooms) added.
 - Added six business licenses related to short term rentals located outside the lodging overlay.

- Town lodging occupancy is flat, while County lodging properties are showing an increase over the previous year.
- Average Daily Rates seem to be remaining steady at a high price point compared to previous years.

- **Full Service Restaurants**

This U.S. industry comprises establishments primarily engaged in providing food services to patrons who order and are served while seated (i.e., waiter/waitress service) and pay after eating. These establishments may provide this type of food service to patrons in combination with selling alcoholic beverages, providing carryout services, or presenting live non-theatrical entertainment.

- This category seems to track comparable to Travel Accommodations but is impacted by effective population or the total number of people in the valley, which has increased recently with second homeowners staying for longer periods of time and overall visitation up.

- **Electronic Shopping and Mail Order Houses**

This industry comprises establishments primarily engaged in retailing all types of merchandise using nonstore means, such as catalogs, toll free telephone numbers, or electronic media, such as interactive television or the Internet.

- This category has seen significant growth historically, staff noted that much of this growth was a shift away from local shopping for goods and services to online shopping due to COVID but also due to the closure of local brick and mortar stores providing basic goods and services.
- Recent increase in this category is mostly due to lower collections in 2024. Current activity appears within historical average.

- **Building Material and Supplies Dealers**

This industry group comprises establishments primarily engaged in retailing new building materials and supplies.

- Based upon the number of active Building Permits in Town that will continue to be constructed during FY25 and the associated purchase of materials, staff does not anticipate a significant change in this category for FY25. Staff notes it will be important to monitor new Building Permits issued moving into FY26 for both the Town.
- The decrease in this category appears consistent with a decrease in cost of materials.
- Recent decreases in interest rates should result in increased buying power and activity in the industry.

- **Government – Tax Collected on Motor Vehicles**

- This category is flat when compared to prior years. Consistent with nationwide trends in vehicle sales per National Automobile Dealers Association reports of 0.7% increase for the first nine months of this calendar year.
- Post-pandemic growth in this category was attributed to increases in effective population, with more second homeowners staying longer in the valley and thus purchasing more vehicles. It was expected for this to flatten out as this is a one-time tax on the initial purchase.

Below, staff has provided a snapshot of the General Fund at the end of September. It shows that revenues are ahead of projections by \$363,165 and expenditures are behind (unspent) in the amount of \$418,177. *Revenue surplus is mainly due to Ranch Inn building permit fees. Unspent expenditures are mainly due to salaries (discussed below), professional services, joint projects, and repairs and maintenance.* This results in the General Fund being \$781,342 ahead of budget (surplus). As a result, staff finds that the budget is balanced to date.

GENERAL FUND REVENUES , EXPENDITURES, & CHANGES TO FUND BALANCE 9/30/2024				
DESCRIPTION	FY2025 Adopted	Actual Year-to-Date	Projected Year-to-Date	Leading (Lagging)
Revenues:				
Taxes	\$ 12,836,160	\$ 4,530,978	\$ 4,504,351	26,627
Licenses & Permits	1,534,843	313,339	220,868	92,471
Intergovernmental	15,985,834	5,105,840	5,126,409	(20,569)
Charges for Services	742,558	305,152	180,371	124,781
Fines & Forfeitures	310,000	97,513	83,860	13,653
Miscellaneous Revenue	1,214,204	393,458	267,255	126,202
Total Revenue	32,623,599	10,746,279	10,383,114	363,165
Transfers In	2,343,685	647,287	647,287	
Total Sources	34,967,284	11,393,567	11,030,402	
Expenditures:				
General Government	8,404,232	1,944,943	2,108,886	163,942
Public Safety	12,500,395	2,669,232	2,726,101	56,869
Public Works	3,847,152	753,612	867,703	114,091
Community Health & Human Services	1,567,651	3,750	17,000	13,250
Community Initiatives	720,975	142,872	211,621	68,749
Culture & Recreation	3,085,125	521,099	525,441	4,342
General Unallocated	369,169	105,542	102,476	(3,066)
Total Expenditures	30,494,699	6,141,051	6,559,228	418,177
Transfers Out	7,298,438	2,559,196	2,559,196	
Total Uses	37,793,137	8,700,247	9,118,424	
Change in Fund Balance	(2,825,853)	2,693,319	1,911,977	
Ending Fund Balance	\$ 16,246,574	\$ 20,866,568	\$ 20,984,404	
NOTES: These are unaudited figures and subject to adjustment Projections are based on historical averages and are subject to actual activity				

Salary Savings

Budgeting for General Fund salary savings was discussed during FY25 budget workshops. Council directed staff to budget for vacancies for a more accurate budget picture and allow for reallocation of these funds. This is the first year the Town adopted a budget to account for vacancies. Predicting vacancies varies significantly year-to-year as there are 90 Full-Time Equivalents across 17 divisions. The General Fund salary savings were budgeted at \$700,000 annually. This figure was based on historical activity and the recent downward trend in vacancies.

There are currently 3 vacancies in the General Fund. At this time last year, there were 11.5 vacancies. At this time, Animal Shelter, Public Works – Streets and Police – Patrol are fully staffed. Should this trend continue, these divisions will need a budget amendment to increase funding for staffing above what was budgeted. Staff will continue to monitor this new budget method as we move through the year.

Fund Balance

- Unrestricted - Only exist in the General Fund. Available to be spent on any function and can be transferred to other funds.
- Assigned – Council allocated these funds for specific uses. Council can reallocate these for other uses via budget amendment.
- Restricted – These funds can only be used per grant, Special Purpose Excise Tax, Land Development Regulations or Municipal Code language. Some language can be amended by Council via resolution or ordinance.

FUND BALANCES AT 09/30/2024				
FUND	UNRESTRICTED	ASSIGNED	RESTRICTED	TOTAL FUNDS
General Fund	\$ 20,866,568			\$ 20,866,568
Special Revenue Funds				
Affordable Housing		2,277,033	1,248,101	3,525,133
Parking Exactions		1,617,738	232,228	1,849,966
Park Exactions			611,009	611,009
Employee Housing		2,791,807		2,791,807
Animal Care Fund			473,366	473,366
Lodging Tax Fund			163,311	163,311
START Bus System			1,616,801	1,616,801
Capital Projects Fund				
Capital Projects (5th Cent)		8,428,554		8,428,554
2006 Specific Purpose Excise Tax			17,727	17,727
2010 Specific Purpose Excise Tax			130,610	130,610
2014 Specific Purpose Excise Tax			3,301,558	3,301,558
2016 Specific Purpose Excise Tax			356,786	356,786
2019 Specific Purpose Excise Tax			8,917,278	8,917,278
2022 Specific Purpose Excise Tax			522,013	522,013
Enterprise Funds				
Water Utility			8,559,787	8,559,787
Sewage Utility			7,995,517	7,995,517
Internal Service Funds				
Employee Insurance		2,791,807		2,791,807
Fleet Management		(218,944)		(218,944)
Central Equipment		713,426		713,426
IT Services		512,585		512,585
Totals:	\$ 20,866,568	\$ 18,914,006	\$ 34,146,091	\$ 73,926,665

Construction Project Update

Staff is always cautious with major construction projects. Change orders, unknown issues, and material/labor pricing are risks when entering these multi-year projects. Previously, we discussed the need to reserve funding for two major projects until substantially complete. We can consider the following completed, with no future significant budget impacts:

- Core Maintenance Facility construction is substantially complete. There are small, ancillary costs (punch list) remaining which are in the FY25 approved budget. Council approved this project in August 2022 with funding from the 2019 SPET Fund, Capital Projects Fund, Teton County contributions and interfund loans from the utility

funds. The anticipated \$1M in utility loans were not needed because of increased interest earnings and expenditures being under budget, reducing future debt service and impacts to the 5-Year CIP.

- Recreation Center Renovation is substantially complete. There are small, ancillary costs (punch list) remaining. This project was managed by Teton County. The Town is awaiting final project close out and budget completion. The Town contributed \$6.5M to construction.
- Gregory Lane the next large Town construction project is scheduled to be bid in the new year. Funding identified for this project includes SPET, Water and Sewer Funds and Capital Funds. The Town anticipates requesting 2022 County-wide transportation SPET funding to make up for funding above and beyond the budgeted amount.

Staff will continue to monitor the budget monthly for any significant changes to revenues or expenditures. Items of note that staff are tracking for their potential impact on the adopted budget include:

- Changes to projected sales and lodging tax
- Changes to building material activity. Staff plans to research into whether recent changes are due to material prices or material quantity.
- Construction of the Gregory Lane.
- Cost of Labor, Contracts and Equipment/Materials

Staff will continue to bring budget amendments and budget updates to Council on a quarterly basis. In addition, staff will continue to provide sales, lodging and General Fund reports to Council on a monthly basis.

Possible Alternatives.

- Direct staff to draft amendments to the FY2025 budget
- Direct staff to provide additional information
- Other

Comprehensive Plan & Priority Alignment.

Common Value #3 - Quality of Life, Section 8. Quality Community Service Provision

- Principle 8.1- Maintain current, coordinated service delivery
 - Policy 8.1.e: Budget for service delivery
- Principle 8.2 - Coordinate the provision of infrastructure and facilities needed for service delivery
 - Policy 8.1.S.1: Use budgeting to affirm desired service levels from government service providers that address all policies of Principle 8.1.

Fiscal Impact.

None at this time.

Staff Impact.

The Town Manager and Directors spend about 20 hours a month reviewing budget and revenue figures. Individual departments time varies and is not included in this estimate.

Attachments or Links.

N/A

Suggested Motion.

None requested.

SCOPING STAFF REPORT



Meeting Date:	November 18, 2024	Meeting Title:	Workshop
Submitting Department:	External Affairs	Presenter:	Susan Scarlata
Agenda Item:	Scoping Report on Further Steps to Reduce Barriers to Early Childhood Education	Public Comment:	Yes

Purpose & Policy Considerations.

At its August 19, 2024, meeting, Town Council voted for staff to draft a Scoping Report about the time and staff capacity it will take to further reduce barriers to Early Childhood Education (ECE).

Requested Action.

Please consider this item in tandem with Council's calendar, scheduled priorities, and staffs' work capacity.

Recommendations.

Staff recommends this initiative be considered at the next Council Retreat in tandem with other items.

Background.

At its January 2021 Retreat, Town Council voted to have staff explore potential levers for the Town to positively affect Early Childhood Education (ECE) in our area. A Childcare Baseline Inventory prepared by OPS Strategies and completed in April of 2020 provides a broad perspective on ECE in our community, including challenges with supply and demand in this sector and future opportunities and threats based on projections. The report looks at availability, affordability, and current options for ECE, and found the two greatest challenges at that time were the lack of affordable options and the inability for providers to find space for operations. The amount of ECE in our community at that time was relatively high, with Wyoming Department of Family Service certified capacity for 80% of the Teton County Population under age 5. That said, ECE costs were twice as much as the average family could afford. Working parents and guardians of young children often paid 15% of their income for ECE in Teton County when the federally recognized definition of affordability for ECE is 7% of family income. After receiving direction from Council, staff did the following in the past few years to positively impact the structural lack of access and affordability of Early Childhood Education.

- Worked with the Department of Family Services (DFS) to create and maintain a current list of approved ECE providers in our area on the Town's website.
- Identified a partnership with Sweet Spirits LLC with whom the Town has contracted to provide ECE in exchange for subsidized rent in a Town-owned building. Providing this space at a below-market rent rate has added between 25 and 30 childcare slots to our community overall and bolstered benefits for Town employees.
- Partnered with Sweet Spirits, now located across the street from Town Hall, to provide free childcare during evening Council meetings. There has been significant positive feedback about this offering that makes public meetings more accessible for parents and guardians to attend and comment.

Analysis & Key Policy Questions.

Staff understands the point of this Scoping Report is to consider further ways the Town can impact access to ECE for parents and guardians of young children in our community. Since the Town initiated this work, there have been broader community shifts in the ECE environment including the following.

- Sweet Spirits provides 25-30 additional ECE/childcare spots in Town-owned building.
- Teton County School District now provides ECE for its employees.

- Teton Science Schools has continued to expand its ECE offerings as it has shut programs for older children.
- Other private ECE providers regularly advertise open spots including 'Fundamental Learnings' in recent weeks.
- Parks & Rec's new facility has space for daycare and provides drop-in childcare for \$7 an hour for locals or \$10 an hour for non-locals for up-to 2 hours while parents and guardians use the facilities.

In addition, at the Colorado Association of Ski Towns (CAST) meeting this October, we were also able to gather perspective about what other mountain towns do regarding childcare and ECE. Aspen is the farthest along in its program and has a sales tax specifically dedicated to childcare, which was first supported in 1989 and has been continued through 2040. It also has an office of Early Childhood Resources in the city and staff focused specifically on this topic. Dedicated revenue and related staff has allowed Aspen to work continuously on affordability, availability, and quality of childcare and ECE. This city provides financial aid to help families cover the cost of childcare, scholarships for licensed ECE, and subsidies for infant and toddler care. They also support quality of life and career advancement for early childhood care providers through wage enhancement, rent waivers, mental health and health consultants, and professional development and quality improvement grants. These may all be items to consider as future possibilities for our Town to help improve ECE in our area but a first and continuous step that Aspen invests in is a regular 'Community Childcare Needs Assessment' similar to our Town's baseline ECE inventory.

The ECE inventory conducted by OPS strategies and published in 2020 projected that our community would have fewer families with young children in the coming years. Nearly five years out from that study, that prediction does not seem to have fully come to fruition as providers are still full and the most affordable childcare options still have long waiting lists. The COVID-19 hit just after that first baseline study was done, so the demographic changes as a result of the pandemic have, seemingly, shifted the ECE landscape as with many other aspects of the community. If Council chooses to move anything related to ECE forward, staff recommends a first step of commissioning another study to understand the current realities of ECE in our community. This would help determine a real-time picture of early childhood education in our community and what additional levers, if any, make the most sense and may be possible for the Town to continue to help on this issue. This would mean directing staff to draft a request for proposals (RFP) to find a consultant to do another baseline study of ECE in our community.

Fiscal Impact.

Town Council has placed \$25,000 in the FY2025 budget for childcare during meetings. So far, this has cost about \$3,500 for three months of meetings. A ballpark projection for another ECE baseline inventory is \$15,000.

Staff Impact.

Staff spent two hours compiling, writing, and revising this staff report. If Council directs staff to work toward drafting a request for proposals (RFP) to find a consultant to do another baseline study of ECE in our community, staff anticipates another 5-10 hours would be needed to draft an RFP and choose a consultant.

Attachments or Links.

NA.

Suggested Motion.

None at this time.

OR

I move to direct staff to draft a request for proposals (RFP) to find a consultant to do another baseline study of ECE in our community.

SCOPING STAFF REPORT



Meeting Date:	November 18, 2024	Meeting Title:	Workshop
Submitting Department:	County Public Works	Presenter:	Charlotte Frei
Agenda Item:	US-89 Lessons Learned Task Force	Public Comment:	Yes

Purpose & Policy Considerations.

Town Council voted for staff to draft a Scoping Report about the time and staff capacity it will take to examine the recent repaving of Highway 89, related traffic-affecting efforts, and how related information is communicated. Staff is referring to this as a "US-89 Lessons Learned Task Force."

Requested Action.

Please consider this item in tandem with Council's calendar and priority list to determine how much time, if any, staff should spend on the US-89 Lessons Learned Task Force.

Recommendations.

Staff recommends this item be added to County Public Works Department (through Regional Transportation Planning Administrator Charlotte Frei) to achieve in November-December 2024 while delaying or deferring other priority work.

Background.

At its October 7, 2024 meeting, Town Council voted for staff to draft a Scoping Report about the time and staff capacity it will take to examine the recent repaving of Highway 89, related traffic-affecting efforts, and how related information is communicated. Staff estimates time to consider this item at Council meetings will be 30 minutes at 1 Council meeting. The purpose of this task force is to "holistically examine the repaving projects and related efforts and make recommendations to ensure that future efforts run as smoothly as possible."

Staff anticipates this effort will take roughly 20 hours for the RTPA (to plan and organize the task force meetings and generate a related action plan) and 3-4 hours for task force members to participate. Staff suggests the Town Council and County Commission each appoint one member to participate on this task force. Three (3) representatives from WYDOT, up to five (5) Town and County staff, two (2) Teton County School District employees, and two (2) members of the public. Staff will work with the Director of External Affairs to identify appropriate invitees and endeavor to keep the size of the group to a manageable 16 individuals. The schedule of meetings will be based on availability of participants and staff will generate a summary action plan from the two meetings.

Analysis & Key Policy Questions.

Town Council set its priorities for the year in 2024, and Traffic Impact Studies and Travel Demand Management were not one of Town Council's priorities. If Council wants to move forward with this item, it will need to consider delaying, deferring, or replacing other already agreed upon priorities. Staff anticipates that other regional transportation coordination/planning activities would be deferred to lead this group.

Key Question 1: Does Council want to proceed with the US-89 Lessons Learned Task Force, and if so, what other priority(s) would it like to delay, defer, or replace?

Key Question 2: Would Town Council like to appoint a Councilmember to serve on this Task Force?

Fiscal Impact. Staff will need physical facilities and IT resources (in the form of Zoom/Teams meeting). These impacts were not budgeted individually.

Staff Impact.

Staff will have to delay work on regional transportation planning efforts to accomplish this item by the end of the year. Staff will attempt to schedule two meetings by the end of 2024, schedules permitting.

The total estimated staff time for this project is 40 hours with time spent by Charlotte Frei (20 hours) with support from External Affairs, Public Works, and Planning Departments (4 hours per department). Staff spent approximately 1.5 hours preparing/discussing this staff report.

Attachments or Links.

Town Council Calendar and Priority List.

Suggested Motion.

I move to direct staff to prioritize the US-89 Lessons Learned Task Force and to delay or defer other regional transportation planning until it is complete. Furthermore, I move to appoint Councilmember _____ to represent the Town Council on this task force.

STAFF REPORT



Meeting Date:	November 18, 2024	Meeting Title:	Workshop
Submitting Department:	External Affairs	Presenter:	Susan Scarlata
Agenda Item:	State Legislative Agenda & Approach	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Town Council to begin discussion about the Town's agenda and approach to the State's 68th General Legislative Session, which is scheduled for January 14 through March 8 of 2025, and to appoint voting delegates for the Wyoming Association of Municipalities' (WAMs') Winter Conference.

Requested Action.

Staff requests that Council have a dialogue about work of Legislative Committees and Task Forces during the interim, focal points from WAM Resolutions and for the Legislative Session, and appoint a delegate and alternate for WAM's Winter Conference.

Recommendations.

Staff recommends Council discuss and ask questions of our Legislative Advisor regarding shifts in the legislature, current draft bills, ways to be proactive and responsive as issues arise that involve or are directed at the Town.

Background.

In recent years Town Council has approved a Legislative Policy Agenda and Approach to do the following.

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

The Town of Jackson has been working on implementing a Legislative Policy Approach for four years. In this time, we have had success defending the Town's interests and also supported our Senator Mike Gierau to submit a request for an Interim Topic related to HOV lanes. That topic eventually became a bill and was passed into law during the 2023 Legislative Session. The Town has worked with a Legislative Advisor during the last four Legislative Sessions. This past June, Council approved moving forward with a year-long contract with our current Legislative Advisor, Andy Schwartz. In addition to providing support during the session, Schwartz has continued to monitor and advise the Town about various items during the Interim Session. Schwartz attended a Regulatory Reduction Task Force meeting in Cheyenne this fall and monitored the recent Corporations Committee meeting for the Town as well. Schwartz meets with staff regularly and provides reports about pertinent bills. With a major shift in legislators this election year, the makeup of committees and leadership is an unknown and bills for the session have not yet been posted.

WAM Resolutions: Last Spring, the Town drafted Resolutions for the Wyoming Association of Municipalities (WAM) to consider. These Resolutions were reviewed for potential adoption at WAM's Summer Convention in June along with submissions from other Town's across the state. Resolutions that municipalities submit are intended to be germane to WAM's functions and purposes. The following Resolutions were ratified by the consortium of municipalities.

- A Resolution Supporting Retention of Ownership of Condominium Plats
- A Resolution to Amend State Statute to Increase Fees for Retail Liquor Licenses

- A Resolution Supporting Allowance of Local Revenue Generation
- A Resolution for Legislation to Designate Public Works Employees as Emergency Personnel
- A Resolution Declaring that Covenants Restricting Application of Waterwise Landscaping or Requiring Installation of Water-Intense Landscaping Mandate Irresponsible Use of Water Resources and Requesting the State Legislative Committees and State Legislature Review, Consider, and Adopt Modifications to State Statutes to Nullify Covenants that Restrict Waterwise Landscaping or Require Installation of Water-Intense Landscaping
- A Resolution Expressing the Support of the Governing Body to Request the State of Wyoming to Create a Special Animal Control District
- A Resolution Regarding Legal Advertisements
- A Resolution Endorsing WAM Support of Transient Guest Tax

The Town of Jackson submitted the first three resolutions in this list about ownership of condominium plats, retail liquor licenses, and allowing more options for local revenue generation. With Council approval, we sent a letter highlighting these resolutions to each of our five state legislators this past August. Since these were ratified, Representative Mike Yin has worked with staff at the Legislative Service Office (LSO) to determine that ownership of condominium plats is permissible under state statute, see attached letter from the LSO. This is positive news for the Town concerning future projects. It also renders the related WAM resolution unnecessary. The rest of this list will inform WAM's plans for the Legislative Session under its newly appointed Executive Director, Ashley Harpstreith. Harpstreith joined WAM in September of 2024 after serving as the Executive Director of the Wyoming Taxpayers Association for a number of years. Prior to that, she was the CEO of the Goshen County Economic Development Corporation. Harpstreith holds a B.S. in Communications with an emphasis in Public Relations from the University of Wyoming and is also a recent graduate of Leadership Wyoming. WAM will be electing a new President at its Winter Conference this year and has asked that municipalities appoint voting delegates and submit them in December. More about WAM and this item follows as a 'Key Question' below.

General Session & Interim Topics: As in year's past, the Town's approach to this forty-day general session will be to monitor, support, and offer perspective on bills related to the Town of Jackson that we would like to pass and similarly monitor and provide perspective on bills that might negatively impact the Town. Suggestions for Interim Topics, where successful bills often start, are generally due two weeks before the end of the session so related ideas should be brought forth by members of Council and/or staff as they arise. To plan logistics for the session, staff would also like members of Council that are continuing to serve to discuss plans to attend WAM's Winter Conference and any other time planned in Cheyenne during the Legislative Session. This is also highlighted as a 'Key Question' below.

Analysis & Key Policy Questions.

Regulatory Reduction Task Force & Corporations Committee

The Regulatory Reduction Task Force (RRTF) held a meeting in Jackson this past May. Various Town and County electeds, staff, and community members testified, and the Task Force also took a tour of affordable and workforce housing projects across our Town and County. This was a positive step for Task Force members to gain a better understanding of our community and the extensive commitments we have made to creating and maintaining opportunities for members of our community to live locally. The RRTF met again in July and recently in October and the Town either monitored or testified at these meetings. The RRTF will meet again on November 19 via Zoom. The Corporations Committee has also been considering bills that could impact some of our local regulations. So, we have continued to monitor its committee meetings as well. Below are summaries from our Legislative Advisor highlighting bills this Task Force and Committee have recently discussed. Important to keep in-mind is that as a Task Force, the Regulatory Reduction cannot carry bills through the legislative process and will need a standing committee to take up any bills it wants to continue through the process. At Management Council's meeting on November 7, this Task Force was continued but that could shift with a

new makeup of members appointed to Management Council. In addition to what is listed below, this Task Force had LSO staff draft a bill about moratoriums that we will be monitoring.

Bills Discussed by the Regulatory Reduction Task Force | October 15, 2024

- **Zoning Protest Petitions 085 v0.4- PASSED**
Amendments-change required adjacent distance from 140' to 500' change approval requirement for elected body from 75% to 50% added requirement to show particularized concrete harm
- **Building Permit timeline requirements 0106 v.10- PASSED**
Amendments - change to limit application of bill to residential development
change to separate timelines for site plans, subdivisions and zoning changes to separate bills
- **Multi-family dwelling units single stairwell exits 0250-v0.4- PASSED**
Requires cities, counties, towns to allow single stairwell exits even if required by IBC, but by ordinance can change to overrule state statute
- **Property Development Exactions 0134 v0.8 – PASSED**
Amendments - change to include commercial development applications. Limits the imposition of mitigation or exaction fees change to define allowed fees as for "government provided utility services" set caps at 2% change to delete payment of compensatory fees to applicant

Bills discussed by the Corporations Committee | October 23, 2024

- **City, town and county regulations 0017 v0.5 – FAILED**
Restrictions on building applications and fees minimum lot sizes. Restrictions on garages and on-street parking and use of natural gas
- **WCDA – bond investment 0018 v0.5 – PASSED**
Authorizes Wyoming Community Development Authority to issue bonds for veteran and first-time home buyer mortgages using up to \$60M from the PWMTF. Amended to establish rate at 2% below market rate.
- **Tax increment financing (TIF) 0025 v0.6 PASSED**
Expands existing statute allowing TIF to be used to develop affordable housing (define as 120% of AMI)
- **Leasing of state lands 002 v0.4 FAILED**
Clarifying that state lands may be leased for residential purposes. Increase lease terms to 99 years and specify that properties adjacent to municipal boundaries be prioritized for affordable housing **WAM's President**

WAM – Further Work & Key Questions

Under Executive Director Harpstreith's leadership, WAM has started publishing a monthly newsletter, 'Word from WAM.' This newsletter is filled with updates about recent testimony, upcoming workshops, and positions WAM is taking. Included in the most recent newsletter is a flyer for the upcoming 'Bootcamp for Newly Electeds.' This training will be part of WAM's Winter Conference in Cheyenne and is highly recommended for new electeds to attend January 22-24. WAM's newsletter also includes a focus on a bill the Corporations Committee has been looking at to allow Municipalities to construct and maintain electricity production facilities. The Mayor of Cheyenne and Harpstreith both testified in support of this bill, which could permit solar and other electricity production on municipal land. An article with more details is attached to this staff report and this is another item our Town will continue to monitor.

Key Questions Related to WAM's Winter Conference

Key Question #1: Will Councilmember's continuing to serve on Council clarify if they plan to attend WAM's Winter Conference and any other time they plan to spend in Cheyenne during the upcoming Legislative Session?

Key Questions #2: Will Council appoint a Voting Delegate and Alternate for WAM's Winter Conference?

Possible Alternatives.

Town Council could choose not to participate in WAM or develop a Legislative Agenda or Approach.

Comprehensive Plan & Priority Alignment.

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

Fiscal Impact.

The Town's Legislative Advisor is being paid a flat, annual rate of \$55K for 12 months of services. Additional expenses will be incurred for Councilmembers and staff to travel to and spend time in Cheyenne during the Legislative Session.

Staff Impact.

The Director of External Affairs has approximately 100 hours of time allotted to focus on Legislative Policy work with a third of those hours falling during the Legislative Session. The Town Manager allocates 40 hours to work on Legislative Policy. In addition, the Town Attorney supports this work, when needed, and other Directors weigh in on various bills and connect about planning and strategy related to Legislative items, when needed.

Attachments or Links.

- Legal Memo - Condominiums on state land.
- Article on Electricity Generation

Suggested Motion.

Motion #1: I move to appoint Councilmember _____ as the voting delegate for WAM at its Winter 2025 Conference.

Motion #2: I move to approve travel and accommodations for Councilmembers to attend Wyoming's 68th General Legislative Session.



WYOMING LEGISLATIVE SERVICE OFFICE

Memorandum

DATE July 2, 2024

TO Co-Chairmen, Joint Corporations, Elections & Political Subdivisions Interim Committee

FROM LSO - Josh Anderson

SUBJECT Condominiums on state land.

Members of the Joint Corporations Committee:

At the April meeting of the Joint Corporations Committee, the Committee directed staff to draft a bill addressing any issues that would specifically limit the ability to construct condominiums on leased state land. The Committee requested another bill draft that would explicitly authorize state lands to be leased for residential purposes generally and that issue is not addressed in this memo.

Research disclosed only one potential limitation in statute related to the construction of condominiums on leased state land. Statute requires that condominium ownership "shall be deemed to consist of a separate fee simple estate in an individual air space unit of a multi-unit property together with an undivided fee simple interest in common elements." W.S. 34-20-102. The question is whether a condominium could be constructed on leased land if the land was a part of the common elements, as there would not be a fee simple interest in the leased land that was owned by the state.

The definition of "common elements" provides that the land on which the building is located is generally part of the common elements, however the definition also appears to allow the declaration instrument to exclude the land from the common elements, which would avoid the issue noted above. The statute provides: "**Unless otherwise provided in the declaration** or by written consent of all the condominium owners: (A) "General common elements" means the land on which a building or buildings are located;". W.S. 34-20-103(a)(ii) (emphasis added).

At least one other state interprets a similar statutory provision to allow for the construction of a condominium on state leased land by excluding the land from the common elements. Staff found that New York has authorized condominiums on leased land in Battery Park through the Battery Park City Authority Act. See NY CLS Pub A § 1970 et seq. New York uses almost the same definition of common elements as is used in Wyoming: "3. "Common elements," unless otherwise provided in the declaration, means and includes: (a) The land on which the building is located;" NY CLS Real P § 339-e.

From the foregoing, there does not appear to be a statutory limitation in Wyoming that would prevent the construction of condominiums on leased land. If you have any questions or would like any further information, please advise.

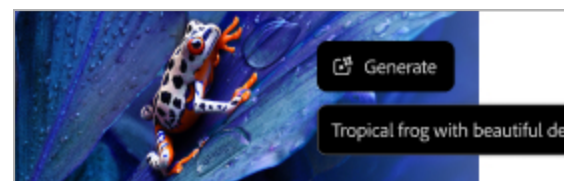
Municipalities seek rights to own electricity production in Wyoming

By Noah Zahn Wyoming Tribune Eagle Via Wyoming News Exchange
Oct 23, 2024



CHEYENNE — In 2025, a bill will come before the Wyoming Legislature that, if approved, would allow Wyoming municipalities to construct and maintain electricity production facilities, likely opening up another possible revenue source for municipalities.

The bill is sponsored by the Wyoming Legislature's Corporations, Elections & Political Subdivisions Committee, which voted on the item at its meeting Tuesday.



“Cities and towns have a similar goal to the state Legislature in that we’re looking for ways to create new revenue streams to support our operational needs,” Cheyenne Mayor Patrick Collins said to the governing body Tuesday. “It was my hope when I proposed this legislation that we could take nonproductive pieces of land, like our closed landfill (in Cheyenne), and make it financially productive by constructing a solar farm on that land.”

Wyoming Association of Municipalities Executive Director Ashley Harpstreith said that all parties in WAM are supportive of this bill.

In his presentation to the committee, Collins said the additional revenue would help fill the anticipated loss in revenue from the recent legislation that allows long-term homeowners to apply for property tax exemptions.

Collins said Laramie County Assessor Todd Ernst told him Tuesday that the city has already had 2,229 people apply for exemption, and he anticipates that number to be between 3,000 and 3,500 people total. If Ernst’s estimations are correct, Collins said the city would have losses in property tax revenues of more than \$500,000 next year.

The Cheyenne mayor also proposed an amendment to the bill that would protect the 12 municipalities that currently have municipal utilities and give other municipalities the ability to partner with utilities and build electric generation facilities on municipally owned lands.

This amendment was approved by the committee.

Rep. Jeremy Haroldson, R-Wheatland, asked Collins if this legislation could generate friction between municipalities and existing energy co-ops and producers.

Collins said he hopes this legislation would allow cities to support the growing demand for electricity on the grid rather than compete with existing producers. He cited the anticipated growth in Cheyenne with new

data centers and businesses, stating that city consumption will jump from 350 megawatts to 1,000 or more MW in the next five years.

“There’s a demand for electricity, and they’re looking for somebody to provide that,” Collins said. “We wouldn’t get any special treatment. We would be a vendor, just like anybody else would, and we would supplement the demands.”

David Bush, state government affairs manager for Black Hills Energy in Wyoming, acknowledged that there is a growing demand for electricity, but noted that not all of their customers may want renewable energy and still prefer the reliability of coal and natural gas.

“We’re happy if this does pass. If there’s a way that we can work with (the city of Cheyenne), we’re happy to continue to work with them to try to find a path forward,” Bush said. “But, you know, at this point, there still is some internal debate on our side as to whether or not this is actually needed for them to own and operate a wind or solar or whatever facility on municipal property.”

Committee Chairman Sen. Cale Case, R-Lander, asked Collins if the city would have constructed the wind turbines on municipal property that the city of Cheyenne leases to a private energy company west of town.

Collins said the city receives more than \$800,000 per year for renting 18,800 acres that house a couple of hundred windmills on that property. He told Case that he likes to think the city would have considered it if it were an option but also noted that a project that large may be beyond the capacity of the city to manage at this time. He said he wasn’t opposed to large-scale projects in the future.

Thor Nelson, an attorney with Holland and Hart on behalf of Wyoming Industrial Energy Consumers, said WIEC endorses the bill but raised one issue with the language of the bill. He suggested an amendment to the verbiage to make it clear that there’s nothing about this operation which

denies the public service commission jurisdiction over the wholesale purchase of electricity, the same way it has jurisdiction over all of the wholesale generations of electricity.

The committee approved this amendment.

Shawn Taylor, executive director of the Wyoming Rural Electric Association, shared some concerns he had with the proposed legislation that it may degrade certificate of service territory.

“In this example, you would have a municipality contracting with somebody to come in and build generation and then sell that generation, be it wholesale, but they would sell that generation to the utility, which, the utility would be the municipality’s customer. So it’d be generating electricity and selling electricity to a customer that would not be considered a public utility,” he said.

Sen. Charles Scott, R-Casper, also expressed concern with the legislation.

“The reservation I have about this bill is this is public ownership of the means of production, which is the classic academic definition of socialism,” he said.

The legislation passed on a 9-5 vote in favor and will be sponsored by the committee at the 2025 Legislative Session. Sens. Case and Scott and Reps. Haroldson, Chris Knapp, R-Gillette and Pepper Ottman, R- Riverton, voted in opposition.

COUNCIL WORK PLAN CALENDAR 2024		
JANUARY	FEBRUARY	MARCH
TOWN MTGS.	TOWN MTGS.	TOWN MTGS.
Equity Task Force Presentation	Title 7, Animals	Equity Task Force Updated Resolution
Pre-Construction Bid for Stilson-	Censure Ordinances-	Fairgrounds & Rodeo Lease Extension
Snow King & Willow Stop Sign	LDR General Update 2023	PI List Review (continued to May)
	Kelly Place Deed Restriction	
JIM	JIM	JIM
Cancelled	Joint Department Funding Task Force Discussion	Housing Department Work Plan & Housing Supply Plan
		Regional Transportation Work Plan
APRIL	MAY	JUNE
TOWN MTGS.	TOWN MTGS.	TOWN MTGS.
Legislative Debrief & Resolutions for WAM	Gregory Lane Design-	Accessible Housing Policy Upgrades-
Furthering Accessibility @ Town Bldgs. & Sites (scoping)	Title 15 Updates Building & Construction	Town & County Joint Revenue Options
Fire JPA	PI List Review (continued to TBD)	Moratorium Proposed Process
SPECIAL MTG. (April 22)	JIM	JIM
Long Range Planning Work Plan & Indicator Report	90 Virginian Lane Developer Selection	90 Virginian Lane Developer Selection-
Joint Alternative Funding Options-	SS4A Vision, Goals, & Leadership Commitment	Joint Alternative Funding Options (2nd Mtg.)
	Mobility Hub Study & Next Steps	
	Community Wildfire Protection Plan (WUI)	

TOWN MTGS.	TOWN MTGS.	TOWN MTGS.
Budget & Revenue Strategy	Moratorium	Total Compensation & Benefit Review
Final Sustainability Plan	County Water Quality Plan & Update to Sewer Policies	Police Department Staff Retention
Rights of Nature Resolution	Destination Management & Marketing Organization	Pay As You Throw Pricing/Alcohol Container Ordinance
Fire JPA	West Jackson Subarea Transportation Plan	
Equity Task Force Appointments (Special Mtg.)		
Moratorium		
JIM	JIM	JIM
Fire JPA	Housing Dept. Rules & Regs Issues Identification	Housing Department Rules & Regs Clean-Up
Joint Revenue Ballot Initiatives	90 Virginian Lane Update	Indicator Report Dashboard
OCTOBER	NOVEMBER	DECEMBER
TOWN MTGS.	TOWN MTGS.	TOWN MTGS.
Title 7, Animals (2nd mtg.)	License Plate Readers Update	Policy Manual Update
Fire & Building Code Updates	Further Steps to Reduce Barriers to ECE Scoping Report	Gregory Lane - Design & Construction
	Legislative Agenda & Approach	Affordable Non-Residential Space Scoping Report
	Recommendation to Create Task Force on Transportation/Comms	Potential Increase to Taxi Fees Scoping Report
	Karns Meadow EA & CUP	Public Art Plan
JM	JM	JM
90 Virginian Lane Development		90 Virginian Lane Development
Housing Department Rules & Regs Clean-Up		SS4A Leadership Commitment Adoption & Update
		Stilson Transit Center GMP & SPET Use of Funds
		Virginina RV Park Revenue Sharing Agreement
		Housing Department Rules & Regs Adoption Move to Dec.

SHIFTS & CHANGES	
Furthering Accessibility @ Town Bldgs. & Sites (scoping)	Moved from March to April
Community Wildfire Protection Plan	Added to May JIM at Request of Interim Fire Chief
Rights of Nature Resolution	Moved from March to June to July
Final Sustainability Plan	Moved from June to July
Joint Revenue Ballot Initiatives	Added in July
Equity Task Force Appointments (Special Mtg.)	Moved from May to June
Community Solar	Moved from June to July & then just a memo
Budget & Revenue Strategy	Moved to June after budget, then discussed w/ County
County Water Quality Plan & Update to Sewer Policies	Combined & moved from June to August
Modernizing Mobility for West Jackson Plan	Moved from June to July then shift to Town mtg. in Aug.
Total Comp/Benefit Review/PD Staff Retention	Moved from May to July to September & split into 2 items
Indicator Report Dashboard	Added to September JIM
Regional Transportation CIP	Moved from April to June to November to TBD
Joint Alternative Funding Options	Moved to April JIM
Fire JPA	Moved from March & June to TBD
Stormwater Management Plan	Moved from May to July to Sept. to Update & Schedule in '25
Karns Meadow EA & CUP Preview	Moved from April to July to September to October
PI List Review	Continued to May, then continued to TBD
Fairgrounds & Rodeo Lease Extension	2nd Mtg., response from County received in September
Cow Pasture 1 & 2 Softball Field Replacement	Moved from July to October JM to survey constituents
Moratorium Process	Added in July, August, & September
Stilson Transit Center GMP & SPET Use of Funds	Moved from August JIM to November to December
90 Virginian Lane Development	Added to October, November, & December JIMs
Gregory Lane Design & Construction	Moved to November to December
Fire/EMS Level of Service & Expectation Setting	Moved to TBD
SS4A Leadership Commitment Adoption & Update	Moved from October to December JIM
Transportation CIP & Grant Opportunities	Moved from October to January 2025
Dedicated Transportation Revenue Options	Moved from December to March 2025
Early Childhood Education Scoping Report	Added to November
Regional Transportation Needs Assessment	Moved from November to Memo
Town Mobility Overlay	Moved from November to be part of SS4A
Rec Center 6-Month Operations & Revenue Review	Removed from December JM to be a memo
SPET Follow-Up & Next Steps	Removed to schedule in 2025
TTB Destination Management & Marketing Org. Update	Moved to JM update in January
EBike Scoping Report	Moved to TBD in 2025

Joint Meeting Agenda Item Requests			
<i>Submittal / Request Section</i>			
December 2, 2024 JM			
#	Submitter Name	Agenda Item	Time Needed
1	Bruce Abel	START Budget Amendment	consent
2	Steve Ashworth	Rec Center 6-Month Operations & Revenue Review	30 mins
3	April Norton	90 Virginian Lane Development Agreement	120 mins
4	Heather Overholser and Johnny Ziem	Stilson Transit Center GMP Contract and SPET use of funds	75 minutes
Upcoming JIM Items			
	Charlotte Frei	Jan 6 - Transportation CIP & Grant Opportunities	?
	Tyler Sinclair	Jan 6 - Destination Management & Marketing Organization	30 mins
	Riley Taylor	Jan 6 - 2025 Meeting Dates for Joint Board Interviews	consent
	Charlotte Frei	Mar 3 - Dedicated Revenue Options	?
	?	SPET Follow-Up and Next Steps	?
	Crista Valentino & TTB	Destination Management & Marketing Organization	60 mins

December 2, 2024 Regular Town Council Meeting
INITIAL SR DUE: 11/1 COMPLETED SR DUE: 11/15 FINAL SR DUE: 11/22
Announcements & Proclamations
Active People, Healthy Nation
Consent Calendar
Minutes & Disbursements
Agreement for Commission of Public Artwork - Stilson Transit Center
Kilmain County Sewer Connection Request E24-0221
Gregory Lane Right-of-Way Easements
Department of Transportation Charging and Fueling Infrastructure Grant Agreement
Discussion & Action Items
Contract for Parking Access Revenue Control System at Millward/Simpson Garage
Taxi Rate Change Scoping Staff Report
Resolutions
Ordinances
Ordinance C: An Ordinance Amending Title 8 Regarding the Pay as You Throw Program
Ordinance D: An Ordinance Granting a Franchise to Teton Trash Removal
Ordinance E: An Ordinance Amending the Franchise with Westbank Environmental Services
Ordinance F: An Ordinance Amending the Franchise with Yellow Iron
Ordinance H: An Ordinance Amending the Franchise with Terra Firma
Ordinance I: An Ordinance Amending Title 16 Regarding the Introduction to the Housing Rules and Regulations
Ordinance J: An Ordinance Amending Title 16 Regarding Housing Development Standards and Procedures
Ordinance K: An Ordinance Amending Title 16 Regarding Qualification and Eligibility
Ordinance L: An Ordinance Amending Title 16 Regarding Weighted Drawing
Ordinance M: An Ordinance Amending Title 16 Regarding Sale and Resale Standards
Ordinance N: An Ordinance Amending Title 16 Regarding Rental Standards and Procedures
Ordinance O: An Ordinance Amending Title 16 Regarding Compliance and Exception, Appeal and Grievance Standards and Procedures
Ordinance AA: An Ordinance Amending Title 16 Regarding Occupancy and Use
Ordinance AB: An Ordinance Amending Title 16 Regarding Definitions
Ordinance AC: An Ordinance Amending Title 15 Regarding the International Fire Code and International Wildland-Urban Interface Code
Ordinance AD: An Ordinance Amending Title 15 Regarding the National Electrical Code
Ordinance AE: An Ordinance Amending Title 15 Regarding the International Building Code
Ordinance AF: An Ordinance Amending Title 15 Regarding the International Existing Building Code
Ordinance AG: An Ordinance Amending Title 15 Regarding the International Mechanical Code
Ordinance AH: An Ordinance Amending Title 15 Regarding Solid Fuel Burning Devices
Ordinance AI: An Ordinance Amending Title 15 Regarding the International Residential Code
Ordinance AJ: An Ordinance Amending Title 15 Regarding the International Plumbing Code
Ordinance AK: An Ordinance Amending Title 15 Regarding the International Fuel Gas Code
Ordinance AL: An Ordinance Regarding Cruelty to Animals
Ordinance AM: An Ordinance Amending Title 7 of the Municipal Code Regarding Animals
Matters from Mayor and Council
Matters from the Town Manager
Town Manager's Report
Adjourn