

**RESOLUTION OF THE TOWN COUNCIL OF BASALT, COLORADO, RELATED TO
AN ADDENDUM TO THE TOWN MANAGER'S EMPLOYMENT AGREEMENT
Town of Basalt, Colorado
Resolution No.18
Series of 2015**

RECITALS

1. The Town of Basalt entered into an Employment Agreement with Mr. Mike Scanlon to be Town Manager on October 30, 2012.
2. The Employment Agreement states that, "The Town Council may review and evaluate the performance of the Employee at least annually, typically in the month of December so that Employee's salary may be set for the ensuing year."
3. Mr. Scanlon's performance was evaluated on 360 basis in 2013 using the International City/County Management Associations (ICMA) 360 format. That review identified numerous strengths of Mr. Scanlon and identified no developmental needs or areas of improvement that would be required in 2014.
4. In December of 2014 Mr. Scanlon provided the Town Council with two documents that were used to gauge his performance in 2014. These documents are attached as Exhibit A and Exhibit B.

NOW, THEREFORE, BE IT RESOLVED by the Basalt Town Council of Basalt, Colorado, as follows:

Section 1. The Town Council wants to first express their satisfaction in Mr. Scanlon's work and the amount of work that was taken on and completed by the Town in 2014.

Section 2. The Town Council after reviewing Mr. Scanlon's current salary and benefits is making the follow adjustment (Addendum) to his current Employment Agreement.

- a. Mr. Scanlon's Base Salary will be increased from \$146,000 to \$154,161 (5.6%). Mr. Scanlon's current salary range per Resolution 65, 2014 is \$120,935 – \$181,402.
- b. The Town's contribution to Mr. Scanlon's retirement plan will be increased from 5% to 10% of his Base Salary. This is being done to reflect the exceptional work that was accomplished by Mr. Scanlon in 2014. This potential increase was contemplated in Section 11 of the

Employment Agreement that states, "Employee's retirement benefits may be increased based on his performance evaluation, if the Town Council determines that Employee has exceeded the Town's expectations."

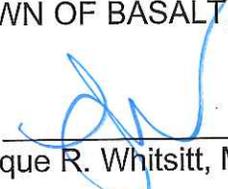
- c. Mr. Scanlon's Severance Period will be extended from 8 months to 12 months for a period of 3 years sun setting in January 2018. This increase in Severance is to account for the increased job volatility that's present during large-scale redevelopment.
- d. The original term of Mr. Scanlon's Agreement is extended to January 1, 2018.

Section 3. The Town Council directs the Town Attorney to produce the necessary Employment Agreement Addendum to account for these proposed changes.

Section 4. All salary and benefits that were contemplated to have been paid in January will be done so retroactively upon final action of the Town Council.

READ AND ADOPTED by a vote of 7 to 0 on April 28th, 2015.

TOWN OF BASALT, COLORADO

By: 
Jacques R. Whitsitt, Mayor

ATTEST:

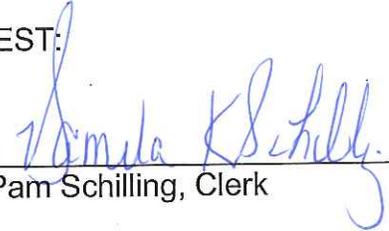
By: 
Pam Schilling, Clerk

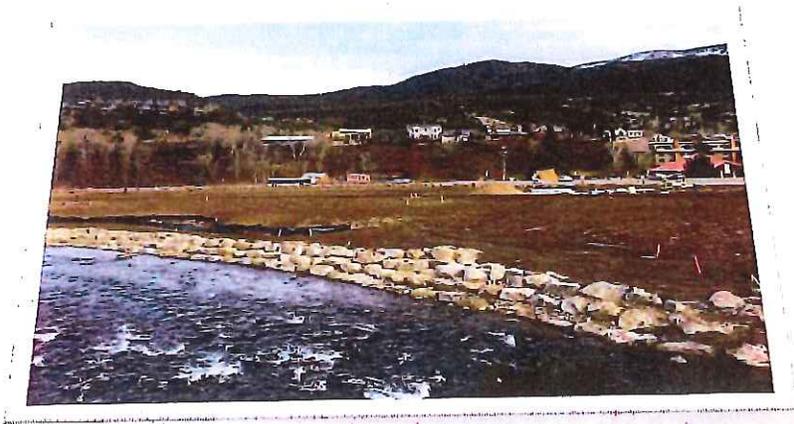


Exhibit A

Work Plan Update Report (2014)



Work Plan Update Report (2014)



Executive Summary:

The 2014 Work Plan included 5 Strategic Goal Areas. Overall we completed 71% of our 2014 Work Plan. There were only three **Goal Area Components (GACs)** that we didn't get started in 2014. They include the following:

- Submit our Annual Budget for GFOA Outstanding Budget Award
- Begin a process of updating the Town's Comprehensive Plan
- Create a Resiliency Plan similar to a Comprehensive Plan

Strategic Goal Area	Percent Completed in Goal Area
Fiscally Responsible and Responsive	63%
Caring and Safe Place	75%
Excellence in Governance	69%
Economic Vitality	63%
Planning Resiliency	83%
Overall Percentage Completed	71%

What's not included

As with any formalized Work Plan there are always items that arise during the year that, while not quantified in the Work Plan, are important and impact the work we were able to accomplish. One thing we attempt to do as an organization is to make sure that work we take on outside of what has been defined in the work plan connects back to the five Strategic Goal Areas established by the Town Council. Any additional work we accommodate needs to be complimentary and fit into the Strategic Goal Areas set by the Town Council. If we can maintain our discipline we can accomplish our goals – but accomplishing our goals requires us to be rigorous in what we take on as additional work. **If we're not careful our Strategic Goals take a back seat to the "Policy Du Jour."**

The following table outlines the additional work we took on in 2014 and where it fits within the Town's existing Strategic Goal Areas.

Project	Strategic Goal Area
RMI Conduit Financing (\$7.5 Million in Bonds)	Fiscally Responsible and Responsive / Economic Vitality
Real America Project (Evaluation/Financing/Planning)	Economic Vitality / Planning Resiliency
Issuance of GOB / Taxable Debt (\$1.8 Million in Bond) for CDC Parcel	Fiscally Responsible and Responsive / Economic Vitality
Implementation of an Employee Evaluation System	Excellence in Governance
Submission and Acceptance of the LOMR for the RMI Site	Economic Vitality / Planning Resiliency
Hosting a portion of the US ProCycle Challenge	Planning Resiliency
Initiated "Our Town Planning" effort	Economic Vitality / Planning Resiliency / Excellence in Governance
Establish a Housing Assistance Mortgage Program	Economic Vitality / Planning Resiliency
Reallocation of Sanitary District EQRs across the various Pan & Fork Parcels	Fiscally Responsible and Responsive / Economic Vitality / Planning for Resiliency
Establishment of our own "Bear Aware" Program	Excellence in Governance
Negotiated Incentive (Lodging Tax) Package for Elements and other Town Hotels/Motels	Fiscally Responsible and Responsive / Economic Vitality
Completed Fleet Assessment and purchased new equipment	Fiscally Responsible and Responsive / Excellence in Governance
Completed Bridge Conditions Assessment and programmed bridge repairs	Fiscally Responsible and Responsive / Excellence in Governance
Purchase of Affordable Housing Unit (Riverside Plaza)	Economic Vitality / Planning Resiliency
Completed AH Unit for Land and Improvements Swap (RMI)	Economic Vitality / Planning Resiliency
Established Police Officer Training Fee for Officer Education	Fiscally Responsible and Responsive / Excellence in Governance
Installation of a new monument sign and electrical charging station	Economic Vitality/Planning Resiliency
Adopted several Town Council Polices to help manage and provide direction to staff	Excellence in Governance
Art Internship and the establishment of a Music Park	Planning Resiliency

Strategic Goal Areas

What follows is a summary of the 2014 Work Plan's Strategic Goal Areas and the various components for each Goal Area.

Fiscally Responsible and Responsive	Percent Completed in Goal Area
Update Five-year Financial Plan	100%
Produce a Revenue Diversification Report	50%
Update the Capital Improvement Program	75%
Establish Town-wide Purchasing Policy	25%
Overall Percentage Completed	63%

2014 Highlights: In this Goal Area we continue to plan and use a Five-year Financial Forecast as our chief financial planning tool. In 2014 we completed the 2nd Five-Year Forecast for the Town. We are in the process of building a Revenue Diversification Report – to determine alternative revenue streams/sources the Town could consider in the future. We updated the CIP Plan and will have the Town Council go through a ranking exercise in the Spring of 2015. We updated our Town Council Policy on purchasing products and services and will start to build both a purchasing framework and calendar for considering bulk and routine purchases (*example: Asphalt purchases in conjunction w/ Aspen and Pitkin County*).

Caring and Safe Place	Percent Completed in Goal Area
Expansion and use of a broad IGA with RE-1 School District	75%
Chief's Advisory Board – Departmental Five Year Plan	50%
Establishment of a Citizen's Police Academy	75%
Establishment of a Bar Safety Program	100%
Overall Percentage Completed	75%

2014 Highlights: We have been working in a very cooperative manner with the RE-1 School District related to Capital Improvements, including improvements at the Elementary School Playground, and assisted in various improvements/repairs at RE-1 sports fields. The Chief's advisory board was established and used in the hiring process for several officers in 2014. In 2015 we will begin building a Police Department Five-year plan. The Police Department began putting together the framework for offering a Citizen's Police Academy in the 2015. The Police Department conducted a survey of Basalt bar owners and implemented a Bar Safety Program in 2014 and presented it to the Town Council in the summer of 2014.

Excellence in Governance	Percent Completed in Goal Area
Apply to be considered for ICMA/APA/GFOA National Awards	100%
Submit our Annual Budget for GFOA Outstanding Budget Award	0%
Convert and put into place daily maintenance of the Town-wide web sites and social pages	75%
Town Council and Senior Management Development	100%
Overall Percentage Completed	69%

2014 Highlights: In 2014 the Town was awarded the International City/County Management Associations (ICMA) Program of Excellence Award for Community Sustainability. Given the demands of the year we weren't in a position to put together a Budget that would meet the GFOA criteria for an outstanding Budget Award. In 2014 we converted our Town's web site to the CivicPlus framework and we continue to work on how to keep updates timely and relevant. We provided a DISC class for Town Council and Senior Staff and we continue to encourage all Department Heads to attend at least one educational conference related to their job. All Department Heads were able to attend one educational conference in 2014.

Economic Vitality	Percent Completed in Goal Area
Continue to develop and grow the Basalt Downtown Business Association	100%
Update Capital Improvement Program (Private)	50%
Finish relocation of residents and construction of public improvements in the Pan & Fork Development	100%
Begin a process of updating the Town's Comprehensive Plan	0%
Overall Percentage Completed	63%

2014 Highlights: In 2014 the Town accomplished the following with the Pan & Fork Trailer Park and adjacent area:

- Completed the bond financing of the River Project
- Finished relocation of residents
- Finished relocation and removal of trailer homes
- Began and finished river and site improvements and raised the CDC portion out of the 100-year Floodplain

In addition, we began to both identify and build the inventory of private utility projects that need to be completed. RMI has already undertaken a host of infrastructure projects related to the construction of their building. The one item that we weren't able to get started was the update of the Town's Comprehensive Plan. Given the importance of the "Our Town Planning" effort it was important that we hold off so that DAAC and community ideas could be blended into the Town's Comprehensive Plan.

Planning Resiliency	Percent Completed in Goal Area
Increased investment in Sustainability and Public Places	100%
Create more Social Capital	50%
Increase support of the educational and arts community	100%
Create a Resiliency Plan similar to a Comprehensive Plan	0%
Provide Better Interconnectedness between Basalt Neighborhoods	50%
Complete a "Needs Assessment" related to affordable housing (added 06/2014)	75%
Undertake a Habitat for Humanity Project (added 06/2014)	100%
Joint Project with RMI related to potential Housing / Improvement Swap (added 06/2014)	100%
Establish a non-profit housing corporation (added 06/2014)	75%
Identify and inventory potential affordable housing sites (added 06/2014)	100%
Overall Percentage Completed	83%

2014 Highlights: This Goal Area has seen the highest level of work and progress. This Goal Area was also expanded in June of 2014. This Goal Area saw the following achieved:

- Re-established the Town's Green Team.
- Involved the entire community in the "Our Town Planning" effort, including an outreach program with the Basalt schools.
- Worked with the Wyly and Chamber in establishing "pop-up art" along Midland Avenue.
- Several affordable housing initiatives including,
 - Needs Assessment
 - Habitat for Humanity Project
 - Joint project with RMI
 - Initiated creation of a non-profit housing corporation
 - Identified and inventoried potential affordable housing sites and projects

Exhibit B

2014 Town Accomplishments:

1. Relocation of all residents of the Pan & Fork Trailer Park (341 people)
2. Removal of 48 Pan & Fork Structures (38 trailers)
3. Disposing of and handled all threats of litigation being brought by Pan & Fork residents and their legal counsel
4. Issuance and closing on \$5.0 million in Tax-Exempt and Taxable GO Bonds (December, 2013 and October, 2014)
5. Completed the Construction of Roaring Fork River Improvements
6. Issuance of refinancing bonds on earlier issues saving the Town \$120,000 in Interest Expenses
7. Issuance of up to \$8.0 million in Conduit financing for RMI December, 2014
8. Developed an agreement of a swap and sale of land and construction for RMI Affordable housing units in Old Snowmass (**Transaction to be completed in 2015**)
9. Finished RMI development review/building permits in April/November 2014 and all associated Pre-development/development agreements
10. Completed the second Five-year Financial Forecast
11. Submitted the Emma Bridge for the International City/County Management Association (ICMA) Sustainability Award - **Town won the Award**
12. Completed the planning and building permit approvals developed the incentive package for the Elements Hotel at Willits
13. Placed three ballot issues on the November ballot for the resident's consideration - all issues passed. Only media or outreach was done by interviews of Town Staff and Town Council related to the issues.
14. Undertook the Our Town Planning effort that included,
 - a. Organization of citizens (Walk-ins / Schools / Neighborhoods / Businesses)
 - b. Development of website - www.ourtownplanning.org
 - c. Cataloging of drawings
 - d. Final Citizen Report
 - e. Organization of DAAC
 - f. Initial survey and subsequent scientific survey
 - g. DAAC Final Report to the Town Council
15. Began the collection of financing for the Basalt Avenue Underpass
 - a. RFTA (\$500,000)
 - b. CDOT (\$2,000,000)
 - c. Town of Basalt (\$1,050,000)
 - d. Preliminary discussion with Pitkin County - EOTC Funds (\$500-\$750K)
16. Preliminary design and dug test wells for the Basalt Avenue Underpass project

17. Established a first 10-year Capital Investment Plan consistent with recently adopted POST Master Plan
18. Began planning and design of the Triangle Park improvements @ Willits
(Construction in 2015)
19. Began planning and design of Arbaney Park Improvements **(Construction in 2016)**
20. Finalized design and planning of Midland Park Improvements **(Construction in 2015)**
21. Got approval for the purchase of three (affordable) housing units at the B/C property to be included in the Town's Affordable Housing inventory **(Transaction to be completed in 2015)**
22. Gave Sketch plan approval for 5 cabins at the Roaring Fork Club (Waterman Parcel)
23. Completed the financing and construction of a new playground at the Basalt Elementary School
24. Assisted Pitkin County in hosting International Fellows from East Timor
25. Received approval from US ProCycle challenge to have a portion of the race come through the Town of Basalt
26. Planned and delivered "day of" events for the US ProCycle challenge when it came through Basalt - including identifying and training 50 traffic volunteers for day of events
27. Received Letter of Map Revision (LOMR) from FEMA for the RMI Parcel to allow for construction
28. In concert with CDOT completed a remapping of the entire Southside that will allow for a change in the floodplain and reduce insurance costs for many Southside businesses.
29. Working with RFTA, Cerises and Myers created a solution for the north side entrance into Myers Steel **(Construction in 2015)**
30. Worked with Pitkin County on several housing projects - 2014
 - a. Real America Project
 - b. Ski-Co Parcel
 - c. Overall Housing Strategy (Southside)
31. Created and implemented a new policy and procedures manual for the police department. The last revision was done in 1993.
32. Began providing 24 hour coverage with the hiring of two officers. We are able to provide this coverage when at full staff.
33. Hosted the 1st annual National Night Out where approximately 100 people attended.
34. Started the "Bear Aware" program in cooperation with Colorado Parks and Wildlife. Three community meetings were held and officers attended three separate Sunday Markets.
35. Created the Town of Basalt Bar Safety Program where we continue to work with liquor license holders to provide better service to the establishments and the community.
36. Worked with the Elementary School to implement staggered start times for students. This has assisted with traffic congestion and safety concerns around the Elementary and Middle Schools.
37. The police department, along with all departments, created a new Town website.

38. The police department's records management system has gone paperless. We are now reporting crime information and statistics to the State of Colorado and the Federal Bureau of Investigations online. We are also storing all internal information digitally.
39. Hosted a bicycle safety rodeo at the elementary school. 100 students participated.
40. Implemented an agreement between Colorado Animal Rescue (CARE) and the Town. We are now able to house stray dogs for five days. After the five days, CARE takes possession of the animals and adopts them to suitable owners.
41. Obtained a grant to purchase six bullet resistance vests for our officers. Some officers were wearing vests that were several years out of warranty. All officers are now wearing appropriate bullet resistant vests.
42. Roundabout Sign Construction (New Basalt signs)
43. Installation of electric car chargers at Town Hall through a State Grant
44. Habitat for Humanity home design and approval of land conveyance
45. Housing Needs Assessment – RFP Process selected contractor (**Will be completed in 2015**)
46. Conducted a training needs assessment for all employees at the police department. From this, career development plans have been developed for all employees to better serve the Town
47. DISC Assessment Town Staff and Town Council -- November 2014 Retreat