



DATE: February 28, 2020
TO: Mayor and Council
FROM: Ryan Mahoney, Town Manager
RE: Weekly Update
CC: Department Heads

I wanted to congratulate this Council for a successful accomplishment in completing the process for the Basalt River Park. This has been a long process and each aspect of the development proposal was carefully scrutinized along the way. It definitely took a great deal of fortitude to sit through so many meetings in order to fully understand the proposal. In the end, I believe that we have a solid development plan and will look forward to focusing on the construction of the Town's park improvements.

Staff continues to follow the Corona Virus issue and we are now getting information from the State regarding their outreach and preparedness plan. The outline of the plan can be found here: <https://www.colorado.gov/pacific/cdphe/resources-local-public-health-agencies-and-healthcare-providers>.

Police

The police department met with town staff members to provide training on workplace violence and personal response to active harm situations. Attendees learned strategies and techniques to escape a violent situation, hide if escape is not possible and to fight back when necessary. This curriculum is also taught to staff members at our public schools. It is called "Run, Hide, Fight."

Our first Community Police Academy class will be held Saturday, March 29th. We have 20 people signed up to attend. Officers will be teaching attendees about criminal and crime scene investigations.

Officers conducted an unannounced full scale lockout drill at the high school. School staff implemented our existing Emergency Operations Plan and did a great job practicing school safety during the drill.

Public Works

Public Works has been busy this week planning for projects. We had a pre-bid meeting for our annual maintenance work on our streets. We had five companies show interest in bidding on our projects. The plan for maintenance was reviewed and some slight adjustments were made. The contractors submit their bids on March 5th.

Public Works interviewed three companies to be our turf and garden contractor for 2020. We will be awarding the contract next week after references are checked and the contract reviewed.

We are replacing an obsolete streetlight on Two Rivers Road and School Street. The streetlight has recently quit working and it is one the Town inherited from CDOT when we took over Two Rivers Road from CDOT. The light is beyond the reach of our bucket truck and it was always a challenge to service.

Public Works and Colorado Parks and Wildlife (CPW) have agreed to continue to work together on the storage of ground up asphalt resulting from our annual street maintenance projects. Public Works and CPW recycle the millings and use them for other street projects.

Planning

Basalt River Park and Basalt River Park Development – At Tuesday’s meeting, the Council approved the three ordinances and a resolution approving the Art Base as the entity to receive the portion of the Real Estate Transfer Assessment allocated to a visual arts center.

Basalt Master Plan – The first public hearing was on Thursday night, where public comment was taken, and the Council provided input. The public hearing was continued to Tuesday, March 10th. The Council is scheduled to have a 5:00 pm Worksession with the P&Z that day.

Willits Town Center – Staff continued work on several items associated with Willits Town Center. The building permit sets and construction management plans for Block 11 North and the Aspen Skiing Company Building on Block 9 are being reviewed by Staff.

BACH – BACH Commissioners accepted the proposed changes to the Regional Housing MOU, and solidified recommendations to bring to Council regarding the Affordable Housing Livability Requirements in the Community Housing Guidelines. The Regional Housing MOU is scheduled for Council review on March 10th.

East Entrance Sign – The Town began accepting bids for construction of an entrance sign at the up-valley intersection of Two Rivers Road and Highway 82. The sign was designed by Aceto Landscape Architects in partnership with the Chamber Sign Committee. Basalt Staff are the project managers for the sign.

Green Team – Staff attended a meeting, hosted by the City of Aspen, regarding the creation of Providence, Rhode Island’s Climate Justice Plan. The discussion included identifying frontline communities, trust building, and creating a climate action plan through an equity lens. A tool was introduced, created by the Movement Strategy Center, that can be used to identify the Spectrum of Community Engagement to Ownership (<https://movementstrategy.org/b/wp-content/uploads/2019/09/Spectrum-2-1-1.pdf>). Staff is disseminating the information and contemplating its application within the Basalt community.

Hard to Recycle Materials Event – This event has been scheduled for April 18th, from 10 am – 2 pm at the Basalt Middle School’s parking lot. Stations at the event will include drop-off areas for household hazardous waste, metals, paper document shredding, electronic waste, and large trash items (e.g. old couches and tires). The Town will need to secure at least 12 volunteers for the event. The Town will begin advertising this event, in conjunction with the school district, soon.

Other Annual Events-

- Basalt Sunday Market – is set to begin on June 21st. Potential vendors have begun contacting Planning Staff. The application materials will be added to the Town’s website shortly.
- Basalt Community Garden – with gardening season just around the corner, the garden manager has asked Staff to put the application for garden plots on the Town’s website.

Finance

The Finance Department has been working on finalizing job descriptions, reviewing and comparing benefits, and analyzing salary results. We have considered all employee comments while looking at the data, and are close to completion of this project. We anticipate a follow-up conversation with employees the week of March 9 (probably March 12 or 13), with a Council presentation, including recommendations, on March 24.

The Request for Proposal for a financial advisor for employee retirement plans is in draft form, and will be re-reviewed by Department Heads and the Finance Advisory Board next week. We modified the process to start with an RFP for advisory services instead of a comprehensive package of an advisor and plan sponsor. The new approach will allow the Town more discretion in the determination of the retirement plans offered to employees.

The Finance Advisory Board met on Wednesday, and reviewed a detailed calendar of finance events for the year. We also discussed some improvements to quarterly financial reporting, and how to include the Finance Advisory Board members in financial presentations to Council during this year. The quarterly reporting improvements are targeted to improve the understandability of the Town’s financial information to its community and stakeholders.

The final submission and reporting for the NRCS Flood Mitigation Grant is complete. We are grateful for the impact that this project has had on our community. Our regional partners in this project, Eagle County and CPW, are integrally responsible for the successful completion of this project. Way to go team!