

**TOWN OF MOUNTAIN VILLAGE
SPECIAL TOWN COUNCIL MEETING
FRIDAY, APRIL 17, 2020, 11:00 AM
2nd FLOOR CONFERENCE ROOM, MOUNTAIN VILLAGE TOWN HALL
455 MOUNTAIN VILLAGE BLVD, MOUNTAIN VILLAGE, COLORADO
TO BE HELD REMOTELY VIA ZOOM WEBINAR <https://zoom.us/j/98560280743?pwd=UWIFcU45eG1YR0hiN01XdXlDa2xWZz09> (see login details below)
AGENDA**

	Time	Min	Presenter	Type	
1.	11:00				Call to Order
2.	11:00	15	Swain	Informational	Discussion and Review Re-Forecasted 2020 Budget During the Covid-19 Emergency
3.	11:15	20	Swain Kunz	Action Work Session	Memo Updating Status of Development of a Hardship Program and Policy for Loans to Employees against Future Earnings/PTO Accruals to Bridge the Gap until Receiving Unemployment Checks
4.	11:35	30	Mahoney Swain	Action	Consideration of a Resolution on Sales Tax, Accommodations Tax and Restaurant and Bar Sales Tax Deferrals
5.	12:05	20	Boyko	Action	Consideration of a Resolution Adopting Employee Development Committee Bylaws and Appointment of Committee Members
6.	12:25	10	Dohnal	Informational	Business Development Advisory Committee Update
7.	12:35	10	Haynes	Informational	VCA Monthly Update
8.	12:45	10	Council Members Johnston	Informational Action	Council Boards and Commissions Updates: a. Telluride Tourism Board – Berry b. Colorado Flights Alliance – Gilbride c. Transportation & Parking – Benitez/Duprey d. Budget & Finance Committee – Gilbride/Duprey e. Gondola Committee – Caton/Berry f. Colorado Communities for Climate Action – Berry g. San Miguel Authority for Regional Transportation (SMART) – Caton/Prohaska h. Eco Action Partners – Berry/Prohaska i. Telluride Historical Museum – Prohaska j. Telluride Conference Center – Gilbride/Binder k. Alliance for Inclusion – Binder l. Green Team Committee – Berry/Prohaska m. Business Development Advisory Committee- Caton/Benitez i. Appointment of One Council Member for a Two-Year Term n. Mayor’s Update - Benitez
9.	12:55				Adjourn

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Please note that times are approximate and subject to change.

SJ

4/14/20

Public Comment Policy:

- The Town Council will take your comments during all virtual Town Council meetings through the zoom conference app for items proper to receive public comment via the written comment feature on zoom.
- Please do not comment until the presiding officer opens the agenda item to public comment. Public comments submitted outside of the proper time may not be considered.
- All those wishing to give public comment must identify their full name and affiliation, if any, to the Town of Mountain Village.
- Please keep your comments as brief and succinct as possible as they will be read aloud at the meeting. Please refrain from repeating what has already been said by others in the interest of time. You may simply state that you agree with a previous speaker's comments.
- Commenters shall refrain from personal attacks and maintain a civil tone while giving public comment.

TOWN OF MOUNTAIN VILLAGE (excluding Gondola)

Surplus/Deficit by Revenue Forecast	Outlook 0	Outlook 1
Projected Revenues	\$ 19,919,191	\$ 18,437,703
Projected Expenditures	21,425,660	20,696,125
Projected Surplus/Deficit	<u>\$ (1,506,469)</u>	<u>\$ (2,258,422)</u>
Reductions		
Capital Expenditures	\$ (4,313,704)	\$ (4,313,704)
Discretionary Expenditures	(579,701)	(845,852)
Employee Costs (Salaries/Wages-PERA/Taxes-Health Ins.)	(1,504,343)	(1,967,727)
Total	<u>\$ (6,397,748)</u>	<u>\$ (7,127,283)</u>

Monthly Projected Expenditures for Health Insurance Premiums for Employees on Leave of Absence

Department	Leave of Absence Employses			Monthly Expenditures		
	Significant	Major	Critical	Significant	Major	Critical
Administration	0	0	4	0	0	4,601
Police Departmet	0	0.2	0.4	0	230	460
Public Works	3	10	16	3,451	11,502	18,403
Transit	0	0.8	1.6	0	920	1,840
Parks and Rec	4	4	4	4,601	4,601	4,601
Planning & Development	0.5	0.5	3.5	575	575	4,026
Historical & Tourism	0	0	0	0	0	0
Childcare	4	4	5	4,601	4,601	5,751
Information Technology	0	1.5	3	0	1,725	3,451
Telluride Conf. Center	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Vehicle Acquisition	0	0	0	0	0	0
Capital Projects Fund	0	0	0	0	0	0
Total	<u>11.5</u>	<u>21</u>	<u>37.5</u>	<u>13,227</u>	<u>24,154</u>	<u>43,132</u>

GONDOLA

Surplus/Deficit by Revenue Forecast	Outlook 0	Outlook 1
Projected Revenues	\$ 5,121,299	\$ 5,121,299
Projected Expenditures	4,602,531	4,278,170
Projected Surplus/Deficit*	<u>\$ 518,768</u>	<u>\$ 843,129</u>

*In reality there will not be a surplus or deficit. TMVOA will fund actual expenditures.
The surply/deficit shown reflects the difference from the 2020 adopted budget.

Reductions	Outlook 0	Outlook 1
Capital Expenditures	\$ (497,000)	\$ (497,000)
Discretionary Expenditures	(20,036)	(20,036)
Employee Costs* (Salaries/Wages-PERA/Taxes-Health Ins.)	(1,732)	(326,093)
Total	<u>\$ (518,768)</u>	<u>\$ (843,129)</u>

Monthly Projected Expenditures for Health Insurance Premiums for Employees on Leave of Absence

Gondola	Leave of Absence Employses			Monthly Expenditures		
	Significant	Major	Critical	Significant	Major	Critical
	0	12	12	0	13,802	13,802

TMV Revenue Assumptions and Projections

Outlook = Social Distancing until Sept. 30th (Switch = 0)	January	February	March	April	May	June	July	August	September	October	November	December	Total	
Increase/Shortfall Percentage of Budgeted Revenue	12.07%	-9.53%	-13.78%	-13.96%	-18.98%	-28.73%	-32.57%	-34.05%	-34.17%	0.25%	0.23%	-0.69%	-14.07%	
Expected Percentage of Budgeted Revenue	112.07%	90.47%	86.22%	86.04%	81.02%	71.27%	67.43%	65.95%	65.83%	100.25%	100.23%	99.31%	85.93%	
	2020 Adopted Budget													
Actual (Jan & Feb) / Budget														
Property Taxes	4,338,491	93,953	1,322,806	397,711	1,483,535	265,713	467,572	191,016	37,418	40,193	5,198	33,376	-	4,338,491
Sales Tax	5,115,836	696,739	708,941	917,059	91,803	90,905	344,746	486,893	383,448	388,605	157,851	109,571	739,275	5,115,836
Other Taxes	639,400	53,283	53,283	53,283	53,283	53,283	53,283	53,283	53,283	53,283	53,283	53,283	53,283	639,400
Licenses & Permits	339,828	28,319	28,319	28,319	28,319	28,319	28,319	28,319	28,319	28,319	28,319	28,319	28,319	339,828
Intergovernmental	565,671	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	565,671
Charges for Services	250,458	20,872	20,872	20,872	20,872	20,872	20,872	20,872	20,872	20,872	20,872	20,872	20,872	250,458
Fines & Forfeits	11,841	987	987	987	987	987	987	987	987	987	987	987	987	11,841
Investment Income	100,001	19,579	17,242	6,318	6,318	6,318	6,318	6,318	6,318	6,318	6,318	6,318	6,318	100,001
Miscellaneous Revenues	63,618	5,302	5,302	5,302	5,302	5,302	5,302	5,302	5,302	5,302	5,302	5,302	5,302	63,618
Contributions	43,438	2,194	16,160	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	43,438
Parking Revenues	468,118	41,644	43,454	47,075	16,295	7,242	142,212	54,318	28,969	28,969	14,485	1,811	41,644	468,118
VCA Rent Revenues	2,262,740	188,562	188,562	188,562	188,562	188,562	188,562	188,562	188,562	188,562	188,562	188,562	188,562	2,262,740
VCA Other Revenues	93,850	7,821	7,821	7,821	7,821	7,821	7,821	7,821	7,821	7,821	7,821	7,821	7,821	93,850
Child Development Fund	584,563	94,130	44,130	61,630	39,130	39,130	39,130	39,130	39,130	39,130	71,630	39,130	39,130	584,563
Water & Sewer	3,188,661	269,888	244,888	244,888	244,888	244,888	244,888	244,888	244,888	244,888	394,888	319,888	319,888	3,188,661
Broadband	2,080,778	189,351	183,108	181,028	168,543	162,301	168,543	178,947	174,885	164,381	160,220	170,624	170,624	2,080,778
Historical & Tourism	3,032,854	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	3,032,854
Total Budgeted Revenues	23,180,146	2,012,500	3,185,752	2,463,240	2,658,043	1,424,028	2,020,940	1,809,040	1,526,649	1,530,420	1,272,282	1,352,844	1,924,409	23,180,146
Property Taxes	4,338,491	341,132	1,064,494	397,711	1,483,535	265,713	467,572	191,016	37,418	40,193	5,198	33,376	-	4,327,358
Sales Tax	5,115,836	739,089	689,443	687,794	36,721	27,272	103,424	146,068	115,034	116,582	157,851	109,571	739,275	3,668,123
Other Taxes	639,400	4,352	6,765	26,642	26,642	26,642	26,642	26,642	26,642	26,642	53,283	53,283	53,283	357,459
Licenses & Permits	339,828	10,342	11,102	14,160	14,160	14,160	14,160	14,160	14,160	14,160	28,319	28,319	28,319	205,518
Intergovernmental	565,671	28,752	81,744	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	30,641	565,390
Charges for Services	250,458	1,221	5,157	10,436	10,436	10,436	10,436	10,436	10,436	10,436	20,872	20,872	20,872	142,043
Fines & Forfeits	11,841	-	-	987	493	493	493	493	493	493	987	987	987	6,907
Investment Income	100,001	19,579	17,242	9,477	9,477	9,477	9,477	9,477	9,477	9,477	9,477	9,477	9,477	131,591
Miscellaneous Revenues	63,618	8,093	10,139	2,651	2,651	2,651	2,651	2,651	2,651	2,651	5,302	5,302	5,302	52,692
Contributions	43,438	2,194	16,160	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	43,438
Parking Revenues	468,118	64,044	45,647	20,323	-	5,432	27,159	40,738	21,727	21,727	14,485	1,811	41,644	304,736
VCA Rent Revenues	2,262,740	191,426	191,792	194,789	-	94,281	75,425	65,997	56,569	56,569	188,562	188,562	188,562	1,492,531
VCA Other Revenues	93,850	19,313	13,154	7,096	3,910	3,910	3,910	3,910	3,910	3,910	7,821	7,821	7,821	86,488
Child Development Fund	584,563	91,489	50,205	60,338	-	-	-	-	-	-	71,630	39,130	39,130	351,923
Water & Sewer	3,188,661	290,066	230,950	226,025	244,888	244,888	244,888	244,888	244,888	244,888	394,888	319,888	319,888	3,176,037
Broadband	2,080,778	191,653	195,442	162,925	151,689	146,071	151,689	161,052	161,052	157,307	164,381	160,220	170,624	1,974,104
Historical & Tourism	3,032,854	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	3,032,854
Total Projected/Actual Revenues	23,180,146	2,255,483	2,882,173	2,123,739	2,286,987	1,153,810	1,440,310	1,219,913	1,006,843	1,007,419	1,275,441	1,356,003	1,911,069	19,919,191
Difference	-	242,983	(303,579)	(339,502)	(371,056)	(270,218)	(580,629)	(589,127)	(519,807)	(523,000)	3,159	3,159	(13,340)	(3,260,956)

TMV Revenue Assumptions and Projections

Outlook = Social Distancing Until Dec. 31st (Switch = 1)	January	February	March	April	May	June	July	August	September	October	November	December	Total	
Increase/Shortfall Percentage of Budgeted Revenue	12.07%	-9.53%	-13.78%	-13.96%	-18.98%	-28.73%	-32.57%	-34.05%	-34.17%	-30.39%	-23.42%	-40.80%	-20.46%	
Expected Percentage of Budgeted Revenue	112.07%	90.47%	86.22%	86.04%	81.02%	71.27%	67.43%	65.95%	65.83%	69.61%	76.58%	59.20%	79.54%	
	2020 Adopted Budget													
Actual (Jan & Feb) / Budget														
Property Taxes	4,338,491	93,953	1,322,806	397,711	1,483,535	265,713	467,572	191,016	37,418	40,193	5,198	33,376	-	4,338,491
Sales Tax	5,115,836	696,739	708,941	917,059	91,803	90,905	344,746	486,893	383,448	388,605	157,851	109,571	739,275	5,115,836
Other Taxes	639,400	53,283	53,283	53,283	53,283	53,283	53,283	53,283	53,283	53,283	53,283	53,283	53,283	639,400
Licenses & Permits	339,828	28,319	28,319	28,319	28,319	28,319	28,319	28,319	28,319	28,319	28,319	28,319	28,319	339,828
Intergovernmental	565,671	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	565,671
Charges for Services	250,458	20,872	20,872	20,872	20,872	20,872	20,872	20,872	20,872	20,872	20,872	20,872	20,872	250,458
Fines & Forfeits	11,841	987	987	987	987	987	987	987	987	987	987	987	987	11,841
Investment Income	100,001	19,579	17,242	6,318	6,318	6,318	6,318	6,318	6,318	6,318	6,318	6,318	6,318	100,001
Miscellaneous Revenues	63,618	5,302	5,302	5,302	5,302	5,302	5,302	5,302	5,302	5,302	5,302	5,302	5,302	63,618
Contributions	43,438	2,194	16,160	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	43,438
Parking Revenues	468,118	41,644	43,454	47,075	16,295	7,242	142,212	54,318	28,969	28,969	14,485	1,811	41,644	468,118
VCA Rent Revenues	2,262,740	188,562	188,562	188,562	188,562	188,562	188,562	188,562	188,562	188,562	188,562	188,562	188,562	2,262,740
VCA Other Revenues	93,850	7,821	7,821	7,821	7,821	7,821	7,821	7,821	7,821	7,821	7,821	7,821	7,821	93,850
Child Development Fund	584,563	94,130	44,130	61,630	39,130	39,130	39,130	39,130	39,130	39,130	71,630	39,130	39,130	584,563
Water & Sewer	3,188,661	269,888	244,888	244,888	244,888	244,888	244,888	244,888	244,888	244,888	394,888	319,888	319,888	3,188,661
Broadband	2,080,778	189,351	183,108	181,028	168,543	162,301	168,543	178,947	174,885	174,885	164,381	160,220	170,624	2,080,778
Historical & Tourism	3,032,854	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	3,032,854
Total Budgeted Revenues	23,180,146	2,012,500	3,185,752	2,463,240	2,658,043	1,424,028	2,020,940	1,809,040	1,526,649	1,530,420	1,272,282	1,352,844	1,924,409	23,180,146
Property Taxes	4,338,491	341,132	1,064,494	397,711	1,483,535	265,713	467,572	191,016	37,418	40,193	5,198	33,376	-	4,327,358
Sales Tax	5,115,836	739,089	689,443	687,794	36,721	27,272	103,424	146,068	115,034	116,582	47,355	32,871	221,783	2,963,435
Other Taxes	639,400	4,352	6,765	26,642	26,642	26,642	26,642	26,642	26,642	26,642	26,642	26,642	26,642	277,534
Licenses & Permits	339,828	10,342	11,102	14,160	14,160	14,160	14,160	14,160	14,160	14,160	14,160	14,160	14,160	163,039
Intergovernmental	565,671	28,752	81,744	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	47,139	30,641	565,390
Charges for Services	250,458	1,221	5,157	10,436	10,436	10,436	10,436	10,436	10,436	10,436	10,436	10,436	10,436	110,736
Fines & Forfeits	11,841	-	-	987	493	493	493	493	493	493	493	493	493	5,427
Investment Income	100,001	19,579	17,242	9,477	9,477	9,477	9,477	9,477	9,477	9,477	9,477	9,477	9,477	131,591
Miscellaneous Revenues	63,618	8,093	10,139	2,651	2,651	2,651	2,651	2,651	2,651	2,651	5,302	5,302	5,302	52,692
Contributions	43,438	2,194	16,160	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	43,438
Parking Revenues	468,118	64,044	45,647	20,323	-	5,432	27,159	40,738	21,727	21,727	10,864	1,358	31,233	290,251
VCA Rent Revenues	2,262,740	191,426	191,792	194,789	-	94,281	75,425	65,997	56,569	56,569	56,569	56,569	56,569	1,096,552
VCA Other Revenues	93,850	19,313	13,154	7,096	3,910	3,910	3,910	3,910	3,910	3,910	3,910	3,910	3,910	74,757
Child Development Fund	584,563	91,489	50,205	60,338	-	-	-	-	-	-	-	-	-	202,032
Water & Sewer	3,188,661	290,066	230,950	226,025	244,888	244,888	244,888	244,888	244,888	244,888	394,888	319,888	319,888	3,176,037
Broadband	2,080,778	191,653	195,442	162,925	151,689	146,071	151,689	161,052	161,052	157,307	147,943	144,198	153,561	1,924,582
Historical & Tourism	3,032,854	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	252,738	3,032,854
Total Projected/Actual Revenues	23,180,146	2,255,483	2,882,173	2,123,739	2,286,987	1,153,810	1,440,310	1,219,913	1,006,843	1,007,419	885,622	1,036,065	1,139,339	18,437,703
Difference	-	242,983	(303,579)	(339,502)	(371,056)	(270,218)	(580,629)	(589,127)	(519,807)	(523,000)	(386,660)	(316,779)	(785,070)	(4,742,443)

MEMORANDUM

Agenda Item 3

To: Mayor and Town Council
From: Sue Kunz, Human Resources
Date: April 16, 2020
RE: Employee Hardship Policy

We are very sympathetic to our employees and their families. On April 11th, we notified an additional eleven employees that they were now on a leave of absence until further notice.

The Town is currently providing the following resources:

- The town will continue to provide health insurance benefits. Employees will continue to pay dependent premiums to provide benefits for additional family members.
- Pursuant to the Emergency Paid Sick Leave Act (EPSLA), the town will provide two weeks of pay (after ten days) prior to receiving their first unemployment check.
- Employees are eligible to apply for Colorado unemployment benefits (approximately 55% of their average salary) + \$600 per week stimulus through July 31st.
- The \$1200 tax credit stimulus is currently being distributed as applicable
- Employees that live in Village Court Apartments (VCA) can remain rent-free during the month of April
- Employees that have been participating in the 401(k) plan can take out a loan against their balance with a payment plan to pay themselves back
- Employees can request a lump sum PTO payout as long as they maintain an 80-hour balance.

Currently we are not getting any hardship requests. We anticipate that there may be requests in the future depending on the timeliness of unemployment claims, when employees are no longer eligible for the \$600 stimulus and if higher paid employees are no longer working.

Directors are willing to serve on a committee to review hardship requests on a case-by-case basis to provide solutions as applicable. In order to be able to respond quickly if the need arises, we would like to use up to \$10,000 from the previously allocated training/ development funds to assist employees requesting a hardship.

COVID19/Recession Plan

Actions:

SIGNIFICANT: A projected or unbudgeted reduction in revenues or reserves between 12% and 18%

1. Defer a significant number of capital projects
2. Reduce capital budget by \$4,352,000
3. Reduce non-critical maintenance and repairs (staff will define and detail)
4. Require strong justification for large purchases over \$5,000. Expenditures are approved via budget but any potential purchases over this amount require Town Manager approval before an order is placed
5. Eliminate expenditures related to travel, meetings, and discretionary training
6. Review all Critical Staff designations and implement changes, as needed
7. Eliminate temporary, contract, and part-time employees
8. Institute hiring freeze on all but essential safety positions, upon Council review (Specifically, no creation of new positions, no refilling positions with turnover unless health and safety related, no hiring or recruiting for potential summer positions)
9. Furlough, leave of absence or termination of any non-critical staff
10. Continue to provide health insurance premium coverage to retain employees on a leave of absence for a future return to work
11. Defer salary increases beyond what was implemented in first quarter 2020
12. Consider implementing employee cost reduction policies, such as a reduction in 401K matches; lower the 401K contribution

Seasonal employees (non-critical)

- Employees were paid through March 31st and are eligible to apply for unemployment benefits + \$600/month stimulus through July 31st
- End of season bonuses will be paid on their April 17th paycheck (does not affect unemployment: bonuses are based on hours already worked and not considered additional pay)
- Employees are eligible to be rehired when the summer season ramp up begins (TBD)

Non-critical employees

- Leave of absence- Health insurance benefits continue through April 30th
- Employees use PTO through April 11th, then two weeks of town-paid leave (EPSLA); then apply for unemployment benefits + \$600/month stimulus through July 31st and keep health insurance benefits through April 30th
- Leave of absence employees may choose to get paid out their PTO or retain their PTO during the leave of absence

Necessary employees

- Continue to work regular/reduced hours as on the proposed spreadsheet
 - Use PTO if not working regular hours
- Health insurance benefits continue through April 30th

Critical employees

- Continue to work regular/reduced hours as on the proposed spreadsheet
 - Use PTO if not working regular hours
- Health insurance benefits continue through April 30th
- Gondola Ops/maintenance – use PTO, return to work on April 13th (or as determined by Town Council and TMVOA per County order). Use town-paid leave (EPSLA) to get up to 80 hours.

MAJOR: A projected or unbudgeted reduction in revenues or reserves between 19% and 25%

1. Further reduce capital expenditures and any non-essential expenditures throughout the budget including consideration of deferring maintenance
2. Continued hiring freeze as defined above
3. Continue to review all Critical Staff designations and implement changes
4. Implement a reduction-in-force strategy such that only critical employees remain full time and necessary staff are reduced hours or furloughed unless they can re-tasked to other programs
5. Consider continuing to provide health insurance premium coverage in an attempt to retain furloughed employees for a future return to work
6. Implement employee cost reduction policies such as a reduction in or elimination of 401K matches
7. Consider temporary reduction in salary, especially for senior staff

Necessary employees

- Leave of absence effective April 12, 2020
- Continue to provide current health insurance benefits; employees continue to pay premiums for dependents
- Eligible for up to two weeks of town-paid leave (EPSLA), then employees receive unemployment benefits + \$600/month stimulus through July 31st.

Critical employees

- Continue to work regular/reduced hours as on the proposed spreadsheet
- Continue current health insurance benefits; employees continue to pay premiums for dependents

CRISIS: A crisis assumes that revenues have decreased in excess of 25% and reserves are being depleted and there is the potential for a deficit

1. Stop all capital projects and purchasing
2. Eliminate programs and services (to be determined)
3. Implement reduction in force to critical staff and furlough necessary staff unless re-tasked to fill other programs
4. Continue hiring freeze as defined above
5. Implement employee cost reduction policies such as elimination of 401K matches
6. Consider further increasing insurance premiums paid by employees
7. Continue to review all Critical Staff designations and implement changes
8. Consider continuing to provide health insurance premium coverage in an attempt to retain furloughed employees for a future return to work (in a crisis situation this may not be feasible)
9. The Finance Director and Town Manager may initiate any of these policies with Direction from the Mayor and the consent of Council. If the economic conditions leading to the implementation of the COVID19/Recession Policy are likely to continue for several years, the cumulative effect of the reduction in revenues or reserves should be considered in determining the appropriate phased response.

Non-critical employees

- Terminate non-critical employees to pay out PTO balance (seems unnecessary to terminate as they have already been furloughed and this suggests a reorg which likely should be handled with budget process)
- Employees receive unemployment benefits + \$600/month stimulus through July 31st.

Necessary Employees

- Employees remain on leave of absence and continue to receive unemployment benefits + \$600 stimulus through July 31st
- Consider continued health insurance coverage:
 - 1) At the same level as current premium is paid by the town
 - 2) continued premium coverage with employee covering 25% (cost reduction: \$30,000)
 - Employee only, 25% = \$167 /month
 - Employee + spouse, 25% = \$339/ month
 - Employee + family, 25% = \$415 / month
 - 3) continued premium coverage with employee covering 50% (cost reduction: \$60,000/ month)

- Employee only 50% cost = \$333/ month
- Employee + spouse, 50% cost = \$677/month
- Employee + family, 50% cost = \$833/ month

Critical Employees

- Regular/ reduced hours
- Continue current health insurance benefits
- Reduce or eliminated 401(K) matches
 - Plan A: decrease match from 9% to 5%
 - Plan B: decrease match from 5% to 2.5%
- OR Eliminate 401(k) match (\$208,000 budget reduction)
- Temporarily reduce salary especially for well compensated staff

DEFINITIONS

Leave of Absence: not working, eligible for health insurance benefits and paid leave

Furloughed: not working, no benefits

Hiring freeze: Specifically, no creation of new positions, no refilling positions with turnover unless health and safety related, no hiring or recruiting for potential summer positions



J. David Reed, P.C.

ATTORNEYS AT LAW

J. David Reed | James D. Mahoney | Bo James Nerlin | Sarah H. Abbott

MONTROSE • RIDGWAY • TELLURIDE

Memo

Agenda Item # 4

To: Mayor and Town Council

From: James Mahoney

Date: April 15, 2020

Re: Sales Tax, Accommodations Tax and Restaurant and Bar Tax Deferral Resolution

Background and Purpose.

Although the Town of Mountain Village has indicated directly to tax payers that sales tax, accommodations tax and restaurant and bar tax payments would not incur penalties and interest for payments not paid by the required due dates starting with the March 20, 2020 payment, the way the sales tax laws are setup in the Municipal Code the Town Council should by resolution determine alternate payment dates in order to effectuate the policy decisions made.

Therefore, along with assistance from staff and the Town Manager we have put together the attached Resolution that establishes a “Deferral Period” for payments due from March 20-July 20, 2020 which would now be due and payable on August 20, 2020. During the deferral period no interest or penalties would be assessed. However, the payment made August 20, 2020 for the Deferral Period would not be eligible for the vendor fee deduction by the tax payer.

In reaching out to both TMRAO and MTI as the recipients of much of the funds from these sales-based taxes and both expressed a desire to see the Deferral Period shortened through April with a May 20th pay date. Council may want to consider these comments and consider the appropriate length of the Deferral Period.

Proposed Motion:

1. Approval as written. I move to approve the Resolution of the Town of Mountain Village Deferring Sales Tax, Accommodations Tax and Restaurant and Bar Tax payments.
2. Approval with changes. I move to approve the Resolution of the Town of Mountain Village Deferring Sales Tax, Accommodations Tax and Restaurant and Bar Tax payments with the following changes directed to be made to the Resolution.

**RESOLUTION OF THE TOWN OF MOUNTAIN, COLORADO
DEFERRING SALES TAX PAYMENTS (COVID-19)**

RESOLUTION No. 2020 - _____

RECITALS:

WHEREAS, on March 10, 2020 Jared Polis, the Governor of the State of Colorado, declared a statewide state of emergency in response to coronavirus (COVID-19); and

WHEREAS, the World Health Organization has declared the COVID-19 to be a worldwide pandemic; and

WHEREAS, the Town of Mountain Village declared the Covid-19 pandemic a local disaster; and

WHEREAS, Pursuant to Section 3.04.070.D of the Mountain Village Municipal Code (the “Code”), the taxpayers must file returns and pay “Sales Tax” either yearly (for those whose yearly tax is \$300.00 or less) or monthly (for those whose yearly tax is \$300.00 or more) unless otherwise approved by a Resolution of the Town Council; and

WHEREAS, Pursuant to Section 3.14.080 of the Code taxpayers must file returns and pay the “Restaurant and Bar Sales Tax” by the 20th of each month for the preceding month; and

WHEREAS, Pursuant to section 3.12.060 of the Code, taxpayers must file returns and pay the excise or “Accommodations Tax” by the 20th of each month for the preceding month; and

WHEREAS, in order to assist local businesses, the Town of Mountain Village has deferred Sales Tax, Restaurant and Bar Sales Tax and Accommodations Tax payments starting the with the March 20, 2020 required payment as set forth below.

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Mountain Village, Colorado, that:

Section 1. The Town Council hereby approves a deferral of the required Sales Tax, Restaurant and Bar Sales Tax and the Accommodations Tax payments for all payments due March 20, 2020, April 20, 2020, May 20, 2020, June 20, 2020, July 20, 2020 (the “Deferral Period”) until August 20, 2020 at which time all tax payments for the Deferral Period shall be made to the Town of Mountain Village in compliance with Chapter 3.04 of the Town of Mountain Village Municipal Code.

Section 2. Payments made for the Deferral Period on August 20, 2020 shall not incur interest and penalties, however, Payors shall not be permitted to deduct any applicable vendor fees unless payment are made during their regularly scheduled payment dates. Taxpayers shall still be required to file monthly sales tax reports in compliance with Chapters 3.04, 3.12 and 3.14 of the Code during the Deferral Period.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately and shall remain in effect through August 20, 2020 unless otherwise extended by further resolutions of the Town Council.

ADOPTED AND APPROVED by the Town Council at a regular public meeting held on the ____ day of April 2020.

TOWN OF MOUNTAIN VILLAGE,
TOWN COUNCIL

By: _____
Laila Benitez, Mayor

ATTEST:

Susan Johnston, Town Clerk

APPROVED AS TO FORM:

Jim Mahoney, Assistant Town Attorney

Susan Johnston

Subject: FW: Mountain Village deferred tax

From: Matt Skinner <matt@coloradoflights.org>

Sent: Wednesday, April 15, 2020 7:46 AM

To: Michael Martelon <michael@visittelluride.com>; Kevin Swain <KSwain@mtnvillage.org>; Kim Montgomery <KMontgomery@mtnvillage.org>; jmahoney@jdreedlaw.com

Cc: Julie Vergari <JVergari@mtnvillage.org>

Subject: RE: Mountain Village deferred tax

Thanks all for working through this yesterday. You can add my/CFA's support to Michael's comments and an initial April target.

Thanks,
Matt

Matt Skinner
CEO

Colorado Flights Alliance

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From: Michael Martelon <michael@visittelluride.com>

Sent: Tuesday, April 14, 2020 5:03 PM

To: Kevin Swain <KSwain@mtnvillage.org>; Kim Montgomery <KMontgomery@mtnvillage.org>; jmahoney@jdreedlaw.com

Cc: Matt Skinner <matt@coloradoflights.org>; Julie Vergari <JVergari@mtnvillage.org>

Subject: RE: Mountain Village deferred tax

Absolutely.
Thanks again.

Michael Martelon, CHME
President & CEO
VisitTelluride.com

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From: Kevin Swain <KSwain@mtnvillage.org>
Sent: Tuesday, April 14, 2020 5:01 PM
To: Kim Montgomery <KMontgomery@mtnvillage.org>; jmahoney@jdreedlaw.com
Cc: Michael Martelon <michael@visittelluride.com>; matt@coloradoflights.org; Julie Vergari <JVergari@mtnvillage.org>
Subject: RE: Mountain Village deferred tax

OK. Thanks.

From: Kim Montgomery <KMontgomery@mtnvillage.org>
Sent: Tuesday, April 14, 2020 4:51 PM
To: Kevin Swain <KSwain@mtnvillage.org>; jmahoney@jdreedlaw.com
Cc: Michael Martelon <michael@visittelluride.com>; matt@coloradoflights.org; Julie Vergari <JVergari@mtnvillage.org>
Subject: Re: Mountain Village deferred tax

At this point TOT is only going through April and I believe Vail is doing the same. Please confirm Kevin.

Michael, would you be comfortable with us sharing your comments with staff and Council? We will be considering this on Friday at our special meeting. If so, Kevin please include this in the Council packet together with TOT and Vail's timeline for deferral.

Thanks,

Kim Montgomery
Town Manager
970-729-3403
kmontgomery@mtnvillage.org

On Apr 14, 2020, at 4:36 PM, Kevin Swain <KSwain@mtnvillage.org> wrote:

Thank you Michael. Good points. I see them. We will be at the equivalent of Telluride here. Also modeled after Vail.

From: Michael Martelon <michael@visittelluride.com>
Sent: Tuesday, April 14, 2020 4:31 PM
To: Kevin Swain <KSwain@mtnvillage.org>; matt@coloradoflights.org
Cc: Julie Vergari <JVergari@mtnvillage.org>; Kim Montgomery <KMontgomery@mtnvillage.org>
Subject: RE: Mountain Village deferred tax

Kevin –

We, of course, are at your service.

From an economics perspective, I would suggest that there will be a certain number of businesses that will fail, regardless. The further out you push the deferral, the more businesses have the opportunity to fail. Fiduciarly questionable because, failures leave you with no taxes – and maybe some lawsuits? It's similar to the option arm product that imploded the mortgage industry only the

balloon payment hits in August. For some it will work; for others, given that our economy will be inching back to life, it will simply elongate the downward spiral.

So, I'll stop pontificating. My hope would be that things are shortened up a bit – go through May, collect in June. Then, in June, make the decision to terminate or extend. Having the data from March through May, will give you a better idea of the propensity of businesses' ability to weather the storm.

Again, just my opinion that you didn't ask for. Happy to discuss. Thank you very much for keeping us in the loop – very appreciated.

Best,

Michael Martelon, CHME
President & CEO
VisitTelluride.com

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From: Kevin Swain <KSwain@mtnvillage.org>
Sent: Tuesday, April 14, 2020 2:52 PM
To: matt@coloradoflights.org; Michael Martelon <michael@visittelluride.com>
Cc: Julie Vergari <JVergari@mtnvillage.org>; Kim Montgomery <KMontgomery@mtnvillage.org>
Subject: Mountain Village deferred tax

Matt and Michael,

I just want to keep you both apprised of how Mountain Village will be assisting those businesses collecting Town Sales, Lodging and Restaurant taxes. We are going to allow deferral of collected tax payments without penalty until August 20 for the collection periods of February, March, April, May, June and July. We are however encouraging timely payment by only allowing the vendor fee discount to be taken on timely reported and remitted tax collections. In other words you get the discount by operating in the normal way by not deferring payment. We understand this will impact your agencies and we wanted to give you a heads up before there are any big surprises.

Please feel free to call me to discuss further if you like.

Best regards,

Kevin Swain, Finance Director
Town of Mountain Village
970-708-4948 mobile



J. David Reed, P.C.

ATTORNEYS AT LAW

J. David Reed | Bo James Nerlin | James D. Mahoney | Andrew M. Boyko

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Agenda Item #5

Memo

To: Mayor and Town Council
From: Andrew M. Boyko
Date: April 16, 2020
Re: *Employee Development Committee Proposed Bylaws*

Introduction.

At the February Council meeting, the Town Council established the Employee Development Committee (“Committee”) by motion. Council Members Peter Duprey and Patrick Berry were identified as interested members of that Committee. Council expressed concerns about the proposed bylaws which were presented to Council and requested additional input. Town Staff working with Legal prepared updated draft bylaws for the Committee, at which point Council Members Duprey and Berry provided additional review and further input. Included in the packet for the Council Meeting is a redline representing comments and changes to the draft bylaws for Council’s review.

Discussion.

1. Meeting Frequency.

Overall, the substance of the bylaws and the Committee have not changed substantially since the first draft. However, there are a couple notable changes. Council raised concern with the frequency, or rather infrequency, of the meetings. Regular Meetings, pursuant to the bylaws, will be held at “regular intervals necessary to accomplish” the Committee’s responsibilities as outlined. Further, the Committee may call and hold Special Meetings “at the request of any two Members” and upon approval of the Committee.

2. Committee Responsibilities.

Council's other concerns raised at the prior meeting are the Responsibilities of the Committee as outlined in Article II of the bylaws. With additional staff and Council input, the Responsibilities have been refined. However, to highlight a few that are addressed in the redline of the proposed bylaws included in the Council packet:

a. Committee Task 1: Market Research.

With additional input, this task was amended to include language directing the Committee to "benchmark employee compensation and benefits structure to corporate and municipal entities of similar size and scope." Further, "such a benchmark shall be conducted at least every two years and shall be conducted on a consistent basis in order to establish a reliable trend over time."

Notably the above listed language would be a departure from past practice. The Town performs routine market research and analysis concerning employee compensation and benefits. However, the Town has not routinely or historically benchmarked such compensation packages to corporate and private sector employers. While not impossible, comparisons of public and private employers present inevitable complications due to the nature of certain employee positions. While comparisons for certain roles are possible, it may be difficult to do an organizational comparison.

Further, Town has historically utilized data for market comparison from two sources. First, from the Colorado Municipal League, who conducts an annual municipal compensation analysis. Second, an internally procured market comparison analysis performed by the Town, which has been performed on a less frequent basis. Should the Town wish to conduct the type of analysis proposed in the bylaws, on a two-year frequency basis, such analysis would likely need to be outsourced and would involve an additional cost to the Town.

b. Committee Task 3: Leadership, Development and Performance.

With additional input, this task was amended to include language directing the Committee to "ensure there are robust processes regarding employee development, employee performance assessment and any significant competency gaps with respect to the Town leadership team." Further, the Committee "shall ensure that leadership positions are clearly defined regarding key competencies and deliverables."

c. Committee Task 4: Succession Planning and Employee Development.

With additional input, this task was amended to include language directing the Committee to "ensure the Town has a robust process surrounding employee development and review succession plans on an annual basis." In review of the proposed bylaws, and specifically the above stated task, the staff and Council reviewed the draft succession plan policy, which is currently in development and will be presented to Council in the near future. It is the intent that the Committee

serve in an advisory capacity with respect to succession planning and employee development, and that responsibility coincide with the policies yet to be outlined in the draft succession plan policy.

Conclusion.

The proposed bylaws incorporate comments from prior discussion on this matter and further discussions among staff and Council. The bylaws provide the Committee responsibilities which include market comparisons, succession planning, and employee development. Council may need to evaluate the potential impact of the Committee's responsibilities in certain areas, such as market comparisons. However, the overall goal of this Committee as stated in the bylaws is to foster employee development, retention, and recruitment.

**RESOLUTION OF THE TOWN OF MOUNTAIN, COLORADO
ESTSABLISHING AND ADOPTING BYLAWS OF AN
EMPLOYEE DEVELOPMENT COMMITTEE**

RESOLUTION No. 2020 - ____

RECITALS:

WHEREAS, the Town Council of the Town of Mountain Village, pursuant to the Town of Mountain Village Home Rule Charter Section 3.6(d), has the authority to create and dissolve advisory or fact-finding boards, commissions or committees which are considered necessary or desirable by the Town Council in the course of carrying out its legislative responsibilities of enacting, amending or repealing ordinance; and

WHEREAS, while pursuant to the Town of Mountain Village Home Rule Charter Section 6.1(a)(2)(I) the Town Council does not have the authority to hire, suspend, or dismiss Town Staff, the Town Council does desire to ensure the recruitment, motivation, and retention of a qualified and competent work force of public servants within the Town of Mountain Village (“Town”); and

WHEREAS, the Town Council wishes to create an Employee Development Committee (“Advisory Committee”); and

WHEREAS, the Advisory Committee will provide advice and recommendations to the Town Council in order to meet the Town’s goals and objectives for the recruitment, motivation, and retention of a qualified and competent staff; and

WHEREAS, the Town Council desires to adopt bylaws for purposes of setting forth the operational structure and mission of the Advisory Committee.

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Mountain Village, Colorado, that:

Section 1. The Bylaws of the Town of Mountain Village Employee Development Committee attached as Exhibit A are hereby adopted and approved.

Section 2. This Resolution shall be in full force and effect upon its passage and adoption.

ADOPTED AND APPROVED by the Town Council at a regular public meeting held on the _____ day of April, 2020.

TOWN OF MOUNTAIN VILLAGE,
TOWN COUNCIL

By: _____
Laila Benitez, Mayor

ATTEST:

Susan Johnston, Town Clerk

APPROVED AS TO FORM:

Jim Mahoney, Assistant Town Attorney

**BYLAWS OF THE TOWN OF MOUNTAIN VILLAGE
EMPLOYEE DEVELOPMENT COMMITTEE**

**ARTICLE I
Formation and Authority**

Section 1 Name. The name of this Committee shall be the Employee Development Committee (The "Committee"). The Committee is authorized by the Town of Mountain Village ("Town") Town Council to perform the tasks set forth herein. The Committee shall not have any binding authority on the Town and shall be limited to the scope specifically set forth herein.

Section 2 Formation. This Committee shall be formed at the direction and approval of the Town Council. This Committee is organized pursuant to Section 3.6(d) of the Town Charter, which states that the power to create and dissolve advisory or fact-finding boards, commissions, committees in the course of carrying out its legislative responsibilities.

Section 3 Authority. In the performance of the Responsibilities outlined in Article II of these Bylaws, the Committee shall comply with all requirements and provisions of local and state law, including but not limited to the Town Charter and Municipal Code. Specifically, the provisions of Article VI of the Town Charter, which states that all Town personnel, other certain expressly stated administrative staff, shall be hired, suspended or dismissed by the Town Manager, with the advice and consent of the Mayor. The Committee shall at all times act in an advisory capacity to the Town Council and shall not have the authority to unilaterally make employment decisions or make changes Town compensation and benefits packages.

**ARTICLE II
Responsibilities**

Section 1 Tasks. With the purpose of ensuring the recruitment, motivation, and retention of a qualified and competent work force and advising the Town Council with regard to the same, the Committee shall be tasked with the following:

- A. Task 1: Market Research.** The Committee shall benchmark employee compensation and benefits structure to corporate and municipal entities of similar size and scope and provide the Town recommendations concerning its employee compensation and benefits policies. Such a benchmark shall be conducted at least every two years and shall be conducted on a consistent basis in order to establish a reliable trend over time.
- B. Task 2: Internal Goals and Metrics.** The Committee shall review the Town's goals for recruitment, retention and engagement of a competent workforce and provide policy recommendations concerning those goals. With the Human Resources Department, the Committee shall develop recommendations to Council for policies concerning both initiatives to develop and metrics to track effective employee recruitment, retention and engagement.

- C. Task 3: Leadership, Development and Performance. The Committee shall, in an advisory role to Council, Town Manager, and the Human Resources Department, ensure there are robust processes regarding employee development, employee performance assessment and any significant competency gaps with respect to the Town leadership team. Additionally, The Committee shall ensure that leadership positions are clearly defined regarding key competencies and deliverables.
- D. Task 4: Succession Planning and Employee Development. The Committee shall engage with the Office of the Town Manager to ensure the Town has a robust process surrounding employee development and review succession plans on an annual basis.
- E. Task 5: Additional Requests. At the request of the Mayor and Town Council, perform further review and further advise within the scope of the above outlined tasks and in accordance with the limitations imposed by the local and state law, including but not limited to the Town Charter and Municipal Code.
- F. Task 6: Annual and Periodic Reporting. The Committee shall provide periodic updates to the Town Council, regarding the above listed tasks.

ARTICLE III Membership

Section 1 Appointments.

- A. The Town Council shall appoint the Members of the Committee. There shall be a total of not more than four (4) Members of the Committee, which shall include two (2) currently serving Town Council Members, the Town Manager, and the Human Resources Director.
- B. The Town Council may discuss candidates prior to appointment to the Committee as an action at its regular meeting.

Section 2 Purpose. The responsibilities of the Committee members are outlined in Article II.

Section 3 Term. The Committee shall continue at the discretion of the Town Council. Town Councilors appointed to the Committee shall serve for a period of two (2) years provided they meet the qualifications as set forth herein.

Section 4 Qualifications. Members of the Committee shall be either currently serving Town Council Members, and must meets all qualifications of such, or current employees of the Town.

Section 5 Replacement. Upon the vacation, removal or expiration of a Committee member seat, a replacement Committee member(s) shall be appointed by the Town Council following the same process as the original appointment.

Section 6 Removal. A Committee member may be removed from the Committee by majority vote of the non-committee members of the Town Council. Either Member may request the Town Council to remove a Committee member who is absent from 50% of the regularly scheduled meetings within a 12-month period. (In case of extenuating circumstances, the Committee may choose to make an exception to this point).

ARTICLE IV Officers and Staff Support

Section 1 Officers. Due to limited membership, the Committee shall not elect officers. Membership shall share duties and responsibilities to efficiently and appropriately conduct the business of the Committee.

Section 2 Staffing Support. The Human Resources Department, the Town Manager, and other Town Staff at the discretion of the Town Manager shall provide staff support to the Committee to accomplish the tasks set forth above or as directed by the Town Council. Secretarial duties for the Committee will be maintained by the Human Resources Department. Secretarial responsibilities involve the following:

1. To keep minutes at the discretion of the Committee; and
2. To keep records of the Committee; and
3. To attend all Committee meetings; and,
4. To assist with other matters as the Committee may direct to accomplish the tasks outlined above.

The Committee shall not direct any Town Staff member in any manner in how to perform their duties as a Town employee.

ARTICLE V Meetings

Section 1 Regular Meetings. The schedule for the meetings shall be collectively determined by Committee Members, in consultation with the complete membership. The Committee shall hold meetings at regular intervals necessary to accomplish the Responsibilities listed in Article II. The Committee shall not be required to hold a minimum number of meetings per year; however, the Committee shall use best efforts to hold at least three (3) regular meetings per year, to be held within the first three fiscal quarters. Attendance by Committee members shall be in person.

Section 2 Special Meetings. The Committee shall hold special meetings at the request of any two (2) Members and upon unanimous approval of the complete membership.

Section 3 Order of Business. At regular meetings of the Committee, the following outline presents the recommended order of business:

- On an annual basis the Committee shall review the leadership team succession plan.

- The Committee shall, at least every two years, evaluate any changes to the salary and benefit programs to ensure competitive compensation plans and reasonable employee retention.
- On an annual basis The Committee shall evaluate the performance review and staff development process to ensure it remains a robust and value creating.

Section 4 Voting. Due to limited membership, the Committee shall not have voting authority; rather any and all actions arising out of the Committee regular meetings shall require unanimous consent of the members. Any such action of the Committee is intended only to provide a means of creating a recommendation to the Town Council for consideration.

Section 5 Quorum. A majority of members of the Committee shall be necessary to constitute a quorum for the transaction of business.

Section 6 Rules of Order. Unless otherwise specified in these bylaws, the Committee will follow procedures outline in Robert's Rules of Order, Newly Revised.

Section 7 Agenda. A Member or appointed staff shall prepare the agenda with input from other Members of the Committee, and copies distributed in advance of the meeting. Other items of the agenda shall include but not be limited to disposition of minutes of the previous meeting and Committee reports, as well as old and new business.

ADOPTED AND APPROVED by the Town Council at a regular public meeting held on the ____ day of April, 2020.

TOWN OF MOUNTAIN VILLAGE,
TOWN COUNCIL

By: _____
Laila Benitez, Mayor

ATTEST:

Susan Johnston, Town Clerk

APPROVED AS TO FORM:

Jim Mahoney, Assistant Town Attorney



**PLANNING AND DEVELOPMENT SERVICES
DEPARTMENT**

455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 728-1392

Item No. 7

TO: Town Council

FROM: Michelle Haynes, Planning and Development Services Director & Finn Kjome, Public Works Director

FOR: Meeting of April 17, 2020

DATE: March 6, 2020 updated on April 12, 2020

RE: Village Court Apartments Update, March and April

Introduction

During the budget worksessions, Town Council requested monthly check-ins regarding Village Court Apartments (VCA).

Village Court Apartments Update

Finn Kjome, Public Works Director has been assisting at VCA as it relates to assessing maintenance, repair and personnel.

Village Court Apartments continues to implement the 2020 work plan as able. The status of those improvements are listed below.

COVID-19 pandemic related improvements:

- Installed cable internet at no charge for six households at VCA
- Installed free wireless internet for all VCA residents
- Increased cleaning of common areas to twice a day
- Reduced work order to those that are emergencies only
- School lunches, food bank boxes and farm to community shares are delivered each week to residents
- Town Council waived rents in April
- Town Council implemented a rent deferment application and plan mid-April to become effective May 1st.

Projects on hold due to the COVID-19 pandemic:

- Window washing of all exterior windows
- VCA resident satisfaction survey
- Replacing vinyl flooring in laundry rooms
- VCA Capital Reserve Study. Mr. Carlson was able to inspect the exterior of all buildings, but the timing of the COVID-19 pandemic has precluded him from completing the interior inspection work until such time the shelter-in-place order is lifted and/or the construction prohibition is also lifted
- Seventeen programmable thermostats were installed. All materials have been received. The rest of the installation will resume when appropriate. (See figure 2. Below)

- Building identification signs have been received and we are waiting until the construction prohibition is lifted to have the subcontractor install them.
- Sidewalk repair
- Deep cleaning and acid wash of concrete and exterior hallways of buildings 1 through 9
- Striping the parking lot

Projects moving forward:

- Common area lighting project (see figures 3A & 3B)
- Exterior repairs
- Parking lot paving project
- With unit turnovers, weather stripping of windows
- Hanging flower baskets have been ordered

Miscellaneous Updates pre COVID-19:

- On March 11, 2020, the VCA resident committee held their first meeting which was attended by three Council members
- All the oldest heat registers have been replaced. Hallway heat registers in buildings 11 and 12 have also been updated
- We ordered a replacement washing machine in building 3 and ordered a replacement dryer for building 10
- Replacement carpet and vinyl flooring in all units have been completed ahead of schedule. We have only three units remaining due to tenant schedules and these are scheduled to be completed this summer
- Staff installed a prototype cubby treatment to screen items in open common area cubby areas consistent with building and fire codes. We plan to order materials and continue screening cubbies as shown on page 3 (See figure 1.)
- Ski racks were installed between buildings 6 and 7. Chairs were ordered and added by the office and a bench between building 9 and the Gondola, insulation was added to the main office. These are improvements in addition to the 2020 work plan. Images can be provided upon request
- All upgraded medicine cabinet installation in buildings 1-9 is completed. This is a maintenance project in addition to the work plan
- Applicants on the wait list can now view their ranking on the town's website. The wait list remains around 200 people
- We have identified a potential hire for the Maintenance Manager position, although we are in a hiring freeze
- The road crew is assisting with keeping the main VCA road loop clear. Public Work assists with snow removal as needed to assure it is being done consistently and early. Kjome will provide a more thorough update at the meeting
- The chip seal contractor has been chosen. This is scheduled to take place in June or July, rather than April or May (as shown on the workplan), due to optimal site conditions and weather

Figure 1. Enclosed Cubby Treatment Prototype



Figure 2. Programmable Thermostat



Figure 3a. Current Fixture



Figure 3b. New Hallway Fixture

