

## MEMORANDUM

TO: Mayor and Town Council  
FR: Larry Pardee, Town Manager  
DT: July 16, 2018  
RE: Town Manager's Report

### Engage 2017 Final Steps

With the conclusion of the Engage 2017 process nearing, the Planning Director intends to create a series of educational materials and communications (videos, ads, posts, etc.) on the updated zoning and housing mitigation requirements. The intent of these educational materials is twofold. First, to ensure the public knows what has actually been adopted. Second, to let the public know how their input informed the process. There is funding already in the Planning Department budget to complete this effort. If Council has any suggestions or ideas for areas of focus for this project please let staff know.

### Upcoming CAST Meeting

The next CAST meeting will be August 23-24 in Mt. Crested Butte. Items on the agenda include Multi Modal Transportation Best Practices presentation, and the Ski Area Fee Retention Act as well as other topics yet to be announced. Please contact staff if you are interested in attending and would like reservations to be made.

### Chamber of Commerce Visitor Centers Visitation Numbers

The below chart shows the visitation at the Chamber of Commerce visitor centers at the Airport, the Home Ranch, and the Greater Yellowstone Visitor Center at the north end of Town. Many times tour buses arrive and use the facilities. However dividing the information out, the Home Ranch Visitor Center received one visitor every 36 seconds between 8:30 AM and 5:30 PM during the month of June.

| COC Visitation 2018    | JHGYVC        | Home Ranch   | Airport      |
|------------------------|---------------|--------------|--------------|
| January                | 20,568        | 2,745        | 19,200       |
| February               | 21841         | 3159         | 23000        |
| March                  | 23763         | 678          | 18400        |
| April                  | 10004         | 2315         | 0            |
| May                    | 26432         | 18904        | 0            |
| June                   | 42576         | 26567        | 0            |
| July                   |               |              |              |
| August                 |               |              |              |
| September              |               |              |              |
| October                |               |              |              |
| November               |               |              |              |
| December               |               |              |              |
| <b>Total by Center</b> | <b>145184</b> | <b>54368</b> | <b>60600</b> |
| <b>Yearly Total</b>    | <b>260152</b> |              |              |

### Town Fees for Water Meters

The Town of Jackson purchases all of the various sizes of water meters and keeps those in stock until we have a customer wishing to purchase one. The ordinance setting the fees for water meters has not been updated since 2011 and with the most recent purchase of meters, the cost has increased significantly. Staff would like to move forward with amending Section 13.12.020 of the municipal code to allow staff to update the fee charged for meters by resolution rather than through ordinance readings. As noted in the beginning of the municipal code, any resolution that sets a fee requires a public hearing at a meeting prior to the meeting where the resolution is adopted. Meters are purchased one time from the Town of Jackson and the fees charged are not related to the rates that are charged for water usage and sewer fees. With the acceptance of the Town Manager's report into the record, staff will proceed to bring forward an ordinance that amends the Municipal Code so that the fees charged for meters can be set by resolution. At second reading of the ordinance, staff would also bring forward a resolution setting those fees. Third reading of the ordinance and action on the resolution would occur at the same time.