

TOWN COUNCIL REGULAR WORKSHOP

Monday, July 16, 2018

3:00 PM

Town Council Chambers

NOTICE: The video and audio for this meeting are streamed to the public via the internet and mobile devices with views that may encompass all areas, participants, and audience members. *Please silence all electronic devices during the meeting.*

I. OPENING / ROLL CALL

II. POLICE UTILITY VEHICLE PURCHASE

Johnny Ziem, Interim Public Works Director (20 Minutes)

Documents:

[PoliceATVvehicle.pdf](#)

III. TOWN ELECTRIC BICYCLE PROGRAM

Johnny Ziem, Interim Public Works Director (20 Minutes)

Documents:

[ElectricBicycleProgram.pdf](#)

IV. PROPOSED FUTURE WORKSHOP AGENDA ITEMS

- A. TBD Sign Code (Lea Colasuonno, 60 Minutes)
- B. 8/20 Reducing Plastic Bag Waste (Johnny Ziem, 30 Minutes)
- C. 8/20 Managed Parking Process (Tyler Sinclair, 30 Minutes)
- D. 9/17 Cache Creek Drainage Tube Discussion (Brian Lenz, 30 Minutes)
- E. 9/17 Residential Rental Ombudsman (Audrey Cohen-Davis, 30 Minutes)
- F. 9/17 Snow King Leases (Audrey Cohen-Davis, 30 Minutes)
- G. 10/15 Hillside Regulations (Tyler Sinclair, 30 Minutes)
- H. 10/15 Flat Creek Corridor (Brian Lenz, 30 Minutes)
- I. 11/19 Stormwater Management (Brian Lenz, 30 Minutes)

V. ADJOURN WORKSHOP

Adjourn workshop to executive session to discuss the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price in accordance with Wyoming Statute 16-4-405(a)(vii), to discuss potential litigation in accordance with Wyoming Statute 16-4-405(a)(iii), and to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii).

Please note that at any point during the meeting, the Mayor and Council 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.



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: July 6th, 2018
MEETING DATE: July 16th, 2018

SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Johnny Ziem
PRESENTER: Johnny Ziem and Todd Smith

SUBJECT: ATV Vehicle Purchase for the Police Department Parking Enforcement

STATEMENT/PURPOSE

The purpose of this item is for discussion and Council direction on the purchase of a new ATV vehicle that will replace the current all electric GEM that is being used for parking enforcement.

BACKGROUND/ALTERNATIVES

The Jackson Police Department is tasked with parking enforcement for the Town of Jackson 365 days per year. In 2015 the Town of Jackson implemented an electronic ticketing system accompanied with automatic license plate reader technology.

The first vehicle outfitted with the electronic program was a fully electric side by side vehicle produced by Polaris called the GEM. When the GEM first came out, Polaris advertised that the vehicle has a range of 37 miles. After 3 years of using the GEM, we have discovered that it struggles to get 10-12 miles before the batteries fail and the vehicle goes into a “turtle” mode, allowing the vehicle to only limp along at 1-2 mph, which is designed to get the vehicle back to a charging station. It then must sit for a minimum of 2-3 hours recharging before it has enough stored electrical energy to be put back on the streets for enforcement use.

The police department has struggled to find a solution to this problem, having tried an onboard generator to charge the batteries, a solar panel, and different battery configurations. To date, none of these solutions have solved the problem.

One parking round requires the vehicle to travel nearly 5 miles, thus leaving the GEM to only get 2 rounds of travel in before the vehicle requires charging of the batteries. The police department feels it has exhausted all options in trying to find a remedy to make the GEM functional and needs to replace it with an ATV type vehicle that is gas powered.

The police department already has a second vehicle outfitted on a Polaris Ranger and have found that platform to work very well, not requiring a charging of batteries mid-shift and is far more productive at doing 72-hour parking in the outreaches of the city streets, whereas the GEM can really only be used for limited 3 hour parking scenarios.

Recently the existing Polaris Ranger was involved in a minor accident causing it to go off-line while repairs were being made, leaving only the GEM to do parking enforcement. It was determined that the GEM is not a viable option for performing parking rounds with its limited ability to stay charged long enough to effectively do parking enforcement and had a dramatic impact on the parking program when it had to be relied upon for all of the enforcement.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

- To provide the most efficient form of government services
- To support the economic sustainability of the Town of Jackson
- To support local merchants and businesses in the Town of Jackson
- Seek alternative sources of revenue to support core operations for the Town of Jackson

ATTACHMENTS

None at this time

FISCAL IMPACT

Fiscal impact for this item includes the cost of a new ATV style vehicle (\$20,000) and the cost to remove equipment (computer, camera, batteries, roof lights, etc.) from the existing electric GEM vehicle and reinstall on new ATV (\$4,000). There could additionally be notable negative fiscal impacts if we were to keep the GEM as part of the Police Department fleet due to the fact that it hampers parking enforcement.

STAFF IMPACT

Staff impact for this item requires time to bid/purchase this vehicle and labor-time to remove equipment and reinstall into the new purchased ATV. Staff will also spend some time working with another department to secure a new home for the electric GEM. There would be a significant positive impact on staff in the parking rounds will be conducted more efficiently and effectively reducing down time for staff.

LEGAL REVIEW

None at this time.

RECOMMENDATION

Staff recommends the purchase of a new Police Department ATV style vehicle that will replace the existing all electric GEM vehicle that is used for parking enforcement.

SUGGESTED MOTION

I move to approve the purchase of a new ATV style vehicle for the Police Department that will replace the existing all electric GEM vehicle being used for parking enforcement.



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: July 6th, 2018
MEETING DATE: July 16th, 2018

SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Johnny Ziem
PRESENTER: Johnny Ziem

SUBJECT: Town Electric Bicycle Purchase

STATEMENT/PURPOSE

The purpose of this item is to provide information to the Council and receive approval for the purchase of several electric cargo bicycles to be used in place of vehicles to conduct Town business.

BACKGROUND/ALTERNATIVES

Staff has been tasked with investigating the possibility of adding some electric bicycles to the Town's fleet inventory for Town employees to use while conducting business in Town in order to not add to our traffic congestion and save fuel and money. This would serve as a pilot project this summer/fall and could then be reassessed for continued use in future years or expansion. Staff is proposing six bicycles to be used initially to allow multiple users at one time. Funds to purchase these bicycles were included in the FY19 Pathways budget with the understanding the Town Council would have the opportunity to make a determination on the purchase at a later date.

Due to the challenges of navigating through Town in the busy summer months, staff is proposing to purchase several electric assist bicycles to be used instead of regular vehicles. The electric assist bicycles will be the cargo style bicycle to allow staff to transport smaller items from one workplace to another. The electric assist option will also be more convenient for staff that travel from one professional meeting to another. The electric assist option will also make use more convenient for staff that travel from one professional meeting to another and want to keep a professional appearance intact. This is sometimes challenging in hot temperatures or extended uphill travel.

Electric bikes (pedal assisted) are designed to augment human power, not completely replace it. Transportation experts conclude that electric bikes could become one of the primary drivers of cleaner air and reduced global emissions across much of the urbanized world. Currently, Town Staff uses varying modes of transportation options to assist in their day-to-day workloads: personal vehicles, Town vehicles (gas/diesel/hybrid powered), biking, and walking (within distance).

From past emissions inventory data for Teton County, ground transportation had the highest percentage of Green House gas emissions at 62.1%. At the time of that study, passenger cars represented 25.8% and small SUV's/trucks represented 28.5% of all vehicle types on our roadways. Electric bicycles also have a very small footprint for CO2 emissions. Electric bikes are more climate-friendly than other modes of transportation, including all electric passenger vehicles. In fact, carbon dioxide emissions for an electric bike is about one-tenth of what is emitted by a conventional electric car, when factoring in the electricity needed to power the car's much larger batteries.

Within our Town organization, staff has isolated a few departments that could benefit from using electric bikes to assist in providing service:

Police Department: Since 1994, our PD Department has used traditional bikes to patrol bike paths and difficult access areas and to get officers out into the community. The PD feels that the use of electric bikes could be beneficial for a few reasons:

- Officers could return to their vehicles quicker than with a traditional bike
- The fatigue factor from riding a traditional bike for 12 hours would be lessened
- Electric bikes make it easier to carry up to 40 pounds of additional gear
- It will save fuel
- It will allow officers to patrol a bigger geographical area than a traditional bike

Town Hall: Town Hall serves to house many departments that could also benefit from using an electric bike for business purposes:

- IT could use these bikes to assist other departments with maintenance issues
- The front desk and admin could use these bikes for meetings and errands
- Planning and legal could use these bikes for meetings and building checks

Public Works: Public Works has many opportunities to use electric bikes for quick trips around town as well:

- Engineering has use for construction project checks, meetings, and errands
- Admin has use for meetings and errands to Town Hall (billing)
- Fleet has use for running back and forth to START BUS for maintenance pickups

To perform our day-to-day operations as efficiently as possible, time management is of the essence. Compared with traditional bikes, electric bikes are sweat free, allows for faster arrival at destinations, and enables riders to go further, faster. By providing electric bikes to staff, needless wear and tear on Town owned and personal vehicles would be reduced greatly and staff would not be adding to the traffic issues during the summer months. Staff would be subject to all of the traffic laws currently in place. Staff is currently researching any additional concerns from our liability carrier and any worker's compensation issues that might arise as a result of use of these Town owned bicycles for Town business use. Staff would develop a use policy that would govern the use of these bicycles that would address the requirement for helmets and for authorizing use of bicycles just as vehicles are currently authorized, obeying traffic laws, etc.

Staff recommends the Town Council approve the purchase of six electric assist cargo bicycles to be used for conducting Town business at a cost not to exceed \$2,000/each or \$12,000 total.

The Town Council has many options available to them including:

1. Approve the purchase of six electric assist cargo bicycles to be used for conducting Town business at a cost not to exceed \$2,000/each or \$12,000 total.
2. Discuss the request and continue the discussion and any action to the next Town Council meeting.
3. Discuss the request and amend the proposal to fewer bicycles.
4. Discuss the request and direct staff to include the proposal in the FY20 Budget.
5. Make a motion to approve the request and vote against the motion thereby denying the request at this time.
6. Take no action.
7. Other.

ALIGNMENT WITH PLANS AND INITIATIVES

1. **Policy 1.2.d: Improve Air Quality:** “Efforts to improve air quality may include: reducing vehicles miles traveled through a shift to alternative modes of travel....”
2. **Policy 2.1.a: Shift Community Energy Consumption Behavior:** “Achieving communitywide energy conservation requires reducing individual consumption of energy with every decision.”
3. **Policy 2.3.a: Meet Future Transportation Demand Through the Use of Alternative Modes:** “The use of single occupancy motor vehicles is the least energy efficient mode of transportation....”
4. **Policy 6.1.c: Establish an Identity as a “Green” Community:** “The community will become a model of sustainability by addressing ecosystem and climate stewardship at the local level.”
5. **Policy 7.1.c: Increase the Capacity for Use of Alternative Transportation Modes:** “Through increased use of alternative modes automobile capacity will be freed up on our existing roadway system.”
6. **Town of Jackson G.P.S. Initiative:** “All non-START Town vehicles and equipment will be 40% more fuel efficient by June 30, 2020 from FY2006.”
7. **Integrated Transportation Plan:** “Many of these shorter trips could be made by walking and bicycling, freeing up street capacity for traffic flow...”

ATTACHMENTS (below)



FISCAL IMPACT

Fiscal impact for this item would include the purchase of six electric bikes at a cost not to exceed \$2,000 each. Within the current FY19 Town Budget, funds have been appropriated under Pathways CIP for this project. Future fiscal impact could include replacement parts as needed.

STAFF IMPACT

Staff Impact for this item would require the purchase and procurement of this asset, management, delivery, and training. There would be a positive staff impact in terms of the ease of navigating through busy Town streets to conduct business. Additionally it would have a positive impact in that it would make it easier for employees to exercise for instances throughout the workday.

LEGAL REVIEW

Should the Town Council provide authorization, the Town Attorney would be involved with the finalization of any use policies.

RECOMMENDATION

Staff recommends the Town Council approve the purchase of six electric assist cargo bicycles to be used for conduction Town business at a cost not to exceed \$2,000/each or \$12,000 total.

SUGGESTED MOTION

I move to approve the purchase of six electric-assist cargo bicycles to be used for conducting Town business, at a cost not to exceed \$2,000/each or \$12,000 total.
