

**AGENDA  
 CARBONDALE BOARD OF TRUSTEES  
 WORK SESSION  
 CARBONDALE TOWN HALL  
 SEPTEMBER 18, 2018  
 6:00 P.M.**

<b><u>TIME*</u></b>		<b><u>ITEM</u></b>	<b><u>DESIRED OUTCOME</u></b>
<b>6:00</b>	<b>1.</b>	<b>Chamber of Commerce Update</b>	<b>ATTACHMENT A</b>
<b>7:00</b>	<b>2.</b>	<b>Budget – Department Goals and Objectives</b> <b>a. Parks and Recreation</b> <b>b. Public Works</b> <b>c. Building</b> <b>d. Planning</b> <b>e. Finance</b> <b>f. Utilities</b> <b>g. Police</b>	<b>ATTACHMENT B</b>
<b>9:00</b>	<b>3.</b>	<b>Adjourn</b>	

**\* Please Note Times Are Approximate**

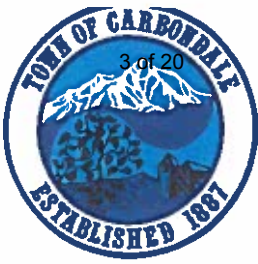


## YEAR TO DATE HIGHLIGHTS

- Colorado Chamber of Commerce Executives Award
- Co-Branding & Partnerships
- First Friday
- Membership
  - Tiered Membership
  - Current Membership Numbers
  - Retention Rate
  - eCommunications
- Rebranding Efforts: Power Hour & Business Confluence
- Tourism Council of Carbondale
  - Colorado Creative Corridor
  - Requests & Relocation

## ON THE HORIZON

- Business Relocation
- Tradeshow Participation
- Chamber Healthcare Taskforce
- Colorado Creative Corridor FY19
- Educational Opportunities
- Workforce Taskforce



TOWN OF CARBONDALE  
511 COLORADO AVENUE  
CARBONDALE, CO 81623

## Board of Trustees Agenda Memorandum

Date of Meeting: Budget Work Session  
September 18<sup>th</sup>, 2019

**TITLE:** Parks & Recreation Dept. FY-2018 Budget Goals

**SUBMITTING:** Eric Brendlinger- Parks & Recreation Director

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**BACKGROUND:** This is a summary of the work plan budget goals that have been used in developing our FY-2019 budget specific to potential grants and master plan goals

### Parks & Recreation Administration

1. Submittal of two Garfield County Federal Mineral Lease District mini-grants for a park improvement project that dovetail with our master plan recommendations. Fall FMLD mini Miners Park playground equipment replacement, and enhancement of ADA access to our parks and playgrounds.(\$25,000) Apply for a Spring 2019 FMLD mini grant to fund additional playground improvements. (\$25,000) Fall FMLD Traditional grant for Third Street Center boiler replacement Improvements (\$89,342)
2. Submittal of a planning grant for a pool feasibility study from the Fall 2018 Greater Outdoors Colorado grant program. (75-4800- 9365 \$18,750 matching fund for a \$75,000 ask) Potential LPOR GOCO mini-grant to support the building of dedicated pickleball courts on school district property. (Required 25% match would be provided by Roaring Fork Pickleball Association fundraising efforts)
3. Gateway RV Park Improvements: Adapt Site 6 to a full hook up site. (RV Park Improvements 01-4525-9360 -\$6,000 ) If funding is available, write RFP and select contractor to begin the process of adapting all rv sites to 50 amp power pedestals phased project. (RV Park improvements/equipment 01-4525-9360 \$35,000)

### Parks Department

1. Utilize the Conservation Trust Fund to replace existing trash cans with bear proof trash cans and recycling specific bear proof cans in Town Parks. Staircase, Miners Park, and Sopris have been completed. North Face, Hendricks, Delaney Nature Park, Colorado Meadows, Gianinetti will be the next parks slated to receive bear proof trash cans. (Parks Maintenance 10-4800-3600 \$6,000)
2. Top Dress Hendricks Park.( Park Maintenance 01-4520-3600 \$4,500)

3. Increase budget in Temp labor for ongoing weed mitigation in our Parks (Temp Labor line item 01-4500-3982 \$10,000 Temp Rodeo Cleanup is reimbursed from CWWRC)
4. Replace dog agility equipment in Hendricks Dog Park (Parks Maintenance 01-4520-3600 \$5,000)
5. Reconfigure irrigation in Bonnie Fisher Park to accommodate new fence. (Sprinkler System Maintenance 01-4520-2380 \$4,000)
6. Nuche Park Parking Lot Improvements. ( Park Improvements 75-4800-9360 \$5,000)
7. Gus Darien Rodeo Grounds Improvements. Replacing fencing and calf chute release mechanism. 75-4800-9360 \$5,000)

### **Recreation Center:**

1. Increase marketing in social media and other non-traditional forms of program promotion (i.e.- website, e-mail blasts, Facebook, Twitter, linked-in, u-tube, Instagram). Increase marketing to the Latino community with a radio campaign focusing on membership opportunities, scholarships and youth and adult sports leagues.
2. Program budget improvements utilizing our *Program Cost Break Even Analysis* data. Scrutinizing our fee structure and cost recovery on a per program basis and making the necessary changes according to our cost recovery philosophies. Continue to find ways to re-purpose activity room and to increase fitness class offerings. Yoga, foam rolling classes, small group personal training, Tai Chi.
3. Active Energy Management Plan. Continue to monitor energy use and production at the CRCC and make the necessary changes to our energy consumption through an active energy management plan that includes HVAC tune-ups and 2019 replacement of water heater with a new solar/hybrid model. (HVAC repairs \$2,500 Building Maintenance and Grounds Line Item 75-4500-3660) (Water Heater Replacement Rec Facilities /Equipment Line Item 75-4500-9410 \$18,465 pre-rebates)
4. Equipment replacement cycle for a new treadmill or elliptical. (Rec Facilities/Equipment Line Item 75-4500-9410-\$10,000)
5. Retrofit one of the East Patio doors to be automatic to upgrade our ADA accessibility. (Building Maintenance Line Item 75-4500-3660 -\$5,500)

### **Swimming Pool:**

1. New pool covers (Pool Equipment 75-4512-9360 Large pool covers \$9,695)
2. Re-paint and repair facility prior to opening. Replace mirror in women's bathroom. (General Maintenance and repairs 75-4512-3661 \$3,000)
3. Repair front door and frame and outside chemical room door.(Building Maintenance Line Item 75-4512-3660-\$4,000)

4. Repair liner in large pool with vinyl patches. (General Maintenance and repairs 75-4512-3661 \$3,000)
5. Purchase more durable lounge chairs for the pool deck. (Umbrellas and Chairs 75-4512-9362 \$2,000)

**Recreation Programming:**

1. Continue to produce two sheets of ice for public use (Gus Darien and 4<sup>th</sup> St. Plaza Park)
2. Continue to provide a positive community experience with our special events and scrutinize the ability to enhance existing events with sustainability and cost recovery in mind. These events include: 4<sup>th</sup> of July Parade and Pool Party (added pool games), Celtic Fest & Oktoberfest, Light-Up Carbondale, First Friday Events, Bonedale Bike Week Bike Rodeo, Easter Egg Hunt, Easter 5 K Scavenger Hunt, Spring into Fun Family Block Party, Skate Park Competition, Bike Park Competition, annual Pickleball Tournament, Full Moon Tri in January and the Turkey Cross Trot 5 k Running Race. We took a managerial role over in 2018 included Our Town , One Table and Potato Day. (We split the program production costs between our Self-Funded Special Events Line Item 01-4500-8000 -\$8,000 and our Special Programs Line Item 01-4500-8201, \$55,170 both in the general fund.)
3. Continue to be involved with the Garfield County Healthy Community Coalition. Continuation of the local HEAL committee and collaboration with Live Well Colorado, Roaring Fork Food Alliance, Cooking Maters, Garfield County Public Health, and the Colorado State University extension programs and instructors. Consider submittal of a mini-grant, which does not require matching funds, for sustaining *Farm RX* program or for programming that matches the Healthy Eating, Active Living mission. (i.e.- cooking classes and our wellness programs)

**Prepared By:** Eric Brendlinger, Parks & Recreation Director

Jay Harrington  
Town Manager



# TOWN OF CARBONDALE

## PUBLIC WORKS

511 Colorado Avenue  
Carbondale, CO 81623

### Board of Trustee Memorandum

Meeting Date: September 18, 2018

**TITLE:** 2019 Budget Goals and Objectives

**SUBMITTING DEPARTMENT:** Public Works

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#### BACKGROUND

The 2019 Public Works proposed budget is a continuation of goals and objectives that have been established over a period of time. The goal is to continue to provide the community with a high degree of infrastructure maintenance while managing costs.

#### DISCUSSION

The following is a list of goals and objectives for 2019 for each of the listed categories. They are not arranged by priority, but provided as suggestions that the Board can consider as part of the development of the overall budget.

##### 1. Arboriculture/Horticulture

The landscaping maintenance requirements along the SH-133 corridor continue to be one of the biggest time demands from spring through fall. In 2017, a seasonal position was added to help the Town Arborist with maintenance of the corridor and we are proposing to continue this seasonal position in 2019. In 2019, staff will continue to self-perform the majority of the pruning and landscape maintenance work.

##### 2. Downtown Enhancements

The Town has replaced several of the banners that are installed along Main Street over the past several years. In 2019, the banner replacement will continue as funding allows. In addition, staff will continue to install wreaths and holiday lights. We should plan on replacing some of the holiday lights each year as they tend to dim after 3-5 years of use. In addition, funding should be continued for replacement/addition of bike racks and benches in the downtown area.

##### 3. Traffic Control Signs-Inventory and Maintenance

Throughout 2019, staff will continue to replace and update signs as necessary. In addition, work will continue to develop a comprehensive inventory of signs throughout town. This GIS inventory will be used in the future to develop a comprehensive sign replacement program that will ensure that the Town is

compliant with reflectivity and other standard sign requirements contained in the Manual on Uniform Traffic Control Devices.

#### **4. Drainage Improvements**

The Town's drainage system largely relies on the use of drywells to collect and infiltrate storm runoff. In 2017, staff has implemented a program to clean existing drywells in a systematic basis. This systematic approach will be continued next year.

Rainfall events continue to be less frequent, but more intense than rainfall events have been historically. In 2019, staff is proposing that we continue additional effort toward improvements to the Town's system. Originally, staff had anticipated improvements to the Hendrick Road/Main Street intersection drainage during 2018. However, this work needs to be coordinated with Rockford Ditch Relocation work associated with the City Market Development. This work is now scheduled to begin this fall and be completed next spring so the work on the Hendrick/Main intersection will occur in 2019.

The Town receives between \$50K and \$60K in storm water fees annually that can be used toward this work.

#### **5. Streets/Trails/Sidewalks**

Replacement of existing infrastructure is unavoidable, but routine maintenance maximizes the life of existing infrastructure which in-turn delays the need for more costly replacement. For years, the Town has invested in routine maintenance through our chip sealing, crack sealing and sidewalk repair programs. These programs are all included in the 2019 draft budget.

In addition to the routine crack sealing and chip sealing of our roadways, staff is proposing a modified mill and overlay project on Meadow Wood Drive in 2019. The project will involve milling the entire roadway, using some of the milling material to reestablish a crown in the road that will direct drainage to the gutter line, spot patching damaged or settled curb and gutter sections and then repaving the road. The project may also include minor sidewalk work to improve connectivity through this area.

Staff is also proposing to do some more aggressive trail maintenance work that will likely include overlaying some existing trail sections that are showing signs of some more aggressive surface deterioration.

Work will continue to fill in gaps in the existing trail/sidewalk network. The BPT Commission has recommended two projects on Hendrick Road. One would complete the gap at the north end of Hendrick near Main Street. The other would include a lighting component for the crossing near the Hendrick/Westridge intersection as well as a connection between the Hendrick soccer field and the trail along the north/east side of Hendrick Road.

#### **FISCAL ANALYSIS**

As the Board develops overall goals and objectives for the 2019 Town budget, we can discuss the fiscal impacts of individual goals and objectives.

**RECOMMENDATIONS**

N/A

Prepared by: Kevin Schorzman

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Town Manager





**TOWN OF CARBONDALE  
511 COLORADO AVENUE  
CARBONDALE, CO 81623**

Meeting Date: 09/18/2018

**TITLE:** 2019 Building Department Goals

**SUBMITTING DEPARTMENT:** Building Department

**ATTACHMENTS:** None

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### **BACKGROUND**

The Town Manager has asked staff to compile their goals for 2019.

### **DISCUSSION**

1. Adoption of the 2015 Energy Code was accomplished during 2018, I would like to get the remainder of the 2015 Codes adopted in 2019. Extensive outreach to the public will be needed to work through the Green Code.
2. SafeBuilt is a 3<sup>rd</sup> party building department firm that has agreed to help with plan reviews and inspections if next year's workload becomes untenable for one person.
3. Training for John and Mary to maintain required ICC Certifications.

### **RECOMMENDATION**

Staff recommends that the Board review the 2019 goals and give direction to Building Staff on these goals.

Prepared By: John Plano  
Building Official

          JH            
Town Manager



**TOWN OF CARBONDALE  
511 COLORADO AVENUE  
CARBONDALE, CO 81623**

## Board of Trustees Agenda Memorandum

Meeting Date: 9-18-2018

**TITLE:** 2019 Planning Department Goals

**SUBMITTING DEPARTMENT:** Planning Department

**ATTACHMENTS:** Planning Department Communication 8-24-2018

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### BACKGROUND

The Town Manager has asked staff to compile goals for 2019 in order to work toward the development of the 2019 Town budget. Below are the 2019 Planning Department goals for the Board's consideration.

1. **Current development review of land use applications. Many of the large projects recently approved through the land use process will most likely commence construction in 2019. Planning Staff will continue working with the developers as they enter into this next phase.**
2. **Continue mapping projects including:**
  - Work with the County to provide current assessor parcel data for Zoning District Map
  - PUD overview map
  - RVR Phase Map
  - Staff training on how to utilize new Town mapping
3. **Review the Implementation Matrix in the 2013 Comprehensive Plan with the Planning Commission to gauge Planning's progress in implementing the plan.**
4. **Development of a new map which overlays the Future Land Use Map from the 2013 Comprehensive Plan onto the Town's Zoning District Map. The purpose of this is to achieve the following goals:**

- Assist developing a long-term strategy to bring the two maps into harmony.
- Identify the most appropriate zone districts for properties.
- Provide a stepping stone to approach property owners of the smaller PUDs to discuss pros and cons of potential rezonings to base (UDC) zone districts.
- Long term – make sure the Future Land Use Map is correct in land use designations.

#### **5. Organization of PUD Book**

- Re-organize and streamline the PUD zone district book. Print a section of the Zoning District Map for each PUD as a cover sheet for reference.
- Create a matrix which lists of the zoning parameters, development standards and fees in the Town's PUDs to simplify administration of the PUDs (approximately 40 PUDs).
- Place the PUD maps and zone district text on the Town's website for easy public access.
- The organization will assist in determining an appropriate zone district for any conversion of a PUD to a straight zone district.

#### **6. Continue to be involved in regional planning efforts.**

- Support Creative District
- Participate in Regional Housing Needs Assessment

#### **7. Maintain and improve the Planning portion of the website, including posting all land use applications.**

#### **8. Archive and scan Planning Department records.**

### **RECOMMENDATION**

Staff recommends that the Board review the 2019 goals and give direction to Planning Staff on the goals to help develop the 2019 Planning Department Budget.

Prepared By: Janet Buck, Planning Director

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JH  
Town Manager

Planning Department Communication Summary - August 24, 2018

Communicate with:

Citizens  
Business Owners  
Property Owners  
Realtors  
HOAs  
Appraisers  
Contractors  
Other Jurisdictions (municipalities, counties and federal)  
CDOT  
Utility Companies, i.e., Black Hills, Holy Cross, Cedar Network, etc.  
Ditch Companies  
Planning Commissioners  
Other Boards and Commissions  
RFTA  
Regional Planners Roundtable  
Community Arts  
Chamber of Commerce  
Roaring Fork Valley Housing Authority (Land Use Task Force and Housing Task Force)  
Garfield County Housing Authority  
Consultants, i.e., Alpenglow, Clarion, RPI, Tatanka, Roaring Fork Geospatial, etc.

Inquiries:

General Zoning and Building  
Research, i.e., statistics, legal documents, history/background  
Enforcement  
Complaints

Land Use Applications

Pre-application meetings  
Coordinate with referral agencies and Town Departments  
Place Land Use Application on the website  
Put larger land use applications in a binder for public review  
Public noticing

- Notice in Sopris Sun
- Mailing to property owners within 300 ft.
- Posting signs on the property

Answer citizen questions regarding land use applications  
Place Planning and Zoning Commission and Board packets on the website  
Send packets to Glenwood Post and Sopris Sun

Hold public hearings at the Commission and Board levels  
Post Planning Commission Minutes on the website

Website – Planning Department includes information on:

- Board of Adjustment
- Garfield County Housing Authority
- Comprehensive Plan
- Current Land Use Applications
- Historic Preservation
- Planning and Zoning Commission
- Planning Commission Meeting Schedule
- Unified Development Code
- Affordable Housing
- Maps (including Zoning District Map)

Specific Projects, i.e. Comprehensive Plan and UDC

Very intense public involvement and outreach including: dedicated website, survey, public meetings, advertisements, small group meetings, one-on-one stakeholder meetings, seeking input from Town Boards and Commissions, press releases, public hearings, etc.



## Board of Trustees Agenda Memorandum

Meeting Date: 9/18/2018

**TITLE:** 2019 Budget Work Plan

**SUBMITTING DEPARTMENT:** Finance

**ATTACHMENTS:** None

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**BACKGROUND:** In preparation of the 2019 Draft Budget, Staff has presented the items below for consideration when developing the final budget.

**DISCUSSION:** Consideration is given to supporting staff town-wide with an increase in compensation and benefits.

**Administrative items:**

- **Employee Wages** – Two years ago the Salary Survey was updated. This year a COLA of 3% -5% will be looked at with the budget.
- **Group Health Insurance** – The health insurance program is on a calendar year. Our increase for 2019 will be 4% and proposed not to change the current plan.
- **Continue** relationship with TRIAD and with Employers Council.
- **Orientate** new IT support and long-term town IT needs.

**Finance Department:** These are items which will facilitate the operation of the Finance Department and Utility Department

- **Personnel** – Finance is fully staffed with 2 accounting II positions, an accounting II/human resource (training as an assistant), and a part time sales tax clerk/data record.
- **Computer Acquisition** – Replace one computer in the finance department.
- **Software** – Caselle Online is still being reviewed. Numerous municipalities are still having problems with the system. Hopefully, we will be able to switch before the end of 2018 to the cloud.
- **Continue** working with MuniRevs for online sales tax for filers.

**FISCAL ANALYSIS:** Final cost estimates will be provided in the Draft prior to presenting to the Board. The Draft Budget will be posted on the town website, hard copies will be available at Town Hall, and advertised in the paper that the draft budget is available which is legally required by the State after the draft is presented to the Board.

**RECOMMENDATION:**

Staff recommends that the BOT provide input and direction regarding the above budget requests.

**Prepared By: S. Renae Gustine**

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 Town Manager



## TOWN OF CARBONDALE UTILITY DEPARTMENT

511 Colorado Avenue  
Carbondale, CO 81623  
www.carbondalegov.org  
(970) 963-3140 Fax: (970) 963-0849

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### Board of Trustees Agenda Memorandum

**Item No:**

**Attachment**

**Meeting Date:** *September 18, 2018*

**TITLE:** 2019 GOALS AND OBJECTIVES

**SUBMITTING DEPARTMENT:** UTILITIES

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**BACKGROUND:** The 2019 goals and objectives have been formulated to maintain existing service levels and implement recommendations in the Water and Wastewater Master Plan. There are some elements outside the master plan which have been addressed which reflect lessons learned from the unusually dry year and effects of this on the water treatment system. The rate schedule will continue to be implemented with annual adjustments for maintaining the Town's assets and operational activities of the department.

**DISCUSSION:**

**Wastewater Treatment and Collection System:** The wastewater treatment plant improvements for 2018 included design and construction of a new clarifier. This project was initiated in 2017 with the engineers for conceptual planning, this will continue in 2019. Engineering and design has been initiated utilizing a matching grant through DOLA. It is anticipated that engineering will be completed in early 2019 with bid packets and request for proposal packets to be circulated by spring 2019. Staff will apply for an administrative grant through DOLA to help offset construction costs. The budget for the clarifier project has been revised based on more accurate cost estimating and the new estimate has been incorporated into the proposed 2019 budget.

Staff continues to fine tune the energy consumption. Small changes will continue to further refine the efficiencies within the system.

A systematic inventory of the collection system continues with video surveillance. Areas through old town remain a priority to inventory and map for repairs. We anticipate that repairs will be necessary in areas where deficiencies and significant degradation occur.

The GIS system maintenance will be on going with new development and ancillary notations. Field verification with GPS points and field investigations will be on going. The mapping in 2018 has been performed using scanned file plans, as-build plans, incorporating street view from web based mapping systems, and aerial imagery.

Training will continue with staff members as opportunities become available and tenure in the field allows for upgrading certification levels. Additional certification in industrial wastewater, laboratory certification and bio solids handling will continue to be promoted amongst staff.

In addition to the above-mentioned items, the Capital budget includes a on call vehicle replacement which will be funded in concert with the water fund.

The capital construction includes funds for a new 1 MGD clarifier and new return pumps (RAS). Replacement of two sludge pumps is included which will replace pumps for the digester system installed in 2008.

The 10-inch interceptor line that is located in Colorado Avenue has been determined to be a future hydraulic choke point from the old town sewer system to Highway 133 and Colorado Avenue. There continues to be a potential development being discussed along this section of line which could create the opportunity to upsize the line in this location.

Storm water additions are proposed for improving the existing drywell collection basins and installing new drywells. This line item has been utilized to install dry wells with Public Works coordination. Additional drywells throughout town have been slated for installation in 2019 along with improvements/maintenance to the existing system in town and along the Highway corridor.

**Water Treatment and Distribution System:** The Crystal Well filtration and Nettle Creek siding projects have been completed, these projects have met our expectations with performance thus far. The feasibility study for the hydroelectric production on the South Nettle Creek supply line in has been completed. Staff is working with the USFS for amending the Special Use permit for increasing the width of the easement for the equipment. Funding for this hydroelectric plant has been in the annual budget for several years, this remains in the proposed budget for 2019. The GIS mapping of the water system will continue in 2019.



The meter reading system maintenance and leak detection will remain ongoing. Meter replacement will occur on an as needed basis with replacement of the older meters. Leak detection will remain an annual item as part of the water efficiency plan and distribution maintenance.

Grant opportunities will be forth coming in November for 2017 for plans on the Crystal River Management plan and work on the Weaver head gate. The Town's participation on this is uncertain at this time. Applications will be sent in for incorporating efficiencies for the ditch system. There may also be additional monies requested for the ditch system if grant opportunities come forth successfully in 2018.

The drought conditions this year brought forth conditions which caused potential service outages from the Nettle Creek treatment plant and the Nettle Creek distribution line into town. A *'pump back'* system into the Nettle Creek line will provide water service from the Town wells into the transmission main south of town to the Nettle Creek treatment plant. Concerns also came forth for the reliability of the Crystal Well and Roaring Fork treatment plants in the event of a simultaneous power outage on Xcel or Holy Cross. The Roaring Fork plant requires service from both Holy Cross and Xcel to operate the treatment Plant (Xcel) and the wells (Holy Cross). The Crystal well is served by Xcel, a stand by generator for the Crystal well will allow for continuous operation of this facility if there is an interruption of the power grid.

In addition to the above-mentioned items, the Capital budget includes funding to replace the on call vehicle in concert with the wastewater fund.

The capital program also includes ditch system improvements, and continued efforts on Crystal river restoration and Weaver Head gate replacement.

### **FISCAL ANALYSIS**

This will be open for discussion through the budget process.

### **RECOMMENDATION**

N/A

Prepared By: Mark O'Meara, Utility Director

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Town Manager



**TOWN OF CARBONDALE**  
511 COLORADO AVENUE  
CARBONDALE, CO 81623

**Board Trustees Agenda Memorandum**

Item No:  
Attachment:  
Meeting Date:

**TITLE:** Goals and Objectives

**SUBMITTING DEPARTMENT:** Police Department

**ATTACHMENTS:** None

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**Community Communication**

Research solutions to optimize community safety for residents and visitors.

Public Relations Officer will be working with community groups in the valley including immigrant communities to provide support and to enhance trust and cooperation with the police department.

Ways we communicate with the community

- We are members of the Roaring Fork PIO group and attend trainings to enhance our writing skills for press releases.
- When incidents occur that constitute a significant public safety risk, an incident that is of significant interest to the community or the police department is requesting the public to provide information on a significant case.
- Post on social media like Facebook as appropriate
- By email and phone as needed.

**Records**

Training for Police Executive Assistant and Police Services Technician.

Continue refining electronic criminal justice records.

Attend classes for the Colorado records release.

**Training**

Send officers to leadership classes to become supervisors and gain the knowledge, background and skills to become future leaders in the police department. Due to retirements Carbondale has lost decades of experience over the last two years.

Keep staff certified for all required skills and identify training necessary while analyzing benefits versus costs. To reduce costs and enhance skills, bring in regional trainings and send staff to instructor certification. This allows for in-house training and yearly certifications.

Training for National Child Passenger Safety Certification.

New World Conference (records management).

Locate and evaluate appropriate training for the Public Relations Officer.

Become a state certified interpreter.

Send officers to Certified VIN course.

### **Traffic**

Continue pro-active traffic enforcement to enhance citizen safety as staffing allows focusing on school zones and areas of citizens' concerns.

Roundabout enforcement, bicyclists, pedestrians and motor vehicles violating traffic laws and improper use of crosswalks.

Traffic enforcement of vehicles not yielding to pedestrians in the crosswalk.

Increase education and enforcement of no bicycles on sidewalks on Main Street in the downtown core.

### **Wellness**

Continue to promote and refine wellness program.

### **Policies and Procedures**

Monitor Carbondale Police Manual for revisions and updates.

### **Police Vehicles**

Purchase, equip, and put in service a new hybrid police vehicle.

### **Department Staff**

Train and educate staff as needed

### **School Resource Officer**

Attempt to formalize the SRO agreement with Roaring Fork School District.

Develop a strong working relationship with the new staff at the Roaring Fork School District.

Continue to have School Resource Officer assist all schools with safety plans, awareness and assist with drug and other education programs.

Send SRO to additional training to enhance knowledge and skills.

### **Miscellaneous**

Assist schools with special events.

Attend town-approved special events and send officers to work other towns' special events in return for their help.

Continue with the TRIDENT Officer.

Continue ordinance enforcement with emphasis on trash, weeds, noise, abandoned cars, and dogs in the park and off leash.

Parking enforcement on Main Street.

Continue assisting other Town departments as needed.

Assist other agencies with requests for help during normal patrol activities.

Assist the fire and ambulance departments as needed on emergency calls.

Continue to assist with interpretation at River Bridge Regional Center to help with children that have been victims of abuse.

Continue to provide safe routes and neighborhoods where late night pedestrian traffic is prevalent.

Continue to support and enhance our partnership with the Hope Center.

Upgrade our technology infrastructure to enhance staff's ability to complete work products in an efficient manner as possible to save time.

Participate in a regional detox planning process.