



BOARD OF COUNTY COMMISSIONERS

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Breckenridge, CO 80424

TO: Board of County Commissioners  
Scott Vargo  
Jeff Huntley  
FROM: Sara R. Lopez  
RE: Work Session Meeting of April 6, 2021  
DATE: April 6, 2021

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**Attendees:**

Elected Officials: Elisabeth Lawrence (via Zoom), Tamara Pogue and Joshua Blanchard – Commissioners

Jaime FitzSimons - Sheriff

Staff: Scott Vargo, County Manager; Jeff Huntley, County Attorney; Sarah Vaine, Assistant County Manager; Bentley Henderson, Assistant County Manager; Nicole Valentine, Communications Director and Sara R Lopez, Administrative Assistant.

Staff (via Zoom): Marty Ferris, Finance Director; Jim Curnutte, Building Development Director; April Kroner, Planning Director; Brandi Timm; Planning Technician-STR; Ian Corder, Planning Technician; Jessica Potter, Senior Planner; Tanya Shattuck, Zoning Code Enforcement Officer; Dan Osborn, Senior Planner; Peter Haynes, Undersheriff and April Paige, Executive Administrative Manager

Guests (via Zoom): Kara Bowyer, Sawyer DArgonne and others who did not sign in.

**I. Planning Department 2021 Work Program**

April Kroner and Jim Curnutte discussed several topics including but not limited to:

Purpose of Meeting

- Review progress on projects identified by the previous Board
- Discuss potential new projects that the Board may want Planning staff to work on.
- Provide direction to the Planning Department on the priority of the various projects/initiatives to focus efforts on in 2021.

Short Term Rental (STR) Program

Planning staff is preparing for a discussion with the BOCC on April 13, 2021, to address the following:

- Changing the program from permitting to licensing;
- Obtaining direction on enforcement expectations;
- Discussing overall program goals and potential policy changes.

In addition, staff continues to work with the software vendor, Host Compliance, to address ongoing issues with the platform performance and complaint hotline. Lastly, staff is currently in-progress developing GIS maps and conducting analysis on the overall STR program considering various

metrics. Commissioner Pogue asked Ms. Kroner to reach out to the community and get their input on the STR program.

#### Affordable Housing Code Amendments

The Planning Department is working closely with the Housing Department on the amendments. They will present them to the Board at future Work Sessions to request their input and guidance before moving forward.

#### Comprehensive Planning

The Planning Department will commence efforts towards updating the Countywide Comprehensive Plan and Basin Plans, including the following:

- Recommendations for plan structure, process and timeline
- Work with countywide and basin planning commissions to identify key issues or concerns
- Develop a scope of work, prepare a RFI and/or RFP, and identify project cost to propose for the 2022 budget. A consultant will be retained for this project.
- Launch project 1st quarter 2022

#### Sustainability Initiative/ Climate Action Plan - Priority Strategy in the Climate Action Plan

Summit County's Sustainability Coordinator, Michael Wurzel is leading Summit County Government's ongoing efforts to promote and improve sustainable practices, and develop and implement local climate action strategies, working in partnership with the Summit Climate Action Collaborative. These include:

- Energy Efficiency
- Renewable energy installations
- EV charging infrastructure
- Connectivity
- Multimodal transportation access
- Water conservation

Keely Ambrose suggested adding this topic to the Comprehensive Action Plan.

#### TDR Pricing Methodology

The update to the TDR pricing methodology for the Countywide TDR bank was completed in January 2021.

#### Wetland Code Amendment Project

Amend the Development Code to implement recommendations from the Wetlands Enhancement Project (2003), and high priority implementation strategies identified in the Environment Element of the Countywide Comprehensive and Basin Master Plans. The Planning and Engineering Departments are working jointly on this project. They will present it to the BOCC at a Work Session in the 2nd quarter of 2021.

NOTE: Potential Wetland Mitigation In-lieu Fee/Wetland Banking Program to be addressed separately.

### Keystone PUD Rewrite

Why is this needed? It was created in 1995 and has been amended over 30 times since.

- Conflicting and outdated language, confusion in interpretation
- Vision for resort has changed
- Requires update of all exhibits (large mapping project)
- Requires updates to associated plans/studies (will need outside consultants) – cost impact is unknown at this time
- Planning staff initiated standing monthly meetings with Vail Resorts to work cooperatively on this effort.

Commissioners suggested asking Vail Summit Resorts (VSR) for priorities, and before doing a major rewrite, wait until it is determined whether Keystone will incorporate. Commissioner Blanchard questioned whether some of the reasoning behind the desire to incorporate could be due to the outdated language on the PUD.

### Economic Resiliency

An initiative was recently moved forward, and the BOCC provided direction for the creation of a separate non-profit (501c3) Economic Development Corporation to provide the needed support to the County's business community. Commissioner Pogue will be the BOCC representative, working closely with the Summit Prosperity Initiative workgroup and other public/private partner stakeholders to get the organization created and launched in 2021.

### General Code Amendments

- Language clean-up and/or clarifications
- Updates/Improvements
- Anticipated completion the 4<sup>th</sup> Quarter of 2021

### Conclusion

Ms. Kroner asked for feedback from Commissioners regarding initiatives, projects and priorities for the Planning Department.

Commissioners thanked the team for their hard work and for adapting to the circumstances caused by the pandemic.

## **II. Data Privacy Protection Policy**

Andy Atencio, Toby Weiner and Sarah Vaine gave an update on the following topics including but not limited to:

The General Assembly adopted Article 73 of Title 24 of the Colorado Revised Statutes regarding the protection of certain personal information by governmental entities. The statutes mandate that all governmental entities that maintain paper or electronic documents containing personal identifying information ("PII") develop a written policy to protect and properly dispose of such documents. C.R.S. § 24-73-101 et seq.

The Data Privacy Protection Policy (Policy) will define how the County manages PII, what processes the County will put in place to protect the information, and the notification process the County will need to follow in the event of a data breach. While the Policy establishes these processes at the County level, management of the PII collected is the responsibility of the particular Office or Department in possession of the PII.

The Policy also provides a mechanism to hold vendors who supply services to the County responsible for the proper use of data. The Policy covers not only information managed by County staff, but also information stored or managed by the County's vendors. Application of this Policy will simplify the contracting process with vendors of this nature.

Additionally, the Policy will require improvements in the County's management of documents and information through the creation of Records Retention Schedules by those Offices and Departments that manage this information.

The item is on the Consent Agenda for Regular Meeting on April 13, 2021.

### **III. Budget Process Vision**

Marty Ferris gave an update on the following topics including but not limited to:

#### Budget Preparation Process Timeline

- April-May: Discussion of budget priorities / instructions with the BOCC
- Early June: Kickoff Meeting with Department Heads/Elected Officials
- June-July: Department Heads meet with Assistant County Managers to develop budget requests
- Mid-July: Budgets submitted electronically in Munis
- July-August: Department Heads/Elected Officials present proposed budgets to County Manager and Finance Director
- Senior Staff formulate recommended budget based on BOCC priorities, short and long term financial projections

#### Key Dates

- Preliminary assessed valuation – August 25
- Recommended budget presented to BOCC – by October 15
- Public hearings and public comment period from Oct –
- December
- Deep dives into specific budget areas as requested by the BOCC
- Recommended budget adjusted based on BOCC direction and updates on revenues/grants/projects
- Final assessed valuation– December 10 (typically late November)
- Budget adoption by BOCC - by December 15
- Budget submitted to State DOLA by January 31

#### Community Budget Advisory Group

- Determine the purpose of the public engagement
  - Educate the public, understand public priorities, develop community support
- Identify Group Membership
  - Define commitment – how often to meet and for what duration

- Representation – geographic, age, income, gender, race, ethnicity
- Suggestions
- Opportunities for ongoing engagement
  - Use multiple communication methods
  - Continue to gather information from the public
  - Expert knowledge (i.e. engineering expertise to build a bridge) and objective data (economic and demographic info). Both critical to good decision making.

Commissioners and staff discussed the role of the Community Budget Advisory Council, and their focus while they learn and understand the process and provide feedback. Scot Vargo suggested the Council hold monthly meetings through August, and asked Commissioners whom they would like to invite to that group.

Commissioners also discussed different ways departments can work with one another, instead of asking for additional staff. Commissioner Lawrence suggested looking into floating positions where they fill in a job in the summer and a different one in the winter.

Mr. Vargo shared the requirements each department has to fulfill when completing their budgets, including their goals, strategies, etc. This information will be shared with the Board for review as the budget process progresses.

Commissioner Lawrence suggested scheduling two half-day sessions during the 2<sup>nd</sup> half of October, and the beginning of November 2021 for the Board to review budget requests.

#### **IV. Managers' & Commissioners' Issues**

Senior Management and Commissioners discussed several topics including but not limited to:

Scott Vargo gave an update on the search for a new Public Works Director.

Bentley Henderson gave an update on the following:

- The second Capital Projects Manager position has been fulfilled. This will provide much needed support to Dale Stein who been managing a number of projects on his own.
- The county has applied for permit renewal for the wastewater treatment plant, and will provide additional information regarding the outflow to the CO Department of Public Health and Environment (CDPHE).

Nicole Valentine is working on a topic for each month's BOCC Town Hall that will match an Op Ed piece on the Summit Daily. She suggested focusing on vaccination during the April Town Hall, and postponing Sustainability to June. Sarah Vaine suggested creating a visual progress of the percentage of the population has been vaccinated and said the 5-Star Certification Committee suggested a celebration when milestones are reached.

Sarah Vaine said the North-End Childcare conversation has been scheduled for Wednesday, April 7, 2021.

Commissioner Pogue gave an update on the Highway 6 Discussion and the Build Back Stronger Economic Recovery Process meetings.

Commissioner Lawrence is working with the Representative Joe Neguse on legislation that would invest in wildfire prevention.

Commissioners also reviewed schedules and upcoming calendar events.

**V. Real Estate Acquisitions Negotiations, Legislations and the Legal Advice related thereto (Attorney, Sheriff) (Executive Session Recommended)**

Jeff Huntley and Scott Vargo requested an Executive Session to discuss Real Estate Acquisitions Negotiations, Litigations and the legal advice pertaining thereto.

A motion was made by Commissioner Blanchard and seconded by Commissioner Pogue to go into Executive Session to discuss Real Estate Acquisitions Negotiations, Litigations and the Legal Advice related thereto. BOCC voted 3 to 0 to go into Executive Session per CRS 24-6-402 (4) (a)(b)(e). The motion was approved.

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*Commissioners reconvened into Work Session at 1:00 p.m.*

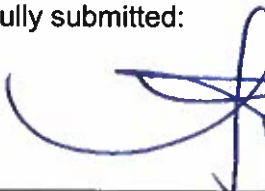
**VI. Review Matters Concerning Security Facilities, Security Issues and the Legal Advice related thereto (Attorney, Sheriff) (Executive Session Recommended)**

Jeff Huntley and Scott Vargo requested an Executive Session to review Matters Concerning Security Facilities, and Security Issues and the legal advice related thereto.

A motion was made by Commissioner Pogue and seconded by Commissioner Blanchard to go into Executive Session to discuss matters concerning security facilities, and security issues and the legal advice related thereto. BOCC voted 3 to 0 to go into Executive Session per CRS 24-6-402 (4)(b)(c)(d). The motion was approved.

Meeting Adjourned.

Respectfully submitted:



Sara R Lopez, Deputy Clerk



Approved by:



Elisabeth Lawrence, Chair