

**TOWN OF BRECKENRIDGE
TOWN COUNCIL SPECIAL MEETING
VIRTUAL MEETING
Friday, March 26, 2020
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I) CALL TO ORDER, ROLL CALL

Mayor Mamula called the meeting of March 26, 2020 to order at 4:00pm. The following members answered roll call: Mr. Bergeron, Ms. Gigliello, Ms. Owens, Mr. Gallagher, Mr. Carleton, Ms. Wolfe and Mayor Mamula.

II) APPROVAL OF AGENDA

Mr. Holman stated there were no changes to the agendas. Mayor Mamula declared the agenda approved as presented.

III) DISCUSSION ITEMS

A) COVID-19 UPDATE AND PLANNING

Mr. Holman stated there was one additional positive case in Summit County as of today, and the only other updates are related to the stay at home order by the Governor. She stated some businesses that were doing curbside delivery are no longer allowed to operate under this order and construction services will continue under this order. Mr. Bergeron asked about the closure of trailheads by the Forest Service, and the Council was not aware of that order at the time of the meeting. Mr. Holman also stated we have cleared the Recreation Path for people who are walking and biking, and we hope that will keep people out of the road.

B) FINANCIAL UPDATE – BRECK RELIEF

Mr. Holman stated Ms. Wolfe and Mr. Gallagher has been working on the criteria for local business relief.

Ms. Wolfe stated that in addition to the support the Town is providing we hope small businesses will look at all of the ways to get funding during this time. She stated the six qualifiers for the grants would be: 1) Business must be closed by order and unable to operate from home; 2) Have a physical location in the Town and no ownership interest; 3) The business must be open all year; 4) Employ 15 or fewer full time employees based on the January 1, 2020 BOLT report; 5) Provide evidence of sustainability; 6) The landlord must agree that they won't evict the business within a certain time.

Mayor Mamula asked about businesses that have multiple locations, but aren't based in Breckenridge. Council discussed local ownership in businesses, and thinking of the groups we want to target with these grants.

Ms. Wolfe stated the recommendation is to cover one month of rent plus common area maintenance fees, and have a total business cap. She also stated they will be using social media and communicating with the local business groups.

C) BUDGET UPDATE

Mr. Brian Waldes, Finance Director, stated staff have been working on budget changes to save money. He further stated Ms. Shannon Smith is also there to look at the capital improvement projects slated for 2020. He stated staff is looking at projects that need to be completed and ones that can be delayed. In addition, Mr. Holman stated the full Town operational budget is being evaluated as well and all suggested changes are included in the attached document. Mr. Holman also stated this doesn't include any layoffs, only position freezes. Mr. Waldes reviewed predicted revenue over the coming period as well.

IV) NEW BUSINESS

V) OTHER MATTERS

Mr. Bergeron stated the Forest Service is closing some trailheads and picnic sites across the state. Mayor Mamula clarified that we should be social distancing and discouraging people from other areas from driving to the High Country to recreate.

Mayor Mamula also stated the money that the Council is giving to FIRC is for Breckenridge employees. He stated the relief money is going to the state, and not to a smaller county like ours, so we will continue to look at options for this in the future and to work with the State.

Mr. Bergeron stated Building Hope is a good resource for the public.

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Ms. Wolfe stated we have suspended paid parking for the moment, and we will continue to look at this in the future.

Mr. Holman stated the public should look to the Town's website and social media channels for more information in the future. He also stated there is some confusion about the suspension of plastic bag fees and the ability to use reusable bags in the grocery store so the Town will draft an order suspending local bag fees.

VI) EXECUTIVE SESSION

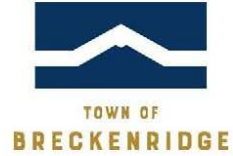
VII) ADJOURNMENT

With no further business to discuss, the meeting adjourned at 5:30pm. Submitted by Helen Cospolich, CMC, Town Clerk.

ATTEST:

Helen Cospolich, CMC, Town Clerk

Eric S. Mamula, Mayor



Memo

To: Breckenridge Town Council
From: Brian Waldes, Finance Director
Date: 3.26.20
Subject: COVID-19 Budget Measures

The purpose of this memo is to inform Council of our latest efforts to adjust our spending plans for the COVID-19 crisis. We will review the 5 year capital improvements plan (CIP), program expense reductions, and the resultant effects on the fund balance reserves analysis.

5 Year CIP

Attached to this memo you will find the 5 year CIP with adjustments made by staff highlighted in yellow. Changes made include the timing, scope, and funding sources for planned projects. By reducing the cost of some and changing the timing of others, we have reduced the excise transfers to capital for the years 2021-23 by over \$5.5M. The sheet notes the changes that were made, including dollar amounts.

Program Cost Reductions

Senior Leadership has reviewed their respective programs and looked for opportunities to reduce expenditures without effecting essential services. The second item attached to this memo shows the results of those efforts, their dollar impacts, and a short description of the program changes. Senior staff will be on today's meeting to answer any specific questions you may have.

Adjusted Fund Balance and Reserves Analysis

The final attached item shows the new fund balance reserves analysis. You will notice we are about negative \$300K net fund balance now, as opposed to the negative \$13.5M from the 3.19.20 version. This calculation includes the CIP reductions, elimination of a large land acquisition, and revised revenue forecasts. It is worth noting that the revenue projections have been changed to reflect a 45% decrease in revenues for months June-December, as opposed to 20%. This change was made as a result of remote discussions with other Finance departments throughout the State. The result is a \$13.1M reduction in excise tax revenues, up from a \$10M reduction on the 3.19.20 version.

We have also been able to update 2019 year end accruals, and the strong finish to 2019 added some fund balance above what we had projected.

I will be on the meeting today to answer any and all questions you may have.

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**Five Year Capital Improvement Plan Summary 2020 to 2024
Proposed Changes**

Capital Fund Projects							NOTES
	2020	2021	2022	2023	2024	TOTAL	
Recreation							
River Park	490,000	-	-	-	-	490,000	Currently funded at \$700,000 (\$350k GOCCO; \$105,000 Open Space; \$245,000 Excise) Reduced scope of project. Proposing increasing Open Space contribution from \$105,000 to \$140,000 to cover Town match for GOCCO grant.
Total	490,000	-	-	-	-	490,000	
Public Works							
McCain Property Improvements- School Parcel	200,000	-	-	-	4,700,000	4,900,000	2020 design proposed for roadway only to be "shovel ready". Previously funded for \$1M in 2020 for grading. Moved all other budget to 2024 for construction of road and fill/grading. Need School District concurrence on change to timing.
Coyne Valley Bike Underpass	-	600,000	-	-	-	600,000	Critical Infrastructure Project. Moved budget from 2020 to 2021.
Blue River Crossing at Coyne Valley Road	-	2,900,000	-	-	-	2,900,000	Critical Infrastructure Project. Moved budget from 2020 to 2021.
Blue River Rehabilitation	-	4,500,000	-	-	-	4,500,000	Critical Infrastructure Project. 33% funded by Open Space Reduced 2020 amount \$3M, reduced COP as well. Aft and Peak working on recommendation for changes to fit budget.
Fiber Infrastructure	7,000,000	10,000,000	-	-	-	17,000,000	Public Health/Water Quality Project. No changes proposed Moved all project costs to 2024. Previously funded in 2023 and 2024.
Childcare Facility	-	-	-	-	200,000	200,000	No change. This is a place holder for design.
Carter Dog Park Drainage	50,000	200,000	-	-	-	250,000	Public Health/Water Quality Project. No changes proposed
Airport Road Improvements	-	-	-	-	7,500,000	7,500,000	Moved all project costs to 2024. Previously funded in 2021 and 2023.
Undergrounding of Overhead Utilities	-	-	-	-	400,000	400,000	50% of funding is from Housing Fund.
Roadway Resurfacing	565,000	1,000,000	1,000,000	1,000,000	650,000	4,415,000	Critical Infrastructure Project. Reduced 2020 by \$295,000 for cancelling Concrete Replacement p work. Local Contractor Columbine Hills Concrete.
Infrastructure Improvements- Culverts	-	-	350,000	350,000	350,000	1,050,000	Moved construction out previously funded in each year, continue working on design with previous spending authority.
Total	7,815,000	19,200,000	1,350,000	1,350,000	14,000,000	43,715,000	
100% Renewable Energy							
Town Facilities Energy Upgrades	100,000	-	100,000	100,000	100,000	400,000	\$100K removed in 2021. Materials already purchased for 2020.
EV Charger Implementation	25,000	-	-	-	-	25,000	No change proposed. This is a match for a pending grant and design costs have been incurred
Solar/Recharge Implementator	45,000	45,000	-	-	-	90,000	Reduced to \$45k in 2020/2021 as committed to Solarize Summit
Total	270,000	45,000	100,000	100,000	100,000	565,000	
GRAND TOTAL	8,525,000	19,245,000	1,450,000	1,450,000	14,100,000	44,770,000	
Capital Funding Sources							
Excise	927,000	7,680,000	1,450,000	1,450,000	9,983,000	21,490,000	
McCain Rents	43,000	-	-	-	172,000	215,000	Moved all construction project costs to 2024, so rent revenue was moved to 2024.
Open Space Funds (River Park, Blue River Rehab)	140,000	1,500,000	-	-	-	1,640,000	Increased Open Space contribution to River Park from \$105,000 to \$140,000.
GOCCO Grant for Oxbow Park	360,000	-	-	-	-	360,000	Added 33% funding for Blue River project.
Housing Fund (50% for Airport Rd. Improvements)	-	-	-	-	3,250,000	3,250,000	Moved all project costs to 2024
COP Bond For Fees	7,000,000	10,000,000	-	-	-	17,000,000	Reduced 2020 budget and COP
Conservation Trust Transfer	65,000	65,000	-	-	-	325,000	
Total	8,525,000	19,245,000	1,450,000	1,450,000	14,100,000	44,770,000	
Parking and Transportation Fund Projects							
S. Gondola Parking Structure (Phase 1)***	50,000,000	-	-	-	-	50,000,000	No change proposed. Local contractor/ local \$ analysis will be provided
Watson Roundabout (Phase 2)	400,000	-	4,000,000	-	-	4,400,000	No change proposed. Recommend getting design completed to be "shovel ready"
Riverwalk & Ped Connection (Phase 3)	-	300,000	-	-	3,000,000	3,300,000	Delayed design 1 year. Construction costs moved to 2024. Local design team Normi
Wayfinding Phase 2	-	-	-	-	1,000,000	1,000,000	Delayed to 2024+. Previously funded \$250,000 in 2022 and 2023
S.Park Ave & Main Street Roundabout	-	-	-	-	250,000	250,000	Reduced \$250K and delayed to 2024
Lot Pedestrian and Parking Lot Improvements	-	-	-	-	2,000,000	2,000,000	No change
River Walk Improvements	-	-	-	-	137,500	137,500	Reduced by \$137,500 and delayed construction to 2024. Previously funded \$137,500 in both 202
Pedestrian Corridor Lighting	100,000	-	-	-	-	100,000	Removed \$100K in 2021-2024 (\$400K)
Sidewalk Master Plan Implementation	-	-	-	-	350,000	350,000	Cancel contract for 2020, put all work on hold until 2024. Previously budgeted \$350,000 for Wamo
Four O'clock Pedestrian Improvements	-	-	-	-	1,400,000	1,400,000	No change
Village Road Pedestrian Improvement	-	-	-	-	300,000	300,000	No change
Transit Center	-	-	-	-	5,000,000	5,000,000	No change
Total	50,500,000	300,000	4,000,000	-	13,437,500	68,237,500	
Parking and Transportation Funding Sources							
Project Funding in Prior Year (Roundabouts)	400,000	-	-	-	-	400,000	
COP Bond for Parking Structure**	50,000,000	-	-	-	-	50,000,000	
Excise Fund Transfer	100,000	300,000	4,000,000	-	13,437,500	17,837,500	
Total	50,500,000	300,000	4,000,000	-	13,437,500	68,237,500	

***Budget will be adjusted at GMP

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	Adopted 2020	Reduction	Revised 2020	% Red.	Notes
General Fund					
Finance \$	1,148,872	\$ 83,500	\$ 1,092,372	4.7%	Sales Tax Audits, training, misc.
Muni Svc	675,901	69,500	606,401	10.3%	Frozen Vacancy, subscriptions
Public Safety	4,063,982	334,589	3,729,423	8.2%	Frozen Vacancy, misc. supplies
Recreation	5,976,420	794,068	5,182,352	13.3%	Hours reductions, reduce seasonal hires
Human res.	771,981	63,263	708,718	8.2%	Frozen Vacancy, training
Community Dev.	1,279,261	78,710	1,200,551	6.2%	Frozen Vacancy training, supplies
Public Works	8,635,896	561,584	8,074,312	6.5%	Frozen Vacancy reduced seasonal staff, supplies, train.
Total	22,549,313	1,955,184	20,594,129	8.7%	
Golf					
Admin	213,363	3,953	209,410	1.9%	Training uniforms supplies
Maint	152,827	100	152,727	0.1%	
Course Maint	840,841	46,828	794,013	5.6%	
Capital	327,645	132,700	194,945	40.5%	Delayed purchases
Total	1,534,676	183,581	1,351,095	12.0%	
Marketing					
BTO	4,768,008	476,800	4,291,208	10.0%	Overall reduction
Ops (TOB efforts)	168,363	15,000	153,363	8.9%	
Total	4,936,371	491,800	4,444,571	10.0%	
Open Space	2,800,681	230,624	2,570,057	8.2%	Frozen Position
Garage	1,748,038	135,647	1,612,391	7.8%	
IT	1,554,533	209,000	1,345,533	13.4%	
Special Projects					
BCA	2,263,290	226,329	2,036,961	10.0%	Overall reduction
BHA - Ops	610,000	23,000	587,000	4.1%	
BHA - Cap	1,345,000	1,204,000	141,000	89.5%	Hold on all Capital - give funds back to Town
Total	4,218,290	1,455,329	2,762,961	34.8%	
Parking & Transp.					
Transit Admin	530,138	135,647	394,491	25.6%	Frozen Vacancy
Transit Ops	4,889,289	760,306	4,128,983	15.6%	Decreased Seasonals, misc., reduced COFFEE????
Total	\$ 5,419,427	\$ 895,953	\$ 4,523,474	16.5%	
Fund Totals	\$ 44,761,329	\$ 5,557,118	\$ 39,204,211	12.4%	
MERIT FREEZE	\$ 15,096,233	\$ 509,498	\$ 14,586,735	3.5%	Represents remainder of 2020 freeze
Grand Total		\$ 6,066,616			
Service Funds Total \$	37,123,401	\$ 4,798,266	\$ 32,325,135	14.8%	

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	<u>12.31.20 Fund Balance</u>	<u>Required</u>	<u>Council Policy</u>	<u>TOTAL Reserves</u>	<u>Net Balance</u>
General Fund	\$ 17,560,045	\$ (1,913,424)	\$ (8,438,374)	\$ (10,351,798)	\$ 7,208,247
Excise Fund	8,308,334	(200,054)	(7,080,000)	(7,280,054)	1,028,280
Capital Debt Res.	N/A	-	(9,000,000)	(9,000,000)	(9,000,000)
Capital	8,320,449	(8,320,449)	-	(8,320,449)	-
Marketing	1,091,242	(1,091,242)	-	(1,091,242)	-
Spec. Proj	385,827	(385,827)	-	(385,827)	-
Child Care	1,724,517	-	(1,724,517)	(1,724,517)	-
Parking & Tran.	1,726,471	(1,317,289)	-	(1,317,289)	409,182
TOTAL	\$ 39,116,885	\$ (13,228,285)	\$ (26,242,891)	\$ (39,471,176)	\$ (354,291)