

# CITY OF GREELEY DEPARTMENT AND WORK PROGRAM UPDATES



12/16/2015

Department and Work Program Update

This Department and Work Program Update is being provided as a brief update on the City Manager's Work Program, as well as matters thought to be of general interest or as referred to staff by the City Council.

# Department and Work Program Updates

## Assistant City Manager Finance Administration Victoria Runkle:

### **WORK PROGRAM ITEM #32 – SALES AND USE TAX AUDIT PROGRAM IMPLEMENTATION**

Staff presented the initial outreach plan to the City Council on December 8<sup>th</sup>. Staff is now working on the following:

- Mailer to all businesses about the new tax rate.
- Setting up times and locations to be available to businesses to answer questions. Working on an annual calendar, including both the Chamber of Commerce and the Latino Chamber of Commerce.
- Working with IT and PIO office on the new Website. Expected completion date is January 31, 2016 to meet all of 2016 tax issues.
- Developing Frequently Asked Questions to be delivered through newspaper ads, stories, ads in Chamber magazine and social media.

### **WORK PROGRAM ITEM #33 – INFRASTRUCTURE MAINTENANCE AND CAPITAL CONSTRUCTION FINANCING**

December 15<sup>th</sup> first reading of the appropriation ordinance to begin work promised in the Keep Greeley Moving Campaign. Second reading and public hearing on this Ordinance is scheduled for January 5, 2016.

Refunding 2006 and 2008 Outstanding Water Bonds Even with a possible small increase in interest rates, the City will pay \$300,000 less in annual debt service payments through a refinancing of these two outstanding debt issues. Staff is working to complete all financial information for the various documents. Staff will also present a general overview of the bonds at an upcoming Council meeting prior to the ordinance approval.

Investments Staff is preparing a presentation on our investment policy and portfolio for the meeting of January 26, 2016.

Closeout of 2015 Financials While, final revenues for 2015 are not received until late January, particularly from sales taxes, staff is working on ensuring all expenditures are identified and paid in 2015. The final report will be given to Council on February 23<sup>rd</sup>.

## ECONOMIC DEVELOPMENT

### Economic Development Director Chad Howell:

#### **WORK PROGRAM ITEM #7 – ESTABLISH ECONOMIC DEVELOPMENT DEPARTMENT**

Two new staff members started work on December 3<sup>rd</sup> - Jill Young (Project Manager) and Audrey Herbison (Associate Project Manager).

## POLICE

### Police Chief Jerry Garner:

#### **WORK PROGRAM ITEM #2 TRAFFIC SAFETY INITIATIVE**

The year 2015 will see a reduction in the total number of accidents and fatalities. However, the number of injury – causing traffic accidents was not lowered. Next year’s efforts will see modifications to the Department’s enforcement and education practices in an attempt to further reduce accidents.

Hiring and Staffing Two police cadets graduated from the Red Rocks Community College Law Enforcement Academy this week. They will now begin an in-house academy at the Greeley Police Department before commencing field training.

Currently four potential cadets are completing the selection process and are scheduled to start the Red Rocks Academy in January.

The Department is still seeking applicants who already possess a peace officer certificate and shortly will begin a new recruitment and selection process with the support of the Department of Human Resources.

Strategic Plan The Department’s Strategic Plan for the future is now about three years old. Command Staff is reviewing the plan for necessary revisions to meet the challenges of changing public expectations and the new realities of crime and public safety.

Santa Cops The Greeley Police Department is in the midst of its biggest Santa Cops gifts-for-kids program ever. With the support of a generous community, 3400 toys have been collected and wrapped. Officers are visiting 1300 homes in the gift distribution effort. Public Works employees have provided invaluable assistance to the Department.

Re-engineering Use of Force The Police Department is working with the Police Executive Research Forum and numerous law enforcement agencies around the country in an effort to develop a training curriculum that emphasizes de-escalation and communication skills for police officers. The Department’s training staff is already making adjustments to GPD’s use of force training with a greater emphasis on scenario-based training.

## FIRE

### Fire Chief Duane McDonald:

#### **WORK PROGRAM ITEM #20 BUILD PUBLIC SAFETY TRAINING FACILITY**

Basic infrastructure completed (waterline, hydrants, driving/drill pad). Burn structure roof concrete poured and masonry wall construction will begin the week of December 21. Completion date still on schedule for early April 2016.

New Employees Eric Elder, Kyle Flageolle and Tim Gurule have graduated from the fire academy and starting shift assignments.

Firefighters for Santa Another great year with the Greeley community donating many toys and funds to purchase toys for underprivileged children.

## INFORMATION TECHNOLOGY

### IT Director Patty Stokes

#### **WORK PROGRAM ITEM #30 COMPUTER SECURITY IMPROVEMENTS**

We are working to change the Security CULTURE within the City. Over 900 employees completed the security awareness video modules during the month of Oct and Nov! Currently evaluating the awareness training portion of the Security Program to improve the process in 2016.

Open Position We have interview this week for the Security Program Administrator, should be filled around the 1<sup>st</sup> of 2016.

## HUMAN RESOURCES

### Human Resources Director Sharon McCabe

#### **WORK PROGRAM ITEM #31 POLICE AND FIRE LABOR UNION NEGOTIATIONS**

This items is complete.

Recruitment & Selection In partnership with hiring managers, assisted in the selection and hiring processes for 10 employees who began employment or received promotions in November.

Employee Relations Coordinated HumanEx employee feedback meetings by division for 44 City employee groups. Each employee group developed specific action goals on two areas selected for improvement over the next year.

Training and Development 25 managers/supervisors participated in the HumanEx Foundational series on the topic of Building World Class Teams; 25 employees participated in the Principled Relationships Core Value session facilitated by Victoria Runkle, Assistant City Manager; approximately 30 employees participated in other training opportunities throughout the month of November.

## COMMUNITY DEVELOPMENT

### Community Development Director Brad Mueller:

#### **WORK PROGRAM ITEM #12 EAST 8<sup>TH</sup> STREET MASTER PLAN**

Internal and external stakeholder discussions are complete. The draft document is 75% complete. This work program item will not be complete this year, but work sessions with Planning Commission and City Council are anticipated for February, with adoption of the corridor plan to follow shortly thereafter.

#### **WORK PROGRAM ITEM #13 OIL AND GAS PIPELINE GATHERING SYSTEM**

Attorney review indicated that legislative options may be unsupportable. To seek practical options, staff continued contact with specific oil/gas midstream companies for actual potential projects and routing options, though the drop

in oil/gas markets made all potential operators unwilling or unable to commit. The department will continue efforts in the future as part of general development coordination or comprehensive planning.

**WORK PROGRAM ITEM #14 LANDSCAPE CODE REVISION STUDY**

Done. All public open house & stakeholder meetings are complete and a Landscape Policy Plan for Water Conservation written. City Council adopted the Plan on December 15<sup>th</sup>.

**WORK PROGRAM ITEM #15 ENTERPRISE ZONE RECERTIFICATION**

Done. Proposed zone boundaries are complete and were approved by the state.

**WORK PROGRAM ITEM #16 DEVELOPMENT REVIEW TRAINING**

Done. All training goals for the year were completed. Department management will continue a training program indefinitely into the future as part of regular overall training and Divisional operations.

Development Review The year 2015 has produced the highest amount of development review/zoning review on record. To date staff has reviewed 474 submittals in 2015. There were 424 submittals to date in 2014, 358 submittals in 2013, and 351 submittals in 2012. The 474 submittals reviewed to date are the most since the city started tracking the number of submittals in 2002 (second-most was 424 in 2014).

Coming out of the Ground

- Mission Village – NE Corner of 5<sup>th</sup> Street/23<sup>rd</sup> Avenue – 50 Multi-Family Units
- Centerplace North Subdivision – North of Centerplace Drive/East and West of 44<sup>th</sup> Avenue – Infrastructure and Land Grading for Future Commercial Development
- Greeley Dodge Service Facility – North of Highway 34 Bypass/West of 36<sup>th</sup> Avenue – 30,000 SF Shop and Office Space
- St. Peter Catholic Church Expansion – 915 12<sup>th</sup> Street – Demo and Reconstruction of Parish Office and New Social Hall
- Wild West Motor Sports – 3010 29<sup>th</sup> Street – 6,000 SF Addition for Motorcycle Sales & Parts Storage
- The Reserve at Hunter’s Cove – 6024 1<sup>st</sup> Street – New 4-Plexes
- Public Safety Training Facility – 139 N. 35<sup>th</sup> Avenue – 2,900 SF Burn Building and Associated Infrastructure
- Agrium Pilot Plant – 2323 115<sup>th</sup> Avenue – 18,000 SF Research Facility
- Ward Energy Compressed Natural Gas Fueling Station – High Pointe Industrial Park – 2 Acre Compressed Natural Gas Fueling Station
- Bank of Colorado – 7017 10<sup>th</sup> Street – 12,000 SF Bank/Office Building
- Weld County Storage – 1130 7<sup>th</sup> Avenue – 16,800 SF of Reconstructed Self-Storage, Warehouse, and Office Space
- St. Michael’s Town Center Multifamily – 6720 29<sup>th</sup> Street – 57 Multi-Family Units
- Boomerang Ranch 2<sup>nd</sup> Filing – South of 11<sup>th</sup> Street/West of 78<sup>th</sup> Avenue – 71 Single Family Lots
- The Reserve at West T-Bone – 5770 29<sup>th</sup> Street – 3 New 24-Plexes
- Homestead Multifamily – 3816 29<sup>th</sup> Street – New 8-Plexes/6-Plexes
- Homestead Self-Storage – 3546 29<sup>th</sup> Street – 103,000 SF of Self-Storage Space
- Summer Park – 66<sup>th</sup>-69<sup>th</sup> Avenue/3<sup>rd</sup> Street – New 6-Plexes/5-Plexes/4-Plexes
- Owl Ridge 5<sup>th</sup> Filing – SE Corner of 83<sup>rd</sup> Avenue/20<sup>th</sup> Street – 348 Multi-Family Units
- Wash N Gloss Car Wash – 6903 10<sup>th</sup> Street - 6,400 SF Automated Wash Bay/2,625 SF Automated Polish Bay/3,675 SF – 5 Bay Detail Building

Building Inspection Inspections stops year-to-date are slightly down at 2%. This decrease is somewhat misleading, however, since last year's number included roofing inspections, which require much less time and resources. This year, these were replaced with single-family and multi-family inspections. Fire Inspections, a subset of all inspections, remained down for the year. Overall, there were 13,989 total stops YTD in 2015 versus 14,264 YTD in 2014. This equates to an average of 12.7 inspection stops per inspector, per day, which is still trending well above average in a non-hail event year.

Building Plan Review Plan Reviews through November 2015 are slightly increased, at 967 YTD compared to 935 YTD in 2014, less than 4%. Turn-around times were half the time set for goals in 81% of new construction, and 66% of remodels.

Farmer's Market The Winter Market opened on November 7<sup>th</sup>. It is being held at 1100 8<sup>th</sup> Avenue on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays in November and December from 9 to noon and 2<sup>nd</sup> and 4<sup>th</sup> Saturdays from January – April.

Code Compliance There were 222 new cases opened in November with 83 courtesy warnings issued. YTD through October there have been 3,665 total cases with 1,818 courtesy warnings issued.

## CULTURE, PARKS & RECREATION

### Culture, Parks & Recreation Director Andy McRoberts:

#### **WORK PROGRAM ITEM #1 ISLAND GROVE MASTER PLAN UPDATE AN DINDOOR ARENA FEASIBILITY STUDY**

A Public Workshop was held on December 7<sup>th</sup> to showcase a draft master site plan for Island Grove. Comments are still being gathered to finalize a site plan, and a benchmark survey is being conducted with several other regional parks/fairgrounds.

#### **WORK PROGRAM ITEM #2 ACE/SCHOOL DISTRICT JOINT USE OUTDOOR FIELD DEVELOPMENT**

This item is complete. The Joint Use Agreement has been finalized and approved by both the Greeley City Council and the Greeley-Evans School District Board of Education.

#### **WORK PROGRAM ITEM #3 PARKS TRAILS AND OPEN LANDS MASTER PLAN**

A third Public Workshop was held on December 8<sup>th</sup> following a brief presentation to City Council regarding draft recommendations. Approximately 60 individuals attended the Workshop with a very large contingent of skaters to show support for skate park improvements in Greeley.

### Cultural Affairs

Festivals The 2015 Festival of Trees was extremely successful this year with three of the four special events associated with the Festival sold out!

Museums and Historic Sites It's the final month of the exhibit "Build Frontiers" at the Greeley History Museum which has been a huge success. Attendance during the 6 months that "Build" has been open has nearly surpassed the entire years' visitation at the GHM in 2014.

## Department and Work Program Updates

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The museum's new website, which debuted earlier this year, won a 2015 American Graphic Design Award! Marketing Specialist Kim Overholt worked together with members of the museum and IT staff to produce an award winning product in house!

The entire museums team was busy in November winterizing the seasonal sites, building floats for the Greeley Lights the Night Parade, repairing wind-blown fences, accepting a new donation from the Camp Family, coordinating a special Donors thank you reception with Guarantee Bank, and participating in the Festival of Trees.

Public Art Tointon Gallery – A new exhibit 'Elemental' will open in late December 2015. The show will feature work from 5 local artists highlighting the 7 fundamental elements of design. The exhibit will be open Monday through Friday 9am-5pm and during most shows in the Monfort Concert Hall. An opening reception to meet the artists January 8th from 5-8pm, and a lecture by the artists on February 5th from 6-8pm.

There is a brand new web based tool on GreeleyArt.com to find public art in the collection. Right now it contains the outdoor works only, indoor works will be added in 2016. The tool is searchable by artist, by medium, or by location. There is a map as well as descriptive text area including a photo of each piece.

Moriya, Japan Sister City Program Staff has been working on determining the possibility of additional adult visitors from MIFA (Moriya International Friendship Association) visiting in conjunction with a contingent of students.

Union Colony Civic Center Work is well under way on lining up the 2016-2017 Season, 9 offers are out to agents with several verbal commitments already secured. Staff plan a season with fewer shows with bigger name recognition for the season.

Ticket sales: "The Adventures of Sherlock Holmes" (427), "Elvis 2015 Comeback Special" (939). Upcoming performances: Francesca Battistelli December 17th, Missoula Children's Theatre presents "Rapunzel" January 9th, Film "Hot Spots: America's Volcanic Legacy" January 18th.

### Parks

Island Grove The 2015 Event Season is winding down in Island Grove. The remainder of the year we will be hosting Kevin Rich's "The Boys Are Back In Town" bull riding each Saturday through December 19th, followed by Danny Walker's All American Motorcycle Supercamp January 8th – 11th and Jurassic Quest, an interactive educational Dinosaur event which returns for the second year from January 1st – 3rd.

Forestry Forestry staff installed mulch on the 10th Street median from 30th Avenue Court to 38th Avenue Court. All of the medians along 10th Street have now been refreshed.

The former Tennyson property was prepared for a December 4 house fire training and subsequent demolition by the City. (Trees were trimmed in the vicinity of the house, the septic system was drained and filled in, utilities were disconnected, and the shed was moved to the Forestry bullpen at Boomerang.) The burning of the house went very well and was an excellent example of the teamwork between departments. Forestry, Fire, and Streets worked well to complete this task.

Contractors have been hired for tree removal and trimming jobs in Bittersweet Park, Sanborn Park, and the Glenmere Park Bird Sanctuary. Work will start as early as the week of December 14 and continue into early 2016.

Linn Grove Cemetery A new companion columbarium is in place as the centerpiece for the block 24 cremation niche garden. There are four benches to place, a bit more cleanup to accomplish and some landscaping, but the project is coming together well.

Recreation Boys Middle School basketball concluded on December 12. We currently are in the registration process for girls' basketball and are happy to announce Salida del Sol as a new school to the program.

The facilities are all prepared to serve the public during the Holiday season with extended public session times for skating at the Ice Haus, extended open gym time at the Recreation Center and Family FunPlex as well as our regular scheduled programs.

The Senior Center was closed for annual maintenance and cleaning December 14-19.

In the new year many programs begin so staff is currently registering for Young America Basketball, Adult basketball, Little Spikers Volleyball, Adult Hockey, Youth Hockey and Learn to Skate. Also we are ready for all the New Year's resolutions with many new fitness programs.

Greeley will host a Denver Nuggets NBA Skills Challenge at the Family FunPlex on January 9th from 9a-2pm. This is a free event for children 7-14 to show off their dribbling, passing and shooting skills.

## PUBLIC WORKS

### Public Works Director Joel Hemesath:

#### **WORK PROGRAM ITEM #23 8<sup>TH</sup> AVENUE ENTRYWAY CORRIDOR IMPROVEMENTS 1300 BLOCK AND 13<sup>TH</sup> STREET INTERSECTION**

The 2015 construction phase from 14<sup>th</sup> Street through the 13<sup>th</sup> Street intersection started August 17<sup>th</sup> and is now in the cleanup stage. In the spring landscaping will be installed as well as the intersection will be repaved to smooth out the ride. The final phase to 10<sup>th</sup> Street will be constructed in 2016.

#### **WORK PROGRAM ITEM #24 10<sup>TH</sup> STREET ACCESS AND STREETScape IMPROVEMENTS 23<sup>RD</sup> AVENUE TO 25<sup>TH</sup> AVENUES**

We have negotiated preliminary design services with a Jacobs Engineering, for the remaining corridor design. The design will also evaluate ROW needs and prepare CDOT format Right of Way acquisition plans as that is the next phase to acquire ROW from approximately 50 parcels over the next year. Current phase is design work and ROW purchase in 2015/2016. The next construction phase is not until 2018 and the all of the remaining portions will be done at that time.

We met on November 17<sup>th</sup> to determine if some property ROW acquisitions warrant special design considerations to avoid total property acquisitions, etc. We are proceeding with ROW plan preparation currently.

**WORK PROGRAM ITEM #25 SUNRISE ENTRYWAY FEATURE PARKING LOT**

The parking lot has been paved and striped, and the landscape and irrigation is scheduled to be completed next spring. The arch entryway feature was installed December 8th. It is “corten” steel that will rust over time to attain the desired visual look. The basketball hoop has also been installed. Project is complete except for landscaping.

**WORK PROGRAM ITEM #26 8<sup>TH</sup> AVENUE/22<sup>ND</sup> STREET ENTRYWAY**

No new update.

**WORK PROGRAM ITEM #27 AVENUE STORM DRAIN IMPROVEMENTS**

Layne Heavy Civil, Inc. started construction on September 14 and is finishing up ahead of the original May completion date. The first lift of asphalt patching on 27<sup>th</sup> Avenue Court is complete and the final lift of asphalt will be done in the spring. Landscaping repair work adjacent to properties will be completed in the spring of 2016. The contractor on this project is excellent; they have completed a quality job, within budget and approximately 80 calendar days ahead of schedule.

**WORK PROGRAM ITEM #28 DOWNTOWN STORMWATER MASTER PLAN**

The hydrologic analysis (rainfall/ runoff) south of the No. 3 Ditch is nearly complete, this is the upper portion of the downtown drainage basin. Evaluation of the existing system and flooding problems is nearly complete. A project website will be live in the next month. This website will assist in public outreach and will be capable of collecting comments from the public.

Road Maintenance Street maintenance programs are essentially complete due to cold temperatures. We are planning for next year’s program now.

65<sup>th</sup> Avenue, US 34 to 37<sup>th</sup> Street Project is being designed for construction in 2016. We are working with the City of Evans to coordinate this project. Final design and ROW Acquisition is planned for 2015. An IGA for City Council to consider for construction activities will come before Council this winter.

Public Safety Training Facility Earthwork is 95% complete, with minor grading and asphalt millings work to follow. The second floor deck of the burn building has been poured, as well as the concrete pad around the building. Waterline work is completed. Work will continue until spring.

20<sup>th</sup> Street, 71<sup>st</sup> Avenue to 86<sup>th</sup> Avenue We have completed the road widening improvements from 71<sup>st</sup> Avenue to 74<sup>th</sup> Avenue. We are also completing final design from 74<sup>th</sup> Ave to 83<sup>rd</sup> Ave and this design will be done early 2016. We plan to bid the construction project in March.

GET Route Changes With over a year’s worth of work by staff and significant input from the public complete, Greeley Evans Transit (GET) is set to implement its new route system on January 4<sup>th</sup>, 2016. As presented to council, this new route structure will facilitate transportation throughout the cities we serve more efficiently and effectively. As any change can be difficult for anyone, staff is working hard to provide information and training in advance through updated ride guides, travel training and other such events that allow those who utilize the system to plan their trips accordingly.

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## WATER & SEWER

### Water & Sewer Director Burt Knight:

#### **WORK PROGRAM ITEM #17 MILTON SEAMAN RESERVOIR EXPANSION PERMIT**

No new update.

#### **WORK PROGRAM ITEM #18 BELLVUE PIPELINE CONSTRUCTION**

Pipe installation of the Bellvue Pipeline is now complete for the West Reach of the project. Construction activities have begun for the East Reach which extends from Overland Trail to Shields Street. The City has possession of all of the permanent easements needed to complete the construction. Establishment of easement value is still pending for two properties. Geotechnical design for the second phase (tunnel phase) of the project is nearing completion with bidding for construction activity anticipated by the end of the year.

#### **WORK PROGRAM ITEM #19 FUTURE WATER ACCOUNT II PURCHASE OF ADDITIONAL WATER SUPPLIES**

Closing on 200 acre feet of WSSC in January.

Water Resources Nothing new to report.

A “needs assessment report” has been prepared for the two water treatment plants, Boyd Lake and Bellvue WTP by HDR Engineering which assessed the condition of each unit process for both treatment plants. The assessment report has resulted in the design of flocculation/ sediment basin improvements being implemented at the Boyd Lake WTP along with filter improvements at Bellvue WTP. These improvements will be constructed prior to the start-up of the Boyd Lake treatment plant next spring and by the summer at the Bellvue treatment plant.

Wastewater Treatment The first phase of the planned work recommended in the WPCF 2012 Solids Master Plan has reached operational status. The new dewatering centrifuge, sludge cake pump, and polymer system are running. Centrifuge optimization will require additional time from the vendor. However, the biological media is being mixed with centrate allowing operational start-up of the facility. Final construction completion has been extended to January 31, 2016 in order to accommodate the centrifuge optimization. The remainder of the construction activity was completed prior to November 30, 2015 as planned. Design work continues for two new primary digester covers and mixing system, a new digester heating boiler system, and a new South Plant standby generator. The preliminary design report for the proposed facilities has been completed. Phase II of the Wastewater Operations Plan continues with staff providing necessary feedback for the new plant data management system. Huber Technology was awarded a contract for the new screening equipment at the plant’s hauled waste station. The new screen is scheduled to arrive onsite before the end of December.

Sewer Collection Work on cured-in-place pipe rehabilitation within the collection system was completed during November.