

## 2018 WORK PROGRAM AND DEPARTMENT UPDATES



City of Greeley, Colorado

City Hall

## WORK PROGRAM AND DEPARTMENT UPDATES - 2018

### 1ST QUARTER

*A report of City-wide initiatives, department activities and operations, and board and commission updates included in the City Manager's Work Program*

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## Citywide Initiatives

*Like Department Activities, Citywide Initiatives are projects that address City Council Priorities and Objectives. However, they require coordinated efforts between multiple departments to complete. They normally have a larger scope of impact to the organization and community. As with Activities, a Citywide Initiative may ultimately become a normal Department Operation in the future. Progress reports are provided quarterly through the "Department Updates" document and transmitted to City Council by the City Manager and posted on the City's web site.*

### 1. CITY CENTER PHASE I – BECKY SAFARIK, ASSISTANT CITY MANAGER/JOEL HEMESATH, PUBLIC WORKS DIRECTOR

Purpose: In 2011 a City Administrative Facility space needs analysis was completed, concluding that consolidating the City's Administrative operations would be financially and functionally advantageous and better serve the public. To facilitate that objective, property has been secured over time adjacent to the City Hall Annex. A Phase I scope of work was crafted for Fire Station No. 1 and other City offices displaced from the Hotel/Conference Center project. Since then the Fire Station was completed in the summer of 2017. In 2016 staff secured additional grant funding which allows the City to add new Water & Sewer offices to the companion administrative office construction for City Center Phase I, which allows greater space utilization. Construction commenced by spring 2017 with a completion date of August 2018.

#### 1<sup>st</sup> Quarter Update:

Work on City Center proceeds on schedule and on budget; the building is now nearly fully enclosed and work on interior finishes well underway, prioritizing completion of work spaces from the ground floor on up. City employees who will be stationed in the new space have been invited on a monthly 'hard hat tours' to get a sneak peek at their new work space; 4 tours have taken place to date with approximately 50 total employees. Additional tours are set to accommodate other employee groups over the next 2 months. A Council building tour will be scheduled for early July. The project completion schedule will have Municipal Courts open for business as of Monday, August 27<sup>th</sup>. The Ribbon Cutting and Community Open House will precede the Council's first official meeting on Tuesday, September 4<sup>th</sup>.

### 2. TWO YEAR BUDGET – VICTORIA RUNKLE, ASSISTANT CITY MANAGER

Purpose: In 2018 the two year budget for 2019 and 2020 will be created utilizing the priority based budget process.

#### 1<sup>st</sup> Quarter Update:

The budget process involves several steps prior to Council involvement. Last year the city staff ranked over 200 city programs against criteria and within the Comprehensive Plan framework priorities. As departments develop their 2019 – 2020 priorities, they must place all requests within these priorities, and examine ways to change current programs in order to meet growing needs.

Departments are also reviewing their fees for 2019 – 2020. The Finance Department will send budget preparation instructions in the next week. Capital Improvement budgets are already under construction. Operating budgets are due to the Finance Department by the end of May.

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## 3. BROADBAND SERVICE – MARK HOEKSTRA, INFORMATION TECHNOLOGY DIRECTOR

Purpose: In 2017 the staff prepared a SB152 ballot measure for the citizens to determine if they wanted the City to review options for the provision of broadband services by the City, by a private entity or perhaps a public/private venture. This could lead to a regional service model as well. The citizens approved the measure. We are partnering with the Town of Windsor in a study of these options.

### 1<sup>st</sup> Quarter Update:

City of Greeley and Town of Windsor broadband feasibility study is 75% complete. NEOConnect, our consultant, presented a level of investment list of options and a detailed financial model for potential fiber to the premise to management. They will validate the model with our neighbors of Fort Collins and Loveland. NeoConnect will present the final study to management in early May and then to City Council at the May 22<sup>nd</sup> work session. Staff is continuing to work with the regional broadband committee to gather and share information associated with municipal broadband. Finally, the city of Greeley has also become a member of the Colorado Communication and Utility Alliance (CCUA), to have a seat at the table for information at the State level regarding activities in the communities and legislative processes.

## 4. WATER EFFICIENCY TACTICAL TEAM (WETT) – BURT KNIGHT, WATER & SEWER DIRECTOR

Purpose: There is arguably no more crucial infrastructure issue the community is facing other than our future water supply needs. It is critical we develop strategies that allow us to be as efficient with this scarce resource. There are numerous strategies being undertaken to address this need including: (a) participation in the construction of the Chimney Hollow Reservoir project; (b) the permitting and ultimate construction of an expanded Milton Seaman Reservoir; (c) continuation of purchase of an additional 10,000 acre feet of water supplies; (d) an evaluation of the water requirements for new development; and (e) increasing the water efficiency on public properties.

### 1<sup>st</sup> Quarter Update:

A) Chimney Hollow Reservoir is part of the Windy Gap Firming Project managed by Northern Water. Northern is finalizing the project design. B) Staff is working with the US Army Corps of Engineers (USACE) in preparing the draft environmental impact statement. W&S staff continue to evaluate and purchase water rights that fit into the long range municipal operations strategy when the W&S is made aware of their being available for purchase. This passive participation in the market has been the organizations historic strategy; however, to become better positioned to achieve the Future Water Account II acquisition goal of 10,000 AF of supply, staff is coordinating to develop and implement a more proactive and network of relationships based approach. The C.M. and W&S staff have coordinated on the importance of any strategy being deployed in a manner that recognizes the fundamental agricultural foundation of the Greeley and Weld County economy, and our interest in growing supplies that serve a growing and diversified municipal economy without detrimental impacts to the agricultural sector. C) No updates. D) Raw water resource dedication requirement for new development is a paradigm that staff has been reviewing throughout the first quarter. The 2003 master plan contemplated that the City run out of land in the growth area that had GIC, GLIC or CBT water that could be dedicated, and we have surpassed that milestone and therefore will be recommending an alternative dedication process that allows for cash-in-lieu of water dedication. E) W&S leadership and technical staff recognize the importance of demand management, conservation and investment in water efficiency measures at public properties. To that end, staff continues to coordinate with Parks Dept. staff of water efficiency pilot projects that yield data and important learning while doing experience that can be leveraged across the system. W&S staff is also coordinating and proposing to include the work in the 20189

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budget for the water efficiency improvements at Boomerang Golf Course to be completed in the off season that is designed to manage their demands by limiting significant inefficiencies in the non-potable water storage and irrigation systems onsite.

## 5. IMAGINE GREELEY INITIATIVE – VICTORIA RUNKLE, ASSISTANT CITY MANAGER

Purpose: To arrive at a recommendation to City Council for a possible ballot issue, asking the voters to reauthorize the sales tax rates approved by voters in 2002 (Quality of Life projects) and 2004 (Public Safety facility). These rates, .30% and .16% will expire in 2022 and 2024 respectively. The funds generated by these taxes built projects such as the Funplex, the Ice Haus, new parks and a new Police Headquarters. These taxes also provided approximately \$1 million in operating funding. The sales tax generated from continuing the .46% rate could pay for capital and/or operating needs in the future. In 2016, staff held two “Imagine Greeley” citizen forums to generate future need ideas. In 2017, this effort paralleled the Comprehensive Plan Update. The intention is to collaborate with the community to vision a future Greeley while at the same time creating a financing plan so that important elements of the Comprehensive Plan can be implemented. A citizen committee has been formed to review the project ideas with the intention of a November 2018 ballot initiative.

### 1<sup>st</sup> Quarter Update:

Approximately 20 citizens have been meeting, at least, every other week since January. City staff members presented a list of programs and projects identified to meet the growing needs of the City within the context of the Comprehensive Plan. The Committee members have had Elizabeth Garner as a speaker to discuss the northern Colorado growth issues. They will also hear from Johnny Olsen about partnerships that may be possible between the City and the State on significant mobility issues.

The Committee has developed three areas of needs: public safety, mobility and facilities, and Parks and Open Space. In May they will begin to review possible financing alternatives and discuss the priorities in each of these areas.

The goal is the committee will discuss the priorities to meet the next 10 to 20 years. The Committee will provide recommendations on the priorities and the funding by the first of August. The Committee will also update the Council in late May or early June on issues under consideration.

## 6. ENTERPRISE RESOURCE SYSTEM – VICTORIA RUNKLE, ASSISTANT CITY MANAGER

Purpose: The City's current financial System, aka Enterprise Resource System (ERP), was purchased in 1993. While we have functionality in the basics, it no longer integrates with human resource systems, budget systems, banking systems, and now need to develop separate ways to integrate with the new TRAKiT, Community Development system as well as Human Resources applications. ERP systems have exceptional risks due to integration issues and are very expensive to replace. In third quarter 2017 the Finance Department began to analyze and review ERP systems for replacement in 2018. Replacement is a significant work program and will involve many people throughout the organization.

### 1<sup>st</sup> Quarter Update:

During the first quarter, a number of citywide teams worked with our consultant to develop a process flow of all our processes. The team are now working to determine how to change processes to ensure “best practices.” Most of the systems we purchase will not permit the City to complete work the way we currently

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do. The consultant works with a variety of systems. They are helping the teams identify current practices and ability of software applications. The net steps in the second quarter will be to take these requirements and prepare a Request for Proposal by August of this year. A system will be selected prior to year end.

## 7. COMPREHENSIVE PLAN IMPLEMENTATION – BRAD MUELLER, COMMUNITY DEVELOPMENT DIRECTOR

Purpose: With the adoption of the Imagine Greeley comprehensive plan, staff will endeavor to create an implementation strategy for the plan including tying it to the annual work program, the budgeting process and the performance measure process.

### 1<sup>st</sup> Quarter Update:

The proposed Imagine Greeley plan was adopted by Council in February. The main tool for implementation of the Comprehensive Plan is the Action Plan chapter of the document. This was distributed to city management, who were encouraged to refer to it for upcoming budget discussions. Next steps will include meeting with key departments and reviewing Plan elements in person.

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## DEPARTMENT ACTIVITIES

*These include new projects, with a defined beginning and end, meant primarily to address Council Priorities and Objectives. However, they may include efforts necessary to upgrade Department Operations as well. Department Activities are primarily a work effort affecting only one Department but may require some assistance from other departments. They may entail work to establish a new function that ultimately becomes a Department Operation.*

### CITY CLERK'S OFFICE & MUNICIPAL COURT – BETSY HOLDER, CITY CLERK

#### 1. Municipal Code Recodification

Purpose: In 2017 a 3 year project for a “recodification” of the Code of Ordinance was initiated. Such a program is suggested about every 15 years, and the City’s last recodification was completed in 1994. A recodification is a comprehensive legal, content and format review of the City’s law book to check for any conflicts with federal and state laws, conflicts between chapters, and to ensure it is a current and relevant set of laws for the City of Greeley. Although annual changes are made to help keep the Code as current as possible, a comprehensive approach is needed periodically. This is a three-year project that will be completed with a combination of City staff, a professional codifier, and possibly contract legal counsel.

1<sup>st</sup> Quarter Update:

This 3-year project is on schedule for 2018, and City Departments soon will be engaged in specifics of the next steps of the codifier’s work.

### CITY MANAGER'S OFFICE – ROY OTTO, CITY MANAGER/ BECKY SAFARIK, ASSISTANT CITY MANAGER

#### 2. Police Chief Selection

Purpose: Police Chief Garner has announced his resignation effective June 1. A national search process will be undertaken to select his successor.

1<sup>st</sup> Quarter Update:

A total of 36 applications were received. 10 semi-finalists have been selected

#### 3. Homelessness

Purpose: Traditionally, the issue of homelessness has been addressed at the County level and by numerous social service not-for-profits. That said, the City has always had to address many of the consequences of this challenging problem including cleaning up unsanitary conditions made my transients living under bridges and other areas of the City and address real and perceived crime. During the past several years, the City has been involved in creating an overall strategy for Homelessness with the United Way known as Weld's Way Home. One tangible effort to support this plan was the City agreeing to fund the rent for a Homeless Shelter for three years.

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In 2018, staff will prepare a long range plan of suggested direct involvement by the City in addressing not only the consequences of homelessness but also in addressing the issues that lead to homelessness in the first place.

## 1<sup>st</sup> Quarter Update:

Staff continues to meet regularly with the Weld's Way Home team to work on the implementation strategies from the Homeless Strategic Plan. In the first quarter, staff worked with the United Way team to relocate the cold weather shelter to a site next to the Sunrise Community Center in Evans. The City's financial support secured the site for three years and will enable staff to focus on establishing a Housing Navigation Center at that location to work on homelessness prevention.

Staff is also working to strengthen the High Plains Housing Development Corporation, a local non-profit, to be a force in facilitating the establishment of affordable and supported housing options. In this quarter, staff also presented to City Council an overview of the work of the City through GURA on a variety of housing initiatives and projects over the last 3 decades.

## 4. Reframe the City's Image Strategy (aka Greeley Unexpected)

Purpose: In order to maintain momentum from the Greeley Unexpected campaign, a comprehensive review of survey feedback from residents and other communities, as well as new community input will focus the next general work on a broader community image initiative.

## 1<sup>st</sup> Quarter Update:

Using the information from the recently completed Resident Survey, the Communications and Engagement Office initiated focus group discussions with key staff as well as community marketing professionals to review the results and identify key trends, opportunities and potential directions. Staff also tapped into its professional consultant team to gain insights relative to the continued return on investment for the Greeley Unexpected marketing campaign. The ACE Board has agreed to function as a community focus group to evaluate strategic options developed by the CEO team to shift focus and messaging recommendations to Council.

## COMMUNITY DEVELOPMENT DEPARTMENT – BRAD MUELLER, COMMUNITY DEVELOPMENT DIRECTOR

## 5. Case Management Improvements

Purpose: Customer service is of critical importance. This activity involves improvements to a number of processes within Community Development in this regard. In 2016 software options were analyzed and in 2017 funding was provided to purchase and begin implementation of the selected software, TRACKiT. This new system should be fully operational by June 2018.

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## 1<sup>st</sup> Quarter Update:

TRAKiT documentation and configuration was mostly completed in this quarter, which has kept the project on-time and on-budget. Next steps will include staff training and public announcements. Other than TRAKiT, the other key service improvements during the first quarter included e-plan submittal in the Building Inspections Division, and implementation of “anytime submittals” in the Planning Division.

## 6. Pursue Key Planning Intergovernmental Agreement

Purpose: In 2017, Weld County Government submitted an annexation petition to the Town of Kersey for a portion of the Weld County Parkway that is in the City of Greeley’s Long Range Expected Growth area. The City objected to this annexation but the Town of Kersey proceeded with the annexation. This situation highlighted the need for planning agreements with Weld County and Kersey. This work program item will address this need.

## 1<sup>st</sup> Quarter Update:

Kersey and City staff are meeting monthly to discuss terms of an IGA, which is envisioned to include a joint planning area, common design standards, and common terms for protection of the Platte River corridor. Evans will be invited into the process, too, as their staffing stabilizes.

## 7. Housing Strategy

Purpose: Housing has become a significant issue not only in Greeley but along the entire Front Range. The recently adopted comprehensive plan object HO 1.1 contemplates the creation of a comprehensive housing strategy.

## 1<sup>st</sup> Quarter Update:

A working outline of a housing plan is being drafted, and a working Technical Advisory Team is being identified to help identify and vet specific strategies. Various initiatives are underway that have already preceded the planning process, including a review of raw water dedication standards, adoption of a ReDevelopment District incentive program, and several pre-development discussions for a variety of diverse potential housing projects.

## CULTURE, PARKS AND RECREATION DEPARTMENT – ANDY MCROBERTS, CULTURE, PARKS AND RECREATION DIRECTOR

## 8. Colorado Health Grant

Purpose: In 2017, an application was made for a Great Outdoors Colorado (GOCO) Inspire Grant. Unfortunately, we were not successful in becoming a finalist. However, we did receive \$20,000 planning grant from the Colorado Health Foundation that could ultimately provide funding of \$1 million for various outdoor youth learning programs. Staff will implement this planning grant and apply for the larger grant in 2018.

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## 1<sup>st</sup> Quarter Update:

Staff are awaiting the final Urban Land Institute report from their week-long visit in February regarding a study of the East Memorial neighborhood. A copy of the presentation that was presented in February is posted at <http://playgreeley.com/eastmemorialresidents/> and a final written report should be received by May. Based on the report recommendations, staff and key community partners are meeting to decide what project(s) will be put forth to apply for the \$1 million implementation grant. The grant application is due by the end of July.

## 9. Poudre River Restoration Project

Purpose: In 2016, a total of 360 acres was purchased along the Poudre River Trail through a Great Outdoors Colorado (GOCO) grant. In 2017, the City partnered with the Army Corps of Engineers on the design of improvements to these lands including wetlands construction as well as trails and observation platforms. In 2018, these improvements will be constructed.

## 1<sup>st</sup> Quarter Update:

Staff have been coordinating the Cache la Poudre River Revegetation Project with the US Army Corps of Engineers for the past two years and a bid award has been granted with Duran Excavating of Greeley. At this time, it appears that grading and revegetation of two sites – Signature Bluffs (the Red Barn area) and the Sheep Draw Natural Area (west of 59<sup>th</sup> Avenue) – is to commence sometime this summer (June/July). Staff is preparing public communications regarding the project and a public meeting will be held at a date to be determined approximately 30 days prior to ground breaking.

## 10. Natural Resources & Open Lands Division

Purpose: With the completion of the Parks, Trails and Open Lands plan (PTOL) and the update of the Comprehensive Plan, the residents of Greeley have expressed a high priority for being stewards of Greeley's natural environment. Numerous projects have been advancing over the years including completion of the Poudre River Trail and continued work on various community trails that connect to this valuable community asset. In addition, the City has added hundreds of acres of open space lands. In 2018, the option of further developing a Natural Resources and Open Lands Division within the Culture, Parks and Recreation Department will be undertaken.

## 1<sup>st</sup> Quarter Update:

As of the middle of April, two new staff members have been hired to work within the current Natural Areas and Trails operations including a new Crew Supervisor (Adrian Brown) and a Technician (Kaitlyn Ikenouye). In addition, staff is currently researching best practices and organizational structures within other Colorado front range Departments in order to make recommendations for future growth and operational efficiencies in Greeley.

Poudre River Trail – repairs are scheduled to be completed at three compromised locations of the trail due to river bank erosion. The three locations identified for immediate repairs include: 1) a stretch north of Rover Run Dog Park; 2) an area just east of 71<sup>st</sup> Avenue, and; 3) a small culvert repair on the east side of 59<sup>th</sup> Avenue. A fourth location, west of 95<sup>th</sup> Avenue, is identified for the next round of repairs this summer.

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## ECONOMIC DEVELOPMENT DEPARTMENT – BECKY SAFARIK, ASSISTANT CITY MANAGER

### 11. Downtown Redevelopment

Purpose: In 2017, the new Downtown Hotel and Conference Center opened. This project was facilitated by a City issued RFP. Capitalizing on this investment to encourage new private sector redevelopment in the Downtown will be the focus of this work program item in 2018.

#### 1<sup>st</sup> Quarter Update:

Staff presented a proposed Redevelopment Incentive Program (RIP) to City Council in March, 2018. Using a pool of one-time carryover funds of \$5MM, the program establishes a fund that is available to underwrite City Development fees for the project at a level proportional to the amount of private investment in new building construction value. RIP funds are restricted to the Redevelopment District and could also be used to address area-wide capital improvements that promote new development (e.g. Railroad Quiet Zones). Council endorsed the program and the first eligible project was approved on April 3<sup>rd</sup>, a 220-unit residential project with about 4,000 sf of commercial on three adjacent properties on 8<sup>th</sup> Avenue near 16<sup>th</sup> Street.

The Hotel Partnership and the Redevelopment Incentive Program was presented to the NCCAR (Northern Colorado Commercial Realtors Association) and CREW (Colorado Real Estate Women) of Northern Colorado.

Program materials are being prepared to support the promotion of the City's redevelopment incentives.

### 12. City-Greeley Urban Renewal Authority (GURA) Cooperation Agreement

Purpose: This agreement was created and approved in 1975 and has had numerous amendments since then as GURA's role expanded and special projects were initiated or as clarification was necessary based upon changes to State Law. Over the past several years, the level of Community Development Block Grant funding received by the City from the Federal Government has diminished such that it is not sufficient to fund the administrative operations of GURA without City General Fund resources. GURA is a very important resource to help the City achieve its Economic Health, Housing and other social service needs. This work program will include a review of creation of an Economic Health and Housing Department that would address the long term management and utilization of the services made available by GURA and would ultimately involve a new agreement that would clarify the role GURA plans as an agent for the City in its redevelopment work and eliminate obsolete references or completed project agreements.

#### 1<sup>st</sup> Quarter Update:

Staff has researched and organized all the GURA/City Agreements since the initial Cooperation Agreement between the two entities was first created over 40 years ago. Those agreements will next be summarized, completed works logged and an outline formed for the creation of a replacement Cooperation Agreement for presentation on in the following months.

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## 13. 16<sup>th</sup> Street Corridor Improvement Strategy

Purpose: 16<sup>th</sup> Street is essential link between the UNC campus and the 8<sup>th</sup> Avenue Entryway Corridor to Downtown. The DDA and UNC have agreed to participate in the partial funding of the development of a vision for this corridor consistent with what has already been completed on 8<sup>th</sup> Avenue.

### 1<sup>st</sup> Quarter Update:

A scope of services has been created for this development plan, and funding committed by the City, the Downtown Development Authority, and the University of Northern Colorado. An invitation to participate has also been extended to Banner Health. A contract for services will be developed shortly so public meetings and the visioning process can get underway.

## FINANCE – VICTORIA RUNKLE, ASSISTANT CITY MANAGER

### 14. Water/Sewer Bonds

Purpose: In order to advance the capital project program of the Water/Sewer Department, the Finance Department will process a bond issue.

### 1<sup>st</sup> Quarter Update:

The Legal, Finance, Water and Sewer departments met with our bond financial advisors and bond counsel to identify any major short and long-term issues with the Water bond issue and the Sewer bond issue. Both bond issuances will occur in late July. The actual sale of the bonds will occur in late August or September. This is dependent upon the overall schedules of rating agencies and other third party participants. The Water Bond issue will be approximately \$40 million; the sewer bond issue will be below \$15 million.

### 15. Utility Billing System Replacement

Purpose: The Utility Billing system is a major computer application that supports business operations. In 2021, the current system will no longer be supported. As such, the Finance Department will begin a multi-year review of options to replace the system.

### 1<sup>st</sup> Quarter Update:

A team comprised of both Finance and Utility staff members is developing requirements for a new UB system. We are also continuing to analyze with our vendor the actual date when they may no longer support our current system. We will ask for Statements of Qualifications within the Request for Proposals for our new Enterprise Resource software. Currently we are still analyzing the strengths and weaknesses of attempting the simultaneous replacement of two major systems. The vendor may keep our UB system operational. Given Greeley's water budget uniqueness , we are spending significant time talking to other cities that have similar programs and what systems they currently use.

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## FIRE DEPARTMENT – DALE LYMAN, FIRE CHIEF

### 16. Fire Department Accreditation

Purpose: This 2 year work program item will provide for a wholesale review and accreditation of the Fire Department.

#### 1<sup>st</sup> Quarter Update:

Greeley Fire has registered with the Center for Public Safety Excellence and obtained “Registered Agency” status, the first step in the process. An educational presentation on the accreditation process will be made at the May 8, City Council Work Session. Research on resources to develop a Fire Dept. strategic plan has begun.

### 17. Community Wildfire Protection Plan

Purpose: Wildland fires are becoming a more serious threat. In 2018, the GFD will develop a wildfire protection plan.

#### 1<sup>st</sup> Quarter Update:

A draft plan has been written and the plan is in the process of being reviewed and comments collected from fire and emergency management personnel.

## HUMAN RESOURCES DEPARTMENT – SHARON MCCABE, HUMAN RESOURCES DIRECTOR

### 18. Union Negotiations

Purpose: The Fire and Police Union bargaining agreements will expire on December 31, 2018. Human Resources will lead the bargaining efforts with representatives of the Fire Fighters’ Union and Police Officers’ Association to negotiate the terms and conditions of the collective bargaining agreements.

#### 1<sup>st</sup> Quarter Update:

Fire Negotiations commenced March 27, 2018; at this point tentative agreements are expected prior to the last day for negotiations of May 15, 2018. A meeting to obtain directions to negotiators will be scheduled in mid-May.

Police Negotiations are scheduled to commence May 15, 2018.

### 19. Succession/Workforce Planning

Purpose: Human Resources is developing a comprehensive approach for maximizing the potential of all employees and ensuring the right people are in the right jobs. In 2018, the focus this effort will be at the executive and managerial levels of the organization. The goal is for a sustainable workforce plan that includes internal activities as well as partnership with an external professional service firm. A comprehensive review of the annual evaluation process will be included with this work.

#### 1<sup>st</sup> Quarter Update:

Six responses were received to the request for proposal for succession/workforce planning consultation. Staff interviewed five responders and recommended two for interview by the Executive Team. These

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interviews have been completed and the next step of negotiating with the preferred consulting firm is in process. Strategy assessment, environmental scanning, gap analysis, implementing strategies and ongoing evaluation will take place over the balance of the year.

## INFORMATION TECHNOLOGY DEPARTMENT – MARK HOEKSTRA, INFORMATION TECHNOLOGY DIRECTOR

### 20. Strategic Plan

Purpose: The current IT Strategic Plan is for the period 2014-2018. With the change to new IT management and the expiration of the current plan, it is important that the organization identify its highest needs for the next 3-5 year period.

#### 1<sup>st</sup> Quarter Update:

We contracted with Revision, Inc., LLC to assist with our strategic assessment and plan. Given the rapidly changing IT landscape, the focus of the plan is a 3-year strategy with special emphasis on the 2019-2020 budget planning process. We are on track to complete the strategic plan document in May.

### 21. Security Program

Purpose: Hacking threats is a significant concern. Over the past several years, IT implemented a training program that, among other things, requires an annual test for every employee accessing the internet. In order to address the increased threats in today's internet world, it is becoming apparent that an even more comprehensive program is necessary to manage all systems for security. This will include hiring a new Security position at the management level. This position will work with all employees and vendors in the development of security protocols.

#### 1<sup>st</sup> Quarter Update:

In Q1 we created a Security Analyst position and have started the recruiting / interviewing process. We expect to hire this position during Q2. The first order of business will be to create an implementation plan to establish best-practice security governance to protect the City's information technology assets.

## POLICE – JERRY GARNER, POLICE CHIEF

### 22. Injury Accident Reduction

Purpose: Injury involved and fatal accidents continue to increase in Greeley. The GPD will combine targeted enforcement with a "Drive Friendly" public service and information campaign in an effort to reduce the number of serious accidents in 2018.

#### 1<sup>st</sup> Quarter Update:

During the first quarter of the year total accidents increased slightly in number but the number of injury-involved accidents actually decreased. The "Drive Nice, Think Twice!" campaign launched in March. The program will expand in the coming months.

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## 23. Reduce Response Time to Priority One Calls

Purpose: As the city grows in population and geographically the time it takes for an officer to arrive at a Priority One (emergency) call has increased. In the 2018 budget, three police employees were added as well as two additional dispatchers focused on Greeley at the Weld County E911 Communication Center. This year GPD will attempt to reduce response times by carefully deploying these new resources.

### 1<sup>st</sup> Quarter Update:

During the first quarter of 2018 the average response time to Priority One calls declined markedly to 4 minutes 58 seconds. Several factors may be at work here and additional analysis will continue into the second quarter.

## 24. Provide Additional Supervision On The Street

Purpose: GPD's leadership staff has recognized the need for additional first-line supervisors, most especially on the Patrol watches. In 2018, staff will research the potential of creating a new rank of police corporal to bolster supervision and contribute to employee career development.

### 1<sup>st</sup> Quarter Update:

The Police Department's leadership is continuing to explore the complexities involved in creating a new rank. Staff will have a recommendation by the close of the second quarter.

## PUBLIC WORKS DEPARTMENT – JOEL HEMESATH, PUBLIC WORKS DIRECTOR

## 25. 10<sup>th</sup> Street Access Control and Streetscape Improvements

Purpose: This multiyear program began in 2012. To date, pieces of the project have been completed from 23<sup>rd</sup> to 30<sup>th</sup> Avenues. The balance of the project has now been designed between 23<sup>rd</sup> and 35<sup>th</sup> Avenue. In 2017, staff secured the necessary right of way to complete the project. Final construction is scheduled to begin in late summer 2018.

### 1<sup>st</sup> Quarter Update:

Right-of-Way acquisition activities continue with an anticipation of completion ahead of the July 1 deadline for acceptance by CDOT. Finalizing last four acquisitions. Design drawings are being updated to reflect minor changes from property negotiations and project will be bid late this year. Construction may begin in late 2018, but majority will be done and completed in 2019.

## 26. 27<sup>th</sup> Avenue Stormwater Improvement

Purpose: This multiyear project began in 2015 and represents the single largest stormwater project in the City's history. This next phase will include an updated study of flows that intersect the No. 3 ditch and will determine a plan to route and handle these stormwater flows. Construction of Clarkson Channel Improvements north of 4<sup>th</sup> Street near the Boys and Girls Club will begin this summer and continue into early 2019.

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## 1<sup>st</sup> Quarter Update:

Woodbriar Park continues on schedule and work is expected to be substantially complete by the end of May. Clarkson Channel construction should begin in early June to reduce flooding impacts in the adjacent neighborhood north of 4<sup>th</sup> Street & 25<sup>th</sup> Ave. Project is currently in the value engineering phase and will begin construction later this spring.

## 27. Poudre River Flood Review and Improvements

Purpose: In major spring runoff events the Poudre River tends to flood streets in the area from approximately Island Grove Regional Park to Ash Avenue. This study began in 2017 to analyze potential options to reduce flooding in this area. Additionally, the State of Colorado's Poudre Risk Map flood plain study is ongoing and must be monitored for potential adverse impacts to the community.

## 1<sup>st</sup> Quarter Update:

The analysis of the river and options for reducing flooding in eastern Greeley is nearing completion and is expected to be completed this spring.

The State Risk map work has began again with preliminary mapping provided for staff to review. The City is working with the County to coordinate a public meeting to go over the update by summer. Information will also be provided to City Council at a worksession once this mapping becomes more finalized.

## 28. 71<sup>st</sup> Avenue Widening

Purpose: One of the commitments of the Keep Greeley Moving program was the multi-year project to widen 71<sup>st</sup> Avenue from 12<sup>th</sup> Street to 22<sup>nd</sup> Street. In 2017, design and right of way purchases were completed. Construction will begin in the spring of 2018 and continue through the end of the year.

## 1<sup>st</sup> Quarter Update:

Contract was awarded and road closure and construction occurred on April 9. Completion of bridge construction and north section of road scheduled for mid-August. The first phase is from 12<sup>th</sup> St to 17<sup>th</sup> St then will shift south. Project completion scheduled for November 28.

## WATER AND SEWER DEPARTMENT – BURT KNIGHT, WATER & SEWER DIRECTOR

## 29. Significant Capital Project Implementation

Purpose: The Water and Sewer Department is the most capital construction intensive Department in the City operation. As such, annually staff is involved in constructing numerous projects. This activity will report on the most significant of these projects which include the following: The Right of Way Acquisition for the Gold Hill portion of the Bellvue Transmission Pipeline, Water Treatment Plant Improvements, North Greeley Sanitary Sewer Interceptor Improvements and the Ashcroft Draw Sewer Improvements.

## 1<sup>st</sup> Quarter Update:

Bellvue and Boyd Lake Water Treatment Plant Improvements

Construction of process improvements are underway to both of the Cities water treatment plants. These consist of SCADA (process control) improvements, replacement of aging chemical feed lines, and sludge

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pumping improvements at the Boyd Lake WTP. This work will be completed in April ensuring that the treatment plant will be operational during the warm weather months when peak water demand occurs. Design of additional improvements will be initiated during the second half of 2018 which will allow the plant to operate during the entire year, provide indoor chemical storage, and ensure that backup electrical power is available.

Construction of the 20 MGD replacement filter train at the Bellvue WTP is underway and scheduled for completion during the spring of 2019. The filter train includes a new rapid mix, flocculation and sedimentation basins, dual media filtration, and disinfection facilities all enclosed within a common building. Construction of the foundation and footings is currently underway. Both of these WTP projects were designed and are being constructed using an alternative delivery method known as construction manager at risk (CMAR). The CMAR process has allowed the project team to gather input from the contractor during the design phase while also obtaining accurate cost estimates allowing the project to be completed within the available budget.

## Acquisition of easements for the Gold Hill Segment of the 60" Bellvue Pipeline

Greeley Water and Sewer has begun the process of acquiring easements for the construction of the 4-mile long Gold Hill Segment of the Bellvue 60" Pipeline from the south side of the Town of Windsor to the Gold Hill water storage facilities. Environmental, Cultural, and Wetland Studies were completed in 2017 to establish a corridor for the pipeline that would meet the criteria for the US Army Corps of Engineers authorization of the 404 Permit crossing the Poudre River. Work has also begun to determine if Weld County will want to review the project for Location and Extent as approximately one mile of this corridor between Greeley and Windsor is still located in the County. Encumbrance studies are being conducted on the properties located within the corridor to fine tune the location for the pipeline and develop easement descriptions. At present, there are approximately 6 properties under review.

## Ashcroft Draw Phase I, Phase II, and Lift Station

The first phase of the Ashcroft Draw project was completed during November 2017. This will allow the City to provide sewer service for planned and future developments immediately adjacent and south of Highway 34, in the southwest part of the City. The second phase of the project which will extend the sanitary sewer line further north paralleling 71<sup>st</sup> Avenue has been bid and is scheduled for construction during the summer of 2018. This segment of Phase II will be constructed in conjunction with Public Work's widening of 71<sup>st</sup> Avenue and Sheep Draw Bridge projects.

## North Greeley Sewer Phase II

Construction of Phase II of the North Greeley Sewer was scheduled to be initiated during the fall of 2017. However, construction activities were delayed as additional utility conflicts were identified as the contractor was potholing adjacent to the Union Pacific Railroad Crossing. One fiber optic line conflicted with the path of the proposed sanitary sewer bore, while another fiber optic line was determined to be greater than 30' deep but it could not be found by potholing to confirm the vertical clearance it will have with the North Greeley sewer. Since significant cost penalties will be incurred if the fiber optic line is damaged a decision was made to redesign the proposed UPRR Crossing. The redesign will require new permit approval from Union Pacific in addition to a new 404 permit with a shift in the proposed river crossing for the North Greeley sewer. Given these project changes, it is anticipated that construction activity will not start until the fall of 2018 once river levels have dropped.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## Department Operations

*Regardless of City Council's priorities, there are numerous daily tasks and services that staff must complete to meet the various functions of local government. The Department Operations category also includes random items that come up during the year be it legal issues, legislative issues from other governments or other unforeseen issues. At times these unplanned items become Department Activities or Citywide Initiatives. Clearly, operations consume the majority of staff time available in a given year. In fact, it is estimated that this work program category consumes between 80 to 90 percent of staff time available in any given department. The list below is not exhaustive but provides a picture of those activities that consume a majority of the staff's available time and it provides context when discussing Department Activities and Citywide Initiatives that are more discretionary in nature.*

### CITY CLERK'S OFFICE & MUNICIPAL COURT – BETSY HOLDER, CITY CLERK

#### 1<sup>st</sup> Quarter Update:

##### Municipal Court:

After an application and interview process in March, City Council appointed Mark Gonzales as the new presiding municipal judge and will begin City employment on May 21, 2018.

##### Municipal Court workload statistics:

- 1<sup>st</sup> Qtr 2017 traffic and criminal cases: 3,144
- 1<sup>st</sup> Qtr 2018 traffic and criminal cases: 4,422
  - 40.6% increase
- 1<sup>st</sup> Qtr 2017 parking tickets: 2,763
- 1<sup>st</sup> Qtr 2018 parking tickets: 2,556
  - 7.5% decrease

Planning is underway for the August 27, 2018 opening of Municipal Court at City Center, 1001 11<sup>th</sup> Avenue. Staff members have reviewed work spaces, provided information about signage, electrical and technology needs, and working to make the transition as smooth as possible.

##### City Clerk's Office:

In March City Council vacancies were declared for the Ward I and Ward IV positions upon the designation and nomination of Councilmembers Galindo and Finn to other elective offices. Applications were solicited and interviews held in April 2018 with the appointments scheduled for April 24, 2018.

Fifteen Spring and Summer Special Event Permit applications for alcohol beverages are pending review, and the common consumption application for the GoCup downtown was approved. Staff is monitoring legislation regarding liquor licensing, and the impacts on Senate Bill 16-197 continue to be reviewed for the changes scheduled in 2019 and beyond.

The Central Records Center is part of City Center Phase I and efforts continue on equipping the Center with high-density powered shelving units that would make room for the current records inventory as well as for

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other City departments planning to transfer their records to the Center for tracking and preservation, An Energy Impact grant application was completed for the April 1<sup>st</sup> cycle to help pay for the units, and the City should receive news soon about the success of the application.

The Office became fully staffed in the first quarter with new employees quickly acclimated to functions related to City Council support, records management, liquor licensing, and boards and commissions.

## CITY MANAGER'S OFFICE & ECONOMIC DEVELOPMENT DEPARTMENT– ROY OTTO, CITY MANAGER/ BECKY SAFARIK, ASSISTANT CITY MANAGER

### 1<sup>st</sup> Quarter Update:

#### 1<sup>st</sup> Quarter Update from Becky Safarik, Assistant City Manager:

The Greeley Creative District successfully bid to host the State of Colorado Creative Industries Summit, which will be held in early May. This conference will host 400 participants from Creative Districts, organizations, artists, and related fields in a 3-day event using the Downtown DoubleTree Hotel, Union Colony Civic Center and Recreation Center, as well as numerous downtown event venues. City/Creative District event planning has been extensive and Greeley will have a key opportunity to showcase local talent, venues and performances to individuals around the state and region, and promote a positive and uplifting community image. With one month to go, the event is nearly sold out.

A new Poudre Trail Manager was hired after over a year's vacancy in that position. Top orders of business included the annual Board Retreat and retooling the electronic media and web pages to provide timely trail condition updates, event information and volunteer opportunities

The Neighborhood Resource Office, in partnership with Culture, Parks and Recreation, and the Communications and Engagement Office, have secured a VISTA Volunteer who will be working with our City Departments on the development and promotion of a coordinated Volunteer Resources Program. In addition to greater community engagement and participation in civic matters, the program goals include better leveraging of our human resources and infrastructure to the betterment of the community. The NRO has also hosted several well-attended HOA Neighborhood Workshops and processed the first Neighborhood Improvement Grant for 2018.

## COMMUNITY DEVELOPMENT DEPARTMENT – BRAD MUELLER, COMMUNITY DEVELOPMENT DIRECTOR

### 1<sup>st</sup> Quarter Update:

*New Development Review (Planning & Development Engineering)* -- Staff conducted 124 development reviews through the end of the 1<sup>st</sup> Quarter, compared to 123 reviews through the end of the 1<sup>st</sup> Quarter of 2017. New development activity continues to remain at historically high rates. Staffing levels have created some turn-

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

around challenges, which is being managed through outside consulting help and filling vacancies as quickly as possible; staff is proactively advising applicants who might be affected.

## *Coming Out of the Ground / Going Into the Ground*

### Commercial/Industrial Projects:

- UC Health Greeley Health Center (6767 29th Street) – construction activity has begun on the 25-acre medical campus
- City Center - Phase I (1001 11th Avenue) - 51,000 sf City of Greeley Municipal Building
- UNC Campus Commons (North of 22nd Street/Between 10th Avenue and 11th Avenue) - Expansion of existing UNC University Center
- Mountain View Evangelical Free Church (6253 28th Street) - 4,900 sf addition
- Circuit Trucking (306 16th Street) - 8,500 sf maintenance shop and office
- Greeley Memory Care Facility (7010 8th Street) – 32,612 sf facility, 52 beds
- Anderson Salvage Expansion (1490 E. 8<sup>th</sup> Street) – Construction of a 30,000 SF building and a 24,000 SF building
- Power Equipment Company (1<sup>st</sup> Avenue and E. 30<sup>th</sup> Street) – Construction of 26,210 sf building
- North Range Behavior Health (2350 3<sup>rd</sup> Street Rd) – building addition
- Union Colony School Expansion (2000 Clubhouse Drive) – 22,358 sf addition
- Syntax Spirits Distillery (700 6<sup>th</sup> Street) – Remodel for a distillery use
- Journey Christian Church (4754 31<sup>st</sup> Street) – 5,500 SF expansion
- Murphy Express (10<sup>th</sup> Street / 52<sup>nd</sup> Avenue Ct) – 1,200 sf gas and convenience facility
- Top Shelf Printing (5807 20<sup>th</sup> Street) – 22,000 sf expansion
- J & B Machine (370 E .16<sup>th</sup> Street) – New 10,346 sf building
- Dutch Brothers Coffee (4704 24<sup>th</sup> Street) – Drive-up coffee shop
- Discount Tire (23<sup>rd</sup> Ave / 29<sup>th</sup> Street Rd) – New auto repair facility
- Zaggi's Coffee (5815 20<sup>th</sup> Street) – Drive-up coffee shop
- Popeye's Chicken (4353 Centerplace Drive) – New restaurant with drive-thru
- Allnutt Funeral Home (20<sup>th</sup> Street / 65<sup>th</sup> Ave) – 14,000 sf funeral home
- Greeley Skilled Nursing Facility (2450 44<sup>th</sup> Avenue) – 52,578 sf rehab facility
- Boomerang Self Storage (7025 8<sup>th</sup> Street) – 80,000 sf storage facility
- Raven Industrial Building (West Greeley Tech) - 12,473 sf office building
- Falcon Industrial Building (West Greeley Tech) – 34,897 sf office building

### Residential Projects:

- River Run at Poudre River Ranch, 2nd Filing (North of Poudre River Road/East of 83rd Avenue) – 55 single-family patio home
- Northridge Estates (South of C Street/East of Northridge High School) – 230 single-family lots
- The Trails at Sheep Draw (s. of 10th street and w. of 83rd Avenue) – 435 single-family lots, early grading activity is occurring, and some housing construction
- Peakview Trails Apartments (1512 60th Avenue) – 96 unit senior housing facility
- Reserve at Hunter's Cove (South of 1<sup>st</sup> Street/West of 59<sup>th</sup> Avenue) – 46 multi-family units
- The Reserve II @ West T-Bone Ranch (SWC of 29th Street and 58th Avenue) – 76 multi-family units

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- Promontory Residential – Phases 2 and 3 (NEC of Promontory Parkway and 16th Street) – Completion of previously platted single family residential
- Grace Point Independent Living (1900 71<sup>st</sup> Ave) – 68 units
- Westpoint Filing #7 (59<sup>th</sup> Ave / 4<sup>th</sup> Street) – 31 sf lots
- South Madison Apartments “Block 164” (1509 8<sup>th</sup> Ave) – 57 Units
- South Madison Apartments “Block 165” (8<sup>th</sup> Ave / 16<sup>th</sup> Street) – 83 units
- South Madison Apartments “Block 172” (8<sup>th</sup> Ave / 17<sup>th</sup> Street) – 81 units
- Greeley Lodge Senior Living (4417 Centerplace Dr) – 92 Units
- Village Cooperative of Greeley (427 24<sup>th</sup> St Rd) – 52 units

*New Construction Building Inspections* – Total Inspection stops were lower compared to last year, reflecting a lower number of permits at the end of last year. The year-to-date number of permits has increased, however, so requests for inspections should increase in the next quarters as construction begins on those permits. Fire inspections would typically increase when overall inspection requests are lower, but with new, less-experienced staff and other staff committed to software installation, these were lower than at the same time last year; these should increase proportionately now through the year.

*New Construction Building Plan Review* – Plan reviews for the end of March were more than those at the same point in 2017, with 128 reviews this year to date, versus 42 last year. The main residential plan reviewer is new in the role this year, so he continues to learn the process; despite that, turn-around times remained above or at goals for plan review, at half the time set for goals in 38% of cases for new construction, for example.

*Civil Inspections* – Work continued in this Quarter to integrate the streets and water/sewer inspection functions after the reorganization of these into Community Development late last year. As construction season starts up in earnest in the Spring, focus is on hiring new supervisor and senior inspector staff, documenting common standards and expectations for inspections, and better coordinating with the review/approval process.

*Code Compliance* - The beginning of 2018 has seen transition within Code Compliance. So far, 895 cases have been handled, despite being short-staffed for nearly half of the 1<sup>st</sup> quarter. There were 74 Notices of Violation (NOV) issued; while a number of the cases are still in process, no fewer than 41 ended in a Stipulation of Liability (i.e., resolution without a hearing). During the same time, 258 Courtesy Warnings and 168 Courtesy Notices were issued in an attempt to gain compliance before an NOV was required. About 56% of the cases created in the 1<sup>st</sup> quarter originated from proactive, inspector efforts; the remaining 44%, or 394 cases were the result of Citizen Complaints. The division will be fully staffed once more in mid-April in time for what looks to be a heavy weed season due to abnormal weather conditions.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## BOARD & COMMISSION UPDATES

### Planning Commission

The Planning Commission typically meets on the 2nd and 4th Tuesdays of each month at 1:15 p.m. at the School District 6 Board Meeting Room, 1025 9th Avenue. Meeting agendas are posted at <http://greeleygov.com/government/b-c/boards-and-commissions/planning>

#### January 9, 2018

- Use by Special Review to allow for a 65-foot telecommunication tower at 930 39<sup>th</sup> Avenue (unanimously approved)
- Rezone of 4.139 acres located at 1900,1904 and 1908 71<sup>st</sup> Avenue from Commercial High Intensity (C-H) with a Development Concept Master Plan (DCMP) to Residential High Density (R-H) zoning (unanimously approved)
- Rezone of 0.606 acres located at 404 and 406 8<sup>th</sup> Street from Industrial Medium Intensity (I-M) to R-H zoning (unanimously approved)
- Amendment to Centerplace North DCMP to add intermediate and long-term care and assisted living units (unanimously approved)
- Recommend adoption of *Imagine Greeley*, an Update of the Greeley Comprehensive Plan (unanimously approved)

#### January 23, 2018

- Rezone of three parcels located on .208 acres located between west of 9<sup>th</sup> Avenue and east of 11<sup>th</sup> Avenue, north of 3<sup>rd</sup> Street from I-L to I-M, I-M to I-L, and vacated right-of-way to I-M (unanimously approved)
- Rezone of 1.588 acres located west of 8<sup>th</sup> Avenue, east of 9<sup>th</sup> Avenue, and north of 3<sup>rd</sup> Street from C-H and I-L to C-H (unanimously approved)
- Rezone of 4.048 acres located at 135 N. 35<sup>th</sup> Avenue from C-H to I-M The Commission unanimously recommended approval of all requests (unanimously approved)

#### February 13, 2018

- Use by Special Review for an oil and gas operation on 21.49 acres located at the southwest corner of 95<sup>th</sup> Avenue and US Highway 34 Business (unanimously approved)
- Use by Special Review for an oil and gas operation on 58.6 acres located at 15372 County Road 66 (unanimously approved)
- Amend DCMP on 156-acre parcel located south of 4<sup>th</sup> Street, east of 71<sup>st</sup> Avenue, and north of 10<sup>th</sup> Street in the C-H zone district to allow for recreational vehicle/equipment, boat and personal vehicle storage (unanimously approved)
- Use by Special Review on 5.91 acres located at 2350 3<sup>rd</sup> Street Road to add 5027 square feet to the existing building and 45 parking spaces (unanimously approved)

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- Vacation of 0.02 acres of land on a 0.19 acre parcel located in the Residential Low Density (R-L) zone district at 400 37<sup>th</sup> Avenue Court (approved 4-1)

## February 27, 2018

- Rezone 21.06 acres at the southeast corner of 35<sup>th</sup> Avenue and 20<sup>th</sup> Street from Planned Unit Development (PUD) and R-L to C-H (unanimously approved)

## March 13, 2018

The Planning Commission did not convene on March 13.

## March 27, 2018

- Rezone of 5.88 acres south of 24<sup>th</sup> Street and east of 46<sup>th</sup> Avenue from PUD to R-H with a DCMP (unanimously approved)
- Rezone of 6.136 acres located on 43<sup>rd</sup> Avenue and south of 10<sup>th</sup> Street from PUD to C-L (unanimously approved)

## Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) meets as needed on the 2nd and 4th Tuesdays of each month at 1:15 p.m. at the School District 6 Board Meeting Room, 1025 9th Avenue. Meeting agendas are posted at <http://greeleygov.com/government/b-c/boards-and-commissions/planning>

## January 9, 2018

The ZBA met to consider a variance allowing for a reduction in the side street setback at 100 N. 25<sup>th</sup> Avenue (unanimously approved).

## February 27, 2018

The ZBA met to consider a request for a height variance to allow a six-foot fence in the front setback at 4626 W. 1<sup>st</sup> Street Road. A motion to approve the variance failed by a vote of 5-0.

## Historic Preservation Commission

The Historic Preservation Commission meets as needed on the 1st and 3rd Mondays of the month at 4:00 p.m. at the School District 6 Board Meeting Room, 1025 9th Avenue. Meeting agendas are posted at <http://greeleygov.com/government/b-c/boards-and-commissions/historic-preservation>

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## January 1, 2018

The Historic Preservation Commission did not convene on January 1.

## January 15, 2018

- Request for Certificate of Approval for exterior rehabilitation of the Greeley Elevator Building at 7000 6<sup>th</sup> Street (unanimously approved)
- Request for Certificate of Approval for storefront, signs, and rear alterations at 806 9<sup>th</sup> Street (unanimously approved)

## February 5, 2018

- Request for Certificate of Approval for exterior rehabilitation of the Oberg-McAfee House at 1521 9<sup>th</sup> Avenue (unanimously approved)
- Request for Certificate of Approval for a sign at the Albert F. Eaton House at 1029 14<sup>th</sup> Street (unanimously approved)
- Request for Certificate of Approval for a sign at 825 9<sup>th</sup> Street, Unit B (unanimously approved)
- Request for Certificate of Approval for a fire escape replacement at the Greeley Masonic Temple at 829 10<sup>th</sup> Avenue (unanimously approved)
- Tax credit application for Shattuck House at 1127 18<sup>th</sup> Street (unanimously approved)

## February 19, 2018

The Historic Preservation Commission did not convene on February 19.

## March 5, 2018

- Request for Certificate of Approval for mural at 809 10<sup>th</sup> Avenue (unanimously approved)
- Request for approval of mural at 814 8<sup>th</sup> Street (approved 6-1)

## March 19, 2018

- Tax credit application for 1221 18<sup>th</sup> Street (unanimously approved)

## Construction Trades Advisory and Appeals Board

The Construction Trades Advisory & Appeals Board meets periodically as necessary. There were no meetings in the first quarter.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## CULTURE, PARKS & RECREATION DEPARTMENT – ANDY MCROBERTS, CULTURE, PARKS AND RECREATION DIRECTOR

1<sup>st</sup> Quarter Update:

### Parks and Recreation Advisory Board

January: ♦ Concept drawings for Woodbriar Park were available for Board members to review. ♦ In December 800' of the Poudre River Trail was paved. ♦ Josephine Jones Park now has 11 cattle that are grazing there as a more natural way to eliminate cereal rye in the Park. ♦ Recreation is busy selling new types of memberships which include use of both the FunPlex and Recreation Center. ♦ We are doing some re-branding for Recreation and creating a new logo. ♦ Discussion Regarding Potential Name Change of JB Jones Park to JB Jones Natural Area: A motion was made by Doris Gilreath to change the designation of JB Jones from Park to Natural Area. The motion was seconded by Kathleen Stewart; passed 9-0.

February: ♦ There will be a new youth sports jersey starting this spring. It is a reversible royal blue and white, screened with the new Recreation logo on the front, the ACE logo on the sleeve, and on the back with Banner Health who we are working with to try and get a sponsorship to supplement our Youth Assistance Fund. ♦ Fitness classes will all be changing March 12. There will be a variety of drop-in classes offered that are included with memberships. ♦ We received a grant from Colorado Health Foundation to work on improving health in the East Memorial neighborhood. Representatives from the Urban Land Institute will be here at the end of February interviewing individuals in the community and the neighborhood to help identify where the priorities are. The \$1 million grant we receive next year will be used for everything from infrastructure to programs.

March: ☐ Demo on Island Grove Field #5 will begin on Monday and is on track to be completed by June 1<sup>st</sup>. Field Turf, who is doing the synthetic field convinced, the lighting company to upgrade the lighting system to LED lights without an additional charge to the City. ☐ Board members were shown the design plans for Woodbriar Park. ☐ The cows at Josephine Jones Park will probably be there about 14 days more. This is a program we want to continue to do in some of the parks where we have open space areas such as Peak View or Greeley West. It has been a very positive program. ☐ A volunteer is being requested to replace Sandy Magnuson as the Board's liaison to the Arts Commission. Mikyla Silva voiced interest in serving in this capacity and was unanimously approved by the Board.

1<sup>st</sup> Quarter Update:

### Culture

**Festivals** – The 2018 Arts Picnic marketing plan is complete and applications are currently being reviewed for the 40<sup>th</sup> Annual celebration in Lincoln Park!

**Museums** – Staff opened the “One City, One Community” exhibit in collaboration with the Immigrant and Refugee Center and other local resources. The team continues to deaccession items that are not consistent with our collecting policies or mission, with an ongoing moratorium on new acquisitions, which is assisting in an effort to reducing the urgency to develop new shelving and storage. Loose/uncontrolled dogs have been negatively impacting several structures at Centennial Village and staff are working with GPD Animal Control to identify the owner and recover damages. Staff worked with the Smithsonian Institute to arrange the transfer (recycling) of panels from the H2O Today exhibition to a museum in Maryland. The roof of the Church at Centennial village was replaced, just in time before the final snow storm in March.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## **Museum Advisory Board**

January: ☐ Staff advised the Board that in the new season at Centennial Village the OnCell audio tours will include the Spanish interpretation for each of the stops on that self guided audio tour. Bringing a new level of inclusivity to our museum system. The independent support organization “The Friends of the Greeley Museum” continue to struggle with attracting enough interest in serving on their board. Standard approval of deaccessions.

February: ☐ No quorum.

March: ☐ Staff reported on several projects underway, developing new exhibits including a Deloris Huerta traveling exhibit, a Danish American Exhibit from Skol and possibly funding opportunities to restore plantings at CV to their original designs. Approval of two months of deaccessioned items.

**Public Art** – Sculpture on loan program has been transitioned from an application to an invitation program, this should raise the quality of the work while lowering the staff time to administer the program. Longer term this program may be phased out. Trading cards are being distributed and “buzz” around town is starting to grow as more collectors are hearing about them. Several new projects were considered and two were recommended for staff to investigate and move forward with: 1) “Stall Art” a proposed improvement project to reduce vandalism and decrease maintenance costs on restroom partitions. 2) “Storm Drain Inlet” painting, in conjunction with the Storm Water division. Initially approaching high school artists, and in future retaining the program as an “entry level” project for developing public artists in our community. 3) “Creative Crosswalks” like the piano keys by the UCCC are being explored for installation in the Creative District as a way to tie the district together. Public Art coloring books were distributed to 3<sup>rd</sup> graders in Greeley for Art Month. Tointon Gallery participated in Youth Art Month District 6 art walk.

## **Greeley Art Commission**

January: ☐ No quorum.

February: ☐ The maintenance inspections by art commissioners continue to bear good results, new vandalism and damage were identified in December and January. Damage to the “Trout” sculpture is finally repaired. Another \$25,000 anonymous donation has been made to purchase artwork for the City of Greeley. The commission approved the recommended artist and location for a piece to be purchased and placed with these funds. Final designs for Woodbriar Park, City Center, and 8<sup>th</sup> Street Plaza Walkway projects were all approved unanimously by the Commission.

March: ☐ Armando Silva approached the City to accept a fully funded commissioned Mural for placement on the East facing wall of the Rodarte Center. The commission reviewed and approved the design and placement of the mural. An interactive work of donated artwork to honor Tuffy Holland was accepted into the collection and will be located near the Island Grove Events Center.

**Sister City** – MIIFA in Moriya is exploring sending a group of adults to Greeley in late 2018 or early 2019. Staff are busy arranging host families for the summer visit of the student delegation from Japan. Creating activity plans, and all the associated transportation and hosting arrangements.

**Union Colony Civic Center** – The public meeting regarding changing to a semester style booking was generally well received with a few patrons concerned but generally, after discussing with staff and advisory board, they were persuaded to try the new system to see how it goes. The Fall 2018 semester is already contracted, shows are in

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place, and marketing materials are being prepared. Staff is beginning the work on the Spring 2019 lineup and working with the Advisory Board on what the new public input model will look like for this developing process.

## **Union Colony Civic Center Advisory Board**

January: Several suggestions were made to fill the last parts of the Fall 2018 semester of performances. A subcommittee was formed to create a 30<sup>th</sup> Anniversary Celebration event. The board approved the staff recommendations on the 5 year CIP budget. The board discussed and approved dropping the merchandise fee for rental tenants, and a slight rental increase to the rental rates to cover that projected revenue.

February: The board reviewed and approved the final structural changes to presenting events in semester format in 2018-2019. A presentation to be made to the season ticket buyers at a meeting February 28. The board reviewed and approved several co-promote applications for the Fall 2018 semester with GPO/UNC and the Greeley Chorale.

March: Discussions and approval of a new style of brochure for the Fall 2018 semester. Final pricing for Children's shows was set at \$5 each, no discounts for the Fall semester. Small changes to the Semester booking structure following feedback from the public meeting February 28.

## **Parks**

- Staff have had new irrigation designs completed for Archibeque Park and Westmoor Park. These site improvements will be sent out to bid with installations occurring in summer 2018.
- Archibeque Park will also be receiving a new playground, shelter, and restroom facility. The new restroom building has been awarded to Harris Constructors. Demolition of the old park restroom and bathhouse restrooms begins in earnest in late April. The park will share a new joint use public restroom making way for a larger shelter in the center of the park for large gatherings. The new playground design will begin with community outreach in April with construction starting in summer.
- Staff completed the courtyard renovation project between the Senior Activities (now "Active Adult") Center and the Greeley Recreation Center. New landscaping, benches, tables, and trash receptacles have all been installed.
- Staff have worked with a contractor to bring in much needed infield dirt material to our heavily used baseball/softball infields within the community and neighborhood parks. The contractor will then laser grade and roll the infields to ensure a safe, suitable surface for games and practices.
- Construction of the new synthetic field at Island Grove began April 1. The old "Field 5" site has been demolished and will give way to a larger softball field complete with a 100% synthetic surface that will include soccer and flag football striping within the outfield turf as well. The site will also feature LED sports field lighting which is state of the art and the first of its type in Northern Colorado.

## **Forestry, Natural Areas and Trails**

- Two new positions were recently created including two new crew leaders and two new technicians.
- Staff are working on repairs needed to make the Poudre River Trail corridor a safer route to use. Years of soil erosion from flooding has caused extreme damage to some sections of trail. These areas are being evaluated and repairs made, or re-routes set in place where appropriate.
- Staff are actively working with the Greeley Fire Department to plan for the 2018 prescribed burn program. The efforts in 2017 have been very fruitful, in that many of the areas that were burned have flourished with new growth of desirable vegetation.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

- Staff are working to educate many of the HOA's throughout Greeley in order to prepare plans to manage their properties with an impending Emerald Ash Borer infestation.
- Arbor Day has been planned for April 28 at 9am in Lincoln Park. Staff are finishing plans for the event, as well as the week long Giving Tree presentations to first graders throughout District 6.
- Early spring trimming operations have been conducted in Lincoln Park and Linn Grove Cemetery.

## Linn Grove Cemetery

- Staff have performed a total of 41 services in the first quarter of the year. This number is on pace with previous years. The cemetery averages 150 services annually.
- Staff are preparing for their annual Memorial Day Celebration. Plans have been finalized with speakers with a military fly-over scheduled. The event will be held at Linn Grove, May 28 at 9am.

## Island Grove Regional Park

- Island Grove, with the help of Streets, has completed the demolition and clean-up of the Duran Property at the far west end of the park adjacent to 21<sup>st</sup> Avenue.
- The “Turf Stabilization Project”, which will incorporate geotextile material within heavily used vendor areas in the center of the park, is underway and should be complete by the first week in May.
- Other projects in various initial stages include determining an acoustic panel solution for the Buckle Club, painting and concrete work at the large pavilion, replacement of HVAC systems in the Event Center, bringing the elevator at the Exhibition Building up to code, and landscaping and exterior improvements to the Island Grove office and the Exhibition Building.
- Island Grove, along with the Greeley Blues Jam staff, have completed the operational transfer of the Blues Jam to the Greeley Stampede. The complete transition will incorporate a newly designated Stampede committee shadowing the existing Blues Jam committee for the next two to three years. This move will ensure the future of the Blues Jam which has become a nationally recognized music festival.

**Island Grove Advisory Board:** The Island Grove Advisory Board did not have a quorum for the February meeting but did have a quorum for the April meeting. All projects and the proposed Park Smoking Ordinance were discussed, along with upcoming events. Board officers for the upcoming year were elected. Mary Bohlander was elected Chair and James Herman was elected Vice-Chair. The Board is 2 members short while the County selects a replacement for Bruce Cameron and City of Greeley selects a replacement for Councilwoman Galindo.

## Golf

The tree maintenance program at the Highland Hills Golf Course for 2018 has been completed. The program included the removal of twelve trees and eleven new young trees planted. All newly planted trees came from within the tree nursery at Highland Hills GC.

A drain pipe replacement at Boomerang Links Golf Course that went from clubhouse across cart staging area west towards driving range has been completed by Public Works crews.

On April 3, a controlled burn by the Greeley Fire Department was completed on three natural grass areas at Highland Hills GC.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

Golf began promoting “Juniors Golf Free” on Sundays as a way to entice the younger generations into the game of Golf. The promotion for the spring break time brought in 65 teens with their parents in a one-week period.

**Golf Advisory Board:** Golf Advisory Board has been instrumental in constructing a golf survey to go to golfers visiting Highland Hills GC & Boomerang Links GC in May 2018.

The Golf Board is currently working on putting the Greeley Golfers Appreciation Day event together. The Greeley Golfers Appreciation Day will be July 21, 2018.

## Recreation

### **Recreation General**

The Recreation Center remodeling project was completed. In addition, new digital displays were installed in the Greeley Recreation Center and are now operational. A new logo was created for Recreation and was launched in March 2018.

The Colorado Health Foundation awarded the City of Greeley \$20,000 as a planning grant with the opportunity to apply for additional funding to use towards the East Memorial neighborhood. Staff hosted the Urban Land Institute at the end of February to study the neighborhood. This group assessed the community in preparation for a substantial grant opportunity to improve health and wellness in the eastern neighborhoods of Greeley.

### **Sports**

New youth sports jerseys were launched for spring sports. Participants will now purchase their jersey directly from the front desk of the Funplex or Recreation Center.

The Sports Staff/Team has developed training manuals for program supervisors and officials with the goal of cross training seasonal staff to work in multiple areas of sports. The team has also embraced new programming areas and is following consistent communication, implementation & evaluation guidelines for each sport.

### **Active Adult Center**

The Senior Activity Center has recently, and officially, created a name change. The facility will now be known as the **Greeley Active Adult Center**. This change provides a more inclusive name for the 50+ participant demographic that is served by the center.

Active Adult Center staff are currently revamping programs and events and making adjustments to operating procedures. The staff will begin requiring an annual certification for seniors to use the woodshop starting in summer 2018. Additional changes are being made to better accommodate user groups and make fiscally sound decisions with allocated resources.

### **Ice Haus**

The Greeley Ice Haus staff are preparing for a shutdown during the summer months. With the shutdown, contractors will be upgrading the sound system in the rink as well as all of the lighting over the ice. Staff will also be melting the ice and installing new logos on the ice during this period.

Staff are currently negotiating a contract to serve as the home ice location for a new Junior Eagles program. This will result in about 30 additional games played in the Ice Haus and a substantial increase in revenue for the facility.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## Aquatics

Staff are working to prepare outdoor pools and splash parks for the summer season opening on May 28. Lifeguard certification courses have been completed and several new seasonal employees are being hired.

## Youth Enrichment

Three boxers that train at the Rodarte Community Center's Hard Knocks Boxing Club defeated their opponents in their bouts at the House of Pain East Boxing Show on March 24 in Denver. All three boxers took home Champion Belts in their age groups. Results were impressive and these three boxers will be competing in the Colorado State Golden Gloves Tournament in Northglenn April 9-15.

After School Program participant numbers have been very strong. Staff are currently working with School District 6 to acquire data comparing academic success with Rodarte participants and other D6 students.

## Rodarte Advisory Board

### January:

- Academic Achievement: Staff discussed Martinez Elementary Innovation Plan since put on the state's watch list. Some areas of improvement that Youth Enrichment can assist with is the STEAM program and Parents as Partners. Staff are working on ways to improve literacy alongside the school as well as mirroring behavior policies through the after school program. Risk Management-software update: Staff have been working with the City of Greeley IT department to research software to check in and out kids attending the after school and FITS program. ProCare is a program that ABC Child Care uses in Greeley and KidTrax is a program that the Boys and Girls Club of Weld County currently uses. The Fun in the Snow program ran from Dec 20-Jan 3 with 49 registered youth. Some of the outside programs that are running in the after school program include: Robotics, Outdoor Adventure Club, Skate Club, STEM WCE, UNC String Project, Speak UP! and High Plains Library STREAM program. One of the boxers, Andrez Velasquez, is eligible to participate in the National Silver Gloves Tournament in Independence, MO. They will be at the tournament, Wednesday, January 31 through Sunday, February 4.

### February:

- Staff updated the Advisory Board on the progress in the academic achievement process. Staff have been working with surrounding schools to see where Youth Enrichment can best fill the gaps and support the schools in academics. Risk Management-software update: Staff have been working with the City of Greeley IT department by viewing three different software companies. The three companies that staff are looking into are ProCare, Brightwheel and EZCare. The Art Master Plan was handed out to the Advisory Board and Armando Silva was present at the meeting to propose a mural to be painted on the east side of the Rodarte Center. Armando presented the Advisory Board a mural that promotes young Hispanic males to focus on academics and seeking higher-level education. Staff presented the Advisory Board blueprints of a redesign of the front entrance of the Rodarte Center. Teen Job Fair will be on Wednesday, March 7 from 5:00-7:30 pm at the Island Grove Events Center. Andrez Velasquez participated in the National Silver Gloves Tournament in Independence, MO. This was his 2nd bout and he lost to a boxer with 20 bouts experience, but was able to go the distance (all 3 rounds) during the competition

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## Youth Commission

- The Youth Commission participated in a Community Service Project on Monday, February 12 to make Valentine's for the residents on Kenton Manor and delivered them on Valentine's Day. The National Youth Service Day Awards were awarded at the Council meeting in April 3. The annual Teen Job Fair was held on Wednesday, March 7, 2018 5:00-7:30 pm at Island Grove Events Center. With the current efforts to help reduce smoking and vaping around playgrounds and parks, the Commission presented to City Council in April regarding banning smoking in parks. The Commissioners each wrote a 50-word blurb about themselves that has been posted on the Recreation website.

## Marketing

- The Recreation Connection Magazine and Recreation website has undergone multiple changes. The magazine cover layout, name and font has changed to a younger look and feel in order to attract new patrons and younger markets. In the summer magazine, the new Recreation Division logo is unveiled. The facilities pages have the "play button" added in a way to introduce the logo concept. Capitalizing on Winter Olympics, we expanded the Ice House webpages to add video snippets of figure skating moves and jumps. A tutorial was also included regarding how a Zamboni works.. "REACH" TV's have been installed at most facilities – electronically presenting schedules, fees and advertising opportunities for our sponsors as well as cross-promoting activities, programs and special events.

## FINANCE DEPARTMENT – VICTORIA RUNKLE, ASSISTANT CITY MANAGER

### 1<sup>st</sup> Quarter Update:

It has been a very busy first quarter. The Department closed the 2017-year end; prepared ordinances to address all unfinished programs and projects. This resulted in identifying over \$12 million that could be used for onetime projects in 2018.

Simultaneously, we have started the 2017 normal audit process. However, this is a bit more difficult as we selected a new auditing firm after 5 years with the former firm. There is always a "learning curve" when changing auditors.

Finally, we have had an aggressive start to our Food Tax Rebate program. In the first two months of the program we have had 920 residents participate in the program, with over \$106,000 in rebates granted.

## FIRE DEPARTMENT – DALE LYMAN, FIRE CHIEF

### 1<sup>st</sup> Quarter Update:

- Squad (alternative response vehicle) in service and a new vehicle purchased thru existing fleet/apparatus replacement fund.
- New Engine 3 near completion, should be in service within weeks.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

- Ladder 1 refurbish has been completed and in service.
- Training on our new records management, ESO .
- Budget presentations/review within the operations division budget have been completed.
- Mass casualty Drill at NCMC, landing 2 military helicopters at Heath Middle School.
- Lieutenant Fries moved to day to work on new station target indicators to include data/presentation.
- Initial work started on the Accreditation process.
- Completion of the AV system in the Nusbaum room.
- Wildland mitigation prescribed burning program has started for 2018 with the hiring of 4 seasonal Fuel Management personnel starting April 2<sup>nd</sup>. They have already started burning in several areas of the city.
- Spring FRFC academy is in process with 6 GFD recruits.
- Annual Awards ceremony held.
- GFD has 4 new members on the Federal USAR team, Task Force 1.
- Started negotiations with the Local.
- Continue working to improve the GEMS system.
- Completed 90 construction plan reviews in March alone and are on pace for 560 for the year.
- Provided Incident Support Team training through Wildland Academy to three GFD personnel.
- Delivered oil and gas 101 and oil and gas emergency response training to Operations Division (6 sessions).
- Provided oil and gas 101 and oil and gas emergency response training to surrounding fire departments (1 session).
- Coordinated with Morgan County OEM and Operations Division on National Guard Exercise.
- Trained and certified three additional fire investigators, promoted one additional person to senior fire investigator.
- Greeley Fire responded to a total of 3,452 emergency incidents.

## HUMAN RESOURCES DEPARTMENT – SHARON MCCABE, HUMAN RESOURCES DIRECTOR

### 1<sup>st</sup> Quarter Update:

In partnership with hiring managers, assisted in the selection and hiring processes for 46 employees who began employment or received promotions in the first quarter of 2018.

Administered the annual performance review and merit increase process for 530 general employees. The 4% average merit increase approved by Council as part of the 2017 budget was awarded to employees based on performance.

Transitioned from local adjustor for third party claims against the City to CCMSI, a national liability claims management company.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## INFORMATION TECHNOLOGY DEPARTMENT – MARK HOEKSTRA, INFORMATION TECHNOLOGY DIRECTOR

1<sup>st</sup> Quarter Update:

### Applications Team

- Assisted Community Development with their new software system TrakIT. On target for June go-live date.
- Assisted Fire with their new software system ESO. On target for June go-live date
- Implemented a new child check-in software with Rodarte for summer and after-school programs. On target for August go-live date
- Completed utility bill process and printing move over to Finance to streamline overall process.
- Developed new “Who do I call?” directory for city website for citizen engagement.
- Developed customer relationship management tool for Economic Development to improve community relationship tracking.
- Started working with Police and Records on mobile dictation solution to speed up report transcription process.

### Operations Team

- Trend Micro- Antivirus upgrade completed 4/16. (1039 endpoints were upgraded)
- Moving from Dell to HP for pc replacement.
- RFP for colocation closed 4/12/18. Selection for colocation will be completed by 4/27/18
- Boyd SCADA network security project is complete.
- Network hardware refresh ordered. Scheduling hardware replacement with departments will begin the first week of May.
- Wireless Access Point Upgrade – 17 Ruckus access points deployed with two remaining to complete the project.

### GIS

- Filled two vacant GIS Analyst positions, having a significant positive impact on customer service.
- 237 service support tickets completed for GIS in Qtr 1 of 2018
- Began development of new Parks Finder public applications, working with CPRD
- Developed data analysis application tools for the Fire department to aid in response decisions and station locations
- Brought on board new UNC Intern for the summer session
- Completed integration of all subdivision plats into ORIGIN property facts. Inclusion of 257 new plats previously not provided by Weld County.
- Integration with TRAKiT application 80% complete with internal GIS data
- Conversion of over 600 database from a legacy version to 2018 version in process for major software upgrades later in the 4 Qtr of 2018.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## POLICE – JERRY GARNER, POLICE CHIEF

1<sup>st</sup> Quarter Update:  
No additional updates.

## PUBLIC WORKS DEPARTMENT – JOEL HEMESATH, PUBLIC WORKS DIRECTOR

1<sup>st</sup> Quarter Update:  
No additional updates.

## WATER & SEWER DEPARTMENT – BURT KNIGHT, WATER & SEWER DIRECTOR

1<sup>st</sup> Quarter Update:

Bellvue and Boyd Lake Water Treatment Plant Improvements

Construction of process improvements are underway to both of the Cities water treatment plants. These consist of SCADA (process control) improvements, replacement of aging chemical feed lines, and sludge pumping improvements at the Boyd Lake WTP. This work will be completed in April ensuring that the treatment plant will be operational during the warm weather months when peak water demand occurs. Design of additional improvements will be initiated during the second half of 2018 which will allow the plant to operate during the entire year, provide indoor chemical storage, and ensure that backup electrical power is available.

Construction of the 20 MGD replacement filter train at the Bellvue WTP is underway and scheduled for completion during the spring of 2019. The filter train includes a new rapid mix, flocculation and sedimentation basins, dual media filtration, and disinfection facilities all enclosed within a common building. Construction of the foundation and footings is currently underway. Both of these WTP projects were designed and are being constructed using an alternative delivery method known as construction manager at risk (CMAR). The CMAR process has allowed the project team to gather input from the contractor during the design phase while also obtaining accurate cost estimates allowing the project to be completed within the available budget.

### Acquisition of easements for the Gold Hill Segment of the 60" Bellvue Pipeline

Greeley Water and Sewer has begun the process of acquiring easements for the construction of the 4-mile long Gold Hill Segment of the Bellvue 60" Pipeline from the south side of the Town of Windsor to the Gold Hill water storage facilities. Environmental, Cultural, and Wetland Studies were completed in 2017 to establish a corridor for the pipeline that would meet the criteria for the US Army Corps of Engineers authorization of the 404 Permit crossing the Poudre River. Work has also begun to determine if Weld County will want to review the project for Location and Extent as approximately one mile of this corridor between Greeley and Windsor is still located in the County. Encumbrance studies are being conducted on the properties located within the corridor to fine tune the location for the pipeline and develop easement descriptions. At present, there are approximately 6 properties under review.

Ashcroft Draw Phase I, Phase II, and Lift Station

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

The first phase of the Ashcroft Draw project was completed during November 2017. This will allow the City to provide sewer service for planned and future developments immediately adjacent and south of Highway 34, in the southwest part of the City. The second phase of the project which will extend the sanitary sewer line further north paralleling 71<sup>st</sup> Avenue has been bid and is scheduled for construction during the summer of 2018. This segment of Phase II will be constructed in conjunction with Public Work's widening of 71<sup>st</sup> Avenue and Sheep Draw Bridge projects.

## North Greeley Sewer Phase II

Construction of Phase II of the North Greeley Sewer was scheduled to be initiated during the fall of 2017. However, construction activities were delayed as additional utility conflicts were identified as the contractor was potholing adjacent to the Union Pacific Railroad Crossing. One fiber optic line conflicted with the path of the proposed sanitary sewer bore, while another fiber optic line was determined to be greater than 30' deep but it could not be found by potholing to confirm the vertical clearance it will have with the North Greeley sewer. Since significant cost penalties will be incurred if the fiber optic line is damaged a decision was made to redesign the proposed UPRR Crossing. The redesign will require new permit approval from Union Pacific in addition to a new 404 permit with a shift in the proposed river crossing for the North Greeley sewer. Given these project changes, it is anticipated that construction activity will not start until the fall of 2018 once river levels have dropped.