



City Center South  
City of Greeley, Colorado

# WORK PROGRAM AND DEPARTMENT UPDATES - 2019

## 1ST QUARTER

*A report of City Council's priorities and objectives and the City Manager's list of projects and programs to implement in 2019 to advance Council's goals.*

# 2019 WORK PROGRAM

## 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 regularly through monthly Department Updates, at Council Work Sessions or through the City Manager's Snap Shot emails.*

### 1. BROADBAND SERVICE – BRIAN SULLIVAN, INTERIM 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:

Q1 2019 saw continued progress on the recommendations made to City Council in May. We presented and the City Council passed the Fiber Conduit Colocation Ordinance (FCCO) in March that will aid in lowering the cost of installing fiber optic network cable in priority areas for the City network. The FCCO also aids in adding additional infrastructure to new development for future use by other agencies or the City itself. The City Council has also funded a budget for the FCCO process for the next two years. We have awarded a contract to Uptown Services to create, run, and gather data from a citizen residential survey and business outreach. Moreover, we have been in discussions with internet providers to begin to explore private sector and private-public sector options. A final report from that discussion will be completed in Q2 and recommendation generated. In Q1 we began the process of building a Citizens Committee and plan to have a kick off for that group by on April 25th. Finally, we have been in communication with other municipalities to explore regional opportunities to collaborate.

### 2. WATER EFFICIENCY TACTICAL TEAM (WETT) – SEAN CHAMBERS, 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 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 and exploration of Alternative Transfer Methods (ATMs); (d) implementation of demand management strategies such as: building plumbing retrofitting, parks and open space irrigation efficiency improvements, residential landscaping pilot projects, the development of enhanced non-potable irrigation systems and the development of policies that further incentivize water conservation.

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

- A) The Windy Gap Firing Project continues to move toward the construction of Chimney Hollow Reservoir. Greeley's participation in the reservoir project will enhance the storage associated with Greeley's 46 units of Windy Gap water rights (approximately 9,200 acre-feet). The additional storage will increase the firm yield of Greeley's Windy Gap units and bolster the City's overall raw

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water supplies. The reservoir construction project is managed by Northern Water. Northern and the project design consultant have completed over 90% of the dam design. Federal litigation challenging the project's permit issuance is ongoing, and there remains outstanding State water court action adding Front Range storage at Chimney Hollow to decreed uses. Greeley staff remains engaged in monthly project meeting, finance committee, legal, and project planning.

- B) Greeley Water staff and consultants continue to work with the US Army Corps of Engineers (USACE) in preparing a draft environmental impact statement (draft EIS) for the expansion of the Milton Seaman Reservoir. As part of the draft EIS, Greeley, with oversight from the USACE, developed several water supply alternatives, including multiple sizes of a Milton-Seaman Reservoir enlargement, throughout 2018. However, with costs of building reservoirs drastically escalating across the region, Greeley's Water & Sewer Board directed staff to take a hard look at the affordability of the alternatives and consider ways to reduce project costs. Staff and consultants are currently refining alternatives and evaluating various means to meet future water needs. The focus of these efforts is developing alternatives that are economically sustainability and cause minimal environmental impacts. Certain draft EIS studies have paused until the alternative screening process is completed.
- C) W&S staff continue acquisition efforts for water rights that are compatible with the long-range municipal operations strategy. The water market continues to see increasing completion among developers and other municipal supplies. As a result, the W&S Department has undertaken a more proactive approach to supply development. In particular, staff is currently working with multiple organizations, consultants, and brokers to evaluate and establish alternative water right transfer opportunities that aid Greeley's supply development but maintain water on irrigated agriculture. These efforts recognize 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. Staff is also pursuing acquisition of several gravel pit storage reservoirs to serve non-potable needs.
- D) Staff continues its proactive development of non-potable water supplies and facilities to serve outdoor irrigation demands in the community. A master plan of non-potable service opportunities will be completed within the next year. Concurrently, staff is developing revised raw water dedication policies to facilitate greater non-potable adoption and is investigating several pilot projects to serve non-potable water on new residential development.
- E) Staff continues to coordinate with Parks Dept. staff on water efficiency pilot projects that save water and provide data and learning experience that can be leverage across the system. W&S staff is also coordinating, engineering and including final design and construction monies for 2019-2020 budget for major efficiency improvements at Boomerang Golf Course to be completed in the off season. Those efficiencies at our public golf course are designed to better manage the leaky ponds and other system losses, create more efficient application of irrigation water and limit the facility's water demands by limiting significant inefficiencies in the non-potable water storage and irrigation systems.

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## 3. ENTERPRISE RESOURCE SYSTEM – RENEE WHEELER, FINANCE DIRECTOR

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:

Initial project budget estimates were refined and the City Council granted the funding for the project at \$3.8 million (\$1.5 million appropriated in the 2018 budget plus an additional \$2.3 million from 2018 carryover-revenue in excess of the budget and expenditure savings). A vendor finalist for software and an implementation partner were selected for the purpose of negotiating vendor contracts. The City's negotiation team includes: a Government Finance Officers Association consultant team member (the vendor that assisted with the function requirements and the request for proposal), an outside attorney with Kutak Rock, the City Attorney's Office, the City's previous Information Technology Director, and the project steering committee (Project Manager, Finance Director, Human Resources Director, and the Information Technology Business Systems Manager). Several iterations of the contract documents have been exchanged between parties. If a contract is executed prior to April 15, it is still possible to "go-live" January, 2020. If no agreement can be reached, the City can begin negotiations with one of the remaining vendors that were selected as finalist or a new request for proposal can be posted. The staff team is hopeful that an agreement will be signed with the current software vendor and implementation partner. The process improvement teams have been working simultaneously to clean up the existing data and analyze the chart of accounts to improve the effectiveness of the data conversations and the system configuration.

## 4. EMERGENCY OPERATIONS PLAN/INCIDENT SUPPORT TEAM UPDATE – DALE LYMAN, FIRE CHIEF

Purpose: The City Office of Emergency Management will continue developing and training on the Incident Support Team concept in order to maintain an optimum level of preparedness for emergency incidents of significance. This will include updating the City Emergency Operations plan document to reflect the concept and hiring a full time emergency manager. Additionally, the Incident Support Team will meet with each department head to identify needs and update each departments' Continuity of Operations Plan.

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

A full time Emergency Manager has been hired. Work is progressing on updating the City's Emergency Operations Plan with the following section updates completed: Hazardous Materials, Legal Authorities, General EOC, and Incident Support Team. The new Incident Support Team transition is in progress with one director meeting completed with the Communications and Engagement Office and the remainder being

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scheduled. Two monthly Incident Support Team meetings have been held and 2 “practice” activations. Email and paging groups for the IST have been created and tested.

## 5. 2020 CENSUS – BECKY SAFARIK, ASSISTANT CITY MANAGER

Purpose: Every decade since 1790, the U.S. Census Bureau had conducted a constitutionally mandated census to determine the number of people living in United States and its territories. The information gathered is used to help make decisions on behalf of all residents, including political reapportionment and redistricting. With Colorado’s growth, an accurate count could add another seat in the House of Representatives. Census data also affects how federal funds are distributed; it is estimated that the annual per capita impact is \$1,480 to Colorado residents; to miss counting just 100 people translates to a potential loss of \$1.48M over a 10-year period. The demographics collected in the Census Count includes such information as community profile and population characteristics, housing quality/costs, retail sales, consumer expenditures, export statistics, business research and development and economic indicators, and yearly population estimates; all important elements to support local governance, growth and development. This work program item focuses on establishing a local Complete Count Committee to coordinate with the State and other communities and to develop a strategy to encourage full participation of Greeley area residents in the 2020 Census count, which occurs on April 1, 2020.

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

Staff has solicited engagement from a wide range of community partners and organizations to form a “Complete Count Committee” to help educate the public and promote participation in the April 1, 2020 Census. The Committee has met monthly since late 2018 and has developed a simple ‘elevator’ speech, logo materials that are customizable for different communities and populations (e.g. students, business, etc.) and a calendar of community events where distribution of Census materials may be possible. The Committee has received training from the regional US Census staff, who have also been available at the monthly meetings for consultation. A Greeley staff member, Chris Garcia, was appointed to the State Census Committee and offers liaison support with statewide program efforts. We are currently developing a media event at the end of April to kick off the one-year countdown to the census and soliciting other governments, agencies, and organizations to take part. We have a information about the Census posted on the City webpage, along with a brief video that explains the importance of the count.

## 6. POUDDRE RIVER WETLAND MITIGATION BANK– ANDY MCROBERTS, CULTURE, PARKS AND RECREATION DIRECTOR

Purpose: Wetland mitigation banking is the restoration, creation or enhancement of wetlands for the purpose of compensating for unavoidable impacts to wetlands at another location. Wetland mitigation banking is commonly used to compensate for wetland impacts from development, but is also used for impacts from agriculture. The newly created Natural Resources Division and Superintendent, within the Culture, Parks and Recreation Department, will research and develop criteria and the formulation of a plan to create a Wetland Mitigation Bank on natural areas the City owns along the Cache la Poudre river corridor. Former wetlands restored to their original condition provide the best chance for success in generating wetland functions and

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values. Next best is wetland enhancement, and lastly, wetland creation on land without a prior history of wetland conditions. Long-term success and stability are important considerations, since the bank sponsor (the City) will be required to provide long-term site maintenance to ensure it continues to function as designed.

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

Upon the hiring of a Natural Areas and Trails Superintendent in February, staff have met with two consultant organizations to determine the viability of working with either to assist in the development of a Wetland Mitigation Bank on City properties. Westervelt and Ducks Unlimited both provide opportunities, although through somewhat different approaches, that would be beneficial to Greeley and provide potential short-term and/or long-term developmental partnerships. Conceptually, as there is no immediate need for wetland mitigation, staff is approaching this issue as a developmental program and will be developing an RFP for consultant services during the 2<sup>nd</sup>/3<sup>rd</sup> Quarters.

## 7. CITY CENTER NORTH/CITY HALL IMPROVEMENTS— JOEL HEMESATH, PUBLIC WORKS DIRECTOR

Purpose: With the completion of the City Center South building in 2018, attention is now being shifted to other City administrative office space needs. Work in 2019 will include the remodel of the basement of City Hall to support the new Communications Department. A new elevator will be built, replacing the outdated original City Hall elevator, as well as security improvements on the 1<sup>st</sup> and 2<sup>nd</sup> floor to limit the ability of the general public to freely navigate the building. Additionally, the 1<sup>st</sup> floor of City Center North (formerly City Hall Annex & Focus building) will be remodeled to combine functions that support development activities to create a one stop customer counter on the 1<sup>st</sup> floor. The additional space created with the remodel of the City Center North 1<sup>st</sup> floor will allow for other departmental moves including the new Economic Health and Housing Department. With the completion of the 1<sup>st</sup> floor, they will be moved from City Hall to the 4<sup>th</sup> floor of City Center North building to provide the space needed for that new department.

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

With the funding approved from council in early January, staff has since posted a design build RFP, reviewed four responses, interviewed three firms and selected one contractor for the project. Staff is currently finalizing the contract with Mark Young Contractors and working to finalize a schedule that will include input from departments impacted by these changes. Tentatively design will be wrapping up and construction starting in Quarter 3.

## 8. PROPEL— SHARON MCCABE, HUMAN RESOURCES DIRECTOR

Purpose: PROpel is a City initiative to attract talented workers, incubate change leaders, and cultivate a dynamic workplace and workforce that complements our mission to create a healthy, inclusive, city of excellence. PROpel efforts began in 2018 and will continue through 2019 as we develop a comprehensive, systematic, sustainable and measurable workforce optimization process. The goal is to identify required human capital resources and development strategies to align the City of Greeley with having the right workforce in place with the right skills and at the right cost to meet staffing challenges and to execute the City's short- and

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long-term business strategies. Ultimately, the workforce plan will identify skill and progression paths and identify a recommended leadership/management curriculum for our employees.

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

PROpel update meetings were conducted: Executive Team - January 16, 2019, all Division Managers - February 7, 2019 and report to City Council at February 26, 2019 worksession. The first train-the-trainer 4 hour workshop for three groups of supervisors (approx. 60 supervisors in all) was held on March 20 & 21. The workshop focused on enhancing communication and building trust. Attendees received practical materials and homework assignments to assist in applying new skills and techniques learned in the workshop. The second of ten workshops is scheduled for May 1 & 2.

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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 impacting 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. Department Activities. Progress reports are provided regularly through monthly Department Updates, at Council Work Sessions or through the City Manager's Snap Shot emails.*

### CITY CLERK'S OFFICE – 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:

The City’s Code publisher, MuniCode, completed its legal review in the first quarter and offered 150+ recommendations for Code restructuring, deletions, and other changes. City Clerk and City Attorney staff have been reviewing these recommendations to decide whether to concur, offer alternatives, or reject. The project is on schedule to be completed by the end of 2019.

#### 2. City Center South Central Records Operation

Purpose: This activity involves the transition and maintenance of physical records from multiple City departments to a new, centralized location in order to minimize office space needed to store and preserve these information assets. Space for a new Central Records Center (CRC) was included in the new City Center South building. In the first half of 2019, high-density, powered shelving units will be installed, City department records, and records from the existing Central Records Center will be moved to the new CRC. Inventory of all records will begin, utilizing a replacement inventory software. This move will be a major step towards centralizing some of the City’s records management functions. Management of the CRC will become an operational item after 2019 and staff will continue to work with Department staff who are redesigning select processes to convert from paper to an electronic format.

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

Installation of the high-density, powered shelving units were installed in February/March. The physical move of the records began in the first quarter and is expected to be completed in the second quarter. Replacement inventory software was researched, and a product will be selected early in the second quarter.



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Outreach to departments continues with the goal of assisting in decisions in reshaping the way department records are maintained, accessed and preserved. A major digitization project is underway in the Public Works Department and about one-third of the 36,000 pages of drawings have been converted to digital format for improved access.

## CITY MANAGER'S OFFICE – BECKY SAFARIK, ASSISTANT CITY MANAGER

### 3. 16<sup>th</sup> Street Corridor Improvement Strategy

Purpose: 16<sup>th</sup> Street is an essential link between the UNC campus and the 8<sup>th</sup> Avenue Entryway Corridor to Downtown. The DDA, UNC, and Banner Health have committed funds to craft a vision for this corridor, including meetings and outreach with area businesses and residents, that is consistent with and will compliment what has already been completed on 8<sup>th</sup> Avenue.

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

Working with a consultant team and with the guidance of the University District Committee, concepts for the re-visioning of the 16<sup>th</sup> Street Corridor has been developed. This quarter, technical staff have reviewed those concepts and adjustments have been integrated into the draft design. New pedestrian traffic signalization has also been reviewed at the 9<sup>th</sup> Ave. intersection. Lastly, a deeper parking analysis has been undertaken to explore ways to improve traffic and pedestrian safety, while increasing parking options in the area. After the review of parking is complete, an open house to collect additional public comment will be scheduled.

## COMMUNICATION AND ENGAGEMENT DEPARTMENT – KELLI JOHNSON, COMMUNICATION & ENGAGEMENT DIRECTOR

### 4. Establishing a Communication and Engagement Department

Purpose: As Greeley has grown in size and service delivery, so have the number of ways its constituents look for information from local government. For the City to meet both its internal and external communication objectives, it is increasingly important to have a responsive, coordinated and progressive means to reach its leadership, constituents, visitors, and media. In 2018, the City took initial steps to gather its communications and marketing staff into a single department, and created and recruited a new executive team member to lead that new consolidated Communication Services Department who will join the team mid-February. The 2019 work program will involve a final consolidation of the blended team into a common workspace, developing workflow standards to better direct and accommodate City departmental requests for communication services and support, to establish a more consistent City brand profile to internal and external customers, and to lead the evolution of the City's Image Strategy.

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

The newly formed C&E team is in a season of change and transition. For some, this is a welcome state. For others, it is uncomfortable. Addressing this requires a consistent dialogue about where we are and where we aspire to be. The team had been working to align departmental strategy and purpose to the COG mission and

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core values. The team remains divided in two locations across the City and is looking forward to eventually being co-located which will help streamline workflow and process. Existing work structure, roles and responsibilities are being evaluated to determine gaps in skill set and opportunities for workflow effectiveness and efficiencies.

## 5. 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 generate a specific multi-year strategy to focus the "next generation" work on a broader and evolved community image initiative.

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

The image campaign is taking a slight pivot. Refreshing the campaign is necessary to maintain our progress and momentum from Greeley Unexpected. Working with our partnership team, we are mapping out a new campaign focusing on the personalization and experiential aspects of living, learning, working and playing in Greeley. The campaign themes include learning, quality of life and innovation. As each theme is developed, the campaign team is looking to emphasize the story of unexpected *experiences* people have rather than focusing on the specific individuals. The goal is to shift the campaign so that it becomes a celebration of experience in Greeley. Experiences and stories will become the propelling force behind the campaign capturing what it looks like and feels like to be part of the Greeley Community. Next steps: the partnership team and staff are continuing to explore and map the campaign's development with the intent to soft launch in Q2.

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

## 6. Energy Master Plan

Purpose: Xcel has selected Greeley to participate in its Partners in Energy Program, which is a master energy planning process covering all energy utility services. Like other city master plans, the resulting Energy Plan is envisioned to be a sub-element of the City's Comprehensive Plan. The Partners Program is a two-step effort, starting with a six- to eight-month planning process and adoption of the plan, followed by an additional 18 months of Xcel support for implementation, which could include completing infrastructure commitments, providing rebate programs, etc.

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

Xcel Energy and the City of Greeley are collaborating in the planning process for Partners in Energy, engaging various relevant staff, large industrial users, District 6, UNC, Aims, and all other energy providers. Two stakeholders' meetings have resulted in a guiding vision for the plan. Moving forward, stakeholders are focusing on defining goals and strategies related to reducing energy use and cost at both institutional facilities and the community at-large.

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

### 7. Colorado Health Grant

Purpose: The Colorado Health Foundation awarded the City of Greeley a three-year \$1.1 million grant in 2018 in order to address access to Healthy Places within the East Memorial neighborhood (generally bounded by 1<sup>st</sup> and Cherry Avenues and 18<sup>th</sup> and 26<sup>th</sup> Streets). 2019 will mark the first year of the grant and will include the hiring of a Healthy Neighborhoods Coordinator, the hiring of a consultant team to work on specific design for park improvements at four sites, and other possible improvements identified by the neighborhood. A large effort will be to include stakeholder input from residents and the neighborhood and to activate resources within the area. Kaiser-Permanente will also participate as a partner in generating and monitoring performance measures to expectations and outcomes. Matching funds for improvements are budgeted with the Quality of Life sales tax fund.

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

Matrix Design Group, along with and Bienenstock Natural Playgrounds, have been hired to provide design services for improvements at Delta Park, East Memorial Park and Balsam Sports Complex. This team will also provide services for 1 new location - the natural area located east of Discovery Bay Pool. Recreation staff is diligently working on identifying recreation opportunities for Mobile Recreation playfully coined: "Play on the Way". The Art Commission has also hired Wes Sam Bruce to collaborate with the design team and provide public art at locations which are yet to be determined. A Healthy Neighborhoods Coordinator has been hired and she is actively reaching out to residents and stakeholders within the East Memorial Neighborhood. Marketing teams have settled on a branding for the project and are currently working toward the design of a citizen engagement plan. Three community meetings in the neighborhood are being finalized and dates are being advertised starting in April. Staff hung door hangers on all residents homes on April 12 advertising the first such community outreach sessions on April 27 and 28.

## ECONOMIC HEALTH AND HOUSING DEPARTMENT – BENJAMIN SNOW, ECONOMIC HEALTH & HOUSING DIRECTOR

### 8. Economic Health and Housing Department Establishment

Purpose: In 2019, the Economic Development Department and the Greeley Urban Renewal Authority (GURA) will merge to create the Economic Health and Housing Department

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

- A. Physical Location. At the end of February, Director Snow moved his office from City Hall to GURA offices in City Center North. The GURA office signage on 2<sup>nd</sup> Floor has been changed to Economic Health and Housing Department with two divisions: Economic Development and Urban Renewal Authority. Sharing offices with GURA staff will create more spontaneous conversations and knowledge-transfer between economic development and urban renewal functions going forward.

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- B. Director Snow has been attending all GURA Board meetings and City Council meetings with GURA-related agenda items. He has also attended the High Plains Housing Development Corporation board meetings to gain a better understand this organization as a potential housing development partner.
- C. There is room in the combined offices for the anticipated economic development staff to also office 'under the same roof' for the balance of 2019. Next steps will include a unified department message on the <https://greeleycodevo.com> website.

## FINANCE – RENEE WHEELER, FINANCE DIRECTOR

### 9. 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 request for proposal (RFP) for a firm that will assist with building the utility billing system functional requirements and assisting with identifying products available in the market has been posted. The RFP closes on April 16. Considerable time will be invested during 2019 in mapping processes and building an RFP that captures the City's needs. The team is targeting the first quarter of 2020 for posting the utility billing software RFP for a June 2021 implementation.

## FIRE DEPARTMENT – DALE LYMAN, FIRE CHIEF

### 10. Fire Department Accreditation

Purpose: This is the 2<sup>nd</sup> year of a 2 year work program item, which will provide for a wholesale review and accreditation of the Fire Department.

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

The strategic planning process was initiated with external and internal stakeholder input sessions being facilitated by an outside 3<sup>rd</sup> party. Goals were identified along with objectives to be accomplished to achieve them. The 3<sup>rd</sup> party facilitator group is compiling/processing the information and a draft of the plan of the strategic plan is being put together by contracted facilitators.

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## 11. Emergency Medical Services Transport Report

Purpose: The Joint Taskforce, comprised of members of GFD Administration and Firefighters Local 888, will present an analysis of emergency medical services delivery model options to be considered for future service delivery.

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

The Joint Task force reported to the City Manager and recommended that a 3<sup>rd</sup> party consultant be retained to complete an overall analysis of Emergency Medical Services in the City of Greeley to include defining a standard of care and delivery model options to achieve the desired level of care. Funds were requested and obtained from end of year carryover. An RFP for consultants has been issued and a consultant will be identified by May 15 with an expected study completion in Dec of 2019. An amendment to the Banner contract was completed which includes 5 ambulances dedicated to the City of Greeley and a one year extension to Dec 1, 2021.

## 12. Station 6 Staffing

Purpose: As part of the voter approved .16% public safety tax renewal, the fire department will initiate the hiring and training of 15 firefighters over 2019 and the first half of 2020 to facilitate the opening of Fire Station #6.

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

Three firefighters were hired in January and are currently being trained in the Front Range Fire Consortium Fire Academy with a graduation on June 8. Seven more will be hired in August for the Fall 2019 Academy and five will be hired in January of 2020 for the Spring 2020 Academy.

## INFORMATION TECHNOLOGY DEPARTMENT – BRIAN SULLIVAN, INTERIM INFORMATION TECHNOLOGY DIRECTOR

## 13. Cybersecurity 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. Our Security Analyst will work with employees and vendors to develop and audit security policies, standards and procedures to ensure confidentiality, integrity, and availability of the City's technology resources as well as compliance with regulatory requirements.

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

Started the process of a cyber-risk assessment throughout all departments in the City. The cyber risk assessment is a 5 part process of the Cyber Security Framework (CSF), which includes Identify, Protect,

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Detect, Respond, and Recover. Further development of technical policies and procedures are on-going as gaps are identified. Work is continuing with the development of a City wide Data Security Policy that will be in concert with H.B.18-1128, CORA and CSF. The Data Security Policy is critical with identifying information requiring protection as defined by State law. The City Council also approved additional funding for Cybersecurity monitoring hardware and software additions to the mitigation platform already in place. This will be implemented over the 2019 year.

## 14. Smart City Strategy

Purpose: Technology has penetrated virtually every aspect of how the City conducts its business. This includes technology that runs the City's internal operations, technology that improves how citizens receive services from the City, and technologies that control and automate assets such as traffic signals, water meters, parking, and the delivery of public safety. Moreover, data collected by these systems, if properly managed, can optimize city operations and promote transparency in government. Creating a cohesive, intentional Smart City strategy is necessary to the effective stewardship of these City's technology investments.

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

In Q1 with in the Technology Collaboration Team (TCT) created a sub-committee to define a roadmap for the City. It is expected that this will be completed early in Q2 that will include a high level executive summary and defined goals for smart city applications. These goals will drive specific strategies and projects associated with the Smart City initiative and target specific lines of funding. In Q1 we did see the implementation of cloud based parking permit application that utilizes license plate reader technology. Also, the automated reading of the Water Departments top 400 utility accounts will be implemented live in Q2.

## POLICE DEPARTMENT – MARK JONES, POLICE CHIEF

### 15. Body Worn Cameras

Purpose: For 2019, funding was approved to allow the Greeley Police Department to purchase Body Worn Cameras and begin the implementation of this department wide program. During 2019, the Department will be tasked with purchasing and issuing the equipment, training personnel, and establishing usage and evidence policy for this project.

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

During the first quarter the Greeley Police Department purchased, received and issued all 137 body cameras. All members of the police department received training on the equipment's operation, proper usage and the newly adopted BWC policy. The BWC's have been in full use since March 1<sup>st</sup> of this year.

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## 16. Department Staffing Analysis

Purpose: During 2018 the command staff at the Greeley Police Department received training in “Police Resource Analysis, Deployment, & Scheduling” During 2019 this training information will be used to take an in depth look at 2018 call statistics and officer work load by shift and work unit. The results of this analysis will be used to help us formulate our staffing needs for the next budget cycle as well as future growth needs.

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

The Greeley Police Department crime analyst has been compiling 2018 patrol call statistics during the first quarter. All other non-patrol work units have been researching their work product and processes. As this initial informational gathering is completed GPD will begin taking an in depth look at the results and use it to complete our department wide analysis of staffing needs.

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

## 17. 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 2018, staff secured the necessary right of way to complete the project. Final construction will begin in the spring of 2019 and be completed by late fall.

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

A construction contract was awarded to Duran Excavating Inc. with a scheduled start of construction of May 6 and a completion date of November 2. A public information meeting was held on April 8 with about 20 people in attendance. A flyer with the meeting information was also delivered to all properties on 10<sup>th</sup> Street including those not affected directly by the construction. Work will start on the west end near 35<sup>th</sup> Avenue and then once that section is completed work will begin on the east end near 23<sup>rd</sup> Avenue.

## 18. Station 6 Construction and Station 2 Rebuild

Purpose: As a part of the voter approved continued funding for public safety, Fire Station 6 will be designed and construction initiated in the Promontory Subdivision in 2019. This station will help meet the increasing demands of Fire Department to service needs in the west portions of the City. Station 6 will begin construction in the fall of 2019 and be completed in the summer of 2020. Station 2 will also be rebuilt on the western portion of the current site at 23<sup>rd</sup> Avenue and Reservoir Road per the recommendation of the citizens committee and approval of Council in order to address multiple functional problems with the facility.

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

An architect (SEH) and civil engineer (Interwest) were selected for this project and will be working on both fire station projects. A kickoff meeting has been held with the design team and city staff to discuss the overall projects and timelines. Station 6 will be the priority and construction should be underway by early fall with

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completion by June 2020. A contractor RFP is going out now and will come onboard in the upcoming months to help with decisions as a part of this Construction Management at Risk (CMAR) contract.

## 19. Implement Downtown Parking Plan

Purpose: In an effort to improve downtown parking and move it to the next level without having to spend money on a parking garage, at this time, a new downtown parking plan will be implemented. This plan includes efficiencies gained through license plate recognition technology as well as conveniences of adding time to your parking via an app or by phone. This plan will provide spaces for the different needs and demands for the downtown businesses as well as employees.

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

After a little over a year of investigation and public input, the much anticipated parking improvements went into effect on April 1<sup>st</sup>. Overall the changes have gone as planned with much improved parking for businesses and employees are now parking in their designation areas. Very few concerns have come in, but when they do staff has been contacting them and discussing. Staff will again be reaching out to the businesses to see how the changes are going.

## 20. Poudre River Flood Review

Purpose: The State of Colorado's Poudre Risk Map flood plain study is ongoing and must be monitored for potential adverse impacts to the community. There is potential in 2019 for preliminary maps to come out for public review and comments. Staff will be monitoring and report back on this progress and determine the potential impacts this study might have on Greeley, and determine if any potential comments need to be submitted back to the state.

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

Initial models are expected to be delivered in the 2<sup>nd</sup> Quarter of 2019, with Preliminary maps delivered in late 2019 or early 2020. Once those are received then the impact can be evaluated.



# 2019 WORK PROGRAM

## 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 – BETSY HOLDER, CITY CLERK

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

Boards and Commissions – a recognition and appreciation reception was held in January to honor City Council's 23 volunteer boards and commissions. The event was held at the Union Colony Civic Center and was an opportunity to also inform these community leaders about the significant programs completed or underway.

Elections – Several individuals have indicated their formal intent to run for office. Greeley's regular municipal election is November 5, 2019. The City is participating again this year in the Candidates' Academy, sponsored by the Greeley Area Chamber of Commerce, and it is an educational event for members of the community who may be interested in serving as an elected official for the City of Greeley, School District Six, or the Aims Community College.

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

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

##### Update from Roy Otto:

The position of Assistant City Manager for Finance & Administration was advertised and filled. The City Manager began service on the State of Colorado Energy Impact Assistance Fund Committee. City Manager gave presentations regarding oil and gas, water and leadership.

##### Update from Becky Safarik:

The Neighborhood Building Blocks Team continues to meet twice monthly to share information and support to enhance services and improvements to neighborhoods, including mediation requests, volunteer services to

## 2019 WORK PROGRAM

target areas, planning neighborhood celebrations, updating the Neighborhood Resource Guide, reviewing Neighborhood Improvement Grants, and trouble-shooting issues related to homeless encampments, problem properties, and nuisance behaviors.

Work by the VISTA worker to formulate a City of Greeley Volunteer Program finished its first phase of work, which involved establishment of a regular meeting among all City staff coordinating volunteers, developing a universal background check and application and related materials. This work will continue and a second VISTA has been approved for hire by mid-summer.

A special City Council Reunion event was held with over 50 former Council elected officials and their guests in attendance. The consensus of the group was to make this an annual event celebrated on the anniversary of Greeley's founding.

Staff has arranged to attend monthly UNC Student Senate meetings on campus to facilitate 'town/gown' cooperation, understanding, and interaction. Two meetings have been attended to date with positive feedback and reciprocal participation by students on City committees.

Regular communication with United Way has taken place surrounding the challenges with housing homeless persons at the Cold Weather Shelter and to facilitate the opening of the Housing Navigation Center (now open).

Staff has been extensively involved in the "re-boot" of the High Plains Housing Development Corporation to facilitate the development of affordable housing options in the community. The board has been re-established and resource individuals have presented information on various organizational structures to move this organization forward.

A monthly meeting of the Poudre Initiative Team facilitated through this office brings together staff and community organizations to share information, resources, share grant info, problem-solve, and plan future projects that touch the river. The group includes water resources, storm water, public works, planning, natural areas, community research groups and organizations. In the first quarter, a consultant review of major capital needs related to repair and improvement of the Poudre Trail was presented; this will be used to prioritize use of capital funds from Windsor, Greeley and Weld County.

In the first quarter, this office also facilitated the hire of the Communications Director and initial consolidation of all communications, engagement and marketing services. Transitional work to shift Urban Renewal functions to the Economic Health and Housing Department and move the Poudre River Trail to the Culture, Parks and Recreation Department also was initiated.

# 2019 WORK PROGRAM

## COMMUNICATION AND ENGAGEMENT DEPARTMENT—KELLI JOHNSON, COMMUNICATION & ENGAGEMENT DIRECTOR

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

- Establishing a collaborative team work structure to maximize the expertise of the newly formed Communication and Engagement department.
- Developing streamlined intake and customer request structure to coordinate City-wide promotions, marketing and communication requests.
- Working with IST for coordinated communication to the public on timely weather/emergency/event notices.
- Reviewing city-wide web and social sites to identify areas for coordination and streamlining.

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

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

#### *Growth & Development Projections*

The annual Growth & Development Report was completed and is available on-line; it was also distributed to stakeholders and leaders in development, real estate and housing.

#### *Regional Planning Efforts*

An Intergovernmental Agreement with Kersey, Evans and Greeley was finalized by all three jurisdictions this Quarter, committing to a common vision along the South Platte River corridor of environmental protection, respecting community entryways, avoiding inappropriate land uses, and clear communication regarding annexations. Staff is also active in significant discussions concerning the Poudre River Corridor, realizing the open space vision for Greeley, updating the Transportation Master Plan Map, and school district planning.

#### *Regulatory Updates & Pilot Projects*

Community Development Staff continues to help facilitate developer pilot projects for non-potable water networks, raw water dedication alternatives, and economic development incentives. Staff also continues projects that will update regulations regarding small cell telecommunications, landscaping, and the sign code.

#### *Housing Support*

Staff has identified and begun work program items that support the City's Housing Plan, adopted by Council this Quarter. These include regulations concerning short-term rentals (e.g., AirBnB), identifying Development Code incentives for increased housing, implementing early-build of infrastructure, supporting WaterWise Neighborhood policies, and updating the existing Redevelopment Resource Guide, a written tool for would-be developers in the Redevelopment District.

# 2019 WORK PROGRAM

## *Historic Preservation Code Refresh*

City Council approved a set of code updates to the Historic Preservation Code that were designed to refresh the 25-year-old code to be more user-friendly, clarify apparent discrepancies, and provide for administrative decision-making (with appeal options) that will allow for faster processing of citizen requests.

## *Oil and Gas Regulation*

The new state law SB 181 regarding the role of the State and local governments in oil/gas regulation has been monitored by City staff for implications for Greeley. At this time, no immediate changes to local land use laws are anticipated, but the resulting rule-making processes in several State agencies and practices in the region could result in future research for the City.

## *New Development & Development Review (Planning & Development Engineering)*

Staff conducted 112 development reviews through the end of the 1st Quarter. New development activity continues to remain at record high rates. Staffing levels had created some turn-around challenges, which were being managed through some outside consulting help, but the department should have full staffing in Planning and Development Engineering by 2<sup>nd</sup> Quarter.

A new manager for Development Engineering, Julie Cozad, has helped with training and processing goals. For the past eight weeks the EDR Division has worked on training staff, putting together Standard Operating Procedures, worked to better organize the division, put together renewed expectations for all staff, and set short- and long-term goals for each employee. Planning and Engineering continue the process of training and improved communication with Referral Agencies (i.e., ancillary reviewers of proposed development).

In addition, a new full-time Business Analyst was hired to support workflow processes, most notably through the use of the TRAKiT software that was successfully implemented in 2018. Early feedback from citizens and users has been positive, and the amount and complexity of cases are being handled with new effectiveness and efficiency.

## *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
- Mountain View Evangelical Free Church (6253 28th Street) - 4,900 sf addition
- Circuit Trucking (306 16th Street) - 8,500 sf maintenance shop and office
- North Range Behavior Health (2350 3<sup>rd</sup> Street Rd) – building 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
- 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
- Discount Tire (23<sup>rd</sup> Ave / 29<sup>th</sup> Street Rd) – New auto repair facility
- 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

## 2019 WORK PROGRAM

- 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
- Polar Gas Storage Facility (West Greeley Tech) – fueling station
- Gerber Auto Body (2830 31<sup>st</sup> Avenue) – 4,000 sf addition
- SRC Bost Gas USR –24 horizontal oil and gas wells
- Highplains Library District Support Building – building expansion
- Bear Paw Shopping Center – 25,600 square foot mixed use 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 - lot housing is ongoing
- 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
- 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* – Inspection stops are very high at the end of the first quarter, but Fire Inspection stops are low, partly because the staff remains busy with new roof permits still. As of the end of March, there were 1,350 open roofing permits, with 550 issued in March alone. There were 3,633 YTD total stops in 2019 versus 1,968 in 2018. This equates to an average of 12.2 inspection stops per inspector, per day, compared 8.2 in 2018. The workload will increase for the next few months due to a Plan Reviewer and Inspector taking a new position in the city.

*New Construction Building Plan Review* – Plan Reviews for 2019 started a bit slow in January and February, but March picked up; YTD is a bit behind 2018 at 175 compared to 225 in 2018. Turn-around times for review were half the time set for goals in 60% of new construction, and 48% of remodels, hitting the goal with 100% in new, and slightly behind the goal with 94% in remodels.

# 2019 WORK PROGRAM

*Code Compliance* – Code successful refilled a vacancy in the Division. So far in 2019, the Division has managed 700 cases, of which 314 were generated by a complaint, leaving the remaining 386 to be initiated by divisional staff (55%). There were 1,406 distinct property inspections completed since the year began. So far, the most common complaint type has been Trash and Refuse at 27% of our case volume, followed by snow complaints at 22% of cases created. Code continues to work closely with Becky Safarik, Brad Mueller and Deb DeBoutez in an effort to address trash and refuse accumulations around the city, and what steps can be taken to mitigate these impacts in the future. Council provided direction to pursue new regulations designed to require trash pick-up at each property, in an effort to improved trash accumulation issues, particularly in alleys.

*Boards and Commissions* –

## **Planning Commission**

The Planning Commission typically meets on the 2nd and 4th Tuesdays of each month at 1:15 p.m. in the Council Chambers, City Center South, 1001 11<sup>th</sup> Avenue. Meeting agendas are posted at <http://greeleygov.com/government/b-c/boards-and-commissions/planning>

### January 8, 2019

- Public hearing to consider adoption of *A Housing Strategy for the City of Greeley* (defeated 5-1, one commissioner absent)

### January 22, 2019

- Preliminary Planned Unit Development for 144 multi-family units on a 7.11 acre parcel located north of 25<sup>th</sup> Street and Centerplace Drive and west of 35<sup>th</sup> Avenue Court (approved 4-0, three commissioners absent)
- Final Planned Unit Development for 144 multi-family units on a 7.11 acre parcel located north of 25<sup>th</sup> Street and Centerplace Drive and west of 35<sup>th</sup> Avenue (approved 4-0, three commissioners absent)
- Use by Special Review for 30 horizontal oil and gas wells, associated equipment, and one production facility on a 35.25 acre parcel zoned R-L (Residential Low Density) (approved 4-0, three commissioners absent)
- Right-of-Way Dedication of 90 feet for future 77<sup>th</sup> Avenue right-of-way to accommodate an off street trail (approved 4-0, three commissioners absent)
- Amendment of Development Concept Master Plan at Centerplace North to clarify that single-family, two-family, townhouse and multi-family dwellings will no longer be subject to the commercial standards (approved 4-0, three commissioners absent)

### February 12, 2019

- Subdivision replat to vacate 0.165 acres of land along 43<sup>rd</sup> Avenue (approved 6-0, one commissioner absent)
- Public hearing to consider adoption of *City of Greeley Strategic Housing Plan* (approved 6-0, one commissioner absent)

# 2019 WORK PROGRAM

## February 26, 2019

- Use by Special Review for Kokua at Currier Inn Group Home on .550 acre parcel located at 1221 9<sup>th</sup> Avenue in the C-H (Commercial High Density) zone district (approved 6-0, one vacancy exists)

## March 26, 2019

- Annexation of 38.41 acres of unincorporated property located at 245 83<sup>rd</sup> Avenue (approved 6-0, one vacancy exists)
- Establishment of R-E (Residential Estate) zoning on 38.41 acres of property located at 245 83<sup>rd</sup> Avenue (approved 6-0, one vacancy exists)
- Consideration of approval of Kersey, Evans, and Greeley Intergovernmental Agreement (approved 6-0, one vacancy exists)

## **Zoning Board of Appeals**

The Zoning Board of Appeals (ZBA) meets as required on the 2nd and 4th Tuesdays of each month at 1:15 p.m. in the Council Chambers, City Center South, 1001 11<sup>th</sup> Avenue. Meeting agendas are posted at <http://greeleygov.com/government/b-c/boards-and-commissions/planning>

## January 8, 2019

- Consideration of variance request to reduce street side setback to ten feet in C-H (Commercial High Intensity) zone district on 0.711 acre parcel located at 2333 28<sup>th</sup> Street (approved 4-0, three commissioners absent)

## **Historic Preservation Commission**

The Historic Preservation Commission meets as required on the 1st and 3rd Mondays of each month at 4:00 p.m. in the Council Chambers, City Center South, 1001 11<sup>th</sup> Avenue. Meeting agendas are posted at <http://greeleygov.com/government/b-c/boards-and-commissions/historic-preservation>

## March 4, 2019

- Public hearing for input on proposed update to the Historic Preservation Chapter of the Municipal Code (approved 7-0)

## March 18, 2019

- Request for Certificate of Approval for door relocation at 805 9<sup>th</sup> Street (approved 6-0, one commissioner recused)

# 2019 WORK PROGRAM

## Construction Trades Advisory and Appeals Board

The Construction Trades Advisory and Appeals Board did not meet during the first quarter of 2019.

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

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

### Culture Division:

**Festivals:** Registration for the 41<sup>st</sup> annual Arts Picnic in Lincoln Park opened in January, with the added capability of registering and paying online. Sponsorships are finalized, advertising schedules are set and design work is scheduled.

**Museums:** Hired a Curator of Exhibits from within the museums team. Held a special musical event with a historical context by a nationally renowned singer Neyla Pekarek, singing about Rattlesnake Kate. Our IT department has set us up with great practices of having our data backed up in three separate locations in case of disaster (a concern within the Museum field that is eliminated for us.)

### Museum Advisory Board:

**December:** Staff reported on incoming donations of funds \$12,000 from Hazel E. Johnson funds that are separately managed by Wells Fargo. The roof replacement at White Plumb Farm was approved by insurance. Work on the Meeker Home second floor ceiling is progressing, work on the Stevens-Reynolds house 2<sup>nd</sup> floor is scheduled and both homes are expected to be completed by the spring season opening date. Attendance and admissions are down for the year, having been without a marketing coordinator for nearly 75% of the year. For the upcoming season Staff are planning themed “Culture” days on normally open days at Centennial Village for example “Swedish Day” or “Germans” to draw particular segments and increase visibility within specific segments of the population.

**January:** Staff are collaborating on the redesign of the irrigation systems at Centennial Village, visioning how the site is used and will be used in the future. Identifying planting plans that can reduce use, and even eliminating watering for established trees and shrubs that can tolerate that.

**February:** The Friends of the Greeley Museum will be hosting an opening reception for the Daken Perspective exhibit in March, they will also hold their annual meeting in conjunction with that event. Staff reminded board members to RSVP and attend the reception hosted by the Clerks office.

### Public Art:

**Art Commission:** Joshua Goss, a local artist, was selected to design skateable artwork to integrate with the three skate parks being redeveloped in 2019. The East Memorial Natural Area committee began meeting and forming ideas around what they wanted to discuss with the community around the art for the identified work areas. Several repairs were completed on public pieces, a new planter was installed around “Dancing in the Rain”, the metal vent cover over Susan Nelson’s piece was painted to blend into the work, and the deaccessioned piece “Saori in Bloom” was removed by the artist. Still in process of repair; the kinetic wheels



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from the “Greeley Sweethearts”, “Play Bow” should return to Island Grove in the Spring, and staff are still seeking a cost effective solution for the peeling on “Unity Tree.” Staff removed artwork from the construction area in City Center North, first floor. Two artists have been selected to provide two pieces each for the 2019 Sculpture on Loan program in downtown. Public Art Coloring Books were distributed to 3<sup>rd</sup> graders in Greeley as part of Youth Art Month in March.

**January:** The Paint the Town committee recommended Rick Destree’s design for the art alley, it was selected in conjunction with the DDA and approved by the building owner. The funds are from the joint project fund in the custody of the DDA, the Commission approved unanimously. ☐ Transit Center committee recommended Kirk Sees for the Mercado District/Transit Center artwork project with his work depicting modes of transportation through the centuries, the recommendation was unanimously supported.

**February:** The Skate Park committee recommended a budget increase from the 301 fund balance to increase the size of the artwork at Peakview Park, the recommendation passed with one abstaining vote. The Paint the Town committee recommended wrapping the partitions in the UCCC men’s restroom, first floor, south side with graphic art from an existing contractor that has art on retainer, the images and project were unanimously approved.

**March:** Wes Sam Bruce was selected as the artist to work with the design team for East Memorial Natural Area.

**Sister City:** Students were interviewed and selected to travel to Moriya, Japan by a panel of staff and councilman Casseday. Ten students from Greeley were selected from 13 applicants. The students, adults, and chaperones have been meeting to learn about Japanese culture, customs, expectations, language, and travel details. Staff have been assisting community members in planning a visit by adults from the Moriya International Friendship Association (MIFA) in April as they visit and tour Greeley. There was a brief reception for our international guests on April 16 prior to the City Council meeting.

**Union Colony Civic Center:** First quarter of 2019 has been very strong for the UCCC as ticket sales for the year are on pace to hit the projected budget for the first time in several years. Two sell out performances, and generally strongly positive post event survey data are all indicating that the switch to semester style programming is working exactly as predicted. Staff are on track to have the Fall 2019 semester booked and contracted, with marketing materials produced on time for a mid-June release.

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

**January:** The board was updated about changes to some of the contracted vending services, bar’s and valet to improved patron experiences. Staff discussed with the board the pending parking changes, which generally won’t affect the UCCC patrons. At the suggestion of the board a pre show “reminder” automated email was added to the communication with ticketed patrons, recommendations about parking, dining, and any last second updates are provided. It was recommended that the UCCC Advisory Board and UCCC Guild could work more closely together to identify needs, and fund projects supporting staff, volunteers, and patron experiences.

**February:** The board and staff discussed if there was a need to change or investigate changing the Commercial Rental Rate structure, after much discussion it was agreed that a change is not necessary at this time. Staff provided an updated Fall 2019 booking list and got recommendations from the board to investigate for filling in gaps. Staff presented an overview of additional marketing strategies that will be implemented on “One Night of Queen”, “Home Free”, and Michael McDonald. These efforts will be measured and results reported back.

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**March:** The staff reported being about 70% complete with the Fall 2019 Semester, it includes several community co-promotes, free concerts, and community favorites. A survey for the Spring of 2020 was reviewed and approved for public participation in selecting the next semester of events. Online ticket resellers are affecting the Google Ad Words and negatively affecting patron purchasing experiences, a good discussion around the legality, challenges, solutions, and impacts was had.

## Natural Areas and Trails Division

### **General**

The Natural Resources Division was created to continue work of the Forestry program, the Parks department, City Manager's office, Water & Sewer, and many other partners to acquire, restore, and manage natural areas properties within the city. The division also manages City trails, including the Greeley section of the Poudre River trail and houses the Poudre River Trail manager position for the non-profit Poudre River Trail Corridor Inc.. Review of development projects for natural areas values, creation of policy including municipal code for natural areas properties, and co-leading the development of wetland mitigation bank(s) for the City's benefit will be within the scope of the division. There are currently over 900 acres of City managed natural areas the division is managing.

Staffing Addition – The first Natural Areas & Trails superintendent, Justin Scharton, was hired in February to lead the new division. Scharton's professional experience in Larimer County, Fort Collins, and other Colorado open space programs will help bring a regional lens and approach to the division's efforts, coupled with knowledgeable and longstanding division staff to ensure efforts reflect Greeley's unique values and aspirations. The new division currently has a capacity of 5 FTEs, in addition to housing the Poudre River trail manager and upward of three seasonal field staff to manage the natural areas during the busy growing season.

Division Name Change – The name of the Natural Resources division was changed to the Natural Areas & Trails division in February. This change was due to several factors, including delineating Greeley's program from other nearby municipal open space programs and capitalizing on the strong identity of the City's natural areas and existing branding around them.

### **Projects:**

Signature Bluffs – The river restoration project conducted in partnership with the Army Corps of Engineers at Signature Bluffs Natural Area continues and has made significant progress. The soft surface trail has been largely completed, as has much of the riverbank earthwork that will create wetlands in the future. A primitive trail will be constructed with volunteers and Volunteers for Outdoor Colorado in April, and re-seeding will be completed in late spring or early fall, weather and runoff dependent. In a separate project, ADA parking and a restroom platform are being constructed at the 71<sup>st</sup> Signature Bluffs trailhead. The project will be completed in late April and will provide ADA access to restrooms and the Poudre River trail at Signature Bluffs.

Poudre River Trail – OTAK and Stillwater Resources were hired to study the causes of and possible solutions to Poudre River trail sections that have been damaged and undercut by the movement of the river.

Preliminary recommendations have been presented to staff and with the completion of the study, planning

## 2019 WORK PROGRAM

and budgeting can begin for high priority sections, including the trail damage west of 93<sup>rd</sup> Ave on the Orr property. Repairs to the trail just east of the Rover Run dog park on Martin Marietta property will begin in Q2 of 2019. Finally, design for a new trailhead at Island Grove Park is beginning, with plans to complete construction late in 2019.

Sheep Draw Trail – A new section of the Sheep Draw trail is under construction at the Triple Creek Conservation Easement Natural Area. The project is on track to be completed in late April or early May, and will provide additional connections along the Sheep Draw trail to the existing trail east of 71<sup>st</sup> Ave.

NAT Office Remodel – An existing house within Island Grove Park has been designated for the Natural Areas & Trails office. The building is being remodeled and will house all NAT staff, in addition to the division's fleet vehicles and some equipment. The remodel is slated to be completed in early July, with the office operational by mid-July.

### **Properties**

Pebble Brook HOA property – NAT and Real Estate Management staff have been working with the Pebble Brook HOA to dedicate approximately six acres of HOA natural areas lands to the City, to be managed by NAT. The HOA, located west of 83<sup>rd</sup> Ave and north of 20<sup>th</sup> St., voted in March to approve the conveyance, and the transfer will be completed in April. Naming of the new natural area will happen later in 2019, after a naming policy is adopted for the NAT division.

### **Parks Division:**

#### **Parks:**

Staff, working alongside our consultant, completed three neighborhood meetings in January and February to gather input and relay information about a Bittersweet Park turf renovation and irrigation system replacement. Citizens overwhelmingly supported the efforts to reduce the amount of acreage in the park that is currently bluegrass and replace it with a native grass that will require less water and reduce mowing per season. Approximately 16 acres of bluegrass will be converted to a semi-native fescue turf. Most of the conversion will take place along the west side of the property and around the lake. We will not be converting areas used for sports practice, or around the two memorials in the park. Work should begin in May after design is complete.

The Archibeque Park work that started in 2018 will wrap up in the spring of 2019. The final projects that have been worked on over the 1<sup>st</sup> quarter of 2019 include assembly of all benches, tables and trash cans. The second, and most visible project, is the re-vegetation of the park. The existing grass was in poor condition after all the construction and staff worked with a local reclamation contractor to relevel the site and amend the entire site with compost. The park was seeded with a semi-native fescue grass in April and should be ready for our users to start enjoying the new playground, shelter and restroom facilities by summer.

Plans for three new skate parks are nearly complete and construction on the first site, Centennial Park, will begin in the spring. This site will require more demolition than the other two sites, and will incorporate deep bowls and runs that the community requested. Other sites include Peakview Park and the vacant lot on 11<sup>th</sup> Ave and 3<sup>rd</sup> street (former recycling site).

## 2019 WORK PROGRAM

The Parks Division received a grant from the Regional Air Quality Council for \$11,539 to purchase zero emission power tools to replace existing older gas equipment. The funds, combined with city dollars, were used to purchase 20 weed eaters, 10 blowers, batteries and chargers.

Staff have been monitoring irrigation installation on the 71<sup>st</sup> Avenue widening project. The contractor should have all irrigation components in place by the end of April when landscaping will commence. The bulk of the tree lawns will be native grasses with some small areas of blue grass to match HOA perimeter landscapes.

### **Forestry:**

Forestry staff held a successful 30<sup>th</sup> Annual Tree Care Workshop on February 22. Over 300 attendees were able to take part in an all-day training ranging from tree and property law to a session on tree species that would thrive in Colorado and could be used to replace Ash trees in the coming years.

Forestry staff are also working diligently to review ROW tree planting permits. With all the new subdivision's being constructed around Greeley, staff are averaging between 75-100 permits a month for the first quarter. It is crucial for staff to review these plans to enforce diversification of tree species being planted throughout the community.

Forestry staff are working on an implementation plan for Emerald Ash Borer. While it should be made clear we do not have the pest in Greeley yet, staff believes that the window starts now to save what Ash trees we do have, and start replacing the ones we cannot save. A presentation was delivered to City Council on April 9.

Forestry staff have also been planning for the annual Arbor Day celebration. The event was held April 20 at in Lincoln Park. City staff also head out to various 1<sup>st</sup> grade classrooms around Greeley and provide history on Arbor Day, facts about the importance of trees, and read the "Giving Tree" book to young arborists.

Staff completed planning out all flower bed installations for downtown and placed orders for plant material in March. Staff will begin installation in late May.

### **Linn Grove:**

Linn Grove staff are nearly complete with the installation of a new Ossuary on the west side of the property. Work should be complete in April.

Linn Grove staff are working with IT staff to investigate computer software that can be used for management of Cemetery services, property facts and physical inventory. Staff will begin this summer with a project to identify property corners of plots throughout the cemetery. This effort will help to begin to reclaim abandoned plots where no family contacts are available and no contact can be made with owner representatives. There are plots that were purchased 75-100 years ago and communication with the purchasing party or family representatives have been unsuccessful. There is a policy in place to reclaim these unused grave sites and re-sell them.

Linn Grove's Manager has been working with a volunteer group that organizes the Memorial Day Event since the beginning of the year.

# 2019 WORK PROGRAM

## **Island Grove Regional Park:**

Island Grove kicked off the year with a very successful Colorado Farm Show. According to Farm Show representatives, attendance was close to record levels! That event was followed by Island Grove annual events including the Rocky Mountain Jr. Volleyball Showdown, the PE Gun Show, the Greeley Tribune Home and Garden Show, the Colorado Oil and Gas Chili Cook-Off, a private birthday party featuring a performance by Country Music star LeeAnn Rhimes, and a very successful Heritage Event Company Community Garage Sale!

Island Grove Park Staff is busy repairing damaged turf areas and readying equipment for the maintenance season. The Greeley Stampede is making a very nice and needed improvement to the Arena handicap ramp on the north side of the Arena. Above the ramp, located between the North and West grandstands, will be a party deck with the same concept as the Coors Field "Party Zone!" We also completed the move of Island Grove's Scheduling office from the west side of the Event Center to the Outrider building which is located on Southeast corner of the Arena parking lot, North of Aven's Village (on D Street). This move will give customers better access to the office during the many events that now close off the interior roads in IGRP for their events.

## **Island Grove Advisory Board:**

Our February meeting did not have a quorum but the board members that did attend were given updates on Park events and projects. The April meeting did have a quorum and as usual park events and projects were discussed. The sub-committee for the construction of an indoor arena agreed to begin working on whether there may be community interest in this project.

## **Parks & Recreation Advisory Board:**

**January:** The Quality of Life extension passed in November. Staff is taking the plan to City Council next Tuesday for proposed projects through 2042. Clean-up of the gun range will begin Monday and should be complete by the end of February. **Smoke Free Ordinance:** The Board supports the ordinance as written and would encourage City Council to revisit the ordinance in the future to possibly include natural areas and trails. **Alcohol Code Amendment:** The City Municipal Code will need to be modified to reflect the current State law that changed effective January 1<sup>st</sup>. The term 3.2 beer will be stricken all together. Also in the code, there is a section that prohibits consumption in some locations including Lincoln and Glenmere Parks. This restriction is based on when the lands were deeded to the City and may not be able to be changed. The skate parks at Centennial and Peak View Parks have names, but the new location at 3<sup>rd</sup> Street and 11<sup>th</sup> Avenue will need to be named. Staff will continue to use the same process with social media to gather suggestions and will bring back information to the Board.

**February:** With new FCC rules that allow cell phone structures on public property, there is potential for a huge influx of applications. Staff are reviewing the policy to see what impacts it could have and inventorying our natural areas to make sure our conservation easements say "no utilities above ground". The Father/Daughter Dances were held last weekend with 1,012 in attendance and the Inclusive Dance was held Sunday with about 50 people attending. The Youth Assistance Fund gave away over \$32,000 and this year we are hoping to expand this program to bring more youth into our programs. Youth who receive free or reduced school lunch can qualify for these scholarships. **Expanded Smoking Prohibition Ordinance:** City Council adopted the Ordinance on January 15 and it takes effect April 1. **Amendments to Chapter 13.40 of the Greeley Municipal Code:** The State of Colorado recently changed the law that amends the definition of beer. The Code revision is intended to expand the City's definition to include the allowance of fermented beverages such as wine and hard cider. A

## 2019 WORK PROGRAM

motion was made by Mikyla Silva to support the recommended changes to the Municipal Code. The motion was seconded by Mandi Albano and passed 6-1 with Rick Reese voting against.

**March:** Kathleen Stewart and Todd Hampton were recognized as outgoing Board members. Andy McRoberts announced that both Kate and Todd have served on the Board for numerous years and thanked them for their dedicated service to the Board and the community. City Council approved a funding request of \$120,000 that Forestry operations will have to use for Emerald Ash Borer mitigation. Staff are working with the Communications Office to get a design for the no smoking signs. Amending Chapters 6 and 13 of the Greeley Municipal Code: Chapter 6 was updated to apply State changes to the liquor code, and Chapter 13 was updated pertaining to park regulations. Naming Recommendations for the park at Trails at Sheep Draw subdivision: Rick Reeser reviewed the current park naming guidelines. A list of names suggested by the public through the social media campaign were included in Board packets. Board members reviewed and revised the list, and will table the discussion until the April meeting. Appointment of Board Liaison to the Art Commission: Caitlin Alexander volunteered for the position and was approved by the Board.

### **Golf Division:**

Total year-end rounds for both golf courses in 2018 was 55,906 compared to 55,806 in 2017. In 2019, total rounds of both golf courses for the first quarter are at 4,788 compared to 4900 in 2018.

Advertising for the golf courses is broadening scope from the Greeley area towards Denver. New for 2019 is Google Ads, Divot Magazine (magazine that goes to all pro shops in Colorado) and ads on the talk radio show (KCOL Talk Radio 600) "Morning Cup of Golf". The golf courses are also trying to finalize a deal with GolfNow that would give exposure of the golf courses to over 140,000 Colorado golfers. GolfNow is also advertised on NBC and the Golf Channel.

**Junior Golf** - A new program for Junior golf will be Monday evenings at Highland and Friday mornings at Boomerang with the Golf Pro. Both golf courses will also be offering regular junior programs through the summer. Juniors also play free with a paid adult on Sundays after 1pm - highly successful in 2018.

Highland Hills had four large cottonwood trees and one ash tree removed in 2019 and then planted five cottonwoods and one locust from the golf course nursery. Discussions with the City Forester and Highland Hills Superintendent continue regarding treatments of Emerald Ash Borer. Highland Hills has 107 ash trees.

The 2018 golf survey was focused on the conditions of the golf courses and the professionalism of the Golf Division staff. Results included 83% of respondents were very satisfied with the overall conditions of the golf courses and 94% were very satisfied with our professionalism. The focus of the golf survey in 2019, with the support of the Golf Advisory Board, will be extensively on customer service of the pro shops, on course rangers, restaurants and maintenance employees.

### **Golf Advisory Board:**

**January 2019** meeting voted board member Donna Newton be the board chair and Ken Humphrey the board vice-chair. The board reviewed the existing Golf Advisory Board by-laws and decided to table discussions to later dates. Talks started on ideas for the 2019 Greeley Golfers' Appreciation Day event.

**March 2019** meeting gave appreciation for the great dedicated work out going member Doy Hampton had given. Doy was asked to attend the March meeting and was personally thanked by all members for her service

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on the board. Newly appointed board member Keegan Dollard was welcomed to the Golf Advisory Board. Discussions continued on the Greeley Golfers' Appreciation Day and Friday, July 19<sup>th</sup> was finalized as the date of the event along with the logo and wording of the sponsorship letter. The next Golf Advisory Board meeting is scheduled for May 9, 2019.

## **Recreation Division**

### General:

New key fobs, a smaller pocket size version of Recreation ID's, were implemented for all members of the Family FunPlex and Recreation Center.

Credit Card machines were replaced at all five recreation facilities and at both outdoor swimming pools. These new credit card machines fully implement with our RecTrac registration system and will also allow Recreation to accept credit cards, for the first time ever, at the outdoor swimming pools.

Staff hosted a member appreciation week January 21-25. Members received incentive items throughout the week and staff were able to personally thank many of our members.

Greeley Recreation has had several staff changes over the past three months.

- Chantel Chavez was hired as a Recreation Coordinator II – Membership sales and retention for Recreation Center and FunPlex
  - Carla Villavicencio was hired as a Recreation Coordinator II – Skate Programs at Ice Haus
  - Megan Rink was hired a Customer Service Representative – Recreation Center
- Recreation is also currently in the process of hiring three positions including Customer Service Representative – Rodarte Community Center, Recreation Coordinator II – Youth Enrichment, and Administrative Specialist II.

### Youth and Adult Sports:

- Adult Sports:
  - Basketball:
    - 19 teams (22 teams in 2018)
  - Spring Inline:
    - 10 teams (7 teams in 2018)
  - Spring Volleyball:
    - 38 teams (50 teams in 2018)
  - Spring Softball:
    - 59 teams (50 teams in 2018)- still might add a few additional teams
- Youth Sports:
  - Mighty Mite & Young America Soccer:
    - 613 participants (621 participants in 2018)
  - NFL Flag Football:
    - 96 participants (94 participants in 2018)
  - Little Spikers:
    - 24 participants (55 participants in 2018)
  - CARA Volleyball:
    - 79 participants (106 participants in 2018)

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### Middle School Sports

Our continued partnership with District 6 has gone very well this year. The format changed this year for court sports as each school now includes tryouts for all 6-8 grade students. Greeley Recreation now collaborates with each school to coordinate their D teams as opposed to strictly hosting all 6th graders.

### Active Adult Center:

With the implementation of the new Parking ticketing system, AAC staff were able to gather license plate information from over 1100 members.

The Pickleball program continues to grow among Greeley seniors. This winter we had 209 players participate in the program. Winter volleyball has ended and our next senior volleyball league will begin in September.

We also offer open gym volleyball for seniors and have been averaging 38 players a week. 5 Senior Softball teams are ready for the season to begin. Divisions teams will be participating in Division B1, C2, D1, E and 70's Silver. The season kicks off April 15 for 70's team and April 24 for all other divisions. Corn Hole is offered every Wednesday at the AAC and we average 10 players each week.

### Adaptive and Inclusive Recreation (AIR):

Participation in Adaptive/Inclusive programs continues to grow and we have been collaborating with the Arc of Weld County, Envision and Greeley/Evans School District 6.

### Ice Haus:

The Ice Haus Sled Hockey Tournament, held March 3-10, was a tremendous success with 43 participants. The Ice Haus also received a grant through USA Hockey that provided 5 new sleds for the facility.

### Aquatics:

Staff have seen an increased demand for swim lessons, so plans are being made to offer lessons this summer at each outdoor swimming pool. Staff implemented DigiQuatics for all pool facilities and seasonal employees are now using iPads to track maintenance, chemical readings, and track employee certifications.

### Youth Enrichment/Rodarte Community Center:

After School Program numbers have increased.

- Rodarte Community Center has 245 participants compared to 211 in 2018.
- Anna Gimmestad has 71 participants compared to 39 in 2018.

The Fun in the Spring program was a tremendous success with 102 participants compared to 51 in 2018. Rodarte staff collaborated with Greeley Evans School District 6, 21st CCLC Grant, for the program with a STEM focus. The District provided transportation, assistance with registration fees, 4 full time district employees and an on-call nurse.

The Boxing program has also experienced growth with 36 youth boxers in 2019 compared to 31 in 2018.

Rodarte staff conducted a survey for youth to give input regarding a monthly event for teens. To date, 597 middle school students have taken the survey.



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Parent nights were implemented in February at the After School Program at Anna Gimmestad and the Rodarte Community Center to address parent engagement concerns. Staff are also partnering with First Bank to offer financial literacy workshops as a part of these events.

A Hiring Event for 15-24 year olds, hosted at Island Grove Events Center in collaboration with Employment Service of Weld County, had 428 job seekers in attendance.

February 3, 2019 marked 40 years that the Rodarte Community Center has been open. A planning committee has been assembled to host a celebration on July 12.

## Rodarte Advisory Board

January:

Bilingual brochure update – We have changed the content and are awaiting for our marketing department to translate the document.

40 year celebration in 2019 – Staff are recruiting community members, past employees and residents around the center to act as a planning committee.

## New Business

Update on programs

- Focus for 2nd Semester in the After School Program - Parent Engagement. Staff will start parent nights on the 3rd Tuesday of the month for Anna Gimmestad and the 3rd Thursday of the month for the Rodarte Community Center. We will have speakers at these nights with the first speaker being Mario Gonzalez from AIMS. He will focus on College 101 topics to prep families in English and Spanish.
- Self-Care classes - Nico is working on bringing in agencies to enhance self-care programming within the after school program. We still have a heavy focus on academic achievement but we want to make sure our students are caring for themselves and giving them tools to help cope with obstacles they may face.
- UNC Athletics - They purchased 50 new books for our library. Continue to send two athletic teams per month to mentor and tutor after school program participants. Read With The Bears Program- students read 5 books and a teacher/staff signs off on the bookmark and in turn they receive a free ticket to a home game and scoop of ice cream from Baskin Robbins in Greeley.
- Aims Work-Study – Reinstated. Aims pay 100% of seasonal salaries and are typically award \$2,000.00 per semester, which acts as a cost savings for the city with the increase on minimum wage.

February:

Bilingual brochure update – Marketing is still translating the brochure into Spanish and standardizing the format for consistency across the Recreation Division.

40 year celebration in 2019 – Staff posted a social media message with pictures on Feb 4, which is the official anniversary. Staff are recruiting community members, past employees and residents around the center to act as a planning committee. Confirmed date is Friday, July 12. No conflict with community calendar at this point in time.

Full time staff updates:

- Customer Service Representative The position has final interviews this Friday, February 22. There are two solid candidates, which are fluent in Spanish. The goal is to recruit a bilingual applicant that

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is familiar with our clientele and families that we serve.

- Recreation Coordinator II- Nico Ruscitti, the current Recreation Coordinator II will be laterally moving into the Sports area within the Recreation Division. The goal is to hire on a new Recreation Coordinator II by May 1, so Nico can transfer over.
- Parent engagement
  - Staff started parent nights on the 3rd Tuesday of the month for Anna Gimmestad and the 3rd Thursday of the month for the Rodarte Community Center.
  - Rodarte-34 parents attended and focused on Brightwheel demonstrations, discipline and FITS information for the spring and summer.
  - Anna- 11 parents attended with multiple students in the program, only 7 students did not have parents show up. Their focus was Brightwheel and academic initiatives.
- School District 6- 21<sup>st</sup> CCLC partnership
  - The grant will cover up to five seasonal staff on Monday's and Friday's from February to April with a potential cost savings of \$5,349.00 in seasonal salaries.
  - The 21<sup>st</sup> CCLC grant will also help support and recruit students for the Fun In The Spring program. They will provide three district staff, registration fees, transportation, on-call nurse and recruitment.

## Youth Commission

January:

CITY COUNCIL UPDATE/COMMENTS- Councilman Smail updated the Youth Commission on Commissioner Bhanji concerns about the intersection of 4th Street and 66th Avenue/Grizzly Drive by Northridge High School. Councilman Smail reached out to the Public Works Director to pull analytics and accident data for Commissioner Bhanji regarding the intersection. The intersection was already on Public Works plan and the City Council approved the traffic light at the last City Council meeting.

EX-OFFICIO COMMENTS- Ex-Officio members welcomed new Youth Commissioner Malone. Ryan Chun went over the volunteer list for January/February with Commissioners.

STAFF LIASON COMMENTS- Staff welcomed new Youth Commissioner Malone to the Commission. Dean Campos, Recreation Program Manager, touched on what it means to be a responsible Commissioner. Andy McRoberts, CPRD Director, updated the Commission about a possibility for Board and Commission members to be a part of a committee that discuss projects and sales tax initiatives.

## NEW BUSINESS

- National Youth Service Day Awards nomination forms will be due on Monday, March 23 by 5 pm. Commissioners have a responsibility to market to teachers and counselors in their schools.
- Former "Teen Job Fair" rebranded, as "Hiring Event for Ages 15-24" will take place on Wednesday, March 6 from 5-7:30 pm at Island Grove Events Center.
- February community service project will consist of making Valentine's for area seniors at an assisted living facility in Greeley. This will take place on Monday, February 11 at 6 pm.

## OLD BUSINESS

- Monthly event geared toward middle/high school students
- Survey update through Survey Monkey-8 responses as of 1-25
- New timeline proposal by Youth Commission
- March 1-survey closes and results presented to Youth Commission
- Smoke Free Open Spaces Ordinance update-Ordinance was passed on Tuesday, January 15. Andy McRoberts, CPRD Director, expressed that Brooklyn Johnson did an amazing job and kudos to her

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and all of the commission for their hard work. April 1 is when the ordinance will go into effect and there will be no smoking in playgrounds, outside sport courts, skate parks, park shelters, ball fields, pools and splash parks.

- Marketing - Social Media message for January was posted for the success of getting the Smoke Free Open Spaces Ordinance passed.

February:

CITY COUNCIL UPDATE/COMMENTS-Councilman Smail addressed the 5,500 housing units/apartments, which will be built within the next 5 years to address affordable housing within Greeley's' growing population. Councilman Smail also talked about the 15 apprenticeships that have been filled in Vestas and through STEM internship pathways.

EX-OFFICIO COMMENTS- Ex Officio Humphrey expressed the importance of affordable housing for the aging population.

STAFF LIASON COMMENTS- Scott Schuttenberg, Recreation Superintendent, communicated full time vacancies within Youth Enrichment. Currently, there is a Customer Service Representative and Recreation Coordinator II job opening until mid-March. Scott also discussed recreational facility improvements, such as security cameras in all five-recreation facilities, including the Rodarte Community Center for an estimate of \$250,000.00. He also expressed that the downtown Recreation Center will be closed one week this summer and the Family FunPlex will be closed to work on the pool shells through Capital Improvement funds and planning.

## NEW BUSINESS

- National Youth Service Day Awards nomination forms will be due on Monday, March 25 by 5 pm. Commissioners have a responsibility to market to teachers and counselors in their schools.
- Former "Teen Job Fair" rebranded, as "Hiring Event for Ages 15-24" will take place on Wednesday, March 6 from 5-7:30 pm at Island Grove Events Center.
- February community service project consisted of making Valentine's for area seniors at an assisted living facility in Greeley. This took place on Monday, February 11 at 6 pm.

## OLD BUSINESS

- Monthly event geared toward middle/high school students
- Survey update through Survey Monkey
- New timeline proposal by Youth Commission

## ECONOMIC HEALTH AND HOUSING DEPARTMENT – BENJAMIN SNOW, ECONOMIC HEALTH & HOUSING DIRECTOR

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

- A. Workforce Development. City staff remains highly engaged with workforce development efforts in the city and region. Snow, Otto and team presented an update on Workforce Development to Council in March, where we were able to celebrate the progress we have made over the past several years.

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Other partner organizations that presented were GE-6, Bright Futures and ACE. Snow also attended meetings of the ACE board, which has identified workforce development as its focus for 2019. Finally, Snow met with the leadership of UNC, Aims, and Greeley-Evans District 6. He also toured the Aims campus.

- B. Business Development. Snow began working with Vantage Hemp, a Canadian-based company, on an industrial hemp facility that will produce CBD oil. This project represents \$40-50M in capital investment and around 30 jobs in a 26,000SF extraction facility now under construction in High Point industrial park. There is also a high likelihood of a second, 10,000SF facility nearby for drying operations. They are hoping to have the facility ready for operations after this year's harvest season. Snow and the principals of Vantage attended the HempExpo in Denver in March and had a meeting with Governor Polis and his Director of OEDIT during the event. Snow also completed, toured facilities and paid out incentive agreements with Anderson Sales & Salvage and Food Safety Net Services during the quarter. Snow also visited extensively with real estate developers, commercial landlords, brokers, and bankers throughout the quarter as part of his get-to-know the community efforts.
- C. Marketing and Media. Otto, Safarik and Snow were interviewed by Business in Focus magazine, which was published in March. Snow was also appointed to the Greeley Editorial Board of BizWest.
- D. Housing (adopted). Snow provided supporting testimony to Planning Commission and City Council in support of Greeley's Housing Strategy, which was approved in February. He also met with Greeley-Weld Housing Authority, and attended all Greeley Urban Renewal Authority and High Plains Housing Development Corporation board meetings.
- E. Economic Health & Housing Office Staffing. Posted for the position of Economic Development Manager late in the 1<sup>st</sup> quarter. Expected hire to happen in 2<sup>nd</sup> quarter. We will then post for additional economic development positions this summer until the new office is fully staffed.
- F. Retail Strategy (potential). Snow has begun work on a potential retail recruitment strategy for Greeley. Estimated completion in 2<sup>nd</sup> quarter.
- G. Regionalism. Snow has fully engaged with economic development and chamber colleagues throughout northern Colorado, including attending a group peer-exchange in Salt Lake City in March. Our office has also engaged with Governor's Office of Economic Development and the Metro Denver EDC. Snow also co-presented with Upstate Colorado
- H. Contract Relationships. Snow assumed responsibility for the following City partner relationships: DDA, VisitGreeley, Upstate, BizHub
- I. Industry Partnerships. Snow assumed role as City liaison to the following Industry Sector partnerships: Manufacturing and Healthcare. Snow also attended several manufacturing focused meetings as part of the NoCo Manufacturing Partnership. In the Health Sector, Snow met with the Greeley presidents of both Banner and UCHHealth and attended a Health Sector Partnership meeting.

# 2019 WORK PROGRAM

## FINANCE DEPARTMENT – RENEE WHEELER, FINANCE DIRECTOR

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

The Finance Department work plan was established by the leadership team in mid-February. In addition to all the work associated with the Enterprise Resource Planning (ERP) system and the utility billing system, the first quarter has been consumed with:

- processing year-end accounting transactions to ensure that the revenues and expenditures have been recognized appropriately for 2018 and that the balance sheet appropriately reflects the assets and liabilities of the City in 2018;
- ensuring that transactions in 2019 are processing according to the budget;
- partnering with the departments to process the carryover additional budget appropriation;
- generating a refined 2018 year-end report;
- refining the monthly report to include an executive summary in the format of a dashboard of key information in the body of the report;
- planning for the implementation the cellular meter conversion pilot program;
- conducting sales tax audits and appeals,
- launching the PROpel program;
- assisting with the parking system implementation;
- conducting the annual investment policy review;
- posting and analyzing 40 substantial project bids;
- creating the interim receptionist solution at City Hall during remodel work and the records are being relocated to the new center;
- performing employee performance appraisals,
- recruiting of six positions (two new, replacements, and interns); and
- processing food tax rebate applications (a report to follow next quarter on assistance provided).

## FIRE DEPARTMENT – DALE LYMAN, FIRE CHIEF

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

#### 1<sup>st</sup> Quarter Emergency Responses

- 2019 – 3, 410
- 2018 – 3, 452

#### 1<sup>st</sup> Quarter Average Fire Apparatus Turnout Time

- 2019 – Average of 1 min 9 seconds
- 2019 – 90<sup>th</sup> percentile of 2 min's 50 seconds
- 2018 – No data available for comparison

#### 1<sup>st</sup> Quarter Average First Apparatus Travel Time

- 2019 – Average of 5 min 4 seconds
- 2019 – 90<sup>th</sup> percentile of 9 min's 17 seconds

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- 2018 – No data available for comparison

## 1<sup>st</sup> Quarter Total Department Training Hours

- 2019 - 5,315 Hours (1,068 dedicated to Physical Fitness)
- 2018 – 5,277 Hours (1,353 dedicated to Physical Fitness)

## 1<sup>st</sup> Quarter Apparatus Training Availability

- 2019 – In-Service Training Hours - 693 Hours
- 2019 – Out-of- Service Training Hours - 390 Hours
- 2018 – In-Service Training Hours - 318 Hours
- 2018 – Out-of-Service Training Hours - 343 Hours

## OTHER UPDATES:

- Hired new COG Emergency Manager( Dan Frazen)and new Fire Inspector ( Frank Villa)
- Hired architect for station 2 and 6; design process underway
- Completed 35 fire inspections
- Completed 150 plan reviews
- Completed 35 construction inspections
- Completed oil and gas emergency response drill with Extraction Oil and Gas
- Activated IST for MLK Parade and Bomb Cyclone 1.0
- Public education contacts= 541 Children, 231 Adults @ 33 events.
- 11 smoke detector installs for citizens
- Facilitated CPR classes for 91 citizens and COG employees
- Initiated remodel project for Station’s 4 and 7 in anticipation of Banner moving to a 24-hour shift schedule
- Completed 3 yr Medical Assessments for over 30 personnel
- Identified 6 PROpel Champions and initiated trainings
- Initiated a 4-session Professional Development Program for Company Officers (2 of 4 sessions completed)
- Hired 9 for the 19-1 Fire Academy
- Conducted Cancer/Decontamination Training and policy implementation discussions
- Completed one All Officers Staff Meeting dedicated to Cancer Prevention and Liability
- Began discussions for the 2019 Prescribed Fire Program with CPRD
- Ketamine medication protocol rolled out to all personnel
- Participated in an Oil and Gas response exercise with Extraction Oil and Gas
- Hosted 2018 GFD Awards Ceremony
- Support COG IT with Fire Station Security Assessments
- Completed and submitted RFP for EMS Transport Assessment and Analysis
- Finalized Apparatus Replacement Plan
- Completed posting process for the 2019 Battalion Chief Promotional Process
- Successfully negotiated an amendment to the existing 911 Transport Contract
- Completed a 3-day Strategic Planning Process which led to the first draft of a Strategic Plan
- Hosted 33 Aims CC EMT-B Student Ride-A-Longs

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## 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 67 employees who began employment or received promotions in the first quarter of 2019.
- Health & Wellness: transition of health plan administration and stop loss coverage from Cigna to Aetna accomplished and live as of January 1, 2019; rollout of Grokker, wellness tracking app, was so successful the company selected City of Greeley as focus for case study on successful implementations.
- Annual performance evaluation process for all general employees completed and merit increases averaging 4% were calculated, communicated and processed.
- Ongoing process of transitioning from paper to electronic personnel files – fully electronic for: seasonal employment files, I-9s and Employment Affirmations, and benefit-eligible employees hired 2014 to date.

## INFORMATION TECHNOLOGY DEPARTMENT – BRIAN SULLIVAN, INTERIM INFORMATION TECHNOLOGY DIRECTOR

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

- Completed the shift from CenturyLink fiber to all City owned fiber infrastructure and created an MOU with the Public Works Department.
- Provided support and leadership in the decision for the ERP vendor. Currently in contract negotiations.
- Began data center hardware refresh program and planned to have this complete early in Q2
- 80% complete in GIS base data capture project. This will support new analysis for water budget and stormwater billing.
- Kicked off new PC deployment program with the Client Services team with schedule to be presented to Executive team in April.
- Hired a new GIS Analyst for the Software Applications Division who will begin later in April.
- 75% complete in the Active Directory cleanup project. Scheduled to complete this in late April.
- Kicked off the City Clerks Records Management project with an estimated completion in August 2019
- Kicked off the Municipal Court Queuing project with an estimated completion in August 2019
- Wrapping up the Water Dispatching Daupler project. Final closeout scheduled for April 2019

# 2019 WORK PROGRAM

## MUNICIPAL COURT – MARK GONZALES, MUNICIPAL JUDGE

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

Municipal Court continues to make strides towards a paper on demand system and improving efficiencies. Within the next couple of months we are hoping to start our electronic queuing system as well as installing our new X-ray machine and magnetometer. These three systems should increase the ease and speed of entering and checking into Municipal Court.

## POLICE DEPARTMENT – MARK JONES, POLICE CHIEF

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

During the first three months of 2019 the Greeley Police Department has created a new website. (Greeleypd.com) This is a very informative site where citizens can learn about the Greeley Police Department and the services we provide. Included with this site are links to our updated 5 year strategic plan, a 2018 annual report, and department policies which include our new body worn camera policy. Additionally, GPD now has an officer assigned as a social media liaison so we can provide better communication with citizens through Facebook, Twitter, and Instagram. This new position is also working with officers and investigators in providing them with social media crime tips and leads.

GPD is coordinating with the Greeley Fire Department as they design their new fire station. As Greeley continues to grow there will inevitably be future needs for a police sub-station. GPD's desire is to plan for the future by looking at potential square footage needs that could be satisfied with shared space at the new GFD Station.

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

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

No additional updates.



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## WATER & SEWER DEPARTMENT – SEAN CHAMBERS, WATER & SEWER DIRECTOR

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

The Water and Sewer Department remains focused on the implementation of its four-point master plan; Continuing Water Supply Acquisitions, Improving Conservation and Demand Management, Developing Water Storage and Strengthening Infrastructure, and numerous active design and construction projects.

In the first quarter of 2019, additional Non-potable supplies were acquired and some potable supply was put under contract within the first quarter, and long-range water supply planning targets were also updated. Staff advocated to NCWCD on key issues in Windy Gap permitting and project planning and provided feedback on Drought Contingency (DCP) Pool Planning relative to Colorado River shortages and drought that could impact Greeley supply. Staff coordinated with other Poudre Basin municipal and agricultural entities to advance the collaborative *FLOWS* Program, designed to shepherd augmentation water down the river for its ultimate use and for the benefit of the river. Staff have incorporated non-potable infrastructure system planning into the Water Transmissions, Distribution and Waste Water Collection master plan work that was awarded in the first quarter. There has not been an update to the non-potable planning since 2004 and the update is overdue to supply long range planning, non-pot infrastructure investments and revised policies for new development. Additionally, staff are working on policy issues related to the effective implementation of the four point plan.

Staff developed a raw water requirement proposal that will calculate the raw water requirements for new non-residential and multi-family development based on the projected use of the new water customer. Currently, the size of the tap is the determining factor for the raw water requirement. The current approach assumes correlation between the size of the tap, which is sized for peak flow, and annual water demand of the customer. The proposal attempts to define raw water needs with more precision in order to secure the most appropriate volume of raw water or cash-in-lieu of raw water for new water customers. Staff presented the conceptual proposal to the W&S Board in September and October and presented a nearly final program in December. Staff held an open house with the development community in late January and presented the proposal to City Council in a work session on March 12. The proposal was well received by both groups. The extensive code revisions to enact this change are being developed now. Rollout of the program is projected for summer 2019. Furthermore, staff have worked to develop pilot project policies that govern raw water dedication and plant investment fees for non-potable irrigation uses in new development, providing a non-potable memorandum to council and commenced mapping of areas that may be good candidates for conversion of large potable irrigation demands to non-potable supplies.

2020 CIP budgets have been developed by staff and will have a renewed focus on key water, wastewater and non-potable system investments that complement storage. Greeley remains engaged in USACE federal permitting for expanded water storage, and is in process of detailed analysis of alternatives that are required by NEPA. Greeley will need additional raw water storage to meet projected demands within the 50-year planning horizon. Staff have undertaken significant efforts to maintain, replace and plan for infrastructure investments. A recently completed master plan of the wastewater treatment system was presented to Water & Sewer Board and the City Council. That master plan calls for several waves of investments to meet

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increasing regulations, the need to replace aging infrastructure, the eventual need to expand capacity and thereafter another round of enhanced regulatory compliance requirements. The first phase of regulatory compliance upgrades are under design, and the Dept. has applied for a program that provides benefits to those communities who are in compliance with the tighter nutrient regulations in advance of the final deadline. To further protect our investments in wastewater infrastructure, the department has developed and formally submitted comments to the State on the water quality impacts of the Northern Integrated Supply Project (NISP) a project that we support, but for which we need to protect the term and limitations in Greeley's wastewater discharge permit. Staff is coordinating with NCWCD staff and others on how mitigation related to NISP can improve and enhance the Poudre River through Weld County and City of Greeley.

Staff have coordinated with the City Manager's office and other communities in Northern Colorado to explore areas where there are obvious opportunities for regional efficiency through collaboration and partnership. Over the first quarter, staff met with Windsor, Evans, Milliken, Fort Collins, Loveland, Fort Collins-Loveland Water District, North Weld Co Water District, East Larimer County Water District and West Fort Collins Water District to explore areas of common interest, and in addition to coordinated river sampling and emergency water sharing IGAs, there are several other small projects that make fiscal sense to explore as regional initiatives. In other regional initiatives, staff have reached out to the agricultural community to better engage them in our water rental program. We hosted a spring water rental roundup and provided presentations by the State and staff with insight into the coming water year. We are working to build relationships that allow us to work more effectively with the Ag sector of the Greeley and Weld County economy.

The department's conservation team remains committed to water education events, outreach, audits, and programs that lead to active water conservation and wise use. Improving conservation is a key demand management strategy and the Department will continue to engage where there is strong return on investments in conversation, including in Greeley's parks and open spaces.

The Water and Sewer Department is one of the most capital construction intensive Department in the City operations. 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:

### Bellvue and Boyd Lake Water Treatment Plant Improvements

Construction of process improvements are underway to both of the Cities water treatment plants. The Boyd Lake WTP is currently constructing improvements that include baffles for the two million gallon clearwell to meet requirements of the CDPHE DOVE (Disinfection Outreach & Verification Effort), installation of 800 hp variable frequency drives to give the plant more pump control and improve electrical efficiency, rehabilitation of the media filters to save water and meet state water quality requirements. These improvements are planned to be completed prior to starting up the plant in early second quarter. A consultant has been designing additional process enhancements that will provide a higher quality finished water, allow the plant to operate year-round while providing indoor chemical storage, reduced chemical usage, and also ensure that backup electrical power is available. These designed improvements will begin construction in the fall of 2019 and continue into 2021.

Construction of the 20 MGD replacement filter train at the Bellvue WTP is underway and scheduled to be operational during the spring of 2020. The filter train includes a new rapid mix, flocculation and

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sedimentation basins, dual media filtration, and disinfection facilities enclosed within a common building. Construction of the all the yard piping and concrete basins is nearly completed and the metal building structure is currently under way. 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 Poudre River to the Gold Hill water storage facilities. An alignment for the pipe on the south side of the River has been developed and agreed to with the property owner and Windsor across the south end of Windsor. The Real Estate Manager (REM) is in the process of acquiring this easement. The REM and project manager are also in discussions with the landowners regarding route selection across the 257Bend and the Extraction Oil and Gas properties. The design will begin in 2019 to extend the 60" pipeline out of the Town of Windsor to minimize construction costs and to avoid development currently happening in Windsor. This pipeline extension is planned to be constructed in 2020.

### 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. Construction of the second phase of the project extending the sanitary sewer line further north paralleling 71<sup>st</sup> Avenue has also been completed. Phase IIa was finished with the widening of the 71<sup>st</sup> Avenue and Sheep Draw Bridge projects this summer of 2018 with Public Works. Phase IIb is currently finishing sewer design plans with construction scheduled in the fall of 2019, once all ROW and permitting issues have been addressed. Design of the lift station is scheduled to get underway in the second quarter of 2019.

### North Greeley Sewer Phase II

Construction of Phase II of the North Greeley Sewer was originally scheduled to be initiated during 2017. However, construction activities were delayed due to utility conflicts, requiring the redesign on a new alignment. The redesign effort was completed in early 2018. Construction activity start in January with the Poudre river crossing, the bore on 8<sup>th</sup> Ave, and bore of the Union Pacific Railroad were completed in the first quarter. The sewer construction is planned to be completed in the second quarter of 2019.

Overall, the Department remains committed to operational excellence and to engaging day to day in the process of extending our proud legacy in water supply and infrastructure preparedness.