

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES



City of Greeley, Colorado

City Hall

## WORK PROGRAM AND DEPARTMENT UPDATES - 2018

### 2ND QUARTER

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

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## Citywide Initiatives

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

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

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

#### 2<sup>nd</sup> Quarter Update:

Work on City Center continues on time and within budget. By the end of the second quarter work progressed substantially on the interior, with flooring, framing, electrical, lighting, technology, and finish work taking shape. Landscaping and exterior hardscape also commenced. Employee tours continued to provide a view into to the new collaborative workspace and public areas. The installation of the public art at the outside wall of the new Council Chambers was installed and planning initiated for the official opening. Funding draws on the Energy Impact Grant awarded to the City for this project were also submitted timely. A Council building tour is scheduled for prior to the August 14<sup>th</sup> Work Session for a preview of the project. Municipal Court will be open for business as of Monday, August 27<sup>th</sup>. The Community Open House, Public Art Dedication, and Ribbon Cutting will precede the Council's first official meeting on Tuesday, September 4<sup>th</sup>.

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

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

#### 2<sup>nd</sup> Quarter Update:

The departments have submitted their capital improvements and their operations budgets to Finance, including many supplemental requests that expand to meet the growth needs or enhance the level of services provided. The data is being validated for accuracy. These requests are being evaluated based on community priorities and the quartile scoring developed during the Priority Based Budgeting (PBB) process the last quarter of 2017. Several themes are emerging as executive staff analyzes the requests from a city-wide

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

perspective, in part because of the PBB analysis. The City Manager's proposed budget will be presented to City Council in the fall. The Saturday work session on the budget is scheduled for September 29.

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

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

#### 2<sup>nd</sup> Quarter Update:

The NeoConnect study completed on schedule and results were presented to the May 22<sup>nd</sup> City Council work session. Recommendations included: 1) Propose a "Dig Once" ordinance to reduce the cost of installing fiber optic conduit, 2) Connect with "Anchor" institutions in the City of Greeley to find opportunities to collaborate on common broadband interests, and 3) Create a citizens' feedback group to gather input from Greeley residents on future directions for municipal broadband. City staff has commenced work on these recommendations. Additionally, staff continues to participate in CCUA as per the Q1 update and continues to remain active in regional municipal broadband activities.

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

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

#### 2<sup>nd</sup> Quarter Update:

A) The Windy Gap water supply firming project continues to move toward the construction of Chimney Hollow Reservoir. The reservoir project will significantly enhance storage associated with the Windy Gap rights and firm up their yield, thereby bolstering the City's raw water supplies. The Project is managed by Northern Water and operated by the Bureau of Reclamation. Northern is finalizing the Project's dam design, and coordinating pooled finance options while litigation is settled. Greeley staff remains engaged in monthly meetings in finance, legal, and project planning.

B) Staff and consulting engineers continue to work with the US Army Corps of Engineers (USACE) in preparing the draft environmental impact statement (draft EIS) for the expansion of the Milton Seaman Reservoir on the North Fork of the Cache La Poudre River in Larimer County. W&S staff continue to evaluate and purchase water rights that are compatible with the existing portfolio, with our treatment facilities, and that fit into the long-range municipal operations strategy. A more passive acquisition strategy had been the department's strategy, which fit well with long range budgeting for meeting long-range demands. However, there has developed deep competition for desirable water rights, and growth in Northern Colorado has

## 2018 WORK PROGRAM AND DEPARTMENT UPDATES

triggered a run on CBT shares, which is the economic force driving more municipalities and developers to look at acquiring the ditch and reservoir company shares that we plan to acquire, develop and deliver to our current and future citizens. Therefore, the W&S Department has undertaken a more proactive approach to buying, leasing and creating alternative transfer method opportunities for supply development.

C) Staff are actively working to develop and maintain relationships with agriculture to become better positioned to achieve the Future Water Account II acquisition goal of 10,000 AF of supply; to which 40% has been acquired to date. The C.M. and W&S staff have coordinated on the importance of any strategy being deployed in a manner that recognizes the fundamental agricultural foundation of the Greeley and Weld County economy, and our interest in growing supplies that serve a growing and diversified municipal economy without detrimental impacts to the agricultural sector.

D) Raw water dedication requirement for new development is a paradigm that staff has been reviewing throughout the second quarter. W&S Dept. has coordinated conversations with Community Development and collaborative work is guiding policy revision proposals. The 2003 W&S Master Plan contemplated that the City would run out of land in the growth area that had GIC, GLIC or CBT water that could be dedicated. We have surpassed that milestone and staff has developed methodologies and recommendations for a cash-in-lieu of water dedication process that will allow the builder to pay for water dedication at time of permit. The formal policy proposal and methodology will be presented to W&S Board in July and envisioned for implementation in August of 2018.

E) W&S leadership and technical staff recognize the importance of demand management, conservation and investment in water efficiency measures at public properties. To that end, staff continues to coordinate with Parks Dept. staff on water efficiency pilot projects that save water and provide data and learning experience that can be leverage across the system. Further evaluation of gravel pit storage options and non-potable system demand shifters are under investigation for creating more opportunities to best utilize the best water supplies for the most appropriate uses. 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.

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

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

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## 2<sup>nd</sup> Quarter Update:

The citizen committee formed in January has been meeting weekly to evaluate sales tax extension eligible projects, both operating expenditures and capital projects. These projects are being considered within the context of funding plans for both ten years and twenty years in three categories: Transportation/Facilities/Transit, Parks/Open Space, and Public Safety. The committee heard from Elizabeth Garner, a demographer from the State's Division of Local Affairs, with regard to projected population dynamics for the planning horizon. The committee also heard from the Colorado Department of Transportation on long-term state transportation plans and potential matching opportunities. A citizen survey is currently underway to gauge citizen interest in financial support. They are considering the priorities within each of the three categories. The committee is scheduled to bring their recommendations to City Council at the August 14 meeting. If the City Council chooses to put the sales tax extensions on the ballot, August 21 would be the first reading of the ordinance to set the ballot language. September 4 the ballot language must be certified with the County.

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

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

## 2<sup>nd</sup> Quarter Update:

The Project Manager has been collaborating with the Government Finance Officers Association (GFOA) consultants hired to facilitate business process mapping, develop a request for proposal for the new software, and help the City evaluate software proposals. A project charter was developed to set goals, assign roles and clarify expectations throughout the selection and implementation process. The business processes have been mapped, identifying opportunities for efficiency and new system requirements with the assistance of City staff member Process Improvement Teams (PIT crews) with representatives throughout the City. The PIT crews have refined the list of system requirements within each functional areas that will be included in the request for proposal. The draft request for proposal has been completed and will be sent to Kutak Rock for review, for a posting the first week in August.

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

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

## 2018 WORK PROGRAM AND DEPARTMENT UPDATES

### 2<sup>nd</sup> Quarter Update:

The main tool for implementation of the Comprehensive Plan is the Action Plan chapter of the document. This was distributed to city management, who have been referencing it as part of budget discussions and preparation. Next steps, as part of a fall yearly review, will include meeting with key departments and reviewing Plan elements in person.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## DEPARTMENT ACTIVITIES

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

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

#### 1. Municipal Code Recodification

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

#### 2<sup>nd</sup> Quarter Update:

An inventory of the Code sections have been completed and includes an assigned “lead department” for each section for review; the codifier has been engaged for their portion of the review, and the Executive Team has been briefed on the review process.

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

#### 2. Police Chief Selection

Purpose: Police Chief Jerry Garner announced his resignation effective June 1 and a national search process selected his successor, Chief Mark Jones.

#### 2<sup>nd</sup> Quarter Update:

A selection process, which included interviews with 3 community/employee groups as well as a one on one interview with the City Manager, was held. Mark Jones was selected as the next Greeley Police Chief.

Item Complete

#### 3. Homelessness

Purpose: Traditionally, the issue of homelessness has been addressed at the County level and by numerous social service not-for-profits. That said, the City has always had to address many of the consequences of this challenging problem including cleaning up unsanitary conditions made my transients living under bridges and

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

other areas of the City and address real and perceived crime. During the past several years, the City has been involved in creating an overall strategy for Homelessness with the United Way known as Weld's Way Home. One tangible effort to support this plan was the City agreeing to fund the rent for a Homeless Shelter for three years. In 2018, staff will prepare a long range plan of suggested direct involvement by the City in addressing not only the consequences of homelessness but also in addressing the issues that lead to homelessness in the first place.

## 2<sup>nd</sup> Quarter Update:

Staff continues to meet regularly with the Weld's Way Home team to work on the implementation strategies from the Homeless Strategic Plan. In this quarter, staff continued to work with United Way staff to transition the use of the facility at the Sunrise Community Center in Evans from its seasonal cold weather shelter use to a Housing Navigation Center at that location to work on homelessness prevention. Work undertaken included cleaning, some limited remodeling, and working on collaborative staffing arrangements to operate the center when it opens in July.

Staff also initiated a 're-boot' of the High Plains Housing Development Corporation, a local non-profit, to be a force in facilitating the establishment of affordable and supported housing options. Specifically, GURA facilitated communication to the original partners who helped appoint the first members to HPHDC relative to the submittal of a petition to District Court, along with recruitment of new board members. The Court acted favorably on the final petition and work in the next quarter will focus on meeting with the new board and setting up a work program and seeking staffing support for the reformed organization.

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

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

## 2<sup>nd</sup> Quarter Update:

Based upon feedback from the bi-annual resident survey, and various community focus and professional groups, staff has pursued a transition in the image campaign messaging to the next generation of Greeley Unexpected. Specifically, staff has worked with its professional consultant to explore a reframe of the image campaign. Several concepts have been developed and will be refined and tested once more with key community groups and Council in the development of the 2019 campaign launch.

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

## 5. Case Management Improvements

Purpose: Customer service is of critical importance. This activity involves improvements to a number of processes within Community Development in this regard. In 2016 software options were analyzed and in 2017



# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

funding was provided to purchase and begin implementation of the selected software, TRACKiT. This new system should be fully operational by June 2018.

## 2<sup>nd</sup> Quarter Update:

TRAKiT was successfully implemented on June 6, on-time and on-budget. Staff is actively using the program for case management, workflow, documentation, and archiving. Competency and capabilities improve with each week of use, and staff continues to correct technical problems and share best practices. The public-facing element of TRAKiT, "eTRAKiT" is under a soft deployment and somewhat delayed, as the vendor resolves communication issues between it and the back-office portal; staff anticipates full use by August. Other case management improvements have been over-shadowed by the loss of Engineering Development Review staff, now at 2/5 capacity. Management is responding through the use of contract employees and temporary assignments from other city departments; it is a key priority to successfully recruit and fully staff the Engineering Development Review Division.

## 6. Pursue Key Planning Intergovernmental Agreement

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

## 2<sup>nd</sup> Quarter Update:

After initially being unable to get their commitment, Evans now has joined Kersey and City of Greeley staff in monthly meetings to discuss terms of the IGA that is envisioned to include a joint planning area, common design standards, and common terms for protection of the Platte River corridor. There has been initial agreement on the shared geography of the joint planning area, and the parties have discussed and agreed on initial terms of the agreement. Drafting will commence in the 3<sup>rd</sup> Quarter.

## 7. Housing Strategy

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

## 2<sup>nd</sup> Quarter Update:

The citizen Technical Advisory Team has completed most of its working meetings and has provided ideas and feedback on strategic housing ideas. The plan has been outlined utilizing these and other ideas, and drafting will commence in the 3<sup>rd</sup> Quarter. The draft will be reviewed by the Advisory Team and previewed with Planning Commission and City Council in worksessions. Some initiatives are already underway that are preceding the planning process, including a change in raw water dedication standards, adoption of a Redevelopment District incentive program, and pre-development discussions with landowners for a variety of diverse potential housing projects.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

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

### 8. Colorado Health Grant

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

#### 2<sup>nd</sup> Quarter Update:

Staff have been meeting regularly to identify the key elements identified by the Urban Land Institute's community outreach (visited Greeley in March) which can be focused on with a Colorado Health Foundation Grant. Grant dollars will be used to activate and encourage use at 4 sites within the East Memorial neighborhood. Specifically, improvements and activation of elements at East Memorial Park, Balsam Park, Delta Park, and the undeveloped East Memorial Native Area (east of Discovery Bay pool). Specific focus is placed on engaging play and outdoor education, park lighting, welcoming sports fields, and safe public spaces for which to gather in. The application will pinpoint specifics for each site, and how Parks and Recreation can play a part in each site, coordinating activities and uses. In addition, the grant will equip a portable trailer with recreation gear and staffing that can be used to bring outdoor recreation activities to the neighborhood. The grant opportunity will include a partnership with Kaiser Permanente to assist in evaluation of activity and staff will be submitting the grant application in late July.

### 9. Poudre River Restoration Project

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

#### 2<sup>nd</sup> Quarter Update:

The Army Corps of Engineers Ecosystem Restoration Project for Signature Bluffs Natural Area was awarded to Duran Excavating in early 2018. An informational open house regarding the project was held May 30 at the Poudre Learning Center with over 50 local residents in attendance. Duran Excavating is currently finalizing permitting requirements and actual construction is expected to commence in early August. Substantial completion is anticipated for early 2019 with some items that may need to take place in early spring (plantings). A portion of the Sheep Draw Natural Area was also bid as an option at the same time as Signature Bluffs. That option may be awarded later this summer pending local concern of proper appraisals of the lands being improved (the City's match to the Corps work is the cash value of lands and staff have been having difficulty finding qualified appraisers who have worked with the types of lands the City owns).

### 10. Natural Resources & Open Lands Division

Purpose: With the completion of the Parks, Trails and Open Lands plan (PTOL) and the update of the Comprehensive Plan, the residents of Greeley have expressed a high priority for being stewards of Greeley's natural environment. Numerous projects have been advancing over the years including completion of the Poudre River Trail and continued work on various community trails that connect to this valuable community

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

asset. In addition, the City has added hundreds of acres of open space lands. In 2018, the option of further developing a Natural Resources and Open Lands Division within the Culture, Parks and Recreation Department will be undertaken.

## 2<sup>nd</sup> Quarter Update:

Staff have been working diligently on making repairs to the Poudre River Trail and assisting in master planning management of the Cache la Poudre River corridor. Repairs were made to two sections of the trail, one on the east side of 71<sup>st</sup> Avenue and one north of Rover Run Dog Park, in April. Another section is being evaluated for repairs later this year (west of 95<sup>th</sup> Avenue). A consultant, Otak Engineering, has been retained to create a detailed study and recommended riverbank stabilizations and/or trail re-routes between the Kodak Bridge (west of 95<sup>th</sup> Avenue) and Island Grove Regional Park. That study should be complete by October, 2018.

In addition, staff have been finalizing design details for the completion of the Sheep Draw Trail between 71<sup>st</sup> and 83<sup>rd</sup> Avenues. Trail construction should commence this fall barring any bidding complications.

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

### 11. Downtown Redevelopment

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

## 2<sup>nd</sup> Quarter Update:

In the 1<sup>st</sup> Quarter, Council approved the establishment of a Redevelopment Incentive Program (RIP), which allowed a pool of one-time carryover funds of \$5MM to underwrite City Development fees for the project at a level proportional to the amount of private investment in new building construction value. RIP funds are restricted to the Redevelopment District and could also be used to address area-wide capital improvements that promote new development (e.g. Railroad Quiet Zones). The first eligible project (which includes 3 properties – Richmark Development on 8<sup>th</sup> Avenue) was approved on April 3<sup>rd</sup>, a 220-unit residential project with about 4,000 sf of commercial on three adjacent properties on 8<sup>th</sup> Avenue near 16<sup>th</sup> Street. Since then, the developer has been working through the land use entitlement process and staff has assisted in work with the No. 3 Ditch Company to forge an agreement for the capital construction and replacement of infrastructure related to one of the redevelopment sites.

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

Purpose: This agreement was created and approved in 1975 and has had numerous amendments since then as GURA's role expanded and special projects were initiated or as clarification was necessary based upon changes to State Law. Over the past several years, the level of Community Development Block Grant funding received by

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

the City from the Federal Government has diminished such that it is not sufficient to fund the administrative operations of GURA without City General Fund resources. GURA is a very important resource to help the City achieve its Economic Health, Housing and other social service needs. This work program will include a review of creation of an Economic Health and Housing Department that would address the long term management and utilization of the services made available by GURA and would ultimately involve a new agreement that would clarify the role GURA plans as an agent for the City in its redevelopment work and eliminate obsolete references or completed project agreements.

**2<sup>nd</sup> Quarter Update:**

Staff has now collected and organized all 18 of the GURA/City Agreements since the initial Cooperation Agreement between the two entities was first created over 40 years ago. Those agreements are being summarized and catalogued to aid in the creation of a replacement Cooperation Agreement with the drafting of such a document targeted for the 3<sup>rd</sup> Quarter of the year.

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

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

**2<sup>nd</sup> Quarter Update:**

A scope of services was created for this development plan, and funding secured from the City, the Downtown Development Authority, the University of Northern Colorado, and Banner Health as project partners. A contract was executed with BHA to assist with the concept design process, an initial planning meeting conducted, and a schedule of work established. A community open house is scheduled for the 3<sup>rd</sup> Quarter, hosted by the University District Team, which is being marketed currently.

**FINANCE – VICTORIA RUNKLE, ASSISTANT CITY MANAGER**

**14. Water/Sewer Bonds**

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

**2<sup>nd</sup> Quarter Update:**

Victoria Runkle has been coordinating a team of internal staff, bond counsel, financial advisors, and bond underwriters to issue \$11 million sewer bonds and \$42 million in water bonds. There are several documents that are required to secure approval for the bonds by governing bodies and to market them effectively. The preliminary official statements have been developed and the authorizing ordinances have been crafted. The Water and Sewer Board and the City Council will be asked to approve the sale of the bonds in August; bond ratings will be secured in August; and the sale of the bonds will occur in October.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## 15. Utility Billing System Replacement

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

### 2<sup>nd</sup> Quarter Update:

It has been determined that the existing utility billing system can be sustained until 2020. The project team surveyed other similar municipal utilities and secured resources to understand software in the marketplace that has some potential of meeting the City of Greeley needs. It was decided that a request for proposal would be posted late summer/early fall 2018 for a firm to be hired to assist staff with business process analysis and system requirements for the effective development of a request for proposal for a new utility system. The selection process of this consulting firm is intended to occur in December. The business process analysis and the utility system requirements work would be developed the first quarter of 2019. A utility system request for proposal would be distributed mid-year 2019.

## FIRE DEPARTMENT – DALE LYMAN, FIRE CHIEF

## 16. Fire Department Accreditation

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

### 2<sup>nd</sup> Quarter Update:

All staff officers are registered for an “Introduction to Accreditation” webinar taking place on July 26<sup>th</sup>. A supplemental budget request has been submitted for development of a Fire Department Strategic Plan which is a key requirement to attain accreditation.

## 17. Community Wildfire Protection Plan

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

### 2<sup>nd</sup> Quarter Update:

Final draft, GIS maps, and structural flammability risk evaluation have been completed and is currently being reviewed. Following review/changes, the draft will be forwarded to the Fire Chief in August for completion of an implementation plan.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

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

### 18. Union Negotiations

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

#### 2<sup>nd</sup> Quarter Update:

Introduction and first reading of an ordinance ratifying and adopting the Collective Bargaining Agreement with the Fire Fighters' Union is on the July 17, 2018 Council agenda; public hearing and final reading is scheduled for August 7, 2018.

Introduction and first reading of an ordinance ratifying and adopting the Collective Bargaining Agreement with the Police Officers' Association is on the July 17, 2018 Council agenda; public hearing and final reading is scheduled for August 7, 2018.

### 19. Succession/Workforce Planning

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

#### 2<sup>nd</sup> Quarter Update:

After reviewing the six proposals received first quarter 2018 for succession/workforce planning consultation, the decision was made to rebid the project. The RFP deadline for the rebid was Friday, July 6, and five proposals were received. Staff will review responses; conduct panel interviews week of July 16; two consultant groups will present to Executive Team on July 25; and the project will be awarded to the selected vendor the week of July 31. Strategy assessment, environmental scanning, gap analysis, implementing strategies and ongoing evaluation will take place over the balance of the year.

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

### 20. Strategic Plan

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

#### 2<sup>nd</sup> Quarter Update:

Our vendor, Revision, Inc., completed the Strategic Plan on schedule in May culminating in a presentation to the executive team. The high-level recommendations include themes of Cyber Security, Decision support systems, I.T. infrastructure, Enhanced Automation for Staff, and Innovative and Accessible Government. We

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

are currently working to incorporate investment recommendations to the 2019-2020 Information Technology budget proposal and work plans.

## 21. Security Program

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

### 2<sup>nd</sup> Quarter Update:

We hired a Security Analyst in Q2 as planned. Since starting, he commenced work to create a security governance strategy and framework to protect the City's information technology assets. As a part of that process, the City has engaged extensively with other municipalities, counties, state and federal organizations to share best practices as they apply to municipal government cybersecurity.

## POLICE – MARK JONES, POLICE CHIEF

## 22. Injury Accident Reduction

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

### 2<sup>nd</sup> Quarter Update:

During the second quarter of the year, total accidents continued to increase while injury accidents showed a significant decrease. G.P.D. continued to expand the "Drive Nice Think Twice" campaign with additional marketing efforts taking place this quarter.

## 23. Reduce Response Time to Priority One Calls

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

### 2<sup>nd</sup> Quarter Update:

During the second quarter of 2018, the average response time to priority one calls increased from the first quarter going from 4 minutes 58 seconds to 6 minutes 41 seconds. Several factors may be at work here and additional analysis will be done this next reporting period to establish a consistency in reporting methods. A second possible factor with the increased response time is the department was experiencing significant staffing shortage during this reporting period.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## 24. Provide Additional Supervision On The Street

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

### 2<sup>nd</sup> Quarter Update:

As GPD staff explored the possibilities of creating a new rank to bolster first line supervisors they found numerous obstacles to this becoming a reality. One such obstacle would be adding this rank to the Greeley Police Officer Association contract and at this point in time they were not interested in doing so.

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

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

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

### 2<sup>nd</sup> Quarter Update:

Acquisition of Right of Way continues with 8 remaining properties. Final Right of Way clearance from CDOT is expected in late August. IGA with CDOT for the construction funding including an additional \$512,000 will require approval by City Council. Project bidding and start of construction will depend on CDOT approvals.

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

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

### 2<sup>nd</sup> Quarter Update:

Woodbriar Park is nearing completion and will be open to the public on August 4th, with a Renovation Celebration! Contractor will be breaking ground at the Clarkson Channel in early August and the project will alleviate flooding in the neighborhood to the west. The flow update study is nearly complete and Stormwater will be incorporating the data into our prioritization scheme for future projects.

## 27. Poudre River Flood Review and Improvements

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



# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## 2<sup>nd</sup> Quarter Update:

This review will be completed by the consultants at the end of July. Improvements will be prioritized into future budgets. The State study continues under review and affected property owners will be advised as this progresses.

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

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

## 2<sup>nd</sup> Quarter Update:

Construction is ongoing with completion of the new bridge scheduled for mid-September and final completion of roadway improvements in November. The bridge schedule was delayed due to issues with the water main relocation.

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

## 29. Significant Capital Project Implementation

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

## 2<sup>nd</sup> Quarter Update:

Bellvue and Boyd Lake Water Treatment Plant Improvements:

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

Construction of the 20 MGD replacement filter train at the Bellvue WTP is underway and scheduled for completion during the spring of 2020. The filter train includes a new rapid mix, flocculation and sedimentation basins, dual media filtration, and disinfection facilities all enclosed within a common building. Construction of the foundation and footings is currently underway. Both of these WTP projects were designed and are being constructed using an alternative delivery method known as construction manager at risk (CMAR). The CMAR process has allowed the project team to gather input from the contractor during the design phase while also obtaining accurate cost estimates allowing the project to be completed within the available budget.

## 2018 WORK PROGRAM AND DEPARTMENT UPDATES

### 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. Environmental, cultural, and wetland studies were completed in 2017 to establish a corridor for the pipeline that would meet the criteria for the US Army Corps of Engineers authorization of the 404 Permit for any jurisdictional wetlands. An alignment 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. Legal documents are currently being developed for acquisition of the easement. Route selection continues to be developed south of this area.

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

The first phase of the Ashcroft Draw project was completed during November 2017. This will allow the City to provide sewer service for planned and future developments immediately adjacent and south of Highway 34, in the southwest part of the City. The second phase of the project which will extend the sanitary sewer line further north paralleling 71<sup>st</sup> Avenue has been bid and is currently under construction. This segment of Phase II will be constructed in conjunction with Public Work's widening of 71<sup>st</sup> Avenue and Sheep Draw Bridge projects. Design of the lift station has been accelerated and is scheduled to get underway during 2019.

### North Greeley Sewer Phase II:

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

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## Department Operations

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

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

#### 2<sup>nd</sup> Quarter Update:

The Division of Local Government, Colorado Department of Local Affairs announced that the City had been awarded a grant for \$50,000 to help fund the shelving equipment for the new Central Records Center. Acceptance of the grant by City Council has been scheduled for the August 7, 2018 meeting. Moving records from the various City departments will be phased into the Center beginning in August.

Deputy City Clerk Cheryl Aragon and Assistant City Clerk Jerry Harvey were presenters at the International Institute of Municipal Clerks on the topic of Boards and Commissions. The session was well attended and rave reviews were given to Cheryl and Jerry for sharing their expertise in this area to other City Clerks around the state. The Institute was held at Regis University in Denver.

The administration of the Municipal Court was transferred to the newly hired Municipal Judge Mark Gonzales and the Judge was busy this quarter with orientation of the City operations as well as Greeley's Court, Liquor Licensing Hearing Officer duties, and Administrative Hearing Officer responsibilities.

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

#### 2<sup>nd</sup> Quarter Update:

The Greeley Creative District hosted the State of Colorado Creative Industries Summit over a 3-day period in May bringing nearly 500 conference attendees into Downtown Greeley for the sold-out event. Participant feedback was excellent and the State quite complimentary of Greeley's support and role. The Creative District also hosted its 2<sup>nd</sup> 'Cacophony of Creatives' networking session in June featuring a notable speaker who addressed intellectual property rights, copyright law and other related guidance for Creatives. The new Poudre Trail Manager successfully managed the Trail's annual Poudre Trail-athlon with several hundred community members enjoying a morning of outdoor activities and informational stations. Plans are now underway for the Fall Party for the Poudre Fundraiser.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

The Neighborhood Resource Office, in partnership with Culture, Parks and Recreation, and the Communications and Engagement Office, has continued its work with a VISTA Volunteer who is working on ways to improve the City's Volunteer Resource Program. The NRO has also facilitated two Neighborhood Improvement Grants, completed its hosting of several well-attended HOA Neighborhood Workshops, and managed the annual East Memorial Neighborhood Celebration, a well-attended area block party with a free use of Discovery Bay, several community booths, and professional kite-flyer demonstrations. Event feedback was excellent. The Summer Farmers' Market got well underway with a record number of vendors and seasonal goods.

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

### 2<sup>nd</sup> Quarter Update:

*New Development Review (Planning & Development Engineering)* -- Staff conducted 205 development reviews through the end of the 2<sup>nd</sup> Quarter. New development activity continues to remain at high rates. Staffing levels have created some turn-around challenges, which is being managed through outside consulting help and filling vacancies as quickly as possible; staff is proactively advising applicants who might be affected.

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

#### Commercial/Industrial Projects:

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

## 2018 WORK PROGRAM AND DEPARTMENT UPDATES

- Allnutt Funeral Home (20<sup>th</sup> Street / 65<sup>th</sup> Ave) – 14,000 sf funeral home
- Greeley Skilled Nursing Facility (2450 44<sup>th</sup> Avenue) – 52,578 sf rehab facility
- Boomerang Self Storage (7025 8<sup>th</sup> Street) – 80,000 sf storage facility
- Raven Industrial Building (West Greeley Tech) - 12,473 sf office building
- Falcon Industrial Building (West Greeley Tech) – 34,897 sf office building

### Residential Projects:

- River Run at Poudre River Ranch, 2nd Filing (North of Poudre River Road/East of 83rd Avenue) – 55 single-family patio home
- Northridge Estates (South of C Street/East of Northridge High School) – 230 single-family lots
- The Trails at Sheep Draw (s. of 10th street and w. of 83rd Avenue) – 435 single-family lots, early grading activity is occurring, and some housing construction
- Peakview Trails Apartments (1512 60th Avenue) – 96 unit senior housing facility
- Reserve at Hunter’s Cove (South of 1<sup>st</sup> Street/West of 59<sup>th</sup> Avenue) – 46 multi-family units
- The Reserve II @ West T-Bone Ranch (SWC of 29th Street and 58th Avenue) – 76 multi-family units
- 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 lower through June compared to 2017 due to a lower number of permits; this is expected to pick up throughout the year as planned projects move to construction. Fire Inspection stops have dropped from 4,415 YTD total stops in 2018 versus 6,200 in 2017 due to personnel changes. Overall inspection requests equates to an average of 7.2 inspection stops per inspector, per day, versus 2017’s number of 10.2. The drop in the per-person number of inspection stops is due in part to having added an additional electrical inspector.

*New Construction Building Plan Review* – Reviews for 2017 started strong and have continued, with the last couple of months being very busy at 449 total reviews, compared to 265 in 2017. Building review staff continues to meet the goal of 95% of the set time, with turn-around times of half the time set for goals in 64% of new construction, and 63% of remodels.

*Civil Inspections* – The team of inspectors responsible for water/sewer and street construction associated with new development and city-sponsored Capital Improvement Projects is most active in summer. The new supervisor position has been fulfilled, completing the vision of last year’s re-organization that resulted in water/sewer and public works functions being combined. The new supervisor has been active in creating a cross-training and cross-utilization plan to more effectively use staff, and civil inspectors are being integrated into the review process to create more effective inspection activity.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

*Code Compliance* – Despite being down an inspector for most of the 2<sup>nd</sup> Quarter, the remaining four inspectors managed 927 code cases, up from the first quarter. May was easily the busiest month so far this year, with 382 cases. Refuse accumulations and landscape issues made up large percentages of the caseload, making up 17% and 21% percent of managed violations, respectively. More than 1200 field inspections were conducted last quarter.

## BOARD & COMMISSION UPDATES

### **Planning Commission**

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

#### April 10, 2018

- Rezone of 4.81 acres located at 7026 8<sup>th</sup> Street from Commercial High Intensity (C-H) with a Development Concept Master Plan (DCMP) to C-H with a new DCMP to allow for recreational vehicle/equipment, boat and personal vehicle storage (approved 6-0)
- Use by Special Review on 4.81 acres located at 7025 8<sup>th</sup> Street to allow for recreational vehicle/equipment, boat and personal vehicle storage (approved 6-0)

#### April 24, 2018

- Vacation of 0.07 acres of right-of-way along 6<sup>th</sup> Avenue near 520 13<sup>th</sup> Street and 0.04 acres of adjacent alley (unanimously approved)
- Enclave annexation of 15.962 acres north of Highway 257 Spur and east of Missile Silo Road (unanimously approved)
- Establishment of C-H zoning on 15.962 acres of land located north of Highway 257 Spur and east of Missile Silo Road (unanimously approved)

#### May 8, 2018

The Planning Commission did not convene on May 8.

#### May 22, 2018

The Planning Commission did not convene on May 22.

#### June 12, 2018

The Planning Commission did not convene on June 12.

#### June 26, 2018

- The Planning Commission convened for the purpose of electing a Chair and Vice Chair

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## **Zoning Board of Appeals**

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

### **June 26, 2018**

The ZBA met to consider a 5-foot height increase from the maximum allowable height of 17.5 feet to a total height of 22.5 feet on a parcel containing 0.55 acres in the Residential Low Density (R-L) zone district located at 1340-1508 60<sup>th</sup> avenue (unanimously approved).

## **Historic Preservation Commission**

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

### **April 2, 2018**

- Request for Certificate of Designation for Ringle/Gurtner House, 1625 10<sup>th</sup> Avenue (unanimously approved)
- Request for Certificate of Approval for rear door replacement at 1129 17<sup>th</sup> Street (unanimously approved)

### **April 16, 2018**

- Request for Certificate of Approval for rear garage door at 825 9<sup>th</sup> Street (unanimously approved)
- Request for Certificate of Approval for fence installation at 1127 18<sup>th</sup> Street (unanimously approved)
- Part Two State Tax Credit Application Review for 1127 18<sup>th</sup> Street (unanimously approved)

### **May 7, 2018**

- Request for Certificate of Approval for entrance and rear alterations and sign at 815 10<sup>th</sup> Street (unanimously approved)
- Request for Certificate of Approval for exterior rehabilitation at 1625 10<sup>th</sup> Avenue (unanimously approved)

### **May 21, 2018**

- Request for Certificate of Approval for entrance and rear alterations at 825 9<sup>th</sup> Street (unanimously approved)

### **June 4, 2018**

The Historic Preservation Commission did not convene on June 4.

### **June 18, 2018**

The Historic Preservation Commission did not convene on June 18.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## **Construction Trades Advisory and Appeals Board**

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

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

2<sup>nd</sup> Quarter Update:

### **Culture Division:**

**Festivals** – Q2 for Festivals is primarily planning and organizing for the summer. Meetings with steering committees for Arts Picnic, selecting vendors, finding replacement vendors, applying for permits and planning with staff to execute Neighborhood Nights free movies in the parks.

**Museums** – Opened Centennial Village for the season, with some pre-season events Baby Animal Days (4,463 visitors), and History Fest (2,998 students). Preparation for and inclusion in Greeley Independence Stampede, with historical content specifically for the Stampede audience. The Greeley History Museum opened “Tails to Tell” about beloved companion animals. The Collections Curator lead a disaster preparedness panel for regional museums at the QWAM (Western Alliance of Museums) conference highlighting the excellent preparation Greeley has done to protect its collections in the event of an emergency. The “Museums to You” program served 5,420 District 6 students in their schools over the winter. Staff completed the installation of the updated outdoor interpretive panels in Centennial Village which allow self-guided tours of the Village, and include information on accessing the content through telephones for the visually impaired. Content is now available in the top 8 languages spoken in Greeley. Centennial Village was once again the site of the July 3 Naturalization Ceremony for our region.

### **Museum Advisory Board**

**April:** ♦ The Museum Advisory Board selected Charles Odendhal as their Vice Chair. The practices and procedures for deaccessioning items was reviewed for the new members of the Board. The items offered for deaccession passed unanimously.

**May:** ♦ Staff provided updates on exhibits and program activities including Spring History Fest, which was again a major success serving thousands of children from the region. Full support for the list of items to deaccession from the collection.

**June:** ♦ Not available by deadline for Quarterly Report submission.

**Public Art** – Coming out of the winter months, lot of repairs and maintenance as well as installations of commissioned work. Repairs to “Go West”, “Rain Symphony”, and “Butterfly Ball”. New pedestals for two permanent pieces “Leaving the Mothership” and “Learning to Swim”. Several other works need repairs including “Unity Tree”, one of the Uptown Trees on 8<sup>th</sup> Avenue which has been removed for recoating, and



## 2018 WORK PROGRAM AND DEPARTMENT UPDATES

“Play Bow” at Island Grove Regional Park which the artist is still working on a repair proposal. A new Sculpture On Loan has been installed at Lincoln Park as one piece was not well constructed and was removed and replaced by the artist. The mural “Art is the Point” by Eleanor Yates on the side of Warm Hugs downtown is completed. The Frank Garza 7 panel mural project in the 8<sup>th</sup> street alley/walkway is nearing completion, with final lighting and punch-list items still to be completed. Public Art Coordinator attended the national conference Americans for the Arts, and brought back several new ideas to better the Greeley programs.

### **Greeley Art Commission**

**April:** ♦ Began the Deaccession process for two works; 1) the large Fred Myers painting in the Recreation Center lobby, and; 2) “Cornered” a sculpture in Alabaster by Dean Dickson in the UCCC office foyer. The commission approved five proposed storm drain muralists (District 6 students) to paint the first five “test” storm drain murals.

**May:** ♦ One of the approved storm drain muralists declined employment, a replacement will be sought from the East Memorial Neighborhood to paint in their community. Armando Silva was approved to paint a mural on the Rodarte Center, funded by Aims, and approved by the Rodarte Advisory Board.

**June:** ♦ Finalized deaccession on the Fred Myers painting but the Alabaster “Cornered” piece was repaired and is now acceptable to keep in the collection.

**Sister City** – Staff received the list of visiting students and chaperones, linked them with the host family applications using interests and avoiding as many allergy issues as possible. Held an introductory meeting for families, and coordinated details with the staff in Moriya in regards to activities during the visit.

**Union Colony Civic Center** – Hired a new Technical Services coordinator to replace the exit of the incumbent. Longtime community member Dave Czapenski will be filling that role. Staff worked on finalizing the Fall 2018 semester of events for the UCCC, and rolling out the changes to eliminate fixed ticket packages. Early copies of the Fall lineup were sent to past season subscribers. Ticket office staff then called each household that held fixed packages and offered them first choice to purchase the new “Gold Star” package. Presentations to groups, service clubs, began in late June and run into September.

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

**April:** ♦ Discussions around the proposed policies and procedures, additional changes needed and tabled for adoption until next meeting. Staff presented the voting results on events for Spring. Staff presented the final lineup for Fall 2018.

**May:** ♦ The Board decided formally not to recommend recognition of Howard Skinner during the 30<sup>th</sup> Anniversary Season. Pending staffing changes were presented to the board. The board adopted new policies and procedures then elected a chair and vice chair. A sample of the Fall brochure was presented to the board. A review of Ticket sales, 30<sup>th</sup> Anniversary Celebration, and contact information.

**June:** ♦ Staff presented rosters of artists from various agents, discussions around diversity of acts and how to draw a more diverse audience to our venue. Age diversity was also a concern, newer members wanted to see us cultivate a young adult audience. Staff updated the board on Gold package sales to renewing members. A summary of the 30<sup>th</sup> Anniversary Committee meeting was presented.

## 2018 WORK PROGRAM AND DEPARTMENT UPDATES

### **Parks Division:**

Parks staff have been working side by side with the Public Works Stormwater Division on a complete renovation of Woodbriar Park. When complete in July, the park will feature a blend of native grasses and blue grass areas, new trees spread throughout with many of the mature trees that were saved, an interactive public art piece, new restroom and shelter and walking paths. Most exciting, and a first for Greeley, will be the new playground which will be constructed of natural trees, root balls and salvaged material from the site, as well as 300 year old oak from Canada. This nature play opportunity is a first for Greeley and staff are excited to see our youth interact with natural elements.

Staff are heavily involved in many road widening projects with Public Works. All new medians and tree lawns will be maintained by Parks staff so staff is on site daily verifying proper installation of components and that products used meet City standards. Projects include west 20<sup>th</sup> street, south 65<sup>th</sup> Ave, and 71<sup>st</sup> Ave.

Parks staff and Recreation staff have been working together on the remodel of Archibeque Park. The outdated and antiquated park restroom building and splash park bath house have been demolished. Staff worked together to design a joint use facility to make better use of resources and space. In doing so, there is now room for a larger shelter on site, which, through community engagement, was identified as a desired amenity for the site. The new shelter and new restroom should be completed by fall 2018. Additionally, the playground will also be removed and replaced, as well as the outdated irrigation system. All projects should be complete by fall 2018.

The tennis courts at Centennial Park, and the adjacent Butch Butler Baseball Field played host to several season ending tournaments for high school sports in Colorado. The Colorado High School Activities Association (CHSAA) honored the City of Greeley Parks staff with an Outstanding Achievement Award for the Maintenance of Butch Butler Field over the years. There have been several staff over the years that have had a part in the maintenance and improvements of the facility, and many of them are still working here now and we are able to be a part of the presentation of the plaque.

Our Forestry program was awarded a \$6,000 grant from the Colorado Tree Coalition/XCEL Energy Foundation for 2019. The grant is used with matching City of Greeley dollars to plant approximately 50 trees along the Sheep Draw Trail through the Mountain Vista area.

Forestry Horticulture staff planted all annual beds in the downtown area and at many public buildings through May. Unfortunately, a hailstorm in June destroyed all of the beds in the downtown area. Staff worked with a wholesale provider to replant the beds.

Forestry & Natural Areas staff, working with the United Way Day of Caring volunteers, stained the fence at the Poudre Learning Center on June 16. On that day we had approximately 20 volunteers stain over a half mile of cedar split rail fencing, helping to preserve it for years to come.

Forestry Code Enforcement is incredibly busy this season. Staff are receiving 6-10 calls a day for inspections when we normally see 1-2 a day. Staff are observing that many Ash trees are crashing throughout the city. This is not due to EAB (Emerald Ash Borer), but the assumption is several late spring frosts and early fall

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

snow storm damage is finally resulting in the trees early demise. Staff are consistently sampling however to make sure we have not yet had an invasion of EAB.

Forestry staff held the annual Arbor Day Celebration in Lincoln Park this year. The weather was perfect, and Mayor Gates read the proclamation to approximately 30 attendees.

Linn Grove Cemetery staff hosted the annual Memorial Day Celebration on May 28. Hundreds of attendees listened to speeches and recognition of past and present service members. This annual tradition has become a staple at Linn Grove and is supported by many service groups and local chapters of military organizations.

Cemetery staff are also busy assisting the local non-profit group that hosts the Wreaths Across America event at Linn Grove annually. Plans have to be formalized early to order the proper number of wreaths for the event.

Linn Grove Cemetery on average has 130-140 services. This year, we are trending towards 170+, with almost 50% being cremation services. With this trend of cremations increasing annually, the new Ossuary that staff will install this fall will be key to making options available for our customers. With current trends, staff plans to start designing the last block of land available on the site for full burials.

## **Parks and Recreation Advisory Board**

April: \*Demolition has begun on field #5 at Island Grove. Field Turf, the contractor, was able to secure with Musco Lighting, an upgrade to an LED lighting system at no additional cost, which is a savings of about \$60,000. ¶The Greeley Senior Center has been renamed to the Active Adult Center. \*Amending Chapter 9.44 of the Greeley Municipal Code to address Banning Smoking in Public Places: The Public Places definition section has been updated to include parks, trails and natural areas. A motion was made by Sherri Frye to approve the proposed policy. The motion was seconded by Scott McPherson and passed 8-0. \*Election of Board Chair and Vice Chair: Scott McPherson nominated Richard Reeser for Board Chair and Richard accepted the nomination. The Board voted 8-0 to approve. Sherri Frye nominated Scott McPherson for Vice Chair and Scott accepted the nomination. The Board voted 8-0 to approve.

May: \* Approval of the Smoking Ordinance has been delayed. On June 5 the Ordinance to ban smoking in parks, natural areas, and trails will be introduced to Council. \*The Arbor Day celebration was held last Saturday and had a good turnout. Forestry staff presented the Giving Tree Program to about 1,200 first graders that week as well. \*Andy McRoberts reported the Inclusivity Statement that Scott authored is included in the Recreation Connection for the third time. PFLAG, which is an extension of the LGBTQ community, honored Scott and Andy on Tuesday night before City Council for putting the statement in the Recreation Connection.

June: \*The Department has been named as a finalist for the National Gold Medal Award. A 5-minute video has been prepared as the next step in the process. \*The outdoor pools and Splashparks are now open for the season. \*The Rodarte Center Fun in the Sun Program has begun and will utilize Bright Wheels software to check kids in and out of the program.

\*The Ice Haus will be shut down for two months to complete lighting and sound system upgrade projects. \*Natural Areas Division: Under the direction of the City Manager, we are working to identify possible funding to create a Natural Areas Division and hire a Division Manager. Andy has prepared a draft 20 year plan if a sales tax initiative is approved, that includes staffing and projects. \*Memorial Park Bench Application – Bittersweet Park: Board members received in their packet, a copy of the application and site photos. Staff have reviewed

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

the request and recommend approval. A motion was made by Kathleen Stewart to approve the memorial bench application submitted by Carol Deter. The motion was seconded by Scott McPherson and passed 7-0.

## **Island Grove Regional Park**

April brought the beginning of the outdoor event season for Island Grove staff. We hosted Weld County's 2 week Goat Extravaganza and the City of Greeley's Water Youth Festival. In May we hosted a very successful Cinco de Mayo community celebration, extensive Weld County Sherriff training, the "Just Between Friends" sale, several graduation and continuation parties and we were the backup site for School District 6's outdoor graduations. June brought more graduation parties and two of the regions favorite events, the Greeley Blues Jam and the 97<sup>th</sup> annual Greeley Stampede! With an inch of rain during the Stampede setup, grounds staff had their work cut out for them to get the park back into decent shape for the 100<sup>th</sup> Anniversary of the Weld County Fair!

## **Island Grove Regional Park Advisory Board**

In April the Board elected Mary Bohlander Chairperson and James Herman Vice-Chair. Discussions centered on the demolition and construction of the Synthetic Field 5 project and the Weld County Extension Master Gardner's landscape project in the front of the Exhibition Building. The City of Greeley Water Department donated \$4,500 to the project, which will feature many water saving native Colorado plants. In June the Board welcomed two new appointees, Greeley City Councilman John Smail and Weld County appointee Tammi Inskeep. The meeting also included updates of projects affecting Island Grove including a report of the completion of the Weld County Extension Master Gardner's landscape project.

## **Golf Division**

Total rounds through June 2018 are at 26,139. This compares to 26,634 in 2017 and 25,227 rounds in 2016 through the month of June. A 5% increase in fees of green fees and annual passes in 2018 has revenues in 2018 up \$109,360 over the year 2017 through the month of June. Completion of the two-year cart path program at Highland Hills GC ended July 3. An August 1 start date is projected to begin a Boomerang Links GC two-year cart path replacement and improvement program.

## **Golf Advisory Board**

The Golf Board finalized a dress code for both Highland Hills GC and Boomerang Links GC. The Golf Board finished comprising the 2018 customer survey in May. The survey ended July 11 (no report detail as of yet). The 2<sup>nd</sup> Annual Greeley Golfer Appreciation Day golf event at Boomerang Links GC is July 21. The Golf Advisory Board is the host for this event. Putting, chipping and driving games start at 9am and the actual tournament starts at 12 noon.

## **Recreation Division:**

### **Recreation General**

Daily Admissions for both the Family Funplex and the Greeley Recreation Center are down in 2018 compared to the previous two years. The Family Funplex has had 49,368 paid daily visits in 2018; while at the same point in time for 2017 there were 53,500 visits. The Greeley Recreation Center has had 9,423 paid daily visits in 2018, while at the same time in 2017 there were 9,633 visits. Efforts are being made to increase patron visits including the addition of fitness classes, free childcare and improvements to exercise equipment. One area of growth has been with the Silver Sneaker program. Silver Sneaker memberships have continued to rise

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

over the past three years. In 2016 Recreation had 2,581 Silver Sneaker members, in 2017 Recreation had 3,088 members and in 2018 at the mid-year point Recreation has 3,294 Silver Sneaker members.

Improvements have also been made at the Greeley Recreation Center. The climbing wall was improved in spring 2018 by adding new climbing holds, auto belay devices and all new ropes. This ensures a fun and safe environment for participants. Staff are also working with the Doubletree Hotel to bring in additional rental groups.

## **Sports**

Spring sports youth participation numbers were slightly down from 2017; however, summer registration numbers were higher than in 2017. Several program improvements were also made in youth sports. Additional trainings were offered for volunteer coaches, officials and staff and new jerseys were implemented. Adults Sports participation continues to strong and a new sports coordinator for Adult Sports was hired in June.

## **Active Adult Center**

The Active Adult Center has experienced substantial growth over the past three years. Senior members have increased from 1,304 in 2016, to 1,395 in 2017, and are currently at 1,423 members at the mid-year point of 2018. The majority of excursion trips are filling up to capacity and the senior sports program has grown substantially in multiple sports. In particular, pickle ball has been extremely popular and senior softball has more teams than ever.

## **Adaptive and Inclusive Recreation**

Katelynn Johnson was hired as the new Adaptive and Inclusive Recreation (AIR) Coordinator. She is actively working on developing new programs and meeting with area service providers to help ascertain specific needs for individuals with needs.

## **Ice Haus**

The Ice Haus closure began on June 11. Staff removed all ice and planned construction officially began on June 23 for new lighting and a new sound system. During the closure staff are completing minor facility repairs including painting, skate sharpening and deep cleaning. The anticipated date for re-opening is August 11. Staff is excited to be the new home for the minor league Northern Colorado Eagles hockey team starting this fall.

## **Aquatics**

The Centennial Pool shell was repaired in May and minor repairs were also completed on the bathhouse building. These repairs included new interior and exterior paint, new awnings and replacement of locker room benches. Staff also added a floating obstacle course at Centennial Pool, which has been very popular with participants.

Improvements were also made to Discovery Bay in May. These improvements included removal of the vending machine structure on the west side of the facility, plumbing repairs and the replacements of tile in the pool shell.

Swim lesson participation has been very strong to date with 1045 swim lesson participants registered through June, which is up from 786 at the same point in 2017.

## **Youth Enrichment**

## 2018 WORK PROGRAM AND DEPARTMENT UPDATES

Youth Enrichment has been working hard collaborating with area schools to boost student academic achievement. Areas of focus were literacy, math, attendance and behavior. The goal was to not only assist with the improvement of overall test scores throughout the school year, but also help reduce summer learning loss through camouflage learning during out of school time. Staff have set aside time in the after school program to assist students in completing modules on Lexia (literacy software) and Zern (math software).

Overall, the students that attended the After School Program saw an increase in literacy scores and a huge decline in behavior incidents. In the literacy category, there was an increase over the sample population of nearly 10% above benchmark score between the sample population (29.23%) and those enrolled in the after school program (39.02%). In addition, behavior incidents dropped from 355 in the sample population to only 22 for Youth Enrichment students.

As both the Rodarte Community Center and Anna Gimmetstad sites began their Fun in the Sun (FITS) summer camp program, students continued to build on the foundation established this school year. Weekly themes were established for the program throughout the summer incorporating science, technology, engineering and math (STEM) curriculum.

In addition to the academic achievement emphasis, the Before FITS program began using a new child tracking software called Brightwheel. Brightwheel has allowed Youth Enrichment staff to be able to communicate with parents in real time. Staff are able to send pictures, videos, notes and reminders through the app increasing parent engagement.

### **Rodarte Advisory Board**

#### March:

Awaiting approval from AIMS on funding for a proposed mural that Armando Silva presented to the Advisory Board in February. The Advisory Board discussed a possible reception in 2019 to mark the 40<sup>th</sup> year that the Rodarte Center has been open. The Board suggested to wait until the summer/spring to have a reception to allow time for the expansion, mural and software to be in place and functional.

The STEM program starts May 30 and goes through July 6. We will hire on two Career Explorer Interns to assist with program and Before FITS.

The Teen Job Fair had low numbers with 371 youth attending this year.

#### April:

We are still awaiting approval from AIMS on funding for a proposed mural that Armando Silva presented to the Advisory Board in February.

The Board was able to review 60% blueprints and offer their input regarding the guardrail options. The front entrance remodel and ADA accessibility ramp will start construction in July and end in October of this year. Staff updated the board with their choice of child tracking software, which is Brightwheel.

40<sup>th</sup> year the Rodarte Center open-reception update-City staff will keep on track with the plan of a celebration in August of 2019 when the expansion is complete, child tracking software is in place and the mural is complete.

Academic Achievement plan and progress-staff presented an academic achievement plan with a primary focus on literacy. Major additional focuses are math, attendance and behavior. Staff also presented the Board with progress in efforts with Martinez Elementary and Chappelow Elementary concerning literacy proficiency.

## 2018 WORK PROGRAM AND DEPARTMENT UPDATES

National Youth Service Day Awards-Awards ceremony was smooth. The Board talked about honoring the award recipients at the “meet and greet” so that the City Council could engage in conversation.

### May:

Proposed mural status that promotes young Hispanic males to focus on academics and seeking higher-level education was approved and Armando will start working on this project in July.

Expansion update: The Board was able to review 100% complete blueprints. The ADA accessibility ramp, vestibule and front desk has a budget of \$500,000.00. Construction will start in July and end in October of this year.

Staff will be test running Brightwheel in the Before FITS program and working out any glitches with parents and technology. Staff will give an update in the June meeting of progress.

Staff are working on processes that would allow the Rodarte Center to accept donations. Once this process is finalized then the final proof of the bilingual brochure can be printed with appropriate information.

Tony Mata and Nico Ruscitti presented FITS programming to the Board of the plans and opportunities that have been scheduled for the Fun In The Sun participants this summer.

Nico Ruscitti presented STEM programming for the 6-week academic program that is based around science, technology, engineering and math.

Boxing-Staff passed around the article that the Greeley Tribune printed on the new boxing coach and programming.

### **Youth Commission**

#### March:

National Youth Service Day Awards: The Youth Commission reviewed six nomination forms. They moved to approve and award nomination form 1,2,4,5, and 6. The Commission denied award nomination 3 due to the lack of diverse community service projects and hours served. The awards ceremony will take place Tuesday, April 3 at the SD6 Administration building at 5:30 pm.

The Youth Commission went over an ordinance for the smoking ban: Chapter 9.44 Banning Smoking in Public Places and Common Areas. Andy McRoberts, CPRD Director, presented the amended revisions for consideration and support from the Youth Commission. Commissioner Johnson moved to approve the ordinance and Commissioner Rodasta seconded. The Commission unanimously approved.

Community Bee Garden idea was moved to the April agenda due to time constraints.

Weld County Tobacco Prevention-Smoking cessation around playgrounds and parks. The commission will present a photo voice and art project on Tuesday, April 10 from 5:00-7:00 pm at the City Council work session. The Commission reviewed the PowerPoint presentation and rehearsed.

#### April:

National Youth Service Day Awards recap-The Commission enjoyed the shorter version of the “meet and greet” and extended City Council presentation. They did not have any recommendations for the next year at this time.

City staff encouraged the Youth Commission to attend the Youth Leadership Forum on Thursday, May 31, 2018 at Central High School.

Bee Garden discussion: Commissioner Johnson spoke briefly to the Commission about her knowledge of bee gardens and asked the rest of the Commission if they are interested in supporting this effort. The Commission agreed and will move forward on this initiative.

Marketing-Emma gave a brief presentation on the efforts that Commissioner Potter has been working on regarding marketing efforts. This discussion will be tabled for the May meeting to discuss further.

Youth Commissioners Johnson, Aurzada and Rodasta gave a recap of the City Council work session presentation on Smoke Free Parks, Trails and Open Spaces to the rest of the Commissioners. Next steps

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

include attending a regular City Council meeting when the Council has appointed the vacant seats in June or July.

## May:

Art's Picnic volunteer opportunity on Thursday, July 28 from 8:30-am-2:00 pm at Lincoln Park. More details to come, as we get closer to the date. Work sessions-1 Commissioner attended the May 14 session. Attendance needs to increase to offer the second meeting every month. Youth Commission retreat discussion-City staff will conduct a doodle poll to find the best dates for the retreat. The retreat will include a team-building day and then a working meeting day. City staff encouraged the Youth Commission to attend the Youth Leadership Forum on Thursday, May 31, 2018 at Central High School. City staff have RSVP'd four spots for the Youth Commission. Next Steps on Smoke Free Parks, Trails and Open Spaces (Brooklyn, Abby and Johnathan) Tuesday, July 17, 2018 will be the next City Council meeting that the Commissioners will attend to present and encourage the smoke free parks, trails and open spaces. Bee garden initiative will be moved to the next meeting because of time constraints.

## **CPRD Marketing**

The marketing of the UCCC Fall 2018 semester is underway with the mailing of the brochure to 110,000 homes in northern Colorado, posters and magazine advertisements.

Our Sales Coordinator was able to secure over \$24,000 in sponsorship/partners for the UCCC Fall and Spring semesters. All materials are in place and the promotion was launched for the Greeley Golfers Appreciation day Tournament.

The Recreation and Golf websites continue with a steady increase of engagement from customers. In June, Recreation had a 9% increase in site visits and a 1% in page views, with 2.84% increase in new visits. In May, the Golf website had an increase of 36% in site visits, 32% in page views and 1.23% of new visits – an indication that Golfers were getting ready for the season. In June, new visits were down, yet we had an overall increase in repeat site visits and page views.

Gathering public input to replace the old Archibeque Park playground was conducted in the Sunrise neighborhood and reception by area residents was very positive. Staff utilized door hangers and a bilingual survey.

As an NRPA Gold Medal Finalist, a required video was produced collaboratively by CPRD marketing and the CEO office. The same was uploaded into the [www.PlayGreeley](http://www.PlayGreeley) website as well as on the City's website. The finalist news was mentioned in social media for Greeley residents to engage, feel proud and share.

## FINANCE DEPARTMENT – VICTORIA RUNKLE, ASSISTANT CITY MANAGER

2<sup>nd</sup> Quarter Update:  
No additional updates



# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

## FIRE DEPARTMENT – DALE LYMAN, FIRE CHIEF

### 2<sup>nd</sup> Quarter Update:

- Spring prescribed burns completed by our Fuels Mitigation crew.
- Fuels Mitigation Crew deployed to 2 fires.
- Worked with Greeley Police Dept. on active shooter scenarios at Shawsheen School.
- Our 6 new Recruit firefighters completed the FRFC academy and are working on shifts.
- 4 CPR classes for city employees completed.
- Contract negotiations with Greeley Firefighter Local 888 completed.
- Ordered placed for a new water tender truck to replace the 2001 tender.
- Completed internal department budget presentations.
- In the process of hiring 4 firefighters for fall academy to fill retirements.
- Completed budget request for Fire Inspection Technicians and draft job description.
- Lt. Cobb preparing for subpoena to arson murder trial in September.
- Emergency Management Incident Support Team initial membership is complete. Have held 3 meetings so far with very positive feedback from internal city stakeholders. Will roll out team concept to Exec. Team and Managers this fall.
- Preparing for Weld County exercise in August. Will hold pre-Ex meeting the week prior to brief city staff planning on attending.
- Actively supporting UNC Emergency Management with preparation for July exercise.
- Oil/gas drilling activity has increased and expected to continue. Very good compliance and cooperation with operators. No major industry concerns to report.
- DC Morgan and Greg Becker supported PDC Energy with emergency exercise; great learning opportunity for all parties. Will continue Incident Command System training with operators in the region.
- Increased building activity. 15% increase in plans reviewed YTD. 35% increase in building activity inspections YTD.
- 14,191 training hours logged year to date.
- Greeley Fire has responded to a total of 6,863, year to date. This is a reduction of 301 overall total responses and a reduction of 586 Emergency Medical responses.

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

### 2<sup>nd</sup> Quarter Update:

In partnership with hiring managers, assisted in the selection and hiring processes for 31 employees who began employment or received promotions in the second quarter of 2018.

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

INFORMATION TECHNOLOGY DEPARTMENT – MARK HOEKSTRA, INFORMATION TECHNOLOGY DIRECTOR

2<sup>nd</sup> Quarter Update:

## Applications Team

- Assisted Community Development in going live with TRAKiT
- Assisted Fire with their new software system ESO. On target for July go-live date
- Completed Bike to work day website
- Completed Economic Development Customer Relationship software and dashboard.
- Worked with CPRD on UCCC Contract Process and found them a solution.
- Utility Bill printing process was moved from IT to Finance

## Customer Engagement Team

- Deployed iPads and “kiosk” workstation computers to Code Compliance and Building Inspections for TRAKiT go live.
- Deployed 15 latest model Panasonic Toughbook laptops to GFD in support of Fire Department’s ESO project.
- GPD is in planning phase to test the latest Panasonic Toughbook laptops as the next computer replacement in their vehicles. The console in patrol vehicles will feature a more ergonomic friendly configuration for officers wearing body armor.
- Since the transition from Dell to HP, about 20 new HP desktops and laptops have been deployed. Initial reports are that the systems have been well received by each department they’ve been deployed to.
- After interviewing W&S, Muni Court and GTV8, the Customer Engagement Team has initial plans in place to make the transition to City Center as easy as possible for these departments.
- Customer Engagement will engage an ITIL consultant to perform an assessment of the IT Service Desk to improve service delivery to the City of Greeley.

## GIS Team

- Completed support of Community Development go live with TRAKiT
- Completed development and deployment of new Cone Zone public facing web app for road construction
- Completed Broadband Phase I feasibility study with presentation to Council
- Fire Analytics app was completed and handed off to Fire staff to use for decision making on equipment provisions and future needs
- Poudre Trail inventory project kicked off with field application development. Volunteers and city staff have been actively capturing data via the new tools
- New Park Finder application is 95% complete, now waiting on final inputs from city staff for completion of the project
- Concrete asset management project kicked off. We are in the executing phases of development specific GIS assets and Public Works staff developing their data structure needs

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

- GIS updated over 18 requests for headstone images at Linn Grove Cemetery.
- Completed the Census Department LUCA address review and submitted the data to the US Census Department.
- Completed over 10 meetings with city staff to review GIS data management practices, changes required and the road ahead for software upgrades coming in the 4<sup>th</sup> quarter of 2018.

## Infrastructure Team

- Network Switch Refresh – 16 out of 80 switches deployed
- Assisted Development with the Mobile Mic deployment
- Colocation BID completed and vendor selected
- Skype IM implementation for City
- Completed over 10 meetings with departments to identify requirements for DVR (digital video recorder) solution
- Deployed SCADA firewalls at Boyd Plant for new system upgrade
- Deployed two routers for new network environment at Boyd Plant
- Finalized Contract with Century Link to upgrade the T1 Line at the Boyd Plant to fiber connection via century link
- Coordinate IT move into the City Center
- Modified the email archive access from 8 days to 60 days
- Opened up guest wireless to buildings with COG wireless access points
- Assisted Water and Sewer and OZARK on scanning project
- Fiber and Copper relocated at Rodarte Center
- Fiber installed at IG to connect 3 buildings

## POLICE – MARK JONES, POLICE CHIEF

2<sup>nd</sup> Quarter Update:  
No additional updates

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

2<sup>nd</sup> Quarter Update:  
No additional updates

# 2018 WORK PROGRAM AND DEPARTMENT UPDATES

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

2<sup>nd</sup> Quarter Update:

Department hosted the Tri-City Reception at the Doubletree in May. The event is an annual gathering of Greeley, Ft. Collins, Loveland and other municipal district water providers. The event was well attended and Greeley coordinated speakers for a program on regional cooperation.