



City Center South  
City of Greeley, Colorado

# WORK PROGRAM AND DEPARTMENT UPDATES - 2019

## 3RD QUARTER

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

# 2019 WORK PROGRAM

## Citywide Initiatives

*Like Department Activities, Citywide Initiatives are projects that address City Council Priorities and Objectives. However, they require coordinated efforts between multiple departments to complete. They normally have a larger scope of impact to the organization and community. As with Activities, a Citywide Initiative may ultimately become a normal Department Operation in the future. Progress reports are provided regularly through monthly Department Updates, at Council Work Sessions or through the City Manager's Snap Shot emails.*

### 1. BROADBAND SERVICE – SCOTT MAGERFLEISCH, 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.

#### 3rd Quarter Update:

Efforts on the City's Broadband Initiative continue through the work of the Broadband Citizen Committee (Committee) and City staff including the work completed in the last quarter or underway as highlighted below:

- Committee review and discussion of data gathered by a third-party vendor (Uptown Services) from focus groups and in-depth interviews with anchor institutions;
- Committee engagement on presentations from Fort Morgan and Fort Collins on the options considered and the paths taken relative to Public Private Partnerships (P3) or its own Internet Service Provider (ISP);
- During its October meeting, the Committee is scheduled to receive a presentation regarding the results of statistically valid residential and business surveys conducted by Uptown Services;
- Staff has and continues to work with the third-party Project Manager (Lori Sherwood of Vantage Point Services) to identify strategic options for moving forward based on defined needs within the City organization;
- The Fiber Conduit Colocation Ordinance continues to support expansion of the City's conduit and fiber infrastructure through new development and Right of Way (ROW) construction; and
- The IT Department has defined Fourth Quarter project to complete fiber connections to the remaining city facilities not currently connected to the fiber network including the Linn Grove Cemetery and Josephine Jones Forestry offices.

### 2. WATER EFFICIENCY TACTICAL TEAM (WETT) – SEAN CHAMBERS, WATER & SEWER DIRECTOR

Purpose: There is arguably no more crucial infrastructure issue the community is facing other than our future water supply needs. It is critical we develop strategies that allow us to be efficient with this scarce resource. There are numerous strategies being undertaken to address this need including: (a) participation in the construction of the Chimney Hollow Reservoir project; (b) the permitting and ultimate construction of an expanded Milton Seaman Reservoir; (c) continuation of purchase of an additional 10,000 acre feet of water supplies and exploration of Alternative Transfer Methods (ATMs); (d) implementation of demand management strategies such as: building plumbing retrofitting, parks and open space irrigation efficiency improvements, residential landscaping pilot projects, the development of enhanced non-potable irrigation systems and the development of policies that further incentivize water conservation.

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## 3rd Quarter Update:

- A) Greeley Water staff and consultants continue to work with the US Army Corps of Engineers (USACE) in preparing a draft environmental impact statement (draft EIS) for the expansion of the Milton Seaman Reservoir or more suitable alternative. With costs of building reservoirs drastically escalating across the region, in late 2018 Greeley's Water & Sewer Board directed staff to take a hard look at the affordability of the alternatives and consider ways to reduce project costs. Staff and consultants are currently refining alternatives and evaluating various means to meet future water needs. The focus of these efforts is developing alternatives that are economically sustainability and cause minimal environmental impacts. Certain draft EIS studies have paused until the alternative screening process is completed. Alternative refinement is anticipated to be completed later this year.
- B) W&S staff continue to prioritize water acquisition efforts. The water market continues to see increasing competition and price escalation. As a result, the W&S Department has undertaken a proactive approach to water acquisition and supply development. Year to date, Greeley has made four water rights acquisitions totaling nearly 200 acre-feet of new supplies. In addition, staff is currently working with multiple organizations, consultants, and brokers to establish alternative water right transfer opportunities that aid Greeley's supply development but maintain water on irrigated agriculture. These efforts recognize the fundamental agricultural foundation of the Greeley and Weld County economy, and our interest in growing supplies that serve a growing and diversified municipal economy without detrimental impacts to the agricultural sector. Staff is also pursuing acquisition of gravel pit storage reservoirs to serve non-potable needs.
- C) Staff continues its proactive development of non-potable water supplies and facilities to serve outdoor irrigation demands in the community. A master plan of non-potable service opportunities will be completed in 2020. Staff is also currently working with several planned and existing developments to foster adoption of non-potable systems. Another significant project to expand non-potable water supplies is the expansion of the Poudre Ponds complex. Design is presently underway to finish and seal a second gravel pit south of the existing Poudre Ponds, and to design the final reclamation of the site. The site is being design in coordination with Parks and Natural Areas to also provide recreational and/or natural amenities.
- D) Staff continues to coordinate with Parks Dept. staff on water efficiency pilot projects that save water and provide data and learning experience that can be leverage across the system. W&S and Parks staff are currently planning a 2020 project to line and improve water storage ponds at the Highland Hills Golf Course that will improve water use efficiency while also improving the aesthetics of the course.

## 3. ENTERPRISE RESOURCE SYSTEM – PAUL FETHERSTON, 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

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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.

## 3rd Quarter Update:

Work began on implementing the Oracle Cloud ERP and HCM solution for Finance and HR respectively. Initial design sessions were completed that reviewed the City's system requirements with any questions the implementer (Sierra-Cedar) had about our processes. This was followed by design confirmation sessions where Sierra-Cedar worked with the city to show how the City's requirements fit within the Oracle platform. The first and second "roadshows" were also completed along with a communication playbook that started to provide transparency to the city on efforts. This project was also officially branded Velocity: Driving Operational Excellence with the aspiration of taking the city forward and upward in modernizing and improving city processes. In this quarter some data was also loaded into the Oracle systems as well as the start of testing and validation. The project is still currently on track for completion in Q2 of 2020.

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

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

## 3rd Quarter Update:

A final draft of the City's All-Hazards Emergency Operations Plan (EOP) was submitted to the Executive Team. The Emergency Manager (EM) continued to meet with the department heads and update the City's Continuity of Operations Plan (COOP). He also met with the Risk and Safety Manager to define an employee safety/security and facility emergency plan strategy. The Incident Support Team (IST) had two formal meetings and one included a table-top exercise and discussion on how the team would support IT during a cyber-attach. The IST also participated in the state's Resiliency Conference, a critical infrastructure protection training, and an oil and gas disaster exercise with PDC Energy.

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

Purpose: Every decade since 1790, the U.S. Census Bureau had conducted a constitutionally mandated census to determine the number of people living in United States and its territories. The information gathered is used to help make decisions on behalf of all residents, including political reapportionment and redistricting. With Colorado's growth, an accurate count could add another seat in the House of Representatives. Census data also affects how federal funds are distributed; it is estimated that the annual per capita impact is \$1,480 to Colorado residents; to miss counting just 100 people translates to a potential loss of \$1.48M over a 10-year period. The demographics collected in the Census Count includes such information as community profile and population

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characteristics, housing quality/costs, retail sales, consumer expenditures, export statistics, business research and development and economic indicators, and yearly population estimates; all important elements to support local governance, growth and development. This work program item focuses on establishing a local Complete Count Committee to coordinate with the State and other communities and to develop a strategy to encourage full participation of Greeley area residents in the 2020 Census count, which occurs on April 1, 2020.

### 3rd Quarter Update:

Greeley's Complete Count Committee has been meeting regularly to advance "early and often" communication about the Census, its importance to the community, and to engage partners in expanding the network of organizations who carry this message. Partner organizations have identified ways to reach traditionally undercounted households and participated in the development of a grant application that was submitted to the State for funding to assist with the local campaign. The City should learn about the grant application by November.

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

**Purpose:** Wetland mitigation banking is the restoration, creation or enhancement of wetlands for the purpose of compensating for unavoidable impacts to wetlands at another location. Wetland mitigation banking is commonly used to compensate for wetland impacts from development, but is also used for impacts from agriculture. The newly created Natural Resources Division and Superintendent, within the Culture, Parks and Recreation Department, will research and develop criteria and the formulation of a plan to create a Wetland Mitigation Bank on natural areas the City owns along the Cache la Poudre river corridor. Former wetlands restored to their original condition provide the best chance for success in generating wetland functions and values. Next best is wetland enhancement, and lastly, wetland creation on land without a prior history of wetland conditions. Long-term success and stability are important considerations, since the bank sponsor (the City) will be required to provide long-term site maintenance to ensure it continues to function as designed.

### 3rd Quarter Update:

In the past quarter, Natural Areas & Trails has been working closely with Water & Sewer on a potential wetland mitigation bank site in conjunction with the design of the Poudre Ponds Natural Area site. Water & Sewer is designing the site to connect non-potable water management from the existing pond to a new gravel mine that will act as a second storage reservoir. Pond "C", the third former gravel mine site off of 25<sup>th</sup> Avenue, must eliminate the existing surface water area to avoid an augmentation plan and to close the DMRS permit on the pond. The consultant on the project is seeking jurisdictional determination on pond C to assess whether the Army Corps of Engineers has jurisdiction over the waters and therefore the potential for a bank site. In addition, the consultant is conducting a market analysis to gauge demand for the different types of wetland mitigation credits. Subsequent to the findings of these assessments, NAT will continue to pursue a bank site at Poudre Ponds and other City lands along 59<sup>th</sup> Ave depending on which site presents more favorable conditions.

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

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

#### 3rd Quarter Update:

The remodel project at City Hall and City Center North (Annex/Focus building) is currently tracking on schedule and budget with a completion date of the first of March. While the majority of the work during the 3<sup>rd</sup> quarter was focused on finalizing design documents for construction, work began on both City Hall and City Center North during the 3<sup>rd</sup> quarter. At City Hall, asbestos abatement is now complete and construction crews have started the necessary work to install a new and ADA compliant elevator. With abatement already complete at City Center North, construction crews started necessary demolition in mid-September. The lower level of City Hall was started in 3<sup>rd</sup> quarter as well and is being done first to enable the Communications and Engagement Department to move to their permanent space as soon as possible.

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

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

#### 3rd Quarter Update:

Focus continued on supporting employees to identify their career aspirations and goals through training sessions for all employees held throughout the quarter to support them with their own career and goal development. Employee pursuit of career aspirations and goals and manager/supervisor engagement in meaningful regular discussions with staff and the identification of training opportunities was supported with required, documented supervisor mid-year 'check ins' with all employees that occurred during the month of September. PROpel continues to be just one of many actions guiding us down an intentional path to define a culture of operational excellence.

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## DEPARTMENT ACTIVITIES

*These include new projects, with a defined beginning and end, meant primarily to address Council Priorities and Objectives. However, they may include efforts necessary to upgrade Department Operations as well. Department Activities are primarily a work effort impacting only one Department but may require some assistance from other departments. They may entail work to establish a new function that ultimately becomes a Department Operation. Department Activities. Progress reports are provided regularly through monthly Department Updates, at Council Work Sessions or through the City Manager's Snap Shot emails.*

### CITY CLERK'S OFFICE – BETSY HOLDER, CITY CLERK

#### 1. Municipal Code Recodification

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

#### 3rd Quarter Update:

Work in the third quarter included a wrap-up of the responses to the 150+ recommendations for changes made by MuniCode, the City's Code publisher. Also, all departments committed to a comprehensive review of the Code Chapters for which they are content experts over the next three years.

The ordinance to make the recommended changes to the Code of Ordinances is being scheduled for Council's consideration.

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

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

#### 3rd Quarter Update:

Following the open house June 25<sup>th</sup>, a new employee began work at the Central Records Center on July 11<sup>th</sup> and has been busy with inventory, file check-in and check-out. Additionally, a records inventory software

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product was purchased in the 2<sup>nd</sup> quarter to replace an outdated program, and work continued in the 3<sup>rd</sup> quarter to convert data and test the new software. Besides the 30,000 items in the current inventory being converted to the new software, an additional 60,000+ items need to be added to the inventory, and work will begin on this project in the 4<sup>th</sup> quarter.

The City Clerk's Office was honored to be recognized by the City's Executive Team for the new Central Records Center project – one that will help all City departments improve the management and preservation of the City information assets.

***Item completed***

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

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

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

3rd Quarter Update:

Final community open house sessions and presentations to partner organizations were conducted in the 3<sup>rd</sup> quarter with good attendance and feedback. The 16<sup>th</sup> Street Project was presented to City Council at its September 3<sup>rd</sup> meeting, resulting in a Council endorsement of the project. Outreach with landowners and businesses along 16<sup>th</sup> Street will continue as design work is estimated and funding secured to commence more detailed work on the proposed changes.

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

### 4. Establishing a Communication and Engagement Department

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

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## 3rd Quarter Update:

The C&E department has nearly completed an initiative aimed at identifying the internal infrastructure, capacity and operational responsibilities of this newly formed department. The creation of a team charter, defined core functions, and service level agreements with internal stakeholders are all outcomes of this initiative. These foundational elements create a strategic structure for the department to function and offer a universally held framework of expectations for city departments. Simultaneously, the department is establishing a cohesive and collaborative culture among the 14 *current* FTEs, reviewing internal procedures/processes and identifying specific actions to elevate service to our internal stakeholders. This work is guiding the department level structure including roles, responsibilities, and expectations. This comprehensive view of the needs of stakeholders, combined with the long-term forecast of communication needs, is also allowing the department to anticipate and plan for future needs that will continue supporting the city's growth and needs.

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

Purpose: In order to maintain momentum from the Greeley Unexpected campaign, a comprehensive review of survey feedback from residents and other communities, as well as new community input will generate a specific multi-year strategy to focus the "next generation" work on a broader and evolved community image initiative.

## 3rd Quarter Update:

As of October 8, the city's image campaign is pivoting to become a grassroots campaign featuring local stories and moments indicative of several themes over the next few years. 2020 will highlight the compelling stories and moments surrounding "learning" in Greeley. The campaign is intended to create an inside out movement that encourages the community to share all the things they have learned or experienced that makes Greeley a dynamic city. The campaign will use common advertising practices to further shift perceptions of the Greeley community but will be significantly enhanced by the everyday stories of people living, working and playing right here in Greeley. The new campaign aims to reinforce messages the support Greeley's image as a thriving metropolitan city. The campaign is not only intended to get people thinking differently about Greeley but to get Greeley to think and talk differently about itself. In early 2020 the Greeley Unexpected platforms will begin transitioning to MyGreeley. A light teaser campaign will launch to help explain the transition and introduce the new MyGreeley campaign.

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

## 6. Energy Master Plan

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

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months of Xcel support for implementation, which could include completing infrastructure commitments, providing rebate programs, etc.

### 3rd Quarter Update:

The draft Plan is complete and has been recommended for approval by the Planning Commission. City Council will have heard it for review and approval on October 15. Work program planning for next year includes implementation of action items in the Plan, facilitated in part by a continuation of the Xcel Energy Partners in Energy program.

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

### 7. Colorado Health Grant

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

### 3rd Quarter Update:

Staff and consultants are working on prioritizing the recommendations that came from residents for park sites in east Greeley to group similar construction activities together. This will assist with the final step of this phase of neighborhood outreach. Although master site plans have been developed for all three park sites (we have had difficulty reaching residents in the Delta Park apartments), complete funding for all desired components is not available at this time. Rather, dollar amounts will be assigned to various project components and citizens, at a variety of public forums, will work through an exercise of prioritizing how our construction budget may be allocated between the various sites. The current Healthy Neighborhood Coordinator, who was hired and funded as a part of the grant, has resigned her position effective October 16, 2019. The position has been reposted and staff anticipate filling the vacancy by the end of 2019.

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

### 8. Economic Health and Housing Department Establishment

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

#### 3rd Quarter Update:

- A. The Economic Health and Housing Department (EHH) is now fully integrated with two divisions Urban Renewal and Economic Development.
- B. We hired Bryan Pederson as Economic Development Coordinator, which rounds out our staff and will allow for resources to begin our business retention program in earnest. Our goal is to visit 120 businesses before the end of the year.
- C. We also hired Tom Medina as a part time intern, bringing our staff total to 7.
- D. We have developed an EHH Action Plan, which helps us to prioritize our work and more logically delegate responsibilities among staff for the balance of the year.

## FINANCE – RENEE WHEELER, FINANCE DIRECTOR

### 9. Utility Billing System Replacement

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

#### 3rd Quarter Update:

With the assistance of Plante Moran, the team has mapped the current and desired state for the various business process. The request for proposal (RFP) has been drafted and will be posted October 21. The vendor proposals are due December 2, 2019. There is an extensive RFP evaluation process, including software demonstrations that will result in a selection of a vendor for contract negotiation. The implementation project plan will be finalized and the work will begin August 2020 for a “go-live”/launch date of August 2021.

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## FIRE DEPARTMENT – DALE LYMAN, FIRE CHIEF

### 10. Fire Department Accreditation

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

#### 3rd Quarter Update:

Accreditation requires a fire department to have a strategic plan. The final strategic plan document has been completed. The City Manager has been briefed and Fire staff is in the process of reviewing the plan and identifying priorities of the goals and objectives identified in the plan.

### 11. Emergency Medical Services Transport Report

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

#### 3rd Quarter Update:

Data has been provided to the consultants and a site visit by the consultants is scheduled for October 16-18. Following the site visit the consultants will be working on the analysis and report to be completed in December of 2019.

### 12. Station 6 Staffing

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

#### 3rd Quarter Update:

Seven new recruit firefighters have been hired and are currently attending the Front Range Fire Consortium Fall Fire Academy. They are all on track to graduate in December 2019. Five firefighters will be hired in February to attend the Spring 2020 Academy.

## INFORMATION TECHNOLOGY DEPARTMENT – SCOTT MAGERFLEISCH, INFORMATION TECHNOLOGY DIRECTOR

### 13. Cybersecurity Program

Purpose: Hacking threats is a significant concern. Over the past several years, IT implemented a training program that, among other things, requires an annual test for every employee accessing the internet. In order to address the increased threats in today's internet world, it is becoming apparent that an even more

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comprehensive program is necessary to manage all systems for security. Our Security Analyst will work with employees and vendors to develop and audit security policies, standards and procedures to ensure confidentiality, integrity, and availability of the City's technology resources as well as compliance with regulatory requirements.

### 3rd Quarter Update:

Ongoing efforts to enhance the City's Cybersecurity Program continue to reflect the Cybersecurity Framework (CSF) standards. In Q3, IT staff have been:

- Continuing the implementation of hardware and software purchased with 2019 supplemental funds to decrease the City's security vulnerability.
- Developing additional policy changes to provide a strategic focus on security at the core of all technologies implemented for the City.
- Contracting with a new vendor, ProofPoint to provide annual cybersecurity training for all City staff throughout the month of October.

To maintain the trajectory of this initiative, City Council was asked to approve additional funds within the 2020 supplemental budget for three specific security programs: enhanced endpoint protection, vendor remote management, and enhanced email security. In addition to these programs, the City has also funded two additional positions whose primary focus will be security.

### 14. Smart City Strategy

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

### 3rd Quarter Update:

With the Executive Summary for overall Smart Cities initiatives set for Q4, focus in Q3 has been on the effort to Wi-Fi enable busses that will be put in service on the Poudre Express Route for Greeley Evans Transit in early 2020. This will provide riders with access to free Wi-Fi while commuting. In addition, a concerted effort is underway to streamline and focus technology purchases to ensure strategic and appropriate use and implementation of all technology.

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## POLICE DEPARTMENT – MARK JONES, POLICE CHIEF

### 15. Body Worn Cameras

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

#### 3rd Quarter Update:

The Greeley Police Department's Body Worn Camera Program has now been fully functional for 7 months. As of the end of September, the Greeley Police Department has uploaded 63,000 videos, which relates to about 285 per day. We are continuing to learn and improve our processes in order to become as efficient as possible. GPD is in regular communication with the Weld District Attorney's office working through discovery needs as it relates to BWC video. GPD continues to find this resource extremely beneficial in helping with quality control, training, use of force reviews, and department complaints.

### 16. Department Staffing Analysis

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

#### 3rd Quarter Update:

The initial Greeley Police Department Resource Analysis was completed in April of 2019 using data from 2018. The data that was gathered was used to help us establish our staffing and assignment needs throughout the department. This analysis greatly assisted GPD staff in establishing our revised 2020 budget where we asked for additional staffing. (4-PST's, 1-Sergeant, 2- records employees) GPD staff will again complete the analysis in 2020 using 2019 data.

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

### 17. 10<sup>th</sup> Street Access Control and Streetscape Improvements

Purpose: This multiyear program began in 2012. To date pieces of the project have been completed from 23<sup>rd</sup> to 30<sup>th</sup> Avenues. The balance of the project has now been designed between 23<sup>rd</sup> and 35<sup>th</sup> Avenue. In 2018, staff secured the necessary right of way to complete the project. Final construction will begin in the spring of 2019 and be completed by late fall.

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## 3rd Quarter Update:

Project design issues caused a two month suspension of construction while a revised design was developed. Construction began again on August 12 and will continue between 35<sup>th</sup> and 30<sup>th</sup> Avenues until early December. Work between 27<sup>th</sup> and 23<sup>rd</sup> Avenues will start in March, 2020 with completion in June of the entire project. Landscaping for both ends will be completed in the Spring of 2020.

## 18. Station 6 Construction and Station 2 Rebuild

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

## 3rd Quarter Update:

During the 3<sup>rd</sup> quarter final design plans were completed on both fire stations. The contractor is now working on finalizing the Guaranteed Maximum Price (GMP) by October 14 and at that time if pricing is favorable the stations will move into construction in November with completion of both anticipated around July 2020. The old station 2 will remain operational until after the new building is completed and then the old will be torn down.

## 19. Implement Downtown Parking Plan

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

## 3rd Quarter Update:

The implemented changes to downtown parking management continues to receive overall positive feedback. Parking availability downtown has increased substantially and DDA and downtown business owners continue to be supportive of the changes. Please find highlights of the changes below:

*Learning Opportunities (Citations)* - The number of citations issued has decreased considerably from 2017 to 2019. This is mainly the result of a first ticket warning policy that promotes education rather than penalties for first time offenses.

*Pay-to-Stay* - The number of people visiting downtown that choose to pay-to-stay continues on an upward trend and is currently averaging over 1,200 sessions a month.

*Permits* - Staff continues to monitor the permit waitlist, which currently is at 80, and will be looking at opportunities in 2020 to reduce through carpool and transit incentives as well as increasing the amount we over-sell permits.

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### 20. Poudre River Flood Review

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

#### 3rd Quarter Update:

The Preliminary floodplain model is not expected until December at the earliest. At that time staff will review and present an update to City Council on the changes to the Poudre River floodplain once that preliminary map is received.

# 2019 WORK PROGRAM

## Department Operations

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

### CITY CLERK'S OFFICE – BETSY HOLDER, CITY CLERK

#### 3rd Quarter Update:

Elections – There were 14 candidates who petitioned and qualified for the November 5, 2019 election ballot. An on-boarding session to prepare the newly elected members of Council is being planned 2-3 days after the election, and the transition from the current Council to the new Council has been scheduled for a special Council meeting November 12<sup>th</sup>.

Records Management – Focused efforts have been on designing the operations of the new Central Records Center, replacing inventory software, developing the work program for the Center, and reaching out to Departments to assist with various records projects including digitizing paper records, transferring paper records to the CRC, and options for file systems.

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

#### 3rd Quarter Update:

Update from Becky Safarik, Assistant City Manager:

The Neighborhood Building Blocks Team continues to meet twice monthly to share information and support to enhance services and improvements to neighborhoods, including mediation requests, volunteer services to target areas, planning neighborhood celebrations, updating the Neighborhood Resource Guide, reviewing Neighborhood Improvement Grants, and trouble-shooting issues related to homeless encampments, problem properties, and nuisance behaviors. In the third quarter, the team concluded its work on a draft Public Nuisance Code that will be presented to Council in the coming months. In addition, the team conducted several targeted nuisance enforcement actions with neighborhood support, resulting in productive outcomes. Staff concluded its annual G.Town and UNC Tours Series with excellent feedback and participation. Staff also met with its Town/Gown partners in Boulder/CU and Ft. Collins/CSU, along with UNC to discuss common college town opportunities and challenges. This group has been meeting 3 times each year for several decades.

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

### 3rd Quarter Update:

Communication and Engagement is nearing completion of a process to uncover the organizational needs and expectations for the department. Identifying these needs and reconciling those with the existing capacity is helping flush out a new department structure that will support the various key functions of a city-wide communications department. As the department structure reveals itself, this will require hiring individuals to fill existing managerial and department level gaps and needs. Funding is currently in place to fulfill some of the needs, and as necessary other positions will be requested/budgeted.

The C&E department recently assessed current brand standards and offered new direction to realign city-wide brand standards, including specifics for department-level use of the city's primary brand mark, a PowerPoint template, and email signature standard. Alignment with and adherence to these brand assets are important components that (when used appropriately) help convey a professional and consistent image of Greeley.

The city's sponsorship policies and practices have not been uniform, and have often been reviewed and considered under differing circumstances. A thorough review of Corporate Sponsorships (those we sell/make available for purchases) and sponsorship solicitations of the city (those where the city is solicited to be a cash or in-kind sponsor) has been completed. As a result, a sponsorship policy concerning both facets of sponsorship has been drafted and is currently under review. The policy, once adopted, offers a streamlined way to engage in either sponsorship path and provides a consistent framework and criteria related to sponsorships.

The C&E team has been working hard to become a high performing department. While there are many areas of opportunity for diversified roles, this must come with patience as stakeholders progress through their own cycle of change and become familiar with a different operational structure. The organizational transition occurring within, and as a result of the C&E operational structure, will take time to stabilize. Through it all, the C&E staff remains committed to finding a way to work through all the challenges and minimize barriers.

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

### 3rd Quarter Update:

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

Staff conducted 352 development reviews through the end of the 3<sup>rd</sup> Quarter. New development activity continues to remain at record high rates. Planning and Engineering continue the process of training and improved communication with Referral Agencies (i.e., the ancillary reviewers of proposed development),

# 2019 WORK PROGRAM

which was identified as a key next step in efforts to create continued process improvements towards operational excellence.

## *New Construction Building Plan Review*

Plan Reviews for 2019 through third quarter are slightly ahead of 2018 at 666 compared to 613 in 2018. Review turn-around times exceeded expectations at half the time set for goals in 82% of new construction, and 70% of remodels, hitting the goal with 100% in new, and slightly ahead the goal with 96% in remodels.

## *New Construction Building Inspections*

Inspection stops continued high at the end of the third quarter, but Fire Inspection stops are very low, because staff resources have gone to roof inspections. As of the end of September, there were 994 open roofing permits, and inspectors reviewed 1,545 roofs in the third quarter, with a total through the third quarter of 4,737 roofing permits alone. For reference, in a non-hail event year, roofing permits average 350-400 per year. There were 11,257 YTD total inspection stops of all types in 2019 versus 8,194 YTD in 2018. This equates to an average of 11.2 inspection stops per inspector, per day, compared 9.0 in 2018.

## *Civil Inspections*

The 11-person team of inspectors of new street, water and sewer, and other civil improvements completed the busy construction season and are transitioning into the traditionally slower winter months, when inspections will be completed along with documentation and training. Activity this year was high due to both significant new private development and the significant city-lead Capital Improvements such as 71<sup>st</sup> Avenue, and water transmission upgrades.

## *Code Compliance*

The seven-year supervisor of this division transferred to another city department, so recruiting of new staff is taking place; new leadership should be in place by November. In the 3<sup>rd</sup> Quarter of 2019, the Code Compliance department received over 940 complaints, resulting in 642 cases with confirmed violations. There were 555 Courtesy Warnings or Notices issued, and 110 Notices of Violation. A total of 1951 inspections were completed during this quarter as well. Overall the complaint percentage was 43% compared to 56% observed with the remaining 1% being referrals from NAT, other departments or dispatch. This brings the totals for the year to over 2700 cases created, with over 1500 confirmed violations and a total of 5712 inspections between all inspectors. Despite staff turnover, work activity and performance remained strong, with 98% of all initial inspections performed within 5 days during the peak season, for example.

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

### *Commercial/Industrial Projects:*

- *Mountain View Evangelical Free Church (6253 28th Street) - 4,900 sf addition*
- *Circuit Trucking (306 16th Street) - 8,500 sf maintenance shop and office*
- *North Range Behavior Health (2350 3<sup>rd</sup> Street Rd) – building addition*
- *Syntax Spirits Distillery (700 6<sup>th</sup> Street) – Remodel for a distillery use*
- *Journey Christian Church (4754 31<sup>st</sup> Street) – 5,500 SF expansion*
- *J & B Machine (370 E. 16<sup>th</sup> Street) – New 10,346 sf building*
- *Discount Tire (23<sup>rd</sup> Ave / 29<sup>th</sup> Street Rd) – New auto repair facility*
- *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*

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- *Raven Industrial Building (West Greeley Tech) - 12,473 sf office building*
- *Falcon Industrial Building (West Greeley Tech) - 34,897 sf office building*
- *Polar Gas Storage Facility (West Greeley Tech) - fueling station*
- *High Plains Library District Support Building - building expansion*
- *Bear Paw Shopping Center - 25,600 square foot mixed use building*
- *Ehrlich Toyota - (4732 26<sup>th</sup> Street) Solar Panels (Car covers - 38,000 square feet)*
- *Jack in the Box - (6902 10<sup>th</sup> Street)- restaurant*
- *Sparrow Hawk Commercial Office Building- (1831 65<sup>th</sup> Avenue)*
- *City Center West- (6925 10<sup>th</sup> Street) - mixed use commercial building*
- *John Elway - (4732 26<sup>th</sup> Street) - Car canopy*
- *John Elway - (2701 36<sup>th</sup> Avenue) - Car canopy*
- *The Great Outdoors - (21<sup>st</sup> Street / 115<sup>th</sup> Avenue) - RV sales and storage*
- *Circle K - (2720 35<sup>th</sup> Avenue) - 2,200 square foot gas station, with convenience store*
- *Jimmy John's - (6925 10<sup>th</sup> Street) - Restaurant with drive-thru*

## *Residential Projects:*

- *River Run at Poudre River Ranch, 2nd Filing (North of Poudre River Road/East of 83rd Avenue) - 55 single-family patio home*
- *Northridge Estates (South of C Street/East of Northridge High School) - 230 single-family lots*
- *The Trails at Sheep Draw (s. of 10th street and w. of 83rd Avenue) - 435 single-family lots - lot housing is ongoing*
- *Reserve at Hunter's Cove (South of 1<sup>st</sup> Street/West of 59<sup>th</sup> Avenue) - 46 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*

## *Boards and Commissions -*

### **Planning Commission**

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

### **July 23, 2019**

- *Use by Special Review for a preschool on a 1.792-acre parcel located at 6805 28<sup>th</sup> Street (unanimously approved)*
- *Preliminary Subdivision to subdivide 60.82-acre parcel into 13 lots for property located north of East 8<sup>th</sup> Street, south and west of the Greeley-Weld County Airport, west of the Greeley Air National Guard Station, and east of Cherry Avenue (unanimously approved)*

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## August 13, 2019

- Request to vacate portion of an alley right-of-way between 1528 and 1530 3<sup>rd</sup> Avenue (unanimously approved)
- Consideration to rezone .210 acres of property located at 1530 3<sup>rd</sup> Avenue from Industrial Low Intensity to Residential High Density (unanimously approved)
- Consideration to rezone .66 acres of property located at 3529 4<sup>th</sup> Street from Industrial Medium Intensity to Commercial High Intensity (unanimously approved)
- Use by Special Review for recreational vehicle sales on land over one acre in size located north of 21<sup>st</sup> Street, south of Highway 34, and east of State Highway 257 (unanimously approved)

## August 27, 2019

- Consideration to rezone 39.18 acres of property located at 145 North 35<sup>th</sup> Avenue from Residential Low Density, Conservation District and Commercial Low Intensity to Industrial Medium Intensity to Commercial Low Density (Motion passed 6-0 to continue the matter to November 12, 2019 pending a noise study, one commissioner recused himself)
- Use by Special Review amendment to allow outdoor storage at 145 North 35<sup>th</sup> Avenue (Motion passed 6-0 to continue the matter to November 12, 2019, one commissioner recused himself)
- Consideration of preliminary subdivision of 26.6 acres located south of C Street and west of 30<sup>th</sup> Avenue which includes the dedication of rights-of-way for future public streets (unanimously approved)

## September 10, 2019

- Promontory Imagine School, 2<sup>nd</sup> Filing, Rezone, Preliminary and Final Planned Unit Development on a 144.67-acre site located south of 16<sup>th</sup> Street, east of Promontory Parkway, and north of Highway 34 Bypass (unanimously approved)
- Final Planned Unit Development to allow restaurant on 1.08-acre site located north of Centerplace Drive, south of 24<sup>th</sup> Street, and east of 46<sup>th</sup> Avenue (unanimously approved)
- Consideration to rezone 5.50 acres of property located at 2600 36<sup>th</sup> Avenue from Planned Unit Development to Commercial High Intensity (unanimously approved)

## September 24, 2019

- Recommendation to adopt the Energy Action Plan, an element of the *Imagine Greeley* Comprehensive Plan (unanimously approved)

## **Zoning Board of Appeals**

The Zoning Board of Appeals (ZBA) meets as required on the 2nd and 4th Tuesdays of each month at 1:15 p.m. in the Council Chambers, City Center South, 1001 11<sup>th</sup> Avenue.

The Zoning Board of Appeals did not convene during the 3<sup>rd</sup> quarter of 2019.

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## **Historic Preservation Commission**

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

### July 1, 2019

- Request for Certificate of Approval for installation of ATM on storefront of Bank of Colorado at 810 9<sup>th</sup> Street (approved 6-0, one Commissioner absent)

### August 19, 2019

- Consideration of State Historic Preservation Income Tax Credit Part 2 Application for 1127 18<sup>th</sup> Street kitchen rehabilitation (approved 6-0, one Commissioner absent)

### September 16, 2019

- Consideration of State Historic Preservation Income Tax Credit final approval for 1525 9<sup>th</sup> Street (approved 5-0, two Commissioners absent)

### September 23, 2019 (Special Meeting)

- The Commission met with representatives of Historic Greeley Inc. to discuss potential improvements and upgrades of the Meeker Home and various areas within the Monroe Historic District

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

The Construction Trades Advisory and Appeals Board met to review the results of a survey that were sent out to all Class A Members (Building Officials) of the Colorado Chapter of the International Code Council. The survey was in regards to International Energy Conservation Code adoptions, and requirements for residential fire sprinkling in one and two-family dwellings. Results of the survey contained new information regarding fire sprinkler requirements the Board had previously supported. After a brief discussion, the Board voted unanimously to continue their support of the requirement, despite the survey results.

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

3rd Quarter Update:

### **Culture Division:**

**Festivals:** The 41<sup>st</sup> annual Arts Picnic in Lincoln Park was hosted the last weekend in July. A wonderful partnership with Transit to provide shuttle service from Heath Middle School to Lincoln Park accommodated 350 attendees. Online applications for vendors was implemented for the first time in 2019 expedited the review process for selecting artists and crafters. Planning for the Festival of Trees has begun and applications are being accepted for entries.

**Museums:** In July, Centennial Village was again part of the Greeley Independence Day Stampede serving over 600 visitors. A major scheduling improvement to the partnership included only operating the Village

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during our normal Friday through Sunday hours - compacting visitation and reducing staff/volunteer impact to budgets. Pets and Popsicles in August had slightly less attendance than 2018; however, we also reduced visitation hours to normal operating hours so we really had more visitors/hour overall. September is the biggest month for the Museums team from a visitation and special event standpoint, with Fall History Fest serving nearly 2,500 students in 5 days, the Friends of the Greeley Museum "Potato Day" annual fundraiser, and a themed "Civil War Weekend" attendance which topped 5,000 at all the museum sites in September.

### **Museum Advisory Board:**

**July:** Staff updated the Advisory board about new self-evaluations process that the museum will be doing through the American Association for State and Local History (AASLH). It's a much less expensive way to put the pieces of accreditation into place and at a self-regulated pace rather than applying for and answering to an accreditation process run outside the organization. Perhaps in the future external accreditation will be desired and this step will have prepared the museums and the staff for an easy transition into those areas.

**August:** No quorum

**September:** No minutes to report as of 10/10/2019

**Public Art:** The Art Commission participated in the Arts Picnic, inviting the public to select their favorite Sculpture on Loan piece from our current installations. The winning piece "Peace" by Lorri Accott (a UNC graduate) was awarded the "People's Choice" award, and in August the Art Commission and DDA partnered to purchase the work to be permanently displayed downtown. The first two Xcel Energy utility cabinets in the country to be allowed to be painted or wrapped happened in Greeley in July and August. They look great and more are being planned. The men's restroom on the first floor of the Union Colony Civic Center received an innovative solution to improve the look of the toilet partitions by using artistic vinyl wraps. Public response has been positive and more are planned for other areas. "Ribbit Rodeo" was installed in Sanborn Park. "New Dancing Moon II" was installed at Fire Station 4. Public art participated in a joint tour and discussion with a large group from the City of Broomfield interested in hearing about all the things Greeley is doing so well to build its creative community and improve its image through the Creatives and Public Art.

### **Art Commission:**

**July:** The final approval of a Traffic Cabinet wrap by Tito Tapia was approved for design and installation in the East Greeley Neighborhood.

**August:** Four traffic cabinet wrap designs by local artist were unanimously approved for installation throughout Greeley in late September. Unanimous approval of artist James Lynxwiler to design and construct the commissioned work for Fire Station #6.

**September:** Preparations for the opening of Centennial Skate Park with recognition of the public art by Joshua Goss. Lots of final preparations for the last installations before snow flies in fall/winter.

**Sister City:** The City of Moriya, Japan has altered Coordinators at their end of the exchange. Stefanie Reetz is their new Coordinator and she has reached out to let us know that there are some unique challenges in 2020 with Japan hosting the Olympics and Paralympics at right around the typical travel times. More investigation about viability of student exchange this year is pending, and no final decisions have been made until airline pricing is calculated.

**Union Colony Civic Center:** The Fall show semester went on sale in July and sales are consistent with previous years, lagging just a bit from fall, 2018 but ahead of 2017. The opening performance outsold projections, and everyone attending Boz Skaggs reported having a great time!

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

**July:** Staff updated the board on co-promote funding for the Spring student performance of Shrek. Marketing efforts for the Fall semester will utilize billboards on four performances, that effectiveness will be tracked and analyzed through several methods including self-reporting at the point of sale. Proposal and discussion of a Diversity and Inclusion subcommittee, with action tabled to the next meeting. Approval of a co-promoted performance with Colorado Dance Collective in recognition that they've presented last year and that this second partnership will position them to become regular rental tenants in subsequent years. The UCCC Guild will be rebranding and ramping up their recruitment efforts.

**August:** Co-promote partner Jim Murphy attended and had a discussion about ticket sales for the Boz Skaggs concert, advertising efforts including a comparison of other performances using similar media types (like billboards). A subcommittee on "Diversity and Inclusion" was formed with Ken as the chair to gather input from both Staff and community on how to better address these issues in programming, customer service, and other operational aspects of the UCCC. The UCCC Backstage Stars (formerly the UCCC Guild) are having a membership push with a significant lobby presence at each major performance in the Fall Semester.

**September:** Advisory Board members participated in a performance survey that guided the proposed public survey of performance for Fall 2020, the board approved of the top rated performances and classifications of the shows. Staff reiterated that stand alone ticket Kiosks are not a viable sales tool at this time, due to the Showare software support and lack of customer service interface provided by the vendor. The final Spring 2020 lineup was presented, discussed, and approved by the board. A presentation by Ken was made on the first "Diversity and Inclusion Sub Committee" meeting, and the next steps to recruit a more diverse participation to that group.

## **Parks Division:**

Staff awarded a replacement playground project for Swanson-Kiwanis Park in July and the new and greatly improved playground was opened back up to the public on October 3.

The Centennial Skate Park construction, which began in April, was completed and opened to the public on October 5 with a grand dedication and opening celebration! The event was very well attended and the site has seen a high volume of visitors since. The 3<sup>rd</sup> street site and Peakview sites will be completed by the middle of November.

2019 saw another successful series of events in Lincoln Park. The annual Arts Picnic, 4<sup>th</sup> of July Parade, Ride and Revel and the Oktobrewfest were all highlights of the busy summer season in downtown. The park held up very well and will now start to be decorated for the Greeley Lights the Nights event at the end of November.

The majority of Park shelter rentals and Park space reservations occur in the 3<sup>rd</sup> quarter. There were a total of 483 rentals in 2019 compared 446 in 2018. Staff attribute the increase to the updated shelter offerings available including Woodbriar and Westmore Parks.

Staff have been monitoring the construction of the new Hazelton Park being built at the Trails at Sheepdraw Subdivision. To date, a soft surface trail is installed, approximately 90% of the grading is complete, 80% of the irrigation is installed and the playground area is being shaped. Equipment for the playground should be installed in November.

## **Forestry:**

Forestry staff had a very busy 3<sup>rd</sup> quarter due to the past few years of harsh weather, which has taken a toll on several species of trees throughout Greeley. Staff organized major trimming and removal projects across

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multiple parks over the last 3 months, including Lincoln, Archibique, Centennial, Bittersweet and Glenmere Parks, as well as at Linn Grove and both golf courses. These removals are also followed by new and planned tree replacements and succession plantings. More work is scheduled for the 4<sup>th</sup> quarter to finish out the year.

Forestry completed its first year of Emerald Ash Borer tree treatments and Ash removals. Staff will consistently monitor conditions as we see the pest expand outside the borders of Boulder County. In total, 108 trees were treated, and over 60 Ash were removed and replaced on City properties.

### **Linn Grove Cemetery:**

Cemetery staff had many projects slated to work on in the 3<sup>rd</sup> quarter. The entire alarm system has been upgraded to include new security cameras throughout the 65 acres. The new Ossuary (cremains vault) has been completely landscaped and engraved, and electrical power was delivered to the secondary cold storage building on the east end of the property. These upgrades will enable staff to begin to work on achieving internal goals to improve customer service and staffs ability to offer more and better services. This includes in-house engravings and sandblasting and higher quality low cost grave markers.

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

**July:** Board members were provided a list of capital improvement projects the Department will be working on in 2020. Skate park construction is moving along quickly with concrete work at Centennial Park and demolition at the 3<sup>rd</sup> Street site. The Signature Bluffs area is now open to the public. Staff are working with the Poudre Trail Board on a master plan of what can be done with the Missile Silo site in anticipation that the City or the Poudre River Board may take over management of the site. Sportsmanship Signage at Fields: There is a standard used by the National Alliance for Youth Sports. Board members liked the simplicity of the sign and felt it would be a good addition to our ongoing training of coaches and education of parents and participants. Eric addressed updates and changes that were made in the renovation of Archibique Park. Board members were provided with a proof of potential skate park rule signage. The skate parks will not be supervised and for liability purposes we need to use approved wording. **Park Naming Process – City Center West:** Andy will review previous submittals for park names and staff suggestions along with surrounding features and developer input. This item will be covered further at the next meeting.

**August:** The Colorado State quarantine of the Emerald Ash Borer is ending and free movement of infected material across county lines will begin soon, though the state quarantine is still in place. Sarah Boyd and Lorena Fuentes Ibanez reported on the strides taken in the East memorial neighborhood project which is funded by the City of Greeley along with grants from GOCO, Colorado Health Foundation and more.

**Application for Memorial Bench:** Shiloh Hatcher presented an application for a memorial bench and tree at Twin Rivers Park along with his recommendation for approval. The motion passed 6-0. **Request for Variance for Right-of-Way Tree Project:** A request was made to retain a stump from a Siberian Elm that was in poor condition in the public right of way at 1826 16<sup>th</sup> Avenue with the intention to carve the stump into an artistic chair. Richard Reeser moved to approve. The motion passed 6-0. Inclusion Matters/Shane's Inspiration, a Non-profit group out of California, awarded Aven's Village with a grant to encourage adaptive and accessible programming, and a three day workshop for training purposes. Island Grove will see a number of changes leading up to the Greeley Stampede's 100 Year Anniversary next year.

**August:** In 2020, the City will begin its campaign to renew the Food Tax Initiative in preparation for the 2021 election. The Rodarte Center has won a 2019 Columbine Award from the Colorado Parks & Recreation Association. The trails near 71<sup>st</sup> Avenue have been completed and are already in use. Natural Areas Municipal Code has been created and is currently in review by staff. **Park Naming- City Center West Subdivision:** The Board narrowed the list of names to three options. They are: Calabaza, Harvest and waiting for the developer. **Application for a Memorial Park Bench:** Eric Bloomer presented an application for a memorial bench at Cottonwood Park along with his recommendation for its approval. The application was approved 6-0. **Missile**

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Silo Park Master Plan: Justin Scharton submitted plans to develop Missile Silo Park into a natural area. The plan also includes a trail head, campgrounds and 1,000 acres of land.

**Golf Division:**

Total golf rounds for the year through the month of September are at 51,003 compared to 2018 year-to-date rounds of 48,330.

Cart Path Program: The three year cart path replacement (asphalt to concrete) at both Highland Hills & Boomerang Links has been completed. The final cart path replacements were at Boomerang on holes 4, 14, 16, and 17.

Point to Point Network Access Project (IT) has been completed at Boomerang Links. Boomerang Links maintenance facility and pro shop are now on a new city phone system as well as a very welcome integrated computer network system (which never before existed).

Highland Hills GC has (6) walnut trees infected with the “1,000 cankers” disease and the trees will be removed and remnants destroyed on site. Replacement trees will be planted as appropriate.

**2019 Junior Golf Numbers:**

213 juniors participated in our summer program/classes

Juniors continued to play free with adults who pay only \$10 at our Sunday afternoon program. A total of 323 adults and 481 juniors enjoyed the program this summer!

**Upcoming Events:**

Highland Hills & Boomerang Links staff are organizing and hosting our first “Salute To Veteran’s” Golf Tournament on November 11. Weather permitting, the event will be at Boomerang Links and open to all veterans and active duty personnel.

Winter Skins 54 hole event at Highland Hills GC, November 2 & 3.

UNC – Big Sky Cross Country Championships at Boomerang Links, November 2

“It’s A Wonderful Life” Scramble tournament at Highland Hills GC in December

**Golf Advisory Board:**

July: Golf board discussed the GGAD fundraiser event held July 19. The amount raised for Greeley Junior Golf was \$4400.

The Golf Board was given the 2018 customer service survey to be looked over with ideas / changes for the 2019 customer service survey.

September: No quorum

Next meeting is scheduled for November 14.

**Island Grove Regional Park:**

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Island Grove has had a very successful “Dog Show season” again in 2019 as we have hosted two of our big three shows so far this year and both shows have reported record setting entries! One show is remaining - the Buckhorn Valley Kennel Club show scheduled October 24 – 27. The big three shows have become the best source of word-of-mouth marketing and staff is seeing more and more breed specialty shows book the Island Grove venues. We were recently asked to submit a bid to permanently host the Annual Australian Shepard Association National dog show. This is a nine day event that would bring approximately \$70,000 in revenue for Island Grove annually.

The park has also hosted the District Six Community School Kick Off Celebration, the Greeley Tribune Tractor Pull and their Fall Craft Show, several community sales, several Gas and Oil industry meetings and safety events, the State Colorado Future Farmers of America meeting, a Ducks Unlimited fundraiser and numerous private parties. Upcoming events include Weld Project Connect, more dog shows, an Antique Show, the Nationwide Expo Home and Garden and many private parties.

## **Island Grove Advisory Board:**

The August Island Grove Advisory Board’s meeting focused on the 2020 budget, specifically the two Facility Tech positions for the Event Center. Tom also reported on the Fence project at Aven’s Village and turf renovations after many of our summer events. Naming of the large Pavilion was discussed and it was decided that the board will name it and the two shelters in the park at the October meeting.

## **Recreation Division:**

### **General:**

The Funplex was closed from August 19-25 for maintenance. Additionally, the swimming pool was closed through September 9. During the closure several projects were completed including re-plastering all pools, replacing 139 windows, repairing family changing rooms (new tile floors) and refinishing locker shower floors.

The carpeting on the mini-golf course at the Family Funplex will be replaced in the near future as a warranty item. Outdoor carpeting was replaced in fall, 2018 which did not hold up. The manufacturer has agreed to replace the mini golf carpet at no charge and we will upgrade it to a much improved product.

New fitness equipment was installed at the Family FunPlex in late September. Members are extremely happy with the new Cybex equipment and staff have received many positive comments.

Recreation staff have experienced a tremendous amount of turnover in our Facility Services positions. Several employees resigned from their positions during the past three months and staff are working hard to fill these positions. Jose Rentas was promoted to Facility Services Crew Leader and Recreation staff are in the process of hiring two Facility Service Workers.

### **Youth and Adult Sports:**

Recreation staff have been working closely with the NOCO Rush and we met their new Director of Coaching, Matthew Foster. He has been working with our Soccer coaches during our fall season to help educate coaches/parents on the importance of proper skill development. Recreation staff also made programmatic changes to the soccer program that now aligns Greeley Recreation soccer rules with those of USA Soccer.

# 2019 WORK PROGRAM

## **Middle School Sports:**

Our continued partnership with District 6 has gone very well this year. Additional adjustments have been made to ensure children at each school have an opportunity to participate and Recreation staff have focused on improving communication with schools to coordinate D teams as opposed to strictly hosting just all 6th graders.

## **Active Adult Center:**

The Active Adult Center hosted a successful open house in August bringing in new Active Adult Center members. Staff are currently planning several upcoming events including the Soup and Sandwich Jubilee, Thanksgiving Lunch and Holiday Festival.

## **Adaptive and Inclusive Recreation (AIR):**

AIR received a non-solicited grant through Inclusion Matters by Shane's Inspiration and we will be hosting a community training around the topic of social inclusion on October 21 at the Recreation Center. This grant will provide training for Recreation staff as well as School District 6 staff and area youth service providers. The grant will also provide the AIR program with \$8,000 to use towards programming and educational efforts in the coming year.

## **Ice Haus:**

UNC Ice Hockey started their season on September 20.

The Junior Eagles have also returned to the Ice Haus for their second season and will begin games in October.

## **Aquatics:**

The Aquatics program had a very successful summer. Both Centennial Pool and Discovery Bay Pool experience strong attendance numbers. This was in part to new credit card machines at each location (never before offered).

Recreation numbers are trending to beat last year's swim lessons participation numbers (2018 – 1,971 participants compared to 2019 YTD with 1,898 participants). With only a few months until the end of the year, staff are confident that we will exceed our goals.

The bath house at the Island Grove Splash Park will be demolished in the near future. This building was constructed in the early 1960's and was heavily utilized when there was a swimming pool at Island Grove. The bathhouse is no longer needed as there are new park/public restrooms within walking distance.

## **Youth Enrichment/Rodarte Community Center:**

Youth Enrichment staff implemented a Mindfulness Curriculum this fall to help youth develop skills to drive positive emotional and psychological behavior.

Recreation staff have also started cooking classes with the Weld County Food Bank to teach skills in the culinary arts as well as to provide healthy eating for our after school program.

The Colorado Parks and Recreation Association (CPRA) recognized Greeley Youth Enrichment with a Columbine Award for Innovation during the Annual Conference in Vail, Colorado. Staff were recognized for their efforts in improving services and programs for youth in the Greeley community. The Youth Enrichment program was completely restructured over the past two years with improvements to three key factors:

## 2019 WORK PROGRAM

parent engagement; academic success, and; risk management. By completely revamping the after school program, summer camp programs and the STEM Summer Scholars program, we were able to connect with parents, improve literacy in participants and implement risk management practices that provide a safe environment for all of the children in our programs.

### **Rodarte Advisory Board:**

July:

The Advisory Board discussed the 40<sup>th</sup> Anniversary Celebration which was held on July 12, 2019. The board also reviewed the bilingual brochure, discussed the United Way grant and the 21<sup>st</sup> Century CCLC grant. Program numbers were provided by staff and recommendations were made by advisory board members regarding the back to school program.

August:

A recap was provided of the Fun in the Sun program and plans were shared about the Back to School program. New Rodarte Center staff member Sandra Toca was introduced. The United Way Collective Impact Grant was submitted by Rodarte staff to the United Way that will focus on STEM programs and partnering with UNC. If funded, staff will use an evidence based mathematics curriculum and tutor program to support mathematics during out-of-school time programming. This will also support STEM related activities all year long. Program updates were also provided and staff discussed parent engagement, literacy and current partnerships with the High Plains Library District, North Range, School District 6 and UNC.

September:

Rodarte Community Center staff discussed with the Advisory Board the United Way collective Impact grant application. An update was provided regarding licensing through the State of Colorado for the Fun in the Sun program. Additional plans were made for the Halloween Pumpkin Carving contest and Halloween Party.

### **Youth Commission:**

July:

The Youth Commission Retreat was planned for August 1. Activities included a team building, Roberts Rules of Order, Youth Commission manual review, voting on seats and goal setting for 2019-2020 school year. City staff handed out the agenda for the day and timeline.

August:

The Youth Commissioner handbook/manual was updated and a Marketing and Communications Specialist position was added to the list of officers. Commissioners started to develop a 2019-2020 calendar as well as goals for the year and potential guest speakers were discussed. Additionally, commissioners started planning for the holiday clothing drive. Teen night out dates and times were discussed and the first event of 2020 will be on January 4 at the Greeley Ice Haus.

September:

The Youth Commission discussed the Teen Night Out event as well as the Clothing Drive for the Community Christmas Party at the Rodarte Center. The commissioners also discussed social media messaging for September.

### **Natural Areas & Trails (NAT):**

Current Statistics:

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- # of Properties: 25 / Acreage: 978
- Miles of trails managed: approx. 31
- New miles of trail opened in past quarter: 1.4
- Lineal feet of trail damaged/threatened: 1,285
- FTEs: 5.0 (195.6 acres/FTE)
- Poudre River Trail Count: @ Rover Run Dog Park – 17,442 (July – Sept)
- Sheep Draw Trail Count: @ McCloskey Natural Area Trailhead – 17,866 (July – Sept)

### Capital Projects:

Poudre River Trail Riverbank Repairs - construction will soon begin on repairs to the Poudre River and bank stabilization just north of the Rover Run dog park on property owned by Martin Marietta. The repair will use natural materials to rebuild and armor a section of the bank of the river where natural river movement and floodwaters have undercut the paved trail over the past few years. This repair will provide a sustainable and semi-permanent repair to this section of the trail. The project will be completed by April, 2020.

Poudre River Trail Trailhead @ Island Grove Regional Park – design continues on a planned trailhead located in the eastern portion of Island Grove along 11<sup>th</sup> Avenue at the trail's current eastern terminus. Floodplain issues are being worked through and an associated furnishings study are in the works to provide consistency for this and future projects. Design completion is anticipated in late 2019.

Signature Bluffs Natural Area Trailhead Upgrades – ADA upgrades including dedicated parking and improved concrete trail access to the Poudre trail have been installed. Work continues on upgrading lighting with night sky friendly fixtures at the repairing the automatic gate. Project will be completed in late 2019.

McCloskey Trailhead – The final phase of the construction of 1.4 miles of paved trail in the area of 71<sup>st</sup> Ave and 20<sup>th</sup> St., the McCloskey Natural Area trailhead upgrade project is nearly complete. After completing the concrete trail earlier 2019, this final phase of the project will provide multiple parking spaces, restroom access, and a picnic area at the trailhead that connects to newly constructed section of the Sheep Draw trail as well as the Triple Creek spur trail. Most of the trailhead components are completed, and final furnishings will be added over the winter after the NAT/trail furnishings study is completed.

Policy/Regulatory - NAT Municipal Code – staff have been working on the development of a new section to the municipal code that will apply to the City's natural areas and trail system. After research of similar code in other jurisdictions and several internal drafts, the draft code is being vetted by the City Attorney's office and will be presented to the Parks & Recreation advisory board in November. Presentation to City Council will occur in early 2020.

VOC/City of Greeley Volunteer position partnership – NAT has partnered with Volunteers for Outdoor Colorado (VOC), the pre-eminent outdoor stewardship volunteer organization in Colorado, regarding a Weld County Volunteer Partnership Coordinator (VPC). Housed in the NAT office, the VPC position will provide volunteer capacity building and project management expertise for the City and other entities within Weld County. Beth Bunde has been hired for this two year position and will begin work in November. She will work closely with the City's volunteer program coordinator (VISTA program), in addition to a variety of other partners to build a collective volunteer management capacity.

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### Poudre Trail:

NAT works closely with the Poudre Trail Corridor Inc. non-profit, and houses the Poudre Trail Manager in the NAT office. Q3 highlights for the Poudre Trail manager include facilitating volunteer projects on the trail, hosting the Party for the Poudre fundraising dinner, leading rides on the trail for various groups, developing wayfinding from the PRT to downtown Greeley with the DDA, managing a visioning process for the Missile Site Park, and developing a major donor program.

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

#### 3rd Quarter Update:

- A. Workforce Development. Knowing our WD consultant Susan Walker will be retiring at the end of the year, we have developed a transition plan to maintain the ‘connective tissue’ she has provided with all of our educational and workforce development partners throughout the community. EHH staff will step up to ensure we have all of our bases covered heading into 2020.
- B. Business Development. Staff continues assisting Vantage Hemp on their now under construction facilities in High Point Industrial Park. We have also established a Greeley Hemp Collaborative to encourage others in the Hemp industry to consider the benefits of locating in Greeley and have held 4 local events, drawing participants from around the state. These efforts have already created several new business development opportunities with companies now considering Greeley for business expansion. Staff has also been asked to participate in the Colorado Department of Agriculture’s CHAMP initiative – a statewide pro hemp based working group.
- C. Housing. EHH staff has begun the process of tracking every available piece of land that could be used for residential development, particularly those infill sites with available infrastructure. We have also worked closely with owners and brokers in marketing our sites to national scale housing developers, including those who specialize in affordable housing and those who focus more on market rate housing. Of particular interest and note is a 9 acre parcel at the east end of Greeley Mall that has been placed on the market for sale and is being repositioned for rezoning to high-density residential use. Interest on this site has come from developers ranging from Denver and Fort Collins to those from several states away and has helped put Greeley on their radar screens. Staff has also taken inventory of all residential projects in our development projects, both single and multi-family.
- D. Regionalism. Staff continues to engage with regional partners, including Metro Denver EDC, where at their recently held Site Selection Conference, the following video was shared. Greeley was mentioned by name – pretty cool. [https://www.linkedin.com/posts/metro-denver-economic-development-corporation\\_business-innovation-community-activity-6580884168748654592-nrYg](https://www.linkedin.com/posts/metro-denver-economic-development-corporation_business-innovation-community-activity-6580884168748654592-nrYg).
- E. Real Estate Database. Staff has completed quality control on our CoStar real estate database and we have already used this tool in providing key intelligence and responding to prospects and other requests for information about our market and space/land availability.

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## FINANCE DEPARTMENT – RENEE WHEELER, FINANCE DIRECTOR

### 3rd Quarter Update:

Beyond the normal course of business:

- The Audit report was delivered with a “clean” opinion for the comprehensive annual financial report.
- The Certificates of Participation and the notice of sale have been authorized by City Council. The meeting with Moody’s to get a bond rating is October 15, 2019. The notice of sale will be in the paper around October 31 and we will close on the deal mid-November.
- The 2020 Budget final reading is October 15, 2019, which draws a close to a valuable and extensive process that peaks the third quarter of the year to drive resource allocations for operational capital improvements service delivery in 2020.
- An additional appropriation was processed for new resources that are available due to grants, revenue that has exceeded its budgeted collections to high priority expenditures that are by in large considered “one time” projects.
- Nearly everyone in the department is championing some portion of the Velocity project to streamline business processes, design and configure the Oracle software. This effort requires collaboration across the entire City organization.
- Collaborated with Economic Health and Housing to assign the Private Activity Bond allocation to CHFA for a first time home buyers program.
- Received the Distinguished Budget Presentation Award for the 201-2020 budget from the Government Finance Officers Association.
- The entire department is fully engaged in the talent management program and mid-year check-ins with career development goals were updated.
- Planning has begun for the renewal/extension of the Food Tax Renewal to be placed on the November 2020 ballot.

## FIRE DEPARTMENT – DALE LYMAN, FIRE CHIEF

### 3rd Quarter Update:

#### **3rd Quarter Emergency Responses T**

2019 3<sup>rd</sup> Quarter – 3,623

2019 2nd Quarter - 3,563

2019 1st Quarter – 3,409

#### **3rd Quarter Average First Apparatus Travel Time CALLS**

2019 3rd Quarter – 4 min’s 32 sec’s (90<sup>th</sup> percentile – 7 min’s 39 sec’s)

2019 2nd Quarter – 4 min’s 29 sec’s (90th percentile – 7 min’s 30 sec’s)

2019 1st Quarter – 4 min’s 41 sec’s (90th percentile – 7 min’s 58 sec’s)

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## **3rd Quarter Average Fire Apparatus Turnout Time**

2019 3<sup>rd</sup> Quarter- 58 sec's (90th percentile – 1 min 07 sec's)  
2019 2nd Quarter – 54 sec's (90th percentile – 1 min 45 sec's)  
2019 1st Quarter – 1 min 2 sec's (90th percentile – 1 min 54 sec's)

## **3rd Quarter Total Department Training Hours**

2019 3<sup>rd</sup> Quarter – 7,187hrs  
2019 2nd Quarter – 6,658hrs  
2019 1st Quarter – 5,315hrs

## **3rd Quarter Apparatus Training Availability**

2019 3rd Quarter – In-Service Training Hours – 620 Hours  
2019 2nd Quarter – In-Service Training Hours – 562 Hours  
2019 1st Quarter – In-Service Training Hours - 693 Hours  
2019 3rd Quarter – Out-of-Service Training Hours – 464 Hours  
2019 2nd Quarter – Out-of-Service Training Hours – 487 Hours  
2019 1st Quarter – Out-of- Service Training Hours - 390 Hours

## **3rd Quarter Non-Emergency Requests**

2019 3rd Quarter – 45 total Non-Emergency Service Requests  
Contacts- 2461 Adults, 1504 Children

## **COMMUNITY SAFETY DIVISION:**

- Number of plan reviews - 59
  - Average number of days to complete review - 9.14 days
  - 90% to complete reviews - 13 days
- Liquor inspections – 42
- Burn permits - 7
  - Average number of days to complete burn permits - 0.14 days
  - 90% to complete burn permit – 0.4 days
- Number of construction inspections
  - Fire department personnel – 98
  - Building department personnel – 14
- Number of annual fire inspections
  - Fire department personnel – 144
  - Building department personnel – 34
- Smoke alarm installations – 3

# 2019 WORK PROGRAM

- All CSD personnel now have Fire Inspection 1 through the International Code Council and the State of Colorado
- 3 (of 4) CSD personnel now have Fire Inspection 2 through the International Code Council and the State of Colorado

## **ACCOMPLISHMENTS:**

- Awarded the Technical Assistance Grant for the purchase of an RDK Air Monitoring Equipment (Federal Grant from PHMSA - Pipeline and Hazardous Materials Safety Administration).
- Denise Alvord and K9 "Saker" were requested through CO-TF1 to assist with a search near Creede in Mineral County
- ESO Software implementation with Banner Health
- Completed all Mid-year check-ins
- Began work with WCRCC on the CAD replacement project
- Hired 12 new employees (7 for new Station 6 and 5 for replacements)
- The Incident Support Team conducted two training sessions for the Greeley Police Department on oil & gas emergency response.
- The Emergency Manager led table-top exercises for 3 different city employee work groups (Finance, Community Development, and Museums), the trainings included: Active Shooter, Tornado, and Cyber-attack discussions, and more are scheduled for the fourth quarter.
- The Emergency Manager attended several meetings with the energy industry reference hazardous materials incidents, and he assisted the Type 3 Eastern Colorado Incident Management Team (ECIMT) on a short weekend deployment in La Junta to run the state's Fire on the Plains (FOTP) Training Event.
- GFD played a lead role in the weeklong Aims Xplore Academy
- Increased minimum staffing on Ladder 5 from 3 personnel to 4 personnel
- Began work on updating Position Description Questionnaires for all positions
- Annual PM and Radio Programming completed
- Partnered with Community Development to host United Way pancake breakfast
- Hosted the Front Range Fire Consortium Recruit Academy for Car Fires, Communications,
- 4 new members certified as State of Colorado Firefighter II
- Donated 9 gas powered fans to the Flagler Fire Protection District
- Re-instated GEMS QA/QI Meeting Group
- Annual Pump Testing complete for all Frontline and Reserve Pumpers

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- Fill the Boot efforts raised just over \$13,000

## **DEPARTMENT TRAININGS:**

- Completed Swift Water Training for all three shifts
- Completed annual Driver Training for all personnel
- Completed 4 Continuing Medical Education sessions for all department members
- 2 new members certified in Blue Card Incident Command
- Hosted a Mutual Aid Hazmat Training Exercise at the Public Safety Training Facility
- Completed Department-wide training on new firefighter emergency bailout equipment

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

### 3rd Quarter Update:

- In partnership with hiring managers, assisted in the selection and hiring processes for 63 employees who began employment or received promotions in the third quarter of 2019.
- Nearly everyone in the department is championing some portion of the Velocity project to streamline business processes, design and configure the Oracle software. This effort requires collaboration across the entire City organization.
- Hosted annual employee recognition BBQ with approximately 450 employees in attendance.
- Facilitated analysis, review and Employee Savings Plan Board approval of modification to vesting schedule for employee 401k plan reducing number of years for 100% vesting from five to four.
- Facilitated analysis, review and Health Board approval for modification of 2020 health plan premium structure based on utilization and desire to incentivize enrollment in the High Deductible Health Plan.

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## INFORMATION TECHNOLOGY DEPARTMENT – SCOTT MAGERFLEISCH, INFORMATION TECHNOLOGY DIRECTOR

### 3rd Quarter Update:

- Implementation of the City ERP/HCM system (branded “Velocity”) continues to move forward. Temporary support was added to help with IT Project Management activities while a majority of the Business Systems team focuses on the project.
- PC Deployment for 2019 is at 95% complete, and will be finalized in October.
- Support of City moves and remodels continue with efforts at City Center North and City Hall. Communications and Engagement was relocated to the Ice Haus in the 3<sup>rd</sup> Quarter.
- A Cybersecurity vendor was selected, and training templates were defined for annual training to begin October 1st
- Municipal Court queuing is at 75%. Live testing will commence in October.
- GIS hardware architecture and software upgrade project is at 25% and remains on schedule for completion in Q4 of 2019.
- WaterOps project is 95% complete with data validation testing anticipated complete in Q4.
- COGI (City Intranet) upgrade is complete and went live in September.
- City Clerk records management project at 75%. Working on staff training in Q4.

## MUNICIPAL COURT – MARK GONZALES, MUNICIPAL JUDGE

### 3rd Quarter Update:

Municipal Court continues to develop our electronic queuing system which will allow the public to check in quickly, get people directed to the proper location, and update people via text messaging. This program is in progress to advance our efforts in becoming a paperless court. In developing this process with IT (believed to be the first of its kind), we have started the program to test the system with smaller dockets. Jamie Askvig has submitted her retirement after working for almost 31 years at Greeley Municipal Court. She will be greatly missed!

## POLICE DEPARTMENT – MARK JONES, POLICE CHIEF

### 3rd Quarter Update:

GPD just held another officer testing and are currently in the process of completing background investigations on the top applicants. We are down one position at this time, but already have two people registered to attend the Front Range Police Academy in January. The new list of applicants will be used to hire any new positions we may have in 2020. GPD continues to plan with the WCSO for the separation of our records and evidence

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departments. The goal will be to have this completed by January of 2021. GPD is currently conducting its yearly Citizen's Academy on Tuesday evenings and we have a full class of eager participants. GPD continues to stay active on our social media sites and encourage everyone to watch our weekly VLOG's as well as our positive outreach stories and crime fighting efforts.

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

#### 3rd Quarter Update:

20<sup>th</sup> Street: 83<sup>rd</sup> Avenue to 90<sup>th</sup> Avenue road widening is underway and going well and trending ahead of schedule. The roundabout is under construction and will be done by Thanksgiving opening the 83<sup>rd</sup> Avenue and 20<sup>th</sup> Street intersection permanently. The road widening west of the intersection will be completed in the spring, but will not close the 83<sup>rd</sup> Avenue intersection.

35<sup>th</sup> Avenue widening from 4<sup>th</sup> Street to "F" Street design is underway and the preliminary design is progressing and should be done by year end. A roundabout is being proposed at "C" St and "F" St. This will be a four lane road and is part of the Keep Greeley Moving program.

7<sup>th</sup> Avenue Stormwater improvements from 13<sup>th</sup> Street to 16<sup>th</sup> Street is on schedule to be completed by the end of November. The final pavement section will be installed from the 15<sup>th</sup> Street intersection north in the week of October 14. Remaining work includes storm installation on the 1500 block, and utility connections for storm, sanitary and water distribution. These connections will require closure of the 7<sup>th</sup> Avenue intersection for up to three weeks near the end of October.

Sheep Draw Trail projects are now complete and the sections from the Funplex to the Triple Creek area between 71<sup>st</sup> Avenue & 83<sup>rd</sup> Avenue are complete. There is a spur that travels south to 20<sup>th</sup> Street as well as the City's first HAWK signal that helps pedestrians cross 20<sup>th</sup> St, but only functions when the pedestrian wants to cross thus minimizing the disruption to vehicular traffic.

Overlay work has continued on and will finish up in late October. Some extra work was done on 20<sup>th</sup> Street east of 28<sup>th</sup> Avenue as well as a couple Streets in the WestMoor Subdivision north of 10<sup>th</sup> Street & 50<sup>th</sup> Avenue.

Railroad quiet zone work has begun and work near 6<sup>th</sup> St that will be closed has begun. Unfortunately we are still awaiting agreement approval from Union Pacific before work in the railroad ROW can begin. This has delayed the project such that the quiet zone won't be functional until Spring 2020 at this point.

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

### 3rd Quarter Update:

The Water and Sewer Department remains focused on the implementation of its four point master plan; Continuing Water Supply Acquisitions, Improving Conservation and Demand Management, Developing Water Storage and Strengthening Infrastructure through infrastructure replacement and capital projects.

In the third quarter of 2019, additional water supplies were acquired and long-range water supply planning strategies were advanced with exploration of water sharing and ATM projects. Staff continues to be a supportive advocate to NCWCD on key issues in Windy Gap permitting and project planning. Staff is working to stay informed on Colorado River Drought Contingency Planning (DCP) and Regional Demand Management Discussions likely to impact Colorado River supplies. Staff Engineer Mary Gearhart appointed to local government and economic working group organized under the Colorado Water Conservation Board. Staff and consultants kicked off a non-potable master plan in the 3<sup>rd</sup> quarter. The non-potable master plan is key to long range potable water demand management and developing the policies, infrastructure plans, and investments needed to shift future irrigation demands to non-potable systems.

Staff developed a raw water requirement proposal for commercial and multifamily customer classes that calculates the raw water requirements based on the projected use of the new customer. The previous approach assumes correlation between the size of the tap, which is sized for peak flow, and annual water demand of the customer; but use data concludes that refinement and efficiency are possible. Staff and City Attorney's office staff collaborated on the code revisions that were presented to the Water & Sewer Board in August and Council in September 2019. The Water and Sewer Board recommended that City Council adopt the ordinance and City Council subsequently adopted the ordinance. The new raw water requirements program is now in effect. Furthermore, staff have worked to develop pilot project policies that govern raw water dedication and plant investment fees for non-potable irrigation uses in new development. Staff have developed a data set identifying large potable irrigation uses at HOA and other institutional customers, mapped them and have been performing cost benefit analyses on those potential conversions in the 3<sup>rd</sup> Quarter and will continue that effort into the 4<sup>th</sup> Quarter of 2019.

2020 operating and capital budgets were developed by staff, reviewed with City Finance Dept. and City leadership. The 2020 budget update has a renewed focus on key water, wastewater and non-potable system, more analyst positions in Finance, Water Conservation and Water Quality to support a more data driven approach to operational excellence and investments that complement storage. Greeley remains engaged in USACE federal permitting for expanded water storage, and is in process of detailed analysis of alternatives that are required by NEPA. Greeley has undertaken additional affordability analysis of the range of alternatives and seeks to confirm that projects designed to meet future water needs can be reasonably financed. Greeley will need additional raw water storage to meet projected demands within the 50 year planning horizon when the State Demographer predicts more than 250,000 people will live in Greeley, CO. Staff have undertaken significant efforts to maintain, replace and plan for infrastructure investments. A recently completed master plan of the wastewater treatment system was presented to Water & Sewer Board and the City Council. That master plan calls for several waves of investments to meet increasing regulations, the need to replace aging infrastructure, the eventual need to expand capacity and thereafter another round

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of enhanced regulatory compliance requirements. The first phase of regulatory compliance upgrades remain under design with 30% design due for completion in fourth quarter of 2019, and the Dept. has applied for a CDPHE sponsored program that provides benefits to those communities who are in compliance with the tighter Reg. 85 nutrient regulations in advance of the final deadline. To further protect our investments in wastewater infrastructure, the department has developed and formally submitted comments to the State on the water quality impacts of the Northern Integrated Supply Project (NISP) a project that we support, but from which we need protections against degradation of the River that would impact Greeley's wastewater discharge permit. Staff is coordinating with NCWCD staff and others on how mitigation related to NISP can improve and enhance the Poudre River through Weld County and City of Greeley. Greeley has developed additional comments for its protection and plans to submit comments at follow up meetings with CDPHE.

Managers and Board members for Greeley and Windsor have engaged in discussions regarding regional water treatment and conveyance. Both municipalities agreed that there was strong logic in further diligence and exploration of deal points and potential governance structures. Additionally, Greeley and ELCO entered into an IGA along with 2020 construction of new interconnect to provide for water sharing in for planned and emergency shortages. W&S Staff is also engaged in similar discussions with Evans, Milliken, Fort Collins, Loveland, Fort Collins-Loveland Water District, North Weld Co Water District, and West Fort Collins Water District to explore areas of common interest, and regional solutions. Greeley's water planning and leadership team are working to build relationships that allow us to work more effectively with the agricultural sector of the Greeley and Weld County economy. Greeley attended Ag Day at CSU in September and will continue to identify networking opportunities for the benefit of the agricultural community.

The department's water demand management and conservation team remains committed to water education events, outreach, customer audits, and programs that lead to active demand management and wise use. Improving conservation is a key demand management strategy and the Department has sought 2020 budget resources to add a demand management program analyst that will contribute to data focused efforts to make programmatic water saving through investments in conversation tools, policies and rate class focused strategies. Additionally, in the 3<sup>rd</sup> quarter of 2019 the Greeley Water and Sewer Board approved plans to adjust water budgets for single family homes in the City. The adjusted water budgets will better align with actual irrigation water needs and will promote additional conservation.

### 3rd Quarter Infrastructure Update:

The Water and Sewer Department is one of the most capital construction intensive Departments in the City operations. As such, annually staff is involved in constructing numerous projects. This activity will report on the most significant of these projects which include the following:

#### Bellvue and Boyd Lake Water Treatment Plant Improvements

Construction of process improvements are underway to both of the Cities water treatment plants (WTP). A consultant has been designing process enhancements for the Boyd Lake WTP that will provide a higher quality finished water, reduced taste/odor events, allows the plant to operate year-round while providing indoor chemical storage, reduced chemical usage, and also ensure that backup electrical power is available. These designed improvements will begin construction in the fall of 2019 and begin with the installation of a liquid oxygen aeration system to reduce the algae growth in Boyd Lake and result in fewer taste and odor issues. Construction will continue into 2023 with the final phase adding ozone treatment that will significantly reduce potential taste/odor events and chemical dosing.

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Construction of the 20 MGD replacement filter train at the Bellvue WTP is progressing on schedule and is planned to be operational during the spring of 2020. The filter train includes a new rapid mix, flocculation and sedimentation basins, dual media filtration, and disinfection facilities enclosed within a common building. Construction of the concrete basins is completed and the yard piping is nearly completed and the metal building structure is currently 98% enclosed. This project is planning final plant tie-ins to the existing plant that will require 5-10 days of the plant being down. Shut down is schedule to begin October 15, 2019. At that time adjustments will be made to the distribution system and the Boyd Lake WTP will supply water to all of Greeley. Significant water users will be notified of the shutdown and informed that they may see changes in the water quality characteristics that could impact their operations.

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 and construction phases while also obtaining accurate cost estimates allowing the project to be completed within the available budget.

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

Greeley Water and Sewer has been actively acquiring easements for the construction of the Gold Hill Segment of the 60" Bellvue Pipeline of the 4-mile long Gold Hill Segment of the Bellvue 60". A 4 mile long segment of pipeline from the south side of the Poudre River to the Gold Hill water storage facilities. An alignment for the pipe on the south side of the River has been developed and agreed to with the property owner and Windsor across the south end of Windsor. The Real Estate Manager (REM) is in the process of acquiring this easement. The REM and project manager are also in discussions with the landowners regarding route selection across the 257Bend and the Extraction Oil and Gas properties. The design is underway to extend the 60" pipeline out of the Town of Windsor to minimize construction costs and to avoid development currently happening in Windsor. This pipeline extension is planned to be constructed in 2020.

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

The first phase of the Ashcroft Draw project was completed during November 2017. This allowed the City to provide sewer service for planned and future developments immediately adjacent and south of Highway 34, in the southwest part of the City. Construction of the second phase of the project extending the sanitary sewer line further north paralleling 71st Avenue has also been completed. Phase IIa was finished with the widening of the 71st Avenue and Sheep Draw Bridge projects the summer of 2018 with Public Works. Phase IIb is currently finishing sewer design plans with construction scheduled in the November of 2019, once all ROW and permitting issues have been addressed. The third phase is the design and construction of the lift station which staff is currently working the design consultant to complete the 30% design of the lift station and force main.

### Poudre Trunk Phase 2

The Poudre Trunk Phase 2 design project will add 8,000 linear feet of pipe to provide sewer service to the Poudre Bluffs Basin and service west of 83<sup>rd</sup> Ave. The alignment of the sewer will follow CR 62 starting at 83<sup>rd</sup> Avenue to 95<sup>th</sup> Avenue and follow 95<sup>th</sup> Ave for 2,000 feet as currently designed. The service area is approximately 5,500 acres.

### Transmission Line Repair and Rehabilitation

Transmission line rehabilitation work involves improving sections of pipe on the 20" line that runs from Mosier Reservoir to the 40<sup>th</sup> Ave and 35<sup>th</sup> Ave intersection. Specific sections of pipe be replaced and other sections will be lined in order to minimize the impact to customers during construction.

## 2019 WORK PROGRAM

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