



City Manager Monitoring Report

September 4, 2012

Below is a compellation of updates and projects that are either new or have changed since the last City Council meeting.

- **Police Department**

The new evidence expansion is complete and PD staff is in the process of transferring property and evidence into the new space.

On September 11 some very thoughtful citizens of Evans will be thanking members of the Evans Police Department with a dinner of homemade lasagna! They have invited all officers and our families to attend. The feast will take place at the police department. They have also planned a separate dinner for Evans Fire Fighters. This is a very thoughtful touching display of support for our first responders!

We are in the final phase of our hiring process and hope to have a new officer sworn in by mid-September.

- **Finance Committee**

Due to a lighter workload, the committee will now be meeting once a month, generally on the second council meeting night. At the September 18th meeting the committee will review the 2013 budget document.

- **Finance Department**

Awarded Portfolio Recovery Associates (PRA) the Tax Auditing Service Contract. The compliance audit contract encompasses not only auditing for sales and use tax but also for other taxes collected such as accommodation tax, occupational tax, and franchise fee agreements. Our kick off meeting was last week to begin outlining the Evans Audit Process. After the details of the process are refined and a selection process is in place we will begin first audit.

We also just signed a service agreement with Cabinet NG to implement a paperless workflow and document management process. We will begin using this process for Accounts Payable. This will eliminate the invoice paper shuffle. Our kick off meeting is 8/29/12, to begin mapping out the implementation timeline. Our target start date is 01/01/2013.

- **Economic Development**

- Evans Urban Renewal Authority

The ERA will be meeting on September 4th to determine a new Urban Renewal Plan for the Highway 85 Corridor. In essence the area will be the same as the Highway 85 Overlay District. The first step will be to conduct an evaluation of the area, and do a blight study and an economic impact study. We anticipate adoption of the plan by the City Council in November of this year.

- Library Project
We are on for a new Library in Evans! We need some volunteers for the Library task Force that will help us through construction (estimated opening in March of 2014). Our first steps will be to hire an owners representative to help us in the design build process, then hire the design build team. That will likely take the rest of the year. We anticipate demolition of the JMRC in early 2013 and construction to start in the summer of 2013. The City will be partnering with the High Plains Library District to build the building.
- Retail Strategy
Our implementation continues with the Highway 85 Corridor Plan (see the Urban Renewal Authority update above). We continue our focus on how best to bring retail to Evans, what kind of retail it should be and how to secure that retail. As you know, most of this work is done in private to protect the interests of the City, so not details!
- Development Meetings
Staff has recently had development meetings with the following:
 - Family Dollar—35th Ave & 37th St.—will be submitting a site plan
 - Ashcroft Apartments—35th Ave & 34th St.—is in site plan review
 - Cave Creek Phase 3—35th Ave & Prairie View Drive—will submit a new site plan
 - Union Colony School—11th Ave & 29th St.--completed
- Billboards
Staff has worked with Next Media to identify locations and price for a bill board to advertise Evans. An anticipated budget for a full year would be"

Graphic Design	\$1,000
Cost to put on billboard	\$500
Billboard cost= \$210 x 13=	<u>\$2,730</u>
Total	\$4,230

That cost has been budgeted; we simply need to determine the final location and the graphic design.
- Way finding Signage
The sign permits are in to CDOT for approval along Highway 85! The avenues of Evans signs have been designed and reviewed—we had to change some colors to adapt to the cultural issues in Evans. They are all interchangeable panels in the signs so if they don't work well we can change the names, etc.
- **Building and Neighborhood Services**
On August 17th, Neighborhood Services, in conjunction with the Evans Police and Evans Fire District, began a comprehensive sweep for code and building violations in the Green Acres Mobile Home Park. City staff met with management of the park and a number of residents about some of the long neglected issues in the area and we have already seen some improvement and efforts from the community.

Our sweep turned up:

- 35 Code Enforcement Notices of Violation
- 12 Building Code Violations
- 2 Dangerous Building Placards Issued
- 7 Vehicle Violations.

We will continue to work as a group with the residents of Green Acres to improve the community and form a good standing relationship between City and Citizen.

As you all know, we are seeing an uptick in the number of building permits being pulled. Right now we have halted all permits in Cave Creek until/unless they can meet the landscaping requirements in their agreements. We are seeing most of the activity in Tuscany where many lots have been purchased by Jamie Baessler and Nick Francis.

A quarterly report will be given at the September 18th work session.

- **Engineering Department**

- 2012 Concrete Replacement Project

- Naranjo Civil Constructors will be in various locations throughout the city to complete our annual concrete maintenance project.

- 2012 Asphalt Overlay Project

- Asphalt Specialties will mobilize into town to complete our annual asphalt overlay project. This project also includes new concrete and asphalt on Riverside Parkway. Construction will begin on September 10th to avoid a conflict with EvansFest.

- Burlington Avenue

- Construction of this new roadway as part of the Anadarko Development is currently underway. Curb and gutter has been placed and crews will continue to complete all of the improvements. Sidewalk will be placed on the east side of the roadway. Paving is scheduled to begin the week of September 4th.

- **Recreation Department**

Numbers for fall sports are looking good! They are up from last year. See below for details.

Sport	2011	2012
Volleyball	157	160
Flag Football	113	58
Soccer	60	68

Registration begins for youth basketball September 24th. All Youth Dance classes, Adult Sports and Fitness Class registration are ongoing.

- **City Website Stats**

For August 1st through August 30th the numbers are as follows:

- 8,144 total visits
- 50.58% new visitors
- 49.42% returning visitors
- 2 minutes 54 seconds average visit duration
- Denver, Greeley, and LaSalle (in order) are top 3 cities of origin for visitors
- Homepage, HR, Recreation, and Utility Billing are the top 4 pages for visits

And after a cursory look of daily visits, it appears that approximately the 5th and 15th of the month are when we have a higher volume of visits. This may be related to utility billing due date and shut offs. More analysis will need to be done to confirm.

- **CM's Office**

CML Fall Districts are as followed:

- September 5th National Center for Atmospheric Research, Boulder, CO
- September 10th Ouray Community Center, Ouray, CO
- September 11th Historic Windsor Hotel, Del Norte, CO
- September 12th The Clubhouse Grill, Trinidad, CO
- September 13th R's in Silver Cliff Restaurant, Silver Cliff, CO
- September 19th Strater Hotel, Durango, CO
- September 20th Vona Community Center, Vona, CO
- September 24th Woodland Park City Hall, Woodland Park, CO
- September 27th Gobin Building/Train Depot, Rocky Ford, CO
- October 3rd The Country Steak-Out Restaurant, Fort Morgan, CO
- October 4th The Rialto Theater Center, Loveland, CO **(OUR DISTRICT)**

(NOTE: PLEASE LET JESS S. KNOW IF YOU WANT TO ATTEND BY 9/5/12)

October 10th Brenden Movie Theater Complex, Rifle, CO
October 11th Steamboat Springs, CO

Aden intends to be at all district meetings except for the September 20th meeting. And he is, as of right now, tentatively attending the October 10th and 11th meetings.

There will be a CML Board meeting on September 21st at the CML offices.