



City Manager Monitoring Report

February 5, 2013

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

- **Administrative Services Department**

The Unit is handling all the calls from the online payments from a checking/savings/debit card accounts. Customers have many questions and clarifications.

- CSU will be developing a cross-training plan to provide a back-up for Utility billing and Municipal Court.

- **Clerk**

Staff met with a prospective buyer of 37th Liquor on Wednesday regarding a transfer of ownership of the liquor license; application and supporting materials are expected to be filed on Friday, January 18th.

Raegan attended the Laser Fische Annual Conference. From what he has learned he will be working on the City's digital retention schedule and record keeping efforts.

- **Public Works**

Bids were opened for the 37th Street Bike/Ped Project. This project is under the threshold for council approval. The apparent low bidder was Naranjo Civil Constructors at \$46,598. This is a grant-funded project. Construction should be completed before this spring.

We have received 12 proposals for the new aerial photo including topographic data and planimetric features. The scoring group will begin the proposal scoring process this week.

Bids were opened for the Combined Non-Potable Irrigation Improvement Project. The apparently low bidder was AJI Irrigation at \$604,105. This project is scheduled to be presented to City Council for consideration of award at the Feb. 5th council meeting.

We have spoken with a student from UNC who is interested in an unpaid GIS internship this spring.

We will be meeting with West Service Road business owners one-on-one to discuss the upcoming access control project. These meetings are mainly with the businesses south of 37th Street for right now.

The 37th Street storm sewer improvements design is underway. This project will improve the drainage from Hwy 85 to Trinidad Street. We will be meeting with our consultants soon to discuss progress.

The Ashcroft Draw drop structure for the Evans Ditch is almost finished with design. Construction is slated for later this year.

The new digital flood insurance rate maps (DFIRM) are nearing completion. We should receive more information from FEMA in the near future. The new maps do show some areas in Evans to be in the 100 year floodplain that were not previously.

The Greeley Evans Transit (GET) is planning to begin their bus stop improvement project sometime in March.

- **Recreation Department**

Staff has done a test on all panic buttons throughout the facility to ensure that all of them are working correctly. The current system is working; however we will be doing some research to ensure that all areas have the proper systems in place to improve the comfort and safety of staff.

Basketball has begun for the 5-8 year old groups. We have 45 teams participating in the program. That means over 450 kids dribbling basketballs in our facility on Saturdays.

Staff is working on an agreement with Healthways to bring the Silver Sneakers program to our facility.

Staff is working on becoming ADA compliant for accessing the Evans pool. This is a new regulation that begins January 3.

Recreation Staff attended a social media/marketing conference January 23rd and 24th. They learned a great deal, and are excited about bringing the things they learned back to our organization.

- **IT**

The approach for the phone system evaluation will be to meet with a vendor this Wed to look at our options and give us some ball park costs. This will then be added to the one-time list. If approved a full RFP process will be undertaken.

We are starting the process of applying for a .gov domain.

The department is starting the process of evaluating the PC replacement needs for this year, please let Jake or Steve know of your department needs.

Jessica G. is working on determining the rate and needs of the contract IT Manager with the intent of having this ready for the one-time list discussion for MT in February.

- **CM Office**

The annual CCCMA conference will be February 14-16th in Glennwood Springs. Aden, Jessica Scheopner, Zach Ratkai, Nancy Salazar and Raegan Robb will be representing the City of Evans at this conference.

February 20th is the CML Legislative Workshop at the Colorado History Museum. Please let Jess S. know if you are interested in attending.

On February 21st Aden will be attending the CML Policy Meeting at the CML offices in Denver.