



City Manager Monitoring Report November 19, 2013

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

- **ADMINISTRATION OFFICE CLOSURES**
 - November 28th and 29th for the Thanksgiving Holiday
 - December 24th and 25th for the Christmas Holiday
 - January 1st for the New Year Holiday
- **EVENTS**
 - November 19th—Flood Volunteer and Donor Recognition—3 pm, City Council Chambers.
 - December 3rd —Volunteer Board and Commission Recognition at Council meeting.
 - December 20th—City Manager Awards and Employee Recognition—3 pm, City Council Chambers.
- **RECREATION**
 - Programs like basketball rely heavily on the volunteer coaches. The department is actively seeking out coaches to make this program successful. If anyone is interested, please contact the Recreation Department at 970-475-1125.
 - November 18th marks the beginning of Hot Shot Basketball registration.
- **COMMUNICATIONS**
 - Kristan Williams was hired as a part time temporary employee acting as our Communications Manager. She will be reaching out to departments over the next couple of weeks to get feedback on what the needs are in this area.
- **FINANCE**
 - Staff is preparing for the interim field work by the external auditors; they will be onsite the first week of December.
- **IT**
 - The contract with the top vendor for the phone system upgrade was approved by the City Council at this week's meeting. The project will kick off soon with the targeted completion mid-December. More info will be forthcoming as a project timeline is developed.