

**City Manager
Monitoring Report
May 6th, 2014**

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

• Communications

Facebook:

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| <ul style="list-style-type: none">▪ 2,723 Page Likes▪ 1 RFP Post (Coffee Shop Vendor)<ul style="list-style-type: none">-629 Total Views-5 Likes-1 Share▪ 3 Spring Cleanup Posts<ul style="list-style-type: none">-1030 Total Views-19 Total Likes-1 Share▪ 2 Job/Volunteer Position Posts<ul style="list-style-type: none">-1161 Total Views-2 Total Likes-2 Total Shares + 3 people tagged▪ Drug Take-back & Shredding Event<ul style="list-style-type: none">-1009 Total Views-13 Total Likes▪ 2 Missing Person Posts (Missing and Found)<ul style="list-style-type: none">-1570 Total Views-39 Total Likes-5 Total Shares | <ul style="list-style-type: none">▪ City Ordinance, Resolutions, Restrictions (Water), and Closures (Road and Park)<ul style="list-style-type: none">-3137 Total Views-30 Total Likes-5 Total Shares▪ City Staff Visiting with Students<ul style="list-style-type: none">-594 Total Views-21 Total Likes▪ 3 City Council Meeting Posts<ul style="list-style-type: none">-1408 Total Views-29 Total Likes▪ 2 Community Service Group Acknowledgement Posts<ul style="list-style-type: none">-565 Total Views-17 Total Likes--1 Total Share▪ 2 Riverside Library and Cultural Center "Topping Out" Posts<ul style="list-style-type: none">-789 Total Views-26 Total Likes▪ 1 Non-City of Evans Event Opportunity Post<ul style="list-style-type: none">-158 Views-1 Like |
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Website:

Identified areas of opportunity for streamlining and improving efficiencies
Considering website redesign and training

• Economic Development

The Riverside Library and Cultural Center continues to move on target and on budget.
Plans are underway for our first ever Farmer's Market in Evans, likely at the Library in August or so.

The Shop Local Campaign is being finalized for 2014 and we are in "beta testing" for businesses to join the program and benefit!

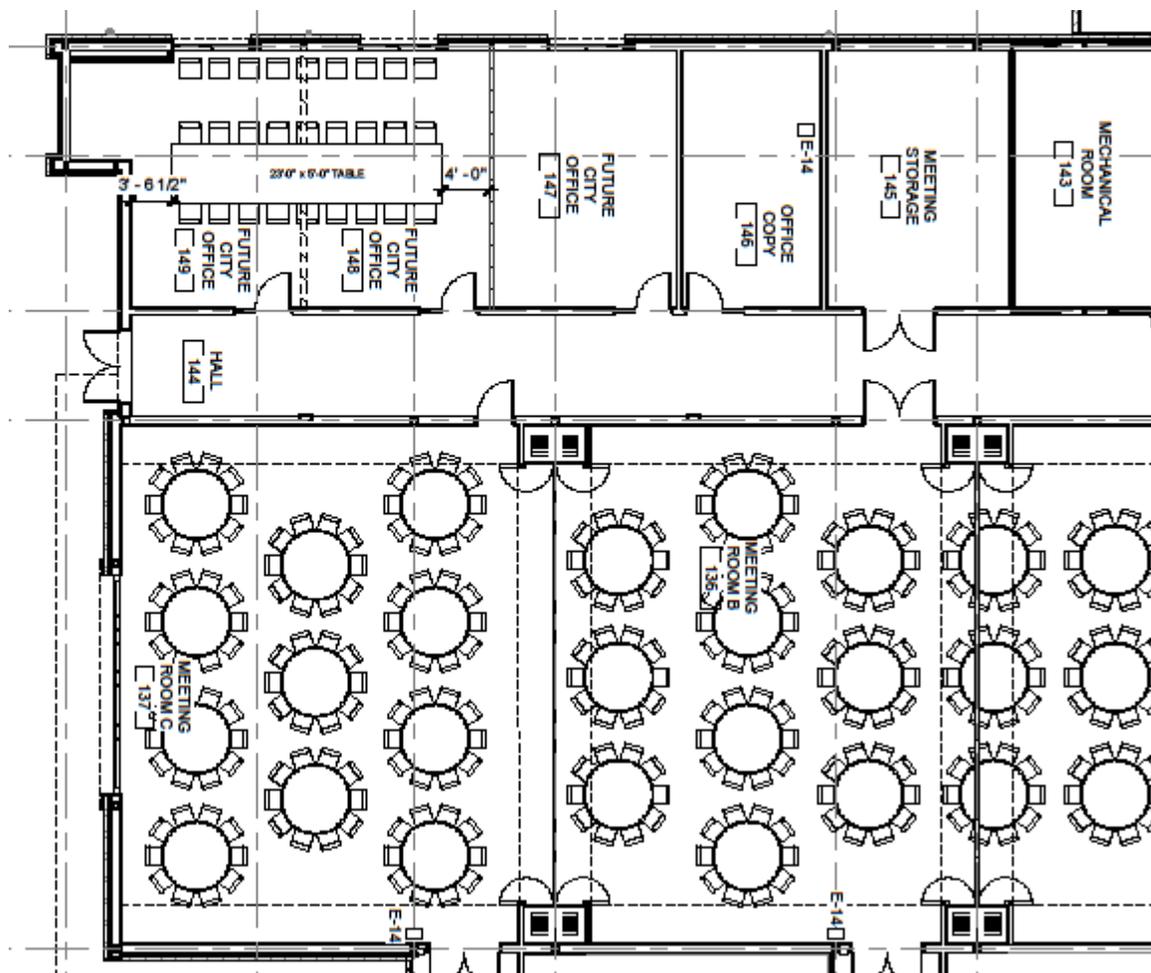
With potentially devastating legislation on the way for urban renewal, we will be working hard to complete several projects within the next few months.

Originally the idea for the new Riverside Library and Cultural Center was to have 3 individual office areas, about 350 square feet each, for non-profits to rent. We had 3 non-profits in mind that we partner with on economic development:

- Evans Area Chamber of Commerce
- SBDC
- Upstate Colorado

At this time only the SBDC has indicated an interest in an office, and they would only use it once a week for a full day (the remaining time could be shared with another agency). The Chamber of Commerce needs more square footage than is available, and Upstate Colorado does not need any office space.

However, the City is in desperate need of meeting space, specifically larger meeting space such as a Board Room that could seat 15 – 20 members around a table, with staff seating for 15 – 20 around the room. What we would like to do is create one smaller office (about 200 square feet) for shared use and then use the remaining space (about 800 square feet) to create a large meeting room. This room can be rented or donated for non-profit boards to meet, for the Fire District, for the Library, or for City use as well. IT would be equipped with AV equipment to meet our needs. We would remain flexible with the space to allow it to become individual office spaces again in the future if that was desired. (Each space will retain a separate entrance, separate HVAC controls, separate lighting, and more).



Please let us know if you have any issues with this plan, as we will move forward during construction to make this happen. Thanks!

- **Engineering**

- Bids were received for Evans Ditch Sediment removal project – GLH was the low bidder at \$12,805.64, they should start later this week.
- A quote was received for bridge deck repairs on 37th St west of 47th Ave. TLM Constructors quoted the repairs at \$12,432.00 and will do the work this Friday. 37th will be closed between 47th Ave and 65th Ave for one day.
- The annual crack seal project was recently completed by Crasco, LLC. Areas on 11th Ave, 36th St, 42nd St/Prairie View Dr, West Service Road, and State Farm Subdivision were part of the project this year.
- The Evans Breach “C” Stream Bank Repair project will open bids on May 14th. The project is scheduled to be completed before the end of May. This project will repair the last major breach in the berms that protect the Evans Wastewater Treatment Plant.
- Colorado Big-Thompson (CBT) carry over water has been purchased and we have transferred it to Greeley for treatment.
- 2014 water lease program is ready. We should have a good amount of water available for lease this year.
- The Cost of Services study from the Northern Colorado Water Conservation District has been completed; the report is available on their website and will determine increases in future rates for CBT and Windy Gap water.
- We will be meeting with the Godfrey ditch company this Friday, May 9th, to verify all of the City’s ownership in that facility.
- Excavation/ROW permits have increased in 2014. We have seen an increase in revenue along with traffic control setups on the roadways.

- **Public Works**

Operations:

- We are replacing meters and radios on properties that have been estimating usage.
- GLIC has informed the City that they will be shutting off water in their ditch for approximately two weeks waiting for calls on water from Agricultural users. .
- Evans Ditch Update: We will complete burning the ditch by Tuesday May 6th. Sediment removal will begin the week of May 5th and be completed by the week of May 16th to allow delivery of Evans ditch water.
- We received and logged in the new traffic trailer and two new cruisers for PD.

Waste Water:

- We are in the process of repairing a total of eight aerators. Three are at the HNP plant and five are at the Evans Plant. Three of the five at the Evans Plant were damaged in some way by the flood. Additionally O’Neil Electric will be replacing the aerator control panel at the Evans Plant at the same time. The control panel was a budgeted non-flood item.
- We have dug a trench from lagoon #1 to lagoon #2 to eliminate the use of manual pumping and improve water quality at the Evans WWTP.
- We are at the start of setting up a full lab at the Operations Center until we know where we will be permanently located. We are making a list of apparatus that need to be purchased. When complete we will be able to perform our own analyses as was the case prior to the flood.

Parks:

- Arbor Day was a success thanks to everyone's hard work and help.
- We have 11 seasonals currently working.
- We have finished fertilizing.
- Normal mowing operations will start now and continue through the summer.
- All sidewalks have been edged.
- Forestry will finish weeding and applying pre-emergent to shrub beds this week then move to pruning trees.
- Weeds are being sprayed in Parks along the fence line and tree rings.
- Irrigation start-ups will be finished this week
- Trees are being sprayed to protect against Emerald Ash Borer and Pine Beetle.
- We will begin hand watering trees at Riverside.
- We will be sodding all new graves at the Cemetery May 12th.

- **Finance**

The recruitment for a Finance Manager is underway. The external audits for the City, Fire District and ERA are all complete. The 2015 budget process will kick off later this month.

- **Information Technology**

The IT Steering committee (Management Team) started the review of IT Policies. These policies are targeted for completion in the next few months.

- **Human Resources**

Staff completed the benefit insurance renewal process through Colorado Employer Benefit Trust (CEBT) and Willis of Colorado. The 2013 claims were a key drive that impacted our insurance renewal process. The City experienced a 2013 loss ratio of 47.8% on its medical claims. The City was presented with a 2.5% increase from CEBT, which was the lowest of 7 tiers. This is incredible news, especially coming off of an 18-month rate guarantee and as medical trending is typically running 7-8%. The CEBT board also committed to paying for PPACA fees and taxes estimated slightly over \$3.7 million dollars with reserves. This year's insurance renewal process was a collaborative process. We engaged and received input from the Employee Review Team and the Management Team. We considered 17 plan design options offered by CEBT. We will be offering a Kaiser Permanente HMO plan effective 7/1/14 as another plan design option as Kaiser has increased their presence in Northern Colorado, especially in Greeley and has established a contract with Banner. This plan option is in addition to maintaining our High Deductible Health Plan with a Health Savings Account and PPO Plan options. With the transition to CEBT in 2013, the City had to transition to a 7/1 plan year. Overall, CEBT has a solid financial outlook with healthy reserves in place and membership that continues to grow. The City and the District has received significant favorable results with the transition to CEBT.

The City formed a self-funded dental plan in 2011. Since the formation, each year has been a successful year for the City. In 2013, the City experienced a combined loss ratio of 70% ,which is claims paid compared to premium contributed, for both the City and District combined. There will be no changes to vision and disability insurance plans as the City is currently on a multi-year rate guarantee. Every effort was made to sustain the City's current benefit package.

We have conducted two of three scheduled open enrollment meetings. We created and rolled-out three open webinars this year and made open enrollment documents available through a dropbox. We also reintroduced online, self-service open enrollment through ADP this year. We strived to improve

the open enrollment process to allow employees greater flexibility and easy access to information with the ability to share information readily with family members.

Staff also received a quote for Flood Insurance through the National Flood Program for property locations that are not covered for flood coverage with our current policy through Travelers Insurance. Staff will be forming a sub-committee to discuss this issue further and make recommendations to the Management Team.