



City Manager
Monitoring Report
December 16, 2014

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

➤ **COMMUNICATIONS**

Staff held the “Ask the Expert” Utilities Open House Tuesday, December 9. “Education Stations” were set up on Water, Radios & Meters, Storm water, Waste water, the new Waste Water Treatment Facility, Securing Water for the Future and a Children’s Activity area. Numerous videos were set to play on loop throughout the evening. Marketing efforts included the following:

- Included in the November and December Utility Billing Newsletter
- Separate flier included in the December Utility Billing Newsletter
- On the home page of the website
- 550 Fliers sent home in Union Colony Elementary School “Friday Folders” on December 5
- Information included on the door hangers left on residents’ front door by technicians when they went on calls beginning mid-November
- Posters placed around the Community Complex and at Riverside Library
- Facebook postings on December 4, 8 and 9 – including information on the drawings for \$25 Visa Gift Cards for attendees
- Postcards handed out by Customer Service Staff to those who visited the Community Complex, beginning November 17
- Postcards out at the Recreation Desk

We had 8 community members attend.

➤ **CUSTOMER SERVICE UNIT**

The Customer Service unit is assisting with the Regional Managers Meeting event held on Thursday, December 11th and the City Manager Awards event held on Friday, December 19th. The Utility Billing Specialist and Customer Service Staff are working on processing all radio and meter changes through the EmGov System for the radio replacement program. We have completed over 600 radio and meter changes. We are also completing 2014 Performance Evaluations.

➤ **FINANCE**

- Financial auditors are on site this week for preliminary testing, and finance is working hard to provide a multitude of information to them. They will be back on site in March to wrap up their year-end testing.
- Recruiting is underway to hire for the part time accounts payable clerk.
- Year end preparations are underway in all finance procedures, including accounts payable, payroll and outstanding accounts.

➤ **FIRE DISTRICT**

- We continue to implement the vehicle replacement plan. The new engine is due around the 28th or 29th of December, and we've already identified a buyer for the engine that will become surplus. The rescue truck and a several other units have also been disposed of.
- ISO will be here to conduct a periodic survey on 12/12. This survey is part of process used to determine our fire department "rating"- the foundation of hazard insurance rates in the City/District.

➤ **POLICE**

In early 2015, we will be issuing body worn cameras (Taser Axon) to our patrol officers. Our initial goal was to put 9 body worn cameras into operation however, through negotiations with Taser and a generous trade-in program, we will be able to put at least 25 cameras into play. With the cameras, we will also be utilizing a cloud based storage system called Evidenc.com. This will allow all video taken by the cameras to be seamlessly downloaded to the system and available for reports. With recent events as well as potential federal legislation, body worn cameras will become regular police equipment. This program will allow us to get ahead of the curve.

➤ **PUBLIC WORKS**

OPERATIONS	<ul style="list-style-type: none"> • Doing inside meters • Pot Water Swapping. <ul style="list-style-type: none"> - We have three teams on this now. The contractor doing outside, Bob and Rich doing inside, Doug and David doing whatever they need help with. - Working on some problem shut offs • NP Water - nothing • Irrigation - nothing • Streets - Pot hole patching-Sign installations-sweeping • Fleet - SOS
ENGINEERING	<ul style="list-style-type: none"> • Traffic Lights at 65th 37th this week • Pave 49th and 35th – will only be closed for the day • Awarded the 65th Ave Grant. Construction set for 2016. Money will be available July 2015?
COMMDEV & BLDG	<ul style="list-style-type: none"> • Working on Performance Evaluations for staff
WASTE WATER	<ul style="list-style-type: none"> • Met with electrician last week aerator electrical underground – flood related • RFP's due Friday – design engineer • Moving forward with purchase of a fine screen at HNP and a furnace for the Evans Headworks Building. • Assisted with the installation of a new effluent flow meter at HNP.
PARKS	<ul style="list-style-type: none"> • Beginning the process to fill new parks tech position. • Electrician for pump repairs – will need to carry over for next year • Finishing rebuilding and repairing mowing equipment. • Applying pre-emergent to shrub beds. • Will be starting fertilization as soon as temperatures allow. • Working with a new Electrical/Pump contractor for Chappelow pump station. • Met with Riverside project team, work will begin on RFP for environmental assessment and preliminary design. • Sent Christmas tree recycling information to Kristan. We will be working with Colorado Game & Fish to create fish habitats in Riverside Lake.

Building Department

Construction Activity Comparative Analysis

		November 2014	November 2013	YTD 2014	YTD 2013
New Single Family Dwelling Units	# of Permits Valuation	1 130,335	0	30 4,858,726	19 2,678,803
Single Family Footing & Foundation Only	# of Permits	0	0	7	1
New Multi-Family Dwellings Units	# of Permits Valuation	0	0	4 1,374,268	10 11,415,300
Multi-Family Footing & Foundation Only	# of Permits Valuation	0	0	0	0
Residential Additions and Remodels	# of Permits Valuation	8 108,107	6 82,209	139 1,400,608	100 1,048,317
New Commercial Projects	# of Permits Valuation	0	1 39,738	8 6,259,386	7 1,478,578
Commercial Footing & Foundation Only	# of Permits Valuation	0	0	0	0
Commercial Additions and Remodels	# of Permits Valuation	2 30,600	2 13,600	27 2,324,583	16 759,896
Miscellaneous Permits	# of Permits Valuation	13 85,553	185 1,185,548	490 2,596,940	1,484 11,150,840
Mobile Home Permits	# of Permits	24	2	83	8
TOTALS	# of Permits Valuation	48 354,595	196 1,321,095	788 18,939,278	1,645 28,537,008

Development and Construction Projects In Progress

	Project	Type	Location	Description	Stage	Staff
A	CDOT	Site Plan	1004 42 nd St (Lot to the south)	Park n Ride	Development Agreement Negotiations	Zach
B	Prairie Heights Middle School	Construction Drawings	3737 65 th Ave.	New Middle School to replace John Evans	Under Construction	Dawn
C	Driftwood Commercial	Concept Plat	2485 and 2435 37 th St.	Concept Plan for Duplex	Awaiting Application	Sean
D	Bonanza Creek	USR-Communication Tower	4301 Industrial	Addition of Communication Tower	Complete	Sean
E	Werning	PUD Amendment	23822 WCR 33.25	Apply Zoning to PUD	City Council-Extended indefinitely (not beyond May '15)	Sean
F	Moser Property	Review Site Plan	2800 11 th Ave.	Need improvements in order to rent the property	Comments out to applicant	Sean
G	Envirotech Transload	Grading Plan	6850 47 th Ave.	Frac Sand	Grading Approved for less than 5 acres	Dawn
H	Envirotech Transload	Site Plan	6850 47 th Ave.	Frac Sand	Traffic Study and remaining grading plan	Zach
I	Annexation Near Envirotech	Pre-Application	Property west of 6850 47 th Ave.	Frac Sand	Awaiting Application	TBD
J	Evans Commerce Park	Annexation	1 st Ave. and 31 st St.	New Commercial Industrial Property	City Council - Postponed	Zach
K	Evans Commerce Park	Zoning	1 st Ave. and 31 st St.	New Commercial Industrial Property	City Council - Postponed	Zach
L	Evans Commerce Park	Land Use Map Amendment	1 st Ave. and 31 st St.	New Commercial Industrial Property	City Council - Postponed	Zach
M	Evans Transload Facility	Site Plan, Grading Permit, Plat	Old Ethanol Plant	Crude Oil Rail Transfer Facility	Awaiting Application	TBD
N	South Philly Cheese Steak	Tenant Finish	2903 37 th St.	New Restaurant	Complete	Zach
O	Synergy 22 Wells	USR	35 th Ave. and 49 th St.	Oil Wells	Comments out to applicant	Sean
P	Bella Vista	Pre-Application	333 37 th St.	Redevelop existing mobile home park	Concept Plan	Zach
Q	Pizza Street & Office Space	Tenant Finish	2907 & 2905 37 th St.	New Restaurant & Office Space	Under construction	Zach
R	Warehouse/Office	Pre-Application	1104 42 nd St.	New Warehouse & Office	Comments out to applicant	Sean
S	Cajun Restaurant	Tenant Finish	2909 37 th St.	New Restaurant	Building Permit Approved	Zach
T	CB Shop	Pre-Application	3033 8 th Ave.	Retail Store	Comments out to applicant	Sean
U	Vintage Villas	PUD Amendment	Grapevine Hollow	Remove a water feature	Comments out to applicant by 12/16/14	Zach
V	Rush Truck Centers of Colorado	Pre-Application	625 31 st St.	New Auto and Repair Shop	Comments out to applicant by 12/23/14	Sean
W	Final Plat for Junction at Evans	Pre-Application	900 31 st St.	New Retail Area	Comments out to applicant by 12/23/14	Zach