

City of Evans, Colorado

City Manager Monitoring Report February 17, 2015

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

➤ Communications

- Facebook Analytics
Week of Feb 2 - Feb 8



- The webteam continues to meet on a monthly basis, with a total of 12 staff members updating small sections of the site pertinent to their areas of work. This “division” of labor improves accuracy and timeliness. Monthly meetings are used to brainstorm ideas and educate the team on effective and appropriate use of this particular channel of communicating.
- “The Evans Express” e-newsletter has received a new streamlined look and gotten positive reviews.

➤ Customer Service Unit

- The customer service unit has a customer service administrator vacancy. The posting deadline ended Friday, February 6, 2015.
- The radio replacement project is in progress and we are updating an average of 10 replacements a day.

➤ Economic Development

Business to Business Event
Wednesday, March 4th
9 – 1
Riverside Library and Cultural Center
“Leading Onward and Upward”

Our very own Aden Hogan and Dallas Everhart will be keynote speakers for this annual event, which is geared toward Evans businesses and helping them with information to grow and prosper. We have several resource tables standing by to help with every question: both Chambers, the High Plains Library District, the SBDC, the SBA, local banks, tax professionals and attorneys, and many more. Please stop by to show your support for our local businesses.

Both the Farmer's Market and the Shop Local campaign are on hold for 2015 due to staffing and resource issues. We continue to try to be creative with our approach, which may require us to contract for those services with a local organization.

While the main Library construction is complete, we still have some ongoing work to finish. We are waiting to hear about final grant submittal approval from DOLA and some feedback from the Library to close out the budget for the capital project (operations budgets will be ongoing).

Our Master Planning process is well underway with multiple plans progressing now, grant applications submitted for more and monthly meetings about coordination and timing with all the master plans. You will find a spreadsheet with the latest timeline for all these projects at the end of this document.

➤ **Finance**

- We are happy to have the part time Accounts Payable clerk position filled. Teresa Kline will begin permanently on February 10th.
- Preparations for the annual financial audit are underway. This will be a time consuming process for the whole department for the next few weeks. The auditors will be on site the weeks of March 2nd and 9th.

➤ **Human Resources**

- **Total Compensation Statements:**

Individualized total compensation statements were created for full-time, benefited employees and distributed Friday, January 30, 2015. This statement outlines 2014 total earnings and benefits provided as an employee of the City/District as well as the cost of those benefits. Each year the City/District makes significant contributions toward a comprehensive benefits package, which is an important component of total compensation. We hope employees find this information useful and informative.

- **Wellness Program:**

The City/District completed the first quarter of its annual wellness program. 94% of the City/District employees and 68% of the eligible spouses completed the first quarter wellness program requirements, including the completion of a health questionnaire and health screening/biometrics. Based on this information, the City will be receiving an organizational health report identifying the group's current state of health, health needs and risks present, and recommendations for initiating risk reduction and health enhancement programs. This information is very helpful in planning a comprehensive wellness program. We are committed to the health, safety and well-being of our employees. We strongly believe that promoting good health and enhancing the quality of life of our employees is vital to the success of the City/District. With the cost of health care continuing to rise, everything we can do to enhance the health and well-being of our workforce will come back to us in lower costs.

- We are delighted to have the full-time Safety & Risk Management Specialist position filled by Raul Rodriguez-Rivera. Raul comes to us with 24 years of honorable and decorated Navy experience. Raul holds a Bachelor of Science degree in Fire Science and an Industrial Hygiene Management Certificate both from Columbia Southern University. He is experienced in health and safety, inspections, accident investigations, training, staffing and firefighting. Raul worked for the City, since May 2014 in a temporary capacity. It is with great pleasure to have Raul as a regular part of our team.

➤ **Police**

HIRING PROCESS

WE HAVE INVITED 44 APPLICANTS TO PARTICIPATE IN THE PHYSICAL AGILITY TEST AND THE WRITTEN EXAMINATION ON FRIDAY FEBRUARY 13.

BODY WORN CAMERAS

ALL OFFICERS WILL BE TRAINED IN THE USE OF BODY WORN CAMERAS DURING IN-SERVICE TRAINING THIS MONTH. OUR TARGET DATE TO HAVE ALL OF THE CAMERAS DEPLOYED IS FEBRUARY 28TH.

CACP MID-YEAR CONFERENCE

THE CITY IS HOSTING THE MID-YEAR CONFERENCE FOR THE COLORADO ASSOCIATION OF CHIEFS OF POLICE THE WEEK OF FEBRUARY 16-20. THE FIRST THREE DAYS IS COMPRISED OF TRAINING FOR NEWLY APPOINTED CHIEFS ACROSS THE STATE. THE 19TH AND 20TH ARE THE CONFERENCE DATES AND WE

ARE HOSTING APPROXIMATELY 50 CHIEFS FOR THIS EVENT AT THE RIVERSIDE LIBRARY AND CULTURAL CENTER. THIS IS THE FIRST TIME IN THE HISTORY OF THE CHIEF'S ASSOCIATION THAT THIS EVENT HAS BEEN HOSTED IN EVANS.

CACP ACCREDITATION

THE FINAL PHASE OF OUR APPLICATION TO THE COLORADO ASSOCIATION OF CHIEFS OF POLICE FOR ACCREDITATION HAS BEEN SUBMITTED AND APPROVED. WE ARE NOW WAITING FOR THE ACCREDITATION ASSESSMENT TEAM TO REVIEW OUR POLICIES THEN SCHEDULE AN ON-SITE REVIEW OF OUR AGENCY. ONCE THAT IS COMPLETED I FULLY ANTICIPATED WE WILL ACHIEVE ACCREDITED STATUS WITHIN THE NEXT TWO MONTHS.

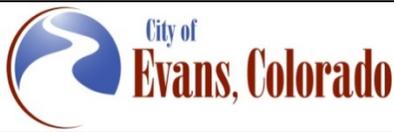
➤ **PUBLIC WORKS**

OPERATIONS	<ul style="list-style-type: none"> • Water - Working on the Radio Program three teams; making good head way. • NP - Minor maintenance • Irr – Completing schedule replacements and maintenance • Streets - Pothole patching. Getting caught up on Sweeping • Fleet - Working on 2015 fleet issues. Working on preparing surplus vehicles for auction and lining up 2015 tractor and truck purchases. • Clean Up - Ready to go except for letter and getting it to the appropriate people for distribution.
ENGINEERING	<ul style="list-style-type: none"> • Projects progressing as planned. • Working with PD on several sign work order requests. • Civil Engineer Interviews this week.
COMDEV & BLDG	<ul style="list-style-type: none"> • Planner interviews • Prairie Heights IGA • ARB Annexation Agreement • Feb 17th Com Dev items to planning Committee • ZBA/Planning discussion to combine the committees • Sweep through Green Acres mobile home park, including code enforcement, building inspector and police department will be involved.
WASTE WATER	<ul style="list-style-type: none"> • Jetting of bi-annual trouble areas. • Decommissioning the old pickups, cleaning and removal of decals and misc. hardware. • Attended WW project meetings. • Assisting Raul with installation of work area safety equipment. • Filled the Foreman position
PARKS	<ul style="list-style-type: none"> • Preparations for Arbor Day have begun. • Reworking seasonal training program. • Working on revitalizing safety surface around some playgrounds. • Working with Mike on new vehicles.

**Building Department
Construction Activity Comparative Analysis**

		January 2015	January 2014	YTD 2015	YTD 2014
New Single Family Dwelling Units	# of Permits Valuation	1 145,200	0	1 145,200	0
Single Family Footing & Foundation Only	# of Permits	1	0	1	0
New Multi-Family	# of Permits Valuation	0	0	0	0

Dwellings Units					
Multi-Family Footing & Foundation Only	# of Permits Valuation	0	0	0	0
Residential Additions and Remodels	# of Permits Valuation	11 154,469	14 101,955	11 154,469	14 101,955
New Commercial Projects	# of Permits Valuation	0	3 5,862,909	0	3 5,862,909
Commercial Footing & Foundation Only	# of Permits Valuation	0	0	0	0
Commercial Additions and Remodels	# of Permits Valuation	6 583,935	3 26,200	6 583,935	3 26,200
Miscellaneous Permits	# of Permits Valuation	14 58,791	70 365,859	14 58,791	70 365,859
Mobile Home Permits	# of Permits	2	1	2	1
TOTALS	# of Permits Valuation	35 942,395	91 6,356,923	35 942,395	91 6,356,923



**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	CDOT Legal Review	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	Pending	Sean
D	Werning	PUD Amendment	23822 WCR 33.25	Apply Zoning to PUD	City Council-Extended indefinitely (not beyond May '15)	Sean
E	Moser Property	Review Site Plan	2800 11 th Ave.	Need improvements in order to rent the property	Comments out to applicant	Sean
F	Envirotech Transload	Grading Plan	6850 47 th Ave.	Frac Sand	Full Grading Permit Released	Dawn
G	Envirotech Transload	Site Plan	6850 47 th Ave.	Frac Sand	Awaiting Mylars	Zach
H	Annexation Near Envirotech	Pre-Application	Property west of 6850 47 th Ave.	Frac Sand	Awaiting Application	TBD
I	Evans Commerce Park	Annexation	1 st Ave. and 31 st St.	New Commercial Industrial Property	City Council - Postponed	Sean
J	Evans Commerce Park	Zoning	1 st Ave. and 31 st St.	New Commercial Industrial Property	City Council – Postponed	Sean
K	Evans Commerce Park	Land Use Map Amendment	1 st Ave. and 31 st St.	New Commercial Industrial Property	City Council – Postponed	Sean
L	ARB Transload Facility	Site Plan, Grading Permit, Plat	Old Ethanol Plant	Crude Oil Rail Transfer Facility	Awaiting Application	TBD
M	Synergy 22 Wells	USR	35 th Ave. and 49 th St.	Oil Wells	Legal Hold/Zoning Determination	Sean
N	Bella Vista	Pre-Application	333 37 th St.	Redevelop existing mobile home park	Concept Plan	Zach
O	Pizza Street & Office Space	Tenant Finish	2907 & 2905 37 th St.	New Restaurant & Office Space	Under construction	Zach
P	Warehouse/Office	Pre-Application	1104 42 nd St.	New Warehouse & Office	Comments out to applicant	Sean
Q	Cajun Restaurant	Tenant Finish	2909 37 th St.	New Restaurant	Building Permit Approved	Zach
R	CB Shop	Pre-Application	3033 8 th Ave.	Retail Store	Comments out	Sean

					to applicant	
S	Vintage Villas	PUD Amendment	Grapevine Hollow	Remove a water feature	City Council 2/17	Zach
T	Rush Truck Centers of Colorado	Pre-Application	625 31 st St.	New Auto and Repair Shop	Awaiting Application	Sean
U	Final Plat for Junction at Evans	Pre-Application	900 31 st St.	New Retail Area	City Council 2/17	Zach
V	City of Evans	Basement Finish	1100 37 th St.	New Offices	Under construction	Zach
W	America's Best Value Inn	Remodeling Bar/Restaurant area into 8 hotel rooms	800 31 st St.	New Hotel Rooms	Under construction	Zach
X	Envirotech Services	Electrical Installation	6850 47 th Ave.	Electrical Service for modular office building/scale house and lighting for Fracking Sand Unloading Facility	Under construction	Zach
Y	Uintah Engineering	Tenant Finish	3313 35 th Ave #B	New offices/shop	Under construction	Zach
Z	Winn Marion	Temporary Offices	3805 Carson Ave	Offices	Under construction	Zach
1A	Baker Hughes	Parking Lot Light Poles	4650 Industrial Parkway	Light Poles	Under construction	Zach

ECONOMIC DEVELOPMENT – LONG RANGE PLANNING TIMELINE

Evans Colorado Long Range Planning Projects - Master Timeline																	
General Data			2014												2015		
Project	Subset	PIC	Consultant	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	2016
Riverside Park	Master Plan	BS	THK Assoc.						Grant Application								
	Engineering/Design/Construction	GW	TBD						Preliminary Engineering								
	Trail reconstruction	BS	TBD						TBD								
Evans Riverside Master Plan	Physical Plan	ST	Matrix Des.														
	Economic Development	ST	Ricker C.														
Waste Water Treatment Facility	General	GW	Ditesco	Consultant Selection and procurement					Project Designs and construction - See Below								
	Force Main Construction	GW	HDR														
	Lift Station	GW	HDR														
	New Wastewater Treatment	GW	Dewberry														
	Decommissioning WWTF #1	GW	TBD														
South Platte River Restoration Master Plan	Master Plan	CR	CDM-Smith														MSPRA to take over as own entity
	Sediment Txfr and Feas. Study	CR	TBD						Award	RFP Process							
	South Platte River Alliance	CR	N/A						GA-Watershed coordinator								Evans as participant-->
Storm Water Master Plan		CR	TBD						Award	RFP Process							
Transportation Plan Update		CR	TBD						GA								
Comprehensive Plan Update		ZR	TBD						TBD								
Water Master Plan		JG	TBD						RFP								
Impact Fee Study		??	Tischler B.														
Flood-Related Infrastructure	CDOT Property Acquisition	AH	N/A						Negotiations								Property transfer and building demolition TBD
	Berm Repairs	GW															
	Road Repair	DA															
	Gas line replacement	CR	N/A														

Legend	
Application	
Planning	
Design	
Construction	
Implementation	
GA	Grant Application

PIC (Person in Charge)	
AH	Aden Hogan
BS	Brian Stone
DA	Dawn Anderson
CR	Chad Reischl
GW	Gary Wilson
JG	Jessica Gonfias
ST	Sheryl Trent
ZR	Zach Ratkai