



TOWN OF BERTHOUD – FEBRUARY 2019

ADMINISTRATOR REPORT

Dear Town Board Members,

The Town Administrator's Report has been reformatted to focus on the efforts being made by Town Staff to support the Town's six priorities. The work outlined in this report coincides with the goals set in the Strategic Plan. In addition to that work, each department has provided a general highlight of their work during the month of February, which is included at the end of the document. It is amazing what is being accomplished with a small and dedicated staff. I am continually grateful for what they do.

As always, if you have any questions about anything in this report, don't hesitate to reach out to me.

**Sincerely,
Chris Kirk, Town Administrator**



PRIORITY 1

Promote a strong sense of community



Staff has begun planning efforts for a handful of 2019 events to strengthen the community and to provide a variety of volunteer opportunities. The events and initial plans are as follows:

1. Arbor Day, April 20, 2019 – With the plans for the Town nursery at Hillsdale Park, the 2019 Arbor Day celebration will be different than years past. Over 50 trees will be planted with the help of the Tree Advisory Committee, Town Staff, and other volunteers. Town Staff began work in February to prepare the site for the nursery and notices were mailed to next door neighbors to reduce confusion about the work being performed there.
2. Clean Up Day, April 27, 2019 – Arbor Day and Earth Day are typically in the same week. It made sense to schedule a Town-wide Clean Up Day in conjunction with those days. Our goal is to provide bulky item drop-off, e-waste recycling, household hazardous waste drop-off, secure document shredding, and wood chipping to Town residents. Working with other volunteer groups, we will reach out to seniors and other citizens who cannot load and transport this material so that everyone can have a chance to do a great spring clean-up of their property.
3. Independence Day Fireworks, July 3, 2019 – To kick off the holiday in style this year, Town staff is soliciting proposals from licensed pyrotechnicians for a July 3, 2019 fireworks display. The request is for a 18-22 minute display of aerial fireworks, choreographed to music, and launched from a site near the High School. Primary viewing areas and a family-friendly event will be hosted at Bein Park. Plans are being finalized and logistics are being worked out, but we are confident that this will be a great opportunity to celebrate our Nation's independence together.

The Town Administrator also began work with Slate Communications to begin work on a community brand assessment. This process will include interviews with Board members, citizen groups, business, and others to get feedback about our community's strengths, the things that make Berthoud unique within the region, and the local and regional reputation of the Town. Slate will also review our current marketing and public outreach materials. Working with the Town, they will use that review, with the information received through interviews, to provide a report of the Town's current brand position. The goal of this effort will be to strengthen the Town's marketing efforts and consolidate the Town's outreach efforts around a comprehensive and coordinated brand identity.

PRIORITY 2

Create an environment that encourages economic prosperity



At the February 26, 2019 Board Meeting, Walt Elish gave a presentation to the Town board about our economic development efforts and provided a draft of an incentive policy to the Town Board. In support of the goal to adopt an incentive policy before the end of the 2nd Quarter of 2019, Walt has prepared a plan that identifies the types of incentives that staff believes would be reasonable to offer to targeted industries or businesses with the goal of clarifying the incentive process and generating economic development interest in Berthoud. This item will be brought back to the Board in March for further consideration.



Walt also had a chance to present at the Berthoud Chamber luncheon in February and at the Experience Berthoud event. Walt's presentations focused on Berthoud's growth and its impact on the Town's business development activities, as well as highlighting new and expanded businesses in the community. A copy of his presentation can be found at <https://berthoudeconomicdevelopment.com>.

Walt and I also met with the Director of the TPC Colorado Championship at Heron Lakes to talk about how the Town can support the event and promote the Town to thousands of spectators they are expecting for the week.

PRIORITY 3

Develop a healthy community



In support of our goal to repair and replace 2,500 linear feet of sidewalk in 2019, the Town applied for a Safe Routes to School grant through CDOT. In February, we received a notice that the Town was awarded \$300,000 in funding to support our plan. This grant, and the Town's matching funds, will allow us to construct a "backbone" pedestrian route connecting Mary's Farm, Ivy Stockwell Elementary, Turner Middle School, and Berthoud Elementary with safe and accessible sidewalks.



On February 12, 2019, the Board of Trustees approved a contract for the design of Waggener Farm Park Phase I. Since that time, staff has been working with the team from Barker Rinker Seacat, Wenk Associates, and many others to begin initial survey work, data gathering, and to prepare for the internal design kickoff meeting in March. The schedule for the project targets the end of May for 30% schematic design completion, at which time, the plans will be presented to the Board for review and confirmation.

In parallel with that design effort, Jeremy Olinger and I reached out and had an initial meeting with a representative of the School District to discuss our desire to partner with the district on the construction of an indoor pool in conjunction with the development of Waggener Farm Park. This conversation is very early in the process but we believe that under the right circumstances, that a partnership could prove very fruitful for both agencies. During that same meeting, we discussed our desire to construct a public dog park near the high school. Staff believes that a piece of property owned by the District could be a great location and requested use of that property via a lease or Intergovernmental Agreement. If a reasonable agreement can be developed, staff will bring the idea to the Board for approval.

PRIORITY 3

Develop a healthy community



To increase participation in our programs, the Town's recreation staff has been working on improved promotional materials. In addition to a new e-newsletter for Parks and Recreation information, the staff has prepared a new format for the Spring and Summer Recreation Guide. This new, larger format will allow additional information to be presented to citizens about our programs and in the future, we will have additional space to help promote all of the great recreational, civic, and cultural activities being put on in the Town.

One of the goals for 2019 is to create a new outdoor recreation event to enhance community health and attract visitors. In support of this goal, Recreation staff met in February to begin planning for a 5k Color Fun Run. Initial ideas are to host this event on the morning of the 4th of July and to market it in conjunction with the Town's proposed July 3rd fireworks display.

PRIORITY 4

Enhance public safety and community resiliency



In February, Sgt. Anderson prepared an update to the Town's Emergency Response Plan for review. The next phase of our emergency preparedness efforts will be to identify and implement emergency response training for staff.

In addition to the emergency response efforts, the Sgt. Anderson and I met with the County's Crime Analyst to better understand the information that is available to us through the County's data information system. Using the County's data, we can get better information about call volumes in Berthoud, identify crime patterns, understand where "hot spots" are located, and more.

The Sherriff's Dept. is also in the process of hiring and training additional deputies. An additional deputy will soon be assigned to the Berthoud squad to bolster our 24-hour coverage efforts.

PRIORITY 5

Maintain public trust and accountability



Christian Samora, and the Town Clerk's Office, are continuing their efforts to digitize Town records. Once scanned and properly indexed, older Town records will be easily searchable and can be made available to the public through an online portal. As of February, the Clerk's office has scanned and indexed 812 pages of city records.

PRIORITY 6

Be good stewards of community resources and finances



The Town's auditing firm spent several days at Town Hall in February with Finance Director, Cindy Leach, reviewing records and preparing for the full annual financial audit that will take place in March. In addition to the regular audit performed annually, the Town will also undergo a single audit of federal funds spent for disaster recovery efforts associated with the CR 44 bridge replacement project. These audits are not the result of wrongdoing but are a required proactive measure to ensure that the Town's fiscal management policies, and generally accepted accounting principles, are being properly followed.

The Mountain Avenue Corridor Plan is continuing to move forward. Unfortunately, a serious medical condition for one of the key sub-consultants on the project has caused a minor delay in the schedule and much of the month of February was spent identifying a new sub-consultant. With the new sub-consultant now on board, the project is moving quickly and as such, the next round of public outreach for the project will begin with an open house at 6:00 PM on April 6 at Town Hall. This open house will be a chance for the project team to present some of the exciting work that has been completed to date and to receive feedback and confirmation that the vision being created reflects the direction we received at the beginning of the project.



PRIORITY 6

Be good stewards of community resources and finances



Work on the Town's Non-Utility Impact Fee Study is continuing. In February, staff held multiple conference calls with the team from Raftelis to discuss project assumptions, discuss initial data gathering efforts, and confirm direction for the project. An initial draft of a fee schedule is due in March.

The final draft of the Town's ADA Self-Evaluation and Transition Plan was completed in February and is being reviewed by Staff. This plan will identify needed improvements to pedestrian facilities throughout the Town to create a complete, safe, and accessible pedestrian network. It will also provide the information necessary to create a multi-year capital improvement schedule to implement the plan.

In a parallel effort, an analysis of Spartan Avenue was completed by the Town's traffic engineer to identify additional enhancements to that corridor to make it more pedestrian friendly. The Town also began property acquisition efforts in February to purchase needed Right of Way for the extension of Spartan Avenue across the railroad tracks to connect to Nebraska.

Staff also met to confirm the roads to be included for rehabilitation and maintenance in 2019. The project list was created with the goal of spending approximately \$900,000 on asphalt and sidewalk maintenance and to improve the Town's average Pavement Condition Index substantially. This list of roads will be evaluated for needed improvements and a final list will be prepared and bid to contractors this spring.

Other process or service improvements



In addition to the work being completed in support of the Town's priorities, Town staff has been busy at work on a variety of other tasks, projects, and service improvements. A highlight of these activities is provided below, as reported by the Departments.

Administration

- 116 Passport Applications Processed
- 3 Special Event Applications Processed
- 13 Business Licenses Processed



Other process or service improvements

- Municipal Court
 - 15 Arraignments
 - 1 Trial
 - 2 Bench Warrants Issued
- 3,980 Payments Processed

We used Xpress Billpay to process about 62.4% (2,483) of transactions that were made in the office, online or over the telephone. It is definitely well-utilized after being active for ten months.

Business Development

Presentations:

- Berthoud Chamber of Commerce monthly luncheon
- Bizwest's NoCO Real Estate Summit
- Experience Berthoud
- Berthoud Board of Trustees

Meetings:

- Hosted the first Berthoud Business Appreciation Breakfast of 2019 (eight businesses attended)
- Hosted and attended Berthoud Chamber's Experience Berthoud event (forty attendees)
- Met with Xcel Energy's Business Development executives about Wilson Ranch and other Berthoud development activity in their service territory
- Attended Berthoud Chamber Business Before Hours
- Attended the NoCO Manufacturing Networks Committee Meeting
- Attended the Economic Development Council of Colorado's Public Policy Committee meeting
- Attended the Berthoud Chamber of Commerce Board meeting
- Attended Northern Colorado Commercial Assoc of Realtors (NCCAR) quarterly meeting
- Attended the Mayor's Summit on Entrepreneurship. Upon request, we offered to host next year's summit here in Berthoud.
- Attended the International Council of Shopping Centers (ICSC) regional meeting in Denver focused on retail business development. Met with several national retail representatives and promoted opportunities for them here in Berthoud.

Old Town Hall:

- Met with a tenant regarding their interest in expanding to a second office
- Met with a tenant regarding their interest to reduce the amount of space in their current lease

Business Development:

- Met with an existing Berthoud business regarding their interest in lot #1 at Berthoud Commons (the commercial lots adjacent to O'Rielly Auto Parts)



Other process or service improvements

- Had discussions with the national retailer about their interest in lot #2 at Berthoud Commons
- Submitted the Berthoud Tech Center site in response to an inquiry for an industrial site
- Communicated with Wilson Ranch about the progress they are making in planning for the site development
- Contacted a number of commercial brokers about the Berthoud development opportunities
- Contacted a number of regional retailers about Berthoud's demographics and site opportunities
- Spoke with the broker regarding progress being made in the sale of the commercial site at the northwest corner of Hwy 287 and Mountain Ave
- Met with a restaurant owner regarding their possible interest in the former Whistle Stop restaurant on 3rd Street

Communications:

- Developed a quality of life brochure that local businesses can use in their efforts to recruit employees
- Arranged to have Bizwest write an article about Berthoud's development activity
- Updated the ICSC Brochure for the upcoming conference in May

Community Development

- New updated zoning and subdivision maps are now online.
- The development permit software system is nearing an official launch and should allow contractors and citizens a much more interactive and efficient process to obtain permits. Moreover, it should improve the efficiency of the Community Development Department in processing the high levels of development.
- The North Front Range Metropolitan Planning Organization presented to the Planning Commission at their training session on Feb. 28th. The training was focused on regional transportation planning issues.
- Two new homes are considering Historic Preservation status, and the HPAC is finishing the plaques on homes recently put on the register.
- The new public comment process on development has been a success, with many comments being submitted early in the process. This has resulted already in changes in proposed developments, and changes before these developments move forward to public hearing. Again, once Staff receives a development proposal or any revisions, a sign is posted and notice with the submitted plan is sent out to all property owners within the noticing area.
- Staff is ordering new, larger, development notice signs.



Other process or service improvements

- The new residential design standards have yielded positive results. Staff was able to require major positive architectural changes to a national home builder's product line slated for a new phase. From essentially 4 elevations, to over 30 with three different and unique architectural styles.
- Development Code changes are being prepared with the intent of refining the development process, specifically related to clarifying architectural standards and water efficient landscaping.
- A new development process graphic/flowchart has been developed with the help of Slate Communications to aid the public and the development community in understanding the development process. This will be placed on the website and distributed publicly in March.
- Staff is working with the County in developing healthy community training for the Planning Commission focusing on walkability and the built environment.
- Development and building activity remains strong despite the cold weather. A total of 46 building permits were issued, with 20 being for single-family homes. The total valuation of all building permits was \$5,763,325.

Finance and HR

- The Personnel Handbook was updated over the course of several months with much of the final work being completed in February. This update is being presented to the Board on March 12 and will simplify the handbook while also updating legal requirements. There are no negative impacts to employees included in this update.
- We received the final payment from CDOT on the County Road 44 bridge repair. This was a grant we received to repair the bridge damaged by the 2013 flood.
- Carla arranged for an "Accident Investigation for Supervisors" class, which was held 2 weeks ago. There was good attendance by all department supervisors and the information presented was very beneficial.
- Carla and Cindy attended an Employer's Council class on "Compensation Administration".

Other process or service improvements



Parks, Recreation and Forestry

Parks:

- Athletic field maintenance has begun. This includes keeping infields well-groomed for practices. Games begin in March. Four new sets of bleachers were built and placed at Bein athletic fields. The new bleachers meet CIRSA requirements for safety and addressed previous liability concerns. New directional and informative signs were placed at each field that display the field name with rules and regulations
- A “Fishing Is Fun” grant was submitted to Colorado Parks and Wildlife. It asks for \$40,000.00 to help pay for a new floating dock at the Berthoud Reservoir Open Space for a project total of \$80,000.
- Spring fertilizer/pre-emergent treatment applied to all turf – Will reduce weed growth and supply nutrients to the turf for 8 weeks. Grass seeding will begin mid-March to fix thin turf areas.
- Staff has been hard at work getting park facilities repaired and ready for opening this Spring. Example - Town pavilions had multiple boards missing or damaged. Pioneer pavilion had incorrect trim and paint from previous repairs.



Other process or service improvements



- Parks staff have been performing a lot of needed repairs and maintenance. In particular, tree cleanup was performed in conjunction with Forestry at Bein Park, trim and walls were repaired at the Pioneer Park pavilion, the infields at Town park were groomed and the dugouts cleaned up, and graffiti at multiple park locations was removed.

Recreation:

- Continued marketing for spring activities and registration.
- Completed current session of Martial Arts, Women's adult league
- Recreation Baton Twirlers performed at high school basketball game.
- Booked fall program dates, evaluated program surveys, rec activity management
- Staff training on Swim app and POS system that will be used for meets and operations this summer
- Reserved coaches meeting for spring programs with Town Hall.
- Did field assessment on all baseball fields and schedule repairs and maintenance accordingly.
- Completed ROI form on all winter programs that ended.
- Ordered equipment for spring programs, communication evaluated from staff to participants, scheduling meeting with outside organizations for Town own fields.
- Coordinated with staff to send out evaluation forms to all winter participants.
- Started the recruiting process for coaches for youth softball.

Forestry:

- Conducted nine (9) consultations to the public regarding tree and pest management
- Updated the Forestry webpage (e.g., emerald ash borer information) and added the Street Tree Replacement Program Application
- Reviewed and provided comments on Ziggi's Coffee proposed Landscape Development Plans regarding tree species, species compositions, diversity standards, and planting locations
- Finalized Christmas light removal from spruce trees at Fickel Park and wreath over Mountain Ave.
- The chipper truck received service for a safety recall
- Forestry Department received a grant through the Colorado Tree Coalition to support the planting of a Town owned and maintained tree nursery
- Reviewed and commented towards Heron Lakes 10th Filing Preliminary Landscape Development Plan and Heron Lakes 11th Filing Preliminary Landscape Development Plan regarding tree species, species compositions, diversity standards, and planting locations
- Staff attended the ProGreen Expo Conference in Denver regarding forestry management and tree nursery supplies



Other process or service improvements

- Received new open space/natural area, trails, and drainage mower
- Presented to the PORT committee proposed plans for a new xeriscape/plant-pollinator garden plot at Hillsdale natural area
- Finished repairs to a birdwatching dock at Hillsdale that had been previously vandalized
- Talked to Jamie Weiss from Audubon of the Rockies on new garden being installed near an Audubon kiosk at Hillsdale natural area

Public Works

Water

- The Water Dept. has been working with Moltz Contractors to go over final follow up items at the Water plant; this has included draining each treatment side to ensure there are no leaks through each process.
- Dept. has been busy working with JVA to get standard operating procedures written for the State yearly audit of the Water plant.
- Staff and JVA have been coordinating the design/construction of the activated carbon system; the teams have been working with Erie to coordinate purchasing their 1.5-year-old system, since they no longer need this due to size constraints.
- Staff is continuously coordinating with builders for final meter inspections and replacement of failed meters that show up at monthly reads.

Streets

- Streets. has been busy plowing snow for the last rounds of storms.
- Staff is continuously working on street sweeping and crack fill when weather permits.
- Staff will be starting safety sign replacements (to update due to new current standards) speed limit, no parking, etc.
- After a discussion with Sgt. Anderson, the Town Administrator, and the Public Works Director, changes were made to the lower the speed limit slightly on 1st Street.

Wastewater

- Ramey has been working with the contractor to coordinate the Ultraviolet light system and aeration project at the main treatment plant.
- Ramey will be back in Town next month, weather pending, to start cleaning and video inspection of more Town main sewer lines.