

Berthoud Town Administrator Report – February 2, 2018

In an effort to increase communication about activities in Town, I've asked each department head to provide a weekly update rather than twice per month as has been past practice. Most of these updates are self-reported by the departments and others are added by me. This report represents only a small fraction of the things being done each week but should give a good window into what's happening in Town. In addition to sharing the report with the Board, all employees will begin receiving the report so that everyone can be kept up to date on the excellent work that is being done by our colleagues. Thank you for all that each of you do. I couldn't be happier to be a part of such a great team. - Chris Kirk, Town Administrator

Administration:

- The town winter party was an excellent opportunity to get to know each other better and celebrate a good year. Thank you to Christian Samora and all those that had a part in planning it.
- Attended a meeting with Larimer County and other local agency representatives to discuss a possible regionally agreed to process for approving Tax Increment Financing Districts.
- Staff members from multiple departments met to discuss a refined procedure for receiving and processing claims.
- Met with local developers to discuss a variety of issues including water related fees.
- Work continued for the April election.

Business Development:

- Several staff members attended the monthly Chamber luncheon to hear Walt give a presentation about Berthoud's 2017 development activity. The presentation was well received and there was a good question and answer session afterward. Walt's presentation is also available for review on the Business Development page of the Town website.
- Hosted a conference call with Wilson Ranch executives and Xcel Corporate Development Office to discuss Xcel's Site Certification Program.
- Met with the Fort Collins Economic Health Officer to discuss the City's metro district at the Prospect Avenue and I-25 interchange.
- Drafted articles for the Berthoud Business News You Can Use newsletter.

Finance:

- Continued work on the annual audit.
- Circulated a draft update to the Town Employee Handbook for department head review.

Parks and Recreation:

- Thank you to the parks staff for snow removal activities this week.
- Spring Registration opened February 1. Available programs include youth soccer, youth football, youth and adult softball, martial arts, volleyball, pickleball, and kickball.
- Adult 3 on 3 basketball started February 1.
- Worked on improvements to the Parks office.

Planning and Building:

- Development Code revisions are at the Planning Commission for study and discussion, with a goal of bringing the code updates to the Board before summer.
- Permits and development requests are already above the record 2017 levels.

Public Works:

- Thank you to the Streets staff for plowing efforts this week.
- Streets continued crack filling work.
- Water is working to implement the backflow prevention program.
- Continued construction activities at the Water Plant.