

## February 2017 Monthly Staff Report

### DEPARTMENT: FLOOD RECOVERY

#### Highlights of the Month:

##### Land Use & Management Plan for Newly Acquired Properties (Dr. BOP)

- Held multiple progress update / strategic planning phone calls with consultants

##### Lyons Primary Planning Area (LPPA) Master Plan / Three-Mile Plan

- Drafted additional language to satisfy state requirements for 3-Mile Plan
- Continued coordination with consultants to complete revisions
- Held final PCDC public workshop on LPPA -2/13
- Issued public notice to Lyons Recorder & Times-Call for a PCDC public hearing
- Submitted Plan to Boulder County and DOLA for comment
- Submitted documents to close out CHPG Grant with DOLA- 15 Days before Public Hearing
- Drafted e-blast language for notice of public hearing & emailed meeting attendees
- Worked with Town leadership to negotiate with consultants to release editing permissions
- Made final revisions to the Plan & posted the Plan to the website for public review - 2 Weeks before Public Hearing

##### Short-Term Vacation Rentals

- Discussed findings from Informal Public Hearing/Public Input Session on 1/30 at 2/27 PCDC Workshop
- Reviewed Draft Outline of Proposed Code Changes for submission to PCDC & DOLA

##### ADUs

- Responded to over a dozen inquiries regarding the construction of ADUs – the impact of the elimination of tap fees is being felt
- Created “ADUs & You” Info packet for interested parties
- Identified need for streamlined Conditional Use Review for detached ADUs
- Continued to investigate a path forward for Tiny Homes on Wheels as ADUs. Held internal staff meetings and phone calls with 3<sup>rd</sup> party inspection companies across US and others in the industry,

##### HIRA

- Provided consultants with GIS Data
- ##### Annexation of former Longmont WTP/Site Plan for Public Works Building

- Preparing items for consideration, working with Town Administrator and Attorney to streamline process.
- Working with colleagues to recognize the impact of zoning and design standards on the site plans and possible funding – weekly meetings
- Identified the Longs Peak Water Service District’s interest in the Eastern Corridor and scheduled meeting with Longs Peak rep to discuss taking over their service area – 2/23

#### Board and/or Commission Items:

- PCDC
  - Workshop: Tiny Homes, STVR, and Conditional Use Review Process 3/27
  - Public Hearing: LPPA Adoption– 3/13
- BOT- LPPA Ratification – 3/20
- LAHC
  - Attended meeting as member – 2/7
    - Identified organizational needs and am working towards completing those

#### Upcoming Events to Communicate to Public / Board / Staff:

- Dr. BOP Small Lot Licensing Program
  - Steering Committee – Late March
  - Public Workshop – April 12
- Grant Application for Lyons Legacy Grant for Dr. BOP Implementation
- Traffic-Calming Neighborhood Meeting – April 6

#### Other Items Needing Attention:

- HIRA Survey needs to be drafted and administered

### DEPARTMENT: PARKS, RECREATION & CULTURAL EVENTS

- Bohn Park construction continues to move along according to schedule. The water and sewer mains have been installed. River restoration continues to be completed at a good pace with the excavation of the Northern Overflow started to divert water and structure 3 started. Root wads are being installed. The pedestrian bridge abutments should be installed soon along with the restroom foundation.
- Staff has completed the irrigation tie-in for the new plants that were planted last fall on the Bohn Park Berms adjacent to the Carroll property. Quotes have been solicited and received for the required hydro-seeding which will be scheduled to take place no later than mid April to complete the required tasks related to the project.
- Staff has held several meetings for the planning of the Burning Can Beer Festival at Lyons Outdoor Games. Breweries, food vendors, entertainment and the event line-up are all being booked and planned for.
- Staff has held interviews for the Parks Project Manager job with the intention of making an offer by the end of March.
- Staff has completed a draft of a custodial service RFP for Town facilities.
- Staff has completed job descriptions for the Community Service Officer job to assist with summer enforcement of parking and code enforcement issues.
- Parks staff held a pre-proposal conference for the Lyons Valley River Park Final Design and Bid Process on March 9, 2017. Proposals for the project will be due March 30, 2017 and staff will bring a recommendation to the Board at the April 17, 2017 BOT meeting.
- Staff has posted for an opening of a Parks and Public Works Maintenance Worker II position to replace the recent departure of Dustin Easley.

#### **Board and/or Commission Items:**

PRC Meeting-Monday, March 13, 2017

1. Vote on new Chair, and other positions
2. Introduce new chair to BOT at one of their meetings, and discuss presence at BOT meetings
3. Black Bear Hole - potential issues this summer.
4. Bohn Park Flood Recovery Update
5. Lyons Valley River Park Final Design and Bid Process Update
6. Lyons Outdoor Games Update
7. Good Old Days Planning/Update

Doug Stahl was voted chair, Ian Brighton was voted co-chair, and Claudia Keane was voted Secretary. PRC will be working with staff to present at an upcoming BOT meeting.

#### **Recreation Update:**

1. Another new, 2<sup>nd</sup> Quarter/Summer Recreation Brochure will be available to the public by mid April and it will be for the April-thru the end of August.
2. Senior Fitness class continues to have 5-7 participants per week
3. Senior Book Club regularly has 6 participants
4. The senior snowshoeing happened on March 16<sup>th</sup>
5. The Bi weekly tiny tots class continues to have 3-5 participants
6. The hunters education class on February 25<sup>th</sup> & 26<sup>th</sup> had 45 participants
7. The Parks and Recreation assists the Monday church dinners with making sure their supplies are stocked and doors unlocked on the Mondays when a church is bringing the senior's a dinner at the Walt Self Building.
8. Babysitters Training March 11<sup>th</sup> with 7 attendees
9. CPR/First Aid March 12<sup>th</sup> with 6 attendees
10. Upcoming Parenting Series Strengthening Parent Child Communication is scheduled for March 21<sup>st</sup>.
11. Upcoming Senior Trip is planned on April 20<sup>th</sup> to the Arvada Center

#### **Upcoming Events to Communicate to Public / Board / Staff:**

See the attached monthly newsletter for upcoming Parks and Recreation events and programs.

See [www.townoflyons.com](http://www.townoflyons.com) to see the current Lyons Parks and Recreation Brochure.

Check out [www.lyonsparksm.com](http://www.lyonsparksm.com) for updates concerning the Bohn Park Final Design and Bid Process, Weekly Updates, Project Binder, Design Submittals. There is also a hard copy of the Project Binder on file at Lyons Town Hall in the Parks Office.

- Still working out bugs and troubleshooting new SCADA system
- Graded McConnell three times
- Due to continued outages caused by squirrels, we installed special squirrel proof equipment on several poles that continue to blow breakers because of squirrels. Responded to one power outage
- Painted at Town Hall
- Several Locates in Bohn Park
- Responded in on Holiday Monday reference valve problem with Bohn Park Work
- Hauled more tree debris from WWTP to quarry - Ongoing
- Currently getting quotes for sweeping the town
- Assisted a resident with clearing a plugged sewer line on upper 5th
- Repaired broken water line 300 block of Stickney
- Completed asphalt patching from pipe repairs – 26 tons of asphalt
- Graded Johns Park road
- Graded 2<sup>nd</sup> Avenue
- Continue to remove holiday decorations as time allows
- Plowed and Sanded during and after snow storms
- General maintenance on equipment and vehicles
- Continuing to have equipment issues at the new WWTP, computer, blowers, and pumps. Honeywell assisting to resolve issues with Filanc
- Dustin Easley resigned to take new job with NLine Electric

#### Department: **ENGINEERING**

- Bohn Park project is in full swing. Contractor installed 1800' of 8" waterline, and a sewer line. Work on the stream restoration portion of the project has begun. SSV 3 is to the state for review. Elevation Consulting services RFP's have been received and the 1 proposal is under review. The Hydrology and Hydraulics RFP is advertised.
- Board and/or Commission Items:
- The UEB is working on the pretreatment ordinance and it should be ready for a workshop or BOT meeting soon.
- Monthly Financial Status of Department (s):
  - Revenue Compared to Projection: Grant funds are fine
  - Expenses Compared to Projection: Grant funds on track
  - Plan to Adjust Budget: Fine

#### Employee Issues / Highlights:

- Kubala-Transitioning into new role as Director of Utilities
- David Hook-Just started on March 14 as Flood Recovery Project Manager

#### Safety Training and/or Concerns:

- Diversity Training; some issues with on site vandalism, seems to have stopped. Working on protective fencing with Baranway.

#### Upcoming Events to Communicate to Public / Board / Staff:

- Pretreatment ordinance coming soon

#### Other Items Needing Attention:

- WWTP backup power – looking into an additional source as Longmont power has been unreliable and has caused damage to equipment. ATS (transfer switch) at plant may not be working properly.

#### Department: **SUSTAINABILITY**

- **Boulder Sustainability Matching Grant:** Awarded sustainability matching grant from Boulder County for supporting the funding of the Sustainability Coordinator Position through the end of 2017.
- **Eco Pass Program Fee Implementation:** Continue work to process both bus pass fees and new applications. So far 117 fees have been paid amounting to \$2,925. This over half way to the end of year goal. New pass applications have more than double in comparison to the same time last year.
- **Buy Out Property Planning Process:** Continue to support the steering committee to help insure the DRBOP Plan continues to include/prioritize sustainability. Working to create Community Gardens working group to move that project forward.
- **Zero Waste Work Plan:** Created a work plan for zero waste efforts over the spring/summer needing to take place in order to decide if/where to move the recycling center.
- **Collating Waste Hauler Data:** Finalizing the compilation of 2016 data from haulers.
- **Zero Waste End of Summer Music Event:** Worked with Eco-Cycle, Parks & Rec. and Jeff & Paige to secure a date in late August for a Zero Waste event for Town of Lyons residents at Sandstone Park.
- **Solar Net/Production Meter Fees:** Working with UEB to ensure that Net meters fall under the \$100,000 utility budget for new meters moving forward so that any charge for production meters can fall within the \$500 state mandate.

- **Earth Day Event:** Continue to support Brad Childs (Wilderness Institute/Chamber) to run Earth Day event this year. With the increased federal movement to dismantle environmental policy/grants/etc. combined with the swelling of activism an event this year might be needed and well received.
- **Updated Sustainability Plan:** Worked to update the progress made on the Lyons Environmental Sustainability Plan.
- **Economic Impact Assessment Tool Presentation:** Presented to businesses and decision makers at the February Chamber Social the need for and benefits of the Economic Impact Assessment tool that was created in conjunction with EDC.

#### **Upcoming Events to Communicate to Public / Board / Staff:**

- Sunday April, 23<sup>rd</sup>: Earth Day Event @ Sandstone Park
- Saturday May, 20<sup>th</sup> [9 am – 2 pm]: Yard Sale @ Sandstone
- Sunday May, 21<sup>st</sup> [9 am – 2 pm]: Clean Up Day @ WWTP

#### **DEPARTMENT: ADMINISTRATION**

- Deputy Town Clerk Dolores Vasquez has been cross training on payroll and has been working with Marissa in Parks, Margi and Tracy in the Finance Dept reconciling FEMA projects and closing out the insurance portion.
- Town Clerk Anthony and Deputy Town Clerk Vasquez have been working on the following items:
- 231 Park Street Variance Application/Board of Adjustment
- Pearson Vacation
- Verizon Cell Antenna Application
- Petrey Lot Consolidation Application
- Planet Bluegrass Annexation and Annexation Election
- River Bend Outstanding Items-Easements and Agreements being finalized by legal dept.
- Lyons Urban Renewal Authority
- Requests for Service
- Records/Court Clerk Deb Russell has been working on records requests in house and out along with helping cross train Deputy Town Clerk Vasquez on payroll. Records/Court Clerk Russell is also closing out the cash drawer daily for the front office.
- Records/Court Clerk Russell set up the March CIRSA Safety Training.
- HR Jayne Rhode has been working with the Town Administrator on various job openings, tracking, screening, posting on various sites, communicating with applicants and scheduling interviews.
- HR Jayne Rhode has also been working on cell phone/ BYOD policies and has them ready for review by heads of staff.
- HR Jayne Rhode is also working with Sgt Crist to get employee badges for town employees; this will help identify town employees to the public.
- Utility Clerk Lagenia Reimer has been working on the following:
- Monthly utility bills/daily maintenance
- Business and Contractor Licenses
- 18 building permits (working with the Fire Dept and Building Inspector)
- Utility Clerk Reimer attended International Code Council for Complete Building Permit Technician and will be taking the test to become a Building Permit Technician in April.

#### **DEPARTMENT: ECONOMIC DEVELOPMENT/COMMUNICATIONS**

##### **Highlights of the Month:**

##### Main Street

- Submitted 2017 Main Street National Accreditation Self-Assessment – received confirmation that Lyons is accredited on National level
  - Call scheduled with Colorado Main Street staff for next steps toward “Designated” community
- Introduction conference with selected organization for Econ. Impact Analysis consulting funds
- Meeting with Main Street consultant for additional support, for the Lyons Marketing Plan

##### Chamber

- EDC hosted Lyons Chamber of Commerce social
  - Presented Economic Impact Analysis to business owners and participants
- Ongoing meetings and coordination with Chamber regarding round 2 tourism funds
- Announced “2017 NMPP Project of the Year” nomination for Streetscape Phase II won; award presented at annual conference end of March
- Business License processing
  - Review each business’ page on lyonscolorado.com for accuracy and new information. I’ve enabled the new online application to include a photo submission and text box for their business page

- Prepared business packet/kit for each business, tailored to its industry – previously, the packets contained pages of lengthy codes; I've condensed the commonly accessed business codes to one page, specific to each industry, with resources for more information. I've also written a 2017 "Welcome Letter" from the EDC; created a page detailing lyonscolorado.com; coordinated with Toby for a Sustainability page and new "EV Charging Station" coasters; and compiled helpful contacts/resources to one page
- Correspondence with business owners with questions, issues paying, etc.
- In-house graphic design
- Weekly PSAs to Recorder
- Eblasts
  - Coordination with all departments for project updates
  - Ongoing review of information from several listservs, all internal and external emails, staff meetings, project updates, and availability for quick notice of urgent news
- Lyonscolorado.com Updates
  - Seeking out the events. Most of the local events listed are found by searching far and wide to find out about the event and get information
  - Creating every event with description, business information, images
  - Aligning business information with all the new business license applications
- Townoflyons.com Updates
  - Continuous updates to the websites – all of the ongoing projects' information & pages, calendar, agendas and minutes for the EDC, LAHC, and SFC, teaching and support for staff, support for all public/external issues, RFPs,

#### **Board and/or Commission Items:**

##### **EDC:**

- Working with team and legal for upcoming photo contest
- One last prerequisite for Main Street Candidate status
  - National Accreditation Standards and paying for membership (\$350)
  - Once complete, will work with DOLA on Designated application
- Board of Directors training: April 3 BOT workshop
- Chamber has agreed to work with Town/EDC for CDBG-DR tourism and marketing round 2 grant; Arielle meeting with Chamber through Feb & March, will write letter of support from Town

##### **LAHC:**

- Revamping all public art contracts – reviewed and set policies, current artists, and moving forward. All artists will need to sign new contract
- Chrystal and Betsy considering remaining members of LAHC
- Sending call for members through eblasts and PSA

#### **Monthly Financial Status of Department (s):**

- \$175 invoice from St. Vrain Market for Chamber Social

#### **Upcoming Events to Communicate to Public / Board / Staff:**

**March 30**, Colorado High Water Mark Project Meeting, Loveland

**April 3** BOT Workshop: Main Street Board of Directors Training

**April 3** BOT Meeting: EDC Update

**April 4**, 4:00p: LAHC Meeting

**April 13**, EDC Meeting, time TBD