



Board of Trustees - Study Session

Tuesday, November 28, 2023 at 5:45 pm

**PLEASE SILENCE ALL CELL PHONE AND ELECTRONIC DEVICES.
THANK YOU**

1. Meeting Information

207 Muegge Way, Bennett, CO 80102

For a live stream of the meeting use the information below:

<https://us02web.zoom.us/j/84285000718>

Meeting ID: 842 8500 0718

Passcode: 677682

One tap mobile

+16699006833

2. Administrative Services Progress Report

Taeler Houlberg, Administrative Services Director

Attachments:

- **Administrative Services Progress Report** (TownofBennett_AdminServicesUpdate_final__2__1_.pdf)

3. 2023 Town of Bennett Finance Report Dashboard

Danette Ruvalcaba, Director of Finance

Click the link below to view the 2023 Town of Bennett Financial Report Dashboard

<https://app.smartsheet.com/b/publish?EQBCT=ae8542dd32d44ec9bc44c539c0aed7ec>

DEPARTMENT PROGRESS REPORT



TO: Mayor and Town of Bennett Board of Trustees
FROM: Taeler Houlberg, Administrative Services Director
DATE: November 28, 2023
SUBJECT: Administrative Services Progress Report

Management Summary

The Administrative Services Department encompasses Human Resources, Clerk and Court and Town Safety.

Human Resources

In 2023, the Administrative Services Department focused on several items to continue making the department more efficient. Below is a list of some of those items:

- Personnel policy updates based on applicable federal and state law;
- I-9 audit to ensure compliance and record keeping standards;
- Continuing to improve the performance review process;
- Onboarding new employees and supporting retiring employees;
- Promoting overall employee wellbeing and ensuring competitive benefits; and
- Training and compliance assurance.

Clerk and Court

The Clerk's Department has begun preparation for the 2024 Municipal Election. More information on the election will be released over the next few months.

Several Bennett Municipal Code updates took place in 2023. Below is a list of those updates:

- Chapter 2 - amended language regarding administration for the Planning and Zoning Commission;
- Chapter 4 - updated the fire and emergency services impact fee;
- Chapter 6 – made general updates regarding business licenses and regulations;
- Chapter 7 – amended to remove references to the Tri-County Health Department;
- Chapter 8 – amended language concerning overweight vehicle parking and restrictions;
- Chapter 10 – added language concerning the possession, sale and consumption of tobacco and nicotine products and marijuana by minors;
- Chapter 13 - amended to remove references to the Tri-County Health Department;
- Chapter 16 – added language regarding teacherages; and
- Chapter 16 – amended language regarding sign regulations.

Below is the expected list of Bennett Municipal Code chapters to be reviewed and updated in 2024:

- Chapter 4
- Chapter 5
- Chapter 10
- Chapter 11
- Chapter 16
 - Article II
 - Article IV
 - Article V

Town Safety

ADA Self Evaluation & Transition Plan:

The ADA Self Evaluation & Transition Plan provides a comprehensive review of access for persons with disabilities at Town facilities, parks, right-of-ways, services, activities, events, etc. ADA transition plans are a federally mandated requirement by Title II, State & Local Government of the Americans with Disabilities Act. The Town of Bennett hired Mile High Accessibility (MHA) as the consultant to review and evaluate policies and programs, survey and audit all Town facilities, sidewalks, parks, trails to develop a transition plan for any needed improvements, as well as identify and describe methods to improve accessibility and compliance and make recommendations related to prioritization.

Mile High Accessibility has completed the website accessibility plan for compliance with digital access to ensure that the Town's digital properties on the website do not contain barriers that would prevent people with disabilities from using the Town website and accessing information and services. The data collection on Town facilities and parks is completed as well. The draft Self Evaluation and Transition Plan will be available at the ADA Public Outreach meeting on November 16, 2023.

A public outreach survey was circulated to the residents of Bennett during Bennett Days and Community Night Out and 40 responses were received. This information was evaluated by MHA and will be incorporated into the Self Evaluation and Transition Plan. The ADA Self Evaluation and Transition Plan is on track and scheduled for Town Board adoption at the January 9, 2024 Board meeting.

Risk Management:

CIRSA awarded the Town of Bennett a Safety Champion Award for going above and beyond the call of duty to create a positive safety culture. CIRSA also awarded the Town of Bennett the Property/Casualty and Worker Compensation award for the year of 2022 for Outstanding Management of the Loss/Control Program.

Public Health:

Tri-County Health dissolved on December 31, 2022. Beginning January 1, 2023, Adams and Arapahoe Counties began individual public health department operations. Both counties have kept the same locations; most staff are from Tri-County Health. The Town Manager and Town Safety Officer have joint quarterly meetings with both county Public Health Directors. Staff have also scheduled and attended the Coffee and Chat events at the Bennett Recreation District with the Public Health Departments to discuss the services these departments provide and get feedback from the residents regarding what services are needed in Bennett and the surrounding areas. Both county Public Health Departments will be making a presentation on their services at the I-70 Chamber of Commerce meeting on November 15, 2023.

Hazard Mitigation Grant:

Staff applied for a Hazard Mitigation grant for a backup generator system at the North Municipal Complex. The Town’s HMP grant project was selected to move forward and is now being reviewed on a federal level, though the project could be delayed because the Disaster Response Fund (DRF) was nearly depleted.

Once Congress authorizes funding for DRF, FEMA can begin obligating funds again, but there is no date on when that will be.

Evacuation Exercise:

As reported to the Board, the Town of Bennett coordinated with Arapahoe County OEM and Sheriff’s Office to facilitate a multi-agency, multi-jurisdictional full scale evacuation exercise of the Antelope Hills Subdivision on July 8, 2023.

A virtual tabletop exercise with Adams County OEM is scheduled for November 16, 2023. The scenario for this exercise is a tornado coming through the Town of Bennett. Various Town Staff will be participating in this exercise and will be interfacing real time with the Adams County EOC Center and working with their staff on this exercise.

Events:

The Town hosted four events with DMV2GO on June 20, June 28, October 4 and October 24. DMV2GO is the Colorado Division of Motor Vehicles program to help residents who do not have easy access to in-office driver’s license services. This driver’s license office on wheels is inside an RV and provides the same services as a standard driver’s license office except for written permit tests and endorsement exams.

Other 2023 safety events were:

- Lifeline Screening at the Community Center on February 13, with 43 participants and June 29 with 28 participants. Lifeline Screening is scheduled to be back in Bennett on November 14, 2023 and February 19, 2024.
- Community Blood Drives were held on March 30, 2023 and October 12, 2023.

The Colorado East I-70 Corridor Public Safety Group continues to meet every other month. This meeting group discusses deployment, mobilization and tactical operations of Adams County, Arapahoe County, Elbert County, Kit Carson County and Lincoln County in response to emergencies.

Monthly Safety Committee meetings, safety trainings and JSA’s are ongoing with Staff. In addition, the Town held the 3rd Annual Health and Safety Fair for Town Staff. This event included a vaccination clinic, violence awareness/active shooter training and Naloxone training conducted by Adams County Public Health Department.

Projects Status & Milestones

The Town is currently in the process of hiring for the following positions:

- Posted - Public Works Office Coordinator II
- Posted - Public Works - Maintenance Worker I
- Upcoming - Civil Engineer