



Board of Trustees - Study Session

Tuesday, June 25, 2024 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. Communications and IT Department Update

Alison Belcher, Communications and IT Director

Attachments:

- **Communications and IT Department Update** (TownofBennett_DepartmentReport_June17_Communications_Update.pdf)

Contact: Christina Hart (chart@bennett.co.us 303-644-3249 x1001) | Agenda published on 06/20/2024 at 2:15 PM

DEPARTMENT PROGRESS REPORT



welcome neighbors.

TO: Mayor and Town of Bennett Board of Trustees
FROM: Alison Belcher, Communications and IT Director
DATE: June 25, 2024
SUBJECT: Communications and IT Department Update

Management Summary

Communications Update

Partnership with Arapahoe County PIO

The Communications team met with the Arapahoe County Sheriff's Public Information Officer in order to discuss upcoming events and more opportunities to work together for positive public engagement moving forward. *(This meeting is on June 25)*

ClearGov Project Pages

Part of the Board of Trustees' strategic plan for 2024 is to continue to increase communication efforts. As part of this goal, the Town started to use ClearGov project pages to provide residents with up-to-date information about ongoing and upcoming projects. This tool enhances transparency by offering detailed insights into the Town's project process. Residents can easily access information and ask questions to the project leads.

<https://town-bennett-co-projects.cleargov.com/>

State of the Town and Bennett Days

We are actively planning for both the State of the Town and Bennett Days, two significant community events. The state of the Town event, scheduled for Friday, July 19, 2024 at 11:30 a.m., will highlight Bennett's achievements from the past year and outline our future goals. We are also excited about the upcoming Bennett Days and look forward to the Board's participation at their giveaway booth!

Strategic Plan Update

The Communications and IT Department worked with the Town Manager to update the department's strategic plan. This includes looking at key focus areas for the department, objectives and measurable outcomes for the future. The communications plan is now a document in ClearPlans through ClearGov where we can track objectives.

Communications Reach

The communications team continues to grow its reach on Instagram, Facebook and eNewsletters.

From March 2024 – June 2024

- 4% increase in Facebook Followers

- 9% increase in Instagram Followers
- 6% increase in Board Update Sign Ups
- 31% increase in Bennett Broadcast Newsletter Sign Up

IT Updates

Community Center Access Control

The IT Department is currently updating the access control at the community center. This upgrade includes new keypads and surveillance cameras that are integrated with the systems at Town Hall and NOMCOM. Additionally, ESRTA has recently installed fiber in the building, significantly improving internet access.

Server Migration

The Town recently went through necessary changes updating servers. The upgrades will better enhance accessibility to the Town network for staff, host better security and back ups of important information. This will ensure reliability in the future as the Town grows.

2024 Town Events

State of the Town

Date/Time: Friday, July 19, 2024, 11:30 a.m. - 1 p.m.

Location: Bennett Community Center

Details: State of the Town is an annual luncheon held to inform elected officials and other stakeholders of the important accomplishments and projects the Town has completed in the past year. It also looks forward to what is to come for the Town.

Board Members Requested to Attend

Community Night Out

Date/Time: Thursday, August 16, 2024

Location: Town Hall

Details: The Town of Bennett Community Services Department partners with local law enforcement agencies to host Community Night Out.

Bennett Days

Date/Time: Saturday, September 7, 2024

Location: Trupp Park

Details: Based on the schedule of sponsored and community partner events.

Board Members Participation Needed

Community Clean Up Day

Date/Time: September 21, 2024

Location: TBD

Details: For National Clean Up Day, the Community Services Department will host a second clean-up day to encourage residents to maintain their neighborhoods.

Trunk – or – Treat

Date/Time: October 24, 2024

Location: Town of Bennett Town Hall

Details: Community partners, local businesses and residents are invited to participate in Trunk or Treat. Those participating will decorate their cars and invite kids to trick or treat from car to car as a safe place for kids to enjoy Halloween. Town Staff will also decorate the inside of Town Hall so kids can continue trick or treating inside. There will also be a photo booth and other activities throughout the event.

Veterans Day Celebration

Date/Time: Saturday, November 11, 2024

Location: High Plains Diner

Details: In order to honor veterans in the Bennett Community, the Town of Bennett will sponsor a free meal for veterans at the High Plains Diner. The Board of Trustees will also issue a proclamation for Veterans Day.

Breakfast with Santa

Date/Time: Saturday, December 7, 2024, 8:00 a.m.

Location: Bennett Community Center

Details: The Town of Bennett Board of Trustees are invited to host the community and cook breakfast. Santa will also be present to take pictures with the kids.

Board Members Requested to Attend

Bennett Holiday Help/Gift Distribution

Date/Time: Saturday, December 14, 2024

Location: Town Hall

Details: The Town will collect gift/toy donations throughout the year and then give them away to families who need extra help during the holiday season.

Other Events:

Public Input Meetings – Engage Shape Build

Date/Time: TBD

Location: Community Center or Town Hall

Details: Public input/information meetings are scheduled based on upcoming projects or events.

Ribbon Cuttings/Grand Openings

Date/Time: TBD

Details: Ribbon Cuttings, Grand Openings and Ground Breakings for new developments, businesses, buildings, etc.