

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
REGULAR MEETING
AGENDA
02-2018
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
January 29, 2018
6:30 PM**

1 **Call to Order**

2 **Pledge of Allegiance**

3 **Consent Agenda Items**

Any consent agenda item may be removed from the Consent Agenda and placed under Business if discussion is desired. Otherwise, one motion will pass all items.

4 **Public Comment**

5 **Unfinished Business**

6 **New Business**

A. Approval of Resolution 2018-02 supporting the reauthorization by the general assembly of Colorado of the Colorado Lottery Division.

B. Approval of Ordinance 929 approving the sale of certain real property to Stratton Equity COOP.

C. Approval of Mayor's signature on the Engagement Letter for Holscher, Mayberry & Company, LLC.

7 **Reports from City Departments**

Administrator- Jim Keehne

Clerk- Shelly Clark

Public Works- Tim Ellis

Police- Barry Romans

Economic Development- Rol Hudler

IT-Suzy Velasco

Activities- Tyson Weisshaar

Airport-Daniel Melia

Library-Nick McCarty-Daniels

Old Town- Nikki Wall

8 **Council Comments**

9 **Adjournment**

A. Mayor Dale Franklin

B. Mike Halde

C. Mark Burghart

D. Kamron Weisshaar

E. Beth Crites

F. Harold McNerney

G. Greg Swiatkowski

Emergency matters that may come before Council may be discussed with decisions to be ratified at a subsequent Council meeting.

RESOLUTION 2018-02

STATE OF COLORADO)
County of Kit Carson)ss. **RESOLUTION OF THE CITY COUNCIL**
) **OF THE CITY OF BURLINGTON IN**
THE COUNTY OF KIT CARSON,
STATE OF COLORADO

A RESOLUTION SUPPORTING THE REAUTHORIZATION BY THE GENERAL ASSEMBLY OF COLORADO OF THE COLORADO LOTTERY DIVISION

WHEREAS, Colorado voters provided for a statewide lottery, and in subsequent election adopted the Great Outdoors Colorado (GOCO) amendment to the state constitution, which directs that lottery profits be used for parks, open space, wildlife, and outdoor recreation purposes; and

WHEREAS, following the voters' approval of a lottery, the General Assembly created a Lottery Division in the State Department of Revenue to administer the lottery; and

WHEREAS, as provided in the GOCO amendment, lottery profits are allocated to the Great Outdoors Colorado Trust Fund (GOCO Fund), the Conservation Trust Fund, and to the Colorado Division of Parks and Wildlife; and

WHEREAS, since 1992, the GOCO Trust Fund has distributed approximately \$1 billion in grants for projects to improve communities in all of Colorado's 64 counties. Funds have helped connect families to the outdoors, improved local trails and parks, built outdoor recreation facilities, preserved ranchlands, water resources, and view corridors, improved river access and quality and conserved wildlife habitat; and

WHEREAS, the GOCO Trust Fund has distributed over \$1,495,933 to Kit Carson County with \$625,673 of that amount distributed directly to the City of Burlington for these purposes; and

WHEREAS, since 1983 the Conservation Trust Fund has distributed approximately \$1 billion in grants to counties, municipalities, and special districts for acquisition, development, and maintenance of new conservation sites, capital improvements, and maintenance for recreational purposes on public sites; and

WHEREAS, since 2010 the Conservation Trust Fund has distributed over \$325,186 directly to the City of Burlington for these purposes; and

WHEREAS, since 1992 the GOCO Trust Fund has distributed approximately \$215 million of lottery proceeds in support of Colorado's 42 state parks, funding parkland acquisition, park development and operations, trail construction and

maintenance, environmental education, youth and volunteer programs and stewardship and natural resource management; and

WHEREAS, the Colorado Lottery Division is critical to the administration of the entire GOCO program and the Division is set to expire unless extended by the General Assembly, which during the 2018 session will consider legislation to extend the Division to 2039; and

WHEREAS, the Burlington City Council strongly urges the General Assembly to approve legislation during its 2018 session to reauthorize the Colorado Lottery Division.

NOW THEREFORE, IT IS RESOLVED by the City Council of the City of Burlington, Colorado:

Section 1. That the City of Burlington supports the reauthorization by the General Assembly of Colorado of the Colorado Lottery Division.

Section 2. That this Resolution shall take effect as of the date of its adoption.

ADOPTED at Burlington, Colorado, this 29th day of January, 2018.

CITY COUNCIL OF BURLINGTON

SIGNED _____
Dale Franklin, Mayor

ATTEST _____
Shelly Clark, Clerk

STATE OF COLORADO)
)ss.
County of Kit Carson)

CLERK'S CERTIFICATE

That I, Shelly Clark, the official City Clerk of the City of Burlington, do by these presents say that the foregoing Resolution was authorized and adopted by the City Council of the City of Burlington on the 8th day of January, 2018.

DATED this 8th day of January, 2018.

Shelly Clark, City Clerk

[SEAL]

STATE OF COLORADO)
)ss.
County of Kit Carson)

I, Shelly Clark, a Notary Public in and for the County of Kit Carson in the State of Colorado, do hereby certify that Dale Franklin, Mayor of the City of Burlington in the County of Kit Carson in the State of Colorado, who is personally known to me to be the person whose name is subscribed to the foregoing Resolution, appearing before me this day in person, acknowledged that he signed, executed, sealed and delivered the said instrument in writing as his free and voluntary act and deed as such Mayor and as the free and voluntary act of the City of Burlington in the County of Kit Carson in the State of Colorado, for the uses and purposes therein set forth.

Given under my hand and notarial seal this 8th Day of January, 2018.

[SEAL]

Notary Public

My Commission Expires: _____

ORDINANCE NO. 929

**AN ORDINANCE APPROVING THE SALE OF
CERTAIN REAL PROPERTY TO STRATTON EQUITY
COOP**

WHEREAS, Statton Equity Coop has entered into a Real Estate Contract to a tract of land, consisting of 4.19 Acres, beginning at Lots One (1) through and including Lots Seven (7), Burlington Industrial Center, Kit Carson County, Colorado, being a portion of the NE ¼ of Section 35, Township 8 South, Range 44 West of the 6th Principal Meridian, Burlington Industrial Center, Kit Carson County, Colorado, as set forth in County Clerk and Recorded of Kit Carson County, Colorado, for the purchase price of Twenty thousand, nine hundred fifty and no/100 (\$20,950.00) Dollars;

WHEREAS on August 28th, 2017, the City Council received the offer and found it to be fair and reasonable, and moved to consider the offer; and

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF BURLINGTON,
COLORADO, ORDAINS:**

SECTION 1. A tract of land, consisting of 4.19 Acres, beginning at Lots One (1) through and including Lots Seven (7), Burlington Industrial Center, Kit Carson County, Colorado, being a portion of the NE ¼ of Section 35, Township 8 South, Range 44 West of the 6th Principal Meridian, Burlington Industrial Center, Kit Carson County, Colorado, as set forth in County Clerk and Recorded of Kit Carson County, Colorado;

SECTION 2. That the real property described herein is not used or held for waterworks, ditches, gas works, electric light works or other public utilities, public buildings, real property used or held for park purposes, or real estate used or held for governmental purposes, or for any type of residence. The business shall benefit the economics in Burlington.

SECTION 3. That if at any time this property is to be sold, the City of Burlington shall have first right of refusal to purchase the land;

SECTION 4. That signature of any and all documents necessary to consummate such sale in accordance with the Contract by Dale Franklin as the Mayor of the City of Burlington is hereby authorized.

SECTION 5. The City Council finds and declares that this ordinance is necessary for the sale of property and, therefore, this Ordinance shall become effective five (5) days after publication thereof.

PASSED, ADOPTED and ORDERED PUBLISHED this 29th day of January, 2018.

Dale Franklin, Mayor

[SEAL]

ATTEST:

Shelly Clark, City Clerk

STATE OF COLORADO)
County of Kit Carson)ss.
City of Burlington)

CLERK’S CERTIFICATE

That I, Shelly Clark, the official City Clerk of the City of Burlington, do by these presents, say that the foregoing Ordinance No. 929 was passed and adopted by the City Council of the City of Burlington on the 29th day of January, 2018, and that the foregoing Ordinance is a true, correct and full copy of the Ordinance as shown in Ordinance Book 12 of the records of the City of Burlington, Burlington, Colorado.

Dated this 29th day of January, 2018.

Shelly Clark, City Clerk

STATE OF COLORADO)
County of Kit Carson)ss.
City of Burlington)

CLERK’S CERTIFICATION OF PUBLICATION

That I, Shelly Clark, the official City Clerk of the City of Burlington, do by these presents, say that the foregoing Ordinance No. 929 and Clerk’s Certificate attached thereto was published in the *Burlington Record*, a weekly newspaper of general circulation in Burlington, Kit Carson County, Colorado, on February 1, 2018, and “Proof of Publication” is filed herewith.

Dated this 1st day of February, 2018.

Shelly Clark, City Clerk

Holscher, Mayberry & Company, LLC

Certified Public Accountants

Member of the American Institute of Certified Public Accountants
Governmental Audit Quality Center
and Private Company Practice Section

January 5, 2018

To City of Burlington
PO Box 366
Burlington, CO 80807

We are pleased to confirm our understanding of the services we are to provide City of Burlington for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Burlington as of and for the year ended December 31, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Burlington's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Burlington's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Burlington's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining and individual fund financial statements
- 2) Local Highway Finance Report

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Burlington's financial statements. Our report will be addressed to City Council of City of Burlington. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance.

If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Burlington's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of City of Burlington in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial

statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit on approximately June 4, 2018 and to issue our reports no later than June 30, 2017 Timothy Mayberry is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$11,125. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket

costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to City of Burlington and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Holscher, Mayberry & Company, LLC

RESPONSE:

This letter correctly sets forth the understanding of City of Burlington.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



January 29, 2018

City Administrator's Summary Report

January 09 – 29, 2018

Administration

- Ongoing weekly progress report meetings taking place with Contractors involved in Water Quality Project, and construction and development of distribution lines and the Central Blending Plant.
- Previously reported were problems with Well 11 (Rudy Well), requiring the relocation of this well. Since the last council meeting, I have met with High Plains Groundwater District to discuss proper abandonment and whether it was necessary to relocate the well. This discussion was sparked after several meetings with local drilling companies on the need to relocate and if so, why the need to go through an expensive abandonment process. Plains Groundwater indicated that when it comes to abandonment, all required is that we follow the regulation for abandonment in our aquifer. When it comes to relocating, they indicated that this decision was up to us, that they are not in the compliance end of things, therefore they did not have an opinion on this.

Mike Grinnan and I met with the property owner to discuss easements and access to the relocated site. Verbally, this has been negotiated while addressing existing easements that are not mapped, bringing documentation to where it is accurate for future use.

Local contractors have indicated that the well does not have to be abandoned, that the existing well can be re-lined and a new screen installed, allowing for years of continued usage at a fraction of the cost of putting in a new well. Further, it was indicated that a new well will not reduce or affect the Nitrate issue, as the Nitrates are already in the aquifer. They did indicate that the existing well could act as a conduit for Nitrates to get to the aquifer, and that a new well would act the same, as it would follow the casing down. Nitrate levels would be slowed but not eliminated with a new well as installation requirements are different now for municipal and irrigation wells. Local contractors have also indicated, and supplied documentation on how to properly abandon a well in this aquifer, indicating that should the City decide to re-locate the well that the abandonment proposed will not work here, that it was designed for areas where there is a clear confining layer separating aquifers, rather than for a unconfined bedrock type aquifer. Abandonment process through regulation is a fraction of the abandonment process proposed which is for a different type of aquifer.

Cost for relocation of the well will cost in excess of \$225,000. Cost for re-lining, replacing the screen, and a thorough cleaning are approximately \$30,000.

I am still in the process of gathering information from which an informed decision can be made as to developing a long term solution to Well 11. I have a scheduled meeting with Bill Berg of Martin and Wood to discuss findings so far and to assist in developing a positive direction from which Burlington will benefit, as well as discussion on fiscal resources and Nitrate reduction for this project.

Last report indicated high levels of Nitrates at the North Halde Well (Well13). This issue was addressed through continuous flushing to address surface Nitrate issues. After a 24 hour flushing, Nitrate levels were well within the Maximum Contaminate Level (MCL) .

With the current project being completed, we have met with State officials for them to identify what needs to be completed prior to going live with our new system. Once test results of lines, and wells servicing the plant have been completed, disinfection of the blending facility will be completed, and the control system switched over. While the remainder of the project is being completed, Merrick and Associates are writing Standard

Operating Procedures per scope of work, which must be approved by the State prior to going live with the plant. All work except for the installation of controls has been completed. We now anticipate switching over the system the week of January 29.

- Drafted Resolution for support of reauthorization of funding for the Colorado Lottery Division.

Operations

- Water/Wastewater and Water Quality Project Update – The State has granted extension for completion of the blending plant project, to be completed December 31st. By January 15, 2018, submission of Construction Complete Form must be done via Department’s website. By February 01, 2018, all system improvements, operational changes, and/or new sources must be fully operational. This last portion does not take into account the relocation or relining of Well 11.
 - Schedule E – Installation of control systems underway
 - Working with Engineering to develop SOP manual and coordinating training of staff
 - Ongoing water quality testing continues, along with continuous monitoring of our chlorination of effluent from the wastewater treatment facility. Testing is also being performed at each well site after cleaning and back on line to ensure numbers are in compliance with regulations.
 - January 24th, Sanitary Survey of drinking water system was conducted on-site by CDPH&E on January 24th. Written results are pending, though we have been informed that we are deficient in our cross contamination and backflow prevention program. We have developed a new template and forms to be delivered for survey purposes, and will begin distributing this week. Information gathered from the survey will be utilized to track compliance of consumers having backflow prevention methods installed and to ensure that these devices are tested and certified annually to meet state requirements. By May of 2018, we must have 70% compliance of water consumers at other than single family residences.
- Parks
 - Maintenance of equipment
 - Edging of sidewalk at Parmer Park
 - Bathroom rehabilitation at Parmer Park to address vandalism
 - Development of spring fertilization plan
- Streets
 - Asphalt cold patching and repair underway.
 - Alley reparations underway to smooth, level, and keep open.
 - Development of street improvement plan
 - Scheduling of work to begin in March for 2018 street projects
- Electric
 - Replacing lines and services as part of system upgrades, both residential and commercial properties.
 - Working with Main Electric to address secondary service lines as phase 1 is underway.
 - Several outages over the last few weeks have been experienced, due mainly to age of infrastructure. These areas are being upgraded when problems are experienced.
 - Performing tree trimming in alleys to keep trees away from primary lines.
 - Electrical conversion Phase I process is underway and nearing completion. Bids have been received for Phase II-Phase V. Awards taking place, looking at 11-12 week time frame to complete once work begins (all phases). Anticipate phase II-III to begin towards mid-February, as phase I is completed.

- Alex Baeza has tendered his resignation as he is moving to Fort Collins. We will begin the search process to replace this position.

Finance

- Developed protocols for cash receipting of all locations outside City Hall in conjunction with IT
- Implementing cash receipting process and training of staff
- Conducting inventory processes, all departments. Inventory process was reviewed by auditors who have made suggestions on how to improve existing process. Changes are being implemented to improve process for auditing purposes.
- Updated payroll system for new wage information and W-2 distribution

Public Safety

- Police Vehicles have been ordered and payment of first years lease installment has been made.
- Developing training calendar for 2018 based upon departmental and individual officers needs and to meet state requirements.
- Officer Dodson has accepted a position with Logan County and will be leaving at the end of the month. We will begin the search process to replace this position.

Old Town/Economic Development

- As reported last meeting, Burlington is the recipient of grant funds from DOLA for the Tier 1 Energy Impact Grant that was previously submitted. Currently we have been informed that the grant award totals \$50,000. Currently addressing areas where funds may be utilized and developing build-out plans for this project. With funding we will be addressing the East Entrance area and the Park area.

Activities

- Preparing for upcoming No-Till conference
- Programming started for new year
- Working with GOCO to develop RFP for Parks Master and Strategic Planning

IT

- Developing protocols for cash receipting of all locations outside City Hall in conjunction with Finance
- Started the process to implement Windows 365 throughout City services.

Intergovernmental

- Working with Greg Etl and DOLA for financial assistance for either relocation or lining, re-screening, and cleaning of Well 11
- Attended meeting with County Commissioners regarding Marijuana in the County discussion on January 17th held at Commissioners Board Room.
- Working with GOCO and Activities to develop RFP for Strategic/Master planning for parks and programming

ECONOMIC DEVELOPMENT REPORT FROM ROL

As most of you are already aware of, Bob Hines has purchased the vacated Subway building on the corner of Rose Ave. and Lincoln St.

The deal was closed on January 18.

At this point in time, Bob has not determined what he will be doing with the facility. There is a considerable amount of clean up that he is in the process of doing. Many people have assumed he will be moving his liquor store into the building. That, according to Bob, was never a consideration. Lincoln Liquor will remain in its present location.

I thought you might be interested to know that many of our smaller, independently owned businesses did well this past Christmas season. I have spent a considerable amount of time visiting with several of them and they were quite pleased with the effort of people from throughout the area as they shopped in their stores.

Several have reported sales were up approximately 40 percent from a year ago. This was not the norm; however, most were up from the previous year.

The economy continues to remain stagnant with low commodity prices, and most businesses were not expecting a normal Christmas season.

I have talked to several individuals from large corporations about what they are looking for in regard to expansion. I asked the question, "Is there any consideration of locating in not just Burlington but rural America."

To my surprise, I learned that everything is on the table for them at the present time.

The reason? Believe it or not, it is the Millennials.

They are doing the vast majority of their shopping online. Even if there is a Sam's Club or a Costco only a block away from where they reside, they will not make the effort to leave their homes to shop at a physical store.

They do not like "fighting the crowds" and it is just so much easier to go online and make their purchase.

That may be good news for rural America.

Target and Costco are in the process of experimenting in several locations with much smaller, compact stores in more remote areas of the country.

It would appear that everyone is struggling in their many attempts to keep up with Amazon.

At any rate, I will continue to visit with them, keep track of their successes and their failures and promote Burlington to them.

Nothing new to report to you in regard to the prison.

It has been a most interesting and fun year.

Memorandum

To: Council
From: I.T. Department - Suzy Velasco
Date: 1/25/18
Re: Council Report for 1/29/18

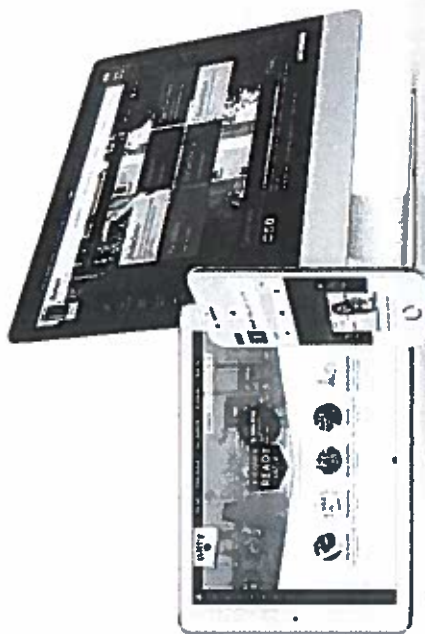
- I will be assisting the Community Center with A/V and technical support for the annual No Till conference to be hosted from 2/5/18 – 2/7/18.
- I will be out of the office from 2/9/18 until 2/19/18. I will be available primarily by email during my time away.
- Migration from Google's G Suite email services to Microsoft's Office 365 and Exchange Online will take place during the week of 2/19/18. This will involve both manual export and import of data for each user's account and automated migration of email messages to the new email platform.
 - City of Burlington email services will not be accessible from 2/23/18 – 2/26/18 during this migration process.
 - This migration will include changes to current email access methods—an update on email access methods will be provided closer to the migration timeframe.
 - This change affects staff, city council members, and contractual agents that utilize City of Burlington email services.
- Performed annual website statistics review with Civic Plus; slides from the presentation are attached to this report for your review. Our visitor count is somewhat down from 2016, this change presumably due to marijuana's legalization within the state during that timeframe (marijuana was also one our top searched for terms on the City's website). Visitor durations were largely in line with industry norms, as were actions of visitors per site visit. Nearly half of our visitor traffic came from mobile devices, an indication that we should consider an update to our current design in the near future- our current design and content management platform is not mobile responsive and can be difficult for mobile visitors to navigate.
- **Notify Me Statistics as of 1/25/18:**
 - **Calendar Subscriptions**
 - Activities – 98
 - Business - 28
 - Community - 66
 - Government – 35
 - Library – 43
 - Old Town – 45
 - **Agendas Module**
 - Subscribers - 20
 - **Newsflash Subscriptions**
 - Business - 36
 - Community - 73

- Government – 42
 - **Jobs Module Subscriptions**
 - 30
 - **Bids Module Subscriptions**
 - 44
 - **Total Subscriptions**
 - 560
- **Facebook Statistics as of 1/25/18**
 - 596 likes (Burlington, CO page)

Burlington, CO+ CIVICPLUS

.....

 Local government partners since 2011



Top Level Information

Overall: How is your website doing.

52,627

Total Visits

117,735

Total Page Views

2.7

Avg. Visit Duration

Actions Per Visit



WEB REVIEW

Your website traffic decreased in 2017.



Top Visited Pages

4,447
VISITS

Old Town Museum

2,803
VISITS

Activities & Recreation

2,528
VISITS

Resource Directory

2,394
VISITS

News Flash

2,317
VISITS

Staff Directory

2,222
VISITS

Police

Top Searched Terms

27
SEARCHES

Hotels/Motels

22
SEARCHES

Zoning/Map

16
SEARCHES

Marijuana

14
SEARCHES

Mayor

9
SEARCHES

Airport

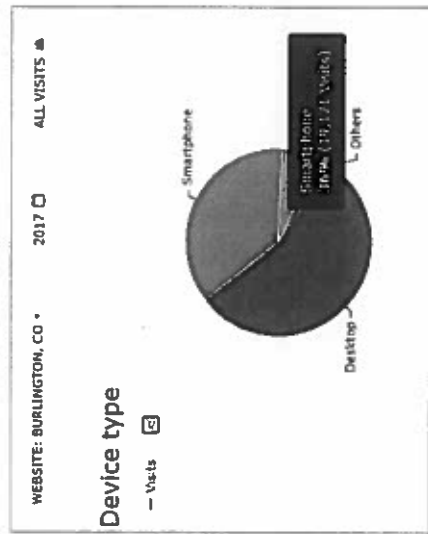
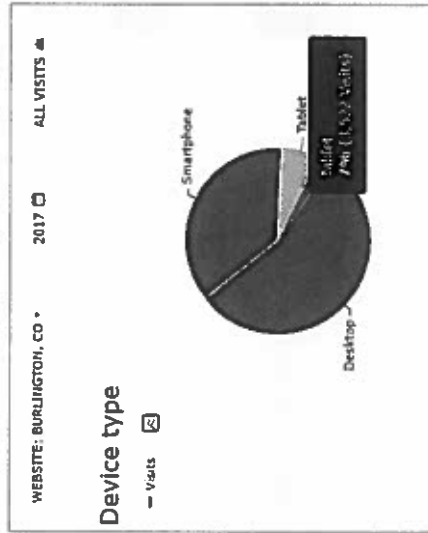
7
SEARCHES

Bids

Mobile Statistics

43% of your site traffic comes from a mobile device

92% of adults in the U.S. own a cellphone or smartphone



AN INTERACTIVE, MOBILE-RESPONSIVE WEBSITE is no longer a luxury, it's a necessity. Nearly 80% of the US population uses the internet and nearly 2/3 use mobile devices. It's how we communicate. It's how communities connect. It's our passion.



Site Recommendations



#1

Review Redesign Proposal – re-vamp the design and functionality of the city site



#2

Find creative/helpful ways to link between social media, the Museum site, and the City Site

