

**WEEKLY INFORMATION PACKET
MEMORANDUM**

TO: Mayor McGrath and Members of City Council

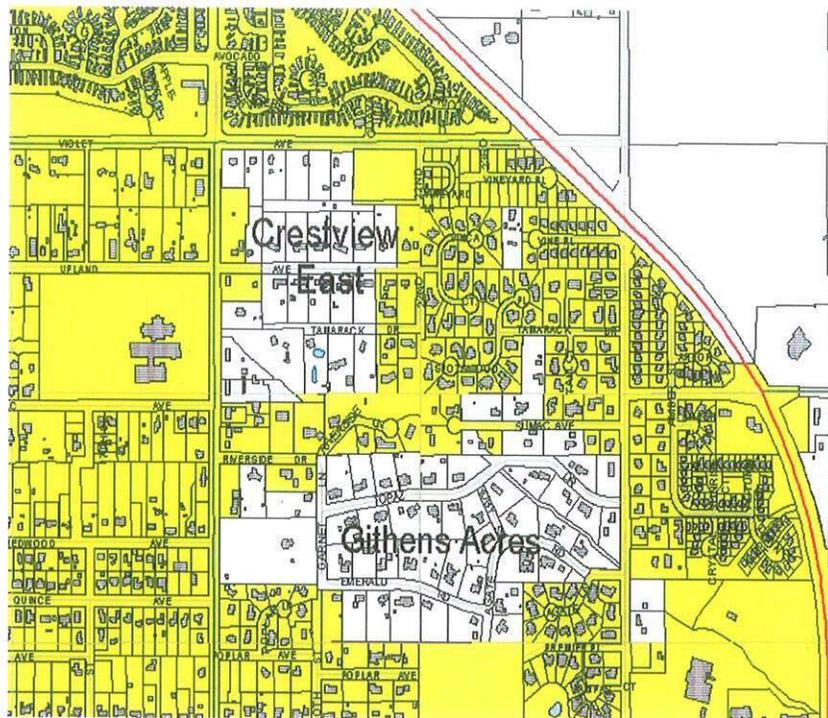
FROM: Stephanie Grainger, Interim City Manager
Ruth McHeyser, Acting Planning Director
Susan Richstone, Long Range Planning Manager
Robert Ray, Land Use Review Manager
Charles Ferro, Senior Planner
Bev Johnson, Environmental Planner

DATE: July 17, 2008

SUBJECT: Information Item: Update on the Crestview East Annexation

PURPOSE:

Several residents of the Crestview East county enclave in North Boulder (see map below) spoke to City Council during the public participation portion of the May 20, 2008 meeting to express concerns about the on-going annexation process with their neighborhood. The purpose of this memo is to provide City Council with a brief background and update on discussions with the neighborhood about annexation of the county enclave. Staff will provide a more comprehensive history of negotiations with Crestview East, a background on the city's annexation policies, and a full discussion of the outstanding issues in the Crestview East annexation negotiations in a future WIP memo.



BACKGROUND:

Crestview East, as well as other mostly developed residential neighborhoods in Area II of the Boulder Valley Comprehensive Plan (BVCP), have had a growing issue with their on-site well and septic systems over the past several years. Many of the septic systems in these neighborhoods are over 35 years old and are either failing or have expired. Due to the high groundwater conditions in many of these areas, the septic systems in close proximity to wells pose a serious public health concern.

City and county staff have been working together to try and resolve these issues for several years by encouraging annexation of the neighborhoods so that property owners can hook on to the city water and sewer systems. The first consideration of a group annexation of the Crestview East neighborhood began in 1995 as the Crestview West annexations were taking place. Staff held neighborhood meetings with several of the landowners in Crestview East in the mid-1990s to gauge interest in annexation, but there was not enough collective interest at the time to initiate a neighborhood annexation process. Seven properties, however, did annex to the city in 1997 as part of that initial effort and were known as the “mini-Crestview East” annexation. One additional property came into the city individually in April 2002.

BVCP Policies and Annexation Guidelines

New annexation policies regarding mostly developed residential properties were adopted in the year 2000 major update to the BVCP (Policy 1.27). This includes a statement that the city “will actively pursue annexation of county enclaves.” In 2002, following an economic study of the costs and benefits of annexation for property owners, Planning Board and City Council endorsed a set of guidelines for negotiating group annexation agreements with Area II residential neighborhoods (*Attachment A*). These guidelines have been the basis for staff’s position in annexation discussions with Crestview East, Githens Acres, and Gapter Road neighborhoods over the past few years. The guidelines further refine the BVCP annexation policies by specifically outlining which properties will be asked to provide community benefit upon annexation and what form of community benefit may be requested by the city, based upon how much, if any, additional development potential they will receive upon annexation.

Specially-funded Annexation Project

To further implement the BVCP annexation policy to actively pursue annexation of mostly developed Area II properties, the city and Boulder County jointly funded a part-time staff position from 2004-2005 to help initiate and facilitate neighborhood annexations. The goal of the effort was to work with neighborhoods identified in the BVCP as appropriate for annexation to the city, including Crestview East, to attempt to facilitate a mutually agreeable annexation package.

Staff contacted all neighborhoods, including Crestview East, to gauge interest in annexation. At that time, the landowner/developer of 2020 Upland had initiated an annexation petition with eight other landowners in Crestview East. The letter to the Crestview East neighborhood was intended to gauge whether there may be additional interest in participating in an annexation process and determine whether this area needed special attention that the annexation project was meant to provide. However, because an annexation application was already in process, and because Crestview East properties would receive additional development potential upon annexation, it was not included in the specially-funded annexation project. The primary focus for the annexation project was the Gapter Road neighborhood where no additional development potential is possible upon annexation and existing septic systems are in the floodway.

Crestview East Annexation Application

The most recent Crestview East annexation application was processed through the city's development review process from 2003 to 2007. The primary point of contact was the landowner/developer of 2020 Upland Ave. and there was one staff planner who worked on this application. All nine petitioners agreed to most of the initial terms of the agreement, however, several signed "in protest" primarily because of a provision in the agreement for sidewalks along Upland Avenue.

In July 2007, a proposed annexation agreement was taken to Planning Board for discussion. At the hearing, the property owner of 2075 Upland Ave. objected to portions of the agreement regarding required sidewalk construction along Upland Avenue as well as the requirement to sell all Silver Lake Ditch rights to the city. Additional petitioners also had similar objections to portions of the agreement. The Planning Board recommended approval of the annexation to City Council, however, after the meeting the neighbors were not able to achieve consensus regarding the terms of the annexation agreement.

In November 2007, the landowner/developer of 2020 Upland Ave. notified the eight other petitioners that the application would not advance to City Council unless the petitioners agreed to the annexation provisions as drafted. Recognizing their fundamental differences, the landowner/developer separated himself from the other petitioners and continued with the annexation process for the properties at 2020 Upland Ave., 4240 19th Street, 1960 Violet and 2066 Violet. That application is currently scheduled for a September Planning Board hearing.

"A Call for Action"

At the May 20, 2008 council meeting, a group of 14 residents along Upland and Violet avenues expressed their frustration that annexation of the larger Crestview East enclave was not moving forward and asked for help from City Council. The residents submitted to staff and council members an annexation proposal titled, "A Call for Action." Staff agreed to consider a different approach for moving forward and to develop options for proceeding.

At this point, an annexation petition from the 14 residents has been filed with the city clerk; however, the required application materials have not yet been submitted to the city. A new application (including an improvement survey, legal descriptions of the properties, annexation map, and current title work) from the petitioners is needed in order to move forward with an annexation agreement. Staff is working with representatives of the neighborhood to help them put together the necessary materials to make a complete submittal for annexation and will schedule a Planning Board date once the application is completed.

Since the May 20, 2008 council meeting, staff has met twice with a group of the 14 petitioners to discuss the outstanding issues and next steps for moving an annexation agreement with the neighborhood forward. Staff has hired an outside facilitator to help with the discussions.

Staff will provide a longer WIP memo to Council in early August with a full discussion of the Crestview East annexation issues, background on the city's annexation policies and guidelines and an update on discussions with the neighborhood.

Groundwater Quality

At the July 14, 2008 Council Agenda Committee Meeting, Council Member Morzel asked staff to provide clarification about the “Groundwater quality” section of the North Boulder Subcommunity Plan (see excerpted text from the plan in *Attachment B*). This section was written by the former Water Quality Coordinator for the city of Boulder, and explained the information about the groundwater contamination plume affecting several properties in North Boulder at the time. At that time, the city was in annexation negotiations with the Crestview West neighborhood in an attempt to resolve urgent health and safety issues associated with the contamination in that neighborhood, and at that time, it was determined that the plume did not extend into Crestview East.

In anticipation of Crestview East’s eventual annexation, the city commissioned a study to determine whether contamination from the plume had moved into this area. Harlan & Associates prepared a report in November 2002 analyzing the extent of the plume and its effects on the Crestview East enclave. The report stated that from 1990 to 1998, the extent of the contaminant plume and concentrations remained relatively constant in the enclave. The report also indicated that the contaminants of concern (1,1-DCE and 1,1,1-TCE) were either undetected in the groundwater of the Crestview East neighborhood or substantially below federal drinking water standards. Staff has asked the County Health Department for any additional information they have on water quality concerns in the area. In any case, the city and county agree that the shallow wells and failing septic systems in this area make the provision of public water and sewer to the area the best long term solution for everyone.

RESOURCE IMPLICATIONS AND NEXT STEPS:

Following a joint study session with Planning Board in March on 2008 community planning-related work items, City Council provided direction on a relatively aggressive work program for the Planning Department in May (see summary work chart in *Attachment C*). Since that time, two items have been added to the department’s work program at council’s direction: moving forward more expeditiously on the Crestview East annexation and rezoning of the Orchard Grove mobile home park.

In response to council’s direction on Crestview East, staff has redirected resources to take the annexation application out of the standard land use review process and use long range staff resources to support the negotiations. An additional 0.25 FTE will be used to manage the project. The source of funding for this position will be salary savings from vacancies in the Planning Department. Depending upon the pace of the annexation application and negotiations, staff time on the Wetland Ordinance Revision Project may be partially redirected for the next few months. Staff is still planning to meet the projected schedule of the wetlands project.

City and county staff are planning to meet in late July to further discuss both the Crestview East and Gapter Road neighborhood annexation issues. City staff has been working with Boulder County Public Health over the years to encourage annexation of these neighborhoods. Annexation negotiations with the Gapter Road neighborhood have been on-going since 2004. An agreement with that neighborhood has not yet been reached.

A third meeting with the Crestview East neighborhood is tentatively scheduled for the last week in July to continue to work out as some of the outstanding issues.

ATTACHMENTS:

- A Guidelines for Individual Annexations of Mostly Developed Residential Properties in Area II
- B North Boulder Subcommunity Plan excerpt on water quality
- C Summary Planning Department Work Chart

City of Boulder
Guidelines for Annexation Agreements
-Individual Annexations of Mostly Developed Residential Properties
in Area II-

June 25, 2002

I. Background:

The purpose of these guidelines is to provide general direction for negotiating annexation agreements with individual landowners of mostly developed residential properties in Area II. They are intended to clarify city expectations in individual annexations. These guidelines have been endorsed by Planning Board and City Council and are a reference for city staff, landowners, Planning Board and City Council in future individual annexation negotiations.

The Boulder Valley Comprehensive Plan provides a framework for annexation and urban service provision. With the 2001 update to the BVCP, Annexation Policy 1.25 was amended to provide more clarity about annexations. The amendments to the policy included the following:

- Direction for the city to actively pursue annexation of county enclaves, Area II properties along the western boundary, and other mostly developed Area II properties;
- Direction to the county to attach great weight to the city's input on development in enclaves and developed Area II lands and to place emphasis on conforming to the city's standards in these areas; and
- A policy that developed parcels proposed for annexation that are seeking no greater density or building size should not be required to provide the same level of community benefit as vacant parcels until more development of the parcel is applied for.

In order to reduce the negative impacts of new development in the Boulder Valley, the BVCP states that the city shall annex Area II land with significant development or redevelopment potential only on a very limited basis. Such annexations will be supported only if the annexation provides a special opportunity to the city or community benefit.

These guidelines apply primarily to mostly developed residential properties in Area II. In most of these cases, the city would not request a community benefit with the annexation. However, a few of the properties that are currently developed in the county may have

further development potential once annexed into the city. These guidelines further refine the BVCP Policy 1.25 by specifically outlining which properties will be asked to provide community benefit upon annexation and what form of community benefit may be requested by the city.

II. General Principles of Individual Annexations of Mostly Developed Residential Properties:

- A. In terms of the city's interests, the benefits of annexing mostly developed residential properties in Area II outweigh the costs.
- B. The city has a strong desire to annex many of the residential properties in Area II because of the potential environmental and health issues associated with well and septic systems.
- C. The basic fees associated with annexation (plant investment and impact fees) should not be reduced for individual property owners seeking annexation (although financing and payback may be negotiated).
- D. The city has a legal obligation under state law to annex enclaves at the request of the property owner without terms and conditions beyond those required through existing ordinances.
- E. The city may apply additional terms and conditions to enclaves only through negotiation with the property owner. (Use caution when applying community benefit).

III. Principles of Applying City Community Benefit Policy:

- A. Community benefit should only be applied to properties with additional development potential.
- B. For the purposes of these guidelines, additional development potential includes the ability to subdivide the property and/or build at least one additional unit on the property. Additional development potential does not include the ability to add on to an existing house or to replace an old house with a new one (scrape-offs).
- C. Although emphasis is placed on affordable housing, community benefit is not restricted to housing. An affordable housing benefit should be balanced with other benefits such as land or property dedications (landmarking, flood and open space easements) or other restrictions that help meet BVCP goals.
- D. The city should strive for consistency in applying the affordable housing requirement to properties with additional development potential. In areas where new affordable units are appropriate (Crestview East), restrictions should be placed on the affordability of the new units. In areas where new affordable units are not appropriate or feasible, (Gould Subdivision, 55th St. enclaves), the applicant should be requested to pay two times the cash contribution in-lieu of providing on-site affordable housing.

IV. Framework for Basic Annexation Conditions for All Properties:

- A. Inclusion in the Boulder Municipal Subdistrict and the Northern Colorado Water Conservancy District.
- B. Assessment for waterline and sanitary sewer along street frontage (either existing or to be constructed).
- C. Development Excise Tax (DET).
- D. Storm Water and Flood Management Utility Plant Investment fees.
- E. Water and Wastewater Utility Plant Investment Fee.
- F. Dedication to the city of right-of-way for streets, alleys, water mains, and/or fire hydrants.
- G. Agreement to participate in their pro rata share of any future right-of-way improvements (paving, roadbase, curb, gutter, landscaping, sidewalks, bicycle and pedestrian path connections).
- H. Properties with Silver Lake Ditch rights: The city would ask the property owner to sell all interests in the ditch company to the city.
- I. Properties with other ditch rights: The city would ask for the first right of refusal for any ditch rights associated with the property.

V. Application of Community Benefit

A. Guidelines for properties within the flood conveyance zone or with an open space or natural ecosystem land use designations.

- 1. The city would request dedication of an open space conservation easement for any portion of the site with a BVCP Open Space or Natural Ecosystem land use designation.
- 2. The city would request dedication to the city of a stormwater and floodplain easement for any portion of the site located within the flood conveyance zone.

B. Guidelines for properties with additional development potential.

The guidelines below are based on the definition of development potential as the potential for a property to be subdivided or for additional units to be built on the property. Although the terms of the community benefit requirement may be negotiated on a case-by-case basis, the following are the general guidelines for requesting community benefit:

- 1. A community benefit requirement in the form of two times the cash in-lieu contribution as set forth in the city's inclusionary zoning ordinance to the Housing Trust Fund would be negotiated with property owners in ER and RR zones.

2. For properties in LR and MR zones, a condition would be negotiated that a certain percentage of any new dwelling units be made permanently affordable to various income groups (see specific guidelines for each property group below).
3. For enclaves, the affordable housing request should be consistent with similar annexations in the area (see specific guidelines for each property group below).
4. For edge properties, the cash-in-lieu requested would be two times that required under the inclusionary zoning ordinance.

C. Guidelines for specific property areas.

1. Enclave – Crestview East

- a. All properties:
 - Request that the applicant demonstrate compliance with the North Boulder Subcommunity Plan Design Guidelines upon redevelopment or other applicable developed zoning district standards.
- b. Properties along Fourmile Canyon Creek:
 - Attempt to secure through negotiation, dedication of conservation, trail, and floodplain and drainage utility easements to the city to meet the objectives of the Greenways Master Plan and the Stormwater and Flood Management Utility.
- c. Properties with subdivision potential – split MR/LR zoning:
 - 50% of any newly constructed units should be permanently affordable to low and middle income households.
- d. Properties with subdivision potential – split LR/ER zones:
 - 25% of any newly constructed units should be permanently affordable to middle income households; and
 - Market rate units permitted on site should pay twice the applicable cash-in-lieu amount required by inclusionary zoning provisions.
- e. Properties with subdivision potential – ER zones:
 - Payment of two times the cash contribution in-lieu of providing on-site affordable housing set forth in the city’s inclusionary zoning ordinance for each new dwelling unit (prior to building permit).

2. Enclave – Githens Acres and other miscellaneous North Boulder enclave properties.

- a. All properties:
 - Request that the applicant demonstrates compliance with the North Boulder Subcommunity Plan Design Guidelines upon redevelopment or other applicable developed zoning district standards.
- b. Properties along Fourmile Canyon Creek:
 - Attempt to secure through negotiation, dedication of conservation, trail, and floodplain and drainage utility easements to the city to meet the objectives of the Greenways Master Plan.

3. Enclave – Pennsylvania Ave.

- a. Three properties along the Wellman Canal (5255, 5303, and 5101):
 - Attempt to secure through negotiation, dedication of a trail easement to the city to meet the objectives of the city’s Transportation Master Plan.
- b. For all properties:
 - Request payment for share of sidewalk improvements along Pennsylvania Ave.

4. Enclave – 55th St.

- a. Property with an MR land use designation (1415 55th St.):
 - If zoned LR-D,
 - Payment of two times the cash contribution in-lieu of providing on-site affordable housing set forth in the city’s inclusionary zoning ordinance for each new dwelling unit. (at the time of building permit) or;
 - Any newly constructed units must be permanently affordable to middle income households.
 - If zoned MR-D,
 - 50% of any newly constructed units must be permanently affordable to low and middle income households.
- b. Properties with an LR land use designation and further development potential (994, 836, 830 55th St. and 5495 Baseline Rd.):
 - Payment of two times the cash contribution in-lieu of providing on-site affordable housing set forth in the city’s inclusionary zoning ordinance for each new dwelling unit (at the time of building permit).

5. Gould Subdivision

- a. Three properties with additional development potential (2840 Jay Rd., 2818 Jay Rd., 4040 28th St.):
 - Payment of two times the cash contribution in-lieu of providing on-site affordable housing set forth in the city's inclusionary zoning ordinance for each new dwelling unit.

6. Western Edge

- a. Two properties with a VLR land use designation and development potential (0 Linden Dr., and 3650 4th St.):
 - Payment of two times the cash contribution in-lieu of providing on-site affordable housing set forth in the city's inclusionary zoning ordinance for each new dwelling unit. (at the time of subdivision).
- b. Properties at 3365 4th St., 3047 3rd St., 2975 3rd St., and 2835 3rd St.:
 - An open space conservation easement, for the portion of the property that is west of the ABlue Line," should be dedicated to the city.

7. Old Tale Rd./Cherryvale Rd.

- a. Properties along South Boulder Creek:
 - Attempt to secure through negotiation, dedication of conservation, trail, and floodplain and drainage utility easements to the city to meet the objectives of the Greenways Master Plan and the Stormwater and Flood Management Utility.

North Boulder Subcommunity Plan Groundwater Quality Section

(The following is excerpted text from page 28 of the North Boulder Subcommunity Plan, adopted in 1995.)

Groundwater quality

In 1989, a groundwater contamination problem was identified when a sample collected from a residential well on Violet Avenue was found to contain organic solvents. The source of these solvents was traced to the former site of Centerline Circuits located at 4575 North 11th Street. The contamination resulting from the disposal of solvents on that site has since migrated through groundwater to the east and southeast to the vicinity of 26th St. The groundwater contamination has been identified in residential wells in the area extending from Centerline to 26th St. and between the Meadows Mobile Home Park on the north and Wonderland Creek on the south.

The migration of the plume is a result of the natural groundwater flow regime and groundwater recharge in the Fourmile Canyon and Wonderland Creek drainage areas. The extent of the plume is constrained on the north by the geology of the area and on the south by groundwater recharge and discharge in Wonderland Creek. In effect, the contaminated plume emanating from the Centerline facility is controlled by natural groundwater flow and the effects of localized area groundwater recharge associated with Fourmile Canyon and Wonderland Creek drainages.

Based on preliminary information about contamination in the subcommunity, enhancement of the natural recharge and discharge function of wetlands along the creeks east of Broadway and west of 28th St. may provide an added benefit in addressing groundwater contamination in the area by enhancing existing groundwater flow. Further hydrologic studies of groundwater and plume movement would be necessary in making further recommendations.

The best long term solution to the contamination problem, however, is the provision of public water to properties in the area. Five parties who have agreed to participate in the clean-up, have agreed to contribute \$400,000 toward the provision of City water service to properties in Crestview West. Upon annexation of the area (see section 5), the City will install water and sewer mains so that property owners will be eligible to hook up to public water and sewer service.

The Fourmile Canyon and Wonderland Creeks Study in Appendix E contains a full discussion of environmental values along the creeks and recommends development standards to preserve these values.

2008 "Community Planning" Projects: Estimated Timelines

(See P&DS 2008 work program for other community planning projects and on-going programs and services)

Jun-08

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Area Planning												
University Hill Business District Study												
North Boulder Subcommunity Plan Update												
Multimodal Corridor Study												
TVAP Implementation												
Downtown FAR Bonus for Residential												
Land Use Code Changes												
Solar Energy System Code Changes (Option A)												
Tree Protection (Option A)												
RH-2 Zoning District Revisions (Option B)												
Inclusionary Zoning Revisions												
Increased Penalty for Illegal Demos of Historic Structures												
Public Zone for Schools												
Non-substantive Code Changes												
Other Projects												
Incompatible Infill (Pops & Scrapes)												
DET Study												
Washington School Public Outreach Process												
Wetlands Ordinance Changes												
Area II Annexations (Gapter Road)												
Preservation Plan Scoping												
Modern Architecture Survey												

ATTACHMENT C

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Planning & Development Services
DRAFT 2008 Work Program
 May, 2008

<p align="center">Core Services (75% of Total Budget)</p> <p><i>The fundamental services provided by most municipalities in the United States-often mandated by charter, or by state or federal legislation.</i></p>	<p align="center">Maintenance & Enhancements to Core Services* (15% of Total Budget)</p> <p><i>Projects or programs initiated to maintain, automate, streamline, or otherwise improve existing core services. Determined to be required to achieve current goals for levels of service.</i></p>	<p align="center">Community Projects (10% of Total Budget)</p> <p><i>Efforts to provide a new service, a new way of providing an existing service, an existing program that is not core service, and/or raising the current level of service.</i></p>
<p>Management Work Plan Strategic/Business Plan Customer Service Fiscal Management Safety/Emergency Response Communications General Administration and Management Hiring and Training</p> <p>Business Operations <u>Administrative Services</u> Service Center Coordination Administrative Support Permits and Licensing</p> <p><u>Building Construction and Code Enforcement</u> Building Code Review Building Inspections Environmental and Zoning Enforcement Rental Housing Code Administration Contractor Licensing Code Administration</p> <p><u>Engineering Review</u> Engineering Review Utilities Permits Floodplain and Wetland Permits Right-of-Way Permits and Inspections</p> <p><u>Information Resources</u> Records and Research Development Information and Tracking System Geographic Information Systems</p> <p><u>Land Use Review</u> Development Review Zoning Administration</p> <p><u>Long Range Planning</u> BVCP Mid-term Update Historic Preservation Environmental Planning CIP Coordination Intergovernmental & Interdepartmental Coordination</p>	<p>Management <u>Customer Service</u> Customer Outreach/P&DS Advisors Improve Main Phone System Menu E-Government Work Plan</p> <p><u>Fiscal Management</u> Valuation Table Update Plant Investment Fee Study Development Review Fee Update Development Excise Tax Study Revocable Fee Analysis & Update</p> <p>Business Operations <u>Code and Plan Updates</u> Design and Construction Standards Update</p> <p><u>Application Processing</u> Technical Document Process Pilot and Implementation Land Use Code Simplification Web Implementation, including PUD Records Management Land Use Review Business Process Documentation & Review Checklists Boulder Mobile Manor Redevelopment Building Permit Business Process Improvements, including: • Phase I/Phase II Process Revisions • Green Points Implementation • Commercial Green Building Program Historic Preservation Program Assessment</p> <p><u>Records and Data Management</u> Imaging System Replacement LandLink Replacement Preliminary Assessment</p> <p><u>Inspection Services</u> Interactive Voice Response & Scanning System Improvements</p> <p><u>Enforcement Processes</u> Code Enforcement/Resolution 903A Implementation, including: • administrative procedure for Section 10-3-4(a)(2), B.R.C. (reduce rental license term to 12 months for land use violation) • administrative procedure for Section 10-3-4(a)(1), (reduce rental license term to 24 months for housing code violations) • administrative standards for the loss of non-conforming status (and a potential conditional use permit issue) • code change to allow rental license revocation for quality of life violations</p>	<p><u>Comprehensive Planning</u> Transit Village Area Plan (TVAP) Implementation, including TVAP Zone and Code Changes Annexation Project FAR/Pops/Scrapes Project</p> <p><u>Area Planning</u> Uni-Hill Business District study Multi-modal corridors study Diagonal Plaza study NoBo Plan Update</p> <p><u>Historic Preservation</u> Valmont Butte Post World War II Residential Survey Historic District Signage Preservation Plan Scoping</p> <p><u>Code, Zoning and Plan Updates</u> Industrial Zone Changes to Allow Service Uses RH-2 Code Changes Solar Regs Tree Protection Ordinance Downtown Residential Bonus School zone Penalty for Illegal Demos</p> <p>Wetlands Code Changes IBM Connector CEAP Housing and Rental Licensing Code Revisions and LandLink Update Contractor Licensing Code and Program Revisions Smoking in Public Places Code Revisions</p> <p><u>Alcohol Abuse Prevention/Resolution Implementation</u> Land Use Review of alcohol establishments on hold pending appeal or District Court decision Information Resources support to Alcohol Advisory Group (AAG) Web-based access to property violations enforced by Boulder Police Department</p>

* Work to complete enhancements to core services will be done throughout the year as time permits.