



# ANNUAL REPORT TO THE COMMUNITY



FOR THE YEAR ENDED  
DECEMBER 31, 2007

## CITY GOVERNMENT

The City government of Woodland Park, as provided by the City Charter, operates under the Council-Manager form of government. Pursuant to the Charter provisions and subject only to limitations imposed by the State Constitution, all

municipal responsibilities are vested in an elective Council that enacts local legislation, adopts budgets, determines policies and appoints the City Manager, who in turn executes the laws and administers the City government.

## CITY COUNCIL

The legislative affairs of the City are vested in the City Council consisting of six (6) Councilmen and the Mayor. In 2007, the Council was comprised of Mayor Gary Crane, Mayor Pro Tem Phil Mella and Councilmen Jon DeVaux, Terry Harrison, Ken Matthews, George Parkhurst and Steve Randolph.

As Mayor, Mr. Crane is the presiding officer of the Council and the recognized head of the City government for all legal, dignitary and ceremonial purposes. He presides at meetings of the Council. As Mayor Pro Tem, Phil Mella acts as Mayor during the absence or disability of the Mayor.



Presentation of Flags Ceremony by  
Boy & Girl Scouts of America

## ADMINISTRATION

**David Buttery, City Manager**  
**Janell Sciacca, Deputy City Clerk**

The City Manager is the administrative head of the municipal governmental functions and is responsible to the City Council for the proper administration and execution of City affairs. David Buttery was appointed City Manager on April 5, 2007 when Mark Fitzgerald vacated the position to become Village Manager in Menomonee Falls, WI.

The City Clerk is the Clerk of the Council and

**Cindy Morse, City Clerk/Asst. City Manager**

attends all meetings of the Council; keeps a permanent journal of the Council's proceedings, and records in full, all ordinances, motions and resolutions; and is also the custodian of the City seal as well as all papers, documents and records pertaining to the City. In addition, the City Clerk's Office administers personnel services, risk management, records management, elections, and licensing of liquor establishments.

## MUNICIPAL COURT

**John T. Bruce, Presiding Municipal Judge**  
**Janell Sciacca, Clerk of the Court**  
**Patricia Mancini, Court Clerk**



The Woodland Park Municipal Court prosecuted a total of 599 cases in 2007. This included 368 traffic infractions, 98 juvenile cases,

**Douglas P. Price, Associate Municipal Judge**  
**Philip G. Volpi, Prosecutor**

61 animal violations, 60 misdemeanors, and 12 sales tax/business license cases.

Fifteen of the cases prosecuted went to trial before the Court (*trial before a Judge*) while no jury trials were held. A total of \$41,421 in fines and fees were collected during the year resulting in a 58% increase over those collected in 2006.

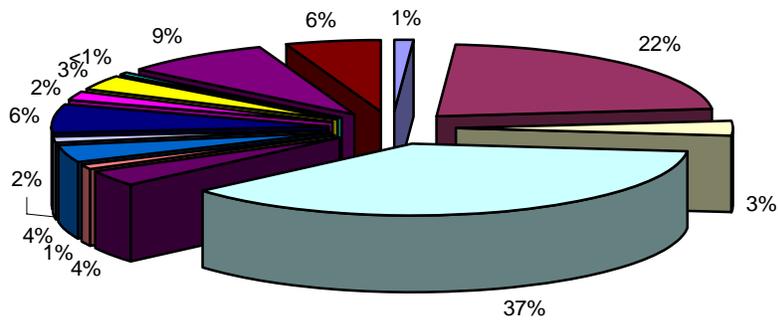
## FINANCE DEPARTMENT

**Kellie J. Case, Director/Treasurer**  
**Barbara Schmidt, Administrative Clerk**  
**Teri Passafume, Utility Billing Technician**

**Terry Hall, HR/Payroll Technician**  
**Kim Woodward, AP/Sales Tax Technician**

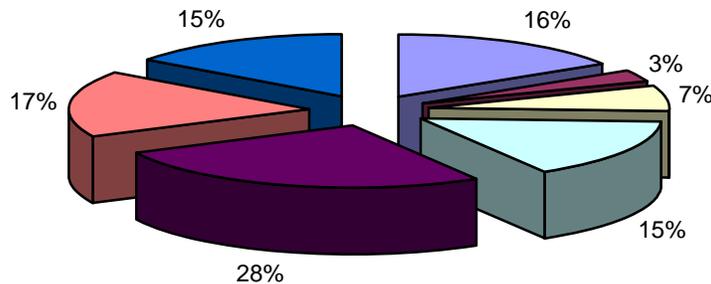
The Finance Department is responsible for all City financial and budgeting functions including revenue collection, debt and investment management, licensing, water and wastewater billing, and assuring that payroll and bills are all paid accurately and in a timely manner.

### 2007 GENERAL FUND UNAUDITED REVENUES \$6,658,717



|   |                                |
|---|--------------------------------|
| ■ SPECIAL GAMING IMPACT (1%)                  | ■ PROPERTY TAX (22%)           |
| ■ SPECIFIC OWNERSHIP/CIGARETTE/SEVERENCE (3%) | ■ 2% SALES TAX (37%)           |
| ■ USE TAX (BLDG/VEHICLE) (4%)                 | ■ LODGING TAX (1%)             |
| ■ FRANCHISE TAX (4%)                          | ■ LICENSES & PERMITS (2%)      |
| ■ INTERGOVERNMENTAL (6%)                      | ■ CHARGES FOR SERVICES (2%)    |
| ■ CULTURE & RECREATION (3%)                   | ■ FINES & FORFEITURES (<1%)    |
| ■ MISCELLANEOUS (9%)                          | ■ OTHER FINANCING SOURCES (6%) |

### 2007 GENERAL FUND UNAUDITED EXPENDITURES \$6,541,904



|  |
|--|
| ■ LEGISLATIVE/ADMIN/COURT/FINANCE/IS (16%)     |
| ■ PLANNING (3%)                                |
| ■ GENERAL SUPPORT (7%)                         |
| ■ GENERAL CAPITAL (15%)                        |
| ■ POLICE OPERATIONS/GAMING (27%)               |
| ■ PUBLIC WORKS/FLEET/STREETS (17%)             |
| ■ RECREATION/UPCC/PARKS, BLDGS & GROUNDS (15%) |

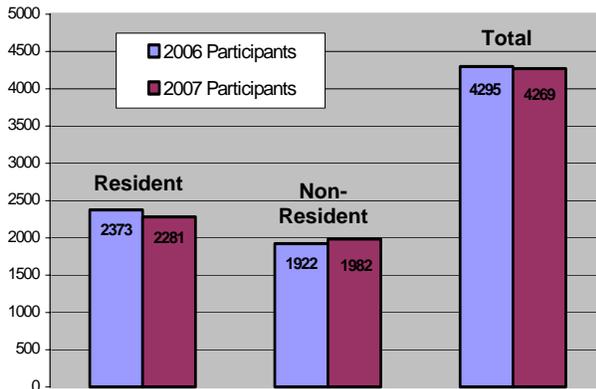
## PARKS, RECREATION AND UTE PASS CULTURAL CENTER

**Cindy Keating, Parks & Recreation Director**  
**Polly Bruins, Parks & Recreation Technician**

The Parks and Recreation Department continued improving parks and recreation facilities and programs to enhance the quality of life for the public.

In 2007, several new recreation programs were offered: Muse Art Classes, Wild Mountain Arts, QiGong, Tai Chi, Body Sculpt, Adult Spring Soccer, Drop In Flag Football, Floor Hockey, Soccer Rocks, Micro Tennis, Pre-Team Tennis, Gymnastics, Drop In Youth Soccer, Travel Photography and Business Photography.

These programs were able to meet the recovery rate of 100% of direct costs and 20% of indirect costs. Nearly 4,300 people participated in organized recreation and leisure programs through the Parks and Recreation Department. Approximately 53% are City residents and 46% are non-residents.



Woodland Park received the 2007 Golden Footprint Award from Colorado Walks for our collaborative effort in designating the *Woodland Park Downtown Mile*, a one-mile walking route in the heart of downtown, and the first official Colorado Walks "Community Mile" in the state. City leaders, citizens, and representatives from Colorado Walks launched the new walking route by following the bear paw pavement markings to walk the mile after the celebratory ribbon cutting on September 23.



**Gail Millen, Parks & Recreation Assistant**  
**Debbie Pinello, UPCC Facility Manager**

The development of Crestwood Park began in the fall of 2007. This project is scheduled to be completed in the fall of 2008. The project includes excavation and irrigation of two open play areas, half court basketball, playground equipment, roofed pavilion, picnic tables, benches and a loop trail with fitness equipment.

The Meadow Wood Sports Complex Bullpen project began in 2007 and is scheduled for completion in the spring of 2008. The project encompasses the development of two batting cages and two pitching warm-up areas. One bullpen is located behind Panther Field and the other is located near the existing natural turf fields.

The Grand Opening and Ribbon Cutting for the Meadow Wood Sports Complex Phase II Project was held on June 8. This completed another portion of the multi-phased development for Meadow Wood Sports Complex by building a 330' x 390' synthetic turf field that will be used for two 165' x 300' soccer fields or one 255' x 360' regulation size soccer field.



The Parks and Recreation Advisory Board finalized and approved the 2007 Parks, Trails and Open Space Master Plan. The board reviewed and made recommendations for Sawgrass at Shining Mountain Site Plan and Paradise of Colorado, Filing 2 Final Plat.

Debbie Pinello continues to do an outstanding job managing the Ute Pass Cultural Center. Improvements made to the facility include new pressure assist toilets for the men's room, all 60 watt bulbs switched to compact fluorescent bulbs and the Christmas Tree was lit with LED Lights.

## PLANNING DEPARTMENT

**Sally W. Riley, AICP, Planning Director**  
**Amanda Schofield, City Planner/Code Enforcement**

**Maggie Weien, Administrative Assistant**

| DEVELOPMENT PERMITS             | 2005 | 2006 | 2007 |
|---------------------------------|------|------|------|
| Zoning Development*             | 274  | 188  | 250  |
| Single Family Residences        | 74   | 38   | 30   |
| Multi-Family Residences         | 13   | 13   | 0    |
| Signs                           | 36   | 31   | 58   |
| Home Occupations                | 5    | 9    | 2    |
| Subdivisions                    | 12   | 13   | 4    |
| Subdivision Exemption Plats     | 5    | 2    | 2    |
| Subdivision Extensions          | 1    | 1    | 0    |
| Zoning Requests                 | 5    | 3    | 1    |
| Site Plan Reviews               | 7    | 5    | 4    |
| Conditional Use Permits         | 8    | 4    | 7    |
| Annexations                     | 1    | 0    | 0    |
| Variances/Appeals               | 10   | 11   | 8    |
| ROW/lot line/easement Vacations | 2    | 3    | 5    |
| Flood Hazard Development Permit | 1    | 1    | 3    |

\*Includes interior finishes, accessory buildings, garages, decks, fences, roofs, additions and commercial buildings.

| 2007 SUBDIVISION<br>- FINAL PLATS | LOTS                    | ACRES          |
|-----------------------------------|-------------------------|----------------|
| Wal Mart Center                   | 4 tracts & 6 lots       | 45.094         |
| Tamarac Tech Park #4              | 8                       | 25.59          |
| Paradise of Colorado #2           | 29                      | 25.22          |
| Fairway Pines #2C-Exempt.         | 8                       | 3.21           |
| Steffa's #4-Exemption Plat        | 2                       | .50            |
| Vectra Bank Minor Sub.            | 2                       | 2.93           |
| <b>TOTALS</b>                     | <b>55 Lots/4 Tracts</b> | <b>102.544</b> |

| 2007 SUBDIVISION<br>- PRELIMINARY PLATS | LOTS      | ACRES        |
|---|-----------|--------------|
| Tamarac Tech Park #4                    | 8         | 25.59        |
| Top of Paradise #1 Extension            | 58        | 56           |
| <b>TOTALS</b>                           | <b>66</b> | <b>81.59</b> |

| 2007 SITE PLAN REVIEWS                      |
|---|
| Jet Construction – 319 South Avenue         |
| Larry's Meat & Butcher Shop – 422 E. Hwy 24 |
| Sawgrass at Shining Mountain Tract B        |
| Help the Needy – 117 N. Center Street       |

| RESIDENTIAL STARTS |           | POPULATION |      |
|--------------------|-----------|------------|------|
| 1998               | 78        | 1970       | 1022 |
| 1999               | 70        | 1980       | 2634 |
| 2000               | 77        | 1990       | 4610 |
| 2001               | 67        | 2000       | 6515 |
| 2002               | 60        | 2001       | 6953 |
| 2003               | 73        | 2002       | 7014 |
| 2004               | 90        | 2003       | 7078 |
| 2005               | 82        | 2004       | 7142 |
| 2006               | 42        | 2005       | 7337 |
| 2007               | 30        | 2006       | 7284 |
| <b>AVERAGE</b>     | <b>67</b> | 2007       | 7363 |

In mid-2007, Sally Riley was promoted from City Planner to Planning Director when former Planning Director Joe Napoleon accepted the position of Executive Director of the Downtown Development Authority (DDA). The City Planner position became blended with Code Enforcement and Amanda Schofield joined the team filling that joint position in September.

The Planning Department processed 52 more zoning development permits in 2007 than in 2006. Although residential housing starts declined relative to 2006, new development for commercial projects and subdivision infrastructure improvements remained strong.

The DDA continued to make progress on the details of the Woodland Station Redevelopment Project. Establishment of the Woodland Station Overlay District, completion of a Board-adopted site plan, and continued work on utility, landscape, drainage and traffic plans made 2007 a productive year. The DDA opened a new office in the Central Business District, and the developers of Woodland Station and the DDA look forward to a ground breaking in 2008!



Additional 2007 milestones include:

- Keep Woodland Park Beautiful hosted the Great American Spring Clean-up with a record 135 volunteers attending.
- Adopted International Building Codes and updated IGA with Teller County.
- Provided legal training for the Board of Adjustment which heard 7 cases in 2007.
- Participated on Teller County Housing Advisory Board and the Ute Pass Historical Society.
- Completed survey of 38 historic sites using a State Historical Fund Grant; unveiled Landmark Plaque at the Cultural Center; and published Chimney Poster.
- Implemented the Mountain Pine Beetle abatement and education program.
- Collaborated with Parks and Recreation Department establishing the Downtown Walking Mile.
- Facilitated various projects that aim to establish recycling centers in Woodland Park.

## POLICE DEPARTMENT

**Robert J. Larson, Chief of Police**  
**John Gomes, Deputy Chief of Police**  
**Suzanne Leclercq, Teen Court Coordinator**



The Woodland Park Police Department's mission is to provide police services with integrity and a commitment to excellence, in partnership with our community. The Department handled 20,731 calls for service, 1,275 cases, 493 traffic accidents, and made 393 arrests during the year of 2007. The seriousness and complexity of cases has changed. Officers handled many more identity thefts and frauds.

### Patrol

When people think of the police, they usually have the uniformed patrol officer in mind. Patrol



officers are the people who are awake working when most of us are sleeping. They are the people who have to patrol our streets when the storm is too bad for the rest of us to be out. Patrol officers provide the majority of the police services, arrest the most criminals, seize the most drugs, investigate most of the crimes, and protect us, our homes, and our businesses. Patrol provides crime prevention services to private persons.

### Dispatch

The Dispatch Center is the E 911 center for Woodland Park and is part of the El Paso Teller

**Rawlin Sowell, Dispatch Supervisor / Officer**  
**Jan McKamy, Victim Services**  
**James Halloran, Detective Sergeant**

911 system. Dispatch also handles non-emergent calls for police service and serves as brokerage for after hours City services. Dispatch maintains the police records management system and participates in the National Incident Based Reporting System.

### Investigations

The Investigations Section handles pattern crimes, child abuse, frauds, and major crimes referred from Patrol. A detective is assigned to the Metro Narcotics Unit on the Methamphetamine Laboratory Investigations Team. The Investigations Section also provides crime prevention and mitigation assistance to local businesses. Detectives handled three suspicious deaths which were initially considered homicides. One was ruled a suicide, one an accidental overdose of an illegal drug and one remains open.

### Victim Assistance

The Woodland Park Police Department operates a countywide Victim Assistance Program, funded by the Fourth Judicial District V.A.L.E. Board. This program provided aid in two-dozen categories of criminal cases in 2007 and assisted 424 victims in working through the complexities of the criminal justice system. Four volunteers contributed over 245 hours during the year responding on-scene and following up with victims on a myriad of personal safety issues.

### Teen Court

The Teen Court 2007 session received referrals from the Woodland Park Municipal Court for 57 Teens. The offenses of Teen Court vary. This year some of the offenses included possession of marijuana, possession of tobacco, assault possession of alcohol, disorderly conduct, vandalism and theft. Teen Court consists of students involved in National Honor Society, Ladies Ensemble, Forensics, Glee Club, Student Government and various athletics. The majority of our volunteers were defendants who have completed their Teen Court responsibilities, and continue to donate their time. Teen Court is becoming proactive in Middle School, presenting mock sentencing hearings and discussing responsibility and accountability.

## PUBLIC WORKS

**William Alspach, Director**  
**Pat Mancini, Administrative Assistant**  
**Keith Wilcox, Construction Inspector**  
**Jeff Moreland, Streets Crew Chief**

**Mark Mackel, Fleet Maintenance Crew Chief**  
**Bruce Vanderpool, Parks, Buildings, and  
Grounds Crew Chief**

The goal of the Public Works Department, which is comprised of Streets; Fleet Maintenance; Engineering Services; Parks, Buildings, and Grounds; and Capital Projects; is to provide and maintain for our citizens infrastructure and recreational facilities that are safe, functional, and aesthetically pleasing.

### Streets

Our Streets crew saw a leadership change in 2007. Jeff Moreland assumed duties as the Crew Chief in May and has provided outstanding leadership and management for the team. Three new operators were also hired, trained and have all received their Commercial Drivers Licenses (CDL). Significant Streets projects included snow removal, crack sealing, tree removal, cemetery support and maintenance activities necessary to ensure compliance with the City's, State issued Construction Stormwater permit for Meadow Wood Park.



### Capital Projects

We completed the design of the State Highway 67 improvements (from the intersection with US 24 north to Evergreen Heights Drive). Blue Ridge Construction was selected as the construction contractor and mobilized to Woodland Park in late 2007. Construction of the SH 67 improvements is scheduled for completion in 2008. Engineering design work for the Rampart Range Road Sidewalk improvements also progressed such that construction will commence and should be finished in 2008. Projects at Meadow Wood Park in 2007 included substantial improvements for the Blue Field including construction of a large retaining wall, perimeter fencing and outfield lighting. Our City crews finished up the year with construction of a temporary parking lot for the new artificial turf soccer fields along with numerous erosion and sediment control projects.



### Parks, Buildings, & Grounds

The Parks, Buildings and Grounds crew worked diligently to keep Woodland Park looking beautiful. The crew continued to maintain our recreational facilities in a safe and useable condition. They successfully maintained the streetscape along US 24 and once again did a fantastic job keeping the banners current and setting up the holiday decorations.

### Fleet Maintenance

This three man team of multi-talented mechanics continues to be the behind the scenes experts in keeping our fleet operational and safe. This crew had one member retire but quickly filled the position with a very experienced and capable senior mechanic. Thirteen new, more fuel efficient replacement vehicles were added to our fleet and the old vehicles/equipment retired and sent to auction.



### Engineering Services

Our Construction Inspector continues monitoring the construction of single-family homes, as well as commercial projects. He had a very busy year supervising the construction of the new Wal-Mart store, and two large residential developments (Paradise of Colorado and Stone Ridge). Our Public Works staff also kicked off a comprehensive Pavements Management project with Stantec Consultants that will provide a multi-year plan to resurface and maintain the paved streets and roads throughout the community. We also began the review and updating of the City's Engineering Specifications with assistance from Matrix Design Group. Last revised in 1981, the Engineering Specifications are being reviewed to ensure their adequacy and relevance and revise any obsolete or out-of-date specifications.

## UTILITIES

**Jim Schultz, Utilities Director**  
**Barb Larsen, Utilities Technician**

**Larry Watters, Chief Water Operator**  
**Mike Louritt, Chief Wastewater Operator**  
**Bob Katcher, Field Services Crew Chief**

The Woodland Park Utilities Department provides the community with a reliable supply of high quality drinking water and advanced wastewater treatment. The department has 15 employees. The City Council is the governing body for Utilities, with input provided by the Utilities Advisory Committee.

### Water Treatment

The City provides water to approximately 3600 homes, businesses and institutions in our community. Water is also available in storage to meet the extra demands of events such as fires and water main breaks.



The new 420,000-gallon Paradise water tank provides additional reliability and fire protection to the Forest Edge/Country Ridge water service area, while also serving the new residential area above Majestic Parkway and Thunderbird. This high-pressure zone is scheduled to extend better water pressure and fire protection to Kings Crown Road residents in the summer of 2008.

### 2007 Water Facts

MGD = million gallons per day

GPD = gallons per day

- 2007 average population served - 8,500
- Peak 7-day demand - 0.93 MGD (July 1-7)
- 2007 total raw water per capita - 87 GPD
- New 2007 residential water taps - 30
- New 2007 multi-family water taps - 0
- New 2007 commercial water taps - 5

### Water Conservation

Precipitation over the last two years has eliminated the short-term water shortage. Woodland Park can enjoy the current wetter conditions and the resulting more abundant water supply. However, we must continue to plan for future dry years. Long-term water conservation practices must be a way of life in

Woodland Park. Water customers are doing very well in this area by continuing conservation practices initiated during the drought.

### Water Resources

In 2007, just as in 2006, 69% of the City's raw water came from local wells and springs; 31% was piped in from Woodland Park's transbasin water rights. Continued improvements are planned for the City's well field near the golf course, increasing reliability for existing customers and providing water for moderate City growth toward a planned population of 11,800.

### Wastewater Treatment

The City's existing wastewater plant has been in service 24/7 since September 1992. The plant provides adequate treatment to meet discharge limits, but is now loaded near its organic capacity. A plant expansion is being planned and designed for construction in 2009-10. The expanded plant will have a design capacity of 1.2 million gallons/day and will serve a population up to 13,000. Water quality will not only meet required discharge standards but will also meet requirements for reuse on the adjacent golf course.

The vast majority of the existing plant will be reused in the plant expansion. All the tankage will be reused and all equipment but the current chlorination-dechlorination equipment will be reused. Chlorination-dechlorination disinfection equipment will be replaced with ultraviolet light disinfection to reduce potential hazards to operators, the surrounding community, and to the receiving stream. Sludge solids will continue to be composted for reuse as a soil amendment.

### Field Services

The Field Services crew helps customers investigate high water use problems, repairs water main leaks, locates underground utilities, reads and repairs water meters, cleans sewers and installs new fire hydrants.



City of Woodland Park  
220 W. South Avenue, Woodland Park, CO 80863  
(719) 687-9246 telephone ▪ (719) 687-5232 fax  
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*This report was prepared for the community as required by the City of Woodland Park Home Rule Charter. Further departmentalized details can be obtained by contacting City Hall at 687-9246.*