
CITY OF WOODLAND PARK ANNUAL REPORT TO THE COMMUNITY



Crestwood Park

**FOR THE YEAR ENDED
DECEMBER 31, 2008**

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. On April 8, 2008, Councilman Steve Randolph was elected to a two-year term as Mayor. Betty Clark-Wine, John DeVaux and George Parkhurst were elected to serve four-year terms on City Council. Eric Smith was appointed on May 18, 2008 to fill the City Council seat vacated by Steve Randolph, expiring April 2010.



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.

The City Clerk is the Clerk of the Council and attends all meetings of the Council; keeps a permanent journal of the Council's proceedings; 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

Cindy Morse, City Clerk / Asst. City Manager

City Clerk's Office administers a variety of functions as outlined in the City's Charter and as directed by the City Manager. These functions include management of personnel services, risk management, records management, elections, ordinance codification, and licensing of businesses, liquor establishments, and dogs. Personnel services and risk management functions are handled by City Clerk Cindy Morse and Human Resource / Payroll Technician Therese Hall. Janell Sciacca serves as Secretary to the City Council and City Manager.

ECONOMIC / DOWNTOWN DEVELOPMENT

Beth Kosley, Executive Director

The City took a proactive step in economic development by hiring Beth Kosley in October to be the Executive Director of both the Downtown

Development Authority and Economic Development.

MUNICIPAL COURT

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

The Woodland Park Municipal Court prosecuted a total of 627 cases in 2008. This included 392 traffic infractions, 114 juvenile cases, 51 animal violations, 64 misdemeanors, and 4 sales tax/business license cases. Fourteen of the

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

cases prosecuted went to trial before the Court (*trial before a Judge*) while no jury trials were held. A total of \$53,683 in fines and fees were collected during the year resulting in a 30% increase over those collected in 2007.

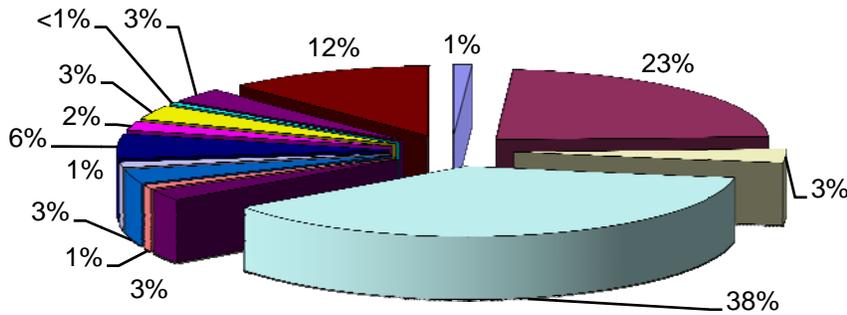
FINANCE DEPARTMENT

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

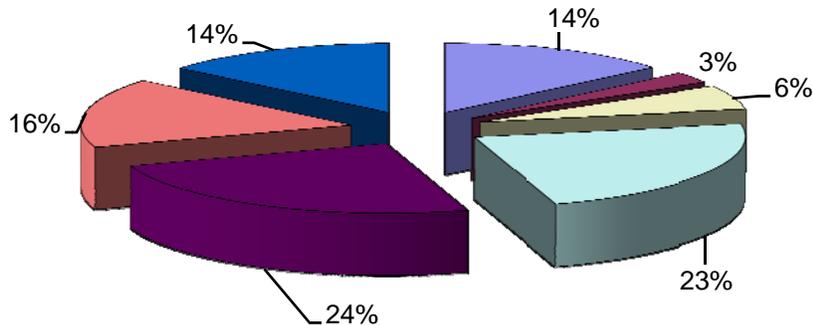
The Finance Department is responsible for all City financial and budgeting functions including revenue collection, debt and investment management, licensing, water and wastewater billing, and assuring that payroll and bills are all paid accurately and in a timely manner.

2008 GENERAL FUND UNAUDITED REVENUES \$7,343,880



■ SPECIAL GAMING IMPACT (1%)	■ PROPERTY TAX (23%)
■ SPECIFIC OWNERSHIP/CIGARETTE/SEVERENCE (3%)	■ 2% SALES TAX (38%)
■ USE TAX (BLDG/VEHICLE) (3%)	■ LODGING TAX (1%)
■ FRANCHISE TAX (3%)	■ LICENSES & PERMITS (1%)
■ INTERGOVERNMENTAL (6%)	■ CHARGES FOR SERVICES (2%)
■ CULTURE & RECREATION (3%)	■ FINES & FORFEITURES (1%)
■ MISCELLANEOUS (3%)	■ OTHER FINANCING SOURCES (12%)

2008 GENERAL FUND UNAUDITED EXPENDITURES \$7,667,720



■ LEGISLATIVE/ADMIN/COURT/FINANCE/IS (14%)	■ PLANNING (3%)
■ GENERAL SUPPORT (6%)	■ GENERAL CAPITAL (23%)
■ POLICE OPERATIONS/GAMING (24%)	■ PUBLIC WORKS/FLEET/STREETS (16%)
■ RECREATION/UPCC/PARKS, BLDGS & GROUNDS (14%)	

PARKS, RECREATION AND UTE PASS CULTURAL CENTER

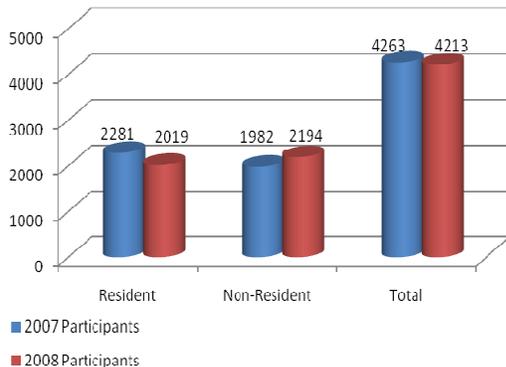
Cindy Keating, Parks & Recreation Director
Polly Bruins, Sports Coordinator

Kelly Simpkins, Parks & Recreation Assistant
Debbie Pinello, UPCC Facility Manager

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

In 2008, several new recreation programs were offered: Teen COED Softball League, Learn to Draw, Fun with Fabric, Fun with Paper, Make a Puppet, Conversational German, Adult Learn to Swim, Adult Tennis Instruction, Adult Volleyball League, Total Body Workout and Stretch and Tone.

The programs were able to meet the revenue policy recovery rate of 100% of direct costs and 20% of indirect costs. A total of 4,213 people participated in organized recreation and leisure programs through the Parks and Recreation Department. Approximately 48% are City residents and 52% are non-residents.



The Woodland Park Sports Foundation hosted the Super Series National Championships at Meadow Wood Sports Complex on July 12 – July 19 for the 12 - 14 year olds and July 26 – August 1 for the 11 year olds. A total of 220 teams participated coming from New Mexico, Oklahoma, California, Missouri, Nebraska, Texas, Arizona, Kansas and Iowa.

The City of Woodland Park has been named a Tree City USA community for 16 years by the National Arbor Day Foundation in honor of our commitment to community forestry. Our annual Arbor Day Celebration was held on April 26. The community dug up trees from a local developer's property to be transplanted in their yard.



The development of Crestwood Park was completed in the summer of 2008. A ribbon cutting and neighborhood picnic was held on July 26. The project includes two open play areas, half court basketball, playground equipment, roofed pavilion, picnic tables, benches and a loop trail with fitness equipment. Crestwood Park is the first neighborhood park to be developed in ten years. Great Outdoors Colorado awarded \$112,120 for the development of Crestwood Park in 2006.



The Meadow Wood Sports Complex Bullpen project was completed in the summer 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. GOCO supported this project by awarding a grant for \$14,226 in 2006.



The Parks and Recreation Advisory Board held seven meetings in 2008. The board reviewed and made recommendations for Stone Ridge Village, Tract F, Filing 1; 530 Chester, LLC Site Plan; and the Villas at Forest Edge.

Debbie Pinello continues to do an outstanding job managing the Ute Pass Cultural Center. Improvements made to the facility include new chairs and storage carts, new pressure assist toilets in women's restroom, fire alarm replacement, one additional security camera, removal of support post in front of display case on the boardwalk in the main room, replacement of icicle lights to LEDs and a new commercial Hoover vacuum.

POLICE DEPARTMENT

Robert J. Larson, Chief of Police
John Gomes, Deputy Chief of Police
Suzanne Leclercq, Teen Court Coordinator
Glen Jardon, Patrol Sergeant

James Halloran, Dispatch Supervisor
Jan McKamy, Victim Services
Tom Kinney, Detective Sergeant
Chuck Pizzitola, Patrol Sergeant

The Woodland Park Police Department's mission is to provide police services with integrity and a commitment to excellence, in partnership with our community.

are also responsible for sex offender registration.

Dispatch

The Dispatch Center is the E 911 center for Woodland Park and is part of the El Paso Teller 911 system. Dispatch also handles non-emergency calls for police service and serves as brokerage for after hours City services. Dispatch maintains police records and participates in the National Incident Reporting System.

Victim Assistance

The Woodland Park Police Department operates a countywide Victim Assistance Program, funded by the Fourth Judicial District Victims Assistance and Law Enforcement Board. This program provided aid in two-dozen categories of criminal cases in 2008 and assisted 435 victims in working through the complexities of the criminal justice system. Three volunteers contributed over 250 hours during the year responding on-scene and following up with victims on a myriad of personal safety issues.

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.

Teen Court

The Teen Court 2008 session received referrals from the Woodland Park Municipal Court for 47 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 many extracurricular activities from the High School. 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.

Investigations

Investigations handles major crimes, pattern crimes, sex abuse, severe child abuse and frauds. The School Resource Officer handles crimes at the school, assists with school security and instructs the DARE Program. Investigators assist local businesses with loss prevention and security planning. Some examples from 2008 include 3 theft cases with losses totaling approximately \$790,000. Arrests were made in connection with 11 burglary/motor vehicle trespass cases. The suspects in those cases are suspects in 41 other cases. Investigators

Statistics

	2007	2008
Calls	20,731	20,765
Cases	1,275	1,414
Arrests	393	450
Traffic Accidents	493	231

Although total number of calls were similar to last year the number of crimes and arrests increased due to change in patrol staffing. The change in traffic accidents reflects a change in reporting method.

PLANNING DEPARTMENT

Sally W. Riley, AICP, Planning Director
Amanda Brush, City Planner

Maggie Weien, Administrative Assistant

DEVELOPMENT PERMITS	2006	2007	2008
Zoning Development*	188	250	186
Single Family Residences	38	30	13
Multi-Family Residences	13	0	8
Signs	31	58	50
Home Occupations	9	2	4
Subdivisions	13	4	2
Subdivision Exemption Plats	2	2	0
Subdivision Extensions	1	0	0
Zoning Requests	3	1	8
Site Plan Reviews	5	4	5
Conditional Use Permits	4	7	2
Annexations	0	0	0
Variances/Appeals	11	8	3
ROW/lot line/easement Vacations	3	5	4
Flood Hazard Development Permit	1	3	0

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

2008 SUBDIVISION - FINAL PLATS	LOTS	ACRES
O'Keefe Ceramics	2	3.40
Gator Mountain Sub	1	9.24
TOTALS	3	12.64

2008 SITE PLAN REVIEWS
People's National Bank - 651 Scott Avenue
Chester Apartments - 530 Chester Avenue
The Villas at Forest Edge - 855 Forest Edge Circle
Presidio Patio Homes, Tract F, Shining Mountain PUD
SERC Building - 406 Grace Avenue

RESIDENTIAL STARTS		POPULATION	
1999	70	1980	2634
2000	77	1990	4610
2001	67	2000	6515
2002	60	2001	6906
2003	73	2002	6981
2004	90	2003	7049
2005	82	2004	7051
2006	42	2005	7155
2007	30	2006	7173
2008	21	2007	7227
AVERAGE	61.2	2008	7327

Woodland Park, fortunately, has not been impacted by the economic downturn as badly as many communities in the country; however, as some of the numbers from the Planning Department indicate, we are not immune from the country's struggling housing market. Both the number of ZDPs and SFRs are down from 2007 to 2008. Over the last 11 years, the Planning Department has issued, on average, 60 SFRs and 197 ZDPs per year, meaning 2008 was slightly below average for ZDPs, and significantly below average on SFRs.



This recent lull in building activity has given the Planning Department the valuable opportunity to update the Municipal Code in ways that prepare the City for the next surge in development. These updates to the zoning and subdivision regulations included:

1. Researching and drafting a new sign ordinance in conjunction with the Business Sign Committee;
2. Revising the subdivision regulations for Condominiums and Townhomes;
3. Adopting a Temporary Use guideline for outdoor vendors and special events; and
4. Beginning the addition of Clustered Development as an option within the Urban and Suburban residential zoning districts.

The Planning staff also worked on several special projects, including:

1. The Woodland Park Healthy Forest Initiative;
2. The grant-funded Meadow Wood Sports Complex wildfire fuels thinning project;
3. The KWPB community-wide clean-up and the grant-awarded Cigarette Litter Prevention Program that provided 9 cigarette urns to businesses and the public;
4. The Historic Preservation Committee's Historic Walking Tour Map and the historic resources survey of 39 structures;
5. The Request for Qualifications and Proposals from consulting firms for the pending Comprehensive Plan process; and
6. The Work Session with City Council on the Shining Mountain PUD.

As always, the Planning Department continues to be dedicated to supporting effective volunteer Boards and Committees. To that end staff provided training to the Planning Commission, Board of Adjustment, Historic Preservation Committee and Keep Woodland Park Beautiful Committee. A total of 40 meetings were conducted by these various citizen groups. The City also said a special "thank you" to all of these volunteers and their spouses at a Volunteer Appreciation Night in December.

PUBLIC WORKS

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

Mark Mackel, Fleet Maintenance Crew Chief
Bruce Vanderpool, Parks, Buildings & 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.

Capital Improvement Projects

2008 was an exciting year for the Public Works Department with a diverse list of accomplishments. The following projects were completed or started:

- Construction of improvements at Crestwood Park
- Widening of SH 67 from US 24 to Evergreen Heights Dr.
- Rampart Range Rd. curb, gutter & new sidewalks
- Midland Ave. curb, gutter & sidewalks
- US 24 acceleration lane at Glendale
- Construction of the new Teen Center at City Hall

Engineering Projects

The following Engineering projects were accomplished in 2008:

- Completion of the Pavement Management Road Condition Assessment and Needs Study
- Design of the Lake Ave. sidewalk improvements
- Phase I Environmental Assessment for the YMCA Recreation Center site
- Technical work and modeling for the Fountain Creek Letter of Map Revision (LOMR)
- Design of the new Teen Center
- Design of culvert grates for Fountain Creek at Sheridan Ave.
- Revisions and updating of the 1981 Engineering Specifications and distribution for public comment



Streets

The Streets Crew's significant accomplishments for the year include:

- Construction of a sediment control wall along US 24
- Management of the 2008 Streets resurfacing projects which included:
 - ✓ Mill and overlay of Paradise Circle, Midland Ave. & Log Haven Dr.
 - ✓ Chip sealing of Trout Creek Rd., Rampart Range Rd., and Kelley's Rd.
 - ✓ Cape sealing of Forest Edge Circle, Rolling Park Dr., Center St., and Parkway Ln.
- Snow removal, crack sealing, and cemetery support

Parks, Buildings & Grounds

The Parks, Buildings and Grounds Crew's significant accomplishments for the year include:

- Support to the Super Series Baseball tournament
- Construction of the fitness trail at Crestwood Park
- Installation of brass markers for the Downtown Mile
- Construction of drainage improvements, a warning track and installation of outfield lights for the Blue Field at Meadow Wood Sports Complex
- Reconfiguration and incorporation of energy-saving LED lights into the annual Christmas light displays
- Tree thinning at Meadow Wood Sports Complex in support of the Healthy Forest Initiative

Fleet Maintenance

In 2008 the Fleet Maintenance Crew

- Managed the procurement and replacement of eight vehicles
- Installed two new vehicle lifts

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. Treatment plant capacity is 2 MGD, with 3 MGD capacity in emergencies. Treated water is stored in 5 steel tanks totaling 3.94 MG.

2008 Water Facts

MGD = million gallons per day
GPD = gallons per day

- 2008 average population served - 8,500
- Peak 7-day demand -
1.17 MGD (Jul 29 - Aug 4)
- 2008 total raw water per capita - 90 GPD
- New 2008 residential water taps - 13
- New 2008 multi-family water taps - 8
- New 2008 commercial water taps - 1

Water Conservation

Precipitation over the last three years has eliminated any near-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 2008, 68% of the City's raw water came from local wells and springs; 32% was piped in from Woodland Park's transbasin water rights. Continued improvements are planned for the City's North Well Field, near the golf course, increasing reliability for existing customers and providing water for moderate City growth toward a service population of 13,000. Two additional wells (11th and 12th) and a second intake on Trout Creek are planned.

Wastewater Treatment

Recent slow growth has allowed the City to postpone the start of a wastewater plant expansion. This will minimize overlapping debt payments. The City's existing wastewater plant has been in service 24/7 since September 1992. The plant provides advanced treatment to meet discharge limits, but 2008 loading was at 89 percent of plant organic capacity. 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.

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 and maintains fire hydrants.



City Utilities employees work closely with the NE Teller County Fire Protection District to test fire hydrants and measure available fire flows.

In 2008, the Kings Crown area was switched over to the Paradise high-pressure zone to provide better daily service and better fire protection.



City of Woodland Park
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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.