

City of Woodland Park

Annual Report to the Community for the Year Ended December 31, 2009



220 W. South Avenue
P.O. 9007
Woodland Park, CO 80866

Phone: 719-687-9246
Fax: 719-687-5232
www.city-woodlandpark.org

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) Councilmembers and the Mayor. On April 8, 2008, Councilman Steve Randolph was elected to a two-year term as Mayor. Betty Clark-Wine, Jon 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

Cindy Morse, City Clerk / Asst. City Manager

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.

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. City Clerk Cindy Morse manages personnel services and risk management functions with the assistance of Human Resource and Payroll Technician Terry Hall. Janell Sciacca serves as Secretary to the City Council and City Manager.

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

MUNICIPAL COURT

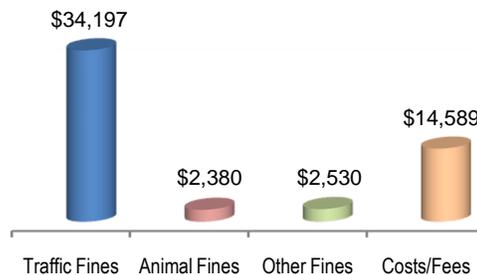
John T. Bruce, Presiding Municipal Judge
Janell Sciacca, Clerk of the Court
Denise Ackart, Deputy Court Clerk

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

2009 Cases	607
•Traffic	460
•Juvenile	70
•Animal	23
•Misdemeanor	46
•Parking	5
•Taxes/Licensing	3

11 Trials to Court were held throughout the year.

2009 Fines & Fees Collected \$53,696



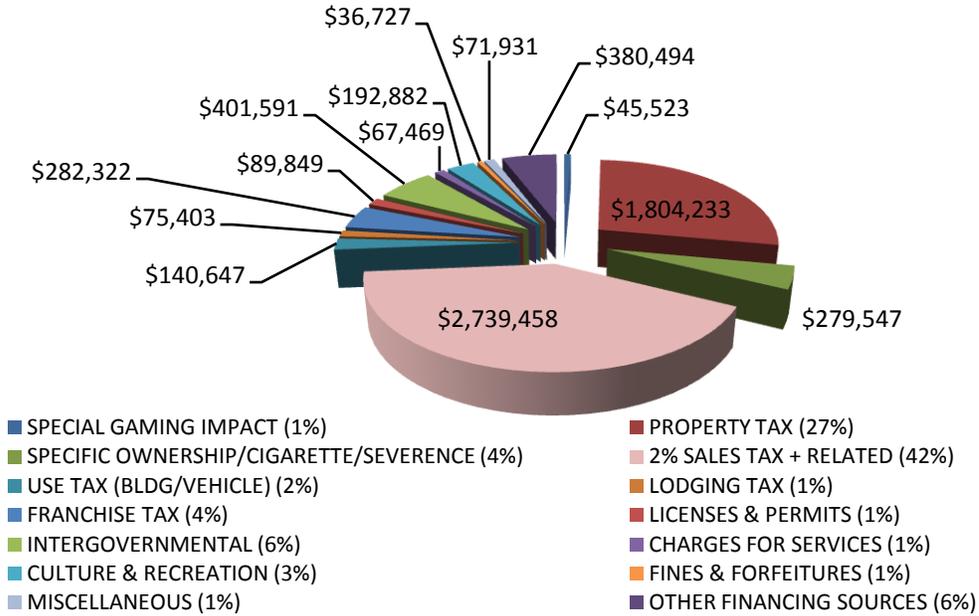
FINANCE DEPARTMENT

Kellie J. Case, Director / Treasurer
Nancy Miller, Customer Service Admin. Asst.
Teri Passafume, Utility Billing Technician

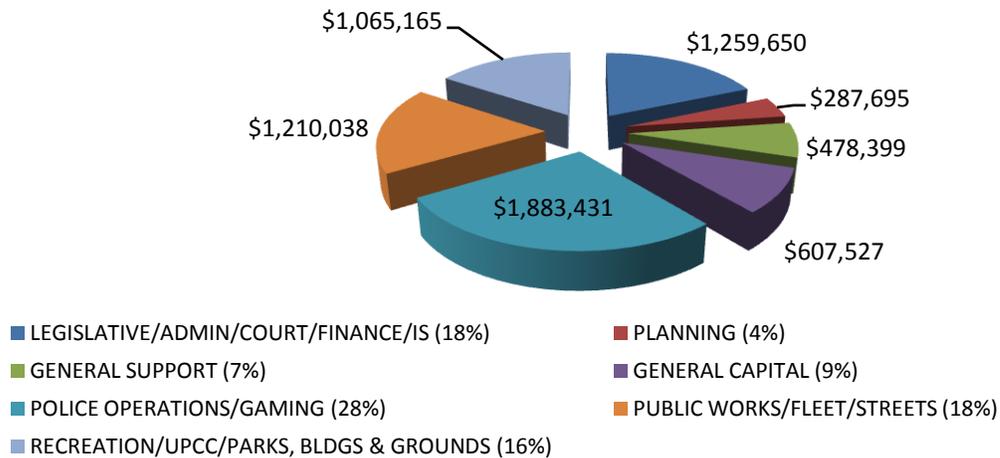
Terry Hall, HR / Payroll Technician
Kim Woodward, AP / Sales Tax Technician

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.

2009 General Fund Unaudited Revenues **\$6,608,076**



2009 General Fund Unaudited Expenditures **\$6,791,905**



PARKS, RECREATION AND UTE PASS CULTURAL CENTER

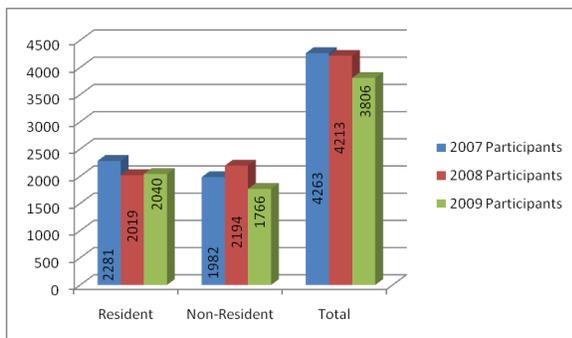
**Cindy Keating, Parks & Recreation Director
Polly Bruins, Sports Coordinator**

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

In 2009, several new recreation programs were offered: Start Smart Golf, Children's Theatre Workshop and Classes, Mayor's Cup Kids Fun Run, 3 v 3 Basketball Tournament, Energy Flow Yoga, Adult Broomball, Managing Medications, Safe at Home, Street Safe, Cheyenne Canyon Fall Photo Tour and Winter Day at the Park.



The parks and recreation programs were able to meet the recovery rate of 100% of direct costs and 20% of indirect costs. A total of 3,806 people participated in organized recreation and leisure programs through the Parks and Recreation Department. Approximately 54% are City residents and 46% are non-residents.



The Woodland Park Sports Foundation hosted the Super Series National Championships at Meadow Wood Sports Complex on July 11 – July 24. A total of 80 teams participated, coming from New Mexico, Oklahoma, Missouri, Texas, Arizona and Kansas.

The City of Woodland Park has been named a Tree City USA community for 17 years by the National Arbor Day Foundation in honor of our

**Kelly Simpkins, Parks & Recreation Assist
Debbie Pinello, UPCC Facility Manager**

commitment to community forestry. Our annual Arbor Day Celebration was held on June 9 at Crestwood Park. The community came together to help plant trees and conduct maintenance work at the park. Black Hills Energy sponsored the event by purchasing the trees, supplying manpower and providing snacks.



Great Outdoors Colorado awarded our grant request for \$200,000 to develop Red Mountain Park. Red Mountain Park is planned as an adventure park with a concrete skate park and dirt BMX park. This project is scheduled to begin the spring of 2010.

Five benches and three bike racks were purchased through a Teller County Live Well Grant. Three benches were installed in the downtown area and two benches were placed along the Centennial Trail. Bike racks were installed at City Hall, Ute Pass Cultural Center and at the Park 'n Ride.



The Parks and Recreation Advisory Board held five meetings in 2009. The board reviewed and made recommendations for Shining Mountain Tracks C, D and E, reviewed the Westervelt Annexation request and participated in the Comprehensive Plan process.

Debbie Pinello continues to do an outstanding job managing the Ute Pass Cultural Center. Improvements made to the facility include new motion sensor switches in the bathrooms downstairs and in the kitchen; a fire system upgrade; added security camera in community room; LED lights on the hotel front and bar; and wireless internet access.

PLANNING DEPARTMENT

Sally W. Riley, AICP, Planning Director
Scott Woodford, AICP, City Planner

Maggie Weien, Administrative Assistant

DEVELOPMENT PERMITS	2007	2008	2009
Zoning Development*	250	186	208
Single Family Residences	30	13	8
Multi-Family Residences	0	8	0
Signs	58	50	39
Home Occupations	2	4	8
Subdivisions	4	2	0
Subdivision Exemption Plats	2	0	2
Subdivision Extensions	0	0	1
Zoning Requests	1	8	0
Site Plan Reviews	4	5	1
Conditional Use Permits	7	2	2
Annexations	0	0	0
Variances/Appeals	8	3	2
ROW/lot line/easement Vacations	5	4	2
Flood Hazard Development Permit	3	0	0
Historic Landmark	0	0	1
TOTALS	374	284	274

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

2009 SUBDIVISION & SITE PLAN REVIEWS	LOTS	ACRES
Stewart Place #4 Exemption Plat	2	.92
CD Weaver #4 Exemption Plat	1	5.39
Las Casas at Forest Edge (Habitat)	7	.64

RESIDENTIAL STARTS	
1999	70
2000	77
2001	67
2002	60
2003	73
2004	90
2005	82
2006	42
2007	30
2008	21
2009	8
AVERAGE	56

POPULATION	
1980	2634
1990	4610
2000	6515
2001	6906
2002	6981
2003	7049
2004	7051
2005	7155
2006	7173
2007	7227
2008	7243
2009	7287

In 2009, the Department processed nearly 300 Zoning Development Permits (ZDPs) and various land use requests, a level similar to 2008, but 27% less than in 2007.

This lull in development and building activity provided the opportunity to coordinate a timely update to the 1999 City Master Plan. The Comprehensive Planning process began with the selection of Civil Resources, LLC to serve as the City's consultant. Over 100 citizen volunteers contributed their skills, insights and passions to produce a draft document for the Planning Commission's review and adoption.

In addition, the staff completed the following amendments to the Municipal Code:

- Ordinance 1111 added new subdivision regulations that provide developers the option to propose Clustered Development projects.
- Ordinance 1114 added language to Title 17 that requires developers to notify various utility companies the option to install their lines in shared trenches.
- Ordinance 1115 proposed new sign regulations to Title 18. After a thorough and careful review by the Planning Commission, they recommended approval of the Sign Ordinance on July 23, 2009.
- Ordinance 1121 amended Title 20, Flood Damage Prevention Regulations, by adopting the new digitized NFIP maps required by FEMA.
- Ordinance 1127 was drafted to adopt the 2003 International Fire Code in conjunction with the Teller County Building Department and NETCFPD.

The Planning staff was also involved with several special projects and programs, including:

- The quarterly Woodland Park Healthy Forest Initiative collaborative meetings.
- The grant-funded Community Wildfire Protection Plan for the Woodland Park area.
- The KWPB community-wide clean-up and public education programs.
- The Historical Preservation Committee's efforts to locally landmark the UPHS Museum Center and participate in the Arts, Culture and Community Heritage Comp Plan discussions.
- The Fountain Creek Letter of Map Revision (LOMR) notification and information sharing process required by FEMA.
- Joining resources with the Police Department to deal with various code enforcement complaints and violations. The Planning Department received 57 complaints in 2009.
- The processing of 30+ Temporary Use Permits for outdoor vendors and special events.

The Planning Department is proud to serve our citizens in a professional and efficient manner. Our goal is to help build the best community in the Colorado Rocky Mountains.



POLICE DEPARTMENT

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

Dispatch

The Dispatch Center is the E 911 center for Woodland Park and also dispatches other calls for public safety and city services. Dispatch maintains police records and participates in the National Incident Reporting System.

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. 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 and businesses.



Investigations

Investigators handle major crimes, pattern crimes, sex abuse, severe child abuse and frauds. The Unit is responsible for registering/monitoring Sex Offenders residing in the City. Five criminal cases with property damages of nearly \$45,000 resulted in the arrest of 4 juveniles. The Metro Vice/Narcotic Detective seized over \$201,000 in illegal narcotics. The Unit conducted Community Education Seminars throughout the year. The Detectives work uniform patrol as needed.

School Resource Officer

The School Resource Officer investigates crimes at all the schools in our community, assists with school security and teaches the DARE Program.

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 2009 and assisted 511 victims in working through the

James Halloran, Emergency Manager
Jan McKamy, Victim Services
Tom Kinney, Detective Sergeant
Amanda Ghysels, Dispatch Supervisor

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.

Teen Court

The 2009 Teen Court session received referrals from the Woodland Park Municipal Court for 32 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. 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. The Teen Court Coordinator presented at a National Underage Drinking Conference in Orlando, Florida. Teen Court Defendants are monitored for their activity until they graduate from High School. 95% of Teen Court Defendants do not reoffend.

Emergency Management

The Emergency Manager continually coordinates with other agencies, cities and counties to improve our planning and capabilities. The Emergency Manager obtained funding to attend two trainings.

The Emergency Manager along with the Dispatch Supervisor implemented the Mobile Computer Program for all police vehicles. They were also responsible for the computer aided Dispatch Protocols for dispatching Police and Fire emergency calls throughout the City.

The Emergency Manager established a Volunteer Program that logged over 750 hours of volunteer time.

Statistics

	2008	2009
Calls	20,765	20,138
Cases	1,414	1,214
Arrests	450	397
Traffic Accidents	231	233

A drop in our cases is consistent with a drop in cases nationally reported by the FBI in the first half of 2009. The second half figures are not yet available.

PUBLIC WORKS

William Alspach, PE, Director
Denise Ackart, 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

2009 was once again an exciting year for the Public Works Department with a diverse list of accomplishments. The following projects were completed or started:

- Construction of the Lake Ave. and Baldwin St. sidewalk improvements
- Upgraded the hot water system for the Zamboni Bldg.
- Coordinated and managed a volunteer project to re-paint City Hall
- Took over management of the Midland Pavilion project

Engineering Projects

The following Engineering projects were accomplished in 2008:

- Completed the Fountain Creek Letter of Map Revision (LOMR) and received FEMA approval
- Completed review and updating of the City's Engineering Specifications
- Advertised and selected URS Corp. as the City's On-call Engineering Services Consultant
- Advertised for design consulting services in support of the Fairview Sidewalk Improvement project
- Completed an initial design for a sidewalk along Valley View Dr.
- Supported the Annual Society of Military Engineers Summer Camp for High School students
- Prepared and submitted a Pre-Disaster Hazard Mitigation Grant application to the State & FEMA for Fountain Creek



New grate on Fountain Creek

Streets

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

- Construction of a grate for the Fountain Creek channel at Sheridan Ave.
- Supported moving the Calaboose to History Park
- Repaired ditch erosion and emplaced riprap along SH 67 (cooperative project w/CDOT)
- Constructed a pond embankment at the WWTP for storage of fire flow water
- Managed the 2009 Streets resurfacing projects which included:
 - ✓ Repaving of West St.
 - ✓ Chip sealing of Baldwin & Park Sts.
- Snow removal, crack sealing, and cemetery support
- Developed and implemented a sign inventory and replacement plan

Parks, Buildings & Grounds

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

- Support to the Super Series Baseball tournament
- Upgrades to the Zamboni Bldg and Ice Rink facility
- Tree thinning at Meadow Wood Sports Complex in support of the Healthy Forest Initiative
- Supported the Mainstreet Makeover project
- Supported a record number of special events

Fleet Maintenance

In 2009 the Fleet Maintenance Crew

- Managed the procurement and replacement of five vehicles
- Disposed of two obsolete vehicles

Replacement vehicles for Parks Crew



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.

2009 Water Facts

MGD = million gallons per day

GPD = gallons per day

- 2009 average population served - 8,400
- Peak 7-day demand -
0.86 MGD (Aug 19-25)
- 2009 total raw water per capita - 82 GPD
- New 2009 residential water taps - 8
- New 2009 multi-family water taps - 0
- New 2009 commercial water taps - 0

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 2009, 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 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 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 2009 loading was at 98 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 14,100. Phase I of the expansion is planned for 2010 with the final Phase II in 2011 – 2013.



The planned wastewater treatment plant upgrade and expansion will add filtration to further protect the receiving stream and to meet requirements for reuse on the neighboring 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.

The January 21, 2009, large water main break along Highway 24 and the resulting water boil order from the State was the most significant utility event of 2009. City Departments pulled together with cooperation from residents, businesses and government entities to notify, disinfect, test and restore normal service in the shortest possible time.

OFFICE OF ECONOMIC AND DOWNTOWN DEVELOPMENT

Beth Kosley, Director

Downtown Development Authority Highlights



Through a DDA Challenge Grant of \$10,000, coupled with \$20,000 from CC&V Gold Mining Company, and with loan and sponsorship help from Park State

Bank, a Mainstreet Makeover was completed. Twenty-plus Downtown buildings were renovated, a daylong festival that drew hundreds was staged, and now, the project is receiving an award for Best Project of the Year from the Chamber of Commerce. Collaboration and cooperation were key.

In completing the contract and transfer of Woodland Station Property from City to DDA, the stage was set for private-sector negotiations. A Master Developer was selected and he reached out to potential partners and collaborators. Their village concept was presented to the DDA Board in the fall. Due diligence and proforma analysis has been taking place in the ensuing months. A proposal is expected shortly.

DDA also completed reviews of several other projects: the Woodland Hardware expansion project was offered a letter of intent to create a TIF reimbursement agreement, should a new building be developed in the DDA area, as was Eagle Fire Lodge for new cabins the owners were contemplating.

Research on real estate and financing information is on-going and was provided to a dozen business and development prospects for Downtown.

- At least six parties have toured The Loft House and received information from DDA.
- Meetings have been arranged between prospects and USDA, the Governor's Energy Office (GEO) and the Colorado Economic Development Office.
- Working with the Governor's Energy Office and securing help from the Coalition of the Upper South Platte, a grant proposal was made to GEO for support of energy efficiency renovations and upgrades to Gold Hill North Shopping Center.
- DDA provided assistance about Black Hills Energy Rebates to owners where energy efficiency upgrades were made.

To enhance public spaces in Downtown, flower baskets and stands were re-introduced to downtown. Safety railings were also custom-made and installed in certain areas of downtown. The

Suzanne Brown, Program Coordinator

Midland Pavilion is underway and donations are being sought to complete its construction.

Economic Development Advisory Group

Upon the formation of the new Economic Advisory Group, an Economic Development Strategic Plan was developed with the members' help. A version of this plan was also written into the City's Comprehensive Plan Draft. Key elements of the plan are listed with progress noted:

- If just one percent of the jobs at low wages shift into a higher-paying job category, the aggregate income in the county increases by \$1.7 Million. Jobs are a key, so two companies are receiving assistance to develop projects in the Woodland Park area. If realized, over 300 jobs may be created.
- To create a more sustainable community, enhance tax revenues, export goods and services beyond the local economy, and address the needs of local businesses and residents by improving mix of goods/services. Ten new businesses opened in 2009 that added complimentary retail and services to Woodland Park. Another large service provider is receiving assistance for an expansion, as is a retailer. Retention and expansions is as important as attracting new business. Communities which welcome these types of business tend to attract more. So, through sponsorship from IREA and Pikes Peak Association of Realtors, a display unit was created that educates the community about export businesses located here. The display will rotate through bank lobbies, the library, and other public areas.
- Draw and retain entrepreneurs, innovators and other creative talent of a young demographic. Through the WP Arts Alliance, a classroom building was created in 2009 and an Art Walk begun. A work plan has been developed, too. The Economic Development Office supported both and received a Council of the Arts grant to provide packaging of myriad arts-related projects through Peak Radar and COPPER. Work also continues with Pikes Peak Community College on offering more advanced education in Woodland Park. The Office is seeking interested faculty from the area.
- Strengthen the Community Brand and messaging. Economic Development joined WRA, Chamber of Commerce, and other community leaders and attracted a grant from CC&V Gold Mining Company to facilitate the creation of a community brand and marketing plan.



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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.