

# Annual Report to the Community

for the Year Ended December 31, 2012



## CITY OF WOODLAND PARK

220 W. South Avenue  
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[www.city-woodlandpark.org](http://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 3, 2012, David J. Turley was elected to a two-year term as Mayor, vacating his Council term. Gary Brovetto, Bob Carlsen and Carrol Harvey were elected to City Council for four - year terms. John Schafer was appointed to fill Mayor Turley's vacated Council Term on April 19, 2012.



David J. Turley Mayor      Eric Smith Mayor Pro-tem      Gary Brovetto      Bob Carlsen      Carrol Harvey      Terry Harrison      John Schafer

**ADMINISTRATION**

**David Buttery, City Manager**  
**Suzanne Leclercq, 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.

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 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. Suzanne Leclercq serves as Administrative Assistant to the City Council and City Manager.

**MUNICIPAL COURT**

**John T. Bruce, Presiding Municipal Judge**  
**Suzanne Leclercq, Clerk of the Court**

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

<b>2012 Cases</b>	<b>829</b>
•Traffic	575
•Juvenile	102
•Animal	44
•Misdemeanor	99
•Parking	6
•Taxes/Licensing	3

<p align="center"><b>2012 Fines &amp; Fees Collected \$62,137</b></p> <p>Traffic Fines - \$45,159</p> <p>Other Fines - \$ 7,111</p> <p>Costs &amp; Fees -\$ 8,987</p> <p>Teen Court - \$ 880</p>
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5 Trials to Court were held throughout the year.



## Office of Economic & Downtown Development

Brian Flear, Executive Director Carol Lindholm, Program Manager

### Projects and Activities 2012

**2012 was a very busy year for the Office of Economic and Downtown Development.** There were several projects underway when the Director of several years, Beth Kosley, resigned for medical reasons. After several months during which City staff and DDA Board members went the extra mile to keep these projects moving, a new Executive Director was employed. Brian Flear, former City of Woodland Park Director of Economic and Community Affairs, was appointed.

### Economic Development

**Advertising and Promotion** The department focused on a variety of avenues to promote Woodland Park to tourists and Colorado residents. Below are just a few examples of the avenues employed:

- TV and online presence on a network channel – summer and holiday
- Radio – summer and holiday
- Mail to 50,000 persons in the “Colorado Springs Region” – summer and holiday
- Billboards in Colorado Springs – summer and holiday
- Tourist map
- Online newspaper presence – summer and holiday
- State of Colorado Tourism Guide: along with the Chamber, the City will be promoted online and in print in 2013
- Colorado Springs Business Journal – Woodland Park appeared in the 2012/2013 Business Development and Relocation Guide.

**Lodging Network** Efforts were continued throughout 2012 to support the local lodging entities, camps and retreat centers that provide a significant economic impact to Woodland Park.

**Heritage Tourism** This office participated in the map created by the Teller Historic and Environmental Coalition. The map brings attention to local cities and towns and associated points of interest.

**Downtown Planning and Beautification** Local business owners, DDA Board Members and City Staff continued to work on a "beautification" plan and design for the downtown corridor.

### Downtown Development Authority



**Woodland Hardware** In August, the DDA entered into an agreement with Woodland Hardware for their expansion and relocation into the Woodland Station property. This project is underway.

**Woodland Station Infrastructure Project** Along with Woodland Hardware, the DDA entered into an agreement with Colorado Structures, Inc. to complete the infrastructure to support the Woodland Hardware project. This will include streets, parking and associated public improvements.

**Family Dollar & O'Reilly Auto Parts** In May the DDA entered into an agreement to support the development of these two retail outlets, which are almost complete.

**Shady Lane Storm Sewer Construction Project** Along with the Family Dollar and O'Reilly projects, the DDA supported a drainage solution which will now make this location conducive to development. This project won an award from the APWA (American Public Works Association) for Project of the Year.

**Gold Hill Theatres** The DDA is participating with Gold Hill Theatres to expand and improve their facility. The hope is that the expansion will keep people in Woodland Park for entertainment.

**Miscellaneous Projects** Several additional projects were initiated in 2012 that the DDA hopes to see in 2013!

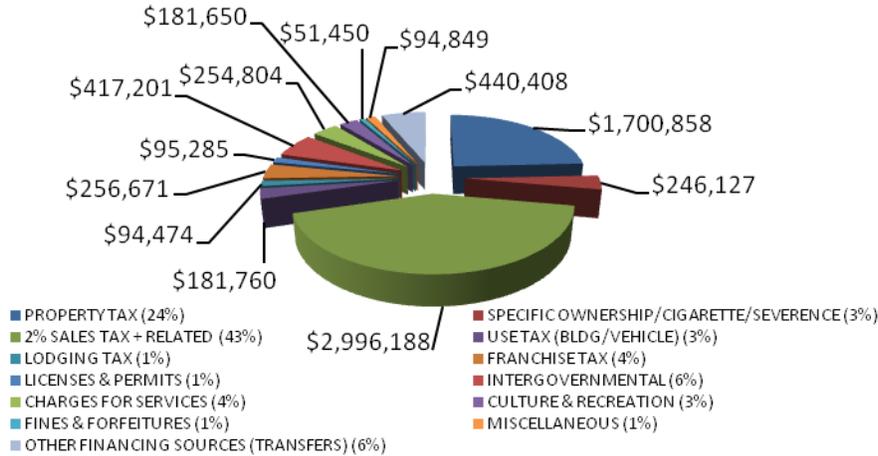
## FINANCE DEPARTMENT

**Kellie J. Case, Director/Treasurer**  
**Christie Huber, Customer Service Admin. Asst.**  
**Teri Passafume, Utility Billing Technician**

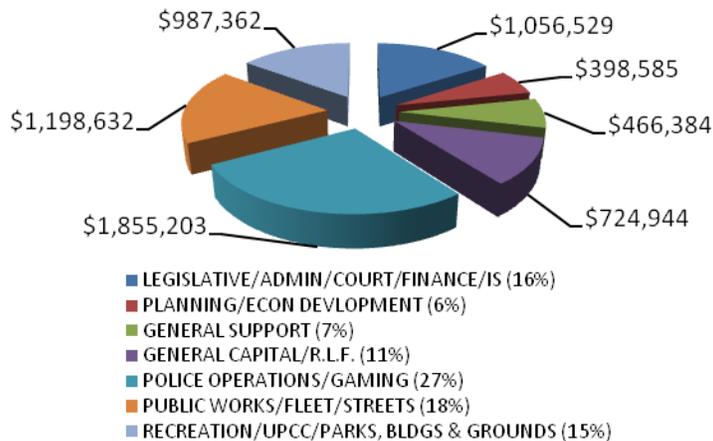
**Terry Hall, Payroll/AP/HR Technician**  
**Cheryl McMahon, Accounting/Finance Tech.**  
**Cheryl Rasmussen, AP/Cemetery**

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.

### 2012 General Fund Unaudited Revenues \$7,011,725



### 2012 General Fund Unaudited Expenditures \$6,687,639



General Fund 2012 unaudited expenses exceed budgeted amounts as approved by City Council by approximately \$150,000 primarily for Red Mountain Park parking lot, landscaping and bear-proof refuse containers.

## FUND 410 Street Capital Improvements Fund

**William A. Alspach, PE, CPESC**  
Director of Public Works

**Kellie J. Case**  
Finance Director

**Background:** The City of Woodland Park is responsible for the maintenance and rehabilitation of approximately 55 centerline miles or 110 lane miles of roads. A pavement condition survey and road needs analysis was conducted by Stantec Consulting Inc (Stantec) in 2007 to provide the City with results to assist the City staff in maximizing the efficiency of the City's road maintenance and rehabilitation programs. The objectives of this Pavement Management Program were:

- To collect the pavement performance data to assess the current condition of the City's road network;
- To estimate the future condition of the pavement network and determine the maintenance and rehabilitation requirements over the next 5 years;
- To make recommendations for an ongoing pavement management program.

Review and update of the program was completed by Stantec in late 2012 and will be reviewed and implemented by City Staff in 2013.

**2012 Re-surfacing Projects:** Projects this year included a combination of chip seal resurfacing, asphalt overlay and full depth reclamation. Major street resurfacing accomplished in 2012 included:

Full Depth Reclamation/Reconstruction:

- Woodland Drive & Park Drive
- Valley View & Crestwood Drive
- Midland Avenue
- Post Office Alley

Chip Seal Resurfacing:

- Sun Valley Drive
- Sunnywood Avenue
- Aspen Garden Way
- Piñon Ridge Drive
- Misty Pines Circle
- Glen Dale Drive
- Glen Cove Drive
- Sundial Drive
- Morning Sun Drive
- Browning Avenue

Asphalt Overlay:

- Michael Lane

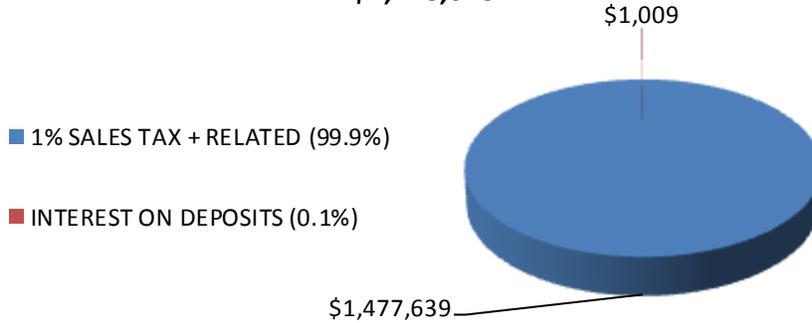
- Northwoods Drive

Our plans for 2013 include a pavement design and re-paving of Trout Creek Road from the intersection with the Sanctuary to the City Limits along with continued chip sealing throughout the City.

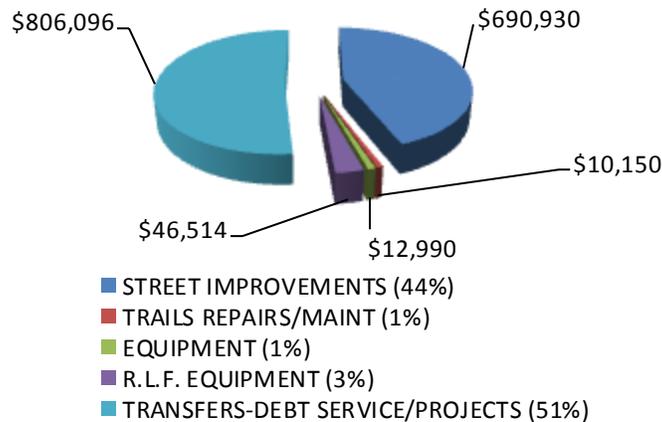


The 2012 Street Capital Improvements Fund 410 expenses exceeded 2012 revenues as a planned and budgeted use of 2011 year-end fund balance to provide resources to the General Fund for the FEMA Fountain Creek grant.

**2012 Street Capital Improvements Fund  
Unaudited Revenues  
\$1,478,648**



**2012 Street Capital Improvement Fund  
Unaudited Expenses  
\$1,566,680**



## PUBLIC WORKS

**William A. Alspach, PE, CPESC, Director**  
**Suzanne Brown, 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

2012 was once again a productive year for the Public Works Department with a diverse list of accomplishments. The following list is a sample of significant projects that were completed:

- Designed and constructed the Shady Lane Storm Sewer project, to provide an outlet for stormwater from the Tamarac Center property. This project was selected for recognition and award from the Colorado Chapter of the American Public Works Association
- Constructed a permanent asphalt surfaced parking lot for Red Mountain Adventure Park
- Supported the design and construction of the Woodland Station project and infrastructure projects required to provide services to the Wommack Ministries Sanctuary projects
- Completed reconstruction and repairs to the alley adjacent to the Main Post Office
- Placed an asphalt overlay on a portion of the Centennial Trail north of the Reserve Subdivision

### Engineering Projects

The following Engineering projects were accomplished in 2012:

- Began design of the Fountain Creek channel modifications below Sheridan Ave. This is a continuation of the FEMA Pre-disaster Mitigation Grant project from 2011
- Completed design of improvements for the East Fork of Fountain Creek to address erosion and channel degradation issues
- Completed design for a new Park and Ride lot behind City Hall and adjacent to the Senior Center
- Supported City Emergency Response operations associated with the Waldo Canyon Fire and subsequent evacuation of the eastern portion of the City
- Completed a 5 year revision to the Pavement Management plan and developed street re-surfacing goals for the next 5 years

### Streets

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

- Patched and repaired several areas throughout town to support and prepare for the 2012 street re-surfacing project
- Placed an asphalt overlay on streets in the Northwoods Neighborhood
- Completed full depth reclamation and repaving of Woodland & Park Dr., Valley View & Crestwood Dr. and Midland Ave. east of Laurel
- Applied Chip Seal re-surfacing to over 7,500 linear feet of City streets
- Plowed and removed snow, performed crack sealing operations, road shouldering and cemetery support
- Continued to implement the City's sign inventory and replacement plan
- Purchased a diminutive paving roller to improve quality of small patches and minor asphalt repairs
- Worked with CDOT to complete rockfall mitigation work along US 24

### Parks, Buildings & Grounds

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

- Landscaped several new areas along US 24, downtown corridor and Bergstrom Park
- Supported Stage 5 of the US Pro Cycling Challenge through Woodland Park
- Constructed additional shade systems for the Ice Rink at MWSC
- Supported the 4<sup>th</sup> and 5<sup>th</sup> of July events, along with a myriad of other community and special events

### Fleet Maintenance

In 2012 the Fleet Maintenance Crew

- Administered the procurement of 8 new vehicles and or pieces of equipment
- Disposed of 9 obsolete vehicles
- Completed a major rebuild and engine replacement in dump truck #14 and conversion of a former military truck to a Mobile Command Post for the Police Department

## PLANNING DEPARTMENT

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

**Lisa Parnell, Planning Administrative Assistant**  
**Rick Cirka, Code Enforcement Official**

In 2012, the Planning Department had several staff changes including the addition of a half-time Code Enforcement Official. Rick Cirka came on board as a Code Enforcement Official in August after Joe Hendrickson resigned to take a full-time position with Manitou Springs. In December, Scott Woodford resigned to move to Oregon with his family. Lisa Parnell who held the Planning Administrative Assistant position was promoted to City Planner, and Deidra Arnold was hired for the Planning Administrative Assistant position.

Four commercial projects started this year including The Sanctuary. The Sanctuary is a new campus for the Charis Bible College (rendering below). Family Dollar, O'Reilly Auto Parts, and Woodland Hardware & Rental also began construction in 2012.



The Sanctuary Rendering

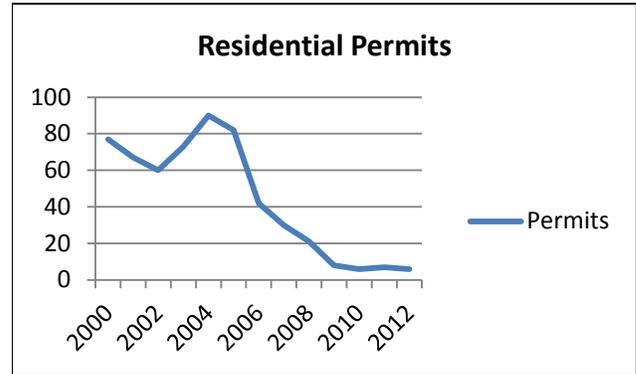
Moreover, the Planning Department was involved with several activities and projects:

- Keep Woodland Park Beautiful hosted their 10<sup>th</sup> annual City-wide cleanup with more than 50 volunteers participating in the event.
- The third annual orientation for special event coordinators and outdoor vendors was held. Twenty-two temporary use permits were issued with more than 98,500 visitors attending the various events and activities during the tourist season.

CODE ENFORCEMENT STATS	Total Complaints
Zoning Code Compliance Complaints	46
Debris/Erosion/Safety Hazard Complaints	26
Clutter/Junk Complaints	31
Mountain Pine Beetle Complaints	4
<b>TOTAL</b>	<b>107</b>

\*Out of 107 reported complaints, only three complaints remain unresolved.

**Population:** 1980: 2634; 1990: 4610; 2000: 6515; 2010: 7200; 2011: 7211 (Non-census year, 2011 is population estimate prepared by the State Demographer.)



2012 ANNEXATIONS & SUBDIVISIONS	LOTS	ACRES
Gilliam Annexation / Zoning	1	3.74
Woodland Station Subdivision – Preliminary	5	9.3
Pines Subdivision – Exemption Plat	1	3.51
Tamarac Center Subdivision – Preliminary	3	3.74
Paradise of Colorado Subdivision – Extension of Preliminary Plat	58	56
<b>TOTALS</b>	<b>68</b>	<b>76.29</b>

SITE PLAN REVIEW (SPR) & CONDITIONAL USE PERMITS (CUP)	TYPE
Choices Office Addition	SPR
Vahsholtz Automotive	SPR/ CUP
Woodland Hardware & Rental	SPR
Family Dollar Store	SPR
O'Reilly Auto Parts	SPR

PERMITS	2010	2011	2012
Zoning Development Permits	1857	475	214
Single Family Residences	5	7	6
Multi-Family Units	1	0	6
Signs - Permanent & Temporary	90	100	67
Home Occupations	2	6	8
Subdivisions - Prelim. & Final Plat	4	3	2
Subdivision Exemption Plats	3	2	1
Subdivision Extensions	2	0	1
Zoning & Rezoning Requests	0	2	2
Site Plan Reviews	2	2	4
Conditional Use Permits	2	3	5
Annexations	0	1	1
Variances/Appeals	4	3	5
Vacations of ROW & Lot Lines	2	6	1
Flood Hazard Permit	1	0	2
Historic Local Landmarks	0	0	0
<b>TOTALS</b>	<b>1,975</b>	<b>610</b>	<b>325</b>

## POLICE DEPARTMENT

**Robert J. Larson, Chief of Police**  
**John Gomes, Deputy Chief of Police**  
**Beverly Hodges, Teen Court Coordinator**  
**Glen Jardon and Chris Adams Patrol Sergeants**

**James Halloran, Emergency Manager**  
**Jan McKamy, Victim Services**  
**Tom Kinney, Detective Sergeant**  
**Karen Glenn, Dispatch Supervisor**

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 E911 center for Woodland Park and dispatches other public safety and City services. Dispatch maintains police records and participates in the National Incident Based 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 and 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

This unit consists of a Sergeant, a General Crimes Detective and a Detective assigned to the Colorado Springs Police Metro Vice/Narcotics Unit. Its responsibility is to investigate major crimes, pattern crimes, sex abuse, severe child abuse, financial fraud, and other cases assigned by the Chief of Police. This past year we saw an increase in citizens reporting property stolen from their parked vehicles and/or vehicles being stolen. The majority of these vehicles were left unlocked with valuables left inside the vehicle in plain sight. Additionally, near the end of the year an increase in retail thefts was noted. The unit is responsible for the registering/monitoring sex offenders residing in our community. Detectives conduct Community Education Seminars throughout the year; work uniform patrol as needed; and coordinate cases with the Districts Attorney's Office, Colorado Bureau of Investigations, and other law enforcement cases.

### School Resource Officer

The School Resource Officer (SRO) is a vital member of the school's staff, helping to solve problems within the school community. The SRO is an educational resource for students, teachers, administrators, and parents. The SRO provides students with a positive

role model, and a balanced view of law enforcement. The SRO is a proactive police officer dealing with all law enforcement on campus. Whether it is child abuse, truancy, disorderly conduct, theft, or some type of assault, the SRO is there to handle it quickly and professionally.

### 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 2012, assisting 355 victims in working through the complexities of the criminal justice system.

### Teen Court

Teen Court is a local diversion program operated by the Police Department in partnership with the Municipal Court. Typical offenses in 2012 involved marijuana, alcohol, tobacco, trespassing, curfew, theft, and assaults. Teen Court has proven to be beneficial to our young adults with a recidivism rate of 3%. It has been a momentous year, as our new Teen Court volunteers accomplished their roles as attorneys, jurors and bailiff. They are a wonderful asset to our program and to the Community of Woodland Park.

### Emergency Management

The Emergency Manager coordinates events requiring a major response from the City and/or its departments as well as multijurisdictional emergencies. In 2012 these included a response to a number of arson fires and the Waldo Canyon Wildfire and its forced evacuation of a portion of the City. In order to be ready for emergency responses, there is ongoing coordination with other agencies, cities and counties to improve our planning and capabilities. Other large events are tasked to the Emergency Manager such as the 2012 Pro Cycling challenge. This involved citizen groups, state and local law enforcement agencies, and volunteer organizations. Sgt. Halloran was selected by the State of Colorado as the Trainer of the Year for Colorado Terrorist Liaison Officers.

<u>Statistics</u>	<b>2011</b>	<b>2012</b>
Calls	23,449	27,317
Cases	1,520	1,209
Arrests	272	342
Traffic Accidents	264	224

## **PARKS, RECREATION AND UTE PASS CULTURAL CENTER**

**Cindy Keating, Director**  
**Polly Bruins, Sports Coordinator**

**Kelly Simpkins, Administrative Assistant**  
**Debbie Pinello, UPCC Facility Manager**

The Parks and Recreation Department continues to provide improved parks and recreation facilities and programs that enhance the quality of life for the community.

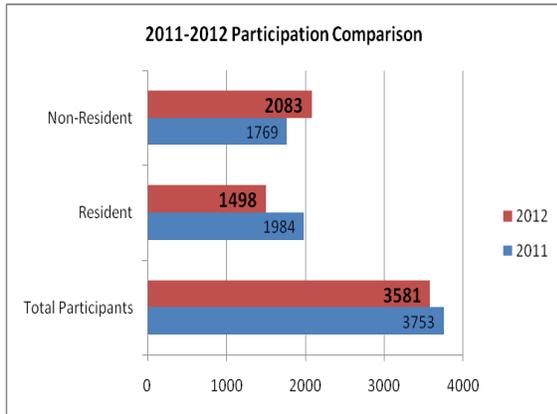
found this training to be very beneficial. This training is required on an annual basis.

In 2012, the Parks and Recreation Department purchased Recreation Software for program registration and facility reservations. We were the first department to accept online registration and payments. Since April, when the software was operational, 9% of registrations were received online. Several new recreation programs were offered this year: Gardening Above the Clouds, Zumba, Mat Pilates, Yoga for Stress Relief, Zumbatomic for Kids, and the Fitness Punch Card. Special Event partnerships continued with Teller County Chiropractic offering the Free Kids Bike Rodeo, The Resource Exchange offering Touch a Truck Day and the Woodland Music Series providing music during and after the Mayor's Cup Race.

The Woodland Park Hockey Association and Tim Thomas Foundation donated a 2003 Zamboni to the Meadow Wood Sports Complex Skating Rink in January. This will replace the 1975 Zamboni we have used for the past 9 years.



Red Mountain Adventure Park was completed with the installation of playground equipment, shade shelters, drinking fountains, benches and an asphalt parking lot.



The 20<sup>th</sup> Annual Arbor Day Celebration was held in October at Red Mountain Adventure Park. We received a \$500 Tree Grant through the CPRA Foundation sponsored by Leanin' Tree Inc. Black Hills Energy provided the \$500 matching funds for the grant. We planted 9 Aspen Clumps and 11 Potentilla Shrubs throughout the park to soften the landscape and create a natural buffer between the park and residential areas.

The parks and recreation programs maintain the program recovery rate of 100% of direct costs and 20% of indirect costs. A total of 3,581 people participated in organized recreation and leisure programs through the Parks and Recreation Department. Approximately 42% were City residents while 58% were non-residents.

The Parks and Recreation Advisory Board reviewed the City Comprehensive Plan; Parks, Trails and Open Space section and prioritized Action Plans. Their number one priority is to renovate Memorial Park while creating a "Friends of the Park" program.

The "Jake Snakenberg Youth Concussion" Act was passed requiring all youth sport coaches to be trained on recognizing the signs and symptoms of concussions, obtaining proper medical attention and information regarding the nature and risks of concussions. Coaches have

Improvements made to the Ute Pass Cultural Center this year included a new 150" projection screen for the main room, new digital signal processor and new 32" HD LCD Television; replacement of the Mackie Amp and DOD Mixer; lights were installed under the stage in the storage area, and motion sensor switches were placed in all bathrooms and along the hallway west of the stage.



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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.