

CHERRY HILLS VILLAGE
COLORADO

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

City Council Agenda
Tuesday, June 17, 2014

6:30 p.m.

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Reports from Members of City Boards and Commissions
5. Audience Participation Period (limit 5 minutes per speaker)
6. Consent Agenda
 - a. Approval of Minutes – June 3, 2014
 - b. Resolution 9, Series 2014; Concerning the Appointment of Members to the Planning and Zoning Commission
 - c. Use of 1% Xcel Undergrounding Monies to Fund a Study Session
7. Items Removed From Consent Agenda
8. Unfinished Business
 - a. Council Bill 3, Series 2014; Amending Sections 2-1-10, 2-1-40, and 2-1-50 of the Municipal Code Concerning Elections (*second and final reading*)
9. New Business
10. Reports
 - a. Mayor
 - b. Members of City Council
 - c. City Manager and Staff
 - (i) Department Monthly Reports
 - (ii) Unaudited Financial Statements
 - (iii) Public Works Accreditation
 - (iv) 2014 November Election
 - (v) Public Art Commission Member Terms
 - d. City Attorney
 - (i) 2014 Legislative Update
11. Adjournment

Notice: Agenda is subject to change.
If you will need special assistance in order to attend any of the City's public meetings, please notify the City of Cherry Hills Village at 303-789-2541, 48 hours in advance.

Minutes of the
City Council of the City of Cherry Hills Village, Colorado
Held on Tuesday, June 3, 2014 at 6:30 p.m.
At the Village Center

Mayor Doug Tisdale called the meeting to order at 6:30 p.m.

ROLL CALL

Mayor Doug Tisdale, Councilors Mark Griffin, Russell Stewart, Alex Brown, Scott Roswell, and Klasina VanderWerf were present on silent roll call. Also present were City Manager John Patterson, City Attorney Linda Michow, Community Development Director Rob Zuccaro, Police Chief Michelle Tovrea, Human Resource Analyst Kathryn Barlow, Public Works Project and Right-of-Way Manager Ralph Mason, and City Clerk Laura Smith.

Absent: Councilor Katy Brown

PLEDGE OF ALLEGIANCE

Caroline McInnes, Kendall Robinson, Leigh Waxter, Reagan Digby, Paris Coporon, Elizabeth McMillen, and Angel Richardson from the Cherry Hills Village Elementary School Bandits U10 Lacrosse Team (undefeated 2 years in a row) State Champions led the Council in the pledge of allegiance.

POLICE DEPARTMENT ACCREDITATION

Greenwood Village Chief of Police John Jackson, incoming chair of the Colorado Association of Chiefs of Police (CACP), presented the Professional Standards Compliance Award to Chief Tovrea. He explained that out of 232 local agencies in Colorado only 18% were accredited with the CACP, and Cherry Hills Village was the 44th. He noted that the process took a lot of work and could be invasive to police departments. He indicated that the Council could and should be very proud of their Police Department. He added that such an achievement required progressive and visionary leadership.

Chief Tovrea stated that it was a privilege to work with the Police Department and she couldn't have achieved the accreditation without her staff. She added that it meant a lot to her to be able to provide this type of service to the Village.

Mayor Tisdale congratulated Chief Tovrea and her staff.

MEMBERS OF CITY BOARDS AND COMMISSIONS

There were no reports.

AUDIENCE PARTICIPATION PERIOD

None

CONSENT AGENDA

Mayor Pro Tem Stewart moved, seconded by Councilor Griffin to approve the following items on the Consent Agenda:

- a. Approval of Minutes – May 20, 2014

The motion carried unanimously.

ITEMS REMOVED FROM CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Public Hearing – Request by St. Mary’s Academy for an Expanded Use Permit to Build a Community Center Building

Director Zuccaro presented an expanded use permit request from St. Mary’s Academy to build an approximately 22,722 square foot, two-story community center building. The proposed new building would be located south of the existing middle school building. The new building would increase the floor area ratio of the campus to 15%, with the allowance for the site being 23%. The height of the building was proposed at 34 feet and 4 inches above the midpoint elevation. From the finished grade on the west side of the building, the overall height was proposed at 44 feet and 10 inches. The expansion was intended to provide additional space for lower and middle school activities that were currently located in the high school building and to provide dedicated middle school foreign language, music and drama spaces. Other site improvements proposed included relocation of a concrete fire lane around the southwest portion of the proposed building, sidewalks, landscaping and exterior lighting. Staff had determined that the site’s existing drainage pond was sufficient for the proposed expansion. Staff had also completed a new traffic study and determined that traffic was lower than during the last study which was completed as part of the expansion in 1999. The applicant proposed to maintain the current number of parking spaces on campus and therefore was requesting a parking reduction of 20% under Municipal Code Section 16-16-10(c), which allows for a parking exception of up to 40%. The justification for the reduction was based on the applicant limiting special event use of the Bishop Evan Gym during regular school hours.

Director Zuccaro explained that the Planning and Zoning Commission (P&Z) had conducted a preliminary application review on November 12, 2013 and had provided the applicant with comments. They then held a public hearing on May 13, 2014 to review the full application, and voted unanimously to recommend approval with two conditions. Director Zuccaro indicated that both conditions had been met. He noted that tonight's public hearing had been noticed in the May 15, 2014 issue of the Villager Newspaper, posted on the Village Center notice board and City website. The applicant also mailed notice of the hearing to all adjacent property owners and posted a public notice sign on the property facing S. University Boulevard. He added that staff had received one letter of support for the application. He indicated that staff recommended approval of the proposal.

Councilor VanderWerf asked about the child care facility.

Director Zuccaro deferred the question to the applicants.

Mayor Pro Tem Stewart asked if there were any unstriped and unpaved areas that could be used for extra parking at St. Mary's.

Director Zuccaro replied that St. Mary's did not have any fields that were not already used for athletics or drainage. He noted that the Municipal Code required parking spaces to be paved in order to count towards the parking requirements, but that overflow fields could be used by the applicant as part of their justification for a parking reduction.

Councilor A. Brown asked about the note on the site plan which limited concurrent events rather than prohibiting them as a condition for approval of the requested parking reduction.

Director Zuccaro clarified that the agreement proposed that no special events would be held in the gym during regular school hours. He added this regulation did not apply to regular events held at the gym but only to special events which might cause additional traffic.

Diana Real of Norris Design and representative of the applicant explained that the purpose of the new building was to provide more room for the current student body and to increase congruency on the campus. She clarified that no new uses were being added to campus, but that existing uses such as the child care facility were being relocated. She noted that she and Director Zuccaro had carefully noted every room and office in order to calculate the parking requirement. She indicated that the campus had many flexible parking spaces. She thanked City staff for their help and work on the proposal. She indicated that the applicant had complied with all of P&Z's conditions for approval and had signed the development agreement.

Councilor VanderWerf asked about regulations at the child care facility.

Diedra Crier, head of St. Mary's Academy, replied that their child care facility was licensed by the state and met all state requirements.

Mayor Pro Tem Stewart asked about the northwest corner of the property.

Ms. Real replied that there was a detention pond in the northwest corner.

Councilor Griffin asked about the construction schedule.

Ms. Real replied that they hoped to install construction fencing this week and planned to complete the project in March 2015.

Councilor Roswell asked how the construction would coordinate with the BMW Golf Tournament.

Ms. Real replied that St. Mary's was in contact with Cherry Hills Country Club and Tournament officials regarding use of St. Mary's parking lots for the tournament and did not anticipate any issues. She added that the applicant had held a community open house in October and had met with the local HOA president in the spring. She indicated that the new building would not require much new lighting.

Mayor Tisdale opened the Public Hearing at 7:07 p.m. Hearing no comments the Public Hearing was closed at 7:08 p.m.

Councilor Roswell moved, seconded by Councilor VanderWerf to approve the proposal by St. Mary's Academy for an Expanded Use Permit to add an approximately 22,722 square-foot multipurpose community room building to the campus as proposed based on the findings and analysis in the June 3, 2014 staff memorandum.

The motion carried unanimously.

Council Bill 3, Series 2014; Amending Sections 2-1-10, 2-1-40, and 2-1-50 of the Municipal Code Concerning Elections (first reading)

City Clerk Smith presented Council Bill 3, Series 2014 for first reading. She explained that in the April 2012 election residents approved changing regular municipal elections from April to November and therefore regular municipal elections would be coordinated with Arapahoe County beginning November 2014. She added that State legislation passed in 2013 and 2014 had, among other things, made changes to the election timelines for municipal run elections. She indicated that because of these changes several sections of Chapter 2 of the Municipal Code needed to be updated to ensure that the proper election timelines were followed.

Councilor Roswell asked about the changes to the City Charter to clean up from the April 2012 election as discussed in the Council Retreat.

City Clerk Smith replied that those changes would have to be approved by the voters and that staff would bring a resolution to Council closer to the election for Council to consider placing those Charter amendments on the November 2014 ballot.

Mayor Pro Tem Stewart moved, seconded by Councilor Griffin to approve Council Bill 3, Series 2014, a bill for an ordinance of the City of Cherry Hills Village amending section 2-1-10 concerning conduct of elections, section 2-1-40 concerning write-in candidate affidavits, and section 2-1-50 concerning cancellation of elections on first reading.

The following votes were recorded:

Mark Griffin	yes
Russell Stewart	yes
Scott Roswell	yes
Klasina VanderWerf	yes
Alex Brown	yes

Vote on the Council Bill 3-2014: 5 ayes. 0 nays. The motion carried.

REPORTS

Mayor's Report

Mayor Tisdale reported that he would attend the Metro Mayor's Caucus tomorrow and that there were no substantive policy questions on the agenda; he would attend the DRCOG committee meeting tomorrow and there were no substantive policy questions on the agenda; he would attend the Denver South Economic Development Panel on Thursday morning; he would attend the DRCOG board meeting next Wednesday; he would attend the CML Annual Meeting in Breckenridge in two weeks. He asked if Council would like to vacate the July 1st meeting.

Council agreed to vacate the July 1st meeting.

Mayor Tisdale reported that he would participate in the South Metro Fire Rescue assessment panel for the selection of a new Fire Chief and solicited input from Council and staff. He noted that the Council Retreat had been held on Saturday and indicated that one of the issues discussed was Councilmembers, Board and Commission members, and the Mayor putting added stress on staff by asking staff directly to perform City business. He indicated that Council had discussed the need that all requests go through the City Manager. He added that this policy was addressed by Municipal Code Section 2-3-40(d). He noted that the Organizational Review Committee of DRCOG may result in policies that would be helpful to the City and indicated he would bring them to Council when they were complete.

Members of City Council

Councilor Griffin reported that the Board of Adjustment and Appeals would meet on Thursday June 5th for a study session and a variance request.

Mayor Pro Tem Stewart reported that the Utility Line Undergrounding Study Committee would meet June 5th. He added that he would request an executive session at the end of tonight's Council meeting.

Councilor Roswell had no report.

Councilor VanderWerf reported that the Public Art Commission's annual fundraiser had been a terrific event and that the hosts, Trish and Ken Green, had gone above and beyond. She added that she had received a letter from the City regarding construction on Fairfax Street and it had been very well written.

City Manager & Staff

City Manager Patterson reported that the east end of the Village Center had reached the mid-80s last week and staff was working to cool the building. He noted that staff would announce the new court clerk once their background check was complete. He indicated that Alternate Judge Wheatley would conduct a motions hearing on Friday regarding a short term rental issue. He thanked the Police Department on their work with a dignitary visit in May and congratulated them on their accreditation.

Councilor Roswell noted that Chief Tovrea had inherited City Manager Patterson's Police Department and the accreditation was a tribute to him as well.

City Manager Patterson thanked Councilor Roswell. He thanked Special Projects Coordinator Emily Kropf, Deputy City Manager and Public Works Director Jay Goldie, and the Public Works Department staff for their work on the Public Works Department accreditation, which would be completed soon. He indicated that he would work with staff on codifying Council policies and procedures as suggested by Councilor A. Brown at the Council Retreat. He congratulated City Clerk Smith and Finance Director Karen Proctor on their work on the Public Art Commission fundraiser. He thanked the Art Commission for the flowers they had sent staff. He reported that Public Works would begin chipseal next Monday and be completed by Friday, weather permitting. He noted that the Parks Department would install the climbing boulders in Dahlia Hollow Park soon and that the stumps would be installed by the end of the month. He reported that the City had received two grants from Arapahoe County Open Space.

Mayor Tisdale noted that the Arapahoe County Open Space Shareback Lunch would be held Friday June 27th and that Councilor VanderWerf would attend. He encouraged other Councilors to attend as well.

Planning and Zoning Commission Vacancy

City Manager Patterson explained that P&Z Commissioner Kassie Jensen had resigned on May 28th, and indicated that staff was concerned with achieving a quorum for the P&Z meetings that would be held prior to Council's appointment of a new commissioner. He noted that staff currently had four recent applicants and five prior applicants, and suggested that Council consider appointment from the current pool of applicants due to staff's concern with quorum.

Council agreed to work with the current pool of applicants.

Mayor Tisdale directed Councilors VanderWerf and A. Brown to evaluate the applicants and make a recommendation to Council.

City Attorney

City Attorney Michow had no report.

ADJOURNMENT

Mayor Pro Tem Stewart moved, seconded by Councilor Roswell that Council proceed into Executive Session pursuant to C.R.S. Sec. 24-6-402(4)(b) for legal advice concerning pending litigation involving 10 Viking Drive and immediately upon conclusion to stand adjourned.

The following votes were recorded:

Russell Stewart	yes
Scott Roswell	yes
Klasina VanderWerf	yes
Alex Brown	yes
Mark Griffin	yes

Vote on Executive Session: 5 ayes. 0 nays. The motion carried.

The regular meeting adjourned at 7:30 p.m.

The executive session adjourned at 7:45 p.m.

Douglas M. Tisdale, Mayor

Laura Smith, City Clerk

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ITEM: 6b

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL

FROM: LAURA SMITH, CITY CLERK

SUBJECT: RESOLUTION 9, SERIES 2014; CONCERNING THE APPOINTMENT OF MEMBERS TO THE PLANNING AND ZONING COMMISSION

DATE: JUNE 17, 2014

Background:

At the June 3, 2014 City Council meeting staff informed Council that Planning and Zoning Commissioner Kassie Jensen had resigned, and asked that Council consider filling the vacancy from the City's current pool of applicants. Council agreed to this process and appointed Councilors Klasina VanderWerf and Alex Brown to interview the applicants and bring a recommendation to Council.

Not all applicants could be interviewed by the time Council packets were finalized; therefore an incomplete resolution is included with this memo. Staff expects to present an updated resolution with the name of the recommended appointee on the dais for Council's consideration at the June 17, 2014 meeting.

Attachments:

Exhibit A: Resolution 9, Series 2014

RESOLUTION NO. 9
SERIES 2014

INTRODUCED BY:
SECONDED BY:

**A RESOLUTION
OF THE CITY COUNCIL
OF THE CITY OF CHERRY HILLS VILLAGE
CONCERNING APPOINTMENT OF MEMBERS
TO THE PLANNING AND ZONING COMMISSION**

WHEREAS, in accordance with Section 8.3 of the City of Cherry Hills Village Home Rule Charter, members of the Planning and Zoning Commission shall be appointed by the City Council for overlapping terms of three years. Each member shall be a taxpaying elector and in addition shall have resided in the area comprising the City at the time of his appointment for at least three years immediately preceding the date of appointment; and

WHEREAS, Kassie Jensen resigned prior to the expiration of her term; and

WHEREAS, applications to fill the vacancy were reviewed by the City Council; and

WHEREAS, the City Council desires to appoint _____ to complete this term as Planning and Zoning Commissioner.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE:

Section 1. The City Council hereby makes the following appointment to the City of Cherry Hills Village Planning and Zoning Commission:

<u>Name</u>	<u>Term Expires</u>
_____	September 20, 2016

Section 2. This Resolution shall be effective immediately.

Introduced, passed and adopted at the regular meeting of City Council this ___ day of _____, 2014, by a vote of _ yes and _ no.

(SEAL)

Douglas M. Tisdale, Mayor

ATTEST:

APPROVED AS TO FORM

Laura Smith, City Clerk

Linda C. Michow, City Attorney

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ITEM: 6c

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL
FROM: JAY GOLDIE, DEPUTY CITY MANAGER/DIRECTOR OF PUBLIC WORKS
SUBJECT: USE OF 1% XCEL UNDERGROUNDING MONIES TO FUND A STUDY SECTION
DATE: JUNE 17, 2014

ISSUE

In January of 2014 City Council passed a Resolution establishing a Utility Line Undergrounding Committee. The Committee has been gathering information for six months and continues to work hard to formulate recommendations for City Council to consider. One of the more difficult tasks the Committee has struggled with is getting an accurate estimate for the cost to underground not only Xcel lines, but other utilities that also share these poles throughout the City.

DISCUSSION

In order to get the most accurate numbers the Undergrounding Committee is requesting that City Council approve the expenditure of funds from the Xcel 1% fund for a study section. The Committee has chosen the eastern most portion of Quincy as a possible test section because it has both Xcel and Century Link facilities on the poles. This is important because when undergrounding electrical lines the cost to bury Century Link lines would be borne by the City or a third party such as an HOA or special improvement district. This section is probably not the highest priority section, but serves as the best area to get the most accurate costs due to the fact that the poles have both power and phone attached at this time. Staff estimates that the cost from Xcel to complete this work will be between \$30,000.00 and \$60,000.00 based on the costs associated with undergrounding the utilities for the Joint Public Safety Facility in 2012.

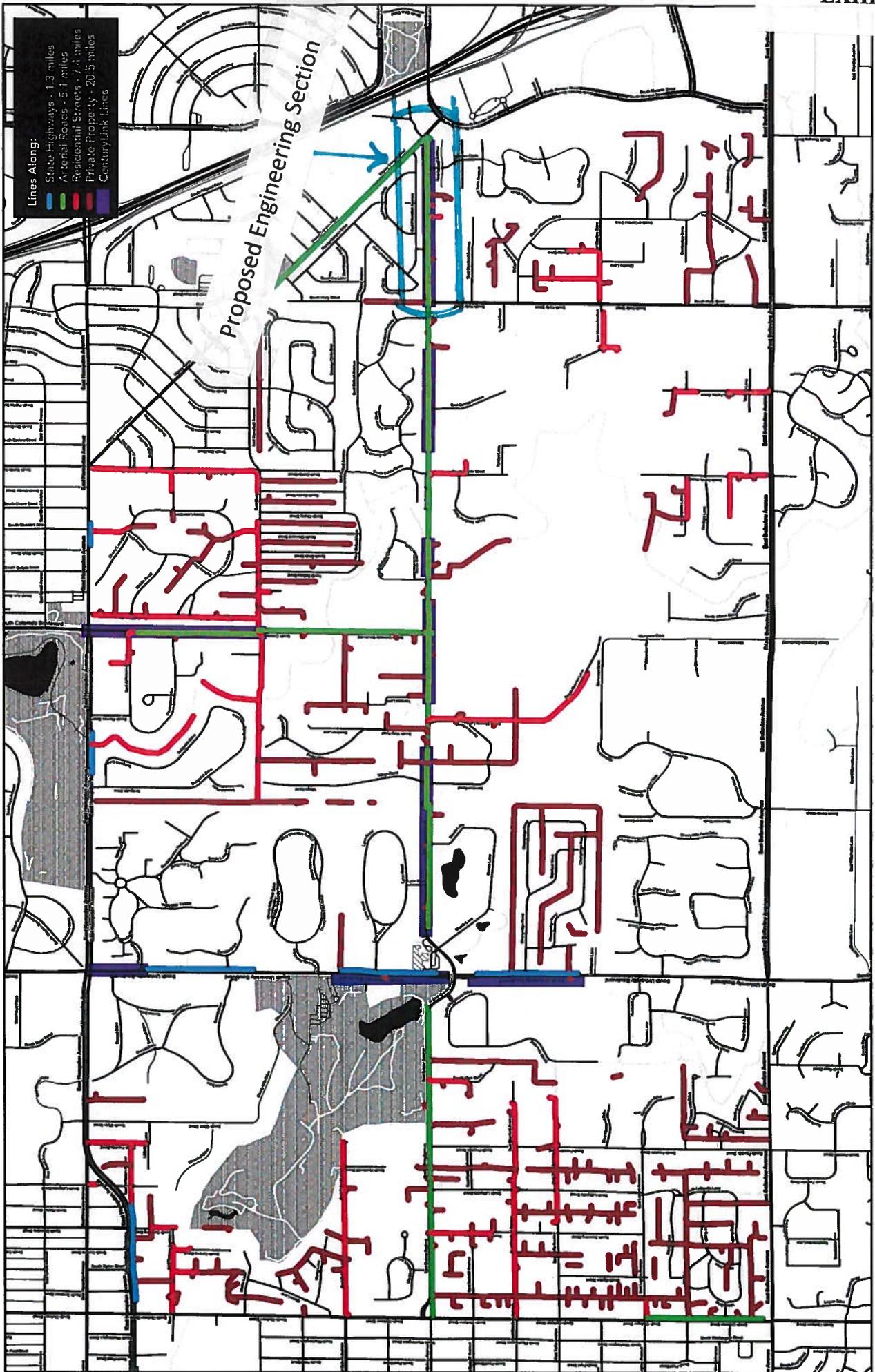
In order to get a more accurate estimate of the entire cost to underground utilities throughout the City the Committee would like to request that City Council approve the expenditure of funds from the Xcel 1% fund. Xcel requires that the engineering costs for undergrounding projects be paid for through the 1% fund. Additionally, staff has spoken to Century Link and they will produce general big picture numbers for the City at no cost. For Century Link to engineer the project fully it requires a contract with the City and appropriation of funds for the actual project to be completed. Staff believes that it is not necessary at this point to spend any additional funds to engineer Century Links facilities and that the general number will be acceptable for now.

STAFF RECOMMENDATION

Staff recommends that City Council direct the Undergrounding Committee to move forward with engineering the easterly most section of Quincy as shown in Exhibit A of this memo, utilizing the Xcel 1% fund for this purpose.

ATTACHMENTS

Exhibit A: Utility Map



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ITEM: 8a

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL

FROM: LAURA SMITH, CITY CLERK

SUBJECT: COUNCIL BILL 3, SERIES 2014; AMENDING SECTIONS 2-1-10, 2-1-40, AND 2-1-50 OF THE MUNICIPAL CODE CONCERNING ELECTIONS (SECOND AND FINAL READING)

DATE: JUNE 17, 2014

ISSUE

Shall the City Council amend the Code to update election timelines now that regular municipal elections will be held as coordinated elections in November of even-numbered years?

DISCUSSION

Background

In the April 3, 2012 regular municipal election voters approved a ballot issue to amend Section 2.3 of the City Charter to change regular municipal elections from April to November. Regular municipal elections will therefore be coordinated with Arapahoe County.

The State Legislature passed House Bill 13-1303 and House Bill 14-1164 dealing with the state election statutes. These bills address procedures for mail ballot elections, correct durational residency provisions and make other conforming changes consistent with the Uniform Election Code.

Analysis

Staff has determined that several sections in Chapter 2 related to the election timeline need to be changed in light of both the change of regular municipal elections to be coordinated with the County and the passage of HB14-1164 which incorporates new timelines for municipal mail ballot elections into the Colorado Municipal Election Code.

Council Bill 3, Series 2014 proposes several changes:

- The amendment of subsection 2-1-10(b) to clarify that that the City will utilize the Colorado Municipal Election Code for any noncoordinated election and the Uniform Election Code for any coordinated election.
- The deletion of subsections 2-1-10(c) and (d) because the timeline issues that existed with municipal mail ballot elections no longer exist after passage of HB14-1164, and because these timeline issues do not exist in the Uniform Election Code when coordinating with the County.
- Clarification of election timelines to Section 2-1-40, relating to write-in candidate affidavits.
- Clarification of election timelines to Section 2-1-50, allowing for the cancellation of elections when there are no issues on the ballot and no more than one candidate per position.

There have been no updates since first reading on June 3, 2014.

BUDGET IMPACT STATEMENT

The proposed changes will not have an impact on the budget.

STAFF RECOMMENDATION

"I move to approve Council Bill 3, Series 2014, a bill for an ordinance of the City of Cherry Hills Village amending Sections 2-1-10, 2-1-40 and 2-1-50 of the Municipal Code concerning elections on second and final reading."

ATTACHMENTS

Exhibit A: Council Bill 3, Series 2014

COUNCIL BILL 3
SERIES OF 2014

INTRODUCED BY: _____
SECONDED BY: _____

**A BILL FOR AN ORDINANCE
OF THE CITY OF CHERRY HILLS VILLAGE
AMENDING SECTION 2-1-10, SECTION 2-1-40, AND SECTION 2-1-50
OF THE MUNICIPAL CODE CONCERNING ELECTIONS**

WHEREAS, the City of Cherry Hills Village ("City") is a home rule municipal corporation organized in accordance with Article XX of the Colorado Constitution; and

WHEREAS, in the April 3, 2012 election City residents approved an amendment to Section 2.3 of the City Charter in order to hold regular municipal elections in November of even numbered years; and

WHEREAS, the City desires to coordinate its elections with Arapahoe County in November when possible to take advantage of lower costs and higher voter turnout; and

WHEREAS, coordinated elections operate with different timelines under the Uniform Election Code of 1992 than noncoordinated elections; and

WHEREAS, the State legislature amended the Colorado Municipal Election Code in 2013 and 2014 to address procedures for mail ballot elections, correct durational residency provisions and to make other conforming changes consistent with the Uniform Election Code; and

WHEREAS, passage of the state legislation necessitates amendments to the election provisions of the City Municipal Code.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE, COLORADO, ORDAINS:

Section 1. That Section 2-1-10 of the City of Cherry Hills Village Municipal Code is hereby amended to read as follows:

Sec. 2-1-10. Conduct of elections.

(a) All elections shall be held and conducted in accordance with the provisions contained in the City Charter.

(b) The City is authorized to conduct mail ballot municipal elections and to participate in mail ballot elections coordinated by Arapahoe County. The City shall utilize the requirements and procedures of the ~~Uniform Election Code of 1992, Articles 1 to 13 of Title 1, C.R.S., in lieu of the Colorado Municipal~~

Election Code of 1965, Section 31-10-101 et seq., C.R.S., with respect to any mail ballot noncoordinated election, and the Uniform Election Code of 1992, Articles 1 to 13 of Title 1, C.R.S. with respect to any coordinated election.

~~_____ (c) _____ The following time periods and procedures shall apply to the City mail ballot elections except those conducted as part of a coordinated election:~~

~~A. _____ Nomination Petitions.~~

_____ First day to circulate nomination petition _____	57 days before election
_____ Last day to circulate nomination petition _____	39 days before election
_____ Nomination petitions due to City Clerk _____	30 days before election
_____ Last day to amend nomination petition _____	32 days before election

~~_____ B. _____ Withdrawal of Candidacy.~~

~~Last day candidate can withdraw _____ 32 days before election~~

Section 2. That Section 2-1-40 of the City of Cherry Hills Village Municipal Code is hereby amended to read as follows:

Sec. 2-1-40. Write-in candidate affidavit.

No write-in vote for any City elective office shall be counted unless an affidavit of intent has been filed with the City Clerk by the person whose name is written in prior to twenty (20) days before the day of a polling place municipal election, or thirty-two (32) days before the day of a mail ballot municipal election as specified in the Municipal Election Code or Uniform Election Code as applicable, indicating that such person desires the office and is qualified to assume the duties of the office, if elected.

Section 3. That Section 2-1-50 of the City of Cherry Hills Village Municipal Code is hereby amended to read as follows:

Sec. 2-1-50. Cancellation of election.

~~(a) _____ Whenever the only matter before the voters is the election of persons to the positions of City Council Member and Mayor and if, at the close of business on the nineteenth day before said polling place municipal election, or at the close of business on the twenty-ninth day before said mail ballot municipal election, there is not more than one (1) candidate per seat to be filled at such election, including candidates filing affidavits of intent as set forth in Section 2-1-40 above, the City Clerk, if instructed by resolution of the City Council either before or after such date, shall cancel the election and by said resolution declare the candidates elected. A regular or special municipal election may be cancelled when the ballot contains no questions for the electorate to determine the~~

passage or defeat thereof and there is not more than one (1) candidate per seat to be filled at such election, including candidates filing affidavits of intent as set forth in Section 2-1-40. The City Council may by resolution delegate to the City Clerk the authority to cancel said elections on the nineteenth day before a polling place election, the twenty-ninth day before a mail ballot election, or as specified in the Uniform Election Code for coordinated elections, and to declare the candidates elected. Upon such declaration, the candidates shall be deemed elected.

(b) Notice of such cancellation of the municipal election shall be published forthwith in the legal newspaper of the City and posted at the village center in order to inform the electorates.

Adopted as Ordinance No. __, Series 2014, by the City Council of the City of Cherry Hills Village, Colorado this __ day of _____, 2014.

Douglas M. Tisdale, Mayor

ATTEST:

Approved as to form:

Laura Smith, City Clerk

Linda C. Michow, City Attorney

Published in the Villager
Published Two Times: _____
Legal # _____

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ITEM: 10c(i)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL

FROM: ROBERT ZUCCARO, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: COMMUNITY DEVELOPMENT DEPARTMENT MONTH END REPORT
FOR MAY, 2014

DATE: JUNE 17, 2014

BUILDING PERMITS SUMMARY:

	<i>May 2014</i>	<i>YTD 2014</i>	<i>YTD 2013</i>	<i>YTD % Change</i>
Total Permits	90	351	410	-14%
Total Revenue	\$135,583	\$338,126	\$288,751	17%
New Home Permits	0	1	5	-80%
New Home Revenue	\$900	\$30,285	\$100,907	-70%
Remodel/ Addition Permits	11	58	76	-23%
Remodel/ Addition Revenue	\$16,998	\$96,480	\$124,103	-22%

PLANNING AND ZONING COMMISSION:

- At the Commission's May 13th meeting, a request by St. Mary's Academy for an Expanded Use Permit to add a new multi-purpose building to the campus was recommended for approval.
- The May 27th meeting was cancelled due to a lack of agenda items.

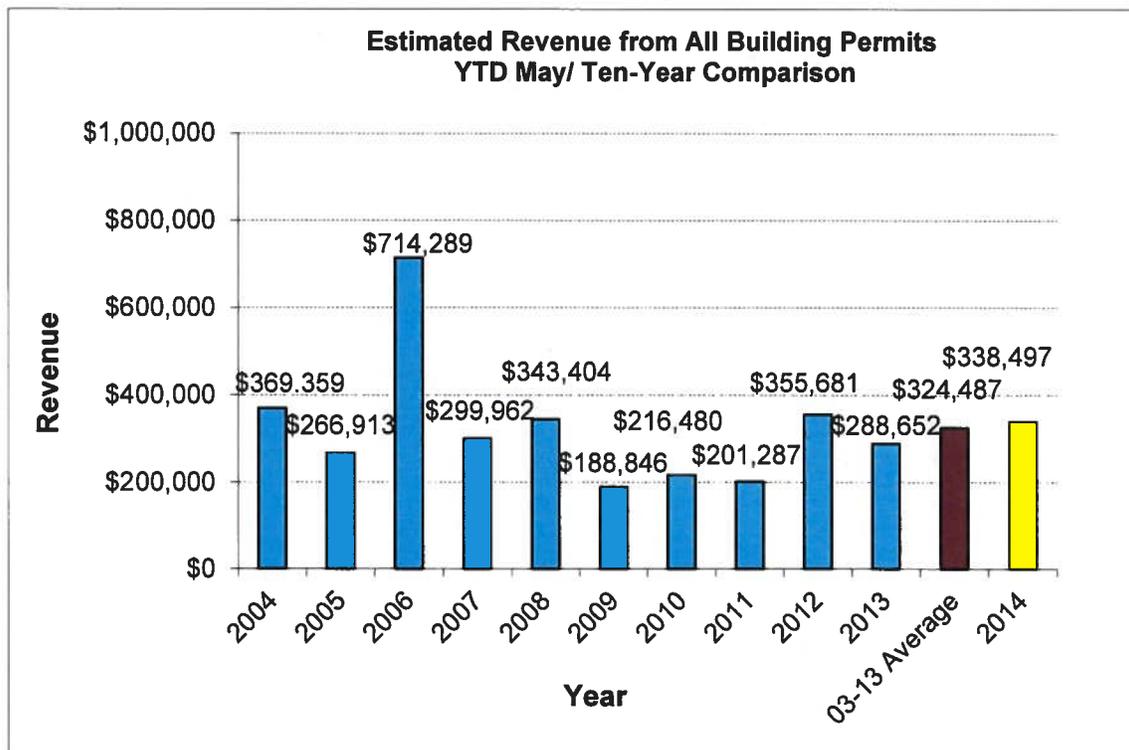
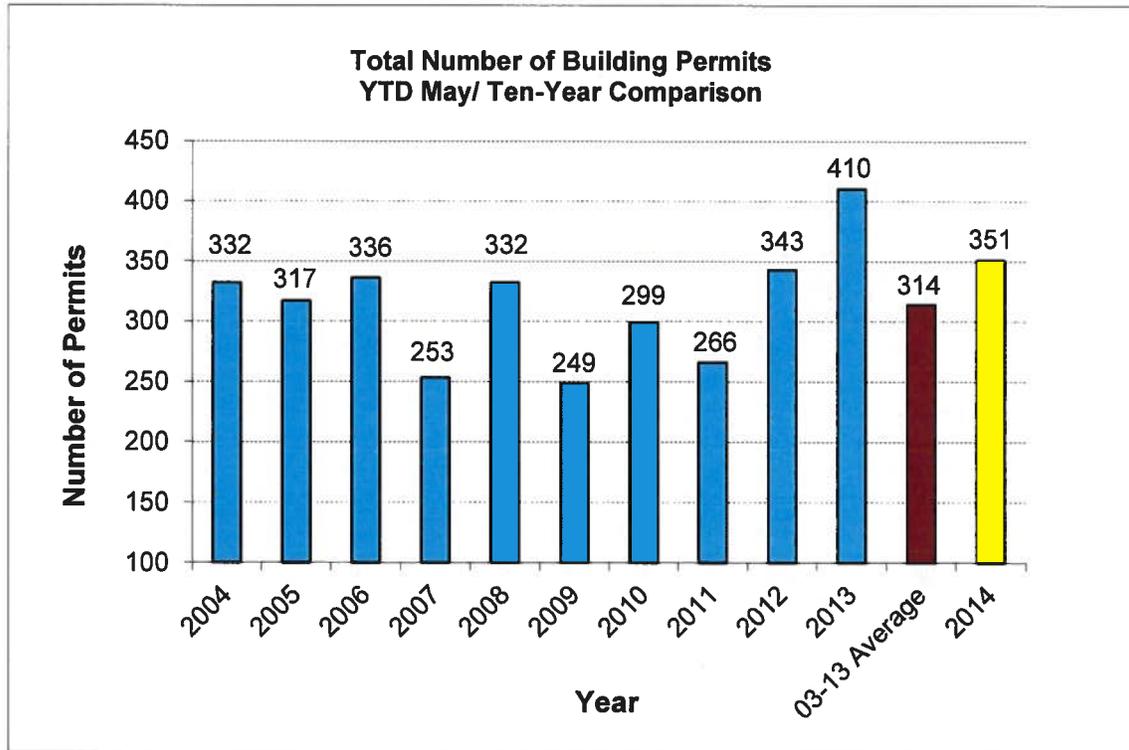
BOARD OF ADJUSTMENT AND APPEALS:

- The May 1st meeting was cancelled due to a lack of agenda items.

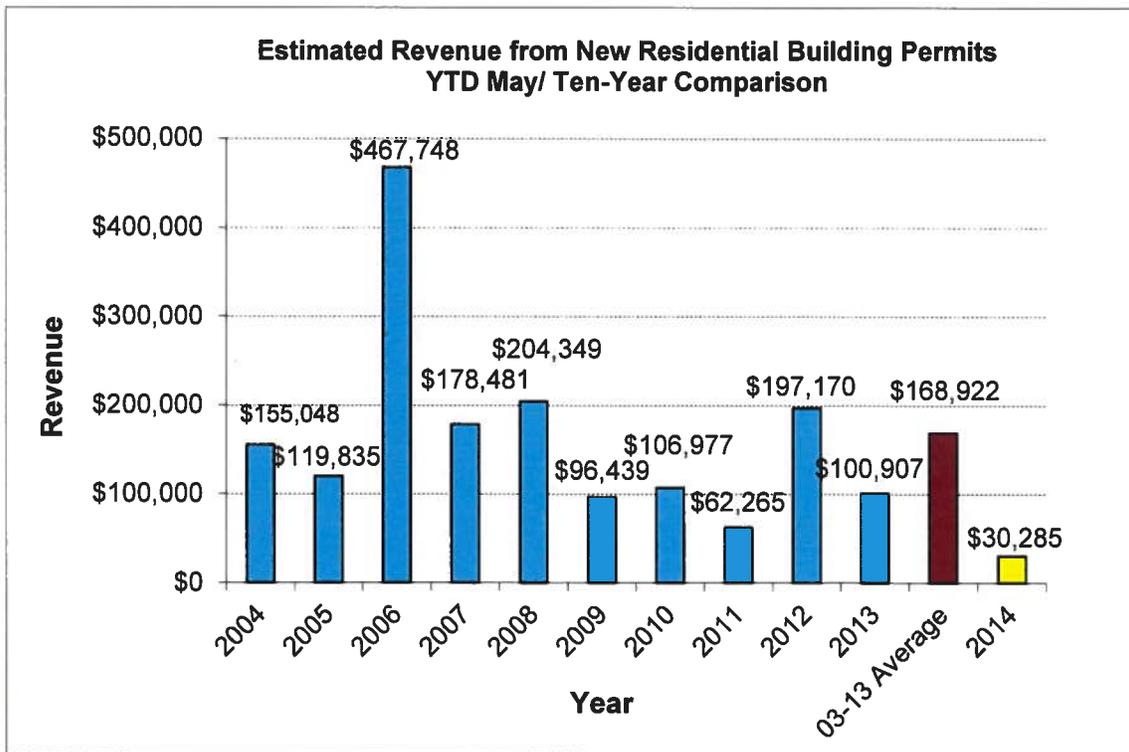
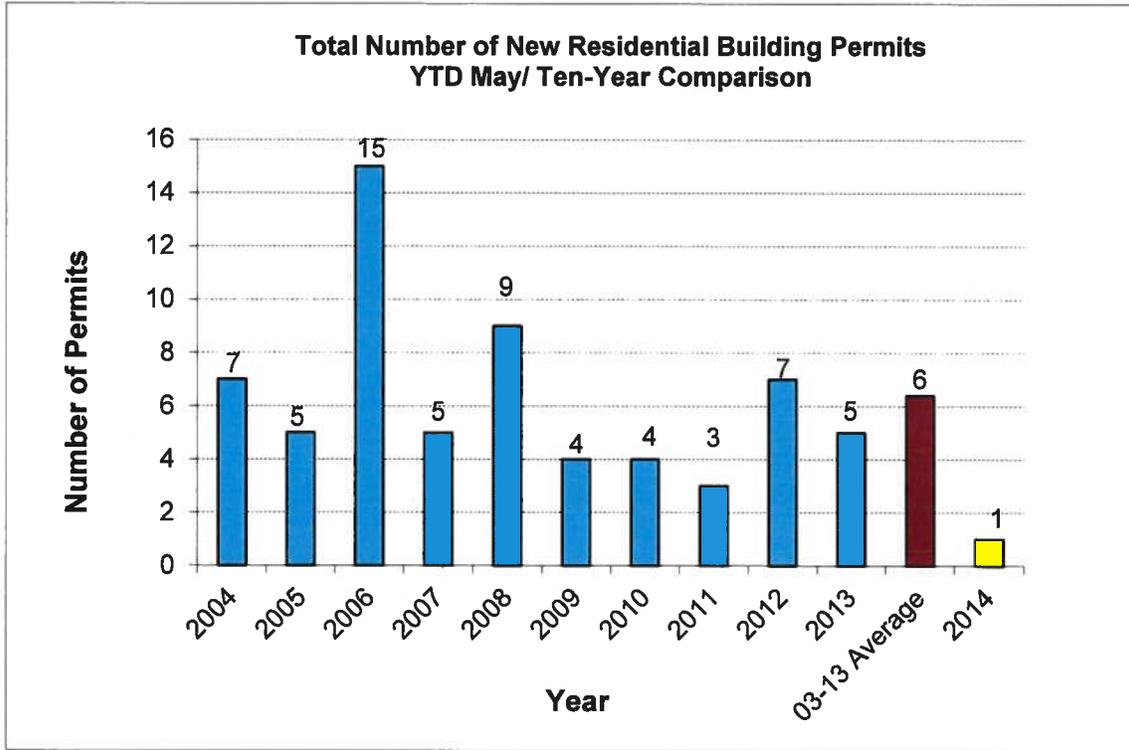
ATTACHMENTS:

Exhibit A: Year-to-Date Permit Activity Graphs
Exhibit B: Permit Summary Table
Exhibit C: Issued Permit Report

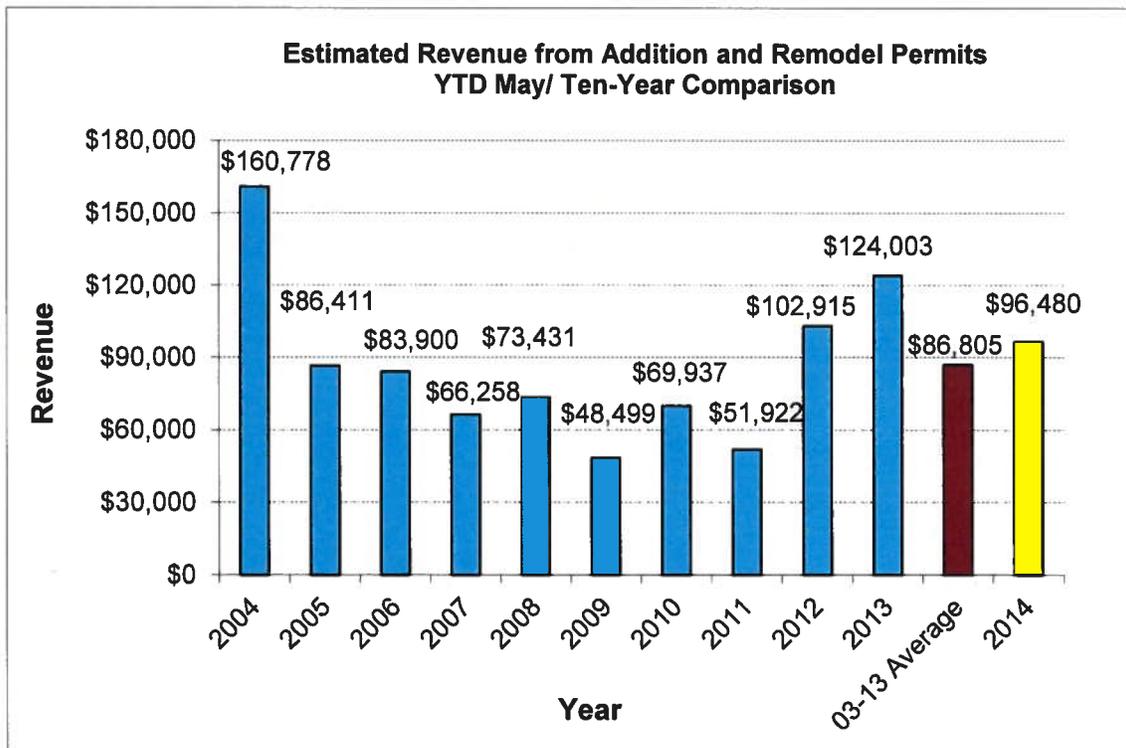
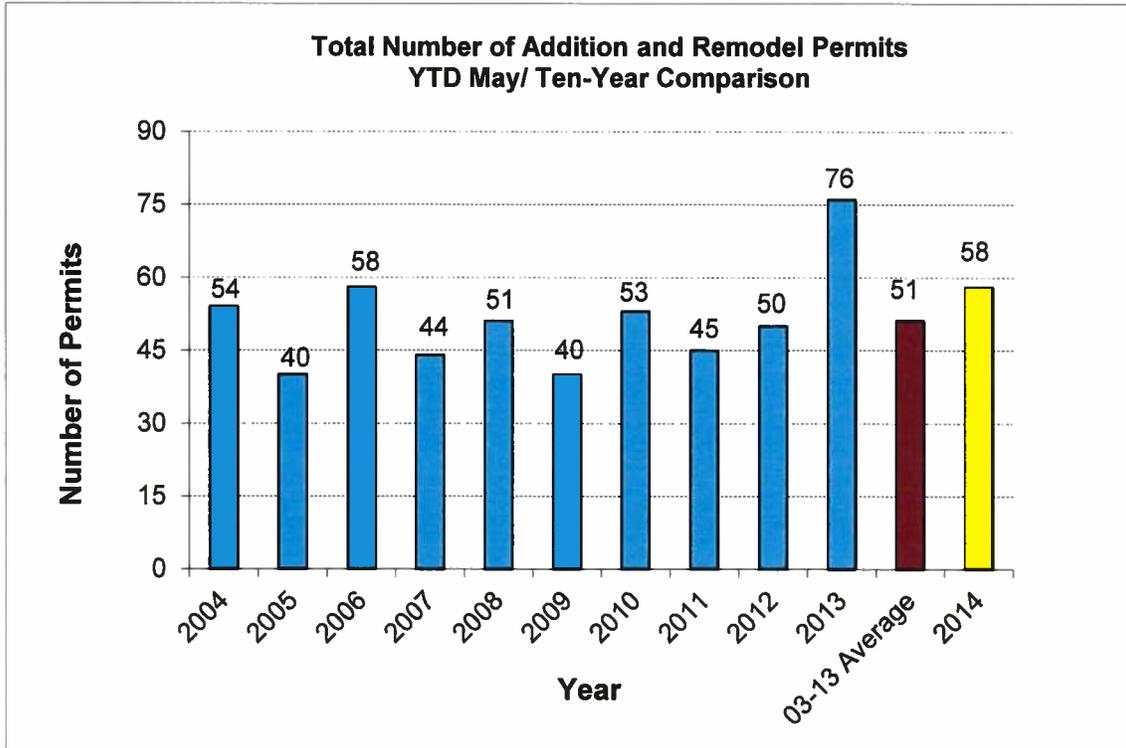
**TOTAL PERMITS
YTD THROUGH MAY
10 YEAR COMPARISON**



**NEW RESIDENCES
YTD THROUGH MAY
10 YEAR COMPARISON**



**ADDITIONS & REMODELS
YTD THROUGH MAY
10 YEAR COMPARISON**



Permit Listing - Monthly Report

Permits Issued

Grouped By: Permit Type (Asc) **Sorted By:** Work Start (Asc) **Parameters:** Date Issued Is between 5/1/2014 and 5/31/2014

Cherry Hills Village, CO
 2450 E. Quincy Avenue
 Phone : (303) 789-2541
 Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
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Accessory Structure

75234 1354 11 CHERRY LANE DR R-2 30,441 / 1,212.46
 Accessory Structure ENGLEWOOD, CO 80113-4209 Council District 6 5/6/14 / 1/5/15
 4/25/14 5/6/14 Chry Hls Annex
Description of Work: REBUILD ASPHALT TENNIS COURT WITH POST TENSION CONCRETE OVERLAY ON TOP.

75270 143 39 VIKING DR R-3 67,000 / 1,368.15
 Accessory Structure ENGLEWOOD, CO 80113-7003 5/13/14 / 1/12/15
 5/6/14 5/13/14
Description of Work: SWIMMING POOL

75267 1767 5901 E PIEDMONT DR R-1 100,000 / 1,845.00
 Accessory Structure ENGLEWOOD, CO 80111-1195 5/13/14 / 1/12/15
 5/5/14 5/13/14
Description of Work: CONCRETE POOL AND HOT TUB

75274 561 4965 S ELIZABETH CIR R-3 20,000 / 1,234.04
 Accessory Structure ENGLEWOOD, CO 80113-7159 5/15/14 / 1/14/15
 5/7/14 5/15/14
Description of Work: POOL CABANA AND FLATWORK/ FENCING

75240 54 999 E LAYTON AVE R-3 46,000 / 817.50
 Accessory Structure ENGLEWOOD, CO 80113-7016 Council District 3 5/15/14 / 1/14/15
 4/28/14 5/15/14 East Bellevue
Description of Work: CONSTRUCTION OF OUT BUILDING PER PLANS

75262 1453 26 MARTIN LN R-3 60,000 / 1,274.20
 Accessory Structure ENGLEWOOD, CO 80113-4827 Chryridge 5/16/14 / 1/15/15
 5/2/14 5/16/14
Description of Work: CONCRETE POOL AND SPA

75268 1453 26 MARTIN LN R-3 250,000 / 2,812.50
 Accessory Structure ENGLEWOOD, CO 80113-4827 Chryridge 5/27/14 / 1/26/15
 5/5/14 5/27/14
Description of Work: PATIOS, OUTDOOR KITCHEN, VOLLEYBALL COURT- GAS LINE REQUIRES SEPARATE PERMIT

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
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Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
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Total Permits Issued (Accessory Structure) : 7

Total Cost: 573,441.00

Total Fees: 10,563.85

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
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 Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
Building Permit - Other				
75258 1478 Building Permit - Other 5/1/14	4080 S IVY LN ENGLEWOOD, CO 80111-1019	R-4	HOLMES, SUSAN C / HOLMES, SUSAN C / BELL PLUMBING & HEATING / 303-757-5661	1,100 / 20.00 5/1/14 / 10/31/15 Active
Description of Work: INSTALL 50 GALLON BTU 40,000 GAS WATER HEATER				
75263 187 Building Permit - Other 5/2/14	1 E BELLEVIEW PL ENGLEWOOD, CO 80113-7026	R-4 Council District 1 Chry Vale Acrs Fing 4	DOLAN, KAREN B / DOLAN, KAREN B / LANDGRAF PLUMBING INC / 303-399-4000	2,400 / 27.00 5/2/14 / 11/1/15 Complete
Description of Work: REPLACE FURNACE				
75269 491 Building Permit - Other 5/5/14	2805 CHERRYRIDGE RD ENGLEWOOD, CO 80113-6035	R-3 Council District 1 Chryridge	RYAN, TIMOTHY M & KATHRYN R / RYAN, TIMOTHY M & KATHRYN R / TC WHITE CONSTRUCTION / 303-523-2023	7,500 / 84.38 5/5/14 / 1/4/15 Active
Description of Work: REPLACE WINDOWS LIKE FOR LIKE				
75201 143 Building Permit - Other 4/15/14	39 VIKING DR ENGLEWOOD, CO 80113-7003	R-3	CORLEY, KEVIN & BONNIE / CORLEY, KEVIN & BONNIE / HOFF'S LANDSCAPE / 303-210-6560	98,000 / 1,102.50 5/5/14 / 1/4/15 Active
Description of Work: FIRE PIT AND LANDSCAPE ADDITIONS				
75265 1509 Building Permit - Other 5/5/14	6157 E PRINCETON AVE ENGLEWOOD, CO 80111-1034	R-4	DAVID, JOSEPH E & ANNE W / DAVID, JOSEPH E & ANNE W / HORIZON MECHANICAL / 303-346-3466	1,215 / 20.00 5/5/14 / 1/4/15 Complete
Description of Work: WATER HEATER REPLACEMENT				
75272 2182 Building Permit - Other 5/6/14	45 COVINGTON CT ENGLEWOOD, CO 80113-4143	R-3A Council District 6 Highline Mdws in Chry Hls	NEAL, SUZANNE / NEAL, SUZANNE / PIPELINE SOLUTIONS / 720-312-9102	1,700 / 20.00 5/6/14 / 1/5/15 Complete
Description of Work: EXCAVATE OLD SEWER TAP				
75280 1366 Building Permit - Other 5/8/14	4300 E MANSFIELD AVE ENGLEWOOD, CO 80113-4225	R-5	SCANNELL, FRANCIS R & JUDITH H / SCANNELL, FRANCIS R & JUDITH H / DMD BUILDERS INC / 303-875-1775	63,690 / 716.51 5/8/14 / 1/7/15 Active
Description of Work: REPLACE DOORS LIKE FOR LIKE				
75281 306 Building Permit - Other 5/8/14	3 SOUTH LN ENGLEWOOD, CO 80113-7022	R-3 Council District 2 Chry Hls Vlg Acrs Amnd	WOODS, JANICE O / WOODS, JANICE O / DURBIN HEATING AND AIR CONDITIONING / Active	2,875 / 32.34 5/8/14 / 1/7/15
Description of Work: REPLACE WATER HEATER				

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
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Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
75284 1949 Building Permit - Other 5/12/14	64 CHARLOU CIR ENGLEWOOD, CO 80111-1103	R-3	KENNEALY, GREG / 303-887-2313 KENNEALY, GREG / 303-887-2313 BROTHERS PLUMBING / 303-450-4148	1,812 / 20.00 5/12/14 / 1/11/15 Complete
Description of Work: 1' GAS LINE FOR COOKTOP				
75291 1026 Building Permit - Other 5/13/14	5123 E PRINCETON AVE ENGLEWOOD, CO 80113-5019	R-4	MAURER, ROGER D / MAURER, ROGER D / REIGN OF FIRE / 303-728-4682	1,150 / 21.44 5/13/14 / 1/12/15 Complete
Description of Work: FINAL FIRE PIT SET UP ON CUSTOM FIRE PIT.				
75292 356 Building Permit - Other 5/14/14	55 MEADE LN ENGLEWOOD, CO 80113-6030	R-1 Council District 2 Meade	MEADE-CIG LLC / MEADE-CIG LLC / TONY V PLUMBING & HEATING / 303-422-80	2,000 / 22.50 5/14/14 / 1/13/15 Complete
Description of Work: REPLACE 75 GALLON GAS WATER HEATER				
75297 1324 Building Permit - Other 5/15/14	4030 S CLERMONT ST ENGLEWOOD, CO 80113-5086	R-5	EURICH, GREGORY A & MILLER, / EURICH, GREGORY A & MILLER, / CUSTOM HEATING & AC / 303-341-1900	10,100 / 113.63 5/15/14 / 1/14/15 Active
Description of Work: INSTALL 2 SWAMP COOLERS. WILL NOT EXCEED EXISTING ROOF RIDGE				
75246 1159 Building Permit - Other 4/29/14	3800 E HAMPDEN AVE ENGLEWOOD, CO 80113-4196		FIRST CHURCH OF THE NAZARENE / 303-71 35,000 / 693.75 FIRST CHURCH OF THE NAZARENE / 303-71 5/15/14 / 1/14/15 CENTERLINE SOLUTIONS / 303-993-3293	Active
Description of Work: SPRINT SITE MODIFICATION				
75206 1094 Building Permit - Other 4/17/14	5251 SANFORD CIR E ENGLEWOOD, CO 80113-5108	R-4	ROTHENGHAM, CARRIE / 720-366-1787 ROTHENGHAM, CARRIE / 720-366-1787 HAZELTON CONSTRUCTION /	20,942 / 535.60 5/15/14 / 1/14/15 Active
Description of Work: EXTEND PORCH; BUILD WALLS AND COVER WITH VENEER STONE; BUILD AND SEAL PERGOLA; INSTALL FIRE PIT				
75304 1184 Building Permit - Other 5/19/14	4021 S CHERRY ST ENGLEWOOD, CO 80113-5082	R-5	KLOSTER, JONATHAN & MARNI / 303-918-3C 14,000 / 157.50 KLOSTER, JONATHAN & MARNI / 303-918-3C 5/19/14 / 1/18/15 JONATHAN & MARNI KLOSTER / 303-918-30- Active	Active
Description of Work: REPLACE WINDOWS LIKE FOR LIKE				
75301 1229 Building Permit - Other 5/19/14	4085 S DEXTER ST ENGLEWOOD, CO 80113-5123	R-5	BRENMAN, DAVID WAYNE & / BRENMAN, DAVID WAYNE & / DONE SERVICE GROUP / 303-487-3663	1,593 / 20.00 5/19/14 / 1/18/15 Active
Description of Work: INSTALL NEW GAS LINE FROM METER TO POOL VAULT				

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO

2450 E. Quincy Avenue

Phone : (303) 789-2541

Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
75286 1567 Building Permit - Other 5/12/14 5/20/14	5700 SOUTHMOOR LN ENGLEWOOD, CO 80111-1046	R-4 Council District 5	ZURCHER, JAMES A & ANNE R / ZURCHER, JAMES A & ANNE R / INNOVATIVE DESIGN / 303-523-7454	40,000 / 750.00 5/20/14 / 1/19/15 Active
Description of Work: CONCRETE PATIO, FIREPIT, AND GRILL AREA WITH SEATING WALLS				
75308 1949 Building Permit - Other 5/20/14 5/20/14	64 CHARLOU CIR ENGLEWOOD, CO 80111-1103	R-3	KENEALY, GREG / 303-887-2313 KENEALY, GREG / 303-887-2313 TLC HEATING & COOLING INC / 303-979-388	3,300 / 37.13 5/20/14 / 1/19/15 Complete
Description of Work: INSTALL 2 50 GAL WATER HEATERS				
75311 931 Building Permit - Other 5/21/14 5/21/14	5082 E PRINCETON AVE ENGLEWOOD, CO 80113-5020	R-4 Council District 3	CONNOR, STEPHEN E / CONNOR, STEPHEN E / SELECT WINDOWS & DOORS / 303-731-239	21,000 / 236.25 5/21/14 / 1/20/15 Active
Description of Work: REPLACE EXISTING WINDOWS (LIKE FOR LIKE)				
75220 54 Building Permit - Other 4/21/14 5/21/14	999 E LAYTON AVE ENGLEWOOD, CO 80113-7016	R-3 Council District 3 East Bellevue	ARMSTRONG, CLAY / 303-210-6560 ARMSTRONG, CLAY / 303-210-6560 HOFF'S LANDSCAPE / 303-210-6560	19,800 / 522.75 5/21/14 / 1/20/15 Active
Description of Work: PATIO, FIRE PIT				
75313 910 Building Permit - Other 5/22/14 5/22/14	4275 HONEY LOCUST DR ENGLEWOOD, CO 80113-5011	R-4	LILLEHEI, KEVIN O & ANNE C / LILLEHEI, KEVIN O & ANNE C / PLUMBLINE SERVICES / 303-766-7500	500 / 20.00 5/22/14 / 1/21/15 Complete
Description of Work: REPLACE 4-6' OF SEWER LINE				
75314 1489 Building Permit - Other 5/22/14 5/28/14	5760 E NASSAU PL ENGLEWOOD, CO 80111-1022	R-4	5760 E NASSAU PLACE, LLC / 5760 E NASSAU PLACE, LLC / INNOVATIVE DESIGN / 303-523-7454	20,000 / 525.00 5/28/14 / 1/27/15 Active
Description of Work: FIREPLACE AND GRILL ADDITION TO EXISTING PATIO				
75335 1082 Building Permit - Other 5/28/14 5/28/14	5397 E OXFORD AVE ENGLEWOOD, CO 80113-5120	R-4	HOSELTON, JANE S / HOSELTON, JANE S / ELITE PIPE MD / 720-354-8543	1,900 / 20.00 5/28/14 / 1/27/15 Complete
Description of Work: SPOT SEWER REPAIR IN FRONT YARD				
75334 1170 Building Permit - Other 5/28/14 5/28/14	3650 S ALBION ST ENGLEWOOD, CO 80113-4205	R-2	BESS, HELEN F / BESS, HELEN F / ELITE PIPE MD / 720-354-8543	1,800 / 20.00 5/28/14 / 1/27/15 Complete
Description of Work: SPOT SEWER REPAIR IN FRONT YARD				

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
 Phone : (303) 789-2541
 Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
75232 1290 Building Permit - Other 4/25/14 5/28/14	3777 S DAHLIA ST ENGLEWOOD, CO 80113-4215	R-2 Harper 2	ABELSON, JEREMY & MIA / 212-671-1100 ABELSON, JEREMY & MIA / 212-671-1100 POWERS CONSTRUCTION / 303-915-9860	80,000 / 1,200.00 5/28/14 / 1/27/15 Active
Description of Work: MODIFICATIONS TO EXISTING FLATOWRK, GRADE, WALLS. PLACEMENT OF NEW FLATOWORK, ARTIFICIAL TURF AND GAS				

Total Permits Issued (Building Permit - Other) : 25

Total Cost: 453,377.20

Total Fees: 6,938.28

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
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 Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
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Construction Trailer

75319 1159 3800 E HAMPDEN AVE
 Construction Trailer ENGLEWOOD, CO 80113-4196
 5/23/14 5/23/14

FIRST CHURCH OF THE NAZARENE / 303-7(3,600 / 20.00
 FIRST CHURCH OF THE NAZARENE / 303-7(5/23/14 / 1/22/15
 HC BECK LTD / 720-215-3244 Active

Description of Work: TEMPORARY CONSTRUCTION TRAILER

Total Permits Issued (Construction Trailer) : 1

Total Cost: 3,600.00

Total Fees: 20.00

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
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Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
Demo				1,000 / 20.00
75285 1184 Demo 5/12/14	4021 S CHERRY ST ENGLEWOOD, CO 80113-5082	R-5	KLOSTER, JONATHAN & MARNI / 303-918-3054/14 / 1'11'15" JONATHAN & MARNI KLOSTER / 303-918-3054	
Description of Work: DEMO COSMETIC SURFACES				
75278 1144 Demo 5/7/14	19 CHERRY LANE DR ENGLEWOOD, CO 80113-4209	R-2	SCHMIDT, JAMES ERIK / 303-807-6674 SCHMIDT, JAMES ERIK / 303-807-6674 MONARCH SWIMMING POOLS INC / 303-757-7577	10,000 / 20.00 5/7/14 / 1'16/15 Active
Description of Work: DEMO POOL				
75289 1413 Demo 5/13/14	30 MARTIN LN ENGLEWOOD, CO 80113-4827	R-3 Council District 2 Chry His Rcho 2nd Am Flng	VILLAGE INVESTMENTS PARTNERS / INVESTMENTS, VILLAGE / 720-933-6947 VILLAGE PROPERTY INVESTMENTS / 720-933-6947	5,000 / 20.00 5/13/14 / 1'11/2/15 Complete
Description of Work: DEMO TENNIS COURT				
75296 952 Demo 5/15/14	10 BLACKMER RD ENGLEWOOD, CO 80113-6109	R-1 Council District 3 Highline Park	JONES, JANICE M / JONES, JANICE M / CORNERSTONE CUSTOM HOMES / 303-435-4355	8,000 / 20.00 5/15/14 / 1'11/4/15 Active
Description of Work: DEMO ROOF				
75293 301 Demo 5/15/14	904 E STANFORD AVE ENGLEWOOD, CO 80113-5844	R-3 Council District 4	ALLEN, STUART A & CHRISTINE S / ALLEN, STUART A & CHRISTINE S / JONES CUSTOM BUILDERS / 303-668-2644	10,000 / 20.00 5/15/14 / 1'11/4/15 Active
Description of Work: DEMO FOR REMODEL				

Total Permits Issued (Demo) : 5

Total Cost: 34,000.00

Total Fees: 100.00

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
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Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
Electrical				
75261 1774 Electrical 5/1/14	5000 S EL CAMINO DR ENGLEWOOD, CO 80111-1122	R-1	STULL, PHILIP A / 303-905-2454 STULL, PHILIP A / 303-905-2454 MCBRIDE ELECTRIC / 303-778-8787	6,500 / 152.25 5/1/14 / 10/31/15 Active
Description of Work: CIRCUITRY AND CONTROL PANEL TO NEW TENNIS COURT LIGHTING				
75259 1053 Electrical 5/1/14	2 CANTITOE LN ENGLEWOOD, CO 80113-6111	R-1 Council District 3 Lake Caniffloe	THIRY, KENT / 970-947-1500 THIRY, KENT / 970-947-1500 BRANT ELECTRIC / 720-641-2189	1,500 / 55.00 5/1/14 / 10/31/15 Active
Description of Work: ELECTRICAL FOR GREEN HOUSE				
75264 761 Electrical 5/5/14	3 RANDOM RD ENGLEWOOD, CO 80113-6105	R-1 Council District 2	ISELY, KEMPER / 303-663-8909 ISELY, KEMPER / 303-663-8909 BRANT ELECTRIC / 720-641-2189	2,500 / 65.25 5/5/14 / 11/5/15 Active
Description of Work: LANDSCAPE WIRING				
75266 1413 Electrical 5/5/14	30 MARTIN LN ENGLEWOOD, CO 80113-4827	R-3 Council District 2 Chry Hls Rcho 2nd Am Flng	VILLAGE INVESTMENTS PARTNERS / INVESTMENTS, VILLAGE / 720-933-6947 SUN WATT ELECTRIC / 303-525-0784	4,600 / 108.75 5/5/14 / 11/4/15 Active
Description of Work: ADD CIRCUITS, NEW OUTLETS AND LIGHTS				
75271 242 Electrical 5/6/14	5000 S LAFAYETTE LN ENGLEWOOD, CO 80113-7014	R-3 Council District 4 Chry-Moor Acres	BROWN, ROBERT G & / BROWN, ROBERT G & / BIGFOOT ELECTRIC INC / 720-530-3274	142 / 50.00 5/6/14 / 11/5/14 Active
Description of Work: OUTLET FOR GARAGE DOOR				
75277 659 Electrical 5/7/14	30 SEDGWICK DR ENGLEWOOD, CO 80113-4110	R-2	EDGAR, LIZ / EDGAR, LIZ / IDEAL ELECTRIC INC / 303-307-4949	10,900 / 239.25 5/7/14 / 11/6/15 Active
Description of Work: KITCHEN REMODEL AND NEW ELECTRICAL PANEL AT EXISTING LOCATION.				
75275 1453 Electrical 5/7/14	26 MARTIN LN ENGLEWOOD, CO 80113-4827	R-3 Chryridge	ADAMS, NATHAN / 720-255-4101 ADAMS, NATHAN / 720-255-4101 DEUCE ELECTRIC / 720-404-9195	1,500 / 55.00 5/7/14 / 11/6/15 Active
Description of Work: BURY LINES/ ADD PANEL				
75283 187 Electrical 5/12/14	1 E BELLEVIEW PL ENGLEWOOD, CO 80113-7026	R-4 Council District 1 Chry Vale Acrs Flng 4	DOLAN, KAREN B / DOLAN, KAREN B / POSITIVELY ELECTRIC INC / 303-423-1807	140 / 20.00 5/12/14 / 11/11/15 Complete
Description of Work: RECONNECT FURNACE				

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
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Permit Nbr / Parcel Permit Type	Address	Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
75305 Electrical 5/19/14	15 MOCKINGBIRD LN ENGLEWOOD, CO 80113-4813			NAUGHTON, CYNTHIA ANN / NAUGHTON, CYNTHIA ANN / NEWTEK ELECTRIC INC / 303-908-1662	15,000 / 326.25 5/19/14 / 1/18/15 Active
Description of Work: ELECTRICAL FOR ADDITION AND REMODEL					
75306 Electrical 5/19/14	5085 S FAIRFAX ST LITTLETON, CO 80121-2019		R-1 Council District 3	SCHRIER, DAVID M & BRENDA R / SCHRIER, DAVID M & BRENDA R / CODDINGTON ELECTRIC / 303-319-3663	4,250 / 108.75 5/19/14 / 1/18/15 Active
Description of Work: REPLACE AMP AND ADD SMOKE DETECTORS					
75302 Electrical 5/19/14	4030 S CLERMONT ST ENGLEWOOD, CO 80113-5086		R-5	EURICH, GREGORY A & MILLER, / EURICH, GREGORY A & MILLER, / POSITIVELY ELECTRIC INC / 303-423-1807	500 / 55.00 5/19/14 / 1/18/15 Active
Description of Work: WIRE TWO SWAMP COOLERS					
75309 Electrical 5/20/14	5710 DUNBARTON DR ENGLEWOOD, CO 80111-1117		R-1	STEFAN D MILLER REVOCABLE / STEFAN D MILLER REVOCABLE / JM ELECTRIC INC /	13,000 / 282.75 5/20/14 / 1/19/15 Active
Description of Work: KITCHEN LIVING ROOM REMODEL					
75312 Electrical 5/22/14	4021 S CHERRY ST ENGLEWOOD, CO 80113-5082		R-5	KLOSTER, JONATHAN & MARNI / 303-918-30 KLOSTER, JONATHAN & MARNI / 303-918-30 JONATHAN & MARNI KLOSTER / 303-918-30	8,000 / 174.00 5/22/14 / 1/2/15 Active
Description of Work: ELECTRICAL FOR KITCHEN REMODEL					
75317 Electrical 5/22/14	5700 SOUTHMOOR LN ENGLEWOOD, CO 80111-1046		R-4 Council District 5	ZURCHER, JAMES A & ANNE R / ZURCHER, JAMES A & ANNE R / L&D ELECTRIC INC / 720-272-1288	1,600 / 55.00 5/22/14 / 1/2/15 Active
Description of Work: ELECTRICAL FOR OUTDOOR REMODEL					
75315 Electrical 5/22/14	5045 S HOLLY ST ENGLEWOOD, CO 80111-1149		R-1 Council District 3	5045 S HOLLY ST / 303-217-1772 LUCAS, STEVE / 303-217-1772 AVALON INDUSTRIES INC / 303-919-5019	4,500 / 108.75 5/22/14 / 1/2/15 Active
Description of Work: BONDING AND WIRING OF POOL					
75320 Electrical 5/23/14	1000 E OXFORD LN ENGLEWOOD, CO 80113-4857		R-1 Council District 4 South Bdwy Hls	WARD, ANDY / WARD, ANDY / PICUCCI ELECTRIC / 303-628-7576	31,500 / 696.00 5/23/14 / 1/22/15 Active
Description of Work: WIRE NEW LIGHTING AND POWER IN MAIN HOUSE/INSTALL 2 NEW SUB PANELS					

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
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Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
75321 1375 Electrical 5/23/14	1000 E OXFORD LN ENGLEWOOD, CO 80113-4857	R-1 Council District 4 South Bdwy Hts	WARD, ANDY / WARD, ANDY / PICUCCI ELECTRIC / 303-628-7576	4,400 / 108.75 5/23/14 / 1/22/15 Active
Description of Work: WIRE NEW PANEL & LIGHTING IN OUT BUILDING LODGE				
75325 1175 Electrical 5/27/14	4625 E MANSFIELD AVE ENGLEWOOD, CO 80113-4218	R-2 Council District 1	HOMLISH, MARK / 720-840-6075 HOMLISH, MARK / 720-840-6075 BPE ELECTRIC SERVICE / 303-416-0813	400 / 55.00 5/27/14 / 1/26/15 Active
Description of Work: INSTALL TEMP CONSTRUCTION METER				
75327 1453 Electrical 5/27/14	26 MARTIN LN ENGLEWOOD, CO 80113-4827	R-3 Chryridge	ADAMS, NATHAN / 720-255-4101 ADAMS, NATHAN / 720-255-4101 CROTZER ELECTRIC LLC / 720-876-8936	3,500 / 87.00 5/27/14 / 1/26/15 Active
Description of Work: ELECTRICAL FOR POOL AND SPA				
75331 1140 Electrical 5/28/14	15 PARKWAY DR ENGLEWOOD, CO 80113-4226	R-2	THORN, BERNARD H & DEVERA M / 303-756 6,500 / 152.25 THORN, BERNARD H & DEVERA M / 303-756 5/28/14 / 1/27/15 MATZEN ELECTRIC LLC / 303-437-0084	Active
Description of Work: ELECTRICAL FOR MASTER SUITE REMODEL; UPGRADE EXISTING SERVICE TO 200 AMP				
75337 385 Electrical 5/29/14	3 CHERRYMOOR DR ENGLEWOOD, CO 80113-6001	R-3 Council District 1 Chrymoor South	MICHAEL L & SUSAN G SHANK / MICHAEL L & SUSAN G SHANK / AAARK HEATING & A/C / 303-431-8015	15,000 / 326.25 5/29/14 / 1/28/15 Active
Description of Work: WIRE ADDITION				

Total Permits Issued (Electrical) : 21

Total Cost: 135,932.00

Total Fees: 3,281.25

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
 Phone : (303) 789-2541
 Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
Exterior Remodel				
75245 1453 Exterior Remodel 4/29/14 5/6/14	26 MARTIN LN ENGLEWOOD, CO 80113-4827	R-3 Chryridge	ADAMS, NATHAN / 720-255-4101 ADAMS, NATHAN / 720-255-4101 NATHAN ADAMS / 720-255-4101	0 / 525.00 5/6/14 / 1/5/14 Active
Description of Work: REMOVE 120 SF AND ADD SPACE TO PATIO				
75224 952 Exterior Remodel 4/23/14 5/15/14	10 BLACKMER RD ENGLEWOOD, CO 80113-6109	R-1 Council District 3 Highline Park	JONES, JANICE M / JONES, JANICE M / CORNERSTONE CUSTOM HOMES / 303-435	78,000 / 1,087.50 5/15/14 / 1/14/15 Active
Description of Work: REMODEL FLAT ROOF ON TOWERS TO A HIP ROOF				
Total Permits Issued (Exterior Remodel) : 2			Total Cost: 78,000.00	Total Fees: 1,612.50

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
 Phone : (303) 789-2541
 Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
Fence/Wall/Gate				
75239 1649 Fence/Wall/Gate 4/28/14 5/2/14	5800 PIEDMONT DR ENGLEWOOD, CO 80111-1133	R-1	RJCJ LLC / RJCJ LLC / HOFF'S LANDSCAPE / 303-210-6560	12,000 / 135.00 5/2/14 / 10/2/15 Active
Description of Work: 3' WALL AND MOVE EXISTING FENCE PER DRAWING				
75257 27 Fence/Wall/Gate 5/1/14 5/5/14	4665 S OGDEN ST ENGLEWOOD, CO 80113-5919	R-3	KUHLMANN, BARBARA LOOPS / KUHLMANN, BARBARA LOOPS / MDC LANDSCAPE LLC / 303-929-0396	500 / 20.00 5/5/14 / 1/4/15 Active
Description of Work: REPLACING 6' FENCE WITH SAME				
75233 1354 Fence/Wall/Gate 4/25/14 5/6/14	11 CHERRY LANE DR ENGLEWOOD, CO 80113-4209	R-2 Council District 6 Chry Hls Annex	WILSON, CATHY / WILSON, CATHY / RENNER SPORTS SURFACES / 303-825-343	5,861 / 215.94 5/6/14 / 1/5/15 Active
Description of Work: TAKE DOWN EXISTING FENCE AND INSTALL NEW FENCE IN SAME FOOTPRINT				
75273 116 Fence/Wall/Gate 5/7/14 5/7/14	1000 E TUFTS AVE ENGLEWOOD, CO 80113-5931	R-3 Council District 4 Chry's Bdwy Gdns	ALEXANDER, BRUCE K & LISA S / 303-692-9 ALEXANDER, BRUCE K & LISA S / 303-692-9 BILL NIICHEL CONSTRUCTION / 303-916-18	8,500 / 95.63 5/7/14 / 1/6/15 Active
Description of Work: ADD 4 RAIL FENCE TO WEST SIDE OF PROPERTY				
75279 1246 Fence/Wall/Gate 5/8/14 5/8/14	4265 S BELLAIRE CIR ENGLEWOOD, CO 80113-5030	R-4	HAMILTON, JOHN / HAMILTON, JOHN / MARQUEZ FENCING / 720-261-4967	4,500 / 50.63 5/8/14 / 1/7/15 Active
Description of Work: REPLACE EXISTING SPLIT RAIL FENCE ALONG BACK PROPERTY				
75260 1020 Fence/Wall/Gate 5/1/14 5/9/14	5275 SANFORD CIR E ENGLEWOOD, CO 80113-5107	R-4	SHWAYDER, ELIZABETH 1/2 INT & / SHWAYDER, ELIZABETH 1/2 INT & / SPLIT RAIL FENCE CO / 303-204-7418	1,485 / 20.00 5/9/14 / 1/8/15 Complete
Description of Work: INSTALL APPROX 108' OF 6' CEDAR PRIVACY FENCE				
75290 2281 Fence/Wall/Gate 5/13/14 5/14/14	7 BUELL MANSION PKY ENGLEWOOD, CO 80113-4100	R-3A Council District 2 Buell Mansion	FARBER, BRENT / 303-243-4345 FARBER, BRENT / 303-243-4345 POWERS CONSTRUCTION / 303-915-9860	6,500 / 73.13 5/14/14 / 1/13/15 Active
Description of Work: 6FT IRON FENCE				
75298 410 Fence/Wall/Gate 5/16/14 5/16/14	4545 S UNIVERSITY BLVD ENGLEWOOD, CO 80113-6099	R-1 Council District 1 St. Mary's Acadamey Fing 1	ST MARYS ACADEMY OF THE / 303-762-830 ST MARYS ACADEMY OF THE / 303-762-830 HASELDEN CONSTRUCTION / 303-751-1478	2,000 / 20.00 5/15/14 / 1/15/15 Active
Description of Work: TEMPORARY CONSTRUCTION FENCE				

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
 Phone : (303) 789-2541
 Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type	Address	Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
75287 1125 Fence/Wall/Gate 5/13/14 5/15/14	4040 S CHERRY ST ENGLEWOOD, CO 80113-5083		R-5	OVERHARDT, CYNTHIA R / OVERHARDT, CYNTHIA R / SUMMIT CONSTRUCTION SERVICES / 303-£ Active	22,000 / 247.50 5/15/14 / 1/14/15 Active
Description of Work: REPAIR EXISTING FENCE AND RETAINING WALL					
75328 933 Fence/Wall/Gate 5/27/14 5/28/14	4020 S HUDSON WAY ENGLEWOOD, CO 80113-5114		R-4	NERHEIM, KIRK E & JOANN M / NERHEIM, KIRK E & JOANN M / NERHEIM, KIRK E & JOANN M /	1,030 / 20.00 5/28/14 / 1/27/15 Active
Description of Work: CONSTRUCT 6 FT CEDAR FENCE ALONG WEST PROPERTY LINE					
75329 940 Fence/Wall/Gate 5/27/14 5/28/14	5060 E QUINCY AVE ENGLEWOOD, CO 80113-5048		R-1	HAMILTON COLORADO PROPERTIES / HAMILTON COLORADO PROPERTIES / MARQUEZ FENCING / 720-261-4967	3,500 / 39.38 5/28/14 / 1/27/15 Active
Description of Work: FENCE ALONG WEST SIDE OF PROPERTY 4FT TALL 3 RAIL					
75333 258 Fence/Wall/Gate 5/28/14 5/14/14	4701 S LAFAYETTE ST ENGLEWOOD, CO 80113-5953		R-3 Council District 1	FLOWERS, DAVID & IZABEL / FLOWERS, DAVID & IZABEL / ELCAR FENCE / 303-887-5146	450 / 20.00 5/28/14 / 1/27/15 Active
Description of Work: SHORT ORNAMENTAL IRON FENCE					
75330 2372 Fence/Wall/Gate 5/27/14 5/28/14	105 GLENMOOR LN ENGLEWOOD, CO 80113-7172		R-3 Council District 3 Glenmoor	LESTER, ERIN / 303-789-5344 LESTER, ERIN / 303-789-5344 MARQUEZ FENCING / 720-261-4967	5/28/14 / 1/27/15 Active
Description of Work: 6' BLACK ORNAMENTAL FENCE ALONG BACK YARD					

Total Permits Issued (Fence/Wall/Gate) : 13

Total Cost: 68,326.00

Total Fees: 957.21

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
 Phone : (303) 789-2541
 Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
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Interior Remodel

75104 1375 Interior Remodel 3/12/14 5/6/14	1000 E OXFORD LN ENGLEWOOD, CO 80113-4857	R-1 Council District 4 South Bdwy Hts	WARD, ANDY / WARD, ANDY / HALEY CUSTOM HOMES / 720-371-2113	95,000 / 1,668.75 5/6/14 / 1/15/15 Active
Description of Work: REMODEL ENTIRE HOUSE				
75105 1375 Interior Remodel 3/12/14 5/15/14	1000 E OXFORD LN ENGLEWOOD, CO 80113-4857	R-1 Council District 4 South Bdwy Hts	WARD, ANDY / WARD, ANDY / HALEY CUSTOM HOMES / 720-371-2113	11,000 / 423.75 5/15/14 / 1/14/15 Active
Description of Work: REMODEL OUTBUILDING LODGE (NEW ROOF/AC/REFRAME CEILING)				
75307 1295 Interior Remodel 5/19/14 5/19/14	3601 S ALBION ST ENGLEWOOD, CO 80113-4237	R-3 Council District 2	CANALE, STEVEN / 303-882-9179 CANALE, STEVEN / 303-882-9179 INNOVATIVE CONTRACTING SOLUTIONS / (13,000 / 282.75 5/19/14 / 1/18/15 { Active
Description of Work: KITCHEN REMODEL AND SERVICE UPGRADE				
75294 301 Interior Remodel 5/15/14 5/20/14	904 E STANFORD AVE ENGLEWOOD, CO 80113-5844	R-3 Council District 4	ALLEN, STUART A & CHRISTINE S / ALLEN, STUART A & CHRISTINE S / JONES CUSTOM BUILDERS / 303-668-2644	150,000 / 1,987.50 5/20/14 / 1/19/15 Active
Description of Work: INTERIOR REMODEL				
75303 1184 Interior Remodel 5/19/14 5/21/14	4021 S CHERRY ST ENGLEWOOD, CO 80113-5082	R-5	KLOSTER, JONATHAN & MARNI / 303-918-30 KLOSTER, JONATHAN & MARNI / 303-918-30 JONATHAN & MARNI KLOSTER / 303-918-30	135,000 / 1,818.75 5/21/14 / 1/20/15 Active
Description of Work: INTERIOR REMODEL				
75300 1140 Interior Remodel 5/16/14 5/21/14	15 PARKWAY DR ENGLEWOOD, CO 80113-4226	R-2	THORN, BERNARD H & DEVERA M / 303-756 THORN, BERNARD H & DEVERA M / 303-756 DESIGN PLATFORM / 720-939-9988	40,000 / 750.00 5/21/14 / 1/20/15 Active
Description of Work: MASTER SUITE RENOVATION				

Total Permits Issued (Interior Remodel) : 6 Total Cost: 444,000.00 Total Fees: 6,931.50

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
 Phone : (303) 789-2541
 Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
Minor Addition				
74835 1191 Minor Addition 10/21/13 11/6/13	21 CHERRY LANE DR ENGLEWOOD, CO 80113-4209	R-2 Chrymoor South	HAMMELL, HEIDI / 720-371-6725 HAMMELL, HEIDI / 720-371-6725 HALEY CUSTOM HOMES / 970-406-0445	234,500 / 3,940.13 5/2/14 / 11/2/15 Active
Description of Work: ADD 780 SQ FT FOR MASTER BEDROOM ABOVE SINGLE-STORY FLAT ROOF				
74203 1175 Minor Addition 4/1/13 5/12/14	4625 E MANSFIELD AVE ENGLEWOOD, CO 80113-4218	R-2 Council District 1	HOMLISH, MARK / 720-840-6075 HOMLISH, MARK / 720-840-6075 MARK HOMLISH / 720-840-6075	175,000 / 5,407.85 5/12/14 / 11/11/15 Active
Description of Work: REMODEL INTERIOR AND EXTERIOR ADDITION				
75185 243 Minor Addition 4/9/14 5/22/14	1328 E LAYTON AVE ENGLEWOOD, CO 80113-7020	R-3 Council District 4 Chry Hls Vlg Acrs Amnd	SAMPER, PAULA / 720-443-7341 SAMPER, PAULA / 720-443-7341 INDIE ARCHITECTURE / 303-433-5303	300,000 / 7,650.00 5/22/14 / 11/21/15 Active
Description of Work: REMODEL AND ADDITION				

Total Permits Issued (Minor Addition) : 3 Total Cost: 709,500.00 Total Fees: 16,997.98

Permit Listing - Monthly Report

Permits Issued

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 2450 E. Quincy Avenue
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Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
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Non-Residential Structure - New

75051 1159 3800 E HAMPDEN AVE
 Non-Residential Structure - NeENGLEWOOD, CO 80113-4196
 2/13/14 5/21/14

FIRST CHURCH OF THE NAZARENE / 303-71 7,071,000 / 94,710.00
 FIRST CHURCH OF THE NAZARENE / 303-71 5/21/14 / 1/20/15
 HC BECK LTD / 720-215-3244 Active

Description of Work: CONSTRUCT A NEW LOBBY AND GYMNASIUM. INCLUDES SITE IMPROVEMENTS AND NEW PERMEABLE PARKING LOT.

Total Permits Issued (Non-Residential Structure - New) : 1

Total Cost: 7,071,000.00

Total Fees: 94,710.00

Permit Listing - Monthly Report

Permits Issued

Cherry Hills Village, CO

2450 E. Quincy Avenue

Phone : (303) 789-2541

Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
Roof				
75256 Roof 5/1/14	28 CHERRY HILLS FARM DR ENGLEWOOD, CO 80113-7165	R-3 Council District 1 Chry Hls Farm Flng 4	AVIS, STEPHEN G & SHANNON C / AVIS, STEPHEN G & SHANNON C / SOLOMON BROTHERS ROOFING / 720-675-	28,000 / 315.00 5/1/14 / 11/1/15 Active
Description of Work: TEAR OFF SHAKE 51.2 SQ BUILD ON DIVINCI COMPOSITE SHAKE				
75288 Roof 5/13/14	30 MARTIN LN ENGLEWOOD, CO 80113-4827	R-3 Council District 2 Chry Hls Recho 2nd Am Flng	VILLAGE INVESTMENTS PARTNERS / INVESTMENTS, VILLAGE / 720-933-6947 VILLAGE PROPERTY INVESTMENTS / 720-9	19,000 / 213.75 5/13/14 / 11/2/15 Active
Description of Work: NEW ROOF				
75295 Roof 5/15/14	4996 S LAFAYETTE LN ENGLEWOOD, CO 80113-7013	R-3 Council District 4 Swastika Acres 2	NAFUS, GARY E & TARA L, JT TEN / NAFUS, GARY E & TARA L, JT TEN / WILSON BROTHERS INC / 303-294-9535	43,231 / 486.35 5/15/14 / 11/4/15 Active
Description of Work: REROOF WITH GRAND MANOR ASPHALT SHINGLES				
75316 Roof 5/22/14	18 MOCKINGBIRD LN ENGLEWOOD, CO 80113-4813	R-1	PAYNE, LEO J & OLGA D / PAYNE, LEO J & OLGA D / KUDU ROOFING LLC / 303-738-1032	43,000 / 483.75 5/22/14 / 11/21/15 Active
Description of Work: REMOVE AND REPLACE ROOF WITH BORAL SLATE CONCRETE TILE				
75326 Roof 5/27/14	13 SUNSET DR ENGLEWOOD, CO 80113-4033	R-1 Council District 2 Country Homes	COLORADO PREMIER ROOFING / 303-789-1 ISAACS, KAYE M / COLORADO PREMIER ROOFING / 303-789-1	92,000 / 1,035.00 5/27/14 / 11/26/15 Active
Description of Work: REMOVE EXISTING ROOF; REPLACE WITH DAVINCI SHINGLE				
75338 Roof 5/30/14	14 SUNRISE DR ENGLEWOOD, CO 80113-4107	R-1 Reserve	MCNAUGHTON, ROCHELLE / 303-929-9001 MCNAUGHTON, ROCHELLE / 303-929-9001 PARADIGM GROUP LLC / 303-808-0002	41,000 / 461.25 5/30/14 / 11/30/15 Active
Description of Work: REMOVE SHAKE MONZART & INSTALL A SYNTHETIC DAVINNCI SLATE LIGHT WEIGHT MATERIAL				
Total Permits Issued (Roof) : 6				Total Cost: 266,231.00
				Total Fees: 2,995.10

Permit Listing - Monthly Report
Permits Issued

Cherry Hills Village, CO
 2450 E. Quincy Avenue
 Phone : (303) 789-2541
 Fax : (303) 761-9386

Permit Nbr / Parcel Permit Type Applied for / Approved	Address Unit Address / Lot Number	Zoning Use Municipal Area Subdivision	Applicant Name / Phone Owner Name / Phone Work Done By / Phone	Project Cost / Fee Work Start / End Date Status
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Total Permits Issued : 90

Total Cost: 9,837,407.20

Total Fees: 145,107.67

CHERRY HILLS VILLAGE
COLORADO

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 10C(i)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL

FROM: MICHELLE TOVREA, POLICE CHIEF

SUBJECT: MAY REPORT

DATE: JUNE 17, 2014

In May I attended a meeting with John Reynolds and representatives from all of the law enforcement jurisdictions that have schools in the Cherry Creek School system. This was a follow up meeting on the standardized response protocol for critical incidents at the schools. The concept is to ensure consistency among all the schools and law enforcement. We received an update on the progress several working groups completed.

I was invited to speak at to a group of criminal justice students at Johnson and Wales. It was an informal gathering and the topics included hiring processes, general information about law enforcement and I fielded dozens of questions. I enjoyed the experience.

School Resource Officer Bradley arranged for a K-9 officer from Elbert County to give a presentation at Cherry Hills Elementary. The K-9 Unit is always a big hit with the audience and everyone enjoyed the opportunity to meet Deputy Hurst and his friends "Kimba" and "Radar".

CHVPD monitored a "Get Down Drill" at Denver Kent. The drill went well and we offered some observations to Mr. Walker and the staff.

The Department assisted other City staff with a visit from the Governor to sign a couple of Bills. Sergeant Curt Wood was in charge of security and working with the Governors staff to ensure a safe visit. It was a successful event.

Investigations Case Summary:

There were (2) criminal mischief reports for the month of May:

The first offense occurred while the victim was driving on S. University Blvd. and someone threw an unidentified object at her automobile. Damage was estimated at \$600. **Case Closed: No suspect information or investigative leads.**

The second offense was damage to a mailbox caused by fireworks. **Case Closed: No suspect information or investigative leads.**

There were (2) felony menacing reports for the month of May:

The first offense occurred during a domestic dispute involving a kitchen knife. Both residents were arrested and taken to the Arapahoe Detention Center. **Case Closed: Cleared by arrest.**

The second offense occurred on E. Hampden Ave involving (2) motorists engaged in a traffic altercation. One driver displayed a handgun during the incident. **Case Closed: Victim did not want to pursue a criminal investigation.**

There was one residential burglary report for the month of May:

The resident was away on a trip during the crime. Entry was made by the suspect(s) prying a garage entry door. Victim reported jewelry and silver flatware missing from the home. The loss is undetermined at this time. **Case remains open and under investigation.**

CHERRY HILLS POLICE DEPARTMENT MONTHLY STATISTICS

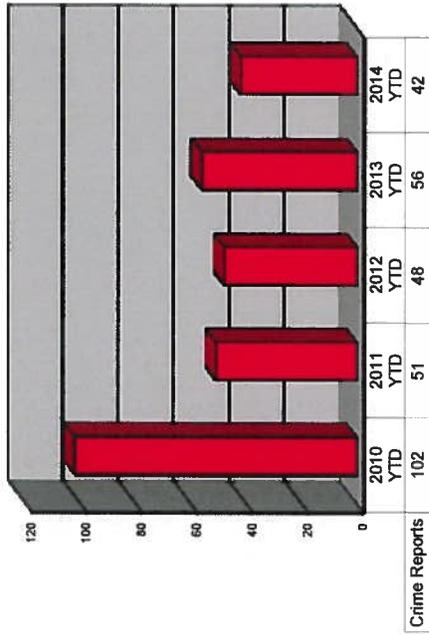
	May 2014	YEAR TO DATE 2014	YEAR TO DATE 2013	PERCENT CHANGE
TRAFFIC ACCIDENT	30	111	118	-6%
ALL CITATIONS	259	1293	1232	5%
PARKING TICKETS	5	17	19	-11%
TRAFFIC WARNINGS	167	909	995	-9%
DUI ARRESTS	10	31	41	-24%
DUS ARRESTS	12	65	86	-24%
# CRIME REPORTS	6	42	56	-25%
# ALARMS	43	206	173	19%
# ARRESTS (INCLUDES DUI'S & DUS's)	29	130	174	-25%
CITIZEN ASSISTS	23	83	111	-25%
ASSIST TO OTHER AGENCY	13	94	126	-25%
PROPERTY CHECKS (HW&BLDG)	1512	8123	6171	32%
CRIME PREVENTION NOTICES	38	191	245	-22%
FIELD INTERVIEW CARDS	3	39	27	44%

CHERRY HILLS VILLAGE

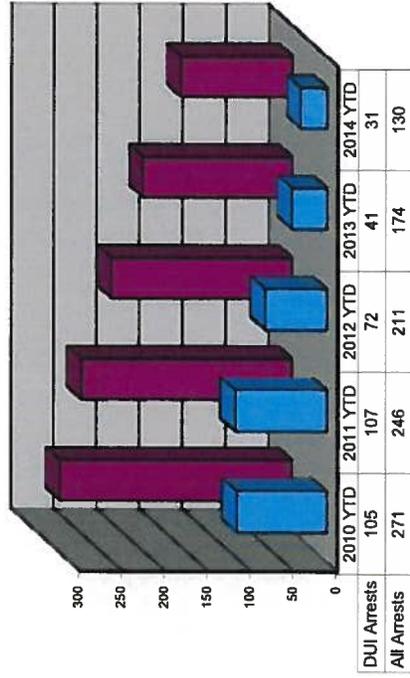
Police Statistics

YEAR-TO-DATE THROUGH MAY (2010-2014)

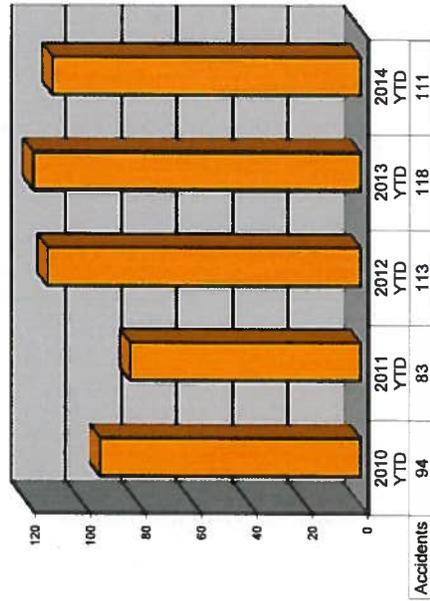
CRIME REPORTS



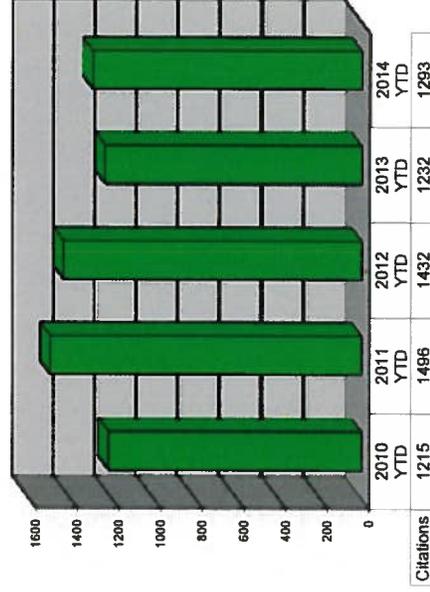
ARRESTS



TRAFFIC ACCIDENTS



CITATIONS

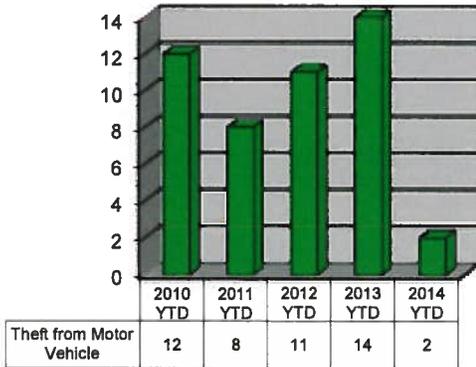


CHERRY HILLS VILLAGE

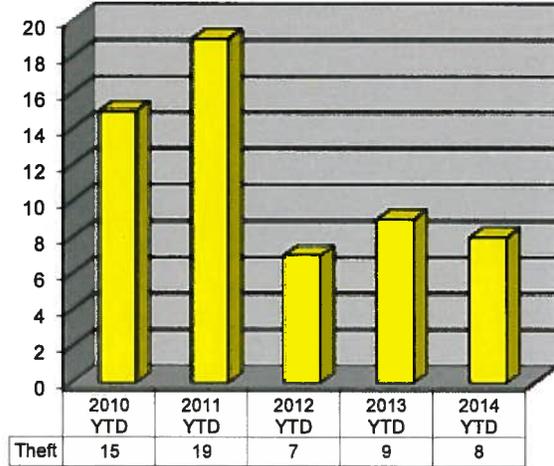
Crime Statistics

YEAR-TO-DATE THROUGH MAY (2010-2014)

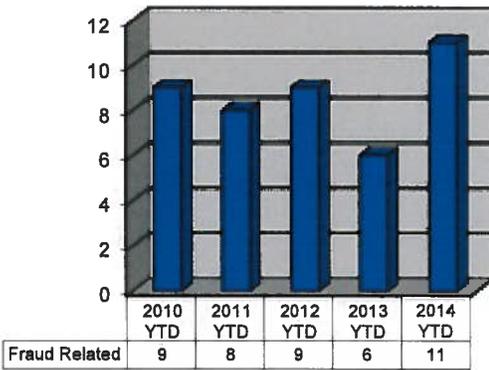
THEFT FROM MOTOR VEHICLE



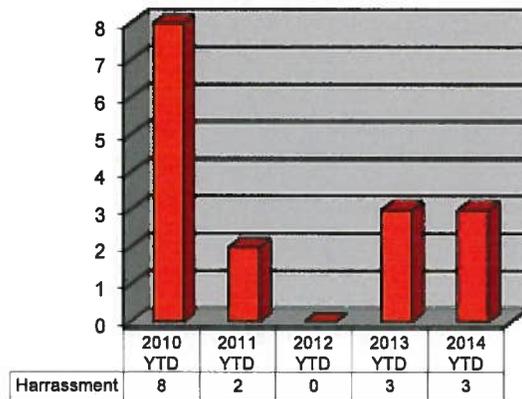
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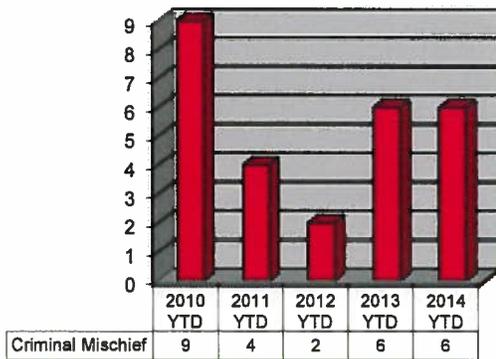
FRAUD RELATED



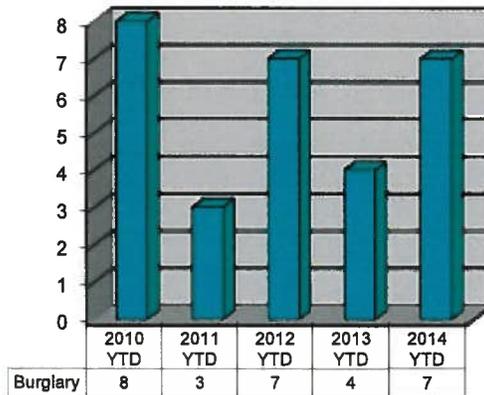
HARRASSMENT



CRIMINAL MISCHIEF



BURGLARY

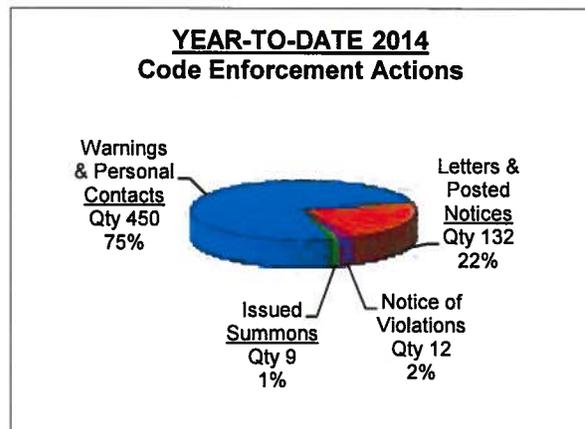
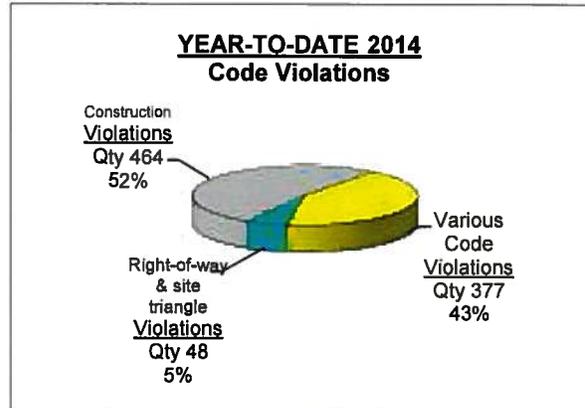
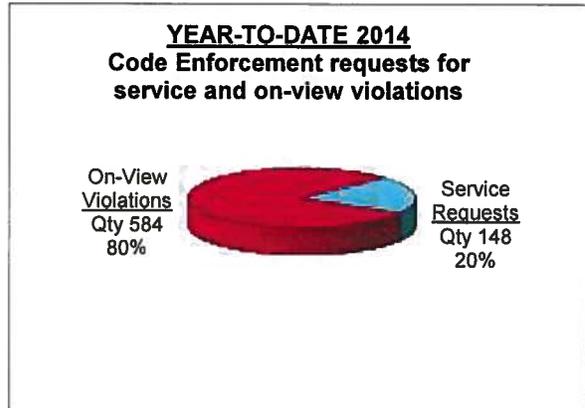


CHERRY HILLS VILLAGE

Code Enforcement Statistics

May 2014

Code Enforcement Issues	MAY	YTD
On-View Violations	90	584
Requests for Service	39	148
Sight Triangle Violations	0	2
Construction Site Violations	97	401
Permit Violations	10	40
Stop Work Orders Served	7	23
Fence Violations	4	17
Weed Violations	35	35
Trash, Debris and Junk	3	10
Trees/Bushes Violations	6	17
Zoning violations	0	3
Right of Way Violations	12	46
Roll-offs/Port-a-let Violations	2	10
Sign Violations	25	185
Warnings/personal contacts	114	450
Letters/Posted Notices	36	132
Summons Issued	0	9
Notice of Violations	4	12
Misc Code Violations	28	100

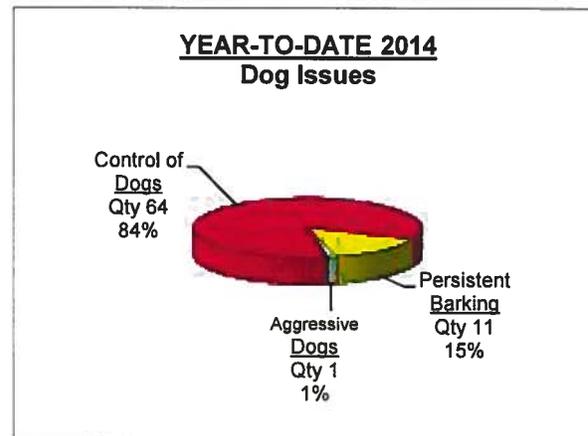
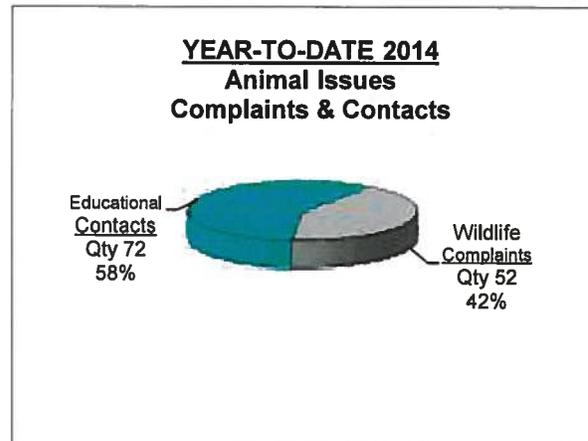
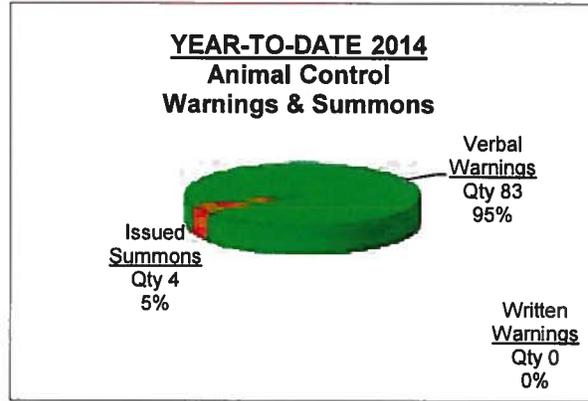


CHERRY HILLS VILLAGE

Animal Control Statistics

May 2014

Animal Control Issues	MAY	YTD
Educational Contacts	11	72
Non-Wildlife Complaints	0	0
Control of Dogs	17	64
Persistent Barking	9	11
Aggressive Dogs	0	1
Wildlife Complaints	15	52
Verbal Warnings	23	83
Written Warnings	0	0
Summons issued	2	4



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ITEM: 10c(i)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL
FROM: JESSICA SAGER, MUNICIPAL COURT CLERK
SUBJECT: MUNICIPAL COURT MONTH END REPORT FOR MAY 2014
DATE: JUNE 17, 2014

DISCUSSION

Municipal Court Statistics

Monthly Totals	2014	2013	Difference
Citations filed	233	303	-23%
Court appearances/guilty to original	143	144	-1%
Plea by mail letters sent	183	176	4%
Revenue	\$32,645.00	\$28,986.00	\$3,659.00

BUDGET IMPACT STATEMENT

Through May, the Municipal Court has collected 51% of the total budgeted revenue amount.

ATTACHMENTS

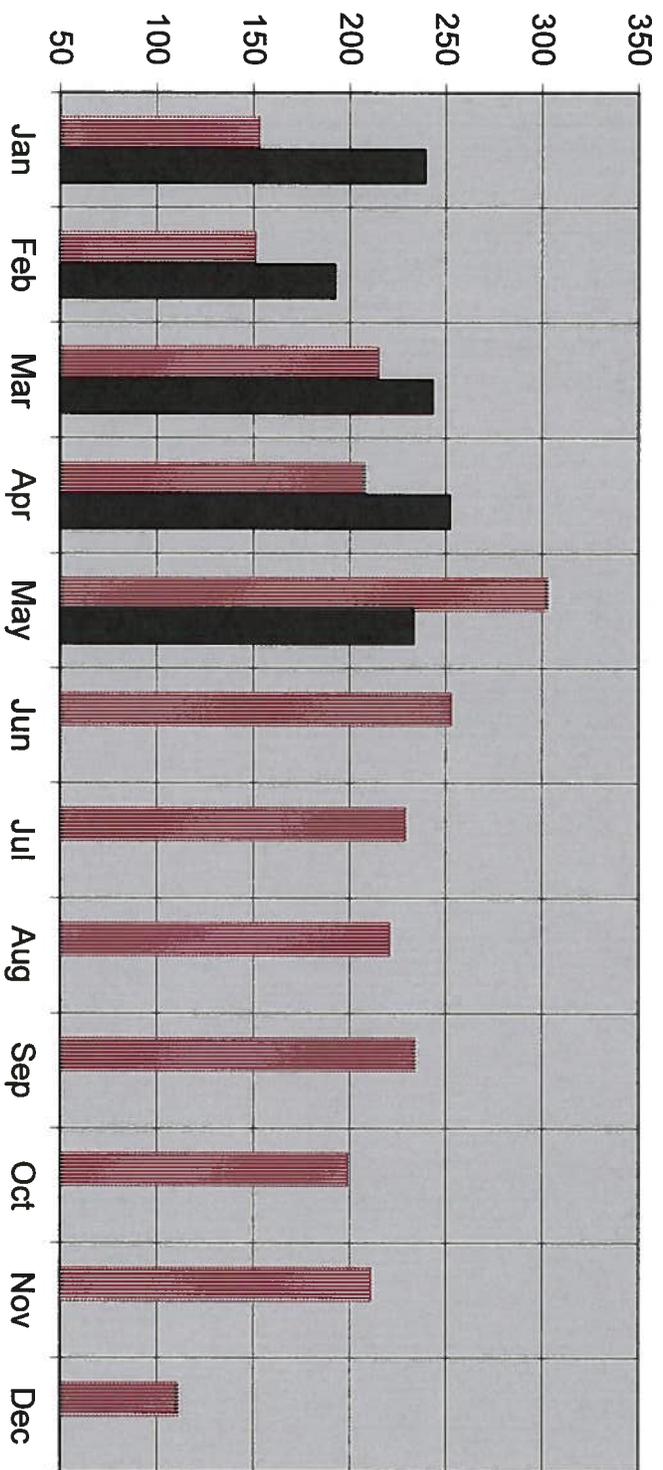
Exhibit A: Municipal Court Monthly Activity and Graphs

**CHERRY HILLS VILLAGE MUNICIPAL COURT
MONTHLY ACTIVITY
May-14**

	MONTH	YTD	PRIOR YTD
<u>COMPLAINTS FILED</u>			
TRAFFIC	217	1,091	964
PARKING	5	18	19
DOG	4	8	16
OTHER	7	42	31
TOTAL	233	1,159	1,030
<u>CLOSED BY CLERK</u>			
CLOSED BY CLERK	17	75	118
TOTAL	17	75	118
<u>PLEA BY MAIL</u>			
GLTY PLEA BY MAIL	166	573	447
TOTAL	166	573	447
<u>COURT ACTIVITY</u>			
GLTY TO ORIG	31	178	115
GUILTY TO AMENDED	78	253	190
DEFERRED JUDGMENTS	5	37	66
NOT GUILTY (set to trial)	1	11	9
NOT GUILTY (set to jury)	0	0	0
DISMISSED (proof of ins provided)	23	128	167
DISMISSED	5	18	17
SHOW CAUSE HEARINGS	0	2	0
<u>TRIAL TO COURT</u>			
CONVICTIONS	0	2	3
AQUITTALS	0	0	0
DISMISSED	0	0	0
<u>TRIAL TO JURY</u>			
CONVICTIONS	0	0	0
ACQUITTALS	0	0	0
DISMISSED	0	0	0
MISTRIALS	0	0	0
NUMBER OF PEOPLE IN COURT	143	629	567
<u>TOTAL MONEY COLLECTED</u>	\$32,645.00	\$123,415.00	

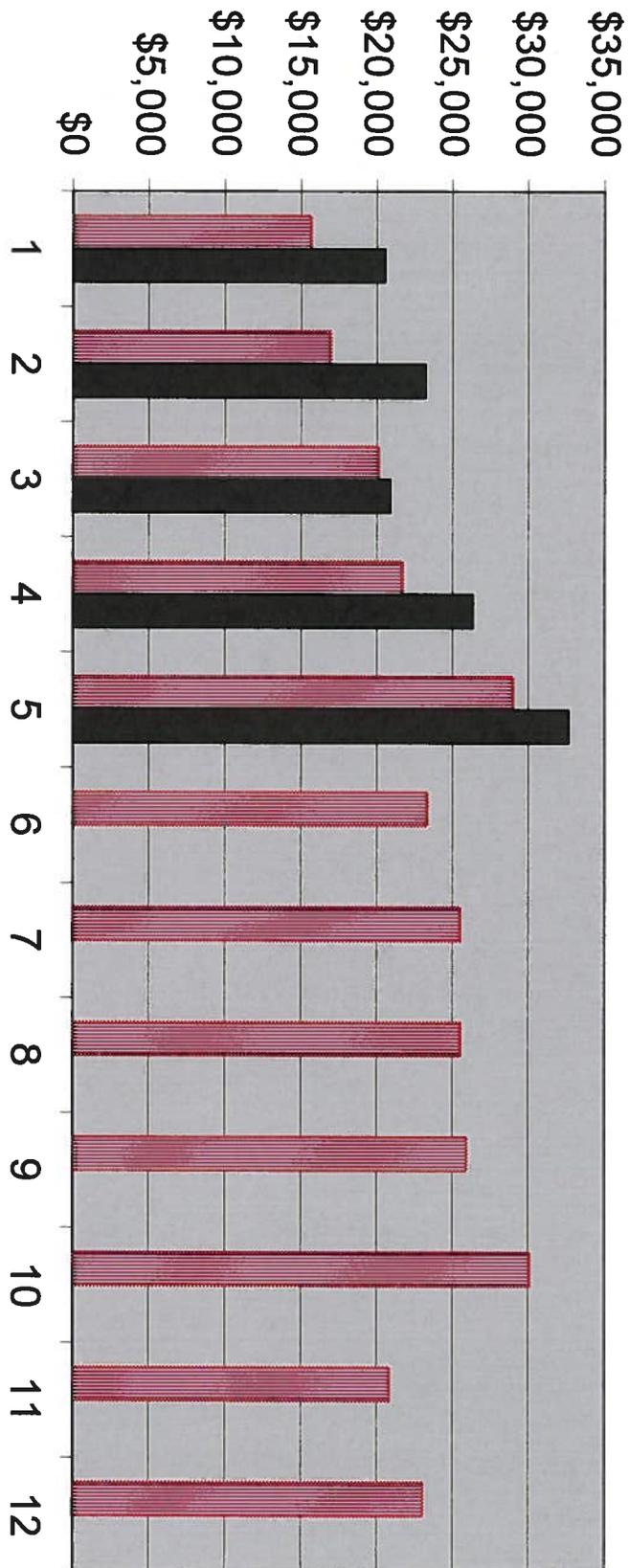
Citations Filed

■ 2013 ■ 2014

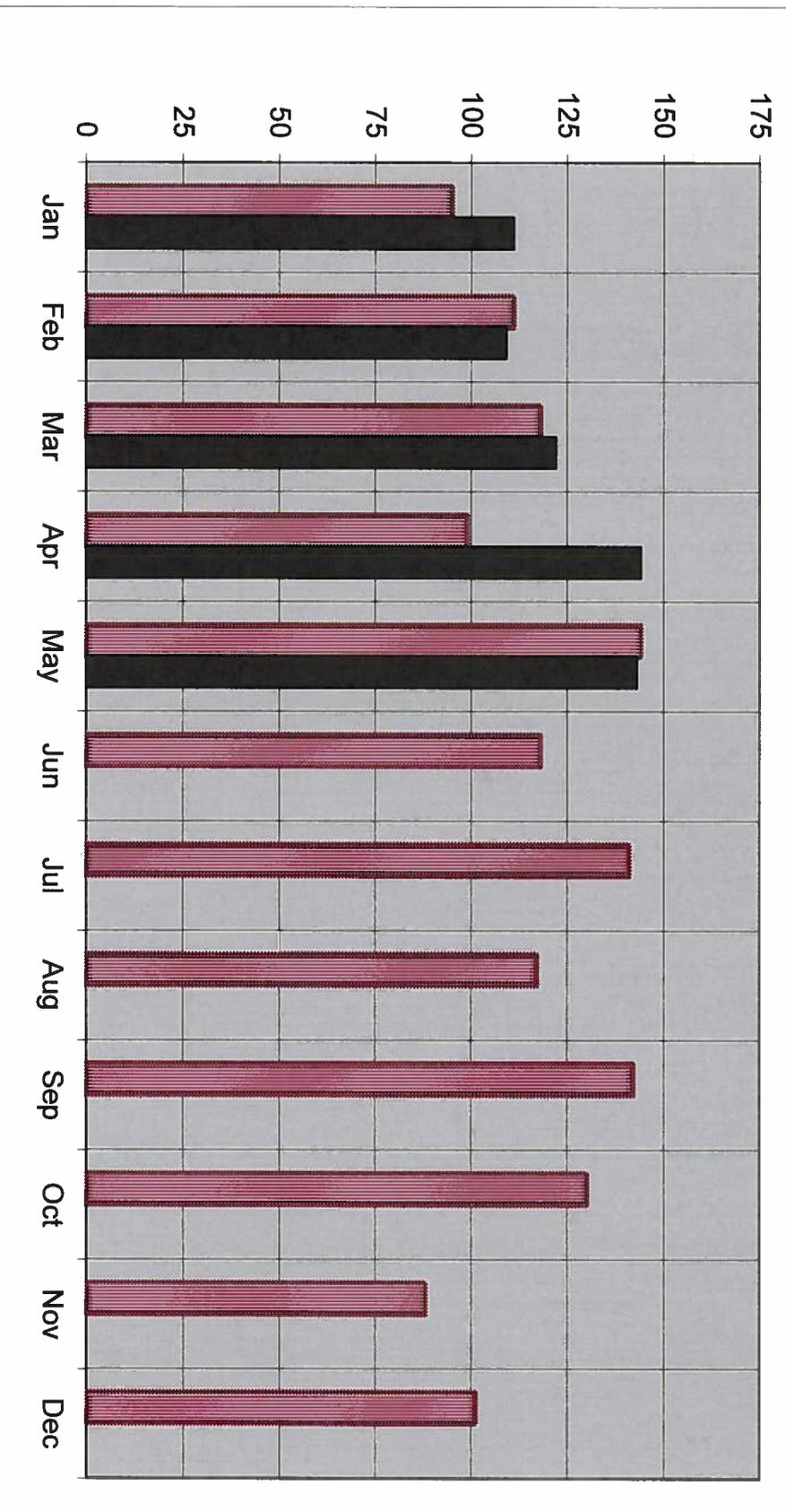


Fines Collected

■ 2013 ■ 2014

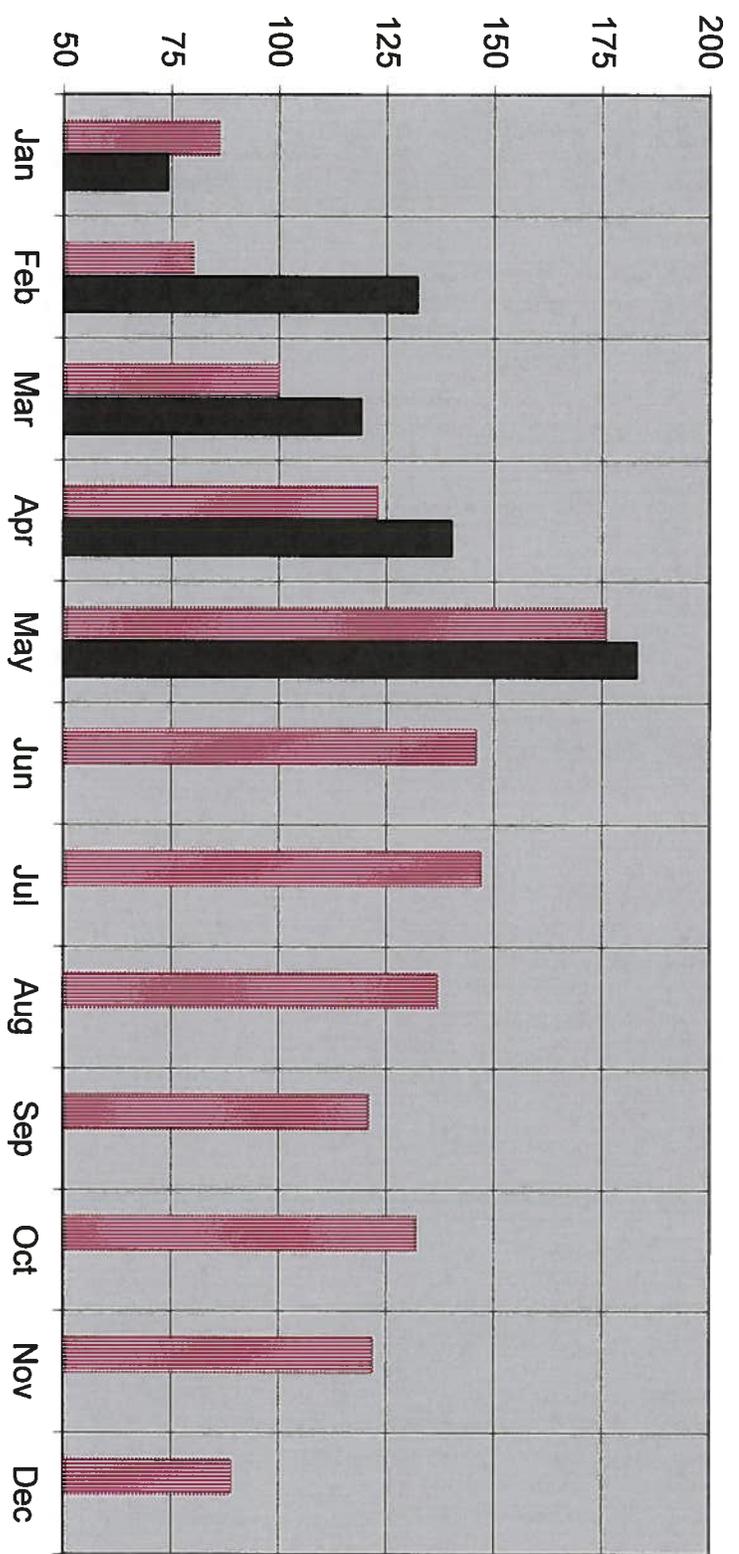


Court Appearances



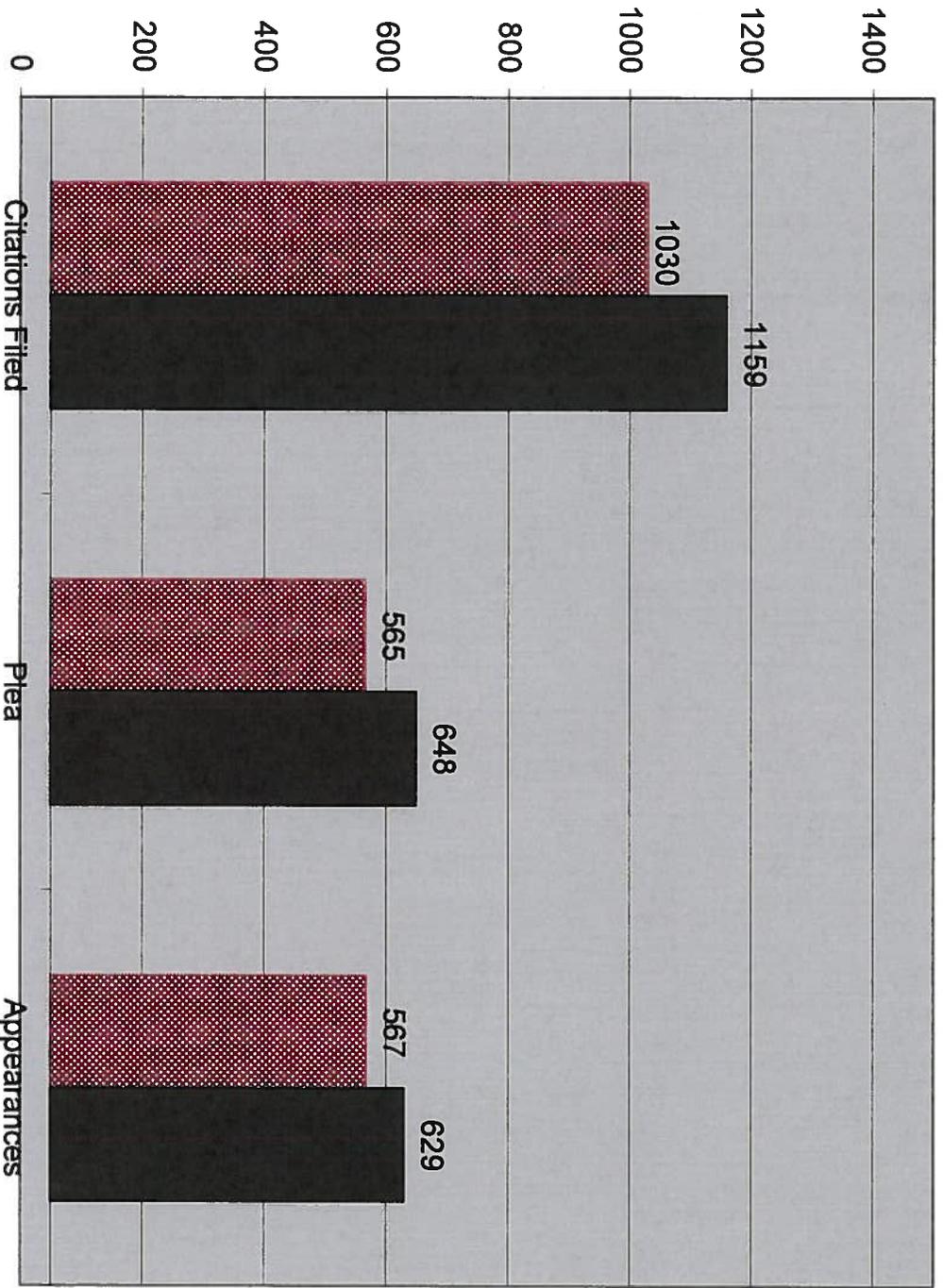
Plea By Mail Offered

■ 2013 ■ 2014



Year to Date Totals

■ 2013 ■ 2014



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ITEM: 10c(i)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL

FROM: JAY GOLDIE, DEPUTY CITY MANAGER/DIRECTOR OF PUBLIC WORKS

SUBJECT: PUBLIC WORKS MONTH END REPORT MAY 2014

DATE: JUNE 17, 2014

On May 17th the annual clean-up day was held once again at the City Center. All Public Works employees were on hand to assist residents with disposal of trash, paint, electronics and document shredding. Following is the estimated total of products that were collected and recycled:

Paper shredded	10,000 lbs.
Paint recycled	11,000 lbs.
Electronics recycled	8,200 lbs.
Trash and rubbish collected	50,000 lbs.

Staff will look into the possibility of having some of these services available a second time during the year.

Other tasks completed by the Public Works Department in May include:

- Attendance at Sweeper Training School
- Flushing fire hydrant on Martin Lane
- Snow Response
- Sign Retro-Reflectivity assessment
- Asphalt repair and Maintenance
- Stormwater training
- Accreditation policy writing and review
- Mowing trails, parks and streets
- Irrigation repair
- Seasonal training and orientation
- Vehicle and equipment maintenance and repair
- Crosswalk painting
- Weekly horse arena maintenance

- QFVC review of report documentation
- Preconstruction Meetings for CIP projects
- Right-of-Way permit review and enforcement

Staff continues to work diligently on the City owned sanitary sewer project. TST, the City's consultant, is working on a new rate structure to ensure that the system is sustainable and self-reliant in the future. Additionally, the Public Works report continues to get fine-tuned prior to the final document being prepared. Staff has also been working with the Undergrounding Committee to begin to prepare a report for City Council.

ATTACHMENTS

May Public Works Work Logs

MAY 2014 STREETS RECORD LOG SHEET

		Week 19	Week 20	Week 21	Week 22	Week	TOTALS
ad - Administrative Office Work		10	25	11	6		52
as - Asphalt patching operations				56	68		124
bm - Building Maintenance							0
cn - Concrete repairs							0
cp - Overseeing contractor operations				1			1
cr - Sealing Operation							0
dr - Drainage Work		12	14	4	6		36
fn - Fence repairs							0
gm - General Maintenance							0
gv - Gravel road maintenance		59		2			61
hl-d - Loads to dump			22	15			37
hl-po - Materials hauled to shop							0
hl-r - Loads to recycle plant							0
hl-s - Loads to shop							0
ir - Irrigation repairs							0
ln - Landscape Repairs							0
Misc			6	16			22
mw-p - Mowing parks							0
mw-r - Mowing Rights of Ways							0
mw-t - Mowing Trails							0
pm - Preventative Maintenance			4		6		10
po - Purchasing materials		1		4	2		7
pt - Street Painting		66	48	36			150
sg - Sign Work			6	6	5		17
sh - Shouldering work for Asphalt							0
shp - Shop Work			36	11	3		50
sn - Snow removal operations		4	13				17
sw - Sweeper operations & cleanup							0
tr - Training & Conferences		23	3	8			34
ts - Trash (cans and loose)							0
tt - Tree Trimming		20	5				25
wd-p - Weed cutting parks							0
wd-r - Weed cutting rights of ways							0
wd-s - Weed Spray							0
wd-t - Weed cutting trails							0
pto - Paid time off		15	17	30	10		72
to-c - Time off comp							0
to-w - Time off workers comp							0
Hol - Holiday							0
TOTALS		210	199	200	106	0	715

MATERIALS

as-in - Asphalt (Shop-Laid)	tons			13	19		32
as-out - Asphalt (demo)	tons			5	18		23
rb - Road base	tons		3.75				3.75
cn - Concrete (Demo)	tons						0
cn - Concrete	yards						0
ts - Topsoil	yards			3			3
Mulch	yards						0
tb - Tree Branches	loads						0
cf - Crusher Fines	tons						0
ss - Salt/Sand	tons						0
ms - Misc.	loads						0
sw-dump - Sweepings	tons						0
sw-shop - Sweepings	tons						0
Ditch Dirt	loads						0
Rock	tons						0
water, mag							0
Trash	loads						0
Construction Debris	tons		119	78			197

2014 RIGHT-OF-WAY PERMITS
MONTHLY REPORT

JANUARY 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
8	1	2	1	12
FEBRUARY 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
2				2
MARCH 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
3	4	5		12
APRIL 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
6	3	3		12
MAY 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
9	3	1	1	14
JUNE 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
				0
JULY 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
				0
AUGUST 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
				0
SEPTEMBER 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
				0
OCTOBER 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
				0

2014 RIGHT-OF-WAY PERMITS
MONTHLY REPORT CONTINUED

NOVEMBER 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
				0
DECEMBER 2014				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
				0

2014 RIGHT-OF-WAY PERMITS YEAR-END REPORT				
UTILITY WORK	DRIVEWAY INSTALL/REPAIR	OCCUPANCY PERMITS	MAJOR JOBS	TOTAL PERMITS
28	11	11	2	52

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ITEM: 10c(ii)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL
FROM: KAREN PROCTOR, DIRECTOR OF FINANCE AND ADMINISTRATION
SUBJECT: UNAUDITED FINANCIAL STATEMENTS-MAY 2014
DATE: JUNE 17, 2014

ISSUE How do the City of Cherry Hills Village finances through May compare to budget?

DISCUSSION

- **Background**

The City Council approved the 2014 General Fund budget with revenues equal to expenditures and a Capital Fund with an approved 2014 budget deficit of (\$685,898).

- **Analysis**

At the end of May actual General Fund revenues exceeded expenditures by \$1,073,206. Forecasted revenue and expenditures through December 2014 show revenues exceeding expenditures by approximately \$153,356.

At the end of May, actual Capital Fund revenues exceeded expenditures by \$161,053. Forecasted revenues and expenditures through December 2014 show expenditures exceeding revenue by approximately (\$685,898).

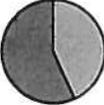
ATTACHMENTS

Exhibit A: General Fund Financial Graphs

Exhibit B: General Fund Statement of Revenue and Expenditures Summary

Exhibit C: May 2014 Financial Statements

The City of Cherry Hills Village Financial Snapshot For May 2014

		<u>% of 2014 Budget</u>	<u>Notes:</u>
GENERAL FUND (01)			
Revenues			
Budget:	\$ 6,364,238		
Received to Date:	\$ 3,497,804		
% of Year Completed:	42%		
% Received YTD:	55%		
Expenditures			
Administration			
Budget:	\$ 1,880,441		
Expended to Date:	\$ 734,182		
% of Year Completed:	42%		
% Expended YTD:	39%		
Community Development			
Budget:	\$ 462,527		
Expended to Date:	\$ 141,550		
% of Year Completed:	42%		
% Expended YTD:	31%		
Public Safety			
Budget:	\$ 2,785,539		
Expended to Date:	\$ 1,224,686		
% of Year Completed:	42%		
% Expended YTD:	44%		
Public Works			
Budget:	\$ 994,808		
Expended to Date:	\$ 429,061		
% of Year Completed:	42%		
% Expended YTD:	43%		
To Year End General Fund Revenues are Projected to Exceed Expenditures By:			
\$153,356			
CAPITAL FUND (02) EXPENDITURES			
Budget:	\$ 1,018,000		
Expended to Date:	\$ 166,461		
% of Year Completed:	42%		
% Expended YTD:	16%		
PARKS AND RECREATION (30) EXPENDITURES			
Budget:	\$ 1,660,694		
Expended to Date:	\$ 295,503		
% of Year Completed:	42%		
% Expended YTD:	18%		

**GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES**

	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ESTIMATE	2014 BUDGET
REVENUE					
Current Property Taxes @ 7.30 Mills	2,604,199	2,187,185	2,196,853	2,119,134	2,119,134
Use/Tax Motor Vehicles	929,962	870,486	1,101,958	912,150	917,018
Sales Tax	1,008,508	956,783	1,205,914	999,618	1,000,000
Service Expansion Fees	86,970	139,217	160,094	124,595	120,000
Building Permits	419,800	500,905	477,725	525,547	550,000
Franchise Fees	415,009	394,361	431,275	329,326	320,000
Highway Users Tax	241,197	241,851	242,555	206,982	236,949
Municipal Court Fines	243,227	243,971	277,314	260,916	240,000
County Road & Bridge Levy	131,896	120,153	120,336	113,504	115,682
Specific Ownership Tax	-	22,481	-	-	93,040
Other Revenues	547,145	609,239	566,998	676,296	652,415
TOTAL OPERATING REVENUE	6,627,913	6,286,632	6,781,022	6,268,069	6,364,238
EXPENDITURES					
Administration	1,199,582	1,400,081	1,572,634	1,807,273	1,880,440
Judicial	80,969	81,888	82,124	87,463	89,063
Data Processing	67,575	84,465	98,899	128,216	134,060
Community Development	366,553	393,763	424,062	421,752	462,527
Other	17,132	17,009	16,364	18,089	17,800
Public Safety	2,638,665	2,447,430	2,507,255	2,666,862	2,785,539
Public Works	757,500	727,318	787,375	985,059	994,808
Capital Improvements	1,149,662	-	-	-	-
TOTAL OPERATING EXPENDITURES	6,277,638	5,151,954	5,488,714	6,114,714	6,364,238
Management Contingency/Transfer Out	-	-	-	-	-
TOTAL EXPENDITURES	6,277,638	5,151,954	5,488,714	6,114,714	6,364,238
OPERATING GAIN/(LOSS)	350,275	1,134,678	1,292,309	153,356	0
EXTRAORDINARY EXPENSES					
Village Center	-	-	-	-	-
Transfer to Capital Fund	9,161,576	-	965,029	1,065,944	1,065,944
TOTAL EXTRAORDINARY EXPENSES	9,161,576	-	965,029	1,065,944	1,065,944
BEGINNING FUND BALANCE	12,704,598	3,893,297	4,790,700	5,027,975	4,115,386
ADD/(SUBTRACT) OPERATING DIFFERENCE	350,275	1,134,678	1,292,309	153,356	0
LESS: EXTRAORDINARY EXPENSES	(9,161,576)	-	(965,029)	(1,065,944)	(1,065,944)
ENDING FUND BALANCE	3,893,297	5,027,975	5,117,980	4,115,386	3,049,442
EMERGENCY RESERVE	627,764	515,195	548,871	611,471	636,424
AVAILABLE FUND BALANCE	3,265,533	4,512,779	4,569,108	3,503,915	2,413,019

CITY OF CHERRY HILLS VILLAGE
BALANCE SHEET
MAY 31, 2014

GENERAL FUND

ASSETS

01-1000	CASH - COMBINED FUND	(1,243,695.22)	
01-1011	CASH ON HAND-GEN FUND		350.00	
01-1029	CASH ON DEPOSIT-CRIER	(24,674.93)	
01-1031	CASH-COUNTY TREASURER GENERAL		329,544.99	
01-1032	CASH-CTY CLERK USE TAX		112,999.09	
01-1041	INVEST ACCT GEN'L FUND		1,872,125.11	
01-1042	INVESTMENT ACCT-CSAFE		102,707.27	
01-1043	INVEST ACCT-COLOTRUST+		4,097,776.35	
01-1045	1ST BANK CD'S		503,866.02	
01-1046	STEELE STREET BANK CD'S		504,353.49	
01-1051	TAXES RECEIVABLE		446,595.02	
01-1151	ACCOUNTS RECEIVABLE	(26,483.76)	
01-1311	DUE FROM OTHER FUNDS		1,542,490.56	
01-1551	PREPAID INSURANCE	(4,230.84)	
01-1601	LAND		15,169,580.08	
01-1631	BUILDINGS		4,986,859.61	
01-1632	GROUND IMPROVEMENTS		223,820.14	
01-1641	PUBLIC WORKS EQUIPMENT		1,434,414.18	
01-1642	PUBLIC SAFETY EQUIPMENT		633,363.60	
01-1643	ADMINISTRATION EQUIPMENT		232,947.35	
01-1701	COMPUTER LOAN PROGRAM		9,195.01	
	TOTAL ASSETS			30,903,903.12

LIABILITIES AND EQUITYLIABILITIES

01-2014	PAYROLL PAYABLES-ZERO BALANCE		.08	
01-2015	FICA/FWH PAYABLES	(672.17)	
01-2017	457 PAYABLES	(1,082.74)	
01-2020	HEALTH SAVINGS PAYABLES		26,735.01	
01-2021	DEPENDENT FLEX PAYABLES		392.32	
01-2022	FSA PAYABLES		9,000.00	
01-2023	RETIREMENT PAYABLES		422.48	
01-2025	HEALTH/DENTAL INSUR PAYABLES		26,236.14	
01-2030	MISC PR PAYABLES		5,774.42	
01-2101	HEALTH CARE SPENDING ACCT	(36,556.44)	
01-2201	RECOGNIZANCE BONDS		335.00	
01-2202	JURY FEES - ESCROW	(50.00)	
01-2221	RESERVE-TAXES RECEIV.		446,595.02	
01-2251	CHERRY HILLS GIFT FUND ESCROW		14,864.56	
01-2252	ART COMMISSION DONATIONS		52,452.75	
01-2261	POLICE DEPT SEIZURE ESCROW		.35	
01-2370	BUILDING ESCROW		84,241.15	
01-2381	HIGHLINE CANAL MAYORS CONTEST		362.59	
01-2641	INVESTMENT IN FIXED ASSETS		22,680,984.96	
01-2808	XCEL ROW QUINCY AVE. RESTORE		50,703.50	
	TOTAL LIABILITIES			23,360,738.98

FUND EQUITY

CITY OF CHERRY HILLS VILLAGE
BALANCE SHEET
MAY 31, 2014

GENERAL FUND

01-2952	TABOR EXCESS		1,078,951.30	
	UNAPPROPRIATED FUND BALANCE:			
01-2900	FUND BALANCE	5,391,006.81		
	REVENUE OVER EXPENDITURES - YTD	<u>1,073,206.03</u>		
	BALANCE - CURRENT DATE		<u>6,464,212.84</u>	
	TOTAL FUND EQUITY			<u>7,543,164.14</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>30,903,903.12</u></u>

CITY OF CHERRY HILLS VILLAGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUES</u>					
01-310-3111	330,104.72	1,678,567.44	2,119,134.00	440,566.56	79.2
01-310-3121	.00	.00	93,040.00	93,040.00	.0
01-310-3161	39,997.65	130,317.81	320,000.00	189,682.19	40.7
01-310-3162	.00	34,835.43	100,000.00	65,164.57	34.8
01-310-3191	1,295.41	1,249.23	6,000.00	4,750.77	20.8
01-310-3192	.00	.00	(20,000.00)	(20,000.00)	.0
01-310-3193	.00	.00	(200.00)	(200.00)	.0
01-310-3311	72,200.73	331,350.39	1,000,000.00	668,649.61	33.1
01-310-3312	114,777.19	477,731.82	917,018.00	439,286.18	52.1
01-310-3313	11,187.50	155,550.00	150,000.00	(5,550.00)	103.7
TOTAL TAX REVENUES	569,563.20	2,809,602.12	4,684,992.00	1,875,389.88	60.0
<u>LICENSE AND PERMIT REVENUES</u>					
01-320-3211	.00	1,175.00	7,257.00	6,082.00	16.2
01-320-3213	.00	26,000.00	30,000.00	4,000.00	86.7
01-320-3221	100,916.53	215,546.94	550,000.00	334,453.06	39.2
01-320-3222	23,854.60	54,595.10	120,000.00	65,404.90	45.5
01-320-3223	300.00	450.00	2,000.00	1,550.00	22.5
01-320-3224	.00	.00	3,600.00	3,600.00	.0
01-320-3225	12,000.00	46,625.00	80,000.00	33,375.00	58.3
01-320-3226	.00	.00	500.00	500.00	.0
01-320-3227	320.00	2,440.00	3,000.00	560.00	81.3
01-320-3228	6,190.00	21,830.00	45,000.00	23,170.00	48.5
01-320-3229	600.00	900.00	2,000.00	1,100.00	45.0
01-320-3230	600.00	900.00	10,000.00	9,100.00	9.0
TOTAL LICENSE AND PERMIT REVENUES	144,781.13	370,462.04	853,357.00	482,894.96	43.4
<u>INTERGOVERNMENTAL REVENUES</u>					
01-330-3321	2,369.50	11,864.00	24,000.00	12,136.00	49.4
01-330-3342	224.42	1,230.08	3,000.00	1,769.92	41.0
01-330-3352	21,534.86	78,882.24	236,949.00	158,066.76	33.3
01-330-3371	.00	39,726.51	115,682.00	75,955.49	34.3
TOTAL INTERGOVERNMENTAL REVENUES	24,128.78	131,702.83	379,631.00	247,928.17	34.7

CITY OF CHERRY HILLS VILLAGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES REVENUES</u>					
01-350-3420 EXTRA DUTY SERVICE CHARGES	3,185.00	16,015.00	55,000.00	38,985.00	29.1
01-350-3421 FALSE ALARM FEES	.00	900.00	1,000.00	100.00	90.0
01-350-3511 MUNICIPAL COURT FINES	32,645.00	123,415.00	240,000.00	116,585.00	51.4
01-350-3512 DUI FINES	3,033.60	4,709.49	18,000.00	13,290.51	26.2
01-350-3513 FUEL SURCHARGE	2,940.00	11,015.00	23,000.00	11,985.00	47.9
01-350-3514 PHOTO RED LIGHT FINES	75.00	325.00	55,000.00	54,675.00	.6
TOTAL CHARGES FOR SERVICES REVENUES	41,878.60	156,379.49	392,000.00	235,620.51	39.9
<u>MISCELLANEOUS REVENUES</u>					
01-360-3611 INTEREST INCOME	547.11	3,736.30	10,498.00	6,761.70	35.6
01-360-3612 PENALTY-BUILDING PERMITS	50.00	1,500.00	2,500.00	1,000.00	60.0
01-360-3650 CRIER CONTRIBUTIONS	.00	7,106.00	8,000.00	894.00	88.8
01-360-3660 CRIER ADVERTISEMENT	40.00	6,080.00	6,000.00	(80.00)	101.3
01-360-3680 OTHER REVENUES	3,340.52	7,605.52	20,000.00	12,394.48	38.0
01-360-3690 LEASE PROCEEDS	1,210.00	3,630.00	7,260.00	3,630.00	50.0
TOTAL MISCELLANEOUS REVENUES	5,187.63	29,657.82	54,258.00	24,600.18	54.7
TOTAL FUND REVENUE	785,539.34	3,497,804.30	6,364,238.00	2,866,433.70	55.0

CITY OF CHERRY HILLS VILLAGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION DEPARTMENT</u>					
01-411-1011 PERSONNEL SERVICES	35,166.24	198,414.33	504,409.00	305,994.67	39.3
01-411-1012 FEE PERSONNEL	1,200.00	4,800.00	17,600.00	12,800.00	27.3
01-411-1013 SOCIAL SECURITY TAXES	2,752.68	15,619.14	40,353.00	24,733.86	38.7
01-411-1014 RETIREMENT 401-NONSWORN	1,055.60	5,784.16	30,265.00	24,480.84	19.1
01-411-1015 RETIREMENT	1,003.76	5,505.52	65,000.00	59,494.48	8.5
01-411-1016 HEALTH-LIFE-DENTAL INSURANCE	4,880.41	24,300.33	465,690.00	441,389.67	5.2
01-411-1017 UNEMPLOY-WORKMENS COMP INS	8,428.00	38,284.00	120,000.00	81,716.00	31.9
01-411-2021 OFC-SUPPLIES-POSTAGE	102.23	6,454.12	17,027.00	10,572.88	37.9
01-411-2022 PRINTING-REPRODUCTION	48.00	374.72	1,500.00	1,125.28	25.0
01-411-2028 SPECIAL MATERIALS	59.86	474.91	2,700.00	2,225.09	17.6
01-411-3031 GAS-HEAT-LIGHT	2,027.78	9,738.47	17,800.00	8,061.53	54.7
01-411-3033 COMMUNICATIONS	3,006.28	13,583.49	33,000.00	19,416.51	41.2
01-411-3035 SEWER	.00	.00	3,073.00	3,073.00	.0
01-411-4040 COUNTY TREASURER FEES	3,734.14	18,932.17	21,191.00	2,258.83	89.3
01-411-4041 COUNTY USE TAX FEES	5,738.86	22,629.92	45,851.00	23,221.08	49.4
01-411-4042 AUDIT	7,500.00	7,500.00	7,500.00	.00	100.0
01-411-4043 LEGAL	10,587.50	37,461.05	130,000.00	92,538.95	28.8
01-411-4049 OTHER CONTRACTUAL SERVICES	365.48	4,923.83	35,860.00	30,936.17	13.7
01-411-6061 INSURANCE-BONDS	2,474.56	68,835.06	126,839.00	58,003.94	54.3
01-411-6062 ELECTION EXPENSE	.00	.00	8,600.00	8,600.00	.0
01-411-6063 TRAIN.-DUES-TRAVEL-SUBSC	8,243.68	30,764.74	151,509.00	120,744.26	20.3
01-411-6064 TESTING-PHYSICALS	.00	.00	1,000.00	1,000.00	.0
01-411-6066 LEGAL PUBLICATIONS	.00	.00	500.00	500.00	.0
01-411-6067 SPECIAL EVENTS	233.02	288.40	1,700.00	1,411.60	17.0
01-411-6068 MISCELLANEOUS EXPENSES	3,617.17	16,130.79	30,474.00	14,343.21	52.9
01-411-7071 EQUIPMENT	345.00	1,081.98	1,000.00	(81.98)	108.2
TOTAL ADMINISTRATION DEPARTMENT	102,570.25	531,881.13	1,880,441.00	1,348,559.87	28.3
<u>JUDICIAL DEPARTMENT</u>					
01-412-1011 PERSONAL SERVICES	5,082.46	27,863.53	65,253.00	37,389.47	42.7
01-412-1012 FEE PERSONNEL	1,000.00	4,000.00	10,400.00	6,400.00	38.5
01-412-1013 SOCIAL SECURITY TAXES	388.67	2,148.96	5,220.00	3,071.04	41.2
01-412-1015 RETIREMENT	147.98	813.89	.00	(813.89)	.0
01-412-1016 HEALTH-LIFE-DENTAL INSURANCE	1,435.84	7,164.40	.00	(7,164.40)	.0
01-412-2021 OFC SUPPLIES-POSTAGE	32.95	40.24	200.00	159.76	20.1
01-412-2022 PRINTING-REPRODUCTION	.00	.00	500.00	500.00	.0
01-412-4050 JURY-WITNESS FEES	.00	.00	150.00	150.00	.0
01-412-6063 TRAIN.-DUES-TRAVEL-SUBSC	.00	289.00	560.00	271.00	51.6
01-412-6067 INTERPRETERS	225.00	295.00	1,100.00	805.00	26.8
01-412-6068 MISCELLANEOUS EXPENSES	.00	.00	5,680.00	5,680.00	.0
TOTAL JUDICIAL DEPARTMENT	8,312.90	42,615.02	89,063.00	46,447.98	47.9

CITY OF CHERRY HILLS VILLAGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DATA PROCESSING DEPARTMENT</u>					
01-414-2028 SOFTWARE	.00	1,060.00	1,758.00	698.00	60.3
01-414-4049 OTHER CONTRACTUAL SERVICES	705.00	25,078.78	98,432.00	73,353.22	25.5
01-414-5052 EQUIPMENT MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
01-414-6068 MISCELLANEOUS EXPENSES	.00	11,856.56	21,870.00	10,013.44	54.2
01-414-7071 EQUIPMENT	5,830.99	8,520.60	9,000.00	479.40	94.7
TOTAL DATA PROCESSING DEPARTMENT	6,535.99	46,515.94	134,060.00	87,544.06	34.7
<u>COMMUNITY DEVELOPMENT DEPARTME</u>					
01-418-1011 PERSONNEL SERVICES	12,661.73	69,435.08	170,905.00	101,469.92	40.6
01-418-1013 SOCIAL SECURITY TAXES	969.26	5,312.67	13,672.00	8,359.33	38.9
01-418-1014 RETIREMENT 401-NONSWORN	453.45	2,483.76	.00	(2,483.76)	.0
01-418-1016 HEALTH-LIFE-DENTAL INSURANCE	1,526.88	7,594.16	.00	(7,594.16)	.0
01-418-2021 OFCE SUPPLIES-POSTAGE	.00	217.28	4,200.00	3,982.72	5.2
01-418-2022 PRINTING-REPRODUCTION	404.52	1,131.48	1,800.00	668.52	62.9
01-418-2028 SPECIAL MATERIALS	24.30	72.90	200.00	127.10	36.5
01-418-3033 TELEPHONE	.00	101.32	850.00	748.68	11.9
01-418-4041 GREEN BUILDING REBATES	.00	.00	20,000.00	20,000.00	.0
01-418-4042 CONTRACTED PLAN REVIEW	.00	19,125.00	55,000.00	35,875.00	34.8
01-418-4045 ENGINEERING SERVICES	.00	2,408.29	25,000.00	22,591.71	9.6
01-418-4047 BUILDING INSPECTION	.00	29,722.49	140,000.00	110,277.51	21.2
01-418-4049 OTHER CONTRACTUAL SERVICES	.00	.00	20,000.00	20,000.00	.0
01-418-6063 TRAIN.-DUES-TRAVEL-SUBSC	1,273.87	2,558.87	5,500.00	2,941.13	46.5
01-418-6068 MISCELLANEOUS EXPENSE	334.19	1,387.19	3,600.00	2,212.81	38.5
01-418-7071 EQUIPMENT	.00	.00	1,800.00	1,800.00	.0
TOTAL COMMUNITY DEVELOPMENT DEPARTME	17,648.20	141,550.49	462,527.00	320,976.51	30.6
<u>VILLAGE CRIER DEPARTMENT</u>					
01-419-1012 FEE PERSONNEL	600.00	2,400.00	4,200.00	1,800.00	57.1
01-419-2021 OFFICE SUPPLIES, POSTAGE	736.06	2,333.00	5,600.00	3,267.00	41.7
01-419-2022 PRINTING	1,702.46	3,556.33	8,000.00	4,443.67	44.5
TOTAL VILLAGE CRIER DEPARTMENT	3,038.52	8,289.33	17,800.00	9,510.67	46.6

CITY OF CHERRY HILLS VILLAGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY DEPARTMENT</u>					
01-421-1011 PERSONNEL SERVICES	149,811.65	820,985.25	1,919,239.00	1,098,253.75	42.8
01-421-1013 SOCIAL SECURITY TAXES	3,731.49	21,040.16	57,577.00	36,536.84	36.5
01-421-1014 POLICE PENSION CONTRIBUTIONS	10,345.98	56,196.52	145,000.00	88,803.48	38.8
01-421-1015 RETIREMENT	3,207.63	17,156.81	.00	(17,156.81)	.0
01-421-1016 HEALTH-LIFE-DENTAL INSURANCE	24,884.45	121,191.73	.00	(121,191.73)	.0
01-421-1018 UNIFORM EXPENSE	1,229.13	2,432.57	23,000.00	20,567.43	10.6
01-421-1019 OVERTIME	1,624.10	12,599.08	70,000.00	57,400.92	18.0
01-421-1020 EXTRA DUTY	3,208.48	17,576.89	70,000.00	52,423.11	25.1
01-421-2021 OFC SUPPLIES-POSTAGE	542.94	2,906.87	8,250.00	5,343.13	35.2
01-421-2022 PRINTING-REPRODUCTION	72.23	1,258.38	5,500.00	4,241.62	22.9
01-421-2023 CRIME PREVENTION	.00	.00	2,000.00	2,000.00	.0
01-421-2024 DARE	.00	1,329.01	2,000.00	670.99	66.5
01-421-2028 SPECIAL MATERIALS	1,045.97	3,103.64	10,500.00	7,396.36	29.6
01-421-2029 ANIMAL CONTROL	.00	66.85	1,000.00	933.15	6.7
01-421-3031 ELECTRIC/GAS	(4,308.42)	12,477.83	23,100.00	10,622.17	54.0
01-421-3032 WATER	(11.46)	116.76	3,000.00	2,883.24	3.9
01-421-3033 TELEPHONE	152.09	3,009.10	29,350.00	26,340.90	10.3
01-421-3035 SEWER	(456.50)	456.50	500.00	43.50	91.3
01-421-4048 VEHICLE MAINTENANCE CONTRACT	1,210.20	6,794.23	42,500.00	35,705.77	16.0
01-421-4049 OTHER CONTRACTUAL SERVICES	333.61	88,002.97	154,628.00	66,625.03	56.9
01-421-4050 PHOTO RED LIGHT EXPENSES	.00	.00	55,000.00	55,000.00	.0
01-421-5051 BUILDING MAINTENCE	202.56	1,165.07	28,200.00	27,034.93	4.1
01-421-5052 EQUIPMENT MAINTENANCE	165.00	1,213.70	5,895.00	4,681.30	20.6
01-421-5053 VEHICLE MAINTENANCE	477.82	705.08	6,600.00	5,894.92	10.7
01-421-5054 GASOLINE-OIL	5,949.65	19,004.63	60,000.00	40,995.37	31.7
01-421-6063 TRNG-DUES-TRAVEL-SUBSC	1,087.11	5,926.23	22,000.00	16,073.77	26.9
01-421-6064 TESTING AND PHYSICAL EXAMS	.00	733.58	8,000.00	7,266.42	9.2
01-421-6065 PRISONER EXPENSES	40.00	1,879.36	7,800.00	5,920.64	24.1
01-421-6066 SPECIAL INVESTIGATIONS	429.97	736.97	2,800.00	2,063.03	26.3
01-421-6068 MISCELLANEOUS EXPENSES	500.00	3,443.91	12,500.00	9,056.09	27.6
01-421-7071 EQUIPMENT	.00	1,175.94	9,600.00	8,424.06	12.3
TOTAL PUBLIC SAFETY DEPARTMENT	205,475.68	1,224,685.62	2,785,539.00	1,560,853.38	44.0

CITY OF CHERRY HILLS VILLAGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS DEPARTMENT</u>					
01-431-1011 PERSONNEL SERVICES	42,351.08	226,437.94	593,850.00	367,412.06	38.1
01-431-1013 SOCIAL SECURITY TAXES	3,197.61	17,379.33	47,508.00	30,128.67	36.6
01-431-1014 RETIREMENT 401-NONSWORN	953.52	4,826.28	.00 (4,826.28)	.0
01-431-1015 RETIREMENT	526.28	3,257.29	.00 (3,257.29)	.0
01-431-1016 HEALTH-LIFE-DENTAL INSURANCE	7,938.44	37,812.50	.00 (37,812.50)	.0
01-431-1018 UNIFORM EXPENSE	.00	831.15	4,400.00	3,568.85	18.9
01-431-1019 OVERTIME	.00	3,323.66	13,000.00	9,676.34	25.6
01-431-2021 OFC SUPPLIES-POSTAGE	60.44	640.97	2,000.00	1,359.03	32.1
01-431-2024 SNOW-ICE MATERIALS	.00	18,081.27	20,000.00	1,918.73	90.4
01-431-2025 ROAD MAINT. MATERIALS	.00	6,859.77	50,000.00	43,140.23	13.7
01-431-2026 CURB-GUTTER-SIDEWALKS	.00	.00	5,000.00	5,000.00	.0
01-431-2027 TRAFFIC CONTROL DEVICES	(74.00)	1,558.04	8,000.00	6,441.96	19.5
01-431-2028 SPECIAL MATERIALS	395.79	3,798.72	6,000.00	2,201.28	63.3
01-431-3032 WATER	845.60	893.92	1,750.00	856.08	51.1
01-431-3033 COMMUNICATIONS	.00	454.25	7,050.00	6,595.75	6.4
01-431-3034 STREET LIGHTING	329.96	1,338.50	5,000.00	3,661.50	26.8
01-431-4045 ENGINEERING SERVICES	.00	2,497.00	5,000.00	2,503.00	49.9
01-431-4048 VEHICLE MAINTENANCE CONTRACT	2,746.33	13,729.76	48,000.00	34,270.24	28.6
01-431-4049 OTHER CONTRACTUAL SERVICES	2,326.12	9,097.30	47,000.00	37,902.70	19.4
01-431-5051 BUILDING MAINTENANCE	454.43	6,818.95	30,000.00	23,181.05	22.7
01-431-5052 EQUIPMENT MAINTENANCE	187.55	2,362.83	8,000.00	5,637.17	29.5
01-431-5053 VEHICLE MAINTENANCE	133.22	3,378.66	20,000.00	16,621.34	16.9
01-431-5054 GASOLINE-OIL	6,883.60	47,270.49	28,000.00 (19,270.49)	168.8
01-431-6063 TRNG-DUES-TRAVEL-SUBSC	833.15	10,027.02	15,000.00	4,972.98	66.9
01-431-6064 TESTING PHYSICALS	.00	.00	1,750.00	1,750.00	.0
01-431-6068 MISCELLANEOUS EXPENSES	509.00	2,886.93	8,500.00	5,613.07	34.0
01-431-7000 PUBLIC ART	1,488.90	1,606.50	15,000.00	13,393.50	10.7
01-431-7071 EQUIPMENT	50.00	1,891.71	5,000.00	3,108.29	37.8
TOTAL PUBLIC WORKS DEPARTMENT	72,137.02	429,060.74	994,808.00	565,747.26	43.1
TOTAL FUND EXPENDITURES	415,718.56	2,424,598.27	6,364,238.00	3,939,639.73	38.1
NET REVENUE OVER EXPENDITURES	369,820.78	1,073,206.03	.00 (1,073,206.03)	.0

CITY OF CHERRY HILLS VILLAGE

BALANCE SHEET

MAY 31, 2014

CAPITAL FUND

ASSETS

02-1000	CASH - COMBINED FUND	4,481,759.13	
02-1031	CASH-COUNTY TREASURER GENERAL	45,218.55	
02-1043	INVSEST ACCOUNT-COLOTRUST	1,659,563.50	
02-1051	TAXES RECEIVABLE	(36,506.14)	
	TOTAL ASSETS		<u>6,150,035.04</u>

LIABILITIES AND EQUITY

LIABILITIES

02-2012	S. METRO JOINT FACILITY FUNDS	.01	
02-2221	RESERVE-TAXES RECEIVABLE	(36,506.14)	
	TOTAL LIABILITIES		(36,506.13)

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
02-2900	FUND BALANCE	6,025,488.16	
	REVENUE OVER EXPENDITURES - YTD	161,053.01	
	BALANCE - CURRENT DATE	6,186,541.17	
	TOTAL FUND EQUITY		<u>6,186,541.17</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,150,035.04</u>

CITY OF CHERRY HILLS VILLAGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUES</u>					
02-310-3111	42,013.33	213,609.20	290,292.00	76,682.80	73.6
02-310-3121	21,121.46	113,188.94	3,210.00	(109,978.94)	3526.1
	<u>63,134.79</u>	<u>326,798.14</u>	<u>293,502.00</u>	<u>(33,296.14)</u>	<u>111.3</u>
<u>MISCELLANEOUS REVENUES</u>					
02-360-3611	157.43	715.50	.00	(715.50)	.0
02-360-3680	.00	.00	1,500.00	1,500.00	.0
	<u>157.43</u>	<u>715.50</u>	<u>1,500.00</u>	<u>784.50</u>	<u>47.7</u>
	<u>63,292.22</u>	<u>327,513.64</u>	<u>295,002.00</u>	<u>(32,511.64)</u>	<u>111.0</u>

CITY OF CHERRY HILLS VILLAGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

CAPITAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL FUND EXPENDITURES</u>					
02-441-1000 TRAIL IMPROVEMENTS	.00	.00	40,000.00	40,000.00	.0
02-441-1101 VILLAGE CENTER IMPROVEMENTS	.00	12,481.80	100,000.00	87,518.20	12.5
02-441-2103 POLICE EQUIPMENT	10,606.50	11,055.18	39,300.00	28,244.82	28.1
02-441-2104 POLICE VEHICLES	29,039.56	86,846.76	137,000.00	50,153.24	63.4
02-441-3101 STREET IMPROVEMENT PROGRAM	.00	.00	405,000.00	405,000.00	.0
02-441-3102 PUBLIC WORKS EQUIPMENT	.00	5,830.00	37,100.00	31,270.00	15.7
02-441-3103 PARKS EQUIPMENT	.00	27,841.75	45,000.00	17,158.25	61.9
02-441-3104 PUBLIC WORKS VEHICLES	.00	990.15	.00	(990.15)	.0
02-441-3106 STORM SEWERS	.00	.00	25,000.00	25,000.00	.0
02-441-3110 CRACK SEAL	2,412.80	7,515.31	25,000.00	17,484.69	30.1
02-441-3111 CURB AND GUTTER	.00	.00	40,000.00	40,000.00	.0
02-441-3112 RIGHTS-OF-WAY IMPROVEMENTS	.00	.00	100,000.00	100,000.00	.0
02-441-4000 LAND PURCHASE	.00	13,899.68	24,600.00	10,700.32	56.5
TOTAL CAPITAL FUND EXPENDITURES	42,058.86	166,460.63	1,018,000.00	851,539.37	16.4
TOTAL FUND EXPENDITURES	42,058.86	166,460.63	1,018,000.00	851,539.37	16.4
NET REVENUE OVER EXPENDITURES	21,233.36	161,053.01	(722,998.00)	(884,051.01)	22.3

CITY OF CHERRY HILLS VILLAGE
BALANCE SHEET
MAY 31, 2014

CONSERVATION TRUST FUND

ASSETS

07-1000	CASH - COMBINED FUND	513,700.82	
07-1041	INVESTMENT ACCT CONSER TRUST	167,631.60	
	TOTAL ASSETS		681,332.42

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
07-2900	FUND BALANCE	664,792.16	
	REVENUE OVER EXPENDITURES - YTD	16,540.26	
	BALANCE - CURRENT DATE	681,332.42	
	TOTAL FUND EQUITY		681,332.42
	TOTAL LIABILITIES AND EQUITY		681,332.42

CITY OF CHERRY HILLS VILLAGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVERNMENTAL REVENUES</u>						
07-330-3358	COLORADO LOTTERY	.00	16,461.06	50,000.00	33,538.94	32.9
	TOTAL INTERGOVERNMENTAL REVENUES	.00	16,461.06	50,000.00	33,538.94	32.9
<u>MISCELLANEOUS REVENUES</u>						
07-360-3611	INTEREST ON INVESTMENTS	15.90	79.20	250.00	170.80	31.7
	TOTAL MISCELLANEOUS REVENUES	15.90	79.20	250.00	170.80	31.7
	TOTAL FUND REVENUE	15.90	16,540.26	50,250.00	33,709.74	32.9

CITY OF CHERRY HILLS VILLAGE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2014

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONSERVATION TRUST EXPENDITURE</u>						
07-450-4521	TRAIL IMPROVEMENTS	.00	.00	30,000.00	30,000.00	.0
	TOTAL CONSERVATION TRUST EXPENDITURE	.00	.00	30,000.00	30,000.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	30,000.00	30,000.00	.0
	NET REVENUE OVER EXPENDITURES	15.90	16,540.26	20,250.00	3,709.74	81.7

CITY OF CHERRY HILLS VILLAGE
BALANCE SHEET
MAY 31, 2014

CH ANDERSON LAND DONATION FUND

ASSETS

08-1000	CASH - COMBINED FUND	(408,193.81)	
08-1041	INVESTMENT ACCT LAND DONATION		813,497.90	
	TOTAL ASSETS			405,304.09

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
08-2900	FUND BALANCE		403,838.82	
	REVENUE OVER EXPENDITURES - YTD		1,465.27	
	BALANCE - CURRENT DATE		405,304.09	
	TOTAL FUND EQUITY			405,304.09
	TOTAL LIABILITIES AND EQUITY			405,304.09

CITY OF CHERRY HILLS VILLAGE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2014

CH ANDERSON LAND DONATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSE AND PERMIT REVENUES</u>					
08-320-3221 RECREATION REIMBURSEMENT DONAT	50.00	300.00	1,000.00	700.00	30.0
TOTAL LICENSE AND PERMIT REVENUES	50.00	300.00	1,000.00	700.00	30.0
<u>MISCELLANEOUS REVENUES</u>					
08-360-3611 INTEREST-INVESTMENTS	77.17	384.32	1,000.00	615.68	38.4
08-360-3680 MISCELLANEOUS REVENUES	.00	1,400.00	.00	(1,400.00)	.0
08-360-3681 EXCISE TAX	.00	.00	100.00	100.00	.0
TOTAL MISCELLANEOUS REVENUES	77.17	1,784.32	1,100.00	(684.32)	162.2
TOTAL FUND REVENUE	127.17	2,084.32	2,100.00	15.68	99.3

CITY OF CHERRY HILLS VILLAGE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2014

CH ANDERSON LAND DONATION FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>LAND DONATION FUND EXPENDITURE</u>						
08-450-9093	THREE POND PARK WATER RIGHTS	.00	619.05	620.00	.95	99.9
	TOTAL LAND DONATION FUND EXPENDITURE	.00	619.05	620.00	.95	99.9
	TOTAL FUND EXPENDITURES	.00	619.05	620.00	.95	99.9
	NET REVENUE OVER EXPENDITURES	127.17	1,465.27	1,480.00	14.73	99.0

CITY OF CHERRY HILLS VILLAGE
BALANCE SHEET
MAY 31, 2014

SID # 7 BOND FUND

<u>ASSETS</u>			
13-1000	CASH - COMBINED FUND	267.56	
13-1031	CASH COUNTY TREASURER SID #7	10,418.82	
13-1047	COLOTRUST	81,966.15	
	TOTAL ASSETS		92,652.53
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
13-2900	FUND BALANCE	21,497.38	
	REVENUE OVER EXPENDITURES - YTD	71,155.15	
	BALANCE - CURRENT DATE		92,652.53
	TOTAL FUND EQUITY		92,652.53
	TOTAL LIABILITIES AND EQUITY		92,652.53

CITY OF CHERRY HILLS VILLAGE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2014

SID # 7 BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUES</u>					
13-360-3611 INTEREST INCOME	7.78	24.49	1,000.00	975.51	2.5
13-360-3612 INTEREST ON ASSESSMENT	2,226.11	12,557.46	15,840.00	3,282.54	79.3
13-360-3630 ASSESSMENTS REVENUE	8,297.95	59,291.69	66,432.00	7,140.31	89.3
TOTAL MISCELLANEOUS REVENUES	10,531.84	71,873.64	83,272.00	11,398.36	86.3
TOTAL FUND REVENUE	10,531.84	71,873.64	83,272.00	11,398.36	86.3

CITY OF CHERRY HILLS VILLAGE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2014

SID # 7 BOND FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SID # 7 BOND FUND EXPENDITURES</u>					
13-470-4041 COUNTY TREASURER FEES	105.24	718.49	823.00	104.51	87.3
13-470-7072 INTEREST EXPENSE	.00	.00	13,365.00	13,365.00	.0
13-470-7073 BOND PRINCIPAL PAYMENT	.00	.00	75,000.00	75,000.00	.0
TOTAL SID # 7 BOND FUND EXPENDITURES	105.24	718.49	89,188.00	88,469.51	.8
TOTAL FUND EXPENDITURES	105.24	718.49	89,188.00	88,469.51	.8
NET REVENUE OVER EXPENDITURES	10,426.60	71,155.15	(5,916.00)	(77,071.15)	1202.8

CITY OF CHERRY HILLS VILLAGE
BALANCE SHEET
MAY 31, 2014

ARAPAPAHOE COUNTY OPEN SPACE F

<u>ASSETS</u>			
14-1000	CASH - COMBINED FUND	(597,060.61)	
14-1042	INVESTMENT ACCOUNT-CSAFE	260,385.20	
14-1043	INVEST ACCT-COLOTRUST	901,542.89	
	TOTAL ASSETS		564,867.48
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
14-2071	ARAP CO SALES TAX COLLECTED	5,913.40	
	TOTAL LIABILITIES		5,913.40
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
14-2900	FUND BALANCE	575,010.07	
	REVENUE OVER EXPENDITURES - YTD	(16,055.99)	
	BALANCE - CURRENT DATE	558,954.08	
	TOTAL FUND EQUITY		558,954.08
	TOTAL LIABILITIES AND EQUITY		564,867.48

CITY OF CHERRY HILLS VILLAGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

ARAPAPAHOE COUNTY OPEN SPACE F

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSE AND PERMIT REVENUES</u>					
14-320-3200 OPEN SPACE SHAREBACK	.00	.00	115,000.00	115,000.00	.0
14-320-3220 SALES TAX COLLECTION FEE	.00	412.81	1,600.00	1,187.19	25.8
TOTAL LICENSE AND PERMIT REVENUES	.00	412.81	116,600.00	116,187.19	.4
<u>MISCELLANEOUS REVENUES</u>					
14-360-3611 INTEREST INCOME	108.93	526.06	1,200.00	673.94	43.8
TOTAL MISCELLANEOUS REVENUES	108.93	526.06	1,200.00	673.94	43.8
TOTAL FUND REVENUE	108.93	938.87	117,800.00	116,861.13	.8

CITY OF CHERRY HILLS VILLAGE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2014

ARAPAPAHOE COUNTY OPEN SPACE F

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPEN SPACE FUND EXPENDITURES</u>					
14-450-9091 TRAIL IMPROVEMENTS	.00	4,717.13	71,000.00	66,282.87	6.6
14-450-9092 PARK IMPROVEMENTS	7,757.00	8,019.55	15,000.00	6,980.45	53.5
14-450-9093 OTHER EXPENDITURES	.00	4,923.18	103,500.00	98,576.82	4.8
14-450-9094 QUINCY FARMS PROJECT	.00	(665.00)	.00	665.00	.0
TOTAL OPEN SPACE FUND EXPENDITURES	7,757.00	16,994.86	189,500.00	172,505.14	9.0
TOTAL FUND EXPENDITURES	7,757.00	16,994.86	189,500.00	172,505.14	9.0
NET REVENUE OVER EXPENDITURES	(7,648.07)	(16,055.99)	(71,700.00)	(55,644.01)	(22.4)

CITY OF CHERRY HILLS VILLAGE
BALANCE SHEET
MAY 31, 2014

WATER AND SEWER FUND

<u>ASSETS</u>			
20-1000	CASH - COMBINED FUND	14,090.75	
20-1041	INVESTMENT ACCOUNT	734,514.17	
20-1151	ACCOUNTS RECEIVABLE	2,430.00	
20-1551	SEWER LINES	708,364.00	
20-1601	ACCUMULATED DEPRECIATION	(460,103.00)	
	TOTAL ASSETS		999,295.92
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-2212	FAIRFAX WATER LINE	29,116.50	
20-2214	LEVY WATER LINE ESCROW	950.00	
	TOTAL LIABILITIES		30,066.50
<u>FUND EQUITY</u>			
20-2901	RETAINED EARNINGS	345,894.62	
20-2951	CONTRIBUTED CAPITAL-TAPS	438,450.00	
20-2961	CONTRIBUTED CAPITAL-SEWER	571,808.00	
UNAPPROPRIATED FUND BALANCE:			
20-2900	FUND BALANCE	(425,309.23)	
	REVENUE OVER EXPENDITURES - YTD	38,386.03	
	BALANCE - CURRENT DATE	(386,923.20)	
	TOTAL FUND EQUITY		969,229.42
	TOTAL LIABILITIES AND EQUITY		999,295.92

CITY OF CHERRY HILLS VILLAGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

WATER AND SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LICENSE AND PERMIT REVENUES</u>					
20-320-3220 TAP FEES	9,000.00	52,300.00	.00	(52,300.00)	.0
20-320-3225 WATER ADMINISTRATION FEES	.00	5,184.00	.00	(5,184.00)	.0
20-320-3226 SEWER ADMINISTRATION FEES	.00	26,082.00	1,812.00	(24,270.00)	1439.4
20-320-3228 W/S REPAIR & REPLACEMENT FEES	.00	2,340.00	22,650.00	20,310.00	10.3
TOTAL LICENSE AND PERMIT REVENUES	9,000.00	85,906.00	24,462.00	(61,444.00)	351.2
<u>MISCELLANEOUS REVENUES</u>					
20-360-3611 INTEREST INCOME	69.68	347.01	800.00	452.99	43.4
TOTAL MISCELLANEOUS REVENUES	69.68	347.01	800.00	452.99	43.4
TOTAL FUND REVENUE	9,069.68	86,253.01	25,262.00	(60,991.01)	341.4

CITY OF CHERRY HILLS VILLAGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

WATER AND SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER & SEWER EXPENDITURES</u>					
20-461-4043 CHERRYMOOR SOUTH EXPENSES	.00	.00	1,000.00	1,000.00	.0
20-461-4049 OTHER CONTRACTUAL	.00	.00	10,000.00	10,000.00	.0
20-461-5052 SEWER REPAIRS & MAINTENANCE	5,690.00	43,262.98	100,000.00	56,737.02	43.3
20-461-6063 TRAINING, DUES & SUB	.00	854.00	854.00	.00	100.0
20-461-6068 MISCELLANEOUS	.00	3,750.00	.00	(3,750.00)	.0
20-461-7050 DEPRECIATION	.00	.00	26,750.00	26,750.00	.0
TOTAL WATER & SEWER EXPENDITURES	<u>5,690.00</u>	<u>47,866.98</u>	<u>138,604.00</u>	<u>90,737.02</u>	<u>34.5</u>
TOTAL FUND EXPENDITURES	<u>5,690.00</u>	<u>47,866.98</u>	<u>138,604.00</u>	<u>90,737.02</u>	<u>34.5</u>
NET REVENUE OVER EXPENDITURES	<u>3,379.68</u>	<u>38,386.03</u>	<u>(113,342.00)</u>	<u>(151,728.03)</u>	<u>33.9</u>

CITY OF CHERRY HILLS VILLAGE
BALANCE SHEET
MAY 31, 2014

PARKS AND RECREATION FUND

ASSETS

30-1000	CASH - COMBINED FUND	(1,410,369.30)	
30-1031	CASH-COUNTY TREASURER GENERAL		226,920.04	
30-1041	INVEST ACCT. WF		1,888,597.84	
30-1042	INVESTMENT ACCOUNT-CSAFE	(25,111.57)	
30-1043	INVEST ACCT-COLOTRUST+		2,566,921.70	
30-1051	TAXES RECEIVABLE		324,947.18	
30-1551	PREPAID INSURANCE		92,569.41	
30-1632	GROUND IMPROVEMENTS		39,485.00	
30-1646	PARKS & TRAILS EQUIPMENT		184,020.70	
30-1701	COMPUTER LOAN PROGRAM		378.12	
	TOTAL ASSETS			3,888,359.12

LIABILITIES AND EQUITY

LIABILITIES

30-2011	VOUCHERS PAYABLE	(2,013.39)	
30-2014	PAYROLL PAYABLES-ZERO BALANCE		2,286.57	
30-2015	FICA/FWH PAYABLES		1,542,495.37	
30-2101	HEALTH CARE SPENDING ACCT	(44.09)	
30-2221	DEFERRED TAX REVENUE		324,947.18	
30-2371	ASPHALT OVERLAY PROJECT GRANT		2,277.72	
30-2372	VOLUNTEER PARK PROJECT		439.41	
30-2373	LITTLE DRY CREEK PROJECT GRANT	(625.41)	
30-2374	JOHN MEADE PARK HORSE ARENA GR	(87.72)	
30-2375	ASHPALT TRAIL OVERLAY PHASE 3	(134.88)	
30-2641	INVESTMENT IN FIXED ASSETS		223,505.70	
	TOTAL LIABILITIES			2,093,046.46

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
30-2900	FUND BALANCE		929,244.30	
	REVENUE OVER EXPENDITURES - YTD		866,068.36	
	BALANCE - CURRENT DATE			1,795,312.66
	TOTAL FUND EQUITY			1,795,312.66
	TOTAL LIABILITIES AND EQUITY			3,888,359.12

CITY OF CHERRY HILLS VILLAGE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

PARKS AND RECREATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUES</u>					
30-310-3111	228,072.35	1,159,592.74	1,472,944.00	313,351.26	78.7
30-310-3121	.00	.00	177,750.00	177,750.00	.0
TOTAL TAX REVENUES	228,072.35	1,159,592.74	1,650,694.00	491,101.26	70.3
<u>MISCELLANEOUS REVENUES</u>					
30-360-3611	393.38	1,979.00	10,000.00	8,021.00	19.8
TOTAL MISCELLANEOUS REVENUES	393.38	1,979.00	10,000.00	8,021.00	19.8
TOTAL FUND REVENUE	228,465.73	1,161,571.74	1,660,694.00	499,122.26	69.9

CITY OF CHERRY HILLS VILLAGE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2014

PARKS AND RECREATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS & RECREATION EXPENDITURE</u>					
30-432-1011 PERSONAL SERVICES	27,459.40	128,058.19	346,687.00	218,628.81	36.9
30-432-1013 SOCIAL SECURITY TAXES	2,110.49	9,916.15	27,735.00	17,818.85	35.8
30-432-1014 RETIREMENT 401-MGMT	342.80	1,885.40	4,500.00	2,614.60	41.9
30-432-1015 RETIREMENT 457 DEF COMP	610.16	2,981.50	8,000.00	5,018.50	37.3
30-432-1016 HEALTH-LIFE-DENTAL INSURANCE	4,595.82	23,408.34	58,698.00	35,289.66	39.9
30-432-1018 UNIFORM EXPENSE	.00	1,125.77	2,500.00	1,374.23	45.0
30-432-1019 OVERTIME	.00	859.32	2,500.00	1,640.68	34.4
30-432-2021 OFC-SUPPLIES-POSTAGE	.00	83.34	1,000.00	916.66	8.3
30-432-2023 PLANT SUPPLIES	392.80	392.80	2,500.00	2,107.20	15.7
30-432-2025 GENERAL INFRASTRUCTURE MAINT	87.61	2,463.43	15,500.00	13,036.57	15.9
30-432-2026 SNOW AND ICE MELT	.00	183.71	1,000.00	816.29	18.4
30-432-2027 PARK SIGNAGE	.00	.00	1,000.00	1,000.00	.0
30-432-2028 SPECIAL MATERIALS	154.30	1,092.27	3,500.00	2,407.73	31.2
30-432-3032 WATER	348.58	1,111.10	30,000.00	28,888.90	3.7
30-432-3033 COMMUNICATIONS	.00	325.93	3,200.00	2,874.07	10.2
30-432-4041 COUNTY TREASURER FEES	2,280.72	11,595.93	14,729.00	3,133.07	78.7
30-432-4043 LEGAL/SURVEYING	.00	.00	4,000.00	4,000.00	.0
30-432-4046 ENGINEERING	.00	595.75	4,000.00	3,404.25	14.9
30-432-4047 FORESTRY/ROW TREE MAINT.	12,960.00	20,322.06	28,000.00	7,677.94	72.6
30-432-4048 VEHICLE MAINTENANCE CONTRACT	.00	2,198.08	16,500.00	14,301.92	13.3
30-432-4049 OTHER CONTRACTUAL SERVICES	.00	.00	4,500.00	4,500.00	.0
30-432-5052 EQUIPMENT MAINTENANCE	.00	261.86	6,000.00	5,738.14	4.4
30-432-5053 VEHICLE MAINTENANCE	.00	1,629.56	4,500.00	2,870.44	36.2
30-432-5054 GASOLINE-OIL	2,975.61	9,424.27	25,000.00	15,575.73	37.7
30-432-5055 GROUNDS MAINTENANCE	3,650.69	8,553.00	20,000.00	11,447.00	42.8
30-432-6063 TRAIN-DUES-TRAVEL-SUBSC	658.50	2,296.05	5,420.00	3,123.95	42.4
30-432-6064 TESTING-PHYSICALS	.00	55.00	500.00	445.00	11.0
30-432-6067 SPECIAL EVENTS	.00	540.00	15,000.00	14,460.00	3.6
30-432-6068 MISCELLANEOUS EXPENSES	250.00	1,630.00	5,000.00	3,370.00	32.6
30-432-6069 RECREATION REIMBURSEMENT PROGR	4,523.00	54,631.53	210,000.00	155,368.47	26.0
30-432-7071 EQUIPMENT	.00	7,883.04	15,600.00	7,716.96	50.5
30-432-7072 INTEREST EXPENSE	.00	.00	12,895.00	12,895.00	.0
30-432-7073 PRINCIPAL EXPENSE	.00	.00	735,730.00	735,730.00	.0
30-432-7075 ADMINISTRATIVE SERVICES	.00	.00	25,000.00	25,000.00	.0
TOTAL PARKS & RECREATION EXPENDITURE	63,400.48	295,503.38	1,660,694.00	1,365,190.62	17.8
TOTAL FUND EXPENDITURES	63,400.48	295,503.38	1,660,694.00	1,365,190.62	17.8
NET REVENUE OVER EXPENDITURES	165,065.25	866,068.36	.00	(866,068.36)	.0

**CHERRY HILLS VILLAGE
COLORADO**

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 10c(iii)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL

FROM: JAY GOLDIE, DEPUTY CITY MANAGER/DIRECTOR OF PUBLIC WORKS

SUBJECT: PUBLIC WORKS ACCREDITATION UPDATE

DATE: JUNE 17, 2014

In 2013, the Public Works Department began the process for accreditation by the American Public Works Association (APWA). The Department has since completed the self-assessment, application and improvement phases. During the self-assessment phase, the Department determined how its policies and procedures compared to the recommended practices of nationally recognized experts.

The Department was in compliance with 46% of the required 405 practices upon completion of its initial self-assessment (Exhibit A). While the Department met a number of additional practices in the field, most were not in writing. To meet the recommended standards, the Department compiled a policies, procedures and practices manual (Exhibit B). Following the improvement phase, the Department is in 100% compliance with all applicable practices (Exhibit C).

The next step in the accreditation process is an on-site evaluation by Ann Daniels, APWA Director of Accreditation, and several evaluators from other accredited Public Works departments. The City's site visit is scheduled for September 10-12, 2014. During the site visit, evaluators will interact with members of the Department and determine if the practices described in the self-assessment are being followed. Staff will organize a reception during the site visit for elected officials, staff and the evaluation team.

The evaluation team will submit a report to the APWA Accreditation Council following its visit summarizing the results of the evaluation and recommending approval or denial of

**CHERRY HILLS VILLAGE
COLORADO**

accreditation. Staff has also requested that a representative from the City of Aurora, which was accredited in 2009, complete a peer review of the final self-assessment in July to correct any concerns prior to the site visit in September.

ATTACHMENTS:

Exhibit A: APWA Accreditation Progress, December 2013

Exhibit B: APWA Accreditation Progress, June 2014

Exhibit C: Public Works Policies, Procedures and Practices Manual

APWA Accreditation Progress 12/1/13

Chapter #	Topic	Assigned To	# of Practices	# of Practices Complete	Deadline
1	Organization & Strategic Planning	Jay/Kathryn	7	2	1/1/2014
2	Human Resource Management	Jay/Kathryn	36	10	1/1/2014
3	Occupied Facilities	Jay/Ralph/John H/Chad Greg/Kathryn/Pamela	16	11	1/1/2014
4	Finance	Jay/Karen/Ralph/Ryan	19	7	1/1/2014
5	Risk Management & Legal Review	Jay/Kathryn	9	4	2/1/2014
6	Communication	Jay/Kathryn/Pamela	14	7	2/1/2014
7	Information Technology & Telecommunications	Jay/Karen/Emily/Pamela	13	5	2/1/2014
8	Emergency Management	Jay/Karen/Kathryn/Ralph/Emily	18	9	2/1/2014
9	Safety	Jay/John H/Chad/Greg	10	7	3/1/2014
10	Planning & Development	Jay/Ralph/Rob/Karen/Pamela	14	6	3/1/2014
11	Code Enforcement	Rob	10	9	3/1/2014
12	Engineering Management	Jay	19	4	3/1/2014
13	Bid Process	Ralph/Josh/John P	6	0	4/1/2014
14	Project Management	Ralph/Josh/John P	14	8	4/1/2014
15	Right-of-Way Management	Jay/Pamela	8	8	4/1/2014
16	Utility Coordination	Jay/Ralph	9	5	4/1/2014
17	Facilities Management	Jay/John H/Chad/Greg	18	2	5/1/2014
18	Equipment & Fleet Management	Ryan/Ralph/Josh/John P	26	16	5/1/2014
19	Parks, Grounds and Forestry	Ryan/Matt/Chuck/Jeff/Kevin/ John H/Chad/Greg	21	6	5/1/2014
20	Solid Waste Management				
21	Solid Waste Collection				
22	Solid Waste Recycling & Reuse				
23	Solid Waste Disposal				
24	Street Maintenance	Jay/Ralph/Josh/John P/Pamela	16	9	5/1/2014
25	Street Cleaning	Jay/Ralph/Josh/John P/Ryan/Matt	6	2	6/1/2014
26	Snow Removal & Ice Control	Jay/Ralph/Josh/John P/Kathryn	13	4	6/1/2014
27	Stormwater & Flood Management	Jay/Rob/Pamela	19	16	6/1/2014

APWA Accreditation Progress 12/1/13

Chapter #	Topic	Assigned To	# of Practices	# of Practices Complete	Deadline
28	Vector Control	Jay/Ryan/John N	7	1	6/1/2014
29	Potable Water Distribution System				
30	Water Treatment				
31	Wastewater Collection & Conveyance	Jay	13	6	7/1/2014
32	Wastewater Treatment & Disposal				
33	Traffic Operations	Jay/Ralph/Josh/John P	27	20	7/1/2014
34	Parking	Jay	10	4	7/1/2014
35	Cemeteries				
36	Airports				
37	Transit Operations				
38	Bridges	Jay/Ryan	8	1	7/1/2014
39	Beach Management				
			Total Practices	Total Complete	Complete
			406	189	46.55%

N/A - Chapter does not apply

APWA Accreditation Progress 6/1/14

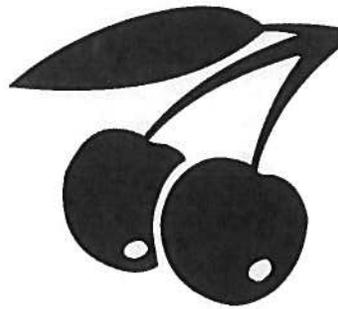
Chapter #	Topic	Assigned To	Total # of Practices	# of Practices in Full Compliance	# of Complete SOP's	Missing SOP Items	Self-Assessment Updated	Deadline
1	Organization & Strategic Planning	Jay/Kathryn	7	7	7		X	5/16/2014
2	Human Resource Management	Jay/Kathryn	36	36	36		X	5/16/2014
3	Occupied Facilities	Jay/Kathryn	16	16	16		X	5/16/2014
4	Finance	Jay/Karen	19	19	19		X	5/16/2014
5	Risk Management & Legal Review	Jay/Kathryn	9	9	9		X	5/16/2014
6	Communication	Jay/Kathryn/Pamela	14	14	14		X	5/16/2014
7	Information Technology & Telecommunications	Jay/Jessica/Pamela	13	13	13		X	5/16/2014
8	Emergency Management	Jay	18	18	18		X	5/16/2014
9	Safety	Jay/John H/Greg	10	10	10		X	5/16/2014
10	Planning & Development	Jay/Rob/Karen	14	14	14		X	5/16/2014
11	Code Enforcement	Rob	10	10	10		X	5/16/2014
12	Engineering Management	Jay	19	19	19		X	5/16/2014
13	Bid Process	Pamela/Jay	6	6	6		X	5/16/2014
14	Project Management	Pamela/Ralph	14	14	14		X	5/16/2014
15	Right-of-Way Management	Jay/Pamela	8	8	8		X	5/16/2014
16	Utility Coordination	Jay/Ralph	9	9	9		X	5/16/2014
17	Facilities Management	Jay/John H/Josh	18	18	18		X	5/16/2014
18	Equipment & Fleet Management	Josh/Ralph	26	26	26		X	5/16/2014
19	Parks, Grounds and Forestry	Ryan/Matt/Jeff/Kevin	20	20	20		X	5/16/2014
20	Solid Waste Management							
21	Solid Waste Collection							
22	Solid Waste Recycling & Reuse							
23	Solid Waste Disposal							
24	Street Maintenance	Jay/Ralph/John H/Josh	16	16	16		X	5/16/2014
25	Street Cleaning	Jay/Ralph/John H/Josh	6	6	6		X	5/16/2014
26	Snow Removal & Ice Control	Jay/Ralph/John H/Josh	13	13	13		X	5/16/2014

APWA Accreditation Progress 6/1/14

Chapter #	Topic	Assigned To	Total # of Practices	# of Practices in Full Compliance	# of Complete SOP's	Missing SOP Items	Self-Assessment Updated	Deadline
27	Stormwater & Flood Management	Jay/Rob	19	19	19		X	5/16/2014
28	Vector Control	Jay/John N	7	7	7		X	5/16/2014
29	System							
30	Water Treatment							
31	Wastewater Collection & Conveyance	Jay/Ralph	13	13	13		X	5/16/2014
32	Disposal							
33	Traffic Operations	Jay/Ralph/Josh	27	27	27		X	5/16/2014
34	Parking	Ryan/Jay	10	10	10			5/16/2014
35	Cemeteries							
36	Airports							
37	Transit Operations							
38	Bridges	Ryan/Jay	8	8	8		X	5/16/2014
39	Beach Management							
			Total # of Practices	Total # of Practices in Full Compliance	Total # of SOP's Complete	Complete		
			405	405	405	100%		

N/A - chapter does not apply

Policies, Procedures and Practices Manual



**Public Works
Cherry Hills Village**

Chapter 1 – Organization and Strategic Planning

- 1.1. Mission, Vision and Value Statements**
- 1.2. Description of Organization**
- 1.3. Review Process**
- 1.4. Policies, Practices and Procedures**
- 1.5. Code of Ethics**
- 1.6. Strategic Plan**
- 1.7. Relationship of the Agency's Strategic Plan to Government-Wide Planning Process**

Chapter 2 – Human Resource Management

- 2.1. Classification Plan**
- 2.2. Position Description**
- 2.3. Compensation Plan**
- 2.4. Benefits Plan**
- 2.5. Personnel Leave**
- 2.6. Temporary Assignments**
- 2.7. Personnel Rules**
- 2.8. Career Development Practices and Procedures**
- 2.9. Workplace Conduct**
- 2.10. Licensed, Registered or Certified Employees**
- 2.11. Operator/Driver Training, Licenses and Certification**
- 2.12. Training Goals**
- 2.13. Training Program**
- 2.14. Training Personnel**
- 2.15. Training Program Evaluation**
- 2.16. Individualized Training Report**
- 2.17. Recruitment**
- 2.18. Application Process**
- 2.19. Hiring Process and Final Authority**
- 2.20. Diversity in the Workplace**
- 2.21. Orientation Process**
- 2.22. Performance Review**
- 2.23. Relationship of Performance and Compensation**
- 2.24. Promotion and Demotion**
- 2.25. Terminations and Resignations**
- 2.26. Grievance Procedures**
- 2.27. Disciplinary Procedures**
- 2.28. Employee Assistance Programs**
- 2.29. Internal Communication**
- 2.30. Supervisory Training**

- 2.31. Employee Recognition**
- 2.32. Customer Service Orientation**
- 2.33. Personnel Files**
- 2.34. Personnel File Access**
- 2.35. Personnel File Contents**
- 2.36. Collective Bargaining**
- 2.37. Collective Bargaining Procedures**
- 2.38. Contract Distribution**
- 2.39. ADA Compliance**

Chapter 3 – Occupied Facilities

- 3.1 Facility Security**
- 3.2. Risk Assessment**
- 3.3. Environmental Regulations**
- 3.4. Accessibility to Facilities**
- 3.5. Condition Assessment of Facilities**
- 3.6. Neighborhood Relations**
- 3.7. Material Storage**
- 3.8. All-Weather Storage**
- 3.9. Meeting and Training Spaces**
- 3.10. Employee Spaces**
- 3.11. Ergonomics**
- 3.12. Access to Electronic Information**
- 3.13. Required Legal Notices and Postings**
- 3.14. Facility Availability during Emergencies**
- 3.15. Building and Fire-Life-Safety Code Compliance**
- 3.16. Testing Alarms**

Chapter 4 – Finance

- 4.1. Authority**
- 4.2. Preparation/Presentation**
- 4.3. Budget Process**
- 4.4. Variance Analysis**
- 4.5. Cost of Service**
- 4.6. Rate Setting**
- 4.7. Forecasting**
- 4.8. Financing of Capital Planning and Improvement Program**
- 4.9. Establishing Selection Criteria**
- 4.10. Development Cost Recovery**
- 4.11. Purchasing**
- 4.12. Operating Inventory**
- 4.13. Contracts**
- 4.14. Alternative Service Delivery Methods**

- 4.15. Use of Recycled, Reclaimed or Energy-Efficient Products
- 4.16. Capital and Infrastructure Asset Reporting
- 4.17. Routine or Monthly Reports
- 4.18. Property and Equipment Records
- 4.19. Right-of-Way Acquisitions and Dispositions

Chapter 5 – Risk Management and Legal Review

- 5.1. Claims
- 5.2. Worker Compensation Claims
- 5.3. Accident and Injury Reporting Claims
- 5.4. Legal Review
- 5.5. Depositions
- 5.6. Legal Records
- 5.7. Ordinance and Regulations Enforcement
- 5.8. Legal Review of Regulations
- 5.9. Risk Management Reporting

Chapter 6 – Communications

- 6.1. Communication with Governing Boards
- 6.2. Communication with the Public
- 6.3. Media Relations
- 6.4. Media Contact
- 6.5. Public Participation
- 6.6. Service Requests
- 6.7. Intra- and Interagency Coordination
- 6.8. Communication with Staff
- 6.9. Access to Records
- 6.10. Twenty-Four Hour Emergency Telephone Access
- 6.11. Resources
- 6.12. Emergency Notification
- 6.13. Misdirected Emergency Calls
- 6.14. Service Area Maps

Chapter 7 – Information Technology and Telecommunications

- 7.1. Records and Data Management Control
- 7.2. Geographic Information Management
- 7.3. User Needs
- 7.4. Data Security

- 7.5. Software Documentation and Licensing

- 7.6. Hardware and Software Acquisition

- 7.7. User Responsibilities

- 7.8. Hardware and Software Maintenance

- 7.9. User Training

- 7.10. Communication System Functions

- 7.11. System Operation and Maintenance

- 7.12. Radio Guidelines

- 7.13. Emergency Communications

Chapter 8 – Emergency Management

- 8.1. Comprehensive Multi-Hazard Emergency Plan

- 8.2. Agency Emergency Operations Manual

- 8.3. Use of Private Equipment and Resources

- 8.4. Emergency Exercises

- 8.5. Emergency Procedures and Operations Training

- 8.6. Emergency Services Coordination

- 8.7. Emergency Equipment Testing and Storage

- 8.8. Mutual Aid Agreements

- 8.9. Supplies, Equipment and Contractual Service Listings

- 8.10. Emergency Personnel Policies and Procedures

- 8.11. Employee Contact Information

- 8.12. Specialized and Supplemental Resources

- 8.13. Emergency Facilities Location

- 8.14. Natural and Man-Made Hazards

- 8.15. Hazards Mitigation through Planning

- 8.16. Restoration of Community Lifelines and Public Services

- 8.17. Cost Documentation

- 8.18. Incident Command System

Chapter 9 – Safety

- 9.1. Safety Responsibility

- 9.2. Safety Manual

- 9.3. Safety Measures and Reports

- 9.4. Safety Awards

- 9.5. Hazardous Materials
- 9.6. Excavation and Confined Spaces
- 9.7. Work Zone Safety
- 9.8. Safety Training
- 9.9. Lock-Out/Tag-Out
- 9.10. Personal Protective Equipment (PPE)

Chapter 10 – Planning and Development

- 10.1 Land Use Planning
- 10.2 Current Planning and Zoning Control
- 10.3 Subdivision Regulations
- 10.4 Plan Review
- 10.5 Infrastructure Maintenance, Improvement or Replacement
- 10.6 Feasibility Studies
- 10.7 Design Practices
- 10.8 Project Management
- 10.9 Maintenance and Operations Considerations
- 10.10 Planning Coordination
- 10.11 Planning Procedures
- 10.12 Capital Improvement Programming
- 10.13 Infrastructure Asset Management Inventory
- 10.14 Infrastructure Maintenance Management

Chapter 11 – Code Enforcement

- 11.1 Adopted Building Code
- 11.2 Qualifications of Code Officials and Staff
- 11.3 Permit Process
- 11.4 Permit Review and Coordination
- 11.5 Permit Fees
- 11.6 Inspections
- 11.7 Compliance Orders
- 11.8 Permit Tracking
- 11.9 Certificate of Occupancy and Permit Closeout
- 11.10 Other Code Enforcement Methods

Chapter 12 – Engineering Management

- 12.1 Responsible Charge
- 12.2 Design Coordination
- 12.3 Qualified Personnel

- 12.4 Design Criteria and Standards
- 12.5 Project Scoping
- 12.6 Design Process and Schedule
- 12.7 Site Surveying
- 12.8 Preliminary Design
- 12.9 Preliminary Design Review and Approval
- 12.10 Final Design
- 12.11 Quality Assurance Plan
- 12.12 Standard Designs
- 12.13 Plan Standards
- 12.14 Standard Construction Specifications
- 12.15 Work Zone Traffic Control Plans
- 12.16 Final Plan Review
- 12.17 Contract Documents
- 12.18 Maps
- 12.19 Map Scale

Chapter 13 – Bid Process

- 13.1 Bid Advertisement
- 13.2 Pre-Proposal or Pre-Bid Meeting
- 13.3 Contractor Qualifications
- 13.4 Bid Opening
- 13.5 Bid Evaluation
- 13.6 Bid Award/Rejection

Chapter 14 – Project Management

- 14.1 Project Management Authority
- 14.2 Project Monitoring
- 14.3 Preconstruction Conferences
- 14.4 Notice to Proceed
- 14.5 Mobilization
- 14.6 Work Zone Management
- 14.7 Inspection
- 14.8 Materials Testing
- 14.9 Measurement and Payment
- 14.10 Change Orders
- 14.11 Acceptance and Final Approval
- 14.12 Guaranteed Work and Warranty Period
- 14.13 Record Drawings
- 14.14 Conflict Resolution

Chapter 15 – Right-of-Way Management

- 15.1 Permit Issuance
- 15.2 Permitting Responsibility
- 15.3 Codes and Permits Information
- 15.4 Permit Process

- 15.5. Permit Inspection
- 15.6. One-Call Center Coordination
- 15.7. Utility Marking Guidelines and Color Code
- 15.8. Pavement Cut Restoration

Chapter 16 – Utility Coordination

- 16.1. Utility Coordination
- 16.2. Utility Location
- 16.3. Underground Lines
- 16.4. Long-Range Utility Planning
- 16.5. Utility Maps and Records
- 16.6. Excavation Clearance Requirements
- 16.7. Excavation Safety Procedures
- 16.8. One-Call Centers
- 16.9. APWA Uniform Color Code

Chapter 17 – Facilities Management

- 17.1. Regulations
- 17.2. Plan Reviews
- 17.3. Inventory
- 17.4. Condition Assessment
- 17.5. Component Replacement
- 17.6. Request for Maintenance
- 17.7. Repair and Maintenance Quality
- 17.8. Preventive Maintenance
- 17.9. Preventive Maintenance Schedule
- 17.10. Emergency Repair Program
- 17.11. Emergency Repairs
- 17.12. Energy Consumption Reports
- 17.13. Testing Alarms
- 17.14. Custodial Methods
- 17.15. Custodial Inspection
- 17.16. Supply Inventories
- 17.17. Life and Safety Systems
- 17.18. Security

Chapter 18 – Equipment and Fleet Management

- 18.1. Technician Qualifications
- 18.2. Authority for Repair and Maintenance
- 18.3. Operator Inspection
- 18.4. Preventive Maintenance Program
- 18.5. Preventive Maintenance Program Evaluation
- 18.6. Preventive Maintenance Schedule
- 18.7. Replacement Policy
- 18.8. Replacement Analysis

- 18.9. Equipment Utilization
- 18.10. Equipment Specifications
- 18.11. Specification/Bid Reviews
- 18.12. Equipment Manufacturer Warranty
- 18.13. Parts Warranty Tracking
- 18.14. Tools and Portable or Stationary Equipment Inventory
- 18.15. Fleet Vehicle Inventory
- 18.16. Fuels and Liquids Inventory
- 18.17. Parts Inventory
- 18.18. Parts and Materials Disposal
- 18.19. Equipment Identification
- 18.20. Safety and Condition Inspection and Records
- 18.21. Equipment Monitoring
- 18.22. Defect Reports
- 18.23. Condition Assessment
- 18.24. Storage Tanks
- 18.25. Emergency Repairs
- 18.26. Preventive Maintenance and Repair Priorities

Chapter 19 – Parks, Grounds and Forestry

- 19.1. Landscape Management
- 19.2. Tree Inventory
- 19.3. Regulations
- 19.4. Master Street Plan
- 19.5. Planting and Pruning Program
- 19.6. Transplants
- 19.7. Disease and Insect Control in Trees
- 19.8. Removal of Diseased and Hazardous Trees
- 19.9. Tree Removal
- 19.10. Turf Management
- 19.11. Mowing
- 19.12. Turf Inventory
- 19.13. Turf Inspection
- 19.14. Fertilization
- 19.15. Disease, Insect and Weed Control in Turf
- 19.16. Irrigation System Design
- 19.17. Irrigation System Maintenance
- 19.18. Fences
- 19.19. Controlled Burns
- 19.20. Playgrounds
- 19.21. Recreation Amenities

Chapter 20 – Solid Waste Management

Chapter 21 – Solid Waste Collection

Chapter 22 – Solid Waste Recycling and Reuse

Chapter 23 – Solid Waste Disposal

Chapter 24 – Street Maintenance

24.1. Coordination with Transportation Planning

24.2. Street and Highway Facility Inventory

24.3. Street Infrastructure Condition

24.4. Pavement Management System

24.5. Preventive Maintenance

24.6. Operations and Maintenance Responsibility

24.7. Operations and Maintenance Coordination

24.8. Operations and Maintenance Procedures and Standards

24.9. Operations and Maintenance Inspection

24.10. Work Crew Records

24.11. Material Conservation

24.12. Pavement Cut Restoration

24.13. Guardrails and Impact Attenuators

24.14. Catch Basins and Inlets

24.15. Curbs, Gutters and Sidewalks

24.16. Graffiti Removal from Public Infrastructure

Chapter 25 – Street Cleaning

25.1. Planning

25.2. Environmental Compliance

25.3. Debris, Leaf and Litter Collection

25.4. Routing

25.5. Scheduling

25.6. Litter Control

25.7. Storage Receptacles

25.8. Dead Animal Pickup

Chapter 26 – Snow Removal and Ice Control

26.1. Snow and Ice Control Plan

26.2. Storm Warning Notification

26.3. Personnel Scheduling

26.4. Mobilization

26.5. Snow and Ice Control Materials

26.6. Equipment Inspection

26.7. Equipment Calibration

26.8. Snow Route Assignment

26.9. Loading Procedures

26.10. Spreading and Plowing Procedures

26.11. Snow Storage

26.12. Snow Operation Damages

26.13. Parking Limitations

Chapter 27 – Stormwater and Flood Management

27.1. Stormwater and Flood Management Service Levels

27.2. Operation Plan

27.3. Floodplain and Floodway Management

27.4. Water Quality Goals

27.5. System In-Flow of Polluted Runoff

27.6. Allowable Non-Stormwater Discharge into System

27.7. Watershed Stormwater Drainage Master Plan

27.8. Infrastructure Inventory

27.9. Infrastructure Condition

27.10. Stormwater Design

27.11. Stormwater System Improvement

27.12. Sediment and Erosion Control

27.13. Stormwater Flood Warning System

27.14. Infrastructure Inspection

27.15. Conveyance, Storage and BMP Operations

27.16. Private Owner Operations and Maintenance

27.17. Private Facility Inspection

27.18. Pollution Prevention Plans

27.19. Public Education

Chapter 28 – Vector Control

28.1. Population Identification

28.2. Management Service Levels

28.3. Public Education

28.4. Chemical Management

28.5. Breeding Location

28.6. Disease Surveillance

28.7. Licensing and Permitting

**Chapter 29 – Potable Water
Distribution System**

Chapter 30 – Water Treatment

**Chapter 31 – Wastewater Collection
and Conveyance**

- 31.1. Collection and Conveyance
Management Plan**
- 31.2. Operations Manual**
- 31.3. Records**
- 31.4. Infrastructure Inventory**
- 31.5. Infrastructure Condition**
- 31.6. Infrastructure Management**
- 31.7. Facility Maintenance and
Inspection**
- 31.8. Inflow and Infiltration**
- 31.9. Illicit Discharges**
- 31.10. Industrial Pretreatment**
- 31.11. Energy Consumption Reports**
- 31.12. Sanitary Sewer Overflows**
- 31.13. Testing Alarms**
- 31.14. Safety**
- 31.15. Long-Range System Planning**
- 31.16. Capacity**

**Chapter 32 – Wastewater Treatment
and Disposal**

Chapter 33 – Traffic Operations

- 33.1. Traffic Policy and Procedures
Manual**
- 33.2. Traffic Control Devices**
- 33.3. Traffic Control Device Installation**
- 33.4. Requesting Installation of Traffic
Control Devices**
- 33.5. Traffic Signs**
- 33.6. Sign Installation Policy**
- 33.7. Statutory Speed Limits on
Roadways**
- 33.8. Advisory Speed Limit Signs**
- 33.9. Street Name Signs**
- 33.10. Sign Visibility**
- 33.11. School Pedestrian Crossings**
- 33.12. School Zone Speed Limit Signs**
- 33.13. Special Signs**
- 33.14. Alley Stop Signs**
- 33.15. Yield Signs**

- 33.16. Railroad Crossing Signs and
Markings**
- 33.17. Pavement Markings**
- 33.18. Pedestrian and School Crosswalk
Pavement Markings**
- 33.19. Stop Line Pavement Markings**
- 33.20. Installation of New Signals**
- 33.21. Temporary Stop Signs for Signal
Outage**
- 33.22. Traffic Signal Timing**
- 33.23. Truck Routes**
- 33.24. Bike Paths**
- 33.25. Bus Stops**
- 33.26. Temporary Street Closings**
- 33.27. One-Way Streets**
- 33.28. Traffic Calming**
- 33.29. Streetlights**
- 33.30. Roadside Memorials**
- 33.31. Roundabouts**
- 33.32. Inventory**

Chapter 34 – Parking

- 34.1. Parking Facility Planning**
- 34.2. Parking Facility Design**
- 34.3. Parking Facility Maintenance**
- 34.4. Parking Facility Operations**
- 34.5. Parking Fees**
- 34.6. On-Street Parking Meters**
- 34.7. Parking Regulation**
- 34.8. Angle Parking**
- 34.9. Access to Parking on Streets**
- 34.10. Residential Handicapped Parking
Zones**

Chapter 35 – Cemeteries

Chapter 36 – Airports

Chapter 37 – Transit Operations

Chapter 38 – Bridges

- 38.1. Inventory**
- 38.2. Condition/Functionality**
- 38.3. Inspection Frequency**
- 38.4. Bridge Inspection Criteria**
- 38.5. Inventory Coordination**
- 38.6. Bridge Costs**
- 38.7. Ratings**
- 38.8. Prioritized Maintenance/Repair
Items**

Chapter 39 – Beach Management

Appendix

- A.1 Public Works Strategic Plan**
- A.2 Mission Statement and Goals**
- A.3 Organizational Chart**
- A.4 Department Organization Description**
- A.5 Service Levels**
- A.6 Code of Ethics**
- A.7 Personnel Program Policy Guidelines**
- A.8 Classification Plan**
- A.9 Department Position Descriptions**
- A.10 Employee Handbook**
- A.11 Summary of Employee Benefits**
- A.12 Employee Timesheet**
- A.13 Personnel Action Form**
- A.14 Emergency Operations Plan**
- A.15 Performance Evaluation**
- A.16 Employee Coaching Form**
- A.17 Tuition Reimbursement Request**
- A.18 Tuition Reimbursement Policy**
- A.19 License/Registration/Certification Spreadsheet**
- A.20 Training Attendance Form**
- A.21 Training Evaluation Form**
- A.22 Individualized Training Report**
- A.23 Recruitment, Hiring and Pre-Employment Screening Policy**
- A.24 Application Form**
- A.25 Public Works Telephone Usage Policy**
- A.26 Public Works Safety Manual**
- A.27 Orientation Process**
- A.28 Memo for Compensation of Performance**
- A.29 Demotion, Disciplinary and Termination Procedures**
- A.30 Exit Interview Form**
- A.31 Pre-Termination Review and Termination Checklist**
- A.32 Bonus Guidelines**
- A.33 Appointment of ADA Coordinator**
- A.34 Electronic Media and Acceptable Use Policy**
- A.35 Shared Workstation Photo**
- A.36 Loss Prevention Plan**
- A.37 Accident Prevention Checklist**
- A.38 Job Hazard Analysis Form**
- A.39 General Building Permit Application**
- A.40 Electrical Permit Application**
- A.41 Communication Policy**
- A.42 Work Order/Request for Service Form**
- A.43 Application for Neighborhood Input Meeting**
- A.44 Public Works/120 Meade Lane Photos**
- A.45 Meeting Room Policy**
- A.46 Administration/Public Works/120 Meade Lane/JPSF Photos**
- A.47 Pinnacol Safety Services**
- A.48 Purchasing Policy**
- A.49 Annual Budget Forecast**
- A.50 Capital Improvements Forecast**
- A.51 Street Improvement Plan**
- A.52 Long-Range Vehicle and Equipment Replacement Plan**
- A.53 Claim Reporting Procedures**
- A.54 Worker's Compensation Policy**
- A.55 Accident Investigation Procedures**
- A.56 Colorado Municipal Records Retention Schedule**
- A.57 Memorandum to City Council**
- A.58 City Council Agenda**
- A.59 Employee Written Notice of Injury to Employer Form**
- A.60 CIRSA Notice of Loss/Accident Form**
- A.61 Pinnacol First Report of Injury Form**
- A.62 Website Comment Form**
- A.63 Meeting Invitation**
- A.64 Request for Records and Fee Schedule Form**
- A.65 Employee Phone List**
- A.66 Snow and Ice Control Operations Plan**
- A.67 Agency Phone List**
- A.68 Water Districts Map**
- A.69 Sewer Districts Map**
- A.70 Homeowners Associations Contact List**
- A.71 Water and Sewer Districts Contact List**
- A.72 Safety in the Workplace Policy**
- A.73 Stormwater Standard Operating Procedures**
- A.74 Weed Management Policy and Plan**
- A.75 Driver's Vehicle Inspection Report**

- A.76 Construction and Excavation Standards**
- A.77 Project Management Policy**
- A.78 Lock-Out/Tag-Out Checklist**
- A.79 Lock-Out/Tag-Out Policy**
- A.80 New Employee Orientation Safety Checklist**
- A.81 Traffic Management Plan**
- A.82 Street Inventory Report**
- A.83 Road Surface Capital Improvement Study**
- A.84 Tree Inventory**
- A.85 Sign Maintenance Log**
- A.86 Storm Drain Maintenance Checklist**
- A.87 Annual Work Schedule**
- A.88 Daily Record Log**
- A.89 Proposed Street Projects**
- A.90 Budget Narrative**
- A.91 Notice to Residents**
- A.92 Street Items to be Repaired**
- A.93 Agreement for Dispatch Services**
- A.94 Community Development Position Descriptions**
- A.95 Master Plan**
- A.96 Referral Memorandum**
- A.97 Operations and Maintenance Memorandum**
- A.98 Facility Conceptual Plan**
- A.99 Right-of-Way Permit Application**
- A.100 Right-of-Way Spreadsheet**
- A.101 Colorado 811 Informational Brochure**
- A.102 APWA Uniform Color Code**
- A.103 Building Permit and Zoning Guidelines**
- A.104 Plan Review**
- A.105 Inspection Record**
- A.106 Inspection Information**
- A.107 Stop Work Order**
- A.108 Inspection Report**
- A.109 Certificate of Occupancy**
- A.110 Certificate of Occupancy Information and Checklist**
- A.111 Certificates of Occupancy Issued**
- A.112 Warning and Notice to Comply**
- A.113 Summons and Complaint**
- A.114 Sample Bid Packet**
- A.115 Right-of-Way Permit**
- A.116 Parks and Trails Map**
- A.117 Contractor List**
- A.118 Shared Equipment List**
- A.119 On-Call Policy**
- A.120 Separation of Personnel-Related Records**
- A.121 Rotation Sheet**
- A.122 Mitigation Plan Update**
- A.123 Posted Notices/Information Photos**
- A.124 Monthly Compliance Checklist**
- A.125 Sweeper Operator Daily Report**
- A.126 Parks Division Annual Schedule**
- A.127 Standard Project Contract**
- A.128 Custodial Checklist**
- A.129 Custodial Schedule**
- A.130 Custodial Inventory**
- A.131 Mowing Heights of Turf Grasses**
- A.132 Irrigation Report**
- A.133 Irrigation System Maintenance Practices and Procedures**
- A.134 Irrigation System Design Guidelines**
- A.135 Planting and Design Policy**
- A.136 Improved Mowing Sites Policy**
- A.137 Vehicle and Equipment Inventory**
- A.138 Stormwater Maintenance Log**
- A.139 Floodplain Development Permit Application**
- A.140 Stormwater Construction Permit Application**
- A.141 Stormwater Program 6 Procedures**
- A.142 Field Inspection Report**
- A.145 Adopt-a-Street and Trail Program Policy**
- A.146 Adopt-a-Street and Trail Application**
- A.147 Runoff Control Plan**
- A.148 Tree Transplant Policy**
- A.149 Park, Entry and Trail Inventory**
- A.150 Fence Repair Policy**
- A.151 Fuel System Status Report**
- A.152 Monthly Visual Inspection Checklist**
- A.153 Annual Visual Inspection Checklist**
- A.154 Mosquito Control Log**
- A.155 Fuel Log**
- A.156 Liquid Waste Disposal Log**
- A.157 Right-of-Way Snow Removal Policy**

- A.158 Recommended Snow and Ice Control Guidelines**
- A.159 Summary of Hours of Service Regulations**
- A.160 Sewer Tap Application Form**
- A.161 Sanitary Sewer Overflow Incident Report**
- A.162 Sanitary Sewer Overflow Reporting Requirements**
- A.163 Environmental Spill Reporting**
- A.164 Traffic Calming Policy**
- A.165 Performance Improvement Plan**

City of Cherry Hills Village
Public Works



Number: 1.1

**Prepared By: Jay
Goldie/Emily Kropf**

Approved By: JCG

Date: 1/24/14

Revised:

Mission, Vision and Value Statements

Purpose

The agency's mission statement is a description of the fundamental purpose for which the agency exists. It answers what services are provided, how services are provided and whom the agency is serving. The vision statement describes the vision of the agency's leadership, and the value statement establishes the core values that assist in fulfilling the mission of the agency.

Procedures

General

1. The mission, vision and value statements of the Public Works Department are defined in its strategic plan, as well as a description of responsibilities, goals and strategy for implementation.
2. The strategic plan states that it should be reviewed periodically to ensure that it continues to support the overall mission of the City. Items to be reviewed include short or long-term goals, a description of each division, scope of responsibility and the Department's mission, vision and value statements.
3. Review of the plan should occur on a yearly basis with the Public Works Director and other appropriate staff as designated by the Director. The plan should also be reviewed to ensure that actual practices are reflected. A copy of the revised document shall be made available to all staff and the community by posting the document on the City's website.
4. Whenever a new policy or standard operating procedure is adopted or an existing policy or standard operating procedure is revised, it shall be consistent with the Department's mission, vision and value statements.

Additional Resources

Public Works Strategic Plan - Appendix A.1

Cherry Hills Village Mission Statement and Goals - Appendix A.2

City of Cherry Hills Village

Public Works



Number: 1.2

**Prepared By: Kathryn
Barlow/Emily Kropf**

Approved By: JCG

Date: 1/24/14

Revised:

Description of Organization

Purpose

A formal description of the agency with scope of responsibility and authority of each element is made available in at least one public location and is accessible to all personnel in order to design the organization to successfully complete its mission. In order to coordinate the review process, the description must be understood by all personnel.

Procedures

General

1. The Public Works Department's strategic plan describes its organization, including divisions and positions. The strategic plan is to be reviewed annually by the Public Works Director and other appropriate staff as designated by the Director.
2. The City's organizational chart illustrates reporting relationships and is available to all personnel on the intranet. Department employees are able to access the intranet via a shared office with computer access in the Administration Building. The organizational chart is to be reviewed following any new hire by the Human Resources Analyst.
3. A written description of the scope of responsibility and authority of each element of the organization is available on the intranet and available to all personnel. It is reviewed by the Public Works Director and other appropriate staff as designated by the Director during the annual strategic plan review.

Additional Resources

Public Works Strategic Plan – Appendix A.1

Organizational Chart – Appendix A.3

Public Works Organization Description – Appendix A.4

City of Cherry Hills Village

Public Works



Number: 1.3

**Prepared By: Jay
Goldie/Emily Kropf**

Approved By: JCG

Date: 2/19/14

Revised:

Review Process

Purpose

A process is developed to review the mission, structure, operational capabilities and services of the agency in order to incorporate new responsibilities or services or significant changes in levels of service. Review can determine the need for reorganization.

Procedures

General

1. The strategic plan states that it should be reviewed periodically to ensure that it continues to support the overall mission of the City. Items to be reviewed include short or long-term goals, a description of each division, scope of responsibility and the Public Works Department's mission, vision and value statements.
2. Review of the plan should occur on an annual basis with the Public Works Director and other appropriate staff as designated by the Director. The plan should also be reviewed to ensure that actual practices are reflected. A copy of the revised document shall be made available to all staff and the community by posting the document on the City's website.

Additional Resources

Public Works Strategic Plan - Appendix A.1

Service Levels - Appendix A.5

Organizational Chart - Appendix A.3

Public Works Organization Description - Appendix A.4

City of Cherry Hills Village

Public Works



Number: 1.4

**Prepared By: Jay
Goldie/Emily Kropf**

Approved By: JCG

Date: 1/24/14

Revised:

Policies, Practices and Procedures

Purpose

Policies, procedures and practices are established to provide employees with guidelines to accomplish assigned tasks. These guidelines are to be periodically reviewed and updated to reflect actual practices in order to provide accurate information to employees.

Procedures

General

1. The policies, procedures and practices of the Public Works Department are to be reviewed at least once every two years or as-needed as part of the reaccreditation process and shall be updated to reflect actual practices.
2. Review of the policies, procedures and practices shall be performed by the Public Works Director and other appropriate staff as designated by the Director.

Documentation

Revision Log

City of Cherry Hills Village

Public Works



Number: 1.5

**Prepared By: Kathryn
Barlow/Emily Kropf**

Approved By: JCG

Date: 2/19/14

Revised:

Code of Ethics

Purpose

The code of ethics for employees establishes standards and guidelines for ethical conduct and principles of public service that strengthen public confidence in the integrity of the City.

Procedures

General

1. The City's code of ethics is provided in Municipal Code Section 2-9-10, which is available on the City's website. Conflicts of interest are described in the employee handbook, which is distributed to all employees at the start of employment and is available on the intranet.
2. A copy of the code of ethics is distributed to all staff members at the start of employment. It is included in the packet containing the employee handbook.
3. Ethics training is to be conducted by all employees on bi-yearly basis through the CIRSA website.

Documentation

Code of Ethics – Appendix A.6

City of Cherry Hills Village

Public Works



Number: 1.6

**Prepared By: Jay
Goldie/Emily Kropf**

Approved By: JCG

Date: 2/19/14

Revised:

Strategic Plan

Purpose

The agency's strategic plan includes planning goals and objectives, which address the managerial and organizational needs of the agency to perform its mission in the future. For the agency to be able to plan for the future, service levels to be provided to the community for each of its functional responsibilities should be established.

Procedures

General

1. The Public Works Department's strategic plan describes the organization, its mission, vision and values and strategic priorities.
2. The services to be provided to the community, service period, frequency and expenses can be found in the Department's service levels.
3. The Public Works Director and other appropriate staff as designated by the Director are to review the strategic plan and service levels on an annual basis to ensure that the plan is being implemented and milestones are being met. The plan should also be reviewed to ensure that actual practices are reflected.

Documentation

Public Works Strategic Plan - Appendix A.1

Service Levels - Appendix A.5

City of Cherry Hills Village
Public Works



Number: 1.7

**Prepared By: Jay
Goldie/Emily Kropf**

Approved By: JCG

Date: 1/24/14

Revised:

Relationship of the Agency Strategic Plan to Government- Wide Planning Process

Purpose

Coordination in developing and implementing the agency's strategic plan with the government-wide planning process is maintained to present a clear and unified approach to supporting the community's needs and plans.

Procedures

General

1. The Public Works Department's strategic plan was developed using other City-wide planning documents, including the City's master plan, strategic plan and mission statement and goals.
2. When the short or long-term goals, description of each division, scope of responsibility or the Department's mission, vision and value statements are revised as a result of review, other government-wide planning documents should be reviewed to ensure that the goals of the Department and organization are consistent.
3. Review of the plan should occur on an annual basis with the Public Works Director and other appropriate staff as designated by the Director. The plan should also be reviewed to ensure that actual practices are reflected.
4. The Public Works Director or designee is authorized to carry out the provisions of this policy and to use his/her discretion to waive any requirements in this policy or to require methods or improvements not specified in this policy if in his/her opinion and best professional judgment it would be in the best interests of the City to do so.

Additional Resources

Public Works Strategic Plan - Appendix A.1

CHERRY HILLS VILLAGE
COLORADO

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 10c(iv)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL

FROM: LAURA SMITH, CITY CLERK

SUBJECT: 2014 NOVEMBER ELECTION

DATE: JUNE 17, 2014

DISCUSSION:

The City of Cherry Hills Village will hold its regular municipal election as a coordinated election with Arapahoe County on Tuesday November 4, 2014. Staff will present an Intergovernmental Agreement with Arapahoe County for the 2014 November Election for Council's consideration at the July 15, 2014 meeting.

2014 Election Timeline

August 5, 2014	First day candidate nomination petitions may be circulated; Candidate Information Session at the Village Center
August 25, 2014	Candidate nomination petitions are due to the City Clerk by 4:30 p.m.
August 29, 2014	Last day nomination petitions may be amended; last day for a candidate to withdraw; last day an Affidavit of Intent for Write-In Candidate may be filed with the City Clerk
September 2, 2014	Draw lots for candidate order on ballot; last regular Council meeting before final ballot content due to County
September 5, 2014	Final ballot content due to County
October 14, 2014	Ballots mailed to each registered voter; FCPA Filing #1
October 27, 2014	Deadline to register to vote by mail or on-line
October 31, 2014	FCPA Filing #2
November 4, 2014	ELECTION DAY
December 4, 2014	FCPA Filing #3
January 6, 2015	Newly elected officials are sworn in and take office

Candidate Information Session

Staff is planning a Candidate Information Session for the evening of August 5, 2014, prior to that evening's Council meeting. Staff will only hold this session if interest is expressed by potential candidates. Staff has included this information in the May/June issue of the Crier and will post it on the website and other City communication avenues.

2014 Ballot

Candidate Positions

- Mayor (Mayor Tisdale is not term limited)
- District 2 Council (Mayor Pro Tem Stewart is term limited)
- District 4 Council (Councilor Roswell is term limited)
- District 6 Council (Councilor K. Brown is not term limited)

Charter Amendments

Staff has determined that several sections of the City Charter need to be amended in order to conform to the changes passed in the April 2012 municipal elections, which changed regular elections to November and specified that newly elected officials will take office at the first meeting in January.

- Section 3.3 – “A Mayor Pro Tem shall be elected by the Council from its own membership at the ~~first~~organizational meeting following each biennial election or an adjournment thereof.”
- Section 3.7 – “An organizational meeting shall be held on the first meeting in January following each regular City election.”
- Section 6.1 – “At its ~~first~~organizational meeting after each regular City election, the Council shall appoint the officials hereinafter enumerated in this Article with the powers and duties herein specified.”

Staff has consulted with City Attorney Michow on these amendments and determined that all three changes can be placed on the ballot as one question. Staff will bring a resolution to Council approving this ballot question at an August Council meeting.

Ballot Issues

Staff is seeking direction from Council on several possible ballot issues that have been discussed in one form or another over the past two years.

- Utility line undergrounding (postponed until 2015)
- Open Space funding/acquisition
- Building supplies use tax
- Sales tax on deliveries

NEXT STEPS:

Staff is seeking direction from Council on the potential ballot issues noted above as well as any other potential ballot measures that Council would like to discuss. The September 2, 2014 Council meeting is the last regularly scheduled meeting before finalized ballot content is due to the County Clerk. Staff is seeking direction at this time so that any research or background information requested by Council can be completed prior to that deadline.

**CHERRY HILLS VILLAGE
COLORADO**

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

Village Center
Telephone 303-789-2541
FAX 303-761-9386

ITEM: 10c(v)

MEMORANDUM

TO: HONORABLE MAYOR TISDALE AND MEMBERS OF THE CITY COUNCIL

FROM: LAURA SMITH, CITY CLERK

SUBJECT: PUBLIC ART COMMISSION MEMBER TERMS

DATE: JUNE 17, 2014

ISSUE

Public Art Commissioner Gay Warren's first term ends July 15, 2014.

DISCUSSION

Staff is seeking direction from Council on the reappointment of Gay Warren to the PAC. A recruitment process is not triggered for Ms. Warren as she has only served one term so far. She has indicated her desire to continue serving. If Council is in agreement, staff will place a resolution to reappoint Ms. Warren on the July 15, 2014 agenda.



WIDNER MICHOW & COX, LLP
ATTORNEYS AT LAW

MEMORANDUM

TO: Mayor Tisdale and City Council Members
CC: John Patterson, City Manager
Laura Smith, City Clerk
FROM: Linda Michow, City Attorney
DATE: June 13, 2014
SUBJECT: 2014 Legislative Update

This memorandum provides a written summary of bills of municipal interest that were passed by the Colorado General Assembly in its 2014 legislative session.

Notably, Governor Hickenlooper vetoed both House Bill 14-1375, the restrictive urban renewal bill, and Senate Bill 14-197, the transportation bill that would have imposed constraints on future public private partnerships for transportation improvements and infrastructure.

Economic Development

SB 14-183 – Business Personal Property Tax Incentives

Currently, municipalities, counties and special districts are authorized to rebate all or any portion of business personal property tax as an economic development incentive. Senate Bill 183 extends the time limit for such incentive agreements from 10 years to 35 years. The incentives may be granted to new businesses, expanding businesses or existing businesses that have offers to relocate to another state.

Action Item: None noted.

Elections

HB 14-1164 – Municipal and Special District Elections

The majority of HB 14-1164 creates an election code for special districts, modeled after the Municipal Election Code found in article 10 of Title 31 of the Colorado Revised Statutes. It passed quickly and early in the legislative session in order to streamline non-coordinated mail ballot election procedures for municipalities and special district prior to their respective Spring elections. The bill also modifies the Municipal Election

registered elector and reside in the state for 22 days prior to the election, and remove the requirement that the elector must reside within the municipality for 30 days prior to the election.

Action Item: Some Municipal Code provisions recite to specific time periods for circulating nominating petitions, withdrawal of candidacy, that may have been changed through HB 14-1164 or last year's bill. Staff should review local ordinances to determine whether changes in election timeframes, if specified, are necessary.

Intergovernmental Relations

HB 14-1105 – Intergovernmental Fuel Sales

This bill addresses a recent Department of Revenue position that prohibits the resale of tax exempt motor vehicle fuel from one government agency to another. This bill allows the common practice of fuel sharing to continue between and among different agencies.

Action Item: None noted.

Liquor

SB 14-054 – Liquor Fine in Lieu

Senate Bill 54 removes the 2 year waiting period between times a liquor licensee can request a fine in lieu of suspension and allows a licensee to request a fine in lieu for any period of suspension, lifting the current 14 day limit.

Action Item: Staff should confirm whether adopted rules of its local licensing authority require modification to remove the 14 day limit and/or two year waiting period related to suspensions that are eligible for fine in lieu.

Marijuana

HB14-1366 – Edible Retail Marijuana Products

HB14-1366 requires the State Marijuana Licensing Authority to promulgate rules on packaging of edible retail marijuana products so that such products are readily identifiable by the general public in order to protect against unintentional ingestion of edible marijuana products. Such rules must be in place on or before January 1, 2016.

Action Item: None noted – this is a state licensing authority requirement.

HB 14-1361 – Equivalencies for Retail Marijuana Products

This bill directs the Department of Revenue to adopt rules establishing the equivalent of one ounce of retail marijuana flower in various retail marijuana products. The bill prohibits a retail marijuana store from selling more than one ounce of retail marijuana or the equivalent in retail marijuana products during any single transaction to a Colorado resident.

Action Item: None noted – this is a state licensing authority requirement.

Municipal Court

HB 14-1061 – Eliminating Jail time for failure to pay fines

Current law provides that part of a criminal sentence must include a sentence to prison if a criminal defendant fails to pay a fine. House Bill 1061 changes this requirement so that the sentence must include notice to a defendant that willful failure to pay fine may result in contempt of court and sentence to prison. The bill also requires the court to notify a defendant that if he can't pay the amount ordered, the defendant may ask for a waiver or change in payment.

Action Item: Court clerk and municipal judge should evaluate current practice to ensure that sentencing includes admonition on the record that willful failure to pay fine may result in contempt of court and jail time and that if defendant can't pay the amount ordered, defendant may ask for a waiver or change in payment.

Open Records

HB 14-1193 – Open Records- research retrieval fees

This bill affects the ability of municipalities to charge research and retrieval fees for open records requests. In order for a local government to impose and collect research and retrieval fees in response to public records request, the bill requires a written policy on such fees that is posted on the government's website or otherwise published by the custodian of record. The first hour of time for research and retrieval cannot be charged and additional time beyond the first hour may not exceed \$30 per hour, with adjustments to the hourly rate every five years in accordance with percentage change of Department of Labor CPI index for Denver – Boulder – Greeley area. It is feared that the one hour free time will invite requestors to divide their requests into smaller increments to avoid paying any fees.

Action Item: Staff should review and revise current policy on open records requests to conform to the first hour free requirement; \$30/hour maximum charge; and publication of policy on website or otherwise in written form. Changes in policy might also address the concern that requestors will divide requests to avoid paying any fees.

HB 14-1152 – Retention of passive surveillance records

Passive surveillance records, including digital video cameras, closed circuit television camera, film camera, photo radar recorders or other image recording devices that monitor on a routine basis, may only be accessed after the first year of its creation if there is pending litigation, accident, or other reason that may cause the record to become evidence in any civil, labor, administrative or felony criminal proceeding. The custodian of record must maintain and preserve a record of the reason for which the passive surveillance record was accessed and the person who accessed such record beyond the first year. All such records must be destroyed after 3 years unless pending litigation or other reason requires otherwise.

Action Item: City's custodian of record should review its records retention policy to determine appropriate modification or addition to address this new requirement for surveillance records.

Planning and Zoning Commission

HB 14-1060 – Compensation for Planning and Zoning Commissions

Statutory cities and towns with Planning and Zoning Commissions are not currently authorized under state law to compensate those members for their time or expenses. Home rule municipalities are not subject to the same limitation. House Bill 1060 authorizes a statutory municipality to adopt an ordinance allowing for compensation of their Planning and Zoning Commissioners.

Action item: None noted.

TABOR

HB 14-1393 – Concerning Pass-Through of Federal Funds to State

This bill was passed in response to recent state disaster emergency funding from the federal government that passed through the state before being received by the local government. Under TABOR, only federal funds are excluded from the definition of a district's fiscal year spending which lead to confusion about pass-through federal funding. House Bill 1393 clarifies that federal funds that a local government receives, regardless of whether such federal funds pass through the state prior to receipt by the local government, is not included in the local government's calculation of its fiscal year spending. This legislation is codified in a new part 13 to Article 1 of Title 29 (C.R.S. 29-1-1301).

Action Item: None noted.

Telecommunications

HB 14-1327 – The Broadband Deployment Act

House Bill 1327 adopts the Broadband Deployment Act and declares that the permitting, construction, modification, maintenance and operation of broadband facilities are matters of statewide concern. This legislation affects how municipalities process applications for broadband facilities on private property as well as within public right-of-way.

The bill defines broadband service to include: cable, telecommunications and wireless service. It requires local governments:

- To process colocations of wireless telecommunications within 90 days and new facilities within 150 days of a complete application, unless an applicant and local government agree on a different time frame.

- To allow wireless service providers to file a single umbrella application involving multiple sites within the jurisdiction.
- To render a decision regarding all wireless service facilities in a single administrative proceeding unless the local requirements designate an elected or appointed body as decision maker.
- To allow broadband providers the use of public right-of-way (including utility easements) for its facilities just as C.R.S. § 38-5.5-103 authorizes telecommunications providers to do the same on a competitive neutral basis.
- To provide notice to broadband providers of utility trenching projects to allow joint trenching on a nonexclusive and nondiscriminatory basis. The Colorado Department of Transportation will maintain a list of broadband providers that have requested notice of a utility trenching project. Notice of such utility trenching projects may be made by email. "Utility trenching project" is not defined in the bill.

Action Items: (1) Municipal Code provisions on telecommunications facilities may need to be modified to incorporate the time frames required for processing complete applications for colocations and new facilities.

(2) Many municipalities have adopted regulations, policies and internal procedures concerning work within the public ROW. Staff should review existing policies and regulations and, as necessary, modify or add to them to address notice requirements for utility trenching projects.

Transportation

HB 14-1301 – Safe Routes to School

The Safe Routes to School grant program promotes walking or bicycling to school and is currently funded only with federal dollars, which will end after this year (2014). House Bill 1301 will maintain the grant program in 2015 through the allocation of \$700,000 of the State general fund.

Action Item: None identified; however, City staff should consider submitting a grant application under this program in 2015. In 2013, it is reported that eight municipalities received grants.