

**CHERRY HILLS VILLAGE  
COLORADO**

2450 E. Quincy Avenue  
Cherry Hills Village, CO 80113  
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Village Center  
Telephone 303-789-2541  
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**City Council Agenda**  
Tuesday, April 5, 2016

6:30 p.m.

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Audience Participation Period (limit 5 minutes per speaker)
5. Consent Agenda
  - a. Approval of Minutes – March 15, 2016
  - b. Resolution 4, Series 2016; Appointing Members to the Public Art Commission
6. Items Removed From Consent Agenda
7. Unfinished Business
8. New Business
  - a. Contract for Services for John Meade Park Consulting
  - b. Application for Modification of Premises by Splendido LLC DBA Pino's at 1400 East Hampden Avenue Suite 140
  - c. Candidate Forum Policy and Candidate Profile Information
9. Reports
  - a. Mayor
  - b. Members of City Council
  - c. Reports from Members of City Boards and Commissions
  - d. City Manager and Staff
    - (i) GFOA Distinguished Budget Award
  - e. City Attorney
10. 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, March 15, 2016 at 6:30 p.m.  
At the Village Center

The City Council held a study session on the Candidate Forum Policy at 6:02 p.m.

Mayor Pro Tem Alex Brown called the meeting to order at 6:32 p.m.

### **ROLL CALL**

Councilors Mark Griffin, Earl Hoellen, Alex Brown, Mike Gallagher, Klasina VanderWerf, and Katy Brown were present on roll call. Also present were Interim City Manager and Public Works Director Jay Goldie, City Attorney Linda Michow, Finance Director Karen Proctor, Human Resource Analyst Kathryn Ducharme, Parks, Trails & Recreation Administrator Ryan Berninzoni, Public Works Project and Right-of-Way Manager Ralph Mason, and City Clerk Laura Smith.

Absent: Mayor Laura Christman

### **PLEDGE OF ALLEGIANCE**

Samantha Flower, Sami Hickerson, Sadie Largan, Siri Barrier, Sophia Larrabee, Anna Sophia Williams, Allie Putze, Ali Leen, Julia Hartman-Teske, Macey Hills, Maddie Castle, Lexy Sullivan, and faculty chaperone/choir director Roberta Hamilton-Griggs from St. Mary's Academy's A Cappella Choir, SAIMARAC, led the Council in the pledge of allegiance and performed the Star Spangled Banner.

### **AUDIENCE PARTICIPATION PERIOD**

Christopher Frandrup, 4100 S. Clermont Street, and his two children explained that they would like to have egg laying hens and bees on their property and were dismayed to learn that they live in one of the Zone Districts that does not allow agricultural use. He noted that they had moved from Minneapolis where hens were allowed on much smaller lots. He indicated that his family had begun a petition in the neighborhood to support changing the Code to allow hens and bees in all Zone Districts.

Mayor Pro Tem A. Brown indicated that staff would prepare a report and return to Council with a follow-up discussion at a future meeting.

### **CONSENT AGENDA**

Mayor Pro Tem A. Brown removed Item 5b. He explained that he had no issues with the agreement and no direct or indirect financial interest, but occasionally worked with the firm and excused himself from the discussion and voting on the agreement.

Councilor Hoellen added that he had questions about item 5b and also removed Item 5c.

Councilor Griffin moved, seconded by Councilor Hoellen to approve the following items on the Consent Agenda:

- a. Approval of Minutes – March 1, 2016

The motion passed unanimously.

### **ITEMS REMOVED FROM CONSENT AGENDA**

#### **Item 5b. Underwriter Engagement Agreement with Stifel, Nicolaus and Company**

Mayor Pro Tem A. Brown left the Council Chambers.

Councilor Hoellen questioned if the agreement pre-supposed that the City would issue Certificates of Participation (COPs) and if a governmental immunity clause should be added.

City Attorney Michow replied that the City maintained its immunity without having to include language in the agreement. She added that the City was not obligated to issue COPs and the agreement was only to engage the company.

Councilor Griffin asked if City residents could purchase the City bonds.

David Bell, representative from the company, replied they could.

Councilor K. Brown moved, seconded by Councilor Hoellen to approve the Underwriter Engagement Agreement by and among the City of Cherry Hills Village and Stifel, Nicolaus and Company, Inc.

The motion passed 5 to 0.

#### **Item 5c. Ratification of Settlement Agreement and Full and Final Release by Mike Lee Cooper and the City of Cherry Hills Village**

Mayor Pro Tem A. Brown re-entered the Council Chambers

Councilor Hoellen explained that he had no comments and that he had been involved in the process, but because this was a significant transaction for the City he wanted to give other Councilors the opportunity to address any issues.

Councilor Griffin indicated that the agreement was well vetted.

Councilor Gallagher agreed that the City Attorney had done a good job.

Councilor Griffin moved, seconded by Councilor Gallagher to ratify the Settlement Agreement and Full and Final Release by Mike Lee Cooper and the City of Cherry Hills Village

The motion passed unanimously.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

#### **Public Hearing – Regarding a Request by Erik and Mollie Helen of 1530 East Oxford Lane for a Floodplain Development Permit**

Interim City Manager/Director Goldie presented the request by Erik and Mollie Helen of 1530 East Oxford Lane for a Floodplain Development Permit. He noted that Jeremy Dicer from ICON Engineering was present to answer any technical questions. He explained that the applicants proposed to construct a new house on the property outside of the Special Flood Hazard Area (SFHA). Within the SFHA, the applicants proposed to grade the property and construct stormwater detention facilities and construct a swimming pool and pool decking. The applicant submitted a floodplain development study and a letter from their engineer certifying that the proposed development would cause no rise to the base flood elevations which were included in the exhibits to the staff memorandum. Municipal Code Section 16-17-60 provides procedures and review criteria for Floodplain Development Permits. No structure or land may be constructed, located, extended, converted, altered or improved within the floodplain, unless specifically authorized by the City Council as an exception to the floodplain regulations. An applicant must also demonstrate that the development will not cause a rise in base flood elevations. The review criteria outlined in Municipal Code Sec. 16-17-70 and staff's recommended findings were outlined in Table 1 of the staff memorandum. Staff found that several criteria were not met based on the availability of alternative locations outside of the SFHA for the proposed accessory structure. The Planning and Zoning Commission (P&Z) reviewed the request on January 12, 2016. The Commission voted three in favor and three opposed to a motion for approval. Per the Commission's Rules of Procedure, a tie vote constitutes a recommendation of denial by the Commission. Tonight's meeting was a public hearing. A minimum of 15 days prior to the hearing date, the applicant is required to mail notice of the public hearing to all adjacent property owners via certified mail with return receipt requested and post a notice sign on the property. Notice of the hearing was also published in the February 11, 2016 edition of The Villager newspaper and was posted on the Village Center notice board and Village web site. No public comments had been submitted to the staff prior to distribution of the meeting packet.

Mayor Pro Tem A. Brown asked City Attorney Michow if P&Z's recommendation was advisory only and would be regardless of their vote.

City Attorney Michow confirmed that was correct.

David Foster, attorney for the applicant, introduced his colleagues and explained that the current request was a revision from the first request which had been presented to P&Z in October 2015 and included the home in the SFHA and a SFHA map amendment request. He noted that in response to P&Z's feedback and concerns, the architects had reduced the square footage of the house, moved the footprint, revised the grading, reduced the size of the drive circle and removed all additional accessory structures so that only the pool was now requested to be located in the SFHA. He noted that the main concerns of the P&Z Commissioners who had voted to deny the request had done so because they were against any development in the SFHA. He rejected this position because the City Code provides a path for development within the SFHA which was a Floodplain Development Permit. He noted the City would be going through this same process for the development of John Meade Park. He noted that staff provided comprehensive staff reports but indicated that the report removed the Code sections from their context. He stated that Section 16-17-60 outlined the review criteria for floodplain development permits and used the term "exception". He noted that in the Code the term "exception" was synonymous with the term "variance" under Section 16-3-50. He indicated that one of P&Z's concerns was creation of precedence and Section 16-3-50 specifically stated that one variance did not create precedence for any other variance. He noted that Section 16-17-60 of the Code directed Council to consider all relevant factors in addition to the criteria outlined in staff's memo. He indicated that meant this request should not be reviewed in a vacuum. He provided letters of support from neighbors to the Council as a relevant factor to consider. He indicated that the most important criteria was Section 16-17-60(d)(4)(c) which stated that "Authorization shall only be issued upon:...A determination that the granting of an authorization will not result in increased floodway elevations, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local laws or ordinances." He noted that staff's memo stated that this request met that criterion. He added that City Engineer Troy Carman had stated during the P&Z meeting that the request would not result in an increased floodway elevation, would have no impact on the neighborhood, and presented no health or safety concerns from the engineering perspective. He indicated that he believed this was the most important criterion. He stated that the factors identified by the Code did not all have to be met, just considered by Council. He noted that the majority of staff's objections to the request were based on the availability of alternate locations for the pool. He explained that the alternate locations were located far from the house on an undeveloped portion of the property which involved safety issues, or close to Cherry Hills Country Club and other neighbors which involved safety, privacy and landscaping issues. He added that none of the alternate locations had much value to the property owners, the neighbors or the community. He noted that these were all factors for Council to consider. He indicated that staff's finding for the criterion in Section 16-17-60(a)(8) stated "Criterion not met. The City Master Plan states: 'Discourage new

structures and improvements to existing structures within a floodplain unless such improvements are in compliance with the Village's floodplain regulations....' Staff finds that the intent of this strategy is to explore all possible alternatives to floodplain development, and only when feasible options do not exist for development of the property outside of the floodplain should floodplain development be allowed." He indicated that he believed staff was misinterpreting the criterion and that this request met the criterion because it was seeking a floodplain development permit. He noted that the following paragraph in staff's memo was added after the P&Z meeting: "In addition, the Master Plan vision for the Village is defined by a semi-rural character, views and open feel." He indicated that the proposed location for the pool was more in keeping with the Master Plan than the alternate location in the undeveloped portion of the property which currently served as open space for the neighbors. He noted that the criterion in Section 16-17-60(d)(3) stated "Authorizations shall be issued only upon a determination that the same is the minimum necessary, considering the flood hazard, to afford relief." He added that staff's finding stated "Criterion not met. Without the floodplain development permit authorization, the applicants will still be able to construct the main residence as proposed in a large building envelope outside of the SFHA that also meets minimum zoning setbacks." He indicated that he believed staff had misinterpreted the criterion and that the proposal did meet this criterion by consisting of the minimum to meet the need and that the availability of alternate locations was not a factor for this criterion. He stated that he hoped Council could appreciate and consider how the team had decided how and where to place the home and pool on this lot. He explained that they had considered all the alternatives and had decided that the proposed location was the best place for the pool because it impacted the neighbors and community in the most minimal way. He noted that the criterion in Section 16-17-60(d)(4)(b) stated "A determination that failure to grant the authorization would result in exceptional hardship to the applicant." He explained that he had met with City Attorney Michow regarding the term "exceptional hardship" in the Code. He noted that the City Code only contained "exceptional hardship" and did not contain "hardship" by itself. He indicated that in Code Section 16-3-50(b)(1) the term "exceptional and unnecessary hardship" was defined as "not generally applicable to other lands or structures in the same zone district because of the unusual configuration of the applicant's property boundaries, because of unique circumstances related to the location of existing structures thereon, or because of the existence of exceptional topographic conditions thereon." He explained that this property had an unusual configuration, an unusual road and driveway location, and unusual topographic conditions in the form of the floodplain, and therefore met all three criteria that were options for an exceptional and unnecessary hardship. He added that if Council failed to approve the request that would result in an exceptional hardship for the property owners. He asked the architects to make their presentation.

Mickey Florio, architect for the applicant, explained that in order to illustrate the constraints created by the usual shape of the lot they had compared the buildable area of 1530 East Oxford Lane to the buildable area of a rectangular lot of the same size. They calculated that 11% of 1530 East Oxford Lane was buildable area, whereas 45% of a rectangular lot of the same size would be buildable area.

Don Ruggles, architect for the applicant, explained that they had considered different orientations for the house and in addition to the unusual lot configuration they had to take into account golf balls being hit from the Country Club on the east side of the property, and the many trees the previous owner had planted that the current owners wanted to preserve. He indicated that the proposed location for the pool was safe, private, beautiful and in keeping with the community.

Councilor Hoellen agreed with Mr. Foster's interpretation equating that the term "exception" for a floodplain development permit was essentially the same as the term "variance" under with the City's Board of Adjustment and Appeals variance procedures. He indicated that a variance was an extraordinary remedy and required that all criteria be met, while acknowledging that the floodplain development permit criteria were factors to be considered by Council. He stated that an extraordinary remedy was only appropriate when there weren't met by the lack of any reasonably feasible alternatives, or in this case alternate locations. He noted that the criterion was not for an alternate location that was optimal, ideal or beautiful, but just reasonably feasible. He added that if there were was not a reasonably feasible alternate locations s available, then an extraordinary remedy such as an exception or variance was not warranted.

Mr. Foster noted that the floodplain development permit process was different than the variance process in that the floodplain development permit process involved P&Z and Council and the Code directed these bodies to consider all relevant factors instead of just certain criteria as outlined for the variance process. He indicated his belief that the Code intended more flexibility for P&Z and Council to make a determination on a floodplain development permit request than for Board of Adjustment and Appeals (BOAA) on a variance request. He noted that the Code did not state "no other available alternatives" for a floodplain development permit. He added that houses in the R-1 Zone District were an average of 10,000 to 12,000 square feet and that R-1 property owners expected to have a pool on their property.

Councilor Gallagher asked if Mr. Foster had done a study and knew how many R-1 properties in the City had a pool.

Mr. Ruggles replied that in his experience designing around 100 homes in the City approximately 40% of new development projects included pools.

Mayor Pro Tem A. Brown asked how many lots had similar challenges of lot configuration and floodplain that this one did.

Mr. Ruggles replied that this was the most challenging lot he had worked on. He added that he did not take lightly making a request for an exception or variance in the City.

Councilor K. Brown noted a suggestion made during the P&Z meeting of moving the driveway that went through the property farther west in order to free up space for the

pool on the west side of the house. She asked the applicants if they had followed up on this suggestion.

Mr. Florio replied that after the P&Z meeting they had met with Director Zuccaro who had explained that there would still be a 75 foot front setback on that side of the property so no additional buildable area would be created by moving the driveway.

Councilor Griffin asked what was south of the property in question.

Interim City Manager/Director Goldie replied it was a horse arena.

Councilor Hoellen questioned whether reconfiguring of the proposed home could be reconfigured in order to still provide for a 15,000 square foot home while creating more room to place the pool outside of the floodplain.

Mr. Florio replied that in addition to the home they had to fit the stormwater detention facility, the garage, the auto court, and the existing trees in the buildable area outside of the floodplain and there was not room to fit the pool.

Councilor Hoellen questioned whether the installation of an expansive circular driveway, large home as currently designed, retention of specific trees, and installation of a pool where necessary in order to find the reasonable use of the property.

Mr. Foster noted that many R-1 properties had several accessory structures and this property was proposing just one. He added that a pool in the floodplain was not an issue for the flood elevation and would not create a hazard during a flood. He indicated that the floodplain development process should not be easy, but that development in the floodplain was allowed for by the Code through the permit process.

Mayor Pro Tem A. Brown opened the Public Hearing at 7:45 p.m.

Vinny Curran read a statement from David Mosteller of 1401 East Oxford Lane, who lived next door to the property in question. Mr. Mosteller requested that Council approve the request. He noted the odd configuration of the lot and the appropriateness of the plan for the lot and the community. He expressed concern over the loss of privacy and increase in noise for his property if the pool was built in one of the alternate areas on his property line. He noted that residents invested a lot to live in the City and in return expected the qualities that drew them here to be maintained.

Hearing no further comments the Public Hearing was closed at 7:50 p.m.

Councilor Hoellen asked if Council could go into Executive Session in order to receive legal advice.

## **EXECUTIVE SESSION**

City Attorney Michow advised a motion to go into Executive Session pursuant to C.R.S. Section 24-6-402(4)(b) for purposes of seeking legal advice on the pending floodplain development permit request.

Councilor Hoellen so moved, seconded by Councilor K. Brown.

The following votes were recorded:

Gallagher	yes
Griffin	yes
A. Brown	yes
VanderWerf	yes
K. Brown	yes
Hoellen	yes

Vote on the Executive Session: 6 ayes. 0 nays. The motion carried.

The Executive Session began at 7:53 p.m.

### **PUBLIC MEETING**

The public meeting resumed at 8:01 p.m.

Mr. Foster noted that another neighbor had arrived in support of the request.

Mayor Pro Tem A. Brown re-opened the Public Hearing at 8:02 p.m.

Julie Graebel, 1200 E. Oxford Lane, explained that Don Ruggles understood the community and would not do anything detrimental to the community. She indicated that she had reached out to neighbors about the proposal and had not received any negative comments.

Hearing no further comments the Public Hearing was closed at 8:05 p.m.

Councilor Hoellen commented that Mr. Foster and his associates had made an excellent presentation, but that development into the floodplain rose to a higher level and required a higher exception than a variance granted by the BOAA. He indicated that an exception allowing floodplain development was an extraordinary remedy and only appropriate when there was no reasonably feasible alternative for the use of the property. He stated that in this case he felt that the applicant had reasonably feasible alternatives available to them and he did not believe therefore there was noa basis for granting of the exception.

Councilor VanderWerf indicated that she was sympathetic to the request. She noted that placing a pool in the floodplain was not a safety hazard and the alternative locations far from the home would be highly unusual and present safety concerns. She added

that the shape of the lot was very unusual and suggested that the appendage may have been used to create the minimum lot size during a subdivision. She indicated that the appendage portion was more useful to the neighbors as undeveloped land than it would be to the property owners as developed. She agreed that development in the floodplain had to meet high requirements and indicated that this situation met those requirements for safety reasons.

Councilor Griffin stated that it was difficult to separate the requirements for a variance from those of a floodplain development request. He agreed with Councilor Hoellen that development in the floodplain rose to a higher level of examination. He agreed that the alternative locations for the pool were undesirable but that the situation did not rise to the level of exceptional hardship. He noted that during the City's flood event last June a pool had flooded with sewage and the property owner had blamed the City for allowing the pool to be built in the floodplain, but it had been constructed prior to the City's strict floodplain development regulations. He indicated that it had been an excellent presentation and he was sympathetic to the challenges of the lot and the owner's property rights.

Councilor Gallagher indicated that the proposed pool location made sense from a design standpoint but that development in the floodplain was the bigger issue. He noted that this was a tough decision and that the alternate locations were not as viable as the proposed location. He stated that he had trouble with approving building of a pool in the floodplain and noted that the owners could have the same house without a pool.

Councilor K. Brown commented that she agreed with the statements already made.

Mayor Pro Tem A. Brown indicated that the lot configuration was highly unusual and that was driving the design challenges that resulted in the request. He stated that development in the floodplain was reserved for the most serious and compelling cases and design preference was not justification for a permit. He acknowledged that the nature of the lot was frustrating.

City Attorney Michow clarified for the record that staff's report and the correspondence provided by Mr. Foster would be made part of the record. She advised that Council provide specific findings of fact with respect to their motion for approval or denial.

Councilor K. Brown moved, seconded by Councilor Hoellen, to deny the floodplain permit development application for 1530 East Oxford Lane based on the findings in Table 1 of the March 15, 2016 staff memorandum and findings by Council that floodplain development permits must meet a very high standard of hardship, the belief that the challenges with this lot are based on the attributes of the lot more than the City's Code, and that the desired plan does not rise to the level of an exceptional hardship as required by the Code.

The motion passed 5 to 1.

Contract for Services with Thoutt Brothers Concrete Contractors Inc. for the 2016 Street Improvement Concrete Replacement Project

Interim City Manager/Director Goldie presented a contract with Thoutt Brothers Concrete Contractors for the 2016 street improvement concrete replacement project. He explained that the City had received six bids for the project. Thoutt Brothers Concrete was the low bid for the 2016 project and the contractor that staff was recommending to City Council for approval. The City had used Thoutt Brothers in the past including the 2011, 2012, 2013 and 2014 projects. Thoutt Brothers had produced a quality product in the past and were familiar with the City's expectations and requirements. Staff was requesting approval of the Contract for Services with Thoutt Brothers Concrete in the amount of \$159,745.00 plus a 10% contingency for a not to exceed amount of \$175,720.00. A portion of the 2016 Concrete Replacement Project included improvements on Monroe Street adjacent to the Denver First Church, but this was not included in this initial contract with Thoutt Brothers. A separate contract for the Monroe Street portion of the Project would be brought to Council at a future date. The cost of the Monroe Street work would be a pass through with no additional funding required by the City.

Councilor Griffin asked about the work that would be done at the intersection of Quincy and University.

Interim City Manager/Director Goldie replied that there were issues with drainage from St. Mary's going west along Quincy to Greenwood Gulch that City staff had been studying for several years. Staff had decided that the best solution would be to keep the drainage water moving north into Greenwood Gulch by redoing the pan across Quincy on the west side of University. He explained that the water would end up in the same place. He noted that the pan could cause a slight slowing in traffic at the intersection because of the additional dip. He explained that the work would be done during one weekend when staff would close the intersection. He noted this would be when school was out and that staff would use signage and letters to notify residents of the project.

Councilor VanderWerf asked about the sidewalks in the City.

Interim City Manager/Director Goldie explained that the City was responsible for maintaining all of the sidewalks along the state highways located in the City. He indicated that staff was replacing individual sidewalk panels as necessary.

Public Works Project and Right-of-Way Manager Mason added that some sidewalk panels on University were over 35 years old and still functional, while some panels on Belleview lasted 10 years or less.

Interim City Manager/Director Goldie explained that the lifetime of the sidewalk panels varied due to several factors, one of which was the newer concrete was not allowed to have the same additives as the old concrete for environmental reasons.

Councilor VanderWerf moved, seconded by Councilor Griffin to approve the contract for services with Thoutt Brothers Concrete Contractors Inc. in the amount of \$159,745.00 plus a 10% contingency for a total maximum expenditure of \$175,720.00 and authorize the expenditure of these funds.

The motion passed unanimously.

## **REPORTS**

### **Mayor's Report**

None

### **Members of City Council**

Councilor Gallagher reported that Parks, Trails and Recreation Commissioner Colleen Dougherty had resigned from the Commission. He added that a landscape design firm for John Meade Park had been chosen and their timeframe was to bid construction documents one year from now, before which they would conduct three to four open houses and the City would go through the floodplain development permit process.

Councilor Griffin reported that the March meeting of the Board of Adjustment and Appeals had been cancelled. He expressed concern over the mail theft issue described in the Police Department's monthly report.

Mayor Pro Tem A. Brown agreed that it was a serious issue and that his mail carrier had recommended that people don't raise their mailbox flags and that the post office would check each box regardless of flag position. He added that the Police Department was doing everything they could to solve the issue.

Councilor K. Brown noted that there was a US Post Office mail box at Quincy and Meade that residents could use instead of putting outgoing mail in their individual mail boxes. She suggested including that information in the Village Crier.

Councilor A. Brown reported that residents were experiencing increased frequency of Quincy traffic blocking the Cherryvale intersection. He thanked the Police Department for installing a "Don't Block" sign, but explained the dangerous situation of cars pulling onto the trail to turn left without checking for trail users first. He indicated the Police Department would be monitoring the intersection. He reported that no headway was being made with CDOT for the new traffic light on Belleview and the \$100,000 budgeted in the Capital Budget for the project would likely not be used this year. He noted that he would be interested in hearing from staff on the possibility of raising chickens and beekeeping on the City's smaller lots.

Councilor Gallagher noted that raising chickens and beekeeping was consistent with the Master Plan, aside from roosters.

Councilor Griffin noted that Cherryridge still experienced issues with traffic on University blocking their intersection and since CDOT had not repaved University the proposed “Do Not Block” signage had not been added to the road.

Interim City Manager/Director Goldie explained that CDOT was not supportive of the proposed signage because they did not want traffic swinging out into the turn lane of St. Mary’s and potentially creating a safety issue.

Councilor VanderWerf reported that the dedication event for *Charlo* would probably take place during the first half of June. The Public Art Commission had ordered a large plaque to recognize all the donors to *Charlo* which would be constructed with etched glass. She noted that the plaque would likely hang in the Village Center until a place of honor could be found in the future new administration building.

Councilor K. Brown expressed interest in attending the DRCOG award celebration at the new Westin hotel at Denver International Airport and taking public transportation to get there.

Councilor Hoellen had no report.

### **Members of City Boards and Commissions**

None

### **City Manager & Staff**

Interim City Manager/Director Goldie noted that department monthly reports and unaudited financial statements were included in Council packets. He reported that progress was being made on the agreements for the Hampden/Colorado underpass between Denver, Cherry Hills Village and Arapahoe County. He noted that Denver was taking the lead on dealing with CDOT for the project and therefore DRCOG had asked Cherry Hills Village to amend the TIP grant the City had received for the project to make clear that Denver was taking the lead on the construction. He indicated that the change was administrative only and would not affect the funding of the project.

### **Board and Commission Member Terms**

City Clerk Smith reported that staff was seeking direction from Council on the reappointment of Joshua DiCarlo and Robert Eber to the Parks, Trails and Recreation Commission (PTRC) and John Love to the BOAA. She noted that a recruitment process was not triggered for these members and they had all expressed their desire to continue serving.

Council directed staff to reappoint the members.

City Clerk Smith added that PTRC Commissioner Colleen Dougherty had resigned on March 2<sup>nd</sup>, leaving a vacancy on PTRC. Staff had posted the vacancy and asked Council to choose two members to conduct interviews to fill the position.

Councilor Gallagher and Mayor Pro Tem A. Brown volunteered to conduct interviews.

**City Attorney**

City Attorney Michow had no report.

**EXECUTIVE SESSION**

Councilor Hoellen moved, seconded by Councilor Griffin to move into Executive Session pursuant to: C.R.S. Section 24-6-402(4)(b) for purposes of receiving specific legal advice regarding terms and conditions of a contract; C.R.S. Section 24-6-402(4)(a) for purposes of discussing the purchase, acquisition, or lease of real property for open space and other public purposes; and pursuant to C.R.S. Section 24-6-402(4)(e) for purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators concerning city manager position and the purchase, acquisition or lease of real property.

The following votes were recorded:

Griffin	yes
A. Brown	yes
VanderWerf	yes
K. Brown	yes
Hoellen	yes
Gallagher	yes

Vote on the Executive Session: 6 ayes. 0 nays. The motion carried.

The Executive Session began at 8:41 p.m.

**PUBLIC MEETING**

The public meeting resumed at 9:48 p.m.

City Attorney Michow suggested that Council move to authorize the Interim City Manager to execute a separation agreement as discussed among Council members in the Executive Session and based on the terms as discussed with Council in Executive Session.

Councilor Griffin so moved, seconded by Councilor VanderWerf.

The motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 9:49 p.m.

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Laura Christman, Mayor

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Laura Smith, City Clerk

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COLORADO**

2450 E. Quincy Avenue  
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Telephone 303-789-2541  
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ITEM: 5b

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR CHRISTMAN AND MEMBERS OF THE CITY COUNCIL

**FROM:** LAURA SMITH, CITY CLERK

**SUBJECT:** RESOLUTION 4, SERIES 2016; APPOINTING MEMBERS TO THE PUBLIC ART COMMISSION

**DATE:** APRIL 5, 2016

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**ISSUE**

Shall Council approve Resolution 4, Series 2016 to fill the vacancy on the Public Art Commission (PAC)?

**DISCUSSION**

Staff posted the vacancy on the City website in January and in the March issue of the Village Crier. Council appointed Mayor Christman and Councilor VanderWerf to conduct interviews and recommend appointment to fill the vacancy on PAC. Mayor Christman and Councilor VanderWerf are recommending appointment of Trish Green.

**RECOMMENDED MOTION**

"I move to approve Resolution 4, Series 2016; appointing members to the Public Art Commission."

**ATTACHMENTS**

Exhibit A: Resolution 4, Series 2016

RESOLUTION NO. 4  
SERIES 2016

INTRODUCED BY:  
SECONDED BY:

**A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF CHERRY HILLS VILLAGE  
APPOINTING MEMBERS TO THE PUBLIC ART COMMISSION**

**WHEREAS**, Section 3.1 of the City of Cherry Hills Village City Charter authorizes the City Council to “delegate to board and commissions...such functions, powers and authority of the City as it deems proper and advisable”; and

**WHEREAS**, Resolution 6-11 established the Public Art Commission (“the Commission”); and

**WHEREAS**, Resolution 6-11 states the Commission shall consist of up to five (5) voting members, including a Council representative. All members are appointed by the City Council. Members must be residents of Cherry Hills Village; and

**WHEREAS**, Commissioner Teresa Harbaugh passed away in January 2015, leaving a vacancy on the Commission; and

**WHEREAS**, City Council appointed Mayor Christman and Councilor VanderWerf to review applications to serve on the Commission; and

**WHEREAS**, Mayor Christman and Councilor VanderWerf recommend appointment of Trish Green to fill the vacancy; and

**WHEREAS**, the City Council desires to appoint Trish Green to complete Commissioner Harbaugh’s term on the Commission.

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

The City Council hereby makes the following appointment to the City of Cherry Hills Public Art Commission:

<u>Name</u>	<u>Term Expires</u>
Trish Green	July 2018

This Resolution shall be effective immediately.

Introduced, passed and adopted at the regular meeting of City Council this \_\_\_ day of \_\_\_\_\_, 2016 by a vote of \_ yes and \_ no.

(SEAL)

\_\_\_\_\_  
Laura Christman, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Laura Smith, City Clerk

\_\_\_\_\_  
Linda C. Michow, City Attorney

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: 8a

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MEMORANDUM

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**TO:** HONORABLE MAYOR CHRISTMAN AND MEMBERS OF THE CITY COUNCIL

**FROM:** JAY GOLDIE; DEPUTY CITY MANAGER/PUBLIC WORKS DIRECTOR & RYAN BERNINZONI; PARKS, TRAILS & RECREATION ADMINISTRATOR

**SUBJECT:** CONTRACT FOR SERVICES WITH MUNDUS BISHOP

**DATE:** APRIL 5, 2016

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**ISSUE**

Shall the City Council approve a contract for consulting services with Mundus Bishop for the final construction and engineering design of John Meade Park and the Alan Hutto Memorial Commons (Exhibit A).

**DISCUSSION**

In 2015, the Parks, Trails and Recreation Commission (PTRC) completed the master planning efforts for John Meade Park and Alan Hutto Memorial Commons. With the conclusion of the Master Plan, the City now needs to complete a final detailed construction and engineering design of all Master Plan elements for the Park and Memorial Commons.

It is expected that all planning and construction and engineering documents will be finalized by May 2017. Planning project elements include: final design of the Park and Memorial Commons including floodplain improvements and installation of playground equipment, restrooms and other facilities, as well as the completion of Expanded Use and Floodplain Development Permit processes with the City. Lastly, submittal and approval of the FEMA CLOMR/LOMR will also be finalized.

Funding for the project is identified within the 2016 Arapahoe County Open Space Fund 14 budget (line item #14-450-9092) in the amount of \$450,000.00. The budget request was made by the PTRC for the purpose of hiring a consultant to work with the group on the proposed project and finalize all construction and engineering documents, floodplain analysis and permitting and additional items pertaining to the project.

Additional funding in the amount of \$400,000 was applied for through an Arapahoe County Open Space standard grant. If awarded the grant money will be used for the project as well. Staff will be notified by the County of grant awards sometime at the end of May 2016.

On January 11, 2016, the City solicited proposals from qualified consultants to assist in facilitating the completion of the Park and Memorial Commons project. There were seven proposals submitted to the City, all of which were qualified applicants.

Out of the seven firms, four (THK Associates, Civitas, Design Workshop and Mundus Bishop) were selected for interviews on March 2, 2016. The selection committee included: City Council Member Mike Gallagher, Parks, Trails and Recreation Chair Robert Eber, Deputy City Manager/Public Works Director Jay Goldie, Community Development Director Rob Zuccaro, Parks, Trails and Recreation Administrator Ryan Berninzoni and Special Projects Coordinator Emily Kropf.

This was a qualifications based selection process and all costing proposals remained sealed until interviews were complete. Mundus Bishop was selected. Additionally, the selection committee requested 3d imagery to be added to the Mundus Bishop bid which was not included in the original scope. The original bid was \$291,965 and the newly proposed updated contract is \$316,285.00.

The following bids were received:

<u>Company</u>	<u>Bid Amount</u>	<u>Location</u>
THK Associates, Inc.	\$406,161.00	Aurora
Civitas	\$437,412.00	Denver
Design Workshop	\$389,990.00	Denver
Mundus Bishop	\$316,285.00	Denver
DHM Design	\$155,275.00	Denver
DigStudio	\$215,300.00	Denver
Stanley Consultants, Inc	\$361,635.00	Centennial

Upon completion of the interviews the selection committee unanimously agreed that Mundus Bishop is best qualified to consult and facilitate the final design process for the Park and Memorial Commons (see Exhibit B for proposal).

The PTRC plans to hold its initial kick off meeting for the project on April 14<sup>th</sup>, 2016. Future meeting times will vary, but the expectation is that the group will meet once per month (twice if needed) until the project is complete. The proposed project schedule also includes progress/presentation updates before City Council at various meetings.

**BUDGET IMPACT STATEMENT**

The City’s portion of the Park and Memorial Commons project is \$450,000.00. This amount was budgeted in the 2014 Arapahoe County Open Space Fund 14 under budget line item number 14-450-909 and will be carried over to the same account in 2017. Additionally, in February 2016 the City applied for a standard grant through Arapahoe County Open Space in the amount

of \$400,000.00. If the grant is awarded, these funds will be directed toward the first phase of construction, which primarily consists of floodplain improvements. Staff will receive notice of the awards by the end of May 2016.

At this time staff is seeking approval of the base bid of \$316,285.00.

The City Attorney has reviewed and approved the contract and attachments included in this memo.

**STAFF RECOMMENDATION**

Staff recommends that City Council approve the contract for services with Mundus Bishop in the amount of \$316,285.00 and authorize the expenditure of funds for this project.

**RECOMMENDED MOTION**

“I move to approve the contract for services with Mundus Bishop in the amount of \$316,285.00.”

**ATTACHMENTS**

Exhibit A: Contract for Services with Mundus Bishop

Exhibit B: Proposal submitted by Mundus Bishop

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF CHERRY HILLS VILLAGE AND MUNDUS BISHOP DESIGN, INC.**

THIS PROFESSIONAL SERVICES AGREEMENT (“*Agreement*”) is made and entered into this 5th day of April, 2016, (“*Effective Date*”) by and between the CITY OF CHERRY HILLS VILLAGE, a Colorado home rule municipal corporation (the “*City*”), and MUNDUS BISHOP DESIGN, INC., a Colorado corporation (the “*Consultant*”). The City and the Consultant may be collectively referred to as the “*Parties*” and each individually as “*Party*”.

**RECITALS AND REPRESENTATIONS**

WHEREAS, the Consultant represents to the City that the Consultant has the skill, ability, and expertise to perform the services described in this Agreement; and

WHEREAS, the City desires to engage the Consultant to provide the services described in this Agreement subject to the terms and conditions of the Agreement.

NOW, THEREFORE, inconsideration of the terms and conditions contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is mutually agreed by and between the Parties as follows:

1. **LINE OF AUTHORITY:** Ryan Berninzoni, Parks, Trails and Recreation Administrator, is the City representative responsible for overseeing and coordinating all contractual obligations (the “*City Authorized Representative*”), and is designated as the City Authorized Representative for the purpose of administering, coordinating, and approving the work performed by the Consultant under this Agreement. For purposes of this Agreement, the Consultant’s designated representative is Tina Bishop (the “*Consultant Authorized Representative*”).

2. **SCOPE OF SERVICES:** Consultant shall perform all services described in Exhibit A (the “*Services*”) diligently and professionally, in a manner satisfactory to the City Authorized Representative, and subject to the project schedule (“*Project Schedule*”) set forth in Exhibit A. The Consultant shall provide the Project deliverables described in Exhibit A within the time frames set forth in the Project Schedule. All deliverables shall be fully compliant with federal, state and local laws, regulations, requirements and procedures.

The City, from time to time, may request changes to the Services to be performed hereunder. If agreed to by both Parties, Consultant will, within a reasonable time period, provide to the City in writing a price and modification to services and Project Schedule for the proposed addition to Services. Such changes, including any increase or decrease in the amount of the Consultant’s compensation, when mutually agreed upon between the City and Consultant, shall become an amendment to and part of this Agreement, provided any such change is in writing and signed by the Mayor and by the Consultant Authorized Representative. Any modifications to the Agreement or the Services that do not increase the NTE Compensation (as defined below) may be approved in writing by the City Manager and by the Consultant Authorized Representative. Unless otherwise stated in the written amendment, Consultant will invoice the City on the next billing cycle after completion of the addition to Services or if the change involves an ongoing new addition to the Services, Consultant will include the associated adjustment to the monthly compensation amount.

If Consultant proceeds without such written change authorization, then the Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum meruit or implied contract. Except as expressly provided herein, no agent, employee or representative of the City shall have the authority to enter into any changes or modifications,

either directly or implied by a course of action, relating to the terms and scope of this Agreement. If Consultant performs any work beyond the Services described in **Exhibit A**, it does so at its own risk.

**3. COMPENSATION FOR SERVICES:** In consideration for the provision of Services described in **Exhibit A**, the City agrees to compensate the Consultant based on the following:

a. In consideration for the completion of the Services specified herein by Consultant, the City shall pay Consultant a not to exceed amount of three hundred sixteen thousand two hundred and eighty-five dollars and zero cents (\$316,285) (“NTE Compensation”) in accordance with fee schedule set forth in the Consultant’s Proposal, a copy of which is attached and incorporated as part of **Exhibit A**. Except as may be agreed upon by the City and Consultant through written change orders as described in Section 2 above, in no event shall the City be liable for payment under this Agreement in excess of three hundred sixteen thousand two hundred and eighty-five dollars and zero cents (\$316,285).

b. The Consultant shall submit invoices to the City in accordance with the terms of this Agreement. Invoices will be billed to the City on a regular basis, but no more frequently than every thirty (30) days. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing the services hereunder.

c. Consultant’s invoice(s) shall be in a format acceptable to the City, shall be supported by information in such detail as may be required by the City and shall be sufficient to substantiate that the Consultant has performed the Services described in **Exhibit A**. The City may withhold payment for work which is not completed as scheduled, or which is completed unsatisfactorily, until completed satisfactorily and may deny payment for such work upon termination by the Consultant.

**4. TERM:** It is mutually agreed by the Parties that the term of this Agreement shall commence as of the Effective Date and terminate upon completion of the Services as set forth in the Project Schedule set forth in **Exhibit A**, unless earlier terminated in accordance with the terms and conditions of this Agreement. Any extension of the term beyond the current fiscal year shall be contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes and subject to the City’s satisfaction with all services received to date.

**5. CONFLICT OF INTEREST:** The Consultant agrees that no official, officer or employee of the City shall have any personal or beneficial interest whatsoever in the Services described herein, and the Consultant further agrees not to hire, pay, or contract for services of any official, officer or employee of the City. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of the Consultant by placing the Consultant’s own interests, or the interest of any party with whom the Consultant has a contractual arrangement, in conflict with those of the City.

**6. INDEPENDENT CONTRACTOR:** The Consultant shall perform the Services as an independent Contractor and shall not be deemed by virtue of this Agreement to have entered into any partnership, joint venture, employer/employee or other relationship with the City other than as a contracting party and independent Consultant. The City shall not be obligated to secure, and shall not provide, any insurance coverage or employment benefits of any kind or type to or for the Consultant or the Consultant’s employees, sub-consultants, Consultants, agents, or representatives, including coverage or benefits related but not limited to: local, state, or federal income or other tax contributions; insurance contributions (e.g., FICA); workers’ compensation; disability, injury, or health; professional liability insurance, errors and omissions insurance; or retirement account contributions.

**7. INDEMNIFICATION:** The City cannot and by this Agreement does not agree to indemnify, hold harmless, exonerate or assume the defense of the Consultant or any other person or entity whatsoever. The Consultant and its subconsultants, as applicable, shall defend, indemnify and hold harmless the City, its elected officials, officers, directors, agents, and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, in any way resulting from or arising from this Agreement; provided, however, that the Consultant need not indemnify or save harmless the City, its officers, agents and employees from damages resulting from the negligence of City's elected officials, officers, directors, agents, and employees. Consultant's defense, indemnification and insurance obligations shall be to the fullest extent permitted by law and nothing in this Agreement shall be construed as requiring the Consultant to defend in litigation, indemnify or insure the City against liability arising out of the death or bodily injury to person or damage to property caused by the negligence or fault of the City or any third party under the control or supervision of the City.

**8. INSURANCE:** The Consultant shall obtain and maintain the following types and minimum amounts of insurance, which shall remain in full force and effect during the term of this Agreement and for a period of one (1) year after completion of the Services:

- |                                 |             |   |
|---------------------------------|-------------|---|
| a. Commercial General Liability | \$1,000,000 | each occurrence                               |
|                                 | \$2,000,000 | general aggregate limit                       |
|                                 | \$2,000,000 | products completed operations aggregate limit |
|                                 | \$1,000,000 | personal and advertising injury               |
| b. Worker's Compensation        | \$100,000   | per accident                                  |
|                                 | \$500,000   | policy limit                                  |
| c. Automobile Liability         | \$1,000,000 | Combined single limit                         |
| d. Professional Liability       | \$1,000,000 | per claim and annual aggregate                |

The required policies of insurance shall be endorsed to include the City as a Certificate Holder. The Consultant's failure to obtain and continuously maintain policies of insurance in accordance with this Section shall not limit, prevent, preclude, excuse, or modify any liability, claims, demands, or other obligations of the Consultant arising from performance or non-performance of this Agreement. The Consultant shall require each of its subconsultants performing Services hereunder to obtain and maintain the foregoing types and minimum amounts of insurance as set forth in this Paragraph.

**9. NO WAIVER OF GOVERNMENTAL IMMUNITY:** The Parties hereto understand and agree that the City, its elected officials, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., as the same may be amended from time to time, or otherwise available to the City.

**10. ASSIGNMENT:** The Consultant covenants and agrees that it will not assign or transfer its rights hereunder, either in whole or in part without the prior written approval of the City. Any attempt by the Consultant to assign or transfer its rights hereunder shall, at the option of the City Authorized



effective upon receipt or three (3) working days after the date of mailing, whichever is earlier. The Parties may from time to time designate substitute addresses or persons where and to whom such notices are to be mailed or delivered, but such substitutions shall not be effective until actual receipt of written notification.

**15. NONDISCRIMINATION:** In connection with the performance of work under this Agreement, the Consultant agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

**16. ILLEGAL ALIENS:** Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Consultant shall not contract with a subcontractor that fails to certify that the subcontractor does not knowingly employ or contract with any illegal aliens. By entering into this Agreement, Consultant certifies that it has verified, or attempted to verify, through participation in the basic pilot program that the Consultant does not employ any illegal aliens. If the Consultant is not accepted into the basic pilot program, the Consultant shall apply to participate in the basic pilot program every three months until the Consultant is accepted, or this Agreement had been completed, whichever is earlier. The Consultant is prohibited from using the basic pilot program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed. If the Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Consultant shall be required to notify the subcontractor and the City within three (3) days that the Consultant has actual knowledge that a subcontractor is employing or contracting with an illegal alien. The Consultant shall terminate the subcontract if the subcontractor does not stop employing or contracting with the illegal alien within three (3) days of receiving the notice regarding Consultant's actual knowledge. The Consultant shall not terminate the subcontract if, during such three days, the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien. The Consultant is required to comply with any reasonable request made by the Department of Labor and Employment made in the course of an investigation undertaken to determine compliance with this provision and applicable state law. If the Consultant violates this provision, the City may terminate this Agreement, and the Consultant may be liable for actual and/or consequential damages incurred by the City, notwithstanding any limitation on such damages provided by such Agreement.

**17. GOVERNING LAW; VENUE:** This Agreement shall be deemed to have been made in, and construed in accordance with the laws of the State of Colorado. Venue for any action hereunder shall be in the District Court, County of Arapahoe, State of Colorado. The Consultant expressly waives the right to bring any action in or to remove any action to any other jurisdiction, whether state or federal.

**18. COMPLIANCE WITH ALL LAWS AND REGULATIONS:** All of the work performed under this Agreement by the Consultant shall comply with all applicable laws, rules, regulations and codes of the United States and the State of Colorado. The Consultant shall also comply with all applicable ordinances, regulations, and resolutions of the City and shall commit no trespass on any public or private property in the performance of any of the work embraced by this Agreement.

**19. SEVERABILITY:** In the event any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining provisions shall not be affected, provided that the remaining provisions without the invalidated provisions are consistent with the Parties' intent. Should either party fail to enforce a specific term of this Agreement it shall not be a waiver of a subsequent right of enforcement, nor shall it be deemed a modification or alteration of the terms and conditions contained herein.

**20. NO THIRD PARTY BENEFICIARIES:** The enforcement of the terms and conditions of this Agreement and all rights of action relating to such enforcement, shall be strictly reserved to the City and the Consultant, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person under such Agreement.

**21. HEADINGS; RECITALS:** The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement. The Recitals to this Agreement are incorporated herein.

**22. ENTIRE AGREEMENT:** The Parties acknowledge and agree that the provisions contained herein constitute the entire agreement and that all representations made by any elected official, officer, director, agent or employee of the respective parties unless included herein are null and void and of no effect. No alterations, amendments, changes or modifications to this Agreement, except those which are expressly reserved herein to the Mayor, the City Authorized Representative and/or the Consultant Authorized Representative, shall be valid unless they are contained in writing and executed by all the Parties with the same formality as this Agreement.

**23. FORCE MAJEURE:** Neither Party shall be liable for damages, delays, or failure to perform its obligations under this Agreement if performance is made impractical or impossible, or unpredictably and abnormally difficult or costly, as a result of any unforeseen occurrence, including but not limited to fire, flood, acts of God, civil unrest, failure of a third party to cooperate in providing services other than Consultant's subcontractors, or other occurrences beyond the reasonable control of the party invoking this Force Majeure clause. The Party invoking this Force Majeure clause shall notify the other Party immediately by verbal communication and in writing of the nature and extent of the contingency within five (5) business days after its occurrence or discovery of its occurrence, and shall take reasonable measures to mitigate any impact of the event that triggered the invoking of this Force Majeure clause. If the Force Majeure event shall impact schedule or increase the costs incurred by Consultant, such items shall be handled in accordance with Section 2 and 3.

**24. INCORPORATION OF EXHIBITS:** All exhibits referenced in this Agreement and attached hereto shall be incorporated into this Agreement for all purposes.

**IN WITNESS WHEREOF,** the City and the Consultant have executed this Professional Services Agreement as of the above date.

**CITY:**  
**CITY OF CHERRY HILLS VILLAGE, a Colorado home  
rule municipal corporation**

**BY:** \_\_\_\_\_  
Laura Christman, Mayor

**DATE:** \_\_\_\_\_, 2016

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Laura Smith, City Clerk

\_\_\_\_\_  
Linda Michow, City Attorney

**CONSULTANT:**  
**Mundus Bishop Design, Inc.,**  
**a Colorado corporation**

**BY:** \_\_\_\_\_  
Tina Bishop, Principal

**DATE:** \_\_\_\_\_, 2016

**EXHIBIT A**  
**SCOPE OF SERVICES**

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**CITY OF CHERRY HILLS VILLAGE**

**REQUEST FOR PROPOSAL**

**FINAL DESIGN AND CONSTRUCTION SERVICES**

**JOHN MEADE PARK AND THE  
ALAN HUTTO MEMORIAL COMMONS**

**February 8, 2016; submitted March 25, 2016**



**MUNDUS BISHOP**  
2601 Blake Street, Suite 300  
Denver, CO 80205

**MUNDUS BISHOP**

**MUNDUS BISHOP**  
**JOHN MEADE PARK AND THE**  
**ALAN HUTTO MEMORIAL COMMONS**  
**REQUEST FOR PROPOSAL**

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## 1. LETTER OF INTEREST

February 8, 2016

Ryan Berninzoni  
Parks, Trails, and Recreation Administrator  
2450 East Quincy Avenue  
City of Cherry Hills Village, CO 80113

### Selection Committee:

We are pleased to present our proposal response to provide professional services for the final design, and engineering of John Meade Park and Alan Hutto Memorial Commons. We are very excited about the possibilities presented by the reimagining of this space into the City's central park and core civic space. We recognize the importance of this park space to the City of Cherry Hills Village and the community. Because of this, we have crafted a specialized approach and a skilled team to ensure this central park becomes the spectacular community gathering place envisioned.

We offer a highly skilled team with the imagination, demonstrated experience, and collaborative working style needed to make this a successful place. Our team is led by Mundus Bishop, a landscape architectural firm known regionally and nationally as experts in the fields of open space and park design, and design of civic spaces. Our award-winning projects emphasize originality and innovative design that integrates sense of place with green practices. Our designs for community and regional parks, and natural and recreational places brings forward the special qualities of each place, resulting in memorable and beloved public spaces.

- Tina Bishop, principal-in-charge, will be the primary contact responsible for overseeing all work, leading the community engagement process, and serving as lead designer. Brian Nierman, project landscape architect, will provide project management, consultant coordination, design assistance, construction documentation, and construction administration. Aicha Menendez, landscape designer, will be responsible for production and graphic assistance.

We have assembled a highly skilled team of specialized consultants, selected for their specific knowledge and expertise within their core discipline. These key personnel completed each of the projects noted in our team experience. They are committed to design excellence, integrated design for recreation within parks and natural settings, and in meeting the needs of the communities we serve.

- Alan Leake, PE with RESPEC, will lead floodplain improvements responsible for design and engineering, and for FDP permitting and the CLOMR/LOMR process. Alan brings familiarity with city processes, and expertise in solving complex floodplain issues. Dorothy Eisenbraun, P.E. with RESPEC leads civil engineering, and the EUP process.
- Mary Powell with Corvus Environmental Consulting will lead the 404 permitting process, bringing her creative and effective compliance strategies to the project to ensure a smooth process.
- Joshua Eldridge with Great Ecology will lead the wetland and natural area restoration. He is an expert in urban restoration, focused on ecological functionality integrated with recreation and public use.
- Joseph Montalbano with Studiotroupe Collective will lead architectural design for park structures. David Zickerman serves as our irrigation designer. We are supported by a skilled team of engineers.

We offer the unparalleled experience, collaborative working style, and tailored project approach and process needed for successfully implementing the park master plan, and creating a wonderful place that meets the City's and community's vision.

- We bring extensive specialized experience in designing engaging parks and open spaces, imaginative play experiences, beautiful and ecological functioning wetlands and natural areas, active and passive recreational uses, and civic and memorial spaces.
- Our community engagement process sets us apart. We offer a unique interactive process, with hands-on work sessions specifically crafted for to the needs of the community. We focus on soliciting input and ideas, listening, and building alignment.
- We bring familiarity in working with the City, PTRC and Council to this project, with an in-depth understanding of City processes and schedules. As a team, we are experienced in working with local agencies and governments in the design of public spaces, focused on developing long-term collaborative relationships with our clients.
- We are experienced in designing parks and civic spaces that have a broad array of recreational uses, from passive to active activities to hosting larger events.
- Our design approach emphasizes green practices integrated with recreational use, and with beauty and aesthetics.

Our proposal is organized as requested by the RFP. We look forward to your favorable review of our proposal. Please call if you need additional information.

Sincerely,



Tina Bishop, RLA, ASLA  
Principal-in-Charge

**Tina Bishop, RLA, ASLA, Landscape Architect  
Primary Contact  
Mundus Bishop Design, Inc.  
2601 Blake Street, Suite 300  
Denver, CO 80205**

**T. 303.477.5244 x26  
E. [tina@mundusbishop.com](mailto:tina@mundusbishop.com)  
[www.mundusbishop.com](http://www.mundusbishop.com)**

## 2. PROFESSIONAL BACKGROUND AND QUALIFICATIONS

We offer a highly skilled team with the imagination, demonstrated experience, and collaborative working style needed to make this a successful community park and civic space. We are committed to providing the highest quality service, and dedication to meet the needs of the community and the City. Our consultant team is hand selected for their creativity, expertise in their discipline, and commitment to design excellence. We offer a team of skilled professionals that bring a collaborative working approach to the project, and years of experience in working together on park design projects.

Our team brings specialized experience in design and engineering for parks, open spaces, play and drainageways. We are skilled in all aspects of design and engineering with experience in all aspects of this project – floodplain improvements, FEMA CLOMR and LOMR; 404 permitting; wetland and natural areas restoration; play design; park design; and civic space design. We are experts in engaging the community and in garnering all needed permits and project approvals.

Our team is led by Mundus Bishop, a Denver-based landscape architectural firm known in the region, and nationally as experts in the fields of open space and park design, and design of civic spaces. Tina Bishop will lead our team as principal-in-charge. She will oversee all project work, lead our community engagement process, and serve as lead designer. Brian Nierman will serve as project landscape architect providing project management, sub-consultant coordination, design assistance, construction documentation production, and construction administration. Aicha Menendez will serve as landscape designer, responsible for production and graphic assistance.



Our highly skilled and creative sub-consultant team brings the interest, understanding and relevant expertise needed to create a successful process, and engaging place. Our consultants are individually selected for their specific knowledge and expertise within their core discipline. They bring substantial specialized experience and technical competence in all aspects of the final design and engineering for the park. These team members are the key personnel who completed each of the projects noted in our team experience.

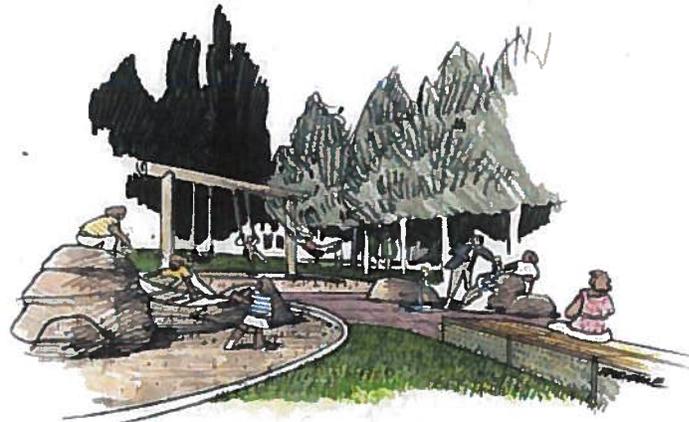
RESPEC leads our team in floodplain development and improvements. RESPEC is widely regarded as experts in floodplain modeling, delineation, and modification. They are widely respected by floodplain administrators for creative solving difficult floodplain issues. Alan Leak, P.E. with RESPEC will lead floodplain improvements, responsible for design and engineering, and all FEMA CLOMR/LOMR and floodplain permitting work. Dorothy Eisenbraun, P.E. with RESPEC will lead civil engineering, and the EUP process.

Mary Powell with Corvus Environmental Consulting will lead the 404 permitting. Mary is known regionally for her creative and effective environmental compliance strategies that help identify uncertainty and manage risk to project schedules and cost, and has obtained CWA Section 404 Nationwide Permit authorizations and individual Permits for hundreds of projects along the Front Range, including dozens of park and open space improvement projects.

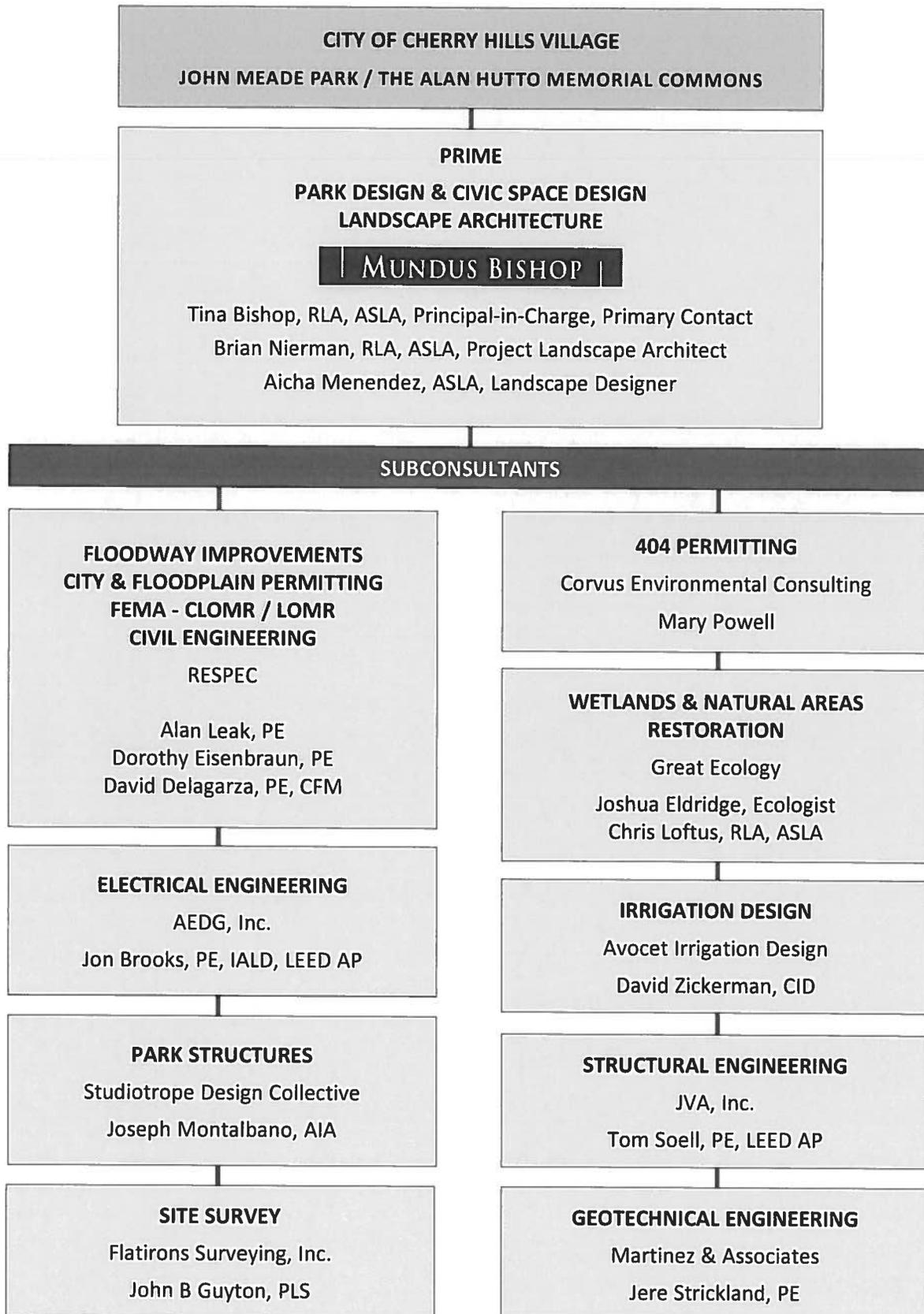
Joshua Eldridge of Great Ecology will be responsible for restoration of wetlands and natural areas. Joshua is an expert in urban restoration, with an in-depth knowledge of local ecosystems, and is skilled in restoration ecology, environmental sampling, and statistical analysis. Great Ecology develops strategic design solutions that maximize ecological function integrated with public uses and recreation.

Joseph Montalbano with Studiotrope Design Collaborative will lead architectural design for park restrooms and shelters. Joseph brings his skills in creating distinct park structures that reflect their setting, and are unique and beautiful.

Dave Zickerman with Avocet Irrigation joins the team for irrigation design. Our team is supported by experienced individuals with specialized expertise in structural engineering, electrical engineering, site survey and geotechnical engineering.



# TEAM ORGANIZATION



## **MUNDUS BISHOP**

Mundus Bishop will serve as prime consultant. The firm will lead work related to park and open space design, and will design all play and recreation facilities including trails, sport courts, and the amphitheater.

Mundus Bishop is an award winning planning and landscape architectural firm with specialized expertise and national recognition in the planning and design of cultural landscapes. We are known for our sensitive, contextual approach to the stewardship of our nation's most important places. We are also well-known for our collaborative approach to working with stewards of these places.

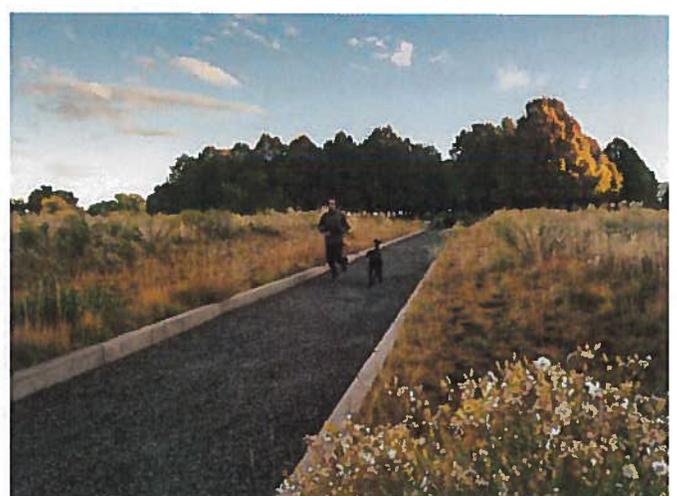
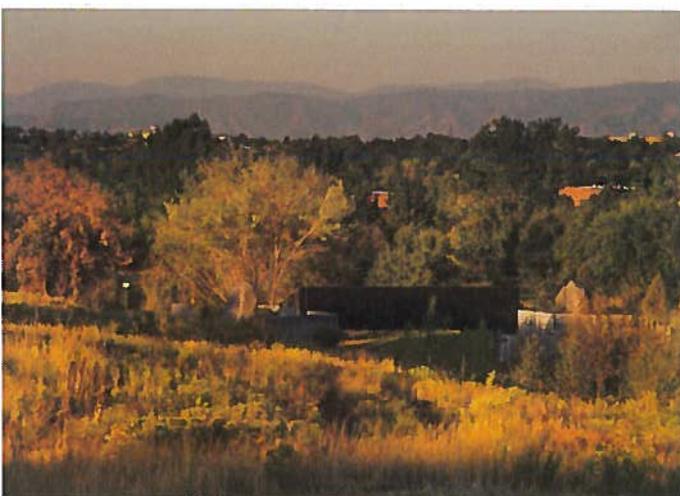
Our firm is committed to a holistic and broad-based design ethic that is place-oriented and that responds to the special features, spaces and qualities that comprise each place. We are known for our extensive sensitive park, open space and civic space design, all accomplished using sound ecological principles.

We are committed to sustainable design, integrating green practices into every project through sensitive site design, integrating function with beauty, landscape regeneration, appropriate materials, and application of sound ecological principles. We are equally committed to the stewardship of our cultural heritage and establish practices that integrate these two philosophies.

Mundus Bishop offers professional expertise in master planning, site design, historic preservation, interpretive planning, cultural and natural resource assessment, final design, community engagement, construction documentation and construction administration. Our work includes:

- public parks, natural areas, open space, and trails;
- play experiences and recreation;
- civic and memorial spaces;
- campuses, event and arena spaces, learning environments and museums;
- cultural and historical landscapes;
- public gardens.

Mundus Bishop is directed by Tina Bishop, RLA, ASLA, founding principal, and landscape architect with 30 years of experience. Our studio consists of eight staff: four landscape architects, one landscape designer, one park planner, a graphics technician, and an office/marketing manager. We use the most current computer software and hardware including Microsoft Office, Adobe Creative Suite, AutoCAD, SketchUp, Lumion, Rhinoceros, and ArcGIS. Our firm was established in 1999, and is located in the RiNo district of downtown Denver, Colorado. We are a MWBE, DBE, and SBE with the City & County of Denver, and a certified small business administration (SBA) with the federal government.



Tina Bishop, RLA, ASLA, landscape architect, will serve as principal-in-charge overseeing all project work, leading all design work and the community engagement process. Tina brings her collaborative working style, imaginative play, and contextual design expertise to this project. With 30 years of experience, she is a recognized leader in park and open space design and in designing play and learning environments.

Tina is skilled in facilitating complex design processes, and in working collaboratively with client groups, stakeholders, and the community. Her outgoing and welcoming approach engages participants, builds consensus and alignment, and generates innovative but buildable solutions. She places an emphasis on listening and a focus on engaging all.

Tina's recent work includes the five-acre Environmental Learning for Kids (ELK) Center at Montbello Open Space, the park prairie and commemorative Babi Yar Park, three-acre Mordecai Children's Garden at Denver Botanic Gardens, Joy Park at Children's Museum of Denver, and several open space designs in Genesee Mountain Park.

**RELEVANT PROJECT EXPERIENCE**

Environmental Learning for Kids (ELK) Center / Montbello Open Space, Denver, CO | Cheyenne Frontier Days Master Land Use Plan, WY | Hot Springs State Park, Thermopolis, WY | City Park, Aurora, CO | Denver Mountain Parks, CO | Taos Historic Plaza, NM | Big Spring State Park, Ozark National Scenic Riverway, MO | Hot Springs National Park, Hot Springs, AR | Babi Yar Park, Denver, CO | Red Rocks Amphitheatre and Visitor Center, Morrison, CO | Chautauqua Park National Historic Landmark, Boulder, CO | Scotts Bluff National Historic Monument, NE | Denver's Civic Center, CO | Cheesman Park, Denver, CO | Big Mine Park, Crested Butte, CO | Marjorie Perry Nature Preserve, Greenwood Village, CO | Denver Botanic Gardens Campus, CO | Summit Lake Park, Denver, CO | Fort Bridger State Park, Fort Bridger, WY | Mordecai Children's Garden, Denver Botanic Gardens, CO | Joy Park at Children's Museum of Denver, CO

**TINA BISHOP, RLA, ASLA  
Principal / Landscape Architect  
MUNDUS BISHOP**



**EDUCATION**

Master of Landscape Architecture,  
University of Colorado

Bachelor of Science  
in Landscape Architecture,  
Colorado State University

**LICENSES**

State of Kansas, #510  
State of Colorado, #288  
State of Oregon, #856  
State of Nebraska, #341  
State of New Mexico #545  
CLARB #39127

**PROFESSIONAL AFFILIATIONS**

Chair, American Society of  
Landscape Architects, Historic  
Preservation Professional Practice  
Network, 2014 to 2016

Board Member, Denver Mountain  
Parks Foundation

American Society of Landscape  
Architects, Colorado Chapter

Trustee, Colorado Historical  
Foundation

Brian Nierman, ASLA, will serve as project manager responsible for coordinating consultant team / project process, coordinating with city agencies, assisting with design, leading construction documentation and administration, and ensuring timely project deliverables.

Brian is skilled in creating innovative recreational spaces particularly in historic and older parks. He is equally skilled in managing the design of parks within floodplain boundaries and facilitating projects through the review and coordination process. With over ten years of experience, his recent projects include modern play spaces for Denver neighborhood parks, regional recreational and nature play areas, and park and trail improvements in Denver Mountain Parks Genesee Mountain Park and Red Rocks. Brian is serving as project manager for the ELK / Montbello Open Space project, and for the recently completed Joy Park at Denver Children’s Museum.

**RELEVANT PROJECT EXPERIENCE**

Environmental Learning for Kids (ELK) Center, Denver | Joy Park at Children’s Museum of Denver | Genesee Mountain Park | Del Mar Park and Recreation Center, Aurora | Mesa Top Trail, Jefferson County Open Space | Carmody Park, Lakewood, CO | Heirloom Park, Ken-Caryl Ranch, CO | Red Rocks Trading Post | Big Mine Park, Crested Butte, CO | Bright Angel Trailhead Plaza, Grand Canyon National Park, AZ | 10th & Perry Play Area, Denver | Graland Day School Play Area, Denver | Escuela de Guadalupe Play Area, Denver | Jefferson Park, Denver | City of Nairobi Park, Denver

Aicha Menendez, ASLA will provide day-to-day project production, responsible for GIS, AutoCAD, and graphic renderings and illustrations. She will be supported by additional staff as needed for drafting, renderings, and submittals.

Aicha’s recent project experience includes production and coordination for Longmont playgrounds, Del Mar Park and Recreation Center in Aurora, and multiple Denver playgrounds. She has over ten years of experience in project production and delivery.

**RELEVANT PROJECT EXPERIENCE**

Genesee Mountain Park | Denver Fitness Zones, Denver Parks | Kanemoto Park, Longmont, CO | Strasburg Elementary School Play Area, Strasburg, CO | City of Longmont Playgrounds | Del Mar Park and Recreation Center, Aurora, CO | Jefferson Park, Denver | Quincy Farm, Cherry Hills Village, CO | Scotts Bluff National Monument, Scotts Bluff, NE | Harry S Truman National Historic Site, Independence, MO | ELK Center / Montbello Open Space, Denver

**BRIAN NIERMAN, ASLA**  
**Project Landscape Architect**  
**MUNDUS BISHOP**



**EDUCATION**

Bachelor of Science  
in Landscape Architecture  
University of Idaho

**REGISTRATION**

State of Colorado  
license pending

**PROFESSIONAL AFFILIATIONS**

American Society of Landscape  
Architects, Colorado Chapter  
ACE mentor

**AICHA MENENDEZ, ASLA, LEED AP**  
**Landscape Designer**  
**MUNDUS BISHOP**



**EDUCATION**

Bachelor of Arts in Architecture  
Washington University in St. Louis

Master of Landscape Architecture  
Washington University in St. Louis

LEED AP

## COMPANY BACKGROUND

RESPEC is an employee-owned consulting and services firm that integrates engineering and science with applied technology to solve complex challenges for private and public clients. Since its founding in 1969, our company has grown to include three divisions: Water & Natural Resources, Mining & Energy, and Information Technologies.

RESPEC is an employee-owned consulting and services firm. RESPEC remains committed to its original purpose of providing clients with high-quality technical and advisory services. RESPEC is licensed to do business in Colorado. The Denver office was established through the acquisition of Moser & Associates Engineering, Inc. (Moser & Associates). Moser & Associates was established in April 2000 and specialized in stormwater planning, channel restoration, floodplain management, drainage design, and water quality facility design services. In 2013, the Denver office acquired WRC Engineering, Inc. (WRC). WRC brought additional stormwater engineering capabilities, as well as capabilities in water rights services, groundwater engineering, municipal water resources planning and water distribution, and wastewater conveyance engineering. The combined talents of these firms allow RESPEC to provide additional expertise and capacity to the services requested by the City of Cherry Hills Village.

Our Denver office includes 11 licensed professional engineers and 8 technical support staff focused on delivering quality professional engineering services. Over the past 30 years, RESPEC's Denver office staff have completed over 300 stormwater projects, including management plans, floodplain modeling, conveyance system analysis, and construction plans and specifications preparation for a wide variety of stormwater infrastructure design projects. We have worked closely with numerous clients providing master planning, Flood Hazard Area Delineation (FHAD) studies, and construction plans and documents.



720 South Colorado Blvd., Suite 410 S  
Denver, CO 80246  
720.775.6406

Established in 1969  
230 employees in 13 states

### Areas of Expertise

Trail and Park-Related Stormwater Design  
Detention and Water Quality  
Stormwater Master Planning  
Floodplain Management  
Permitting and NEPA Assessment  
Hydrologic and Hydraulic Modeling  
Municipal Engineering  
Mining & Energy  
Information Technologies  
Water Rights

Alan Leak will lead floodplain improvements , responsible for design and engineering, and all FEMA CLOMR/LOMR work and floodplain permitting. Alan has more than 30 years of experience in water resources engineering with projects in all parts of Colorado and across the western United States. Alan has extensive and comprehensive experience in all aspects of water resources engineering, including stormwater, drainage, and flood control, water supply, transmission, distribution, and wastewater collection; and expert water rights engineering services. He is known for his skills in working with agencies and communities to solve critical water resource engineering problems. Before joining RESPEC in 2013, Alan served as the President of WRC Engineering, Inc. (WRC) in Denver, Colorado.

#### RELEVANT PROJECT EXPERIENCE

High Line Canal Feasibility Study for Stormwater Runoff Reduction and Treatment, Urban Drainage and Flood Control District (UDFCD), Denver, CO | High Line Canal Major Drainageway Planning, Denver, CO | Windmill Creek Detention Pond W-4, Arapahoe County, CO | Lone Tree Creek Regional Detention Ponds L-2 and L-3, Arapahoe County, CO | Outfall System W-5 Channel Design, ACWWA, Arapahoe County, CO | Piney Creek Major Drainageway Planning and Flood Hazard Area Delineation (FHAD), Arapahoe and Douglas Counties, CO | Carson Freeway Drainage Facilities Design, Carson City, NV

Dorothy Eisenbraun will lead civil engineering and EUP Permitting. She is a civil engineer with 30 years of progressive engineering experience. She has worked as a consulting engineer on projects ranging from stormwater master plans, channel restoration, drainage and flood-control improvements, floodplain management, site development, utility modifications, and roadway improvements. Dorothy is accomplished in various aspects of engineering projects, including planning, detailed design, project management, public involvement, and construction phase services. Dorothy has collaborated with Mundus Bishop on many similar park and open space projects since 1999. Current work includes Easterly Creek and Littles Creek.

#### RELEVANT PROJECT EXPERIENCE

Chatfield and Cherry Creek State Parks Campgrounds, Colorado Division of Parks and Recreation | Little Dry Creek Corridor Drainage and Recreation Facilities Plan, Adams County, CO | Willow Farm Neighborhood Park CLOMR, Longmont, CO | Cottonwood Predisaster Mitigation (PDM) Colorado Springs, CO | Sanderson Gulch Park Detention and Level Spreader Project, Urban Drainage and Flood Control District (UDFCD), Denver, CO | Wind Cave National Park Stormwater Pollution Collection System, Wind Cave National Park, SD | Reach 6 Channel Improvements, Centennial, CO | Drainageway Maintenance on Goldsmith Gulch in Bible Park, Denver, CO

#### ALAN LEAK, PE RESPEC



#### EDUCATION

B.S., Civil Engineering  
Colorado State University

#### REGISTRATION

State of Colorado  
State of Nevada

#### AFFILIATIONS

American Society of Civil Engineers  
Colorado Association of Stormwater  
and Floodplain Managers  
Colorado Water Congress

#### DOROTHY EISENBRAUN, PE RESPEC



#### EDUCATION

B. S. in Civil Engineering  
South Dakota School of Mines &  
Technology, Rapid City, SD

#### REGISTRATION

Professional Engineer in Colorado

#### AFFILIATIONS

American Society of Civil Engineers  
Colorado Association of Stormwater  
and Floodplain Managers

David has 12 years of engineering, planning, and design experience. He has completed construction plans for multiple local government drainage and channel improvement projects. He also has experience in hydraulic and hydrologic analysis, floodplain modeling, and master planning. David has unique experience in working with GIS and incorporating geospatial data into project workflows, including model automation using a variety of programming languages and database programs.

**RELEVANT PROJECT EXPERIENCE**

Coal Creek and Rock Creek Major Drainageway Planning Study and Flood Hazard Area Delineation (FHAD), Boulder and Weld Counties, CO | City Park Channel and Nissen Reservoir Channel Letter of Map Revision (LOMR), Broomfield, CO | East Plum Creek Trail, Castle Rock, CO Grange Hall Creek Major Drainageway Plan and FHAD, UDFCD, Thornton and Northglen, CO | Upper First Creek Major Drainageway Plan and FHAD, UDFCD, City and County of Denver and Aurora, CO | Flood Response–Bridge Scour Investigation and Repair, CDOT, Denver, CO

**DAVID DELAGARZA, PE, CFM  
RESPEC**



**EDUCATION**

B.S. in Civil Engineering, Emphasis in Water and Environmental, University of Colorado, Boulder, CO

**REGISTRATION**

Professional Engineer in Colorado

Certified Floodplain Manager (CFM)  
Transportation Erosion

Control Supervisor (TECS) Certification





CORVUS Environmental Consulting LLC was established in 2015 by Mary L. Powell, a senior consultant with 22 years of ecological and environmental compliance experience. CORVUS is a dedicated liaison between clients and regulators, improving clearance and permitting predictability through creative yet pragmatic strategies. CORVUS works closely with clients early in the design process to understand the core purpose of the project and what the environmental compliance needs are for the project. That understanding is used to develop a practical compliance approach in close coordination with regulators. Services provided include–Clean Water Act Section 404 permitting, threatened and endangered species surveys/Endangered Species Act Compliance, wetland and riparian mitigation and restoration, National Environmental Policy Act compliance, and Migratory Bird Treaty Act compliance.

CORVUS founder Mary L. Powell will lead environmental compliance and 404 permitting. Mary has an understanding of issues typically critical to successful NEPA compliance, such as wetlands, endangered species, cultural resources, and land management. She has managed, performed fieldwork, and prepared documents for environmental impact statements, environmental assessments, biological assessments, and CWA Individual Permits. She is familiar with compliance policies of federal agencies, particularly Corps of Engineers, Federal Emergency Management Agency, National Park Service, and Department of Agriculture Rural Development.

**RELEVANT PROJECT EXPERIENCE**

Peaks to Plains Clear Creek Canyon Trail, Clear Creek and Jefferson Counties | Ralston Creek Trail at Gold Strike Park, Arvada, CO | Cherry Creek Trail at Salisbury Park, Parker, CO | Lena Gulch Stream and Trail Improvements , Jefferson County | Metzger Farm Open Space Trail Underpass, Broomfield, CO | Parker Jordan Centennial Open Space Improvements, Arapahoe County | First Creek at 56th Avenue Stream and Floodplain Improvements, Urban Drainage and Flood Control District) | Coal Creek Restoration at Lafayette Maintenance Yard, CO | Babi Yar Park, Denver, CO

**MARY POWELL**  
**CORVUS Environmental Engineering**



**EDUCATION**

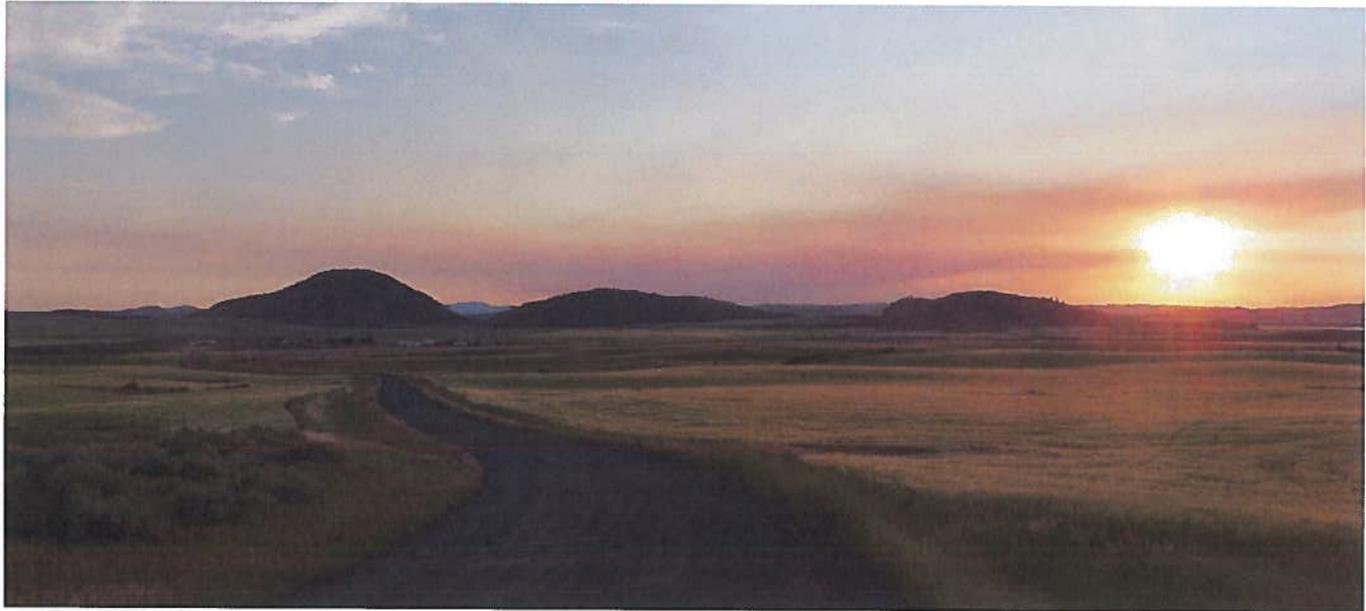
M.A. Biology  
 University of Colorado

B.A. Biology  
 University of Colorado

B.S. Business  
 University of Colorado



# FIRM PROFILE



**G**reat Ecology is an interdisciplinary team of ecologists, landscape architects, and planners specializing in the restoration, creation, and enhancement of native western landscapes. We deliver innovative land use strategies for public and private lands.

Driven by ecology and design principles, we craft site-specific, sustainable solutions. We approach each project by first understanding the ecology of the site and the long-term project needs. Our solutions reintroduce, restore, and improve ecological functionality by bridging the gap between science and design. We combine technical information, strategic thinking, and creative design concepts to develop innovative and strategic restoration solutions to complex environmental issues. Highlighting a site's ecological layer, we effect functional landscapes — from preserved open spaces to urban natural systems to long-term land use strategies —that improve and restore ecosystem services.

With a core office based in Denver, we bring an in-depth knowledge of the local and regional Southern Rocky Mountain habitats, ranging from wetlands and riparian areas to semi-arid uplands and forests. Our work across the Intermountain West is enhanced by our experience in communities facing similar issues across the country. We create habitats that are functional, resilient, and benefit both nature and community.

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## Our Services

- Habitat restoration
  - Ecological planning & design
  - Brownfield Redevelopment
  - Wetland ecology
  - Land use planning
  - Natural Resource Damage (NRD) Strategy
  - Mitigation Banking
  - Biological investigations
-

Joshua Eldridge will lead wetland and natural areas restoration. Joshua is an ecologist with over 12 years of experience, specializing in the evaluation, design, and management of habitat restoration projects. His diverse and extensive portfolio includes urban restoration projects in Denver, Colorado; Great Falls, Montana; and Louisville, Kentucky.

His experience includes project management on complex, multi-year permitting and redevelopment projects, conducting vegetation, soil, and water sampling, and plant community design. He brings an in-depth understanding of the local ecosystems and is skilled in the principles of restoration ecology, environmental sampling, statistical analysis, and technical writing.

#### RELEVANT PROJECT EXPERIENCE

Hentzell Trail Assessment & Ecological Restoration, Denver, CO | Montclair Creek Outfall Ecological Design & Restoration, Denver, CO | Trunk Open Space & Park Design, Denver, CO | Little Thompson River Riparian Restoration, Lyons, CO | Germantown/Shelby Park Corridor Brownfield Redevelopment, Louisville, KY

Chris is a Registered Landscape Architect with 12 years of experience in native western landscapes, including both urban and rural natural systems. He integrates the built and natural environments, fostering a deep connection between visitors and the landscape. Chris develops strategic design solutions that maximize ecological functionality and incorporate public access components. His past project experience includes planning and design of parks, open spaces, trails, and interpretive features.

#### RELEVANT PROJECT EXPERIENCE

Little Thompson River Riparian Restoration, Lyons, Co | Animas River Trail Improvements, Durango, CO | Telluride Town Park Masterplan, Telluride, CO | Durango Airport Business Park Master Plan & Florida River Restoration, Durango, CO | Grand Canyon National Park Canyon View Interpretive Plaza, Mather Point, AZ | Three Springs Mixed-Use Community, Durango, CO | Grant Public Utility District Recreational Facilities, Grant County, WA | Wells Dam Overlook & Trail System, Douglas County, WA

#### JOSHUA ELDRIDGE, ECOLOGIST GREAT ECOLOGY



#### EDUCATION

M.S. in Restoration Ecology,  
Colorado State University

B.S. in Natural Resource Management  
& Watershed Science Minor,  
Colorado State University

#### CERTIFICATIONS

OSHA 40 Hour Hazardous Waste  
Operations and Emergency Response  
Training  
MSHA 24 Hour Surface  
Wetland Delineations

#### CHRIS LOFTUS, RLA, ASLA GREAT ECOLOGY



#### EDUCATION

B.S. in Landscape Architecture,  
Colorado State University  
B.S. in Environmental Studies,  
University of Oregon

#### LICENSE

State of Colorado, #849

#### AFFILIATIONS

American Society of Landscape  
Architects (ASLA) - Executive  
Board Member  
Ecology and Restoration  
Professional Practice Network

Joseph Montalbano will lead architectural design for park restroom and park shelters. Joseph has been referred to as the consummate architect due to his unique mixture of both theory and practice. His dedication to design coupled with a client-centric approach to management has awarded him high praise from clients, contractors and the industry. His ability to convey design ideas and lead people through a complex consensus-building process allows for quick approvals, keeping the project on its tight schedule and budget. Joseph and Mundus Bishop regularly collaborate on park and civil projects including recent work at Del Mar Park and Auraria Library.

**RELEVANT PROJECT EXPERIENCE**

Del Mar Park and Recreation Center, Aurora, CO | La Alma Park Pool and Bath House, Denver, CO | Gates Tennis Center, Denver, CO | Red Rocks Amphitheatre, Morrison, CO | Denver Coliseum, CO | “Corky” Gonzales Branch Library, Denver, CO | Auraria Library, Auraria Campus, Denver | El Moro Visitor Center, El Moro, CO | Aurora Municipal Complex, CO | The Village at Idaho Springs Master Plan, CO

David offers 30 years of irrigation planning and design experience. For the past 10 years, David has collaborated with Mundus Bishop on numerous park projects for park irrigation renovation / replacement / modifications, new park irrigation systems, and water features.

**RELEVANT PROJECTS**

Cheesman Park, Denver | Sloans Lake Park, Denver | Highland Park, Denver | Verbena Park, Denver | Joy Park @ Children’s Museum of Denver | Barnum Park, Denver | Cherry Hills Village Public Safety Building | Highline Canal Tree Planting Project | 6th Avenue Medians

Tom’s 35 year career as a structural engineer has focused on institutional and public places with specialization in mountain, park and historic structures. Tom is service oriented with a strong attention to detail. He’s familiar with all types of conventional, alternative and historic building materials.

**RELEVANT PROJECTS**

Babi Yar Park, Denver, CO | Bright Angel Trailhead Plaza, Grand Canyon National Park, AZ | Byers Evans House Trellis and Museum Carriage House, Denver, CO | Grasmere Lake | Woodward House Assessment Golden Gate State Park Assessment | Del Mar Park and Recreation Center, Aurora, CO | City Park, Aurora, CO | Denver Mountain Parks

**JOSEPH MONTALBANO, AIA  
STUDIOTROPE DESIGN COLLECTIVE**



**EDUCATION**

Master of Architecture  
Arizona State University

B.S., Architectural Studies  
University of Illinois

**DAVID ZICKERMAN, CID  
AVOCET IRRIGATION DESIGN, INC.**



**EDUCATION**

B.S. in Landscape Architecture  
Colorado State University

Certified Irrigation Designer

**THOMAS SOELL, P.E. LEED AP  
JVA, INC.**



**EDUCATION**

B.S., Civil Engineering Cum Laude  
University of Missouri

Jon Brooks will provide the expertise required for lighting, power systems, and sustainable design. Jon has over 20 years of experience in the electrical engineering and lighting design fields. He applies strategies to cut costs and energy usage on every projects even when not seeking certification such as LEED. His dedication to maintaining an up to date knowledge base on ever changing electrical technologies and standards provide the most appropriate solutions for each project and owner.

**RELEVANT PROJECT EXPERIENCE**

Del Mar Park and Recreation Center, Aurora, CO | Babi Yar Park Site Lighting, Denver, CO | Bond Park , Estes Park, CO | Bright Angel Trailhead Plaza, Grand Canyon National Park, AZ | Cheesman Park, Denver, CO | Rocky Mountain National Park - Beaver Meadows Visitor Center, Estes Park, CO | Denver Botanic Gardens, CO | Denver’s Civic Center | Sloan’s Lake Park Entrance, Denver, CO

Jere Strickland has over 35 years of experience in the geotechnical and environmental engineering fields, with areas of expertise in expansive soils, shallow foundations, including post-tensioned slabs, pier foundations, slope stability, and pavement design. He has broad experience in the geotechnical design and construction aspects of a wide range of construction, with extensive expertise with parks and public facilities.

**RELEVANT PROJECTS**

Bright Angel Trailhead Plaza, Grand Canyon National Park, AZ | Dinosaur National Monument, Colorado/Utah | Genesee Mountain Park | Sloans Lake Marina, Denver | Denver Museum of Nature and Science | Parkfield Lake, Denver | Washington Park, Denver | Bear Creek Trail

John Guyton is a Registered Land Surveyor with 44 years of professional experience in surveying and mapping. His projects range from public to private sector in rural and urban locations, Hazwoper sites, construction layout, and subdivision infrastructure

**RELEVANT PROJECTS**

Bright Angel Trailhead Plaza, Grand Canyon National Park, AZ | Dinosaur National Monument, Colorado/Utah | Genesee Mountain Park | Sloans Lake Marina, Denver | Denver Museum of Nature and Science | Parkfield Lake, Denver | Washington Park, Denver | Bear Creek Trail

**JON BROOKS, PE, IALD, LEED AP BD+C  
AEDG, INC.**



**EDUCATION**

B.S., Architectural Engineering  
University of Colorado Boulder

**JERE STRICKLAND, PE  
MARTINEZ & ASSOCIATES**



**EDUCATION**

B.S., Civil Engineering,  
University of Colorado

M.S., Civil Engineering,  
University of Colorado

**JOHN GUYTON, PLS  
FLATIRONS, INC.**



**EDUCATION**

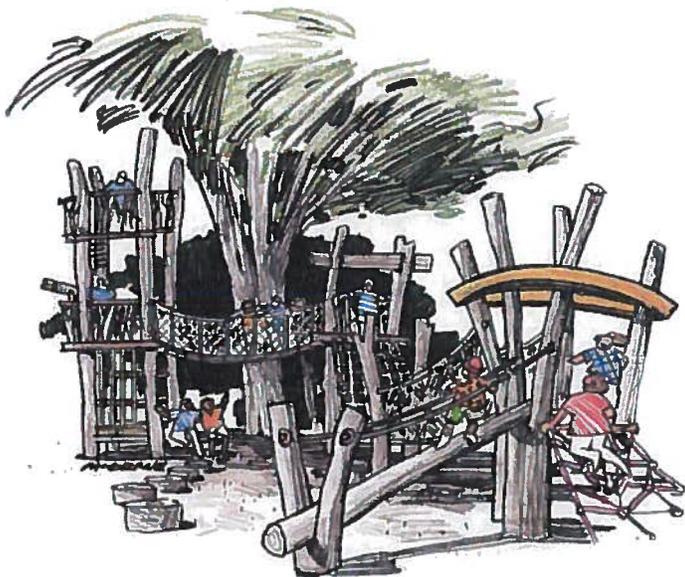
Brinker School of Surveying &  
Mapping, Denver, CO

A.D., Surveying & Mapping  
Red Rocks Community College

### 3. PROJECT EXPERIENCE

Our team offers extensive project experience in all aspects of park and open space design, floodway improvements, natural area and wetlands restoration, and active recreation.

This section highlights some of the many similar projects our team has designed. It is organized to present work related to Mundus Bishop, followed by RESPEC project work, and projects of Great Ecology.



#### MUNDUS BISHOP REPRESENTATIVE PROJECTS

- City Park – Aurora, CO
- Babi Yar Park – Denver, CO
- Big Mine Park – Crested Butte, CO
- Bright Angel Trailhead – Grand Canyon National Park, AZ
- Burns Park – Denver, CO
- Carmody Park – Lakewood, CO
- Cheesman Park – Denver, CO
- City Park – Denver, CO
- Joy Park at Children’s Museum of Denver – Denver, CO
- Del Mar Park and Recreation Center – Aurora, CO
- Denver Botanic Gardens – Gardens, Campus, Streetscape
- Denver’s Civic Center – Denver, CO
- Easterly Creek Pond – Aurora, CO
- ELK Center / Montbello Open Space – Denver, CO
- Genesee Mountain Park – Denver Mountain Parks
- Graland Country Day School – Denver, CO
- Greenwood Elementary School – Denver, CO
- Heirloom Park – Ken-Caryl Ranch, CO
- Highland Park – Denver, CO
- Hot Springs State Park – Thermopolis, WY
- Jefferson Park Playground – Denver, CO
- Kanemoto Park – Longmont, CO
- Ken-Caryl Ranch Community Center Park
- Little Creek – Littleton, CO
- The Logan School of Creative Learning – Denver, CO
- Marjorie Perry Nature Preserve – Greenwood Village, CO
- Mesa Top Trail – Jefferson County Open Space, CO
- Mordecai Children’s Garden – Denver Botanic Garden
- Quincy Farm – Cherry Hills Village, CO
- Red Rocks Park and Amphitheatre – Denver, CO
- Summit Lake Park – Denver, CO
- Veterans Park – Denver, CO
- Washington Park – Denver, CO
- West Harvard Gulch Trail – Denver, CO

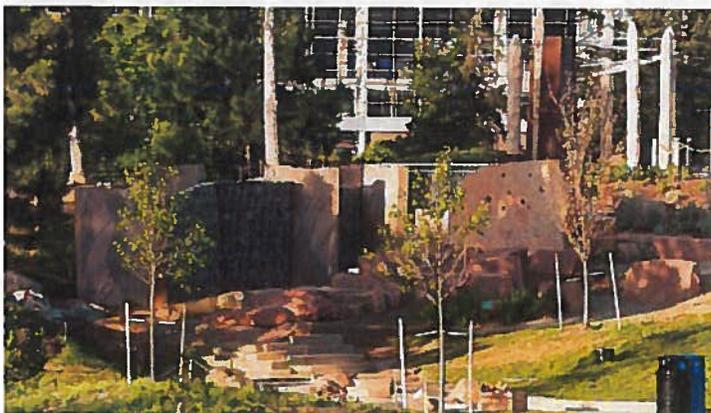
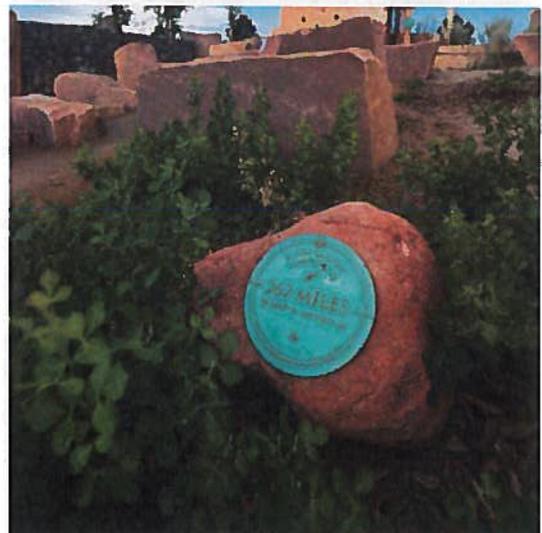
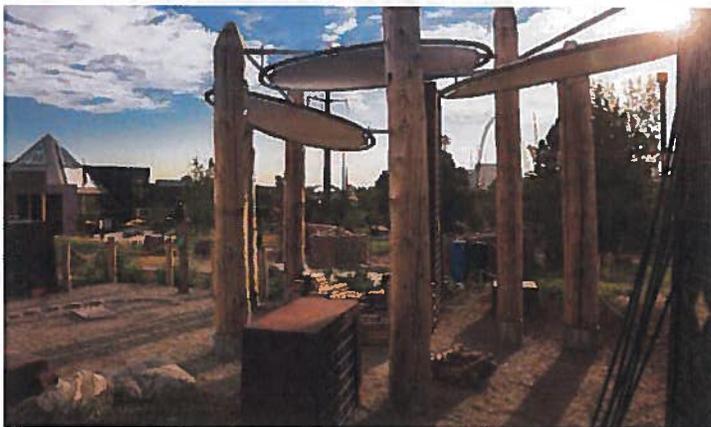
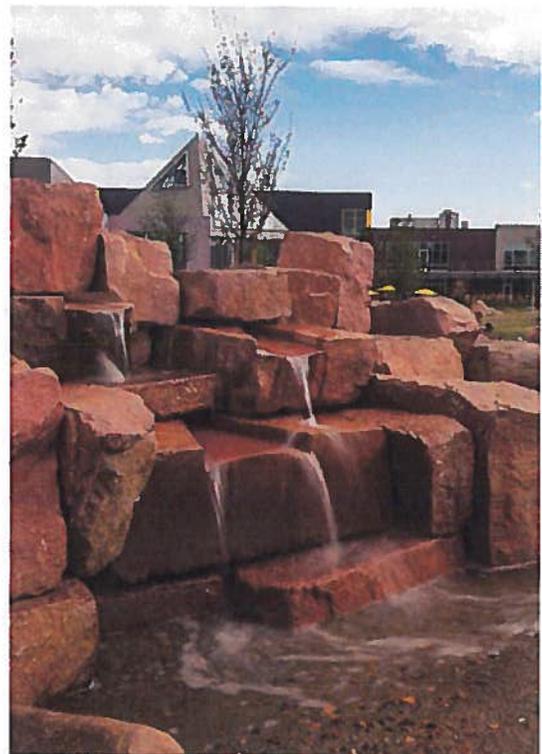
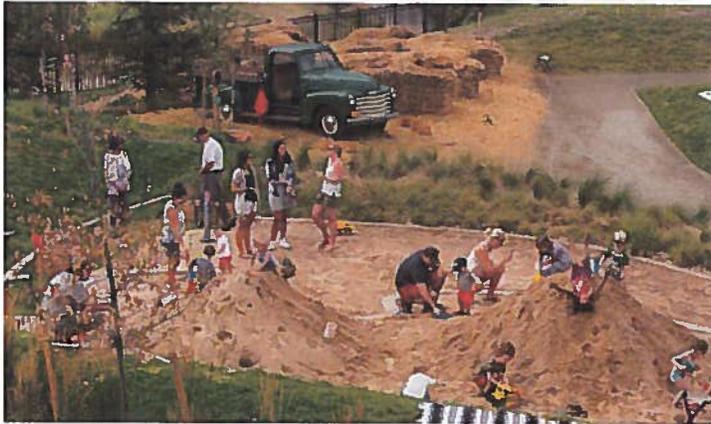


**Joy Park at Children’s Museum of Denver**  
Denver, Colorado

***Natural materials - water play - explorative play - amphitheater - unique play features***

Mundus Bishop’s design for Joy Park at the Children’s Museum of Denver brings to life a metaphorical ‘river,’ with experiences that engage health and wellness, science, technology, engineering and math, and the arts.

As an experiential place for children, Joy Park provides children and their caregivers with a year-round destination with many opportunities for experimental play, movement, action, imagination, and risk-taking. The concrete canyon and shallows, sandstone seep, and Peak offer artistic explorations for fun, learning, and lots of getting wet and dirty. Joy Park is fully explorable on it’s own, but is enriched through facilitated programming by Museum educators and volunteers.



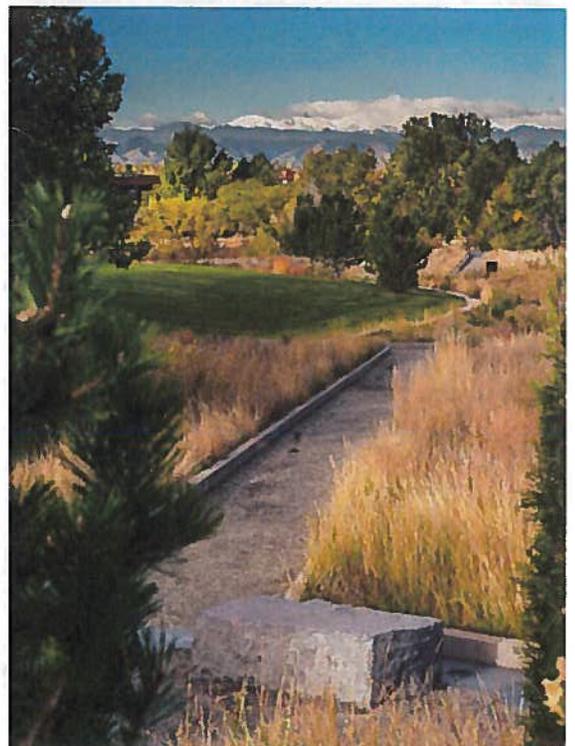
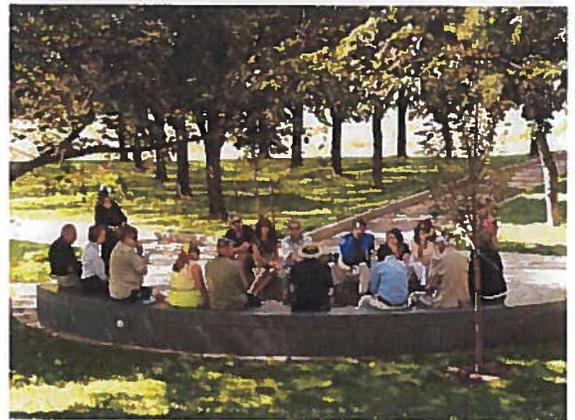
**Babi Yar Park**  
Denver, Colorado

***Short-grass prairie restoration - stream restoration - gathering spaces - overlooks - amphitheater - trails***

Mundus Bishop’s redesign of Babi Yar Park has transformed the site into a living landscape with a coherent ordered composition, experienced as a journey within a restored shortgrass prairie. The park originated in the late 1970s, with memorials designed by Satora Nishita, as place and action to demonstrate “a unified public protest against terrorism,” specifically acts against Kiev, Ukraine during WWII.

Mundus Bishop’s rework restored the monuments and immersed each in a new, rich setting. Granite terraces and seating create a characteristic aesthetic and offer gathering spaces and overlooks.

Key to the park identity is the northern drainage channel, redesigned as the Ravine, now an urban wildlife corridor of wetlands, riparian uplands, and prairie.

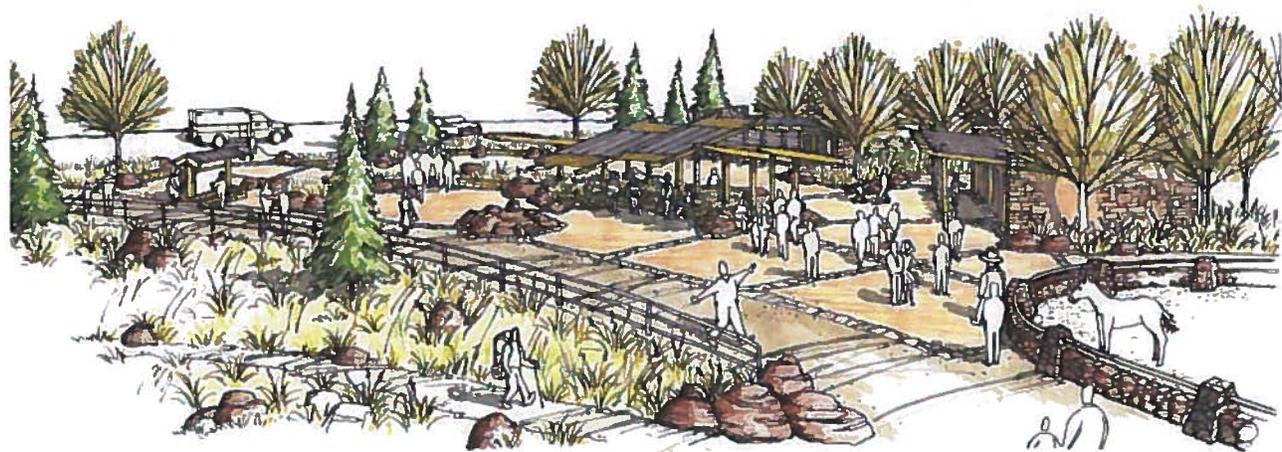
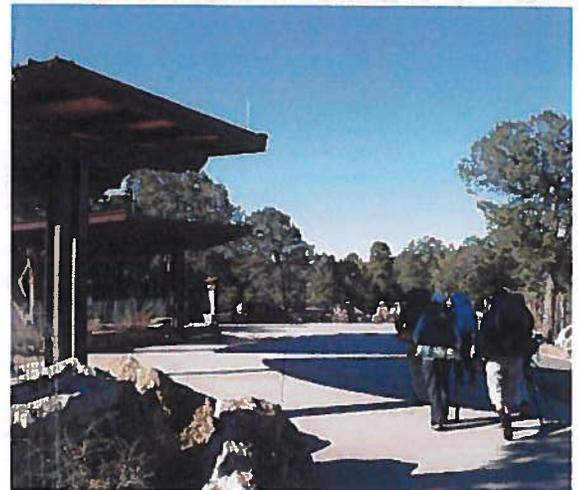
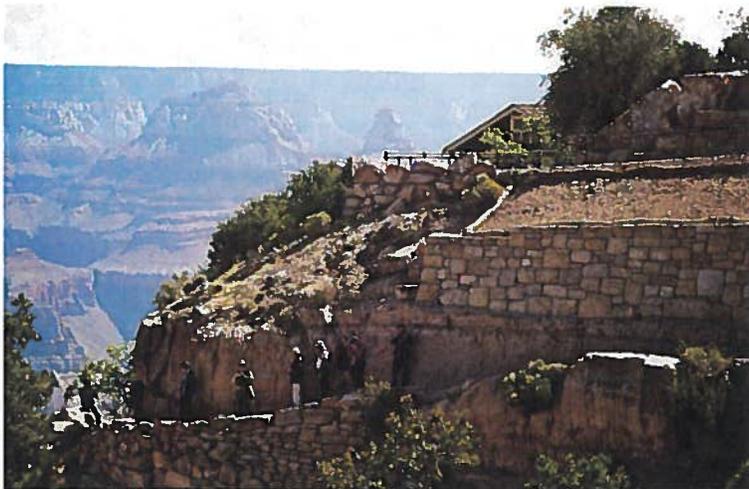
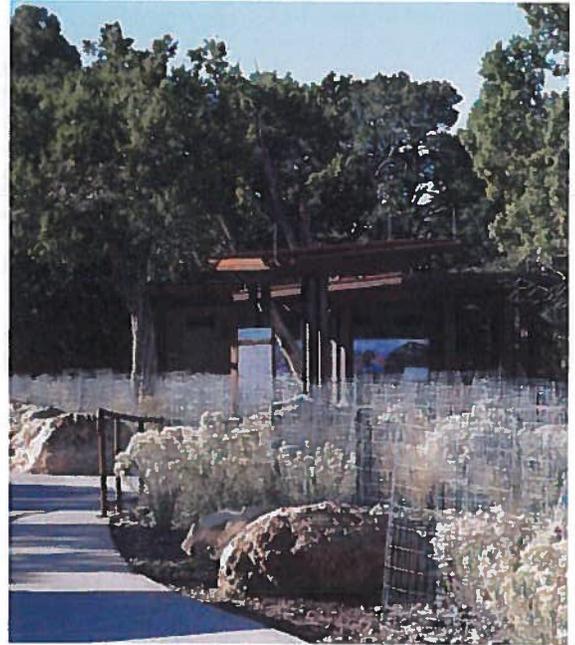


**Bright Angel Trailhead**  
Grand Canyon National Park, AZ

*Shelters - restrooms and drinking fountains - gathering areas - ADA accessibility - native plantings - natural areas*

Mundus Bishop's design for the Bright Angel Trailhead provides contemporary visitor amenities for the Grand Canyon's most popular trail. The new plaza and parking on the South Rim creates pedestrian and multiple-use spaces that organize and balance use and traffic flow, while respecting the site's historic characteristics including the 1937 CCC mule corral and Mary Coulter designed cabins.

The plaza overlooks the Grand Canyon, and offers restrooms, shelters, a gathering area, parking, and trailhead for the Bright Angel Trail. ADA accessibility, emergency access to the trailhead, replacement of utilities (many over 50 years old), and new pedestrian seating and gathering areas. The trailhead and repaired trail is an overwhelming success, providing much needed organization and visitor amenities to this historic, but long neglected park attraction.



**Genesee Mountain Park**  
Denver Mountain Parks, Jefferson County, CO

*Shelters - trails - gathering areas - challenge course - ecological restoration - park facilities*

Mundus Bishop’s design for day-use areas, trailheads and overlooks, shelters, roads, and picnic sites is revitalizing this 700 plus-acre mountain park.

Our naturalistic design integrates recreation with natural areas and historic features. At Bison Overlook, new circulation routes, parking, restrooms, picnic areas and connections to park trails are set among mature Ponderosa Pines, preserving these specimen trees. The new overlook gives park users an up close view of the legendary bison herd, with safe passage for the animals below in an underpass.

New trails create a connected network within the park, and as key linkages to regional trails, the I-70 multiple-use bicycle trail, and the historic Beaver Brook Trail, the region’s most historic and popular hiking trail.

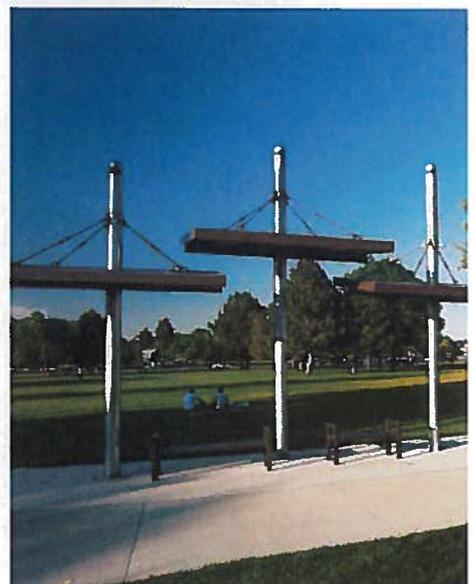
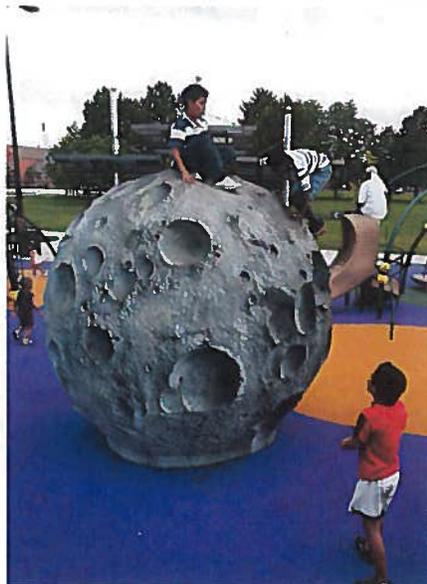
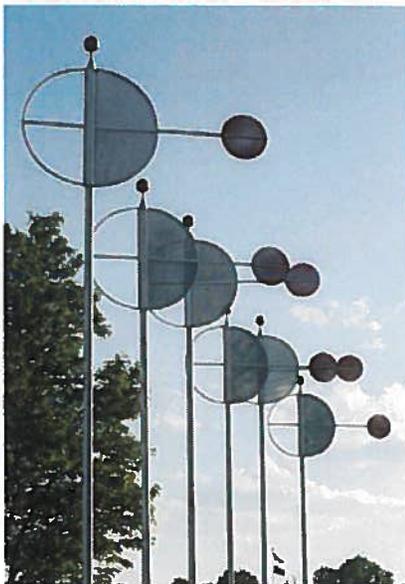


**City Park**  
Aurora, Colorado

***Gateways - gathering areas - play for children - public art***

City Park is adjacent to a blossoming arts and historic district and a diverse residential neighborhood. The 50-year old park was essentially abandoned by the neighborhood and in need of full renovation. Mundus Bishop's master plan for City Park transformed the under-utilized space into a significant green oasis that immediately attracted new users and brought the neighborhood back into the park.

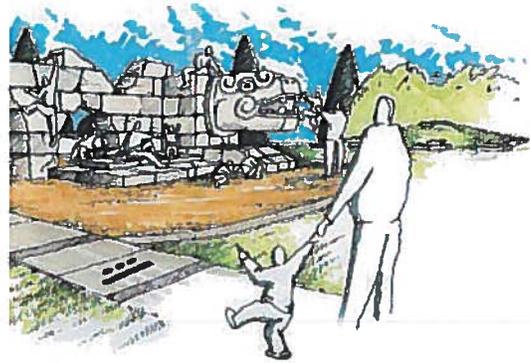
The public process included open house meetings, on site intercept surveys, and working with neighboring school groups. The master plan is a vibrant, fluid park design that blends traditional park activities with the contemporary arts, building a distinct character. The skatespot was awarded Best New Skatepark by Westword in 2010.



**Relevant Playground Projects**  
Denver Parks and Recreation

**10th and Perry Park, Denver, Colorado**

Located on Denver’s west side, this park is Mayan themed, reflective of the context and community surrounding the playground. Improvements and new circulation routes create a regional trail connecting to Lakewood Gulch, enhancing the relationship of amenities to the adjacent floodplain.



**Nairobi Park, Denver, Colorado**

Mundus Bishop worked with City staff and invested neighbors to create this new vibrant park. The City of Nairobi is a sister city park, as reflected in the design of the wild animal-themed playground and community plaza.



**Skyland Park, Denver, Colorado**

Skyland Park is important to the surrounding neighborhood, and needed contemporary use enhancements and upgrades. The park now has new trails connecting the Hiawatha Recreation Center to the center and east side of the park.



## RESPEC RELEVANT PROJECTS

### LONE TREE CREEK DETENTION POND L-2



Pond L-2 is a master-planned regional detention pond on Lone Tree Creek at South Revere Parkway with a stormwater storage capacity of approximately 18 acre-feet that reduces 100-year peak flow from 1,218 cubic feet per second (cfs) to 554 cfs. The existing culvert under South Revere Parkway was retrofitted with an outlet structure at its inlet face to restrict flow. A grouted sloping boulder drop was designed to convey Lone Tree Creek into the pond at the

upstream end. Five new stormwater inflow channels were included with this project, and approximately 700 feet of sanitary sewer was relocated to the perimeter of the pond to be removed from the floodplain. The project also included a 404 permit and bidding and construction services. The project also included a 404 permit and bidding and construction services. Contact Scott Palmer with SEMSWA.

### INVERNESS REGIONAL DETENTION POND



The Inverness Regional Detention Pond on Cottonwood Creek is a master-planned regional detention facility designed to store and release 29 acre-feet of excess urban runoff volume and provide 100 acre-feet of

detention for the 100-year event. Minimal site grading was required because the site had already been graded to accommodate the detention storage. The CLOMR portion of the project was complicated by the fact that a Physical Map Revision (PMR) had been submitted to FEMA with errors in the stage-storage and stage-discharge relationships of the pond because of model conversion errors. The PMR also used future development flows in an area where the typical threshold for using future flows was not met. RESPEC effectively communicated the discrepancies and their causes to SEMSWA and the UDFCD to ensure the CLOMR approval process was as streamlined as possible. This pond is scheduled for construction in the fall of 2015. Contact Molly Trujillo with SEMSWA.

*"Over the course of the past few years, the staff at RESPEC has successfully completed the design and engineering for several major SEMSWA projects. Their performance on these projects was exemplary; schedule and budget were never an issue and their technical expertise and quality was always first class."*

*-Denny Welker, Former CIP Manager, SEMSWA*

**UDFCD** 2480 West 26<sup>th</sup> Avenue, Suite 156-B, Denver, CO 80211 | 303.455.6277

### LITTLES CREEK GALLUP STREET TO PEDESTRIAN BRIDGE



The reach of Littles Creek from Gallup Street to the Pedestrian Bridge at Peakview Circle is experiencing channel instability in the form of localized bank erosion and channel invert degradation. This instability

has affected the efficiency of two storm sewer outfalls to Littles Creek. Additionally, the current 100-year floodplain shows inundation of approximately eight residences in the study reach. The project includes design of channel

stabilization measures along with evaluation of improvements to mitigate the residential flooding. RESPEC developed a conceptual design for channel improvements for the existing 5-year capacity channel, including areas of bank grading and stabilization, two proposed grade control structures, and reconstruction of the two existing storm sewer outfalls. In addition to obtaining topographic mapping of the area, RESPEC worked closed with the City of Littleton Parks to locate the multitude of trees in the study reach and identify which trees could be removed. Adjustments to the channel concept plan saved several trees. Adjustments to the channel concept plan facilitated saving several trees. Contact Rich Borchardt with UDFCD.

## BARANMOR DITCH REACHES 4-5



RESPEC's Denver staff recently completed the design of an urban retrofit of 2,200 linear feet of the Baranmor Ditch between Quentin and Scranton Streets. The new channel will contain the 100-

year floodplain within its banks. The design included three roadway culvert crossings, several hundred feet of retaining wall, and multiple drop structures and storm sewer outfalls. Design challenges during the design phase included culvert sizing and alignment, multiple existing utilities, restricted right-of-way, and several structures in close proximity to the existing channel. RESPEC will also assist the City during construction and submit a LOMR to update the effective FEMA Flood Insurance Rate Map after construction. RESPEC will also assist the City during construction and submit a LOMR to update the effective FEMA FIRM after construction. Contact Clinton Weisz with the City of Aurora.

### CITY OF ASPEN

130 South Galena Street, Aspen, CO 81611 | 970.429.2781

## RIO GRANDE STORMWATER PARK



Rio Grande Park is one of the City of Aspen's most prominent outdoor spaces. The park is adjacent to the John Denver Sanctuary, which draws thousands of people each year. The park was designed to treat

stormwater within six ponds, all connected, including sand filter and wetland, with stormwater flowing through it while treating runoff from the commercial core of the city. Sediment-laden runoff enters the park through two sediment vaults that remove large particles before traveling through the ponds and filter areas and discharging to the Roaring Fork River much cleaner than if it was left untreated. Contact April Long with the City of Aspen.

*"RESPEC's staff empowered two City departments with contrasting missions to collaborate on a project that has become a jewel in our community."*

*-Tyler A Christoff, City of Aspen*

## HAVEN ACRES DRAINAGE IMPROVEMENTS



A privately owned retention pond near the Haven Acres subdivision was damaged during back-to-back rainfall events in June 1999. RESPEC assessed the local drainage and developed a permanent solution to prevent any future damage to the retention pond. The

project included hydrologic and hydraulic analysis of the existing storm sewer and surface runoff. Multiple models were used to analyze existing and proposed drainage facilities, including SWMM, CUHP, FLO-2D, and UD-Sewer. The design will protect the retention pond and safely convey storm flows to the Colfax storm sewer system. Drainage improvements included a 100-year concrete channel, a three-sided open area inlet, a 30-inch High Density Polyethylene storm sewer with multiple inlets, and a formal curb and gutter along 17<sup>th</sup> Avenue, which were all constructed in the spring of 2014. Drainage improvements included a 100-year concrete channel, a three-sided open area inlet, a 30-inch HDPE storm sewer with multiple inlets, and a formal curb and gutter along 17<sup>th</sup> Avenue, all constructed in the spring of 2014. Contact Vern Adam with the City of Aurora.

### GREENWOOD VILLAGE

6060 South Quebec Street, Greenwood Village, CO 80111-4591 | 303.708.6142

## TOMMY DAVIS PARK



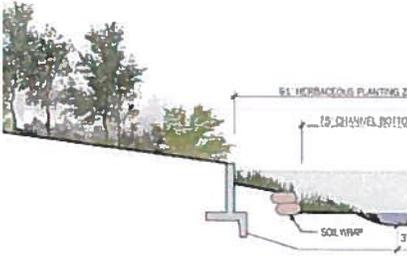
Improvements to Tommy Davis Park included enlarging the existing pond, improving water quality in the pond and trickle channel, and improving groundwater conditions. A flow-control berm was also

constructed to prepare for a culvert replacement under Orchard Road. RESPEC teamed with a landscape architect to reconfigure the trails to improve pedestrian circulation and accommodate the future underpass under Orchard Road. The preservation of the flood-control storage volume was accomplished by installing the flow-control berm, optimizing the pond grading, and installing the appropriate culvert size under Orchard Road. Contact Suzanne Moore with the City of Greenwood Village.

## GREAT ECOLOGY RELEVANT PROJECTS

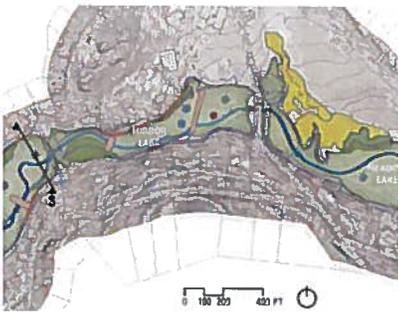
### **GLOBEVILLE LANDING OUTFALL ECOLOGICAL DESIGN & RESTORATION, Denver, CO**

Great Ecology is the ecological consultant on the design and restoration of the Globeville Landing outfall. As part of the revitalization of the National Western Complex (NWC), the project will daylight the Montclair Creek near its confluence with the South Platte River, just south of the Denver Coliseum. Great Ecology is providing ecological and design expertise on the creation of the stream open channel, park integration, and floodplain connectivity. Great Ecology's design will be based on the ecological functionality of native streams and rivers integrated with the needs of the local community and NWC. Great Ecology will support the channel design, including construction details and specifications for channel substrate, growth media, and plant community composition. When complete in 2017, the project will create a new, functioning stream channel, add additional park space and restore part of the South Platte River floodplain, providing a valuable natural resource within the Denver Metropolitan area.



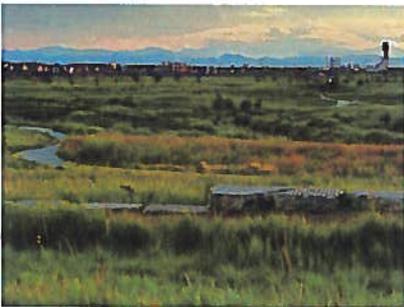
### **LITTLE THOMPSON RIVER RIPARIAN RESTORATION, Lyons, CO**

Great Ecology is providing Section 404 permitting support, ecological design services, and construction administration for the restoration of over one mile of riparian corridor along the West Fork Little Thompson River near Lyons, Colorado. The devastating floods of September, 2013 decimated a series of dams that facilitated the collection of drinking water for the Big Elk Meadows community. Great Ecology developed a range of site-specific sediment control measures and ecological restoration improvements that are designed to adapt to fluctuating hydrologic and ecological conditions. Great Ecology's restoration design will stabilize sediment, reestablish riparian and aquatic habitat, provide water quality benefits, and create recreational opportunities for the community. The first phase of improvements was implemented in the fall of 2015.



### **TRUNK OPEN SPACE ECOLOGICAL DESIGN, Denver, CO**

As ecological consultants, Great Ecology provided guidance to enhance the urban open space and park designs of the Stapleton North planned community development. Previously a decommissioned airport and degraded site, the designs and habitat selected for the 70-acre park system will reintegrate the natural ecology of the surrounding native areas and provide public access to both passive and active park spaces. The Stapleton community is becoming a model for urban redevelopment with the mix of green residential, commercial, and natural areas intertwined for a unique urban experience. Great Ecology staff supported the design and review of landscape components that will create resilient, sustainable, native plant communities integrated into an urban setting.



### **HENTZELL PARK TRAIL ASSESSMENT & DESIGN RECOMMENDATIONS, Denver, CO**

Great Ecology conducted a trail assessment and ecological evaluation for Denver Department of Parks and Recreation (DPR) to inform restoration planning at Hentzell Park. Great Ecology's site analysis focused on the current trails, including user-defined soft-surface paths, identified potential areas of pedestrian/bicycle user conflict and safety issues, and evaluated impacts to the plant community, riparian areas, and wildlife habitat. Following the site analysis and review of planned future land use, Great Ecology developed design recommendations to restore, stabilize, and reconstruct the trail system and other park features. Recommendations included creating designated trailheads, stream access points and overlooks, methods for deterring activities in undesignated areas, minimizing user conflicts, and restoring the riparian corridor.





**DENVER PARKS AND RECREATION ON-CALL ECOLOGICAL SERVICES, Denver, CO**  
 Great Ecology is an on-call consultant for the Denver Department of Parks and Recreation (DPR) for Restoration, Ecological, and Technical Services. DPR maintains 14,000 acres of mountain parks and 5,000 acres of urban parkland. Balancing natural resource goals and park amenities poses an number of management and maintenance challenges. This on-call contract includes ecological planning, design, and resource management services - from site inventory and assessment to conceptual design and planning, through implementation, monitoring, and post-construction project administration.



**MISSOURI RIVER HABITAT ASSESSMENT & SITE REUSE PLANNING, Great Falls, MT**  
 As the ecological consultant Great Ecology is developing future site use visioning plans for the reuse and restoration of a former refinery and smelter site adjacent to the Missouri River. Great Ecology is assessing upland, riparian, and riverine habitat resources and developing future site use visioning plans for the site reuse and restoration. The visioning plans include a potential regional park and open space that may include passive and active recreation areas and trails, scenic overlooks, picnic areas, and cultural heritage interpretive signage.



**CENTRAL PARK RESTORATION STRATEGIES, New York, NY**  
 Great Ecology conducted a feasibility study to inform the Central Park Conservancy's restoration and management of the iconic Park's woodlands. The first part of the study included a baseline ecological health assessment focused on the Ramble and North Woods watercourses. These analyses will inform the design of the Conservancy's restoration projects and management planning. Specifically, Great Ecology recommended strategies that enhance both the ecological functionality and scenic character of the woodlands, balancing the impacts of heavy visitor usage and habitat degradation in an urban mosaic landscape.



**CALIFORNIA CENTRAL COAST RESTORATION PLANNING, Central Coast, CA**  
 Great Ecology is leading the development of a beneficial site re-use program for a large energy company with multiple degraded surplus and buffer properties along the California Central Coast. Great Ecology staff a comprehensive analysis for each site - including initial field assessment, examination of market and regulatory drivers, and development of restoration planning and design. The goal of the program is realization of the ecological potential of surplus sites, including opportunities for restoration, wetland mitigation banking and conservation of special status species. Great Ecology is involved in multiple project evaluations to date, ranging in size and scope from 3 to 300 acres with budgets ranging from \$15,000 to \$350,000.



**WOODBIDGE WATERFRONT PARK REDEVELOPMENT, Woodbridge, NJ**  
 Great Ecology provided multiple services in the redevelopment of a 185-acre brownfield site with mitigation requirements due to wetland impacts incurred during remedial activities. Great Ecology developed, planned, permitted, and implemented an intricate mitigation strategy that included performing multiple wetland functional analyses, designing more than 100 acres of wetland enhancement and creation and two miles of public access trails, conducting extensive stakeholder outreach, and filing comprehensive state and federal wetland and land use permits. Great Ecology also developed annual monitoring plans, a long-term maintenance plan, adaptive management plan, and is currently helping the client to develop a long-term management plan. Great Ecology's innovative restoration strategy saved the client \$50 million in compensatory regulatory charges.

## 4. APPROACH

We recognize the incredible importance of this place to the City of Cherry Hills Village as the city center and key community gathering space. As such, our approach will garner the greatest community involvement, organize the process to parallel permitting actions with milestones in the final design and construction documentation phases, and create deliverables and content to exceed City expectations.

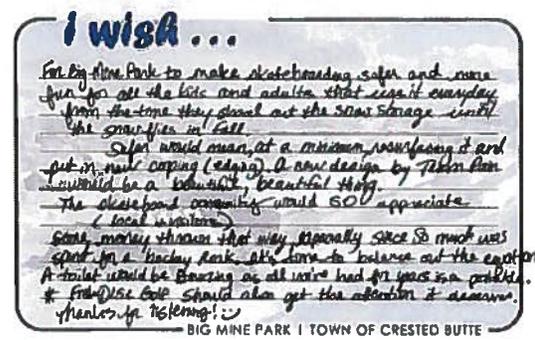
Our specialized approach to the final design, community outreach, and engineering of John Meade Park and Hutto Memorial Commons is focused on meeting the individualized needs of the City and community to create the most inspiring and engaging park and civic space.

Key to our approach is our collaborative working style, in which we will work closely with City staff, PTRC, City Council and the community to achieve, and exceed, desired outcomes. Our approach is based on bringing the very best talent to this project. Our highly skilled team brings the full range of expertise needed, from floodplain and park design, to play area design, to natural areas restoration, to designing civic spaces.

### Community Engagement

Our community engagement process is individually crafted to meet the specific needs of this project and process. We propose to fully and actively engage the community in four community meetings at key moments in during final design. Organized as open houses, each will be formatted with interactive work sessions specially crafted to provide information on the project, to solicit input, and to build alignment.

- Methodologies to engage participants will include visioning using *I WISH* and mind-mapping from photographs and words; sharing of ideas and preferences through facilitated hands-on diagramming, storytelling, and questions; and soliciting preferred ideas through tagging and notes.
- We can more broadly engage residents with an online presence—a project-specific web site to share project updates and solicit input. We propose to host a work session with the community on site, and an open house design event at John Meade Park.



## **Play**

The enhanced play area for John Meade Park offers great opportunities for a more enriched play experience. We are excited about the possibilities of a naturalistic play experience, and we bring our extensive project experience in play area design, particularly for those with a naturalistic theme and design to the project. Our designs for play areas include creative and artistic features from our Mayan-inspired climbing wall in a neighborhood park to Joy Park at the Children's Museum of Denver.

- Mundus Bishop's recent designs include more than a dozen play areas for Denver Parks; Joy Park at Children's Museum of Denver, and Mordecai Children's Garden at Denver Botanic Garden.
- We are currently designing a cohesive naturalistic play experience for ELK, Environmental Learning for Kids and Montbello Open Space, using natural features, durable materials, and earthforms.

## **Designing Active Park and Civic Spaces through Integrated Design**

We bring our many years of designing memorable and engaging parks, open spaces and natural areas for a variety of governmental agencies and municipalities in the Denver metropolitan area to this project.

- A key quality that sets us apart is our work designing places that are both park and civic spaces with similar needs, uses and qualities to the Park and Memorial Commons.
- Our approach to this design is to bring forward an original and cohesive design, based on the approved master plan which integrates all recreational uses into a great park with a distinct character. We will focus on bringing the special qualities of this site forward, and on ensuring the community's vision is expressed in its design. Our designs integrate green practices and focus on ecological and economical sustainability.
- We will focus on creating a great recreational experience for all users, from active to passive uses in a park with a rich naturalistic setting.

## **Floodplain Development and Improvements**

The floodplain improvements offer opportunities not only to manage stormwater and drainage, but to enhance the ecological function and recreational benefits. RESPEC leads our team to offer their unparalleled expertise in all aspects of floodplain improvements, including experience in working with the City's Expanded Use and Floodplain Development permitting processes; in preparing FEMA CLOMR/LOMR applications; and in preparing 404 permitting with the U.S. Army Corps of Engineers.

- Our approach is to preserve and protect the wonderful qualities of the current landscape, and to enhance it to provide the necessary floodplain development for the Park and Memorial Commons and for the future development of the Village Center.
- RESPEC brings direct experience with the project area (Greenwood Gulch) through their preparation of the Flood Hazard Area Delineation (FHAD) study with Urban Drainage and Flood Control District who provides FHADs for the major drainageways in the Denver metropolitan area. FHADs are typically used as the basis for submittal to FEMA for LOMRs or Physical Map Revisions (PMRs). RESPEC wrote the digital standards for FHADs for UDFCD that all consultants are required to follow, and is currently performing reviews of consultant work on behalf of UDFCD.

- RESPEC brings their extensive experience in the preparation and processing of the Federal Emergency Management's Agency's (FEMA) Letters of Map Change (LOMC) within the City of Cherry Hills Village and the metropolitan area. They have prepared and processed numerous Floodplain Development Permits (FDP), Conditional Letters of Map Revisions (CLOMR), and Letters of Map Revisions (LOMR) through the City of Cherry Hills Village. Their work includes processing numerous FDPs and LOMC for private development as well as municipalities and public entities on drainageways including Cherry Creek, Lone Tree Creek, Piney Creek, Comanche Creek, Dry Gulch and Cottonwood Creek.

### **Wetland and Natural Areas Restoration**

We are very excited about the opportunities presented by transforming the park into an aesthetically pleasing and ecological functioning wetland and natural area. We bring extensive experience in designing natural systems that provide stormwater management and are great park spaces. We offer a balance of scientific investigations and monitoring with aesthetics and function. Our expertise is in all aspects of ecological restoration including topographic manipulations, seed mix design, permitting, and integration of storm water management.

- Our designers, ecologists and compliance specialists all have close collaborative working relationships with local, state and federal agencies including Urban Drainage and Flood Control District (UDFCD), which provides for key support to our floodplain engineers.
- The prairie and stream restoration for Babi Yar Park, designed by Mundus Bishop has transformed the ecological function and created a distinctive character for the park. It serves as a model for natural area restoration for Denver's natural area program.

Great Ecology's signature service is working at the intersection of ecology and design, regularly working in both disciplines to develop novel approaches to ecological design processes. Their integrative approach for ecological assessment and monitoring, ecological function modeling and restoration design provides informed scientific and technical perspectives for decision-making.

- Great Ecology brings their skill in working with local, state and federal agencies on ecological design projects, with knowledge of government processes particularly permitting and monitoring. They strive to maximize ecological function in park and open space contexts, and for streams and drainageways.
- Their project work includes the ground-breaking assessments processes and ecological design and restoration consulting for places as diverse as the Globeville Landing Outfall at the National Western Center campus, and the Platte to Park Hill storm water system. Both are major floodplain elements that will restore part of the South Platte River floodplain, through a focused design that creates a new, ecological and stormwater functioning stream channel, with integrated park space. It brings forward the firm's goals of using science and technology integrated with aesthetics and recreation.
- Monitoring guidelines, methods for establishment, and maintenance guidance for short- and long-term operations will be a key component of the final design and construction documents.

### **Amphitheater and Floodplain**

The park master plan includes substantial grading for the proposed amphitheater, including a berm between the amphitheater and private access road. Much of this area is within the 100-year floodplain, and in a significant part of the floodway.

- We propose to work with staff and the community to confirm the location of the amphitheater, and to determine if we can make significant cuts from existing grade to ensure the amphitheater is placed outside the 100-year floodplain.
- Our goal is to design an amphitheater that provides the desired facilities and complies with the City's floodplain regulations.

### **Environmental Compliance**

Mary Powell leads our 404 permitting and compliance. She has established excellent working relationships with federal regulators and has a reputation for a collaborative and down-to-earth project approach. She brings more than 20 years of experience working the USACE Denver Regulatory Office, FEMA, and federal and state regulators. She focuses on collaboration identifying risks to project costs and schedule, and improving the predictability of the compliance process.

Two key components of the compliance process is obtaining a letter determination from the U.S. Fish and Wildlife Service (USFWS) as part of the CLOMR process, and 404 permitting through the U.S. Army Corps of Engineers. Since these processes can take time, we propose to begin compliance tasks as soon as notice to proceed is issued. Mary is committed to working with the design team to present the project to the regulating agencies in a way that leads to the shortest permitting timeframe possible.

- Mary will prepare and submit a threatened and endangered species assessment very early in the Final Design phase (1st phase of this project) to fulfill the requirement of the FEMA CLOMR/LOMR submittal process to include a letter from the USFWS with its determination of the effects the floodplain improvements may have on threatened and endangered species. It can take USFWS several weeks or months to provide this determination.
- If floodplain improvements include impacts to wetlands or waterbodies, the submittal to USFWS will need to include evaporative depletions associated with the ponds. This may lengthen the clearance process.
- The project will require obtaining Clean Water Act Section 404 authorization from the U.S. Army Corps of Engineers (USACE). The park master plan speculates the USACE will use a general permit (also known as a Nationwide Permit); however, it is possible that an Individual Permit may be required based on extent of improvements.
- We recommend obtaining a Section 404 permit for all phases of construction as part of the final construction documentation and engineering process. This approach will best meet the City's desire to begin first phase of construction immediately.

### **Expanded Use Permit**

RESPEC will lead the preparation of the City's Expanded Use Permit (EUP), which requires submittals and reviews related to public recreational facilities associated with the Park and Memorial Commons.

- We believe the park master plan process, and our process for outreach and EUP submittal for this project, Final Design and Engineering, will ensure the General Standards (16-20-10(c)) will be met. Our process provides for formal input from citizens, staff and Commission and Council members.
- We assume a preliminary Application Review Process will not be required since this is a City-owned facility. Submittals requirements will include Items (1), (3), (4), and (6) through (8), and Item (2) will be included as a reimbursable expense.
- Item (5) in reference to Article XVI of the City Code, requires a Traffic Impact Study (TIS) if the project "does or may be expected to regularly generate 100 vehicle trips in any day." Arapahoe Guidelines state a TIS can be waived if the average trip generation is less than 250 trips per day or 25 trips in a peak hour. Without the future City Hall, we believe this project will not exceed these thresholds. For this project, we propose to provide a narrative that discusses potential traffic impacts that could occur, and we will account for potential future use in our design such as road such that the road and access network will work for the ultimate City Hall.

## 5. GOVERNMENT CLIENT REFERENCES

Following are government clients Mundus Bishop has worked with in the past five years.

### **City of Aurora**

*Parks, Recreation & Open Spaces*

### **City of Boulder**

*Public Works and Transportation Services*

### **City of Cherry Hills Village**

### **City & County of Denver**

*Department of Parks and Recreation*

*Public Works*

### **City of Lakewood**

*Department of Community Resources*

### **City of Longmont**

*Public Works and Natural Resources*

### **Colorado Chautauqua Association**

### **Golden Gate National Parks Conservancy**

### **Greenwood Village**

### **Highlands Ranch Metropolitan District**

### **Jefferson County Open Space**

### **National Park Service**

*Intermountain Region*

*Midwest Region*

*Pacific Region*

### **State of Wyoming**

*Parks, Trails and Historic Sites*

### **Town of Crested Butte**

### **Town of Taos**

### **Trust for Public Lands**

*(in partnership with City of Denver)*

### **MUNDUS BISHOP**

#### **Government Client References**

#### **City and County of Denver**

Mark Bernstein, Project Manager

Department of Parks and Recreation

201 West Colfax, #613

Denver, CO 80202

T (720) 913-0632

mark.bernstein@denvergov.org

#### **State of Wyoming**

#### **Parks, Historic Sites and Trails**

Mabel Jones, Senior Planner

Wyoming State Parks

2301 Central Avenue

Cheyenne, WY 82002

T (307) 777-6968

mabel.jones@wyo.gov

#### **National Park Service - MWRO**

Marla McEnaney, Historical Landscape Architect

National Park Service - Midwest Regional Office

111 E Magnetic Street

Marquette MI 49855

(906) 235-7407

Marla\_McEnaney@nps.gov

### **GREAT ECOLOGY**

#### **Government Client References**

#### **Denver Department of Parks and Recreation**

201 W Colfax Ave Dept 613

Denver, Colorado 80202

Cinceré Eades, Natural Resource Planner

720.913.0655

#### **Denver Urban Drainage and Flood Control District**

Design, Construction and Maintenance Program

Barbara Chongtoua, Project Manager

303.455.6277

#### **Public Works – Engineering, City & County of Denver**

Capital Project Management

201 W. Colfax Ave., Dept. 506

Bret Banwart, P.E., Senior Engineer / Project Manager

720.865.3135

## 6. PRICING PROPOSAL

Refer to the detailed pricing proposal and lump sum total in provided at the end of the proposal.

Our fee is based on the City's desire to prepare final design and engineering for the entire park project, and to have this documented as one construction documentation package. This package will be use to determine a phased construction approach once this work is completed.

Our fee and approach include preparing the 3 conceptual alternatives prior to the first community open house. The 3 alternatives could include 1 that retains some or all existing buildings or all 3 could be based on moving buildings as noted in the master plan.

Our fee includes a small restroom structure and pavilion, custom-designed. During concept desgin the architectural design will determine character and aesthetics.

Our fee for engineering services includes public meeting attendance for the floodplain development and expanded use permits at the Planning Commission and City Council meetings.

We have included an optional service to provide 3D renderings as fly-throughs and stills for each of the 3 alternatives and for the preferred alternative. This fee includes 1 fly-through for each, and 4 stills for each.

We understand the City would like to conduct an architectural or art design competition for the pavilion. If this is pursued, the most straight-forward approach will be to create a call for entires, focused on the community and possibly the schools for submittals. This could include both students and adults. The submittals could then be showcased during the community process, and through other outreach efforts, with the winning submittal becoming the basis for architectural design covered under our contract. This would garner community input and work well with the project schedule. The jury could be community-based and could have a mix of officials, city leaders and residents. We estimate this approach to be between \$4000 and \$10,000 in additional fees depending on the level of our team's involvement.

## 7. PROPOSED PROCESS

We have organized the project process to meet the project scope and the City's expectations as noted in the RFP. The major components of the process include Final Design, Floodway Improvement Permitting, CLOMR/LOMAR, and Construction Documentation.

Our process includes several early tasks that will be essential in ensuring the project meets the City's desired schedule. These include conducting the threatened and endangered species assessment for the FEMA CLOMR process immediately and coordination with the U.S. Army Corps of Engineers early on for Section 404 Permitting.

### **Streamlined, Efficient Processes**

We recognize the importance of meeting the City's deadlines of August 2016 for final design and March 2017 for completion of 100% construction / bid documents. We propose to begin the permitting and approval process for floodplain improvements during final design, once we have an indication of the alternatives.

- We will begin grading scenarios during the final design phase to inform the park design, and to start the CLOMR/LOMR process. Refined rough grading plans, prior to submittal, ensures CLOMR/LOMR consistency, and is more likely to warrant FEMA approval.
- We will conduct the threatened and endangered species assessment very early in the final design phase, to ensure timely review and a letter of determination by the USFWS for the CLOMR/LOMR, as mentioned in our environmental compliance notes. Once this is received the CLOMR/LOMR submittal process will begin.
- We propose to run the 404 permitting process concurrent with the CLOMR/LOMR process.
- We anticipate 10 to 12 weeks for the EUP process, and will organize this to be concurrent with engineering and completed in advance of final construction documents. This assumes 4 weeks of staff review, PTRC meeting and City Council meeting.

### **FDP and CLOMR Process**

The entire FDP and CLOMR/LOMR process is estimated to take approximately 21 weeks. This timeframe takes into account City review including City Council approval, and FEMA review through UDFCD.

- This process accounts for a nine week period for the initial review by the City, one week to respond to comments, and another week for final review by the City. We've allocated two weeks for Planning Commission approval and another three weeks for City Council approval. This process allows time for notification of effected landowners per City Code requirements. It assumes City review can occur at the next available meeting date after submittal.
- The amount of time needed by the FEMA consultant to review the CLOMR/LOMR submittal governs the schedule. Submittals are reviewed in order received. FEMA is allowed 90 days for their first, and all subsequent reviews. If several CLOMR/LOMRs are in review process concurrently, it may take the full 90 days for the review. Once the review is complete, FEMA has an additional 60 days to issue the CLOMR/LOMR.
- Our schedule assumes the City and UDFCD's FEMA consultant are the same. By having the same consultant, this may streamline the FEMA review process, saving time. If so, we assume the FEMA / UDFCD review process may take 12 weeks, allowing for 60 days (9 weeks) for reviews, and 30 days (4 weeks) for FEMA'S official approval.

## FINAL DESIGN

### **A. Start-Up / Kick-off Meeting**

- Confirm project schedule, and confirm PTRC, City Council and Community meetings
- Initiate Site Improvements Survey
  - Conduct T&E assessment for CLOMR process
  - Set coordination schedule with USACE for 404 Permitting and with UDFCD for CLOMR/LOMAR

### **B. Programming & Goals and Objectives**

- Review past documentation
- Interview City staff, and key stakeholders
- Review current plans for the Village Center Campus
- Create list of options and recommendations for program goals and strategies
- Develop and confirm programming elements
- Develop concepts for amphitheater, restroom and park shelter(s)
- Collaborate with City staff and PTRC on establishing programming options, park design, and floodway improvements
- Discuss and review with City staff, PTRC, and City Council

### **C. Collaborate with City Staff, PTRC and City Council**

- Meet with City Staff on regular basis
- Facilitate regular (monthly) meetings with PTRC to discuss and review project process (anticipated 12 meetings)
- Present to the City Council to report on project progress (up to 3 meetings)
- All concepts and project information will be reviewed with City staff prior to community outreach

### **D. Conceptual Plans and Initial Floodplain Design**

- Develop three conceptual plans for the Park and Memorial; including conceptual plans for Floodplain and Wetlands
- Site visit with U.S. Army Corps of Engineers
- Initiate Floodplain Development Permit (FDP) and Expanded Use Permit (EUP) processes (meet with agency officials as needed)

### **E. Community Open House #1 (of 4 Open Houses)**

- Review the Park and Memorial Commons master plan
- Confirm project goals and objectives
- Facilitate work session with *I WISH* exercise and mind-mapping exercise to solicit input on park character, identity, and aesthetics; and confirm program and project objectives
- Present conceptual plans in Open House format
- Summarize findings

### **F. Community Open House #2**

- Summer event and outreach
- Summarize findings

### **G. Preferred Conceptual Plan**

- Refine conceptual alternatives into one preferred conceptual plan based on community, City Staff and PTRC input
- Prepare initial floodway design based on all input

- Prepare initial construction costing
- Submittals for review and approval:
  - Section 404 Permitting (Nationwide vs. Individual)
  - Expanded Use Permit (EUP); City of Cherry Hills Village process
  - CLOMR/LOMR
  - FEMA

**H. Community Open House #3**

- Present preferred conceptual plan to include all park features, natural areas, floodplain improvements, infrastructure needs, and park aesthetics
- Facilitate hands-on work session to refine ideas and further refine preferences
- Conduct site walk with community members to note improvements by location

**I. Final Plan**

- Refine preferred Conceptual Plan into Final Plan based on input
- Refine costing
- Continue permitting and approval processes

**J. Community Open House #4**

- Event and Outreach

**K. Final Design Report**

- Prepare brief narrative with supporting graphics (developed during Final Design process)

**ENGINEERING AND CONSTRUCTION DOCUMENTS**

**A. 50% Submittal - Initial Construction Documentation Package**

- Park layout, materials and grading plans, shelter(s), restrooms, amphitheater details

**B. City Review**

**C. 90% Submittal - Preliminary CD Package**

- Refine initial set based on review and design refinement
- Refine costing
- Floodplain Development Permit
- Expanded Use Permit
- FEMA CLOMR/LOMR
- Section 404 Permit

**D. 100% Construction Documents**

- Refinements and revisions
- Refine costing

**E. City Review and Approval**

**F. Final Bid Documents**

## 8. INSURANCE

It is the intent of Mundus Bishop to comply with the insurance requirements listed in the RFP.

<b>MUNDUS BISHOP DESIGN, INC. 2016 COVERAGE LEVELS</b>		
<b>TYPE OF INSURANCE LIMITS</b>		
General Liability	Each Occurrence	\$2,000,000
	Damage to Rented Premise	\$300,000
	Med Expense (one person)	\$10,000
	Personal Injury	\$ 2,000,000
	General Aggregate	\$ 4,000,000
	Products-Comp/Op Agg	\$ 4,000,000
Automobile Liability	Combined Single Limit	\$1,000,000
Umbrella Liability	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000
Workers Compensation and Employer's Liability	E.L. Each Accident	\$1,000,000
	E.L. Each Disease	\$1,000,000
Professional Liability	Per Aggregate Claim	\$2,000,000
	DED	\$15,000

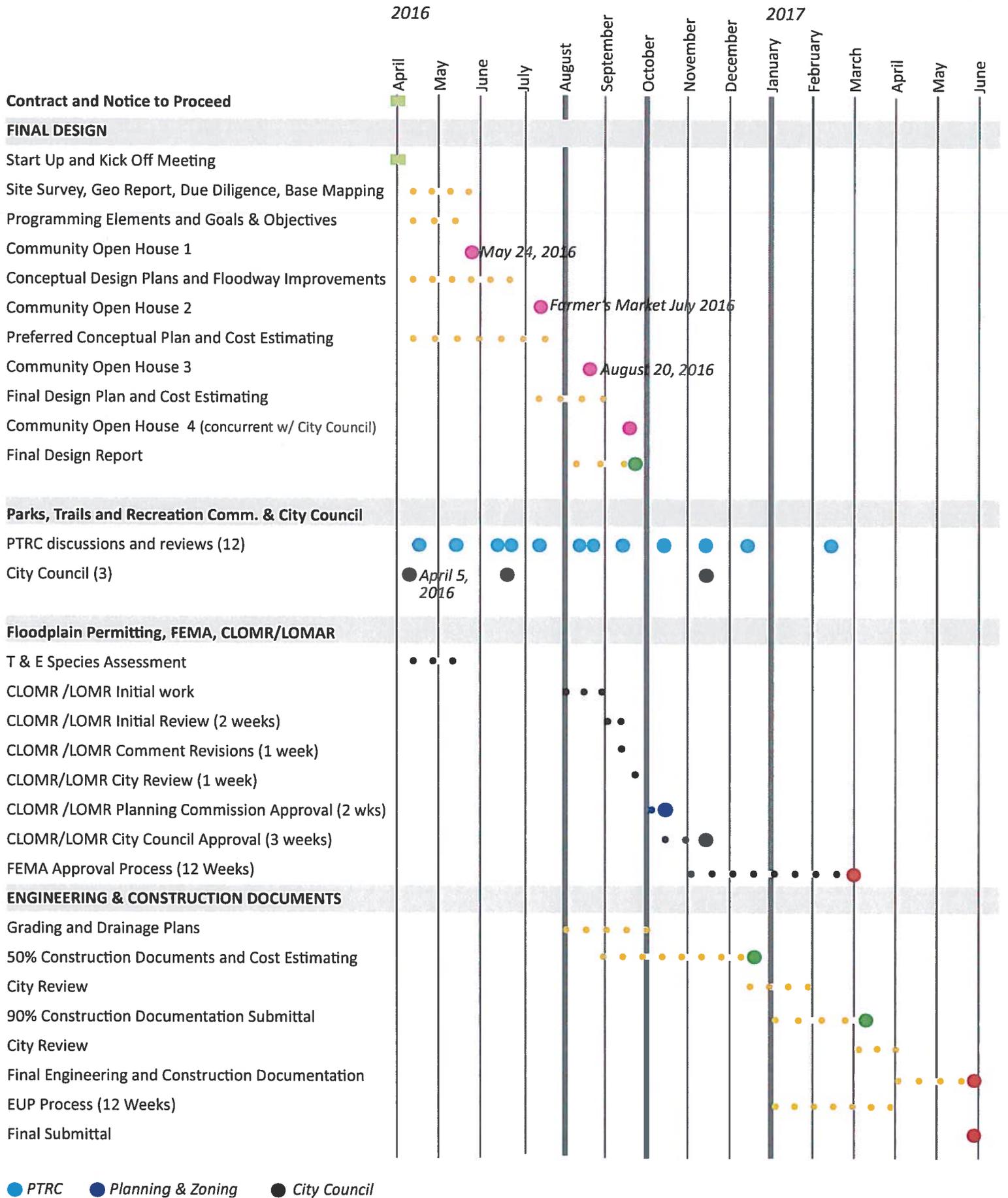
## 9. LITIGATION

Mundus Bishop Design, Inc., nor its employees, has had any pending legal proceedings for the last five years.

## 10. CONFLICT OF INTEREST

Mundus Bishop Design, Inc. does not have any potential conflicts of interest with the City of Cherry Hills Village or with John Meade Park and the Alan Hutto Memorial Commons.

# 11. PROPOSED PROJECT SCHEDULE



**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: 8b

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR CHRISTMAN AND MEMBERS OF THE CITY COUNCIL

**FROM:** LAURA SMITH, CITY CLERK

**SUBJECT:** APPLICATION FOR A MODIFICATION OF PREMISES BY SPLENDIDO LLC DBA PINO'S AT 1400 EAST HAMPDEN AVENUE SUITE 140.

**DATE:** APRIL 5, 2016

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**ISSUE:**

Staff has received a Modification of Premises application from Splendido LLC DBA Pino's for their hotel and restaurant liquor license at 1400 E. Hampden Ave. Suite 140 to extend the area in which they are allowed to serve alcohol to include Suite 130, formerly Vino Vino wine shop.

**RECOMMENDATION:**

Staff is satisfied that the application is complete and that all requirements in the Colorado Liquor Code have been met. Staff recommends approval of this application.

**DISCUSSION:**

The City Code does not contain requirements for applications for modification of premises of liquor licenses.

Section 47-302 of the Colorado Liquor Code outlines factors to be taken into consideration by the licensing authority when considering an application for a modification of premises:

- The reasonable requirements of the neighborhood and the desires of the inhabitants
- The possession, by the licensee, of the changed premises by ownership, lease, rental or other arrangement
  - Staff has confirmed that the new area of former Suite 130 is included in the restaurant's lease (see Exhibit A for application including the lease).
- Compliance with the applicable zoning laws of the municipality
  - Staff has confirmed that combination of the two suites is allowed by the Development Agreement approved for the shopping center. The applicant has an active building permit for the expansion.
- Compliance with the distance prohibition in regard to any public or parochial school or the principal campus of any college, university, or seminary
  - Staff has confirmed that the property is not within 500 feet of any private or public school.

The Colorado Liquor Code does not require a public hearing for a modification of premises.

**BUDGET IMPACT**

The modification of premises will not impact the annual renewal fees for Pino's liquor license, however combination of the two suites does result in loss of revenue related to fees and sales tax for any business that would have occupied Suite 130 in the future.

**RECOMMENDED MOTION:**

"I move to approve the application for a modification of premises for the Hotel & Restaurant Liquor License held by Splendido LLC DBA Pino's at 1400 East Hampden Avenue Suite 140 in the City of Cherry Hills Village."

**ATTACHMENTS:**

Exhibit A: Application for Modification of Premises

DR 8442 (09/24/09) Page 1  
 COLORADO DEPARTMENT OF REVENUE  
 LIQUOR ENFORCEMENT DIVISION  
 DENVER, COLORADO 80261  
 (303)-205-2300

FOR DEPARTMENT USE ONLY

## PERMIT APPLICATION AND REPORT OF CHANGES

**CURRENT LICENSE NUMBER** 4701075  
**ALL ANSWERS MUST BE PRINTED IN BLACK INK OR TYPEWRITTEN**  
**LOCAL LICENSE FEE** \$ 100.00  
**APPLICANT SHOULD OBTAIN A COLORADO LIQUOR & BEER CODE BOOK TO ORDER CALL (303) 370-2165**

1. Applicant is a		<b>PRESENT LICENSE NUMBER</b>
<input type="checkbox"/> Corporation ..... <input type="checkbox"/> Individual <input type="checkbox"/> Partnership ..... <input checked="" type="checkbox"/> Limited Liability Company		<b>4701075</b>
2. Name of Licensee <b>Splendido LLC</b>	3. Trade Name <b>Pino's</b>	
4. Location Address <b>1400 East Hampden Ave, # <del>100</del> 140</b>		
City <b>Cherry Hills Village</b>	County <b>Arapahoe</b>	ZIP <b>80113</b>

**SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.**

Section A – Manager reg/change	Section C
• License Account No. _____ 1983-750 (999) <input type="checkbox"/> Manager's Registration (Hotel & Restr.)...\$75.00 2012-750 (999) <input type="checkbox"/> Manager's Registration (Tavern).....\$75.00 <input type="checkbox"/> Change of Manager (Other Licenses) NO FEE	2210-100 (999) <input type="checkbox"/> Retail Warehouse Storage Permit (ea) \$100.00 2200-100 (999) <input type="checkbox"/> Wholesale Branch House Permit (ea).... 100.00 2260-100 (999) <input type="checkbox"/> Change Corp. or Trade Name Permit (ea) .50.00 2230-100 (999) <input type="checkbox"/> Change Location Permit (ea)..... 150.00 2280-100 (999) <input checked="" type="checkbox"/> Change, Alter or Modify Premises \$150.00 x <u>1</u> Total Fee <u>\$150.00</u>
Section B – Duplicate License	
• Liquor License No. _____ 2270-100 (999) <input type="checkbox"/> Duplicate License .....\$50.00	2220-100 (999) <input type="checkbox"/> Addition of Optional Premises to Existing H/R \$100.00 x _____ Total Fee _____ 1988-100 (999) <input type="checkbox"/> Addition of Related Facility to Resort Complex \$75.00 x _____ Total Fee _____

**DO NOT WRITE IN THIS SPACE – FOR DEPARTMENT OF REVENUE USE ONLY**

DATE LICENSE ISSUED	LICENSE ACCOUNT NUMBER	PERIOD
<b>-750 (999)</b>	<b>-100 (999)</b>	The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.
<b>TOTAL AMOUNT DUE</b>		<b>\$ .00</b>

## INSTRUCTION SHEET

FOR ALL SECTIONS, COMPLETE QUESTIONS 1-4 LOCATED ON PAGE 1

**Section A**

**To Register or Change Managers**, check the appropriate box in section A and complete question 8 on page 4. Proceed to the Oath of Applicant for signature (Please note: Hotel, Restaurant, and Tavern licensees are required to register their managers).

**Section B**

**For a Duplicate license**, be sure to include the liquor license number in section B on page 1 and proceed to page 4 for Oath of Applicant signature.

**Section C**

Check the appropriate box in section C and proceed below.

- 1) **For a Retail Warehouse Storage Permit**, go to page 3 complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 2) **For a Wholesale Branch House Permit**, go to page 3 and complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 3) **To Change Trade Name or Corporation Name**, go to page 3 and complete question 6 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 4) **To modify Premise**, go to page 4 and complete question 9. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 5) **For Optional Premises or Related Facilities** go to page 4 and complete question 9. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 6) **To Change Location**, go to page 3 and complete question 7. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.

<b>STORAGE PERMIT</b>	<p><b>5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit</b></p> <p><input type="checkbox"/> <b>Retail Warehouse Permit for:</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> On-Premises Licensee (Taverns, Restaurants etc.)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Off-Premises Licensee (Liquor stores)</p> <p><input type="checkbox"/> <b>Wholesalers Branch House Permit</b></p> <p>Address of storage premise: _____</p> <p>City _____, County _____, Zip _____</p> <p>Attach a deed/ lease or rental agreement for the storage premises. Attach a detailed diagram of the storage premises.</p>				
<b>CHANGE TRADE NAME OR CORPORATE NAME</b>	<p><b>6. Change of Trade Name or Corporation Name</b></p> <p><input type="checkbox"/> Change of Trade name / DBA only</p> <p><input type="checkbox"/> Corporate Name Change (Attach the following supporting documents)</p> <p style="padding-left: 20px;">1. Certificate of Amendment filed with the Secretary of State, or</p> <p style="padding-left: 20px;">2. Statement of Change filed with the Secretary of State, <u>and</u></p> <p style="padding-left: 20px;">3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Old Trade Name</td> <td style="width: 50%; padding: 2px;">New Trade Name</td> </tr> <tr> <td style="width: 50%; padding: 2px;">Old Corporate Name</td> <td style="width: 50%; padding: 2px;">New Corporate Name</td> </tr> </table>	Old Trade Name	New Trade Name	Old Corporate Name	New Corporate Name
Old Trade Name	New Trade Name				
Old Corporate Name	New Corporate Name				
<b>CHANGE OF LOCATION</b>	<p><b>7. Change of Location</b></p> <p><b>NOTE TO RETAIL LICENSEES:</b> An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 12-47-311 (1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.</p> <p>Date filed with Local Authority _____ Date of Hearing _____</p> <p>(a) Address of current premises _____</p> <p style="padding-left: 20px;">City _____ County _____ Zip _____</p> <p>(b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee)</p> <p>Address _____</p> <p style="padding-left: 20px;">City _____ County _____ Zip _____</p> <p>(c) New mailing address if applicable.</p> <p>Address _____</p> <p style="padding-left: 20px;">City _____ County _____ State _____ Zip _____</p> <p>(d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.</p>				

<b>CHANGE OF MANAGER</b>	<p><b>8. Change of Manager or to Register the Manager of a Tavern or a Hotel and Restaurant liquor license.</b></p> <p>(a) Change of Manager (attach Individual History DR 8404-I H/R and Tavern only)</p> <p>Former manager's name _____</p> <p>New manager's name _____</p> <p>(b) Date of Employment _____</p> <p>Has manager ever managed a liquor licensed establishment?..... Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does manager have a financial interest in any other liquor licensed establishment?..... Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, give name and location of establishment _____</p>
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<b>MODIFY PREMISES OR ADDITION OF OPTIONAL PREMISES OR RELATED FACILITY</b>	<p><b>9. Modification of Premises, Addition of an Optional Premises, or Addition of Related Facility</b></p> <p>NOTE: Licensees may not modify or add to their licensed premises until approved by state and local authorities.</p> <p>(a) Describe change proposed <u>Expand and renovate the existing suite 140 Pino's Pizzeria into the adjacent suite 130</u></p> <p>(b) If the modification is temporary, when will the proposed change:</p> <p>Start <u>N/A</u> (mo/day/year) End <u>N/A</u> (mo/day/year)</p> <p>NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00</p> <p>(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?</p> <p>(If yes, explain in detail and describe any exemptions that apply) ..... Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>(d) Is the proposed change in compliance with local building and zoning laws? ..... Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>(e) If this modification is for an additional Hotel and Restaurant Optional Premises or Resort Complex Related Facility, has the local authority authorized by resolution or ordinance the issuance of optional premises? ..... Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.</p> <p>(g) Attach any existing lease, that is revised due to the modification.</p>
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**OATH OF APPLICANT**

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature 	Title <u>Managing member</u>	Date <u>3/16/16</u>
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**REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY / COUNTY)**

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 12, Articles 46 and 47, C.R.S., as amended. **THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority (City or County)	Date filed with Local Authority <u>3/21/16</u>
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Signature	Title	Date
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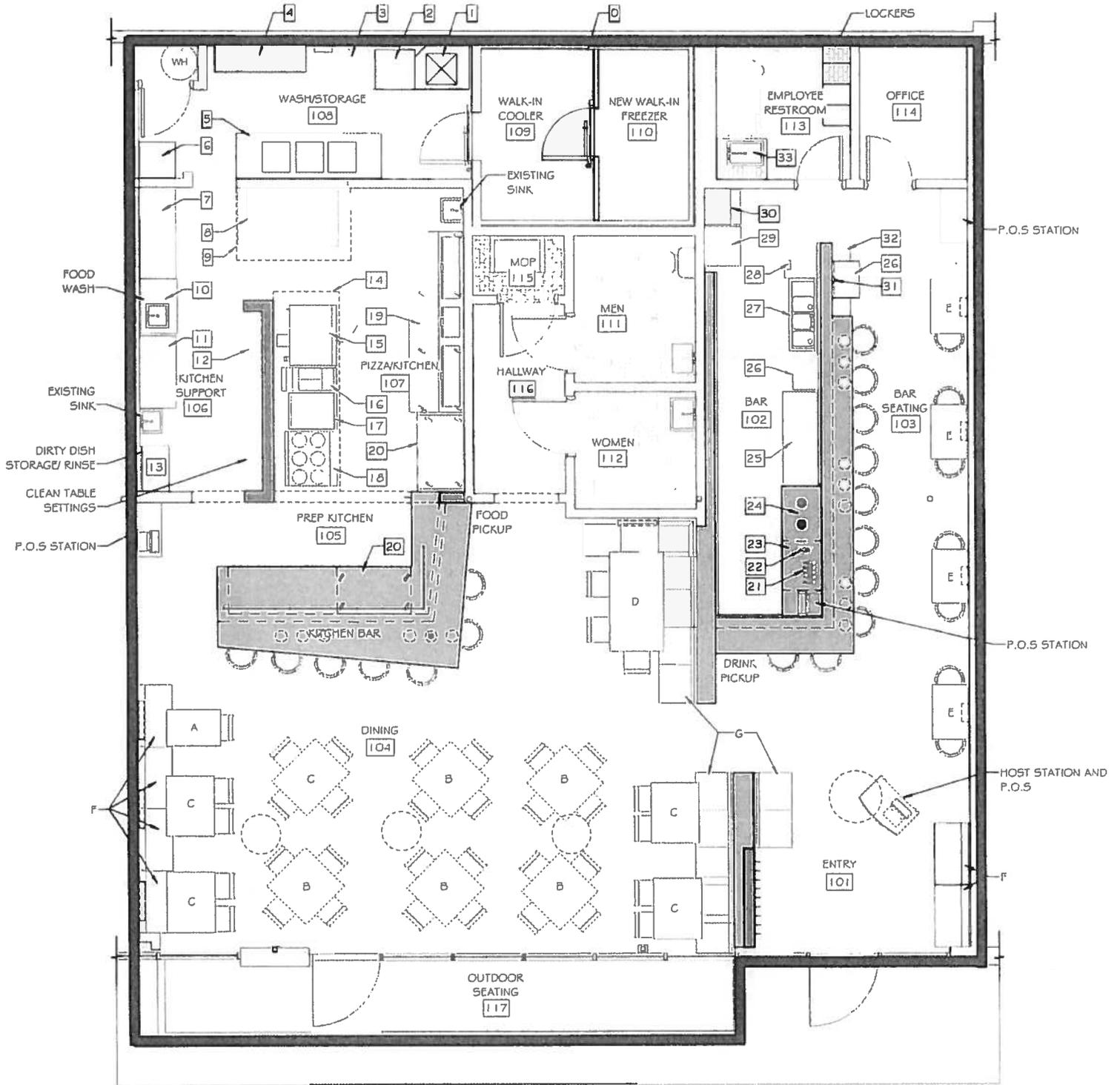
**REPORT OF STATE LICENSING AUTHORITY**

The foregoing has been examined and complies with the filing requirements of Title 12, Article 47, C.R.S., as amended.

Signature	Title	Date
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# EXPANSION SQUARE FOOTAGE

2508 SF



**EXPANSION FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

## SECOND LEASE MODIFICATION

THIS SECOND LEASE MODIFICATION (hereinafter referred to as "Agreement"), made and entered into this 29 day of March, 2016, by and between Centre 3, LLC, a Colorado limited liability company, 1616 17th Street, Suite 470, Denver, CO 80202 (hereinafter referred to as "Landlord"), and Splendido LLC d/b/a Pino's, 1400 East Hampden Avenue, Cherry Hills Village, Colorado (hereinafter referred to as "Tenant").

### WITNESSETH:

**1. PRIOR LEASE:** Centre 3, LLC entered into that certain Lease agreement dated September 12th, 2012, for certain Premises containing approximately 1,609 square feet (hereinafter referred to as "Premises") located at 1400 East Hampden Avenue, Suite 140, Cherry Hills Village, Colorado;

**2. FIRST MODIFICATION:** By this Modification to the Lease dated April 23, 2013, Landlord agreed to allow the Tenant to construct an outside patio.

**3. SECOND MODIFICATION:** Landlord and Tenant want to modify the lease as depicted on Schedule A, comprising of 2,403 rentable square feet, to extend the Lease Term, and to provide for certain related matters as more particularly described herein.

- a) Extension Term. The Primary Lease Term is hereby extended for additional sixty (60) months period beginning on October 1, 2017 (the "Extension Commencement Date") and terminating September 30, 2022 (the "Extension Termination Date"), unless earlier terminated pursuant to terms of the Lease.
- b) Premises. Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, the Expansion Premises for a term commencing on May 1, 2016 (the "Expansion Commencement Date") and expiring on the Extension Termination Date on the terms of the Lease as modified by this Modification Agreement. Until the Expansion Commencement Date, the Premises shall be the Existing Premises. From and after the Expansion Commencement Date, the Expansion Premises shall be added to the Premises.
- c) Base Rent. Prior to the Expansion Commencement Date, the Base Rent for the Existing Premises shall continue to be the Base Rent described in Paragraph 3.1 of the Lease. From and after the Expansion Commencement Date, the following schedule of Base Rent shall be substituted for the schedule of Base Rent set forth in the Lease:

Rent Period	Base Rent per rsf	Monthly Base Rent
May 1, 2016 – July 31, 2016	\$0	\$0
August 1, 2016 – September 30, 2017	\$28.00	\$5,607.00
October 1, 2017 – September 30, 2018	\$28.50	\$5,707.13
October 1, 2018 – September 30, 2019	\$29.00	\$5,807.25
October 1, 2019 – September 30, 2020	\$29.50	\$5,907.38
October 1, 2020 – September 30, 2021	\$30.00	\$6,007.50
October 1, 2021 – September 30, 2022	\$30.50	\$6,107.63

- d) Tenant's Pro Rate Share: From and after the Expansion Commencement Date, Tenant's Pro Rate Share set shall be 30.34%.
- e) As-Is. Except as otherwise expressly provided in this Modification, Tenant accepts the Premises, including Expansion Premises, in their existing condition. AS IS, and Landlord shall have no obligation to make any improvements in or charges to the Premises.
- f) Tenant Improvement Allowance. Landlord will reimburse Tenant for all design, permitting and construction costs associated with Tenant's work, up to a maximum of \$60,075.00. Tenant will be responsible for all costs in excess of \$60,075.00. Landlord shall pay Landlord's Contribution to Tenant within thirty (30) days after receipt of Tenant's invoice, which shall be accompanied by reasonable supporting documentation and which will not be sent until after substantial completion of Tenant's Work. Tenant shall select the general contractor who will complete Tenant's Work.

All other Lease charges as set forth in the Lease shall be computed and based in accordance with the provisions of the Lease.

d. Except as modified hereinabove, the parties hereto do hereby ratify and affirm the Lease dated September 12th, 2012, as modified.

IN WITNESS WHEREOF, the parties hereto have executed this First Lease Modification Agreement the day and year first above written.

**LANDLORD:**  
Centre 3, LLC

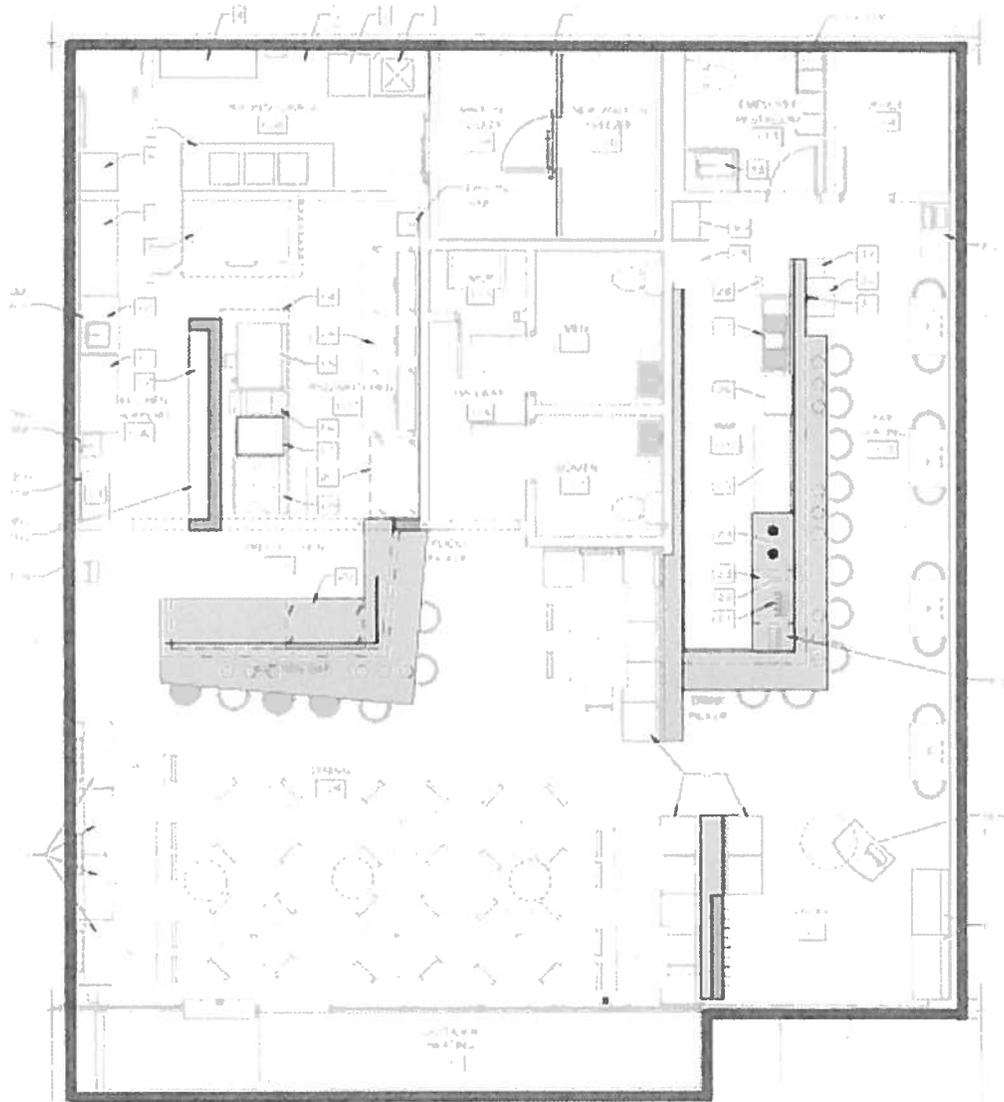
By: [Signature]  
Name: Tucker Munion  
Its: Property Manager  
Date: 3/29/16

**TENANT:**  
Splendido LLC d/b/a Pino's

By: [Signature]  
Name: GIUSEPPE P. SAVERINO  
Its: Managing member  
Date: 3-29-16

Schedule A

EXPANSION SQUARE FOOTAGE  
2508 SF



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: 8c

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MEMORANDUM

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**TO:** HONORABLE MAYOR CHRISTMAN AND MEMBERS OF THE CITY COUNCIL

**FROM:** CITY CLERK LAURA SMITH

**SUBJECT:** CANDIDATE FORUM POLICY AND CANDIDATE PROFILE INFORMATION

**DATE:** APRIL 5, 2016

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**Issue:**

Staff is seeking direction from Council regarding the Candidate Forum Policy and publication of candidate profile information in the Village Crier.

**Background:**

*Candidate Forum Policy*

At the October 7, 2014 Council meeting, Council discussed holding a candidate forum for the 2014 regular municipal election (see Exhibit A for minutes). At the April 21, 2015 Council meeting, Council approved the Candidate Forum Policy (Exhibit B). The minutes from that meeting are not attached to this staff memorandum because the policy was not discussed prior to the motion for approval. The April 21, 2015 staff memorandum states:

Candidate Forum Policy – This policy replaced the existing Elections Issues Public Comment Policy. It was drafted to clarify the City's position that, in order to comply with State regulations regarding the use of public funds during elections, the City will not be involved with any campaign, debate, forum or other candidate activities.

The adopted Policy states:

Cherry Hills Village does not contribute, directly or indirectly, to any campaign involving the nomination, retention, or election of any person to any public office. The Village does not sponsor debates, forums, or other candidate activities that would require the payment of Village funds, expenditure of staff time, or use of Village facilities. Notwithstanding the foregoing, the Village will provide information to, and

answer questions from, potential and announced candidates for office, and provide information to Village residents about the time, place, and manner of Village elections.

At the March 15, 2016 Council meeting staff asked for direction from Council regarding the Candidate Forum Policy. Council determined that the Candidate Forum Policy did not need to be amended but that clarification should be added to the City's Meeting Room Policy (see Exhibit C for amended policy). Because the Meeting Room Policy is an administrative policy Council does not need to approve this amendment with a resolution.

Staff has since researched if other municipalities are involved in candidate forums:

Arvada – Candidate forum has been held in Council Chambers, hosted/moderated by the League of Women Voters and other community groups.

Aurora – Candidate forum is held in Council Chambers, hosted/moderated by the League of Women Voters and other community groups.

Centennial – City does not host/is not involved in candidate forums.

Commerce City – League of Women Voters facilitates/moderates candidate forum, held in Council Chambers, school board candidates invited to participate, uses community groups as conduits.

Englewood - Candidate forum has been held in Council Chambers, hosted/moderated by the League of Women Voters and other community groups.

Greenwood Village – City does not host/is not involved in candidate forums. Forums are often hosted by the League of Women Voters or, in 2015, the Villager Newspaper.

Lakewood – City does not host/is not involved in candidate forums.

Sheridan – City does not host/is not involved in candidate forums.

#### *Candidate Profile Information in the Village Crier*

It has been the City's historical practice to publish information about City candidates in the Village Crier for municipal elections. Exhibit D contains the questionnaire prepared by staff and completed by candidates for past elections.

During the 2014 municipal election there was controversy surrounding the publication of candidate information in the Village Crier. Staff has since researched how other municipalities handle this issue:

Arvada – Leaves it to the media/outside organizations. City puts candidates' names, contact information, candidate affidavit & FCPA reports on city website.

Aurora – Bio sheet published on city website. City TV services division allows candidates to purchase TV time. Local newspaper publishes its own information.

Centennial – City publishes candidate photo, name, position running for, and affidavit/FCPA forms on website.

Commerce City – City provides questionnaire, published on city website (Exhibit E). City also provides opportunity to video record and post on city website, scripted by communications staff so questions are all the same.

Englewood – Candidates are asked for a candidate bio with specific guidelines/parameters (Exhibit F). Bios are included verbatim in the city newspaper, which is mailed to every resident and available on the city website.

Greenwood Village – List of candidates and photos published in city newsletter, notice of election on website, press release with notice of election but no photos. Candidate questionnaire: most of the info is not public, only name, address, phone number(s), and current/previous terms on city boards, which is only given out upon request (usually to press). (Exhibit G)

Lakewood – City provides questionnaire, published in city newsletter and on city website. (Exhibit H)

Sheridan – No candidate info sheet. Candidates are invited to write a short article in the city newsletter but they rarely do. The city doesn't have many guidelines/parameters, no word limit. Candidate names are put on city website along with other election info (type of election etc.).

Based on the idea that Village residents find candidate information helpful but that the City's procedure needs to be adjusted to make the process more equitable, staff has worked with City Attorney Michow on new instructions for candidate profiles (Exhibit I).

*Fair Campaign Practices Act*

Once an event that triggers the application of the FCPA has occurred, the City, its elected and appointed officials and employees acting in their official capacities are prohibited from making:

“any contribution in campaigns involving the nomination, retention, or election of any person to any public office, nor shall any such entity make any donation to any other person for the purpose of making an independent expenditure, nor shall any such entity expend any public moneys from any source, or make any contributions, to urge electors to vote in favor of or against [the ballot question or issue].”.

There are, however, certain exceptions to this prohibition including expenditure of public money “to dispense a factual summary”.

**Discussion:**

Use of City resources for a candidate forum and publication of candidate information in a City publication is at the discretion of Council. The most conservative option to avoid FCPA complaints is to not use City resources for these activities. The other consideration is the community expectation of the City’s responsibility to provide information about candidates.

Staff has identified three options for candidate information in the Village Crier and is seeking Council direction:

1. Continue to use the candidate information form from past elections (Exhibit D)
2. Use the proposed candidate profile form going forward (Exhibit I)
3. Not publish any candidate information in the Village Crier

**Attached:**

Exhibit A – October 7, 2014 City Council Meeting Minutes

Exhibit B – Candidate Forum Policy

Exhibit C – Revised Meeting Room Policy

Exhibit D – 2014 Candidate Bio for Village Crier

Exhibit E – Commerce City

Exhibit F – Englewood

Exhibit G – Greenwood Village

Exhibit H – Lakewood

Exhibit I – Proposed Candidate Profile for Village Crier

Mayor Pro Tem Stewart agreed with Councilor Roswell that the issue should be addressed by the new Council. He noted that even if all terms ended in May positions would still open up throughout the year as members resigned and new committees were formed.

Councilor Roswell moved, seconded by Councilor K. Brown to table Council Bill 7, Series 2014 and Resolution 18, Series 2014.

The motion carried unanimously.

Council Bill 8, Series 2014; Authorizing a Supplemental Appropriation to Reimburse the Western Golf Association for Major Event Permit Review Fees (first reading)

Director Proctor presented Council Bill 8, Series 2014 on first reading for Council's consideration. She explained that based on Council's decision at the July 15<sup>th</sup> meeting the City would reimburse the Western Golf Association \$20,000 of their major event permit fees for the 2014 BMW Golf Championship. She explained that because this expenditure was not included in the 2014 budget a supplemental appropriation was required.

Councilor K. Brown moved, seconded by Mayor Pro Tem Stewart to approve on first reading Council Bill 8, Series 2014; authorizing a supplemental appropriation in the amount of \$20,000 to reimburse the Western Golf Association for major event permit review fees.

The following votes were recorded:

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

Vote on the Council Bill 8-2014: 6 ayes. 0 nays. The motion carried.

Candidate Forum Policy Discussion

City Clerk Smith asked Council for direction regarding a candidate forum for the 2014 election. She explained that staff had received requests from a candidate and an anonymous resident that the City host a candidate forum. She noted that staff had assisted with the 2012 candidate forum but that it had been hosted by Village residents. She explained that staff had found little indication in the City's historical records of the City hosting a candidate forum in the past. She noted that most other municipalities were not involved in candidate forums and that they were typically hosted by other organizations such as a chamber of commerce or the League of Women Voters. She explained that staff was concerned that expending public funds on a candidate forum could be interpreted to be in violation of the Fair Campaign Practices Act. She presented several options to Council as to how to move forward.

City Attorney Michow added that in reference to the Fair Campaign Practices Act the courts have interpreted expenditure of public funds to include in-kind contributions such as staff time. She advised being conservative in order to avoid being involved in a campaign violation complaint.

Mayor Tisdale asked City Attorney Michow if the proposed option to ask candidates to pay the City for staff time was a feasible work around to the FCPA issue.

City Attorney Michow replied that it was feasible.

Councilor A. Brown indicated it was his understanding that state statute emphasized that public entities should not be involved in election campaigns.

City Attorney Michow agreed and added that courts have interpreted urging and advocacy to mean informing the electorate.

Councilor Roswell agreed and indicated that this was a slippery slope and recommended the City take no action and allow other organizations to host a candidate forum if they so desired.

Mayor Pro Tem Stewart indicated that the City should formalize a strict policy that the City should never be involved in any candidate forum through expenditure of funds, staff time, City facilities, or the City website. He added that the candidate information currently on the City website could be interpreted as advocacy and should be removed. He volunteered to work with the City Attorney to write a policy.

Councilor Griffin agreed with Mayor Pro Tem Stewart that the City had no business being involved in a candidate forum and that the City should adopt a formal policy.

Councilor VanderWerf stated that she was disappointed no group had stepped forward to host a candidate forum and agreed that the responsibility for a candidate forum should not fall to the City.

Councilor K. Brown abstained from the discussion as a candidate.

Councilor Roswell agreed that the candidate information should not be on the website.

Mayor Tisdale asked if the City had posted candidate information on the website in the past.

City Clerk Smith replied that she was unsure.

Alice Abrams, 105 Meade Lane, asked City Clerk Smith about the 2012 candidate forum and if staff time was paid for by the City.

City Clerk Smith confirmed that staff time was spent on the 2012 candidate forum and that staff was paid for that time by the City.

Ms. Abrams concluded that there was therefore a precedent for expenditure of City funds on a candidate forum.

Mayor Tisdale noted that the staff memo identified the 2012 candidate forum and added that candidate forums had been held at the City in 2004 and 2002. He noted that Council's decision appeared to be to take no action.

Councilor Roswell clarified that the candidate information on the website should be removed and that staff should work with Mayor Pro Tem Stewart on a formal policy stating that the City should not be involved in candidate forums.

Mayor Tisdale directed the City Clerk and City Attorney to confer and determine the appropriate approach for the information on the website. He clarified that there was no issue with having the factual summary for the ballot question on the website.

Councilor A. Brown noted that the City's ability to produce a factual summary was expressly provided for in state statute.

City Attorney Michow verified that was correct.

Mayor Tisdale directed staff to take no action related to a candidate forum for the 2014 election.

## **REPORTS**

### **Members of City Council**

Councilor A. Brown suggested that the Quincy Farm Visioning Committee Final Report should not be constrained to a half hour study session but rather should be presented during the regular meeting at the October 21<sup>st</sup> meeting in order to allow Council sufficient time for discussion. He reported that the Utility Line Undergrounding Study Committee (ULUSC) was working on a draft report to present to Council and had decided to wait until after the November 4, 2014 election to finalize the report based on the outcome of the fiber optic ballot question. He further reported that based on a conversation with a resident from the Glenmoor subdivision he was interested in exploring a possible amendment to the allowed uses in the setback if Council had no objection. He noted that some accommodation of allowing expanded uses in the setback might be accomplished without conflicting with the intent and purpose of the setbacks.

Councilor VanderWerf reported that the City's newest loan of public art, *Colorado Loop #6* by Yoshi Saito, would be dedicated on October 14<sup>th</sup> at 11 am at the southeast corner of University Boulevard and Quincy Avenue at a ceremony attended by the artist.

Councilor Roswell suggested that Councilor A. Brown work with P&Z on his proposed amendment to the setback regulations for the Glenmoor subdivision. He reported that Old Cherry Hill's Oktoberfest had been a success. He noted that he would attend the retirement party for South Metro Fire Rescue Authority Chief Qualman on November 13<sup>th</sup>. He stated that Chief Qualman had been a great friend to the Village and had been instrumental in advocating the Joint Public Safety Facility.

Councilor K. Brown reported that the Quincy Farm Visioning Committee had completed its final report and would present to PTRC on October 9<sup>th</sup> and to City Council on October 21<sup>st</sup>. She added that she joined staff and PTRC Chair Bill Lucas in reviewing proposals for the John Meade Park planning consultant and that they hoped to bring a contract to Council for consideration in October. She indicated that she would be open minded about Councilor A. Brown's possible proposed amendments to the Glenmoor setbacks but noted that the Intent of setbacks was very important to maintain.

Councilor Griffin agreed with Councilor K. Brown in relation to Councilor A. Brown's exploration.

Mayor Pro Tem Stewart agreed with Councilor Griffin.

City of Cherry Hills Village  
Policies and Procedures  
Adopted by City Council April 21, 2015

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**Candidate Forum Policy**

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**ADMINISTRATIVE POLICY**

Cherry Hills Village does not contribute, directly or indirectly, to any campaign involving the nomination, retention, or election of any person to any public office. The Village does not sponsor debates, forums, or other candidate activities that would require the payment of Village funds, expenditure of staff time, or use of Village facilities. Notwithstanding the foregoing, the Village will provide information to, and answer questions from, potential and announced candidates for office, and provide information to Village residents about the time, place, and manner of Village elections.

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## CITY OF CHERRY HILLS VILLAGE MEETING ROOM POLICY

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The following rules and regulations concerning the use of the Village Center meeting room have been established by the City Council of the City of Cherry Hills Village. The City Manager, or designee, will be in charge of administering and implementing this policy and shall have sole discretion to determine whether an event will be permitted. The following rules and regulations will apply to those who desire to use any Village Center meeting room:

- The City Council, City departments, commissions, boards, and agencies will have top priority on the use of facilities.
- All outside groups wishing to reserve meeting rooms must be non-profit, community service oriented, and be sponsored by a resident or employee of the Village.
- Private social events, meetings by private businesses, and/or religious ceremonies are not permitted.
- The City's meeting rooms may not be used with the intent to advance any political candidate or campaign.
- Groups may not charge admission to any event held in the Village Center. An offering, tuition, assessment, or similar charges are considered to be an admission charge.
- Regularly scheduled or frequent meetings other than City functions will not be permitted.
- The service of food or beverages will be subject to the specific review and approval of the City, and bringing alcohol on the premises is expressly forbidden except for demonstrations or training purposes.
- Scheduled events are subject to change or cancellation, at the discretion of the City Manager or if specific City functions require the use of the facilities.

Meeting rooms may be reserved for after business hours. Please call the City Clerk during regular business hours to make reservations. Reservations must be made in advance, but no reservations will be accepted more than 60 days prior to the event. No charge will be made for the use of meeting rooms at the Village Center.

Meeting rooms must be left in a clean and orderly condition. Groups will be held responsible for any damage to the room or equipment. The City, in its sole discretion, reserves the right to revoke meeting room privileges at any time and shall not be held liable for any injury that may result while on the premises.

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Please complete the application below and return to the City Clerk's Office, 2450 E. Quincy Avenue, Cherry Hills Village, CO 80113.

Name of Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

Date Desired: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Time of Use (Total): \_\_\_\_\_

Purpose of function: \_\_\_\_\_

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Signature of Sponsor

The Sponsor will be held responsible for compliance with the Meeting Room Policy.

# CANDIDATE BIO INFORMATION

If you would like your candidate information included in the next issue of The Village Crier please **complete** and **return** the attached Candidate Biographical Information to Martha Welborn, Crier Editor (mwelborn@ecentral.com) **by Monday, August 25<sup>th</sup>**.

We will also be including candidate photos in the issue. To have your photo included you have three options:

1. You can submit a .jpg file via e-mail to Laura at [lsmith@cherryhillsvillage.com](mailto:lsmith@cherryhillsvillage.com)
2. You can submit a .jpg file on a disc to Laura at the Village Center (open 8-4:30 Monday-Friday)
3. Laura Smith, City Clerk can take your picture at the Village Center (open 8-4:30 Monday-Friday)

Photos will need to be submitted by Monday, August 25<sup>th</sup> to be included. If you have any questions contact Laura at 303-783-2732.

**Candidate Information for the Village Crier**  
**Attach a second sheet if necessary**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Family:** \_\_\_\_\_

**Number of years resident of Colorado:** \_\_\_\_\_

**Number of years resident of CHV:** \_\_\_\_\_

**Recreational Interests:** \_\_\_\_\_

**Education:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Contributions to CHV to date:** \_\_\_\_\_

**Previous Civic and Community Service:** \_\_\_\_\_

**What do you value most about Cherry Hills Village:** \_\_\_\_\_

**Issues of concern during the next two to four years:** \_\_\_\_\_

**Reasons for seeking office:** \_\_\_\_\_

**What do you hope to contribute as a Cherry Hills Village elected official:** \_\_\_\_\_



## 2013 MUNICIPAL ELECTION CANDIDATE INFORMATION SHEET

PHOTO WILL BE  
INSERTED HERE.

PLEASE PROVIDE A  
PHOTO (greater than 1MB  
in size).

THE CITY WILL TAKE  
ONE DURING VIDEO  
TAPING IF UNABLE TO  
PROVIDE.

### NAME

Candidate for <Insert Position>

### Fast Facts:

- Age:
- Occupation:
- Years lived in Commerce City:
- Years lived in Colorado:
- Phone:
- Website:
- Email:

### Questions & Answers

*Please provide answers to the following questions. Only a three-page information sheet will be published to the city's website.*

1. Why are you running for council?
2. What are the three biggest opportunities for Commerce City?
3. What are the three biggest challenges facing the city?
4. What does a "Quality Community for a Lifetime" mean to you?
5. What is your favorite aspect of the city?

Please return information sheet by 5 p.m. Friday, Sept. 13, 2013 to Michelle Halstead,  
7887 E. 60<sup>th</sup> Avenue, Commerce City, CO 80022 or [mhalstead@c3gov.com](mailto:mhalstead@c3gov.com).



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MEMORANDUM

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**TO:** CITY COUNCIL CANDIDATES  
**FROM:** MICHELLE HALSTEAD, COMMUNICATIONS DIRECTOR  
**CC:** CITY CLERK, CITY ATTORNEY  
**SUBJECT:** CANDIDATE INFORMATION REQUEST  
**DATE:** AUGUST 13, 2013

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Congratulations on your candidacy and thank you for your interest in serving Commerce City. The communications division will be sharing information about candidates on the city website, Channel 8, and the city newsletter, *Commerce City Connected*, to help educate residents prior to the November 5 election. Please help share information by participating in the following:

**Candidate Information Sheet**

Please complete the attached candidate information sheet **by 5 p.m. Friday, Sept. 13, 2013**. Staff will insert the photo; no more than a **three-page information sheet** will be posted to the city's website. This information will also be included in the October issue of the city newsletter. Due to space limitations, answers may be edited for inclusion but no edits will be done for grammar.

**Videotaping of Candidate Profiles**

The city will be taping candidate profiles on Friday, Sept. 13. Thirty (30) minute time slots are available beginning at 9 a.m. until 7 p.m. at the Civic Center. **Please reserve your time as soon as possible** by contacting Michelle Halstead. Slots will be filled in the order requested. Profiles will be approximately three minutes in length, using questions from the candidate information sheet. The videos will be posted on the website and Channel 8. Native files also will be provided to each candidate for their individual use.

If you choose not to participate, you will still be listed as a candidate in the city newsletter and the website. Links and information will reflect that information was not provided.

Please don't hesitate to contact me with any questions. I can be reached at 303-289-3719 or [mhalstead@c3gov.com](mailto:mhalstead@c3gov.com).



CITY OF ENGLEWOOD  
CITY MANAGER'S OFFICE

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July 1, 2013

Dear City Council or Municipal Judge Candidate:

We plan to publish an election issue of the *Englewood Citizen* newsletter and we would like to offer you an opportunity to submit a candidate profile for this edition to provide information to the voters about yourself and/or your candidacy.

The election issue of the *Englewood Citizen* newsletter will be distributed in early October, before the voters receive their mail-in ballots from the Arapahoe County Election Office.

If you choose to submit a candidate profile, we will print it verbatim, provided that it complies with the requirements of the Fair Campaign Practices Act. Under the Fair Campaign Practices Act, we are allowed to print only the actual wording of the ballot issues; we are not allowed to discuss them or refer to them in any other way in our publication. Please read the candidate profile criteria below very carefully.

**Candidate profile criteria:**

- Your profile MAY include information about yourself.
- Your profile MAY include the reason(s) you are running for office.
- Your profile MAY include any other topic relevant to your candidacy (provided that the information does not conflict with the Fair Campaign Practices Act).
- Your profile MAY NOT include any references to any ballot issues on the November 5, 2013 ballot.

**Additional profile requirements:**

- We ask that your candidate profile be no more than 250 words in length. The profiles will be printed verbatim. We will make no editorial or grammatical revisions.
- The deadline to submit your candidate profile is Friday, September 13, 2013 by 5 pm.

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Gary Sears, City Manager

Candidate Profile Letter

July 1, 2013

Page 2

- Profiles may be e-mailed to the City Clerk's Office ([cityclerk@englewoodgov.org](mailto:cityclerk@englewoodgov.org)). If you prefer, you can deliver a hard copy of your profile to the City Manager's Office or the City Clerk's Office. Both offices are located on the third floor of the Englewood Civic Center.
- If you would like a photo of yourself included in the newsletter alongside your profile, please provide a high-resolution digital photo of yourself when you submit your profile. If you prefer, you can provide a hard-copy photograph. We will scan the photograph and return the original.

If you have any questions at all, do not hesitate to contact me. My telephone number is 303-762-2316 or you can reach me by e-mail at [lhoffhines@englewoodgov.org](mailto:lhoffhines@englewoodgov.org).

Sincerely,



Leigh Ann Hoffhines  
Communications Coordinator

## City Clerk announces details on November 5 Election

Englewood's City Clerk is working closely with the Arapahoe County Election Office on the November 5, 2013 Coordinated Election. This election will be a mail ballot election and there will also be four Vote Service and Polling Centers to assist voters.

- request a new mail-in ballot;
- request a replacement mail-in ballot;
- drop off their completed mail-in ballot; and
- vote on an accessible voting machine.

initiated question). Your ballot may also include State or County questions and candidates, and ballot measures for other districts, such as a school district or special district. *(Continued on page 2.)*

**Vote Service & Polling Centers**  
Beginning Tuesday, October 15 through Election Day, four Arapahoe County Vote Service and Polling Centers will be in operation (in Aurora, Byers, Centennial, and Littleton). Contact the Arapahoe County Election Office at 303-795-4511 or visit [www.arapahoevotes.com](http://www.arapahoevotes.com) for locations and hours of Voter Service and Polling Centers.

The Englewood Civic Center will serve as a ballot drop-off center. Arapahoe County voters can drop off their completed mail-in ballots at the Civic Center (3rd floor City Clerk's Office - 1000 Englewood Parkway) from October 15 through Election Day from 8 am to 5 pm Monday through Friday, from 9 am to 1 pm on Saturday, November 2, and from 7 am to 7 pm on Election Day.

The Voter Service and Polling Centers will offer a variety of services. Voters can:

- register to vote;
- update their voter registration;

**Englewood's Ballot**  
The ballot for Englewood voters will include City Council and Municipal Judge candidates and two questions (one referred by City Council; one citizen-

### Inside...

This special edition of the Englewood Citizen newsletter offers specifics on Englewood's portion of the ballot for the November 5, 2013 Election.

**Election Details**.....1  
Details on the mail-in ballot process.

**Ballot Questions**.....2  
Englewood's portion of the ballot contains two questions. The exact wording of the questions is listed on page 2.

**Candidate Profiles**.....3  
Englewood's candidates were offered an opportunity to submit information about themselves and their candidacy. The Candidate Profiles begin on page 3.

**Ballot Drop-off Locations**...8  
A list of official locations where voters can drop off their ballots.

### Election results at [www.arapahoevotes.com](http://www.arapahoevotes.com)

Arapahoe County will post the vote counts for Englewood's candidates and ballot questions (along with all other Arapahoe County elections) on [www.arapahoevotes.com](http://www.arapahoevotes.com) beginning shortly after 7 pm on Election Day.

### City of Englewood

1000 Englewood Parkway  
Englewood, CO 80110  
303-762-2300

[www.engagewoodgov.org](http://www.engagewoodgov.org)

 [facebook.com/CityofEnglewoodCO](https://facebook.com/CityofEnglewoodCO)

(Continued from page 1.)

### Mail-in Ballots

Arapahoe County will send the ballots through the U.S. mail beginning Tuesday, October 15. Completed ballots can be returned via mail, or they can be dropped off at any Arapahoe County Vote Service and Polling Center or at any ballot drop-off site (see list of nearby drop-off sites on page 8).

### Election Website

The Arapahoe County Election website, [www.arapahoevotes.com](http://www.arapahoevotes.com) is a good resource for additional

information on the 2013 Election.

The website offers:

- voter registration forms;
- voter status; and
- general voting information.

The [arapahoevotes.com](http://arapahoevotes.com) website will also post vote counts as they come in for all Arapahoe County races and ballot questions (including Englewood) beginning shortly after 7 pm on Election Day.

For more information on the 2013 Election, visit [www.arapahoevotes.com](http://www.arapahoevotes.com).

## Englewood Ballot Questions

Englewood's 2013 ballot will include two ballot questions: one referred by the City of Englewood regarding recreational marijuana and one brought forth as a citizen initiative regarding designation of park property.

The exact wording of the ballot questions is included below. Please keep in mind that your ballot may also include candidates and questions related to County, State, school districts, and special districts.

### Ballot Question 2B

Shall the Englewood Municipal Code of the City of Englewood, Colorado ban the retail sale of recreational marijuana, ban recreational marijuana cultivation facilities, ban recreational marijuana manufacturing facilities, and ban recreational marijuana testing facilities; while not restricting personal use and growth of marijuana as allowed under the Colorado Constitution, nor shall it affect Englewood's currently licensed medical marijuana businesses, primary care-givers, patients and Code provisions relating thereto?

Yes \_\_\_\_\_ No \_\_\_\_\_

### Ballot Question 300

Shall the Englewood Municipal Code of the City of Englewood, Colorado be amended to include official designation of Park property within the City of Englewood in order to protect the people of Englewood and their right to vote on the sale of Park property by: dedicate as "Park" any property identified on 2006 Englewood Parks and Recreation Master Plan as a Park including but not limited to: Baker, Barde, Bates-Logan, Bellview, Centennial, Clarkson, Cushing, Depot, Duncan, Emerson, Hosanna, Jason, Miller Fields, Romans and Rotolo?

Yes \_\_\_\_\_ No \_\_\_\_\_

## Candidate Profiles

Englewood's candidates were offered an opportunity to submit a candidate profile for this edition of the *Englewood Citizen* newsletter. The candidates are listed below and their profiles are printed verbatim on the following pages.

Please keep in mind that your ballot may also include candidates and questions related to County, State, school, or special districts.

### City of Englewood Candidates

The candidates to be decided in the November 5, 2013 Municipal Coordinated Election are listed below in the order they will appear on the ballot.

**City Council Member: District 2**  
(Vote for one)  
[four-year term]

Rita Russell  
Linda Olson

**City Council Member: District 4**  
(Vote for one)  
[four-year term]

Rick Gillit

**City Council Member: At-Large**  
(Vote for one)  
[four-year term]

Scott Gorsky  
Steven R. Yates

**Municipal Judge**  
(Vote for one)  
[four-year term]

Vincent R. Atencio

**PLEASE NOTE:** The profiles for the candidates running unopposed are included on this page to the extent this does not reflect the order of the positions on the ballot. The placement was strictly for the purposes of newsletter layout.

## Candidate Profile

- Lifelong resident of City of Englewood, attended Englewood schools, graduated Englewood High School 1968
- Undergraduate, Brown University
- Law school, University of Denver
- Married 41 years to Debra, no children
- I have served on the board of directors for InterFaith Community Services, serving as treasurer, and on the board of directors for the original Englewood Historical Society
- My hobbies include all outdoor sports including hiking, skiing, camping and mountain biking. I am also interested in archaeology.

## Municipal Judge

### Vincent R. Atencio Municipal Judge Candidate



I have served as the presiding judge in the Englewood Municipal Court since January, 1998. Prior to becoming the presiding judge I was an associate judge for eleven years. I consider it an honor and privilege to serve the citizens of Englewood as municipal judge. We have a unique situation since I am the only fully elected judge in Colorado.

I enjoy my job because it is both challenging and rewarding. As a lifelong Englewood resident I believe that I have an understanding of the city and the issues we face. During the difficult budget times for the city we have worked hard to maintain the level

of services our citizens expect while staying within budget constraints.

I am very proud of the way our staff has performed through these difficult times.

My highest priority continues to be that all persons are given their due process rights while being treated with respect and dignity. I am looking forward to continuing to provide the citizens of Englewood with the best municipal court in the state.

## Candidate Profile

What a ride these past four years have been! A little over four years ago I entered the race as the candidate who possessed a strong Business and Management Background. I was considered at the time an outsider by many but with the desires of my district to go in a different direction allowed me the honor and privilege to be elected and serve our wonderful citizens!

In the past four years I have done all I can to represent the desires of my constituents and not that of my own or any special interest or individual. I am still that hard working guy that strives to work hard for all the residents of Englewood!

## City Council | District 4

### Rick Gillit City Council Candidate: District 4



In my first term, the financial status of our city went from dire to a much stronger fiscal situation! This took lots of hard work and yes, even some spirited conversations to get there! But we did it!

We now have a positive forecast of new businesses, housing projects, and Planned Urban Developments that were only dreamed of four years ago. The Flood Middle School project is under way, the Martin Plastics property is near breaking ground. Our District

is getting a new Sprouts Grocery store and we have two new King Soopers in our city.

The reason I wanted to run again is that there is so much more in the works and a lot of work that needs to be done! I would be honored to serve this great city again. Thank You!

## City of Englewood Candidates

The candidates to be decided in the November 5, 2013 Municipal Coordinated Election are listed below in the order they will appear on the ballot.

**City Council Member: District 2**  
(Vote for one)  
[four-year term]

Rita Russell  
Linda Olson

**City Council Member: District 4**  
(Vote for one)  
[four-year term]

Rick Gillit

**City Council Member: At-Large**  
(Vote for one)  
[four-year term]

Scott Gorsky  
Steven R. Yates

**Municipal Judge**  
(Vote for one)  
[four-year term]

Vincent R. Atencio

For details on the 2013  
Election, check the Arapahoe  
County Election website  
[www.arapahoevotes.com](http://www.arapahoevotes.com)



**Rita Russell**  
City Council Candidate: District 2

I grew up in Englewood, graduated from Englewood High School, attended Colorado State University and then married Dan Russell, my husband of 43 years, who is a U.S. Air Force Veteran. We have two children and four wonderful grandchildren. I also am a retired small business owner who has the practical and proven experience necessary to make tough and decisive decisions.

I have volunteered extensively in my local church and in Para church organizations. My work on leadership training and development, as well as curriculum development, will be an invaluable asset in my service to the City of Englewood.

I am not a politician, but I decided to get involved because I believe our city council has been making decisions that are eroding our basic rights as citizens and destroying our city's economic welfare. We need to stop ignoring our citizen initiatives and start protecting their rights according to our Charter.

**Rita will work diligently to:**

**Restore the confidence of our citizens and business owners**

- Respecting their right to be heard
- Representing their interests on Council

**Promote Responsible Growth**

- Partnering with existing businesses
- Pursuing new commercial and retail development

**Pursue Fiscal Conservatism**

- Voting for a "real" balanced budget
- Voting to cut spending rather than increase taxes

I give my commitment to be a "Servant" to the public, to uphold the City Charter and to represent the needs of the citizens of Englewood.

Rita4Council@gmail.com;  
720-466-3860



**Linda Olson**  
City Council Candidate: District 2

It has been an honor to serve as District 2 Council Member during some of the toughest economic times Englewood has seen. Thankfully, through hard work, we are emerging from the great recession as resilient and a place to live and invest. I want to see this continue with forward thinking that supports Englewood as a **positive, vibrant, and sustainable community.**

My husband and I made District 2 home 27 years ago, raising 3 children here. As a DU faculty member, I direct the Learning Communities and Civic Engagement department and Pioneer Leadership Program. My passion for Englewood developed through City commission volunteer opportunities. Serving on Council has further strengthened me to make informed, thoughtful decisions for Englewood.

#### My Council Accomplishments:

- \* Constant voice for responsible development at Kent Place
- \* Worked to retain ART-RTD Shuttle funding
- \* Strong voice for neighborhood stability in Medical District
- \* Worked for Post Office historic preservation

- \* Supported Craig Hospital as significant employer, ensuring a \$90 million internal renovation
- \* Maintained fiscal restraint producing responsible annual budget reserves
- \* Supported multiple developments bringing nearly \$335 million into city
- \* Approved grants netting nearly \$2 million for safety, infrastructure and parks
- \* Board service: Water and Sewer, KEB, Business Improvement District, Tri-Cities Planning, Swedish/City Committee

#### My Future Priorities:

- \* Continue responsible economic development
- \* Secure quality of life amenities: fire, police, infrastructure, and schools
- \* Promote civic engagement as City of Service

It is a privilege to represent you. I ask for your vote to continue making Englewood a **positive, vibrant, sustainable community.**

Contact:  
olson4district2@gmail.com  
#303-789-4799

## City of Englewood Candidates

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(Vote for one)  
[four-year term]

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Linda Olson

**City Council Member: District 4**  
(Vote for one)  
[four-year term]

Rick Gillit

**City Council Member: At-Large**  
(Vote for one)  
[four-year term]

Scott Gorsky

Steven R. Yates

**Municipal Judge**  
(Vote for one)  
[four-year term]

Vincent R. Atencio

For details on the 2013 Election, check the Arapahoe County Election website:  
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(Vote for one)  
[four-year term]

Scott Gorsky

Steven R. Yates

**Municipal Judge**  
(Vote for one)  
[four-year term]

Vincent R. Atencio

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**Scott Gorsky**  
City Council Candidate: At-Large

Being elected to Englewood City Council will allow me to continue my long standing commitment to serving my community. For more than ten years my wife Chelsea and I have lived in Englewood, building a home with our daughter Trinity. While serving on the Englewood School Board for the last 8 years, most recently as President, I've shown my talent for building consensus and the determination to tackle difficult issues. Additionally, my collaborative work with City boards and commissions demonstrates my ability to serve as a competent and informed City Councilmember.

### Achievements:

- Instrumental in securing voter approval of the only successful Colorado school bond and mill levy ballot issue of 2011
- Oversaw continuous growth in student enrollment
- Elevated the District's State rating
- Instituted a public dialogue forum at Board meetings
- Maintained one of the most financially healthy districts in the Metro area, in the face of severe cutbacks in State funding

### Goals:

- Maintain quality infrastructure, and a safe, clean and attractive Englewood
- Promote economic development
- Sustain responsible annual and long term budgets and reserves
- Continued support for education, including after school programs & adult education
- Promote arts and cultural programming
- Encourage home ownership options

### Vision:

- Encourage open and constructive citizen dialogue
- Promote our community's assets to the benefit of our citizens and businesses
- Planning and enriching the course of our City's future
- While we partner with private & public entities, Englewood's strength lies in its independence and complete range of city services

"I would sincerely appreciate your vote."

scottgorsky@gmail.com  
720-295-3130

**Steven R. Yates**  
**City Council Candidate: At-Large**



Steven R. Yates announces his bid for the Englewood City Council At Large Seat.

A Colorado native, Steven has lived in Englewood for the past 25 years and is raising his two teenage sons with his wife, Mindy of 18 years. Steven is also a successful business owner who has first hand experience in starting and running multiple businesses.

Steven has been involved with city issues for the past 6 years on a range of topics from Property Rights. Personal Rights and Community Development.

Why Steven is making a bid for Councilmen At Large.

Recently City Council took actions on a subject where the vote of the people is required by Charter. The City Attorney used a preliminary hearing Opinion from a case that is not finished to justify not taking it to a vote of the People. The majority of Council went along with it.

How will Steven Yates conduct himself as your At Large Councilmen?

- Listen to and understand Your concerns.
- Always protect Your rights.
- Follow Our City Charter.
- Keep Taxes as low as possible.
- Keep Englewood independent.
- Insure Transparency in our City Government.
- Remove obstacles keeping our business district from Succeeding.
- Protect Englewood's Assets for Future Generations.
- Always show respect for the People.

He wants to hear from you.

Steven R. Yates,  
Email: [Steve@YatesEnglewood.com](mailto:Steve@YatesEnglewood.com),  
Phone: 720-446-8234

## City of Englewood Candidates

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Steven R. Yates

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[four-year term]

Vincent R. Atencio

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[facebook.com/CityofEnglewoodCO](https://facebook.com/CityofEnglewoodCO)

**\*\*\*\*\*ECRWSS\*\***  
**POSTAL CUSTOMER**

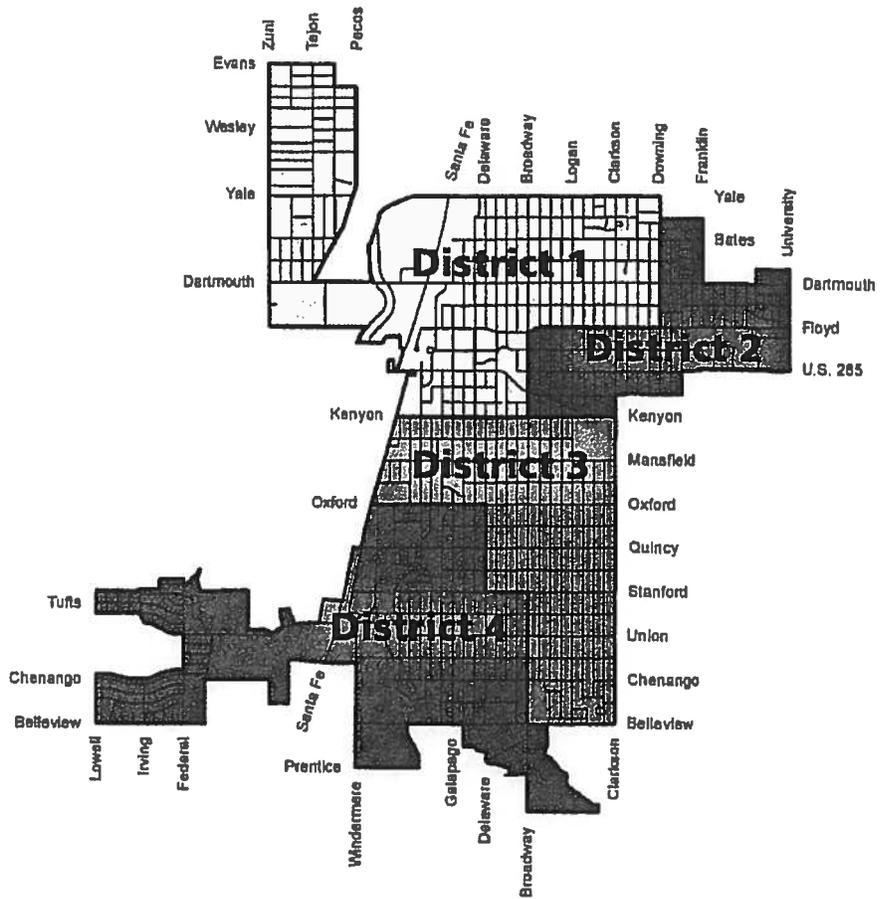
## City Council District Map

Englewood's seven-member City Council includes one representative for each of Englewood's four Council Districts and three who represent the City of Englewood at large. The Council Members serve four-year staggered terms. The Mayor and Mayor Pro Tem are chosen by the City Council from among their members in accordance with the City Charter.

### Nearby ballot drop-off sites

- **Englewood Civic Center**  
 3rd Floor City Clerk's Office  
 1000 Englewood Parkway
- **Arapahoe County Administration Building**  
 Clerk & Recorder  
 5334 S. Prince St. in Littleton  
 (24-hour ballot box available)
- **Arapahoe County Voting Facility**  
 5251 S. Federal Blvd. in Littleton  
 (24-hour ballot box available)
- **Littleton City Clerk's Office**  
 2255 W. Berry Avenue
- **Sheridan City Hall**  
 City Clerk's Office  
 4101 S. Federal Blvd.

For a complete list of ballot drop-off sites and hours, visit [www.arapahoevotes.com](http://www.arapahoevotes.com)



The Election Edition of the *Englewood Citizen* newsletter is published by the City of Englewood to provide Englewood voters with news and information about the November 5, 2013 Election. If you have questions or comments, please call the City Managers Office at 303-762-2316. This newsletter is available in alternative format upon request.

Website: [www.engagewoodgov.org](http://www.engagewoodgov.org) Email: [info@engagewoodgov.org](mailto:info@engagewoodgov.org)



### CANDIDATE GENERAL INFORMATION

The City Clerk's Office receives numerous inquiries from the public for general information regarding the municipal candidates. Please submit this form as soon as possible after receiving your candidate packet or filing your Candidate Affidavit.

Only the information noted with an asterisk (\*) will be given to the general public.

\*Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Phone Numbers: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Fax) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number \_\_\_\_\_

Employment (optional) \_\_\_\_\_

Education: (optional) \_\_\_\_\_

Family: (optional) \_\_\_\_\_

\*List of previous or current terms on City of Greenwood Village boards, commissions, committees, etc.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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## **Looking @ Lakewood City Council Candidate Questionnaire**

In an effort to help Lakewood voters get to know the candidates running for City Council, Looking @ Lakewood will publish your answers to this questionnaire in its Sept. 24 edition. Looking @ Lakewood is a City of Lakewood publication, and it is distributed to all addresses in the city. Your answers also will be published on the City's website, [www.Lakewood.org](http://www.Lakewood.org).

To ensure that the photograph of you reproduces well, both in the newsletter and on the website, you must submit a high-quality, high-resolution color photograph that is a minimum of 3 inches by 5 inches. The resolution should be at least 300 pixels per square inch for digital photographs. The photograph should be a close-up showing you from the shoulders up. No Polaroid pictures. Digital photographs sent by e-mail are preferred. Printed photographs will not be returned to you.

The newsletter does have space limitations, so please be as concise in your answers as possible. List your most important points first because we reserve the right to edit for length due to limited space; however, we will not edit for spelling, grammar or punctuation.

- **The deadline to provide your answers and a photo to Stacie Oulton, the newsletter's editor, is Monday, Sept. 9. The information MUST be typed.**
- **Please send an email of your answers to the questionnaire and a digital photograph as separate attachments to [staoul@lakewood.org](mailto:staoul@lakewood.org). An email is preferred, but you may mail or drop off your answers and photograph at the City Manager's Office, 480 S. Allison Parkway, 80226.**

### **Questions**

**Name:**

**Occupation:**

**Best way for voters to reach you:**

**Your website:**

- 1) How long have you lived in Lakewood and how long have you lived in the ward for which you seek a seat?
- 2) What are your top three qualifications to run for public office?

**Continued on back**

- 3) Why are you running and what do you hope to accomplish?
- 4) What is your vision for Lakewood?
- 5) How would you handle issues that create opposing views among your constituents?
- 6) FOR CANDIDATES RUNNING UNOPPOSED: What do you think the role of local government should be?
- 7) FOR CANDIDATES IN RACES WITH OPPONENTS: What distinguishes you from your opponent(s)?
- 8) How do you define the role of a City Council member?

**Continued on back**

## City Council elections by mail ballot only

Electing your representatives for Lakewood City Council is as easy as going to your mailbox. This Nov. 5 election for City Council members will be done by mail ballots only.

Each active, registered Lakewood voter will receive a mail ballot at home listing the City Council candidates who are up for election this year in the voter's ward. Absentee ballots are available, and applications for those can be picked up at the City Clerk's Office at 480 S. Allison Parkway.

For your convenience, the City Clerk's Office will have a ballot box in which voters can drop their mail ballots instead of mailing them through the U.S. Postal Service. If you mail your ballot at the post office, mail it early enough before the election to ensure that it is received by the 7 p.m. deadline on Tuesday, Nov. 5.

### Important dates to remember

Oct. 15-18 – Mail ballots sent to all active, registered Lakewood voters.

Oct. 29 – Last day to apply for a mail ballot to be received by mail at your home.

Nov. 1 – Last day to apply for a mail ballot that you must pick up at the City Clerk's Office.

Nov. 5 – Election Day. Mail ballots must be received by 7 p.m.

### Where to go or call for voting information

Lakewood City Clerk's Office, 480 S. Allison Parkway, first floor, 303-987-7080,

[www.Lakewood.org/Elections](http://www.Lakewood.org/Elections).

### Locations to drop off mail ballots

**Lakewood City Clerk's Office**

480 S. Allison Parkway

8 a.m.-5 p.m., Monday-Friday

10-2 p.m., ONLY on Saturday, Nov. 2

7 a.m.-7 p.m., ONLY on Tuesday, Nov. 5

**Jefferson County Drop-off Box**

100 and 700 Jefferson County Parkway

Available 24 hours a day

Walk-up drop off on Tuesday, Nov. 5 in lobby of 100 Jefferson County Parkway

**Jefferson County Elections Office**

3500 Illinois St., Suite 1100, Golden

7:30 a.m.-5:30 p.m., Monday-Friday

10-2 p.m., ONLY on Saturday, Nov. 2

7 a.m.-7 p.m. ONLY on Tuesday, Nov. 5

**Jefferson County Motor Vehicle Office**

2099 Wadsworth Blvd.

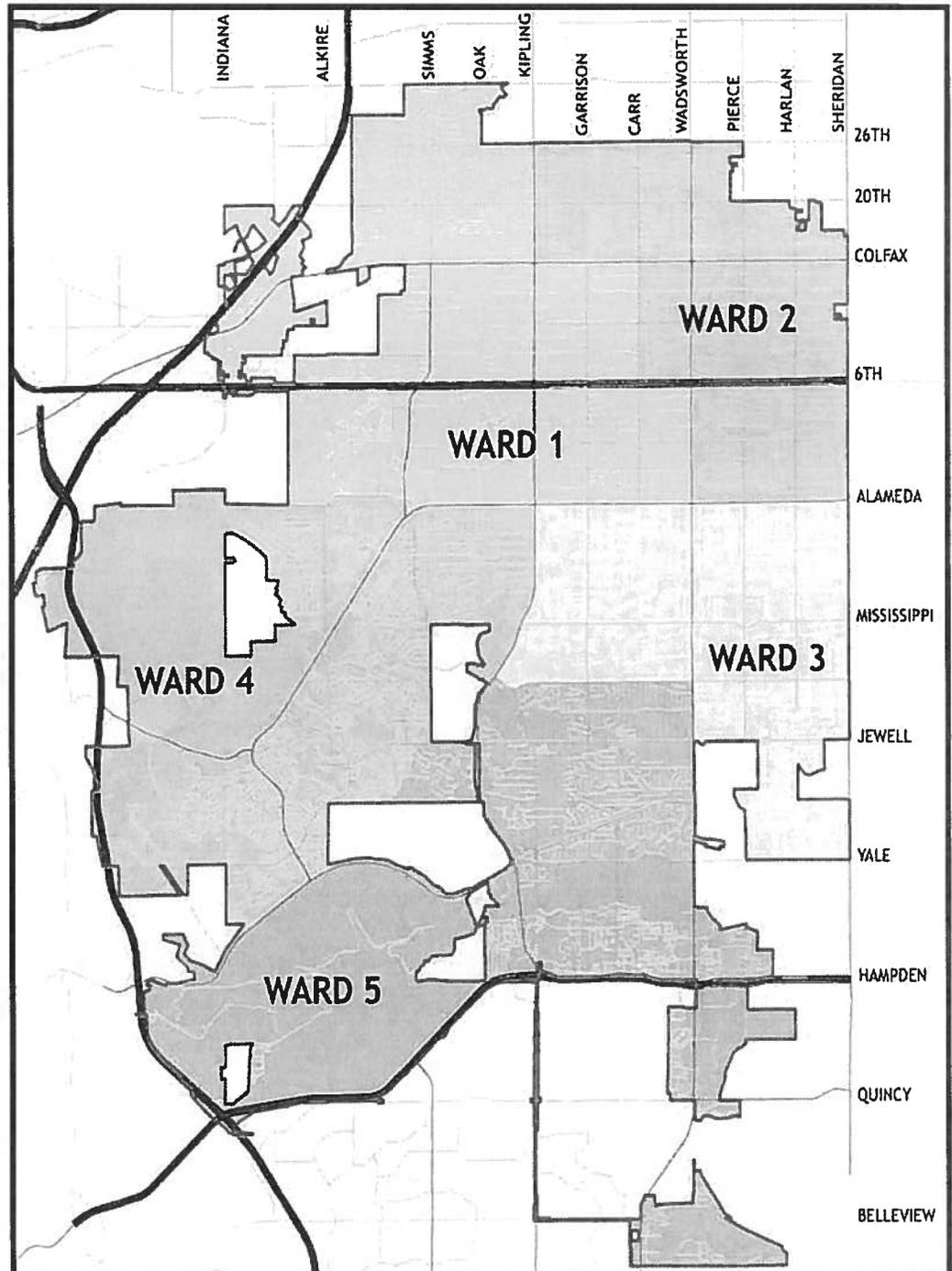
7:30 a.m.-5:30 p.m., Monday-Friday

10-2 p.m., ONLY on Saturday, Nov. 2

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# ★ ★ Voters Guide ★ ★

Wondering what ward you live in? Visit [www.Lakewood.org/WardMap](http://www.Lakewood.org/WardMap) for an interactive map.





# Voters Guide



## WARD 1

### Ramey Johnson

**Occupation:** Master's Community Health, Registered Nurse; currently full-time City Councilman  
**Best way for voters to reach you:** 303-232-1567  
**Website:** Rameyjohnson.com



*How long have you lived in Lakewood, and how long have you lived in the ward for which you seek a seat?*

My Dad and I moved to Lakewood when I began Junior High School in the early 1960's. I have lived in Ward 1 for about 23 years. When we were first married, we lived in Lakewood, then moved to Arvada for 17 years before returning to Lakewood.

*What are your top three qualifications to run for public office?*

- Unapologetic love for the people in Lakewood and the city.
- Passion for public service- listening to people's voices with a history of total commitment to finding solutions.
- Previous experience as State legislator, City Councilwoman, 2013 graduate of Harvard-Kennedy Business School - State and Local Government

*Why are you running, and what do you hope to accomplish?*

I am seeking re-election because I believe there is still vital work that can be done to improve the Colfax corridor, and to monitor new development in Ward 1. I have a total commitment to give the citizen's a voice and help find workable solutions in a congenial way. People want a "government" that is responsive and works for them and I believe I have a track record of that. I study all issues before making a honest deliberative vote (see website for my analysis on controversial votes).

*What is your vision for Lakewood?*

Continually live up to the citizen's expectations of a safe city that honors the need for our beautiful parks and open space. Always work toward a city that reflects the citizen's values, is economically stable and a place that people choose to move to.

*How would you handle issues that create opposing views among your constituents?*

First, bring people together, listen and listen, and then always look for and

seek areas of mutual agreement and commonality as a bench mark.

Second, respect all views and differences, work towards a value of creating "no harm" or ill feelings between neighbors or toward the city government. Avoid allowing one side being "played" against the other. Be forthright and transparent in all conversations.

Third, avoid taking sides at the expense of others losing face or feeling devalued or their views being excluded. All views have merit.

Last, finding solutions that everyone can agree on to some degree. This may require many meetings, surveys and time. But in the end it is worth it.

*What do you think the role of local government should be?*

- To provide services that meet the needs of the citizens in a fiscally responsible way.
- To keep our streets, neighborhoods and city safe.
- To encourage economic development.
- To maintain the legacy of our beautiful parks and open space.
- To reflect the community values.
- To listen to all and always put the needs of the citizen above personal gain

*How do you define the role of a City Council member?*

I see my main role as a public servant. I have never forgotten who pays my paycheck. I see myself as a liaison that gives voice from citizens to their government. People want a government that works for them. I am one of those cogs that tries to find solutions.

As a Master's prepared nurse I have a life-long history of caring about people and their situations, and I am one who unapologetically truly loves the people of Lakewood and our city, I understand how to work toward a healthy community with an honest commitment.

## WARD 2

### Scott Koop

**Occupation:** City Councilor-Ward 2, City of Lakewood  
 Stage Manager at Heritage Square Music Hall Dinner Theater in Golden, CO.  
**Best way for voters to reach you:** Personal Cell Phone 303 233-1198



*How long have you lived in Lakewood, and how long have you lived in the ward for which you seek a seat?*

We have lived in Lakewood and Ward 2 since 1992.

*What are your top three qualifications to run for public office?*

My top qualifications are: **a. Responsive** - All residents deserve to have their issues heard and acted upon in a timely manner. **b. Informed** - As a current city council member I have stayed abreast of any issues that would affect citizens and neighborhoods. **c. Reliable** - It is of the utmost importance to me to deliver what has been promised, accurately and in a timely manner.

*Why are you running, and what do you hope to accomplish?*

To continue being the representative that the citizens of Ward 2 and all of Lakewood deserve by striving to be someone they can count on to follow through on their behalf.

*What is your vision for Lakewood?*

My vision of Lakewood has us continuing to be a city of great fiscal responsibility, a city that is dedicated to acquiring and maintaining quality parks and open space and provides opportunities for small businesses to flourish.

*How would you handle issues that create opposing views among your constituents?*

I firmly believe that open and honest communication works best. There are times when citizens with opposing views will come together to discuss those views where new and innovative ideas will be discovered. The most effective way for me to make an informed decision is to continue to stay objective, hear all sides and promote collaborative partnerships.

*What do you think the role of local government should be?*

To promote the health, safety and high quality of life for its citizens and local businesses.

*How do you define the role of a City Council member?*

The big picture of City Council is to set policy for the City of Lakewood. I believe it is very important that they never forget that they work for the people of Lakewood. Councilors need to commit themselves to fulfilling Lakewood City Council's Mission Statement, their Commitment to Citizens and to always remember their Core Community Values.

### Note:

The candidates' responses to this Looking @ Lakewood questionnaire are not edited for spelling, grammar, punctuation or typos.

See page 8 for times when candidates forums air on KLTv8 or visit [www.Lakewood.org/elections](http://www.Lakewood.org/elections)



# Voters Guide



## WARD 3

### Dan Smith

**Occupation:** Records Warehouse Manager, Pinnacol Assurance  
**Best way for voters to reach you:**  
 Email: DanSmithForward3@gmail.com  
 Telephone: 303-656-9117  
 Website: DanSmithforLakewood.com



**How long have you lived in Lakewood, and how long have you lived in the ward for which you seek a seat?**

I've been a Lakewood, Ward 3 resident since 1983 and at my current residence since 1989.

**What are your top three qualifications to run for public office?**

Managing and working with small businesses for many years. I've been involved and very active in community affairs since 1980. History is my passion. If you don't know where we've been, it's more difficult to determine where we're going.

**Why are you running, and what do you hope to accomplish?**

I'm running to put our citizens first. For many years Ward 3 has not been a top priority regarding maintenance of our streets (curbs, gutters and repaving), parks and playground equipment, lights, etc. I will champion our Ward to encourage our City to make Ward 3 a higher priority for any maintenance issues.

The crime incidents (home break ins, car thefts and graffiti) in our Ward are on the increase. I will work hard to increase the Police presence in our Ward and to insure the voices of residents of Ward 3 are heard. I want to bring forward your concerns to City Hall.

As a community eyesore, graffiti is a direct correlation to crime. My goal is to combat graffiti and help our business community with graffiti removal.

**What is your vision for Lakewood?**

Getting back to basics is essential. I would like to foster better communication between our citizens, businesses and government.

**How would you handle issues that create opposing views among your constituents?**

Bring people together, develop a consensus and bring forth resolutions to the issues.

**What distinguishes you from your opponent?**

I've lived in Ward 3 in Lakewood, Colorado for 30 years.

**How do you define the role of a City Council member?**

To represent the citizens & businesses in our Ward and to improve communications between our City Government and Citizens.

**Note:**  
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### Shakti

**Occupation:** I work seasonally at the state capitol.  
**Best way for voters to reach you:**  
 (303)620-6247 or  
 shaktiforlakewood@gmail.com  
 Website: shaktiforlakewood.org



**How long have you lived in Lakewood, and how long have you lived in the ward for which you seek a seat?**

I have lived in Ward 3 for three and a half years. I attended CU Boulder as an in-state student because my father, a small business man, lives in Colorado. During college I met my husband who is from Steamboat. After graduating we moved to Boston for 10 years. Then as the economy was plummeting we felt ourselves beginning to put down roots in the wrong community. That's why we left our comfortable jobs in order to move back to Colorado, the area we love and the city where we intend to stay.

**What are your top three qualifications to run for public office?**

My top three qualifications are relevant experience, thoughtful leadership, and familiarity with the issues in Lakewood.

- Much of my background is in law and policy. I am licensed to practice law and have worked in the U.S. Senate, Massachusetts state government, and for the Colorado General Assembly.
- I have found thoughtful leadership leads to the best outcomes. That is why I have reached out to the community, attending events and knocking on almost 3,500 doors. It is part of the role of elected officials to listen to people in order to find workable solutions for the community.
- I am an active participant in City activities. I have served on the Advisory Commission for an Inclusive Community (ACIC) for three years, completed the Citizens' Planning Academy, regularly attend city council meetings, study sessions, ward meetings, South Lakewood Business Association meetings, and the Alameda Gateway meetings.

**Why are you running, and what do you hope to accomplish?**

I am running because I believe that working together to create the society we want is one of the most important and interesting parts of being alive. Here in Lakewood we are lucky to live in a community that is already doing so many things right. We need someone on council to help us continue on this great course while always reaching out for ways to make things better. I would create opportunities for youth, prioritize senior services, and encourage local business.

**What is your vision for Lakewood?**

My vision for Lakewood is a community with an exemplary police force, mountain views, an almost unprecedented amount of parks and open space, enriching art

and cultural programs, opportunities for youth of all ages, quality services for seniors, a vibrant diverse business sector, attractive streets with sidewalks and bike paths, convenient access to Denver, and interesting mixed commercial and residential neighborhoods near the light rail stations.

**How would you handle issues that create opposing views among your constituents?**

I believe in the value of reaching out to the community in order to get a more nuanced understanding of the issues. In order to get this important feedback I have been knocking on neighbors doors since June. So far I have knocked on almost 3,500 doors. At each door I ask, "What would you like to see Lakewood working on?" People don't always agree but they do help me understand more about the issues by sharing their perspectives. I don't have all the answers. I don't think anyone does, but when it comes down to it I will choose what I think is right and best for Lakewood.

**What distinguishes you from your opponent?**

It is important that someone running for city council understand the issues in Lakewood. That involves talking to a wide range of voters and being involved with the City. Lakewood provides a number of ways to engage including classes like the Citizens Planning Academy, commissions like ACIC, information gathering meetings like the re-write of the comprehensive plan and the creation of a new sustainability plan, and public comments at regular city council meetings. I have reached out by knocking on almost 3,500 doors, I've held monthly coffees, attended all the town hall meetings, attended the citizens planning academy, served on ACIC for almost three years, and attended almost all the City Council meetings and study sessions for the last year. My level of engagement is what distinguishes me from my opponent.

**How do you define the role of a City Council member?**

City Council sets policy. When done well that involves reaching out the community for input, researching to really understand issues, and reaching out to academics and other communities to learn from their expertise. City Councilors can also help solve problems by serving as a liaison between City staff and citizens with individualized concerns.



# Voters Guide



## WARD 4

### David Wiechman

**Occupation:** City Council member  
**Best way for voters to reach you:**  
DWiechman@Lakewood.org  
**Website:** wiechman4lakewood.com

*How long have you lived in Lakewood, and how long have you lived in the ward for which you seek a seat?*

I have lived in Lakewood for over 30 years, including 15 years in Ward 4

*What are your top three qualifications to run for public office?*

- Served on Lakewood City Council for four years
- Work experience – 30+ years as an economist and former military officer
- 30+ years of community involvement – West Metro Fire District Board, Jeffco Mental Health Board, leadership roles in public school, civic and charitable groups. My complete resume is available on my website.

*Why are you running, and what do you hope to accomplish?*

To continue the work I started in my first term. I want to ensure we continue to strengthen our city's economy and create an environment where local businesses and the families that own them can thrive. I want to continue to promote collaborations like community gardens, Foothills Field of Dreams and upcoming projects at Glennon Heights and Green Mountain Elementary School. I oppose the expansion of marijuana sales facilities in our community and believe we should "opt out" of recreational marijuana commercial operations. There are already a dozen medical marijuana sales facilities in our city and enough is enough. Additional commercial operations could send the wrong message. Lakewood runs the risk of having a national reputation as a "pot" capital. This may attract visitors we don't want and discourage new businesses and families from locating here. I also want to improve our families' budgets by suspending the city's annual storm water fee collection.

*What is your vision for Lakewood?*

A family friendly community where all viewpoints are welcomed, our economy is strong and sustainable, arts



and culture is prominent, seniors are able to stay in their homes, schools are safe and nurturing, neighborhoods are preserved, and open space is protected.

*How would you handle issues that create opposing views among your constituents?*

I give all views more than just lip service and seek to achieve meaningful compromises that give all sides a real stake in our future. Disagreements should be about issues, not personalities. In Sunday school, I was taught to "judge not, lest ye be judged". At the state and federal level politics have been poisoned with mudslinging, accusations, character assassination and questioning motives. I think we should keep our local politics free from these negative tactics. After all, we are all neighbors.

*What distinguishes you from your opponent?*

During my four years on council I have demonstrated my commitment to improved government transparency by communicating with my constituents using the latest outreach tools. The last three decades I have spent working and serving in our community gives me a local perspective unburdened by outside influences. Since I don't accept any campaign contributions from developers, lobbyists or other special interests, I am not beholden to anyone other than the neighbors I represent on city council. I have not hesitated to stand up for my constituents in the face of threats from special interests.

*How do you define the role of a City Council member?*

While technically the role is to hire the city manager, set policy and vote for a budget, I believe a councilor should be a good communicator and work to improve citizen involvement.

### Betty Boyd

**Occupation:** Retired State Senate President Pro-Tem  
**Best way for voters to reach you:**  
contribute@citizensforbettyboyd.org  
**Website:** www.citizensforbettyboyd.org

*How long have you lived in Lakewood, and how long have you lived in the ward for which you seek a seat?*

I have lived in the same house in the ward for 40 years.

*What are your top three qualifications to run for public office?*

Integrity, my ability to build coalitions to solve problems and my consistent leadership for the citizens of Lakewood

*Why are you running, and what do you hope to accomplish?*

I currently chair the Colorado Community Living Advisory Group which is studying supports to help seniors and people in the disability community stay in their homes and maintain independence as long as possible. I would like to shepherd implementation of those findings through the City of Lakewood. I would also like to see public health included in The City's Master Plan. I have long been involved in the Health and Human Services sector and I would like to make sure the City of Lakewood acts as a partner in supporting the overall health of the people who live here. Finally, I agree with Mayor Murphy that we need to find an appropriate way to prioritize funding for projects in our wards.

*What is your vision for Lakewood?*

The light rail system and the relocation of St. Anthony's Hospital have propelled Lakewood into a new and vibrant era. I think Lakewood can be a place that draws businesses and families who want the same quality of life that my family and I have had in our 40 years here. I want to see schools that produce college-ready students and a city that supports them in their preparation for the workforce. I want to grow the arts community to make Lakewood even more livable and exciting. Ward 4 especially, because it sits at the Gateway to Lakewood from the mountains can be an enticing draw for people who want to enjoy the thrilling natural beauty which



causes us to stay in Colorado. I want to make sure we're preserving neighborhood integrity as we seek to capture the wealth of opportunity afforded by this proximity.

*How would you handle issues that create opposing views among your constituents?*

The hallmark of my leadership in my 12 years at the state capitol was the ability to build consensus, but to have the integrity to make an unpopular decision when necessary if I felt it represented the people in the City of Lakewood. I have sat in a quasi-judicial body and respect the value that one enters the discussion with an open mind to the viewpoint each party represents then makes a decision based upon a result that benefits the most people.

*What distinguishes you from your opponent?*

My campaigns have always specifically addressed issues and my qualifications for office without slinging mud at my opponent. What I can say is that I bring integrity in decision-making and respect for both the process of lawmaking and respect for my colleagues with whom I serve. I have a reputation for building consensus and listening to all sides of an issue before making tough decisions for the benefit of my constituents.

*How do you define the role of a City Council member?*

The City Council acts as a policymaking board for the smooth operation of the City of Lakewood. For this reason, probably the most important decision the Council makes is the hiring of the City Manager. Council members bring ward-specific issues to council meetings in order to assure that these issues get attention and in that way act as a liaison between city government and residents.



# Voters Guide



## WARD 5

### Michael "Gunner" Gunstanson

Occupation: Director of Digital Marketing

Best way for voters to reach you: Gunner@Gunner4Lakewood.com or 303-900-4315

Website: Gunner4Lakewood.com



*How long have you lived in Lakewood, and how long have you lived in the ward for which you seek a seat?*

After searching virtually every quadrant of the Denver Metro area, my wife Drucella and I settled on Lakewood because of its scenic beauty and high quality of life. We have been here since 2005 at our present address in Ward 5.

*What are your top three qualifications to run for public office?*

I have no political allegiances. I have a passion for serving and doing what is best for Ward 5 residents and the City of Lakewood. I listen carefully to both sides of an issue and carefully consider each one before making a decision.

*Why are you running, and what do you hope to accomplish?*

There are several reasons for why I am running. Here are just a few: I am concerned about Lakewood's economic development decisions and how they impact our citizens. I want to be sure Lakewood is smart about growth, environmentally friendly and preserves and enhances its open spaces. I want to be part of the solution to the problems facing our city, such as crime encroaching from Denver (see [raidsonline.com](http://raidsonline.com) for reference). Lastly, I want this city to be all it can be for my family and yours.

*What is your vision for Lakewood?*

I want to see Lakewood stay true to its roots and not become just another "development for the sake of development" suburb. I believe our citizens value more open space land, not less. I believe our citizens want responsible development, not more big box stores such as Wal-Mart. My vision for Lakewood is that it remain a city true to its "inclusive community" moniker.

*How would you handle issues that create opposing views among your constituents?*

First, I would listen to both sides carefully and seek to determine if there is common ground that might provide for a compromise. If not, I would use the following plan: I now have a core group of residents that I have counseled with well before this campaign began. They have agreed to continue in this capacity should I be successful in this run for office. I will carefully consider each side's view, seek the guidance of my campaign group and then make a decision that is best for Ward 5 and the City of Lakewood.

*What distinguishes you from your opponent?*

I have no allegiances to City Hall.

*How do you define the role of a City Council member?*

A "good" City Council member is one who doesn't always rubber stamp the views of the mayor or other Council members, but carefully studies each issue, listens to constituents and then makes an informed decision.

### Note:

The candidates' responses to this Looking @ Lakewood questionnaire are not edited for spelling, grammar, punctuation or typos.

### Karen D. Harrison

Occupation: Insurance Broker specializing in health insurance  
Best way for voters to reach you: Home phone - 303-989-1200 office - 303-986-0031 or email: kharrison@kbhagency.com  
Website: [www.harrison4lakewood.com](http://www.harrison4lakewood.com)



*How long have you lived in Lakewood, and how long have you lived in the ward for which you seek a seat?*

I have lived, worked and played for 26 years in Lakewood and Ward 5. I am a Colorado native.

*What are your top three qualifications to run for public office?*

- Obtained knowledge of how Lakewood runs through Civic 101, Police Academy, Planning Academy, Advisory Commission for Inclusive Community (chair), Planning Commission, and South Lakewood Business Association (vice chair.)
- Good communicator, team builder, hard worker
- Understand the needs of business and citizens to make Lakewood the best place to Live, Work and Play.

*Why are you running, and what do you hope to accomplish?*

I want to see business flourish in Lakewood, creating new opportunities. Business is the economic engine for the City of Lakewood, also helping to support new, safe neighborhoods. The W Line Light Rail and surrounding areas will provide opportunities to energize the West Colfax corridor. I will work to find solutions to bring the same vitality and opportunity to areas in Ward 5.

Lakewood's parks and open space are excellent. I will work to create more opportunities for green spaces in Lakewood.

*What is your vision for Lakewood?*

- Safe and vibrant neighborhoods
- Successful and growing businesses- jobs and more jobs
- Diversity in all forms -jobs, housing, and ethnicities - all surrounded by opportunity.

*How would you handle issues that create opposing views among your constituents?*

I will listen, to learn and to represent the concerns of Ward 5 to City Council. I will try to find solutions for concerns of both the City and Ward 5 residents. Opposing views deserve to be heard and considered. Successful solutions are found when compromise is reached and all parties feel they were involved in finding a solution.

*What distinguishes you from your opponent?*

I have 26 years of residency in Lakewood. I have been actively involved in Ward 5 meetings and issues for many years. My involvement in Planning Commission and ACIC have given me a great education on the issues of the City. I have developed working relationships with neighborhoods and their leaders. I will represent Ward 5 in all its diversity- honoring the differences and encouraging opportunity.

*How do you define the role of a City Council member?*

- A strong voice for the people of Lakewood and their ward.
- An active liaison - listening and sharing information between the ward and City Council.
- Seeking solutions and opportunities for all of Lakewood

See page 8 for times when candidates forums air on KLTv8 or visit [www.Lakewood.org/elections](http://www.Lakewood.org/elections)



# Voters Guide



## Lakewood judges up for retention

**Anne Stavig**  
Presiding Judge

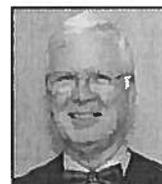


Judge Anne Stavig was appointed presiding municipal judge in July 2008. She graduated from Colorado College in Colorado Springs in 1981 with a degree in political science. She received her law degree in 1985 from the University of Colorado School of Law and was admitted to the Colorado bar in October 1985.

Judge Stavig started working with the Jefferson County District Attorney's Office in 1984. She prosecuted adult felony cases for most of her 24 years at the district attorney's office but also worked several years in the juvenile division. Her strong interest in juvenile justice prompted Judge Stavig to volunteer to return to the juvenile division in 2007. She continues to work on the prevention of juvenile crime.

Judge Stavig is the Secretary for the Board of Directors of the Colorado Municipal Judges Association, is on the Executive Board of the Jefferson County Criminal Justice Coordinating Committee and participates as a member of the CJCC Juvenile Crime Prevention Subcommittee. She also serves as a board member of the Youth Alcohol and Drug Program, is on the advisory council for the Justice and Mental Health Collaboration Grant and is a member of both the Colorado Bar Association and the First Judicial Bar Association. She lives in Lakewood with her husband and two daughters.

**Daniel E. Ramsey**  
Municipal Judge



Judge Daniel E. Ramsey was appointed municipal judge in November 1990. He graduated from Purdue University in Aeronautical Engineering in 1965. He then moved to the Denver area. He has lived in Lakewood since 1977. Married since 1966, has two married daughters and nine grandchildren.

Judge Ramsey received his law degree from the University of Denver in 1972 and was admitted to practice in Colorado and practice before the U.S. District Court that same year. He was admitted to practice before the U.S. Tenth Circuit Court of Appeals and the U.S. Supreme Court in 1980.

Judge Ramsey was an engineer/contracts specialist with the then Martin Marietta Corporation (1965 - 1973), was a prosecutor in the City of

Englewood Municipal Court (1973 - 1975) and was a private practitioner and a part-time Arapahoe Community College instructor for two years (1975 - 1977). He was an Assistant Jefferson County Attorney for 13 years (1977 - 1990) before being appointed to the bench. He is a member of the American Judges Association, Colorado Bar Association, Colorado Municipal Judges and First Judicial District Bar Associations. He is also a longtime member of the Jefferson County Corrections Board.

## Watch forums to hear what City Council candidates have to say

The League of Women Voters in Jefferson County sponsored forums for candidates for Lakewood City Council. The forums will be on KLTv8 cable channel 8 throughout October at the times listed below. Watch them on-demand at [www.Lakewood.org/elections](http://www.Lakewood.org/elections).

### Wards 1, 2

8 a.m. & 9:30 p.m., Sundays  
4:30 p.m., Mondays  
5 a.m., Tuesdays  
10 a.m. & 8:30 p.m., Wednesdays  
4 p.m., Thursdays  
5 p.m., Fridays  
4:30 a.m. & 6:30 p.m., Saturdays

### Ward 3 forum

8:30 a.m. & 10 p.m., Sundays  
5 p.m., Mondays  
5:30 a.m., Tuesdays  
10:30 a.m. & 9 p.m., Wednesdays  
4:30 p.m., Thursdays  
5:30 p.m., Fridays  
5 a.m. & 7 p.m. Saturdays

### Ward 4 forum

9 a.m. & 10:30 p.m., Sundays  
5:30 p.m., Mondays  
6 a.m., Tuesdays  
11 a.m. & 9:30 p.m., Wednesdays  
5 p.m., Thursdays  
6 p.m., Fridays  
5:30 a.m. & 7:30 p.m., Saturdays

### Ward 5 forum

9:30 a.m. & 11 p.m., Sundays  
6 p.m., Mondays  
6:30 p.m., Tuesdays  
11:30 a.m. & 10 p.m., Wednesdays  
5:30 p.m., Thursdays  
6:30 p.m., Fridays  
6 a.m. & 8 p.m., Saturdays

**Candidate Profile for the Village Crier**

Instructions:

- Deadline: September 19, 2016
- Complete the information below and submit this document in Word to City Clerk Laura Smith at [lsmith@cherryhillsvillage.com](mailto:lsmith@cherryhillsvillage.com).
- Please submit a digital photo of yourself for publication along with your Candidate Profile.
- Your Candidate Profile will be published VERBATIM as submitted, except for any necessary revisions for the City to remain in compliance with the Fair Campaign Practices Act and other applicable laws. City staff will NOT make any editorial or grammatical revisions.
- The 500 word limit for the **Information from the Candidate** section will be STRICTLY enforced. Any words you include beyond the 500 limit will be removed and no other editorial or grammatical revisions will be made.
- Your Candidate Profile may NOT include any references to any ballot issues on the November ballot in order to avoid conflicts with the Fair Campaign Practices Act.
- Candidate Profiles will be published in the October issue of the Village Crier. The order of Candidate Profiles in this issue will be by position. All Mayoral Candidate Profiles will be published first, followed by Council District 1, then Council District 3, and finally Council District 5. If there are multiple candidates for a position then the Candidate Profiles will be published alphabetically by last name within that position group.

**Candidate Profile**

**Name:** \_\_\_\_\_

**Position running for:** \_\_\_\_\_

**Address:** \_\_\_\_\_ Cherry Hills Village, CO 80 \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Number of years resident of Colorado:** \_\_\_\_\_

**Number of years resident of Cherry Hills Village:** \_\_\_\_\_

**Information from the Candidate (Word limit = 500):**

**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: 9d(i)

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR CHRISTMAN AND MEMBERS OF THE CITY COUNCIL

**FROM:** JESSICA SAGER, ACCOUNTING CLERK

**SUBJECT:** GFOA DISTINGUISHED BUDGET AWARD

**DATE:** APRIL 5, 2016

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**DISCUSSION:**

Included in your packet is the 2016 budget document that will be submitted to the Government Finance Officers Association (GFOA) for their consideration for the Distinguished Budget Award at the end of the month. Once the document has been submitted, it will be scored by a panel of three reviewers; which will take approximately three months. Cherry Hills Village applied for and received the award for the first time in 2015. The changes that have been made to the document reflect the approved 2016 budget, as well as reviewer recommendations from the 2015 GFOA rating form. Staff is seeking any corrections or suggestions Council may have before submitting the final document for the award.

**ATTACHMENTS:**

Exhibit A: 2016 Annual Budget Document

# City of Cherry Hills Village, Colorado

2016 ANNUAL BUDGET





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Cherry Hills Village  
Colorado**

For the Fiscal Year Beginning

**January 1, 2015**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Cherry Hills Village for its annual budget for the fiscal year beginning January 1, 2015. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



# City of Cherry Hills Village

## 2016 Elected Officials

Mayor	Laura Christman
Councilmember District 1	Mark Griffin
Councilmember District 2	Earl Hoellen
Councilmember District 3	Alex Brown
Councilmember District 4	Mike Gallagher
Councilmember District 5	Klasina VanderWerf
Councilmember District 6	Katy Brown

## Department Heads

Director of Public Works/Interim City Manager	Jay Goldie
Chief of Police	Michelle Tovrea
Director of Finance & Administration	Karen Proctor
Director of Community Development	Rob Zuccaro
Parks, Trails & Recreation Administrator	Ryan Berninzoni
City Attorney	Linda Michow

## Contents

Jessica Sager & Karen Proctor



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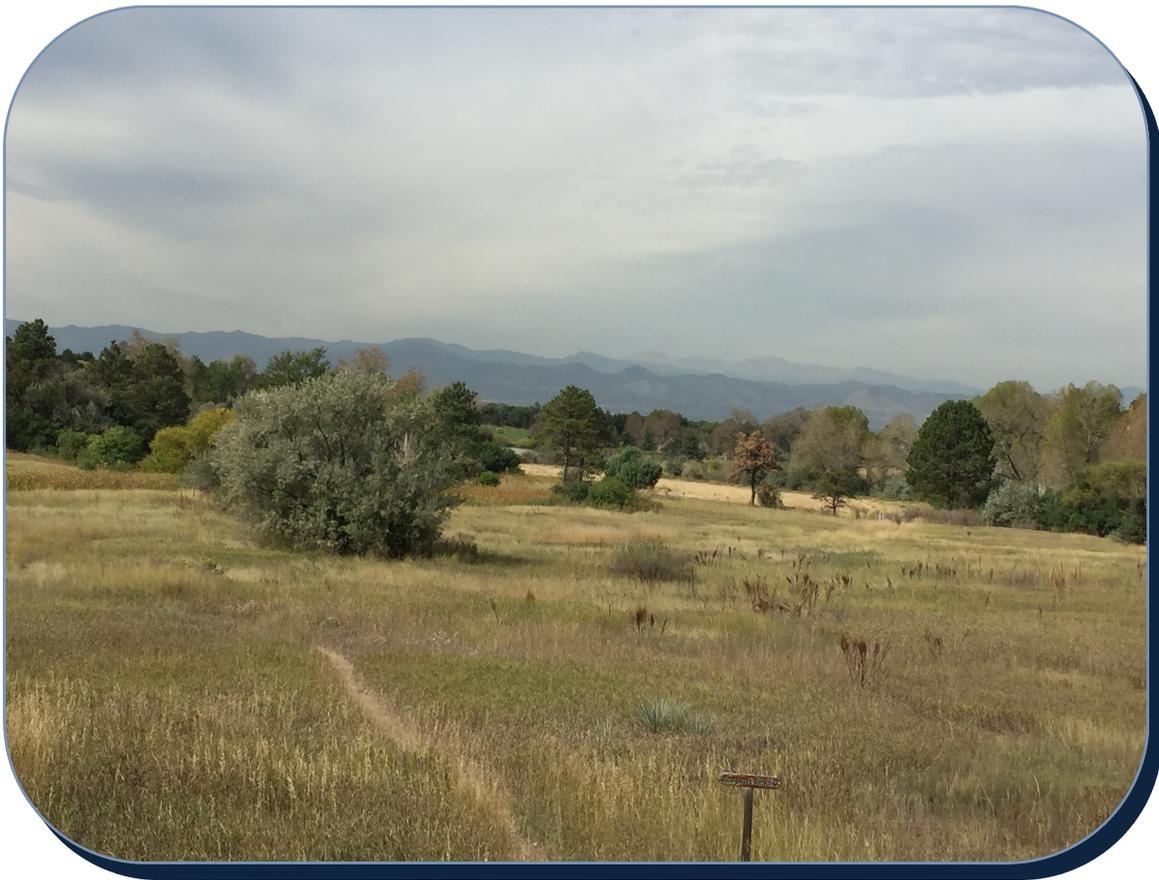
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## MISSION

It is the mission of the City of Cherry Hills Village, its Council and staff, to preserve and enhance the pastoral environment, the overall low density residential zoning and the high quality of services and public facilities that exist in the Village and to promote an atmosphere that contributes to a sense of community.



## VISION

It is the vision of the City of Cherry Hills Village to provide a safe, low-density, residential community as it is the desire of the citizens to maintain the established character of the community through the implementation of the City's planning goals, strategies, regulations and decisions.



# Budget Message

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December 9, 2015

Mayor Christman and Members of Cherry Hills Village City Council:

In accordance with Section 9.2 and article IX of the City of Cherry Hills Village Home Rule Charter, Section 2-3-40(4) of the City Code and Colorado Revised Statutes 29, Article 1, Local Government Budget Law of Colorado, staff is pleased to present the 2016 Annual Budget. This submittal of the budget represents the policy set forth this past year and the allocation of funds for the provision of municipal services to Cherry Hills Village residents.

This budget document provides the legal authority to appropriate and expend funds for each year and explains funding for projects, programs and services. The document also serves as an operations guide by designating service levels to be provided and serves as a financial plan guided by Council's goals. We must not only monitor the daily revenues and expenditures, but also look to future commitments and projects to plan accordingly and ensure levels of service are maintained and sustainable.

The budget process requires a constant monitoring of revenues and expenditures to ensure fund balances are preserved at levels required by the City's fund balance policy. The budget process is ongoing throughout the year. This process allows staff to identify when revenues are not in line with expenditures, thereby providing the opportunity to examine any shortfall that the City may experience and to adjust spending accordingly.

## **Budget Priorities**

The 2016 budget takes into consideration the following priorities presented to staff:

- Continue to pro-actively address safety, health and welfare issues within the Village.
- Evaluate and, where possible, enhance service delivery and responsiveness.
- Manage the public's monies in a fiscally responsible manner.
  - Stay within budget.
  - Adhere to and monitor the newly created Strategic Financial Plan.
  - Evaluate possible alternative revenue sources.
- Master Plan implementation.
- Implementation of the John Meade Park Master Plan.
- Grant coordination and applications.
- Pursue Public Works facility relocation along with the City of Englewood.
- 2016 Municipal Election process.
- Dignitary visits - 2016 Presidential Election process.
- Code review and revisions.



# Budget Message

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- Village Center design.
- Quincy Farm planning process.
- Highline Canal Trail Interconnect Project.
- Glenmoor Traffic Signal Project (partner with HOA and Greenwood Village).
- Drainage Project at Clarkson and Belleview (partner with Greenwood Village).
- Complete Traffic Study Project.
- Improve public outreach.
  - Crier (monthly publication), Villager, website, channel 22, HOA meetings, school interactions, etc.
  - Special events: Holiday Tree Lighting, Exotic Car Show, Movie Night, Spring clean-up, Prescription Drug Take Back, National Night Out, Electronics turn-in, Art Commission events and assist outside entities with their special events-Land Preserve Barn Tour, local schools, etc.
- Address storm water issues in a comprehensive manner.
- Maintain and evaluate IT systems.
- Employee training and development.
  - Establish training in critical areas for all employees on an annual basis.
  - Leadership training for supervisory and management staff.
- Annual Employee Compensation Study.
  - Evaluate employee benefit programs.
- Monitor and evaluate the Wildlife Management Program.
- Determine community strategies for:
  - Open space acquisitions
  - High Line Canal
  - Sanitation District consolidation
- Maintain close staff liaison with the various Village Boards and Commissions.
- Closely coordinate/monitor activities of those outside entities that have a direct impact on Village operations and quality of life issues within the City, i.e. CDOT, Denver Water, Xcel Energy, Century Link, etc.

## **Economic Conditions**

In 2012, the City began to experience the effects of the downturn in the housing market and saw a



# Budget Message

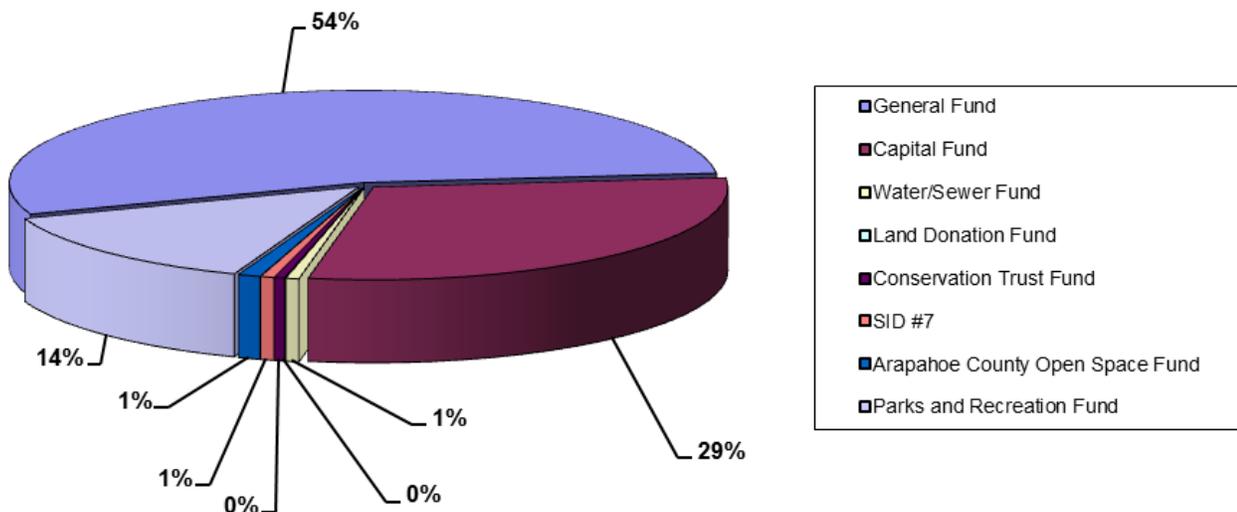
16% decline in property tax revenue. The City experienced an additional 4% decline in property tax revenue for 2014, which remained in 2015. Arapahoe County has reported that Cherry Hills Village will see a 15% increase in property tax revenue for 2016. Staff has used several indicators to conservatively plan and estimate all other revenues for 2016. Many other sources of revenue, such as motor vehicle use tax, sales tax and building permits, have continued to be steady or slightly increased.

## 2016 Proposed Budget-Revenues

### All Funds Revenues

The City is heavily dependent on property tax revenue as the majority of our revenue source for the General Fund and the Parks and Recreation Fund. Budgeted revenues for all funds in 2016, as compared to the 2015 adopted budget, are expected to increase by approximately 25 percent (25%) to approximately \$13 million. The overall increase is mainly due to \$3.5 million of bond proceeds in the Capital Fund to finance a new Public Works facility.

The following graph depicts the total revenue by fund:



### General Fund Revenues

The General Fund is the major operating fund of the City and is used to account for all resources that are not required to be accounted for in another fund. General Fund revenues represent fifty-four percent (54%) of the City's total revenue sources.

Budgeted revenues for the General Fund are expected to increase from the 2015 adopted budget by \$269,292 or four percent (4%). Property tax continues to be the General Fund's largest source of revenue, representing approximately thirty-five percent (35%) of General Fund revenues. The 2016 budget for property tax reflects an increase from the 2015 adopted budget of approximately fifteen percent (15%) or \$327,927.



# Budget Message

Use tax revenue represents fifteen percent (15%) of General Fund revenues. The 2016 budget for use tax reflects a decrease from the 2015 adopted budget of three percent (3%) or \$36,018. The decrease in use tax revenue is due to the uncertainty of vehicle sales.

Building permit revenue represents eight percent (8%) of General Fund revenues. The 2016 budget for building permit revenue remains the same as the 2015 budget. A green building standards rebate incentive program was implemented in 2014. Therefore, the 2016 budget takes into account \$20,000 in possible rebates.

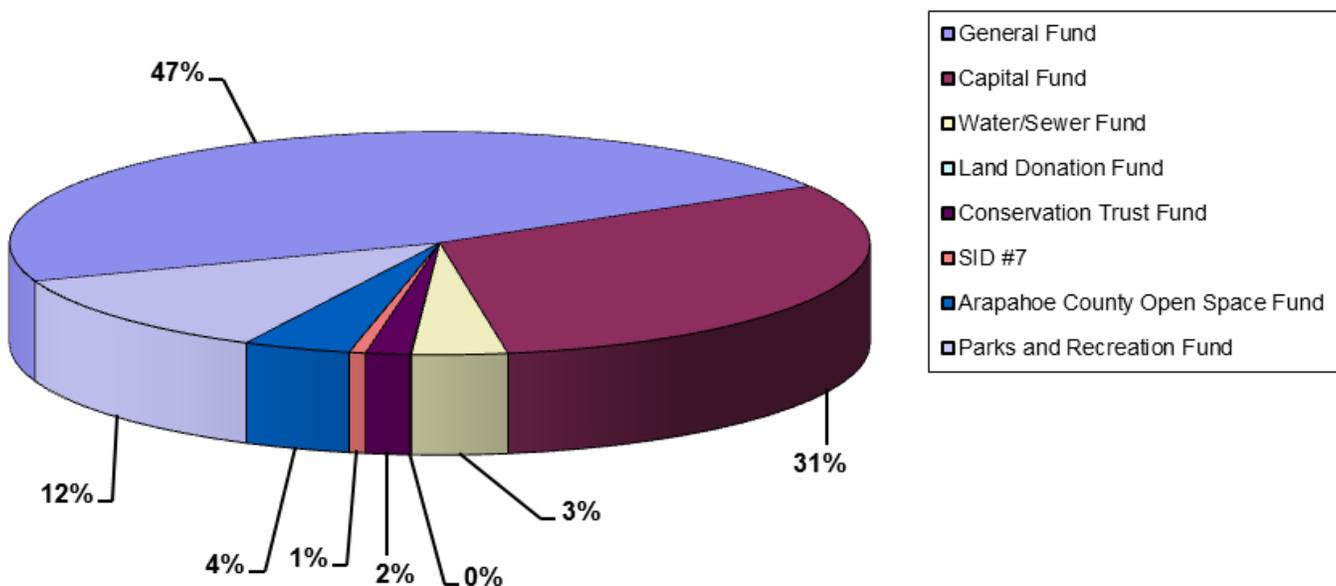
\$264,000 of the Specific Ownership Tax has been transferred back into the General Fund from the Capital Fund for 2016 in order to balance the General Fund budget and the remaining \$10,000 of Specific Ownership tax is included in the Parks and Recreation Fund.

## 2016 Proposed Budget-Expenditures

### *All Funds Expenditures*

Staff has strived to minimize 2016 expenditure increases, except for instances where mandated costs (contractual obligations, legal liabilities, utilities, etc.) are beyond staff's ability to control. Any increases beyond the 2015 budgeted amounts were presented to City Council at the budget study session. Budgeted expenditures for all funds in 2016, as compared to the 2015 adopted budget, are expected to increase approximately twenty-two percent (22%) to \$14.9 million. The increase is due to salary increases, one additional employee and additional capital expenditures.

The following is a graph of total expenditures by fund.



The City's full time employee count consists of 53 full time employees and approximately 6.5 part time/seasonal employees.



# Budget Message

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## *General Fund Expenditures*

The City's total proposed General Fund budget expenditures for 2016 are \$7,004,867 and reflect a four (4%) increase from the 2015 budget. This increase is mainly due to salary increases.

## *Capital Fund Expenditures*

The Capital Fund was established in 2011. Overall capital expenditures for 2016 have increased from 2015 by forty-five percent (45%). This increase is due to additional vehicles, equipment and construction of a new Public Works Facility. The Public Works street improvement program is slowly evolving from a repair and replace type program to a maintenance program. This is a very cyclical program; therefore corresponding costs will go up until the cycle reverses. It will be a repair and replace program again in 2016.

## *Conservation Trust Fund Expenditures*

The City's total proposed Conservation Trust Fund budget for 2016 is \$248,500. This represents a six hundred and ten percent (610%) increase from 2015. The increase in expenditures will be used for trail restoration and trail development.

## *Catherine H. Anderson Land Donation Fund Expenditures*

The City's Land Donation Fund is funded through charges, fees imposed on development related services and donations. In 2014, excise tax from the BMW Golf Tournament increased the fund balance. The City's total proposed Land Donation budget expenditures for 2016 is \$5,620, a change of zero percent (0%) from the 2015 budget.

## *Arapahoe County Open Space Fund Expenditures*

The City's total proposed Open Space Fund budget for 2016 is \$600,000, a three hundred sixty-one percent (361%) increase from the 2015 budget. The increase is mainly for John Meade Park design and construction. Similar to the 2015 adopted budget, the 2016 budget includes funding for trail and park improvements.

## *Water and Sewer Fund Expenditures*

The City's total proposed Water and Sewer Fund budget for 2016 is \$532,000, an increase of fifty percent (50%) from the 2015 budget. This increase is for necessary repairs to the sewer lines.

## *Parks and Recreation Fund Expenditures*

The City's total proposed Parks and Recreation Fund Budget for 2016 is \$1,787,749, an increase of approximately five percent (5%) over the 2015 budget. This increase is due to salary increases and an additional employee.

## **2016 Proposed Budget-Fund Balance**

### *General Fund - Fund Balance*

The 2015 budget accounted for a beginning General Fund balance of one hundred ten percent (110%) of total operating expenditures. The 2014 annual financial audit found that that General



# Budget Message

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Fund balance increased from 2013 by \$1,396,782, resulting in a strong fund balance of approximately \$6.8 million.

In 2015, approximately \$1.8 million of the General Fund balance will be transferred to the Capital Fund and \$1.5 million will be transferred to the Parks and Recreation Fund. The General Fund balance is projected to be approximately \$3,698,352 at the end of 2016.

## *Capital Fund - Fund Balance*

The Capital Fund began 2015 with a fund balance of \$6,799,886. The Capital Fund is projected to end 2016 with a remaining fund balance of \$6,791,326, after a transfer in of approximately \$1.8 million from the General Fund.

## *Parks and Recreation - Fund Balance*

The Parks and Recreation Fund began 2015 with a fund balance of \$957,487 and is projected to end 2016 with a fund balance of \$2,299,604 after the transfer in of \$1.5 from the General Fund.

## **Conclusion**

It is with great appreciation for the continued leadership and support of the Mayor and members of City Council that staff presents the 2016 budget document. The creation of such a document is a year long process that requires the vision of Cherry Hills Village's elected leaders and the hard work and participation of the City staff.

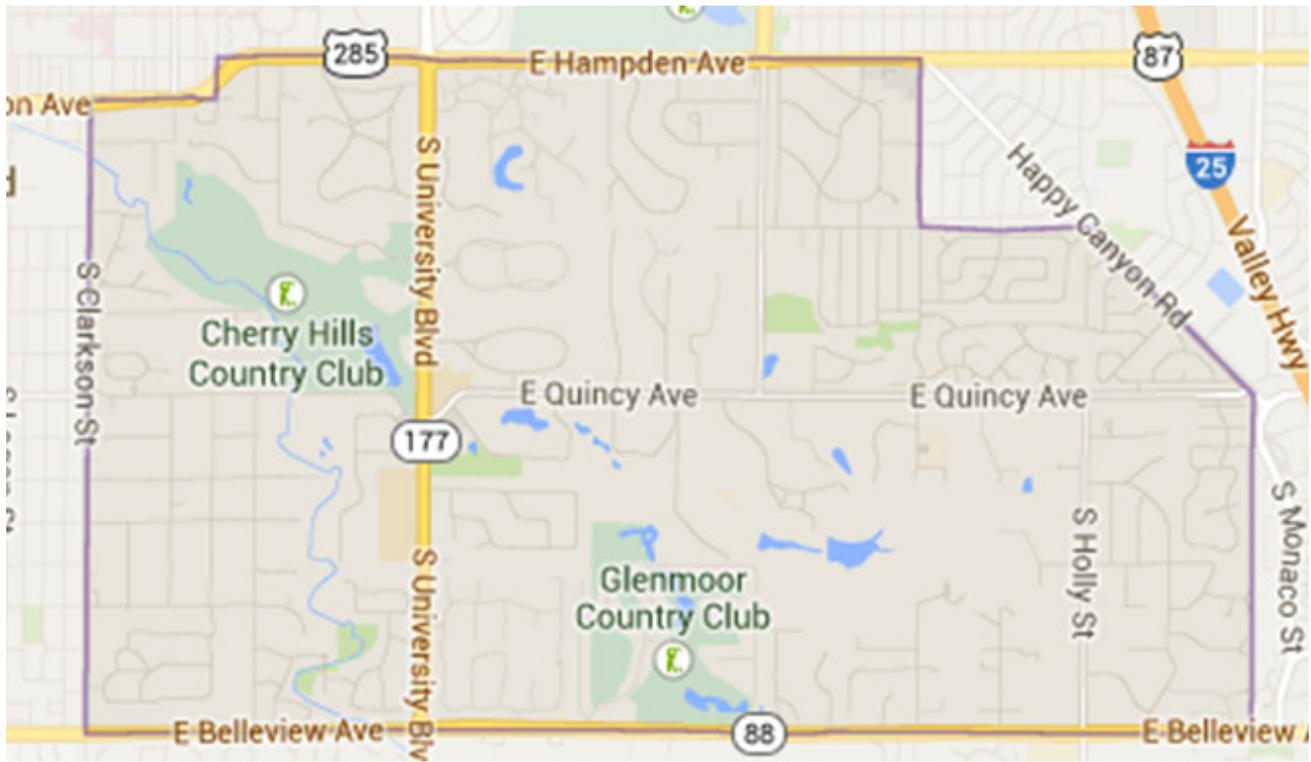
It is staff's desire to produce a budget that is transparent and demonstrates accountability in the use of revenues for the provision of City services. It is our hope that we have fulfilled the citizens' expectations and that this document presents the financial and policy plans in a clear, concise and understandable manner.

Sincerely,

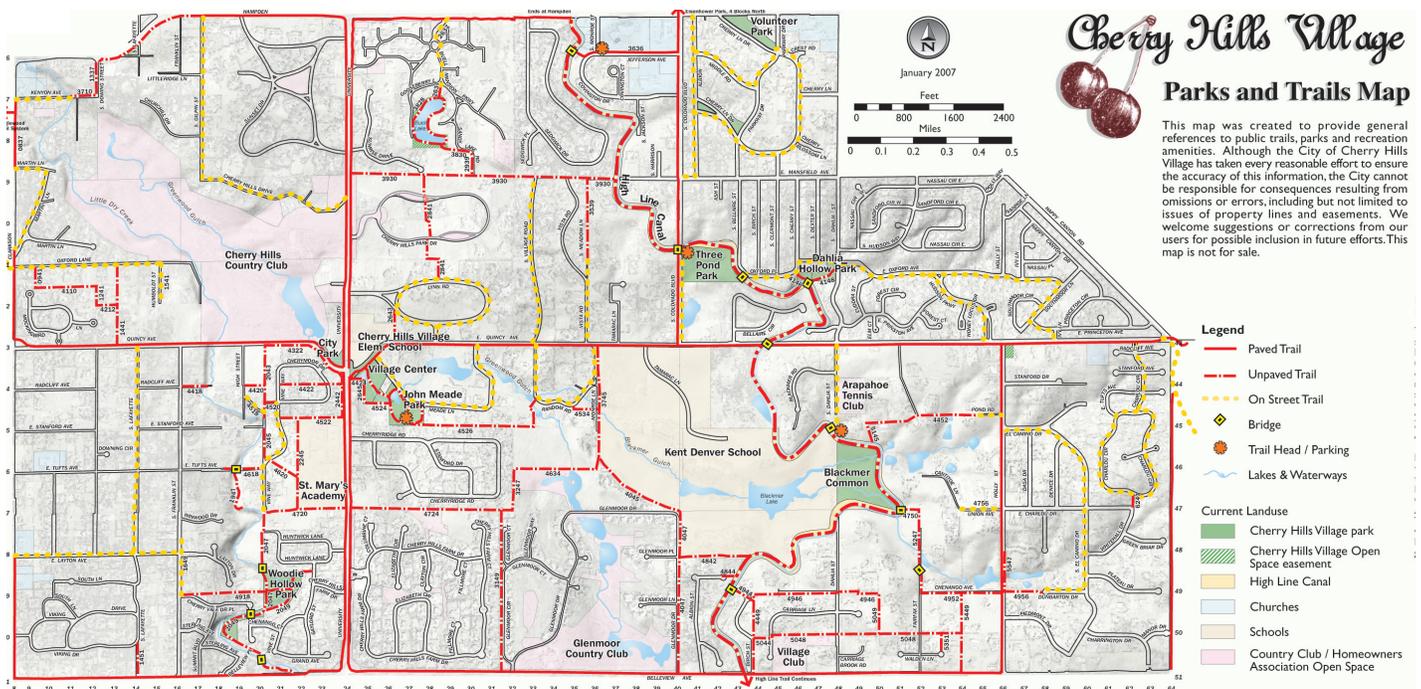
Karen L. Proctor  
Director of Finance and Administration



# Boundary/Trail Map



The City of Cherry Hills Village is bordered by Denver (to the north and east), Greenwood Village (to the south) and Englewood (to the west). The northern street boundary is East Hampden Avenue; the eastern street boundary is Happy Canyon Road; the southern street boundary is East Belleview Avenue and the western street boundary is South Clarkson Street.





# Demographics

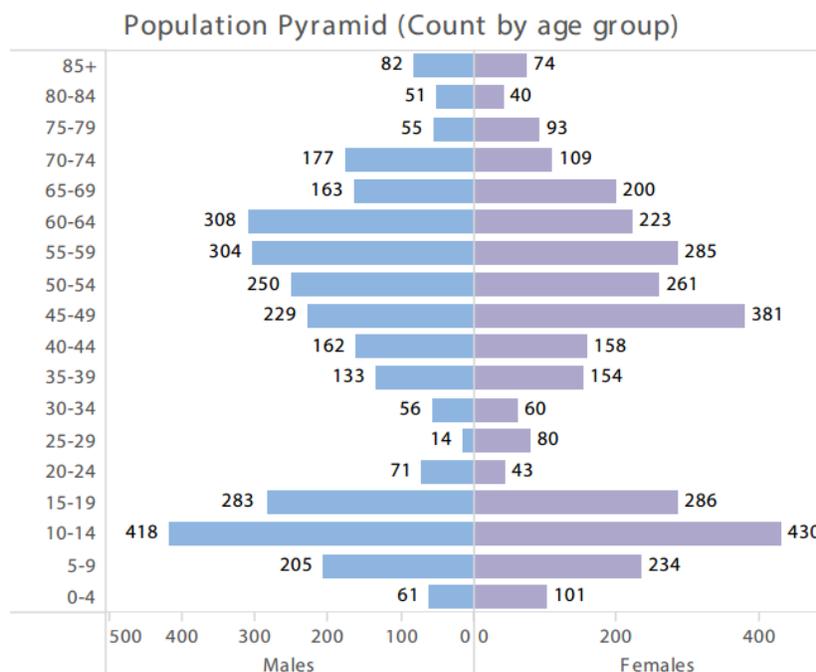
## History

The City of Cherry Hills Village's unique history of development and semi-rural character have shaped the community into what it is today; one of the premier communities in the Denver metropolitan area. Incorporated in 1945, the City of Cherry Hills Village is comprised of 6.5 square miles in Arapahoe County and is an integral part of the south Denver metropolitan region. The residents of the City pride themselves on their sense of community, their quality of life and their unique park and trail systems.

The Cherry Hills Village City Council is committed to developing the most effective means of delivering services and programs to the residents. City Council members continue to work to ensure that the Police Department, Public Works Department and all City employees are responsive to residents, businesses and customers. They sincerely believe that the City of Cherry Hills Village is the best place in the entire metropolitan area to live and raise a family. The City of Cherry Hills Village has prevailed in maintaining its semi-rural character against changing economic trends. Although new development will continue, the City strives to preserve its unique character as a quality, single-family residential community in the Denver metropolitan area.

## Demographics

The City of Cherry Hills Village is 10 miles south of Denver and sits at an altitude of approximately 5,426 feet. It is bordered by Greenwood Village to the south, Englewood to the west and Denver to the north and east. Residents chose to incorporate in 1945. Between 1950 and 1970, the City grew from 750 residents in 1950 to 4,605 residents in 1970. There was a 23% population growth from 1980 to 2005 and a 5% population increase predicted for 2005 to 2030. The City of Cherry Hills Village is still predominantly residential. According to the 2015 Census, the population of the City registers slightly over 6,000 residents and the median age of Village residents is 46.3. The median household income was \$215,299.



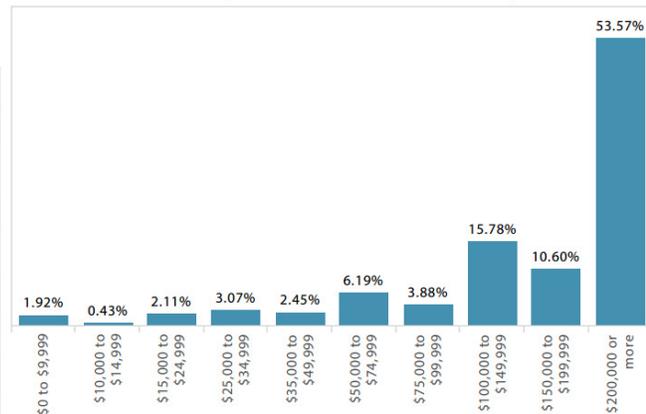


# Demographics

DRCOG Jurisdiction  
Cherry Hills Village

Demographics		Housing	
DOLA Population	6,388	Housing Units	2,229
Households	2,085	Occupied Housing	2,085
Average Household Size	3	Owner Occupied Housing	2,004
Median Age	46.3	Median Home Value	\$1,000,000+
Total Population in Labor Force	2,652	Median Monthly Owner Costs	\$3,312
Median Household Income	\$215,299	Renter Occupied Housing	81
High School Diploma or More	99.3%	Median Monthly Renter Costs	\$2,000+
Bachelor's Degree or More	77.5%	Multifamily Housing	0.0%
Single Occupancy Commuters	78.0%	Vacant Housing	144

Income (Percent of total 2014 dollars)



## Cherry Hills Village Profile

The City of Cherry Hills Village has 6 businesses located in a small commercially zoned area in its northwest corner. There are also 3 schools within the City boundaries (St. Mary's Academy, Kent Denver School and Cherry Hills Village Elementary School), two country clubs (Cherry Hills Country Club and Glenmoor Country Club) and several churches. Fire protection services are provided by South Metro Fire Rescue Authority; which has no affiliation with the City of Cherry Hills Village, but does reside in the same building as the Cherry Hills Village Police Department.

The City boasts an exceptional parks and trails system, with over 30 miles of trails, 47 acres of parkland, rights-of-way improvement and two horse arenas. The High Line Canal passes through the City and provides continuity to the north and south. The City of Cherry Hills Village provides a full range of services, including police protection, municipal court, construction/maintenance of streets and other infrastructure, in addition to general government services. The City does not have its own post office and addresses that fall within the city limits can have one of four zip codes (80110, 80111, 80113 and 80121).

The City of Cherry Hills Village has six active Boards and Commissions. The Planning and Zoning Commission reviews all subdivision applications, rezoning requests, floodplain modifications and other development applications submitted to the City and provides recommendations to City Council on those various applications. The Planning and Zoning Commission is also responsible for the preparation of the City's Master Plan and for making recommendations to the City Council regarding updates to the Master Plan. The Board of Adjustment and Appeals hears appeals on zoning and building code decisions and requests; as well as requests for variances to the zoning ordinance. The Parks, Trails and Recreation Commission was established to advise City Council on matters related to parks, trails, recreation and open space within the community. This Commission also provides recommendations to the City Council on preliminary plat subdivision development applications concerning the dedication of land. The Public Art Commission was established in 2011 to provide guidance in selecting, acquiring and maintaining public art within the City based on the Public Art Master Plan.

**\*\*The demographic data was obtained from the Denver Regional Council of Governments (DRCOG) website. DRCOG compiled the information from the "Population Data 2014" from the Colorado Department of Local Affairs and the "American Communities Survey 5-Year 2014" from the U.S. Census Bureau.**



# Demographics



The Cherry Hills Village Parks, Trails and Recreation Commission hosts an annual movie night at the end of August. This event is always well attended by both residents and non-residents. The attendees enjoy free popcorn, ice cream and jumping castles for the children to go along with the featured movie.

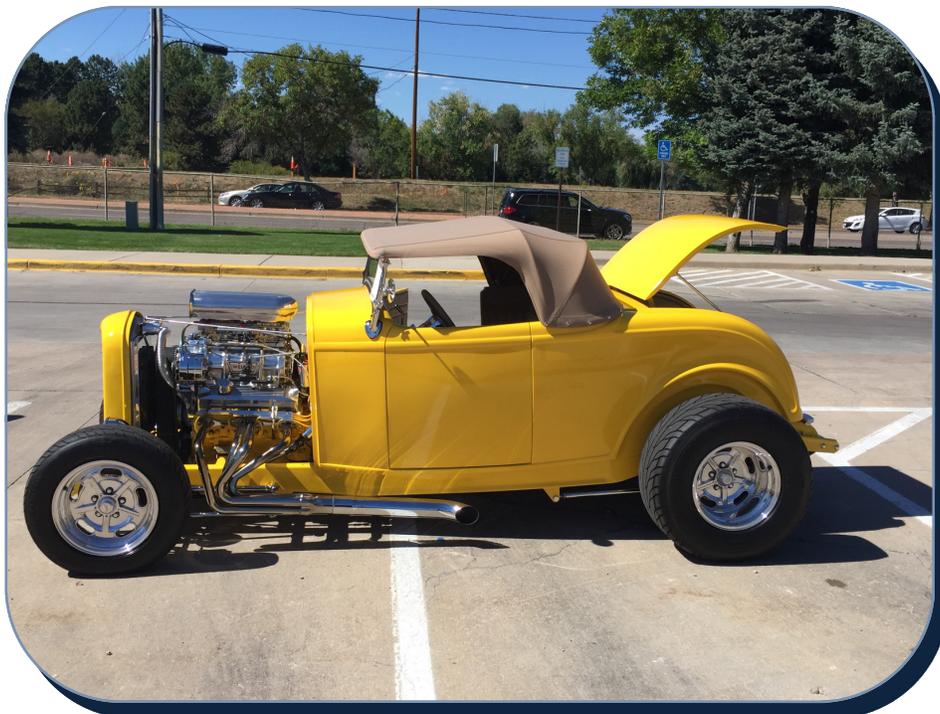




# Demographics



The Parks, Trails and Recreation Commission also hosts an annual Car Show at the end of the summer for residents and non-residents to enjoy. The event allows car owners the chance to display their exotic vehicles, such as the 2016 Porsche 918 Spyder above or the 1932 Ford Roadster below.





# Demographics



The final annual event hosted by the Parks, Trails and Recreation Commission is the Mayor's Holiday Tree Lighting Event. This event is always well attended by residents. They can have their picture taken with Santa, ride a horse drawn carriage through the City, get their face painted and enjoy the festivities with free hot cocoa, apple cider, chili and cookies.



Photo caption: Mayor Laura Christman and Councilmember Earl Hoellen



# Elected Officials

## Elected Officials and Office Terms

Cherry Hills Village is a home rule community with a Council-Manager form of government. The City is divided into six districts and a Councilmember from each is elected to staggered four year terms with term limits of two consecutive terms. The Mayor is elected at-large to two year terms with a term limit of three consecutive terms. The City Council appoints the City Manager, City Attorney, City Treasurer, Municipal Judge and City Clerk.

Article III of the City of Cherry Hills Village Charter establishes the roles and duties of the City Council. The Council is empowered to "...enact and provide for the enforcement of all ordinances necessary to protect life, health and property; to declare, prevent and summarily abate and remove nuisances; to preserve and enforce good government, general welfare, order and security of the City and the inhabitants thereof; to provide for the granting of probation and the conditional suspension of sentences by the Municipal Court; and to delegate to boards and commissions...such functions, powers and authority as proper and advisable".

## Mayor



Laura Christman was elected Mayor in November of 2014 and commenced her term in January of 2015. Mayor Christman, a twenty-five year resident of the Village, practiced law for more than thirty-five years specializing in corporate real estate, finance and development. She received a BA in Economics from The Colorado College and her JD from The College of William and Mary.



# Elected Officials



Pictured left to right: Mark Griffin, Mike Gallagher, Klasina VanderWerf, Laura Christman, Earl Hoellen, Katy Brown & Alex Brown

## Councilmembers

**Mark Griffin** (District 1) was elected in April 2008. His last term will be up in January 2017. Mr. Griffin has been a resident of Cherry Hills Village since 1992. He has a BA in Economics that he received from the Virginia Military Institute.

**Earl Hoellen** (District 2) was elected in January 2015. His current term will be up in January 2019. Mr. Hoellen, a twenty year resident of the Village, spent over thirty years as an executive in the nuclear power and energy trading industries. He earned a BS in Nuclear Engineering from the University of Virginia, an MBA from the University of North Carolina, and a JD from the University of Denver.

**Alex Brown** (Mayor Pro-Tem & District 3) was appointed in November 2008. His current term will be up in January 2017. Mr. Brown has been a resident of Cherry Hills Village since 1991. He has a BA that he received from Temple University Urban Studies and a MPA from Penn State University.

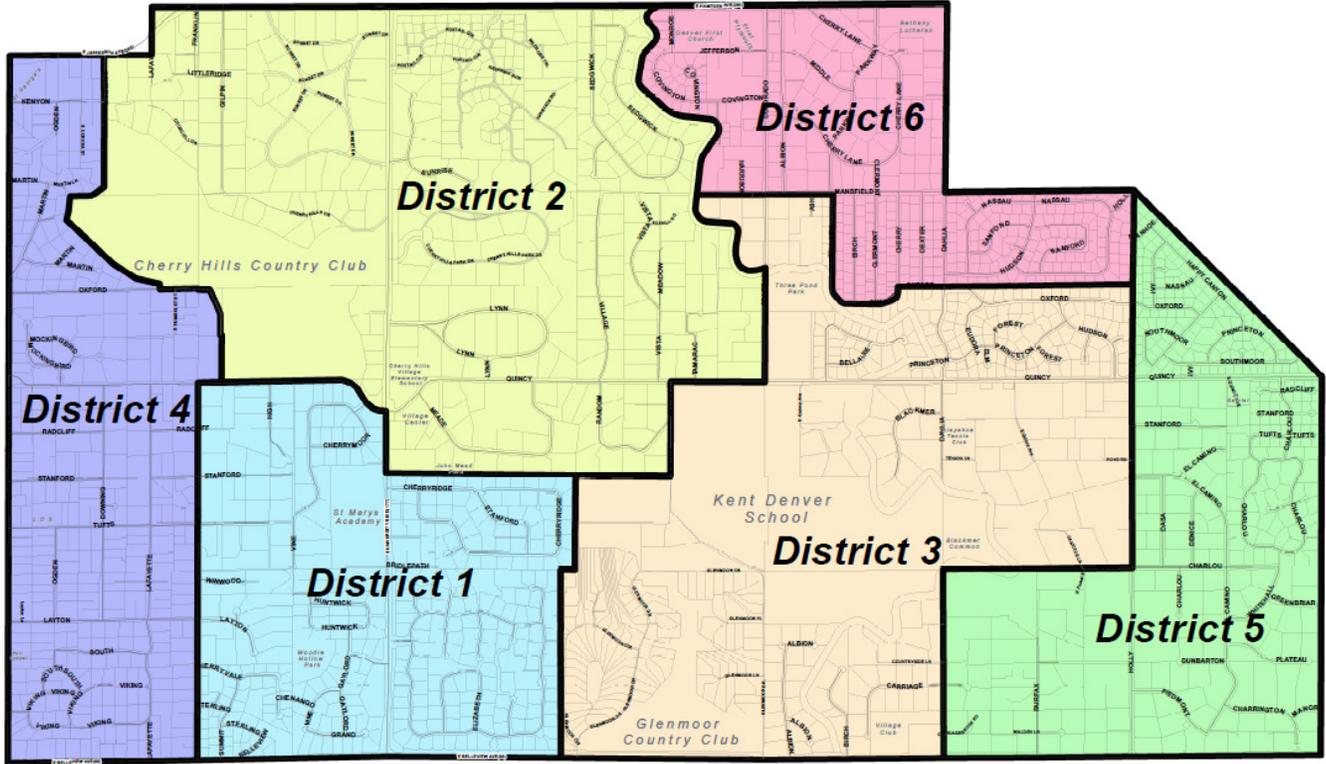
**Mike Gallagher** (District 4) was elected in January 2015. His current term will be up in January 2019. Mr. Gallagher has been a resident of Cherry Hills Village since 1983. Since 2000, he has owned and operated Colorado Insurors Service, Inc., an independent insurance agency. He has a BA in Economics that he received from Bowdoin College and has a Chartered Property and Casualty Underwriters designation.

**Klasina VanderWerf** (District 5) was appointed in May 2006. Her last term will be up in January 2017. Ms. VanderWerf has been a resident of Cherry Hills Village since 1993. She has a BA in Philosophy from the University of Michigan, a MA in Elementary Education from the University of Northern Colorado, a MA in Journalism from the University of Colorado and a MA in Philosophy from the University of Colorado. She is a retired community college teacher of philosophy and ethics.

**Katy Brown** (District 6) was appointed in November 2012. Her current term will be up in January 2019. Ms. Brown has been a resident of Cherry Hills Village since 2005. She has a BS in Computer Science and Engineering that she received from MIT and a MS in Media Arts and Sciences from MIT. Ms. Brown owns a small web development company specializing in the tourism industry.

# City Council District Map

## CHERRY HILLS VILLAGE CITY COUNCIL DISTRICT MAP



- District 1: Mark Griffin
- District 2: Earl Hoellen
- District 3: Alex Brown
- District 4: Mike Gallagher
- District 5: Klasina VanderWerf
- District 6: Katy Brown



## Short Term Goals

### **Goal 1. Establish fiscally responsible procedures that will assist in governing the budget process**

- \* Ensure every department is involved in the budget process and is informed of all processes and deadlines

### **Goal 2. Consolidate Cherry Hills Village Sanitation District**

- \* Ensure the current sanitation rate is adequate to effectively maintain the sanitation system

### **Goal 3. Departmental accreditations**

- \* Maintain accreditation for the Cherry Hills Village Police, Public Works and Community Development Departments
- \* Compile and complete the 2016 application for the Government Finance Officers Association Distinguished Budget Presentation Award

### **Goal 4. Establish guidelines and priorities for the Public Art Commission**

- \* Develop an annual work plan and budget to be approved by City Council to assist with identifying future projects; such as placing a sculpture by a Colorado artist on the Village Center campus
- \* Prioritize projects based on a majority vote of the Public Art Commission and present the priority list to City Council
- \* Adopt and administer an art selection process for public and applicable privately owned property, subject to City Council approval

### **Goal 5. Improve traffic calming efforts**

- \* Develop a set of standards for improvements for entry way features
- \* Identify local issues within the heart of the City of Cherry Hills Village
- \* Monitor the Belleview Avenue and I-25 corridor traffic plan



## Long Term Goals

### **Goal 1. Maintain fiscally responsible practices that continually evaluate the cost and benefit of current and potential services in the City to ensure a balanced budget**

- \* Efficiently and effectively manage Cherry Hills Village revenues and expenditures
- \* Identify potential (new and existing) revenue sources
- \* Conduct a comprehensive analysis of revenues

### **Goal 2. Maintain the existing land use and development pattern**

- \* Discourage rezoning property that would increase residential density or intensity from what is allowed through the City's current zoning regulations
- \* Maintain the City's floodplain management regulations and revise as necessary
- \* Encourage property owners to rezone floodplain areas on their property to Open Space (O-1)
- \* Encourage the use of natural materials to address drainage and erosion issues or other impacts to development

### **Goal 3. Promote the overall semi-rural character of Cherry Hills Village through design and maintenance of streetscapes, public lands and public facilities**

- \* Encourage the use of street lights and other outdoor lighting that are designed to preserve a "dark sky" while providing adequate safety
- \* Investigate standards that will accommodate all users, such as motorists, equestrians, pedestrians, bicyclists and at the same time maintain the semi-rural character of the City
- \* Consider pedestrian improvements for school-safe zones at street crossings and along major roads adjacent to schools

### **Goal 4. Enhance public outreach and continue to provide excellent customer service to Cherry Hills Village residents**

- \* Maintain the high level of award winning service provided by the Cherry Hills Village Police Department
- \* Update the Cherry Hills Village website to include the streaming of videos
- \* Enhance and expand the programming of the Cherry Hills Village public access channel 22



## **Goal 5. Increase training and communication for all Cherry Hills Village employees**

- \* Create an ongoing training schedule that will provide employees with increased training in the areas of diversity, ethics, harassment
- \* Increase inside and outside training opportunities for employees
- \* Enhance new employee orientation as needed

## **Goal 6. Increase and protect the amount of City owned open space while identifying and protecting key scenic treasures**

- \* Encourage open area preservation and open space acquisition through conservation easements, deed restrictions, recreational easements and other land use restrictions
- \* Develop an inventory of potential open space sites, historic properties, scenic areas and scenic vistas in the City that can be preserved both practically and economically and that provide public value in that they contribute to openness, provide scenic views or support the preservation of public trails, natural open spaces, wetlands and wildlife habitats
- \* Establish the necessary City processes, including a process of working with residents, to find, acquire and protect open space, scenic areas and scenic vistas
- \* Develop design standards for structures and facilities in public areas that encourage blending into the natural setting and that minimize impact on the environment and on scenic vistas

## **Goal 7. Preserve, maintain and improve the current trail system while identifying opportunities to establish new parks through land dedication, donation and acquisition**

- \* Identify and investigate opportunities to fill in gaps in the trail system and to increase connectivity with open space and City parks, especially the Village Center and John Meade Park
- \* Implement consistent, functional design standards for trail markers, signage, bridges and installed (manmade) elements such as trash cans, sign posts and benches
- \* Develop natural, sustainable and low water consuming landscapes in City parks through energy efficient and other innovative technologies and environmentally sensitive sign design
- \* Establish parks that are dedicated to preservation of views, wildlife corridors and water habitats
- \* Continue to sponsor special events within the City, such as the Exotic Car Show, Movie Night and the Holiday Tree Lighting Ceremony



# City Structure

<b>Administrative Positions</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
City Manager	1	1	1	1	1	1
Director of Finance & Administration	1	1	1	1	1	1
Accounting Clerk				1	1	1
City Clerk	1	1	1	1	1	1
Human Resource Analyst	1	1	1	1	1	1
Municipal Court Clerk	1	1	1	1	1	1
Bailiff	0.5	0.5	0.5	0.5	0.5	0.5
<b>Police Department Positions</b>						
Police Chief	1	1	1	1	1	1
Police Lieutenant/Commander	1	1	1	1	1	1
Sergeants	4	4	4	4	4	4
Police Officers	16	16	16	16	17	17
Support Services Supervisor				1	1	1
Evidence Technician	1	1	1	1	1	1
Detective	1	1	1	1	1	1
Code Enforcement Off/Stormwater Technician	2	2	1	1	1	1
Animal Control Officer	1	1	1	1	1	1
Police Clerk	1	1	1	1	1	1
<b>Public Works/Parks Positions</b>						
Public Works Director	1	1	1	1	1	1
Parks, Trails & Recreation Administrator	1	1	1	1	1	1
Street Operations Supervisor	1	1	1	1	1	1
Streets Crew Chief	1	1	1	1	1	1
Parks Crew Chief	1	1	1	1	1	1
Project and Right of Way Manager				1	1	1
Heavy Equipment Operators	3	3	3	3	3	3
Parks Maintenance Workers II	3	3	3	3	3	4
Public Works Administrative Assistant	1	1	1	1	1	1
Janitors/Facilities Maintenance Worker	2	2	2	2	1	1
Seasonal Parks Workers	3	6	6	6	6	6
<b>Community Development Positions</b>						
Planning Manager/Community Development Director	1	1	1	1	1	1
Community Development Clerk	1	1	1	1	1	1
Special Projects Coordinator			1	1	1	1
<b>City Wide Totals</b>	<b>52.5</b>	<b>55.5</b>	<b>55.5</b>	<b>58.5</b>	<b>58.5</b>	<b>59.5</b>



## Employees and Benefits

Cherry Hills Village has 53 full-time employees, 1 part-time employee and an average of 6 seasonal employees. Cherry Hills Village reviews the Colorado Municipal League Compensation Analysis and the Mountain States Projection and Planning Survey along with other resources to determine annual salary adjustments. The City offers health insurance benefits to all employees that work twenty or more hours per week. Full-time employees that decline the City's coverage have the option of receiving a flat \$1000 into a healthcare flexible spending arrangement account or a cash equivalent that will be deposited in increments throughout the year. Other Cherry Hills Village benefits include: dental insurance, life insurance, long-term disability insurance, short-term disability insurance, worker's compensation insurance, flexible spending account plans, retirement benefits, Roth IRA plan, deferred compensation plan, employee assistance plan, holiday and personal leave, paid time off, extended sick leave, bereavement leave, alternative scheduling, computer loan program and tuition reimbursement.

## Cherry Hills Village City Services

The City of Cherry Hills Village is comprised of a number of different departments that provide essential services to the residents. These departments strive to maintain and enhance the quality of life that the Cherry Hills Village residents enjoy. They include:

- Administration/Finance Department
- Animal Control
- Code Enforcement/Stormwater Technician
- Community Development
- Municipal Court
- Parks, Trails and Recreation
- Public Works
- Police Department

## Administration Department

The administration team is made up of the City Manager, Director of Finance & Administration, City Clerk, Municipal Court Clerk, Accounting Clerk and Human Resource Analyst. The City Manager serves at the direction of the City Council and is responsible for the general financial and personnel administration of the City. Additionally, the City Manager oversees the daily administration and management of all City departments and provides monthly reports to the Council on activities and projects performed by the departments. There are no expected changes to personnel counts for the Administration Department in 2016.

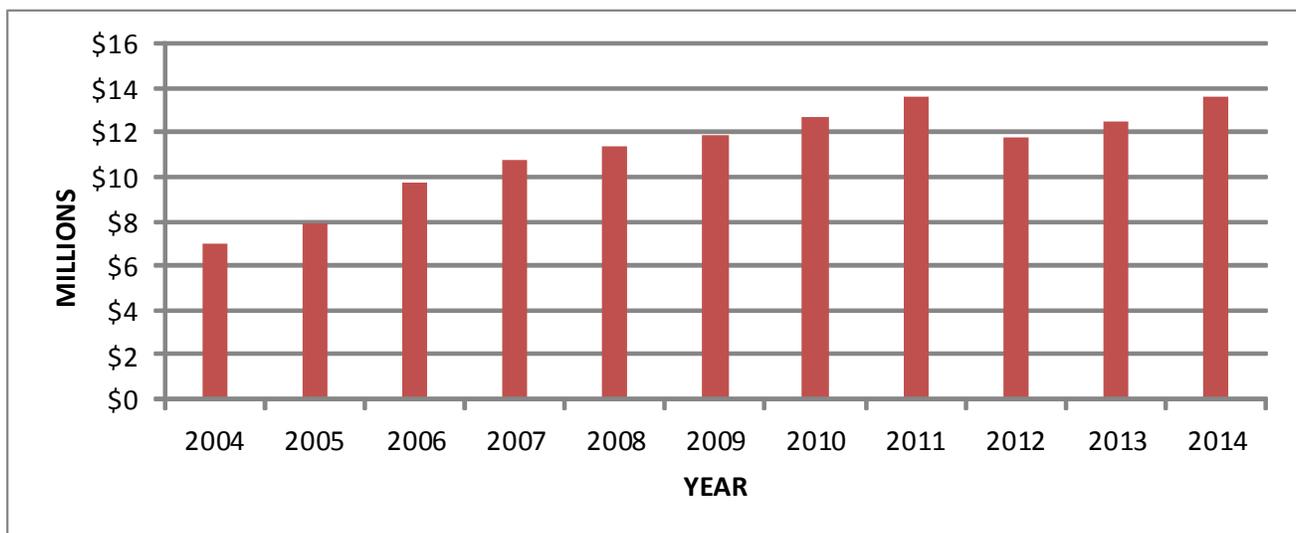
The City Manager's office is at the center of Village operations. The City Manager is responsible for the design, implementation and oversight of all programs necessary to meet the City Council's mission, commitment to residents and community values. The City Manager sets the standard for the Village organization which provides quality service to the public. The City Manager also provides the executive management, leadership, guidance and support for the Village government and oversees the Village's image and reputation. Finally, the City Manager is responsible to the City Council for the administration of all business within the City limits and is required to present the annual budget to the City Council for approval.



## Administration Department continued

The Department of Finance and Administration consists of four primary functions, including the following: Finance, City Clerk, Human Resources and Municipal Court. The Finance & Accounting Department performs all financial functions for the City of Cherry Hills Village. These functions include budgeting, financial analysis and reporting, cash and debt management, investments, accounts payable, utility billing, sales tax collection, payroll and maintenance of the fixed asset inventory.

The Finance Department is also charged with maintaining an unreserved fund balance for the General Fund equivalent to a minimum of six months of the current year's expenditures less capital outlay and transfers out budgeted for the fund. The 2014 ending fund balance for the General Fund and Capital Fund was \$13.6 million. A 10 year review of the fund balance for Cherry Hills Village is charted below:



The duties and responsibilities of the City Clerk are set forth in State statutes as well as the City's Charter and ordinances. The City Clerk is appointed by the City Council and serves as the Secretary to the Council. Other duties assigned to the City Clerk include the following: seal and attest all legal documents, conduct municipal elections, issue business and liquor licenses and serve as Deputy County Clerk and Recorder for purposes of voter registration. The City Clerk prepares all City Council meeting minutes, ordinances and resolutions and is the official custodian of the City's public records. The City Clerk is also responsible for the legal retention of all documents of the City and for preservation of all archival documents. The City Clerk's office compiles the bi-weekly City Council packets; publishes legal notices and codification of the municipal code. The City Clerk administers the City's website and Cable Channel 22.

Human Resources' responsibilities include new-hire orientation, benefits administration, retention and recognition programs, worker's compensation and property casualty claim administration, risk management, employee relations, compensation and benefits package analysis, employment-related policy updates, applicant recruitment, applicant selection process (including interviewing as needed and conducting background screening) and other miscellaneous employment-related functions.



## Administration Department continued

The Cherry Hills Village Municipal Court processes citations for traffic, parking and code violations, accepts payment for fines and schedules court appearances. Municipal Court is held every other Wednesday morning and is presided over by Judges James Turre and Jeff Welborn. The jurisdiction of the Municipal Court has been authorized to issue local rules adopted by the State of Colorado Model Traffic Code, along with other various City ordinances.

### Key Performance Measures

	2012	2013	2014	Forecast 2015
Meet or Exceed Annual Budget	Exceeded	Exceeded	Exceeded	Exceed
Maintain or Increase General Fund/ Capital Fund Balance	(\$1,838,560)*	\$658,704	\$860,670	(\$73,189)**
Employee Turnover below 12%	23%	11%	8%	17%
Reduce Number of Property Casualty Claims (less than 5)	6	1	4	8
Reduce Number of Worker's Compensation Claims (less than 5)	4	3	6	5

\*Cash paid for Joint Public Safety Facility construction

\*\* Work begun on new Public Works facility

### Goals and objectives of the Administration Department:

- Conservative fiscal management
- Provide excellent customer service
- Continual training and education for employees
- Remain a competitive employer
- Leadership development and transitional training
- Minimal worker's compensation and property casualty claims
- Increase financial transparency
- Establish a 10% vehicle accident goal to comply with CIRSA program

### Challenges

- Flat revenue with an increase in service requests/expenses
- Increased insurance rates and expenses due to multiple accidents involving city vehicles.

### Program Measures

The Administration Department will measure the success of several of the objectives defined above by analyzing the employee turnover rate at the end of every year. It will also measure the success of how well it maintained fiscal conservancy by analyzing the department's expenditures versus revenue at the end of every year. The department is also working on a system to solicit customer service feedback in order to measure the level of customer service provided. It is also working with the current software provider to develop a financial transparency program to add to the City's website that residents can use to review current budget revenue and expenditure line items.

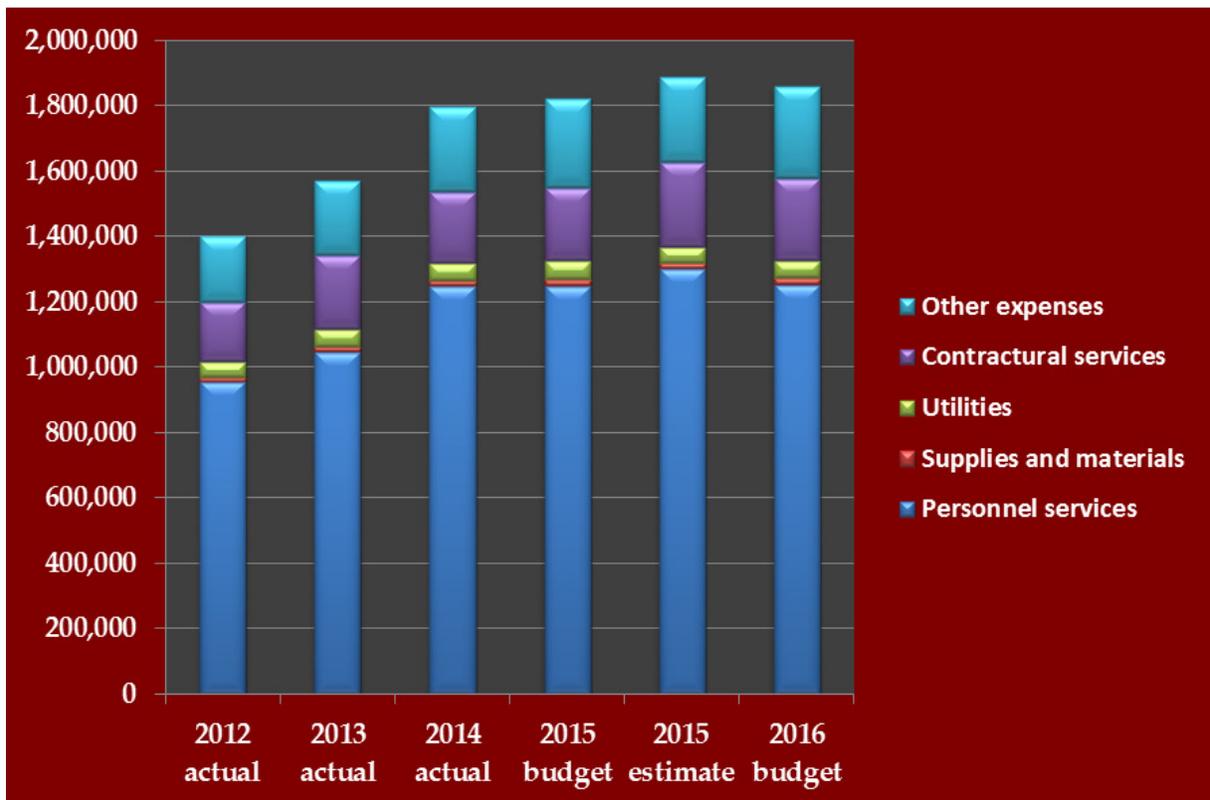


# City Structure

## Administration Department continued

The total Administration Department expenditures by category for a 5 year period are listed below:

	2012 actual	2013 actual	2014 actual	2015 budget	2015 estimate	2016 budget
Personnel services	955,055	1,049,029	1,250,173	1,250,492	1,300,978	1,253,666
Supplies and materials	15,186	14,553	16,620	19,500	19,120	21,280
Utilities	46,161	54,958	53,863	57,136	48,742	52,136
Contractual services	184,611	223,927	214,428	222,983	260,677	252,953
Other expenses	199,068	230,168	262,947	273,877	258,374	281,092
<b>Total Administration expenses</b>	<b>\$1,400,081</b>	<b>\$1,572,634</b>	<b>\$1,799,030</b>	<b>\$1,823,988</b>	<b>\$1,887,891</b>	<b>\$1,861,128</b>



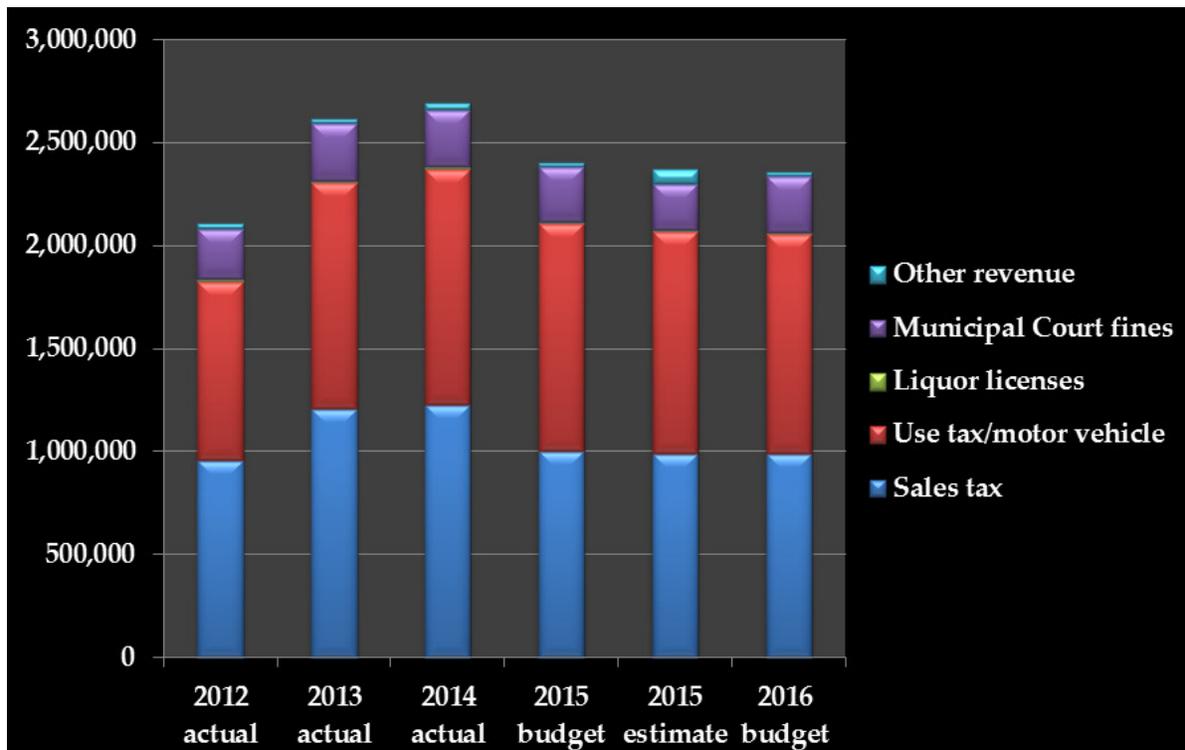


# City Structure

## Administration Department continued

The total Administration Department revenues by category for a 5 year period are listed below:

	2012 actual	2013 actual	2014 actual	2015 budget	2015 estimate	2016 budget
Sales tax	956,783	1,205,914	1,225,012	1,005,047	990,911	991,232
Use tax/motor vehicle	870,486	1,101,958	1,146,976	1,102,905	1,077,356	1,066,887
Liquor license	8,846	7,150	8,350	7,176	7,101	7,201
Municipal Court fines	243,971	277,314	278,297	270,000	227,481	270,000
Other revenue	27,927	23,818	35,079	20,000	70,804	20,000
<b>Total Administration revenue</b>	<b>\$2,108,013</b>	<b>\$2,616,154</b>	<b>\$2,693,714</b>	<b>\$2,405,128</b>	<b>\$2,373,653</b>	<b>\$2,355,320</b>





## Police Department

The Cherry Hills Village Police Department contributes to the safety of persons and property within the City by providing law enforcement, animal control and code enforcement services. Members of the department provide police service through proactive crime prevention, traffic enforcement, animal control, code enforcement, stormwater enforcement, disaster preparedness, criminal investigation, school programs, public information and assistance with various non-criminal matters. Educating the public and establishing strong partnership arrangements between the police and residents have proven to be the most effective ways to gain support for crime reduction and enhancing public safety within the Village.

The mission of the Cherry Hills Village Police Department is to promote strong community partnerships while providing courteous, professional and ethical police services. The Department continues to excel at developing meaningful and effective partnerships with all aspects of the community and with other criminal justice agencies. The Cherry Hills Village Police Department employees are dedicated to an ethical work environment within the agency with both criminal and non-criminal issues. There are no expected changes to personnel counts for the Police Department in 2016.

### **Goals and objectives of the Police Department:**

- To effectively and efficiently plan and coordinate support with regard to dignitary visits during the 2016 election season
- To reduce accidents at the top two collision locations by selective enforcement
- To identify areas of concern and respond with appropriate enforcement, education and engineering efforts in order to enhance the traffic safety of residents traveling throughout the City
- To certify as many officers as possible in Crisis Intervention Training (CIT) in order to enhance the Department's response to mental health issues in the community
- Enhance community outreach by coordinating the National Night Out event; coordinating a safety meeting for the faith based community in Cherry Hills Village and assisting the City with other scheduled events such as the Barn Tour, Car Show and Movie Night
- Develop and design emergency protocol for City staff to include City Council
- Reinstigate the Motorcycle Enforcement Unit by purchasing two new police motorcycles; training two new operator/riders and developing an enforcement plan for the unit

### **Program Measures**

The Police Department will measure the success of accident reduction by analyzing the accident rate percentage at two key locations (East Hampden Avenue at South Colorado Boulevard and East Hampden Avenue at South University Boulevard). It will also measure the effectiveness at its ability to identify areas of concern and its response by analyzing the amount of citations that were issued in an effort to reduce the amount of cut through traffic that occurs in the City of Cherry Hills Village.



# City Structure

## Police Department continued

<b>Key Performance Measures</b>				
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Forecast 2015</b>
Total number of traffic accidents	243	313	283	259
Number of Officers certified in Crisis Intervention Training	2	2	2	11
Reduce number of theft, criminal mischief & burglary cases to less than 90	81	75	97	90
Reduce on the job injuries resulting in lost time to less than 5	4	4	2	0

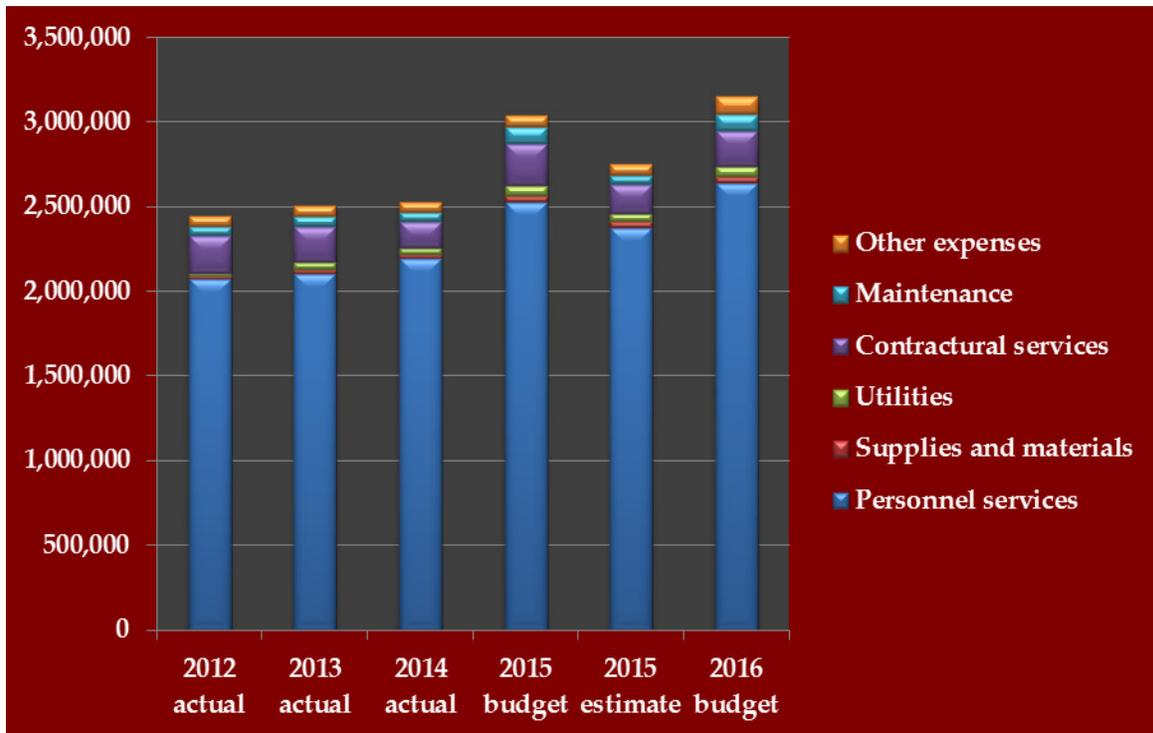
The total Police Department expenditures by category for a 5 year period are listed below:

	<b>2012 actual</b>	<b>2013 actual</b>	<b>2014 actual</b>	<b>2015 budget</b>	<b>2015 estimate</b>	<b>2016 budget</b>
Personnel	2,073,953	2,107,889	2,196,065	2,531,694	2,375,455	2,642,091
Supplies and materials	18,069	22,159	21,395	33,165	36,291	34,730
Utilities	17,669	45,153	41,415	60,550	49,893	61,800
Contractual Services	219,695	207,332	152,409	247,128	174,933	213,779
Maintenance	55,457	59,170	57,352	100,725	50,746	96,225
Other Expenses	62,587	65,552	60,452	67,600	63,457	103,600
<b>Total Public Safety expenses</b>	<b>\$2,447,430</b>	<b>\$2,507,255</b>	<b>\$2,529,088</b>	<b>\$3,040,862</b>	<b>\$2,750,775</b>	<b>\$3,152,225</b>



# City Structure

## Police Department continued

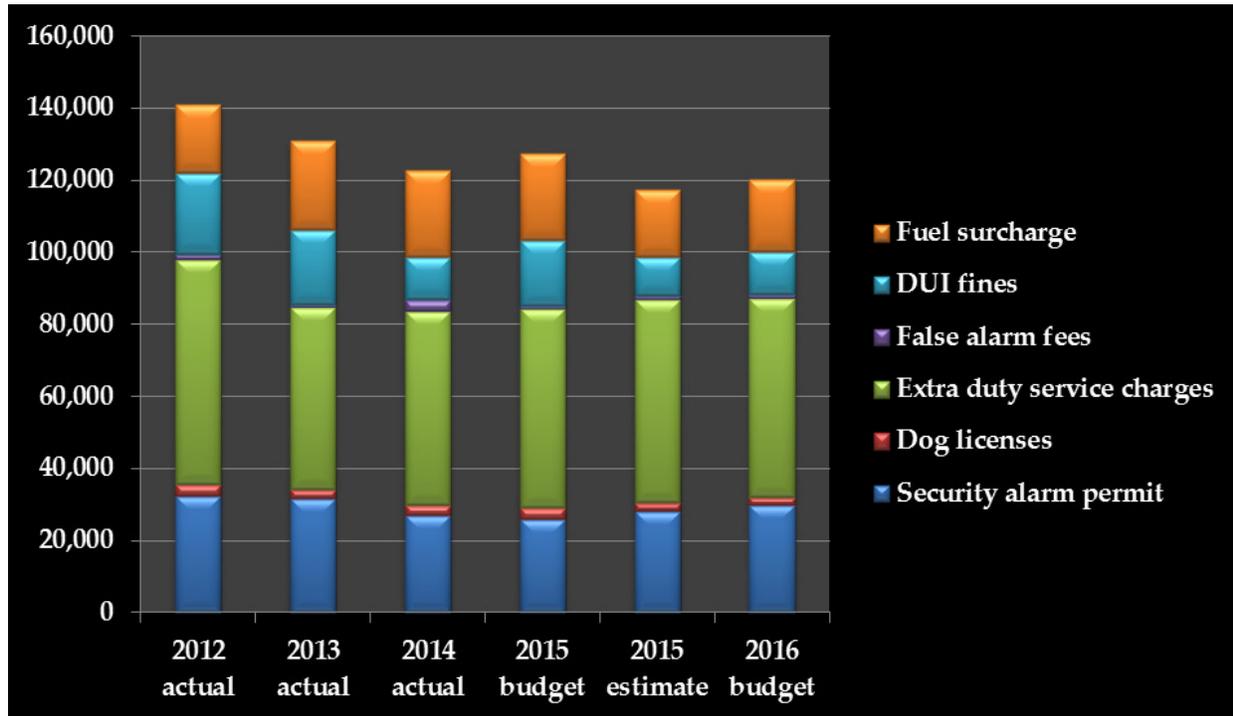


The total Police Department revenues by category for a 5 year period are listed below:

	2012 actual	2013 actual	2014 actual	2015 budget	2015 estimate	2016 budget
Security alarm permit	32,275	31,600	26,950	26,000	28,230	30,000
Dog licenses	3,250	2,620	2,990	3,200	2,220	2,200
Extra duty service charges	62,505	50,645	53,740	55,000	56,459	55,000
False alarm fees	1,400	600	3,100	1,000	1,000	1,000
DUI fines	22,542	20,841	11,886	18,000	10,848	12,000
Fuel surcharge	18,950	24,625	23,965	24,000	18,700	20,000
<b>Total Public Safety revenue</b>	<b>\$140,922</b>	<b>\$130,931</b>	<b>\$122,631</b>	<b>\$127,200</b>	<b>\$117,457</b>	<b>\$120,200</b>



## Police Department continued



## Public Works Department

The Public Works Department is dedicated to maintaining and improving the quality of life in Cherry Hills Village by planning for future needs of streets and parks, promoting environmental quality, building and maintaining municipal infrastructure, managing public capital improvement projects and protecting health and safety. In addition, the Department provides for the design, construction, operation and maintenance of public works and related services within the City. In 2014, the Public Works Department was awarded accreditation status by the American Public Works Association (APWA). Cherry Hills Village is the 94th agency in the nation to achieve accreditation through APWA.

The Public Works Department is responsible for general management, operation and care of the infrastructure found in the City's right-of-way including: streets, bridges, curbs, gutters, trails, traffic, traffic signage, street striping, storm drain system, irrigation, street sweeping, entry features and tree trimming, right-of-way permits and inspections, snow removal as well as general management operation and care of City facilities and properties.

Another component of the Public Works Department is the Parks Division. The Parks Division is dedicated to enhancing the quality of life for all residents of Cherry Hills Village by providing a variety of opportunities that encourage physical and social health, community pride, relaxation and enjoyment of the City's open space, trails and parks. The Parks Division maintains over 30 acres of parks and open space lands as well as over 26 miles of bridal paths and hard surface trails.

The mission of the Public Works Department is to provide superior quality, safe and appropriate infrastructure and natural areas for all residents. By establishing positive relationships with the community, the Department is able to provide effective, safe and well managed streets, parks and



# City Structure

public facilities. The Department will be stewards of the environment and be fiscally responsible in all aspects of its operation. All Public Works employees will be highly qualified individuals and will be provided with the opportunity to continually increase their knowledge through education and training. The vision for the Public Works Department is to be a well managed, highly effective department that responds to the current and future needs through creativity and innovation in order to maintain and enhance the community’s essential infrastructure and natural resources. There is one personnel change anticipated in 2016; the Parks Division has been authorized to hire a Parks Maintenance.

## Goals and objectives for the Public Works Department:

- Ensure that all employees have a healthy, safe and secure work environment by limiting on the job accidents
- Achieve high levels of customer service and satisfaction
- Enhance the quality of life for residents by implementing proactive programs to improve all City owned rights-of-way and natural resource areas
- Operate, maintain and improve the City’s streets to optimize their intended function, serve residents’ needs, protect property, health and safety and meet the needs of the residents in the future
- Develop and maintain exceptionally qualified and well-trained employees
- Ensure capital accounts do not exceed budgeted expenditures

## Program Measures

The Public Works Department will develop tools that can be implemented to measure the level of customer service that is provided to residents and contractors. The department currently measures the level of customer service provided throughout the year by analyzing the number of work requests that were processed. At the end of 2015, the department initiated a traffic study that will be used to apply for a “safe routes to schools grant” in 2016. This grant will help enhance the resident’s quality of life by making improvements to city streets. The department measures its commitment to developing and maintaining exceptionally qualified and well-trained employees by holding mandatory monthly safety trainings, annual customer service and ethics trainings and periodic OSHA, defensive driving, flagger certification and worker’s compensation trainings.

## Key Performance Measures

	2012	2013	2014	Forecast 2015
Over/Under (+/-) budget for Capital Street Improvement Program	-\$19,648	-\$62,042	-\$53,967	-\$6,256
Over/Under (+/-) budget for Capital Crack Seal Program	-\$1,260	-\$15,200	-\$13,630	-\$9,883
Over/Under (+/-) budget for Capital Curb & Gutter Program	-\$2,585	\$12,035	\$27,693	-\$39,511
Work requests processed	114	83	110	184
Reduce on the job injuries resulting in lost time to less than 4.	2	2	2	3

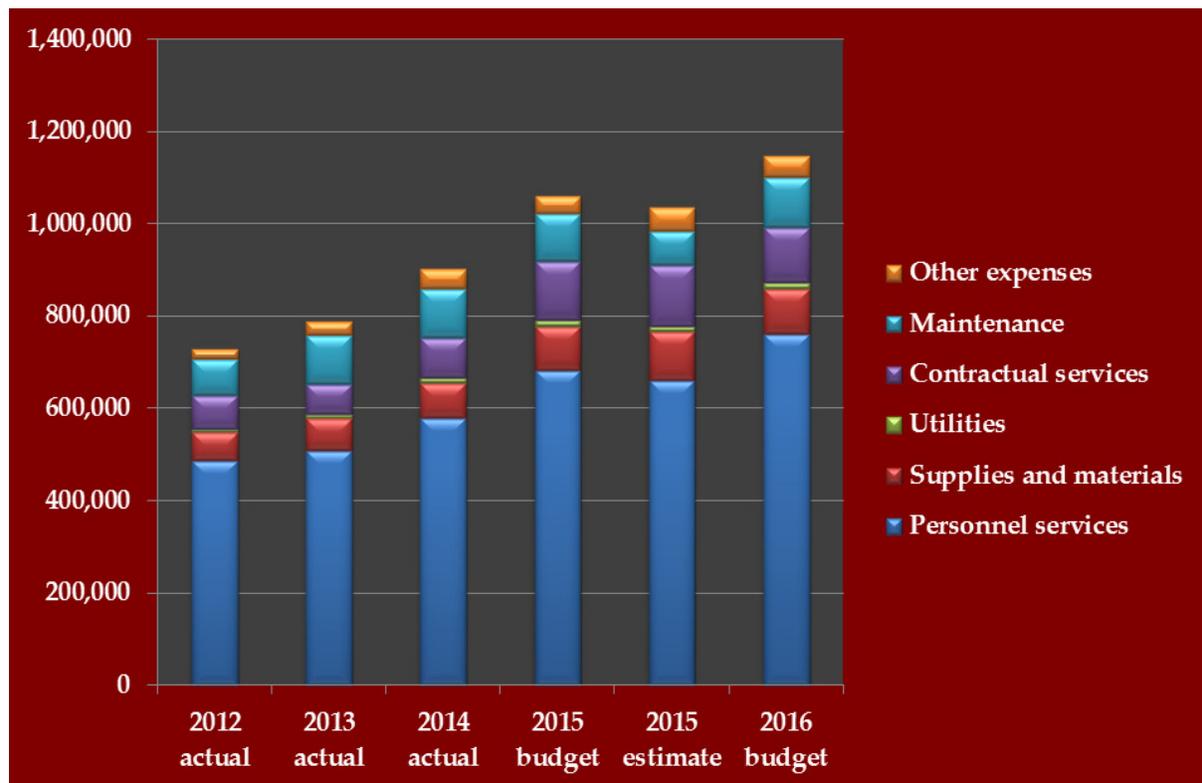


# City Structure

## Public Works Department continued

The total Public Works Department expenditures by category for a 5 year period are listed below:

	2012 actual	2013 actual	2014 actual	2015 budget	2015 estimate	2016 budget
Personnel services	487,175	509,067	578,939	681,562	660,046	760,232
Supplies and materials	60,770	68,863	75,080	95,550	106,654	98,900
Utilities	7,128	8,136	11,838	14,150	11,347	14,150
Contractual services	74,351	66,725	87,526	126,500	131,330	119,500
Maintenance	76,893	105,680	105,914	103,500	75,193	108,500
Other expenses	21,003	28,905	42,176	38,300	50,233	46,000
<b>Total Public Works expenses</b>	<b>\$727,320</b>	<b>\$787,375</b>	<b>\$901,474</b>	<b>\$1,059,562</b>	<b>\$1,034,803</b>	<b>\$1,147,282</b>



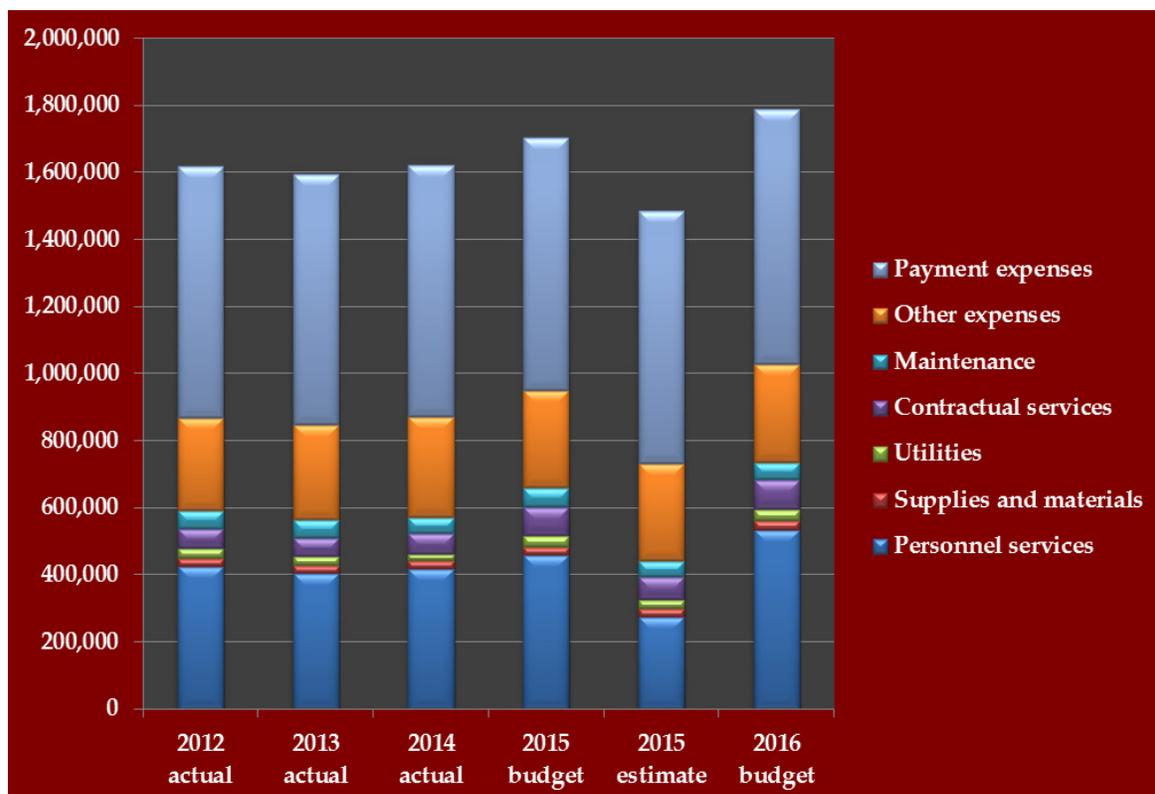


# City Structure

## Public Works Department continued

The total Parks Division expenditures by category for a 5 year period are listed below:

	2012 actual	2013 actual	2014 actual	2015 budget	2015 estimate	2016 budget
Personnel services	424,408	404,131	416,432	459,760	273,661	533,004
Supplies and materials	23,847	23,234	24,910	24,500	25,597	29,250
Utilities	29,626	26,987	19,712	33,200	25,693	33,200
Contractual services	60,506	56,386	64,040	85,340	69,010	87,877
Maintenance	54,659	53,606	47,530	55,500	46,269	50,500
Other expenses	276,574	284,053	299,994	291,500	290,328	293,944
Payment expenses	747,367	747,426	748,625	753,550	753,550	759,974
<b>Total Parks Division expenses</b>	<b>\$1,616,987</b>	<b>\$1,595,826</b>	<b>\$1,621,244</b>	<b>\$1,703,350</b>	<b>\$1,684,107</b>	<b>\$1,787,749</b>



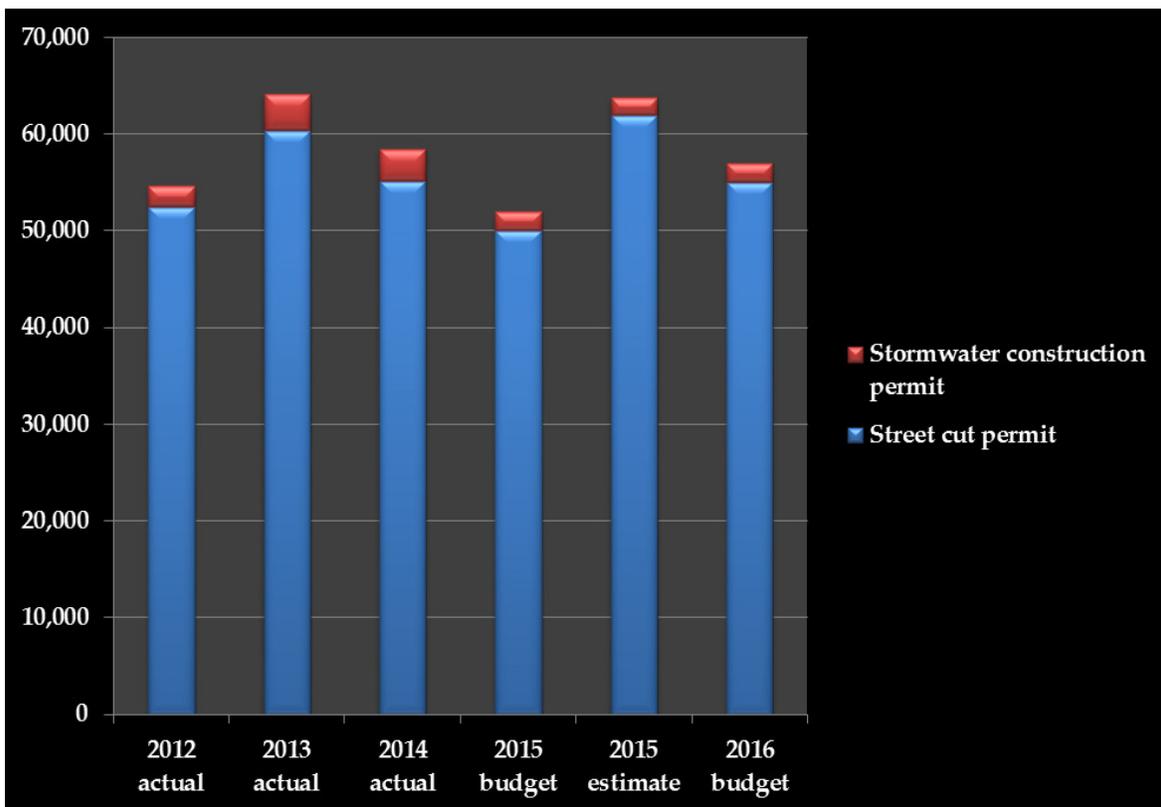


# City Structure

## Public Works Department continued

The total Public Works Department revenues by category for a 5 year period are listed below:

	2012 actual	2013 actual	2014 actual	2015 budget	2015 estimate	2016 budget
Street cut permit	52,534	60,416	55,154	50,000	61,968	55,000
Stormwater construction permit	2,100	3,720	3,300	2,000	1,800	2,000
<b>Total Public Works revenue</b>	<b>\$54,634</b>	<b>\$64,136</b>	<b>\$58,454</b>	<b>\$52,000</b>	<b>\$63,768</b>	<b>\$57,000</b>



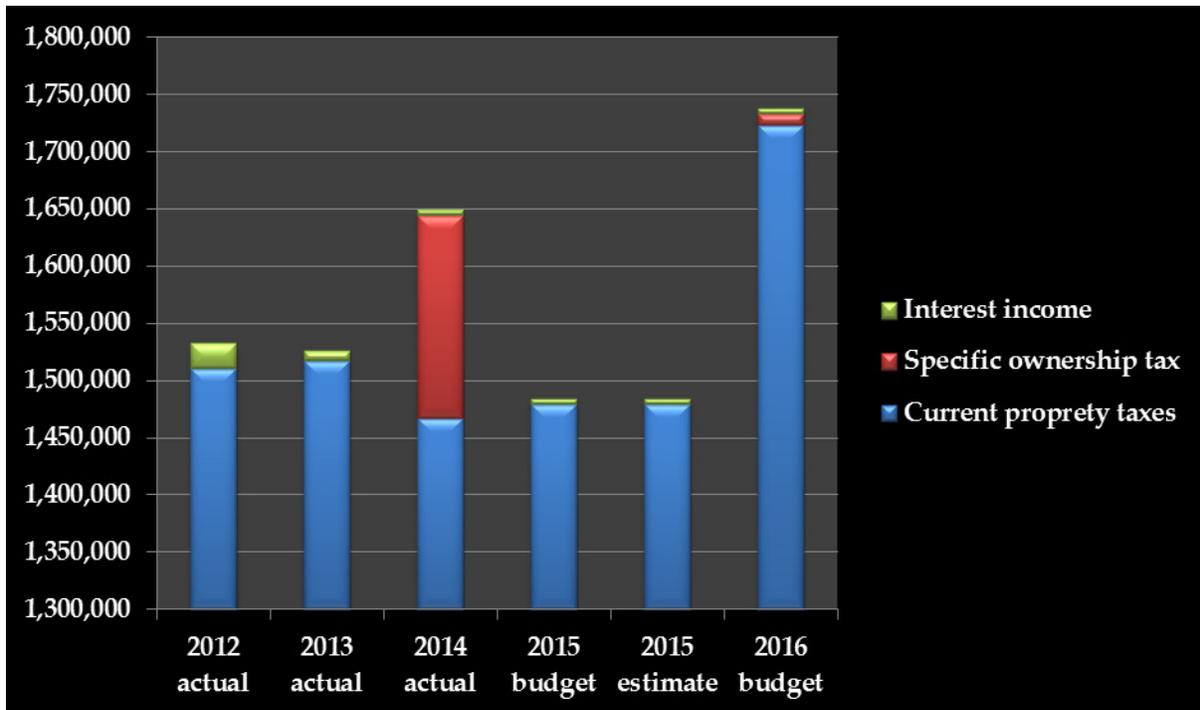


# City Structure

## Public Works Department continued

The total Parks Division revenues by category for a 5 year period are listed below:

	2012 actual	2013 actual	2014 actual	2015 budget	2015 estimate	2016 budget
Current property taxes	1,511,058	1,517,820	1,466,977	1,479,014	1,479,014	1,722,749
Specific ownership tax	0	0	177,750	0	0	10,000
Interest income	21,870	8,781	4,761	5,000	4,720	5,000
<b>Total Parks Division revenue</b>	<b>1,532,928</b>	<b>1,526,601</b>	<b>1,649,488</b>	<b>1,484,014</b>	<b>1,483,734</b>	<b>1,737,749</b>



## Community Development Department

The Community Development Department oversees the implementation of the City's Master Plan and all construction-related activities within the City. More specifically, it is responsible for the enforcement of municipal ordinances relating to the subdivision of land, zoning regulations, floodplain management, building codes and coordination of utility services. The Community Development Department reviews building permit applications for compliance with all applicable building codes and performs all necessary building inspections during the construction process. In 2014, the Community Development Department was



## Community Development Department

awarded accreditation status by the American Public Works Association (APWA). Cherry Hills Village is the 94th agency in the nation to achieve accreditation through APWA.

The mission of the Community Development Department is to provide excellent service to the residents, builders, contractors and designers working in the City through the Planning, Building and Engineering Divisions. The Community Development Department protects the public health, safety and welfare of the residents by ensuring that development and land use in the City are consistent with Cherry Hills Village City codes and the Cherry Hills Village Master Plan. There are no expected changes to personnel counts for the Community Development Department in 2016.

### **Goals and objectives of the Community Development Department:**

- Improve each customer’s experience by ensuring the development application review timelines are within established goals and standards
- Improve each customer’s experience through efficient administration of building permits, including ensuring maximum timeframes are met for differing types of permits; as well as ensuring the number of inspections and re-inspections are within established goals and standards
- Maintain an annual National Flood Insurance Program (NFIP) Community Rating System (CRS) of 8 by ensuring that all floodplain development and administration requirements are met and annual recertification is completed with the Federal Emergency Management Association (FEMA)
- Complete an evaluation of the recently adopted bulk plane and floor area ratio (FAR) ordinances
- Explore the possibility of consolidating and updating the City’s zoning and subdivision codes into a modern land development code
- Utilize new technology to provide cost savings and improve department wide efficiency and customer service

### **Program Measures**

The Community Development Department will measure the success of the NFIP program by reviewing the rating that is provided through formal documentation by FEMA. The department will continue to improve efficiency of the permitting process with new online application procedures and emailed inspection requests that will take affect in April 2016. The department will measure the success of these programs throughout the course of 2016 and develop an acceptable standard with which to compare all subsequent years in order to establish benchmarks.

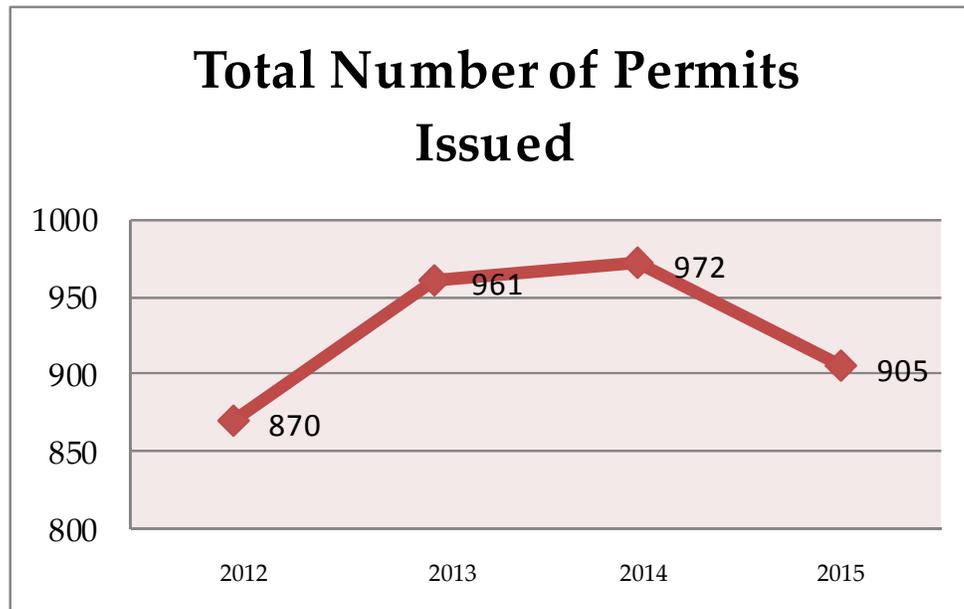
### **Key Performance Measures**

	2011	2012	2013	2014	2015
Maintain annual NFIP CRS rating of at least 8	8	8	8	8	7



## Community Development Department continued

The charts below indicate the total permits that have been issued from 2012 to 2015.

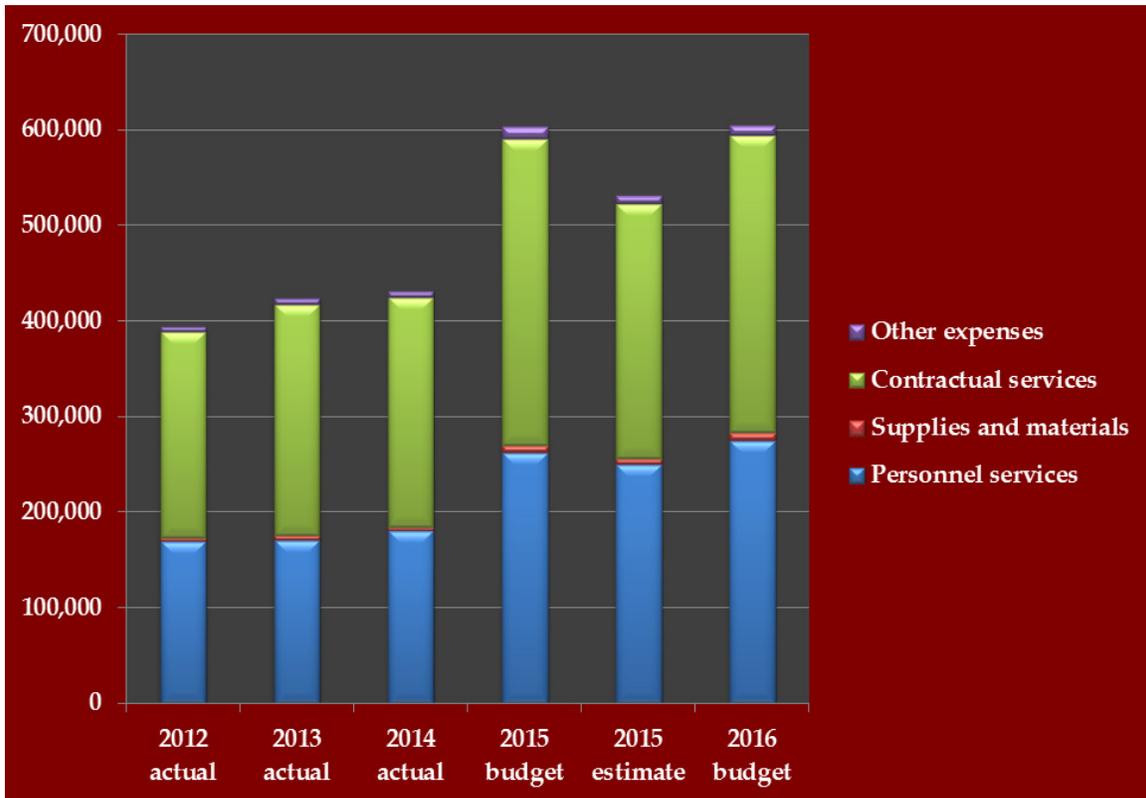


The total Community Development Department expenditures by category for a 5 year period are listed below:

	<b>2012 actual</b>	<b>2013 actual</b>	<b>2014 actual</b>	<b>2015 budget</b>	<b>2015 estimate</b>	<b>2016 budget</b>
Personnel services	169,987	170,975	180,310	262,476	250,003	275,370
Supplies and materials	3,528	5,115	3,555	7,900	5,975	7,950
Contractual services	214,829	241,405	240,847	320,300	266,306	310,850
Other expenses	5,418	6,567	6,766	13,100	8,521	10,700
<b>Total Community Development expenses</b>	<b>\$393,762</b>	<b>\$424,062</b>	<b>\$431,478</b>	<b>\$603,776</b>	<b>\$530,805</b>	<b>\$604,870</b>



## Community Development Department continued

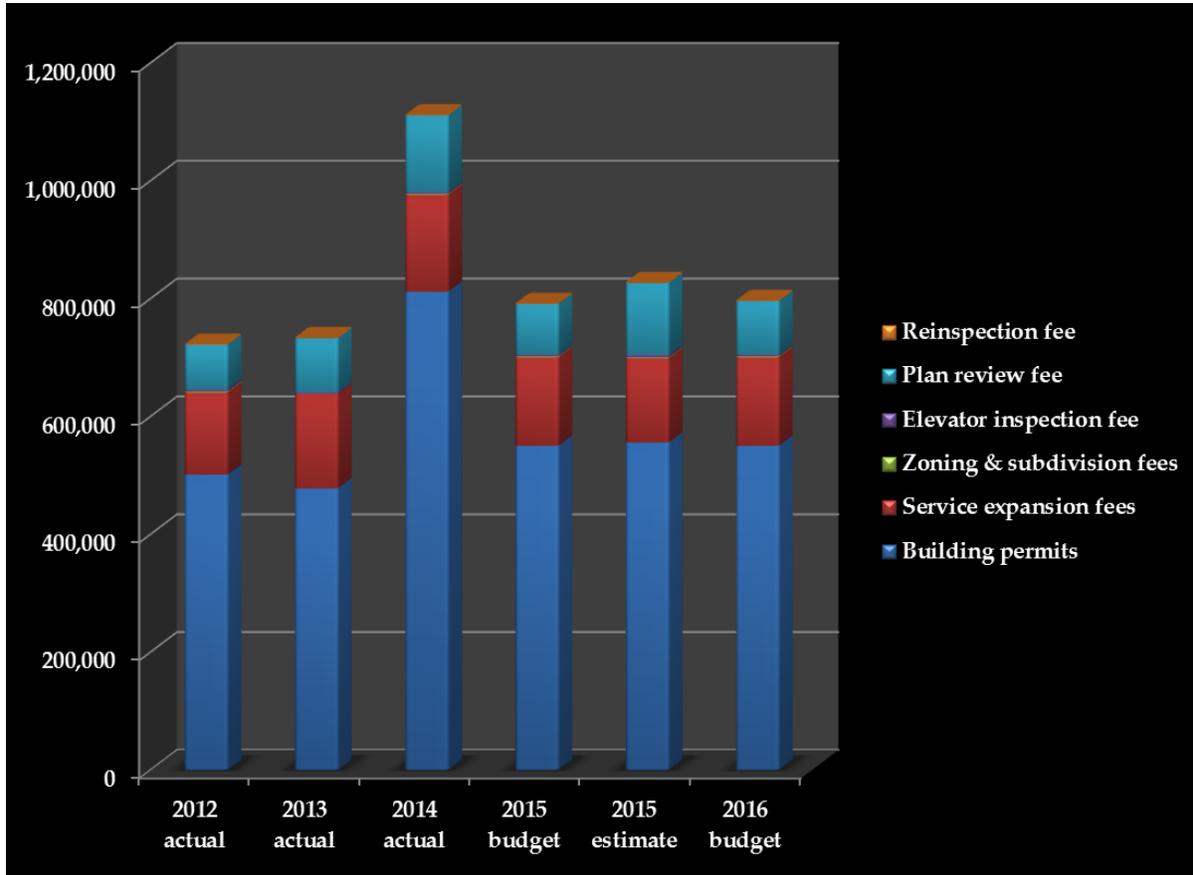


The total Community Development revenues by category for a 5 year period are listed below:

	2012 actual	2013 actual	2014 actual	2015 budget	2015 estimate	2016 budget
Building permits	500,905	477,725	811,537	550,000	555,483	550,000
Service expansion fees	139,217	160,094	164,276	150,000	142,757	150,000
Zoning & subdivision fees	2,200	200	1,900	2,000	1,900	2,000
Elevator inspection fees	4,250	3,600	3,600	3,600	5,000	3,600
Plan review fee	74,790	90,891	129,455	85,000	121,159	90,000
Reinspection fee	800	0	150	500	0	500
<b>Total Community Development revenue</b>	<b>\$722,162</b>	<b>\$732,510</b>	<b>\$1,110,918</b>	<b>\$791,100</b>	<b>\$826,299</b>	<b>\$796,100</b>

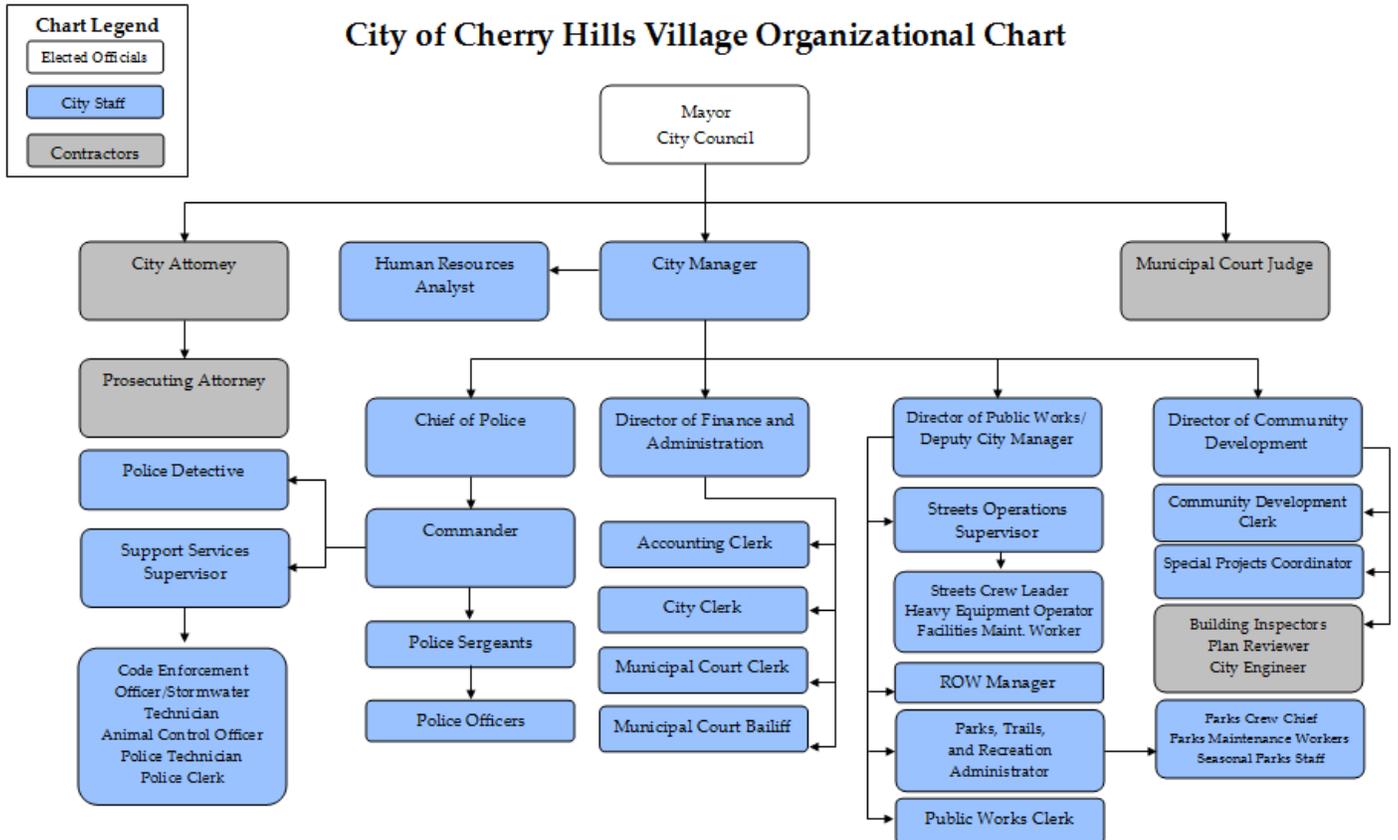


## Community Development Department continued



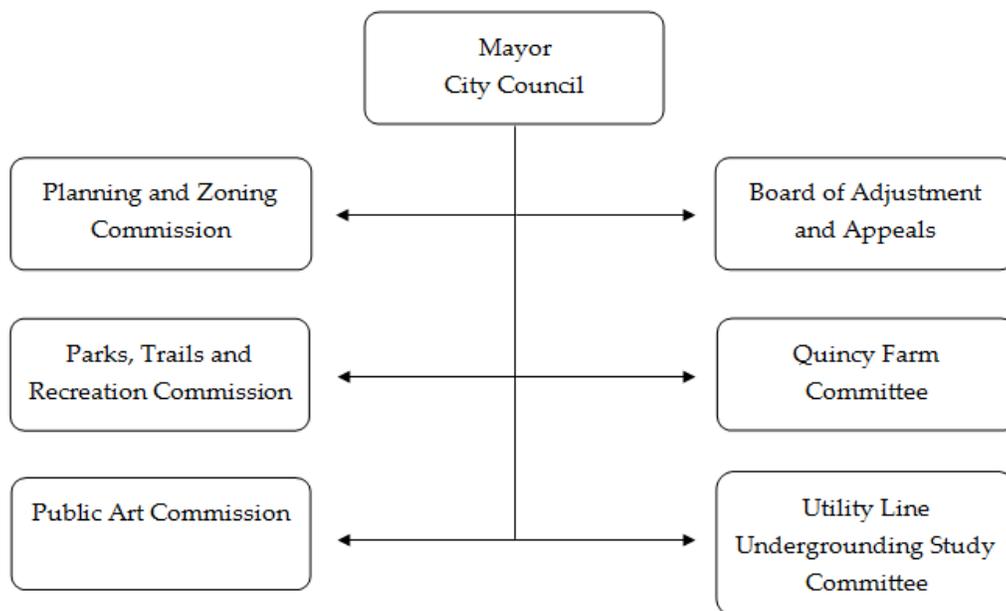


# Organization



\*\*Fire services are provided by South Metro Fire; which is a completely separate entity from Cherry Hills Village.

## Boards and Commissions





## Fund Balance / Reserve Policy

The City of Cherry Hills Village recognizes the importance of maintaining an appropriate level of undesignated fund balance to provide the required resources to meet operating needs and to allow for unforeseen needs of an emergency nature. After evaluating the City's operating characteristics, tax base, non-tax revenue sources, capital needs, local and economic outlooks, emergency and disaster risk and other contingent issues, the City establishes the following policy regarding the undesignated fund balances and reserves for the City of Cherry Hills Village.

### Purpose

To establish a Fund Balance/Reserve Policy tailored to the needs of the City to ensure against unanticipated events that would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. This policy will ensure the City maintains adequate fund balance and reserves to:

- provide sufficient cash flow for daily financial needs
- offset significant economic downturns or revenue shortfalls
- provide for unforeseen expenditures related to emergencies

### Definitions

**Emergency Reserve** - an additional reserve to provide for unforeseen reductions in revenues in the current year or expenditures that are greater than the current year revenues.

**Fund Balance** - the cumulative difference of all revenues and expenditures.

**Reserved Fund Balance** - portion of the fund balance that is legally restricted to a specific use or otherwise not available for appropriation or expenditures.

**Unreserved Fund Balance** - a measure of how much fund balance is left over at the end of the current year which can be used for the subsequent year's budget.

### Policy

It is the policy of the City Council to ensure the fiscal health of the community against unforeseen circumstances by maintaining fund balances and emergency reserves at sufficient levels for operations to continue. Use of excess fund balance is intended only for one-time or non-recurring expenditures. Listed on the following page are the Council's approved Fund Balance/Reserve Policy for each fund of the City of Cherry Hills Village.



## **Fund Balance / Reserve Policy continued**

General Fund - In the General Fund, there shall be maintained an unreserved fund balance equivalent to a minimum of six months of the current year's expenditures less capital outlay and transfers out budgeted for the fund. For purposes of this calculation, the expenditures shall be the budget as originally adopted by ordinance in December for the subsequent budget year. In addition, the City Council has determined that additional reserves be established in the General Fund to provide for unforeseen reductions in revenues in the current year or expenditures that are greater than the current year revenues. The minimum reserve amount should be 10% of approved general fund operating expenditures.

Conservation Trust Fund - This fund is a special revenue fund created to account for the proceeds of specific revenue sources that are legally restricted for specified expenditure purposes. No specific fund balance or reservation of fund balance is created by virtue of enactment of this policy. The amount of any reservation of fund balance shall be governed by the legal authority underlying the creation of this fund.

Catherine H. Anderson Land Donation Fund - This fund was created to account for the resources designated to foster and encourage the preservation of natural open space through financial assistance to residents interested in preserving Village natural areas, but may also be used by the Council for park-related purposes. No specific requirement is established for this fund. However, at a minimum, the year end reserved fund balance and estimated revenues for the ensuing year must be sufficient to meet all outstanding fund encumbrances.

Sid #7 Bond Fund - Debt service funds are subject to the creation of very specific reserve amounts as part of the ordinance which authorizes the issuance of the bonds. This policy does not create any specific reservation of fund balance for this fund. Reserve requirements for any outstanding bond issue will be consistent with the ordinance authorizing the issuance of the bonds.

Arapahoe County Open Space Fund - This fund is a special revenue fund created to account for the proceeds of specific revenue sources that are legally restricted to be expended for specified purposes. No specific fund balance or reservation of fund balance is created by virtue of enactment of this policy. The amount of any reservation of fund balance shall be governed by the legal authority underlying the creation of this fund.

Water and Sewer Fund - This fund is a special revenue fund created to account for all revenue and expenses associated with the consolidation of water and sewer utilities coming under auspices of the City. No specific fund balance or reservation of fund balance is created by virtue of enactment of this policy.



## **Fund Balance / Reserve Policy continued**

Parks and Recreation Fund - There shall be maintained an unreserved fund balance equivalent to a minimum of three months of current year expenditures less capital outlay and transfers out budgeted for the fund. In addition, there shall be maintained a 3% of operating expenditures as an emergency reserve.

Capital Fund - The Capital Fund was established to separately track and fund the costs of capital assets for the City. No specific fund balance or reservation of fund balance is created by virtue of enactment of this policy.

## **Utilization of Minimum Reserves**

Appropriation from the minimum unreserved fund balance shall require the approval of the City Council and shall be only for one-time expenditures and not for ongoing expenditures unless a viable revenue plan designated to sustain the expenditure is simultaneously adopted.

## **Replenishment of Minimum Fund Balance/Reserve Deficits**

If it is anticipated at the completion of any year that the projected or estimated amount of unreserved fund balance will be less than the minimum requirement, then the City Manager shall prepare and submit in conjunction with the proposed budget a plan for the expenditure or expense reductions and/or revenue increases necessary to restore the minimum requirements in subsequent budget years.

## **Utilization of Surplus Reserves**

In the event that the unreserved fund balance exceeds the minimum requirements, the excess may be utilized for any lawful purpose approved by the City Council. It is recommended that the first priority be given to utilizing the excess within the fund in which it was generated. In order to minimize the long term effect of such use, the excess shall be appropriated to fund one time expenditures or expenses which do not result in recurring operating costs.

## **Annual Review**

Compliance with the provisions of this policy shall be reviewed as part of the annual budget adoption process. The current version of the Fund Balance / Reserve Policy was formally adopted by resolution on April 21, 2015.



## Investment Policy

The following Investment Policy for the City of Cherry Hills Village addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

### Scope

The Investment Policy governs the investment activities of the City with regard to investing the financial assets of all funds, with the exception of the retirement funds and deferred compensation funds.

### Objectives

The overall objectives of the City's investment program, in order of priority, are safety, liquidity and yield.

### Safety

Protection of principal is the primary objective of the City investment activities and is the single most important factor any investment decisions of the investment officer. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. For purposes of this policy, the two most significant risks to the City are:

- Credit Risk - Credit risk shall be limited by restricting the credit ratings on securities that may be purchased and through diversification of investments to reduce exposure to any one security type, issuer or account.
- Interest Rate Risk - Interest rate risk shall be limited by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity and by investing operating funds primarily with durations of no longer than five years, money market mutual funds or similar investment pools.

### Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands of the City. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

### Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk assumed. Securities shall generally



## **Investment Policy continued**

be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal
- A security swap that would improve the quality, yield or target duration in the portfolio
- Liquidity needs of the portfolio require that the security be sold

### Prudence

The standard of care to be used by the investment official shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes.

The “prudent person” standard states that “investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived”.

### Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of Cherry Hills Village.

### Delegation of Authority

In accordance with Article VI, Section 6.3 of the City of Cherry Hills Village Charter, the responsibility for conducting investment transactions resides with the City Treasurer/Director of Finance (investment officer). No person may engage in an investment transaction except as provided under the terms of the Cherry Hills Village investment policy.

### Authorized Financial Institutions, Depositories and Brokers/Dealers

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (i.e. a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule). All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as applicable or required by the investment officer:



## **Investment Policy continued**

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood the City of Cherry Hills Village Investment Policy and agreeing to comply with it
- Evidence of adequate insurance coverage

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officer.

## **Registered Investment Auditor**

The City of Cherry Hills Village may elect to engage the services of a Registered Investment Advisor (RIA) to manage the City's portfolio. The RIA will manage the portfolio in conformance with State and Federal guidelines. Qualified RIA's must demonstrate the following:

- Domiciled in Colorado
- Primary focus should be local governments in Colorado
- At least five years of experience
- SEC registered
- Errors & Omissions insurance in an amount of at least \$5 million dollars and provide a copy for the City's files
- A third party custodian that meets the minimum capital requirements of \$10,000,000 in assets
- A copy of their audited financial statements

## **Safekeeping and Custody**

All trades of marketable securities will be executed by delivery versus payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by an independent third-party custodian selected by the entity as evidenced by safekeeping receipts in the City of Cherry Hills Village's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls-Service Organization Control Reports prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16.

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Cherry Hills Village are protected from loss, theft or misuse. Accordingly, the investment officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures or alternatively, compliance should be assured through the City of Cherry Hills Village's annual independent audit.



## **Investment Policy continued**

### Suitable Authorized Investments

The following investments will be permitted by the Cherry Hills Village investment policy and are defined by state and local law where applicable:

- U.S. Treasury obligations: Treasury Bills, Treasury Notes, Treasury Bonds and Treasury Strips which carry the full faith and credit guarantee of the United States government, are considered to be the most secure instruments available and have a final maturity not exceeding five years from the date of the trade settlement.
- Federal Agency Securities: Debentures and mortgage-backed securities with a stated final maturity not exceeding five years from the date of trade settlement and issued by the Government National Mortgage Association (GNMA).
- Bankers' acceptances.
- Federally insured time deposits (non-negotiable certificates of deposits) in state or federally chartered banks, saving and loans or credit unions, provided that the amount per institution is limited to the maximum coverage under federal insurance.
- Time deposits (non-negotiable certificates of deposits) in state or federally chartered banks, savings and loans or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with state law.
- Negotiable certificates of deposit (NCDs).
- Commercial paper rated at least A-1, P-1 or the equivalent by at least two Nationally Recognized Statistical Rating Organization (NRSROs) and by each NRSRO that rates the commercial paper.
- Investment-grade obligations of state and local governments and public authorities. No security may be purchased pursuant to this paragraph unless, at the time of purchase, the security is rated in one of the three highest rating categories by a nationally recognized organization that regularly rates such obligations.
- Money market mutual funds regulated by the Securities and Exchange Commission whose portfolios consist only of dollar-denominated securities and have a rating of AAAm or Aaa or the equivalent by each NRSRO that rates the fund.
- Local government investment pools either state administered or developed through joint powers statutes and other intergovernmental agreement legislation. They must be "no-load", have constant net asset value of \$1.00, limit assets of the fund to securities authorized by statute and have a rating of AAAm or Aaa or the equivalent by each NRSRO that rates the fund.



## **Investment Policy continued**

Investment in derivatives of the above instruments shall require authorization by the Cherry Hills Village City Council.

### **Collateralization**

To qualify as a depository, financial institutions must be listed as eligible depositories by the State Commissioner of Financial Services or the State Division of Banking. Acceptable collateral for bank deposits and repurchase agreements shall include only:

- Obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities.
- Obligations of any state, city, county or authority rated at least AA by two nationally recognized statistical rating organizations.

### **Diversification**

The investments shall be diversified by limiting investments for any one type of security to 5% of the total portfolio to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities); limiting investment in securities that have higher credit risks; investing in securities with varying maturities and continuously investing a portion of the portfolio in readily available funds such as local government pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

### **Maximum Maturities**

To the extent possible, the City of Cherry Hills Village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Cherry Hills Village will not directly invest in securities maturing more than five (5) years from the date of purchase. The City of Cherry Hills Village shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives. Reserve funds and other funds with longer term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council prior to investing.

### **Comparison to Market**

In order to ensure fair institution execution, the investment officer shall compare to market, using Bloomberg, each purchase of investment instruments purchased on the secondary market.

If the City's funds are being managed by an outside investment organization, the Portfolio Manager will document secondary purchases and sales and provide a trade recap for the date of purchase or sale.



## **Investment Policy continued**

### Reporting Methods

The investment officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter and provide it to City Council. The report shall include the following:

- An asset listing showing par value, cost and accurate and complete market value of each security, type of investment, issuer and interest rate
- Average maturity of the portfolio and modified duration of the portfolio
- Maturity distribution of the portfolio
- Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months, year to date and since inception compared to the Benchmark Index returns for the same periods
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks
- Distribution of type of investment

### Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The City's cash management portfolio shall be designed to attain a market rate of return through budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities and cash flow requirements. The performance of the portfolio shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average effective maturity. When comparing the performance of the City's portfolio, all fees involved with managing the portfolio shall be included in the computation of the portfolio's rate of return net of fees.

### Marking to Market

The market value of the portfolio shall be calculated monthly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

### Approval of Investment Policy

The City's Investment Policy shall be adopted by resolution of the City Council. The policy shall be reviewed by staff on an annual basis and any modifications made must be approved by the City Council. The current version of the Investment Policy was formally adopted on April 21, 2015.



## **Purchasing Policy**

The purpose of the Purchasing Policy is to provide guidance to Cherry Hills Village City staff and City Council in an effort to set forth a prudent system and standard of integrity when purchasing supplies, services, materials and equipment on behalf of the City; which would maximize the purchasing value of public funds, provide for timely purchases and follow common sense and good business practices.

It shall be the objective of the department making the purchase to procure from reliable vendors supplies, services, materials and equipment of the best quality, for use at the required time and at the best possible price. When price, cost of procurement, quality and availability are comparable, priority shall be given to local vendors. This objective shall be achieved by following General Procedures, which are applicable to all purchases in either the Specific Procedures for General Fund or the Specific Procedures for Other Fund Expenditures.

### **General Procedures**

#### **Conflict of interest**

Section 3.4 of the Cherry Hills Village City Charter states “No member of the Council shall have any direct financial interest in any contract with the City”.

#### **Spending authority**

Cherry Hills Village assigns responsibility of the purchasing function to the Finance Director’s office and utilizes a system of purchasing in which purchasing authority and responsibility is designated to Department Directors. The Finance Director is charged with monitoring purchases, establishing a purchasing system and providing assistance to departments making purchases. Unless otherwise noted in this policy, no employee may purchase goods or services unless such person is designated by the Department Director, Finance Director or City Manager.

#### **Code of ethics**

All employees engaged in purchasing products or services on behalf of Cherry Hills Village shall ensure that all organizations are afforded equal opportunity to compete and are bound by the code of ethics outlined in Chapter 2, Article 9 of the Cherry Hills Village Municipal Code.

#### **Unauthorized purchasing actions**

The following purchasing actions are unauthorized and violate the Cherry Hills Village Purchasing Policy:

- The use of public funds to purchase goods and services for personal use or gain either with or without later reimbursement.
- Splitting larger purchases into smaller amounts to circumvent the Purchasing Policy guidelines.
- Directing a contractor to proceed without a fully executed or authorized contract.
- The acquisition of traveler’s checks, cashier’s checks or the utilization of ATM machines.



## **Purchasing Policy continued**

### **Tax exempt status**

The City of Cherry Hills Village qualifies as a tax-exempt organization under the State of Colorado. Employees are encouraged to avoid paying sales tax when purchasing on behalf of the City, whether it is by cash, purchase card or check. The City's tax-exempt number, which is available from the Finance Department, should be given to the vendor before the sale is completed.

### **Tax reporting**

All vendors must complete a Request for Taxpayer Identification Number and Certification W-9 form prior to conducting business with the City of Cherry Hills Village. A completed W-9 is only required once from each vendor unless its business information changes. It is the responsibility of the employee making the purchase to request a completed W-9 form from the vendor in order for the Finance Department to issue payment.

### **Finance Director notification for cash flow**

The Finance Director shall review all Accounts Payable Payment Approval reports and the Check Register after every check run is processed. This will assist the City in cash flow management and investment programs.

### **Emergency purchases**

The City of Cherry Hills Village is subject to unforeseen emergencies which could require a substantial outlay of City funds immediately. Such emergencies could include floods, explosions, civil disturbances, falling aircraft, fire, major drainage disorders and other civil disasters affecting the lives and safety of the residents and/or employees of the City.

In such cases of emergencies which require the immediate purchase of non-appropriated supplies or services to avoid the loss of life, property or detriment to the community, the City Manager or designated Department Director has the authority to authorize immediate expenditure of City funds without a competitive bidding process, regardless of the amount. The City Manager or designated Department Director shall obtain verbal approval from the Mayor, or in his/her absence, the Mayor Pro-Tem prior to initiating non-appropriated emergency purchases or services in excess of \$100,000. Immediately following the purchase, a written report shall be made by the authorizing individual to the City Manager's office stating the nature of the emergency, the amount and type of expenditure. This report shall be distributed to the Mayor and City Council within seven (7) days of the emergency.

### **Exceptions**

Exceptions to these policies will be allowed only when requested in writing by the City Manager and approved by the City Council with a motion.

### **Contracts and records maintenance**

All original contracts and agreements shall be provided to the City Clerk for maintenance with the City records.



## **Purchasing Policy continued**

### **Specific Procedures for General Fund Expenditures**

#### **Purchases under \$2,000**

The responsibility and authority for purchasing transactions and negotiations of purchases under \$2,000 rests with the Department Director functioning under the general direction of the City Manager. Employees are encouraged to obtain the lowest and/or best price for goods or services and, when applicable, utilize comparative pricing via verbal or informal methods. Periodic checks should be made on these purchases to be certain they are secured according to the purchasing objectives.

#### **Purchases over \$2,000 but under \$10,000**

The Department Director or other designated party responsible for a budgetary account shall obtain quotations prior to the purchase from more than one source for all purchases over \$2,000 but under \$10,000. Material purchases which are on a volume basis (i.e. gallons, tons) and utilized throughout the year (i.e. asphalt, road base and gasoline) shall be subject to an annual quotation only. Single source purchases (i.e. gas and electricity) are acceptable if approved by the City Manager. The Department Director shall recommend to the City Manager the vendor believed to be the most qualified on the basis of the purchasing objectives listed above. The City Manager, along with the Department Director, shall make the final purchasing decision.

#### **Purchases over \$10,000 but under \$25,000**

All purchases over \$10,000 but under \$25,000 should be awarded on the basis of competitive bids. The Department Director or other designated party responsible for a budgetary account shall solicit quotations prior to the purchase from more than one source. The Department Director shall recommend to the City Manager the vendor believed to be the most qualified on the basis of the purchasing objectives listed above. The City Manager, along with the Department Director, shall make the final purchasing decisions.

#### **Purchases over \$25,000**

All purchases over \$25,000 should be awarded on the basis of formal bids or proposals. The following policy shall govern obtaining bids or proposals:

1. Prior approval from City Council to initiate competitive purchasing procedures or purchases for any item approved in the adopted annual City budget is not required.
2. Three (3) or more formal bids or proposals shall be obtained. If three (3) bids or proposals cannot be secured, a lesser number may be obtained; however, a written explanation must accompany the bid documents and be approved by the City Manager.
3. Colorado State bid prices and purchases may be used in lieu of competitive or other purchasing procedures when in the best interest of the City.



## **Purchasing Policy continued**

4. A Notice of Invitation for Bid shall be prepared by the Department Director and inserted by the City Clerk or other designated employee in the newspaper utilized by the City of Cherry Hills Village for its legal advertising. Such notice shall include the following information:
  - a. The Department Director that is responsible for the bid.
  - b. The location where bids will be received.
  - c. The location where bids will be opened.
  - d. A statement that Cherry Hills Village reserves the right to reject any or all bids.
  - e. A statement that written specifications are available from the Department Director upon request.
5. The City of Cherry Hills Village reserves the right to reject any of all bids, parts of bids or bids for any one or more supplies or contractual services included in the proposed contract when in the best interest of the City. Bids shall be evaluated and awarded to the bid that best meets the City's needs and requirements. Each bid, with the name of the bidder, shall be entered on the record and preserved for a period of seven (7) years for accepted bids and three (3) years for un-accepted bids for all inspection and maintained by the City Clerk with the City records.
6. The Department Director shall itemize all bids or proposals and, along with the appropriate City consultant(s), prepare a report for the City Manager summarizing the bids or proposals received and make a recommendation for award in accordance with the purchasing objectives.
7. The City Manager shall approve all General Fund bids in excess of \$25,000.
8. The City Council may approve a purchase in the open market under any one of the following circumstances:
  - A. Inadequate or absence of bids throughout the normal process.
  - B. Single source supplies for specialized or unique equipment, products or services.
  - C. Acceleration of delivery date when time is a major factor and it is in the City's best interest to shorten the delivery date.

## **Exceptions requiring City Council approval**

Exceptions that require City Council approval shall include the following:

1. Non-budgeted transactions over \$10,000.
2. Budgeted purchases over \$25,000 and/or 10% over the budgeted amount.

## **Specific Procedures for Other Fund Expenditures**

### **Purchases under \$10,000**

Other fund expenditures under \$10,000 shall follow the same purchasing policy that is outlined for



## **Purchasing Policy continued**

purchases under \$2,000 in the Specific Procedures for the General Fund.

### **Purchases over \$10,000 but under \$25,000**

Other fund expenditures over \$10,000 but under \$25,000 should be awarded on the basis of competitive bids. The Department Director or other designated party responsible for a budgetary account shall solicit quotations prior to the purchase from more than one source. The Department Director shall recommend to the City Manager the vendor believed to be the most qualified on the basis of the purchasing objectives listed above. The City Manager, along with the Department Director, shall make the final purchasing decision.

### **Purchases over \$25,000**

Other fund expenditures in excess of \$25,000, with the exception of work performed directly by City employees, shall be contracted utilizing the procedure outlined below:

1. All City/contractor relationships will be centralized into one responsible party for each entity. The responsible Department Director shall serve this function on behalf of the City of Cherry Hills Village.
2. When plans and specifications approach completion, the Department Director or designated employee must be supplied with the following information so that he may advertise the project in the newspaper utilized by the City of Cherry Hills Village for its legal advertising within at least twenty (20) days prior to the proposed bid opening date:
  - a. Name, description and location of the project.
  - b. Source of funds (i.e. City, State, Federal and/or Special District).
  - c. Desired bid opening date and time.
3. Colorado State bid prices and purchases may be used in lieu of competitive purchasing procedures when in the best interest of the City.
4. The Department Director will receive all sealed bid proposals prior to the established bid opening time. All bids received after the specified time and date will be rejected by the City.
5. The Department Director shall itemize all bids and, along with the appropriate City consultant(s), prepare a report for the City Manager summarizing the bids received and make a recommendation for award in accordance with the purchasing objectives.

### **Exceptions requiring City Council approval**

Exceptions that require City Council approval shall include the following:

1. Non-budgeted transactions over \$10,000.
2. Budgeted purchases over \$25,000 and/or 10% over the budgeted amount.



## **Purchasing Policy continued**

### **Acquisition Methods**

#### **Petty Cash**

Petty cash procedures shall be established by the Director of Finance or other designated employee. Petty cash must be kept in a locked safe, locked cash box or secure location at all times and only the assigned Administrative staff shall be allowed access to the petty cash funds. Petty cash transactions shall not exceed \$50 and must be approved by the appropriate Department Director. The Administrative employee is responsible for ensuring that cash given to the requesting employee exactly matches the Petty Cash Authorization form signed by the Department Director.

To obtain an advance from petty cash, employees must complete the Petty Cash Authorization form and have it signed by the appropriate Department Director. The form will be kept inside the locked cash register until the employee returns with the original vendor receipt and any excess cash received from the advance. The Administrative employee shall ensure that the excess cash received exactly matches the vendor receipt provided by the employee.

In cases of reimbursement requests that are more than \$50, the employee shall submit a completed Expense Reimbursement form, signed by the appropriate Department Director, along with original itemized receipts. Upon receiving the Expense Reimbursement form and itemized receipts, the Accounting Clerk shall provide reimbursement on the next scheduled check-run.

#### **Purchasing Card**

Please refer to the Wells Fargo Commercial Card Program policy for more information regarding purchasing card rights and responsibilities.

#### **Check Request**

A check request shall be used for purchases which are not applicable to the use of petty cash or purchasing cards. All check request transactions shall be supported via a vendor-issued invoice or original itemized receipt. The Director of Finance and/or City Manager shall perform a final review of all processed check request transactions to ensure compliance with the policies.

#### **Approval of Purchasing Policy**

The City's Purchasing Policy shall be adopted by resolution of the City Council. The policy shall be reviewed by staff on an annual basis and any modifications made must be approved by the City Council. The current version of the Purchasing Policy was formally adopted on April 21, 2015.



## Check Controls Policy

The City of Cherry Hills Village will follow these policies related to check controls and the signing of checks.

1. Payment Discounts - The City will take advantage of, when possible, payment discounts to reduce expenditures when the rate offered is less than the rate of investment income the City is earning on cash.
2. Check Requirements - In most cases, staff will be required to complete the following steps to obtain a check:
  - a. Budget - Adequate budget funds must exist before staff considers a purchase.
  - b. Department Approval - All invoices must have a signature of approval by the department that received the items/service indicating the invoice is acceptable to pay.
  - c. Coding - All invoices must have a vendor number and budget account to which the item will be charged against.
  - d. Invoices - All invoices will be given to the Accounting Clerk for entry into the accounting system.
3. Check Signatures - Two signatures are required on all checks. One signature will be from the City Manager and the other from an approved Department Director. Electronic signatures are acceptable so long as the Payment Approval report has been reviewed and signed by those whose signatures appear on the check and/or the Director of Finance.
4. Distribution of Checks - Checks will be mailed following the signing of the Payment Approval report.
5. Check Register - The check register will be available for review at any time by the City Council and/or the residents for up to seven years (in accordance with the Colorado Municipal Records Retention Schedule) following the issue of payment.

## Approval of Check Controls Policy

The City's Check Controls Policy shall be adopted by resolution of the City Council. The policy shall be reviewed by staff on an annual basis and any modifications made must be approved by the City Council. The current version of the Check Controls Policy was formally adopted on April 21, 2015.



# Debt Procedure

Section 9.12 of the Cherry Hills Village City Charter states “The City may, subject to applicable limitations in the Colorado Constitution (including without limitation applicable provisions of Article X, Section 20 also known as the TABOR Amendment), borrow money or enter into other obligations and issue securities or other evidences of such obligations in such form and manner as determined by the Council to be in the best interests of the City”. The Colorado Revised Statutes provides that general obligation indebtedness for all purposes shall not at any time exceed 3 percent (3%) of the actual value, as determined by the County Assessor, of the taxable property in the City. As of December 31, 2015, the City has no general obligation debt outstanding. The City’s legal debt limit is shown in the table below:

Assessed Value	\$337,216,810
Actual Value	\$4,120,589,574
Debit Limit: 3 Percent of Actual Value	\$123,617,687
Less: Assets in Debt Service	\$3,767,651
Legal Debt Margin	\$119,850,036
Amount of Bonded Debt Applicable to Debt Limit	\$3,767,651

The City initiated exclusion from the South Suburban Parks and Recreation District (“District”). The resulting litigation produced an order from the District Court dated November 2004. The order required the City to pay the District \$9,660,838 for the conveyance and transfer of facilities, including water rights, parks, trails and other considerations. The City’s appeal process ended in November 2009 with a final decision by the Colorado Supreme Court, in which they denied the appeal. The City is required to make annual principal and interest payments, beginning in December 2006 through 2019. Interest on the obligation accrues at the two-year Treasury bill rate. Annual debt service requirements for the outstanding obligation at December 31, 2015 are estimated at a 0.51% interest rate and are as follows:

Year	Principal	Interest	Total
2015	\$ 734,625	\$ 18,925	\$ 753,550
2016	\$ 744,039	\$ 15,178	\$ 759,217
2017	\$ 744,039	\$ 11,384	\$ 755,423
2018	\$ 744,039	\$ 7,589	\$ 751,628
2019	\$ 744,038	\$ 3,795	\$ 747,833
<b>Total Debt Service Requirements</b>	<b>\$ 3,710,780</b>	<b>\$ 56,871</b>	<b>\$ 3,767,651</b>



# Budget Policy

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The City's annual budget is prepared in accordance with the guidelines of the Governmental Accounting, Auditing, and Financial Reporting (GAAFR), the Government Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA). As required by the City Charter, the budget is prepared on a calendar year basis beginning on the first day of January and ending on the thirty-first day of December each year. The budget must be balanced or have a revenue surplus. A balanced budget means that expected expenditures do not exceed forecasted revenues.

The Cherry Hills Village budget is created by the City staff and City Council respectively. Department Directors continuously prepare or update the operational budget and prioritize projects throughout the year. The Cherry Hills Village Charter states that "The Council shall adopt a budget calendar by resolution on or before the twentieth day of September of each year, and shall adopt an ordinance for the budget and an ordinance for the annual appropriations in accordance with said calendar. When finally adopted, the budget shall become a public record, and sufficient copies shall be deposited with the Clerk to ensure adequate circulation".

The budget process takes into consideration the following priorities:

- Pro-actively address safety, health and welfare issues within the City
- Improve service delivery and responsiveness
- Master Plan implementation
- Ensure the City remains fiscally responsible and conservative with how Staff handles the public monies
- Improve public outreach efforts
- Professional development (accreditation, GFOA, intergovernmental cooperation, conferences)
- Evaluate staffing levels and job functions
- Maintain and evaluate IT systems
- Employee training and development
- Annual Compensation Study
- Determine Community Strategies for: Open Space Acquisitions, High Line Canal and Undergrounding Utilities
- Closely coordinate/monitor activities of the outside entities that have a direct impact on City operations and quality of life issues, such as: the Colorado Department of Transportation (CDOT), Denver Water, Xcel Energy and Century Link

Consequently, every Department Director will provide the City Manager with their recommendations and projections prior to the twentieth day of September deadline for the following year's budget. Once the City Manager has received the recommendations from the Department Director, the budget calendar on page 64 will be followed.



# Budget Policy

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The Council shall hold a public hearing on the proposed budget each year. The notice of the time and place of the hearing will be published at least five days prior to the hearing and copies of the proposed budget shall be made available to the public; whether on the City's website or available by printed copy in the City Clerk's office. The Council may at any time before the final adoption increase, decrease, add or strike out any item in the budget.

## Annual Budget Scope

The Cherry Hills Village Charter states that "the budget adopted by the Council shall contain: (a) an estimate of anticipated revenue from all sources other than the tax levy for the ensuing year; (b) an estimate of the general fund cash surplus at the end of the current fiscal year, or of the deficit to be made up by appropriate; (c) the estimated expenditures necessary for the operation of the several departments, offices and agencies of the City; (d) debt service requirements for the ensuing fiscal year; (e) an estimate of the sum required to be raised by the tax levy for the ensuing fiscal year, and the rate of the levy necessary to produce such a sum based on the percentage of current levy collection experience during the three preceding fiscal years; (f) a balance between the total estimated expenditures; including any deficit to be met, and monies set aside for public improvements and total anticipated revenue, plus any surplus. All estimates shall be in detail showing revenues by source and expenditures by organization units, activities, character and object."

## Special Funds

The Cherry Hills Village Charter allows for the creation of additional funds, otherwise known as special funds, to be used for special purposes such as: depreciation and obsolescence; debt service; equipment and building replacement; special services; local improvements; City-owned utilities; trust funds and endowments; and such other purposes as the Council may determine.

## Amendment Procedure

The Cherry Hills Village City Charter states that "The Council may make additional appropriations by ordinance during the fiscal year for unanticipated expenditures required of the City, but such additional appropriations shall not exceed the amount by which actual and anticipated revenues of the year are exceeding the revenues as estimated in the budget, unless the appropriations are necessary to relieve an emergency endangering the public peace, health or safety". Any annual departmental appropriation or portion thereof, remaining unexpended or unencumbered at the close of the fiscal year, shall revert to the general fund.



# Budget Policy/Calendar

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## Basis for Budgeting

The City uses the same basis of budgeting that it uses for its audited financial statements. The modified accrual basis of accounting is used for all fund operations and for the financial statements, except for the proprietary fund (Water Fund) which uses the accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon thereafter to pay liabilities of the current period. The City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Under the full accrual basis of accounting used for the City's government-wide financial statements and proprietary fund financial statements, revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of timing of related cash flows.

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## 2016 Budget Calendar

September 15, 2015 - The City Manager will submit the proposed 2016 budget to the City Council.

October 6, 2015 - The City Council will hold a study session to review the proposed 2016 budget.

November 17, 2015 - A public hearing will be held for the proposed 2016 budget and first readings of the Appropriations Ordinance and Mill Levy Ordinance.

December 9, 2015 - The 2016 Annual Budget and the Appropriations Ordinance and Mill Levy Ordinance will be adopted on second and final reading.



# Budget Details

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Fund accounting is used for budgeting and accounting purposes. Each fund is created for a specific purpose. City Council must approve the appropriation of expenditures from each fund. Approval generally occurs at the beginning of each fiscal year, but may occur by City Council any time throughout the year if funds are available. All City funds described below are appropriated by City Council.

The City's budget contains the General Fund and six small funds. The General Fund is broken out into Revenues, Administration, Judicial, Data Processing, Community Development, Public Safety, the Village Crier, Public Works and Capital. Approximately 35% of the General Fund Revenues come from Property Taxes, approximately 29% from use tax/sales tax, approximately 8% from building permits and the remainder of revenue is from municipal court fines and other taxes received from the State and County.

- ◆ The **Administration Department** is comprised of the City Manager, Director of Finance and Administration, HR Analyst, Accounting Clerk and City Clerk. Some expenses of this division include: salaries, election costs, personnel management, City insurance programs, records management and utilities.
- ◆ The **Judicial Department** is comprised of the Court Clerk, Bailiff and Municipal Judges. The expenses of this department are all for the purpose of running the Municipal Court.
- ◆ The **Data Processing** division accounts for all computer related expenses of the City.
- ◆ The **Community Development Department** is comprised of a Community Development Director, Community Development Clerk and Special Projects Coordinator. This department provides day-to-day administration and coordination of all building activities along with consultants and civil engineers.
- ◆ The **Public Safety Department** delivers a full range of professional law enforcement services. The Police department staff includes the Police Chief, Police Commander, one Support Services Specialist, four Sergeants, sixteen Police Officers, one Animal Control Officer, one Code Enforcement Officer/Stormwater Technician, one Police Technician and one Police Clerk. The total expenditures include expenses to run the department such as salaries, uniforms, crime prevention, animal control, vehicle and equipment maintenance, training and investigations.
- ◆ The **Village Crier** is the official Cherry Hills Village City government sponsored publication. It is published every other month and mailed or emailed to all Cherry Hills Village residents. The Village Crier division is used to track expenses for the publication of The Village Crier. The expenses of this department are funded by contributions from residents and advertisements.
- ◆ The **Public Works Department** is responsible for the maintenance of City buildings, grounds and streets. The department includes the Public Works Director, Streets Crew Leader, Project Manager, four Heavy Equipment Operators, one Administrative Assistant, one Facilities Maintenance Worker and two seasonal Maintenance Workers.
- ◆ The **Capital Fund** is used to track equipment or vehicles that cost in excess of \$5,000 and have a useful life greater than one year.



# Budget Details

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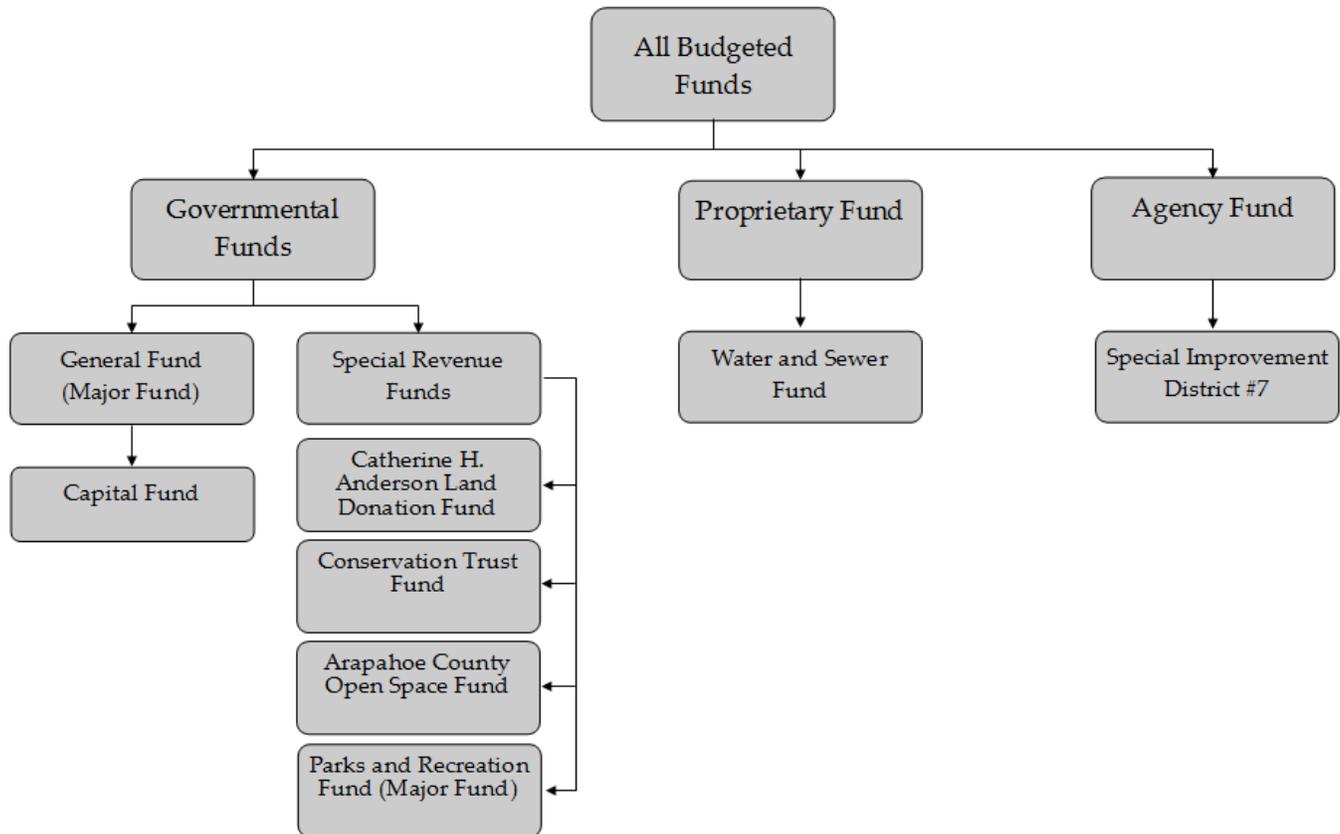
The six small funds are the Conservation Trust Fund, the Catherine H. Anderson Land Donation Fund, the Arapahoe County Open Space Fund, the Special Improvement District #7 Fund, the Water and Sewer Fund and the Parks and Recreation Fund.

- ◆ The Colorado State Legislature requires the establishment of the **Conservation Trust Fund** if a local government desires to receive state allocations for the acquisition, development and maintenance of parks and open space properties. The Colorado Lottery is the primary source of this fund.
- ◆ The **Catherine H. Anderson Land Donation Fund** was established by the subdivision regulations of the City and derives its revenue from subdividers within the City, in addition to recreation reimbursement donations or charitable contributions. These revenues are earmarked for parks, open space, trails or other public improvements.
- ◆ The **Arapahoe County Open Space Fund** was created to account for sales tax revenues generated from the Arapahoe County Open Space ballot measure. The City receives a shareback of the tax revenues collected. These funds may be used to acquire real estate, easements, water rights and to improve, restore and protect open space.
- ◆ The **SID #7 Bond Fund** was established for collecting assessments and paying debt services on the bonds that finance the construction of the new water improvement system for the Cherry Hills Village residents of the subdivisions Charlou Park and Charlou Park second addition. The first year of collections was in 2001 and the final payments are to be made in 2020.
- ◆ The **Water and Sewer Fund** was created to account for all the revenues and expenses associated with the consolidation and operation of water and sewer utilities coming under the auspices of the City of Cherry Hills Village.
- ◆ The **Parks and Recreation Fund** was established in 2004 for the purpose of accounting for costs related to the exclusion of the City from the South Suburban Park and Recreation District and to establish park and recreation functions within the City of Cherry Hills Village. The Parks and Recreation Department is comprised of the Parks and Trails Administrator, Parks Crew Chief, three Parks Maintenance Workers and six seasonal Parks Maintenance Workers.



# Fund Structure

## Fund Organization for the 2016 Budget





# Department Fund Source

Department	Funding Source
City Council	General Fund
City Manager	General Fund
• Human Resources	General Fund
Finance Department	General Fund
• City Clerk	General Fund
• Municipal Court	General Fund
Police Department	General Fund
• Support Services	General Fund
• Animal Control	General Fund
• Code Enforcement	General Fund
• Patrol	General Fund
• Capital Purchases	Capital Fund
Public Works Department	General Fund
• Street Maintenance	General Fund
• Grounds and Building Maintenance	General Fund
• Fleet Maintenance	General Fund
• Parks and Trails Maintenance	General Fund
• Capital Purchases	Capital Fund
Community Development Department	General Fund
• Planning	General Fund
• Building Inspections	General Fund
Data Processing	General Fund
• Capital Purchases	Capital Fund



# Budget Ordinance

## ORDINANCE NO. 11 Series 2015

November 17, 2015: Introduced as Council Bill 7, Series 2015 by Councilor Mark Griffin, seconded by Councilor Mike Gallagher and considered in full text on first reading. Passed by a vote of 5 yes and 0 no.

December 9, 2015: Considered in full text on second reading. Passed by a vote of 5 yes and 0 no.

### A BILL FOR AN ORDINANCE ADOPTING A BUDGET AND LEVYING PROPERTY TAXES FOR THE CITY OF CHERRY HILLS VILLAGE, COLORADO FOR FISCAL YEAR 2016

**WHEREAS**, the City of Cherry Hills Village prepared and established a Budget for fiscal year 2016, made such Budget available for public inspection, and held a public hearing prior to adoption of the Budget by the City Council pursuant to Article IX of the Charter of Cherry Hills Village; and

**WHEREAS**, the Budget provides for expenditures and transfers for all purposes in the amount of \$14,874,598 and

**WHEREAS**, the Arapahoe County Assessor has certified a taxable assessed valuation for the City of Cherry Hills Village \$337,216,810; and

**WHEREAS**, \$4,571,649 of the total expenditures and transfers required shall be derived from ad valorem taxes, and the balance shall be derived from other sources.

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

Section 1. The City of Cherry Hills Village Budget in the total amount of \$14,874,598 for the fiscal year beginning January 1, 2016 and ending December 31, 2016, is hereby approved and adopted.

Section 2. The Mayor and City Clerk of the City of Cherry Hills Village, Colorado, are hereby authorized and directed to certify a General Purpose Levy of fourteen and seven hundred and twenty two thousandths (14.722) mills to the Board of County Commissioners of Arapahoe County, Colorado, on or before the 15th day of December 2015, to be levied against all property within the City of Cherry Hills Village for taxes to be collected in 2016 for the valuation year 2015.

Section 3. The City Council may, by resolution, transfer any unexpended balance in any of the funds to any fund or to a reserve.

Section 4. The City Council, pursuant to Article XX of the Colorado Constitution, supersedes and deems the provision of C.R.S. 1972, 29-1-301, inapplicable.

Section 5. Should any section, clause, sentence or part of this Ordinance be adjudged by any court to be unconstitutional or invalid, the same shall not affect, impair or invalidate the ordinance as a whole or any part thereof other than the part so declared to be invalid.

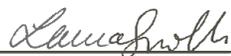
Adopted as Ordinance No. 11, Series 2015, by the City Council of the City of Cherry Hills Village, Colorado the 9th day of December, 2015.

  
\_\_\_\_\_  
Laura Christman, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Linda Michow, City Attorney

ATTEST:

  
\_\_\_\_\_  
Laura Smith, City Clerk



# Budget Ordinance-Appropriations

## ORDINANCE NO. 12

Series 2015

November 17, 2015: Introduced as Council Bill 8, Series 2015 by Councilor Mark Griffin, seconded by Councilor Mike Gallagher and considered in full text on first reading. Passed by a vote of 5 yes and 0 no.

December 9, 2015: Considered in full text on second reading. Passed by a vote of 5 yes and 0 no.

### A BILL FOR AN ORDINANCE OF THE CITY OF CHERRY HILLS VILLAGE, COLORADO AUTHORIZING APPROPRIATIONS FOR FISCAL YEAR 2016

**WHEREAS**, the City of Cherry Hills Village has prepared and approved a Budget for fiscal year 2016 and the City is authorized and required to make appropriations by ordinance for each fiscal year pursuant to Article IX of the Charter of Cherry Hills Village, and

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

Section 1. From the monies obtained from taxation and from all other sources of revenue of the City of Cherry Hills Village, Colorado, during the year beginning January 1, 2016, and ending December 31, 2016, there is hereby appropriated the following sums for the following funds, to-wit:

General Fund	7,004,867
Capital Fund	4,605,065
Land Donation Fund	5,620
Conservation Trust Fund	248,500
Special Improvement District No. 7	90,797
Water & Sewer Enter Enterprise Fund	532,000
Arapahoe County Open Space Fund	600,000
Parks and Recreation Fund	1,787,749
<b>TOTAL</b>	<b><u>\$14,874,598</u></b>

Section 2. The City Council may, by resolution, transfer any expended balance in any of the above mentioned funds to any other fund mentioned or to reserves.

Section 3. The City Council, pursuant to Article XX of the Colorado Constitution, deems that this ordinance supersedes the provisions of C.R.S. 29-1-301, and that said statute is inapplicable to the matters addressed by this ordinance.

Section 4. Should any section, clause, sentence or part of this ordinance be adjudged by any court to be unconstitutional or invalid, the same shall not affect, impair or invalidate the ordinance as a whole or any part thereof other than the part so declared to be invalid, except to the extent that such invalidation defeats the purpose and intent of the City Council in adopting this ordinance.

Adopted as Ordinance No. 12, Series 2015, by the City Council of the City of Cherry Hills Village, Colorado, the 9th day of December, 2015.

  
\_\_\_\_\_  
Laura Christman, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Linda Michow, City Attorney

ATTEST:

  
\_\_\_\_\_  
Laura Smith, City Clerk

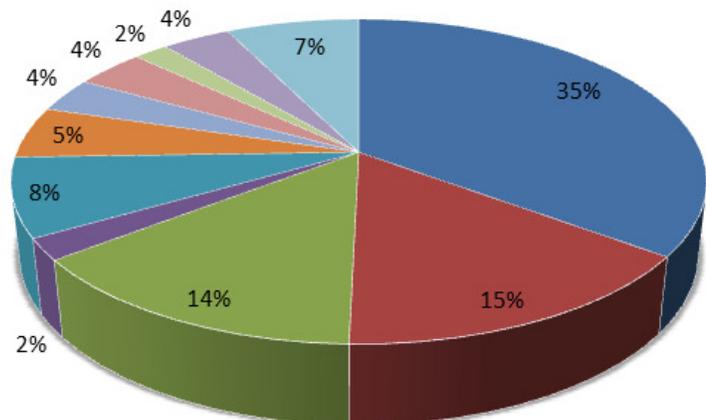


# Revenue Summary

Revenue Sources	Revenue	Percentage
Property Taxes	\$2,461,683	35%
Use Tax	\$1,066,887	15%
Sales Tax	\$991,232	14%
Building Permit Fees	\$550,000	8%
Other	\$515,287	7%
Franchise Fees	\$359,700	5%
Municipal Court Fines	\$270,000	4%
Specific Ownership Tax	\$264,000	4%
Highway Users Tax	\$241,697	4%
County Road & Bridge Levy	\$134,381	2%
Service Expansion Fees	\$150,000	2%
Total	\$7,004,867	100%

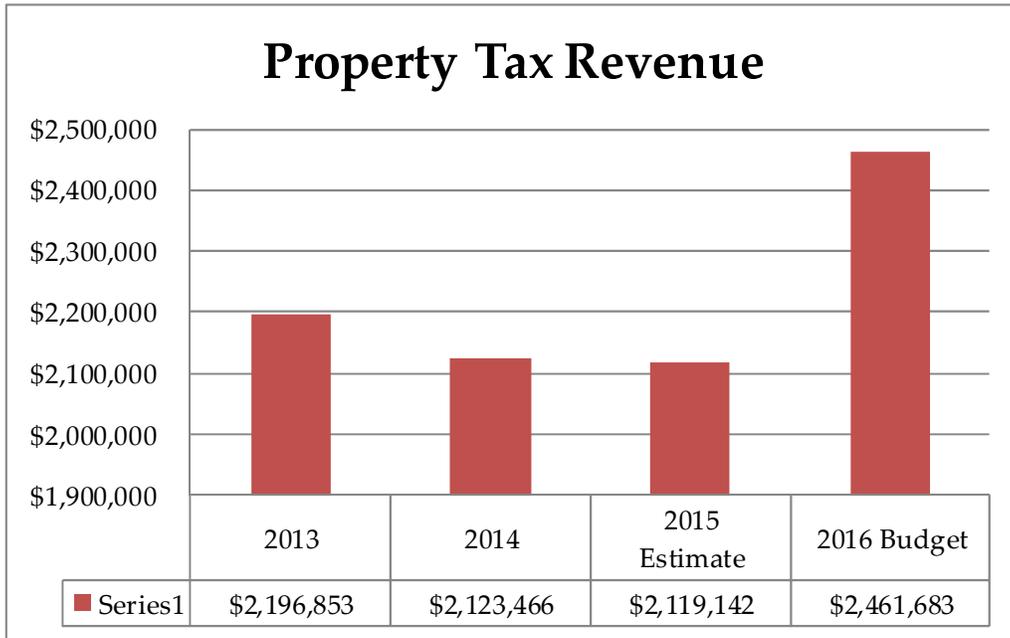
The General Fund is the primary operating fund for the City of Cherry Hills Village. The major revenue sources for the General Fund are property taxes, use tax, sales tax, building permit fees and municipal court fines. 2016 revenue collections are projected at \$7,004,867; which is an increase of 4% from the 2015 projections of \$6,735,575. Cherry Hills Village City staff is challenged with providing outstanding customer service levels and responses while maintaining fiscally responsible practices during the prevailing economic conditions. The graph to the right indicates the breakdown of revenues collected by the City of Cherry Hills Village.

## 2016 General Fund Revenue Projections





# Revenue Summary



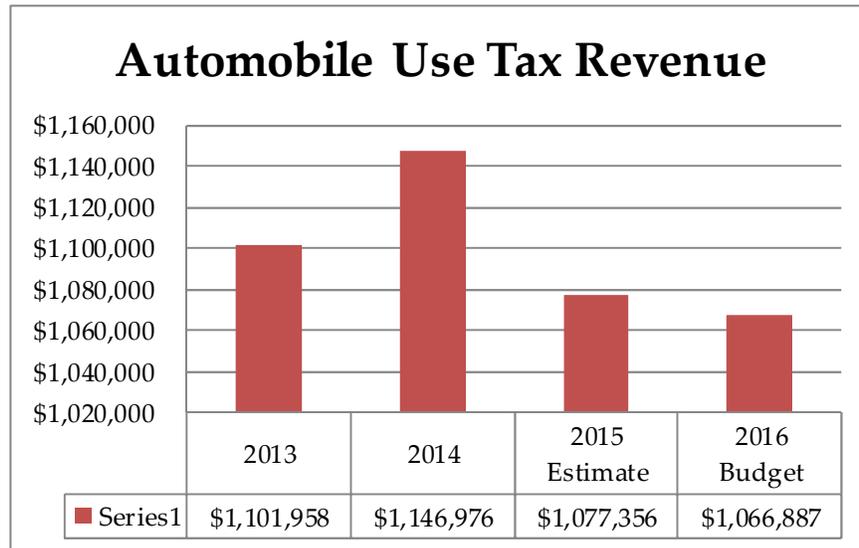
## Property Taxes

The property tax valuation and assessments in Cherry Hills Village are determined every two years by Arapahoe County using a “Sales Comparison Approach”. This approach directly compares properties that are similar in general location, design, size, age and amenities. The property taxes are calculated by taking the actual value multiplied by the assessment rate multiplied by the mill levy. The residential assessment rate is 7.96% and all other property (including vacant land) is 29%. Each residence is mailed a Personal Property Notice of Valuation by June 15 of each year; indicating the location, classification, characteristics subject to germane value and the actual value of the property for the prior and current year. Property taxes can be paid in two installments; the first half is due the last day in February and the second half is due June 15th. Below is the breakdown of how property taxes are assessed for Cherry Hills Village residents:

<u>Taxing Entity</u>	<u>Tax Levy</u>	<u>Percentage</u>
Cherry Creek School District	57.492	54.84
Arapahoe County	16.130	15.39
Developmental Disability	1.000	0.95
Cherry Hills Village	13.374	12.76
Arapahoe Library District	4.861	4.64
South Metro Fire Rescue	9.444	9.01
Cherry Hills Fire Bond	0.500	0.48
South Suburban Parks & Rec.	1.368	1.30
Urban Drainage & Flood	0.608	0.58
Urban Drainage & Flood (S Platte)	0.064	0.06

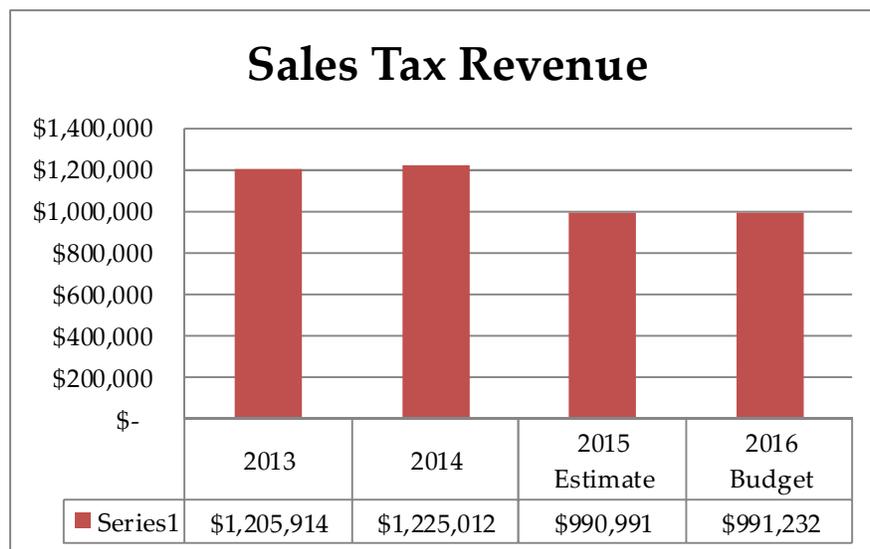


# Revenue Summary



## Automobile Use Tax

The City of Cherry Hills Village has a use tax of 3% that is assessed on all vehicle purchases. This fee is collected by the dealerships, remitted to the Arapahoe County Treasurer and then forwarded to Cherry Hills Village. This tax accounts for 15% of the General Fund revenue. The City of Cherry Hills Village has seen an increase in the purchase of vehicles and their value in the last several years. The estimate for 2015 is approximately \$25,500 less than the budgeted amount, while the 2016 budget is 9% less than the 2015 estimate to provide a conservative projection based on past trends.

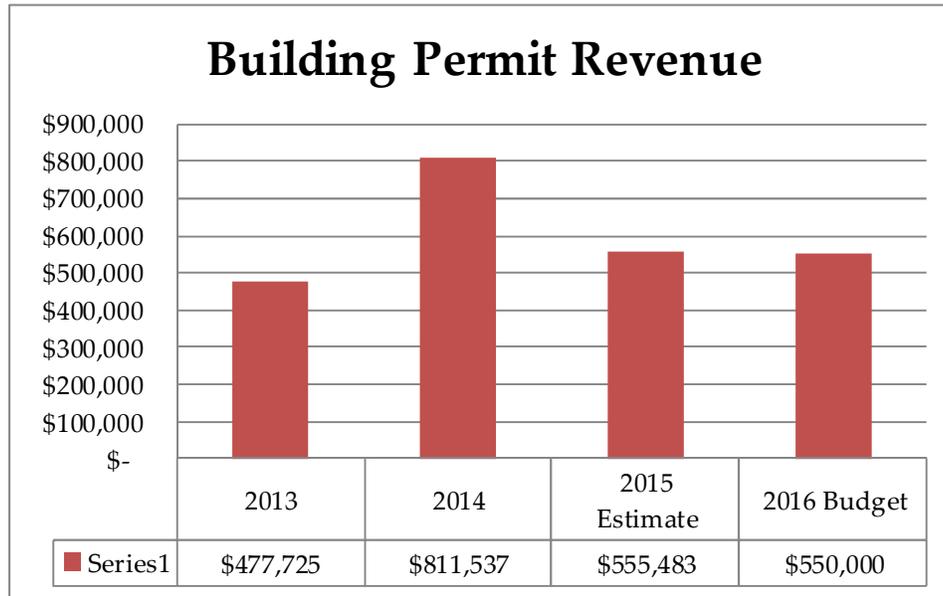


## Sales Tax

The City of Cherry Hills Village has a sales tax rate of 3.5% that is assessed on tangible personal property that is sold within the Cherry Hills Village City limits. Cherry Hills Village does not charge a sales tax on deliveries into the City or services provided (even if they are performed within the City limits). Collection of these sales tax fees accounts for 14% of the General Fund revenue. The 2015 estimate is 1% below the budgeted amount, while the 2016 budget is less than 1% greater than the 2015 estimate to provide a conservative projection based on past trends.



# Revenue Summary



## Building Permit Fees

Cherry Hills Village assesses a building permit fee on every permit issued by the Building Department. The building permit fee is 1% of the project valuation that is calculated by the contractor or home owner. This valuation only includes the costs for labor and materials. Over the last year, Cherry Hills Village has experienced an increase in building permit fees, which account for 8% of the General Fund revenue. The 2015 estimate is less than 1% above the budgeted amount based on actual permits issued. Because of the uncertainty of new permits and past trends, the 2016 budget is less than 1% greater than the 2015 estimate.



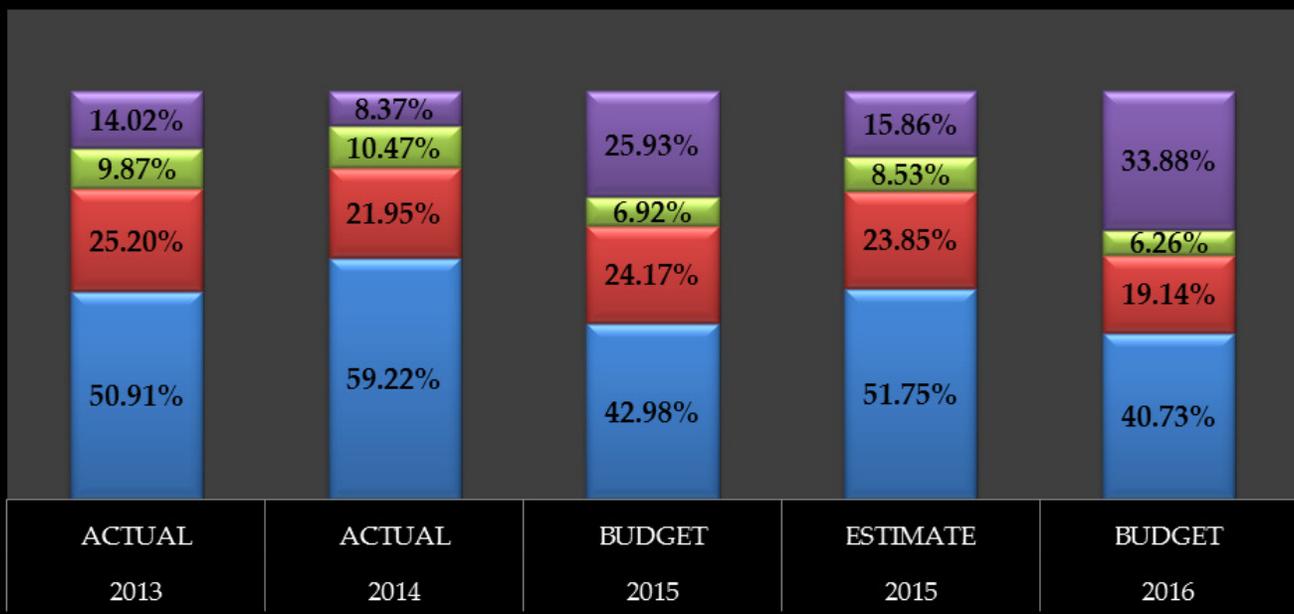
# Expenditure Summary

## All Fund Expenditures by Category

	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Personnel	4,324,727	4,706,785	5,255,184	5,127,706	5,535,952
Operations & Maintenance	2,140,817	1,744,455	2,954,562	2,363,461	2,601,037
Debt Service	838,302	831,856	845,499	845,498	850,771
Capital Outlay	1,190,898	665,479	3,170,600	1,571,155	4,605,065
<b>Total Expenditures</b>	<b>\$8,494,744</b>	<b>\$7,948,574</b>	<b>\$12,225,845</b>	<b>\$9,907,820</b>	<b>\$13,592,824</b>
Personnel	50.91%	59.22%	42.98%	51.75%	40.73%
Operations & Maintenance	25.20%	21.95%	24.17%	23.85%	19.14%
Debt Service	9.87%	10.47%	6.92%	8.53%	6.26%
Capital Outlay	14.02%	8.37%	25.93%	15.86%	33.88%
<b>Total Expenditures</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

## 2013 - 2016 Total Expenditures by Category

■ Personnel   
 ■ Operations & Maintenance   
 ■ Debt Service   
 ■ Capital Outlay





# Expenditure Summary

Expenditure Summary with Percentage Change			
	2015 Budget	2016 Budget	2016 % of Total
Personnel	5,535,952	5,535,952	41%
Operations & Maintenance	2,954,562	2,601,037	19%
Debt Service	845,499	850,771	6%
Capital Outlay	3,170,6000	4,605,065	34%
Total Expenditures	\$12,225,845	\$13,592,824	100%
Percentage Change		11%	

Personnel costs increased approximately 5% due to a 3% merit pool increase and public safety step increase; as well as an additional Parks Maintenance Worker position. Operations and maintenance decreased approximately 11% mainly due to the removal of the photo red light expenses and the completion of other projects. Debt service increased by less than 1% and capital outlay increased by 45% because of the new Public Works facility and Village Center.



# Capital Project Plan

## Objective

The following projects were identified by City Council and will be implemented over a period of years. Preliminary estimates of costs were used in the analysis and will change as more accurate cost information is developed. No tax increases or additional revenue sources were incorporated into the analysis. Continuation of the current level of services was assumed as part of the evaluation.

## Capital Projects

Project	Cost	Time Frame
Public Works Facility	\$4 - \$7.5 million	Complete by 2018
Village Center	\$4 - \$4.5 million	Complete by 2018
John Meade Park	\$2 - \$3.76 million	Over 3 years
Quincy Farms	\$1 million	Over 3 years
High Line Trail Underpass	\$500,000	Over 3 years
Open Space	\$5 million	Open
Ongoing Capital Needs (vehicles, equipment, streets, etc.)	Approximately \$1.2 million	Annual

## Assumptions

In order to create a comprehensive capital plan, the following assumptions were used:

- The John Meade Park, Quincy Farms and Hampden Underpass projects will be paid for out of the Conservation Trust Fund, the Cat Anderson Fund and the Arapahoe County Open Space Fund.
- \$5 million cash reserved in the Capital Fund for possible open space acquisition.



# Capital Project Plan

## Assumptions continued

- General Parks and Trail improvements, which are currently paid for out of the Conservation Trust Fund and Arapahoe County Open Space Fund, will be paid from the Parks Fund beginning in 2020 (approximately \$130,000).
- In 2020, after the final payment is made to South Suburban, a portion of the Mill Levy from the Parks Fund will be transferred to the Capital Fund (approximately \$620,000).
- The City will utilize \$12.5 million in COP proceeds in 2017 to finance the Public Works Facility and the new Village Center.
- COP payments of approximately \$930,000 will be paid annually from the General Fund and the Parks Fund.
- It is assumed that there will be a 16% increase in property tax revenue in 2016 and a 5% increase beginning in 2018 and annually thereafter.
- It was also assumed that there would be a 1% annual increase in all other revenues.
- The final assumption was that there would be a 7% increase in expenditures in 2016 and a 1-2% increase every year thereafter.

Below is a 5 year chart used to forecast revenues and balances for each fund. The original forecast goes through 2030 and shows positive cumulative fund balances remaining after the completion of the COP payments:

	2016	2017	2018	2019	2020
<b>Capital Fund</b>					
Beginning fund balance	7,556,673	6,791,325	5,585,207	4,125,003	3,414,799
Annual tax revenue	337,217	341,382	344,796	344,796	344,796
Annual South Suburban Asset Payment					620,000
Bond proceeds	3,502,500	8,997,500			
Annual Expenditures	4,605,065	10,545,000	1,805,000	1,055,000	1,055,000
Ending fund balance	\$6,791,325	\$5,585,207	\$4,125,003	\$3,414,799	\$3,324,595



# Capital Project Plan

## Forecast revenues balances continued

	2016	2017	2018	2019	2020
<b>Conservation Trust Fund</b>					
Beginning fund balance	749,258	561,024	(748,976)	(1,018,976)	(988,976)
Annual revenue	60,266	60,000	60,000	60,000	60,000
Annual expenditures	248,500	1,370,000	330,000	30,000	125,000
Ending fund balance	\$561,024	\$(748,976)	\$(1,018,976)	\$(988,976)	\$(1,053,976)
<b>Catherine H. Anderson Land Donation Fund</b>					
Beginning fund balance	649,979	650,359	455,739	262,119	68,499
Annual revenue	6,000	6,000	7,000	7,000	7,000
Annual expenditures	5,620	200,620	200,620	200,620	75,620
Ending fund balance	\$650,359	\$455,739	\$262,119	\$68,499	\$(121)
<b>Arapahoe County Open Space Fund</b>					
Beginning fund balance	651,339	184,739	(1,020,261)	(1,750,261)	(1,720,261)
Annual revenue	133,400	130,000	130,000	130,000	130,000
Annual expenditures	600,000	1,335,000	860,000	100,000	
Ending fund balance	\$184,739	\$(1,020,261)	\$(1,750,261)	\$(1,720,261)	\$(1,590,261)



# Capital Improvements Overview

## Overview

The Capital Fund was established in 2011 in order to track and fund the costs of capital assets for the City of Cherry Hills Village. A capital asset for the City is defined as:

- Any public facility
- Equipment or vehicle that costs more than \$5,000
- Has a useful life greater than 1 year

Typically items such as police cars, public works vehicles, parks and recreation equipment, major streets and storm drainage improvements and building improvements are included in this fund.

## Streets Equipment

Cherry Hills Village has put together a long range equipment replacement plan based on useful life of the equipment. The City also tracks maintenance and repair costs and will accelerate the replacement of specific equipment that is no longer fiscally practical to maintain. In 2016, the City will purchase a replacement mower and asphalt roller.

<b>Project Cost Estimate by Year/Funding Source</b>						
	Prior Years	2016	2017	2018	2019	2020
Capital Fund	\$95,000	\$65,000	\$120,000	\$120,000	\$120,000	\$120,000

### **Estimated Operations Impact**

There is not a significant impact to operational costs that is anticipated for the department at this time because the new mower will replace an existing mower for the Parks Department.

## Streets Vehicles

Cherry Hills Village has put together a long range vehicle replacement plan based on useful life of the vehicles. The City also tracks maintenance and repair costs and will accelerate the replacement of specific vehicles that are no longer fiscally practical to maintain. The City will purchase two new dump beds to replace existing dump trucks in 2016.

<b>Project Cost Estimate by Year/Funding Source</b>						
	Prior Years	2016	2017	2018	2019	2020
Capital Fund	\$30,000	\$40,000	\$0	\$50,000	\$50,000	\$195,000

### **Estimated Operations Impact**

There is not a significant impact to operational costs anticipated in 2016 because the new dump truck beds are replacing existing beds. The future expenses are anticipated costs for the replacement of existing Public Works and Parks Department vehicles.



# Capital Improvements Overview

## Street Improvement Program

Each year the City repairs and maintains a portion of the one hundred lane miles of asphalt streets within its control. These projects consist of asphalt overlays and chip seal applications. These funds are from both the Highway User Tax fund and the City’s capital improvement fund. The City has invested significant funds in the past to upgrade and repair its streets and is currently in a full maintenance mode. The City of Cherry Hills Village has found chip seal to be the most effective, efficient and affordable asphalt maintenance tool for extending the life of the City’s streets. The City has a very aggressive maintenance program and chip seals all new asphalt within 4 years. After the initial application of chip seal the City reapplies the product at 6 year intervals. In 2016 all funds will be used for chip seal, asphalt and concrete projects.

<b>Project Cost Estimate by Year/Funding Source</b>						
	Prior Years	2016	2017	2018	2019	2020
Capital Fund	\$400,000	\$500,000	\$570,000	\$570,000	\$570,000	\$570,000

### **Estimated Operations Impact**

There is not a significant impact to operation costs that is anticipated at this time aside from the typical costs for maintenance and repair.

## Police Department Vehicles

The Cherry Hills Village Police Department has a vehicle replacement plan based on the useful life of each vehicle. The Police Department also tracks maintenance and repair costs and accelerates the replacement of specific vehicles that are no longer fiscally practical to maintain. The Police Department will purchase and equip two new SUVs and two motorcycles in 2016.

<b>Project Cost Estimate by Year/Funding Source</b>						
	Prior Years	2016	2017	2018	2019	2020
Capital Fund	\$181,200	\$215,500	\$211,350	\$175,550	\$189,500	\$189,500
Replacement Vehicles	3	4	3	2	2	2

### **Estimated Operations Impact**

There is not a significant impact to operation costs that is anticipated for the department at this time because the new vehicles will replace existing patrol vehicles and the motorcycles will require very little additional funds as the motorcycles will only be used during the summer months.



# Capital Improvements Overview

## Police Equipment

The State of Colorado requires that Police Department radio equipment meet a minimum standard of 700 megahertz by 2017. This fund was established to replace existing equipment in order to meet the State standards. The Police Department will also implement a body camera system and will purchase equipment to outfit 22 officers.

Project Cost Estimate by Year/Funding Source						
	Prior Years	2016	2017	2018	2019	2020
Capital Fund	\$22,000	\$94,350	\$23,500	\$25,000	\$0	\$0
Estimated Operations Impact						

There is not a significant impact to operational costs that is anticipated for the department at this time because the new radio equipment will replace existing equipment and once the initial purchase of the body equipment is made, there are very little additional expenses necessary.

## Woodie Hollow Park

As part of a continuous effort to improve drainage ways on both public and private property the City of Cherry Hills Village, through Urban Drainage and Flood Control District, has established a cost sharing program in an effort to help offset the costs of repairing and maintaining waterways and drainage channels throughout the City. This project allows residents to be reimbursed up to 50% of their construction costs using funds provided by Urban Drainage. The City is also eligible to apply for these funds for projects on city owned properties. In 2016, the City of Cherry Hills Village and Urban Drainage will work on a project that is on both public and private property along Little Dry Creek; which is on the edge of Woodie Hollow Park. The City has budgeted \$150,000 for its share of the proposed Woodie Hollow Park project.

Project Cost Estimate by Year/Funding Source						
	Prior Years	2016	2017	2018	2019	2020
Capital Fund	N/A	\$150,000	\$150,000	N/A	N/A	N/A
Estimated Operations Impact						

The Woodie Hollow Park project will be completed in 2017 and there will not be a significant impact to operational costs beyond 2017.



# Capital Improvements Overview

## Hampden Underpass

As part of an effort to improve regional trail connectivity, the City has partnered with the City and County of Denver and Arapahoe County to build two underpasses at Hampden Avenue and Colorado Boulevard. Both of these roads are high-speed state highways that create a barrier for recreational users of the High Line Canal. The trail ends to the south of Hampden Avenue and users are forced to cross the intersection at grade and reconnect with the trail going east in Denver. Installation of the underpass is intended to improve pedestrian and cyclist safety as a significant trail connection will be established and users will be able to cross underneath the roadways instead. In 2015, the Denver Regional Council of Governments (DRCOG) and Colorado Department of Transportation (CDOT) awarded \$4,050,000 to complete the project through the Transportation Improvement Program. The required local cash match is \$1,350,000, which is to be provided by the City of Cherry Hills Village, Denver and Arapahoe County. For 2016, the City has budgeted \$175,000 for its share of the project.

### Project Cost Estimate by Year/Funding Source

	Prior Years	2016	2017	2018	2019	2020
Capital Fund	N/A	\$175,000	\$137,500	\$137,500	N/A	N/A

### Estimated Operations Impact

The Hampden Underpass project will be completed in 2018 and there will not be a significant impact to operational costs beyond 2018.

## John Meade Park

As the only neighborhood park with playground equipment in the City, John Meade Park and Alan Hutto Memorial Commons are meant to serve as a central gathering space and recreation facility. Redevelopment of the park and memorial commons will provide new recreation opportunities for residents and visitors, as well as educational opportunities for students. Construction is expected to be completed in phases as the scope of work is too large and costly for the City to complete at one time. The first phase of the project focuses on completing the engineering design for the park and the memorial commons, replacing box culverts underneath two roadway crossings to improve drainage and performing site grading and channel work to restore Greenwood Gulch and improve its riparian habitat. The goal of the project is to create an active gathering space and recreational amenity that will meet the needs of visitors and become a valued community asset for years to come.



# Capital Improvements Overview

## John Meade Park continued

Project Cost Estimate by Year/Funding Source						
	Prior Years	2016	2017	2018	2019	2020
Arapahoe County Open Space Fund	N/A	\$450,000	\$2,475,000	\$760,000	N/A	N/A
Estimated Operations Impact						

The John Meade Park project will be completed in 2018 and there will not be a significant impact to operational costs beyond 2018.

## Public Works and Administrative Facilities

The City of Cherry Hills Village’s Administrative facilities and Public Works Department are located on the Village Center campus at South University Boulevard and East Quincy Avenue; both facilities are antiquated and provide operating challenges in their current configurations. As a first step in the process, and to fully study the Public Works operations, the City solicited proposals from qualified design professionals to explore opportunities to redevelop and/or relocate the department. The goal was to explore the redevelopment/relocation of the public works functions, with an emphasis on cost, land utilization, minimal work disruption and the improvement of the delivery of public works services to the residents of Cherry Hills Village.

The City continues to explore permanent options for the relocation of the Public Works Facility and for the upgrade of the Village Center near its current location. In the long range financial plan, the City has included funds in 2016, 2017 and 2018 for the design of these two facilities; as well as the construction costs for the new Public Works facility in 2016 provided a suitable site is located and acquired during the fiscal year.

Project Cost Estimate by Year/Funding Source						
	Prior Years	2016	2017	2018	2019	2020
Capital Fund	N/A	\$1,260,000	\$2,380,000	N/A	N/A	N/A
Estimated Operations Impact						

The Public Works and Administrative Facilities project will be completed in 2017 and there will not be a significant impact to operational costs beyond 2017.



# All Funds Summary

<b>Revenue &amp; Expenditure Statement By Fund</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>2016 Budget</b>	<b>% Change from 2015 to 2016</b>
<b>GENERAL FUND</b>				
BEGINNING FUND BALANCE	6,469,959	7,420,864	3,698,352	
TOTAL REVENUE	7,298,803	6,735,575	7,004,867	4.00
TOTAL APPROPRIATION	5,902,020	6,735,575	7,004,867	4.00
TRANSFER OUT	1,065,944	3,435,538	-	
ENDING FUND BALANCE	6,800,798	3,985,326	3,698,352	
<b>CAPITAL FUND</b>				
BEGINNING FUND BALANCE	6,025,488	5,958,797	7,556,673	
TOTAL REVENUE	373,933	292,295	3,839,717	1,213.64
TRANSFER IN FROM GENERAL FUND	1,065,944	1,893,047	-	
TOTAL APPROPRIATION	665,479	3,170,600	4,605,065	45.24
ENDING FUND BALANCE	6,799,886	4,973,539	6,791,325	
<b>WATER &amp; SEWER FUND</b>				
BEGINNING FUND BALANCE	927,865	814,649	593,559	
TOTAL REVENUE	63,637	59,828	77,624	29.75
TOTAL APPROPRIATION	99,710	353,750	532,000	50.39
ENDING FUND BALANCE	891,792	520,727	139,183	
<b>CATHERINE H ANDERSON LAND DONATION FUND</b>				
BEGINNING FUND BALANCE	404,010	405,411	649,150	
TOTAL REVENUE	245,379	6,000	6,000	0.00
TOTAL APPROPRIATION	619	5,620	5,620	0.00
ENDING FUND BALANCE	648,770	405,791	649,530	
<b>CONSERVATION TRUST FUND</b>				
BEGINNING FUND BALANCE	664,792	685,125	674,877	
TOTAL REVENUE	59,784	50,200	60,266	20.05
TOTAL APPROPRIATION	318	35,000	248,500	610.00
ENDING FUND BALANCE	724,258	700,325	486,643	



# All Funds Summary

<b>Revenue &amp; Expenditure Statement By Fund</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>2016 Budget</b>	<b>% Change from 2015 to 2016</b>
<b>SPECIAL IMPROVEMENT DISTRICT (SID #7)</b>				
BEGINNING FUND BALANCE	21,498	36,433	33,793	
TOTAL REVENUE	87,094	79,751	79,751	0.00
TOTAL APPROPRIATION	83,231	91,949	90,797	-1.25
ENDING FUND BALANCE	25,361	24,235	22,747	
<b>ARAPAHOE COUNTY OPEN SPACE FUND</b>				
BEGINNING FUND BALANCE	575,010	501,857	668,824	
TOTAL REVENUE	269,981	128,200	133,400	4.06
TOTAL APPROPRIATION	173,652	130,000	600,000	361.54
ENDING FUND BALANCE	671,339	500,057	202,224	
<b>PARK &amp; RECREATION FUND</b>				
BEGINNING FUND BALANCE	929,242	970,185	2,299,604	
TOTAL REVENUE	1,649,488	3,026,505	1,787,749	-40.93
TOTAL APPROPRIATION	1,621,244	1,703,350	1,787,749	4.95
ENDING FUND BALANCE	957,486	2,293,340	2,299,604	
<b>TOTAL REVENUE</b>	<b>10,048,099</b>	<b>10,378,354</b>	<b>12,989,374</b>	<b>25.16</b>
<b>TOTAL TRANSFER OUT</b>	<b>1,065,944</b>	<b>3,435,538</b>	<b>-</b>	
<b>TOTAL APPROPRIATIONS</b>	<b>8,546,273</b>	<b>12,225,844</b>	<b>14,874,598</b>	<b>21.67</b>
<b>TOTAL TRANSFER IN</b>	<b>1,065,944</b>	<b>1,893,047</b>	<b>-</b>	
<b>TOTAL ENDING FUND BALANCE</b>	<b>17,519,690</b>	<b>13,403,340</b>	<b>14,289,608</b>	



# Revenue/Expenditure Statement

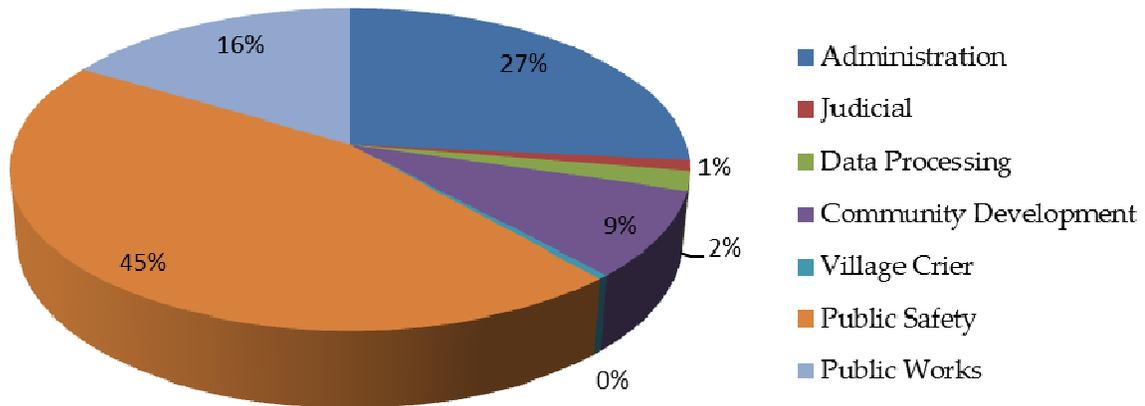
<b>General Fund Statement of Revenues and Expenditures</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>REVENUE</b>					
CURRENT PROPERTY TAXES @ 7.30 MILLS	2,196,853	2,123,466	2,133,756	2,119,142	2,461,683
USE/TAX MOTOR VEHICLES	1,101,958	1,146,976	1,102,905	1,077,356	1,066,887
SALES TAX	1,205,914	1,225,012	1,005,047	990,911	991,232
SERVICE EXPANSION FEES	160,094	164,276	150,000	142,757	150,000
BUILDING PERMITS	477,725	811,537	550,000	555,483	550,000
FRANCHISE FEES	431,275	455,827	359,700	347,739	359,700
HIGHWAY USERS TAX	242,555	246,369	239,252	229,171	241,697
MUNICIPAL COURT FINES	277,314	278,297	270,000	227,481	270,000
COUNTY ROAD & BRIDGE LEVY	120,336	113,504	116,480	113,995	134,381
SPECIFIC OWNERSHIP TAX	(17,680)	-	274,000	274,000	264,000
OTHER REVENUES	584,678	733,539	534,436	601,846	515,287
<b>TOTAL OPERATING REVENUE</b>	<b>6,781,022</b>	<b>7,298,803</b>	<b>6,735,576</b>	<b>6,679,881</b>	<b>7,004,867</b>
<b>EXPENDITURES</b>					
ADMINISTRATION	1,572,634	1,799,030	1,823,988	1,887,891	1,861,128
JUDICIAL	82,124	90,501	72,740	69,296	75,279
DATA PROCESSING	98,899	130,595	116,548	117,926	133,583
COMMUNITY DEVELOPMENT	424,062	431,478	603,776	530,805	604,870
VILLAGE CRIER	16,364	19,854	18,100	20,394	30,500
PUBLIC SAFETY	2,507,255	2,529,088	3,040,862	2,750,775	3,152,225
PUBLIC WORKS	787,375	901,474	1,059,562	1,034,803	1,147,282
<b>TOTAL OPERATING EXPENDITURES</b>	<b>5,488,713</b>	<b>5,902,020</b>	<b>6,735,576</b>	<b>6,411,891</b>	<b>7,004,867</b>
MANAGEMENT CONTINGENCY/TRANSFER OUT	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>5,488,713</b>	<b>5,902,020</b>	<b>6,735,576</b>	<b>6,411,891</b>	<b>7,004,867</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>1,292,309</b>	<b>1,396,783</b>	<b>-</b>	<b>267,990</b>	<b>-</b>



# Revenue/Expenditure Statement

<b>General Fund Statement of Revenues and Expenditures</b>					
	2013	2014	2015	2015	2016
	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
<b>EXTRAORDINARY EXPENSES</b>					
TRANSFER TO PARKS AND REC FUND	-	-	1,542,491	1,542,491	-
TRANSFER TO CAPITAL FUND	965,056	1,065,944	1,893,047	1,827,945	-
<b>TOTAL EXTRAORDINARY EXPENSES</b>	<b>965,056</b>	<b>1,065,944</b>	<b>3,435,538</b>	<b>3,370,436</b>	<b>-</b>
<b>BEGINNING FUND BALANCE</b>	<b>6,142,706</b>	<b>6,469,959</b>	<b>7,420,864</b>	<b>6,800,798</b>	<b>3,698,352</b>
ADD/(SUBTRACT) OPERATING DIFFERENCE	1,292,309	1,396,783	-	267,990	-
LESS: EXTRAORDINARY EXPENSES	(965,056)	(1,065,944)	(3,435,538)	(3,370,436)	-
<b>ENDING FUND BALANCE</b>	<b>6,469,959</b>	<b>6,800,798</b>	<b>3,985,326</b>	<b>3,698,352</b>	<b>3,698,352</b>
EMERGENCY RESERVE	548,871	590,202	673,558	641,189	700,487
<b>AVAILABLE FUND BALANCE</b>	<b>5,921,087</b>	<b>6,210,596</b>	<b>3,311,768</b>	<b>3,057,163</b>	<b>2,997,865</b>

## Operating Expenditure Percentage by Department





# 2016 Budget

<b>General Fund Revenues</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
ASSESSED VALUE	301,972,720	290,292,390	292,295,294	292,295,294	337,216,810
MILL LEVY	7.30	7.30	7.30	7.30	7.30
CURRENT PROPERTY TAXES	2,196,853	2,123,466	2,133,756	2,119,142	2,461,683
SPECIFIC OWNERSHIP TAXES	(17,680)	-	274,000	274,000	264,000
UTILITY FRANCHISE FEE	431,275	455,827	359,700	347,739	359,700
CABLE TELEVISION FEES	136,324	141,783	130,000	137,148	133,000
CURRENT TAX INTEREST	7,123	5,869	6,000	3,351	6,000
DELIQUENT TAXES	(13,655)	-	(15,000)	-	-
DELIQUENT INTEREST	(155)	-	(100)	-	-
SALES TAX	1,205,914	1,225,012	1,005,047	990,911	991,232
USE TAX/MOTOR VEHICLES	1,101,958	1,146,976	1,102,905	1,077,356	1,066,887
EXCISE TAX	-	150,000	-	-	-
<b>TOTAL TAXES AND FEES</b>	<b>5,047,957</b>	<b>5,248,933</b>	<b>4,996,307</b>	<b>4,949,646</b>	<b>5,282,502</b>
LIQUOR LICENSES	7,150	8,350	7,176	7,101	7,201
SECURITY ALARM PERMITS	31,600	26,950	26,000	28,230	30,000
BUILDING PERMITS	477,725	811,537	550,000	555,483	550,000
SERVICE EXPANSION FEES	160,094	164,276	150,000	142,757	150,000
ZONING & SUBDIVISION FEES	200	1,900	2,000	1,900	2,000
ELEVATOR INSPECTION FEE	3,600	3,600	3,600	5,000	3,600
PLAN REVIEW FEES	90,891	129,455	85,000	121,159	90,000
REINSPECTION FEES	-	150	500	-	500
DOG LICENSES	2,620	2,990	3,200	2,220	2,200
STREET CUT PERMITS	60,416	55,154	50,000	61,968	55,000
STORMWATER CONST. PERMIT	3,720	3,300	2,000	1,800	2,000
ENGINEERING REVIEW	17,895	3,900	8,000	6,075	8,000
<b>TOTAL LICENSES/PERMITS</b>	<b>855,911</b>	<b>1,211,561</b>	<b>887,476</b>	<b>933,692</b>	<b>900,501</b>



# 2016 Budget

<b>General Fund Revenues</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
MOTOR VEH REGISTRATION	25,283	26,625	25,000	24,863	25,000
CIGARETTE TAX	3,569	3,186	2,800	3,213	2,800
HIGHWAY USERS TAX	242,555	249,369	239,252	229,171	241,697
COUNTY ROAD/BRIDGE LEVY	120,336	113,504	116,480	113,995	134,381
<b>TOTAL INTERGOVERNMENTAL</b>	<b>391,743</b>	<b>389,685</b>	<b>383,532</b>	<b>371,242</b>	<b>403,878</b>
EXTRA DUTY SERVICE CHARGES	50,645	53,740	55,000	56,459	55,000
FALSE ALARM FEES	600	3,100	1,000	1,000	1,000
MUNICIPAL COURT FINES	277,314	278,297	270,000	227,481	270,000
DUI FINES	20,841	11,886	18,000	10,848	12,000
FUEL SURCHARGE	24,625	23,965	24,000	18,700	20,000
PHOTO RED LIGHT FINES	52,875	325	40,000	25	-
<b>TOTAL CHARGES FOR SERVICE</b>	<b>426,900</b>	<b>371,313</b>	<b>408,000</b>	<b>314,513</b>	<b>358,000</b>
INTEREST INCOME	10,722	11,476	10,000	12,962	12,000
PENALTY-BUILDING PERMIT	3,414	5,935	3,000	5,325	3,000
CRIER CONTRIBUTIONS	8,928	7,886	10,000	6,826	7,000
CRIER ADVERTISEMENT	7,700	9,376	10,000	6,040	10,000
OTHER REVENUES	23,818	35,079	20,000	70,804	20,000
LEASE PROCEEDS	3,930	7,560	7,260	8,832	7,986
<b>TOTAL MISC REVENUES</b>	<b>58,511</b>	<b>77,311</b>	<b>60,260</b>	<b>110,789</b>	<b>59,986</b>
<b>TOTAL REVENUES</b>	<b>6,781,022</b>	<b>7,298,803</b>	<b>6,735,575</b>	<b>6,679,881</b>	<b>7,004,867</b>

## Notes:

- Property tax revenue increased by \$327,927
- \$264,000 of specific ownership tax moved back to the General Fund from the Capital Fund

Overall: 3% increase from the 2015 adopted budget



# 2016 Budget

<b>General Fund Administration</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>PERSONNEL SERVICES:</b>					
PERSONNEL SERVICES	414,803	493,652	483,198	539,880	496,616
FEE PERSONNEL	16,600	16,200	17,600	15,000	16,800
SOCIAL SECURITY TAXES	29,446	65,904	38,656	39,768	39,729
RETIREMENT 401-NONSWORN	25,481	36,230	30,000	30,250	35,000
RETIREMENT 457	59,563	69,521	65,000	65,689	65,000
HEALTH-LIFE-DENTAL INSURANCE	415,554	523,070	531,038	555,917	487,522
UNEMPLOYMENT-WORKERS COMP INS	87,583	43,424	85,000	52,790	113,000
OVERTIME	-	2,171	-	1,684	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,049,029</b>	<b>1,250,173</b>	<b>1,250,492</b>	<b>1,300,978</b>	<b>1,253,666</b>
<b>SUPPLIES AND MATERIALS:</b>					
OFFICE SUPPLIES-POSTAGE	11,593	13,407	15,500	15,982	16,280
PRINTING-REPRODUCTION	1,263	1,296	1,500	1,384	2,500
SPECIAL MATERIALS	1,697	1,917	2,500	1,754	2,500
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>14,553</b>	<b>16,620</b>	<b>19,500</b>	<b>19,120</b>	<b>21,280</b>
<b>UTILITIES:</b>					
GAS-HEAT-LIGHT	20,999	22,625	21,000	14,884	21,000
COMMUNICATIONS	29,375	31,244	33,000	30,731	28,000
SEWER	4,584	(6)	3,136	3,128	3,136
<b>TOTAL UTILITIES</b>	<b>54,958</b>	<b>53,863</b>	<b>57,136</b>	<b>48,742</b>	<b>52,136</b>



# 2016 Budget

<b>General Fund Administration</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>CONTRACTUAL SERVICES:</b>					
COUNTY TREASURER FEES	24,698	23,994	21,338	23,922	24,617
COUNTY USE TAX FEES	55,098	57,349	55,145	56,868	53,344
AUDIT	7,500	8,205	8,500	8,500	8,500
LEGAL	119,864	112,705	120,000	156,855	150,000
OTHER CONTRACTURAL SERVICES	16,767	13,177	18,000	14,532	16,492
<b>TOTAL CONTRACTURAL SERVICES</b>	<b>223,927</b>	<b>215,428</b>	<b>222,983</b>	<b>260,677</b>	<b>252,953</b>
<b>OTHER EXPENSES:</b>					
INSURANCE-PROPERTY/CASUALTY	112,424	131,993	130,000	122,099	130,000
ELECTION EXPENSE	-	5,847	6,000	1,499	6,000
TRAINING-DUES-TRAVEL-SUBSCRIPTION	71,966	64,672	101,277	67,140	95,817
TESTING-PHYSICALS	161	55	500	57	300
LEGAL PUBLICATIONS	-	-	500	100	300
SPECIAL EVENTS	2,367	1,829	2,100	2,094	2,500
MISCELLANEOUS EXPENSES	42,723	56,993	32,000	63,135	44,675
EQUIPMENT	527	1,558	1,500	2,250	1,500
<b>TOTAL OTHER EXPENSES</b>	<b>230,168</b>	<b>262,947</b>	<b>273,877</b>	<b>258,374</b>	<b>281,092</b>
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>1,572,634</b>	<b>1,799,030</b>	<b>1,823,988</b>	<b>1,887,891</b>	<b>1,861,128</b>

## Notes:

- 3% salary increases
- 8% decrease to health insurance
- Tuition reimbursement requests down \$4,100
- \$30,000 increase in legal fees due to rate increase and increase service needs

Overall: 2% increase from the 2015 adopted budget



# 2016 Budget

<b>General Fund Judicial</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>PERSONNEL SERVICES:</b>					
PERSONNEL SERVICES	63,787	63,403	49,907	49,627	51,471
FEE PERSONNEL	10,700	13,000	10,800	12,500	13,000
SOCIAL SECURITY TAXES	4,883	4,863	3,993	3,805	4,118
OVERTIME	66	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>79,436</b>	<b>81,266</b>	<b>64,700</b>	<b>65,933</b>	<b>68,589</b>
<b>SUPPLIES AND MATERIALS</b>					
OFFICE SUPPLIES-POSTAGE	143	115	150	52	100
PRINTING-REPRODUCTION	166	823	500	150	400
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>309</b>	<b>938</b>	<b>650</b>	<b>202</b>	<b>500</b>
<b>CONTRACTURAL SERVICES:</b>					
JURY-WITNESS FEES	55	5	150	50	100
<b>TOTAL CONTRACTURAL SERVICES</b>	<b>55</b>	<b>5</b>	<b>150</b>	<b>50</b>	<b>100</b>
<b>OTHER EXPENSES:</b>					
TRAINING-DUES-TRAVEL-SUBSCRIPTION	453	399	560	500	560
INTERPRETERS	941	730	1,000	611	850
MISCELLANEOUS EXPENSES	930	7,163	5,680	2,000	4,680
EQUIPMENT	-	-	-	-	-
<b>TOTAL OTHER EXPENSES</b>	<b>2,324</b>	<b>8,292</b>	<b>7,240</b>	<b>3,111</b>	<b>6,090</b>
<b>TOTAL JUDICIAL EXPENSES</b>	<b>82,124</b>	<b>90,501</b>	<b>72,740</b>	<b>69,296</b>	<b>75,279</b>

## Notes:

- 3% salary increases

Overall: 3% increase from 2015 adopted budget



# 2016 Budget

<b>General Fund Data Processing</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>DATA PROCESSING:</b>					
SOFTWARE	2,898	1,258	10,616	10,545	18,704
OTHER CONTRACTUAL SERVICES	79,694	95,040	95,432	93,583	97,132
EQUIPMENT MAINTENANCE	247	472	3,000	3,749	-
MISCELLANEOUS EXPENSES	8,311	20,528	-	-	-
EQUIPMENT/HARDWARE	7,750	13,298	7,500	10,049	17,747
<b>TOTAL DATA PROCESSING</b>	<b>98,900</b>	<b>130,595</b>	<b>116,548</b>	<b>117,926</b>	<b>133,583</b>

## Notes:

- North Star support 20 hrs/week
- Three computers to be replaced, five tablets and four additional monitors to be purchased
- Additional spam filtering, anti-virus and managed services software

Overall: 14% increase from the 2015 adopted budget



# 2016 Budget

<b>General Fund Community Development</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>PERSONNEL SERVICES:</b>					
PERSONNEL SERVICES	158,746	167,715	243,033	231,832	254,972
SOCIAL SECURITY TAXES	12,153	12,596	19,443	18,171	20,398
OVERTIME	76	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>170,975</b>	<b>180,310</b>	<b>262,476</b>	<b>250,003</b>	<b>275,370</b>
<b>SUPPLIES AND MATERIALS:</b>					
OFFICE SUPPLIES-POSTAGE	2,912	859	4,500	3,961	4,500
PRINTING-REPRODUCTION	2,015	2,471	3,200	1,784	3,200
SPECIAL MATERIALS	188	225	200	229	250
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>5,115</b>	<b>3,555</b>	<b>7,900</b>	<b>5,975</b>	<b>7,950</b>
<b>CONTRACTURAL SERVICES:</b>					
TELEPHONE	702	754	1,700	953	850
GREEN BUILDING REBATES	-	-	20,000	-	20,000
CONTRACTED PLAN REVIEW	63,725	87,200	68,600	64,175	70,000
ENGINEERING SERVICES	26,035	17,447	30,000	30,227	30,000
BUILDING INSPECTION	150,943	128,162	150,000	134,937	150,000
OTHER CONTRACTUAL SERVICES	-	7,284	50,000	36,014	40,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>241,405</b>	<b>240,847</b>	<b>320,300</b>	<b>266,306</b>	<b>310,850</b>
<b>OTHER EXPENSES:</b>					
TRAINING-DUES-TRAVEL-SUBSCRIPTIONS	3,412	3,481	7,300	4,811	4,900
MISCELLANEOUS EXPENSES	3,093	3,285	4,000	3,310	4,000
EQUIPMENT	62	-	1,800	400	1,800
<b>TOTAL OTHER EXPENSES</b>	<b>6,567</b>	<b>6,766</b>	<b>13,100</b>	<b>8,521</b>	<b>10,700</b>
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>424,062</b>	<b>431,478</b>	<b>603,776</b>	<b>530,805</b>	<b>604,870</b>

## Notes:

- 3% salary increases, one less employee (Stormwater Technician moved to Public Safety)
- \$25,000 for a software development contractor and Blue Beam software for electronic permitting
- \$20,000 Green Building rebates

Overall: Less than 1% increase from the 2015 adopted budget



# 2016 Budget

<b>General Fund Village Crier</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>PERSONNEL SERVICES:</b>					
PERSONNEL SERVICES	4,200	3,600	4,500	1,630	3,000
<b>TOTAL PERSONNEL SERVICE</b>	<b>4,200</b>	<b>3,600</b>	<b>4,500</b>	<b>1,630</b>	<b>3,000</b>
<b>SUPPLIES AND MATERIALS:</b>					
OFFICE SUPPLIES AND POSTAGE	5,790	5,581	5,600	6,175	10,500
PRINTING AND REPRODUCTION	6,374	10,403	8,000	12,589	17,000
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>12,164</b>	<b>16,254</b>	<b>13,600</b>	<b>18,764</b>	<b>27,500</b>
<b>TOTAL VILLAGE CRIER</b>	<b>16,364</b>	<b>19,854</b>	<b>18,100</b>	<b>20,394</b>	<b>30,500</b>

## Notes:

- Graphic artist hired to design monthly layout
- Change from quarterly issues to monthly issues
- Increase in printing and postage for monthly issues

Overall: 68% increase from the 2015 adopted budget



# 2016 Budget

<b>General Fund Public Safety</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>PERSONNEL SERVICES:</b>					
PERSONNEL SERVICES	1,825,616	1,912,228	2,163,052	2,076,627	2,263,049
SOCIAL SECURITY TAXES	41,264	49,174	64,892	52,051	67,891
POLICE PENSION CONTRIBUTIONS	134,463	136,986	145,000	137,543	145,000
UNIFORM EXPENSE	15,870	13,320	23,750	16,774	26,150
OVERTIME	45,624	37,108	65,000	42,668	70,000
EXTRA DUTY CHARGES	45,052	47,248	70,000	49,792	70,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>2,107,889</b>	<b>2,196,065</b>	<b>2,531,694</b>	<b>2,375,455</b>	<b>2,642,091</b>
<b>SUPPLIES AND MATERIALS:</b>					
OFFICE SUPPLIES-POSTAGE	8,270	7,431	8,500	8,990	8,670
PRINTING AND REPRODUCTION	4,661	4,347	5,665	3,648	5,780
CRIME PREVENTION	130	575	2,000	2,408	4,000
DARE	822	1,431	2,000	2,000	1,000
SPECIAL MATERIALS	7,874	7,395	14,000	18,753	14,280
ANIMAL CONTROL	401	215	1,000	491	1,000
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>22,159</b>	<b>21,395</b>	<b>33,165</b>	<b>36,291</b>	<b>34,730</b>
<b>UTILITIES:</b>					
ELECTRICAL/GAS	20,589	24,167	27,300	25,137	27,300
WATER	2,716	1,422	3,250	3,427	3,250
TELEPHONE	21,736	15,257	29,350	18,646	28,750
SEWER	111	569	650	2,683	2,500
<b>TOTAL UTILITIES</b>	<b>45,153</b>	<b>41,415</b>	<b>60,550</b>	<b>49,893</b>	<b>61,800</b>



# 2016 Budget

<b>General Fund Public Safety</b>					
	2013	2014	2015	2015	2016
DESCRIPTION	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET
<b>CONTRACTUAL SERVICES:</b>					
VEHICLE MAINTENANCE CONTRACT	23,128	31,966	47,000	30,072	51,675
OTHER CONTRACTUAL SERVICES	145,901	120,443	160,128	144,860	162,104
PHOTO RED LIGHT EXPENSES	38,303	-	40,000	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>207,332</b>	<b>152,409</b>	<b>247,128</b>	<b>174,933</b>	<b>213,779</b>
<b>MAINTENANCE:</b>					
BUILDING MAINTENANCE	5,496	6,042	29,625	12,644	24,625
EQUIPMENT MAINTENANCE	1,667	2,994	4,500	3,004	5,000
VEHICLE MAINTENANCE	9,041	3,647	6,600	5,012	6,600
GASOLINE-OIL	42,965	44,668	60,000	30,086	60,000
<b>TOTAL MAINTENANCE</b>	<b>59,170</b>	<b>57,352</b>	<b>100,725</b>	<b>50,746</b>	<b>96,225</b>
<b>OTHER EXPENSES:</b>					
TRAINING-DUES-TRAVEL-SUBSCRIPTIONS	15,250	10,345	22,000	21,103	32,000
TESTING AND PHYSICAL EXAMS	2,209	2,491	10,000	12,610	10,000
PRISONER EXPENSES	7,222	5,435	7,800	3,131	7,800
SPECIAL INVESTIGATIONS	1,769	1,537	2,800	1,481	2,800
MISCELLANEOUS EXPENSES	23,406	11,507	15,000	15,968	15,000
EQUIPMENT	15,696	29,138	10,000	9,164	36,000
<b>TOTAL OTHER EXPENSES</b>	<b>65,552</b>	<b>60,452</b>	<b>67,600</b>	<b>63,457</b>	<b>103,600</b>
<b>TOTAL PUBLIC SAFETY</b>	<b>2,507,255</b>	<b>2,529,088</b>	<b>3,040,862</b>	<b>2,750,775</b>	<b>3,152,225</b>

## Notes:

- 4% salary step increases
- Increase in overtime for the election year dignitary visits
- \$10,000 for in-service training two times/year by the City Attorney
- \$16,000 additional equipment expense: radio batteries and microphones, lasers, card reader, tasers

Overall: 3% increase from the 2015 adopted budget



# 2016 Budget

<b>General Fund Public Works</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>PERSONNEL SERVICES:</b>					
PERSONNEL SERVICES	466,375	532,457	617,743	595,910	685,955
SOCIAL SECURITY TAXES	34,678	39,238	49,419	45,961	54,876
UNIFORM EXPENSE	3,570	1,603	4,400	4,627	5,400
OVERTIME	4,443	5,641	10,000	13,548	14,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>509,067</b>	<b>578,939</b>	<b>681,562</b>	<b>660,046</b>	<b>760,232</b>
<b>SUPPLIES AND MATERIALS:</b>					
OFFICE SUPPLIES-POSTAGE	567	1,100	1,750	1,038	1,900
SNOW & ICE MATERIALS	29,237	30,994	24,300	32,461	25,000
ROAD MAINTENANCE MATERIALS	29,800	22,491	50,000	50,883	52,000
CURB-GUTTER-SIDEWALKS	1,893	-	5,000	2,516	5,000
TRAFFIC CONTROL DEVICES	4,199	10,243	8,500	8,473	9,000
SPECIAL MATERIALS	3,166	10,251	6,000	11,282	6,000
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>68,863</b>	<b>75,080</b>	<b>95,550</b>	<b>106,654</b>	<b>98,900</b>
<b>UTILITIES:</b>					
WATER	648	2,012	2,100	1,624	2,100
COMMUNICATIONS	1,851	3,383	7,050	5,949	7,050
STREET LIGHTING	5,637	6,443	5,000	3,774	5,000
<b>TOTAL UTILITIES</b>	<b>8,136</b>	<b>11,838</b>	<b>14,150</b>	<b>11,347</b>	<b>14,150</b>



# 2016 Budget

<b>General Fund Public Works</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>CONTRACTUAL SERVICES:</b>					
ENGINEERING SERVICES	1,080	17,068	10,000	11,417	12,500
VEHICLE MAINTENANCE CONTRACT	18,628	28,876	51,500	29,408	50,000
OTHER CONTRACTUAL SERVICES	47,017	41,582	65,000	90,506	57,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>66,725</b>	<b>87,526</b>	<b>126,500</b>	<b>131,330</b>	<b>119,500</b>
<b>MAINTENANCE:</b>					
BUILDING MAINTENANCE	44,955	32,789	45,000	39,076	45,000
EQUIPMENT MAINTENANCE	4,174	9,988	8,500	5,178	8,500
VEHICLE MAINTENANCE	5,074	12,269	20,000	7,753	20,000
GASOLINE-OIL	51,477	50,868	30,000	23,185	35,000
<b>TOTAL MAINTENANCE</b>	<b>105,680</b>	<b>105,914</b>	<b>103,500</b>	<b>75,193</b>	<b>108,500</b>
<b>OTHER EXPENSES:</b>					
TRAINING-DUES-TRAVEL-SUBSCRIPTIONS	3,710	15,725	8,000	12,297	9,000
TESTING PHYSICALS	1,081	692	1,800	1,825	2,000
MISCELLANEOUS EXPENSES	7,234	11,354	8,500	12,426	8,500
PUBLIC ART	10,221	10,268	15,000	15,000	20,000
EQUIPMENT	6,659	4,137	5,000	8,685	6,500
<b>TOTAL OTHER EXPENSES</b>	<b>28,905</b>	<b>42,176</b>	<b>38,300</b>	<b>50,233</b>	<b>46,000</b>
<b>TOTAL PUBLIC WORKS</b>	<b>787,375</b>	<b>901,474</b>	<b>1,059,562</b>	<b>1,034,803</b>	<b>1,147,282</b>

## Notes:

- 3% salary increases
- \$5,000 additional for Public Art
- \$4,000 additional for overtime related to special events

Overall: 8% increase from the 2015 budget



# 2016 Budget

<b>Capital Fund</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>BEGINNING FUNDS AVAILABLE</b>	6,659,093	6,025,488	5,720,294	6,799,886	7,556,673
<b>REVENUES:</b>					
CURRENT PROPERTY TAXES	279,598	270,233	292,295	269,045	337,217
SPECIFIC OWNERSHIP TAX	276,116	101,740	-	1,211	-
BOND PROCEEDS	-	-	-	-	3,500,000
INTEREST INCOME	1,579	1,961	-	3,090	2,500
OTHER REVENUES	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>557,293</b>	<b>373,933</b>	<b>292,295</b>	<b>273,346</b>	<b>3,839,717</b>
<b>EXPENDITURES:</b>					
COP PAYMENT	-	-	-	-	96,263
VILLAGE CENTER IMPROVEMENTS	452,510	19,374	50,000	21,370	1,260,000
EQUIPMENT-COMPUTER	-	-	-	-	22,952
EQUIPMENT-ADMINISTRATION	6,042	-	-	-	-
EQUIPMENT-POLICE	12,081	32,014	52,400	52,079	94,350
VEHICLES-POLICE	81,923	141,012	181,200	179,993	162,600
MOTORCYCLE PROGRAM	-	-	-	-	52,900
STREET IMPROVEMENT PROGRAM	207,958	351,033	400,000	399,762	500,000
EQUIPMENT-PUBLIC WORKS	13,423	-	225,000	225,000	45,000
VEHICLES-PUBLIC WORKS	143,228	990	30,000	28,929	-
STORM SEWERS	-	-	50,000	50,800	50,000
TRAFFIC CALMING MEASURES	-	-	75,000	75,650	75,000
CRACK SEAL	4,800	11,370	27,000	22,288	25,000
CURB AND GUTTER	52,035	67,693	40,000	39,489	135,000
RIGHTS-OF-WAY IMPROVEMENTS	-	-	250,000	250,000	176,000
UNDERGROUNDING UTILITIES	-	-	-	-	-



# 2016 Budget

<b>Capital Fund</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
LAND PURCHASE	138,977	13,900	1,500,000	4,731	1,500,000
TRAIL IMPROVEMENTS	-	252	140,000	100,000	325,000
SIGNS	-	-	-	-	-
JOHN MEADE PARK MASTER PLAN	-	-	-	-	-
EQUIPMENT-PARKS	52,368	27,842	95,000	91,065	20,000
VEHICLES	-	-	30,000	30,000	40,000
LANDSCAPING	-	-	-	-	-
BUILDINGS	25,553	-	25,000	-	25,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,190,898</b>	<b>665,479</b>	<b>3,170,600</b>	<b>1,571,155</b>	<b>4,605,065</b>
ADD/(SUBTRACT) OPERATING DIFFERENCE	(633,605)	(291,546)	(2,878,305)	(1,297,809)	(765,348)
TRANSFER OUT	-	(20,000)	-	-	-
TRANSFER IN	-	1,065,944	1,893,047	1,827,945	-
<b>ENDING FUNDS AVAILABLE</b>	<b>6,025,488</b>	<b>6,799,886</b>	<b>4,735,036</b>	<b>7,330,022</b>	<b>6,791,326</b>

## Notes:

- Interest only payment for COP
- Public Works facility design and construction
- Body cameras for police department
- Data 911 server
- Two Ford SUV's for the police department
- Two police motorcycles
- Asphalt roller for public works\*
- Parks two new dump beds
- Mower replacement
- Possible land purchase\*

\* Significant non-recurring capital expenditures

Overall: 45% increase in expenditures from the 2015 budget



# 2016 Budget

<b>Conservation Trust Fund 07</b>				
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>REVENUES:</b>				
COLORADO LOTTERY	65,851	59,591	50,000	60,000
INTEREST ON INVESTMENT	218	193	200	266
OTHER REVENUES	-	-	-	-
<b>TOTAL REVENUES</b>	<b>66,068</b>	<b>59,784</b>	<b>50,200</b>	<b>60,266</b>
<b>EXPENDITURES:</b>				
TRAIL IMPROVEMENTS	1,241	318	35,000	248,500
VILLAGE CENTER POND DREDGING	-	-	-	-
CHERY HILLS ANNEX PARK	-	-	-	-
TRAIL LANDSCAPE PROGRAM	-	-	-	-
PARK PURCHASES	-	-	-	-
CONTINGENCIES	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,241</b>	<b>318</b>	<b>35,000</b>	<b>248,500</b>
<b>INCREASE TO RESERVES</b>	<b>64,827</b>	<b>59,466</b>	<b>15,200</b>	<b>(188,234)</b>
<b>BALANCE IN RESERVES</b>	<b>662,893</b>	<b>657,883</b>	<b>673,371</b>	<b>484,835</b>
<b>EMERGENCY RESERVES</b>	<b>1,982</b>	<b>1,794</b>	<b>1,506</b>	<b>1,808</b>

## Notes:

- Miscellaneous brush/asphalt trail restoration
- Overseeing of City parks and trails
- Trail development of First Church property
- Split rail fence



# 2016 Budget

<b>Catherine H. Anderson Land Donation Fund</b>				
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>REVENUES:</b>				
CASH IN LIEU OF LAND DONATIONS	-	-	-	-
DEVELOPMENT FEES	-	-	-	-
REC REIMBURSEMENT DONATIONS	3,960	4,254	1,000	1,000
INTEREST ON INVESTMENT	1,057	935	1,000	1,000
OTHER REVENUES	3,577	3,065	4,000	4,000
EXCISE TAX	-	237,125	-	-
TRANSFER IN	-	-	-	-
<b>TOTAL REVENUES</b>	<b>8,594</b>	<b>245,379</b>	<b>6,000</b>	<b>6,000</b>
<b>EXPENDITURES:</b>				
THREE POND PARK WATER	-	619	620	620
ENTRY FEATURE IMPROVEMENTS	-	-	-	-
PARKS & TRAIL IMPROVEMENTS	-	-	-	-
BELLEVIEW LANDSCAPE IRRIGATION	-	-	-	-
MISCELLANEOUS	-	-	5,000	5,000
CONTINGENCIES	-	-	-	-
TRANSFERS OUT	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>619</b>	<b>5,620</b>	<b>5,620</b>
<b>INCREASE/(DECREASE) TO RESERVES</b>	<b>8,594</b>	<b>244,760</b>	<b>380</b>	<b>380</b>
<b>BALANCE IN RESERVES</b>	<b>403,752</b>	<b>641,409</b>	<b>648,970</b>	<b>649,350</b>
<b>EMERGENCY RESERVES</b>	<b>258</b>	<b>7,361</b>	<b>180</b>	<b>180</b>

## Notes:

- \$5,000 Quincy Farm Committee



# 2016 Budget

<b>Sid #7 Bond Fund</b>				
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>REVENUES:</b>				
INTEREST INCOME	36	43	50	50
INTEREST ON ASSESSMENTS	40,253	15,773	13,330	11,284
ASSESSMENT REVENUE	71,105	71,278	66,371	68,417
<b>TOTAL REVENUE</b>	<b>111,394</b>	<b>87,094</b>	<b>79,751</b>	<b>79,751</b>
<b>REDUCTION OF RESERVES</b>	<b>-</b>	<b>-</b>	<b>12,197</b>	<b>11,046</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>111,394</b>	<b>87,094</b>	<b>91,948</b>	<b>90,797</b>
<b>EXPENDITURES:</b>				
COUNTY TREASURER FEES	1,114	871	797	797
INTEREST EXPENSE	14,762	12,360	11,151	10,000
BOND PRINCIPAL PAYMENT	75,000	70,000	80,000	80,000
<b>TOTAL EXPENDITURES</b>	<b>90,876</b>	<b>83,231</b>	<b>91,948</b>	<b>90,797</b>
<b>ADDITIONAL RESERVE FUNDS</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INCREASE TO RESERVES</b>	<b>20,518</b>	<b>3,863</b>	<b>-</b>	<b>-</b>
<b>BALANCE IN RESERVES</b>	<b>38,785</b>	<b>43,377</b>	<b>31,400</b>	<b>20,354</b>
<b>EMERGENCY RESERVES</b>	<b>3,342</b>	<b>2,613</b>	<b>2,393</b>	<b>2,393</b>



# 2016 Budget

<b>Arapahoe County Open Space Fund 14</b>				
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>REVENUES:</b>				
OPEN SPACE SHAREBACK	124,886	129,570	125,000	130,000
SALES TAX COLLECTION FEE	2,343	3,064	2,000	2,000
INTEREST ON INVESTMENTS	1,386	1,476	1,200	1,400
OTHER REVENUES	17,394	135,870	-	-
TRANSFERS IN	-	-	-	-
<b>TOTAL REVENUES</b>	<b>146,009</b>	<b>269,981</b>	<b>128,200</b>	<b>133,400</b>
<b>EXPENDITURES:</b>				
TRAIL IMPROVEMENTS	45,139	15,902	70,000	90,000
PARK IMPROVEMENTS	-	12,004	10,000	510,000
OTHER EXPENDITURES	38,089	145,746	50,000	-
<b>TOTAL EXPENDITURES</b>	<b>83,228</b>	<b>173,652</b>	<b>130,000</b>	<b>600,000</b>
<b>INCREASE TO RESERVES</b>	<b>62,781</b>	<b>96,329</b>	<b>(1,800)</b>	<b>(466,600)</b>
<b>BALANCE IN RESERVES</b>	<b>569,915</b>	<b>662,525</b>	<b>664,978</b>	<b>198,222</b>
<b>EMERGENCY RESERVES</b>	<b>4,380</b>	<b>8,099</b>	<b>3,846</b>	<b>4,002</b>

## Notes:

- Concrete repair on City sidewalks
- Bank stabilization along Little Dry Creek
- High Line Trail resurface
- Parks and Open Space improvements
- John Meade Park design, engineering and construction



# 2016 Budget

<b>Water and Sewer Fund 20</b>				
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>BEGINNING FUNDS AVAILABLE</b>	871,312	927,865	887,481	593,559
<b>REVENUES:</b>				
TAP FEES	56,700	29,000	-	-
SEWER ADMINISTRATION FEES	25,920	2,328	2,328	2,328
SEWER REPAIR & MAINTENANCE	9,287	31,440	56,700	74,496
INTEREST INCOME	843	844	800	800
OTHER REVENUES	11,000	25	-	-
<b>TOTAL REVENUES</b>	<b>103,749</b>	<b>63,637</b>	<b>59,828</b>	<b>77,624</b>
<b>EXPENDITURES:</b>				
LEGAL COUNSEL	3,452	1,287	1,000	1,000
OTHER CONTRACTUAL SERVICES	-	-	25,000	30,000
SEWER REPAIRS & MAINTENANCE	8,228	70,207	300,000	500,000
TRAINING-DUES-SUBSCRIPTIONS	913	854	1,000	1,000
MISCELLANEOUS EXPENSES	7,757	3,750	-	-
DEPRECIATION	23,612	23,612	26,750	-
<b>TOTAL EXPENDITURES</b>	<b>43,962</b>	<b>99,710</b>	<b>353,750</b>	<b>532,000</b>
<b>INCREASE TO RESERVES</b>	<b>59,787</b>	<b>(36,073)</b>	<b>(293,922)</b>	<b>(454,376)</b>
<b>BALANCE IN RESERVES</b>	<b>924,753</b>	<b>885,572</b>	<b>591,764</b>	<b>136,854</b>
<b>EMERGENCY RESERVES</b>	<b>3,112</b>	<b>1,909</b>	<b>1,795</b>	<b>2,329</b>

## Notes:

- Necessary repairs to sewer lines



# 2016 Budget

<b>Parks and Recreation Fund 30</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>BEGINNING FUNDS AVAILABLE</b>	998,467	929,242	970,185	957,487	2,299,604
<b>REVENUES:</b>					
ASSESSED VALUE	301,972,720	290,292,390	292,295,294	292,295,294	337,216,810
MILL LEVY	6.422	6.422	6.422	6.422	6.422
DEBT SERVICE MILL LEVY (ABATED)	1.418	1.348	1.362	1.362	1.165
APPLIED MILL LEVY	5.004	5.074	5.060	5.060	5.257
CURRENT PROPERTY TAXES	1,517,820	1,466,977	1,479,014	1,479,014	1,772,749
SPECIFIC OWNERSHIP TAX	-	177,750	-	-	10,000
INTEREST INCOME	8,781	4,761	5,000	4,720	5,000
OTHER REVENUES	-	-	1,542,491	1,542,491	-
<b>TOTAL REVENUE</b>	<b>1,526,601</b>	<b>1,649,488</b>	<b>3,026,505</b>	<b>3,026,225</b>	<b>1,787,749</b>
<b>EXPENDITURES:</b>					
<b>PERSONNEL SERVICES</b>					
PERSONNEL SERVICES	314,426	322,262	355,000	360,436	420,282
SOCIAL SECURITY TAXES	24,533	24,888	28,400	28,050	33,623
RETIREMENT 401 MANAGEMENT	4,323	4,456	4,500	4,595	4,600
RETIREMENT 457	6,974	7,593	8,000	7,967	8,000
HEALTH-LIFE-DENTAL INSURANCE	48,512	53,395	58,860	65,281	58,000
UNIFORMS	1,921	2,331	2,500	2,479	3,500
OVERTIME	3,442	1,507	2,500	4,852	5,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>404,131</b>	<b>416,432</b>	<b>459,760</b>	<b>473,661</b>	<b>533,004</b>
<b>SUPPLIES AND MATERIALS:</b>					
OFFICE SUPPLIES/PRINTING	555	172	1,000	1,013	1,200
PLANT SUPPLIES	2,325	2,242	2,500	1,646	3,500
GENERAL INFRASTRUCTURE MAINTENANCE	16,140	17,324	15,500	17,405	15,500
SNOW AND ICE MELT	64	184	1,000	1,000	1,000
PARK SIGNAGE	434	430	1,000	1,010	1,000
SPECIAL MATERIALS	3,718	4,559	3,500	3,523	7,050
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>23,237</b>	<b>24,910</b>	<b>24,500</b>	<b>25,597</b>	<b>29,250</b>



# 2016 Budget

<b>Parks and Recreation Fund 30</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>UTILITIES:</b>					
WATER	23,847	17,532	30,000	23,629	30,000
COMMUNICATIONS	3,140	2,181	3,200	2,065	3,200
<b>TOTAL UTILITIES</b>	<b>26,987</b>	<b>19,712</b>	<b>33,200</b>	<b>25,693</b>	<b>33,200</b>
<b>CONTRACTUAL SERVICES:</b>					
COUNTY TREASURER FEES	15,178	14,670	14,790	14,790	17,727
LEGAL/SURVEYING	1,728	1,800	4,000	4,000	4,000
FORESTRY/ROW TREE MAINTENANCE	24,660	33,986	30,000	23,631	28,000
VEHICLE MAINTENANCE CONTRACT	12,758	7,826	18,200	14,145	16,000
ENGINEERING	1,989	5,759	14,000	8,445	14,000
OTHER CONTRACTUAL SERVICES	73	-	4,350	4,000	8,150
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>56,386</b>	<b>64,040</b>	<b>85,340</b>	<b>69,010</b>	<b>87,877</b>
<b>MAINTENANCE:</b>					
EQUIPMENT MAINTENANCE	1,963	3,404	6,000	6,000	6,000
VEHICLE MAINTENANCE	3,749	2,288	4,500	4,553	4,500
GASOLINE-OIL	19,840	22,229	25,000	17,064	20,000
GROUNDS MAINTENANCE/IMPROVED	28,054	19,610	20,000	18,652	20,000
<b>TOTAL MAINTENANCE</b>	<b>53,606</b>	<b>47,530</b>	<b>55,500</b>	<b>46,269</b>	<b>50,500</b>



# 2016 Budget

<b>Parks and Recreation Fund 30</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>
<b>OTHER EXPENSES:</b>					
TRAINING-DUES-TRAVEL-SUBSCRIPTION	5,820	5,056	5,200	5,106	7,200
TESTING-PHYSICALS	93	55	500	510	500
SPECIAL EVENTS	9,150	14,244	15,000	13,236	15,000
MISCELLANEOUS EXPENSE	4,273	3,507	5,000	4,664	5,000
RECREATION REIMBURSEMENT	233,024	239,907	225,000	226,095	233,744
EQUIPMENT	6,693	15,226	15,800	15,716	7,500
ADMINISTRATIVE SERVICES	25,000	25,000	25,000	25,000	25,000
<b>TOTAL OTHER EXPENSES</b>	<b>284,053</b>	<b>299,994</b>	<b>291,500</b>	<b>290,328</b>	<b>293,944</b>
<b>ASSET PAYMENT EXPENSES</b>					
INTEREST EXPENSE	12,642	12,895	18,925	18,925	25,387
PRINCIPAL EXPENSE	734,784	735,730	734,625	735,625	734,586
<b>TOTAL PAYMENT EXPENSES</b>	<b>747,426</b>	<b>748,625</b>	<b>753,550</b>	<b>753,550</b>	<b>759,974</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,595,826</b>	<b>1,621,244</b>	<b>1,703,350</b>	<b>1,684,107</b>	<b>1,787,749</b>
ADD/(DEDUCT) OPERATING DIFFERENCE	(69,225)	28,244	1,323,155	1,342,118	-
TRANSFER TO CAPITAL FUND	-	-	-	-	-
<b>ENDING FUND AVAILABLE</b>	<b>929,242</b>	<b>957,487</b>	<b>2,293,340</b>	<b>2,299,604</b>	<b>2,299,604</b>

## Notes:

- 3% salary increases
- Recreation reimbursement \$233,744
- Increase in overtime for snow removal and special events

Overall: Less than 1% increase from the 2015 adopted budget



# Glossary of Terms

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*American Public Works Association (APWA)* - A professional organization that serves in all aspects of public works.

*Assessed Valuation* - The valuation set upon real estate and certain property by the Arapahoe County Assessor's Office as a basis for levying property taxes.

*Asset* - Resources owned or held by the City that have monetary value.

*Balanced Budget* - A balance between revenues and expenditures; a budget is considered balanced when reserves are used to complement revenues.

*Bond* - A long-term promise to pay for a specified amount of money on a particular date.

*Budget* - A plan of financial activity for a specified period of time, which indicates all planned revenues and expenditures for the budget year. The City's budget is based on a calendar year beginning January 1st and ending December 31st.

*Budget Calendar* - The schedule of key dates that the City follows in preparation and adoption of the following year's budget. The City's budget process begins in September and ends in December.

*Capital Asset* - An Item that has a value of at least \$5,000 and has a useful economic life of more than one year.

*Capital Fund* - A governmental fund used to track the costs of capital assets including police cars, public works vehicles, parks and recreation equipment, major street and storm water drainage improvements and building improvements.

*Capital Improvement Program* - The City's plan for capital outlay which will be incurred each year over a fixed number of years to meet capital expenditures arising from the City's long-term needs.

*Capital Projects* - Major construction, acquisitions or renovation activities which add value or increase the useful life of the City's physical assets.

*Community Rating System (CRS)* - A voluntary incentive program used by the National Flood Insurance Program (NFIP) to recognize communities for implementing floodplain management practices that exceed Federal minimum requirements of the NFIP.

*Contingency* - A budgetary reserve set aside for emergencies or unforeseen expenditures that have not been budgeted.

*Contractual Service Agreements* - Contractual agreements such as maintenance agreements, information technology services and professional consulting services rendered to the City of Cherry Hills Village by private firms, individuals and other governmental agencies.

*Debt Service* - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule

*Deficit* - The excess of the City's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

*Department* - The organizational unit of government that is unique in its delivery or services. The City of Cherry Hills Village has 5 major departments: City Manager, Community Development, Finance and Administration, Police and Public Works



# Glossary of Terms

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*Depreciation* - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

*Distinguished Budget Presentation Awards Program* - A voluntary awards program administered by the Government Finance Officers Association (GFOA) to encourage governments to prepare effective budget documents.

*Emergency Reserve* - An additional reserve to provide for unforeseen reductions in revenues in the current year or expenditures that are greater than the current year revenues.

*Employee Benefits* - Contributions made by the City to meet commitments or obligations for employee benefits. The City's benefits are dental insurance, life insurance, long-term disability insurance, short-term disability insurance, workers' compensation insurance, flexible spending account plans, retirement benefits, Roth IRA plan, deferred compensation plan, employee assistance plan, holiday and personal leave, paid time off, extended sick leave, bereavement leave, alternative scheduling, computer loan program and tuition reimbursement.

*Expenditure* - The payment of cash or the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

*Expense* - Charges incurred for operations, maintenance, interest or other charges.

*Floor Area Ratio (FAR)* - The measurement of the ratio of the total enclosed above grade floor area of the principal structure to the net lot area (above grade floor area / net lot area = FAR).

*Fiscal Year* - A 12 month period designated as the operating year for accounting and budgetary purposes in an organization. The City's fiscal year is January 1st to December 31st.

*Full Time Equivalent Employee* - A year round employee who is normally schedule to work a full work period of 40 or 80 hours, depending on his/her position.

*Fund* - A fiscal entity with revenues and expenditures that are segregated for the purpose of carrying out a specific purpose or activity.

*Fund Balance* - The cumulative difference of all revenues and expenditures.

*General Fund* - This fund is the City's primary operating fund and is used to account for services typically associated with local governments. It is used to account for activities that are not accounted for in the other funds. The City of Cherry Hills Village's General Fund includes Revenues, Administration, Judicial, Data Processing, Community Development, Public Safety, Village Crier, Public Works and Capital.

*Generally Accepted Accounting Principles (GAAP)* - Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

*Infrastructure* - The physical assets of the City (i.e. streets and public buildings).

*Interfund Transfers* - The movement of moneys between funds of the same governmental entity.



# Glossary of Terms

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*Intergovernmental Revenue* - Funds received from federal, state and other local governmental sources in the form of grants, shared revenues and payments in lieu of taxes.

*Long Term Debt* - Debt with a maturity of more than one year after the date of issuance.

*National Flood Insurance Program (NFIP)* - A program created by Congress in 1968 to provide a means for property owners to financially protect themselves in the even of a flood.

*Net Assets* - Assets minus liabilities

*Obligations* - Amounts that a government may be legally required to meet from its resources. They include not only actual liabilities, but also encumbrances not yet paid.

*Operating Expenses* - The cost for personnel, materials and equipment required for each department.

*Operating Revenue* - Funds that the government receives as income to pay for ongoing operations. It includes items such as taxes, fees from specific services and grant revenues. Operating revenues are used to pay for day to day services.

*Personnel Services* - Expenditures for salaries, overtime and benefits for employees.

*Reserve* - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

*Reserved Fund Balance* - A portion of the fund balance that is legally restricted to a specific use or otherwise not available for appropriation or expenditures.

*Resources* - Total amounts available for appropriation including estimated revenues, fund transfers and beginning balances.

*Revenue* - Sources of income financing the operations of a government.

*Special Revenue Funds* - Special Revenue Funds account for the proceeds of specific revenue sources (other than expendable trusts) that are legally restricted to expenditures for a specific purpose. The City has four Special Revenue Funds: Catherine H. Anderson Land Donation Fund, Conservation Trust Fund, Arapahoe County Open Space Fund and Parks and Recreation Fund.

*Tax Levy* - Tax rate per one hundred dollars multiplied by the tax base.

*TABOR* - The **T**Axpayer's **B**ill **O**f **R**ights established in 1992, restricts revenues for all levels of government (state, local and schools). Under TABOR, state and local governments cannot raise tax rates without voter approval and cannot spend revenues collected under existing tax rates if revenues grow faster than the rate of inflation and population growth, without voter approval.

*Tap Fees* - Fees for connecting to the City's water or sewer system.

*Unreserved Fund Balance* - A measure of how much fund balance is left over at the end of the current year which can be used for the subsequent year's budget.

City of Cherry Hills Village  
2450 East Quincy Avenue  
Cherry Hills Village, CO 80113  
2016 ANNUAL BUDGET

