

CITY OF CHERRY HILLS VILLAGE  
COLORADO

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

City Hall  
Telephone 303-789-2541  
FAX 303-761-9386

**City Council Agenda**

Tuesday, March 1, 2022

This meeting will be held in-person at City Hall with no electronic participation.

To attend in-person: There is no need to sign up to attend in-person; if you would like to speak during audience participation there will be a sign-up sheet in the Council Chambers.

To watch the meeting (no participation):

- 1) City website – [City Meeting Videos](#)
- 2) City YouTube channel – [City of Cherry Hills Village YouTube](#)

6:30 p.m. – Regular Meeting

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Presentations
  - a. Chief Tovrea Retirement Ceremony
  - b. Police Department Recognition of Mark Griffin
5. Audience Participation Period (limit 5 minutes per speaker)
6. Reports from City Boards, Commissions and Committees
7. Consent Agenda
  - a. Approval of Minutes – February 15, 2022
8. Items Removed From Consent Agenda
9. Unfinished Business
10. New Business
  - a. Board and Commission Member Terms
11. Reports
  - a. Mayor
  - b. Members of City Council
  - c. City Manager and Staff
    - (i) Unaudited Financial Statements
  - d. City Attorney
12. 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, 72 hours in advance.

Minutes of the  
City Council of the City of Cherry Hills Village, Colorado  
and of the Cherry Hills Village Southmoor Circle and Hudson Parkway  
General Improvement District Board of Directors  
Held on Tuesday, February 15, 2022 at 6:30 p.m.  
City Hall

The City Council held a study session at 5:30 p.m.

Mayor Russell Stewart called the meeting to order at 6:30 p.m.

**ROLL CALL**

Mayor Russell Stewart, Mayor Pro Tem Katy Brown, Councilors Randy Weil, Al Blum, Mike Gallagher, and Dan Sheldon were present on roll call. Also present were City Manager Chris Cramer, Deputy City Manager and Public Works Director Jay Goldie, City Attorney Kathie Guckenberger, Police Chief Michelle Tovrea, Finance Director Jessica Sager, Parks Coordinator Emily Black, and City Clerk Laura Gillespie.

Absent: Councilor Afshin Safavi

**PLEDGE OF ALLEGIANCE**

The Council conducted the pledge of allegiance.

**AUDIENCE PARTICIPATION PERIOD**

Laura Christman, 18 Cherry Lane Drive, noted the only trail discussed during the study session regarding e-bikes was the High Line Canal; the City had many other trails; on the other trails bikes were limited to mountain bikes; speed was limited on a normal mountain bike but not on an e-mountain bike. She asked Council to consider if they wanted e-bikes all over the Village or just on the High Line Canal. She stated the speed limit signs and e-bike prohibited signs currently posted were very small, low, and infrequent; an officer told her last summer the reason he did not issue citations was that no one could see the speed limit signs and e-bike riders did not know they were prohibited. She could not find any sign stating the right-of-way priorities of equestrians, pedestrians, and bikes. She stated trying to encourage etiquette through education was not going to work; the City needed enforceable laws and needed to enforce them; many complaints had been received through the Master Plan process; the Arapahoe County mounted police were willing to patrol the High Line Canal and the trails at no cost to the Village.

Jenn Diffendal, 5701 E. Stanford Drive, thanked Council for their work; she was a former volunteer in the public safety building; everyone shared a deep love and commitment to their community; everyone had their own passions; their diversity in

passions and expertise was always beneficial to the community; she hoped they could hear each other with respect; she understood citizens did not usually comment on how funds were allocated and that was the sole discretion and purview of the City Manager but she believed this was a special exception; her intention was to advocate for what should be the top priority in the recovery process which was the first responders; among all the hard working employees who justly deserved a bonus, only the police officers were first responders; they bore the brunt of the burden for the community during the pandemic; if the bonuses were being paid from regular City funds from a surplus as Councilor Blum had suggested then she would not be speaking tonight; the funds were from a grant from the American Rescue Plan Act and were meant to be COVID rescue and relief funds; their sole intent was to aid the City's recovery from the pandemic; it was about the City's values and priorities; ARPA funds were the once in a lifetime way to effect a payout for first responders but was not the last money the City would receive for infrastructure projects; the City should prioritize the premium pay category for first responders; they needed to know that the community saw them and their disproportionate sacrifice; she had volunteered over 600 hours with the Police Department, half before and half during the pandemic; it had been the unexpected honor of a lifetime; the City's first responders were not able to work remotely or limit exposure; they served without regard to risks; to maintain 24/7 patrol people had to be called back into work who were over-worked and over-tired; they lost vacation days and half of them contracted COVID causing massive staffing shortages; they banded together as a team and sacrificed everything for the good of the community; their response is to work harder without complaint; the community should not take their extraordinary service for granted; they were more than deserving of this money and it did not diminish from the service of the other employees; she asked for a special payout for each officer and personnel in the Police Department of \$10,000, inclusive of the \$4,000 being given to all employees; \$15,000 for Commander Weathers; and \$25,000 for Chief Tovrea; they had more than earned it and it was the right thing to do.

Eileen Weiss, 3711 S. Albion Street, stated she was a resident since 1976; she agreed with Ms. Diffendal's proposal; she asked Council not to be stingy; Ms. Diffendal's proposal would leave a balance of \$1.23 million in ARPA funds; Council was stewards of this money and it had been earmarked for first responders; it was a wealthy community and they would be proud if something so worthy could be done.

Kristen Youngdahl, 4211 S. Bellaire Circle, echoed Ms. Diffendal and Ms. Weiss; she had children at Cherry Hills Village Elementary School and there were officers there every day no matter the weather or COVID; she wanted to support the police officers; she was in support of Ms. Diffendal's proposal.

Rachel Melameth, 17 Sandy Lake Drive, stated she had been a member of the community since she was eight years old; she could describe numerous times the Police Department had been there for her and her family; she echoed all the previous comments; she expressed her thanks and appreciation.

Mark Griffin, 3236 Cherryridge Road, stated he was the president and chairman of the board of the Cherry Hills Village Police Foundation; he was an unapologetic advocate for the Cherry Hills Village first responders a.k.a. the Police Department; it was the responsibility of City Council to decide how to allocate the public ARPA funds; he suggested Council consider public input as to how to spend the funds; one of the purposes of the grant was to compensate first responders for their sacrifices during the COVID pandemic; City officers had sacrificed a great deal during this time; other communities had reportedly given great sums and suggested the City investigate that; the City's first responders had more challenges because of the City's relative small size of 23 officers; he suggested Council consider giving the first responders the \$10,000 bonus that Ms. Diffendal requested, or maybe more; he thanked Council for their service during this difficult time; he asked Council to consider carefully the public input for how the money should be spent to reward the first responders.

### **REPORTS FROM CITY BOARDS, COMMISSIONS AND COMMITTEES**

None

### **CONSENT AGENDA**

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

- a. Approval of Minutes – February 1, 2022

The motion passed unanimously.

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

None

### **UNFINISHED BUSINESS**

**Council Bill 6-2022: Approving a Supplemental Appropriation in the American Rescue Plan Act Fund for One-Time Discretionary Employee Bonuses (second and final reading)**

City Manager Cramer presented Council Bill 6, Series 2022 on second and final reading; the council bill would authorize a one-time discretionary bonus of \$4,000 to 46 current City employees; there had been no changes since first reading; if approved on second and final reading the supplemental appropriation would be in the amount of \$201,950.84; in order to receive the bonus employees must be currently employed and also employed by the City prior to December 31, 2021; the intent was as a thank you to employees who were with the City during COVID; the funding source was ARPA funds; Council had yet to go through the process of identifying and analyzing possible use for

the remainder of the ARPA funds; there was always the option to consider additional bonuses at that time; the City was awaiting final guidance from a variety of sources; they had until the end of 2024 to earmark the funds and an additional two years to spend the funds; the past 22 months had been extremely challenging for everyone; everyone had been impacted differently, getting sick, caring for family members who got sick, dealing with remote school and daycares closing, and difficult work situations; hopefully to no one's surprise City employees have shown through and risen to the challenge; they demonstrated their commitment to the Village, performing tasks with these remarkable conditions at an extremely high level; it was one thing to make it through and do your job, it was another to do it at such a high level as City employees had done over the last 22 months; this bonus represented a tremendous thank you to all of them for sticking with the Village; this bonus was not intended to recognize contributions or hardships on an individual employee basis or a group basis; this was a collective thank you on behalf of the City to recognize sticking with the City for this time.

Councilor Blum indicated as everyone was aware he was an advocate for paying additional sums to employees from the City's budget surplus; he appreciated Director Sager and City Manager Cramer finding a way to use ARPA funds instead of the City surplus; as everyone was aware they had several years to determine how to spend the ARPA funds; there were a number of possible projects; he agreed with Mr. Griffin's suggestion of researching what other jurisdictions were doing regarding staff bonuses; he was in favor of the council bill; he appreciated the public input received tonight and thanked them for the passion they had shown in their support of the Police Department.

Councilor Sheldon suggested public input was important before decisions were made about how to spend the remainder of the ARPA funds; some of the possible projects included sewer upgrades, telecom cellular service, and undergrounding of utilities.

City Manager Cramer agreed.

Councilor Sheldon thanked the members of public for attending the meeting and giving their thoughts to Council.

Councilor Gallagher thanked the public commenters and their support of the Police Department; Council was very proud of the Police Department; he was in favor of the council bill; he understood Council's responsibility to make policy decisions; Council needed to consider all the projects listed by Councilor Sheldon when determining how best to use the ARPA funds; they had until 2024 to allocate funds and 2026 to spend funds; Council had time to consider allocating more funds to staff in the future; he supported the council bill as it was written.

Mayor Pro Tem Brown agreed with the other comments made; she welcomed the children in the audience; Council appreciated the Police Department and other staff; they could never pay anyone what they were worth; the bonus amount could not be a strict reflection of contribution because there was not enough money on the planet to

pay people what they had contributed to the community; hopefully the current bonus was a step in the right direction to acknowledge the sacrifices everyone has made; as the City further understood what was and was not allowed for the ARPA funds they should look at all the possibilities, and she agreed it was important to get public input; public funds carried a level of responsibility she was cognizant of.

Councilor Weil thanked the public for their comments; running the City well was a team effort; the team had demonstrated incredible resilience and adaptation with all the challenges COVID presented; the Master Plan process reached out to the community multiple times in multiple ways to ascertain the will and priorities of the community; he encouraged everybody to participate in that process; that process would give Council a clearer view of priorities than they had now; the council bill was a meaningful thank you to staff for going above and beyond over the past couple of years.

Mayor Stewart thanked City Manager Cramer and Director Sager for coming up with the proposal; the final rule from the Treasury Department had only been published in the Federal Register in late January and did not take effect until April 1<sup>st</sup>; this was all very new; there was a lot of analysis to be done on the final rule; Colorado Municipal League was working on interpretation; he planned to write about the final rule for his next article in the Crier; it was a big change from the interim rule; the final rule provided more flexibility; CML and National League of Cities were vocal in their feedback to Congress and the Treasury Department that municipalities needed more flexibility and the interim rule was too restrictive, and they listened; another potential use for the ARPA funds was the High Line Canal stormwater project; the ARPA funds could now be used for anything typically used for governmental services; he agreed it was an open process and they should get public input; he agreed with Councilor Weil on the Master Plan process; they had until 2024 to allocate the funds and 2026 to spend the funds; he appreciated all the public comments made tonight.

Mayor Pro Tem Brown moved, seconded by Councilor Blum, to approve Council Bill 6, Series 2022; a bill for an ordinance of the City of Cherry Hills Village amending the 2022 budget and approving a supplemental appropriation in the American Rescue Plan Act Fund for one-time discretionary employee bonuses on second and final reading.

The following votes were recorded:

Weil	yes
Brown	yes
Gallagher	yes
Sheldon	yes
Blum	yes

Vote on the Council Bill 6-2022: 5 ayes. 0 nays. The motion carried.

**NEW BUSINESS**

None

**RECESS OF THE CITY COUNCIL TO CONVENE AS THE CHERRY HILLS VILLAGE SOUTHMOOR CIRCLE AND HUDSON PARKWAY GENERAL IMPROVEMENT DISTRICT BOARD**

Mayor Stewart recessed the City Council Meeting and convened the meeting of the Cherry Hills Village Southmoor Circle and Hudson Parkway General Improvement District Board.

**MEETING OF THE CHERRY HILLS VILLAGE SOUTHMOOR CIRCLE AND HUDSON PARKWAY GENERAL IMPROVEMENT DISTRICT BOARD**

Mayor Russell Stewart, serving ex-officio as the GID Chairperson, called the meeting to order at 7:06 p.m.

**ROLL CALL OF MEMBERS**

The City Council for the City of Cherry Hills Village serving ex-officio as the Board of Directors of the Cherry Hills Village Southmoor Circle and Hudson Parkway General Improvement District: Mayor Russell Stewart, Mayor Pro Tem Katy Brown, Councilors Randy Weil, Al Blum, Mike Gallagher, and Dan Sheldon were present on roll call.

Absent: Councilor Afshin Safavi.

The administrative staff of the City serving as the administrative staff of the GID: City Manager Chris Cramer, Deputy City Manager and Public Works Director Jay Goldie, City Attorney Kathie Guckenberger, Police Chief Michelle Tovrea, Finance Director Jessica Sager, Parks Coordinator Emily Black, and City Clerk Laura Gillespie.

**CONSENT AGENDA**

Board Member Brown moved, seconded by Board Member Gallagher to approve the following items on the Consent Agenda:

- a. Approval of Minutes – February 1, 2022

The motion passed unanimously.

**ITEMS REMOVED FROM THE CONSENT AGENDA**

None

Draft

Draft

Draft

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**ADJOURNMENT**

The Southmoor Circle and Hudson Parkway General Improvement District Board meeting adjourned.

**RECONVENE MEETING OF THE CHERRY HILLS VILLAGE CITY COUNCIL**

The meeting of the Cherry Hills Village City Council reconvened at 7:07 p.m.

**REPORTS**

**Mayor's Report**

Mayor Stewart reported the final rule on the ARPA funds was interesting reading and he would report on that for his next Mayor's column in the Crier; he attended the Mayor's Munch on February 9<sup>th</sup>; he attended the CML Statehouse Report on February 11<sup>th</sup>; the legislation for competitive bids for Xcel was progressing; he would attend the CML legislative workshop on Thursday; he would attend the CML policy committee meeting on Friday.

**Members of City Council**

Councilor Blum had no report.

Councilor Sheldon had no report.

Councilor Gallagher had no report.

Mayor Pro Tem Brown had no report.

Councilor Weil had no report.

**City Manager & Staff**

Director Sager thanked Council on behalf of staff for approving the supplemental appropriation.

City Manager Cramer reported he had been notified today that the I-25/Belleview Interchange Project was starting back up with an amended scope to review a new alternative called "diamond plus"; the diamond plus alternative would probably have less cut-through traffic than the split diamond alternative but more than the SPUI alternative; staff would participate in that process vigilantly to ensure the City's perspectives were known.

Mayor Stewart asked if the diamond plus would have more or less cut-through traffic than the do-nothing option.

City Manager Cramer replied he did not know the answer but suspected the diamond plus would increase the odds of more cut-through traffic than the do-nothing option.

Councilor Sheldon asked if the engineering firm would present to Council.

City Manager Cramer agreed that made sense and would have the added benefit of providing the information to residents through the live stream and meeting recording.

Councilor Sheldon agreed; Council and City residents needed to fight; this project could result in a big increase in cut-through traffic.

City Manager Cramer reported staff's first annual Quincy Farm plan meeting with the Cherry Hills Land Preserve (CHLP) went very well; they had a good mutual understanding of the steps needed for CHLP to be able to submit their draft annual plan this summer; momentum was headed in a positive direction. He added staff hosted a meeting for the neighbors of Quincy Farm that CHLP attended; CHLP offered to set up another meeting and invite Dr. Skramstad; the neighbors' concerns, which Council was familiar with, had not gone away but the meetings were a step in the right direction. He reported the second Master Plan town hall meeting had been set for March 7<sup>th</sup> and would be advertised to residents.

Mayor Stewart asked about the Arapahoe County broadband project.

City Manager Cramer explained Arapahoe County had recently started a coalition for broadband and fiber to examine the issue on a regional level and economies of scale and network efficiencies; staff was in contact with the coalition but there had not been any concrete steps taken.

Mayor Stewart asked if the group would address cellular or 5G.

City Manager Cramer replied he believed it was similar to the Centennial approach where they made efforts to get fiber in the ground.

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**ADJOURNMENT**

Hearing no objection Mayor Stewart adjourned the meeting at 7:16 p.m.

(SEAL)

\_\_\_\_\_  
Russell O. Stewart, Mayor and GID Chairperson

\_\_\_\_\_  
Laura Gillespie, City Clerk and GID Secretary

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ITEM: 10a

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR STEWART AND MEMBERS OF CITY COUNCIL

**FROM:** LAURA GILLESPIE, CITY CLERK

**SUBJECT:** BOARD AND COMMISSION MEMBER TERMS

**DATE:** MARCH 1, 2022

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**ISSUE**

The City's boards and commissions have several member terms that will end in May.

**DISCUSSION**

The following board and commission member terms will end on May 18, 2022:

<b>Board</b>	<b>Member Name</b>	<b>Current Term #</b>	<b>Recruitment Trigger</b>	<b>Desires Reappointment</b>	<b>Attendance Record for Current Term</b>
BOAA	John Love	3rd	Yes	Yes	2 of 2 meetings (05/2019 – 02/2022)
BOAA	Walter Kelly	Partial	No	Yes	No meetings since appointment
PTRC	Robert Eber	3 <sup>rd</sup>	Yes	Yes	26 of 27 meetings (05/2019 – 01/2022)
PTRC	Aron Grodinski	1 <sup>st</sup>	No	Yes	17 of 27 meetings (05/2019 – 01/2022)
PTRC	Tori Leviton	1 <sup>st</sup>	No	Yes	26 of 27 meetings (05/2019 – 01/2022)
CHVAC	Pamela Hall	1 <sup>st</sup>	No	Yes	22 of 23 meetings (05/2019 – 01/2022)
CHVAC	Shenley Smith	Partial	No	No	N/A
CHVAC	Ann Marie Morrow	Partial	No	Yes	12 of 15 meetings (06/2020 – 01/2022)

In October 2018 City Council updated the Board, Commission and Committee Recruitment, Appointment and Removal Policy (see Exhibit A) and provided direction to City staff regarding tracking attendance of board, commission and committee members.

Although PTRC member Aron Grodinski's attendance is below 75% during his current term, staff has discussed this issue with him and he has reaffirmed his commitment to attend meetings.

### **NEXT STEPS**

#### *Reappointments*

Staff is seeking Council direction reappointment of members who desire reappointment. Staff will bring back resolutions for formal reappointment at a future meeting.

#### *CHVAC Vacancy*

Staff is asking for two Council members to review applications, conduct interviews, and make a recommendation to fill the CHVAC vacancy. Staff will include an article in the April issue of the Village Crier as well as post on the City website and social media accounts to solicit applications. Staff has also contacted the one applicant from the past two years to determine their continued interest in serving.

### **ATTACHMENTS**

Exhibit A: Board, Commission and Committee Recruitment, Appointment and Removal Policy

City of Cherry Hills Village  
Policies and Procedures  
Adopted by City Council November 18, 2014  
Amended by Resolution 26, Series 2018

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**Board, Commission and Committee  
Recruitment, Appointment and Removal Policy**

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**ADMINISTRATIVE POLICY**

Purpose

To establish procedures for the announcement of Board, Commission and Committee vacancies, review of applications and appointment of members. This policy will apply to Boards and Commissions established in the Charter, by ordinance or resolution adopted by City Council and advisory Committees created by the Council. The goal of the policy is to establish procedures that open opportunities for membership to all interested persons and to provide guidance on the procedures used to manage the appointment process.

Length of Terms

Boards, Commissions and Committees may be established by the Charter, by ordinance or by resolution. Boards, Commissions and Committees include and have terms as set forth below:

- Board of Adjustment and Appeals (BOAA) – 3 years commencing the third Tuesday in May (Municipal Code Section 16-3-10)
- Planning and Zoning (P&Z) – 3 years commencing the third Tuesday in September (Municipal Code Section 2-6-30);
- Parks, Trails and Recreation Commission (PTRC) – 3 years commencing the third Tuesday in May (Municipal Code Section 2-8-30)
- Cherry Hills Village Art Commission (CHVAC) – 3 years commencing in May/July (Resolutions Appointing Members)
- Quincy Farm Committee (QFC) – 3 years commencing the third Tuesday in May (Resolution 10, Series 2015, Resolution 12, Series 2015, and Resolution 7, Series 2018)

Application for Appointment

The City Clerk shall prepare an application form for interested persons to complete and submit as a condition of consideration for appointment. Information concerning the application process and the application form will be maintained on the City's web site. Applications will be accepted both at any time if at the initiative of an interested person as well as in response to announcements of

vacancies. The City Clerk will confirm with applicants not appointed during any recruitment process their interest in having the City maintain their application on file for future consideration. Applications will be maintained by the City Clerk for a period of [2] years. Applications held by the City Clerk for longer than two years will be considered expired.

#### Annual and Periodic Appointment Process

The City Clerk will advise the Council of vacancies as they occur by resignation of a member and report to Council two months prior to expiration of terms regarding the need to appoint persons to fill vacancies due to current members that have served for two full terms. For purposes of counting full terms, an appointment to complete a partial term will not be counted. The Council shall appoint two Council members to review vacancies and applications for each Board or Commission with vacancies. Those Council members assigned shall review all applications, schedule meetings with candidates as necessary and present their recommendation to the City Council.

For PTRC the representation of Council Districts among the members will be considered when any term ends, regardless of the number of terms the member has served. If there is an uneven distribution and the member whose term is ending is in a district already represented on the PTRC, a recruitment process will follow, and the incumbent member will be considered for another term along with any new applicants if they wish to continue serving.

#### Reappointment of Incumbent Members

The City Council recognizes the value of allowing members to serve for more than one term, but also recognizes the importance of having members be active participants. The City Council will consider reappointment of incumbent members based on the following criteria: (1) receipt by staff of confirmation from the incumbent of their interest in reappointment; (2) receipt by the appropriate City Council liaison from the Chair of the applicable board, commission or committee confirming that the incumbent has dutifully attended meetings and actively participated in deliberations; (3) review of the incumbent's meeting attendance record as tracked by City staff, and reassurance from the member of their ability to attend meetings if their attendance record is below 75%. In such case that the City Council approves the reappointment of an incumbent member, no advertisement for applications shall be solicited from the public. Partial terms will not be counted as a full term, consistent with City Council terms.

At the City Council's discretion, after a member has served two terms a recruitment process will follow, and the incumbent member will be considered for another term along with any new applicants if they wish to continue serving.

#### Board, Commission and Committee Member Attendance

Member attendance shall be tracked by City staff with the following guidelines:

- Attendance shall be counted for all regular and special meetings.

- For regular meetings that are cancelled, attendance shall be counted if the cancellation is due to lack of a quorum, but shall not be counted if the cancellation is due to lack of agenda items or is rescheduled due to a holiday.

In order to be fair to all members, regular Board, Commission and Committee meeting times and days shall not be changed except when a regular meeting falls on a holiday.

#### Removal of Board, Commission and Committee Members

The City Council may consider removing any member of a Board, Commission or Committee in the event that either the Chair of a Board, Commission or Committee or the City Manager presents a recommendation to the City Council calling for removal. Upon such a recommendation, the Council shall decide on the review procedure to be followed and act on the matter pursuant to Council determination.

#### Advisory Committees

The City Council may from time to time create advisory Committees. The City Clerk shall prepare an application form for interested persons to complete and submit as a condition of consideration for appointment. Applicants from previous recruitment processes shall also be considered if they have indicated such interest. The City Clerk will confirm with applicants not appointed during any recruitment process their interest in having the City maintain their application on file for future consideration. Persons appointed to an advisory Committee shall serve through completion of the work of the Committee.

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ITEM: 11c(i)

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MEMORANDUM

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**TO:** HONORABLE MAYOR STEWART AND MEMBERS OF CITY COUNCIL  
**FROM:** JESSICA SAGER, DIRECTOR OF FINANCE & ADMINISTRATION  
**SUBJECT:** UNAUDITED FINANCIAL STATEMENTS-JANUARY 2022  
**DATE:** MARCH 1, 2022

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**ISSUE**

How do the City of Cherry Hills Village financials through January compare to the budget?

**DISCUSSION**

*Background*

City Council approved the 2022 General Fund budget of \$7,654,296 in total operating revenue and expenditures and a Capital Fund with approved expenditures totaling \$714,248.

*Analysis*

In January, the General Fund expenditures exceeded revenue by \$232,537. The City pays most of our annual dues (DRCOG, CML, etc.), as well as a quarter of our annual worker's compensation and property casualty insurance in January. This makes January heavy on expenditures and light on revenue as the majority of the revenue the City receives in January (i.e. sales tax, highway users transportation fees, motor vehicle use tax, etc.) is considered prior year revenue.

At the end of January, the General Fund forecasted revenue and expenditures for the year indicate revenue exceeding expenditures by \$2,812. The forecasted expenditures include 3 employee PTO payouts and one month of overlapped salaries for the Project and Right-of-Way Manager and Director of Finance and Administration positions. Forecasted expenditures through December for the Capital Fund are projected to be \$671,253.

**ATTACHMENTS**

Exhibit A: Unaudited January 2022 Revenue and Expenditure Financial Reports  
Exhibit B: General Fund Financial Snapshot

**GENERAL FUND  
STATEMENT OF REVENUES AND EXPENDITURES**

	2019 ACTUAL	2020 ACTUAL	2021 ESTIMATE	2022 ESTIMATE	2022 BUDGET
<b>REVENUE</b>					
Current Property Taxes @ 7.30 Mills	2,492,366	2,636,159	2,675,392	2,849,607	2,849,607
User/Tax Motor Vehicles	1,087,301	1,061,673	1,000,000	1,024,533	1,000,000
Sales Tax	1,574,220	1,639,348	1,090,000	1,155,386	1,100,000
Service Expansion Fees	66,194	156,425	100,000	110,000	110,000
Building Permits	696,288	919,542	655,000	764,031	750,000
Franchise Fees	439,970	389,690	360,000	360,000	360,000
Highway Users Tax	292,527	211,831	211,914	225,840	225,838
Municipal Court Fines	283,938	313,692	280,000	279,970	280,000
County Road & Bridge Levy	95,522	88,290	103,901	110,666	110,666
Specific Ownership Tax	369,437	378,583	295,000	295,000	295,000
Other Revenues	865,064	1,305,794	612,185	577,072	573,185
<b>TOTAL OPERATING REVENUE</b>	<b>8,262,827</b>	<b>9,101,027</b>	<b>7,383,392</b>	<b>7,752,104</b>	<b>7,654,296</b>
<b>EXPENDITURES</b>					
Administration	1,484,070	1,641,873	1,727,671	1,982,546	1,923,590
Judicial	88,850	72,529	94,508	90,543	98,092
Information Technology	147,220	179,110	194,367	199,645	200,468
Community Development	560,689	515,988	552,739	501,443	501,444
Crier	33,783	33,707	38,936	40,352	40,352
Public Safety	2,948,729	3,015,424	3,414,172	3,542,154	3,507,850
Public Works	988,021	944,469	1,027,441	1,058,803	1,048,695
<b>TOTAL OPERATING EXPENDITURES</b>	<b>6,251,362</b>	<b>6,403,099</b>	<b>7,049,834</b>	<b>7,415,487</b>	<b>7,320,491</b>
COP PAYMENT	332,283	333,024	333,557	333,805	333,805
<b>TOTAL EXPENDITURES</b>	<b>6,583,646</b>	<b>6,736,123</b>	<b>7,383,392</b>	<b>7,749,292</b>	<b>7,654,296</b>
<b>OPERATING GAIN/(LOSS)</b>	<b>1,679,181</b>	<b>2,364,904</b>	<b>-</b>	<b>2,812</b>	<b>0</b>
<b>EXTRAORDINARY EXPENSES</b>					
Transfer to Parks and Rec Fund	-	-	-	-	-
<b>TOTAL EXTRAORDINARY EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BEGINNING FUND BALANCE</b>	<b>10,395,073</b>	<b>10,395,073</b>	<b>11,759,977</b>	<b>11,759,977</b>	<b>11,759,977</b>
ADD/(SUBTRACT) OPERATING DIFFERENCE	1,679,181	2,364,904	-	2,812	0
LESS: TRANSFERS TO CAPITAL FUND	(1,679,181)	(1,000,000)	-	-	-
<b>ENDING FUND BALANCE</b>	<b>10,395,073</b>	<b>11,759,977</b>	<b>11,759,977</b>	<b>11,762,789</b>	<b>11,759,977</b>
<b>AVAILABLE FUND BALANCE</b>	<b>10,395,073</b>	<b>11,759,977</b>	<b>11,759,977</b>	<b>11,762,789</b>	<b>11,759,977</b>

The City of Cherry Hills Village Financial Snapshot For January 2022

% of 2022 Budget

**GENERAL FUND (01)**

**Revenues**

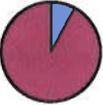
Budget:	\$	7,654,296
Received to Date:	\$	379,058
% of Year Completed:		8%
% Received YTD:		5%



**Expenditures**

**Administration**

Budget:	\$	1,923,590
Expended to Date:	\$	150,112
% of Year Completed:		8%
% Expended YTD:		8%



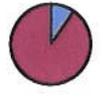
**Community Development**

Budget:	\$	501,444
Expended to Date:	\$	14,378
% of Year Completed:		8%
% Expended YTD:		3%



**Public Safety**

Budget:	\$	3,507,850
Expended to Date:	\$	337,221
% of Year Completed:		8%
% Expended YTD:		10%



**Public Works**

Budget:	\$	1,048,695
Expended to Date:	\$	50,367
% of Year Completed:		8%
% Expended YTD:		5%



**CAPITAL FUND (02) EXPENDITURES**

Budget:	\$	978,025
Expended to Date:	\$	5,938
% of Year Completed:		8%
% Expended YTD:		1%



**PARKS AND RECREATION (30) EXPENDITURES**

Budget:	\$	2,736,520
Expended to Date:	\$	109,659
% of Year Completed:		8%
% Expended YTD:		4%

