



# **City of Cherry Hills Village**

## **2016 Annual Report**



Dear Cherry Hills Village Residents,

It is with great pleasure that I present to you the 2016 Annual Report for the City of Cherry Hills Village which is a product of the efforts of both City Council and City Staff. 2016 brought forth many accomplishments which reflected the focus and leadership of the City Manager, Jim Thorsen, among them the approval of financing for a new Public Works Facility in Sheridan and the redevelopment of John Meade Park which includes a new City Hall for the Village.

A few of the accomplishments highlighted in this report are:

The City's audited financial statements reflect that the assets of the City exceeded its liabilities by \$36.0 million and the General Fund actual revenues exceeded forecasted revenues by just over \$512,000 in 2016. Additionally, the City's Finance Department was awarded the Distinguished Budget Presentation Award for the 2016 budget. The City also received the highest possible rating given to a municipality by S&P Global. The City received an 'AAA' issuer credit rating and 'AA+' rating to the City's series 2017 certificates of participation.

Throughout 2016, the Village Police Department continued to focus on community policing, traffic, crime prevention and customer service. The Village has reinstated the Motorcycle Enforcement Unit which required acquiring two motorcycles and sending officers to training. Because the Village has, along with the rest of the metropolitan area, seen an increase in mail theft and identity theft, the Police Department has conducted public outreach, including articles in the Crier to inform residents of the risks and providing methods of avoiding victimization.

2016 saw the amazing gift of Quincy Farm from Catherine Anderson realized. The Village has begun the process of integrating the property into the parks and trails system. It is a complex gift with many benefits, but many restrictions. The goal of compliance, along with the wishes of the grantor, providing the best possible asset for the community, will require substantial time, effort and funds over the next several years. Toward accomplishing that goal, one of the most significant efforts of our Parks and Trails and Planning and Zoning commissions and Council, was the creation of a new zone district, the O-2 zone district, which would permit limited public use of Quincy Farm and similar properties.

As usual this year our Public Works Department cleared the snow from our roads with snow plows decorated by students from Kent Denver and St. Mary's Academy. Our roads, parks and trails are cared for with such diligence that we often forget that our ability to transverse our roads and trails is accomplished through the hard work of the Public Works Department. This year the employees of the Public Works Department enjoyed an accident and injury free year, which translates to lower insurance rates for the Village and reflects good hiring practices and training.

I would like to thank the members of Council and all of the Village residents that serve on Boards and Commissions for their willingness to volunteer. Their hard work and commitment support the efforts of our staff and create a synergy that makes success possible and the Village a better place. Thank you for all you do.

Sincerely,

Laura Christman, Mayor

# City Staff

The City staff is organized into several different departments. Those departments are: City Manager's Office, Community Development Department, Department of Finance & Administration, Police Department and the Public Works and Parks Department. There are currently 53 full-time employees and 7 part-time/seasonal employees.

## **City Manager - Jim Thorsen**

## **Deputy City Manager & Public Works Director - Jay Goldie**

- Parks, Trails & Recreation Administrator - vacant
- Parks Crew Chief - Jeff Roberts
- Public Works Project & Right-of-Way Manager - Ralph Mason
- Public Works and Parks Administrative Assistant - Pamela Broyles
- Streets Operations Supervisor - Josh English
- Streets Crew Leader - John Pehrson

## **Finance & Administration Director - Karen Proctor**

- Accounting Clerk - Jessica Sager
- City Clerk - Laura Smith
- Human Resource Analyst - Kathryn Ducharme
- Municipal Court Clerk - Terri Littleford

## **Community Development Director - Rachel Granrath**

- Community Development Clerk - Alex Bergeron
- Special Projects Coordinator - Emily Black

## **Chief of Police - Michelle Tovrea**

- Commander - Patrick Weathers
- Police Clerk - Paul McCarthy

The Village Center is open 8:00 a.m. to 4:30 p.m. Monday through Friday and is located at: 2450 East Quincy Avenue. The Joint Public Safety Facility is open 8:00 a.m. to 4:30 p.m. Monday through Friday and is located at: 2460 East Quincy Avenue. The City website is [www.cherryhillsvillage.com](http://www.cherryhillsvillage.com).

# Boards & Commissions

Many thanks to the members of the Village who have volunteered their time and efforts to staff the various boards and commissions!

## **City Council**

Mayor:	Laura Christman
District 1:	Randy Weil
District 2:	Earl Hoellen (Mayor Pro Tem)
District 3:	Al Blum
District 4:	Mike Gallagher
District 5:	Dan Sheldon
District 6:	Katy Brown

Cherry Hills Village City Council meetings are generally held the first and third Tuesday of every month at 6:30 p.m.

## **Planning and Zoning Commission**

Peter Savoie, Chair
Doris Kaplan
Mike LaMair
Bill Lucas
Jennifer Miller

The Planning and Zoning Commission meetings are held on the second Tuesday of every month at 6:30 p.m.

## **Board of Adjustment and Appeals**

Kerry Sullivan, Chair
Jennifer Allen, Vice-Chair
George Curtis
John Love
Bill Rapson

The Board of Adjustment and Appeals meetings are held on the first Thursday of every month at 6:30 p.m.

## **Public Art Commission**

Ann Polumbus, Chair
Douglas Smooke, Vice Chair
Elaine Asarch
Kathie Finger
Alison Lynch

The Public Art Commission meetings are held on the last Monday of every month at 8:30 a.m.

## **Parks, Trails and Recreation Commission**

Robert Eber, Chair
Craig Clark
Joshua DiCarlo
Liesje Johnson
Sarah Kozlowski

The Parks, Trails and Recreation Commission meetings are held on the second Thursday of every month at 6:30 p.m.

## **Quincy Farm Committee**

Russell Stewart, Chair
Dale DeLeo
Lucinda Greene
Melinda Haymons
David Windfeldt

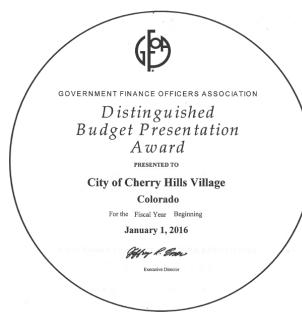
The Quincy Farm Committee meetings are held on the third Tuesday of every month at 8:15 a.m. at 4400 East Quincy Avenue.

# Financials

It is the goal of the City of Cherry Hills Village to provide City services at the maximum level possible, while maintaining fiscally responsible practices. The City has been able to achieve this goal through continued monitoring of revenue and expenditures, along with direction and support from City Council throughout the year.

## 2016 Fiscal Highlights Include:

- The assets of the City of Cherry Hills Village exceeded its liabilities at the close of fiscal year 2016 by \$36.0 million (net position). Of this amount, \$14.8 million (unrestricted net position) may be used to meet the City's ongoing obligations to residents and creditors.
- At the close of fiscal year 2016, the City governmental funds reported combined ending fund balances of \$16.9 million, an increase of \$99,794 in comparison with the prior year. Approximately 23% or \$4 million is available for spending at the government's discretion (unassigned fund balance).
- At the end of the fiscal year 2016, fund balance for the General Fund was \$12.2 million, of which \$5.5 million was committed to capital expenditures.
- General Fund actual revenues exceeded budgeted revenue by \$512,201 for the fiscal year 2016 and actual expenditures were \$3,654,236 less than budgeted expenditures (because the purchase of the new land for the Public Works facility was postponed until 2017).



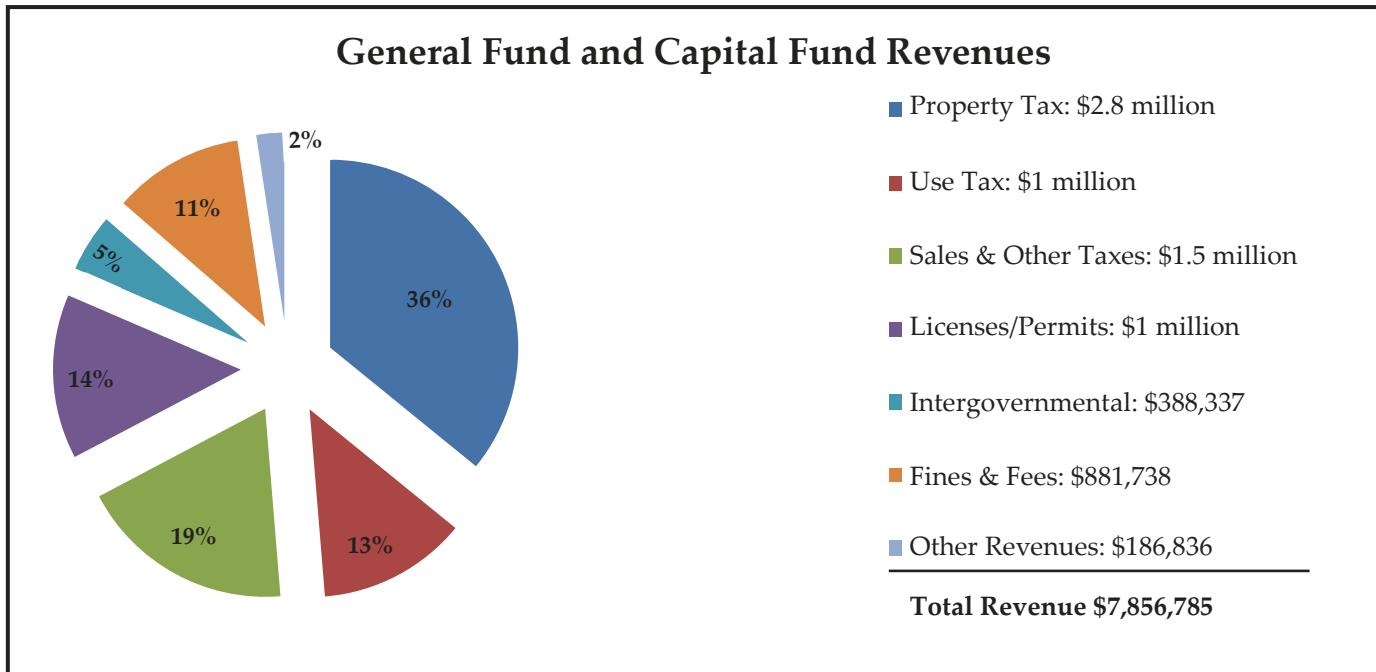
In September 2016, the City of Cherry Hills Village Finance Department was awarded the Distinguished Budget Presentation Award for the City's 2016 budget by the Government Finance Officers Association (GFOA). Finance and Administration Director, Karen Proctor, and Accounting Clerk, Jessica Sager, worked on the budget document for over six months following a strict set of guidelines governed by the GFOA. Once the budget document was submitted, a panel of independent reviewers completed an examination to determine if the document met the budget award requirements. The document had to be rated "proficient" in four categories and fourteen mandatory criteria within those categories in order to receive the award. The Distinguished Budget Presentation Award is the highest form of recognition in governmental budgeting and its attainment represents a significant achievement by the Finance Department.

In 2011, City Council established a new Capital Fund to be used for items that cost more than \$5,000 that have a useful life greater than one year. As the City entered a period of decreasing revenues, it became important for Council to prioritize the use of the City's financial resources. The 2016 budget was developed by first assigning revenues to support City operating costs before more discretionary expenditures, such as capital improvements, were included. In 2016, expenditures for all funds were budgeted 22% above 2015. This increase was due to additional Capital Fund expenditures, salary and benefit increases and additional expenses required for sewer repairs.

# Financials continued

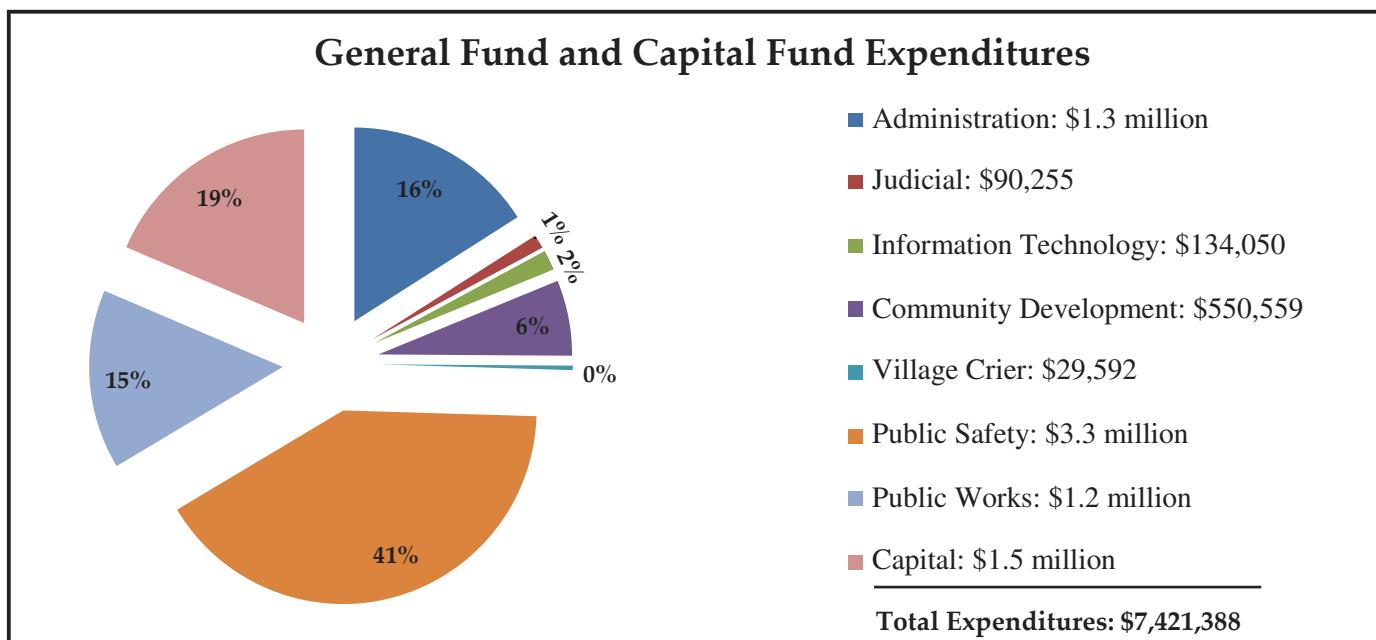
## General Fund and Capital Fund Revenues

The General Fund and Capital Fund are the primary operating funds of the City. In 2016 total General Fund revenue, combined with the Capital Fund revenue, was \$7,856,785; an increase of 2% from 2015. The major revenue source for the General Fund is property tax, which saw a 17% increase from 2015 to 2016.



## General Fund and Capital Fund Expenditures

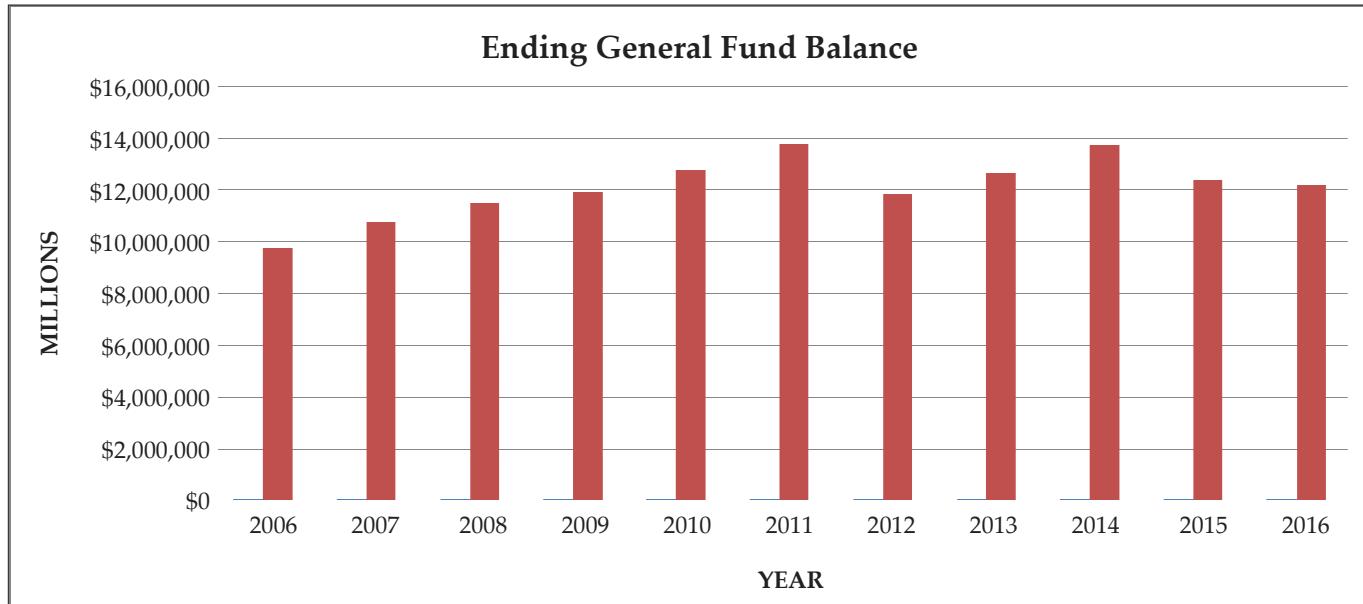
Total General Fund and Capital Fund expenditures in 2016 were \$7,956,333; an increase of 7% from 2015. This increase was primarily due to an increase in Capital expenditures and employee salary increases.



# Financials continued

## General Fund-Fund Balance

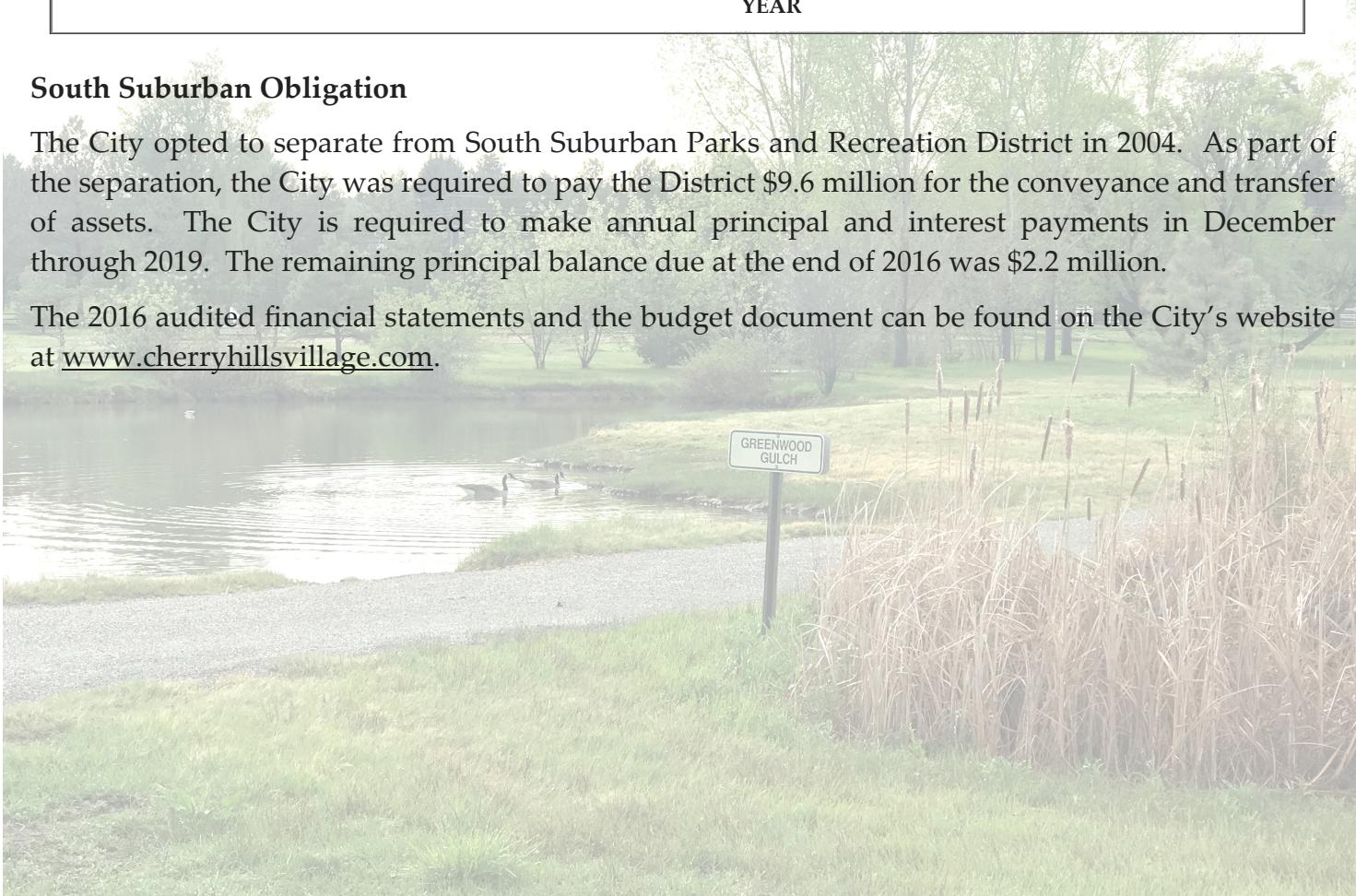
A healthy fund balance is important to the fiscal strength of the City. It is the City's policy to maintain an unreserved fund balance for the General Fund equivalent to a minimum of six months of the current year's expenditures, less capital outlay and transfers out budgeted for the fund. The 2016 combined ending fund balance for the General Fund and Capital Fund was \$12.2 million.



## South Suburban Obligation

The City opted to separate from South Suburban Parks and Recreation District in 2004. As part of the separation, the City was required to pay the District \$9.6 million for the conveyance and transfer of assets. The City is required to make annual principal and interest payments in December through 2019. The remaining principal balance due at the end of 2016 was \$2.2 million.

The 2016 audited financial statements and the budget document can be found on the City's website at [www.cherryhillsvillage.com](http://www.cherryhillsvillage.com).



# Police Department

The mission of the Cherry Hills Village Police Department is to promote strong community partnerships while providing courteous, professional and ethical police services. In 2016, this mission was carried out with three main expectations in mind including: providing exceptional service to our community, facilitating and providing procedural justice to any member of the community we contact, and lastly, expecting each member of the department to be held accountable for our actions. Communication with community members is essential to our success and it also helps to strengthen the bond with those we serve.

A five year analysis of statistical data indicates that crime in the Village continues to remain low. Crime reports for 2016 remained consistent with past data; however, the incidents of fraud have increased slightly. Many fraud incidents begin with the theft of mail. We encourage residents to utilize a locking mailbox for incoming mail and to take outgoing mail to a postal service facility or drop it in a secure postal service mailbox. We also recommend that residents instruct shipping agencies and companies to not leave packages unattended, but rather require a signature upon delivery. To help prevent fraud related crimes, we ask residents to be vigilant with regard to suspicious activities related to any financial transactions or persons unknown to you inquiring about personal information. In addition, there was also a slight increase in thefts from vehicles. The Department asks that residents utilize some simple crime prevention techniques to deter these incidents from occurring. These include: locking your vehicle, removing all valuables, utilizing the garage and reporting any suspicious activity to the Police Department immediately.

The Police Department hired two new officers in 2016. Officer Brent Hokanson was hired to the Cherry Hills Village Police Department in September after spending eight years with the Sedgwick County Sheriff's Office as a Patrol Deputy. He grew up in Indiana and rode horses competitively throughout high school. Upon completion of high school, Hokanson moved to Arizona, where he received a degree in Justice Systems Policy and Planning from Northern Arizona University. After graduating from college, Officer Hokanson moved to Colorado and attended the Police Academy at Colorado Mountain College.

Officer Sheldon Gardner is a native who grew up on the Western slope of Colorado. In 1999, he began his law enforcement career as a Corrections Deputy and Communications Specialist with the San Miguel County Sheriff's Office located in Telluride, Colorado. He was transferred to the Patrol Division in 2001 and attended the Police Academy at the Delta-Montrose Technical College. In 2006, he was assigned to the 7th Judicial Drug Task Force where he was deputized as an agent working with a multi-jurisdictional drug task force to investigate illicit narcotics trafficking. Sheldon and his family recently relocated to the Denver area so his wife could pursue her PhD. We are proud to have these officers on our Police Department team.

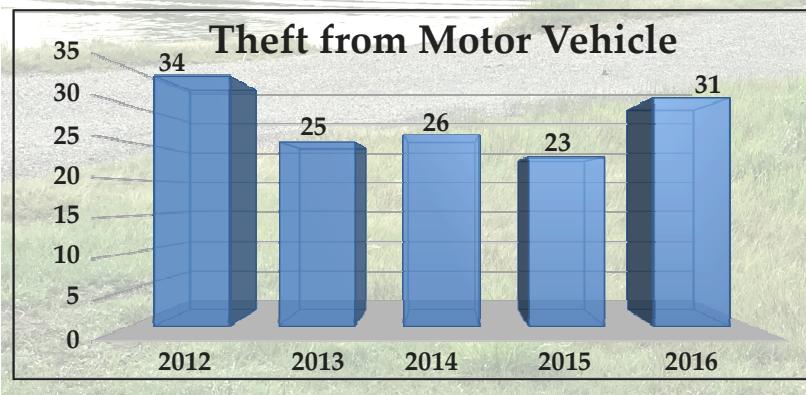
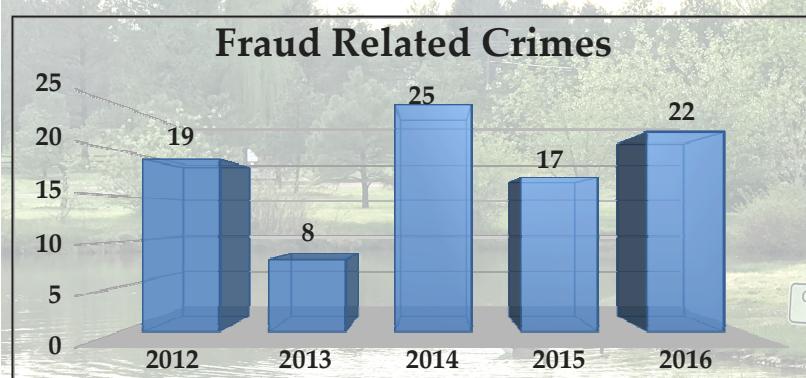
Relationships and partnerships are an important function of the Police Department. To help foster these relationships, the Cherry Hills Village Police Department once again participated in and assisted other City departments with several community events including: National Night Out, Faith Based Community meeting, Drug Take Back, homeowner's association meetings, Outdoor Movie Night, Car Show, Barn Tour and Winter Celebration.



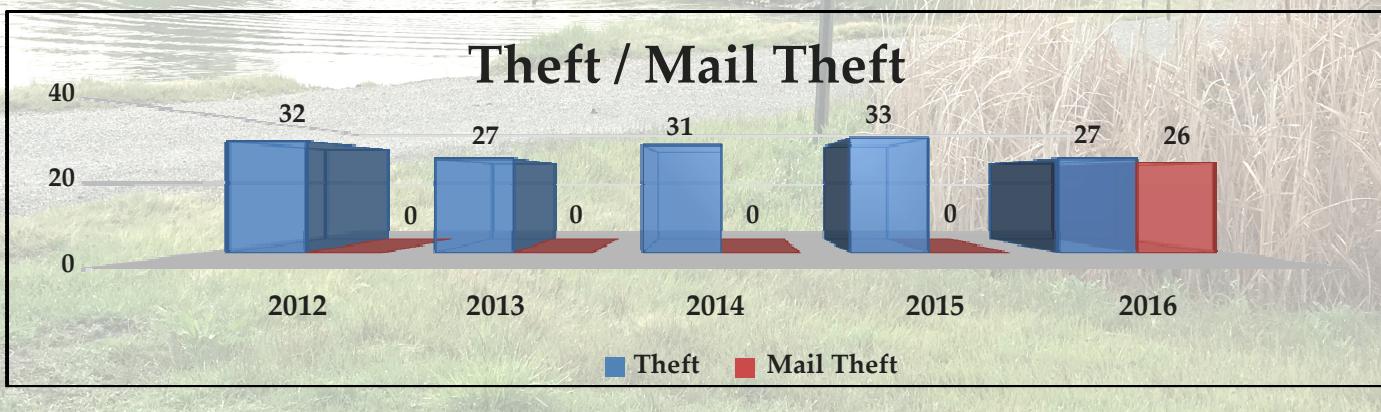
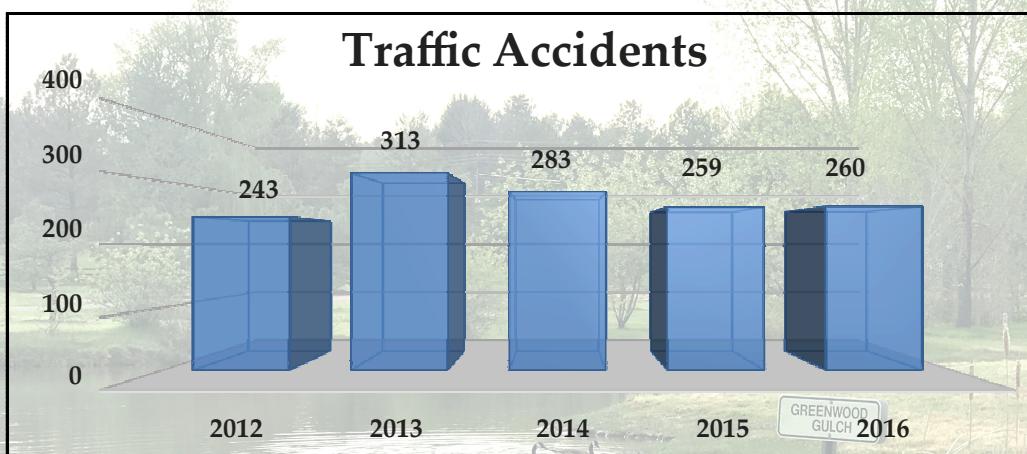
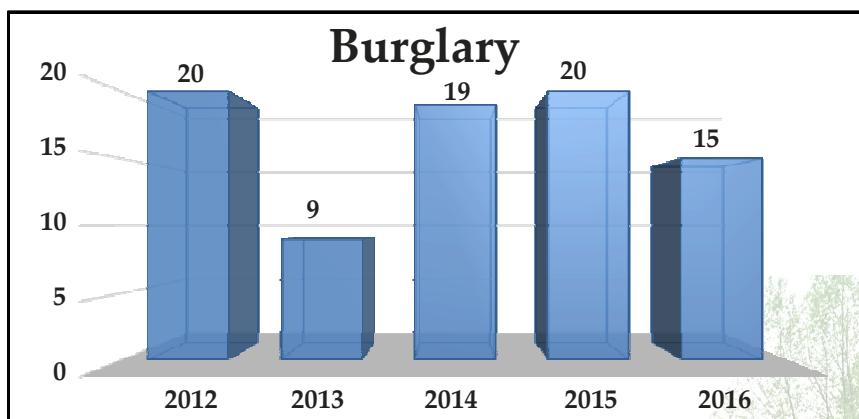
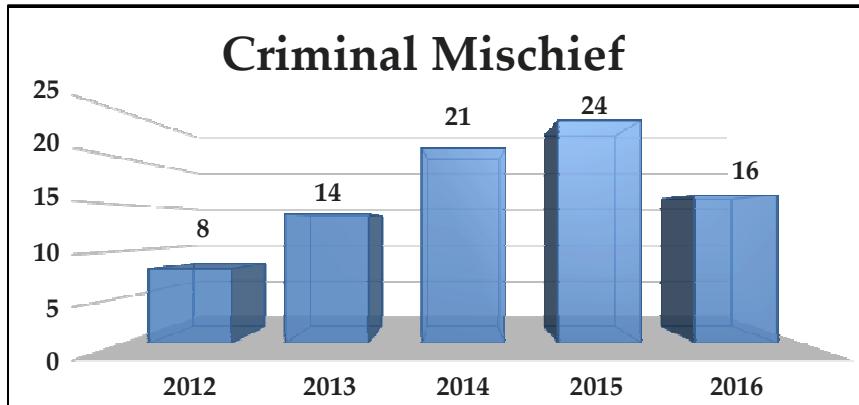
# Police Department continued

The following are some other highlights from 2016:

- The Department completed a very competitive Sergeants promotional process in 2016. Five officers competed for the position, which resulted in the promotion of Sergeant Noah Rolfing.
- We worked with our partners at the United States Secret Service, Capital Police and other metro area Police Departments to provide dignitary security for the several visitors including: former President Bill Clinton, President Donald Trump, Speaker of the House Paul Ryan and Vice Presidential Candidate Tim Kaine.
- We developed, designed and then provided training for all City employees regarding emergency situations.
- We reinstated/enhanced the Motorcycle Unit with the purchase of two fully equipped BMW motorcycles and two officers completed the 80 hour training class.
- Eight officers completed the week long Critical Incident Training at no cost to the Department.
- The Department assisted several local agencies and groups with hiring/promotional processes.
- We participated in the 2016 State Seat Belt and DUI grants.
- Our officers participated and assisted in several school "lock down" exercises at all of our schools.
- We participated in two drug take back days collecting over 210 pounds of unwanted prescription drugs.



# Police Department continued



# Community Development

The Community Development Department strives to provide excellent service to the residents, builders, contractors and designers working in the Village through the Planning, Building and Engineering Divisions. The Department encourages community engagement and dialogue; while protecting the public health, safety and welfare of Village residents by ensuring that development and land use in the Village are consistent with City Municipal Codes and the Cherry Hills Village Master Plan. The Building and Planning Divisions' responsibilities include reviewing and issuing building permits and conducting building inspections. The Planning Division is tasked with long-range planning projects and processes development applications such as variances to the zoning code, expansions to the City's private clubs, religious facilities and private schools; as well as development in the floodplain. The Engineering Division reviews drainage plans for private developments and assists City staff with development review and public works projects. The Community Development Department also provides staff support to the City's Planning and Zoning Commission and Board of Adjustment and Appeals.

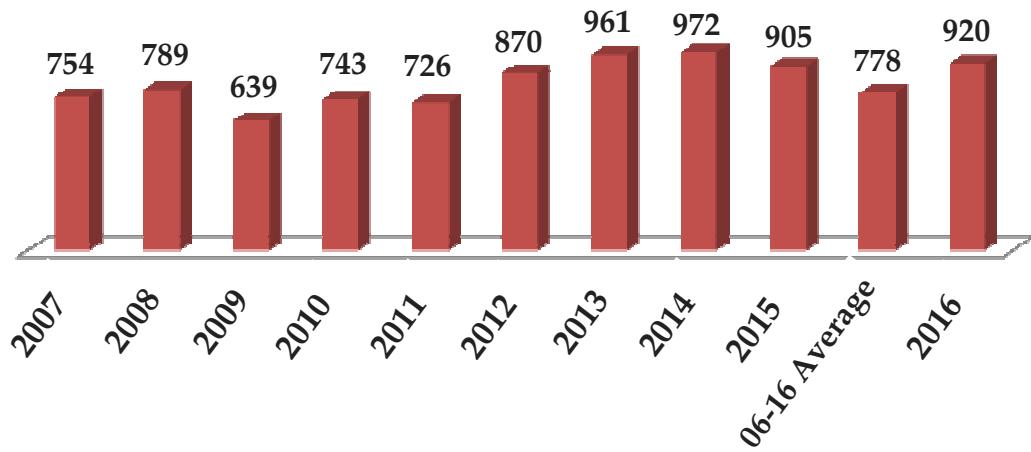
## Building Permit Activity

In 2016, the City issued 920 building permits, conducted 364 building plan reviews and completed 4,388 building and zoning inspections. There were 18 new home builds in 2016, up from 16 new homes in 2015.

	2016	2015
<b>TOTAL APPLICATIONS</b>	920	905
<i>New Single Family Homes</i>	18	16
<i>Additions, Remodels, and Alterations</i>	116	113
<i>Accessory and Recreational Structures</i>	57	67
<i>Other Permits (Fences, Electrical, Plumbing, Mechanical, etc.)</i>	729	709
<b>TOTAL BUILDING PERMIT FEES COLLECTED</b>	<b>\$1,074,200</b>	<b>\$862,975</b>

# Community Development continued

## Total Number of Building Permits in 2016 with 10-Year Comparison



## Estimated Revenue from all Building Permits in 2016 with 10-Year Comparison



# Community Development continued

## Development Review

There were 8 development applications processed by the Community Development Department in 2016. These applications included two variance requests, two floodplain development permits for the same property, two expanded use permits for Kent Denver (one for outdoor lights and the other to construct a new Middle School) and a rezoning application for Quincy Farm from R-1 to O-2.

## Development Applications 2016-2015 Comparison

	2016	2015
<b>TOTAL APPLICATIONS</b>	8	15
<i>Conditional Use/Wireless Communication Applications</i>	1	2
<i>Expanded Use Applications (religious facility, private school and private club expansions)</i>	2	2
<i>Floodplain Development Permit Applications</i>	2	3
<i>Major Event Permit</i>	0	0
<i>Subdivision/Subdivision Amendment Applications</i>	0	4
<i>Rezoning Applications</i>	1	0
<i>Variance Applications</i>	2	4
<i>Appeal Applications</i>	0	0

## Planning Projects

With the assistance of elected officials, stakeholders and various committees, such as the Quincy Farm Committee, the City adopted new standards to adopt amendments to the official zoning map. Additionally, a new zoning district was created and established: O-2, Open Space, Conservation and Historic Area District. The Community Development Department also achieved a National Floodplain Insurance Program Community Rating System level 7 status.

## Department Personnel

The Community Development Department includes three full time staff members, the Community Development Director, Community Development Clerk and Special Projects Coordinator. The Building Division and Engineering Division services are contracted to Colorado Code Consulting and ICON Engineering respectively.

# Public Works

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 the health, safety and welfare of the public. The Department is divided into two divisions; the Streets Division provides for the design, construction, operation and maintenance of public works and related services within the City's streets and the Parks Division is charged with improving and maintaining the City's parks, trails and open spaces for the enjoyment of the residents now and in the future.

The Streets Division 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. The Department manages over 50 miles of paved streets and 5 miles of gravel roads within the City.

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 bridle paths and hard surface trails.

## **Additional duties of the Public Works Department include:**

- Manage the Citywide stormwater program
- Operate 36,000 feet of sanitary sewer lines
- Oversee all City facility maintenance
- Coordinate special events including Winter Celebration, Outdoor Movie Night, Exotic Car Show and Community shred and recycling day
- Oversee the recreation reimbursement program
- Manage the Denver Water total service agreement
- Coordinate the annual household hazardous waste program
- Maintain City fuel operations
- Snow removal
- Right-of-way construction permitting
- Coordination of Urban Drainage stream stabilization program
- Traffic planning
- Manage the utility franchise agreement
- Capital construction management

# Public Works continued

The Public Works Department mission and vision are:

## Mission

The mission of the Cherry Hills Village Public Works Department is to provide a superior quality, safe and appropriate infrastructure and natural area for all residents. By establishing positive relationships with the community, the Department is able to provide effective, safe and well managed streets, parks and public facilities. The Public Works 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.

## Vision

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.

### **In 2016 the Public Works Department completed the projects and events below:**

- Snow removal operations were completed utilizing staff from both the Streets and Parks Divisions. 268 tons of salt sand were applied, while 5,900 gallons of magnesium chloride were utilized to fight the snow and ice. Crews drove 5,776 miles during these operations.
- The Streets and Parks Divisions completed the High Line Canal resurfacing project. Approximately 1,000 tons of crushed granite sand and 2,000 gallons of apex meltdown were added along the entire 3 mile stretch that runs through the City.
- The Streets Division collaborated with the City of Englewood to resurface Clarkson Street with 33,066 square yards of asphalt; while also installing sharrows pavement markings and signage in that area.
- City crews placed 599 tons of asphalt before the chipseal operations were completed by Foothills Paving. The street sweeper operation removed approximately 270 cubic yards of material from the City streets.
- The Streets crew installed over 7.8 tons of crack sealant on City streets as a preventative maintenance measure that will minimize the effects of water and ice damage on the surface and subsurface of the streets.
- Irrigation was installed in Three Pond Park utilizing funds from an Arapahoe County Open Space grant, which will improve the long term health of the trees in the park.
- The Public Works Department coordinated with the Public Art Commission and local schools on the annual "Paint a Plow" program. Staff prepped the plows with white primer and students from Kent Denver and St. Mary's Academy painted murals on the front of two plows.
- In an effort to improve safety on the streets, the Department performed retro reflectivity testing on over 1,000 signs throughout the City.

## Public Works continued

- The Streets and Parks Divisions experienced an accident and injury free year in 2016 due to their mandatory monthly safety trainings, annual customer service and ethics trainings, periodic OSHA training, defensive driving and flagger certification and worker's compensation trainings. They were awarded with a Public Works Safety Coin.
- The Annual Community shred and recycling day collected over 17,000 pounds of paper, 13,000 pounds of paint, 12,000 pounds of electronics and over 75,000 pounds of miscellaneous trash and rubbish.
- Gravel road maintenance and repair was performed with the installation of over 295 tons of new road base.
- The Public Works Department issued 145 right-of-way permits and processed 155 work order requests.
- The City provided approximately 30 low cost trees to residents for the fifth year. This popular program continues to be a big success.
- The eighth annual Outdoor Movie Night was held on August 20th at John Meade Park. The movie "Goosebumps" was shown to 100 plus attendees.
- Parks staff planted 15 new trees in Three Pond Park during the water tap and irrigation installation project.
- The first annual Farmers and Artisans Market was held on August 28th on Meade Lane. Food, fresh produce, artisans and pony rides made the event fun and memorable for the over 100 visitors.
- The Parks Division's newest project was the acquisition of Quincy Farm. Quincy Farm comes with new maintenance obligations that consist of routine farm maintenance, mowing, tree care and maintenance, structural maintenance and many other tasks.
- The fifth annual Exotic Car Show was held on September 11th. There were over 50 car show entries at the show and over 300 people attended the event.
- The Parks staff overseed large sections of Three Pond Park, City entry features and various bridle trails within the City in accordance with the Parks Division's five year plan.
- The Parks Division planned and implemented the first annual Pest Management workshop. The event was held on November 22nd and was attended by staff from surrounding municipalities and districts. The workshop consisted of presentations centered around Emerald Ash Bore, Japanese Beetles and various pests known within the region.
- The seventh annual Winter Celebration was held on December 9th with residents enjoying train rides, face painting, pictures with Santa, refreshments and a sleigh ride pulled by Clydesdales. Attendance was once again at capacity.