



City of Castle Pines, Colorado

CITY COUNCIL STUDY SESSION AND REGULAR MEETING AGENDA
360 Village Square Lane, Suite B, Castle Pines, Colorado 80108
Tuesday, May 28, 2019

Mayor
Tera Radloff

City Clerk
Tobi Basile

Treasurer
Aaron Cowan

City Council

Ward 1
Melissa Coudeyras
Deborah Mulvey

Ward 2
Gregg Fisher
Ben Price

Ward 3
Tracy Engerman
Roger Hudson

STUDY SESSION - 5:30 P.M.

- a. Presentation of Draft Economic Development Plan and Strategy

REGULAR MEETING OF THE CITY COUNCIL - 6:30 P.M.

1.ROLL CALL

2.PLEDGE OF ALLEGIANCE

3.APPROVAL OF AGENDA

4.PUBLIC COMMENT

5.PRESENTATION OF MINUTES

- a. Minutes from the April 23, 2019 Regular Meeting
[2019-04-23 City Council Minutes Draft.docx](#)

6.CONSENT AGENDA

7.GENERAL BUSINESS

- a. Chamber Update
- b. Douglas County Sheriff's Office Update

8.COMMENTS/REPORTS

- a. City Manager's Report
[April 2019 Financials Staff Memo](#)
[April Financials.pdf](#)
- b. Council Member Reports
- c. Mayor's Report



City of Castle Pines, Colorado

9.ADJOURNMENT

10.EXECUTIVE SESSION

Pursuant to CRS 24-6-402 (4)(e) for purposes of instructing negotiators related to location of City Center and pursuant to CRS 24-6-402 (4)(f)(I) for purposes of personnel matters regarding the City Manager.

City Council Meetings are held on the second and fourth Tuesday of each month at the Douglas County Library, 360 Village Square Lane, Castle Pines, CO 80108. Please call City Offices, (303) 705-0210 a minimum 48 hours prior to the Council meeting if you believe you will need special assistance or any reasonable accommodation to be in attendance or participate in any such meeting.

THIS AGENDA IS SUBJECT TO CHANGE

City of Castle Pines, Colorado Minutes

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REGULAR MEETING OF THE CITY COUNCIL Douglas County Library, 360 Village Square Lane, Castle Pines, CO Tuesday, April 23, 2019, 6:30 p.m.

1. CALL TO ORDER

The Regular meeting of the City Council of the City of Castle Pines, Colorado, was called to order by Mayor Tera Radloff at 6:32 p.m.

Those present were: Tera Radloff, Mayor

Council Members: Mayor Pro Tem Melissa Coudeyras, Ward 1
Deborah Mulvey, Ward 1
Gregg Fisher, Ward 2
Tracy Engerman, Ward 3
Roger Hudson, Ward 3

Absent: Ben Price, Ward 2

Also present: Michael Penny, City Manager
Linda Michow, City Attorney
Tobi Basile, City Clerk
Larry Nimmo, Public Works Director

2. ROLL CALL/ PLEDGE OF ALLEGIANCE

- Mayor Radloff led the Pledge of Allegiance.

3. APPROVAL OF AGENDA

- Mayor Radloff removed the Executive Session from the agenda. The amended agenda was approved.

4. PUBLIC COMMENT

- Joan Millspaugh, 923 Deer Clove Way, spoke regarding the short notice of the Parks Authority regarding the Study Session.

5. PRESENTATION OF MINUTES

- a. Amended Minutes from the March 26, 2019 Regular Meeting were approved.

6. GENERAL BUSINESS

- a. **Ordinance 19-04**, An Ordinance of the City Council of the City of Castle Pines, Colorado Changing the Boundaries of the Three Wards of the City in Accordance With Section 31-4-104 of the Colorado Revised Statutes on Second Reading

- Mayor Radloff opened the Public Hearing at 6:38 p.m.
- Michael Penny, City Manager, presented the item.

- Mayor Radloff opened Public Comment at 6:42 p.m.
- No Public Comment was presented.
- Mayor Radloff closed Public Comment at 6:42 p.m.
- Mayor Radloff closed the Public Hearing at 6:49 p.m.

Motion: A motion was made by Mayor Pro Coudeyras move to adopt **Ordinance 19-04**, An Ordinance of the City Council of the City of Castle Pines, Colorado Changing the Boundaries of the Three Wards of the City in Accordance With Section 31-4-104 of the Colorado Revised Statutes on Second Reading. Council Member Engerman seconded. Motion approved by unanimous consent: 6 to 0.

7. COMMENTS/REPORTS

a) City Manager's Report

- Special Election Ballots were mailed April 22, 2019
- Mentioned partnership with Douglas County and DRCOG regarding transportation
- Unmasked Event will be June 22, 2019 with Vance Johnson as Special Guest
- Attended meetings with Alpert family on development with 2nd application forthcoming

Mayor Pro Tem Coudeyras

- Metroplex meetings have been announced and the environmental impact assessment has been released by the FAA
- Next Airport Roundtable Meeting is May 1, 2019

Council Member Mulvey

- States if desired, more time should be committed to the Parks Authority discussion
- Encouraged input on timing concerns regarding Parks Authority
- Currently searching for boundary documents for the Parks Authority
- Participated with Unmasked and learned what Mental Health Colorado does for the City of Castle Pines
- Salt to clear roadways was addressed with Metro District
- Attended meeting where County Tax Assessor encouraged participants to inform citizens that there are no dramatic tax assessments
- Citizens can appeal tax assessment online
- Has been contacted by citizens regarding fences
- Location of best place for fitness court being decided
- Attended I-25 PEL Steering Committee Meeting
- Thanked City Manager and Mayor for ensuring Castle Pines has a place at the I-25 PEL Steering Committee Meeting

Council Member Fisher

- Received good feedback from citizens regarding increased communications
- Fence issues are not cut and dry and will require parties coming together

Council Member Engerman

- Attended the Egg Scramble Event and states it was a fantastic and well-run event
- Received many citizen comments of how well Egg Scramble was run
- Would like more frequency in meetings of City Council

Council Member Hudson

- States he enjoys the Study Sessions and how in-depth and informative they are and would like more time for the Study Session
- Would like more information on Mental Health Colorado and their impact presented

b) **Mayor's Report**

- Attended the I-25 PEL Meeting
- Thanked Jolene Richardson for the amazing job on the Egg Scramble
- Attended Mayor's Day at Buckley
- Encouraged citizens to fill out and return ballots in the Special Election
- Would like to add the agenda item regarding time concerns at meetings

8. ADJOURNMENT

- Mayor Radloff adjourned the regular meeting at 7:08 p.m.

MINUTES SUBMITTED:

APPROVED:

Tobi Basile, CMC, City Clerk

Tera Stave Radloff, Mayor



City Council Communication Form

From: Tammy Deglow
Date: May 20, 2019
Item: April Financial Update

The monthly financial report is intended to identify those revenue or expenditure areas that do not track with an average monthly percent expended; i.e. for February, you would expect to see 16.66% received or expended and in June, you would expect to see 50%. This report will identify changes outside the normal course of business on a month to month basis as well as year-to-date. As of this report, we are 33% through the year.

- Revenues
 - Earned interest is higher because due to additional interest payments.
 - Franchise fees are below the 33% expected because some are paid quarterly.
 - Fines and Forfeitures are up due to more tickets being written.
- Expenditures
 - General Operations:
 - Office Supplies increased with the addition of a new employee.
 - IT Support and Software also increased with the addition of our newest employee.

CITY OF CASTLE PINES
FUND SUMMARY
FOR THE 4 MONTHS ENDING APRIL 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
EARNED INTEREST	14,538.01	35,480.56	32,200.00	(3,280.56)	110.2
TAXES	206,866.93	1,432,623.10	5,514,061.00	4,081,437.90	26.0
FRANCHISE FEES	27,490.35	122,052.11	506,400.00	384,347.89	24.1
INTERGOVERNMENTAL	195,643.17	310,001.99	1,295,750.00	985,748.01	23.9
LICENSES AND PERMITS	2,148.75	12,903.50	39,500.00	26,596.50	32.7
CHARGES FOR SERVICES	203,160.75	495,325.26	3,183,260.00	2,687,934.74	15.6
FINES AND FORFEITURES	27,773.62	77,225.62	95,764.00	18,538.38	80.6
	<u>677,621.58</u>	<u>2,485,612.14</u>	<u>10,666,935.00</u>	<u>8,181,322.86</u>	<u>23.3</u>
<u>EXPENDITURES</u>					
CITY COUNCIL	2,001.61	26,984.88	63,600.00	36,615.12	42.4
CITY MANAGER	28,512.76	111,087.55	341,722.00	230,634.45	32.5
GENERAL OPERATIONS	17,324.60	89,657.40	144,298.00	54,640.60	62.1
LEGAL SERVICES	8,871.79	40,663.03	160,000.00	119,336.97	25.4
FINANCE	9,798.79	39,805.09	99,416.00	59,610.91	40.0
CITY CLERK	24,027.06	68,382.26	151,269.00	82,886.74	45.2
MUNICIPAL COURT	2,020.29	8,693.38	49,600.00	40,906.62	17.5
PUBLIC SAFETY	6,599.50	405,325.89	929,291.00	523,965.11	43.6
PUBLIC WORKS	90,432.49	755,650.94	2,379,533.00	1,623,882.06	31.8
COMMUNITY DEVELOPMENT	128,623.67	432,201.15	1,937,897.00	1,505,695.85	22.3
ECONOMIC DEVELOPMENT	6,270.00	25,104.50	82,133.00	57,028.50	30.6
CITY EVENTS	6,240.96	29,024.10	92,888.00	63,863.90	31.3
	<u>330,723.52</u>	<u>2,032,580.17</u>	<u>6,431,647.00</u>	<u>4,399,066.83</u>	<u>31.6</u>
	<u><u>346,898.06</u></u>	<u><u>453,031.97</u></u>	<u><u>4,235,288.00</u></u>	<u><u>3,782,256.03</u></u>	<u><u>10.7</u></u>

CITY OF CASTLE PINES
 FUND SUMMARY
 FOR THE 4 MONTHS ENDING APRIL 30, 2019

PARKS & RECREATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
PARKS & RECREATION	2,365.00	12,170.30	18,494.00	6,323.70	65.8
OTHER INCOME SOURCES	.00	.00	265,663.00	265,663.00	.0
	<u>2,365.00</u>	<u>12,170.30</u>	<u>284,157.00</u>	<u>271,986.70</u>	<u>4.3</u>
<u>EXPENDITURES</u>					
PARKS AND RECREATION	14,151.06	48,971.61	265,662.00	216,690.39	18.4
	<u>14,151.06</u>	<u>48,971.61</u>	<u>265,662.00</u>	<u>216,690.39</u>	<u>18.4</u>
	<u>(11,786.06)</u>	<u>(36,801.31)</u>	<u>18,495.00</u>	<u>55,296.31</u>	<u>(199.0)</u>

CITY OF CASTLE PINES
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CONSERVATION TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TRUST FUND REVENUE	.00	21,170.49	.00	(21,170.49)	.0
	.00	21,170.49	.00	(21,170.49)	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	.00	.0
	.00	21,170.49	.00	(21,170.49)	.0

CITY OF CASTLE PINES
 FUND SUMMARY
 FOR THE 4 MONTHS ENDING APRIL 30, 2019

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
<u>EXPENDITURES</u>					
GENERAL GOVERNMENT	1,095.30	13,755.00	.00	(13,755.00)	.0
PUBLIC WORKS	16,862.50	33,288.75	5,955,000.00	5,921,711.25	.6
	<u>17,957.80</u>	<u>47,043.75</u>	<u>5,955,000.00</u>	<u>5,907,956.25</u>	<u>.8</u>
	<u>(17,957.80)</u>	<u>(47,043.75)</u>	<u>(5,955,000.00)</u>	<u>(5,907,956.25)</u>	<u>(.8)</u>