

**Woodland Park City Council
Council Chambers – City Hall
October 15, 2020 Council Meeting Minutes
7:00 PM**

If interested in viewing the corresponding video / discussion related to the subject below you can go to the City's YouTube page to view the video.

1. ROLL CALL

The following members of Council present were: Mayor Val Carr, Mayor Pro-Tem Hilary LaBarre, Councilmembers Kellie Case, Hilary LaBarre, Rusty Neal, Jim Pfaff and Robert Zuluaga.

The following Staff Members also in attendance for this meeting were: City Manager, Darrin Tangeman, Assistant City Manager/City Clerk, Suzanne Leclercq, Management Analyst, Rob Felts, Finance Director, Emily Katsimpalis, Planning Director, Sally Riley, Police Chief Miles DeYoung, Parks and Recreation Director, Cindy Keating, Public Works Director, Kip Wiley, City Attorney, Jason Meyers and City Engineer Robyn Brown.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A.** Presentation from Keep Woodland Park Beautiful Committee of the annual Beautification Award to Miss Priss and Choices.

Jan Wilson, Chairperson of Keep Woodland Park Beautiful presented Pamela Miksell and Theresa Diamond with Beautification Awards for their work on improvements to their businesses, Miss Priss and Choices. Councilmember Zuluaga thanked Jan Wilson for her dedication and volunteerism with the Keep Woodland Park Beautiful Committee.

- B.** Appointment to the Community Advisory Committee (CAC) for the Pikes Peak Area Council of Governments (PPACG), located in Colorado Springs.

City Clerk Leclercq reviewed her Staff Report with the Council regarding the appointment to CAC. Leclercq reviewed that CAC serves as a formal mechanism for the active participation of citizens in the planning, promotion and evaluation of activities of the Pikes Peak Area Council for Governments. Jon DeVaux has been serving as the City of Woodland Park's PPACG CAC representative since July of 2017. The term for this position is up as of October 2020 and PPACG is looking for an appointment from Council for their October 28, 2020 Council Meeting. Leclercq shared with the Council that according to Council's policies she advertised the opening on the City's website, Facebook page and sent a letter to the incumbent Mr. DeVaux. Leclercq reported that only one application was received and that was from incumbent Mr. DeVaux.

Mr. DeVaux appeared via zoom and shared his experience and desire to continue on the CAC. Councilmember Zuluaga asked if anyone could apprentice with Mr. DeVaux so they can gain some of his knowledge and experience. Mr. DeVaux shared that the meetings are open and anyone could attend.

Council thanked Mr. DeVaux for his service to the City of Woodland Park.

MOTION: To appoint Jon DeVaux to the Community Advisory Committee. Zuluaga/Case. Motion carried 6-0.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:

5. CONSENT CALENDAR:

A. Approval of minutes from the City Council Special Meeting September 24, 2020 and City Council Regular Meeting October 1, 2020.

MOTION: To approve Approval of minutes from the City Council Special Meeting September 24, 2020 and City Council Regular Meeting October 1, 2020. Case/Neal. Motion carried 6-0.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:

A. No Public Comment

7. UNFINISHED BUSINESS:

A. Presentation of the proposed budget and Budget Message for the 2021 budget for the City of Woodland Park.

City Manager Tangeman shared a power point presentation regarding the 2021 City Manager's Budget Message and the 2021 Budget. (Slides are attached to the minutes for the record).

B. Presentation of the proposed Capital Program for the 2021 Budget Year.

City Engineer Robyn Brown and Public Works Director Kip Wiley reviewed the 2021 Capital Program. (Handout of proposed Capital Plan for the 2021 budget attached to the minutes).

There being no Council discussion Mayor Carr opened up the Public Comment.

Former City Manager David BATTERY congratulated City Manager Tangeman, the Staff and Council on the current fund balance. BATTERY asked if cutting services in 2021 could or would happen as a result of a flat budget. City Manager Tangeman said it will happen.

Councilmember Case commented that the "flat budget" goal is a caution. The Council can continue to look and adjust the budget throughout the year if things begin to look better.

Councilmember Pfaff thanked BATTERY for his comments and shared that he found them to be condescending. Pfaff also shared that the Council is having to fix mistakes made during the former City Manager's administration.

8. PUBLIC HEARINGS

Mayor Carr read the QJ announcement into the record.

At this time Mayor Pro-tem recused herself from this hearing.

A. Approval of Ordinance No. 1384, Series 2020, a request to extend the deadline for completion of the improvements to the existing U-Haul parking lot to June 30, 2021 located at

19251 E. Highway 24 with a legal description of Lot 1, Aspen Acres as requested by Pete LaBarre, High Country Real Estate Holdings, LLC in the Community Commercial (CC) zone district.

Councilmember Neal for the record wanted to make sure that applicant Peter LaBarre had no issue with him hearing this case. Mr. LaBarre thanked Mr. Neal and stated he did not.

Planning Director Riley reviewed the staff report with the Council. Riley reviewed with Council that on September 9, 2020 the City of Woodland Park received a request from property owner, Pete LaBarre to extend the deadline to complete improvements to the existing parking lot to June 30, 2021. Riley reported that on May 16, 2019 the City Council approved Ordinance No. 1345, Series 2019 and granted a Conditional Use permit for "18.09.090.F.6 Truck and Trailer Rental" use at 19251 East Highway 24 in the Community Commercial zone with conditions.

Mr. LaBarre shared that boring for the water line will start with a pit in the middle of his parking lot, he said, adding that if the installation isn't completed before next June, he will go ahead and pave and then patch the pavement afterwards. Mr. LaBarre stated that he would not be asking for another extension.

MOTION: Approval of Ordinance No. 1384, Series 2020, a request to extend the deadline for completion of the improvements to the existing U-Haul parking lot to June 30, 2021 located at 19251 E. Highway 24 with a legal description of Lot 1, Aspen Acres as requested by Pete LaBarre, High Country Real Estate Holdings, LLC in the Community Commercial (CC) zone district. Neal/Pfaff. Motion carried 5-0.

9. NEW BUSINESS

- A.** Approve Resolution No. 867, Series 2020 for a multi-tap reservation for Trail Head Townhomes.

Public Works Director Kip Wiley reviewed the staff report with the Council. Wiley shared that the Developer (Habitat for Humanity) of Lot 2 Valley View Subdivision has requested to reserve 18 water taps for his 18 multi-family dwelling unit project. Wiley reviewed that the Lot 2 Valley View Subdivision is zoned for multi-family urban which can accommodate up to 20 units.

There being no questions by Council nor any Public Comment the following motion made:

MOTION: Approve Resolution No. 867, Series 2020 for a multi-tap reservation for Trail Head Townhomes. Pfaff/Zuluaga. Motion carried 6-0.

10. REPORTS:

- A. Mayor's Report:** Mayor Carr shared the upcoming events for the next two weeks.
- B. Council Reports:** Councilmember Case reported on the most recent PRAB meeting.
Councilmember Neal gave an update on the KWPB committee.
Councilmember Zuluaga reported that the DDA is moving forward with negotiations for plans for Bergstrom Park.
- C. City Attorney Reports:** No report.
- D. City Managers Reports:** Finance Director Katsimpalis reviewed the Sales Tax Report for Council stating that in August there was a 7.8% decrease in sales tax.

City Manager Tangeman introduced Michael Lawson the new Assistant City Manager and shared that

Michael's first day is officially on October 19, 2020.

11. EXECUTIVE SESSION:

At 8:59 PM the following motion was made:

MOTION: To move into Executive Session: *Pursuant to C.R.S. Section 24-6-402(4)(f)(i) for discussion of a personnel matter, and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: Regarding the City Manager's Employment Agreement. Case/Neal. Motion carried 6-0.*

Meeting adjourned 9:00 PM.

The following individuals were present at the Executive Session. Mayor Val Carr, Mayor Pro-tem LaBarre, Councilmember Kellie Case, Councilmember Rusty Neal, Councilmember Jim Pfaff, Councilmember Robert Zuluaga, City Manager Darin Tangeman and City Attorney Jason Meyers.

The Executive Session concluded at 9:57 PM.

The Public Meeting was opened and the following motion was made:

MOTION: To direct negotiators to move forward as discussed and authorize the Mayor to sign an agreement. Pfaff/Case. Motion carried 6-0.

Meeting adjourned 9:59 PM.

APPROVED THIS 5th DAY OF November, 2020


Suzanne Leclercq MMC, City Clerk


Val Carr, Mayor



2021 Annual Draft Budget Presentation 10/15/2020

Darrin Tangeman, City Manager
Emily Katsimpalis, Finance Director

City Manager Budget Message

- ▶ 2021 - Flat Budget (Operations and Maintenance Costs equal to or less than the previous year).
- ▶ 2021 General Fund budget projected expenditures \$142,432.00 less than 2020 budget.
- ▶ Inflationary increase in doing business without increasing expenditures requires reductions in service in 2021.
 - ▶ Factors: Insurance, healthcare, utilities, chemicals, supplies, labor, etc.
 - ▶ Healthcare insurance will increase by 4.5% in 2021.
- ▶ Flat budget not sustainable beyond 2021 or services will be noticeably impacted and staff retention will fall.

City Manager Budget Message

- ▶ UFBR = 27% (approximately: \$2,456,799.00 at the end of 2021).
 - ▶ GFOA best practice is a minimum of 16.67%.
 - ▶ Bottom line: The City has a healthy UFBR.
 - ▶ UFBR was 6% in 2017 = \$568,900.00
- ▶ Capital Debt Service Reserve: Add \$500,000 in 2021 for a total of \$600,000 at the end of 2021.
- ▶ Total General Fund Capital Expenditures requested: \$370,000.00
- ▶ No employee salary increases currently included in 2021 budget.
 - ▶ CPI shows 2.1% cost of living increase so far in 2020.
 - ▶ Cost of a 1% COLA increase = \$48,000.00 from General Fund.

City Manager Budget Message

- ▶ Business Licensing Fee reduction:
 - ▶ \$50.00 in 2020
 - ▶ \$42.50 in 2021 (approximate annual revenue reduction = \$15,000)
 - ▶ \$35.00 in 2022 (approximate annual revenue reduction = \$30,000 total)
- ▶ Please keep in mind that further reducing revenues has an impact on the City's future ability to fund our obligations for a Planning and Environmental Linkage Assessment (\$384,000) and the Devolution of HWY 24 (Approx. \$10 million) from CDOT to the City of Woodland Park upon construction of a reliever route.

Finance Director Highlights

- ▶ Revenue projections for year end 2020 expected to be \$50,435 more than budgeted.
 - ▶ Primarily due to CVRF funds
- ▶ Year end 2020 expenditures are expected to be \$627,645 less than originally budgeted due to staff diligence and COVID-19 budget cuts.
- ▶ In 2021, the UFBR is projected to be 27 percent. The total 2021 projected ending fund balance is \$4,143,865 and is broken down into the following components:
 - \$665,000 is the amount due from the Woodland Park Downtown Development Authority (DDA).
 - \$356,680 is restricted for emergencies (TABOR requirement, 3 percent of annual revenues)
 - \$65,386 is tied to vehicle supplies inventory.
 - \$600,000 is the total that will be in the Capital Debt Service Reserve (\$100,000 in 2020 and \$500,000 in 2021).
 - \$2,456,799 is the remaining unrestricted, unassigned fund balance, which is 27 percent of the total budgeted operating expenditures.

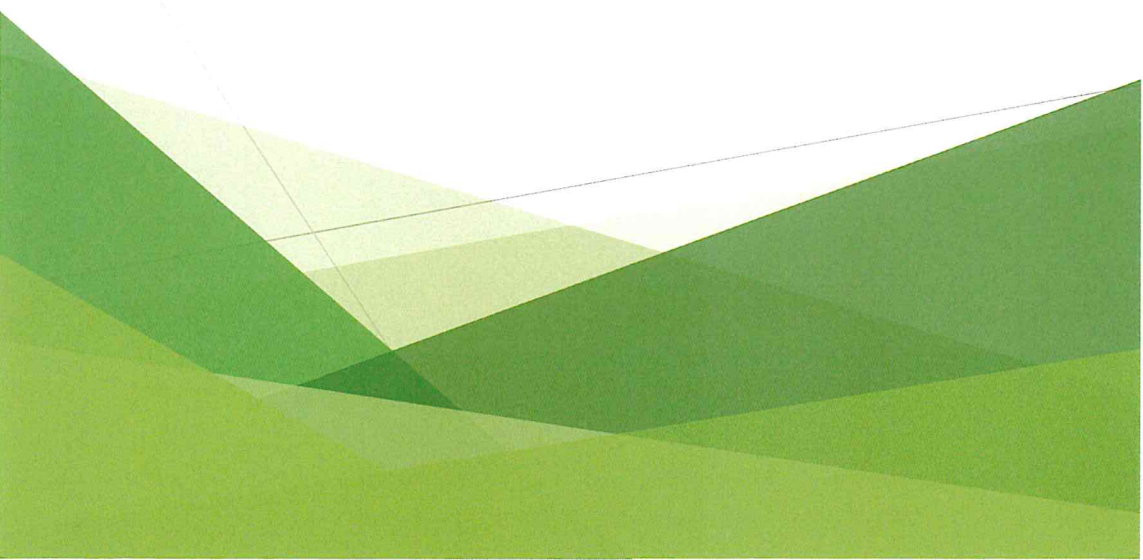
Finance Director Highlights

- ▶ 2020 COVID-19 related impacts and mandated closures will reduce 2021 lodging tax projections from \$254,800 to \$135,000
- ▶ Overall revenues are expected to decline from 2020 budgeted of \$11,884,575 to \$11,685,500 (2 percent decrease).
 - ▶ Highway User Tax Fund is expected to decline \$162,056 (State forecast)
 - ▶ Severance Tax is expected to decline \$106,590 (State forecast)
- ▶ Sales Tax is expected to increase by 1.5% or \$64,212 in 2021 for the 2% General Fund Sales Tax.
- ▶ 2021 Lodging taxes are projected to increase from 2020 year end projections from \$135,000.00 to \$165,000.00.
- ▶ Total 2021 General Fund expenditures are budgeted at \$11,662,221 or \$142,432 (1.3 percent) less than 2020.

Finance Director Highlights

- ▶ 2021 Culture and Recreation Fund transfer is expected to decrease in 2021 from \$585,911 to \$465,035
- ▶ Personnel & Reorganization:
 - ▶ The 2021 budget does not project any new personnel added. Due to reorganization there will be an overall reduction in personnel by 0.68 Full-Time Employees, with a deliberate collaborative effort to transition our Teen Center to a partnership with the Pikes Peak Boys and Girls Club in 2021.
 - ▶ The reorganization will realign staff in critical areas to increase productivity and effectiveness, as well as result in a significant decrease in personnel costs from the overall \$142,432.00 reduction in 2021 budgeted expenditures.

Questions?





2021 Capital Program

10/15/2020

Kip Wiley, Public Works Director

Robyn Brown, Deputy Public Works Director/City Engineer