



# Town Administrator's Report

*January 2018*



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## Town Website Dec Statistics

1,642

Total Visits

2,111

December Page Views

## Top Pages

Community Updates

Trash and Recycle

Development Updates

Police Department

## Communications & Happenings

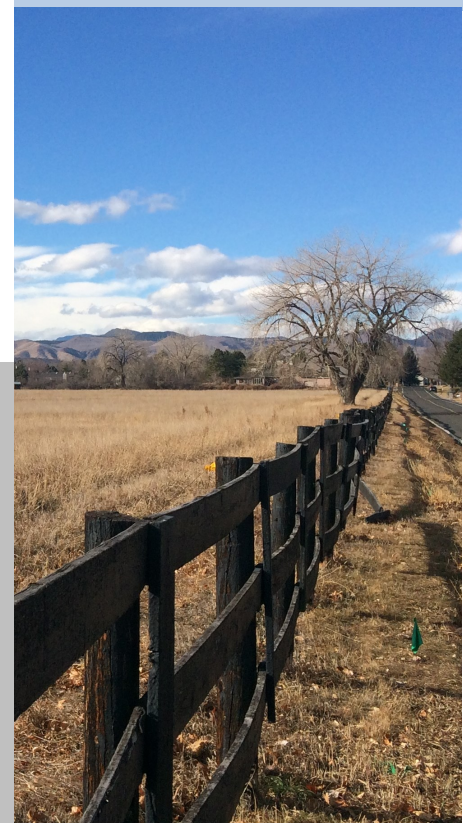
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- 2018 Town Directories have been mailed to all residents of town. Corrections can be sent to Town Hall for inclusion in an update to be published in the March newsletter.
- Included in the directory is a full event schedule for 2018. This scheduled includes all Board of Trustee, P&Z, and municipal court dates, as well as events and programs like concerts in the park.
- A survey was sent to all HOA presidents asking for an evaluation of the Town's current communication efforts and inviting feedback for ways to improve.
- Planning efforts for the Town's 4th of July and Concerts in the Park events are now underway. Sponsors are also being sought to help keep these events at the exceptional level residents have come to expect in the past few years.

## Citizen Contacts:

*Staff has fielded calls, emails or walk-ins on the following topics in December*

- ⇒ Building Department: 42
- ⇒ Comm. Development: 35
- ⇒ Public Works: 41
- ⇒ Municipal Court: 19
- ⇒ Other: 47



# Building Department

## 2017 Total Stats

**143** Permits Issued

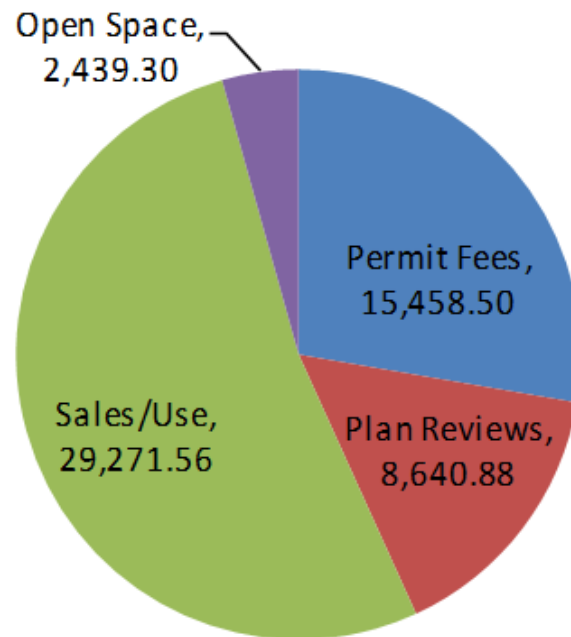
- New SFR: 19
- Major Remodel: 20
- New Roofs: 22
- Other/Misc.: 82

**1,355** Inspections

**190** Licenses Issued

- General: 82
- Electrician: 35
- Plumbers: 21
- Mechanical: 33
- Roofer: 19

**Dec. Permit Rev.: \$55,810.24**



## Wild Plum

**95** Total Lots

**0** SFR Permits Issued

**0** Permit Pending

**13** Demo Permits

**2** Wall/Fence Permits

## Wilder Lane

**24** Total Lots

**6** Permits Active

**6** Permit Pending

**6** Completed Homes

**5** Occupied Home

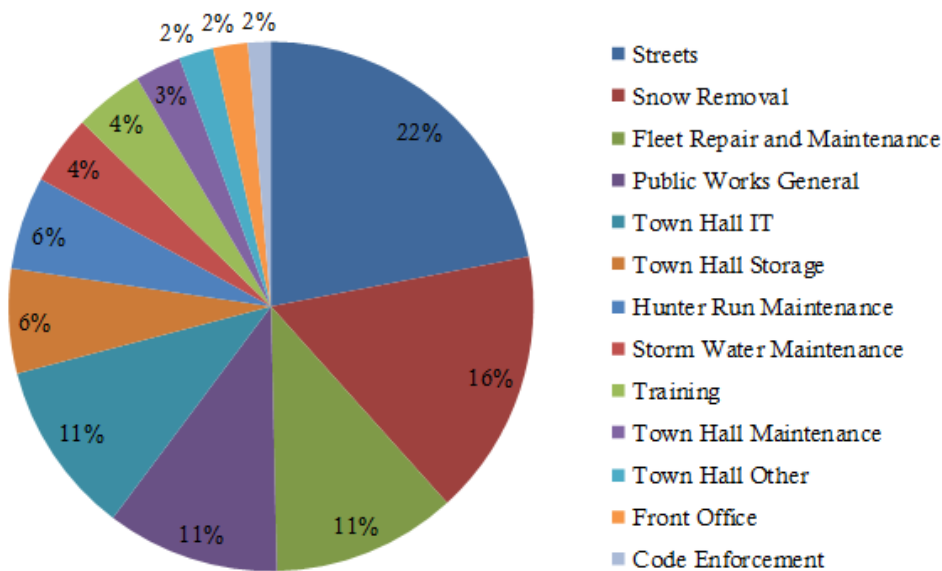


## Building Department Revenue by Month

	<u>2016</u>	<u>2016 YTD</u>	<u>2017</u>	<u>2017 YTD</u>
<b>January</b>	\$2,304.44	\$2,304.44	\$19,908.26	\$19,908.26
<b>February</b>	\$8,570.86	\$10,875.30	\$56,545.98	\$76,454.24
<b>March</b>	\$84,269.53	\$95,144.83	\$45,844.32	\$122,298.56
<b>April</b>	\$64,831.11	\$159,975.94	\$164,185.81	286,484.37
<b>May</b>	\$45,799.17	\$205,775.11	\$129,819.95	\$416,304.32
<b>June</b>	\$30,756.68	\$236,531.79	\$21,136.83	\$437,441.15
<b>July</b>	\$327,329.37	\$563,861.16	\$14,030.74	\$438,844.89
<b>August</b>	\$83,947.48	\$647,808.64	\$73,657.67	\$512,502.56
<b>September</b>	\$28,814.59	\$676,623.23	\$32,849.07	\$545,351.63
<b>October</b>	\$54,077.22	\$730,700.45	\$22,603.20	\$567,954.84
<b>November</b>	\$51,116.09	\$781,816.54	\$26,129.25	\$594,084.09
<b>December</b>	\$42,978.61	\$824,795.15	\$55,810.24	\$649,894.33

# Public Works Department

## December Staff Time Allocation (including contractors)



- The last of the crack seal has been applied, bringing a close to the 2017 Paving Program. All major cracks throughout town have been sealed and topped with black silica sand to aid in skid resistance and texture.
- The current freeze thaw cycles have added to the stress the town's water mains are under, causing breaks on both Driver and Niblick. Denver Water was quick to respond, digging down to the pipe to apply a patch. They will be back soon to apply permanent patches to the street.
- With the extended fall weather, an extra street cleaning was performed in December. Littleton ran a sweeper down each street picking up leaves, dirt and left over debris from the fall paving program.



- With the majority of wall construction finished on Hunter Run, fall leaf removal and cleanup was performed. Over 150 gallons of shredded leaves have been removed. The cleaning was coordinated with the Littleton sweeping to maximize the amount of leaves removed.
- The snow plow truck had been stuck in 4-wheel drive. Staff disassembled, rebuilt and reinstalled both front hubs. The failing battery was also replaced with a higher amp rating battery. The truck can now switch between 2-wheel and 4-wheel drive and has plenty of starting power for a cold night.

## December Snow Report

- High of 67, Low of -1
- 2 days with plowing activity
- 1 day with sanding activity
- Total of 23 hours of snow removal and ice treatment.

## Municipal Court

	<u>2016 YTD</u>	<u>2017</u>	<u>2017 YTD</u>
<b>Jan</b>	\$5,632.49	\$6,295.25	\$6,295.25
<b>Feb</b>	\$9,159.49	\$3,778.97	\$10,074.22
<b>Mar</b>	\$15,329.99	\$8,867.00	\$18,941.22
<b>Apr</b>	\$19,653.49	\$6,755.00	\$25,696.22
<b>May</b>	\$21,515.74	-\$905.00 *	\$24,791.22
<b>June</b>	\$25,154.52	\$5,767.00	\$30,558.22
<b>July</b>	\$33,744.88	\$5,061.25	\$35,619.47
<b>Aug</b>	\$39,588.49	\$6,146.75	\$41,766.42
<b>Sept</b>	\$45,700.47	\$4,060.00	\$45,826.42
<b>Oct</b>	\$51,820.47	\$10,180.50	\$56,006.92
<b>Nov</b>	\$55,355.47	\$7,090.00	\$63,096.92
<b>Dec</b>	<b>\$58,945.47</b>	<b>\$3,889.12</b>	<b>\$66,986.04</b>

### 2017 Total Stats

- Total paid before Court: 304
- Total on docket: 431
- Cases heard by Judge: 125
- Continuances: 19
- Failure to Appears: 37
- Stay of Executions: 27
- Classes Ordered: 27
- Bench Warrants 33
- Trials 4



### Public Works, continued

- Two additional security cameras were installed above the Town Hall front door and above the basement PD entrance. Additional cabling was run throughout the building to complete the security system upgrade. There are now 8 exterior cameras positioned to give full coverage of the exterior of Town Hall.
- The emergency backup generator for Town Hall has been installed, inspected and fully tested. In the event of a power loss, the natural gas powered generator will be able to supply full power to all critical circuits. This will allow the Police and other emergency departments to maintain full operation status. A majority of the building will stay powered to provide a safe, climate controlled place to stay in the event of an emergency.

## Human Resources

- All critical administrative staff have completed FEMA training IS-100 and will have IS-200 completed in February. IS-300—800 will be completed as time and job description requires throughout the year.
- J.D. and Dana have both enrolled in the trainings recommended by the Employers Council Desk Audit. Trainings will take place between January and November of this year.

# Community Development

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## Wild Plum Farm

Following the Trustee's approval of the Final Plan and Final Plat, the staff has been working on the normal post approval documents which are:

- A. Subdivision Improvements Agreement (SIA). The staff has reviewed the draft Exhibit B which is the list of public improvement to be constructed with quantities and cost estimates. We have forwarded our comments and revisions to Cal Atlantic. They are suggesting some revisions and Lee, Troy and Phil are reviewing them.
- B. Covenants (CC&R's). The staff reviews the CC&R's to insure that they are consistent with the Town Regulations and the approved Final Plan and Plat. Board approval of the CC&R's is not required but the Board is informed if there are any concerns the Trustee's need to address. The Town Planner has completed his review and forwarded his comments to the Town Attorney.
- C. The staff has completed their review of all the Final Plat check print and sent the suggested revisions to CalAtlantic. The check print review for the Final Development Plan should be complete next week and will be sent to CalAtlantic.
- D. The staff has prepared a draft Revision Criteria Table which contains recommendations on the level of approval that will be required for any changes to the Final Development Plan or Construction Plans.

## Clayton Family Farms

The Town has received a Final Plat referral for Watson Lane Reserve located in the southwest quadrant of Bowles Ave and Watson Lane. The proposal is for six units of single family residential on a 3.95 acre site, a density of 1.5 DU's per acre. Included with the referral is the final drainage study.

The staff has been involved with this project for the past two years. The reduction of the density eliminated the major concern and there are no planning concerns. The drainage study has been sent to the Town Engineer.

The referral was sent to the Brookhaven HOA and they have responded with questions concerning the drainage and the status of the UDFCD easement that connects between Brookhaven Lane and Watson Lane.

The staff has no concerns with the proposed final plat. The issue with the UDFCD Easement is internal to the Town and is not directly related to the referral. We suggest a "No Comment" response to Littleton and that the issue of the Drainage Easement be dealt with as a separate matter.



## Senior Construction Manager

The Wild Plum Construction Management Plan called for a position that would serve as the "eyes and ears" for the Town on all issues related to Wild Plum.

Joanna Czarnecka has recently been contracted to serve in this capacity. Joanna is an experienced project engineer with a degree from CU in civil engineering and vast experience in the land development process.

## Community Development, continued

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### Platte Canyon Task Force

There are two upcoming projects for the intersection of Platte Canyon and Bowles, DRCOG RTO and FASTER. The DRCOG RTO project is an interim, low-cost (approximately \$64,000) improvement that would install a dynamic lane assignment system and a surveillance camera at the intersection. The dynamic lane assignment system would convert the northbound through lane from an exclusive through lane to a shared thru/right lane during the weekday a.m. peak hour. This project is funded for completion in 2018. The City of Littleton is the project sponsor and will be responsible for design and administration of the project. The project is estimated to reduce overall stopped delay at the intersection by over 4 hours during a typical weekday a.m. peak hour. The northbound approach will experience the most significant improvement, as much as 30 seconds per vehicle during this same time. Because this is a federally funded project, there is a local match of 20% (roughly \$12,800) required.

The second project is a FASTER Safety funded project to add a second northbound right-turn lane at the intersection. This project is estimated to cost approximately \$1M. It is our understanding that a local match is not required.

The project will need to go through the design and clearance process with CDOT. The City of Littleton is the project sponsor and will be responsible for design and administration of the project. The current schedule is unknown, but could possibly be designed in 2018/19 with construction in 2019/20 depending on the need for right-of-way acquisition.

This project will have a significant effect on the intersection, improving conditions by a full level of service grade (E to D) during the a.m. and p.m. peak hours. Overall intersection delays will improve by roughly 30 seconds per vehicle during the a.m. peak and 10 seconds during the p.m. peak.

### Platte Canyon Road

The need for a southbound right-turn lane onto Coal Mine Road has been identified as a priority. Initial estimates of the time savings for this improvement is significant, particularly during the weekday p.m. peak hour. Conditions improve two full level-of-service grades (D to B) and average vehicle delays improve by over 30 seconds per vehicle.

The estimated cost for design and construction of this improvement is approximately \$200,000. As recently as a month ago, CDOT had identified about \$120,000 that could be contributed to construction of the improvement; however, that left an unfunded gap that the local agencies (Columbine Valley, Arapahoe County, Littleton, and Jefferson County) were not prepared to fill. Design of the improvement by one of these agencies may be a worthwhile pursuit to better position the project for additional funding and additional cost sharing discussions are planned for 2018.

### Coal Mine / Platte Canyon Road

The Colorado Department of Transportation is currently designing and constructing improvements to this intersection. These improvements include a new traffic signal and the construction of curb ramps and sidewalk on the east side of the intersection. This signal project is part of a larger project that involves signals at 3 other locations. Due to delays at one of the other locations, CDOT pushed completion of the project from 2017 to 2018. They expect to re-start construction mid-January 2018.