



# Town Administrator's Report

*February 2018*



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## Communications & Administration

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- The staff continues to work with Arapahoe County and the City of Littleton in the completion of the Emergency Management Plan. A draft plan is complete and a list of recommended ordinances, policy changes, trainings and sample scenarios/illustrations are being prepared for presentation to the Trustees in April or May.
- Final work is being done on public informational guides including a Government 101 presentation and a Communications Guide. Work is also being finalized on Trustee and HOA Board member orientations.
- The next Columbine Valley Voice Newsletter is being completed and will be delivered in the first week of March.
- Sponsorship commitments are coming in and arrangements for the 4th of July and Summer Concerts in the Park are underway.

## Citizen Contacts:

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

- ⇒ Building Department: 61
- ⇒ Comm. Development: 47
- ⇒ Public Works: 82
- ⇒ Municipal Court: 24
- ⇒ Other: 59

## Town Website Jan Statistics

1,642

Total Visits

2,111

December Page Views

## Top Pages

Community Updates

Trash and Recycle

Development Updates

Police Department



# Building Department

## Monthly Stats

27 Permits Issued

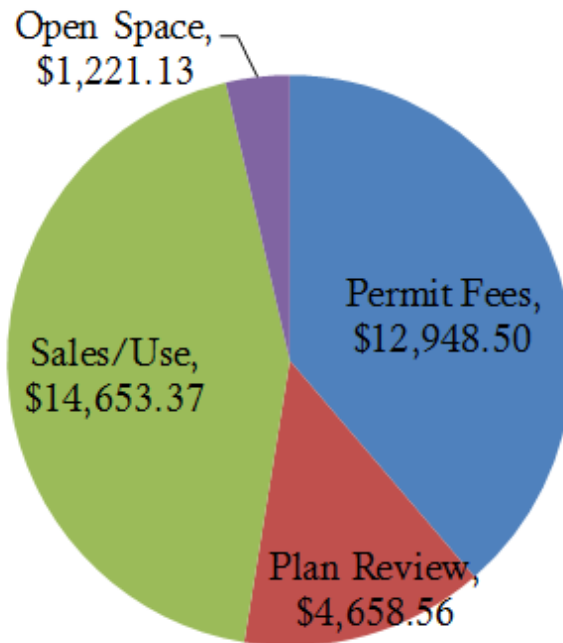
- New SFR: 0
- Major Remodel: 1
- New Roofs: 1
- Other/Misc.: 25

77 Inspections

43 Licenses Issued

- General: 17
- Electrician: 11
- Plumbers: 7
- Mechanical: 7
- Roofer: 1

Jan. Permit Rev.: \$33,481.56



## Wild Plum

95 Total Lots  
 0 SFR Permits Issued  
 0 Permit Pending  
 13 Demo Permits  
 2 Wall/Fence Permits

## Wilder Lane

24 Total Lots  
 3 Permits Active  
 4 Permit Pending  
 8 Completed Homes  
 7 Occupied Home



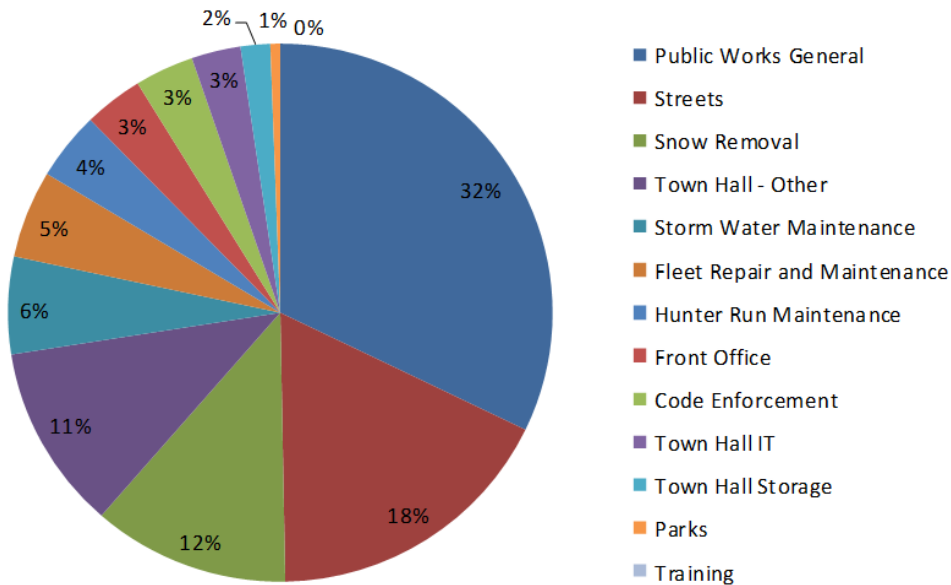
## Building Department Revenue by Month

	<u>2017</u>	<u>2017 YTD</u>	<u>2018</u>	<u>2018 YTD</u>
January	\$19,908.26	\$19,908.26	\$33,481.56	\$33,481.56
February	\$56,545.98	\$76,454.24		
March	\$45,844.32	\$122,298.56		
April	\$164,185.81	286,484.37		
May	\$129,819.95	\$416,304.32		
June	\$21,136.83	\$437,441.15		
July	\$14,030.74	\$438,844.89		
August	\$73,657.67	\$512,502.56		
September	\$32,849.07	\$545,351.63		
October	\$22,603.20	\$567,954.84		
November	\$26,129.25	\$594,084.09		
December	\$55,810.24	\$649,894.33		



# Public Works Department

## January Staff Time Allocation (including contractors)



- Hobbes joined the American Public Works Association. The APWA is a national organization with local chapters that provide training, networking and other resources in all areas of public works. The group offers state and national conferences, online seminars and a library of other resources to help public works professionals.
- A large tree branch fell into Dutch Creek where it started to collect leaves and debris, causing restriction to the water flow. The Town and Urban Drainage coordinated efforts to have the branches removed, shredded and moved off site.



- The crossspan on Doral was replaced last fall due to the concrete failing. During a warm period this month, the white stripping was repainted to help alert drivers to slow down before reaching the crossspan.
- A street cut into Club Lane was performed this month, this was the first cut for which the town required infrared asphalt patch. This process involves heating the surrounding asphalt to 325 degrees before adding the new patch material. This allows both the old and new asphalt to mix before it is compacted, leading to a waterproof patch without seams.
- All of Town Hall's interior CFL light bulbs have been upgraded to more efficient LED bulbs. Aside from requiring less electricity to run, they provide a more uniform, constant light.

## January Snow Report

- High of 68, Low of -1
- 1 day with plowing activity
- 4.5" of accumulated snow
- 1 day with sanding activity
- Total of 20 hours of snow removal and ice treatment.

## Municipal Court

	<u>2017 YTD</u>	<u>2018</u>	<u>2018 YTD</u>
Jan	\$6,295.25	\$10,400.00	\$10,400.00
Feb	\$10,074.22		
Mar	\$18,941.22		
Apr	\$25,696.22		
May	\$24,791.22		
June	\$30,558.22		
July	\$35,619.47		
Aug	\$41,766.42		
Sept	\$45,826.42		
Oct	\$56,006.92		
Nov	\$63,096.92		
Dec	\$66,986.04		

### January Total Stats

- Total paid before Court: 68
- Total on docket: 44
- Cases heard by Judge: 21
- Continuances: 1
- Failure to Appears: 6
- Stay of Executions: 8
- Classes Ordered: 3
- Bench Warrants 2
- Trials 0



### Building Department, continued

- Staff continues to make great progress with the GovPilot team on the Report A Concern module of the new software program. Building Department modules are in “soft-testing” and a full roll-out of both modules are anticipated in March.
- GIS maps continue to be updated and loaded with FEMA, floodplain and water/sewer district maps scheduled for roll-out in late February or early-March.
- The full project is on track for an April completion.

## Human Resources

- The Employers Council consultant is approximately half way through the list of HR priorities. To date, several Standard Operating Procedures are complete or in progress, new materials have been developed and a files and recordkeeping procedures are being consolidated. All work with the consultant is expected to be completed by mid-March, with all priorities expected to be implemented by July.
- J.D. and Dana are now 33% of the way through the prescribed HR training curriculum. Topics covered include: recordkeeping, performance management, legal issues, and organizational capacity. Another third of the curriculum will be completed by mid-April and the balance of trainings are scheduled through November.



# 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 SIA is on the Board of Trustees agenda this month.
- 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 and Town Attorney have not completed their review.
- C. The staff has completed their review of all the Final Development Plan and Final Plat check prints and the mylars have been signed by the P&Z Chairwoman and the Mayor, and have been delivered to Lennar for recording.

## Wild Plum Schedule—as of February 2018

Grading	Start end of Feb - 2.5 months
Pipe	Start beg on April - 2 months
Concrete	Start in June – 2-3 weeks
Asphalt	Start end of June 2-3 weeks
Landscape	Summer/Fall
Model Homes	Summer/Fall
Fairway	May/June
Platte Canyon	Start in 30 days after approval should be complete late

## Coal Mine / Platte Canyon Road

The Colorado Department of Transportation is installing a new traffic signal and curb ramps at the intersection. They expect to complete construction in early March.



## Public Works, continued

- The traffic light at the corner of Hunter Run and Thoroughbred has been fully installed. The signal uses a camera to sense a car leaving Polo Meadows, switching the light to green. This reduces the number of vehicles required to stop on Hunter Run while still providing quick access for those leaving Polo Meadows.
- Two sections of storm water pipe were smoke tested to verify connections and check for leaks. The test involves lighting a large smoke bomb, setting it at an access point, then blowing a high power fan into the pipe. The fan will blow the smoke the full length of the pipe, letting smoke out at every opening. The first section blew smoke from the outfall by the Platte River to the storm water grates on Wedge Way. No leaks or cross connections were found. The second test blew smoke from an access point on Columbine Lane to a grate on Village Drive.