



## 2008 Report to the Community

### Letter from the Mayor to Castle Pines North citizens



Mayor Maureen A. Shul

We marked our 1-year anniversary in February as Colorado's newest city, and it was not without reflection on all that Castle Pines North has accomplished these past months and all we hope to achieve in the months and years ahead.

Our incorporating as a city was founded on the desire to have control over our destiny, where citizens and their government work together toward common goals. The citizens of Castle Pines North did not want to leave their future to chance, and we became a city dedicated to bringing that common vision to life.

In our first year, citizen volunteers were elected to serve as city officials, a municipal government was established, and the city entered into a public-private partnership with Douglas County-based CH2M HILL OMI to provide our administrative, public works and community development services. This innovative and bold approach is aligned with the city's goal of operating our municipal government as a responsive business that puts citizens first.

The current weakened economy and instability in our financial sectors have required your elected City Council to work harder to ensure our city services are not diminished, while at the same time, adopting a sound budget. The City Council's approved budget for 2009 is streamlined, conservative and consistent with the innovative approach of a responsive and cost-efficient public-private partnership.

We remain committed to a fiscally responsible municipality, realizing that a healthy balance of economic development and enhanced quality of life is what makes a city strong and sustainable.

Heading into our second year, Castle Pines North's elected officials are charting the short-term and long-range issues and goals ahead.

- As a city with 30 separate community homeowner associations, we plan to start the conversation with all of the HOA boards and managers to determine what common services might be shared so we can provide more efficient and cost-effective services.
- To ensure Castle Pines North youth have a voice and opportunity to contribute to the city's growth and development, a Youth Advisory Council has been formed. Students from age 13-18 who are interested in participating are welcome to contact me.

- While we incorporated as a statutory city, the City Council will be deliberating the importance of becoming a Home Rule city. One of the biggest differences between the two concerns how sales tax is collected. By becoming a Home Rule city, Castle Pines North would be able to collect our own sales tax rather than having the state collect, administer and report the sales tax as it is being done now. Because our sales tax is our most important revenue, Home Rule would ensure the city properly and accurately receives all the sales tax due by delivering it directly to the City of Castle Pines North rather than going through the state government process.
- The council also will begin the process of developing a Master Plan for Castle Pines North. This will involve citizen participation and input to ensure our quality of life is protected and enhanced. We hope to develop citizen-led focus groups on all matters pertaining to our city, including economic development, environment, quality of life (arts and cultural events), city services, strong and safe neighborhoods, and transportation.
- We also will be looking at all ways to promote and put into practice environmentally sustainable options, making Castle Pines North a true "green city."

In the meantime, the city has its own Web site, [www.cpngov.com](http://www.cpngov.com), that we plan to continue expanding with more information. Our site aims to provide the most current information on city issues as well as recaps of all City Council meetings, and it gives citizens several ways to stay informed and up-to-date on our work. (See related story below.) The success of our city is dependent on keeping the citizens of Castle Pines North informed and engaged.

Truly, the most important partnership the City of Castle Pines North has is with you, the citizens. As we begin to envision where we would like our city to be in the future, it will be the people's involvement and voices that will lead elected officials forward. This community met the challenge of becoming a city with thoughtful and purposeful dialogue, so too will we continue that active dialogue moving forward.

While much has been accomplished, the work continues for our city to pursue bold, new, and innovative approaches to municipal government that best serves our citizens and our future goals. Congratulations and thank you to all Castle Pines North citizens. We believe you can be proud of a great beginning to a great city.

### Many ways to stay connected with your city

The City of Castle Pines North is a different kind of entity – so the kind of news it publishes is different as well. In general, the city's formal communications are related only to city business, activities and decisions. However, because the Douglas County Sheriff is contracted to provide public safety services, Castle Pines North also strives to promote relevant Sheriff news.

The official city Web site is [www.cpngov.com](http://www.cpngov.com), and it serves as the primary source for city information. The growing site outlines city departments and services, posts official documents such as City Council agendas and minutes, shares land-use and map data, and much more.

In addition, the site provides several ways for you to stay up-to-date on city news.

- You can sign up to receive periodic e-mail alerts and the city's monthly e-mail newsletter by visiting [www.cpngov.com](http://www.cpngov.com), clicking on "subscribe to e-mail alerts" and completing the registration form.
- You can take advantage of the site's RSS feed to be notified about site updates.
- You can link to the city's Twitter page at [www.twitter.com/cityofcpn](http://www.twitter.com/cityofcpn), which allows you to receive alerts via mobile phone.

If you are a subscriber to the city's communications services, we appreciate your interest. Please encourage your friends and neighbors to visit [www.cpngov.com](http://www.cpngov.com) and sign up as well.

Finally, remember that your elected council members from Wards 1, 2 and 3 hold regular ward meetings for their constituents. Ward meetings, City Council meetings and Meet the Mayor Events are posted via the online City Calendar. We hope to see you soon.

#### How to reach us

Call 303.705.0200

Visit [www.cpngov.com](http://www.cpngov.com)

Write using the form at [www.cpngov.com/contact](http://www.cpngov.com/contact)

or

City of Castle Pines North  
558 Castle Pines Parkway

Unit B4-208

Castle Rock, CO 80108

## Highlights of 2008 Accomplishments

Elected officials' primary priority was to transform the voter-approved concept of independent cityhood into concrete reality. Some of the key city activities and results are outlined below.

### General Administration

One of the reasons for cityhood was to lower the costs for Castle Pines North homeowners. The city, the Castle Pines North Metro District and other community partners will, in the year ahead, collaborate on ways to achieve this goal for the future.

In support of the mission, the city pledged to operate as efficiently and effectively as possible. Elected officials agreed to serve the



City Manager Alan Lanning

city as unpaid volunteers. And by creating a strong public-private partnership, they hired local firm CH2M HILL OMI in August to provide a range of municipal services under the city's direction. The innovative arrangement allows the city to share resources and purchase only the services and people power it needs to work on city-approved issues. To help guide and direct the city's day-to-day operations, Alan Lanning was selected as the first City Manager.

### City Clerk

After the city's first council meeting on March 10, 2008, 37 regular council meetings involved passing 57 resolutions and 13 ordinances to govern the city. These meetings were transcribed onto more than 175 pages of minutes and created more than 225 recorded council roll call votes. To provide City Council and the public with supporting documents, more than 800 sets of packets were prepared and a new city Web site established (see below). Janie Berry was appointed City Clerk in December 2008, after former City Clerk Carl Kollmar resigned to take a position with CH2M HILL OMI as Deputy City Clerk.



### Communications

Castle Pines North citizens deserve open, transparent and frequent communication. In fall 2008, the first city Web site ([www.cpngov.com](http://www.cpngov.com)) was established, and the site continues to grow, providing city documents, resources, news and other public information. The city published



seven e-mail alerts and set up an e-mail alert subscription system, sent seven news releases, posted seven stories and five events to the Castle Pines YourHub Web site, and posted about 25 other city Web site updates, while laying the groundwork for a monthly e-newsletter to start in 2009. Three public forums about the 2009 proposed budget, dozens of ward meetings, and numerous "Meet the Mayor" events gave citizens more opportunities to provide input and feedback beyond the regularly scheduled City Council meetings. E-mail addresses were created and publicized for all elected officials so citizens can contact their representatives directly.

### Public Works

Beautiful, clean, well-maintained public infrastructure is vital to our quality of life. While Douglas County and the Castle Pines North



Metro District provided the majority of public works services in 2008, the city began efforts to establish its own Public Works department to take effect in February 2009. In addition to hiring Public Works Director Eric Guth in late 2008, the city worked to secure a field services crew, instituted intergovernmental agreements to handle snow removal throughout the 2008-09 snow season, and collaborated with Douglas County to transfer responsibilities, such as stormwater permitting, right-of-way and traffic management to the city. The department also clarified responsibilities with the Castle Pines North Metro District and planned other infrastructure management activities. Outstanding Public Works services will continue in 2009, in areas of right-of-way maintenance, traffic management, snow and ice removal, and stormwater management.

## CPN citizens celebrate city's 1-year anniversary

Honoring the work of so many volunteers who made cityhood possible, the Castle Pines North City Council declared Feb. 12, 2009, as "Castle Pines North Citizens Day."

A special proclamation was prepared for the Feb. 11 City Council meeting to note the occasion. Mayor Shul read aloud the proclamation, which thanked "the tireless efforts of countless individuals from across our community" and noted "the rich history being written by the citizens of Castle Pines North who declare and decide its future."



Cityhood became a reality for Castle Pines North when its first elections were held Feb. 12, 2008. This year's proclamation was one of the ways City Council and citizens commemorated the important city milestone. Castle Pines North Brownie Troop 628 helped mark the city's 1-year anniversary by leading the presentation of colors, Pledge of Allegiance and national anthem.

In addition, the Castle Pines Chamber of Commerce brought a giant decorated cookie to the City Council meeting – along with personal congratulations from Chamber president Sharon Kollmar, vice president Carla Kenny and chairman of the board Don Bobeda.

"Incorporating, building and planning a great city requires the support and cooperation of hundreds of citizens. Our city is fortunate to have that kind of pride and those kind of people helping create the City of Castle Pines North," says Mayor Shul.

## Community Development

Community Development helps manage, preserve and advance the City's natural resources, environment and quality of life. To fulfill this important role, Community Development was the first municipal service transitioned from Douglas County to the City of Castle Pines North, in May 2008. The city worked diligently with Douglas County to ensure a smooth transition of services, which included current and long-range land use activities, as well as building permit and inspection services. Douglas County played a vital role in the preparation and transfer of zoning maps, zoning documents, subdivision plats, referral contacts and land use case files.

Community Development includes two primary divisions.

The **Planning and Zoning Division** administers and enforces the city's zoning and subdivision resolutions, as well as the implementation of the city's Comprehensive Plan.

- Current planning duties include development review, zoning compliance, code enforcement, sign permitting, Geographic Information Systems/mapping services and site development administration. Planning and Zoning also performs research, analyzes reports, and writes and presents reports to City Council. General and technical assistance also is provided to the public, developers and City Council relating to permit applications, land development requirements and interpretations.
- Long-range planning duties include upcoming revisions to the zoning and subdivision regulations, as well as updating the Comprehensive Plan.

The **Building Division** implements and enforces building codes and standards. It provides building permit services, plans examination, and building inspections and is responsible for International Building Codes enforcement, regulating the construction of buildings and structures. To date, the Building Division has issued 147 building permits and has performed 482 inspections.



In addition to these accomplishments, the department created and implemented all necessary protocols and procedures to provide Community Development services to the city. This includes the adoption of the 2003 International Building Codes, Douglas County Zoning

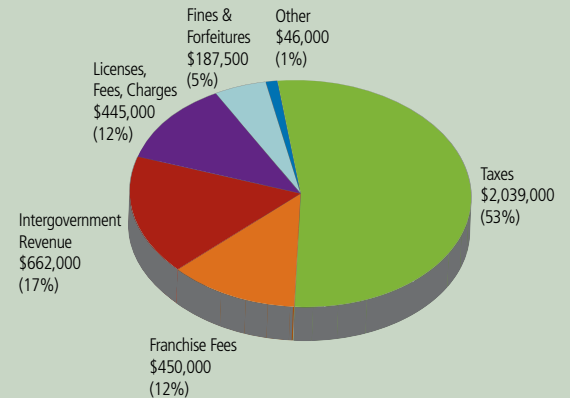
Resolution, Douglas County Subdivision Resolution, Douglas County 2030 Comprehensive Master Plan, Zoning Maps and Development Plans. In addition, the department created all forms and applications needed to conduct business within the city. These forms are available on the city's Web site, which is being expanded in 2009 to include a land-use application portion that will provide comprehensive information on land-use activities.

In 2009, Community Development also intends to establish a board of adjustment, adopt a Three-Mile Plan, revise adopted Douglas County codes and update building codes to better meet the needs of Castle Pines North.

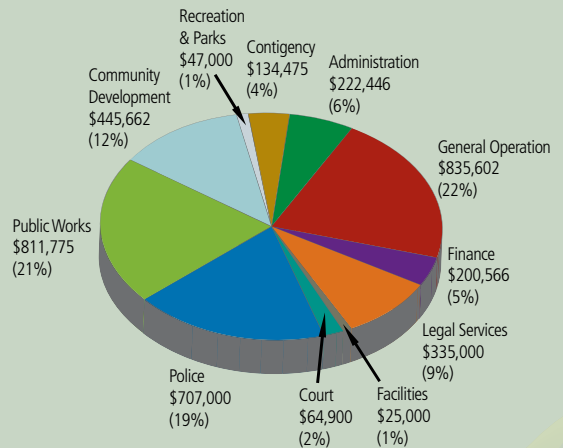
## Finance

To build a strong financial foundation for the new city, the Finance Department performed extensive analysis and planning to create a zero-based budget for 2009, outlining anticipated revenue and expenditures. In addition, all financial and accounting programs were established, such as financial reporting, bank accounts and other vital procedures. Bringing the city into alignment with how other cities operate, the team also built and began to implement business licensing programs, building permit fee collections, and related systems to help ensure revenue was appropriately transferred from state or county collection to city sources.

### 2009 Revenue Budget \$3.8 million



### 2009 Expenditure Budget \$3.8 million



“ Nestled in the green rolling hills of Douglas County, Castle Pines North is a unique and great place to live. We are committed to protect and enhance our quality of life, sustain and strengthen our businesses, and ensure our growth is in keeping with that vision as we continue to plan for the future. ”



City of Castle Pines North  
 558 Castle Pines Parkway, Unit B4-208  
 Castle Rock, CO 80108

[www.cpngov.com](http://www.cpngov.com)



## Your elected officials

Castle Pines North's elected officials are accessible, responsive and accountable to all Castle Pines North citizens and look forward to working together as we bring our common vision to life.



**Mayor**  
 Maureen A. Shul  
[maureen.shul@cpngov.com](mailto:maureen.shul@cpngov.com)



**Treasurer**  
 Doug Gilbert  
[doug.gilbert@cpngov.com](mailto:doug.gilbert@cpngov.com)



**City Clerk**  
 Janie Berry  
[janie.berry@cpngov.com](mailto:janie.berry@cpngov.com)



**Ward 1 Councilperson**  
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**Ward 1 Councilperson**  
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**Ward 3 Councilperson**  
 David Neely  
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### Key city staff includes:

- City Manager Alan Lanning
- Public Works Director Eric Guth
- Planning & Zoning Director Sam Bishop
- Chief Building Official Eric Pendley
- Revenue Officer Patrick Howell
- Deputy City Clerk Carl Kollmar

“ Our 21st century city has a vision that balances the preservation of our community's history with growth that enhances the quality of life for our citizens. ”

[www.cpngov.com](http://www.cpngov.com)