

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES MEETING
April 18, 2017

A G E N D A
6:30PM

- | | |
|--|--|
| 1. ROLL CALL | Mayor Kenzie Myco |
| 2. PLEDGE OF ALLEGIANCE | Mayor Kenzie Myco |
| 3. APPROVAL OF MINUTES
March 21, 2017 | Mayor Champion |
| 5. MAYOR'S COMMENTS | Mayor Champion |
| 4. CITIZENS CONCERNS
Columbine Country Club
HOA Presidents/Representatives
Public Comments | Mayor Champion |
| 6. TRUSTEE COMMENTS:
Mayor Pro Tem Cope
Trustee Boyle
Trustee Christy
Trustee Dotson
Trustee Menk
Trustee Palmer | |
| 7. TOWN ADMINISTRATORS REPORT | Mr. McCrumb |
| 8. POLICE DEPARTMENT REPORT | Chief Cottrell |
| 9. TOWN TREASURERS REPORT | Mr. Tempas |
| 10. OLD BUSINESS
Pave 2017 Updates | Mr. Carmann |
| 11. NEW BUSINESS
Dog Waste Station
Minor Amendment 66 Fairway Lane
Trustee Bill #1, Series 2017 Metro Districts (1 st Reading)
South Platte River Environmental Pool
Resolution #2, Series 2017 Fees Paid to Professionals | Kenzie Myco
Mr. Sieber
Mr. Schiller
Trustee Christy
Trustee Cope |
| 12. ADJOURNMENT | |

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

March 21, 2017

Mayor Champion called the Regular Meeting of the Trustees to order at 6:30 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Richard Champion, Dave Cope, Bruce Menk, and Kathy Boyle

Absent: Gale Christy, Bill Dotson, and Roy Palmer

Also present: J.D. McCrumb, Lee Schiller, Jeff Tempas, Bret Cottrell, Phil Sieber, and Michaela Weber

MINUTES: The minutes of the February 21, 2017 meeting were approved.

CITIZEN CONCERNS: There were no HOA Representatives present to comment.

Jon Piper, 3 Cleek Way, had concerns about the Land Use Regulations resolution on tonight's agenda.

Ginny Rogliano, 15 Driver Lane, asked if the Town would be represented at the Platte Canyon Villas hearing in Arapahoe County. She also expressed concern that the leash laws in Town were not being abided by/enforced.

Mara Marks, 8 Driver Lane, had concerns about the Land Use Regulations resolution on tonight's agenda, specifically the timing of the change and the impacts on the Wild Plum development.

Abbie Jahn, 43 Fairway Lane, had concerns about the Land Use Regulations resolution on tonight's agenda, specifically the timing of the change and the impacts on the Wild Plum development.

MAYOR'S COMMENTS: Mayor Champion provided details to the Trustees on the upcoming Mayor of the Day and invited the public to attend Coffee with the Mayor.

TRUSTEE COMMENTS: There were no Trustee comments.

TOWN ADMINISTRATOR'S REPORT: Mr. McCrumb presented the attached report. Mr. Sieber and Ms. Weber also presented. Mr. McCrumb reminded the upcoming Study/Executive Session on April 4, 2017 to discuss a metro district ordinance with legal counsel.

POLICE CHIEF'S REPORT: Chief Cottrell presented the attached report. The Chief also briefed the Trustees on problems with the CCC security alarm going off multiple times per night, a car had been broken into on Birdie Lane, and that the CVPD is fully staffed and the new vehicle is in service.

TOWN TREASURER'S REPORT: Mr. Tempas reported on the attached January financials. He alerted the Trustees that the annual audit would be presented in May.

OLD BUSINESS:

Republic Service Contract Renewal: Mr. McCrumb presented the proposed trash service contract renewal, along with bids from three other companies.

ACTION: upon a motion by Trustee Cope and a second by Trustee Menk, the Board of Trustees unanimously (4-0) approved the contract with Republic Services as presented.

NEW BUSINESS:

Resolution #1, Series 2017 Amendment to the Land Use Regulations: Mr. Sieber presented the attached amendment addressing provisions for hardships and special circumstances for the Trustees consideration. The Trustees discussed this issue and asked questions to clarify how it might impact the Wild Plum development.

ACTION: upon a motion by Trustee Menk and a second by Trustee Cope, the Board of Trustees unanimously (4-0) approved Resolution #1, Series 2017

Comcast Franchise Agreement: Mr. Schiller presented the franchise agreement (renewal) to the Trustees for consideration. The differences between the proposed Comcast and existing Century Link agreement were discussed.

Mrs. Feldman, 20 Niblick Lane, asked what for clarification as to the purpose of the agreement. Staff explained Comcast needed an agreement to access Town right-of-way and conduct business in Town.

ACTION: upon a motion by Trustee Boyle and a second by Trustee Menk, the Board of Trustees unanimously (4-0) approved the franchise agreement with Comcast as presented.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:46 p.m.

Submitted by,
J.D. McCrumb, Town Administrator

** All reports and exhibits listed "as attached" are available on the Columbine Valley web site and by request at Town Hall, 2 Middlefield Road.*

*** All minutes should be considered to be in DRAFT form until approved by the Board of Trustees at the next regular meeting.*



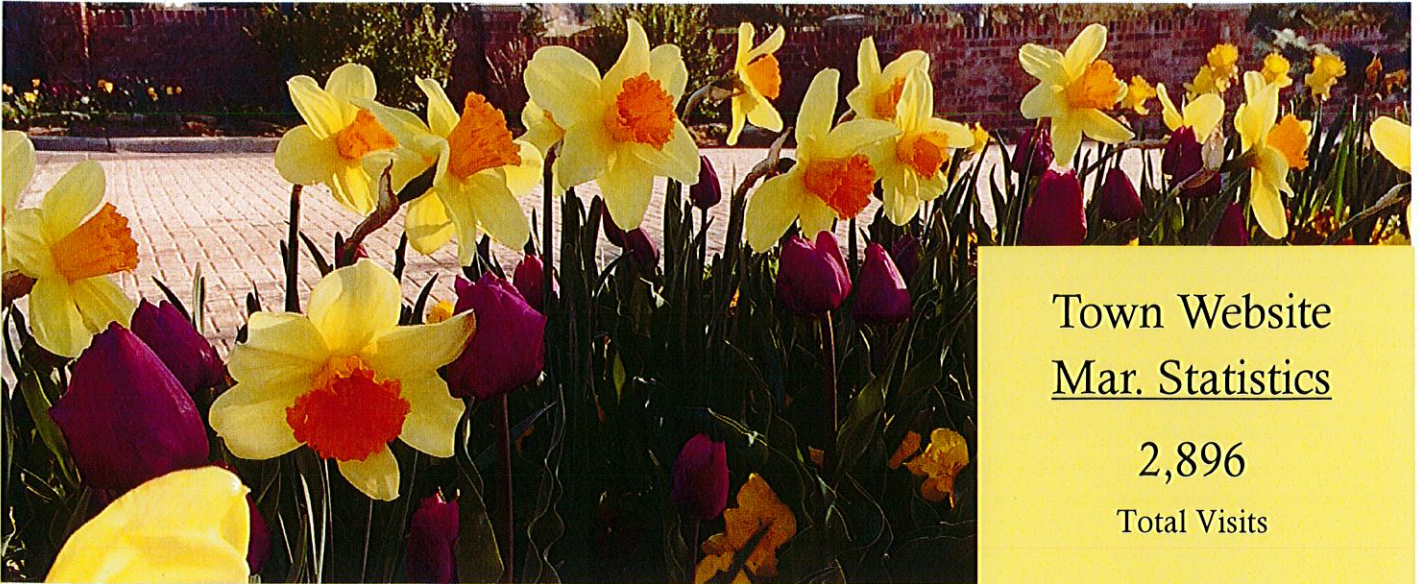
Town Administrator's Report

April 2017




Town of Columbine Valley
2 Middlefield Road
Columbine Valley, CO 80123

Tel: 303-795-1434
Fax: 303-795-7325
jdmccrumb@columbinevalley.org



Communications & Happenings

- Town Hall is now an official “Meetup Spot”. This is an initiative many police departments around the country are participating in which provides a location with 24/7 video surveillance at which Columbine Valley residents can exchange purchases they have made on internet sites such as Craigslist. Look for this sign on the south side of Town Hall by the garage.
- 
- Several members of the administrative staff have begun trainings as part of the Town's emergency preparedness goals. These trainings are based on the National Incident Management System (NIMS) and are initiated through FEMA. These trainings will continue over the next several months.
 - The concerts in the park series is now booked. Featured bands and food trucks will be announced in the June newsletter!
 - The Denver Active 20/30 will host its annual Barn Party this year on May 20. The non-profit organization holds this event at the Equestrian Center each spring as a fundraiser to support disadvantaged children in Colorado.
 - Michaela Weber will be graduating with her master's degree next month and her internship with the Town will end at that time. In preparation, Michaela and Stephanie are in the process of transitioning the programs and projects to Stephanie to maintain and operate going forward. This includes Nextdoor.com, ColumbineValley.org and other ongoing communication and engagement efforts.

Town Website Mar. Statistics

2,896

Total Visits

3,017

March Page Views

Top Pages

Development Updates

Building Department

Agendas & Minutes

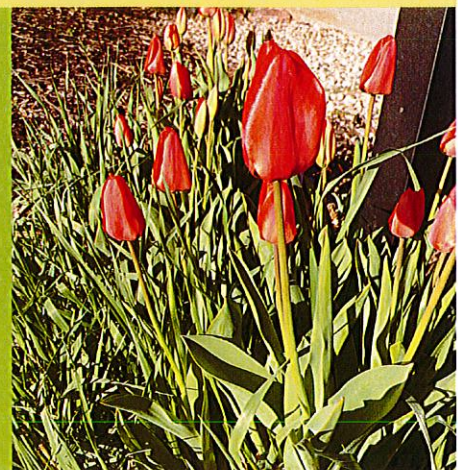
Community Updates

2017 Town Goal Tracking: 35 Goals Set; 22 Goals in Progress; 2 Goals Completed (6%)

Citizen Contacts:

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

- ⇒ Building Department: 106
- ⇒ Comm. Development: 68
- ⇒ Public Works: 68
- ⇒ Municipal Court: 53
- ⇒ Other: 62



Building Department

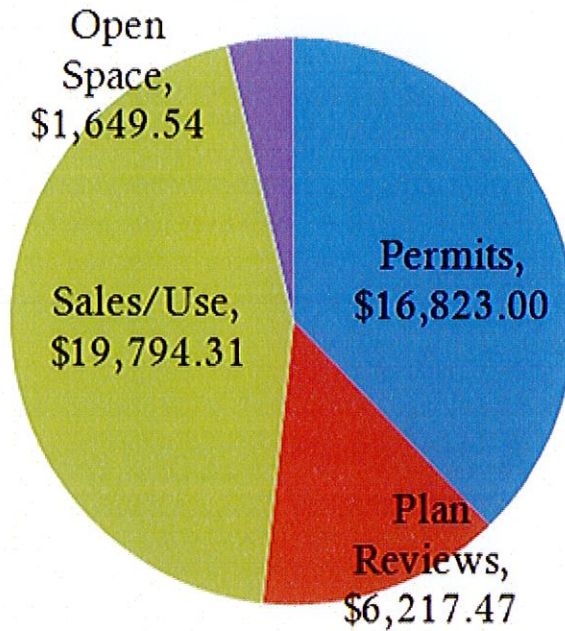
Willowcroft Manor

41 Total Lots
 34 Permits Issued
 0 Permit Pending
 24 Completed Homes
 23 Occupied Homes

Wilder Lane

24 Total Lots
 5 Permits Issued
 0 Permit Pending
 5 Completed Homes
 4 Occupied Homes

March Permit Rev.: \$45,844.32



Monthly Stats

18 Permits Issued

- New SFR: 0
- Major Remodels: 6
- New Roofs: 3
- Other/Misc.: 9

131 Inspections

22 Licenses Issued

- General: 9
- Electrician: 3
- Plumbers: 3
- Mech/Other: 3
- Roofer: 4



Building Department Revenue by Month

	<u>2016</u>	<u>2016 YTD</u>	<u>2017</u>	<u>2017 YTD</u>
January	\$2,304.44	\$2,304.44	\$19,908.26	\$19,908.26
February	\$8,570.86	\$10,875.30	\$56,545.98	\$76,454.24
March	\$84,269.53	\$95,144.83	\$45,844.32	\$122,298.56
April	\$64,831.11	\$159,975.94		
May	\$45,799.17	\$205,775.11		
June	\$30,756.68	\$236,531.79		
July	\$327,329.37	\$563,861.16		
August	\$83,947.48	\$647,808.64		

In the last TA Report there was a typo in the reported Building Dept Revenue. The corrected February Building Department revenue is:

Permits: \$17,754.68	Sales and Use: \$29,706.15
Plan Reviews: \$6,534.84	Open Space: \$2,550.31
Total Rev: \$56,545.98	

Municipal Court

	<u>2016</u>	<u>2016 YTD</u>	<u>2017</u>	<u>2017 YTD</u>
January	\$5,632.49	\$5,632.49	\$6,295.25	\$6,295.25
February	\$3,527.00	\$9,159.49	\$3,778.97	\$10,074.22
March	\$6,170.5	\$15,329.99	\$8,867.00	\$18,941.22
April	\$4,323.50	\$19,653.49		
May	\$1,862.25	\$21,515.74		
June	\$3,638.78	\$25,154.52		
July	\$8,590.86	\$33,744.88		
August	\$5,843.61	\$39,588.49		
September	\$6,111.98	\$45,700.47		
October	\$6,120.00	\$51,820.47		
November	\$3,535.00	\$55,355.47		



March Court Stats

- Total paid before Court: 22
- Total on docket: 35
- Cases heard by Judge: 15
- Continuances: 0
- Failure to Appear: 5
- Stay of Executions: 10
- Classes Ordered: 1
- Bench Warrants: 0
- Trials: 0

Public Works Department

- The Towns streets had their spring sweeping last week. Street sweeping is provided through an intergovernmental agreement with the City of Littleton three times per year. Once in the spring, summer and fall.
- The Nevada Ditch will be opened for water this month. As part of those preparations, the Town has had to clean up after several residents who improperly dispose of waste, most commonly dog waste in the ditch throughout the winter months. Individual homeowners will be contacted individually by letter and a reminder will be included in the June newsletter that this is a violation of the Town's municipal code.
- One of the Town's goals this year is to internalize the street cut permit process in an effort to streamline and expedite the experience for applicants. In anticipation of this Hobbes will be taking a certification in work zone traffic control through the National Highway Institute this month. This training will allow staff to sign off on the applicants traffic control plan.



Community Development

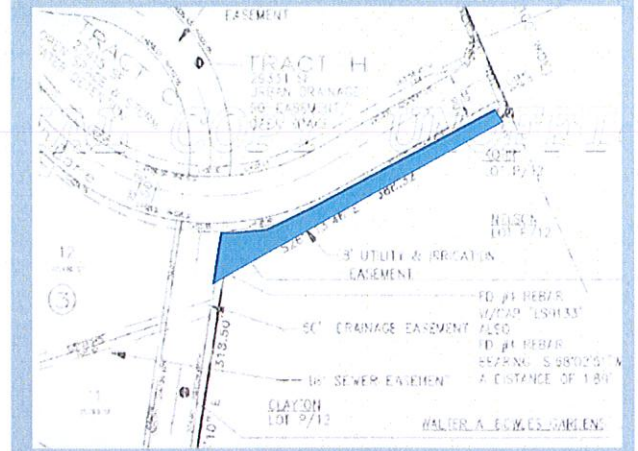
Wild Plum Farm

- The staff report on The Final Plan, Final Plat with architectural illustrations and the Construction Management Plan were presented to the Planning Commission on April 11th. The Planning Commission had a number of questions and while staff or the developer were able to respond to some of the questions there were a significant number that require further research. The Planning Commission continued the meeting to May 9th.



Clayton Family Farms

- A proposal is being discussed with the Littleton City staff that would develop six single family homes on this site. When an actual application is submitted, the case will be referred to us and the Town staff will prepare a report for the Trustees. The tentative proposal would have two of the lots accessing Brookhaven Lane and the applicant has met with the Brookhaven HOA representatives.
- The Town Planner and Town Engineer met with the Littleton staff in March and discussed the concept of amending the Brookhaven plat to show an easement that would be called out as both open space and right of way. This would meet the Littleton requirement that all lots abut a public street. The portion that would be re-platted is shown in color at right.



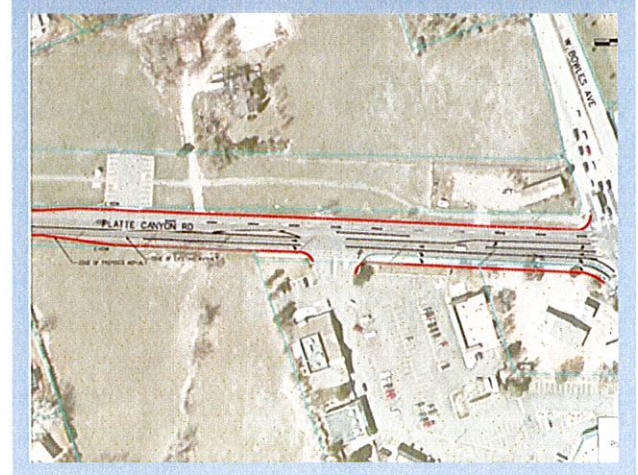
Platte Canyon Villas (KB Homes)

- On April 4th the Arapahoe County Board of County Commissioners heard the K.B. Homes request for rezoning and preliminary plan approval for the 40 unit residential project at the southwest corner of Platte Canyon Road and Bowles Avenue. Mayor Champion, Trustee Dotson and the Town Planner attended the meeting and all three addressed the Commissioners with our concerns.
- The County Commissions on a vote of 4-1 denied the application. Although we have no official word, we understand that this request will not be pursued.



Platte Canyon Road

- The Task Force met on April 13th and the CDOT representatives informed us that they would consider an application for a Faster Safety Project for Platte Canyon Road. This would implement one of the high priority projects that the Task Force had recommended. It is staff's opinion that the probable cost based on the attached data is \$825,000 and includes design, construction engineering, ROW acquisition (may not be required) and a 30% contingency. The Faster Safety program does not require a local share.
- This is a first step only. The acceptance of an application does not guarantee approval. The project would be scored and ranked against competing applications. Staff may have additional information at the meeting



Community Development, cont'd.

Wilder Lane

- There have been five homes built of which four are occupied and a permit for a sixth home has been filed.
- The existing roadway asphalt and drainage pan cracking along Wilder Lane remains a concern. Town staff observed the pavement in January 2017 and the cracking appears to be more severe. Additionally, the problems with sub-standard roadway cross slope and pavement drainage are becoming more apparent. The developer plans to review the Town's concerns with the pavement with the Town and Bryan Construction this summer.
- The traffic "pork chop" at Wilder Lane and Platte Canyon Drive to make the intersection a right-in, right out only access point, will be installed when weather permits and the contractor can schedule the work.

Willowcroft Manor

- As of March 15th there have been 36 building permits issued and 28 homes are built or under construction. An additional four permits are pending and when these are sold there will be only 2 unsold lots left.
- Coordinate the final sewer repairs with the sanitation district. They still have a couple of places that need to be fixed that the vibratory method did not fully work. They are planning to repair these few spots in the near future. This will require some road patchwork.
- Water quality pond clean-out
- Confirm/provide as-built documentation of storm, sanitary, and roadway improvements



TOWN OF COLUMBINE VALLEY
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 FEBRUARY 28, 2017

Assets	Totals	
	February 28, 2017	December 31, 2016
Cash and investments	\$ 1,472,508	1,479,506
Other receivables	226,929	128,470
Property taxes receivable	229,774	321,201
Property and equipment, net	1,996,860	1,996,860
	<u>\$ 3,926,071</u>	<u>3,926,037</u>
Liabilities and Equity		
Liabilities:		
Accounts payable	\$ 39,001	46,833
Accrued liabilities	25,217	25,674
Deferred property tax revenue	229,774	321,201
Fund balance:		
Reserved - TABOR emergency	47,917	47,917
Conservation Trust	29,062	29,051
Arapahoe County Open Space	325,081	324,700
Unavailable - Fixed assets net of outstanding long term debt	1,996,860	1,996,860
Unreserved	1,233,159	1,133,801
Total equity	<u>3,632,079</u>	<u>3,532,329</u>
	<u>\$ 3,926,071</u>	<u>3,926,037</u>

TOWN OF COLUMBINE VALLEY
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL GOVERNMENTAL FUND TYPES
 BUDGET AND ACTUAL
 TWO MONTHS ENDED FEBRUARY 28, 2017 AND 2016

Revenue	February Totals		Two Months Ended February 28, 2017		
	2017	2016	Budget	Actual	Variance
Taxes:					
Property taxes	\$ 91,427	86,001	98,605	98,849	244
Specific ownership taxes	1,964	1,856	3,584	4,384	800
Sales and use tax	58,459	23,018	82,000	89,890	7,890
Utility franchise fees	4,696	3,868	8,000	9,982	1,982
Cable television	-	-	-	-	-
Permits and fines:					
Permits, fees and services	27,118	4,927	23,000	37,113	14,113
Fines	4,284	3,527	12,000	10,579	(1,421)
Intergovernmental:					
Bow Mar IGA	-	-	77,054	83,739	6,685
State highway user's tax	3,423	3,568	7,666	7,316	(350)
County highway tax revenue	-	-	-	-	-
Motor vehicle registration fees	513	497	1,000	978	(22)
State cigarette tax apportionment	-	92	134	-	(134)
Conservation Trust Fund entitlement	-	-	-	-	-
Arapahoe County Open Space shareback	-	-	-	-	-
Interest income	550	410	1,334	1,130	(204)
Other	1,126	63	2,634	1,243	(1,391)
Total revenue	193,560	127,827	317,011	345,203	28,192
Expenditures					
Current:					
Public safety	40,703	45,113	97,464	92,811	4,653
Sanitation	6,070	5,613	12,500	12,140	360
Administration	52,166	43,367	79,360	89,615	(10,255)
Planning and zoning	18,303	7,585	11,500	20,578	(9,078)
Public works	5,027	3,614	64,836	10,738	54,098
Other - rounding	3	(1)	-	(2)	2
Capital outlay					
Capital expenditures	16,546	-	-	18,221	(18,221)
Conservation Trust Fund expenditures	-	-	-	-	-
Total expenditures	138,818	105,291	265,660	244,101	21,559
Excess of revenue over expenditures	54,742	22,536	51,351	101,102	49,751
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	54,742	22,536	51,351	101,102	49,751
Fund balance - beginning of period	1,580,477	1,453,322	1,296,273	1,534,117	237,844
Fund balance - end of period	\$ 1,635,219	1,475,858	1,347,624	1,635,219	287,595

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
TWO MONTHS ENDED FEBRUARY 28, 2017 AND 2016

	February 2017	February 2016	Budget	Two Months Ended February 28, 2017 Actual	Variance
Public safety:					
Automotive expenses	1,139	3,050	5,000	2,113	2,887
Salaries and benefits	34,777	34,354	79,526	78,608	918
Municipal court	3,039	2,415	7,084	6,159	925
Other	1,748	5,294	5,854	5,931	(77)
	<u>40,703</u>	<u>45,113</u>	<u>97,464</u>	<u>92,811</u>	<u>4,653</u>
Sanitation	6,070	5,613	12,500	12,140	360
Administration:					
Legal	2,831	3,231	8,000	5,391	2,609
Accounting and audit	550	550	1,100	1,100	-
Inspection	8,902	6,361	11,500	9,172	2,328
Town administration	19,841	15,788	40,022	42,532	(2,510)
Insurance and bonds	604	5,663	4,834	604	4,230
Office supplies and miscellaneous	16,227	7,387	6,418	25,145	(18,727)
County Treasurer's collection fees	914	860	986	988	(2)
Rent and building occupancy costs	2,297	3,527	6,500	4,683	1,817
	<u>52,166</u>	<u>43,367</u>	<u>79,360</u>	<u>89,615</u>	<u>(10,255)</u>
Planning and zoning					
Planner and Engineering	18,303	7,585	11,500	20,578	(9,078)
Public works:					
Street repairs and maintenance	2,096	651	58,834	4,772	54,062
Street lighting	818	1,060	2,500	1,952	548
Weed and tree removal	258	100	584	258	326
Other	1,855	1,803	2,918	3,756	(838)
	<u>5,027</u>	<u>3,614</u>	<u>64,836</u>	<u>10,738</u>	<u>54,098</u>
Other - rounding	3	(1)	-	(2)	2
Capital expenditures:					
Public safety	-	-	-	1,675	(1,675)
Administration	-	-	-	-	-
Public works	16,546	-	-	16,546	(16,546)
	<u>16,546</u>	<u>-</u>	<u>-</u>	<u>18,221</u>	<u>(18,221)</u>
Conservation Trust Fund expenditures	-	-	-	-	-
Total expenditures	<u>138,818</u>	<u>105,291</u>	<u>265,660</u>	<u>244,101</u>	<u>21,559</u>
Major projects:					
Town Hall remodel	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures and major projects	<u>138,818</u>	<u>105,291</u>	<u>265,660</u>	<u>244,101</u>	<u>21,559</u>

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 TWO MONTHS ENDED FEBRUARY 28, 2017 AND 2016

	February 2017	February 2016	Two Months Ended February 28, 2017		
			Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	1,139	1,425	5,000	2,113	2,887
Cruiser insurance	-	1,625	-	-	-
	<u>1,139</u>	<u>3,050</u>	<u>5,000</u>	<u>2,113</u>	<u>2,887</u>
Salaries and benefits:					
Salaries	30,323	28,000	61,538	65,277	(3,739)
Pension plan	3,034	2,675	6,154	6,274	(120)
Health/workman's comp insurance	1,420	3,679	11,834	7,057	4,777
	<u>34,777</u>	<u>34,354</u>	<u>79,526</u>	<u>78,608</u>	<u>918</u>
Municipal court:					
Municipal court - judge	750	750	1,500	1,500	-
Municipal court - legal	2,044	1,194	4,584	4,219	365
Municipal court - other	245	471	1,000	440	560
	<u>3,039</u>	<u>2,415</u>	<u>7,084</u>	<u>6,159</u>	<u>925</u>
Other:					
Uniforms	732	1,636	1,334	2,019	(685)
Education/training	26	-	1,250	622	628
Arapahoe County dispatch fee	-	-	-	-	-
Supplies/miscellaneous	990	3,658	3,270	3,290	(20)
	<u>1,748</u>	<u>5,294</u>	<u>5,854</u>	<u>5,931</u>	<u>(77)</u>
Administration:					
Town administration:					
Salaries - administration	14,170	10,313	28,462	27,734	728
FICA/Medicare - administration	1,459	1,092	2,277	2,856	(579)
Health insurance - administration	1,287	977	5,000	5,205	(205)
Pension - administration	885	516	1,423	1,770	(347)
Telephone/communications	452	1,006	916	852	64
Computer expense	1,289	1,585	834	1,295	(461)
Election expense	-	-	-	-	-
Dues and publications	299	299	1,110	2,820	(1,710)
	<u>19,841</u>	<u>15,788</u>	<u>40,022</u>	<u>42,532</u>	<u>(2,510)</u>
Office supplies and miscellaneous:					
Advertising/notices	-	21	84	-	84
Miscellaneous	15,877	6,427	5,000	24,407	(19,407)
Supplies - administration	350	939	1,334	738	596
	<u>16,227</u>	<u>7,387</u>	<u>6,418</u>	<u>25,145</u>	<u>(18,727)</u>
Legal					
Accounting and audit	2,831	3,231	8,000	5,391	2,609
Inspection	550	550	1,100	1,100	-
Insurance and bonds	8,902	6,361	11,500	9,172	2,328
County Treasurer's collection fees	604	5,663	4,834	604	4,230
Building occupancy costs	914	860	986	988	(2)
	<u>2,297</u>	<u>3,527</u>	<u>6,500</u>	<u>4,683</u>	<u>1,817</u>

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 TWO MONTHS ENDED FEBRUARY 28, 2017 AND 2016

	February 2017	February 2016	Two Months Ended February 28, 2017		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	1,311	100	50,000	1,503	48,497
Snow removal	528	275	6,000	1,999	4,001
Striping	-	-	500	-	500
Signs maintenance	-	89	500	-	500
Vehicle maintenance	257	187	584	1,270	(686)
Other drainage	-	-	1,250	-	1,250
Street cleaning	-	-	-	-	-
	<u>2,096</u>	<u>651</u>	<u>58,834</u>	<u>4,772</u>	<u>54,062</u>
Street lighting	818	1,060	2,500	1,952	548
Ground maintenance	258	100	584	258	326
Other:					
Miscellaneous minor public works	1,341	526	1,000	2,997	(1,997)
Storm water permit process	514	725	834	759	75
Professional fees	-	552	1,084	-	1,084
	<u>1,855</u>	<u>1,803</u>	<u>2,918</u>	<u>3,756</u>	<u>(838)</u>
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	-	-	-
Public safety	-	-	-	1,675	(1,675)
Public works	16,546	-	-	16,546	(16,546)
	<u>16,546</u>	<u>-</u>	<u>-</u>	<u>18,221</u>	<u>(18,221)</u>
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

TOWN OF COLUMBINE VALLEY
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 MARCH 31, 2017

Assets	Totals	
	March 31, 2017	December 31, 2016
Cash and investments	\$ 1,556,367	1,479,506
Other receivables	129,354	128,470
Property taxes receivable	196,467	321,201
Property and equipment, net	1,996,860	1,996,860
	\$ 3,879,048	3,926,037
Liabilities and Equity		
Liabilities:		
Accounts payable	\$ 18,621	46,833
Accrued liabilities	27,123	25,674
Deferred property tax revenue	196,467	321,201
Fund balance:		
Reserved - TABOR emergency	47,917	47,917
Conservation Trust	30,628	29,051
Arapahoe County Open Space	325,081	324,700
Unavailable - Fixed assets net of outstanding long term debt	1,996,860	1,996,860
Unreserved	1,236,351	1,133,801
Total equity	3,636,837	3,532,329
	\$ 3,879,048	3,926,037

TOWN OF COLUMBINE VALLEY
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL GOVERNMENTAL FUND TYPES
 BUDGET AND ACTUAL
 THREE MONTHS ENDED MARCH 31, 2017 AND 2016

Revenue	March Totals		Three Months Ended March 31, 2017		
	2017	2016	Budget	Actual	Variance
Taxes:					
Property taxes	\$ 33,308	37,525	131,473	132,156	683
Specific ownership taxes	2,402	2,072	5,376	6,786	1,410
Sales and use tax	19,794	48,328	123,000	109,684	(13,316)
Utility franchise fees	-	3,576	12,000	9,982	(2,018)
Cable television	-	7,185	7,000	-	(7,000)
Permits and fines:					
Permits, fees and services	25,864	20,100	34,500	62,977	28,477
Fines	8,867	6,171	18,000	19,446	1,446
Intergovernmental:					
Bow Mar IGA	77,054	65,228	77,054	160,793	83,739
State highway user's tax	-	3,567	11,499	7,316	(4,183)
County highway tax revenue	4,582	4,537	-	4,582	4,582
Motor vehicle registration fees	392	492	1,500	1,370	(130)
State cigarette tax apportionment	-	103	201	-	(201)
Conservation Trust Fund entitlement	1,566	1,580	1,500	1,566	66
Arapahoe County Open Space shareback	-	-	-	-	-
Interest income	2	462	2,001	1,132	(869)
Other	11,096	1,087	3,951	12,339	8,388
Total revenue	184,927	202,013	429,055	530,129	101,074
Expenditures					
Current:					
Public safety	69,581	53,114	171,339	162,391	8,948
Sanitation	6,070	5,613	18,750	18,209	541
Administration	75,955	34,413	126,916	165,571	(38,655)
Planning and zoning	12,476	(273)	17,250	33,054	(15,804)
Public works	4,909	4,815	96,354	15,648	80,706
Other - rounding	1	4	-	(2)	2
Capital outlay					
Capital expenditures	11,177	12,750	-	29,398	(29,398)
Conservation Trust Fund expenditures	-	-	-	-	-
Total expenditures	180,169	110,436	430,609	424,269	6,340
Excess of revenue over expenditures	4,758	91,577	(1,554)	105,860	107,414
Major projects	-	20,456	-	-	-
Excess of revenue over (under) expenditures and major projects	4,758	71,121	(1,554)	105,860	107,414
Fund balance - beginning of period	1,635,219	1,475,858	1,347,624	1,534,117	186,493
Fund balance - end of period	\$ 1,639,977	1,546,979	1,346,070	1,639,977	293,907

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
THREE MONTHS ENDED MARCH 31, 2017 AND 2016

	March 2017	March 2016	Three Months Ended March 31, 2017		
			Budget	Actual	Variance
Public safety:					
Automotive expenses	2,758	2,524	9,125	4,871	4,254
Salaries and benefits	58,815	39,899	136,212	137,423	(1,211)
Municipal court	840	2,902	10,626	6,999	3,627
Other	7,168	7,789	15,376	13,098	2,278
	<u>69,581</u>	<u>53,114</u>	<u>171,339</u>	<u>162,391</u>	<u>8,948</u>
Sanitation	6,070	5,613	18,750	18,209	541
Administration:					
Legal	-	4,181	12,000	5,391	6,609
Accounting and audit	3,550	550	1,650	4,650	(3,000)
Inspection	22,558	8,132	17,250	31,730	(14,480)
Town administration	31,715	16,074	68,073	74,247	(6,174)
Insurance and bonds	7,265	840	7,251	7,869	(618)
Office supplies and miscellaneous	2,933	1,671	9,627	28,078	(18,451)
County Treasurer's collection fees	333	375	1,315	1,322	(7)
Rent and building occupancy costs	7,601	2,590	9,750	12,284	(2,534)
	<u>75,955</u>	<u>34,413</u>	<u>126,916</u>	<u>165,571</u>	<u>(38,655)</u>
Planning and zoning					
Planner and Engineering	12,476	(273)	17,250	33,054	(15,804)
Public works:					
Street repairs and maintenance	1,486	4,681	87,351	6,259	81,092
Street lighting	1,671	1,044	3,750	3,623	127
Weed and tree removal	120	275	876	378	498
Other	1,632	(1,185)	4,377	5,388	(1,011)
	<u>4,909</u>	<u>4,815</u>	<u>96,354</u>	<u>15,648</u>	<u>80,706</u>
Other - rounding	1	4	-	(2)	2
Capital expenditures:					
Public safety	11,177	-	-	12,852	(12,852)
Administration	-	12,750	-	-	-
Public works	-	-	-	16,546	(16,546)
	<u>11,177</u>	<u>12,750</u>	<u>-</u>	<u>29,398</u>	<u>(29,398)</u>
Conservation Trust Fund expenditures	-	-	-	-	-
Total expenditures	<u>180,169</u>	<u>110,436</u>	<u>430,609</u>	<u>424,269</u>	<u>6,340</u>
Major projects:					
Town Hall remodel	-	20,456	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>20,456</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures and major projects	<u>180,169</u>	<u>130,892</u>	<u>430,609</u>	<u>424,269</u>	<u>6,340</u>

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 THREE MONTHS ENDED MARCH 31, 2017 AND 2016

	March 2017	March 2016	Three Months Ended March 31, 2017		
			Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	1,133	2,524	7,500	3,246	4,254
Cruiser insurance	1,625	-	1,625	1,625	-
	<u>2,758</u>	<u>2,524</u>	<u>9,125</u>	<u>4,871</u>	<u>4,254</u>
Salaries and benefits:					
Salaries	45,365	30,300	107,692	110,642	(2,950)
Pension plan	4,724	3,054	10,769	10,998	(229)
Health/workman's comp insurance	8,726	6,545	17,751	15,783	1,968
	<u>58,815</u>	<u>39,899</u>	<u>136,212</u>	<u>137,423</u>	<u>(1,211)</u>
Municipal court:					
Municipal court - judge	750	750	2,250	2,250	-
Municipal court - legal	-	1,956	6,876	4,219	2,657
Municipal court - other	90	196	1,500	530	970
	<u>840</u>	<u>2,902</u>	<u>10,626</u>	<u>6,999</u>	<u>3,627</u>
Other:					
Uniforms	207	463	2,001	2,226	(225)
Education/training	-	-	1,875	622	1,253
Arapahoe County dispatch fee	6,595	6,595	6,595	6,595	-
Supplies/miscellaneous	366	731	4,905	3,655	1,250
	<u>7,168</u>	<u>7,789</u>	<u>15,376</u>	<u>13,098</u>	<u>2,278</u>
Administration:					
Town administration:					
Salaries - administration	21,232	10,313	49,808	48,966	842
FICA/Medicare - administration	2,152	1,042	3,985	5,009	(1,024)
Health insurance - administration	4,915	1,955	7,500	10,120	(2,620)
Pension - administration	1,330	516	2,490	3,100	(610)
Telephone/communications	355	503	1,374	1,207	167
Computer expense	1,731	434	1,251	3,025	(1,774)
Election expense	-	-	-	-	-
Dues and publications	-	1,311	1,665	2,820	(1,155)
	<u>31,715</u>	<u>16,074</u>	<u>68,073</u>	<u>74,247</u>	<u>(6,174)</u>
Office supplies and miscellaneous:					
Advertising/notices	-	14	126	-	126
Miscellaneous	2,287	1,593	7,500	26,694	(19,194)
Supplies - administration	646	64	2,001	1,384	617
	<u>2,933</u>	<u>1,671</u>	<u>9,627</u>	<u>28,078</u>	<u>(18,451)</u>
Legal					
Accounting and audit	3,550	550	1,650	4,650	(3,000)
Inspection	22,558	8,132	17,250	31,730	(14,480)
Insurance and bonds	7,265	840	7,251	7,869	(618)
County Treasurer's collection fees	333	375	1,315	1,322	(7)
Building occupancy costs	7,601	2,590	9,750	12,284	(2,534)

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 THREE MONTHS ENDED MARCH 31, 2017 AND 2016

	March 2017	March 2016	Three Months Ended March 31, 2017		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	929	150	75,000	2,433	72,567
Snow removal	240	3,278	8,100	2,239	5,861
Striping	-	62	750	-	750
Signs maintenance	48	75	750	48	702
Vehicle maintenance	269	1,116	876	1,539	(663)
Other drainage	-	-	1,875	-	1,875
Street cleaning	-	-	-	-	-
	1,486	4,681	87,351	6,259	81,092
Street lighting	1,671	1,044	3,750	3,623	127
Ground maintenance	120	275	876	378	498
Other:					
Miscellaneous minor public works	1,272	(2,180)	1,500	4,269	(2,769)
Storm water permit process	360	450	1,251	1,119	132
Professional fees	-	545	1,626	-	1,626
	1,632	(1,185)	4,377	5,388	(1,011)
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	12,750	-	-	-
Public safety	11,177	-	-	12,852	(12,852)
Public works	-	-	-	16,546	(16,546)
	11,177	12,750	-	29,398	(29,398)
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	-	-	-
	-	-	-	-	-



Request for Board of Trustee Action

Date: April 18, 2017

Title: Pave 2017 Update

Presented By: Troy Carmann, Town Engineer

Prepared By: Troy Carmann, Town Engineer

Background: The pre-bid work for the Columbine Valley 2017 pavement program is in progress. Since last month, the quantities and cost estimates have been refined to include recent bid results from 6 contractors. The City of Littleton and Arapahoe County have larger mill and overlay contracts planned for several road segments in the area. The plan is to coordinate with the adjacent municipal paving projects to save on mobilization and unit costs on an otherwise small project. (The Littleton pavement program is expected to bid in late May or June.) An early estimate from a pavement contractor has expired as their costs are only valid for 15 to 30 days.

I will review the recommended scope and estimated costs for the work. And, discuss a time frame for bidding the Town's Pave 2017 project.

Attachments: None

Fiscal Impacts: Budgeted at \$300,000 in the Town's budget for Pave 2017 plus an additional \$183,000 per Trustee direction of February 2017 for a total impact up to \$483,000. Actual impacts pending direction to staff.

Trustee Action: Request for direction for next steps.



Request for Board of Trustee Action

Date: April 18, 2017

Title: Dog Waste Station

Presented By: Myco, Kenzie

Prepared By: Weber, Michaela

Background: As part of the Mayor for the Day event, Kenzie Myco discussed the importance of a dog waste station within the Columbine Valley community. The idea was framed by Kenzie witnessing her father picking up dog waste around their home every morning. Kenzie sat down on March 31 with Mayor Champion and Town staff to discuss the resources and time that would be invested while implementing a dog waste station. After a discussion on the cost, time, and the required staff, Kenzie drafted an appropriate and thorough dog waste station presentation that would help to improve Columbine Valley.

Attachments: None

Fiscal Impacts: A dog waste station is approximately \$200-\$300.

Staff Recommendations: Move to approve the dog waste station.

Recommended Motion(s): "I move to approve the dog waste station as proposed by Mayor for the Day, Kenzie Myco."



Request for Board of Trustee Action

Date: April 18, 2017

Title: Minor Amendment –Setback at 66 Fairway Lane- Burning Tree

Presented By: Phil Sieber, Town Planner

Prepared By: Phil Sieber, Town Planner

Background: The O'Hearn's and Shamrock Homes LLC., Owners of 66 Fairway Lane (formerly owned by Richard and Janet Bornhoffen) wish to construct a third garage bay to the home at 66 Fairway Lane (Burning Tree). This would require an encroachment into the front yard setback. The attached exhibit shows the location of the house, the existing garage front, the requested extension, the front property line and the back of the street pan.)

The HOA and Town requirements are:

- HOA: Front yard setback is 25' minimum.
- Town: The front yard setback in the RPD Zoning District is 25' minimum.

The encroachment does not comply with either the Burning Tree HOA or the Town standards. The applicant has received approval from the Burning Tree Architectural Review Committee but would need approval of the Minor Amendment from the Trustees.

As proposed the additional garage bay would encroach into the front yard setback by 15' and the distance from the structure to the front lot line would be 9'7". This would contrast with the other properties along Fairway Lane, all of which meet the 25' setback requirement. However, there is a distinction. For all the other properties the front property line and the street right of way are identical but there is an open space tract immediately in front of 66 Fairway so that the front property line and the street right of way line are separated, on average, by 10'-30'. Therefore the proposed addition would be a minimum of 25' from the street right of way. The attached exhibits illustrate the location of the proposed addition, the distance to the property line and the distance to the right of way.

The applicant will be present at the meeting.

Attachments: Site diagram
Letter from Burning Tree ARC

Staff Recommendations:

As a rule the staff does not recommend set back encroachments simply to allow an expansion of the structure. In this case there are special circumstances due to the open space tract. In addition, the Burning Tree Architectural Review Committee has approved the request and the immediate neighbors at 64, 68, and 69 Fairway Lane have been notified and signed the attached graphic. Therefore the staff has no objection.

**BURNING TREE DEVELOPMENT
ARCHITECTURAL REVIEW COMMITTEE
COLUMBINE VALLEY, CO 80123
Architecture@burningtreehoa.org**

March 27, 2017

Cheryl O'Hearn
66 Fairway Ln.
Littleton Co. 80123
cheryl@shamrockhomes.us

Cheryl,

The Burning Tree -Architectural Review Committee hereby notifies you that,

Your request to add a 3rd car garage for our review is **APPROVED**.
Based on our review of the Land Survey, measuring the property and discussions with neighbors, the ARC is comfortable with the addition. The approval assumes that a final plan will be submitted to the ARC and that all guidelines and building codes will be followed. A copy of the City's approval would be expected.

We always encourage that you touch base with your neighbors and make them aware of the scope and timing of the project.

Thank you for submitting your plans for our review.

For the betterment of Burning Tree,



Vince Harris, Dennis Beck, & Jim Sweeney

Burning Tree Architectural
Review Committee (BTARC)



Request for Board of Trustee Action

Date: April 18, 2017

Title: Special District Ordinance

Presented By: Trustee Dave Cope

Prepared By: Icenogle Seaver Pogue, PC

Background: Special Districts, also known as Metropolitan Districts, are a form of government authorized under Colorado law. These districts are generally created to fund, construct, maintain and operate public services such as water, sewer, drainage, streets and recreational activities. Special Districts have many of the typical powers and restraints of government which include the ability to tax and to impose fees for services. This type of governmental entity is subject to TABOR and debt approval by voters, elects governing boards of directors, is subject to open meetings and open records requirements and the elected board members are subject to recall. These Special Districts may also issue tax exempt bonded General Obligation bonded indebtedness. The Special Districts, however, do not have the power to pass laws or ordinances or exercise police power. The intent of this ordinance is to impose conditions, restrictions and requirements upon Special Districts which may be formed in the Town of Columbine Valley. This is an ordinance which will be applicable to all potential developments in the Town, not just to Wild Plum.

Attachments: Special District Ordinance

Staff Recommendations: Move to approve on first reading Trustee Bill No. 1, Series of 2017 an ordinance concerning Special Districts in the Town of Columbine Valley

Recommended Motion(s): "I move to approve on first reading Trustee Bill No. 1, Series of 2017 an ordinance concerning Special Districts in the Town of Columbine Valley"

SPECIAL DISTRICT ORDINANCE
TOWN OF COLUMBINE VALLEY

Section1 - Legislative Declaration

1.1 The intent of this Chapter is to impose conditions, restrictions and requirements on Special Districts formed pursuant to Title 32 of the Colorado Revised Statutes, and their organizers, to fund, construct or acquire, and in limited cases to operate public improvements, all in order to preserve the financial integrity of the Town and the health, safety, prosperity, security and general welfare of all of the residents and citizens of the Town. The Town does not intend to create unneeded multiple entities or competing governments or to aid in the proliferation of overlapping governments.

All statutory references contained herein are as those statutes may be amended from time to time and shall be interpreted to mean the then-current version of the cited statute.

1.2 The Town's Board of Trustees, in furtherance of the interests outlined above, declares its intent:

- A. To prevent Districts' indebtedness from adversely affecting the Town's credit worthiness and credit ratings;
- B. To ensure that new infrastructure funding burdens, including new development infrastructure burdens, are reasonably borne by those properties and persons directly benefiting from such infrastructure;
- C. To prevent the shifting of development risk to Districts' residents and taxpayers and, accordingly, to minimize the likelihood of excessive tax and fee burdens;
- D. To prevent the shifting of costs of Districts to the Town or taxpayers of the Town who do not live within the geographical boundaries of a District;
- E. To permit District creation where anticipated to realize property value enhancement; and
- G. To ensure that Districts are created in a manner consistent with the Town's Master Plan, and which will add to the quality of life of citizens of the Town.

1.3 The Town's Board of Trustees further recognizes that the formation of Districts lends itself to the adoption of uniform procedures for the orderly processing of proposals for District organization.

1.4 The Town's Board of Trustees declares its preference that nonresidential uses be in Districts which do not include residential uses, but exceptions to this preference may be considered on a fact-specific basis.

1.5 Districts may be permitted to operate and maintain Public Improvements in instances where the Town's Board of Trustees concludes a particular District's performance of on-going operations and maintenance is in the best interest of the Town and existing and future residents and taxpayers of the District in question.

1.6 In addition to the power, authority, and protection set forth in this Chapter, the Town's Board of Trustees shall have all the power, authority, and protection granted to municipalities by Title 32 of the Colorado Revised Statutes; provided, however, that where any conflicts exist between Title 32 and this Chapter, such inconsistencies are specifically intended and the provisions of this Chapter shall control.

Section 2 – Definitions

Application Fee – shall have that meaning assigned to such term in Section 3(2)(B) of this Chapter.

District(s) - One or more special districts which, once organized, are quasi-municipal corporations and political subdivisions of the state of Colorado proposed, organized, or acting pursuant to the provisions of this Chapter, and the Special District Act, Sections 32-1-101 *et seq.*, C.R.S. Business improvement districts, special improvement districts and general improvement districts are specifically excluded from this definition.

Material Modification(s) shall mean any one of the instances described in Section 32-1-207, C.R.S. and shall in this respect include but in no event be limited to any of the following: (i) changes to the public improvements approved by the Town per section 4.1(G) of this Chapter, (ii) exceeding the financial constraints provided in the Service Plan pursuant to section 4.1(H) of this Chapter (iii) deviating from the financial plan provided in the Service Plan in accordance with section 4.1(I), (iv) taking action in contravention of the Service Plan statements required by section 4.1(L), (v) the District publishing notice as provided in Section 32-1-207(3)(b), C.R.S. without the Town's prior approval of a revised Service Plan, and (vi) exclusions and inclusions of real property.

Petitioner – Any living person(s) or legal entity(ies) proposing a Service Plan for Town approval, or proposing to modify or amend a previously-approved Service Plan.

Public Improvements – Any public improvements or services, including maintenance and operation thereof, allowed or required of a District by its Service Plan, as approved by the Town's Board of Trustees.

Service Plan – A service plan complying with the requirements of Section 32-1-202, C.R.S. and the requirements of this Chapter which has been approved by the Town for a District organized by act of the District Court of the 18th Judicial District of Colorado.

Service Plan Submittal – shall have that meaning assigned to such term in Section 3.2 of this Chapter.

Town – The Town of Columbine Valley

Section 3 -Service Plan Process

Petitioners are encouraged to initiate the Town’s Service Plan process well in advance of election deadlines. The process is as follows:

3.1 Pre-Submittal Meeting(s). Prior to submitting an application for a proposed District with a proposed Service Plan and all required attachments, the Petitioner shall file a written request with the Town clerk for a pre-submittal meeting(s) with the Town staff and such consultants as the Town deems appropriate (collectively the “Town Representatives”) to discuss the procedures and requirements, including this Chapter, for submission of a proposed Service Plan. The Petitioner shall describe the proposed District to the Town’s Representatives. Town Representatives shall explain the administrative process and provide information to assist the Petitioner with the orderly processing of the proposed Service Plan. If determined necessary by the Town’s Representatives, more than one pre-submittal meeting may be held. The Town Representatives have no authority to bind the Town to any term, condition, or procedure.

3.2 Service Plan Submittal Requirements. After the conclusion of the pre-submittal meetings(s), the Petitioner may file with the Town clerk a Service Plan Submittal. The Town will only process Service Plan Submittals containing all the following items:

- A. Application. An application containing, at a minimum, the following information:
 - i. Petitioner’s name, address, phone number, email address and, for a Petitioner which is not a living person, like information for Petitioner’s primary contact.
 - ii. The name of the development or neighborhood to which the District relates.
 - iii. Agreement that if, at any time, the Town’s reasonable costs related to Service Plan review exceed the Application Fee, then the Petitioner will promptly deposit with the Town, as additional processing fees, all amounts the Town deems necessary to reimburse the Town for any and all costs associated with Town review Service Plan processing, including the Town’s internal costs, out-of-pocket costs (such as publication notices), and contracted administrative, legal, financial, and engineering consultants. Failure to make additional deposit(s) upon notification by the Town that such deposit(s) are necessary will cause the Town to suspend further Service Plan processing and, if the additional deposit is

not provided to the Town within twenty (20) business days of the notification, will result in the proposed Service Plan being deemed withdrawn.

- B. Application Fee. A non-refundable application fee of \$10,000. The Application Fee and any additional deposits made pursuant to 3.2.A.iii. in excess of the Town's reasonable costs will be refunded to the Petitioner upon the withdrawal of the application or organization of the District, whichever first occurs.
- C. Proposed Service Plan. Twelve (12) paper copies of the proposed Service Plan, including all exhibits and one (1) electronic/digital copy of the proposed Service Plan in editable format, with all exhibits attached.
- D. Petition to be Filed with District Court. A copy of the petition Petitioner expects to file with the district court upon approval of the Service Plan.

3.3. Administrative Review of Service Plan. The Town Representatives shall have forty-five (45) days from the date the Service Plan Submittal is filed with the clerk to complete an administrative review. This time period may be shortened or extended by the Town's Board of Trustees, with notice to the Petitioner. Once the review is complete, an analysis of the proposed Service Plan shall be prepared by the Town Representatives in the form of a written report to the Town's Board of Trustees. The report shall set forth recommendations of the Town Representatives for approval, disapproval or conditional approval of the proposed Service Plan and the reasons therefor. As part of the administrative review by the Town, the Town will employ an independent financial advisor to advise on the proposed Service Plan's financial constraints.

3.4 Public Hearing - Notices. The Town clerk shall schedule a public hearing before the Town's Board of Trustees upon receipt of the administrative review report described in section 3.3 of this Chapter.

- A. Notice of the hearing shall be published by the Town in an issue of the newspaper selected by the Town as its official newspaper of publication, which notice shall be at least twenty (20) days but not more than thirty (45) days prior to the scheduled hearing date.
- B. Notice of the hearing shall also be mailed by the Petitioner, by first class mail, on the date such notice is to be published, to:
 - 1. The owners of record of all real property within the district as such owners of record are listed in the proposed Service Plan (unless the Petitioner comprises 100% of the owners of all real property within the proposed District).
 - 2. The state of Colorado division of local government.

3. The governing body of any municipality or district which has levied an ad valorem tax within the next preceding tax year, and which has boundaries within a radius of three (3) miles of the proposed district's boundaries.

The contents of the mailed notice shall be as follows:

1. The date, time, location and purpose of the hearing.
 2. A general description, including a map, of the land contained within the boundaries of the proposed district.
 3. Information outlining methods and procedures for the filing of a petition for exclusion.
 4. A description of the type of district to be organized.
 5. The maximum property tax levy proposed to be imposed by the district and the maximum period of time for which such levy is proposed to be collected.
 6. The place at which the proposed Service Plan may be examined.
- C. Notice of the time, place, date and purpose of the public hearing shall be conspicuously posted on the real property to be located within the District's boundaries in accordance with the posting requirements contained in the Town's Land Use Regulations.

3.5 Conduct of Public Hearing.

- A. The hearing held by the Town's Board of Trustees pursuant to the notice provided in section 3.4 of this Chapter shall be open to the public, and a record of summary minutes shall be made by the Town clerk. Any testimony or evidence which, in the discretion of the Town's Board of Trustees, is relevant or material to the organization of the district shall be considered.
- B. The Town's Board of Trustees may postpone or continue the hearing until a later time or date or relocate the hearing by announcing such postponement, continuance or relocation of the hearing or by posting notice at the originally scheduled time and place of the hearing and at Town Hall, and no further publication shall be necessary.
- C. Upon its review of the report presented by the Town Representatives, the proposed Service Plan, and any evidence presented at the public hearing, the Town's Board of Trustees shall have the authority to:

1. Approve without condition or modification the proposed Service Plan, or
2. Disapprove the proposed Service Plan, or
3. Conditionally approve the proposed Service Plan subject to the submission of additional information relating to, or the modification of, the proposed Service Plan or by agreement with the petitioner of the proposed Service Plan.

3.6 Service Plan Approval Criteria and Related Matters.

- A. The Town's Board of Trustees *shall disapprove* the proposed Service Plan unless evidence satisfactory to the Town's Board of Trustees of each of the following is presented:
1. There is sufficient existing and projected need for organized service in the area to be serviced by the proposed district.
 2. The existing service in the area to be served by the proposed district is inadequate for present and projected needs.
 3. The proposed district is capable of providing economical and sufficient service to the area within its proposed boundaries.
 4. The area to be included in the proposed district has, or will have, the financial ability to discharge the proposed indebtedness on a reasonable basis.
- B. The Town's Board of Trustees *may disapprove* the proposed Service Plan unless evidence satisfactory to the Town's Board of Trustees of each of the following is presented:
1. The Service Plan and all infrastructure and operations contemplated therein are in full compliance with the Town Master Plan.
 2. The creation of the District will be in the best interests of the area proposed to be served.
- C. The Town's Board of Trustees may conditionally approve the proposed Service Plan upon satisfactory evidence that it does not comply with one or more criteria enumerated in this section. In this event, final Service Plan approval shall be contingent upon modification of the proposed Service Plan to include such changes or additional information as shall be specifically stated in the findings of the Town's Board of Trustees. Final approval of a proposed Service Plan may be withheld by Town's Board of Trustees until such changes of information are made to the proposed Service Plan.

- D. The Town's Board of Trustees may exclude territory from a proposed district prior to approval of the proposed Service Plan. The petitioner shall have the burden of proving that the exclusion of such property is not in the best interests of the proposed District. Any person owning property in the proposed District who requests his or her property be excluded from such district prior to the approval of the proposed Service Plan shall file such request with the town clerk not later than ten (10) days prior to the public hearing held pursuant to section 3.5 of this Chapter. However, the Town's Board of Trustees shall not be limited in its action with respect to exclusion of territory based upon such request. Any request for exclusion shall be acted upon before final action of the Town's Board of Trustees.
- E. The findings of the Town's Board of Trustees shall be based solely upon the proposed Service Plan, the report presented by the Town Representatives, and any evidence presented at the public hearing by the Petitioners, Town officials, and interested parties, including the public.
- F. Waiver of or variance from the provisions of this Chapter regarding a proposed Service Plan and the processing thereof shall be in the discretion of the Town's Board of Trustees, without amendment of this Chapter, in furtherance of the interests of the Town. Any waiver or variance in connection with a proposed Service Plan shall not be deemed as an amendment of this Chapter unless the Town's Board of Trustees adopts an ordinance expressly amending this Chapter.

3.7 Resolution/timing of Approval. If the proposed Service Plan is approved, a resolution of approval shall be adopted. If the proposed Service Plan is disapproved, a resolution of disapproval shall be adopted. The resolution shall include the findings and reasons for such approval or disapproval.

Section 4 – Service Plan Contents

- 4.1 The proposed Service Plan shall include each of the following:
 - A. All information required by Section 32-1-202(2), C.R.S. as may be further supplemented by the Town's requirements in this Section 4.1. None of the requirements set forth in this Section 4.1 shall be construed to waive or diminish the requirements set forth in Title 32 and shall be considered additional requirements;
 - B. Proof of ownership of all properties within the proposed District;
 - C. A description of the proposed services (Section 32-1-202(a), C.R.S.), enumerating and describing all powers requested and describing with specificity the need for such powers;

- D. A vicinity map of the proposed District boundaries clearly showing District boundaries, section lines, existing and proposed roads within the District, surrounding roads, jurisdictional boundaries and other special districts in the area;
- E. A larger scale map of the District showing, by class of infrastructure (e.g. water lines, landscaping etc.) the various proposed infrastructure improvements;
- F. A description of any arrangement or proposed agreement with any political subdivision for the performance of any services or provision of infrastructure between the District and such other political subdivision and the form of contract therefor;
- G. Engineering:
 - 1. A specific description of the facilities to be constructed, including local and regional infrastructure improvements, together with the standards of such construction, including a statement as to how the facility and service standards of the proposed District are compatible with the facility and service standards of the Town and other service providers;
 - 2. A detailed and itemized list of the total costs of proposed improvements and general costing assumptions;
 - 3. All facilities to be constructed or acquired by the District shall be subject to public bidding requirements of Title 32, Colorado Revised Statutes.
- H. Financial Constraints: The Service Plan shall contain statements directly reflecting the following financial parameters:
 - 1. The District's debt service mill levy authorization shall not exceed 45 mills (the "Maximum Debt Service Mill Levy") and shall be subject to the following additional restrictions:
 - a. the Maximum Debt Service Mill Levy shall cease when debt issued by the District is no longer outstanding;
 - b. the Maximum Debt Service Mill Levy shall not be imposed for more than forty 40 years after the year of initial imposition, except in the case of refinancing or refunding existing debt at lower rates when (i) the District's board of directors comprises entirely residents living within the District and (ii) the residential board has voted in favor of refinancing or refunding already-outstanding debt which refinancing or refunding extends the term of the already outstanding debt.

2. A statement that the District shall not issue any debt in any amount which exceeds the "Maximum Debt Limit," which shall be the maximum dollar amount of debt which the District may issue, including reimbursement of advances for District organization, operation, and capital expenditures;
3. The District's operational mill levy authorization shall not exceed 10 mills (the "Maximum Operations Mill Levy");
4. The District's combined Maximum Debt Service Mill Levy and Maximum Operational Mill Levy shall not, combined, exceed 55 mills, with allowance for adjustments in future years to reflect changes in the residential assessment ratio (the "Maximum District Mill Levy");
5. The maximum interest rate on any debt of any type issued by the District shall not exceed twelve percent (12%) (the "Maximum Interest Rate");
6. The maximum underwriting discount shall not exceed two percent (2%) (the Maximum Underwriting Discount");
7. In connection with the issuance of any privately placed debt, the District shall obtain the truthful certification of an external financial advisor, which shall be a person or entity engaged in financial advice to special districts or other political subdivisions of the State of Colorado and knowledgeable as to current relevant interest rates and who is not otherwise engaged by the District, substantially as follows:

We are [I am] an External Financial Advisor within the meaning of the District's Service Plan.

We [I] certify that (1) the net effective interest rate (calculated as defined in Section 32-1-103(12), C.R.S.) to be borne by the District for the [insert the designation of the Debt] does not exceed a reasonable current [tax-exempt] [taxable] interest rate, using criteria deemed appropriate by us [me] and based upon our [my] analysis of comparable high yield securities; and (2) the structure of [insert the designation of the Debt], including maturities and early redemption provisions, is reasonable considering the financial circumstances of the District.

8. A statement that the District will not impose rates, fees, charges or exactions and will collect revenue only from the Maximum District Mill Levy.

I. Financial Plan. The District's financial plan shall, at a minimum, contain the following:

1. The total amount of debt planned to be issued over the life of the District;

2. All proposed sources of revenue and projected District expenses, as well as the assumptions upon which they are based, for not less than the entire term of the bond issue;
 3. The dollar amount of any anticipated financing, including capitalized interest, costs of issuance, estimated maximum rates and discounts, and any expenses related to the organization and initial operation of the District;
 4. A detailed repayment plan or payment schedule covering the life of any financing, including the frequency and amounts expected to be collected from all sources;
 5. The amount of any reserve fund and the expected level of annual debt service coverage which will be maintained for any financing;
 6. The provisions regarding any credit enhancement, if any, for the proposed financing, including, but not limited to, letters of credit and insurance.
- J. Official written consent from any existing special districts providing the same services as those contemplated for the proposed District with boundaries which overlap the boundaries of the proposed District, as contemplated by Section 32-1-107(3)(b)(iv), C.R.S.;
- K. Written explanation as to why the proposed District's planned improvements or facilities to be financed, established or operated by the proposed District do not duplicate or interfere with any other improvements or facilities already constructed or planned to be constructed within the overlapping area, as contemplated by Section 32-1-1107(3)(b)(iii), C.R.S.;
- L. Statements that the District shall not:
1. Condemn property inside or outside the District boundaries without first processing a material modification of the Service Plan in accordance with Section 32-1-207(2)(a), C.R.S.;
 2. Condemn property, easements or right-of-way owned by or entrusted to or maintained by the Town, including but not limited to the Town's public streets;
 3. Include or exclude any property without first processing a material modification of the Service Plan in accordance with Section 32-1-207(2)(a), C.R.S.

- M. A statement that all activities by the proposed District, and all development and infrastructure within the proposed District, will be subject to all of the Town's zoning, subdivision, building code and land use requirements and all other requirements contained within the Town's Municipal Code;
- N. Agreement that the District shall assure that Petitioner and any developers of or builders on the property located within the District will provide written notice, via certified mail, return receipt requested, to all persons who purchase or contract to purchase property in the District from the Petitioner or any developer or builder, which notice discloses the maximum mill levy, as well as a description of the District's authority to impose and collect rates, fees, charges or exactions. The form of notice shall be filed with the Town clerk prior to the issuance of debt by the District. All promotional, marketing, and sales information shall display the notice, equal in size and font to all other pertinent information as to debt, taxes, rates, fees, and exactions, and this information shall further be recorded in the real estate records of the county with the order of the court creating the District;
- O. In the case of a new subdivision, a form of agreement with the homeowners' association created in connection with the subdivision, delineating any responsibilities and rights of one to the other.

Section 5 – Intergovernmental Agreement with Town.

The District shall not levy any taxes, impose any rates, fees, tools or charges, or issue any debt until it enters into an intergovernmental agreement with the Town regarding the enforcement of this Chapter and the District's Service Plan. The intergovernmental agreement shall be in form and substance satisfactory to the Town's Board of Trustees

Section 6 – Rules and Regulations

6.1 The Town clerk other designee of the Town's Board of Trustees may develop rules and regulations which, after publication on the Town's website, may be useful to the application of this Chapter.

Section 7 – Compliance, Modification and Enforcement.

7.1 Upon final approval by the district court of the organization of the District, the petitioner shall file written notice thereof with the Town clerk.

7.2 After the creation of a District, Material Modifications to the approved Service Plan may be made by the board of directors of the District only by application to and approval by the Town's Board of Trustees. Consideration of such an application shall be in substantially the same manner as provided for the approval Service Plan. The application fee for a modification shall be [\$1,000 plus reimbursement of the costs of the Town (as defined in 3.2.A.iii. of this Chapter) in processing the application

7.3 Any material departures from the approved Service Plan, unless such has been modified with the approval of the Town's Board of Trustees, shall be a violation of this section. Such unauthorized material modifications may be enjoined by the district court upon application by the Town. Specifically, attempted use of Section 32-1-207(3)(b), C.R.S. shall not relieve the District from following the Section 7 to process Material Modifications.

7.4 Any action of the District that violates any of the requirements of this Chapter shall be deemed to constitute a material modification to the approved Service Plan and the Town shall be entitled to all remedies available under state and local law to enjoin such action of the District.

7.5 If any provision of this Chapter or any provision of any rule or regulation lawfully promulgated hereunder or any application of this Chapter or rule or regulation promulgated hereunder to any person or circumstance is held invalid or inoperative, such invalidity or inoperativeness shall not affect other provisions or applications of this Chapter or rules or regulations. The Town's Board of Trustees hereby declares that the provisions of this Chapter and all rules and regulations promulgated hereunder are severable. In the event that any part of this Chapter is found to be unenforceable for any reason, then the conflicting provision shall be severable from the remainder of the Chapter which shall remain in full force and effect.

MEMORANDUM

To: Mayor Champion and Columbine Valley Board of Trustees

From: Trustee Gale Christy

Subject: South Platte River and Chatfield Dam

Date: April, 2017

As you well know, my time on the Columbine Valley Planning & Zoning Commission and the Board of Trustees included several projects and/or issues of a regional nature. One project was an on-going endeavor involving the South Platte River. In 2006 Arapahoe County created a committee known as the South Platte Working Group and I have represented CV on that group since its formation.

Attached is a one-page summary of the success of that south metro area working group (SPWG) which I hope will be of interest to you and the Board of Trustees. This summary provides the list of local, state and national jurisdictions that participated in the SPWG over the past 10 years. In addition, the summary broadly describes the accomplishments of our group in phase I (2006-2012) and phase II (2013 to present). You will notice that the SPWG, working together, has secured over \$50 million to conserve and enhance the South Platte River and properties along the river corridor. These funds came from a variety of sources, including Englewood, Littleton, Sheridan and Arapahoe County.

Also attached is a descriptive document entitled "Benefits of the Chatfield Environmental Pool" which describes a major project involving additional water storage in Chatfield Dam. I have briefly mentioned this project in past meetings and it has been discussed in the Denver Post and Littleton Independent as well. I have selected portions of the report which I think will be of interest to you and the Board (leaving out detailed references to an engineering and water rights discussion.)

Basically, the proposed Environmental Pool consists of 2,100 acre feet of water --which is part of the total 20,600 acre feet being added to the Chatfield Reservoir, most of which will provide additional water supply for several water providers in the Denver area. The 2100 acre feet pool is designated for the continuing health of the river, addressing water quality, improved recreation, continuous flow in the river, and other significant benefits (see attached). Of the 2100 acre feet, 500 feet is considered to be of benefit to and the responsibility of the metro area. Therefore, the Greenway Foundation, a non-profit corporation created years ago to

support the Platte River and adjacent environs, has assumed responsibility for raising funds to pay for that portion of the 2100 acre feet. It has been calculated that the additional water storage will cause the height of water in the reservoir to be raised by 12 feet. Funds are needed to pay for the mitigation costs for the replacement of environmental and recreational amenities (i.e. sand beaches, boat docks, trails, and picnic grounds and shelters/restrooms) within the Chatfield Reservoir and Chatfield State Park which will be impacted by the 12 acre feet when the reallocation pool becomes a reality.

Denver Water has challenged the Greenway Foundation to raise sufficient funds to pay the cost for 250 acre feet of the overall 500 acre feet. Denver has said if the Greenway Foundation can raise money for 250 feet, Denver will pay for the remaining 250 acre feet. By-the-way, one acre foot has a cost of \$7,500. As of mid-February, the Greenway Foundation has commitments for 137 acre feet or \$1,027,500. They are now requesting commitments from Adams County, Weld County, Trout Unlimited, The Gates Foundation, and the South Platte Working Group (including, of course, Arapahoe County). It is suggested that SPWG commits to 50 acre feet or \$375,000.

My recommendation is that Columbine Valley should contribute one acre foot, \$7,500 to the Environmental Pool project. I believe the fact that the Platte River is adjacent to a significant portion of our town is justification for such a commitment. The attached report mentions that Arapahoe County Open Space Funds can be used for this project, so I'm assuming we could use Columbine Valley's open space funds for this purpose.

Respectfully,

Gale Christy

South Platte Working Group Summary (2006-Present)

I. South Platte Working Group Members

The following is a list of members that regularly participate in the South Platte Working Group: Arapahoe County, Arapahoe County Open Space and Trails Advisory Board, City of Littleton, City of Englewood, City of Sheridan, Town of Columbine Valley, South Metro Land Conservancy, South Suburban Parks and Recreation District, South Suburban Park Foundation, Trust for Public Land, Colorado Water Conservation Board, Trout Unlimited, Urban Drainage and Flood Control District, and US Army Corp of Engineers.

II. South Platte Working Group Accomplishments & Investments

Since 2006, the South Platte Working Group (SPWG) has secured over \$50 million to conserve and enhance property along the South Platte River corridor in Arapahoe County. The SPWG has completed, or is in the process of completing, over 20 large-scale projects. Most notably, the SPWG received two significant grants from Great Outdoors Colorado: a 2007 Legacy Grant and a 2016 Connect Grant. The following is a more detailed list of accomplishments.

1. SPI (2006-2012)

Convened by Arapahoe County in 2006 with a \$3 million pledge from the Open Space Sales and Use Tax, the South Platte Working Group secured more than \$25 million in funding, including a \$5.25 million Legacy Grant from Great Outdoors Colorado. The SPWG acquired 50 acres of open space, built six new bike/pedestrian bridges, added six trailheads and 3.2 miles of new trail during this time.

2. SPII (2013-present)

In 2013, the working group completed the South Platte Vision Charette with Stream Design group to prioritize and program funding along the South Platte River. From the Vision Charette, the SPWG programmed a total of \$25 million (\$8 million came from Arapahoe County working group funding) to complete the following projects:

- South Platte Park Enhancements in Littleton (\$5 million)
 - This was primarily a river restoration effort
- River Run Park + East Bank Trail in Sheridan and Englewood (\$14.7 million)
 - Constructed a new trailhead, two new in-river features (more are programmed for 2017/18), and are in the process of construction a mile of new trail between Creekside Experience and River Run. Two new underpasses are being built, as well as three new rest stops on the trail.
- Reynolds Landing in Littleton (\$3.5 million)
 - Revitalized the trailhead and created new soft surface trails
- Riverside Downs in Littleton (\$1.14 million)
 - Reoriented the commercial area near Belleview and Santa Fe towards the river

Since 2013, an additional \$3+ million has been spent to make improvements to Hudson Gardens, Lee Gulch, and Creekside Experience in Littleton and the Bear Creek Trail in Sheridan. The SPWG is also in the process of implementing consistent signage along the entire Arapahoe County stretch of the South Platte River.

III. South Platte Working Group Accolades

The group has received several awards since its inception, including:

1. 2011 Stewardship Award from Cherry Creek Stewardship Partners
2. 2010 Blue Grama Award for Outstanding Achievement from the Colorado Open Space Alliance
3. 2008 Metro Vision Gold Award for Collaboration from the Denver Regional Council of Governments
4. 2008 Progress Takes Flight Award from the Arapahoe County Board of County Commissioners



Benefits of the Chatfield Reservoir Environmental Pool

Water quality: Higher instream flows result in lower levels of pollutants. It is logical to assume that increasing the stream flow in the South Platte during low flows would be beneficial for water quality.

Improved recreation: Strategic releases from Chatfield Reservoir Environmental Pool would improve recreational opportunities for a broad range of river users including but not limited to whitewater sports enthusiasts, anglers, birders, cyclists, walkers, and families on river outings.

Healthy lifestyles: Releases from the Environmental Pool that are timed for the benefit of river health support healthy lifestyles and outdoor activity. By maintaining the health of the South Platte River corridor through strategically timed releases, the 2,100 AF Environmental Pool (EP) within Chatfield Reservoir contributes to conditions that create the availability of outdoor activities such as fishing, boating and outdoor / nature play and environmental education experiences.

General environmental benefits:

There are numerous alternatives regarding the release of the EP for environmental benefits. Each increment of additional storage greater than 1,500 AF provides additional opportunity to release water in more than one season and at more than one release rate. The higher storage volumes (i.e. greater than 1,500 AF) provide more opportunity for environmental flows than the lowest low volumes. Those higher storage volumes also provide more flexibility in providing seasonally appropriate flow regimes. (Bill Miller, Miller Ecological Consultants, May 19, 2016 memo.)

Improved river health: Additional flows in low flow periods are linked to maintaining a healthy river ecosystem, and therefore linked to water security. Examples include recharging wetlands, building and maintaining riparian vegetation, building and maintaining aquatic habitat, reducing algal infestations, and a host of other benefits.

Improved regional economy: The economy of the communities along the South Platte River is directly linked to the health of the river and the ecosystem functions it performs. Improving water quality and maintaining the ecosystem services linked to water quality and the riparian and aquatic ecosystems of the river mean that communities won't have to spend as much to provide safe water supplies to water utilities, industry, and irrigators. Communities around Colorado are finding that healthy rivers are intricately linked to healthy economies, supporting vital downtowns and property values.



Request for Board of Trustee Action

Date: April 18, 2017

Title: Resolution #2, Series 2017: Fees paid to professionals

Presented By: Trustee Dave Cope

Prepared By: Lee Schiller, Town Attorney

Background: Per the direction provided to staff at the 2017 Board Retreat to increase the fees paid to the Town Attorney and Town Treasurer for services to the Town.

Attachments: Resolution #2, Series 2017: Fees paid to professionals

Fiscal Impacts: Increase to budgeted line items as outlined in resolution.

Suggested Motion: Request for direction for next steps.

RESOLUTION NO. 2
SERIES OF 2017

A RESOLUTION CONCERNING FEES PAID TO PROFESSIONALS ENGAGED BY THE
TOWN OF COLUMBINE VALLEY

WHEREAS, the Town engages a Town Attorney and Town Accountant to provide legal and accounting services on a regular and ongoing basis; and

WHEREAS, the Town engages a Municipal Court Judge to preside over the Municipal Court of the Town of Columbine Valley; and

WHEREAS, the Board of Trustees has had an opportunity to review the fees paid to the Town Attorney, Town Accountant and Municipal Court Judge; and

WHEREAS, the Municipal Court Judge is paid \$750 per session of municipal court; and

WHEREAS, the Town Attorney has been paid \$125 per hour and the Town Accountant has been paid \$550 per month; and

WHEREAS, the Board of Trustees deems it in the best interests of the Town to increase the amount it pays to the Town Attorney and Town Accountant, but not increase the amount it pays to the Municipal Court Judge;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Columbine Valley, Colorado:

Section 1. Effective as of March 1, 2017, the Town Attorney shall be paid at the rate of \$150 per hour and the Town Accountant shall be paid at the rate of \$750 per month for the services they provide to the Town. The amount paid to the Municipal Court Judge of \$750 per session shall not be increased.

Section 2. Should any one or more sections or provisions of this Resolution be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, the intention being that the various sections and provisions are severable.

Section 3. Any and all Resolutions or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided however, that the repeal of any such Resolution or part thereof shall not revive any other section or part of any Resolution heretofore repealed or superseded.

Resolution No 2
Series of 2017

PASSED, ADOPTED AND APPROVED by a vote of _____ for and _____ against
this _____ day of April, 2017.

JD McCrumb, Clerk

Richard Champion, Mayor