

**TOWN OF COLUMBINE VALLEY**  
**BOARD OF TRUSTEES MEETING**  
June 20, 2017

**A G E N D A**

- |                                                                                                                                    |                                            |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 1. ROLL CALL                                                                                                                       | 6:30PM                                     |
| 2. PLEDGE OF ALLEGIANCE                                                                                                            |                                            |
| 3. APPROVAL OF MINUTES<br>May 16, 2017<br>June 9, 2017                                                                             | Mayor Champion                             |
| 4. CITIZENS CONCERNS<br>Columbine Country Club<br>HOA Presidents/Representatives<br>Public Comments                                | Mayor Champion                             |
| 5. MAYOR'S COMMENTS                                                                                                                | Mayor Champion                             |
| 6. TRUSTEE COMMENTS:<br>Mayor Pro Tem Cope<br>Trustee Boyle<br>Trustee Christy<br>Trustee Dotson<br>Trustee Menk<br>Trustee Palmer |                                            |
| 7. TOWN ADMINISTRATORS REPORT                                                                                                      | Mr. McCrumb                                |
| 8. POLICE DEPARTMENT REPORT                                                                                                        | Chief Cottrell                             |
| 9. TOWN TREASURERS REPORT                                                                                                          | Mr. Tempas                                 |
| 10. OLD BUSINESS<br>Mohler Property                                                                                                | Mr. McCrumb                                |
| 11. NEW BUSINESS<br>Trustee Bill #2, Series 2017<br>Cell Phone Stipend<br>Set Public Hearing for Tuck Public Hearing               | Mr. Schiller<br>Mr. McCrumb<br>Mr. McCrumb |
| 12. ADJOURNMENT                                                                                                                    |                                            |

**TOWN OF COLUMBINE VALLEY**

**BOARD OF TRUSTEES**

Minutes

May 16, 2017

**PUBLIC HEARING: Trustee Bill #1, Series 2017 Metro Districts**

Mayor Champion opened the Public Hearing at 6:00 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, Kathy Boyle, Bill Dotson, and Bruce Menk

Mr. Schiller introduced Trustee Bill #1, Series 2017 an ordinance regarding metro districts in Columbine Valley. Ms. Tamara Seaver presented the ordinance to the Trustees. The Trustees asked clarifying questions.

Mara Marks, 8 Driver Lane, commented that all her questions were addressed in the presentation.

Ginny Rogliano, 15 Driver Lane asked what advantages there were for the Town. Ms. Seaver commented that metro districts were a common tool in Colorado to fund infrastructure and extends responsibility beyond the Town.

There was no additional public comment.

**ADJOURNMENT:** The public hearing was closed at 6:17 p.m.

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, Kathy Boyle, Gale Christy, Bill Dotson, and Bruce Menk

Absent: Roy Palmer

Also present: J.D. McCrumb, Lee Schiller, Jeff Tempas, Bret Cottrell, Dana Struthers, Stephanie Thelen, and Michaela Weber

**MINUTES:** The minutes of the April 18, 2017 meeting were approved.

**CITIZEN CONCERNS:** There was no public comment offered.

**MAYOR'S COMMENTS:** Mayor Champion recognized and thanked Michaela Weber for her service to the Town through the CCCMA Fellowship program and presented her with a small gift from the Trustees.

**TRUSTEE COMMENTS:** Trustee Dotson inquired as to a Pavement 2017 update. Staff informed the Trustees there was no update in May but a recommendation would be presented in June.

**TOWN ADMINISTRATOR'S REPORT:** Mr. McCrumb presented the attached report. Mr. McCrumb also informed the Trustees that the Lilienthal property was under contract and that Town staff was reviewing weed management throughout Town.

**POLICE CHIEF'S REPORT:** Chief Cottrell presented the attached report. The Chief also informed the Trustees of a recent garage theft on Club Lane (suspect caught) and that the CVPD would not be contracted by BMOA this summer for beach security.

**TOWN TREASURER'S REPORT:** Mr. Tempas reported on the attached April financials. He identified and explained several large variances.

**OLD BUSINESS:**

**Trustee Bill #1, Series 2017 Metro Districts (2<sup>nd</sup> Reading):** The Trustees asked clarifying questions of Ms. Seaver and Mr. Schiller.

**ACTION: upon a motion by Trustee Cope and a second by Trustee Dotson, the Board of Trustees unanimously approved the 2016 audit.**

**NEW BUSINESS:**

**2016 Town Audit:** Mr. Tempas and Mr. John-Paul LeChevallier presented the 2016 Financial Audit of the Town. Notes of interest include required changes in pension accounting and the ongoing management comment noting the importance of strict oversight by the Treasurer because of minimal checks and balances due to limited administrative personnel. The auditors have given the Town a clean financial audit. They found no misappropriation, mismanagement or fraud in the handling of any funds by staff or management of the Town. They will file the audit with the Department of Local Affairs with the State of Colorado.

**ACTION: upon a motion by Trustee Cope and a second by Trustee Dotson, the Board of Trustees unanimously approved Trustee Bill #1, Series 2017 Metro Districts on 2<sup>nd</sup> Reading.**

**Resolution #3, Series 2017 Banking Signatures:** Mr. Tempas alerted the Trustees it was time to update signing privileges with the Town's banking institution. The Trustees discussed the appropriate number of signers.

**ACTION: upon a motion by Trustee Menk and a second by Trustee Boyle, the Board of Trustees unanimously approved Resolution #3, Series 2017 with signers identified as the Mayor, Mayor Pro Tem, Trustee Christy, Town Treasurer, and Town Administrator.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:28 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 OF COLUMBINE VALLEY**  
**BOARD OF TRUSTEES – SPECIAL MEETING**  
Minutes  
June 9, 2017

Mayor Champion called the Special Meeting of the Trustees to order at 11:00 a.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, Kathy Boyle, Gale Christy, and Bruce Menk

Absent: Bill Dotson and Roy Palmer

Also present: J.D. McCrumb, Lee Schiller, and Jeff Tempas

**NEW BUSINESS:**

**Resolution #4, Series 2017 Annexation Petition:** Mr. Schiller presented the Resolution stating that the submitted Annexation Petition regarding a portion of the property commonly known as Wild Plum Farm was found to be valid and recommended the Trustees set the issue for Public Hearing. Attorneys for the applicant Tom Ragonetti and Allison Altaras were available for questions.

**ACTION: upon a motion by Trustee Christy and a second by Trustee Cope, the Board of Trustees unanimously approved Resolution #4, Series 2017 and set a Public Hearing for Tuesday, July 18, 2017 at 6:00 p.m. to be held at the Inn at Hudson Gardens.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 11:28 a.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

*June 2017*

***\*\* The TA Report will be available on Monday, June 19, 2017 \*\****



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

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

Assets	Totals	
	May 31, 2017	December 31, 2016
Cash and investments	\$ 1,662,144	1,474,091
Other receivables	175,606	133,586
Property taxes receivable	135,552	328,683
Property and equipment, net	2,380,367	2,380,366
	\$ 4,353,669	4,316,726
Liabilities and Equity		
Liabilities:		
Accounts payable	\$ 13,303	57,756
Accrued liabilities	35,179	33,307
Deferred property tax revenue	135,552	328,683
Fund balance:		
Reserved - TABOR emergency	56,657	56,657
Conservation Trust	24,642	23,051
Arapahoe County Open Space	358,805	324,700
Unavailable - Fixed assets net of outstanding long term debt	2,380,367	2,380,366
Unreserved	1,349,164	1,112,206
Total equity	4,169,635	3,896,980
	\$ 4,353,669	4,316,726

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

Revenue	May Totals		Five Months Ended May 31, 2017		
	2017	2016	Budget	Actual	Variance
<b>Taxes:</b>					
Property taxes	\$ 60,945	98,058	213,644	193,101	(20,543)
Specific ownership taxes	3,314	3,481	8,960	10,100	1,140
Sales and use tax	74,009	86,813	205,000	280,181	75,181
Utility franchise fees	9,884	3,252	20,000	19,867	(133)
Cable television	-	-	7,000	7,699	699
<b>Permits and fines:</b>					
Permits, fees and services	46,386	67,923	57,500	171,159	113,659
Fines	(770)	1,862	30,000	25,196	(4,804)
<b>Intergovernmental:</b>					
Bow Mar IGA	-	-	154,108	154,108	-
State highway user's tax	6,893	6,396	19,165	17,784	(1,381)
County highway tax revenue	-	-	4,200	4,582	382
Motor vehicle registration fees	464	883	2,500	1,834	(666)
State cigarette tax apportionment	-	80	335	-	(335)
Conservation Trust Fund entitlement	-	-	1,500	1,566	66
Arapahoe County Open Space shareback	33,238	31,798	30,000	33,238	3,238
Interest income	2,630	84	3,335	4,398	1,063
Other	1,958	1,100	6,585	19,776	13,191
<b>Total revenue</b>	<b>238,951</b>	<b>301,730</b>	<b>763,832</b>	<b>944,589</b>	<b>180,757</b>
<b>Expenditures</b>					
<b>Current:</b>					
Public safety	45,706	41,279	268,804	252,227	16,577
Sanitation	6,291	5,613	31,250	31,052	198
Administration	49,982	48,201	222,510	283,679	(61,169)
Planning and zoning	1,424	11,740	28,750	17,985	10,765
Public works	20,014	17,113	160,190	41,284	118,906
Other - rounding	2	(1)	-	-	-
<b>Capital outlay</b>					
Capital expenditures	4,701	915	53,000	45,708	7,292
Conservation Trust Fund expenditures	-	-	3,000	-	3,000
<b>Total expenditures</b>	<b>128,120</b>	<b>124,860</b>	<b>767,504</b>	<b>671,935</b>	<b>95,569</b>
<b>Excess of revenue over expenditures</b>	<b>110,831</b>	<b>176,870</b>	<b>(3,672)</b>	<b>272,654</b>	<b>276,326</b>
Major projects	-	35,261	-	-	-
<b>Excess of revenue over (under) expenditures and major projects</b>	<b>110,831</b>	<b>141,609</b>	<b>(3,672)</b>	<b>272,654</b>	<b>276,326</b>
<b>Fund balance - beginning of period</b>	<b>1,678,437</b>	<b>1,447,030</b>	<b>1,347,624</b>	<b>1,516,614</b>	<b>168,990</b>
<b>Fund balance - end of period</b>	<b>\$ 1,789,268</b>	<b>1,588,639</b>	<b>1,343,952</b>	<b>1,789,268</b>	<b>445,316</b>



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

	May 2017	May 2016	Budget	Five Months Ended May 31, 2017 Actual	Variance
Public safety:					
Automotive expenses	3,067	1,721	14,125	9,459	4,666
Salaries and benefits	35,687	35,695	215,739	208,481	7,258
Municipal court	5,570	3,187	17,710	16,769	941
Other	1,382	676	21,230	17,518	3,712
	<u>45,706</u>	<u>41,279</u>	<u>268,804</u>	<u>252,227</u>	<u>16,577</u>
Sanitation	6,291	5,613	31,250	31,052	198
Administration:					
Legal	9,055	5,450	20,000	25,402	(5,402)
Accounting and audit	2,650	550	17,150	21,250	(4,100)
Inspection	14,622	17,375	28,750	59,608	(30,858)
Town administration	21,115	13,008	110,094	117,890	(7,796)
Insurance and bonds	949	615	12,085	9,768	2,317
Office supplies and miscellaneous	(1,974)	6,932	16,045	30,443	(14,398)
County Treasurer's collection fees	609	981	2,136	1,931	205
Rent and building occupancy costs	2,956	3,290	16,250	17,387	(1,137)
	<u>49,982</u>	<u>48,201</u>	<u>222,510</u>	<u>283,679</u>	<u>(61,169)</u>
Planning and zoning					
Planner and Engineering	1,424	11,740	28,750	17,985	10,765
Public works:					
Street repairs and maintenance	13,154	1,142	140,185	20,625	119,560
Street lighting	955	1,024	6,250	5,527	723
Weed and tree removal	2,382	11,280	6,460	3,335	3,125
Other	3,523	3,667	7,295	11,797	(4,502)
	<u>20,014</u>	<u>17,113</u>	<u>160,190</u>	<u>41,284</u>	<u>118,906</u>
Other - rounding	2	(1)	-	-	-
Capital expenditures:					
Public safety	-	-	43,000	41,007	1,993
Administration	4,701	915	10,000	4,701	5,299
Public works	-	-	-	-	-
	<u>4,701</u>	<u>915</u>	<u>53,000</u>	<u>45,708</u>	<u>7,292</u>
Conservation Trust Fund expenditures	-	-	3,000	-	3,000
	<u>128,120</u>	<u>124,860</u>	<u>767,504</u>	<u>671,935</u>	<u>95,569</u>
Major projects:					
Town Hall remodel	-	35,261	-	-	-
	-	-	-	-	-
	-	<u>35,261</u>	-	-	-
	<u>128,120</u>	<u>160,121</u>	<u>767,504</u>	<u>671,935</u>	<u>95,569</u>
Total expenditures and major projects	<u>128,120</u>	<u>160,121</u>	<u>767,504</u>	<u>671,935</u>	<u>95,569</u>

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

	May 2017	May 2016	Five Months Ended May 31, 2017		
			Budget	Actual	Variance
<b>Public Safety:</b>					
<b>Automotive expenses:</b>					
Cruiser gas/oil/maintenance	3,067	1,721	12,500	7,834	4,666
Cruiser insurance	-	-	1,625	1,625	-
	<u>3,067</u>	<u>1,721</u>	<u>14,125</u>	<u>9,459</u>	<u>4,666</u>
<b>Salaries and benefits:</b>					
Salaries	30,011	32,187	169,231	170,385	(1,154)
Pension plan	2,565	3,086	16,923	16,702	221
Health/workman's comp insurance	3,111	422	29,585	21,394	8,191
	<u>35,687</u>	<u>35,695</u>	<u>215,739</u>	<u>208,481</u>	<u>7,258</u>
<b>Municipal court:</b>					
Municipal court - judge	750	750	3,750	3,750	-
Municipal court - legal	4,370	2,200	11,460	11,889	(429)
Municipal court - other	450	237	2,500	1,130	1,370
	<u>5,570</u>	<u>3,187</u>	<u>17,710</u>	<u>16,769</u>	<u>941</u>
<b>Other:</b>					
Uniforms	162	227	3,335	3,303	32
Education/training	-	-	3,125	622	2,503
Arapahoe County dispatch fee	-	-	6,595	6,595	-
Supplies/miscellaneous	1,220	449	8,175	6,998	1,177
	<u>1,382</u>	<u>676</u>	<u>21,230</u>	<u>17,518</u>	<u>3,712</u>
<b>Administration:</b>					
<b>Town administration:</b>					
Salaries - administration	14,354	10,313	78,269	77,636	633
FICA/Medicare - administration	2,038	1,228	6,262	8,515	(2,253)
Health insurance - administration	2,523	3	12,500	14,613	(2,113)
Pension - administration	878	693	3,913	4,856	(943)
Telephone/communications	297	505	2,290	2,108	182
Computer expense	775	266	2,085	4,066	(1,981)
Election expense	-	-	2,000	-	2,000
Dues and publications	250	-	2,775	6,096	(3,321)
	<u>21,115</u>	<u>13,008</u>	<u>110,094</u>	<u>117,890</u>	<u>(7,796)</u>
<b>Office supplies and miscellaneous:</b>					
Advertising/notices	-	-	210	13	197
Miscellaneous	(2,153)	6,298	12,500	28,382	(15,882)
Supplies - administration	179	634	3,335	2,048	1,287
	<u>(1,974)</u>	<u>6,932</u>	<u>16,045</u>	<u>30,443</u>	<u>(14,398)</u>
<b>Legal</b>					
Legal	9,055	5,450	20,000	25,402	(5,402)
Accounting and audit	2,650	550	17,150	21,250	(4,100)
Inspection	14,622	17,375	28,750	59,608	(30,858)
Insurance and bonds	949	615	12,085	9,768	2,317
County Treasurer's collection fees	609	981	2,136	1,931	205
Building occupancy costs	2,956	3,290	16,250	17,387	(1,137)

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

	May 2017	May 2016	Five Months Ended May 31, 2017		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	12,617	846	125,000	15,819	109,181
Snow removal	-	-	8,100	2,239	5,861
Striping	-	20	1,250	-	1,250
Signs maintenance	457	64	1,250	846	404
Vehicle maintenance	80	106	1,460	1,721	(261)
Other drainage	-	21	3,125	-	3,125
Street cleaning	-	85	-	-	-
	<u>13,154</u>	<u>1,142</u>	<u>140,185</u>	<u>20,625</u>	<u>119,560</u>
Street lighting	955	1,024	6,250	5,527	723
Ground maintenance	2,382	11,280	6,460	3,335	3,125
Other:					
Miscellaneous minor public works	2,823	2,478	2,500	9,426	(6,926)
Storm water permit process	700	404	2,085	2,371	(286)
Professional fees	-	785	2,710	-	2,710
	<u>3,523</u>	<u>3,667</u>	<u>7,295</u>	<u>11,797</u>	<u>(4,502)</u>
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	4,701	915	10,000	4,701	5,299
Public safety	-	-	43,000	41,007	1,993
Public works	-	-	-	-	-
	<u>4,701</u>	<u>915</u>	<u>53,000</u>	<u>45,708</u>	<u>7,292</u>
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	3,000	-	3,000
	<u>-</u>	<u>-</u>	<u>3,000</u>	<u>-</u>	<u>3,000</u>



## **Request for Board of Trustee Action**

**Date:** June 20, 2017

**Title:** Mohler Request

**Presented By:** J.D. McCrumb, Town Administrator

**Prepared By:** J.D. McCrumb, Town Administrator

**Background:** In January of this year, the Town received a request from Stan and Katie Mohler of 39 Spyglass Drive to obtain a portion of Town right-of-way along Hunter Run.

In January, the Board indicated it was generally favorable of this transaction. Town Staff has since been working with the Mohler's to clarify some details.

Due to the pending construction/improvements of the brick wall along Hunter Run, Staff would like the Trustees to grant authority to the Mayor to sign a resolution prior to the next Trustees meeting so as not to delay construction of the wall.

**Attachments:** Mohler letter dated November 13, 2016

**Fiscal Impacts:** Anticipated reduction in maintenance costs of the Hunter Run right-of-way.

**Staff Recommendations:** Direct the Town Attorney and Town Administrator to finalize details with the Mohler family and Draft a resolution outlining specific conditions of transfer.

Direct the Mayor to sign the resolution subject to conditions.  
Cost of land to the Mohler family of \$10.00  
Mohler family to cover any additional costs to the Town, including termination/reconfiguration of Town irrigation in the right-of-way

Stan Mohler  
39 Spyglass Drive  
Columbine Valley, CO 80123

November 13, 2016

Board of Trustees  
Town of Columbine Valley  
2 Middlefield Way  
Columbine Valley, CO 80123

RE: Small land parcel on south side of 39 Spyglass Drive

Dear Trustees,

My wife (Katie), two small children and I live in Burning Tree at 39 Spyglass Drive. Our home backs to Hunter Run and is two houses from the intersection of Hunter Run and Platte Canyon Road. The fence on the north side of Hunter Run is a straight line with the notable exception of the property, owned by the Town, behind our home.

We have been informed by neighbors that all the owners in Burning Tree situated along Hunter Run had, at one time, the opportunity to purchase the ~15' X 120' strip of land in 1996 and the owner at that time, Jack Rychecky, opted not to purchase the property. It is also my understanding that all the other owners along the Hunter Run were able to purchase the similar properties behind their homes.

With the advent of the possible redevelopment of Wild Plum Farms and its attendant traffic, with two small children's need for space and to play and explore and for the continuity of the wall along Hunter Run, we respectfully request the opportunity to purchase the property behind home owned by the Town. If the Town has a survey of the property, we respectfully request a copy. If not, and the Trustees are agreeable to selling the strip to us, we would like to work with the Wild Plum Farms Surveyors for an accurate description of the strip of land to be used as the description for the legal documents of conveyance once the transaction is consummated.

Please advise as to the Board's sentiment to this request.

Sincerely,



Stan Mohler



## **Request for Board of Trustee Action**

**Date:** June 20, 2017

**Title:** Trustee Bill #2, Series of 2017: Prohibiting Antennas, etc.

**Presented By:** Lee Schiller, Town Attorney

**Prepared By:** Lee Schiller, Town Attorney

**Background:** During the 2017 Legislative Session, the state legislature passed HB17-1193, concerning the installation of small wireless infrastructure within local government jurisdictions. The law includes provisions extending expedited permitting processes applicable to broadband facilities to small cell facilities, providing for right-of-way access for small cell facilities, providing broadband and telecommunication providers with the right to locate facilities on light poles, traffic signal poles and other utility poles and limiting a local jurisdiction's ability to regulate broadband and telecommunications facilities. HB17-1193 is effective on July 1, 2017.

The proposed ordinance would impose a moratorium until November 1, 2017 to allow time for the Trustees to consider reasonable regulations to implement HB17-1193. The moratorium would not affect facilities that comply with the city's current code provisions.

**Attachments:** Trustee Bill #2, Series of 2017

**Staff Recommendations:** Approve as presented

**Recommended Motion(s):** "I move to approve Trustee Bill #2, Series of 2017 as presented."

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 2  
SERIES OF 2017

INTRODUCED BY  
KATHY BOYLE

A BILL

FOR AN ORDINANCE TEMPORARILY PROHIBITING THE INSTALLATION OF NEW ANTENNAS, SMALL CELL FACILITIES, TOWERS AND WIRELESS SERVICE FACILITIES UNTIL NOVEMBER 1, 2017.

WHEREAS, Chapter 5.5 of the Municipal Code of the Town of Columbine Valley provides for the regulation of wireless communication facilities; and

WHEREAS, during the 2017 legislative session, the legislature passed and the Governor signed HB17-1193 which restricts local government regulation of the placement of wireless service facilities; and

WHEREAS, HB17-1193 preserves for local governments the right to exercise its police power to regulate the placement of wireless service facilities; and

WHEREAS, the placement of any facilities presents a risk to public safety due to potential conflicts with existing or planned infrastructure; and

WHEREAS, to promote the orderly design and construction of infrastructure to serve the community effectively and to protect public safety, it is necessary to enact reasonable regulations regarding the placement of new wireless service facilities; and

WHEREAS, HB17-1193 will be effective on July 1, 2017; and

WHEREAS, the power to impose a limited moratorium is within the general police power granted to statutory towns under C.R.S. 31-23-301, *et seq* and C.R.S. 29-20-104; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley find that it is necessary and reasonable to prohibit the placement of any new wireless service facilities, until November 1, 2017, when new regulations should be in place;

NOW THEREFORE, be it ordained by the Board of Trustees of the Town of Columbine Valley, Colorado:

Section 1. The placement of new antennas, wireless service facilities, small cell facilities or towers in the Town of Columbine Valley is prohibited, until 12:00 a.m. on November 1, 2017.

Section 2. The terms “antenna”, “small cell facility”, “tower” and “wireless service facility” shall have the same meaning as set forth in HB17-1193, Section 2.

Section 3. This ordinance is temporary in duration and may be replaced by subsequent legislative enactment. The Town Building Commissioner is authorized to adopt any rules or procedures necessary to carry out the purposes and requirements of this ordinance.

Section 4. That should any section, clause, sentence, part or portion of this ordinance be adjudged by any Court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the ordinance as a whole or any part thereof, other than the part or portion declared as such by the Court to be unconstitutional or invalid.

Section 5. The Town Clerk shall certify the passage of this ordinance and cause notice of its contents and passage to be published.

Section 6. In the opinion of the Board of Trustees, this Ordinance is necessary to the immediate preservation of the public health or safety and is enacted for that purpose and shall be in full force and effect immediately upon publication of this ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper of general circulation in the Town of Columbine Valley, Colorado, and being duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Section 7. Introduced as Trustee Bill No. 2, Series of 2017, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, held at the Columbine Town Hall, 2 Middlefield Road, Columbine Valley, Arapahoe County, Colorado, on the 20<sup>th</sup> day of June, 2017, passed by a vote of \_\_\_ for and \_\_\_ against; and ordered published in the Littleton Independent Newspaper.

\_\_\_\_\_  
Richard Champion, Mayor

Attest: \_\_\_\_\_  
JD McCrumb, Town Clerk

Published: \_\_\_\_\_ in the Littleton Independent Newspaper





## **Request for Board of Trustee Action**

**Date:** June 20, 2017

**Title:** Smartphone Stipend Policy

**Presented By:** J.D. McCrumb, Town Administrator

**Prepared By:** J.D. McCrumb, Town Administrator

**Background:** In the past, Town employees have had a mix of uses of personal or Town cell phones depending on need. Many employees use their personal cell phone and others use a Town provided phone.

Cell phones have become an efficient and necessary mode of communication in most functions of the Town. While some employees are not required to carry a cell phone after working hours, others need to be available and/or conduct town business outside of their regular schedule. For this reason, staff has created the attached cell phone stipend policy. The policy provides a smartphone reimbursement for those employees who are required to have a smartphone to conduct their work.

**Attachments:** Management Smartphone Stipend Policy

**Fiscal Impacts:** \$2,600 per year. Suggested monthly stipend of \$50.00. Employees initially designated as eligible include the Town Administrator, Chief of Police, Police Sargent and Public Works Manager. This amount includes an average of \$200 per year in equipment reimbursement.

**Staff Recommendations:** Adopt the Smartphone Stipend Policy as proposed.

**Recommended Motion(s):** I move to approve the Smartphone Stipend Policy as proposed with a \$50.00 per employee per month stipend.



## Management Smartphone Stipend Policy

Organizational Department: Administration  
Document Type: Policy  
Effective Date: July 1, 2017

PURPOSE: The purpose of this policy is to outline the basic elements of the Town's smartphone stipend program. *Participation in the program is optional.*

SCOPE: This policy governs the Town's smartphone stipend program.

### POLICY, PROCESS, PROCEDURE, or STANDARD:

1. **Eligibility.** Town employees, who are required to be available outside of regular working hours, as determined by the Town Administrator, are eligible to participate in the program.
2. **Purchase and Ownership.** Eligible employees may purchase a smartphone (compatible with the hardware and software currently in use by the Town) to provide a wireless connection to the Town's exchange system. Employees should contact the IT Department if there are questions concerning connectivity. *The smartphone device will be the property of the employee.*
3. **Equipment Costs.** The Town will reimburse participating employees up to \$200 (every four years) for the cost of a smartphone and related accessories. The attached request for reimbursement must be completed and contain the appropriate approval signatures prior to submitting for consideration.
4. **Data and Voice Plans.** Employees are responsible for obtaining a data and voice plan, in their own names. *Employees are personally responsible for paying the monthly charges associated with the smartphone device and the data and voice plan.*
5. **Monthly Stipend.** The Town will provide participating employees with a monthly stipend, the amount of which will be set by the Board of Trustees, towards the cost of a data plan, voice plan, hardware maintenance plan, and other applicable charges and taxes. The stipend shall be processed by each month.
6. **Extraordinary Expenses.** If extraordinary Town business related charges exceed the monthly reimbursement amount, the employee may submit a request to the Town for additional reimbursement.
7. **Technological Support.**
  - a. The Town's IT Department will assist employees with issues related to connectivity to and integration with the Town's systems.
  - b. Employees needing assistance with issues related to service plans, device operations, or device configurations should contact their service providers.

DEFINITIONS: **Smartphone:** A mobile phone built on a mobile operating system, with advanced computing capability and connectivity and high-speed data access provided by Wi-Fi and Mobile Broadband.

GENERAL NOTES: The Colorado Open Records Act may apply to any Town-related information that is made, maintained or kept on an employee's smartphone.

RELATED POLICIES, PROCESSES, PROCEDURES, and/or STANDARDS: N/A

Policy Owner Title/Name: Town Administrator, J.D. McCrumb  
Policy Review By: Town Administrator  
Last Review Date: TBD