

**TOWN OF COLUMBINE VALLEY**  
**BOARD OF TRUSTEES MEETING**  
October 18, 2016

**A G E N D A**

1. ROLL CALL 6:30PM
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES Mayor Champion  
September 20, 2016
4. CITIZENS CONCERNS Mayor Champion  
Columbine Country Club  
HOA Presidents/Representatives  
Public Comments
5. MAYOR'S 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 Mrs. Struthers  
Resolution #5, Series 2016 Employee Manual  
2017 Budget Discussion Mr. Tempas
11. NEW BUSINESS Mr. Kaslon  
Minor Amendment Wilder Lane Development Plan Mr. McCrumb  
Set date for Special Budget Meeting in November  
Set date for 2016 Budget Amendment PH  
Set date for 2017 Budget PH
12. EXECUTIVE SESSION  
The Board of Trustees will be going into Executive Session to approve the minutes of August 16, 2016, to discuss personnel matters pursuant to C.R.S. 24-6-402 .
13. ADJOURNMENT

**TOWN OF COLUMBINE VALLEY**

**BOARD OF TRUSTEES**

Minutes

September 20, 2016

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, Bruce Menk and Roy Palmer

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

**MINUTES:** The minutes of the August 16, 2016 meeting were approved.

**CITIZEN CONCERNS:** Michael Bratcher, Manager of the CCC, provided the Trustees with a brief update of the Clubs construction progress and the new opening date of Columbine on Main. He also briefed the Trustees on the cart barn fire.

There were no HOA representative comments.

Bill Mills, 2 Brassie Way, has concerns with the threat of a WPF disconnection from the Town. Believes the Trustees should get involved at this time. Mr. Schiller indicated that the land use process is still applicable and should be followed.

Ernie Hambrook 57 Fairway Lane, asked for clarification on the disconnection process and the possibility of a Town appeal.

**MAYOR'S COMMENTS:** Mayor Champion informed the Trustees and public in attendance that the scheduled Executive Session would not be held. He also informed the Trustees of the status of the Community Survey and of the regional meeting on Platte Canyon Road scheduled for Sept. 28.

**TRUSTEE COMMENTS:** Trustee Dotson provided an update on the Clayton Farm development process (Littleton). He indicated the proposed plan was "dead" and the developer would be selling the property. The adjoining Kelly property is also for sale. Unless the two properties are joined, there is not enough land to rezone. Current zoning allows for 6 homes.

Trustee Christy distributed the Town Administrator's evaluation form.

**TOWN ADMINISTRATOR'S REPORT:** Mr. McCrumb presented the attached report. He introduced Michaela Weber, the 2016/2017 student intern who spoke about herself and the work she would be conducting for the Town.

**POLICE CHIEF'S REPORT:** Chief Cottrell presented the attached report. He briefed the Trustees on several incidents including a reported shooting (believed to be fireworks), stolen vehicles, a solved Burning Tree burglary and a Bow Mar incident involving a man with a knife. In all cases the CVPD demonstrated great police work. Applications are currently being accepted for the open position.

**TOWN TREASURER'S REPORT:** Mr. Tempas presented the attached report and answered Trustee questions. The 2016 budget will need to be amended in November.

**OLD BUSINESS:** There was no old business.

**NEW BUSINESS:**

- **Minor Amendment to the Village Development Plan:** Mr. Sieber presented to the Trustees a request to amend the Final Plat of the Village to allow the resident at 11 Columbine Lane to extend their garage into the existing setback. The HOA has endorsed this request. Mr. Sieber informed the board that the Town could create Final Development Plans for the Village, Villas and Burning Tree at the discretion of each HOA. The Trustees directed staff to table any additional action until after the approval process of WPE is concluded.

**ACTION: upon a motion by Trustee Palmer and a second by Trustee Menk, the Board of Trustees unanimously approved the minor amendment as presented.**

- **Snow Removal Plan and Equipment Purchase:** Mr. Hayden presented to the Trustees a snow removal plan, with a ½ inch threshold for plowing operations. He also presented a proposal to purchase a John Deere Gator so the Town could adequately remove the snow from the sidewalk along Bowles Avenue. Trustee Dotson asked if the staff had investigated leasing options.

**ACTION: upon a motion by Trustee Menk and a second by Trustee Christy, the Board of Trustees unanimously approved the acquisition of the Gator in a manner most financially prudent (lease or direct purchase) for the Town.**

- **Bow Mar IGA:** Mr. McCrumb presented to the Trustees the IGA with the Town of Bow Mar for Building Department Services. The Town of Bow Mar unanimously approved the IGA on September 19.

**ACTION: upon a motion by Trustee Menk and a second by Trustee Dotson, the Board of Trustees unanimously approved the IGA subject to minor amendments and approval of the Town Attorney.**

- **Resolution #5, Series 2016: Employee Manual:** Mr. McCrumb presented to the Trustees a revised employee manual for their consideration. The Trustees were asked to review the manual for action in October.

**ACTION: no action was required**

- **2017 Budget – 1<sup>st</sup> Draft:** Mr. Tempas presented to and reviewed the 1<sup>st</sup> draft of the 2017 Budget. Several questions were asked and Mr. Tempas informed the Trustees that he would be happy to meet with each of them to review their specific commissioned areas.

**ACTION: no action was required**

**EXECUTIVE SESSION:** The executive session was not held.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:54 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.*

DRAFT



# Town Administrator's Report

*October 2016*



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

Tel: 303-795-1434  
Fax: 303-795-7325  
[jdmccrumb@columbinevalley.org](mailto:jdmccrumb@columbinevalley.org)



Town Website  
Sept. Statistics

3,986

Total Visits

4,118

August Page Views

Top Pages

Community Updates

Development Updates

Building Department

Calendar

## Communications & Happenings

- The **2016 Citizen Survey** was mailed all 551 households in Columbine Valley and as of the October 14 deadline for returns the Town received approximately 330 or almost 60%. Thus far returns indicate a very balanced representative of the Town based on the percentage returned by neighborhood. Staff is tabulating the results and will present a report to the Trustees at the November meeting.
- Mayors Champion and Feldcamp signed the **Intergovernmental Agreement** between Columbine Valley and the Town of Bow Mar on October 6. Effective November 1 the Town will provide building department administrative services to Bow Mar. Staff has been working diligently with Bow Mar over the past several months to ensure a seamless transition.
- October is a busy month for **Town events**. The Flu Shot Clinic was held on October 3rd and was utilized by 46 residents, which is average participation for this event. The annual shred event will occur on the 15th, and the dumpsters will be available from the 20th-22nd. New this year is a household drug / medication disposal event which will be held at Town Hall on October 22nd from 10:00—2:00.
- Michaela has been working on both the **Communication Program** and several citizen engagement concepts, as well as assisting with survey tabulation. These efforts are intended to evaluate how the Town currently communicates with residents and what opportunities exist to improve these efforts. Michaela will present an update to the Trustees at the meeting on the 18th.

### Citizen Feedback

Staff has fielded calls, emails or website requests on the following topics in September:

- ⇒ Building Department: 41
- ⇒ General Inquiries: 64
- ⇒ Public Works: 77
- ⇒ Municipal Court: 42
- ⇒ Other: 112

- Staff is working on the **2017 Town Directories**. These are scheduled to be mailed to homeowners in late-December. This will be the first year that directories arrive prior to January 1. As always, adjustments are being made to keep the directory as useful and relevant as possible for the residents of Columbine Valley.
- Staff is also developing a “**New Resident Welcome Packet**” to be sent to people who move into Town. The packet will cover relevant information including no overnight parking, trash collection and building department requirements. Hopefully, this will make the first contact with the Town a positive experience rather than a ticket or stop-work order. These packets will be ready in mid-November.

# Building Department

## Monthly Stats

### 13 Permits Issued

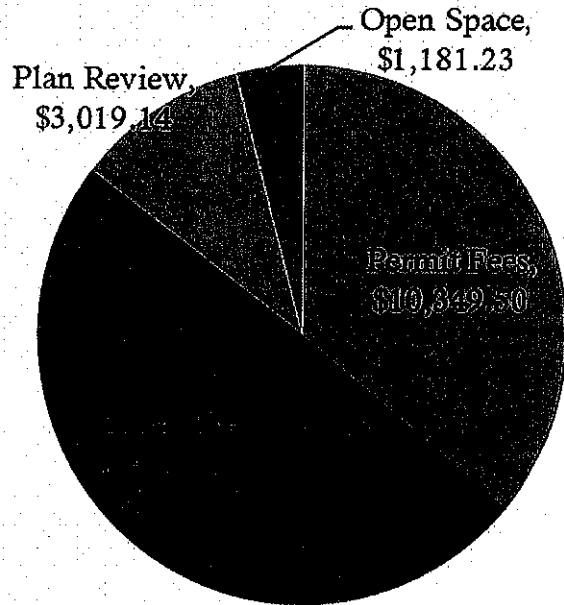
- New SFR: 0
- Major Remodels: 0
- New Roofs: 2
- Other/Misc: 11

### 70 Inspections

### 16 Licenses Issued

- General: 43
- Electrician: 4
- Plumbers: 2
- Mechanical: 3
- Roofer: 4

Sept. Permit Rev.: \$28,814.59



## Willowcroft Manor

- 41 Total Lots
- 27 Permits Issued
- 2 Permit Pending
- 19 Completed Homes
- 17 Occupied Homes

## Wilder Lane

- 24 Total Lots
- 5 Permits Issued
- 1 Permit Pending
- 4 Completed Homes
- 1 Occupied Home



## Country Club Permit Update

Columbine Country Club has applied for an additional building permit that covers the foundation for the future ball room wing of the new clubhouse. This permit is ready for pick-up and the Club is preparing to dig and pour the foundation this week. This is expected to be reflected in next months TA Report.

Month	Permit Fees	Plan Review	Open Space	Total
January	\$ 2,740.98	\$1,112.50	\$ 500.00	\$ 4,353.48
February	\$3,317.14	\$1,112.50	\$ 500.00	\$ 4,930.64
March	\$3,117.41	\$1,112.50	\$ 500.00	\$ 4,730.91
April	\$3,117.41	\$1,112.50	\$ 500.00	\$ 4,730.91
May	\$6,717.41	\$1,112.50	\$ 500.00	\$ 8,330.91
June	\$4,117.41	\$1,112.50	\$ 500.00	\$ 5,730.91
July	\$3,117.41	\$1,112.50	\$ 500.00	\$ 4,730.91
August	\$2,117.41	\$1,112.50	\$ 500.00	\$ 3,730.91
September	\$17,039.50	\$3,019.14	\$1,181.23	\$21,239.77
October	\$51,414.44	\$3,019.14	\$1,181.23	\$55,614.81
November	\$33,003.02	\$3,019.14	\$1,181.23	\$37,203.39
December	\$33,777.48	\$3,019.14	\$1,181.23	\$37,977.85

# Municipal Court

	<u>2015</u>	<u>2015 YTD</u>	<u>2016</u>	<u>2016 YTD</u>
<b>January</b>	\$4,120.95	\$4,120.95	\$5,632.49	\$5,632.49
<b>February</b>	\$8,377.50	\$12,498.45	\$3,527.00	\$9,159.49
<b>March</b>	\$8,315.52	\$20,813.97	\$6,170.5	\$15,329.99
<b>April</b>	\$7,540.50	\$28,354.47	\$4,323.50	\$19,653.49
<b>May</b>	\$7,122.00	\$35,476.47	\$1,862.25	\$21,515.74
<b>June</b>	\$6,914.66	\$42,391.13	\$3,638.78	\$25,154.52
<b>July</b>	\$5,201.29	\$47,592.42	\$8,590.86	\$33,744.88
<b>August</b>	\$6,941.67	\$54,534.09	\$5,843.61	\$39,588.49
<b>September</b>	<b>\$5,724.36</b>	<b>\$60,258.45</b>	<b>\$6,111.98</b>	<b>\$45,700.47</b>

## September Monthly Stats

Total paid before Court:	54
Total on docket:	45
Cases heard by Judge:	21
Continuances:	1
Failure to Appear:	9
Stay of Executions:	2
Classes Ordered:	3
Bench Warrants	5
Totals	0

# Public Works Department

- The 2016 Pavement Program is nearly complete. A-One contracting has finished their scope of work in Columbine Valley. The City of Littleton conducted street sweeping and street striping during the week of October 10, and Columbine Valley staff will complete painting operations, including parking lots and intersection stop bars throughout the next several weeks as the weather permits.
- After evaluating financing options, staff moved forward with the purchase of a John Deere Gator UTV. This decision was based on two factors. First, the financing option did not present the Town with significant cost savings and second, there were contractual obstacles relating to the Town's need to make such agreements conditional on annual appropriations. Delivery of the Gator may take up to six weeks.
- The 2016 Hazardous Waste Disposal Event conducted in September with the cities of Englewood, Littleton and Sheridan was a success. While final counts have not been submitted, at least 30 Columbine Valley households participated more than doubling the Town's 2015 turnout. This is the second year Columbine Valley has participated in this event.



## Staff Continuing Education

Hobbes has recently attended two training sessions. The first covered all aspects of snow removal from pavement. It included advances in weather prediction, the practices of pre-treatment versus post-treatment based on the specific weather conditions, snow removal best practices including appropriate plows, equipment and techniques for the best end result, and a comprehensive review of best safety practices.

The second program covered pavement management distinguishing between preventative maintenance to prolong the life of the road and reactive repairs once a road has started to fail. Also covered were the appropriate uses of surface seals, including fog, slurry, chip, cape and scrub, inspecting asphalt and how to detect a problem early and the proper repair, once a problem is found.



# Community Development

---

## Wilder Lane

- The first home closing occurred in September and the new residents have moved in.
- The traffic island ("pork chop") at Platte Canyon Road will be installed at a later date to accommodate home construction traffic from Platte Canyon Road. Drainage pan construction at the intersection of Wilder Lane and Middlefield Rd was completed in August 2016. Roadway asphalt pavement cracking will need to be monitored and repaired before the end of warranty period.
- The landscape has been substantially completed and a punch list was sent on Sept. 1 for items to clean up prior to finalization. Punch list items include concrete pans that do not drain, asphalt cracking, dead plants and excess grass clippings going into the storm water system. A final walk with the developer and contractor will be scheduled and completed next month.

## Willowcroft Manor

- Taylor Morrison and JBS Pipeline started construction of sump pump underdrain in the first week of October. One street cut has been performed and there is potential for three additional street cuts if the existing underdrain pipe is found to be unsuitable at those locations.
- Taylor Morrison and the Columbine Water and Sanitation District are still coordinating sanitary sewer repairs. The start date for work is undetermined. At this time, the contractor (American West) has identified approximately 10 locations they plan to repair and is currently considering a pipe vibration repair method that will not require roadway removal or excavation.

## Wild Plum Farm

- On August 23rd the Planning Commission met in a continued public hearing. There were revised staff reports and developer presentations as well as additional comments from the HOA's and Town residents. The Planning Commission continued the public hearing to their regular meeting on September 13<sup>th</sup>. The applicant then requested a continuation to October 10th and then another extension to October 25th as they continue discussions with Columbine Valley HOAs. The meeting is scheduled for 6:30 p.m. on October 25, 2016 and will be held at Hudson Gardens in Littleton.

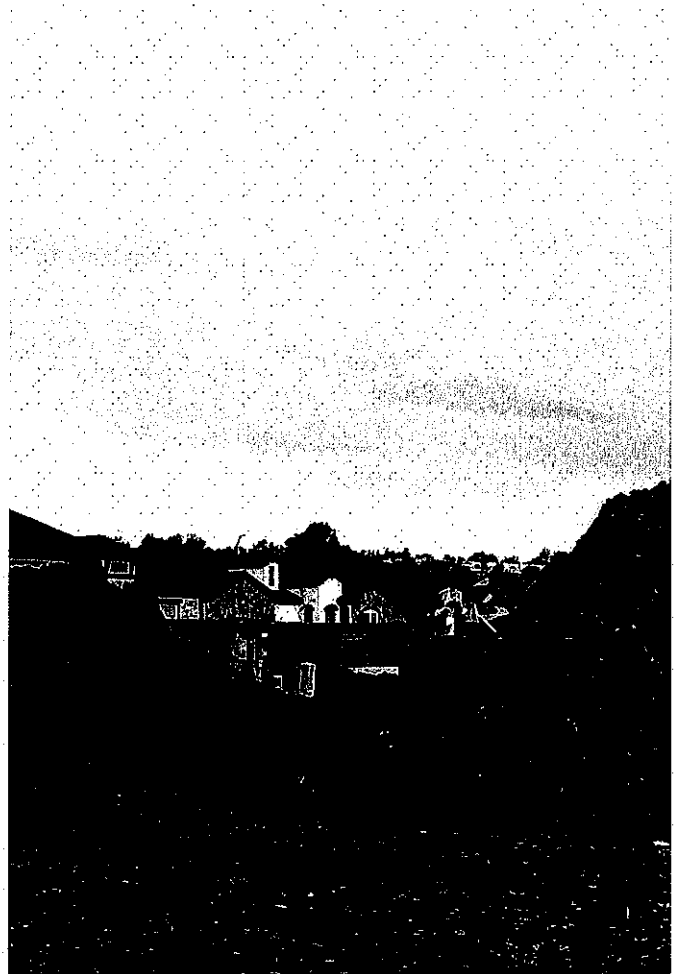
## Littleton Valley Villas (KB Homes)

- On August 2<sup>nd</sup> the Arapahoe County Planning Commission voted 3-2 to recommend that the rezoning request be denied. On September 23<sup>rd</sup> the applicant resubmitted a new plan. The revised plan reduces the number of units from 50 to 40 and there are other modifications, e.g., increased open space, additional buffering etc. However, even with the decrease in units, the primary problem of traffic remains a major concern due to the left turn out onto Platte Canyon Road at an unsignalized intersection. The Town's objections were sent in a letter from the mayor and presented at the County Planning Commission meeting in August.

The staff does not feel that a new letter from the Mayor is necessary. Staff recommends sending the previous letter with a statement that the Town's concern over the traffic problem has not been resolved.

## Clayton Family Farms

- On September 1, 2016 Staff inquired again about the status of the case and have no new information. On October 10<sup>th</sup> the Town again requested any new information and have not had a response.



# Community Development, continued

## Platte Canyon Road Task Force

On September 28<sup>th</sup> a meeting was held at Columbine Valley Town Hall in an effort to gauge the willingness of other jurisdictions to partner with the Town in making improvements to Platte Canyon Road. The attendees included:

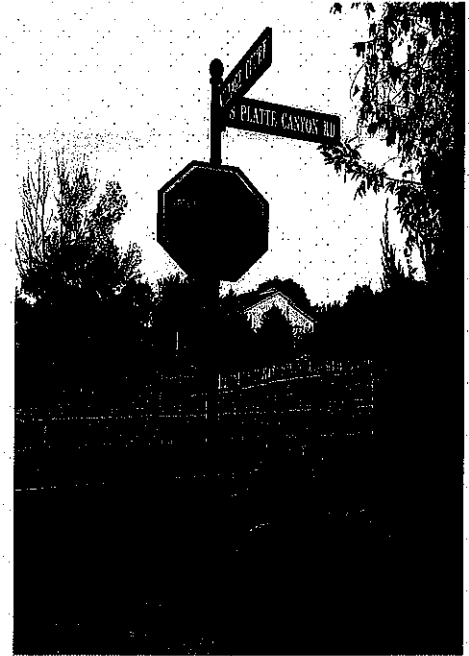
- CITY OF LITTLETON: Mark Relph, Acting City Manager; Aaron Heumann, Transportation Engineering Manager
- ARAPAHOE COUNTY: Nancy Doty, Commissioner; Brian Weimer, Transportation Division Manager
- JEFFERSON COUNTY: Steve Durian, Transportation Director
- CDOT: Roman Jauregui, District 1 Resident Engineer; Kirk Allen, Manager of Permits and Utilities
- DRCOG: Douglas Rex, Transportation Director
- COLUMBINE VALLEY: Richard Champion, J.D. McCrumb, Phil Sieber, Troy Carmann, Matt Brown, and Michaela Weber

Phil Sieber presented a brief summary of the background to the formation of the Task Force and their findings and recommendations in their final report. Matt Brown then summarized the intersection problems, the recommended improvements and estimated costs. Brian Weimer outlined the possible revenue sources that may be available to finance the improvements. Matt Brown then presented his findings and recommendations for a more immediate signal timing project which would be in addition to the longer range intersection improvements.

Following these presentations there was considerable discussion on the need for action by the cooperating jurisdictions and the most efficient process to follow. The consensus of those attending was that:

- **Signal Timing (Short-Term)** Existing signals along Platte Canyon Road have not been retimed in recent memory. The Town's analysis suggests that benefits can be realized from retiming and coordinating the signals. Matt will share the Synchro signal timing models with CDOT and DRCOG for their review. Once the agencies have had an opportunity to review, Matt will follow up to identify next steps related to this topic.
- **Minor Intersection Improvements (Short-Term)** There may be an opportunity to make low-cost improvements (such as restriping) to improve traffic conditions along the corridor in the short-term. For example, one suggestion is to review the intersection at Coal Mine to determine whether restriping the intersection would enable a southbound right-turn lane can be provided without the need for additional pavement. It was recognized that these types of improvements may require some flexibility with regard to current design standards.
- It was suggested that the task force assemble a diagnostic team to meet in the field and evaluate potential short-term intersection improvement scenarios.
- **Major Intersection Improvements (Long-Term)** The Task Force should prepare an estimate of the planning costs involved in preparing the applications for funding, discuss how those costs should be shared and the elements of an IGA.

The Platte Canyon Task Force will meet on October 20<sup>th</sup> to continue their work as recommended at this meeting and bring recommendations to the Trustees in early 2017.





TOWN OF COLUMBINE VALLEY  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 SEPTEMBER 30, 2016

	Totals	
Assets	September 30, 2016	December 31, 2015
Cash and investments	\$ 1,700,325	1,601,964
Other receivables	74,690	136,190
Property taxes receivable	1,618	312,843
Property and equipment, net	1,996,860	1,996,859
	<b>\$ 3,773,493</b>	<b>4,047,856</b>
<b>Liabilities and Equity</b>		
<b>Liabilities:</b>		
Accounts payable	\$ 4,338	255,917
Accrued liabilities	45,308	27,364
Deferred property tax revenue	1,618	312,843
<b>Fund balance:</b>		
Reserved - TABOR emergency	37,696	47,917
Conservation Trust	27,236	20,354
Arapahoe County Open Space	322,644	289,345
Unavailable - Fixed assets net of outstanding long term debt	1,996,860	1,996,859
Unreserved	1,337,793	1,097,257
Total equity	<b>3,722,229</b>	<b>3,451,732</b>
	<b>\$ 3,773,493</b>	<b>4,047,856</b>

TOWN OF COLUMBINE VALLEY  
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE  
 ALL GOVERNMENTAL FUND TYPES  
 BUDGET AND ACTUAL  
 NINE MONTHS ENDED SEPTEMBER 30, 2016 AND 2015

Revenue	September Totals		Nine Months Ended September 30, 2016		
	2016	2015	Budget	Actual	Variance
<b>Taxes:</b>					
Property taxes	\$ 994	1,673	306,586	311,225	4,639
Specific ownership taxes	4,222	2,122	15,075	18,247	3,172
Sales and use tax	37,934	51,443	473,247	553,582	80,335
Utility franchise fees	4,382	-	36,000	28,428	(7,572)
Cable television	7,000	6,860	18,750	21,480	2,730
<b>Permits and fines:</b>					
Permits, fees and services	10,008	22,770	111,753	286,616	174,863
Fines	2,932	5,724	60,003	47,828	(12,175)
<b>Intergovernmental:</b>					
Bow Mar IGA	65,228	-	195,683	260,910	65,227
State highway user's tax	7,738	4,100	32,247	32,062	(185)
County highway tax revenue	-	3,255	10,800	11,668	868
Motor vehicle registration fees	478	705	4,500	4,314	(186)
State cigarette tax apportionment	-	114	486	755	269
Conservation Trust Fund entitlement	1,561	1,565	4,500	6,855	2,355
Arapahoe County Open Space shareback	-	-	30,000	32,440	2,440
Interest income	33	265	1,872	3,659	1,787
Other	608	12,913	6,750	7,446	696
<b>Total revenue</b>	<b>143,118</b>	<b>113,509</b>	<b>1,308,252</b>	<b>1,627,515</b>	<b>319,263</b>
<b>Expenditures</b>					
<b>Current:</b>					
Public safety	116,186	51,992	509,521	520,000	(10,479)
Sanitation	6,070	5,613	54,000	52,800	1,200
Administration	44,569	32,824	334,795	419,261	(84,466)
Planning and zoning	16,590	19,873	42,750	75,006	(32,256)
Public works	10,310	202,846	307,775	77,576	230,199
Economic incentive	-	-	-	104,930	(104,930)
Other - rounding	(2)	(5)	-	1	(1)
<b>Capital outlay</b>					
Capital expenditures	-	-	30,000	28,230	1,770
Conservation Trust Fund expenditures	-	-	6,000	-	6,000
<b>Total expenditures</b>	<b>193,723</b>	<b>313,143</b>	<b>1,284,841</b>	<b>1,277,804</b>	<b>7,037</b>
<b>Excess of revenue over expenditures</b>	<b>(50,605)</b>	<b>(199,634)</b>	<b>23,411</b>	<b>349,711</b>	<b>326,300</b>
Major projects	-	-	100,000	79,215	20,785
<b>Excess of revenue over (under) expenditures and major projects</b>	<b>(50,605)</b>	<b>(199,634)</b>	<b>(76,589)</b>	<b>270,496</b>	<b>347,085</b>
<b>Fund balance - beginning of period</b>	<b>1,775,974</b>	<b>1,665,131</b>	<b>1,211,456</b>	<b>1,454,873</b>	<b>243,417</b>
<b>Fund balance - end of period</b>	<b>\$ 1,725,369</b>	<b>1,465,497</b>	<b>1,134,867</b>	<b>1,725,369</b>	<b>590,502</b>

TOWN OF COLUMBINE VALLEY  
GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
NINE MONTHS ENDED SEPTEMBER 30, 2016 AND 2015

	Nine Months Ended				
	September 2016	September 2015	Budget	Actual	Variance
Public safety:					
Automotive expenses	2,515	3,390	31,128	19,310	11,818
Salaries and benefits	103,624	37,785	399,721	434,076	(34,355)
Municipal court	2,875	2,899	32,256	27,309	4,947
Other	7,172	7,918	46,416	39,305	7,111
	<u>116,186</u>	<u>51,992</u>	<u>509,521</u>	<u>520,000</u>	<u>(10,479)</u>
Sanitation	6,070	5,613	54,000	52,800	1,200
Administration:					
Legal	5,000	3,006	29,997	34,195	(4,198)
Accounting and audit	550	550	19,350	19,950	(600)
Inspection	1,440	5,924	55,872	113,378	(57,506)
Town administration	24,733	12,805	158,137	155,713	2,424
Insurance and bonds	5,753	4,801	20,367	27,690	(7,323)
Office supplies and miscellaneous	3,731	2,540	20,628	38,281	(17,653)
County Treasurer's collection fees	10	18	3,066	3,115	(49)
Rent and building occupancy costs	3,352	3,180	27,378	26,939	439
	<u>44,569</u>	<u>32,824</u>	<u>334,795</u>	<u>419,261</u>	<u>(84,466)</u>
Planning and zoning					
Planner and Engineering	16,590	19,873	42,750	75,006	(32,256)
Public works:					
Street repairs and maintenance	5,092	200,172	255,097	29,886	225,211
Street lighting	1,296	1,151	11,250	10,123	1,127
Weed and tree removal	276	440	12,628	15,089	(2,461)
Other	3,646	1,083	28,800	22,478	6,322
	<u>10,310</u>	<u>202,846</u>	<u>307,775</u>	<u>77,576</u>	<u>230,199</u>
Economic incentive	-	-	-	104,930	(104,930)
Other - rounding	(2)	(5)	-	1	(1)
	<u>(2)</u>	<u>(5)</u>	<u>-</u>	<u>104,931</u>	<u>(104,931)</u>
Capital expenditures:					
Public safety	-	-	10,000	10,855	(855)
Administration	-	-	20,000	17,375	2,625
Public works	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>30,000</u>	<u>28,230</u>	<u>1,770</u>
Conservation Trust Fund expenditures	-	-	6,000	-	6,000
	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>-</u>	<u>6,000</u>
Total expenditures	<u>193,723</u>	<u>313,143</u>	<u>1,284,841</u>	<u>1,277,804</u>	<u>7,037</u>
Major projects:					
Town Hall remodel	-	-	100,000	79,215	20,785
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>79,215</u>	<u>20,785</u>
Total expenditures and major projects	<u>193,723</u>	<u>313,143</u>	<u>1,384,841</u>	<u>1,357,019</u>	<u>27,822</u>

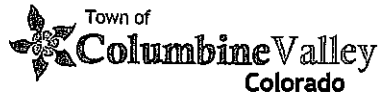
TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 NINE MONTHS ENDED SEPTEMBER 30, 2016 AND 2015

	September 2016	September 2015	Nine Months Ended September 30, 2016		
			Budget	Actual	Variance
<b>Public works:</b>					
<b>Street repairs and maintenance:</b>					
Street/gutter maintenance	3,995	200,125	232,497	12,501	219,996
Snow removal	-	-	8,100	8,850	(750)
Striping	170	-	2,250	2,715	(465)
Signs maintenance	184	-	2,250	1,226	1,024
Vehicle maintenance	700	-	1,872	4,267	(2,395)
Other drainage	-	47	7,128	149	6,979
Street cleaning	43	-	1,000	178	822
	<u>5,092</u>	<u>200,172</u>	<u>255,097</u>	<u>29,886</u>	<u>225,211</u>
Street lighting	1,296	1,151	11,250	10,123	1,127
Ground maintenance	276	440	12,628	15,089	(2,461)
<b>Other:</b>					
Miscellaneous minor public works	3,285	125	4,428	13,877	(9,449)
Storm water permit process	361	92	6,750	4,318	2,432
Professional fees	-	866	17,622	4,283	13,339
	<u>3,646</u>	<u>1,083</u>	<u>28,800</u>	<u>22,478</u>	<u>6,322</u>
<b>Capital and Conservation Trust Fund:</b>					
<b>Capital expenditures:</b>					
Administration	-	-	20,000	17,375	2,625
Public safety	-	-	10,000	10,855	(855)
Public works	-	-	-	-	-
	-	-	<u>30,000</u>	<u>28,230</u>	<u>1,770</u>
<b>Conservation Trust Fund expenditures:</b>					
Miscellaneous	-	-	6,000	-	6,000
	-	-	<u>6,000</u>	-	<u>6,000</u>

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 NINE MONTHS ENDED SEPTEMBER 30, 2016 AND 2015

	September 2016	September 2015	Nine Months Ended September 30, 2016		
			Budget	Actual	Variance
<b>Public Safety:</b>					
<b>Automotive expenses:</b>					
Cruiser gas/oil/maintenance	890	1,977	26,253	12,810	13,443
Cruiser insurance	1,625	1,413	4,875	6,500	(1,625)
	<u>2,515</u>	<u>3,390</u>	<u>31,128</u>	<u>19,310</u>	<u>11,818</u>
<b>Salaries and benefits:</b>					
Salaries	94,966	28,342	311,538	360,851	(49,313)
Pension plan	3,116	2,740	28,846	26,825	2,021
Health/workman's comp insurance	5,542	6,703	59,337	46,400	12,937
	<u>103,624</u>	<u>37,785</u>	<u>399,721</u>	<u>434,076</u>	<u>(34,355)</u>
<b>Municipal court:</b>					
Municipal court - judge	750	750	6,750	6,750	-
Municipal court - legal	2,000	1,938	20,628	17,956	2,672
Municipal court - other	125	211	4,878	2,603	2,275
	<u>2,875</u>	<u>2,899</u>	<u>32,256</u>	<u>27,309</u>	<u>4,947</u>
<b>Other:</b>					
Uniforms	546	256	6,003	5,633	370
Education/training	-	-	5,625	1,236	4,389
Arapahoe County dispatch fee	6,595	6,450	19,785	19,785	-
Supplies/miscellaneous	31	1,212	15,003	12,651	2,352
	<u>7,172</u>	<u>7,918</u>	<u>46,416</u>	<u>39,305</u>	<u>7,111</u>
<b>Administration:</b>					
<b>Town administration:</b>					
Salaries - administration	15,774	9,548	118,462	103,603	14,859
FICA/Medicare - administration	3,621	878	9,477	15,248	(5,771)
Health insurance - administration	1,312	998	10,503	13,238	(2,735)
Pension - administration	1,028	477	5,923	6,083	(160)
Telephone/communications	750	485	4,122	5,250	(1,128)
Computer expense	1,648	419	3,753	7,724	(3,971)
Election expense	-	-	2,000	35	1,965
Dues and publications	600	-	3,897	4,532	(635)
	<u>24,733</u>	<u>12,805</u>	<u>158,137</u>	<u>155,713</u>	<u>2,424</u>
<b>Office supplies and miscellaneous:</b>					
Advertising/notices	-	-	378	333	45
Miscellaneous	1,788	2,439	16,497	28,385	(11,888)
Supplies - administration	1,943	101	3,753	9,563	(5,810)
	<u>3,731</u>	<u>2,540</u>	<u>20,628</u>	<u>38,281</u>	<u>(17,653)</u>
<b>Legal</b>					
Accounting and audit	500	3,006	29,997	34,195	(4,198)
Inspection	550	550	19,350	19,950	(600)
Insurance and bonds	1,440	5,924	55,872	113,378	(57,506)
County Treasurer's collection fees	5,753	4,801	20,367	27,690	(7,323)
Building occupancy costs	10	18	3,066	3,115	(49)
	<u>3,352</u>	<u>3,180</u>	<u>27,378</u>	<u>26,939</u>	<u>439</u>





**Request for Board of Trustee Action**

**Date:** October 18, 2016

**Title:** Resolution #5, Series 2016: Employee Handbook

**Presented By:** Dana Struthers, Manager of Support Services

**Prepared By:** Lee Schiller, Town Attorney; Dana Struthers, Manager of Support Services; J.D. McCrumb, Town Administrator

**Background:** In February 2014 the Board of Trustees adopted by Resolution a Personnel Policies & Procedures manual for the purpose of directing human resource guidelines for the Town.

By practice the manual is reviewed every two years for compliance with federal and state law, HR best practices and Town operational demands. Staff has been working with Mountain States Employers Council on this revision to ensure compliance in all applicable areas.

**Attachments:** Resolution #5, Series 2016  
Employee Handbook

**Suggested Motion:** "I move to approve Resolution #5, Series 2016 as presented"

Or

"I move to approve Resolution #5, Series 2016 with the following changes....."

RESOLUTION NO. 5  
SERIES OF 2016

A RESOLUTION AMENDING PERSONNEL POLICIES AND PROCEDURES

WHEREAS, Board of Trustees determined that the Town was in need of modifying its Personnel Policies and Procedures;

WHEREAS, the Board of Trustees have received and reviewed a document titled Personnel Policies and Procedures, which amends the Personnel Policies and Procedures currently in effect and:

WHEREAS, the Board of Trustees of the Town of Columbine Valley finds that it is in the best interests of the Town to adopt said amended Personnel Policies and Procedures,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY:

The Board of Trustees of the Town of Columbine Valley hereby adopts the Personnel Policies and Procedures, as more fully set forth in Exhibit A attached hereto and as may be amended and updated from time to time. The effective date of the Personnel Policies and Procedures shall be September 20, 2016.

ADOPTED AND APPROVED this 18<sup>th</sup> day of October, 2016.

---

Richard Champion, Mayor

---

J.D. McCrumb, Clerk

***TOWN OF***  
***COLUMBINE VALLEY***  
***EMPLOYEE HANDBOOK***  
  
***Resolution***  
  
***Adopted, October 18, 2016***



## IMPORTANT NOTICE

AT THE TOWN OF COLUMBINE VALLEY (HEREAFTER KNOWN AS THE "TOWN"), NEITHER THE EMPLOYEE NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE TOWN IS AT-WILL. EITHER THE EMPLOYEE OR THE TOWN HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY THE TOWN ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE TOWN ADMINISTRATOR, CHIEF OF POLICE AND/OR BOARD OF TRUSTEES HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE TOWN RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

## **PURPOSE**

- A. These guidelines were developed to provide:
1. A written set of guidelines for human resources decisions;
  2. A means of communication with employees;
  3. A framework for consistency in recruitment, selection, placement, promotion, retention and separation of Town employees based upon employees' qualifications for a position;

## **SCOPE**

These guidelines apply to all employees of the Town except elected and appointed officials; members of the boards and commissions; persons engaged under contract to supply professional or technical services; volunteer personnel who receive no regular compensation from the Town; and other personnel whom the Board may designate. Police personnel may be subject to additional guidelines, which shall prevail in the event of conflict with these guidelines.

## **CHAPTER 1 EMPLOYMENT**

### **1-1 EQUAL EMPLOYMENT OPPORTUNITY**

The Town is dedicated to the principals of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation or any other status protected by applicable state or local law.

#### ***Section 1-1-1 - Non-Discrimination***

##### **ADA and Religious Accommodation**

The Town will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Town or cause a direct threat to health and safety. Employees needing accommodation are instructed to contact their supervisor or Human Resources.

#### ***Section 1-1-2 - Anti-Harassment Policy***

The Town strictly prohibits any form of unlawful employee harassment based on age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local law. Improper interference with the ability of the Town's employees to perform their expected job duties will not be tolerated. Further, employees are responsible for respecting the rights of their co-workers.

With respect to sexual harassment, the Town prohibits the following conduct by all Town employees and elected or appointed officials:

- A. Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or other offensive nature, especially where:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - 2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - 3. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment.

B. Offensive comments, jokes, innuendoes, and other sexually oriented statements. Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

1. Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair or brushing against another's body;
2. Sexually suggestive touching;
3. Grabbing, groping, kissing, fondling;
4. Lewd, off-color, sexually oriented comments or jokes;
5. Foul or obscene language;
6. Suggestive or sexually explicit posters, calendars, photographs, e-mails, graffiti, cartoons; and
7. Sexually oriented or explicit remarks.

### ***Section 1-1-3 - Reporting Possible Harassment***

If an employee experiences any job-related harassment based on sex, race, national origin, disability or other protected factor, or believes that he or she has been treated in an unlawful, discriminatory manner, the incident should be reported promptly to the Town Administrator, Chief of Police, immediate supervisor, Mayor or Town Attorney who will investigate as necessary to determine the cause of the complaint and work with the employee to affect an equitable solution. Every effort shall be made to resolve the difficulty at the lowest level practicable. The complaint will be kept confidential to the maximum extent practicable.

### ***Section 1-1-4 - Investigation***

If the Town determines that an employee has harassed another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

### ***Section 1-1-5 - No Retaliation***

No retaliation of any kind by any employee shall be taken against an employee because that employee has asserted a complaint or against any witness because that individual has reported or has assisted in any way in the investigation of a harassment complaint.



**1-2**  
**CODE OF CONDUCT**

Employees of the Town must manage personal and business affairs so as to avoid situations that might lead to conflict, or the appearance of conflict, between self-interest and duty to the Town, to the persons served by the Town and to the general public.

Common sense and good judgment will dictate the proper course of action in most situations. However, if there is a question of even a slight conflict with our Code of Conduct, others will tend to exaggerate it. The best policy is to resolve such questions by addressing them at the outset so they will not become embarrassing problems later. Such matters can easily be addressed by discussing them with a member of the Board of Trustees who supervises the employee (hereafter "Supervising Trustee") or Mayor. Handling these matters in this manner should avoid any occasion for disciplinary action. However, any violation of this Code of Conduct may result in disciplinary action. Depending upon the severity of the violation, such disciplinary action could include any one or a combination of the following: oral warning, written reprimand, probation, suspension or discharge. Situations may arise that have not been directly addressed in this Code of Conduct. The final resolution of such situations rests with the Mayor and Board of Trustees.

***Section 1-2-1 - Performance of Duties***

- A. Employees should perform official duties diligently, conscientiously and to the best of their ability, remembering that they serve the public as public employees.
- B. Employees should always perform their duties with courtesy and respect for the public and for co-workers and without bias or prejudice, manifested by words or conduct, based upon age, race, religion, national origin, gender, sexual orientation, veteran status, disability or political affiliation.
- C. With support from the Town, employees should seek to maintain and improve their personal and professional growth and development and that of their co-workers through cooperation and participation in training and educational programs relevant to their duties and through any licensing or certification required for their position.
- D. Employees should perform their duties impartially in a manner consistent with law and the public interest, unswayed by kinship, position, partisan interests, public pressure or fear of criticism or retaliation.
- E. Employees should bring to the attention of their supervisor any information that, by its nature or inference, could disclose or cause to be addressed any condition or situation that is detrimental to the image of the Town or that they regard as a threat of liability, a threat to safety or a breach of law. The Town will not retaliate against any employee who makes such a disclosure in good faith. Resolution shall be pursued in accordance with the provisions of applicable local, state and federal law.

### ***Section 1-2-2 – Ethics***

- A. No employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions.
- B. No employee or a member of the employee's immediate family should accept, solicit, or agree to accept any gift, favor or anything of value with the understanding that the official actions, decisions or judgments of any employee will be influenced.
- C. No employee should request or accept any fee or compensation beyond that received by the employee in his or her official capacity for advice or assistance given in the course of his or her public employment.
- D. Each employee should use the public resources, property and funds under the employee's control responsibly and for the public purpose intended by law and not for any private purpose.

### ***Section 1-2-3 - Conflict of Interest***

Every employee has an obligation to diligently identify, disclose, avoid and/or manage conflicts of interest. Potential conflict of interest exists when an employee or an employee's immediate family may be directly or indirectly financially impacted, whether favorably or detrimentally, by a decision made by the Town in which the employee participates. Even if no abuse of position actually occurs, a conflict of interest or its appearance can seriously undermine the public's confidence and trust in the Town's governmental system.

- A. ***Outside Contracts.*** Employees and their immediate family members should not enter into any contract with any component of the Town government for financial gain apart from an employment appointment without full disclosure and satisfactory management of any potential conflict of interest in accordance with policies established by the Town.
- B. ***Nepotism.*** Employees should not be involved in the decision to hire or in the supervision of any member of their immediate family.
  - 1. Immediate family or employees who reside in the same household will be allowed to work in the Town as long as neither is in a position that requires supervising the other.
  - 2. For purposes of this policy, immediate family and relative is defined as husband, wife, daughter (in-law), son (in-law), mother (in-law), father (in-law), brother (in-law), sister (in-law), parents (in-law), step children, step parents (in-law), grandparent or grandchild of an employee or other legal dependent of an employee or the employee's relatives.

- C. ***Business with Private Party or Vendor.*** Employees should not participate in decisions regarding conduct of Town business with any private party or vendor by whom the employee or an immediate family member is employed or is actively seeking employment.
- D. ***Acceptance of Gifts, Gratuities, Hospitality.*** Employees should not accept gifts, loans, gratuities, discounts, favors, hospitality, services or other compensation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the employee in the performance of duties. Examples of acceptable courtesies include a meal or social event; floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, promotions; or a sample or promotional gift of nominal value (\$50 or less).

***Section 1-2-4 - Outside Employment***

- A. While the Town does not oppose employees engaging in outside employment, each full-time employee should consider his or her position with the Town to be his/her primary place of employment. The outside employment of part-time employees may also reflect on the Town. Therefore, the Town will oppose outside employment when it interferes with any employee's duties with the Town, involves a potential conflict of interest, or compromises the integrity or credibility of the Town. Consequently, in addition to conflict of interest situations addressed above, employees should avoid:
  1. Outside employment with an entity that conducts business with the Town or requires the employee to have frequent contact with entities that regularly do business with the Town without full disclosure and satisfactory management of any potential conflict of interest.
  2. Outside employment that cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between the employee's role at the Town and the employee's role in the outside employment.
  3. Performance of work for any governmental entity within the State of Colorado without the written consent of both employers.
  4. Outside employment that exploits official position or confidential information acquired in the performance of official duties for personal gain.
  5. Outside employment that the public may view as work on behalf of the Town.
- B. An exception to restrictions on outside employment pertain to the police. Outside employment of police must conform to Police Department policies.
- C. Due to the importance of the public's perception of the governmental system, the

Town requires that all employees who engage in outside employment disclose such work to the Town Attorney. Outside employment is subject to review for conformance to this Code of Conduct. Employees engaged in outside employment determined not to be in conformance may be required to cease such employment or face termination.

### ***Section 1-2-5 - Volunteer Activities***

Employees are encouraged to engage in volunteer activities. However, employees should evaluate their volunteer activities in the same manner as outside employment to identify any potential conflict with the employee's position with the Town. Employees should discuss these potential conflicts with the Town Attorney.

- A. An employee should declare volunteer activities only if the employee believes there is some reason for concern consistent with the spirit of this Code of Conduct.
- B. All reported volunteer activities will be reviewed for appropriateness under the guidelines in this policy by the Town Attorney.

### ***Section 1-2-6 - Confidentiality***

Employees of the Town should carry out their duties in a manner which would withstand public scrutiny. Some employees handle confidential court-related, law enforcement-related or employee-related documents (including all matters involving compensation of Town employees), while others handle sensitive matters concerning the operation of the government. Employees must maintain the confidentiality of these matters, ensuring information about these activities is made public only upon appropriate authorization by the Mayor or Board of Trustees.

### ***Section 1-2-7 - Political Activity***

The Town seeks to maintain neutrality concerning political matters. Employees of the Town have a right to entertain and express personal opinions about political candidates and issues, but when performing their duties on behalf of the Town during working hours, employees of the Town should endeavor to maintain neutrality in action and appearance, except where an employee's position entails political advocacy on the part of the Town.

- A. ***Political Campaigns.*** Each employee retains the right to vote as the employee chooses and is free to participate actively in political campaigns during non-working hours. Such activity includes, but is not limited to, membership and holding office in a political party, campaigning for a candidate in a partisan election by making speeches, and making contributions of time or money to individual candidates, political parties or other groups engaged in political activity. An employee who chooses to participate in political activity during off-duty hours should not use his or her position or title within the Town in connection with such political activities.

**B. *Candidate for Office.***

1. An employee who declares an intention to run for partisan elective office must take an unpaid leave of absence upon the filing of nomination papers, unless more than 50% of the employee's salary is paid by federal funds, in which case the employee must resign. If elected, he or she must resign.
2. An employee may be a candidate for an unpaid non-partisan elective office or may be appointed to an unpaid non-partisan office in another jurisdiction, without separating from employment, provided that the employee otherwise complies with this Code of Conduct.

**C. *Political Activism.*** Employees should not engage in political activity during scheduled work hours, or when using government vehicles or equipment, or on Town property except in the performance of their duties on behalf of the Town. Political activity includes, but is not limited to:

1. Displaying literature, badges, stickers, signs or other items of political advertising on behalf of any party, committee, agency, candidate for political office or political issues sought to be placed on the ballot.
2. Using official authority or position, directly or indirectly, to influence or attempt to influence any other employee in Town employment to become a member of any political organization or to take part in any political activity.
3. Soliciting signatures for political candidacy or for the purpose of placing an issue on the ballot.
4. Soliciting or receiving funds for political purposes.

**D. *Political Discrimination.*** Employees should not discriminate in favor of or against any employee or applicant for employment on account of political contributions or permitted political activities.

***Section 1-2-8 - Use of Public Property***

- A. No employee of the Town shall request, use or permit the use of Town-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Town property is to be restricted to such services as are available to the Town generally and for the conduct of official Town business. Employees of the Police Department are allowed use of Town vehicles in the performance of their duties, consistent with policies established by the Mayor or Supervising Trustee.

- B. Authorized personal uses include taking a Town vehicle to lunch when going to and from meetings on workdays as needed, use of a Town copy machine, stopping to run personal errands when in a Town vehicle when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the Town Administrator or Chief of Police on a case-by-case basis. Other such uses must be consistent with policies established by the Town Administrator or Chief of Police.

## **CHAPTER 2 EMPLOYMENT**

### **2-1 HIRING**

Vacancies may be filled by transfer, promotion, demotion, re-employment or from an employment list or other selection process established for filling that particular vacancy.

### **2-2 JOB POSTING FOR CURRENT EMPLOYEES**

When job openings arise, qualified internal candidates will be given full consideration in filling those openings where possible.

#### ***Section 2-2-1 - Eligibility***

To be eligible, an employee must be in good standing, meaning that the employee's overall work record is acceptable.

#### ***Section 2-2-2 - Employee Responsibilities***

Employees are responsible for monitoring job vacancy notices and submitting their application forms for jobs posted. They are also responsible for demonstrating that they are qualified for the open position(s).

#### ***Section 2-2-3 - Review of Qualifications***

The Town Administrator, Chief of Police or their designee will contact employees who apply to discuss the job opportunity and the employee's qualifications. If the employee is not selected, the hiring supervisor will generally explain why.

### **2-3 JOB ANNOUNCEMENT**

#### ***Section 2-3-1 - Full-Time Positions***

- A. All positions shall be announced, created and publicized as directed by the Board of Trustees.

#### ***Section 2-3-2 - Part-Time Positions***

Upon authorization by the Board of Trustees, the Town Administrator may make part-time appointments where positions require someone less than full time. Part-time employees may be eligible for some employee benefit programs offered by the Town.

***Section 2-3-3 - Temporary Positions***

The Town, Board of Trustees or their designee may authorize temporary appointments, provided budgeted funds are available.

**CHAPTER 3  
COMPENSATION**

**3-1  
CLASSIFICATION PLAN**

***Section 3-1-1 - Employment Classifications***

- A. ***Work Schedule Classifications.*** Positions within the Town are generally designed for full-time employees. In certain functions and during some seasons, work schedules and Town needs may require the services of other than full-time employees.
1. ***Full-Time.*** An employee hired for which the normal work schedule is thirty (30) or more hours per week, except as specified in any applicable job description. Certain employees may be “on-call” for service in excess of their regularly scheduled work week, as may be determined by job description, department policies or as otherwise directed by the Town Administrator or Chief of Police.
  2. ***Part-Time.*** An employee hired in a position for which the normal work schedule is less than thirty (30) hours per week.
  3. ***Occasional Part-Time.*** An employee hired in the position for which there is no minimum schedule work time but to be used from time-to-time as necessary, depending on Town needs. This position accrues no benefits.
  4. ***Temporary.*** An employee hired for a position for which the scheduled work week can range from any number of hours up to forty (40) hours, but the position is required for only a specific, known duration, usually less than three (3) months. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees receive all legally-mandated benefits.
- B. Nonexempt employees are entitled to overtime pay at one and one-half times their regular pay for any hours in excess of 40 in a workweek.
- C. Exempt employees are not eligible for overtime pay.



**3-2**  
**SALARY PLAN**

***Section 3-2-1 - Salary Schedule***

- A. The salary schedule shall be adopted by the Board of Trustees in conjunction with the budgetary process. All salaries shall be subject to maximum rate, and salary increases shall be allowed above the maximum rate only for cost of living (COLA) increases.
- B. Pay is an administrative decision and is not subject to appeal.

***Section 3-2-2 - Anniversary Date***

Date of Hire/Length of Service Anniversary means the effective starting date of the individual's employment with the Town. This date is used to determine how long an employee has worked for the Town.

***Section 3-2-3 - Pay Adjustments***

Performance pay adjustments, if granted, shall be in the sole discretion of the Board of Trustees. No pay increase shall exceed the maximum rate established in the pay plan for the position to which an employee has been appointed, except for cost of living adjustments. If a performance evaluation reflects below average performance, action may be taken to demote, reassign or terminate employment for performance reasons. The grant, or lack of grant, of a pay adjustment is not subject to review or appeal through the Problem Resolution Policy, pursuant to Chapter 7.

**3-3**  
**PERFORMANCE EVALUATION**

The purpose of the performance evaluation is to provide employees with timely reports of their progress and allow for correction of deficiencies; to provide employees with positive recognition of strengths and special abilities; to provide an ongoing performance record that may become part of documentation used in making personnel decisions; to provide employees with an opportunity to discuss ways and means for improvement; and to provide a means to maintain and update position descriptions.

***Section 3-3-1 - Timely Evaluation***

All regular full-time and regular part-time employees shall be evaluated at least once a year. A summary of the evaluation shall be kept in writing.

***Section 3-3-2 - Process***

The Town Administrator, Chief of Police or their designee is responsible for completing the performance evaluation and discussing it with the employee. Pay adjustments are not discussed with the employee at this time, nor are pay adjustments a part of this process.

***Section 3-3-3 - Appeal of Evaluation***

There shall be no appeals of the evaluation process.

**3-4  
PAY PERIODS AND PAY DATES**

***Section 3-4-1 - Pay Periods***

A pay week begins every Saturday at 12:01 AM and ends the following Friday at 12:00 midnight. There are twenty-six (26) pay periods in the year.

***Section 3-4-2 - Pay Dates***

Regular Town employees are paid biweekly. If a pay date falls on a holiday, the day of pay shall be the last working day preceding the normal pay date.

***Section 3-4-3 - Pay Checks***

An employee's pay check may be released to the employee's spouse, designated family member or to another person only if authorized in writing by the employee.

***Section 3-4-4 - Pay Advances***

Columbine Valley does not grant requests for pay in advance of regular pay checks.

**3-5  
OVERTIME/COMPENSATORY TIME**

The designated supervisor may authorize overtime beyond the normal work day or work week depending on Town needs.

***Section 3-5-1 - Nonexempt Employees***

- A. Whenever any nonexempt employee is required to work overtime in excess of forty (40) hours per week, that person shall be compensated at the rate of:
  - 1. ***Pay for Service*** - One and one-half (1-1/2) times the regular rate of pay at which such person is employed. .

- B. "Hours worked" for purposes of calculation of overtime pay shall be defined as time on the job performing a responsible work assignment.
- C. Time shall begin once the employee is at the work station or at the call origination for emergencies.
- D. The Town Administrator or Chief of Police, must specifically authorize the rendering of overtime services. Employees shall obtain such authorization prior to working any overtime unless in the event of an emergency.
- E. The Town Administrator or Police Chief will ensure that all overtime is properly recorded.

### **3-6 HOLIDAY PAY**

The Town currently offers paid holidays for a selected number of days (as defined in Section 4-7). The Town Hall is generally closed on those days.

#### ***Section 3-6-1 Eligibility***

- A. Employees eligible for holiday pay are:
  - 1. Full-time employees
  - 2. Part-time employees
- B. The Town will grant paid holidays to all eligible employees immediately upon assignment to an eligible classification.
- C. An employee who is absent without authorized leave on the day immediately preceding or following a holiday shall lose holiday pay as well as pay for the day absent.

#### ***Section 3-6-2 - Work on Holiday***

If an employee must work on a holiday, holiday pay is paid. Holiday pay equals whatever would be earned hourly plus one hour pay for each hour worked. However, holiday pay may not exceed eight (8) hours.

- 1. For example, pay would be eight (8) hours for the day worked and eight (8) additional hours for the holiday worked.
- 2. If, however, the employee works for ten (10) hours on such holiday, only eight (8) hours of holiday pay would be allowed.

***Section 3-6-3 - Holiday During Paid Time Off***

- A. If a recognized holiday falls during an eligible employee's paid absence (for example, employee's paid time off), holiday leave will be in lieu of paid time off leave.
- B. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

***Section 3-6-4 - Holiday on Day Off***

If a recognized holiday falls on a day the employee is not scheduled to work, is not otherwise required to work such day, and the employee has or will work forty (40) hours in that week, (or the employee's regularly scheduled work week in the case of a part-time employee), the employee shall choose an alternate day off no later than the end of the following two (2) pay periods. The alternate day off will require the approval of the Town Administrator or Chief of Police .

**3-7**

**PAYROLL DEDUCTIONS**

***Section 3-7-1 - Mandatory Deductions***

Deductions required by law are withheld from the employee paycheck each pay period. These include federal income tax, state income tax, Social Security, Medicare (FICA), and Fire and Police Pension Association (FPPA) deductions, and any legal wage garnishment.

***Section 3-7-2 - Voluntary Deductions***

Other deductions require an employee's written authorization. Examples include but are not limited to dependent health insurance coverage and supplemental health insurance.

**3-8**

**PROMOTION**

The Town attempts to fill vacant positions with qualified Town employees before advertising to the general public. A promotion is a change to a position in a salary range higher than the one an employee currently occupies. Employees are encouraged to apply for any vacancy for which they may qualify.

***Section 3-8-1 - Eligibility***

- A. Employees may apply for promotion. An exception to this policy may be granted with prior approval of the Mayor.

- B. Selection of an employee for a promotion is based on past work record and performance appraisal, education and special training undertaken, knowledge of the job duties, licensing relevant to the position, length of service or other pertinent evidence of increased service value of an employee to the Town.
- C. Only employees who meet the requirements set forth in promotion examination announcements may compete in promotion examinations.

### **3-10 EMERGENCY CLOSINGS**

Emergencies such as severe weather, fires, power failures or floods can disrupt Town operations and may require the closing of a work facility. Closing of a work facility is at the sole discretion of the Town Administrator or designee. In the event that such an emergency occurs during non-working hours, the Town Administrator will be responsible for notifying the affected employees.

#### ***Section 3-10-1 - Pay for Time Not Worked***

When operations of the Town or any part of the Town are officially closed due to emergency conditions, the time off from scheduled work will be paid up to 3 days.

#### ***Section 3-10-2 - Pay for Work on Essential Operations***

Employees in essential operations may be asked to work because of emergency conditions on a day when non-essential operations are officially closed. In these circumstances, employees who work will receive regular pay.

**CHAPTER 4  
EMPLOYMENT BENEFITS**

**4-1  
WORKER'S COMPENSATION**

***Section 4-1-1 - Reporting Requirement***

- A. Any employee involved in an industrial injury or an occupational illness as defined by Colorado Worker's Compensation laws must report the incident to his or her immediate supervisor or Town Administrator within twenty-four (24) hours or as soon thereafter as possible.
- B. Hours lost due to the injury or illness shall be reported on the employee time sheet.

**4-2  
MILITARY LEAVE**

A military leave of absence will be granted to any employee, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services. Military leave shall be granted in accordance with the provisions of applicable state and federal law and without loss of wages for the first 15 days.

***Section 4-2-1 - No Break in Service***

Active military service of an employee who is restored to employment with the Town is not a break in service and shall be counted as credited service.

**4-3  
BEREAVEMENT LEAVE**

Columbine Valley defines "immediate family" as the employee's spouse, parent, child, brother or sister, the employee's spouse's parent, child, brother or sister, the employee's child's spouse, grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

***Section 4-3-1 - Approval***

- A. Approval of bereavement leave for up to forty hours (40) will occur in the absence of unusual operating requirements.

- B. Any employee may, with the supervisor's approval, use any available paid leave balances for additional time off as necessary.

#### 4-4

### MATERNITY/ADOPTION/PATERNITY (MAP) LEAVE

#### *Section 4-4-1 – Eligibility & Use*

Maternity/Adoption/Paternity (MAP) leave may be granted to full-time employees for no more than sixty (60) calendar days on the following basis:

- A. An employee shall apply for MAP leave by submitting the request in writing to the Human Resources Administrator indicating the purpose of the leave and how long it will last.
- B. Employees will be paid for 80 hours of MAP leave. MAP leave must be taken or used within 30 days following birth or adoption.
- C. Additional MAP leave shall be taken as a combination of paid time off and unpaid leave of absence.
- D. Paid time off will not be accumulated during MAP leave; however, the remainder of Town provided employee benefits will continue without interruption during MAP leave.
- E. Employees are subject to administrative leave without pay upon exhaustion of all other forms of paid leave balances. Positions cannot be guaranteed for employees returning from MAP leave of longer than sixty (60) calendar days.

#### *Section 4-4-2 - Reinstatement*

Upon expiration of an approved leave of no more than sixty (60) days, the employee shall be reinstated to the same or similar position to that held prior to the beginning of the leave.

**4-5**  
**PAID TIME OFF**

Paid Time Off (PTO) is an all purpose time off plan for full-time employees to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time off program. PTO must be scheduled in a manner not to disrupt Town operations and all employees shall coordinate PTO time to minimize inconvenience and disruption to the Town and its other employees.

***Section 4-5-1 – Eligibility***

- A. Employees in the following employment classifications are eligible for PTO as described in these guidelines:
  - a. Full time employees
- B. PTO days should be planned and scheduled in advance whenever possible. To schedule planned PTO, employees should request advance approval from the Town Administrator, Chief of Police or their designee. Requests are reviewed on a number of factors, including business needs and staffing requirements.
- C. Employees who have an unexpected need to be absent from work should notify the Town Administrator, Chief of Police, or their designee, before the scheduled start of their workday whenever possible. The Town Administrator, Chief of Police, or their designee, must also be contacted on each additional day or unexpected absence.
- D. PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime pay.

***Section 4-5-2 – Benefit Year***

- A. The length of eligible service is calculated on the basis of a "benefit year". This is the 12 month period that begins when an employee begins employment. The benefit year for all eligible employees begins on the employee's effective date of hire.
- B. An employee's benefit year may be extended for any significant leave of absence except military leave of absence.
- C. Military leave has no effect on this calculation; that is, military leave taken shall be counted as credited service for purposes of paid time off accumulation.
- D. Once employees enter an eligible employment classification, they begin to earn paid time off according to the schedule.



**Section 4-5-3 – Hourly Rate of Accumulation**

- | A. Service Years | Annual Option                                | Accumulation Hours  |
|------------------|--|---------------------|
| 0 to 5 years     | 150 paid time off hours<br>Maximum 208 hours | 5.77 per pay period |
| 6 to 14 years    | 190 paid time off hours<br>Maximum 248 hours | 7.31 per pay period |
| 15+ years        | 230 paid time off hours<br>Maximum 288 hours | 8.85 per pay period |
- B. Full time employees will not earn full paid time off hours while he or she is on unpaid leave status.
- C. In the event PTO maximum is reached, an employee will only earn PTO in an amount equal to the difference between their unused PTO and their maximum PTO benefit. Upon termination of employment, employees will be paid for unused PTO that has been earned through the last day of work.

**4-6  
CIVIC DUTY**

The Town encourages employees to fulfill their civic responsibilities as citizens. The periods of absence will be with pay and related benefits while serving on a jury, responding to a subpoena to appear as a witness or voting, according to the provisions below.

**Section 4-6-1 - Jury Duty**

- A. The Town recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.
- B. Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service.
- C. Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of eighty (80) hours.

- D. Additional paid jury duty leave shall be evaluated on a case by case basis, with further allowances as approved by the Town in its sole discretion. Employee classifications that qualify for paid jury duty leave are:
  - 1. Full time employees
  - 2. Part time employees
- E. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.
- F. Mileage, per diem amounts and jury fees may be kept by the employee.
- G. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid leave balances (for example, PTO benefits) or may request an unpaid jury duty administrative leave of absence.
- H. Employees must show the jury duty summons to the Town Administrator or Chief of Police as soon as possible so that the Town Administrator or Chief of Police may make arrangements to accommodate their absence.
- I. Employees are expected to report for work whenever the court schedule permits.
- J. Either the Town or the employee may request an excuse or postponement from jury duty if, in the Town's judgment, the employee's absence would create serious operational difficulties.
- K. The Town will continue to provide health insurance benefits until paid leave is expended. At that time, the employee will become responsible for the full costs of these benefits if continued coverage is desired. When the employee returns from jury duty, benefits will again be provided by the Town according to the applicable plans.
- L. Benefit accumulation, such as PTO or holiday benefits, will be suspended during unpaid jury duty leave and will resume upon return to active employment.

***Section 4-6-2 - Witness Duty***

The Town encourages employees to appear in court for witness duty when subpoenaed to do so.

- A. If employees have been subpoenaed or otherwise requested to testify as witnesses, they will be paid a maximum of forty (40) hours per instance to appear in court. Additional paid time off shall be evaluated on a case by case basis, with further allowances as approved by the Town in its sole discretion.

- B. Employees will be paid at their base rate or time and a half if they have worked more than forty (40) hours that week and are free to use any remaining paid leave benefits (e.g., PTO leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.
- C. The subpoena should be shown to the Town Administrator or Chief of Police immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence.
- D. The employee is expected to report for work whenever the court schedule permits.
- E. Time spent in court on personal matters will not be paid.

***Section 4-6-3 - Voting***

Every employee is encouraged to exercise the right to vote in all public elections. Any employee eligible and registered to vote in any public election held within this state may request time off for voting.

- A. The employee may be absent for three (3) hours with pay on the day of the election for the purpose of voting.
- B. The Town Administrator, Chief of Police or their designee may specify the hours during which the employee may be absent for the purpose of voting.

**4-7  
HOLIDAYS**

The Town will grant paid time off to eligible employees on the holidays listed below approved by the Board of Trustees, unless the employee is required by a department to work in order to maintain essential Town services. In the event an employee is required or scheduled to work on an approved holiday, that employee will be paid up to eight (8) hours for the holiday at their regular pay rate, in addition to their normal pay during that payroll period.

***Section 4-7-1 - Eligibility***

All full-time employees are eligible to take holidays from the date of hire.

***Section 4-7-2 - Approved Holidays***

- A. A schedule of holidays to be observed during the calendar year will be approved by Board of Trustees. On these approved holidays, non-essential Town departments will be officially closed.

B. The approved holidays are:

1. New Year's Day (January 1)
2. Martin Luther King Day (third Monday in January)
3. President's Day (third Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Thanksgiving Day (fourth Thursday in November)
8. Christmas Day (December 25)

If a holiday falls on a Saturday, the holiday will be observed on the preceding Friday; when it falls on a Sunday, the holiday will be observed on the following Monday. When a holiday falls during an employee's scheduled PTO, the day will not be charged as a PTO day.

#### **4-8 GROUP BENEFITS**

The Town currently provides group benefits coverage, which may change from time to time for eligible employees. The Town also contributes towards all legally mandated programs such as Social Security, Worker's Compensation, Unemployment Insurance, FPPA, etc. Human Resources is responsible for implementation and administration of all group insurance plans.

##### ***Section 4-8-1 - Eligibility***

- A. Full time employees of the Town are generally eligible for coverage under all of the Town's benefit programs, depending upon the restrictions and limitations of a particular benefit plan.
- B. Where applicable, the employee may elect to cover dependents under these programs in accordance with current contract requirements and rate schedules. Normal eligibility rules must be met.
- C. Other employment classifications are not eligible for benefit coverage except as specifically provided for in a particular benefit plan.

##### ***Section 4-8-2 - Group Insurance Coverage***

The Town will contribute one hundred percent (100%) of the cost of providing group health insurance coverage for full time employees (i.e., whose normal work week is at least thirty (30) hours per week, and who participate in the group health insurance programs offered by the Town), and fifty percent (50%) of such cost for spouses and dependents, depending upon the restrictions and limitations of the particular benefit plan.

***Section 4-8-3 - Voluntary Benefits***

Voluntary benefits such as benefits for dependents, supplemental health benefits and additional employee-related benefits may be offered by the Town from time to time. Voluntary benefits are offered at the discretion of the Board of Trustees. Voluntary benefits are fully paid by the employee.

***Section 4-8-4 - Cafeteria Plan***

The Town of Columbine Valley has established a cafeteria plan for employees whose number of work week hours is at least thirty (30) hours per week.

All benefits are subject to the terms and conditions of the plan as adopted, modified and revised by the Town from time to time. All eligible employees should refer to Human Resources for the current cafeteria plan in effect.

***Section 4-8-5 - Retirement Plan***

Eligible employees are subject to retirement plans offered through the Fire & Police Pension Association of Colorado (“FPPA”) or Colorado County Officials and Employees Retirement Association (“CCOERA”) offered for all personnel. Employees’ rights are vested in accordance with such retirement plans in which they are enrolled.

***Section 4-8-6 - Section 457 Deferred Compensation Plan***

The Town of Columbine Valley has established a Section 457 deferred compensation plan offered through FPPA. Contributions may be made on a pre-tax basis by all employees, subject to certain limitations contained within the plan documents.

**4-9**

**EMPLOYEE EXPENSE REIMBURSEMENT**

Certain Town employees may be authorized by the Town Administrator or Chief of Police to use the Town credit card. Any usage of the card must be made only for purchases and other acquisitions for use and consumption by the Town, and no use of a Town credit card may be for personal or non-Town related matters. For any expenditures by an employee made on behalf of the Town, such employee may submit a written request for reimbursement for any out-of-pocket costs, along with proper substantiation for such expenses.

## CHAPTER 5

### 5-1 HOURS OF WORK

An employee is expected to work the days and hours necessary to perform all assigned responsibilities and tasks in order to provide continuity in access by and service to the citizenry and facilitation of teamwork and supervisory assistance. Attendance shall be a consideration in personnel matters.

#### *Section 5-1-1 - Normal Work Week and Work Hours*

- A. The basic work week is generally forty (40) hours of work. This begins for most employees at 12:01 AM Saturday and ends at 12:00 midnight on Friday.
- B. The normal work schedule for all employees is eight (8) hours a day, five (5) days a week, with one unpaid lunch period each day, not to exceed one (1) hour.
- C. Modifications to the work week and work schedule may be made to provide essential Town services, subject to any federal or State statutory or constitutional limitations relating to hours of work.
- D. Non-exempt employees will be paid time and one-half their regular hourly rate for all work in excess of forty (40) hours per workweek. Non-work hours such as PTO, jury duty and funeral leave are exempt from the hours calculated for overtime.

#### *Section 5-1-2 - Absences and Tardiness*

- A. Advance notice of absence is expected; notice of unavoidable absences is expected within one-half hour of the beginning of duty or as soon as possible if the employee is physically unable to notify his or her supervisor.
- B. Advance notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected as soon as possible. Tardiness must be made up during the pay period in which it occurs.
- C. Notification of an absence or tardiness by another employee, friend or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.
- D. Poor attendance and frequent tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

***Section 5-1-3 - Meal Breaks and Rest Breaks***

- A. Full time employees who work a regular eight (8) hour workday will receive a maximum of one hour unpaid meal break with the exception of Police Officers on duty. Lunch break cannot be taken at the beginning or end of the day, nor can it be applied to any type of leave time.
- B. Paid rest breaks, if any, are at the discretion of the Town Administrator or Chief of Police. They may not be taken at the beginning or ending of a work shift, immediately before or after lunch, applied towards an alternative work schedule or be used as leave time. Work demands may preclude the granting of a rest break.

**5-2**

**PERSONNEL FILES**

The Town maintains a personnel file on each employee. The personnel file contains documentation regarding all aspects of the employee's tenure with the Town, such as performance appraisals, beneficiary designation forms, disciplinary action notices and employment history. Employees may review their personnel files at reasonable intervals during normal business hours in the presence of Human Resources with the approval of the Town Attorney.

***Section 5-2-1 - Maintenance of Personnel Files***

- A. Human Resources is responsible for maintaining personnel files and must approve materials for inclusion in a file.
- B. An employee may submit a written statement for inclusion in his or her personnel file if he or she believes that any of the included materials requires correction and/or clarification.
- C. Items not included in the official personnel file may not be used for either promotional or disciplinary proceedings, unless the employee falsified a time sheet or other information.

**5-3**  
**PERSONAL APPEARANCE**

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the organizational image the Town presents to the general public. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

***Section 5-3-1 - Uniforms***

- A. Employees who are required to wear a uniform of any type in the performance of their duties will be provided such uniforms by the Town.
- B. Uniforms that are provided by the Town become the property of the employee.
- C. Laundering, cleaning and general upkeep of uniforms is the responsibility of each employee.
- D. Employees should be aware that the furnishing of uniforms and maintenance or replacement allowance, if any, may, under certain circumstances, be considered a taxable benefit.

**5-4**  
**ELECTRONIC MAIL, COMPUTER AND ON-LINE SERVICES USAGE**

***Section 5-4-1 - Communications***

- A. All electronic storage and communication systems (including without limitation facsimiles, copiers, computers, software and telephones) and all information transmitted by, received from or stored in these systems are the property of the Town;
- B. These systems are to be used solely for job-related purposes and not for personal purposes, unless expressly authorized in advance by the employee's supervisor;
- C. Employees have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt or storage of information in the equipment;
- D. The Town may monitor an employee's use of this equipment at any time at its discretion, which may include printing and reading all e-mail entering, leaving or stored in these systems as well as listening to any voice mail messages;
- E. No employee will use a pass code or voice mail access code that is unknown to the Town or that is not expressly authorized; and



- F. All Town employees must obtain approval for, and have virus-scanned, all outside files prior to loading such files in the Town's computer system from the Town Administrator or Chief of Police as applicable.

#### ***Section 5-4-2 - Software Copyright***

The Town purchases and licenses various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may not reproduce such software or use it on more than one computer unless authorized to do so by the software license agreement.

#### ***Section 5-4-3 - Prohibited Use***

Improper use of the Town's electronic storage and communications equipment is strictly prohibited. This includes, without limitation, transmission or reception of any material in violation of federal, state or local law or regulation (including copyrighted material, threatening or obscene material or material that is trade secret or confidential); using the Town's equipment or resources for commercial activities, religious or political causes, outside organizations or other non-employment related matters; and transmitting offensive jokes, sexually explicit messages, chain letters or material that is otherwise disruptive to the orderly operation of the Town. Any violation of this policy is prohibited.

#### ***Section 5-4-4 - Passwords***

Employees should remember that log-on and other passwords should not be shared with anyone else, unless such information is requested by an authorized town official. Failure to cooperate with an authorized Town official in any investigation involving the Town's electronic communications systems is a violation of the policy and may result in discipline, up to and including termination of employment.

#### ***Section 5-4-5 – Social Media***

Whenever social media is used, the Town requests employees to be respectful of the Town, co-workers and others. Personal use of social media is not permitted during working hours by means of the Town's computers, Town issued mobile devices, networks and other IT resources and communication systems. Use of personal mobile devices during work hours should be kept to a minimum. The Town has guidelines for the use of social media for employees who use social networking sites that may contain postings related to the Town, employees of the Town and any other affiliates of the Town.

Nothing in this guideline is meant to interfere with employees' right under federal law to engage in protected and concerted activity, including the employee's ability to discuss terms and conditions of their employment.

- A. Public communications concerning the Town, employees of the Town and any other affiliates of the Town must not violate any guidelines set forth in this handbook, especially as it relates to discrimination, unlawful harassment, and legal activities
- B. An employee's personal or anyone else's social networking site is not the place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the Town regarding these issues shall be made to the Town Administrator or Chief of Police.
- C. All forms of social media communications are individual interactions, not Town communications. All postings on social networking site on behalf of the Town must be preapproved and sent by authorized employees.
- D. If any employee posts any comment that promotes or endorses Town services in any way, the law requires the employee to disclose they are employed by the Town.
- E. When using social media, use good judgment and be respectful of others. Avoid using statements, photographs, video or audio that could reasonably be viewed as malicious, obscene, threatening or intimidating, that disparages others or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm one's reputation or posts that could contribute to a hostile work environment.

## **5-5**

### **TRAVEL AND EXPENSES**

#### ***Section 5-5-1 – General Guidelines***

Employees should use a Town credit card for all business expenses whenever possible. If a Town credit card is not used for a business expense, then a Travel and Expense Report, with vendor receipts, must be used and submitted to the designated supervisor within thirty (30) days. The Town Administrator or Chief of Police has the authority to grant specific exemptions to this policy in the best interest of the Town.

Violation of these requirements will not be tolerated.

#### ***Section 5-5-2 – Vehicle Travel***

A Town vehicle should be used whenever possible for business travel. If an employee uses a personal vehicle for business travel, he or she will be reimbursed according to the IRS standard mileage rate. Reimbursement is allowed to the extent that mileage exceeds an employee's typical commute mileage to work.

***Section 5-5-3 – Rental Cars***

Rental Car expenses must be related to an employee's attendance at a business related conference, meeting or training event. Gasoline for rental cars is also reimbursable. Employees are encouraged to use the Town credit card to reserve rental cars and purchase gasoline. For reimbursement of public transportation, taxi or parking, a vendor's receipt is required.

***Section 5-5-4 – Ticketed Travel***

When airline, bus or rail travel is required, the least expensive ticket for the specific traveler's needs is to be purchased. Reimbursement is not to exceed actual cost for air, bus or rail, whichever is the most appropriate means of travel. The employee will be reimbursed based on the rate for the most economical mode of transportation. If an employee chooses an alternative mode of transportation, the employee will only be reimbursed up to the amount of the least expensive mode of transportation.

***Section 5-5-5 – Business Meals***

Reimbursement is only eligible for meals where Town business is conducted, and only after such expenditures are approved by the employee's designated supervisor. For reimbursement, an employee must submit an itemized vendor's receipt, a statement of purpose for the business meal and a list of attendees for the business meal. If gratuity is not included, the tip must not exceed 20% of the meal cost, including tax. No alcohol may be purchased.

***Section 5-5-6 – Travel Meals***

When on travel status, the per diem rates apply for meals according to the IRS standard rate. This rate is based on the high and low level method.

Additionally, the rate will be adjusted for partial day travel, representing the meal(s) covered during the travel period plus the incidental expense allotment. Meals provided by the Town, including conference registration fees or other parties related to conference/program will not be reimbursed and will reduce the per diem by that meal amount. No receipts are required when per diem rates apply.

***Section 5-5-7 – Local Travel Meals***

When an employee participates in a qualifying function which requires an employee to attend during normal work shift, then the employee may be reimbursed up to \$15 for the meal and gratuity.

***Section 5-5-8 – Lodging***

When a destination for Town business is in excess of 75 miles, lodging accommodations are permitted. Reasonable hotel accommodations for employees are acceptable and will be reimbursed at a maximum of the single room rate. A vendor's receipt is required.

***Section 5-5-9 – Conference Registration and Training Expenses***

Required conference registration and training expenses may be handled in one of four ways:

- A. Where time allows, the Town pays directly to the conference sponsor prior to the event.
- B. The Town will be billed directly for the registration fee.
- C. Payment on a Town credit card.
- D. It is intended that all conference registration and training expenses be paid initially by the Town. However, if an employee personally pays these expenses, they will be reimbursed as part of the Monthly Travel and Expense Report Form. A copy of the registration form and receipt must be submitted for reimbursement.

***Section 5-5-10 – Incidental Expenses***

Incidental expenses include, but are not limited to:

- 1. Laundry expenses if away from home for four (4) or more calendar days.
- 2. Business telephone and postage expenses.
- 3. Purchases necessary for Town business.

***Section 5-5-11 – Non-Allowable Incidental Expenses***

- 1. Liquor, entertainment or tobacco.
- 2. Spouses of staff attending a business event.
- 3. Additional travel insurance.
- 4. Expenses of a personal nature.

Meals provided by the Town, including conference registration fees or other parties related to conference/program will not be reimbursed and will reduce the per diem by that meal amount.

**CHAPTER 6  
SAFETY AND HEALTH**

**6-1  
SAFETY AND LOSS MANAGEMENT**

The Town is committed to providing a safe and healthy working environment and to develop the best feasible operations, procedures, technologies and programs conducive to such an environment. The Town's policy is aimed at minimizing the exposure of its employees and visitors to its facilities to health or safety risks.

***Section 6-1-1 - Employee Support for Safe Work Practices***

- A. All employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.
  
- B. The responsibilities of all employees in this regard include:
  - 1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
  - 2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
  - 3. Reporting unsafe conditions, equipment or practices to supervisors;
  - 4. Using safety equipment provided by the Town at all times;
  - 5. Observing conscientiously all safety rules and regulations at all times;
  - 6. Notifying their supervisor, before the beginning of the work day, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their co-workers.
  - 7. The Town carries insurance to cover the costs of a work-related injury or illness. Benefits help pay for medical treatment and may include part of income an employee may lose while recovering. Detailed information is given to the employee if they are injured on the job, or suffer an occupational illness.

***Section 6-1-2 - Use of Town Equipment and Vehicles***

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations will not be tolerated.

***Section 6-1-3 – Use of Safety Belts in Motor Vehicles***

Operators of municipal owned or leased vehicles shall wear a seat belt in accordance with C.R.S. 42-4-237.

**6-2**

**TOBACCO-FREE WORKPLACE**

Use of tobacco products are prohibited throughout the Town's buildings and immediate workplace and in Town vehicles. This policy applies equally to all employees and visitors.

***Section 6-2-1 - Smoking Areas***

Employees who smoke may do so outside of the Town Hall in the properly designated areas.

***Section 6-2-2 - Smoking Breaks***

Smoking breaks shall normally be limited to the same number of breaks that other Town employees receive. The immediate supervisor may limit smoking breaks, particularly if they interfere with work.

**6-3**

**DRUG AND ALCOHOL-FREE WORKPLACE**

It is the policy of the Town that its employees be free of substance and alcohol abuse. Consequently, the use of illegal drugs by employees is prohibited. Further, employees shall not use alcohol during work hours or engage in "prohibited conduct" as defined in this policy. The overall goals of this policy are to ensure a drug-free and alcohol-free work environment and to reduce accidents, injuries and fatalities. Section 6-3 shall not apply to any function sponsored by the Town in which alcohol is served. To prevent confusion about the use of marijuana in the State of Colorado and how it relates to your employment, the Town issued this informational guideline:

Colorado law permits properly registered patients to use marijuana for medical purposes without fear of criminal prosecution, so long as they abide by the State's medical marijuana laws. As a result of the 2012 General Election in November 2012, Colorado also permits adults to possess and use marijuana. Nevertheless, marijuana remains a Schedule 1 controlled substance under the Controlled Substances Act of 1970. As such, any use of marijuana –

medical or otherwise – is against federal law and is prohibited while the employee is in the employ of the Town.

***Section 6-3-1 - Drug Testing***

Drug testing will be performed through urinalysis or blood testing. Urinalysis or blood testing will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and all other controlled substances. Testing can be random and in addition upon reasonable suspicion of such use.

- A. ***Laboratory Testing.*** The procedure starts with the collection of a urine or blood specimen.
1. Specimens will be submitted to a certified laboratory for testing.
  2. As part of the collection process, the specimen provided will be split into two vials; a primary vial and a secondary vial.
  3. The certified laboratory will perform initial screening on all primary vials.
  4. In the event that the primary specimen tests positive, a confirmation test of that the primary specimen will be performed prior to the laboratory reporting the results to the Town.
- B. ***Laboratory Results.*** All laboratory results will be reported by the laboratory to the Town Administrator or Chief of Police.
1. Positive test results will be reported to the Supervising Trustee.
  2. Before reporting a positive test result to the Mayor, the Supervising Trustee will attempt to contact the employee to discuss the test results.
- C. ***Confidentiality.*** Individual test results for employees will be released to the Town, Mayor or Supervising Trustee and will be kept strictly confidential unless consent for the release of the test results has been obtained from the employee.
- D. ***Request for Results and Re-Test.***
1. Any individual who has submitted to drug testing in compliance with these guidelines is entitled to receive the results of the drug testing upon timely written request.

2. An individual who tests positive may make a request of the Supervising Trustee to have the secondary vial tested. The request for testing of a secondary specimen is timely if it is made to the Supervising Trustee within seventy-two (72) hours of the individual being notified by the Town of a positive test result.
3. The secondary vial must be tested by a different certified laboratory than tested the primary specimen.
4. The individual making the request for a test of the second specimen must pre-pay all costs associated with the test.

### ***Section 6-3-2 - Alcohol Testing***

- A. The Town will perform alcohol testing using a portable breath testing device designed and utilized for testing alcohol on a person's breath. This may be provided through a trained supervisor or the Town's Police Department.
- B. Any initial test indicating a Blood Alcohol Concentration (BAC) of .002 or greater will be confirmed on a breath testing device. The confirmation test will be performed no sooner than 15 minutes and no later than 30 minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of .002 or greater, the employee shall be removed from duty for twenty-four (24) hours or until his or her next scheduled on-duty time, whichever is longer, and will be subject to disciplinary action up to and including termination, even for a first offense.
- C. All alcohol tests shall be performed just prior to, during or just after duty.

### ***Section 6-3-3 - Substance Abuse Evaluation, Return-To-Duty, and Follow-Up Testing***

- A. Any employee who engages in prohibited conduct shall be provided with the names, addresses and telephone numbers of qualified Substance Abuse Professionals (SAPs). If the employee desires to become requalified for employment with the Town, the employee must be evaluated by a SAP and submit to any treatment the SAP prescribes.
- B. Following evaluation and treatment, if any, in order to become requalified for employment with the Town, an employee must submit to and successfully complete a return-to-duty drug and/or alcohol test.
- C. The employee is also subject to follow-up testing. Follow-up testing is separate from and in addition to the Town's reasonable suspicion, post-accident and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of the SAP. Follow-up testing may continue for a period of up to 60 months following the employee's return to duty. No fewer than 6 tests shall be performed in the first 12 months of follow-up testing.



- D. The costs of any SAP evaluation of prescribed treatment shall be borne by the employee. The Town does not guarantee or promise a position to the employee should he/she regain qualified status.

**CHAPTER 7**  
**DISPLINE AND PROBLEM RESOLUTION**

***Section 7-1-1 - Discipline and Appeals***

- A. Failure to comply with Town policies, rules, standards and expectations may result in disciplinary action including counseling, warning, suspension, or discharge depending on the circumstances involved.
- B. Potential disciplinary action will be handled on an individual, case by case basis. The Town will take into account the overall circumstances including the nature of the infraction and the employee's past work record.
- C. The Town will endeavor to fairly investigate and evaluate the relevant circumstances prior to taking disciplinary action. Employees ordinarily will be given an opportunity to explain their actions prior to disciplinary action. However, there may be circumstances where immediate suspension from work may be appropriate, pending further investigation.

***Section 7-1-2 – Problem Resolution***

- A. If problems and complaints arise, it is encouraged to discuss the situation with the supervisor within three to five days, or at least in a timely manner.
- B. If a resolution is not reached or if it is inappropriate to go to the supervisor, discuss the situation with the Town Administrator or Chief of Police.
- C. If the situation is not resolved, communicate the problem directly to Human Resources and/or the Mayor.
- D. Should further resolution be required, the Board of Trustees will make the final determination.

**CHAPTER 8  
TERMINATION OF EMPLOYMENT**

**8-1  
AT WILL EMPLOYMENT**

Employment with the Town may be ended voluntarily or involuntarily.

**8-2  
EXIT PROCESS**

***Section 8-2-1 - Exit Clearance***

Included in the final clearance is a verification that all Town equipment, materials and supplies, such as keys, identification card, Town credit cards and uniforms, depending upon the department, etc., have been returned.

***Section 8-2-2 - Exit Interview***

Full-time and part-time employees will participate in an exit interview at the discretion of the Town or at the request of the employee. The interview will normally be scheduled prior to the last day of employment. The Exit Interview shall be maintained separately from the employee's personnel file. Temporary employees do not ordinarily participate in an Exit Interview unless they volunteer to complete the interview.

***Section 8-2-3 - Final Pay Check***

Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by Town guidelines and laws governing such payments. Terminated employees must be issued their final paycheck on the next regularly scheduled pay period.

- A. Costs of unreturned Town property will be deducted from the final paycheck.

***Section 8-2-4 - Continuation of Benefits***

- A. Benefits continue through the time actually worked by the employee. If the employee works through the 15th day of the month or later, Town-provided insurance benefits will continue through the last day of the month.
- B. Employees eligible to continue health benefits through C.O.B.R.A. will be notified by Human Resources within the time limit determined by law.

- C. For those employees who are not retiring, monies accumulated in the employee's retirement account are refundable. Forms required to request this refund are available through the retirement plan.

### **8-3**

#### **VERIFICATION OF TOWN EMPLOYMENT**

Employee personnel records are confidential.

##### ***Section 8-3-1 - Requests for Information***

- A. Dates of employment, job classification, current or last rate of pay, department in which employee works or worked and eligibility for rehire will be verified in response to outside requests. Additional information may be shared in conformance with state law.
- B. All requests or phone calls for verification of employment or wages of current or former employees, written or verbal, should be forwarded to Human Resources for processing. A release signed by the employee shall be required for such verification.

### **8-4**

#### **RE-EMPLOYMENT**

##### ***Section 8-4-1 - Eligibility***

- A. Employees who resign from Town service in good standing may be re-employed, upon approval of the Town Administrator or Chief of Police, to an equivalent or lower position class occupied at the time of resignation. Employees re-employed within thirty (30) days are considered to have continuous service for purposes of benefits and salary.

**ACKNOWLEDGMENT OF RECEIPT**

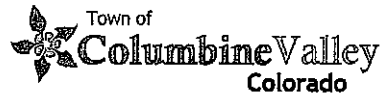
**I HAVE RECEIVED A COPY OF OUR EMPLOYEE MANUAL DATED**

---

**I UNDERSTAND THAT NEITHER I NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE TOWN OF COLUMBINE VALLEY IS AT-WILL. BOTH I AND THE TOWN HAVE THE RIGHT TO TERMINATE THIS EMPLOYMENT AT ANY TIME FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF THE TOWN ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.**

**I UNDERSTAND THAT NO REPRESENTATIVE FOR THE TOWN OF COLUMBINE VALLEY, OTHER THAN THE BOARD OF TRUSTEES, HAVE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE MAYOR AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.**

**FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS MANUAL SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE TOWN RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED. ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS OF THE TOWN OF COLUMBINE VALLEY, THESE CHANGES MY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.**



**Request for Board of Trustee Action**

**Date:** October 18, 2016

**Title:** 2017 Town Budget

**Presented By:** Jeff Tempas, Town Treasurer

**Prepared By:** Jeff Tempas, Town Treasurer

**Background:** This is the second round of discussion regarding the 2017 budget for the Town. A Public Hearing and 1<sup>st</sup> reading of the 2017 Budget is scheduled for a Special Meeting on November 7, and a 2<sup>nd</sup> reading and adoption will occur in December.

**Attachments:** 2017 Town Budget

**Recommended Motion:** No Trustee action is required at this time

# Town of Columbine Valley 2017 Budget Narrative Portion

December 13, 2016

The 2017 Town budget consists of a financial portion and a related narrative portion.

## Basis of Accounting

The Budget is prepared and accounting records are maintained using a modified accrual basis of accounting. Revenues, such as property taxes and sales taxes are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the budget year or soon thereafter. Expenditures are recorded when a liability is incurred.

## General Information

The Town has one General Fund, which is increased by revenues received from various Town imposed taxes and fees. The Fund is decreased by expenditures for (1) Town operating expenses and (2) amounts set aside (reserved) or appropriated for major infrequent purchases such as police vehicles, operating equipment etc., and major one time only public works. Amounts, set aside, are placed in designated or general type reserves. Amounts in these reserves are depleted as a major purchase is made or a major public works project is undertaken. Small reserves have also been established for controlling the spending of restricted lottery receipts (Conservation Trust Fund) and Arapahoe County Open Space Shareback sales tax receipts.

Sources of revenues are explained below. The main sources, however, are property taxes and various sales taxes. The amount of property taxes levied each year has been the maximum permitted in order to fund operating expenses and reserves for major public works deemed needed by the Town. Columbine Valley is subject to various property tax limitation statutes, notably Amendment #1, (TABOR/Bruce Amendment) and others.

The Town's on-going commitments for expenditures are as follows:

- Public Safety – Police protection and municipal court activity (now includes the Town of Bow Mar)
- Sanitation – Trash removal
- Public Works – Town street and property maintenance
- Administration – Town office expense including election, publication, legal and other operating costs
- Planning & Zoning – Town development expenses

## Amendment #1

On November 3, 1992, the voters of Colorado passed Amendment #1 that restricts the rate of increase in spending by local governments. The maximum annual percentage change in any year's spending and property tax revenues is limited to 1) inflation (rise in consumer price index) plus 2) a percentage equal to the net percentage change in the Town's actual valuation of all real property. Spending may be increased if the voters in the Town approve additional taxes through an initiative referendum election. Revenues that exceed Amendment #1 limits are refunded in the following year unless the voters approve otherwise. In November 1998 the Town was successful in passing a referred measure to authorize the Town to collect, retain and spend all excess revenue collected in 1998, and thereafter, without regard to any limitations under TABOR provided that no local tax rate or mill levy be increased without further voter approval.

## **Sources of Fund Increases**

### Property Taxes – General Fund - \$327,661

With the advent of Amendment #1, three separate (limiting) calculations are made to determine the allowable property tax levy for the General Fund. The lowest of the three is the maximum property taxes that the Town may collect. These three calculations for 2017 are as follows:

1. Amendment #1 property tax revenue limitation - \$327,661
2. Amendment #1 mill levy rate limitation - \$374,693
3. Statutory 5.5% property tax revenue limitation - \$336,857

The lowest of the three amounts is the first calculation.

The following simple explanations are a short description of the three calculations, which can be very complicated.

The 1<sup>st</sup> calculation is based upon the percentage increase (2015 to 2016) in actual value of Town real property plus an allowance for the rise in the consumer price index multiplied by the 2016 certified property tax revenue.

The 2<sup>nd</sup> calculation is based upon the 2015 mill levy times the 2016 assessed valuation of the Town real property.

The 3<sup>rd</sup> calculation is based upon the 2015 adjusted assessed valuation of Town real property multiplied by the 2015 mill levy, adjusted for a 5.5% statutory increase.

### Specific Ownership Tax - \$22,567

Specific ownership taxes are collected by the County Department of Motor Vehicles for vehicles registered in the Town. The amount allocated to the Town by the County is based upon its proportionate share of all County imposed property taxes. The budget for 2017 reflects an approximate 10% increase from the projected revenue for 2016.

### Sales & Use Tax - \$408,000

The Town collects sales taxes on retail sales within the Town boundaries. These taxes come from sales by Columbine Country Club, its pro shop, CenturyLink, and A T & T. The Town also collects sales tax on automobile purchases by Town residents and on materials purchased for new and remodel home construction. The 2017 Budget provides for the construction of sixteen (16) new homes in two continuing developments in 2017. The 2017 Budget also anticipates remodeling costs to be approximately \$1.65 million generating \$50,000 in sales taxes. Other sales taxes are estimated to be virtually the same as the 2016 projected levels with the exception of a modest increase in sales taxes from Columbine Country Club as the new clubhouse is estimated to be complete in late summer.

### Utility Franchise Fee - \$48,000

Utility franchise fees come from two sources, Public Service Company of Colorado (Xcel Energy) and CenturyLink (formerly Qwest). The fee received from Public Service is 3% of their billings to Town residents. An annual flat fee of \$3 is received from CenturyLink for each local telephone line in the Town. These fees are budgeted to increase by \$3,000 from actual fees projected for 2015. This amount may continue to increase over the next few years largely as a result of additional new homes in the Town.



Cable TV - \$28,000

In October 1982, the Town granted a non-exclusive fifteen-year cable franchise covering all of Columbine Valley. A new contract has been executed for two additional ten-year terms through October 2016 and stipulates that the Town receives an annual fee equal to 5% of gross cable receipts by the cable operator. Cable revenues have increased in recent years, likely due to increased premium services. Our budget has continued at the level projected for 2014 which assumes a slowing of the increases we have experienced in the past few years.

Permits Fees - \$122,000

Permit fees (including plan review fees) are based upon the projection of sixteen (16) new homes in 2017 and remodeling activity similar to 2016.

Fines - \$73,000

Tickets and fines issued by the Town police are a function of the level of police staff maintained during the year. We anticipate that 2017 revenues will increase over our current projection for 2016 to levels closer to those realized in prior years. These amounts include revenues generated through the issuance of tickets within the Town of Bow Mar ('Bow Mar').

Intergovernmental Revenues

Where available, intergovernmental revenues are estimated based upon information and estimates provided by the governmental agencies. Other estimates are made based upon prior year actual revenues. The Colorado Municipal League provides the estimate used for Highway User Tax (Motor Fuel Tax).

- State Highway Users Tax – 2016 projection is \$42,000; 2017 budget is \$46,000
- County Highway Mill Tax – 2016 projection is \$14,000; 2017 budget is \$14,000
- Cigarette Tax Apportionment – 2016 projection is \$800; 2017 budget is \$800
- Motor Vehicle Registration Fees – 2016 projection is \$5,000; 2017 budget is \$5,000

Effective January 1, 2014, the Town renewed its intergovernmental agreement with Bow Mar for a five year term and continues to assume the responsibility for public safety and municipal court activities for that town. In connection with this and the prior agreement and for providing these services, Bow Mar will have paid the Town \$260,910 in 2016 and will pay \$267,172 for 2017. The payments for 2017 and 2018 will be calculated based upon a formula using the then current consumer price index change. The agreement also provides that the Town will refund a portion of this fee in the event the Town is unable to maintain a total police force of six officers for the entire calendar year. There was no refund required under this provision for 2015, and none is projected for 2016.

The Town entered into a new intergovernmental agreement with Bow Mar to provide Building Department administrative services. The fee for these services will be \$40,000 in 2017. This agreement will extend through 2018 unless terminated earlier according to the provisions of the agreement.

Interest - \$8,000

The estimate for Town funds to be invested during 2017 is an average of \$1,100,000 at an estimated weighted interest rate of .73%.

Other - \$11,800

Other revenues include small receipts, miscellaneous in nature, which are received each year plus the sale of a retired police vehicle.

**Sources of Fund Decreases**

Public Safety - \$662,000

Public safety costs include both Town police expense and the expense of operating its municipal court. The Town intends to employ six full time and one or more part time police officers in 2017 to accommodate its expanded coverage area, which includes Bow Mar. Costs include salaries and benefits, uniforms, training, vehicle expense (four owned vehicles) and supplies. Municipal court costs are projected to remain at the projected 2016 level. In 2008 the Town became subject to a new charge from Arapahoe County for providing dispatch services. These services had been provided in the past at no cost to the Town. The annual charge was increased for the first time in 2016 to \$26,380. We have estimated the same payment for 2017.

Sanitation - \$75,000

The Town contracts with Allied Waste Services for trash removal. A new contract executed in 2012 is for a five year term with no increase in the monthly fee for three years. The fee then increased by four percent in 2016 and will increase again in 2017.

Administration - \$479,000

Costs that are considered part of administration and their percentage to total administration costs are as follows:

	<u>2016</u>	<u>2017</u>
• Town office salaries and benefits	43%	46%
• Legal, accounting and audit	14%	12%
• Insurance	6%	6%
• Building inspection fees	16%	13%
• Town Hall maintenance and utilities	12%	8%
• Other	9%	13%

Office salaries include three full time employees in 2017 and two full time employees and one part-time assistant in 2016. Included in benefits are the cost of health insurance and a pension plan.

Legal fees are very dependent upon activities occurring within the Town. The primary need for legal services in 2017 will be preparation for and attendance at regular meetings of the Town Trustees. We also pay our Treasurer (non-volunteer position) a fixed fee of \$550 per month for services. We incurred a modest increase in the cost of the annual audit of the Town in 2016 due to the continuing integration of several recently expanded reporting requirements.

Insurance costs, other than health insurance, are estimated to increase approximately 5% in 2017. Our insurance carrier is Travelers Insurance effective 2010. Our Workman's Compensation insurance carrier is Pinnacol Assurance.

Building inspection fees are very dependent upon new construction within the Town. The budget for 2017 assumes a normal level of inspections and plan reviews associated with remodeling in the Town and the aforementioned sixteen (16) new homes to be constructed in 2017.

Town Hall maintenance and utilities include normal occupancy costs associated with office space including, but not limited to, water, power, lighting, janitorial services, lawn maintenance, and cleaning supplies.

Other costs include the issuance of periodic newsletters and/or flyers, a Town directory, publication of official notices, election expenses (generally in even years only), office supplies, and the possible archival of all of the Town's historical records.

Planning & Zoning - \$69,000

The costs included in this category are all associated with mapping, zoning and developing property within the Town. Incremental costs associated with requests from developers to review and approve new projects within the Town are generally recovered from the developers. The budget for 2017 takes into account the

current development activity (three active developments) in the Town. A portion of these costs may be recovered if there is significant activity in planning the active developments within the Town.

Public Works - \$392,000

Town property maintenance costs include street and gutter maintenance and repair, snow removal, street lighting, road striping, park maintenance and maintenance and repairs associated with Town equipment. The Town has projected the fourth year of a multi-year street improvement project to be overseen by our consulting engineering firm. We have budgeted \$300,000 towards this effort for 2017. For 2017, the Town has determined to handle snow removal services internally, relying on a new full-time public works employee and additional part-time help, as necessary. This new public works employee will also devote time to property maintenance and repair. Some services, such as street cleaning and sealing are contracted from the City of Littleton or other third-party vendors.

**General Fund Reserve Activity**

Arapahoe County Open Space Shareback Fund -- Receipts - \$30,000

This new fund was established in 2005 to receive a portion of the .25% sales tax enacted in Arapahoe County in 2005 to provide funding for local open space projects. These funds are generally available for the purchase and maintenance of new open space lands within our municipality. As these funds become significant, the Town Trustees will identify and pursue projects which will be appropriate for these funds.

Conservation Trust Fund – Receipts - \$ 6,000 and expenditures - \$6,000

The Conservation Trust Fund receives annual proceeds from the state lottery profits. Columbine Valley is one of more than 400 cities, towns, counties and special recreation districts to receive a portion of these funds. Distribution is based upon population. The use of these funds is restricted to park and recreation spending and is currently dedicated to maintenance of the park surrounding the Town Hall.

Capital expenditures - \$63,000

The capital expenditures projected for 2017 include a new police vehicle to replace the oldest of the current fleet (\$43,000). Other expenditures include \$15,000 for a new computer server and \$5,000 for an emergency generator.

Reserve Balance

Reserves (Fund Balances) at the beginning of 2016 were \$1,454,873. Activity for 2016 and 2017 is expected to decrease the reserve balance to \$965,773. A desirable reserve balance is an amount equal to one year's budgeted recurring operating expenditures, or approximately \$1,350,000, which will require continued vigilance by the Town Trustees to control operating costs as well as capital spending.

**TOWN OF COLUMBINE VALLEY  
2017 BUDGET  
FINANCIAL PORTION**

**SUMMARY**

**General Fund Activity**

Revenues		
Operating	\$ 1,422,000	
From Reserve	<u>255,000</u>	\$ 1,677,000
Expenditures		
Operating	\$ 1,677,000	
To Reserve	<u>-</u>	<u>1,677,000</u>

**Reserve Activity**

Additions		
2017 Budget (Above)	\$ -	
Arapahoe County Open Space Shareback Conservation Trust Fund	<u>30,000</u> <u>6,000</u>	\$ 36,000

Expenditures		
2017 Budget (Above)	255,000	
Capital Expenditures	63,000	
Major Capital Projects	-	
Conservation Trust Fund	<u>6,000</u>	<u>324,000</u>

Net Increase (Decrease) in Reserves	(288,000)
Reserves at Beginning of Year	<u>1,253,773</u>
Reserves at End of Year	<u><u>\$ 965,773</u></u>

**TOWN OF COLUMBINE VALLEY**  
**General Fund Revenues & Expenditures**  
**2017 Budget**

	Actual 2015	Budget 2016	Projected 2016	Budget 2017
<b>Revenues</b>				
Taxes				
Property Taxes	\$ 306,177	312,843	312,840	327,661
Specific Ownership Taxes	23,165	20,097	20,050	22,567
Sales and Use Taxes	568,295	631,000	645,000	408,000
Utility Franchise Fees	47,141	48,000	45,000	48,000
Cable Television Fees	28,228	25,000	28,000	28,000
Permits and Fines				
Permits, Fees and Services	205,141	149,000	310,000	122,000
Fines	76,765	80,000	60,000	73,000
Intergovernmental				
Town of Bow Mar	255,795	260,910	260,910	307,172
State Highway User's Tax	46,584	43,000	42,000	46,000
County Highway Tax Revenue	14,823	12,000	14,000	14,000
Motor Vehicle Registration Fees	5,672	6,000	5,000	5,000
State Cigarette Tax Apportionment	896	650	800	800
Interest	2,093	2,500	3,900	8,000
Other	25,954	9,000	8,500	11,800
From General Reserve	-	65,000	108,000	255,000
	<u>\$ 1,606,729</u>	<u>1,665,000</u>	<u>1,864,000</u>	<u>1,677,000</u>
<b>Expenditures</b>				
Public Safety	\$ 629,788	668,000	692,500	662,000
Sanitation	67,355	72,000	72,000	75,000
Administration	418,911	435,500	619,500	479,000
Planning and Zoning	72,239	67,000	75,000	69,000
Public Works	311,669	422,500	405,000	392,000
To General Reserve	106,767	-	-	-
	<u>\$ 1,606,729</u>	<u>1,665,000</u>	<u>1,864,000</u>	<u>1,677,000</u>
<b>Reserve Additions</b>				
From General Fund	\$ 106,767	-	-	-
Arapahoe County Open Space Shareback	28,250	30,000	32,400	30,000
Conservation Trust Fund	6,346	6,000	6,500	6,000
	<u>\$ 141,363</u>	<u>\$ 36,000</u>	<u>\$ 38,900</u>	<u>\$ 36,000</u>
<b>Reserve Expenditures</b>				
To General Fund	-	65,000	108,000	255,000
Capital Expenditures	39,284	130,000	126,000	63,000
Conservation Trust Fund Expenditures	6,000	6,000	6,000	6,000
	<u>45,284</u>	<u>201,000</u>	<u>240,000</u>	<u>324,000</u>
Net Increase (Decrease) in Reserves	96,079	(165,000)	(201,100)	(288,000)
Beginning Reserves Balance	1,358,794	1,454,873	1,454,873	1,253,773
Ending Reserves Balance	<u>\$ 1,454,873</u>	<u>1,289,873</u>	<u>1,253,773</u>	<u>965,773</u>

**TOWN OF COLUMBINE VALLEY**  
**General Fund Operating Expenditure Detail**  
**2017 Budget**

	Actual 2015	Budget 2016	Projected 2016	Budget 2017
<b>Public Safety</b>				
Cruiser Gas, Oil and Maintenance	\$ 24,732	35,000	20,000	30,000
Cruiser Insurance	6,100	6,500	6,500	6,500
Salaries	398,051	405,000	460,000	405,000
FFPA Pension	37,920	37,500	37,500	40,500
Health insurance	45,160	53,120	45,000	50,000
Workers Comp Insurance	20,145	26,000	25,000	26,000
Uniforms	5,233	8,000	8,000	8,000
Education and Training	652	7,500	5,000	7,500
Supplies and Other	28,330	20,000	19,820	19,620
Arapahoe County dispatch fees	25,800	26,380	26,380	26,380
Municipal Court Judge	8,250	9,000	8,250	9,000
Municipal Court Legal	25,785	27,500	26,550	27,500
Municipal Court Supplies	2,255	2,000	1,500	2,000
Municipal Court Administration	1,375	4,500	3,000	4,000
	<u>\$ 629,788</u>	<u>668,000</u>	<u>692,500</u>	<u>662,000</u>
<b>Administration</b>				
Advertising	\$ 286	500	500	500
Legal	36,850	40,000	45,000	48,000
Accounting and Audit	19,800	21,000	21,000	22,000
Building Inspection	74,300	74,500	115,000	61,000
Building Maintenance and Utilities	39,117	36,500	36,500	38,500
Salaries	132,849	154,000	155,000	180,000
Payroll Taxes	12,754	12,320	17,500	14,400
Health Insurance	13,867	14,000	16,500	16,000
Pension	6,566	7,700	7,750	9,000
Telephone	5,716	5,500	5,500	5,500
Supplies	5,879	5,000	11,000	8,000
Insurance and Bonds	23,678	27,155	29,000	29,000
Miscellaneous	31,891	22,000	35,130	30,000
Economic Incentive	-	-	105,000	-
County Treasurer's Fees	3,065	3,128	3,120	3,277
Computer expense	5,196	5,000	8,000	5,000
Election Expense	-	2,000	2,000	2,000
Newsletter and Directory	7,097	5,197	6,000	6,823
	<u>\$ 418,911</u>	<u>435,500</u>	<u>619,500</u>	<u>479,000</u>
<b>Public Works</b>				
Street and Gutter Maintenance	\$ 241,809	300,000	300,000	300,000
Snow Removal	12,460	15,600	15,400	8,000
Striping	3,787	3,000	3,000	3,000
Signs Maintenance	450	3,000	3,000	3,000
Vehicle Maintenance	2,055	2,500	4,500	3,500
Other Drainage/Water	11,575	15,400	15,000	13,500
Street Cleaning	-	2,000	2,000	2,000
Street Lighting	13,916	15,000	15,000	15,000
Ground and Other Maintenance	5,635	3,500	4,100	3,500
Other Maintenance/Homeowner Funds	10,840	10,000	10,000	14,000
NPDES Expense	5,246	9,000	5,000	5,000
Salary	-	20,000	12,000	15,000
Professional Fees	3,896	23,500	16,000	6,500
	<u>\$ 311,669</u>	<u>422,500</u>	<u>405,000</u>	<u>392,000</u>

**TOWN OF COLUMBINE VALLEY**  
**Capital and Reserve Expenditure Detail**  
**2017 Budget**

	Actual 2015	Budget 2016	Projected 2016	Budget 2017
<b>Capital Expenditures</b>				
Public Safety				
Vehicle	\$ 39,284	-	-	43,000
Other	-	10,000	11,000	-
Administration				
Computer and Peripherals	-	-	-	15,000
Other		20,000	15,000	5,000
Public Works				
Streets	-	-	-	-
Other	-	-	-	-
	<u>\$ 39,284</u>	<u>30,000</u>	<u>26,000</u>	<u>63,000</u>
<b>Major Capital Projects</b>				
Town Hall Remodel	\$ -	100,000	100,000	-
Other	-	-	-	-
	<u>\$ -</u>	<u>100,000</u>	<u>100,000</u>	<u>-</u>
<b>Conservation Trust Fund Expenditures</b>				
Parks	\$ 6,000	6,000	6,000	6,000

TOWN OF COLUMBINE VALLEY														
Detail and Support for Revenue and Expense Projections														
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2016	2016	2016	2016	COMPLETE
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	9 Mo Act	Estimate	Budget	2017	PRELIM
Revenues														
Taxes														
Property Taxes	278,709	297,527	316,514	323,274	300,086	307,260	301,396	306,177	312,843	311,225	312,840	327,661	JIT	Calculated
Specific Ownership Taxes	24,163	20,541	20,327	19,272	19,362	20,737	21,703	23,165	20,097	16,247	20,050	22,567	JIT	To balance
Sales and Use Taxes - Total	351,106	264,325	315,149	314,226	342,384	315,181	377,955	568,295	631,000	553,528	645,000	408,000	JIT	
Sales and Use Taxes - Retail	121,449	110,563	118,012	117,820	119,076	121,284	131,750	145,133	85,000	73,468	85,000	100,000	JIT	OCC DEMOLISH
Sales Taxes - Motor Vehicles	100,019	101,302	118,705	114,867	141,974	136,646	136,905	187,197	140,000	107,000	125,000	130,000	JIT	
Sales Tax - Remodels	85,974	19,628	48,536	80,714	81,334	57,251	76,782	187,805	50,000	72,866	80,000	50,000	JIT	BOYLE/JIT HISTORICAL
Sales Tax - New Construction	53,664	32,632	29,896	825	-	-	32,338	85,160	356,000	300,195	355,000	128,000	JIT	BOYLE/JIT 16 HOMES
Utility Franchise Fees	50,868	45,202	49,719	50,019	48,594	49,456	50,659	47,141	48,000	28,428	45,000	48,000	JIT	
Cable Television Fees	19,681	21,125	21,871	21,880	23,217	24,708	26,863	28,228	25,000	21,480	28,000	28,000	JIT	
Permits and Fines														
Permits, Fees and Services - Total	102,414	70,487	88,254	86,026	102,871	78,166	188,397	205,141	149,000	286,615	310,000	122,000	JIT	
Permits, Fees and Services - Remodels	54,269	42,076	61,195	59,636	102,871	77,766	64,423	137,067	50,000	67,037	75,000	50,000	JIT	BOYLE/JIT
Permits, Fees and Services - New Const	48,145	28,411	37,059	26,390	-	400	103,974	68,074	99,000	219,578	235,000	72,000	JIT	(163,000)
Fines	117,311	99,758	130,288	105,936	112,062	91,786	76,642	76,765	80,000	47,828	60,000	73,000	JIT	13,000
Intergovernmental														
Town of Bow Mar	205,000	220,000	225,000	231,750	238,701	245,863	250,780	255,795	260,910	260,910	260,910	307,172	JIT	46,262
State Highway User's Tax	33,541	37,463	44,015	43,885	43,594	44,342	45,812	46,584	43,000	32,062	42,000	46,000	JIT	4,000
County Highway Tax Revenue	12,657	13,119	12,804	12,882	12,783	12,879	11,387	14,823	12,000	11,668	14,000	14,000	JIT	-
Motor Vehicle Registration Fees	5,331	5,374	5,177	5,491	5,570	5,889	5,672	6,000	4,314	5,000	5,000	5,000	JIT	-
State Cigarette Tax Apportionment	787	811	837	825	682	695	643	896	650	755	800	800	JIT	-
Interest	40,566	2,377	23,966	7,196	4,705	2,042	1,542	2,093	2,500	3,658	3,900	8,000	JIT	4,100
Other	1,919	8,426	1,062	10,727	8,948	9,893	27,591	25,954	9,000	7,446	8,500	11,800	JIT	3,300
	1,244,033	1,106,535	1,254,983	1,233,189	1,263,529	1,208,899	1,367,046	1,606,729	1,600,000	1,366,165	1,756,000	1,422,000	JIT	-
Arapahoe County Open Space Shareback	27,280	25,281	23,378	25,022	23,010	26,212	27,293	28,250	30,000	32,440	32,400	30,000	JIT	(2,400)
Conservation Trust Fund	6,359	6,008	5,745	6,301	6,301	6,911	6,276	6,346	6,000	5,294	6,500	6,000	JIT	(500)
NET CHANGE														
2016 BUD														(UNDER)
OVER 2015 EST														14,821



**TOWN OF COLUMBINE VALLEY**

Public Safety Expenses		2008	2009	2010	2011	2012	2013	2014	2015	2016	2016	2016	2017	NET	
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	9 Mo Act	Estimate	Budget	CHANGE	2017 COMMENTS
<b>Operations</b>															
	Cruiser gas/oll/maintenance	32,583	29,886	33,515	35,511	40,248	34,918	32,525	24,732	35,000	12,810	20,000	30,000	10,000	CONSERVATIVE?
	Cruiser gas	4,500	5,000	5,000	5,605	4,500	5,633	6,200	6,100	6,500	6,500	6,500	6,500	-	-
	Cruiser insurance	317,274	349,678	334,932	347,427	361,637	361,486	371,665	398,051	405,000	360,851	460,000	405,000	(55,000)	EST INCREASE
	Salaries	32,144	36,687	33,511	34,464	36,566	36,082	36,950	37,920	37,500	26,625	37,500	40,500	3,000	BOARD
	FFPA/Medicare/SUTA	22,953	28,279	41,272	45,932	49,065	52,495	51,364	45,160	53,120	31,510	45,000	50,000	5,000	MENK - 10% OF WAGES
	Health insurance	10,767	10,274	13,722	13,956	19,304	21,723	18,356	20,146	26,000	14,890	25,000	26,000	1,000	QUOTE TO COME
	Workers Comp and Liab Insurance	3,005	7,810	6,814	6,889	3,999	4,243	3,887	5,233	8,000	5,633	8,000	8,000	-	REVIEW/AUJT
	Uniforms	1,304	1,875	219	1,669	625	2,684	2,469	662	7,500	1,236	5,000	7,500	2,500	EST UNCHANGED
	Education & training	14,926	18,716	15,884	21,680	19,981	19,662	16,268	28,330	20,000	12,650	19,620	19,620	(200)	DETAIL BELOW
	Supplies & miscellaneous														
	Telephones														
	Equipment expensed														
	Arapahoe County Dispatch	24,900	25,800	25,800	25,800	25,800	25,800	25,800	25,800	26,380	19,785	26,380	26,380	-	NEW RATE TO COME
		464,356	512,905	510,669	538,533	560,715	565,731	564,483	592,123	625,000	492,690	653,200	619,500	-	
	<b>Municipal Court</b>														
	Judge	9,000	9,375	9,000	9,000	8,250	9,000	9,000	8,250	9,000	6,750	8,250	9,000	750	EST UNCHANGED
	Legal	31,756	34,292	23,613	31,068	23,705	26,613	34,329	25,785	27,500	17,867	26,550	27,500	950	EST UNCHANGED
	Administration	4,540	5,242	4,765	6,074	826	2,080	2,000	2,000	2,500	813	1,500	2,000	500	EST UNCHANGED
	Supplies	1,724	1,840	1,498	1,654	1,189	1,000	276	2,265	2,000	665	1,500	2,000	500	EST UNCHANGED
	Interpreter	638	1,160	1,224	1,454	1,375	1,436	1,626	1,375	2,000	1,125	1,500	2,000	500	EST UNCHANGED
		47,658	51,909	40,100	49,260	35,344	40,129	47,231	37,665	43,000	27,310	39,300	42,500	(500)	
		612,014	664,814	650,769	687,783	696,059	603,860	611,714	629,788	668,000	520,000	692,500	662,000	(6,000)	
	<b>Capital</b>														
	Vehicles	36,206	35,035		35,229	39,552	38,699	38,574	38,284				43,000	43,000	ASSUME NEW VEH
	Miscellaneous														
	Radio system upgrade														
	Video system	20,280		20,280						10,000	10,855	11,000		(11,000)	
	Computer laptops	36,206	55,315	20,280	35,229	39,552	38,699	38,574	38,284	10,000	10,855	11,000	43,000	-	
	<b>SUPPLIES &amp; MISC</b>														
	MISCELLANEOUS												19,620		
	EQUIP/REPAIRS														
	TELEPHONE														
	DUES/SUBSCRIPTIONS														



<b>TOWN OF COLUMBINE VALLEY</b>												
<b>Administrative Expenditures</b>												
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2016	2016	2017
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	9 Mo Act	Estimate	Budget
	0.45	0.50	0.45	0.43	0.41	0.43	0.32	0.36			0.37	0.50
OFFICE MAINTENANCE:									28000			30000
CTF SUBSIDY									-6000			-6000
MOWING - MR THAN									5000			5300
AERATION/FERTILIZER									1500			1800
JANITORIAL									5640			5940
FOOTHILLS CONTRACT									5000			5000
HVAC CONTRACT									880			980
CLEANING SUPPLIES									750			750
HOBBS									12500			13500
CONTINGENCY									2730			2730
MISCELLANEOUS:												
COMPUTER HARDWARE									22000			30000
BANK SVC CHARGES									2100			2100
CREDIT CARD FEES									2000			2000
PRINTING - HANSEN									2500			4500
SOFTWARE									1200			1200
MAYOR												1000
TONER									500			500
WEB HOSTING									1500			1500
MISCELLANEOUS:												
SHREDDING/DUMPSTER EVENTS												
4TH OF JULY AND 2ND POSSIBLE FUNCTION												
XMAS PARTY									4500			4500
MONTHLY B-FASTS									3000			3000
EDUCATION									600			900
CONTINGENCY									1500			2500
									2600			2300

TOWN OF COLUMBINE VALLEY													
Detail and Support for Planning and Zoning Expense Projections													
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2016	2016	2017	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	9 Mo Act	Estimate	Budget	
Town planner	840	560	455	2,520	9,048	14,485	31,257	44,366	46,500	60,645	60,000	50,000	2017 COMMENTS
Town engineers	8,049	12,791	6,567	3,972	6,152	32,683	21,205	27,873	19,000	14,161	15,000	17,500	DETAIL BELOW
Miscellaneous									1,500			1,500	DETAIL BELOW
	8,889	13,351	7,022	6,492	15,200	47,178	52,462	72,239	67,000	75,006	75,000	68,000	
PHIL:									46,500			50,000	ANTICIPATE NO CHANGE
Planning - no reimb									23,125			23,125	ANTICIPATE NO CHANGE
Planning Asst Planner									3,500			3,500	ANTICIPATE NO CHANGE
Platte Canyon Road									6,000			20,000	RAMPING UP
Traffic study/studies									12,500			2,000	PRETTY MUCH DONE
Contingency									1,375			1,375	
TROY:									19,000			17,500	
Planning assistance									1,000			5,000	DEPENDENT ON WPF
Platte Canyon Road									2,500			1,500	PER TROY
Pavement project supervision									10,000			3,750	PER TROY
Urban Drainage												5,000	PER TROY
Contingency									5,500			2,250	

**TOWN OF COLUMBINE VALLEY**

Detail and Support for Public Works Expense Projections													NET CHANGE
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2016	2017	Responsibility/Comments	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	9 Mo Act Estimate	Budget		
Street/Gutters	51,731	31,141	44,406	39,614	39,512	15,214	289,491	241,809	300,000	12,502	300,000	PALMER - NOTE A	-
Snow Removal	2,915	4,303	2,390	4,688	4,056	2,800	6,298	12,460	15,600	8,850	15,400	PALMER - NOTE B	(7,400)
Stripping	2,484	493	1,025	1,352	1,025	1,587	1,828	3,787	3,000	2,716	3,000	PALMER	-
Signs	2,297	1,860	2,193	1,213	615	202	6,316	450	3,000	1,226	3,000	PALMER	-
Vehicle Maintenance	3,028	4,173	1,652	4,475	1,751	2,833	896	2,055	2,500	4,287	4,500	PALMER	(1,000)
Other	7,665	6,932	7,442	7,196	8,467	7,134	2,810	877	5,900	4,283	6,000	PALMER - NOTE C	-
Maint/Water - Hunter Run	442					9,288	825	10,698	9,500	4,283	9,000	PALMER - NOTE D	(1,500)
Street Cleaning	11,923	12,285	13,576	12,237	16,090	13,263	13,980	13,916	15,000	10,123	15,000	PALMER	-
Ground Maintenance	26,507	20,014	22,257	10,493	3,988	9,135	895	5,635	3,500	4,019	4,100	PALMER - Note 1	(600)
Storm water permit activity	9,731	5,168	5,503	3,404	4,157	4,442	2,605	5,246	9,000	4,317	5,000	PALMER	-
Homeowner Assn subsidy					8,040		8,040	10,840	20,000	10,000	14,000	PALMER - Note 2	4,000
Salary/Wages - Hobbes				5,632	16,795		8,336	3,896	23,500	6,030	16,000	PALMER - Note 4	3,000
Professional Fees	118,723	86,369	100,422	90,304	104,496	65,898	351,507	311,669	422,500	77,576	405,000	PALMER - Note 3	(9,500)
													(13,000)
<b>Conservation Trust</b>	5,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	5,294	6,000	NEWLAND - Note 5	
<b>Capital</b>													
Pave & Drain - Niblick/Driver												PALMER	
Repair Perimeter Wall												PALMER	
Eagle Sump Pump												PALMER	
Fairway Lane paving												PALMER	
Cooley Reservoir drainage		25,000										PALMER	
Storm water permit				40,000	3,018	15,094						PALMER	
Other		25,000		40,000	3,018	15,094						PALMER	
2017 Notes:													
Note A: \$300,000 to include street and gutters													
Note B: Did not renew contract with Designs by Sundown - assume cost of Hobbes and xtra Police - 320 hrs @ 25/hr													
Note C: Contingency for potential cost overruns on Hunter Run and elsewhere													
Note D: Arrowhead contract not renewed - Hobbes 200hrs @25/hr, Water (1,000); Repairs (1,500)													
Note 1: Mr. Than (2,000); Other est (1,500)													
Note 2: 7 entrances @ 2,000 per - adding Willowcroft and Wilder for 2017 (may not happen until 2018).													
Note 3: Mosquito Control (6,000); Contingency - (500)													
Note 4: Est 600 hrs unallocated elsewhere @25/hr													
Note 5: Funds to be used to offset cost to maintain TH Park - See admin budget													
2016 Notes:													
Note A: \$500,000 to include street and gutters													
Note B: renewed contract with Designs by Sundown - assume 4% increase													
Note C: Contingency for potential cost overruns on Hunter Run and elsewhere													
Note D: Arrowhead contract (7,000); Water (1,000); Repairs (1,500)													
Note 1: Mr. Than (2,000); Other est (1,500)													
Note 2: 5 entrances @ 2,000 per													
Note 3: Platte Canyon Road Tip Grant (2,000); Drainageway D @ Platte Canyon work (15,000); Mosquito Control (6,000); Contingency - (500)													
Note 4: Est 1800 hrs @ \$25/hr - 72% PW/28% Admin													
Note 5: Funds to be used to offset cost to maintain TH Park - See admin budget.													



**Request for Board of Trustee Action**

**Date:** October 18, 2016

**Title:** 1st Administrative (Minor) Amendment to the Final Development Plan Wilder Lane

**Presented By:** Brent Kaslon, Assistant Town Planner

**Prepared By:** Brent Kaslon, Assistant Town Planner ; Phil Sieber, Town Planner

**Background:** This minor amendment on the Final Development Plan for the Wilder Lane neighborhood is due to the changes made during the construction process. The changes being addressed also fix minor errors and omissions.

These changes include:

1. An update to the retaining wall notes, as the wall was adjusted in one location to protect the neighbor's large pine trees.
2. An update to the town wall along Platte Canyon Road as the Town engineer asked for a revision to the wall as it passed over Tract H for drainage purposes.
3. An update to the crusher fines trail to connect to Wilder Lane in Tract F.
4. An update to the Town wall at the South Property line. The wall was constructed as wood in lieu of masonry as Xcel Energy would not allow the wall to be constructed from masonry across its easement
5. An update showing the addition of wood fence between the west side of Lot 20 and Tract C added at the suggestion of Town staff after receiving a neighbor request.

An administrative (minor) amendment to an approved preliminary development plan or plat, an approved final development plan or plat may be initiated by the owner of all or a portion of the property, or, by the Board of Trustee's when the Board has determined that the amendment is in the public interest.

The administrative (minor) amendment process may only be used for amendments, changes and revisions to a preliminary or final plan

or final plat that has been determined to be of a minor engineering, planning or administrative nature that meet one or more of the following criteria:

1. All involved lands must be part of a previously approved plan or plat.
2. No additional lot, parcel or building site is created.
3. The lot or parcel areas, or street frontage, shall not be reduced by more than 10 percent.
4. The revisions do not conflict with any other ordinances, regulations, codes or rules of law of the Town of Columbine Valley or the State of Colorado.
5. The revisions do not conflict with any major requirement or condition of the approved final Planned Development plan.
6. Changes consist of typographical and spelling errors or transpositions, incorrect seal, incorrect dates, monumentation incorrectly noted or drawn, incorrect or missing interior bearing(s) and/or dimension(s) on the drawing, or missing or incorrectly displayed arrows or symbols.
7. The revisions are street name changes only.
8. The revision is a plan title change only.

The amendment meets the required criteria involved with the processing for minor amendments.

The minor amendment to the approved final development plan was initiated by the Board of Trustee's. The Board has determined that the amendment is in the public interest.

The criteria met includes:

1. All involved lands are a part of a previously approved plan or plat.
2. No additional lot, parcel or building site is created.
3. The revisions do not conflict with any other ordinances, regulations, codes or rules of law of the Town of Columbine Valley or the State of Colorado.
4. The revisions do not conflict with any major requirement or condition of the approved final Planned Development plan.
5. Changes consist of typographical and spelling errors or transpositions, incorrect seal, incorrect dates, monumentation incorrectly noted or drawn, incorrect or missing interior bearing(s) and/or dimension(s) on the drawing, or missing or incorrectly displayed arrows or symbols.

The changes made to the plan/plat were to correct minor errors found in the plans as well as to update the plans to correctly show the items were changed due to typical construction period changes.

**Attachments:** Wilder Lane Final Plan Revision 10/12/16

**Fiscal Impacts:** None

**Staff Recommendations:** Based on the finding that the request meets all the criteria for Minor Plan Amendments and Minor Subdivision Amendments, the staff recommends approval.

**Recommended Motion:** "I move to approve the 1st Administrative (Minor) Amendment for Wilder Lane with the changes as presented".





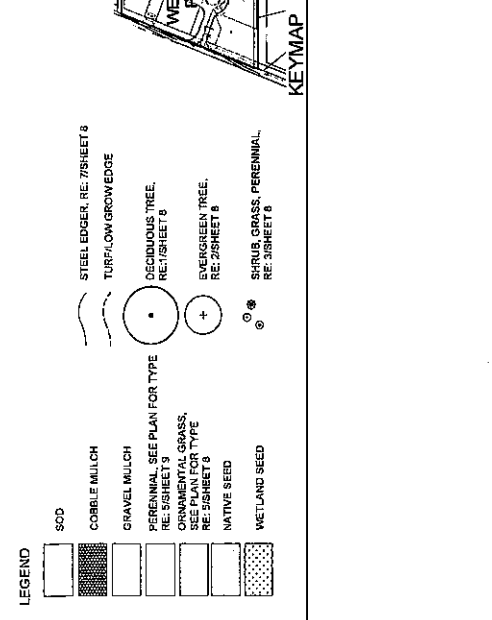
# WILDER LANE

FINAL PLAN 1ST AMENDMENT  
 A PARCEL LOCATED IN THE NORTHEAST ONE-QUARTER OF SECTION 19,  
 TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN,  
 COUNTY OF ARAPAHOE, STATE OF COLORADO  
 TOWN OF COLUMBINE VALLEY, COUNTY OF ARAPAHOE, STATE OF COLORADO

WALL SHALL BE 6' HIGH ALONG PLATTE CANYON & SHOPPING CENTER SIDE.  
 WALL SHALL BE BRICK ON THE TOWN SIDE, COLOR TO MATCH EXISTING  
 BRICK. ON THE OTHER SIDE, COLOR TO MATCH EXISTING BRICK.  
 SIDE SHALL BE 6' HIGH GROUND FACE INTEGRAL COLOR "CHARCOAL FIRE" BY BEST BLOCK  
 PER TOWN WALL PLANS.  
 ALL PLASTER SHALL HAVE CONCRETE PLASTER CAPS  
 PER TOWN WALL PLANS

## LANDSCAPE PLANT LIST

SYMBOL	COMMON NAME	BOTANICAL NAME	SIZE & CONDITION	QUANTITY
<b>DECIDUOUS TREES</b>				
18Y	HACKBERRY	CELEBRE COCCONIFOLIUS	2 1/2" CAL DBH	3
20Y	ALICE ELM	WALNUT PANICOLA EMERITAE ALICE	2 1/2" CAL DBH	7
21Y	WESTERN CATALPA	CATALPA BICOLOR	2 1/2" CAL DBH	1
22Y	RUSSIAN LINDEN	TILIA EUROPAEA	3" CAL DBH	1
23Y	RUSSIAN LINDEN	TILIA EUROPAEA	3" CAL DBH	5
<b>DECIDUOUS ORNAMENTAL TREES</b>				
24Y	SHADOWER GONDOLETTA	PLATANUS HYBRIDA	6" DBH	3
25Y	ALICE ELM	WALNUT PANICOLA EMERITAE ALICE	2 1/2" CAL DBH	7
26Y	WESTERN CATALPA	CATALPA BICOLOR	2 1/2" CAL DBH	1
27Y	RUSSIAN LINDEN	TILIA EUROPAEA	3" CAL DBH	15
28Y	RUSSIAN LINDEN	TILIA EUROPAEA	3" CAL DBH	15
<b>EVERGREEN TREES</b>				
29Y	ALASKA PINE	PINUS RESINOSA	6" DBH	3
<b>DECIDUOUS SHRUBS</b>				
30Y	RED TWIG DOGWOOD	COENOSYCE FURCATA	3" CAL DBH	41
31Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
32Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
33Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
34Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
35Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
36Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
37Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
38Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
39Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
40Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
41Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
42Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
43Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
44Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
45Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
46Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
47Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
48Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
49Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
50Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
51Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
52Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
53Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
54Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
55Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
56Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
57Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
58Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
59Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
60Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
61Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
62Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
63Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
64Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
65Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
66Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
67Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
68Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
69Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
70Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
71Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
72Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
73Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
74Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
75Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
76Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
77Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
78Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
79Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
80Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
81Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
82Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
83Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
84Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
85Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
86Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
87Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
88Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
89Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
90Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
91Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
92Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
93Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
94Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
95Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
96Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
97Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
98Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
99Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41
100Y	DOGWOOD	CORNUS FLORIDA	3" CAL DBH	41



### LEGEND

[Symbol]	SOD
[Symbol]	COBBLE MULCH
[Symbol]	GRAVEL MULCH
[Symbol]	PERENNIAL SEE PLAN FOR TYPE
[Symbol]	DECIDUOUS TREE, RE: 1/SHEET 8
[Symbol]	ORNAMENTAL GRASS, SEE PLAN FOR TYPE
[Symbol]	EVERGREEN TREE, RE: 2/SHEET 8
[Symbol]	NATIVE SEED
[Symbol]	WETLAND SEED
[Symbol]	SHRUB, GRASS, PERENNIAL, RE: 3/SHEET 8
[Symbol]	STEEL EDGER, RE: 7/SHEET 8
[Symbol]	TURF-LAWN GROW EDGE

**DEVELOPER**  
 PLATTE CANYON PARTNERS, L.P.  
 12000 W. HAWKWOOD BLVD., SUITE 100  
 DENVER, CO 80231

**CIVIL ENGINEERING & SURVEYING**  
**LUND PARTNERSHIP**  
 12000 W. HAWKWOOD BLVD., SUITE 100  
 DENVER, CO 80231

DATE: 1/27/18  
 SCALE: 1"=40'  
 JOB NO.: 18-001  
 SHEET 2 OF 2

**PERMITS**  
 CITY OF DENVER  
 PLATTE CANYON PARTNERS, L.P.  
 12000 W. HAWKWOOD BLVD., SUITE 100  
 DENVER, CO 80231

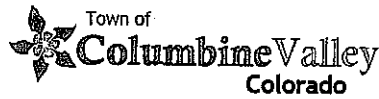
**KEYMAP**  
 WESTLAND SHEET 14  
 EASTLAND SHEET 13  
 PLAN SHEET 14

SCALE: 1"=40'

REQUIRED TOWN WALL - WALL SHALL BE 6' HIGH ALONG PLATTE CANYON & SHOPPING CENTER SIDE. WALL SHALL BE BRICK ON THE TOWN SIDE, COLOR TO MATCH EXISTING BRICK. ON THE OTHER SIDE, COLOR TO MATCH EXISTING BRICK. SIDE SHALL BE 6' HIGH GROUND FACE INTEGRAL COLOR "CHARCOAL FIRE" BY BEST BLOCK PER TOWN WALL PLANS. ALL PLASTER SHALL HAVE CONCRETE PLASTER CAPS PER TOWN WALL PLANS.

DRY STACK REMAINING WALL - GREY CONCRETE BLOCK. SEE PLAN FOR TYPE AND ALIGNMENT. PLASTER SHALL BE MATCHING EXISTING PLASTER TO THE SOUTH.

REQUIRED TOWN WALL - WALL SHALL BE 6' HIGH ALONG PLATTE CANYON & SHOPPING CENTER SIDE. WALL SHALL BE BRICK ON THE TOWN SIDE, COLOR TO MATCH EXISTING BRICK. ON THE OTHER SIDE, COLOR TO MATCH EXISTING BRICK. SIDE SHALL BE 6' HIGH GROUND FACE INTEGRAL COLOR "CHARCOAL FIRE" BY BEST BLOCK PER TOWN WALL PLANS. ALL PLASTER SHALL HAVE CONCRETE PLASTER CAPS PER TOWN WALL PLANS.



**Request for Board of Trustee Action**

**Date:** October 18, 2016

**Title:** Set date for Special Meeting and Public Hearings

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

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

**Background:** In preparation for the Wild Plum development Preliminary Plat and Plan being on the November 15, 2016 meeting. Staff determined it would be beneficial to conduct the budget discussions and public hearings on another date.

**Recommended Motion:** "I move to set a Special Meeting for Monday, November 7, 2016 at 6:00 p.m. to consider Town business including the 2017 budget on 1<sup>st</sup> reading and consider an amendment to the 2016 budget".

**Recommended Motion:** "I move to set a Public Hearing for Monday, November 7, 2016 at 6:00 p.m. to consider the 2016 Amended Budget".

**Recommended Motion:** "I move to set a Public Hearing for Monday, November 7, 2016 at 6:15 p.m. to consider the 2017 Town Budget".