

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES MEETING
November 14, 2017

A G E N D A

- | | |
|---|--|
| PUBLIC HEARING: 2018 Town Budget | 6:15PM |
| 1. ROLL CALL | 6:30PM |
| 2. PLEDGE OF ALLEGIANCE | |
| 3. APPROVAL OF MINUTES October 17, 2017 | Mayor Champion |
| 4. CITIZENS CONCERNS Columbine Country Club HOA Presidents/Representatives Public Comments | Mayor Champion |
| 5. MAYOR'S COMMENTS | Mayor Champion |
| 6. TRUSTEE COMMENTS | |
| 7. TOWN ADMINISTRATORS REPORT 2017 Town Goal Update | Mr. McCrumb |
| 8. POLICE DEPARTMENT REPORT | Chief Cottrell |
| 9. TOWN TREASURERS REPORT | Mr. Tempas |
| 10. OLD BUSINESS Wild Plum IGA – Hunter Run Maintenance 2018 Budget – 1 st Reading | Mr. McCrumb Mr. Tempas |
| 11. NEW BUSINESS Wild Plum Easement Clean-Up Set Public Hearing Bow Mar IGA Trash Can Hour Ordinance Trustee Term Clean-Up Resolution Ash Bore Plan and Policy | Mr. Sieber Mr. McCrumb Mr. McCrumb Mr. Schiller Mr. Hayden |
| 12. EXECUTIVE SESSION The Board of Trustees will be going into Executive Session to approve the minutes of October 17, 2017, and to discuss personnel matters pursuant to C.R.S. 24-6-402. | |
| 13. ADJOURNMENT | |

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES**

Minutes

October 17, 2017

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

Trustees: Richard Champion, Dave Cope, Kathy Boyle, Gale Christy, Bill Dotson, Bruce Menk, and Roy Palmer

Also present: Lee Schiller, J.D. McCrumb, Jeff Tempas, Bret Cottrell, and Brent Kaslon

MINUTES: The minutes of the September 19, 2017 meeting were approved.

CITIZEN CONCERNS: There was no public comment.

MAYOR'S COMMENTS: Mayor Champion informed the Trustees that he had met with Arapahoe County Commissioners in the ongoing effort to secure CDOT approval of a light at Hunter Run Lane. He also complimented the staff and Trustee Palmer for the 2017 Pavement Program.

TRUSTEE COMMENTS: There were no comments from the Trustees.

TOWN ADMINISTRATOR'S REPORT: Mr. McCrumb presented the attached report.

POLICE CHIEF'S REPORT: Chief Cottrell presented the attached report. The Chief informed the Trustees of a slow month with the exception of two recent car break-ins and a small crime spree in Bow Mar.

TOWN TREASURER'S REPORT: Mr. Tempas presented the September financials to the Trustees. The Trustees reviewed and discussed the 2018 Town budget. Trustee Palmer presented a Long Term Capital and Road Maintenance Budget for Trustee consideration. Mr. Tempas will make changes as directed and resubmit a draft for 1st reading in November.

ACTION: upon a motion by Trustee Christy and a second by Trustee Dotson, the Board of Trustees set a Public Hearing on the 2018 Budget for 6:15 p.m. on November 14, 2017.

OLD BUSINESS:

Wild Plum IGA – Hunter Run Maintenance: Mr. McCrumb presented the updated language for the IGA regarding the maintenance of Hunter Run. Bill Brittan, Polo Meadows HOA President and Kent Peterson of Cal Atlantic both accept the arrangement as proposed.

ACTION: the Trustees directed staff to finalize the language for action at the November Meeting.

Gov Pilot Building Department Software: Mr. McCrumb presented a follow up for a software program that would serve the Town's building, public works, communication, and code enforcement software needs. Mr. McCrumb presented references from other Towns currently using the software platform and one municipality currently using the building department function.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Boyle, the Board of Trustees unanimously approved a \$10,000 allocation in the 2018 Budget and authority for the Mayor to sign a three-year agreement pending approval of the contract by the Town Attorney and the inclusion of a delivery date certain in said agreement.

NEW BUSINESS:

Trustee Bill #5, Series 2017: Mr. Schiller presented this ordinance as a follow-up to the utility infrastructure moratorium enacted by the Trustees in June of 2017. Trustee Palmer recused himself from the discussion and vote due to work he does with a company that conducts similar work. That company does not currently have any infrastructure or plans for Columbine Valley.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Menk, the Board of Trustees approved 5-0 Trustee Bill #5, Series 2017 on an emergency basis (Palmer did not vote).

Christy Gulch Solutions: Mr. Kaslon presented several options to improve the appearance of the conglomerate of utility boxes near the intersection of Middlefield and Wilder Lane.

ACTION: upon a motion by Trustee Menk and a second by Trustee Christy, the Board of Trustees unanimously approved a \$5,000 allocation in the 2018 Budget for landscaping and paint. The Trustees directed staff to contact the developers of Wilder Lane to contribute to the cost of this project.

Schedule Special Meeting/Cancel November Meeting: Due to the Thanksgiving holiday, the Trustees are moving the November meeting one week earlier.

ACTION: upon two motions by Trustee Palmer and a second by Trustee Cope, the Board of Trustees unanimously approved a special meeting for Tuesday, November 14, 2017 and canceled the regular meeting scheduled for Tuesday, November 21, 2017.

EXECUTIVE SESSION: Upon a motion by Trustee Palmer and a second by Trustee Cope, the Board unanimously approved entering into executive session at 9:08 p.m. to approve the minutes of September 19, 2017 and to discuss personnel matters pursuant to C.R.S. 24-6-402.

ADJOURNMENT: There being no further business, the meeting was adjourned at 10:10 p.m.

Submitted by,
J.D. McCrumb, Town Administrator

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

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



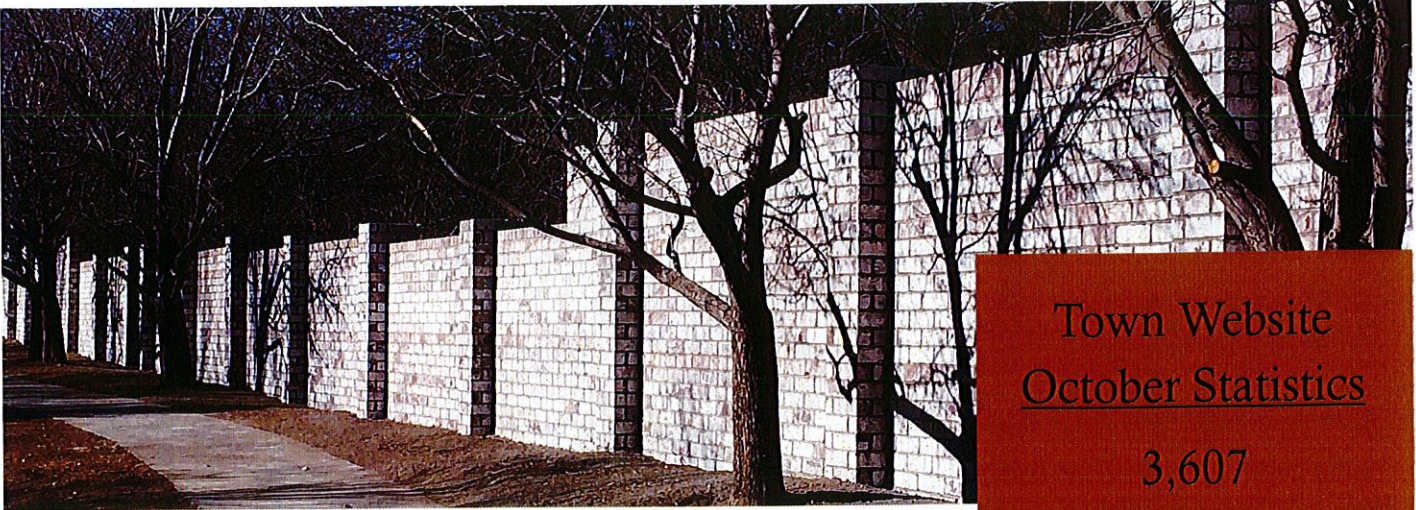
Town Administrator's Report

November 2017



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

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



Communications & Happenings

- 2017/2018 interns Riley McCormick and Drew Woodward continue to work hard on a number of projects and several are nearing completion. They are working on a communications document, Town orientations for new trustees and new HOA board members, the emergency management plan and standard operating procedures just to name a few. Their contributions to the Town continue to pay off in spades.



2017 Town Goal Tracking:

35 Goals Set;

32 Goals in Progress;

19 Goals Completed (54%)

- The Mayor is once again planning to host a student for Mayor for the Day. Information will be distributed in the Winter newsletter. If you know of a student who would be interested please encourage them to participate in this program.
- Gov Pilot is currently underway building the Town's new building department software platform and additional functions will begin construction soon. Staff will continue to work with their team on a weekly basis for the next several months.
- The Winter newsletter will be mailed at the end of this month and is expected to hit mailboxes on or around December 5. Any suggestions for articles, updates or reminders are always welcomed.
- The December meeting will be held at Columbine Country Club on Tuesday, December 12, 2017 beginning at 6:15. Invitations will be mailed this week.

Town Website October Statistics

3,607

Total Visits

4,111

October Page Views

Top Pages

Community Updates

Building Department

Dumpsters

Citizen Contacts:

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

⇒ Building Department: 87

⇒ Comm. Development: 61

⇒ Public Works: 92

⇒ Municipal Court: 27



Building Department

Monthly Stats

11 Permits Issued

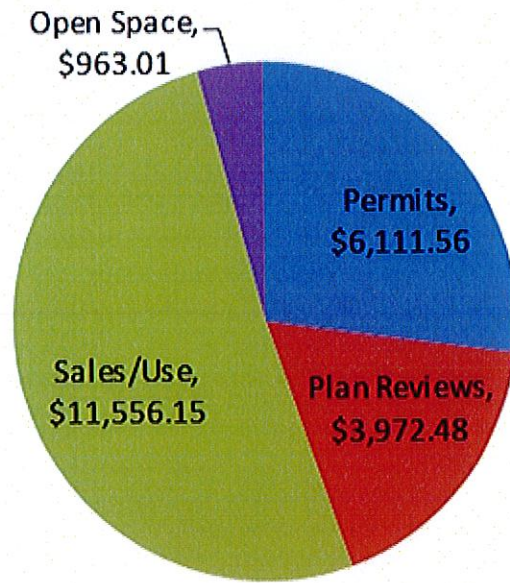
- New SFR: 1
- Major Remodels: 0
- New Roofs: 1
- Other/Misc.: 9

141 Inspections

13 Licenses Issued

- General: 4
- Electrician: 5
- Plumbers: 0
- Mechanical: 3
- Roofer: 1

Oct. Permit Rev.: \$22,603.20



Willowcroft Manor

41 Total Lots

41 Permits Issued

0 Permits Pending

34 Completed Homes

32 Occupied Homes

Wilder Lane

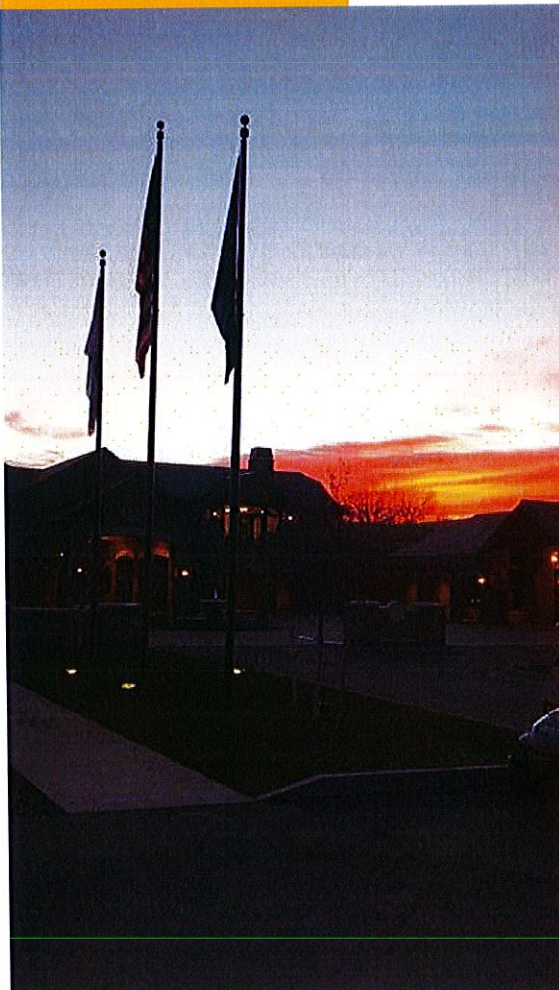
24 Total Lots

11 Permits Issued

0 Permit Pending

5 Completed Homes

5 Occupied Home



Building Department Revenue by Month

| | 2016 | 2016 YTD | 2017 | 2017 YTD |
|-----------|--------------|--------------|--------------|--------------|
| January | \$2,304.44 | \$2,304.44 | \$19,908.26 | \$19,908.26 |
| February | \$8,570.86 | \$10,875.30 | \$56,545.98 | \$76,454.24 |
| March | \$84,269.53 | \$95,144.83 | \$45,844.32 | \$122,298.56 |
| April | \$64,831.11 | \$159,975.94 | \$164,185.81 | 286,484.37 |
| May | \$45,799.17 | \$205,775.11 | \$129,819.95 | \$416,304.32 |
| June | \$30,756.68 | \$236,531.79 | \$21,136.83 | \$437,441.15 |
| July | \$327,329.37 | \$563,861.16 | \$14,030.74 | \$438,844.89 |
| August | \$83,947.48 | \$647,808.64 | \$73,657.67 | \$512,502.56 |
| September | \$28,814.59 | \$676,623.23 | \$32,849.07 | \$545,351.63 |
| October | \$54,077.22 | \$730,700.45 | \$22,603.20 | \$567,954.84 |
| November | \$51,116.09 | \$781,816.54 | | |
| December | \$42,978.61 | \$824,795.15 | | |

Municipal Court

| | <u>2016</u> | <u>2016 YTD</u> | <u>2017</u> | <u>2017 YTD</u> |
|------------------|-------------------|--------------------|--------------------|--------------------|
| January | \$5,632.49 | \$5,632.49 | \$6,295.25 | \$6,295.25 |
| February | \$3,527.00 | \$9,159.49 | \$3,778.97 | \$10,074.22 |
| March | \$6,170.5 | \$15,329.99 | \$8,867.00 | \$18,941.22 |
| April | \$4,323.50 | \$19,653.49 | \$6,755.00 | \$25,696.22 |
| May | \$1,862.25 | \$21,515.74 | -\$905.00 * | \$24,791.22 |
| June | \$3,638.78 | \$25,154.52 | \$5,767.00 | \$30,558.22 |
| July | \$8,590.86 | \$33,744.88 | \$5,061.25 | \$35,619.47 |
| August | \$5,843.61 | \$39,588.49 | \$6,146.75 | \$41,766.42 |
| September | \$6,111.98 | \$45,700.47 | \$4,060.00 | \$45,826.42 |
| October | \$6,120.00 | \$51,820.47 | \$10,180.50 | \$56,006.92 |

- Municipal Court for the month of December has been canceled as it is every year.
- Required payments by individuals on the SOE payment plans will also be extended by one month granting a “month off” from the required \$50 payment.

Public Works Department

- Work on the 2017 Pavement Program is scheduled for completion by the end of the week (11/10/17). This includes all concrete, pavement, patching and crack sealing efforts, and street painting.
- Construction on the Hunter Run Lane wall continues. Phase one is complete and phase two of the wall should wrap up early next week. The wall along the final two homes should begin next week.

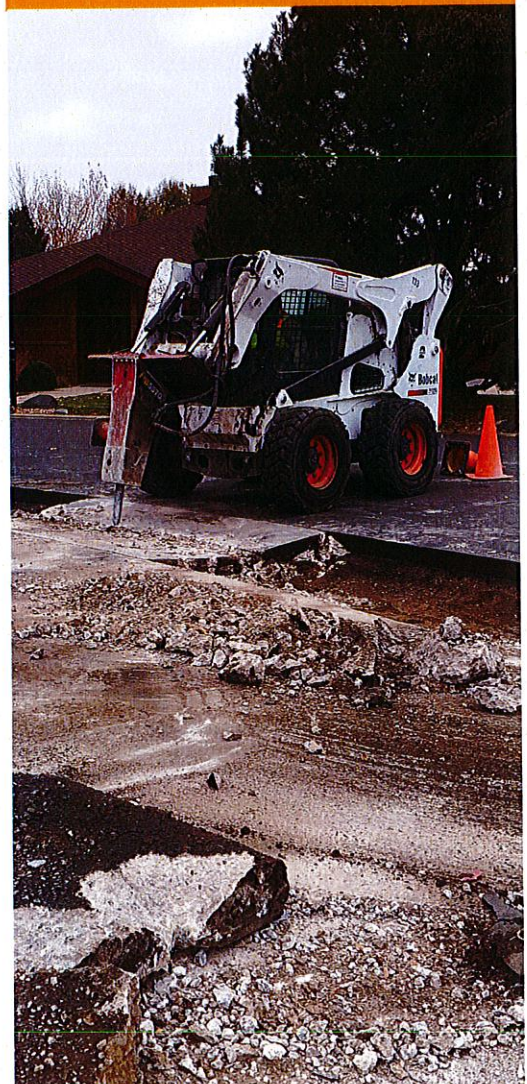
Community Development

Wild Plum Farm

- Staff continues its review of the post approval documents including the SIA and CC&Rs. The mylars won't be signed until late January 2018 due to the need to hold a public hearing around the vacation of an easement on the property.
- The Willowcroft Manor HOA elected officers at a meeting on November 9. Town staff continues to work with the homeowners in the transition from Taylor Morrison control to HOA control and will address check-list items that still need to be completed. This process will likely run into the spring of 2018.

October Monthly Stats

- Total paid before Court: 45
- Total on docket: 41
- Cases heard by Judge: 12
- Continuances: 1
- Failure to Appear: 11
- Stay of Executions: 4
- Classes Ordered: 0
- Bench Warrants: 1
- Trials: 0



2017 Administrative Staff Goals by Town Priority

These goals are in addition to the regular responsibilities associated with administration and operation of the Town.

UPDATED: 11/1/17

| | | |
|----|---|------|
| 35 | Goals Set | 100% |
| 19 | Completed Goals | 54% |
| 7 | Goals in progress, will be completed by end of 2017 | 20% |
| 6 | Goals in progress, will not be completed by end of 2017 | 17% |
| 2 | Goals were not acted upon by staff in 2017 | 6% |
| 1 | Goal was determined to not be necessary | 3% |

Governance: The Town makes every effort to maximize citizen participation so that Town government is representative of and responsive to the population; and to serve and govern the population in an honest, efficient and equitable manner

GOAL: Have all agendas, minutes and packets posted on the website within 24 hours of their approval

Status/Update: This goal is effectively complete for 2017, although these efforts will continue into 2018 and beyond.

GOAL: Digital conversion of building department files (archives)

Status/Update: This goal is not complete and will not be in 2017. Staff set this goal realizing it was very ambitious and would take a great deal of volunteer support. While an average of 3 hours per week of staff and volunteer time was spent on the digital conversion of files, staff currently estimates that only 10% of building department archives have been digitalized. Currently staff and volunteers spend an additional 2-3 hours per week scanning current building department documents, for a total of 5-6 hours per week.

GOAL: Digital conversion of development case files (archives)

Status/Update: Planning staff was not able to dedicate any time in 2017 to the conversion of development file archives. This goal will role forward into 2018.

GOAL: Records request info page on website

Status/Update: This goal has been completed. Subsequently, staff noticed a strong decline in the numbers of calls to Town Hall requesting this information.

Quality of Life: The Town strives to identify, preserve and enhance the qualities and character that make Columbine Valley a special place to live, including aesthetics, environment, and public safety

GOAL: Develop and implement a code enforcement program

Status/Update: This goal has been completed. Staff has implemented a program designed to identify and respond to particular code enforcement violations. Some including construction without a permit, signs and property maintenance will be actively patrolled by staff while others, including solicitors, barking dogs and noise ordinances are responded to as reported. With the basic structure in place, staff can add to the list of actively enforced code violations as time and Trustee direction allows.

GOAL: Address vicious dogs in Town through actionable response

Status/Update: This goal was identified by Mayor Champion early in 2017. After reviewing current municipal code with the Mayor and Town Attorney, it was determined that no additional action was necessary at this time.

Community Events and Services: The Town provides special events and services that promote citizen inclusion and participation and that meet the social and convenience needs of the population

GOAL: Execute 4th of July, summer concerts, service events and community engagement events

Status/Update: This goal is nearly completed. Staff planned and executed the following events in 2017: Spring dumpster event, spring shred event, three concerts in the park, 4th of July parade and festival, fall dumpster event, fall shred event, flu shot clinic and drug take-back event. Planning is underway for the December holiday party.

GOAL: Develop and implement communications standard operating procedures

Status/Update: This goal has been completed. Staff is currently updating the document (originally contemplated as a staff operating policy and completed in May) to serve as a public informational piece to help citizens better understand how the Town disseminates information. The public document will be completed by the end of 2017.

Transportation and Infrastructure: The Town values the maintenance and development of a road infrastructure that will prioritize safety, enhance the mobility of its citizens and preserve the character of Columbine Valley

GOAL: Develop, plan and execute the BOT directives for the 2017 road improvement program

Status/Update: This goal is complete save the remaining crack seal to be applied throughout Town. This will be applied as weather allows and will be completed in 2017.

GOAL: Draft an ash bore policy for BOT consideration

Status/Update: This goal has been completed and will be presented to the Trustees in November.

GOAL: Develop and implement a new street-cut permit and policy

Status/Update: This goal has been completed. As a result, street cuts are issued in less time and inspected more often, all the while saving the Town on contractor costs.

GOAL: Develop and implement a light pole repair/replace program

Status/Update: This goal has been completed and was presented to the Board of Trustees.

GOAL: Develop and implement a town wall inspection and repair program

Status/Update: This goal is in draft form and will be finalized by the end of the year.

GOAL: Develop and implement an accident infrastructure response list

Status/Update: This goal has been completed and has been distributed to CVPD so that they have the necessary contact information in any accident situation.

GOAL: Develop and implement a private obstruction in the Town right-of-way policy

Status/Update: This goal is in draft form and will be finalized by the end of the year.

GOAL: Design solutions for BOT consideration of drainage problems on Eagle, and Columbine Lane

Status/Update: This goal has been completed. A solution has been identified and the full scope of work is being reviewed at a staff level. This will be presented to the Trustees in 2018 for future consideration.

GOAL: Recommend solutions to the BOT for aesthetic improvements to Platte Canyon Road

Status/Update: This goal has been completed and was presented to the Board of Trustees.

Regional Cooperation: The Town engages in effective regional cooperation that promotes the interests and well-being of its population, recognizing that development, transportation, environmental and quality-of-life issues transcend Town boundaries

GOAL: Work with other agencies to plan, design and fund future improvements to Platte Canyon Road

Status/Update: While great progress has been made, with some physical improvements anticipated in 2018, this remains an ongoing goal and staff priority.

GOAL: Develop and implement an Emergency Management Plan for the Town

Status/Update: This goal is well underway. Staff has been working with Arapahoe County and the City of Littleton on this goal and an update to the Trustees will be presented in early 2018. Staff will need additional direction before this plan can be completed and then there will be additional follow up action including policy and code adoption, and staff and Trustee training before the "completion" of this goal.

Land Use and Development: The Town promotes orderly development and redevelopment to achieve

GOAL: See the WPF development application through the development process and prepare for follow up steps

Status/Update: This goal has been completed and staff is mobilized and ready to proceed with the next phases of the Wild Plum development.

GOAL: Outline procedures to update the Master Plan upon the completion of the WPF development process

Status/Update: This goal has been completed and will be presented to the Trustees in early 2018.

GOAL: Monitor the Willowcroft and Wilder Land developments and tie up loose ends

Status/Update: This goal is ongoing and will continue into 2018 and beyond.

GOAL: Prepare for BOT consideration final development plans for BT, Village and Villas

Status/Update: The planning staff did not have the capacity to achieve this goal in 2017. Staff, working with interested HOAs, will pursue this goal in 2018.

Operational Continuity: The Town is committed to ensuring its short and long-term ability to provide services and manage its capital and human resources through financial stability, fiscal planning and wise management of resources.

GOAL: Identify and recommend to the BOT a software solution for building department and other admin functions

Status/Update: This goal has been completed and work is underway in building and implementing the Gov Pilot software.

GOAL: Identify appropriate municipal HR functions and audit the Town for compliance

Status/Update: This goal has been completed and will be presented to the Trustees in November.

GOAL: Develop and implement required HR functions per audit findings

Status/Update: This goal is underway and will be pursued in 2018. Trustee direction is required before progressing.

GOAL: Develop and implement HR new hire packet and employee orientation

Status/Update: This goal has been completed and was utilized with the onboarding of the two interns in 2017.

GOAL: Assemble a management procedure handbook

Status/Update: This goal is in draft form and will be finalized by the end of the year.

GOAL: Evaluate and propose solutions for the AC units in Town Hall

Status/Update: This goal has been completed and the findings were presented to the Trustees in September.

Operational Continuity: continued

GOAL: Install a back-up generator at Town Hall

Status/Update: All parts and equipment have been ordered or installed and the backup generator will be operational in early December.

GOAL: Conduct required concrete repairs at Town Hall for public safety considerations

Status/Update: This goal has been completed.

GOAL: Improve the storage and organization situations in the garage and basement storage areas

Status/Update: This goal is an ongoing challenge but the basement storage area has been rearranged and organized for maximum efficiencies and the garage will be completed in a similar manner by the end of the year.

GOAL: Draft/update standard operating procedure manuals as required for continuity of admin/PW functions

Status/Update: This goal has been completed for the following functions: municipal court, payroll, finance/bookkeeping, multiple (but not all) public work functions, building department, communications, multiple (but not all) town events, and multiple (but not all) clerk responsibilities. Additional SOPs including HR will be completed in 2018.

GOAL: Review of the condition of Town Hall and make recommendations to the BOT for future maintenance needs

Status/Update: This goal has been completed and the findings were presented to the Trustees in September.

GOAL: Draft a cell phone use policy for BOT consideration

Status/Update: This goal has been completed and was presented to the Board of Trustees.

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

| | Totals | |
|--|---------------------|----------------------|
| Assets | October 31, 2017 | December 31, 2016 |
| Cash and investments | \$ 1,946,902 | 1,474,091 |
| Other receivables | 71,336 | 133,586 |
| Property taxes receivable | 2,011 | 328,683 |
| Property and equipment, net | 2,380,367 | 2,380,366 |
| | \$ 4,400,616 | 4,316,726 |
| | | |
| Liabilities and Equity | | |
| Liabilities: | | |
| Accounts payable | \$ 205,320 | 57,756 |
| Accrued liabilities | 46,312 | 33,307 |
| Deferred property tax revenue | 2,011 | 328,683 |
| Fund balance: | | |
| Reserved - TABOR emergency | 56,657 | 56,657 |
| Conservation Trust | 27,963 | 23,051 |
| Arapahoe County Open Space | 360,413 | 324,700 |
| Unavailable - Fixed assets net of outstanding long term debt | 2,380,367 | 2,380,366 |
| Unreserved | 1,321,573 | 1,112,206 |
| Total equity | 4,146,973 | 3,896,980 |
| | \$ 4,400,616 | 4,316,726 |

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

| Revenue | October Totals | | Ten Months Ended October 31, 2017 | | |
|--|----------------|----------------|--------------------------------------|------------------|----------------|
| | 2017 | 2016 | Budget | Actual | Variance |
| Taxes: | | | | | |
| Property taxes | \$ - | 318 | 312,249 | 326,642 | 14,393 |
| Specific ownership taxes | 2,153 | 1,578 | 17,920 | 22,510 | 4,590 |
| Sales and use tax | 40,224 | 75,090 | 410,000 | 528,586 | 118,586 |
| Utility franchise fees | 3,000 | 8,320 | 40,000 | 37,296 | (2,704) |
| Cable television | 7,500 | 453 | 21,000 | 23,448 | 2,448 |
| Permits and fines: | | | | | |
| Permits, fees and services | 20,951 | 30,142 | 115,000 | 293,434 | 178,434 |
| Fines | 10,181 | 9,570 | 60,000 | 59,998 | (2) |
| Intergovernmental: | | | | | |
| Bow Mar IGA | 77,054 | - | 308,216 | 308,216 | - |
| State highway user's tax | 4,221 | 4,500 | 38,330 | 37,567 | (763) |
| County highway tax revenue | 655 | - | 11,400 | 12,437 | 1,037 |
| Motor vehicle registration fees | 542 | 653 | 5,000 | 4,817 | (183) |
| State cigarette tax apportionment | - | 100 | 670 | - | (670) |
| Conservation Trust Fund entitlement | - | - | 4,500 | 4,835 | 335 |
| Arapahoe County Open Space shareback | - | 648 | 30,000 | 33,238 | 3,238 |
| Interest income | 5,117 | 1,842 | 6,670 | 13,903 | 7,233 |
| Other | (1,294) | (2,240) | 13,170 | 18,597 | 5,427 |
| Total revenue | 170,304 | 130,974 | 1,394,125 | 1,725,524 | 331,399 |
| Expenditures | | | | | |
| Current: | | | | | |
| Public safety | 46,995 | 44,283 | 545,828 | 515,085 | 30,743 |
| Sanitation | 7,160 | 6,070 | 62,500 | 63,705 | (1,205) |
| Administration | 35,095 | 38,939 | 427,470 | 518,370 | (90,900) |
| Planning and zoning | 4,274 | (23,703) | 57,500 | 35,077 | 22,423 |
| Public works | 212,257 | 225,708 | 327,280 | 297,585 | 29,695 |
| Economic incentive | | | | | |
| Other - rounding | (2) | (2) | - | 2 | (2) |
| Capital outlay | | | | | |
| Capital expenditures | - | - | 53,000 | 45,708 | 7,292 |
| Conservation Trust Fund expenditures | - | - | 6,000 | - | 6,000 |
| Total expenditures | 305,779 | 291,295 | 1,479,578 | 1,475,532 | 4,046 |
| Excess of revenue over expenditures | (135,475) | (160,321) | (85,453) | 249,992 | 335,445 |
| Major projects | - | - | - | - | - |
| Excess of revenue over (under) expenditures and major projects | (135,475) | (160,321) | (85,453) | 249,992 | 335,445 |
| Fund balance - beginning of period | 1,902,081 | 1,725,369 | 1,347,624 | 1,516,614 | 168,990 |
| Fund balance - end of period | \$ 1,766,606 | 1,565,048 | 1,262,171 | 1,766,606 | 504,435 |

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

| | October 2017 | October 2016 | Budget | Ten Months Ended October 31, 2017 Actual | Variance |
|--|-----------------|-----------------|------------------|--|-----------------|
| Public safety: | | | | | |
| Automotive expenses | 1,207 | 2,608 | 29,875 | 20,829 | 9,046 |
| Salaries and benefits | 35,839 | 35,149 | 431,478 | 418,084 | 13,394 |
| Municipal court | 2,993 | 1,243 | 35,420 | 32,276 | 3,144 |
| Other | 6,956 | 5,283 | 49,055 | 43,896 | 5,159 |
| | <u>46,995</u> | <u>44,283</u> | <u>545,828</u> | <u>515,085</u> | <u>30,743</u> |
| Sanitation | 7,160 | 6,070 | 62,500 | 63,705 | (1,205) |
| Administration: | | | | | |
| Legal | 1,437 | 425 | 40,000 | 37,313 | 2,687 |
| Accounting and audit | 750 | 550 | 19,900 | 25,000 | (5,100) |
| Inspection | 6,712 | 15,911 | 57,500 | 118,129 | (60,629) |
| Town administration | 20,678 | 13,434 | 218,188 | 225,971 | (7,783) |
| Insurance and bonds | - | (1,651) | 24,170 | 23,097 | 1,073 |
| Office supplies and miscellaneous | 3,809 | 7,675 | 32,090 | 51,324 | (19,234) |
| County Treasurer's collection fees | - | 3 | 3,122 | 3,268 | (146) |
| Rent and building occupancy costs | 1,709 | 2,592 | 32,500 | 34,268 | (1,768) |
| | <u>35,095</u> | <u>38,939</u> | <u>427,470</u> | <u>518,370</u> | <u>(90,900)</u> |
| Planning and zoning Planner and Engineering | 4,274 | (23,703) | 57,500 | 35,077 | 22,423 |
| Public works: | | | | | |
| Street repairs and maintenance | 208,552 | 222,312 | 274,770 | 242,589 | 32,181 |
| Street lighting | 969 | 1,142 | 12,500 | 14,570 | (2,070) |
| Weed and tree removal | 72 | 561 | 12,920 | 11,676 | 1,244 |
| Other | 2,664 | 1,693 | 27,090 | 28,750 | (1,660) |
| | <u>212,257</u> | <u>225,708</u> | <u>327,280</u> | <u>297,585</u> | <u>29,695</u> |
| Economic incentive | | - | | | |
| Other - rounding | (2) | (2) | - | 2 | (2) |
| | <u>(2)</u> | <u>(2)</u> | <u>-</u> | <u>2</u> | <u>(2)</u> |
| Capital expenditures: | | | | | |
| Public safety | - | - | 43,000 | 41,007 | 1,993 |
| Administration | - | - | 10,000 | 4,701 | 5,299 |
| Public works | - | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>53,000</u> | <u>45,708</u> | <u>7,292</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>305,779</u> | <u>291,295</u> | <u>1,479,578</u> | <u>1,475,532</u> | <u>4,046</u> |
| Major projects: | | | | | |
| Town Hall remodel | - | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total expenditures and major projects | <u>305,779</u> | <u>291,295</u> | <u>1,479,578</u> | <u>1,475,532</u> | <u>4,046</u> |

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

| | October 2017 | October 2016 | Ten Months Ended October 31, 2017 | | |
|---|-----------------|-----------------|--------------------------------------|----------------|-----------------|
| | | | Budget | Actual | Variance |
| Public Safety: | | | | | |
| Automotive expenses: | | | | | |
| Cruiser gas/oil/maintenance | 1,207 | 2,608 | 25,000 | 15,954 | 9,046 |
| Cruiser insurance | - | - | 4,875 | 4,875 | - |
| | <u>1,207</u> | <u>2,608</u> | <u>29,875</u> | <u>20,829</u> | <u>9,046</u> |
| Salaries and benefits: | | | | | |
| Salaries | 30,494 | 26,818 | 338,462 | 339,145 | (683) |
| Pension plan | 1,953 | 5,069 | 33,846 | 33,456 | 390 |
| Health/workman's comp insurance | 3,392 | 3,262 | 59,170 | 45,483 | 13,687 |
| | <u>35,839</u> | <u>35,149</u> | <u>431,478</u> | <u>418,084</u> | <u>13,394</u> |
| Municipal court: | | | | | |
| Municipal court - judge | 750 | 750 | 7,500 | 7,500 | - |
| Municipal court - legal | 2,138 | 331 | 22,920 | 22,711 | 209 |
| Municipal court - other | 105 | 162 | 5,000 | 2,065 | 2,935 |
| | <u>2,993</u> | <u>1,243</u> | <u>35,420</u> | <u>32,276</u> | <u>3,144</u> |
| Other: | | | | | |
| Uniforms | - | 1,997 | 6,670 | 4,237 | 2,433 |
| Education/training | 586 | 928 | 6,250 | 2,570 | 3,680 |
| Arapahoe County dispatch fee | - | - | 19,785 | 19,785 | - |
| Supplies/miscellaneous | 6,370 | 2,358 | 16,350 | 17,304 | (954) |
| | <u>6,956</u> | <u>5,283</u> | <u>49,055</u> | <u>43,896</u> | <u>5,159</u> |
| Administration: | | | | | |
| Town administration: | | | | | |
| Salaries - administration | 13,417 | 10,704 | 156,538 | 151,485 | 5,053 |
| FICA/Medicare - administration | 2,857 | (1,194) | 12,523 | 17,110 | (4,587) |
| Health insurance - administration | 2,677 | 1,635 | 25,000 | 29,812 | (4,812) |
| Pension - administration | 878 | 682 | 7,827 | 9,669 | (1,842) |
| Telephone/communications | 75 | 1,191 | 4,580 | 3,382 | 1,198 |
| Computer expense | 585 | 416 | 4,170 | 7,614 | (3,444) |
| Election expense | - | - | 2,000 | - | 2,000 |
| Dues and publications | 189 | - | 5,550 | 6,899 | (1,349) |
| | <u>20,678</u> | <u>13,434</u> | <u>218,188</u> | <u>225,971</u> | <u>(7,783)</u> |
| Office supplies and miscellaneous: | | | | | |
| Advertising/notices | 18 | 36 | 420 | 441 | (21) |
| Miscellaneous | 3,327 | 7,025 | 25,000 | 45,570 | (20,570) |
| Supplies - administration | 464 | 614 | 6,670 | 5,313 | 1,357 |
| | <u>3,809</u> | <u>7,675</u> | <u>32,090</u> | <u>51,324</u> | <u>(19,234)</u> |
| Legal | 1,437 | 425 | 40,000 | 37,313 | 2,687 |
| Accounting and audit | 750 | 550 | 19,900 | 25,000 | (5,100) |
| Inspection | 6,712 | 15,911 | 57,500 | 118,129 | (60,629) |
| Insurance and bonds | - | (1,651) | 24,170 | 23,097 | 1,073 |
| County Treasurer's collection fees | - | 3 | 3,122 | 3,268 | (146) |
| Building occupancy costs | 1,709 | 2,592 | 32,500 | 34,268 | (1,768) |

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

| | October 2017 | October 2016 | Ten Months Ended October 31, 2017 | | |
|---------------------------------------|-----------------|-----------------|--------------------------------------|----------------|----------------|
| | | | Budget | Actual | Variance |
| Public works: | | | | | |
| Street repairs and maintenance: | | | | | |
| Street/gutter maintenance | 205,127 | 219,279 | 250,000 | 223,858 | 26,142 |
| Snow removal | 24 | - | 9,600 | 2,262 | 7,338 |
| Striping | 2,566 | 1,991 | 2,500 | 2,628 | (128) |
| Signs maintenance | 48 | 72 | 2,500 | 2,125 | 375 |
| Vehicle maintenance | 139 | 927 | 2,920 | 2,582 | 338 |
| Other drainage | 648 | 43 | 6,250 | 9,134 | (2,884) |
| Street cleaning | - | - | 1,000 | - | 1,000 |
| | <u>208,552</u> | <u>222,312</u> | <u>274,770</u> | <u>242,589</u> | <u>32,181</u> |
| Street lighting | 969 | 1,142 | 12,500 | 14,570 | (2,070) |
| Ground maintenance | 72 | 561 | 12,920 | 11,676 | 1,244 |
| Other: | | | | | |
| Miscellaneous minor public works | 2,448 | 510 | 17,500 | 18,781 | (1,281) |
| Storm water permit process | 216 | 58 | 4,170 | 3,948 | 222 |
| Professional fees | - | 1,125 | 5,420 | 6,021 | (601) |
| | <u>2,664</u> | <u>1,693</u> | <u>27,090</u> | <u>28,750</u> | <u>(1,660)</u> |
| Capital and Conservation Trust Fund: | | | | | |
| Capital expenditures: | | | | | |
| Administration | - | - | 10,000 | 4,701 | 5,299 |
| Public safety | - | - | 43,000 | 41,007 | 1,993 |
| Public works | - | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>53,000</u> | <u>45,708</u> | <u>7,292</u> |
| Conservation Trust Fund expenditures: | | | | | |
| Miscellaneous | - | - | 6,000 | - | 6,000 |
| | <u>-</u> | <u>-</u> | <u>6,000</u> | <u>-</u> | <u>6,000</u> |



Request for Board of Trustee Action

Date: November 14, 2017

Title: Wild Plum Service Plan IGA re: Hunter Run Maintenance

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Lee Schiller, Town Attorney; J.D. McCrumb, Town Administrator

Background: On August 18, 2017 the Board of Trustees approved the Service Plan for the Wild Plum Metro District subject to resolution of the issue concerning the maintenance of Hunter Run Lane and reflection of the same in the final IGA form attached to the Service Plan.

This condition was in response to concerns raised by the Polo Meadows HOA about the metro districts commitment and/or ability to maintain the landscaping along Hunter Run to the standards currently set by the Town and expected by the Polo Meadows homeowners.

At last month's Board of Trustees meeting, a compromise was presented that the Town, Polo Meadows HOA and CalAtlantic found agreeable. The Trustees directed staff to formalize the agreement and bring the final language back to the Trustees for approval.

Attachments: Proposed final language for IGA Hunter Run maintenance paragraph between Town and WP Metro District

Fiscal Impacts: Annual savings of approximately \$12,000 of general fund expenditures and \$12,000 of staff time that can be reallocated on Town projects and operations.

Staff Recommendations: Approve the IGA Hunter Run maintenance language as presented.

Recommended Motion(s): "I move to approve the Intergovernmental Agreement between the Town of Columbine Valley and Wild Plum Metropolitan District with the new Hunter Run maintenance language as presented."

4. IGA – Hunter Run Lane. Unless otherwise agreed upon by the Town and the District, no later than thirty-six (36) months after execution of this Agreement, the District shall assume the obligation to operate, maintain and replace all landscaping (including irrigation planting, mowing and weeding) and lighting in all areas of the Town right-of-way for the entire length of Hunter Run Lane. Such operation and maintenance shall be performed in a manner commensurate with the quality of the Town in general and according to the best practices in the Denver Metropolitan area. Until such time as the District assumes the responsibility to operate, maintain and replace the landscaping and lighting along Hunter Run Lane as described above, the District shall reimburse the Town for all costs it incurs in connection with the operation maintenance and replacement of the landscaping and lighting along Hunter Run, as set forth above. The street, curb and gutters for Hunter Run Lane will be operated and maintained by the Town, such operations to include snow plowing.



Request for Board of Trustee Action

Date: November 14, 2017
Title: 2018 Draft Town Budget
Presented By: Jeff Tempas, Town Treasurer
Prepared By: Jeff Tempas, Town Treasurer
Background: This is a draft of the 2018 Town Budget presented for consideration on 1st Reading.

The budget is scheduled for 2nd Reading at a Special Meeting on Tuesday, December 12, 2017.

Attachments: 2018 Draft Town Budget

Recommended Motion: "I move to approve the 2018 Town Budget on 1st Reading as presented."

Or

"I move to approve the 2018 Town Budget on 1st Reading with the following changes....."

Memo

To: Trustees
From: Jeffery J. Tempas
Date: October 18, 2017
Re: 2018 Columbine Valley Budget

Summary:

Attached is a revised draft of the 2018 budget which reflects changes discussed last evening. The budget now reflects a 2018 surplus of \$145,500 and a net decrease in 'unrestricted' reserves from 2016 to 2018 of \$(37,500). This is the budget I would propose to review during the Public Hearing on November 14 and pass on 1st reading that evening.

Discussion:

Please note the following specific revisions contained in this budget:

1. I have increased the budget for sales tax revenues from remodel activity to \$75,000. The average revenues for the seven years ended 2016 was \$91,000; the average excluding the high and low years was \$81,000. I believe \$75,000 is reasonable and still conservative.
2. I have increased permit fee revenue from remodel activity to \$75,000. The average revenues for the seven years ended 2016 was \$87,000. I believe \$75,000 is reasonable and also conservative.
3. I have removed the subsidy of \$3,000 to be received from the intern program and included it as an offset to salary expense. The net effect here is to reduce overall revenue by the \$3,000. This will allow my salary/wage worksheet to remain within the budgeted expense.
4. I have removed \$21,000 of building maintenance costs (Hobbes' list) from the Administration budget. I have left the \$900 expenditure for Emerald Ash Borer treatment at the Town Hall.
5. I have reduced budgeted building inspection costs to 45% of gross permit fee revenue. The average relationship over the past seven years is 40% with a high of 45% and a low of 41%. The final relationship is highly dependent on the level of plan review fees which is likely to be higher with the new construction activity. I believe 45% is reasonable and should be conservative.
6. I have eliminated the \$19,000 budgeted in Public Work for the pole replacement program.
7. I have reduced the Public Works budget for roads from \$350,000 to \$225,000. This essentially removes any Hunter Lane activity from this item while allowing us to complete our 'five year plan' for road replacement/improvement. By not reducing this item to \$100,000, as discussed, we have a better chance of avoiding a budget amendment in March or April.

The total net effect on the budget from the above changes is to result in a surplus projection for 2018. I believe most of the unknowns would more likely increase the surplus (more construction than budgeted; less actual spending than budgeted).

Please review these changes and get to me with any questions or concerns as soon as possible. I will be out of town October 31 – November 6.

Feel free to call prior to the meeting with any questions or comments.

Thanks,

Town of Columbine Valley 2018 Budget Narrative Portion

December 12, 2017

The 2018 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 - \$348,047

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 2018 are as follows:

1. Amendment #1 property tax revenue limitation - \$348,047
2. Amendment #1 mill levy rate limitation - \$398,594
3. Statutory 5.5% property tax revenue limitation - \$358,394

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 1st calculation is based upon the percentage increase (2016 to 2017) in actual value of Town real property plus an allowance for the rise in the consumer price index multiplied by the 2017 certified property tax revenue.

The 2nd calculation is based upon the 2016 mill levy times the 2017 assessed valuation of the Town real property.

The 3rd calculation is based upon the 2016 adjusted assessed valuation of Town real property multiplied by the 2016 mill levy, adjusted for a 5.5% statutory increase.

Specific Ownership Tax - \$23,623

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 2018 reflects virtually no increase from the projected revenue for 2017.

Sales & Use Tax - \$681,500

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 2018 Budget provides for the construction of twenty (20) new homes in one continuing development begun 2016 and the new Wild Plum Farm development which will begin in 2018. The 2018 Budget also anticipates remodeling costs to be approximately \$5 million, generating \$75,000 in sales taxes. With the completion of the new Columbine Country Club facility, we anticipate an approximate \$50 thousand increase in sales tax revenues from Country Club activities in 2018. Other sales taxes are estimated to be virtually the same as the 2017 projected levels.

Utility Franchise Fee - \$46,000

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 expected to increase over the next few years largely as a result of additional new homes in the Town.

Cable TV - \$31,000

The Town has granted non-exclusive ten-year cable franchises covering all of Columbine Valley to two separate cable tv providers. The agreements expire in 2026 and 2027, unless renewed or extended. Each agreement 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 and additional home construction. Our budget has increased modestly to project the impact of additional new home construction.

Permits Fees - \$320,000

Permit fees (including plan review fees) are based upon the projection of twenty (20) new homes in 2018 and remodeling activity similar to 2017.

Fines - \$65,000

Tickets and fines issued by the Town police are a function of the level of police staff maintained during the year. We anticipate that 2018 revenues will remain similar to our current projection for 2017. These amounts include revenues generated through the issuance of tickets within the Town of Bow Mar ('Bow Mar').

Intergovernmental Revenues

Bow Mar Public Safety IGA

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 \$268,216 in 2017 and will pay \$276,530 for 2018. The payments for 2017 and 2018 are 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 2016, and none is projected for 2017.

Bow Mar Building Department IGA

Effective in October, 2017, the Town entered into a new intergovernmental agreement with Bow Mar to provide certain administrative services associated with their building department functions. The fee for these services was \$40,000 in 2017 and will remain the same for 2018.

Other

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 – 2017 projection is \$42,000; 2018 budget is \$46,000
- County Highway Mill Tax – 2017 projection is \$12,000; 2018 budget is \$12,000
- Cigarette Tax Apportionment – 2017 projection is \$800; 2018 budget is \$800
- Motor Vehicle Registration Fees – 2017 projection is \$6,000; 2018 budget is \$6,000

Interest - \$15,500

The estimate for Town funds to be invested during 2018 is an average of \$1,250,000 at an estimated weighted interest rate of 1.24%.

Other - \$2,000

Other revenues include small receipts, miscellaneous in nature, which are received each year.

Sources of Fund Decreases

Public Safety - \$684,500

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 two part-time police officers in 2018 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 2017 level. Since 2008 the Town has been subject to an annual charge from Arapahoe County for providing dispatch and other services. These services had been provided in the past at no cost to the Town. The annual charge was \$26,380 in 2017 and will increase to \$28,869 in 2018.

Sanitation - \$84,000

The Town contracts with Republic Services for trash removal. A new contract executed in 2017 is for a three year term with a 3% annual increase beginning in 2018. This overall fee has increased in recent years as a result of new home construction in the Town.

Administration - \$627,500

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

| | <u>2017</u> | <u>2018</u> |
|---------------------------------------|-------------|-------------|
| • Town office salaries and benefits | 43% | 41.9% |
| • Legal, accounting and audit | 15% | 11.9% |
| • Insurance | 5% | 4.6% |
| • Building inspection fees | 14% | 22.9% |
| • Town Hall maintenance and utilities | 9% | 6.1% |
| • Other | 14% | 12.6% |

Office salaries include three full time employees. 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 2018 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 \$750 per month for services. We incurred a modest increase in the cost of the annual audit of the Town in 2017 due to the continuing integration of several recently expanded reporting requirements. We expect this fee to remain the same in 2018.

Insurance costs, other than health insurance, are estimated to increase approximately 5% in 2018. Our insurance carrier is Travelers Insurance. Our Workman's Compensation insurance carrier is Pinnacle Assurance.

Building inspection fees are very dependent upon new construction within the Town. The budget for 2018 assumes a normal level of inspections and plan reviews associated with remodeling in the Town and the aforementioned twenty (20) new homes to be constructed in 2018.

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, computer expenses and community functions (shredding event, summer concert series, 4th of July festivities).

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 2018 takes into account the current development activity (two 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 - \$315,000

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 fifth year of a multi-year street improvement project to be overseen by our consulting engineering firm. We have budgeted \$225,000 towards this effort for 2018. For 2018, the Town has determined to continue to handle snow removal services internally, relying on our full-time public works manager and additional part-time help, as necessary. This new public works manager 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 - \$33,000 and expenditure - \$7,500

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. In 2018 the Town will participate in the Chatfield Dam Water Enhancement project at a cost of \$7,500 by acquiring one acre-foot of water.

Conservation Trust Fund – Receipts - \$ 6,000 and expenditures - \$20,000

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. In 2018 we will do a major enhancement of the park area in front of the Town Hall.

Capital expenditures – 0-

There are no capital expenditures projected for 2018 beyond the road expenditures noted in Public Works above.

Reserve Balance

Reserves (Fund Balances) at the beginning of 2017 were \$1,516,614. Activity for 2017 and 2018 is expected to increase the reserve balance to \$1,523,614 including unrestricted reserves of \$1,074,706. A desirable unrestricted reserve balance is an amount equal to one year's budgeted recurring operating expenditures, or approximately \$1,650,000, which will require continued vigilance by the Town Trustees to control operating costs as well as capital spending.

**TOWN OF COLUMBINE VALLEY
2018 BUDGET
FINANCIAL PORTION**

SUMMARY

General Fund Activity

| | | |
|--------------|------------------|--------------|
| Revenues | | |
| Operating | \$ 1,914,000 | |
| From Reserve | - | \$ 1,914,000 |
| | <u>1,914,000</u> | |
| Expenditures | | |
| Operating | \$ 1,780,000 | |
| To Reserve | 134,000 | 1,914,000 |
| | <u>1,914,000</u> | |

Reserve Activity

| | | |
|--------------------------------------|--------------|------------|
| Additions | | |
| 2018 Budget (Above) | \$ 134,000 | |
| Arapahoe County Open Space Shareback | 33,000 | |
| Conservation Trust Fund | <u>6,000</u> | \$ 173,000 |

| | | |
|--------------------------------------|---------------|--------|
| Expenditures | | |
| 2018 Budget (Above) | - | |
| Capital Expenditures | - | |
| Major Capital Projects | - | |
| Arapahoe County Open Space Shareback | 7,500 | |
| Conservation Trust Fund | <u>20,000</u> | 27,500 |

| | | |
|-------------------------------------|----------------------------|--|
| Net Increase (Decrease) in Reserves | 145,500 | |
| Reserves at Beginning of Year | <u>1,378,114</u> | |
| Reserves at End of Year | <u><u>\$ 1,523,614</u></u> | |

TOWN OF COLUMBINE VALLEY
Reserve Account Detail
2018 Budget

| | Balance 2016 | Projected Increases 2017 | Projected Decreases 2017 | Projected Balance 2017 | Budget Increases 2018 | Budget Decreases 2018 | Projected Balance 2018 |
|-----------------------|-----------------|--------------------------------|--------------------------------|------------------------------|-----------------------------|-----------------------------|------------------------------|
| Restricted Reserves | | | | | | | |
| Emergency reserves | \$ 56,657 | - | - | 56,657 | - | - | 56,657 |
| Conservation Trust | 23,051 | 6,000 | 6,000 | 23,051 | 6,000 | 20,000 | 9,051 |
| Arapahoe Open Space | 324,700 | 33,000 | - | 357,700 | 33,000 | 7,500 | 383,200 |
| | 404,408 | 39,000 | | 437,408 | 39,000 | 27,500 | 448,908 |
| Unrestricted Reserves | 1,112,206 | 1,674,000 | 1,845,500 | 940,706 | 1,914,000 | 1,780,000 | 1,074,706 |
| Total Reserves | \$ 1,516,614 | 1,713,000 | 1,845,500 | 1,378,114 | 1,953,000 | 1,807,500 | 1,523,614 |

TOWN OF COLUMBINE VALLEY
General Fund Revenues & Expenditures
2018 Budget

| | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 |
|--------------------------------------|---------------------|------------------|-------------------|-------------------|
| Revenues | | | | |
| Taxes | | | | |
| Property Taxes | \$ 312,222 | 328,683 | 328,683 | 348,047 |
| Specific Ownership Taxes | 23,983 | 21,501 | 21,501 | 23,623 |
| Sales and Use Taxes | 710,552 | 492,000 | 510,000 | 681,500 |
| Utility Franchise Fees | 44,652 | 48,000 | 45,000 | 46,000 |
| Cable Television Fees | 30,568 | 28,000 | 30,000 | 31,000 |
| Permits and Fines | | | | |
| Permits, Fees and Services | 359,835 | 138,000 | 275,000 | 320,000 |
| Fines | 62,268 | 72,000 | 65,000 | 65,000 |
| Intergovernmental | | | | |
| Town of Bow Mar Police | 260,910 | 268,216 | 268,216 | 276,530 |
| Town of Bow Mar Admin | 6,685 | 40,000 | 40,000 | 40,000 |
| State Highway User's Tax | 44,051 | 46,000 | 45,000 | 46,000 |
| County Highway Tax Revenue | 11,668 | 12,000 | 12,000 | 12,000 |
| Motor Vehicle Registration Fees | 6,046 | 6,000 | 6,000 | 6,000 |
| State Cigarette Tax Apportionment | 755 | 800 | 800 | 800 |
| Interest | 6,657 | 8,000 | 8,800 | 15,500 |
| Other | 14,389 | 15,800 | 18,000 | 2,000 |
| From General Reserve | - | 169,500 | 113,500 | - |
| | <u>\$ 1,895,241</u> | <u>1,694,500</u> | <u>1,787,500</u> | <u>1,914,000</u> |
| Expenditures | | | | |
| Public Safety | \$ 675,931 | 651,500 | 628,500 | 684,500 |
| Sanitation | 71,010 | 75,000 | 75,000 | 84,000 |
| Administration | 685,295 | 507,000 | 575,000 | 627,500 |
| Planning and Zoning | 51,106 | 69,000 | 69,000 | 69,000 |
| Public Works | 307,050 | 392,000 | 440,000 | 315,000 |
| To General Reserve | 104,849 | - | - | 134,000 |
| | <u>\$ 1,895,241</u> | <u>1,694,500</u> | <u>1,787,500</u> | <u>1,914,000</u> |
| Reserve Additions | | | | |
| From General Fund | \$ 104,849 | - | - | 134,000 |
| Arapahoe County Open Space Shareback | 33,737 | 30,000 | 33,000 | 33,000 |
| Conservation Trust Fund | 8,648 | 6,000 | 6,000 | 6,000 |
| | <u>\$ 147,234</u> | <u>\$ 36,000</u> | <u>\$ 39,000</u> | <u>\$ 173,000</u> |
| Reserve Expenditures | | | | |
| To General Fund | - | 169,500 | 113,500 | - |
| Capital Expenditures | 79,493 | 53,000 | 58,000 | - |
| Arapahoe County Open Space Shareback | - | - | - | 7,500 |
| Conservation Trust Fund Expenditures | 6,000 | 6,000 | 6,000 | 20,000 |
| | <u>85,493</u> | <u>228,500</u> | <u>177,500</u> | <u>27,500</u> |
| Net Increase (Decrease) in Reserves | 61,741 | (192,500) | (138,500) | 145,500 |
| Beginning Reserves Balance | 1,454,873 | 1,516,614 | 1,516,614 | 1,378,114 |
| Ending Reserves Balance | <u>\$ 1,516,614</u> | <u>1,324,114</u> | <u>1,378,114</u> | <u>1,523,614</u> |

TOWN OF COLUMBINE VALLEY
General Fund Operating Expenditure Detail
2018 Budget

| | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 |
|------------------------------------|-------------------|----------------|-------------------|----------------|
| Public Safety | | | | |
| Cruiser Gas, Oil and Maintenance | \$ 20,975 | 30,000 | 20,000 | 30,000 |
| Cruiser Insurance | 8,125 | 6,500 | 6,500 | 7,000 |
| Salaries | 445,367 | 400,000 | 400,000 | 415,000 |
| FFPA Pension | 38,557 | 40,000 | 40,000 | 41,500 |
| Health Insurance | 38,786 | 45,000 | 40,000 | 45,000 |
| Workers Comp Insurance | 18,219 | 26,000 | 25,000 | 28,000 |
| Uniforms | 9,245 | 8,000 | 8,000 | 11,000 |
| Education and Training | 2,727 | 7,500 | 5,000 | 9,000 |
| Supplies and Other | 31,639 | 19,620 | 15,120 | 26,631 |
| Arapahoe County dispatch fees | 26,380 | 26,380 | 26,380 | 28,869 |
| Municipal Court Judge | 9,000 | 9,000 | 9,000 | 9,000 |
| Municipal Court Legal | 23,606 | 27,500 | 27,500 | 27,500 |
| Municipal Court Supplies | 1,805 | 2,000 | 2,000 | 2,000 |
| Municipal Court Administration | 1,500 | 4,000 | 4,000 | 4,000 |
| | <u>\$ 675,931</u> | <u>651,500</u> | <u>628,500</u> | <u>684,500</u> |
| Administration | | | | |
| Advertising | \$ 378 | 500 | 500 | 500 |
| Legal | 36,378 | 48,000 | 48,000 | 48,000 |
| Accounting and Audit | 22,085 | 22,000 | 26,500 | 26,500 |
| Building Inspection | 143,576 | 69,000 | 115,000 | 144,000 |
| Building Maintenance and Utilities | 34,444 | 39,000 | 39,000 | 38,000 |
| Salaries | 149,333 | 185,000 | 185,000 | 195,000 |
| Payroll Taxes | 15,930 | 14,800 | 14,800 | 20,000 |
| Health Insurance | 17,842 | 30,000 | 36,000 | 36,000 |
| Pension | 8,618 | 9,250 | 9,250 | 12,000 |
| Telephone | 6,893 | 5,500 | 4,500 | 6,000 |
| Printing and Supplies | 10,512 | 8,000 | 8,000 | 10,000 |
| Insurance and Bonds | 34,452 | 29,000 | 24,000 | 29,000 |
| Education and Training | - | - | - | 5,000 |
| Community Functions | - | - | - | 15,500 |
| Miscellaneous | 80,411 | 30,000 | 45,000 | 12,500 |
| Economic Incentive | 104,930 | - | - | - |
| County Treasurer's Fees | 3,125 | 3,287 | 3,287 | 3,480 |
| Computer Expense | 10,762 | 5,000 | 6,500 | 16,500 |
| Election Expense | 35 | 2,000 | 2,000 | 2,000 |
| Dues and Publications | 5,591 | 6,663 | 7,663 | 7,520 |
| | <u>\$ 685,295</u> | <u>507,000</u> | <u>575,000</u> | <u>627,500</u> |
| Public Works | | | | |
| Street and Gutter Maintenance | \$ 232,260 | 300,000 | 350,000 | 225,000 |
| Snow Removal | 9,484 | 8,000 | 8,000 | 8,000 |
| Striping | 4,707 | 3,000 | 3,000 | 3,000 |
| Signs Maintenance | 1,340 | 3,000 | 3,000 | 3,000 |
| Vehicle Maintenance | 7,624 | 3,500 | 3,500 | 3,500 |
| Other Drainage/Water | 13,385 | 13,500 | 13,500 | 10,500 |
| Street Cleaning | - | 2,000 | 2,000 | 2,000 |
| Street Lighting | 13,031 | 15,000 | 15,000 | 15,000 |
| Ground and Other Maintenance | 2,680 | 3,500 | 3,500 | 5,000 |
| Other Maintenance/Homeowner Funds | 10,000 | 14,000 | 10,000 | 14,000 |
| NPDES Expense | 4,864 | 5,000 | 5,000 | 5,000 |
| Salary | - | 15,000 | 15,000 | 14,500 |
| Professional Fees | 7,675 | 6,500 | 8,500 | 6,500 |
| | <u>\$ 307,050</u> | <u>392,000</u> | <u>440,000</u> | <u>315,000</u> |

TOWN OF COLUMBINE VALLEY
Capital and Reserve Expenditure Detail
2018 Budget

| | Actual 2016 | Budget 2017 | Projected 2017 | Budget 2018 |
|--|------------------|----------------|-------------------|----------------|
| Capital Expenditures | | | | |
| Public Safety | | | | |
| Vehicle | \$ - | 43,000 | 43,000 | - |
| Administration | | | | |
| Emergency generator | | 10,000 | 15,000 | - |
| Public Works | | | | |
| Other | 16,546 | - | - | - |
| | <u>\$ 16,546</u> | <u>53,000</u> | <u>58,000</u> | <u>-</u> |
| Major Capital Projects | | | | |
| Town Hall Remodel | | | | |
| | <u>\$ 62,947</u> | | | <u>-</u> |
| Arapahoe County Open Space Shareback Expenditures | | | | |
| Chatfield Dam Water Enhancement | \$ - | - | - | 7,500 |
| | | | | <u>7,500</u> |
| Conservation Trust Fund Expenditures | | | | |
| Parks | \$ 6,000 | 6,000 | 6,000 | 20,000 |
| | | | | <u>20,000</u> |

| TOWN OF COLUMBINE VALLEY | | | | | | | | | | | | | | COMPLETE |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------|---------------|
| Detail and Support for Revenue and Expense Projections | | | | | | | | | | | | | | PRELIM |
| | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2017 | 2017 | 2018 | 2018 | NET |
| | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Budget | 8 Mo Act | Estimate | Budget | Budget | CHANGE |
| | | | | | | | | | | | | | | 2018 BUD |
| | | | | | | | | | | | | | | (UNDER) |
| | | | | | | | | | | | | | | OVER 2017 EST |
| Revenues | | | | | | | | | | | | | | |
| Taxes | | | | | | | | | | | | | | |
| Property Taxes | 297,527 | 316,514 | 323,274 | 300,086 | 307,260 | 301,396 | 306,177 | 312,222 | 328,683 | 325,872 | 328,683 | 348,047 | JJT | 19,364 |
| Specific Ownership Taxes | 20,541 | 20,327 | 19,272 | 19,362 | 20,737 | 21,703 | 23,165 | 23,983 | 21,501 | 15,654 | 21,501 | 23,623 | JJT | 2,122 |
| Sales and Use Taxes - Total | 264,325 | 315,149 | 314,226 | 342,364 | 315,181 | 377,955 | 568,295 | 710,552 | 462,000 | 416,103 | 510,000 | 681,500 | JJT | 77,000 |
| Sales and Use Taxes - Retail | 110,563 | 118,012 | 117,820 | 119,076 | 121,284 | 131,750 | 145,133 | 88,061 | 100,000 | 46,028 | 68,000 | 145,000 | JJT | 17,500 |
| Sales Tax - Motor Vehicles | 101,302 | 118,705 | 114,867 | 141,974 | 136,646 | 136,908 | 157,197 | 161,709 | 150,000 | 109,261 | 150,000 | 167,500 | JJT | (25,000) |
| Sales Tax - Remodels | 19,628 | 48,536 | 80,714 | 81,334 | 57,251 | 76,762 | 182,805 | 109,625 | 90,000 | 91,628 | 100,000 | 75,000 | JJT | 102,000 |
| Sales Tax - New Construction | 32,832 | 29,896 | 825 | - | - | 32,538 | 83,160 | 341,195 | 192,000 | 189,185 | 192,000 | 294,000 | JJT | 1,000 |
| Utility Franchise Fees | 45,202 | 49,719 | 50,019 | 48,584 | 49,456 | 50,659 | 47,141 | 44,652 | 48,000 | 27,194 | 45,000 | 46,000 | JJT | 1,000 |
| Cable Television Fees | 21,125 | 21,871 | 21,880 | 23,217 | 24,708 | 26,863 | 28,228 | 30,568 | 28,000 | 15,181 | 30,000 | 31,000 | JJT | - |
| Permits and Fines | 70,487 | 88,254 | 86,026 | 102,871 | 78,166 | 168,397 | 205,141 | 359,835 | 138,000 | 253,536 | 275,000 | 320,000 | JJT | 45,000 |
| Permits, Fees and Services - Total | 42,076 | 51,156 | 59,536 | 102,871 | 77,766 | 64,423 | 137,067 | 121,097 | 50,000 | 94,315 | 100,000 | 75,000 | JJT | (25,000) |
| Permits, Fees and Services - Remodels | 28,411 | 37,059 | 26,390 | - | 400 | 103,974 | 68,074 | 238,738 | 86,000 | 159,221 | 175,000 | 245,000 | JJT | 70,000 |
| Permits, Fees and Services - New Const | 99,758 | 130,288 | 105,936 | 112,062 | 91,786 | 76,642 | 76,765 | 62,268 | 72,000 | 45,487 | 65,000 | 65,000 | JJT | - |
| Fines | | | | | | | | | | | | | | |
| Intergovernmental | | | | | | | | | | | | | | |
| Town of Bow Mar Police | 220,000 | 225,000 | 231,750 | 238,701 | 245,863 | 250,780 | 255,795 | 260,910 | 268,216 | 201,162 | 268,216 | 276,530 | JJT | 8,314 |
| Town of Bow Mar Admin | 37,463 | 44,015 | 43,685 | 43,694 | 44,342 | 45,812 | 46,584 | 44,051 | 46,000 | 22,168 | 45,000 | 46,000 | JJT | 1,000 |
| State Highway User's Tax | 13,119 | 12,804 | 12,882 | 12,783 | 12,879 | 11,387 | 14,823 | 14,823 | 12,000 | 11,783 | 12,000 | 12,000 | JJT | - |
| County Highway Tax Revenue | 5,374 | 5,177 | 5,491 | 5,570 | 5,889 | 5,676 | 5,672 | 6,046 | 6,000 | 3,308 | 6,000 | 6,000 | JJT | - |
| Motor Vehicle Registration Fees | 811 | 837 | 825 | 662 | 695 | 643 | 896 | 755 | 800 | - | 800 | 800 | JJT | - |
| State Cigarette Tax Apportionment | 2,377 | 23,866 | 7,196 | 4,705 | 2,044 | 1,542 | 2,093 | 6,657 | 8,000 | 8,789 | 8,800 | 15,900 | JJT | 6,700 |
| Interest | 8,426 | 1,062 | 10,727 | 8,948 | 9,893 | 27,591 | 25,954 | 14,389 | 15,800 | 18,777 | 18,000 | 2,000 | JJT | (16,000) |
| Other | | | | | | | | | | | | | | |
| | 1,106,535 | 1,106,535 | 1,233,189 | 1,263,529 | 1,208,899 | 1,367,046 | 1,606,729 | 1,895,241 | 1,525,000 | 1,394,994 | 1,674,000 | 1,914,000 | JJT | 285,000 |
| Arapahoe County Open Space Shareback | 27,280 | 25,261 | 23,378 | 25,022 | 23,010 | 26,212 | 27,293 | 33,737 | 30,000 | 33,238 | 33,000 | 33,000 | JJT | - |
| Conservation Trust Fund | 6,008 | 5,748 | 5,971 | 6,301 | 6,911 | 6,276 | 6,346 | 8,648 | 6,000 | 3,196 | 6,000 | 6,000 | JJT | - |

| TOWN OF COLUMBINE VALLEY | | | | | | | | | | | | | | | |
|---------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|---------|---------|----------|--------------------|
| Public Safety Expenses | | | | | | | | | | | | | | | |
| | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2017 | 2017 | 2018 | 2018 | 2018 | NET |
| | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Budget | 8 Mo Act | Estimate | Budget | Budget | Change | 2018 COMMENTS |
| Operations | | | | | | | | | | | | | | | |
| Cruiser gas/maintenance | 29,886 | 33,515 | 35,511 | 40,248 | 34,918 | 32,525 | 24,732 | 10,258 | 30,000 | 4,665 | 9,000 | 18,000 | 12,000 | 9,000 | 3 VEHICLES OUT OF |
| Cruiser gas | 5,000 | 5,000 | 5,000 | 4,500 | 6,638 | 6,200 | 6,100 | 8,125 | 6,500 | 7,809 | 11,000 | 7,000 | 7,000 | 1,000 | MENK |
| Cruiser insurance | 349,678 | 334,932 | 347,427 | 361,637 | 361,486 | 371,665 | 398,051 | 445,367 | 400,000 | 3,280 | 6,500 | 7,000 | 7,000 | 500 | ALLOCATION |
| Squares | 35,587 | 33,511 | 34,464 | 36,586 | 35,082 | 35,950 | 37,920 | 38,587 | 40,000 | 260,157 | 400,000 | 415,000 | 415,000 | 15,000 | BOARD |
| FFPMedicare/SUTA | 28,279 | 41,272 | 45,832 | 49,065 | 52,495 | 51,364 | 45,160 | 38,786 | 45,000 | 23,440 | 40,000 | 45,000 | 45,000 | 5,000 | QUOTE TO COME |
| Health insurance | 10,274 | 13,722 | 13,956 | 19,304 | 21,723 | 18,345 | 20,145 | 18,219 | 26,000 | 12,683 | 25,000 | 28,000 | 28,000 | 3,000 | REVIEW/AUDIT |
| Workers Comp and Liab Insurance | 7,810 | 6,814 | 6,889 | 3,989 | 4,243 | 3,887 | 5,233 | 9,245 | 8,000 | 3,846 | 8,000 | 11,000 | 11,000 | 3,000 | NEED 2 NEW VESTS |
| Uniforms | 1,875 | 219 | 1,669 | 625 | 2,684 | 2,469 | 652 | 2,727 | 7,500 | 1,649 | 5,000 | 9,000 | 9,000 | 4,000 | FIREARMS TRAINING |
| Education & training | 18,716 | 15,884 | 21,690 | 18,981 | 18,962 | 16,268 | 29,330 | 31,539 | 19,620 | 10,219 | 15,120 | 17,631 | 17,631 | 2,511 | DETAIL BELOW |
| Supplies & miscellaneous | 25,800 | 25,800 | 25,800 | 25,800 | 25,800 | 25,800 | 25,800 | 26,380 | 26,380 | 13,190 | 26,380 | 28,869 | 28,869 | 9,000 | NEW TASERS |
| Telephones | 512,905 | 512,905 | 538,533 | 560,715 | 563,731 | 564,483 | 592,123 | 640,020 | 609,000 | 367,088 | 586,000 | 642,000 | 642,000 | 2,489 | NEW RATE PLUS SC |
| Equipment expensed | | | | | | | | | | | | | | | |
| Apache County Dispatch | | | | | | | | | | | | | | | |
| Municipal Court | | | | | | | | | | | | | | | |
| Judge | 9,375 | 9,000 | 9,000 | 8,250 | 9,000 | 9,000 | 8,250 | 9,000 | 9,000 | 6,000 | 9,000 | 9,000 | 9,000 | | EST UNCHANGED |
| Legal | 34,282 | 23,613 | 31,068 | 23,705 | 26,613 | 34,329 | 25,785 | 23,606 | 27,500 | 16,406 | 27,500 | 27,500 | 27,500 | | EST UNCHANGED |
| Administration | 5,242 | 4,765 | 6,074 | 825 | 2,080 | 2,000 | 2,000 | 2,000 | 2,000 | 450 | 2,000 | 2,000 | 2,000 | | EST UNCHANGED |
| Supplies | 1,840 | 1,498 | 1,654 | 1,189 | 1,000 | 276 | 2,255 | 1,805 | 2,000 | 370 | 2,000 | 2,000 | 2,000 | | EST UNCHANGED |
| Interpreter | 1,160 | 1,224 | 1,454 | 1,375 | 1,436 | 1,626 | 1,375 | 1,500 | 2,000 | 1,000 | 2,000 | 2,000 | 2,000 | | EST UNCHANGED |
| Miscellaneous | 51,909 | 51,909 | 49,250 | 35,344 | 40,129 | 47,231 | 37,865 | 35,911 | 42,500 | 24,226 | 42,500 | 42,500 | 42,500 | | |
| Capital | 564,814 | 564,814 | 567,783 | 595,058 | 603,860 | 611,714 | 629,788 | 675,931 | 651,800 | 391,314 | 628,500 | 684,500 | 684,500 | 33,000 | |
| Vehicles | 35,035 | 35,229 | 35,229 | 39,652 | 38,698 | 38,574 | 39,284 | 43,000 | 43,000 | 41,007 | 43,000 | 43,000 | 43,000 | (43,000) | ASSUME NEW VEHICLE |
| Miscellaneous | 20,280 | 20,280 | 20,280 | 20,280 | 20,280 | 20,280 | 20,280 | 20,280 | 20,280 | 20,280 | 20,280 | 20,280 | 20,280 | | |
| Radio system upgrade | | | | | | | | | | | | | | | |
| Video system | | | | | | | | | | | | | | | |
| Computer laptops | | | | | | | | | | | | | | | |
| SUPPLIES & MISC | | | | | | | | | | | | | | | |
| MISCELLANEOUS | | | | | | | | | | | | | | | |
| EQUIP/REPAIRS | | | | | | | | | | | | | | | |
| TELEPHONE | | | | | | | | | | | | | | | |
| DUES/SUBSCRIPTIONS | | | | | | | | | | | | | | | |

| TOWN OF COLUMBINE VALLEY | | | | | | | | | | | | | | |
|------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|---------|------------------------------------|------------------------|
| Administrative Expenditures | | | | | | | | | | | | | | |
| | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2017 | 2017 | 2018 | | |
| | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Budget | 8 Mo Act | Estimate | Budget | Responsibility/Comments | |
| | 0.50 | 0.45 | 0.43 | 0.41 | 0.43 | 0.43 | 0.32 | 0.36 | 0.40 | 0.40 | 0.42 | 0.45 | | |
| Advertising | 348 | 390 | 366 | 171 | 713 | 744 | 286 | 378 | 500 | 423 | 500 | 500 | JD/DANA/CRISTY | |
| Legal | 23,503 | 30,164 | 25,842 | 27,008 | 39,738 | 35,023 | 36,850 | 36,378 | 48,000 | 48,029 | 48,000 | 48,000 | JD/DANA/CRISTY | |
| Accounting and Audit | 17,742 | 18,050 | 18,100 | 18,400 | 19,264 | 19,500 | 19,800 | 22,085 | 22,000 | 23,500 | 26,500 | 26,500 | JJT - Fee to JJT + audit | |
| Building Inspection | 35,260 | 39,902 | 37,003 | 41,714 | 33,848 | 54,182 | 74,300 | 143,576 | 89,000 | 104,842 | 115,000 | 144,000 | JJT - 45% OF GROSS PERMIT/FEE REVE | |
| Salaries | 112,952 | 112,698 | 115,020 | 122,714 | 140,906 | 131,991 | 132,849 | 149,333 | 185,000 | 118,093 | 185,000 | 195,000 | BOARD (JD; DANA; STEPH, INTERNS) | |
| Payroll Taxes | 10,209 | 9,574 | 10,082 | 9,683 | 12,796 | 12,165 | 12,754 | 15,930 | 14,800 | 12,605 | 14,800 | 20,000 | JJT - INCLUDES HOBBS | |
| Health Insurance | 7,558 | 11,275 | 8,769 | 10,881 | 14,677 | 15,212 | 13,867 | 17,842 | 30,000 | 24,285 | 36,000 | 36,000 | JD/DANA/CRISTY | |
| Pension | 6,081 | 5,827 | 5,924 | 6,103 | 6,803 | 5,638 | 6,566 | 8,618 | 9,250 | 7,490 | 9,250 | 12,000 | JJT - 5% OF GROSS SAL INCL HOBBS | |
| Telephone | 8,807 | 4,256 | 4,680 | 5,081 | 4,871 | 5,000 | 5,719 | 6,893 | 5,500 | 2,405 | 4,500 | 6,000 | JD/DANA/CRISTY | |
| Printing, supplies and postage | 3,709 | 3,357 | 2,226 | 3,358 | 4,978 | 5,998 | 5,879 | 10,512 | 8,000 | 3,939 | 8,000 | 10,000 | JD/DANA/CRISTY | |
| Insurance and Bonds | 14,572 | 11,150 | 16,192 | 20,043 | 24,638 | 22,161 | 23,678 | 34,452 | 29,000 | 17,199 | 24,000 | 29,000 | JD/DANA/CRISTY | |
| Miscellaneous | 19,577 | - | - | 10,538 | 23,223 | 22,259 | 31,891 | 80,411 | 30,000 | 40,345 | 45,000 | 12,500 | JD/DANA/CRISTY | |
| County Treasurer's Fees | 2,979 | 3,168 | 3,237 | 3,007 | 3,077 | 3,046 | 3,065 | 3,125 | 3,287 | 3,260 | 3,287 | 3,480 | JJT - 1% of RE TAXES | |
| Computer expense | 14,354 | 7,495 | 5,012 | 15,486 | 12,438 | 7,042 | 5,196 | 10,762 | 5,000 | 5,602 | 6,500 | 16,500 | JD/DANA/CRISTY | |
| Community activities | - | - | - | - | - | - | - | - | - | - | - | 15,500 | JD/DANA/CRISTY | |
| Office Utilities - elect and water | 5,574 | 6,526 | 7,237 | 6,988 | 7,500 | 8,481 | - | - | 9,000 | 5,186 | 9,000 | 9,000 | JD/DANA/CRISTY | |
| Office maintenance/janitorial | 19,459 | 14,232 | 18,843 | 12,099 | 18,072 | 15,290 | 39,117 | 34,444 | 30,000 | 24,397 | 30,000 | 29,000 | JD/DANA/CRISTY | |
| Election Expense | - | 1,707 | 20 | 1,717 | 1,917 | 1,960 | - | 35 | 2,000 | - | 2,000 | 2,000 | JD/DANA/CRISTY | |
| Dues and publications | 2,369 | 2,233 | 2,490 | 2,334 | 3,429 | 3,454 | 7,097 | 5,591 | 6,663 | 6,710 | 7,663 | 7,520 | JD/DANA/CRISTY | |
| Continuing Education | - | - | - | - | - | - | - | - | - | - | - | 5,000 | JD/DANA/CRISTY | |
| GIS Mapping | - | - | - | - | - | - | - | - | - | - | - | - | JD/DANA/CRISTY | |
| Economic Incentive | - | - | - | - | - | 8,785 | - | 104,980 | 507,000 | 448,310 | 575,000 | 627,500 | - | |
| 305,053 | 305,053 | 281,043 | 317,325 | 372,889 | 378,131 | 418,911 | 418,911 | 685,295 | 507,000 | 448,310 | 575,000 | 627,500 | - | |
| Lease-purchase - Town Hall | 41,148 | 41,148 | 41,148 | 41,149 | 292,091 | - | - | - | - | - | - | - | - | SCHEDULE |
| Sanitation - Allied Waste | 63,411 | 66,660 | 69,360 | 66,518 | 64,764 | 66,707 | 67,355 | 71,010 | 75,000 | 44,071 | 75,000 | 84,000 | JD/DANA/CRISTY | |
| Capital: | | | | | | | | | | | | | | |
| Town Administration Building | - | - | - | - | - | - | - | 62,947 | - | - | - | - | - | REMODEL |
| Benches | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Office Renovation | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Computers and Peripherals | - | - | - | - | 22,850 | - | - | - | - | - | - | - | - | - |
| Furniture | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Telephone system | - | - | - | - | - | - | - | - | 10,000 | 4,701 | 15,000 | 15,000 | - | EMERG GENERATOR - 2017 |
| Other | - | - | - | - | 22,850 | - | - | 62,947 | 10,000 | 4,701 | 15,000 | 15,000 | - | - |

| TOWN OF COLUMBINE VALLEY | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------|----------|--------|----------|--------|----------|--------|----------|--------|----------|--------|----------|--------|----------|--------|----------|--------|----------|----------|----------|--------|----------|-------------------------|-------------------------------|
| Detail and Support for Planning and Zoning Expense Projections | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2009 | | 2010 | | 2011 | | 2012 | | 2013 | | 2014 | | 2015 | | 2016 | | 2017 | | 2017 | | 2018 | | 2018 | |
| | Actual | Estimate | Actual | Estimate | Actual | Estimate | Actual | Estimate | Actual | Estimate | Actual | Estimate | Actual | Estimate | Actual | Estimate | Actual | Estimate | 8 Mo Act | Estimate | Budget | Estimate | Responsibility/Comments | Comments |
| Town planner | 960 | | 455 | | 2,620 | | 8,048 | | 14,485 | | 31,257 | | 44,366 | | 39,438 | | 50,000 | | 30,184 | | 50,000 | | DOTSON | 2018 COMMENTS DETAIL BELOW |
| Town engineers | 12,791 | | 6,567 | | 3,972 | | 6,152 | | 32,683 | | 21,205 | | 27,873 | | 12,668 | | 17,500 | | 8,387 | | 17,500 | | DOTSON | DETAIL BELOW |
| Miscellaneous | | | | | | | | | | | | | | | | | 1,500 | | 1,500 | | 1,500 | | DOTSON | |
| | 13,351 | | 13,351 | | 6,492 | | 15,200 | | 47,178 | | 52,462 | | 72,239 | | 51,106 | | 69,000 | | 38,571 | | 69,000 | | | |
| PHIL: | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning - no reimb | | | | | | | | | | | | | | | | | | | | | | | | SEE PHIL MEMO |
| Planning Asst Planner | | | | | | | | | | | | | | | | | | | | | | | | SEE PHIL MEMO |
| Platte Canyon Road | | | | | | | | | | | | | | | | | | | | | | | | SEE PHIL MEMO |
| Traffic study/studies | | | | | | | | | | | | | | | | | | | | | | | | SEE PHIL MEMO |
| Contingency | | | | | | | | | | | | | | | | | | | | | | | | TO BALANCE |
| TROY: | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning assistance | | | | | | | | | | | | | | | | | | | | | | | | MAY BE LESS AS WPP REIMB. |
| Platte Canyon Road | | | | | | | | | | | | | | | | | | | | | | | | SAME |
| Pavement project supervision | | | | | | | | | | | | | | | | | | | | | | | | SAME - LAST YR? |
| Urban Drainage | | | | | | | | | | | | | | | | | | | | | | | | SAME |
| Contingency | | | | | | | | | | | | | | | | | | | | | | | | TO BALANCE |

| | | | | | | | | | | | | | |
|--|--------|--------|--------|---------|--------|---------|---------|---------|---------|--------|---------|---------|-----------------|
| Street/Gutters | 31,141 | 44,406 | 39,614 | 39,512 | 15,214 | 289,491 | 241,809 | 232,260 | 300,000 | 17,521 | 350,000 | 225,000 | PALMER - NOTE A |
| Snow Removal | 4,303 | 2,390 | 4,688 | 4,056 | 2,800 | 6,298 | 12,460 | 9,484 | 8,000 | 2,239 | 8,000 | 8,000 | PALMER - NOTE B |
| Striping | 493 | 1,003 | 1,352 | 1,025 | 1,587 | 1,828 | 3,787 | 4,707 | 3,000 | - | 3,000 | 3,000 | PALMER |
| Signs | 1,860 | 2,193 | 1,213 | 615 | 202 | 6,316 | 450 | 1,340 | 3,000 | 1,933 | 3,000 | 3,000 | PALMER |
| Vehicle Maintenance | 4,173 | 1,652 | 4,475 | 1,751 | 2,833 | 896 | 2,055 | 7,624 | 3,500 | 2,347 | 3,500 | 3,500 | PALMER |
| Other | 6,932 | 7,442 | 7,196 | 8,467 | 7,134 | 2,810 | 877 | 4,195 | 6,000 | - | 6,000 | 3,000 | PALMER - NOTE C |
| Main/Water - Hunter Run | | | | | 9,288 | 825 | 10,698 | 9,190 | 7,500 | 7,383 | 7,500 | 7,500 | PALMER - NOTED |
| Street Cleaning | 12,285 | 13,576 | 12,237 | 16,090 | 13,263 | 13,980 | 13,916 | 13,031 | 15,000 | 8,441 | 15,000 | 15,000 | PALMER |
| Street Lighting | 20,014 | 22,257 | 10,493 | 3,988 | 9,135 | 895 | 5,635 | 2,680 | 3,500 | 1,504 | 3,500 | 5,000 | PALMER - Note 1 |
| Ground Maintenance | 5,168 | 5,503 | 3,404 | 4,157 | 4,442 | 2,605 | 5,246 | 4,864 | 5,000 | 3,684 | 5,000 | 5,000 | PALMER |
| Storm water permit activity | | | | | | 8,040 | 10,840 | 10,000 | 14,000 | 10,000 | 10,000 | 14,000 | PALMER - Note 2 |
| Homeowner Assn subsidy | | | | | | | | | 15,000 | 9,984 | 15,000 | 14,500 | PALMER - Note 4 |
| Salary/wages - Hobbes | | | | | | 8,336 | 3,896 | 7,675 | 6,500 | 9,901 | 8,500 | 6,500 | PALMER - Note 3 |
| Professional Fees | 86,369 | 86,369 | 90,304 | 104,496 | 65,898 | 351,507 | 311,669 | 307,050 | 392,000 | 74,937 | 440,000 | 315,000 | - |
| Conservation Trust | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | - | 6,000 | 20,000 | PALMER |
| Arapahoe County Open Space | | | | | | | | | | | | 7,500 | CHRISTY |
| Capital | | | | | | | | | | | | | |
| 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 | | 16,546 | | | | | PALMER |
| Other | | | | 40,000 | 3,018 | 15,094 | | 16,546 | | | | | PALMER |
| | | 25,000 | | 40,000 | 3,018 | 15,094 | | 16,546 | | | | | - |
| 2018 Notes: | | | | | | | | | | | | | |
| Note A: \$225,000 to include Fairway completion and TH Parking Lot - Includes Hobbes for 150 hrs (3,750) - Assumes Hunter Run postponed or Developer responsibility. | | | | | | | | | | | | | |
| Note B: Cost of Hobbes (250 hrs) and extra Police (70 hrs) - @ 25/hr | | | | | | | | | | | | | |
| Note C: Contingency for potential cost overruns on Hunter Run and elsewhere | | | | | | | | | | | | | |
| Note D: Hobbes 200hrs @25/hr. Water (1,000); Repairs (1,500) | | | | | | | | | | | | | |
| Note 1: Mr Than (2,000); Hobbes 60 hrs @ 25 (1,500); Misc 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 580 hrs unallocated elsewhere @25/hr | | | | | | | | | | | | | |



Request for Board of Trustee Action

Date: November 14, 2017

Title: Wild Plum Vacation of Easement

Presented By: Phil Sieber, Town Planner

Prepared By: Phil Sieber, Town Planner

Background: After the Trustees approval of the Final Plat for the Wild Plum development, it was discovered that an old access easement traversed the property. This easement was granted in 1969 and allowed access to the property from both the east and west sides. Since that time, the property owners to the east and west have obtained other access to their property and this easement is no longer needed. The applicant desires to vacate the easement.

Notice of the intent to vacate has been sent to the abutting property owners, the City of Littleton, South Suburban Parks and Recreation and the DeLong Family. No response has been received as of November 9, 2017.

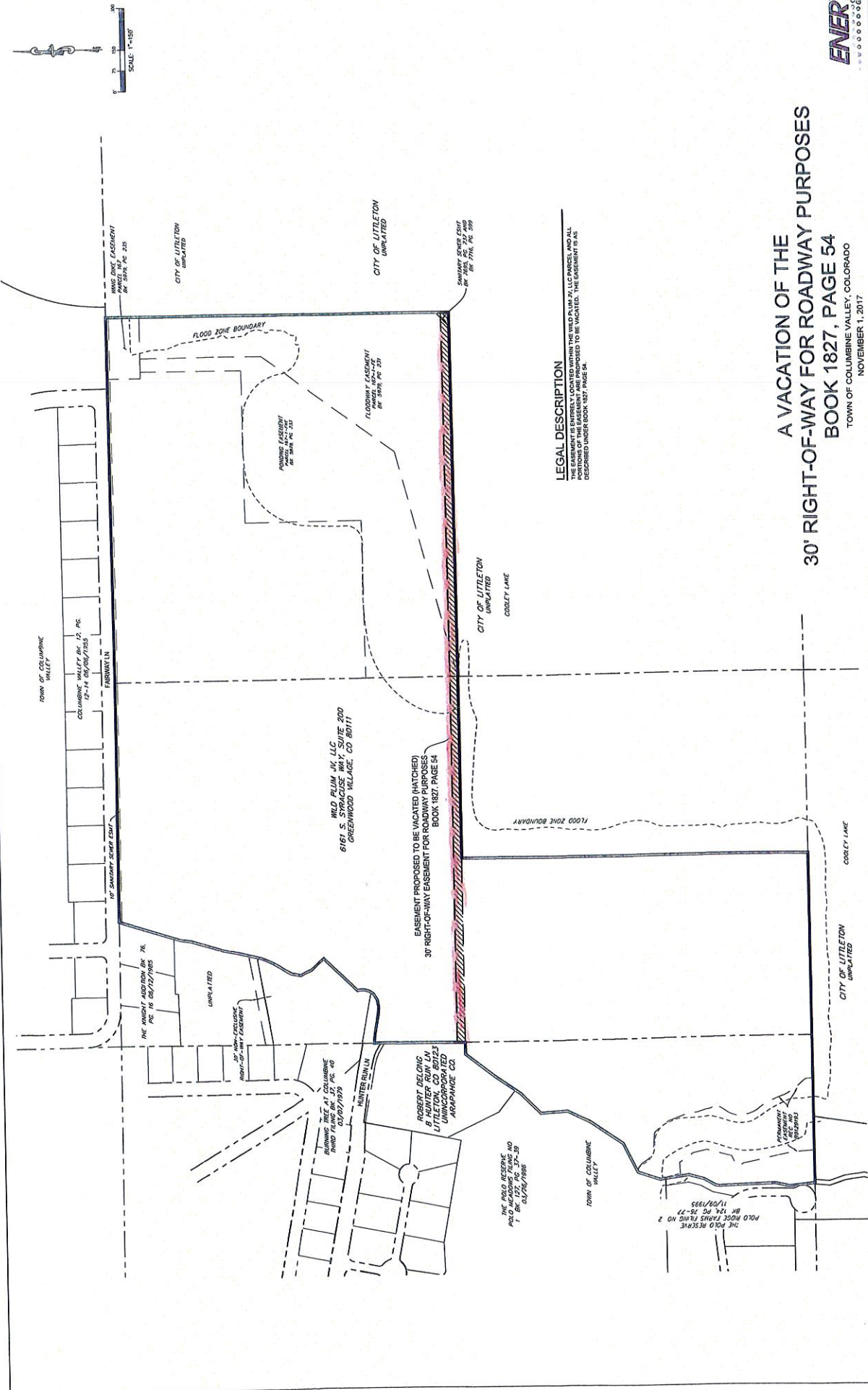
The staff has no problem with this request. However, the Land Use Regulations require that a public hearing be held by the Board of Trustees and no notice of hearing has been published. The reason this is on the agenda is or determine whether the Trustees have any concerns and to set a date of hearing for January 16, 2018.

Attachments: Map of the Wild Plum property with the easement shown in red
Letter of intent from CalAtlantic

Recommended Motion(s): "I move to set a public hearing on this vacation of easement for January 16, 2018 for 6:15 p.m."

A VACATION OF THE 30' RIGHT-OF-WAY FOR ROADWAY PURPOSES BOOK 1827, PAGE 54

TOWN OF COLUMBIAN VALLEY, COLORADO
NOVEMBER 1, 2017



LEGAL DESCRIPTION
THE EASEMENT IS SUBJECT TO ALL OTHER EASEMENTS AND INTERESTS IN THE LAND. THE EASEMENT IS AS DESCRIBED UNDER BOOK 1827, PAGE 54.

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To Whom It May Concern:

Wild Plum JV, LLC has requested to vacate an easement that falls entirely within the Wild Plum property. The easement in question is referred to as a "30' Right-of-Way Easement for Roadway Purposes", recorded in **August 1969** under Book 1827, Page 54.

I assure you that no property will be left without access due to this vacation. It is my understanding that the easement was originally provided to allow for access to a parcel east of Wild Plum. This parcel has since been condemned and incorporated into the City of Littleton and is now a part of the South Platte River Park. The City of Littleton accesses this parcel and the entirety of the South Platte River Park via trails located along both sides of the river. The only other adjoining property owner to this easement is Mr. Robert Delong. The Delong residence, located at 8 Hunter Run Lane, has an existing access directly to Hunter Run Lane and has no use or need for this easement.

Sincerely,

Kent Pedersen
Wild Plum JV, LLC
6161 South Syracuse Way, Suite 200
Greenwood Village, Colorado 80111



Request for Board of Trustee Action

Date: November 14, 2017

Title: Bow Mar IGA Amendment

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator; Lee Schiller, Town Attorney

Background: In October of 2016, the Towns of Columbine Valley and Bow Mar entered into an agreement by which the Town of Columbine Valley would provide building department services to the Town of Bow Mar. The initial term of the agreement is set to expire on December 31, 2017. It is the desire of both Towns to extend the agreement without change.

The Town of Bow Mar is expected to take action on this IGA at their November 20, 2017 meeting.

Attachments: Agreement to amend IGA
Signed copy of the original IGA

Fiscal Impacts: The IGA is not expected to have a negative financial impact on the Town of Columbine Valley. No changes in terms have been proposed.

Staff Recommendations: Approve the IGA amendment as presented.

Recommended Motion: "I move to approve the agreement to amend the intergovernmental agreement for administrative services with the Town of Bow Mar as presented."

AGREEMENT TO AMEND INTERGOVERNMENTAL AGREEMENT

(Administrative Services)

THIS AGREEMENT to Amend Intergovernmental Agreement, for administrative services, is made and entered into this _____ day of _____, 2017, effective as of _____, 2017, by and between the Town of Columbine Valley, a Colorado municipal corporation (“Columbine”), 2 Middlefield Road, Columbine Valley, Colorado 80123, and the Town of Bow Mar, a Colorado municipal corporation (“Bow Mar”), 5395 Lakeshore Drive, Bow Mar, Colorado 80123.

RECITALS

WHEREAS, Columbine and Bow Mar entered into that certain Intergovernmental Agreement, dated October 6, 2016, (“Intergovernmental Agreement”) whereby Columbine agreed to furnish administrative services to Bow Mar; and

WHEREAS, the initial term of the Intergovernmental Agreement was for the period November 1, 2016, through December 31, 2017; and

WHEREAS, the Boards of Trustees of Columbine and Bow Mar have authorized the extension of the term of the Intergovernmental Agreement as more fully set forth below;

NOW THEREFORE, for and in consideration of the mutual covenants, conditions and promises contained herein, Columbine and Bow Mar, hereto agree as follows:

1. The parties agree to extend the term of the Intergovernmental Agreement. Columbine will continue to provide the building department service (“the Services”) to Bow Mar as provided for in the Intergovernmental Agreement, up to and including December 31, 2018.

2. Should either party desire to continue the Agreement for the calendar year 2019, or later (which such extension shall become part of the Term), the parties shall provide written notice to the other of its desire to renew this Agreement no later than December 1 of the applicable calendar year, in which event the parties shall then use good faith efforts to negotiate the terms of an additional amendment to this Agreement prior to December 31 of such year. In the event that the parties in negotiating in good faith and intend to agree upon an amendment extending the Term of the Agreement, and such has not been finalized by the deadline set forth above, the parties can elect to continue the Term of the then existing agreement by written notice to the other party to allow for finalization of the applicable amendment.

3. In all other respects the terms of the Intergovernmental Agreement shall remain in full force and effect.

This Amendment to Intergovernmental Agreement for administrative services shall be effective on the _____ day of _____, 2017.

The foregoing Amendment to Intergovernmental Agreement for administrative services was approved by resolution of the Board of Trustees of the Town of Columbine Valley on the day of _____, 2017, and approved by resolution by the Board of Trustees of the Town of Bow Mar on the ____ day of _____, 2017, and each resolution authorized and directed the Mayor to sign and the municipal clerk to attest to this Agreement.

Dated this ____ day of _____, 2017.

Town of Columbine Valley, Colorado

By: _____
Mayor

Attest: _____

Town of Bow Mar, Colorado

By: _____
Mayor

Attest: _____

INTERGOVERNMENTAL AGREEMENT
(Administrative Services)

THIS INTERGOVERNMENTAL AGREEMENT (Agreement), is made and entered into this 6 day of OCT, 2016, effective as of November 1, 2016, by and between the Town of Columbine Valley, a Colorado municipal corporation ("Columbine"), 2 Middlefield Road, Columbine Valley, Colorado 80123, and the Town of Bow Mar, a Colorado municipal corporation ("Bow Mar"), 5395 Lakeshore Drive, Bow Mar, Colorado 80123.

RECITALS

WHEREAS, Columbine and Bow Mar are political subdivisions of the State of Colorado, incorporated as statutory towns pursuant to Title 31, Colorado Revised Statutes of 1973, as amended; and

WHEREAS, in accordance with C.R.S. Section §29-1-203, as amended, political subdivisions may cooperate or contract with one another to provide any function, service or facility lawfully authorized to each of the cooperating or contracting entities; and

WHEREAS, both political subdivisions require administrative services (as defined below) which benefit the residents and visitors of their respective municipalities; and

WHEREAS, Bow Mar desires to enter into this Agreement pursuant to which certain administrative services will be provided to Bow Mar by Columbine, through the cooperative participation of Bow Mar and Columbine; and

WHEREAS, Columbine is willing and able to furnish such administrative services to Bow Mar as more particularly set forth below in this Agreement; and

WHEREAS, Bow Mar has determined that it is in its best interest to have Columbine provide such administrative services; and

WHEREAS, the Boards of Trustees of the Town of Columbine Valley and the Town of Bow Mar have authorized the execution of this Agreement between the parties hereto;

NOW THEREFORE, for and in consideration of the mutual covenants, conditions and promises contained herein, Columbine and Bow Mar, hereto agree as follows:

1. Line of Authority. The Mayor of Bow Mar (the "Authorized Representative") is hereby designated as Authorized Representative of Bow Mar for the purpose of administering, coordinating and approving the Services (as defined below) performed by Columbine on behalf of Bow Mar under this Agreement. Without limiting the foregoing, however, to the extent the Services performed under this Agreement specifically fall within or under the scope of one or more of the administrative departments of a Trustee of Bow Mar, as per the Bow Mar, Colorado, Municipal Code (the "Bow Mar Code"), then the Authorized Representative shall have the option to designate, or not designate, such Trustee, as applicable, as the Authorized Representative for such specific Services within the scope of such administrative department.

2. Administrative Services. For the period November 1, 2016, through December

31, 2017 (the "Initial Term"), Columbine agrees to provide the following Building Department services (collectively, the "Services") to Bow Mar in the same manner and frequency as similar services are provided to Columbine residents and visitors and in all instances in compliance with applicable laws, including, without limitation, the Bow Mar Code:

- A. **Contractor Licensing:** Functions will include the production of forms, which may be made available on the Bow Mar Town website and at the Columbine Valley Town Hall. All forms will feature Bow Mar branding but will otherwise mirror that of Columbine Valley; provided, however, that in the event Bow Mar has existing forms, Columbine will utilize such existing forms until depleted.

Columbine Valley will collect and process application forms and all associated information including copies of state licenses (as applicable) and proof of general liability and workers' compensation (as applicable) insurance with the Towns of Bow Mar and Columbine Valley listed as "additional or also insured". Commencing on January 1, 2017, Columbine will also collect all licensing fees (which such amounts and processes will correspond with the Town of Columbine Valley), and the issuance of paper certificates in person or by mail.

Commencing on January 1, 2017, all contractors' licenses will be for the calendar year (January 1 - December 31) with a 50% reduction of rate after July 1. Current licenses issued and costs are available for review will be on the Columbine and Bow Mar web sites. Payments for licenses are to be check or money order. No cash payments will be accepted. All fees will belong to Bow Mar and shall be remitted to Bow Mar on a periodic basis as mutually agreed by Columbine and Bow Mar.

Concurrently with the activation of this Agreement, Bow Mar shall adopt any and all ordinances making official the licensing of Contractors, which such licensing shall be effective as of January 1, 2017. Contractors currently engaged in a project will be sent one communication via USPS drafted by Columbine and sent by the Town of Bow Mar Building Commissioner asking that they immediately comply with new licensing requirements.

- B. **Building/Demolition Permits/Certificates of Occupancy:** All permits and certificates of occupancy will be administered and issued according to the following provisions. Columbine will accept permit application packets at the Columbine Valley Town Hall during normal business hours. Columbine will produce the application forms, which may be made available on the Bow Mar Town website and at the Columbine Valley Town Hall. All forms will feature Bow Mar branding but will otherwise mirror that of Columbine, except as provided herein. All permits will be based on full contract price.

Documents collected at the time of application submittal will include appropriate approval of the Bow Mar Homeowner's Inc. Architectural Control Committee, Bow Mar contractor's license (or application), and a signed copy of the contract or other reasonable documentation between the contractor and the homeowner (used to verify scope of work and valuation of project).

Audits may be initiated by either the homeowner/contractor or Bow Mar at the conclusion of the process should either party believe that the permit price does not accurately reflect the total valuation as stated at the time the permit was issued. In no event shall Columbine be responsible for the cost of such an Audit or be liable for any refunds which may be due and owing. Any such expense shall be the responsibility of Bow Mar.

This Agreement between Bow Mar and Columbine does not include the audit process, which would need to be conducted by Bow Mar.

Other documents, such as engineering letters, two sets of plans (paper and digital if larger than 11x17"), soil reports, etc. may be required based on the scope of the project.

It is acknowledged by the parties that Bow Mar has not enacted a sales and use tax but that Bow Mar may consider such a measure in the future and the Services will include the implementation and collection of such tax on the account of Bow Mar.

Once a complete application packet has been submitted, Columbine will coordinate the review of the plans (as appropriate) with a plans reviewer selected by Bow Mar. This reviewer will be responsible for picking up and dropping off reviewed plans at the Columbine Valley Town Hall. The reviewer is responsible for identifying any additional approvals required by Bow Mar and alerting Columbine of any application deficiencies. The reviewer is also responsible for completing a punch list of required inspections and submitting that to Columbine at the time reviewed plans

are returned. Once ready, Columbine will contact the applicant and alert them that the permit is ready for pick up at the Columbine Valley Town Hall and of the final permit cost. Payments for permits are to be check or money order. No cash or credit card payments will be accepted.

Columbine Valley will not be responsible for the performance or abilities of the Bow Mar plans reviewer or building inspector(s) and will not be held in any way liable for their performance or quality/results of work. All permissions, variances, releases and approvals are the responsibility of Bow Mar and its inspectors. Permits will not be issues until all predetermined criteria are met and approved by Bow Mar. Columbine will not be held responsible or liable for work performed by any permit holder after the permit has been issued.

Demolition permits are issued only on total building removal for a flat fee as per the Bow Mar schedule of fees (currently, \$1,000.00). Inspections will be scheduled prior to demolition to verify utility shut-offs.

Certificates of Occupancy are issued to SFR (single family residence) new builds or “substantial” remodels/additions once all inspections are approved and the building inspector and Building Commissioner have approved issuance. This process and all forms will mirror that of Columbine.

- C. **Inspection Scheduling:** Inspections will be coordinated through Bow Mar building inspector and/or the State of Colorado as appropriate.

By the close of business each Friday, Bow Mar will provide to Columbine a hard copy or digital list of inspections completed over the last seven days. Information shall include address, type of inspection, status (pass/fail/notes) and such other pertinent information that may be requested by Columbine.

- D. **Record Keeping:** Columbine will create and maintain a Building Department Log for Bow Mar. This paper log will document all registered contractors and issued building permits. While the format of this log may vary slightly from year to year, it will generally contain the following information for contractors: license number, issue date, license type, state license verified, insurance verification and expiration dates, contact information and confirmation of payment; and the following information for permits issued: permit numbers, contractor contact information, project description, fee breakdown, issue date and confirmation of payment.

Digital records will also be kept, by contractor and by address, and include permit applications, application packets, building permits, inspection cards, inspection slips, and certificates of occupancy.

Paper records will be kept at the Columbine Valley Town Hall in accordance with the Colorado Records Retention Schedule. They will be made available to Bow Mar elected officials and staff at any time by request and to the general public per Columbine open records request policy.

- E. **Reports and Administration:** Monthly reports will be produced after the 1st and before the 14th of each month and will be sent electronically to the Bow Mar Building Commissioner and Bow Mar Town Clerk. Monthly reports will include permits/COs issued and cost breakdowns of each permit, inspections conducted, and licenses issued and fees collected. Columbine will provide information to county assessor's offices as requested. All fees will belong to Bow Mar and shall be remitted to Bow Mar on a periodic basis as mutually agreed by Columbine and Bow Mar. Notwithstanding anything contained in this Agreement to the contrary, permit fees shall be based upon the schedule of fees promulgated by Bow Mar from time to time.

Additionally, the Columbine Valley Building Department Assistant and/or Town Administrator will be available for one monthly meeting with Bow Mar representatives (Mayor, Building Commissioner, Clerk, etc.) to be established at a predetermined time during regular business hours and to last no more than one hour after the initial start-up period which should last no more than three months. In addition and by request, the Columbine Valley Town Administrator will either attend or send a representative to the Bow Mar Trustee's meeting once per calendar quarter and Bow Mar shall have the right to reasonably request additional attendance on as needed basis. Columbine reserves the right to request additional meetings as needed. All meetings will be held at the Columbine Valley Town Hall during regular business hours.

Columbine Valley's Town Administrator will be Bow Mar's primary contact and will supervise all employees. Performance concerns and/or any performance reviews should be submitted to the Town Administrator and copied to the Mayor of Columbine Valley for them to address as they see reasonable.

- F. **Customer Service:** All citizens, vendors, contractors, etc. will be treated equally be they from Columbine or Bow Mar. In the execution of this Agreement, Columbine may provide use of an existing telephone line for inspection requests or Bow Mar can chose to pay for a dedicated telephone line. In either case, phone calls are answered on a first come-first serve basis, and will be answered as “Town Hall”. Customers in the Columbine Valley Town Hall will always have precedence over phone calls, with messages returned as promptly as possible.

Building Department information posted on the Bow Mar web site will be the responsibility of Bow Mar. Columbine will be responsible for providing to the Bow Mar Building Commissioner information and forms as/if they change and noting errors and inconsistencies on occasion but will not serve as Bow Mar’s web master and will not be held responsible for web site content. Columbine will not make any reference to the Bow Mar Building Department on its town web site.

While there is a drop box outside of the front door at the Columbine Valley Town Hall, citizens and customers are discouraged from using this box outside of business hours and the Staff of Columbine won’t be held responsible for items left inside the box.

Very rarely, staffing or weather issues require the Columbine to close Town Hall during normal business hours. While every precaution is taken to avoid such occurrences, the Town will not be held responsible should a citizen of Bow Mar require assistance during such times.

Prior to Commencement of this Agreement, Columbine will require a complete status list of all “in- process”/active and applied for permits. Columbine Valley will take over the inspection scheduling for all “in-process”/active permits but all other processes and activities associated with these permits will remain the responsibility of Bow Mar.

Furthermore, Columbine is considering systems and software packages to modernize the functions of its building department. Should Columbine adopt any new systems or software packages, Bow Mar will review and attempt to simultaneously adopt associated changes so long as the level of service offered is not diminished.

3. Payment.

- A. Bow Mar shall pay to Columbine the sum of \$40,000.00 per full calendar year of the Term (as defined below), appropriately prorated for the Initial Term and/or any other period less than a full year on a 365 calendar day basis.
- B. Payment shall be made in accordance with the terms set forth in Schedule A, which is attached to and incorporated by reference herein, appropriately prorated for the Initial Term and/or any other period less than a full year on a 365 calendar day basis.

4. Scope of Services.

- A. Columbine will only provide Staff resources in connection with the Services to be provided under the terms of this Agreement. All other expenses, including transition costs, office supplies and equipment, phone lines, and the like shall be agreed to by the Authorized Representative in advance and billed by Columbine directly to Bow Mar on a monthly basis to be paid within thirty (30) days of invoicing.
- B. Bow Mar shall appoint and/or hire all building inspectors independently of this Agreement and shall be responsible for the payment of all fees and costs associated therewith.
- C. Bow Mar acknowledges that Columbine shall not provide insurance or assume liability for Bow Mar Town Trustees and Mayor, or for Bow Mar Town employees, including any negligence or intentional acts of such employees, Trustees or Mayor.
- D. Representatives from each governing body shall meet on an as needed basis, in order to exchange information and ideas concerning the Services, as agreed upon by the parties.
- E. Columbine and its Staff shall provide the Services and meet its obligations under this Agreement in a timely and workmanlike manner, using knowledge and recommendations for performing the Services which meet generally acceptable standards in Columbine's community and region. All work product of the Staff under this Agreement and related to Bow Mar shall remain owned and controlled by Bow Mar.
- F. Columbine agrees that no official, officer or employee of Columbine shall have any personal or beneficial interest whatsoever in the Services or property described herein. A conflict of interest shall include transactions,

activities or conduct that would affect the judgment, actions or work of Columbine by placing Columbine's own interests, or the interest of any party with whom Columbine has a contractual arrangement, in conflict with those of Bow Mar.

- G. Columbine is an independent contractor and is free to perform services for other clients. Notwithstanding any provision of this Agreement, all Staff assigned by Columbine to perform work under this Agreement shall be and remain at all times, employees of Columbine for all purposes. It is agreed that Columbine shall have direct control with respect to the manner and performance of Services. Columbine and the Staff are not entitled to workers' compensation or unemployment benefits through Bow Mar and Columbine is obligated to pay federal and state income tax on any monies earned pursuant to the contract relationship.
- H. The parties hereto understand and agree that both Bow Mar and Columbine; their respective trustees, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., or otherwise available to Columbine and Bow Mar.
- I. Columbine agrees that, upon request of the Authorized Representative, at any time during the term of this Agreement, or three (3) years thereafter, it will make full disclosure to Bow Mar and make available for inspection and audit upon request by the Authorized Representative, the Bow Mar Board of Trustee or any of their authorized representatives, all of its records associated with the Services performed under this Agreement.

5. Indemnification and Insurance.

- A. Columbine shall maintain liability and other insurance in an amount to be agreed upon by Columbine and Bow Mar, but in no event less than the limits of liability specified in the Colorado Governmental Immunity Act, as amended. Any insurance contract shall name Bow Mar (and, as applicable, the Trustees and Mayor) as an additional insureds and/or loss payees with respect to the subject matter of this Agreement. Bow Mar shall be provided with a copy of the certificate of insurance which shall provide that the insurance will not be cancelled or modified unless there has been thirty (30) days prior notification to Bow Mar and the opportunity to review the insurance contract during Columbine's regular business hours.

- B. Bow Mar acknowledges that Columbine shall not provide insurance or assume liability for Bow Mar Town Trustees and Mayor, or for Bow Mar town employees or contractors, including any negligence, liability or intentional acts of such employees, contractors, Trustees or Mayor. Bow Mar further acknowledges that Columbine shall not have any liability arising out of or connected with the constitutionality or legal validity of Bow Mar's ordinances, resolutions and contracts.
- C. Columbine shall provide for the compensation, including salaries, wages and benefits, including, without limitation, all insurance as required by law, of all Columbine personnel, and shall indemnify, defend and hold harmless Bow Mar from any claim for or payment of compensation for injury or sickness of a Columbine employee arising out of employment pursuant to the terms of this Agreement.
- D. Bow Mar agrees to indemnify, defend and hold Columbine harmless from claims, suits, demands, obligations and liabilities of every kind or nature arising from or incurred during the Term hereof as a result of the actions of the Town of Bow Mar, the Board of Trustees and Mayor, and the employees, representatives or agents of Bow Mar, including "in-process" permits Columbine has taken over as provided in paragraph 2F of this Agreement. In that regard, Bow Mar shall maintain liability and other insurance in an amount to be agreed upon by Columbine and Bow Mar, but in no event less than the limits of liability specified in the Colorado Governmental Immunity Act, as amended. Any such insurance contract shall name Columbine as an additional insured. Columbine shall be provided with a copy of the Certificate of Insurance which shall provide that the insurance will not be cancelled or modified unless there has been thirty (30) days prior notification to Columbine and the opportunity to review the insurance contract. In the event a claim is brought against Columbine for any liability as described in this paragraph 5D, then Bow Mar agrees to defend said claim on behalf of Columbine, at its own expense and shall reimburse Columbine for any and all attorney's fees incurred by Columbine in connection therewith.
- E. Columbine agrees to indemnify, defend and hold Bow Mar harmless from claims, suits, demands, obligations and liabilities of every kind or nature arising from or incurred during the Term hereof as a result of the actions of Columbine, the Staff and/or the Columbine its employees, representatives or agents, subsequent to the commencement of the Initial Term. In the event a claim is brought against Bow Mar for any liability as described in this paragraph 5E, then Columbine agrees to defend said

claim on behalf of Bow Mar, at its own expense and shall reimburse Bow Mar for any and all attorney's fees incurred by Bow Mar in connection therewith.

6. Term; Termination.

- A. The term of this Agreement (the "Term") shall consist of the Initial Term and any renewal of the Term as provided below in subsection B. From and after the Initial Term, either party may terminate this Agreement, with or without cause, upon six (6) months prior written notice. In such event, each party shall be responsible for its own cost incurred by reason of the termination.
- B. Should either party desire to continue this Agreement for the calendar year 2018, or later (which such extension(s) shall become part of the Term), the parties shall provide written notice to the other of its desire to renew this Agreement no later than the December 1st of the applicable calendar year, in which event the parties shall then use good faith efforts to negotiate the terms of an amendment to this Agreement prior to December 31st of such year. In the event the parties are negotiating in good faith and intend to agree upon an amendment extending the Term of this Agreement, but such amendment has not been finalized by the deadline set forth above, the parties can elect to continue the terms of the then existing Agreement by written notice to the other party to allow for the finalization of the applicable amendment.
- C. Upon termination of this Agreement, Columbine will return to the Bow Mar all records, notes, documentation and other items that were used, created, or controlled by Columbine during the Term of this Agreement.

7. Miscellaneous

- A. Communications with regard to the performance of this Agreement shall be between the respective Mayors of the parties or their designated Authorized Representatives, and to Columbine Valley Town Administrator concerning the conduct of the Services. Bow Mar shall provide necessary copies of all ordinances, resolutions and contracts which are to be relied upon by Columbine in the performance of its Services under this Agreement. Such ordinances shall have been certified by the Bow Mar Clerk, as true copies of the ordinances by the current

Bow Mar Clerk as true copies of the ordinances in his/her possession and such ordinances shall have been accompanied with the certification from the Bow Mar Town Attorney, certified that the ordinances were properly adopted and in his/her opinion, are valid and enforceable.

- B. Notwithstanding any other term, condition or provision herein, each and every obligation of the Town of Columbine Valley and the Town of Bow Mar stated in this Agreement is subject to the requirements of prior appropriation of funds therefor by the governing body of either Town.
- C. Neither party shall be liable or deemed to be in default for any delay or failure in performance of this Agreement or interruption of services resulting directly or indirectly from acts of God, or any causes beyond the reasonable control of such party.
- D. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Bow Mar and Columbine, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person on such Agreement. It is the express intention of Bow Mar and Columbine that any person or party other than Bow Mar or Columbine receiving Services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.
- E. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado. Jurisdiction and venue for litigation of any dispute, controversy or claim arising out of or in connection with this Agreement, or the breach thereof, shall be only in the Arapahoe County District Court.
- F. This Agreement, including the Schedule attached hereto, constitutes the entire Agreement between the parties with respect to the subject matter hereof and supersedes all previous proposals, both oral and written, negotiations, representations, commitments, writings and all other communications between the parties. This Agreement may not be modified except by a writing signed by a duly authorized representative of each of the parties.
- G. In any action between the parties to enforce any of the terms of this Agreement, the prevailing party shall recover reasonable expenses, including reasonable attorney's fees.

- H. Any notice required to be given by either party to the other shall be deemed given if in writing and actually delivered or deposited in the United States mail in registered or certified form with return receipt requested, postage prepaid, addressed to the notified party at the address set forth above or as changed by notice given pursuant to this Section.

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

Town of Bow Mar
5395 Lakeshore Drive
Bow Mar, CO 80123

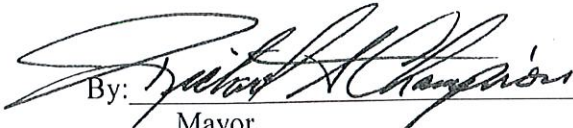
- I. This Agreement is not assignable by either party hereto without the written consent of the other.
- J. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Agreement.
- K. No waiver by any party of any breach of any provisions hereof shall be effective or enforceable unless made in writing signed by the party.
- L. This Agreement is a full and complete integration of the terms, conditions and Agreement of the parties whether oral or written.
- M. Columbine, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Columbine or divulge, disclose, or communicate in any manner, any information that is proprietary to Bow Mar. Columbine and its Staff, employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Agreement.

This Agreement shall be effective on the 6 day of OCTOBER, 2016.

The foregoing Agreement was approved by resolution of the Board of Trustees of the Town of Columbine Valley on the 20th day of SEPT, 2016, and approved by resolution by the Board of Trustees of the Town of Bow Mar on the 19th day of SEPT, 2016, and each resolution authorized and directed the Mayor to sign and the municipal clerk to attest to this Agreement.

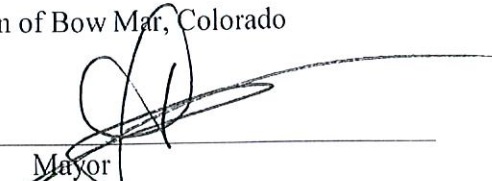
Dated this 6TH day of OCTOBER 2016.


Town of Columbine Valley, Colorado

By: 
Mayor

Attest: 

Town of Bow Mar, Colorado

By: 
Mayor

Attest: 

SCHEDULE A

Payment schedule for calendar year 2016 (subject to proration):

| <u>Payment Due Date</u> | <u>Payment Amount</u> |
|-------------------------|-----------------------|
| November 1, 2016 | \$6,684.93 |

Payment schedule for calendar year 2017:

| | |
|-----------------|----------|
| January 1, 2017 | \$10,000 |
| March 1, 2017 | \$10,000 |
| July 1, 2017 | \$10,000 |
| October 1, 2017 | \$10,000 |

Payment schedule for calendar year 2018:

| | |
|-----------------|----------|
| January 1, 2018 | \$10,000 |
| March 1, 2018 | \$10,000 |
| July 1, 2018 | \$10,000 |
| October 1, 2018 | \$10,000 |



Request for Board of Trustee Action

Date: November 14, 2017

Title: Trustee Bill #6, Series 2017 – Trash/Recycle Container Hours

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Lee Schiller, Town Attorney

Background: With regular frequency, often 2+ times a month, the town staff is contacted to inquire when trash and recycle containers are permitted to be at the curb for pick up. The Town does not currently have any set hours and refers the caller back to their respective HOA; some HOAs have hours established while others do not.

Attachments: Trustee Bill #6, Series 2017

Staff Recommendations: Establish hours for trash and recycle containers to be placed at and removed from the street for collection.

Recommended Motion(s): “I move to approve Trustee Bill #6, Series 2017 as presented.”

Or

“I move to approve Trustee Bill #6, Series 2017 with the following changes...”

A BILL FOR AN ORDINANCE
OF THE TOWN OF COLUMBINE VALLEY CONCERNING REFUSE AND RECYCLE
CONTAINERS

WHEREAS, the placement of refuse containers for collection of garbage and waste matter and the placement of recycle containers for the collection of recyclables, for an extended period of time, creates a nuisance; and

WHEREAS, the Town of Columbine Valley (“the Town”) has no established hours by which refuse containers and recycle containers may be placed in and removed from the public right-of-way, or on private property, on the day refuse is collected; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley has found that the amendments contained herein are necessary to protect the health, safety and welfare of the inhabitants of the Town; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY, COLORADO, as follows:

Section 1. That Section 8.16.090 is hereby amended in its entirety to read as follows:

Section 8.16.090. Placement of Refuse Containers and Recycle Containers. No resident shall place and keep a refuse container or a recycle container for curbside pickup except between the hours of 7:00 p.m. the evening before scheduled collection and 7:00 p.m. of the day for scheduled collection.

Section 2. That Section 8.16.110 is hereby added as follows:

Section 8.16.110. Enforcement. The Building Commissioner shall have charge and supervision of the garbage, rubbish, waste material and ashes collection system and recycle collection system. He is empowered to employ and direct all assistants, laborers, agents, contractors, employees and town licensed operations in the operation of these services. He shall enforce the terms of this section and the various rules and regulations promulgated hereunder from time to time. He shall be accountable to the Mayor and the Board of Trustees in all matters pertaining to the exercise of this powers and duties.

Section 3. That Section 8.16.100 is hereby added as follows:

Section 8.16.100. Fines for Violation of Section 8.16.090. Fines for violation of Section 8.16.090 shall be \$50.00 for a first offense, \$100.00 for a second offense, and \$250.00 for a third offense. Any additional offense shall be subject to a fine of not more than \$500.00, in the discretion of the Court.

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

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

Section 6. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Introduced as Trustee Bill No. 6, series of 2017, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 14th day of November, 2017, passed by a vote of ____ for and 0 against, on first reading; passed on second reading at a regular meeting of the Board of Trustees held by a vote of ____ for and ____ against on the ____ day of _____, 2018, and ordered published in the Littleton Independent on the ____ day of _____, 2018.

Richard Champion, Mayor

ATTEST:

J.D. McCrumb, Clerk of the Town of Columbine Valley



Request for Board of Trustee Action

Date: November 14, 2017

Title: Trustee Bill #7, Series 2017 – Trustee Terms

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: In April, 2016 the Board of Trustees appointed two Trustees to the Board to fill vacancies. These vacancies were created for lack of candidates running to fill the seats. Per the Town’s municipal code, trustees who are appointed to fill a vacancy must run for election in their own right at the next regularly scheduled election.

Municipal Code also calls for the six trustee’s seats to be staggered, with three Trustee seats to be on the ballot every two years, for four year terms. Due to the appointments made in 2016, the 2018 election will have four seats up for consideration.

In order to get back into the proper sequence, Trustee Bill #7 allows for the top three vote getters to serve 4 year terms, and the fourth-highest vote getter to serve a 2 year term. This condition will only apply to the 2018 election.

Attachments: Trustee Bill #7, Series 2017
Chart of current Trustee’s and their terms

Staff Recommendations: Approve Trustee Bill #7, Series 2017 as presented.

Recommended Motion(s): “I move to approve Trustee Bill #7, Series 2017 as presented.”

Or

“I move to approve Trustee Bill #7, Series 2017 with the following changes....”

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 7
SERIES OF 2017

INTRODUCED BY
TRUSTEE: BILL DOTSON

A BILL

FOR AN ORDINANCE CONCERNING THE ELECTION OF MEMBERS OF THE BOARD
OF TRUSTEES

WHEREAS, Section 2.04.010 of the Municipal Code of the Town of Columbine Valley sets forth the terms for the election of the Mayor and members of the Board of Trustees and provides for staggered terms; and

WHEREAS, due to the prior appointment of duly qualified electors of the Town to serve as Trustees, the schedule for the appointment of Trustees as set forth in Section 2.04.010 cannot be followed; and

WHEREAS, by temporarily suspending the full application of Section 2.04.010 and amending it so that the terms of elected trustees will be re-established as contemplated by Section 2.04.010; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley find that it is in the best interests of the Town to temporarily suspend and amend Section 2.04.010; and

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

Section 1. For the election year 2018 only, the full application of Section 2.04.010 of the Municipal Code of the Town of Columbine Valley shall be suspended and amended to provide that the member of the Board of Trustees receiving the fourth highest vote shall be elected for a term of two (2) years. In all other respects, the provisions of Section 2.04.010 shall be enforced.

Section 2. Upon the completion of April 2018 election for Mayor and members of the Board of Trustees, this ordinance shall no longer have any force and effect and the provisions of Section 2.04.010 as provided in the Town of Columbine Valley Municipal Code shall be enforced.

Section 3. That should any section, clause, sentence, part of portion of this ordinance be adjudged by any Court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the ordinance as a whole or any part thereof, other than the part or portion declared as such by the Court to be unconstitutional or invalid.

Section 4. The Town Clerk shall certify the passage of this ordinance and cause notice of its contents and passage to be published.

Section 5. In the opinion of the Board of Trustees, this Ordinance is necessary to the immediate preservation of the public health or safety and is enacted for that purpose and shall be in full force and effect immediately upon publication of this ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper of general circulation in the Town of Columbine Valley, Colorado, and being duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Section 6. Introduced as Trustee Bill No. 7, Series of 2017, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, held at the Columbine Town Hall, 2 Middlefield Road, Columbine Valley, Arapahoe County, Colorado, on the 14th day of November, 2017, passed by a vote of ___ for and ___ against; and ordered published in the Littleton Independent Newspaper.

Richard Champion, Mayor

Attest: _____
JD McCrumb, Town Clerk

Published: _____ in the Littleton Independent Newspaper

Terms of Current Trustee

| | <u>2014</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> |
|-----------------|-----------------------|-------------|-------------------------|-------------|---------------------------------|-------------|-------------|
| Mayor Champion | | | Elected - 2 year term | | Eligible for Reelection in 2018 | | |
| Trustee Boyle | | | Appointed - 2 year term | | Eligible for Reelection in 2018 | | |
| Trustee Christy | | | Elected - 4 year term | | | | |
| Trustee Cope | Elected - 4 year term | | | | Term Limited | | |
| Trustee Dotson | | | Appointed - 2 year term | | Eligible for Reelection in 2018 | | |
| Trustee Menk | Elected - 4 year term | | | | Eligible for Reelection in 2018 | | |
| Trustee Palmer | | | Elected - 4 year term | | | | |



Request for Board of Trustee Action

- Date:** November 14, 2017
- Title:** Emerald Ash Borer Management Plan
- Presented By:** Hobbes Hayden, Manager of Public Works
- Prepared By:** Hobbes Hayden, Manager of Public Works
- Background:** Ash trees have a large canopy and play a vital role in the establishment of the urban forest. In 2013, the Emerald Ash Borer (EAB) was discovered in the City of Boulder. The EAB has no native predators and kills every untreated ash tree in an infested area. The ash trees in Boulder did not show any signs of the infection for 6 years after being infected. The insect can migrate up to a mile a year on its own. This distance can increase with strong winds or when transporting infected wood. With the likelihood of an EAB making it out of the quarantine zone and the long incubation period, there is a chance the EAB is already in the Denver Metro area.
- The Town of Columbine Valley Emerald Ash Bore Management Plan will serve as a framework to proactively manage the local ash tree population and reactively treat any infection.
- Attachments:** Emerald Ash Borer Management Plan
- Fiscal Impacts:** Set up mapping and bi-annual treatment of trees. The 2018 Budget already reflects the treatment of some Town ash trees. No additional funding is being requested at this time.
- Recommended Motion:** No action is required for the EAB Management Plan, however direction regarding mapping of trees, ban on ash tree planting and other comments are welcomed.

The Town of Columbine Valley Emerald Ash Bore Management Plan

1. Background

Ash trees have a large canopy and play a vital role in the establishment of the urban forest. In 2013, the Emerald Ash Borer (EAB) was discovered in the City of Boulder. The EAB has no native predators and kills every untreated ash tree in an infested area. The ash trees in Boulder did not show any signs of the infection for 6 years after being infected. The insect can migrate up to a mile a year on its own. This distance can increase with strong winds or when transporting infected wood. With the likelihood of an EAB making it out of the quarantine zone and the long incubation period, there is a chance the EAB is already in the Denver Metro area.

After an infection is visible, the decline of the tree is extreme. As the EAB consumes the tree, it cuts off the vascular system of the tree. This causes the tree to dry out quickly, leaving a very brittle shell of a tree. At 25% dieback, the tree is no longer safe to climb. At 50% dieback, the tree can no longer safely be cut down. Heavy equipment such as cranes will normally be needed to safely remove a tree at this point. The time frame from visible infection to 100% dead averages only 2 years.

2. Purpose

The Town of Columbine Valley Emerald Ash Bore Management Plan will serve as a framework to proactively manage the local ash tree population and reactively treat any infection.

3. Inventory

The most effective way to monitor EAB infections is to inventory every ash tree within Columbine Valley. This data can then be mapped and updated as trees are infected, treated or removed. Boulder and Denver County have already finished similar maps, with more towns in the metro area following suit.

4. Detection

Town staff will conduct visual surveys each year from the ground of all ash trees within the town. This will normally be in the spring and fall. Any changes to the tree will be updated in the inventory list.

5. Management Strategy

To preserve the aesthetics of the town, all town owned and maintained ash trees will be placed on an injection treatment schedule. Private property owners are required to reasonably control any EAB infection and to remove any dead trees or branches as set forth in the current town ordinances. Private property owners are responsible for both trees on their property as well as any trees in the town right-of-way adjacent to their property.

The following stages will define the status of an infected ash tree.

- Stage 1 – Initial. First signs of an EAB infection are visible. Canopy dieback is less than 10%. If tree is to be saved, treatment should be started immediately.
- Stage 2 – Intermediate. Full EAB infection is readily visible. Canopy dieback in between 10% and 40%. This is the last chance to save the tree with treatment. If the tree is not to be saved, the tree should be removed.
- Stage 3 – Advanced. Some leaves will still be present on the tree. Canopy dieback is greater than 40%. This tree cannot be saved and needs immediate removal.
- Stage 4 – Dead. Canopy dieback is 100%. All trees at this point will constitute an extreme hazard to public safety.

Upon the detection of an EAB infection, the following steps will be implemented.

- When a stage 1 tree is identified, the property owner will receive a letter from the town, providing education on the EAB and different treatment options.
- When a tree reaches Stage 2, the property owner will receive a letter from the town requesting that the tree be treated or removed.
- When a tree reaches Stage 3, the property owner will received a letter from the town requiring prompt removal of the tree.
- When a tree reaches Stage 4, the town will remove the tree and charge the property owner for the removal. A lien will be filed if there is a failure to pay.

6. Budget

The initial one time setup fees include the following approximate costs.

1. Initial inventory of ash trees within The Town boundaries. This will not include the Country Club or Naturalized areas. Using a third party, \$5,000 to inventory ash only, or \$11,250 to inventory all species.
2. Creating interactive map of tree inventory. \$1,250 using the existing Icon mapping system. Staff is currently looking into an alternative options using town staff and the Gov Pilot software instead.

Ongoing maintenance include the following approximate costs.

1. Treatment of Town Hall ash trees. The cost of contractors to treat trees ranges from \$7 to \$12 per inch. This would be roughly \$900 every other year for Tree-Age injections by a licensed arborist.
2. Updating inventory list. Prior to an infection, town staff should be able to monitor and update the inventory list. When infections are identified, outside help may be needed to maintain accurate information, perform more detailed inspections and correspond with property owners.

7. Education

Early public education is the key to minimizing the effect of the EAB. This includes ash tree identification, treatment options and signs of infection. The Town will update the website to include this information as well as adding it to the spring newsletter.

8. Communication

To maintain an accurate database, it is important that the town receives communication from the residents as well. All property owners are required to notify the town if the EAB is detected on their property, as well as the steps they are taking to remedy the problem. If an ash tree is being treated for EAB, the property owner shall notify the town with the chemical being used, the treatment cycle and the arborist that applied it.

9. Tree Disposal

Transportation of infected wood can quickly spread the EAB infection. Infected ash trees are required to be removed in accordance with state, county and local laws. In addition, The Town requires that all infected wood be immediately removed by a licensed arborist.

10. Canopy Restoration and Species Diversification

Trees are an important natural resource to the town. They provide shade, filter the air, prevent erosion and add character to the town. It is recommended that removed trees are replaced with a diversity of species to prevent widespread tree loss in the future. It is recommended that the Town should place a ban on the planting of any new ash tree within the town borders.