

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES MEETING
August 16, 2016

A G E N D A

- | | |
|--|--|
| 1. ROLL CALL | 6:30PM |
| 2. PLEDGE OF ALLEGIANCE | |
| 3. APPROVAL OF MINUTES
July 19, 2016 | Mayor Champion |
| 4. CITIZENS CONCERNS
Columbine Country Club
HOA Presidents/Representatives
Public Comments | Mayor Champion |
| 5. MAYOR'S COMMENTS | Mayor Champion |
| 6. TRUSTEE COMMENTS:
Mayor Pro Tem Cope
Trustee Boyle
Trustee Christy
Trustee Dotson
Trustee Menk
Trustee Palmer | |
| 7. TOWN ADMINISTRATORS REPORT | Mr. McCrumb |
| 8. POLICE DEPARTMENT REPORT | Chief Cottrell |
| 9. TOWN TREASURERS REPORT | Mr. Tempas |
| 10. OLD BUSINESS | |
| 11. NEW BUSINESS
Resolution fixing PP&P
Street Sign Production
Traffic Signal Application on Hunter Run | Mr. Tempas
Mr. Hayden
Mr. Sieber |
| 12. ADJOURNMENT | |

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

July 19, 2016

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

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

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

After the Pledge of Allegiance, the Mayor called for a moment of silence to honor the fallen Police Officers in Dallas, TX and around the nation.

MINUTES: The minutes of the June 21, 2016 meeting were approved with corrections.

CITIZEN CONCERNS: Michael Bratcher, Manager of the CCC, provided the Trustees with a brief update of the Clubs construction progress: Columbine on Main received health department approval, Membership sales are “astounding”, cart crossing from 9/10 continues to be a concern, and the Club continues to have a problem with the public treating the golf course as open space, which it is not.

There were no HOA representative comments.

Mara Marks, 8 Driver Lane, asked why the meeting minutes did not record Trustee responses to public comment; what the population of Columbine Valley is; asked, in reference to the TA Report when citizens would be made aware of WPF revisions submitted by the developer; and congratulated the Town on the 4th of July event.

MAYOR’S COMMENTS: Mayor Champion reported to the Trustees on the CML Conference he attended in June. He also reported that he was not seeking any action on Amendment 69 at this time but may address it with the Trustees in the future. The Trustees had a discussion on when or if they should take a position on ballot measures.

Mayor Champion recognized Designs by Sundown and ICON Engineering for their sponsorship of the 4th of July events, and presented ICON with a framed photograph from the event.

TRUSTEE COMMENTS: Trustee Cope expressed interest in trying to capture the sales and use tax paid by the CCC on their FF&E expenditures instead of having it paid to other municipalities.

Trustee Dotson provided an update on the Clayton Farm development process (Littleton) and reported that the developer and adjacent homeowners are meeting, although issues still remain.

Trustee Menk commented on the recent show of appreciation the community had directed on the Towns police officers.

Trustee Palmer informed the Trustees on the paving seminar he and Trustees Cope, Christy and Dotson attended.

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

August 2016



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

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



Communications & Happenings

- Next month every household in Columbine Valley will receive a mailing from the Town with a two-page, 20-question survey. This survey is designed to give the Board of Trustees and Town staff a clear understanding about the individuals who call Columbine Valley home and provide a baseline to see how these demographics do or do not change in the future. Notice will be provided in advance in the form of a newsletter notification and postcard. Results are scheduled to be presented to the Trustees at the November meeting.



- The fall newsletter is in final production now and will be delivered to homes just after Labor Day. Articles include snow plowing updates and road safety info.
- Michaela Weber will start her internship with the Town on Wednesday September 7. This opportunity is thanks to the CU-Denver fellowship program and the Colorado City and County Managers Association (CCCMA) who contribute funds to make this internship possible. Michaela will work 15 hours a week from September – May and will focus her efforts on creating a communications program and a Citizen Engagement Policy for the Town. If the Trustees would like more information about the scope of these projects or have ideas you'd like Michaela to work on please contact J.D. As part of the internship Michaela will also be contributing to other functions of the Town

Michaela is a student at CU-Denver pursuing a Master's Degree in Public Administration. She graduated Magna Cum Laude from CU Boulder this past spring with a BA in Political Science and a minor in Philosophy.

- Staff is now meeting with Bow Mar representatives every other week to iron out details in anticipation of the proposed Building Department IGA going into effect on October 1. Both Boards of Trustees still need to act on this agreement and final language will be presented for action at the September meeting. If you would like to see a copy of the IGA in advance of receiving your packet, or would like any additional information please contact J.D.

Citizen Contacts:

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

- ⇒ Building Department: 79
- ⇒ Comm. Development: 116
- ⇒ Public Works: 67
- ⇒ Municipal Court: 22
- ⇒ Other: 111

Town Website July Statistics

3,122

Total Visits

4,207

July Page Views

Top Pages

Development Updates

Community Updates

Documents

Municipal Court

Building Department

Monthly Stats

6 Permits Issued

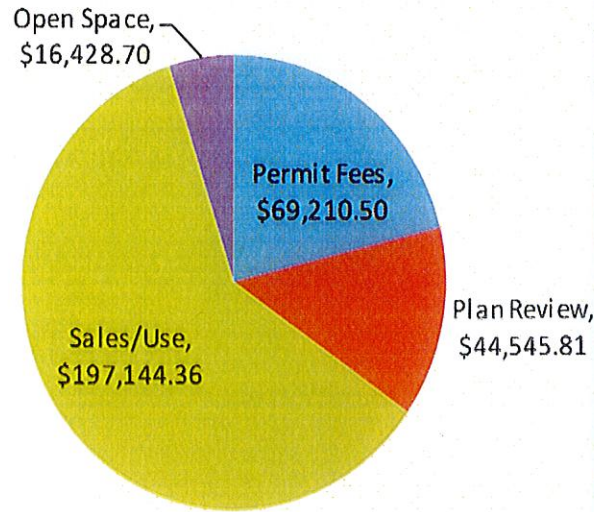
- New SFR: 0
- Major Remodels: 0
- New Roofs: 1
- Other/Misc.: 5

56 Inspections

6 Licenses Issued

- General: 3
- Electrician: 0
- Plumbers: 1
- Mechanical: 2
- Roofer: 0

July Permit Rev.: \$327,329.37



Willowcroft Manor

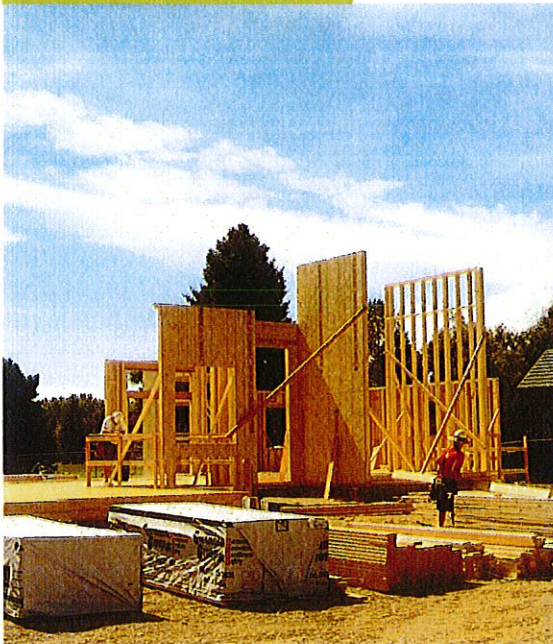
- 41 Total Lots
- 23 Permits Issued
- 3 Permits Pending
- 17 Completed Homes
- 15 Occupied Homes

Wilder Lane

- 24 Total Lots
- 5 Permits Issued
- 1 Permit Pending
- 3 Completed Homes
- 0 Occupied Homes

Building Department Revenue by Month

	<u>2015</u>	<u>2015 YTD</u>	<u>2016</u>	<u>2016 YTD</u>
January	\$14,742.95	\$14,742.95	\$2,304.44	\$2,304.44
February	\$18,825.38	\$33,568.33	\$8,570.86	\$10,875.30
March	\$50,783.31	\$84,351.64	\$84,269.53	\$95,144.83
April	\$74,019.44	\$158,371.08	\$64,831.11	\$159,975.94
May	\$6,985.21	\$165,356.29	\$45,799.17	\$205,775.11
June	\$47,356.29	\$212,712.58	\$30,756.68	\$236,531.79
July	\$38,156.89	\$250,869.47	\$327,329.37	\$563,861.16



Permits Pending

At the time of publication of this report, three permits for new homes in Willowcroft are awaiting pickup pending approval of water taps by the Columbine Water and Sanitation District.

Additionally, Wilder Lane has one permit awaiting pick-up. Staff understands that the developer will not proceed with additional building until a house sales.

New Building Permit Applications

Beginning September 1, the Town will start using several new building permit applications designed to improve the citizens application process and reduce user confusion. New applications include, specific "roof" and "non-structural" permits applications.

Staff will also be requiring digital copies of project plans to improve record keeping as well as additional licensing documentation by contractors.

Municipal Court

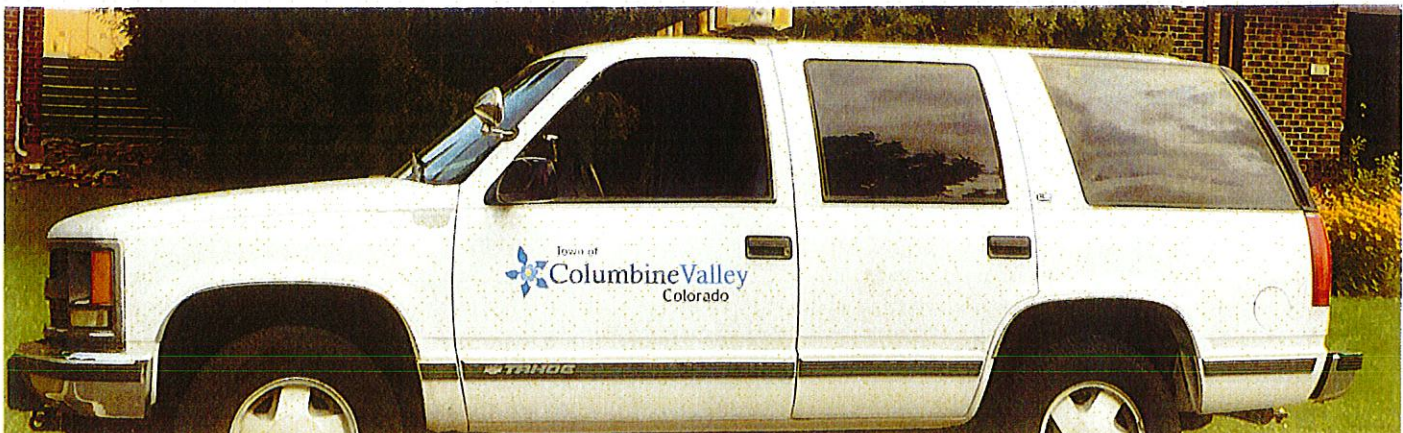
	<u>2015</u>	<u>2015 YTD</u>	<u>2016</u>	<u>2016 YTD</u>
January	\$4,120.95	\$4,120.95	\$5,632.49	\$5,632.49
February	\$8,377.50	\$12,498.45	\$3,527.00	\$9,159.49
March	\$8,315.52	\$20,813.97	\$6,170.5	\$15,329.99
April	\$7,540.50	\$28,354.47	\$4,323.50	\$19,653.49
May	\$7,122.00	\$35,476.47	\$1,862.25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

July Monthly Stats

- Total paid before Court: 40
- Total on docket: 41
- Cases heard by Judge: 26
- Continuances: 1
- Failure to Appear: 3
- Stay of Executions: 4
- Classes Ordered: 4
- Bench Warrants: 1
- Trials: 0

Public Works Department

- Concrete work on the 2016 Pavement Program started on August 15. The Town ultimately stayed with A-One contracting and anticipate completion of the full scope of work as approved by the Trustees this spring. The current schedule is:
 - August 15—18: Concrete
 - September 19—22: Asphalt
 - September 28—29: Slurry Seal
 - Sept/Oct: Milling and Overlay on Middlefield
 - October: Street striping by City of Littleton/Town of Columbine Valley
 - October: Street sweeping by City of Littleton
- For the second year in a row, the Town is partnering with the cities of Englewood, Littleton and Sheridan to host a hazardous material round-up. The dates for the drop off are Saturday, Sept. 10 and Sept. 17 from 8:00 a.m.—2:00 p.m. at the Englewood Service Center at 2800 South Platte River Drive. More details about accepted materials and associated fees are available at www.columbinevalley.org/community-updates.
- The Colorado Department of Transportation will be replacing the stoplights at the intersection of Cole Mine/Doral and Platte Canyon Road later this fall. This replacement is a routine equipment exchange and is not related to the efforts underway to time the signals or improve operations of Platte Canyon Road.



Community Development

Wilder Lane

- There have been few substantive changes in the Willowcroft development since the July update. Landscaping continues to be installed and should be complete this month, with the exception of the landscaping around the street repairs on Middlefield which had not been started at the time of writing.

Willowcroft Manor

- There have been no substantive changes in the Willowcroft development since the Board of Trustees lifted the moratorium on building permits in July. Once work begins on the sanitary sewer fixes the Town will be on site regularly to inspect the work being done on both the underdrain system and any repairs to the road as a result of the sewer work.

Wild Plum Farm

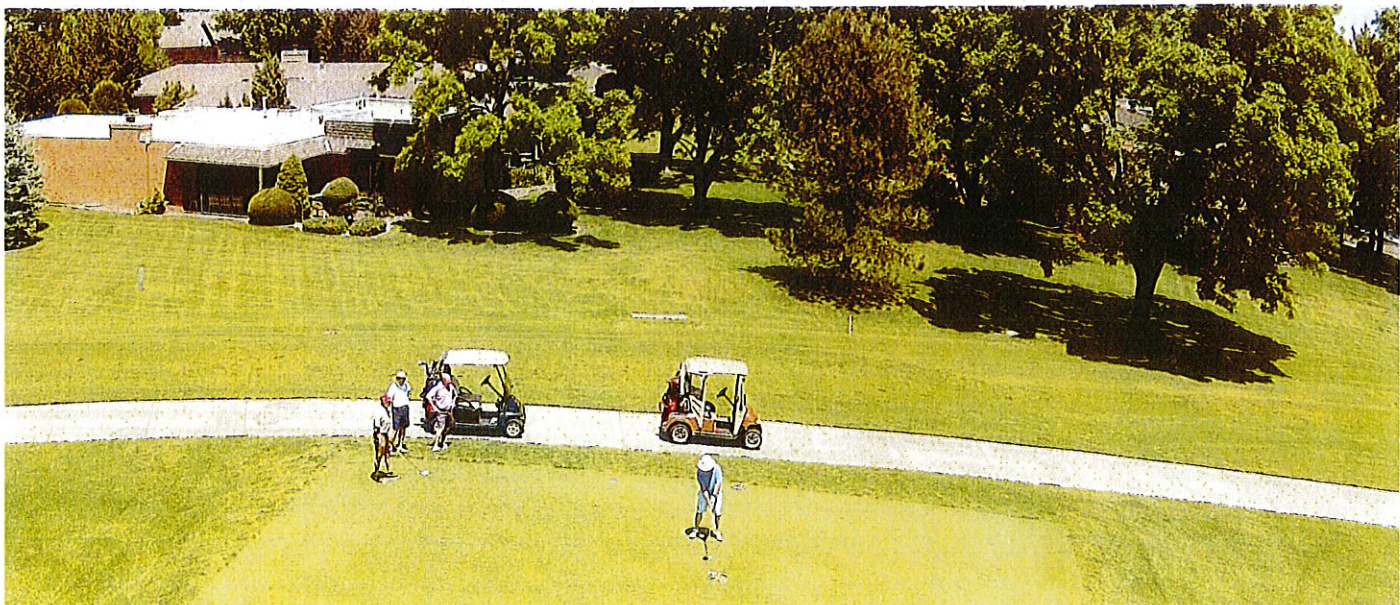
- The Planning Commission will meet on August 23rd in a continued hearing. The staff has met with the developer and have prepared a revised plan that addresses some of the concerns expressed at the June 14th hearing. The revised plan and the revised staff report have been sent to the Planning Commission and all the HOA's

Littleton Valley Villas (KB Homes)

- On August 2nd the Arapahoe County Planning Commission held their public hearing on the rezoning and plan approval. There were approximately 200 people in attendance and most of the citizen comments were in opposition to the rezoning. Attending from the town were Trustee Bill Dodson, Planning Commissioner Jay Neese and Town Planner Phil Sieber. Mr. Sieber made brief comments reiterating the Town's concern and opposition and suggested that the County and the landowner consider a non residential use for the property that would not have the severe traffic impacts. Mr. Neese also spoke briefly concerning the relationship of the project with the Wilder Lane access. At the conclusion the County Planning Commission voted 3-2 to recommend that the request be denied.

Clayton Family Farms

- There has not been any activity to report relating to this development.

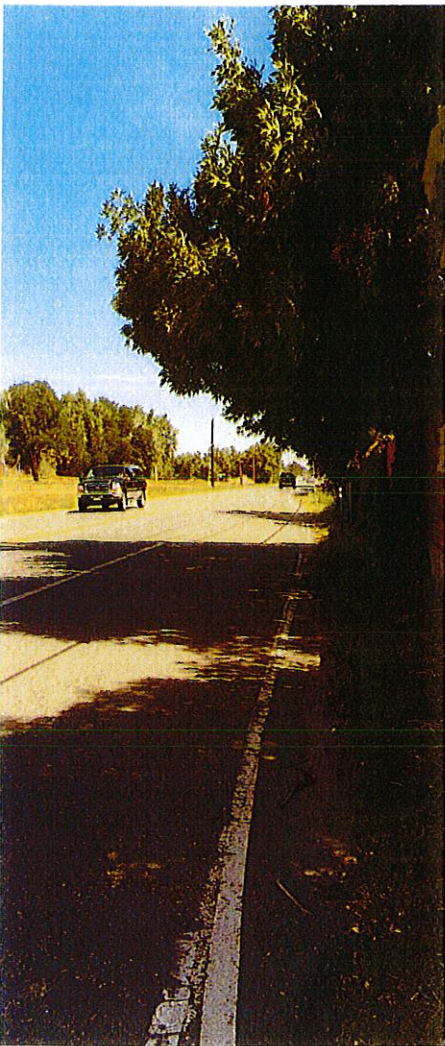


Community Development, cont'd.

PLATTE CANYON ROAD

In their 2015 report, the Platte Canyon Task Force found that improvements to two Platte Canyon Road intersections, West Bowles Avenue and Coal Mine Road could improve the LOS (Level of Service) and relieve the current congestion problems on the Highway. This would be a long range program that would involve an application for funding through DRCOG's Transportation Improvement Program (TIP) or other funding sources such as CDOT's FASTER Safety program. In any case it would require multi-jurisdictional cooperation including Arapahoe County, The City of Littleton and possibly Jefferson County and there would be a significant local share of the cost. The Town's share of the local match could be significant.

More recently the Task Force has discussed a short range program that would entail synchronization of the signals between West Bowles Avenue and Coal Mine Road. A recent analysis by Matt Brown, the Town Traffic Engineer suggested that this program could offer a more immediate benefit. In summary, the analysis found that:



Platte Canyon Road Coordination Project Scope

Preliminary analysis indicates that travel time along Platte Canyon Road between Bowles Avenue and Coal Mine Avenue has the potential to be reduced by as much as **15% during peak periods** with coordination of corridor traffic signals.

The project scope includes the data collection, traffic operations engineering, and traffic signal equipment upgrade recommendations needed along the Platte Canyon Road corridor. Implementation of new timing plans and the installation of signal equipment must be accommodated by the agency that owns the signal. Traffic engineering services will be limited to the intersections at W Ponds Circle, Christensen Lane/Fairway Lane, and at Coal Mine Avenue. Signals at all three locations are maintained by CDOT.

Data collection and traffic signal equipment upgrades are required at the Bowles Avenue intersection, which is maintained by the City of Littleton. No changes to Littleton signal timings are proposed, but the installation of new equipment in their signals is required.

Current Status

At a meeting last year, CDOT representatives indicated that the City of Littleton should consider making a formal request for the project through the Denver Regional Council of Government (DRCOG). The application deadline for the program has passed and it is not clear if or when new applications will be accepted.

Next Steps

Requests to either CDOT or DRCOG will be strengthened if both the Town of Columbine Valley and the City of Littleton support the project. A formal request for the project, signed by both agencies and including preliminary technical results, should be made to CDOT. If CDOT declines the proposal, available DRCOG programs should be investigated to determine if any are appropriate. A DRCOG program may only be able to partially fund the project, leaving the local agencies responsible for funding certain aspects such as the installation of new equipment.

As stated initiation of a synchronization program requires approval of the owners of the signals, CDOT and the City of Littleton. It appears that CDOT has a positive attitude concerning the program but for reasons we can't determine, Littleton is reluctant.

The staff is suggesting that we schedule a meeting of a selected number of elected officials from the four jurisdictions, along with selected staff. At the meeting the Task Force would brief the officials on both the long range improvement program as well as the benefits of a synchronization program.

The objective of the meeting would be to determine the level of interest amount the elected officials and whether all would be willing to support the synchronization program and to participate financially in the long range intersection improvement program.

TOWN OF COLUMBINE VALLEY
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 JULY 31, 2016

	Totals	
Assets	July 31, 2016	December 31, 2015
Cash and investments	\$ 1,702,583	1,601,964
Other receivables	38,928	136,190
Property taxes receivable	7,844	312,843
Property and equipment, net	1,996,860	1,996,859
	\$ 3,746,215	4,047,856
Liabilities and Equity		
Liabilities:		
Accounts payable	\$ 33,667	255,917
Accrued liabilities	27,931	27,364
Deferred property tax revenue	7,844	312,843
Fund balance:		
Reserved - TABOR emergency	37,696	47,917
Conservation Trust	25,670	20,354
Arapahoe County Open Space	322,501	289,345
Unavailable - Fixed assets net of outstanding long term debt	1,996,860	1,996,859
Unreserved	1,294,046	1,097,257
Total equity	3,676,773	3,451,732
	\$ 3,746,215	4,047,856

TOWN OF COLUMBINE VALLEY
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL GOVERNMENTAL FUND TYPES
 BUDGET AND ACTUAL
 SEVEN MONTHS ENDED JULY 31, 2016 AND 2015

Revenue	July Totals		Seven Months Ended July 31, 2016		
	2016	2015	Budget	Actual	Variance
Taxes:					
Property taxes	\$ -	817	300,329	304,999	4,670
Specific ownership taxes	-	1,830	11,725	12,376	651
Sales and use tax	223,478	54,672	368,081	445,463	77,382
Utility franchise fees	831	8,340	28,000	21,546	(6,454)
Cable television	2,234	-	12,500	14,419	1,919
Permits and fines:					
Permits, fees and services	119,606	4,196	86,919	240,298	153,379
Fines	8,875	6,742	46,669	39,052	(7,617)
Intergovernmental:					
Bow Mar IGA	-	-	195,683	130,455	(65,228)
State highway user's tax	1,815	4,112	25,081	20,796	(4,285)
County highway tax revenue	-	-	10,800	11,668	868
Motor vehicle registration fees	500	456	3,500	3,399	(101)
State cigarette tax apportionment	93	97	378	647	269
Conservation Trust Fund entitlement	1,964	-	3,000	5,294	2,294
Arapahoe County Open Space shareback	-	-	-	32,440	32,440
Interest income	552	363	1,456	2,944	1,488
Other	885	(132)	5,250	6,650	1,400
Total revenue	360,833	81,493	1,099,371	1,292,446	193,075
Expenditures					
Current:					
Public safety	47,201	41,572	384,100	361,077	23,023
Sanitation	6,070	5,613	42,000	40,661	1,339
Administration	46,878	30,388	260,940	340,043	(79,103)
Planning and zoning	14,910	(3,152)	33,250	57,078	(23,828)
Public works	5,626	4,678	243,625	59,884	183,741
Economic incentive	104,930	-	-	104,930	(104,930)
Other - rounding	(2)	-	-	(2)	2
Capital outlay	-	-	30,000	24,520	5,480
Capital expenditures	-	-	30,000	24,520	5,480
Conservation Trust Fund expenditures	-	-	6,000	-	6,000
Total expenditures	225,613	79,099	999,915	988,191	11,724
Excess of revenue over expenditures	135,220	2,394	99,456	304,255	204,799
Major projects	3,488	-	100,000	79,215	20,785
Excess of revenue over (under) expenditures and major projects	131,732	2,394	(544)	225,040	225,584
Fund balance - beginning of period	1,548,181	1,665,055	1,211,456	1,454,873	243,417
Fund balance - end of period	\$ 1,679,913	1,667,449	1,210,912	1,679,913	469,001

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
SEVEN MONTHS ENDED JULY 31, 2016 AND 2015

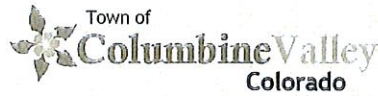
	July 2016	July 2015	Seven Months Ended July 31, 2016		
			Budget	Actual	Variance
Public safety:					
Automotive expenses	1,070	2,292	23,669	15,515	8,154
Salaries and benefits	38,916	34,094	301,440	293,424	8,016
Municipal court	3,280	3,875	25,088	21,121	3,967
Other	3,935	1,311	33,903	31,017	2,886
	<u>47,201</u>	<u>41,572</u>	<u>384,100</u>	<u>361,077</u>	<u>23,023</u>
Sanitation	6,070	5,613	42,000	40,661	1,339
Administration:					
Legal	4,594	2,644	23,331	26,785	(3,454)
Accounting and audit	550	550	18,250	18,300	(50)
Inspection	6,418	5,459	43,456	99,994	(56,538)
Town administration	16,580	12,611	119,721	114,428	5,293
Insurance and bonds	615	594	15,841	21,323	(5,482)
Office supplies and miscellaneous	14,882	5,194	16,044	35,194	(19,150)
County Treasurer's collection fees	-	8	3,003	3,051	(48)
Rent and building occupancy costs	3,239	3,328	21,294	20,968	326
	<u>46,878</u>	<u>30,388</u>	<u>260,940</u>	<u>340,043</u>	<u>(79,103)</u>
Planning and zoning					
Planner and Engineering	14,910	(3,152)	33,250	57,078	(23,828)
Public works:					
Street repairs and maintenance	1,857	170	200,431	18,619	181,812
Street lighting	990	1,191	8,750	7,710	1,040
Weed and tree removal	751	300	12,044	14,259	(2,215)
Other	2,028	3,017	22,400	19,296	3,104
	<u>5,626</u>	<u>4,678</u>	<u>243,625</u>	<u>59,884</u>	<u>183,741</u>
Economic incentive	104,930	-	-	104,930	-
Other - rounding	(2)	-	-	(2)	2
	<u>104,928</u>	<u>-</u>	<u>-</u>	<u>104,928</u>	<u>2</u>
Capital expenditures:					
Public safety	-	-	10,000	10,855	(855)
Administration	-	-	20,000	13,665	6,335
Public works	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>30,000</u>	<u>24,520</u>	<u>5,480</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>225,613</u>	<u>79,099</u>	<u>999,915</u>	<u>988,191</u>	<u>116,654</u>
Major projects:					
Town Hall remodel	3,488	-	100,000	79,215	20,785
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>3,488</u>	<u>-</u>	<u>100,000</u>	<u>79,215</u>	<u>20,785</u>
Total expenditures and major projects	<u>229,101</u>	<u>79,099</u>	<u>1,099,915</u>	<u>1,067,406</u>	<u>137,439</u>

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 SEVEN MONTHS ENDED JULY 31, 2016 AND 2015

	July 2016	July 2015	Seven Months Ended July 31, 2016		
			Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	1,070	2,292	20,419	10,640	9,779
Cruiser insurance	-	-	3,250	4,875	(1,625)
	<u>1,070</u>	<u>2,292</u>	<u>23,669</u>	<u>15,515</u>	<u>8,154</u>
Salaries and benefits:					
Salaries	32,654	27,165	233,654	234,924	(1,270)
Pension plan	2,502	2,650	21,635	21,207	428
Health/workman's comp insurance	3,760	4,279	46,151	37,293	8,858
	<u>38,916</u>	<u>34,094</u>	<u>301,440</u>	<u>293,424</u>	<u>8,016</u>
Municipal court:					
Municipal court - judge	750	750	5,250	5,250	-
Municipal court - legal	2,338	2,844	16,044	13,638	2,406
Municipal court - other	192	281	3,794	2,233	1,561
	<u>3,280</u>	<u>3,875</u>	<u>25,088</u>	<u>21,121</u>	<u>3,967</u>
Other:					
Uniforms	469	80	4,669	3,295	1,374
Education/training	778	-	4,375	1,236	3,139
Arapahoe County dispatch fee	-	-	13,190	13,190	-
Supplies/miscellaneous	2,688	1,231	11,669	13,296	(1,627)
	<u>3,935</u>	<u>1,311</u>	<u>33,903</u>	<u>31,017</u>	<u>2,886</u>
Administration:					
Town administration:					
Salaries - administration	10,313	9,548	88,846	77,516	11,330
FICA/Medicare - administration	1,811	859	7,108	9,856	(2,748)
Health insurance - administration	1,968	998	8,169	10,613	(2,444)
Pension - administration	693	477	4,442	4,400	42
Telephone/communications	705	487	3,206	3,798	(592)
Computer expense	735	242	2,919	4,363	(1,444)
Election expense	-	-	2,000	35	1,965
Dues and publications	355	-	3,031	3,847	(816)
	<u>16,580</u>	<u>12,611</u>	<u>119,721</u>	<u>114,428</u>	<u>5,293</u>
Office supplies and miscellaneous:					
Advertising/notices	-	9	294	333	(39)
Miscellaneous	12,976	4,557	12,831	27,628	(14,797)
Supplies - administration	1,906	628	2,919	7,233	(4,314)
	<u>14,882</u>	<u>5,194</u>	<u>16,044</u>	<u>35,194</u>	<u>(19,150)</u>
Legal	4,594	2,644	23,331	26,785	(3,454)
Accounting and audit	550	550	18,250	18,300	(50)
Inspection	6,418	5,459	43,456	99,994	(56,538)
Insurance and bonds	615	594	15,841	21,323	(5,482)
County Treasurer's collection fees	-	8	3,003	3,051	(48)
Building occupancy costs	3,239	3,328	21,294	20,968	326

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 SEVEN MONTHS ENDED JULY 31, 2016 AND 2015

	July 2016	July 2015	Seven Months Ended July 31, 2016		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	1,260	-	180,831	5,817	175,014
Snow removal	-	-	8,100	8,850	(750)
Striping	179	-	1,750	261	1,489
Signs maintenance	375	25	1,750	628	1,122
Vehicle maintenance	-	145	1,456	2,864	(1,408)
Other drainage	43	-	5,544	64	5,480
Street cleaning	-	-	1,000	135	865
	1,857	170	200,431	18,619	181,812
Street lighting	990	1,191	8,750	7,710	1,040
Ground maintenance	751	300	12,044	14,259	(2,215)
Other:					
Miscellaneous minor public works	914	729	3,444	11,748	(8,304)
Storm water permit process	489	350	5,250	3,765	1,485
Professional fees	625	1,938	13,706	3,783	9,923
	2,028	3,017	22,400	19,296	3,104
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	20,000	13,665	6,335
Public safety	-	-	10,000	10,855	(855)
Public works	-	-	-	-	-
	-	-	30,000	24,520	5,480
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	6,000	-	6,000
	-	-	6,000	-	6,000



Request for Board of Trustee Action

Date: August 16, 2016

Title: Resolution #4, Series 2016: Personnel Policies & Procedures Amendment

Presented By: Jeff Tempas, Town Treasurer

Prepared By: Lee Schiller, Town Attorney

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

As part of a regular review of this document, an error was discovered regarding the definition of part time and full time which staff felt merited immediate attention.

A complete revision of the Personnel Policies & Procedures manual will be presented to the Trustees in the near future.

Attachments: Resolution #4, Series 2016 with Exhibit A
Sections 3-2-1 A.2, 4-10-2, and 4-10-4 of current PP&P manual

Suggested Motion: "I move to approve Resolution #4, Series 2016 as presented"

RESOLUTION NO. 4
SERIES OF 2016

A RESOLUTION AMENDING PERSONNEL POLICIES AND PROCEDURES

WHEREAS, the Board of Trustees has adopted Personnel Policies and Procedures; and

WHEREAS, the Board of Trustees has determined that it is necessary to modify its Personnel Policies and Procedures; and

WHEREAS, the Board of Trustees finds it is in the best interests of the Town to adopt an amendment to the current Personnel Policies and Procedures;

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

Section 1. The Board of Trustees of the Town of Columbine Valley hereby adopt the First Amendment to the Personnel Policies and Procedures as more fully set forth in Exhibit A, attached hereto. The effective date of this First Amendment to the Personnel Policies and Procedures shall be August 16, 2016.

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

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

PASSED, ADOPTED AND APPROVED by a vote of _____ for and _____ against this 16th day of August, 2016.

JD McCrumb, Clerk

Richard Champion, Mayor

EXHIBIT A

***FIRST AMENDMENT TO
TOWN OF
COLUMBINE VALLEY
PERSONNEL POLICIES
AND
PROCEDURES***

Resolution #4, Series 2016

Adopted, August 16, 2016

FIRST AMENDMENT TO PERSONNEL POLICIES AND PROCEDURES

With Resolution No. 4, Series 2016, Effective August 16, 2016, Columbine Valley hereby amends the Personnel Policies and Procedures adopted pursuant to Resolution #1, Series 2014 as follows.

SECTION 3-2-1 A. 2., concerning Part Time employees shall be amended to read as follows:

Part-Time. An employee hired for an indefinite period for a position in which the normal work schedule is more than thirty (30) hours per week.

SECTION 4-10-2 Group Insurance Coverage. Section 4-10-2, Group Insurance coverage shall be amended to read as follows:

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

SECTION 4-10-4 Cafeteria Plan. The first sentence in Section 4-10-4, Cafeteria Plan shall be amended to read as follows:

The Town of Columbine Valley has established a cafeteria plan for full-time employees and those part-time employees whose number of work week hours is more than thirty (30) hours per week.

In all other respects the Personnel Policies and Procedures of the Town of Columbine Valley adopted pursuant to Resolution #1, Series 2014 remains unmodified and in full force and effect.

CHAPTER 3 COMPENSATION

POLICY 3-1 CHARACTER OF EMPLOYMENT

All Town employees are given "at-will" employment, which is defined as employment that may be terminated upon the will of the employer or employee, at any time, with or without cause. Employees have no employment contract, implied or explicit, and are not guaranteed any minimum length of employment. Employees are eligible for general salary increases and only as approved from time to time by the Board of Trustees.

POLICY 3-2 CLASSIFICATION PLAN

Section 3-2-1 - Employment Classifications

- A. ***Work Schedule Classifications.*** Positions within the Town are generally designed for full-time employees. In certain functions and during some seasons, work schedules and Town needs may require the services of other than full-time employees.
1. ***Full-Time.*** An employee hired for an indefinite period in a position for which the normal work schedule is forty (40) hours per week , except as specified in any applicable job description. Certain employees may be "on-call" for service in excess of their regularly scheduled work week, as may be determined by job description, department policies or as otherwise directed by the Mayor or Supervising Trustee.
 2. ***Part-Time.*** An employee hired for an indefinite period in a position for which the normal work schedule is less than forty (40) hours per week.
 3. ***Occasional Part-Time.*** An employee hired for an indefinite period in the position for which there is no minimum schedule work time but to be used from time-to-time as necessary, depending on Town needs. This position accrues no benefits.
 4. ***Regular.*** An employee who is eligible for the Town's benefit package, subject to terms, limitations and conditions of each program.
 5. ***Temporary.*** An employee hired for a position for which the scheduled work week can range from any number of hours up to forty (40) hours, but the position is required for only a specific, known duration, usually less than three (3) months. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees receive all legally-mandated benefits.

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

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

Section 4-9-3 - Optional Holidays

The Town will grant two (2) additional days to be taken annually following completion of the first year of service. These two (2) days may not be accumulated and must be taken within twelve (12) months of their being earned. Approved days are the employee's birthday, the day after Thanksgiving, the day after or before Christmas, the day after or before New Year's Day, Columbus Day and Veterans Day. Employees must notify the Supervising Trustee two (2) weeks in advance of their selection of such optional days.

POLICY 4-10 GROUP BENEFITS

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

Section 4-10-1 - Eligibility

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

Section 4-10-2 - Group Insurance Coverage

The Town will contribute one hundred percent (100%) of the cost of providing group insurance coverage for eligible employees (i.e., whose normal work week is at least twenty (20) hours per week, and who participate in the group insurance programs offered by the Town), and fifty percent (50%) of such cost for spouses and dependents), depending upon the restrictions and limitations of the particular benefit plan.

Section 4-10-3 - Voluntary Benefits

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

Section 4-10-4 - Cafeteria Plan

The Town of Columbine Valley has established a cafeteria plan for full-time employees and those part-time employees whose number of work week hours is at least twenty (20) hours per week. Such cafeteria plan may include the following benefits:

1. Life insurance
2. Dependent medical
3. Dental
4. Short term disability insurance
5. Day care
6. Vision plan

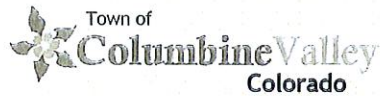
All benefits are subject to the terms and conditions of the plan as adopted, modified and revised by the Town from time to time. All eligible employees should refer to the Town Administrator for the current cafeteria plan in effect.

Section 4-10-5 - Retirement Plan

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

Section 4-10-6 - Section 457 Deferred Compensation Plan

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



Request for Board of Trustee Action

Date: August 16, 2016

Title: Street Sign Production

Presented By: J.D. McCrumb, Town Administrator

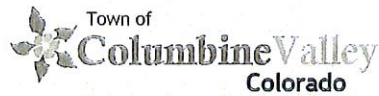
Prepared By: J.D. McCrumb, Town Administrator;
Hobbes Hayden, Manager of Public Works

Background: The Town of Columbine Valley has installed decorative street signs throughout the Town. The original manufacturer of these signs has been out of business for some time, and over the course of many years the Town has depleted its stock of extra parts and pieces.

Over the last 36 months, both the Town and developers of Wilder Lane and Willowcroft have required new sign posts. In each instance finding an exact match has been very difficult, very expensive, or impossible and a single vendor who continues to produce the same pattern/design has not been identified.

The Town's public works and engineering staff have developed a cost efficient plan to produce new pieces in-house. Using 3D printing technology staff is confident that they can produce durable sign post ornamentation for replacements of current sign inventory and new pieces as needed at a fraction of the cost of ordering from a vendor and with guaranteed reliability of design.

Fiscal Impacts: Complete cost estimate of printing equipment, supplies and software will be ready for the August 16 meeting.



Request for Board of Trustee Action

Date: August 16, 2016

Title: Hunter Run Traffic Signal Application

Presented By: Phil Sieber, Town Planner; Matt Brown, Traffic Engineer

Prepared By: Phil Sieber, Town Planner; Matt Brown, Traffic Engineer

Background: Concerning the development proposal for Wild Plum Farms (WPF) there has been considerable discussion about the desirability of a traffic signal at the Hunter Run/Platte Canyon Road intersection if the project were to be approved. The WPF applicant has stated their wiliness to pay for a signal if granted by CDOT.

National standards require that traffic signals only be installed where they are warranted. The primary issue at hand is whether the projected traffic from WPF would meet Manual on Uniform Traffic Control Devices (MUTCD) signal warranting criteria. Traffic signals can be warranted on the basis of traffic volume, pedestrians, crash history, and other factors.

Matt Brown, the Town's Traffic Engineer is of the opinion that the warrants will not be met upon development of WPF and that CDOT will therefore not approve a signal.

Staff Recommendations: Once the WPF development has been approved, staff will prepare an access permit application that outlines the improvements necessary at the intersection of Hunter Run Lane and Platte Canyon Road. The letter of request submitted along with the application can identify the Town's desire for a traffic signal and request that the access permit terms and conditions be written to not preclude the installation of a traffic signal in the future once MUTCD warrants are met.

As part of the WPF development process, require that the Applicant place in escrow an amount equal to the anticipated cost of a traffic signal (approximately \$250,000 to \$300,000). The escrowed amount could be earmarked for a traffic signal or other safety- or operational-related improvements to the intersection of Hunter Run Lane and Platte Canyon Road.

Have staff monitor the intersection of Hunter Run Lane and Platte Canyon Road overtime as WPF develops and begins to fill in. Conditions to be monitored by staff include excessive delays, citizen complaints, and crashes (if they occur).

Once WPF is largely developed and occupied, or when conditions at the intersection indicate, conduct a traffic signal warrant study in accordance with MUTCD guidelines.

Provided the study indicates that a traffic signal is warranted, provide a copy to CDOT for their review and concurrence.