

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES MEETING**

January 21, 2014

A G E N D A

1. ROLL CALL 6:30PM
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES Mayor Christy
November 19, 2013 Minutes
December 11, 2013 Minutes
4. CITIZENS CONCERNS Mayor Christy
Columbine Country Club
HOA Representatives Mr. Orten
5. MAYOR'S COMMENTS Mayor Christy
6. POLICE DEPARTMENT REPORT Chief Cottrell
7. TRUSTEE REPORTS:
Building Commissioner Mr. May
Planning & Development Mr. Best
Public Safety Mr. Fischer
Public Works Mr. Newland
Special Affairs Mr. Champion
Treasurer Mr. Tempas
Town Administrator Mr. McCrumb
8. OLD BUSINESS
Roadway Pavement Evaluation Study Mr. Newland
Snow Removal Mr. Newland/Champion
9. NEW BUSINESS
Trustee Bill # 1, Series 2014 Medical Marijuana Mr. Schiller
Trustee Bill # 2, Series 2014 Retail Sale of Marijuana Mr. Schiller
Trustee Bill # 3, Series 2014 Planning and Zoning Membership Mr. Schiller
Appoint Planning and Zoning Commissioners Mr. Best
Town Planner Succession Mr. McCrumb/Sieber
10. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
PUBLIC HEARING: 2014 Proposed Budget
Minutes
November 19, 2013

Proposed 2014 Budget

Mayor Gale Christy opened the Public Hearing at 6:15PM in the Town Hall at 2 Middlefield Road, Columbine Valley, CO. to hear public comment on the proposed 2014 Budget for the Town. Roll call found the following present:

Trustees: Gale Christy, Mark Best, Jim Newland, John Fischer, Jeff May, Richard Champion
Absent: Dave Cope
Also present: Lee Schiller, Jeff Tempas, J.D. McCrumb, Bret Cottrell,

Mr. Tempas presented the attached 2014 budget including all spending requests by the Trustees and staff. Mr. Tempas noted the revenues did not include any new construction and may need to be amended pending the results of the Special Election.

Trustee Best requested more information on the proposed Town Hall AV System. Mr. McCrumb presented on the benefits of the system.

PUBLIC COMMENT: Mr. Jon Leonard inquired as to whether HOAs would be able to utilize the proposed AV system.

ADJOURNMENT: There being no further comments, the Public Hearing was adjourned at 6:20 pm.

Submitted by,

J.D. McCrumb
Town Administrator

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES

Minutes

November 19, 2013

Mayor Christy called the Board meeting 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: Gale Christy, Mark Best, Jim Newland, John Fischer, Jeff May, Richard Champion
Absent: Dave Cope
Also present: Lee Schiller, Jeff Tempas, J.D. McCrumb, Bret Cottrell

MINUTES: The minutes of the October 15, 2013 meeting were approved with corrections.

CITIZEN CONCERNS:

There were no citizen concerns.

MAYOR'S COMMENTS:

- Mayor Christy reported to the Board on a recent Colorado Water Conservation Board meeting at which water flow in the Platte River was discussed, highlighting the demand for additional water rights coinciding with the increased water level of Chatfield Reservoir.
- Mayor Christy alerted the Board of a "robo" call he made regarding the Special Election, educating voters on what a yes and no vote mean.

POLICE DEPARTMENT:

- Chief Cottrell presented the attached report for October 2013.
- Officer Zach Vincent was sworn in as a full-time officer, replacing the position vacated by Officer Walters.
- Chief Cottrell presented a budget proposal for emergency preparedness equipment, including a generator for Town Hall, and a stockpile of food and water.

ACTION: upon a motion by Trustee Fischer and a second by Trustee Newland, the Board APPROVED (4 for and 1 against- Best) \$10,000 for the immediate purchase of the equipment as outlined.

TRUSTEE REPORTS:

Building Commissioner: See attached report.

Planning and Development:

- Trustee Best reported on a meeting conducted by Town Staff for HOA Boards regarding the procedure for land development in Columbine Valley. A similar public meeting will be scheduled soon.

Public Safety: No report.

Public Works:

- Trustee Newland reported that the final section of fence along Platte Canyon Road has been installed.
- Trustee Newland reported that the contract with Designs by Sundown is in place and they are ready to plow when the weather dictates.

- Trustee Newland is anticipating the roads report from ICON very soon.

Special Affairs: No report.

Treasurer: Mr. Tempas briefly reviewed the October financial statement and noted that the October payoff of the Town Hall facility was not reflected in the report.

Town Administrator: See attached report.

OLD BUSINESS:

- **2014 Budget:** Mr. Tempas presented the initial 2014 draft budget for review. The Board reviewed the budget and took the following action:
ACTION: upon a motion by Trustee Best and a second by Trustee Fischer, the Board voted (3 for and 3 against- Best, Fischer, Champion) on removing the Audio/Visual line item from the 2014 budget. Due to the three/three tie, the motion failed.
ACTION: upon a motion by Trustee Newland and a second by Trustee Fischer, the Board unanimously APPROVED the 2013 budget, as presented, on first reading.
- **Town Rebranding/Logo Review:** Mr. McCrumb presented the three revised logo options to the Board, which selected option "A" as the new Town logo.

NEW BUSINESS:

- **Trustee Bill No. 7, Series 2013:** Trustee May and Mr. Schiller presented an ordinance concerning flood damage prevention, an update made necessary by State and Federal requirements.
ACTION: upon a motion by Trustee Champion and a second by Trustee May, the Board of Trustees unanimously approved Trustee Bill No. 7, Series 2013.
- **Resolution # 8, Series 2013:** A resolution empowering the Designated Election Official to appoint Election Judges for the December 10, 2013 Special Election.
ACTION: upon a motion by Trustee Best and a second by Trustee Champion, the Board of Trustees unanimously approved Resolution # 8, Series 2013.
- **Resolution # 9, Series 2013:** A resolution appointing Town Clerk, J.D. McCrumb as the Designated Election Official for the December 10, 2013 Special Election.
ACTION: upon a motion by Trustee Newland and a second by Trustee Fischer, the Board of Trustees unanimously approved Resolution # 9, Series 2013.
- **Resolution # 10, Series 2013:** A resolution reiterating the Town's 1986 action vacating the right-of-way of Cypress Point Way in the Burning Tree subdivision and communicating the current Board's commitment of keeping that street as is.
ACTION: upon a motion by Trustee Best and a second by Trustee May, the Board of Trustees unanimously approved Resolution # 10, Series 2013.

- **Arapahoe County Elections IGA:** Mr. Schiller presented an Inter-Governmental Agreement concerning the use of County election equipment, software and personnel for the upcoming Special Election.
ACTION: upon a motion by Trustee Champion and a second by Trustee May, the Board of Trustees unanimously approved the Arapahoe County Elections IGA.
- **Schedule Special December Meeting:** Mr. McCrumb presented the need to reschedule the December meeting from December 10 to December 11 due to the Special Election happening on December 10, 2013. The meeting will be held at Town Hall at 5:30 p.m.
ACTION: upon a motion by Trustee Newland and a second by Trustee Champion, the Board of Trustees unanimously approved rescheduling the December meeting to December 11 at 5:30 p.m.

EXECUTIVE SESSION: Upon a motion by Trustee Newland and a second by Trustee Champion, the Board unanimously approved entering into executive session at 8:00pm to discuss personnel matters pursuant to C.R. S. Section 24-6-402(4) and to confer with the Town Attorney pursuant to C.R. S. Section 24-6-402(4).

RETURN TO THE RECORD: The Board returned to the record at 9:00pm.

ADJOURNMENT: There being no further business, the meeting adjourned at 9:02pm.

Submitted by,

J.D. McCrumb
Town Administrator

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

December 11, 2013

Mayor Christy called the Board meeting to order at 5:30 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Gale Christy, Mark Best, Dave Cope, John Fischer, Jeff May, Richard Champion

Absent: Jim Newland

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

MAYOR'S COMMENTS:

Mayor Christy reported on the results of the Dec 10 Special Election and thanked everyone for their work.

CITIZEN CONCERNS:

Greg Barbuto and Garrett Baum thanked the Board on behalf of Taylor Morrison and spoke very briefly on the process and schedule moving forward.

NEW BUSINESS:

Resolution # 11, Series 2013: Upon receipt of the valuation of the property in the Town from the Arapahoe County Assessor's Office, the Treasurer calculated the appropriate mill levy and the Board took the following action:

ACTION: upon a motion by Trustee Cope and a second by Trustee Champion, the Board unanimously approved Resolution #11 Series 2013.

Resolution # 12 Series 2013: 2014 Budget: The Town's valuation (per Arapahoe County Assessor's Office) has been issued. Treasurer Tempas presented this Resolution containing the 2014 Budget.

ACTION: upon a motion by Trustee Cope and a second by Trustee Fischer, the Board unanimously approved Resolution #12, Series 2013 on 2nd reading.

Appoint Certification Board: Mr. Schiller presented to the Board the need to appoint a Board of Certification to certify the results of the 2013 Special Election on Willowcroft.

ACTION: upon a motion by Trustee Champion and a second by Trustee Fischer, the Board unanimously approved Jon Leonard and Karen Gulley to serve on the Certification Board for the 2013 Special Election.

The Board of Trustees briefly discussed anticipated vacancies on the Planning and Zoning Commission and citizens who may be willing to serve in that capacity. These appointments will be considered at the January Board meeting.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:20 p.m.

Submitted by,

J.D. McCrumb
Town Administrator

BUILDING COMMISSIONER'S MONTHLY REPORT

Nov-13

ADDRESS	PERMIT	TAX	INSP	PL REV	OS	TOTAL
10 Wedge Way Bsmt Remodel	387.85	\$285.00		\$252.10	\$23.75	\$948.70
9 Arabian Place Water Heater	124.60	\$57.59			\$4.80	\$186.99
24 Niblick Re Roof	519.60	\$401.25			\$33.44	\$954.29
TOTAL	1,032.05	\$743.84		\$252.10	\$61.99	\$2,089.98

BUILDING COMMISSIONER'S MONTHLY REPORT

Dec-13

ADDRESS	PERMIT	TAX	INSP	PL REV	OS	TOTAL
83 Spyglass Drive Re Roof	167.05	\$105.00			\$8.75	\$280.80
16 Club Lane Water Heater	85.42	\$28.47			\$2.37	\$116.26
5 Fairway Lane New Windows	366.25	\$271.44			\$22.62	\$660.31
40 Eagle Drive Water Heater	107.05	\$40.46			\$3.37	\$150.88
TOTAL	725.77	\$445.37			\$37.11	\$1,208.25

TOWN OF COLUMBINE VALLEY
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 OCTOBER 31, 2013

	Totals	
Assets	October 31, 2013	December 31, 2012
Cash and investments	\$ 1,555,226	1,721,215
Other receivables	66,413	48,473
Property taxes receivable	-	301,724
Property and equipment, net	2,130,170	2,138,791
	<u>\$ 3,751,809</u>	<u>4,210,203</u>
<u>Liabilities and Equity</u>		
Liabilities:		
Accounts payable	\$ 19,806	25,910
Accrued liabilities	14,462	16,053
Deferred property tax revenue	-	301,724
Capital lease payable	-	280,587
Fund balance:		
Reserved - TABOR emergency	37,696	37,696
Conservation Trust	17,982	18,728
Arapahoe County Open Space	232,975	206,535
Unavailable - Fixed assets net of outstanding long term debt	2,130,170	1,858,204
Unreserved	1,298,718	1,464,766
Total equity	<u>3,717,541</u>	<u>3,585,929</u>
	<u>\$ 3,751,809</u>	<u>4,210,203</u>

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, 2013 AND 2012

Revenue	October Totals		Ten Months Ended October 31, 2013		
	2013	2012	Budget	Actual	Variance
Taxes:					
Property taxes	\$ 1,040	(111)	295,690	307,260	11,570
Specific ownership taxes	1,884	1,848	15,230	17,507	2,277
Sales and use tax	32,995	35,093	233,330	265,503	32,173
Utility franchise fees	3,139	3,955	37,500	45,101	7,601
Cable television	-	-	16,500	18,264	1,764
Permits and fines:					
Permits, fees and services	10,092	14,406	41,670	74,520	32,850
Fines	9,984	10,568	83,330	81,227	(2,103)
Intergovernmental:					
Bow Mar IGA	61,466	59,676	245,800	245,863	63
State highway user's tax	3,610	3,669	36,250	36,986	736
County highway tax revenue	644	639	11,400	12,235	835
Motor vehicle registration fees	605	482	4,170	4,855	685
State cigarette tax apportionment	64	(22)	420	584	164
Conservation Trust Fund entitlement	-	-	4,500	5,228	728
Arapahoe County Open Space shareback	-	-	23,000	26,212	3,212
Interest income	170	190	4,170	1,849	(2,321)
Other	190	55	1,250	9,888	8,638
Total revenue	125,883	130,448	1,054,210	1,153,082	98,872
Expenditures					
Current:					
Public safety	40,710	43,120	529,866	491,989	37,877
Sanitation	5,397	5,397	55,760	53,970	1,790
Administration	22,134	23,008	282,817	306,515	(23,698)
Planning and zoning	11,826	4,775	16,670	33,409	(16,739)
Public works	6,145	5,153	127,160	61,865	65,295
Other - rounding	(2)	1	-	-	-
Capital lease:					
Principal	280,587	28,477	280,587	280,587	-
Interest	11,504	12,672	11,504	11,504	-
Capital outlay					
Capital expenditures	-	-	53,500	47,597	5,903
Conservation Trust Fund expenditures	-	-	6,000	6,000	-
Total expenditures	378,301	122,603	1,363,864	1,293,436	70,428
Excess of revenue over expenditures	(252,418)	7,845	(309,654)	(140,354)	169,300
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	(252,418)	7,845	(309,654)	(140,354)	169,300
Fund balance - beginning of period	1,839,789	1,820,340	1,584,852	1,727,725	142,873
Fund balance - end of period	\$ 1,587,371	1,828,185	1,275,198	1,587,371	312,173

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
TEN MONTHS ENDED OCTOBER 31, 2013 AND 2012

	October 2013	October 2012	Budget	Ten Months Ended October 31, 2013 Actual	Variance
Public safety:					
Automotive expenses	1,967	5,974	39,330	36,295	3,035
Salaries and benefits	34,179	33,532	404,516	385,395	19,121
Municipal court	2,906	2,587	37,500	33,583	3,917
Other	1,658	1,027	48,520	36,716	11,804
	<u>40,710</u>	<u>43,120</u>	<u>529,866</u>	<u>491,989</u>	<u>37,877</u>
Sanitation	5,397	5,397	55,760	53,970	1,790
Administration:					
Legal	2,940	2,316	29,170	31,804	(2,634)
Accounting and audit	550	500	18,000	18,100	(100)
Inspection	495	5,511	20,830	29,618	(8,788)
Town administration	14,540	11,959	159,760	162,089	(2,329)
Insurance and bonds	-	-	15,830	23,953	(8,123)
Office supplies and miscellaneous	1,909	101	16,690	15,628	1,062
County Treasurer's collection fees	11	(1)	2,957	3,077	(120)
Rent and building occupancy costs	1,689	2,622	19,580	22,246	(2,666)
	<u>22,134</u>	<u>23,008</u>	<u>282,817</u>	<u>306,515</u>	<u>(23,698)</u>
Planning and zoning					
Engineering	11,826	4,775	16,670	33,409	(16,739)
Public works:					
Street repairs and maintenance	3,286	2,650	83,000	23,391	59,609
Street lighting	1,081	1,088	12,500	11,012	1,488
Weed and tree removal	-	226	13,330	9,071	4,259
Other	1,778	1,189	18,330	18,391	(61)
	<u>6,145</u>	<u>5,153</u>	<u>127,160</u>	<u>61,865</u>	<u>65,295</u>
Other - rounding	(2)	1	-	-	-
Capital expenditures:					
Public safety	-	-	38,500	38,699	(199)
Administration	-	-	-	-	-
Public works	-	-	15,000	8,898	6,102
	<u>-</u>	<u>-</u>	<u>53,500</u>	<u>47,597</u>	<u>5,903</u>
Conservation Trust Fund expenditures	-	-	6,000	6,000	-
Total expenditures	<u>86,210</u>	<u>81,454</u>	<u>1,071,773</u>	<u>1,001,345</u>	<u>70,428</u>
Major projects:	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total expenditures and major projects	<u>86,210</u>	<u>81,454</u>	<u>1,071,773</u>	<u>1,001,345</u>	<u>70,428</u>

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 TEN MONTHS ENDED OCTOBER 31, 2013 AND 2012

	October 2013	October 2012	Ten Months Ended October 31, 2013		
			Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	1,967	5,974	33,330	29,657	3,673
Cruiser insurance	-	-	6,000	6,638	(638)
	<u>1,967</u>	<u>5,974</u>	<u>39,330</u>	<u>36,295</u>	<u>3,035</u>
Salaries and benefits:					
Salaries	27,554	26,757	310,962	291,216	19,746
Pension plan	2,299	2,759	31,054	28,080	2,974
Health/workman's comp insurance	4,326	4,016	62,500	66,099	(3,599)
	<u>34,179</u>	<u>33,532</u>	<u>404,516</u>	<u>385,395</u>	<u>19,121</u>
Municipal court:					
Municipal court - judge	750	750	8,750	7,500	1,250
Municipal court - legal	1,269	1,230	22,920	22,375	545
Municipal court - other	887	607	5,830	3,708	2,122
	<u>2,906</u>	<u>2,587</u>	<u>37,500</u>	<u>33,583</u>	<u>3,917</u>
Other:					
Uniforms	-	-	6,250	1,020	5,230
Education/training	1,197	196	6,250	2,647	3,603
Arapahoe County dispatch fee	-	-	19,350	19,350	-
Supplies/miscellaneous	461	831	16,670	13,699	2,971
	<u>1,658</u>	<u>1,027</u>	<u>48,520</u>	<u>36,716</u>	<u>11,804</u>
Administration:					
Town administration:					
Salaries - administration	9,817	9,359	119,308	114,562	4,746
FICA/Medicare - administration	1,320	743	9,545	10,731	(1,186)
Health insurance - administration	1,003	759	10,830	13,128	(2,298)
Pension - administration	427	468	5,077	5,643	(566)
Telephone/communications	412	418	4,170	4,047	123
Computer expense	1,561	212	7,080	11,644	(4,564)
Election expense	-	-	-	-	-
Dues and publications	-	-	3,750	2,334	1,416
	<u>14,540</u>	<u>11,959</u>	<u>159,760</u>	<u>162,089</u>	<u>(2,329)</u>
Office supplies and miscellaneous:					
Advertising/notices	19	9	420	693	(273)
Miscellaneous	1,475	92	12,600	11,393	1,207
Supplies - administration	415	-	3,670	3,542	128
	<u>1,909</u>	<u>101</u>	<u>16,690</u>	<u>15,628</u>	<u>1,062</u>
Legal	2,940	2,316	29,170	31,804	(2,634)
Accounting and audit	550	500	18,000	18,100	(100)
Inspection	495	5,511	20,830	29,618	(8,788)
Insurance and bonds	-	-	15,830	23,953	(8,123)
County Treasurer's collection fees	11	(1)	2,957	3,077	(120)
Building occupancy costs	1,689	2,622	19,580	22,246	(2,666)

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 TEN MONTHS ENDED OCTOBER 31, 2013 AND 2012

	October 2013	October 2012	Ten Months Ended October 31, 2013		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	1,784	2,412	62,500	16,318	46,182
Snow removal	-	-	7,000	2,725	4,275
Striping	1,502	51	2,500	1,587	913
Signs maintenance	-	50	2,500	102	2,398
Vehicle maintenance	-	137	3,330	2,659	671
Other drainage	-	-	4,170	-	4,170
Street cleaning	-	-	1,000	-	1,000
	<u>3,286</u>	<u>2,650</u>	<u>83,000</u>	<u>23,391</u>	<u>59,609</u>
Street lighting	1,081	1,088	12,500	11,012	1,488
Ground maintenance	-	226	13,330	9,071	4,259
Other:					
Miscellaneous minor public works	17	-	5,830	5,681	149
Storm water permit process	344	693	5,000	4,442	558
Professional fees	1,417	496	7,500	8,268	(768)
	<u>1,778</u>	<u>1,189</u>	<u>18,330</u>	<u>18,391</u>	<u>(61)</u>
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	-	-	-
Public safety	-	-	38,500	38,699	(199)
Public works	-	-	15,000	8,898	6,102
	-	-	<u>53,500</u>	<u>47,597</u>	<u>5,903</u>
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	6,000	6,000	-
	-	-	<u>6,000</u>	<u>6,000</u>	<u>-</u>

TOWN OF COLUMBINE VALLEY
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 NOVEMBER 30, 2013

	Totals	
Assets	November 30, 2013	December 31, 2012
Cash and investments	\$ 1,495,886	1,721,215
Other receivables	56,034	48,473
Property taxes receivable	-	301,724
Property and equipment, net	2,130,170	2,138,791
	\$ 3,682,090	4,210,203
Liabilities and Equity		
Liabilities:		
Accounts payable	\$ 31,783	25,910
Accrued liabilities	14,635	16,053
Deferred property tax revenue	-	301,724
Capital lease payable	-	280,587
Fund balance:		
Reserved - TABOR emergency	37,696	37,696
Conservation Trust	17,985	18,728
Arapahoe County Open Space	232,999	206,535
Unavailable - Fixed assets net of outstanding long term debt	2,130,170	1,858,204
Unreserved	1,216,822	1,464,766
Total equity	3,635,672	3,585,929
	\$ 3,682,090	4,210,203

TOWN OF COLUMBINE VALLEY
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL GOVERNMENTAL FUND TYPES
 BUDGET AND ACTUAL
 ELEVEN MONTHS ENDED NOVEMBER 30, 2013 AND 2012

Revenue	November Totals		Eleven Months Ended November 30, 2013		
	2013	2012	Budget	Actual	Variance
Taxes:					
Property taxes	\$ -	2,248	298,707	307,260	8,553
Specific ownership taxes	1,607	1,599	16,753	19,114	2,361
Sales and use tax	21,794	21,426	256,663	287,298	30,635
Utility franchise fees	3,482	2,717	41,250	48,583	7,333
Cable television	-	-	16,500	18,264	1,764
Permits and fines:					
Permits, fees and services	2,397	6,263	45,837	76,917	31,080
Fines	5,055	7,944	91,663	86,282	(5,381)
Intergovernmental:					
Bow Mar IGA	-	-	245,800	245,863	63
State highway user's tax	3,776	3,794	39,875	40,762	887
County highway tax revenue	-	-	11,400	12,235	835
Motor vehicle registration fees	552	551	4,587	5,407	820
State cigarette tax apportionment	55	68	462	639	177
Conservation Trust Fund entitlement	-	-	4,500	5,228	728
Arapahoe County Open Space shareback	-	-	23,000	26,212	3,212
Interest income	103	157	4,587	1,951	(2,636)
Other	5	38	1,375	9,893	8,518
Total revenue	38,826	46,805	1,102,959	1,191,908	88,949
Expenditures					
Current:					
Public safety	56,887	59,112	577,208	548,873	28,335
Sanitation	5,397	5,397	61,336	59,367	1,969
Administration	36,868	23,946	308,314	343,381	(35,067)
Planning and zoning	13,358	8,078	18,337	46,766	(28,429)
Public works	1,991	7,923	140,576	63,855	76,721
Other - rounding	(2)	-	-	5	(5)
Capital lease:					
Principal	-	-	280,587	280,587	-
Interest	-	-	11,504	11,504	-
Capital outlay					
Capital expenditures	6,196	2,295	53,500	53,793	(293)
Conservation Trust Fund expenditures	-	-	6,000	6,000	-
Total expenditures	120,695	106,751	1,457,362	1,414,131	43,231
Excess of revenue over expenditures	(81,869)	(59,946)	(354,403)	(222,223)	132,180
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	(81,869)	(59,946)	(354,403)	(222,223)	132,180
Fund balance - beginning of period	1,587,371	1,828,185	1,584,852	1,727,725	142,873
Fund balance - end of period	\$ 1,505,502	1,768,239	1,230,449	1,505,502	275,053

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
ELEVEN MONTHS ENDED NOVEMBER 30, 2013 AND 2012

	November 2013	November 2012	Eleven Months Ended November 30, 2013		
			Budget	Actual	Variance
Public safety:					
Automotive expenses	3,489	2,807	42,663	39,784	2,879
Salaries and benefits	46,254	46,806	441,858	431,647	10,211
Municipal court	3,338	3,509	41,250	36,921	4,329
Other	3,806	5,990	51,437	40,521	10,916
	<u>56,887</u>	<u>59,112</u>	<u>577,208</u>	<u>548,873</u>	<u>28,335</u>
Sanitation	5,397	5,397	61,336	59,367	1,969
Administration:					
Legal	5,119	2,368	32,087	36,923	(4,836)
Accounting and audit	550	500	18,500	18,650	(150)
Inspection	4,230	1,381	22,913	33,848	(10,935)
Town administration	18,890	17,025	174,517	180,978	(6,461)
Insurance and bonds	-	-	17,413	23,953	(6,540)
Office supplies and miscellaneous	5,319	1,469	18,359	20,947	(2,588)
County Treasurer's collection fees	-	24	2,987	3,077	(90)
Rent and building occupancy costs	2,760	1,179	21,538	25,005	(3,467)
	<u>36,868</u>	<u>23,946</u>	<u>308,314</u>	<u>343,381</u>	<u>(35,067)</u>
Planning and zoning					
Engineering	13,358	8,078	18,337	46,766	(28,429)
Public works:					
Street repairs and maintenance	100	5,473	92,000	23,491	68,509
Street lighting	1,077	1,086	13,750	12,088	1,662
Weed and tree removal	200	-	14,663	9,271	5,392
Other	614	1,364	20,163	19,005	1,158
	<u>1,991</u>	<u>7,923</u>	<u>140,576</u>	<u>63,855</u>	<u>76,721</u>
Other - rounding	(2)	-	-	5	(5)
Capital expenditures:					
Public safety	-	2,295	38,500	38,699	(199)
Administration	-	-	-	-	-
Public works	6,196	-	15,000	15,094	(94)
	<u>6,196</u>	<u>2,295</u>	<u>53,500</u>	<u>53,793</u>	<u>(293)</u>
Conservation Trust Fund expenditures	-	-	6,000	6,000	-
Total expenditures	<u>120,695</u>	<u>106,751</u>	<u>1,165,271</u>	<u>1,122,040</u>	<u>43,231</u>
Major projects:	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total expenditures and major projects	<u>120,695</u>	<u>106,751</u>	<u>1,165,271</u>	<u>1,122,040</u>	<u>43,231</u>

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 ELEVEN MONTHS ENDED NOVEMBER 30, 2013 AND 2012

	November 2013	November 2012	Eleven Months Ended November 30, 2013		
			Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	3,489	2,807	36,663	33,146	3,517
Cruiser insurance	-	-	6,000	6,638	(638)
	<u>3,489</u>	<u>2,807</u>	<u>42,663</u>	<u>39,784</u>	<u>2,879</u>
Salaries and benefits:					
Salaries	38,659	39,470	339,231	329,874	9,357
Pension plan	4,001	4,080	33,877	32,080	1,797
Health/workman's comp insurance	3,594	3,256	68,750	69,693	(943)
	<u>46,254</u>	<u>46,806</u>	<u>441,858</u>	<u>431,647</u>	<u>10,211</u>
Municipal court:					
Municipal court - judge	750	750	9,625	8,250	1,375
Municipal court - legal	2,169	2,370	25,212	24,544	668
Municipal court - other	419	389	6,413	4,127	2,286
	<u>3,338</u>	<u>3,509</u>	<u>41,250</u>	<u>36,921</u>	<u>4,329</u>
Other:					
Uniforms	1,788	1,847	6,875	2,808	4,067
Education/training	-	-	6,875	2,647	4,228
Arapahoe County dispatch fee	-	-	19,350	19,350	-
Supplies/miscellaneous	2,018	4,143	18,337	15,716	2,621
	<u>3,806</u>	<u>5,990</u>	<u>51,437</u>	<u>40,521</u>	<u>10,916</u>
Administration:					
Town administration:					
Salaries - administration	14,493	13,889	130,154	129,055	1,099
FICA/Medicare - administration	1,162	1,102	10,412	11,893	(1,481)
Health insurance - administration	683	462	11,913	13,811	(1,898)
Pension - administration	633	694	5,538	6,276	(738)
Telephone/communications	413	666	4,587	4,459	128
Computer expense	411	212	7,788	12,055	(4,267)
Election expense	-	-	-	-	-
Dues and publications	1,095	-	4,125	3,429	696
	<u>18,890</u>	<u>17,025</u>	<u>174,517</u>	<u>180,978</u>	<u>(6,461)</u>
Office supplies and miscellaneous:					
Advertising/notices	20	115	462	713	(251)
Miscellaneous	4,346	1,181	13,860	15,739	(1,879)
Supplies - administration	953	173	4,037	4,495	(458)
	<u>5,319</u>	<u>1,469</u>	<u>18,359</u>	<u>20,947</u>	<u>(2,588)</u>
Legal					
Legal	5,119	2,368	32,087	36,923	(4,836)
Accounting and audit	550	500	18,500	18,650	(150)
Inspection	4,230	1,381	22,913	33,848	(10,935)
Insurance and bonds	-	-	17,413	23,953	(6,540)
County Treasurer's collection fees	-	24	2,987	3,077	(90)
Building occupancy costs	2,760	1,179	21,538	25,005	(3,467)

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 ELEVEN MONTHS ENDED NOVEMBER 30, 2013 AND 2012

	November 2013	November 2012	Eleven Months Ended November 30, 2013		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	-	5,059	68,750	16,318	52,432
Snow removal	25	200	8,500	2,750	5,750
Striping	-	-	2,750	1,587	1,163
Signs maintenance	-	49	2,750	102	2,648
Vehicle maintenance	75	80	3,663	2,734	929
Other drainage	-	-	4,587	-	4,587
Street cleaning	-	85	1,000	-	1,000
	100	5,473	92,000	23,491	68,509
Street lighting	1,077	1,086	13,750	12,088	1,662
Ground maintenance	200	-	14,663	9,271	5,392
Other:					
Miscellaneous minor public works	100	17	6,413	5,781	632
Storm water permit process	-	131	5,500	4,442	1,058
Professional fees	514	1,216	8,250	8,782	(532)
	614	1,364	20,163	19,005	1,158
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	-	-	-
Public safety	-	2,295	38,500	38,699	(199)
Public works	6,196	-	15,000	15,094	(94)
	6,196	2,295	53,500	53,793	(293)
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	6,000	6,000	-
	-	-	6,000	6,000	-

**TOWN OF COLUMBINE VALLEY
TOWN ADMINISTRATOR'S REPORT
JANUARY 2014**

MUNICIPAL COURT:

Court Revenue Total:	2011	\$102,386.16
	2012	\$106,839.17

Court Revenue	2012	2012YTD	2013	2013YTD
January	\$3,938.50	\$3,938.5	\$7,613.25	\$7,613.25
February	\$7,875.14	\$11,813.64	\$7,447.00	\$15,060.25
March	\$8,664.89	\$20,478.53	\$6,144.75	\$21,204.00
April	\$7,780.23	\$28,258.76	\$6,433.50	\$27,638.50
May	\$7,601.50	\$35,860.26	\$6,123.00	\$33,761.25
June	\$10,650.64	\$46,510.90	\$5,775.00	\$39,536.25
July	\$12,550.00	\$59,060.90	\$9,162.98	\$48,699.23
August	\$12,251.52	\$71,312.42	\$6,830.50	\$55,529.73
September	\$9,954.50	\$80,866.92	\$10,312.50	\$65,842.23
October	\$10,528.00	\$91,394.92	\$10,009.00	\$75,851.23
November	\$7,944.25	\$99,339.17	\$3,450.00	\$79,301.23
December	\$7,500.00	\$106,839.17	\$5,503.50	\$84,804.73

MUNICIPAL ELECTION: The 2014 Municipal Election will be on April 1. An optional candidate orientation will be offered at Town Hall on February 5. Nomination Packets/Petitions will be available for pick up on February 10, and must be returned by February 28.

TOWN WEB SITE: The updated web site is scheduled to be launched this week.

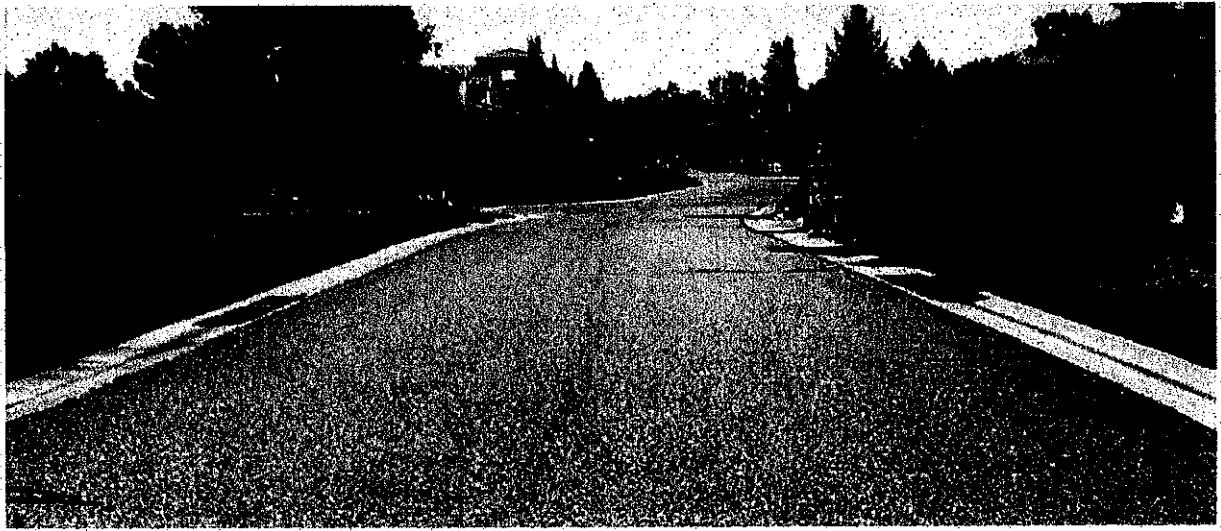
NEWSLETTER: The next newsletter is scheduled to hit mailboxes on March 7, 2014.

Respectfully Submitted,
J.D. McCrumb
January 17, 2014

Town of
Columbine Valley



Roadway Pavement Evaluation Study



Prepared By:

ICON ENGINEERING, INC



October 2013

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Appendix

2013 Roadway Pavement Conditions Map

2013 Areas of Pavement Distress Map

Asphalt Pavement Rating Form

Pavement Rating/Construction Cost Table

Town of Columbine Valley Pavement Evaluation Study

Introduction

The Town of Columbine Valley owns and maintains approximately 8.5 miles of roadway, consisting of asphalt pavement and concrete pans along the edge of roads for stormwater drainage. Roadway materials are consistent throughout the community, but pavement widths range from 24 to 38 feet. Historically, pavement and pan maintenance has typically been performed on an as-needed basis. In general, the level of maintenance has been good and roads are in fair condition. However, several of the older roads are showing signs of distress. A Town location map is shown below.

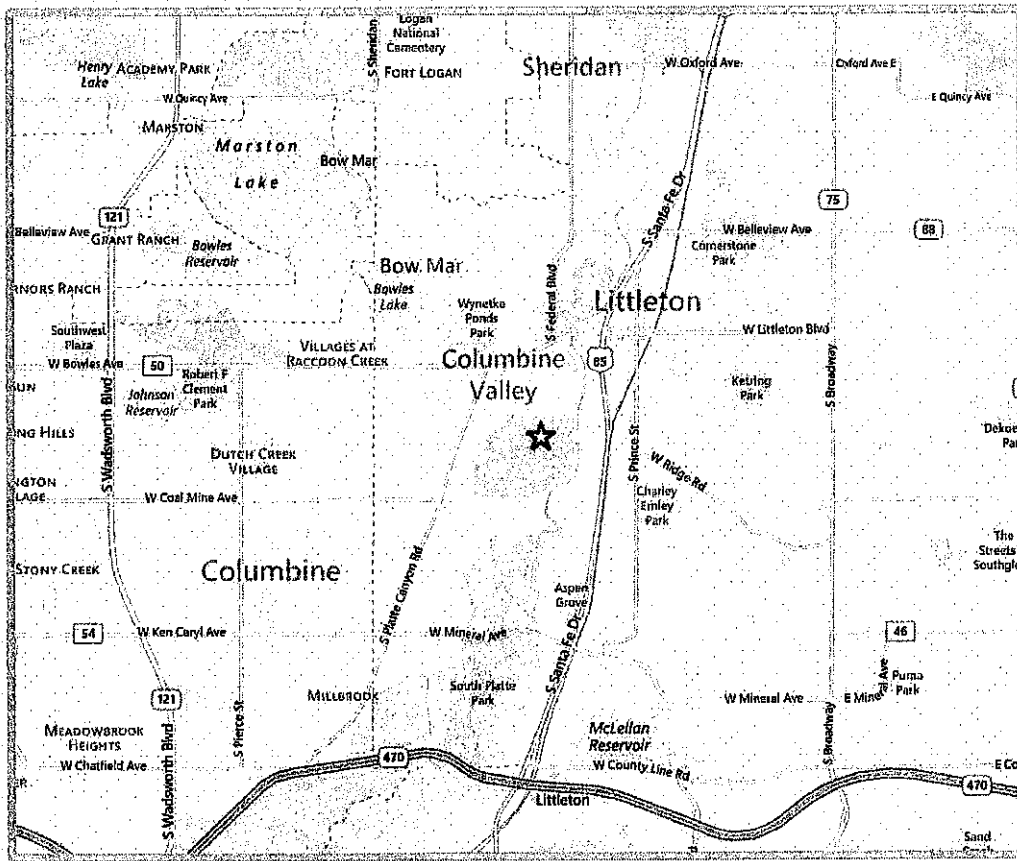


Figure 1: Location Map

ICON Engineering conducted a limited roadway study to evaluate pavement conditions, identify problem areas, provide recommendations, and estimate anticipated construction costs for future road maintenance and repairs. With assistance from Ninyo & Moore Geotechnical Consultants, ICON completed a field inventory; reviewed Town records for previous road repair expenses; developed

strategies for maintenance and repair; and estimated construction costs for budget planning. The following report provides a summary of the pavement study.

Field Investigation and Pavement Ratings

On September 25 and 26, 2013, ICON Engineering completed field evaluations for roadway pavement throughout the Town of Columbine Valley. A two person team performed the investigation by driving an automobile on the roads to get a general sense of conditions and also by using a golf cart and walking roadway segments to closely observe and document pavement distresses, drainage issues, and overall pavement condition. The limits for road segments were generally set between major intersections or where there was a distinct change in asphalt condition. A total of 31 road segments were defined for this study. GPS equipment was used to survey road centerlines, measure pavement widths, and map problem areas. Photos were also taken for typical pavement characteristics and areas of distress. The survey data and georeferenced photos are useful for documenting pavement conditions and locations of problems. Exhibits showing roadway conditions and specific areas of distress are included in the Appendix.

A qualitative evaluation was conducted using methodology from *A Pavement Rating System for Low-Volume Asphalt Roads*, developed by The Asphalt Institute. The process involves visual inspection and estimating severity of distresses. A value (0-5 or 0-10) is assigned for each category of distress. The overall condition rating for a road segment is calculated by subtracting the sum of defects from 100. The comparative study identifies road pavements with higher rating values as having better condition than pavements with lower values. A copy of the Asphalt Pavement Rating Form used during field investigations and tabulated results of the pavement ratings are included in the Appendix.

Pavement Distress Categories

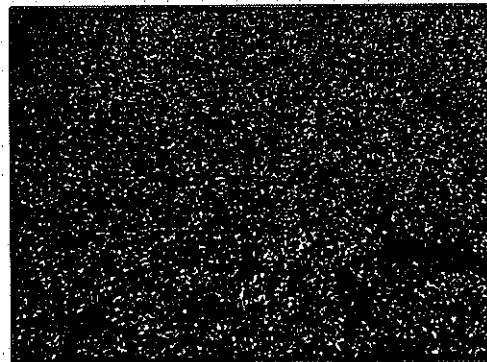
Different types of pavement fatigue and damage, such as cracking, rutting, potholes, drainage, and other problems were analyzed in this study. The evaluation included observation of the following pavement distresses:



Transverse Cracks



Longitudinal Cracks



Alligator Cracks



Shrinkage Cracks

Transverse Cracks

Transverse cracks are typical across roadways and are approximately perpendicular to the centerline and flow of traffic. They can occur from expansion/contraction of pavement or subgrade weakness. Cracks at moderately spaced intervals are common and may require sealing or filling with asphalt material.

Longitudinal Cracks

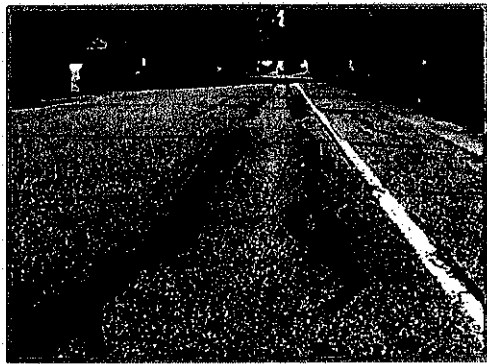
Longitudinal cracks occur along roadways and are approximately parallel to the centerline and flow of traffic. They can occur at weak joints between lanes or can be caused by vehicle loading or earth movement. Cracks along the centerline are common and may require sealing or filling with asphalt material.

Alligator Cracks

Alligator cracks are the intersection of frequent and irregular cracks that form a series of small polygons. The cracks commonly resemble reptile skin. They can occur from weak or unstable subgrade with vehicle loading and can be associated with saturation in the base material. Correction of drainage issues and patching is a typical approach for repair. Fatigue and block cracking also fall into this category.

Shrinkage Cracks

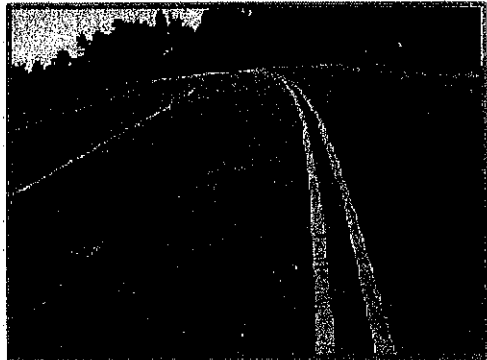
Shrinkage cracks form when binder material in asphalt pavement degrades over time and starts to separate. The cracks occur from internal pavement forces and typically form large polygons, usually having sharp angles at corners. These cracks are associated with old pavement that has weakened over time. Crack sealing followed by pavement surface treatment is typical for repair.



Rutting

Rutting

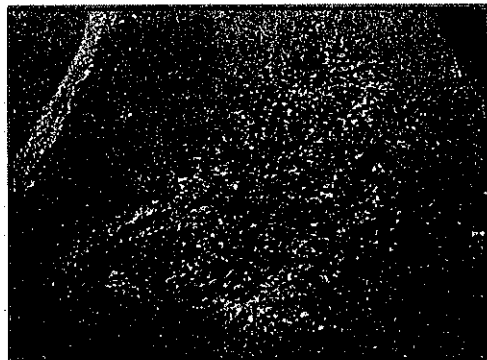
Rutting at roadways is longitudinal deformation of pavement where the surface along an area is depressed below adjacent pavement. Ruts run parallel to the centerline along wheel paths and are typically caused by compaction of pavement and base material or lateral displacement in the surface layer. Ruts can be filled with asphalt overlay or patched for repair.



Corrugations

Corrugations

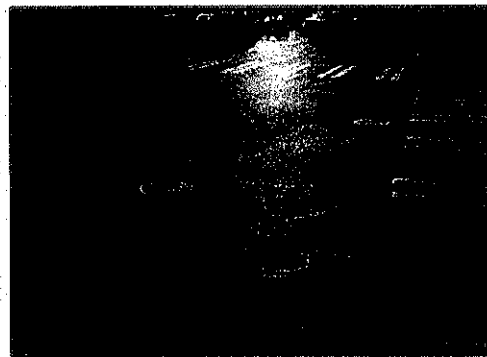
Corrugations in asphalt pavement are undulations at regular intervals in the surface of pavement with washboard pattern and closely spaced crests and valleys perpendicular to the centerline. The distress can occur from lack of stability in the pavement layers. Milling surface to uniform depth and replacing with asphalt overlay is a typical repair approach.



Raveling

Raveling

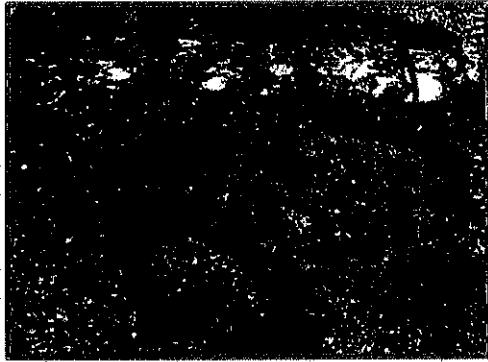
Raveling is the progressive degradation of pavement from the surface downward. It commonly results in loss of binder material and release of aggregate at roadway surfaces. Moisture at the pavement surface can accelerate the distress. A non-structural surface treatment is typical for repair.



Shoving or Pushing

Shoving or Pushing

Shoving is lateral displacement and pushing is longitudinal displacement of asphalt pavement resulting from vehicle loading. The distress can be caused by lack of stability in pavement layers, joints, base materials, or subgrade. Full depth asphalt patching is typically required for repair.



Pot Holes

Pot Holes

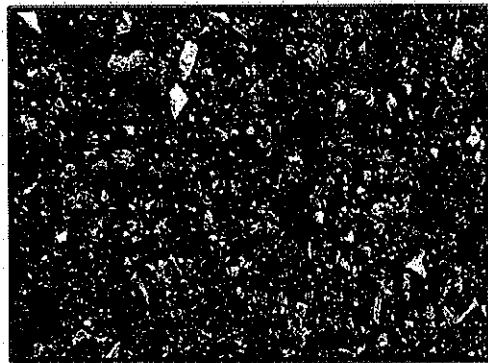
Pot holes form on asphalt roads in areas where other defects have weakened the pavement. The loss of pavement forms bowl shaped pockets or holes of varying sizes when distresses in asphalt layers or base material are severe. Full depth asphalt patching is typically required for repair.



Excess Asphalt

Excess Asphalt

Excess asphalt at the surface of roads, also known as bleeding, occurs when binding material rises to the surface of the pavement. The problem occurs if asphalt content in the pavement mixture is too high. If asphalt bleeding is minor, a surface treatment with aggregate seal coat may correct the problem.



Polished Aggregate

Polished Aggregate

Polished aggregate occurs at the surface of roads when aggregate has worn smooth and polished over time. The problem can be the result of soft aggregate or use of aggregate that has smooth surfaces. Covering the pavement a surface treatment having higher friction may correct the problem.



Deficient Drainage

Deficient Drainage

Proper drainage is the ability to efficiently remove surface runoff and subsurface water from the pavement and nearby ground. When drainage is deficient, slow draining or standing water at roads penetrates pavement and base materials. Moisture is a contributing factor to alligator cracking and other pavement defects. Providing adequate slopes and repairing or reconstructing drainage swales or pans is common for repair.

Maintenance Practices

Routine annual inspections and maintenance should be completed for all asphalt roads and concrete drainage pans to repair problems early and extend life of pavements. Typical maintenance includes crack sealing, which should be completed before the cold weather months. Crack sealing prevents dirt and debris from filling cracks, water from entering and weakening pavement and subgrade, and reduces damage from the freeze-thaw cycle. Without proper sealing, moisture can penetrate the pavement and subgrade soils, accelerate distresses, and lead to a need for more costly repairs. The extent of crack sealing will vary from year to year and can be reduced with use of pavement rehabilitation treatments. Other maintenance activities should also include replacement of broken pans to correct stormwater drainage problems and asphalt patching to repair areas with severe distress. It is important that roadway surface improvements with crack sealing and patch repairs are completed prior to addition of more substantial surface treatment options.

Pavement Rehabilitation Strategies

Preventative rehabilitation and structural rehabilitation are the two main types of roadway repair strategies. The decision for what type of rehabilitation to use is influenced by existing pavement conditions, goals for the community, and available funds for roadway projects.

Preventative rehabilitation maintains the pavement structural carrying capacity and improves functional deterioration, such as poor surface friction, poor surface texture, excess surface distortion, etc. Rehabilitation methods such as crack seal, seal coat, slurry seal, chip seal, double chip seal, cape seal are all part of preventative maintenance strategies that will improve functional deterioration. The life expectancy of the preventative maintenance will depend on the condition of the asphalt pavement that it is being applied on. The less high- to moderate-severity distress the pavement exhibits, the more functional deterioration improvement will be gained from the preventative maintenance. It should be noted that pavements have a design life of 20 years. So when a pavement has exceeded this design life (such as much of the pavements within Town of Columbine), waiting for the pavement to exhibit high severity distress as an indication for performing preventative maintenance is not a recommended strategy. It is imperative that preventative rehabilitation methods are applied onto the pavements prior to the occurrence of high severity distress. High severity transverse or longitudinal cracking, fatigue (alligator) cracking, high severity block cracking will start reflecting through the preventative rehabilitation methods within 1 to 2 years of application, depending on the strength of the application.

Therefore, identifying these areas and performing full-depth repairs in addition to drainage improvements in these areas prior to the application of preventative maintenance will be of paramount importance.

Preventative maintenance methods, however, are capable of delaying the reflection of the mild- to low-severity distress for about 4 to 7 years or more. Generally, applications that contain aggregate pieces, such as chip seal and cape seal will delay the reflection crack development time more efficiently than the applications that do not contain aggregate pieces, such as seal coat and slurry seal. Town of Columbine Valley roadways that are classified as having mild or low amounts of distress and that are not in need of structural rehabilitation are considered good candidates for methods such as seal coat and slurry seal. Town of Columbine Valley roadways that are classified as having moderate to mild amount of distress and that are not in need of structural rehabilitation are considered good candidates for methods such as chip seal and cape seal. It should be noted that the chip seal application creates a very rough pavement surface and it is generally not a desired improvement in neighborhoods, as they will cause more harm to pedestrians when they get in touch with the pavement (e.g. slip and fall cases). Considering the high-quality of the neighborhoods within the Town of Columbine Valley, a cape seal application, will provide a more desirable surface in terms of the improved safety and aesthetic considerations.

Structural rehabilitation improves the pavement structural carrying capacity and also the functional deterioration. In order to evaluate the need for structural rehabilitation, the current and projected traffic volumes will need to be calculated in addition to the structural layer coefficient of the in-place asphalt. If a pavement is suffering from structural deficiency (such as pavement sections that are exhibiting distress due to the increased traffic loading, poor surface or subsurface drainage, and subgrade support loss), it will not gain much benefit from preventative rehabilitation strategies previously discussed. Town of Columbine Valley roadways that are exhibiting high severity transverse, longitudinal, and alligator distress should be evaluated in more detail prior to selecting a rehabilitation strategy. Such evaluations generally involve performance of current traffic counts and calculating projected traffic volumes; performance of subsurface exploration program to evaluate the thickness of the existing pavement and the condition of the non-visible pavement distress below the surface; and laboratory testing to evaluate the support characteristics of the pavement subgrade and the causes of distress to the asphalt. If the result of the detailed evaluation reveals that the pavement is not suffering

from structural deficiency, then preventative maintenance methods may be applied on these roads. Otherwise, these roads may need more costly structural improvements such as a mill and overlay or complete reconstruction.

Rehabilitation Options

The following information from the City of Fort Collins, CO street maintenance program provides details for common pavement rehabilitation options. Additional information is also available on the City website (<http://www.fcgov.com/streets/street-treatments.php>).

Slurry Seal

Slurry seal is a preventative rehabilitation surface treatment consisting of a mixture of emulsified asphalt, water, and well graded fine aggregate, designed to extend the life of existing pavements by filling surface cracks and voids, sealing weather tight, and adding texture and uniform appearance to the street. In general, asphalt patching and repairs and crack sealing are typically performed prior to slurry seal application. Benefits of slurry seal:

- Extends the useful life of the pavement by keeping air/water out
- Does not require milling or utility adjustments
- Improves safety by providing a high skid resistance surface
- Restores uniform black color
- Cost effective treatment

Chip Seal

Chip Seal is a preventative rehabilitation consisting of a thin layer of emulsified asphalt sprayed on the pavement surface, followed by placement of small aggregates or "chips". The treatment is used to maintain, protect and prolong the life of an existing roadway. It improves the skid resistance to allow for a safer driving surface, improves the overall appearance, provides a weatherproof membrane to repel moisture from damaging the base, and extends the useful life of existing pavement. Benefits of chip seal:

- Extends the life of an existing asphalt surface by protecting it from deterioration
- Does not require milling or utility adjustments
- Improves skid-resistance and safety with a high friction surface

- Restores uniform appearance
- Cost effective and is a strong return on investment
- Seals and resists reflection of small surface cracks
- Reduces future cracking, distress and potholes

Cape Seal

A cape seal is a preventative rehabilitation involving a two-step surface treatment that combines chip seal and slurry seal applications. The chip seal portion of this application helps provide a waterproof membrane to repel moisture from entering the sub-grade and adds elasticity to prevent reflective cracking from showing through the new surface. After the chip seal process has been completed, slurry seal will then be applied within 48 hours to hold the loose chip material in place and provide a smooth texture for the final product. Benefits of cape seal:

- Extends the life of an existing asphalt surface by protecting it from deterioration
- Does not require milling or utility adjustments
- Improves safety by providing a high skid resistance surface
- Restores uniform appearance
- More cost effective than mill and overlay
- Significantly reduces reflective cracking and distresses that appear overtime
- Strong usage for residential streets due to its ability to provide the strength of a chip seal with the smoothness of a slurry seal

Mill and HMA Overlay

Milling is a structural rehabilitation process that includes grinding and removing the top layer (typical 2" depth) of existing pavement and overlay is the application of a new top layer of asphalt onto the existing pavement surface. Hot mix asphalt (HMA) is mixed, placed and compacted at elevated temperatures. HMA material is an engineered product composed of approximately 95 percent stone, sand, and gravel by weight, and around 5 percent asphalt cement, a petroleum product. The asphalt cement acts as the glue to hold the pavement together. Benefits of mill and HMA overlay:

- Less expensive than complete pavement removal and replacement
- Adds structural strength to the existing pavement
- Improves surface for smoother driving and better traction

- Restores uniform appearance
- Can be used to re-establish proper grade
- Can be used to improve street drainage

In circumstances where existing pavement has failed or no longer provides an adequate driving surface for the anticipated traffic volume, complete roadway reconstruction for structural rehabilitation may be needed. Detailed engineering studies are necessary to design proper subgrade and pavement thickness. Reconstruction is the most expensive option, but provides a new road with life expectancy greater than 15 years.

Construction cost estimates for each of the roadway rehabilitation options described above are included in the pavement evaluation summary table in the Appendix.

Recommendations

Given the old age of asphalt roadway pavement in the Town, completing annual maintenance to seal cracks, repair areas with significant distress (potholes, ruts, severe cracking, etc.), and replace damaged drainage pans will be important for the long term performance of the pavement. The 2013 pavement distress map included in this report identifies the areas that should be repaired soon.

In terms of short and long term road repair planning, the type of rehabilitation will be dependent on existing pavement conditions, Town expectations, and budget available for road construction projects. As mentioned earlier in the report, all crack sealing and distress repairs should be completed prior to implementing rehabilitation treatments. In general, it is recommended that a preventative rehabilitation measure, such as slurry seal, be considered for roads with lower (blue) distress. On roads with mild (green) to moderate (yellow) distress, cape seal for preventative rehabilitation would provide the desired added protection.

On the higher (orange) distress roads, it is possible that a structural repair may be necessary. It is recommended that additional investigations, including traffic studies, pavement cores, and subgrade analysis, be completed to evaluate the road pavement with closer detail. If necessary, structural mill and overlay or complete reconstruction may be considered.

January 21, 2014

Columbine Valley Pavement Management Plan

Plan Summary

ICON, Town Staff, and Board members finalized the Columbine Valley Pavement Management Plan (Plan) on January 8, 2014. The report identifies key repairs, evaluates various pavement rehabilitation methods, and estimates roadway reconstruction options from 2014 through 2028. After thorough consideration of the Plan, the group developed a 2014 Roadway Program (Program). The 2014 Program is built considering the immediate and long term roadway priorities identified in the Plan.

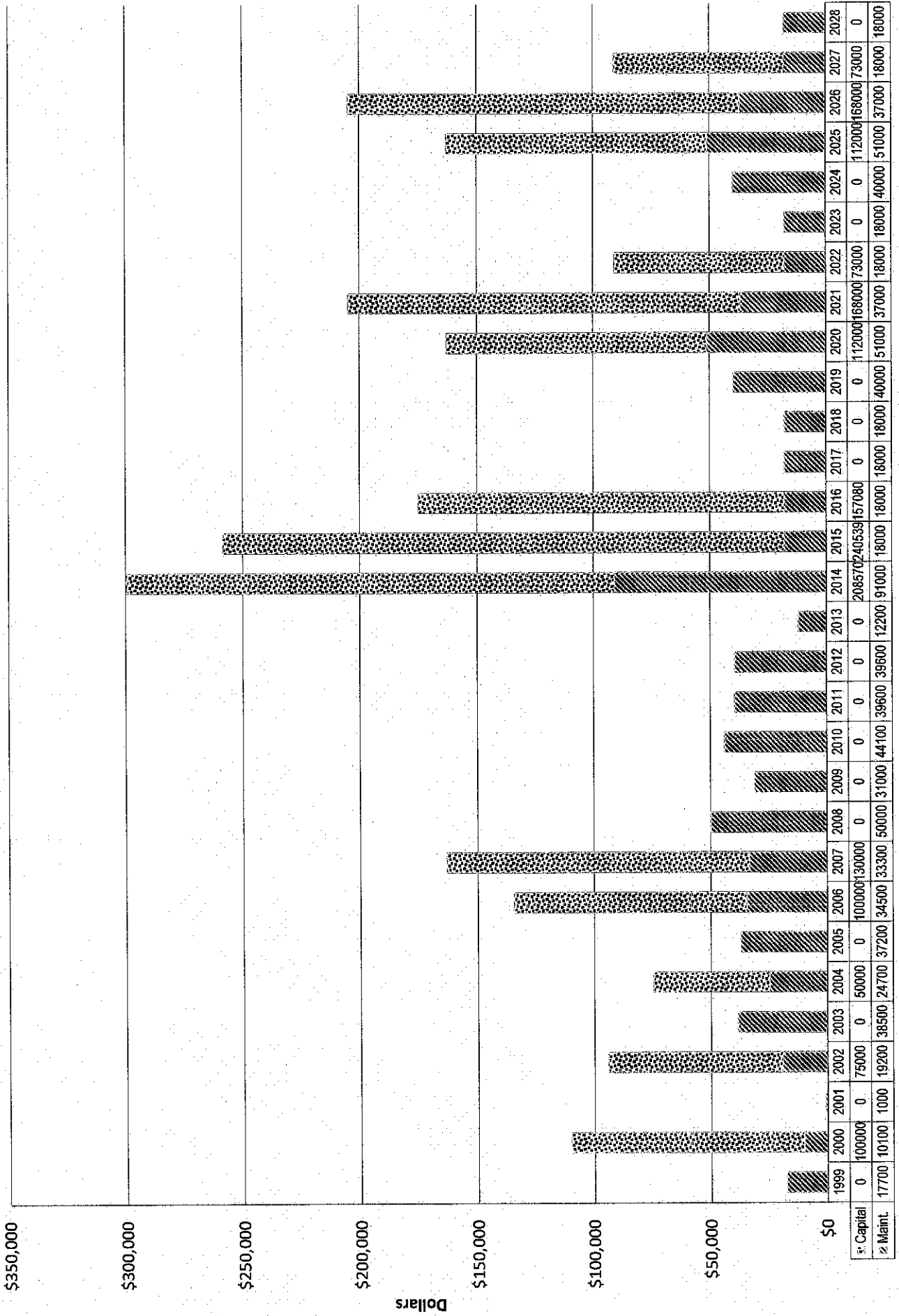
The 2014 Program will allocate approximately \$300,000 for roadway repairs and rehabilitation. **The top priority is spot fixes town-wide for cracks, potholes, and drainage pans in preparation for the 2014 and future Program repairs.** Prioritization for the balance of the 2014 program considered primarily the existing pavement condition, roadway miles per unit, and optimized project size. **This resulted in a recommendation for base bid package of cape seal and roto-mill for the Burning Tree neighborhood, with an optional bid addition for The Village cape seal and roto-mill.** This approach allows the Town to ensure base bids cover the top priorities and offer a competitive incentive for additional work provided it fits within the 2014 budget. Utility conflict coordination and striping is included.

The intent of the Plan is to provide a framework by which Town Staff and Trustees can evaluate the roadway conditions each fall and customize the next year's expenditures to achieve long term stability of the Town's infrastructure. At this point in the year it is difficult to accurately estimate priorities for 2015 and beyond. However, a reasonable plan estimates that every mile of the Town's roadways will be sealed or roto-milled by 2017. This chart estimates those priorities:

Pavement Program Estimates		
Burning Tree, The Village	2014	\$300,000
The Village, Old Town, Polo	2015	\$260,000
Polo, CCV, CCE, Villas, Villa Avignon, Brookhaven	2016	\$180,000

It is important to note that past geotechnical reports, pavement studies, and actual roadway expenditures are highly variable in both recommendations and repairs. By past reports, several miles of roads are years beyond their useful life. However, adequate annual maintenance and limited traffic growth has extended the serviceable life of those roadways. The dynamic nature of pavement management will require the Town to determine the best course of action for each annual Pavement Program.

Columbine Valley Pavement Plan



TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 1
SERIES OF 2014

INTRODUCED BY
TRUSTEE: MARK BEST

A BILL FOR
AN ORDINANCE

CONCERNING THE RETAIL SALE, DISTRIBUTION,
CULTIVATION AND DISPENSING OF MEDICAL MARIJUANA

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

Section 1.

Trustee Bill No. 5, Series of 2010, is hereby repealed and re-enacted by the addition thereto of a new Section 8 of Article 3, Special Regulations of the Town of Columbine Valley Zoning Code, to read as follows:

Section 8.

(1) Intent, Authority and Applicability

A. Intent. It is the intent of this Section to prohibit certain land uses related to medical marijuana and in furtherance of its intent, the Board of Trustees makes the following findings:

- i. The Board of Trustees finds and determines that the Colorado Medical Marijuana Code, C.R.S. ' 12-43.3-101, *et seq.*, clarifies Colorado law regarding the scope and extent of Article XVIII, Section 14 of the Colorado Constitution.
- ii. The Board of Trustees finds and determines that the Colorado Medical Marijuana Code specifically authorizes in part that the governing body of a municipality may "vote to prohibit the operation of medical marijuana centers, optional premises cultivation operations, and medical marijuana-infused products manufacturers' licenses."
- iii. The Board of Trustees finds and determines that the Colorado Medical Marijuana Code further specifically authorizes a municipality in part "to prohibit the operation of medical marijuana centers, optional premises cultivation operations, and medical marijuana-infused products manufacturers' licenses...based on local government zoning health, safety, and public welfare laws for the

distribution of medical marijuana.”

- iv. The Board of Trustees finds and determines after careful consideration of the provisions of the Colorado Medical Marijuana Code, Article XVIII, Section 14 of the Colorado constitution, and after evaluating, *inter alia*, the potential secondary impacts associated with the retail sale, distribution, cultivation and dispensing of medical marijuana through medical marijuana centers, optional premises cultivation operations, and medical marijuana-infused products manufacturers’ licenses, that such land uses have an adverse effect on the health, safety and welfare of the Town and the inhabitants thereof.
- v. The Board of Trustees therefore finds and determines that as a matter of the Town’s local land use and zoning authority, as a statutory town, and consistent with the authorization provided by the Colorado Medical Marijuana Code, that no suitable location exists within the corporate limits of the Town of Columbine Valley for the cultivation, manufacture, and sale of medical marijuana by the operation of medical marijuana centers, optional premises cultivation operations, and medical marijuana-infused products manufacturers’ licenses.
- vi. The Board of Trustees recognizes and affirms the protections afforded by Article XVIII, Section 14 of the Colorado Constitution, and desires to affirm the ability of patients and primary caregivers to otherwise be afforded the protections of Article XVIII, Section 14 of the Colorado Constitution and C.R.S. ‘ 25-1.5-106, as the same may be amended from time to time.

B. Authority.

The Board of Trustees hereby finds, determines and declares that it has the power and authority to adopt this Article pursuant to:

The Colorado Medical Marijuana Code, C.R.S. ‘ 12-43.3-101, *et seq.*,

The authority granted to statutory towns pursuant to Title 31 of the Colorado Revised Statutes, as amended.

The powers contained in the Columbine Valley Municipal Code.

The Local Government Land Use Control Enabling Act, article 20 of title 29, C.R.S.;

Part 3 of Article 23 of Title 31, C.R.S. (concerning municipal zoning powers);

Section 31-15-103, C.R.S. (concerning municipal corporate powers to enact ordinances);

Section 31-15-401, C.R.S. (concerning municipal police powers);

Section 31-15-501, C.R.S. (concerning municipal authority to regulate businesses).

C. Applicability

This Section shall apply to all property within the Town.

D. Definitions

For purposes of this Article, the following terms shall have the following meanings:

1. *Medical Marijuana* means marijuana that is grown and sold for a purpose authorized by Section 14 of Article XVIII of the Colorado Constitution.

2. *Medical Marijuana Center* means a person authorized to be licensed to operate a business as described in the Colorado Medical Marijuana Code that sells medical marijuana to registered patients or primary caregivers as defined in Section 14 of Article XVIII of the Colorado Constitution, but is not a primary caregiver, and which a municipality is authorized to prohibit as a matter of law.

3. *Medical Marijuana-Infused Products Manufacturer* means a person licensed pursuant to the Colorado Medical Marijuana Code to operate a business known as a Medical Marijuana-Infused Products Manufacturing License, and which a municipality is authorized to prohibit as a matter of law.

4. *Optional Premises Cultivation Operation* means a person licensed pursuant to the Colorado Medical Marijuana code to operate a business known as an optional premises grow facility in order to grow and cultivate marijuana for a purpose authorized by Section 14 of Article XVIII of the Colorado Constitution, and which a municipality is authorized to prohibit as a matter of law.

5. *Person* means a natural person, partnership, association, company, corporation, limited liability company, or organization, or a manager, agent, owner, director, servant, officer, or employee thereof.

6. *Patient* has the meaning provided in Section 14(1)(c) of Article XVIII of the Colorado Constitution.

7. *Primary Caregiver* has the meaning provided in Section 14(1)(f) of Article XVIII of the Colorado Constitution.

E. Medical Marijuana Centers, Optional Premises Cultivation Operations, and Medical Marijuana-Infused Products

Manufacturers' Licenses Prohibited.

It is unlawful for any person to operate, cause to be operated, or permit to be operated a medical marijuana center, optional premises cultivation operation, or facility for which a medical marijuana-infused products manufacturers' license could otherwise be obtained within the Town and all such uses are hereby prohibited in any location within the Town, or within any area hereinafter annexed to the Town.

F. Patients and Primary Caregivers.

Nothing in this Article III of Special Regulations shall be construed to prohibit, regulate or otherwise impair the use of medical marijuana by patients as defined by the Colorado Constitution, or the provision of medical marijuana by a primary caregiver to a patient in accordance with the Colorado Constitution, and consistent with C.R.S. ' 25-1.5-106, and rules promulgated thereunder, as the same statute and rules may be amended from time to time.

G. Penalty.

A violation of the provisions of this Article shall be punishable as follows:

1. By a fine of not more than Two Thousand Six Hundred Fifty and 00/100 Dollars (\$2,650.00), or imprisonment in the county jail for not more than one (1) year, or by both such fine and imprisonment;
2. Each and every day a violation of the provisions of this Article is committed, exists or continues shall be deemed a separate offense;
3. The Town is specifically authorized to seek an injunction, abatement, restitution or any other remedy necessary to prevent, enjoin, abate, or remove the violation; and
4. Any remedies provided for herein shall be cumulative and not exclusive, and shall be in addition to any other remedies provided by law or in equity.

Section 2.

Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The Board of Trustees hereby declare that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 3.

The Town clerk shall certify the passage of this Ordinance and cause notice of its

contents and passage to be published.

Section 4.

Emergency. 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 of the Town of Columbine Valley and being duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

INTRODUCED AS TRUSTEE BILL NO. 1, SERIES OF 2014, at an emergency meeting of the Board of Trustees of the Town of Columbine Valley, held at the Town of Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Colorado, Arapahoe County, Colorado, on the 21st day of January, 2014, at the hour of 6:30 PM and approved on an emergency basis by a vote of _____ for and _____ against.

ATTEST:

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

Gale Christy, Mayor

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 2
SERIES OF 2014

INTRODUCED BY
TRUSTEE: MARK BEST

A BILL FOR
AN ORDINANCE

CONCERNING THE OPERATION OF MARIJUANA
CULTIVATION FACILITIES AND SALES, MARIJUANA PRODUCT
MANUFACTURING FACILITIES AND MARIJUANA TESTING FACILITIES AND
RETAIL MARIJUANA STORES IN THE TOWN OF COLUMBINE VALLEY

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

Section 1.

Trustee Bill No. 1, Series of 2013 is repealed and the Zoning Code of the Town of
Columbine Valley is hereby amended by the addition thereto of a new Section 9, titled Marijuana
Cultivation Facilities, Marijuana Product Manufacturing Facilities and Sales, Marijuana Testing
Facilities and Retail Marijuana Stores to read as follows:

Section 9. Marijuana Cultivation Facilities, Marijuana Product Manufacturing Facilities
and Sales, Marijuana Testing Facilities, and Retail Marijuana Stores.

A. Intent, Authority and Applicability.

(1) Intent. The intent of this ordinance is to promote the general public welfare and
safety throughout the Town of Columbine Valley, Colorado by prohibiting the operation of
marijuana cultivation facilities and sales, marijuana product manufacturing facilities, marijuana
testing facilities or retail marijuana stores.

a. Based upon Article XVIII, § 16 of the Colorado Constitution, Personal
Use and Regulation of Marijuana, and the potential secondary effects of marijuana
cultivation facilities and sales, marijuana product manufacturing facilities, marijuana
testing facilities or retail marijuana stores, such land uses have an adverse effect on the
health, safety and welfare of the Town and its inhabitants.

b. As a matter of the Town's local land use and zoning authority, and
consistent with the authorization provided by Article XVIII, § 16 of the Colorado
Constitution, no appropriate location exists within the Town for the operation of
marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana
testing facilities or retail marijuana stores.

(2) Authority. The Town's authority to adopt this Section is found in: Article XVIII, § 16 of the Colorado Constitution; the Local Government Land Use Control Enabling Act, C.R.S. § 29-20-101, et seq.; C.R.S. § 31-23-101, et seq. (municipal zoning powers); C.R.S. §§ 31-15-103, 31-15-401. (municipal police powers); and C.R.S. § 31-15-501 (municipal authority to regulate businesses).

(3) Applicability. The prohibition of the operation of marijuana cultivation facilities and sales, marijuana product manufacturing facilities, marijuana testing facilities or retail marijuana stores as set forth in this Article shall apply to all property within the Town.

B. Definitions.

Unless otherwise specified or the context otherwise requires, any terms used herein shall have the same meanings as provided in Article XVIII, Section 16 of the Colorado Constitution. These definitions include, but are not limited to the following:

(1) "Marijuana" means all parts of the plant of the genus cannabis whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or its resin, including marijuana concentrate. "Marijuana" does not include industrial hemp, nor does it include fiber produced from the stalks, oil, or cake made from the seeds of the plant, sterilized seed of the plant which is incapable of germination, or the weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other product.

(2) "Marijuana Accessories" means any equipment, products, or materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, composting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, vaporizing, or containing marijuana, or for ingesting, inhaling, or otherwise introducing marijuana into the human body.

(3) "Marijuana Cultivation Facility" means an entity licensed to cultivate, prepare, and package marijuana and sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers.

(4) "Marijuana Establishment" means a marijuana cultivation facility, a marijuana testing facility, a marijuana product manufacturing facility, or a retail marijuana store.

(5) "Marijuana Product Manufacturing Facility" means an entity licensed to purchase marijuana; manufacture, prepare, and package marijuana products; and sell marijuana and marijuana products to other marijuana product manufacturing facilities and to retail marijuana stores, but not to consumers.

(6) "Marijuana Products" means concentrated marijuana products and marijuana products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to, edible products, ointments, and tinctures.

(7) "Marijuana Testing Facility" means an entity licensed to analyze and certify the safety and potency of marijuana.

(8) "Medical Marijuana Center" means a person or entity licensed to operate a business as described in the Colorado Medical Marijuana Code that sells medical marijuana and medical marijuana-infused products to registered patients or primary caregivers as defined in Article XVIII, § 14 of the Colorado Constitution, but is not a primary caregiver, and which a municipality is authorized to prohibit as a matter of law.

(9) "Retail Marijuana Store" means an entity licensed to purchase marijuana from marijuana cultivation facilities and marijuana and marijuana products from marijuana product manufacturing facilities and to sell marijuana and marijuana products to consumers.

C. Uses Prohibited; Penalty.

(1) Uses Prohibited.

a. It is unlawful for any person to operate marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities or retail marijuana stores in the Town.

b. It is unlawful to grow marijuana for personal use anywhere in the Town other than an enclosed, locked space which is not open or public. "Enclosed" means having a roof and all sides closed to the weather with walls, windows or doors.

c. It is unlawful to make marijuana grown for personal use available for sale in any manner.

(2) Penalty. A violation of the provisions of this Ordinance shall be punishable as follows:

a. Each and every day a violation of the provisions of this Ordinance is committed, exists or continues shall be deemed a separate offense;

b. The Town is specifically authorized to seek an injunction, abatement, restitution or any other remedy necessary to prevent, enjoin, abate, or remove the violation;

c. Any remedies provided for herein shall be cumulative and not exclusive, and shall be in addition to any other remedies provided by law or in equity; and

d. In addition to any other penalties that may exist under state, federal, and local laws, violation of this Section shall be punishable by a fine not exceeding \$2,650.00, or by imprisonment not exceeding one year, or by both such fine and imprisonment.

Section 2:

Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The Board of Trustees hereby declare that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 3:

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

Section 4:

Emergency. 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 of the Town of Columbine Valley and being duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

INTRODUCED AS TRUSTEE BILL NO. 2, SERIES OF 2014, at an emergency meeting of the Board of Trustees of the Town of Columbine Valley, held at the Town of Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Colorado, Arapahoe County, Colorado, on the 21st day of January, 2014, at the hour of 6:30 PM and approved on an emergency basis by a vote of _____ for and _____ against.

ATTEST:

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

Gale Christy, Mayor

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 3
SERIES OF 2014

INTRODUCED BY
TRUSTEE: MARK BEST

A BILL FOR
AN ORDINANCE

CONCERNING THE PLANNING AND ZONING COMMISSION
OF THE TOWN OF COLUMBINE VALLEY

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

Section 1.

Section 2.44.020 of the Municipal Code of the Town of Columbine Valley shall be amended to read as follows:

2.44.020 Members. The town planning and zoning commission shall consist of ten members as follows:

- A. The mayor, who shall be an ex-officio member of the commission with no vote, and shall serve during his office tenure;
- B. The commissioner of planning and zoning, who shall be an ex-officio member of the commission with no vote, and shall serve during his office tenure;
- C. The other seven members shall be appointed from the town at large by the board of trustees. The members of the commission shall be appointed for four years with staggered terms of four years;
- D. The board of trustees may appointment one alternate member of the commission to serve in the absence of any regular member of the commission. The alternate member shall be appointed for a term of four years. If a regular member is absent, the chairman of the commission shall direct the alternate to serve until the regular members are all in attendance at the commission meeting.

Section 2:

Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The Board of Trustees hereby declare that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof,

irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 3:

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

Section 4:

Emergency. 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 of the Town of Columbine Valley and being duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

INTRODUCED AS TRUSTEE BILL NO. 3, SERIES OF 2014, at an emergency meeting of the Board of Trustees of the Town of Columbine Valley, held at the Town of Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Colorado, Arapahoe County, Colorado, on the 21st day of January, 2014, at the hour of 6:30 PM and approved on an emergency basis by a vote of _____ for and _____ against.

ATTEST:

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

Gale Christy, Mayor

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 3
SERIES OF 2014

INTRODUCED BY
TRUSTEE: MARK BEST

A BILL FOR
AN ORDINANCE

CONCERNING THE PLANNING AND ZONING COMMISSION
OF THE TOWN OF COLUMBINE VALLEY

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

Section 1.

Section 2.44.020 of the Municipal Code of the Town of Columbine Valley shall be amended to read as follows:

2.44.020 Members. The town planning and zoning commission shall consist of ten members as follows:

- A. The mayor, who shall be an ex-officio member of the commission with no vote, and shall serve during his office tenure;
- B. The commissioner of planning and zoning, who shall be an ex-officio member of the commission with no vote, and shall serve during his office tenure;
- C. The other seven members shall be appointed from the town at large by the board of trustees. The members of the commission shall be appointed for four years with staggered terms of four years;
- D. The board of trustees may appoint one alternate member of the commission to serve in the absence of any regular member of the commission. The alternate member shall be appointed for a term of four years. If a regular member is absent, the chairman of the commission shall direct the alternate to serve until the regular members are all in attendance at the commission meeting.

Section 2:

Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The Board of Trustees hereby declare that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof,

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INTRODUCED AS TRUSTEE BILL NO. 3, SERIES OF 2014, at an emergency meeting of the Board of Trustees of the Town of Columbine Valley, held at the Town of Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Colorado, Arapahoe County, Colorado, on the 21st day of January, 2014, at the hour of 6:30 PM and approved on an emergency basis by a vote of _____ for and _____ against.

ATTEST:

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

Gale Christy, Mayor

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 3
SERIES OF 2014

INTRODUCED BY
TRUSTEE: MARK BEST

A BILL FOR
AN ORDINANCE

CONCERNING THE PLANNING AND ZONING COMMISSION
OF THE TOWN OF COLUMBINE VALLEY

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

Section 1.

Section 2.44.020 of the Municipal Code of the Town of Columbine Valley shall be amended to read as follows:

2.44.020 Members. The membership of the town planning and zoning commission shall be as follows:

- A. The mayor, who shall be an ex-officio member of the commission with no vote, and shall serve during his office tenure;
- B. The commissioner of planning and zoning, who shall be an ex-officio member of the commission with no vote, and shall serve during his office tenure;
- C. Seven members who shall be appointed from the town at large by the board of trustees. The members of the commission shall be appointed for four years with staggered terms of four years;
- D. The board of trustees may appoint up to three alternate member of the commission to serve in the absence of any regular member of the commission. The alternate member(s) shall be appointed for a term of four years. If a regular member is absent, the chairman of the commission shall direct the alternate(s) to serve until the regular members are all in attendance at the commission meeting.

Section 2:

Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The Board of Trustees hereby declare that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof,

irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 3:

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

Section 4:

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INTRODUCED AS TRUSTEE BILL NO. 3, SERIES OF 2014, at an emergency meeting of the Board of Trustees of the Town of Columbine Valley, held at the Town of Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Colorado, Arapahoe County, Colorado, on the 21st day of January, 2014, at the hour of 6:30 PM and approved on an emergency basis by a vote of _____ for and _____ against.

ATTEST:

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

Gale Christy, Mayor

PROPOSED - 2014 PLANNING AND ZONING COMMISSION

MEMBER:	TERM EXPIRES:	AREA:
Eric Chekal	Jan 2014	Burning Tree
Greg Armstrong	Jan 2016	BH I
Gary Miles	Jan 2017	Old Town
Steve Newkirk	Jan 2017	CC Villas
Bill Dotson	Jan 2018	BH II
Bill Wieder	Jan 2018	Village
Sandy Graham	Jan 2018	Old Town

ALTERNATES:

Dale Irwin	Jan 2017	Burning Tree
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EX-OFFICIO:

Gale Christy	Apr 2014
Mark Best	Apr 2016

STAFF:

Phil Sieber	Town Planner
Brent Kaslon	Planner Assistant
Lee Schiller	Town Attorney
J.D. McCrumb	Town Administrator

January 16, 2014

MEMO: Mayor and Board of Trustees
FROM: J.D. McCrumb 
RE: Planning Assistant

At the suggestion of Phil Sieber, staff has been considering succession planning as it relates to the position of Town Planner. With the developers of the Tuck property having now come forward, this issue has been brought to the forefront.

While Mr. Sieber's services are anticipated to continue with the Town at least through the completion of the Tuck project, we should ensure that professional planning service will be available in the event he cannot. In addition, there will be a need for continued planning services after the Tuck project is completed.

While one alternative would be to simply hire another planner in the event Mr. Sieber cannot continue, that person would be coming in cold and would have to go through a learning or orientation period. If this was to happen in the midst of the Tuck development review process, it could result in serious delays, interruptions or other problems with continuity.

The proposed solution is to engage someone as a Planning Assistant with the goal that they would be able to assume the full planning responsibility without interruption.

As detailed in the attached memo and job description, staff recommends bringing a contract Assistant Planner on board through the Town's existing relationship with ICON Engineering. Based on the recommendation of Troy Carmann and under the attached terms, staff proposes a 6-month trial period with the option of extending the agreement as needed.



Planning



Design



Management

January 14, 2014

Mr. JD McCrumb
Town Administrator
Town of Columbine Valley
3 Middlefield Road
Columbine Valley, CO 80123

RE: Planner Assistant

JD:

Since approximately last summer, the Town staff, consultants, and associated Trustees have considered Mr. Sieber's suggestion of adding a planner assistant. A draft job description for this planner assistant position is attached. Most recently, you, Phil and I met with Mr. Brent Kaslon as a candidate for this planner assistant position. My own review of Mr. Kaslon's qualifications relative to the Town's planning assistant needs strongly suggests a match that can benefit the Town now and many years into the future.

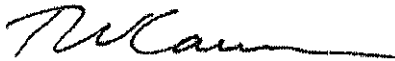
Should the Town Board of Trustees agree and proceed with formalizing a role for Mr. Kaslon, the following items should be considered.

1. **Timeline.** Formalizing this position should be completed as soon as possible. Mr. Sieber's experience is invaluable in negotiating and arranging development applications. Given the number of potential applications in the near future, the planner assistant could take on the more routine tasks and allow Phil to focus on his most effective role.
2. **Contract.** Mr. Kaslon is employed by Valerian LLC, a multi-disciplinary planning and landscape architecture firm. ICON is willing to sub-contract with Valerian for Mr. Kaslon's planner assistant services. This arrangement would allow the Town to expedite the implementation of the planning assistant role into the Town's current case load. At a time certain in the future, a separate contract can be negotiated directly between the Town and Valerian as necessary.
3. **Hourly Rate.** It is anticipated that in this initial arrangement Mr. Kaslon's hours will be billed at the same hourly rate as Mr. Sieber.
4. **Schedule.** Mr. Sieber has suggested that his role will be one to mentor Mr. Kaslon. For the first month or two, there will be some overlap between Mr. Sieber and Mr. Kaslon as they establish the most effective workflow and assignment of tasks. Thereafter, Mr. Sieber's intent is to hand over an increasing number of tasks for Mr. Kaslon to handle independently or with limited direct supervision. After the first one or two months, the total planning hours should be the same as if Mr. Sieber were working the case load

alone – with the distinct advantage of splitting those tasks between a senior planner and a junior planner. It is also reasonable to assume that Mr. Kaslon's hours would be limited to charge-back hours, leaving Mr. Sieber to handle duties not directly chargeable to a development application.

These points are intended for discussion purposes. They represent my recollection of previous discussions and opinions developed over the last several months of this planner assistant concept. I welcome the opportunity for others to weigh in on these points and raise others as necessary to ensure the Town's citizens are provided the best land planning services possible.

Sincerely,



Troy W. Carmann, PE CFM
Civil Engineer
ICON Engineering, Inc.

JOB DESCRIPTION

Job Title: Planner Assistant

Effective Date: 1/31/2014

BASIC FUNCTION:

Performs entry-level to sub-professional planning work in support of lead planner, designed to develop professional work knowledge and abilities.

SUPERVISION RECEIVED:

Performs job assignment under the close supervision of an experienced and qualified individual. Receives specific guidance and instruction as the requirements of a given task and its anticipated results. Instruction includes technical requirements, expected delivery products, budgeted hours, and schedule. Assigned tasks are closely monitored while in progress and reviewed for overall quality and accuracy once completed.

REPORTING RELATIONSHIPS:

REPORTS TO:

Town Planner or Town Administrator for specific assignments and technical guidance.

SUPERVISION EXERCISED:

Vendors and sub-consultants, only as directed by Town Planner.

TYPICAL DUTIES:

Listed below are duties typically performed by employees in this classification. Employees do not necessarily perform all the listed duties and not all duties performed by employees in this classification are listed. Employees also perform other related work as required to complete assignments, including duties normally performed by personnel in lower-level or high-level positions.

1. **Development application reviews, following checklists, ordinances, and direction from Town Planner and referral agencies.**
2. **Specific review and commentary on layout of lots, streets, and utilities for residential, commercial, and industrial developments.**
3. **Assists in determining development review criteria for specific properties.**
4. **Uses computer programs to prepare reports, memos, drawings and exhibits.**
5. **Uses computer programs to prepare letters, portions of technical reports, minutes of meetings, and general correspondence. Programs used may include: Word; Excel; PowerPoint and other online production methods.**
6. **Performs quality control checks at various stages of work to self-check technical soundness and accuracy of planning reviews or studies. Requests reviews prior to release of all work products to Town Staff, Board, Commission or Applicants.**
7. **Monitors work expended on projects and schedules. Is responsible for maintaining compliance with budgeted manpower and time constraints.**
8. **Present technical material to Town Staff, Board, Commission or Applicants.**
9. **Gathers data for planning studies through telephone contacts, professional contacts, research, and written correspondence.**
10. **Assists Town Planner with planning duties, coordination, and other duties as required to complete studies, reviews, or other planning duties required by ordinance.**
11. **This position may require field work including, but not limited to, observation of existing site conditions, interviews with citizens, meetings with applicants, and coordination with referral agencies.**

Minimum Qualifications:

Graduation from an accredited college or university with a BS or MS in land planning. Experience may range from one to three years of varied application of all or some of the above job description tasks.