

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

July 15, 2014

**A G E N D A**

1. ROLL CALL 6:30PM
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES Mayor Christy  
June 17, 2014 Minutes
4. CITIZENS CONCERNS Mayor Christy  
Columbine Country Club Mr. Orten  
HOA Representatives
5. MAYOR'S COMMENTS Mayor Christy
6. POLICE DEPARTMENT REPORT Chief Cottrell
7. TRUSTEE REPORTS:  
Building Commissioner Trustee May  
Planning & Development Trustee Best  
Public Safety Trustee Menk  
Public Works Trustee Newland  
Special Affairs Trustee Champion  
Finance Trustee Cope  
Town Administrator Mr. McCrumb
8. OLD BUSINESS  
Trustee Bill # 7, Series 2014 Building Permits (2<sup>nd</sup> Reading) Mr. Schiller
9. NEW BUSINESS  
Platte Canyon Traffic Study Mr. Sieber  
Development Impact Fees Mr. Schiller  
Town Sign Program Mr. McCrumb
10. ADJOURNMENT

# TOWN OF COLUMBINE VALLEY

## BOARD OF TRUSTEES

Minutes

June 17, 2014

Mayor Gale 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: Mayor Gale Christy, Jeff May, Dave Cope, Mark Best, Bruce Menk, Jim Newland and Richard Champion  
Absent: Jeff Tempas, JD McCrumb  
Also present: Lee Schiller, Dana Struthers, Bret Cottrell, Troy Carmann, Kathy Boyle, Will Brown, Phil Sieber and

**MINUTES:** The minutes of the May 20, 2014 meeting was approved.

### CITIZEN CONCERNS:

- None.

### MAYOR'S COMMENTS:

- Mayor Christy spoke about the retreat/study session held on June 14, 2014. They spoke about the pavement plan, which will take 2-3 years; upgrading all the signs in the Town; keeping up the communications with the community; Board of Trustees goals for the year.
- Phil gave an updates on developments in Town
- Planning the date for the study session for P&Z

**POLICE DEPARTMENT:** Chief Cottrell presented the attached report for May, 2014. There are no stats for assists to other agencies as the Communications Manager at Arapahoe County was on vacation and failed to tell anybody. He noted the following:

- There was nothing major to report except for a couple of incidents on Niblick Lane.
- The new vehicle has arrived. The two new graphics have been selected as they are still deciding on how to display the "Emergency 911" part of the graphics. The Mayor requested the statement "Serving the Town of Bow Mar" be larger. The chief agreed to have that done with a car being started next week.
- Trustee Menk met the department at a staff meeting two weeks prior.

### TRUSTEE REPORTS:

**Building Commissioner:** See attached report.

**Planning and Development:** Trustee Best reported the following:

- communication continues to operate efficiently
- need to re-review the land use regulations, do some "housekeeping"

Phil updated the Board on the developments as listed below:

- Willowcroft has two outstanding issues, the wall and the emergency access, before the sub-divider improvement agreement (SIA) can be completed.

**Public Safety:** No report

**Public Works:** Trustee Newland reported the road improvements are going to be from Burning Tree to Village. There is no slurry, only patches at this point. Slurry will be about mid July.

**Special Affairs:** Trustee Champion asked Ms. Struthers to update the board about the 4<sup>th</sup> of July parade. Ms. Struthers reported there will be a singer to start, a contest between HOA's on the best golf court and that there will be rootbeer floats, cookies and candy for the kids.

**Treasurer:** Mr. Tempas was absent from the meeting and Trustee Cope briefly spoke regarding the financials. He brought up the year to date deficit which he attributed to the Bow Mar IGA being accrued.

**Town Administrator:** See attached report.

#### **OLD BUSINESS:**

##### **Wild Plum Farm Traffic Study:**

- Mr. Sieber explained that Phase 1 of the Traffic Study was complete. He introduced Elizabeth Stolfuss, president of Stolfuss & Associates and Matt Brown, Traffic Engineer. Mrs. Stolfuss presented a summary of the Traffic Study which is primarily a study of the existing conditions on Platte Canyon Road and selected internal Town intersections.
- Platte Canyon Road is very congested, especially from Coal Mine Road north. The intersections along Platte Canyon are currently operating at Levels of Service D and E which, while presently acceptable, will only get worse unless some improvements are made. She indicated that initial improvement are possible without a great deal of expense (e.g. tweaking the signal systems and restriping). Mrs. Stolfuss emphasized that the impact of Wild Plum Farm development will not significantly affect the operation and efficiency of Platte Canyon Road. The problem on Platte Canyon goes well beyond the impacts from the development of Wild Plum Farms.
- The analysis of the internal street intersections show that they are all operating at a high level of service and that the impact from Wild Plum Farms would probably not change the service levels on those streets.
- In response to questions from the Trustees, Mrs. Stolfuss stated that they could do new counts on the internal streets to account for the summer club activity and increased service calls. Those should be done after the July 4th holiday. She also stated they could provide additional analysis on the time differential for commuters after development of Wild Plum Farm.

**ACTION: upon a motion by Trustee Menk and a second by Trustee Newland, the Board of Trustees unanimously approved an additional study to include summer traffic.**

**Willowcroft Manor Subdivider Improvements Agreement (SIA):** Mr. Schiller and Mr. Sieber discussed the status of the SIA. The cost estimates in the draft SIA submitted by Taylor-Morrison are based on:

- Sound Walls: Taylor-Morrison is proposing an alternative to the standard Town Wall and the estimated costs in the SIA reflect their alternative. The staff does not support the alternate and have so informed the Taylor-Morrison staff.
- Emergency Access: Taylor-Morrison is proposing to reduce the asphalt surface from 20' (as specified in the Final Plan) to a 12' asphalt surface with gravel shoulders. The staff is concerned because the intent of the access is for emergency purposes not simply emergency vehicles. The access is intended to allow residents to utilize the access in the event the Middlefield Rd. access is blocked for any reason. A 12' driving surface would not allow head on traffic to operate in the event of such an emergency.
- Representatives of Taylor Morrison will appear at the July Trustees meeting in July. The staff will have their formal recommendations at that meeting.

**Trustee Bill # 7, Series 2014 Building Permits (1<sup>st</sup> Reading):**

- P&Z will act as Architectural Control Committee where there is none.
- Approval of plans within 30 days after submittal or plans are considered approved
- Trustee Best requested the time frame be changed from 30 days to 45 days and the plans have to be “qualified or stamped” drawings or permit sets.
- Mr. Schiller and Trustee Best will discuss more in depth before second reading. After discussion the Board took the following action:

**ACTION: upon a motion by Trustee Best and a second by Trustee Champion, the Board of Trustees unanimously approved on 1<sup>st</sup> reading with amendments.**

**NEW BUSINESS:**

None

**ADJOURNMENT:** There being no further business, the meeting adjourned at 7:45 p.m.

Submitted by,

Dana Struthers  
Clerk



**BUILDING COMMISSIONER'S MONTHLY REPORT****June-14**

7 Fairway Lane New Roof	512.80	\$333.32	\$434.88	\$36.24	\$1,317.24
4 Club Lane Outdoor Living Area	595.50		\$490.44	\$40.84	\$1,126.78
4 Driver Lane New SFR	6,122.15	\$3,979.48	\$12,660.42	\$1,055.04	\$23,817.09
91 Spyglass Drive New Siding	300.10		\$206.10	\$17.18	\$523.38
4 Club Lane Electric and Gas	124.60		\$57.00	\$4.75	\$186.35
17 Brookhaven Trail New AC	142.15		\$74.96	\$6.25	\$223.36
14 Brookhaven Trail Pool Heater	46.00		\$18.23	\$1.52	\$65.75
4 Village Court New Roof	646.10		\$547.68	\$45.64	\$1,239.42
10 Riviera Court New Furnace	124.60		\$54.16	\$4.51	\$183.27
<b>TOTALS</b>	<b>8,614.00</b>	<b>\$4,312.80</b>	<b>\$14,543.87</b>	<b>\$1,211.97</b>	<b>\$28,682.64</b>

TOWN OF COLUMBINE VALLEY  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 JUNE 30, 2014

	Totals	
Assets	June 30, 2014	December 31, 2013
Cash and investments	\$ 1,504,921	1,428,483
Other receivables	170,733	89,432
Property taxes receivable	10,816	301,465
Property and equipment, net	2,103,889	2,103,888
	\$ 3,790,359	3,923,268
<u>Liabilities and Equity</u>		
Liabilities:		
Accounts payable	\$ 71,702	28,186
Accrued liabilities	19,886	26,455
Deferred property tax revenue	10,816	301,465
Capital lease payable	-	-
Fund balance:		
Reserved - TABOR emergency	37,696	36,027
Conservation Trust	16,950	19,670
Arapahoe County Open Space	260,443	233,022
Unavailable - Fixed assets net of outstanding long term debt	2,103,889	2,103,888
Unreserved	1,268,977	1,174,555
Total equity	3,687,955	3,567,162
	\$ 3,790,359	3,923,268

TOWN OF COLUMBINE VALLEY  
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE  
 ALL GOVERNMENTAL FUND TYPES  
 BUDGET AND ACTUAL  
 SIX MONTHS ENDED JUNE 30, 2014 AND 2013

Revenue	June Totals		Six Months Ended June 30, 2014		
	2014	2013	Budget	Actual	Variance
<b>Taxes:</b>					
Property taxes	\$ 63,896	67,484	226,099	290,649	64,550
Specific ownership taxes	1,813	1,591	9,876	10,602	726
Sales and use tax	33,406	40,734	139,998	160,213	20,215
Utility franchise fees	-	3,576	22,500	27,306	4,806
Cable television	6,000	6,067	12,500	12,301	(199)
<b>Permits and fines:</b>					
Permits, fees and services	13,137	17,706	25,002	54,946	29,944
Fines	6,468	9,246	45,000	40,616	(4,384)
<b>Intergovernmental:</b>					
Bow Mar IGA	-	-	125,390	125,390	-
State highway user's tax	3,500	4,048	21,750	21,561	(189)
County highway tax revenue	6,959	7,083	4,200	11,387	7,187
Motor vehicle registration fees	475	556	2,502	2,750	248
State cigarette tax apportionment	49	51	252	295	43
Conservation Trust Fund entitlement	1,532	1,506	3,000	3,266	266
Arapahoe County Open Space shareback	27,293	-	25,000	27,293	2,293
Interest income	140	177	2,502	583	(1,919)
Other	11,000	-	1,002	25,409	24,407
<b>Total revenue</b>	<b>175,668</b>	<b>159,825</b>	<b>666,573</b>	<b>814,567</b>	<b>147,994</b>
<b>Expenditures</b>					
<b>Current:</b>					
Public safety	56,866	55,821	322,498	302,079	20,419
Sanitation	5,613	5,397	32,502	33,030	(528)
Administration	38,024	36,529	185,408	208,649	(23,241)
Planning and zoning	11,963	(9,630)	15,000	27,223	(12,223)
Public works	46,214	3,082	192,250	69,441	122,809
Other - rounding	(2)	3	-	(6)	6
<b>Capital lease:</b>					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
<b>Capital outlay</b>					
Capital expenditures	-	-	49,000	47,359	1,641
Conservation Trust Fund expenditures	6,000	6,000	6,000	6,000	-
<b>Total expenditures</b>	<b>164,678</b>	<b>97,202</b>	<b>802,658</b>	<b>693,775</b>	<b>108,883</b>
<b>Excess of revenue over expenditures</b>	<b>10,990</b>	<b>62,623</b>	<b>(136,085)</b>	<b>120,792</b>	<b>256,877</b>
Major projects	-	-	-	-	-
<b>Excess of revenue over (under) expenditures and major projects</b>	<b>10,990</b>	<b>62,623</b>	<b>(136,085)</b>	<b>120,792</b>	<b>256,877</b>
<b>Fund balance - beginning of period</b>	<b>1,573,076</b>	<b>1,838,582</b>	<b>1,584,852</b>	<b>1,463,274</b>	<b>(121,578)</b>
<b>Fund balance - end of period</b>	<b>\$ 1,584,066</b>	<b>1,901,205</b>	<b>1,448,767</b>	<b>1,584,066</b>	<b>135,299</b>



TOWN OF COLUMBINE VALLEY  
GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
SIX MONTHS ENDED JUNE 30, 2014 AND 2013

	June 2014	June 2013	Budget	Six Months Ended June 30, 2014 Actual	Variance
Public safety:					
Automotive expenses	3,876	5,632	23,098	19,590	3,508
Salaries and benefits	41,737	38,364	248,250	243,066	5,184
Municipal court	4,002	3,333	20,496	19,646	850
Other	7,251	8,492	30,654	19,777	10,877
	<u>56,866</u>	<u>55,821</u>	<u>322,498</u>	<u>302,079</u>	<u>20,419</u>
Sanitation	5,613	5,397	32,502	33,030	(528)
Administration:					
Legal	4,361	1,335	17,502	21,297	(3,795)
Accounting and audit	550	550	16,200	16,200	-
Inspection	11,844	5,997	12,498	31,473	(18,975)
Town administration	13,732	17,364	107,943	93,525	14,418
Insurance and bonds	4,832	4,754	9,000	15,296	(6,296)
Office supplies and miscellaneous	290	1,376	8,754	15,051	(6,297)
County Treasurer's collection fees	639	675	2,261	2,934	(673)
Rent and building occupancy costs	1,776	4,478	11,250	12,873	(1,623)
	<u>38,024</u>	<u>36,529</u>	<u>185,408</u>	<u>208,649</u>	<u>(23,241)</u>
Planning and zoning					
Engineering	11,963	(9,630)	15,000	27,223	(12,223)
Public works:					
Street repairs and maintenance	40,860	59	167,002	49,715	117,287
Street lighting	1,080	1,064	7,500	6,695	805
Weed and tree removal	1,620	1,620	7,998	2,630	5,368
Other	2,654	339	9,750	10,401	(651)
	<u>46,214</u>	<u>3,082</u>	<u>192,250</u>	<u>69,441</u>	<u>122,809</u>
Other - rounding	(2)	3	-	(6)	6
Capital expenditures:					
Public safety	-	-	39,000	38,574	426
Administration	-	-	10,000	8,785	1,215
Public works	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>49,000</u>	<u>47,359</u>	<u>1,641</u>
Conservation Trust Fund expenditures	6,000	6,000	6,000	6,000	-
	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>-</u>
<b>Total expenditures</b>	<u>164,678</u>	<u>97,202</u>	<u>802,658</u>	<u>693,775</u>	<u>108,883</u>
Major projects:					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total expenditures and major projects</b>	<u>164,678</u>	<u>97,202</u>	<u>802,658</u>	<u>693,775</u>	<u>108,883</u>

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 SIX MONTHS ENDED JUNE 30, 2014 AND 2013

	June 2014	June 2013	Six Months Ended June 30, 2014		
			Budget	Actual	Variance
<b>Public Safety:</b>					
<b>Automotive expenses:</b>					
Cruiser gas/oil/maintenance	2,326	4,132	19,998	14,940	5,058
Cruiser insurance	1,550	1,500	3,100	4,650	(1,550)
	<u>3,876</u>	<u>5,632</u>	<u>23,098</u>	<u>19,590</u>	<u>3,508</u>
<b>Salaries and benefits:</b>					
Salaries	31,410	27,321	187,500	188,258	(758)
Pension plan	2,338	2,841	18,750	17,026	1,724
Health/workman's comp insurance	7,989	8,202	42,000	37,782	4,218
	<u>41,737</u>	<u>38,364</u>	<u>248,250</u>	<u>243,066</u>	<u>5,184</u>
<b>Municipal court:</b>					
Municipal court - judge	1,125	750	4,500	4,875	(375)
Municipal court - legal	2,563	2,269	12,498	13,420	(922)
Municipal court - other	314	314	3,498	1,351	2,147
	<u>4,002</u>	<u>3,333</u>	<u>20,496</u>	<u>19,646</u>	<u>850</u>
<b>Other:</b>					
Uniforms	-	774	4,002	638	3,364
Education/training	675	440	3,750	1,446	2,304
Arapahoe County dispatch fee	6,450	6,450	12,900	12,900	-
Supplies/miscellaneous	126	828	10,002	4,793	5,209
	<u>7,251</u>	<u>8,492</u>	<u>30,654</u>	<u>19,777</u>	<u>10,877</u>
<b>Administration:</b>					
<b>Town administration:</b>					
Salaries - administration	9,900	12,976	75,000	65,677	9,323
FICA/Medicare - administration	1,382	1,039	6,000	7,032	(1,032)
Health insurance - administration	930	1,646	7,500	8,579	(1,079)
Pension - administration	443	655	3,125	2,919	206
Telephone/communications	413	402	2,502	2,473	29
Computer expense	664	646	5,748	1,956	3,792
Election expense	-	-	6,400	1,935	4,465
Dues and publications	-	-	1,668	2,954	(1,286)
	<u>13,732</u>	<u>17,364</u>	<u>107,943</u>	<u>93,525</u>	<u>14,418</u>
<b>Office supplies and miscellaneous:</b>					
Advertising/notices	-	157	252	147	105
Miscellaneous	162	1,064	6,000	10,761	(4,761)
Supplies - administration	128	155	2,502	4,143	(1,641)
	<u>290</u>	<u>1,376</u>	<u>8,754</u>	<u>15,051</u>	<u>(6,297)</u>
Legal	4,361	1,335	17,502	21,297	(3,795)
Accounting and audit	550	550	16,200	16,200	-
Inspection	11,844	5,997	12,498	31,473	(18,975)
Insurance and bonds	4,832	4,754	9,000	15,296	(6,296)
County Treasurer's collection fees	639	675	2,261	2,934	(673)
Building occupancy costs	1,776	4,478	11,250	12,873	(1,623)

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 SIX MONTHS ENDED JUNE 30, 2014 AND 2013

	June 2014	June 2013	Six Months Ended June 30, 2014		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	40,790	-	150,000	40,840	109,160
Snow removal	-	-	7,500	6,123	1,377
Striping	-	-	1,500	219	1,281
Signs maintenance	-	-	1,500	1,375	125
Vehicle maintenance	70	59	1,002	558	444
Other drainage	-	-	4,500	-	4,500
Street cleaning	-	-	1,000	600	400
	40,860	59	167,002	49,715	117,287
Street lighting	1,080	1,064	7,500	6,695	805
Ground maintenance	1,620	1,620	7,998	2,630	5,368
Other:					
Miscellaneous minor public works	1,891	(927)	3,750	5,203	(1,453)
Storm water permit process	-	193	3,000	938	2,062
Professional fees	763	1,073	3,000	4,260	(1,260)
	2,654	339	9,750	10,401	(651)
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	10,000	8,785	1,215
Public safety	-	-	39,000	38,574	426
Public works	-	-	-	-	-
	-	-	49,000	47,359	1,641
Conservation Trust Fund expenditures:					
Miscellaneous	6,000	6,000	6,000	6,000	-
	6,000	6,000	6,000	6,000	-

TOWN OF COLUMBINE VALLEY  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 MAY 31, 2014

	Totals	
Assets	May 31, 2014	December 31, 2013
Cash and investments	\$ 1,463,304	1,428,483
Other receivables	156,424	89,432
Property taxes receivable	74,712	301,465
Property and equipment, net	2,103,889	2,103,888
	\$ 3,798,329	3,923,268
<b>Liabilities and Equity</b>		
Liabilities:		
Accounts payable	\$ 32,350	28,186
Accrued liabilities	14,302	26,455
Deferred property tax revenue	74,712	301,465
Capital lease payable	-	-
Fund balance:		
Reserved - TABOR emergency	37,696	36,027
Conservation Trust	21,415	19,670
Arapahoe County Open Space	237,553	233,022
Unavailable - Fixed assets net of outstanding long term debt	2,103,889	2,103,888
Unreserved	1,276,412	1,174,555
Total equity	3,676,965	3,567,162
	\$ 3,798,329	3,923,268

TOWN OF COLUMBINE VALLEY  
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE  
 ALL GOVERNMENTAL FUND TYPES  
 BUDGET AND ACTUAL  
 FIVE MONTHS ENDED MAY 31, 2014 AND 2013

Revenue	May Totals		Five Months Ended May 31, 2014		
	2014	2013	Budget	Actual	Variance
<b>Taxes:</b>					
Property taxes	\$ 47,029	49,854	195,952	226,753	30,801
Specific ownership taxes	1,640	1,706	8,230	8,789	559
Sales and use tax	27,692	17,917	116,665	126,807	10,142
Utility franchise fees	7,257	3,684	18,750	27,306	8,556
Cable television	-	-	6,250	6,301	51
<b>Permits and fines:</b>					
Permits, fees and services	8,686	13,242	20,835	41,809	20,974
Fines	9,258	5,823	37,500	34,147	(3,353)
<b>Intergovernmental:</b>					
Bow Mar IGA	62,695	-	125,390	125,390	-
State highway user's tax	3,580	3,332	18,125	18,061	(64)
County highway tax revenue	-	-	4,200	4,428	228
Motor vehicle registration fees	445	396	2,085	2,275	190
State cigarette tax apportionment	45	60	210	246	36
Conservation Trust Fund entitlement	-	-	1,500	1,734	234
Arapahoe County Open Space shareback	-	26,212	-	-	-
Interest income	127	170	2,085	443	(1,642)
Other	43	8,042	835	14,409	13,574
<b>Total revenue</b>	<b>168,497</b>	<b>130,438</b>	<b>558,612</b>	<b>638,898</b>	<b>80,286</b>
<b>Expenditures</b>					
<b>Current:</b>					
Public safety	58,446	58,401	266,059	245,215	20,844
Sanitation	5,613	5,397	27,085	27,417	(332)
Administration	33,940	26,988	158,878	170,626	(11,748)
Planning and zoning	3,150	5,694	12,500	15,259	(2,759)
Public works	4,500	4,731	160,625	23,227	137,398
Other - rounding	(3)	(2)	-	(7)	7
<b>Capital lease:</b>					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
<b>Capital outlay</b>					
Capital expenditures	10,229	38,699	49,000	47,359	1,641
Conservation Trust Fund expenditures	-	-	3,000	-	3,000
<b>Total expenditures</b>	<b>115,875</b>	<b>139,908</b>	<b>677,147</b>	<b>529,096</b>	<b>148,051</b>
Excess of revenue over expenditures	52,622	(9,470)	(118,535)	109,802	228,337
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	52,622	(9,470)	(118,535)	109,802	228,337
Fund balance - beginning of period	1,520,454	1,848,052	1,584,852	1,463,274	(121,578)
Fund balance - end of period	\$ 1,573,076	1,838,582	1,466,317	1,573,076	106,759

TOWN OF COLUMBINE VALLEY  
GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
FIVE MONTHS ENDED MAY 31, 2014 AND 2013

	May 2014	May 2013	Budget	Five Months Ended May 31, 2014 Actual	Variance
Public safety:					
Automotive expenses	2,374	3,810	18,215	15,715	2,500
Salaries and benefits	50,275	50,217	209,519	201,329	8,190
Municipal court	3,840	3,150	17,080	15,645	1,435
Other	1,957	1,224	21,245	12,526	8,719
	<u>58,446</u>	<u>58,401</u>	<u>266,059</u>	<u>245,215</u>	<u>20,844</u>
Sanitation	5,613	5,397	27,085	27,417	(332)
Administration:					
Legal	2,572	3,838	14,585	16,936	(2,351)
Accounting and audit	2,550	550	15,650	15,650	-
Inspection	5,019	2,633	10,415	19,629	(9,214)
Town administration	18,837	17,047	92,098	79,796	12,302
Insurance and bonds	718	1,044	7,500	10,464	(2,964)
Office supplies and miscellaneous	2,218	433	7,295	14,760	(7,465)
County Treasurer's collection fees	498	499	1,960	2,295	(335)
Rent and building occupancy costs	1,528	944	9,375	11,096	(1,721)
	<u>33,940</u>	<u>26,988</u>	<u>158,878</u>	<u>170,626</u>	<u>(11,748)</u>
Planning and zoning					
Engineering	3,150	5,694	12,500	15,259	(2,759)
Public works:					
Street repairs and maintenance	400	136	139,585	8,855	130,730
Street lighting	1,080	1,053	6,250	5,616	634
Weed and tree removal	625	328	6,665	1,010	5,655
Other	2,395	3,214	8,125	7,746	379
	<u>4,500</u>	<u>4,731</u>	<u>160,625</u>	<u>23,227</u>	<u>137,398</u>
Other - rounding	(3)	(2)	-	(7)	7
Capital expenditures:					
Public safety	10,229	38,699	39,000	38,574	426
Administration	-	-	10,000	8,785	1,215
Public works	-	-	-	-	-
	<u>10,229</u>	<u>38,699</u>	<u>49,000</u>	<u>47,359</u>	<u>1,641</u>
Conservation Trust Fund expenditures	-	-	3,000	-	3,000
Total expenditures	<u>115,875</u>	<u>139,908</u>	<u>677,147</u>	<u>529,096</u>	<u>148,051</u>
Major projects:					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total expenditures and major projects	<u>115,875</u>	<u>139,908</u>	<u>677,147</u>	<u>529,096</u>	<u>148,051</u>

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 FIVE MONTHS ENDED MAY 31, 2014 AND 2013

	May 2014	May 2013	Five Months Ended May 31, 2014		
			Budget	Actual	Variance
<b>Public Safety:</b>					
<b>Automotive expenses:</b>					
Cruiser gas/oil/maintenance	2,374	3,810	16,665	12,615	4,050
Cruiser insurance	-	-	1,550	3,100	(1,550)
	<u>2,374</u>	<u>3,810</u>	<u>18,215</u>	<u>15,715</u>	<u>2,500</u>
<b>Salaries and benefits:</b>					
Salaries	41,944	41,056	158,654	156,848	1,806
Pension plan	4,288	4,225	15,865	14,688	1,177
Health/workman's comp insurance	4,043	4,936	35,000	29,793	5,207
	<u>50,275</u>	<u>50,217</u>	<u>209,519</u>	<u>201,329</u>	<u>8,190</u>
<b>Municipal court:</b>					
Municipal court - judge	750	750	3,750	3,750	-
Municipal court - legal	2,701	1,906	10,415	10,858	(443)
Municipal court - other	389	494	2,915	1,037	1,878
	<u>3,840</u>	<u>3,150</u>	<u>17,080</u>	<u>15,645</u>	<u>1,435</u>
<b>Other:</b>					
Uniforms	638	-	3,335	638	2,697
Education/training	771	78	3,125	771	2,354
Arapahoe County dispatch fee	-	-	6,450	6,450	-
Supplies/miscellaneous	548	1,146	8,335	4,667	3,668
	<u>1,957</u>	<u>1,224</u>	<u>21,245</u>	<u>12,526</u>	<u>8,719</u>
<b>Administration:</b>					
<b>Town administration:</b>					
Salaries - administration	15,299	13,949	63,462	55,777	7,685
FICA/Medicare - administration	1,232	1,107	5,077	5,650	(573)
Health insurance - administration	930	683	6,250	7,650	(1,400)
Pension - administration	675	697	2,644	2,477	167
Telephone/communications	411	399	2,085	2,060	25
Computer expense	290	212	4,790	1,293	3,497
Election expense	-	-	6,400	1,935	4,465
Dues and publications	-	-	1,390	2,954	(1,564)
	<u>18,837</u>	<u>17,047</u>	<u>92,098</u>	<u>79,796</u>	<u>12,302</u>
<b>Office supplies and miscellaneous:</b>					
Advertising/notices	-	12	210	147	63
Miscellaneous	616	414	5,000	10,598	(5,598)
Supplies - administration	1,602	7	2,085	4,015	(1,930)
	<u>2,218</u>	<u>433</u>	<u>7,295</u>	<u>14,760</u>	<u>(7,465)</u>
Legal	2,572	3,838	14,585	16,936	(2,351)
Accounting and audit	2,550	550	15,650	15,650	-
Inspection	5,019	2,633	10,415	19,629	(9,214)
Insurance and bonds	718	1,044	7,500	10,464	(2,964)
County Treasurer's collection fees	498	499	1,960	2,295	(335)
Building occupancy costs	1,528	944	9,375	11,096	(1,721)

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 FIVE MONTHS ENDED MAY 31, 2014 AND 2013

	May 2014	May 2013	Five Months Ended May 31, 2014		
			Budget	Actual	Variance
<b>Public works:</b>					
<b>Street repairs and maintenance:</b>					
Street/gutter maintenance	-	-	125,000	50	124,950
Snow removal	-	-	7,500	6,123	1,377
Striping	-	51	1,250	219	1,031
Signs maintenance	375	34	1,250	1,375	(125)
Vehicle maintenance	-	51	835	488	347
Other drainage	-	-	3,750	-	3,750
Street cleaning	25	-	-	600	(600)
	400	136	139,585	8,855	130,730
Street lighting	1,080	1,053	6,250	5,616	634
Ground maintenance	625	328	6,665	1,010	5,655
<b>Other:</b>					
Miscellaneous minor public works	996	1,854	3,125	3,312	(187)
Storm water permit process	125	665	2,500	938	1,562
Professional fees	1,274	695	2,500	3,496	(996)
	2,395	3,214	8,125	7,746	379
<b>Capital and Conservation Trust Fund:</b>					
<b>Capital expenditures:</b>					
Administration	-	-	10,000	8,785	1,215
Public safety	10,229	38,699	39,000	38,574	426
Public works	-	-	-	-	-
	10,229	38,699	49,000	47,359	1,641
<b>Conservation Trust Fund expenditures:</b>					
Miscellaneous	-	-	3,000	-	3,000
	-	-	3,000	-	3,000



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

**MUNICIPAL COURT:**

Court Revenue Total:	2012	\$106,839.17
	2013	\$84,804.73

Court Revenue	2013	2013YTD	2014	2014YTD
January	\$7,613.25	\$7,613.25	\$5,670.50	\$5,670.50
February	\$7,447.00	\$15,060.25	\$4,160.00	\$9,830.50
March	\$6,144.75	\$21,204.00	\$7,279.50	\$17,110.00
April	\$6,433.50	\$27,638.50	\$6,999.00	\$24,109.00
May	6,123.00	\$33,761.25	\$9,258.25	\$33,367.25
June	\$5,775.00	\$39,536.25	<b>\$6,468.25</b>	<b>\$39,835.50</b>
July	\$9,162.98	\$48,699.23		
August	\$6,830.50	\$55,529.73		
September	\$10,312.50	\$65,842.23		
October	\$10,009.00	\$75,851.23		
November	\$3,450.00	\$79,301.23		
December	\$5,503.50	\$84,804.73		

**4<sup>TH</sup> OF JULY:** The annual parade by all accounts was a great success and enjoyed by everyone. Special thanks to Ann Larsen and her family, and Ellen Redding for volunteering. The American Legion Post 103 for serving as our color guard, and Kelly Spicer for singing the National Anthem; sound equipment was on loan from Town Hall Arts Center in Littleton. Dave Cope did a fabulous job as M.C. and as always the Town staff and PD were invaluable. We will have a follow up meeting later this month, and any ideas or criticisms are appreciated as we continue to fine-tune this community event.

**TRUSTEE GOALS:** After the Board Retreat, staff has been working on compiling notes and fine tuning goals to present to the Board for adoption. A draft will be presented at the July meeting to include the following three broad goal topics: quality of life, organizational practices and community preparedness.

**NEXT NEWSLETTER:** The next newsletter is scheduled to hit mailboxes over Labor Day weekend. If there are any topics you would like to be included, please let staff know.

Respectfully Submitted,  
J.D. McCrumb  
July 11, 2014

*FIRST FIVE PERMITS ISSUED TO W.C.*



**Request for Board of Trustee Action**

**Date:** July 15, 2014

**Title:** Trustee Bill #7, Series 2014: Concerning Building Permits

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

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

**Background:** In the past, it has been the practice of the Town Staff not to issue building permits without first having received project approval from the HOA committee responsible for architectural review. In a recent revision of the Columbine Valley Building Code, this provision was omitted.

Trustee Bill #7 reinstates this practice, in addition to granting the Planning and Zoning Commission the authority to review plans of projects that do not fall under the purview of a Columbine Valley HOA.

**Attachments:** Trustee Bill #7, 2014

**Fiscal Impacts:** None anticipated

**Staff Recommendations:** Approve as presented

**Recommended Motion:** "I move to approve Trustee Bill #7, 2014 concerning Building Permits in Columbine Valley."

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO.7  
SERIES OF 2014

INTRODUCED BY  
TRUSTEE: JEFF MAY

A BILL FOR  
AN ORDINANCE

CONCERNING BUILDING PERMITS IN  
THE TOWN OF COLUMBINE VALLEY

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

Section 1. Section 15.08.080 of the Municipal Code of the Town of Columbine Valley is hereby amended to add the following section:

Section 15.08.080(e) is hereby added as follows:

15.08.080(e). Included with each application for a building permit applicable to the exterior of the structure submitted in the Town shall be two (2) sets of final construction documents approved for aesthetics by the appropriate architectural review committee of a homeowners association located within the Town. For those areas of the Town with an established architectural review committee, final construction documents shall be submitted for approval to said committee. For all new residential construction within the Town, the construction documents shall include landscaping. Whenever an application for a building permit is submitted, which is applicable to those areas of the Town not subject to an architectural review committee, then two (2) sets of final construction documents shall be submitted to the Planning and Zoning Commission, which shall review the final construction documents. All planning and zoning reviews may be pursuant to the criteria and rules and regulations established by the Planning and Zoning Commission, which have been approved by the Board of Trustees. Approval of said final construction documents by the Planning and Zoning Commission or the appropriate architectural review committee, shall be a condition precedent to the issuance of a building permit by the Building Commissioner. Failure of either the Planning and Zoning Commission or appropriate architectural review committee to review the final construction documents and notify the Town of its decision within forty-five (45) days of submittal, shall be considered an approval of the final construction documents, and a Building Permit may thereafter be issued. The Building Commissioner may require final construction documents to be prepared and designed by an architect or engineer licensed by the State to practice as such.

Section 2. Should any section clause, sentence, part or portion of this Ordinance be adjudged by any court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the Ordinance as a whole or any part thereof other than the part or portion declared by such court to be unconstitutional or invalid.

Section 3. The Town Clerk shall certify the passage of this Ordinance and cause notice of its contents and passage to be published.

Section 4. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Introduced as Trustee Bill No. 7, series of 2014, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 17<sup>th</sup> day of June, 2014, passed by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against, on first reading; passed on second reading at a regular meeting of the Board of Trustees held by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, and ordered published in the Littleton Independent on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

---

Gale Christy, Mayor

TRUSTEE BILL NO. 7  
SERIES OF 2014

ATTEST:

---

JD McCrumb,  
Clerk of the Town of Columbine Valley

July 8, 2014

**Memo:** Board of Trustee's  
**From:** Troy Carmann, Town Engineer  
Phil Sieber, Town Planner

**RE:** Request for Funding. Platte Canyon Road  
Preliminary Feasibility Study

In anticipation of the development of the Wild Plum Farm (Tuck) property, the Town had their Traffic Consultant (Stolfus and Associates) prepare a Phase I Traffic Study. The Phase I study analyzed the existing conditions on Platte Canyon Road and selected interior streets in the Town. The analysis included ADT (Average Daily Trips) and AM/PM peak hour volumes on the Highway and key intersections, (Mineral Ave, Hunter Run, Coal Mine Rd. /Doral Dr., Fairway Lane, Village Court and Bowles Ave.)

At your June meeting you received a summary of the Phase I Study from Stolfuss & Associates. The summary concluded that while Platte Canyon Road could accommodate a reasonable level of development with some minor improvements, there are current and longer term problems with the Highway that go well beyond the impact of a Wild Plum Farm development. One of the the major findings in the Study was that the problems with Platte Canyon Road go far beyond the impact of Wild Plum Farms. Given the existing conditions and traffic volumes the Highway is operating at an LOS (Level of Service) D and E which while acceptable, are not desirable. With the projections of growth to the west and south in Jefferson County the LOS could begin to approach F (Failure) by Year 2030.

The staff is recommending that further study be undertaken. In anticipation of the Phase II traffic study, we have assembled an informal Platte Canyon Road Task Force (PCRTF) consisting of representatives from the Town, Arapahoe County, City of Littleton and CDOT. This Task Force has met twice this year. At the last PCRTF meeting (in June) the members received the Phase I Study summary. The PCRTF recommendation was to undertake a Preliminary Feasibility

Study of Platte Canyon Road. The purpose and objectives of this study would be:

**1) Identify the existing operational constraints on Platte Canyon from Mineral to Bowles. Questions such as:**

- a) *How does traffic enter, exit, and travel along Platte Canyon today?*
- b) *What percentage of traffic on Platte Canyon originates in Columbine Valley, what percentage originates from the south, north, and west?*
- c) *How are the signal lights controlled and managed, who coordinates signal timing between Mineral, Coal Mine, and Bowles?*
- d) *What is CDOT's maintenance history on Platte Canyon, what are the known deficiencies in the roadway, bridges, signals, etc?*

**2) Identify the existing geometric constraints on Platte Canyon from Mineral to Bowles. Questions such as:**

- a) *The Town has a good understanding of the west right-of-way boundary from a 1990s annexation survey, what is the east right-of-way boundary?*
- b) *Denver Water Board (DWB) owns the open space parcel west of the road and apparently operates multiple large (~4' to 6') diameter water lines in that underground space, what are the rights of encroachment onto that DWB property for roads, trails, intersections, parking lots, etc?*
- c) *What is the existing road width compared to the existing right-of-way?*
- d) *What is the existing bridge widths compared to the existing right-of-way? What are the other utilities along this corridor – water, san, telecom, gas, electric?*
- e) *Where does the Town Wall (masonry fence) or golf course fence align relative to the right-of-way or other property boundaries?*

**3) Identify the physical and economic restraints on widening the Highway to four lanes.**

- a) *Roadway materials – how much more asphalt, gravel shoulder, etc*
- b) *Utility relocations – Xcel power poles, gas lines-valves-meters, water lines and appurtenances, sanitary sewers in road and under bridges, telecom utilities on poles and underground bores*
- c) *DWB easements*
- d) *Signal pole, control box, and configuration changes*
- e) *Bridge expansions or adjustments*

**4) Analyze an option without widening, but improves the LOS.**

**5) Estimate the costs a full formal Platte Canyon Road Improvement Study that would provide more specific cost estimates and possible revenue sources.**

### Estimated Costs for Preliminary Feasibility Study

The costs of the preliminary Feasibility Study are based on the estimated time spent by Town staff and the Town's traffic consultant:

Town Engineer:	25 hrs @ \$125 hr.	\$3125.00
Traffic Consultant:	25 hrs @ \$120 hr.	\$3000.00
Town Planner:	25 hrs @ \$75 hr.	<u>\$1874.00</u>
<b>Subtotal</b>		<b>\$7950.00</b>
Less anticipated charge back to		
Tuck property developer.		\$1500.00
<b>Net Cost to Town</b>		<b>\$6450.00</b>

In lieu of contingencies the staff is requesting a budget approval of \$7000.00