

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES MEETING
March 17, 2015**

A G E N D A

- | | |
|---|---|
| 1. ROLL CALL | 6:30PM |
| 2. PLEDGE OF ALLEGIANCE | |
| 3. APPROVAL OF MINUTES February 17, 2015 | Mayor Christy |
| 4. CITIZENS CONCERNS Columbine Country Club HOA Representatives | Mayor Christy |
| 5. MAYOR'S COMMENTS | Mayor Christy |
| 6. POLICE DEPARTMENT REPORT | Chief Cottrell |
| 7. TRUSTEE REPORTS: Building Commissioner Planning & Development Public Safety Public Works Special Affairs Finance Town Administrator | Trustee May Trustee Best Trustee Menk Trustee Newland Trustee Champion Trustee Cope Mr. McCrumb |
| 8. OLD BUSINESS | |
| 9. NEW BUSINESS Platte Canyon Initiative Direction | |
| 10. ADJOURNMENT | |

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

February 17, 2015

PUBLIC HEARING: Wilder Lane Final Plat/Plan

Mayor Christy opened the Public Hearing at 6:00 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, Jeff May, Dave Cope and Richard Champion, Bruce Menk

Also present: Lee Schiller, Jeff Tempas, J.D. McCrumb, Bret Cottrell, Phil Sieber, Brent Kolson and Troy Carmann, Wilder Lane development team and 13 members of the community

STAFF REPORT: The Town Planner presented a report containing a summary of the Wilder Lane final development plan and final plat, and a summary of staff findings (see report); Troy Carmann presented the Town Engineer's Report.

APPLICANT PRESENTATION: Jay Neese introduced the Platt Canyon Partners LLC as himself, Tom Bradbury and Don Slack. Mr. Slack reviewed the staff report, discussing items of note and steps taken by PCP to remedy past concerns. Mr. Slack endorsed the staff findings as printed on page 11 of the Staff Report.

HOA and PUBLIC COMMENTS: Kathy Boyle, 16 Fairway asked for clarification regarding issues of parking, perimeter fence, maintenance and landscaping and expressed her concern with cut through traffic.

Ginny Rogliano, 15 Driver expressed her concerns with the developments density and aesthetic impact on the community. She also asked for clarification on the schedule and manner of construction and the anticipated sale price of the homes.

There were no additional comments or questions.

TRUSTEE COMMENTS: There were two questions of the developer for clarification on the projects target market and estimated square footage.

There were no additional comments or questions.

ADJOURNMENT: The public hearing was closed at 7:08 p.m.

Mayor Christy called the Board meeting to order at 7:09 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, Jeff May, Dave Cope and Richard Champion, Bruce Menk

Also present: Lee Schiller, Jeff Tempas, J.D. McCrumb, Bret Cottrell, Phil Sieber, Brent Kolson and Troy Carmann, Wilder Lane development team and 13 members of the community

MINUTES: The minutes of the January 20, 2015 meeting were approved.

CITIZEN CONCERNS: None

MAYOR'S COMMENTS: Mayor Christy thanked the staff and contractor for improved efforts in snow removal.

POLICE DEPARTMENT:

- Chief Cottrell presented the attached report for January 2015
- Bow Mar is progressing towards an annexation of Southwest Plaza – no anticipated impact on Columbine Valley

TRUSTEE REPORTS:

Building Commissioner: Trustee May presented the attached report.

Planning and Development: Trustee Best congratulated the P&Z, staff and developer for their diligent work in the preliminary and final planning process for Wilder Lane

Public Safety: Trustee Menk will be participating in PD ride-alongs in the coming months.

Public Works: Trustee Newland updated the Board on the 2015 road project process.

Special Affairs: Trustee Champion updated the Trustees on a proposal from Century Link, recommends moving forward with the process.

Treasurer: Mr. Tempas presented the attached financials.

Town Administrator: Mr. McCrumb presented the attached report.

OLD BUSINESS: None

NEW BUSINESS:

- **Wilder Lane Final Plat and Plan:** Trustee Best made a motion to approve the final plat and plan subject to several conditions (see Staff Report), Trustee Menk seconded the motion.

Trustee Cope clarified the visitor parking escrow amount and terms

Trustee Newland clarified that the developer would be maintaining all landscaping, common and on individual lots, and asked how architectural integrity would be maintained

Trustee Cope asked the developer if they would consider parking Exhibit C (answer: no)

Trustee Champion asked the developer to consider adding “at Columbine Valley” to the entrance monument sign (answer: no)

Mayor Christy clarified for the record that a lower density had been suggested but not approved by a majority of the Board of Trustees.

ACTION: upon a motion by Trustee Best and a second by Trustee Menk, the Board of Trustees unanimously approved the rezoning from MU-PUD and RA to Residential Planned Development (RPD), the Final Development Plan, and the Final Plat, subject to the following conditions:

1. Include pilasters and concrete pilaster caps on Town Wall.
2. Amend the plans per the recommendations and conditions agreed upon in the preliminary plan and plat application as well as the new recommendations staff has made for the final plan and final plat.
3. Revise the plat and plan to eliminate the errors and omissions either prior to the Board of Trustees meeting or prior to recording, as appropriate.
4. That the proposed parking be accepted as submitted on the Final Plan and:
 - i. The following Special Note or another note approved by the Town Attorney be added Sheet 1 of the Final Plan:

The Wilder Lane Home Owners Association, or a majority of the lot owners in Wilder Lane, may petition the Board of Trustees of Columbine Valley for a Minor Amendment that would allow revisions to the plan as contained in Exhibit B-3 dated February 17, 2015 or the Board of Trustees of Columbine Valley on its own may require by Minor Amendment revisions to the plan contained in Exhibit B-3 dated February 17, 2015.
 - ii. The SIA (Subdivision Improvements Agreement) will include the amount necessary to implement Exhibits B-3, with the funds to be retained by the HOA for a period of four years after approval of the SIA or build-out plus 12 months, whichever is shortest.
5. Prior to commencement of initial construction, the applicant should prepare a construction management plan for approval by the Town Administrator.
6. Add a plat note, acceptable to the Town Attorney, stating that the necessary right of way for Platte Canyon Road (Tracts E and F or portions thereof) will be dedicated without cost to the appropriate agency when requested.
7. Complete the construction of perimeter Town Wall within 6 months of issuance of permits for site construction

- **CCOERA Retirement Plan Agreement:** This issue was tabled to a future date.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:46 p.m.

Submitted by,
J.D. McCrumb,
Town Administrator



**BUILDING COMMISSIONER'S MONTHLY REPORT
Feb-15**

| ADDRESS | PERMIT | PL REV | TAX | OS | TOTAL |
|--|-------------------|--------------------|------------------------|--------------------|------------------------|
| 9.5 Willowcroft Drive Add pathway lights | \$557.55 | \$0.00 | \$450.00 | \$37.50 | \$1,045.05 |
| 10 Club Lane Furnace and Ductwork | \$194.80 | \$0.00 | \$107.25 | \$8.94 | \$310.99 |
| 13 Fairway Lane Replace Furnace | \$159.70 | \$0.00 | \$80.18 | \$6.68 | \$246.56 |
| 2 Driver Lane Replace wood Gas Firepl. | \$105.30 | \$0.00 | \$111.80 | \$9.32 | \$226.42 |
| 19 Birdie Lane install slider windows | \$124.60 | \$80.99 | \$48.00 | \$4.00 | \$257.59 |
| 1 Willowcroft Dr 4' Iron Fence | \$0.00 | \$0.00 | \$93.00 | \$7.75 | \$100.75 |
| 59 Spyglass replace water heater | \$49.50 | \$0.00 | \$13.88 | \$1.16 | \$64.54 |
| 11 Columbine Lane Install 2 egress windows | \$159.76 | \$103.84 | \$90.00 | \$7.50 | \$361.10 |
| 19 Birdie Lane replace existing with egress w | \$177.25 | \$0.00 | \$97.50 | \$8.13 | \$282.88 |
| 47 Willowcroft Drive New SFR | \$4,414.50 | \$1,434.71 | \$8,355.35 | \$696.28 | \$14,900.84 |
| 7 Winged Foot Way Change FPE Panel | \$107.50 | \$0.00 | \$33.00 | \$2.75 | \$143.25 |
| 88 Fairway Lane Window rplaced like for like | \$293.50 | \$0.00 | \$198.80 | \$16.57 | \$508.87 |
| 47 Fairway Lane Water heater final | \$142.15 | \$0.00 | \$72.54 | \$6.05 | \$220.74 |
| 10 Club Lane Add pathway lights | \$107.05 | \$0.00 | \$45.00 | \$3.75 | \$155.80 |
| TOTALS | \$6,593.16 | \$1,619.54 | \$9,796.30 | \$816.38 | \$18,825.38 |
| <u>Building Revenue</u> | | <u>2014</u> | <u>2014 YTD</u> | <u>2015</u> | <u>2015 YTD</u> |
| | January | \$21,355.02 | \$21,355.02 | \$14,742.95 | \$14,742.95 |
| | February | \$11,064.70 | \$32,419.72 | \$18,825.38 | \$33,568.33 |

TOWN OF COLUMBINE VALLEY
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 JANUARY 31, 2015

| | Totals | |
|--|---------------------|----------------------|
| Assets | January 31, 2015 | December 31, 2014 |
| Cash and investments | \$ 1,291,919 | 1,315,856 |
| Other receivables | 72,939 | 66,204 |
| Property taxes receivable | 302,630 | 307,035 |
| Property and equipment, net | 2,103,889 | 2,103,889 |
| | \$ 3,771,377 | 3,792,984 |
| | | |
| Liabilities and Equity | | |
| Liabilities: | | |
| Accounts payable | \$ 23,800 | 17,569 |
| Accrued liabilities | 15,041 | 15,374 |
| Deferred property tax revenue | 302,630 | 307,035 |
| Capital lease payable | - | - |
| Fund balance: | | |
| Reserved - TABOR emergency | 37,696 | 37,696 |
| Conservation Trust | 19,673 | 19,976 |
| Arapahoe County Open Space | 233,682 | 260,596 |
| Unavailable - Fixed assets net of outstanding long term debt | 2,103,889 | 2,103,889 |
| Unreserved | 1,034,966 | 1,030,849 |
| Total equity | 3,429,906 | 3,453,006 |
| | \$ 3,771,377 | 3,792,984 |

TOWN OF COLUMBINE VALLEY
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL GOVERNMENTAL FUND TYPES
 BUDGET AND ACTUAL
 MONTH ENDED JANUARY 31, 2015 AND 2014

| Revenue | January Totals | | Month Ended January 31, 2015 | | |
|---|---------------------|------------------|---------------------------------|------------------|------------------|
| | 2015 | 2014 | Budget | Actual | Variance |
| Taxes: | | | | | |
| Property taxes | \$ 4,405 | 3,686 | 15,073 | 4,405 | (10,668) |
| Specific ownership taxes | 2,008 | 2,035 | 1,646 | 2,008 | 362 |
| Sales and use tax | 39,065 | 25,049 | 23,333 | 39,065 | 15,732 |
| Utility franchise fees | - | 10,552 | 3,750 | - | (3,750) |
| Cable television | - | - | - | - | - |
| Permits and fines: | | | | | |
| Permits, fees and services | 13,327 | 12,238 | 4,167 | 13,327 | 9,160 |
| Fines | 4,381 | 5,926 | 7,500 | 4,381 | (3,119) |
| Intergovernmental: | | | | | |
| Bow Mar IGA | - | 62,695 | 62,695 | - | (62,695) |
| State highway user's tax | 3,699 | 3,523 | 3,625 | 3,699 | 74 |
| County highway tax revenue | - | - | - | - | - |
| Motor vehicle registration fees | 474 | 438 | 417 | 474 | 57 |
| State cigarette tax apportionment | 57 | 53 | 42 | 57 | 15 |
| Conservation Trust Fund entitlement | - | - | - | - | - |
| Arapahoe County Open Space shareback | 633 | - | - | 633 | 633 |
| Interest income | 83 | 90 | 417 | 83 | (334) |
| Other | 76 | 13,982 | 167 | 76 | (91) |
| Total revenue | 68,208 | 140,267 | 122,832 | 68,208 | (54,624) |
| Expenditures | | | | | |
| Current: | | | | | |
| Public safety | 53,516 | 42,926 | 48,439 | 53,516 | (5,077) |
| Sanitation | 5,613 | 6,180 | 5,417 | 5,613 | (196) |
| Administration | 33,840 | 30,107 | 26,380 | 33,840 | (7,460) |
| Planning and zoning | 9,273 | 2,950 | 2,500 | 9,273 | (6,773) |
| Public works | 6,097 | 4,764 | 33,625 | 6,097 | 27,528 |
| Other - rounding | (4) | (4) | - | (4) | 4 |
| Capital lease: | | | | | |
| Principal | - | - | - | - | - |
| Interest | - | - | - | - | - |
| Capital outlay | | | | | |
| Capital expenditures | - | 8,785 | 10,000 | - | 10,000 |
| Conservation Trust Fund expenditures | - | - | - | - | - |
| Total expenditures | 108,335 | 95,708 | 126,361 | 108,335 | 18,026 |
| Excess of revenue over expenditures | (40,127) | 44,559 | (3,529) | (40,127) | (36,598) |
| Major projects | - | - | - | - | - |
| Excess of revenue over (under) expenditures and major projects | (40,127) | 44,559 | (3,529) | (40,127) | (36,598) |
| Fund balance - beginning of period | 1,366,144 | 1,463,274 | 1,584,852 | 1,366,144 | (218,708) |
| Fund balance - end of period | \$ 1,326,017 | 1,507,833 | 1,581,323 | 1,326,017 | (255,306) |

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
MONTH ENDED JANUARY 31, 2015 AND 2014

| | January 2015 | January 2014 | Budget | Month Ended January 31, 2015 Actual | Variance |
|---------------------------------------|-----------------|-----------------|----------------|---|----------------|
| Public safety: | | | | | |
| Automotive expenses | 5,269 | 2,859 | 3,333 | 5,269 | (1,936) |
| Salaries and benefits | 41,970 | 34,992 | 38,731 | 41,970 | (3,239) |
| Municipal court | 3,709 | 3,197 | 3,416 | 3,709 | (293) |
| Other | 2,568 | 1,878 | 2,959 | 2,568 | 391 |
| | <u>53,516</u> | <u>42,926</u> | <u>48,439</u> | <u>53,516</u> | <u>(5,077)</u> |
| Sanitation | 5,613 | 6,180 | 5,417 | 5,613 | (196) |
| Administration: | | | | | |
| Legal | 4,400 | 2,580 | 2,917 | 4,400 | (1,483) |
| Accounting and audit | 550 | 550 | 550 | 550 | - |
| Inspection | 405 | 5,195 | 2,083 | 405 | 1,678 |
| Town administration | 18,120 | 14,575 | 15,845 | 18,120 | (2,275) |
| Insurance and bonds | 2,971 | - | 1,500 | 2,971 | (1,471) |
| Office supplies and miscellaneous | 1,332 | 2,746 | 1,459 | 1,332 | 127 |
| County Treasurer's collection fees | 44 | 37 | 151 | 44 | 107 |
| Rent and building occupancy costs | 6,018 | 4,424 | 1,875 | 6,018 | (4,143) |
| | <u>33,840</u> | <u>30,107</u> | <u>26,380</u> | <u>33,840</u> | <u>(7,460)</u> |
| Planning and zoning | | | | | |
| Engineering | 9,273 | 2,950 | 2,500 | 9,273 | (6,773) |
| Public works: | | | | | |
| Street repairs and maintenance | 3,489 | 2,511 | 29,417 | 3,489 | 25,928 |
| Street lighting | 1,147 | 1,139 | 1,250 | 1,147 | 103 |
| Weed and tree removal | 654 | - | 1,333 | 654 | 679 |
| Other | 807 | 1,114 | 1,625 | 807 | 818 |
| | <u>6,097</u> | <u>4,764</u> | <u>33,625</u> | <u>6,097</u> | <u>27,528</u> |
| Other - rounding | (4) | (4) | - | (4) | 4 |
| Capital expenditures: | | | | | |
| Public safety | - | - | - | - | - |
| Administration | - | 8,785 | 10,000 | - | 10,000 |
| Public works | - | - | - | - | - |
| | <u>-</u> | <u>8,785</u> | <u>10,000</u> | <u>-</u> | <u>10,000</u> |
| Conservation Trust Fund expenditures | - | - | - | - | - |
| Total expenditures | <u>108,335</u> | <u>95,708</u> | <u>126,361</u> | <u>108,335</u> | <u>18,026</u> |
| Major projects: | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total expenditures and major projects | <u>108,335</u> | <u>95,708</u> | <u>126,361</u> | <u>108,335</u> | <u>18,026</u> |

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 MONTH ENDED JANUARY 31, 2015 AND 2014

| | January 2015 | January 2014 | Month Ended January 31, 2015 | | |
|---|-----------------|-----------------|---------------------------------|---------------|----------------|
| | | | Budget | Actual | Variance |
| Public Safety: | | | | | |
| Automotive expenses: | | | | | |
| Cruiser gas/oil/maintenance | 3,706 | 2,859 | 3,333 | 3,706 | (373) |
| Cruiser insurance | 1,563 | - | - | 1,563 | (1,563) |
| | <u>5,269</u> | <u>2,859</u> | <u>3,333</u> | <u>5,269</u> | <u>(1,936)</u> |
| Salaries and benefits: | | | | | |
| Salaries | 30,788 | 29,203 | 28,846 | 30,788 | (1,942) |
| Pension plan | 2,494 | 2,337 | 2,885 | 2,494 | 391 |
| Health/workman's comp insurance | 8,688 | 3,452 | 7,000 | 8,688 | (1,688) |
| | <u>41,970</u> | <u>34,992</u> | <u>38,731</u> | <u>41,970</u> | <u>(3,239)</u> |
| Municipal court: | | | | | |
| Municipal court - judge | 750 | 750 | 750 | 750 | - |
| Municipal court - legal | 2,775 | 1,963 | 2,083 | 2,775 | (692) |
| Municipal court - other | 184 | 484 | 583 | 184 | 399 |
| | <u>3,709</u> | <u>3,197</u> | <u>3,416</u> | <u>3,709</u> | <u>(293)</u> |
| Other: | | | | | |
| Uniforms | 625 | - | 667 | 625 | 42 |
| Education/training | 350 | - | 625 | 350 | 275 |
| Arapahoe County dispatch fee | - | - | - | - | - |
| Supplies/miscellaneous | 1,593 | 1,878 | 1,667 | 1,593 | 74 |
| | <u>2,568</u> | <u>1,878</u> | <u>2,959</u> | <u>2,568</u> | <u>391</u> |
| Administration: | | | | | |
| Town administration: | | | | | |
| Salaries - administration | 9,398 | 9,848 | 11,538 | 9,398 | 2,140 |
| FICA/Medicare - administration | 1,328 | 1,374 | 923 | 1,328 | (405) |
| Health insurance - administration | 3,000 | 930 | 1,250 | 3,000 | (1,750) |
| Pension - administration | 477 | 450 | 481 | 477 | 4 |
| Telephone/communications | 438 | 411 | 417 | 438 | (21) |
| Computer expense | 295 | 211 | 958 | 295 | 663 |
| Election expense | - | 80 | - | - | - |
| Dues and publications | 3,184 | 1,271 | 278 | 3,184 | (2,906) |
| | <u>18,120</u> | <u>14,575</u> | <u>15,845</u> | <u>18,120</u> | <u>(2,275)</u> |
| Office supplies and miscellaneous: | | | | | |
| Advertising/notices | 16 | 64 | 42 | 16 | 26 |
| Miscellaneous | 1,017 | 2,081 | 1,000 | 1,017 | (17) |
| Supplies - administration | 299 | 601 | 417 | 299 | 118 |
| | <u>1,332</u> | <u>2,746</u> | <u>1,459</u> | <u>1,332</u> | <u>127</u> |
| Legal | 4,400 | 2,580 | 2,917 | 4,400 | (1,483) |
| Accounting and audit | 550 | 550 | 550 | 550 | - |
| Inspection | 405 | 5,195 | 2,083 | 405 | 1,678 |
| Insurance and bonds | 2,971 | - | 1,500 | 2,971 | (1,471) |
| County Treasurer's collection fees | 44 | 37 | 151 | 44 | 107 |
| Building occupancy costs | 6,018 | 4,424 | 1,875 | 6,018 | (4,143) |

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 MONTH ENDED JANUARY 31, 2015 AND 2014

| | January 2015 | January 2014 | Month Ended January 31, 2015 | | |
|---------------------------------------|-----------------|-----------------|---------------------------------|--------------|---------------|
| | | | Budget | Actual | Variance |
| Public works: | | | | | |
| Street repairs and maintenance: | | | | | |
| Street/gutter maintenance | 75 | 50 | 25,000 | 75 | 24,925 |
| Snow removal | 3,265 | 1,483 | 3,000 | 3,265 | (265) |
| Striping | - | - | 250 | - | 250 |
| Signs maintenance | 25 | 350 | 250 | 25 | 225 |
| Vehicle maintenance | 124 | 328 | 167 | 124 | 43 |
| Other drainage | - | - | 750 | - | 750 |
| Street cleaning | - | 300 | - | - | - |
| | <u>3,489</u> | <u>2,511</u> | <u>29,417</u> | <u>3,489</u> | <u>25,928</u> |
| Street lighting | 1,147 | 1,139 | 1,250 | 1,147 | 103 |
| Ground maintenance | 654 | - | 1,333 | 654 | 679 |
| Other: | | | | | |
| Miscellaneous minor public works | 75 | 100 | 625 | 75 | 550 |
| Storm water permit process | 732 | 500 | 500 | 732 | (232) |
| Professional fees | - | 514 | 500 | - | 500 |
| | <u>807</u> | <u>1,114</u> | <u>1,625</u> | <u>807</u> | <u>818</u> |
| Capital and Conservation Trust Fund: | | | | | |
| Capital expenditures: | | | | | |
| Administration | - | 8,785 | 10,000 | - | 10,000 |
| Public safety | - | - | - | - | - |
| Public works | - | - | - | - | - |
| | <u>-</u> | <u>8,785</u> | <u>10,000</u> | <u>-</u> | <u>10,000</u> |
| Conservation Trust Fund expenditures: | | | | | |
| Miscellaneous | - | - | - | - | - |
| | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |

TOWN OF COLUMBINE VALLEY
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 FEBRUARY 28, 2015

| | Totals | |
|--|----------------------|----------------------|
| Assets | February 28, 2015 | December 31, 2014 |
| Cash and investments | \$ 1,347,326 | 1,315,856 |
| Other receivables | 141,128 | 66,204 |
| Property taxes receivable | 218,564 | 307,035 |
| Property and equipment, net | 2,103,889 | 2,103,889 |
| | \$ 3,810,907 | 3,792,984 |
| <u>Liabilities and Equity</u> | | |
| Liabilities: | | |
| Accounts payable | \$ 16,535 | 17,569 |
| Accrued liabilities | 18,489 | 15,374 |
| Deferred property tax revenue | 218,564 | 307,035 |
| Capital lease payable | - | - |
| Fund balance: | | |
| Reserved - TABOR emergency | 37,696 | 37,696 |
| Conservation Trust | 19,676 | 19,976 |
| Arapahoe County Open Space | 233,708 | 260,596 |
| Unavailable - Fixed assets net of outstanding long term debt | 2,103,889 | 2,103,889 |
| Unreserved | 1,162,350 | 1,030,849 |
| Total equity | 3,557,319 | 3,453,006 |
| | \$ 3,810,907 | 3,792,984 |

TOWN OF COLUMBINE VALLEY
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL GOVERNMENTAL FUND TYPES
 BUDGET AND ACTUAL
 TWO MONTHS ENDED FEBRUARY 28, 2015 AND 2014

| Revenue | February Totals | | Two Months Ended February 28, 2015 | | |
|---|---------------------|------------------|---------------------------------------|------------------|------------------|
| | 2015 | 2014 | Budget | Actual | Variance |
| Taxes: | | | | | |
| Property taxes | \$ 84,066 | 87,210 | 92,111 | 88,471 | (3,640) |
| Specific ownership taxes | 1,942 | 1,604 | 3,328 | 3,950 | 622 |
| Sales and use tax | 46,087 | 22,368 | 66,666 | 85,151 | 18,485 |
| Utility franchise fees | 8,000 | 4,974 | 8,000 | 8,000 | - |
| Cable television | - | - | - | - | - |
| Permits and fines: | | | | | |
| Permits, fees and services | 4,544 | 4,793 | 18,334 | 17,871 | (463) |
| Fines | 7,788 | 4,160 | 15,000 | 12,168 | (2,832) |
| Intergovernmental: | | | | | |
| Bow Mar IGA | 63,949 | - | 63,949 | 63,949 | - |
| State highway user's tax | 3,500 | 3,636 | 7,500 | 7,199 | (301) |
| County highway tax revenue | - | - | - | - | - |
| Motor vehicle registration fees | 498 | 494 | 834 | 972 | 138 |
| State cigarette tax apportionment | 50 | 51 | 84 | 107 | 23 |
| Conservation Trust Fund entitlement | - | - | - | - | - |
| Arapahoe County Open Space shareback | - | - | - | 633 | 633 |
| Interest income | 74 | 72 | 416 | 157 | (259) |
| Other | 500 | 14 | 3,766 | 576 | (3,190) |
| Total revenue | 220,998 | 129,376 | 279,988 | 289,204 | 9,216 |
| Expenditures | | | | | |
| Current: | | | | | |
| Public safety | 43,405 | 49,558 | 101,528 | 96,921 | 4,607 |
| Sanitation | 5,613 | 6,180 | 11,666 | 11,226 | 440 |
| Administration | 28,351 | 36,351 | 65,110 | 62,192 | 2,918 |
| Planning and zoning | 4,758 | 7,696 | 6,666 | 14,031 | (7,365) |
| Public works | 2,595 | 5,842 | 67,500 | 8,692 | 58,808 |
| Other - rounding | 2 | (1) | - | (6) | 6 |
| Capital lease: | | | | | |
| Principal | - | - | - | - | - |
| Interest | - | - | - | - | - |
| Capital outlay | | | | | |
| Capital expenditures | 8,862 | - | - | 8,862 | (8,862) |
| Conservation Trust Fund expenditures | - | - | - | - | - |
| Total expenditures | 93,586 | 105,626 | 252,470 | 201,918 | 50,552 |
| Excess of revenue over expenditures | 127,413 | 23,750 | 27,518 | 87,286 | 59,768 |
| Major projects | - | - | - | - | - |
| Excess of revenue over (under) expenditures and major projects | 127,413 | 23,750 | 27,518 | 87,286 | 59,768 |
| Fund balance - beginning of period | 1,326,017 | 1,507,833 | 1,584,852 | 1,366,144 | (218,708) |
| Fund balance - end of period | \$ 1,453,430 | 1,531,583 | 1,612,370 | 1,453,430 | (158,940) |

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
TWO MONTHS ENDED FEBRUARY 28, 2015 AND 2014

| | February 2015 | February 2014 | Budget | Two Months Ended February 28, 2015 Actual | Variance |
|---------------------------------------|------------------|------------------|----------------|---|----------------|
| Public safety: | | | | | |
| Automotive expenses | 1,055 | 4,311 | 6,666 | 6,324 | 342 |
| Salaries and benefits | 38,205 | 42,369 | 82,212 | 80,175 | 2,037 |
| Municipal court | 3,437 | 2,198 | 6,832 | 7,146 | (314) |
| Other | 708 | 680 | 5,818 | 3,276 | 2,542 |
| | <u>43,405</u> | <u>49,558</u> | <u>101,528</u> | <u>96,921</u> | <u>4,607</u> |
| Sanitation | 5,613 | 6,180 | 11,666 | 11,226 | 440 |
| Administration: | | | | | |
| Legal | 3,350 | 4,734 | 6,666 | 7,750 | (1,084) |
| Accounting and audit | 550 | 550 | 1,100 | 1,100 | - |
| Inspection | 4,896 | 3,875 | 10,834 | 5,301 | 5,533 |
| Town administration | 13,632 | 16,743 | 29,977 | 31,754 | (1,777) |
| Insurance and bonds | 1,854 | 4,813 | 4,084 | 4,824 | (740) |
| Office supplies and miscellaneous | 2,045 | 2,738 | 3,444 | 3,377 | 67 |
| County Treasurer's collection fees | 841 | 872 | 921 | 885 | 36 |
| Rent and building occupancy costs | 1,183 | 2,026 | 8,084 | 7,201 | 883 |
| | <u>28,351</u> | <u>36,351</u> | <u>65,110</u> | <u>62,192</u> | <u>2,918</u> |
| Planning and zoning | | | | | |
| Engineering | 4,758 | 7,696 | 6,666 | 14,031 | (7,365) |
| Public works: | | | | | |
| Street repairs and maintenance | 978 | 4,097 | 58,834 | 4,467 | 54,367 |
| Street lighting | 1,088 | 1,206 | 2,500 | 2,235 | 265 |
| Weed and tree removal | 529 | - | 1,250 | 1,183 | 67 |
| Other | - | 539 | 4,916 | 807 | 4,109 |
| | <u>2,595</u> | <u>5,842</u> | <u>67,500</u> | <u>8,692</u> | <u>58,808</u> |
| Other - rounding | 2 | (1) | - | (6) | 6 |
| Capital expenditures: | | | | | |
| Public safety | 8,862 | - | - | 8,862 | (8,862) |
| Administration | - | - | - | - | - |
| Public works | - | - | - | - | - |
| | <u>8,862</u> | <u>-</u> | <u>-</u> | <u>8,862</u> | <u>(8,862)</u> |
| Conservation Trust Fund expenditures | - | - | - | - | - |
| Total expenditures | <u>93,586</u> | <u>105,626</u> | <u>252,470</u> | <u>201,918</u> | <u>50,552</u> |
| Major projects: | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Total expenditures and major projects | <u>93,586</u> | <u>105,626</u> | <u>252,470</u> | <u>201,918</u> | <u>50,552</u> |

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 TWO MONTHS ENDED FEBRUARY 28, 2015 AND 2014

| | February 2015 | February 2014 | Two Months Ended February 28, 2015 | | |
|---|------------------|------------------|---------------------------------------|---------------|----------------|
| | | | Budget | Actual | Variance |
| Public Safety: | | | | | |
| Automotive expenses: | | | | | |
| Cruiser gas/oil/maintenance | 1,055 | 2,761 | 6,666 | 4,761 | 1,905 |
| Cruiser insurance | - | 1,550 | - | 1,563 | (1,563) |
| | <u>1,055</u> | <u>4,311</u> | <u>6,666</u> | <u>6,324</u> | <u>342</u> |
| Salaries and benefits: | | | | | |
| Salaries | 30,913 | 29,370 | 62,769 | 61,701 | 1,068 |
| Pension plan | 2,494 | 2,337 | 6,277 | 4,988 | 1,289 |
| Health/workman's comp insurance | 4,798 | 10,662 | 13,166 | 13,486 | (320) |
| | <u>38,205</u> | <u>42,369</u> | <u>82,212</u> | <u>80,175</u> | <u>2,037</u> |
| Municipal court: | | | | | |
| Municipal court - judge | 750 | 750 | 1,500 | 1,500 | - |
| Municipal court - legal | 2,506 | 1,838 | 4,166 | 5,281 | (1,115) |
| Municipal court - other | 181 | (390) | 1,166 | 365 | 801 |
| | <u>3,437</u> | <u>2,198</u> | <u>6,832</u> | <u>7,146</u> | <u>(314)</u> |
| Other: | | | | | |
| Uniforms | - | - | 1,334 | 625 | 709 |
| Education/training | - | - | 1,250 | 350 | 900 |
| Arapahoe County dispatch fee | - | - | - | - | - |
| Supplies/miscellaneous | 708 | 680 | 3,234 | 2,301 | 933 |
| | <u>708</u> | <u>680</u> | <u>5,818</u> | <u>3,276</u> | <u>2,542</u> |
| Administration: | | | | | |
| Town administration: | | | | | |
| Salaries - administration | 9,398 | 10,272 | 22,000 | 18,796 | 3,204 |
| FICA/Medicare - administration | 1,378 | 1,393 | 1,760 | 2,706 | (946) |
| Health insurance - administration | 991 | 3,930 | 2,666 | 3,991 | (1,325) |
| Pension - administration | 477 | 450 | 1,073 | 955 | 118 |
| Telephone/communications | 479 | 412 | 834 | 917 | (83) |
| Computer expense | 729 | 211 | 834 | 1,025 | (191) |
| Election expense | - | - | - | - | - |
| Dues and publications | 180 | 75 | 810 | 3,364 | (2,554) |
| | <u>13,632</u> | <u>16,743</u> | <u>29,977</u> | <u>31,754</u> | <u>(1,777)</u> |
| Office supplies and miscellaneous: | | | | | |
| Advertising/notices | 13 | - | 84 | 29 | 55 |
| Miscellaneous | 1,552 | 2,329 | 2,526 | 2,569 | (43) |
| Supplies - administration | 480 | 409 | 834 | 779 | 55 |
| | <u>2,045</u> | <u>2,738</u> | <u>3,444</u> | <u>3,377</u> | <u>67</u> |
| Legal | 3,350 | 4,734 | 6,666 | 7,750 | (1,084) |
| Accounting and audit | 550 | 550 | 1,100 | 1,100 | - |
| Inspection | 4,896 | 3,875 | 10,834 | 5,301 | 5,533 |
| Insurance and bonds | 1,854 | 4,813 | 4,084 | 4,824 | (740) |
| County Treasurer's collection fees | 841 | 872 | 921 | 885 | 36 |
| Building occupancy costs | 1,183 | 2,026 | 8,084 | 7,201 | 883 |

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 TWO MONTHS ENDED FEBRUARY 28, 2015 AND 2014

| | February 2015 | February 2014 | Two Months Ended February 28, 2015 | | |
|--|------------------|------------------|---------------------------------------|--------|----------|
| | | | Budget | Actual | Variance |
| Public works: | | | | | |
| Street repairs and maintenance: | | | | | |
| Street/gutter maintenance | - | - | 50,000 | 75 | 49,925 |
| Snow removal | 978 | 3,634 | 6,000 | 4,243 | 1,757 |
| Striping | - | 19 | 500 | - | 500 |
| Signs maintenance | - | 100 | 500 | 25 | 475 |
| Vehicle maintenance | - | 69 | 334 | 124 | 210 |
| Other drainage | - | - | 1,500 | - | 1,500 |
| Street cleaning | - | 275 | - | - | - |
| | 978 | 4,097 | 58,834 | 4,467 | 54,367 |
| Street lighting | 1,088 | 1,206 | 2,500 | 2,235 | 265 |
| Ground maintenance | 529 | - | 1,250 | 1,183 | 67 |
| Other: | | | | | |
| Miscellaneous minor public works | - | 25 | 1,250 | 75 | 1,175 |
| Storm water permit process | - | - | 1,000 | 732 | 268 |
| Professional fees | - | 514 | 2,666 | - | 2,666 |
| | - | 539 | 4,916 | 807 | 4,109 |
| Capital and Conservation Trust Fund: | | | | | |
| Capital expenditures: | | | | | |
| Administration | - | - | - | - | - |
| Public safety | 8,862 | - | - | 8,862 | (8,862) |
| Public works | - | - | - | - | - |
| | 8,862 | - | - | 8,862 | (8,862) |
| Conservation Trust Fund expenditures: | | | | | |
| Miscellaneous | - | - | - | - | - |
| | - | - | - | - | - |



**TOWN OF COLUMBINE VALLEY
TOWN ADMINISTRATOR'S REPORT
FEBRUARY 2015**

MUNICIPAL COURT:

| | | |
|----------------------|------|-------------|
| Court Revenue Total: | 2013 | \$84,804.73 |
| | 2014 | \$75,466.79 |

| <u>Court Revenue</u> | <u>2014</u> | <u>2014YTD</u> | <u>2015</u> | <u>2015YTD</u> |
|----------------------|-------------------|-------------------|-------------------|--------------------|
| January | \$5,670.50 | \$5,670.50 | \$4,120.95 | \$4,120.95 |
| February | \$4,160.00 | \$9,830.50 | \$8,377.50 | \$12,498.45 |

NEWSLETTER: The next newsletter will hit mailboxes on June 1. If there is anything you'd like to have included, please let staff know by May 1.

2015 DIRECTORIES: The new phone directories have been mailed and should arrive shortly.

TOWN HALL ART DONATION: Taylor Morrison has generously donated funds to commission a water color painting of the historic Willowcroft Mansion to hang in town Hall. We anticipate an unveiling at the May Board of Trustees meeting.

Respectfully Submitted,

J.D. McCrumb
March 13, 2015



Request for Board of Trustee Action

Date: March 13, 2015

Title: Platte Canyon Road Traffic Improvement Initiative – Direction for further action

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator and Phil Sieber, Town Planner

Background: In 2014 the Board of Trustees approved the Platte Canyon Road Feasibility Study and allocated funds (\$8000) for the Study. The Study was conducted in collaboration with the City of Littleton, Arapahoe County and CDOT and the results of the Study were presented in Study Session on March 10, 2015.

Attachments: None. Please reference study session packet of March 10, 2015.

Fiscal Impacts: Limited staff time in the creation of a budget

Staff Recommendations: Approve as presented

Recommended Motion: “I move to direct Columbine Valley staff to estimate the costs associated with moving forward on improvements to the Platte Canyon/Bowles intersection and the Platte Canyon/Coal Mine intersection”.