

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

May 20, 2014

A G E N D A

- | | |
|--|---|
| 1. ROLL CALL | 6:30PM |
| 2. PLEDGE OF ALLEGIANCE | |
| 3. APPROVAL OF MINUTES
April 15, 2014 Minutes | Mayor Christy |
| 4. CITIZENS CONCERNS
Columbine Country Club
HOA Representatives | Mayor Christy
Mr. Orten |
| 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
Trustee Bill # 5, Series 2014 P&Z Meetings (2 nd Reading)
Trustee Bill # 6, Series 2014 Cult. Of Marijuana (2 nd Reading) | Mr. Schiller
Mr. Schiller |
| 9. NEW BUSINESS
Presentation of Annual Audit
Board of Adjustments Appointments
The Reserve at Columbine Valley Wall Approval
Taylor Morrison Sign Variance
Pool Ordinance Discussion
Cypress Point Way | Mr. Tempas
Trustee Best
Mr. McCrumb
Mr. McCrumb
Mr. Schiller
Trustee Champion |
| 10. EXECUTIVE SESSION: Review Minutes of 4/15/14 | Mayor Christy |
| 11. ADJOURNMENT | |

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

April 15, 2014

Mayor Christy opened the Public Hearing at 6:15 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, John Fischer, Mark Best, Jim Newland, Jeff May, Dave Cope

Absent: Richard Champion, Jim Thelen

Also present: Lee Schiller, J.D. McCrumb and Bret Cottrell. Approximately 25 members of the community were in attendance.

PUBLIC HEARING:

Adoption of 2012 Building Code: The Town Attorney presented the 2012 updates to the Town Building Codes. Mr. Schiller highlighted the changes including new energy efficiency requirements and basement ceiling finishes in otherwise unfinished basements. Most recent revisions to this manual and code which are not considered significant as they do not affect the permitted uses, development stipulations or engineering standards. The changes are organizational, modify or clarify the processing and submittal requirements for development applications. Specific modifications are found in Section III of the attached report.

PUBLIC COMMENT: Mr. Steve Newkirk, 6 Augusta Drive, asked for clarification of the differences between the old code and the proposed new code. There were no additional comments.

ADJOURNMENT: The public hearing was closed at 6:25 p.m.

Submitted by,

J.D. McCrumb
Town Administrator

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

April 15, 2014

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, John Fischer, Mark Best, Jim Newland, Jeff May, Richard Champion, Dave Cope,

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

MINUTES: The minutes of the March 18, 2014 meeting were approved.

OLD BUSINESS:

Trustee Bill No. 4, Series 2014: Mr. Schiller presented for consideration the 2012 updates to the Town Building Codes.

ACTION: upon a motion by Trustee May and a second by Trustee Cope, the Board of Trustees unanimously approved Trustee Bill No. 4, 2014 on Second Reading.

RECESS: A brief recess taken. Mayor Christy called the Board meeting back to order at 6:40 p.m., roll call found the following present:

Trustees: Gale Christy, Bruce Menk, Mark Best, Jim Newland, Jeff May, Richard Champion, Dave Cope,

SWEARING IN OF MAYOR AND TRUSTEES: Judge Jim Keil swore into office Mayor Christy, Trustee Champion, Trustee Cope and Trustee Menk.

MAYOR'S COMMENTS:

Mayor Christy recommended that the following staff be reappointed: Lee Schiller, Town Attorney; Jeff Tempas, Town Treasurer; Jim Keil, Municipal Judge; J.D. McCrumb, Town Administrator and Town Clerk; Dana Struthers, Court Clerk; Bret Cottrell, Town Marshall/Police Chief.

ACTION: upon a motion by Trustee Newland and a second by Trustee May, the Board of Trustees unanimously approved these staff appointments.

Mayor Christy recommended that the following Trustees fill the corresponding Commission posts: Dave Cope, Mayor Pro Tem; Mark Best, Planning; Richard Champion, Special Affairs; Dave Cope, Finance; Jeff May, Building; Bruce Menk, Public Safety; Jim Newland, Public Works.

ACTION: upon a motion by Trustee Newland and a second by Trustee May, the Board of Trustees unanimously approved these Commission appointments.

Mayor Christy recommended that Phil Sieber be retained as the Town Planner, and Troy Carmann/ICON Engineering be retained as the Town Engineer.

ACTION: upon a motion by Trustee Newland and a second by Trustee Cope, the Board of Trustees unanimously approved these appointments.

Mayor Christy swore Judge Jim Keil into office. Judge Jim Keil swore into office Lee Schiller, J.D. McCrumb and Bret Cottrell.

CITIZEN CONCERNS:

The following citizens addressed the Board:

- Jon Piper, 3 Cleek Way, due to concerns regarding the Tuck property development, a committee has been formed to represent the interest of the homeowners to the developer and Board of Trustees. Also asked if the Traffic Study would reflect resident "snow birds"
- Mara Marks, 8 Driver Lane, asked what information was available on the Town Web site and when is it posted
- Bob Schenkein, 6 Fairway Lane, believes the Town should be more proactive in presenting (development related) information to the public
- Carol Brewka, 18 Club, Questioned the timing of the traffic study (during spring break) and asked about the inclusion of pedestrians and golf carts

POLICE DEPARTMENT:

- Chief Cottrell presented the attached report for March 2013
- Numerous burglaries in neighboring Bow Mar and Littleton – reminded everyone to lock up tight

TRUSTEE REPORTS:

Building Commissioner: See attached report.

Planning and Development: Trustee Best reported that Mimi Kuchman had been interviewed by himself, Mayor Christy, Sandy Graham and Phil Sieber to fill the remaining alternate position on the P & Z Commission;

ACTION: upon a motion by Trustee Best and a second by Trustee May, the Board of Trustees unanimously approved Mimi Kuchman as an Alternate Member of the Planning and Zoning Commission.

An update on the Wilder Commons development was provided -- the P&Z will consider at a Special Meeting on April 24, 2014.

Public Safety: No report.

Public Works: Trustee Newland asked Troy Carmann to provide an update on the pavement program. Three competitive bids were received by the deadline and reviewed by staff. Staff recommends Douglas County Asphalt based on their low bid, their capacity to do the work, and their history working with the Town. Staff plans to negotiate to get the number under the \$300k budget and hopes to start work around June 1.

Special Affairs: No Report.

Treasurer: No Report.

Town Administrator: See attached report.

OLD BUSINESS:

- **Trustee Bill No. 5, Series 2014:** Trustee Best and Mr. Schiller presented an ordinance concerning the meeting time of the Planning and Zoning Commission of the Town of Columbine Valley. The ordinance will change the meeting time from 7:00 to 6:30 p.m.
ACTION: upon a motion by Trustee Newland and a second by Trustee Best, the Board of Trustees unanimously approved Trustee Bill No 4, Series 2014 on 1st Reading.

NEW BUSINESS:

- **No Soliciting Signs:** Trustee Champion presented to the Board the case for posting signs at each entrance to the Town clarifying that there is no soliciting in Columbine Valley. Mr. Schiller discussed the current ordinance and Chief Cottrell reviewed enforcement policies and options. It was mentioned that despite posted signs, Bow Mar continues to have a problem with solicitors. The Board discussed the problem and potential solutions. Trustee Champion recommended the issue be monitored and tabled any action until July.
ACTION: No action was taken.
- **Trustee Bill No. 6, Series 2014:** Mr. Schiller presented and the Board discussed an ordinance concerning the cultivation of marijuana in residential structures.
ACTION: upon a motion by Trustee Newland and a second by Trustee May, the Board of Trustees unanimously approved Trustee Bill No 5, Series 2014 on 1st Reading.

EXECUTIVE SESSION: Upon a motion by Trustee Newland and a second by Trustee May, the Board unanimously approved entering into executive session at 7:41pm to discuss potential litigation in accordance with CRS 24-6-402(4).

RETURN TO THE RECORD: The Board returned to the record at 8:30 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:30 p.m.

Submitted by,
J.D. McCrumb
Town Administrator

2014

BRET COTTRELL, CHIEF

BUILDING COMMISSIONER'S MONTHLY REPORT
April-14

ADDRESS	PERMIT	PL REV	TAX	OS	TOTAL
17 Brookhaven Trail Deck	853.40	\$554.71	\$825.00	\$68.75	\$2,301.86
49 Spyglass Drive Deck	370.30		\$261.00	\$21.75	\$653.05
87 Fairway Lane Bathroom	142.15		\$75.00	\$6.25	\$223.40
1 Niblick Lane Fire Pit and Gas Line	124.60	\$80.99	\$50.25	\$4.19	\$260.03
21 Spyglass Drive Roof	582.85		\$469.88	\$39.16	\$1,091.89
63 Fairway Lane Basement Finish	1,038.20	\$674.83	\$1,130.18	\$94.18	\$2,937.39
6 Winged Foot Furnace	142.15		\$72.00	\$6.00	\$220.15
14 Cypress Point Elec for Hot Tub	37.50		\$9.75	\$0.81	\$48.06
69 Fairway Lane Roof	785.25		\$719.72	\$59.98	\$1,564.95
59 Spyglass Drive New Windows	167.05		\$102.54	\$8.55	\$278.14
31 Niblick Lane Garage Addition	557.55	\$362.41	\$450.00	\$37.50	\$1,407.46
4 Club Lane Gas Line	49.50		\$14.61	\$1.22	\$65.33
TOTALS	4,850.50	\$1,672.94	\$4,179.93	\$348.34	\$11,051.71

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

	Totals	
	January 31, 2014	December 31, 2013
<u>Assets</u>		
Cash and investments	\$ 1,484,762	1,428,483
Other receivables	61,630	89,432
Property taxes receivable	297,779	301,465
Property and equipment, net	2,103,889	2,103,888
	<u>\$ 3,948,060</u>	<u>3,923,268</u>
<u>Liabilities and Equity</u>		
Liabilities:		
Accounts payable	\$ 23,453	28,186
Accrued liabilities	15,106	26,455
Deferred property tax revenue	297,779	301,465
Capital lease payable	-	-
Fund balance:		
Reserved - TABOR emergency	37,696	36,027
Conservation Trust	19,672	19,670
Arapahoe County Open Space	233,045	233,022
Unavailable - Fixed assets net of outstanding long term debt	2,103,889	2,103,888
Unreserved	1,217,420	1,174,555
Total equity	<u>3,611,722</u>	<u>3,567,162</u>
	<u>\$ 3,948,060</u>	<u>3,923,268</u>

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, 2014 AND 2013

Revenue	January Totals		Month Ended January 31, 2014		
	2014	2013	Budget	Actual	Variance
Taxes:					
Property taxes	\$ 3,686	87,903	15,073	3,686	(11,387)
Specific ownership taxes	2,035	3,802	1,646	2,035	389
Sales and use tax	25,049	39,270	23,333	25,049	1,716
Utility franchise fees	10,552	4,156	3,750	10,552	6,802
Cable television	-	-	-	-	-
Permits and fines:					
Permits, fees and services	12,238	5,161	4,167	12,238	8,071
Fines	5,926	7,488	7,500	5,926	(1,574)
Intergovernmental:					
Bow Mar IGA	62,695	61,466	62,695	62,695	-
State highway user's tax	3,523	3,496	3,625	3,523	(102)
County highway tax revenue	-	-	-	-	-
Motor vehicle registration fees	438	854	417	438	21
State cigarette tax apportionment	53	68	42	53	11
Conservation Trust Fund entitlement	-	-	-	-	-
Arapahoe County Open Space shareback	-	-	-	-	-
Interest income	90	151	417	90	(327)
Other	13,982	17	167	13,982	13,815
Total revenue	140,267	213,832	122,832	140,267	17,435
Expenditures					
Current:					
Public safety	42,926	45,865	48,439	42,926	5,513
Sanitation	6,180	5,397	5,417	6,180	(763)
Administration	30,107	27,411	26,380	30,107	(3,727)
Planning and zoning	2,950	4,311	2,500	2,950	(450)
Public works	4,764	2,730	33,625	4,764	28,861
Other - rounding	(4)	3	-	(4)	4
Capital lease:					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Capital outlay					
Capital expenditures	8,785	-	10,000	8,785	1,215
Conservation Trust Fund expenditures	-	-	-	-	-
Total expenditures	95,708	85,717	126,361	95,708	30,653
Excess of revenue over expenditures Major projects	44,559	128,115	(3,529)	44,559	48,088
Excess of revenue over (under) expenditures and major projects	44,559	128,115	(3,529)	44,559	48,088
Fund balance - beginning of period	1,463,274	1,727,725	1,584,852	1,463,274	(121,578)
Fund balance - end of period	\$ 1,507,833	1,855,840	1,581,323	1,507,833	(73,490)

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
MONTH ENDED JANUARY 31, 2014 AND 2013

	January 2014	January 2013	Budget	Month Ended January 31, 2014 Actual	Variance
Public safety:					
Automotive expenses	2,859	2,367	3,333	2,859	474
Salaries and benefits	34,992	37,974	38,731	34,992	3,739
Municipal court	3,197	2,908	3,416	3,197	219
Other	1,878	2,616	2,959	1,878	1,081
	<u>42,926</u>	<u>45,865</u>	<u>48,439</u>	<u>42,926</u>	<u>5,513</u>
Sanitation	6,180	5,397	5,417	6,180	(763)
Administration:					
Legal	2,580	4,049	2,917	2,580	337
Accounting and audit	550	550	550	550	-
Inspection	5,195	1,833	2,083	5,195	(3,112)
Town administration	14,575	15,781	15,845	14,575	1,270
Insurance and bonds	-	-	1,500	-	1,500
Office supplies and miscellaneous	2,746	1,469	1,459	2,746	(1,287)
County Treasurer's collection fees	37	879	151	37	114
Rent and building occupancy costs	4,424	2,850	1,875	4,424	(2,549)
	<u>30,107</u>	<u>27,411</u>	<u>26,380</u>	<u>30,107</u>	<u>(3,727)</u>
Planning and zoning					
Engineering	2,950	4,311	2,500	2,950	(450)
Public works:					
Street repairs and maintenance	2,511	459	29,417	2,511	26,906
Street lighting	1,139	1,144	1,250	1,139	111
Weed and tree removal	-	-	1,333	-	1,333
Other	1,114	1,127	1,625	1,114	511
	<u>4,764</u>	<u>2,730</u>	<u>33,625</u>	<u>4,764</u>	<u>28,861</u>
Other - rounding	(4)	3	-	(4)	4
Capital expenditures:					
Public safety	-	-	-	-	-
Administration	8,785	-	10,000	8,785	1,215
Public works	-	-	-	-	-
	<u>8,785</u>	<u>-</u>	<u>10,000</u>	<u>8,785</u>	<u>1,215</u>
Conservation Trust Fund expenditures	-	-	-	-	-
Total expenditures	<u>95,708</u>	<u>85,717</u>	<u>126,361</u>	<u>95,708</u>	<u>30,653</u>
Major projects:					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total expenditures and major projects	<u>95,708</u>	<u>85,717</u>	<u>126,361</u>	<u>95,708</u>	<u>30,653</u>

TOWN OF COLUMBINE VALLEY
SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
MONTH ENDED JANUARY 31, 2014 AND 2013

	January 2014	January 2013	Month Ended January 31, 2014		
			Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	2,859	2,367	3,333	2,859	474
Cruiser insurance	-	-	-	-	-
	2,859	2,367	3,333	2,859	474
Salaries and benefits:					
Salaries	29,203	28,024	28,846	29,203	(357)
Pension plan	2,337	2,810	2,885	2,337	548
Health/workman's comp insurance	3,452	7,140	7,000	3,452	3,548
	34,992	37,974	38,731	34,992	3,739
Municipal court:					
Municipal court - judge	750	750	750	750	-
Municipal court - legal	1,963	1,919	2,083	1,963	120
Municipal court - other	484	239	583	484	99
	3,197	2,908	3,416	3,197	219
Other:					
Uniforms	-	-	667	-	667
Education/training	-	-	625	-	625
Arapahoe County dispatch fee	-	-	-	-	-
Supplies/miscellaneous	1,878	2,616	1,667	1,878	(211)
	1,878	2,616	2,959	1,878	1,081
Administration:					
Town administration:					
Salaries - administration	9,848	9,399	11,538	9,848	1,690
FICA/Medicare - administration	1,374	652	923	1,374	(451)
Health insurance - administration	930	2,192	1,250	930	320
Pension - administration	450	470	481	450	31
Telephone/communications	411	399	417	411	6
Computer expense	211	377	958	211	747
Election expense	80	-	-	80	(80)
Dues and publications	1,271	2,292	278	1,271	(993)
	14,575	15,781	15,845	14,575	1,270
Office supplies and miscellaneous:					
Advertising/notices	64	-	42	64	(22)
Miscellaneous	2,081	1,209	1,000	2,081	(1,081)
Supplies - administration	601	260	417	601	(184)
	2,746	1,469	1,459	2,746	(1,287)
Legal	2,580	4,049	2,917	2,580	337
Accounting and audit	550	550	550	550	-
Inspection	5,195	1,833	2,083	5,195	(3,112)
Insurance and bonds	-	-	1,500	-	1,500
County Treasurer's collection fees	37	879	151	37	114
Building occupancy costs	4,424	2,850	1,875	4,424	(2,549)

TOWN OF COLUMBINE VALLEY
SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
MONTH ENDED JANUARY 31, 2014 AND 2013

	January 2014	January 2013	Month Ended January 31, 2014		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	50	-	25,000	50	24,950
Snow removal	1,483	400	3,000	1,483	1,517
Striping	-	-	250	-	250
Signs maintenance	350	-	250	350	(100)
Vehicle maintenance	328	59	167	328	(161)
Other drainage	-	-	750	-	750
Street cleaning	300	-	-	300	(300)
	2,511	459	29,417	2,511	26,906
Street lighting	1,139	1,144	1,250	1,139	111
Ground maintenance	-	-	1,333	-	1,333
Other:					
Miscellaneous minor public works	100	-	625	100	525
Storm water permit process	500	631	500	500	-
Professional fees	514	496	500	514	(14)
	1,114	1,127	1,625	1,114	511
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	8,785	-	10,000	8,785	1,215
Public safety	-	-	-	-	-
Public works	-	-	-	-	-
	8,785	-	10,000	8,785	1,215
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	-	-	-
	-	-	-	-	-

TOWN OF COLUMBINE VALLEY
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
FEBRUARY 28, 2014

	Totals	
	February 28, 2014	December 31, 2013
<u>Assets</u>		
Cash and investments	\$ 1,431,724	1,428,483
Other receivables	142,714	89,432
Property taxes receivable	210,570	301,465
Property and equipment, net	2,103,889	2,103,888
	<u>\$ 3,888,897</u>	<u>3,923,268</u>
<u>Liabilities and Equity</u>		
Liabilities:		
Accounts payable	\$ 27,647	28,186
Accrued liabilities	15,208	26,455
Deferred property tax revenue	210,570	301,465
Capital lease payable	-	-
Fund balance:		
Reserved - TABOR emergency	37,696	36,027
Conservation Trust	19,674	19,670
Arapahoe County Open Space	233,063	233,022
Unavailable - Fixed assets net of outstanding long term debt	2,103,889	2,103,888
Unreserved	1,241,150	1,174,555
Total equity	<u>3,635,472</u>	<u>3,567,162</u>
	<u>\$ 3,888,897</u>	<u>3,923,268</u>

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, 2014 AND 2013

Revenue	February Totals		Two Months Ended February 28, 2014		
	2014	2013	Budget	Actual	Variance
Taxes:					
Property taxes	\$ 87,210	-	90,440	90,895	455
Specific ownership taxes	1,604	-	3,292	3,639	347
Sales and use tax	22,368	8,922	46,666	47,417	751
Utility franchise fees	4,974	9,926	7,500	15,525	8,025
Cable television	-	-	-	-	-
Permits and fines:					
Permits, fees and services	4,793	3,597	8,334	17,031	8,697
Fines	4,160	7,447	15,000	10,086	(4,914)
Intergovernmental:					
Bow Mar IGA	-	-	62,695	62,695	-
State highway user's tax	3,636	3,448	7,250	7,159	(91)
County highway tax revenue	-	-	-	-	-
Motor vehicle registration fees	494	-	834	932	98
State cigarette tax apportionment	51	54	84	104	20
Conservation Trust Fund entitlement	-	-	-	-	-
Arapahoe County Open Space shareback	-	-	-	-	-
Interest income	72	135	834	163	(671)
Other	14	3	334	13,996	13,662
Total revenue	129,376	33,532	243,263	269,642	26,379
Expenditures					
Current:					
Public safety	49,558	49,566	96,877	92,483	4,394
Sanitation	6,180	5,397	10,834	12,359	(1,525)
Administration	36,351	25,196	53,363	66,459	(13,096)
Planning and zoning	7,696	621	5,000	10,646	(5,646)
Public works	5,842	2,690	67,250	10,605	56,645
Other - rounding	(1)	-	-	(4)	4
Capital lease:					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Capital outlay					
Capital expenditures	-	-	10,000	8,785	1,215
Conservation Trust Fund expenditures	-	-	-	-	-
Total expenditures	105,626	83,470	243,324	201,333	41,991
Excess of revenue over expenditures	23,750	(49,938)	(61)	68,309	68,370
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	23,750	(49,938)	(61)	68,309	68,370
Fund balance - beginning of period	1,507,833	1,855,840	1,584,852	1,463,274	(121,578)
Fund balance - end of period	\$ 1,531,583	1,805,902	1,584,791	1,531,583	(53,208)

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
TWO MONTHS ENDED FEBRUARY 28, 2014 AND 2013

	February 2014	February 2013	Budget	Two Months Ended February 28, 2014 Actual	Variance
Public safety:					
Automotive expenses	4,311	3,777	6,666	7,170	(504)
Salaries and benefits	42,369	38,827	77,461	77,360	101
Municipal court	2,198	3,585	6,832	5,395	1,437
Other	680	3,377	5,918	2,558	3,360
	49,558	49,566	96,877	92,483	4,394
Sanitation	6,180	5,397	10,834	12,359	(1,525)
Administration:					
Legal	4,734	1,675	5,834	7,314	(1,480)
Accounting and audit	550	550	1,100	1,100	-
Inspection	3,875	1,782	4,166	9,070	(4,904)
Town administration	16,743	13,805	31,691	31,318	373
Insurance and bonds	4,813	4,400	3,000	4,813	(1,813)
Office supplies and miscellaneous	2,738	1,815	2,918	5,485	(2,567)
County Treasurer's collection fees	872	-	904	909	(5)
Rent and building occupancy costs	2,026	1,169	3,750	6,450	(2,700)
	36,351	25,196	53,363	66,459	(13,096)
Planning and zoning					
Engineering	7,696	621	5,000	10,646	(5,646)
Public works:					
Street repairs and maintenance	4,097	912	58,834	6,607	52,227
Street lighting	1,206	1,123	2,500	2,345	155
Weed and tree removal	-	-	2,666	-	2,666
Other	539	655	3,250	1,653	1,597
	5,842	2,690	67,250	10,605	56,645
Other - rounding	(1)	-	-	(4)	4
Capital expenditures:					
Public safety	-	-	-	-	-
Administration	-	-	10,000	8,785	1,215
Public works	-	-	-	-	-
	-	-	10,000	8,785	1,215
Conservation Trust Fund expenditures	-	-	-	-	-
Total expenditures	105,626	83,470	243,324	201,333	41,991
Major projects:					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total expenditures and major projects	105,626	83,470	243,324	201,333	41,991

TOWN OF COLUMBINE VALLEY
SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
TWO MONTHS ENDED FEBRUARY 28, 2014 AND 2013

	February 2014	February 2013	Two Months Ended February 28, 2014		
			Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	2,761	2,277	6,666	5,620	1,046
Cruiser insurance	1,550	1,500	-	1,550	(1,550)
	4,311	3,777	6,666	7,170	(504)
Salaries and benefits:					
Salaries	29,370	28,056	57,692	58,573	(881)
Pension plan	2,337	2,817	5,769	4,674	1,095
Health/workman's comp insurance	10,662	7,954	14,000	14,113	(113)
	42,369	38,827	77,461	77,360	101
Municipal court:					
Municipal court - judge	750	750	1,500	1,500	-
Municipal court - legal	1,838	2,469	4,166	3,800	366
Municipal court - other	(390)	366	1,166	95	1,071
	2,198	3,585	6,832	5,395	1,437
Other:					
Uniforms	-	-	1,334	-	1,334
Education/training	-	516	1,250	-	1,250
Arapahoe County dispatch fee	-	-	-	-	-
Supplies/miscellaneous	680	2,861	3,334	2,558	776
	680	3,377	5,918	2,558	3,360
Administration:					
Town administration:					
Salaries - administration	10,272	9,399	23,077	20,119	2,958
FICA/Medicare - administration	1,393	840	1,846	2,767	(921)
Health insurance - administration	3,930	683	2,500	4,860	(2,360)
Pension - administration	450	470	962	901	61
Telephone/communications	412	399	834	823	11
Computer expense	211	2,014	1,916	422	1,494
Election expense	-	-	-	80	(80)
Dues and publications	75	-	556	1,346	(790)
	16,743	13,805	31,691	31,318	373
Office supplies and miscellaneous:					
Advertising/notices	-	143	84	64	20
Miscellaneous	2,329	1,056	2,000	4,411	(2,411)
Supplies - administration	409	616	834	1,010	(176)
	2,738	1,815	2,918	5,485	(2,567)
Legal	4,734	1,675	5,834	7,314	(1,480)
Accounting and audit	550	550	1,100	1,100	-
Inspection	3,875	1,782	4,166	9,070	(4,904)
Insurance and bonds	4,813	4,400	3,000	4,813	(1,813)
County Treasurer's collection fees	872	-	904	909	(5)
Building occupancy costs	2,026	1,169	3,750	6,450	(2,700)

TOWN OF COLUMBINE VALLEY
SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
TWO MONTHS ENDED FEBRUARY 28, 2014 AND 2013

	February 2014	February 2013	Two Months Ended February 28, 2014		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	-	-	50,000	50	49,950
Snow removal	3,634	725	6,000	5,116	884
Striping	19	-	500	19	481
Signs maintenance	100	-	500	450	50
Vehicle maintenance	69	187	334	397	(63)
Other drainage	-	-	1,500	-	1,500
Street cleaning	275	-	-	575	(575)
	4,097	912	58,834	6,607	52,227
Street lighting	1,206	1,123	2,500	2,345	155
Ground maintenance	-	-	2,666	-	2,666
Other:					
Miscellaneous minor public works	25	-	1,250	125	1,125
Storm water permit process	-	159	1,000	500	500
Professional fees	514	496	1,000	1,028	(28)
	539	655	3,250	1,653	1,597
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	10,000	8,785	1,215
Public safety	-	-	-	-	-
Public works	-	-	-	-	-
	-	-	10,000	8,785	1,215
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	-	-	-
	-	-	-	-	-

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

	Totals	
	March 31, 2014	December 31, 2013
<u>Assets</u>		
Cash and investments	\$ 1,464,756	1,428,483
Other receivables	90,283	89,432
Property taxes receivable	177,571	301,465
Property and equipment, net	2,103,889	2,103,888
	<u>\$ 3,836,499</u>	<u>3,923,268</u>
<u>Liabilities and Equity</u>		
Liabilities:		
Accounts payable	\$ 39,154	28,186
Accrued liabilities	14,528	26,455
Deferred property tax revenue	177,571	301,465
Capital lease payable	-	-
Fund balance:		
Reserved - TABOR emergency	37,696	36,027
Conservation Trust	21,410	19,670
Arapahoe County Open Space	233,082	233,022
Unavailable - Fixed assets net of outstanding long term debt	2,103,889	2,103,888
Unreserved	1,209,169	1,174,555
Total equity	<u>3,605,246</u>	<u>3,567,162</u>
	<u>\$ 3,836,499</u>	<u>3,923,268</u>

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

Revenue	March Totals		Three Months Ended March 31, 2014		
	2014	2013	Budget	Actual	Variance
Taxes:					
Property taxes	\$ 32,998	37,280	120,586	123,894	3,308
Specific ownership taxes	1,787	1,616	4,938	5,426	488
Sales and use tax	25,950	11,261	69,999	73,367	3,368
Utility franchise fees	-	-	11,250	15,525	4,275
Cable television	-	6,002	6,250	-	(6,250)
Permits and fines:					
Permits, fees and services	11,317	3,190	12,501	28,348	15,847
Fines	7,280	7,225	22,500	17,365	(5,135)
Intergovernmental:					
Bow Mar IGA	-	-	62,695	62,695	-
State highway user's tax	3,368	3,432	10,875	10,527	(348)
County highway tax revenue	-	4,508	-	-	-
Motor vehicle registration fees	472	325	1,251	1,404	153
State cigarette tax apportionment	51	60	126	155	29
Conservation Trust Fund entitlement	1,734	1,858	1,500	1,734	234
Arapahoe County Open Space shareback	-	-	-	-	-
Interest income	69	142	1,251	232	(1,019)
Other	140	407	501	14,136	13,635
Total revenue	85,166	77,306	326,223	354,808	28,585
Expenditures					
Current:					
Public safety	53,141	54,829	169,182	145,624	23,558
Sanitation	3,832	5,397	16,251	16,191	60
Administration	44,391	36,239	86,366	110,849	(24,483)
Planning and zoning	8,820	(689)	7,500	19,467	(11,967)
Public works	5,209	6,074	99,375	15,815	83,560
Other - rounding	(1)	3	-	(6)	6
Capital lease:					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Capital outlay					
Capital expenditures	-	-	10,000	8,785	1,215
Conservation Trust Fund expenditures	-	-	-	-	-
Total expenditures	115,392	101,853	388,674	316,725	71,949
Excess of revenue over expenditures	(30,226)	(24,547)	(62,451)	38,083	100,534
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	(30,226)	(24,547)	(62,451)	38,083	100,534
Fund balance - beginning of period	1,531,583	1,805,902	1,584,852	1,463,274	(121,578)
Fund balance - end of period	\$ 1,501,357	1,781,355	1,522,401	1,501,357	(21,044)

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

	March 2014	March 2013	Budget	Three Months Ended March 31, 2014 Actual	Variance
Public safety:					
Automotive expenses	3,851	4,711	11,549	11,021	528
Salaries and benefits	38,797	38,641	132,058	116,157	15,901
Municipal court	3,295	3,689	10,248	8,690	1,558
Other	7,198	7,788	15,327	9,756	5,571
	<u>53,141</u>	<u>54,829</u>	<u>169,182</u>	<u>145,624</u>	<u>23,558</u>
Sanitation	3,832	5,397	16,251	16,191	60
Administration:					
Legal	3,860	2,018	8,751	11,175	(2,424)
Accounting and audit	10,900	11,150	1,650	12,000	(10,350)
Inspection	2,059	2,052	6,249	11,128	(4,879)
Town administration	16,015	13,410	54,008	47,333	6,675
Insurance and bonds	4,833	5,362	4,500	9,646	(5,146)
Office supplies and miscellaneous	4,843	954	4,377	10,327	(5,950)
County Treasurer's collection fees	330	373	1,206	1,239	(33)
Rent and building occupancy costs	1,551	920	5,625	8,001	(2,376)
	<u>44,391</u>	<u>36,239</u>	<u>86,366</u>	<u>110,849</u>	<u>(24,483)</u>
Planning and zoning					
Engineering	8,820	(689)	7,500	19,467	(11,967)
Public works:					
Street repairs and maintenance	1,193	3,146	86,751	7,801	78,950
Street lighting	1,099	1,090	3,750	3,444	306
Weed and tree removal	-	-	3,999	-	3,999
Other	2,917	1,838	4,875	4,570	305
	<u>5,209</u>	<u>6,074</u>	<u>99,375</u>	<u>15,815</u>	<u>83,560</u>
Other - rounding	(1)	3	-	(6)	6
Capital expenditures:					
Public safety	-	-	-	-	-
Administration	-	-	10,000	8,785	1,215
Public works	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>8,785</u>	<u>1,215</u>
Conservation Trust Fund expenditures	-	-	-	-	-
Total expenditures	<u>115,392</u>	<u>101,853</u>	<u>388,674</u>	<u>316,725</u>	<u>71,949</u>
Major projects:					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures and major projects	<u>115,392</u>	<u>101,853</u>	<u>388,674</u>	<u>316,725</u>	<u>71,949</u>

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

	March 2014	March 2013	Three Months Ended March 31, 2014		
			Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	2,301	3,211	9,999	7,921	2,078
Cruiser insurance	1,550	1,500	1,550	3,100	(1,550)
	3,851	4,711	11,549	11,021	528
Salaries and benefits:					
Salaries	28,626	27,625	100,962	87,199	13,763
Pension plan	2,872	2,816	10,096	7,546	2,550
Health/workman's comp insurance	7,299	8,200	21,000	21,412	(412)
	38,797	38,641	132,058	116,157	15,901
Municipal court:					
Municipal court - judge	750	750	2,250	2,250	-
Municipal court - legal	2,231	2,625	6,249	6,031	218
Municipal court - other	314	314	1,749	409	1,340
	3,295	3,689	10,248	8,690	1,558
Other:					
Uniforms	-	99	2,001	-	2,001
Education/training	-	-	1,875	-	1,875
Arapahoe County dispatch fee	6,450	6,450	6,450	6,450	-
Supplies/miscellaneous	748	1,239	5,001	3,306	1,695
	7,198	7,788	15,327	9,756	5,571
Administration:					
Town administration:					
Salaries - administration	10,160	9,399	40,385	30,279	10,106
FICA/Medicare - administration	829	746	3,231	3,596	(365)
Health insurance - administration	930	1,709	3,750	5,790	(2,040)
Pension - administration	450	470	1,683	1,351	332
Telephone/communications	415	398	1,251	1,238	13
Computer expense	380	706	2,874	802	2,072
Election expense	1,555	-	-	1,635	(1,635)
Dues and publications	1,296	(18)	834	2,642	(1,808)
	16,015	13,410	54,008	47,333	6,675
Office supplies and miscellaneous:					
Advertising/notices	26	43	126	90	36
Miscellaneous	3,532	317	3,000	7,943	(4,943)
Supplies - administration	1,285	594	1,251	2,294	(1,043)
	4,843	954	4,377	10,327	(5,950)
Legal	3,860	2,018	8,751	11,175	(2,424)
Accounting and audit	10,900	11,150	1,650	12,000	(10,350)
Inspection	2,059	2,052	6,249	11,128	(4,879)
Insurance and bonds	4,833	5,362	4,500	9,646	(5,146)
County Treasurer's collection fees	330	373	1,206	1,239	(33)
Building occupancy costs	1,551	920	5,625	8,001	(2,376)

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

	March 2014	March 2013	Three Months Ended March 31, 2014		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	-	-	75,000	50	74,950
Snow removal	956	975	7,500	6,073	1,427
Striping	-	-	750	19	731
Signs maintenance	200	34	750	650	100
Vehicle maintenance	37	2,137	501	434	67
Other drainage	-	-	2,250	-	2,250
Street cleaning	-	-	-	575	(575)
	1,193	3,146	86,751	7,801	78,950
Street lighting	1,099	1,090	3,750	3,444	306
Ground maintenance	-	-	3,999	-	3,999
Other:					
Miscellaneous minor public works	2,066	927	1,875	2,191	(316)
Storm water permit process	313	415	1,500	813	687
Professional fees	538	496	1,500	1,566	(66)
	2,917	1,838	4,875	4,570	305
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	10,000	8,785	1,215
Public safety	-	-	-	-	-
Public works	-	-	-	-	-
	-	-	10,000	8,785	1,215
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	-	-	-
	-	-	-	-	-

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

MUNICIPAL COURT:

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

<u>Court Revenue</u>	<u>2013</u>	<u>2013YTD</u>	<u>2014</u>	<u>2014YTD</u>
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		
June	\$5,775.00	\$39,536.25		
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		

SPRING DUMPSTERS: Will be at Town Hall May 22-24.

SUMMER NEWSLETTER: Is scheduled to hit mailboxes on June 1.

Respectfully Submitted,
J.D. McCrumb
May 16, 2014



Request for Board of Trustee Action

Date: May 20, 2014

Title: Trustee Bill #5, Series 2014: Planning and Zoning Meeting Times

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: In an effort to create consistency and eliminate public confusion, the P & Z Meetings will be moved from a 7:00 p.m. start time to a 6:30 p.m. start time. This will align with the start time of Board of Trustee Meetings and is expected to help end meetings earlier.

Attachments: Trustee Bill #5, 2014

Fiscal Impacts: None anticipated

Staff Recommendations: Approve as presented

Recommended Motion: "I move to approve Trustee Bill #5, 2014 moving start time of P&Z meetings to 6:30 p.m."

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 5
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 2.44.050 of the Municipal Code of the Town of Columbine Valley shall be amended to provide as follows:

Beginning with the month of March 2014, the regular meeting of the Planning and Zoning Commission will be held on the second Tuesday of each month at the hour of 6:30 p.m.

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 5, SERIES OF 2014, at a regular 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 15th day of April, 2014, at the hour of 6:30pm and approved and passed by a vote of _____ for _____ against on first reading, passed on second reading at a regular meeting of the Board of Trustees by a vote of _____ for and _____ against on the 20th day of May, 2014, and ordered published in the *Littleton Independent* on the _____ day of _____, 2014.

ATTEST:

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

Gale Christy, Mayor



Request for Board of Trustee Action

Date: May 20, 2014

Title: Trustee Bill #6, Series 2014: Residential Marijuana Cultivation

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: In response to Amendment 64, passed by Colorado voters in November of 2012 and allowing the possession, growing and processing of marijuana, the Town can legislate the manner in which marijuana is cultivated in residential dwellings to assure the safety of residents and neighbors.

Attachments: Trustee Bill #6, 2014

Fiscal Impacts: None anticipated

Staff Recommendations: Approve as presented

Recommended Motion: "I move to approve Trustee Bill #6, 2014 concerning the residential cultivation of marijuana."

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 6
SERIES OF 2014

INTRODUCED BY
TRUSTEE: JEFF MAY

A BILL FOR
AN ORDINANCE

CONCERNING RESIDENTIAL MARIJUANA CULTIVATION IN
THE TOWN OF COLUMBINE VALLEY

WHEREAS, in November 2012, Colorado voters passed Amendment 64, which amended Article XVIII of the Constitution of the State of Colorado by the addition of a new section 16 regarding the personal use and regulation of marijuana; and

WHEREAS, Amendment 64 allows possessing, growing and processing of no more than six marijuana plants, with three or fewer being mature, flowering plants, and possession of the marijuana produced by the plants on the premises where the plants are grown, provided that the growing takes place in an enclosed, locked space, is not conducted openly or publicly, and the marijuana is not made available for sale; and

WHEREAS, the Town of Columbine has the power and authority to make and publish ordinances which are necessary and proper to provide for the public health, safety and welfare of the residents of the Town of Columbine Valley not inconsistent with the laws of this state; and

WHEREAS, it is not inconsistent with the Constitution of the State of Colorado to pass legislation regarding the manner in which marijuana is cultivated within residential dwellings in order to assure the safety of the residents of the dwelling and the safety of the surrounding neighborhood; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the public health, safety and welfare and the residents of the Town of Columbine Valley that requirements concerning marijuana cultivation in residential structures be adopted.

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

Section 1.

Chapter 15.08 of the Municipal Code of the Town of Columbine Valley is hereby amended as follows:

The International Property Maintenance Code is amended by the addition of a new section 15.08.030, which shall read:

Section 15.08.030 Residential Marijuana Cultivation Requirements

1. General. This section applies to cultivation of marijuana in an attached or detached single-family dwelling or an accessory structure. The cultivation of marijuana shall not be allowed in any multi-family dwelling.

2. Room size: Cultivation of marijuana in a structure shall be limited to one hundred (100) square feet, and shall be fully enclosed by walls, a roof or ceiling, and a lockable door. This limit applies regardless of the number of qualified patients or caregivers or persons otherwise allowed to cultivate marijuana and residing in the dwelling unit.

3. Compressed gas: The use of a compressed, flammable gas as a solvent in the extraction of THC or other cannabinoids in the cultivation of marijuana in a residential dwelling is prohibited.

4. Building and fire code compliance: It shall be unlawful to cultivate marijuana in any structure without complying with all applicable building and fire codes.

5. Electrical: A single-line diagram of the existing and proposed electrical system, including the main electrical service shall be provided. Extension cords are not permitted to substitute for fixed wiring and cannot be routed through or concealed in walls, or suspended ceilings. Nm cable (romex) is not allowed for use in marijuana cultivation areas.

6. Lighting: Only light emitting diodes (LED), compact florescent (CFL), or florescent lighting are allowed for marijuana cultivation. The use of high intensity discharge (HID), including but not limited to mercury-vapor lights, metal-halid (MH) lamps, ceramic MH lamps, sodium vapor lamps, high-pressure sodium lamps (HPS) and xenon short-arc lamps are prohibited.

7. Mechanical: Cultivation of marijuana shall include a ventilation and filtration system designed to ensure that odors from the cultivation are not detectable beyond the property line or inside the structure away from the cultivation area. Carbon dioxide generating systems must be listed and labeled, properly installed and functioning. A carbon monoxide detector must be installed in the marijuana cultivation area. A continuing operating 20 cfm exhaust fan, vented directly outside, shall be provided in the marijuana cultivation area. Exhaust outlets from the marijuana cultivation area must be 10 feet from the property line.

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:

This Ordinance shall be in full 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 duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

INTRODUCED AS TRUSTEE BILL NO 5, SERIES OF 2014, at a regular 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 15th day of April, 2014, at the hour of 6:30pm and approved and passed by a vote of _____ for _____ against on first reading, passed on second reading at a regular meeting of the Board of Trustees by a vote of _____ for and _____ against on the 20th day of May, 2014, and ordered published in the *Littleton Independent* on the _____ day of _____, 2014.

ATTEST:

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

Gale Christy, Mayor

TOWN OF COLUMBINE VALLEY, COLORADO
Arapahoe County, Colorado

FINANCIAL STATEMENTS
December 31, 2013



CliftonLarsonAllen

CliftonLarsonAllen LLP
www.cliftonlarsonallen.com

INDEPENDENT AUDITORS' REPORT

Board of Trustees
Town of Columbine Valley
Arapahoe County, Colorado

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of the Town of Columbine Valley as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

MANAGEMENT'S DISCUSSION AND ANALYSIS

The discussion and analysis of the Town's financial performance provides an overview of the Town's financial activities for the year ended December 31, 2013. The Management's Discussion and Analysis (MD&A) should be read in conjunction with the Town's financial statements.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements.

The financial section of this report includes three components: 1) the government-wide financial statements, 2) fund financial statements, and 3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements. The government-wide financial statements give readers a broad overview of the Town's financial position and changes in financial position, similar to consolidated financial statements in a private sector business. These statements include the Statement of Net Position and the Statement of Activities.

The **Statement of Net Position** presents information on all of the Town's assets, liabilities, and deferred outflows and inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The **Statement of Activities** shows how the Town's net position changed as a result of its operations during the most recent fiscal year. To understand the basis of how these numbers are determined, it is important to note that changes in net position are reported whenever an event occurs that requires a revenue or expense to be recognized, regardless of when the related cash is received or disbursed (the accrual basis of accounting).

The government-wide financial statements include functions of the Town that are principally supported by taxes and intergovernmental revenues (*Governmental Activities*). The governmental activities of the Town include administration, public safety, public works, sanitation, planning and zoning, parks and open space, and judicial.

The government-wide financial statements can be found on pages 1-2 of this report.

Fund Financial Statements. Funds are a self-balancing grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Town uses governmental funds to account for its activity.

Governmental funds - All of the Town's basic services are included in governmental funds, which focus on 1) how cash and other financial assets can readily be converted to cash flow in and out, and 2) the balances left at year-end that are available for spending. The governmental funds statements provide a detailed short-term view of cash, the governmental fund operations

The following is a condensed summary of the Town's net position at December 31, 2013 and 2012:

	<u>2013</u>	<u>2012</u>
ASSETS		
Current and other assets	\$ 1,819,380	\$ 2,071,412
Capital assets	<u>2,103,888</u>	<u>2,138,791</u>
Total assets	<u>3,923,268</u>	<u>4,210,203</u>
LIABILITIES		
Current liabilities	<u>83,011</u>	<u>358,468</u>
Total liabilities	<u>83,011</u>	<u>358,468</u>
DEFERRED INFLOWS OF RESOURCES		
Property tax revenue	<u>301,465</u>	<u>301,724</u>
NET POSITION		
Net investment in capital assets	2,103,888	1,858,204
Restricted		
Emergency reserves	36,027	37,696
Conservation trust	19,670	18,728
Open space tax	233,022	206,535
Unrestricted	<u>1,146,185</u>	<u>1,428,848</u>
Total net position	<u>\$ 3,538,792</u>	<u>\$ 3,550,011</u>

An additional portion of the Town's net position (\$288,719) represents resources that are subject to external restrictions on how they may be used. The balance of unrestricted net position (\$1,146,185) may be used to meet the Town's ongoing obligations to citizens and creditors.

At the end of 2013, the Town was able to report positive balances in all three categories of net position.

The Town's net position decreased by \$11,219 during 2013 to \$3,538,792.

The difference between the budgeted expenditures of \$1,554,500 and the actual expenditures of \$1,506,473 was \$48,027. Public safety expenditures were \$27,140 less than budget due principally to reduced municipal court costs for fewer summons. Administrative costs were \$37,889 higher than budget primarily due to increased personnel expenses, website design expenses, and additional expenses relating to the special election in December 2013. Planning and zoning expenses were \$27,178 higher than budget due to additional studies performed relating to future roadwork and repairs. Public works expenditures were \$84,102 under budgeted amounts due to the delay of certain street repairs and maintenance. The remainder of expenditures in 2013 were generally in line with budgeted amounts.

Capital Assets and Debt Administration

Capital Assets

The Town's investment in capital assets at December 31, 2013 amounts to \$2,103,888 (net of accumulated depreciation). This investment in capital assets includes land, infrastructure, buildings, automotive equipment, and office and other equipment.

The capital asset increases during the year were \$38,699 for a vehicle purchased and \$15,094 in additions to the perimeter wall.

Capital assets are classified as follows (net of accumulated depreciation):

	<u>2013</u>	<u>2012</u>
Land	\$ 300,000	\$ 300,000
Automotive equipment	106,317	101,097
Drainage infrastructure	1,064,427	1,094,123
Perimeter wall/fence	52,447	40,389
Office and other equipment	18,498	21,762
Building - Town Hall	562,199	581,420
	<u>\$ 2,103,888</u>	<u>\$ 2,138,791</u>

Additional information on the Town's capital assets can be found in Note 4 of this report.

Long-term Debt

During 2013, the Town paid the remaining balance on its capital lease and has no long-term debt outstanding relating to capital leases or bonds payable as of December 31, 2013.

Additional information on the Town's long-term debt can be found in Note 5 of this report.

BASIC FINANCIAL STATEMENTS

TOWN OF COLUMBINE VALLEY, COLORADO
STATEMENT OF ACTIVITIES
Year Ended December 31, 2013

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Capital Grants and Contributions</u>	
Administration	\$ 367,082	\$ 78,166	\$ -	\$ (288,916)
Public safety	632,780	337,649	-	(295,131)
Public works	98,630	-	-	(98,630)
Planning and zoning	47,178	-	-	(47,178)
Sanitation	64,764	-	-	(64,764)
Parks and open space	6,000	-	33,123	27,123
Interest and fiscal charges	9,586	-	-	(9,586)
Unallocated depreciation	19,221	-	-	(19,221)
	<u>\$ 1,245,241</u>	<u>\$ 415,815</u>	<u>\$ 33,123</u>	<u>(796,303)</u>

General revenues:

Taxes:

Property taxes	307,260
Specific ownership taxes	20,737
Sales and use tax	315,181
Utility franchise fees	49,456
Cable television franchise fees	24,708

Intergovernmental:

State highway user's tax	44,342
County highway tax revenue	12,879
Motor vehicle registration fees	5,889
State cigarette tax apportionment	695

Interest income	2,044
Miscellaneous	1,893

Total general revenues	<u>785,084</u>
------------------------	----------------

Change in net position	(11,219)
------------------------	----------

Net position - Beginning	<u>3,550,011</u>
--------------------------	------------------

Net position - Ending	<u>\$ 3,538,792</u>
-----------------------	---------------------

The accompanying notes are an integral part of the financial statements.

TOWN OF COLUMBINE VALLEY, COLORADO
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - GOVERNMENTAL FUND
Year Ended December 31, 2013

REVENUES	General Fund
Taxes	
Property taxes	\$ 307,260
Specific ownership taxes	20,737
Sales and use tax	315,181
Utility franchisee fees	49,456
Cable television franchise fees	24,708
Permits and fines	
Permits, fees and services	78,166
Fines	91,786
Intergovernmental	
Town of Bow Mar	245,863
State highway user's tax	44,342
County highway tax	12,879
Motor vehicle registration fees	5,889
State cigarette tax apportionment	695
Conservation Trust Fund entitlement	6,911
Open space tax	26,212
Interest income	2,044
Miscellaneous	9,893
Total revenues	<u>1,242,022</u>
EXPENDITURES	
Current	
Public safety	603,860
Sanitation	64,764
Administration	372,889
Planning and zoning	47,178
Public works	65,898
Debt service	
Principal	280,587
Interest and fiscal charges	11,504
Capital outlay	53,793
Conservation Trust Fund expenditures	6,000
Total expenditures	<u>1,506,473</u>
NET CHANGE IN FUND BALANCE	(264,451)
FUND BALANCE - BEGINNING	<u>1,727,725</u>
FUND BALANCE - ENDING	<u>\$ 1,463,274</u>

The accompanying notes are an integral part of the financial statements.

TOWN OF COLUMBINE VALLEY, COLORADO
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND
Year Ended December 31, 2013

	Original and Final Budgeted Amounts	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Taxes			
Property taxes	\$ 301,724	\$ 307,260	\$ 5,536
Specific ownership taxes	18,276	20,737	2,461
Sales and use tax	280,000	315,181	35,181
Utility franchise fees	45,000	49,456	4,456
Cable television franchise fees	22,000	24,708	2,708
Permits and fines			
Permits, fees and services	50,000	78,166	28,166
Fines	100,000	91,786	(8,214)
Intergovernmental			
Town of Bow Mar	245,800	245,863	63
State highway user's tax	43,500	44,342	842
County highway tax revenue	12,000	12,879	879
Motor vehicle registration fees	5,000	5,889	889
State cigarette tax apportionment	500	695	195
Conservation Trust Fund entitlement	5,800	6,911	1,111
Open space tax	23,000	26,212	3,212
Investment income	5,000	2,044	(2,956)
Miscellaneous	1,500	9,893	8,393
Total revenues	<u>1,159,100</u>	<u>1,242,022</u>	<u>82,922</u>
EXPENDITURES			
Current			
Public safety	631,000	603,860	27,140
Sanitation	66,909	64,764	2,145
Administration	335,000	372,889	(37,889)
Planning and zoning	20,000	47,178	(27,178)
Public works	150,000	65,898	84,102
Debt service			
Principal	280,587	280,587	-
Interest	11,504	11,504	-
Capital outlay	53,500	53,793	(293)
Conservation Trust Fund expenditures	6,000	6,000	-
Total expenditures	<u>1,554,500</u>	<u>1,506,473</u>	<u>48,027</u>
NET CHANGE IN FUND BALANCE	(395,400)	(264,451)	130,949
FUND BALANCE - BEGINNING	<u>1,584,852</u>	<u>1,727,725</u>	<u>142,873</u>
FUND BALANCE - ENDING	<u>\$ 1,189,452</u>	<u>\$ 1,463,274</u>	<u>\$ 273,822</u>

The accompanying notes are an integral part of the financial statements.

TOWN OF COLUMBINE VALLEY, COLORADO
NOTES TO FINANCIAL STATEMENTS
December 31, 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met. Depreciation is computed and recorded as an operating expense. Expenditures for capital assets are shown as increases in assets and redemption of bonds and leases are recorded as a reduction in liabilities.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. The major sources of revenue susceptible to accrual are property taxes and sales and use taxes. Expenditures, other than interest on long-term obligations are recorded when the liability is incurred or the long-term obligation paid. All other revenue items are considered to be measurable and available only when cash is received by the Town.

The Town reports the following major governmental fund:

The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the general government.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

Budgets

In accordance with the State Budget Law, the Town's Board of Trustees holds public hearings in the fall each year to approve the budget and appropriate the funds for the ensuing year. The appropriation is at the total fund expenditures level and lapses at year end. The Town's Board of Trustees can modify the budget by line item within the total appropriation without notification. The appropriation can only be modified upon completion of notification and publication requirements. The budget includes each fund on its basis of accounting unless otherwise indicated.

TOWN OF COLUMBINE VALLEY, COLORADO
NOTES TO FINANCIAL STATEMENTS
December 31, 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Equity

Fund balances in the general fund are reported in classifications based on the extent to which the Town is bound to honor constraints for the specific purposes on which amounts in the fund can be spent. In accordance with GASB Statement No. 54, fund balances are now classified in one of five categories: 1) nonspendable, 2) restricted, 3) committed, 4) assigned and 5) unassigned.

Nonspendable

Nonspendable fund balance represents amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact. Prepaid items in the amount of \$6,469 are shown as nonspendable resources as of December 31, 2013.

Restricted

Restricted fund balances reflect amounts for which constraints have been placed on the use of the resources because of state or federal laws or externally imposed conditions by grantors or creditors. Emergency reserves have been provided for as required by Article X, Section 20 of the Constitution of the State of Colorado (see Note 9). A portion of the General Fund fund balance in the amount of \$36,027 has been restricted in compliance with this requirement. In addition, amounts held for the Conservation Trust Fund of \$19,670, as well as amounts held for the Open Space Entitlement of \$233,022 are classified as restricted fund balance at December 31, 2013 due to their restricted use for those purposes (see Note 6).

Committed

Committed fund balance is the amounts that can be used only for specific purposes determined by a formal action of the Board of Trustees. These amounts cannot be used for any other purpose unless the Board of Trustees removes or changes the specific use by taking formal Board action. The Town did not have any committed resources as of December 31, 2013.

Assigned

Assigned fund balance includes amounts that are constrained by the Board of Trustee's intended use of these resources for a specific purpose but are neither restricted nor committed. The Town did not have any assigned resources as of December 31, 2013.

Unassigned

Unassigned fund balance represents the net resources in excess of the other spendable classifications.

Net Position

The Town has a net position consisting of three components – net investment in capital assets, restricted, and unrestricted.

TOWN OF COLUMBINE VALLEY, COLORADO
NOTES TO FINANCIAL STATEMENTS
December 31, 2013

NOTE 3 - CASH AND INVESTMENTS (CONTINUED)

pool for all public funds. The pool for all the uninsured public deposits as a group is to be maintained by another institution or held in trust. The market value of the collateral must be at least equal to the aggregate uninsured deposits.

The State Commissioners for banks and financial services are required by statute to monitor the naming of eligible depositories and reporting of the uninsured deposits and assets maintained in the collateral pools.

At December 31, 2013, the Town's cash deposits had a carrying balance of \$12,965.

Investments

The Town's investment policy follows state statutes regarding investments.

Colorado statutes specify investment instruments meeting defined rating and risk criteria in which local governments may invest which include:

- . Obligations of the United States, certain U.S. government agency securities and World Bank
- . General obligation and revenue bonds of U.S. local government entities
- . Bankers' acceptances of certain banks
- . Commercial paper
- . Written repurchase agreements collateralized by certain authorized securities
- . Certain money market funds
- . Guaranteed investment contracts
- . Local government investment pools
- . Certain reverse repurchase agreements
- . Certain corporate bonds
- . Certain securities lending agreements

As of December 31, 2013, the Town had the following investments which are recorded at fair value:

Investment Type	Maturity	Fair Value
Colorado Surplus Asset Fund Trust (CSAFE)	Less than one year	\$ 909,703
Money market mutual fund	Less than one year	<u>505,815</u>
		<u><u>\$ 1,415,518</u></u>

Interest Rate Risk

Colorado Revised Statutes generally limit investment maturities to five years or less unless formally approved by the Board of Directors. Revenue bonds of U.S. local governments, corporate and bank securities and guaranteed investment contracts not purchased with bond proceeds are limited to maturities of three years or less.

TOWN OF COLUMBINE VALLEY, COLORADO
NOTES TO FINANCIAL STATEMENTS
December 31, 2013

NOTE 4 - CAPITAL ASSETS

An analysis of the changes in capital assets for the year ended December 31, 2013 follows:

	Balance at January 1, 2013	Increases	Decreases	Balance at December 31, 2013
Capital assets, not being depreciated:				
Land	\$ 300,000	\$ -	\$ -	\$ 300,000
Total capital assets, not being depreciated	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
Capital assets, being depreciated:				
Automotive equipment	223,255	38,699	36,206	225,748
Drainage infrastructure	1,187,845	-	-	1,187,845
Perimeter wall/fence	43,018	15,094	-	58,112
Office and other equipment	55,033	-	-	55,033
Buildings - Town Hall	749,603	-	-	749,603
Total capital assets, being depreciated	<u>2,258,754</u>	<u>53,793</u>	<u>36,206</u>	<u>2,276,341</u>
Less accumulated depreciation for:				
Automotive equipment	122,158	23,995	26,722	119,431
Drainage infrastructure	93,722	29,696	-	123,418
Perimeter wall/fence	2,629	3,036	-	5,665
Office and other equipment	33,271	3,264	-	36,535
Buildings - Town Hall	168,183	19,221	-	187,404
Total accumulated depreciation	<u>419,963</u>	<u>79,212</u>	<u>26,722</u>	<u>472,453</u>
Total capital assets, being depreciated, net	<u>1,838,791</u>	<u>(25,419)</u>	<u>9,484</u>	<u>1,803,888</u>
Capital assets, net	<u>\$2,138,791</u>	<u>\$ (25,419)</u>	<u>\$ 9,484</u>	<u>\$ 2,103,888</u>

Depreciation expense was charged to functions/programs of the Town as follows:

Unallocated - Town Hall	\$ 19,221
Public works	32,732
Public safety	25,592
Administration	1,667
Total depreciation expense - Governmental activities	<u>\$ 79,212</u>

TOWN OF COLUMBINE VALLEY, COLORADO
NOTES TO FINANCIAL STATEMENTS
December 31, 2013

NOTE 6 - INTERGOVERNMENTAL AGREEMENTS (CONTINUED)

The amount of shareback funds is based upon a formula considering the population within the Town. During the year ended December 31, 2013, the Town was entitled to and received \$26,212 in Open Space Tax shareback funds. The Town has restricted \$233,022 to be spent in future years in accordance with the guidelines established for Open Space Tax funds.

Town of Bow Mar

On December 6, 2004, the Town entered into an intergovernmental agreement (IGA) with the Town of Bow Mar (Bow Mar) for the Town to provide police and municipal court services to Bow Mar. The IGA may be renewed on an annual basis. The IGA has been extended through December 31, 2018.

For the year ended December 31, 2013, Bow Mar paid \$245,863 in four equal quarterly installments of \$61,466 to the Town.

The Town provides for the compensation, including salaries, wages and benefits of the police officers. The Town prepares its budget based on projected paid officer hours. In the event that the total paid officer hours including vacation, holiday, and sick hours are less than the amount budgeted, then the Town will rebate to Bow Mar an amount equal to the budgeted hours less the actual number of hours paid times one-half of the current standard hourly rate. No rebate was due to Bow Mar for 2013.

NOTE 7 - EMPLOYEE BENEFIT PLANS

Defined Contribution Plan

The administrative employees of the Town participate in the Colorado County Officials and Employees Retirement Association Plan which is a defined contribution plan established by the Town and is maintained and administered by Colorado County Officials and Employees Retirement Association (CCOERA). At December 31, 2013, there were two Plan members. In a defined contribution plan, benefits depend solely on amounts contributed to the Plan plus investment earnings. Employees become Plan members immediately upon employment. Under this Plan, 5% of the Plan members' compensation is withheld and remitted to the Plan Administrator along with a matching payment of 5% from the Town. The Town's contributions, plus earnings, become vested at a rate of 33.3% for each year of participation in the Plan. Town contributions for Plan members who leave employment before they are fully vested are used to reduce the Town's current period contribution requirement. There is no liability for benefits under the Plan beyond the Town's matching payments. Plan provisions and contribution requirements are established and may be amended by the Town's Board of Trustees.

Contributions actually made by Plan members and the Town for the year ended December 31, 2013 are as follows:

Plan members	<u>\$ 6,803</u>
Town	<u>\$ 6,803</u>

TOWN OF COLUMBINE VALLEY, COLORADO
NOTES TO FINANCIAL STATEMENTS
December 31, 2013

NOTE 9 - COMMITMENTS AND CONTINGENCIES (CONTINUED)

Spending and revenue limits are determined based on the prior year's Fiscal Year Spending adjusted for allowable increases based upon inflation and local growth. Fiscal Year Spending is generally defined as expenditures plus reserve increases with certain exceptions, which is generally equivalent to total revenues. Revenue in excess of the Fiscal Year Spending limit must be refunded unless the voters approve retention of such revenue.

TABOR requires local governments to establish Emergency Reserves. These reserves must be at least 3% of Fiscal Year Spending (excluding bonded debt service). Local governments are not allowed to use the emergency reserves to compensate for economic conditions, revenue shortfalls, or salary or benefit increases.

On November 30, 1998, a majority of the Town's electors approved the following:

- Authorized the Town to collect, retain and spend all excess revenue collected in 1998 and thereafter without regard to any limitations under TABOR or any other law provided that no local tax rate or mill levy shall be increased without further voter approval.

The Town's management believes it is in compliance with the provisions of TABOR. However, TABOR is complex and subject to interpretation. Many of the provisions, including the interpretation of how to calculate Fiscal Year Spending limits will require judicial interpretation.

This information is an integral part of the accompanying financial statements.

TOWN OF COLUMBINE VALLEY, COLORADO
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND

Year Ended December 31, 2013

	Original and Final Budgeted Amounts	Actual Amounts	Variance with Final Budget - Positive (Negative)
EXPENDITURES			
Public safety			
Automotive expenses	\$ 46,000	\$ 41,556	\$ 4,444
Salaries and benefits	479,200	470,786	8,414
Municipal court	60,800	40,129	20,671
Other	45,000	51,389	(6,389)
Total public safety	<u>631,000</u>	<u>603,860</u>	<u>27,140</u>
Sanitation	<u>66,909</u>	<u>64,764</u>	<u>2,145</u>
 Administration			
Legal	35,000	39,739	(4,739)
Accounting and audit	20,100	19,264	836
Inspection	25,000	33,848	(8,848)
Town administration	171,280	175,182	(3,902)
Insurance and bonds	19,000	24,638	(5,638)
Office supplies and miscellaneous	61,520	77,141	(15,621)
County Treasurer's collection fees	3,100	3,077	23
Total administration	<u>335,000</u>	<u>372,889</u>	<u>(37,889)</u>
Planning and zoning			
Engineering	<u>20,000</u>	<u>47,178</u>	<u>(27,178)</u>
Public works			
Street repairs and maintenance	83,000	30,148	52,852
Street lighting	15,000	13,263	1,737
Ground maintenance	21,000	9,262	11,738
Other	31,000	13,225	17,775
Total public works	<u>150,000</u>	<u>65,898</u>	<u>84,102</u>
Debt service			
Principal	280,587	280,587	-
Interest	11,504	11,504	-
Total debt service	<u>292,091</u>	<u>292,091</u>	<u>-</u>
Capital outlay	<u>53,500</u>	<u>53,793</u>	<u>(293)</u>
Conservation Trust Fund expenditures	<u>6,000</u>	<u>6,000</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 1,554,500</u>	 <u>\$ 1,506,473</u>	 <u>\$ 48,027</u>

The public report burden for this information collection is estimated to average 380 hours annually.

LOCAL HIGHWAY FINANCE REPORT

City or County:

Arapahoe

YEAR ENDING :

December 2013

This Information From The Records Of (example - City of _ or County of
Town of Columbine ValleyPrepared By:
Phone:Dana Struthers
(303) 795-1434**I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE**

ITEM	A. Local Motor-Fuel Taxes	B. Local Motor-Vehicle Taxes	C. Receipts from State Highway-User Taxes	D. Receipts from Federal Highway Administration
1. Total receipts available				
2. Minus amount used for collection expenses				
3. Minus amount used for nonhighway purposes				
4. Minus amount used for mass transit				
5. Remainder used for highway purposes				

II. RECEIPTS FOR ROAD AND STREET PURPOSES

ITEM	AMOUNT
A. Receipts from local sources:	
1. Local highway-user taxes	
a. Motor Fuel (from Item I.A.5.)	
b. Motor Vehicle (from Item I.B.5.)	
c. Total (a.+b.)	
2. General fund appropriations	350,880
3. Other local imposts (from page 2)	20,737
4. Miscellaneous local receipts (from page 2)	0
5. Transfers from toll facilities	
6. Proceeds of sale of bonds and notes:	
a. Bonds - Original Issues	
b. Bonds - Refunding Issues	
c. Notes	
d. Total (a. + b. + c.)	0
7. Total (1 through 6)	371,617
B. Private Contributions	
C. Receipts from State government (from page 2)	50,231
D. Receipts from Federal Government (from page 2)	0
E. Total receipts (A.7 + B + C + D)	421,848

III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES

ITEM	AMOUNT
A. Local highway disbursements:	
1. Capital outlay (from page 2)	0
2. Maintenance:	15,214
3. Road and street services:	
a. Traffic control operations	1,789
b. Snow and ice removal	2,800
c. Other	
d. Total (a. through c.)	4,589
4. General administration & miscellaneous	93,142
5. Highway law enforcement and safety	301,045
6. Total (1 through 5)	413,990
B. Debt service on local obligations:	
1. Bonds:	
a. Interest	
b. Redemption	
c. Total (a. + b.)	0
2. Notes:	
a. Interest	
b. Redemption	
c. Total (a. + b.)	0
3. Total (1.c + 2.c)	0
C. Payments to State for highways	
D. Payments to toll facilities	
E. Total disbursements (A.6 + B.3 + C + D)	413,990

IV. LOCAL HIGHWAY DEBT STATUS

(Show all entries at par)

	Opening Debt	Amount Issued	Redemptions	Closing Debt
A. Bonds (Total)				0
1. Bonds (Refunding Portion)				
B. Notes (Total)				0

V. LOCAL ROAD AND STREET FUND BALANCE

	A. Beginning Balance	B. Total Receipts	C. Total Disbursements	D. Ending Balance	E. Reconciliation
	442,906	421,848	413,990		450,764

Notes and Comments:



CliftonLarsonAllen

CliftonLarsonAllen LLP
8390 East Crescent Parkway, Suite 600
Greenwood Village, CO 80111
303-779-5710 | fax 303-779-0348
CLAAconnect.com

Board of Trustees
Town of Columbine Valley
Arapahoe County, Colorado

We have audited the financial statements of the governmental activities and major fund of Town of Columbine Valley (Town) for the year ended December 31, 2013, and have issued our report thereon dated May 20, 2014. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Columbine Valley are described in Note 2 to the financial statements.

As described in Note 2, the Town changed accounting policies by adopting Governmental Accounting Standards Board (GASB) Statement No. 65, *Items Previously Reported as Assets and Liabilities* in 2013. GASB Statement No. 65 provides further guidance on determining which balances should be reported as deferred outflows of resources and deferred inflows of resources. The adoption of this pronouncement resulted in the reclassification of certain deferred revenues as deferred inflows.

GASB Statement No. 66, *Technical Corrections – 2012 – An Amendment of GASB Statements No. 10 and No. 62*, provides further guidance and clarification of GASB Statements No. 10 and No. 62. The adoption of this standard had no significant impact on the Town's financial statements.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

- Management's estimate of depreciation expense is based on the estimated useful life of the asset. We evaluated the key factors and assumptions used to develop depreciation

Other information in documents containing audited financial statements

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the Schedule of Expenditures – Budget and Actual – General Fund, the Five Year Summary of Assessed Valuation, Mill levy and Property Taxes Collected, and the Local Highway Finance Report (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated May 20, 2014.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

This information is intended solely for the use of the Board of Trustees and management of the Town of Columbine Valley and is not intended to be and should not be used by anyone other than these specified parties.

Clifton Larson Allen LLP

Greenwood Village, Colorado
May 20, 2014

- Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
- You have proposed adjusting journal entries that have been posted to the Town's accounts. We have reviewed and approved those adjusting journal entries and understand the nature of the changes and their impact on the financial statements. We are in agreement with those adjustments and accept responsibility for them.
- We have not identified or been notified of any uncorrected financial statement misstatements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.
- We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.

- The entity has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- We are responsible for determining whether we have received, expended, or otherwise been the beneficiary of any federal awards during the period of this audit. No federal award, received directly from federal agencies or indirectly as a subrecipient, was expended in an amount that cumulatively totals from all sources \$500,000 or more. For this representation, "award" means financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, user grants, or contracts used to buy goods or services from vendors.
- We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures, jointly governed organizations, and other related organizations.
- The financial statements properly classify all funds and activities.
- All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such.
- Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- Provisions for uncollectible receivables have been properly identified and recorded.
- Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- Deposits and investment securities are properly classified as to risk and are properly disclosed.
- Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available and have determined that net assets were properly recognized under the policy.



CliftonLarsonAllen

CliftonLarsonAllen LLP
8390 East Crescent Parkway, Suite 600
Greenwood Village, CO 80111
303-779-5710 | fax 303-779-0348
CLAAconnect.com

Board of Trustees
and Management of Town of Columbine Valley
Arapahoe County, Colorado

In planning and performing our audit of the financial statements of Town of Columbine Valley as of and for the year ended December 31, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the entity's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Significant deficiencies

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. The following significant deficiency was identified and communicated in a prior period:

Segregation of duties

The Town has an inherent problem which is common with other entities of its size, in that it has a limited number of personnel performing accounting and administrative functions. Therefore, complete segregation of duties is not practical. Ideal segregation of duties would separate the duties of cash receipts and disbursements, wire transfers, preparation of bank reconciliations, accounts receivable, accounts payable, recording of journal entries, as well as other accounting functions in order to reduce the possibility of errors and irregularities. This situation emphasizes the need for on-going management review of the Town's operations as a compensating control, especially the ongoing review by the Town's Treasurer.



Request for Board of Trustee Action

Date: May 20, 2014

Title: Board of Adjustment Appointments

Presented By: Trustee Mark Best

Prepared By: J.D. McCrumb, Town Administrator

Background: The Town Municipal Code calls for a standing Board of Adjustments to consider appeals to decisions made by the Town's Building Department and/or Building Inspector. The Board is to be comprised of nine members, including the Mayor and Planning Commissioner (Ex Officio), plus up to four alternate members. A Chair and Vice Chair shall be appointed by the Board of Trustees. To date, the term of every member has expired.

Attachments: None

Fiscal Impacts: None anticipated

Staff Recommendations: Reappoint the following five members immediately: Russ Diachok, Jon Leonard, Jere Maxwell, Jim McShane and Bill Weider. Then in the weeks to come identify and interview potential candidates to fill the remaining positions.

Recommended Motion: "I move to appoint Russ Diachok, Jon Leonard, Jere Maxwell, Jim McShane and Bill Weider to three year terms on the Columbine Valley Board of Adjustments.



Request for Board of Trustee Action

Date: May 20, 2014

Title: The Reserve at Columbine Valley (Willowcroft) Wall Approval

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Troy Carmann, Town Engineer

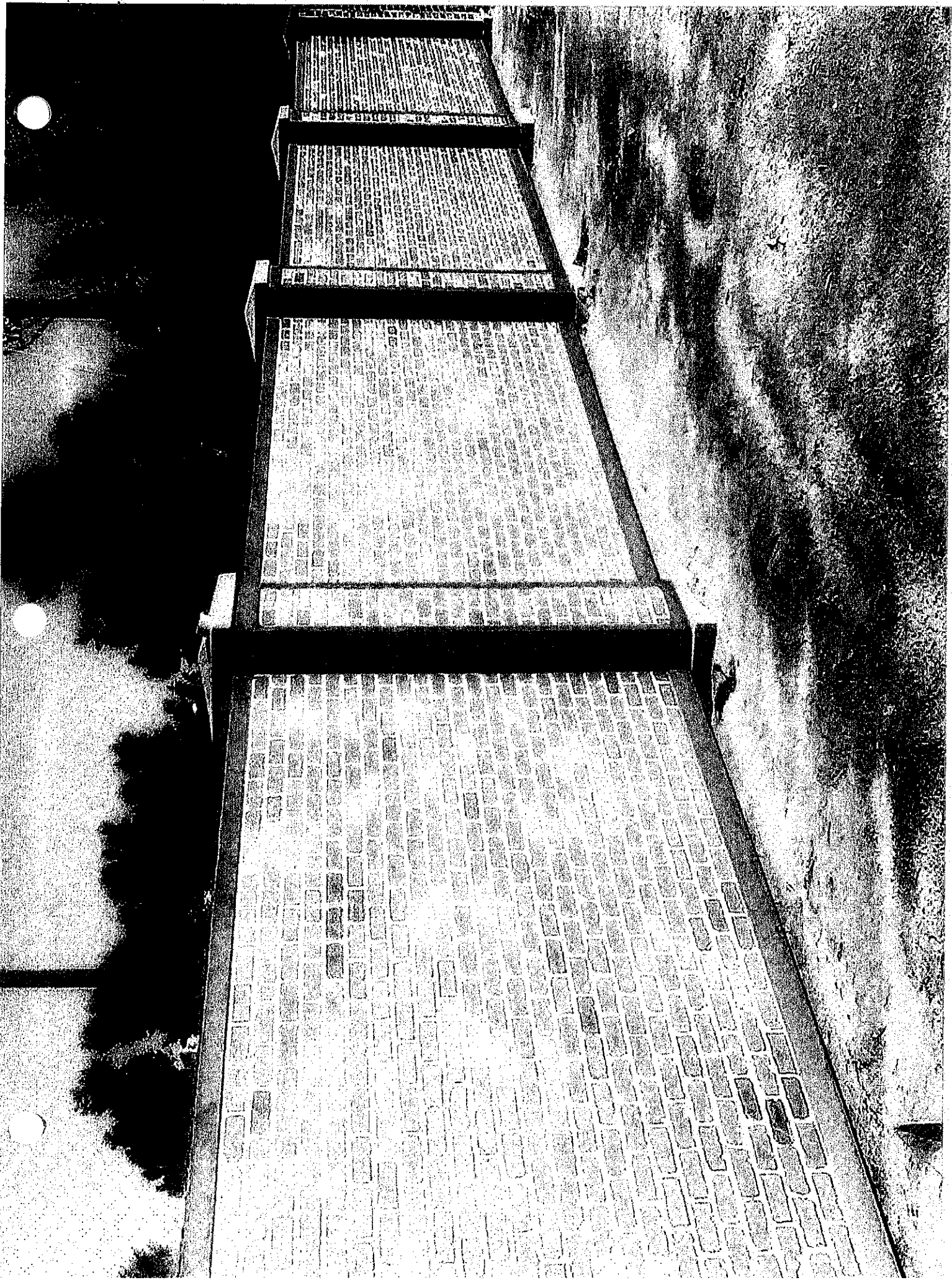
Background: The Town Wall is specified as a reinforced brick wall with concrete caissons. The pre-cast concrete alternative presented by the applicant meets the structural elements of the code. The decision before the Board is whether a stained, pre-cast concrete pattern meets the definition of 'brick'.

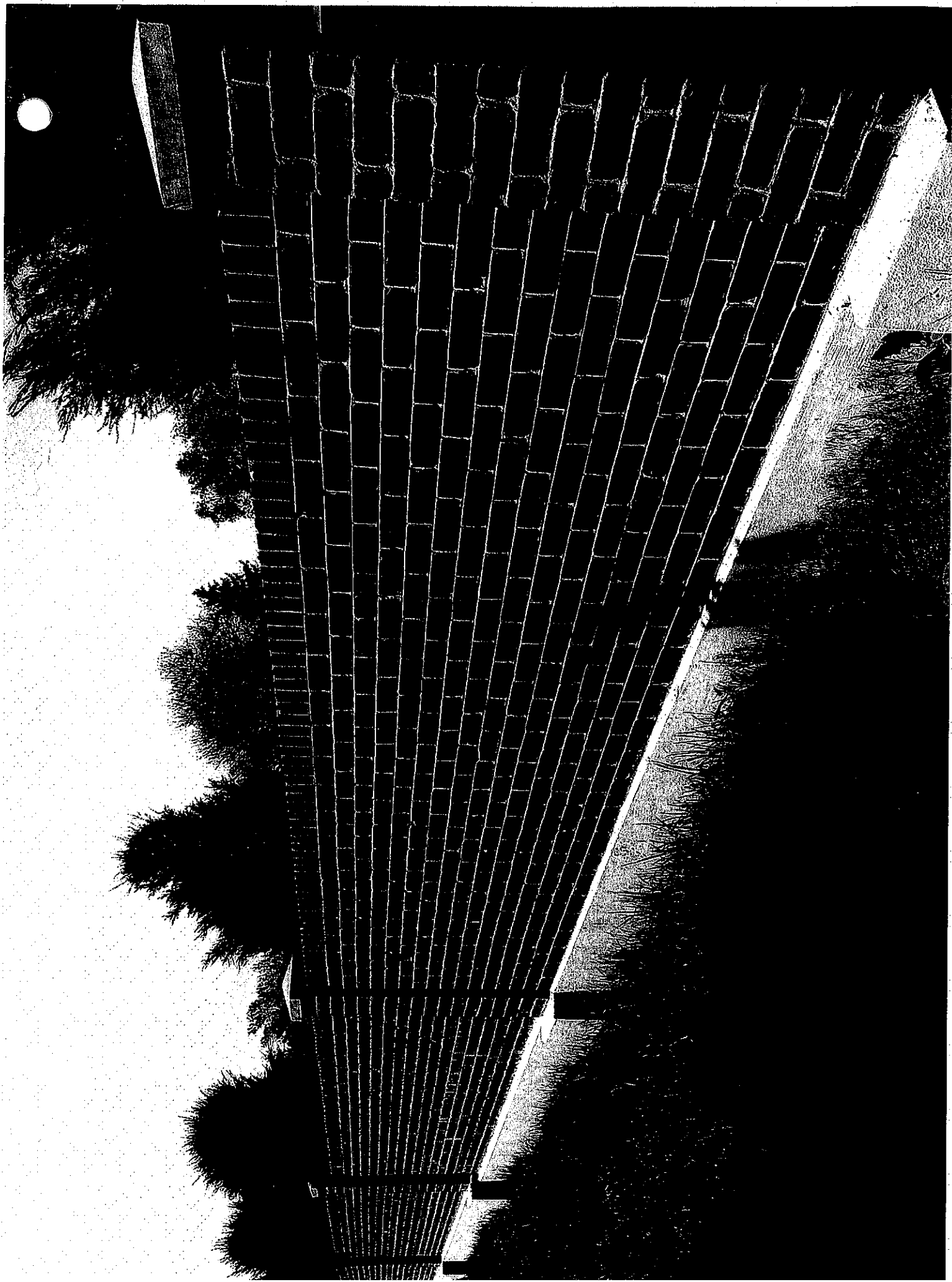
Attachments: Photo Rendering of Proposed Wall
Photo of Existing Brookhaven Wall
Privacy Wall Plan
Privacy Wall Detail

Fiscal Impacts: Regardless of the decision, operation and maintenance of the perimeter wall is stipulated by the CC&Rs for the new subdivision as the responsibility of the HOA. Where precast concrete may have fewer internal structural issues than masonry, the stain and external maintenance is likely higher for precast than masonry.

Staff Recommendations: No recommendation. This is an architectural decision affecting one of the most prominent public corners of the Town

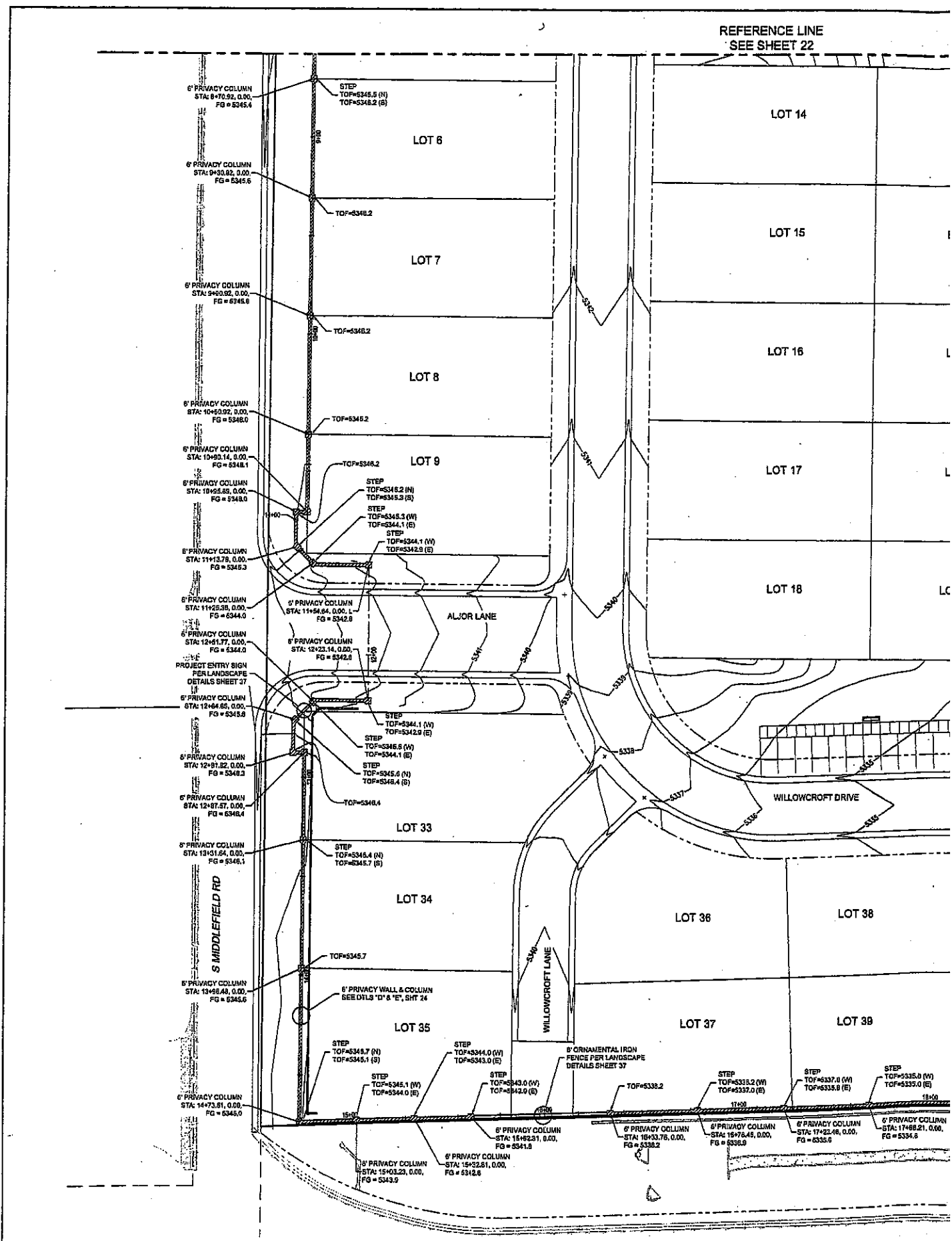
Affirmative Motion: "I move to approve the pre-cast concrete alternative to the Town wall as presented by Taylor Morrison."







REFERENCE LINE
SEE SHEET 22





Request for Board of Trustee Action

Date: May 20, 2014

Title: Taylor Morrison Sign Variance

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

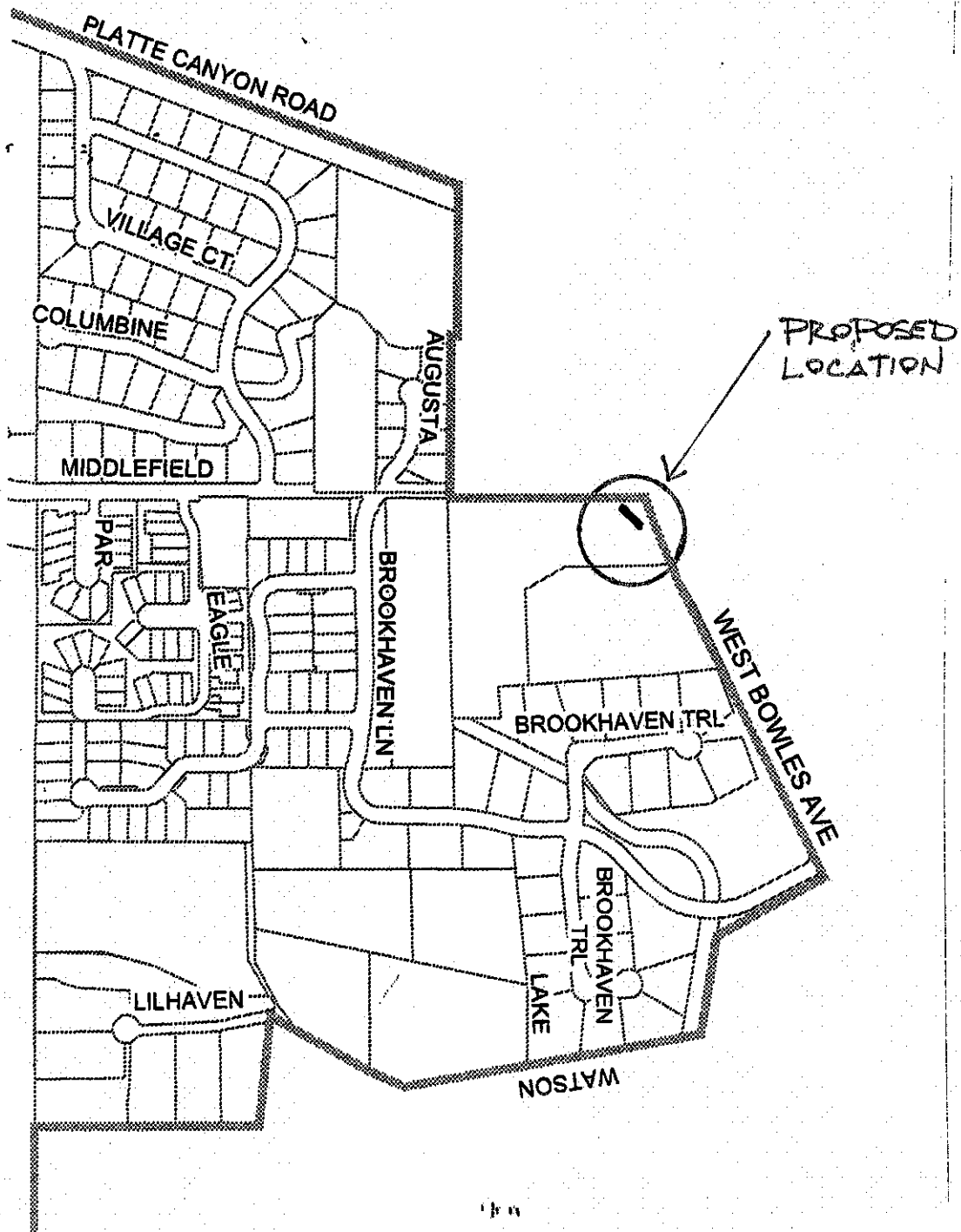
Background: Per Chapter 17.40.03 of the Columbine Valley Municipal Code and the Zoning Code and Land Use Manual, the only non-traffic signs permitted in Town are "For Sale" or "For Rent" signs with a maximum surface area of six square feet (2' x 3') and a maximum height of six feet. As a part of their marketing efforts, Taylor Morrison is requesting a variance in order to market the sale of their patio homes.

Attachments: Design of proposed marketing sign
Map demonstrating approximate sign placement

Fiscal Impacts: None anticipated.

Staff Recommendations: Approve as presented with a set end date.

Recommended Motion: "I move to approve a variance allowing Taylor Morrison to place a 4' x 8' marketing sign to be placed on the south-east corner of Middlefield and Bowles through DATE."





8'

4'

Taylor Morrison

*Coming
Soon*

THE
— AT

Join the interest list

www.liveatcolumbinevalley.com



7076 S. ALTON WAY, BLDG E-2 • CENTER

This is an original design submitted for your personal use in connection with the project being planned for you by Arrow Graphics. This is not to be reproduced, copied, altered or exhibited in any fashion without the written permission of Arrow Graphics. Any graphical elements, photo renderings, design concepts and/or layouts remain the exclusive property of Arrow Graphics until such time as an agreement for products and/or services is reached by Arrow Graphics and the intended client, and exclusivity and right of use is then transferred to the purchasing party.

PROJECT
CLIENT
ADDRESS
PHONE

Colors shown are not true matches to final product. For exact