

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES MEETING
October 20, 2015

A G E N D A

- | | |
|---|---|
| 1. ROLL CALL | 6:30PM |
| 2. PLEDGE OF ALLEGIANCE | |
| 3. APPROVAL OF MINUTES
September 15, 2015 | Mayor Christy |
| 4. CITIZENS CONCERNS
Columbine Country Club
HOA Representatives
Public At-large | Mayor Christy |
| 5. MAYOR'S COMMENTS
CML Presentation by Sam Mamet, CML Exec. Director | Mayor Christy |
| 6. POLICE DEPARTMENT REPORT | Chief Cottrell |
| 7. TRUSTEE REPORTS:
Building Commissioner
Planning & Development
Public Safety
Public Works
Special Affairs
Finance
Town Administrator | Trustee May
Trustee Best
Trustee Menk
Trustee Newland
Trustee Champion
Trustee Cope
Mr. McCrumb |
| 8. OLD BUSINESS | |
| 9. NEW BUSINESS
Trustee Bill #11, Series 2015 Columbine Park (1 st Reading)
Willowcroft Landscaping Request
Sign Code Variance for Wilder Lane | Mr. Schiller
Mr. Sieber
Mr. McCrumb |
| 10. EXECUTIVE SESSION
Conference with the Town Attorney for the purpose of contract negotiations and pending litigation, to discuss personnel matters CRS 24-6-402(4)(b) and to review minutes of September 15, 2015 | |
| 11. ADJOURNMENT | |

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

September 15, 2015

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, Dave Cope, Richard Champion, Bruce Menk, Jim Newland, and Mark Best
Absent:	Jeff May
Also present:	J.D. McCrumb, Lee Schiller, Bret Cottrell, Phil Sieber, and Jeff Tempas

MINUTES: The minutes of the August 18, 2015 meeting were approved

CITIZEN CONCERNS: Michael Bratcher, General Manager of Columbine Country Club provided a brief update on the forthcoming Club renovation including distributing floorplans and showing some computer renderings. He also mentioned concern over the speed dip that had been removed in the 2015 roads project.

No other citizens were in attendance.

MAYOR'S COMMENTS: The Mayor had no comments

POLICE DEPARTMENT:

- Chief Cottrell presented the attached report for June 2015
- Chief Cottrell reported that a new officer candidate had been identified
- Chief Cottrell reported that the new video training system was going very well

TRUSTEE REPORTS:

Building Commissioner: Mr. McCrumb presented the attached report on Trustee Mays behalf

Planning and Development: Mr. Sieber presented an update to the Board on all current and anticipated projects

Public Safety: Trustee Menk had no comments

Public Works: Trustee Newland reported that the 2015 road work was nearing completion; 2016 work would be reviewed and presented to the Trustees in early spring. The 2015/16 snow contract would be signed shortly

Special Affairs: Trustee Champion had no comments

Finance: Mr. Tempas presented the attached financials; indicated 2016 budget discussions with each Trustee would occur in the next month and a draft budget would be presented in October

Town Administrator: Mr. McCrumb presented the attached report

OLD BUSINESS:

- **Trustee Bill #10, Series 2015 Solicitations (2nd Reading):** Mr. Schiller presented to the Trustees the need to increase the fees for solicitation permits in Columbine Valley.
 - **ACTION:** upon a motion by Trustee Menk and a second by Trustee Best, the Board of Trustees unanimously approved Trustee Bill #10, Series 2015 on 2nd Reading

NEW BUSINESS:

- **Resolution # 1, Series 2015 Land Use Manual:** Mr. Sieber presented to the several revisions which reflect changes in the way the Town processes referrals to outside agencies and HOA's. These revisions are not part of the Zoning Code and can be amended by resolution of the Board of Trustees. A public hearing is not required. The Trustees asked clarifying questions of Mr. Sieber
 - **ACTION:** upon a motion by Trustee Best and a second by Trustee Cope, the Board of Trustees unanimously approved Resolution # 1, Series 2015.

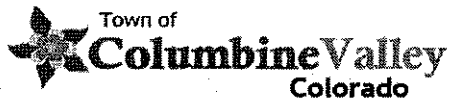
EXECUTIVE SESSION: Upon a motion by Trustee Champion and a second by Trustee Cope, the Board unanimously approved entering into executive session at 7:48 p.m. to approve the minutes of August 18, 2015 and to conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under CRS 24-6-402(4)(b).

RETURN TO THE RECORD: The Board returned to the record at 8:11 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:11 p.m.

Submitted by,
J.D. McCrumb, Town Administrator

** All reports and exhibits listed "as attached" are available on the Columbine Valley web site and by request at Town Hall, 2 Middlefield Road.*



BUILDING COMMISSIONER'S MONTHLY REPORT
15-Sep

ADDRESS	PERMIT	PL REV	TAX	OS	TOTAL
41 Spyglass Dr. Replace Furnace	\$229.90	\$0.00	\$143.42	\$11.95	\$385.27
22 Wedge Way Replace Roof	\$570.20	\$0.00	\$459.47	\$38.29	\$1,067.96
4 Willowcroft Lane SFR	\$4,146.35	\$1,347.56	\$7,692.69	\$641.06	\$13,827.66
69 Spyglass Drive Replace H2O heater & Furnace	\$244.30	\$0.00	\$90.00	\$7.50	\$341.80
21 Doral Lane New Roof	\$810.55	\$0.00	\$750.00	\$62.50	\$1,623.05
2 Driver Lane Replace boiler & water heater	\$265.00	\$0.00	\$177.08	\$14.76	\$456.84
				Total	\$17,702.58

<u>Building Revenue</u>		<u>2014</u>	<u>2014 YTD</u>	<u>2015</u>	<u>2015 YTD</u>
	January	\$21,355.02	\$21,355.02	\$14,742.95	\$14,742.95
	February	\$11,064.70	\$32,419.72	\$18,825.38	\$33,568.33
	March	\$16,061.56	\$48,481.28	\$50,783.31	\$84,351.64
	April	\$11,051.71	\$59,532.99	\$74,019.44	\$158,371.08
	May	\$5,801.62	\$65,334.61	\$6,985.21	\$165,356.29
	June	\$28,682.64	\$94,017.25	\$47,356.29	\$212,712.58
	July	\$71,043.28	\$165,060.53	\$38,156.89	\$250,869.47
	August	\$2,146.10	\$167,206.63	\$21,501.55	\$272,371.02
	September	\$45,074.17	\$212,280.80	\$17,702.58	\$290,073.60



Development Status Update October 2015

Willowcroft

As of 10/14/16 there are 16 homes either completed or under construction; 17 of a possible 41 building permits have been applied for and issued. The public improvements are virtually complete. There are items to "clean up" including:

- Repair damage to the internal streets caused by construction traffic.
- Complete installation of all street name signs.
- Install bollards with safety reflectivity at the emergency access road per the approved plan.
- Improve embankment slope grading and soil compaction at the northeast corner of water quality pond and modify water quality pond top of bank elevations and define the overflow spillway along the east edge of pond, adjacent to the existing concrete trail.
- When adjacent house construction is complete please finalize gravel access lanes at Tract C and Tract E.
- Provide written acceptance from land owners for work agreed upon for the Brookhaven, Wolf and Neese (Lot 42) properties
- Provide final updated As-Built Record Drawings, stamped, signed and dated.

Wilder Lane

As of 10/14 there have been two building permits pulled and two more permit requests are anticipated this year

- Curb and Street Paving: Complete. The Town will need to patch the area across from Town Hall if the utilities relocation and light pole removal ever happens.
- Drainage Facilities: Complete
- Fence and Walls: Wood fence installation is complete except for the entrance section on the north side parallel to Middlefield that will tie into the extension of the CCV wall. Work on the CCV wall extension has commenced and should be complete within 2 weeks. Town Wall construction continues and should be complete by the end of October.
- Landscaping: Irrigation system for HOA tracts will be installed before the end of the year but landscaping will be postponed until spring 2016 to reduce winter kill and winter maintenance and extend the warranty period.
- Water and Sewer: Complete
- Dry Utilities: Installation has been underway for several weeks and should be complete by the end of October.

- Street Signs: Has been a struggle to find a vendor that can supply the Town required posts. Bryan Construction believes they have found a supplier. If the supplier comes through we hope to have signs by the end of October.
- Other: The mailbox kiosks we be installed once Excel finishes up.
Excavation for the second foundation should occur within 2 weeks

Country Club

The staff met with the Club Development Team on October 5th. Based on that meeting and the date proposed for final approval of the Club's management/construction team we have a development review schedule with possible options for an accelerated approval. The accelerated schedule would be initiated by the Club and be contingent upon the availability of the Board of Trustees and a "clean" submission by the Club that does not require extensive edits between meetings/public hearings.

- November 18- Pre-Submittal Conference.
- December 7- Formal Submittal to Town.
- January 12- Planning & Zoning Hearing - Preliminary Plan.
- February 16-Board of Trustees Meeting - Preliminary Plan.
(Week of Jan. 25th - Board of Trustees meeting)*
- March 8-Planning Commission Meeting - Final Plan.
*(Feb. 9- Planning Commission Meeting - Final Plan**)*
- April 19- Board of Trustee Hearing, Final Plan.
*(March 15- Board of Trustees Hearing - Final Plan**)*

** If requested by the Club and acceptable to the Board of Trustees.*

*** If Trustees hold a meeting on the preliminary plan in January.*

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

	Totals	
Assets	August 31, 2015	December 31, 2014
Cash and investments	\$ 1,601,621	1,315,856
Other receivables	104,110	80,048
Property taxes receivable	2,900	307,035
Property and equipment, net	2,054,790	2,054,790
	\$ 3,763,421	3,757,729
<u>Liabilities and Equity</u>		
Liabilities:		
Accounts payable	\$ 21,185	17,569
Accrued liabilities	19,415	19,541
Deferred property tax revenue	2,900	307,035
Capital lease payable	-	-
Fund balance:		
Reserved - TABOR emergency	40,681	40,681
Conservation Trust	17,334	19,976
Arapahoe County Open Space	291,424	260,596
Unavailable - Fixed assets net of outstanding long term debt	2,054,790	2,054,790
Unreserved	1,315,692	1,037,541
Total equity	3,719,921	3,413,584
	\$ 3,763,421	3,757,729

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

Revenue	August Totals		Eight Months Ended August 31, 2015		
	2015	2014	Budget	Actual	Variance
Taxes:					
Property taxes	\$ 817	5,164	260,980	304,135	43,155
Specific ownership taxes	1,830	-	13,312	15,606	2,294
Sales and use tax	54,672	26,243	266,664	367,716	101,052
Utility franchise fees	8,340	-	32,000	32,563	563
Cable television	-	-	12,500	13,428	928
Permits and fines:					
Permits, fees and services	4,196	3,915	73,336	108,440	35,104
Fines	6,742	1,745	60,000	54,799	(5,201)
Intergovernmental:					
Bow Mar IGA	-	-	191,846	191,846	-
State highway user's tax	4,112	3,500	30,000	30,863	863
County highway tax revenue	-	-	10,800	11,568	768
Motor vehicle registration fees	456	450	3,336	3,521	185
State cigarette tax apportionment	97	55	336	463	127
Conservation Trust Fund entitlement	-	-	3,000	3,332	332
Arapahoe County Open Space shareback	-	-	27,000	30,555	3,555
Interest income	363	109	1,664	1,108	(556)
Other	(132)	248	15,064	11,714	(3,350)
Total revenue	81,493	41,429	1,001,838	1,181,657	179,819
Expenditures					
Current:					
Public safety	41,572	44,480	456,786	406,909	49,877
Sanitation	5,613	5,613	46,664	44,903	1,761
Administration	30,388	19,952	286,183	274,907	11,276
Planning and zoning	(3,152)	6,693	26,664	37,365	(10,701)
Public works	4,678	213,173	254,500	58,304	196,196
Other - rounding	-	1	-	(2)	2
Capital lease:					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Capital outlay					
Capital expenditures	-	-	39,000	46,934	(7,934)
Conservation Trust Fund expenditures	-	-	6,000	6,000	-
Total expenditures	79,099	289,912	1,115,797	875,320	240,477
Excess of revenue over expenditures	2,394	(248,483)	(113,959)	306,337	420,296
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	2,394	(248,483)	(113,959)	306,337	420,296
Fund balance - beginning of period	1,662,737	1,699,587	1,236,462	1,358,794	122,332
Fund balance - end of period	\$ 1,665,131	1,451,104	1,122,503	1,665,131	542,628

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 EIGHT MONTHS ENDED AUGUST 31, 2015 AND 2014

	August 2015	August 2014	Eight Months Ended August 31, 2015		
			Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	2,292	2,996	26,664	15,556	11,108
Cruiser insurance	-	-	3,250	4,688	(1,438)
	<u>2,292</u>	<u>2,996</u>	<u>29,914</u>	<u>20,244</u>	<u>9,670</u>
Salaries and benefits:					
Salaries	27,165	30,274	282,462	259,984	22,478
Pension plan	2,650	2,337	28,246	25,610	2,636
Health/workman's comp insurance	4,279	4,650	52,664	47,392	5,272
	<u>34,094</u>	<u>37,261</u>	<u>363,372</u>	<u>332,986</u>	<u>30,386</u>
Municipal court:					
Municipal court - judge	750	750	6,000	6,000	-
Municipal court - legal	2,844	2,000	16,664	20,229	(3,565)
Municipal court - other	281	434	4,664	2,766	1,898
	<u>3,875</u>	<u>3,184</u>	<u>27,328</u>	<u>28,995</u>	<u>(1,667)</u>
Other:					
Uniforms	80	961	5,336	2,131	3,205
Education/training	-	-	5,000	350	4,650
Arapahoe County dispatch fee	-	-	12,900	12,900	-
Supplies/miscellaneous	1,231	78	12,936	9,303	3,633
	<u>1,311</u>	<u>1,039</u>	<u>36,172</u>	<u>24,684</u>	<u>11,488</u>
Administration:					
Town administration:					
Salaries - administration	9,548	9,527	99,000	81,025	17,975
FICA/Medicare - administration	859	1,329	7,920	7,172	748
Health insurance - administration	998	930	10,664	9,962	702
Pension - administration	477	450	4,829	4,050	779
Telephone/communications	487	418	3,336	3,736	(400)
Computer expense	242	220	3,336	3,724	(388)
Election expense	-	-	1,000	-	1,000
Dues and publications	-	-	3,240	5,255	(2,015)
	<u>12,611</u>	<u>12,874</u>	<u>133,325</u>	<u>114,924</u>	<u>18,401</u>
Office supplies and miscellaneous:					
Advertising/notices	9	17	336	206	130
Miscellaneous	4,557	248	10,104	16,757	(6,653)
Supplies - administration	628	151	3,336	3,560	(224)
	<u>5,194</u>	<u>416</u>	<u>13,776</u>	<u>20,523</u>	<u>(6,747)</u>
Legal	2,644	3,500	26,664	28,943	(2,279)
Accounting and audit	550	550	17,800	17,600	200
Inspection	5,459	-	43,336	41,812	1,524
Insurance and bonds	594	718	16,336	18,309	(1,973)
County Treasurer's collection fees	8	52	2,610	3,043	(433)
Building occupancy costs	3,328	1,842	32,336	29,753	2,583

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 EIGHT MONTHS ENDED AUGUST 31, 2015 AND 2014

	August 2015	August 2014	Eight Months Ended August 31, 2015		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	-	209,119	200,000	2,700	197,300
Snow removal	-	-	7,500	11,085	(3,585)
Striping	-	-	2,000	-	2,000
Signs maintenance	25	-	2,000	275	1,725
Vehicle maintenance	145	-	1,336	1,728	(392)
Other drainage	-	-	6,000	175	5,825
Street cleaning	-	-	1,000	-	1,000
	170	209,119	219,836	15,963	203,873
Street lighting	1,191	1,118	10,000	9,263	737
Ground maintenance	300	100	5,000	14,176	(9,176)
Other:					
Miscellaneous minor public works	729	1,891	5,000	7,787	(2,787)
Storm water permit process	350	355	4,000	4,354	(354)
Professional fees	1,938	590	10,664	6,761	3,903
	3,017	2,836	19,664	18,902	762
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	-	-	-
Public safety	-	-	39,000	46,934	(7,934)
Public works	-	-	-	-	-
	-	-	39,000	46,934	(7,934)
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	6,000	6,000	-
	-	-	6,000	6,000	-

TOWN OF COLUMBINE VALLEY
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 SEPTEMBER 30, 2015

	Totals	
Assets	September 31, 2015	December 31, 2014
Cash and investments	\$ 1,604,199	1,315,856
Other receivables	88,139	80,048
Property taxes receivable	2,900	307,035
Property and equipment, net	2,054,790	2,054,790
	\$ 3,750,028	3,757,729
Liabilities and Equity		
Liabilities:		
Accounts payable	\$ 217,938	17,569
Accrued liabilities	19,530	19,541
Deferred property tax revenue	2,900	307,035
Capital lease payable	-	-
Fund balance:		
Reserved - TABOR emergency	40,681	40,681
Conservation Trust	17,336	19,976
Arapahoe County Open Space	291,471	260,596
Unavailable - Fixed assets net of outstanding long term debt	2,054,790	2,054,790
Unreserved	1,073,121	1,037,541
Total equity	3,477,399	3,413,584
	\$ 3,717,767	3,757,729

TOWN OF COLUMBINE VALLEY
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
 ALL GOVERNMENTAL FUND TYPES
 BUDGET AND ACTUAL
 NINE MONTHS ENDED SEPTEMBER 30, 2015 AND 2014

Revenue	September Totals		Nine Months Ended September 30, 2015		
	2015	2014	Budget	Actual	Variance
Taxes:					
Property taxes	\$ -	1,621	300,000	304,135	4,135
Specific ownership taxes	-	3,606	14,976	15,606	630
Sales and use tax	46,507	49,068	299,997	414,222	114,225
Utility franchise fees	3,000	8,707	36,000	35,563	(437)
Cable television	6,000	6,000	18,750	19,428	678
Permits and fines:					
Permits, fees and services	22,770	18,595	82,503	131,210	48,707
Fines	5,724	11,639	67,500	60,523	(6,977)
Intergovernmental:					
Bow Mar IGA	-	-	191,846	191,846	-
State highway user's tax	3,000	5,800	33,750	33,863	113
County highway tax revenue	3,255	-	10,800	14,823	4,023
Motor vehicle registration fees	-	77	3,753	3,521	(232)
State cigarette tax apportionment	114	54	378	577	199
Conservation Trust Fund entitlement	-	1,500	4,500	3,332	(1,168)
Arapahoe County Open Space shareback	-	-	27,000	30,555	3,555
Interest income	169	271	1,872	1,276	(596)
Other	12,913	2,781	16,947	24,628	7,681
Total revenue	103,452	109,719	1,110,572	1,285,108	174,536
Expenditures					
Current:					
Public safety	50,624	59,062	515,625	457,529	58,096
Sanitation	5,613	5,613	52,497	50,516	1,981
Administration	32,176	32,638	318,430	307,081	11,349
Planning and zoning	22,559	(856)	29,997	59,924	(29,927)
Public works	202,747	14,770	285,250	261,049	24,201
Other - rounding	(6)	(1)	-	(1)	1
Capital lease:					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Capital outlay					
Capital expenditures	-	-	39,000	46,934	(7,934)
Conservation Trust Fund expenditures	-	-	6,000	6,000	-
Total expenditures	313,713	111,226	1,246,799	1,189,032	57,767
Excess of revenue over expenditures	(210,261)	(1,507)	(136,227)	96,076	232,303
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	(210,261)	(1,507)	(136,227)	96,076	232,303
Fund balance - beginning of period	1,632,870	1,451,104	1,236,462	1,358,794	122,332
Fund balance - end of period	\$ 1,422,609	1,449,597	1,100,235	1,454,870	354,635

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
NINE MONTHS ENDED SEPTEMBER 30, 2015 AND 2014

	September 2015	September 2014	Budget	Nine Months Ended September 30, 2015	
				Actual	Variance
Public safety:					
Automotive expenses	2,830	5,327	34,872	23,072	11,800
Salaries and benefits	37,785	39,739	404,478	370,771	33,707
Municipal court	2,899	6,514	30,744	31,892	(1,148)
Other	7,110	7,482	45,531	31,794	13,737
	<u>50,624</u>	<u>59,062</u>	<u>515,625</u>	<u>457,529</u>	<u>58,096</u>
Sanitation	5,613	5,613	52,497	50,516	1,981
Administration:					
Legal	3,069	3,398	29,997	32,011	(2,014)
Accounting and audit	550	550	18,350	18,150	200
Inspection	5,924	7,365	48,753	47,736	1,017
Town administration	12,805	12,496	148,313	127,728	20,585
Insurance and bonds	4,801	4,832	18,378	23,110	(4,732)
Office supplies and miscellaneous	2,619	1,349	15,498	23,142	(7,644)
County Treasurer's collection fees	-	18	2,763	3,043	(280)
Rent and building occupancy costs	2,408	2,630	36,378	32,161	4,217
	<u>32,176</u>	<u>32,638</u>	<u>318,430</u>	<u>307,081</u>	<u>11,349</u>
Planning and zoning					
Engineering	22,559	(856)	29,997	59,924	(29,927)
Public works:					
Street repairs and maintenance	200,172	12,041	246,253	216,135	30,118
Street lighting	1,151	1,167	11,250	10,413	837
Weed and tree removal	400	575	5,625	14,576	(8,951)
Other	1,024	987	22,122	19,925	2,197
	<u>202,747</u>	<u>14,770</u>	<u>285,250</u>	<u>261,049</u>	<u>24,201</u>
Other - rounding	(6)	(1)	-	(1)	1
Capital expenditures:					
Public safety	-	-	39,000	46,934	(7,934)
Administration	-	-	-	-	-
Public works	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>39,000</u>	<u>46,934</u>	<u>(7,934)</u>
Conservation Trust Fund expenditures	-	-	6,000	6,000	-
	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>6,000</u>	<u>-</u>
Total expenditures	313,713	111,226	1,246,799	1,189,032	57,767
Major projects:					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures and major projects	313,713	111,226	1,246,799	1,189,032	57,767

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 NINE MONTHS ENDED SEPTEMBER 30, 2015 AND 2014

	September 2015	September 2014	Nine Months Ended September 30, 2015		
			Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	1,417	3,777	29,997	16,972	13,025
Cruiser insurance	1,413	1,550	4,875	6,100	(1,225)
	<u>2,830</u>	<u>5,327</u>	<u>34,872</u>	<u>23,072</u>	<u>11,800</u>
Salaries and benefits:					
Salaries	28,342	28,274	313,846	288,325	25,521
Pension plan	2,740	3,487	31,385	28,351	3,034
Health/workman's comp insurance	6,703	7,978	59,247	54,095	5,152
	<u>37,785</u>	<u>39,739</u>	<u>404,478</u>	<u>370,771</u>	<u>33,707</u>
Municipal court:					
Municipal court - judge	750	750	6,750	6,750	-
Municipal court - legal	1,938	4,794	18,747	22,166	(3,419)
Municipal court - other	211	970	5,247	2,976	2,271
	<u>2,899</u>	<u>6,514</u>	<u>30,744</u>	<u>31,892</u>	<u>(1,148)</u>
Other:					
Uniforms	256	108	6,003	2,387	3,616
Education/training	-	-	5,625	350	5,275
Arapahoe County dispatch fee	6,450	6,450	19,350	19,350	-
Supplies/miscellaneous	404	924	14,553	9,707	4,846
	<u>7,110</u>	<u>7,482</u>	<u>45,531</u>	<u>31,794</u>	<u>13,737</u>
Administration:					
Town administration:					
Salaries - administration	9,548	10,055	110,000	90,573	19,427
FICA/Medicare - administration	878	229	8,800	8,049	751
Health insurance - administration	998	930	11,997	10,960	1,037
Pension - administration	477	450	5,365	4,528	837
Telephone/communications	485	415	3,753	4,220	(467)
Computer expense	419	392	3,753	4,143	(390)
Election expense	-	25	1,000	-	1,000
Dues and publications	-	-	3,645	5,255	(1,610)
	<u>12,805</u>	<u>12,496</u>	<u>148,313</u>	<u>127,728</u>	<u>20,585</u>
Office supplies and miscellaneous:					
Advertising/notices	-	20	378	206	172
Miscellaneous	2,439	913	11,367	19,196	(7,829)
Supplies - administration	180	416	3,753	3,740	13
	<u>2,619</u>	<u>1,349</u>	<u>15,498</u>	<u>23,142</u>	<u>(7,644)</u>
Legal	3,069	3,398	29,997	32,011	(2,014)
Accounting and audit	550	550	18,350	18,150	200
Inspection	5,924	7,365	48,753	47,736	1,017
Insurance and bonds	4,801	4,832	18,378	23,110	(4,732)
County Treasurer's collection fees	-	18	2,763	3,043	(280)
Building occupancy costs	2,408	2,630	36,378	32,161	4,217

TOWN OF COLUMBINE VALLEY
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
 NINE MONTHS ENDED SEPTEMBER 30, 2015 AND 2014

	September 2015	September 2014	Nine Months Ended September 30, 2015		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	200,125	8,681	225,000	202,825	22,175
Snow removal	-	-	7,500	11,085	(3,585)
Striping	-	629	2,250	-	2,250
Signs maintenance	-	2,681	2,250	275	1,975
Vehicle maintenance	-	50	1,503	1,728	(225)
Other drainage	47	-	6,750	222	6,528
Street cleaning	-	-	1,000	-	1,000
	<u>200,172</u>	<u>12,041</u>	<u>246,253</u>	<u>216,135</u>	<u>30,118</u>
Street lighting	1,151	1,167	11,250	10,413	837
Ground maintenance	400	575	5,625	14,576	(8,951)
Other:					
Miscellaneous minor public works	125	50	5,625	7,912	(2,287)
Storm water permit process	92	250	4,500	4,446	54
Professional fees	807	687	11,997	7,567	4,430
	<u>1,024</u>	<u>987</u>	<u>22,122</u>	<u>19,925</u>	<u>2,197</u>
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	-	-	-
Public safety	-	-	39,000	46,934	(7,934)
Public works	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>39,000</u>	<u>46,934</u>	<u>(7,934)</u>
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	6,000	6,000	-
	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>6,000</u>	<u>-</u>



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

MUNICIPAL COURT:

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

<u>Court Revenue</u>	<u>2014</u>	<u>2014YTD</u>	<u>2015</u>	<u>2015YTD</u>
January	\$5,670.50	\$5,670.50	\$4,120.95	\$4,120.95
February	\$4,160.00	\$9,830.50	\$8,377.50	\$12,498.45
March	\$7,279.50	\$17,110.00	\$8,315.52	\$20,813.97
April	\$6,999.00	\$24,109.00	\$7,540.50	\$28,354.47
May	\$9,258.25	\$33,367.25	\$7,122.00	\$35,476.47
June	\$6,468.25	\$39,835.50	\$6,914.66	\$42,391.13
July	\$9,162.98	\$48,699.23	\$5,201.29	\$47,592.42
August	\$5,749.25	\$51,564.50	\$6,941.67	\$54,534.09
September	\$7,635.00	\$59,199.50	\$5,724.36	\$60,258.45

UPCOMING EVENTS:

- October 22-24: Dumpster at Town Hall, Noon – Noon

SOLICITATION PERMITS:

The new solicitation permitting process is now operational. The "No Visit List" is online and will be updated monthly or more often as required by permit requests. 240 homes have registered for the list, which is approximately 45% of the homes in Columbine Valley. A new page has been added to the Web site under the "Community" section which includes the permit application, a sample solicitors badge and frequently asked questions for both residents and solicitors.

Respectfully Submitted,

J.D. McCrumb
October 20, 2015



Request for Board of Trustee Action

Date: October 20, 2015

Title: Trustee Bill #11, Series 2015: Columbine Park

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney, Troy Carmann, Town Engineer

Background: In August of this year, the Board of Trustees adopted a new policy related to the funding of Town parks and right-of-way spaces.

One aspect of this policy was directing all Colorado lottery monies allocated to Columbine Valley to the maintenance of the Town Hall property. In order to do so, the land must be designated as a park.

Attachments: Trustee Bill #11, Series 2015

Fiscal Impacts: There is no anticipated change in the amount of funding designated to the maintenance of Town Hall, only the source of the funding.

Staff Recommendations: Approve as presented

Recommended Motion: "I move to approve Trustee Bill #11, Series 2015 on 1st reading"

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 11
SERIES OF 2015

INTRODUCED BY
TRUSTEE: DAVE COPE

A BILL
FOR
AN ORDINANCE CREATING COLUMBINE PARK

WHEREAS, the Board of Trustees of the Town of Columbine Valley desire to have the area of land located around the Columbine Valley Town Hall dedicated as a public park; and

WHEREAS, the Board of Trustees deems it in the best interests of the Town that said parcel of land be established as a park.

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

Section 1. The following parcel of property located in the Town of Columbine Valley, Colorado having the legal description described on Exhibit A which is attached hereto and incorporated by reference herein, is hereby established as a park in the Town of Columbine Valley, to be known as Columbine Park.

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

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

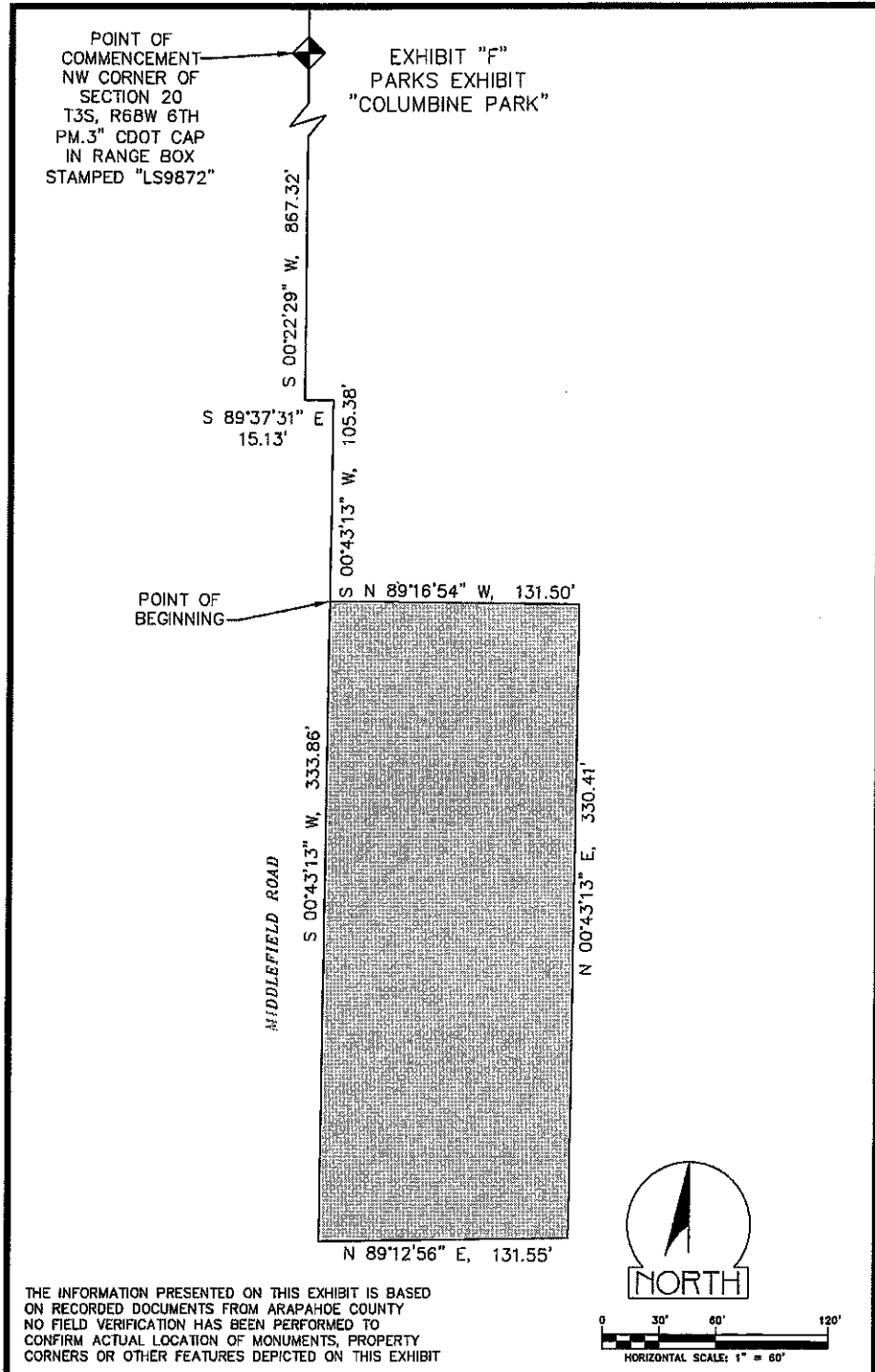
Section 4. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within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

Introduced at a regular meeting of the Board of Trustees for the Town of Columbine Valley, held at the Columbine Valley Town Hall, located at 2 Middlefield Road, Columbine Valley, Arapahoe County, Colorado, on the 20th day of October 2015, passed by a vote of _____ for and _____ against on first reading; passed on second reading at a regular meeting of the Board of Trustees held at the Columbine Valley Town Hall, Arapahoe County Colorado by a vote of _____ for and _____ against on the ____ day of November 2015, at 6:30 p.m. and ordered published in the Littleton Independent on the ____ day of _____, 2015.

Gale Christy, Mayor

ATTEST:

JD McCrumb,
Clerk of the Town of Columbine Valley



SURVEYED BY:	PARKS EXHIBIT <small>3730 South Fremont Street, Suite 600, Denver, Colorado 80239 Phone: 303.733.0000 Fax: 303.733.0000</small>	CLIENT:	ARAPAHOE COUNTY	JOB NUMBER:	13-002-013-415				
DRAWN BY:		LOCATION:	TOWN OF COLUMBINE VALLEY	FILE NUMBER:					
CHECKED BY:		SECTION:	20	TOWNSHIP:	5S	RANGE:	68W	SCALE:	1" = 60'
DATE:		10-20-2015	SIXTH PRINCIPAL MERIDIAN		ARAPAHOE COUNTY, COLORADO	SHEET:	1 of 1		



Request for Board of Trustee Action

Date: October 20, 2015

Title: Willowcroft Landscaping Request

Presented By: Phil Sieber, Town Planner

Prepared By: Phil Sieber, Town Planner

Background: As approved in the final development plan, Taylor Morrison, the developer of Willowcroft Manor would install a "standard" front landscaping package for every home in the development. Taylor Morrison has inquired concerning the Town's position if a home buyer wishes to install lot landscaping that is different than the standard lot landscape plan offered. The staff has determined that:

1. Individual lot landscaping was never included in the final plan.
2. Modification of the standard lot landscaping plan would not require any action by the Trustees but Taylor Morrison is seeking direction.

We assume that Taylor Morrison has a standard lot landscape design or a set of lot landscaping criteria.

Attachments: None

Fiscal Impacts: None

Staff Recommendations: No recommendation

Recommended Motion: No action is required



Request for Board of Trustee Action

Date: October 20, 2015

Title: Sign Code Variance, Wilder Lane

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, Platte Canyon Partners is requesting a variance for two (2) signs up to 4' x 8' in size in order to market the sale of their patio homes. The signs would remain until all units are sold.

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

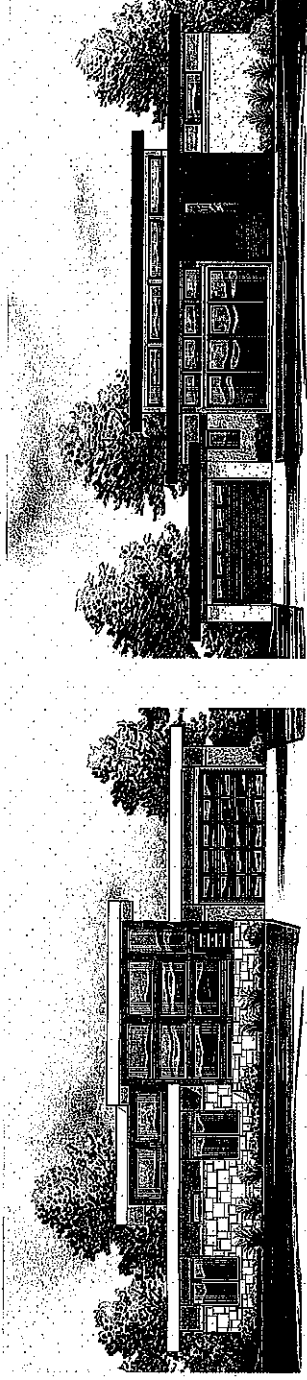
Fiscal Impacts: None anticipated

Staff Recommendations: Approve as presented

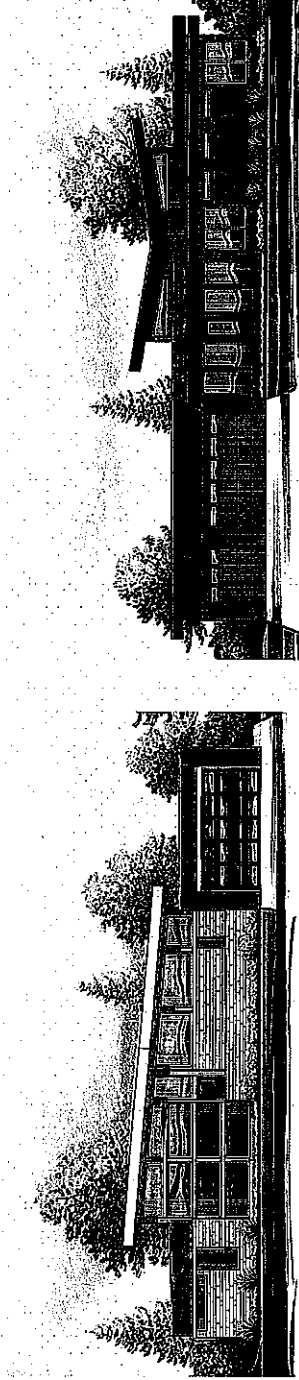
Recommended Motion: "I move to approve a variance allowing Platte Canyon Partners to place two signs up to 4' x 8' in size marketing sign to be placed on the corners of Wilder Land/Middlefield and Wilder Lane/Platte Canyon."

WILDERLANE

C o l u m b i n e V a l l e y



24 Unique, Mid-Century Inspired Modern Homes



www.ncmWilderLane.com

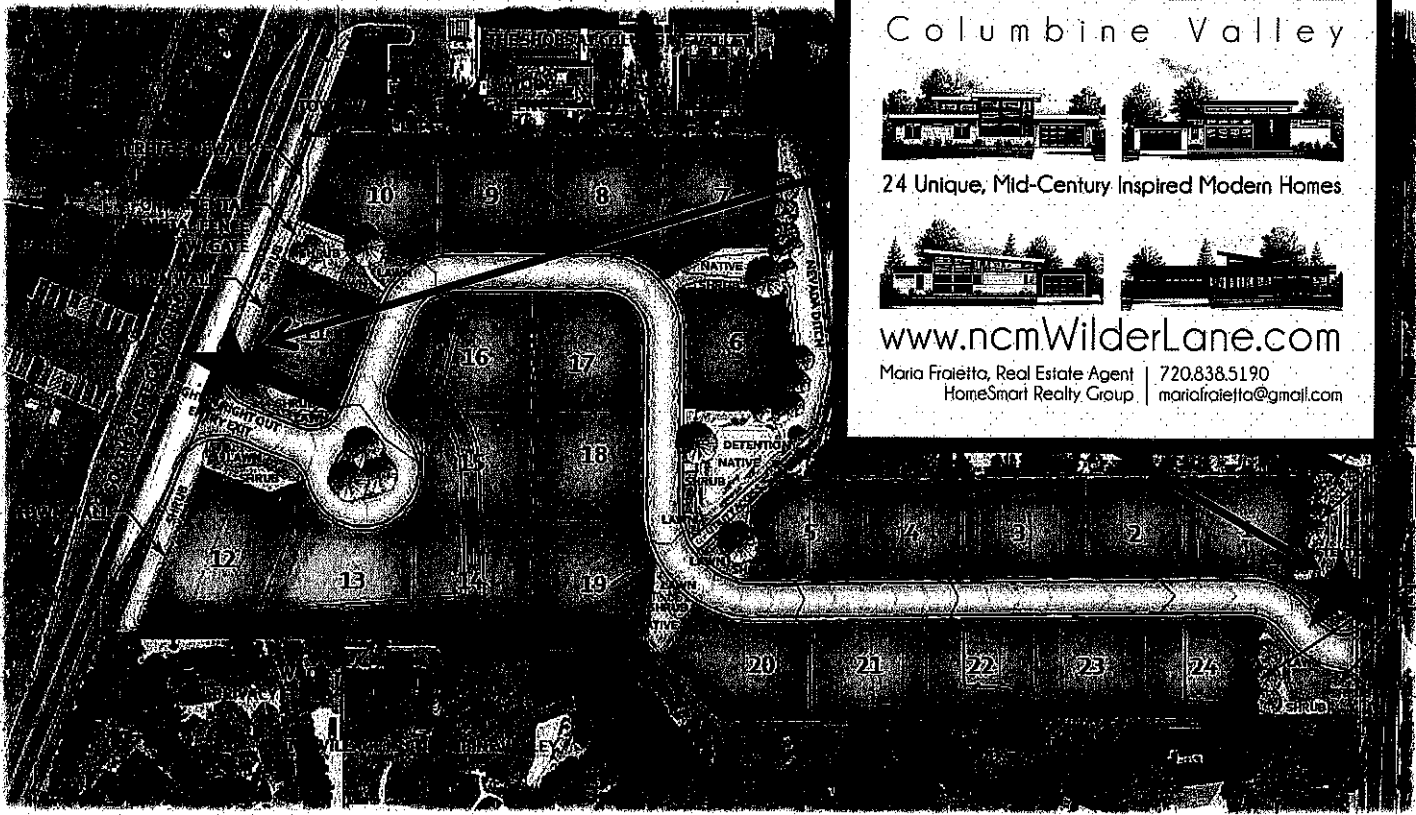
Maria Fraietta, Real Estate Agent | 720.838.5190

HomeSmart Realty Group | mariafraietta@gmail.com

WILDER LANE

PRELIMINARY PLAN

A PARCEL LOCATED IN THE NORTHEAST ONE-QUARTER
TOWNSHIP 5 SOUTH, RANGE 88 WEST OF THE SIXTH
TOWN OF COLUMBINE VALLEY, COUNTY OF ARAPAHOE



WILDER LANE

Columbine Valley



24 Unique, Mid-Century Inspired Modern Homes



www.ncmWilderLane.com

Maria Fraietta, Real Estate Agent | 720.838.5190
HomeSmart Realty Group | mariafraietta@gmail.com

★ Locations for the two 4' X 4' Wilder Lane marketing/information signs

DEVELOPER		DATE
PLATE DESIGN PARTNERS, LLC 450 SOUTH WINDY STREET, SUITE 200 DENVER, CO 80217		01/17
DRAWING & DESIGN FIRM		02/17
PLATE DESIGN PARTNERS, LLC 450 SOUTH WINDY STREET, SUITE 200 DENVER, CO 80217		02/17

WILDER LANE / PRELIMINARY