



Town Administrator's Report

September 2017



Town of Columbine Valley
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Communications & Happenings

- The fall newsletter was delayed by one month as staff wanted to include several updates that were not ready for publication by the September 1 deadline. The newsletter will be available in the 1st week of October.



2017 Town Goal Tracking:

35 Goals Set;

32 Goals in Progress;

14 Goals Completed (40%)

- Thanks again to Vectra Bank and ABC Investments Team with REMAX Professionals for their support of the 2017 Summer Concerts in the Park series, and to everyone who attended on of these great events.
- Riley McCormick and Drew Woodward will start their internships with the Town and are already hard at work. Riley will be working on projects including: Emergency Management, an FAQ database, a volunteer program, a communications program, and a local government 101 presentation. Drew will focus his efforts on a new Trustee orientation, Town standard operating procedures, a records retention policy and HOA outreach and engagement.
- Administrative staff evaluations begin in October. Staff evaluations occur in three parts, a self evaluation, an evaluation by the Town Administrator and a collaborative goal setting process between employee and supervisor. This process will be completed in November. The established goals will be utilized in 2018.

Citizen Contacts:

Staff has fielded calls, emails or walk-ins on the following topics in Aug.

- ⇒ Building Department: 111
- ⇒ Comm. Development: 82
- ⇒ Public Works: 73
- ⇒ Municipal Court: 31
- ⇒ Other: 141

Town Website August Statistics

4,031

Total Visits

4,519

July Page Views

Top Pages

Community Updates

Municipal Court

Development Updates

Documents



Building Department

Monthly Stats

16 Permits Issued

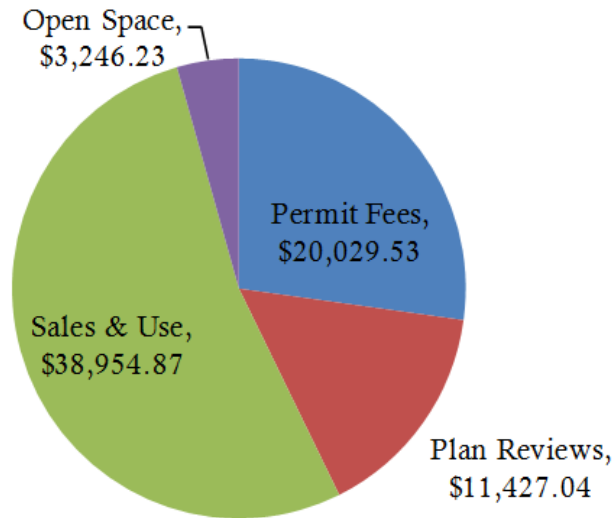
- New SFR: 1
- Major Remodels: 1
- New Roofs: 1
- Other/Misc.: 13

122 Inspections

7 Licenses Issued

- General: 1
- Electrician: 4
- Plumbers: 0
- Mechanical: 2
- Roofer: 0

August Permit Rev.: \$73,657.67



Willowcroft Manor

41 Total Lots

41 Permits Issued

0 Permits Pending

33 Completed Homes

32 Occupied Homes

Wilder Lane

24 Total Lots

10 Permits Issued

0 Permit Pending

5 Completed Homes

5 Occupied Homes



Building Department Revenue by Month

	2016	2016 YTD	2017	2017 YTD
January	\$2,304.44	\$2,304.44	\$19,908.26	\$19,908.26
February	\$8,570.86	\$10,875.30	\$56,545.98	\$76,454.24
March	\$84,269.53	\$95,144.83	\$45,844.32	\$122,298.56
April	\$64,831.11	\$159,975.94	\$164,185.81	\$286,484.37
May	\$45,799.17	\$205,775.11	\$129,819.95	\$416,304.32
June	\$30,756.68	\$236,531.79	\$21,136.83	\$437,441.15
July	\$327,329.37	\$563,861.16	\$14,030.74	\$438,844.89
August	\$83,947.48	\$647,808.64	\$73,657.67	\$512,502.56
September	\$28,814.59	\$676,623.23		
October	\$54,077.22	\$730,700.45		
November	\$51,116.09	\$781,816.54		
December	\$42,978.61	\$824,795.15		

Municipal Court

	<u>2016</u>	<u>2016 YTD</u>	<u>2017</u>	<u>2017 YTD</u>
January	\$5,632.49	\$5,632.49	\$6,295.25	\$6,295.25
February	\$3,527.00	\$9,159.49	\$3,778.97	\$10,074.22
March	\$6,170.5	\$15,329.99	\$8,867.00	\$18,941.22
April	\$4,323.50	\$19,653.49	\$6,755.00	\$25,696.22
May	\$1,862.25	\$21,515.74	-\$905.00 *	\$24,791.22
June	\$3,638.78	\$25,154.52	\$5,767.00	\$30,558.22
July	\$8,590.86	\$33,744.88	\$5,061.25	\$35,619.47
August	\$5,843.61	\$39,588.49	\$6,146.75	\$41,766.42
September	\$6,111.98	\$45,700.47		

July Monthly Stats

- Total paid before Court: 43
- Total on docket: 41
- Cases heard by Judge: 26
- Continuances: 1
- Failure to Appears: 1
- Stay of Executions: 4
- Classes Ordered: 8
- Bench Warrants: 6
- Trials: 1

Public Works Department

- Work on the 2017 Pavement Program is scheduled for September. Concrete work, including the new drainage pan south of the Country Club has been completed. Roads to be resurfaced, including Middlefield from Aljor to Bowles, all of Club Lane and Fairway from Club Lane to #39 will see work on the following days, weather permitting:
 - ⇒ Sept. 20: Mill one lane of all roads
 - ⇒ Sept. 21: Mill second lane of all roads
 - ⇒ Sept. 22: Mobilize all traffic control equipment.
 - ⇒ Sept. 23: Pave one lane of all roads
 - ⇒ Sept. 24: Pave second lane of all roads
- ⇒ Residents are being asked not to park on the roads on the days listed above, and are encouraged not to drive on or through freshly poured pavement for approximately one hour after it is poured.
- ⇒ CVPD will not be issuing overnight parking tickets from Sept 20-24 to allow impacted residents to park on the streets and not track asphalt onto their driveways and to be sure their cars are not towed if parked in a construction area.
- ⇒ Notices have been sent to all HOA Presidents with this information and reminders or updates will be sent as needed. Door hangers will also be distributed to all impacted homes the week work begins.
- ⇒ Street painting will be conducted by the City of Littleton in mid to late October. Street sweeping has been scheduled for October.
- A recent speed survey on Fairway Lane, near #13, demonstrated that speeds along that stretch of road have actually decreased slightly from two years ago when a similar study was conducted. Results will be distributed to the Trustees at the September meeting.



Community Development

Wilder Lane

- The existing roadway asphalt and drainage pan cracking along Wilder Lane, and conformance with Town roadway standards, remains a problem. The developer has been asked to review the Town's concerns about the pavement. This month ICON Engineering will meet with Bryan Construction at the project site to discuss pavement re-evaluation and an action plan for repairs.

Willowcroft Manor

- Town staff will continue to meet with representatives of the Willowcroft Manor HOA committees (landscaping, irrigation, streets/sidewalks) to expand a Punch List for remaining work to be performed by the developer. Pete Klymkow, Director of Land and primary construction contact, ended employment with Taylor Morrison on September 15. Town Staff will need to coordinate Punch List items with a new Taylor Morrison representative.

Wild Plum Farm

- Following the Trustee's approval of the Final Plan and Final Plat, the staff has been working on the normal post approval documents which are:
 - Subdivision Improvements Agreement (SIA). The staff has reviewed the draft Exhibit B which is the list of public improvement to be constructed with quantities and cost estimates. Staff has forwarded comments and revisions to Cal Atlantic.
 - Covenants (CC&R's). The staff reviews the CC&R's to insure that they are consistent with the Town Regulations and the approved Final Plan and Plat. Board approval of the CC&R's is not required but the Board is informed if there are any concerns the Trustee's need to address. The Town Planner has completed his review and forwarded his comments to the Town Attorney.
- Enertia Consulting Group has been coordinating final design changes with ICON Engineering. Stormwater updates include: revised inlet design, new inlet layout at Fairway Lane, and modifications to water quality swales/facilities. Proposed roadway design at Fairway Lane and consideration of Town Pavement Program have also been discussed.

