

**TOWN OF COLUMBINE VALLEY  
BOARD OF TRUSTEES MEETING**  
January 16, 2018

**A G E N D A**

- |  |                |
|--|----------------|
| <b>PUBLIC HEARING: WP Easement Vacation</b>  | <b>6:15PM</b>  |
| 1. ROLL CALL   | 6:30PM         |
| 2. PLEDGE OF ALLEGIANCE  |                |
| 3. APPROVAL OF MINUTES<br>November 14, 2017<br>December 12, 2017   | Mayor Champion |
| 4. CITIZENS CONCERNS<br>Columbine Country Club<br>HOA Presidents/Representatives<br>Public Comments  | Mayor Champion |
| 5. MAYOR'S COMMENTS  | Mayor Champion |
| 6. TRUSTEE COMMENTS  |                |
| 7. TOWN ADMINISTRATORS REPORT<br>Fire Department Update<br>Intro to Joanna Czarnecka, Senior Construction Manager<br>Wild Plum/Lennar Update | Mr. McCrumb    |
| 8. POLICE DEPARTMENT REPORT  | Chief Cottrell |
| 9. TOWN TREASURERS REPORT  | Mr. Tempas     |
| 10. OLD BUSINESS   |                |
| 11. NEW BUSINESS   |                |
| Wild Plum Easement Vacation  | Mr. Sieber     |
| Wild Plum Entry Monument Change  | Mr. Kaslon     |
| Wild Plum Marketing Sign Variance  | Mr. McCrumb    |
| Wild Plum Arch/Engineering Changes Approval  | Mr. Sieber     |
| Appointments to the Planning and Zoning Commission   | Mr. Sieber     |
| Resolution #1, Series 2018 – Trash Can Hours   | Mr. Schiller   |
| Resolution #2, Series 2018 – Election Judges   | Mr. McCrumb    |
| Resolution #3, Series 2018 – Mail Ballot Election  | Mr. McCrumb    |
| Trustee Bill #1, Series 2018 – Building Code Plan Review   | Mr. Schiller   |
| Human Resource Realignment   | Mr. McCrumb    |
| 12. ADJOURNMENT  |                |

**TOWN OF COLUMBINE VALLEY**  
**BOARD OF TRUSTEES**  
Minutes  
December 12, 2017

Mayor Champion called the Regular Meeting of the Trustees to order at 6:15 p.m., in the Ball Room at the Columbine Country Club 17 Fairway Lane, Columbine Valley, CO 80123. Roll call found the following present:

Trustees: Richard Champion, Dave Cope, Kathy Boyle, Gale Christy, Bill Dotson, Bruce Menk and Roy Palmer

Also present: J.D. McCrumb, Lee Schiller and Jeff Tempas

**OLD BUSINESS:**

**Trustee Bill #8, Series 2017:** Upon review of the 2017 Summary of Revenues and Expenditures and 2017 Budget for the Town of Columbine Valley, the Board of Trustees took the following action:

**ACTION: upon a motion by Trustee Christy and a second by Trustee Dotson, the Board unanimously approved Trustee Bill #8, Series 2017 on second reading on an emergency basis.**

**NEW BUSINESS:**

**Resolution # 7, Series 2017:** Upon receipt of the valuation of the property in the Town from the Arapahoe County Assessor's Office, the Treasurer calculated the appropriate mill levy at 8.133 mills and the Board took the following action:

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Cope, the Board unanimously approved Resolution #7 Series 2017.**

**Audit Engagement Letter:** Mr. Tempas presented the Trustees with the Audit Engagement Letter for 2017 prepared by CliftonLarsonAllen. The total cost estimate for the work is \$15,300.

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Boyle, the Board unanimously authorized Mr. Tempas to sign the letter.**

**ADJOURNMENT:** There being no further business, the meeting adjourned at 6:23 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.*

*\*\* All minutes should be considered to be in DRAFT form until approved by the Board of Trustees at the next regular meeting.*

**TOWN OF COLUMBINE VALLEY**  
**BOARD OF TRUSTEES**  
Minutes  
November 14, 2017

**PUBLIC HEARING: 2018 Town Budget**

Mayor Champion opened the Public Hearing at 6:15 p.m. at the Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Richard Champion, Dave Cope, Kathy Boyle, Gale Christy, Bill Dotson, Bruce Menk, and Roy Palmer

Also present: Lee Schiller, J.D. McCrumb, Jeff Tempas, Bret Cottrell, Phil Sieber, and Jeremy Hayden

Mr. Tempas presented the Trustees with the 2018 Town Budget.

There was no public comment. After a brief discussion, **the public hearing was closed at 6:18 p.m.**

Mayor Champion called the Regular Meeting of the Trustees 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: Richard Champion, Dave Cope, Kathy Boyle, Gale Christy, Bill Dotson, Bruce Menk, and Roy Palmer

Also present: Lee Schiller, J.D. McCrumb, Jeff Tempas, Bret Cottrell, Phil Sieber, and Jeremy Hayden

**MINUTES:** The minutes of the October 17, 2017 meeting were approved.

**CITIZEN CONCERNS:** Jim Tarpey, 47 Willowcroft Drive introduced the newly elected Willowcroft HOA President, Bill "Jack" Scheu, 45 Willowcroft Drive, and they both expressed appreciation for the efforts staff has made thus far on the transition from developer control of the HOA to the homeowners. They further asked for the Trustees support in the remaining tasks to be completed in the transition and that no additional developer funds be released without the knowledge of the HOA, to help ensure compliance with obligations.

Maurene Neely, 12 Arabian Place, would like to see vines planted along the new wall on Hunter Run.

Karen Brinckerhoff, 9 Arabian Place, asked the Trustees if the wall on the south/Polo Meadows side of Hunter Run could be heightened to match the new wall along the north side.

Kent Pedersen, Cal Atlantic, updated the Trustees on the Lennar purchase of Cal Atlantic Homes. At this time no information is known by the Colorado Cal Atlantic team and the Wild Plum development is still on schedule for earth work in January 2018.

**MAYOR'S COMMENTS:** Mayor Champion informed the Trustees that the 2018 Trustee retreat will be scheduled in May. A date will be determined shortly.

**TRUSTEE COMMENTS:** There were no comments from the Trustees.

**TOWN ADMINISTRATOR'S REPORT:** Mr. McCrumb presented the attached report and an update on the 2017 Town Goals.

**POLICE CHIEF'S REPORT:** Chief Cottrell presented the attached report and introduced the Trustees to the new report format.

**TOWN TREASURER'S REPORT:** Mr. Tempas presented the October financials to the Trustees.

**OLD BUSINESS:**

**Wild Plum IGA – Hunter Run Maintenance:** Mr. McCrumb presented the updated language for the IGA regarding the maintenance of Hunter Run.

**ACTION: upon a motion by Trustee Christy and a second by Trustee Menk, the Board of Trustees unanimously approved the language as presented.**

**2018 Budget:** The Trustees reviewed and discussed the 2018 Town budget. Trustee Palmer presented a Long Term Capital and Road Maintenance Budget for future Trustee consideration.

**ACTION: upon a motion by Trustee Palmer and a second by Trustee Dotson, the Board of Trustees unanimously approved the budget as presented on 1<sup>st</sup> Reading.**

**NEW BUSINESS:**

**Wild Plum Easement Clean-up:** Mr. Sieber introduced the need for an easement vacation to the Trustees. A public hearing will be scheduled for consideration on the 16<sup>th</sup> of January, 2018.

**ACTION: upon a motion by Trustee Palmer and a second by Trustee Dotson, the Board of Trustees unanimously scheduled a public hearing on this issue for 6:15 on January 16, 2018.**

**Bow Mar IGA:** Mr. McCrumb presented to the Trustees a one-year extension to the IGA with the Town of Bow Mar for Building Department Services. The Town of Bow Mar will take action on this at their November meeting.

**ACTION: upon a motion by Trustee Palmer and a second by Trustee Christy, the Board of Trustees unanimously approved the IGA extension.**

**Trustee Bill #6, Series 2017:** Mr. McCrumb presented this ordinance defining appropriate hours for residents to have their trash/recycle containers along the street in Columbine Valley. After some discussion, the Trustees felt an ordinance was unnecessary.

**ACTION: the Trustees asked staff to draft a resolution defining the hours as one hour before sundown to 9pm the day of pick up as acceptable hours for residents to have their trash/recycle containers along the street, and to bring the resolution back for consideration in early 2018.**

**Trustee Bill #7, Series 2017:** Mr. Schiller presented this ordinance designed as a “clean-up” to realign the Trustee terms during the 2018 municipal election.

**ACTION:** upon a motion by Trustee Menk and a second by Trustee Palmer the Board of Trustees unanimously approved Trustee Bill #7, Series 2017 on an emergency basis.

**Ash Bore Plan and Policy:** Mr. Hayden presented the Trustees with the updated Ash Bore Plan and Policy.

**ACTION:** no action or direction was required.

**EXECUTIVE SESSION:** Upon a motion by Trustee Menk and a second by Trustee Christy, the Board unanimously approved entering into executive session at 8:44 p.m. to approve the minutes of October 17, 2017 and to discuss personnel matters pursuant to C.R.S. 24-6-402.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:52 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.*

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# Town Administrator's Report

*January 2018*



Town of Columbine Valley  
2 Middlefield Road  
Columbine Valley, CO 80123

Tel: 303-795-1434  
Fax: 303-795-7325  
[jdmccrumb@columbinevalley.org](mailto:jdmccrumb@columbinevalley.org)



## Town Website Dec Statistics

1,642

Total Visits

2,111

December Page Views

## Top Pages

Community Updates

Trash and Recycle

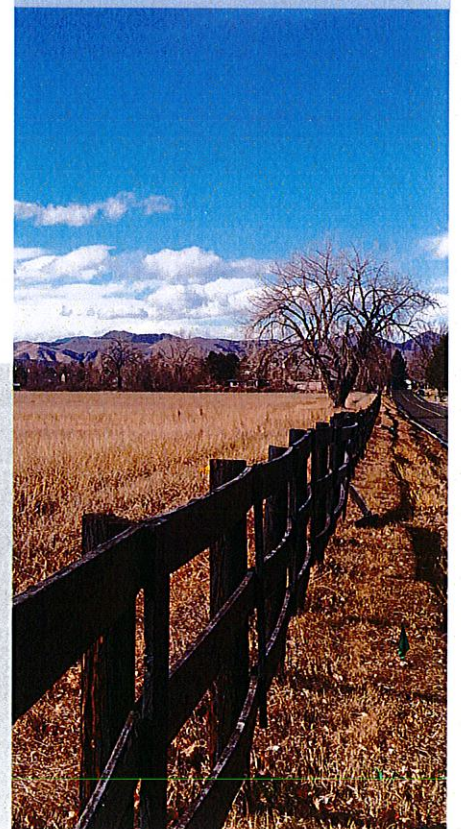
Development Updates

Police Department

## Communications & Happenings

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- 2018 Town Directories have been mailed to all residents of town. Corrections can be sent to Town Hall for inclusion in an update to be published in the March newsletter.
- Included in the directory is a full event schedule for 2018. This scheduled includes all Board of Trustee, P&Z, and municipal court dates, as well as events and programs like concerts in the park.
- A survey was sent to all HOA presidents asking for an evaluation of the Town's current communication efforts and inviting feedback for ways to improve.
- Planning efforts for the Town's 4th of July and Concerts in the Park events are now underway. Sponsors are also being sought to help keep these events at the exceptional level residents have come to expect in the past few years.



## Citizen Contacts:

*Staff has fielded calls, emails or walk-ins on the following topics in December*

- ⇒ Building Department: 42
- ⇒ Comm. Development: 35
- ⇒ Public Works: 41
- ⇒ Municipal Court: 19
- ⇒ Other: 47

# Building Department

## 2017 Total Stats

143 Permits Issued

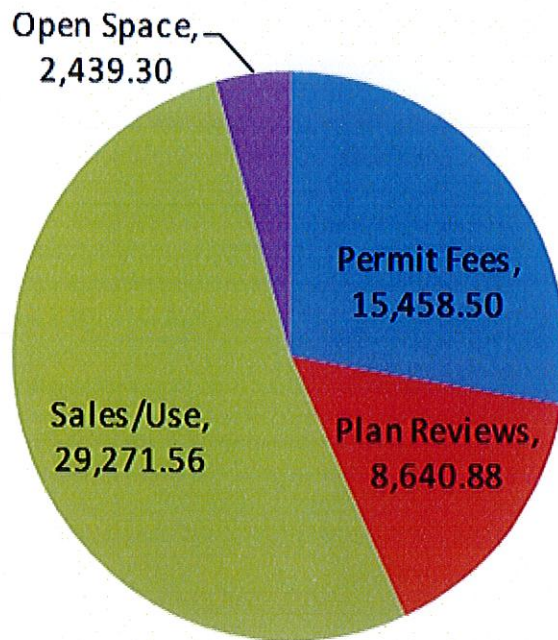
- New SFR: 19
- Major Remodel: 20
- New Roofs: 22
- Other/Misc.: 82

1,355 Inspections

190 Licenses Issued

- General: 82
- Electrician: 35
- Plumbers: 21
- Mechanical: 33
- Roofer: 19

Dec. Permit Rev.: \$55,810.24



## Wild Plum

95 Total Lots

0 SFR Permits Issued

0 Permit Pending

13 Demo Permits

2 Wall/Fence Permits

## Wilder Lane

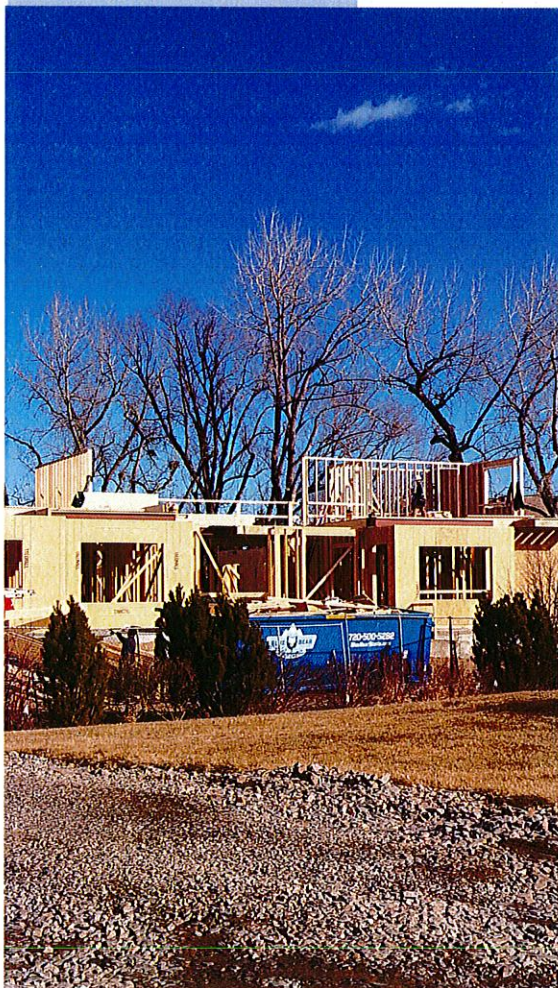
24 Total Lots

6 Permits Active

6 Permit Pending

6 Completed Homes

5 Occupied Home



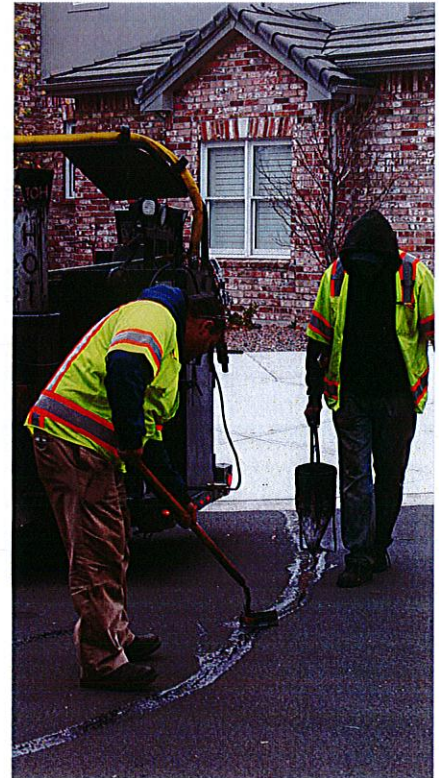
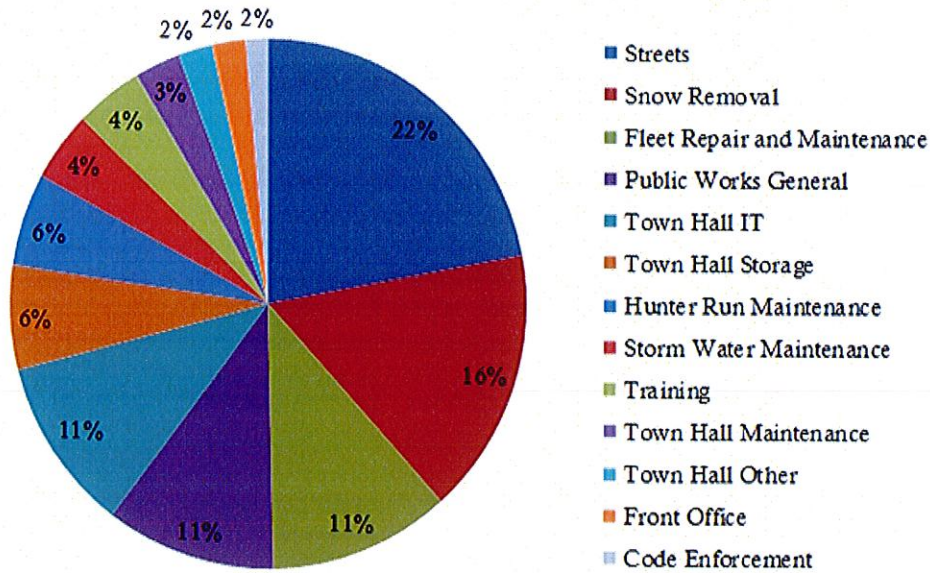
## Building Department Revenue by Month

	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	\$32,849.07	\$545,351.63
October	\$54,077.22	\$730,700.45	\$22,603.20	\$567,954.84
November	\$51,116.09	\$781,816.54	\$26,129.25	\$594,084.09
December	\$42,978.61	\$824,795.15	\$55,810.24	\$649,894.33

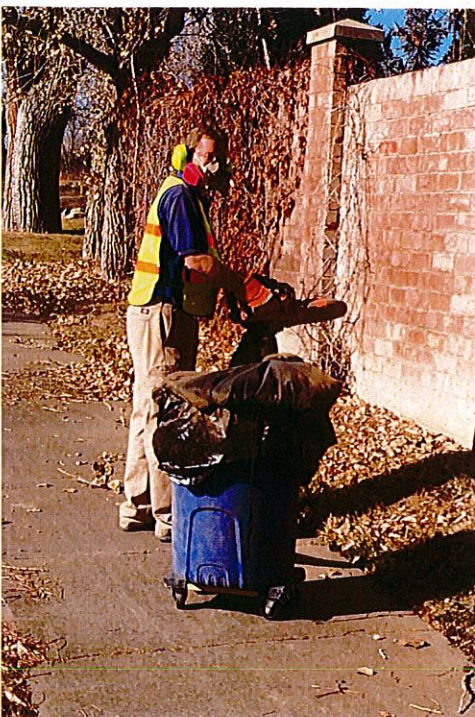


# Public Works Department

## December Staff Time Allocation (including contractors)



- The last of the crack seal has been applied, bringing a close to the 2017 Paving Program. All major cracks throughout town have been sealed and topped with black silica sand to aid in skid resistance and texture.
- The current freeze thaw cycles have added to the stress the town's water mains are under, causing breaks on both Driver and Niblick. Denver Water was quick to respond, digging down to the pipe to apply a patch. They will be back soon to apply permanent patches to the street.
- With the extended fall weather, an extra street cleaning was performed in December. Littleton ran a sweeper down each street picking up leaves, dirt and left over debris from the fall paving program.



- With the majority of wall construction finished on Hunter Run, fall leaf removal and cleanup was performed. Over 150 gallons of shredded leaves have been removed. The cleaning was coordinated with the Littleton sweeping to maximize the amount of leaves removed.
- The snow plow truck had been stuck in 4-wheel drive. Staff disassembled, rebuilt and reinstalled both front hubs. The failing battery was also replaced with a higher amp rating battery. The truck can now switch between 2-wheel and 4-wheel drive and has plenty of starting power for a cold night.

## December Snow Report

- High of 67, Low of -1
- 2 days with plowing activity      • 1 day with sanding activity
- Total of 23 hours of snow removal and ice treatment.

## Municipal Court

	<u>2016 YTD</u>	<u>2017</u>	<u>2017 YTD</u>
<b>Jan</b>	\$5,632.49	\$6,295.25	\$6,295.25
<b>Feb</b>	\$9,159.49	\$3,778.97	\$10,074.22
<b>Mar</b>	\$15,329.99	\$8,867.00	\$18,941.22
<b>Apr</b>	\$19,653.49	\$6,755.00	\$25,696.22
<b>May</b>	\$21,515.74	-\$905.00 *	\$24,791.22
<b>June</b>	\$25,154.52	\$5,767.00	\$30,558.22
<b>July</b>	\$33,744.88	\$5,061.25	\$35,619.47
<b>Aug</b>	\$39,588.49	\$6,146.75	\$41,766.42
<b>Sept</b>	\$45,700.47	\$4,060.00	\$45,826.42
<b>Oct</b>	\$51,820.47	\$10,180.50	\$56,006.92
<b>Nov</b>	\$55,355.47	\$7,090.00	\$63,096.92
<b>Dec</b>	<b>\$58,945.47</b>	<b>\$3,889.12</b>	<b>\$66,986.04</b>

### 2017 Total Stats

- Total paid before Court: 304
- Total on docket: 431
- Cases heard by Judge: 125
- Continuances: 19
- Failure to Appear: 37
- Stay of Executions: 27
- Classes Ordered: 27
- Bench Warrants 33
- Trials 4



### Public Works, continued

- Two additional security cameras were installed above the Town Hall front door and above the basement PD entrance. Additional cabling was run throughout the building to complete the security system upgrade. There are now 8 exterior cameras positioned to give full coverage of the exterior of Town Hall.
- The emergency backup generator for Town Hall has been installed, inspected and fully tested. In the event of a power loss, the natural gas powered generator will be able to supply full power to all critical circuits. This will allow the Police and other emergency departments to maintain full operation status. A majority of the building will stay powered to provide a safe, climate controlled place to stay in the event of an emergency.

## Human Resources

- All critical administrative staff have completed FEMA training IS-100 and will have IS-200 completed in February. IS-300—800 will be completed as time and job description requires throughout the year.
- J.D. and Dana have both enrolled in the trainings recommended by the Employers Council Desk Audit. Trainings will take place between January and November of this year.

# Community Development

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## 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:

- A. 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. We have forwarded our comments and revisions to Cal Atlantic. They are suggesting some revisions and Lee, Troy and Phil are reviewing them.
- B. 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.
- C. The staff has completed their review of all the Final Plat check print and sent the suggested revisions to CalAtlantic. The check print review for the Final Development Plan should be complete next week and will be sent to CalAtlantic.
- D. The staff has prepared a draft Revision Criteria Table which contains recommendations on the level of approval that will be required for any changes to the Final Development Plan or Construction Plans.

## Clayton Family Farms

The Town has received a Final Plat referral for Watson Lane Reserve located in the southwest quadrant of Bowles Ave and Watson Lane. The proposal is for six units of single family residential on a 3.95 acre site, a density of 1.5 DU's per acre. Included with the referral is the final drainage study.

The staff has been involved with this project for the past two years. The reduction of the density eliminated the major concern and there are no planning concerns. The drainage study has been sent to the Town Engineer.

The referral was sent to the Brookhaven HOA and they have responded with questions concerning the drainage and the status of the UDFCD easement that connects between Brookhaven Lane and Watson Lane.

The staff has no concerns with the proposed final plat. The issue with the UDFCD Easement is internal to the Town and is not directly related to the referral. We suggest a "No Comment" response to Littleton and that the issue of the Drainage Easement be dealt with as a separate matter.



## Senior Construction Manager

The Wild Plum Construction Management Plan called for a position that would serve as the "eyes and ears" for the Town on all issues related to Wild Plum.

Joanna Czarnecka has recently been contracted to serve in this capacity. Joanna is an experienced project engineer with a degree from CU in civil engineering and vast experience in the land development process.

## Community Development, continued

### Platte Canyon Task Force

There are two upcoming projects for the intersection of Platte Canyon and Bowles, DRCOG RTO and FASTER. The DRCOG RTO project is an interim, low-cost (approximately \$64,000) improvement that would install a dynamic lane assignment system and a surveillance camera at the intersection. The dynamic lane assignment system would convert the northbound through lane from an exclusive through lane to a shared thru/right lane during the weekday a.m. peak hour. This project is funded for completion in 2018. The City of Littleton is the project sponsor and will be responsible for design and administration of the project. The project is estimated to reduce overall stopped delay at the intersection by over 4 hours during a typical weekday a.m. peak hour. The northbound approach will experience the most significant improvement, as much as 30 seconds per vehicle during this same time. Because this is a federally funded project, there is a local match of 20% (roughly \$12,800) required.

The second project is a FASTER Safety funded project to add a second northbound right-turn lane at the intersection. This project is estimated to cost approximately \$1M. It is our understanding that a local match is not required.

The project will need to go through the design and clearance process with CDOT. The City of Littleton is the project sponsor and will be responsible for design and administration of the project. The current schedule is unknown, but could possibly be designed in 2018/19 with construction in 2019/20 depending on the need for right-of-way acquisition.

This project will have a significant effect on the intersection, improving conditions by a full level of service grade (E to D) during the a.m. and p.m. peak hours. Overall intersection delays will improve by roughly 30 seconds per vehicle during the a.m. peak and 10 seconds during the p.m. peak.

### Platte Canyon Road

The need for a southbound right-turn lane onto Coal Mine Road has been identified as a priority. Initial estimates of the time savings for this improvement is significant, particularly during the weekday p.m. peak hour. Conditions improve two full level-of-service grades (D to B) and average vehicle delays improve by over 30 seconds per vehicle.

The estimated cost for design and construction of this improvement is approximately \$200,000. As recently as a month ago, CDOT had identified about \$120,000 that could be contributed to construction of the improvement; however, that left an unfunded gap that the local agencies (Columbine Valley, Arapahoe County, Littleton, and Jefferson County) were not prepared to fill. Design of the improvement by one of these agencies may be a worthwhile pursuit to better position the project for additional funding and additional cost sharing discussions are planned for 2018.

### Coal Mine / Platte Canyon Road

The Colorado Department of Transportation is currently designing and constructing improvements to this intersection. These improvements include a new traffic signal and the construction of curb ramps and sidewalk on the east side of the intersection. This signal project is part of a larger project that involves signals at 3 other locations. Due to delays at one of the other locations, CDOT pushed completion of the project from 2017 to 2018. They expect to re-start construction mid-January 2018.



## UNIFYING FIRE RESCUE SERVICES IN THE SOUTH METRO AREA

You're receiving this information as you have an address, or property, located within the Littleton Fire Protection District. For several years, there have been discussions about a plan to allow South Metro Fire Rescue (South Metro) to provide fire, emergency medical and all-hazards response to the Littleton Fire Protection District, Highlands Ranch Metropolitan District, and the City of Littleton.

Recently, the Littleton Fire Protection District Board of Directors unanimously approved an agreement with South Metro that will allow this service unification to begin.

On January 17, 2018 the South Metro Board will hold a hearing on a measure that, if approved, would call for an election to be held within the Littleton Fire Protection District in May 2018. This election would ask voters to consider including the Littleton Fire Protection District in the South Metro service area. A map on the back of this page shows the current Fire Rescue service areas for each district.

Under this unification plan, South Metro would assume responsibility for fire and emergency services. Littleton firefighters serving your district would become employees of South Metro. Fire stations and vehicles owned by Littleton Fire Protection District, the City of Littleton, and Highlands Ranch Metropolitan District would be part of the unification plan, which is scheduled to take full effect in January 2019.

South Metro has also identified improved service opportunities, including response times, construction and/or relocation of fire stations in the Littleton Fire Protection District, and prevention/education services. The collective communities currently within the Littleton Fire Protection District would have a role in the governance and policy decisions of South Metro's operations.

If the Littleton Fire Protection District is included into the South Metro service area, the current property tax assessed by the District would be replaced with a mill levy of 9.25 mills across the entire area. Unification of fire services is a nationwide trend. There are demonstrated improvements in response times, capabilities, fire and emergency medical efficiencies, and reduced costs in administration, training, and equipment purchases.

We hope you'll take a few moments to review the information on this document and welcome input from the community. Please consider attending on January 17 to offer your thoughts, or email questions or comments to [smfrcommunications@southmetro.org](mailto:smfrcommunications@southmetro.org). The meeting will be held at 6:00 p.m. at South Metro Fire Rescue headquarters (9195 E. Mineral Ave. in Centennial).

*Dr. Laura Simon,  
South Metro Fire Rescue Board Chair*

*Bob Baker,  
South Metro Fire Rescue Chief*

**NOTICE OF A PUBLIC HEARING TO CONSIDER A RESOLUTION CALLING  
FOR AN ELECTION TO INCLUDE REAL PROPERTY INTO THE  
SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT**

Dear Property Owner:

This is to notify you that the Board of Directors of the South Metro Fire Rescue Fire Protection District (“District”) shall conduct a public hearing on Wednesday, January 17, 2018, at 6:00 p.m., at 9195 E. Mineral Avenue, Centennial, Colorado, to consider the adoption of a Resolution Initiating Inclusion Election for the inclusion of additional property within the District for the purposes of providing fire protection, ambulance and emergency medical and rescue services, enforcement of fire prevention codes, hazardous materials response, and other emergency services authorized by statute.

The District’s current general operating mill levy, which shall be imposed upon the property if the area is included within the District, is 9.25 mills, exclusive of refunds and abatements. Under Colorado law, the general operating mill levy cannot be increased without voter approval.

Those persons owning property within the area proposed for inclusion who wish to be excluded from such area may file a request for exclusion pursuant to the provisions of Section 32-1-203(3.5), C.R.S., to be considered by the District Board of Directors. Such request must be filed, no later than ten days prior to the hearing, with the Board of County Commissioners, Douglas County, 100 Third Street, Castle Rock, CO 80104, and with the Board of Directors of the South Metro Fire Rescue Fire Protection District, 9195 E. Mineral Avenue, Centennial, CO 80112

All interested persons shall appear at such hearing to show cause in writing why such Resolution should not be finally adopted.

Sincerely,

**BOARD OF DIRECTORS  
SOUTH METRO FIRE RESCUE  
FIRE PROTECTION DISTRICT**



# Columbine Valley Police Department

**Serving Bow Mar**

2 Middlefield Rd. Columbine Valley, Colorado 80123

[www.columbinevalley.org](http://www.columbinevalley.org)

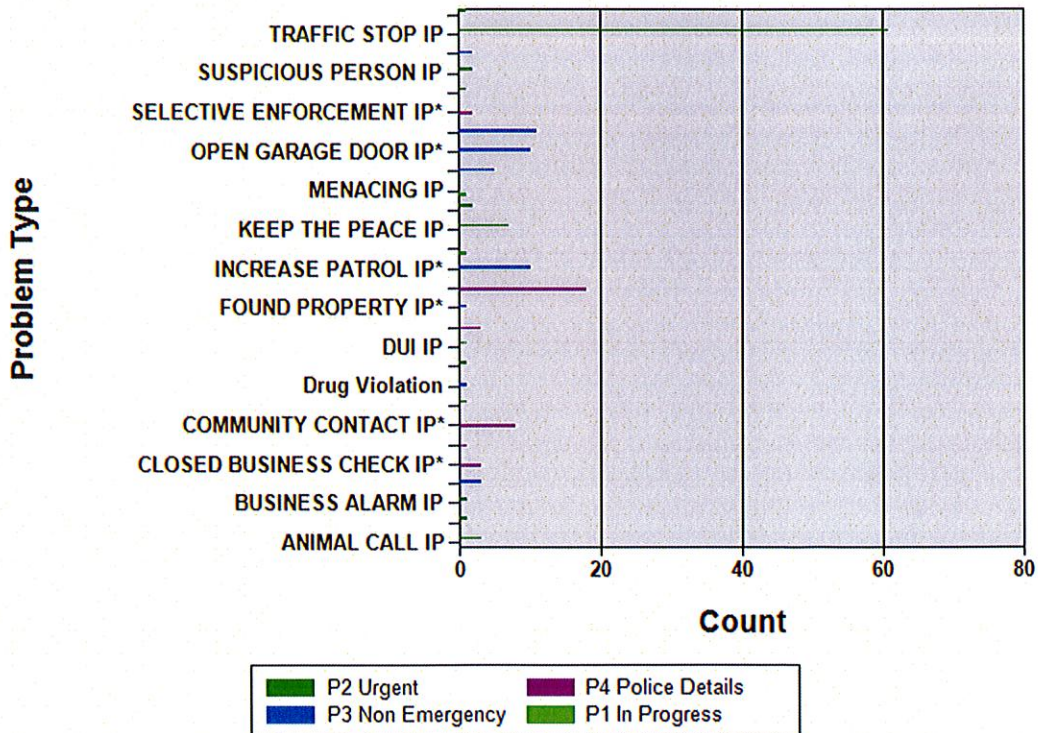
(303) 795-1434

Fax (303) 795-7325

## Columbine Valley Monthly Report December 2017

Full Time Positions	6 of 6
Part Time Positions	2 of 2
Regular / PTO hours	1039
OT hours worked	25.5
Off Duty	3

**Police Activity:** 11/7 thru 11/30 data





# Columbine Valley Police

## Department

Serving Bow Mar

2 Middlefield Rd. Columbine Valley, Colorado 80123

[www.columbinevalley.org](http://www.columbinevalley.org)

(303) 795-1434

Fax (303) 795-7325

### Summons Report:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
	23	43	79	36	53	48	50	61	42	53	93	0	581
SPEEDING	5	12	11	13	7	9	10	14	19	23	23		146
PARKING	5	4	8	5	19	3	19	18	2	2	20		105
INSURANCE	1	1	0	3	3	3	2	3	3	2	4		25
FAIL TO STOP	4	15	46	8	16	13	8	17	8	22	38		195
OTHER	8	11	14	7	8	20	11	9	10	4	8		110
CV SUMMONS	16	38	66	18	33	27	30	38	28	33	69		396
BM SUMMONS	7	5	13	18	20	21	20	23	14	20	24		185
Fuel	555	445	493	570.7	477	497	389.6	283	473	506.7	494		

### Investigations Update:

1 case assigned in November:

Fraud- No suspects or leads

### Budget Considerations:

None

### Citizen Concerns:

Increased patrol in area of CCC to monitor for traffic problems due to heavy traffic flow.



TOWN OF COLUMBINE VALLEY  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 NOVEMBER 30, 2017

Assets	Totals	
	November 30, 2017	December 31, 2016
Cash and investments	\$ 1,550,286	1,474,091
Other receivables	78,295	133,586
Property taxes receivable	2,011	328,683
Property and equipment, net	2,380,367	2,380,366
	\$ 4,010,959	4,316,726
Liabilities and Equity		
Liabilities:		
Accounts payable	\$ 30,848	57,756
Accrued liabilities	32,288	33,307
Deferred property tax revenue	2,011	328,683
Fund balance:		
Reserved - TABOR emergency	56,657	56,657
Conservation Trust	27,977	23,051
Arapahoe County Open Space	360,781	324,700
Unavailable - Fixed assets net of outstanding long term debt	2,380,367	2,380,366
Unreserved	1,120,030	1,112,206
Total equity	3,945,812	3,896,980
	\$ 4,010,959	4,316,726

TOWN OF COLUMBINE VALLEY  
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE  
 ALL GOVERNMENTAL FUND TYPES  
 BUDGET AND ACTUAL  
 ELEVEN MONTHS ENDED NOVEMBER 30, 2017 AND 2016

Revenue	November Totals		Eleven Months Ended November 30, 2017		
	2017	2016	Budget	Actual	Variance
Taxes:					
Property taxes	\$ -	679	320,466	326,642	6,176
Specific ownership taxes	-	2,407	19,712	22,510	2,798
Sales and use tax	40,640	41,132	451,000	569,227	118,227
Utility franchise fees	4,720	3,327	44,000	42,016	(1,984)
Cable television	1,090	-	21,000	24,538	3,538
Permits and fines:					
Permits, fees and services	11,007	18,425	126,500	304,441	177,941
Fines	7,090	3,665	66,000	67,088	1,088
Intergovernmental:					
Bow Mar IGA	-	-	308,216	308,216	-
State highway user's tax	4,803	4,018	42,163	42,371	208
County highway tax revenue	-	-	11,400	12,437	1,037
Motor vehicle registration fees	500	617	5,500	5,317	(183)
State cigarette tax apportionment	-	50	737	-	(737)
Conservation Trust Fund entitlement	-	-	4,500	4,835	335
Arapahoe County Open Space shareback	-	-	30,000	33,238	3,238
Interest income	1,926	614	7,337	15,829	8,492
Other	(963)	6,149	14,487	17,634	3,147
<b>Total revenue</b>	<b>70,813</b>	<b>81,083</b>	<b>1,473,018</b>	<b>1,796,339</b>	<b>323,321</b>
<b>Expenditures</b>					
Current:					
Public safety	57,689	40,643	594,560	572,773	21,787
Sanitation	6,604	6,070	68,750	70,309	(1,559)
Administration	50,864	36,447	466,740	569,234	(102,494)
Planning and zoning	18,278	7,773	63,250	53,355	9,895
Public works	134,491	3,061	360,948	432,079	(71,131)
Economic incentive					
Other - rounding	(1)	2	-	1	(1)
Capital outlay	4,049	-	53,000	49,757	3,243
Capital expenditures	-	-	6,000	-	6,000
Conservation Trust Fund expenditures	-	-	-	-	-
<b>Total expenditures</b>	<b>271,974</b>	<b>93,996</b>	<b>1,613,248</b>	<b>1,747,508</b>	<b>(134,260)</b>
Excess of revenue over expenditures	(201,161)	(12,913)	(140,230)	48,831	189,061
Major projects	-	2,451	-	-	-
Excess of revenue over (under) expenditures and major projects	(201,161)	(15,364)	(140,230)	48,831	189,061
Fund balance - beginning of period	1,766,606	1,565,048	1,347,624	1,516,614	168,990
Fund balance - end of period	\$ 1,565,445	1,549,684	1,207,394	1,565,445	358,051

TOWN OF COLUMBINE VALLEY  
GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
ELEVEN MONTHS ENDED NOVEMBER 30, 2017 AND 2016

	November 2017	November 2016	Eleven Months Ended November 30, 2017		
			Budget	Actual	Variance
Public safety:					
Automotive expenses	7,308	1,721	32,375	28,136	4,239
Salaries and benefits	41,347	31,236	471,241	459,430	11,811
Municipal court	3,813	6,108	38,962	36,089	2,873
Other	5,221	1,578	51,982	49,118	2,864
	<u>57,689</u>	<u>40,643</u>	<u>594,560</u>	<u>572,773</u>	<u>21,787</u>
Sanitation	6,604	6,070	68,750	70,309	(1,559)
Administration:					
Legal	5,193	4,306	44,000	42,506	1,494
Accounting and audit	750	550	20,450	25,750	(5,300)
Inspection	13,614	6,933	63,250	131,743	(68,493)
Town administration	22,169	17,342	238,199	248,140	(9,941)
Insurance and bonds	-	1,651	26,587	23,097	3,490
Office supplies and miscellaneous	6,229	3,370	35,299	57,553	(22,254)
County Treasurer's collection fees	-	7	3,205	3,268	(63)
Rent and building occupancy costs	2,909	2,288	35,750	37,177	(1,427)
	<u>50,864</u>	<u>36,447</u>	<u>466,740</u>	<u>569,234</u>	<u>(102,494)</u>
Planning and zoning					
Planner and Engineering	18,278	7,773	63,250	53,355	9,895
Public works:					
Street repairs and maintenance	133,194	999	304,187	375,785	(71,598)
Street lighting	(699)	1,187	13,750	13,871	(121)
Weed and tree removal	259	765	13,212	11,935	1,277
Other	1,737	110	29,799	30,488	(689)
	<u>134,491</u>	<u>3,061</u>	<u>360,948</u>	<u>432,079</u>	<u>(71,131)</u>
Economic incentive	-	-	-	-	-
Other - rounding	(1)	2	-	1	(1)
	<u>(1)</u>	<u>2</u>	<u>-</u>	<u>1</u>	<u>(1)</u>
Capital expenditures:					
Public safety	-	-	43,000	41,007	1,993
Administration	4,049	-	10,000	8,750	1,250
Public works	-	-	-	-	-
	<u>4,049</u>	<u>-</u>	<u>53,000</u>	<u>49,757</u>	<u>3,243</u>
Conservation Trust Fund expenditures	-	-	6,000	-	6,000
	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>-</u>	<u>6,000</u>
Total expenditures	<u>271,974</u>	<u>93,996</u>	<u>1,613,248</u>	<u>1,747,508</u>	<u>(134,260)</u>
Major projects:					
Town Hall remodel	-	2,451	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>2,451</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures and major projects	<u>271,974</u>	<u>96,447</u>	<u>1,613,248</u>	<u>1,747,508</u>	<u>(134,260)</u>

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 ELEVEN MONTHS ENDED NOVEMBER 30, 2017 AND 2016

	November 2017	November 2016	Eleven Months Ended November 30, 2017		
			Budget	Actual	Variance
<b>Public Safety:</b>					
<b>Automotive expenses:</b>					
Cruiser gas/oil/maintenance	7,308	1,721	27,500	23,261	4,239
Cruiser insurance	-	-	4,875	4,875	-
	<u>7,308</u>	<u>1,721</u>	<u>32,375</u>	<u>28,136</u>	<u>4,239</u>
<b>Salaries and benefits:</b>					
Salaries	33,058	25,736	369,231	372,203	(2,972)
Pension plan	3,264	3,783	36,923	36,720	203
Health/workman's comp insurance	5,025	1,717	65,087	50,507	14,580
	<u>41,347</u>	<u>31,236</u>	<u>471,241</u>	<u>459,430</u>	<u>11,811</u>
<b>Municipal court:</b>					
Municipal court - judge	750	750	8,250	8,250	-
Municipal court - legal	1,908	4,988	25,212	24,619	593
Municipal court - other	1,155	370	5,500	3,220	2,280
	<u>3,813</u>	<u>6,108</u>	<u>38,962</u>	<u>36,089</u>	<u>2,873</u>
<b>Other:</b>					
Uniforms	1,232	366	7,337	5,469	1,868
Education/training	1,060	-	6,875	3,630	3,245
Arapahoe County dispatch fee	-	-	19,785	19,785	-
Supplies/miscellaneous	2,929	1,212	17,985	20,234	(2,249)
	<u>5,221</u>	<u>1,578</u>	<u>51,982</u>	<u>49,118</u>	<u>2,864</u>
<b>Administration:</b>					
<b>Town administration:</b>					
Salaries - administration	13,417	13,157	170,769	164,902	5,867
FICA/Medicare - administration	655	173	13,662	17,766	(4,104)
Health insurance - administration	3,668	1,471	27,500	33,479	(5,979)
Pension - administration	878	801	8,538	10,547	(2,009)
Telephone/communications	3,449	452	5,038	6,831	(1,793)
Computer expense	592	438	4,587	8,206	(3,619)
Election expense	-	-	2,000	-	2,000
Dues and publications	(490)	850	6,105	6,409	(304)
	<u>22,169</u>	<u>17,342</u>	<u>238,199</u>	<u>248,140</u>	<u>(9,941)</u>
<b>Office supplies and miscellaneous:</b>					
Advertising/notices	11	-	462	452	10
Miscellaneous	5,097	3,123	27,500	50,667	(23,167)
Supplies - administration	1,121	247	7,337	6,434	903
	<u>6,229</u>	<u>3,370</u>	<u>35,299</u>	<u>57,553</u>	<u>(22,254)</u>
Legal	5,193	4,306	44,000	42,506	1,494
Accounting and audit	750	550	20,450	25,750	(5,300)
Inspection	13,614	6,933	63,250	131,743	(68,493)
Insurance and bonds	-	1,651	26,587	23,097	3,490
County Treasurer's collection fees	-	7	3,205	3,268	(63)
Building occupancy costs	2,909	2,288	35,750	37,177	(1,427)

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 ELEVEN MONTHS ENDED NOVEMBER 30, 2017 AND 2016

	November 2017	November 2016	Eleven Months Ended November 30, 2017		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	131,220	318	275,000	355,078	(80,078)
Snow removal	-	-	12,600	2,262	10,338
Striping	-	-	2,750	2,628	122
Signs maintenance	144	43	2,750	2,269	481
Vehicle maintenance	157	638	3,212	2,740	472
Other drainage	1,673	-	6,875	10,808	(3,933)
Street cleaning	-	-	1,000	-	1,000
	<u>133,194</u>	<u>999</u>	<u>304,187</u>	<u>375,785</u>	<u>(71,598)</u>
Street lighting	(699)	1,187	13,750	13,871	(121)
Ground maintenance	259	765	13,212	11,935	1,277
Other:					
Miscellaneous minor public works	1,497	(317)	19,250	20,279	(1,029)
Storm water permit process	240	213	4,587	4,188	399
Professional fees	-	214	5,962	6,021	(59)
	<u>1,737</u>	<u>110</u>	<u>29,799</u>	<u>30,488</u>	<u>(689)</u>
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	4,049	-	10,000	8,750	1,250
Public safety	-	-	43,000	41,007	1,993
Public works	-	-	-	-	-
	<u>4,049</u>	<u>-</u>	<u>53,000</u>	<u>49,757</u>	<u>3,243</u>
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	6,000	-	6,000
	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>-</u>	<u>6,000</u>



## **Request for Board of Trustee Action**

**Date:** January 16, 2018

**Title:** Wild Plum Vacation of Easement

**Presented By:** Phil Sieber, Town Planner

**Prepared By:** Phil Sieber, Town Planner

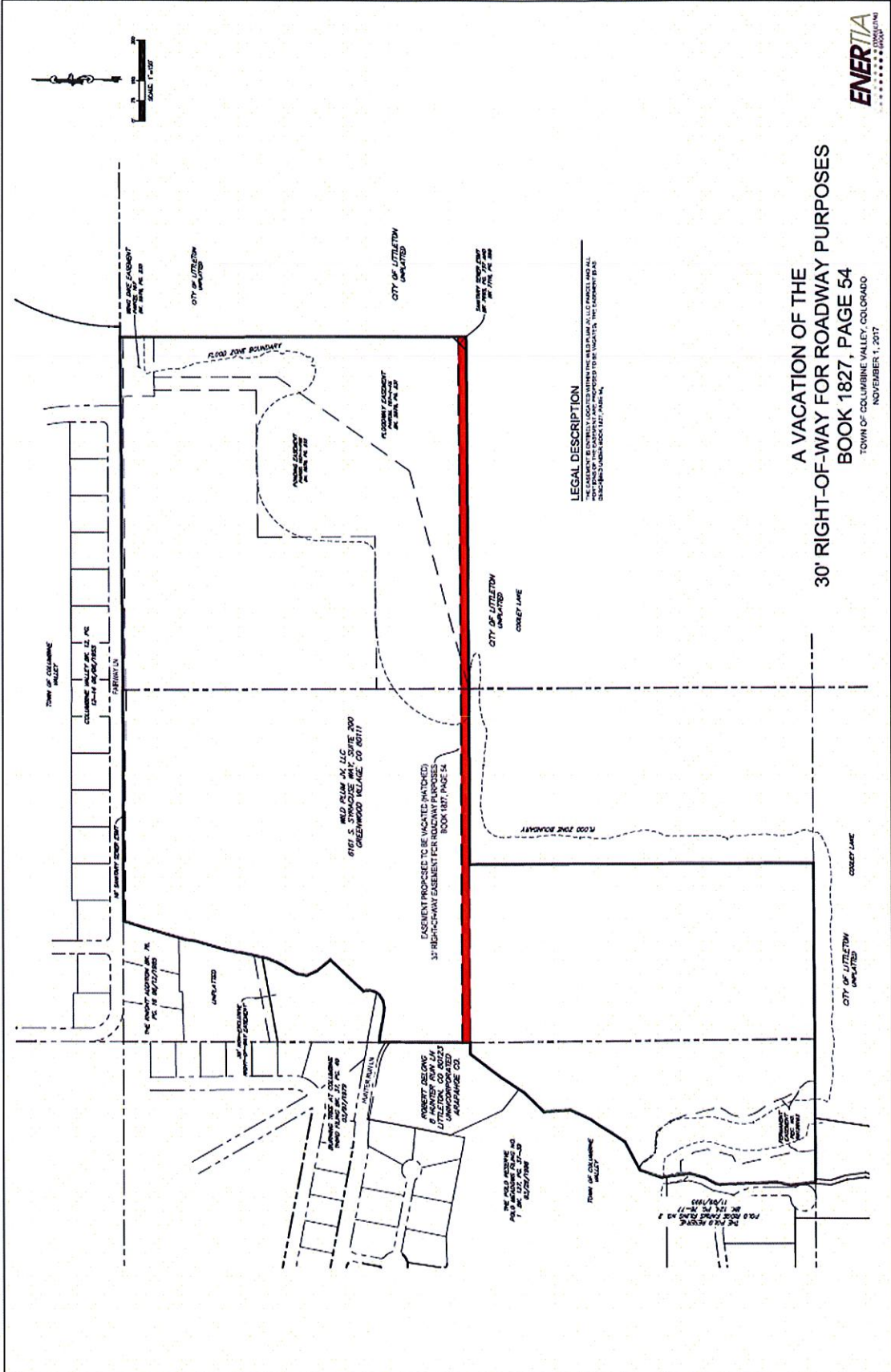
**Background:** After the Trustees approval of the Final Plat for the Wild Plum development, it was discovered that an old access easement traversed the property. This easement was granted in 1969 and allowed access to the property from both the east and west sides. Since that time, the property owners to the east and west have obtained other access to their property and this easement is no longer needed. The applicant desires to vacate the easement.

Notice of the intent to vacate has been sent to the abutting property owners, the City of Littleton, South Suburban Parks and Recreation and the DeLong Family. No response has been received as of November 9, 2017.

The staff has no problem with this request. However, the Land Use Regulations require that a public hearing be held by the Board of Trustees and notice of hearing has been published.

**Attachments:** Map of the Wild Plum property with the easement shown in red  
Letter of intent from CalAtlantic

**Recommended Motion(s):** "I move vacate the 30' right of way for roadway purposes easement as described by staff."



**LEGAL DESCRIPTION**  
 THE CASHEMONT EASEMENT LOCATED WITHIN THE WILD PLUM, INC. LLC PARCEL AND ALL OTHER PARCELS DESCRIBED HEREIN ARE HEREBY VACATED. THE EASEMENT IS AS DESCRIBED IN PARAGRAPHS 1, 2 AND 3 OF THE INSTRUMENT RECORDED IN BOOK 1827, PAGE 54.

**A VACATION OF THE  
 30' RIGHT-OF-WAY FOR ROADWAY PURPOSES**  
 BOOK 1827, PAGE 54

TOWN OF COLOMBINE VALLEY, COLORADO  
 NOVEMBER 1, 2017



To Whom It May Concern:

Wild Plum JV, LLC has requested to vacate an easement that falls entirely within the Wild Plum property. The easement in question is referred to as a "30' Right-of-Way Easement for Roadway Purposes", recorded in August 1969 under Book 1827, Page 54.

I assure you that no property will be left without access due to this vacation. It is my understanding that the easement was originally provided to allow for access to a parcel east of Wild Plum. This parcel has since been condemned and incorporated into the City of Littleton and is now a part of the South Platte River Park. The City of Littleton accesses this parcel and the entirety of the South Platte River Park via trails located along both sides of the river. The only other adjoining property owner to this easement is Mr. Robert DeLong. The DeLong residence, located at 8 Hunter Run Lane, has an existing access directly to Hunter Run Lane and has no use or need for this easement.

Sincerely,

Kent Pedersen  
Wild Plum JV, LLC  
6161 South Syracuse Way, Suite 200  
Greenwood Village, Colorado 80111





**Request for Board of Trustee Action**

**Date:** January 16, 2018

**Title:** Wild Plum – Monument Changes

**Presented By:** Brent Kaslon, Assistant Town Planner

**Prepared By:** Brent Kaslon, Assistant Town Planner

**Background:** The development applicant has further refined the plans for the monuments from the original design included in the FDP. The monuments on the FDP were intended to be conceptual in nature. In working through the branding for the community, the applicant has chosen a more traditional equestrian farm entrance in terms of character.

**From the applicant designer:** “As you’ll see the columns and design of the entrances are much more traditional now, but they still include the white, split rail fence within the design because this is also an iconic element that ties to the equestrian history of the property. We have also included a faux gate at the entrance to enhance it, and have included a logo that was developed for the project, along with a more formal font. In all, we believe that these refinements greatly enhance the image that this entrance will portray and that they are more in keeping with prestige of Columbine Valley.”

**For clarification** – the gates shown on the graphics are faux gates and are to be welded in the open position and will never operate as real gates.

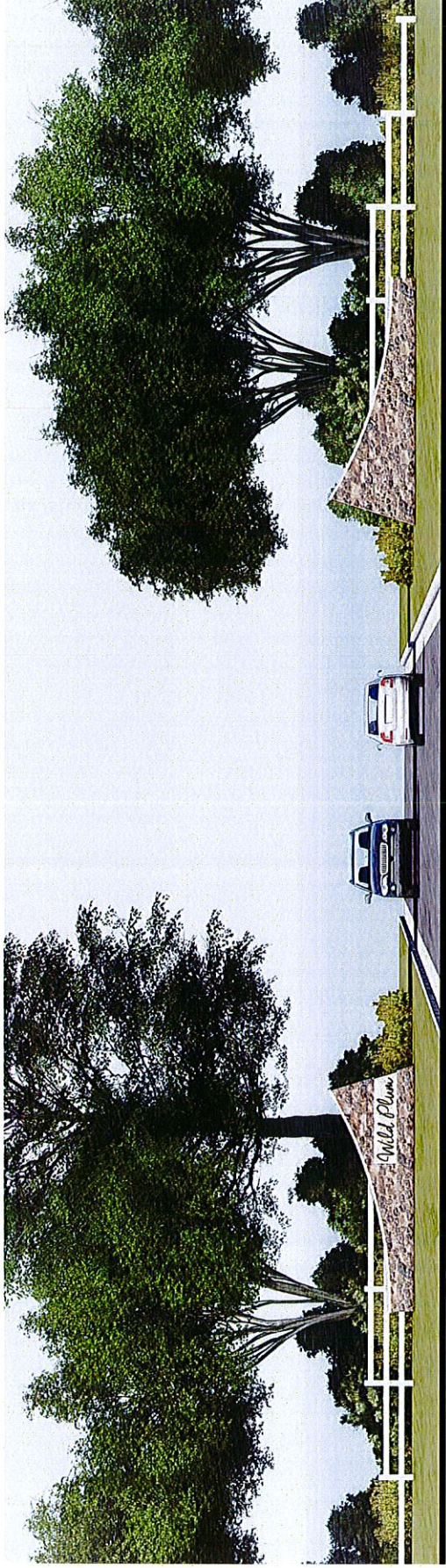
**Attachments:** Monument Before – After Graphics

**Fiscal Impacts:** There are no fiscal impacts to the town pertaining to the monument change at Wild Plum.

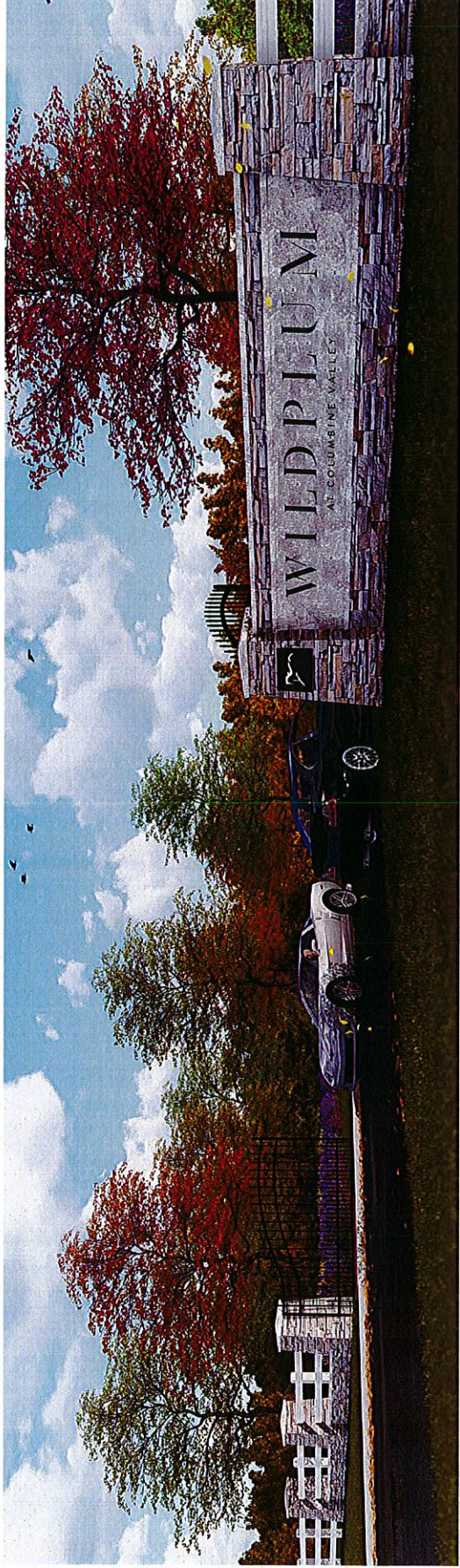
**Staff Recommendations:** Staff agrees that the monumentation enhances the entrances to the community and will deliver a desired look for Columbine Valley.

**Recommended Motion(s):** To approve the changes to the monumentation at Wild Plum per the provided graphics to be included on the FDP prior to first recordation.

ORIGINAL MONUMENT



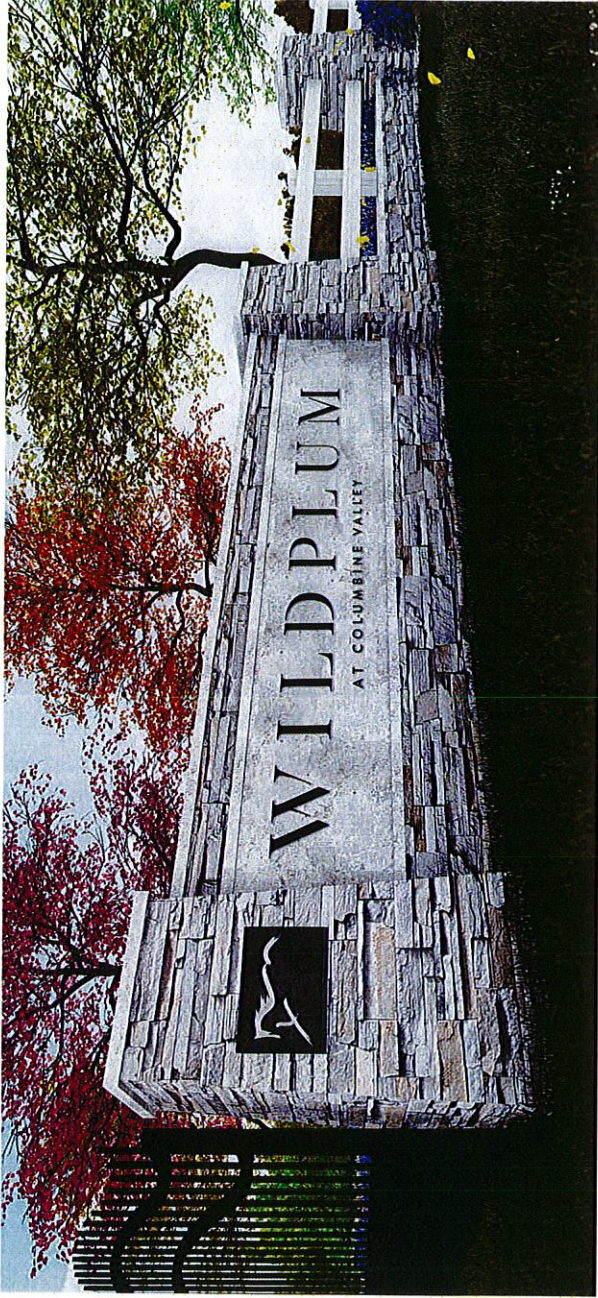
NEW MONUMENT



ORIGINAL MONUMENT



NEW MONUMENT



ORIGINAL FAIRWAY LN MONUMENT



NEW FAIRWAY LN MONUMENT





**Request for Board of Trustee Action**

**Date:** January 16, 2018

**Title:** Sign Code Variance, Wild Plum

**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, CalAtlantic Homes is requesting a variance for two (2) signs 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  
Photo demonstrating approximate sign placement  
Map demonstrating approximate sign placement

**Fiscal Impacts:** None anticipated

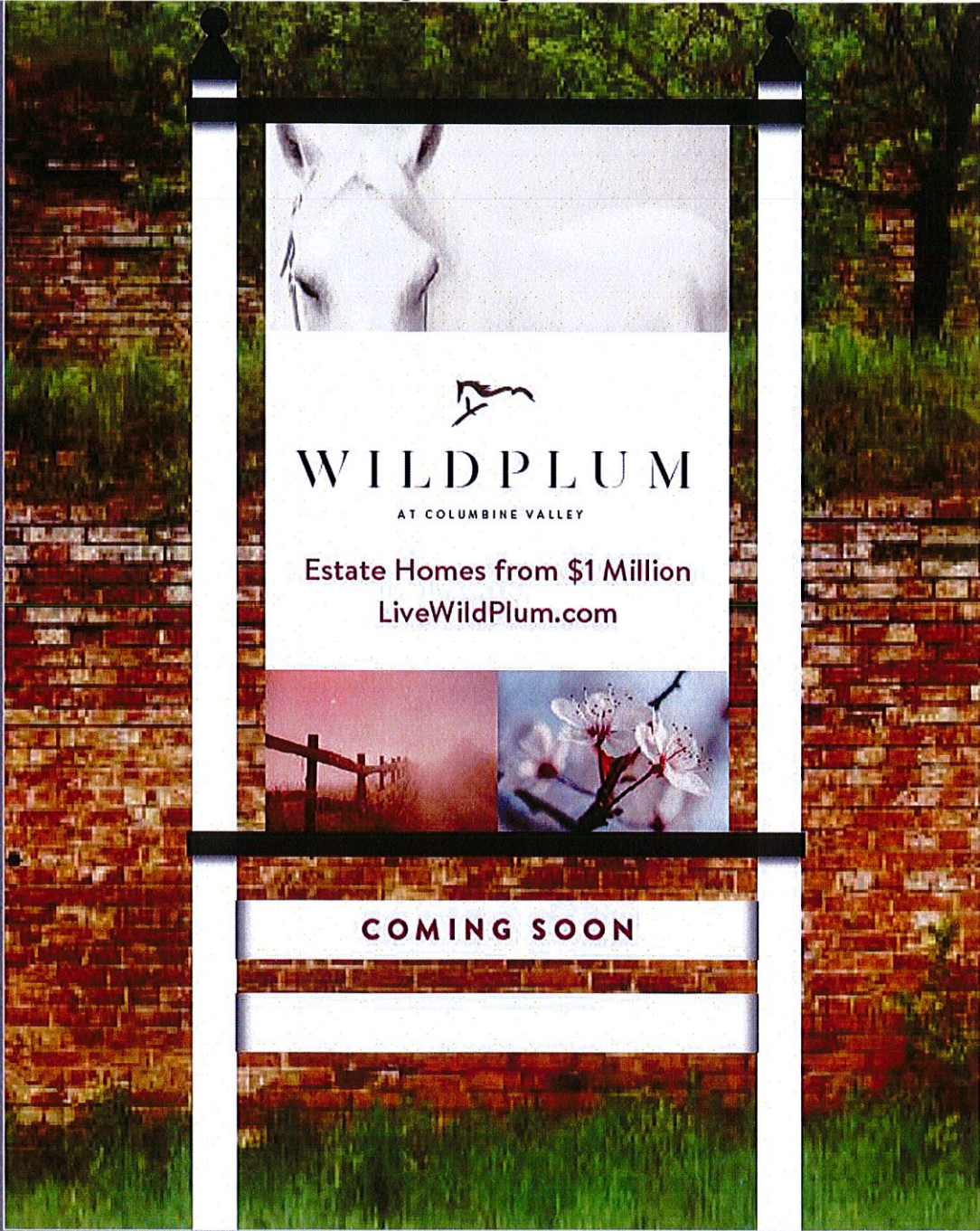
**Staff Recommendations:** Approve as presented

**Recommended Motion:** “I move to approve a variance allowing CalAtlantic Homes to place two 4’ x 8’ marketing sign on the corners of Hunter Run and Platte Canyon and at the turn on Fairway Lane adjacent to #39, as depicted on the map presented by CalAtlantic.”

**Wild Plum – Coming Soon Signage**  
CalAtlantic Homes

**Sign Specs:**

(2) 4x8ft double sided coming soon signs



**Locations:**

1. **Sign A** – Install 4x8ft sign at the northeast corner of Hunters Run Lane and S. Platte Canyon Road



2. **Sign B** – Install 4x8ft sign at the north entrance to Wild Plum off of Fairway Lane



**Duration of Placement:**

Install: Late January 2018, signs will remain in place and maintained through January 2019. Once the community comes to market in early January 2019 CalAtlantic Homes will request the signs to be refaced to “Now Open” signs.





### **Request for Board of Trustee Action**

**Date:** January 16, 2018

**Title:** Wild Plum Arch/Engineering Changes Approval

**Presented By:** Phil Sieber, Town Planner

**Prepared By:** Phil Sieber, Town Planner

**Background:** After the Trustees approve a Final Plat and Plan for development, there are always unforeseen changes that arise during the course of build-out/construction. Such changes are anticipated for the Wild Plum development.

In preparation for these changes, staff has drafted the attached document to establish the process for approving revisions to the Development Standards, Design Standards and Guidelines, Engineering Design and Construction Standards that were approved by the Board of Trustees. The levels of approval are:

- Major Amendment: requires Planning Commission review, full public notice, Public Hearing by Board of Trustees
- Minor Amendment: requires approval by the Board of Trustees in a public meeting. Notification and Public Hearing is not required.
- Administrative Revisions: Requires approval by the Town Administrator and/or Town Engineer.

**Attachments:** Wild Plum Revision Approval Spreadsheet

**Recommended Motion(s):** “I move to adopt the Wild Plum Revision Approval Spreadsheet as presented.”

Or

“I move to adopt the Wild Plum Revision Approval Spreadsheet as with the following changes.....”

DEVELOPMENT STANDARDS				
Standard	Major Amendment	Minor Amendment	Administrative	Notes
Land Use	Any use other than S.F Residential & Accessory Uses	Accessory uses that staff feels may not be clearly accessory.	Accessory uses not specified in the FDP but staff feels are clearly intended to be permitted N/A	<u>Admin. Approval Example</u> Storage unit for open space maintenance equipment.
Density (#of Lots) or primary structures	Any increase over 95	Temporary residence during major remodel	N/A	
Minimum Lot Size	Any decrease in lot size of more than 5%	Decrease lot size by less than 5%	Decrease lot size y less than 5% due to Engineering changes	<u>Admin. Approval Example</u> Necessary realignment of roadway.
Maximum Height	Any increase in maximum height exceeding 6" (Exception – cupulas, vents HVAC equipment not exceeding 12"	N/A	Height exceeding 6" Cupulas, vents and HVAC equipment not exceeding 12"	Justification required
Setbacks	Any decrease in setbacks exceeding 10%	Decrease setbacks by 10% or less	Minor adjustments not exceeding 12"	Justification required

**DESIGN GUIDELINES**

<b>Standard</b>	<b>Major Amendment</b>	<b>Minor Amendment</b>	<b>Administrative</b>	<b>Notes</b>
<p>Adding new plans, new elevations</p>	<p>Designing new plans or elevations to match the character but are deviations from what was recorded in the FDP.</p>	<p>Additionally, changes requested by semi-custom buyers that are deemed to be of less quality or a deterrent to the design of the home and the neighborhood. These may include massing or window changes that don't fit the composition of the home.</p>	<p>Designing new plans or elevations to match the character but are deviations from what was recorded in the FDP.</p>	
<p>Changing Base Options</p>		<p>The features shown in the FDP were intended to be the standard base option rather than upgrades. This includes porch sizing, covered porches, lights, garage doors, transom windows, massing pop-outs, large sliding glass doors, etc.</p>	<p>The options typically offered on projects like this were not included in the FDP but were intended to be allowed. These include large glass door systems, additional fireplaces or outdoor kitchens, decks and outdoor stairs, interior room options that change windows (so long as those changes are not detrimental to the homes composition), additional room options like lofts, etc.</p>	

**DESIGN GUIDELINES**

<b>Standard</b>	<b>Major Amendment</b>	<b>Minor Amendment</b>	<b>Administrative</b>	<b>Notes</b>
Changes to significant architectural features	Plan revisions that could be considered a new product not previously approved.	Changes to significant architectural features include the removal of defining features that were important to the homes character and were often specifically referenced in the original approval process.	Designing new plans or elevations to match the character but are deviations from what was recorded in the FDP. Additionally, changes requested by semi-custom buyers that are deemed to be of less quality or a deterrent to the design of the home and the neighborhood. These may include massing or window changes that don't fit the composition of the home.	
Major window and door changes		Major window and door changes likely the result of a value engineering directive like the removal of all windows in garages, the removal of transom or high windows, the removal of door sidelights, the reduction in size of more than 12" significant focal glazing areas like great rooms or street facing elements, etc.	Minor window and door changes likely from a frame walk. This would be expected to be shifts in locations by up to 24", omissions or additions of 1-3 windows per home, or changes in the window size by <30% the window area.	

**DESIGN GUIDELINES**

<b>Standard</b>	<b>Major Amendment</b>	<b>Minor Amendment</b>	<b>Administrative</b>	<b>Notes</b>
Major material changes	Materials changes that would have the effect of introducing a new product	Major material changes would be the removal of more than 10 sf of masonry, the removal of stucco or non-sap siding products, the removal of trim elements at doors, windows or bands, etc. Major material changes would also be patterns deemed of a lesser quality to those specified in the FDP. For instance, garage doors without glazing or smaller or less distinctive coach lights.	Minor material changes like changes to trim size or detailing changing by <20%. Also, these changes might be to improve the constructability of the project like a changed column cap for water intrusion, the addition of scuppers, etc. Finally, material suppliers and manufactures are always changing and this was intended to allow the approval of equal alternates of specific products listed in the FDP. Color changes were also anticipated so long as they are in the same hue, saturation and family of the original selection.	

### DESIGN GUIDELINES

Standard	Major Amendment	Minor Amendment	Administrative	Notes
Major roof changes		Major roof changes like wholesale changes to the roof pitches to save money or reduce the plan height, the wholesale reduction of roof overhangs, the removal of key areas of interest like dormers or pop outs, etc.	Minor roof line changes were intended to be small changes to overhangs (<6"), small heel changes (<10"), or minor geometry changes (adding crickets, changing a pitch) to improve the roof form and function on the existing house	
Major massing changes	Major massing changes would be the reduction of plate heights to significantly remove volume and cost in the plans, removal of changed fascia heights to make the elevations appear more flat, removal of corners to lessen the architectural interest and save money, etc.  <b>MAJOR OR MINOR?</b>		Minor massing changes were intended to be things like changed bay widths or depths of +/-1', the previously mentioned roof changes, varied heights of roof dormers of +/- 12" to accommodate flashing and structural detailing, or changed plate heights to resolve dead roof valleys.	

**CONSTRUCTION DRAWINGS**

<b>Standard</b>	<b>Major Amendment Minor Amendment To be determined</b>	<b>Administrative</b>	<b>Notes</b>
Road Alignments- horizontal/vertical		ICON	
Walls- alignments, heights		ICON	
Trails	Significant Reduction in the length and alignment	/ICON	
Demolition		Town Administrator	
Stormwater Management Plan		CDPHE	
Stormwater Management Plan		ICON	
Grading		ICON	
Materials in Right- of-Way: concrete, asphalt, crusher fines, etc.		Town Administrator	
Testing Judgement - frequency, repeats, failures, sampling		Town Administrator	
Utility Coordination - adjustments for conflicts		ICON	
Utility Coordination - adjustments for conflicts		ICON	

**CONSTRUCTION DRAWINGS**

<b>Standard</b>	<b>Major Amendment Minor Amendment</b>	<b>Administrative</b>	<b>Notes</b>
Nevada Ditch - conflicts, boundaries, trees, stability		ICON	
Submittals		Town Administrator	
Request for Information		Town Administrator	
Storm Sewer, Water Quality		ICON	
Basins			
Water		SW Metro	
Sewer		SW Metro	
Hunter Run		Town Administrator	
Traffic Control			
Street Names		Town Administrator	
Street Signs		Town Administrator	
Street Lighting		Town Administrator	



**LANDSCAPE**

<b>Standard</b>	<b>Major Amendment</b>	<b>Minor Amendment</b>	<b>Administrative</b>	<b>Notes</b>
Fences	N/A	Change in height/design would require a minor amendment	Other	
Irrigation	N/A		Any change to irrigation	
Signage	N/A	Changes to the design would need to be a minor amendment	Minor changes	
Planting Plan	N/A	If the design intent changes	Other revisions	
<b>PERMITS</b>				
<b>Permits</b>				
Stormwater (GESC) Permit			ICON	
Overlot Grading Permit			ICON	
Floodplain Permit			ICON	
Street Cut Permit			ICON	
ROW Permit			CDOT	

**OTHER**

<b>USACE Easement Agreement</b>	N/A		USACE Omaha
<b>Platte Canyon Improvements</b>			CDOT
<b>Construction Management Plan</b>	“Single instance/one-time departures from this plan may be requested by the Town or Owner and approved in writing by the Town Administrator. Any substantive or multiple-instance changes to this plan must be posted for consideration by the Board of Trustees at a regular meeting of that body.”		Town Administrator
<b>South Platte River</b>			
Water Quality, Floodplain			CDPHE/UDFCD
<b>Cooley Lake</b>			
Access, Buffer			SSPRD
Water Quality			CDPHE



**Request for Board of Trustee Action**

**Date:** January 16, 2018

**Title:** Planning and Zoning Commission Appointment

**Presented By:** Phil Sieber, Town Planner

**Prepared By:** J.D. McCrumb, Town Administrator

**Background:** Per section 2.44.020 of the Columbine Valley Municipal Code, the Board of Trustees may appoint six qualified individuals to serve in the capacity of Planning and Zoning Commissioner and up to five qualified individuals to serve in the capacity of Alternate Commissioner. Each Commissioner is appointed to a term of four years and Commissioner terms should be staggered.

Mayor Champion, Trustee Dotson, the Town Planner and Town Administrator recommend to the Board the reappointment of Commissioners Sandy Graham, Gary Miles, Eric Chekal and Marilyn Meister to seats on the Planning and Zoning Commission. Each of these nominees would serve four years terms to expire on January 17, 2022.

Commissioners Dale Irwin, and Mimi Kuchman, and Alternate Commissioners Jeff Sahr, Jay Neese and Jim Tarpey are all currently serving terms set to expire on January 20, 2020.

**Attachments:** None

**Staff Recommendations:** Approve as presented

**Recommended Motion:** “I move to approve the appointment of Sandy Graham, Gary Miles, Eric Chekal and Marilyn Meister as members to the Planning and Zoning Commission until January 17, 2022.



**Request for Board of Trustee Action**

**Date:** January 16, 2018

**Title:** Resolution #1, Series 2018 – Trash/Recycle Container Hours

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

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

**Background:** With regular frequency, often 2+ times a month, the town staff is contacted to inquire when trash and recycle containers are permitted to be at the curb for pick up. The Town does not currently have any set hours and refers the caller back to their respective HOA; some HOAs have hours established while others do not.

After discussing options in November 2017, the Trustees decided a resolution to be the most effective way to communicate trash/recycle container hours without burdening citizens or staff enforcement officers with unnecessary regulation.

**Attachments:** Resolution #1, Series 2018

**Staff Recommendations:** Establish hours for trash and recycle containers to be placed at and removed from the street for collection.

**Recommended Motion(s):** “I move to approve Resolution #1, Series 2018 as presented.”

RESOLUTION NO. 1  
SERIES OF 2018

A RESOLUTION CONCERNING REFUSE AND RECYCLE CONTAINERS IN THE TOWN  
OF COLUMBINE VALLEY

WHEREAS, the placement of refuse containers for collection of garbage and waste matter and the placement of recycle containers for the collection of recyclables, for an extended period of time, creates a nuisance; and

WHEREAS, the Town of Columbine Valley (“the Town”) has no established hours by which refuse containers and recycle containers may be placed in and removed from the public right-of-way, or on private property, on the day refuse is collected; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley has found that the hours set forth herein are necessary to protect the health, safety and welfare of the inhabitants of the Town; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY, COLORADO, as follows:

Section 1. No resident shall place and keep a refuse container or a recycle container for curbside pickup except one hour before sundown the evening before scheduled collection and no later than 9 p.m. of the day for scheduled collection.

Section 2. Should any one or more sections or provisions of this Resolution be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, the intention being that the various sections and provisions are severable.

Section 3. Any and all Resolutions or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided however, that the repeal of any such Resolution or part thereof shall not revive any other section or part of any Resolution heretofore repealed or superseded.

PASSED, ADOPTED AND APPROVED by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against this \_\_\_\_\_ day of January, 2018.

\_\_\_\_\_  
JD McCrumb, Clerk

\_\_\_\_\_  
Richard Champion, Mayor



**Request for Board of Trustee Action**

**Date:** January 16, 2018

**Title:** Resolutions #2 and #3, Series 2018 – Municipal Election

**Presented By:** J.D. McCrumb, Town Administrator

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

**Background:** In preparation for the 2018 Columbine Valley Municipal Election several procedural steps are necessary. These resolutions grant the Town Clerk the ability to appoint and compensate election judges (#2), and officially schedule the election and appoint the Town Clerk as the Designated Election Official (#3).

**Attachments:** Resolutions #2, Series 2018  
Resolutions #3, Series 2018

**Staff Recommendations:** Approve Resolutions #2 and #3, Series 2018 as presented.

**Recommended Motion(s):** “I move to approve Resolutions #2, Series 2018 as presented.”  
  
and  
  
“I move to approve Resolutions #3, Series 2018 as presented.”

RESOLUTION NO. 2  
SERIES OF 2018

A RESOLUTION DELEGATING TO THE CLERK THE AUTHORITY AND RESPONSIBILITY  
TO APPOINT JUDGES OF ELECTION.

WHEREAS, C.R.S. 31-10-401 provides that at least fifteen days before each municipal election, the governing body appoint judges of election; and

WHEREAS, each of judge of election must be a registered elector and at least 18 years of age; and

WHEREAS, the governing body may by resolution delegate to the clerk the authority and responsibility to appoint judges of election; and

WHEREAS, the governing body may by resolution establish the amount of compensation election judges shall be paid; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley deem it appropriate to delegate to the Town Clerks the authority and responsibility to appoint judges of election, for the year 2018 and establish compensation to be paid to election judges.

NOW THEREFORE, BE IT RESOLVED as follows:

Section 1. J.D. McCrumb, Clerk of the Town of Columbine Valley is hereby granted the authority and responsibility to appoint judges of election, for the year 2018.

Section 2. Each election judge so appointed by the Clerk of the Town of Columbine Valley shall be compensated by receiving a payment of \$150.00.

Section 2. This resolution shall become operative, effective and in force from and after the date of its adoption.

ADOPTED AND APPROVED this \_\_\_\_\_ day of January, 2018.

\_\_\_\_\_  
Richard Champion, Mayor

\_\_\_\_\_  
J.D. McCrumb, Clerk

RESOLUTION NO. 3  
SERIES OF 2018

A RESOLUTION SCHEDULING A REGULAR BIEINNIAL MAIL BALLOT ELECTION FOR THE PURPOSE OF ELECTING FOUR TRUSTEES AND A MAYOR AS MEMBERS OF THE COLUMBINE VALLEY BOARD OF TRUSTEES

WHEREAS, the Board of Trustees desires to schedule a Regular Biennial Mail Ballot Election, conducted in accordance with Title 1, Article 7.5 and Title 31, Article 10 of the Colorado Revised Statutes, as amended, for the purpose of electing four Trustees and a Mayor as members of the Columbine Valley Board of Trustees;

WHEREAS, the Board desires to appoint J.D. McCrumb as the Designated Election Official under the terms of the plan for conducting the mail ballot election;

WHEREAS, the Board desires to set a date for the regular election;

NOW THEREFORE, BE IT RESOLVED as follows:

1. That J.D. McCrumb is hereby appointed to serve as Designated Election Official.
2. That the date for the Mail Ballot Election shall be April 3, 2018.

ADOPTED AND APPROVED this \_\_\_\_\_ day of January, 2018.

\_\_\_\_\_  
Richard Champion, Mayor

\_\_\_\_\_  
J.D. McCrumb, Clerk





**Request for Board of Trustee Action**

**Date:** January 16, 2018

**Title:** Trustee Bill #1, Series 2018 Building Permit Approvals

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

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

**Background:** The ordinance before you tonight corrects an omission from the building codes adopted in April 2014 that requires (Architectural Review Committee) ARC approval prior to the Town issuing a building permit for any work to be done on the exterior of a building or landscape in Columbine Valley. The ARC will be that of a Home Owners Association for all homes built within an existing HOA, or of the Planning and Zoning Commission for homes/structures not situated in an HOA.

**Attachments:** Trustee Bill #1, Series 2018

**Staff Recommendations:** Staff recommendation is to approve this as presented

**Recommended Motion:** "I move to approve Trustee Bill #1, Series 2018 on an emergency basis".

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 1  
SERIES OF 2018

INTRODUCED BY  
KATHY BOYLE

A BILL

FOR AN ORDINANCE CONCERNING BUILDING PERMITS

NOW THEREFORE, be it ordained by the Board of Trustees of the Town of Columbine Valley, Colorado:

Section 1. Section 15.08.070 B of the Municipal Code of the Town of Columbine Valley is hereby amended by adding the following:

“For those areas of the Town with an established architectural review committee, plans and specifications shall be submitted for approval to said committee. For all new residential construction within the Town, plans and specifications shall include landscaping. Whenever an application for a building permit is submitted, which is applicable to those areas of the Town not subject to an architectural review committee, then two sets of plans and specifications shall be submitted to the Planning and Zoning Commission which shall review the plans and specifications. All Planning and Zoning reviews shall be pursuant to the criteria and rules and regulations established by the Planning and Zoning Commission, which have been approved by the Board of Trustees. Approval of said plans and specifications by the Planning and Zoning Commission or the appropriate architectural review committee, shall be a condition precedent to the issuance of a building permit by the Building Commissioner. The Building Commissioner may require plans and specifications to be prepared and designed by an architect or engineer licensed by the State to practice as such.”

Section 2. That should any section, clause, sentence, part of 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 as such by the 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. 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 in the Town of Columbine Valley, Colorado, and being duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Section 5. Introduced as Trustee Bill No. 1, Series of 2018, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, held at the Columbine Town Hall, 2 Middlefield Road, Columbine Valley, Arapahoe County, Colorado, on the 16<sup>th</sup> day of January, 2018, passed by a vote of \_\_\_ for and \_\_\_ against; and ordered published in the Littleton Independent Newspaper.

\_\_\_\_\_  
Richard Champion, Mayor

Attest: \_\_\_\_\_  
JD McCrumb, Town Clerk

Published: \_\_\_\_\_ in the Littleton Independent Newspaper



## **Request for Board of Trustee Action**

**Date:** January 16, 2018

**Title:** Town Human Resources Realignment

**Presented By:** J.D. McCrumb, Town Administrator

**Prepared By:** J.D. McCrumb, Town Administrator

**Background:** In September of 2017 the Board of Trustees was presented with findings from an “HR Desk Audit” conducted by Mr. Jay Butler of the Employers Council at the request of J.D. McCrumb, Town Administrator.

Included in the findings were recommendations for both structural and practical changes to the manner in which the Town administered HR functions.

As such staff recommends the following:

- Move all HR staffing functions, record keeping and compliance under the Town Administrator’s office and specifically into the job description of the Manager of Support Services. The Town Administrator and Chief of Police will maintain HR decision making and supervisory authority for their respective departments.
- Contract with Employers Council (Jay Butler) to serve as the Town’s acting Chief Human Resource Officer for the duration of the attached agreement (40 hours over approximately 3 months)
- Mr. Butler will spend up to 40 hours executing on the attached HR Priorities/Action Steps and guiding staff as they execute on the balance of the HR recommendations established in the 9/25/17 desk audit.
- Mr. Butler will serve as a coach and mentor to the Manager of Support Services, with the end objective of preparing her to take over all day-to-day functions of the Town’s HR administration.
- The Manager of Support Services will be tasked with assisting Mr. Butler in the execution of the attached priorities and will be specifically tasked with the execution of some priorities.
- Mr. Butler will manage the workload and scope of work, striving for efficiencies and getting as many priorities (recommendations) completed in the agreements duration.

- Mr. Butler will be supervised by the Town Administrator and make bi-weekly email reports to him on the progress made. Mr. Butler will supply monthly written reports to the Board of Trustees and be available to meet with them if requested.
- Mr. Butler will maximize the Town's existing membership with Employers Council so that we are fully utilizing the services and recourses available through our membership.
- Mr. Butler will present a final report, including recommendations for applicable additional action/next steps, to the Board of Trustees in April, at the anticipated completion of this agreement

**Attachments:**

HR Priorities/Action Steps  
Detailed breakdown of proposed action for all recommendations made in the HR Desk Audit  
Memo from Employers Council detailing scope of work and block pricing information

**Fiscal Impacts:**

up to \$5,000

**Suggested Motion:**

"I move, in the interest of administrative efficiencies, to move all HR staffing functions, record keeping and compliance under the Town Administrator's office and in support of this initiative, I authorize expenditures of up to \$5,000 to contract with Employers Council (Jay Butler) to meet the following Human Resource objectives recommended by staff."

## HR Priorities/Action Steps

Jay Butler will:

Ensure all Human Resource processes (including responsibilities and reporting authorities) and records have been formally realigned under the Town Administrator's office, processes established and thoroughly communicated to all staff.

Create written Standard Operating Procedures (SOPs) and/or best practices, and/or checklists for each of the following Human Resource functions:

- Recruiting Process
- Application Process
- Interviewing Process
- Offer Process
- Hiring Process
- Termination Process
- Performance Management

Additionally, create specific documents/forms/examples relating to the following recommendations:

- REC 7/8 – Update all Town Job Descriptions
- REC 7 – Create sample Job Postings for all Town Jobs
- REC – 13 – Conduct at least one job analysis to serve as an example\*
- REC 19 – Update the Town's Application for Employment
- REC 20 – Create Supplemental Forms as needed to compliment Application for Employment
- REC 26 – Outline a recommended interview process for the Town
- REC 30 – Draft a sample Welcome/Confirmation Letter
- REC 34 – Draft policy outlining offer authorities
- REC 35 – Draft recommended language for additional tests/checks
- REC 38 – Create Background Release Form
- REC 40 – Draft criteria for candidate disqualification
- REC 45 – Draft sample resignation letter
- REC 47 – Create a comprehensive checklist for termination
- REC 50 – Draft exit interview form/process
- REC 54 – Create standard performance evaluation process
- REC 55 – Create standard PE forms
- REC 56 – Draft hard skill components for each job for PE process
- REC 59 – Develop definitions for performance behaviors and develop behavior continuum
- REC 60 – Create self-evaluation form
- REC 72 – Conduct review of independent contractors
- REC 78 – Assist in transfer from PD to Admin
- REC 80 – Draft best practices to ensure consistency

\* If time after other priorities are complete

Finally, serve as a resource, guide and mentor to Dana Struthers, in addition similar efforts by Mark Cicotello and all of the team at Employers Council, as she navigates her tasks and responsibilities in the execution of audit recommendations.

## JD McCrumb

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**From:** Zachary Carandang <zcarandang@employerscouncil.org>  
**Sent:** Thursday, December 14, 2017 5:26 PM  
**To:** JD McCrumb  
**Cc:** Mark Cicotello; Jay Butler; Barbara L. Pemble  
**Subject:** Rough Draft of Board of Trustees Action  
**Attachments:** EC HR Manager Block Pricing 2017.pdf

**Importance:** High

Hi JD- Below is the information you were seeking regarding your upcoming project:

Jay Butler will serve as the Town's acting Chief Human Resources Officer to assist in the implementation of recommendations in the Desk Audit, which was received by the Town in October 2017. Mr. Butler will spend up to 40 hours over an estimated 3 month period executing the attached *Town Priorities*, which will include coaching and mentoring the Manager of Support Services (MSS). The end objective will be to enable the MSS to take over all day-to-day HR functions of the Town. During this process, Mr. Butler will manage the workload and scope of work, striving for efficiencies and completing as many recommendations as possible. He will also maximize the Town's existing membership with Employers Council so the Town is able to fully utilize the services and resources available through its membership.

Mr. Butler will be supervised by the Town Administrator, will make weekly progress reports to him, and submit monthly written reports to the Board of Trustees. Mr. Butler will be available to meet with the Trustees if requested, and will present a final report, including recommendations for additional action, to the Board of Trustees in April 2018. The Town commits to use all 40 hours of Mr. Butler's time during this period and pay Employers Council (at a discounted rate) as the hours are utilized, as well as pay for any mileage and other approved expenses associated with the project.

The HR Manager rate is at the current bill rate of \$90/hr plus mileage and expenses if applicable. Attached is also the pricing for our current block pricing for 2017 at a 10% discounted rate.

Effective 2018 our price structure will change and will increase to \$95/hr plus mileage and expenses and the block pricing will change respective to the hourly price change.

Thank you,

---

Zachary Carandang  
Coordinator, Outsourced Consulting Services  
Direct: 303.223.5446

1799 Pennsylvania St, Denver CO 80203  
Toll Free: 800.884.1328 | Office: 303.839.5177 | [employerscouncil.org](http://employerscouncil.org)

# MSEC CAN HELP YOU BUILD YOUR HR CAPACITY



**Choose our Block Pricing option by selecting a number of hours and we will bring our experience and expertise to you.**

## **HR Manager Block Pricing**

20 hours - \$1,620

40 hours - \$3,240

80 hours - \$6,480

100 hours - \$8,100

Plus mileage and expenses (ex: parking) / 10% off the standard hourly rate  
3 months to use any block of hours / Re-block hours at anytime





**Human Resource Audit Action Steps, Responsibilities and Priorities**

1/8/2018

	Triggered by BIT Action	Consultant Led	Dana Led	Employer Council Support	Create a S O P / Checklist	Create a Sample / Template	Create a Policy	Employee Training	An On-going and Assigned Process	Priority
<b>HR Staffing</b>										
1	Consider centralizing human resource functions under one person other than the Chief of Police or Town Administrator.									
2	Develop an annual Human Resources training plan for the person entrusted with human resource responsibilities in order to address core competency needs as well as the need to stay current on federal and state compliance regulations.									DONE
3	Consider enrolling this person in the Employers Council Introduction to Human Resource Management Program as his/her initial HR training.									DONE
4	Consider enrolling the Town Administrator in some or all of the following Employers Council training classes: See desk audit for list									No Action at this time
5	The Town Administrator should review on a quarterly basis Employers Council and other HR training options that would be of long-term benefit to him and or the staff member handling HR responsibilities.									No Action at this time
6	Continue the professional membership with Employers Council for support in this area with special attention to included membership consultative services, focused training opportunities and outsourced consulting services.									No Action at this time
<b>Job Descriptions</b>										
7	Differentiate job descriptions from job postings.									
8	Ensure that job descriptions for every position in the organization are standardized, align with organizational goals, and include at least the following information: See desk audit for list									
9	Review job descriptions on a regular basis, preferably at least once annually or when a job position changes in a significant way.									
10	Have both the employee and supervisor involved in the review.									
11	Continue to ensure that the qualifications (knowledge, skills, and abilities) listed in job descriptions are job related.									
12	Continue to include in all job descriptions a disclaimer indicating the non-inclusive nature of the description.									
13	Consider conducting a job analysis on all positions.									
<b>Recruiting Process</b>										
14	Use job descriptions when developing job postings and employment ads to increase the clarity of job advertisements. Other things to consider regarding an employment ad's effectiveness include: See desk audit for list									Jay to create SOP
15	Continue to evaluate the yield ratio from individual recruiting sources.									Jay to create SOP ASAP
<b>Application Process</b>										
16	Submit both administration and police Application for Employment forms to Employers Council for professional HR review.									
17	Continue to ensure that all selected candidates complete the Application for Employment form.									
18	Ensure that all external candidates complete the Application for Employment form before a personal interview is scheduled, including those for senior level openings.									
19	Consider having both administration and police standardize their basic <i>Application for Employment</i> so that it includes all questions and information needed by both departments.									
20	Have each department create a supplemental form that contains only the questions and information each uniquely needs.									
21	Notify all applicants of the status of their application/resume, whether positive or negative, especially those who have participated in interviews.									
22	Coordinate the retention of all applications and resumes received to ensure that minimum record retention requirements are met.									
23	Establish a consistent timeframe for which applications are considered "active" and then archive the applications/resumes that were rejected.									
24	Choose a time line that is reasonable for Columbine Valley and include the time line in the notification that goes to all applicants.									
25	Keep all applications/resumes for employment for one year and then purge them.									Jay to create SOP
<b>Interviewing Process</b>										
26	Periodically assess the interview process to ensure consistency. The assessment of interviewing practices should consider whether all those responsible for interviewing applicants are: See desk audit for list									
27	Continue to ensure that those involved in the hiring process are aware of the requirements of the Americans with Disabilities Act (ADA) as amended in 2008									
28	Ensure that pre-screening interviews are conducted around the behavioral requirements of each job to assist in the initial selection of qualified candidates.									
29	Use a behavioral interviewing approach throughout the interview process.									Jay to create SOP
<b>Offer Process</b>										
30	Consider following the verbal job offer with a written Welcome or Confirmation letter (not an offer letter) for new employees.									
31	If an offer letter is used, remove the line for the candidate's signature indicating acceptance, and give the applicant a specific time period in which to respond to the offer.									
32	State base salary in terms of pay period, not an annualized amount or an amount without clear reference to the work period it represents.									
33	Ensure that those responsible for making job offers understand the importance of refraining from making long-term or implied promises to prospective employees during the job offer process.									
34	Continue the current offer process that addresses who is authorized to make verbal offers and for what positions, and who must approve verbal and written offers before they are made.									Let's plan to not use an offer letter
35	Continue including language making offers contingent upon successful results from background and reference checks (as well as a physical exam, polygraph and psychological tests for police candidates).									
36	Periodically have offer documents reviewed by Employers Council's Employment Law Services Department as a part of Columbine Valley's Employers Council membership.									Jay to create SOP
<b>Hiring Process</b>										
37	Report new hires to the State of Colorado within 20 calendar days after the date of hire or by the first regularly scheduled payroll following the date of hire.									
38	Continue conducting background checks on all new employees <i>after</i> an offer for employment has been made and accepted.									Create "Background Release Form"
39	If at some time in the future Columbine Valley decides to include credit reporting in any of its background checks, ensure that the rules and notice requirements of the Fair Credit Reporting Act (FCRA) are consistently followed.									TBD - no action at this time
40	Use consistent criteria to determine when a candidate is disqualified due to information discovered through a background or reference check.									
41	Ensure the criteria are job-related and/or based on business needs.									
42	Be consistent in conducting professional reference checks. Try to verify employment and past performance with previous employers for all final candidates.									
<b>Termination Process</b>										
43	For involuntary terminations, continue to ensure that employees are paid immediately or under certain conditions within 6-24 hours of the termination. You may pay employees leaving the organization voluntarily with the next regularly scheduled payroll.									
44	Provide training to anyone who may be involved in termination decisions and meetings. Training should address documentation skills, communicating in difficult situations, and organizational liability for wrongful discharge claims.									
45	Request a written letter of resignation whenever an employee quits or gives notice. Encourage the employee to provide a reason for leaving, Columbine Valley.									Jay to create SOP