



# Town Administrator's Report

*March 2018*



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**Town Website**  
**Feb Statistics**

**1,511**  
Total Visits

**1,987**  
February Page Views

**Top Pages**

- Community Updates
- Municipal Court
- Police Department
- Development Updates



## Communications & Administration

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- The Summer Concert Series and 4th of July events are starting to come together. The Town has secured all primary and secondary level sponsorships and the bands and other event features are being confirmed.
- GovPilot continues to build out the building department and “report a concern” modules of the new software system and initial tests have gone well. Staff is now entering the training section of the role-out process and we expect to have a soft release of more systems online (some of the GIS systems are already online) by late March. The entire system is still on schedule to be fully tested and operational by the end of April.
- The April Board of Trustees meeting will include the swearing in of the Mayor and Trustees for their new terms. That meeting will also see the appointments of commissioner seats and staff. Refreshments will be served and friends and family are welcome.

### Citizen Contacts:

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

- ⇒ Building Department: 84
- ⇒ Comm. Development: 59
- ⇒ Public Works: 42
- ⇒ Municipal Court: 71
- ⇒ Other: 68

# Building Department

## Monthly Stats

7 Permits Issued

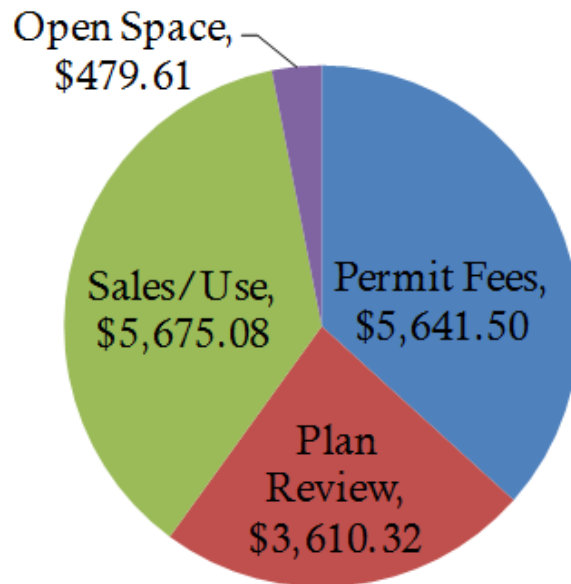
- New SFR: 0
- Major Remodel: 0
- New Roofs: 0
- Other/Misc.: 7

52 Inspections

15 Licenses Issued

- General: 5
- Electrician: 3
- Plumbers: 1
- Mechanical: 5
- Roofer: 1

Feb. Permit Rev.: \$15,406.51



## Wild Plum

95 Total Lots

0 SFR Permits Issued

0 Permit Pending

1 Grading Permit

## Wilder Lane

24 Total Lots

4 Permits Active

0 Permit Pending

8 Completed Homes

7 Occupied Home

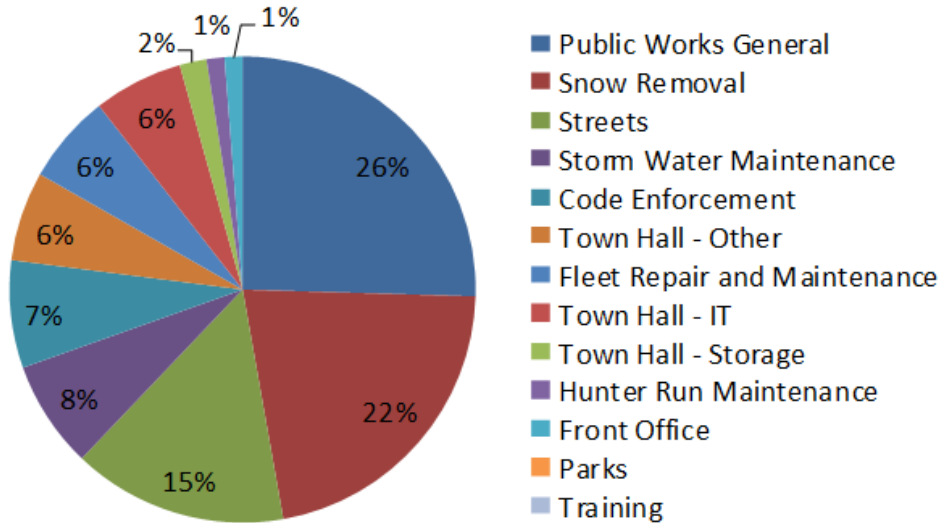


## Building Department Revenue by Month

	<u>2017</u>	<u>2017 YTD</u>	<u>2018</u>	<u>2018 YTD</u>
January	\$19,908.26	\$19,908.26	\$33,481.56	\$33,481.56
February	\$56,545.98	\$76,454.24	\$15,406.51	\$48,888.16
March	\$45,844.32	\$122,298.56		
April	\$164,185.81	286,484.37		
May	\$129,819.95	\$416,304.32		
June	\$21,136.83	\$437,441.15		
July	\$14,030.74	\$438,844.89		
August	\$73,657.67	\$512,502.56		
September	\$32,849.07	\$545,351.63		
October	\$22,603.20	\$567,954.84		
November	\$26,129.25	\$594,084.09		
December	\$55,810.24	\$649,894.33		

# Public Works Department

## February Staff Time Allocation (including contractors)



- Stop sign updates. Two very faded stop signs on Brookhaven Trail were updated. The signs had faded to the point of no longer being reflective. New signs with engineer grade reflectivity were installed as replacements.
- Snow plow route updates; a revision was made to the snow plowing route at the intersection of Brookhaven and Bowles. Additional passes to this intersection were added to keep them from being blocked by plowing from Littleton.



- Fleet repair; repairs to the Tahoe this month included fixing a coolant leak, replacing a non-functioning side mirror and replacing the kickstand on the plow.
- Tree removal; this month saw the removal of the Wild Plum tree next to Fairway Lane. Public Works was on site to get before, during and after pictures as well as to make sure that no tree limbs blocked any of Fairway.
- Wild Plum reports; with the activity on Wild Plum picking up, a standard process for documenting issues was created. This will allow town staff to better keep track of all non-resolved issues found during the demolition and construction phases.

## February Snow Report

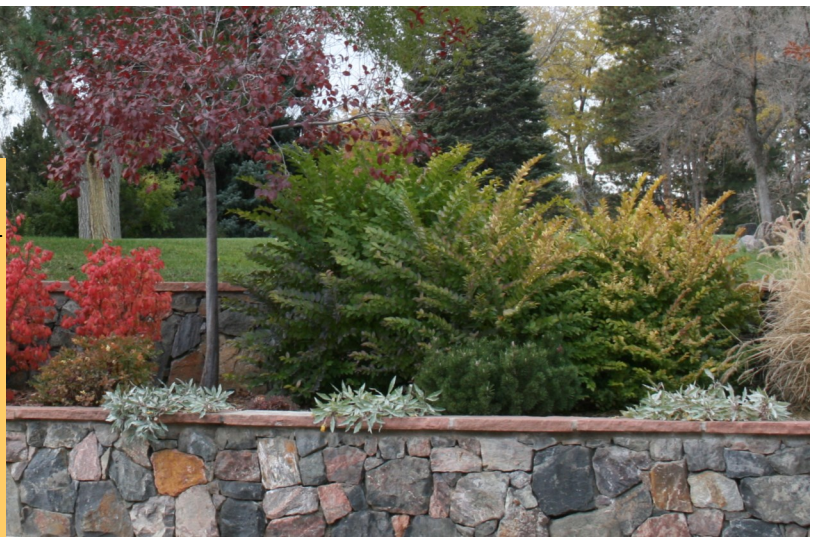
- High of 67, Low of -2
- 3 day with plowing activity
- 9.5" of accumulated snow
- 0 day with sanding activity
- Total of 35 hours of snow removal and ice treatment.

## Municipal Court

	<u>2017 YTD</u>	<u>2018</u>	<u>2018 YTD</u>
Jan	\$6,295.25	\$10,400.00	\$10,400.00
Feb	<b>\$10,074.22</b>	<b>\$9,626.87</b>	<b>\$20,026.87</b>
Mar	\$18,941.22		
Apr	\$25,696.22		
May	\$24,791.22		
June	\$30,558.22		
July	\$35,619.47		
Aug	\$41,766.42		
Sept	\$45,826.42		
Oct	\$56,006.92		
Nov	\$63,096.92		
Dec	\$66,986.04		

### February Total Stats

- Total paid before Court: 66
- Total on docket: 48
- Cases heard by Judge: 18
- Continuances: 3
- Failure to Appear: 11
- Stay of Executions: 9
- Classes Ordered: 1
- Bench Warrants 1
- Trials 1



### Municipal Court, continued

- The Town's back-up judge John Livingston recently stepped down from his position. The Town is currently looking for a replacement judge to be available on the occasion judge Keil is not available to serve the Municipal Court.
- Staff is currently looking at utilizing two remaining "functions" of the GovPilot software system to replace the Town's aging municipal court software. This process is in the preliminary stages with security of data being the primary consideration to moving forward.

## Human Resources

- The Employers Council consultant is wrapping up his work with the Town, having now completed standard operating procedures on recruiting, application, interviewing, job offer, hiring, termination and performance management HR functions. The balance of the 40 hours of contracted time will involve role out and communication to both the administrative and police departments. With the conclusion of Mr. Butlers involvement, the balance of work will fall to Town employees and is expected to be completed this summer.
- Document consolidation will also be completed in March, bringing all employee files under the scope of HR and away from individual supervisors.

# 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. The Hunter Run wall and the traffic signal on Hunter Run are complete. Onsite grading has started and is currently scheduled to be complete by the end of April. Onsite pipe (water and sewer) should get started in April. The Platte Canyon plans have been completed. However, we are still waiting for CDOT to approve them. Once approved, we will get started scheduling the work. We hope we can get started in April.
- B. The Final Plat and Final Development Plan mylars have been signed and are being recorded.
- C. Subdivision Improvements Agreement (SIA). The SIA is complete and incorporated all the staff recommended revisions.
- D. 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 and Town Attorney have not completed their review.

### Wild Plum Schedule—as of March 2018

Grading	In progress—through April
Pipe	Start beg on April - 2 months
Concrete	Start in June – 2-3 weeks
Asphalt	Start end of June 2-3 weeks
Landscape	Summer/Fall
Model Homes	Summer/Fall
Fairway	May/June
Platte Canyon	Start in 30 days after approval should be complete late spring

