

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

May 16, 2018

**A G E N D A**

- |   |  |                |
|---|--|----------------|
| 1. ROLL CALL                                  |  | 6:30PM         |
| <hr/>   |  |                |
| 2. PLEDGE OF ALLEGIANCE                       |  |                |
| 3. APPROVAL OF MINUTES<br>April 17, 2018      |  | Mayor Champion |
| <hr/>   |  |                |
| 4. PUBLIC COMMENT                             | Each speaker will be limited to three minutes. The Board of Trustees is not authorized by the Colorado Open Meetings Law to discuss comment or take action at the meeting on any issue raised by public comment. The Mayor may refer the matter to staff to obtain additional information and report back to the Board as appropriate. |                |
| 5. REPORTS                                    |  |                |
| A. Mayor                                      |  |                |
| B. Trustees                                   |  |                |
| C. Town Administrator                         |  |                |
| D. Chief of Police                            |  |                |
| E. Town Treasurer                             |  |                |
| 6. OLD BUSINESS                               |  |                |
| 7. NEW BUSINESS                               |  |                |
| A. Appoint Member to the Board of Trustees    |  | Mayor Champion |
| B. Appoint Trustee(s) to Commissioner Post(s) |  | Mayor Champion |
| C. Approval of 2017 Town Audit                |  | Mr. Tempas     |
| D. Columbine Country Club Fireworks           |  | Mr. McCrumb    |
| 8. ADJOURNMENT                                |  |                |

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

Minutes

April 17, 2018

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, Dana Struthers and James Keil

**MINUTES:** The minutes of the March 20, 2018 meeting were approved.

**PUBLIC COMMENT:** Jared Hamilton, 7 Fairway Lane, expressed concern with the Country Clubs proposed pickle ball courts currently being planned/constructed adjacent to his property. His concerns had to do with the noise generated and the impact on his quality of life, as well as the Country Clubs response to his expressed concerns. Mr. Hamilton asked the Trustees if or how the Town might intercede on behalf of him and his neighbors.

Tanya Mazurek, 5 Fairway Lane, cited multiple studies illustrating that pickle ball is louder than tennis and that the courts were being placed too close to residences to adhere to best practices.

Mike Lynch, 9 Fairway Lane, shared his frustration that there was no notice from the Club in advance of this project starting.

**REPORTS:** Mayor Champion had no report.

Trustee Christy asked staff for an update regarding the announced day of pick-up change from the Trash contractor.

Trustee Boyle expressed her opinion that the proposed pickle ball courts were too close to homes.

Trustee Dotson noted the controversy of the proposed fire department merger in Littleton and asked staff how that might impact Columbine Valley.

Trustee Palmer asked for an update on the increased police enforcement after the Trustees discussion on speed and cut-through.

Mr. McCrumb presented the Town Administrators Report as presented in the packets.

Chief Cottrell presented the Police Chief's Report and highlighted several instances of car break ins (no suspects) and mail theft (suspect in custody).

Mr. Tempas reported that there were no financials this month to report. The Audit would be presented at the May meeting.

**OLD BUSINESS:**

**Trustee Bill #4, 2018:** Mr. Schiller presented an ordinance on 2<sup>nd</sup> reading to allow for the towing of vehicles in Columbine Valley under certain circumstances.

**ACTION: upon a motion by Trustee Menk and a second by Trustee Palmer, the Board of Trustees unanimously approved Trustee Bill #4, 2018 on 2<sup>nd</sup> reading.**

**NEW BUSINESS:**

**Resolution #7, 2018:** Mr. McCrumb presented a resolution regarding Special Event Permit fees.

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Christy, the Board of Trustees unanimously approved Resolution #7, 2018.**

**Appointment of Back-up Municipal Judge:** Mr. Schiller presented to the Trustees for consideration Mr. James Stuart Bailey, Esq.

**ACTION: upon a motion by Trustee Menk and a second by Trustee Christy, the Board of Trustees unanimously approved the appointment of Mr. Bailey to the position of Municipal Court Judge.**

Judge Jim Keil swore into office Judge Bailey

**Appointment of Municipal Judge:** Mr. Schiller presented to the Trustees for consideration of reappointment Mr. James Keil, Esq.

**ACTION: upon a motion by Trustee Christy and a second by Trustee Cope, the Board of Trustees unanimously approved the appointment of Mr. Keil to the position of Municipal Court Judge.**

Judge James Bailey swore into office Judge Keil

**Appointment of Members to the Board of Adjustments:** Mr. McCrumb presented to the Trustees a list of five citizens to serve on the Town's Board of Adjustments.

**ACTION: upon a motion by Trustee Palmer and a second by Trustee Dotson, the Board of Trustees unanimously the appointments as presented.**

**Cancel Regular Meetings, Set Special Meetings:** Mr. McCrumb presented to the Trustees the need to delay the May and June Regular Trustee Meetings by one day to avoid a community conflict.

**ACTION: upon a motion by Trustee Palmer and a second by Trustee Menk, the Board of Trustees unanimously approved moving the May meeting to May 16 and the June meeting to June 20 as presented.**

**RECOGNITION OF OUTGOING BOARD MEMBER:** Mayor Champion recognized the 8 years of service of Trustee Dave Cope, thanked him, and presented him with a framed picture of the Town Hall.

**SWEARING IN OF MAYOR AND TRUSTEES:** Judge Jim Keil swore into office Mayor Richard Champion, Trustee Kathy Boyle, Trustee Bill Dotson and Trustee Bruce Menk.

**APPOINTMENTS AND OATHS:**

Mayor Champion recommended that Trustee Bruce Menk serve as Mayor Pro Tem.

**ACTION: upon a motion by Trustee Boyle and a second by Trustee Christy, the Board of Trustees unanimously approved Trustee Menk as Mayor Pro Tem.**

Mayor Champion recommended that the following Trustees fill the corresponding Commission posts: Kathy Boyle, Building; Gale Christy, Community Affairs; Bill Dotson, Planning; Bruce Menk, Public Safety; Roy Palmer Public Works.

**ACTION: upon a motion by Mayor Champion and a second by Trustee Menk, the Board of Trustees unanimously approved these Commission appointments.**

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

**ACTION: upon a motion by Mayor Champion and a second by Trustee Christy, the Board of Trustees unanimously approved these staff appointments.**

Judge Jim Keil swore into office Lee Schiller, Jeff Tempas, J.D. McCrumb, Dana Struthers, and Bret Cottrell.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:14 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.*



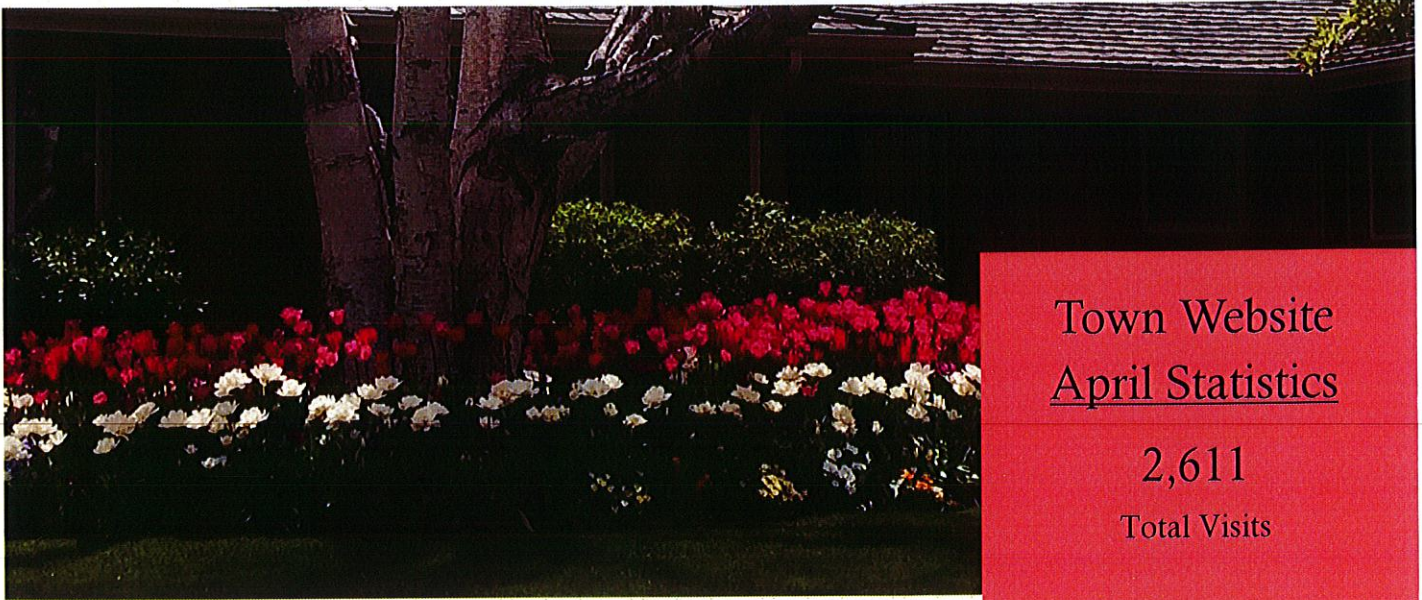
# Town Administrator's Report

*May 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)



## Communications & Administration

- The Town's 2017/18 interns, Drew Woodward and Riley McCormick are wrapping up their time with the Town. Collectively, they worked on a variety of projects including a Trustee Orientation, Emergency Management Plan, FAQ Database, Volunteer Programs and Policy, Administrative Standard Operating Procedures, Communications Program, Records Retention Guidelines, HOA Board Orientation, and a Town Government 101 Presentation. We will miss having them in the office.
- Staff has now fully transitioned all Building Department functions to the GovPilot software for building permits. The "report a concern" module is also live. Staff is working with GovPilot to build out Records Request and Municipal Court modals in the coming weeks.
- The cities of Littleton, Englewood, Sheridan and Columbine Valley are in early stages of developing a task force to address homelessness along the Platte River.

## Citizen Contacts:

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

- ⇒ Building Department: 112
- ⇒ Comm. Development: 88
- ⇒ Public Works: 68
- ⇒ Municipal Court: 91

## Town Website April Statistics

2,611

Total Visits

2,913

April Page Views

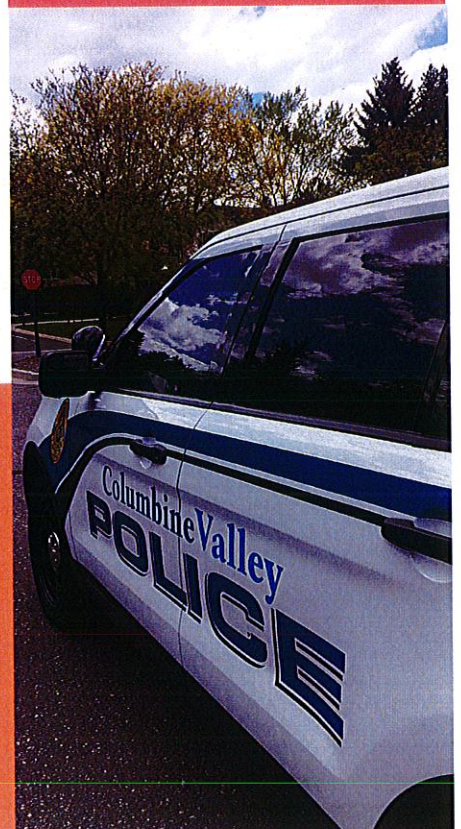
## Top Pages

Trash and Recycle

Building Permits

Report a Concern

Employment



# Building Department

## Monthly Stats

10 Permits Issued

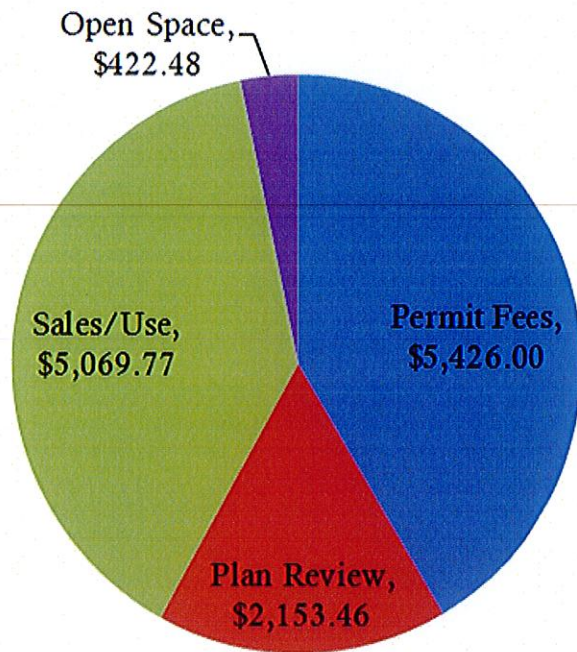
- New SFR: 0
- Major Remodel: 1
- New Roofs: 2
- Other/Misc.: 7

71 Inspections

21 Licenses Issued

- General: 7
- Electrician: 4
- Plumbers: 2
- Mechanical: 6
- Roofer: 2

Apr. Permit Rev.: \$13,164.99

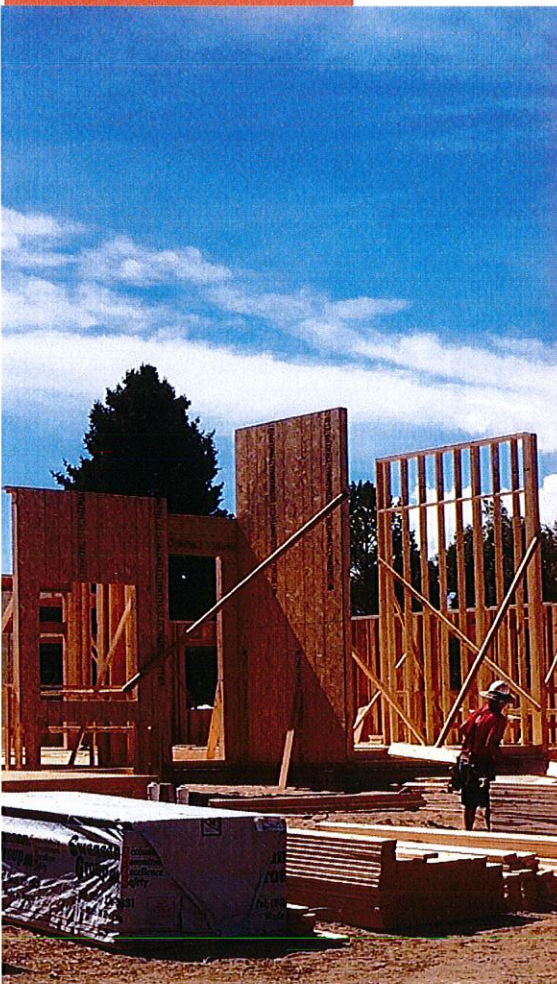


## Wild Plum

95 Total Lots  
 0 SFR Permits Issued  
 0 Permit Pending  
 1 Grading Permit

## Wilder Lane

24 Total Lots  
 4 Permits Active  
 0 Permit Pending  
 9 Completed Homes  
 8 Occupied Home

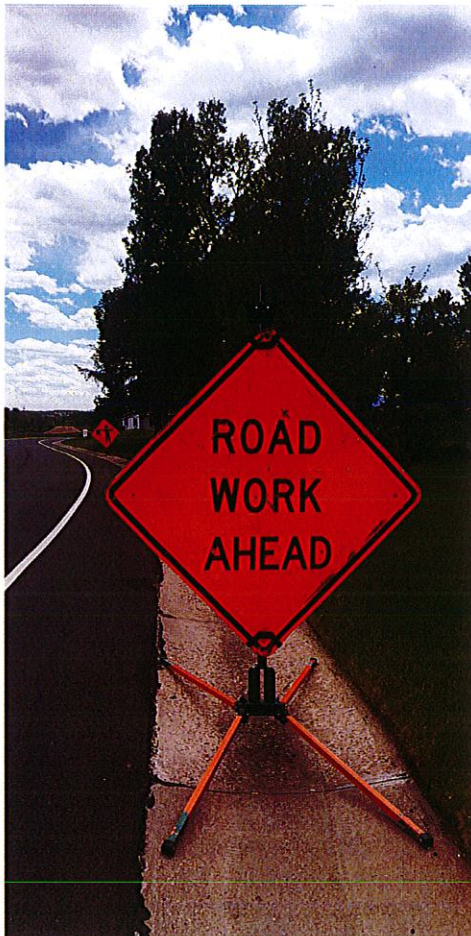
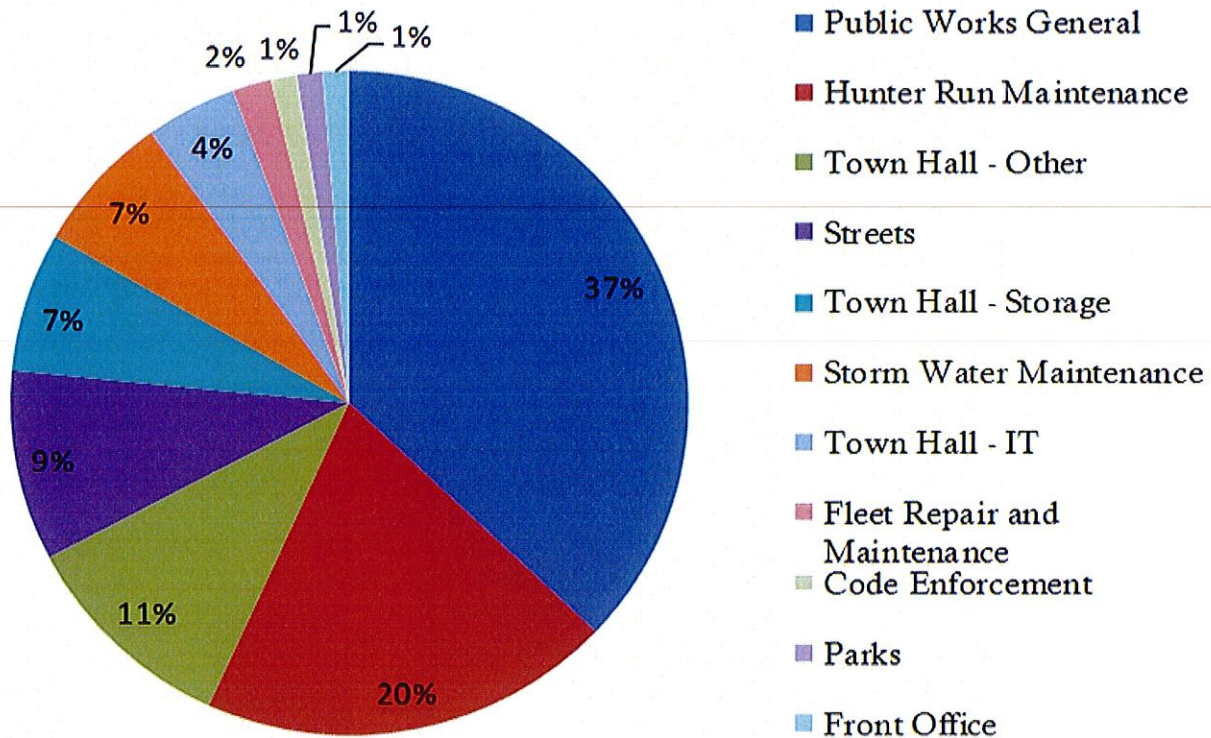


## Building Department Revenue by Month

	2017	2017 YTD	2018	2018 YTD
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	\$57,032.86	\$105,921.02
April	<b>\$164,185.81</b>	<b>286,484.37</b>	<b>\$13,164.99</b>	<b>\$119,086.01</b>
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

## April Staff Time Allocation (including contractors)



- Town Hall fire safety. All of the fire extinguishers around Town Hall, in the fleet vehicles and PD vehicles were tested, inspected and recharged.
- Town Hall spring startup. The sprinkler system was tested and put back into service for the summer. The lawn, trees and bushes were sprayed for pests and infections. The lawn was fertilized and received its first mowing for the year.
- Hunter Run spring startup. The sprinkler system was charged after repairs were made to broken sections of the main line. Repairs were started to damaged and missing heads due to construction. Weed control was started for the full length of Hunter Run as well as North and South along Platte Canyon. The stop sign post at Thoroughbred was cleaned and repainted. Initial pest control for wasps and Japanese Beetles was started.
- Fleet Maintenance. All plow blades were cleaned and put away for the summer. Tahoe repairs included replacing a failing thermostat in the cooling system, replacing a bad wheel bearing and performing a full inspection of the front end suspension system.

### April Weather Report

- High of 79
- Low of 22
- .82" of precipitation



## Municipal Court

	<u>2017 YTD</u>	<u>2018</u>	<u>2018 YTD</u>
Jan	\$6,295.25	\$10,400.00	\$10,400.00
Feb	\$10,074.22	\$9,626.87	\$20,026.87
Mar	\$18,941.22	\$5,824.25	\$25,871.12
Apr	<b>\$25,696.22</b>	<b>\$4,845.00</b>	<b>\$30,716.12</b>
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		

### April Total Stats

- Total paid before Court: 36
- Total on docket: 31
- Cases heard by Judge: 21
- Continuances: 3
- Failure to Appears: 0
- Stay of Executions: 7
- Classes Ordered: 6
- Bench Warrants 2
- Trials 0



## Community Development

### Wild Plum Farm

Work is underway and approximately on schedule. The Town continues to monitor the progress and the developers adherence to the Construction Management Plan. When violations of the CMP are identified the developer is fined accordingly. The Town has continued to engage with HOAs, CDOT, SSPRD and other jurisdictions as appropriate based on what work is being completed on site.

### Willowcroft and Wilder Lane

The staff continues to work through the punch-list items in these communities as they near completion of their obligations to the Town. There remain some unresolved issues and discussions with the developers are ongoing. The affiliated HOA and impacted homeowners are engaged as appropriate.

### Wild Plum Schedule—as of May 2018

Grading	Complete beginning of May
Pipe & Sewer	Underway through July
Concrete	Start end of July – 1 month
Asphalt	Start end of Aug – 1 month
Landscape	Start in the Fall
Model Homes	Start in the Fall
Fairway Widening	June/July
Platte Canyon	Start in 30 days after approval (Hope to start in May)



# Columbine Valley Police

## Department

Serving Bow Mar

2 Middlefield Rd. Columbine Valley, Colorado 80123

www.columbinevalley.org

(303) 795-1434

Fax (303) 795-7325

### Columbine Valley P.D. Monthly Report April 2018

Full Time Positions	6 of 6
Part Time Positions	2 of 2
Regular / PTO hours	930 / 79.0
OT hours worked	0
Off Duty	2

#### Statistics Report:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
Total	46	43	36	29									
SPEEDING	20	12	14	6									
PARKING	4	4	2	3									
INSURANCE	0	5	2	4									
FAIL TO STOP	13	19	7	3									
OTHER	9	3	11	13									
CV SUMMONS	26	30	22	13									
BM SUMMONS	20	13	14	16									
Vehicles:													
Mileage	6492	6428	7334	6875									
Fuel	602	606	667	561									

#### Investigations Update:

BM-18-0062	1 <sup>st</sup> Degree Criminal Trespass	No suspects/leads
BM-18-0053	Possession of Controlled Substance	Warrant Issued
BM-19-0061	Identity Theft	Warrant Issued

**Discussion:** Drug Takeback conducted 4/28/18 resulting in 94 pounds of prescription medication being turned in.

#### Citizen Concerns:

Construction noise on new courts at 17 Fairway. Crews starting work at 0600 hrs.





Restraining Order Vio									
RESTRAINING ORDER VIO IP									
Robbery									
ROBBERY IP									
Runaway									
UNAWAY IP									
SELECTIVE ENFORCEMENT IP*				<u>15</u>					<u>15</u>
Sex Assault									
SEX ASSAULT IP									
Shots Fired									
HOTS FIRED IP									
SUICIDE ATTEMPT IP									
SUICIDE COMPLETED IP									
SUICIDE THREAT IP									
SUSPICIOUS CIRCUMSTANCE IP	<u>2</u>								<u>2</u>
Suspicious Person		<u>2</u>							<u>2</u>
SUSPICIOUS PERSON IP	<u>3</u>								<u>3</u>
Suspicious Vehicle									
SUSPICIOUS VEHICLE IP	<u>5</u>								<u>5</u>
Theft									
Theft from Motor Vehicle		<u>1</u>							<u>1</u>
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
TRAFFIC ARREST IP		<u>2</u>							<u>2</u>
Traffic Complaint									
TRAFFIC COMPLAINT IP		<u>1</u>							<u>1</u>
TRAFFIC OBSTRUCTION IP	<u>1</u>								<u>1</u>
TRAFFIC STOP IP	<u>34</u>								<u>34</u>
TRANSPORT IP									
Unlawful Pass to Property									
Unlawful Pass to Vehicle									
UNLAWFUL PASS TO PROPERTY IP									
UNLAWFUL PASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP									
UNLAWFUL ACTS IP	<u>1</u>								<u>1</u>
Unwanted Subject									
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP									
WARRANT ARREST IP		<u>1</u>							<u>1</u>
WARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP	<u>1</u>								<u>1</u>
WORKING IP									
<b>Total</b>	<u>59</u>	<u>36</u>		<u>21</u>					<u>116</u>

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TOWN OF COLUMBINE VALLEY  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 MARCH 31, 2018

	Totals	
Assets	March 31, 2018	December 31, 2017
Cash and investments	\$ 1,671,978	1,559,025
Other receivables	141,920	102,928
Property taxes receivable	166,851	348,058
Property and equipment, net	2,325,606	2,325,606
	\$ 4,306,355	4,335,617
Liabilities and Equity		
Liabilities:		
Accounts payable	\$ 31,927	72,100
Accrued liabilities	38,101	33,416
Deferred property tax revenue	166,851	348,058
Fund balance:		
Reserved - TABOR emergency	56,362	56,362
Conservation Trust	25,520	23,895
Arapahoe County Open Space	355,393	361,555
Unavailable - Fixed assets net of outstanding long term debt	2,325,606	2,325,606
Unreserved	1,306,595	1,114,625
Total equity	4,069,476	3,882,043
	\$ 4,306,355	4,335,617

TOWN OF COLUMBINE VALLEY  
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE  
 ALL GOVERNMENTAL FUND TYPES  
 BUDGET AND ACTUAL  
 THREE MONTHS ENDED MARCH 31, 2018 AND 2017

Revenue	March Totals		Three Months Ended March 31, 2018		
	2018	2017	Budget	Actual	Variance
Taxes:					
Property taxes	\$ 35,009	33,308	139,223	181,207	41,984
Specific ownership taxes	2,340	2,402	5,904	6,697	793
Sales and use tax	53,232	19,794	170,376	119,051	(51,325)
Utility franchise fees	4,319	-	11,499	14,128	2,629
Cable television	8,812	-	7,750	8,812	1,062
Permits and fines:					
Permits, fees and services	35,398	25,864	80,001	69,792	(10,209)
Fines	5,844	8,867	16,251	25,871	9,620
Intergovernmental:					
Bow Mar IGA	79,133	77,054	79,133	158,265	79,132
State highway user's tax	3,466	-	11,499	10,893	(606)
County highway tax revenue	4,246	4,582	-	4,246	4,246
Motor vehicle registration fees	517	392	1,500	1,515	15
State cigarette tax apportionment	(54)	-	201	(54)	(255)
Conservation Trust Fund entitlement	1,571	1,566	1,500	1,571	71
Arapahoe County Open Space shareback	-	-	-	-	-
Interest income	1,674	2	3,876	4,527	651
Other	1,718	11,096	501	1,834	1,333
<b>Total revenue</b>	<b>237,225</b>	<b>184,927</b>	<b>529,214</b>	<b>608,355</b>	<b>79,141</b>
<b>Expenditures</b>					
Current:					
Public safety	79,005	69,581	177,654	182,954	(5,300)
Sanitation	6,721	6,070	21,000	20,128	872
Administration	66,007	75,955	168,891	170,322	(1,431)
Planning and zoning	4,353	12,476	17,250	12,647	4,603
Public works	8,423	4,909	76,854	18,624	58,230
Other - rounding	-	1	-	(1)	1
Capital outlay					
Capital expenditures	-	11,177	9,000	8,748	252
Arapahoe County Open Space expenditures	-	-	7,500	7,500	-
Conservation Trust Fund expenditures	-	-	-	-	-
<b>Total expenditures</b>	<b>164,509</b>	<b>180,169</b>	<b>478,149</b>	<b>420,922</b>	<b>57,227</b>
Excess of revenue over expenditures	72,716	4,758	51,065	187,433	136,368
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	72,716	4,758	51,065	187,433	136,368
Fund balance - beginning of period	1,671,154	1,635,219	1,378,114	1,556,437	178,323
Fund balance - end of period	\$ 1,743,870	1,639,977	1,429,179	1,743,870	314,691

TOWN OF COLUMBINE VALLEY  
GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
THREE MONTHS ENDED MARCH 31, 2018 AND 2017

	March 2018	March 2017	Three Months Ended March 31, 2018		
			Budget	Actual	Variance
Public safety:					
Automotive expenses	4,577	2,758	9,250	11,225	(1,975)
Salaries and benefits	61,785	58,815	141,153	147,501	(6,348)
Municipal court	3,373	840	10,626	10,528	98
Other	9,270	7,168	16,625	13,700	2,925
	<u>79,005</u>	<u>69,581</u>	<u>177,654</u>	<u>182,954</u>	<u>(5,300)</u>
Sanitation	6,721	6,070	21,000	20,128	872
Administration:					
Legal	4,168	-	12,000	12,778	(778)
Accounting and audit	9,750	3,550	6,750	16,050	(9,300)
Inspection	11,084	22,558	36,000	24,918	11,082
Town administration	30,867	31,715	85,122	85,227	(105)
Insurance and bonds	5,878	7,265	7,251	10,821	(3,570)
Office supplies and miscellaneous	1,913	2,933	10,875	12,025	(1,150)
County Treasurer's collection fees	350	333	1,392	1,811	(419)
Rent and building occupancy costs	1,997	7,601	9,501	6,692	2,809
	<u>66,007</u>	<u>75,955</u>	<u>168,891</u>	<u>170,322</u>	<u>(1,431)</u>
Planning and zoning					
Planner and Engineering	4,353	12,476	17,250	12,647	4,603
Public works:					
Street repairs and maintenance	1,843	1,486	68,601	4,954	63,647
Street lighting	951	1,671	3,750	3,293	457
Weed and tree removal	25	120	876	342	534
Other	5,604	1,632	3,627	10,035	(6,408)
	<u>8,423</u>	<u>4,909</u>	<u>76,854</u>	<u>18,624</u>	<u>58,230</u>
Other - rounding		1	-	(1)	1
Capital expenditures:					
Public safety	-	11,177	9,000	8,748	252
Administration	-	-	-	-	-
Public works	-	-	-	-	-
	-	<u>11,177</u>	<u>9,000</u>	<u>8,748</u>	<u>252</u>
Arapahoe Open Space expenditures	-	-	7,500	7,500	-
Conservation Trust Fund expenditures	-	-	-	-	-
	<u>164,509</u>	<u>180,169</u>	<u>470,649</u>	<u>413,422</u>	<u>57,227</u>
Major projects:					
Town Hall remodel	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures and major projects	<u>164,509</u>	<u>180,169</u>	<u>470,649</u>	<u>413,422</u>	<u>57,227</u>



TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 THREE MONTHS ENDED MARCH 31, 2018 AND 2017

	March 2018	March 2017	Three Months Ended March 31, 2018		
			Budget	Actual	Variance
<b>Public Safety:</b>					
<b>Automotive expenses:</b>					
Cruiser gas/oil/maintenance	3,014	1,133	7,500	7,912	(412)
Cruiser insurance	1,563	1,625	1,750	3,313	(1,563)
	<u>4,577</u>	<u>2,758</u>	<u>9,250</u>	<u>11,225</u>	<u>(1,975)</u>
<b>Salaries and benefits:</b>					
Salaries	50,578	45,365	111,731	118,002	(6,271)
Pension plan	5,073	4,724	11,173	11,857	(684)
Health/workman's comp insurance	6,134	8,726	18,249	17,642	607
	<u>61,785</u>	<u>58,815</u>	<u>141,153</u>	<u>147,501</u>	<u>(6,348)</u>
<b>Municipal court:</b>					
Municipal court - judge	750	750	2,250	2,250	-
Municipal court - legal	2,303	-	6,876	7,028	(152)
Municipal court - other	320	90	1,500	1,250	250
	<u>3,373</u>	<u>840</u>	<u>10,626</u>	<u>10,528</u>	<u>98</u>
<b>Other:</b>					
Uniforms	1,225	207	2,751	3,095	(344)
Education/training	387	-	2,250	387	1,863
Arapahoe County dispatch fee	6,945	6,595	7,217	6,945	272
Supplies/miscellaneous	713	366	4,407	3,273	1,134
	<u>9,270</u>	<u>7,168</u>	<u>16,625</u>	<u>13,700</u>	<u>2,925</u>
<b>Administration:</b>					
<b>Town administration:</b>					
Salaries - administration	21,870	21,232	52,500	49,347	3,153
FICA/Medicare - administration	2,231	2,152	5,385	5,251	134
Health insurance - administration	2,431	4,915	9,000	8,957	43
Pension - administration	1,349	1,330	3,231	3,189	42
Telephone/communications	299	355	1,500	896	604
Computer expense	1,011	1,731	11,625	12,782	(1,157)
Election expense	-	-	-	-	-
Dues and publications	1,676	-	1,881	4,805	(2,924)
	<u>30,867</u>	<u>31,715</u>	<u>85,122</u>	<u>85,227</u>	<u>(105)</u>
<b>Office supplies and miscellaneous:</b>					
Advertising/notices	68	-	126	78	48
Miscellaneous	943	2,287	8,250	9,479	(1,229)
Supplies - administration	902	646	2,499	2,468	31
	<u>1,913</u>	<u>2,933</u>	<u>10,875</u>	<u>12,025</u>	<u>(1,150)</u>
<b>Legal</b>					
Legal	4,168	-	12,000	12,778	(778)
Accounting and audit	9,750	3,550	6,750	16,050	(9,300)
Inspection	11,084	22,558	36,000	24,918	11,082
Insurance and bonds	5,878	7,265	7,251	10,821	(3,570)
County Treasurer's collection fees	350	333	1,392	1,811	(419)
Building occupancy costs	1,997	7,601	9,501	6,692	2,809

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 THREE MONTHS ENDED MARCH 31, 2018 AND 2017

	March 2018	March 2017	Three Months Ended March 31, 2018		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	75	929	56,250	790	55,460
Snow removal	627	240	8,100	1,380	6,720
Striping	50	-	750	176	574
Signs maintenance	588	48	750	948	(198)
Vehicle maintenance	503	269	876	1,335	(459)
Other drainage	-	-	1,875	100	1,775
Street cleaning	-	-	-	225	(225)
	1,843	1,486	68,601	4,954	63,647
Street lighting	951	1,671	3,750	3,293	457
Ground maintenance	25	120	876	342	534
Other:					
Miscellaneous minor public works	3,110	1,272	750	6,599	(5,849)
Storm water permit process	2,494	360	1,251	3,436	(2,185)
Professional fees	-	-	1,626	-	1,626
	5,604	1,632	3,627	10,035	(6,408)
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	-	-	-
Public safety	-	11,177	9,000	8,748	252
Public works	-	-	-	-	-
	-	11,177	9,000	8,748	252
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	-	-	-
	-	-	-	-	-

TOWN OF COLUMBINE VALLEY  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 FEBRUARY 28, 2018

	Totals	
Assets	February 28, 2018	December 31, 2017
Cash and investments	\$ 1,563,645	1,559,025
Other receivables	167,901	102,928
Property taxes receivable	201,860	348,058
Property and equipment, net	2,325,606	2,325,606
	\$ 4,259,012	4,335,617
Liabilities and Equity		
Liabilities:		
Accounts payable	\$ 24,939	72,100
Accrued liabilities	35,453	33,416
Deferred property tax revenue	201,860	348,058
Fund balance:		
Reserved - TABOR emergency	56,362	56,362
Conservation Trust	23,928	23,895
Arapahoe County Open Space	354,896	361,555
Unavailable - Fixed assets net of outstanding long term debt	2,325,606	2,325,606
Unreserved	1,235,968	1,114,625
Total equity	3,996,760	3,882,043
	\$ 4,259,012	4,335,617

TOWN OF COLUMBINE VALLEY  
 COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE  
 ALL GOVERNMENTAL FUND TYPES  
 BUDGET AND ACTUAL  
 TWO MONTHS ENDED FEBRUARY 28, 2018 AND 2017

Revenue	February Totals		Two Months Ended February 28, 2018		
	2018	2017	Budget	Actual	Variance
<b>Taxes:</b>					
Property taxes	\$ 87,306	91,427	69,612	146,198	76,586
Specific ownership taxes	2,146	1,964	3,936	4,358	422
Sales and use tax	34,557	58,459	113,584	65,819	(47,765)
Utility franchise fees	4,456	4,696	7,666	9,808	2,142
Cable television	-	-	-	-	-
<b>Permits and fines:</b>					
Permits, fees and services	10,531	27,118	53,334	34,393	(18,941)
Fines	9,627	4,284	10,834	20,027	9,193
<b>Intergovernmental:</b>					
Bow Mar IGA	-	-	79,133	79,133	-
State highway user's tax	3,700	3,423	7,666	7,427	(239)
County highway tax revenue	-	-	-	-	-
Motor vehicle registration fees	510	513	1,000	998	(2)
State cigarette tax apportionment	-	-	134	-	(134)
Conservation Trust Fund entitlement	-	-	-	-	-
Arapahoe County Open Space shareback	-	-	-	-	-
Interest income	1,403	550	2,584	2,853	269
Other	48	1,126	334	116	(218)
<b>Total revenue</b>	<b>154,284</b>	<b>193,560</b>	<b>349,817</b>	<b>371,130</b>	<b>21,313</b>
<b>Expenditures</b>					
<b>Current:</b>					
Public safety	52,374	40,703	102,503	103,948	(1,445)
Sanitation	6,674	6,070	14,000	13,407	593
Administration	43,897	52,166	106,874	104,314	2,560
Planning and zoning	4,861	18,303	11,500	8,295	3,205
Public works	5,366	5,027	51,836	10,198	41,638
Other - rounding	-	3	-	3	(3)
<b>Capital outlay</b>					
Capital expenditures	-	16,546	9,000	8,748	252
Arapahoe County Open Space expenditures	-	-	7,500	7,500	-
Conservation Trust Fund expenditures	-	-	-	-	-
<b>Total expenditures</b>	<b>113,172</b>	<b>138,818</b>	<b>303,213</b>	<b>256,413</b>	<b>46,800</b>
<b>Excess of revenue over expenditures</b>	<b>41,112</b>	<b>54,742</b>	<b>46,604</b>	<b>114,717</b>	<b>68,113</b>
Major projects	-	-	-	-	-
<b>Excess of revenue over (under) expenditures and major projects</b>	<b>41,112</b>	<b>54,742</b>	<b>46,604</b>	<b>114,717</b>	<b>68,113</b>
Fund balance - beginning of period	1,630,042	1,580,477	1,378,114	1,556,437	178,323
<b>Fund balance - end of period</b>	<b>\$ 1,671,154</b>	<b>1,635,219</b>	<b>1,424,718</b>	<b>1,671,154</b>	<b>246,436</b>

TOWN OF COLUMBINE VALLEY  
GENERAL FUND  
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL  
TWO MONTHS ENDED FEBRUARY 28, 2018 AND 2017

	February 2018	February 2017	Budget	Two Months Ended February 28, 2018 Actual	Variance
Public safety:					
Automotive expenses	3,410	1,139	6,750	6,648	102
Salaries and benefits	42,468	34,777	82,397	85,715	(3,318)
Municipal court	3,763	3,039	7,084	7,155	(71)
Other	2,733	1,748	6,272	4,430	1,842
	<u>52,374</u>	<u>40,703</u>	<u>102,503</u>	<u>103,948</u>	<u>(1,445)</u>
Sanitation	6,674	6,070	14,000	13,407	593
Administration:					
Legal	4,568	2,831	8,000	8,610	(610)
Accounting and audit	5,550	550	1,500	6,300	(4,800)
Inspection	7,042	8,902	24,000	13,834	10,166
Town administration	20,074	19,841	54,260	54,361	(101)
Insurance and bonds	429	604	4,834	4,942	(108)
Office supplies and miscellaneous	2,461	16,227	7,250	10,112	(2,862)
County Treasurer's collection fees	872	914	696	1,461	(765)
Rent and building occupancy costs	2,901	2,297	6,334	4,694	1,640
	<u>43,897</u>	<u>52,166</u>	<u>106,874</u>	<u>104,314</u>	<u>2,560</u>
Planning and zoning					
Planner and Engineering	4,861	18,303	11,500	8,295	3,205
Public works:					
Street repairs and maintenance	1,896	2,096	46,334	3,109	43,225
Street lighting	1,271	818	2,500	2,341	159
Weed and tree removal	133	258	584	317	267
Other	2,066	1,855	2,418	4,431	(2,013)
	<u>5,366</u>	<u>5,027</u>	<u>51,836</u>	<u>10,198</u>	<u>41,638</u>
Other - rounding		3	-	3	(3)
Capital expenditures:					
Public safety	-	-	9,000	8,748	252
Administration	-	-	-	-	-
Public works	-	16,546	-	-	-
	<u>-</u>	<u>16,546</u>	<u>9,000</u>	<u>8,748</u>	<u>252</u>
Arapahoe Open Space expenditures	-	-	7,500	7,500	-
Conservation Trust Fund expenditures	-	-	-	-	-
	<u>113,172</u>	<u>138,818</u>	<u>295,713</u>	<u>248,913</u>	<u>46,800</u>
Major projects:					
Town Hall remodel	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>113,172</u>	<u>138,818</u>	<u>295,713</u>	<u>248,913</u>	<u>46,800</u>
Total expenditures and major projects	<u>113,172</u>	<u>138,818</u>	<u>295,713</u>	<u>248,913</u>	<u>46,800</u>

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 TWO MONTHS ENDED FEBRUARY 28, 2018 AND 2017

	February 2018	February 2017	Two Months Ended February 28, 2018		
			Budget	Actual	Variance
<b>Public Safety:</b>					
<b>Automotive expenses:</b>					
Cruiser gas/oil/maintenance	3,410	1,139	5,000	4,898	102
Cruiser insurance	-	-	1,750	1,750	-
	<u>3,410</u>	<u>1,139</u>	<u>6,750</u>	<u>6,648</u>	<u>102</u>
<b>Salaries and benefits:</b>					
Salaries	34,056	30,323	63,846	67,424	(3,578)
Pension plan	3,404	3,034	6,385	6,783	(398)
Health/workman's comp insurance	5,008	1,420	12,166	11,508	658
	<u>42,468</u>	<u>34,777</u>	<u>82,397</u>	<u>85,715</u>	<u>(3,318)</u>
<b>Municipal court:</b>					
Municipal court - judge	750	750	1,500	1,500	-
Municipal court - legal	2,723	2,044	4,584	4,725	(141)
Municipal court - other	290	245	1,000	930	70
	<u>3,763</u>	<u>3,039</u>	<u>7,084</u>	<u>7,155</u>	<u>(71)</u>
<b>Other:</b>					
Uniforms	809	732	1,834	1,870	(36)
Education/training	-	26	1,500	-	1,500
Arapahoe County dispatch fee	-	-	-	-	-
Supplies/miscellaneous	1,924	990	2,938	2,560	378
	<u>2,733</u>	<u>1,748</u>	<u>6,272</u>	<u>4,430</u>	<u>1,842</u>
<b>Administration:</b>					
<b>Town administration:</b>					
Salaries - administration	12,136	14,170	30,000	27,477	2,523
FICA/Medicare - administration	1,521	1,459	3,077	3,020	57
Health insurance - administration	3,823	1,287	6,000	6,527	(527)
Pension - administration	920	885	1,846	1,840	6
Telephone/communications	299	452	1,000	598	402
Computer expense	1,152	1,289	11,083	11,770	(687)
Election expense	-	-	-	-	-
Dues and publications	223	299	1,254	3,129	(1,875)
	<u>20,074</u>	<u>19,841</u>	<u>54,260</u>	<u>54,361</u>	<u>(101)</u>
<b>Office supplies and miscellaneous:</b>					
Advertising/notices	-	-	84	10	74
Miscellaneous	1,287	15,877	5,500	8,536	(3,036)
Supplies - administration	1,174	350	1,666	1,566	100
	<u>2,461</u>	<u>16,227</u>	<u>7,250</u>	<u>10,112</u>	<u>(2,862)</u>
<b>Legal</b>					
Legal	4,568	2,831	8,000	8,610	(610)
Accounting and audit	5,550	550	1,500	6,300	(4,800)
Inspection	7,042	8,902	24,000	13,834	10,166
Insurance and bonds	429	604	4,834	4,942	(108)
County Treasurer's collection fees	872	914	696	1,461	(765)
Building occupancy costs	2,901	2,297	6,334	4,694	1,640

TOWN OF COLUMBINE VALLEY  
 SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL  
 TWO MONTHS ENDED FEBRUARY 28, 2018 AND 2017

	February 2018	February 2017	Two Months Ended February 28, 2018		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	351	1,311	37,500	715	36,785
Snow removal	697	528	6,000	753	5,247
Striping	125	-	500	125	375
Signs maintenance	322	-	500	359	141
Vehicle maintenance	301	257	584	832	(248)
Other drainage	100	-	1,250	100	1,150
Street cleaning	-	-	-	225	(225)
	1,896	2,096	46,334	3,109	43,225
Street lighting	1,271	818	2,500	2,341	159
Ground maintenance	133	258	584	317	267
Other:					
Miscellaneous minor public works	1,449	1,341	500	3,489	(2,989)
Storm water permit process	617	514	834	942	(108)
Professional fees	-	-	1,084	-	1,084
	2,066	1,855	2,418	4,431	(2,013)
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	-	-	-	-
Public safety	-	-	9,000	8,748	252
Public works	-	16,546	-	-	-
	-	16,546	9,000	8,748	252
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	-	-	-
	-	-	-	-	-



**Request for Board of Trustee Action**

**Date:** May 16, 2018  
**Title:** Board of Trustee Appointment  
**Presented By:** Richard Champion, Mayor

**Background:** The Columbine Valley 2018 Municipal Election was canceled for a lack of candidates to serve in the position of Trustee. At that time, there were four Trustee seats for consideration of the voters. Only three candidates submitted petitions to become candidates, Kathy Boyle, Bill Dotson, and Bruce Menk. This leaves one vacant seat on the Board of Trustees.

Per section 2.04.030 of the Columbine Valley Municipal Code, the Board of Trustees may appoint a qualified individual to serve in the capacity of Town Trustee should there be a vacancy on the Board. This individual will serve until the next regular Town election (2020).

**Attachments:** None

**Staff Recommendations:** None

**Recommended Motion:** "I move to approve the appointment of \_\_\_\_\_ to serve as Town Trustee until the next election."





**Request for Board of Trustee Action**

**Date:** May 16, 2018

**Title:** Trustee Commission Appointment

**Presented By:** Richard Champion, Mayor

**Background:** Members of the Columbine Valley Board of Trustees serve in six specific commissioner roles as a part of their responsibilities as elected officials.

Currently the roles are filled as follows: Kathy Boyle, Building Commissioner; Gale Christy, Community Affairs Commissioner; Bill Dotson, Planning Commissioner; Bruce Menk, Public Safety Commissioner; and Roy Palmer, Public Works Commissioner. The post of Finance Commissioner is currently vacant.

Per the Columbine Valley Municipal Code, upon the recommendation of the Mayor, the Board of Trustees may appoint individuals from within their ranks to serve in the various commissioner capacities.

The Town's Finance Commissioner is typically one of two Trustees with check signing authority (the other being the Mayor) and works with the Town Treasurer and Town Administrator to oversee town finances, the drafting of the annual budget and the annual town audit.

**Attachments:** None

**Staff Recommendations:** None

**Recommended Motion:** "I move to approve the appointment of \_\_\_\_\_ to serve as Finance Commissioner."



**Request for Board of Trustee Action**

**Date:** May 16, 2018

**Title:** 2017 Annual Audit

**Presented By:** Jeff Tempas, Town Treasurer

**Prepared By:** Mark Elmshouser, CliftonLarsonAllen

**Background:** Each year the Town contracts an independent audit firm to audit the Town's financial statements and associated government activities.

**Attachments:** Copy of the Independent Auditors' Report

**Fiscal Impacts:** None

**Staff Recommendations:** Approve as presented

**Recommended Motion:** "I move to approve the 2017 annual audit as presented".

**TOWN OF COLUMBINE VALLEY**  
**Arapahoe County, Colorado**

**FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2017**

**TOWN OF COLUMBINE VALLEY  
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## INDEPENDENT AUDITORS' REPORT

Board of Trustees  
Town of Columbine Valley  
Arapahoe County, Colorado

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and major fund of the Town of Columbine Valley (the Town), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditors' Responsibility***

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

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

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

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Town of Columbine Valley as of December 31, 2017, and the respective changes in financial position and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis information, schedule of the Town's proportionate share of the net pension liability, and schedule of the Town's contributions on pages 3 – 8 and 34 – 35 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Columbine Valley's basic financial statements. The schedule of expenditures – budget and actual – general fund; the five-year summary of assessed valuation, mill levy, and property taxes collected; and the local highway finance report are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of expenditures – budget and actual – general fund; the five-year summary of assessed valuation, mill levy, and property taxes collected; and the local highway finance report are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**CliftonLarsonAllen LLP**

Greenwood Village, Colorado  
May XX, 2018

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The discussion and analysis of Town of Columbine Valley's (the Town) financial performance provides an overview of the Town's financial activities for the year ended December 31, 2017. Management's Discussion and Analysis (MD&A) should be read in conjunction with the Town's financial statements.

### Overview of the Financial Statements

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

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

**Government-Wide Financial Statements** – The government-wide financial statements give readers a broad overview of the Town's financial position and changes in financial position, similar to consolidated financial statements in a private sector business. These statements include the statement of net position and the statement of activities.

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

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

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

The government-wide financial statements can be found on pages 10 - 11 of this report.

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

**Governmental Funds** – All of the Town's basic services are included in governmental funds, which focus on 1) how cash and other financial assets can readily be converted to cash flow in and out, and 2) the balances left at year-end that are available for spending. The governmental funds statements provide a detailed short-term view of cash, the governmental fund operations, and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. The Town maintains one individual governmental fund, which has been reported as a major fund.

The Town adopts an annual appropriated budget for its fund. Budgetary comparison statements have been provided for the fund to demonstrate compliance with this requirement.

The basic governmental fund financial statements can be found on pages 12 - 16 of this report.

Notes to Financial Statements – The notes provide additional information that is essential to have a complete understanding of the information contained in the government-wide and fund financial statements. Notes to financial statements begin on page 17 of this report.

Required Supplementary Information – In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information. The required supplementary information can be found on pages 34 - 35 of this report.

Supplementary Information – In addition to the basic financial statements and accompanying notes, this report also presents certain supplementary information. The supplementary information can be found on pages 37 - 40 of this report.

#### **Government-Wide Financial Analysis**

Presented are condensed summary balances of the Town's assets, liabilities, deferred outflows and inflows of resources, and net position at December 31, 2017, with comparative balances at December 31, 2016. Total net position decreased by \$57,596 during 2017. The decrease in net position is related to expenses exceeding revenues by \$57,596.

A substantial portion of the Town's net position (59% at December 31, 2017 and 59% at December 31, 2016) consists of its investment in capital assets. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.



The following is a condensed summary of the Town's net position at December 31, 2017 and 2016:

<b>ASSETS</b>	<u>2017</u>	<u>2016</u>
<b>ASSETS</b>		
Current and Other Assets	\$ 2,010,011	\$ 1,936,360
Capital Assets	2,325,605	2,380,366
Net Pension Asset	-	1,197
Total Assets	<u>4,335,616</u>	<u>4,317,923</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<u>142,399</u>	<u>125,641</u>
<b>LIABILITIES</b>		
Current Liabilities	122,686	108,675
Noncurrent Liabilities	34,339	-
Net Pension Liability	24,490	-
Total Liabilities	<u>181,515</u>	<u>108,675</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<u>349,304</u>	<u>330,097</u>
<b>NET POSITION</b>		
Investment in Capital Assets	2,325,605	2,380,366
Restricted:		
Emergency Reserves	56,362	56,857
Conservation Trust	23,895	23,051
Open Space	361,555	324,700
Pension Related Items	116,663	-
Unrestricted	<u>1,063,116</u>	<u>1,219,818</u>
Total Net Position	<u>\$ 3,947,196</u>	<u>\$ 4,004,792</u>

An additional portion of the Town's net position (\$558,475) represents resources that are subject to external restrictions on how they may be used. The balance of unrestricted net position (\$1,063,116) may be used to meet the Town's ongoing obligations to citizens and creditors.

At the end of 2017, the Town was able to report positive balances in all three categories of net position.

The Town's net position decreased by \$57,596 during 2017 to \$3,947,196.

The following is a condensed summary of the Town's revenues and expenses for the year ended December 31, 2017, with comparative figures for the year ended December 31, 2016:

	<u>2017</u>	<u>2016</u>
<b>REVENUES</b>		
Program Revenues:		
Charges for Services	\$ 708,702	\$ 689,698
Capital Grants and Contributions	39,962	440,910
General Revenues:		
Taxes	1,082,238	1,121,977
Intergovernmental	64,916	62,520
Net Investment Income	17,751	6,657
Miscellaneous	5,127	14,389
Total Revenues	<u>1,918,696</u>	<u>2,336,151</u>
<b>EXPENSES</b>		
Administration	630,953	582,712
Public Safety	674,924	693,575
Public Works	521,276	350,977
Planning and Zoning	45,380	51,106
Sanitation	76,924	71,010
Parks and Open Space	6,000	6,000
Economic Incentive Payment	-	104,930
Unallocated Depreciation on Town Hall	20,835	20,409
Total Expenses	<u>1,976,292</u>	<u>1,880,719</u>
<b>CHANGE IN NET POSITION</b>	(57,596)	455,432
Net Position - Beginning	<u>4,004,792</u>	<u>3,549,360</u>
<b>NET POSITION - ENDING</b>	<u>\$ 3,947,196</u>	<u>\$ 4,004,792</u>

Effective January 1, 2005, the Town entered into an intergovernmental agreement with the Town of Bow Mar, Colorado, to provide public safety and municipal court services for the Town of Bow Mar. Effective November 1, 2016, the Town entered into an additional intergovernmental agreement with the Town of Bow Mar to provide other administrative services. The Town received \$308,216 in fees in 2017 to provide these services in accordance with the intergovernmental agreement. This represented an increase of \$40,621 from the fees received in 2016. The remaining Charges for Services relate to permit and license fees for new homes and remodels which decreased slightly from 2016. The decrease in capital grants and contributions is related to the developer contribution of a road to the Town in 2016 which did not occur in 2017. Tax revenue decreased \$39,739 relating primarily to decreased sales and use tax collected which was due to additional construction occurring in 2016 compared to 2017.

Administration expenses increased \$48,241 primarily due to an additional administrative employee hired by the Town. Public Works expenses increased \$170,299 primarily relating to significant road repaving and repair in 2017 compared to 2016. In 2016, the Board of Trustees approved a one-time payment to the Columbine Country Club for \$104,930 as an economic incentive payment, which did not occur again in 2017.

### General Fund Budgetary Highlights

The difference between the final budgeted revenues of \$1,881,453 and the actual revenues of \$1,928,696 was \$47,243. The increase was mainly caused by the increase of \$20,017 in unanticipated sales and use taxes.

The difference between the final budgeted expenditures of \$1,989,500 and the actual expenditures of \$1,888,873 was \$100,627. Public Safety expenditures were \$30,951 less than budgeted due to decreased salaries resulting from turnover during 2017. Planning and zoning expenditures were \$23,620 less than budgeted due to less than anticipated planning costs. Public works expenditures were \$36,621 under final budgeted amounts which included an increase from the original budget for additional street repair and ground maintenance expenditures. The remainder of expenditures in 2017 were generally in line with budgeted amounts.

### Capital Assets

The Town's investment in capital assets at December 31, 2017 amounts to \$2,325,605 (net of accumulated depreciation). This investment in capital assets includes land, infrastructure, buildings, automotive equipment, and office and other equipment.

Capital assets increased during the year relating to \$41,007 for the purchase of a new police vehicle and \$8,750 for the purchase of a new backup generator for the Town Hall. The Town also disposed of a police vehicle during 2017 with a net book value of \$11,772. Capital assets net of depreciation decreased in total due to depreciation expense exceeding capital additions.

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

	<u>2017</u>	<u>2016</u>
Land	\$ 300,000	\$ 300,000
Automotive Equipment	108,072	103,659
Drainage Infrastructure	1,324,242	1,363,901
Perimeter Wall/Fence	36,951	40,825
Office and Other Equipment	10,880	5,686
Building - Town Hall	<u>545,460</u>	<u>566,295</u>
Total Capital Assets	<u>\$ 2,325,605</u>	<u>\$ 2,380,366</u>

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

### **Economic Factors and Next Year's Budgets and Rates**

The Town has budgeted for 2018 property tax revenue of \$348,058 (based on a total assessed valuation for the Town of \$42,795,790 and a mill levy of 8.133 mills for operations). Total revenues budgeted for 2018 from all sources equal \$1,953,000 including \$316,530 from the Town of Bow Mar for providing public safety, municipal court, and administrative services to that town in 2018. Additional information on this arrangement can be found in Note 6 of this report. Total expenditures budgeted for 2018 equal \$1,807,500. This represents a budgeted increase in expenditures of \$54,000 from 2017. The change in budgeted expenditures relates primarily to anticipated increases in costs for Public Safety and Administration costs.

### **Requests for Information**

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the Town's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to: Town Administrator, Town of Columbine Valley, 2 Middlefield Road, Columbine Valley, Colorado 80123.

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**BASIC FINANCIAL STATEMENTS**

**TOWN OF COLUMBINE VALLEY  
STATEMENT OF NET POSITION  
DECEMBER 31, 2017**

**ASSETS**

Cash and Investments	\$ 1,559,025
Receivables:	
Other	102,928
Property Taxes	348,058
Capital Assets, Not Being Depreciated	300,000
Capital Assets, Being Depreciated, Net of Accumulated Depreciation	<u>2,025,605</u>
Total Assets	<u>4,335,616</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Deferred Pension Outflows	<u>142,399</u>
Total Deferred Outflows of Resources	<u>142,399</u>

**LIABILITIES**

Accounts Payable	72,100
Accrued Salaries and Benefits Payable	33,416
Long-Term Liabilities:	
Due Within One Year	
Compensated Absences	17,170
Due in More Than One Year	
Compensated Absences	34,339
Net Pension Liability	<u>24,490</u>
Total Liabilities	<u>181,515</u>

**DEFERRED INFLOWS OF RESOURCES**

Property Tax Revenues	348,058
Deferred Pension Inflows	<u>1,246</u>
Total Deferred Inflows of Resources	<u>349,304</u>

**NET POSITION**

Investment in Capital Assets	2,325,605
Restricted for:	
Emergency Reserves	56,362
Conservation Trust	23,895
Open Space	361,555
Pension Related Items	116,663
Unrestricted	<u>1,063,116</u>
Total Net Position	<u>\$ 3,947,196</u>

See accompanying Notes to Financial Statements.

**TOWN OF COLUMBINE VALLEY  
STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2017**

FUNCTIONS/PROGRAMS	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Capital Grants and Contributions	
Administration	\$ 630,953	\$ 369,409	\$ -	\$ (261,544)
Public Safety	674,924	339,293	-	(335,631)
Public Works	521,276	-	-	(521,276)
Planning and Zoning	45,380	-	-	(45,380)
Sanitation	76,924	-	-	(76,924)
Parks and Open Space	6,000	-	39,962	33,962
Unallocated Depreciation	20,835	-	-	(20,835)
	<u>\$ 1,976,292</u>	<u>\$ 708,702</u>	<u>\$ 39,962</u>	<u>(1,227,628)</u>

**GENERAL REVENUES**

Taxes:	
Property Taxes	328,363
Specific Ownership Taxes	28,145
Sales and Use Tax	645,017
Utility Franchise Fees	46,319
Cable Television Franchise Fees	34,394
Intergovernmental:	
State Highway User's Tax	45,981
County Highway Tax Revenue	13,092
Motor Vehicle Registration Fees	5,843
Interest Income	17,751
Miscellaneous	5,127
Total General Revenues	<u>1,170,032</u>
Change in Net Position	(57,596)
Net Position - Beginning	4,004,792
Net Position - Ending	<u>\$ 3,947,196</u>

**TOWN OF COLUMBINE VALLEY  
BALANCE SHEET – GOVERNMENTAL FUND  
DECEMBER 31, 2017**

	<b>General Fund</b>
<b>ASSETS</b>	
Cash and Investments	\$ 1,559,025
Receivables:	
Other	102,928
Property Taxes	348,058
Total Assets	\$ 2,010,011
<b>LIABILITIES</b>	
Accounts Payable	\$ 72,100
Accrued Salaries Payable	33,416
Total Liabilities	105,516
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Property Tax Revenue	348,058
Total Deferred Inflows of Resources	348,058
<b>FUND BALANCE</b>	
Restricted for:	
Emergency Reserves	56,362
Conservation Trust	23,895
Open Space	361,555
Unassigned	1,114,625
Total Fund Balance	1,556,437
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE</b>	<b>\$ 2,010,011</b>

See accompanying Notes to Financial Statements.



**TOWN OF COLUMBINE VALLEY  
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUND  
TO THE STATEMENT OF NET POSITION  
DECEMBER 31, 2017**

Amounts reported for governmental activities in the statement of net position are different because:

Total Governmental Fund Balance	\$ 1,556,437
<hr/>	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund balance sheet.	
Capital Assets, Net	2,325,605
Net pension liability is not due and payable in the current period and, therefore, is not reported in the governmental fund.	(24,490)
Deferred outflows of resources used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund.	142,399
Some liabilities, compensated absences, were not due and payable in the current period and, therefore, were not reported in the fund balance sheet:	
Compensated Absences	(51,509)
Deferred inflows of resources used in governmental activities are not due and payable in the current year and, therefore, are not reported in the governmental fund.	(1,246)
	<hr/>
Net Position of Governmental Activities	<u>\$ 3,947,196</u>

**TOWN OF COLUMBINE VALLEY  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –  
GOVERNMENTAL FUND  
YEAR ENDED DECEMBER 31, 2017**

	<u>General Fund</u>
<b>REVENUES</b>	
Taxes:	
Property Taxes	\$ 328,363
Specific Ownership Taxes	28,145
Sales and Use Tax	645,017
Utility Franchise Fees	46,319
Cable Television Franchise Fees	34,394
Permits and Fines:	
Permits, Fees, and Services	329,409
Fines	71,077
Intergovernmental:	
Town of Bow Mar	308,216
State Highway User's Tax	45,981
County Highway Tax	13,092
Motor Vehicle Registration Fees	5,843
State Cigarette Tax Apportionment	-
Conservation Trust Fund Entitlement	6,724
Open Space Tax	33,238
Interest Income	17,751
Miscellaneous	15,127
Total Revenues	<u>1,928,696</u>
 <b>EXPENDITURES</b>	
Current:	
Public Safety	620,549
Sanitation	76,924
Administration	614,884
Planning and Zoning	45,380
Public Works	475,379
Capital Outlay	49,757
Conservation Trust Fund Expenditures	6,000
Total Expenditures	<u>1,888,873</u>
 <b>NET CHANGE IN FUND BALANCE</b>	 39,823
 Fund Balance - Beginning of Year	 <u>1,516,614</u>
 <b>FUND BALANCE - END OF YEAR</b>	 <u><u>\$ 1,556,437</u></u>

See accompanying Notes to Financial Statements.

**TOWN OF COLUMBINE VALLEY  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCE OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2017**

A reconciliation reflecting the differences between the governmental fund net change in fund balance and change in net position reported for governmental activities in the statement of activities is as follows:

Net Change in Fund Balances - Governmental Fund	\$	39,823
<p>Governmental funds report capital outlays as expenditures and do not report contributed capital. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense and revenue is recorded for the contributed capital</p>		
Capital Outlay		49,757
Less:		
Current Year Depreciation		(92,746)
Net Book Value of Disposal		(11,772)
		(54,761)
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds</p>		
Compensated Absences		(33,897)
		(33,897)
<p>Some items reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. The (increases) decreases in these activities consist of:</p>		
Change in Contributions Subsequent to Measurement Date		1,926
Pension Expense		(10,687)
		(8,761)
Change in Net Position - Governmental Activities	\$	(57,596)

**TOWN OF COLUMBINE VALLEY  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCE – BUDGET AND ACTUAL – GENERAL FUND  
YEAR ENDED DECEMBER 31, 2017**

	<u>Original Budgeted Amounts</u>	<u>Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget - Positive (Negative)</u>
<b>REVENUES</b>				
Taxes:				
Property Taxes	\$ 328,683	\$ 328,683	\$ 328,363	\$ (320)
Specific Ownership Taxes	21,501	20,954	28,145	7,191
Sales and Use Tax	492,000	625,000	645,017	20,017
Utility Franchise Fees	48,000	48,000	46,319	(1,681)
Cable Television Franchise Fees	28,000	28,000	34,394	6,394
Permits and Fines:				
Permits, Fees, and Services	138,000	326,000	329,409	3,409
Fines	72,000	72,000	71,077	(923)
Intergovernmental:				
Town of Bow Mar	308,216	308,216	308,216	-
State Highway User's Tax	46,000	46,000	45,981	(19)
County Highway Tax	12,000	12,000	13,092	1,092
Motor Vehicle Registration Fees	6,000	6,000	5,843	(157)
State Cigarette Tax Apportionment	800	800	-	(800)
Conservation Trust Fund Entitlement	6,000	6,000	6,724	724
Open Space Tax	30,000	30,000	33,238	3,238
Investment Income	8,000	8,000	17,751	9,751
Miscellaneous	15,800	15,800	15,127	(673)
Total Revenues	<u>1,561,000</u>	<u>1,881,453</u>	<u>1,928,696</u>	<u>47,243</u>
<b>EXPENDITURES</b>				
Current:				
Public Safety	651,500	651,500	620,549	30,951
Sanitation	75,000	75,000	76,924	(1,924)
Administration	507,000	623,000	614,884	8,116
Planning and Zoning	69,000	69,000	45,380	23,620
Public Works	392,000	512,000	475,379	36,621
Capital Outlay	53,000	53,000	49,757	3,243
Conservation Trust Fund Expenditures	6,000	6,000	6,000	-
Total Expenditures	<u>1,753,500</u>	<u>1,989,500</u>	<u>1,888,873</u>	<u>100,627</u>
<b>NET CHANGE IN FUND BALANCE</b>	(192,500)	(108,047)	39,823	147,870
<b>FUND BALANCE - BEGINNING</b>	<u>1,296,273</u>	<u>1,516,614</u>	<u>1,516,614</u>	<u>-</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 1,103,773</u>	<u>\$ 1,408,567</u>	<u>\$ 1,556,437</u>	<u>\$ 147,870</u>

See accompanying Notes to Financial Statements.

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 1 DEFINITION OF REPORTING ENTITY**

The Town of Columbine Valley, Colorado (the Town) was incorporated pursuant to Section 31-1-203, Colorado Revised Statutes. The Town provides the following services: public safety (including the activity related to the proceeds from the seizure of contraband, if any), public works, municipal court, planning and zoning, sanitation, parks and open space, and general administrative services.

The Town follows the Governmental Accounting Standards Board (GASB) accounting pronouncements which provide guidance for determining which governmental activities, organizations and functions should be included within the financial reporting entity. GASB pronouncements set forth the financial accountability of a governmental organization's elected governing body as the basic criterion for including a possible component governmental organization in a primary government's legal entity. Financial accountability includes, but is not limited to, appointment of a voting majority of the organization's governing body, ability to impose its will on the organization, a potential for the organization to provide specific financial benefits or burdens and fiscal dependency.

The Town is not financially accountable for any other entity.

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The more significant accounting policies of the Town are described as follows:

**Government-Wide and Fund Financial Statements**

The government-wide financial statements include the statement of net position and the statement of activities. These financial statements include all of the activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of net position reports all financial and capital resources of the Town. The difference between the assets, liabilities, and deferred outflows and inflows of resources of the Town is reported as net position.

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Major individual governmental funds are reported as separate columns in the fund financial statements.

TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

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

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

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

The Town reports the following major governmental fund:

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

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

**Budgets**

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

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Cash and Investments**

The Town's investment in an external investment pool is measured at amortized cost and is not subject to the fair value hierarchy. The Town's investments in a money market mutual fund and negotiable certificates of deposit are also reported at amortized cost and are not subject to the fair value hierarchy.

**Property Taxes**

Property taxes are levied by the Town's board of trustees. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the county commissioners to put the tax lien on the individual properties as of January 1 of the following year. The county treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally, sales of the tax liens on delinquent properties are held in November or December. The county treasurer remits the taxes collected monthly to the Town.

Property taxes, net of estimated uncollectible taxes, are recorded initially as deferred inflows of resources in the year they are levied and measurable. The property tax revenues are recorded as revenue in the year they are available or collected.

**Capital Assets**

Capital assets, which include land, infrastructure, perimeter fences, automotive equipment, buildings, and office and other equipment, are reported in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable. Depreciation expense has been computed using the straight-line method over the estimated economic useful lives:

Infrastructure	40 Years
Buildings	39 Years
Perimeter Fences	15 Years
Automotive Equipment	7 Years
Office and Other Equipment	7 Years

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Deferred Outflows of Resources**

The Town's governmental activities report a separate section for deferred outflows of resources. This separate financial statement element reflects a decrease in net position that applies to a future period. The Town reports a deferred outflow of resources relating to pensions. See Note 8 for additional information.

**Compensated Absences**

The Town has a policy that allows employees to accumulate unused paid time off up to certain maximum hours. Compensated absences are accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. The Town's General Fund is used to liquidate compensated absences of the governmental activities.

**Pensions**

The Town participates in the Statewide Defined Benefit Plan (SWDB), a cost-sharing multiple-employer defined benefit pension fund administered by the Fire & Police Pension Association of Colorado (FPPA). The net pension liability, deferred outflows of resources, and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position of the SWDB have been determined using the economic resources measurement focus and the accrual basis of accounting. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Deferred Inflows of Resources**

The Town's governmental activities report a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net position that applies to a future period. The Town reports a deferred inflow of resources relating to pensions. See Note 8 for additional information. Another item is for property tax revenue, which is considered a deferred inflow of resources in the year the taxes are levied and measurable and are recognized as an inflow of resources in the period they are collected.

**Fund Equity**

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

*Nonspendable* – Nonspendable fund balance represents amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact. The Town did not have any nonspendable resources as of December 31, 2017.



**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Fund Equity (Continued)**

*Restricted* – Restricted fund balances reflect amounts for which constraints have been placed on the use of the resources because of state or federal laws or externally imposed conditions by grantors or creditors. Emergency reserves have been provided for as required by Article X, Section 20 of the Constitution of the State of Colorado (see Note 12). A portion of the General Fund fund balance in the amount of \$56,362 has been restricted in compliance with this requirement. In addition, amounts held for the Conservation Trust Fund of \$23,895, as well as amounts held for the Open Space Entitlement of \$361,555 are classified as restricted fund balance at December 31, 2017 due to their restricted use for those purposes (see Note 6).

*Committed* – Committed fund balance is the amounts that can be used only for specific purposes determined by a formal action of the board of trustees. These amounts cannot be used for any other purpose unless the board of trustees removes or changes the specific use by taking formal board action. The Town did not have any committed resources as of December 31, 2017.

*Assigned* – Assigned fund balance includes amounts that are constrained by the Board of Trustee's intended use of these resources for a specific purpose but are neither restricted nor committed. The Town did not have any assigned resources as of December 31, 2017

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

**Order of Expenditure of Funds**

When multiple categories of fund balance are available for expenditure, the Town will first expend the restricted funds and then the unrestricted funds. Within the unrestricted funds category, the Town would first reduce the committed fund balance, next would be the assigned fund balance and finally the unassigned fund balance.

**Net Position**

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

Investment in capital assets consists of capital assets net of accumulated depreciations. As of December 31, 2017, The Town had an investment in capital assets of \$2,325,605.

Net position is reported as restricted when constraints have been placed on the use of the resources because of laws or externally imposed conditions by grantors or creditors.

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 3 CASH AND INVESTMENTS**

Cash and investments as of December 31, 2017 consist of the following:

Deposits with Financial Institutions	87,786
Investments	1,471,239
Total Cash and Investments	<u>\$ 1,559,025</u>

**Cash Deposits**

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulators. Amounts on deposit in excess of federal insurance levels must be collateralized. The eligible collateral is determined by the PDPA. PDPA allows the institution to create a single collateral pool for all public funds. The pool for all the uninsured public deposits as a group is to be maintained by another institution or held in trust. The market value of the collateral must be at least equal to the aggregate uninsured deposits.

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

At December 31, 2017, the Town's cash deposits had a carrying balance of \$87,786.

**Investments**

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

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

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

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 3 CASH AND INVESTMENTS (CONTINUED)**

As of December 31, 2017, the Town had the following investments, which are recorded at amortized cost:

<u>Investment Type</u>	<u>Maturity</u>	<u>Amortized Cost</u>
Colorado Surplus Asset Fund Trust (CSAFE)	Less Than One Year	964,562
Negotiable Certificates of Deposit	Less Than One Year	500,000
Money Market Mutual Fund	Less Than One Year	6,677
		<u>\$ 1,471,239</u>

**Interest Rate Risk**

Colorado Revised Statutes generally limit investment maturities to five years or less unless formally approved by the board of trustees. Corporate and bank securities and guaranteed investment contracts not purchased with bond proceeds are limited to maturities of three years or less.

**Credit Risk**

The local government investment pool, Colorado Surplus Asset Fund Trust (CSAFE), is rated AAAM by Standard and Poor's.

At December 31, 2017, the Town's money market mutual fund is rated AAAM by Standard and Poor's. The certificates of deposit held by the Town are not rated.

**Concentrations of Credit Risk**

Concentration of credit risk is the risk of loss attributed to the magnitude of the Town's investments in a single issuer. The Town does not have a policy that addresses limitations of the amount that can be invested in any one issuer. Investments in any one issuer (other than external investment pools) that represent 5% or more of the Town's total investments are as follows:

	<u>Fair Value</u>	<u>Percent of Investment Portfolio</u>
Ally Bank Certificate of Deposit	\$ 250,000	17%
Franklin Synergy Bank Certificate of Deposit	250,000	17%

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 3 CASH AND INVESTMENTS (CONTINUED)**

**CSAFE**

At December 31, 2017, the Town had \$964,562 invested in the Colorado Surplus Asset Fund Trust (CSAFE), which is an external investment pool established by state statute for local government entities to pool surplus assets. The state securities commissioner administers and enforces all state statutes governing the trust. Purchases and redemptions are available daily at a net asset value (NAV) of \$1.00. Investments in the external investment pool are shown at amortized cost for financial reporting purposes. Investments consist of U.S. Treasury and U.S. agency securities and repurchase agreements collateralized by U.S. Treasury and U.S. agency securities. A designated custodial bank provides safekeeping and depository services in connection with the direct investment and withdrawal functions. Substantially all securities owned are held by the Federal Reserve Bank in the account maintained for the custodial bank. The custodian's internal records identify the investments owned by the entities.

**NOTE 4 CAPITAL ASSETS**

An analysis of the changes in capital assets for the year ended December 31, 2017 follows:

	Balance at January 1, 2017	Increases	Decreases	Balance at December 31, 2017
Capital Assets Not Being Depreciated:				
Land	\$ 300,000	\$ -	\$ -	\$ 300,000
Total Capital Assets Not Being Depreciated	300,000	-	-	300,000
Capital Assets Being Depreciated:				
Automotive Equipment	250,748	41,007	39,552	252,203
Infrastructure	1,586,370	-	-	1,586,370
Perimeter Wall/Fence	58,112	-	-	58,112
Office and Other Equipment	55,033	8,750	-	63,783
Buildings - Town Hall	812,550	-	-	812,550
Total Capital Assets Being Depreciated	2,762,813	49,757	39,552	2,773,018
Less Accumulated Depreciation for:				
Automotive Equipment	147,089	24,822	27,780	144,131
Infrastructure	222,469	39,659	-	262,128
Perimeter Wall/Fence	17,287	3,874	-	21,161
Office and Other Equipment	49,347	3,556	-	52,903
Buildings - Town Hall	246,255	20,835	-	267,090
Total Accumulated Depreciation	682,447	92,746	27,780	747,413
Total Capital Assets Being Depreciated, Net	2,080,366	(42,989)	11,772	2,025,605
Capital Assets, Net	<u>\$ 2,380,366</u>	<u>\$ (42,989)</u>	<u>\$ 11,772</u>	<u>\$ 2,325,605</u>

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 4 CAPITAL ASSETS (CONTINUED)**

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

Unallocated - Town Hall	\$	20,835
Public Works		45,897
Public Safety		24,055
Administration		1,959
Total Depreciation Expense - Governmental Activities	<u>\$</u>	<u>92,746</u>

**NOTE 5 LONG-TERM OBLIGATIONS**

The following is an analysis of the changes in the Town's long-term obligations for the year ended December 31, 2017:

	<u>Balance at January 1, 2017</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance at December 31, 2017</u>	<u>Due Within One Year</u>
Compensated Absences	17,612	49,568	15,671	51,509	17,170
	<u>\$ 17,612</u>	<u>\$ 49,568</u>	<u>\$ 15,671</u>	<u>\$ 51,509</u>	<u>\$ 17,170</u>

**NOTE 6 INTERGOVERNMENTAL AGREEMENTS**

**Conservation Trust Fund Entitlement**

As a result of the State of Colorado lottery, the Town was entitled to and received \$6,724 of funds during 2017 based upon a formula considering population within the Town. The funds are restricted under the State Conservation Trust Fund statutes to acquisition, development, and maintenance of parks and recreation facilities.

The Town has \$23,895 of remaining restricted funds which is planned to be spent in 2018 and future years in accordance with the guidelines established for lottery proceeds.

**Open Space Tax Entitlement**

On November 4, 2003, the voters in Arapahoe County approved a countywide sales and use tax of 0.25%, otherwise known as the Open Space Tax, which became effective on January 1, 2004. In November 2011, voters in Arapahoe County approved extending the tax through December 31, 2023. The Open Space Tax is to be used exclusively to purchase, develop, improve, and maintain park and recreation facilities.

On June 22, 2004, the Town entered into an intergovernmental agreement with Arapahoe County to impose the Open Space Tax on building and construction materials purchased within the Town, and to participate in the shareback funds available through Arapahoe County.

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 6 INTERGOVERNMENTAL AGREEMENTS (CONTINUED)**

The amount of shareback funds is based upon a formula considering the population within the Town. During the year ended December 31, 2017, the Town was entitled to and received \$33,238 in open space tax shareback funds. The Town has restricted \$361,555 to be spent in future years in accordance with the guidelines established for Open Space Tax funds.

**Town of Bow Mar**

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

The Town provides for the compensation, including salaries, wages, and benefits of the police officers. The Town prepares its budget based on projected paid officer hours. In the event that the total paid officer hours including vacation, holiday, and sick hours are less than the amount budgeted, then the Town will rebate to Bow Mar an amount equal to the budgeted hours less the actual number of hours paid times one-half of the current standard hourly rate. No rebate was due to Bow Mar for 2017.

For the year ended December 31, 2017, Bow Mar paid \$268,216 in four equal quarterly installments of \$67,054 to the the Town for police and municipal court services.

On October 6, 2016, the Town entered into an additional intergovernmental agreement with the Town of Bow Mar for the Town to provide building, inspection, and related administrative services to Bow Mar. The IGA was effective beginning November 1, 2016. The IGA is effective through December 31, 2018 and can be renewed on an annual basis after that date. For the year ended December 31, 2017, Bow Mar paid \$40,000 in four equal quarterly installments of \$10,000 to the the Town for building, inspection, and related administrative services.

**NOTE 7 DEFINED CONTRIBUTION PLAN**

The administrative employees of the Town participate in the Colorado County Officials and Employees Retirement Association Plan which is a defined contribution plan established by the Town and is maintained and administered by Colorado County Officials and Employees Retirement Association (CCOERA). At December 31, 2017, there were four plan members. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees become Plan members immediately upon employment. Under this Plan, 5% of the Plan members' compensation is withheld and remitted to the Plan Administrator along with a matching payment of 5% from the Town. The Town's contributions, plus earnings, become vested at a rate of 33.3% for each year of participation in the plan. The Town contributions for plan members who leave employment before they are fully vested are used to reduce the Town's current period contribution requirement. There is no liability for benefits under the plan beyond the Town's matching payments. Plan provisions and contribution requirements are established and may be amended by the Town's board of trustees.

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 7 DEFINED CONTRIBUTION PLAN (CONTINUED)**

Contributions actually made by plan members and the Town for the year ended December 31, 2017 are as follows:

Plan Members	\$ 11,425
Town	\$ 11,425

**NOTE 8 DEFINED BENEFIT PENSION PLAN**

**Plan Description**

The Town contributes to the Statewide Defined Benefit Plan, a cost-sharing multiple-employer defined benefit pension plan administered by the Colorado Fire and Police Pension Association (FPPA). The Statewide Defined Benefit Plan (SWDB) provides retirement benefits for members and beneficiaries. Death and disability coverage is provided for members hired prior to January 1, 1997 through the Statewide Death and Disability Plan, which is also administered by the FPPA. This is a noncontributory plan. All full-time, paid police officers of the Town are members of the Statewide Defined Benefit Plan and the Statewide Death and Disability Plan. Local revenue sources are responsible for funding of the Death and Disability benefits for firefighters hired on or after January 1, 1997.

Colorado statutes assign the authority to establish benefit provisions to the state legislature. FPPA issues a publicly available annual financial report that includes financial statements and required supplementary information for both the Statewide Defined Benefit Plan and the Statewide Death and Disability Plan. FPPA issues a publicly available comprehensive annual financial report that can be obtained on FPPA's website at <http://www.fppaco.org>.

**Description of Benefits**

A member is eligible for a normal retirement pension once the member has completed 25 years of credited service and has attained the age of 55.

The annual normal retirement benefit is 2% of the average of the member's highest three years' base salary for each year of credited service up to ten years, plus 2.5% for each year of service thereafter. The benefit earned prior to January 1, 2007 for members of affiliated social security employers will be reduced by the amount of social security income payable to the member annually. Effective January 1, 2007, members currently covered under social security will receive half the benefit when compared to the statewide defined benefit plan. Benefits paid to retired members are evaluated and may be re-determined every October 1. The amount of any increase is based on the board's discretion and can range from -0- to the higher of 3% or the Consumer Price Index.

A member is eligible for an early retirement at age 50 or after 30 years of service. The early retirement benefit equals the normal retirement benefit reduced on an actuarially equivalent basis. Upon termination, an employee may elect to have member contributions, along with 5% as interest, returned as a lump sum distribution. Alternatively, a member with at least five years of accredited service may leave contributions with the plan and remain eligible for a retirement pension at age 55 equal to 2% of the member's average highest three years' base salary for each year of credited service up to ten years, plus 2.5% for each year of service thereafter.

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 8 DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Contributions**

The plan sets contribution rates at a level that enables all benefits to be fully funded at the retirement date of all members. Contribution rates for the SWDB plan are set by state statute. Employer contribution rates can only be amended by state statute. Member contribution rates can be amended by state statute or election of the membership. Members of the SWDB plan and their employers, contributed at the rate of 9.5% and 8%, respectively, of base salary for a total contribution rate of 17.5% in 2017. In 2014, the members elected to increase the member contribution rate to the SWDB plan beginning in 2015. Member contribution rates will increase 0.5% annually through 2022 to a total of 12% of base salary. Employer contributions will remain at 8%, resulting in a combined contribution rate of 20% in 2022. Contributions to the pension plan from the Town were \$28,421 for the year ended December 31, 2017.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At December 31, 2017, the Town reported a liability of \$24,490 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town's proportion of the net pension liability was based on the Town's share of contributions to the pension plan relative to the contributions of all participating entities. At December 31, 2016, the Town's proportion was 0.067775370%, which was a decrease of 0.000145670% from its proportion measured as of December 31, 2015.

For the year ended December 31, 2017, the Town recognized pension expense of \$8,761. At December 31, 2017, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences Between Expected and Actual Experience	\$ 21,867	\$ 1,246
Changes of Assumptions	16,729	-
Net Differences Between Projected and Actual Earnings on Pension Plan Investments	66,103	-
Changes in Proportion and Differences Between Town Contributions and Proportionate Share of Contributions	9,279	-
Town Contributions Subsequent to the Measurement Date	28,421	-
Total	<u>\$ 142,399</u>	<u>\$ 1,246</u>



**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 8 DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

\$28,421 reported as deferred outflows of resources related to pension resulting from the Town contributions subsequent to measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending December 31,</u>	<u>Amount</u>
2018	\$ 26,387
2019	26,387
2020	24,879
2021	10,808
2022	5,589
Thereafter	18,682

**Actuarial Assumptions**

The total pension liability in the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Method	Entry Age Normal
Amortization Method	Level % of Payroll, Open
Amortization Period	30 Years
Long-term Investment Rate of Return*	7.5%
Projected Salary Increases*	4.0 - 14.0%
Cost of Living Adjustments (COLA)	0.0%
*Includes Inflation at	2.5%

Effective January 1, 2016, the post-retirement mortality tables for non-disabled retirees is a blend of the Annuitant and Employee RP-2014 generational mortality tables with blue collar adjustment projected with Scale BB. The occupationally disabled post-retirement mortality assumption uses the same table as used for healthy annuitants, except there is a three year set-forward, meaning a disabled member age 70 will be valued as if they were a 73 year old healthy retiree. The totally disabled post-retirement mortality assumption uses the RP-2014 generational mortality tables for disabled annuitants, except an additional provision to apply a minimum 3% mortality probability to males and 2% mortality probability for females is included to reflect substantial impairment for this population. The pre-retirement off-duty mortality tables are adjusted to 55% of the RP-2014 mortality tables for active employees. The on-duty mortality rate is 0.00020.

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 8 DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Actuarial Assumptions (Continued)**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the Fund's target asset allocation as of December 31, 2016 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global Equity	36 %	9.25 %
Equity Long/Short	10	7.35
Illiquid Alternatives	23	10.75
Fixed Income	15	4.10
Absolute Return	10	6.55
Managed Futures	4	5.50
Cash	2	0.00 %*
Total	<u>100 %</u>	

\*While the expected inflation exceeds the expected rate of return for cash, a 0.0% real rate of return is utilized.

**Discount Rate**

The discount rate used to measure the total pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates based on the FPPA board's funding policy, which establishes the contractually required rates under Colorado statutes. Based on those assumptions, the SWDB plan fiduciary net position was projected to be available to make all the projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 8 DEFINED BENEFIT PENSION PLAN (CONTINUED)**

**Sensitivity of the Town's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the Town's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.50%, as well as what the district's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50%) or 1-percentage-point higher (8.50%) than the current rate:

	<b>1% Decrease (6.50%)</b>	<b>Discount Rate (7.50%)</b>	<b>1% Increase (8.50%)</b>
Town's Proportionate Share of the Net Pension Liability (Asset)	\$ 208,369	\$ 24,490	\$ (128,231)

**Pension Plan Fiduciary Net Position**

Detailed information about the SWDB's fiduciary net position is available in FPPA's comprehensive annual financial report, which can be obtained at <http://www.fppaco.org>.

**NOTE 9 DEFERRED COMPENSATION PLAN**

The Town has a deferred compensation plan created in accordance with Internal Revenue Code Section 457. This plan is also administered by FPPA. Participation in the plan is optional for all police officers. The plan allows the employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement or death, or unforeseen emergencies.

**NOTE 10 RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts, thefts of, damage to, or destruction of assets; errors or omissions; injuries to employees, or acts of God. The Town maintains commercial insurance for all risks of loss. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

**TOWN OF COLUMBINE VALLEY  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017**

**NOTE 11 COMMITMENTS AND CONTINGENCIES**

Article X, Section 20 of the Colorado Constitution, commonly known as the Taxpayer's Bill of Rights (TABOR) contains tax, spending, revenue and debt limitations, which apply to the State of Colorado and all local governments.

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

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

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

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

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

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**REQUIRED SUPPLEMENTARY INFORMATION**

**TOWN OF COLUMBINE VALLEY  
SCHEDULES OF THE TOWN'S PROPORTIONATE SHARE OF THE  
NET PENSION LIABILITY (ASSET)  
DECEMBER 31, 2017**

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Town's Proportion of the Net Pension Liability (Asset)	0.067775370%	0.067921040%	0.075059369%	0.078535455%
Town's Proportionate Share of the Net Pension Liability (Asset)	\$ 24,490	\$ (1,197)	\$ (84,710)	\$ (70,268)
Town's Covered-Employee Payroll	\$ 354,283	\$ 331,188	\$ 336,767	\$ 328,589
Town's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	6.9%	(0.4%)	(25.2%)	(21.4%)
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	98.2 %	100.1 %	106.8 %	105.8 %

\* The amounts presented for each fiscal year were determined as of December 31 based on the measurement date of the Plan. Information earlier than 2013 was not available.

**TOWN OF COLUMBINE VALLEY  
SCHEDULES OF THE TOWN CONTRIBUTIONS  
YEAR ENDED DECEMBER 31, 2017**

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Contractually Required Contribution	\$ 28,421	\$ 26,495	\$ 27,686	\$ 27,009	\$ 26,287	\$ 26,261	\$ 24,880	\$ 25,171	\$ 26,472	\$ 23,656
Contributions in Relation to the Contractually Required Contribution	<u>28,421</u>	<u>26,495</u>	<u>27,686</u>	<u>27,009</u>	<u>26,287</u>	<u>26,261</u>	<u>24,880</u>	<u>25,171</u>	<u>26,472</u>	<u>23,656</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's Covered-Employee Payroll	\$ 354,283	\$ 331,188	\$ 342,855	\$ 336,767	\$ 328,589	\$ 328,260	\$ 310,564	\$ 314,375	\$ 331,498	\$ 295,424
Contributions as a Percentage of Covered Employee Payroll	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%

\*The amounts presented for each fiscal year were determined as of December 31.

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**SUPPLEMENTARY INFORMATION**



**TOWN OF COLUMBINE VALLEY  
SCHEDULE OF EXPENDITURES – BUDGET AND ACTUAL – GENERAL FUND  
YEAR ENDED DECEMBER 31, 2017**

	<u>Original Budgeted Amounts</u>	<u>Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget - Positive (Negative)</u>
<b>EXPENDITURES</b>				
Public Safety:				
Automotive Expenses	\$ 36,500	\$ 36,500	\$ 31,055	\$ 5,445
Salaries and Benefits	511,000	511,000	492,725	18,275
Municipal Court	42,500	42,500	36,389	6,111
Other	61,500	61,500	60,380	1,120
Total Public Safety	<u>651,500</u>	<u>651,500</u>	<u>620,549</u>	<u>30,951</u>
Sanitation	75,000	75,000	76,924	(1,924)
Administration:				
Legal	48,000	48,000	46,523	1,477
Accounting and Audit	22,000	26,500	30,933	(4,433)
Inspection	69,000	163,000	143,515	19,485
Town Administration	239,050	239,050	249,235	(10,185)
Insurance and Bonds	29,000	29,000	23,773	5,227
Office Supplies and Miscellaneous	96,663	114,163	117,618	(3,455)
County Treasurer's collection Fees	3,287	3,287	3,287	-
Total Administration	<u>507,000</u>	<u>623,000</u>	<u>614,884</u>	<u>8,116</u>
Planning and Zoning:				
Planning and Engineering	69,000	69,000	45,380	23,620
Public Works:				
Street Repairs and Maintenance	311,000	431,000	432,367	(1,367)
Street Lighting	15,000	15,000	12,393	2,607
Ground Maintenance	44,000	44,000	17,203	26,797
Other	22,000	22,000	13,416	8,584
Total Public Works	<u>392,000</u>	<u>512,000</u>	<u>475,379</u>	<u>36,621</u>
Capital Outlay	53,000	53,000	49,757	3,243
Conservation Trust Fund Expenditures	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 1,753,500</u></u>	<u><u>\$ 1,989,500</u></u>	<u><u>\$ 1,888,873</u></u>	<u><u>\$ 100,627</u></u>

**TOWN OF COLUMBINE VALLEY  
 FIVE-YEAR SUMMARY OF ASSESSED VALUATION, MILL LEVY,  
 AND PROPERTY TAXES COLLECTED  
 DECEMBER 31, 2017**

Year Ended December 31,	Prior Year Assessed Valuation for Current Year Property Tax Levy	Mills Levied		Total Property Taxes		Percentage Collected to Levied
		Operating	Debt Service	Levied	Collected	
2013	\$ 32,318,330	9.336	-	\$ 301,724	\$ 307,260	101.83 %
2014	32,359,930	9.316	-	301,465	301,396	99.98
2015	32,957,780	9.316	-	307,035	306,177	99.72
2016	39,645,583	7.891	-	312,843	312,222	99.80
2017	40,220,632	8.172	-	328,683	328,363	99.90
Estimated for Year Ending December 31,						
2018	\$ 42,795,790	8.133	-	\$ 348,058		

**NOTE:**

Property taxes collected in any one year include collection of delinquent property taxes levied in prior years. Information received from the County Treasurer does not permit identification of specific year of levy.

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

<b>LOCAL HIGHWAY FINANCE REPORT</b>	City or County: Arapahoe
	YEAR ENDING: December 2017
This Information From The Records Of Town of Columbine Valley	Prepared By: Dana Struthers Phone: (303) 795-1434

**I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE**

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

**II. RECEIPTS FOR ROAD AND STREET PURPOSES**

**III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES**

ITEM	AMOUNT	ITEM	AMOUNT
<b>A. Receipts from local sources:</b>		<b>A. Local highway disbursements:</b>	
1. Local highway-user taxes		1. Capital outlay (from page 2)	0
a. Motor Fuel (from Item I.A.5.)		2. Maintenance:	398,072
b. Motor Vehicle (from Item I.B.5.)		3. Road and street services:	
c. Total (a.+b.)		a. Traffic control operations	4,921
2. General fund appropriations	780,067	b. Snow and ice removal	2,798
3. Other local imposts (from page 2)	28,145	c. Other	
4. Miscellaneous local receipts (from page 2)	0	d. Total (a. through c.)	7,719
5. Transfers from toll facilities		4. General administration & miscellaneous	153,921
6. Proceeds of sale of bonds and notes:		5. Highway law enforcement and safety	300,325
a. Bonds - Original Issues		6. Total (1 through 5)	860,037
b. Bonds - Refunding Issues		<b>B. Debt service on local obligations:</b>	
c. Notes		1. Bonds:	
d. Total (a. + b. + c.)	0	a. Interest	
7. Total (1 through 6)	808,212	b. Redemption	
<b>B. Private Contributions</b>		c. Total (a. + b.)	0
<b>C. Receipts from State government</b> (from page 2)	51,825	2. Notes:	
<b>D. Receipts from Federal Government</b> (from page 2)	0	a. Interest	
<b>E. Total receipts (A.7 + B + C + D)</b>	860,037	b. Redemption	
		c. Total (a. + b.)	0
		3. Total (1.c + 2.c)	0
		<b>C. Payments to State for highways</b>	
		<b>D. Payments to toll facilities</b>	
		<b>E. Total disbursements (A.6 + B.3 + C + D)</b>	860,037

**IV. LOCAL HIGHWAY DEBT STATUS**

(Show all entries at par)

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

**V. LOCAL ROAD AND STREET FUND BALANCE**

	A. Beginning Balance	B. Total Receipts	C. Total Disbursements	D. Ending Balance	E. Reconciliation
	450,900	860,037	860,037		450,900

Notes and Comments:

**LOCAL HIGHWAY FINANCE REPORT**

STATE:  
Colorado  
YEAR ENDING (mm/yy):  
December 2017

**II. RECEIPTS FOR ROAD AND STREET PURPOSES - DETAIL**

ITEM	AMOUNT	ITEM	AMOUNT
<b>A.3. Other local imposts:</b>		<b>A.4. Miscellaneous local receipts:</b>	
a. Property Taxes and Assessments		a. Interest on investments	
b. Other local imposts:		b. Traffic Fines & Penalties	
1. Sales Taxes		c. Parking Garage Fees	
2. Infrastructure & Impact Fees		d. Parking Meter Fees	
3. Liens		e. Sale of Surplus Property	
4. Licenses		f. Charges for Services	
5. Specific Ownership &/or Other	28,145	g. Other Misc. Receipts	
6. Total (1. through 5.)	28,145	h. Other	
c. Total (a. + b.)	28,145	i. Total (a. through h.)	0
	(Carry forward to page 1)		(Carry forward to page 1)

ITEM	AMOUNT	ITEM	AMOUNT
<b>C. Receipts from State Government</b>		<b>D. Receipts from Federal Government</b>	
1. Highway-user taxes	45,981	1. FHWA (from Item I.D.5.)	
2. State general funds		2. Other Federal agencies:	
3. Other State funds:		a. Forest Service	
a. State bond proceeds		b. FEMA	
b. Project Match		c. HUD	
c. Motor Vehicle Registrations	5,844	d. Federal Transit Admin	
d. Other (Specify) - DOLA Grant		e. U.S. Corps of Engineers	
e. Other (Specify)		f. Other Federal	
f. Total (a. through e.)	5,844	g. Total (a. through f.)	0
4. Total (1. + 2. + 3.f)	51,825	3. Total (1. + 2.g)	
			(Carry forward to page 1)

**III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES - DETAIL**

	ON NATIONAL HIGHWAY SYSTEM (a)	OFF NATIONAL HIGHWAY SYSTEM (b)	TOTAL (c)
<b>A.1. Capital outlay:</b>			
a. Right-Of-Way Costs			0
b. Engineering Costs			0
c. Construction:			
(1). New Facilities			0
(2). Capacity Improvements			0
(3). System Preservation			0
(4). System Enhancement & Operation			0
(5). Total Construction (1) + (2) + (3) + (4)	0	0	0
d. Total Capital Outlay (Lines 1.a. + 1.b. + 1.c.5)	0	0	0
			(Carry forward to page 1)

Notes and Comments:



**Request for Board of Trustee Action**

**Date:** May 16, 2018

**Title:** Country Club Request for Support

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

**Prepared By:** Michael Bratcher, CCC General Manager and COO

**Background:** Prior to construction of the new Club House, the CCC would produce an annual firework show for its members on the 4<sup>th</sup> of July. These shows were frequently “crashed” by non-members accessing the Club property.

**Attachments:** Letter from Mr. Bratcher

**Possible Motion(s):** “I move to approve \$\_\_\_\_\_ and additional support including \_\_\_\_\_ to co-sponsor the Country Club’s 2018 4<sup>th</sup> of July fireworks show?”

May 2, 2018

JD,

Our Board of Directors would like to host fireworks for the 4<sup>th</sup> of July and we have secured a contract for the service, but costs have increased significantly since our last show in 2014. I know the Town residents generally like to participate and we want to be sure the show is up to expectations. As we discussed last year, we would like to partner with the Town to achieve that goal. I bumped into Mayor Champion and understand that budgets have been set, but our Board would like to request financial assistance for the fireworks show. If the Town could provide \$15,000 to upgrade the show, then the club would match that and provide access for non-members to enjoy the show from club property. Would you let me know if financial support is feasible at this point?

Regards,

Michael Bratcher, PGA, CCM  
COO/General Manager