

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES SPECIAL MEETING
June 20, 2018

A G E N D A

- | | |
|--|----------------|
| 1. ROLL CALL | 6:30PM |
| | |
| 2. PLEDGE OF ALLEGIANCE | |
| | |
| 3. APPROVAL OF AGENDA | |
| | |
| 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. CONSENT AGENDA | Mayor Champion |
| Approval of Meeting Minutes for May 16, 2018 | |
| | |
| 6. REPORTS | |
| A. Mayor | |
| B. Trustees | |
| C. Town Administrator | |
| D. Chief of Police | |
| E. Town Treasurer | |
| | |
| 7. DISCUSSION ITEMS | |
| A. Draft of the Capital Improvement Program | |
| | Mr. McCrumb |
| | |
| 8. NEW BUSINESS | |
| A. Consideration of Bids for Town Hall Landscaping | |
| | Mr. McCrumb |
| | |
| 9. EXECUTIVE SESSION | |
| Construction of a pickleball court by Columbine Country Club | |
| | Mayor Champion |
| | |
| 10. ADJOURNMENT | |

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES

Minutes

May 16, 2018

Mayor Champion called the Special 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, Kathy Boyle, Gale Christy, Bill Dotson, Bruce Menk, and Roy Palmer

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

MINUTES: The minutes of the April 17, 2018 meeting were approved.

PUBLIC COMMENT: Mara Marks, 8 Driver Lane, encouraged the Trustees to have more enhanced conversation and request more in-depth updates on the development of Wild Plum.

Kent Peterson, Lennar Development Company, provided the Trustees with an update on the schedule and process.

REPORTS:

- A. Mayor Champion had no report.
- B. Trustee Palmer provided a brief update on the 2018 paving projects to be completed later this year.
- C. Trustee Dotson provided a brief update on the Clayton development project in Littleton.
- C. The Town Administrator presented the attached report.
- D. The Chief of Police presented the attached report. He also reported that 90lbs of prescription drugs were collected by CVPD on the national drug take back day event. The Police have been monitoring speeds in Brookhaven and did not notice any problems of consequence.
- E. The Town Treasurer presented the attached financials and reviewed variances of interest.

OLD BUSINESS: There was no old business

NEW BUSINESS:

Appointment of new Trustee: Mayor Champion recommended to the Board Mr. Gary Miles to fill the vacant Trustee seat until the next regular election (2 years).

ACTION: upon a motion by Trustee Menk and a second by Mayor Champion, the Board of Trustees unanimously approved the appointment of Gary Miles to a two year term to expire in 2020

Appointment of a Trustee to the position of Finance Commissioner: Mayor Champion recommended that Trustee Gary Miles fill the post of Finance Commissioner.

ACTION: upon a motion by Mayor Champion and a second by Trustee Palmer, the Board of Trustees unanimously approved the appointment of Gary Miles as Finance Commissioner.

2017 Town Audit: Mr. Tempas and Mr. John-Paul LeChevallier presented the 2017 Financial Audit of the Town. Of interest was the ongoing management comment noting the importance of strict oversight by the Treasurer because of minimal checks and balances due to limited

administrative personnel. The auditors have given the Town a clean financial audit. They found no misappropriation, mismanagement or fraud in the handling of any funds by staff or management of the Town. They will file the audit with the Department of Local Affairs with the State of Colorado.

ACTION: upon a motion by Trustee Christy and a second by Trustee Boyle, the Board of Trustees unanimously approved the 2017 audit.

Columbine Country Club Fireworks Request: Mr. Bratcher, General Manager of CCC, presented a request to the Trustees to support the 2018 Fireworks display at the CCC with a \$15,000 sponsorship. The Trustees discussed in depth the pros and cons of the Town's involvement and reviewed the proposed benefits presented by the Club, including an invitation to all residents of Columbine Valley.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Boyle, the Board of Trustees approved 5 to 1 (Champion nay) a \$7,500 sponsorship of the CCC's 2018 Fireworks 4th of July fireworks display.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:47 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

June 2018



Town of
Columbine Valley
Colorado

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

Tel: 303-795-1434
Fax: 303-795-7325
jdmccrumb@columbinevalley.org



Communications & Administration

- The first Concert in the Park will take place on Thursday, June 28. Top Dawg Sausage Food Truck will begin serving at 6:00 p.m. and the Spotlight Band will begin performing at 7:00 p.m. Columbine Valley families are encouraged to invite their friends and purchase dinner from the food truck or bring a picnic. The event will take place at Columbine Park at Town Hall.
- 4th of July festivities will begin at 7:30 a.m. with a pancake breakfast at Fairway and Driver Lanes, cart decorating contest at 8:00 a.m., parade featuring the American Legion and “Broncos Stampede” drumline and “Lucky and Lucy” at 8:30 and the activities at Town Hall will go from 9:00—10:00 a.m. Activities will include live entertainment, games, balloon characters, face painting and the always popular root beer floats.
- The Town has started the negotiations with the Town of Bow Mar for the renewal of our Public Safety and Building Department IGAs. We anticipate approval of those in early fall.

Citizen Contacts:

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

- ⇒ Building Department: 87
- ⇒ Comm. Development: 61
- ⇒ Public Works: 59
- ⇒ Municipal Court: 48
- ⇒ Other: 111

Town Website May Statistics

3,218

Total Visits

4,004

May Page Views

Top Pages

Building Department

Building Permits

Documents

Employment

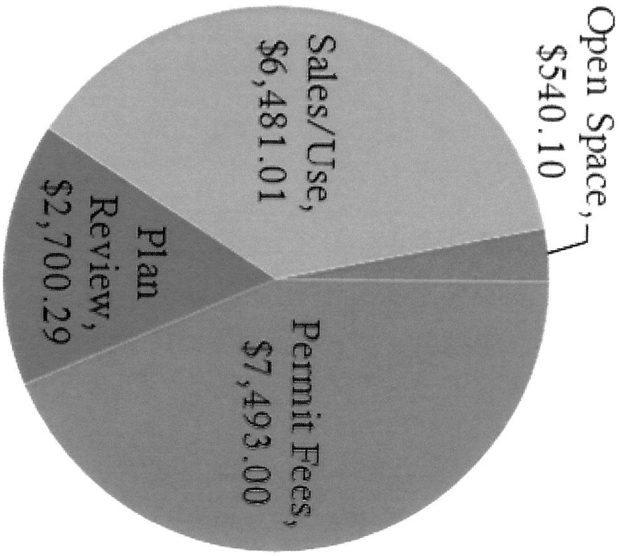


Building Department

Monthly Stats

- 14 Permits Issued
 - New SFR: 0
 - Major Remodel: 0
 - New Roofs: 3
 - Other/Misc.: 11
- 61 Inspections
- 21 Licenses Issued
 - General: 10
 - Electrician: 3
 - Plumbers: 3
 - Mechanical: 0
 - Roofer: 5

May Permit Rev: \$17,214.40



Wild Plum

- 95 Total Lots
- 0 SFR Permits Issued
- 0 Permit Pending
- 1 Grading Permit
- 4 Permits Active
- 0 Permit Pending
- 9 Completed Homes
- 8 Occupied Home

Wilder Lane

24 Total Lots

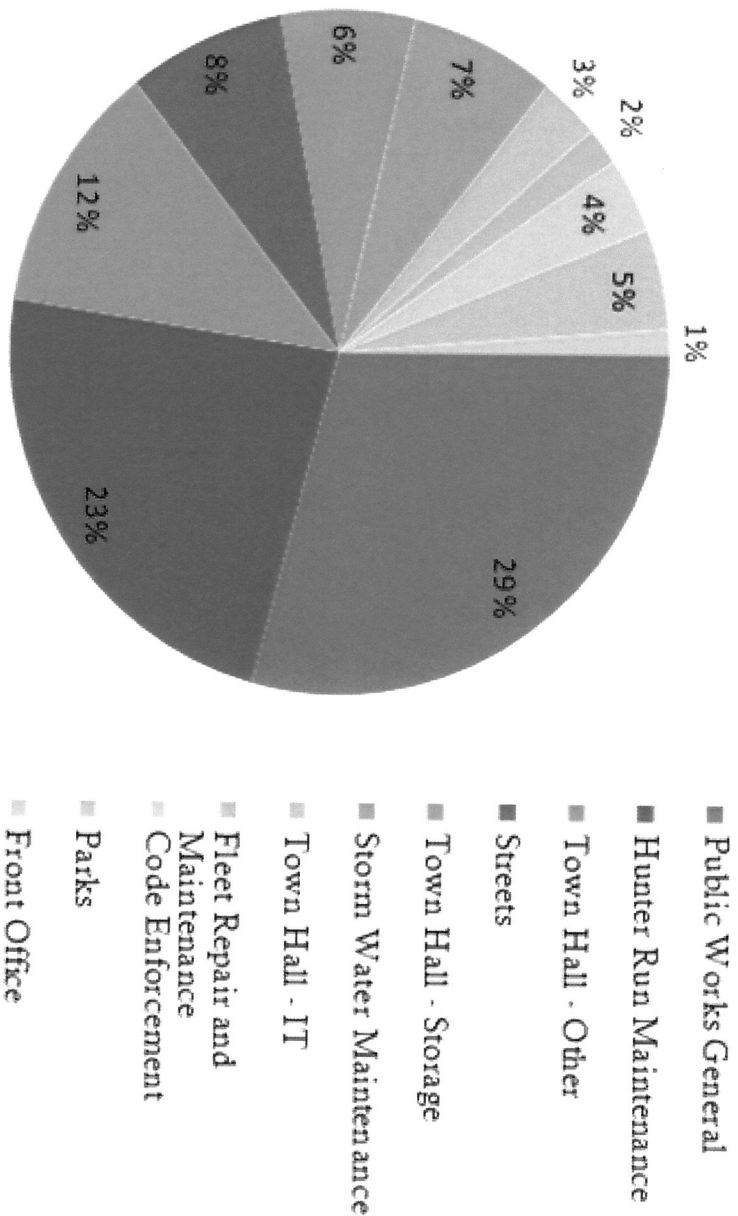
Building Department Revenue by Month

	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	\$164,185.81	286,484.37	\$13,164.99	\$119,086.01
May	\$129,819.95	\$416,304.32	\$17,214.40	\$136,300.41
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

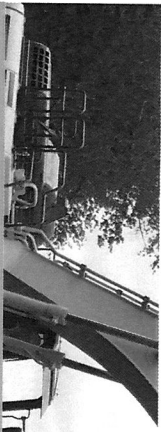
May Staff Time Allocation (including contractors)



- Speed Limit sign repair. The top half of the speed limit sign at 64 spyglass was snapped off, leaving just a pole in the ground. The old pole and about 200 pounds of old concrete was removed. A new concrete base was installed in its place including a freshly painted pole with a new speed limit sign.
- Town Hall lighting repair. When a quarter of the board room lights failed, 2 bad ballasts were located and replaced, bringing full light back to the room.
- Public Works temporary part-time help. Public Works just hired Dave Mamich to help with town managed open spaces. Dave grew up in the area, maintaining the greens at golf courses. Dave will be working twice a week, his focus will be on repairing and maintaining the landscaping along Hunter Run.
- Hazardous Waste Disposal. Staff has begun preparation with the cities of Littleton, Englewood and Sheridan for the 2018 event that is scheduled for September of this year. More details will be available in the Fall Newsletter.

April Weather Report

- High of 90
- Low of 32
- 2.18" 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	\$25,696.22	\$4,845.00	\$30,716.12
May	\$24,791.22	\$7,185.00	\$37,901.12
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		

May Total Stats

- Total paid before Court: 26
- Total on docket: 27
- Cases heard by Judge: 10
- Continuances: 1
- Failure to Appears: 6
- Stay of Executions: 6
- Classes Ordered: 7
- Bench Warrants 0
- Trials 0



Community Development

Wild Plum Farm

The on-site public improvements are on schedule and will be completed this fall. The Fairway Lane widening plans are complete and the engineers are coordinating with the water, sanitary sewer and gas utilities before start of construction. The Corps of Engineers has approved the floodplain modification plans. CDOT has issued an Order to proceed on the Hunter Run/Platte Canyon intersection but have not delivered their approval notice. Construction will begin as soon as the notice is received.

Willowcroft and Wilder Lane

The staff continues to work through the punch-list items in these communities. 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 June2018

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 late Fall/early 2019
Fairway Widening	June/July
Platte Canyon	Start in 30 days after approval (Hope to start in July)



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 June 2018

Full Time Positions	6 of 6
Part Time Positions	2 of 2
Regular / PTO hours	942 /
OT hours worked	1.75
Off Duty	42.5 (Barn Party)

Statistics Report:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
Total	46	43	36	29	42								
SPEEDING	20	12	14	6	8								
PARKING	4	4	2	3	18								
INSURANCE	0	5	2	4	1								
FAIL TO STOP	13	19	7	3	10								
OTHER	9	3	11	13	5								
CV SUMMONS	26	30	22	13	31								
BM SUMMONS	20	13	14	16	11								

Investigations Update:

CV 18-0168	Identity Theft	Open
CV-18-0169	Identity Theft	Open

Discussion:

Updating policy and procedure on Body Worn Cameras and retention times for video.
Lease options on 2 police vehicles.


Police Activity: 5/1/18 thru 5/31/18 data

Problem Type Summary

12:04 PM 6/12/2018

Data Source: Data Warehouse

Agency:	ACSO
Location:	Columbine Valley, Columbine Valley Inactive Pers
Time Range:	Date From 5/1/2018 To 5/31/2018
Conclusion:	<ul style="list-style-type: none"> • Calls canceled before first unit assigned • Calls canceled before first unit at scene • Calls canceled after first unit at scene

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Priority	Description
1	P1 In Progress
2	P2 Urgent
3	P3 Non Emergency
4	P4 Police Details
5	P5 On View
6	P6 Phone
7	P7 Dispatch
8	P8 CAD Test Record
9	P9 Call on Hold

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TOWN OF COLUMBINE VALLEY
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
APRIL 30, 2018

	Totals	
	April 30, 2018	December 31, 2017
<u>Assets</u>		
Cash and investments	\$ 1,632,731	1,559,025
Other receivables	167,884	102,928
Property taxes receivable	115,215	348,058
Property and equipment, net	2,325,606	2,325,606
	<u>\$ 4,241,436</u>	<u>4,335,617</u>
<u>Liabilities and Equity</u>		
<u>Liabilities:</u>		
Accounts payable	\$ 17,571	72,100
Accrued liabilities	35,415	33,416
Deferred property tax revenue	115,215	348,058
<u>Fund balance:</u>		
Reserved - TABOR emergency	56,362	56,362
Conservation Trust	25,557	23,895
Arapahoe County Open Space	355,923	361,555
Unavailable - Fixed assets net of outstanding long term debt	2,325,606	2,325,606
Unreserved	1,309,787	1,114,625
Total equity	<u>4,073,235</u>	<u>3,882,043</u>
	<u>\$ 4,241,436</u>	<u>4,335,617</u>

TOWN OF COLUMBINE VALLEY
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL GOVERNMENTAL FUND TYPES
BUDGET AND ACTUAL
FOUR MONTHS ENDED APRIL 30, 2018 AND 2017

	Four Months Ended				
	April Totals		April 30, 2018		
	2018	2017	Budget	Actual	Variance
<u>Revenue</u>					
Taxes:					
Property taxes	\$ 51,635	-	156,626	232,843	76,217
Specific ownership taxes	1,929	-	7,872	8,627	755
Sales and use tax	24,121	96,488	227,168	143,172	(83,996)
Utility franchise fees	3,446	-	15,332	17,574	2,242
Cable television	-	7,699	7,750	8,812	1,062
Permits and fines:					
Permits, fees and services	3,781	61,796	106,668	73,573	(33,095)
Fines	5,080	6,520	21,668	30,951	9,283
Intergovernmental:					
Bow Mar IGA	-	-	158,265	158,265	-
State highway user's tax	3,788	3,576	15,332	14,681	(651)
County highway tax revenue	-	-	4,200	4,246	46
Motor vehicle registration fees	440	-	2,000	1,955	(45)
State cigarette tax apportionment	39	-	268	(15)	(283)
Conservation Trust Fund entitlement	-	-	1,500	1,571	71
Arapahoe County Open Space shareback	-	-	-	-	-
Interest income	3,617	636	5,168	8,144	2,976
Other	7,905	5,480	668	9,739	9,071
Total revenue	105,781	182,195	730,485	714,138	(16,347)
<u>Expenditures</u>					
Current:					
Public safety	47,172	44,129	229,780	230,127	(347)
Sanitation	6,721	6,551	28,000	26,849	1,151
Administration	40,282	68,124	225,154	210,603	14,551
Planning and zoning	4,238	(16,492)	23,000	16,885	6,115
Public works	3,610	5,624	104,772	22,232	82,540
Other - rounding	(1)	-	-	2	(2)
Capital outlay					
Capital expenditures	-	28,155	9,000	8,748	252
Arapahoe County Open Space expenditures	-	-	7,500	7,500	-
Conservation Trust Fund expenditures	-	-	5,000	-	5,000
Total expenditures	102,022	136,091	632,206	522,946	109,260
Excess of revenue over expenditures	3,759	46,104	98,279	191,192	92,913
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	3,759	46,104	98,279	191,192	92,913
Fund balance - beginning of period	1,743,870	1,632,333	1,378,114	1,556,437	178,323
Fund balance - end of period	\$ 1,747,629	1,678,437	1,476,393	1,747,629	271,236

TOWN OF COLUMBINE VALLEY
GENERAL FUND
SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
FOUR MONTHS ENDED APRIL 30, 2018 AND 2017

	Four Months Ended				
	April 2018	April 2017	Budget	Actual April 30, 2018	Variance
Public safety:					
Automotive expenses	2,500	1,521	13,500	13,726	(226)
Salaries and benefits	41,291	35,370	182,351	188,792	(6,441)
Municipal court	3,175	4,200	14,168	13,703	465
Other	206	3,038	19,761	13,906	5,855
	47,172	44,129	229,780	230,127	(347)
Sanitation	6,721	6,551	28,000	26,849	1,151
Administration:					
Legal	4,200	10,956	16,000	16,978	(978)
Accounting and audit	750	13,950	13,500	16,800	(3,300)
Inspection	4,729	13,256	48,000	29,647	18,353
Town administration	23,562	22,528	109,252	108,788	464
Insurance and bonds	677	950	9,668	11,498	(1,830)
Office supplies and miscellaneous	3,680	4,338	14,500	15,704	(1,204)
County Treasurer's collection fees	516	-	1,566	2,328	(762)
Rent and building occupancy costs	2,168	2,146	12,668	8,860	3,808
	40,282	68,124	225,154	210,603	14,551
Planning and zoning					
Planner and Engineering	4,238	(16,492)	23,000	16,885	6,115
Public works:					
Street repairs and maintenance	418	1,213	88,768	5,371	83,397
Street lighting	529	949	5,000	3,822	1,178
Weed and tree removal	225	576	6,168	567	5,601
Other	2,438	2,886	4,836	12,472	(7,636)
	3,610	5,624	104,772	22,232	82,540
	(1)	-	-	2	(2)
Other - rounding					
Capital expenditures:					
Public safety	-	28,155	9,000	8,748	252
Administration	-	-	-	-	-
Public works	-	-	-	-	-
	-	28,155	9,000	8,748	252
Arapahoe Open Space expenditures	-	-	7,500	7,500	-
Conservation Trust Fund expenditures	-	-	5,000	-	5,000
Total expenditures	102,022	136,091	624,706	515,446	109,260
Major projects:					
Town Hall remodel	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total expenditures and major projects	102,022	136,091	624,706	515,446	109,260

TOWN OF COLUMBINE VALLEY
SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
FOUR MONTHS ENDED APRIL 30, 2018 AND 2017

	Four Months Ended			
	April 2018	April 2017	Budget	Actual
				Variance
Public Safety:				
Automotive expenses:				
Cruiser gas/oil/maintenance	2,500	1,521	10,000	10,413
Cruiser insurance	-	-	3,500	3,313
				(413)
	2,500	1,521	13,500	13,726
				(226)
Salaries and benefits:				
Salaries	32,389	29,732	143,654	150,392
Pension plan	3,404	3,138	14,365	15,260
Health/workman's comp insurance	5,498	2,500	24,332	23,140
				1,192
	41,291	35,370	182,351	188,792
				(6,441)
Municipal court:				
Municipal court - judge	750	750	3,000	3,000
Municipal court - legal	2,145	3,300	9,168	9,173
Municipal court - other	280	150	2,000	1,530
				470
	3,175	4,200	14,168	13,703
				465
Other:				
Uniforms	-	915	3,668	3,095
Education/training	-	-	3,000	387
Arapahoe County dispatch fee	-	-	7,217	6,945
Supplies/miscellaneous	206	2,123	5,876	3,479
				2,397
	206	3,038	19,761	13,906
				5,855
Administration:				
Town administration:				
Salaries - administration	15,401	14,316	67,500	64,747
FICA/Medicare - administration	1,541	1,468	6,923	6,792
Health insurance - administration	3,795	1,970	12,000	12,753
Pension - administration	918	878	4,154	4,107
Telephone/communications	299	604	2,000	1,195
Computer expense	1,008	266	12,167	13,789
Election expense	-	-	2,000	-
Dues and publications	600	3,026	2,508	5,405
				(2,897)
	23,562	22,528	109,252	108,788
				464
Office supplies and miscellaneous:				
Advertising/notices	-	13	168	78
Miscellaneous	2,810	3,840	11,000	12,288
Supplies - administration	870	485	3,332	3,338
				(1,288)
	3,680	4,338	14,500	15,704
				(1,204)
Legal				
Accounting and audit	4,200	10,956	16,000	16,978
Inspection	750	13,950	13,500	16,800
Insurance and bonds	4,729	13,256	48,000	29,647
County Treasurer's collection fees	677	950	9,668	11,498
Building occupancy costs	516	-	1,566	2,328
	2,168	2,146	12,668	8,860
				3,808

TOWN OF COLUMBINE VALLEY
SUPPLEMENTAL SCHEDULE OF GENERAL FUND EXPENDITURES - BUDGET AND ACTUAL
FOUR MONTHS ENDED APRIL 30, 2018 AND 2017

	April 2018	April 2017	Four Months Ended		
			Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Streetgutter maintenance	276	769	75,000	1,066	73,934
Snow removal	-	-	8,100	1,380	6,720
Striping	-	-	1,000	176	824
Signs maintenance	117	342	1,000	1,064	(64)
Vehicle maintenance	25	102	1,168	1,360	(192)
Other drainage	-	-	2,500	100	2,400
Street cleaning	-	-	-	225	(225)
Street lighting	418	1,213	88,768	5,371	83,397
Ground maintenance	529	949	5,000	3,822	1,178
Other:	225	576	6,168	567	5,601
Miscellaneous minor public works	1,818	2,334	1,000	8,416	(7,416)
Storm water permit process	620	552	1,668	4,056	(2,388)
Professional fees	-	-	2,168	-	2,168
Capital and Conservation Trust Fund:	2,438	2,886	4,836	12,472	(7,636)
Capital expenditures:					
Administration	-	-	-	-	-
Public safety	-	28,155	9,000	8,748	252
Public works	-	-	-	-	-
Conservation Trust Fund expenditures:	-	28,155	9,000	8,748	252
Miscellaneous	-	-	5,000	-	5,000
	-	-	5,000	-	5,000



Request for Board of Trustee Action

Date:

June 20, 2018

Title:

Capital Improvement Program

Presented By:

J.D. McCrumb, Town Administrator

Prepared By:

Capital Improvement Program Team

Background:

In the past, the Town has funded necessary capital improvements out of the general fund and typically only forecasted needs on a 1-3 year basis.

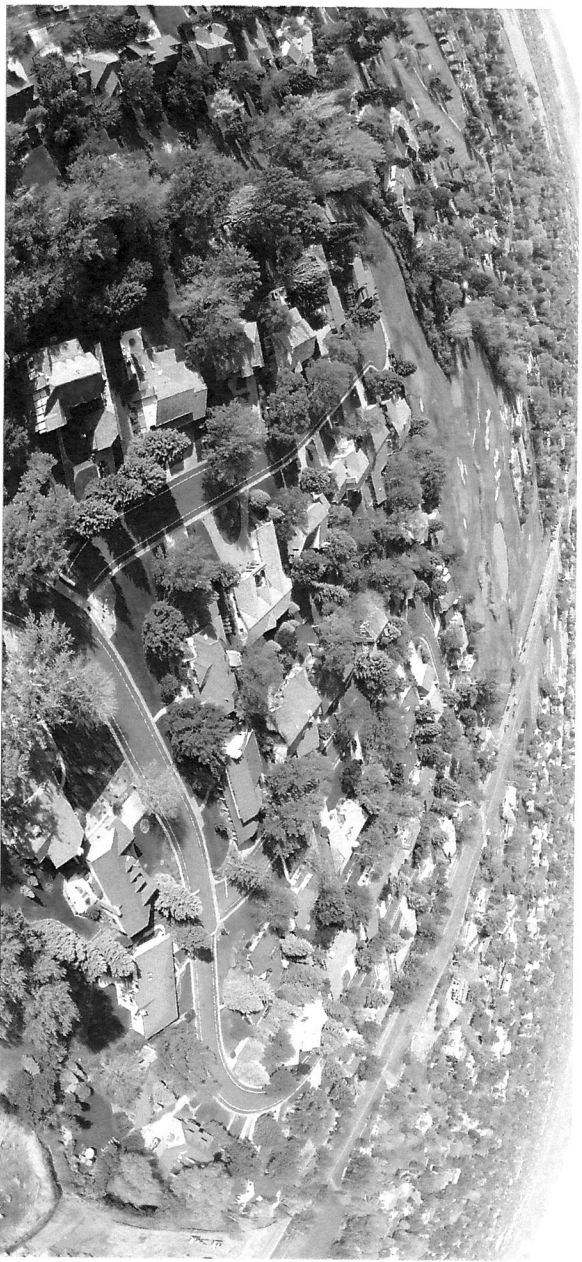
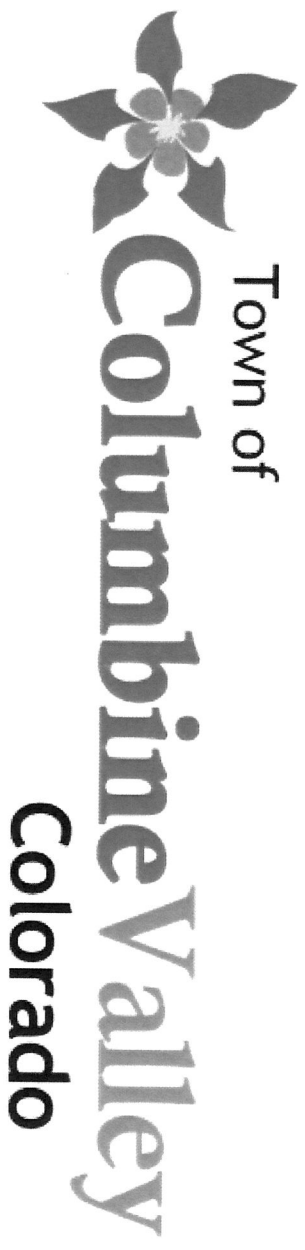
In 2017 the Board of Trustees directed staff to develop a Capital Improvement Program (CIP) to conduct long range outlooks of capital needs and better allow the Board of Trustees to anticipate the financial impacts of such needs.

Attachments:

DRAFT Capital Improvement Program narrative

Recommended Motion(s):

No action is requested at this time. The CIP Team has presented this draft for Trustee review and to receive direction as to the foundation/structure of this plan. Staff anticipates presenting a completed CIP including all Project Request Forms and summary finance plan at the July meeting for discussion and in August for adoption by resolution.



Capital Improvement Program

DRAFT - June 13, 2018

For Current Year: 2018; Action Year: 2019; and
Program Years 2020 - 2028

Capital Improvement Program

A Capital Improvement Program (CIP) is a short-range plan which identifies generally, non-recurring, capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Key aspects of the CIP include:

- The CIP is a rolling 10 year plan. This CIP report defines the time periods as the Current Year (the year of the currently adopted budget), Action Year (the following calendar year), Program Years (the next nine calendar years) and Subsequent Years (a forecast of projects beyond 10 years).
- The CIP entails major expenditure of \$5,000.00 or more.
- The projects are non-recurring (regularly scheduled projects such as chip and seal, curb repair, minor building repair, etc., are discussed for reference but not included in the plan.
- The CIP does not constitute a financial obligation or allocation but is a base reference to be used in the annual budget process.
- The CIP is updated and adopted by the Trustees annually.

Benefits of a Capital Improvements Program

A Capital Improvement Program provides a number of benefits. It is primarily a planning tool that constitutes a comprehensive review of capital needs. In addition a CIP can:

- Identify the range of revenue sources available to finance capital projects.
- Enable the Town to retain and/or expand its limited capital resources more efficiently.
- Ensure that necessary projects are not built before they are needed, or after they become so expensive that they prohibit construction of other projects.
- Provide a generally agreed upon foundation for budgeting purposes thereby reducing the need to “reinvent the wheel” each year.

CIP Process

A Capital Improvement Program is a multi-year document and, by necessity, the key elements, i.e., projects included and revenue availability will change each year. However, the process by which the CIP is prepared, reviewed and adopted should be consistent. The major steps in the process recommended for Columbine Valley are:

- A. Establish a capital planning committee or team responsible for the preparation and presentation of the CIP.** The Columbine Valley CIP Team consists of the Town Administrator, Town Treasurer, Town Engineer and Town Planner with support from the Manager of Public Works and the Chief of Police.
- B. Inventory and evaluate previously approved, unimplemented or incomplete projects and include new project recommendations.** The CIP team has assessed the status of previously approved projects and taken inventory of additional capital

needs. For each project included there is a Project Request Form which includes a project description, the year proposed, the estimated cost and a graphic showing the location. The summary of all projects proposed in the Current, Action and Program years of the CIP are included as Appendix A of this report. The Individual Project Request Forms are included as Appendix B of this report. Again, this is an inventory of capital needs and financial feasibility is not a consideration in compiling the inventory.

C. Develop a Finance Plan: The CIP Team compiled a list of the revenue sources that are or could be available to finance capital projects. These revenue sources and the purposes for which they can be used are included as Appendix C. The project requests were then ranked both by project category and overall. Each Project Request Form for the Current, Action and Program years recommends funding sources appropriate and for each project. A summary Finance Plan is shown as Appendix D of this report.

D. Recommend a Capital Improvements Program to the Trustees: Based on the evaluation of each project and the feasibility of financing the projects, the CIP Team will then prepare a Recommended Capital Improvements program for Trustee consideration and action.

CIP Schedule

The CIP Team recommends the following schedule for the annual preparation, presentation and adoption of a Capital Improvements Program.

January: CIP Team reviews status of previously approved capital programs. The Town Administrator, Engineer, Manager of Public Works and Police Chief begin preparation of new or revised Project Request Forms.

February: The Project Request Forms are evaluated and a preliminary list of projects is prepared.

The Town Treasurer reviews the preliminary list of projects and with the Town Administrator, assess the financial feasibility. The Finance Plan element of the CIP is then prepared.

The Mayor and the Trustee that oversees public works will be advised of the CIP Team's recommendations and may provide additional direction.

March: The recommended Capital Improvements Program is presented to the Board of Trustees at the March regular meeting for discussion.

April: The Trustees adopt the Capital Improvements Program by resolution.

October-December: Funding for the CIP will officially be appropriated in the Town's annual Budget, adopted by December 15 of each calendar year.

Inventory of Capital Needs

The CIP Team has listed, by category, the capital improvements and equipment purchases for the term of the Capital Program. There are six categories of capital improvement projects:

- Streets: This includes new streets and reconstruction of existing streets. Any project within the right of way of a street, such as street lights, signage and signals will be considered a street project unless the primary purpose is a not a street project such as drainage or beatification.
- Drainage/Flood Control: This includes storm sewers and related improvements, retention ponds, water quality structures and flood control facilities.
- Public Buildings and Facilities: This includes new public buildings, storage units, support structures or remodels or additions to existing structures.
- Major Equipment: This includes Police and Public Works vehicles, tools, equipment or apparatus.
- Parks, Recreation and Open Space: This includes new parks, improvements to existing parks, active and passive recreation areas, trails and beautification.
- Systems: This includes computer servers, telephone and radio systems, and software programs.

The projects were selected for consideration based on the following criteria:

- Projects necessary for health and safety or that may prevent fatality, serious injury or major property damage.
- Projects mandated by federal law and/or state statutes or by applicable rules established by federal or state agencies.
- Projects already in process
- Projects related to other funded projects
- Projects identified in master plan(s)
- Projects necessary for maintenance or to reduce maintenance costs.

Impact on Maintenance Ratings:

Positive: Will generate revenue to offset expenses or reduce continued operating costs.

Slight: The project will generate some revenue but additional funds may be necessary to operate or maintain the project.

Negligible: The impact on operating costs is considered immaterial.

Negative: The project will require an increase in maintenance and or operating costs that are not offset by revenue generated.

- Citizen and neighborhood interest projects
- Financially cost effective projects

Appendix A

The following Project Summary is categorized by Current, Action and Program years. The specific project under each category is organized by the CIP Teams priority recommendations. Projects to be considered in Subsequent years are included in Appendix E of this report.

CIP Projects CURRENT YEAR (2018)		Category	Est. Cost
Fairway Lane Widening #39 - #63		Streets	\$600,000
Fairway Lane Surface Improvements #1 - #16		Streets	
Doral Cross Pan Repairs		Streets	\$9,000
Town Hall Parking Lot Surface Improvements		Facilities	\$700
Town Hall/Columbine Park Front Island Landscape Improvements		Parks	\$20,000
Wildier Lane Utility Screening		Streets	\$5,000
South Platte Acre Foot Contribution		Parks	\$7,500
Town-wide Light Pole Replacement		Streets	
CIP Projects ACTION YEAR (2019)			
Project 1			
Project 2			
Project 3			
Project 4			
Project 5			
Project 6			
CIP Project PROGRAM YEARS (2020-2028)			
Project 1			
Project 2			
Project 3			
Project 4			
Project 5			
Project 6			
Project 7			
Project 8			
Project 9			
Project 10			
Project 11			
Project 12			

Appendix B

The following Project Request Forms were prepared for each project included in the inventory. The forms provide a description of the project, the year proposed, the estimated cost and a graphic illustration showing the project location.

Category: Streets

Project: Doral Cross pan	Estimated Cost: \$9,000
--------------------------	-------------------------

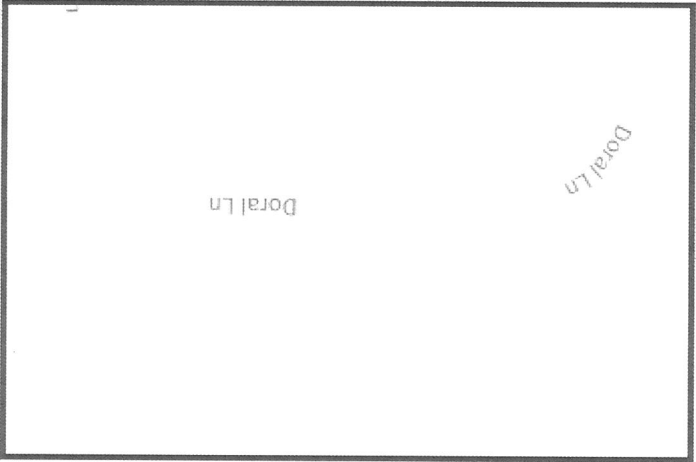
Schedule:

2018		
Spring	Summer	Fall
	Start	Finish
		Winter

Description: The storm water cross pan in front of 6 Doral Lane is in need of a redesign. The pan moves storm water, but causes drivability issues. The change in height from the top of the asphalt to the bottom of the pan is very steep. This causes cars to bottom out if they are not driving slowly enough. A new design that improves drivability while still moving storm water needs to be implemented.

Cost Details:

Project Area:



Notes:

Category: Public Buildings and Facilities

Project: Town Hall parking lot paving Estimated Cost: \$700

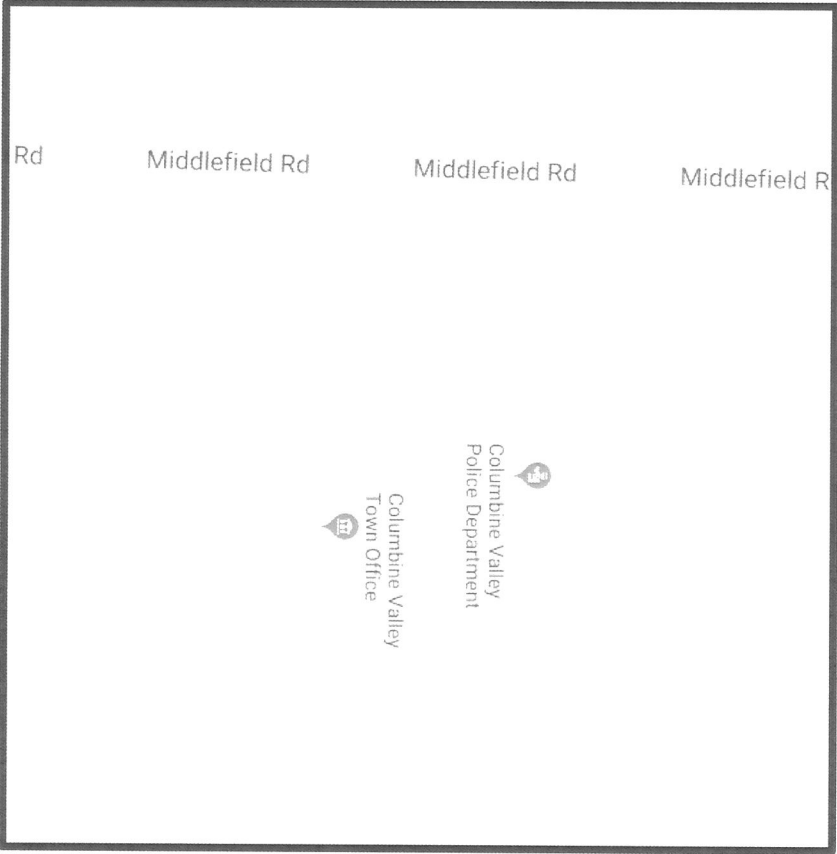
Schedule:

2018			
Spring	Summer	Fall	Winter
	Start	Finish	

Description: The Town Hall parking lot is in need of a protective slurry sealing. The parking lot will then need to have the striping and handicap parking markers reapplied.

Cost Details: \$700 is for striping and markers only.

Project Area:



Notes:

Category: Parks, Recreation and Open Space

Project: Town Hall Island esthetics

Estimated Cost: \$20,000

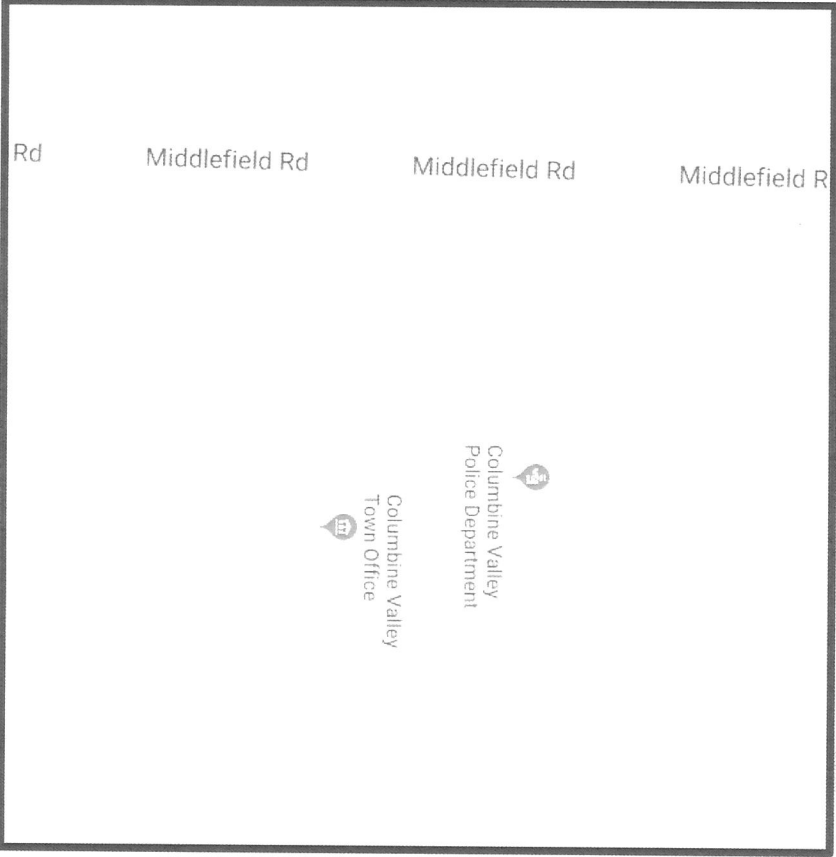
Schedule:

Spring	2018		
	Summer Start	Fall Finish	Winter

Description: The island in front of Town Hall, running along Middlefield, is in need of updating. The rocks will be removed, the grade will be brought back up to the proper level and turf will be installed. The small bushes will be removed and new flower beds will be created around the sign and flag pole. New sprinkler zones will be created for proper watering.

Cost Details: Funded by the Conservation Trust Fund.

Project Area:



Notes:

Category: Parks, Recreation and Open Space

Project: Wilder Lane utility boxes

Estimated Cost: \$5,000

Schedule:

2018		
Spring	Summer	Fall
	Start	Finish
		Winter

Description: The large collection of utility boxes at the intersection of Wilder Lane and Middlefield is aesthetically displeasing. The rock bed at the end of Wilder Lane will be extended to include all of the utility boxes. The boxes will all be painted to blend in with the existing landscape. A row of ornamental grasses will also be installed to surround and help hide the boxes.

Cost Details: Funding will be from the general fund.

Project Area:



Notes:

Appendix C

Capital Improvement Program Revenue Sources – Definitions

General Fund – The primary accounting vehicle for the Town's operating revenues and expenses. Generally, all revenues from taxes, fees and other sources are accounted for in the General Fund as are all expenditures for the general operating functions and activities of the Town. Tax revenues include property taxes, sales and use taxes, and specific ownership taxes. Fees include utility franchise fees, cable television franchise fees, building permit fees and motor vehicle registration fees. Other revenue sources include intergovernmental revenues such as state highway user tax allocation, county highway tax allocation, court fines, revenue from the Town of Bow Mar in support of public safety and building department costs, interest on invested reserves and miscellaneous items. Most of these items are described in greater detail in the Town's Annual Budget.

General Fund Reserves- The Town maintains general reserves to guard against disruption in providing the Town's services in the event of unexpected revenue shortfalls or unanticipated expenditures. Reserves are expected to accumulate over time to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

Capital Reserves – The Town maintains a portion of its reserves as Capital Reserves to help fund capital improvements identified in the Capital Improvements Program (CIP). The CIP includes major improvements and equipment for general government purposes including public works projects, building construction and improvements, the improvement or acquisition of lands for parks and trails, technology, and capital equipment.

Impact Fees – These are one-time payments assessed as new homes are constructed by developers or builders pursuant to a Special Improvement Agreement entered into between the Town and a developer. The purpose of these fees is to defray specific costs of public works, public safety and administration which are associated with the new growth. These fees must be accounted for separately and cannot be commingled with General Fund cash balances.

Developer Infrastructure Contributions – Typically a developer is responsible for the cost of roads and stormwater systems in a new development. Upon completion, these assets are generally transferred to the Town or a local water and sanitation district for future maintenance.

Vehicle Salvage – Funds generated from the sale of Town vehicles after they have been replaced due to age or condition.

Federal, State or County Grants or Contributions – These funds are generally received for a specific purpose or project from an interested Federal, State or Local agency and may include cash or in-kind contributions (labor or engineering and design services) for use by the Town.

Arapahoe County Open Space Tax – This county-wide sales tax is shared by Arapahoe County municipalities and can only be used for the purchase and maintenance of new open space lands, parks and trails.

Municipal Bonds – These debt instruments are issued by local governments to finance public projects such as major road or infrastructure additions or repairs. Municipal bond issuance generally requires a favorable election to authorize the municipality to incur the debt and its ultimate retirement.

Revenue Bonds – These debt instruments are also issued by local governments; however, they are distinguished by a guarantee of repayment from a revenue source specifically identified in the bond document. An example might be a bond whose proceeds might fund infrastructure for a shopping mall with repayment coming from all or a portion of sales taxes generated by sales in the mall.

Special/Local Improvement Districts – A Special/Local Improvement District (SID) is a geographic area organized as an SID to fund improvements within the SID (generally roads and infrastructure). Funds are raised through the issuance/sale of SID bonds. Repayment of the bonds generally come from an SID property tax assessment specific to the property owners and properties within the SID.

Certificates of Participation – Certificates of Participation represent a lease-financing mechanism whereby investors finance a specific government asset acquisition or construction project. Repayment comes from regular lease payments over a period of time, after which, title to the asset(s) reverts to the government entity. Certificates of Participation can be issued without voter approval.

Appendix D

A summary Finance Plan

Appendix E

Projects to be considered in Subsequent years:

CIP Project SUBSEQUENT YEARS (2029+)			
Project 1			
Project 2			
Project 3			
Project 4			
Project 5			
Project 6			
Project 7			
Project 8			
Project 9			
Project 10			
Project 11			
Project 12			



Request for Board of Trustee Action

Date: June 20, 2018

Title: Town Hall Park/Landscaping Improvements

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Brent Kaslon, Assistant Town Planner

Background:

The attached bids consider three separate projects on or adjacent to the Town Hall campus a.k.a. Columbine Park.

1. Front Landscape Island. This project was approved in the 2018 budget up to \$20,000 and is funded through the Conservation Trust Fund.
2. Wilder Lane Utility Box Shielding. This project was approved for funding in the 2018 Town Budget up to \$5,000.
3. Town Hall Garage Buffer. This request came from an adjacent property owner and the Villa Avignon HOA. The Police and Public Works activities in and around the Town Hall garage at the south end of the building can occur at all hours of the day and night. While a majority of this area is buffered by landscaping, there is one home that is not and has expressed a desire for additional landscape buffering. The staff is recommending the installation of two 10' Austrian Pines to be installed

Attachments:

Bid Comparison Chart
Illustration of Austrian Pine Placement
Bid from Thrive (Bid #1)
Bid from Vi Van (Bid #2)
Bid from Designsclapes (Bid #3)

Fiscal Impacts:

The Town's 2018 budget accounts for projects 1 and 2. The Town Hall Garage Buffer is not currently considered in the 2018 Budget.

Staff Recommendations:

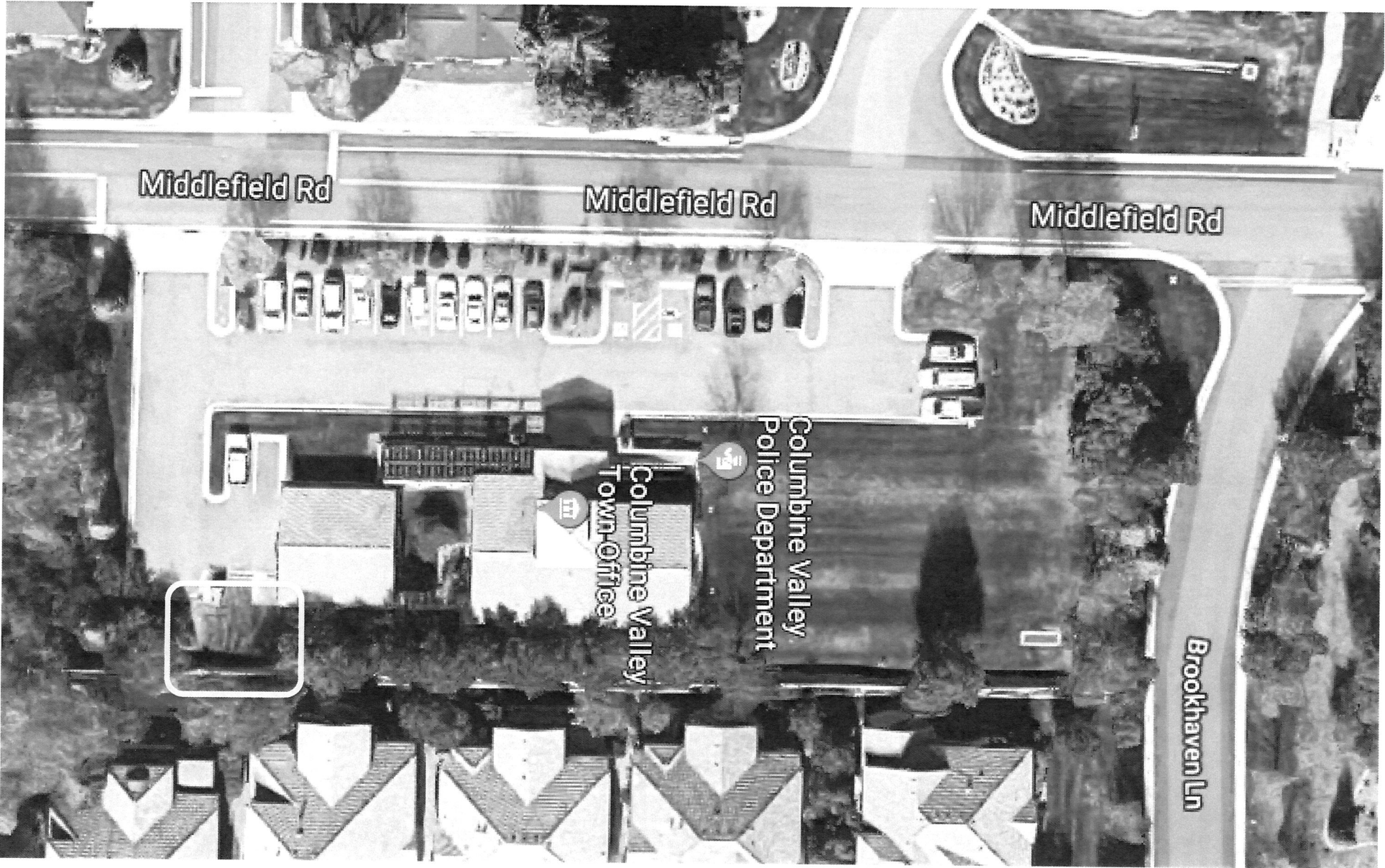
Staff does not have any specific recommendation as to the three companies who submitted bids. Staff recommends moving forward with all three projects, including the installation of the 10' trees behind Town Hall.

Recommended Motion(s):

"I move to accept Bid # _____ and allocate \$ _____ for the installation of two 6'/8'/10' trees behind Town Hall"

Columbine Valley - Landscape Improvements
Town of Columbine Valley
June 11, 2018

Description	Size	Quantity	THRIVE		Total Price	VI VAN		DESIGNSCAPES	
			Unit Price			Unit Price	Total Price	Unit Price	Total Price
General Conditions - Overall Project									
Mobilization		1 ls	\$1,100.00		\$1,100.00	\$0.00	\$0.00	\$3,000.20	\$3,000.20
Town Hall Parking Island									
Demolition									
Clear/Grub - rock mulch & fabric removal		2,154 sf	\$3.00		\$6,462.00	\$3,500.00	\$3,500.00	\$1.50	\$3,231.00
Dumpster		2	\$450.00		\$900.00	\$0.00	\$0.00	\$0.00	\$0.00
Site Work									
Fine Grading		2,154 sf	\$0.25		\$538.50	\$1,700.00	\$1,700.00	\$0.20	\$430.80
Topsoil Import		5 cy	\$75.00		\$375.00	\$0.00	\$0.00	\$85.00	\$425.00
Buff Flagstone - set on grade		2 ea	\$0.00		\$0.00	\$0.00	\$180.00	\$105.00	\$210.00
Buff Sandstone Boulders		5 ea	\$50.00		\$250.00	\$250.00	\$1,250.00	\$360.00	\$1,800.00
Edger		5 ea	\$34.00		\$170.00	\$30.00	\$150.00	\$0.00	\$0.00
Landscape Materials									
Wood Mulch with weed barrier fabric and soil preparation									
Kentucky Bluegrass Sod with soil preparation		300 sf	\$0.53		\$159.00	\$140.00	\$420.00	\$2.15	\$645.00
Deciduous Shrubs		1,854 sf	\$0.45		\$834.30	\$1.50	\$3,285.00	\$1.50	\$2,781.00
Evergreen Shrubs	#5 Container	5 ea	\$39.15		\$195.75	\$30.00	\$150.00	\$32.00	\$160.00
Ornamental Grasses	9 ea		\$105.00		\$945.00	\$125.00	\$1,125.00	\$95.00	\$855.00
Perennials	#1 Container	10 ea	\$29.00		\$290.00	\$22.00	\$220.00	\$24.00	\$240.00
Irrigation		11 ea	\$17.42		\$191.62	\$18.00	\$288.00 (includes annuals)	\$24.00	\$264.00
Irrigation - Design Build - Connect to Existing System									
		2 NEW ZONES	2,154 sf	\$0.60	\$1,292.40	\$2,200.00	\$2,200.00	\$2.00	\$4,308.00
				Subtotal	\$12,603.57	Subtotal	\$14,468.00	Subtotal	\$15,349.80
Wildier Lane Utility Box Screening									
Demolition									
Clear/Grub		300 sf	\$3.00		\$900.00	Included Above	\$0.00	\$2.95	\$885.00
Site Work									
Fine Grading		300 sf	\$0.40		\$120.00	Included Above	\$0.00	\$0.50	\$150.00
Topsoil Import		5 cy	\$75.00		\$375.00	Included Above	\$0.00	\$85.00	\$425.00
Landscape Materials									
Cobble Mulch		300 sf	\$1.58		\$474.00		\$160.00	\$3.60	\$1,080.00
Grasses		23 ea	\$29.00		\$667.00	\$22.00	\$480.00		\$480.00
Kentucky Bluegrass Sod w/Soil Preparation		500 sf	\$0.46		\$230.00	Included above	\$0.00	\$2.00	\$1,000.00
Replace as Needed									
Irrigation									
Install 2 New Zones		800 sf	\$0.00		\$0.00	Included above	\$0.00	\$1.25	\$1,000.00
Repair/Replace as Needed		2	\$650.00		\$1,300.00	Included above	\$0.00	\$0.00	\$0.00
			Subtotal		\$2,766.00	Subtotal	\$960.00	Subtotal	\$4,540.00
			Grand Total		\$16,469.57	Grand Total	\$15,428.00	Grand Total	\$22,890.00
Bid Alternate 1									
Landscape Materials									
Austrian Pine	6' Height	2 ea	\$450.00		\$900.00	\$500.00	\$1,000.00	\$525.00	\$1,050.00
Bid Alternate 1									
Landscape Materials									
Austrian Pine	8' Height	2 ea	\$525.00		\$1,050.00	\$750.00	\$1,500.00	\$775.00	\$1,550.00
Bid Alternate 1									
Landscape Materials									
Austrian Pine	10' Height	2 ea	\$800.00		\$1,600.00	\$1,350.00	\$2,700.00	\$1,130.00	\$2,260.00
		Total with Alt:	\$18,069.57			Total with Alt:	\$18,128.00	Total with Alt:	\$25,150.00



Middlefield Rd

Middlefield Rd

Middlefield Rd

Brookhaven Ln

Columbine Valley
Police Department

Columbine Valley
Town Office

THRUVE

Columbine Valley - Landscape Improvements
 Town of Columbine Valley
 June 11, 2018

Description	Size	Quantity	Unit Price	Total Price
General Conditions - Overall Project				
Mobilization		1 ls	\$1,100.00	\$1,100.00
Town Hall Parking Island				
Demolition				
Clear/Grub - rock mulch & fabric removal		2,154 sf	\$3.00	\$6,462.00
Dumpster		2	\$450.00	\$900.00
Site Work				
Fine Grading		2,154 sf	\$0.25	\$538.50
Topsoil Import		5 cy	\$75.00	\$375.00
Buff Flagstone - set on grade		2 ea	\$0.00	\$0.00
Buff Sandstone Boulders		5 ea	\$50.00	\$250.00
Edger		5 ea	\$34.00	\$170.00
Landscape Materials				
Wood Mulch with weed barrier fabric and soil preparation				
Kentucky Bluegrass Sod with soil preparation		300 sf	\$0.53	\$159.00
Deciduous Shrubs	#5 Container	1,854 sf	\$0.45	\$834.30
Evergreen Shrubs	#5 Container	5 ea	\$39.15	\$195.75
Ornamental Grasses	#1 Container	9 ea	\$105.00	\$945.00
Perennials	#1 Container	10 ea	\$29.00	\$290.00
		11 ea	\$17.42	\$191.62
Irrigation				
Irrigation - Design Build - Connect to Existing System				
	2 NEW ZONES	2,154 sf	\$0.60	\$1,292.40
			Subtotal	\$12,603.57
Wilder Lane Utility Box Screening				
Demolition				
Clear/Grub		300 sf	\$3.00	\$900.00
Site Work				
Fine Grading		300 sf	\$0.40	\$120.00
Topsoil Import		5 cy	\$75.00	\$375.00
Landscape Materials				
Cobble Mulch		300 sf	\$1.58	\$474.00
Kentucky Bluegrass Sod w/Soil Preparation		500 sf	\$0.46	\$230.00
Replace as Needed				
Irrigation				
Irrigati 2 New Zones				
		800 sf	\$0.00	\$0.00
Repair/Replace as Needed		2	\$650.00	\$1,300.00
			Subtotal	\$2,099.00
			Grand Total	\$15,802.57
Bid Alternate 1				
Landscape Materials				
Austrian Pine	6' Height	2 ea	\$450.00	\$900.00
Bid Alternate 1				
Landscape Materials				
Austrian Pine	8' Height	2 ea	\$525.00	\$1,050.00
Bid Alternate 1				
Landscape Materials				
Austrian Pine	10' Height	2 ea	\$800.00	\$1,600.00

Vi Van Landscape Inc
3380 West Pimlico Ave
Englewood Co 80110

Estimate

Name/Address
Brent Kaslon
2 Middlefield Road
Columbine Valley Co 80123

Date	Estimate No.	Project
05/17/18	18157	

Item	Description	Quantity	Cost	Total
Rock	Rock ,Shrus ,sod remove		3,500.00	3,500.00
Grading	grading, cut bump down		1,700.00	1,700.00
Irrigation	2 zone sprinkler for sod and 1 zone for drips		2,200.00	2,200.00
Sod	blue grass	2,190	1.50	3,285.00
Plant	Dogwood Red Twig #5	5	30.00	150.00
Plant	Mugo Pine Mops #6	9	125.00	1,125.00
Plant	Blue Grama Grass #1	10	22.00	220.00
Plant	Rudbeckia #1	6	18.00	108.00
Plant	Sedum Autumn Joy #1	5	18.00	90.00
Plant	annuals	18	5.00	90.00
Plant	Feather Reed Grass karl Foerster #1	12	22.00	264.00
Plant	Maiden Grass #1	11	22.00	242.00
Edging	still edging	30	5.00	150.00
Mulch	Reed Ceda	3	140.00	420.00
Rock	River rock 1.5"	3	160.00	480.00
Rock	sandstone Boulder 2'-3'	5	250.00	1,250.00
Step Stone	Buff flagstone		180.00	180.00
Total				\$15,454.00

DESIGNS

Columbine Valley - Landscape Improvements

Town of Columbine Valley

May 9, 2018

Description	Size	Quantity	Unit Price	Total Price
General Conditions - Overall Project				
Mobilization		1 ls		\$3,000.20
Town Hall Parking Island				
Demolition				
Clear/Grub - rock mulch & fabric removal		2,154 sf	\$1.50	\$3,231.00
Site Work				
Fine Grading		2,154 sf	\$0.20	\$430.80
Topsoil Import		5 cy	\$85.00	\$425.00
Buff Flagstone - set on grade		2 ea	\$105.00	\$210.00
Buff Sandstone Boulders		5 ea	\$360.00	\$1,800.00
Landscape Materials				
Wood Mulch with weed barrier fabric and soil preparation		300 sf	\$2.15	\$645.00
Kentucky Bluegrass Sod with soil preparation		1,854 sf	\$1.50	\$2,781.00
Deciduous Shrubs	#5 Container	5 ea	\$32.00	\$160.00
Evergreen Shrubs	#5 Container	9 ea	\$95.00	\$855.00
Ornamental Grasses	#1 Container	10 ea	\$24.00	\$240.00
Perennials	#1 Container	11 ea	\$24.00	\$264.00
Irrigation				
Irrigation - Design Build - Connect to Existing System		2,154 sf	\$2.00	\$4,308.00
			Subtotal	\$15,349.80
Wilder Lane Utility Box Screening				
Demolition				
Clear/Grub		300 sf	\$2.95	\$885.00
Site Work				
Fine Grading		300 sf	\$0.50	\$150.00
Topsoil Import		5 cy	\$85.00	\$425.00
Landscape Materials				
Cobble Mulch		300 sf	\$3.60	\$1,080.00
Kentucky Bluegrass Sod w/Soil Preparation		500 sf	\$2.00	\$1,000.00
Replace as Needed				
Irrigation				
Irrigation - Extension of drip line & Repair/Replace as Needed		800 sf	\$1.25	\$1,000.00
			Subtotal	\$4,540.00
			Grand Total	\$22,890.00

Bid Alternate 1				
Landscape Materials				
Austrian Pine	6' Height	2 ea	\$525.00	\$1,050.00
Bid Alternate 1				
Landscape Materials				
Austrian Pine	8' Height	2 ea	\$775.00	\$1,550.00
Bid Alternate 1				
Landscape Materials				
Austrian Pine	10' Height	2 ea	\$1,130.00	\$2,260.00