TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES REGULAR MEETING
August 21, 2018

AGENDA

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 July 17, 2018

6. REPORTS
   A. Mayor
   B. Trustees
   C. Town Administrator
   D. Chief of Police
   E. Town Treasurer

7. OLD BUSINESS
   A. Capital Improvement Program — Mr. McCrumb

8. NEW BUSINESS
   A. Request to replace Town Hall HVAC — Mr. McCrumb
   B. Request to Temporarily Amend Wild Plum CMP — Mr. McCrumb

9. EXECUTIVE SESSION — Mayor Champion

10. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
July 17, 2018

Mayor Pro Tem Menk 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:	Bruce Menk, Kathy Boyle, Gale Christy, Bill Dotson, Gary Miles, and Roy Palmer
Absent:	Richard Champion
Also present:	Lee Schiller, J.D. McCrumb, Jeff Tempas, Phil Sieber, Troy Carmann, and Jamie Milliman

APPROVAL OF AGENDA: The agenda was approved without change.

PUBLIC COMMENT: Michael Bratcher, GM of Columbine Country Club provided the Trustees with thanks for sponsoring the 4th of July fireworks show and alerted them that a request for 2019 would be forthcoming. Mr. Bratcher also updated the Trustees on the progress of the pickleball court installation, on his pending departure from the Club, and that the Club recently won "Clubhouse of the Year".

CONSENT AGENDA: The consent agenda was approved.

REPORTS:

A. Trustee Dotson provided a brief update on the Clayton development project in Littleton and informed the Trustees of the upcoming Brookhaven HOA meeting to determine cart access.
B. Trustee Palmer expressed an interest to use Arapahoe County Open Space money to help offset HOA costs to improve/beautify a Town owned parcel adjacent to Brookhaven Lane.
C. The Town Administrator presented the attached report. He also reviewed the status of Bow Mar IGA renewals, the Cove Pilot implementation, the Tri-City homeless discussion, and the Willowcroft developer/HOA transition
D. Sergeant Milliman presented the attached report.
E. The Town Treasurer presented the attached financials and reviewed variances of interest.

DISCUSSION ITEMS: Mr. Carson Priest from the Let's Go, Colorado campaign presented to the Trustees the proposed transportation funding initiative and answered their questions.

Mr. McCrumb, Mr. Tempas, Mr. Carmann and Mr. Sieber presented to the Trustees the second draft of the Capital Improvement Program. The Trustees asked clarifying questions and provided direction for what they wished to see with the final version to be presented at the August meeting. At that time, staff will provide specific presentations on several project requests and provide a 10-year fiscal projection.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:22 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.*

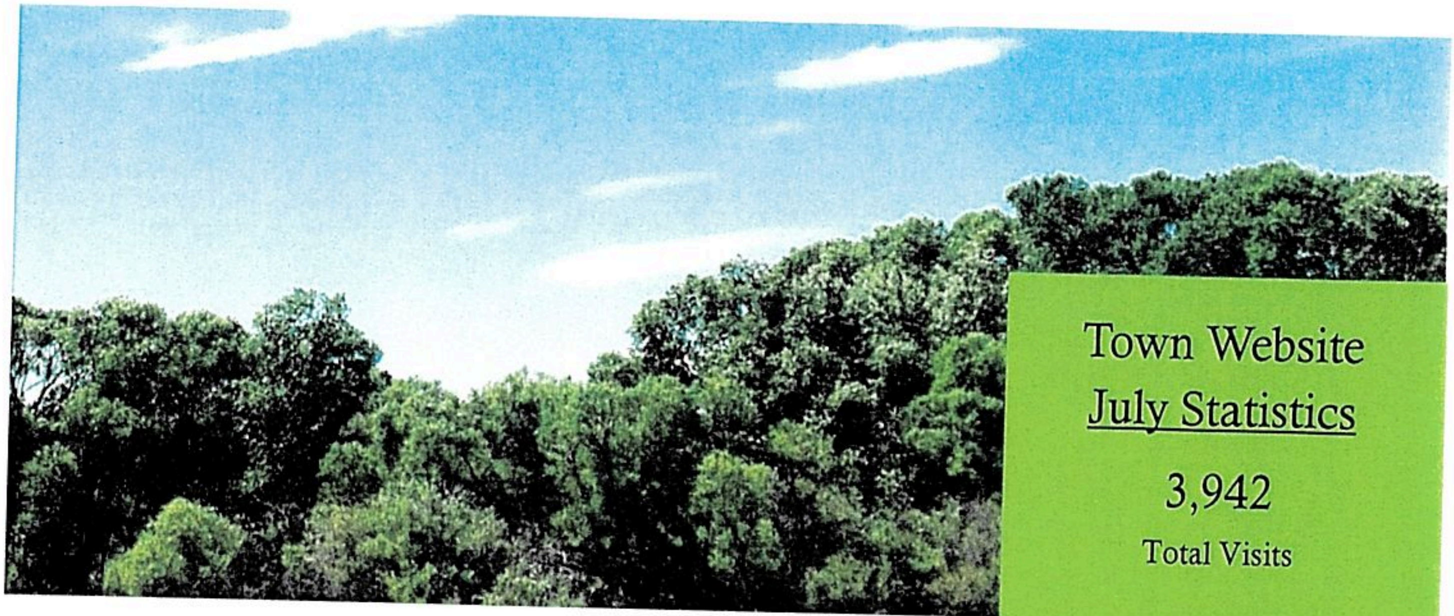
Town Administrator's Report

August 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



Town Website
<u>July Statistics</u>

3,942
Total Visits

4,231
June Page Views

Top Pages
Calendar
Building Permits
Documents
Community Development

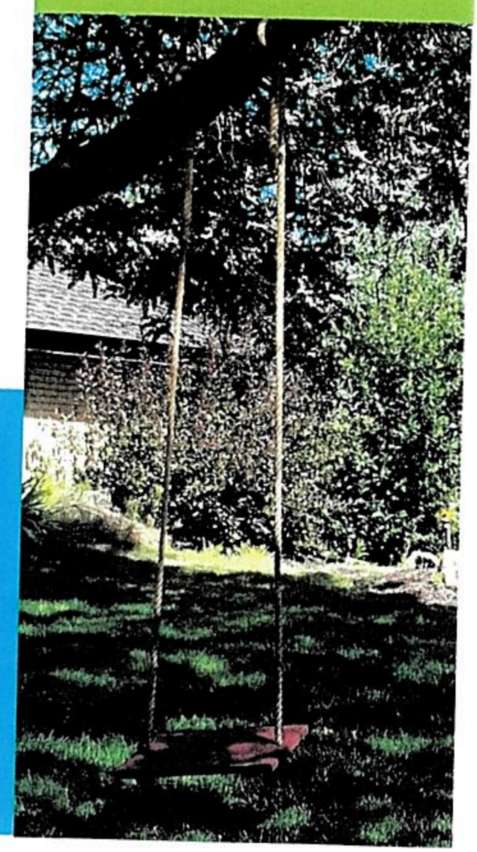
Communications & Administration

- Staff has submitted to the Town of Bow Mar drafts for public safety and building department IGAs for renewal consideration. We hope to have these documents for Trustee review and approval in September.
- Staff will be working with the Department of Local Affairs to finalize the Goal document drafted at the Trustee Retreat and anticipate having those ready to be discussed and adopted by resolution in September
- The Fall newsletter will arrive in mailboxes in the half of September. If there are any topics you feel should be addressed please let Staff know by Friday, August 24.
- Upcoming Town events include the Hazardous Material drop off, on Sept. 8 and 15, Flu shot clinic on Oct. 8, a Shred-Event on Oct.13, Dumpsters on Oct. 16-18, and Drug take back on Oct. 27

<u>Citizen Contacts:</u>

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

⇒ Building Department: 114
⇒ Comm. Development: 89
⇒ Public Works: 141
⇒ Municipal Court: 62
⇒ Other: 321



Building Department

Monthly Stats

15 Permits Issued

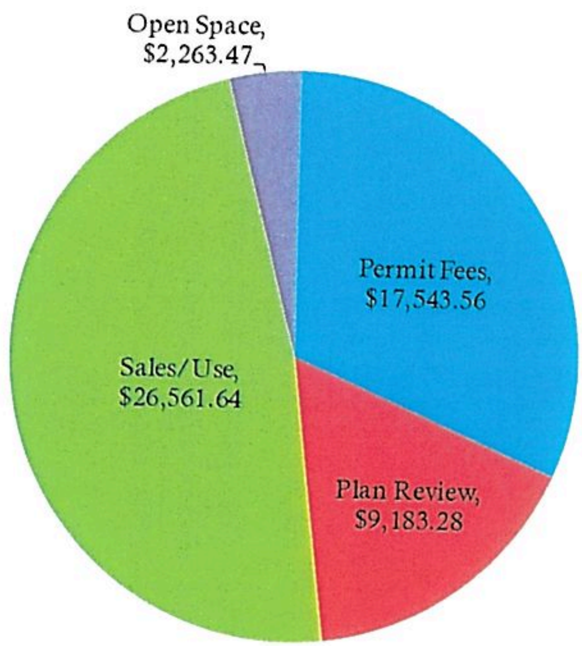
- New SFR: 2
- Major Remodel: 0
- New Roofs: 0
- Other/Misc.: 13

55 Inspections

10 Licenses Issued

- General: 4
- Electrician: 1
- Plumbers: 2
- Mechanical: 3
- Roofer: 0

July Permit Rev.: $55,551.95



Wild Plum

95 Total Lots

0 SFR Permits Issued

0 Permits Pending

1 Grading Permit

Wilder Lane

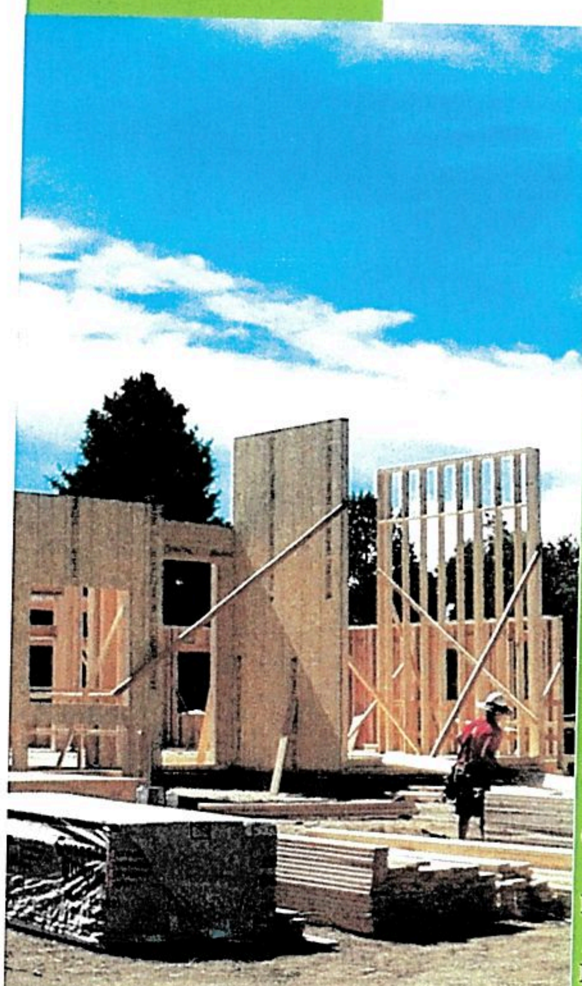
24 Total Lots

5 Permits Active

0 Permit Pending

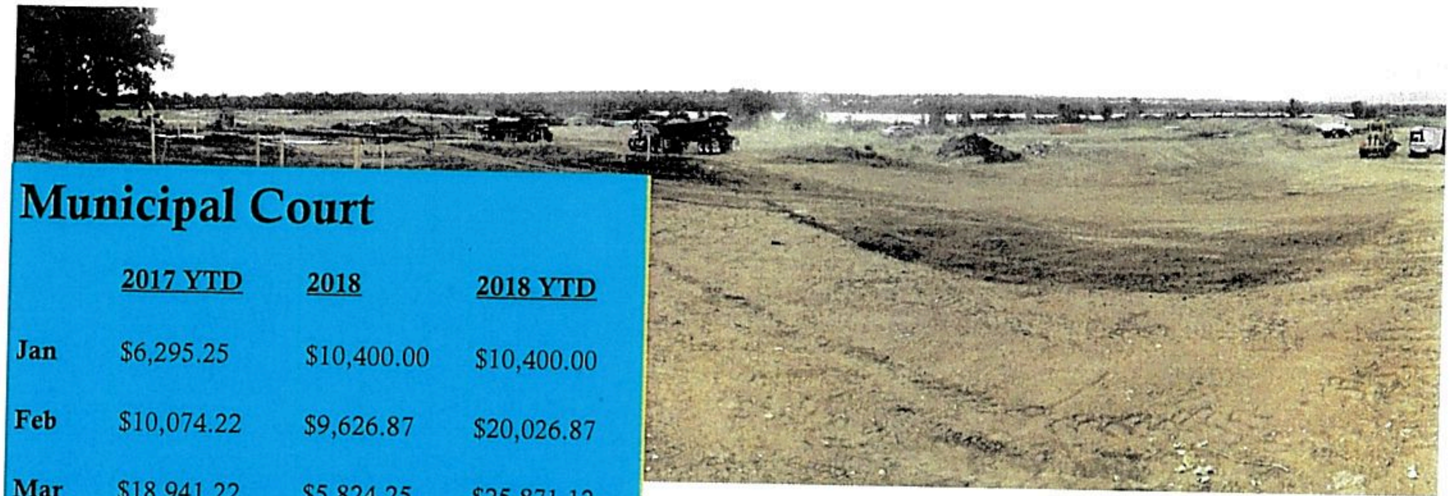
10 Completed Homes

10 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	$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**	**$35,176.96**	**$171,477.37**
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		



Municipal Court

	2017 YTD	2018	2018 YTD
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	$6,260.00	$44,161.12
July	**$35,619.47**	**$5,804.47**	**$49,965.59**
Aug	$41,766.42		
Sept	$45,826.42		
Oct	$56,006.92		
Nov	$63,096.92		
Dec	$66,986.04		

July Total Stats

- Total paid before Court: 50
- Total on docket: 30
- Cases heard by Judge: 14
- Continuances: 0
- Failure to Appears: 4
- Stay of Executions: 5
- Classes Ordered: 1
- Bench Warrants 0
- Trials 0

Community Development

Wild Plum Farm

The on-site construction work is running smoothly with few citizen concerns being registered with Town Hall and with very few violations cited in July or Aug.

Willowcroft and Wilder Lane

The developer of Willowcroft is replacing/repairing signs throughout the development and will then have completed it obligations with the Town and HOA

Work on the Wilder Lane street repair is underway with concrete work nearing completion and asphalt repairs slated to begin next month.

Clayton Family Farm

The Town is currently working with the developer on the design of the proposed cart access along the Urban Drainage corridor. A curb-cut permit has not been issued at this time.

Wild Plum Schedule—as of August 2018

Grading	Complete
Pipe & Sewer	Anticipated Complete by Sept.
Concrete	Underway
Asphalt	Anticipated Complete by Sept.
Landscape	Start in the Fall
Model Homes	Start in the late Fall/early 2019
Fairway Widening	Sept. pending Xcel approval
Platte Canyon	Underway. Anticipated Complete by mid-Sept.

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
August 2018

Full Time Positions	6 of 6
Part Time Positions	2 of 2
Regular / PTO hours	817/143
OT hours worked	8
Off Duty	3

Statistics Report:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
Total	46	43	36	29	42	67	56						319
SPEEDING	20	12	14	6	8	13	16						89
PARKING	4	4	2	3	18	33	22						86
INSURANCE	0	5	2	4	1	4	2						18
FAIL TO STOP	13	19	7	3	10	9	4						65
OTHER	9	3	11	13	5	8	12						61
CV SUMMONS	26	30	22	13	31	48	34						204
BM SUMMONS	20	13	14	16	11	19	22						122

Investigations Update:

7/13/2018	☒F ☐M	CV-18-0241/0242	1st Deg. Crim. Tres.		Open	Date
7/20/2018	☒F ☐M	CV-18-0247	1st Deg. Crim. Tres.	Killgore,Kristen	Open	Date
7/21/2018	☒F ☐M	CV-18-0248	1st Deg. Crim. Tres.	Stewart/ Downey	Open	Date

We are continuing to work with surrounding jurisdictions on a joint case filing on the suspects from the auto-theft case. Additionally, we have had a second case where a stolen vehicle was recovered and the driver arrested. He was in possession of identification documents from 40 victims of identity theft.

Radios: The 911 Authority Board is looking into budgeting $25000.00 to help offset our cost for the new radios next year. $25000.00 is the maximum amount available to an agency that does not maintain their own dispatch. Going forward in 2020, we will be eligible to have the 911 Authority Board reimburse Columbine Valley annually for up to $25000.00 for the dispatch fee that we pay Arapahoe County for dispatch services.

Problem Type Summary

9:24 AM 8/13/2018
Data Source: Data Warehouse

ency:	ACSO
ision:	Bow Mar, Bow Mar Inactive Personnel, Columbine Valley, Columbine Valley Inactive Pers
y Range:	Date From 7/31/2018 To 8/13/2018
clusion:	• Calls canceled before first unit assigned • Calls canceled before first unit at scene

Select a format Export

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

Problem Type	Priority 1	2	3	4	5	6	7	8	9	Total
1 HANGUP IP										
ANDONED VEHICLE IP*										
CIDENT ALERT IP										
imal Call										
IMAL CALL IP*		2								2

sault										
SIST TO OTHER AGENCY IP										
to Theft										
TO THEFT IP										
rglary										
rglary Attempt										
RGLARY ATTEMPT IP										
RGLARY IP										
SINESS ALARM IP										
SINESS CHECK IP*										
NCEL RUNAWAY IP										
ild Abuse										
ILD ABUSE IP										
TIZEN ASSIST IP			3							**3**
DE ENFORCEMENT IP*										
iminal Impersonation										
IMINAL IMPERSONATION IP										
iminal Mischief										
IMINAL MISCHIEF IP										
iminal Tampering										
IMINAL TAMPERING IP										
AD ON ARRIVAL IP										
sturbance Physical										
STURBANCE PHYSICAL IP										
sturbance Verbal										
STURBANCE VERBAL IP										
mestic Violence Physical										
MESTIC VIOLENCE PHYSICAL IP										
mestic Violence Verbal										
MESTIC VIOLENCE VERBAL IP										
ug Violation			1							**1**
UG VIOLATION IP										
UNK SUBJECT IP										
I IP										
der Abuse										
DER ABUSE IP										
REWORKS IP										
UND PERSON IP										
UND PROPERTY IP*										
aud										
AUD IP										
rassment			1							**1**
ARASSMENT IP										
ME CHECK IP*				17						**17**
entity Theft										
ENTITY THEFT IP										
POUNDED VEHICLE IP										
FORMATION IP			1							**1**
jury Accident										
JURY ACCIDENT IP										
TIMIDATING A WITNESS IP										
NACING IP										
NTAL SUBJECT IP										
SSAGE FOR DEPUTY IP			7							**7**
SSING CHILD IP										
ssing Person										
SSING PERSON IP										
STRUCTION IP										

OOR INVESTIGATION IP			1							1
PEN GARAGE DOOR IP*			5							5
VERSIZED VEHICLE IP*										
RKING COMPLAINT IP*			2							2
operty Accident										
OPERTY ACCIDENT IP										
FFING VEHICLE IP*										
COVERED STOLEN PROPERTY IP										
COVERED STOLEN VEHICLE IP		1								1
DI REPORT IP										
POSSESSED VEHICLE IP										
straining Order Vio										
STRAINING ORDER VIO IP										
bbery										
BBERY IP										
naway										
NAWAY IP										
LECTIVE ENFORCEMENT IP*				18						18
x Assault										
X ASSAULT IP										
ots Fired										
OTS FIRED IP										
ICIDE ATTEMPT IP										
ICIDE COMPLETED IP										
ICIDE THREAT IP		1								1
SPICIOUS CIRCUMSTANCE IP		1								1
spicious Person										
SPICIOUS PERSON IP		1								1
spicious Vehicle			1							1
SPICIOUS VEHICLE IP		3								3
eft			1							1
eft from Motor Vehicle			2							2
EFT FROM MOTOR VEHICLE IP										
EFT IP										
AFFIC ARREST IP										
affic Complaint			1							1
AFFIC COMPLAINT IP			4							4
AFFIC OBSTRUCTION IP										
AFFIC STOP IP		23								23
ANSPORT IP										
espass to Property										
espass to Vehicle			1							1
ESSPASS TO PROPERTY IP		1								1
ESSPASS TO VEHICLE IP										
KNOWN INJURY ACCIDENT IP										
ILAWFUL ACTS IP		1								1
wanted Subject										
IWANTED SUBJECT IP										
HICLE LOCKOUT IP										
ARRANT ARREST IP										
ARRANT PICKUP IP										
eapons Violation										
EAPONS VIOLATION IP										
ELFARE CHECK IP										

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

	Totals	
Assets	June 30, 2018	December 31, 2017
Cash and investments	$ 1,808,744	1,559,025
Other receivables	177,065	102,928
Property taxes receivable	13,807	348,058
Property and equipment, net	2,325,606	2,325,606
	$ 4,325,222	4,335,617
Liabilities and Equity		
Liabilities:		
Accounts payable	$ 35,354	72,100
Accrued liabilities	35,694	33,416
Deferred property tax revenue	13,807	348,058
Fund balance:		
Reserved - TABOR emergency	56,362	56,362
Conservation Trust	27,714	23,895
Arapahoe County Open Space	392,950	361,555
Unavailable - Fixed assets net of outstanding long term debt	2,325,606	2,325,606
Unreserved	1,437,735	1,114,625
Total equity	4,240,367	3,882,043
	$ 4,325,222	4,335,617

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

	June Totals		Six Months Ended June 30, 2018		
Revenue	2018	2017	Budget	Actual	Variance
Taxes:					
Property taxes	$ 65,907	128,469	278,446	334,251	55,805
Specific ownership taxes	2,006	3,296	11,808	12,967	1,159
Sales and use tax	53,780	64,009	340,752	221,293	(119,459)
Utility franchise fees	3,370	2,908	22,998	24,184	1,186
Cable television	8,607	7,482	15,500	17,419	1,919
Permits and fines:					
Permits, fees and services	25,615	41,209	160,002	114,572	(45,430)
Fines	6,260	9,122	32,502	44,531	12,029
Intergovernmental:					
Bow Mar IGA	-	77,054	158,265	237,398	79,133
State highway user's tax	4,307	3,515	22,998	22,722	(276)
County highway tax revenue	6,673	7,200	4,200	10,919	6,719
Motor vehicle registration fees	515	950	3,000	2,967	(33)
State cigarette tax apportionment	36	-	402	(36)	(438)
Conservation Trust Fund entitlement	2,074	1,630	3,000	3,645	645
Arapahoe County Open Space shareback	-	-	33,000	35,823	2,823
Interest income	2,368	916	7,752	12,639	4,887
Other	1,843	(1,764)	1,002	15,317	14,315
Total revenue	183,361	345,996	1,095,627	1,110,611	14,984
Expenditures					
Current:					
Public safety	58,992	54,006	337,751	335,996	1,755
Sanitation	7,087	6,463	42,000	39,870	2,130
Administration	50,670	66,491	329,550	300,868	28,682
Planning and zoning	4,287	7,726	34,500	26,347	8,153
Public works	7,312	8,730	151,608	32,955	118,653
Other - rounding	2	(2)	-	3	(3)
Capital outlay					
Capital expenditures	-	(4,701)	9,000	8,748	252
Arapahoe County Open Space expenditures	-		7,500	7,500	-
Conservation Trust Fund expenditures	-	-	10,000	-	10,000
Total expenditures	128,350	138,713	921,909	752,287	169,622
Excess of revenue over expenditures	55,011	207,283	173,719	358,324	184,606
Major projects	-	-	-	-	-
Excess of revenue over (under) expenditures and major projects	55,011	207,283	173,719	358,324	184,606
Fund balance - beginning of period	1,859,750	1,789,268	1,635,990	1,556,437	(79,553)
Fund balance - end of period	$ 1,914,761	1,996,551	1,809,709	1,914,761	105,053

8/15/2018

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

	June 2018	June 2017	Budget	Six Months Ended June 30, 2018 Actual	Variance
Public safety:					
Automotive expenses	4,168	3,532	18,500	19,506	(1,006)
Salaries and benefits	42,728	39,600	264,748	271,799	(7,051)
Municipal court	3,054	3,433	21,252	19,934	1,318
Other	9,042	7,441	33,251	24,757	8,494
	58,992	54,006	337,751	335,996	1,755
Sanitation	7,087	6,463	42,000	39,870	2,130
Administration:					
Legal	4,178	7,141	24,000	25,520	(1,520)
Accounting and audit	750	750	22,000	19,800	2,200
Inspection	11,304	19,290	72,000	48,800	23,200
Town administration	21,797	19,914	153,512	151,939	1,573
Insurance and bonds	6,156	5,661	14,502	17,462	(2,960)
Office supplies and miscellaneous	2,986	9,459	21,750	20,244	1,506
County Treasurer's collection fees	659	1,285	2,784	3,343	(559)
Rent and building occupancy costs	2,840	2,991	19,002	13,760	5,242
	50,670	66,491	329,550	300,868	28,682
Planning and zoning					
Planner and Engineering	4,287	7,726	34,500	26,347	8,153
Public works:					
Street repairs and maintenance	1,451	1,142	130,102	8,302	121,800
Street lighting	2,100	974	7,500	4,434	3,066
Weed and tree removal	100	2,564	6,752	817	5,935
Other	3,661	4,050	7,254	19,402	(12,148)
	7,312	8,730	151,608	32,955	118,653
Other - rounding	2	(2)	-	3	(3)
Capital expenditures:					
Public safety	-	-	9,000	8,748	252
Administration	-	(4,701)	-	-	-
Public works	-	-	-	-	-
	-	(4,701)	9,000	8,748	252
Arapahoe Open Space expenditures	-		7,500	7,500	
Conservation Trust Fund expenditures	-	-	10,000	-	10,000
Total expenditures	128,350	138,713	914,409	744,787	169,622
Major projects:					
Town Hall remodel	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Total expenditures and major projects	128,350	138,713	914,409	744,787	169,622

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

	June 2018	June 2017	Six Months Ended June 30, 2018 Budget	Actual	Variance
Public Safety:					
Automotive expenses:					
Cruiser gas/oil/maintenance	2,605	1,907	15,000	14,631	369
Cruiser insurance	1,563	1,625	3,500	4,875	(1,375)
	4,168	3,532	18,500	19,506	(1,006)
Salaries and benefits:					
Salaries	32,802	31,504	207,500	217,110	(9,610)
Pension plan	3,420	2,565	20,750	22,118	(1,368)
Health/workman's comp insurance	6,506	5,531	36,498	32,571	3,927
	42,728	39,600	264,748	271,799	(7,051)
Municipal court:					
Municipal court - judge	750	750	4,500	4,500	-
Municipal court - legal	2,010	2,348	13,752	13,410	342
Municipal court - other	294	335	3,000	2,024	976
	3,054	3,433	21,252	19,934	1,318
Other:					
Uniforms	56	195	5,502	3,716	1,786
Education/training	1,952	350	4,500	2,339	2,161
Arapahoe County dispatch fee	6,945	6,595	14,435	13,891	544
Supplies/miscellaneous	89	301	8,814	4,811	4,003
	9,042	7,441	33,251	24,757	8,494
Administration:					
Town administration:					
Salaries - administration	14,776	13,623	97,500	94,520	2,980
FICA/Medicare - administration	1,542	2,014	10,000	9,854	146
Health insurance - administration	2,536	2,543	18,000	18,073	(73)
Pension - administration	920	878	6,000	5,947	53
Telephone/communications	981	297	3,000	2,177	823
Computer expense	1,042	499	13,250	15,778	(2,528)
Election expense	-	-	2,000	-	2,000
Dues and publications	-	60	3,762	5,590	(1,828)
	21,797	19,914	153,512	151,939	1,573
Office supplies and miscellaneous:					
Advertising/notices	-	11	252	89	163
Miscellaneous	2,718	8,506	16,500	14,242	2,258
Supplies - administration	268	942	4,998	5,913	(915)
	2,986	9,459	21,750	20,244	1,506
Legal	4,178	7,141	24,000	25,520	(1,520)
Accounting and audit	750	750	22,000	19,800	2,200
Inspection	11,304	19,290	72,000	48,800	23,200
Insurance and bonds	6,156	5,661	14,502	17,462	(2,960)
County Treasurer's collection fees	659	1,285	2,784	3,343	(559)
Building occupancy costs	2,840	2,991	19,002	13,760	5,242

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

	June 2018	June 2017	Six Months Ended June 30, 2018 Budget	Actual	Variance
Public works:					
Street repairs and maintenance:					
Street/gutter maintenance	25	370	112,500	1,367	111,133
Snow removal	-	-	8,100	1,380	6,720
Striping	50	-	1,500	226	1,274
Signs maintenance	1,242	390	1,500	2,729	(1,229)
Vehicle maintenance	134	382	1,752	2,225	(473)
Other drainage	-	-	3,750	150	3,600
Street cleaning	-	-	1,000	225	775
	1,451	1,142	130,102	8,302	121,800
Street lighting	2,100	974	7,500	4,434	3,066
Ground maintenance	100	2,564	6,752	817	5,935
Other:					
Miscellaneous minor public works	3,386	3,930	1,500	14,426	(12,926)
Storm water permit process	275	120	2,502	4,976	(2,474)
Professional fees	-	-	3,252	-	3,252
	3,661	4,050	7,254	19,402	(12,148)
Capital and Conservation Trust Fund:					
Capital expenditures:					
Administration	-	(4,701)	-	-	-
Public safety	-	-	9,000	8,748	252
Public works	-	-	-	-	-
	-	(4,701)	9,000	8,748	252
Conservation Trust Fund expenditures:					
Miscellaneous	-	-	10,000	-	10,000
	-	-	10,000	-	10,000

Town of
Columbine Valley
Colorado

Request for Board of Trustee Action

Date:	August 21, 2018
Title:	Resolution #8, Series 2018: Capital Improvement Program
Presented By:	J.D. McCrumb, Town Administrator
Prepared By:	Capital Improvement Program Team
Background:	This report presents the staff analysis and recommendations for a ten year (2018-2028) Capital Improvement Program (CIP). The purpose of the program is to provide a guide for major capital expenditure over the program period and a consistent process to be followed in the coming years. At the June Trustees meeting, the staff outlined the adoption of an annual CIP process including a time frame of the steps for the preparation and adoption of the CIP. The June report concentrated on the process and in July staff presented recommendations for specific projects. This final draft includes updated financial projections as requested by the Trustees.
Attachments:	Resolution #8, Series 2018 Capital Improvement Program
Recommended Motion(s):	"I move to approve Resolution #8, Series 2018 as presented." or "I move to approve Resolution #8, Series 2018, the Capital Improvements Program, as amended."

RESOLUTION NO. 8
SERIES OF 2018

A RESOLUTION CONCERNING A CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF COLUMBINE VALLEY

WHEREAS, historically the Town of Columbine Valley ("the Town")has funded capital improvements from its general fund and forecasted capital improvements on a one to three year basis; and

WHEREAS, the Board of Trustees directed Town staff to develop a Capital Improvement Program in order to forecast capital needs and which will assist the Board of Trustees in anticipating the financial impacts of such capital needs; and

WHEREAS, Town staff has prepared an analysis and recommendations for a ten year Capital Improvement Program, which will provide a guide for major expenditures during the ten year period and a process to be followed in executing the Capital Improvement Program; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley finds that establishing a Capital Improvement Program is necessary to protect the health, safety and welfare of the inhabitants of the Town.

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

Section 1. The Board of Trustees of the Town of Columbine Valley hereby adopts the Capital Improvement Program attached hereto as Exhibit A and incorporated by reference herein.

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

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

PASSED, ADOPTED AND APPROVED by a vote of ______ for and ______against this _____ day of August, 2018.

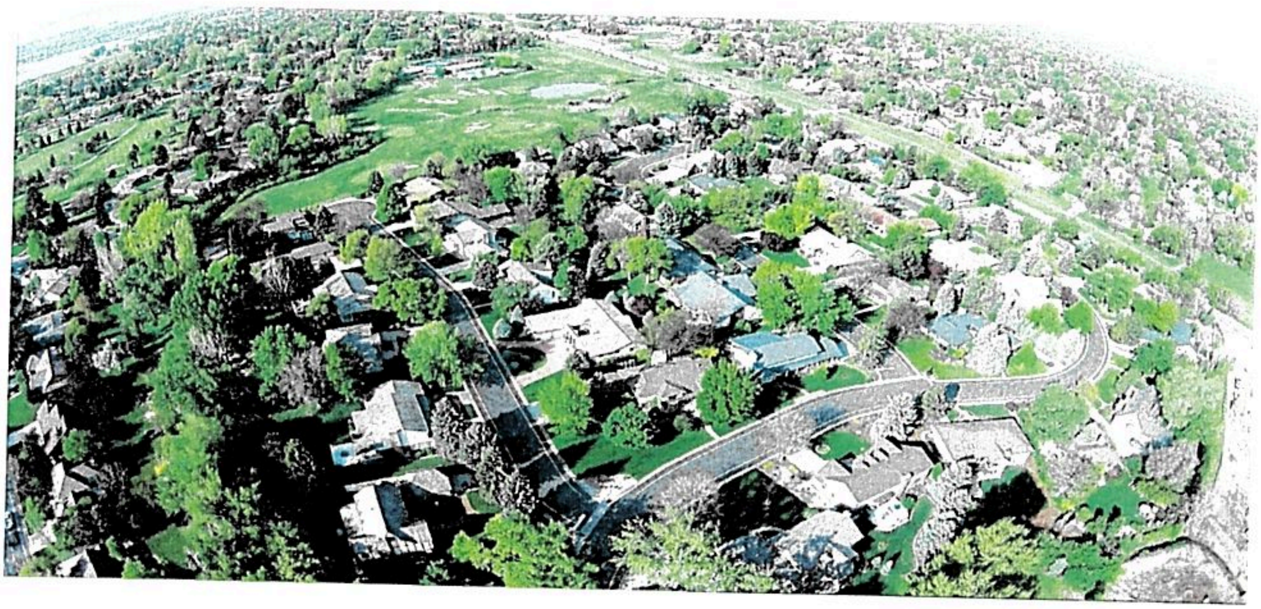
____
JD McCrumb, Clerk

____
Richard Champion, Mayor

Town of

Columbine Valley

Colorado



Capital Improvement Program

August 21, 2018

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

Adopted by Resolution #8, Series of 2018

LETTER OF INTRODUCTION FOR THE CAPITAL IMPROVEMENT PROGRAM

July 9, 2018

Honorable Mayor and Trustee of Columbine Valley,

Hereby submitted is the Capital Improvement Program (CIP) for the Town of Columbine Valley, Colorado for the years 2018 – 2028. The 2018 budget allows for $229,000 in expenditures associated with capital improvements. The information in the pages to follow is intended to identify the revenue that is anticipated to pay for the capital projects included in this plan. While additional revenue maybe received each year, this information identifies only what is necessary to fund the CIP.

The CIP summarizes all major capital expenditures to be made over the next eleven years. This plan includes limited financial forecasts and CIP costs by fund and year in which the revenues and costs are anticipated. In order to be included in the CIP, the project must meet the following guidelines:

- Costs are expected to be over $5,000.00
- The project has a useful life of more than one year
- The projects are non-reoccurring
- The project results in the addition of a fixed asset, or extends the useful life of an existing asset or is a major equipment or software purchase

During the preparation process, staff identified what would be necessary to meet existing levels of service to the community and which projects could be reasonably accomplished within each year, and within the financial and staff limitations of the Town. Contractual obligations and/or needs were considered in setting priorities.

Capital improvements maybe funded through a variety of sources including the use of revenues, impact fees, debt financing, grants, and special funds. All available current and future resources were considered when identifying funding sources for the identified capital improvements. The CIP costs projected meet, but do not exceed, the limitations of those funding sources.

Sincerely,

J.D. McCrumb
Town Administrator

Summary of Project Costs and Funding Sources

Project Cost by Category

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	TOTAL
Streets	$912,500	$24,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$508,000	$4,000	$1,504,500
Drainage/Flood Control	$2,000	$55,000			$25,000							$82,000
Public Buildings and Facilities	$16,000		$33,000									$49,000
Major Equipment		$51,500	$55,000	$70,000	$45,000	$45,000	$45,000	$45,000		$45,000	$45,000	$446,500
Parks, Rec and Open Space	$21,500					$150,000						$171,500
Systems		$60,000										$60,000
Maintenance *	*$60,000*	*$76,000*	*$60,000*	*$60,000*	*$60,000*	*$75,000*	*$75,000*	*$75,000*	*$75,000*	*$75,000*	*$75,000*	*$766,000*
TOTAL	$1,012,000	$266,500	$156,000	$138,000	$138,000	$278,000	$128,000	$128,000	$83,000	$628,000	$124,000	$3,079,500

Required Funding by Revenue Source

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	TOTAL
General Fund	$62,000	$76,000	$60,000	$60,000	$60,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000	$768,000
General Fund Reserves												
Capital Reserves	$172,500	$189,000	$86,000	$69,000	$68,000	$118,000	$43,000	$43,000	$8,000	$543,000	$39,000	$1,378,500
Impact Fees				$8,400								
Developer Contributions	$750,000											$750,000
Vehicle Salvage		$1,500	$10,000	$600	$10,000	$10,000	$10,000	$10,000		$10,000	$10,000	
Govt. Grants or Contributions	$20,000	TBD	TBD									$20,000
Arapahoe County Open Space Tax	$7,500					$75,000						$82,500
Municipal Bonds												
Revenue Bonds												
Special/Local Improvement Districts												
Certificates of Participation												
Other												
TOTAL	$1,012,000	$266,500	$156,000	$138,000	$138,000	$278,000	$128,000	$128,000	$83,000	$628,000	$124,000	$3,079,500

* Maintenance of streets is not considered a capital expense and should be addressed in the Town's annual budgeting process as a general fund expenditure. Maintenance includes sweeping, striping, pothole repair, crack-seal and other similar work up to and including mill and overlay.

Capital Improvement Program

A Capital Improvement Program (CIP) is a short-range plan which identifies generally, non-reoccurring, 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-reoccurring (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 uses 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.
    - Reconstruction of streets is defined as demolition and reconstruction of street surface including subgrade with significant temporary impact to travel and underground utilities.

    * Maintenance of streets is not considered a capital expense and should be addressed in the Town's annual budgeting process as a general fund expenditure. Maintenance includes sweeping, striping, pothole repair, crack-seal and other similar work up to and including mill and overlay.
- 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	$850,000
Fairway Lane Surface Improvements #1 - #16	Streets	$40,000
Doral Cross Pan Repairs	Streets	$9,500
Town Hall Parking Lot Surface Improvements	Facilities	$16,000
Town Hall Front Island Landscape Improvements	Parks	$14,000
Wilder Lane Utility Screening	Streets	$5,000
South Platte Acre Foot Contribution	Parks	$7,500
Town-wide Light Pole Replacement*	Streets	$8,000
Columbine Lane & Village Drive Drainage Improvements*	Drainage	$2,000

CIP Projects ACTION YEAR (2019)		
CVPD Ford Explorer Police Interceptor*	Equipment	$45,000
CVPD Expedition retro fit for Public Works/Snow Removal	Equipment	$6,500
APX Encrypted Radio	Systems	$52,000
Replacement Town Server	Systems	$8,000
Town-wide Light Pole Replacement*	Streets	$8,000
Columbine Lane & Village Drive Drainage Improvements*	Drainage	$55,000
Spy Glass Cross Pan Repairs	Streets	$16,000

CIP Project PROGRAM YEARS (2020-2028)		
CVPD Ford Explorer Police Interceptor*	Equipment	$315,000
Police Body Cameras	Systems	$10,000
Town Hall HVAC Replacement	Facilities	$25,000
Town Hall Board Room and Basement Carpet	Facilities	$8,000
Replace Current Snow Plow/Salt Spreader	Equipment	$70,000
Town-wide Light Pole Replacement*	Streets	$68,000
Par Circle and Eagle Drive Lateral	Streets	$25,000
Nevada Ditch	Parks	$150,000
Fairway Lane	Streets	$500,000

* Represents a multi-year project

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 description of the proposed funding source.

Project Request Form 07/09/18

Project Name: Fairway Lane Widening #39 - #63
Staff Lead: Troy Carmann
Town Dept: Public Works/Engineering
Category: Streets

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $850,000

Description and Justification

In conjunction with the Wild Plum development, Fairway Lane will be widened by approximately 8' on the south side to accommodate increased traffic and to comply with the Town standard road design. Additionally, this work will update utilities and improve drainage for the existing homes on Fairway Lane.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Construction	$850,000										
Total Expenditures	$850,000										
Funding Sources											
WP Developer	$750,000										
Capital Reserve Fund	$100,000										
Total Funding Sources	$850,000										

Operational/Maintenance Impact

Negligible impact on maintenance. Existing roadway maintenance is only slightly expanded with the widening.

Project Name: Fairway Lane Surface Improvements #1 - #16
Staff Lead: Troy Carmann
Town Dept: Public Works/Engineering
Category: Streets

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $40,000

Description and Justification

This is the last segment of Town road untouched by the 5-year Pavement Improvement Program initiated in 2014. This road is in overall good condition and will receive a chip seal and concrete pan and gutter repairs in 2018.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Construction	$40,000										
Total Expenditures	$40,000										
Funding Sources											
Capital Reserve Fund	$40,000										
Total Funding Sources	$40,000										

Operational/Maintenance Impact

Positive impact on maintenance. Chip seal will increase longevity of existing pavement surface.

Project Request Form 07/09/18

Project Name: Doral Cross Pan Repairs
Staff Lead: Troy Carmann
Town Dept: Public Works/Engineering
Category: Streets

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $9,500

Description and Justification

The Pave 2017 program included a concrete pan replacement on Doral Lane, near 6 Doral Lane. Since the replacement of the cross pan, there have been several complaints regarding the drivability of the repaired pan. The proposed correction will "taper" the dip over approximately 30' north and south of the current cross pan, at the full width of the road way.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Construction	$9,500										
Total Expenditures	$9,500										
Funding Sources											
Capital Reserve Fund	$9,500										
Total Funding Sources	$9,500										

Operational/Maintenance Impact

Negligible impact on maintenance.

Project Request Form 07/09/18

Project Name: Town Hall Parking Lot Surface Improvements
Staff Lead: Troy Carmann
Town Dept: Public Works/Engineering
Category: Streets

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $15,000

Description and Justification

This is the last piece of Town owned asphalt not addressed by the 5-year Pavement Improvement Program initiated in 2014. This parking lot is in fair condition and will receive a slurry seal, asphalt patching, gutter pan replacement, and restriping in 2018.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Construction	$16,000										
Total Expenditures	$16,000										
Funding Sources											
Capital Reserve Fund	$10,000										
Cons. Trust Fund	$6,000										
Total Funding Sources	$16,000										

Operational/Maintenance Impact

Negligible impact on maintenance.

Project Name: Columbine Park Front Island Landscaping Improvements

Staff Lead: Brent Kaslon
Town Dept: Public Works
Category: Parks, Rec and Open Space

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $14,000

Description and Justification

The front landscape island of the Town Hall/Columbine Park can be enhanced to make the building more visible and off set anticipated increases in annual maintanace costs.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Construction	$14,000										
Total Expenditures	$14,000										
Funding Sources											
Cons. Trust Fund	$14,000										
Total Funding Sources	$14,000										

Operational/Maintenance Impact

Negligible impact on current maintenance costs.

Project Name: Wilder Lane Utility Screening
Staff Lead: Brent Kaslon
Town Dept: Public Works
Category: Parks, Rec and Open Space

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $5,000

Description and Justification

This project is designed screen the collection of utility boxes and to improve the aesthetics along Middlefield Road across the street from Town Hall.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Construction	$5,000										
Total Expenditures	$5,000										
Funding Sources											
Capital Reserve Fund	$5,000										
Total Funding Sources	$5,000										

Operational/Maintenance Impact

Negligible impact on maintenance.

Project Name: South Platte Acre Foot Contribution
Staff Lead: J.D. McCrumb
Town Dept: Public Works
Category: Parks, Rec and Open Space

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $7,500

Description and Justification

Donation to the South Platte River Environmental Pool as approved by the Trustees in April 2017.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Contribution	$7,500										
Total Expenditures	$7,500										
Funding Sources											
Open Space Fund	$7,500										
Total Funding Sources	$7,500										

Operational/Maintenance Impact

n/a

Project Name: Town Wide Light Pole Replacement Program
Staff Lead: Jeremy Hayden
Town Dept: Public Works
Category: Streets

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $84,000

Description and Justification

There are 21 concrete wrapped light poles in the Town's right-of-way in various stages of repair. This replacement program will replace two poles per year over the next 11 years with new fibergalss LED lights as specified in the Town's standards.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Purchase	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$4,000
Total Expenditures	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$4,000
Funding Sources											
Capital Reserve Fund	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$4,000
Total Funding Sources	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$8,000	$4,000

Operational/Maintenance Impact

Positive impact on maintenance. Replacement poles will reduce staff and monitary resources spent on repairing the existing poles and the LED bulbs will reduce the Town's utility costs.

Project Request Form 07/09/18

Project Name: Columbine Lane & Village Drive Drainage Improvements

Staff Lead: Troy Carmann
Town Dept: Public Works/Engineering
Category: Drainage/Flood Control

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $57,000

Description and Justification

Storm drain infrastructure at this intersection contributes nuisance and storm water through an unknown length of pipe to the combined storm and irrigation pipe network that daylights near 13 Middlefield Road (Middlefield and Club). These improvements remove that cross connection between storm and irrigation, reducing storm water impacts on private irrigation laterals. These improvements include coordination with Denver Water related to the Nevada Ditch.

Expenditures	*Current* 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Design	$2,000										
Construction		$55,000									
Total Expenditures	$2,000	$55,000									
Funding Sources											
General Fund	$2,000										
Capital Reserve Fund		$55,000									
Total Funding Sources	$2,000	$55,000									

Operational/Maintenance Impact

Negligible impact on maintenance.

Project Name: **Annual Street MAINTENANCE**
Staff Lead: Jeremy Hayden
Town Dept: Public Works
Category: Maintenance

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: **$0**

Description and Justification

Maintenance of streets is not considered a capital expense and should be addressed in the Town's annual budgeting process as a general fund expenditure. Maintenance includes sweeping, striping, pothole repair, crack-seal and other similar work up to and including mill and overlay.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Maintenance	$60,000	$60,000	$60,000	$60,000	$60,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000
Total Expenditures	$60,000	$60,000	$60,000	$60,000	$60,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000
Funding Sources											
General Fund	$60,000	$60,000	$60,000	$60,000	$60,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000
Total Funding Sources	$60,000	$60,000	$60,000	$60,000	$60,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000

Operational/Maintenance Impact

n/a

Project Name: CVPD Ford Explorer Police Interceptor
Staff Lead: Brett Cottrell
Town Dept: Police
Category: Major Equipment

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $360,000

Description and Justification

Purchase of 8 new police vehicles over a 10 year period. Estimated $45,000 per vehicle plus annual increase over 10 year period. Net cost approximately $33,000 per vehicle after 2019. In 2019 Unit 10 will move to Public Works in lieu of selling to another agency. Average sale price has been $10-$12,000.

Expenditures	*Current* 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Purchase		$45,000	$45,000		$45,000	$45,000	$45,000	$45,000		$45,000	$45,000
Total Expenditures		$45,000	$45,000		$45,000	$45,000	$45,000	$45,000		$45,000	$45,000
Funding Sources											
Capital Reserve Fund		$45,000	$35,000		$35,000	$35,000	$35,000	$35,000		$35,000	$35,000
Vehicle Salvage		$0	$10,000		$10,000	$10,000	$10,000	$10,000		$10,000	$10,000
Total Funding Sources		$45,000	$45,000		$45,000	$45,000	$45,000	$45,000		$45,000	$45,000

Operational/Maintenance Impact

Negligible impact on maintenance.

Project Name: CVPD Expedition retro fit for Public Works/Snow Removal

Staff Lead: Jeremy Hayden
Town Dept: Public Works/Engineering
Category: Major Equipment

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $???

Description and Justification

The Public Works year-round operation are heavily dependent on the YEAR Tahoe for transport of equipment, debris, and snow removal operations. The Tahoe's overall condition continues to deteriorate and the annual maintained costs in both dollars and staff time continue to increase. Staff recommends repurposing the oldest and largest police vehicle (which would be phased out in 2019 regardless) to replace the Tahoe. The project costs includes removal of specific police functions and the addition of rigs to mount snow removal equipment.

Expenditures	*Current* **2018**	*Action* **2019**	*Program* **2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**
Expedition		$6,500									
Total Expenditures		$6,500									
Funding Sources											
Capital Reserve Fund		$5,000									
Vehicle Salvage		$1,500									
Total Funding Sources		$6,500									

Operational/Maintenance Impact

Positive impact on maintenance. Replacing the Tahoe will decrease annual expenditures in both maintenance costs and staff time.

Project Request Form 07/09/18

Project Name: APX Encrypted Radio
Staff Lead: Bret Cottrell
Town Dept: Police
Category: Systems

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $52,000

Description and Justification

Purchase 9 portable APX6000 and 4 mobile APX6500.00 radios to facilitate mandated upgrade to encryption.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Purchase		$52,000									
Total Expenditures		$52,000									
Funding Sources											
General Fund		$52,000									
E911/Grant Funding		TBD									
Total Funding Sources		$52,000									

Operational/Maintenance Impact

Negligible impact on maintenance.

Project Name: Replacement Town Server & Firewall
Staff Lead: Bret Cottrell
Town Dept: Information Technology
Category: Systems

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $8,000

Description and Justification

The Town's current server reaches its "end of life" in 2019. End of life means that Microsoft will no longer support the product, which includes not providing updates for security. Project costs include the purchase of a new server and firewall with installation by North Star.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Purchase/Installation		$8,000									
Total Expenditures		$8,000									
Funding Sources											
Capital Reserve Fund		$8,000									
Total Funding Sources		$8,000									

Operational/Maintenance Impact

Negligible impact on maintenance. However, service fees for North Star are expected to rise if the server is not replaced.

Project Name: **Spy Glass Cross Pan Repairs**
Staff Lead: Jeremy Hayden
Town Dept: Public Works/Engineering
Category: Streets

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $31,000

Description and Justification

Continued deterioration of the cross pan concrete is contributing water to the roadway subgrade. Subgrade saturation will continue to decrease the ability of soil to withstand vehicle loading and cause additional settlement that reduces hydraulic function of the pan. Removal and replacement of the pan with a wider concrete pan with a longer, more gentle vertical curve on the drive-path will improve drainage, protect road subgrade, and improve drive-ability of this road segment.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Construction		$16,000									
Total Expenditures		$16,000									
Funding Sources											
Capital Reserve Fund		$16,000									
Total Funding Sources		$16,000									

Operational/Maintenance Impact

Negligible impact on maintenance.

Project Name: **Town Hall MAINTENANCE**
Staff Lead: Jeremy Hayden
Town Dept: Public Works
Category: Maintenance

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $0

Description and Justification

Maintenance of Town Hall is not considered a capital expense and should be addressed in the Town's annual budgeting process as a general fund expenditure. This maintenance project consists of stucco repair, exterior painting and staining of the exterior timber features of the facility.

Expenditures	*Current* **2018**	*Action* **2019**	*Program* **2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**
Maintenance		$16,000									
Total Expenditures		$16,000									
Funding Sources											
General Fund		$16,000									
Total Funding Sources		$16,000									

Operational/Maintenance Impact

n/a

Project Request Form 07/09/18

Project Name: CVPD Body Camera Replacement
Staff Lead: Bret Cottrell
Town Dept: Police
Category: Equipment

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $10,000

Description and Justification

Update and replacement of current body camera systems worn by CVPD.

Expenditures	*Current* **2018**	*Action* **2019**	*Program* **2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**
Purchase			$10,000								
Total Expenditures			$10,000								
Funding Sources											
Capital Reserve Fund			$10,000								
Grant Funding			TBD								
Total Funding Sources			$10,000								

Operational/Maintenance Impact

Negligible impact on maintenance.

Project Request Form 07/09/18

Project Name: Town Hall HVAC Replacement
Staff Lead: Jeremy Hayden
Town Dept: Public Works
Category: Facilities

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $25,000

Description and Justification

The existing Furnaces and Air Conditioning units for the Town Hall are reaching their end of life and need to be replaced. The driving factor for this replacement is the use of R22 refrigerant in the AC units. Starting January 1, 2020, R22 will no longer be available for purchase. If a leak occurs after this date, there will not be a way to repair the unit. It will have to be replaced, causing that area of the building to have no AC until the new unit can be ordered, delivered and completely installed.

The unit servicing the basement and police department has a history of leaking. It is preferable to have this unit replaced before it leaks again. It will be most cost effective to replace all 3 AC units at the same time. It will also be cheaper to replace the aging furnaces at the same time.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Purchase			$25,000								
Total Expenditures			$25,000								
Funding Sources											
Capital Reserve Fund			$25,000								
Total Funding Sources			$25,000								

Operational/Maintenance Impact

Positive impact on maintenance. Replacing the systems is expected to decrease annual expenditures in both maintenance costs and staff time.

Town of Columbine Valley - Capital Improvement Program

Project Request Form 07/09/18

Project Name: Town Hall Board Room and Basement Carpet Replacement

Staff Lead: Jeremy Hayden
Town Dept: Public Works
Category: Facilities

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $8,000

Description and Justification

The current carpet in the Town Hall board room and basement (CVPD offices) was installed when the building was constructed approximately 14 years ago. It is showing signs of wear and in some places becoming a tripping hazard.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Purchase			$8,000								
Construction											
Total Expenditures			$8,000								
Funding Sources											
Capital Reserve Fund			$8,000								
Total Funding Sources			$8,000								

Operational/Maintenance Impact

Negligible impact on maintenance.

Project Name: Replace Snow Plow and Salt Spreader
Staff Lead: Jeremy Hayden
Town Dept: Public Works
Category: Equipment

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $70,000

Description and Justification

The existing 1993 Ford F350 snow plow is ageing and the anticipated demand on this vehicle will increase in the next several years. This project covers the purchase and outfitting of a F-450 flatbed plow truck with removable or tow-behind salt spreader.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Purchase				$70,000							
Total Expenditures				$70,000							
Funding Sources											
Capital Reserve Fund				$61,000							
WP Impact Fee				$8,400							
Vehicle Salvage				$600							
Total Funding Sources				$70,000							

Operational/Maintenance Impact

Positive impact on maintenance. Replacing the F-350 will decrease annual expenditures in both maintenance costs and staff time.

Project Name: Par Circle and Eagle Drive Lateral
Staff Lead: Troy Carmann
Town Dept: Public Works/Engineering
Category: Drainage

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $25,000

Description and Justification

In conjunction with Denver Water's anticipated abandonment of the Nevada Ditch, the ongoing structural problems with the lateral beneath these roads can be addressed.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Construction					$25,000						
Total Expenditures					$25,000						
Funding Sources											
Capital Reserve Fund					$25,000						
Total Funding Sources					$25,000						

Operational/Maintenance Impact

Negligible impact on maintenance.

Project Request Form 07/09/18

Project Name: Nevada Ditch Stormwater and Open Space Planning
Staff Lead: Troy Carmann
Town Dept: Public Works/Engineering
Category: Parks, Rec and Open Space

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $150,000

Description and Justification

The conversion of Nevada Ditch to a Town owned stormwater facility will require planning and design for management of stormwater, irrigation laterals, and the conversion of the ditch service road to public open space.

Expenditures	*Current* **2018**	*Action* **2019**	*Program* **2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**
Expenditures						$150,000					
Total Expenditures						$150,000					
Funding Sources											
Capital Reserve Fund						$75,000					
Open Space Fund						$75,000					
Total Funding Sources						$150,000					

Operational/Maintenance Impact

Anticipated but unknown negative impact on maintenance.

Town of Columbine Valley - Capital Improvement Program

Project Request Form 07/09/18

Project Name: Fairway Lane Reconstruction
Staff Lead: Troy Carmann
Town Dept: Public Works/Engineering
Category: Streets

1st Presented for Funding: 2018
Historical Project Cost: $0
CIP Project Total: $500,000

Description and Justification

Replace Fairway Ln from Club Ln to Wild Plum development. Geotechnical pavement evaluation recommended prior to project.

	Current 2018	*Action* 2019	*Program* 2020	2021	2022	2023	2024	2025	2026	2027	2028
Expenditures											
Construction										$500,000	
Total Expenditures										$500,000	
Funding Sources											
Capital Reserve Fund										$500,000	
Total Funding Sources										$500,000	

Operational/Maintenance Impact

Positive impact on maintenance.

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 comingled 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 D
SUMMARY FINANCIAL PLAN

	Revenues	Expenditures					Reserve Balance				
		Operations	Capital	Other	Unrestricted	Tabor	Capital	Other	CTF	Open Space	Notes
2009											
2010	1,254,983	1,057,441		6,000	1,335,850	37,649			18,408	158,018	
2011	1,233,189	1,085,825	75,229	6,000	1,403,235	36,696			18,397	183,205	
2012	1,263,529	1,140,747	65,420	6,000	1,464,766	37,696			18,728	206,535	
2013	1,208,899	1,446,680	53,793	6,000	1,168,086	36,027			19,670	233,022	pd off town hall
2014	1,367,046	1,460,521	38,574	6,000	1,037,541	40,681			19,976	260,596	
2015	1,606,729	1,499,962	39,284	6,000	932,257	47,917		165,000	20,354	289,345	budgeted deficit for 2016
2016	1,895,241	1,790,392	79,493	6,000	919,506	56,857		192,500	23,051	324,700	budgeted deficit for 2017
2017	1,888,734	1,833,116	49,757	6,000	1,114,625	56,362			23,895	361,555	
2018 EST	1,914,000	1,780,000	108,000	27,500	748,625	56,362	392,000		10,619	387,293	
2019	1,950,366	1,818,982	174,500	6,000	630,009	56,362	467,500		11,343	420,531	
2020	1,994,052	1,869,603	88,000	6,000	504,458	56,362	629,500		12,067	453,769	
2021	2,039,261	1,921,845	78,000	6,000	521,874	56,362	651,500		12,791	487,007	
2022	2,086,056	1,975,768	78,000	6,000	532,162	56,362	673,500		13,515	520,245	
2023	2,134,501	2,031,431	53,000	156,000	535,232	56,362	720,500		14,239	403,483	
2024	2,166,897	2,081,365	53,000	6,000	520,764	56,362	767,500		14,963	436,721	
2025	2,200,015	2,132,707	53,000	6,000	488,072	56,362	814,500		15,687	469,959	
2026	2,233,873	2,185,507	8,000	6,000	436,438	56,362	906,500		16,411	503,197	
2027	2,268,492	2,239,797	553,000	6,000	365,133	56,362	453,500		17,135	536,435	
2028	2,303,892	2,295,627	53,000	6,000	293,828	56,362	500,500		17,859	569,673	
2029											
2030											
2031											
2032											
2033											
2034											
2035											
2036											
2037											
2038											

APPENDIX D

SUMMARY FINANCIAL PLAN DETAILS/ASSUMPTIONS

REVENUES

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
PROPERTY TAXES	348,058	365,461	383,734	402,921	423,067	444,220	448,662	453,149	457,680	462,257	466,880
OWNERSHIP TAXES	23,612	23,612	23,612	23,612	23,612	23,612	23,612	23,612	23,612	23,612	23,612
SALES TAX:											
RETAIL	145,000	149,350	153,831	158,446	163,199	168,095	173,138	178,332	183,682	189,192	194,868
AUTOS	167,500	172,525	177,701	183,032	188,523	194,179	200,004	206,004	212,184	218,550	225,107
REMODEL	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
NEW CONSTRUCTION	294,000	296,940	299,909	302,908	305,937	308,996	312,086	315,207	318,359	321,543	324,758
UTILITY FRANCHISE	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000
CABLE FRANCHISE	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000	31,000
PERMITS/FEES:											
REMODEL	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
NEW CONSTRUCTION	245,000	247,450	249,925	252,424	254,948	257,497	260,072	262,673	265,300	267,953	270,633
COURT FINES	65,000	66,950	68,959	71,028	73,159	75,354	77,615	79,943	82,341	84,811	87,355
BOW MAR P/S IGA	276,530	283,443	290,529	297,792	305,237	312,868	320,690	328,707	336,925	345,348	353,982
BOW MAR ADMIN IGA	40,000	35,000	35,875	36,772	37,691	38,633	39,599	40,589	41,604	42,644	43,710
STATE HWY	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000
COUNTY HWY	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
MV REG FEES	6,000	6,180	6,365	6,556	6,753	6,956	7,165	7,380	7,601	7,829	8,064
INTEREST	15,500	15,655	15,812	15,970	16,130	16,291	16,454	16,619	16,785	16,953	17,123
OTHER	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800
TOTAL	1,914,000	1,950,366	1,994,052	2,039,261	2,086,056	2,134,501	2,166,897	2,200,015	2,233,873	2,268,492	2,303,892
CTF	6,724	6,724	6,724	6,724	6,724	6,724	6,724	6,724	6,724	6,724	6,724
ARAP OPEN SPACE	33,238	33,238	33,238	33,238	33,238	33,238	33,238	33,238	33,238	33,238	33,238

APPENDIX D
SUMMARY FINANCIA

REVENUES

				2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
PROPERTY TAXES	GROWTH RATE 5% FOR 5 YEARS	0.05	0.01										
OWNERSHIP TAXES	NO NET GROWTH												
SALES TAX:													
RETAIL	GROWTH AT 3% PER YEAR	0.03											
AUTOS	GROWTH AT 3% PER YEAR	0.03											
REMODEL	NO NET GROWTH												
NEW CONSTRUCTION	GROWTH AT 1% PER YEAR	0.01											
UTILITY FRANCHISE	NO NET GROWTH												
CABLE FRANCHISE	NO NET GROWTH												
PERMITS/FEES:													
REMODEL	NO NET GROWTH												
NEW CONSTRUCTION	GROWTH AT 1% PER YEAR	0.01											
COURT FINES	GROWTH AT 3% PER YEAR	0.03											
BOW MAR P/S IGA	GROWTH AT 2.5% PER YEAR	0.025											
BOW MAR ADMIN IGA	NEW CONTRACT	0.025											
STATE HWY	NO NET GROWTH												
COUNTY HWY	NO NET GROWTH												
MV REG FEES	GROWTH AT 3% PER YEAR	0.03											
INTEREST	GROWTH AT 1% PER YEAR	0.01											
OTHER	NO NET GROWTH												
TOTAL													
CTF	NO NET GROWTH												
ARAP OPEN SPACE	NO NET GROWTH												

APPENDIX D
SUMMARY FINANCIAL RSSUMPTIONS

OPERATING EXPENSES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Notes		
ADMINISTRATION:													
ADVERTISING	500	500	500	500	500	500	500	500	500	500	NO NET GROWTH		
LEGAL	49,440	50,923	52,451	54,025	55,646	57,315	59,034	60,805	62,629	64,508	GROWTH AT 3% PER YEAR	0.03	
ACCOUNTING AND AUDIT	26,765	27,033	27,303	27,576	27,852	28,131	28,412	28,696	28,983	29,273	GROWTH AT 1% PER YEAR	0.01	
BUILDING INSPECTION	151,200	158,760	166,698	175,033	183,785	185,623	187,479	189,354	191,248	193,160	GROWTH RATE 5% FOR 5 YEARS	0.05	0.01
BUILDING MAINT AND UTILITIES	39,139	40,313	41,522	42,768	44,051	45,373	46,734	48,136	49,580	51,067	GROWTH AT 3% PER YEAR	0.03	
SALARIES	200,850	206,876	213,082	219,474	226,058	232,840	239,825	247,020	254,431	262,064	GROWTH AT 3% PER YEAR	0.03	
PAYROLL TAXES	20,600	21,218	21,855	22,511	23,186	23,882	24,598	25,336	26,096	26,879	GROWTH AT 3% PER YEAR	0.03	
HEALTH INSURANCE	37,080	38,192	39,338	40,518	41,734	42,986	44,276	45,604	46,972	48,381	GROWTH AT 3% PER YEAR	0.03	
PENSION	12,360	12,731	13,113	13,506	13,911	14,328	14,758	15,201	15,657	16,127	GROWTH AT 3% PER YEAR	0.03	
TELEPHONE	6,060	6,121	6,182	6,244	6,306	6,369	6,433	6,497	6,562	6,628	GROWTH AT 1% PER YEAR	0.01	
PRINTING AND SUPPLIES	10,100	10,201	10,303	10,406	10,510	10,615	10,721	10,828	10,936	11,045	GROWTH AT 1% PER YEAR	0.01	
INSURANCE AND BONDS	29,725	30,468	31,230	32,011	32,811	33,631	34,472	35,334	36,217	37,122	GROWTH AT 2.5% PER YEAR	0.025	
EDUCATION AND TRAINING	5,050	5,101	5,152	5,204	5,256	5,309	5,362	5,416	5,470	5,525	GROWTH AT 1% PER YEAR	0.01	
COMMUNITY FUNCTIONS	15,888	16,285	16,692	17,109	17,537	17,975	18,424	18,885	19,357	19,841	GROWTH AT 2.5% PER YEAR	0.025	
MISCELLANEOUS	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	NO NET GROWTH		
COUNTY TREASURER FEES	3,655	3,838	4,030	4,232	4,444	4,488	4,533	4,578	4,624	4,670	GROWTH RATE 5% FOR 5 YEARS	0.05	0.01
COMPUTER EXPENSE	6,500	6,565	6,631	6,697	6,764	6,832	6,900	6,969	7,039	7,109	RESTART W/O PILOT	0.01	
ELECTION EXPENSE	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	NO NET GROWTH		
DUES AND PUBLICATIONS	7,595	7,671	7,748	7,825	7,903	7,982	8,062	8,143	8,224	8,306	GROWTH AT 1% PER YEAR	0.01	
SUBTOTAL	637,007	657,296	678,330	700,139	722,754	738,679	755,023	771,802	789,025	806,705			
PUBLIC SAFETY:													
GAS, OIL AND MAINT	30,750	31,519	32,307	33,115	33,943	34,792	35,662	36,554	37,468	38,405	GROWTH AT 2.5% PER YEAR	0.025	
CRUISER INSURANCE	7,175	7,354	7,538	7,726	7,919	8,117	8,320	8,528	8,741	8,960	GROWTH AT 2.5% PER YEAR	0.025	
SALARIES	427,450	440,274	453,482	467,086	481,099	495,532	510,398	525,710	541,481	557,725	GROWTH AT 3% PER YEAR	0.03	
FPPA PENSION	42,745	44,027	45,348	46,708	48,109	49,552	51,039	52,570	54,147	55,771	GROWTH AT 3% PER YEAR	0.03	
HEALTH INSURANCE	46,350	47,741	49,173	50,648	52,167	53,732	55,344	57,004	58,714	60,475	GROWTH AT 3% PER YEAR	0.03	
WORKERS COMP INSURANCE	28,700	29,418	30,153	30,907	31,680	32,472	33,284	34,116	34,969	35,843	GROWTH AT 2.5% PER YEAR	0.025	
UNIFORMS	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	NO NET GROWTH		
EDUCATION AND TRAINING	9,090	9,181	9,273	9,366	9,460	9,555	9,651	9,748	9,845	9,943	GROWTH AT 1% PER YEAR	0.01	
SUPPLIES AND OTHER	26,897	27,166	27,438	27,712	27,989	28,269	28,552	28,838	29,126	29,417	GROWTH AT 1% PER YEAR	0.01	
ARAPAHOE CNTY DISPATCH FEES	29,158	29,450	29,745	30,042	30,342	30,645	30,951	31,261	31,574	31,890	GROWTH AT 1% PER YEAR	0.01	
MUNICIPAL JUDGE	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	NO NET GROWTH		
MUNICIPAL LEGAL	27,775	28,053	28,334	28,617	28,903	29,192	29,484	29,779	30,077	30,378	GROWTH AT 1% PER YEAR	0.01	
MUNICIPAL SUPPLIES	2,020	2,040	2,060	2,081	2,102	2,123	2,144	2,165	2,187	2,209	GROWTH AT 1% PER YEAR	0.01	
MUNICIPAL ADMINISTRATION	4,040	4,080	4,121	4,162	4,204	4,246	4,288	4,331	4,374	4,418	GROWTH AT 1% PER YEAR	0.01	
SUBTOTAL	702,150	720,303	738,972	758,170	777,917	798,227	819,117	840,604	862,703	885,434			

APPENDIX D
SUMMARY FINANCIAL RSSUMPTIONS

OPERATING EXPENSES

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Notes	
PUBLIC WORKS:												
STREET MAINT	231,750	238,703	245,864	253,240	260,837	268,662	276,722	285,024	293,575	302,382	GROWTH AT 3% PER YEAR	0.03
SNOW REMOVAL	8,240	8,487	8,742	9,004	9,274	9,552	9,839	10,134	10,438	10,751	GROWTH AT 3% PER YEAR	0.03
STRIPING	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	NO NET GROWTH	
SIGN MAINT	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	NO NET GROWTH	
VEHICLE MAINT	3,605	3,713	3,824	3,939	4,057	4,179	4,304	4,433	4,566	4,703	GROWTH AT 3% PER YEAR	0.03
OTHER DRAINAGE/WATER	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	NO NET GROWTH	
STREET CLEANING	2,020	2,040	2,060	2,081	2,102	2,123	2,144	2,165	2,187	2,209	GROWTH AT 1% PER YEAR	0.01
STREET LIGHTING	15,150	15,302	15,455	15,610	15,766	15,924	16,083	16,244	16,406	16,570	GROWTH AT 1% PER YEAR	0.01
GROUND AND OTHER MAINT	5,150	5,305	5,464	5,628	5,797	5,971	6,150	6,335	6,525	6,721	GROWTH AT 3% PER YEAR	0.03
HOMEOWNER FUNDS/SUBSIDY	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	NO NET GROWTH	
NPDES EXPENSE	5,150	5,305	5,464	5,628	5,797	5,971	6,150	6,335	6,525	6,721	GROWTH AT 3% PER YEAR	0.03
SALARY	14,935	15,383	15,844	16,319	16,809	17,313	17,832	18,367	18,918	19,486	GROWTH AT 3% PER YEAR	0.03
PROFESSIONAL FEES	6,695	6,896	7,103	7,316	7,535	7,761	7,994	8,234	8,481	8,735	GROWTH AT 3% PER YEAR	0.03
SUBTOTAL	323,195	331,634	340,320	349,265	358,474	367,956	377,718	387,771	398,121	408,778		
SANITATION	86,940	89,983	93,132	96,392	99,766	103,258	106,872	110,613	114,484	118,491	GROWTH AT 3.5% PER YEAR	0.035
PLANNING AND ZONING	69,690	70,387	71,091	71,802	72,520	73,245	73,977	74,717	75,464	76,219	GROWTH AT 1% PER YEAR	0.01
TOTAL	1,818,982	1,869,603	1,921,845	1,975,768	2,031,431	2,081,365	2,132,707	2,185,507	2,239,797	2,295,627		

APPENDIX D
CAPITAL PROJECTS DETAIL

CAPITAL:

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Notes
FAIRWAY WIDENING	850,000											WPF - 750,000
FAIRWAY PLATTE TO CCC	40,000											MAINTENANCE
DORAL CROSSPANS	9,500											MAINTENANCE
TH PARKING LOT	16,000											CTF PORTION - 6,000
TH ISLAND LANDSCAPE	14,000											CTF PROJECT
TH PARK MAINTENANCE		6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	CTF
SOUTH PLATTE WATER PROJECT	7,500											ARAPAHOE SHAREBACK
UTILITY SCREENING	5,000											MAINTENANCE
2 CONCRETE LIGHT POLES	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	
STREET MAINTENANCE	60,000	60,000	60,000	60,000	60,000	75,000	75,000	75,000	75,000	75,000	75,000	MAINTENANCE
POLICE RADIOS		52,000										BRET INVESTIGATING GRANT POSSIBILITIES
PAINT/REPAIR TH		16,000										MAINTENANCE
SPYGLASS CROSSPANS		16,000										MAINTENANCE
REPLACE TAHOE		6,500										REFIT EXPEDITION
TOWN SERVER		8,000										
POLICE VEHICLE		45,000	45,000		45,000	45,000	45,000	45,000		45,000	45,000	
COL LN/VILLAGE DR	2,000	55,000										2018 - MAINTENANCE/PLANNING
TH HVAC REPLACEMENT			25,000									
TH CARPET			8,000									
POLICE BODY CAMS			10,000									
SNOW PLOW/VEHICLE				70,000								REPLACE F350
PAR/EAGLE LATERAL					25,000							
NEVADA DITCH						150,000						RECLAMATION - SUBSIDY FROM DENVER WATER?
FAIRWAY LANE										500000		
TOTAL	1,012,000	272,500	162,000	144,000	144,000	284,000	134,000	134,000	89,000	634,000	134,000	
GENERAL FUND (MAINTENANCE)	126,500	92,000	68,000	60,000	60,000	75,000	75,000	75,000	75,000	75,000	75,000	
CAPITAL PROJECT FUND	108,000	174,500	88,000	78,000	78,000	53,000	53000	53000	8000	553000	53000	
CTF RESERVE FUND	20,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
ARAPAHOE SHAREBACK FUND	7,500					150,000						
THIRD PARTIES	750,000											
TOTAL	1,012,000	272,500	162,000	144,000	144,000	284,000	134,000	134,000	89,000	634,000	134,000	

APPENDIX D

RESERVE DETAIL ACTIVITY

RESERVES

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
TABOR	56,362	56,362	56,362	56,362	56,362	56,362	56,362	56,362	56,362	56,362	56,362
CTF BOY	23,895	10,619	11,343	12,067	12,791	13,515	14,239	14,963	15,687	16,411	17,135
REVENUE	6,724	6,724	6,724	6,724	6,724	6,724	6,724	6,724	6,724	6,724	6,724
EXPENDITURES	20,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
CTF EOY	10,619	11,343	12,067	12,791	13,515	14,239	14,963	15,687	16,411	17,135	17,859
ARAP OPEN SPACE BOY	361,555	387,293	420,531	453,769	487,007	520,245	403,483	436,721	469,959	503,197	536,435
REVENUES	33,238	33,238	33,238	33,238	33,238	33,238	33,238	33,238	33,238	33,238	33,238
EXPENDITURES	7,500					150,000					
ARAP OPEN SPACE EOY	387,293	420,531	453,769	487,007	520,245	403,483	436,721	469,959	503,197	536,435	569,673
CAPITAL BOY	-	392,000	467,500	629,500	651,500	673,500	720,500	767,500	814,500	906,500	453,500
TRF FROM UNRESTRICTED	500,000	250,000	250,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
CAPITAL EXPENDITURES	108,000	174,500	88,000	78,000	78,000	53,000	53,000	53,000	8,000	553,000	53,000
CAPITAL EOY	392,000	467,500	629,500	651,500	673,500	720,500	767,500	814,500	906,500	453,500	500,500
UNRESTRICTED BOY	1,114,625	748,625	630,009	504,458	521,874	532,162	535,232	520,764	488,072	436,438	365,133
NET INCOME (LOSS)	134,000	131,384	124,449	117,416	110,288	103,070	85,532	67,308	48,366	28,695	28,695
TRF TO CAPITAL	500,000	250,000	250,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
UNRESTRICTED EOY	748,625	630,009	504,458	521,874	532,162	535,232	520,764	488,072	436,438	365,133	293,828

Appendix E

Projects to be considered in Subsequent years:

CIP Projects CURRENT YEAR (2029+)	Category	Est. Year	Est. Cost
Town Hall Window Replacement	Facilities	2029	$25,000
Village Drive Reconstruction	Streets	2029	$100,000
Electric Car Charging Station	Facilities	2030	$100,000
Platte Canyon/Dutch Creek Bridge	Street/Drain	2030	$1,000,000
Middlefield Road Reconstruction	Streets	2031	$300,000
Doral Lane Reconstruction	Streets	2031	$80,000
Overhead Utility Undergrounding	Streets	2032	$1,000,000
Village Court Reconstruction	Streets	2034	$150,000
Spyglass Drive Reconstruction	Streets	2034	$375,000
Cypress Point Way Reconstruction	Streets	2034	$220,000
Eagle, Birdie and Par Reconstruction	Streets	2035	$250,000
Niblick Lane Reconstruction	Streets	2036	$450,000
Wedge Way Reconstruction	Streets	2036	$350,000
Club Lane Reconstruction	Streets	2036	$300,000
Fairway Lane Reconstruction (68-84)	Streets	2036	$210,000
Internet Service	Streets	2038	$1,000,000
Fairway Lane Bridge	Street/Drain	2040	$1,500,000
Town Hall Roof Replacement	Facilities	2045	$35,000

Town of Columbine Valley Colorado

Request for Board of Trustee Action

Date: August 21, 2018

Title: Purchase Request to Replace Town Hall HVAC

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Jeremy Hayden, Manager of Public Works

Background:

The Air Conditioning unit serving the conference needs to be replaced. The 14 year old compressor has failed and is not repairable. The compressor could be replaced, but replacing only the failed part and not the whole unit would only save a few hundred dollars. This would leave a high likelihood of another 14 year old piece braking in the near future as well as the need to still completely replace the unit to run on the new refrigerant.

The recommend approach is to replace the current R-22 AC unit with a new unit running 410a refrigerant. It is also recommended to replace the furnace at the same time, due to 3 reasons. The first is that the AC unit is built on top of the furnace. If the furnace is replaced at a later date, we will have to pay the labor portion of the bill twice, since the new AC section will have to be dismantled to get to the furnace section.

The second reason is a shortened life span of the furnace blower. Due to a different requirement in air flow pressure for a new AC, the furnace blower is worked harder. This change historically reduces the life of the blower to less than a year.

Lastly, installing an AC unit and Furnace at the same time qualifies for rebates. Through Amana and Xcel, there is currently a cash rebate of $950 if both are installed at the same time.

The conference room unit would be replaced with a 3 Ton, 16 SEER Amana AC unit and a 96% efficiency variable speed furnace. Installed together, the last estimate for the AC unit was $4,479 and furnace of $4,379 for a total of $8,858 ($10,258 before rebates).

The Amana brand is a little more expensive than other brands such as Lennox and Trane, but is still the recommendation of staff. The reason for this is the quality and 10 year warranty on both parts and labor. If anything goes wrong with the system in the next 10 years, the repair will be completely free; even it requires installing a brand new AC and furnace. The AC system is also a 16 SEER, higher than the base 13 SEER model. This increases the base price a bit, but will cut the electric bill approximately in half.

Fiscal Impacts:	Up to $10,500 not currently in the 2018 Town Budget. Of note, as time goes by the cost for the equipment increases and the amount of the rebates decreases. In the last 12 months, the cost for this AC unit and furnace has increased by $1,300 and is expected to continue this trend. Amana has announced a price increase of 4% at the end of August.
Staff Recommendations:	Approve spending to replace the board room AC/Furnace.
Recommended Motion:	"I move to approve spending up to $10,500 to replace the Town Hall AC/Furnace units servicing the board room."

Town of
Columbine Valley
Colorado

Request for Board of Trustee Action

Date:	August 21, 2018
Title:	Wild Plum Construction Management Plan Temporary Amendment
Presented By:	J.D. McCrumb, Town Administrator
Prepared By:	J.D. McCrumb, Town Administrator
Background:	The Wild Plum Construction Management Plan currently limits oversized truck traffic to the hours of 9:30 a.m. – 3:00 p.m. Monday through Friday and 10:00 a.m. – 3:00 p.m. on Saturdays. The Town has received and reviewed a request (attached) to temporarily amend the plan to allow oversized trucks to access the site from 8:00 – 5:00 p.m.
Attachments:	Email request from Andy Techau of Bison Ridge Memo from ICON Engineering regarding cold joints, etc.
Staff Recommendation:	Approve the request as submitted for asphalt traffic – currently estimated to be completed by the end of September.
Recommended Motion(s):	"I move to temporarily amend the CMP as presented."

JD McCrumb

From: Andy <andy.bisonridge@gmail.com>
Sent: Monday, August 13, 2018 2:50 PM
To: JD McCrumb; Jeremy Hayden
Cc: 'Sean Tisone'; 'Kent Pedersen'
Subject: Asphalt CMP Waiver Info

Hi JD,

After talking to our Paving contractor they believe that extending the hours will cut a number of days off of the paving operation. If they were held to paving between the hours of 9:30 to 3:00 it will take around 16 days to complete the paving (We are looking at laying down 7300 Tons for this project). If we were able to extend the hours from 8:00 a.m. to 5:00 p.m. it will take about 9 days to complete saving up to 7 days of hauling in material to complete paving. Not only will this cut down the number of days to haul in material it will result in a better product due fewer seems in the road as they will be able to finish long runs without having to stop and start so often. This seems like it would be very advantageous for both the residents and for the project. We will also provide flagging for these days that we are paving to help keep the flow of traffic at the intersection of Hunter Run and Platte Canyon moving. We are hauling in base course for the subgrade now with quite a few trucks and the flagging is working well as we have not heard of any complaints so far. We appreciate your consideration for this change to the CMP and will work with everyone to make sure this runs as smooth as possible. Please let us know if there is any other info that might help make a case for this change.

Best Regards,

Andy Techau
Project Manager
Bison Ridge Construction
andy.bisonridge@gmail.com
720-357-5477

ICON ENGINEERING, INC.

Memorandum

TO: JD McCrumb
FROM: ICON Engineering, Inc.
DATE: August 6, 2018
RE: Wild Plum – Asphalt Roadway Construction, Haul Route

JD,

The Wild Plum contractor is trying to plan for increased asphalt delivery via large trucks during the roadway construction phase to maximize lengths of continuous roadway installation. Their goal is to minimize the frequency of pavement cold joints that will occur at the end of each day. Over time asphalt can ravel and form cracks at cold joints, so it's in the Town's best interest to limit the number of cold joints to increase the longevity of the roads.

One approach could include extending the hours for large truck traffic access at Hunter Run Ln for asphalt delivery to the site during this phase of construction. Allowing trucks to start asphalt deliveries earlier in the day and end later in the day would increase production, result in longer road lengths constructed each day, and reduce frequency of cold joints.

Another consideration could be utilization of a secondary haul route. Fairway Ln is a roadway that provides vehicle access from Platte Canyon Rd to the north side of the Wild Plum site. However, there are several issues associated with using Fairway Ln as a construction haul route, including:

- Using Fairway Lane would increase the haul route length over Town roads and direct construction traffic over an old existing bridge near the Columbine Country Club. The size and frequency of trucks could damage the existing infrastructure.
- The noise and increased traffic could disturb a large number of residents along Fairway Ln
- The large truck traffic could pose a safety concern for existing golf cart and pedestrians using Fairway Ln.

7000 S. Yosemite Street, Suite 120, Centennial, CO 80112
p 303.221.0802 | f 303.221.4019
www.iconeng.com