

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES SPECIAL MEETING
November 13, 2018**

A G E N D A

- PUBLIC HEARING: 2019 TOWN BUDGET** **6:15PM**
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 October 16, 2018
6. REPORTS
A. Mayor
B. Trustees
C. Town Administrator
D. Chief of Police
 a. Home Security Funding
E. Town Treasurer
7. DISCUSSION ITEMS Mr. McCrumb
A. Budget Policy and Reserve Policy Presentation – no action
8. OLD BUSINESS
- A. No Old Business
9. NEW BUSINESS Mr. Tempas
Mr. Tempas
Chief Cottrell
Mr. McCrumb
A. Resolution #10, Series 2018 – 2019 Town Budget
B. Resolution #11, Series 2018 – Funding Financial Accounts
C. 2019 Dispatch Service Agreement with Arapahoe County
D. Set Special Meeting for December 11, 2019
10. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
October 16, 2018

Mayor Champion called the Regular Meeting of the Trustees to order at 6:30 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

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

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

APPROVAL OF AGENDA: The agenda was approved without change.

PUBLIC COMMENT: Jared Hamilton, 7 Fairway Lane, reported to the Trustees his observations of and since the opening of the Country Club's pickleball courts. On six separate occasions Mr. Hamilton measured decibel readings above the limit outlined in the Colorado noise ordinance. He has reached out to the Club for a follow up meeting and is awaiting a response. Mr. Hamilton informed the Trustees that he and his neighbors may follow up with the Town in the future requesting intervention. He also presented several examples of how the construction or operation of the pickleball courts was cited by prospective buyers of 9 Fairway as a reason not to proceed with an offer.

John Robb, 29 Brookhaven Lane/701 S Watson Lane, expressed his concern that Trustee Bill #6 prohibiting roosters and swine might set a precedence further limiting his ability to take advantage of the Agricultural zoning of his Watson property.

CONSENT AGENDA: The consent agenda was approved as presented.

REPORTS:

- A. Mayor Champion updated the Trustees on his meeting with the Columbine Country Club's President and new Manager.
- B. There were no Trustee reports.
- C. The Town Administrator presented the attached report. He also reviewed the status of 2018 road construction projects and of the Willowcroft Manor SIA completion.
- D. Chief Cottrell presented the attached report. He also reported on the results of a cut-through survey conducted on Wilder Lane. Chief Cottrell presented his request for 2 new cars in 2019.
- E. The Town Treasurer presented the attached financials.

DISCUSSION ITEMS: Mr. Tempas presented the Trustees with the 2019 Town Budget for their review and discussion. Topics discussed in depth included the Police Department request for two vehicles in 2019, instead of one, the request for funding of a Master Plan survey and outreach initiative, and the Columbine Country Club's request for support of the 4th of July fireworks.

Mr. McCrumb presented the Trustees with three drafts of finance policy for their review. The purchasing, procurement, and investment policies will be placed on a future agenda for consideration.

OLD BUSINESS: Resolution #9, Series 2018 – Town Goals: Mr. McCrumb presented the Trustees with a draft of the goals reflecting changes discussed at the September meeting.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Boyle, the Board of Trustees unanimously approved Resolution #9, Series 2018

NEW BUSINESS: Trustee Bill #6, Series 2018 –Rooster/Swine Ban: Mr. Schiller presented the Trustees with the ordinance banning the keeping of roosters or swine in the Town. The Trustees discussed the need for a six month compliance period, and instead proposed 30 days.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Dotson, the Board of Trustees unanimously approved on 1st reading Trustee Bill #6, Series with a 30 day compliance period.

ACTION: upon a motion by Trustee Christy and a second by Trustee Dotson, the Board of Trustees unanimously set a public hearing to consider Trustee Bill #6, 2018 for Tuesday, January 15, 2019 at 6:15 p.m.

Cancel Regular Meetings, Set Special Meeting and Public Hearing: Mr. McCrumb presented to the Trustees the need to push the November meeting one week forward to accommodate the Thanksgiving holiday.

ACTION: upon a motion by Trustee Menk and a second by Trustee Palmer, the Board of Trustees unanimously approved moving the November meeting to November 13, 2018.

ACTION: upon a motion by Trustee Menk and a second by Trustee Boyle, the Board of Trustees unanimously set a public hearing to consider the 2019 Town Budget for Tuesday, November 13, 2019 at 6:15 p.m.

EXECUTIVE SESSION: Upon a motion by Trustee Christy and a second by Trustee Miles, the Board unanimously approved entering into executive session at 8:57 p.m. to discuss personnel matters pursuant to C.R.S. 24-6-402-(4)(f).

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



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 November 2018

Full Time Positions	6 of 6
Part Time Positions	2 of 2
Regular / PTO hours	920/65
OT hours worked	6.5
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	168	55	33			569
SPEEDING	20	12	14	6	8	13	16	26	20	20			155
PARKING	4	4	2	3	18	33	22	13	6	3			108
INSURANCE	0	5	2	4	1	4	2	3	2	2			25
FAIL TO STOP	13	19	7	3	10	9	4	0	5	4			74
OTHER	9	3	11	13	5	8	12	120	22	4			207
CV SUMMONS	26	30	22	13	31	48	34	148	43	14			409
BM SUMMONS	20	13	14	16	11	19	22	14	12	19			167

Discussion:

Video home security systems.

Investigations Update:

Event Date	Call Number	Situation Reported	Location	City	Division Assignment
18-10- 10:08:24:00	CV2018-0001972	Theft from Motor Vehicle	16 Arabian Pl	Columbine Valley	CVPD Investigations
18-10- 10:10:44:00	CV2018-0001957	Theft from Motor Vehicle	1 Arabian Pl	Columbine Valley	CVPD Investigations
18-10- 10:09:45:00	CV2018-0001907	Theft from Motor Vehicle	45 Willowcroft Dr	Columbine Valley	CVPD Investigations
18-10- 10:02:46:00	BM2018-0000733	INFORMATION IP	5100 W Wagontrail Rd	Bow Mar	CVPD Investigations
18-10- 10:12:11:00	BM2018-0000724	Theft	5350 Ridge Trl	Bow Mar	CVPD Investigations
18-10- 10:06:36:00	BM2018-0000718	Trespass to Vehicle	4490 Longhorn	Bow Mar	CVPD Investigations

Discussion:

Problem Type Summary

10:36 AM 11/7/2018

Data Source: Data Warehouse

Agency:	ACSO
Division:	Bow Mar, Bow Mar Inactive Personnel, Columbine Valley, Columbine Valley Inactive Pers
Display Range:	Date From 10/1/2018 To 10/31/2018
Conclusion:	<ul style="list-style-type: none"> • Calls canceled before first unit assigned • Calls canceled before 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

NING IP										
Total		<u>104</u>	<u>62</u>	<u>31</u>						<u>197</u>

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Request for Board of Trustee Action

- Date:** November 13, 2018
- Title:** Introduction of Finance Policies – Part 2
- Presented By:** J.D. McCrumb, Town Administrator
- Prepared By:** J.D. McCrumb, Town Administrator; Jeff Tempas, Town Treasurer
- Background:** In an effort to communicate and clarify the practices of the Town related to financial functions, several policies are being drafted for Trustee consideration. These policies include:
- Purchasing (introduced in October)
 - Emergency Procurement (introduced in October)
 - Investment (introduced in October)
 - Budget (introduced tonight)
 - Reserve (introduced tonight)
- Attachments:** Budget Policy Draft
Reserve/Fund Balance Policy Draft
- Recommended Motion:** No action is required at this time. Please review these policies and forward initial questions or comments to staff.

Budgeting Policy

Organizational Department: Administration/Financial

Document Type: Policy

Effective Date: TBD 2019

PURPOSE

The Budgeting policy is intended to provide guidelines for the preparation of the annual Town Budget and management of Town's financial matters. This policy should be reviewed annually and updated as necessary and should also be included with the presentation of the Town's annual budget.

SCOPE

The Town of Columbine Valley prepares its budget on a calendar year basis as required by state statute. This policy outlines the processes including revenue forecasting, fund use planning (through the Capital Improvement Program), budget requests, drafting of the budget and budget approval.

POLICY, PROCESS, PROCEDURE, or STANDARD

The Town Treasurer, Administrator, Board of Trustees, and all other involved parties shall adhere to the following policies:

- I. The budgeting process shall be continuous over the course of the year, with the Town Treasurer and appropriate staff monitoring activity throughout.
- II. The Town shall maintain one general fund, an operating reserve, capital reserve, Conservation Trust Fund, Arapahoe County Open Space Shareback Fund, and an Impact Fee fund.
- III. Revenue forecasting the year's budget. This includes anticipated taxes, permits and fines, and intergovernmental sources of revenue as well as expenditures relating to public safety, administration, public works, planning and zoning, sanitation, and the general reserve.

Ongoing sources of revenue are as follows:

- Property taxes
- Specific ownership tax (collected by the County Department of Motor Vehicles)
- Sales and use tax
- Utility franchise fee
- Cable television
- Permits fees
- Fines
- Intergovernmental revenues
- Interest

- Other including small receipts
- IV. The budget must be balanced or show a revenue surplus. "Balanced budget" is defined as *a balance between total estimated expenditures and total anticipated revenues, including surpluses*. This means that the appropriated expenditures cannot exceed the sum of the revenues and beginning fund balance. The Town of Columbine Valley's definition of a "Balanced Budget" does comply with the statutory requirements for the State of Colorado located in C.R.S. 29-1-103 (2).
- V. The Town's annual budget shall be prepared using a modified accrual basis of accounting, whereby revenues are recognized when they become both measurable and available, meaning the amount of the transaction can be determined and collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

The Town's ongoing commitments for expenditures are as follows:

- Public safety—Police protection and municipal court activity
 - Sanitation—Trash removal
 - Public Works—Town street and property maintenance
 - Administration—Town office expenses including election, publication, legal, and other costs
 - Planning & Zoning—Town development expenses
- VI. The budget preparation process begins with the Board of Trustees established goals and objectives, which are set/reviewed at an annual retreat.

In the spring, typically between February and April, the staff prepares and the Board of Trustees adopts a Capital Improvement Program (CIP) which considers the capital and maintenance needs of the town for the ensuing ten years and beyond.

In July, the Town Treasurer prepares an initial draft budget for the following year, considering historical information and a projection of the current year's activity based upon the first six months of actual activity. This draft is distributed Town staff to be used as a guiding document as they prepare their budget requests.

Also in July, Town staff develops budget requests for their departments/functions. Each department must have their budget requests including operational, technology, development/education and other expenditure considerations, submitted by the first week of August to the Town Treasurer and the Town Administrator.

The Town Treasurer then compiles the documents and prepares them for the individual budget meetings between Town staff and Trustees/commissioners; these meetings usually take place early in the month of August. Upon conclusion of the

meetings, decisions are made about what will be included in the Proposed Budget. The Proposed Budget is submitted to the Town Board of Trustees for initial review no later than the third Tuesday in September with work sessions as requested and determined necessary by the Board following the submittal.

- VII. Taxpayers (i.e. Town residents) shall be involved in the budgeting process with the Town utilizing its website, public notices, and other communications avenues to encourage participation. The Town's proposed budget is a matter of public record and is open to the public for inspection. At a minimum, one public hearing is held on the proposed budget, typically in conjunction with the Board of Trustees November meeting. Appropriate notice of the time and place of the hearing is placed in a newspaper of general circulation.
- VIII. In accordance with state statutes, on or before the fifteenth (15th) day of December, the Town Board of Trustees shall adopt by resolution or ordinance a balanced budget for the ensuing year. The Board appropriates sums of money, as it deems necessary, to defray all expenditures.

RELATED POLICIES, PROCESSES, PROCEDURES, and/or STANDARDS

See section IVA titled "Budgeting Process" in the Town's Standard Operating Procedures document located on the Administrative (E:) drive. Also, refer to the Town websites financial section available here: <http://www.columbinevalley.org/budgets-finances/>

Policy Owner Title/Name: Town Administrator, J.D. McCrumb
Policy Review By: Town Administrator
Last Review Date: TBD



Reserve/Fund Balance Policy

Organizational Department: Administration/Financial

Document Type: Policy

Effective Date: November 1, 2018

PURPOSE

A top priority of the Board of Trustees is to maintain the fiscal health of the Town. Revenue projections are conservative and expenditures are closely monitored. In stable economic times, the combination of these two strategies leads to the revenue collections higher than actual expenditures. The accumulation of these reserves protects the Town from uncontrollable increases in expenditures or unforeseen reductions in revenue, or a combination of the two. It also allows for the prudent financing of capital construction and replacement projects. This policy establishes appropriate levels of reserves, or fund balances, for each fund within the Town's operations, recognizing the unique needs and differing situations for the various funds.

SCOPE

The Town of Columbine Valley maintains an operating reserve, capital reserves, Conservation Trust Fund, Arapahoe County Open Space Shareback Fund, Wild Plum impact fee fund.

POLICY, PROCESS, PROCEDURE, or STANDARD

Operating Reserves are set aside to guard against service disruption in the event of unexpected revenue shortfalls or unanticipated one-time expenditures. Reserves are accumulated and maintained to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

Operating Reserve Policy

While the minimum operating reserve fund balance is set at 25% of current operating expenditures, the targeted general fund reserve fund balance will be at 40% of current operating expenditures. This higher target is in recognition of:

- the General Fund's reliance on revenue sources that are subject to fluctuations (sales and use taxes);
- the General Fund's exposure to unexpected and significant one-time expenditure outlays (transfers to the Capital Projects Reserves, mid-year changes to operations, disasters, etc.).

The use of Operating reserves will be limited to addressing unanticipated, non-recurring needs. Reserves shall not normally be used for recurring annual operating expenditures.

Reserves may be used to fund non-recurring projects expenditures or non-recurring operations of the Town as determined by the Board of Trustees. Use of reserves



below 40% of current operating expenditures requires authorization from the Board of Trustees.

Reserves may be used to provide the Town time to restructure operations (as might be required in an economic downturn), but such use will only take place in the context of a long-term financial plan.

In the event reserves are used resulting in an unrestricted fund balance below the 25% minimum, a plan will be developed to replenish the reserves as quickly as reasonably possible and presented as part of a long-term financial plan. Methods of replenishing fund balance may include the use of non-recurring revenue, year-end surpluses, and, if legally permissible, excess resources from other funds.

Capital Reserves help fund capital improvements identified in the Capital Improvement Program (CIP). The CIP includes major improvements, street/infrastructure maintenance, 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. This fund can be spent to a \$0 balance annually.

Conservation Trust Fund receives annual proceeds from the state lottery profits. Columbine Valley is one of more than 400 cities, towns, counties, and special recreation districts to receive a portion of these funds. Distribution is based on population. The use of these funds is restricted to park and recreation spending. This fund can be spent to a \$0 balance annually.

Arapahoe County Open Space Shareback Fund was established in 2005 to receive a portion of the .25% sales tax enacted in Arapahoe County to provide funding for local open space projects. This fund is generally available for the purchase and maintenance of new open space lands within the municipality. This fund can be spent to a \$0 balance annually.

Wild Plum Impact Fee Fund collects and holds impact fees assessed on all lots in the Wild Plum development at the rate of \$12,700 per lot. These funds will be held for future expenses relating to public works, public safety and administrative impacts of the Wild Plum development. This fund can be spent to a \$0 balance annually.

RELATED POLICIES, PROCESSES, PROCEDURES, and/or STANDARDS

See Budget Policy, and Capital Improvement Program

Policy Owner Title/Name: Town Administrator, J.D. McCrumb

Policy Review By: Town Administrator

Last Review Date: TBD



Request for Board of Trustee Action

Date: November 13, 2018

Title: 2019 Town Budget

Presented By: Jeff Tempas, Town Treasurer

Prepared By: Jeff Tempas, Town Treasurer

Background: This is the final draft of the 2019 Town Budget presented for consideration and action.

Attachments: Resolution #10, Series of 2018
2019 Draft Town Budget

Recommended Motion: "I move to approve Resolution #10, Series of 2018 the 2019 Town Budget as presented."

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF COLUMBINE VALLEY, COLORADO FOR THE CALENDAR YEAR BEGINNING THE FIRST DAY OF JANUARY 2019, AND ENDING ON THE 31ST DAY OF DECEMBER 2019

WHEREAS, The Board of Trustees of the Town of Columbine Valley, Colorado, has appointed Jeffery J. Tempas to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Jeffery J. Tempas submitted a proposed budget to the governing body on November 13, 2018, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said budget was open for inspection by the public at a designated place, a public hearing was held on November 13, 2018, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, after considering comments obtained at the Public Hearing and after making adjustments, the Board of Trustees on November 13, 2018, approved and adopted the Town of Columbine Valley, Colorado 2019 Budget.

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

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

Section I. That total general fund expenditures expected to be incurred during 2019 detailed by category, are as follows:

Operating Budget	\$
General Reserves	
Arapahoe County Open Space Expenditures	
Conservation Trust Fund Expenditures	
Total	<u>\$</u>

Reference is hereby made to the Columbine Valley, Colorado 2019 Budget attached hereto and incorporated by reference herein.

Section II. That estimated general fund revenues to cover each expenditure are as follows:

Operations and Intergovernmental Revenue	\$
Property Tax Mill Levy	
Transfers from Reserves	<u> </u>
Total	\$ <u> </u>

Reference is hereby made to the Columbine Valley, Colorado 2019 Budget attached hereto and incorporated by reference herein.

Section III. That the Budget as submitted, amended and herein above summarized by fund, is approved and adopted as the Budget of the Town of Columbine Valley, Colorado for the calendar year 2019, and made part of the public records of the Town.

Section IV. That the Board of Trustees, by resolution, is hereby authorized to transfer any unexpended balance of any of the above named funds to any of the other funds or to the reserve funds.

Section V. That all of the revenues generated in the 2019 Budget are hereby appropriated from the revenues of each fund type, for the purposes stated.

Section VI. That should any section, clause, sentence, part or portion of this ordinance be adjudged by any Court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the ordinance as a whole or any part thereof, other than the part or portion declared as such by the Court to be unconstitutional or invalid.

Section VII. Any and all resolutions or parts thereof in conflict or inconsistent herewith are to the extent 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 13th day of November, 2018.

JD McCrumb, Clerk

Richard Champion, Mayor

Published: December _____, 2018 in the Littleton Independent Newspaper

Town of Columbine Valley

2019 Budget

Narrative Portion

December 11, 2018

The 2019 Town budget consists of a financial portion and a related narrative portion.

Basis of Accounting

The Budget is prepared and accounting records are maintained using a modified accrual basis of accounting. Revenues, such as property taxes and sales taxes are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the budget year or soon thereafter. Expenditures are recorded when a liability is incurred.

General Information

The Town has one General Fund, which is increased by revenues received from various Town imposed taxes and fees. The Fund is decreased by expenditures for (1) Town operating expenses and (2) amounts set aside (reserved) or appropriated for major infrequent purchases such as police vehicles, operating equipment etc., and major one time only public works. Amounts, set aside, are placed in designated or general type reserves. Amounts in these reserves are depleted as a major purchase is made or a major public works project is undertaken. Small reserves have also been established for controlling the spending of restricted lottery receipts (Conservation Trust Fund) and Arapahoe County Open Space Shareback sales tax receipts.

Sources of revenues are explained below. The main sources, however, are property taxes and various sales taxes. The amount of property taxes levied each year has been the maximum permitted in order to fund operating expenses and reserves for major public works deemed needed by the Town. Columbine Valley is subject to various property tax limitation statutes, notably Amendment #1, (TABOR/Bruce Amendment) and others.

The Town's on-going commitments for expenditures are as follows:

- Public Safety – Police protection and municipal court activity (now includes the Town of Bow Mar)
- Sanitation – Trash removal
- Public Works – Town street and property maintenance
- Administration – Town office expense including election, publication, legal and other operating costs
- Planning & Zoning – Town development expenses

Amendment #1

On November 3, 1992, the voters of Colorado passed Amendment #1 that restricts the rate of increase in spending by local governments. The maximum annual percentage change in any year's spending and property tax revenues is limited to 1) inflation (rise in consumer price index) plus 2) a percentage equal to the net percentage change in the Town's actual valuation of all real property. Spending may be increased if the voters in the Town approve additional taxes through an initiative referendum election. Revenues that exceed Amendment #1 limits are refunded in the following year unless the voters approve otherwise. In November 1998 the Town was successful in passing a referred measure to authorize the Town to collect, retain and spend all excess revenue collected in 1998, and thereafter, without regard to any limitations under TABOR provided that no local tax rate or mill levy be increased without further voter approval.

Sources of Fund Increases

Property Taxes – General Fund - \$370,779

With the advent of Amendment #1, three separate (limiting) calculations are made to determine the allowable property tax levy for the General Fund. The lowest of the three is the maximum property taxes that the Town may collect. These three calculations for 2019 are as follows:

1. Amendment #1 property tax revenue limitation - \$370,779
2. Amendment #1 mill levy rate limitation - \$441,794
3. Statutory 5.5% property tax revenue limitation - \$387,807

The lowest of the three amounts is the first calculation.

The following simple explanations are a short description of the three calculations, which can be very complicated.

The 1st calculation is based upon the percentage increase (2017 to 2018) in actual value of Town real property plus an allowance for the rise in the consumer price index multiplied by the 2018 certified property tax revenue.

The 2nd calculation is based upon the 2017 mill levy times the 2018 assessed valuation of the Town real property.

The 3rd calculation is based upon the 2017 adjusted assessed valuation of Town real property multiplied by the 2017 mill levy, adjusted for a 5.5% statutory increase.

Specific Ownership Tax - \$23,819

Specific ownership taxes are collected by the County Department of Motor Vehicles for vehicles registered in the Town. The amount allocated to the Town by the County is based upon its proportionate share of all County imposed property taxes. The budget for 2019 reflects virtually no increase from the projected revenue for 2018.

Sales & Use Tax - \$695,500

The Town collects sales taxes on retail sales within the Town boundaries. These taxes come from sales by Columbine Country Club, its pro shop, CenturyLink, and A T & T. The Town also collects sales tax on automobile purchases by Town residents and on materials purchased for new and remodel home construction. The 2019 Budget provides for the construction of twenty-eight (28) new homes. Eight in one continuing development begun 2016 and twenty in the new Wild Plum Farm development which will begin in 2019. The 2019 Budget also anticipates remodeling costs to be approximately \$5 million, generating \$75,000 in sales taxes. Other sales taxes are estimated to be virtually the same as the 2018 projected levels.

Utility Franchise Fee - \$46,000

Utility franchise fees come from two sources, Public Service Company of Colorado (Xcel Energy) and CenturyLink (formerly Qwest). The fee received from Public Service is 3% of their billings to Town residents. An annual flat fee of \$3 is received from CenturyLink for each local telephone line in the Town. These fees are expected to increase modestly over the next few years largely as a result of additional new homes in the Town.

Cable TV - \$32,000

The Town has granted non-exclusive ten-year cable franchises covering all of Columbine Valley to two separate cable tv providers. The agreements expire in 2026 and 2027, unless renewed or extended. Each agreement stipulates that the Town receives an annual fee equal to 5% of gross cable receipts by the cable operator. Cable revenues have increased in recent years, likely due to increased premium services and additional home construction. Our budget has increased modestly to project the impact of additional new home construction.

Permits Fees - \$355,000

Permit fees (including plan review fees) are based upon the projection of twenty-eight (28) new homes in 2019 and remodeling activity similar to 2018.

Fines - \$75,000

Tickets and fines issued by the Town police are a function of the level of police staff maintained during the year. We anticipate that 2019 revenues will remain similar to our current projection for 2018. These amounts include revenues generated through the issuance of tickets within the Town of Bow Mar ('Bow Mar').

Intergovernmental Revenues

Bow Mar Public Safety IGA

Effective January 1, 2019, the Town has renewed its intergovernmental agreement with Bow Mar for a five year term and continues to assume the responsibility for public safety and municipal court activities for that town. In connection with this and prior agreements and for providing these services, Bow Mar will have paid the Town \$276,530 in 2018 and will pay \$285,102 for 2019. The payments for 2018 and 2019 are calculated based upon a formula using the then current consumer price index change. The agreement also provides that the Town will refund a portion of this fee in the event the Town is unable to maintain a total police force of six officers for the entire calendar year. There was no refund required under this provision for 2017, and none is projected for 2018.

Bow Mar Building Department IGA

Effective in January 1, 2019, the Town has renewed its intergovernmental agreement with Bow Mar for a two year term to provide certain administrative services associated with their building department functions. The fee for these services was \$40,000 in 2017 and 2018. The fee for 2019 and 2020 will be \$25,000 per year.

Other

Where available, intergovernmental revenues are estimated based upon information and estimates provided by the governmental agencies. Other estimates are made based upon prior year actual revenues. The Colorado Municipal League provides the estimate used for Highway User Tax (Motor Fuel Tax).

- State Highway Users Tax – 2018 projection is \$44,000; 2019 budget is \$46,000
- County Highway Mill Tax – 2018 projection is \$12,000; 2019 budget is \$12,000
- Cigarette Tax Apportionment – 2018 projection is \$100; 2019 budget is \$800
- Motor Vehicle Registration Fees – 2018 projection is \$6,000; 2019 budget is \$6,000

Interest - \$28,500

The estimate for Town funds to be invested during 2019 is an average of \$1,150,000 at an estimated weighted interest rate of 2.48%.

Other - \$27,500

Other revenues include a projected grant of \$25,000 to assist in the upgrade of police radios and other small receipts, miscellaneous in nature, which are received each year.

Sources of Fund Decreases

Public Safety - \$696,000

Public safety costs include both Town police expense and the expense of operating its municipal court. The Town intends to employ six full time and two part-time police officers in 2019 to accommodate its expanded coverage area, which includes Bow Mar. Costs include salaries and benefits, uniforms, training, vehicle expense (four owned vehicles) and supplies. Municipal court costs are projected to remain at the projected 2018 level. Since 2008 the Town has been subject to an annual charge from Arapahoe County for providing dispatch and other services. These services had been provided in the past at no cost to the Town. The annual charge was \$26,380 in 2017 and has increased to \$28,869 in 2018 and 2019.

Sanitation - \$84,000

The Town contracts with Republic Services for trash removal. A new contract executed in 2017 is for a three year term with a 3% annual increase beginning in 2018. This overall fee has increased in recent years as a result of new home construction in the Town.

Administration - \$722,000

Costs that are considered part of administration and their percentage to total administration costs are as follows:

	<u>2018</u>	<u>2019</u>
• Town office salaries and benefits	41.9%	45.0%
• Legal, accounting and audit	11.9%	9.5%
• Insurance	4.6%	4.2%
• Building inspection fees	22.9%	22.1%
• Town Hall maintenance and utilities	6.1%	3.8%
• Other	12.6%	15.4%

Office salaries include three full-time and one part-time employees and 25% of the Public Works Director's salary. Included in benefits are the cost of health insurance and a pension plan.

Legal fees are very dependent upon activities occurring within the Town. The primary need for legal services in 2019 will be preparation for and attendance at regular meetings of the Town Trustees. We also pay our Treasurer (non-volunteer position) a fixed fee of \$750 per month for services. We anticipate replacing the current Treasurer (retiring) with a part-time Finance Director included as the part-time employees noted above. We incurred a modest increase in the cost of the annual audit of the Town in 2018 due to the continuing integration of several recently expanded reporting requirements. We expect this fee to remain the same in 2019.

Insurance costs, including health insurance, are estimated to increase approximately 5% in 2019. Our insurance carrier is Travelers Insurance. Our Workman's Compensation insurance carrier is Pinnacle Assurance.

Building inspection fees are very dependent upon new construction within the Town. The budget for 2019 assumes a normal level of inspections and plan reviews associated with remodeling in the Town and the aforementioned twenty-eight (28) new homes to be constructed in 2019.

Town Hall maintenance and utilities include normal occupancy costs associated with office space including, but not limited to, water, power, lighting, janitorial services, lawn maintenance, and cleaning supplies.

Other costs include the issuance of periodic newsletters and/or flyers, a Town directory, publication of official notices, election expenses (generally in even years only), office supplies, computer expenses and community functions (shredding event, summer concert series, 4th of July festivities).

Planning & Zoning - \$67,500

The costs included in this category are all associated with mapping, zoning and developing property within the Town. Incremental costs associated with requests from developers to review and approve new projects within the Town are generally recovered from the developers. The budget for 2019 takes into account the current development activity (two active developments) in the Town. A portion of these costs may be recovered if there is significant activity in planning the active developments within the Town.

Public Works - \$194,500

Town property maintenance costs include street and gutter maintenance and repair, snow removal, street lighting, road striping, park maintenance and maintenance and repairs associated with Town equipment. We have budgeted \$100,000 towards general street maintenance for 2019. The Town has also determined to continue to handle snow removal services internally, relying on our full-time public works manager and additional part-time help, as necessary. Our public works manager will also devote time to property maintenance and repair. Some services, such as street cleaning and sealing are contracted from the City of Littleton or other third-party vendors.

General Fund Reserve Activity

Impact fees WPF – Receipts - \$254,000 and expenditures - \$-0-

This new fund is being established for 2019 to collect and hold impact fees assessed on all lots in the Wild Plum Farm development at the rate of \$12,700 per lot. These funds will be held for future expenditures relating to items resulting from the 'impact' of this new development.

Arapahoe County Open Space Shareback Fund – Receipts - \$36,000 and expenditures - \$12,000

This fund was established in 2005 to receive a portion of the .25% sales tax enacted in Arapahoe County in 2005 to provide funding for local open space projects. These funds are generally available for the purchase and maintenance of new open space lands within our municipality. As these funds have become significant, the Town Trustees are actively identifying and pursue projects which will be appropriate for these funds. In 2018 the Town participated in the Chatfield Dam Water Enhancement project at a cost of \$7,500 by acquiring one acre-foot of water. Our 2019 projected expense is to fund a study to determine potential projects for these funds.

Conservation Trust Fund – Receipts - \$ 6,000 and expenditures - \$6,000

The Conservation Trust Fund receives annual proceeds from the state lottery profits. Columbine Valley is one of more than 400 cities, towns, counties and special recreation districts to receive a portion of these funds. Distribution is based upon population. The use of these funds is restricted to park and recreation spending and is currently dedicated to maintenance of the park surrounding the Town Hall. In 2019 we will continue to maintain the park area in front of the Town Hall.

Capital Reserves – Receipts - \$500,000 and expenditures – 219,500

This reserve fund was established in 2018 with a transfer of \$500,000 from the General Fund Reserve balance. Expenditures from this reserve were \$108,000 in 2018. The 2019 receipt is an additional transfer from our General Fund Reserve. Expenditures for 2019 include two new police vehicles (\$90,000), upgraded police radios to meet current standards (\$52,000), drainage improvements in the north end of the Town (\$55,000) and other miscellaneous expenditures (\$22,500).

Reserve Balance

Reserves (Fund Balances) at the beginning of 2018 were \$1,556,437. Activity for 2018 and 2019 is expected to increase the reserve balance to \$1,859,643 including unrestricted reserves of \$453,008. A desirable unrestricted reserve balance is an amount equal to one year's budgeted recurring operating expenditures, or approximately \$1,650,000, which will require continued vigilance by the Town Trustees to control operating costs as well as capital spending.

**TOWN OF COLUMBINE VALLEY
2019 BUDGET
FINANCIAL PORTION**

SUMMARY

General Fund Activity

Revenues		
Operating	\$ 2,029,000	
From Reserve	-	\$ 2,029,000
	<u> </u>	
Expenditures		
Operating	\$ 1,764,000	
To Reserve	265,000	<u>2,029,000</u>

Reserve Activity

Additions		
2019 Budget (Above)	\$ 265,000	
Impact fees WPF	\$ 254,000	
Arapahoe County Open Space Shareback	36,000	
Conservation Trust Fund	<u>6,000</u>	\$ 561,000

Expenditures		
2019 Budget (Above)	-	
Capital Expenditures	219,500	
Major Capital Projects	-	
Arapahoe County Open Space Shareback	12,000	
Conservation Trust Fund	<u>6,000</u>	<u>237,500</u>

Net Increase (Decrease) in Reserves	323,500
Reserves at Beginning of Year	<u>1,536,143</u>
Reserves at End of Year	<u><u>\$ 1,859,643</u></u>

TOWN OF COLUMBINE VALLEY
General Fund Revenues & Expenditures
2019 Budget

	Actual 2017	Budget 2018	Projected 2018	Budget 2019
Revenues				
Taxes				
Property Taxes	\$ 328,363	348,058	348,058	370,779
Specific Ownership Taxes	28,145	23,612	22,812	23,819
Sales and Use Taxes	645,017	681,500	480,000	695,500
Utility Franchise Fees	46,319	46,000	45,000	46,000
Cable Television Fees	34,394	31,000	30,000	32,000
Permits and Fines				
Permits, Fees and Services	329,409	320,000	205,000	355,000
Fines	71,077	65,000	75,000	75,000
Intergovernmental				
Town of Bow Mar Police	268,216	276,530	276,530	285,102
Town of Bow Mar Admin	40,000	40,000	40,000	25,000
State Highway User's Tax	45,981	46,000	44,000	46,000
County Highway Tax Revenue	13,092	12,000	12,000	12,000
Motor Vehicle Registration Fees	5,843	6,000	6,000	6,000
State Cigarette Tax Apportionment	-	800	100	800
Interest	17,751	15,500	21,000	28,500
Other	15,127	2,000	16,500	27,500
From General Reserve	-	-	26,617	-
	<u>\$1,888,734</u>	<u>1,914,000</u>	<u>1,648,617</u>	<u>2,029,000</u>
Expenditures				
Public Safety	\$ 620,549	684,500	648,617	696,000
Sanitation	76,924	84,000	81,000	84,000
Administration	614,884	627,500	647,500	722,000
Planning and Zoning	45,380	69,000	69,000	67,500
Public Works	475,379	315,000	202,500	194,500
To General Reserve	55,618	134,000	-	265,000
	<u>\$1,888,734</u>	<u>1,914,000</u>	<u>1,648,617</u>	<u>2,029,000</u>
Reserve Additions				
From General Fund	\$ 55,618	134,000	-	265,000
Impact fees WPF				254,000
Arapahoe County Open Space Shareback	33,238	33,000	35,823	36,000
Conservation Trust Fund	6,724	6,000	6,000	6,000
	<u>\$ 95,580</u>	<u>\$ 173,000</u>	<u>\$ 41,823</u>	<u>\$ 561,000</u>
Reserve Expenditures				
To General Fund	-	-	26,617	-
Capital Expenditures	49,757	-	8,000	219,500
Arapahoe County Open Space Shareback	-	7,500	7,500	12,000
Conservation Trust Fund Expenditures	6,000	20,000	20,000	6,000
	<u>55,757</u>	<u>27,500</u>	<u>62,117</u>	<u>237,500</u>
Net Increase (Decrease) in Reserves	39,823	145,500	(20,294)	323,500
Beginning Reserves Balance	1,516,614	1,556,437	1,556,437	1,536,143
Ending Reserves Balance	<u>\$1,556,437</u>	<u>1,701,937</u>	<u>1,536,143</u>	<u>1,859,643</u>

TOWN OF COLUMBINE VALLEY
General Fund Operating Expenditure Detail
2019 Budget

	Actual 2017	Budget 2018	Projected 2018	Budget 2019
Public Safety				
Cruiser Gas, Oil and Maintenance	\$ 26,179	30,000	27,000	30,000
Cruiser Insurance	4,876	7,000	6,500	7,000
Salaries	399,482	415,000	400,000	430,000
FFPA Pension	40,626	41,500	40,000	43,000
Health Insurance	36,124	45,000	40,000	52,000
Workers Comp Insurance	16,493	28,000	25,000	28,000
Uniforms	5,571	11,000	8,000	8,000
Education and Training	3,630	9,000	5,000	9,000
Supplies and Other	24,799	26,631	25,748	17,631
Arapahoe County dispatch fees	26,380	28,869	28,869	28,869
Municipal Court Judge	8,250	9,000	9,000	9,000
Municipal Court Legal	24,889	27,500	27,500	27,500
Municipal Court Supplies	1,875	2,000	2,000	2,000
Municipal Court Administration	1,375	4,000	4,000	4,000
	<u>\$ 620,549</u>	<u>684,500</u>	<u>648,617</u>	<u>696,000</u>
Administration				
Advertising	\$ 527	500	500	500
Legal	46,523	48,000	45,000	48,000
Accounting and Audit	26,500	26,500	24,500	20,500
Building Inspection	143,515	144,000	190,000	159,750
Building Maintenance and Utilities	43,572	37,999	30,485	27,250
Salaries	184,737	195,000	190,000	254,000
Payroll Taxes	19,222	20,000	20,000	24,000
Health Insurance	38,285	36,000	36,000	32,000
Pension	11,424	12,000	12,000	15,000
Telephone	4,287	6,000	4,800	5,000
Printing and Supplies	11,067	10,000	9,000	10,000
Insurance and Bonds	23,773	29,000	25,000	30,000
Education and Training	-	5,000	-	5,500
Community Functions	-	15,500	10,000	36,500
Miscellaneous	43,400	12,500	22,500	12,492
Master plan/survey				13,000
County Treasurer's Fees	3,287	3,481	3,480	3,708
Computer Expense	9,153	16,500	16,520	17,000
Election Expense	-	2,000	-	-
Dues and Publications	5,612	7,520	7,715	7,800
	<u>\$ 614,884</u>	<u>627,500</u>	<u>647,500</u>	<u>722,000</u>
Public Works				
Street and Gutter Maintenance	\$ 402,368	225,000	125,000	100,000
Snow Removal	2,798	8,000	8,000	2,000
Striping	2,628	3,000	3,000	1,000
Signs Maintenance	2,293	3,000	3,000	1,000
Vehicle Maintenance	3,580	3,500	3,500	1,500
Other Drainage/Water	12,370	3,000	3,000	5,000
Street Cleaning	-	7,500	2,500	2,000
Street Lighting	12,393	2,000	2,000	15,000
Ground and Other Maintenance	877	15,000	15,000	3,500
Other Maintenance/Homeowner Funds	10,000	19,000	13,500	9,000
NPDES Expense	4,524	5,000	5,500	5,000
Salary	15,528	14,500	10,000	42,000
Professional Fees	6,020	6,500	8,500	7,500
	<u>\$ 475,379</u>	<u>315,000</u>	<u>202,500</u>	<u>194,500</u>

TOWN OF COLUMBINE VALLEY
Reserve Account Detail
2019 Budget

	Balance 2017	Projected Increases 2018	Projected Decreases 2018	Projected Balance 2018	Budget Increases 2019	Budget Decreases 2019	Projected Balance 2019
Restricted Reserves							
Emergency reserves	\$ 56,362	-	-	56,362	-	-	56,362
Capital reserves		500,000	108,000	392,000	500,000	219,500	672,500
Impact fees WPF				-	254,000	-	254,000
Conservation Trust	23,895	6,000	20,000	9,895	6,000	6,000	9,895
Arapahoe Open Space	361,555	35,823	7,500	389,878	36,000	12,000	413,878
	441,812	541,823		848,135	796,000	237,500	1,406,635
Unrestricted Reserves	1,114,625	1,622,000	2,048,617	688,008	2,029,000	2,264,000	453,008
Total Reserves	\$ 1,556,437	2,163,823	2,048,617	1,536,143	2,825,000	2,501,500	1,859,643

TOWN OF COLUMBINE VALLEY
Capital and Reserve Expenditure Detail
2019 Budget

	Actual 2017	Budget 2018	Projected 2018	Budget 2019
Capital Expenditures				
Public Safety				
Vehicle	\$ 41,007			90,000
APX Radio upgrade				52,000
Administration				
Emergency generator	8,750			
Server				8,000
Public Works				
Lightpole replacement			8,000	8,000
Village Drainage improvements				55,000
Other				6,500
	<u>\$ 49,757</u>	<u>-</u>	<u>8,000</u>	<u>219,500</u>
Major Capital Projects				
	<u>\$ -</u>			<u>-</u>
Arapahoe County Open Space Shareback Expenditures				
Chatfield Dam Water Enhancement	\$ -	7,500	7,500	
Master plan public outreach				12,000
Chatfield Dam Water Enhancement	<u>\$ -</u>	<u>7,500</u>	<u>7,500</u>	<u>12,000</u>
Conservation Trust Fund Expenditures				
Parks	<u>\$ 6,000</u>	<u>20,000</u>	<u>20,000</u>	<u>6,000</u>

TOWN OF COLUMBINE VALLEY
Detail and Support for Revenue and Expense Projections

COMPLETE
PRELIM

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2018	2018	2019	Responsibility/Comments
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	7 Mo Act	Estimate	Budget	
Revenues													
Taxes													
Property Taxes	316,514	323,274	300,086	307,260	301,396	306,177	312,222	328,363	348,058	337,365	348,058	370,779	JJT
Specific Ownership Taxes	20,327	19,272	19,362	20,737	21,703	23,165	23,983	28,145	23,612	15,840	22,812	23,819	JJT
Sales and Use Taxes - Total	315,149	314,226	342,384	315,181	377,955	568,295	710,552	645,017	681,500	274,694	480,000	695,500	
Sales and Use Taxes - Retail	118,012	117,820	119,076	121,284	131,750	145,133	98,061	122,570	145,000	89,743	145,000	145,000	JJT
Sales Taxes - Motor Vehicles	118,705	114,867	141,974	136,646	136,905	157,197	161,709	184,407	167,500	85,081	140,000	147,500	JJT
Sales Tax - Remodels	48,536	80,714	81,334	57,251	76,762	182,805	109,626	144,745	75,000	44,825	75,000	75,000	BOYLE/JJT HISTORICAL
Sales Tax - New Construction	29,896	825	-	-	32,538	83,160	341,156	193,295	294,000	55,045	120,000	328,000	BOYLE/JJT HISTORICAL
Utility Franchise Fees	49,719	50,019	48,584	49,456	50,659	47,141	44,652	46,319	46,000	27,184	45,000	46,000	JJT
Cable Television Fees	21,871	21,880	23,217	24,708	26,863	28,228	30,568	34,394	31,000	17,419	30,000	32,000	JJT
Permits and Fines													
Permits, Fees and Services - Total	88,254	86,026	102,871	78,166	168,397	205,141	359,835	329,409	320,000	148,147	205,000	355,000	
Permits, Fees and Services - Remodels	51,195	59,636	102,871	77,766	64,423	137,067	121,097	133,030	75,000	71,750	85,000	75,000	BOYLE/JJT
Permits, Fees and Services - New Const	37,059	26,390	-	400	103,974	68,074	238,738	196,379	245,000	76,397	120,000	280,000	BOYLE/JJT
Fines	130,288	105,936	112,062	91,786	76,642	76,765	62,268	71,077	65,000	50,386	75,000	75,000	MENK
Intergovernmental													
Town of Bow Mar Police	225,000	231,750	238,701	245,863	250,780	255,795	260,910	268,216	276,530	207,398	276,530	285,102	MENK/JJT
Town of Bow Mar Admin	44,015	43,685	43,594	44,342	45,812	46,584	6,885	40,000	40,000	30,000	40,000	25,000	JD
State Highway User's Tax	12,804	12,882	12,783	12,879	11,387	14,823	11,668	13,092	46,000	26,722	44,000	46,000	JJT
County Highway Tax Revenue	5,177	5,491	5,570	5,889	5,676	5,672	6,046	5,843	12,000	10,919	12,000	12,000	JJT
Motor Vehicle Registration Fees	837	825	662	695	643	896	755	-	6,000	3,446	6,000	6,000	JJT
Slate Cigarette Tax Apportionment	23,966	7,196	4,705	2,044	1,542	2,093	6,657	17,751	15,500	15,187	21,000	800	JJT
Interest	1,062	10,727	8,948	9,893	27,591	25,954	14,389	15,127	2,000	15,427	16,500	28,500	JJT
Other													
	1,106,535	1,233,189	1,263,529	1,208,899	1,367,046	1,606,729	1,895,241	1,888,794	1,914,000	1,180,130	1,622,000	2,029,000	
Impact fees WPF													
Arapahoe County Open Space Shareback	25,281	23,378	25,022	23,010	26,212	27,293	33,737	33,238	33,000	35,823	35,823	254,000	JJT
Conservation Trust Fund	5,745	5,971	6,301	6,911	6,276	6,346	8,648	6,724	6,000	3,645	6,000	6,000	JJT

TOWN OF COLUMBINE VALLEY
Public Safety Expenses

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2018	2018	2019	Responsibility/Comment
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	7 Mo Act	Estimate	Budget	
Operations													
Cruiser gas/oil/maintenance	33,515	35,511	40,248	34,918	32,525	24,732	10,258	26,179	18,000	16,069	16,000	18,000	MENK
Cruiser gas	5,000	5,605	4,500	6,638	6,200	6,100	10,717	4,876	12,000	-	11,000	12,000	MENK
Cruiser insurance	334,932	347,427	361,637	361,486	371,665	398,051	445,367	399,482	7,000	4,875	6,500	7,000	JD/DANAVCRISTY
Salaries	33,511	34,464	36,556	35,082	35,950	37,920	38,557	40,626	415,000	250,707	400,000	430,000	MENK
FFPA/Medicare/SUTA	41,272	45,832	49,065	52,495	51,364	45,160	38,786	36,124	41,500	24,809	40,000	43,000	MENK - 10% OF WAGES
Health insurance	13,722	13,956	19,304	21,723	18,355	20,145	18,219	16,493	45,000	30,638	40,000	52,000	JD/DANAVCRISTY
Workers Comp and Liab Insur	6,814	6,589	3,999	4,243	3,887	5,233	9,245	5,571	28,000	10,791	25,000	28,000	JD/DANAVCRISTY
Uniforms	219	1,669	625	2,684	2,469	652	2,727	3,630	11,000	3,716	8,000	8,000	MENK
Education & training	15,884	21,680	18,981	18,662	16,268	28,330	31,639	24,799	9,000	2,339	5,000	9,000	MENK
Supplies & miscellaneous									17,631	7,618	17,000	17,631	MENK
Telephones									9,000	8,748	8,748		MENK
Equipment expensed									28,869	13,891	28,869	28,869	MENK tasers
Arapahoe County Dispatch	25,800	25,800	25,800	25,800	25,800	25,800	26,380	26,380	28,869	13,891	28,869	28,869	MENK - NEW AMT PER COUNT
	512,905	538,533	560,715	563,731	564,483	592,123	640,020	584,160	642,000	374,201	606,117	653,500	
Municipal Court													
Judge	9,000	9,000	8,250	9,000	9,000	8,250	9,000	8,250	9,000	5,250	9,000	9,000	MENK
Legal	23,613	31,068	23,705	26,613	34,329	25,785	23,606	24,889	27,500	15,495	27,500	27,500	MENK
Administration	4,765	6,074	825	2,080	2,000			2,000	2,000	125	2,000	2,000	MENK
Supplies	1,498	1,654	1,189	1,000	276	2,255	1,805	1,875	2,000	789	2,000	2,000	MENK
Interpreter	1,224	1,454	1,375	1,436	1,626	1,375	1,500	1,375	2,000	1,325	2,000	2,000	MENK
	51,909	49,250	35,344	40,129	47,231	37,665	35,911	36,389	42,500	22,984	42,500	42,500	
Capital													
Vehicles	564,814	587,783	596,059	603,860	611,714	629,788	675,931	620,549	684,500	397,185	648,617	696,000	
Miscellaneous													
Radio system upgrade		35,229	39,552	38,699	38,574	39,284		41,007				90,000	MENK 2 Vehicles 2019
Video system	20,280											52,000	MENK tasers
Computer laptops													MENK APX Encrypted radios
	55,315	35,229	39,552	38,699	38,574	39,284		41,007				142,000	MENK
SUPPLIES & MISC													
MISCELLANEOUS									17,631	7,618	17,000	17,631	
EQUIP/REPAIRS									3,331	2,441	17,000	3,331	
TELEPHONE									5,000	1,435		5,000	
DUES/SUBSCRIPTIONS									4,800	2,703		4,800	
									4,500	1,039		4,500	

TOWN OF COLUMBINE VALLEY
Detail and Support for Public Works Expense Projections

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2018	2018	2019	Responsibility/Comments
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	7 Mo Act	Estimate	Budget	
Street/Gutters	44,406	39,614	39,512	15,214	289,491	241,809	232,260	402,368	225,000	1,783	125,000	100,000	PALMER - NOTE A
Snow Removal	2,390	4,688	4,056	2,800	6,298	12,460	9,484	2,798	8,000	1,380	8,000	2,000	PALMER - NOTE B
Striping	1,003	1,352	1,025	1,587	1,828	3,787	4,707	2,628	3,000	226	3,000	1,000	PALMER
Signs	2,193	1,213	615	202	6,316	450	1,340	2,293	3,000	2,955	3,000	1,000	PALMER
Vehicle Maintenance	1,652	4,475	1,751	2,833	896	2,055	7,624	3,580	3,500	2,378	3,500	1,500	PALMER
Other	7,442	7,196	8,467	7,134	2,810	877	4,195	5,312	3,000	150	3,000	5,000	PALMER - NOTE C
Main/Water - Hunter Run				9,288	9,187	10,698	9,190	7,058	7,500	-	2,500	-	PALMER - METRO DISTRICT
Street Cleaning					825				2,000	225	2,000	2,000	PALMER
Street Lighting	13,576	12,237	16,090	13,263	13,980	13,916	13,031	12,393	15,000	10,074	15,000	15,000	PALMER
Ground Maintenance	22,257	10,493	3,988	9,135	895	5,635	2,680	877	5,000	917	3,500	3,500	PALMER - Note 1
Storm water permit activity	5,503	3,404	4,157	4,442	2,605	5,246	4,864	4,524	5,000	5,051	5,500	5,000	PALMER
Homeowner Assn subsidy			8,040		8,040	10,840	10,000	10,000	14,000	10,000	10,000	9,000	PALMER - Note 2
Salary/wages - Hobbes		5,632	16,795		8,336	3,896	7,675	15,528	14,500	1,326	10,000	42,000	PALMER - Note 4
Professional Fees	100,422	90,304	104,496	65,898	351,507	311,669	307,050	475,379	315,000	44,654	202,500	194,500	PALMER - Note 3
Conservation Trust	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	20,000	18,419	20,000	6,000	PALMER

Arapahoe County Open Space

									<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>12,000</u>	CHRISTY - SURVEY OUTREACH
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Capital

Fairway Lane													
Lightpole repl program											8,000	8,000	PALMER
Spy Glass Cross Pans													PALMER
Columbine Lane/Village Drive												55,000	PALMER
Cooley Reservoir drainage		25,000										6,500	PALMER
Tahoe replace													PALMER
Other													PALMER
	-	-	-	40,000	3,018	15,094	-	-	-	-	8,000	69,500	
	-	25,000	-	40,000	3,018	15,094	-	-	-	-	8,000	69,500	

2019 Notes:
 Note A: Includes 60,000 annual maintenance; 16,000 SpyGlass crosspans and bal miscellaneous
 Note B: Includes cost of extra police drivers (60 hrs) - @ 30/hr
 Note C: Contingency
 Note 1: Mr Than (2,000); Misc other est (1,500)
 Note 2: 7 entrances @ 1,500 per - adding Willowcroft for 2019.
 Note 3: Mosquito Control (7,000); Contingency - (500)
 Note 4: A portion of total salary is allocated to Admin budget.
 2018 Notes:
 Note A: \$225,000 to include Fairway completion and TH Parking Lot - Includes Hobbes for 150 hrs (3,750) - Assumes Hunter Run postponed or Developer responsibility.
 Note B: Cost of Hobbes (250 hrs) and extra Police (70 hrs) - @ 25/hr
 Note C: Contingency for potential cost overruns on Hunter Run and elsewhere
 Note D: Hobbes 200hrs @25/hr; Water (1,000); Repairs (1,500)
 Note 1: Mr Than (2,000); Hobbes 60 hrs @ 25 (1,500); Misc other est (1,500)
 Note 2: 7 entrances @ 2,000 per - adding Willowcroft and Wilder for 2017 (may not happen until 2018).
 Note 3: Mosquito Control (6,000); Contingency - (500)
 Note 4: Est 580 hrs unallocated elsewhere @25/hr



Request for Board of Trustee Action

Date: November 13, 2018

Title: Funding of Financial Accounts

Presented By: Jeff Tempas, Town Treasurer

Prepared By: Lee Schiller, Town Attorney; Jeff Tempas, Town Treasurer

Background: In an effort to diversify the Town's investment portfolio and maximize favorable interest rates, an initiative undertaken after the Town's financial policies came under review; Town staff began to explore options beyond those used for the past several years.

Vectra Bank has been a partner with the Town as an event sponsor for the past two years.

Attachments: Resolution #11 – Series 2018

Recommended Motion: "I move to approve Resolution #11 – Series 2018 as presented."

A RESOLUTION CONCERNING THE OPENING AND FUNDING OF FINANCIAL
ACCOUNTS OF THE TOWN OF COLIMBINE VALLEY

WHEREAS, Town funds are currently deposited with the Colorado Surplus Asset Fund Trust ("CSAFE"), which is a Colorado local government investment pool; and

WHEREAS, current interest rates at CSAFE yield approximately 2.25%; and the Town Treasurer has investigated and found that CD accounts invested at LPL Financial have interest rates which are in the range of 2.5% - 3.2%; and

WHEREAS, Town staff is recommending the transfer of approximately \$600,000.00 into an account with Vectra Bank which can then be transferred to LPL Financial for investment in \$200,000.00 CD's with maturities of six (6) months to five (5) years and thereby take advantage of more favorable interest rates; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley finds that such an investment is in the best interest of the Town and 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:

Section 1. The Board of Trustees hereby authorizes Jeffery J. Tempas, Town Treasurer, and J.D. McCrumb, Town Administrator, to open and fund accounts at Vectra Bank as a depository account and LPL Financial, as an investment account, and transfer \$600,000.00 through Vectra Bank to LPL Financial in order to invest in \$200,000.00 CD's with maturities of six (6) months to three (3) years.

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 13th day of November, 2018.

JD McCrumb, Clerk

Richard Champion, Mayor



Request for Board of Trustee Action

Date: November 13, 2018

Title: Agreement with Arapahoe County for Dispatch Services

Presented By: Bret Cottrell, Police Chief

Prepared By: Arapahoe County Sheriff's Office

Attachments: Agreement with Arapahoe County for Dispatch Services

Staff Recommendations: Approve as presented

Recommended Motion: "I move to approve the Agreement for dispatch Services with Arapahoe County as presented"

AGREEMENT FOR SERVICES

THIS AGREEMENT made and entered into by and between the TOWN OF COLUMBINE VALLEY, a municipal corporation of the State of Colorado, hereinafter referred to as "Columbine Valley" and THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF ARAPAHOE, hereinafter referred to as "County", on behalf of the Arapahoe County Sheriff.

WITNESSETH:

WHEREAS, Section 30-11-410, C.R.S. as amended, authorizes the County to contract with a municipality for the purposes of providing law enforcement services by the Sheriff within the boundaries of the municipality; and

WHEREAS, Columbine Valley has requested that the County provide public safety communications dispatch services ("Dispatch Services") to Columbine Valley and Bow Mar, which the parties agree are included within the definition of law enforcement services referenced in said Section 30-11-410; and

WHEREAS, the County, in the interest of the health, safety and welfare of the residents of the Columbine Valley and Bow Mar, deems it advisable to enter into this contract; and

WHEREAS, the County has determined to execute future agreements on a fiscal year basis; and

NOW THEREFORE, in consideration of the premises, it is agreed as follows:

1. The Arapahoe County Sheriff's Office ("Sheriff") shall provide Dispatch Services within the boundaries of Columbine Valley and Bow Mar.
2. The Dispatch Services to be provided by the Sheriff within the boundaries of Columbine Valley and Bow Mar shall be similar to the Dispatch Services provided in other unincorporated and incorporated areas of the County of Arapahoe. For purposes of this Agreement, Dispatch Services shall mean receiving calls for service and dispatching them to appropriate Columbine Valley law enforcement personnel, and entering information into the Colorado Crime Information Center (CCIC) to include, but not be limited to, missing persons, stolen and recovered automobiles, and vehicle impound information.
3. The term of this Agreement shall commence as of January 1, 2019, and shall end as of December 31, 2019.
4. For the Dispatch Services provided under this Agreement, Columbine Valley shall pay to the County \$29,256.00, which is the cost for performing communication services in both Columbine Valley and Bow Mar for the term of this Agreement. Payment of said \$29,256.00 shall be made to the County in quarterly installments of \$7314.00 each, with the first payment due on or before March 21, 2019, and subsequent quarterly payments to be paid on or before the 15th day of June, September, and December of 2019.
5. In addition to the amount paid above for performing dispatch services,

Columbine Valley agrees to reimburse the County for maintenance costs paid in 2019 by the County to Tri-Tech Software Systems for 4 mobile licenses used by the City at an amount not to exceed \$1,087.68. The cost of maintenance will increase by 3% each subsequent year per the maintenance agreement with Tri-Tech Software Systems. Payment of said costs shall be made by the City upon receipt of an invoice provided by the County.

6. The Dispatch services provided pursuant to this Agreement shall be performed by the communications personnel of the Sheriff. The Sheriff's staff shall be responsible for maintaining all records relating to the services performed.
7. The County is, and shall at all times be deemed to be, an independent contractor. Nothing in this Agreement shall be construed as creating the relationship of employer or employee between Columbine Valley and/or Bow Mar and the County or any of the County's agents or employees. To the extent this Agreement creates a principal-agent relationship between the County and the Columbine Valley and/or Bow Mar, such relationship confers on the County and its employees the authority to act on the Columbine Valley's behalf only as to matters covered by this Agreement. The County shall retain all authority for rendition of the services covered by this Agreement, including standards of performance, control of personnel (including discipline), and other matters incidental to the performance of the services by the County. Nothing in this Agreement shall make any employee of Columbine Valley and/or Bow Mar a County employee or any employee of the County an employee of Columbine Valley or Bow Mar for any purpose, including, but not limited to, withholding of taxes, payment of benefits, worker's compensation, or any other rights or privileges accorded County or Columbine Valley and/or Bow Mar employees by virtue of their employment.
8. Nothing in this Agreement shall be construed as a waiver by any of the parties of the protections afforded them pursuant to the Colorado Governmental Immunity Act, Sections 24-10-101, *et seq.*, C.R.S. ("CGIA") as same may be amended from time to time. Specifically, neither party waives the monetary limitations or any other rights, immunities or protections afforded by the CGIA or otherwise available at law. If any waiver by Columbine Valley or Bow Mar results in a waiver of protections afforded to the County, Columbine Valley shall, to the extent allowed by law, indemnify and hold harmless the County for such actions. If any waiver by the County results in a waiver of the protections afforded to Columbine Valley, the County shall, to the extent allowed by law, indemnify and hold harmless Columbine Valley for such actions. Further, the County shall not be responsible for any claim against Columbine Valley and/or Bow Mar which arises out of services not performed by the County pursuant to this Agreement.
9. This Agreement may not be modified, amended or otherwise altered unless mutually agreed upon in writing by the parties hereto.
10. Neither Columbine Valley nor Bow Mar are responsible for Worker's Compensation claims of Sheriff's employees working under this Agreement.

11. Columbine Valley agrees to maintain General Liability Insurance with a minimum \$1,000,000.00 limit of liability. Arapahoe County, the Arapahoe County Sheriff and his employees will be named insureds under the policies. Columbine Valley shall provide the County with a Certificate reflecting that coverage.
12. Columbine Valley further agrees to carry Worker's Compensation coverage for its employees as required by Colorado law and acknowledges that Bow Mar carries such coverage for its employees as required by Colorado Law.
13. Either party may terminate this Agreement with, or without, good cause shown upon 30 days written notice to the other party prior to termination. In the event of termination by the County, no damages, liquidated or otherwise, shall inure to the benefit of the County; however, the County will refund a pro-rated portion of the fee paid pursuant to paragraph 4 above.
14. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Columbine Valley and the County, and nothing contained in this agreement shall give or allow any such claim or right of action by any other or third party pursuant to this Agreement. The County does not intend by the Agreement to assume any contractual obligations to anyone other than Columbine Valley, including Bow Mar, and Columbine does not intend by the Agreement to assume any contractual obligation to anyone other than the County. The County and Columbine Valley do not intend that there be any third-party beneficiary to this Agreement, including Bow Mar. It is the express intention of the County and Columbine Valley that any person or party other than the County or Columbine Valley receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.
15. Any assignment, transfer or subcontracting of this Agreement is prohibited, unless written consent is obtained from the other party in writing.
16. Unless otherwise agreed in writing, this Agreement and the interpretation thereof shall be governed by the laws of the State of Colorado.
17. Notices to be provided under this Agreement shall be given in writing either by hand delivery, or deposited in the United States mail, with sufficient postage to the following persons:

Arapahoe County
Office of the County Attorney
5334 South Prince Street
Littleton, Colorado 80120-1136

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

Arapahoe County Sheriff
Arapahoe County Sheriff's Office
13101 East Broncos Parkway
Centennial, Colorado 80112

17. This Agreement may be executed in counterparts.

DATED this _____ day of _____,

ATTEST:

TOWN OF COLUMBINE VALLEY

Town Clerk Date

Mayor Date

ARAPAHOE COUNTY SHERIFF

David C. Walcher, Sheriff Date



Request for Board of Trustee Action

Date: November 13, 2018

Title: Set date for Special Meeting and Cancel Regular Meeting

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: The Town is required to certify the 2019 mill levy to the Arapahoe County Commissioners no later than December 15, 2018.

Accordingly the regular December meeting set for December 18th will be moved forward one week to December 11, 2018 at 6:30 p.m.

Recommended Motion: “I move to set a Special Meeting for Tuesday, December 11, 2018 at 6:30 p.m. to consider Town business including the 2019 mill levy and to cancel the Regular Meeting on Tuesday, December 18, 2018”.