Town of Columbine Valley
Colorado

Town Government 101

February 2018

- Colorado has 3,719 active local governments.
- There are 160 Statutory Towns and 12 Statutory cities, as well as 97 Home-Rule Municipalities.
- In addition, Colorado has numerous **special districts** including fire, school, library, recreation, and water districts.
- Statutory cities and towns are municipalities that follow state statutes.
- **Home-Rule charters** provide a city or town with the greatest authority to regulate local and municipal matters. In general, a home rule city's ordinances pertaining to local matters supersede conflicting state laws.

Town Hall: 2 Middlefield Road, Columbine Valley, CO 80123
Town Hall Phone: 303.795.1434
Fax: 303.795.7325
Municipal Court House: 2069 West Littleton Blvd, Littleton, CO 80120
Website: www.columbinevalley.org

Columbine Valley is a Statutory Town

- Statutory Towns are usually formed with less than 2,000 residents. Larger statutory areas are considered statutory cities.
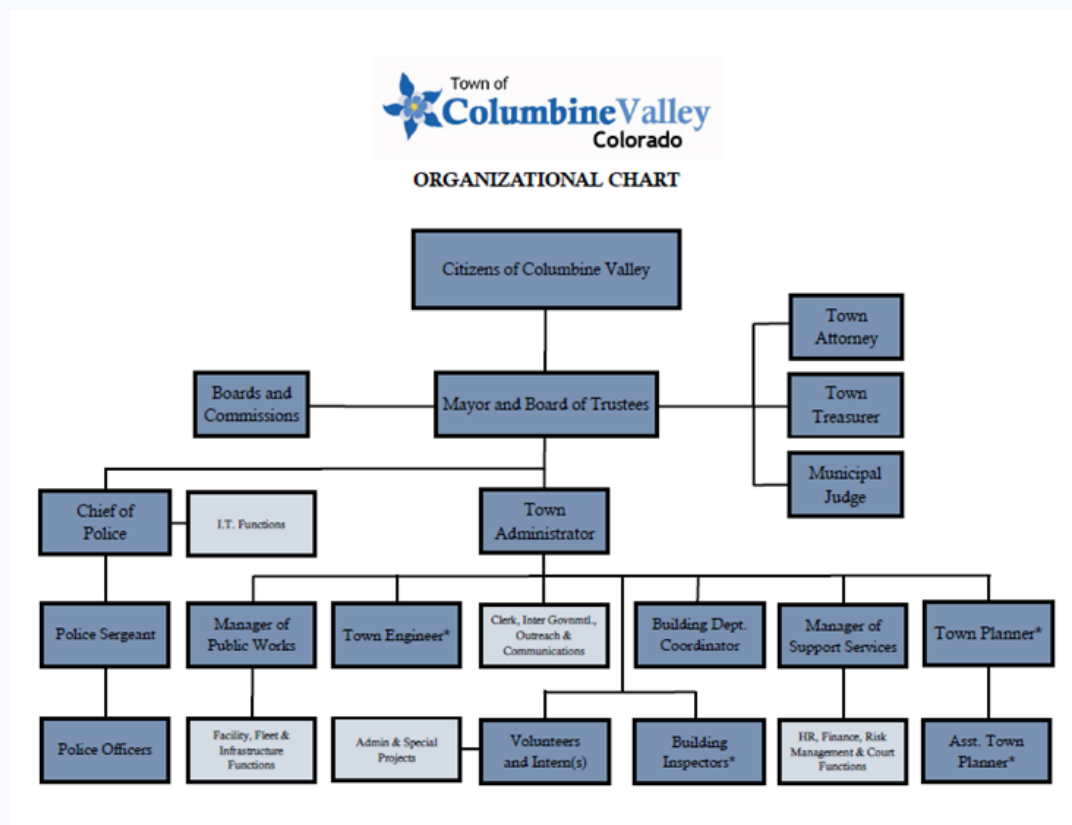
- The Columbine Valley Board of Trustees adopts and maintains a **municipal code**.
- The Town municipal code contains laws guiding the Town.
- The Town's authority is limited by state statue.
- Town ordinances that conflict with state laws are usually invalid.

- **Trustee-Administrator form of Government**
- Board of Trustees and Mayor are elected by the public.
- The Board establishes policies for the Town.
- The Board also hires a Town Administrator who, with the help of Town Staff, administers policies created by the board.

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ORGANIZATIONAL CHART

Citizens of Columbine Valley

Town Attorney

Boards and Commissions

Mayor and Board of Trustees

Town Treasurer

Municipal Judge

Chief of Police

I.T. Functions

Town Administrator

Police Sergeant

Manager of Public Works

Town Engineer*

Clerk, Inter Govnmtl., Outreach & Communications

Building Dept. Coordinator

Manager of Support Services

Town Planner*

Police Officers

Facility, Fleet & Infrastructure Functions

Admin & Special Projects

Volunteers and Intern(s)

Building Inspectors*

HR, Finance, Risk Management & Court Functions

Asst. Town Planner*

- The **Board of Trustees** is elected by the public.
- The Board of Trustees serves as the legislative body writing Town rules and policies.
- There are six trustees in Columbine Valley.
- Trustees are elected at-large (no districts or wards) to a four-year term.
- Every two years three seats are open.
- Trustees can serve a maximum of two four-year terms.
- The board appoints a Mayor Pro-Tem from among its members to perform to Mayor's duties in case of his/her absence.
- The Board appoints the Town Administrator, Chief of Police, Town Attorney, Treasurer, and Municipal Judge.

- The **Mayor** serves as "the face of Columbine Valley" or the figure head of government performing many ceremonial duties.
- The Mayor sets Trustee meeting agenda and runs meetings.
- The Mayor is a member of Board and is elected to a two-year term.
- Also serves as a trustee and may vote on trustee action as he/she wishes
- The Mayor may serve 3 two-year terms.
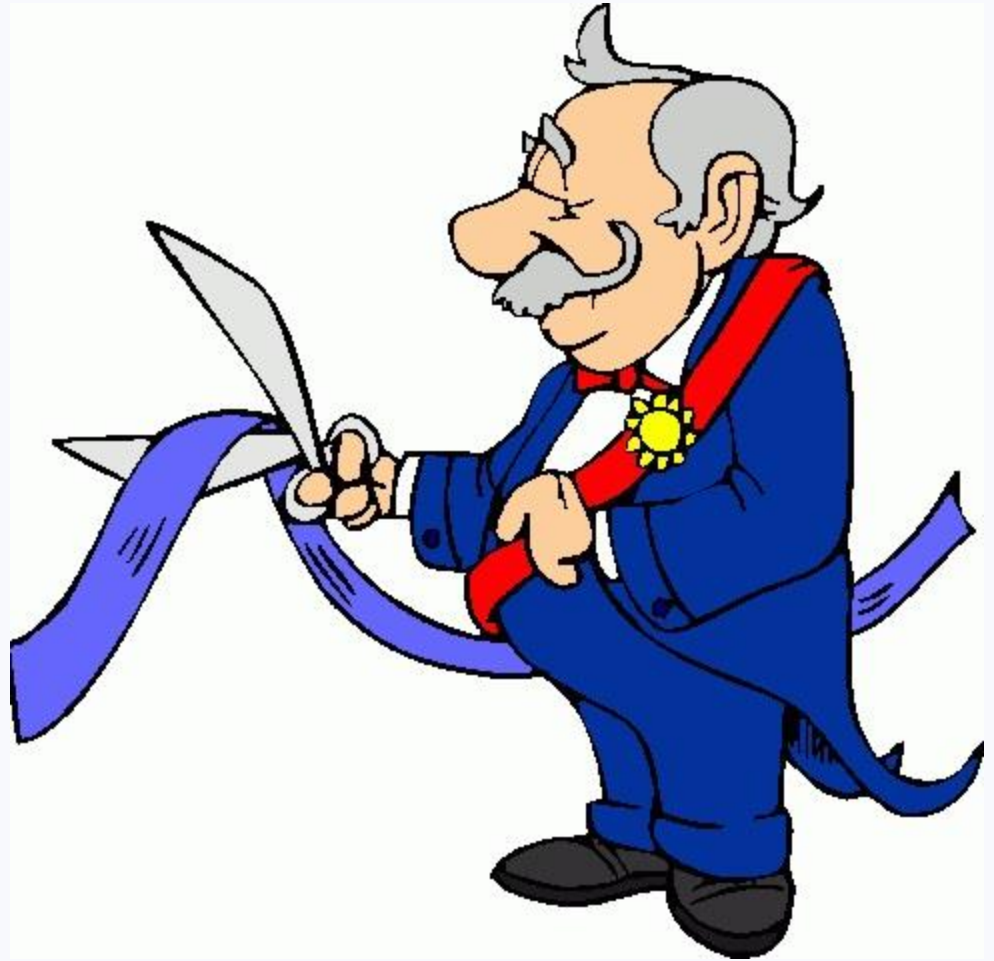
- The **Town Attorney** serves as the legal adviser to the Town Board and Town staff and is responsible for representing the Town in all legal and litigation proceedings.
- In addition, the Town attorney drafts and reviews ordinances and resolutions, assists in the negotiation of agreements, contracts and other legal documents and transactions and employs specialized counsel in certain areas as needed.
- The Town Attorney represents the Town in all matters before the Columbine Valley Municipal Court.
- The Town Attorney does not give legal advice to private citizens.

Town Treasurer

- The **Town Treasurer** maintains the Town's financial system, oversees Town finances, and maintains records in compliance with federal, state and county statutes as well as Town ordinances.
- In addition, the Treasurer is responsible for the financial activities of the Town, preparing Town policies, procedures and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Town.
- The Treasurer also maintains a system of control to monitor expenditures, prepares monthly financial reports and annual operational and capital budget, and works closely with financial consultant to complete the annual audit.

- The **Town Municipal Judge** is appointed by the Board of Trustees.
- The Town Municipal Judge serves as the presiding authority over legal issues at the Town Municipal Court, which is held at the Littleton Municipal Courthouse on the third Thursday of each month.

- The **Town Administrator** is the Chief Administrative Officer of the Town.
- Implements the policies set by the Board of Trustees, supervises town staff, oversees various projects of the Town Government, ensures efficient, quality services are delivered to the community, and facilitates the flow of information between staff and the Town Board.
- The Town Administrator is also the **Town Clerk**. The Clerk serves as the custodian of all Town legal documents and administers liquor licenses and municipal elections.

Illustration by Chris Gash

Town of **ColumbineValley** Colorado

- The **Chief of Police** oversees the Columbine Valley Police Department, serving both the Town of Columbine Valley and the Town of Bow Mar.
- The Police Department is located in Town Hall.
- Officers respond to calls for service, conduct follow-up investigations, and are responsible for the enforcement of Federal and State laws, as well as Municipal Ordinances.
- The Police Department also oversees the House Watch program, assists with Code Enforcement and administers the Town's IT functions.

- The **Manager of Support Services** oversees the Town's human resource, accounting and risk management functions.
- The Manager of Support Services also serves as the Municipal Court Clerk.
- The Municipal Court processes Town of Columbine Valley and Town of Bow Mar misdemeanor and traffic offenses.

- The **Manager of Public Works** oversees the Towns facilities, fleet and infrastructure which include the Town Hall facility, Town parks, street maintenance and snow removal.
- He/she collaborates with the Town's engineers and other contractors and consultants as needed.

- The **Building Department Coordinator** is responsible for licensing contractors, enforcing codes, and reviewing and approving requests for building permits in the Town.
- The Building Department Coordinator also serves the Town of Bow Mar.

- The **Building Inspector** reviews building projects and approves or recommends changes in construction plans. This function is contracted out.

"OK, LET'S SEE YOUR BUILDING PERMIT"

- The **Community Development** department participates in long-range planning, transportation improvements and development review.
- This function is conducted by our dedicated contractors including the Town Planner, Assistant Planner and Traffic Consultant.

- **Engineering services** enhance public health and safety in Columbine Valley through efficient engineering services, capital improvements, construction management, design review, and operation of the Town's infrastructure.
- The Town contracts most of these services with outside consultants.

- **Communications and Outreach** staff maintain relationships with Columbine Valleys' multiple Homeowners Associations, the Columbine Country Club and numerous neighboring jurisdictions.
- The Town communicates directly with its citizens via the Town's website and quarterly newsletter, the Columbine Valley Voice.

- In addition to the intergovernmental agreements with Bow Mar for Police, Court, and Building Department Services, the Town has working agreements with Littleton and Arapahoe County.
- The Town also works with Colorado Department of Transportation (CDOT), Denver Regional Council of Governments (DRGOG), Colorado Municipal League (CML), and others to ensure our interests are represented throughout the region and state.

- The **Planning and Zoning Commission** (P&Z) serves as an advisory committee to the Board of Trustees on land use and planning issues and is comprised of nine members (including the Mayor and Planning Trustee) serving four-year terms.
- Planning and Zoning Commission Meetings are held to review and make recommendations to the Board of Trustees on rezoning cases, preliminary subdivision plans, zoning ordinance amendments, and the Land Use Manual and related planning documents. The P & Z Commission is also responsible for the adoption of and amendments to the Town's Master Plan.
- Meets as needed on the second Tuesday each month at 6:30PM at Town Hall.

- The **Board of Adjustments** consists of nine members (including the Mayor and Planning Trustee), serving three-year terms
- The Board meets as necessary to consider variances and special exceptions to Town ordinances and hears appeals of interpretation of the zoning ordinance by Town staff.

Town Meetings

- **All Meeting Notices will be posted at least 24 hours in advance.**

- The **Board of Trustees** meets the third Tuesday of every month at 6:30PM at Town Hall. During this meeting, Trustees listen to citizen's concerns; hear updates from the Mayor, Town Administrator, Chief of Police, and Town Treasurer; and address Town business as necessary.

- **Executive Sessions** are used on the occasion the Board needs to address an issue in a non-public setting, such as personal matters or to receive council from the Town Attorney on sensitive matters.

- **Special Meetings** may be convened at the discretion of the Mayor or majority of Board Members to discuss town business at a time other than the regular third Tuesday meeting.

- **Public Hearings** are held in order for the Board of Trustees to collect more information such that they can make recommendations concerning a specific topic of interest for the Town. These hearings are typically held immediately prior to the monthly Board of Trustees meeting and are also open to the public.

- **Study Sessions** are held by the Board of Trustees or Planning and Zoning Committee. Study Sessions are work sessions between the Board, Town Staff, and any third-party representatives that address unique issues and opportunities for Columbine Valley. No action is taken at a study session.

- **Municipal Court** is held the third Tuesday of every month at 5:30PM at the Littleton Courthouse.
- At Court, defendants meet with the Town Attorney to discuss options available to them by way of a plea bargain.
- After meeting with the Town Attorney, defendants enter the court room to speak with the Judge who will sign the plea bargain and set a fine. Defendants are required to pay the fine that night.
- If unable to pay the fine, defendants can speak with the clerk at the counter regarding your options for a Stay of Execution (SOE) where $50 is due and payable on the 10th of every month until the fine is paid in full.

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Town Staff works to uphold the following priorities:

- **Governance:** The Town makes every effort to maximize citizen participation so that Town government is representative of and responsive to the population; and to serve and govern the population in an honest, efficient and equitable manner.
- **Quality of Life:** The Town strives to identify, preserve and enhance the qualities and character that make Columbine Valley a special place to live, including aesthetics, environment, and public safety.
- **Fiscal Conditions:** The Town is committed to ensuring its short and long-term ability to provide services and manage its capital and human resources through financial stability and fiscal planning.
- **Public Safety:** The Town is dedicated to promoting public safety through the enforcement of codes, maintaining a dedicated police force, timely public safety announcements, and safe infrastructure.

- **Land Use and Development:** The Town promotes orderly development and redevelopment to achieve appropriate and compatible use of land.
- **Transportation and Infrastructure:** The Town values the maintenance and development of a road infrastructure that will prioritize safety, enhance the mobility of its citizens and preserve the character of Columbine Valley.
- **Community Events and Services:** The Town provides special events and services that promote citizen inclusion and participation and that meet the social and convenience needs of the population.
- **Regional Cooperation:** The Town engages in effective regional cooperation that promotes the interests and well-being of its population, recognizing that development, transportation, environmental and quality-of-life issues transcend Town boundaries.

Ethics in Local Government

- Columbine Valley abides by the Colorado State Code of Ethics, which is outlined in detail in the Colorado Revised Statutes Part 1, Article 18, Title 24. This code requires a public official shall not use confidential information for personal financial interests or accept gifts of "substantial value" or those from lobbyists. Also notable is that public officials should observe a six-month "cooling off period" post-service where they should refrain from using sensitive information for personal interest and gain.

- The Colorado Open Records Act (CORA) requires public records be available for inspection. This includes permits, board meeting minutes, and correspondence sent by Town Staff and Trustees (including emails). Members of the Board of Trustees or one of Columbine Valley's Commissions with personal interest in any matter shall disclose said interest to the governing board and recuse themselves from voting and conversations on the matter.

- Flu Shot Clinic
- Summer Concert Series
- Shred Event
- Fourth of July Parade
- Dumpster Event

- The Town contracts with Republic Waste Services for trash collection and recycling, and our pick-up day for both is Monday.
- The Town provides snow removal services to all Town streets within 24 hours after the snow has stopped falling.
- The Town offers all residents free Electronic disposal (there is a fee for televisions).
- The Columbine Valley Municipal Code requires door to door Solicitors, Peddlers, or Hawkers to register with the Town and maintains a do not call list.
- The Town annually prints and distributes a directory of citizen contact information.

It is an honor to represent and serve the citizens of Columbine Valley. To learn more, or if you have additional questions, feel free to contact Town Hall or visit us online at www.columbine valley.org