

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES REGULAR MEETING
November 19, 2019**

A G E N D A

PUBLIC HEARING: 2020 TOWN BUDGET

6:00PM

PUBLIC HEARING: TRUSTEE BILL # 11 SERIES 2019

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

Approval of Meeting Minutes for October 15, 2019

Mayor Champion

6. REPORTS

- A. Mayor
- B. Trustees
- C. Town Administrator
- D. Chief of Police
- E. Finance Report

7. OLD BUSINESS

- A. Trustee Bill #10 Series 2019 – Weeds (2nd Reading)
- B. Trustee Bill #11 Series 2019 – Xcel (2nd Reading)

Mr. Schiller
Mr. Schiller

8. NEW BUSINESS

- A. Trustee Bill #6 Series 2019 – Swimming Pools (1st Reading)
- B. 2020 Town Master Plan
- C. Resolution #2 – 2020 Town Budget
- D. 2020 Dispatch Service Agreement with Arapahoe County
- E. Set Special Meeting for December 10, 2019

Mr. Schiller
Mr. Sieber
Mr. McCrumb
Chief Cottrell
Mr. McCrumb

9. EXECUTIVE SESSION

An executive session to discuss personnel matters pursuant to C.R.S. § 24-6-402(4)(f).

10. ADJOURNMENT

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

October 15, 2019

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, Gale Christy, Bill Dotson, Gary Miles and Roy Palmer

Also present: Lee Schiller, J.D. McCrumb, Bret Cottrell, and Troy Carmann

APPROVAL OF AGENDA: The Mayor proposed, and the Board of Trustees unanimously approved moving agenda items 8A and 8C up on the agenda order, placing them prior to Old Business.

CITIZEN COMMENTS: There were no public comments.

CONSENT AGENDA: The minutes of the September 17, 2019 regular meeting, and September 30, 2019 special meeting were approved.

REPORTS:

- A. Mayor Champion asked the Trustees if they would be interested in supporting by motion Arapahoe County Issue 1A increasing taxes to support, amongst other things, a new jail in Arapahoe County. The Trustees made no motion. The Mayor welcomed back Trustee Christy and wished him a continued recovery.
- B. Trustee Christy complemented the Planning and Zoning Commissions work on the Master Plan and expressed enthusiasm for the Boards upcoming discussion of the document. Trustee Boyle shared that the stage brick fundraiser would be launched in December and that no 501c3 was necessary for the effort. Trustee Boyle also announced progress on the estate sale draft and will forward to the Town Attorney to be drafted into ordinance form for future board consideration.
- C. Mr. McCrumb presented the attached report including an update on Wild Plum; Trustee Dotson asked that Wild Plum metro district be asked to treat the elms on Hunter Run.
- D. Chief Cottrell presented the attached report.
- E. Mr. McCrumb presented the attached financials, prepared by Mr. Tempas.

OLD BUSINESS:

Discussion of Draft 2020 Town Budget: Mr. McCrumb presented the Trustees with an updated draft of the 2020 Town Budget. Mr. McCrumb responded to questions and concerns. 1st Reading and a public hearing will occur in November and 2nd reading will occur in December.

ACTION: ACTION: upon a motion by Trustee Menk and a second by Trustee Christy, the Board of Trustees unanimously set a public hearing for November 19 at 6:00 p.m.

NEW BUSINESS:

Nevada Ditch Demobilization Study Presentation: Mr. Carmann provided background and history of this study, and introduced Danny Elsner with Dewberry consultants and Dan Hill with Mile High Flood District to present the study findings. The Trustees engaged with many clarifying questions and discussed the study at length. Additional discussion is desired.

ACTION: The Trustees directed staff to schedule a Study Session on this topic for January 2020.

Trustee Bill #10, 2019 – Weed Height: Mr. Schiller presented the ordinance to limit the height of weeds in Columbine Valley.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Menk, the Board of Trustees unanimously approved Trustee Bill #10, 2019 on 1st Reading.

Trustee Bill #11, 2019 – Xcel Franchise Agreement: Mr. Schiller presented the ordinance to renew Columbine Valley's franchise agreement with Public Service Company of Colorado (Xcel). Prior to any discussion Trustee Palmer announced that refrain from voting due to ongoing compensation from Xcel. Tom Henley and Dudley Spiller from Xcel were available to answer questions. The Trustees asked clarifying questions and had a brief discussion.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Christy, the Board of Trustees unanimously approved Trustee Bill #11, 2019 on 1st Reading and set a public hearing for November 19 at 6:15 p.m.

Trustee Bill #12, 2019 – Asbestos Regulations: Mr. Schiller presented the ordinance to regulate asbestos removal in Columbine Valley.

ACTION: upon a motion by Trustee Menk and a second by Trustee Boyle, the Board of Trustees unanimously tabled the ordinance until the state clarifies its position on asbestos removal in SFR.

Contract with Community Resources of Colorado: Mr. McCrumb presented the contract for Finance Director from CRS and recommended approval pending final review by the Town Attorney. The Trustees asked for a "firewall" separating CRS's existing relationship with the Town of Bow Mar and the Town of Columbine Valley.

ACTION: upon a motion by Trustee Menk and a second by Trustee Miles, the Board of Trustees unanimously approved the contract with CRS pending final review by the Town Attorney and an acknowledgement of non-disclosure by CRS between Columbine Valley and Bow Mar in the form of a letter.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:32 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

November 2019



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

Tel: 303-795-1434

Fax: 303-795-7325

jdmccrumb@columbinevalley.org



Communications & Happenings

- The Town has implemented several new protocols after several national alerts were issued addressing recent increases in the hacking of local municipal websites.
- The Winter newsletter will be mailed at the end of this month and is expected to hit mailboxes on or around December 6. Any suggestions for articles, updates or reminders are always welcomed.
- The December Trustee meeting will be held at Columbine Country Club on Tuesday, December 10, 2019 beginning at 6:15. Invitations were mailed last week.
- Staff is already preparing for the April 2020 municipal election of the Mayor and Trustees. This is an involved process working with the Colorado Municipal League, the Colorado Municipal Clerks Association, and the Secretary of States office to ensure all new legal requirements are included in Columbine Valleys election process. A call for candidates will be included in the December newsletter.
- The fall dumpster event and shred event both were well utilized by the citizens.

Citizen Contacts:

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

- ⇒ Building Department: 124
- ⇒ Comm. Development: 76
- ⇒ Public Works: 154
- ⇒ Municipal Court: 47
- ⇒ Other: 296

Town Website October Statistics

3,609

Total Visits

4,213

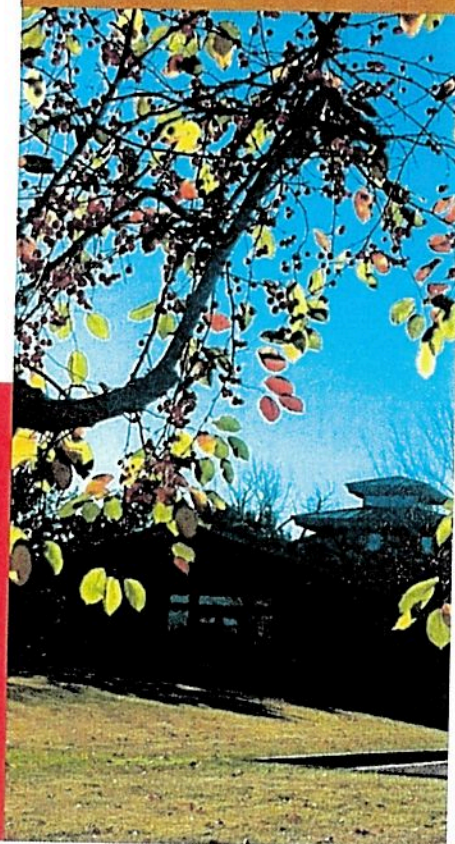
October Page Views

Top Pages

Calendar

Events/Services

Dumpsters



Building Department

Monthly Stats

6 Permits Issued

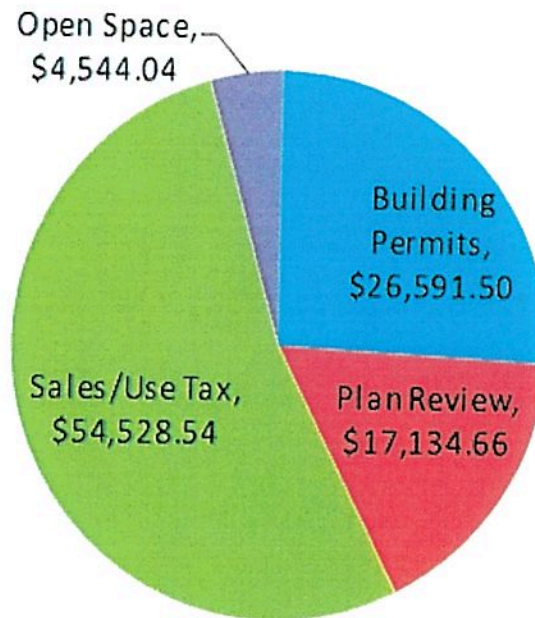
- New SFR: 3
- Major Remodels: 0
- New Roofs: 0
- Other/Misc.: 3

65 Inspections

3 Licenses Issued

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

Oct. Permit Rev.: \$102,798.74



Wild Plum

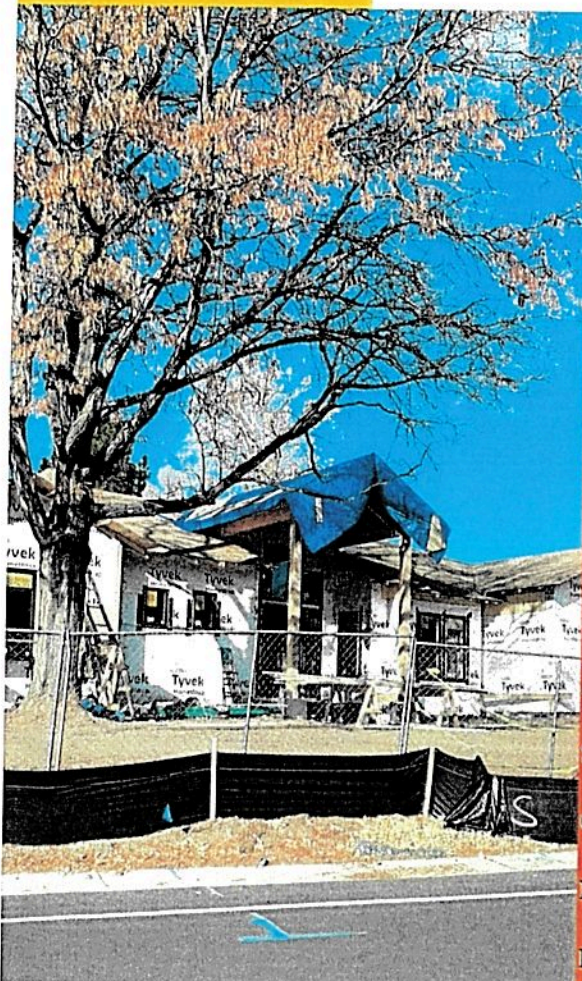
95 Total Lots
0 SFR Permits Issued
0 Permits Pending
1 Grading Permit

Wilder Lane

24 Total Lots
4 Permits Active
0 Permit Pending
17 Completed Homes
17 Occupied Homes

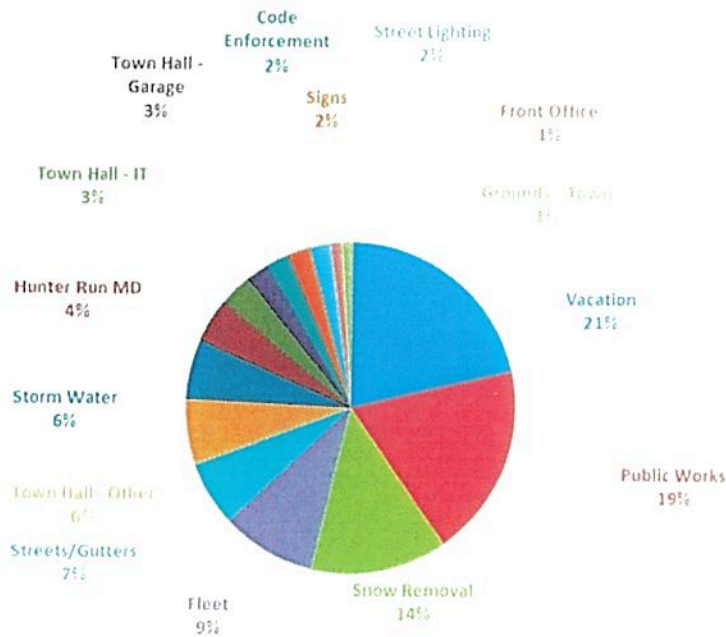
Building Department Revenue by Month

	2018	2018 YTD	2019	2019 YTD
January	\$33,481.56	\$33,481.56	\$23,584.77	\$23,584.77
February	\$15,406.51	\$48,888.16	\$12,990.46	\$36,575.23
March	\$57,032.86	\$105,921.02	\$64,334.11	\$100,909.34
April	\$13,164.99	\$119,086.01	\$55,497.63	\$156,406.97
May	\$17,214.40	\$136,300.41	\$5,595.22	\$162,002.19
June	\$35,176.96	\$171,477.37	\$46,632.58	\$208,634.77
July	\$55,551.95	\$227,029.32	\$7,113.45	\$215,748.22
August	\$53,573.29	\$280,602.61	\$8,432.54	\$224,180.76
September	\$80,807.31	\$361,409.92	\$33,744.29	\$257,924.29
October	\$43,243.16	\$404,653.08	\$102,798.74	\$360,723.03
November	\$30,518.62	\$435,171.70		
December	\$28,949.58	\$464,121.28		



Public Works Department

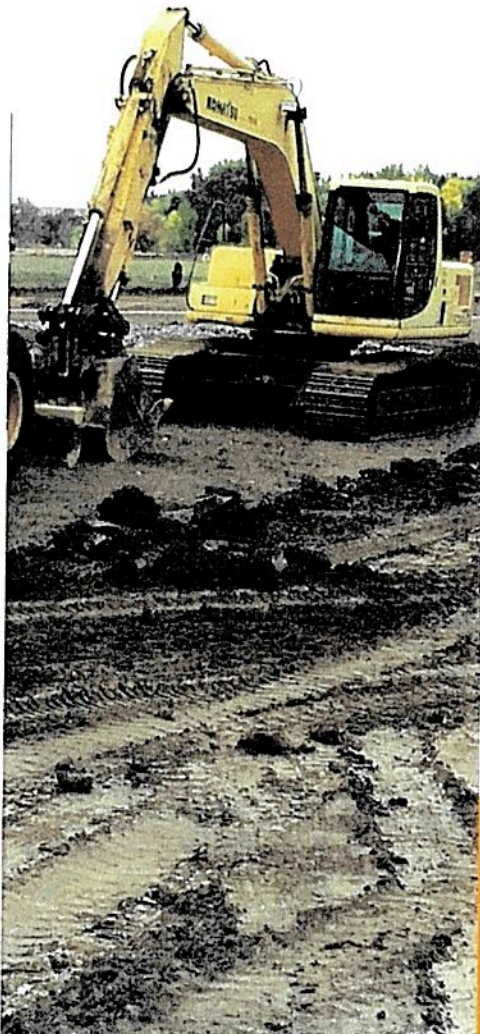
October Staff Time Allocation (including contractors)



AN ASIDE: This month Hobbes attended the American Public Works Association fall conference in Arvada.

Topics presented and relevant to Columbine Valley included assessing bids on a low-bid vs quality bid valuation; and mitigating residential hazards in preparation for winter public works activities.

These conferences continue to benefit the staff professionally, as well as provide an opportunity for the town to consider new approaches and best practices for the ways we serve the public and interact with contractors and regional partners.



- Failing gutter pans at 7 locations around town were replaced as part of the yearly paving program. This included removing 2 ribbed pans and replacing them with standard pans.
- Denver Water has finished installing the new water main in Platte Canyon. The final mill and overlay of the street surface will occur as weather permits.
- This month saw the first plow-able snowfall of the season. The newly converted 2013 Ford Expedition was tested as the primary plow for the town. After a few small modifications, the Expedition outperforms the old Tahoe in every aspect of snow removal. A full load of Ice Slicer, totaling 2.5 Tons, was picked up from Littleton to provide ice control for the winter.
- With the colder weather setting in, the Town Hall was winterized, including blowing out sprinkler lines, clearing gutters and prepping the HVAC system. One of the parking lot light fixtures was repaired after being damaged by the heavy wind storm. Additional exterior light fixtures with bad ballasts were upgraded to LED fixtures.

October Weather Report

- High of 82
- Low of 3
- 20.4" of snow
- 4 day of snow operations totaling 39 hours
- 1.8" of precipitation

Municipal Court

	<u>2018 YTD</u>	<u>2019</u>	<u>2019 YTD</u>
Jan	\$10,400.00	\$6,287.00	\$6,287.00
Feb	\$20,026.87	\$3,130.00	\$9,147.00
Mar	\$25,871.12	\$4,433.25	\$13,580.25
Apr	\$30,716.12	\$2,422.75	\$16,003.00
May	\$37,901.12	\$2,490.00	\$18,493
June	\$44,161.12	\$2,815.00	\$46,976.12
July	\$49,965.59	\$3,232.48	\$53,198.07
Aug	\$63,683.59	\$4,448.01	\$57,646.08
Sept	\$79,049.59	\$5,160.00	\$62,806.08
Oct	\$93,721.59	\$5,680.00	\$68,486.08
Nov	\$101,094.59		
Dec	\$102,154.59		

October Total Stats

- Total paid before Court: 42
- Total on docket: 25
- Cases heard by Judge: 9
- Continuances: 0
- Failure to Appears: 6
- Stay of Executions: 0
- Classes Ordered: 0
- Bench Warrants 1
- Trials 0



Community Development

Wild Plum Farm

Lennar continues to indicate their plans to begin construction on two model homes in early 2020 and the current expectation is those permits will be pulled late in the 2019 calendar year. There are two additional plan reviews in progress which would bring the total to four non-custom plans to have completed the Town's review process.

Three of the 11 custom lots along Fairway have been sold, with one permit application currently under review and on schedule to start construction late this year.

On-site items recently completed include the upper detention pond, site irrigation, installation of feature walls, mail kiosks, finishing fence across rundowns, revegetation on Cooley Lake open space areas, and finishing signs.

Projects still underway include fine grading and reseed-ing, finishing up fire pit and plaza, finishing up retaining walls, finishing crusher fines trail by the ditch, bollard installation, and installing the boardwalk.

The installation of rock between the Town wall and new sidewalk along Platte Canyon road has yet to begin due to ongoing discussion about how best to mitigate grading issues and potential water damage to the wall.



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 For October 2019

Full Time Positions	5 of 6
Part Time Positions	4 of 4
Regular hours	804
OT hours worked	54
Off Duty	0
PTO	88

October 2019 Violations

Charges For the Date Range 10/1/2019 Thru 10/31/2019

Qty	Charge
24	1210(A) ON STREET PARKING PROHIBITED (3-6 AM) 1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
9	703(3) FAIL TO STOP AT A STOP SIGN:
2	BMC 10-72 TRESPASSING BMC 10-72 TRESPASSING:
2	201 OBSTRUCTED VIEW:
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
1	206 TAIL LIGHT 206 TAIL LIGHT:
1	604 TRAFFIC CONTROL SIGNAL:
40	Total Number of Violations Issued

Monthly Call Report

Case Number	Event Date	Situation Reported
BM19-0000041	2019-10-04T18:13:00	Trespass to Property
BM19-0000042	2019-10-11T16:16:00	DUI IP
BM19-0000043	2019-10-18T18:42:00	TRAFFIC ARREST IP
CV19-0000112	2019-10-01T13:57:00	Theft
CV19-0000113	2019-10-05T17:07:00	ANIMAL CALL IP*
CV19-0000114	2019-10-06T17:32:00	Property Accident
CV19-0000115	2019-10-07T15:33:00	DOMESTIC VIOLENCE VERBAL IP
CV19-0000116	2019-10-08T19:44:00	ATTEMPTED HOMICIDE IP
CV19-0000117	2019-10-11T21:11:00	FOUND PROPERTY IP*
CV19-0000118	2019-10-17T20:10:00	Theft
CV19-0000119	2019-10-17T23:04:00	Restraining Order Vio
CV19-0000120	2019-10-18T22:07:00	Property Accident
CV19-0000121	2019-10-19T08:22:00	Theft from Motor Vehicle
CV19-0000122	2019-10-26T08:15:00	FOLLOW UP IP*
CV19-0000123	2019-10-27T10:23:00	Theft from Motor Vehicle
CV19-0000124	2019-10-27T17:01:00	ANIMAL CALL IP*

11:43 AM 11/7/2019
Data Source: Data Warehouse

Data Source: Data Warehouse

Conclusion:

- Calls canceled before first unit assigned
- Calls canceled before first unit at scene

▼ Export

[illegible]

[illegible]

REDI REPORT IP									
REPOSSESSED VEHICLE IP									
Restraining Order Vio			<u>1</u>						<u>1</u>
RESTRAINING ORDER VIO IP									
Robbery									
ROBBERY IP									
Runaway									
RUNAWAY IP									
SELECTIVE ENFORCEMENT IP*									
Sex Assault									
SEX ASSAULT IP									
Shots Fired									
SHOTS FIRED IP									
SUICIDE ATTEMPT IP									
SUICIDE COMPLETED IP									
SUICIDE THREAT IP									
SUSPICIOUS CIRCUMSTANCE IP		<u>1</u>							<u>1</u>
Suspicious Person			<u>2</u>						<u>2</u>
SUSPICIOUS PERSON IP		<u>3</u>							<u>3</u>
Suspicious Vehicle									
SUSPICIOUS VEHICLE IP		<u>9</u>							<u>9</u>
Theft			<u>3</u>						<u>3</u>
Theft from Motor Vehicle			<u>2</u>						<u>2</u>
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
TRAFFIC ARREST IP			<u>1</u>						<u>1</u>
Traffic Complaint									
TRAFFIC COMPLAINT IP			<u>2</u>						<u>2</u>
TRAFFIC OBSTRUCTION IP		<u>4</u>							<u>4</u>
TRAFFIC STOP IP		<u>27</u>							<u>27</u>
TRANSPORT IP									
Trespass to Property			<u>2</u>						<u>2</u>
TRESPASS TO PROPERTY IP									
Trespass to Vehicle									
TRESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP									
UNLAWFUL ACTS IP									
Unwanted Subject									
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP									
WARRANT ARREST IP									
WARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP		<u>1</u>							<u>1</u>
ZONING IP									
Total		<u>61</u>	<u>74</u>	<u>23</u>					<u>158</u>

TOWN OF COLUMBINE VALLEY
CASH POSITION
Year to Date (YTD) as of September 30, 2019

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo	48,297	15	48,312
Vectra Bank	4,987	400,000	404,987
Petty Cash	500	-	500
C-Safe Primary	-	980,508	980,508
CTC-C Safe	-	20,289	20,289
Arapahoe County Shareback	-	429,451	429,451
YTD Cash Balances	\$ 53,784	\$ 1,830,263	\$ 1,884,047

TOWN OF COLUMBINE VALLEY
PROJECT ALLOCATION OF AVAILABLE BALANCE
Year to Date (YTD) as of September 30, 2019

Account Activity Item Description	General	Contingency	Capital	Conservation Trust	Arapahoe City Open Space	Impact Fees	TOTALS
2019 BEGINNING AVAILABLE FUND BALANCE	\$ 1,349,235	\$ 54,042	\$ 12,856	\$ 13,095	\$ 397,342	\$ -	\$ 1,826,570
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	887,860	-	-	-	-	-	887,860
Permits and fines	190,313	-	-	-	-	-	190,313
Intergovernmental	367,748	-	-	-	-	-	367,748
Interest	14,178	-	-	484	6,377	-	21,039
Other	35,244	-	-	-	-	-	35,244
Conservation Trust Fund entitlement	-	-	-	6,710	-	-	6,710
Arapahoe County open space fund	-	-	-	-	38,625	-	38,625
Impact Fees	-	-	-	-	-	-	-
Total YTD revenues	1,495,343	-	-	7,194	45,002	-	1,547,539
YTD Total Expenditures	(1,210,350)	-	(161,212)	-	(20,000)	-	(1,391,562)
Net Change in Fund Balance	284,993	-	(161,212)	7,194	25,002	-	155,977
FUNDS AVAILABLE	1,634,228	54,042	(148,356)	20,289	422,344	-	1,982,547
Budget vs Actual Reference	(page 4)	(page 7)	(page 8)	(page 9)	(page 10)	(page 11)	

TOWN OF COLUMBINE VALLEY
BALANCE SHEET - All FUNDS
September 30, 2019
Unaudited

	<u>General</u>
ASSETS	
Cash and investments	\$ 1,884,047
Other receivables	165,822
Property tax receivable	371,144
Property and equipment, net	2,517,317
TOTAL ASSETS	<u><u>\$ 4,938,330</u></u>
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 34,431
Accrued liabilities	32,891
Deferred property tax revenue	371,144
Unavailable - Fixed assets net of outstanding LT debt	2,517,317
Total liabilities	<u>2,955,783</u>
FUND BALANCES	
General	1,634,228
Contingency	54,042
Capital	(148,356)
Conservation trust fund	20,289
Arapahoe county open space	422,344
Impact fees	-
Total fund balances	<u>1,982,547</u>
TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$ 4,938,330</u></u>

TOWN OF COLUMBINE VALLEY
GENERAL FUND - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Nine Months Ended September 30, 2019
Unaudited

	<u>YTD Actual</u>	<u>2019 Budget</u>	<u>Variance Over (Under)</u>	<u>Percent of Budget (67% YTD)</u>
REVENUES				
Taxes	\$ 887,860	\$ 1,168,098	\$ (280,238)	76%
Permits and fines	190,313	430,000	(239,687)	44%
Intergovernmental	367,748	374,902	(7,154)	98%
Interest income	14,178	28,500	(14,322)	50%
Other	35,244	27,500	7,744	128%
Total revenues	<u>1,495,343</u>	<u>2,029,000</u>	<u>(533,657)</u>	<u>74%</u>
EXPENDITURES				
Administration	495,702	722,000	(226,298)	69%
Planning and engineering	87,480	67,500	19,980	130%
Public safety	480,056	696,000	(215,944)	69%
Public works	147,112	378,500	(231,388)	39%
Total expenditures	<u>1,210,350</u>	<u>1,864,000</u>	<u>(653,650)</u>	<u>65%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>284,993</u>	<u>165,000</u>	<u>119,993</u>	
OTHER FINANCING SOURCES				
Transfer to contingency	-	(165,000)	165,000	
Transfer to capital	-	(500,000)	500,000	
Total other financing sources	<u>-</u>	<u>(665,000)</u>	<u>665,000</u>	
NET CHANGE IN FUND BALANCE	<u>284,993</u>	<u>\$ (500,000)</u>	<u>\$ 784,993</u>	
BEGINNING FUND BALANCE	<u>1,349,235</u>			
ENDING FUND BALANCE	<u><u>\$ 1,634,228</u></u>			

TOWN OF COLUMBINE VALLEY
GENERAL FUND - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Nine Months Ended September 30, 2019
Unaudited

	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	<u>2019</u> <u>Budget</u>	<u>Variance</u> <u>Over</u> <u>(Under)</u>	<u>Percent</u> <u>of Budget</u> <u>(67% YTD)</u>
REVENUES					
Taxes					
Cable television	\$ 9,164	\$ 27,148	\$ 32,000	\$ (4,852)	85%
Property taxes	(906)	366,191	371,144	(4,953)	99%
Sales and use tax	80,177	429,623	695,500	(265,877)	62%
Specific ownership taxes	2,533	21,618	23,454	(1,836)	92%
Utility franchise fees	9,406	43,280	46,000	(2,720)	94%
Total Taxes	<u>100,374</u>	<u>887,860</u>	<u>1,168,098</u>	<u>(280,238)</u>	<u>76%</u>
Permits and fines					
Fines	5,479	37,453	75,000	(37,547)	50%
Permits, fees and services	13,357	152,860	355,000	(202,140)	43%
Total Permits and fines	<u>18,836</u>	<u>190,313</u>	<u>430,000</u>	<u>(239,687)</u>	<u>44%</u>
Intergovernmental					
Bow Mar IGA	77,525	310,102	310,102	-	100%
County highway tax revenue	-	12,067	12,000	67	101%
Motor vehicle registration fees	446	3,898	6,000	(2,102)	65%
State cigarette tax apportionment	128	493	800	(307)	62%
State highway user's tax	-	41,188	46,000	(4,812)	90%
Total Intergovernmental	<u>78,099</u>	<u>367,748</u>	<u>374,902</u>	<u>(7,154)</u>	<u>98%</u>
Interest income	<u>5,440</u>	<u>14,178</u>	<u>28,500</u>	<u>(14,322)</u>	<u>50%</u>
Other	<u>18,971</u>	<u>35,244</u>	<u>27,500</u>	<u>7,744</u>	<u>128%</u>
TOTAL REVENUES	<u>221,720</u>	<u>1,495,343</u>	<u>2,029,000</u>	<u>(533,657)</u>	<u>74%</u>
EXPENDITURES					
Administration					
Accounting and audit	1,612	26,048	20,500	5,548	127%
Advertising/notices	40	125	500	(375)	25%
Building inspection & plan review	13,197	79,197	159,750	(80,553)	50%
Building maintenance and utilities	(1,020)	24,747	27,250	(2,503)	91%
Community Functions	21,174	21,174	36,500	(15,326)	58%
Computer expense	1,543	22,157	17,000	5,157	130%
County Treasurer's collection fees	(9)	3,662	3,711	(49)	99%
Dues and publications	-	5,079	7,800	(2,721)	65%
Education and training	1,068	1,068	5,500	(4,432)	19%
Health insurance	5,989	32,934	32,000	934	103%
Insurance and bonds	2,373	15,449	30,000	(14,551)	51%
Legal	4,171	32,971	48,000	(15,029)	69%
Master plan/survey	-	-	13,000	(13,000)	0%
Miscellaneous	(5,960)	23,720	12,489	11,231	190%
Payroll Taxes	-	14,447	24,000	(9,553)	60%
Pension	(1,846)	6,789	15,000	(8,211)	45%
Salaries	29,418	166,581	254,000	(87,419)	66%
Supplies	2,060	15,598	10,000	5,598	156%
Telephone/communications	675	3,956	5,000	(1,044)	79%
Total Administration	<u>74,485</u>	<u>495,702</u>	<u>722,000</u>	<u>(226,298)</u>	<u>69%</u>

TOWN OF COLUMBINE VALLEY
GENERAL FUND - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Nine Months Ended September 30, 2019
Unaudited

	MTD Actual	YTD Actual	2019 Budget	Variance Over (Under)	Percent of Budget (67% YTD)
Planning and engineering					
Town planning	(14,010)	75,075	52,545	22,530	143%
Town engineer	4,138	12,405	13,455	(1,050)	92%
Miscellaneous	-	-	1,500	(1,500)	0%
Total Planning and engineering	(9,872)	87,480	67,500	19,980	130%
Public Safety					
Arapahoe County dispatch fee	14,628	21,942	29,256	(7,314)	75%
Cruiser gas/oil/maintenance	447	12,788	30,000	(17,212)	43%
Cruiser insurance	1,562	4,687	7,000	(2,313)	67%
Education/training	589	1,865	9,000	(7,135)	21%
Health/workman's comp insurance	6,804	52,313	80,000	(27,687)	65%
Municipal court - judge	750	8,250	9,000	(750)	92%
Municipal court - legal	1,920	22,085	27,500	(5,415)	80%
Municipal court - other	230	2,522	6,000	(3,478)	42%
Pension plan	(4,616)	19,388	43,000	(23,612)	45%
Salaries	43,159	306,605	430,000	(123,395)	71%
Supplies/miscellaneous	(4,519)	24,139	17,244	6,895	140%
Uniforms	886	3,472	8,000	(4,528)	43%
Total Public Safety	61,840	480,056	696,000	(215,944)	69%
Public Works					
Ground maintenance	4,154	23,642	3,500	20,142	675%
Other drainage/water	-	-	5,000	(5,000)	0%
Other maintenance	-	7,429	9,000	(1,571)	83%
Professional fees	-	-	7,500	(7,500)	0%
Salary	(96)	33,108	42,000	(8,892)	79%
Sanitation (trash/recycle service)	7,345	64,699	84,000	(19,301)	77%
Signs maintenance	31	(1,363)	1,000	(2,363)	-136%
Snow removal	-	1,016	2,000	(984)	51%
Storm water permit process	-	4,965	5,000	(35)	99%
Street and gutter maintenance	60	150	200,000	(199,850)	0%
Street cleaning	-	-	2,000	(2,000)	0%
Street lighting	947	8,042	15,000	(6,958)	54%
Striping	-	-	1,000	(1,000)	0%
Vehicle maintenance	(5,903)	5,424	1,500	3,924	362%
Total Public Works	6,538	147,112	378,500	(231,388)	39%
TOTAL EXPENDITURES	132,991	1,210,350	1,864,000	(653,650)	65%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	88,729	284,993	165,000	119,993	
OTHER FINANCING SOURCES					
Transfer to contingency	-	-	(165,000)	165,000	
Transfer to capital	-	-	(500,000)	500,000	
Total other financing sources	-	-	(665,000)	665,000	
NET CHANGE IN FUND BALANCE	\$ 88,729	284,993	\$ (500,000)	\$ 784,993	
BEGINNING FUND BALANCE		1,349,235			
ENDING FUND BALANCE		\$ 1,634,228			

TOWN OF COLUMBINE VALLEY
CONTINGENCY FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Nine Months Ended September 30, 2019
Unaudited

	<u>YTD Actual</u>	<u>2019 Budget</u>	<u>Variance Over (Under)</u>	<u>Percent of Budget (67% YTD)</u>
REVENUES				
From General Fund	-	165,000	(165,000)	0%
Total revenues	<u>-</u>	<u>165,000</u>	<u>(165,000)</u>	<u>0%</u>
EXPENDITURES				
	-	-	-	0%
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>-</u>	<u>165,000</u>	<u>(165,000)</u>	
NET CHANGE IN FUND BALANCE	-	<u>\$ 165,000</u>	<u>\$ (165,000)</u>	
BEGINNING FUND BALANCE	<u>54,042</u>			
ENDING FUND BALANCE	<u><u>\$ 54,042</u></u>			

TOWN OF COLUMBINE VALLEY
CAPITAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Nine Months Ended September 30, 2019
Unaudited

	<u>YTD Actual</u>	<u>2019 Budget</u>	<u>Variance Over (Under)</u>	<u>Percent of Budget (67% YTD)</u>
EXPENDITURES				
Public safety				
APX radio upgrade	52,418	52,000	418	101%
Lightpole replacement	-	8,000	(8,000)	0%
Other	-	6,500	(6,500)	0%
Vehicle	87,309	90,000	(2,691)	97%
Administration				
Server	9,851	8,000	1,851	123%
Public works				
Expedition snow plow	6,028	-	6,028	0%
Village drainage improvements	-	55,000	(55,000)	0%
Gain (Loss) on sale of assets	5,606		5,606	0%
Total expenditures	<u>161,212</u>	<u>219,500</u>	<u>(58,288)</u>	<u>73%</u>
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	<u>(161,212)</u>	<u>(219,500)</u>	<u>58,288</u>	
OTHER FINANCING SOURCES				
Transfer from general	<u>-</u>	<u>500,000</u>	<u>(500,000)</u>	
Total other financing sources	<u>-</u>	<u>500,000</u>	<u>(500,000)</u>	
NET CHANGE IN FUND BALANCE	<u>(161,212)</u>	<u>\$ 280,500</u>	<u>\$ (441,712)</u>	
BEGINNING FUND BALANCE	<u>12,856</u>			
ENDING FUND BALANCE	<u><u>\$ (148,356)</u></u>			

**TOWN OF COLUMBINE VALLEY
CONSERVATION TRUST FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Nine Months Ended September 30, 2019
Unaudited**

	<u>YTD Actual</u>	<u>2019 Budget</u>	<u>Variance Over (Under)</u>	<u>Percent of Budget (67% YTD)</u>
REVENUES				
Conservation Trust Fund entitlement	6,710	6,000	710	112%
CTF interest	484	-	484	0%
Total revenues	<u>7,194</u>	<u>6,000</u>	<u>1,194</u>	<u>120%</u>
EXPENDITURES				
Conservation trust fund expenditures	-	6,000	(6,000)	0%
Total expenditures	<u>-</u>	<u>6,000</u>	<u>(6,000)</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>7,194</u>	<u>-</u>	<u>7,194</u>	
NET CHANGE IN FUND BALANCE	7,194	<u>\$ -</u>	<u>\$ 7,194</u>	
BEGINNING FUND BALANCE	<u>13,095</u>			
ENDING FUND BALANCE	<u><u>\$ 20,289</u></u>			

TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Nine Months Ended September 30, 2019
Unaudited

	<u>YTD Actual</u>	<u>2019 Budget</u>	<u>Variance Over (Under)</u>	<u>Percent of Budget (67% YTD)</u>
REVENUES				
Arapahoe County open space revenues	38,625	36,000	2,625	107%
ACOP interest	6,377	-	6,377	0%
Total revenues	<u>45,002</u>	<u>36,000</u>	<u>9,002</u>	<u>125%</u>
EXPENDITURES				
Arapahoe County open space expenditures	20,000	12,000	8,000	167%
Total expenditures	<u>20,000</u>	<u>12,000</u>	<u>8,000</u>	<u>167%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>25,002</u>	<u>24,000</u>	<u>1,002</u>	
NET CHANGE IN FUND BALANCE	25,002	<u>\$ 24,000</u>	<u>\$ 1,002</u>	
BEGINNING FUND BALANCE	<u>397,342</u>			
ENDING FUND BALANCE	<u>\$ 422,344</u>			

TOWN OF COLUMBINE VALLEY
IMPACT FEE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Nine Months Ended September 30, 2019
Unaudited

	<u>YTD Actual</u>	<u>2019 Budget</u>	<u>Variance Over (Under)</u>	<u>Percent of Budget (67% YTD)</u>
REVENUES				
Impact Fees	-	254,000	(254,000)	0%
Total revenues	<u>-</u>	<u>254,000</u>	<u>(254,000)</u>	<u>0%</u>
EXPENDITURES				
	-	-	-	0%
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER)				
EXPENDITURES	<u>-</u>	<u>254,000</u>	<u>(254,000)</u>	
NET CHANGE IN FUND BALANCE	-	<u>\$ 254,000</u>	<u>\$ (254,000)</u>	
BEGINNING FUND BALANCE	<u>-</u>			
ENDING FUND BALANCE	<u><u>\$ -</u></u>			



Request for Board of Trustee Action

Date: November 19, 2019

Title: Trustee Bill #10, Series 2019 – Weed Height

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: This ordinance reduces the acceptable height of weeds from 10" to 6" on vacant and improved properties.

Attachments: Trustee Bill #10, Series 2019

Possible Motion: "I move approve Trustee Bill #10, Series 2019 as presented on 2nd Reading".

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 10
SERIES OF 2019

INTRODUCED BY
TRUSTEE KATHY BOYLE

A BILL FOR AN ORDINANCE OF THE TOWN OF COLUMBINE VALLEY AMENDING
THE INTERNATIONAL PROPERTY MAINTENANCE CODE

NOW THEREFORE, be it ordained by the Board of Trustees of the Town of Columbine Valley, Colorado:

Section 1. Section 302.4 Weeds – The first sentence of 302.4 Weeds is amended to read as follows:

It is the duty of every person owning vacant or improved property including easements and drainage-ways within the Town, to keep cut within six inches (6") of the ground all weeds and to keep said property free from brush and rubbish of all kinds.

Section 2. 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 3. The Town Clerk shall certify the passage of this ordinance and cause notice of its contents and passage to be published.

Section 4. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Introduced as Trustee Bill No. 10, Series of 2019, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 15th day of October, 2019, passed by a vote of ___ for and ___ against, on first reading; passed on second reading at a regular meeting of the Board of Trustees held by a vote of ___ for and ___ against on the 19th day of November, 2019, and ordered published in the Littleton Independent on the ___ day of _____, 2019.

Richard Champion, Mayor

Attest: _____
JD McCrumb, Town Clerk

Published: _____ in the Littleton Independent Newspaper



Request for Board of Trustee Action

Date: November 19, 2019

Title: Trustee Bill #11 Series 2019 - Xcel Franchise Agreement

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: The Town received notice in May of this year from Xcel requesting negotiation for renewal of the Town's franchise agreement. Since that time, staff has met with Xcel representatives to discuss minor modifications to the franchise specific to the Town of Columbine Valley.

Attachments: Trustee Bill #11, Series 2019
There have been no changes to the Franchise Agreement presented with the October packet, therefore it is not attached. If you would like a copy, please contact Town Hall.

Fiscal Impacts: No substantive changes in collected fees are anticipated.

Staff Recommendations: Approval of the franchise agreement with Xcel/Public Service Company of Colorado

Recommended Motion: "I move to approve the franchise agreement with Public Service Company of Colorado as presented on 2nd Reading".

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 11
SERIES OF 2019

INTRODUCED BY
TRUSTEE BILL DOTSON

A BILL FOR AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY APPROVING A FRANCHISE AGREEMENT BETWEEN THE TOWN OF COLUMBINE VALLEY AND PUBLIC SERVICE COMPANY OF COLORADO GRANTING THE RIGHT TO PROVIDE, SELL AND DELIVER GAS AND ELECTRICITY TO THE TOWN AND ITS RESIDENTS USING THE TOWN STREETS AND RIGHTS-OF-WAY, PUBLIC UTILITY EASEMENTS AND OTHER TOWN PROPERTY.

WHEREAS, Public Service Company of Colorado, a Colorado corporation, has held a franchise granted by the Town of Columbine Valley ("Town") and currently provides gas and electric service in the Town as authorized by the Colorado Public Utility Commission; and

WHEREAS, at public meetings held on October 15, 2019 and November 19, 2019, the Town considered Public Service Company of Colorado's performance and technical, financial and legal ability to provide the services, facilities and equipment to meet the future gas and electric needs and interests of the Town; and

WHEREAS, on November 19, 2019, the Board of Trustees held a properly-noticed public hearing to consider adoption of the proposed franchise agreement and accepted public comment on the same.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY, OF THE STATE OF COLORADO, THAT:

Section 1. The Franchise Agreement between the Town of Columbine Valley and Public Service Company of Colorado attached hereto as **Exhibit A** and incorporated herein by this reference, is hereby approved, and Public Service Company of Colorado is hereby granted a franchise to use the streets and rights of way, public utility easements and other Town Property to provide gas and electric service in the Town of Columbine Valley pursuant to the terms of such Franchise Agreement. The Mayor is hereby authorized to sign the Franchise Agreement on behalf of the Town.

Section 2. That should any section, clause, sentence, part of 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 3. The Town Clerk shall certify the passage of this ordinance and cause notice of its contents and passage to be published.

Section 4. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Introduced as Trustee Bill No. 11, Series of 2019, at a regular meeting of the Board of Trustees held at the Columbine Town Hall, 2 Middlefield Road, Columbine Valley, Arapahoe County, Colorado, on the 15th day of October, 2019, passed by a vote of ____ for and ____ against on first reading; passed on second reading, after a meeting held on the 19th day of November, 2019, at a regular meeting of the Board of Trustees held on the ____ day of _____, by a vote of ____ for and ____ against and ordered published in the Littleton Independent on the ____ day of _____, 2019.

Richard Champion, Mayor

Attest: _____
JD McCrumb, Town Clerk

Published: _____ in the Littleton Independent Newspaper



Request for Board of Trustee Action

Date: November 19, 2019

Title: Trustee Bill #6, Series 2019 – Swimming Pools

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: In August the Board of Trustees approved on 2nd Reading Trustee Bill #5, Series 2019 adopting the 2018 International Building Code, which included requirements for the construction of swimming pools in the Town.

Attachments: Trustee Bill #6, Series 2019

Possible Motion: “I move approve Trustee Bill #6, Series 2019 as presented on 1st Reading”.

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 6
SERIES OF 2019

INTRODUCED BY
TRUSTEE KATHY BOYLE

A BILL

FOR AN ORDINANCE CONCERNING SWIMMING POOLS

WHEREAS, on August 20, 2019, the Board of Trustees of the Town of Columbine Valley adopted the International Code Council's 2018 Swimming Pool and Spa Code; and

WHEREAS, said Code contain legislation concerning the construction, installation and use of swimming pools that render Chapter 15.40 of the Municipal Code of the Town of Columbine Valley moot; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley deem it in the best interests of the Town to repeal Chapter 15.40 of the Town Municipal Code in order to avoid any further conflict with the International Code Council's 2018 Swimming Pool and Spa code, heretofore adopted by the Town; and

NOW THEREFORE, be it ordained by the Board of Trustees of the Town of Columbine Valley, Colorado:

Section 1. Chapter 15.40, titled Swimming Pools, of the Municipal Code of the Town of Columbine Valley is hereby repealed.

Section 2. That should any section, clause, sentence, part of 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 3. The Town Clerk shall certify the passage of this ordinance and cause notice of its contents and passage to be published.

Section 4. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Introduced as Trustee Bill No. 6, Series of 2019, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 19th day of November, 2019, passed by a vote of ___ for and ___ against, on first reading; passed on second reading at a regular meeting of the Board of Trustees held by a vote of ___ for and ___ against on the 21st day of

January, 2020, and ordered published in the Littleton Independent on the ____ day of
_____, 2020.

Richard Champion, Mayor

Attest: _____
JD McCrumb, Town Clerk

Published: _____ in the Littleton Independent Newspaper



Request for Board of Trustee Action

Date: November 19, 2019

Title: 2020 Town Master Plan

Presented By: Sandy Graham, Chair P & Z; Phil Sieber, Town Planner

Prepared By: Phil Sieber, Town Planner

Background: This document summarizes the 2020 Master Plan that was prepared by the Planning and Zoning Commission and adopted following a public hearing on October 8, 2019. The adopted plan was distributed to the Trustees homes on November 4, 2019 for review.

Upon action by the Trustees, the final plan will be reviewed by a copy editor for technical errors, Trustee comment and direction is only requested regarding the content of the Master Plan.

Attachments: Executive Summary of the 2020 Master Plan

Staff Recommendations: Approve the 2020 Master Plan.

Recommended Motion: "I move to approve the 2020 Master Plan as presented, authorizing staff to correct any errors and omissions that may be discovered by a final copy edit."

OR

"I move to approve the 2020 Master Plan with the following conditions/corrections.....and authorize staff to correct any errors and omissions that may be discovered by a final copy edit."

TOWN OF COLUMBINE VALLEY 2020 MASTER PLAN

EXECUTIVE SUMMARY

INTRODUCTION: SANDY GRAHAM, PLANNING COMMISSION CHAIR

PLAN SUMMARY: PHIL SIEBER, TOWN PLANNER

Chapter One introduces the plan, reviews the Town history, documents its growth and summarizes the other chapters. Chapter One reaffirms the traditional values that have long characterized Columbine Valley while recognizing that the Town has grown and changed, which brings new challenges and opportunities. Chapter One provides the essential theme for the entire plan. Included in Chapter One are:

Map A Town Boundary & HOA's,
Table 1 Population 1970-2025
Table 2 Households 1970-2025

Chapter Two contains the vision and mission statements for the Town that incorporate community input

Master Plan Vision: "To remain a friendly, attractive, safe and desirable community – in a fast-growing metro area – through thoughtful development and civic policies."

Master Plan Mission: "To preserve our small-town heritage and quality of life by providing high-quality public services and giving citizens a voice in shaping the town's future."

Chapter Three describes how the plan will be used. The plan is used by Town leaders and staff in addition to residents, prospective residents and developers. It is not a regulatory document but it does provide a basis for the adoption of regulations. It guides review of development applications by staff and deliberations on the land-use decisions by the Planning Commission and Board of Trustees.

Chapters Four through Eight

These chapters contain the research and analysis that underlie the goals of the plan.

Chapter Four: Land Use, describes the way the Town has grown and the characteristics of the various subdivisions. It contains detailed data on all the subdivisions and areas that have future development potential. Included in Chapter Four are:

Table 3 Developed and Developing Subdivisions with map reference, number of acres, DUs and density
Map B Property Identification that shows all the platted subdivisions and parcels with future development potential that are referenced in Tables 3 and 4
Table 4 Parcels with Additional Potential Development

The Land use Goals are:

1. Maintain the largely low-density, primarily residential character of Columbine Valley.

2. Ensure future residential development is compatible with existing adjacent development.
3. Develop new streets with two lanes and accommodations for on-street parking and safe use by pedestrians, bicycles and golf carts.
4. Incorporate off-street guest parking into new developments.
5. Protect important wildlife habitat and significant natural landforms.
6. Encourage clean and efficient energy use and water conservation in new development.
7. Ensure that new development has a net positive effect on the Town's property tax base.
8. Improve pedestrian and bike connectivity to trails, paths and wide road shoulders.
9. Acquire new open space and parks where appropriate.
10. Consider development of age-focused housing for residents wishing to "age-in-place".

Chapter Five: Annexation outlines the requirements for annexation and the Three Mile Plan which is a prerequisite to annexation. The goals are:

1. Protect against potential adverse impacts of development in the unincorporated area to the west of the Town by adoption of a Three-Mile Plan.
2. Maintain existing good relationships with the City of Littleton and Arapahoe County in considering any annexation.
3. Be proactive in pursuing annexation opportunities if they are in the best interest of the Town.

Chapter Six: Parks, Open Space and Trails contains an inventory of the parks (public and private) trails and open space in the Town. Included are:

Maps C Parks, Open Space & Trails in Town

Map D Parks, Open Space & Trails outside, but in close proximity to Town

In the 2019 Town Vision Survey, the preservation of open space and the development of new parks were high priorities for residents. Plan recommendations (goals) include:

Open Space

1. Provide open space to encourage the protection of views and water quality,
2. Preserve natural attributes such as floodplains and wetland areas, geological hazards, vegetative stands and wildlife habitat.
3. Preserve open spaces in town that aren't near publicly accessible open space.
4. As the infill parcels in town develop further, strive to create open space areas through purchase or dedication. Focus creation of any new open space areas and passive recreational opportunities such as trails or natural landscapes. Encourage opening these spaces to all town residents.

Parks

1. As infill parcels in town develop, open space acquisition should be proactively pursued to help create park areas through purchase or dedication.
2. New parks should consider an active (playground) component and be open for use by all town residents.

Trails

1. Establish safe connections from Columbine Valley to schools and regional pedestrian and bicycle trails.
2. Expand the Wild Plum trail system to connect subdivisions and improve the off-street experience.

Chapter Seven: Roadways & Transportation, describes the Town's street maintenance system and how the funding for the maintenance is provided. The growth of the Town is reflected by the increase in traffic volumes, but new traffic studies show that internal Town streets will continue to function at a high Level of Service (LOS). However, intersections with Platte Canyon Rd or Bowles Ave have been flagged for continued observation as residents report risks for bikes and walkers. The chapter includes:

- List of traffic count locations
- Maps E -2019 Traffic Counts
- Map F- 2025 Projected Traffic Counts
- Table 5 – 2019 LOS
- Table 6 2025 LOS projected

Recommendations (goals)

Roadways:

1. Continue annual road maintenance to protect and further extend life of existing asphalt pavement sections.
2. Review and carefully study traffic restrictions and modifications to minimize heavy, multi-axle loading of the roadways.
3. Coordinate maintenance with storm drainage improvements.
4. Require restoration of streets and drainage facilities to town standards if they are damaged by new home construction, major remodeling and utility repair.
5. Continue to work with nearby jurisdictions on proposed transportation improvements to insure connectivity and continuity of roadways.

Transportation

1. Continue collaboration with other agencies, including Arapahoe County, City of Littleton, CDOT and DRCOG regarding important transportation corridors including Platte Canyon Rd., W. Bowles Ave, So. Federal Blvd. as W. Mineral Ave.
2. Build sidewalks and improve access to protected crossings along South Platte Canyon Rd. to provide safer access to area amenities.
3. Maintain the existing transportation character and continue to allow pedestrians, bicyclists, golf carts and vehicles to mix on local streets.
4. Where appropriate, separate pedestrians and bicycles from travel lanes to address safety.
5. Where possible, provide off-street connections for pedestrians and bicyclists, within and between subdivisions
6. Work with schools to provide to provide safe walking and bicycle routes for students.
7. Establish a multi-modal safety program (pedestrians, bikes, golf carts).
8. Consider improvements that could address transportation or safety problems at identified points of conflict.

9. Encourage bicycling and walking by improving existing, and creating new, bicycling and pedestrian paths within and adjacent to the Town.
10. Keep cut through traffic at low levels and when considering new development or infrastructure changes to insure safe streets for all users.
11. Maintain the practice of periodic traffic studies to detect unacceptable cut through and excessive speeding.
12. Ensure that the Wild Plum escrow (\$300,000) for a traffic signal at Hunter Run and So. Platte Canyon Road is not released until a warrant study has been completed.

Chapter Eight: Floodplain Management, briefly describes the history of flood control and stormwater channelization projects that have significantly reduced the chance of flooding in Town. The chapter includes:

- Map G- Major Stormwater Drainageways
- Map H -Historic Flood Hazard Area - 1978
- Map I- Current Flood Hazard Area – 2019

To ensure flood risks remain low, recommendations (goals) include:

1. Require future development to adequately manage the volume and quality of storm runoff.
2. Require future developments to treat stormwater runoff to remove sediments and debris.
3. Study current stormwater infrastructure for deficiencies and undertake improvements within Town limits to improve stormwater management.
4. Investigate the Nevada Ditch as a potential stormwater management facility.
5. Documents the advantages of easements and buffers for all flood hazard areas.
6. Preserve and support easements and dedications as buffers in flood hazard areas.
7. Regularly maintain storm drain systems to assure operational and water quality capacity.
8. Be aware of the condition and capacity of both public and private storm sewers as water quality standards continue to evolve.
9. Seek opportunities to improve the quality of stormwater discharges.

Chapter Nine: Programs, Services and Utilities describes the social events organized by staff such as the summer concerts and 4th of July Parade as well as the various programs of convenience for residents. The goals are:

1. Maintain and expand programs and services that enhance the qualities and character residents have come to associate with Columbine Valley.
2. Investigate partnerships that augment Town efforts to provide services and programs, both in the short- and long-term.
3. Explore opportunities to add new events that create opportunity for residents to gather in a social setting.
4. Continue the Town's good relations with service providers to insure proper maintenance of the utility systems

COMMENTS OF REFERRAL AGENCIES

The draft plan was referred to Arapahoe County, City of Littleton, South Suburban Parks and Recreation District and all the HOA presidents. We have received the following responses:

Arapahoe County Engineering: No Comment

Arapahoe County Planning:

Concerned with the Annexation Chapter. The County Comprehensive Plan identifies the area west of South Platte Canyon Road as "Urban Residential" where residential is the primary use and any retail should consist of support services. We encourage any retail be close to the intersection of So. Platte Canyon Road and Bowles Ave., not south of Three Ponds Drive.

City of Littleton: Under the Transportation Goals (Chapter Seven) they recommend:

- Goal # 5 be revised to read "Continue to explore and coordinate on funding opportunities with nearby jurisdictions to meet shared goals and needs."
- On Table 5- Level of Service 2018, they recommend that "Further adding tables for bike, pedestrian and transit LOS to better tie to the LOS illustration on Page 48."

South Suburban Park and Recreation District:

□

- Additional South Suburban amenities shown within one mile on page 39 could also include: Cimarron Trail Park, Creekside Experience, Lee Gulch Overlook, Harlow Pool, and Buck Recreation Center.
- A reference to the District's 2017 Master Plan may be appropriate within the Parks, Open Space & Trails section 6 as there are areas of overlap that could help prioritize future park, open space, and trail development within the Town.

HOA's: No comments have been received from HOA Boards.



Request for Board of Trustee Action

Date: November 19, 2019

Title: 2020 Town Budget

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator, CRS and Town Finance Team

Background: This is the final draft of the 2020 Town Budget presented for consideration and action on 1st Reading.

The town budget process begins in July with staff preparing revenue forecasts and discussing operational and capital needs of the Town. The first draft of the budget was presented to the Trustees in September, followed by meetings with individual Trustees on topics of interest. An updated draft was presented for review and discussion in October.

A final and updated draft of the 2020 budget, including updated revenue estimates will be presented for action at the December Board of Trustees meeting.

Attachments: Resolution #2, Series of 2019
Proposed 2020 Town Budget

Recommended Motion: "I move to approve the 2020 Town Budget as presented on 1st Reading."

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 2020, AND
ENDING ON THE 31ST DAY OF DECEMBER 2020

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

WHEREAS, J.D. McCrumb submitted a proposed budget to the governing body on November 19, 2019, 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 19, 2019, 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 19, 2019, approved and adopted the Town of Columbine Valley, Colorado 2020 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 2020 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 2020 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	
Total	<u>\$</u>

Reference is hereby made to the Columbine Valley, Colorado 2020 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 2020, 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 2020 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 resolution be adjudged by any Court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the resolution 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 10th day of December, 2019.

JD McCrumb, Clerk

Richard Champion, Mayor

Published: December 19, 2019 in the Littleton Independent Newspaper

Town of Columbine Valley 2020 Budget Narrative Portion

November 19, 2019

The 2020 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 - \$358,412

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 2020 are as follows:

1. Amendment #1 property tax revenue limitation - \$358,412
2. Amendment #1 mill levy rate limitation - \$508,029
3. Statutory 5.5% property tax revenue limitation - \$371,624

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 (2018 to 2019) in actual value of Town real property plus an allowance for the rise in the consumer price index multiplied by the 2019 certified property tax revenue.

The 2nd calculation is based upon the 2018 mill levy times the 2019 assessed valuation of the Town real property.

The 3rd calculation is based upon the 2018 adjusted assessed valuation of Town real property multiplied by the 2018 mill levy, adjusted for a 5.5% statutory increase.

Specific Ownership Tax - \$23,454

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 2020 reflects no increase from the projected 2019 revenue.

Sales & Use Tax - \$691,625

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 2020 Budget provides for the construction of nineteen (19) new homes. Sales and use tax estimates were based on slight increase due to more homes in Town.

Utility Franchise Fee - \$50,000

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 - \$36,000

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 - \$288,000

Permit fees (including plan review fees) are based upon the projection of historical remodel permit fees of \$75,000 as well as new construction permit fees for nineteen (19) new homes.

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 2020 revenues will remain similar to our current projection for 2019. 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 \$285,102 in 2019 and will pay \$290,091 for 2020. The payments for 2019 and 2020 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 may be a refund for 2019 as the department was not fully staffed all year.

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 – 2019 projection is \$55,890; 2020 budget is \$56,000
- County Highway Mill Tax – 2019 projection is \$13,407; 2020 budget is \$13,407
- Cigarette Tax Apportionment – 2019 projection is \$800; 2020 budget is \$800
- Motor Vehicle Registration Fees – 2019 projection is \$6,000; 2020 budget is \$6,000

Interest - \$30,850

The estimate for Town funds to be invested during 2020.

Other - \$25,000

Other revenues include projected private funding donations of \$25,000 to assist in the building of the stage at Columbine Valley Park.

Sources of Fund Decreases

Public Safety - \$742,434

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 2020 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 \$27,781 in 2018 and is projected to be \$29,256 in 2019. The 2020 rate will see an increase to \$30,573 due to added software costs. There are additional costs budgeted in 2020 for public safety that the Board should discuss and consider, such as offsite backup needs.

Sanitation - \$86,520

This will now show up in the Public Works section of the financials. 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 - \$740,271

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

	<u>2019</u>	<u>2020</u>
• Town office salaries and benefits	45.0%	40.86%
• Legal, accounting and audit	9.5%	16.45%

• Insurance	4.2%	4.05%
• Building inspection fees	22.1%	17.51%
• Town Hall maintenance and utilities	3.8%	5.62%
• Other	15.4%	15.51%

Office salaries include three full-time and one part-time employees. Included in benefits are the cost of health insurance and a pension plan.

Legal fees are very dependent upon activities occurring within the Town. Legal fees are estimated to be higher due to a Municode review and revision. The primary need for legal services in 2020 will be preparation for and attendance at regular meetings of the Town Trustees. The fees are slightly higher for accounting due to the engagement of an outside firm to handle the financial needs of the Town.

Insurance costs for the building are estimated to be the same as 2019. Health insurance costs also remained steady. Our insurance carrier is Travelers Insurance. Our Workman's Compensation insurance carrier is Pinnacol Assurance.

Building inspection fees are very dependent upon new construction within the Town. The budget for 2020 assumes a normal level of inspections and plan reviews associated with remodeling in the Town and the aforementioned nineteen (19) new homes to be constructed in 2020.

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 - \$71,500

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 2020 budget includes funding for the Platte Canyon Sidewalk design. The budget for 2020 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 - \$284,940

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 \$160,000 towards general street maintenance for 2020. 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. Salaries are higher than 2019 as the full salary of the public works manager is included plus part time help. Some services, such as street cleaning and sealing are contracted from the City of Littleton or other third-party vendors.

Additional Funds Activity –

Contingency Fund – Receipts - \$ TBD - and expenditures - \$-0-

This new fund is being established for 2020 to better outline your 'emergency reserves' or contingency. To ensure it is not confused with restricted reserve funds, the newly created contingency fund will house no expenditures but carry the balance of what is set aside for unforeseen emergencies.

Capital Reserves – Receipts - \$TBD and expenditures – \$55,000

This reserve fund was established in 2018 with a transfer of \$500,000 from the General Fund Reserve balance. Funds will be transferred in 2020 to continue funding the necessary capital projects expected by the Town. Expenditures for 2020 include new police vehicle laptops (\$20,000), a stage at Columbine Valley Park (\$25,000), and light pole replacement (\$10,000). The Capital Reserve Fund will hold the majority of the funding needed to future projects the Town will need to face for improvements.

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 2020 we will continue to maintain the park area in front of the Town Hall.

Arapahoe County Open Space Shareback Fund – Receipts - \$38,625 and expenditures - \$TBD

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. The 2019 projected expense is to fund a study to determine potential projects for these funds.

Impact fees WPF – Receipts - \$190,500 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.

**TOWN OF COLUMBINE VALLEY
SUMMARY BY FUND
DRAFT 2020 BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED
For the Years Ended and Ending December 31,**

	2018 Audit Modified Accrual	2019 Adopted Budget Modified Accrual	YTD Actual 9/30/2019 Cash Basis	2019 Estimated Modified Accrual	2020 Adopted Budget Modified Accrual
REVENUES PER FUND					
General	\$ 1,785,208	\$ 2,029,000	\$ 1,495,343	\$ 1,833,797	\$ 1,969,639
Contingency	-	165,000	-	165,000	-
Capital	-	-	-	-	-
Conservation Trust Fund	7,128	6,000	7,194	6,484	6,000
Arapahoe County Open Space	35,823	36,000	45,002	45,002	38,625
Impact fees	-	254,000	-	38,100	190,500
Total revenues	<u>1,828,159</u>	<u>2,490,000</u>	<u>1,547,539</u>	<u>2,088,383</u>	<u>2,204,764</u>
EXPENDITURES PER FUND					
General	1,543,854	1,864,000	1,210,350	1,807,109	1,925,665
Contingency	-	-	-	-	-
Capital	8,748	219,500	161,212	219,078	55,000
Conservation Trust Fund	18,419	6,000	-	6,000	6,000
Arapahoe County Open Space	7,500	12,000	20,000	20,000	-
Impact fees	-	-	-	-	-
Total expenditures	<u>1,578,521</u>	<u>2,101,500</u>	<u>1,391,562</u>	<u>2,052,187</u>	<u>1,986,665</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>249,638</u>	<u>388,500</u>	<u>155,977</u>	<u>36,196</u>	<u>218,099</u>
NET CHANGE IN FUND BALANCE	<u>\$ 249,638</u>	<u>\$ 388,500</u>	<u>\$ 155,977</u>	<u>\$ 36,196</u>	<u>\$ 218,099</u>
BEGINNING FUND BALANCE	<u>1,576,932</u>		<u>1,826,570</u>	<u>1,826,570</u>	<u>1,862,766</u>
ENDING FUND BALANCE	<u>\$ 1,826,570</u>		<u>\$ 1,982,547</u>	<u>\$ 1,862,766</u>	<u>\$ 2,080,865</u>

**TOWN OF COLUMBINE VALLEY
GENERAL FUND - SUMMARY
DRAFT 2020 BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED
For the Years Ended and Ending December 31,**

	2018 Audit Modified Accrual	2019 Adopted Budget Modified Accrual	YTD Actual 9/30/2019 Cash Basis	2019 Estimated Modified Accrual	2020 Adopted Budget Modified Accrual
REVENUES					
Taxes	\$ 997,944	\$ 1,168,098	\$ 887,861	\$ 1,068,598	\$ 1,159,491
Permits and fines	345,905	430,000	190,313	323,000	363,000
Intergovernmental	390,588	374,902	367,747	386,199	391,298
Interest income	31,808	28,500	14,178	28,500	30,850
Other	18,963	27,500	35,244	27,500	25,000
Total revenues	<u>1,785,208</u>	<u>2,029,000</u>	<u>1,495,343</u>	<u>1,833,797</u>	<u>1,969,639</u>
EXPENDITURES					
Administration	591,772	722,000	495,702	634,965	740,271
Planner and engineering	55,902	67,500	87,480	67,500	71,500
Public safety	651,990	696,000	480,056	712,144	742,434
Public works	244,190	378,500	147,112	392,500	371,460
Total expenditures	<u>1,543,854</u>	<u>1,864,000</u>	<u>1,210,350</u>	<u>1,807,109</u>	<u>1,925,665</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>241,354</u>	<u>165,000</u>	<u>284,993</u>	<u>26,688</u>	<u>43,974</u>
OTHER FINANCING SOURCES					
Transfer to contingency	-	(165,000)	-	(165,000)	-
Transfer to capital	-	(500,000)	-	(500,000)	-
Total other financing sources	<u>-</u>	<u>(665,000)</u>	<u>-</u>	<u>(665,000)</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u>\$ 241,354</u>	<u>\$ (500,000)</u>	<u>\$ 284,993</u>	<u>\$ (638,312)</u>	<u>\$ 43,974</u>
BEGINNING FUND BALANCE	<u>1,107,881</u>		<u>1,349,235</u>	<u>1,349,235</u>	<u>710,923</u>
ENDING FUND BALANCE	<u>\$ 1,349,235</u>		<u>\$ 1,634,228</u>	<u>\$ 710,923</u>	<u>\$ 754,897</u>

TOWN OF COLUMBINE VALLEY
GENERAL FUND - DETAILS
DRAFT 2020 BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED
For the Years Ended and Ending December 31,

	2018 Audit Modified Accrual	2019 Adopted Budget Modified Accrual	YTD Actual 9/30/2019 Modified Accrual	2019 Estimated Modified Accrual	2020 Adopted Budget Modified Accrual
REVENUES					
Taxes					
Cable television	\$ 36,811	\$ 32,000	\$ 27,148	\$ 32,000	\$ 36,000
Property taxes	347,824	371,144	366,192	371,144	358,412
Sales and use tax	538,553	695,500	429,623	596,000	691,625
Specific ownership taxes	27,124	23,454	21,618	23,454	23,454
Utility franchise fees	47,632	46,000	43,280	46,000	50,000
Total Taxes	997,944	1,168,098	887,861	1,068,598	1,159,491
Permits and fines					
Fines	102,146	75,000	37,453	75,000	75,000
Permits, fees and services	243,759	355,000	152,860	248,000	288,000
Total Permits and fines	345,905	430,000	190,313	323,000	363,000
Intergovernmental					
Bow Mar IGA police	316,530	310,102	310,102	310,102	290,091
Bow Mar IGA admin					25,000
County highway tax revenue	12,133	12,000	12,067	13,407	13,407
Motor vehicle registration fees	3,446	6,000	3,898	6,000	6,000
State cigarette tax apportionment	234	800	492	800	800
State highway user's tax	58,245	46,000	41,188	55,890	56,000
Total Intergovernmental	390,588	374,902	367,747	386,199	391,298
Interest income	31,808	28,500	14,178	28,500	30,850
Other	18,963	27,500	35,244	27,500	25,000
TOTAL REVENUES	1,785,208	2,029,000	1,495,343	1,833,797	1,969,639
EXPENDITURES					
Administration					
Accounting and audit	24,300	20,500	26,048	32,118	61,795
Advertising/notices	117	500	125	500	500
Bank/Credit card fees	-	5,100	-	5,100	5,100
Building inspection & plan review	100,229	159,750	79,197	111,600	129,600
Building maintenance and utilities	39,984	27,250	24,747	27,250	41,568
Community Functions	7,188	36,500	21,174	36,500	41,000
Computer expense	22,280	20,200	22,157	20,200	21,300
County Treasurer's collection fees	3,483	3,708	3,662	3,708	3,584
Dues and publications	10,342	7,800	5,079	7,800	8,650
Education and training	9,046	5,500	1,068	5,500	10,000
Election	-	-	-	-	2,000
Health insurance	35,431	32,000	32,934	32,000	32,000
Insurance and bonds	30,393	30,000	15,449	30,000	30,000
Legal	43,722	48,000	32,971	48,000	60,000
Master plan/survey	-	13,000	-	13,000	-
Mayor/Mthly breakfasts	-	1,900	-	1,900	1,900
Miscellaneous	30,494	2,292	23,720	2,289	2,289
Payroll Taxes	21,230	24,000	14,447	22,000	26,000
Pension	11,910	15,000	6,789	10,500	14,485
Salaries	186,611	254,000	166,581	210,000	230,000
Supplies	10,282	10,000	15,598	10,000	13,000
Telephone/communications	4,730	5,000	3,956	5,000	5,500
Total Administration	591,772	722,000	495,702	634,965	740,271
Planner and engineering					
Town planning	41,574	52,545	75,075	52,545	56,545
Town engineer	14,328	13,455	12,405	13,455	13,455
Miscellaneous	-	1,500	-	1,500	1,500
Total Planning and engineering	55,902	67,500	87,480	67,500	71,500
Public Safety					
Operations					
Cruiser gas/oil	25,863	12,000	12,788	12,000	12,000
Cruiser maintenance	-	18,000	-	18,000	18,000
Cruiser insurance	8,000	7,000	4,687	7,000	7,000

	2018 Audit Modified Accrual	2019 Adopted Budget Modified Accrual	YTD Actual 9/30/2019 Modified Accrual	2019 Estimated Modified Accrual	2020 Adopted Budget Modified Accrual
Education/training	3,397	9,000	1,865	9,000	9,000
Equipment repair	-	5,000	1,491	5,000	5,000
Health/workman's comp insurance	63,801	80,000	52,313	80,000	80,000
Pension plan	42,479	43,000	19,388	43,000	44,400
Salaries	425,649	430,000	306,605	430,000	444,000
Supplies/miscellaneous	13,085	6,356	20,346	22,500	13,600
Telephones	-	4,800	2,302	4,800	4,800
Uniforms	4,643	8,000	3,472	8,000	10,000
Total Operations	586,917	623,156	425,257	639,300	647,800
Municipal Court					
Judge	8,250	9,000	8,250	9,000	9,000
Legal	25,403	27,500	22,085	27,500	27,500
Administration	-	2,000	-	2,000	2,000
Supplies	1,514	2,000	722	2,000	2,000
Interpreter	2,125	2,000	1,800	2,000	2,000
Total Municipal Court	37,292	42,500	32,857	42,500	42,500
Contracts					
Arapahoe County dispatch fee	27,781	29,256	21,942	29,256	30,573
Tri-Tech Software	-	1,088	-	1,088	1,120
Human Society	-	-	-	-	500
Juvenile Assessment	-	-	-	-	841
Netmotion	-	-	-	-	450
CACP	-	-	-	-	150
WhenIWork	-	-	-	-	400
Total Contracts	27,781	30,344	21,942	30,344	34,034
Computer/IT					
Merakie (server firewall lease)	-	-	-	-	1,400
Offsite server backup	-	-	-	-	1,800
Office 365 accounts	-	-	-	-	1,400
Scheduled PC replacement	-	-	-	-	3,500
Govpilot	-	-	-	-	10,000
Total Computer/IT	-	-	-	-	18,100
Total Public Safety	651,990	696,000	480,056	712,144	742,434
Public Works					
Ground maintenance	2,194	3,500	23,642	3,500	7,300
Homeowner Assn subsidy	10,000	9,000	-	9,000	5,000
Other/Miscellaneous	251	5,000	7,429	5,000	5,000
Professional fees-Mosquito control	6,141	7,500	-	7,500	7,500
Salary	21,968	42,000	33,108	56,000	69,500
Sanitation (trash/recycle service)	80,659	84,000	64,699	84,000	86,520
Signs maintenance	3,980	1,000	(1,363)	1,000	1,020
Snow removal	1,707	2,000	1,016	2,000	2,100
Storm water permit process (NPDES)	6,878	5,000	4,965	5,000	7,500
Street and gutter maintenance	78,918	200,000	150	200,000	160,000
Street cleaning	225	2,000	-	2,000	-
Street lighting	25,139	15,000	8,042	15,000	15,000
Striping	326	1,000	-	1,000	1,020
Vehicle maintenance	5,804	1,500	5,424	1,500	4,000
Total Public Works	244,190	378,500	147,112	392,500	371,460
TOTAL EXPENDITURES	1,543,854	1,864,000	1,210,350	1,807,109	1,925,665
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	241,354	165,000	284,993	26,688	43,974
OTHER FINANCING SOURCES					
Transfer to contingency	-	(165,000)	-	(165,000)	-
Transfer to capital	-	(500,000)	-	(500,000)	-
Total other financing sources	-	(665,000)	-	(665,000)	-
NET CHANGE IN FUND BALANCE	\$ 241,354	\$ (500,000)	\$ 284,993	\$ (638,312)	\$ 43,974
BEGINNING FUND BALANCE	1,107,881		1,349,235	1,349,235	710,923
ENDING FUND BALANCE	\$ 1,349,235		\$ 1,634,228	\$ 710,923	\$ 754,897

**TOWN OF COLUMBINE VALLEY
CONTINGENCY FUND
DRAFT 2020 BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED
For the Years Ended and Ending December 31,**

	2018 Audit Modified Accrual	2019 Adopted Budget Modified Accrual	YTD Actual 9/30/2019 Modified Accrual	2019 Estimated Modified Accrual	2020 Adopted Budget Modified Accrual
REVENUES					
From General Fund	\$ -	\$ 165,000	\$ -	\$ 165,000	\$ -
Total revenues	<u>-</u>	<u>165,000</u>	<u>-</u>	<u>165,000</u>	<u>-</u>
EXPENDITURES					
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>-</u>	<u>165,000</u>	<u>-</u>	<u>165,000</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	-	<u>\$ 165,000</u>	\$ -	\$ 165,000	\$ -
BEGINNING FUND BALANCE	<u>54,042</u>		<u>54,042</u>	<u>54,042</u>	<u>219,042</u>
ENDING FUND BALANCE	<u>\$ 54,042</u>		<u>\$ 54,042</u>	<u>\$ 219,042</u>	<u>\$ 219,042</u>

**TOWN OF COLUMBINE VALLEY
CAPITAL FUND
DRAFT 2020 BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED
For the Years Ended and Ending December 31,**

	2018 Audit Modified Accrual	2019 Adopted Budget Modified Accrual	YTD Actual 9/30/2019 Modified Accrual	2019 Estimated Modified Accrual	2020 Adopted Budget Modified Accrual
REVENUES					
	\$ -	\$ -	\$ -	\$ -	\$ -
Total revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENDITURES					
Public safety					
APX radio upgrade	-	52,000	52,418	52,418	-
Other	8,748	-	-	-	-
Police Vehicle Laptops	-	90,000	87,309	87,309	20,000
Vehicle	-	-	-	-	-
Administration					
Server	-	8,000	9,851	9,851	-
Columbine Park stage	-	-	-	-	25,000
Public works					
Lightpole replacement	-	8,000	-	8,000	10,000
Columbine Lane/Village Drive	-	55,000	-	55,000	-
Tahoe Replacement/Expedition Snow Plow	-	6,500	6,028	6,500	-
Village drainage improvements	-	-	-	-	-
Gain (Loss) on sale of assets	-	-	5,606	-	-
Total expenditures	<u>8,748</u>	<u>219,500</u>	<u>161,212</u>	<u>219,078</u>	<u>55,000</u>
EXCESS OF REVENUE OVER (UNDER)					
EXPENDITURES	<u>(8,748)</u>	<u>(219,500)</u>	<u>(161,212)</u>	<u>(219,078)</u>	<u>(55,000)</u>
OTHER FINANCING SOURCES					
Transfer from general	-	500,000	-	500,000	-
Total other financing sources	<u>-</u>	<u>500,000</u>	<u>-</u>	<u>500,000</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u>(8,748)</u>	<u>\$ 280,500</u>	<u>\$ (161,212)</u>	<u>\$ 280,922</u>	<u>\$ (55,000)</u>
BEGINNING FUND BALANCE	<u>21,604</u>		<u>12,856</u>	<u>12,856</u>	<u>293,778</u>
ENDING FUND BALANCE	<u>\$ 12,856</u>		<u>\$ (148,356)</u>	<u>\$ 293,778</u>	<u>\$ 238,778</u>

**TOWN OF COLUMBINE VALLEY
CONSERVATION TRUST FUND
DRAFT 2020 BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED
For the Years Ended and Ending December 31,**

	2018 Audit Modified Accrual	2019 Adopted Budget Modified Accrual	YTD Actual 9/30/2019 Modified Accrual	2019 Estimated Modified Accrual	2020 Adopted Budget Modified Accrual
REVENUES					
Conservation Trust Fund entitlement	\$ 7,128	\$ 6,000	\$ 6,710	\$ 6,000	\$ 6,000
CTF interest	-	-	484	484	-
Total revenues	<u>7,128</u>	<u>6,000</u>	<u>7,194</u>	<u>6,484</u>	<u>6,000</u>
EXPENDITURES					
Conservation trust fund expenditures	18,419	6,000	-	6,000	6,000
Total expenditures	<u>18,419</u>	<u>6,000</u>	<u>-</u>	<u>6,000</u>	<u>6,000</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(11,291)</u>	<u>-</u>	<u>7,194</u>	<u>484</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	(11,291)	<u>\$ -</u>	\$ 7,194	\$ 484	\$ -
BEGINNING FUND BALANCE	<u>24,386</u>		<u>13,095</u>	<u>13,095</u>	<u>13,579</u>
ENDING FUND BALANCE	<u>\$ 13,095</u>		<u>\$ 20,289</u>	<u>\$ 13,579</u>	<u>\$ 13,579</u>

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
DRAFT 2020 BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED
For the Years Ended and Ending December 31,**

	2018 Audit Modified Accrual	2019 Adopted Budget Modified Accrual	YTD Actual 9/30/2019 Modified Accrual	2019 Estimated Modified Accrual	2020 Adopted Budget Modified Accrual
REVENUES					
Arapahoe County open space revenues	\$ 35,823	\$ 36,000	\$ 38,625	\$ 38,625	\$ 38,625
ACOP interest	-	-	6,377	6,377	-
Total revenues	<u>35,823</u>	<u>36,000</u>	<u>45,002</u>	<u>45,002</u>	<u>38,625</u>
EXPENDITURES					
Arapahoe County open space expenditures	7,500	12,000	20,000	20,000	-
Total expenditures	<u>7,500</u>	<u>12,000</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>28,323</u>	<u>24,000</u>	<u>25,002</u>	<u>25,002</u>	<u>38,625</u>
NET CHANGE IN FUND BALANCE	28,323	<u>\$ 24,000</u>	\$ 25,002	\$ 25,002	\$ 38,625
BEGINNING FUND BALANCE	<u>369,019</u>		<u>397,342</u>	<u>397,342</u>	<u>422,344</u>
ENDING FUND BALANCE	<u>\$ 397,342</u>		<u>\$ 422,344</u>	<u>\$ 422,344</u>	<u>\$ 460,969</u>

**TOWN OF COLUMBINE VALLEY
IMPACT FEE FUND
DRAFT 2020 BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED
For the Years Ended and Ending December 31,**

	2018 Audit Modified Accrual	2019 Adopted Budget Modified Accrual	YTD Actual 9/30/2019 Modified Accrual	2019 Estimated Modified Accrual	2020 Adopted Budget Modified Accrual
REVENUES					
Impact Fees	\$ -	\$ 254,000	\$ -	\$ 38,100	\$ 190,500
Total revenues	<u>-</u>	<u>254,000</u>	<u>-</u>	<u>38,100</u>	<u>190,500</u>
EXPENDITURES					
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>-</u>	<u>254,000</u>	<u>-</u>	<u>38,100</u>	<u>190,500</u>
NET CHANGE IN FUND BALANCE	<u>-</u>	<u>\$ 254,000</u>	<u>\$ -</u>	<u>\$ 38,100</u>	<u>\$ 190,500</u>
BEGINNING FUND BALANCE	<u>-</u>		<u>-</u>	<u>-</u>	<u>38,100</u>
ENDING FUND BALANCE	<u>\$ -</u>		<u>\$ -</u>	<u>\$ 38,100</u>	<u>\$ 228,600</u>

**TOWN OF COLUMBINE VALLEY
REVENUE PROJECTIONS**

COMPLETE
PRELIM

	2018 Actual	2019 Budget	2019 9/30/2019	2019 Estimate	2020 Budget	2020 BUDGET NOTES
Revenues						
Taxes						
Property Taxes	347,824	371,144	366,192	371,144	358,412	CALCULATED
Specific Ownership Taxes	27,124	23,454	21,618	23,454	23,454	SAME AS 2019 BUDGET
Sales and Use Taxes - Total	538,553	695,500	429,623	596,000	691,625	
Sales and Use Taxes - Retail	165,984	145,000	173,807	145,000	152,250	INCREASE 5% from 2019 Estimate
Sales Taxes - Motor Vehicles	169,844	147,500	138,515	147,500	154,875	INCREASE 5% - MORE HOMES
Sales Tax - Remodels	126,287	75,000	73,638	75,000	75,000	SAME AS 2019 BUDGET
Sales Tax - New Construction	76,438	328,000	43,663	228,500	309,500	See Revenues - Attachment 1
Utility Franchise Fees	47,632	46,000	43,280	46,000	50,000	SMALL INCREASE - NEW HOMES
Cable Television Fees	36,811	32,000	27,148	32,000	36,000	SMALL INCREASE - NEW HOMES
Permits and Fines						
Permits, Fees and Services - Total	243,759	355,000	152,860	248,000	288,000	
Permits, Fees and Services - Remodels	128,505	75,000	85,031	75,000	75,000	HISTORICAL
Permits, Fees and Services - New Const	115,254	280,000	67,829	173,000	213,000	See Revenues - Attachment 1
Fines	102,146	75,000	37,453	75,000	75,000	NO CHANGE ANTICIPATED
Intergovernmental						
Town of Bow Mar Police	276,530	285,102	310,102	285,102	290,091	2019 PLUS CPI INCREASE
Town of Bow Mar Admin	40,000	25,000	-	25,000	25,000	NO CHANGE ANTICIPATED
State Highway User's Tax	58,245	46,000	41,188	55,890	56,000	CML ESTIMATE
County Highway Tax Revenue	12,133	12,000	12,067	13,407	13,407	EQUAL TO 2019 ESTIMATE
Motor Vehicle Registration Fees	3,446	6,000	3,898	6,000	6,000	EQUAL TO 2019 ESTIMATE
State Cigarette Tax Apportionment	234	800	492	800	800	EQUAL TO 2019 ESTIMATE
Interest	31,808	28,500	14,178	28,500	30,850	EST CSAFE 18,700 + VECTRA 12,150
Other	18,963	27,500	35,244	27,500	25,000	25K Estimated private donations for TCV Stage
	1,785,208	2,029,000	1,495,343	1,833,797	1,969,639	
Impact fees WPF		254,000	-	38,100	190,500	See Revenues - Attachment 1
Arapahoe County Open Space Shareback	35,623	36,000	38,625	38,625	38,625	EQUAL TO 2019 ESTIMATE
Arapahoe County Open Space Interest			6,377	6,377		
Conservation Trust Fund	7,128	6,000	6,710	6,000	6,000	EQUAL TO 2019 ESTIMATE
Conservation Trust Fund Interest			484	484		
	1,828,159	2,325,000	1,547,539	1,923,383	2,204,764	

TOWN OF COLUMBINE VALLEY
Administrative Expenditures

	0.41	0.45	0.52	0.45	0.45	
	2018	2019	2019	2019	2020	
	Actual	Budget	9/30/2019	Estimate	Budget	2020 BUDGET NOTES
Advertising	117	500	125	500	500	EST SAME AS 2019 BUDGET
Legal Fees	43,722	48,000	32,971	48,000	60,000	WILD PLUM/WILDER - MUCH REBILLED. Municode update/legal review of code
Accounting & Audit Fees	24,300	20,500	26,048	32,118	61,795	Audit 16,500 + Payroll Svc 2,295 + CRS \$43,000
Building Inspection	100,229	159,750	79,197	111,600	129,600	CALCULATION (45% of Permits, Fees & Services)
Salaries	186,611	254,000	166,581	210,000	230,000	
Payroll Taxes	21,230	24,000	14,447	22,000	26,000	JCT - CALCULATED
Health Insurance	35,431	32,000	32,934	32,000	32,000	PER QUOTE
Pension	11,910	15,000	6,789	10,500	14,485	EST 5% OF SAL INCL HOBBS
Telephone	4,730	5,000	3,956	5,000	5,500	COMCAST + DPC NETWORKS
Printing, supplies and postage	10,282	10,000	15,598	10,000	13,000	EST INCLUDES HANSEN
Insurance and Bonds	30,393	30,000	15,449	30,000	30,000	EST SAME AS 2019 BUDGET
Miscellaneous	30,494	2,292	23,720	2,289	2,289	Contingency
County Treasurer's Fees	3,483	3,708	3,662	3,708	3,584	JCT - 1% of Property taxes
Computer expense	22,280	20,200	22,157	20,200	21,300	INCLUDE NEW SOFTWARE
Community activities	7,188	36,500	21,174	36,500	41,000	SEE DETAIL BREAKDOWN
Office Utilities - elect and water	7,004	9,000	7,489	9,000	9,000	EST SAME AS 2017 BUDGET
Office maintenance/janitorial	32,980	18,250	17,258	18,250	32,568	SEE DETAIL BREAKDOWN
Election Expense	-	-	-	-	2,000	APRIL ELECTION
Dues and publications	10,342	7,800	5,079	7,800	8,650	SEE DETAIL BREAKDOWN
Continuing Education	9,046	5,500	1,068	5,500	10,000	
Master Plan/survey	-	13,000	-	13,000	-	
Bank/Credit card fees	-	5,100	-	5,100	5,100	
Mayor/Mthly breakfasts	-	1,900	-	1,900	1,900	
Economic Incentive	-	-	-	-	-	
Total Administrative	591,772	722,000	495,702	634,965	740,271	
Sanitation - Allied Waste	80,659	84,000	64,699	84,000	86,520	INCREASES 3% ANNUAL
OFFICE MAINTENANCE:		18,250	-	18,250	32,568	
PUBLIC WORKS PART TIME HELP		5,000		5,000	-	move to Public Works Expense in 2020 7.5K (300HRS@\$25)
MOWING - MR THAN		2,000		2,000	-	move to Public Works Expense in 2020
AERATION/FERTILIZER		600		600	-	move to Public Works Expense in 2020
JANITORIAL		5,900		5,900	6,018	2% INCREASE BUDGETED
FOOTHILLS CONTRACT		1,200		1,200	-	move to Public Works Expense in 2020
CLEANING SUPPLIES		750		750	750	
TOWN HALL (PAINT, STUCCO, STAIN)					23,000	See 2020 CIP Budget-should this be capital? Don't see in Capital tab.
CONTINGENCY/MISCELLANEOUS		2,800		2,800	2,800	
COMMUNITY ACTIVITIES:		36,500		36,500	41,000	
60TH ANNIV CELEBRATION		1,000		1,000	-	
SAFETY PROGRAM (RING)		5,000		5,000	-	
SHRED EVENT(S)		1,800		1,800	2,000	
4TH OF JULY, NET OF 2.5K DONATION		15,000		15,000	15,000	
HOLIDAY DINNER		10,000		10,000	15,000	per JD email
CONCERTS AT THE PARK, NET OF 3.5K D		3,700		3,700	7,500	
DUMPSTERS					1,500	
DUES/SUBSCRIPTIONS:		7,800		7,800	8,650	
COLORADO MUNICIPAL LEAGUE		1,250		1,250	1,250	
COSTCO		120		120	120	
MCCMA		75		75	75	
CO COMM & UTIL ALLIANCE		550		550	550	
DRCOG		600		600	600	
EMPLOYERS COUNCIL		1,400		1,400	1,400	
5 METRO CHAMBER		600		600	600	
METRO MAYORS CAUCUS		115		115	115	
SOC FOR HUM RES		210		210	210	
ICMA MEMBERSHIP		-		-	850	
MISC		2,880		2,880	2,880	

TOWN OF COLUMBINE VALLEY
Detail and Support for Planning and Zoning Expense Projections

	2018 Actual	2019 Budget	2019 9/30/2019	2019 Estimate	2020 Budget	2020 BUDGET NOTES
Town planner	41,574	52,545	75,075	52,545	56,545	DETAIL BELOW
Town engineers	14,328	13,455	12,405	13,455	13,455	DETAIL BELOW
Miscellaneous		1,500		1,500	1,500	
	55,902	67,500	87,480	67,500	71,500	
PHIL:	37,208	52,545		52,545	56,545	
Planning - no reimb	37,208	34,545		34,545	34,545	SAME AS 2019
Planning Asst Planner	-	12,000		12,000	12,000	SAME AS 2019
Platte Canyon Road	-					INCLUDED ABOVE
Traffic study/studies	-	5,000		5,000	-	SAME AS 2019
Contingency	-	1,000		1,000	1,000	SAME AS 2020
Platte Canyon Sidewalk- Design					9,000	2020 CIP - should this be capital? Don't see in Capital tab
TROY:	8,172	13,455		13,455	13,455	
Planning assistance	8,172	5,000		5,000	5,000	MAY BE LESS AS WPF REIMBURSED
Platte Canyon Road	-	1,500		1,500	1,500	SAME AS 2019
Urban Drainage	-	5,000		5,000	5,000	SAME AS 2019
Contingency	-	1,955		1,955	1,955	SAME AS 2019

**Town of Columbine Valley
Public Safety & Capital**

	2018 Actual	2019 Budget	2019 9/30/2019	2019 Estimate	2020 Budget	2020 BUDGET NOTES
Operations						
Cruiser gas/oil	25,863	12,000	12,788	12,000	12,000	
Cruiser maintenance		18,000		18,000	18,000	
Cruiser insurance	8,000	7,000	4,687	7,000	7,000	ALLOCATION
Salaries	425,649	430,000	306,605	430,000	444,000	BOARD
FFPA/Medicare/SUTA	42,479	43,000	19,388	43,000	44,400	
Health insurance	44,764	52,000	40,710	52,000	52,000	PER QUOTE
Workers Comp and Liab Insuran	19,037	28,000	11,603	28,000	28,000	REVIEW AUDIT
Uniforms	4,643	8,000	3,472	8,000	10,000	
Education & training	3,397	9,000	1,865	9,000	9,000	FIREARMS TRAINING/AMMO
Supplies & miscellaneous	13,085	6,356	20,346	22,500	13,600	DETAIL BELOW
Telephones		4,800	2,302	4,800	4,800	
Equipment repairs		5,000	1,491	5,000	5,000	
Total Operations	586,917	623,156	425,257	639,300	647,800	
Municipal Court						
Judge	8,250	9,000	8,250	9,000	9,000	EST UNCHANGED
Legal	25,403	27,500	22,085	27,500	27,500	EST UNCHANGED
Administration		2,000		2,000	2,000	Combine Admin and Supplies category
Supplies	1,514	2,000	722	2,000	2,000	EST UNCHANGED
Interpreter	2,125	2,000	1,800	2,000	2,000	EST UNCHANGED
Total Municipal Court	37,292	42,500	32,857	42,500	42,500	
Contracts						
Arapahoe County Dispatch	27,781	29,256	21,942	29,256	30,573	NEW RATE PLUS SOFTWARE CHARGE
Tri-Tech Software		1,088		1,088	1,120	
Human Society					500	
Juvenile Assessment					841	
Netmotion					450	
CACP					150	
WhenIWork					400	
Total Contracts	27,781	30,344	21,942	30,344	34,034	
Computer/IT						
Merakie (server firewall lease)					1,400	Where was this previously budgeted?
Offsite server backup					1,800	Needs board discussion/approval
Office 365 accounts					1,400	Where was this previously budgeted?
Scheduled PC replacement					3,500	Is this part of the \$20K in capital?
Govpilot					10,000	Where was this previously budgeted?
Total Computer/IT					18,100	
Total Public Safety	651,990	696,000	480,056	712,144	742,434	
SUPPLIES & MISC						
MISCELLANEOUS		6,356	20,346	22,500	13,600	
SUPPLIES		1,856	18,065	18,000	9,000	includes hiring expenses for new officers
DUES/SUBSCRIPTIONS			1,774		2,600	
		4,500	507	4,500	2,000	Moved \$2500 to cover new contracts category

Town of Columbine Valley
Public Works

	2018 Actual	2019 Budget	2019 9/30/2019	2019 Estimate	2020 Budget	2020 BUDGET NOTES
Street/Gutters	78,918	200,000	150	200,000	160,000	Note A
Snow Removal	1,707	2,000	1,016	2,000	2,100	Note B
Striping	326	1,000	-	1,000	1,020	2% Inc. from 2019
Signs	3,980	1,000	(1,363)	1,000	1,020	2% Inc. from 2019
Vehicle Maintenance	5,804	1,500	5,424	1,500	4,000	Annualize 6 mo. Actual (1,998/6 x 12)
Other	251	5,000	12,353	5,000	5,000	Note C
Maint/Water - Hunter Run	-	-	-	-	-	
Street Cleaning	225	2,000	-	2,000	-	Budgeted under Ground Maintenance
Street Lighting	25,139	15,000	8,042	15,000	15,000	Same as 2019
Ground Maintenance	2,194	3,500	23,642	3,500	7,300	Note 1
Storm water permit activity	6,878	5,000	4,965	5,000	7,500	
Homeowner Assn subsidy	10,000	9,000	-	9,000	5,000	Note 2
Salaries	21,968	42,000	28,184	56,000	69,500	Note 4
Professional fees-Mosquito Control	6,141	7,500	-	7,500	7,500	Note 3
	163,531	294,500	82,413	308,500	284,940	-

2020 Notes:

Note A: Includes 60K annual maintenance, Drainage Rehab Spyglass/Fairway 20K , Platte Canyon Right Turn Lane 40K + Contingency 40K

Note B: Includes cost of xtra police drivers (70 hrs) - @ 30/hr

Note C: Contingency

Note 1: Mr Than- Mowing, aeration/fertilizer,Trees maint(this includes 3.8K budgeted under Admin in prior years) 3.5K + 3.8K

Note 2: 7 entrances @ 2,000 per - (Polo Res, BT, Village, Brookhaven, CV, Willowcroft, Wilder Lane)

Note 3: Mosquito Control (7,000); Contingency - (500)

Note 4: Hobbes + Part time help (300 hrs@ 25/hr)+7500

2019 Notes:

Note A: Includes 60,000 annual maintenance; 40,000 miscellaneous/contingency and 100,000 from 2018 for Fairway Lane improvement postponed

Note B: Includes cost of xtra police drivers (60 hrs) - @ 30/hr

Note C: Contingency

Note 1: Mr Than (2,000); Misc other est (1,500)

Note 2: 7 entrances @ 2,000 per/HOA

Note 3: Mosquito Control (7,000); Contingency - (500)

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 Dev

Note B: Cost of Hobbes (250 hrs) and xtra 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 19, 2019

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 public safety communications dispatch services (Agreement for Services).

Staff Recommendations: Approve as presented

Recommended Motion: "I move to approve the Agreement for public safety communications 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, 2020, and shall end as of December 31, 2020.
4. For the Dispatch Services provided under this Agreement, Columbine Valley shall pay to the County \$30,573.00, which is the cost for performing communication services in both Columbine Valley and Bow Mar for the term of this Agreement. Payment of said \$30,573.000 shall be made to the County in quarterly installments of \$7643.25 each, with the first payment due on or before March 21, 2020, and subsequent quarterly payments to be paid on or before the 15th day of June, September, and December of 2020.
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 Columbine Valley at an amount not to exceed \$1120.00. 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 Columbine Valley 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

Tyler S. Brown, Sheriff Date



Request for Board of Trustee Action

Date: November 19, 2019

Title: Set date for Special Meeting

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: The Town is required to certify the 2020 mill levy to the Arapahoe County Commissioners no later than December 15, 2019.

Accordingly the regular December meeting set for December 17th will be moved forward one week to December 10, 2019 at 6:15 p.m.

Recommended Motion: "I move to set a Special Meeting for Tuesday, December 10, 2019 at 6:15 p.m. to be held at Columbine Country Club in order to consider Town business including the 2020 mill levy, and to cancel the Regular Meeting on Tuesday, December 17, 2019".