

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES REGULAR MEETING
March 17, 2020**

A G E N D A

- PUBLIC HEARING: ANNEXATION OF WALLACE PROPERTY** **6:30PM**
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 as appropriate.
 5. CONSENT AGENDA **Mayor Menk**
Minutes of February 18, 2020
Minutes of February 25, 2020
 6. REPORTS
 - A. Mayor
 - B. Trustees
 - C. Town Administrator
 - D. Chief of Police
 - E. Finance Report
 7. OLD BUSINESS
 - A. Annexation Agreement, Wallace Property **Mr. Schiller**
 - B. Trustee Bill #1, 2020 – Annexation Wallace Property **Mr. Sieber**
 - C. Trustee Bill #2, 2020 – Zoning, Wallace Property **Mr. Sieber**
 8. NEW BUSINESS **Mr. Schiller**
Municipal Court Judge, Appointment and Oath
Discussion of COVID-19 Procedures **Mr. McCrumb**
 9. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
February 18, 2020

Mayor Pro Tem Menk called the Public Hearing: Annexation of the Wallace Property to order at 6:30 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

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

Also present: Lee Schiller, J.D. McCrumb, Bret Cottrell, Angela Kelly, and Phil Sieber

Mr. Schiller introduced the topic.

CITIZEN COMMENTS: David Rowley, 65 Spyglass Drive, asked where on the property additional buildings would be located, for additional information on the easement road, and if there were any recent proposals for the property immediately north of the land in question.

Pat Fitzgerald, 59 Spyglass Drive, will the easement on the north-south road be retained, why?

Veronica Fitzgerald, 59 Spyglass Drive, provided a history of the road use.

Tom Reilly, 9 Cypress Point Way, provided additional information on the history of the property.

Trustee Palmer asked what zoning restrictions the property currently/would have if it remains in Arapahoe County.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Dotson, the Board of Trustees unanimously approved continuing the Public Hearing until March 17, 2020 at 6:30.

Mayor Pro Tem Menk called the Regular Meeting of the Trustees to order at 6:54 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

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

Also present: Lee Schiller, J.D. McCrumb, Bret Cottrell, Angela Kelly, and Phil Sieber

APPROVAL OF AGENDA: The agenda was approved without change

CITIZEN COMMENTS: There were no citizen comments

CONSENT AGENDA: The minutes of the January 21, 2020 regular meeting were approved.

REPORTS:

- A. Mayor Pro Tem Menk announced that he would serve in the capacity of Mayor through April as a result of Mayor Richard Champions resignation to fill a vacancy in the State Legislature, House District 38, effective February 12, 2020.

- B. Trustee Dotson encouraged the Board to consider names for vacancies on the Planning Commission. Trustee Palmer indicated that he would be reaching out to Trustees to start planning for his term as Mayor. Trustee Boyle provided an update to the stage fundraiser.
- C. Mr. McCrumb presented the attached report and answered questions
- D. Chief Cottrell presented the attached report and updated the Trustees on a burglary in Brookhaven and a fatal accident on Platte Canyon.
- E. Mrs. Kelly presented the attached financials.

OLD BUSINESS:

Wallace Annexation: Mr. Schiller answered additional questions from the Trustees that had not been addressed in the public hearing.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Miles, the Board of Trustees unanimously approved tabling this agenda item until the March meeting.

NEW BUSINESS:

Resolution #4, 2020 – 911 IGA: Chief Cottrell presented the resolution. The Trustees asked clarifying questions and had a brief discussion.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Miles, the Board of Trustees unanimously approved Resolution #4, 2020.

Resolution #5, 2020 – Cancel Municipal Election: Mr. McCrumb presented the resolution. The Trustees asked clarifying questions and had a brief discussion.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Christy, the Board of Trustees unanimously approved Resolution #5, 2020.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 7:41 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 OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

February 27, 2020

Mayor Pro Tem Menk called the Special Meeting of the Trustees to order at 8:30 a.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Bruce Menk, Gale Christy, Bill Dotson, and Gary Miles

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

Excused: Kathy Boyle and Roy Palmer

NEW BUSINESS:

Municipal Court Personnel Matters: Mr. Schiller introduced the topic and asked the Trustees to move into Executive Session for further background and discussion.

ACTION: no action would be required at this time

EXECUTIVE SESSION: Upon a motion by Trustee Christy and a second by Trustee Miles, the Board unanimously approved entering executive session at 8:32 a.m. to discuss municipal court personnel matters pursuant to C.R.S. 24-6-402(4)(f). The Trustees came out of executive session at 8:46.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 8:47 a.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.*

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The Town Administrators Report will be transmitted next week



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 February 2020

Full Time Positions	5 of 6
Part Time Positions	4 of 4
Regular hours	891
OT hours worked	43.7
Off Duty	3
PTO	19

February 2020 Violations

Charges For the Date Range 2/1/2020 Thru 2/29/2020

Qty	Charge
13	703(3) FAIL TO STOP AT A STOP SIGN:
10	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
1	1402(1) CARELESS DRIVING:
1	1210(A) ON STREET PARKING PROHIBITED (3-6 AM) 1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
1	CMC 9.17.010 CURFEW VIOLATIONS BY MINORS CMC 9.17.010 CURFEW VIOLATIONS BY MINORS:
1	205 HEADLIGHT:
0	
27	Total Number of Violations Issued

Monthly Call Report

Case Number	Event Date	Situation Reported
CV20-0000016	2020-02-01T15:39:00	WARRANT ARREST IP
CV20-0000017	2020-02-05T19:42:00	RESTRAINING ORDER VIO IP
CV20-0000018	2020-02-07T21:45:00	ABANDONED VEHICLE IP*
CV20-0000019	2020-02-10T10:41:00	PROPERTY ACCIDENT IP
CV20-0000020	2020-02-11T23:40:00	Drug Violation
CV20-0000021	2020-02-12T13:57:00	FRAUD IP
CV20-0000022	2020-02-12T15:06:00	Harassment
CV20-0000023	2020-02-12T17:37:00	SUSPICIOUS PERSON IP
CV20-0000024	2020-02-13T20:14:00	CURFEW VIOLATION IP
CV20-0000025	2020-02-16T22:16:00	INJURY ACCIDENT IP
CV20-0000026	2020-02-20T16:34:00	TRAFFIC ARREST IP
CV20-0000027	2020-02-21T18:17:00	PROPERTY ACCIDENT IP
CV20-0000028	2020-02-26T21:03:00	TRAFFIC ARREST IP
CV20-0000029	2020-02-26T21:03:00	TRAFFIC ARREST IP
CV20-0000030	2020-02-27T13:36:00	INFORMATION IP

Problem Type Summary

9:17 AM 3/11/2020

Data Source: Data Warehouse

Agency:	ACSO
Division:	Bow Mar, Bow Mar Inactive Personnel, Columbine Valley, Columbine Valley Inactive Pers
Day Range:	Date From 2/1/2020 To 2/29/2020
Exclusion:	<ul style="list-style-type: none"> • Calls canceled before first unit assigned • Calls canceled before first unit at scene

Select a format

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

MISSING CHILD IP									
Missing Person									
MISSING PERSON IP									
OBSTRUCTION IP									
ODOR INVESTIGATION IP			<u>1</u>						<u>1</u>
OPEN DOOR IP*			<u>5</u>						<u>5</u>
OVERSIZED VEHICLE IP*									
PARKING COMPLAINT IP*			<u>5</u>						<u>5</u>
Property Accident			<u>1</u>						<u>1</u>
PROPERTY ACCIDENT IP	2								<u>2</u>
RUFFING VEHICLE IP*									
RECOVERED STOLEN PROPERTY IP									
RECOVERED STOLEN VEHICLE IP									
REDI REPORT IP						1			<u>1</u>
REPOSSESSED VEHICLE IP									
Restraining Order Vio									
RESTRAINING ORDER VIO IP	1								<u>1</u>
Robbery									
ROBBERY IP									
Runaway									
RUNAWAY IP									
SELECTIVE ENFORCEMENT IP*					1				<u>1</u>
Sex Assault									
SEX ASSAULT IP									
Shots Fired									
SHOTS FIRED IP									
SUICIDE ATTEMPT IP									
SUICIDE COMPLETED IP									
SUICIDE THREAT IP									
SUSPICIOUS CIRCUMSTANCE IP	1								<u>1</u>
SUSPICIOUS PERSON IP	4	1							<u>5</u>
SUSPICIOUS VEHICLE IP	5								<u>5</u>
Theft									
Theft from Motor Vehicle									
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
TRAFFIC ARREST IP			<u>1</u>						<u>1</u>
Traffic Complaint									
TRAFFIC COMPLAINT IP									
TRAFFIC OBSTRUCTION IP									
TRAFFIC STOP IP	35								<u>35</u>
TRANSPORT IP									
trespass to Property									
RESPASS TO PROPERTY IP									
trespass to Vehicle									
RESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP									
UNLAWFUL ACTS IP	1								<u>1</u>
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP									
VARRANT ARREST IP			<u>1</u>						<u>1</u>
VARRANT PICKUP IP	1								<u>1</u>
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP									
Z-Animal Call									
Z-Suspicious Person									
Z-Suspicious Vehicle									
Z-Unwanted Subject									
Z-ZONING IP									
Total	<u>1</u>	<u>57</u>	<u>42</u>	<u>17</u>		<u>1</u>			<u>118</u>

Columbine Valley
Financial Statements ending February 29, 2020
Variance Summary

General Notes:

- The titles in the columns have changed to better reflect the year to date situation of the financials. We are 17% through the year, so the percentages noted are against the total annual budget.

Expenditures:

Admin:

- Telephone charges are a bit high, there was an \$895 charge for a system update that gets charged once per year.

Planning & Engineering:

Public Safety:

- Salaries are trending a bit high here, but they are still short once person so there is overtime pay included in this.
- The juvenile assessment charge is once a year, so that will no continue to grow.
- The Govpolit is the same situation, a once a year payment that will not continue to go up.

Public Works:

- Snow removal is trending high for the year, but that is the case in every community. We had a lot of snow in February so removal costs were escalated!

All other expenditures are trending as expected.

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF FEBRUARY 29, 2020**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo	22,761	-	22,761
Vectra Bank money market	-	5,022	5,022
Vectra Bank investment	-	412,161	412,161
C-Safe Primary	-	1,057,897	1,057,897
C-Safe Impact fee	-	63,572	63,572
C Safe CTF	-	22,180	22,180
Arapahoe county shareback	-	432,914	432,914
YTD Cash Balances	22,761	1,993,746	2,016,507
Less amount allocated for capital		(583,331)	(583,331)
Less amount restricted for ACOS		(405,334)	(405,334)
Less amount restricted for Impact fees		(63,572)	(63,572)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 22,761.00	\$ 941,509.00	\$ 964,270.00

**TOWN OF COLUMBINE VALLEY
PROJECT ALLOCATION OF AVAILABLE BALANCE
YEAR TO DATE (YTD) AS OF FEBRUARY 29, 2020**

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Impact Fees	TOTALS
2019 BEGINNING FUND BALANCE	\$ 913,598	\$ 595,686	\$ 13,094	\$ 404,704	\$ 38,116	\$ 1,965,198
YTD REVENUES PER FINANCIAL STATEMENTS						
Taxes	258,588	-	-	-	-	258,588
Permits and fines	75,983	-	-	-	-	75,983
Intergovernmental	88,437	-	-	-	-	88,437
Interest	3,651	-	32	630	56	4,369
Other	6	-	-	-	-	6
Donations	-	2,845	-	-	-	2,845
Conservation Trust Fund entitlement	-	-	-	-	-	-
Arapahoe County open space fund	-	-	-	-	-	-
Impact fees	-	-	-	-	25,400	25,400
Total YTD revenues	426,665	2,845	32	630	25,456	455,628
Total YTD expenditures	(241,370)	(15,200)	-	-	-	(256,570)
Excess of revenues over (under) expenditures	185,295	(12,355)	32	630	25,456	199,058
Total other financing sources (uses)	-	-	-	-	-	-
Net change in fund balance	185,295	(12,355)	32	630	25,456	199,058
YTD ENDING FUND BALANCES	1,098,893	583,331	13,126	405,334	63,572	2,164,256
Budget vs actual reference	(page 4)	(page 8)	(page 9)	(page 10)	(page 11)	

**TOWN OF COLUMBINE VALLEY
BALANCE SHEET - All FUNDS
February 29, 2020
Unaudited**

	General
ASSETS	
Cash and investments	\$ 2,016,507
Other receivables	184,526
Property tax receivable	358,405
TOTAL ASSETS	\$ 2,559,438
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 4,895
Accrued liabilities	31,882
Deferred property tax revenue	358,405
Total liabilities	395,182
 FUND BALANCES	
General	1,098,893
Capital	583,331
Conservation trust fund	13,126
Arapahoe county open space	405,334
Impact fees	63,572
Total fund balances	2,164,256
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,559,438

**TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND YTD ENDED FEBRUARY 29, 2020**

	Unaudited			
	Jan - Feb Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (17% YTD)
REVENUES				
Taxes	\$ 258,588	\$ 1,159,484	\$ (900,896)	22%
Permits and fines	75,983	363,000	(287,017)	21%
Intergovernmental	88,437	391,298	(302,861)	23%
Interest income	3,651	30,850	(27,199)	12%
Other	6	-	6	0%
Total revenues	<u>426,665</u>	<u>1,944,632</u>	<u>(1,517,967)</u>	<u>22%</u>
EXPENDITURES				
Administration	98,796	740,271	(641,475)	13%
Planning and engineering	7,944	71,500	(63,556)	11%
Public safety	114,105	742,434	(628,329)	15%
Public works	20,525	371,460	(350,935)	6%
Total expenditures	<u>241,370</u>	<u>1,925,665</u>	<u>(1,684,295)</u>	<u>13%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>185,295</u>	<u>18,967</u>	<u>166,328</u>	
OTHER FINANCING USES				
Transfer to capital	-	(18,967)	18,967	
Total other financing uses	<u>-</u>	<u>(18,967)</u>	<u>18,967</u>	
NET CHANGE IN FUND BALANCE	185,295	<u>\$ (0)</u>	<u>\$ 185,295</u>	
BEGINNING FUND BALANCE	<u>913,598</u>			
ENDING FUND BALANCE	<u><u>\$ 1,098,893</u></u>			

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND YTD ENDED FEBRUARY 29, 2020
Unaudited

	<u>Current Month</u>	<u>Jan - Feb Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (17% YTD)</u>
REVENUES					
Taxes					
Cable television	\$ -	\$ 118	\$ 36,000	\$ (35,882)	0%
Property taxes	91,700	99,341	358,405	(259,064)	28%
Sales and use tax	119,341	146,272	691,625	(545,353)	21%
Specific ownership taxes	2,230	4,363	23,454	(19,091)	19%
Utility franchise fees	4,167	8,494	50,000	(41,506)	17%
Total taxes	<u>217,438</u>	<u>258,588</u>	<u>1,159,484</u>	<u>(900,896)</u>	<u>22%</u>
Permits and fines					
Court fines	3,245	9,559	75,000	(65,441)	13%
Permits, fees and services	58,603	66,424	288,000	(221,576)	23%
Total permits and fines	<u>61,848</u>	<u>75,983</u>	<u>363,000</u>	<u>(287,017)</u>	<u>21%</u>
Intergovernmental					
Bow Mar IGA	-	72,523	290,091	(217,568)	25%
Bow Mar IGA admin	-	6,250	25,000	(18,750)	25%
County highway tax revenue	-	-	13,407	(13,407)	0%
Motor vehicle registration fees	602	1,093	6,000	(4,907)	18%
State cigarette tax apportionment	146	150	800	(650)	19%
State highway user's tax	3,754	8,421	56,000	(47,579)	15%
Total intergovernmental	<u>4,502</u>	<u>88,437</u>	<u>391,298</u>	<u>(302,861)</u>	<u>23%</u>
Interest	3,607	3,651	30,850	(27,199)	12%
Other	-	6	-	6	-
TOTAL REVENUES	<u>283,228</u>	<u>426,665</u>	<u>1,944,632</u>	<u>(1,517,967)</u>	<u>22%</u>
EXPENDITURES					
Administration					
Accounting and audit	5,453	8,838	61,795	(52,957)	14%
Advertising/notices	-	(13)	500	(513)	-3%
Bank/credit card fees	61	547	5,100	(4,553)	11%
Building inspection and planning review	450	9,396	129,600	(120,204)	7%
Building maintenance and utilities	1,032	3,789	41,568	(37,779)	9%
Community functions	-	2,500	41,000	(38,500)	6%
Computer expense	3,065	3,437	21,300	(17,863)	16%
County treasurer's collection fees	917	993	3,584	(2,591)	28%
Dues and publications	-	1,309	8,650	(7,341)	15%
Education and training	928	928	10,000	(9,072)	9%
Election	-	1,210	2,000	(790)	61%
Health insurance	4,605	7,347	32,000	(24,653)	23%
Insurance and bonds	-	-	30,000	(30,000)	0%
Legal	4,388	4,388	48,000	(43,612)	9%
Mayor/monthly breakfasts	196	196	1,900	(1,704)	10%
Miscellaneous	170	330	2,289	(1,959)	14%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND YTD ENDED FEBRUARY 29, 2020
Unaudited

	Current Month	Jan - Feb Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (17% YTD)
Payroll taxes	-	-	26,000	(26,000)	0%
Pension	-	-	14,485	(14,485)	0%
Salaries	19,779	51,091	230,000	(178,909)	22%
Special projects	-	-	12,000	(12,000)	0%
Supplies	-	904	13,000	(12,096)	7%
Telephone/communications	711	1,606	5,500	(3,894)	29%
Total administration	41,755	98,796	740,271	(641,475)	13%
Planning and engineering					
Town planning	1,913	7,038	56,545	(49,507)	12%
Town engineer	906	906	13,455	(12,549)	7%
Miscellaneous	-	-	1,500	(1,500)	0%
Total planning and engineering	2,819	7,944	71,500	(63,556)	11%
Public safety					
Operations					
Cruiser gas	-	-	12,000	(12,000)	0%
Cruiser oil/maintenance	2,288	2,532	18,000	(15,468)	14%
Cruiser insurance	-	-	7,000	(7,000)	0%
Education/training	96	96	9,000	(8,904)	1%
Equipment repair	-	-	5,000	(5,000)	0%
Health/workman's comp insurance	5,821	8,333	80,000	(71,667)	10%
Pension plan	-	-	44,400	(44,400)	0%
Salaries	33,245	82,677	444,000	(361,323)	19%
Supplies/miscellaneous	2,182	2,182	13,600	(11,418)	16%
Telephones/air cards	-	420	4,800	(4,380)	9%
Uniforms	380	380	10,000	(9,620)	4%
Total operations	44,012	96,620	647,800	(551,180)	15%
Municipal court					
Judge	750	1,500	9,000	(7,500)	17%
Legal	2,318	2,318	27,500	(25,182)	8%
Administration	75	75	2,000	(1,925)	4%
Supplies	-	60	2,000	(1,940)	3%
Interpreter	200	400	2,000	(1,600)	20%
Total municipal court	3,343	4,353	42,500	(38,147)	10%
Contracts					
Arapahoe county dispatch fee	-	-	30,573	(30,573)	0%
Tri-tech software	-	-	1,120	(1,120)	0%
Human society	-	-	500	(500)	0%
Juvenile assessment	-	841	841	-	100%
Netmotion	-	-	450	(450)	0%
CACP	-	-	150	(150)	0%
WhenIWork	-	-	400	(400)	0%
Total contracts	-	841	34,034	(33,193)	2%
Computer/IT					
Merakie	-	-	1,400	(1,400)	0%
Offsite server backup	-	450	1,800	(1,350)	25%

**TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND YTD ENDED FEBRUARY 29, 2020
Unaudited**

	Current Month	Jan - Feb Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (17% YTD)
Office 365 accounts	160	160	1,400	(1,240)	11%
Scheduled computer replacement	1,681	1,681	3,500	(1,819)	48%
Govpilot	-	10,000	10,000	-	100%
Total computer/IT	1,391	12,291	18,100	(5,809)	68%
Total public safety	48,746	114,105	742,434	(628,329)	15%
Public works					
Ground maintenance	37	37	7,300	(7,263)	1%
Homeowner association subsidy	-	-	5,000	(5,000)	0%
Other drainage/water	16	16	5,000	(4,984)	0%
Professional fees-mosquito control	-	-	7,500	(7,500)	0%
Salary	770	1,208	69,500	(68,292)	2%
Sanitation/trash/recycle service	7,358	14,715	86,520	(71,805)	17%
Signs maintenance	69	69	1,020	(951)	7%
Snow removal	1,417	1,417	2,100	(683)	67%
Storm water permit process/NPDES	-	-	7,500	(7,500)	0%
Street and gutter maintenance	-	-	160,000	(160,000)	0%
Street lighting	1,883	2,759	15,000	(12,241)	18%
Striping	-	-	1,020	(1,020)	0%
Vehicle maintenance	304	304	4,000	(3,696)	8%
Total public works	11,854	20,525	371,460	(350,935)	6%
TOTAL EXPENDITURES	105,174	241,370	1,925,665	(1,684,295)	13%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	178,054	185,295	18,967	166,328	
OTHER FINANCING USES					
Transfer to capital	-	-	(18,967)	18,967	
Total other financing uses	-	-	(18,967)	18,967	
NET CHANGE IN FUND BALANCE	\$ 178,054	185,295	\$ -	\$ 185,295	
BEGINNING FUND BALANCE		913,598			
ENDING FUND BALANCE		\$ 1,098,893			

**TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND YTD ENDED FEBRUARY 29, 2020**

	Unaudited			
	Jan - Feb Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (17% YTD)
REVENUES				
Donations (Brick sales)	\$ 2,845	\$ 25,000	\$ (22,155)	11%
Total revenues	<u>2,845</u>	<u>25,000</u>	<u>(22,155)</u>	<u>11%</u>
EXPENDITURES				
Public safety				
Police vehicle laptops	15,200	20,000	(4,800)	76%
Administration				
Columbine park stage	-	25,000	(25,000)	0%
Public works				
Lightpole replacement	-	10,000	(10,000)	0%
Total expenditures	<u>15,200</u>	<u>55,000</u>	<u>(39,800)</u>	<u>28%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>(12,355)</u>	<u>(30,000)</u>	<u>17,645</u>	
OTHER FINANCING SOURCES				
Transfer from general	-	18,967	(18,967)	
Total other financing sources	<u>-</u>	<u>18,967</u>	<u>(18,967)</u>	
NET CHANGE IN FUND BALANCE	(12,355)	<u>\$ (11,033)</u>	<u>\$ (1,322)</u>	
BEGINNING FUND BALANCE	<u>595,686</u>			
ENDING FUND BALANCE	<u>\$ 583,331</u>			

**TOWN OF COLUMBINE VALLEY
 CONSERVATION TRUST FUND
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE ONE MONTH AND YTD ENDED FEBRUARY 29, 2020**

	Unaudited			
	Jan - Feb Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (17% YTD)
REVENUES				
Conservation Trust Fund entitlement	-	6,000	(6,000)	0%
CTF interest	32		32	0%
Total revenues	<u>32</u>	<u>6,000</u>	<u>(5,968)</u>	<u>1%</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>32</u>	<u>-</u>	<u>32</u>	
NET CHANGE IN FUND BALANCE	32	<u>\$ -</u>	<u>\$ 32</u>	
BEGINNING FUND BALANCE	<u>13,094</u>			
ENDING FUND BALANCE	<u>\$ 13,126</u>			

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND YTD ENDED FEBRUARY 29, 2020**

	Unaudited			
	Jan - Feb Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (17% YTD)
REVENUES				
Arapahoe County open space revenues	-	38,625	(38,625)	0%
ACOP interest	630		630	0%
Total revenues	<u>630</u>	<u>38,625</u>	<u>(37,995)</u>	<u>2%</u>
EXPENDITURES				
Arapahoe County open space expenditures	-	-	-	0%
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>630</u>	<u>38,625</u>	<u>(37,995)</u>	
NET CHANGE IN FUND BALANCE	630	<u>\$ 38,625</u>	<u>\$ (37,995)</u>	
BEGINNING FUND BALANCE	<u>404,704</u>			
ENDING FUND BALANCE	<u>\$ 405,334</u>			

**TOWN OF COLUMBINE VALLEY
IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND YTD ENDED FEBRUARY 29, 2020**

	Unaudited			
	Jan - Feb Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (17% YTD)
REVENUES				
Impact Fees	25,400	190,500	(165,100)	13%
Interest	56		56	(56)
Total revenues	<u>25,456</u>	<u>190,500</u>	<u>(165,044)</u>	<u>13%</u>
EXPENDITURES				
	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>25,456</u>	<u>190,500</u>	<u>(165,044)</u>	
NET CHANGE IN FUND BALANCE	25,456	<u>\$ 190,500</u>	<u>\$ (165,044)</u>	
BEGINNING FUND BALANCE	<u>38,116</u>			
ENDING FUND BALANCE	<u>\$ 63,572</u>			

Request for Board of Trustee Action

Date: March 17, 2020

Title: Annexation and Zoning, Aaron Wallace Property

Presented By: Phil Sieber, Town Planner

Prepared By: Phil Sieber

Background: Mr. Wallace has petitioned for the annexation of his property which is located at 11 Hunter Run Lane. The property contains 2.50 acres and there is a single family home which is unoccupied as a result of major fire damage a few years ago. Mr. Wallace proposes to demolish the existing structure and construct a new single family home. Mr. Wallace is requesting that the property be zoned A (Agriculture) if the annexation is approved. The property is an enclave (totally surrounded by the Town).

Attachments: Staff Report

Staff Recommendations: Approval of the Annexation and Zoning subject to conditions in the staff report

Recommended Motion(s): Move to approve the Annexation and Zoning subject to conditions in the staff report

ANNEXATION AND ZONING, AARON WALLACE PROPERTY

I. Background

Mr. Wallace is the owner of a 2.5-acre parcel located immediately west of Wild Plum and north of Hunter Run. The property is developed with a single-family home that is vacant because of major fire damage a few years ago. He now intends to demolish the existing structures and build a new single-family residence. The property is currently located in unincorporated Arapahoe County and is surrounded by the Town. Mr. Wallace is requesting annexation into the Town as well as requesting that the property be zoned A (Agriculture).

II. Character of Adjacent Property

To the east is Wild Plum which is zoned RPD (Residential Planned Development). Wild Plum will be developed as single family residential. The property to the south is also part of Wild Plum and is designated as open space. To the west is Burning Tree, zoned RPD and is fully developed as single family. To the north is a vacant parcel owned by the Schomp-Wallace family. This property is zoned R-1 (Residential).

III. Supporting Documents

Site Plan
Letter of Intent
Annexation Map

IV. Comments of Other Agencies

The only agency notified was Arapahoe County. Statutes require an Annexation Impact Report unless waived by the County Commissioners. The County has waived the impact report requirement. The applicant notified all property owners within 300' and there were three residents from Burning Tree that attended the Planning Commission meeting.

V. Findings

The staff is familiar with the site and have reviewed all the supporting material as well as the relevant state statutes regarding annexation. Based on this review, we offer the following findings:

A. Annexation

1. On January 21st the Board of Trustees received a report from staff concerning the annexation. After discussion the Trustees approved a resolution which found the Annexation Petition to be in substantial compliance with § 31-12-107(1), C.R.S., and pursuant to § 31-12-108, C.R.S. set February 18th as the date of public hearing by the Board of Trustees.
2. All adjacent property owners within 300' have been notified and a sign posted on the property. The notification stated the time and place of the public hearings (Planning Commission and Board of Trustees).

3. The Land Use Regulations require that all annexation proposals be reviewed by the Planning Commission. The Planning Commission can recommend approval or denial, or they can simply forward without a recommendation.
4. The 2020 Master Plan chapter on annexation states:

"In summary, the Town should be open to opportunities for annexation, but only if the financial benefits of adding a specific area outweighs the cost of providing services, the character of any residential areas are, or will be, compatible with the Town's neighborhoods and any adverse impacts can be mitigated."

The property is accessed by Town streets, stormwater runoff is through Town facilities and the Town police are first responders in most cases. The property does not presently provide any revenue to the Town. Annexation would correct this discrepancy in that the Town would receive property taxes and building permit fees. There are no identifiable adverse impacts that would result from the annexation.

B. Zoning

The property is currently zoned RRB in Arapahoe County which is a zoning that allows large lot residential and limited agricultural uses. If the property is annexed it must be zoned to a zoning district in the Town's Land Use Regulations. The applicant is requested that the property be zoned A (Agriculture). The primary reason for this request is that the proposed new residence does not meet the setback requirements for the R-1 zone and the applicant desires to retain some limited agricultural uses.

VI RECOMMENDATIONS

A. Annexation

Based on the findings in Section V.A. above, the staff recommends that the Trustees approve the annexation.

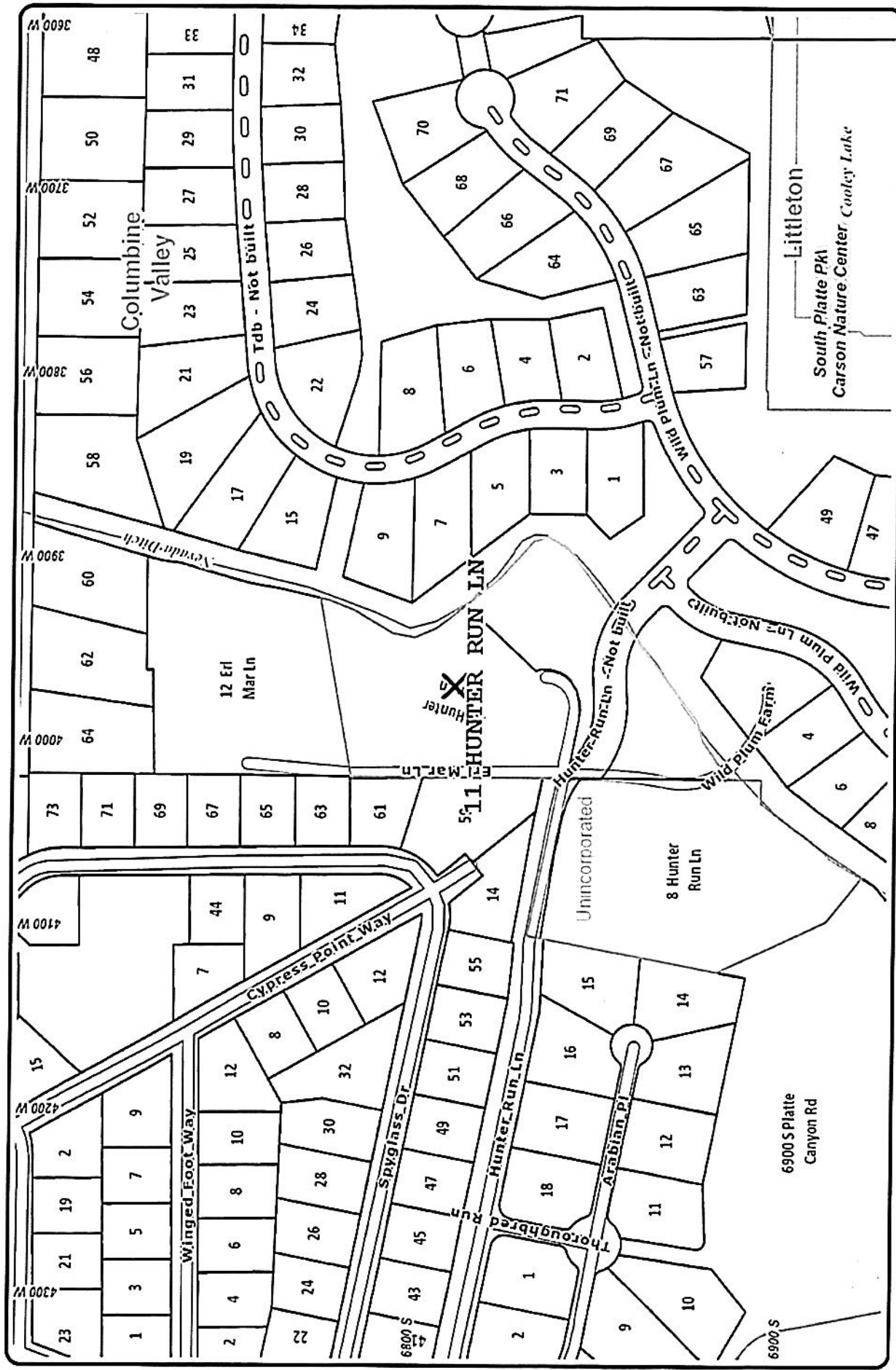
B. Zoning

If an Annexation Agreement satisfactory to both the Landowner and the Town can be reached, the staff will recommend approval of the zoning to the A (Agriculture) district. An annexation agreement has not been drafted. At their meeting on February 11th, the Planning Commission recommended approval of the zoning to A (Agriculture) subject to an annexation agreement that at a minimum, contains the following:

- A. Covenants. The provisions of this Agreement shall constitute covenants or servitudes that shall touch, attach to and run with the Property. The burdens and benefits of this agreement shall bind and inure

to the benefit of all estates and interests in the Property and al successors in interest to the Parties of this Agreement, except as otherwise provided in this Agreement.

- B. The Town agrees that the Property will be zoned A (Agriculture) and that such zoning shall be approved as part of the Annexation ordinance.
- C. The Landowner agrees that certain provisions of the Zoning Ordinance shall not apply and not be permitted, specifically the following sections of Article II, Section 1 (Agriculture Zoning District):
 - i. The keeping of and sale of agricultural products, including livestock and small animals as set forth in Section 1.B. 2. of the land use regulations is strictly prohibited.
 - ii. The accessory uses set forth in section on C.1.3. and 5. are strictly prohibited.
 - iii. Wallace will be permitted to keep no more than 2 horses and or 2 alpacas, combination of the two animals together with a building customarily appurtenant to the sheltering of such animals. Such use shall be subject to an appropriate maintenance and mitigation plan with regard to the caring, health maintenance and welfare of such animals, as approved by the Trustees of the Town of Columbine Valley.
 - iv. Wallace shall be permitted no more than three dogs or cats over the age of 6 months.
- D. The Landowner agrees that any improvements to the Property or demolition of any existing structures shall comply with all Town zoning regulations and building codes except as otherwise provided in this Agreement and shall pay such fees as required by the zoning regulations or building code.
- E. Allow no more than 2 horses and associated facilities: subject to the approval of the site plan by the Planning Commission and Board of Trustees.



Map Generated On: 1/27/2020

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Map Location

COLUMBINE VALLEY ANNEXATION_LETTER OF INTENT

Re: 11 Hunter Run Lane Littleton, CO 80123

**Property Owner: Aaron Wallace Authorized Agent: Ltba, LLC Architecture / Luke Taylor-Brown Columbine Valley
Town Hall 2 Middlefield Road Columbine Valley, CO 80123**

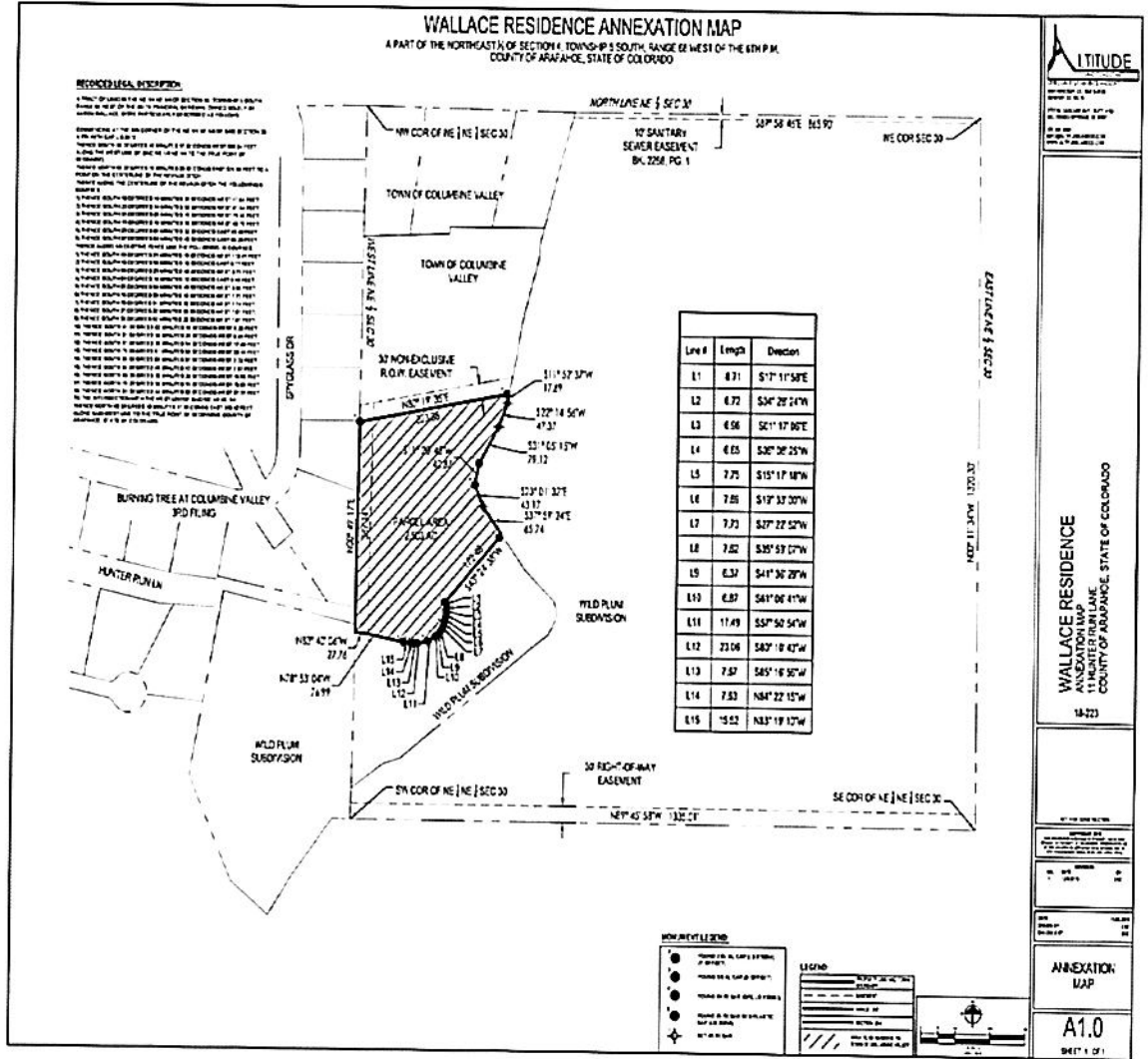
November 11, 2019

To Whom It May Concern:

This letter is to provide information about the above property, in connection with a request by the owner to have the property annexed into the municipality of Columbine Valley. The property currently is in unincorporated Arapahoe County. The owner is seeking annexation in order to facilitate permitting for planned improvements to the current property. These include a new, single-family home, detached pool house, in-ground pool, and certain other site improvements. These improvements are described in more detail below and shown on the attached proposed Site Plan. The owner understands they have a choice as to whether the property would be classified as either Agricultural (A) or Residential (R1) use and has chosen the Agricultural classification. The owner hopes to begin construction on the proposed house, pool house, and other improvements sometime in February of 2020. Construction is currently estimated to take approximately 13 months. If any additional information is required, please contact me at your convenience. Sincerely, Luke Taylor-Brown, LTBA, LLC Architect (

CURRENT STATUS/USE OF SITE The existing site is just over 2.5 acres. It previously included a one-story, single-family home, but that structure sustained significant damage in a 2017 electrical fire and is currently unoccupied. Other existing structures on the property include an in-ground pool adjacent to the house and a detached accessory barn structure (one-story). A gravel driveway runs along the west side of the property, allowing access to the parcel north of the subject property. The site slopes down to the east towards the Nevada Ditch, which bounds the property on the east side. A circular paved driveway connects the house to Hunter Run Lane, at the SW corner of the site. Aside from that feature, the structures on the site, and some minor hardscaping around the house, the property is otherwise undeveloped, pervious surface.

PROPOSED STATUS/USE OF SITE Since the original house on the property is unoccupiable, the Owner would like to demolish that structure and build a new, single-family residence and new, detached pool house on the site. The proposed work would include a new in-ground swimming pool and hot tub, hardscaped terraces, driveways, and various planted areas. The proposed new main residence would be approximately 8,900 sf, and one story in height (approx. 18'-6", measured from average grade). The proposed new pool house would be approximately 2,300 sf, one story in height (approx. 15'-0", measured from average grade). Both structures would include hardscaped terraces. See attached Proposed Site Plan drawing (A1.1) for illustration of above



Trustee Bills #1 and #2, and the Wallace Annexation Agreement will be transmitted next week



OATH OF OFFICE

*I, **Tricia A. McCarthy** do solemnly swear that I will support the Constitution of the United States and the State of Colorado; and that I will faithfully perform the duties of the office of **Municipal Judge** of the Town Of Columbine Valley, Colorado upon which I am about to enter.*

STATE OF COLORADO

Arapahoe County

Signature

Subscribed and sworn to before me this 17th day of March 2020.

*J.D. McCrumb, Town Clerk
2 Middlefield Road, Columbine Valley CO 80123*