

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES MEETING**

June 16, 2020

6:30PM

A G E N D A

VIRTUAL MEETING PARTICIPATION:

Due to COVID-19 and the closure of Town Hall until further notice, the Town of Columbine Valley is providing alternate means for public participation at meetings of the Board of Trustees.

To view the meeting click on the "Join Trustee Meeting" link at the top of the Town's web site www.ColumbineValley.org

To provide written remarks during the public comment or public hearing, send an email by 4:00 p.m. on the date of the meeting to jdmccrumb@columbinevalley.org with your name, address, agenda item and comment. You may also join at the web link above.

1. ROLL CALL 6:30
2. PLEDGE OF ALLEGIANCE
3. 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 act at the meeting on any issue raised by public comment. The Mayor may refer the matter to the Town Administrator or Town Attorney for immediate comment, or to staff to obtain additional information and report back to the Board as appropriate.
4. CONSENT AGENDA Mayor Palmer
 - a. Approval of May 19, 2020 Minutes
5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Town Administrator
 - d. Chief of Police
 - e. Finance Report
6. OLD BUSINESS
 - a. Extend Emergency Declaration beyond 6/17/2020 Mr. McCrumb
 - b. Extend Pandemic Mitigation Plan beyond 6/17/2020 Mr. McCrumb
7. NEW BUSINESS
 - a. Trustee Bill #3, 2020 – Flood Plain (1st Reading) Mr. McCrumb
8. ADJOURNMENT

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

May 19, 2020

Mayor Palmer called the Regular Meeting of the Trustees to order at 6:30 p.m. Due to the COVID-19 pandemic and as allowed under the Towns Electronic Participation in Meeting Policy (Resolution #6, 2020), the meeting was held virtually via Microsoft Teams. Roll call found the following present:

Trustees: Roy Palmer, Bruce Menk, Kathy Boyle, Bill Dotson, Ed Icenogle,
Mimi Kuchman, and Jim Tarpey

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

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Dotson, the Board of Trustees unanimously approved the minutes of April 21, 2020.

REPORTS

- A. Mayor Palmer remarked that he has been meeting with staff regularly to discuss COVID-19 and discussed the current status of the Town while under its declared disaster.
- B. Trustee Icenogle introduced himself to the other Trustees. Trustee Boyle shared with the Trustees the towns efforts in printing face-shield components for healthcare workers in response to COVID-19.
- C. Mr. McCrumb reviewed his report as presented in the Trustees Packet.
- D. Chief Cottrell reviewed his report as presented in the Trustees Packet and informed the Trustees that the PD was back to regular traffic enforcement.
- E. Mrs. Kelly reviewed the Town's financials as presented in the Trustees Packet.

OLD BUSINESS

- A. **Extend Emergency Declaration:** Mr. McCrumb presented the declaration that had been previously approved by the Board of Trustees in response to the COVID-19 pandemic.
ACTION: upon a motion by Trustee Kuchman and a second by Trustee Tarpey, the Board of Trustees unanimously approved extending the Local Disaster Emergency Declaration for Columbine Valley dated March 24, 2020 until June 17, 2020 at which time it may be reconsidered.
- B. **Extend Pandemic Mitigation Plan:** Mr. McCrumb presented the mitigation plan that had been previously approved by the Board of Trustees in response to the COVID-19 pandemic.
ACTION: upon a motion by Trustee Kuchman and a second by Trustee Tarpey, the Board of Trustees unanimously approved extending the Pandemic Mitigation Plan – Tier 3 for Columbine Valley dated March 17, 2020 until June 17, 2020 at which time it may be reconsidered.
- C. **Trustee Bill #1, 2020 – Wallace Annexation:** Mr. Schiller presented the ordinance on 1st reading. The Trustees asked clarifying questions.
ACTION: upon a motion by Trustee Dotson and a second by Trustee Tarpey, the Board of Trustees unanimously approved Trustee Bill #1, 2020 on 2nd Reading.

D. Trustee Bill #2, 2020 – Wallace Zoning: Mr. Schiller presented the ordinance on 2nd reading. The Trustees asked clarifying questions.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Boyle, the Board of Trustees voted 6 – 1 (Kuchman), to approve Trustee Bill #2, 2020 on 2nd Reading.

NEW BUSINESS

A. Appointment of Building Commissioner: Mayor Palmer recommended Trustee Ed Icenogle to serve as the Towns Building Commissioner.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Boyle, the Board of Trustees unanimously approved Mr. Icenogle as Building Commissioner.

B. Appointment of Planning and Zoning Commissioners: J.D. McCrumb, P&Z Chairwoman Sandy Graham, and Trustee Boyle recommended the appointment of Dale Irwin, Jeff Sahr, and Jay Neese as members to the Planning and Zoning Commission and Pam Eller, Jack Scheu, and Hailey Theil as Alternate Commissioners through May 2024.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Kuchman, the Board of Trustees unanimously approved the appointments as presented.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 7:25 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 in DRAFT form until approved by the Board of Trustees at the next regular meeting.*



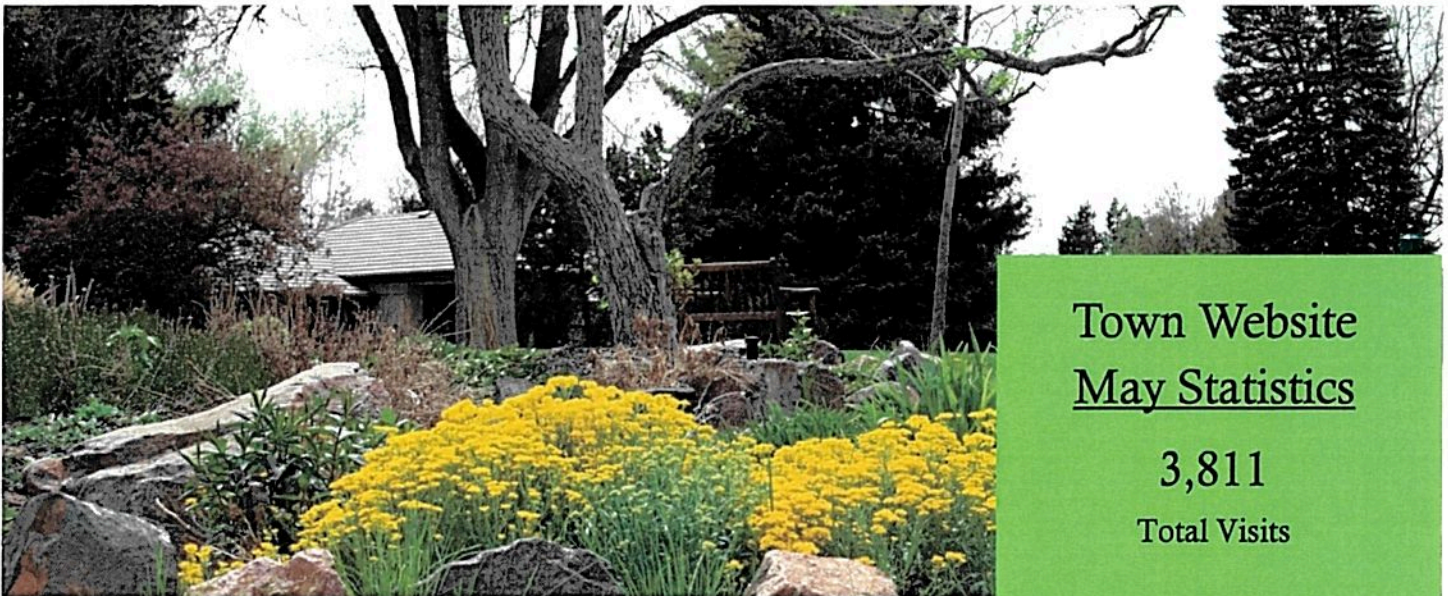
Town Administrator's Report

June 2019



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

Tel: 303-795-1434
Fax: 303-795-7325
jdmccrumb@columbinevalley.org



Communications & Administration

- The spring dumpster event ended up costing the Town close to \$2,400 as a result of the extra required dumpsters and extra hours of our contracted monitors.
- Plans are underway for a downsized, socially-distanced 4th of July parade. Information was published in the June newsletter.
- Work is underway to create a budget reduction dashboard to help communicate to the Board of Trustees the changes in revenues and expenditures as directed at the May Trustee meeting.
- Staff will begin to stand up the several Task-Forces discussed at the Trustees annual retreat last week. These groups will meet at least monthly with the expectation to report back to the Trustees on progress as appropriate.
- Staff continues to receive weekly COVID updates from Arapahoe County, CDPHE, DOLA, and Tri-County Health, about situational readiness and forecasting, as well as updates on CARES funding.

Town Website May Statistics

3,811

Total Visits

4,236

May Page Views

Top Pages

Trash/Recycle

Municipal Court

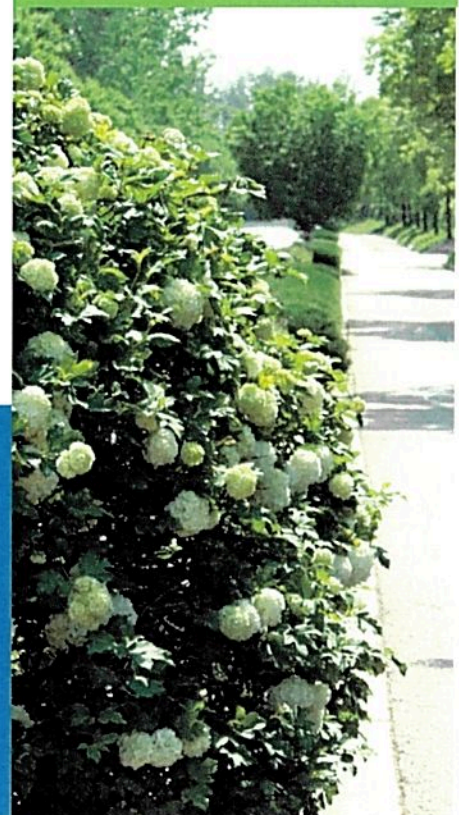
This Week

Building Permits

Citizen Contacts:

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

- ⇒ Building Department: 69
- ⇒ Comm. Development: 47
- ⇒ Public Works: 86
- ⇒ Municipal Court: 42
- ⇒ Other: 237



Building Department

Monthly Stats

7 Permits Issued

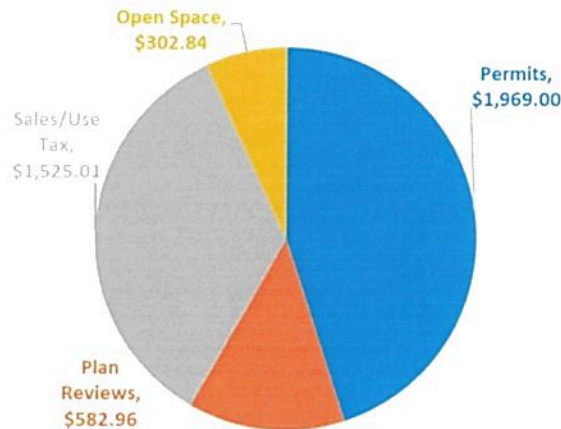
- New SFR: 0
- Major Remodel: 0
- New Roofs: 0
- Other/Misc.: 8

58 Inspections

13 Licenses Issued

- General: 6
- Electrician: 4
- Plumbers: 1
- Mechanical: 2
- Roofer: 0

May Permit Rev.: \$4,379.81



Wild Plum

95 Total Lots

6 SFR Permits Issued

1 Permit Pending

6 Under Construction

Wilder Lane

24 Total Lots

4 Permits Active

1 Permit Pending

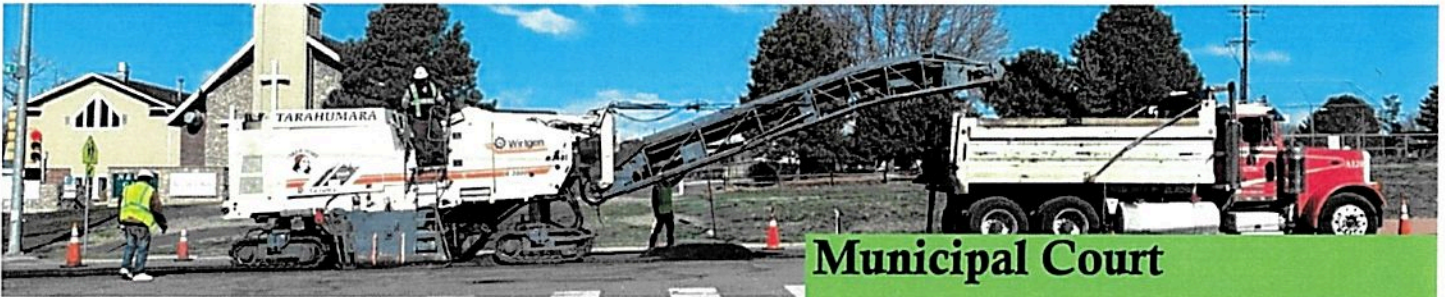
19 Completed Homes

17 Occupied Home



Building Department Revenue by Month

January	\$23,584.77	\$23,584.77	\$12,880.59	\$12,880.59
February	\$12,990.46	\$36,575.23	\$153,178.50	\$166,059.09
March	\$64,334.11	\$100,909.34	\$51,548.10	\$217,607.19
April	\$55,497.63	\$156,406.97	\$66,015.59	\$283,622.78
May	\$5,595.22	\$162,002.19	\$4,379.81	\$288,002.59
June	\$46,632.58	\$208,634.77		
July	\$7,113.45	\$215,748.22		
August	\$8,432.54	\$224,180.76		
September	\$33,744.29	\$257,924.29		
October	\$102,798.74	\$360,723.03		
November	\$89,872.08	\$450,595.11		
December	\$82,149.75	\$532,744.86		
December	\$28,949.58	\$464,121.28		



Public Works Department

- A new liner has been installed along the section of brick wall running along Platte Canyon between Doral and Hunter Run. This has been topped with rocks and sloped to move water away from the wall. This liner was designed after some damage was found to the support structure, due mostly to rain and the snow salt mix CDOT plows throw against the wall. This should slow future water damage to the aging wall.
- With the switch to staff working from home, more advanced features of the phone system have been utilized. This included more monitoring of activity on the system and the system resources. Some security risks were found, but determined to not be of immediate concern. Upgrade options are being looked at that will provide better security, more enhanced features for working both on and off site, and quicker response time when the phone system has problems.
- The Colorado State Forest Service has updated the infected area for the Emerald Ash Borer. The pest has been located on the North end of Fort Collins, just outside the city limits. This is the 4th confirmation outside of Boulder County. Human transport of infested ash wood, such as firewood or other raw material, most likely contributed to the arrival of EAB in Fort Collins.
- To date the Town has printed 32 face-guard components to contribute to COVID relief efforts.

May Weather Report

- High of 90, Low of 30
- 13.1" of accumulated precipitation
- Max wind speed, mph: 46
- Max wind gust, mph: 61

Municipal Court

	<u>2019 YTD</u>	<u>2020</u>	<u>2020 YTD</u>
Jan	\$6,287.00	\$6,314.24	\$6,314.24
Feb	\$9,147.00	\$3,995.00	\$10,309.24
Mar	\$13,580.25	\$3,644	\$13,953.24
Apr	\$16,003.00	\$1,439.50	\$15,392.74
May	\$18,493.00	\$1,480.00	\$16,872.74
June	\$46,976.12		
July	\$53,198.07		
Aug	\$57,646.08		
Sept	\$62,806.08		
Oct	\$68,486.08		
Nov	\$72,191.45		
Dec	\$75,911.45		





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 May 2020

Full Time Positions	6 of 6
Part Time Positions	4 of 4
Regular hours	914
OT hours worked	7
Off Duty	0
PTO	34

May 2020 Violations

Charges For the Date Range 5/1/2020 Thru 5/31/2020

Qty	Charge
15	1210(A) ON STREET PARKING PROHIBITED (3-6 AM) 1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
10	604 TRAFFIC CONTROL SIGNAL:
6	BMC 10-152 POSSESSION OR CONSUMPTION OF INTOXICATING BEVERAGES BMC 10-152 POSSESSION OR CONSUMPTION OF INTOXIC.
5	703(3) FAIL TO STOP AT A STOP SIGN:
4	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
1	BMC 10-23 RESISTING AN OFFICER BMC 10-23 RESISTING AN OFFICER:
1	1409 COMPULSORY INSURANCE:
1	205 HEADLIGHT:
1	1007 IMPROPER LANE USAGE:
1	1402(1) CARELESS DRIVING:
0	
45	Total Number of Violations Issued

Monthly Call Report

Case Number	Event Date	Situation Reported
CV20-0000053	2020-05-07T00:58:56	OBSTRUCTION IP
CV20-0000054	2020-05-07T14:25:22	PROPERTY ACCIDENT IP
CV20-0000055	2020-05-07T17:10:48	FOLLOW UP IP*
CV20-0000056	2020-05-09T10:39:06	INFORMATION IP
CV20-0000057	2020-05-09T16:43:52	UNLAWFUL ACTS IP
CV20-0000058	2020-05-09T17:15:10.19	Forgery
CV20-0000059	2020-05-10T12:13:16	Theft
CV20-0000060	2020-05-13T04:51:09	Burglary Attempt
CV20-0000061	2020-05-13T19:15:39	Theft
CV20-0000062	2020-05-14T07:22:16	MEDICAL IP
CV20-0000063	2020-05-17T11:36:01	OBSTRUCTION IP
CV20-0000064	2020-05-23T18:23:46	INFORMATION IP
CV20-0000065	2020-05-24T02:19:41	JUVENILE COMPLAINT IP
CV20-0000066	2020-05-25T19:22:09	TRAFFIC ARREST IP
CV20-0000067	2020-05-27T21:56:02	UNWANTED SUBJECT IP
CV20-0000068	2020-05-28T17:42:47	UNKNOWN INJURY ACCIDENT IP
CV20-0000069	2020-05-31T08:39:52	Criminal Mischief

Problem Type Summary

9:08 AM 6/11/2020

Data Source: Data Warehouse

Agency:	ACSO
Division:	Bow Mar, Bow Mar Inactive Personnel, Columbine Valley, Columbine Valley Inactive Pers
Day Range:	Date From 5/1/2020 To 5/31/2020
Exclusion:	<ul style="list-style-type: none">• Calls canceled before first unit assigned• Calls canceled before first unit at scene

Select a format

▼ Export

Priority	Description
1	P1 In Progress
2	P2 Urgent
3	P3 Non Emergency
4	P4 Police Details
5	P5 On View
6	P6 Phone
7	P7 Dispatch
8	P8 CAD Test Record
9	P9 Call on Hold

[illegible]

WARRANT PICKUP IP										
Weapons Violation										
WEAPONS VIOLATION IP										
WELFARE CHECK IP		<u>4</u>								<u>4</u>
Z-Animal Call										
Z-Suspicious Person										
Z-Suspicious Vehicle										
Z-Unwanted Subject										
Z-ZONING IP										
Total		<u>68</u>	<u>70</u>	<u>30</u>			<u>1</u>			<u>169</u>

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF MAY 31, 2020**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo	114,689	-	114,689
Vectra Bank money market	-	5,023	5,023
Vectra Bank investment	-	412,161	412,161
C-Safe Primary	-	1,211,724	1,211,724
C-Safe Impact fee	-	76,492	76,492
C Safe CTF	-	24,081	24,081
Arapahoe county shareback	-	434,556	434,556
YTD Cash Balances	114,689	2,164,037	2,278,726
Less amount allocated for capital		(504,853)	(504,853)
Less amount restricted for ACOS		(448,760)	(448,760)
Less amount restricted for Impact fees		(76,492)	(76,492)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 114,689	\$ 1,133,932	\$ 1,248,621

**TOWN OF COLUMBINE VALLEY
PROJECT ALLOCATION OF AVAILABLE BALANCE
YEAR TO DATE (YTD) AS OF MAY 31, 2020**

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Impact Fees	TOTALS
2019 BEGINNING FUND BALANCE	\$ 982,138	\$ 519,431	\$ 11,535	\$ 404,704	\$ 38,116	\$ 1,955,924
YTD REVENUES PER FINANCIAL STATEMENTS						
Taxes	641,434	-	-	-	-	641,434
Permits and fines	139,448	-	-	-	-	139,448
Intergovernmental	187,184	-	-	-	-	187,184
Interest	8,984	-	118	2,273	276	11,651
Other	260	-	-	-	-	260
Donations	-	3,500	-	-	-	3,500
Conservation Trust Fund entitlement	-	-	1,815	-	-	1,815
Arapahoe County open space fund	-	-	-	41,783	-	41,783
Impact fees	-	-	-	-	38,100	38,100
Total YTD revenues	977,310	3,500	1,933	44,056	38,376	1,065,175
Total YTD expenditures	(619,799)	(18,078)	-	-	-	(637,877)
Excess of revenues over (under) expenditures	357,511	(14,578)	1,933	44,056	38,376	427,298
Total other financing sources (uses)	-	-	-	-	-	-
Net change in fund balance	357,511	(14,578)	1,933	44,056	38,376	427,298
YTD ENDING FUND BALANCES	1,339,649	504,853	13,468	448,760	76,492	2,383,222
Budget vs actual reference	(page 4)	(page 10)	(page 11)	(page 12)	(page 13)	

TOWN OF COLUMBINE VALLEY
BALANCE SHEET - All FUNDS
May 31, 2020
Unaudited

	<u>General</u>
ASSETS	
Cash and investments	\$ 2,280,227
Accrued revenue	118,483
Other receivables	36,101
Property tax receivable	358,405
TOTAL ASSETS	<u><u>\$ 2,793,216</u></u>
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 9,008
Accrued liabilities	42,581
Deferred property tax revenue	358,405
Total liabilities	<u>409,994</u>
FUND BALANCES	
General	1,339,649
Capital	504,853
Conservation trust fund	13,468
Arapahoe county open space	448,760
Impact fees	76,492
Total fund balances	<u>2,383,222</u>
TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$ 2,793,216</u></u>

**TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE FIVE MONTHS AND YTD ENDED MAY 31, 2020**

	Unaudited			Percent of
	Jan - May	Adopted	YTD Variance	Annual
	Actual	Annual	from Annual	Budget
		Budget	Budget	(41% YTD)
REVENUES				
Taxes	\$ 641,434	\$ 1,159,484	\$ (518,050)	55%
Permits and fines	139,448	363,000	(223,552)	38%
Intergovernmental	187,184	391,298	(204,114)	48%
Interest income	8,984	30,850	(21,866)	29%
Other	260	-	260	0%
Total revenues	<u>977,310</u>	<u>1,944,632</u>	<u>(967,322)</u>	<u>50%</u>
EXPENDITURES				
Administration	244,917	740,271	(495,354)	33%
Planning and engineering	19,020	71,500	(52,480)	27%
Public safety	269,531	742,434	(472,903)	36%
Public works	86,331	371,460	(285,129)	23%
Total expenditures	<u>619,799</u>	<u>1,925,665</u>	<u>(1,305,866)</u>	<u>32%</u>
EXCESS OF REVENUES OVER (UNDER)				
EXPENDITURES	<u>357,511</u>	<u>18,967</u>	<u>338,544</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	357,511	<u>\$ (0)</u>	<u>\$ 357,511</u>	
BEGINNING FUND BALANCE	<u>982,138</u>			
ENDING FUND BALANCE	<u>\$ 1,339,649</u>			

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET, FORECAST AND ACTUAL
FOR THE FIVE MONTHS AND YTD ENDED MAY 31, 2020
Unaudited

	Current Month	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (41% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (41% YTD)
REVENUES								
Taxes								
Cable television	\$ 3,108	\$ 15,254	\$ 36,000	\$ (20,746)	42%	\$ 27,000	\$ (11,746)	56%
Property taxes	21,148	260,863	358,405	(97,542)	73%	358,405	(97,542)	73%
Sales and use tax	55,620	334,343	691,625	(357,282)	48%	518,719	(184,376)	64%
Specific ownership taxes	1,790	9,423	23,454	(14,031)	40%	21,109	(11,686)	45%
Utility franchise fees	7,204	21,551	50,000	(28,449)	43%	37,500	(15,949)	57%
Total taxes	88,870	641,434	1,159,484	(518,050)	55%	962,732	(321,298)	67%
Permits and fines								
Court fines	1,465	16,108	75,000	(58,892)	21%	37,500	(21,392)	43%
Permits, fees and services	1,842	123,340	288,000	(164,660)	43%	216,000	(92,660)	57%
Total permits and fines	3,307	139,448	363,000	(223,552)	38%	253,500	(114,052)	55%
Intergovernmental								
Bow Mar IGA	-	145,046	290,091	(145,045)	50%	290,091	(145,045)	50%
Bow Mar IGA admin	-	12,500	25,000	(12,500)	50%	25,000	(12,500)	50%
County highway tax revenue	1,117	6,828	13,407	(6,579)	51%	10,726	(3,898)	64%
Motor vehicle registration fees	381	2,207	6,000	(3,793)	37%	4,500	(2,293)	49%
State cigarette tax apportionment	170	495	800	(305)	62%	800	(305)	62%
State highway user's tax	4,667	20,108	56,000	(35,892)	36%	28,000	(7,892)	72%
Total intergovernmental	6,335	187,184	391,298	(204,114)	48%	359,117	(171,933)	52%
Interest	2,032	8,984	30,850	(21,866)	29%	15,425	(6,441)	58%
Other	-	260	-	260	-	-	260	0%
TOTAL REVENUES	100,544	977,310	1,944,632	(967,322)	50%	1,590,774	(613,464)	61%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET, FORECAST AND ACTUAL
FOR THE FIVE MONTHS AND YTD ENDED MAY 31, 2020
Unaudited

	Current Month	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (41% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (41% YTD)
EXPENDITURES								
Administration								
Accounting and audit	6,150	36,638	61,795	(25,157)	59%	61,795	(25,157)	59%
Advertising/notices	23	38	500	(462)	8%	500	(462)	8%
Bank/credit card fees	466	1,337	5,100	(3,763)	26%	5,100	(3,763)	26%
Building inspection and planning review	4,420	36,584	129,600	(93,016)	28%	97,200	(60,616)	38%
Building maintenance and utilities	1,473	7,220	41,568	(34,348)	17%	18,706	(11,486)	39%
Community functions	5,900	8,400	41,000	(32,600)	20%	20,500	(12,100)	41%
Computer expense	1,330	5,473	21,300	(15,827)	26%	15,975	(10,502)	34%
County treasurer's collection fees	211	2,624	3,584	(960)	73%	3,584	(960)	73%
COVID-19	691	691	-	691	-	-	691	-
Dues and publications	202	2,972	8,650	(5,678)	34%	8,650	(5,678)	34%
Education and training	10	958	10,000	(9,042)	10%	5,000	(4,042)	19%
Election	85	85	2,000	(1,915)	4%	500	(415)	17%
Health insurance	354	16,314	32,000	(15,686)	51%	32,000	(15,686)	51%
Insurance and bonds	-	4,982	30,000	(25,018)	17%	30,000	(25,018)	17%
Legal	5,557	20,160	48,000	(27,840)	42%	43,200	(23,040)	47%
Mayor/monthly breakfasts	-	306	1,900	(1,594)	16%	950	(644)	32%
Miscellaneous	260	973	2,289	(1,316)	42%	1,717	(744)	57%
Payroll taxes	-	(708)	26,000	(26,708)	-3%	26,000	(26,708)	-3%
Pension	2,404	7,132	14,485	(7,353)	49%	14,485	(7,353)	49%
Salaries	-	86,796	230,000	(143,204)	38%	220,800	(134,004)	39%
Special projects	-	-	12,000	(12,000)	0%	-	-	0%
Supplies	-	3,238	13,000	(9,762)	25%	9,750	(6,512)	33%
Telephone/communications	361	2,704	5,500	(2,796)	49%	5,500	(2,796)	49%
Total administration	29,897	244,917	740,271	(495,354)	33%	621,912	(376,995)	39%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET, FORECAST AND ACTUAL
FOR THE FIVE MONTHS AND YTD ENDED MAY 31, 2020
Unaudited

	Current Month	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (41% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (41% YTD)
Planning and engineering								
Town planning	2,027	17,645	56,545	(38,900)	31%	42,409	(24,764)	42%
Town engineer	-	1,375	13,455	(12,080)	10%	10,091	(8,716)	14%
Miscellaneous	-	-	1,500	(1,500)	0%	750	(750)	0%
Total planning and engineering	2,027	19,020	71,500	(52,480)	27%	53,250	(34,230)	36%
Public safety								
Operations								
Cruiser gas	1,357	2,528	12,000	(9,472)	21%	7,800	(5,272)	32%
Cruiser oil/maintenance	1,435	4,465	18,000	(13,535)	25%	13,500	(9,035)	33%
Cruiser insurance	-	1,563	7,000	(5,437)	22%	7,000	(5,437)	22%
Education/training	-	96	9,000	(8,904)	1%	4,500	(4,404)	2%
Equipment repair	-	-	5,000	(5,000)	0%	2,500	(2,500)	0%
Health/workman's comp insurance	-	24,645	80,000	(55,355)	31%	80,000	(55,355)	31%
Pension plan	3,703	18,905	44,400	(25,495)	43%	44,400	(25,495)	43%
Salaries	35,089	182,113	444,000	(261,887)	41%	444,000	(261,887)	41%
Supplies/miscellaneous	147	4,018	13,600	(9,582)	30%	13,600	(9,582)	30%
Telephones/air cards	161	1,063	4,800	(3,737)	22%	4,800	(3,737)	22%
Uniforms	700	2,419	10,000	(7,581)	24%	7,000	(4,581)	35%
Total operations	42,592	241,815	647,800	(405,985)	37%	629,100	(387,285)	38%
Municipal court								
Judge	-	1,500	9,000	(7,500)	17%	7,200	(5,700)	21%
Legal	412	5,250	27,500	(22,250)	19%	22,000	(16,750)	24%
Administration	-	75	2,000	(1,925)	4%	2,000	(1,925)	4%
Supplies	-	60	2,000	(1,940)	3%	1,000	(940)	6%
Interpreter	-	600	2,000	(1,400)	30%	1,600	(1,000)	38%
Total municipal court	412	7,485	42,500	(35,015)	18%	33,800	(26,315)	22%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET, FORECAST AND ACTUAL
FOR THE FIVE MONTHS AND YTD ENDED MAY 31, 2020
Unaudited

	Current Month	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (41% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (41% YTD)
Contracts								
Arapahoe county dispatch fee	-	7,643	30,573	(22,930)	25%	6,115	1,528	125%
Tri-tech software	-	-	1,120	(1,120)	0%	1,120	(1,120)	0%
Humane society	-	-	500	(500)	0%	500	(500)	0%
Juvenile assessment	-	841	841	-	100%	841	-	100%
Netmotion	-	-	450	(450)	0%	450	(450)	0%
CACP	-	-	150	(150)	0%	150	(150)	0%
WhenIWork	-	-	400	(400)	0%	400	(400)	0%
Total contracts	-	8,484	34,034	(25,550)	25%	9,576	(1,092)	89%
Computer/IT								
Merakie	-	-	1,400	(1,400)	0%	1,400	(1,400)	0%
Offsite server backup	-	900	1,800	(900)	50%	1,800	(900)	50%
Office 365 accounts	-	160	1,400	(1,240)	11%	1,400	(1,240)	11%
Scheduled computer replacement	-	687	3,500	(2,813)	20%	3,500	(2,813)	20%
Govpilot	-	10,000	10,000	-	100%	10,000	-	100%
Total computer/IT	-	11,747	18,100	(6,353)	65%	18,100	(6,353)	65%
Total public safety	43,004	269,531	742,434	(472,903)	36%	690,576	(421,045)	39%
Public works								
Ground maintenance	444	986	7,300	(6,314)	14%	7,300	(6,314)	14%
Homeowner association subsidy	-	5,000	5,000	-	100%	5,000	-	100%
Other drainage/water	-	175	5,000	(4,825)	4%	2,500	(2,325)	7%
Miscellaneous	340	340	-	340	-	2,500	(2,160)	-
Professional fees-mosquito control	-	2,171	7,500	(5,329)	29%	7,500	(5,329)	29%
Salary	25,640	27,180	69,500	(42,320)	39%	69,500	(42,320)	39%
Sanitation/trash/recycle service	7,609	37,220	86,520	(49,300)	43%	86,520	(49,300)	43%
Signs maintenance	71	311	1,020	(709)	30%	1,020	(709)	30%
Snow removal	-	2,206	2,100	106	105%	2,100	106	105%
Storm water permit process/NPDES	449	729	7,500	(6,771)	10%	7,500	(6,771)	10%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET, FORECAST AND ACTUAL
FOR THE FIVE MONTHS AND YTD ENDED MAY 31, 2020
Unaudited

	Current Month	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (41% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (41% YTD)
Street and gutter maintenance	3,400	3,670	160,000	(156,330)	2%	56,000	(52,330)	7%
Street lighting	997	5,703	15,000	(9,297)	38%	11,250	(5,547)	51%
Striping	-	-	1,020	(1,020)	0%	1,020	(1,020)	0%
Vehicle maintenance	58	640	4,000	(3,360)	16%	3,000	(2,360)	21%
Total public works	39,008	86,331	371,460	(285,129)	23%	262,710	(176,379)	33%
TOTAL EXPENDITURES	113,936	619,799	1,925,665	(1,305,866)	32%	1,628,447	(1,008,648)	38%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(13,392)	357,511	18,967	338,544		\$ (37,673)	\$ 395,184	
OTHER FINANCING USES								
Transfer to capital	-	-	(18,967)	18,967				
Total other financing uses	-	-	(18,967)	18,967				
NET CHANGE IN FUND BALANCE	\$ (13,392)	357,511	\$ -	\$ 357,511				
BEGINNING FUND BALANCE		982,138						
ENDING FUND BALANCE		\$ 1,339,649						

**TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE FIVE MONTHS AND YTD ENDED MAY 31, 2020**

	Unaudited			Percent of
	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Annual Budget (41% YTD)
REVENUES				
Donations (Brick sales)	\$ 3,500	\$ 25,000	\$ (21,500)	14%
Total revenues	<u>3,500</u>	<u>25,000</u>	<u>(21,500)</u>	<u>14%</u>
EXPENDITURES				
Public safety				
Police vehicle laptops	16,881	20,000	(3,119)	84%
Administration				
Columbine park stage	1,197	25,000	(23,803)	5%
Public works				
Lightpole replacement	-	10,000	(10,000)	0%
Total expenditures	<u>18,078</u>	<u>55,000</u>	<u>(36,922)</u>	<u>33%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>(14,578)</u>	<u>(30,000)</u>	<u>15,422</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	(14,578)	<u>\$ (11,033)</u>	<u>\$ (3,545)</u>	
BEGINNING FUND BALANCE	<u>519,431</u>			
ENDING FUND BALANCE	<u>\$ 504,853</u>			

**TOWN OF COLUMBINE VALLEY
CONSERVATION TRUST FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE FIVE MONTHS AND YTD ENDED MAY 31, 2020**

	Unaudited			Percent of
	Jan - May	Adopted	YTD Variance	Annual
	Actual	Annual	from Annual	Budget
		Budget	Budget	(41% YTD)
REVENUES				
Conservation Trust Fund entitlement	1,815	6,000	(4,185)	30%
CTF interest	118	-	118	0%
Total revenues	<u>1,933</u>	<u>6,000</u>	<u>(4,067)</u>	<u>32%</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>1,933</u>	<u>-</u>	<u>1,933</u>	
NET CHANGE IN FUND BALANCE	1,933	<u>\$ -</u>	<u>\$ 1,933</u>	
BEGINNING FUND BALANCE	<u>11,535</u>			
ENDING FUND BALANCE	<u><u>\$ 13,468</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 FIVE MONTHS AND YTD ENDED MAY 31, 2020**

	Unaudited			Percent of
	Jan - May	Adopted	YTD Variance	Annual
	Actual	Annual	from Annual	Budget
		Budget	Budget	(41% YTD)
REVENUES				
Arapahoe County open space revenues	41,783	38,625	3,158	108%
ACOP interest	2,273	-	2,273	0%
Total revenues	<u>44,056</u>	<u>38,625</u>	<u>5,431</u>	<u>114%</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>44,056</u>	<u>38,625</u>	<u>5,431</u>	
NET CHANGE IN FUND BALANCE	44,056	<u>\$ 38,625</u>	<u>\$ 5,431</u>	
BEGINNING FUND BALANCE	<u>404,704</u>			
ENDING FUND BALANCE	<u><u>\$ 448,760</u></u>			

TOWN OF COLUMBINE VALLEY
IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE FIVE MONTHS AND YTD ENDED MAY 31, 2020

	Unaudited			Percent of
	Jan - May	Adopted	YTD Variance	Annual
	Actual	Annual	from Annual	Budget
		Budget	Budget	(41% YTD)
REVENUES				
Impact Fees	38,100	190,500	(152,400)	20%
Interest	276	-	276	-
Total revenues	<u>38,376</u>	<u>190,500</u>	<u>(152,124)</u>	<u>20%</u>
EXPENDITURES				
	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER)				
EXPENDITURES	<u>38,376</u>	<u>190,500</u>	<u>(152,124)</u>	
NET CHANGE IN FUND BALANCE	38,376	<u>\$ 190,500</u>	<u>\$ (152,124)</u>	
BEGINNING FUND BALANCE	<u>38,116</u>			
ENDING FUND BALANCE	<u><u>\$ 76,492</u></u>			



Request for Board of Trustee Action

Date: June 16, 2020

Title: Extend Emergency Declaration

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Lee Schiller, Town Attorney

Background: On March 24, 2020, Mayor Pro Tem Bruce Menk signed an Emergency Declaration for the Town stating that the COVID-19 virus constitutes a local disaster for the town which endangers the health, safety and welfare of the community. The declaration was ratified through April 21, 2020, then extended through May 20, 2020 and again through June 22, 2020 by the Board of Trustees.

While data suggests the situation is improving, State and local authorities recommend continuing mitigation efforts at this time.

Attachments: Local Disaster Emergency Declaration

Suggested Motion: "I move to extend the Town's Emergency Declaration until July 22, 2020, unless circumstances allow the Mayor to relax restrictions or unless extended by the Board of Trustees".

TOWN OF COLUMBINE VALLEY, COLORADO
LOCAL DISASTER EMERGENCY DECLARATION

WHEREAS, in accordance with the Colorado Disaster Emergency Act ("Act"), C.R.S. Section 24-33.5-704, on March 10, 2020, Governor Jared Polis, by proclamation, declared a state of emergency in Colorado to provide access to resources, legal flexibility, protect vulnerable communities all to better contain the outbreak of the COVID-19 virus; and

WHEREAS, in accordance with C.R.S. Section 24-33.5-709, a local disaster may be declared only by the principal executive officer of the Town (the Mayor or the Mayor Pro-Tem, acting in place of the Mayor), and shall not be continued for a period in excess of seven days, absent the consent of the Board of Trustees; and

WHEREAS, "The effect of a declaration of local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster and emergency plans and to authorize the furnishing of aid and assistance under such plans." C.R.S. Section 24-33.5-709(2);

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

Section 1. That the COVID-19 virus constitutes a local disaster for the Town which endangers the health, safety and welfare of the entire community and emergency action is required to avert such danger.

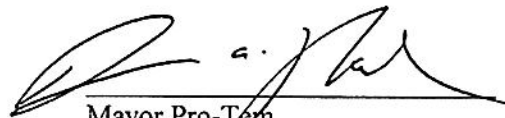
Section 2. Local emergency resources may be overwhelmed and requests for aid may be needed. Community leaders are encouraged to cancel or postpone all non-essential meetings and gatherings. All residents of the Town of Columbine Valley are encouraged to remain at home wherever possible.

Section 3. This Declaration shall be promptly filed with the Columbine Valley Town Clerk, the Arapahoe County Clerk and Recorder and with the Colorado Office of Emergency Management.

Section 4. This Declaration shall remain in full force and effect for a period of seven (7) days unless renewed in excess of this time period by action of the Board of Trustees of the Town of Columbine Valley.

Dated March 24, 2020

TOWN OF COLUMBINE VALLEY


Mayor Pro-Tem



Request for Board of Trustee Action

Date: June 16, 2020

Title: Extend Pandemic Mitigation Plan

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: The Town's Pandemic Mitigation Plan was updated in March of 2020 to reflect the current situation of the Coronavirus, COVID-19. On March 17, 2020, Mayor Pro Tem Bruce Menk elevated the Town's status to Tier 4, and that action was ratified through April 21, 2020 and extended through May 20, 2020 by the Board of Trustees. At their May 19, 2020 meeting the Trustees further extended the Plan in Tier 3 through June 17, 2020.

While data suggests the situation is improving, State and local authorities recommend continuing mitigation efforts at this time.

Attachments: Town Pandemic Mitigation Plan updated for COVID-19

Suggested Motion: "I move to extend the Town's Pandemic Mitigation Plan updated for COVID-19 in response Tier 3, until July 22, 2020, unless circumstances necessitate the Town Administrator to change restrictions as prescribed by State and regional health officials, or unless extended by the Board of Trustees".

Columbine Valley Pandemic Mitigation Plan – updated for COVID 19; March 2020

Goals:

- Health and Safety of Staff and Citizens
- Upkeep of Expected Service Levels throughout Columbine Valley
- Maintain Essential Functions and Services of the Town Government

Town Response:

Tier 1 – Heightened Awareness: The CDC and local healthy authorities have indicated that COVID-19 is in the U.S. and are encouraging citizens to be aware and to focus on sanitation and hygiene.

- Encourage employees to stay home if sick or to go home if exhibiting symptoms while at work. Employees will continue to use PTO (sick leave)
- Wash hands often, also use hand sanitizer often
- Cover mouth with arm/elbow if coughing
- Heighten amount of environmental sanitation (Lysol, wipes, environmental germicide sprays, etc.)
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding
- Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected staff (gloves, masks, etc.)

Tier 2 – Statewide Concern: The Colorado Department of Health and Environment (CDPHE) have indicated multiple cases of COVID-19 within the State of Colorado. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier 2 which, in addition to Tier 1 steps includes:

- Prepare for Telework sites
- Staff should refrain of physical contact with each other and with members of the public (i.e. handshakes, etc.). CDC recommends a 6' distance of separation.
- Employees should limit or eliminate any outside agency meeting attendance, unless able to be done remotely
- Town should begin to limit internal meetings
- Staff who self-identify as high risk (having compromised immune systems, etc.) should work from home. If sick, no PTO required – will treat as regular time
- The Town will take direction from State and Local Health authorities

Tier 3 – Local Concern: Tri-County Health has indicated multiple cases of COVID-19 within the region. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier 3 which, in addition to Tier 2 steps includes:

- Staff will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk. Staff staying home will not be required to use PTO – will treat as regular time
- Elimination of any Town meetings (Trustees excluded) or events (unless able to be done remotely)
- Teleworking and/or staggered shifts authorized when feasible

- Staff must take additional steps identified to limit exposure between employees and members of the public
- Town Hall reduced staffing authorized, maintain minimum staffing levels at Town Hall
- Heightened level of sanitation of spaces including germicide spraying
- Select staff have PPE on hand and begin utilization as appropriate
- Other steps as directed by State and Local Health authorities

Tier 4 – Full Implementation of Response Plan: Tier 4 may occur at such time as State and Local Health authorities recommends region wide social spacing, schools are shut down, or at such time as Columbine Valley deems it to be in the best interest of the community. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier 4 which, in addition to Tier 3 steps includes:

- Town Hall is minimally staffed with no public access. Public will be directed to conduct business online or by phone if feasible.
- Some functions of municipal operations may be suspended. Only essential services ongoing, unless able to be provided through staff working remotely
- Incident Command may be set up in coordination with Arapahoe County authorities
- Select staff mandatory use of PPE
- Other steps as directed by State and Local Health authorities, including support of their efforts



Request for Board of Trustee Action

Date: June 16, 2020

Title: Trustee Bill #3, Series 2020 – Flood Damage Prevention

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Troy Carmann, Town Engineer, Lee Schiller, Town Attorney

Background: The Town of Columbine Valley participates in the National Flood Insurance Program (NFIP). The cost of participating in the NFIP is the Town maintaining local ordinances that keep buildings and people out of the floodplain as much as possible. The benefits of participating in this national program include reduced cost flood insurance for residential structures and hazard mapping support from the Federal Emergency Management Agency (FEMA). The Urban Drainage and Flood Control District (UDFCD) works with FEMA to update and maintain hazard mapping to reflect current conditions on a recurring basis (about every 10 years).

At this time, UDFCD has a new flood hazard map for the Dutch Creek floodplain within the Town of Columbine Valley. The Town has had a floodplain ordinance for several decades. The Town has updated the ordinance several times over the years. The last update was in 2018 when the State required additional updates to match the State rules.

This action simply updates the effective date of the maps in the ordinance.

Attachments: Trustee Bill #3, Series 2020
Map illustrating flood plain changes

Staff Recommendations: Approve as presented

Recommended Motion(s): “I move to approve as presented Trustee Bill #3, Series 2020 on 1st Reading”.

TRUSTEE BILL NO. 3
SERIES OF 2020

INTRODUCED BY
TRUSTEE: ICENOGLA BOYLE

A BILL FOR AN ORDINANCE
OF THE TOWN OF COLUMBINE VALLEY CONCERNING FLOOD DAMAGE
PREVENTION

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

Section 1. That Section 15.36.070 of the Municipal Code of the Town of Columbine
Valley is hereby amended in its entirety to read as follows:

Section 15.36.070. Basis For Establishing The Areas Of Special Flood Hazard.

The areas of special flood hazard identified by the Federal Emergency Management
Agency in a scientific and engineering report entitled, "The Flood Insurance Study for Arapahoe
County, Colorado and Incorporated Areas," effective September 4, 2020, with accompanying
Flood Insurance Rate Maps (FIRM) and any revisions thereto are hereby adopted by reference
and declared to be a part of this ordinance. These Special Flood Hazard Areas identified by the
FIS and attendant mapping are the minimum area of applicability of this Ordinance and may be
supplemented by studies designated and approved by the Town of Columbine Valley. The
Floodplain Administrator shall keep a copy of the Flood Insurance Study (FIS), DFIRMs and/or
FIRMs on file and available for public inspection.

Section 2. 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 by
such 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. 3, series of 2020, at a regular meeting of the Board of
Trustees of the Town of Columbine Valley, Colorado, on the 16th day of June, 2020, passed by a
vote of ____ for and 0 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 July,
2020, and ordered published in the Littleton Independent on the ____ day of
_____, 2020.

Roy Palmer, Mayor

ATTEST:

J.D. McCrumb, Clerk of the Town of Columbine Valley

SEPTEMBER 4, 2020