

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

July 21, 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 June 16, 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 7/22/2020 Mr. McCrumb
 - b. Extend Pandemic Mitigation Plan beyond 7/22/2020 Mr. McCrumb
 - c. Trustee Bill #3, 2020 – Flood Plain (2nd Reading) Mr. Carmann
7. NEW BUSINESS
 - a. 2019 Town Audit Approval Ms. Kelly
 - b. Resolution #7, 2020 Wilder Lane Building Permits Mr. McCrumb
 - c. Tri-County Health Department Mask Mandate Mr. McCrumb
 - d. Presentation on Town Insurance Coverage Trustee Menk
 - e. Regarding the Regular Meeting on Aug. 18, 2020 Mr. McCrumb
8. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
June 16, 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 May 19, 2020.

REPORTS

- A. Mayor Palmer remarked that the recent Trustee Work session was productive.
- B. There were no comments or reports from the Trustees.
- C. Mr. McCrumb reviewed his report as presented in the Trustees Packet.
- D. Chief Cottrell reviewed his report as presented in the Trustees Packet.
- 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 Menk 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 July 22, 2020 at which time it may 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 Icenogle and a second by Trustee Dotson, the Board of Trustees unanimously approved extending the Pandemic Mitigation Plan – Tier 3 for Columbine Valley dated March 17, 2020 until July 22, 2020 at which time it may be reconsidered.

NEW BUSINESS

- A. **Trustee Bill #3, 2020 – Flood Plain:** Mr. McCrumb presented the ordinance on 1st reading. Mr. Carmann will be available to answer technical questions at 2nd reading scheduled for July.
ACTION: upon a motion by Trustee Boyle and a second by Trustee Icenogle, the Board of Trustees unanimously approved Trustee Bill #3, 2020 on 1st Reading.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 7:15 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

July 2020



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 4th of July event hosted 40+ carts and approximately 150 residents! Special thanks to Hobbes for his efforts flouring the street to provide the social distanced cart spaces.
- After reviewing the Town's ability to comply with the out-door event guidelines the decision was made to cancel the August Concert in the Park.
- The Town's issue task forces looking into topics including Trails and Open Space, the Nevada Ditch, Risk Assessment, Revenue Opportunities, Capital Improvements, and Public Safety have begun their work and will offer reports as appropriate.
- The annual Flu Shot Clinic is scheduled for Monday, Oct. 5 in both the morning and the evening. Seasonal vaccines will be available to all citizens for a fee or charged to their insurance.
- Staff continues to receive weekly COVID updates from Arapahoe County, CDPHE, DOLA, and Tri-County Health, about situational readiness and forecasting.

Citizen Contacts:

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

- ⇒ Building Department: 96
- ⇒ Comm. Development: 53
- ⇒ Public Works: 81
- ⇒ Municipal Court: 73
- ⇒ Other: 211

Town Website May Statistics

4,213

Total Visits

4,792

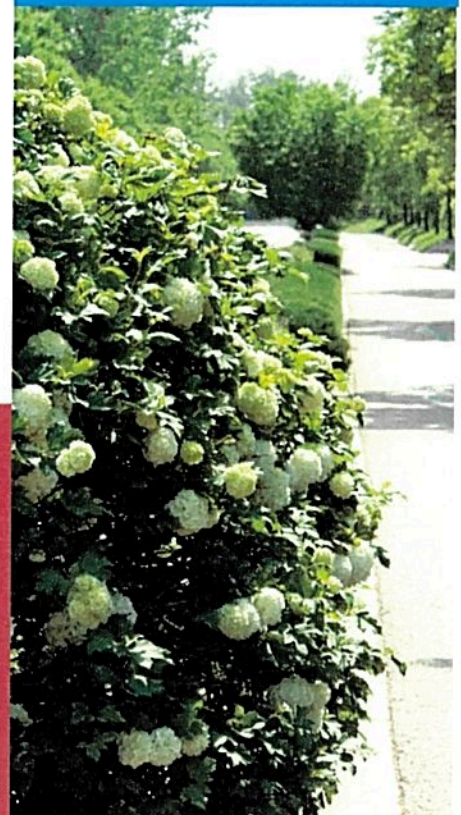
May Page Views

Top Pages

Home Page

This Week

Municipal Court
Calendar



Building Department

Monthly Stats

20 Permits Issued

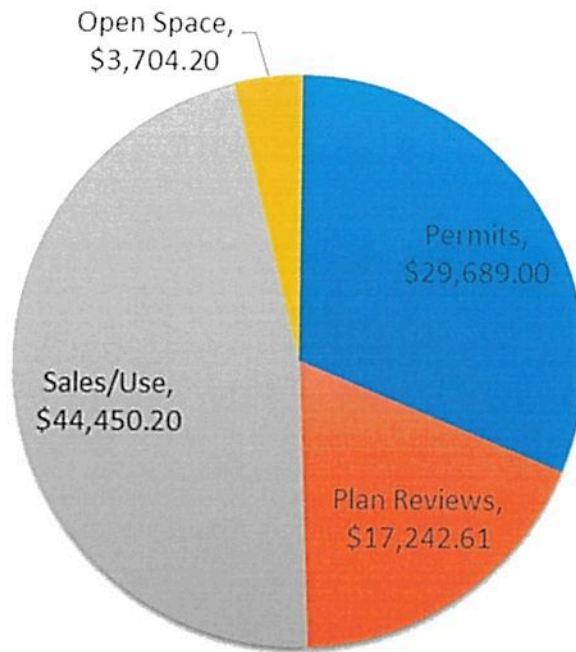
- New SFR: 1
- Major Remodel: 2
- New Roofs: 1
- Other/Misc.: 16

79 Inspections

13 Licenses Issued

- General: 5
- Electrician: 3
- Plumbers: 3
- Mechanical: 1
- Roofer: 1

June Permit Rev.: \$107,786.01



Wild Plum

95 Total Lots

7 SFR Permits Issued

2 Permit Pending

6 Under Construction

Wilder Lane

24 Total Lots

4 Permits Active

1 Permit Pending

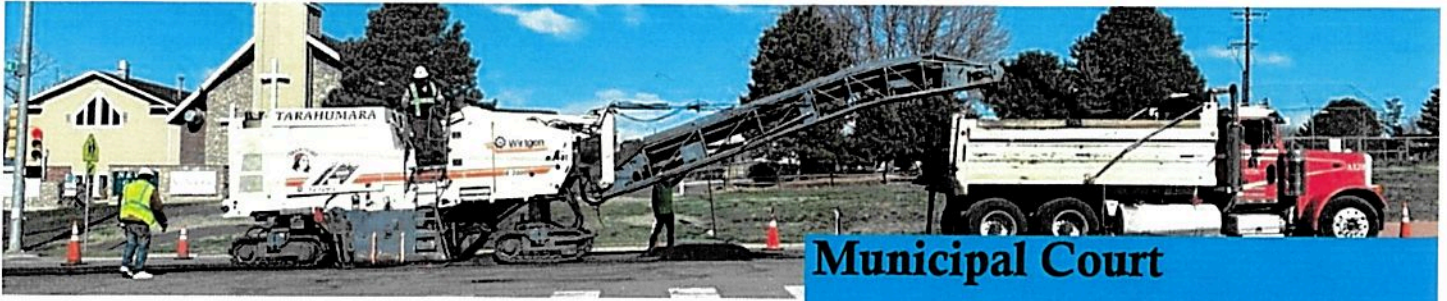
19 Completed Homes

17 Occupied Home



Building Department Revenue by Month

	2019	2019 YTD	2020	2020 YTD
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	\$107,786.01	\$395,788.60
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		



Public Works Department

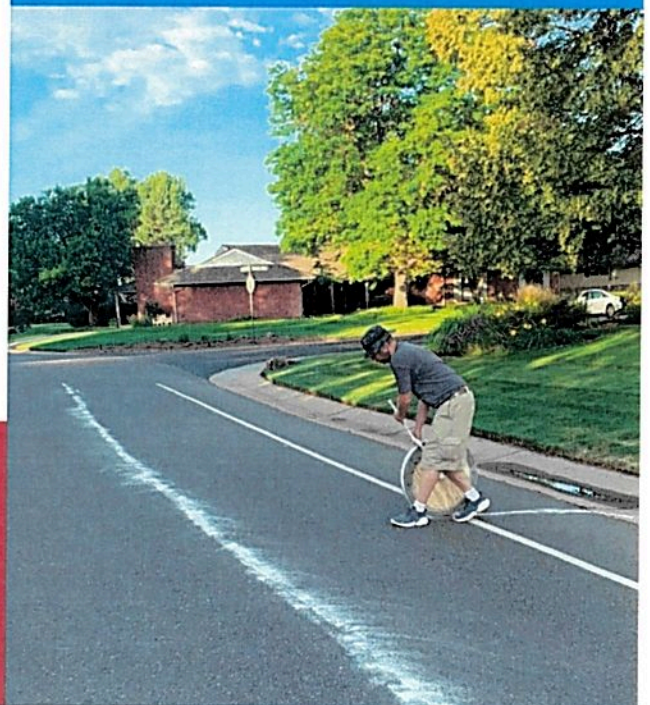
- To stay prepared for dealing with the Covid-19 outbreak, The Town has continued to source and purchase safety supplies. This includes disinfectant, hand sanitizer, gloves and face masks. These will allow the town staff to maximize safety when working with town residents in person as well as provide a safer office work environment.
- After a spring of minimal work, activity on the Wild Plum development has resumed. Lennar has shifted its staffing around and we now have new representatives to finish up the land development side and start the house construction side. Weed control site wide has started, including the mowing and weeding of existing weeds and the planting of native seed and sod for proper ground cover.
- A new decorative rock bed has been installed along the wall on Hunter Run. Grass has been very hard to grow along the wall due to the shallow depth of the footers and the excess solar heat given off by the wall. The rock also provides a more uniform transition from the grass to the wall.
- The Town has been working with Xcel Energy to improve its street lighting replacement program. The installation of future poles and fixtures will switch from WL Contractors to Xcel Energy. This will help streamline the replacements as well as provide a better recorded history for Xcel technicians to review. The older concrete poles will continue to get replaced with newer fiber poles and LED fixtures.

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	\$4,455.00	\$21,327.74
July	\$53,198.07		
Aug	\$57,646.08		
Sept	\$62,806.08		
Oct	\$68,486.08		
Nov	\$72,191.45		
Dec	\$75,911.45		

May Weather Report

- High of 96 Low of 42
- 0.9" of accumulated precipitation
- Max wind speed, mph: 54
- Max wind gust, mph: 79





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 June 2020

Full Time Positions	6 of 6
Part Time Positions	4 of 4
Regular hours	929
OT hours worked	5.5
Off Duty	0
PTO	52

June 2020 Violations

Charges For the Date Range 6/1/2020 Thru 6/30/2020

Qty	Charge
13	1210(A) ON STREET PARKING PROHIBITED (3-6 AM) 1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
4	703(3) FAIL TO STOP AT A STOP SIGN:
4	CMC 9.17.010 CURFEW VIOLATIONS BY MINORS CMC 9.17.010 CURFEW VIOLATIONS BY MINORS:
1	604 TRAFFIC CONTROL SIGNAL:
1	1204(3)(B) STOPPING, STANDING OR PARKING PROHIBITED IN SPECIFIED PLACE 1204(3)(B) STOPPING, STANDING OR PARKING PROHI OFFICIAL SIGNS PROHIBIT):
1	1201 IMPROPER STARTING FROM STOPPED POSITION:
0	
24	Total Number of Violations Issued



Monthly Case # Report



Case Number	Event Date	Situation Reported
CV20-0000070	2020-06-01T02:30:23	SUSPICIOUS VEHICLE IP
CV20-0000071	2020-06-02T23:50:41	SUSPICIOUS CIRCUMSTANCE IP
CV20-0000072	2020-06-03T11:05:49	Theft from Motor Vehicle
CV20-0000073	2020-06-04T10:44:06	WARRANT ARREST IP
CV20-0000074	2020-06-05T20:51:49	TRAFFIC ARREST IP
CV20-0000075	2020-06-10T17:34:08	ELUDING IP
CV20-0000076	2020-06-10T21:38:50	FOUND PROPERTY IP*
CV20-0000077	2020-06-11T21:57:19	Auto Theft
CV20-0000078	2020-06-12T11:01:20	Theft
CV20-0000079	2020-06-12T22:25:39	TRAFFIC ARREST IP
CV20-0000080	2020-06-15T15:13:00	SUICIDE ATTEMPT IP
CV20-0000081	2020-06-15T18:07:53	Criminal Mischief
CV20-0000082	2020-06-16T12:57:42	PROPERTY ACCIDENT IP
CV20-0000083	2020-06-19T20:21:47	Fraud
CV20-0000084	2020-06-23T20:50:19	Restraining Order Vio
CV20-0000085	2020-06-26T10:38:20	Identity Theft

UICIDE THREAT IP									
USPICIOUS CIRCUMSTANCE IP		<u>3</u>							<u>3</u>
USPICIOUS PERSON IP		<u>2</u>							<u>2</u>
USPICIOUS VEHICLE IP		<u>10</u>							<u>10</u>
heft			<u>1</u>						<u>1</u>
heft from Motor Vehicle			<u>1</u>						<u>1</u>
HEFT FROM MOTOR VEHICLE IP									
HEFT IP									
RAFFIC ARREST IP			<u>2</u>						<u>2</u>
raffic Complaint									
RAFFIC COMPLAINT IP			<u>1</u>						<u>1</u>
RAFFIC OBSTRUCTION IP		<u>1</u>							<u>1</u>
RAFFIC STOP IP		<u>15</u>							<u>15</u>
RANSPORT IP									
respass to Property									
RESPASS TO PROPERTY IP		<u>2</u>							<u>2</u>
respass to Vehicle									
RESPASS TO VEHICLE IP									
NKNOWN INJURY ACCIDENT IP									
NLAWFUL ACTS IP		<u>1</u>							<u>1</u>
NWANTED SUBJECT IP		<u>1</u>							<u>1</u>
EHICLE LOCKOUT IP									
VARRANT ARREST IP									
VARRANT 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	2	<u>45</u>	<u>72</u>	<u>11</u>					<u>130</u>

Bow Mar Calls for Service

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
<u>BM2020-0000139</u>		406	P2	SUSPICIOUS VEHICLE IP	ACSO	4607 Bow Mar Dr	Bow Mar	5/3/2020 1:06
<u>BM2020-0000140</u>		403	P3	CITIZEN ASSIST IP	ACSO	Bow Mar Dr / Lakeshore Dr	Bow Mar	5/4/2020 19:01
<u>BM2020-0000141</u>		403	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/4/2020 19:07
<u>BM2020-0000142</u>		405	P4	COMMUNITY CONTACT IP*	ACSO	5395 Lakeshore Dr	Bow Mar	5/4/2020 20:33
<u>BM2020-0000143</u>		405	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/4/2020 20:41
<u>BM2020-0000144</u>		410	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/4/2020 23:56
<u>BM2020-0000146</u>		410	P2	JUVENILE COMPLAINT IP	ACSO	4700 Prospect St	Bow Mar	5/7/2020 21:08
<u>BM2020-0000147</u>		410	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/7/2020 23:33
<u>BM2020-0000148</u>		405	P2	WELFARE CHECK IP	ACSO	5425 Sunset Dr	Bow Mar	5/8/2020 21:17
<u>BM2020-0000149</u>	CV20-0000057	403	P2	UNLAWFUL ACTS IP	ACSO	5395 Lakeshore Dr	Bow Mar	5/9/2020 16:43
<u>BM2020-0000150</u>	CV20-0000058	403	P3	Forgery	ACSO	5395 Lakeshore Dr	Bow Mar	5/9/2020 17:15
<u>BM2020-0000151</u>		405	P4	CODE ENFORCEMENT IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/9/2020 20:40
<u>BM2020-0000152</u>		405	P2	SUSPICIOUS PERSON IP	ACSO	4857 W Wagontrail Rd	Bow Mar	5/9/2020 21:37
<u>BM2020-0000153</u>		405	P2	SUSPICIOUS VEHICLE IP	ACSO	5200 Lakeshore Dr	Bow Mar	5/9/2020 22:28
<u>BM2020-0000154</u>		405	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/10/2020 21:21
<u>BM2020-0000155</u>		405	P2	TRAFFIC STOP IP	ACSO	S Sheridan Blvd / Longhorn	Bow Mar	5/10/2020 21:29
<u>BM2020-0000156</u>		401	P2	RESIDENTIAL ALARM IP	ACSO	5416 SUNSET DR	Bow Mar	5/12/2020 13:11
<u>BM2020-0000157</u>		410	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/12/2020 17:21

<u>BM2020-0000158</u>		410	P2	TRAFFIC STOP IP	ACSO	4800 Prospect St	Bow Mar	5/12/2020 18:46
<u>BM2020-0000159</u>		410	P3	MESSAGE FOR DEPUTY IP	ACSO	4580 W WAGONTRAIL RD	Bow Mar	5/13/2020 15:30
<u>BM2020-0000161</u>		407	P2	TRAFFIC STOP IP	ACSO	4700 S Sheridan Blvd	Bow Mar	5/13/2020 18:19
<u>BM2020-0000162</u>		410	P2	SUSPICIOUS VEHICLE IP	ACSO	4855 Pinyon Dr	Bow Mar	5/13/2020 23:10
<u>BM2020-0000163</u>		403	P2	ANIMAL CALL IP*	ACSO	4700 W WAGONTRAIL RD	Bow Mar	5/14/2020 12:57
<u>BM2020-0000165</u>		410	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/14/2020 23:46
<u>BM2020-0000166</u>		405	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/15/2020 0:44
<u>BM2020-0000167</u>		402	P2	ANIMAL CALL IP*	ACSO	Bow Mar Dr / Sunset Dr	Bow Mar	5/16/2020 7:19
<u>BM2020-0000168</u>		403	P3	MESSAGE FOR DEPUTY IP	ACSO	5355 Ridge Trl	Bow Mar	5/16/2020 18:23
<u>BM2020-0000169</u>	CV20-0000063	227, 403, A12	P2	OBSTRUCTION IP	ACSO	4501 W Wagontrail Rd	Bow Mar	5/17/2020 11:36
<u>BM2020-0000172</u>		410	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/18/2020 17:52
<u>BM2020-0000173</u>		410	P2	WELFARE CHECK IP	ACSO	Pinyon Dr / Lakeshore Dr	Bow Mar	5/18/2020 21:49
<u>BM2020-0000174</u>		410	P4	BUSINESS CHECK IP*	ACSO	5405 LAKESHORE DR	Bow Mar	5/19/2020 17:46
<u>BM2020-0000175</u>		410	P2	SUSPICIOUS PERSON IP	ACSO	4677 W Wagontrail Rd	Bow Mar	5/19/2020 20:29
<u>BM2020-0000176</u>		410	P3	MESSAGE FOR DEPUTY IP	ACSO	4607 W Wagontrail Rd	Bow Mar	5/20/2020 16:56
<u>BM2020-0000177</u>		402	P2	TRESPASS TO PROPERTY IP	ACSO		Bow Mar	5/21/2020 13:59
<u>BM2020-0000178</u>		405	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/21/2020 21:02
<u>BM2020-0000179</u>		403	P4	FOLLOW UP IP*	ACSO	5335 Ridge Trl	Bow Mar	5/22/2020 11:59
<u>BM2020-0000180</u>		405	P2	SUSPICIOUS VEHICLE IP	ACSO	5300 Sunset Dr	Bow Mar	5/23/2020 4:48
<u>BM2020-0000181</u>		405	P2	TRESPASS TO PROPERTY IP	ACSO		Bow Mar	5/23/2020 19:55

<u>BM2020-0000184</u>	CV20-0000065	405	P2	JUVENILE COMPLAINT IP	ACSO	5395 Lakeshore Dr	Bow Mar	5/24/2020 2:19
<u>BM2020-0000185</u>		404	P2	RESIDENTIAL ALARM IP	ACSO	4511 Homestead St	Bow Mar	5/25/2020 11:53
<u>BM2020-0000188</u>		410	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/25/2020 17:57
<u>BM2020-0000189</u>	CV20-0000066	410	P3	TRAFFIC ARREST IP	ACSO	Prospect St / Bow Mar Dr	Bow Mar	5/25/2020 19:22
<u>BM2020-0000190</u>		410	P2	SUSPICIOUS VEHICLE IP	ACSO	4895 Pinyon St	Bow Mar	5/25/2020 23:20
<u>BM2020-0000191</u>		410	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/26/2020 18:40
<u>BM2020-0000192</u>		410	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/27/2020 17:55
<u>BM2020-0000193</u>		410	P2	TRAFFIC STOP IP	ACSO	Lakeshore Dr / Bow Mar Dr	Bow Mar	5/27/2020 18:19
<u>BM2020-0000194</u>	SH2001136, CV20-0000067	216, 218, 410, B11, B13, B13A, K14	P2	UNWANTED SUBJECT IP	ACSO		Bow Mar	5/27/2020 21:56
<u>BM2020-0000195</u>		RESC	P2	MEDICAL IP	ACSO		Bow Mar	5/30/2020 0:11
<u>CV2020-0000472</u>		404	P4	COMMUNITY CONTACT IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/3/2020 15:10
<u>CV2020-0000479</u>		410	P2	TRAFFIC STOP IP	ACSO	PROSPECT ST / BOW MAR DR	Bow Mar	5/4/2020 20:15
<u>CV2020-0000539</u>		410	P2	TRAFFIC STOP IP	ACSO	4800 PROSPECT ST	Bow Mar	5/12/2020 18:46
<u>CV2020-0000556</u>		405	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/15/2020 20:41
<u>CV2020-0000560</u>		405	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/16/2020 21:24
<u>CV2020-0000561</u>		405	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/16/2020 23:52
<u>CV2020-0000568</u>		404	P4	COMMUNITY CONTACT IP*	ACSO	5190 LAKESHORE DR	Bow Mar	5/17/2020 8:35
<u>CV2020-0000579</u>		410	P2	TRAFFIC STOP IP	ACSO	PROSPECT ST / BOW MAR DR	Bow Mar	5/19/2020 19:36
<u>CV2020-0000603</u>		405	P4	BUSINESS CHECK IP*	ACSO	5395 LAKESHORE DR	Bow Mar	5/23/2020 21:02

<u>CV2020-0000632</u>	403	P2	SUSPICIOUS VEHICLE IP	ACSO	BOW MAR DR / BISON TRL	Bow Mar	5/30/2020 18:24
<u>CV2020-0000633</u>	405	P3	OVERSIZED VEHICLE IP*	ACSO	5420 SOMBRERO	Bow Mar	5/30/2020 22:21
<u>CV2020-0000636</u>	405	P3	OVERSIZED VEHICLE IP*	ACSO	4511 W WAGONTRAIL RD	Bow Mar	5/31/2020 0:05
<u>CV2020-0000645</u>	408	P3	INCREASE PATROL IP*	ACSO	5550 SUNSET DR	Bow Mar	5/31/2020 18:01
<u>OUT2020-0081877</u>	401, 403	P2	SUSPICIOUS VEHICLE IP	ACSO	4400 S SHERIDAN BLVD	Denver	5/5/2020 12:14

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF JUNE 30, 2020**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo	52,646	-	52,646
Vectra Bank money market	-	4,998	4,998
Vectra Bank investment	-	413,661	413,661
C-Safe Primary	-	1,212,070	1,212,070
C-Safe Impact fee	-	76,514	76,514
C Safe CTF	-	25,920	25,920
Arapahoe county shareback	-	476,467	476,467
YTD Cash Balances	52,646	2,209,630	2,262,276
Less amount allocated for capital		(494,871)	(494,871)
Less amount restricted for ACOS		(448,888)	(448,888)
Less amount restricted for Impact fees		(76,513)	(76,513)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 52,646	\$ 1,189,358	\$ 1,242,004

**TOWN OF COLUMBINE VALLEY
PROJECT ALLOCATION OF AVAILABLE BALANCE
YEAR TO DATE (YTD) AS OF JUNE 30, 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	825,955	-	-	-	-	825,955
Permits and fines	184,139	-	-	-	-	184,139
Intergovernmental	188,730	-	-	-	-	188,730
Interest	9,333	-	125	2,401	297	12,156
Other	663	-	-	-	-	663
Donations	-	3,500	-	-	-	3,500
Conservation Trust Fund entitlement	-	-	3,647	-	-	3,647
Arapahoe County open space fund	-	-	-	41,783	-	41,783
Impact fees	-	-	-	-	38,100	38,100
Total YTD revenues	1,206,820	3,500	3,772	44,184	38,397	1,296,673
Total YTD expenditures	(781,221)	(28,060)	-	-	-	(809,281)
Excess of revenues over (under) expenditures	425,599	(24,560)	3,772	44,184	38,397	487,392
Total other financing sources (uses)	-	-	-	-	-	-
Net change in fund balance	425,599	(24,560)	3,772	44,184	38,397	487,392
YTD ENDING FUND BALANCES	1,407,737	494,871	15,307	448,888	76,513	2,443,316
Budget vs actual reference	(page 4)	(page 10)	(page 11)	(page 12)	(page 13)	

TOWN OF COLUMBINE VALLEY
BALANCE SHEET - All FUNDS
June 30, 2020
Unaudited

	General
ASSETS	
Cash and investments	\$ 2,262,276
Accrued revenue	59,525
Other receivables	173,307
Property tax receivable	358,405
TOTAL ASSETS	\$ 2,853,513
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 16,635
Accrued liabilities	35,157
Deferred property tax revenue	358,405
Total liabilities	410,197
 FUND BALANCES	
General	1,407,737
Capital	494,871
Conservation trust fund	15,307
Arapahoe county open space	448,888
Impact fees	76,513
Total fund balances	2,443,316
TOTAL LIABILITIES AND FUND BALANCES	\$ 2,853,513

**TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE SIX MONTHS AND YTD ENDED JUNE 30, 2020**

	Unaudited			
	Jan - June Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)
REVENUES				
Taxes	\$ 825,955	\$ 1,159,484	\$ (333,529)	71%
Permits and fines	184,139	363,000	(178,861)	51%
Intergovernmental	186,730	391,298	(204,568)	48%
Interest income	9,333	30,850	(21,517)	30%
Other	663	-	663	0%
Total revenues	<u>1,206,820</u>	<u>1,944,632</u>	<u>(737,812)</u>	<u>62%</u>
EXPENDITURES				
Administration	322,410	740,271	(417,861)	44%
Planning and engineering	22,237	71,500	(49,263)	31%
Public safety	331,588	742,434	(410,846)	45%
Public works	104,986	371,460	(266,474)	28%
Total expenditures	<u>781,221</u>	<u>1,925,665</u>	<u>(1,144,444)</u>	<u>41%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>425,599</u>	<u>18,967</u>	<u>406,632</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	425,599	<u>\$ (0)</u>	<u>\$ 425,599</u>	
BEGINNING FUND BALANCE	<u>982,138</u>			
ENDING FUND BALANCE	<u><u>\$ 1,407,737</u></u>			

**TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET, FORECAST AND ACTUAL
FOR THE SIX MONTHS AND YTD ENDED JUNE 30, 2020
Unaudited**

	Current Month	Jan - June Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (50% YTD)
REVENUES								
Taxes								
Cable television	\$ 750	\$ 16,004	\$ 36,000	\$ (19,996)	44%	\$ 27,000	\$ (10,996)	59%
Property taxes	88,214	349,077	358,405	(9,328)	97%	358,405	(9,328)	97%
Sales and use tax	91,046	425,389	691,625	(266,236)	62%	518,719	(93,330)	82%
Specific ownership taxes	2,330	11,753	23,454	(11,701)	50%	21,109	(9,356)	56%
Utility franchise fees	2,181	23,732	50,000	(26,268)	47%	37,500	(13,768)	63%
Total taxes	184,521	825,955	1,159,484	(333,529)	71%	962,732	(136,777)	86%
Permits and fines								
Court fines	4,455	20,563	75,000	(54,437)	27%	37,500	(16,937)	55%
Permits, fees and services	40,236	163,576	288,000	(124,424)	57%	216,000	(52,424)	76%
Total permits and fines	44,691	184,139	363,000	(178,861)	51%	253,500	(69,361)	73%
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	448	7,276	13,407	(6,131)	54%	10,726	(3,450)	68%
Motor vehicle registration fees	399	2,606	6,000	(3,394)	43%	4,500	(1,894)	58%
State cigarette tax apportionment	-	452	800	(348)	57%	800	(348)	57%
State highway user's tax	-	18,850	56,000	(37,150)	34%	28,000	(9,150)	67%
Total intergovernmental	847	186,730	391,298	(204,568)	48%	359,117	(172,387)	52%
Interest	349	9,333	30,850	(21,517)	30%	15,425	(6,092)	61%
Other	403	663	-	663	-	-	663	0%
TOTAL REVENUES	230,811	1,206,820	1,944,632	(737,812)	62%	1,590,774	(383,954)	76%

**TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET, FORECAST AND ACTUAL
FOR THE SIX MONTHS AND YTD ENDED JUNE 30, 2020
Unaudited**

	Current Month	Jan - June Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (50% YTD)
EXPENDITURES								
Administration								
Accounting and audit	13,478	50,116	61,795	(11,679)	81%	61,795	(11,679)	81%
Advertising/notices	-	38	500	(462)	8%	500	(462)	8%
Bank/credit card fees	349	1,686	5,100	(3,414)	33%	5,100	(3,414)	33%
Building inspection and planning review	30,373	66,957	129,600	(62,643)	52%	97,200	(30,243)	69%
Building maintenance and utilities	2,950	10,170	41,568	(31,398)	24%	18,706	(8,536)	54%
Community functions	-	8,400	41,000	(32,600)	20%	20,500	(12,100)	41%
Computer expense	1,108	6,581	21,300	(14,719)	31%	15,975	(9,394)	41%
County treasurer's collection fees	883	3,507	3,584	(77)	98%	3,584	(77)	98%
COVID-19	2,224	2,915	-	2,915	-	-	2,915	-
Dues and publications	1,209	4,181	8,650	(4,469)	48%	8,650	(4,469)	48%
Education and training	-	958	10,000	(9,042)	10%	5,000	(4,042)	19%
Election	250	335	2,000	(1,665)	17%	500	(165)	67%
Health insurance	2,604	18,918	32,000	(13,082)	59%	32,000	(13,082)	59%
Insurance and bonds	5,189	10,171	30,000	(19,829)	34%	30,000	(19,829)	34%
Legal	(3,525)	16,635	48,000	(31,365)	35%	43,200	(26,565)	39%
Mayor/monthly breakfasts	-	306	1,900	(1,594)	16%	950	(644)	32%
Miscellaneous	196	1,169	2,289	(1,120)	51%	1,717	(548)	68%
Payroll taxes	318	318	26,000	(25,682)	1%	26,000	(25,682)	1%
Pension	1,322	8,454	14,485	(6,031)	58%	14,485	(6,031)	58%
Salaries	16,630	103,426	230,000	(126,574)	45%	220,800	(117,374)	47%
Special projects	-	-	12,000	(12,000)	0%	-	-	0%
Supplies	886	4,124	13,000	(8,876)	32%	9,750	(5,626)	42%
Telephone/communications	341	3,045	5,500	(2,455)	55%	5,500	(2,455)	55%
Total administration	76,785	322,410	740,271	(417,861)	44%	621,912	(299,502)	52%

**TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET, FORECAST AND ACTUAL
FOR THE SIX MONTHS AND YTD ENDED JUNE 30, 2020
Unaudited**

	Current Month	Jan - June Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (50% YTD)
Planning and engineering								
Town planning	(3,072)	14,573	56,545	(41,972)	26%	42,409	(27,836)	34%
Town engineer	6,289	7,664	13,455	(5,791)	57%	10,091	(2,427)	76%
Miscellaneous	-	-	1,500	(1,500)	0%	750	(750)	0%
Total planning and engineering	3,217	22,237	71,500	(49,263)	31%	53,250	(31,013)	42%
Public safety								
Operations								
Cruiser gas	-	2,528	12,000	(9,472)	21%	7,800	(5,272)	32%
Cruiser oil/maintenance	123	4,588	18,000	(13,412)	25%	13,500	(8,912)	34%
Cruiser insurance	1,562	3,125	7,000	(3,875)	45%	7,000	(3,875)	45%
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	7,246	31,891	80,000	(48,109)	40%	80,000	(48,109)	40%
Pension plan	5,115	24,020	44,400	(20,380)	54%	44,400	(20,380)	54%
Salaries	34,729	216,842	444,000	(227,158)	49%	444,000	(227,158)	49%
Supplies/miscellaneous	-	4,018	13,600	(9,582)	30%	13,600	(9,582)	30%
Telephones/air cards	-	1,063	4,800	(3,737)	22%	4,800	(3,737)	22%
Uniforms	1,777	4,196	10,000	(5,804)	42%	7,000	(2,804)	60%
Total operations	50,552	292,367	647,800	(355,433)	45%	629,100	(336,733)	46%
Municipal court								
Judge	500	2,000	9,000	(7,000)	22%	7,200	(5,200)	28%
Legal	2,697	7,947	27,500	(19,553)	29%	22,000	(14,053)	36%
Administration	-	75	2,000	(1,925)	4%	2,000	(1,925)	4%
Supplies	464	524	2,000	(1,476)	26%	1,000	(476)	52%
Interpreter	200	800	2,000	(1,200)	40%	1,600	(800)	50%
Total municipal court	3,861	11,346	42,500	(31,154)	27%	33,800	(22,454)	34%

**TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET, FORECAST AND ACTUAL
FOR THE SIX MONTHS AND YTD ENDED JUNE 30, 2020
Unaudited**

	Current Month	Jan - June Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (50% YTD)
Contracts								
Arapahoe county dispatch fee	7,644	15,287	30,573	(15,286)	50%	6,115	9,172	250%
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	7,644	16,128	34,034	(17,906)	47%	9,576	6,552	168%
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	62,057	331,588	742,434	(410,846)	45%	690,576	(358,988)	48%
Public works								
Ground maintenance	240	1,226	7,300	(6,074)	17%	7,300	(6,074)	17%
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	-	339	-	339	-	2,500	(2,161)	-
Professional fees-mosquito control	1,086	3,257	7,500	(4,243)	43%	7,500	(4,243)	43%
Salary	5,864	33,044	69,500	(36,456)	48%	69,500	(36,456)	48%
Sanitation/trash/recycle service	9,499	46,719	86,520	(39,801)	54%	86,520	(39,801)	54%
Signs maintenance	-	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	813	1,542	7,500	(5,958)	21%	7,500	(5,958)	21%

**TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET, FORECAST AND ACTUAL
FOR THE SIX MONTHS AND YTD ENDED JUNE 30, 2020
Unaudited**

	Current Month	Jan - June Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (50% YTD)
Street and gutter maintenance	-	3,670	160,000	(156,330)	2%	56,000	(52,330)	7%
Street lighting	1,154	6,857	15,000	(8,143)	46%	11,250	(4,393)	61%
Striping	-	-	1,020	(1,020)	0%	1,020	(1,020)	0%
Vehicle maintenance	-	640	4,000	(3,360)	16%	3,000	(2,360)	21%
Total public works	<u>18,656</u>	<u>104,986</u>	<u>371,460</u>	<u>(266,474)</u>	<u>28%</u>	<u>262,710</u>	<u>(157,724)</u>	<u>40%</u>
TOTAL EXPENDITURES	<u>160,715</u>	<u>781,221</u>	<u>1,925,665</u>	<u>(1,144,444)</u>	<u>41%</u>	<u>1,628,447</u>	<u>(847,226)</u>	<u>48%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>70,096</u>	<u>425,599</u>	<u>18,967</u>	<u>406,632</u>		<u>\$ (37,673)</u>	<u>\$ 463,272</u>	
OTHER FINANCING USES								
Transfer to capital	-	-	(18,967)	18,967				
Total other financing uses	<u>-</u>	<u>-</u>	<u>(18,967)</u>	<u>18,967</u>				
NET CHANGE IN FUND BALANCE	<u>\$ 70,096</u>	<u>425,599</u>	<u>\$ -</u>	<u>\$ 425,599</u>				
BEGINNING FUND BALANCE		<u>982,138</u>						
ENDING FUND BALANCE		<u>\$ 1,407,737</u>						

**TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE SIX MONTHS AND YTD ENDED JUNE 30, 2020**

	Unaudited			Percent of
	Jan - June	Adopted	YTD Variance	Annual
	Actual	Annual	from Annual	Budget
	<u> </u>	<u> </u>	<u> </u>	<u>(50% YTD)</u>
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	9,982	10,000	(18)	100%
Total expenditures	<u>28,060</u>	<u>55,000</u>	<u>(26,940)</u>	<u>51%</u>
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	<u>(24,560)</u>	<u>(30,000)</u>	<u>5,440</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	(24,560)	<u>\$ (11,033)</u>	<u>\$ (13,527)</u>	
BEGINNING FUND BALANCE	<u>519,431</u>			
ENDING FUND BALANCE	<u>\$ 494,871</u>			

**TOWN OF COLUMBINE VALLEY
 CONSERVATION TRUST FUND
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE SIX MONTHS AND YTD ENDED JUNE 30, 2020**

	Unaudited			
	Jan - June Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)
REVENUES				
Conservation Trust Fund entitlement	3,647	6,000	(2,353)	61%
CTF interest	125	-	125	0%
Total revenues	<u>3,772</u>	<u>6,000</u>	<u>(2,228)</u>	<u>63%</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>3,772</u>	<u>-</u>	<u>3,772</u>	
NET CHANGE IN FUND BALANCE	3,772	<u>\$ -</u>	<u>\$ 3,772</u>	
BEGINNING FUND BALANCE	<u>11,535</u>			
ENDING FUND BALANCE	<u>\$ 15,307</u>			

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE SIX MONTHS AND YTD ENDED JUNE 30, 2020**

	Unaudited			
	Jan - June Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)
REVENUES				
Arapahoe County open space revenues	41,783	38,625	3,158	108%
ACOP interest	2,401	-	2,401	0%
Total revenues	44,184	38,625	5,559	114%
EXPENDITURES				
Arapahoe County open space expenditures	-	-	-	0%
Total expenditures	-	-	-	0%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	44,184	38,625	5,559	
NET CHANGE IN FUND BALANCE	44,184	\$ 38,625	\$ 5,559	
BEGINNING FUND BALANCE	404,704			
ENDING FUND BALANCE	\$ 448,888			

**TOWN OF COLUMBINE VALLEY
IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE SIX MONTHS AND YTD ENDED JUNE 30, 2020**

	Unaudited			
	Jan - June Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)
REVENUES				
Impact Fees	38,100	190,500	(152,400)	20%
Interest	297	-	297	-
Total revenues	<u>38,397</u>	<u>190,500</u>	<u>(152,103)</u>	<u>20%</u>
EXPENDITURES				
	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>38,397</u>	<u>190,500</u>	<u>(152,103)</u>	
NET CHANGE IN FUND BALANCE	38,397	<u>\$ 190,500</u>	<u>\$ (152,103)</u>	
BEGINNING FUND BALANCE	<u>38,116</u>			
ENDING FUND BALANCE	<u>\$ 76,513</u>			



Request for Board of Trustee Action

Date: July 21, 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 several times again through July 22, 2020 by the Board of Trustees.

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 September 16, 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.

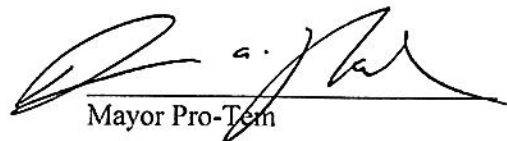
Section 2. Local emergency resources may be overwhelmed and requests for aid may be needed. Community leaders are encouraged to cancel or postpone all non-essential meetings and gatherings. All residents of the Town of Columbine Valley are encouraged to remain at home wherever possible.

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: July 21, 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 June 16, 2020 meeting the Trustees further extended the Plan in Tier 3 through July 22, 2020.

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 September 16, 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: July 21, 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 2nd Reading”.

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.

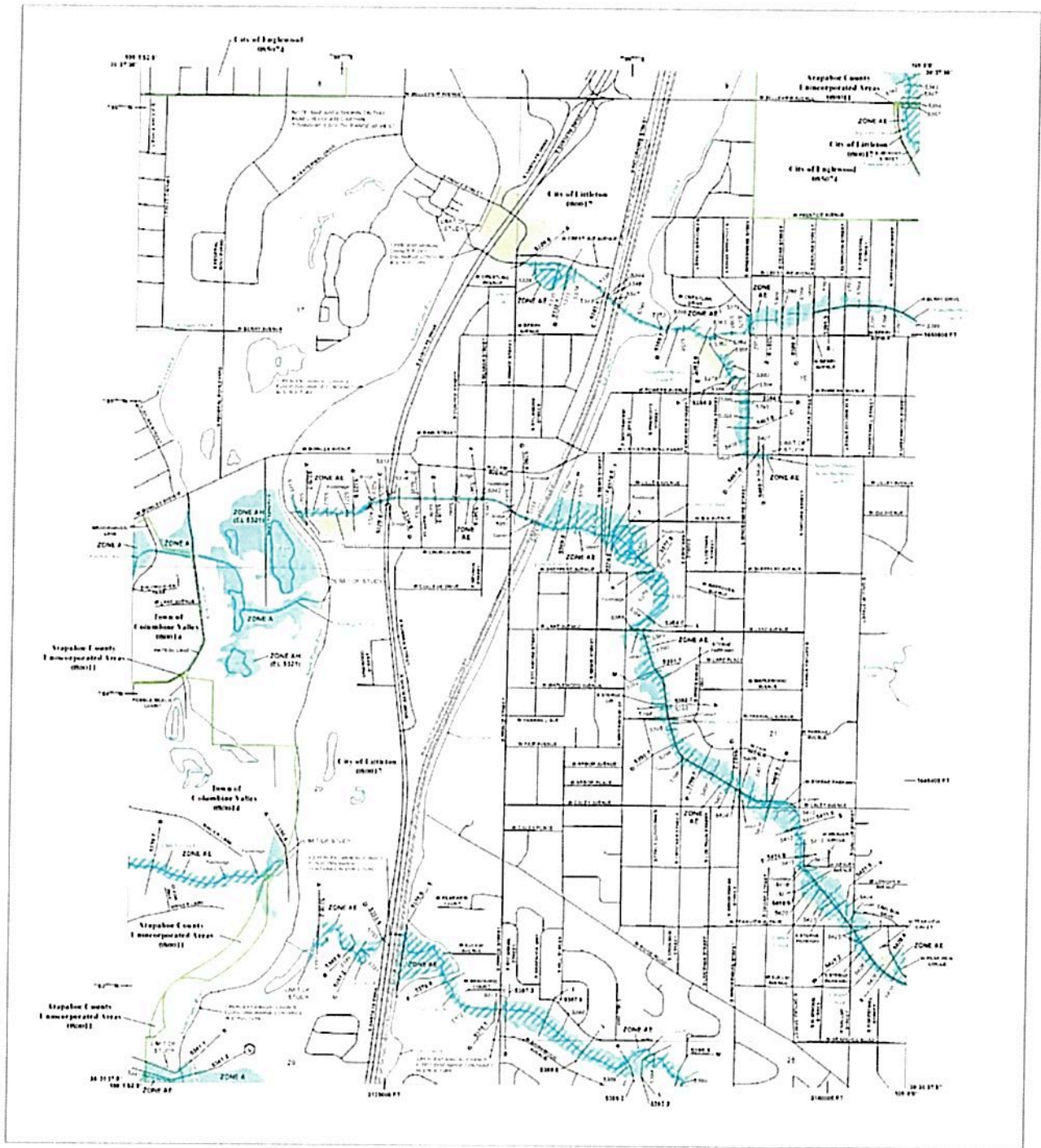
Section 4. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within 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 6 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 30th day of July, 2020.

Roy Palmer, Mayor

ATTEST:

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



FLOOD HAZARD INFORMATION

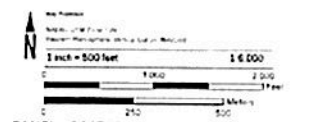
SEE THE REPORT FOR DETAILED LEGEND AND NOTES FOR FURTHER INFORMATION. THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)

- Without Base Flood Elevation (BFE) with BFE Ex Depth
- Regulatory Footway
- 0.2% Annual Chance Flood Hazard, Area of 1% Annual Chance Flood with average depths less than one foot in width damage areas of less than one foot in width
- Future Conditions 1% Annual Chance Flood Hazard
- Area with Reduced Flood Risk due to levee See Notes
- Areas of Minimal Flood Hazard
- Area of Undetermined Flood Hazard
- Channel, Culvert, or Storm Sewer
- Accredited or Provenly Accredited Levee, Dam, or Floodwall
- Non-accredited Levee, Dam, or Floodwall
- Elev. Section with 1% Annual Chance Water Surface Elevation (WSE)
- Coastal Flooding
- Coastal Flooding Elevation
- Public Boundary
- Hydrographic Feature
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary

NOTES TO USERS

1. This map was prepared using the best available data and information. It is not intended to be used as a basis for any legal action. The user assumes all responsibility for the use of this map. The information on this map is for informational purposes only and does not constitute an offer of insurance. For more information, please contact your insurance agent or the National Flood Insurance Program at 1-800-358-3437.

SCALE



PANEL LOCATOR

0144	0145	0146
0431	0432	0433
0434	0435	0436

FEMA
National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
ARAPAHO COUNTY, COLORADO
432 of 725

COMMUNITY	NUMBER	PAGE	SHEET
ARAPAHO COUNTY	307	34	W
1148000	307	34	W
1148000	307	34	W
1148000	307	34	W



Request for Board of Trustee Action

Date: July 21, 2020

Title: 2019 Annual Audit

Presented By: Angela Kelly, Finance Manager

Prepared By: John Paul LeChevallier, CliftonLarsonAllen

Background: Each year the Town contracts an independent audit firm to audit the Town's financial statements and associated government activities.

Attachments: Copy of the Independent Auditors' Report

Fiscal Impacts: None

Staff Recommendations: Approve as presented

Recommended Motion: "I move to approve the 2019 annual audit as presented".



Board of Trustees
Town of Columbine Valley
Arapahoe County, Colorado

We have audited the financial statements of the governmental activities and major fund of Town of Columbine Valley (Town) as of and for the year ended December 31, 2019, and have issued our report thereon dated June 30, 2020. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Columbine Valley are described in Note 2 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during 2019.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of depreciation expense is based on the estimated useful life of the asset. We evaluated the key factors and assumptions used to develop depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the net pension liability is based on actuarial assumptions and other inputs as described in Note 8 to the financial statements. We evaluated the key factors and assumptions used to develop the net pension liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

Note 12, Subsequent Events, was added to the disclosures to discuss the fact that subsequent to year-end, a worldwide pandemic was declared by the World Health Organization. The note discusses that certain 2020 operations of the Town could be impacted and the full impact to the Town is unknown.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

Corrected misstatements

Below is a listing of the misstatements detected as a result of audit procedures that were corrected by management.

- An entry of \$358,405 in the General Fund to record the property tax receivable and related deferred inflow of resources for the property taxes to be received for the mill levy certified in 2019 but to be collected in 2020.

Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the attached management representation letter dated June 30, 2020.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other audit findings or issues

We have provided a separate letter to you dated June 30, 2020, communicating internal control related matters identified during the audit.

Other information in documents containing audited financial statements

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the Schedule of Expenditures – Budget and Actual - General Fund, the Five Year Summary of Assessed Valuation, Mill levy and Property Taxes Collected, and the Local Highway Finance Report (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated June 30, 2020.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

This information is intended solely for the use of the Board of Trustees and management of the Town of Columbine Valley and is not intended to be and should not be used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Greenwood Village, Colorado
June 30, 2020

June 30, 2020

CliftonLarsonAllen LLP
8390 E Crescent Parkway, Suite 300
Greenwood Village, CO 80111

This representation letter is provided in connection with your audit of the financial statements of Town of Columbine Valley, which comprise the respective financial position of the governmental activities and the major fund as of December 31, 2019, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of June 30, 2020, the following representations made to you during your audit of the financial statements as of and for the year ended December 31, 2019.

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 6, 2020, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government and all component units (none) required by generally accepted accounting principles to be included in the financial reporting entity.
- We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions used by us in making accounting estimates are reasonable.
- Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.

- Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events occurring subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We have not identified or been notified of any uncorrected financial statement misstatements. In addition, you have proposed adjusting journal entries that have been posted to the entity's accounts. We have reviewed and approved those adjusting journal entries and understand the nature of the changes and their impact on the financial statements. We are in agreement with those adjustments and accept responsibility for them.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP.
- Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.
- We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- We believe that the actuarial assumptions and methods used to measure pension liabilities and costs for financial accounting purposes are appropriate in the circumstances.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others when the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, grantors, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts and grant agreements, or abuse whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments, that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP.
- There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral.
- We have a process to track the status of audit findings and recommendations.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to Town of Columbine Valley, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- The entity has complied with all aspects of contractual or grant agreements that would have a material effect on the financial statements in the event of noncompliance.

- We are responsible for determining whether we have received, expended, or otherwise been the beneficiary of any federal awards during the period of this audit. No federal award, received directly from federal agencies or indirectly as a subrecipient, was expended in an amount that cumulatively totals from all sources \$750,000 or more. For this representation, "award" means financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, user grants, or contracts used to buy goods or services from vendors.
- We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- The financial statements include all component units (none) as well as joint ventures with an equity interest (none), and properly disclose all other joint ventures (none), jointly governed organizations, and other related organizations.
- The financial statements properly classify all funds and activities.
- All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- Provisions for uncollectible receivables have been properly identified and recorded, as applicable.
- Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments (none), or contributions to permanent fund principal (none).
- Deposits and investment securities and derivative instruments are properly classified as to risk and are properly valued and disclosed.
- Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and

presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

- We acknowledge our responsibility for presenting the Schedule of Expenditures – Budget and Actual – General Fund, the Five Year Summary of Assessed Valuation, Mill Levy and Property Taxes Collected, and the Local Highway Finance Report in accordance with U.S. GAAP, and we believe this supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.
- As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for those financial statements and related notes. We have also ensured that the Town's data and records are complete and received sufficient information to oversee the service.
- We understand that as part of your audit, you prepared adjusting journal entries. We acknowledge that we have reviewed and approved those entries and accepted responsibility for them. We have also ensured that the Town's data and records are complete and received sufficient information to oversee the service.
- We understand that TABOR (Section 20 to Article X of the Colorado Constitution) is complex and subject to interpretation and that many of the provisions will require judicial interpretation. We have reviewed the various provisions and interpretations and believe to the best of our knowledge at this time, the Town is in compliance with TABOR.
- We have informed all banking and savings and loan institutions that our deposits are subject to the respective Public Deposit Protection Act and have provided banking institutions with our assigned number.

Signature:  Title: 6/30/2020
Dana Struthers, Manager of Support Services

Signature:  Title: 6.30.2020
J.D. McCrumb, Town Administrator

TOWN OF COLUMBINE VALLEY
Arapahoe County, Colorado

FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

**TOWN OF COLUMBINE VALLEY
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INDEPENDENT AUDITORS' REPORT

Board of Trustees
Town of Columbine Valley
Arapahoe County, Colorado

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of the Town of Columbine Valley (the Town), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Town of Columbine Valley as of December 31, 2019, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis information, schedule of the Town's proportionate share of the net pension liability, and schedule of the Town's contributions on pages 3 – 8 and 34 – 35 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Columbine Valley's basic financial statements. The schedule of expenditures – budget and actual – general fund; the five-year summary of assessed valuation, mill levy, and property taxes collected; and the local highway finance report are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of expenditures – budget and actual – general fund; the five-year summary of assessed valuation, mill levy, and property taxes collected; and the local highway finance report are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.



CliftonLarsonAllen LLP

Greenwood Village, Colorado
June 30, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

The discussion and analysis of the Town of Columbine Valley's (the Town) financial performance provides an overview of the Town's financial activities for the year ended December 31, 2019. Management's Discussion and Analysis (MD&A) should be read in conjunction with the Town's financial statements.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements.

The financial section of this report includes three components: 1) the government-wide financial statements, 2) fund financial statements, and 3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements – The government-wide financial statements give readers a broad overview of the Town's financial position and changes in financial position, similar to consolidated financial statements in a private sector business. These statements include the statement of net position and the statement of activities.

The *statement of net position* presents information on all of the Town's assets, liabilities, and deferred outflows and inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The *statement of activities* shows how the Town's net position changed as a result of its operations during the most recent fiscal year. To understand the basis of how these numbers are determined, it is important to note that changes in net position are reported whenever an event occurs that requires a revenue or expense to be recognized, regardless of when the related cash is received or disbursed (the accrual basis of accounting).

The government-wide financial statements include functions of the Town that are principally supported by taxes and intergovernmental revenues (*governmental activities*). The governmental activities of the Town include administration, public safety, public works, sanitation, planning and zoning, parks and open space, and judicial.

The government-wide financial statements can be found on pages 10 - 11 of this report.

Fund Financial Statements – Funds are a self-balancing grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Town uses governmental funds to account for its activity.

Governmental Funds – All of the Town’s basic services are included in governmental funds, which focus on 1) how cash and other financial assets can readily be converted to cash flow in and out, and 2) the balances left at year-end that are available for spending. The governmental funds statements provide a detailed short-term view of cash, the governmental fund operations, and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town’s programs. The Town maintains one individual governmental fund, which has been reported as a major fund.

The Town adopts an annual appropriated budget for its fund. Budgetary comparison statements have been provided for the fund to demonstrate compliance with this requirement.

The basic governmental fund financial statements can be found on pages 12 - 16 of this report.

Notes to Financial Statements – The notes provide additional information that is essential to have a complete understanding of the information contained in the government-wide and fund financial statements. Notes to financial statements begin on page 17 of this report.

Required Supplementary Information – In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information. The required supplementary information can be found on pages 34 - 35 of this report.

Supplementary Information – In addition to the basic financial statements and accompanying notes, this report also presents certain supplementary information. The supplementary information can be found on pages 36 - 39 of this report.

Government-Wide Financial Analysis

Presented are condensed summary balances of the Town’s assets, liabilities, deferred outflows and inflows of resources, and net position at December 31, 2019, with comparative balances at December 31, 2018. Total net position increased by \$178,914 during 2019. The increase in net position is related to expenses exceeding revenues by \$178,914 received by the Town in 2019.

A substantial portion of the Town’s net position (55% at December 31, 2019 and 57% at December 31, 2018) consists of its investment in capital assets. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

The following is a condensed summary of the Town's net position at December 31, 2019 and 2018:

ASSETS	<u>2019</u>	<u>2018</u>
ASSETS		
Current and Other Assets	\$ 2,423,959	\$ 2,283,853
Capital Assets	2,554,063	2,530,172
Net Pension Asset	-	87,135
Total Assets	<u>4,978,022</u>	<u>4,901,160</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>263,231</u>	<u>121,545</u>
LIABILITIES		
Current Liabilities	125,293	114,583
Noncurrent Liabilities	31,327	30,479
Net Pension Liability	70,612	-
Total Liabilities	<u>227,232</u>	<u>145,062</u>
DEFERRED INFLOWS OF RESOURCES	<u>359,159</u>	<u>401,695</u>
NET POSITION		
Investment in Capital Assets	2,554,063	2,530,172
Restricted:		
Emergency Reserves	59,041	54,042
Conservation Trust	11,535	13,094
Open Space	404,704	397,342
Net Pension Asset	-	87,135
Unrestricted	1,625,519	1,394,163
Total Net Position	<u>\$ 4,654,862</u>	<u>\$ 4,475,948</u>

An additional portion of the Town's net position (\$475,280) represents resources that are subject to external restrictions on how they may be used. The balance of unrestricted net position (\$1,625,519) may be used to meet the Town's ongoing obligations to citizens and creditors.

At the end of 2019, the Town was able to report positive balances in all three categories of net position.

The Town's net position increased by \$178,914 during 2019 to \$4,654,862. The net pension asset relating to the Town's participation in the Colorado Fire and Police Pension Association (FPPA) reported in 2018 was reported as a net pension liability in 2019 based on changes in actuarial inputs and assumptions. The changes in deferred outflows of resources is also related to changes in actuarial inputs and assumptions. The Town did not have significant changes in the other categories.

The following is a condensed summary of the Town's revenues and expenses for the year ended December 31, 2019, with comparative figures for the year ended December 31, 2018:

	<u>2019</u>	<u>2018</u>
REVENUES		
Program Revenues:		
Charges for Services	\$ 658,394	\$ 662,435
Capital Grants and Contributions	47,176	338,983
General Revenues:		
Taxes	1,169,961	1,014,196
Intergovernmental	73,279	75,596
Net Investment Income	39,883	31,821
Miscellaneous	37,441	17,351
Total Revenues	<u>2,026,134</u>	<u>2,140,382</u>
EXPENSES		
Administration	661,147	575,032
Public Safety	691,628	624,617
Public Works	250,499	224,088
Planning and Zoning	85,255	60,480
Sanitation	86,771	80,659
Parks and Open Space	51,085	25,919
Unallocated Depreciation on Town Hall	20,835	20,835
Total Expenses	<u>1,847,220</u>	<u>1,611,630</u>
CHANGE IN NET POSITION	178,914	528,752
Net Position - Beginning	<u>4,475,948</u>	<u>3,947,196</u>
NET POSITION - ENDING	<u>\$ 4,654,862</u>	<u>\$ 4,475,948</u>

Effective January 1, 2005, the Town entered into an intergovernmental agreement with the Town of Bow Mar, Colorado, to provide public safety and municipal court services for the Town of Bow Mar. Effective November 1, 2016, the Town entered into an additional intergovernmental agreement with the Town of Bow Mar to provide other administrative services. The Town received \$310,102 in fees in 2019 to provide these services in accordance with the intergovernmental agreement which was a decrease of \$6,428 from the fees received in 2018.

Fine revenue within Charges for Services decreased relating to a decrease in the number of traffic violations in 2019 compared to 2018. Permits, Fees, and Services revenue within Charges for Services increased based on an increase in building permit revenue. The net result of these differences is a decrease in Charges for Services revenue of \$4,041 in 2019 compared to 2018.

The decrease in capital grants and contributions is related to the developer contribution of a road to the Town in 2018 which did not occur in 2019. Tax revenue increased \$155,765 relating primarily to increased sales and use tax collected which was due to additional construction occurring in 2019 compared to 2018.

Administration expenses increased \$86,115 primarily due to increased administrative salaries and other administrative costs in 2019 compared to 2018. Public Safety expenses increased by \$67,011 relating primarily to increased supplies and equipment for the Town's police officers. Public Works expenses increased \$26,411 primarily relating increased labor costs for maintenance and increased sanitation costs.

General Fund Budgetary Highlights

The difference between the final budgeted revenues of \$2,325,000 and the actual revenues of \$2,026,134 was (\$298,866). The difference was mainly caused by less revenue than anticipated relating to impact fees.

The difference between the final budgeted expenditures of \$2,101,500 and the actual expenditures of \$1,883,574 was \$217,926. Public works expenditures were \$97,730 under final budgeted amounts primarily relating to budgeted street repairs and maintenance being delayed into the next year. Administration expenses were \$62,128 under final budgeted amounts primarily relating to reduced administrative costs than expected. Capital outlay was \$66,973 as not all of the budgeted capital outlays were completed in 2019. Actual Public Safety expenditures were \$44,706 less than budgeted related primarily to decreased payroll costs compared to the final budget. The remainder of expenditures in 2019 were generally in line with budgeted amounts.

Capital Assets

The Town's investment in capital assets at December 31, 2019 amounts to \$2,554,063 (net of accumulated depreciation). This investment in capital assets includes land, infrastructure, buildings, automotive equipment, and office and other equipment.

Capital assets increased by \$152,527 during the year relating to primarily to the purchase of new police vehicles and police radios. Capital assets net of depreciation increased in total due to capital additions exceeding depreciation expense.

Capital assets are classified as follows (net of accumulated depreciation):

	<u>2019</u>	<u>2018</u>
Land	\$ 300,000	\$ 300,000
Automotive Equipment	175,611	80,179
Drainage Infrastructure	1,526,771	1,573,831
Perimeter Wall/Fence	29,203	33,077
Office and Other Equipment	18,688	18,460
Building - Town Hall	<u>503,790</u>	<u>524,625</u>
Total Capital Assets	<u>\$ 2,554,063</u>	<u>\$ 2,530,172</u>

Additional information on the Town's capital assets can be found in Note 4 of this report.

Economic Factors and Next Year's Budgets and Rates

The Town has budgeted for 2020 property tax revenue of \$358,405 (based on a total assessed valuation for the Town of \$54,576,701 and a mill levy of 6.567 mills for operations). Total revenues budgeted for 2020 from all sources equal \$2,204,757 including \$315,091 from the Town of Bow Mar for providing public safety, municipal court, and administrative services to that town in 2020. Additional information on this arrangement can be found in Note 6 of this report. Total expenditures budgeted for 2020 equal \$1,986,665. This represents a budgeted increase in expenditures of \$103,091 from 2019 actual expenditures. The change in budgeted expenditures relates primarily to anticipated increases in costs for all functions at the Town.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the Town's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to: Town Administrator, Town of Columbine Valley, 2 Middlefield Road, Columbine Valley, Colorado 80123.

BASIC FINANCIAL STATEMENTS

**TOWN OF COLUMBINE VALLEY
STATEMENT OF NET POSITION
DECEMBER 31, 2019**

ASSETS	
Cash and Investments	\$ 1,936,884
Receivables:	
Other	128,670
Property Taxes	358,405
Capital Assets, Not Being Depreciated	300,000
Capital Assets, Being Depreciated, Net of Accumulated Depreciation	<u>2,254,063</u>
Total Assets	<u>4,978,022</u>
 DEFERRED OUTFLOWS OF RESOURCES	
Deferred Pension Outflows	<u>263,231</u>
Total Deferred Outflows of Resources	<u>263,231</u>
 LIABILITIES	
Accounts Payable	64,986
Accrued Salaries and Benefits Payable	44,643
Long-Term Liabilities:	
Due Within One Year	
Compensated Absences	15,664
Due in More Than One Year	
Compensated Absences	31,327
Net Pension Liability	<u>70,612</u>
Total Liabilities	<u>227,232</u>
 DEFERRED INFLOWS OF RESOURCES	
Property Tax Revenues	358,405
Deferred Pension Inflows	<u>754</u>
Total Deferred Inflows of Resources	<u>359,159</u>
 NET POSITION	
Investment in Capital Assets	2,554,063
Restricted for:	
Emergency Reserves	59,041
Conservation Trust	11,535
Open Space	404,704
Unrestricted	<u>1,625,519</u>
Total Net Position	<u>\$ 4,654,862</u>

See accompanying Notes to Financial Statements.

**TOWN OF COLUMBINE VALLEY
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2019**

FUNCTIONS/PROGRAMS	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Capital Grants and Contributions	
Administration	\$ 661,147	\$ 324,163	\$ -	\$ (336,984)
Public Safety	691,628	334,231	-	(357,397)
Public Works	250,499	-	-	(250,499)
Planning and Zoning	85,255	-	-	(85,255)
Sanitation	86,771	-	-	(86,771)
Parks and Open Space	51,085	-	47,176	(3,909)
Unallocated Depreciation	20,835	-	-	(20,835)
	<u>\$ 1,847,220</u>	<u>\$ 658,394</u>	<u>\$ 47,176</u>	<u>(1,141,650)</u>

GENERAL REVENUES

Taxes:

Property Taxes	370,179
Specific Ownership Taxes	29,097
Sales and Use Tax	683,067
Utility Franchise Fees	51,306
Cable Television Franchise Fees	36,312

Intergovernmental:

State Highway User's Tax	56,500
County Highway Tax Revenue	12,067
Motor Vehicle Registration Fees	4,712

Interest Income	39,883
Miscellaneous	37,441

Total General Revenues	<u>1,320,564</u>
Change in Net Position	178,914
Net Position - Beginning	4,475,948
Net Position - Ending	<u>\$ 4,654,862</u>

See accompanying Notes to Financial Statements.

**TOWN OF COLUMBINE VALLEY
BALANCE SHEET – GOVERNMENTAL FUND
DECEMBER 31, 2019**

	General Fund
ASSETS	
Cash and Investments	\$ 1,936,884
Receivables:	
Other	128,670
Property Taxes	358,405
Total Assets	\$ 2,423,959
 LIABILITIES	
Accounts Payable	\$ 64,986
Accrued Salaries Payable	44,643
Total Liabilities	109,629
 DEFERRED INFLOWS OF RESOURCES	
Property Tax Revenue	358,405
Total Deferred Inflows of Resources	358,405
 FUND BALANCE	
Restricted for:	
Emergency Reserves	59,041
Conservation Trust	11,535
Open Space	404,704
Committed for:	
Capital Improvement Plan	519,431
Unassigned	961,214
Total Fund Balance	1,955,925
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	 \$ 2,423,959

See accompanying Notes to Financial Statements.

**TOWN OF COLUMBINE VALLEY
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUND
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2019**

Amounts reported for governmental activities in the statement of net position are different because:

Total Governmental Fund Balance		\$ 1,955,925
Capital assets used in governmental activities are not financial resources, and, therefore, are not reported in the fund balance sheet		
Capital Assets, Net		2,554,063
Net pension liability is not due and received in the current period and, therefore, is not reported in the governmental fund.		(70,612)
Deferred outflows of resources used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund.		263,231
Some liabilities, compensated absences, were not due and payable in the current period and, therefore, were not reported in the fund balance sheet:		
Compensated Absences		(46,991)
Deferred inflows of resources used in governmental activities are not due and payable in the current year and, therefore, are not reported in the governmental fund.		<u>(754)</u>
Net Position of Governmental Activities		<u>\$ 4,654,862</u>

**TOWN OF COLUMBINE VALLEY
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
GOVERNMENTAL FUND
YEAR ENDED DECEMBER 31, 2019**

	General Fund
REVENUES	
Taxes:	
Property Taxes	\$ 370,179
Specific Ownership Taxes	29,097
Sales and Use Tax	683,067
Utility Franchise Fees	51,306
Cable Television Franchise Fees	36,312
Permits and Fines:	
Permits, Fees, and Services	299,163
Fines	49,129
Intergovernmental:	
Town of Bow Mar	310,102
State Highway User's Tax	56,500
County Highway Tax	12,067
Motor Vehicle Registration Fees	4,712
Conservation Trust Fund Entitlement	8,443
Open Space Tax	38,733
Interest Income	39,883
Miscellaneous	37,441
Total Revenues	2,026,134
 EXPENDITURES	
Current:	
Public Safety	651,294
Sanitation	86,771
Administration	659,872
Planning and Zoning	85,255
Public Works	196,770
Capital Outlay	152,527
Open Space Expenditures	40,473
Conservation Trust Fund Expenditures	10,612
Total Expenditures	1,883,574
 NET CHANGE IN FUND BALANCE	 142,560
 Fund Balance - Beginning of Year	 1,813,365
 FUND BALANCE - END OF YEAR	 \$ 1,955,925

See accompanying Notes to Financial Statements.

**TOWN OF COLUMBINE VALLEY
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2019**

A reconciliation reflecting the differences between the governmental fund net change in fund balance and change in net position reported for governmental activities in the statement of activities is as follows:

Net Change in Fund Balances - Governmental Fund	\$ 142,560
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense	
Capital Outlay	152,527
Less:	
Current Year Depreciation	(113,602)
Net Book Value of Disposals	(15,034)
	23,891
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds	
Compensated Absences	(1,273)
	(1,273)
Some items reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. The (increases) decreases in these activities consist of:	
Change in Contributions Subsequent to Measurement Date	(4,231)
Pension Expense	17,967
	13,736
Change in Net Position - Governmental Activities	\$ 178,914

See accompanying Notes to Financial Statements.

TOWN OF COLUMBINE VALLEY
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE – BUDGET AND ACTUAL – GENERAL FUND
YEAR ENDED DECEMBER 31, 2019

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget - Positive (Negative)</u>
REVENUES			
Taxes:			
Property Taxes	\$ 371,144	\$ 370,179	\$ (965)
Specific Ownership Taxes	23,454	29,097	5,643
Sales and Use Tax	695,500	683,067	(12,433)
Utility Franchise Fees	46,000	51,306	5,306
Cable Television Franchise Fees	32,000	36,312	4,312
Permits and Fines:			
Permits, Fees, and Services	609,000	299,163	(309,837)
Fines	75,000	49,129	(25,871)
Intergovernmental:			
Town of Bow Mar	310,102	310,102	-
State Highway User's Tax	46,000	56,500	10,500
County Highway Tax	12,000	12,067	67
Motor Vehicle Registration Fees	6,000	4,712	(1,288)
Conservation Trust Fund Entitlement	6,000	8,443	2,443
Open Space Tax	36,000	38,733	2,733
Investment Income	28,500	39,883	11,383
Miscellaneous	28,300	37,441	9,141
Total Revenues	<u>2,325,000</u>	<u>2,026,134</u>	<u>(298,866)</u>
EXPENDITURES			
Current:			
Public Safety	696,000	651,294	44,706
Sanitation	84,000	86,771	(2,771)
Administration	722,000	659,872	62,128
Planning and Zoning	67,500	85,255	(17,755)
Public Works	294,500	196,770	97,730
Capital Outlay	219,500	152,527	66,973
Open Space Expenditures	12,000	40,473	(28,473)
Conservation Trust Fund Expenditures	6,000	10,612	(4,612)
Total Expenditures	<u>2,101,500</u>	<u>1,883,574</u>	<u>217,926</u>
NET CHANGE IN FUND BALANCE	223,500	142,560	(80,940)
FUND BALANCE - BEGINNING	<u>1,652,960</u>	<u>1,813,365</u>	<u>160,405</u>
FUND BALANCE - ENDING	<u>\$ 1,876,460</u>	<u>\$ 1,955,925</u>	<u>\$ 79,465</u>

See accompanying Notes to Financial Statements.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 1 DEFINITION OF REPORTING ENTITY

The Town of Columbine Valley, Colorado (the Town) was incorporated pursuant to Section 31-1-203, Colorado Revised Statutes. The Town provides the following services: public safety (including the activity related to the proceeds from the seizure of contraband, if any), public works, municipal court, planning and zoning, sanitation, parks and open space, and general administrative services.

The Town follows the Governmental Accounting Standards Board (GASB) accounting pronouncements which provide guidance for determining which governmental activities, organizations and functions should be included within the financial reporting entity. GASB pronouncements set forth the financial accountability of a governmental organization's elected governing body as the basic criterion for including a possible component governmental organization in a primary government's legal entity. Financial accountability includes, but is not limited to, appointment of a voting majority of the organization's governing body, ability to impose its will on the organization, a potential for the organization to provide specific financial benefits or burdens and fiscal dependency.

The Town is not financially accountable for any other entity.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The more significant accounting policies of the Town are described as follows:

Government-Wide and Fund Financial Statements

The government-wide financial statements include the statement of net position and the statement of activities. These financial statements include all of the activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of net position reports all financial and capital resources of the Town. The difference between the assets, liabilities, and deferred outflows and inflows of resources of the Town is reported as net position.

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Major individual governmental funds are reported as separate columns in the fund financial statements.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met. Depreciation is computed and recorded as an operating expense. Expenditures for capital assets are shown as increases in assets and redemption of bonds and leases are recorded as a reduction in liabilities.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. The major sources of revenue susceptible to accrual are property taxes and sales and use taxes. Expenditures, other than interest on long-term obligations, are recorded when the liability is incurred or the long-term obligation paid. All other revenue items are considered to be measurable and available only when cash is received by the Town.

The Town reports the following major governmental fund:

The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the general government.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

Budgets

In accordance with the state budget law, the Town's board of trustees holds public hearings in the fall each year to approve the budget and appropriate the funds for the ensuing year. The appropriation is at the total fund expenditures level and lapses at year end. The Town's board of trustees can modify the budget by line item within the total appropriation without notification. The appropriation can only be modified upon completion of notification and publication requirements. The budget includes each fund on its basis of accounting unless otherwise indicated.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Investments

The Town's investment in an external investment pool is measured at amortized cost and is not subject to the fair value hierarchy. The Town's investment in a money market mutual fund is reported at amortized cost and is not subject to the fair value hierarchy.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. The cost of prepaid items is recorded as expenses/expenditures when consumed rather than purchased. The Town did not report any prepaid items as of December 31, 2019.

Property Taxes

Property taxes are levied by the Town's board of trustees. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the county commissioners to put the tax lien on the individual properties as of January 1 of the following year. The county treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally, sales of the tax liens on delinquent properties are held in November or December. The county treasurer remits the taxes collected monthly to the Town.

Property taxes, net of estimated uncollectible taxes, are recorded initially as deferred inflows of resources in the year they are levied and measurable. The property tax revenues are recorded as revenue in the year they are available or collected.

Capital Assets

Capital assets, which include land, infrastructure, perimeter fences, automotive equipment, buildings, and office and other equipment, are reported in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable. Depreciation expense has been computed using the straight-line method over the estimated economic useful lives:

Infrastructure	40 Years
Buildings	39 Years
Perimeter Fences	15 Years
Automotive Equipment	7 Years
Office and Other Equipment	7 Years

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred Outflows of Resources

The Town's governmental activities report a separate section for deferred outflows of resources. This separate financial statement element reflects a decrease in net position that applies to a future period. The Town reports a deferred outflow of resources relating to pensions. See Note 8 for additional information.

Compensated Absences

The Town has a policy that allows employees to accumulate unused paid time off up to certain maximum hours. Compensated absences are accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. The Town's General Fund is used to liquidate compensated absences of the governmental activities.

Pensions

The Town participates in the Statewide Defined Benefit Plan (SWDB), a cost-sharing multiple-employer defined benefit pension fund administered by the Fire & Police Pension Association of Colorado (FPPA). The net pension liability, deferred outflows of resources, and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position of the SWDB have been determined using the economic resources measurement focus and the accrual basis of accounting. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Inflows of Resources

The Town's governmental activities report a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net position that applies to a future period. The Town reports a deferred inflow of resources relating to pensions. See Note 8 for additional information. Another item is for property tax revenue, which is considered a deferred inflow of resources in the year the taxes are levied and measurable and are recognized as an inflow of resources in the period they are collected.

Fund Equity

Fund balances in the General Fund are reported in classifications based on the extent to which the Town is bound to honor constraints for the specific purposes on which amounts in the fund can be spent. In accordance with GASB Statement No. 54, fund balances are classified in one of five categories: 1) nonspendable, 2) restricted, 3) committed, 4) assigned, and 5) unassigned.

Nonspendable – Nonspendable fund balance represents amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact. The Town did not report any nonspendable resources as of December 31, 2019.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Equity (Continued)

Restricted – Restricted fund balances reflect amounts for which constraints have been placed on the use of the resources because of state or federal laws or externally imposed conditions by grantors or creditors. Emergency reserves have been provided for as required by Article X, Section 20 of the Constitution of the State of Colorado (see Note 11). A portion of the General Fund fund balance in the amount of \$59,041 has been restricted in compliance with this requirement. In addition, amounts held for the Conservation Trust Fund of \$11,535, as well as amounts held for the Open Space Entitlement of \$404,704 are classified as restricted fund balance at December 31, 2019 due to their restricted use for those purposes (see Note 6).

Committed – Committed fund balance is the amounts that can be used only for specific purposes determined by a formal action of the Board of Trustees. These amounts cannot be used for any other purpose unless the Board of Trustees removes or changes the specific use by taking formal board action. The Town reported \$519,431 in committed fund balance relating to the Capital Improvement Plan as of December 31, 2019. The Board of Trustees committed \$500,000 for the Capital Improvement Plan during 2018. The Town incurred \$152,527 in expenditures relating to the Capital Improvement Plan and replenished the balance through grant funding and transfers from unassigned fund balance in 2019.

Assigned – Assigned fund balance includes amounts that are constrained by the Board of Trustee's intended use of these resources for a specific purpose but are neither restricted nor committed. The Town did not have any assigned resources as of December 31, 2019.

Unassigned – Unassigned fund balance represents the net resources in excess of the other spendable classifications.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure, the Town will first expend the restricted funds and then the unrestricted funds. Within the unrestricted funds category, the Town would first reduce the committed fund balance, next would be the assigned fund balance and finally the unassigned fund balance.

Net Position

The Town has a net position consisting of three components – investment in capital assets, restricted, and unrestricted.

Investment in capital assets consists of capital assets net of accumulated depreciations. As of December 31, 2019, The Town had an investment in capital assets of \$2,554,063.

Net position is reported as restricted when constraints have been placed on the use of the resources because of laws or externally imposed conditions by grantors or creditors.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 3 CASH AND INVESTMENTS

Cash and investments as of December 31, 2019 consist of the following:

Deposits with Financial Institutions	\$ 65,689
Investments	1,871,195
Total Cash and Investments	<u>\$ 1,936,884</u>

Cash Deposits

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulators. Amounts on deposit in excess of federal insurance levels must be collateralized. The eligible collateral is determined by the PDPA. PDPA allows the institution to create a single collateral pool for all public funds. The pool for all the uninsured public deposits as a group is to be maintained by another institution or held in trust. The market value of the collateral must be at least equal to the aggregate uninsured deposits.

The State Commissioners for banks and financial services are required by statute to monitor the naming of eligible depositories and reporting of the uninsured deposits and assets maintained in the collateral pools.

At December 31, 2019, the Town's cash deposits had a carrying balance of \$57,907.

Investments

The Town's investment policy follows state statutes regarding investments.

Investments (Continued)

Colorado statutes specify investment instruments meeting defined rating and risk criteria in which local governments may invest, which include:

- Obligations of the United States, certain U.S. government agency securities and World Bank
- General obligation and revenue bonds of U.S. local government entities
- Bankers' acceptances of certain banks
- Commercial paper
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market funds
- Guaranteed investment contracts
- Local government investment pools
- Certain reverse repurchase agreements
- Certain corporate bonds
- Certain securities lending agreements

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 3 CASH AND INVESTMENTS (CONTINUED)

As of December 31, 2019, the Town had the following investments, which are recorded at amortized cost:

<u>Investment Type</u>	<u>Maturity</u>	<u>Amortized Cost</u>
Colorado Surplus Asset Fund Trust (CSAFE)	Less Than One Year	\$ 1,469,072
Certificates of Deposit	Less Than One Year	201,041
Certificates of Deposit	1 - 5 Years	201,082
		<u>\$ 1,871,195</u>

Interest Rate Risk

Colorado Revised Statutes generally limit investment maturities to five years or less unless formally approved by the board of trustees. Corporate and bank securities and guaranteed investment contracts not purchased with bond proceeds are limited to maturities of three years or less.

Credit Risk

The local government investment pool, Colorado Surplus Asset Fund Trust (CSAFE), is rated AAAM by Standard and Poor's.

Concentrations of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of the Town's investments in a single issuer. The Town does not have a policy that addresses limitations of the amount that can be invested in any one issuer.

CSAFE

At December 31, 2019, the Town had \$1,469,072 invested in the Colorado Surplus Asset Fund Trust (CSAFE), which is an external investment pool established by state statute for local government entities to pool surplus assets. The state securities commissioner administers and enforces all state statutes governing the trust. Purchases and redemptions are available daily at a net asset value (NAV) of \$1.00. Investments in the external investment pool are shown at amortized cost for financial reporting purposes. Investments consist of U.S. Treasury and U.S. agency securities and repurchase agreements collateralized by U.S. Treasury and U.S. agency securities. A designated custodial bank provides safekeeping and depository services in connection with the direct investment and withdrawal functions. Substantially all securities owned are held by the Federal Reserve Bank in the account maintained for the custodial bank. The custodian's internal records identify the investments owned by the entities.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 4 CAPITAL ASSETS

An analysis of the changes in capital assets for the year ended December 31, 2019 follows:

	<u>Balance at January 1, 2019</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance at December 31, 2019</u>
Capital Assets Not Being Depreciated:				
Land	\$ 300,000	\$ -	\$ -	\$ 300,000
Total Capital Assets Not Being Depreciated	300,000	-	-	300,000
Capital Assets Being Depreciated:				
Automotive Equipment	252,203	145,755	38,574	359,384
Infrastructure	1,882,402	-	-	1,882,402
Perimeter Wall/Fence	58,112	-	-	58,112
Office and Other Equipment	74,041	6,772	55,033	25,780
Buildings - Town Hall	812,550	-	-	812,550
Total Capital Assets Being Depreciated	3,079,308	152,527	93,607	3,138,228
Less Accumulated Depreciation for:				
Automotive Equipment	172,024	37,467	25,718	183,773
Infrastructure	308,571	47,060	-	355,631
Perimeter Wall/Fence	25,035	3,874	-	28,909
Office and Other Equipment	55,581	4,366	52,855	7,092
Buildings - Town Hall	287,925	20,835	-	308,760
Total Accumulated Depreciation	849,136	113,602	78,573	884,165
Total Capital Assets Being Depreciated, Net	<u>2,230,172</u>	<u>38,925</u>	<u>15,034</u>	<u>2,254,063</u>
Capital Assets, Net	<u>\$ 2,530,172</u>	<u>\$ 38,925</u>	<u>\$ 15,034</u>	<u>\$ 2,554,063</u>

Depreciation expense was charged to functions/programs of the Town as follows:

Unallocated - Town Hall	\$ 20,835
Public Works	53,729
Public Safety	34,672
Administration	4,366
Total Depreciation Expense - Governmental Activities	<u>\$ 113,602</u>

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 5 LONG-TERM OBLIGATIONS

The following is an analysis of the changes in the Town's long-term obligations for the year ended December 31, 2019:

	<u>Balance at January 1, 2019</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance at December 31, 2019</u>	<u>Due Within One Year</u>
Compensated Absences	\$ 45,718	\$ 72,648	\$ 71,375	\$ 46,991	\$ 15,664
	<u>\$ 45,718</u>	<u>\$ 72,648</u>	<u>\$ 71,375</u>	<u>\$ 46,991</u>	<u>\$ 15,664</u>

NOTE 6 INTERGOVERNMENTAL AGREEMENTS

Conservation Trust Fund Entitlement

As a result of the State of Colorado lottery, the Town was entitled to and received \$8,443 of funds during 2019 based upon a formula considering population within the Town. The funds are restricted under the State Conservation Trust Fund statutes to acquisition, development, and maintenance of parks and recreation facilities.

The Town has \$11,535 remaining restricted funds which is planned to be spent in 2020 and future years in accordance with the guidelines established for lottery proceeds.

Open Space Tax Entitlement

On November 4, 2003, the voters in Arapahoe County approved a countywide sales and use tax of 0.25%, otherwise known as the Open Space Tax, which became effective on January 1, 2004. In November 2011, voters in Arapahoe County approved extending the tax through December 31, 2023. The Open Space Tax is to be used exclusively to purchase, develop, improve, and maintain park and recreation facilities.

On June 22, 2004, the Town entered into an intergovernmental agreement with Arapahoe County to impose the Open Space Tax on building and construction materials purchased within the Town, and to participate in the shareback funds available through Arapahoe County.

The amount of shareback funds is based upon a formula considering the population within the Town. During the year ended December 31, 2019, the Town was entitled to and received \$38,733 in open space tax shareback funds. The Town has restricted \$404,704 to be spent in future years in accordance with the guidelines established for Open Space Tax funds.

Town of Bow Mar

On December 6, 2004, the Town entered into an intergovernmental agreement (IGA) with the Town of Bow Mar (Bow Mar) for the Town to provide police and municipal court services to Bow Mar. The IGA may be renewed on an annual basis. The IGA has been extended through December 31, 2023.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 6 INTERGOVERNMENTAL AGREEMENTS (CONTINUED)

The Town provides for the compensation, including salaries, wages, and benefits of the police officers. For the year ended December 31, 2019, Bow Mar paid \$285,102 in four equal quarterly installments to the Town for police and municipal court services.

On October 6, 2016, the Town entered into an additional intergovernmental agreement with the Town of Bow Mar for the Town to provide building, inspection, and related administrative services to Bow Mar. The IGA was effective beginning November 1, 2016. The IGA is effective through December 31, 2020 and can be renewed on an annual basis after that date. For the year ended December 31, 2019, Bow Mar paid \$25,000 in four equal quarterly installments to the the Town for building, inspection, and related administrative services.

NOTE 7 DEFINED CONTRIBUTION PLAN

The administrative employees of the Town participate in the Colorado County Officials and Employees Retirement Association Plan which is a defined contribution plan established by the Town and is maintained and administered by Colorado County Officials and Employees Retirement Association (CCOERA). At December 31, 2019, there were four plan members. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees become Plan members immediately upon employment. Under this Plan, 5% of the Plan members' compensation is withheld and remitted to the Plan Administrator along with a matching payment of 5% from the Town. The Town's contributions, plus earnings, become vested at a rate of 33.3% for each year of participation in the plan.

The Town contributions for plan members who leave employment before they are fully vested are used to reduce the Town's current period contribution requirement. There is no liability for benefits under the plan beyond the Town's matching payments. Plan provisions and contribution requirements are established and may be amended by the Town's board of trustees.

Contributions actually made by plan members and the Town for the year ended December 31, 2019 are as follows:

Plan Members	<u>9,847</u>
Town	<u>\$ 9,847</u>

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 8 DEFINED BENEFIT PENSION PLAN

Plan Description

The Town contributes to the Statewide Defined Benefit Plan, a cost-sharing multiple-employer defined benefit pension plan administered by the Colorado Fire and Police Pension Association (FPPA). The Statewide Defined Benefit Plan (SWDB) provides retirement benefits for members and beneficiaries. Death and disability coverage is provided for members hired prior to January 1, 1997 through the Statewide Death and Disability Plan, which is also administered by the FPPA. This is a noncontributory plan. All full-time, paid police officers of the Town are members of the Statewide Defined Benefit Plan and the Statewide Death and Disability Plan. Local revenue sources are responsible for funding of the Death and Disability benefits for firefighters hired on or after January 1, 1997.

Colorado statutes assign the authority to establish benefit provisions to the state legislature. FPPA issues a publicly available annual financial report that includes financial statements and required supplementary information for both the Statewide Defined Benefit Plan and the Statewide Death and Disability Plan. FPPA issues a publicly available comprehensive annual financial report that can be obtained on FPPA's website at <http://www.fppaco.org>.

Description of Benefits

A member is eligible for a normal retirement pension once the member has completed 25 years of credited service and has attained the age of 55.

The annual normal retirement benefit is 2% of the average of the member's highest three years' base salary for each year of credited service up to ten years, plus 2.5% for each year of service thereafter. The benefit earned prior to January 1, 2007 for members of affiliated social security employers will be reduced by the amount of social security income payable to the member annually. Effective January 1, 2007, members currently covered under social security will receive half the benefit when compared to the statewide defined benefit plan. Benefits paid to retired members are evaluated and may be re-determined every October 1. The amount of any increase is based on the board's discretion and can range from -0- to the higher of 3% or the Consumer Price Index.

A member is eligible for an early retirement at age 50 with at least five years of credited service or after 30 years of service. The early retirement benefit equals the normal retirement benefit reduced on an actuarially equivalent basis. Upon termination, an employee may elect to have member contributions, along with 5% as interest, returned as a lump sum distribution. Alternatively, a member with at least five years of accredited service may leave contributions with the plan and remain eligible for a retirement pension at age 55 equal to 2% of the member's average highest three years' base salary for each year of credited service up to ten years, plus 2.5% for each year of service thereafter.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 8 DEFINED BENEFIT PENSION PLAN (CONTINUED)

Contributions

The plan sets contribution rates at a level that enables all benefits to be fully funded at the retirement date of all members. Contribution rates for the SWDB plan are set by state statute. Employer contribution rates can only be amended by state statute. Member contribution rates can be amended by state statute or election of the membership.

Members of the SWDB plan and their employers are contributing at the rate of 10.5 percent and 8 percent, respectively, of base salary for a total contribution rate of 18.5 percent in 2019. Members of the SWDB plan and their employers are contributing at the rate of 10 percent and 8 percent, respectively, of base salary for a total contribution rate of 18 percent in 2018. In 2014, the members elected to increase the member contribution rate to the SWDB plan beginning in 2015. Member contribution rates will increase 0.5 percent annually through 2022 to a total of 12 percent of base salary. Employer contributions will remain at 8 percent resulting in a combined contribution rate of 20 percent in 2022. Contributions to the pension plan from the Town were \$25,699 for the year ended December 31, 2019.

Pension Liability, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2019, the Town reported a liability of \$70,612 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

The Town's proportion of the net pension liability was based on the Town's share of contributions to the pension plan relative to the contributions of all participating entities. At December 31, 2018, the Town's proportion was 0.0558514498 percent, which was a decrease of 0.0047156693 percent from its proportion measured as of December 31, 2017.

For the year ended December 31, 2019, the Town recognized pension expense of 11,963. At December 31, 2019, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences Between Expected and Actual Experience	\$ 90,730	\$ 754
Changes of Assumptions	68,385	-
Net Differences Between Projected and Actual Earnings on Pension Plan Investments	55,547	-
Changes in Proportion and Differences Between Town Contributions and Proportionate Share of Contributions	22,870	-
Town Contributions Subsequent to the Measurement Date	25,699	-
Total	<u>\$ 263,231</u>	<u>\$ 754</u>

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 8 DEFINED BENEFIT PENSION PLAN (CONTINUED)

\$25,699 reported as deferred outflows of resources related to pension resulting from the Town contributions subsequent to measurement date will be recognized as a reduction in the net pension liability in the year ended December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending December 31,</u>	<u>Amount</u>
2020	\$ 43,677
2021	32,081
2022	27,781
2023	43,935
2024	22,985
Thereafter	66,319

Actuarial Assumptions

The total pension liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

	<u>Total Pension Liability</u>	<u>Actuarial Determined Contributions</u>
	January 1, 2019	January 1, 2018
Actuarial Valuation Date	January 1, 2019	January 1, 2018
Actuarial Method	Entry Age Normal	Entry Age Normal
Amortization Method	N/A	Level % of Payroll, Open
Amortization Period	N/A	30 Years
Long-term Investment Rate of Return*	7.0%	7.5%
Projected Salary Increases*	4.25 - 11.25%	4.0 - 14.0%
Cost of Living Adjustments (COLA)	0.0%	0.0%
*Includes Inflation at	2.5%	2.5%

For determining the total pension liability, the post-retirement mortality tables for non-disabled retirees uses the 2006 central rates from the RP-2014 Annuitant Mortality Tables projected to 2018 using the MP-2017 projection scales, and projected prospectively using the ultimate rates of the scale for all years. The pre-retirement off-duty mortality tables are adjusted to 50% of the RP-2014 mortality tables for active employees. The on-duty mortality rate is 0.00015.

For determining the actuarial determined contributions, the post-retirement mortality tables for non-disables retirees is a blend of the Annuitant and Employee RP-2014 generational mortality tables with blue collar adjustment projected with Scale BB. The pre-retirement off-duty mortality tables are adjusted to 55% of the RP-2014 mortality tables for active employees. The on-duty mortality rate is 0.00020.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 8 DEFINED BENEFIT PENSION PLAN (CONTINUED)

At least every five years the FPPA's Board of Directors, in accordance with best practices, reviews its economic and demographic actuarial assumptions. At its July 2018 meeting, the Board of Directors reviewed and approved recommended changes to the actuarial assumptions. The recommendations were made by FPPA's actuaries based upon their analysis of past experience and expectations of the future. The assumption changes were effective for actuarial valuations beginning January 1, 2019 and were used in the rollforward calculation of the total pension liability as of December 31, 2018. Actuarial assumptions effective for actuarial valuations prior to January 1, 2019 were used in the determination of the actuarially determined contributions as of December 31, 2018. The actuarial assumptions impact actuarial factors for benefit purposes such as the purchases of service credit and other benefits were actuarial factors are used.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major asset class included in the Fund's target asset allocation as of December 31, 2018 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global Equity	37 %	8.03 %
Equity Long/Short	9	6.45
Illiquid Alternatives	24	10.00
Fixed Income	15	2.90
Absolute Return	9	5.08
Managed Futures	4	5.35
Cash	2	2.52
Total	<u>100 %</u>	

Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates based on the FPPA Board's funding policy, which establishes the contractually required rates under Colorado statutes. Based on those assumptions, the SWDB plan fiduciary net position was projected to be available to make all the projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 8 DEFINED BENEFIT PENSION PLAN (CONTINUED)

Sensitivity of the Town's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Town's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.00%, as well as what the Town's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00%) or 1-percentage-point higher (8.00%) than the current rate:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Town's Proportionate Share of the Net Pension Liability (Asset)	\$ 273,823	\$ 70,612	\$ (97,949)

Pension Plan Fiduciary Net Position

Detailed information about the SWDB's fiduciary net position is available in FPPA's comprehensive annual financial report, which can be obtained at <http://www.fppaco.org>.

NOTE 9 DEFERRED COMPENSATION PLAN

The Town has a deferred compensation plan created in accordance with Internal Revenue Code Section 457. This plan is also administered by FPPA. Participation in the plan is optional for all police officers. The plan allows the employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement or death, or unforeseen emergencies.

NOTE 10 RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts, thefts of, damage to, or destruction of assets; errors or omissions; injuries to employees, or acts of God. The Town maintains commercial insurance for all risks of loss. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

**TOWN OF COLUMBINE VALLEY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019**

NOTE 11 COMMITMENTS AND CONTINGENCIES

Article X, Section 20 of the Colorado Constitution, commonly known as the Taxpayer's Bill of Rights (TABOR) contains tax, spending, revenue and debt limitations, which apply to the State of Colorado and all local governments.

Spending and revenue limits are determined based on the prior year's Fiscal Year Spending adjusted for allowable increases based upon inflation and local growth. Fiscal Year Spending is generally defined as expenditures plus reserve increases with certain exceptions, which is generally equivalent to total revenues. Revenue in excess of the Fiscal Year Spending limit must be refunded unless the voters approve retention of such revenue.

TABOR requires local governments to establish emergency reserves. These reserves must be at least 3% of Fiscal Year Spending (excluding bonded debt service). Local governments are not allowed to use the emergency reserves to compensate for economic conditions, revenue shortfalls, or salary or benefit increases.

On November 30, 1998, a majority of the Town's electors approved the following:

- Authorized the Town to collect, retain and spend all excess revenue collected in 1998 and thereafter without regard to any limitations under TABOR or any other law provided that no local tax rate or mill levy shall be increased without further voter approval.

The Town's management believes it is in compliance with the provisions of TABOR. However, TABOR is complex and subject to interpretation. Many of the provisions, including the interpretation of how to calculate Fiscal Year Spending limits will require judicial interpretation.

NOTE 12 SUBSEQUENT EVENTS

Subsequent to year end, the World Health Organization declared the spread of Coronavirus Disease (COVID-19) a worldwide pandemic. The COVID-19 pandemic is having significant effects on global markets, supply chains, businesses, and communities. Specific to the Town, COVID-19 may impact various parts of its 2020 operations and financial results including, but not limited to, costs for emergency preparedness and shortages of personnel. Management believes the Town is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 is unknown and cannot be reasonably estimated as these events occurred subsequent to year end and are still developing.

Subsequent to year end, both domestic and international equity markets have experienced significant declines. The potential impact of these losses to the Town's investment in an external investment pool is not reflected in the financial statements as of and for the year ended December 31, 2019 as these events occurred subsequent to year end and are still developing.

REQUIRED SUPPLEMENTARY INFORMATION

**TOWN OF COLUMBINE VALLEY
SCHEDULES OF THE TOWN'S PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY (ASSET)
LAST 10 FISCAL YEARS**

Fiscal Year	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Plan Measurement Date	December 31, 2018	December 31, 2017	December 31, 2016	December 31, 2015	December 31, 2014	December 31, 2013
Town's Proportion of the Net Pension Liability (Asset)	0.055851450%	0.060567119%	0.067775370%	0.067921040%	0.075059369%	0.078535455%
Town's Proportionate Share of the Net Pension Liability (Asset)	\$ 70,612	\$ (87,135)	\$ 24,490	\$ (1,197)	\$ (84,710)	\$ (70,268)
Town's Covered-Employee Payroll	\$ 374,130	\$ 354,843	\$ 331,188	\$ 342,855	\$ 336,767	\$ 328,589
Town's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	18.9%	(24.6%)	7.4%	(0.3%)	(25.2%)	(21.4%)
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	95.2 %	106.3 %	98.2 %	100.1 %	106.8 %	105.8 %

* The amounts presented for each fiscal year were determined for the year ended December 31 based on the measurement date of the Plan. Information earlier than 2014 was not available.

**TOWN OF COLUMBINE VALLEY
SCHEDULES OF THE TOWN CONTRIBUTIONS
LAST 10 FISCAL YEARS**

	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
Contractually Required Contribution	\$ 25,699	\$ 29,930	\$ 28,421	\$ 26,495	\$ 27,686	\$ 27,009	\$ 26,287	\$ 26,261	\$ 24,880	\$ 25,171
Contributions in Relation to the Contractually Required Contribution	25,699	29,930	28,421	26,495	27,686	27,009	26,287	26,261	24,880	25,171
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District's Covered-Employee Payroll	\$ 321,235	\$ 374,130	\$ 354,843	\$ 331,188	\$ 342,855	\$ 336,767	\$ 328,589	\$ 328,260	\$ 310,564	\$ 314,375
Contributions as a Percentage of Covered Employee Payroll	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%

*The amounts presented for each fiscal year were determined as of December 31.

SUPPLEMENTARY INFORMATION

TOWN OF COLUMBINE VALLEY
SCHEDULE OF EXPENDITURES – BUDGET AND ACTUAL – GENERAL FUND
YEAR ENDED DECEMBER 31, 2019

EXPENDITURES	Original and Final Budgeted Amounts	Actual Amounts	Variance with Final Budget - Positive (Negative)
Public Safety:			
Automotive Expenses	\$ 37,000	\$ 28,179	\$ 8,821
Salaries and Benefits	553,000	511,785	41,215
Municipal Court	63,500	40,548	22,952
Other	42,500	70,782	(28,282)
Total Public Safety	<u>696,000</u>	<u>651,294</u>	<u>44,706</u>
Sanitation	84,000	86,771	(2,771)
Administration:			
Legal	48,000	40,339	7,661
Accounting and Audit	20,500	34,568	(14,068)
Inspection	159,750	110,408	49,342
Town Administration	325,000	302,254	22,746
Insurance and Bonds	30,000	24,192	5,808
Office Supplies and Miscellaneous	135,039	144,409	(9,370)
County Treasurer's collection Fees	3,711	3,702	9
Total Administration	<u>722,000</u>	<u>659,872</u>	<u>62,128</u>
Planning and Zoning:			
Planning and Engineering	67,500	85,255	(17,755)
Public Works:			
Street Repairs and Maintenance	203,000	144,834	58,166
Street Lighting	15,000	12,735	2,265
Ground Maintenance	67,000	16,500	50,500
Other	9,500	22,701	(13,201)
Total Public Works	<u>294,500</u>	<u>196,770</u>	<u>97,730</u>
Capital Outlay	219,500	152,527	66,973
Open Space Expenditures	12,000	40,473	(28,473)
Conservation Trust Fund Expenditures	6,000	10,612	(4,612)
TOTAL EXPENDITURES	<u><u>\$ 2,101,500</u></u>	<u><u>\$ 1,883,574</u></u>	<u><u>\$ 217,926</u></u>

**TOWN OF COLUMBINE VALLEY
 FIVE-YEAR SUMMARY OF ASSESSED VALUATION, MILL LEVY,
 AND PROPERTY TAXES COLLECTED
 DECEMBER 31, 2019**

<u>Year Ended December 31,</u>	<u>Prior Year Assessed Valuation for Current Year Property Tax Levy</u>	<u>Mills Levied</u>		<u>Total Property Taxes</u>		<u>Percentage Collected to Levied</u>
		<u>Operating</u>	<u>Debt Service</u>	<u>Levied</u>	<u>Collected</u>	
2015	\$ 32,957,780	9.316	-	\$ 307,035	\$ 306,177	99.72 %
2016	39,645,583	7.891	-	312,843	312,222	99.80
2017	40,220,632	8.172	-	328,683	328,363	99.90
2018	42,795,790	8.133	-	348,058	347,824	99.93
2019	47,883,330	7.751	-	371,144	370,439	99.81
<u>Estimated for Year Ending December 31,</u>						
2020	\$ 54,576,701	6.567	-	\$ 358,405		

NOTE:

Property taxes collected in any one year include collection of delinquent property taxes levied in prior years. Information received from the County Treasurer does not permit identification of specific year of levy.

LOCAL HIGHWAY FINANCE REPORT		City or County: Arapahoe			
This Information From The Records Of Town of Columbine Valley		Prepared By: Dana Struthers			
		YEAR ENDING : December 2019			
		Phone: (303) 795-1434			
I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE					
ITEM	A. Local Motor-Fuel Taxes	B. Local Motor-Vehicle Taxes	C. Receipts from State Highway-User Taxes	D. Receipts from Federal Highway Administration	
1. Total receipts available					
2. Minus amount used for collection expenses					
3. Minus amount used for nonhighway purposes					
4. Minus amount used for mass transit					
5. Remainder used for highway purposes					
II. RECEIPTS FOR ROAD AND STREET PURPOSES		III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES			
ITEM	AMOUNT	ITEM	AMOUNT		
A. Receipts from local sources:		A. Local highway disbursements:			
1. Local highway-user taxes		1. Capital outlay (from page 2)	0		
a. Motor Fuel (from Item I.A.5.)		2. Maintenance:	76,205		
b. Motor Vehicle (from Item I.B.5.)		3. Road and street services:			
c. Total (a.+b.)		a. Traffic control operations	1,363		
2. General fund appropriations	482,706	b. Snow and ice removal	2,352		
3. Other local imposts (from page 2)	29,097	c. Other			
4. Miscellaneous local receipts (from page 2)	0	d. Total (a. through c.)	3,715		
5. Transfers from toll facilities		4. General administration & miscellaneous	167,448		
6. Proceeds of sale of bonds and notes:		5. Highway law enforcement and safety	325,647		
a. Bonds - Original Issues		6. Total (1 through 5)	573,015		
b. Bonds - Refunding Issues		B. Debt service on local obligations:			
c. Notes		1. Bonds:			
d. Total (a. + b. + c.)	0	a. Interest			
7. Total (1 through 6)	511,803	b. Redemption			
B. Private Contributions		c. Total (a. + b.)	0		
C. Receipts from State government (from page 2)	61,212	2. Notes:			
D. Receipts from Federal Government (from page 2)	0	a. Interest			
E. Total receipts (A.7 + B + C + D)	573,015	b. Redemption			
		c. Total (a. + b.)	0		
		3. Total (1.c + 2.c)	0		
		C. Payments to State for highways			
		D. Payments to toll facilities			
		E. Total disbursements (A.6 + B.3 + C + D)	573,015		
IV. LOCAL HIGHWAY DEBT STATUS (Show all entries at par)					
	Opening Debt	Amount Issued	Redemptions	Closing Debt	
A. Bonds (Total)				0	
1. Bonds (Refunding Portion)					
B. Notes (Total)				0	
V. LOCAL ROAD AND STREET FUND BALANCE					
	A. Beginning Balance	B. Total Receipts	C. Total Disbursements	D. Ending Balance	E. Reconciliation
	0	573,015	573,015	0	0
Notes and Comments:					

LOCAL HIGHWAY FINANCE REPORT

STATE:
Colorado
YEAR ENDING (mm/yy):
December 2019

II. RECEIPTS FOR ROAD AND STREET PURPOSES - DETAIL

ITEM	AMOUNT	ITEM	AMOUNT
A.3. Other local imposts:		A.4. Miscellaneous local receipts:	
a. Property Taxes and Assessments		a. Interest on investments	
b. Other local imposts:		b. Traffic Fines & Penalties	
1. Sales Taxes		c. Parking Garage Fees	
2. Infrastructure & Impact Fees		d. Parking Meter Fees	
3. Liens		e. Sale of Surplus Property	
4. Licenses		f. Charges for Services	
5. Specific Ownership &/or Other	29,097	g. Other Misc. Receipts	
6. Total (1. through 5.)	29,097	h. Other	
c. Total (a. + b.)	29,097	i. Total (a. through h.)	0
	(Carry forward to page 1)		(Carry forward to page 1)

ITEM	AMOUNT	ITEM	AMOUNT
C. Receipts from State Government		D. Receipts from Federal Government	
1. Highway-user taxes	56,500	1. FHWA (from Item I.D.5.)	
2. State general funds		2. Other Federal agencies:	
3. Other State funds:		a. Forest Service	
a. State bond proceeds		b. FEMA	
b. Project Match		c. HUD	
c. Motor Vehicle Registrations	4,712	d. Federal Transit Admin	
d. Other (Specify) - DOLA Grant		e. U.S. Corps of Engineers	
e. Other (Specify)		f. Other Federal	
f. Total (a. through c.)	4,712	g. Total (a. through f.)	0
4. Total (1. + 2. + 3.f)	61,212	3. Total (1. + 2.g)	
			(Carry forward to page 1)

III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES - DETAIL

	ON NATIONAL HIGHWAY SYSTEM (a)	OFF NATIONAL HIGHWAY SYSTEM (b)	TOTAL (c)
A.1. Capital outlay:			
a. Right-Of-Way Costs			0
b. Engineering Costs			0
c. Construction:			
(1). New Facilities			0
(2). Capacity Improvements			0
(3). System Preservation			0
(4). System Enhancement & Operation			0
(5). Total Construction (1) + (2) + (3) + (4)	0	0	0
d. Total Capital Outlay (Lines 1.a. + 1.b. + 1.c.5)	0	0	0
			(Carry forward to page 1)

Notes and Comments:



Board of Trustees and Management
Town of Columbine Valley
Arapahoe County, Colorado

In planning and performing our audit of the financial statements of the governmental activities and major fund of Town of Columbine Valley as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the entity's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We consider the following deficiency in the entity's internal control to be a material weakness:

Material Weakness

Segregation of duties

The Town has an inherent deficiency, which is common with other entities of its size, in that it has a limited number of personnel performing accounting and administrative functions. Therefore, complete segregation of duties is not practical. Ideal segregation of duties would separate the duties of cash receipts and disbursements, wire transfers, preparation and review of bank reconciliations, accounts receivable, accounts payable, recording of journal entries, as well as other accounting functions in order to reduce the possibility of errors, fraud, and other irregularities.

This situation emphasizes the need for on-going review of the Town's operations by the Board, which is a key mitigating control for the lack of ideal segregation of duties.

In addition, we noted that the Town engaged external consultants to assist in reviewing and preparing financial information for the Town. We recommend that the Town utilize the external consultants to assist in strengthening the internal control structure of the Town, including but not limited to, review of bank reconciliations, journal entries, building permit revenue, and cash receipts, along with analytical review of the balance sheet and income statement accounts for the Town.

* * *

This communication is intended solely for the information and use of management, the Board of Trustees, and others within the entity, and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Greenwood Village, Colorado
June 30, 2020



Request for Board of Trustee Action

Date: July 21, 2020

Title: Resolution #7, 2020 – Wilder Lane Building Permits

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: Trustee Icenogle, in his capacity as Building Commissioner, has indicated a possible or perceived conflict of interest in regard to Wilder Lane. As such, he feels that it is not appropriate for him to sign the Building Permits issued for the new home construction in that neighborhood.

Attached: Resolution #7, 2020 – Wilder Lane Building Permits

Recommended Motion: “I move to approve as presented Resolution #7, 2020”.

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
COLUMBINE VALLEY CONCERNING BUILDING PERMITS**

WHEREAS, it is anticipated that one final building permit will be issued in the Wilder Lane development; and

WHEREAS, T. Edward Icenogle, the Building Commissioner for the Town of Columbine Valley, has a potential conflict of interest due to his representation of special districts;

WHEREAS, the Building Commissioner is the authorized representative of the Town to review, approve and execute building permits; and

WHEREAS, James Thelen the Town's building inspector and J.D. McCrumb, the Town Administrator have the capability and knowledge necessary to review and execute building permits.

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

Section 1. The Board of Trustees hereby appoint James Thelen and/ or J.D. McCrumb, to review, approve and sign the final building permit to be issued in the Wilder Lane development.

Section 2. If any part or provision of this resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this resolution, it being the intention of the Board of Trustees that the various provisions hereof are severable.

Section 3. This resolution shall be effective immediately.

ADOPTED AND APPROVED this 21st day of July, 2020.

TOWN OF COLUMBINE VALLEY, COLORADO

By: _____
Roy Palmer, Mayor

ATTEST:

By: _____
J.D. McCrumb, Town Clerk



Request for Board of Trustee Action

Date: July 21, 2020

Title: Tri-County Health Department Mask Mandate

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: On July 10, 2020, Tri County Health Department issued an order to take effect on July 24, 2020 mandating face coverings to help control and slow the spread of COVID-19.

The Tri County Health Board voted to allow elected officials and jurisdictions in Adams, Arapahoe, and Douglas Counties to determine the use of the mandate requiring face coverings in a similar manner, through an opt-out process.

The Order requires that people wear facial coverings in public spaces in cities and counties that have not opted-out of the Order.

Attached: Public Health Order Requiring Facial Coverings in Public Where Social Distancing Cannot be Maintained.

Requested Action: Provide direction to staff as to if or how to respond to the public health order. Responses must be received by July 23, 2020.

PUBLIC HEALTH ORDER REQUIRING FACIAL COVERINGS IN PUBLIC WHERE SOCIAL DISTANCING CANNOT BE MAINTAINED

Pursuant to C.R.S. §§ 25-1-506, 508, 509, and 516, the Tri-County Health Department (“TCHD”) hereby issues this Public Health Order requiring facial coverings to be worn in public where social distancing cannot be maintained in Adams County, Arapahoe County, and Douglas County, so as to control and slow the spread of the SARS-CoV-2 virus (“coronavirus”) and to mitigate the effects of the disease resulting therefrom (the coronavirus and the disease resulting therefrom shall be referred to herein as “COVID-19”). The goal of this Order shall be to control and reduce the spread of COVID-19, to protect the public health, safety, and welfare, and to maintain consistent healthcare capacity in TCHD’s jurisdiction.

FINDINGS

Whereas, TCHD has public health jurisdiction over Adams, Arapahoe, and Douglas Counties. In furtherance of its jurisdiction, TCHD has the power and duty to investigate and control the causes of epidemic or communicable diseases and conditions affecting the public health within its jurisdiction, as well as the power and duty to close schools and public places and to prohibit gatherings of people when necessary to protect public health, and to establish, maintain, and enforce isolation and quarantine, and in pursuance thereof, to exercise physical control over property and over persons within TCHD’s jurisdiction as it may find necessary for the protection of public health.

Whereas, COVID-19 is a respiratory illness transmitted like other respiratory illness through person-to-person contact, or by contact with surfaces contaminated with the virus, or through respiratory droplets that people expel when they breathe, cough, or sneeze. Persons can be infected with COVID-19 and be asymptomatic yet still contagious. Persons can be contagious 48 hours before developing symptoms. Many people with COVID-19 have mild symptoms and do not recognize that they are infected and contagious and that they can unintentionally infect others. Persons infected with COVID-19 may become symptomatic anywhere from two to fourteen days after exposure. Symptoms include fever, cough and/or shortness of breath or difficulty breathing. Individuals with serious chronic health conditions and older adults are most at risk for becoming very ill with this disease.

Whereas, due to the presence of COVID-19 in Colorado, states of emergency were declared by the State of Colorado and the Counties of Adams, Arapahoe, and Douglas, and those states of emergency continue. In an effort to control and reduce the spread of COVID-19, various executive orders have been issued by the Governor of Colorado, and various public health orders have been issued by the Colorado Department of Public Health and Environment (“CDPHE”) and TCHD.

Whereas, there is substantial evidence of the continued spread of COVID-19 throughout TCHD’s jurisdiction. As of July 9, 2020, there are 11,665 known positive cases in Adams, Arapahoe, and Douglas Counties, and 557 deaths in those Counties. In addition, incidence rates (cases/100,000) have been growing and over the past 14 days are high in all three counties: Adams at 124, Arapahoe at 76, and Douglas at 68.

Whereas, scientific evidence shows that limiting interactions among people slows virus transmission and, as social distancing restrictions are lifted, that the wearing of facial coverings by individuals while in public areas assists in maintaining reduced virus transmission by reducing the spread of respiratory droplets.

Whereas, the United States Centers for Disease Control and Prevention (“CDC”), CDPHE, and TCHD have recommended that members of the public, when interacting with others outside the home and especially in settings where many people are present, should cover their mouths and noses to prevent inadvertently spreading COVID-19.

Whereas, a facial covering mandate can work in concert with social distancing and frequent hand washing protocols under existing public health orders to minimize the spread of COVID-19 by reducing the exposure of individuals to the virus and by reducing the spread of respiratory droplets.

ORDER

Pursuant to the statutory authority granted the Executive Director, and Public Health Director, of TCHD, and at the authorization and direction of the TCHD Board of Health, the following is ordered:

1. Each person when in Adams, Arapahoe, or Douglas County, except as specifically exempted below, must wear a Face Covering whenever they are outside their residence and unable to maintain, or where not maintaining, a social distance of six (6) feet from any non-household member or members.

I. Face Covering Defined

"Face covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the mouth and nose and surrounding areas of the lower face, and that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen. Face coverings may be factory-made, sewn by hand, or be improvised from household items, including but not limited to, scarfs, bandanas, t-shirts, sweatshirts, or towels.

The face covering should fit snugly but comfortably against the side of the face, allow for breathing without restriction, and either be constructed of disposable mask materials or include fabric that can be laundered and machine-dried without damage or change to shape. Face coverings must cover the mouth and nose at all times and should remain in place until taken off safely. A face covering should be replaced when it becomes dirty, wet, and/or difficult to breathe through.

While procedural and surgical masks intended for healthcare providers and first responders meet these requirements, such as N95 respirators, these specialized masks should be reserved for appropriate occupational and health care settings as required by federal, state, and local law.

Note that any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not

a “face covering” under this Order and is not to be used to comply with the requirements of this Order. Masks with valves of that type permit droplet release from the mask and can put others nearby at risk.

A video showing how to make a compliant face covering and additional information about how to wear and clean face coverings may be found on the CDC’s website at <https://www.cdc.gov>.

II. Face Covering Required

A. Except as provided in the exceptions below, individuals are required to wear a face covering if they are:

1. outdoors and unable to consistently maintain a distance of six feet from individuals who are not members of their household;
2. in any indoor location where members of the public are generally permitted;
3. waiting for, riding on, driving, or operating public transportation or paratransit or while in a taxi, private car service or ride-sharing vehicle;
4. obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank; or
5. engaged in work, whether at the workplace or performing work off-site, when interacting in-person with any member of the public, working in any space visited by members of the public, working in any space where food is prepared or packaged for sale or distribution to others, working in or walking through common areas, or in any room or enclosed area where other people, except for members of the person's own household or residence, are present where unable to physically distance.

B. If an individual refuses to wear a mask or cloth face covering for reasons not allowed under the exceptions below, a business or other publically accessible facility shall decline entry to the individual.

C. An individual may be required to temporarily remove a face covering upon entering an enclosed public space for identification purposes. An individual may also remove a face covering to eat or drink when seated at a restaurant or bar that is allowed to operate under existing public health orders.

III. Exceptions to Face Covering Requirement

A. The following are exceptions to the face covering requirements set forth above:

1. Individuals who cannot wear a face covering due to a medical condition, including those persons with respiratory issues that impede breathing, persons with a mental health condition, or persons with a disability;
2. Individuals experiencing homelessness who cannot wear a face covering because it is not affordable or obtainable. Such individuals are encouraged to take protective measures to the greatest extent practicable;
3. Individuals for whom wearing a face covering while working would create an unsafe condition in which to operate equipment or execute a task as determined by local, state, or federal regulation or workplace safety guidelines;
4. Individuals who would be unable to remove a face covering without assistance;
5. Any child aged two (2) years or less must not wear a face covering. This Order does not require that any child aged five (5) years or less wear a face covering, however, parents or custodians or caregivers are strongly encouraged to have their children between two (2) and five (5) years old wear a face covering in accordance with CDC guidelines. Parents and custodians and caregivers must supervise use of face coverings by children to avoid misuse or unsafe conditions.
6. Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication;
7. Individuals who are obtaining a service involving the nose or face for which the temporary removal of the face covering is necessary to perform that service.
8. Individuals who are seated at a restaurant or other establishment that offers food or beverage services under existing public health orders, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household. Face coverings must be worn while entering and exiting such a restaurant or other establishment, and while ordering and paying.
9. Individuals who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, running, or other forms of outdoor exercise when alone or with household members, and when they are able to maintain a distance of at least six feet from others.
10. Individuals when exercising in a gym or fitness center are not required to wear a face covering when it is not physically possible or when actively exercising.

11. A face covering is not required in any commercial or retail setting when any person is alone in a single, fully enclosed room. That individual must put on a face covering when coworkers are located six feet or less from the individual, when being visited by a client/customer, and anywhere members of the public or coworkers are regularly present.
 12. Persons in a place of business such as banks, financial institutions, or other security sensitive businesses who are requested or required to remove or lower their face covering for purposes of verifying their identity to carry out a transaction.
 13. Individuals who are incarcerated. Prisons and jails, as part of their mitigation plans, will have specific guidance on the wearing of face coverings or masks for both inmates and staff.
 14. Individuals in the education setting. Education settings will have specific guidance on the wearing of face coverings or masks for teachers, staff and students.
- B. Individuals are not required to show documentation that an exception applies. An employer may require such documentation from an employee in accordance with state and federal law.
 - C. Nothing shall prevent a person from wearing a surgical grade mask or other more protective face covering if the person is already in possession of such equipment.
 - D. Face coverings are not a replacement for adhering to social distancing and other public health protocols with respect to COVID-19. All individuals must continue to maintain 6 feet or more of distance from other people, wash hands regularly with soap and water for at least 20 seconds, and stay home when sick.

IV. Other Public Health Orders Related to COVID-19

This Order is intended to be and shall be read and construed in concert with and as a supplement and addition to all federal, state and local laws and orders related to COVID-19.

To the extent any federal, state, or local municipal orders or laws are more restrictive than what is set forth herein, such orders or laws control.

Local municipal governments within TCHD's jurisdiction retain the authority to issue and enforce equally or more restrictive orders than are set forth herein.

ADVISEMENT AND ADDITIONAL INFORMATION

Along with CDPHE, TCHD is tasked with protecting the health, safety, and welfare of the citizens of Adams, Arapahoe, and Douglas Counties as it relates to epidemic and communicable diseases, including COVID-19. This Order is necessary to control transmission of that disease to persons and to maintain consistent healthcare capacity in TCHD's jurisdiction. Immediate issuance of this Order is necessary for the preservation of public health, safety, and welfare.

If you have questions regarding this Order, please contact TCHD at 303-220-9200 or view the COVID-19 information on TCHD's website at www.tchd.org.

Members of the public can report suspected violations of this public health order by contacting TCHD at 303-220-9200. Please do not call 911 to report violations of this public health order.

TCHD will attempt to seek voluntary compliance through education, technical assistance and warning notices. However, this Order may be enforced by any appropriate legal means. It is unlawful for any person to willfully violate, disobey, or disregard this Order. Any person who does so may be subject to the penalties provided in C.R.S. §§25-1-516 and 18-1.3-501. In addition, if you do not comply with this Order, TCHD may seek a court order in Colorado state district court to enforce this Order and/or to restrain or enjoin any violation of this Order.

Any business open to the public that permits an individual to enter or remain in the business or on its premises without a required face covering may be subject to the suspension or revocation of its license by the appropriate licensing authority as provided by law.

Any person aggrieved and affected by this Order is entitled to Colorado state district court judicial review of this Order pursuant to and in accordance with C.R.S. §25-1-515. However, the aggrieved and affected person must continue to comply with the terms of this Order while his, her, or its request for judicial review is pending.

If any part or provision of this Order or the application thereof to any person or circumstance is held to be invalid, the remainder of this Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the parts and provisions of this Order are severable.

This Public Health Order shall be in effect July 24, 2020 and shall expire 90 days thereafter unless and until it is earlier amended, extended, rescinded, or superseded in writing by the Executive Director of TCHD. Counties and municipalities within the TCHD jurisdiction can opt-out of, and be excepted from the application of this public health order; to do so, such county or municipality must provide written notification, through its governing body or duly authorized representative thereof, to TCHD at communications@tchd.org by July 23, 2020. Under extenuating circumstances, upon written request TCHD may grant a county or municipality an additional two weeks to opt-out. Any county or municipality that chooses to opt out of this public health order may opt back in at any time through written notification to TCHD at communications@tchd.org.

DONE AND SIGNED, as the official Order of the Medical Director and Public Health Officer (“Executive Director”) of the Tri-County Health Department on this 10th day of July, 2020, at the authorization and direction of the TCHD Board of Health.

TRI-COUNTY HEALTH DEPARTMENT

A handwritten signature in black ink, reading "John M. Douglas, Jr., M.D.", written in a cursive style.

By: John M. Douglas, Jr., M.D.
Executive Director



D 2020 138

EXECUTIVE ORDER

Amending and Extending Executive Orders D 2020 039, D 2020 067, D 2020 092, and D 2020 110 Ordering Individuals in Colorado to Wear Non-Medical Face Coverings

Pursuant to the authority vested in the Governor of the State of Colorado and, in particular, pursuant to Article IV, Section 2 of the Colorado Constitution and the relevant portions of the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701 *et seq.* (Act), I, Jared Polis, Governor of the State of Colorado, hereby issue this Executive Order amending and extending Executive Orders D 2020 039, D 2020 067, D 2020 092, and D 2020 110 ordering individuals in Colorado to wear a medical or non-medical face covering due to the presence of coronavirus-2019 (COVID-19) in Colorado.

I. Background and Purpose

On March 5, 2020, the Colorado Department of Public Health and Environment's (CDPHE) public health laboratory confirmed the first presumptive positive COVID-19 test result in Colorado. Since then, the number of confirmed cases has continued to climb, and there is community spread throughout the State. We have seen over 37,000 infections and lost over 1,700 Coloradans. I verbally declared a disaster emergency on March 10, 2020, and on March 11, 2020, I issued the corresponding Executive Order D 2020 003, as amended by Executive Orders D 2020 018, D 2020 032, D 2020 058, D 2020 076, D 2020 109, and D 2020 125. On March 25, 2020, I requested that the President of the United States declare a Major Disaster for the State of Colorado, pursuant to the Stafford Act. The President approved that request on March 28, 2020.

My administration, along with other State, local, and federal authorities, has taken a wide array of actions to mitigate the effects of the pandemic, prevent further spread, and protect against overwhelming our health care resources. While we have seen indications that our efforts to "flatten the curve" are working, transmission of the virus continues to threaten Coloradans' way of life and livelihoods and current data shows a recent increase in COVID infections. As we take steps to return Coloradans to work, we must continue to take measures to facilitate reopening the economy while protecting public health by taking steps to incorporate best practices to protect individuals from infection.

We have learned that widespread mask use is a low cost and highly effective way to reduce the spread of COVID-19 infections by as much as 65%. Broad adoption of mask wearing in Colorado may have significant economic benefits by allowing the State to prevent re-closures of businesses and schools and, ultimately, return to our normal lives more quickly. A recent study from Goldman Sachs concluded that a federal mask mandate could save the U.S. economy

from taking a 5% hit to the Gross Domestic Product (GDP). At this time, thirty-nine Colorado counties and municipalities already have mandatory mask orders in place.

Under Executive Order D 2020 110, mask wearing is mandatory for employees, contractors, and others providing services for Mass Transportation Operations and Critical Businesses as well as for State and county employees and the individuals they serve at Government Offices and Facilities. These requirements remain intact with this Executive Order.

This Executive Order amends and extends Executive Orders D 2020 039, D 2020 067, D 2020 092, and D 2020 110 to protect Coloradans by requiring individuals in Colorado to wear a non-medical face covering over their nose and mouth, subject to several exceptions.

II. Amendments

Executive Order D 2020 110 is amended as follows:

1. Strike the words “have discretion to” in Paragraph II.D.
2. After Paragraph F, add the following new Paragraphs G through R:
 - G. Except as permitted by Paragraphs L, M, and N, below, all individuals over ten (10) years old must wear a face covering over their nose and mouth when entering or moving within any Public Indoor Space, as such term is defined in Paragraph R of this Executive Order, or while using or waiting to use the services of any taxi, bus, light rail, train, car service, ride-sharing or similar service, or Mass Transportation Operations.
 - H. Any individual who endangers the health of others by knowingly entering or remaining in a Public Indoor Space, as such term is defined in Paragraph R of this Executive Order, in violation of the terms of this Executive Order may be subject to civil or criminal penalties, including but not limited to prosecution for trespass.
 - I. Except as permitted by Paragraphs L, M, and N, below, to protect workers, customers, and the community, no owner, operator, or manager of a Public Indoor Space, as such term is defined in Paragraph R of this Executive Order, may provide service to individuals or allow an individual to enter or move within that Public Indoor Space, unless the individual is wearing a face covering as required by this Executive Order.
 - J. Owners, operators, or managers of Public Indoor Spaces, as such term is defined in Paragraph R of this Executive Order, must post signs at entrance(s) instructing individuals of their legal obligation under this Executive Order to wear a face covering when entering or moving within a Public Indoor Space.

- K. A State or local department or agency that learns that a business licensee is in violation of this Executive Order will consider whether the public health, safety or welfare requires summary, temporary suspension of the business's license to operate (including but not limited to a liquor license).
- L. The following individuals are exempt from the requirements of this Executive Order:
- Individuals ten (10) years old and younger; or
- Individuals who cannot medically tolerate a face covering.
- M. Individuals performing the following activities are exempt from the requirements of this Executive Order while the activity is being performed:
1. Individuals who are hearing impaired or otherwise disabled or who are communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication;
 2. Individuals who are seated at a food service establishment;
 3. Individuals who are exercising alone or with others from the individual's household and a face covering would interfere with the activity;
 4. Individuals who are receiving a personal service where the temporary removal of the face covering is necessary to perform the service;
 5. Individuals who enter a business or receive services and are asked to temporarily remove a face covering for identification purposes;
 6. Individuals who are actively engaged in a public safety role such as law enforcement, firefighters, or emergency medical personnel;
 7. Individuals who are officiating at a religious service; or
 8. Individuals who are giving a speech for broadcast or an audience.
- N. Counties that complete certification for Protect Our Neighbors may choose to be exempt from Paragraphs G through N, and R of this Executive Order.
- O. Nothing in this Executive Order should be construed to prevent individuals from wearing a surgical-grade mask or other, more protective face covering to cover the nose and mouth if that type of mask or more protective face covering is appropriate under industry standards.

- P. Nothing in this Executive Order prevents a county or municipality from adopting more protective standards than those contained in this Executive Order.
- Q. Except as modified by this Executive Order, all Executive Orders or Public Health Orders, including Public Health Order 20-31, issued due to COVID-19 and that are currently in effect shall remain in full force and effect as originally promulgated.
- R. For the purposes of this Executive Order, Public Indoor Space means any enclosed indoor area that is publicly or privately owned, managed, or operated to which individuals have access by right or by invitation, expressed or implied, and that is accessible to the public, serves as a place of employment, or is an entity providing services. Public Indoor Space does not mean a person's residence, including a room in a motel or hotel or a residential room for students at an educational facility.

III. Duration

Executive Order D 2020 039, as extended by Executive Order D 2020 067, and as amended and extended by Executive Orders D 2020 092, D 2020 110, and this Executive Order, shall expire thirty (30) days from July 16, 2020, unless extended further by Executive Order. In all other respects, Executive Order D 2020 039, as amended and extended by Executive Orders D 2020 067, D 2020 092, and D 2020 110, shall remain in full force and effect as originally promulgated.



GIVEN under my hand and
the Executive Seal of the
State of Colorado, this
sixteenth day of July, 2020

A handwritten signature in blue ink that reads "Jared Polis".

Jared Polis
Governor



Request for Board of Trustee Action

Date: July 21, 2020

Title: Presentation on Town Insurance Coverage

Presented By: Bruce Menk, Mayor Pro Tem

Prepared By: Bruce Menk, Mayor Pro Tem

Background: At the request of the Trustees, Mayor Pro Tem Menk conducted a review of the Town's insurance coverage.

Attached: Synopsis of types, coverages, and deductibles.

Recommended Motion: No action is required.

COLUMBINE VALLEY INSURANCE

REVIEW – JULY 2020

1. Travelers – General Liability/Professional Liability

Aggregate -- \$2,000,000

Occurance -- \$1,000,000

Employee Benefits Liability - \$1,000,000 per employee with \$2,000,000 aggregate

Commercial CGL coverages:

Bodily Injury and Property Damage Liability – includes employment related practices

Personal and Advertising Injury Liability

Xtended Endorsement for Public Entities

“Insured” -Members of Boards, volunteer workers

2. Travelers Law Enforcement Liability

Occurance and Aggregate - \$1,000,000

Deductible - \$5,000 per wrongful act

3. Travelers Public Entity Management Liability (includes Board Members)

\$1,000,000 occurance and aggregate

\$2,500 deductible per wrongful act

4. Travelers Public Entity Employment – Related Practices Liability Coverage

\$500,000 occurance and aggregate

\$2,500 deductible

5. Travelers Excess

\$5,000,000 occurance/aggregate

Self Insured Retention \$10,000



Request for Board of Trustee Action

Date: July 21, 2020

Title: Regarding the Regular Meeting on August 18, 2020

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: Due to conflicts anticipated by several Trustees, as well as an anticipated lack of pressing issues for action, the Regular meeting of the Trustees needs to be rescheduled or canceled. The next regularly scheduled meeting would occur on September 15, 2020.

Recommended Motion: "I move to set a Special Meeting for Wednesday, August 19, 2020 at 6:30 p.m. and to cancel the Regular Meeting on Tuesday, August 18, 2020".

OR

"I move to cancel the Regular Meeting on Tuesday, August 18, 2020".