

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

October 20, 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 July 21, 2020 Minutes
 - b. Approval of September 16, 2020 Study Session Minutes
 - c. Ratify Mayors 9/16/2020 Signatures on Emergency Declaration and Pandemic Mitigation Plan
 - d. Extend Emergency Declaration
 - e. Extend Pandemic Mitigation Plan
5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Town Administrator
 - d. Chief of Police
 - e. Finance Report
6. OLD BUSINESS
7. NEW BUSINESS
 - a. Resolution #8, 2020 - Financial Policies Mr. McCrumb
 - b. TB#4, 2020 - Estate Sale 1st read/Set PH Mr. McCrumb
 - c. TB#5, 2020 - Transportation Fee 1st read/Set PH Mr. McCrumb
 - d. TB#6, 2020 - Land Use Code 1st read/Set PH Mr. Kaslon
 - e. TB#7, 2020 - Electric Code 1st read/Set PH Mr. Thelen
 - f. Presentation of 2021 Town Budget/Set PH Mrs. Kelly
8. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
July 21, 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

A letter was submitted by Sandy Graham, 3 Club Lane, encouraging the Trustees not to opt-out of the Tri-County Health Mandate.

There was no additional 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 June 16, 2020.

REPORTS

- A. Mayor Palmer commended the staff for a job well done on the 4th of July. He looks forward to the return of a large-scale event in 2021. The Mayor commented on a recent ride-along he participated on with the CVPD. The Mayor is pleased with the ongoing progress of the Trustee issue-oriented task forces.
- B. Trustee Menk recognized two CVPD in attendance. Trustee Menk has reviewed the recently signed legislation regarding the police and informed the Trustees of his findings. Trustee Dotson updated the Trustees on the work to date of the revenue task force; the idea of a transportation fee will be presented in the coming months. Trustee Tarpey updated the Trustees on the work of the Capital Improvement Program. Mr. Tarpey participated in a road review with staff; more information will be presented in the coming months.
- C. Mr. McCrumb reviewed his report as presented in the Trustees Packet. He informed the Trustees that a draft estate sale ordinance would be presented in September.
- D. Chief Cottrell reviewed his report as presented in the Trustees Packet. Chief Cottrell introduced Officers Roebuck and Landeis and presented Officer Landeis with a Letter of Recognition for his performance and commitment to the citizens of Columbine Valley. Chief Cottrell will be unrolling Trustee emails in the next several months.
- 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 Dotson and a second by Trustee Menk, the Board of Trustees unanimously approved extending the Local Disaster Emergency Declaration for Columbine Valley dated March 24, 2020 until August 19, 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 Dotson and a second by Trustee Menk, the Board of Trustees unanimously approved extending the Pandemic Mitigation Plan – Tier 3 for Columbine Valley dated March 24, 2020 until August 19, 2020 at which time it may be reconsidered.

- C. Trustee Bill #3, 2020 – Flood Plain:** Mr. Carmann presented the ordinance on 2nd reading. Mr. Carmann answered the Trustees questions.

ACTION: upon a motion by Trustee Kuchman and a second by Trustee Tarpey, the Board of Trustees unanimously approved Trustee Bill #3, 2020 on 2nd Reading.

NEW BUSINESS

- A. 2019 Town Audit Approval:** Mr. John-Paul LeChevallier presented the 2019 Financial Audit of the Town. Of interest was the ongoing management comment noting the importance of strict oversight by the Treasurer because of minimal checks and balances due to limited administrative personnel. The auditors have given the Town a clean financial audit. They found no misappropriation, mismanagement or fraud in the handling of any funds by staff or management of the Town. They will file the audit with the Department of Local Affairs with the State of Colorado.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Menk, the Board of Trustees unanimously approved the 2019 audit.

- B. Resolution #7 Wilder Lane Building Permits:** Mr. McCrumb presented a resolution granting the Town Administrator the authority to sign the remaining Wilder Lane building permits on behalf of Building Commissioner and Trustee Ed Icenogle.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Boyle, the Board of Trustees unanimously approved Resolution #7.

- C. Tri-County Health Mask Mandate:** Mr. McCrumb presented the Tri-County Health Mask Mandate to the Trustees; no action would keep the Town under the mandate or the Trustees could choose to opt out. Opting out of the TCHD mandate would not exempt the Town from the State-ordered mask mandate. The Trustees discussed the mandate at length.

ACTION: upon a motion and a second, the Board of Trustees voted 4-3 (Dotson, Boyle, Icenogle) in favor of opting out of the Tri-County Health Mask Mandate.

- D. Presentation on Town Insurance Coverage:** Trustee Menk presented the Trustees with his findings upon a review of the Town's insurance coverage.

- E. Regarding the Regular Meeting on August 18, 2020:** Mr. McCrumb informed the Trustees that there would not be a quorum at the next meeting and recommended canceling the meeting of August 18, 2020.

ACTION: upon a motion by Trustee Palmer and a second by Trustee Kuchman, the Board of Trustees unanimously approved canceling the Trustee meeting for August 18, 2020.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 9:07 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 OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
September 16, 2020

Mayor Palmer called the Special 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, Mimi Kuchman,
and Jim Tarpey

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

REPORTS

- A. Mayor Palmer noted that he would be serving as the Town's representative to DRCOG; he also noted that he would be performing a trial on new iPad that is being considered as a tool for all trustees in the future.
- B. Trustee Dotson updated the Trustees on the process of bidding the Town's annual audit; Trustee Tarpey reported on a police ride-along he recently participated on.
- 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.

DISCUSSION TOPICS

- A. & B. Extend Emergency Declaration and Pandemic Mitigation Plan – Mr. McCrumb informed the Trustees that Mayor Palmer would be signing the aforementioned documents and the Trustees would be asked to ratify those signatures at the next meeting.
- C. Mr. Schiller presented a draft of the Estate Sale Ordinance; the Trustees discussed the draft and the it will be presented for consideration at the October meeting.
- D. Mr. McCrumb presented a conceptual Transportation Road Fee; the Trustees discussed the draft and the it will be presented for consideration at the October meeting. The Trustees directed staff to draft the ordinance with a 1% fee on valuations over \$25,000.
- E. Mrs. Kelly presented four draft policies for their review and discussion. The policies will be presented by resolution at the October meeting.
- F. Mr. McCrumb distributed a draft 2021 Town Budget for the Trustees to review before the October meeting.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 8:36 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.*

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Request for Board of Trustee Action

Date: October 20, 2020

Title: Ratify Extension of Emergency Declaration and Pandemic Plan

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. Mayor Pro Tem Menk also activated the Town's Pandemic Mitigation Plan. These documents were ratified by the Trustees on March 27, 2020 and had been extended several times through September 15, 2020 by the Board of Trustees.

The Trustees did not meet for a regular meeting on September 15, 2020 due to a lack of a quorum. At that time, the Declaration and Pandemic Plan were extended by Mayor Palmer until October 20, 2020. His action needs to be ratified by the Board of Trustees.

Attachments: Local Disaster Emergency Declaration
Pandemic Mitigation Plan

Suggested Motion: As a part of the consent agenda "I move to ratify Mayor Palmer's action of September 15, 2020 to extend the Town's Emergency Declaration and Pandemic Mitigation Plan through October 20, 2020".

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.

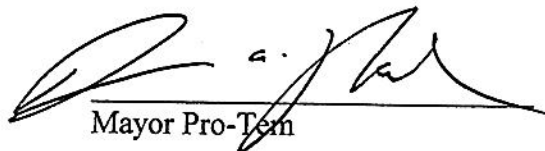
Section 2. Local emergency resources may be overwhelmed and requests for aid may be needed. Community leaders are encouraged to cancel or postpone all non-essential meetings and gatherings. All residents of the Town of Columbine Valley are encouraged to remain at home wherever possible.

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

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 health 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: October 20, 2020

Title: Extend Emergency Declaration and Pandemic Plan

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. Mayor Pro Tem Menk also activated the Town's Pandemic Mitigation Plan. These documents were ratified by the Trustees on March 27, 2020 and have been extended several times through October 20, 2020 by the Board of Trustees.

Town staff, as well as State and local authorities recommend continuing mitigation efforts at this time.

Attachments: Local Disaster Emergency Declaration
Pandemic Mitigation Plan

Suggested Motion: As a part of the consent agenda "I move to extend the Town's Emergency Declaration and Pandemic Mitigation Plan through November 17, 2020, unless circumstances allow the Mayor to relax restrictions or until 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

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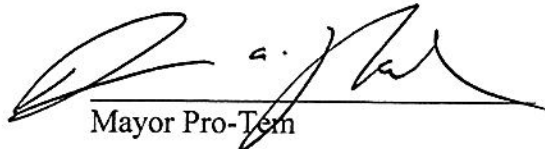
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Dated March 24, 2020

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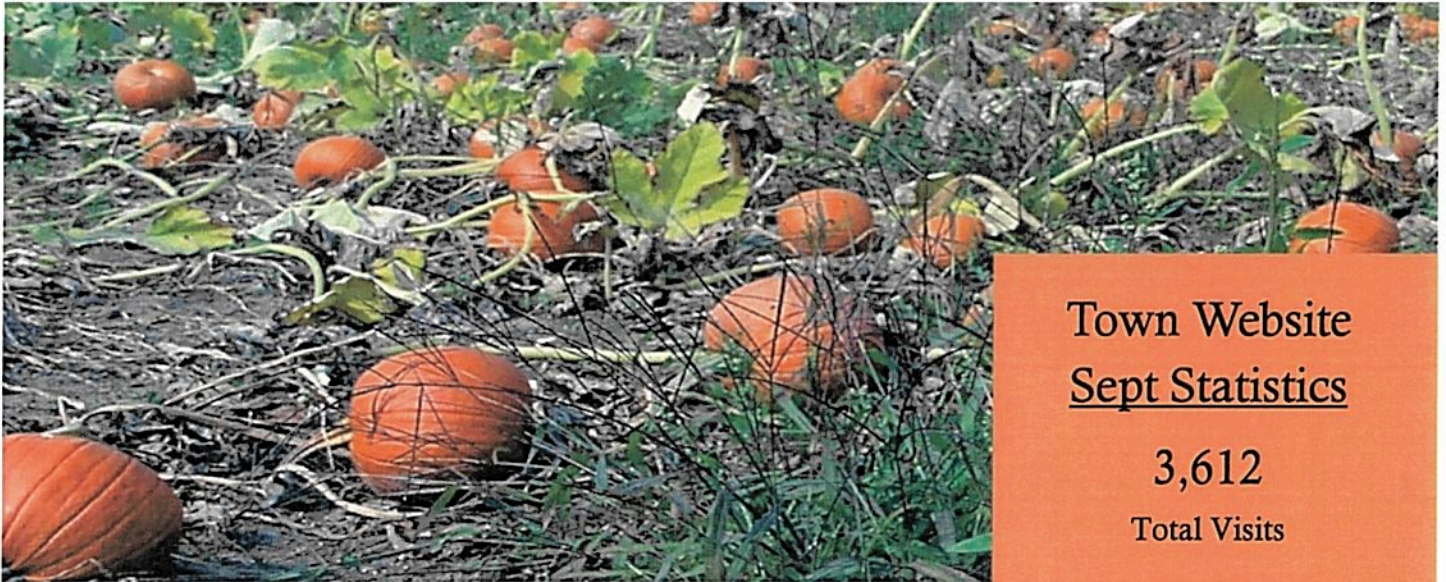
Town Administrator's Report

October 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

- Staff has been actively working to ready the budget for Trustee consideration, including special project estimates and bids, insurance rate updates, and priority setting. The final budget will be presented to the Trustees in November, with final approval scheduled for December 8, 2020.
- The Wild Plum team has been moving towards initial acceptance of the roads and infrastructure. Additionally staff is working towards recording amendments to WP Plat and Plan which includes several previously approved changes to lot 29, updated elevations, utility as built, address column specifics, etc.
- The first round of reimbursement for COVID expenses have been submitted to Arapahoe County. Staff has also verified eligibility and is currently purchasing Trustee iPads and a Conference Room Camera and microphones to better accommodate remote participation by Trustees and the public.
- With the passing of Town Planner Phil Sieber, the staff has been working to transition his work portfolio to Brent Kaslon, who has been serving as the Towns Assistant Planner for more than five years.
- The Winter Newsletter is being created and will be mailed for delivery the first week of December. Staff is currently pricing new print shops so we are getting a head start on this issue.
- The fall Flu shot and Shred Events saw record turnout this year. Nearly twice as many people got their shots as last year and we experience a line down the street of cars waiting to shred their documents. The final event of the fall is the prescription drug drop-off, scheduled for October 24th from 10-2pm.

Town Website Sept Statistics

3,612

Total Visits

3,911

August Page Views

Top Pages

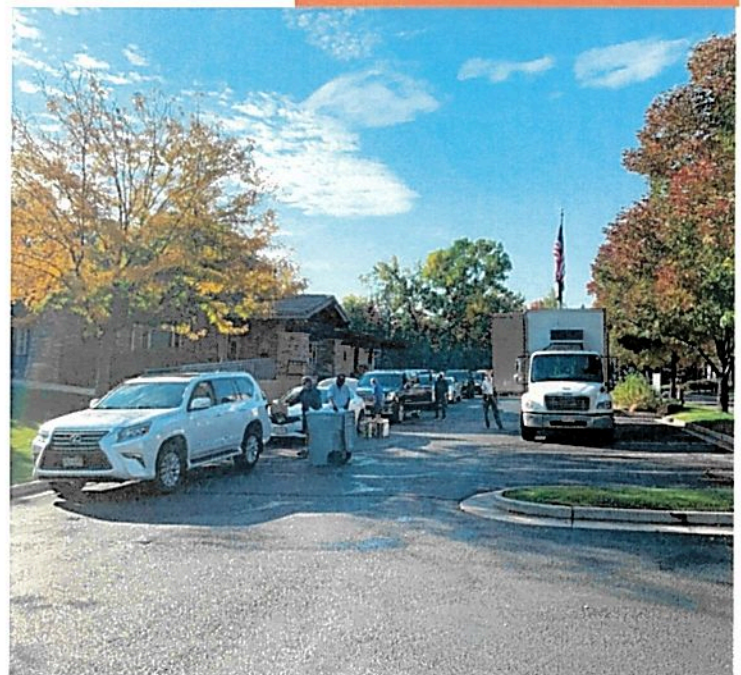
Home Page

Events/Services

Calendar

Municipal Court

Dumpsters



Building Department

Monthly Stats

6 Permits Issued

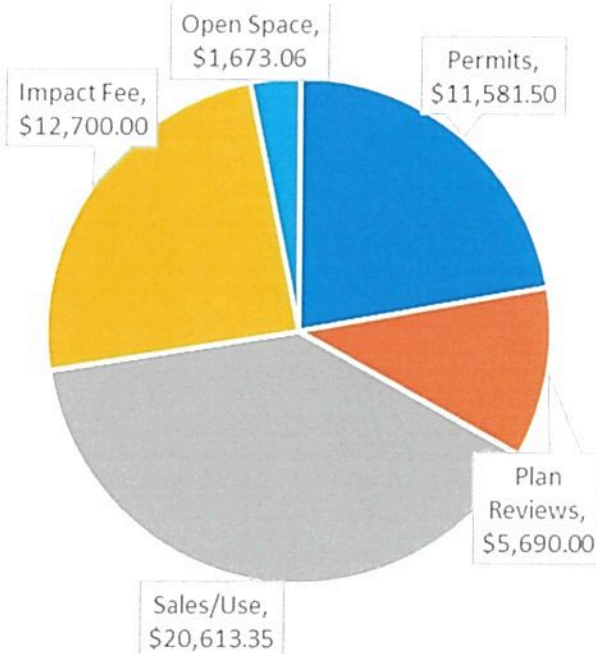
- New SFR: 1
- Major Remodel: 0
- New Roofs: 2
- Other/Misc.: 3

85 Inspections

5 Licenses Issued

- General: 0
- Electrician: 1
- Plumbers: 1
- Mechanical: 0
- Roofer: 3

Sept. Permit Rev.: \$52,257.91



Wild Plum

95 Total Lots

(84 interior, 11 custom)

11 SFR Permits Issued

(4 interior, 7 custom)

6 Permits Pending

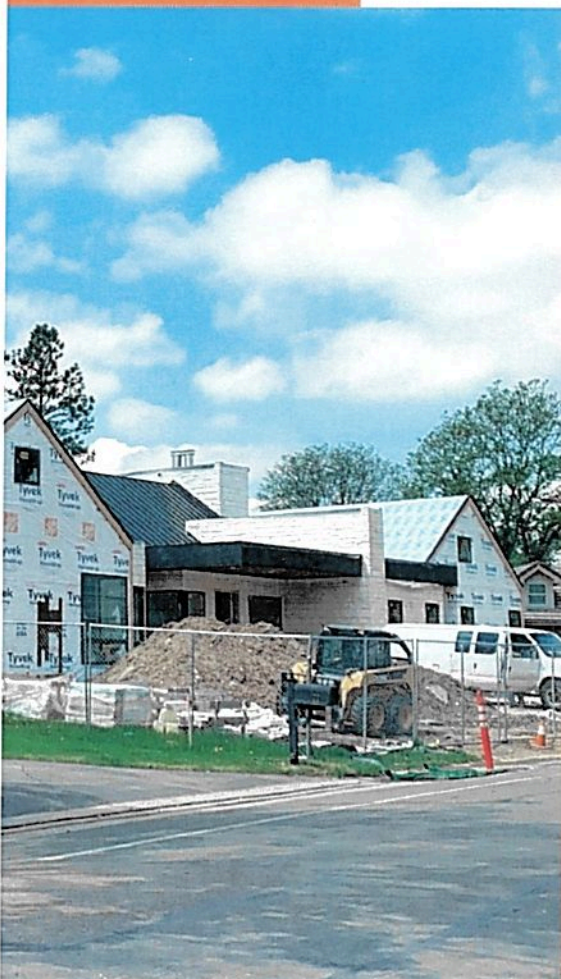
(5 interior, 1 custom)

8 Under Construction

(1 interior, 7 custom)

3 Completed Homes

(3 interior, 0 custom)



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	\$35,704.73	\$431,493.33
August	\$8,432.54	\$224,180.76	\$70,347.86	\$501,841.19
September	\$33,744.29	\$257,924.29	\$52,257.91	\$554,099.10
October	\$102,798.74	\$360,723.03		
November	\$89,872.08	\$450,595.11		
December	\$82,149.75	\$532,744.86		



Public Works Department

- The drainageway connecting Spyglass to Fairway was rebuilt over the course of two weeks. The old concrete was deteriorating and contained many cracks due to the lack of control joints. The wooden retaining walls were collapsing into the path, causing safety concerns as well as some lawn damage. The concrete and wood were all removed and rebuilt, this time extending the retaining wall to both gutter pans. Two new concrete filled steel bollards were installed at the entrance to keep cars from accessing the path.
- Damage to the Town's brick perimeter wall occurred when an ambulance crashed into a section near Platte Canyon and Doral. The wall was inspected and is in stable condition for the short term, but needs a long term fix. An engineering analysis was completed on the damaged section that included excavation under a pillar to exam the foundation pier for damage. An engineering fix is currently being designed and staff anticipates the fix will be complete this fall. Staff is working with the applicable insurance providers.
- Wild Plum concrete repairs have begun, replacing sections of original concrete that have cracked or settled. This is part of the original punch list walk, done with Icon and Lennar. It includes all of Wild Plum, as well as the new section of Fairway running along the north side of the development. Damaged sections of sidewalks, stairs and gutter pans were removed and re-poured.
- Staff has readied all snow removal equipment for the upcoming season and refresher trainings are scheduled for all our drivers.

Municipal Court

	2019 YTD	2020	2020 YTD
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	\$3,920.00	\$25,247.74
Aug	\$57,646.08	\$2,490.00	\$27,737.74
Sept	\$62,806.08	\$3,115.00	\$30,852.74
Oct	\$68,486.08		
Nov	\$72,191.45		
Dec	\$75,911.45		

September Weather Report

- High of 100 Low of 30
- 3.81" of accumulated precipitation (snow and rain)
- Max wind speed, mph: 28
- Max wind gust, mph: 41





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 September 2020

Full Time Positions	6 of 6
Part Time Positions	4 of 4
Regular hours	988
OT hours worked	2
Off Duty	0
PTO	63

September 2020 Violations

Charges For the Date Range 9/1/2020 Thru 9/30/2020

Qty	Charge
8	1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
6	1210(A) ON STREET PARKING PROHIBITED (3-6 AM) 1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
3	703(3) FAIL TO STOP AT A STOP SIGN:
2	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
2	1402(1) CARELESS DRIVING:
1	205 HEADLIGHT:
0	
22	Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV20-0000122	2020-09-02T15:18:42	Theft from Motor Vehicle
CV20-0000123	2020-09-08T15:14:11	Identity Theft
CV20-0000124	2020-09-11T14:59:39	Criminal Mischief
CV20-0000125	2020-09-11T21:53:31	DISTURBANCE VERBAL IP
CV20-0000126	2020-09-15T04:37:50	TRAFFIC ARREST IP
CV20-0000127	2020-09-18T04:10:49	Harassment
CV20-0000128	2020-09-20T01:53:42	ASSIST TO OTHER AGENCY IP
CV20-0000129	2020-09-20T20:04:50	ANIMAL CALL IP*
CV20-0000130	2020-09-20T22:14:28	ABANDONED VEHICLE IP*
CV20-0000131	2020-09-24T02:06:46	TRAFFIC ARREST IP
CV20-0000132	2020-09-27T07:45:52	PROPERTY ACCIDENT IP
CV20-0000133	2020-09-27T22:04:21	DUI IP
CV20-0000134	2020-09-27T22:04:21	DUI IP
CV20-0000135	2020-09-30T20:10:26	ASSIST TO OTHER AGENCY IP

USPICIOUS CIRCUMSTANCE IP		<u>5</u>							<u>5</u>
USPICIOUS PERSON IP		<u>1</u>							<u>1</u>
USPICIOUS VEHICLE IP		<u>5</u>							<u>5</u>
heft									
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>2</u>						<u>2</u>
RAFFIC OBSTRUCTION IP		<u>1</u>							<u>1</u>
RAFFIC STOP IP		<u>7</u>							<u>7</u>
RANSPORT IP									
respass to Property									
RESPASS TO PROPERTY IP									
respass to Vehicle									
RESPASS TO VEHICLE IP									
RKNOWN INJURY ACCIDENT IP		<u>1</u>							<u>1</u>
NLAWFUL ACTS IP									
NWANTED SUBJECT IP									
EHICLE LOCKOUT IP									
VARRANT ARREST IP									
VARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP		<u>1</u>							<u>1</u>
Z-Animal Call									
Z-Suspicious Person									
Z-Suspicious Vehicle									
Z-Unwanted Subject									
Z-ZONING IP									
Total		<u>27</u>	<u>50</u>	<u>7</u>			<u>1</u>		<u>85</u>

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Request for Board of Trustee Action

Date: October 20, 2020

Title: Resolution #8, 2020 – Financial Policies

Presented By: J.D. McCrumb, Town Administrator

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

Background: In an effort to clarify or establish sound financial practices, the Town’s staff is proposing the attached three policies to help communicate expectations to all staff and other interested parties the procedures involved with several functions of the Town related to purchasing and procurement.

The attached policies were presented to the Trustees for initial review and comment at the Study Session of September 16, 2020.

Additional policies are anticipated to follow in the future as recommended by the Town’s finance team, including the outside contractors responsible for the Town’s annual audit, and as requested by the Board of Trustees.

Attachments: Resolution #8, Series of 2020 – Financial Policies
Purchasing Policy
Credit Card and Payables Policy
Emergency Procurement Policy

Recommended Motion: “I move to approve Resolution #8, Series of 2020 and the associated policies as presented.”

RESOLUTION NO. 8
SERIES OF 2020

A RESOLUTION CONCERNING CREDIT CARD PURCHASES AND ACCOUNTS PAYABLE POLICY, PURCHASING POLICY AND INVESTMENT POLICY FOR THE TOWN OF COLUMBINE VALLEY

WHEREAS, the Board of Trustees of the Town of Columbine Valley (“the Town”) directed Town staff to develop a Credit Card Purchasing and Accounts Payable Policy in order to better outline the process whereby credit card purchases are tracked and processed and also identify parties that can use a credit card for which the Town is responsible; and

WHEREAS, the Board of Trustees directed Town staff to develop a Purchasing Policy to outline the basic elements of the Town’s purchasing process, in order to better enable the Board of Trustees to conduct purchasing in the most efficient manner possible; and

WHEREAS, the Board of Trustees directed Town staff to develop an Investment Policy to address the methods, procedures and practices which must be exercised to ensure effective and judicious fiscal and investment management of Town funds; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley finds that adopting a Credit Cards Purchasing and Accounts Payable Policy, Purchasing Policy and Investment Policy is in the best interests of the Town, and necessary to protect the health, safety and welfare of the inhabitants of the Town.

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 of the Town of Columbine Valley hereby adopts the Credit Card Purchasing and Accounts Payable Policy, attached hereto as Exhibit A and incorporated by reference herein, the Purchasing Policy attached hereto as Exhibit B and incorporated by reference herein and the Investment Policy attached hereto as Exhibit C and incorporated by reference herein.

Section 2. Should any one or more sections or provisions of this Resolution be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, the intention being that the various sections and provisions are severable.

Section 3. Any and all Resolutions or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided however, that the repeal of any such Resolution or part thereof shall not revive any other section or part of any Resolution heretofore repealed or superseded.

PASSED, ADOPTED AND APPROVED by a vote of _____ for and _____ against this
_____ day of October, 2020.

JD McCrumb, Clerk

Roy Palmer, Mayor



Purchasing Policy

Organizational Department: Administration
 Document Type: Policy
 Effective Date: October 21, 2020

PURPOSE

The purpose of this policy is to outline the basic elements of the Town’s purchasing process, as stated in the Town’s municipal code (3.08.010 – 3.08.070). This policy will enable the Board of Trustees to conduct purchasing in the most efficient manner possible.

SCOPE

The Town purchases and leases supplies, materials, goods, services, and equipment. This policy governs these purchasing and bidding processes.

POLICY, PROCESS, PROCEDURE, or STANDARD

Procurement of goods and services, contracts and intergovernmental agreements require written approval in accordance with the following schedule:

Amount	Bidding Process	Approving Party
Under \$5,000	Two verbal bids when possible	Town Administrator or Chief of Police to purchase in accordance with budget
\$5,000-\$10,000	Require three verbal bids	
\$10,001-\$25,000	Require three informal written bids	Responsible department Trustee or assigned designee (TA/COP) for purchase of goods or procurement of services in the adopted annual budget
Above \$25,000	Require three formal written bids	Responsible department Trustee for purchase of goods or procurement of services in the adopted annual budget

Exceptions to the outlined processes above include the following:

1. The Town Administrator may require formal written bids on any purchase costing less than \$25,000 when such requirement is considered in the best interests of the Town.
2. Goods or services may be purchased without competitive bidding if, in the opinion of the Board of Trustees, they serve the best interests of the Town and purchases are within one or more of the following categories:
 - a. Of limited availability obtainable from only a single source

- b. Are urgently required and indispensable to the Town in necessary or emergency situations
- c. Are perishable and prone to imminent spoilage or decay
- d. Are required by reason of practicality with respect to uniformity of equipment, decorative fixtures, and supplies, and in respect to preferences based on particular individual usage or professional advice.

GENERAL NOTES

Regarding bidding, at the discretion of the Board of Trustees, formal advertisement via publication may precede the awarding of any contracts for supplies. Any such advertisement or notice should provide the specifications of the supplies to be purchased (or refer to the standards and specifications), and state the amount of any bond that may be required. All bids received in response to advertisements shall be provided in duplicate and sealed and shall be publicly opened at the time specified in the advertisement/notice. After examination and tabulation, the results are subject to inspection by competing bidders.

Regarding financial interests, no Board Member or Town staff member should have any personal beneficial interest (either directly or indirectly), in any purchase made by the town nor in any firm/corporation/association bidding on any purchase (except upon full disclosure of the interest to the Board of Trustees).

Regarding contractor's bonds, any person or entity entering into a contract with the Town for the construction/prosecution/completion of any public work, shall be required prior to commencing work to execute a penal bond with good and sufficient surety to be approved by the Board of Trustees. This surety shall be conditioned such that a contractor shall promptly make payments of all amounts lawfully due to other contractors/subcontractors for labor or materials used in the prosecution of the work provided under contract. The surety should also indemnify the Town of all payments in connection with carrying out such contracts which the Town may be required to make under the law.

RELATED POLICIES, PROCESSES, PROCEDURES, and/or STANDARDS:

- Public bidding process

Policy Owner Title/Name: Town Administrator, J.D. McCrumb
Policy Review By: Town Administrator
Last Review Date: October 21, 2020



Credit Card Purchasing and Accounts Payable Policy

Organizational Department: Administration/Financial

Document Type: Policy

Effective Date: October 21, 2020

PURPOSE

To better outline the process for which credit card purchases are tracked and processed.
To outline parties who can utilize a credit card for which the Town is responsible.

SCOPE

This policy will determine parties who may utilize a Town credit card. Also, the process said parties must follow once a purchase is made. This will outline required documentation for purchases, when such documentation is due, and how to proceed with submitted necessary documentation.

POLICY, PROCESS, PROCEDURE, or STANDARD

Credit Card:

The following parties have the ability to use a credit card for with the Town is responsible for:

- Town Administrator
- Chief of Police
- Other employees of the Town who the Town Administrator and/or Chief of Police determine a credit card necessary to perform the functions of their role and responsibilities. These may include: Manager of Support Services, Manager of Public Works, Police Sergeant, and administrative support staff.

Once a purchase is made, a receipt is required for protocol. If a receipt is not obtained, the spending party may be required to pay for the expense. A form will be available for any lost receipt. The form will include what line item the expense shall be coded to and must be approved by the Town Administrator and/or Chief of Police. The repayment of an expense without a receipt will be determined by the Town Administrator and/or Chief of Police. Once a purchase is made and a receipt is obtained, the purchasing party must retain ownership of that receipt until the credit card statements are received.

Upon receipt of the credit card statements, by the Manager of Support Services, each purchasing party will be provided with their appropriate statement, distributed via email the following business day. Once each purchasing party has reviewed their statement, they will then prepare all receipts to match expenses to reconcile the statement. The statement and receipts must be delivered to the Manager of Support Services in one (1) packet either via email or hard copy. The Manager of Support Services must confirm receipt of packet via email. The reconciled statement and receipts must be returned to the Manager of Support Services within 5 working days of the email.



If a purchasing party is unable to provide the required packet of information regarding credit card purchases, said party may be held liable for the cost of the purchases.

Spending Thresholds:

Card maximum limits will be determined by the Town Administrator in consultation with the Town Treasurer but shall not exceed \$5,000 per card.

Accounts Payable Process:

Invoices received via mail – invoices received via mail shall be given to the person with authority to approve said invoice. Invoices will be emailed on a daily basis and stamped with the date of arrival/distribution by the Manager of Support Services. The approving party must return each invoice to the Manager of Support Services within two (2) working days of distribution unless an invoice is under dispute. Each approving party is responsible to print the budget line item to which the invoice should be coded against on the invoice.

Invoices received via email – should an invoice be delivered to the purchasing party via email, the invoice will be forwarded to the Manager of Support Services with indication as to which line item the purchase should be coded against. This must be done within two (2) working days of receipt of the invoice. The Manager of Support Services must reply to the email with the invoice an affirmative response of receipt.

The Manager of Support Services enters all approved invoices into Quickbooks that are received one day before the weekly check run. Weekly checks are cut and submitted for signatures.

RELATED POLICIES, PROCESSES, PROCEDURES, and/or STANDARDS

- Purchasing Policy

Policy Owner Title/Name: Town Administrator, J.D. McCrumb

Policy Review By: Town Administrator

Last Review Date: October 20, 2020



Emergency Operations Procurement Policy

Organizational Department: Administration/Financial

Document Type: Policy

Effective Date: October 21, 2020

PURPOSE

An emergency or disaster may create the immediate need for contracted services or other resources. The purpose of this policy is to set forth formal guidelines to ensure the proper and efficient process of procuring resources during emergency situations.

SCOPE

This policy shall apply to all emergency situations where there is an immediate and serious need for supplies, equipment, materials, and services that cannot be met through normal procurement methods and the lack of which would threaten the function of Town government or the health, safety, or welfare of Town residents.

POLICY, PROCESS, PROCEDURE, or STANDARD

During times of emergency, disaster, or large planned event, the Town may need to formally activate all or part of the Emergency Operations Plan (EOP). All involved with such an event shall observe the following policies when implementing the EOP and proceeding with the procurement process:

- I. The formal declaration of disaster responsibility shall be delegated to the Town Mayor or in their absence the Mayor Pro Tem, followed by the Town Administrator to ensure timely declaration, response, and continuity of operations. The declaration cannot be continued for a period longer than seven days without the approval of the Board of Trustees.
- II. The need for emergency procurement shall waive all existing purchasing policy requirements and shall be limited only to the quantity of those supplies, equipment, materials, or services necessary to meet the emergency or disaster.
- III. All emergency procurement shall be made with as much transparency as practical and need not undergo a competitive bidding process if urgency in acquiring the supplies, equipment, materials, or services is required.
- IV. When goods are requested during an emergency or disaster incident, the purchasing card amounts for designated employees may be increased yet be limited only to the quantity of those goods necessary to address the emergency or disaster.
- V. For events requiring decisions about the commitment of resources (including staff overtime) beyond those normally available to the town, a line of succession shall be observed, based on the availability. There is no formal line of succession for the



Town, yet for the purposes of EOP implementation, a recommended line of succession is as follows:

- a. Mayor
- b. Town Administrator
- c. Chief of Police

If the Mayor is unavailable to approve a decision about the commitment of resources in an emergency situation, the Town Administrator will have the authority followed by the Police Chief.

GENERAL NOTES

Roles of key personnel mentioned above in the context of emergency procurement include the following:

- I. Mayor and Board of Trustees enact policies that authorize such procurement undertaken by the Town Administrator. The Mayor is also responsible for issuing official orders concerning population protection including evacuations and curfews.
- II. The Town Administrator holds authority to commit local resources (including finances) to respond to, recover from, and mitigate emergencies and disasters. The Town Administrator issues directives to Town staff and serves as liaison between the Town and other response agencies, as necessary.
- III. The Chief of Police plays a minimal role in the process of emergency procurement but it should be noted that this position implements public warnings and directs emergency operations, including coordinating actions of field personnel and ensuring implementation of Incident Command System (ICS) when appropriate.

RELATED POLICIES, PROCESSES, PROCEDURES, and/or STANDARDS

The Federal Emergency Management Agency (FEMA) recommends a series of trainings for the Board of Trustees, Town Administrator, Chief of Police, and other personnel involved with EOP implementation. These recommended trainings can be found by accessing the Town's EOP available in the Administrative (E:) drive.

Policy Owner Title/Name: Town Administrator, J.D. McCrumb
Policy Review By: Town Administrator
Last Review Date: October 20, 2020



Request for Board of Trustee Action

Date: October 20, 2020

Title: Trustee Bill #4, Series 2020 – Estate Sales

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Lee Schiller, Town Attorney

Background: At present the Town municipal code only permits one garage sale per homeowner’s association, per year. This has presented a hardship on individuals or family members who find themselves vacating a home due to the loss of a loved one or the need to downsize to an assisted living situation.

The attached ordinance outlines the criteria and process for estate sales in Columbine Valley.

Attachments: Trustee Bill #4, Series 2020

Staff Recommendations: Staff recommends adopting the Estate Sale ordinance as presented.

Recommended Motion: “I move to approve Trustee Bill #4, Series 2020 on 1st reading and move to set a public hearing and 2nd Reading for Tuesday, November 17, 2020.”

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 1
SERIES OF 2020

INTRODUCED BY
TRUSTEE KATHY BOYLE

A BILL FOR AN ORDINANCE OF THE TOWN OF COLUMBINE VALLEY CONCERNING
ESTATE SALES

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

Section 1. Section 8. ESTATE SALES, is hereby added to the Zoning Code of the Town of Columbine Valley as follows:

- A. Estate Sales are permitted in the Town of Columbine Valley subject to the restrictions and conditions set forth below.
- B. An Estate Sale may only be held upon the death of a property owner or when the property owner is vacating the property to relocate to other housing for the purpose of obtaining assistance with daily living and/or health care.
- C. The following restrictions apply to all Estate Sales in the Town of Columbine Valley:
 - i) The property owner or to his/her heirs, executors or assigns are permitted only one Estate Sale;
 - ii) The property owner or his/her heirs, executors or assigns, shall apply to the Town for a permit to conduct the estate sale. Such permit shall set forth the reasons for the need for such Estate Sale. There shall be no charge for the permit.
 - iii) An Estate Sale shall be held between the hours of 9:00 a.m. and 5:00 p.m., for one day only.;
 - iv) The property owner or his/ her heir, executors or assigns shall be present at the residence for the duration of the estate sale.
 - v) An Estate Sale shall be conducted by an independent contractor who specializes in Estate Sales and is licensed by the Town;
 - vi) Only the tangible personal property located inside the residence may be sold at the Estate Sale. All such personal property sold at the Estate Sale must be removed within forty-eight (48) hours following the date of the Estate Sale;
 - vii) All tangible personal property to be sold at the Estate Sale must be displayed within the residence. No tangible personal property shall be displayed outside of the residence;

- viii) No tangible personal property shall be brought in from outside locations or sources to add to the tangible personal property being sold at the Estate Sale;
 - ix) No presale on-site viewing of the tangible personal property to be sold at the Estate Sale shall be permitted;
 - x) One Estate Sale sign on the property is permitted. Such sign shall not exceed eighteen inches (18") by eighteen inches (18"). Directional signs to the Estate Sale are not permitted;
 - xi) The property owner or his/her heirs, executors or assigns shall notify the applicable Homeowners Association of the Estate Sale at least two (2) weeks prior to the date of the Estate Sale.
- D. Each and every day a violation of this ordinance continues, shall be deemed a separate offence and shall be punishable as such.
- E. For each violation of this ordinance the fine shall be in a sum of not more than \$2,650.00 or imprisoned not more than one year, or both , so fined and imprisoned in the discretion of the court.

Section 2. That should any section, clause, sentence, part of portion of this ordinance be adjudged by any Court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the ordinance as a whole or any part thereof, other than the part or portion declared as such by the Court to be unconstitutional or invalid.

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

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

Introduced as Trustee Bill No. 1, Series of 2020, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 20th day of October, 2020, passed on second reading, following a Public Hearing, held on November 17, 2020, at a regular meeting of the Board of Trustees, by a vote of ___ for and ___ against, on the 17th day of November, 2020, and ordered published in the Littleton Independent on the day of _____, 2020.

Roy Palmer, Mayor

Attest: _____
JD McCrumb, Town Clerk

Published: _____ in the Littleton Independent Newspaper



Request for Board of Trustee Action

Date: October 20, 2020

Title: Trustee Bill #5, Series 2020 - Transportation Fee

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Lee Schiller, Town Attorney

Background: In June 2020, the Board of Trustees established several working committees to discuss and review specific topics, one of which included reviewing potential opportunities for additional revenues.

One option discussed included a fee added to building permits over a certain dollar amount intended to offset the impact of large truck loads on Town roads. This is similar to an impact fee, and as such, would not be charged to permits already paying an impact fee (Wild Plum single family home permits).

As proposed, this fee would be assessed at the time a building permit is issued and would be assessed at 1% of the valuation of the project as reported on the permit application, on all project valuations greater than \$25,000. All revenues collected would be assigned to a designated road improvement fund.

The Transportation fee was presented to the Trustees for initial review and comment at the Study Session of September 16, 2020.

Attachments: Trustee Bill #5, Series 2020 - Transportation Fee

Suggested Motion: "I move to approve Trustee Bill #5, Series 2020 on 1st reading as presented and move to set a public hearing and 2nd Reading for Tuesday, November 17, 2020."

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 5
SERIES OF 2020

INTRODUCED BY
ED ICENOGLE

**A BILL FOR AN ORDINANCE OF THE TOWN OF COLUMBINE VALLEY
AMENDING THE FEE SCHEDULE FOR BUILDING PERMITS**

WHEREAS, the Board of Trustees finds and determines that the local streets of the Town are an essential element of the transportation network of the Town;

WHEREAS, it is necessary to maintain the Town's local streets and related facilities to ensure a viable, long-term transportation network;

WHEREAS, Section 15.08.100 of Municipal Code the Town of Columbine Valley allows for the setting and collection of building permit fees;

WHEREAS, the Board of Trustees desires to update and amend the Building Permit Fee Schedule;

WHEREAS, the owners and occupants of developed lots, with existing residences or buildings, benefit from the Town's maintenance, repair and replacement of its road system, calculated to provide effective access to and from residences, buildings and other areas of the Town;

WHEREAS, the Board of Trustees finds and determines that the revised fee is reasonably related to expenses incurred by the Town in carrying out its legitimate goal of maintaining an effective transportation network of Town streets, and that the fee is reasonably related to the actual costs incurred by the Town to provide the services required

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

Section 1. Section 15.08.100 is amended to add a One Percent (1%) fee on all building permits having a value of Twenty-Five Thousand Dollars (\$25,000.00) or more.

Section 2. That should any section, clause, sentence, part of portion of this ordinance be adjudged by any Court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the ordinance as a whole or any part thereof, other than the part or portion declared as such by the Court to be unconstitutional or invalid.

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

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

Introduced as Trustee Bill No. 3, Series of 2020, at a regular meeting of the Board of Trustees held at the Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Arapahoe County, Colorado, on the 20th day of October, 2020, passed by a vote of ___ for and ___ against on first reading; passed on second reading, after a meeting held on the 17th day of November, 2020, at a regular meeting of the Board of Trustees held on the ___ day of October, 2020, by a vote of ___ for and ___ against and ordered published in the Littleton Independent on the ___ day of _____, 2020.

PASSED AND APPROVED this ___ day of October, 2020.

Roy Palmer, Mayor

Attest: _____
JD McCrumb, Town Clerk

Published: _____, in the Littleton Independent Newspaper



Request for Board of Trustee Action

- Date:** October 20, 2020
- Title:** Trustee Bill #6, 2020 - Land Use Regulations, 1st Reading
- Presented By:** Brent Kaslon, Town Planner
- Prepared By:** Brent Kaslon, Town Planner; Phil Sieber, Town Planner; Columbine Valley Planning Commission (Sandy Graham, Chair)
- Background:** In April of 2016, the Town of Columbine Valley did a minor update to the Zoning and Land Use Regulations. Prior to that update, a major update was completed in 2014. In 2019, the Town completed a rigorous Master Planning effort that concluded with a comprehensive vision moving forward into a new decade. The Board of Trustees adopted the 2020 Town Master Plan in November 2019. After a major planning effort it is standard practice to update the Zoning and Land Use Regulations to reflect the goals of the plan.
- Master Plan Vision:** To remain a friendly, attractive, safe and desirable community — in a fast-growing metro area — through thoughtful development and civic policies.
- Master Plan Mission:** To preserve our small-town heritage and quality of life by providing high-quality public services and giving citizens a voice in shaping the town's future.
- The Town's Planning and Zoning Commission has thoroughly reviewed the Land Use Regulations update, conducted a public hearing, and unanimously recommended its approval to the Board of Trustees.
- Attachments:** Trustee Bill#6, Series 2020
Summary of Proposed Changes
2020 Zoning and Land Use Regulations in draft form, updates and changes from the adopted 2016 document are noted in red font.
- Staff Recommendations:** Approve as presented
- Recommended Motion:** "I move to approve the Land Use Regulations as presented (or with the changes discussed) and move to set a public hearing and 2nd Reading for Tuesday, November 17, 2020."

TRUSTEE BILL NO. 6
SERIES OF 2020

INTRODUCED BY
TRUSTEE KATHY BOYLE

A BILL
FOR AN ORDINANCE
AMENDING THE ZONING CODE AND LAND USE REGULATIONS OF THE
TOWN OF COLUMBINE VALLEY

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

Section 1. The Zoning Code and Land Use Regulations of the Municipal Code of the Town of Columbine Valley shall be amended in entirety to read as follows: See Exhibit "A" attached hereto and incorporated by reference herein, titled: Town of Columbine Valley Zoning Code and Land Use Regulations 2020.

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. 6, series of 2020, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the ____ day of October, 2020, passed by a vote of ____ for and ____ against, on first reading; passed on second reading, following a Public Hearing, held on November 17, 2020, at a regular meeting of the Board of Trustees by a vote of ____ for and ____ against on the ____ day of November 17th, 2020, and ordered published in the Littleton Independent on the ____ day of _____, 2020.

Roy Palmer, Mayor

ATTEST:

JD McCrumb, Clerk
Town of Columbine Valley

EXHIBIT A

TOWN OF COLUMBINE VALLEY
ZONING CODE AND LAND USE REGULATIONS

Summary of Proposed Amendments:

Please see the attached redlined and edited Zoning and Land Use Regulations. Along with minor grammar and typo changes here is the list of changes within each article and section of the Zoning and Land Use Regulations.

After approval of the Trustees on 1st reading, a final review for formatting, typos and grammatical errors will be conducted.

A. Article II

1. Section 1 - Agricultural Zoning:

- Changes include language for Use by Special Review to property within the Agriculture Zoning District as it pertains to properties that are zoned agriculture that wish to stay that way and redevelop residentially and keep agricultural uses (IE Wallace Property). This provides direction on the accessory structures allowed.

2. Section 2 - Residential (R1) District (Old Town)

- Add the use of Care-Dwelling Unit in addition to the mother-in-law unit
- Add new verbiage referencing the sign code

3. Section 5 - Residential Planned Development (RPD) District

- Addressed the issue with Burning Tree, The Village at Columbine Valley and Polo Meadows in that they do not have a Final Development Plan. For purposes of these regulations the Final Plat and HOA Covenants, as recorded and as may be amended from time to time, together shall constitute the Final Development Plan for these neighborhoods if any land use amendments to the Covenants are approved by the Board of Trustees.
- Add the use of Care-Dwelling Unit in addition to the mother-in-law unit
- Add new verbiage referencing the sign code

4. Section 6 - Residential Estate Planned Development District (REPD)

- Add the use of Care-Dwelling Unit in addition to the mother-in-law unit
- Add new verbiage referencing the sign code

5. Section 7 - Equestrian Planned Development (EPD) District

- Add the use of Care-Dwelling Unit in addition to the mother-in-law unit
- Add new verbiage referencing the sign code

B. Article III

6. Section 3 – General Provisions

- Mandatory Homeowners Association
Added verbiage about the allowance of The Board of Trustees waiving the requirement for a Homeowners Association or equivalent organization for a Minor Subdivision or multi-unit development of five or fewer units upon finding that there are no public improvements or common open space to be maintained by the Homeowners.
- Fences, Walls and Hedges
More detail has been added about the construction of the masonry wall around Town and noting that invisible pet fencing is not regulated by the specifications in this section.
- Signs
Added verbiage to address signage allowed through the Final Development Plan.

Political signage verbiage changed from allowing indefinitely to allowing them only 90 days prior to an election and must be removed no later than 10 days after an election. Only one sign per candidate or issue is allowed.

Contractor signage regulation has also been added to allow for the general contractor but not subs to advertise their names during construction of homes but removed 10 days after certificate of occupancy is issued.

Temporary signs are now also allowed to celebrate birthdays, anniversaries, or sports/academic achievements.

7. Section 6 – Mother-in-Law/Caregiver Dwelling Unit

- Added verbiage to include caregiver as it is not always a family member that is serving as caregiver.

C. Article VI – Land Development Applications/Procedures

1. Section 1 – Applications:

- Added Variances through the Board of Adjustments to the list of applications.
- Added the word “actual” in reference to costs associated with applications

D. Article VII – Submittal Requirements

1. Added the requirement that digital submittals are now required in addition to paper submittals.

2. Section 5 – Use By Special Review

- Added R-1 Residential District to this section.

E. Article X – Engineering and Construction Standards

1. A new introduction to the section is written, explaining where we obtain our standards (IE Arapahoe County Roadways Standards, Mile High Flood District, etc.)

2. More in-depth information on federal, state, and local regulations as it pertains to the design and construction of infrastructure within the town.

F. Article XI – Design Standards

1. Higher Standards

- If an HOA adopts standards that are more stringent than those of the Town, the HOA is responsible for including its requirements in the approval letter given to the homeowner to submit when applying for a building permit from the Town. Enforcement of more stringent requirements adopted by an HOA is the responsibility of the HOA.

2. Site Considerations

- Verbiage that encourages design and equipment choices that will be considerate of our natural resources in congruence with the master plan

G. Article XIII – Definitions

New/Modified Definitions:

1. Building Height

The highest point of any structure, excluding chimneys, cupolas or any exposed rooftop equipment, as measured from a point of three feet (3') above the elevation of the flow line (low point) of any gutter or gutter pan adjacent to the midpoint of the front property line of the lot. An alternative method of measuring height may be applied if the Town Engineer determines it is necessary for drainage purposes.

2. Caregiver
A person who regularly helps with the needs of a child or a sick, elderly, or disabled person.
3. Commission
The Planning and Zoning Commission of the Town of Columbine Valley.
4. Mother-in-law/Caregiver Dwelling Unit
Modification of the existing definition - A portion of an existing or proposed dwelling unit in which a person resides. If located within an existing or proposed dwelling unit, such dwelling unit may provide separate kitchen facilities and separate entrances from the principal dwelling unit.
5. Use by Special Review
Certain existing or requested uses that require special approval by the Board of Trustees.
6. Zoning
The process of dividing land in a municipality into zones (e.g. residential, industrial) in which certain land uses are permitted or prohibited. In addition, the sizes, bulk, and placement of buildings may be regulated.
7. Zoning District
A delineated area in which all land and structures are governed by a specific group of use and development standards.
8. Zoning District (Reserved)
A description of a zoning district which is not shown on the Zoning Map but is described in the Zoning Regulations for possible future use.
9. Residential Care Facility
Developmentally Disabled
A state licensed building, which is owner occupied, for the purpose of providing care, supervision and treatment for those persons having developmental disabilities. Developmental disabilities are those that manifest before a person is twenty-two (22) years of age and that constitute a substantial disability to the affected person. They are attributable to an intellectual and development disability or related conditions such as cerebral palsy, autism, epilepsy or other neurological conditions as more particularly defined in the Colorado Group Home Act.

Removal of Definitions not used in the Zoning and Land Use Regulations Document:

1. Outdoor Storage
2. Permanent Monument
3. Pets
4. Geologic Hazard
5. Handicap
6. Canopy
7. Stable



Request for Board of Trustee Action

Date: October 20, 2020

Title: Trustee Bill #7, Series 2020 - 2020 National Electric Code

Presented By: Jim Thelen, Building Official

Prepared By: Jim Thelen, Building Official

Background: Every three years a new edition of The National Electric Code (NEC) is published and presented to the Trustees for adoption. In my opinion the NEC is the most technical code due to the equipment regulated, installation procedures, and the commercial and residential standards. This code has to cover all installations from mom and pop stores to nuclear power plants to residential construction. At this time there are no proposed amendments to the 2020 NEC. This could possibly change depending on the amendments the State Electric Board might enact. Columbine is a statutory town meaning we have to follow state regulations.

For the average lay person, the changes to this code can be confusing and difficult to understand because of the terminology or the purpose of the change. To simplify a code, change the following example is used of how the code eliminates the potential of electric shock.

One of the code changes regulates the separation of electrical devices from wet locations. In bathrooms located near sinks where an outlet is provided, that device is protected by a Ground Fault Circuit Interrupter (GFCI). This device will break the flow of electric current when a hair dryer or electric shaver comes in contact with water. This same device is required in kitchens near sinks and over the year's new locations for GFCI has been added to the codes. Besides bathroom and kitchens other locations include outdoor outlets, on balconies, porches and decks, in laundry rooms, garages and basements and clothes dryers. This year's edition has declared a

bathroom to be a “wet location” meaning that all outlets have to be protected by GFCI’s. This could be sconces with outlets or overhead lighting fixtures. This tradition of protecting people from electric shocks will continue as technology develops new devices.

Attachments: Trustee Bill #7, Series 2020

Staff Recommendations: Staff recommendation is to adopt the 2020 National Electrical code as presented.

Recommended Motion: “I move to approve Trustee Bill #7, Series 2020 on 1st reading and move to set a public hearing and 2nd Reading for Tuesday, November 17, 2020.”

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 7
SERIES OF 2020

INTRODUCED BY:
TRUSTEE ED ICENOGLE,

A BILL FOR AN ORDINANCE OF THE TOWN OF COLUMBINE VALLEY, COLORADO FOR THE PURPOSE OF PROVIDING REGULATIONS FOR THE BULDING OF RESIDENCES AND OTHER STRUCTURES CONSISTENT WITH THE CURRENT CODES USED THROUGH THE STATE OF COLORADO AND THE NATION; ADOPTING BY REFERENCE THE 2020 ADDITION OF THE NATIONAL ELECTRIC CODE PUBLISHED BY THE NATIONAL FIRE PROTECTION ASSOCATION.

WHEREAS, the purpose of the National Electric Code is the practical safeguarding of persons and property from hazards arising from the use of electricity by regulating the installation and removal of electric conductors, equipment, and raceways; signaling and communication conductors, equipment and raceways; and optical fiber cable and raceways.

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

Section 1. Section 15.12.010. of the Columbine Municipal Code is hereby repealed and reenacted to read:

15.12.010 Adoption of Code. The National Electric Code, 2020 edition, published by the National Fire Protection Association, One Batterymarch Park, Quincy Massachusetts, 02169-7471 is hereby adopted by reference with the same force and effect as though fully set forth as the Electric Code of the Town of Columbine Valley for regulating the installation, enlargement, repair and maintenance of electrical systems of all kinds. Two (2) copies of said Code are on file in the office of the Town Clerk and may be inspected during regular business hours.

15.12.010 Amendments, Modifications and Changes The following amendments, modifications and changes are hereby made in the provisions of the National Electric Code, 2020 edition herein adopted.

1. Reserved

Section 2. SEVERABILITY: If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The Town Trustee hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more parts, sections, subsections, sentence, clause or phrase may be declared invalid.

Section 3. REPEALER: All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

Introduced as Trustee Bill No. 1, Series of 2020, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the ___ day of _____, 2020, passed on second and final reading following a public hearing, at a regular meeting of the Board of Trustees held, by a vote of ___ for and against on the ___ day of _____, 2020, and ordered published in the Littleton Independent on the ___ day of _____, 2020.

Roy Palmer, Mayor

Attest:

JD McCrumb, Town Clerk

Published: _____ in the Littleton Independent Newspaper



Request for Board of Trustee Action

Date: October 20, 2020

Title: 2021 Draft Town Budget

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Angela Kelly, Finance Director; J.D. McCrumb, Town Administrator

Background: This is a second draft of the 2021 Town Budget presented for review and discussion. It has been drafted by Town staff. Several Trustees have met with staff individually and changes have been made to the draft presented in September accordingly.

The 2021 budget will be presented for a public hearing on November 17, 2020 and the budget will be presented for another reading on that night. The Trustees will also go into Executive Session on that night to discuss individual staff salary adjustments.

The budget is scheduled for adoption by Resolution on Tuesday, December 8, 2020.

Attachments: 2021 Draft Town Budget

Suggested Action: Direct staff to make any updates or changes to prepare for the November Trustees meeting.

Recommended Motion: "I move to set a public hearing on the 2021 town budget for Tuesday, November 17, 2020."

**TOWN OF COLUMBINE VALLEY
IMPACT FEES
2021 PROPOSED BUDGET
WITH 2019 ACTUAL AND 2020 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	<u>2019 Actual</u>	<u>2020 Adopted</u>	<u>YTD Actual 8/31/2020</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
REVENUES					
Impact fees	\$ 38,100	\$ 190,500	\$ 63,500	\$ 88,900	\$ 304,800
Impact fees interest	16	-	328	400	400
Total revenues	<u>38,116</u>	<u>190,500</u>	<u>63,828</u>	<u>89,300</u>	<u>305,200</u>
EXPENDITURES					
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>38,116</u>	<u>190,500</u>	<u>63,828</u>	<u>89,300</u>	<u>305,200</u>
OTHER FINANCING USES					
Transfer to general	(38,116)	-	-	-	-
Total other financing uses	<u>(38,116)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u>-</u>	<u>\$ 190,500</u>	<u>63,828</u>	<u>89,300</u>	<u>305,200</u>
BEGINNING FUND BALANCE	<u>-</u>		<u>-</u>	<u>-</u>	<u>89,300</u>
ENDING FUND BALANCE	<u>\$ -</u>		<u>\$ 63,828</u>	<u>\$ 89,300</u>	<u>\$ 394,500</u>

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE
2021 PROPOSED BUDGET
WITH 2019 ACTUAL AND 2020 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	<u>2019 Actual</u>	<u>2020 Adopted</u>	<u>YTD Actual 8/31/2020</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
REVENUES					
Arapahoe county open space revenues	\$ 38,733	\$ 38,625	\$ 41,783	\$ 41,783	\$ 41,783
ACOP interest	9,102	-	2,572	3,000	3,000
Total revenues	<u>47,835</u>	<u>38,625</u>	<u>44,355</u>	<u>44,783</u>	<u>44,783</u>
EXPENDITURES					
Trails Master Plan					10,000
Arapahoe county open space expenditures	20,000	-	-	-	-
Master plan	20,473	-	-	-	-
Total expenditures	<u>40,473</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,000</u>
NET CHANGE IN FUND BALANCE	7,362	<u>\$ 38,625</u>	\$ 44,355	44,783	34,783
BEGINNING FUND BALANCE	<u>397,342</u>		<u>404,704</u>	<u>404,704</u>	<u>449,487</u>
ENDING FUND BALANCE	<u>\$ 404,704</u>		<u>\$ 449,059</u>	<u>\$ 449,487</u>	<u>\$ 484,270</u>

**TOWN OF COLUMBINE VALLEY
 CONSERVATION TRUST FUND
 2021 PROPOSED BUDGET
 WITH 2019 ACTUAL AND 2020 ESTIMATED AMOUNTS
 FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	<u>2019 Actual</u>	<u>2020 Adopted</u>	<u>YTD Actual 8/31/2020</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
REVENUES					
Conservation trust fund entitlement	\$ 8,443	\$ 6,000	\$ 3,647	\$ 6,000	\$ 6,000
CTF interest	610	-	133	150	150
Total revenues	<u>9,053</u>	<u>6,000</u>	<u>3,780</u>	<u>6,150</u>	<u>6,150</u>
EXPENDITURES					
Conservation trust fund expenditures	10,612	6,000	-	6,000	6,000
Total expenditures	<u>10,612</u>	<u>6,000</u>	<u>-</u>	<u>6,000</u>	<u>6,000</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(1,559)</u>	<u>-</u>	<u>3,780</u>	<u>150</u>	<u>150</u>
OTHER FINANCING USES					
Transfer to general	-	-	-	-	-
Total other financing uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u>(1,559)</u>	<u>\$ -</u>	<u>\$ 3,780</u>	<u>150</u>	<u>150</u>
BEGINNING FUND BALANCE	<u>13,094</u>		<u>11,535</u>	<u>11,535</u>	<u>11,685</u>
ENDING FUND BALANCE	<u>\$ 11,535</u>		<u>\$ 15,315</u>	<u>\$ 11,685</u>	<u>\$ 11,835</u>

**TOWN OF COLUMBINE VALLEY
CAPITAL
2021 PROPOSED BUDGET
WITH 2019 ACTUAL AND 2020 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	<u>2019 Actual</u>	<u>2020 Adopted</u>	<u>YTD Actual 8/31/2020</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
REVENUES					
Donations (Brick sales)	\$ -	\$ 25,000	\$ 3,500	\$ 3,500	\$ 21,500
Total revenues	<u>-</u>	<u>25,000</u>	<u>3,500</u>	<u>3,500</u>	<u>21,500</u>
EXPENDITURES					
Public safety					
Town Hall Security					12,000
Body Cameras					10,000
APX radio upgrade	52,418	-	-	-	-
Police vehicle laptops	-	20,000	16,881	16,881	-
Vehicle	87,309	-	-	-	45,000
Administration					
Server	6,772	-	-	-	-
Columbine park stage	-	25,000	1,197	1,200	25,000
Public works					
Lightpole replacement	-	10,000	9,982	9,982	12,000
Truck - Snow Removal					75,000
Tahoe replacement/expedition snow plow	6,028	-	-	-	-
Total expenditures	<u>152,527</u>	<u>55,000</u>	<u>28,060</u>	<u>28,063</u>	<u>179,000</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(152,527)</u>	<u>(30,000)</u>	<u>(24,560)</u>	<u>(24,563)</u>	<u>(157,500)</u>
OTHER FINANCING SOURCES					
Loss on sale of 2014 Ford Interceptor	(5,606)	-	-	-	-
Loss on disposed assets	(2,178)	-	-	-	-
Transfer from general-grant	25,000	-	-	-	-
Transfer from general	165,000	18,967	-	18,967	-
Total other financing sources	<u>182,216</u>	<u>18,967</u>	<u>-</u>	<u>18,967</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	29,689	<u>\$ (11,033)</u>	\$ (24,560)	(5,596)	(157,500)
BEGINNING FUND BALANCE	<u>489,742</u>		<u>519,431</u>	<u>519,431</u>	<u>513,835</u>
ENDING FUND BALANCE	<u>\$ 519,431</u>		<u>\$ 494,871</u>	<u>\$ 513,835</u>	<u>\$ 356,335</u>

**TOWN OF COLUMBINE VALLEY
OPERATIONS - DETAILS
2021 PROPOSED BUDGET
WITH 2019 ACTUAL AND 2020 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	2019 Actual	2020 Adopted	YTD Actual 8/31/2020	2020 Estimated	2021 Proposed
Street cleaning	-	-	-	-	-
Street lighting	12,735	15,000	9,673	11,250	15,000
Striping	-	1,020	-	1,020	1,040
Vehicle maintenance	6,804	4,000	893	3,000	3,500
Total public works	283,541	371,460	138,512	265,737	329,290
TOTAL EXPENDITURES	1,679,962	1,937,665	993,983	1,702,003	1,934,793
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	251,168	4,883	570,431	135,738	266,133
OTHER FINANCING SOURCES (USES)					
Transfer to capital-grant	(25,000)	-	-	-	-
Transfer to capital	(157,216)	(18,967)	-	(18,967)	-
Transfer from impact fees	38,116	-	-	-	-
Transfer from conservation trust fund	-	-	-	-	-
Total other financing sources (uses)	(144,100)	(18,967)	-	(18,967)	-
NET CHANGE IN FUND BALANCE	107,068	(14,084)	570,431	116,771	266,133
BEGINNING FUND BALANCE	913,187		1,020,255	1,020,255	1,137,026
ENDING FUND BALANCE	\$ 1,020,255		\$ 1,590,686	\$ 1,137,026	\$ 1,403,159

**TOWN OF COLUMBINE VALLEY
OPERATIONS - DETAILS
2021 PROPOSED BUDGET
WITH 2019 ACTUAL AND 2020 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	2019 Actual	2020 Adopted	YTD Actual 8/31/2020	2020 Estimated	2021 Proposed
Town engineer	13,174	13,455	9,601	10,091	13,455
Master plan/survey	13,000	-	-	-	-
Miscellaneous	-	1,500	-	750	1,500
Total planning and engineering	85,255	71,500	25,493	53,250	50,955
Public safety					
Operations					
Cruiser gas	21,929	30,000	4,335	21,300	12,000
Cruiser oil/maintenance	-	-	5,599	-	18,000
Cruiser insurance	6,250	7,000	3,125	7,000	7,000
Education/training	5,684	9,000	96	4,500	10,000
Equipment repair	2,685	-	-	-	5,000
Health insurance	58,622	52,000	33,736	52,000	80,000
Workers comp insurance	14,104	28,000	10,194	28,000	-
Payroll taxes	33,008	44,400	32,827	44,400	44,400
Salaries	406,051	444,000	286,439	444,000	444,000
Supplies/miscellaneous	23,929	24,520	6,125	22,020	13,600
Telephones/air cards	3,051	-	-	-	2,500
Uniforms	6,177	10,000	4,361	7,000	10,000
Total operations	581,490	648,920	386,837	630,220	646,500
Municipal court					
Judge	9,750	9,000	3,000	7,200	8,000
Legal	27,741	27,500	10,228	22,000	27,500
Administration	-	4,000	1,300	3,600	2,000
Supplies	857	2,000	755	1,000	2,000
Interpreter	2,200	-	-	-	2,000
Total municipal court	40,548	42,500	15,283	33,800	41,500
Contracts					
Arapahoe county dispatch fee	29,256	30,573	7,643	30,573	31,949
Tri-tech software	-	-	-	-	1,189
Human society	-	500	-	500	500
Juvenile assessment	-	841	841	841	782
Netmotion	-	450	-	450	500
CACP	-	150	-	150	150
WhenIWork	-	400	-	400	450
Total contracts	29,256	32,914	8,484	32,914	35,520
Computer/IT					
Merakie	-	1,400	-	1,400	-
Offsite server backup	-	1,800	1,350	1,800	1,800
Office 365 accounts	-	1,400	1,247	1,400	2,500
Scheduled computer replacement	-	3,500	687	3,500	10,000
Govpilot	-	10,000	10,000	10,000	10,000
Total computer/IT	-	18,100	13,284	18,100	24,300
Total public safety	651,294	742,434	423,888	715,034	747,820
Public works					
Ground maintenance	9,881	7,300	1,328	7,300	7,300
Health insurance	-	-	2,821	3,627	4,000
Homeowner association subsidy	10,000	5,000	5,000	5,000	-
Other drainage/water	9,420	5,000	460	2,500	5,000
Payroll taxes	-	-	-	-	6,410
Professional fees-mosquito control	-	7,500	5,429	7,500	7,500
Salary	32,500	69,500	42,520	69,500	75,000
Sanitation/trash/recycle service	86,771	86,520	61,935	86,520	92,000
Signs maintenance	(1,363)	1,020	324	1,020	1,040
Snow removal	2,352	2,100	2,206	4,000	4,000
Storm water permit process/NPDES	4,965	7,500	2,253	7,500	7,500
Streets and gutters maintenance	109,476	160,000	3,670	56,000	60,000
Streets and gutters contingency	-	-	-	-	40,000

**TOWN OF COLUMBINE VALLEY
OPERATIONS - DETAILS
2021 PROPOSED BUDGET
WITH 2019 ACTUAL AND 2020 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	2019 Actual	2020 Adopted	YTD Actual 8/31/2020	2020 Estimated	2021 Proposed
REVENUES					
Taxes					
Cable television	\$ 36,312	\$ 36,000	\$ 24,459	\$ 36,689	\$ 36,000
Property taxes	370,179	358,405	356,661	358,405	399,043
Sales and use taxes	683,067	691,625	596,224	665,000	847,482
Specific ownership taxes	29,097	23,454	16,611	22,500	27,933
Utility franchise fees	51,306	50,000	30,537	45,806	50,000
Total taxes	<u>1,169,961</u>	<u>1,159,484</u>	<u>1,024,492</u>	<u>1,128,399</u>	<u>1,360,458</u>
Permits and fines					
Fines	49,129	75,000	26,973	37,500	50,000
Permits, fees and services	261,063	288,000	222,268	288,000	381,000
Total permits and fines	<u>310,192</u>	<u>363,000</u>	<u>249,241</u>	<u>325,500</u>	<u>431,000</u>
Intergovernmental					
Bow Mar IGA police	310,102	290,091	235,276	313,007	295,168
Bow Mar IGA admin		22,916			25,000
County highway tax revenue	12,067	13,407	14,046	15,000	15,000
Motor vehicle registration fees	4,712	6,000	3,761	5,000	6,000
State cigarette tax apportionment	653	800	775	800	800
State highway user's tax	56,500	56,000	26,088	37,500	56,000
Total intergovernmental	<u>384,034</u>	<u>389,214</u>	<u>279,946</u>	<u>371,307</u>	<u>397,968</u>
Interest	30,155	30,850	10,000	11,800	11,500
Other	36,788	-	735	735	-
TOTAL REVENUES	<u>1,931,130</u>	<u>1,942,548</u>	<u>1,564,414</u>	<u>1,837,741</u>	<u>2,200,926</u>
EXPENDITURES					
Administration					
Accounting and audit	34,568	61,795	54,053	72,602	67,500
Advertising/notices	353	500	63	200	500
Bank/credit card fees	3,049	5,100	2,349	5,100	5,100
Building inspection and plan review	110,408	129,600	90,148	129,600	171,450
Building maintenance and utilities	23,852	41,568	15,317	18,568	41,938
Community functions	30,141	41,000	9,177	20,500	48,000
Computer expense	24,798	21,300	6,825	15,975	14,500
County treasurer's collection fees	3,702	3,584	3,583	3,584	3,990
Emergency response and preparedness	-	-	5,001	7,500	3,000
Dues and publications	6,698	8,650	3,471	8,650	8,650
Education and training	1,078	10,000	734	5,000	12,000
Election	-	2,000	413	500	-
Health insurance	46,469	32,000	23,737	32,000	32,000
Insurance and bonds	20,835	30,000	10,171	30,000	30,000
Legal	40,339	60,000	18,705	43,200	60,000
Master plan/survey	-	-	-	-	-
Mayor/monthly breakfasts	-	1,900	306	750	1,900
Miscellaneous	25,477	2,289	1,379	1,717	2,300
Payroll taxes	21,129	26,000	2,327	22,000	23,600
Pension	9,847	14,485	11,050	14,485	11,800
Salaries	228,166	230,000	138,102	220,800	236,000
Special projects	-	12,000	-	-	14,000
Supplies, printing, postage	23,935	13,000	4,675	9,750	13,000
Telephone/communications	5,028	5,500	4,504	5,500	5,500
Total administration	<u>659,872</u>	<u>752,271</u>	<u>406,090</u>	<u>667,981</u>	<u>806,728</u>
Planning and engineering					
Town planning	59,081	56,545	15,892	42,409	36,000

**TOWN OF COLUMBINE VALLEY
SUMMARY
2021 PROPOSED BUDGET
WITH 2019 ACTUAL AND 2020 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	<u>2019 Actual</u>	<u>2020 Adopted</u>	<u>YTD Actual 8/31/2020</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
REVENUES PER CATEGORY					
General	\$ 1,931,130	\$ 1,942,548	\$ 1,564,414	\$ 1,837,741	\$ 2,200,926
Capital	-	25,000	3,500	3,500	21,500
Conservation trust fund	9,053	6,000	3,780	6,150	6,150
Arapahoe county open space	47,835	38,625	44,355	44,783	44,783
Impact fees	38,116	190,500	63,828	89,300	305,200
Total revenues	<u>2,026,134</u>	<u>2,202,673</u>	<u>1,679,877</u>	<u>1,981,474</u>	<u>2,578,559</u>
EXPENDITURES PER CATEGORY					
General	1,679,962	1,937,665	993,983	1,702,003	1,934,793
Capital	152,527	55,000	28,060	28,063	179,000
Conservation trust fund	10,612	6,000	-	6,000	6,000
Arapahoe county open space	40,473	-	-	-	10,000
Total expenditures	<u>1,883,574</u>	<u>1,998,665</u>	<u>1,022,043</u>	<u>1,736,066</u>	<u>2,129,793</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES					
	<u>142,560</u>	<u>204,008</u>	<u>657,834</u>	<u>245,408</u>	<u>448,766</u>
OTHER FINANCING SOURCES					
Transfer to contingency	-	-	-	-	-
Total other financing sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE					
	142,560	204,008	657,834	245,408	448,766
BEGINNING FUND BALANCE					
	<u>1,813,365</u>		<u>1,955,925</u>	<u>1,955,925</u>	<u>2,201,333</u>
ENDING FUND BALANCE					
	<u>\$ 1,955,925</u>		<u>\$ 2,613,759</u>	<u>\$ 2,201,333</u>	<u>\$ 2,650,099</u>
ENDING FUND BALANCE BY CATEGORY					
General	\$ 1,020,255		1,590,686	\$ 1,137,026	\$ 1,403,159
Capital	519,431		494,871	513,835	356,335
Conservation trust fund	11,535		15,315	11,685	11,835
Arapahoe county open space	404,704		449,059	449,487	484,270
Impact fees	-		63,828	89,300	394,500
ENDING FUND BALANCE BY CATEGORY	<u>\$ 1,955,925</u>		<u>\$ 2,613,759</u>	<u>\$ 2,201,333</u>	<u>\$ 2,650,099</u>