

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

November 17, 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 October 20, 2020 Minutes
 - b. Extend Emergency Declaration through January 20, 2021
 - c. Extend Pandemic Mitigation Plan through January 20, 2021
5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Town Administrator
 - d. Chief of Police
 - e. Finance Report
6. OLD BUSINESS
 - a. TB#4, 2020 Estate Sales – Public Hearing and 2nd Reading Mr. McCrumb
 - b. TB#5, 2020 - Transportation Fee 2nd Reading Mr. McCrumb
 - c. TB#6, 2020 Land Use Code – Public Hearing and 2nd Reading Mr. Kaslon
 - d. TB#7, 2020 Electric Code – Public Hearing and 2nd Reading Mr. Thelen
 - e. 2021 Town Budget - Public Hearing and Discussion Mrs. Kelly
7. NEW BUSINESS
 - a. Appointment of Town Trustee Mayor Palmer
 - b. Set December Trustees Meeting for December 8, 2020 Mr. McCrumb
8. EXECUTIVE SESSION Mayor Palmer

An executive session to discuss personnel matters, involving performance and compensation, pursuant to C.R.S. § 24-6-402(4)(f).
9. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
October 20, 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 (remote), Bill Dotson, Ed Icenogle (remote), Mimi Kuchman, and Jim Tarpey

Also present: Lee Schiller, J.D. McCrumb, Angela Kelly (remote), Brent Kaslon, Jim Thelen, Jeremy Hayden, and Bret Cottrell

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

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

REPORTS

- A. Mayor Palmer commented on the passing of Town Planner, Phil Sieber on October 1, and expressed condolences on behalf of the Trustees and Town. Mayor Palmer discussed a ride-along he recently went on with Chief Cottrell and updated the Trustees on the status of the Town's COVID expenses reimbursements from the CARES Act funding.
- B. Trustee Dotson shared with the Trustees his favorable impressions of the Town Auditor candidate he and staff recently met with. Trustee Menk recognized two CVPD in attendance. Trustee Boyle discussed a recent meeting she had with a citizen interested in a town sponsored compost program. Trustee Kuchman shared with the Trustees that due to unforeseen personal circumstances she would be resigning her seat in early November. Trustee Menk proposed naming the conference room in Phil Sieber's honor, all the Trustees agreed and directed staff to make the arrangements.
- C. Mr. McCrumb reviewed his report as presented in the Trustees Packet.
- D. Chief Cottrell reviewed his report as presented including an update on entrance cameras the Town of Bow Mar is installing.
- E. Mrs. Kelly reviewed the Town's financials as presented in the Trustees Packet.

OLD BUSINESS

There was no old business.

NEW BUSINESS

- A. **Resolution #8, 2020 - Financial Policies:** Mr. McCrumb presented three financial policies for the Trustees consideration; a fourth policy involving Town investments would be presented in the future. The Trustees directed staff to make a small change regarding the use of personal credit cards only under "exigent circumstances".
ACTION: upon a motion by Trustee Menk and a second by Trustee Tarpey, the Board of Trustees unanimously approved Resolution #8 as amended.
- B. **Trustee Bill #4, 2020 – Estate Sales:** Mr. McCrumb presented the ordinance defining the circumstances under which estate sales would be permitted in Town. The Trustees discussed the penalty clauses and directed the Town Attorney to change the language to reference the land use code.

ACTION: upon a motion by Trustee Boyle and a second by Trustee Icenogle, the Board of Trustees unanimously approved Trustee Bill #4 as amended on 1st reading. A Public Hearing was set for November 17, 2020.

- C. Trustee Bill #5, 2020 – Transportation Fees:** Mr. McCrumb presented the ordinance creating a fee assessed on building permits to help off-set associated wear and tear on the town roads. The Trustees discussed the ordinance.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Menk, the Board of Trustees unanimously approved Trustee Bill #5 on 1st reading.

- D. Trustee Bill #6, 2020 – Land Use Codes:** Mr. Kaslon presented the Land Use Code updates as approved by the Planning and Zoning Commission. The Trustees asked clarifying questions and discussed the ordinance.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Kuchman, the Board of Trustees unanimously approved Trustee Bill #6 on 1st reading. A Public Hearing was set for November 17, 2020.

- E. Trustee Bill #7, 2020 – Electric Code:** Mr. Thelen presented the updated Electric Code without any substantive changes or amendments from the International Building Code. The Trustees asked clarifying questions and discussed the ordinance.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Menk, the Board of Trustees unanimously approved Trustee Bill #7 on 1st reading. A Public Hearing was set for November 17, 2020.

- F. Presentation of 2021 Town Budget:** Mrs. Kelly presented and reviewed the draft budget for the year 2021. The Trustees asked clarifying questions and directed minor changes to the draft. A final draft will be presented at the November meeting and the budget will be adopted by resolution in December.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Menk, the Board of Trustees set a Public Hearing for November 17, 2020.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 9:20 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.*



Request for Board of Trustee Action

- Date:** November 17, 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 January 20, 2021, 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

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.

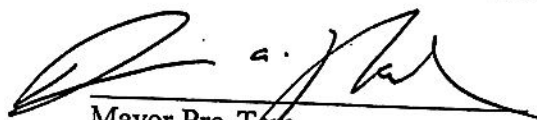
Section 2. Local emergency resources may be overwhelmed and requests for aid may be needed. Community leaders are encouraged to cancel or postpone all non-essential meetings and gatherings. All residents of the Town of Columbine Valley are encouraged to remain at home wherever possible.

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 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



Town Administrator's Report

November 2020



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

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



Town Website October Statistics

3,211

Total Visits

4,132

October Page Views

Top Pages

Calendar

Events/Services

Municipal Court

Home Page

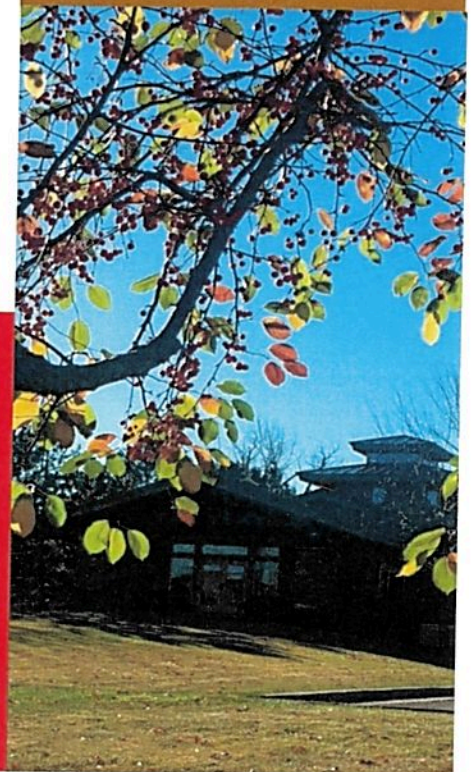
Communications & Happenings

- Staff continues to pursue additional federal funds to help off-set the unexpected costs of COVID-19. The Treasury Department has recently changed some of the eligible expenses which staff anticipates will benefit the Town. All requests for reimbursement must be submitted to Arapahoe County by December 20, 2020.
- The process for final infrastructure improvement continues at Wild Plum with a number of projects still to be addressed including the boardwalk, open space seeding and preparation, trail compaction, Nevada Ditch repairs, emergency access completion, concrete and asphalt repairs and fence repairs along Cooley Lake. Completion of these items isn't anticipated until at least May of next year.
- Town Staff had a productive meeting with Epic Homes, a builder who will soon close on 30 lots on Latigo Place in Wild Plum. They will be building 6 of the FDP approved floor plans/ elevations and expect to begin constructing early next year.
- COVID-19 and regional health department regulations may soon require Town Hall to switch to reduced hours. For the time being we will remain at the same staffing levels we have sustained throughout the summer. Regardless of these limitations we anticipate remaining fully functional and accessible to citizens needing service.
- No TA report will be produced in December.

Citizen Contacts:

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

- ⇒ Building Department: 241
- ⇒ Comm. Development: 46
- ⇒ Public Works: 147
- ⇒ Municipal Court: 51
- ⇒ Other: 347



Building Department

Monthly Stats

14 Permits Issued

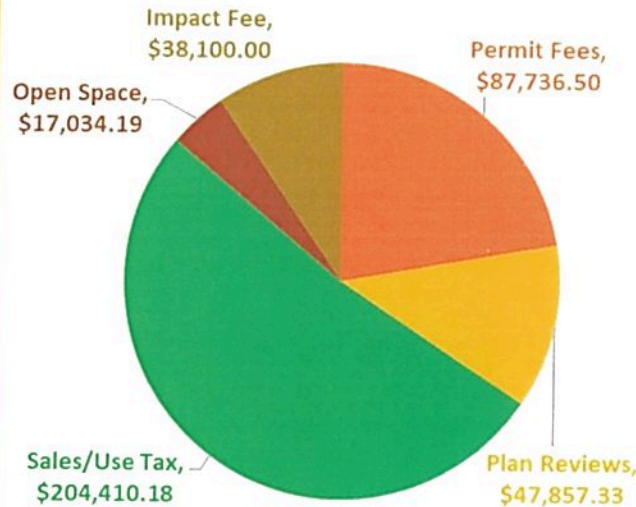
- New SFR: 5
- Major Remodels: 2
- New Roofs: 4
- Other/Misc.: 3

81 Inspections

13 Licenses Issued

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

Oct. Permit Rev.: \$395,156.20



Wild Plum

95 Total Lots

(84 interior, 11 custom)

16 SFR Permits Issued

(8 interior, 8 custom)

5 Permits Pending

(5 interior, 0 custom)

3 Completed Homes

(3 interior, 0 custom)

1 Occupied Homes

(1 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	\$395,156.20	\$949,255.30
November	\$89,872.08	\$450,595.11		
December	\$82,149.75	\$532,744.86		

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	\$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	\$2,764.22	\$33,616.96
Nov	\$72,191.45		
Dec	\$75,911.45		

October Total Stats

- Total paid before Court: 25
- Total on docket: 10
- Cases heard by Judge: 7
- Continuances: 2
- Default Judgements: 2
- Stay of Executions: 0
- Classes Ordered: 0
- Bench Warrants: 0
- Trials: 1



Public Works

- All 3 plows were mounted and given a tune up in preparation for the first snowfall. The Expedition received an upgrade for this plowing season. The steel cutting edge that makes contact with the asphalt was replaced with a rubber version. This edge has a much longer lifespan and is much quieter when plowing. It also provides a much smoother experience while plowing, as the rubber edge glides over manholes and valve covers in the street, instead of grabbing onto them like the steel edge does.
- The F350 and Gator were given new steel cutting edges and can be used to break up heavy snow pack and ice.
- After working with the developer and town engineer, a final design and location were approved for address monuments at Wild Plum, the last element to be completed for the new houses. They will be similar to others located throughout the town, matching the exterior of the house and located close to the gutter pan.
- The Hunter Run sprinkler system was also winterized, blowing out over a mile of irrigation pipes.
- Repairs were made to a damaged parking lot light after a wind storm blew it over. With winter setting in, the sprinkler system was drained and the exterior of the building was winterized.
- A light pole at Augusta and Middlefield was damaged when a truck backed into it. Staff is working with Xcel and the contractor to get it replaced with a Town approved light pole as soon as possible.
- The Town is in the process of completing crack and seal work on streets throughout Columbine Valley.



Columbine Valley Police Department

Serving Bow Mar

2 Middlefield Rd. Columbine Valley, Colorado 80123

www.columbinevalley.org

(303) 795-1434 Fax (303) 795-7325

Columbine Valley P.D. Monthly Report For October 2020

Full Time Positions	6 of 6
Part Time Positions	4 of 4
Regular hours	1016
OT hours worked	20
Off Duty	0
PTO	50

October 2020 Violations

Charges For the Date Range 10/1/2020 Thru 10/31/2020

Qty	Charge
26	1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
6	703(3) FAIL TO STOP AT A STOP SIGN:
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
1	604 TRAFFIC CONTROL SIGNAL:
1	1402(1) CARELESS DRIVING:
1	702 FAIL TO YIELD ROW WHEN TURNING LEFT IN FRONT OF APPROACHING TRAFFIC:

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV20-0000136	2020-10-02T23:46:42	ASSIST TO OTHER AGENCY IP
CV20-0000137	2020-10-03T11:47:54	ANIMAL CALL IP*
CV20-0000138	2020-10-06T14:46:29	TRAFFIC STOP IP
CV20-0000139	2020-10-06T18:18:42	INFORMATION IP
CV20-0000140	2020-10-07T08:53:47	Theft from Motor Vehicle
CV20-0000141	2020-10-12T10:39:28	FOUND PROPERTY IP*
CV20-0000142	2020-10-12T11:04:37	Theft from Motor Vehicle
CV20-0000143	2020-10-17T00:40:13	INFORMATION IP
CV20-0000144	2020-10-19T12:23:46	Theft
CV20-0000145	2020-10-21T13:07:12	PROPERTY ACCIDENT IP
CV20-0000146	2020-10-23T07:38:59	PROPERTY ACCIDENT IP
CV20-0000147	2020-10-26T10:59:57	Theft from Motor Vehicle
CV20-0000148	2020-10-28T11:41:36	LOST PROPERTY IP*
CV20-0000149	2020-10-30T18:04:54	Identity Theft

MURDER COMPLETED IP									
MURDER THREAT IP									
SUSPICIOUS CIRCUMSTANCE IP			1						1
SUSPICIOUS PERSON IP		2							2
SUSPICIOUS VEHICLE IP		4							4
Theft			3						3
Theft from Motor Vehicle			4						4
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
Traffic Arrest IP									
Traffic Complaint									
TRAFFIC COMPLAINT IP									
TRAFFIC OBSTRUCTION IP		3							3
TRAFFIC STOP IP		12							12
TRANSPORT IP									
trespass to Property									
RESPASS TO PROPERTY IP									
trespass to Vehicle									
RESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP									
UNLAWFUL ACTS IP									
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP			1						1
WARRANT ARREST IP									
WARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP		3							3
Z-Animal Call									
Z-Suspicious Person									
Z-Suspicious Vehicle									
Z-Unwanted Subject									
Z-ZONING IP									
Total		33	80	13			1		127

Columbine Valley
Financial Statements ending October 31, 2020
Variance Summary

Revenues:

- Revenues look good, they are still trending higher than expected so that is positive. No major issues to report here.

Expenditures:

Admin:

- As noted last month, accounting and audit are higher than budgeted. We are addressing the reasons to ensure this trend does not continue in 2021.
- Building inspections is still trending high but that means revenues are coming in, so this is not a major concern.
- The 1st round of reimbursement for COVID was received. More reimbursement will be requested once all invoices are received.

Planning & Engineering:

- The Town Engineer is trending a bit over budget. But nothing that will exceed the total planning & engineering budget bottom line.

Public Safety:

- Nothing out of the ordinary to report, trending well.

Public Works:

- Some street and gutter work was done but within budget.
- Nothing of out of the ordinary to report here.

Capital:

- Nothing new to report from the last meeting with Capital.

Conservation Trust Fund:

- Nothing new to report from the last meeting.

Arapahoe County Open Space Fund:

- Nothing new to report from the last meeting.

Impact Fees:

- More impact fees have come in, so that is trending closer to budget.

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

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo	329,247	-	329,247
Vectra Bank money market	-	4,990	4,990
Vectra Bank investment	-	414,839	414,839
C-Safe Primary	-	1,412,759	1,412,759
C-Safe Impact fee	-	152,764	152,764
C Safe CTF	-	17,327	17,327
Arapahoe County shareback	-	476,719	476,719
YTD Cash Balances	329,247	2,479,398	2,808,645
Less amount allocated for capital		(495,572)	(495,572)
Less amount restricted for ACOS		(449,139)	(449,139)
Less amount restricted for Impact fees		(152,764)	(152,764)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 329,247	\$ 1,381,923	\$ 1,711,170

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

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Impact Fees	TOTALS
2019 BEGINNING FUND BALANCE	\$ 982,139	\$ 519,431	\$ 11,535	\$ 404,704	\$ 38,116	\$ 1,955,925
YTD REVENUES PER FINANCIAL STATEMENTS						
Taxes	1,316,898	-	-	-	-	1,316,898
Permits and fines	390,936	-	-	-	-	390,936
Intergovernmental	364,276	-	-	-	-	364,276
Interest	11,540	-	136	2,652	348	14,676
Other	8,239	-	-	-	-	8,239
Donations	-	3,500	-	-	-	3,500
Conservation Trust Fund entitlement	-	-	5,656	-	-	5,656
Arapahoe County open space fund	-	-	-	41,783	-	41,783
Impact fees	-	-	-	-	114,300	114,300
Total YTD revenues	2,091,889	3,500	5,792	44,435	114,648	2,260,264
Total YTD expenditures	(1,303,362)	(28,060)	-	-	-	(1,331,422)
Excess of revenues over (under) expenditures	788,527	(24,560)	5,792	44,435	114,648	928,842
Total other financing sources (uses)	-	701	-	-	-	701
Net change in fund balance	788,527	(23,859)	5,792	44,435	114,648	929,543
YTD ENDING FUND BALANCES	1,770,666	495,572	17,327	449,139	152,764	2,885,468
Budget vs actual reference	(page 4)	(page 10)	(page 11)	(page 12)	(page 13)	

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

	General
ASSETS	
Cash and investments	\$ 2,808,545
Accrued revenue	84,184
Other receivables	50,814
Property tax receivable	358,405
TOTAL ASSETS	\$ 3,301,948
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 5,301
Accrued liabilities	52,774
Deferred property tax revenue	358,405
Total liabilities	416,480
 FUND BALANCES	
General	1,770,666
Capital	495,572
Conservation trust fund	17,327
Arapahoe county open space	449,139
Impact fees	152,764
Total fund balances	2,885,468
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,301,948

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

Unaudited

	<u>Jan - Oct Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (83% YTD)</u>
REVENUES				
Taxes	\$ 1,316,898	\$ 1,159,484	\$ 157,414	114%
Permits and fines	390,936	363,000	27,936	108%
Intergovernmental	364,276	391,298	(27,022)	93%
Interest income	11,540	30,850	(19,310)	37%
Other	8,239	-	8,239	0%
Total revenues	<u>2,091,889</u>	<u>1,944,632</u>	<u>147,257</u>	<u>108%</u>
EXPENDITURES				
Administration	506,766	740,271	(233,505)	68%
Planning and engineering	36,548	71,500	(34,952)	51%
Public safety	556,224	742,434	(186,210)	75%
Public works	203,824	371,460	(167,636)	55%
Total expenditures	<u>1,303,362</u>	<u>1,925,665</u>	<u>(622,303)</u>	<u>68%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>788,527</u>	<u>18,967</u>	<u>769,560</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	788,527	<u>\$ -</u>	<u>\$ 788,527</u>	
BEGINNING FUND BALANCE	<u>982,139</u>			
ENDING FUND BALANCE	<u>\$ 1,770,666</u>			

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

	Current Month	Jan - Oct Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (83% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (83% YTD)
REVENUES								
Taxes								
Cable television	\$ 3,335	\$ 30,794	\$ 36,000	\$ (5,206)	86%	\$ 27,000	\$ 3,794	114%
Property taxes	(0)	356,305	358,405	(2,100)	99%	358,405	(2,100)	99%
Sales and use tax	183,023	869,049	691,625	177,424	126%	518,719	350,330	168%
Specific ownership taxes	3,092	22,163	23,454	(1,291)	94%	21,109	1,054	105%
Utility franchise fees	4,868	38,587	50,000	(11,413)	77%	37,500	1,087	103%
Total taxes	194,318	1,316,898	1,159,484	157,414	114%	962,732	354,165	137%
Permits and fines								
Court fines	2,764	32,807	75,000	(42,193)	44%	37,500	(4,693)	87%
Permits, fees and services	116,524	358,129	288,000	70,129	124%	216,000	142,129	166%
Total permits and fines	119,288	390,936	363,000	27,936	108%	253,500	137,436	154%
Intergovernmental								
Bow Mar IGA	-	290,091	290,091	-	100%	290,091	-	100%
Bow Mar IGA admin	-	22,916	25,000	(2,084)	92%	25,000	(2,084)	92%
County highway tax revenue	(2,694)	12,469	13,407	(938)	93%	10,726	1,743	116%
Motor vehicle registration fees	480	4,798	6,000	(1,202)	80%	4,500	298	107%
State cigarette tax apportionment	47	962	800	162	120%	800	162	120%
State highway user's tax	2,671	33,040	56,000	(22,960)	59%	28,000	5,040	118%
Total intergovernmental	504	364,276	391,298	(27,022)	93%	359,117	5,159	101%
Interest	1,412	11,540	30,850	(19,310)	37%	15,425	(3,885)	75%
Other	-	8,239	-	8,239	-	-	8,239	0%
TOTAL REVENUES	315,522	2,091,889	1,944,632	147,257	108%	1,590,774	501,115	132%

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

	Current Month	Jan - Oct Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (83% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (83% YTD)
EXPENDITURES								
Administration								
Accounting and audit	2,788	59,997	61,795	(1,798)	97%	61,795	(1,798)	97%
Advertising/notices	70	133	500	(367)	27%	500	(367)	27%
Bank/credit card fees	241	2,935	5,100	(2,165)	58%	5,100	(2,165)	58%
Building inspection and planning review	17,054	125,170	129,600	(4,430)	97%	97,200	27,970	129%
Building maintenance and utilities	1,799	17,030	41,568	(24,538)	41%	18,706	(1,676)	91%
Community functions	600	9,777	41,000	(31,223)	24%	20,500	(10,723)	48%
Computer expense	762	8,397	21,300	(12,903)	39%	15,975	(7,578)	53%
County treasurer's collection fees	-	3,583	3,584	(1)	100%	3,584	(1)	100%
COVID-19	(4,681)	215	-	215	-	-	215	-
Dues and publications	-	3,441	8,650	(5,209)	40%	8,650	(5,209)	40%
Education and training	-	709	10,000	(9,291)	7%	5,000	(4,291)	14%
Election	-	557	2,000	(1,443)	28%	500	57	111%
Health insurance	2,542	29,834	32,000	(2,166)	93%	32,000	(2,166)	93%
Insurance and bonds	-	14,809	30,000	(15,191)	49%	30,000	(15,191)	49%
Legal	2,259	23,139	48,000	(24,861)	48%	43,200	(20,061)	54%
Mayor/monthly breakfasts	-	306	1,900	(1,594)	16%	950	(644)	32%
Miscellaneous	166	1,450	2,289	(839)	63%	1,717	(267)	84%
Payroll taxes	644	3,949	26,000	(22,051)	15%	26,000	(22,051)	15%
Pension	790	13,794	14,485	(691)	95%	14,485	(691)	95%
Salaries	15,344	177,318	230,000	(52,682)	77%	220,800	(43,482)	80%
Special projects	-	-	12,000	(12,000)	0%	-	-	0%
Supplies	256	5,332	13,000	(7,668)	41%	9,750	(4,418)	55%
Telephone/communications	387	4,891	5,500	(609)	89%	5,500	(609)	89%
Total administration	41,021	506,766	740,271	(233,505)	68%	621,912	(115,146)	81%

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

	Current Month	Jan - Oct Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (83% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (83% YTD)
Planning and engineering								
Town planning	500	22,373	56,545	(34,172)	40%	42,409	(20,036)	53%
Town engineer	-	14,175	13,455	720	105%	10,091	4,084	140%
Miscellaneous	-	-	1,500	(1,500)	0%	750	(750)	0%
Total planning and engineering	500	36,548	71,500	(34,952)	51%	53,250	(16,702)	69%
Public safety								
Operations								
Cruiser gas	788	6,140	12,000	(5,860)	51%	7,800	(1,660)	79%
Cruiser oil/maintenance	169	6,179	18,000	(11,821)	34%	13,500	(7,321)	46%
Cruiser insurance	-	4,688	7,000	(2,312)	67%	7,000	(2,312)	67%
Education/training	3,308	3,404	9,000	(5,596)	38%	4,500	(1,096)	76%
Equipment repair	-	288	5,000	(4,712)	6%	2,500	(2,212)	12%
Health/workman's comp insurance	5,607	58,685	80,000	(21,315)	73%	80,000	(21,315)	73%
Pension plan	4,376	43,657	44,400	(743)	98%	44,400	(743)	98%
Salaries	34,975	372,057	444,000	(71,943)	84%	444,000	(71,943)	84%
Supplies/miscellaneous	-	4,844	13,600	(8,756)	36%	13,600	(8,756)	36%
Telephones/air cards	162	2,027	4,800	(2,773)	42%	4,800	(2,773)	42%
Uniforms	470	4,831	10,000	(5,169)	48%	7,000	(2,169)	69%
Total operations	49,855	506,800	647,800	(141,000)	78%	629,100	(122,300)	81%
Municipal court								
Judge	500	4,000	9,000	(5,000)	44%	7,200	(3,200)	56%
Legal	2,355	13,730	27,500	(13,770)	50%	22,000	(8,270)	62%
Administration	75	525	2,000	(1,475)	26%	2,000	(1,475)	26%
Supplies	-	755	2,000	(1,245)	38%	1,000	(245)	76%
Interpreter	200	1,200	2,000	(800)	60%	1,600	(400)	75%
Total municipal court	3,130	20,210	42,500	(22,290)	48%	33,800	(13,590)	60%

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

Unaudited

	Current Month	Jan - Oct Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (83% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (83% YTD)
Contracts								
Arapahoe county dispatch fee	-	15,286	30,573	(15,287)	50%	6,115	9,171	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%
WhenWork	-	-	400	(400)	0%	400	(400)	0%
Total contracts		16,127	34,034	(17,907)	47%	9,576	6,551	168%
Computer/IT								
Merakie	-	-	1,400	(1,400)	0%	1,400	(1,400)	0%
Offsite server backup	450	1,800	1,800	-	100%	1,800	-	100%
Office 365 accounts	-	600	1,400	(800)	43%	1,400	(800)	43%
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	450	13,087	18,100	(5,013)	72%	18,100	(5,013)	72%
Total public safety	53,435	536,224	742,434	(186,210)	75%	690,576	(134,352)	81%
Public works								
Ground maintenance	120	5,251	7,300	(2,049)	72%	7,300	(2,049)	72%
Health insurance	727	4,294	-	4,294	-	-	4,294	-
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	-	1,448	-	1,448	-	-	1,448	-
Professional fees-mosquito control	-	6,515	7,500	(985)	87%	7,500	(985)	87%
Salary	5,324	55,738	69,500	(13,762)	80%	69,500	(13,762)	80%
Sanitation/trash/recycle service	7,609	84,760	86,520	(1,760)	98%	86,520	(1,760)	98%
Signs maintenance	-	441	1,020	(579)	43%	1,020	(579)	43%
Snow removal	-	2,206	2,100	106	105%	2,100	106	105%

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

	Current Month	Jan - Oct Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (83% YTD)	COVID Consideration		
						Annual Forecast	YTD Variance from Annual Forecast	Percent of Annual Forecast (83% YTD)
Storm water permit process/NPDES	-	2,253	7,500	(5,247)	30%	7,500	(5,247)	30%
Street and gutter maintenance	20,424	24,094	160,000	(135,906)	15%	56,000	(31,906)	43%
Street lighting	1,108	10,602	15,000	(4,398)	71%	11,250	(648)	94%
Striping	-	-	1,020	(1,020)	0%	1,020	(1,020)	0%
Vehicle maintenance	-	1,047	4,000	(2,953)	26%	3,000	(1,953)	35%
Total public works	35,312	203,824	371,460	(167,636)	55%	260,210	(56,386)	78%
TOTAL EXPENDITURES	130,268	1,303,362	1,925,665	(622,303)	68%	1,625,947	(322,585)	80%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	185,254	788,527	18,967	769,560		\$ (35,173)	\$ 823,700	
OTHER FINANCING USES								
Transfer to capital	-	-	(18,967)	18,967				
Total other financing uses	-	-	(18,967)	18,967				
NET CHANGE IN FUND BALANCE	\$ 185,254	788,527	\$ -	\$ 788,527				
BEGINNING FUND BALANCE		982,139						
ENDING FUND BALANCE		\$ 1,770,666						

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

	<u>Jan - Oct Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (83% 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)	
Sale of 1999 Tahoe	701	-	701	
Total other financing sources	<u>701</u>	<u>18,967</u>	<u>(18,266)</u>	
NET CHANGE IN FUND BALANCE	(23,859)	<u>\$ (11,033)</u>	<u>\$ (12,826)</u>	
BEGINNING FUND BALANCE	<u>519,431</u>			
ENDING FUND BALANCE	<u>\$ 495,572</u>			

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

Unaudited

	Jan - Oct Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (83% YTD)
REVENUES				
Conservation Trust Fund entitlement	\$ 5,656	\$ 6,000	\$ (344)	94%
CTF interest	136	-	136	0%
Total revenues	<u>5,792</u>	<u>6,000</u>	<u>(208)</u>	<u>97%</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>5,792</u>	<u>-</u>	<u>5,792</u>	
NET CHANGE IN FUND BALANCE	5,792	<u>\$ -</u>	<u>\$ 5,792</u>	
BEGINNING FUND BALANCE	<u>11,535</u>			
ENDING FUND BALANCE	<u>\$ 17,327</u>			

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE TEN MONTHS AND YTD ENDED OCTOBER 31, 2020**

Unaudited

	<u>Jan - Oct Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (83% YTD)</u>
REVENUES				
Arapahoe County open space revenues	\$ 41,783	\$ 38,625	\$ 3,158	108%
ACOP interest	2,652	-	2,652	0%
Total revenues	<u>44,435</u>	<u>38,625</u>	<u>5,810</u>	<u>115%</u>
EXPENDITURES				
Arapahoe County open space expenditures	-	-	-	0%
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>44,435</u>	<u>38,625</u>	<u>5,810</u>	
NET CHANGE IN FUND BALANCE	44,435	<u>\$ 38,625</u>	<u>\$ 5,810</u>	
BEGINNING FUND BALANCE	<u>404,704</u>			
ENDING FUND BALANCE	<u>\$ 449,139</u>			

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

Unaudited

	<u>Jan - Oct Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (83% YTD)</u>
REVENUES				
Impact Fees	\$ 114,300	\$ 190,500	\$ (76,200)	60%
Interest	348	-	348	-
Total revenues	<u>114,648</u>	<u>190,500</u>	<u>(75,852)</u>	<u>60%</u>
EXPENDITURES				
	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>114,648</u>	<u>190,500</u>	<u>(75,852)</u>	
NET CHANGE IN FUND BALANCE	114,648	<u>\$ 190,500</u>	<u>\$ (75,852)</u>	
BEGINNING FUND BALANCE	<u>38,116</u>			
ENDING FUND BALANCE	<u>\$ 152,764</u>			



Request for Board of Trustee Action

- Date:** November 17, 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 an ordinance regarding Estate Sales as presented on 2nd Reading.”

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 4
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 provided in Section 12 of Article I of the Zoning Code.

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

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

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

Introduced as Trustee Bill No. 4, 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: November 17, 2020

Title: Adopt Updates to the Town Land Use Regulations, 2nd 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 recommended its approval to the Board of Trustees.

Attachments: Summary of Proposed Changes
2020 Zoning and Land Use Regulations in final form.

Staff Recommendations: Approve as presented

Recommended Motion: "I move to approve Trustee Bill #6, Series 2020 an ordinance updating the Town's Land Use Regulations as presented on 2nd Reading."

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 in-lieu of the County Club District.

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

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**

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: November 17, 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 an ordinance regarding a Transportation Fee as presented on 2nd Reading."



Request for Board of Trustee Action

Date: November 17, 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 regarding the National Electrical Code as presented on 2nd Reading.”

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 ASSOCIATION.

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 final 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. All changes discussed at the October Trustees Meeting have been made, as have several additional small adjustments that will be highlighted by staff.

The Trustees will also go into Executive Session tonight 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 adoption of the budget at the December Trustees meeting.

Recommended Motion: No action is required.

**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 10/31/2020</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
REVENUES PER CATEGORY					
General	\$ 1,931,130	\$ 1,942,548	\$ 2,091,889	\$ 2,138,451	\$ 2,896,111
Capital	-	25,000	3,500	3,500	21,500
Conservation trust fund	9,053	6,000	5,792	5,806	6,150
Arapahoe county open space	47,835	38,625	44,435	44,533	44,533
Impact fees	38,116	190,500	114,648	127,400	610,000
Transportation fees	-	-	-	-	120,000
Total revenues	<u>2,026,134</u>	<u>2,202,673</u>	<u>2,260,264</u>	<u>2,319,690</u>	<u>3,698,294</u>
EXPENDITURES PER CATEGORY					
General	1,679,962	1,937,665	1,303,362	1,728,828	2,180,623
Capital	152,527	55,000	28,060	28,063	172,000
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>1,331,422</u>	<u>1,762,891</u>	<u>2,368,623</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES					
	<u>142,560</u>	<u>204,008</u>	<u>928,842</u>	<u>556,799</u>	<u>1,329,671</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	928,842	556,799	1,329,671
BEGINNING FUND BALANCE	<u>1,813,365</u>		<u>1,955,925</u>	<u>1,955,925</u>	<u>2,512,724</u>
ENDING FUND BALANCE	<u>\$ 1,955,925</u>		<u>\$ 2,884,767</u>	<u>\$ 2,512,724</u>	<u>\$ 3,842,395</u>
ENDING FUND BALANCE BY CATEGORY					
General	\$ 1,020,255		1,808,782	\$ 929,878	\$ 1,145,366
Capital	519,431		494,871	994,868	1,344,368
Conservation trust fund	11,535		17,327	11,341	11,491
Arapahoe county open space	404,704		449,139	449,237	483,770
Impact fees	-		114,648	127,400	737,400
Transportation fees	-		-	-	120,000
ENDING FUND BALANCE BY CATEGORY	<u>\$ 1,955,925</u>		<u>\$ 2,884,767</u>	<u>\$ 2,512,724</u>	<u>\$ 3,842,395</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 10/31/2020	2020 Estimated	2021 Proposed
REVENUES					
Taxes					
Cable television	\$ 36,312	\$ 36,000	\$ 30,794	\$ 36,000	\$ 36,000
Property taxes	370,179	358,405	356,305	358,405	436,001
Sales and use taxes	683,067	691,625	869,049	888,000	1,243,482
Specific ownership taxes	29,097	23,454	22,163	24,000	26,160
Utility franchise fees	51,306	50,000	38,587	45,000	50,000
Total taxes	<u>1,169,961</u>	<u>1,159,484</u>	<u>1,316,898</u>	<u>1,351,405</u>	<u>1,791,643</u>
Permits and fines					
Fines	49,129	75,000	32,807	37,500	50,000
Permits, fees and services	261,063	288,000	358,129	360,000	645,000
Total permits and fines	<u>310,192</u>	<u>363,000</u>	<u>390,936</u>	<u>397,500</u>	<u>695,000</u>
Intergovernmental					
Bow Mar IGA police	310,102	290,091	313,007	313,007	295,168
Bow Mar IGA admin		22,916			25,000
County highway tax revenue	12,067	13,407	12,469	13,000	15,000
Motor vehicle registration fees	4,712	6,000	4,798	5,000	6,000
State cigarette tax apportionment	653	800	962	1,000	800
State highway user's tax	56,500	56,000	33,040	37,500	56,000
Total intergovernmental	<u>384,034</u>	<u>389,214</u>	<u>364,276</u>	<u>369,507</u>	<u>397,968</u>
Interest	30,155	30,850	11,540	11,800	11,500
Other	36,788	-	8,239	8,239	-
TOTAL REVENUES	<u>1,931,130</u>	<u>1,942,548</u>	<u>2,091,889</u>	<u>2,138,451</u>	<u>2,896,111</u>
EXPENDITURES					
Administration					
Accounting and audit	34,568	61,795	59,997	72,000	67,500
Advertising/notices	353	500	133	150	500
Bank/credit card fees	3,049	5,100	2,935	5,100	5,100
Building inspection and plan review	110,408	129,600	125,170	129,600	290,250
Building maintenance and utilities	23,852	41,568	17,030	21,768	60,938
Community functions	30,141	41,000	9,777	20,500	48,000
Computer expense	24,798	21,300	8,397	15,975	14,500
County treasurer's collection fees	3,702	3,584	3,583	3,584	4,360
Emergency response and preparedness	-	-	215	20,000	3,000
Dues and publications	6,698	8,650	3,441	8,650	8,650
Education and training	1,078	10,000	709	2,000	12,000
Election	-	2,000	557	600	-
Health insurance	46,469	32,000	29,834	32,000	32,000
Insurance and bonds	20,835	30,000	14,809	30,000	30,900
Legal	40,339	60,000	23,139	35,000	60,000
Master plan/survey	-	-	-	-	-
Mayor/monthly breakfasts	-	1,900	306	500	1,900
Miscellaneous	25,477	2,289	1,450	1,717	2,300
Payroll taxes	21,129	26,000	3,949	22,000	23,600
Pension	9,847	14,485	13,794	14,485	11,800
Salaries	228,166	230,000	177,318	220,800	236,000
Special projects	-	12,000	-	-	14,000
Supplies, printing, postage	23,935	13,000	5,332	9,750	13,000
Telephone/communications	5,028	5,500	4,891	6,000	6,500
Emergency reserve	-	-	-	-	87,000

**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 10/31/2020	2020 Estimated	2021 Proposed
Total administration	659,872	752,271	506,766	672,179	1,033,798
Planning and engineering					
Town planning	59,081	56,545	22,373	43,634	36,000
Town engineer	13,174	13,455	14,175	15,000	13,455
Master plan/survey	13,000	-	-	-	-
Miscellaneous	-	1,500	-	750	1,500
Total planning and engineering	85,255	71,500	36,548	59,384	50,955
Public safety					
Operations					
Cruiser gas	21,929	30,000	6,140	21,300	12,000
Cruiser oil/maintenance	-	-	6,179	-	18,000
Cruiser insurance	6,250	7,000	4,688	7,000	7,000
Education/training	5,684	9,000	3,404	4,500	10,000
Equipment repair	2,685	-	-	-	5,000
Health insurance	58,622	52,000	44,393	52,000	52,000
Workers comp insurance	14,104	28,000	14,291	28,000	28,840
Payroll taxes	33,008	44,400	43,657	44,400	46,620
Salaries	406,051	444,000	372,057	444,000	466,200
Supplies/miscellaneous	23,929	24,520	7,160	22,020	13,600
Telephones/air cards	3,051	-	-	-	2,500
Uniforms	6,177	10,000	4,831	7,000	10,000
Total operations	581,490	648,920	506,800	630,220	671,760
Municipal court					
Judge	9,750	9,000	4,000	7,200	8,000
Legal	27,741	27,500	13,730	22,000	27,500
Administration	-	4,000	1,725	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	20,210	33,800	41,500
Contracts					
Arapahoe county dispatch fee	29,256	30,573	15,286	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	16,127	32,914	35,520
Computer/IT					
Merakie	-	1,400	-	1,400	-
Offsite server backup	-	1,800	1,800	1,800	1,800
Office 365 accounts	-	1,400	600	1,400	2,500
Scheduled computer replacement	-	3,500	687	3,500	3,500
Govpilot	-	10,000	10,000	10,000	10,000
Total computer/IT	-	18,100	13,087	18,100	17,800
Total public safety	651,294	742,434	556,224	715,034	766,580
Public works					
Ground maintenance	9,881	7,300	5,251	7,300	7,300
Health insurance	-	-	4,294	4,500	4,000
Homeowner association subsidy	10,000	5,000	5,000	5,000	-
Other drainage/water	9,420	5,000	209	2,500	5,000
Payroll taxes	-	-	-	-	6,410
Professional fees-mosquito control	-	7,500	7,929	7,929	7,500

**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 10/31/2020	2020 Estimated	2021 Proposed
Salary	32,500	69,500	55,738	69,500	75,000
Sanitation/trash/recycle service	86,771	86,520	84,760	101,712	92,000
Signs maintenance	(1,363)	1,020	441	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	24,094	56,000	60,000
Streets and gutters contingency	-	-	-	-	40,000
Street cleaning	-	-	-	-	-
Street lighting	12,735	15,000	10,602	11,250	15,000
Striping	-	1,020	-	1,020	1,040
Vehicle maintenance	6,804	4,000	1,047	3,000	3,500
Total public works	<u>283,541</u>	<u>371,460</u>	<u>203,824</u>	<u>282,231</u>	<u>329,290</u>
TOTAL EXPENDITURES	<u>1,679,962</u>	<u>1,937,665</u>	<u>1,303,362</u>	<u>1,728,828</u>	<u>2,180,623</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>251,168</u>	<u>4,883</u>	<u>788,527</u>	<u>409,623</u>	<u>715,488</u>
OTHER FINANCING SOURCES (USES)					
Transfer to capital-grant	(25,000)	-	-	-	-
Transfer to capital	(157,216)	(18,967)	-	(500,000)	(500,000)
Transfer from impact fees	38,116	-	-	-	-
Transfer from conservation trust fund	-	-	-	-	-
Total other financing sources (uses)	<u>(144,100)</u>	<u>(18,967)</u>	<u>-</u>	<u>(500,000)</u>	<u>(500,000)</u>
NET CHANGE IN FUND BALANCE	107,068	(14,084)	788,527	(90,377)	215,488
BEGINNING FUND BALANCE	<u>913,187</u>		<u>1,020,255</u>	<u>1,020,255</u>	<u>929,878</u>
ENDING FUND BALANCE	<u>\$ 1,020,255</u>		<u>\$ 1,808,782</u>	<u>\$ 929,878</u>	<u>\$ 1,145,366</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 10/31/2020</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					68,000
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>172,000</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(152,527)</u>	<u>(30,000)</u>	<u>(24,560)</u>	<u>(24,563)</u>	<u>(150,500)</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	-	500,000	500,000
Total other financing sources	<u>182,216</u>	<u>18,967</u>	<u>-</u>	<u>500,000</u>	<u>500,000</u>
NET CHANGE IN FUND BALANCE	29,689	<u>\$ (11,033)</u>	\$ (24,560)	475,437	349,500
BEGINNING FUND BALANCE	<u>489,742</u>		<u>519,431</u>	<u>519,431</u>	<u>994,868</u>
ENDING FUND BALANCE	<u>\$ 519,431</u>		<u>\$ 494,871</u>	<u>\$ 994,868</u>	<u>\$ 1,344,368</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 10/31/2020</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
REVENUES					
Conservation trust fund entitlement	\$ 8,443	\$ 6,000	\$ 5,656	\$ 5,656	\$ 6,000
CTF interest	610	-	136	150	150
Total revenues	<u>9,053</u>	<u>6,000</u>	<u>5,792</u>	<u>5,806</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>5,792</u>	<u>(194)</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>\$ 5,792</u>	<u>(194)</u>	<u>150</u>
BEGINNING FUND BALANCE	<u>13,094</u>		<u>11,535</u>	<u>11,535</u>	<u>11,341</u>
ENDING FUND BALANCE	<u>\$ 11,535</u>		<u>\$ 17,327</u>	<u>\$ 11,341</u>	<u>\$ 11,491</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 10/31/2020</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	-	2,652	2,750	2,750
Total revenues	<u>47,835</u>	<u>38,625</u>	<u>44,435</u>	<u>44,533</u>	<u>44,533</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>	\$ 44,435	44,533	34,533
BEGINNING FUND BALANCE	<u>397,342</u>		<u>404,704</u>	<u>404,704</u>	<u>449,237</u>
ENDING FUND BALANCE	<u>\$ 404,704</u>		<u>\$ 449,139</u>	<u>\$ 449,237</u>	<u>\$ 483,770</u>

**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 10/31/2020</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
REVENUES					
Impact fees	\$ 38,100	\$ 190,500	\$ 114,300	\$ 127,000	\$ 609,600
Impact fees interest	16	-	348	400	400
Total revenues	<u>38,116</u>	<u>190,500</u>	<u>114,648</u>	<u>127,400</u>	<u>610,000</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>114,648</u>	<u>127,400</u>	<u>610,000</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>\$ 190,500</u>	114,648	127,400	610,000
BEGINNING FUND BALANCE	<u>-</u>		<u>-</u>	<u>-</u>	<u>127,400</u>
ENDING FUND BALANCE	<u>\$ -</u>		<u>\$ 114,648</u>	<u>\$ 127,400</u>	<u>\$ 737,400</u>

**TOWN OF COLUMBINE VALLEY
TRANSPORTATION 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 10/31/2020</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
REVENUES					
Transportation fees	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Total revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>120,000</u>
EXPENDITURES					
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	-	<u>\$ -</u>	-	-	120,000
BEGINNING FUND BALANCE	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
ENDING FUND BALANCE	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 120,000</u>



Request for Board of Trustee Action

Date: November 17, 2020

Title: Appointment of Town Trustee

Presented By: Roy Palmer, Mayor

Background: Due to unforeseen circumstances, Trustee Mimi Kuchman resigned her seat on the Board of Trustees effective November 8, 2020.

Per section 2.04.030 of the Columbine Valley Municipal Code, the Board of Trustees may appoint a qualified individual to serve in the capacity of Town Trustee should there be a vacancy on the Board. This individual will serve until the next regular Town election (2022).

Attachments: Mimi Kuchman notice of resignation

Recommended Motion: "I move to approve the appointment of _____ to serve as Town Trustee until the next election."

JD McCrumb

From: mimi kuchman <[REDACTED]@comcast.net>
Sent: Sunday, November 8, 2020 6:36 PM
To: JD McCrumb; Roy Palmer
Subject: Resignation

Mayor Palmer,

It is with great regret that I inform you, due to unforeseen circumstances, that I will be resigning my seat as a Trustee for the Town of Columbine Valley. I apologize for this inconvenience and am sad to withdraw from such an important group for our town. Thank you for placing your confidence in my abilities as I very much will miss being a part of the Trustees. If circumstances change in the future, I would love to be considered for my another position on the Trustee's.

Keep up the good work!

Mimi Kuchman
303-[REDACTED]
[\[REDACTED\]@comcast.net](mailto:[REDACTED]@comcast.net)



Request for Board of Trustee Action

Date: November 17, 2020

Title: Set December Trustees Meeting

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: Due to state requirements that the Town's Mil Levy must be adopted and submitted prior to the 15th of each December, the Board of Trustees must meet prior to that date. As the regular meeting on the third Tuesday of the month falls on the 15th, the Trustees must convene prior to that date. As such, the Regular meeting of the Trustee of December 15, 2020 needs to be canceled. A special meeting with a limited agenda will be held with on Tuesday, December 8, 2020 at 6:30 p.m.

Recommended Motion: "I move to set a Special Meeting for Tuesday, December 8, 2020 at 6:30 p.m. and to cancel the Regular Meeting on Tuesday, December 15, 2020".