

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

September 21, 2021

6:30PM

A G E N D A

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 August 17, 2021 Minutes
5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Finance Report
 - d. Town Administrator
 - e. Chief of Police
6. OLD BUSINESS
7. NEW BUSINESS Mr. McCrumb
 - Trustee Bill #3 - Trustee Term Clean-Up (1st Reading)
8. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
August 17, 2021

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

Trustees: Bruce Menk, Kathy Boyle, Bill Dotson, Mike Giesen, and Ed Icenogle
Also present: Lee Schiller, J.D. McCrumb, Sue Blain, Jeremy Hayden, Erin Acheson, Brent Kaslon, and Bret Cottrell

PUBLIC COMMENT: There was no public comment

CONSENT AGENDA:

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

REPORTS

- A. Mayor Pro Tem Menk offered congratulations to Mr. Schiller on the birth of his second grandchild.
- B. Trustee Dotson updated the Trustees on the work of the Finance Task Force.
- C. Mrs. Blair reviewed the Town's July financials as presented in the Trustees Packet. She also reviewed the proposed banking/investment changes, the American Rescue Plan Act as known to date, the 2022 budgeting calendar, and the pending property tax implications of SB21 and 293 as well as an upcoming ballot initiative.
- D. Mr. McCrumb reviewed his report as presented in the Trustees Packet. He also asked for a received the Trustees endorsement to move forward with purchasing a new snowplow (verses used), and to develop a Trails working group.
- E. Chief Cottrell reviewed his report as presented in the Trustee Packet. He also informed the Trustees of Officer Roebuck's resignation and updated the status of the Flock cameras.

OLD BUSINESS

There was no Old Business

NEW BUSINESS

- A. **Knight Addition Minor Amendment:** Mr. Kaslon presented the amendment and recommended approval with two considerations as outlined in the trustees packet. The Trustees asked clarifying questions.

ACTION: upon a motion by Trustee Dotson and a second by Trustee Giesen, the Board of Trustees unanimously approved the Knight Addition Minor Amendment with the conditions recommended by staff.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 7:12 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.*

*** All minutes should be considered in DRAFT form until approved by the Board of Trustees at the next regular meeting.*

TOWN OF COLUMBINE VALLEY
Financial Statements Ending August 31, 2021
Variance Summary

General Fund

Revenues

- General Fund Revenues are at 95% of budget
 - o Property tax collections (99% of budget)
 - o Sales and use taxes (88% of budget)
 - o Court fines (165% of budget)
 - o Unbudgeted Hunted Run violation revenue of \$99,925
 - o American rescue plan Non entitlement unit Grant of \$188,387

Administration

- Bank charges 78%, \$480 per month for Wells Fargo credit card fees and \$120 per month for Bank checking account fees.
- Building Maintenance and utilities 94%, mostly for Town Hall Stucco of \$41,205 that was budgeted at \$42,000, so should be within budget.
- Dues and publication 84%, most of dues paid in full for the year.
- Health insurance 100%. Cafeteria plan and HSA contributions unbudgeted.
- Misc fees 82%, Paid SDG for PC wall hit by ambulance of \$1,678.
- Telephone/communications 75%, Allstream higher than budgeted with actuals at \$450 per month, budgeted \$365 per month.

Public Safety

- Cruiser gas 83%. High price of gasoline.
- Health insurance 88%. Cafeteria plan and HSA contributions unbudgeted.
- Workers Comp insurance 77%, Travelers paid quarterly.
- Municipal court supplies 96% for Graphics Plus English to Spanish advisements & other supplies.
- Arapahoe County dispatch fee 100% paid annual.
- Offsite server backup paid quarterly.
- Govpilot 100% paid annual.

General Fund Expenditures

- General Fund Expenditures are at 56% of budget. In addition, a transfer to the Capital fund was made in the amount of \$1,000,000.
- The ending fund balance is \$2,652,319.

Capital Fund

- Revenues total \$2,319 from the brick sales.
- Expenditures
 - o \$6,400 for the body cameras.
 - o \$47,055 2020 Ford Interceptor
 - o \$7,650 for Park Stage
 - o \$12,550 for new furnace and air conditioner for basement
- With the \$1,000,000 transfer, the ending fund balance is \$1,447,031.

Conservation Trust Fund

- Revenues total \$4,690 with zero expenditures to date.
- Ending fund balance \$18,696.

Arapahoe County Open Space Fund

- Revenues total \$43,918 with zero expenditures to date.
- Ending fund balance \$493,251.

Impact Fees

- Impact Fee revenues \$342,900 (56% of budget) with zero expenditures to date.
- Ending fund balance \$610,087.

Transportation Fees

- Transportation fees \$75,751 (63% of budget) with zero expenditures to date.
- Ending fund balance \$75,751.

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF AUGUST 31, 2021**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo	\$ 223,002	\$ -	\$ 223,002
Vectra Bank money market	-	4,964	4,964
Vectra Bank investment	-	413,911	413,911
C-Safe Primary	-	3,296,484	3,296,484
C-Safe Impact fee	-	584,685	584,685
C Safe CTF	-	18,695	18,695
Arapahoe County shareback	-	493,249	493,249
YTD Cash Balances	223,002	4,811,988	5,034,990
Less amount allocated for capital	-	(1,447,031)	(1,447,031)
Less amount restricted for ACOS	-	(493,251)	(493,251)
Less amount restricted for CTF	-	(18,696)	(18,696)
Less amount restricted for impact fees	-	(610,087)	(610,087)
Less amount restricted for transportation fees	-	(75,751)	(75,751)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 223,002	\$ 2,167,172	\$ 2,390,174

TOWN OF COLUMBINE VALLEY
ALLOCATION OF AVAILABLE FUND BALANCES
YEAR TO DATE (YTD) AS OF AUGUST 31, 2021

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 2,130,611	\$ 509,367	\$ 14,001	\$ 449,205	\$ 267,095	\$ -	\$ 3,370,279
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	1,601,123	-	-	-	-	-	1,601,123
Permits and fines	667,914	-	-	-	-	-	667,914
Intergovernmental	282,146	-	-	-	-	-	282,146
Interest	744	-	5	128	92	-	969
Other	2,168	-	-	-	-	-	2,168
Donations	-	2,319	-	-	-	-	2,319
Grants	188,387	-	-	-	-	-	188,387
Conservation Trust Fund entitlement	-	-	4,690	-	-	-	4,690
Arapahoe County open space fund	-	-	-	43,918	-	-	43,918
Impact fees	-	-	-	-	342,900	-	342,900
Transportation fees	-	-	-	-	-	75,751	75,751
Total YTD revenues	2,742,482	2,319	4,695	44,046	342,992	75,751	3,212,285
Total YTD expenditures	(1,220,774)	(73,655)	-	-	-	-	(1,294,429)
Excess of revenues over (under) expenditures	1,521,708	(71,336)	4,695	44,046	342,992	75,751	1,917,856
Transfers	(1,000,000)	1,000,000	-	-	-	-	-
Sale of police cruiser	-	9,000	-	-	-	-	9,000
Net change in fund balance	521,708	937,664	4,695	44,046	342,992	75,751	1,926,856
YTD ENDING FUND BALANCES	\$ 2,652,319	\$ 1,447,031	\$ 18,696	\$ 493,251	\$ 610,087	\$ 75,751	\$ 5,297,135

(page 4)

(page 8)

(page 9)

(page 10)

(page 11)

(page 12)

Budget vs actual reference

TOWN OF COLUMBINE VALLEY
BALANCE SHEET - All FUNDS
August 31, 2021
Unaudited

	General
ASSETS	
Cash and investments	\$ 5,034,990
Accrued revenue	102,154
Other receivables	195,295
Property tax receivable	5,150
TOTAL ASSETS	\$ 5,337,589
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 15,891
Accrued liabilities	19,413
Deferred property tax revenue	5,150
Total liabilities	40,454
 FUND BALANCES	
General	2,652,319
Capital	1,447,031
Conservation trust fund	18,696
Arapahoe county open space	493,251
Impact fees	610,087
Transportation fees	75,751
Total fund balances	5,297,135
TOTAL LIABILITIES AND FUND BALANCES	\$ 5,337,589

**TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (67% YTD)</u>
REVENUES				
Taxes	\$ 1,601,123	\$ 1,791,526	\$ (190,403)	89%
Permits and fines	667,914	695,000	(27,086)	96%
Intergovernmental	282,146	397,968	(115,822)	71%
Interest income	744	11,500	(10,756)	6%
Other	2,168	-	2,168	-
Grants	188,387	-	188,387	-
Total revenues	<u>2,742,482</u>	<u>2,895,994</u>	<u>(153,512)</u>	<u>95%</u>
EXPENDITURES				
Administration	548,461	1,022,297	(473,836)	54%
Planning and engineering	31,620	50,955	(19,335)	62%
Public safety	511,463	767,580	(256,117)	67%
Public works	129,230	329,290	(200,060)	39%
Total expenditures	<u>1,220,774</u>	<u>2,170,122</u>	<u>(949,348)</u>	<u>56%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>1,521,708</u>	<u>725,872</u>	<u>795,836</u>	<u>210%</u>
OTHER FINANCING USES				
Transfer to capital	(1,000,000)	(500,000)	(500,000)	200%
Total other financing uses	<u>(1,000,000)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>200%</u>
NET CHANGE IN FUND BALANCE	521,708	<u>\$ 225,872</u>	<u>\$ 295,836</u>	
BEGINNING FUND BALANCE	<u>2,130,611</u>			
ENDING FUND BALANCE	<u>\$ 2,652,319</u>			

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND EIGHT MONTHS ENDED AUGUST 31, 2021
Unaudited

	<u>Current Month</u>	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (67% YTD)</u>
REVENUES					
Taxes					
Cable television	\$ 3,000	\$ 24,114	\$ 36,000	\$ (11,886)	67%
Property taxes	3,888	430,741	435,891	(5,150)	99%
Sales and use taxes	154,097	1,088,470	1,243,482	(155,012)	88%
Specific ownership taxes	2,407	20,001	26,153	(6,152)	76%
Utility franchise fees	4,167	37,797	50,000	(12,203)	76%
Total taxes	<u>167,559</u>	<u>1,601,123</u>	<u>1,791,526</u>	<u>(190,403)</u>	<u>89%</u>
Permits and fines					
Court fines	8,090	82,280	50,000	32,280	165%
Permits, fees and services	76,059	485,709	645,000	(159,291)	75%
Violations	-	99,925	-	99,925	-
Total permits and fines	<u>84,149</u>	<u>667,914</u>	<u>695,000</u>	<u>(27,086)</u>	<u>96%</u>
Intergovernmental					
Bow Mar IGA	-	221,321	295,168	(73,847)	75%
Bow Mar IGA admin	-	15,000	25,000	(10,000)	60%
County highway tax revenue	1,250	14,320	15,000	(680)	95%
Motor vehicle registration fees	439	3,920	6,000	(2,080)	65%
State cigarette tax apportionment	297	1,187	800	387	148%
State highway user's tax	3,300	26,398	56,000	(29,602)	47%
Total intergovernmental	<u>5,286</u>	<u>282,146</u>	<u>397,968</u>	<u>(115,822)</u>	<u>71%</u>
Interest	151	744	11,500	(10,756)	6%
Other	-	2,168	-	2,168	-
Grants	-	188,387	-	188,387	-
TOTAL REVENUES	<u>257,145</u>	<u>2,742,482</u>	<u>2,895,994</u>	<u>(153,512)</u>	<u>95%</u>
EXPENDITURES					
Administration					
Accounting and audit	4,967	47,072	67,500	(20,428)	70%
Advertising/notices	-	161	500	(339)	32%
Bank/credit card fees	257	3,960	5,100	(1,140)	78%
Building inspection and planning review	25,465	162,754	290,250	(127,496)	56%
Building maintenance and utilities	1,774	57,153	60,938	(3,785)	94%
Community functions	2,270	26,355	48,000	(21,645)	55%
Computer expense	-	4,330	14,500	(10,170)	30%
County treasurer's collection fees	40	4,308	4,359	(51)	99%
Dues and publications	-	7,301	8,650	(1,349)	84%
Education and training	-	334	12,000	(11,666)	3%
Emergency response and preparedness	-	1,996	3,000	(1,004)	67%
Health insurance	4,858	32,138	32,000	138	100%
Insurance and bonds	-	16,716	30,900	(14,184)	54%
Legal	3,937	19,043	60,000	(40,957)	32%
Mayor/monthly breakfasts	-	-	1,900	(1,900)	0%
Miscellaneous	-	1,887	2,300	(413)	82%
Payroll taxes	1,270	6,670	22,600	(15,930)	30%
Pension	853	6,995	11,300	(4,305)	62%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND EIGHT MONTHS ENDED AUGUST 31, 2021
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (67% YTD)
Salaries	17,904	137,793	226,000	(88,207)	61%
Special projects	-	-	14,000	(14,000)	0%
Supplies, printing, postage	616	6,597	13,000	(6,403)	51%
Telephone/communications	354	4,898	6,500	(1,602)	75%
Emergency reserve	-	-	87,000	(87,000)	0%
Total administration	64,565	548,461	1,022,297	(473,836)	54%
Planning and engineering					
Town planning	250	18,439	36,000	(17,561)	51%
Town engineer	7,556	13,181	13,455	(274)	98%
Miscellaneous	-	-	1,500	(1,500)	0%
Total planning and engineering	7,806	31,620	50,955	(19,335)	62%
Public safety					
Operations					
Cruiser gas	1,156	9,909	12,000	(2,091)	83%
Cruiser oil/maintenance	-	1,462	18,000	(16,538)	8%
Cruiser insurance	-	4,688	7,000	(2,312)	67%
Education/training	288	736	10,000	(9,264)	7%
Equipment repair	539	673	5,000	(4,327)	13%
Health insurance	5,800	45,747	52,000	(6,253)	88%
Workers comp insurance	3,051	22,077	28,840	(6,763)	77%
Payroll taxes	4,727	40,061	46,620	(6,559)	86%
Salaries	35,255	304,130	466,200	(162,070)	65%
Supplies/miscellaneous	-	3,350	13,600	(10,250)	25%
Telephones/air cards	-	1,124	2,500	(1,376)	45%
Uniforms	-	3,382	10,000	(6,618)	34%
Total operations	50,816	437,339	671,760	(234,421)	65%
Municipal court					
Judge	501	4,001	8,000	(3,999)	50%
Legal	-	19,060	27,500	(8,440)	69%
Administration	-	556	2,000	(1,444)	28%
Supplies	-	1,911	2,000	(89)	96%
Interpreter	-	1,400	2,000	(600)	70%
Total municipal court	501	26,928	41,500	(14,572)	65%
Contracts					
Arapahoe county dispatch fee	-	31,949	31,949	-	100%
Tri-tech software	700	700	1,189	(489)	59%
Humane society	-	-	500	(500)	0%
Juvenile assessment	-	782	782	-	100%
Netmotion	-	-	500	(500)	0%
CACP	-	-	150	(150)	0%
CISC	-	-	1,000	(1,000)	0%
WhenIWork	-	-	450	(450)	0%
Total contracts	700	33,431	36,520	(3,089)	92%
Computer/IT					
Offsite server backup	-	1,350	1,800	(450)	75%
Office 365 accounts	-	1,056	2,500	(1,444)	42%
Scheduled computer replacement	-	1,359	3,500	(2,141)	39%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND EIGHT MONTHS ENDED AUGUST 31, 2021
Unaudited

	<u>Current Month</u>	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (67% YTD)</u>
Govpilot	-	10,000	10,000	-	100%
Total computer/IT	<u>-</u>	<u>13,765</u>	<u>17,800</u>	<u>(4,035)</u>	<u>77%</u>
Total public safety	<u>52,017</u>	<u>511,463</u>	<u>767,580</u>	<u>(256,117)</u>	<u>67%</u>
Public works					
Ground maintenance	163	3,437	7,300	(3,863)	47%
Health insurance	533	4,864	4,000	864	122%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	469	3,932	6,410	(2,478)	61%
Professional fees-mosquito control	1,108	5,538	7,500	(1,962)	74%
Salary	5,024	42,662	75,000	(32,338)	57%
Sanitation/trash/recycle service	7,865	61,879	92,000	(30,121)	67%
Signs maintenance	-	-	1,040	(1,040)	0%
Snow removal	-	130	4,000	(3,870)	3%
Storm water permit process/NPDES	-	1,014	7,500	(6,486)	14%
Street and gutter maintenance	-	236	60,000	(59,764)	0%
Streets and gutters contingency	-	-	40,000	(40,000)	0%
Street lighting	990	5,236	15,000	(9,764)	35%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	-	302	3,500	(3,198)	9%
Total public works	<u>16,152</u>	<u>129,230</u>	<u>329,290</u>	<u>(200,060)</u>	<u>39%</u>
TOTAL EXPENDITURES	<u>140,540</u>	<u>1,220,774</u>	<u>2,170,122</u>	<u>(949,348)</u>	<u>56%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>116,605</u>	<u>1,521,708</u>	<u>725,872</u>	<u>795,836</u>	<u>210%</u>
OTHER FINANCING USES					
Transfer to capital	-	(1,000,000)	(500,000)	(500,000)	200%
Total other financing uses	<u>-</u>	<u>(1,000,000)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>200%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 116,605</u>	<u>\$ 521,708</u>	<u>\$ 225,872</u>	<u>\$ 295,836</u>	
BEGINNING FUND BALANCE		<u>2,130,611</u>			
ENDING FUND BALANCE		<u>\$ 2,652,319</u>			

**TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (67% YTD)</u>
REVENUES				
Donations (Brick sales)	\$ 2,319	\$ 21,500	\$ (19,181)	11%
Total revenues	<u>2,319</u>	<u>21,500</u>	<u>(19,181)</u>	<u>11%</u>
EXPENDITURES				
Public safety				
Town hall security	-	12,000	(12,000)	0%
Body cameras	6,400	10,000	(3,600)	64%
Vehicle	47,055	45,000	2,055	105%
Administration				
Columbine park stage	7,650	25,000	(17,350)	31%
Public works				
Furnace and air conditioner	12,550	-	12,550	-
Lightpole replacement	-	12,000	(12,000)	0%
Truck - snow removal	-	56,000	(56,000)	0%
Total expenditures	<u>73,655</u>	<u>160,000</u>	<u>(86,345)</u>	<u>46%</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(71,336)</u>	<u>(138,500)</u>	<u>67,164</u>	<u>52%</u>
OTHER FINANCING SOURCES				
Transfer from general	1,000,000	500,000	500,000	200%
Sale of police cruiser	9,000	-	9,000	-
Total other financing sources	<u>1,009,000</u>	<u>500,000</u>	<u>509,000</u>	<u>202%</u>
NET CHANGE IN FUND BALANCE	937,664	<u>\$ 361,500</u>	<u>\$ 576,164</u>	
BEGINNING FUND BALANCE	<u>509,367</u>			
ENDING FUND BALANCE	<u>\$ 1,447,031</u>			

**TOWN OF COLUMBINE VALLEY
 CONSERVATION TRUST
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021**

	Unaudited			
	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (67% YTD)
REVENUES				
Conservation Trust Fund entitlement	\$ 4,690	\$ 6,000	\$ (1,310)	78%
CTF interest	5	150	(145)	3%
Total revenues	<u>4,695</u>	<u>6,150</u>	<u>(1,455)</u>	<u>76%</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>
NET CHANGE IN FUND BALANCE	4,695	<u>\$ 150</u>	<u>\$ 4,545</u>	
BEGINNING FUND BALANCE	<u>14,001</u>			
ENDING FUND BALANCE	<u>\$ 18,696</u>			

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021**

	Unaudited			
	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (67% YTD)</u>
REVENUES				
Arapahoe County open space revenues	\$ 43,918	\$ 41,783	\$ 2,135	105%
ACOP interest	128	2,750	(2,622)	5%
Total revenues	<u>44,046</u>	<u>44,533</u>	<u>(487)</u>	<u>99%</u>
EXPENDITURES				
Trails master plan	-	10,000	(10,000)	0%
Total expenditures	<u>-</u>	<u>10,000</u>	<u>(10,000)</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	44,046	<u>\$ 34,533</u>	<u>\$ 9,513</u>	
BEGINNING FUND BALANCE	<u>449,205</u>			
ENDING FUND BALANCE	<u>\$ 493,251</u>			

**TOWN OF COLUMBINE VALLEY
IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (67% YTD)</u>
REVENUES				
Impact fees	\$ 342,900	\$ 609,600	\$ (266,700)	56%
Interest	92	400	(308)	23%
Total revenues	<u>342,992</u>	<u>610,000</u>	<u>(267,008)</u>	<u>56%</u>
EXPENDITURES	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	342,992	<u>\$ 610,000</u>	<u>\$ (267,008)</u>	
BEGINNING FUND BALANCE	<u>267,095</u>			
ENDING FUND BALANCE	<u>\$ 610,087</u>			

**TOWN OF COLUMBINE VALLEY
TRANSPORTATION FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2021**

	Unaudited			Percent of
	YTD	Adopted	YTD Variance	Annual
	Actual	Annual	from Annual	Budget
	<u> </u>	<u> </u>	<u> </u>	<u>(67% YTD)</u>
REVENUES				
Transportation fees	\$ 75,751	\$ 120,000	\$ (44,249)	63%
Total revenues	<u>75,751</u>	<u>120,000</u>	<u>(44,249)</u>	<u>63%</u>
EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	75,751	<u>\$ 120,000</u>	<u>\$ (44,249)</u>	
BEGINNING FUND BALANCE	<u>-</u>			
ENDING FUND BALANCE	<u>\$ 75,751</u>			



Town Administrator's Report

September 2021



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

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



Town Website August Statistics

4,321

Total Visits

4,412

August Page Views

Top Pages

Trash and Recycle

This Week

Municipal Court

Calendar

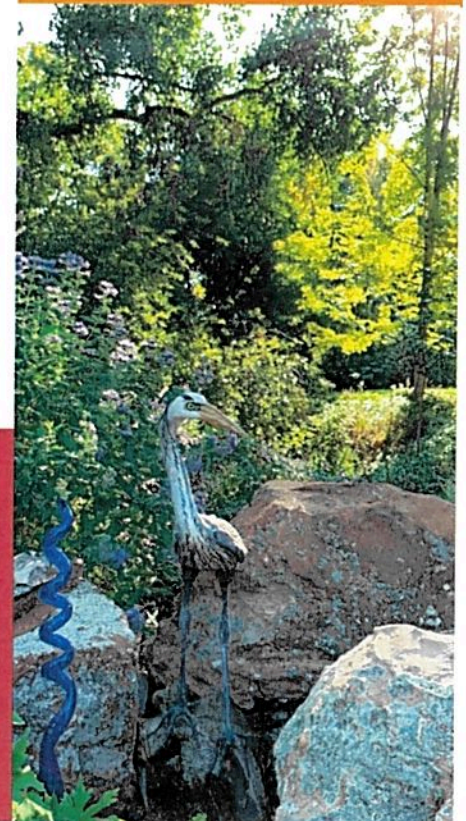
Administration & Projects

- Staff is working with Gov Pilot to update and add functionality to the Town's website. This will include being able to request overnight parking permits and new trash containers online.
- Work is underway to demo a new online Town directory that is expected to be available for residents to opt-into for 2022. 2022 will also be the first year the Town offers an annual report of activities as a part of the directory.
- Work has begun to prepare for the Town's 2022 Municipal Election scheduled for next April. Information for interested candidates will be included in the December newsletter.
- Municipal Court staff continues to adjust to new systems and requirements implemented at the Littleton Court House. While beneficial, these changes require a significant learning curve and some process alignment.
- The Town has partnered with the cities of Littleton and Englewood to offer leaf disposal in early November. This is an effort to help off set the changes in what Republic will collect at the curb.
- Staff continues the process for final acceptance of Wilder Lane and is preparing for the same at Wild Plum.

Citizen Contacts:

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

- ⇒ Building Department: 172
- ⇒ Comm. Development: 44
- ⇒ Public Works: 41
- ⇒ Municipal Court: 59
- ⇒ Other: 302



Building Department

Monthly Stats

21 Permits Issued

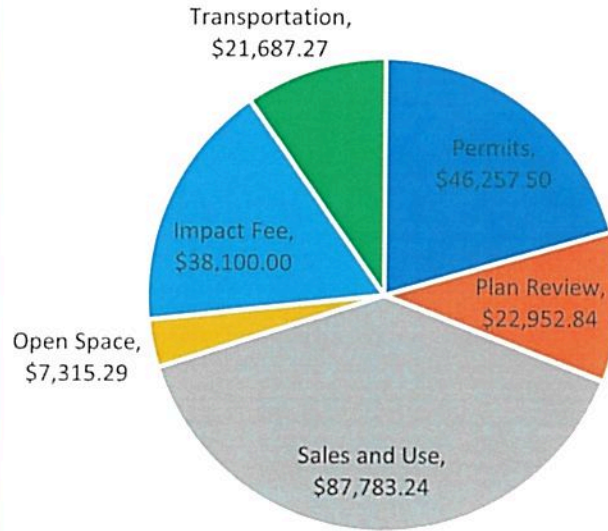
- New SFR: 4
- Major Remodel: 2
- New Roofs: 4
- Other/Misc.: 11

151 Inspections

16 Licenses Issued

- General: 5
- Electrician: 4
- Plumbers: 1
- Mechanical: 5
- Roofer: 1

Aug. Permit Rev.: \$224,096.14



Wild Plum

95 Total Lots

(84 interior, 11 custom)

47 SFR Permits Issued

(36 interior, 11 custom)

6 Permits Pending

(6 interior, (n/a custom)

23 Completed Homes

(21 interior, 2 custom)

21 Occupied Homes

(19 interior, 2 custom)



Building Department Revenue by Month

	2020	2020 YTD	2021	2021 YTD
January	\$12,880.59	\$12,880.59	\$359,728.82	\$359,728.82
February	\$153,178.50	\$166,059.09	\$87,283.60	\$447,012.42
March	\$51,548.10	\$217,607.19	\$86,265.31	\$533,277.73
April	\$66,015.59	\$283,622.78	\$343,203.23	\$876,480.96
May	\$4,379.81	\$288,002.59	\$37,276.36	\$913,757.32
June	\$107,786.01	\$395,788.60	\$214,345.07	\$1,128,102.39
July	\$35,704.73	\$431,493.33	\$199,032.35	\$1,327,134.74
August	\$70,347.86	\$501,841.19	\$224,069.14	\$1,551,203.88
September	\$52,257.91	\$554,099.10		
October	\$395,156.20	\$949,255.30		
November	\$363,482.19	\$985,637.49		
December	\$57,764.02	\$1,043,401.51		



Public Works Department

- The Normandy drop structure, located just south of the equestrian center on the Nevada Ditch, conveys water from Last Chance Gulch to Cooley Lake. Over the last few years, it has developed a number of small leaks. The source of the leaks was located this month by temporarily dyeing the water green and following the flow. To repair these leaks, a new cut off wall will be installed. A clearing out of the silt and vegetation buildup upstream will also be performed to help move stormwater more effectively.
- Construction is underway on the Damsire Drive homes. To provide access for construction equipment, the sidewalk between cul-de-sacs has been replaced with a temporary dirt road. Barricades and 24/7 video surveillance has been installed at the Fairway & Damsire intersection to discourage residents and construction traffic from accessing Wild Plum at this location. All golf carts and pedestrians are required to use the concrete sidewalk trail system in this area. This will help keep pedestrian traffic away from the heavy machinery used for the home construction.
- Town Halls exterior security camera system was upgraded this month. A new cable feed was run to a TV on the main floor. This allows staff on the main floor to immediately view all of the building exterior when needed.

August Weather Report

- High of 97 Low of 54
- 1.1" of accumulated precipitation
- Max wind speed, mph: 35
- Max wind gust, mph: 49

Municipal Court

	<u>2020 YTD</u>	<u>2021</u>	<u>2020 YTD</u>
Jan	\$6,314.24	\$2,816.00	\$2,816.00
Feb	\$10,309.24	\$11,445.00	\$14,261.00
Mar	\$13,953.24	\$13,540.00	\$27,801.00
Apr	\$15,392.74	\$15,330.12	\$43,131.12
May	\$16,872.74	\$13,577.12	\$56,708.24
June	\$21,327.74	\$11,777.00	\$68,485.24
July	\$25,247.74	\$5,895.00	\$74,380.24
Aug	\$27,737.74		
Sept	\$30,852.74		
Oct	\$33,616.96		
Nov	\$36,011.96		
Dec	\$39,731.96		

August Total Stats

- Total paid before Court: 24
- Total on docket: 34
- Cases heard by Judge: 21
- Continuances: 5
- Failure to Appear: 0
- Stay of Executions: 2
- Classes Ordered: 0
- Bench Warrants: 4
- Trials: 3



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 2021

Full Time Positions	5 of 6
Part Time Positions	2 of 4
Regular hours	885
OT hours worked	13.5
Off Duty	3
PTO	125.5

August 2021 Violations

Charges For the Date Range 8/1/2021 Thru 8/31/2021

Qty	Charge
16	703(3) FAIL TO STOP AT A STOP SIGN:
12	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
9	1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
2	1212(D) STORED VEHICLES:
2	1204(3)(B) STOPPING, STANDING OR PARKING PROHIBITED IN SPECIFIED PLACES (WHERE OFFICIAL SIGNS PROHIBIT):
1	:
1	604 TRAFFIC CONTROL SIGNAL:
1	1402(1) CARELESS DRIVING:
1	1409 COMPULSORY INSURANCE:
1	CMC 9.08.020 POSSESSION OR CONSUMPTION OF CANNABIS PROHIBITED:
1	1101(2)(H) SPEEDING 20 AND OVER:
47	Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV21-0000147	08/07/2021 10:49:54 PM	SUSPICIOUS CIRCUMSTANCE IP
CV21-0000148	08/08/2021 06:15:09 PM	Domestic Violence Physical
CV21-0000149	08/08/2021 09:23:15 PM	SUSPICIOUS CIRCUMSTANCE IP
CV21-0000150	08/10/2021 09:11:31 PM	WARRANT ARREST IP
CV21-0000151	08/10/2021 09:42:39 PM	Drug Violation
CV21-0000152	08/12/2021 08:17:40 AM	PROPERTY ACCIDENT IP
CV21-0000153	08/12/2021 09:40:41 PM	DUI IP
CV21-0000154	08/13/2021 06:21:07 AM	SUSPICIOUS PERSON IP
CV21-0000155	08/13/2021 07:58:44 PM	Suicide Attempt
CV21-0000156	08/16/2021 01:39:11 PM	INFORMATION IP
CV21-0000157	08/16/2021 10:25:01 PM	TRAFFIC ARREST IP
CV21-0000158	08/16/2021 10:43:15 PM	MENACING IP
CV21-0000159	08/18/2021 09:58:28 PM	INFORMATION IP
CV21-0000160	08/20/2021 11:57:04 PM	ASSIST TO OTHER AGENCY IP
CV21-0000161	08/23/2021 12:38:10 PM	ELUDING IP
CV21-0000161	08/23/2021 12:38:10 PM	ELUDING IP
CV21-0000162	08/21/2021 03:14:18 PM	Domestic Violence Physical
CV21-0000163	08/26/2021 08:31:55 PM	Theft from Motor Vehicle
CV21-0000164	08/30/2021 03:44:21 PM	UNKNOWN INJURY ACCIDENT IP
CV21-0000165	08/31/2021 12:46:39 AM	FOUND PROPERTY IP*

USPICIOUS CIRCUMSTANCE IP		<u>1</u>							<u>1</u>
USPICIOUS PERSON IP		<u>6</u>							<u>6</u>
USPICIOUS VEHICLE IP		<u>3</u>							<u>3</u>
theft									
theft from Motor Vehicle			<u>1</u>						<u>1</u>
HEFT FROM MOTOR VEHICLE IP									
HEFT IP									
TRAFFIC ARREST IP									
Traffic Complaint			<u>1</u>						<u>1</u>
TRAFFIC COMPLAINT IP			<u>2</u>						<u>2</u>
TRAFFIC OBSTRUCTION IP		<u>2</u>							<u>2</u>
TRAFFIC STOP IP		<u>31</u>							<u>31</u>
TRANSPORT IP									
trespass to Property									
RESPASS TO PROPERTY IP									
trespass to Vehicle									
RESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP		<u>1</u>							<u>1</u>
UNLAWFUL ACTS IP									
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP			<u>1</u>						<u>1</u>
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>1</u>	<u>48</u>	<u>43</u>	<u>11</u>					<u>103</u>



Request for Board of Trustee Action

Date: September 21, 2021
Title: Trustee Bill 4, Series 2021 – Trustee Terms
Presented By: Lee Schiller, Town Attorney
Prepared By: Lee Schiller, Town Attorney

Background: In April 2020 the Board of Trustees appointed two Trustees to the Board to fill vacancies. These vacancies were created for lack of candidates running to fill a seat, and from a Trustee resignation. Per the Town’s municipal code, trustees who are appointed to fill a vacancy must run for election in their own right at the next regularly scheduled election.

Municipal Code also calls for the six trustee’s seats to be staggered, with three Trustee seats to be on the ballot every two years, for four-year terms. Due to the appointments made in 2020, the 2022 election will have six seats up for consideration, the mayor and five trustees.

To get back into the proper sequence, Trustee Bill 4 allows for the top three vote getters to serve 4-year terms, and the fifth and sixth highest vote getter to serve a 2-year term. This condition will only apply to the 2022 election.

Attachments: Trustee Bill 4, Series 2021

Recommended Motion(s): “I move to approve Trustee Bill 4, Series 2021 as presented on 1st reading.”

	2010	2012	2014	2016	2018	2020	2022
Mayor	G Christy	G Christy	G Christy	R Champion	R Champion	R Palmer	Mayor (2 year term)
Trustee	J Fischer		B Menk		B Menk (termed)		4 year term
Trustee	R Champion		R Champion	B Dotson*	B Dotson		4 year term
Trustee		M Best		K Boyle*	K Boyle		4 year term
Trustee		J May		R Palmer		E Icenogle*	2 year term
Trustee		J Newland		G Christy		J Tarpey	
Trustee	D Cope		D Cope		G Miles*	Mimi Kuchman/Mike Giesen* 2 year term	

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 4
SERIES OF 2021

INTRODUCED BY
TRUSTEE: BILL DOTSON

**A BILL FOR AN ORDINANCE CONCERNING THE ELECTION OF MEMBERS OF
THE BOARD OF TRUSTEES**

WHEREAS, Section 2.04.010 of the Municipal Code of the Town of Columbine Valley sets forth the terms for the election of the Mayor and members of the Board of Trustees and provides for staggered terms; and

WHEREAS, due to the prior appointment of duly qualified electors of the Town to serve as Trustees, the schedule for the appointment of Trustees as set forth in Section 2.04.010 cannot be followed; and

WHEREAS, by temporarily suspending the full application of Section 2.04.010 and amending it so that the terms of elected trustees will be re-established as contemplated by Section 2.04.010; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley find that it is in the best interests of the Town to temporarily suspend and amend Section 2.04.010; and

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

Section 1. For the election year 2022 only, the full application of Section 2.04.010 of the Municipal Code of the Town of Columbine Valley shall be suspended and amended to provide that the member of the Board of Trustees receiving the fourth highest and fifth highest votes shall be elected for two (2) year terms. In all other respects, the provisions of Section 2.04.010 shall be enforced.

Section 2. Upon the completion of April 2022 election for Mayor and members of the Board of Trustees, this ordinance shall no longer have any force and effect and the provisions of Section 2.04.010 as provided in the Town of Columbine Valley Municipal Code shall be enforced.

Section 3. 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 4. The Town Clerk shall certify the passage of this ordinance and cause notice of its contents and passage to be published.

Section 5. 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.

Section 6. Introduced as Trustee Bill No. 4, Series of 2021, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, held at the Columbine Town Hall, 2 Middlefield Road, Columbine Valley, Arapahoe County, Colorado, on the 21st day of September, 2021, passed by a vote of ___ for and ___ against; on first reading; passed on second reading at a regular meeting of the Board of Trustees held by a vote of ___ for and ___ against on the 19th day of October, 2021, and ordered published in the Littleton Independent on the ___ day of _____, 2021.

Roy Palmer, Mayor

Attest: _____
JD McCrumb, Town Clerk

Published: _____ in the Littleton Independent Newspaper