

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

April 19, 2022

6:30PM

A G E N D A

1. ROLL CALL
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 after Public Comment, or to staff to obtain additional information and report back to the Board as appropriate.
4. CONSENT AGENDA Mayor Palmer
 - a. Approval of March 15, 2022 Minutes
5. OLD BUSINESS Mr. Schiller
 - a. Trustee Bill #1 - 2022, An Ordinance Regarding Dumpsters
6. THANKS AND REMARKS Mayor Palmer
7. RECESS MEETING Mayor Palmer
8. SWEARING IN OF MAYOR AND TRUSTEES Judge McCarthy
 - a. Mayor Roy Palmer (2 years)
 - b. Trustee Bill Dotson (4 years)
 - c. Trustee Ed Icenogle (4 years)
 - d. Trustee Al Timothy (4 years)
9. ROLL CALL
10. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Finance Report
 - d. Town Administrator
 - e. Chief of Police
 - f. Municipal Judge
11. NEW BUSINESS Mayor Palmer
 - a. Appointments to fill empty Trustee Seats
12. APPOINTMENTS AND OATHS Mayor Palmer
 - a. Mayor Pro Tem
 - b. Appointment of Commissioners
 - c. Town Officials
 - a. Town Administrator
 - b. Town Clerk
 - c. Town Marshall
 - d. Town Attorney
 - e. Town Treasurer
 - f. Building Official
 - g. Court Clerk
 - h. Municipal Judge
13. NEW BUSINESS, continued
 - b. Trustee Bill #3, 2022 – An Ordinance Defining Swimming Pools Mr. Schiller
 - c. Resolution #4, 2022 – Capital Improvement Program Mr. McCrumb
14. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
March 15, 2022

Mayor Palmer 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: Roy Palmer, Bruce Menk, Kathy Boyle, Bill Dotson, Mike Giesen, Ed Icenogle, and Jim Tarpey
Also present: Lee Schiller, J.D. McCrumb, Diane Rodriguez, Brent Kaslon, Bret Cottrell, and Jamie Milliman

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. The Mayor had no report.
- B. Mayor Pro Tem Menk thanked the Mayor for his kind works in the recent newsletter.
- C. Mrs. Rodriguez reviewed the Town's Feb. financials as presented in the Trustees Packet.
- D. Mr. McCrumb reviewed his report as presented in the Trustees Packet.
- E. Chief Cottrell reviewed his report as presented in the Trustee Packet.

OLD BUSINESS: There was no old business

Trustee Bill #2, 2022 – regarding insurance: Mr. Schiller presented the ordinance on second reading.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Dotson, the Board of Trustees unanimously approved Trustee Bill #2 on 2nd reading.

NEW BUSINESS

Trustee Bill #1, 2022 – regarding dumpsters: Mr. Schiller presented an updated ordinance on first reading. The Trustees asked clarifying questions and discussed some revisions. Trustee Icenogle requested an amendment making an allowance for dumpsters with regularly scheduled service.

ACTION: upon a motion by Trustee Icenogle and a second by Trustee Tarpey, the Board of Trustees unanimously approved Trustee Bill #1 on 1st reading as amended.

Resolution #3, 2022 – canceling town elections: Mr. McCrumb presented the resolution canceling the election for lack of contested seats and declaring elected several candidates.

ACTION: upon a motion by Trustee Tarpey and a second by Trustee Boyle, the Board of Trustees unanimously approved Resolution #3.

Trails Master Plan Addendum: Mr. Kaslon presented a draft addendum to the Town's Master plan regrading trails and open space. The Trustees asked clarifying questions.

ACTION: the Trustees directed staff to proceed with the plan.

ADJOURNMENT: There being no further business, the meeting was adjourned at 7:56 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.*



Request for Board of Trustee Action

- Date:** April 19, 2022
- Title:** Trustee Bill #1, Series 2022 – Temporary On-Site Accessories (2nd Reading)
- Presented By:** Lee Schiller, Town Attorney
- Prepared By:** Lee Schiller, Town Attorney
- Background:** At their meeting in January 2022, the Board of Trustees identified concerns regarding an increase in roll-off style dumpsters in the Town right-of-way. At that time, staff was directed to research solutions and bring an ordinance for the Trustees to consider. At the next meeting in February, the Trustees reviewed a draft ordinance presented by staff. After discussion, the Trustees directed staff to make several changes. First reading of the updated ordinance was passed on March 15, 2022 with several additional changes directed by the Trustees.
- Attachments:** Trustee Bill #1, Series 2022 - Temporary On-Site Accessories (2nd Reading)
- Suggested Motion:** “I move to approve Trustee Bill #1, Series 2022 on 2nd reading as presented.”

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 1
SERIES OF 2022

INTRODUCED BY
ED ICENOGLE

**A BILL FOR AN ORDINANCE OF THE TOWN OF COLUMBINE VALLEY
CONCERNING THE USE OF PORTABLE TOILETS, TRASH RECEPTACLES, DUMPSTERS
AND STORAGE CONTAINERS**

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

Section 1. Section 15.08.070 shall be amended to add the following:

15.08.070 F. Portable Toilets, Trash Receptacles, Dumpsters and Storage Containers.

- (a) Prior to the commencement of construction of any residential or commercial building on any building site within the Town, the owner of the site or the contractor shall place an enclosed portable toilet on the site at a location to be determined by the building official. The portable toilet shall remain on the site from the commencement of overlot grading until indoor toilet facilities on the site are available for use. The toilet shall be removed prior to a request for a certificate of occupancy. The building official may require that more than one (1) portable toilet be placed on a building site if he or she determines that proper sanitation requires more than one (1) toilet.
- (b) Prior to the commencement of construction of any residential or commercial building on any building site within the Town, and after the issuance of a Building Permit, the owner of the property or the contractor shall place on the site, at a location approved by the building official, a trash-retaining receptacle and/or dumpster of size sufficient to cause retention of trash, paper, lunch bags, shingles, tar paper and other items which could be blown about by the wind. By 6:00 p.m. each day, the owner of the site or the contractor shall deposit or cause to be deposited in the receptacle all trash which could be blown about by the wind. The trash receptacle or dumpster shall be regularly serviced so as to preclude the contents from becoming airborne. The owner of the property or the contractor shall also be permitted to place a storage container on the site. The trash receptacle or dumpster and/or storage container shall be located on the construction site.
- (c) Trash receptacles or dumpsters and/or storage containers subject to subsection (b) shall be removed upon expiration of the Building Permit or upon issuance of a Certificate of Occupancy, whichever occurs first.
- (d) After issuance of a cost-free permit by the Town, an owner of property in the Town, who desires to use a trash receptacle or dumpster and/or storage container for purposes other than use at a construction site shall, except for the requirement to obtain a Building Permit, be subject to the provisions set forth in subsection (b) hereof and locate the trash receptacle or dumpster and/or storage container on the property owner's property. Such trash receptacle or dumpster and/or storage container shall be removed within thirty (30) days after issuance of the cost-free permit.

- (e) The provisions of Subsections (b) (c) and (d) shall not be applicable to regularly serviced trash receptacles or dumpsters.
- (f) A failure to provide the portable toilet or trash enclosure required by Subsections (a) and b hereof shall be the basis for the immediate issuance of a stop work order.
- (g) Trash receptacles or dumpsters and/or storage containers shall not be located within any right of way.
- (h) Each and every day during which any violation of this Section 15.08.070 continues shall be deemed a separate offense and shall be punishable as such.
- (i) A violation of this Section 15.08.070 shall be punishable by a fine of not more than \$2,650.00 or imprisoned for not more than one year, or both, so fined and imprisoned, in the discretion of the court.

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

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

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

Introduced as Trustee Bill No. 1, Series of 2022, 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 15th day of March 2022, passed by a vote of ___ for and ___ against on first reading; passed on second reading, after a meeting held on the 19th day of April, 2022, at a regular meeting of the Board of Trustees by a vote of _____ for and _____ against and ordered published in the Littleton Independent on the ___ day of _____, 2022.

PASSED AND APPROVED this ___ day of _____, 2022.

Roy Palmer, Mayor

Attest: _____
JD McCrumb, Town Clerk

Published: _____, in the Littleton Independent Newspaper



Request for Board of Trustee Action

Date: April 19, 2022

Title: Swearing in of Mayor and Trustees

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: The Columbine Valley municipal election for 2022 was canceled by Resolution #3, 2022 as there were fewer interested candidates to file petitions or affidavits of write-in candidacy than there were seats to be filled, and as there were no other issues for consideration on the ballot.

Resolution #5, 2020 also declared election:

- Roy Palmer, Mayor for a 2 year term
- Bill Dotson, Trustee for a 4 year term
- Ed Icenogle, Trustee for a 4 year term
- Al Timothy, Trustee for a 4 year term

Once having each signed and returned to the Town Clerk the Oath of Office, copied below, these candidates may be sworn-in by the Town Clerk.

*I, **name** do solemnly swear that I will support the Constitution of the United States and the State of Colorado; and that I will faithfully perform the duties of the office of **Mayor/ Trustee** of the Town Of Columbine Valley, Colorado upon which I am about to enter.*

TOWN OF COLUMBINE VALLEY
Financial Statements Ending March 31, 2022
Variance Summary

General Fund

Revenues

- General Fund Revenues are at 35% of budget
 - o Property taxes \$260,551, 42% of budget
 - o Sales taxes \$465,822, 34% of budget
 - o Permits, fees and services \$196,790, 37% of budget

Administration – 16% of budget

- Special Projects, Municode of \$10,350 unbudgeted
- Dues and publications, Employers Council Srv annual renewal of \$3,300

Public Safety – 24% of budget

- Govpilot & Juvenile assessment is paid for the year
- Offsite server backup – paid quarterly

Public Works – 26% of budget

- Street and gutter maintenance - \$48K for patching & drain pan of asphalt

General Fund Expenditures

- General Fund Expenditures are at 20% of budget. In addition, a transfer to the Capital fund was made in the amount of \$3,000,000.
- The ending fund balance is \$1,010,914.

Capital Fund

- Transfer from the general fund of \$3,000,000, the ending fund balance is \$4,444,029.

Conservation Trust Fund

- Ending fund balance \$25,584.

Arapahoe County Open Space Fund

- Ending fund balance \$487,656.

Impact Fees

- Impact Fee revenues \$165,100 (57% of budget) with zero expenditures to date.
- Ending fund balance \$1,042,020.

Transportation Fees

- Transportation fees \$19,116 (4% of budget) with zero expenditures to date.
- Ending fund balance \$126,455.

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF MARCH 31, 2022**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo checking	\$ 783,625	\$ -	\$ 783,625
Bank of the West checking	422,626	-	422,626
Bank of the West money market	-	100	100
Vectra Bank money market	-	4,940	4,940
Vectra Bank investment	-	413,956	413,956
C-Safe Primary	-	3,533,573	3,533,573
C-Safe Impact fee	-	940,421	940,421
C Safe CTF	-	20,721	20,721
Arapahoe County shareback	-	493,334	493,334
YTD Cash Balances	1,206,251	5,407,045	6,613,296
Less amount allocated for capital	-	(4,444,029)	(4,444,029)
Less amount restricted for ACOS	-	(487,656)	(487,656)
Less amount restricted for CTF	-	(25,584)	(25,584)
Less amount restricted for impact fees	-	(1,042,020)	(1,042,020)
Less amount restricted for transportation fees	-	(126,455)	(126,455)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 1,206,251	\$ (718,699)	\$ 487,552

**TOWN OF COLUMBINE VALLEY
ALLOCATION OF AVAILABLE FUND BALANCES
YEAR TO DATE (YTD) AS OF MARCH 31, 2022**

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 3,383,957	\$ 1,444,029	\$ 22,983	\$ 489,744	\$ 876,843	\$ 107,339	\$ 6,324,895
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	763,275	-	-	-	-	-	763,275
Permits and fines	223,259	-	-	-	-	-	223,259
Intergovernmental	96,065	-	-	-	-	-	96,065
Interest	342	-	2	43	77	-	464
Other	1,539	-	-	-	-	-	1,539
Grants	-	-	-	-	-	-	-
Conservation Trust Fund entitlement	-	-	2,599	-	-	-	2,599
Arapahoe County open space fund	-	-	-	-	-	-	-
Impact fees	-	-	-	-	165,100	-	165,100
Transportation fees	-	-	-	-	-	19,116	19,116
Total YTD revenues	1,084,480	-	2,601	43	165,177	19,116	1,271,417
Total YTD expenditures	(457,523)	-	-	(2,131)	-	-	(459,654)
Excess of revenues over (under) expenditures	626,957	-	2,601	(2,088)	165,177	19,116	811,763
Transfers	(3,000,000)	3,000,000	-	-	-	-	-
Net change in fund balance	(2,373,043)	3,000,000	2,601	(2,088)	165,177	19,116	811,763
YTD ENDING FUND BALANCES	\$ 1,010,914	\$ 4,444,029	\$ 25,584	\$ 487,656	\$ 1,042,020	\$ 126,455	\$ 7,136,658

Budget vs actual reference (page 4) (page 8) (page 9) (page 10) (page 11) (page 12)

**TOWN OF COLUMBINE VALLEY
BALANCE SHEET - ALL FUNDS
March 31, 2022
Unaudited**

	<u>General</u>
ASSETS	
Cash and investments	\$ 6,613,296
Accrued revenue	84,331
Other receivables	506,682
Property tax receivable	354,868
TOTAL ASSETS	<u><u>\$ 7,559,177</u></u>
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 39,660
Accrued liabilities	27,991
Deferred property tax revenue	354,868
Total liabilities	<u>422,519</u>
 FUND BALANCES	
General	1,010,914
Capital	4,444,029
Conservation trust fund	25,584
Arapahoe county open space	487,656
Impact fees	1,042,020
Transportation fees	126,455
Total fund balances	<u>7,136,658</u>
TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$ 7,559,177</u></u>

**TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS ENDED MARCH 31, 2022**

Unaudited

	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (25% YTD)
REVENUES				
Taxes	\$ 763,275	\$ 2,129,498	\$ (1,366,223)	36%
Permits and fines	223,259	630,000	(406,741)	35%
Intergovernmental	96,065	382,259	(286,194)	25%
Interest	342	1,000	(658)	34%
Other	1,539	-	1,539	-
Total revenues	<u>1,084,480</u>	<u>3,142,757</u>	<u>(2,058,277)</u>	<u>35%</u>
EXPENDITURES				
Administration	153,764	953,612	(799,848)	16%
Planning and engineering	3,300	53,500	(50,200)	6%
Public safety	204,571	867,980	(663,409)	24%
Public works	95,888	361,849	(265,961)	26%
Total expenditures	<u>457,523</u>	<u>2,236,941</u>	<u>(1,779,418)</u>	<u>20%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>626,957</u>	<u>905,816</u>	<u>(278,859)</u>	<u>69%</u>
OTHER FINANCING USES				
Transfer to capital	(3,000,000)	(2,700,000)	(300,000)	111%
Total other financing uses	<u>(3,000,000)</u>	<u>(2,700,000)</u>	<u>(300,000)</u>	<u>111%</u>
NET CHANGE IN FUND BALANCE	(2,373,043)	<u>\$ (1,794,184)</u>	<u>\$ (578,859)</u>	
BEGINNING FUND BALANCE	<u>3,383,957</u>			
ENDING FUND BALANCE	<u>\$ 1,010,914</u>			

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND THREE MONTHS ENDED FEBRUARY 28, 2022
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (25% YTD)
REVENUES					
Taxes					
Cable television	\$ 3,000	\$ 9,000	\$ 36,000	\$ (27,000)	25%
Property taxes	59,811	260,551	615,419	(354,868)	42%
Sales and use taxes	268,023	465,822	1,385,000	(919,178)	34%
Specific ownership taxes	3,472	10,018	43,079	(33,061)	23%
Utility franchise fees	9,551	17,884	50,000	(32,116)	36%
Total taxes	<u>343,857</u>	<u>763,275</u>	<u>2,129,498</u>	<u>(1,366,223)</u>	<u>36%</u>
Permits and fines					
Court fines	11,515	26,469	100,000	(73,531)	26%
Permits, fees and services	136,189	196,790	530,000	(333,210)	37%
Total permits and fines	<u>147,704</u>	<u>223,259</u>	<u>630,000</u>	<u>(406,741)</u>	<u>35%</u>
Intergovernmental					
Bow Mar IGA	-	76,208	300,259	(224,051)	25%
Bow Mar IGA admin	-	5,000	20,000	(15,000)	25%
County highway tax revenue	1,250	3,750	15,000	(11,250)	25%
Motor vehicle registration fees	508	1,318	6,000	(4,682)	22%
State cigarette tax apportionment	247	734	1,000	(266)	73%
State highway user's tax	2,283	9,055	40,000	(30,945)	23%
Total intergovernmental	<u>4,288</u>	<u>96,065</u>	<u>382,259</u>	<u>(286,194)</u>	<u>25%</u>
Interest	214	342	1,000	(658)	34%
Other	-	1,539	-	1,539	-
TOTAL REVENUES	<u>496,063</u>	<u>1,084,480</u>	<u>3,142,757</u>	<u>(2,058,277)</u>	<u>35%</u>
EXPENDITURES					
Administration					
Accounting and audit	8,254	17,814	63,500	(45,686)	28%
Advertising/notices	-	-	500	(500)	0%
Bank/credit card fees	763	1,182	5,100	(3,918)	23%
Building inspection and planning review	8,910	24,673	238,500	(213,827)	10%
Building maintenance and utilities	2,242	4,235	22,011	(17,776)	19%
Community functions	-	4,500	55,000	(50,500)	8%
Computer expense	-	1,460	14,500	(13,040)	10%
County treasurer's collection fees	598	2,606	6,154	(3,548)	42%
Dues and publications	3,767	4,207	8,850	(4,643)	48%
Education and training	-	15	12,000	(11,985)	0%
Election	-	-	4,000	(4,000)	0%
Emergency response and preparedness	-	13	3,000	(2,987)	0%
Health insurance	3,915	10,249	47,000	(36,751)	22%
Insurance and bonds	6,045	6,045	34,047	(28,002)	18%
Legal	2,500	5,005	45,000	(39,995)	11%
Mayor/monthly breakfasts	-	-	2,000	(2,000)	0%
Miscellaneous	-	177	2,300	(2,123)	8%
Payroll taxes	570	1,838	12,575	(10,737)	15%
Pension	730	2,410	12,575	(10,165)	19%
Salaries	18,891	52,486	251,500	(199,014)	21%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND THREE MONTHS ENDED FEBRUARY 28, 2022
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (25% YTD)
Special projects	-	10,350	-	10,350	-
Supplies, printing, postage	1,720	2,698	13,000	(10,302)	21%
Telephone/communications	595	1,801	6,500	(4,699)	28%
Emergency reserve	-	-	94,000	(94,000)	0%
Total administration	59,500	153,764	953,612	(799,848)	16%
Planning and engineering					
Town planning	250	3,300	36,000	(32,700)	9%
Town engineer	-	-	16,000	(16,000)	0%
Miscellaneous	-	-	1,500	(1,500)	0%
Total planning and engineering	250	3,300	53,500	(50,200)	6%
Public safety					
Operations					
Cruiser gas	2,030	4,947	22,100	(17,153)	22%
Cruiser oil/maintenance	1,841	3,162	18,000	(14,838)	18%
Cruiser insurance	1,562	1,562	8,487	(6,925)	18%
Education/training	-	-	11,750	(11,750)	0%
Equipment repair	-	-	5,875	(5,875)	0%
Health insurance	4,943	17,432	70,900	(53,468)	25%
Workers comp insurance	3,931	5,361	29,705	(24,344)	18%
Payroll taxes	1,560	4,786	24,730	(19,944)	19%
Pension	3,797	11,391	49,459	(38,068)	23%
Salaries	41,407	125,099	494,590	(369,491)	25%
Supplies/miscellaneous	1,295	1,687	15,980	(14,293)	11%
Telephones/air cards	322	482	2,938	(2,456)	16%
Uniforms	90	1,760	11,750	(9,990)	15%
Total operations	62,778	177,669	766,264	(588,595)	23%
Municipal court					
Judge	500	1,500	8,000	(6,500)	19%
Legal	2,827	6,652	27,500	(20,848)	24%
Administration	153	483	2,000	(1,517)	24%
Supplies	-	936	2,000	(1,064)	47%
Interpreter	200	600	2,000	(1,400)	30%
Total municipal court	3,680	10,171	41,500	(31,329)	25%
Contracts					
Arapahoe county dispatch fee	-	700	33,709	(33,009)	2%
Tri-tech software	-	-	1,225	(1,225)	0%
Humane society	-	-	500	(500)	0%
Juvenile assessment	-	595	782	(187)	76%
Netmotion	-	-	500	(500)	0%
CACP	-	-	250	(250)	0%
CISC	-	-	1,000	(1,000)	0%
WhenIWork	-	-	450	(450)	0%
Total contracts	-	1,295	38,416	(37,121)	3%
Computer/IT					
Offsite server backup	-	450	1,800	(1,350)	25%
Office 365 accounts	-	372	2,500	(2,128)	15%
Scheduled computer replacement	-	614	3,500	(2,886)	18%

**TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND THREE MONTHS ENDED FEBRUARY 28, 2022
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 (25% YTD)</u>
Govpilot	-	14,000	14,000	-	100%
Total computer/IT	-	15,436	21,800	(6,364)	71%
Total public safety	66,458	204,571	867,980	(663,409)	24%
Public works					
Ground maintenance	-	-	8,578	(8,578)	0%
Health insurance	586	2,041	7,934	(5,893)	26%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	200	610	4,193	(3,583)	15%
Pension	272	817	4,193	(3,376)	19%
Professional fees-mosquito control	-	-	7,500	(7,500)	0%
Salary	5,570	16,170	83,850	(67,680)	19%
Sanitation/trash/recycle service	8,095	24,287	92,000	(67,713)	26%
Signs maintenance	-	-	1,061	(1,061)	0%
Snow removal	622	1,250	5,500	(4,250)	23%
Storm water permit process/NPDES	-	-	7,500	(7,500)	0%
Street and gutter maintenance	-	15,000	15,000	-	100%
Streets and gutters contingency	-	33,264	75,000	(41,736)	44%
Street lighting	1,749	1,972	40,000	(38,028)	5%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	-	477	3,500	(3,023)	14%
Total public works	17,094	95,888	361,849	(265,961)	26%
TOTAL EXPENDITURES	143,302	457,523	2,236,941	(1,779,418)	20%
EXCESS OF REVENUES OVER EXPENDITURES	352,761	626,957	905,816	(278,859)	69%
OTHER FINANCING USES					
Transfer to capital	-	(3,000,000)	(2,700,000)	(300,000)	111%
Total other financing uses	-	(3,000,000)	(2,700,000)	(300,000)	111%
NET CHANGE IN FUND BALANCE	<u>\$ 352,761</u>	<u>\$ (2,373,043)</u>	<u>\$ (1,794,184)</u>	<u>\$ (578,859)</u>	
BEGINNING FUND BALANCE		<u>3,383,957</u>			
ENDING FUND BALANCE		<u><u>\$ 1,010,914</u></u>			

**TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS ENDED MARCH 31, 2022**

	Unaudited			
	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (25% YTD)</u>
REVENUES				
Total revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
EXPENDITURES				
Public safety				
Flock camera system	-	17,500	(17,500)	0%
Vehicle	-	55,000	(55,000)	0%
Public works				
Lightpole replacement	-	12,000	(12,000)	0%
Truck - snow removal	-	68,000	(68,000)	0%
Total expenditures	<u>-</u>	<u>152,500</u>	<u>(152,500)</u>	<u>0%</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>-</u>	<u>(152,500)</u>	<u>152,500</u>	<u>0%</u>
OTHER FINANCING SOURCES				
Transfer from general	3,000,000	2,700,000	300,000	111%
Transfer from impact fee	-	9,520	(9,520)	0%
Total other financing sources	<u>3,000,000</u>	<u>2,709,520</u>	<u>290,480</u>	<u>111%</u>
NET CHANGE IN FUND BALANCE	3,000,000	<u>\$ 2,557,020</u>	<u>\$ 442,980</u>	
BEGINNING FUND BALANCE	<u>1,444,029</u>			
ENDING FUND BALANCE	<u>\$ 4,444,029</u>			

**TOWN OF COLUMBINE VALLEY
 CONSERVATION TRUST
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE THREE MONTHS ENDED MARCH 31, 2022**

	Unaudited			Percent of
	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Annual Budget (25% YTD)
REVENUES				
Conservation Trust Fund entitlement	\$ 2,599	\$ 8,700	\$ (6,101)	30%
CTF interest	2	7	(5)	29%
Total revenues	2,601	8,707	(6,106)	30%
EXPENDITURES				
Conservation trust fund expenditures	-	6,000	(6,000)	0%
Total expenditures	-	6,000	(6,000)	0%
NET CHANGE IN FUND BALANCE	2,601	\$ 2,707	\$ (106)	
BEGINNING FUND BALANCE	22,983			
ENDING FUND BALANCE	\$ 25,584			

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS ENDED MARCH 31, 2022**

	Unaudited			Percent of
	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Annual Budget (25% YTD)
REVENUES				
Arapahoe County open space revenues	\$ -	\$ 46,114	\$ (46,114)	0%
ACOP interest	43	184	(141)	23%
Total revenues	43	46,298	(46,255)	0%
EXPENDITURES				
Nevada ditch	2,131	30,000	(27,869)	7%
Total expenditures	2,131	30,000	(27,869)	7%
NET CHANGE IN FUND BALANCE	(2,088)	\$ 16,298	\$ (18,386)	
BEGINNING FUND BALANCE	489,744			
ENDING FUND BALANCE	\$ 487,656			

**TOWN OF COLUMBINE VALLEY
IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS ENDED MARCH 31, 2022**

	Unaudited			Percent of
	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Annual Budget (25% YTD)
REVENUES				
Impact fees	\$ 165,100	\$ 292,100	\$ (127,000)	57%
Interest	77	145	(68)	53%
Total revenues	165,177	292,245	(127,068)	57%
EXPENDITURES	-	-	-	-
Total expenditures	-	-	-	-
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	165,177	292,245	(127,068)	57%
OTHER FINANCING USES				
Transfer to capital	-	(9,520)	9,520	0%
Total other financing uses	-	(9,520)	9,520	0%
NET CHANGE IN FUND BALANCE	165,177	\$ 282,725	\$ (117,548)	
BEGINNING FUND BALANCE	876,843			
ENDING FUND BALANCE	\$ 1,042,020			

**TOWN OF COLUMBINE VALLEY
TRANSPORTATION FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE THREE MONTHS ENDED MARCH 31, 2022**

	Unaudited			Percent of
	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Annual Budget (25% YTD)
REVENUES				
Transportation fees	\$ 19,116	\$ 90,000	\$ (70,884)	21%
Total revenues	19,116	90,000	(70,884)	21%
EXPENDITURES	-	-	-	-
Total expenditures	-	-	-	-
NET CHANGE IN FUND BALANCE	19,116	\$ 90,000	\$ (70,884)	
BEGINNING FUND BALANCE	107,339			
ENDING FUND BALANCE	\$ 126,455			



Town Administrator's Report

April 2022



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

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



Communications & Administration

- Temporary Building Department staff has been onboarded and is in the process of being trained on operations of both the Columbine Valley and Bow Mar building departments. This temporary help has been a tremendous help in reliving the extra work load that had been experienced by regular administrative staff since the beginning of February.
- The Town Administrator has been involved with the City of Littleton on two issues that are relevant to Columbine Valley. First is the City's ongoing search for a new city manager. As Columbine Valley's immediate neighbor and collaborator on a number of issues their search to fill this role is of great interest to the Town. Also of interest is the exploratory work involving a Downtown Development Authority or Business Improvement District in downtown Littleton, of which staff is staying informed.
- Also ongoing is monitoring of the State Legislature including several bills that may impact the Town Clerk and municipal court. While there are no issues of immediate concern, the CML policy committee of which the Town is a member, remains engaged and holds regular meetings to keep representatives updated.
- Directory Update: Approximately 190 printed directories have been picked up at Town Hall. Approximately 62 households have also opted in for DirectorySpot (online directory) so far. Priority email communications with residents will begin in April. Residents must be opted in to receive these communications.

Town Website March Statistics

900

Total Users

2,399

March Page Views

Top Pages

Police Department

Building Permits

Building Department

Calendar



Building Department

Monthly Stats

12 Permits Issued

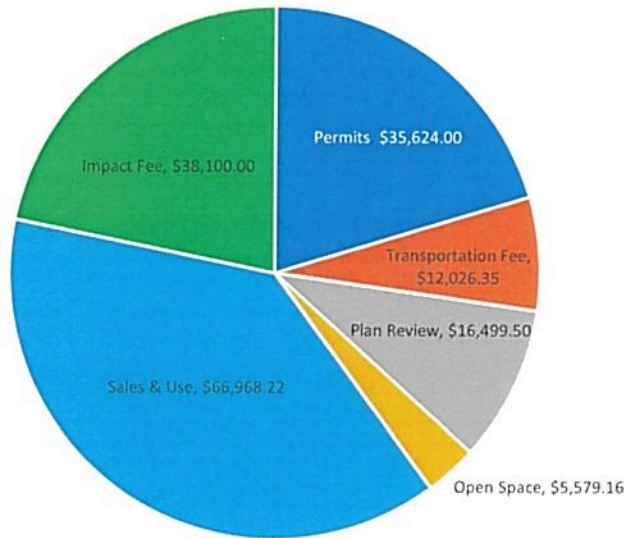
- New SFR: 4
- Major Remodel: 0
- Roofs/Solar: 7
- Other/Misc.: 1

178 Inspections

12 Licenses Issued

- General: 12
- Electrician: 0
- Plumbers: 0
- Mechanical: 0
- Roofer: 0

Mar. Permit Rev.: \$174,786.43



Wild Plum

95 Total Lots
(84 interior, 11 custom)

72 SFR Permits Issued
(61 interior, 11 custom)

0 Permits Pending
(0 interior, 0 custom)

2 Permits Denied
(2 interior, 0 custom)

5 Completed Homes
(5 interior, 0 custom)

34 Occupied Homes
(29 interior, 5 custom)



Building Department Revenue by Month

	<u>2021</u>	<u>2021 YTD</u>	<u>2022</u>	<u>2022 YTD</u>
January	\$359,728.82	\$359,728.82		
February	\$87,283.60	\$447,012.42		
March	\$86,265.31	\$533,277.73	\$174,786.43	\$174,786.43
April	\$343,203.23	\$876,480.96		
May	\$37,276.36	\$913,757.32		
June	\$214,345.07	\$1,128,102.39		
July	\$199,032.35	\$1,327,134.74		
August	\$224,069.14	\$1,551,203.88		
September	\$271,274.55	\$1,822,478.43		
October	\$257,679.76	\$2,080,158.19		
November	\$196,374.30	\$2,276,532.40		
December	\$335,624.07	\$2,612,156.47		

Public Works Department

- Denver Water project: Phase 1 of the water main replacement project is nearing completion. The changeover along Club Lane has been completed and most of the new pipe has been installed along Niblick Lane. After this phase is complete, the pipes south of the Clubhouse will start to be replaced.
- Wild Plum boardwalk: After many months without movement, progress has started again on the boardwalks for the trail system. The Stop Work Order placed on the project by the Town has been removed. A meeting with the Town engineers and Lennar was held to come to an agreement on the foundation issues. A redesign of the foundation has been agreed upon and the Town is currently waiting for Lennar to resubmit the design changes for official approval.
- Wild Plum lighting: Multiple street lights in Wild Plum have been reported to not be working correctly. After researching with Xcel, it was found that Lennar is still the owner of the lights. Electricians have been scheduled to make the necessary repairs.

March Weather Report

- High of 76, Low of -3
- 14.2" of accumulated snow
- 7 days with plowing /de-icing activity

Municipal Court

	<u>2021</u>	<u>2021 YTD</u>	<u>2022</u>	<u>2022 YTD</u>
Jan	\$2,816.00	\$2,816.00	\$8,264.00	\$8,264.00
Feb	\$11,445.00	\$14,261.00	\$6,540.00	\$14,804.00
Mar	\$13,540.00	\$27,801.00	\$10,465.00	\$25,269.00
Apr	\$15,330.12	\$43,131.12		
May	\$13,577.12	\$56,708.24		
June	\$11,777.00	\$68,485.24		
July	\$5,895.00	\$74,380.24		
Aug	\$8,090.00	\$82,470.24		
Sept	\$3,276.80	\$85,747.04		
Oct	\$6,856.45	\$92,603.49		
Nov	\$11,440.00	\$104,043.49		
Dec	\$11,777.12	\$115,820.61		

March Total Stats

- Total paid before Court: 44
- Total on docket: 34
- Cases heard by Judge: 14
- Continuances: 11
- Failure to Appear: 0
- Stays of Execution: 3
- Classes Ordered: 0
- Bench Warrants: 2
- Trials: 0



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 April 2022

Full Time Positions	6 of 6
Part Time Positions	2 of 4
Regular hours	943
OT hours worked	44
Off Duty	0
PTO	85

March 2022 Violations

Charges For the Date Range 3/1/2022 Thru 3/31/2022

Qty	Charge
29	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
22	703(3) FAIL TO STOP AT A STOP SIGN:
5	1101(2)(H) SPEEDING 20 AND OVER:
0	
56	Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV22-0000040	03/01/2022 08:52:26 PM	TRAFFIC ARREST IP
CV22-0000041	03/02/2022 08:31:49 AM	Criminal Mischief
CV22-0000042	03/03/2022 07:39:52 AM	DEAD ON ARRIVAL IP
CV22-0000043	03/03/2022 03:38:01 PM	TRAFFIC ARREST IP
CV22-0000044	03/03/2022 06:04:49 PM	DUI IP
CV22-0000045	03/04/2022 02:13:26 AM	TRAFFIC ARREST IP
CV22-0000046	03/04/2022 09:14:35 PM	TRAFFIC ARREST IP
CV22-0000047	03/06/2022 04:56:28 PM	Property Accident
CV22-0000048	03/10/2022 01:27:34 PM	TRAFFIC ARREST IP
CV22-0000049	03/11/2022 05:17:47 PM	PROPERTY ACCIDENT IP
CV22-0000050	03/11/2022 10:16:37 PM	DUI IP
CV22-0000051	03/12/2022 11:20:56 PM	TRAFFIC ARREST IP
CV22-0000052	03/14/2022 04:26:53 PM	911 HANGUP IP
CV22-0000053	03/14/2022 09:37:36 PM	SUICIDE ATTEMPT IP
CV22-0000054	03/15/2022 03:27:51 PM	FOUND PROPERTY IP*
CV22-0000055	03/18/2022 02:11:28 PM	Theft
CV22-0000056	03/18/2022 04:48:07 PM	SUSPICIOUS VEHICLE IP
CV22-0000057	03/21/2022 07:38:05 AM	SUSPICIOUS CIRCUMSTANCE
CV22-0000058	03/23/2022 12:16:15 AM	DUI IP
CV22-0000059	03/24/2022 07:11:34 AM	Theft
CV22-0000060	03/25/2022 05:54:40 PM	TRAFFIC STOP IP
CV22-0000061	03/26/2022 09:48:35 AM	DEAD ON ARRIVAL IP
CV22-0000062	03/27/2022 01:51:56 PM	FOUND PROPERTY IP*
CV22-0000063	03/30/2022 12:09:11 AM	SUICIDE THREAT IP
CV22-0000064	03/30/2022 11:52:04 AM	USE OF FORCE IP
CV22-0000065	03/30/2022 04:40:46 PM	Burglary

UNAWAY IP									
SAFE 2 TELL									
SELECTIVE ENFORCEMENT IP*				20					20
Sex Assault									
SEX ASSAULT IP									
Sex Crime									
SEX CRIME IP									
Shots Fired									
SHOTS FIRED IP									
Suicide Attempt									
SUICIDE ATTEMPT IP	1								1
SUICIDE COMPLETED IP									
SUICIDE THREAT IP		1							1
SUSPICIOUS CIRCUMSTANCE IP		4							4
SUSPICIOUS PERSON IP		1							1
SUSPICIOUS VEHICLE IP		9							9
Theft			2						2
Theft from Motor Vehicle									
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
TRAFFIC ARREST IP			5						5
Traffic Complaint									
TRAFFIC COMPLAINT IP			4						4
TRAFFIC OBSTRUCTION IP									
TRAFFIC STOP IP		61							61
TRANSPORT IP									
Respess to Property									
RESPASS TO PROPERTY IP		1							1
Respess to Vehicle									
RESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP									
UNLAWFUL ACTS IP									
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP									
WARRANT ARREST IP									
WARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP									
Z-Animal Call									
Z-Suspicious Person									
Z-Suspicious Vehicle									
Z-Unwanted Subject									
Z-ZONING IP									
Total	1	102	50	43					196



Request for Board of Trustee Action

Date: April 19, 2022

Title: Board of Trustee Appointment

Presented By: Roy Palmer, Mayor

Prepared By: J.D. McCrumb, Town Administrator

Background: The Columbine Valley 2020 Municipal Election was canceled for a lack of candidates to compete for the five open Trustee seats. At that time, there were five Trustee seats (three for four-year terms and two for two-year terms) for consideration of the voters. Only three candidates submitted petitions to become candidates, Bill Dotson, Ed Icenogle, and Al Timothy. This leaves two vacant, two-year-term seats on the Board of Trustees.

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 (2024).

Attachments: None

Staff Recommendations: None

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

AND

“I move to approve the appointment of _____ to serve as Town Trustee until the next election.”



Request for Board of Trustee Action

Date: April 19, 2022

Title: Mayor Pro Tem and Commission Appointment

Presented By: Roy Palmer, Mayor

Background: One Trustee is selected to serve as Mayor Pro Tem, and each member of the Columbine Valley Board of Trustees serves in one of six specific commissioner roles as a part of their responsibilities as elected officials.

Currently the roles are filled as follows: Ed Icenogle, Building Commissioner; Mike Giesen, Community Affairs Commissioner; Kathy Boyle, Planning Commissioner; Bruce Menk, Public Safety Commissioner; Jim Tarpey, Public Works Commissioner; and Bill Dotson, Finance Commissioner.

Per the Columbine Valley Municipal Code, upon the recommendation of the Mayor, the Board of Trustees may appoint individuals from within their ranks to serve as Mayor Pro Tem and in the various commissioner capacities.

Attachments: None

Staff Recommendations: None

Recommended Motion: "I move to approve the appointment of _____ to serve as Mayor Pro Tem."

"I move to approve the appointments of:

_____ to serve as Public Safety Commissioner;

_____ to serve as Public Works Commissioner;

_____ to serve as Finance Commissioner;

_____ to serve as Planning Commissioner;

_____ to serve as Building Commissioner;

_____ to serve as Community Affairs Commissioner;."



Request for Board of Trustee Action

Date: April 19, 2022

Title: Town Officials

Presented By: Roy Palmer, Mayor

Background: Per the Columbine Valley Municipal Code, the Board of Trustees may appoint qualified individuals to serve the Town in various professional roles. Terms are for two years.

Staff Recommendations: None

Recommended Motion: “I move to approve the appointments of:

_____ to serve as Town Administrator

_____ to serve as Town Clerk

_____ to serve as Town Marshall

_____ to serve as Town Attorney

_____ to serve as Town Treasurer

_____ to serve as Chief Building Official

_____ to serve as Court Clerk

_____ to serve as Municipal Judge”



Request for Board of Trustee Action

Date: April 19, 2022

Title: Trustee Bill #3, Series 2022 Spa/Hot Tub Definition on 1st Reading

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: The ordinance before you tonight defines what constitutes a swimming pool verses a spa/hot tub for purposes of interpreting other elements of the currently adopted residential building code.

Attachments: Trustee Bill #3, Series 2022

Staff Recommendations: Staff recommendation is to approve this as presented

Recommended Motion: "I move to approve Trustee Bill #3, Series 2022 on first reading and to set a public hearing on this ordinance for May 17, 2022".

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 3
SERIES OF 2022

INTRODUCED BY
TRUSTEE ED ICENOGLE

A BILL

FOR AN ORDINANCE CONCERNING SWIMMING POOLS AND SPAS

WHEREAS heretofore, the Board of Trustees of the Town of Columbine Valley adopted the International Code Council's 2018 Swimming Pool and Spa Code; and

WHEREAS, said Code contains barrier requirements concerning swimming pools and spas; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley deem it in the best interests of the Town to amend the International Code Council's 2018 Swimming Pool and Spa code, adopted by the Town; and

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

Section 1. Section 305.1 of the International Code Council's 2018 Swimming Pool and Spa Code shall be amended to read as follows:

Section 305.1 General. The provisions of this section shall apply to the design of barriers for restricting entry into areas having pools and spas. Spa and hot tubs equipped with a lockable safety cover complying with ASTM F1346 shall not be required to comply with section 305.2 through 305.7.

Section 2. Section 305.1 of the International Code Council's 2018 Swimming Pool and Spa Code is further amended by adding a new section 305.1.2 which shall read as follows:

305.1.2 Maximum Size of Spas and Hot Tubs. The maximum size of a spa and hot tub shall not be greater than 180 cubic feet. The maximum length of a spa and hot tub shall not be greater than ten (10) feet. The maximum width of a spa and hot tub shall not be greater than seven (7) feet. The minimum depth shall be two (2) feet. Spas or hot tubs greater than the foregoing dimensions shall be considered a swimming pool.

Section 3. Section 305.2 of the International Code Council's 2018 Swimming Pool and Spa Code shall be amended to read as follows:

305.2 Outdoor and Indoor Swimming Pools. Outdoor and indoor swimming pools shall be surrounded by a barrier that complies with sections 305.2 through 305.7.2.

Section 4. Section 305.2.1 (1) of the International Code Council’s 2018 Swimming Pool and Spa Code is hereby amended to read as follows:

1. The top of the barrier shall not be less than 60” above grade when measured on the side of the barrier that faces away from the pool. Such height shall exist around the entire perimeter of the barrier and for a distance of three (3) feet measured by horizontally from the outside of the required barrier.

Section 5. 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 6 The Town Clerk shall certify the passage of this ordinance and cause notice of its contents and passage to be published.

Section 7 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 2022, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 19th day of April, 2022, passed by a vote of ___ for and ___ against, on first reading; passed on second reading, after a public hearing, at a regular meeting of the Board of Trustees by a vote of ___ for and ___ against on the 17th day of May, 2022, and ordered published in the Littleton Independent on the ___ day of _____, 2022.

Roy Palmer, Mayor

Attest: _____
JD McCrumb, Town Clerk

Published: _____ in the Littleton Independent Newspaper



Request for Board of Trustee Action

Date: April 19, 2022

Title: Resolution #4, Series 2022: Capital Improvement Program

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Capital Improvement Program Team

Background: This report presents the staff analysis and recommendations for a ten-year (2023-2032) Capital Improvement Program (CIP). The purpose of the program is to provide a guide for major capital expenditure over the program period and a consistent process to be followed in the coming years.

Attachments: Resolution #4, Series 2022
Capital Improvement Program

Recommended Motion(s): "I move to approve Resolution #4, Series 2022 as presented."

or

"I move to approve Resolution #4, Series 2022, the Capital Improvements Program, as amended."

RESOLUTION NO. 4
SERIES OF 2022

A RESOLUTION CONCERNING A CAPITAL IMPROVEMENT PROGRAM FOR THE
TOWN OF COLUMBINE VALLEY

WHEREAS, historically the Town of Columbine Valley (“the Town”)has funded capital improvements from its general fund and forecasted capital improvements on a one to three year basis; and

WHEREAS, the Board of Trustees directed Town staff to develop a Capital Improvement Program in order to forecast capital needs and which will assist the Board of Trustees in anticipating the financial impacts of such capital needs; and

WHEREAS, Town staff has prepared an analysis and recommendations for a ten year Capital Improvement Program, which will provide a guide for major expenditures during the ten year period and a process to be followed in executing the Capital Improvement Program; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley finds that establishing a Capital Improvement Program is necessary to protect the health, safety and welfare of the inhabitants of the Town.

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

Section 1. The Board of Trustees of the Town of Columbine Valley hereby adopts the Capital Improvement Program attached hereto as Exhibit A and incorporated by reference herein.

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

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

PASSED, ADOPTED AND APPROVED by a vote of _____ for and _____ against this _____ day of April, 2022.

JD McCrumb, Clerk

Roy Palmer, Mayor



Town of
Columbine Valley
Colorado



Capital Improvement Program

April 19, 2022

For Action Year: 2023; and
Program Years 2024 – 2032

Adopted by Resolution #4, Series of 2022

LETTER OF INTRODUCTION FOR THE CAPITAL IMPROVEMENT PROGRAM

April 19, 2022

Honorable Mayor and Trustee of Columbine Valley,

Hereby submitted is the Capital Improvement Program & Road Improvement Fund (CIP) for the Town of Columbine Valley, Colorado for the years 2023 – 2032. The information in the pages to follow is intended to identify the revenue that is anticipated to pay for the capital projects included in this plan. While additional revenue may be received each year, this information identifies only what is necessary to fund the CIP.

The CIP summarizes all major capital expenditures to be made over the next ten years. This plan includes limited financial forecasts and CIP costs by fund and year in which the revenues and costs are anticipated. In order to be included in the CIP, the project must meet the following guidelines:

- Costs are expected to be over \$5,000.00
- The project has a useful life of more than one year
- The projects are non-reoccurring
- The project results in the addition of a fixed asset, or extends the useful life of an existing asset or is a major equipment or software purchase

During the preparation process, staff identified what would be necessary to meet existing levels of service to the community and which projects could be reasonably accomplished within each year, and within the financial and staff limitations of the Town. Contractual obligations and/or needs were considered in setting priorities.

Capital improvements maybe funded through a variety of sources including the use of revenues, impact fees, debt financing, grants, and special funds. All available current and future resources were considered when identifying funding sources for the identified capital improvements. The CIP costs projected meet, but do not exceed, the limitations of those funding sources.

Sincerely,

J.D. McCrumb
Town Administrator

Summary of Project Costs and Funding Sources

Project Cost by Category

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
Streets	\$487,000	\$108,000	\$16,000	\$284,000	\$8,500	\$354,000	\$196,000	\$100,000	\$150,000	\$396,000	\$2,099,500
Drainage/Flood Control								\$25,000			\$25,000
Public Buildings and Facilities	\$30,000			\$16,000		\$25,000					\$71,000
Major Equipment	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$500,000
Parks, Rec and Open Space	\$225,000		\$250,000			\$250,000					\$725,000
Systems				\$20,000			\$10,000				\$30,000
Maintenance *	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$750,000
TOTAL	\$867,000	\$233,000	\$391,000	\$445,000	\$133,500	\$754,000	\$331,000	\$250,000	\$275,000	\$521,000	\$4,200,500

Required Funding by Revenue Source

General Fund	\$132,000	\$98,000	\$65,000	\$126,000	\$40,000	\$215,000	\$50,000	\$90,000	\$40,000	\$90,000	\$946,000
General Fund Reserves											
Capital Reserves	\$171,000	\$50,000	\$16,000	\$234,000	\$8,500	\$304,000	\$196,000	\$75,000	\$150,000	\$346,000	\$1,550,500
Impact Fees											
Transportation Fee *	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$750,000
Developer Contributions	\$80,000										\$80,000
Vehicle Salvage	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000
Govt. Grants or Contributions	\$374,000										\$374,000
Arapahoe County Open Space Tax			\$125,000			\$100,000					\$225,000
Municipal Bonds											
Revenue Bonds											
Special/Local Improvement Districts											
Certificates of Participation											
Other	\$25,000		\$100,000			\$50,000					\$175,000
TOTAL	\$867,000	\$233,000	\$391,000	\$445,000	\$133,500	\$754,000	\$331,000	\$250,000	\$275,000	\$521,000	\$4,200,500

* Maintenance of streets is not considered a capital expense and should be addressed in the Town's annual budgeting process as a general fund expenditure. Maintenance includes sweeping, striping, pothole repair, crack-seal, gutter pan replacement and other similar work.

Capital Improvement Program

A Capital Improvement Program (CIP) is a short-range plan which identifies generally, non-reoccurring, capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Key aspects of the CIP include:

- The CIP is a rolling 10 year plan. This CIP report defines the time periods as the Current Year (the year of the currently adopted budget), Action Year (the following calendar year), and Program Years (the next nine calendar years).
- The CIP entails major expenditure of \$5,000.00 or more.
- The projects are non-reoccurring (regularly scheduled projects such as chip and seal, curb repair, minor building repair, etc., are discussed for reference but not included in the plan.
- The CIP does not constitute a financial obligation or allocation but is a base reference to be used in the annual budget process.
- The CIP is updated and adopted by the Trustees every other year.

Benefits of a Capital Improvements Program

A Capital Improvement Program provides a number of benefits. It is primarily a planning tool that constitutes a comprehensive review of capital needs. In addition a CIP can:

- Identify the range of revenue sources available to finance capital projects.
- Enable the Town to retain and/or expand its limited capital resources more efficiently.
- Ensure that necessary projects are not built before they are needed, or after they become so expensive that they prohibit construction of other projects.
- Provide a generally agreed upon foundation for budgeting purposes thereby reducing the need to “reinvent the wheel” each year.

CIP Process

A Capital Improvement Program is a multi-year document and, by necessity, the key elements, i.e., projects included and revenue availability will change each year. However, the process by which the CIP is prepared, reviewed and adopted should be consistent. The major steps in the process recommended for Columbine Valley are:

- A. Establish a capital planning committee or team responsible for the preparation and presentation of the CIP.** The Columbine Valley CIP Team consists of the Town Administrator, Town Treasurer, Town Engineer and Town Planner with support from the Manager of Public Works and the Chief of Police.
- B. Inventory and evaluate previously approved, unimplemented or incomplete projects and include new project recommendations.** The CIP team has assessed the status of previously approved projects and taken inventory of additional capital needs. For each project included there is a Project Request Form which includes a

project description, the year proposed, the estimated cost and a graphic showing the location. The summary of all projects proposed in the Current, Action and Program years of the CIP are included as Appendix A of this report. The Individual Project Request Forms are included as Appendix B of this report. Again, this is an inventory of capital needs and financial feasibility is not a consideration in compiling the inventory.

- C. **Develop a Finance Plan:** The CIP Team compiled a list of the revenue sources that are or could be available to finance capital projects. These revenue sources and the purposes for which they can be used are included as Appendix C. The project requests were then ranked both by project category and overall. Each Project Request Form for the Current, Action and Program years recommends funding sources appropriate and for each project. A summary Finance Plan is shown as Appendix D of this report.
- D. **Recommend a Capital Improvements Program to the Trustees:** Based on the evaluation of each project and the feasibility of financing the projects, the CIP Team will then prepare a Recommended Capital Improvements program for Trustee consideration and action.

CIP Schedule

The CIP Team recommends the following schedule for the preparation, presentation and adoption of a Capital Improvements Program.

January: CIP Team reviews status of previously approved capital programs. The Town Administrator, Engineer, Manager of Public Works and Police Chief begin preparation of new or revised Project Request Forms.

February: The Project Request Forms are evaluated and a preliminary list of projects is prepared.

The Town finance team reviews the preliminary list of projects and with the Town Administrator, assess the financial feasibility. The Finance Plan element of the CIP is then prepared.

March: The recommended Capital Improvements Program is presented to the Board of Trustees at the March regular meeting for discussion.

April: The Trustees adopt the Capital Improvements Program by resolution.

October-December: Funding for the CIP will officially be appropriated in the Town's annual Budget, adopted by December 15 of each calendar year.

Inventory of Capital Needs

The CIP Team has listed, by category, the capital improvements and equipment purchases for the term of the Capital Program. There are six categories of capital improvement projects:

- **Streets:** This includes new streets and reconstruction of existing streets. Any project within the right of way of a street, such as street lights, signage and signals will be considered a street project unless the primary purpose is a not a street project such as drainage or beautification.
 - Reconstruction of streets is defined as demolition and reconstruction of street surface up to and including mill and overlay work, and including subgrade with significant temporary impact to travel and underground utilities.
 - * Maintenance of streets is not considered a capital expense and should be addressed in the Town's annual budgeting process as a general fund expenditure. Maintenance includes sweeping, striping, pothole repair, crack-seal, gutter pan replacement and other similar work.
- **Drainage/Flood Control:** This includes storm sewers and related improvements, retention ponds, water quality structures and flood control facilities.
- **Public Buildings and Facilities:** This includes new public buildings, storage units, support structures or remodels or additions to existing structures.
- **Major Equipment:** This includes Police and Public Works vehicles, tools, equipment or apparatus.
- **Parks, Recreation and Open Space:** This includes new parks, improvements to existing parks, active and passive recreation areas, trails and beautification.
- **Systems:** This includes computer servers, telephone and radio systems, and software programs.

The projects were selected for consideration based on the following criteria:

- Projects necessary for health and safety or that may prevent fatality, serious injury or major property damage.
- Projects mandated by federal law and/or state statutes or by applicable rules established by federal or state agencies.
- Projects already in process

- Projects related to other funded projects
- Projects identified in master plan(s)
- Projects necessary for maintenance or to reduce maintenance costs.

Impact on Maintenance Ratings:

Positive: Will generate revenue to offset expenses or reduce continued operating costs.

Slight: The project will generate some revenue but additional funds may be necessary to operate or maintain the project.

Negligible: The impact on operating costs is considered immaterial.

Negative: The project will require an increase in maintenance and or operating costs that are not offset by revenue generated.

- Citizen and neighborhood interest projects
- Financially cost effective projects

Appendix A

The following Project Summary is categorized by Current, Action and Program years

CIP Projects CURRENT YEAR (2022)	Category	Est. Cost
CVPD Ford Explorer Police Interceptor	Equipment	\$55,000
Public Works Snowplow	Equipment	\$68,000
Town-wide Light Pole Replacement	Streets	\$12,000

CIP Projects ACTION YEAR (2023)	Category	Est. Cost
Town Hall HVAC Replacement	Facilities	\$15,000
Town Hall Board Room and Basement Carpet	Facilities	\$15,000
CVPD Ford Explorer Police Interceptor	Equipment	\$50,000
Platte Canyon Sidewalk - Village to Fairway	Parks	\$225,000
Old Town Road Rehabilitation (w/ Denver Water)	Streets	\$160,000
Town-wide Light Pole Replacement	Streets	\$12,000
Annual Road Investment	Streets	\$35,000
Platte Canyon/Coal Mine Right Turn Lane	Streets	\$280,000

CIP Project PROGRAM YEARS (2024-2032)	Category	Est. Cost
Town Hall Interior Paint (2026)	Facilities	\$16,000
Town Hall Window Replacement (2028)	Facilities	\$25,000
CVPD Ford Explorer Police Interceptor*	Equipment	\$450,000
Police Laptop Computers (2026)	Systems	\$20,000
Town Server (2029)	Systems	\$10,000
Parks/Trails Infrastructure*	Parks	\$500,000
Town-wide Light Pole Replacement* (2024, 2025)	Streets	\$20,000
Par Circle and Eagle Drive Lateral (2030)	Streets	\$25,000
Town Wall Rehabilitation*	Streets	\$500,000
Annual Road Investment*	Streets	\$1,100,000

* Represents a multi-year project

Appendix B

The following Project Request Forms were prepared for each project included in the inventory. The forms provide a description of the project, the year proposed, the estimated cost and a description of the proposed funding source.

Project Name: Annual Road Investment

Staff Lead: Troy Carmann
 Town Dept: Public Works/Engineering
 Category: Streets
 1st Presented for Funding: 2022
 Historical Project Cost: n/a
CIP Project Total: \$1,100,000

Description and Justification

The objective of the Annual Road Investment is to keep the Town's roads in better than average structural condition with a smooth driving surface. The spending proposed below is designed to occur in conjunction with the recommended \$75,000 per year in town-wide maintenance spending.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Brookhaven Dr											\$75,000 mo	
Brookhaven Ln											\$127,000 mo	
Brookhaven Pl										\$8,500 cs		
Brookhaven Tr										\$10,600 cs		
Doral Ln, 6-PCR		\$35,000 mo										
Fairway Ln, 31-39												
Fairway Ln, 68-84				\$16,000 cs				\$196,000 fr				
Fairway Ln, bw-84						\$8,500 cs						
Fairway Ln, 39-68							\$105,000 mo					
Spyglass Dr, c/s-D'rl										\$69,000 mo		
Spyglass Dr, cp-spN												
Village Ct							\$114,000 mo					
Village Dr							\$63,000 mo					
Village Dr, vcE-vcW							\$7,000 cs					
Wedge Wy, fw-8								\$149,000 mo		\$60,600 mo	\$94,000 fr	

mo = mill and overlay, cs = chip and seal, fr = full reconstruction

Project Name: Old Town Road Rehabilitation

Staff Lead: Jeremy Hayden
 Town Dept: Public Works/Engineering
 Category: Streets
 1st Presented for Funding: 2022
 Historical Project Cost: n/a
CIP Project Total: \$160,000

Description and Justification

The objective the Old Town Road Rehabilitation is to restore the roads to the same or better condition as they were at the beginning of 2022, prior to the water main replacement conducted by Denver Water. Two options have been identified by Town Staff: 1) perform a chip and seal operation over all impacted streets, gutter pan to gutter pan. The estimated cost is \$80,000. 2) perform a mill and overlay of all impacted streets, gutter pan to gutter pan. The estimated cost is \$160,000.

	Current		Program									
	2022	Action 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Expenditures												
Construction		\$160,000 mo										
Total Expenditures		\$160,000										
Funding Sources												
Denver Water		\$80,000										
Capital Reserve Fund		\$80,000										
Total Funding Sources		\$160,000										

Operational/Maintenance Impact

Based on option two, staff believes that little to no annual maintenance will be required on these roads for at least six years.

Project Request Form

Project Name: Town Hall HVAC Replacement

Staff Lead: Jeremy Hayden

Town Dept: Public Works

Category: Facility

1st Presented for Funding: 2018

Historical Project Cost: \$21,000

CIP Project Total: \$15,000

Description and Justification

The Columbine Valley Town Hall has three heater and three air conditioner units that serve the buildings three distinct zones. Two systems have failed and been replaced over the past three years. Replacement verses repair was chosen due to cost of repair or the inability to obtain appropriate parts or coolant. The remaining system was installed when the current building was completed in 2004. The remaining system continues to need annual repair which maintains the operation of the units but does not increase the overall lifespan.

	Current		Action		Program								
	2022	2023	2023	2024	2024	2025	2026	2027	2028	2029	2030	2031	2032
Expenditures													
New HVAC System			\$15,000										
Total Expenditures			\$15,000										
Funding Sources													
General Fund			\$15,000										
Total Funding Sources			\$15,000										

Operational/Maintenance Impact

The estimated lifespan of a new Furnace/AC is approximately 15-20 years. Annual maintenance of a new unit is minimal.

Project Name: Board Room and Basement Carpet

Staff Lead: Jeremy Hayden
 Town Dept: Public Works
 Category: Facility
 1st Presented for Funding: 2018
 Historical Project Cost: \$0
CIP Project Total: \$15,000

Description and Justification

The current carpet in the basement and boardroom is original to the 2004 facility and has become worn and in some cases poses tripping hazards. New Carpet was installed in the main floor administration offices in 2016. New carpet in the basement and board room would be of the square panel style to allow for easy replacement of soiled or damaged sections.

	Current		Action		Program								
	2022	2023	2023	2024	2024	2025	2026	2027	2028	2029	2030	2031	2032
Expenditures													
Installation of new carpet			\$15,000										
Total Expenditures			\$15,000										
Funding Sources													
General Fund			\$15,000										
Total Funding Sources			\$15,000										

Operational/Maintenance Impact

Annual maintenance and cleaning would be minimal.

Project Request Form

Project Name: CVPD Ford Explorer Police Interceptor

Staff Lead: Brett Cottrell

Town Dept: Police

Category: Equipment

1st Presented for Funding: 2022

Historical Project Cost: n/a

CIP Project Total: \$500,000

Description and Justification

Purchase of 8 new police vehicles between 2019 - 2028. Estimated \$50,000 per vehicle plus annual increase over 10 year period. Net cost approximately \$40,000 per vehicle. Average sale price of used vehicles has been \$10-\$12,000.

Expenditures	Current		Action		Program									
	2022	\$55,000	2023	\$50,000	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Purchase					\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
Total Expenditures					\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
Funding Sources														
General Fund	\$55,000		\$40,000		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	
Vehicle Salvage			\$10,000		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Total Funding Sources	\$55,000		\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	

Operational/Maintenance Impact

Scheduled annual maintained.

Project Request Form

Project Name: Town Wide Light Pole Replacement Program

Staff Lead: Jeremy Hayden
 Town Dept: Public Works
 Category: Streets
 1st Presented for Funding: 2018
 Historical Project Cost: \$30,000
CIP Project Total: \$30,000

Description and Justification

There are 21 concrete wrapped light poles in the Town's right-of-way in various stages of repair. This replacement program has replaced two-four poles per year since 2018 with new fiberglass LED lights as specified in the Town's standards. Four poles are scheduled for replacement in 2022, there will be 6 poles to replace after this calendar year.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Replacement	\$12,000	\$12,000	\$8,000									
Total Expenditures	\$12,000	\$12,000	\$8,000									
Funding Sources												
General Fund	\$12,000	\$12,000	\$8,000									
Total Funding Sources	\$12,000	\$12,000	\$8,000									

Operational/Maintenance Impact

Positive impact on maintenance. Replacement poles will reduce staff and monetary resources spent on repairing the existing poles and the LED bulbs will reduce the Town's utility costs.

Project Name: Platte Canyon Sidewalk

Staff Lead: Brent Kaslon

Town Dept: Planning

Category: Parks

1st Presented for Funding: 2019

Historical Project Cost: \$9,000 concept design

CIP Project Total: \$225,000

Description and Justification

Children from the Village neighborhood have no access to safe crossing of Platte Canyon Road to get to Wilder Elementary School or to Columbine Trail. Costs include adding a sidewalk from Village Court to the signalized crossing at Ponds Circle.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Construction	\$0	\$225,000										
Total Expenditures												
Funding Sources												
Columbine Country Club												
General Fund		\$50,000										
County/State Grants		\$150,000										
Total Funding Sources		\$225,000										

Operational/Maintenance Impact

Cost of snow removal as needed. Approximately \$50.00 per snow event. Minimal annual maintenance.

Project Request Form

Project Name: Platte Canyon/Coal Mine Right Turn Lane

Staff Lead: Jeremy Hayden

1st Presented for Funding: 2019

Town Dept: Public Works

Historical Project Cost: n/a

Category: Streets

CIP Project Total: \$280,000

Description and Justification

This funding would cover survey, design, permits and construction. The Town will work with CDOT and Arapahoe County to get this project constructed in 2023.. This project is estimated to improve weekday p.m. peak hour conditions by two full level of service grades (D to B) and average vehicle delays by 30 seconds per vehicle.

Expenditures	Current		Action		Program							
	2022	2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Contribution			\$280,000									
Total Expenditures			\$280,000									
Funding Sources												
Capital Fund			\$56,000									
County/State Contributions			\$224,000									
Total Funding Sources			\$280,000									

Operational/Maintenance Impact

Minimal/none.

Project Name: Replacement Town Server & Firewall

Staff Lead: Bret Cottrell
 Town Dept: Information Technology
 Category: Systems
 1st Presented for Funding: 2022
 Historical Project Cost: n/a
CIP Project Total: \$10,000

Description and Justification

The Town's current server, purchased and installed in 2019, is anticipated to reach its "end of life" in 2029. End of life means that Microsoft will no longer support the product, which includes not providing updates for security. Project costs include the purchase of a new server and firewall with installation by North Star.

	Current		Action		Program							
	2022	2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Expenditures												
Purchase/Installation									\$10,000			
Total Expenditures									\$10,000			
Funding Sources												
General Fund									\$10,000			
Total Funding Sources									\$10,000			

Operational/Maintenance Impact

Minimal annual associated costs.

Project Name: Town Hall Interior Paint

Staff Lead: Jeremy Hayden
 Town Dept: Public Works
 Category: Facility

1st Presented for Funding: 2022
 Historical Project Cost: \$0
CIP Project Total: \$16,000

Description and Justification

Town Hall interior was last painted in 2016. Annual touch up is performed as necessary.

	<i>Current</i>		<i>Action</i>		<i>Program</i>								
	2022	2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Expenditures													
Supplies and Labor						\$16,000							
Total Expenditures						\$16,000							
Funding Sources													
General Fund						\$16,000							
Total Funding Sources						\$16,000							

Operational/Maintenance Impact

Little to none once complete. Annual cost for maintenance is currently estimated at \$500, primarily in staff time.

Project Name: Town Hall Window Replacement

Staff Lead: Jeremy Hayden
 Town Dept: Public Works
 Category: Facility
 1st Presented for Funding: 2020
 Historical Project Cost: \$0
CIP Project Total: \$25,000

Description and Justification

The current windows in Town Hall were installed when the building was constructed in 2004. Many have seals that are broken and moisture has collected between the panes.

	Current		Action		Program							
	2022	2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Expenditures												
Supplies and Labor								\$25,000				
Total Expenditures								\$25,000				
Funding Sources												
General Fund								\$25,000				
Total Funding Sources								\$25,000				

Operational/Maintenance Impact

Little to none.

Project Request Form

Project Name: CVPD Vehicle Laptop Computers

Staff Lead: Bret Cottrell

Town Dept: Police

Category: Systems

1st Presented for Funding: 2022

Historical Project Cost: n/a

CIP Project Total: \$20,000

Description and Justification

Current laptops, purchased in 2020, are Windows 10 which are anticipated to have reached their "end of life" by January 2026. This means Microsoft will not provide security updates which jeopardizes network security. Touchscreens and other hardware functions are also typically losing function after five or more years of service.

	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Expenditures												
Construction					\$20,000							
Total Expenditures					\$20,000							
Funding Sources												
General Fund					\$20,000							
Total Funding Sources					\$20,000							

Operational/Maintenance Impact

Minimal ongoing maintenance.

Project Request Form

Project Name: Parks and Trails Infrastructure

Staff Lead: Brent Kaslon

Town Dept: Planning

Category: Parks

1st Presented for Funding: 2022

Historical Project Cost: \$10,000 master planning process

CIP Project Total: \$500,000

Description and Justification

The Town is currently in the midst of a trails master planning process. It is expected to be adopted in some form by the Trustees in 2022. While specific projects are not know at this time, the projects currently under consideration may be ready for construction within the reach of the CIP Program years.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Design and Construction				\$250,000								\$250,000
Total Expenditures				\$250,000								\$250,000
Funding Sources												
Open Space Fund				\$125,000								\$100,000
Partner Funds				\$100,000								\$50,000
General Fund				\$25,000								\$100,000
Total Funding Sources				\$250,000								\$250,000

Operational/Maintenance Impact

Unknown. TBD per project.

Project Name: Par Circle and Eagle Drive Lateral

Staff Lead: Jeremy Hayden

Town Dept: Public Works/Engineering

Category: Drainage

1st Presented for Funding: 2020

Historical Project Cost: n/a

CIP Project Total: \$25,000

Description and Justification

In anticipation of Denver Water's anticipated abandonment of the Nevada Ditch, the ongoing structural problems with the lateral beneath these roads should be addressed.

	Current		Action		Program							
	2022	2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Expenditures												
Construction										\$25,000		
Total Expenditures										\$25,000		
Funding Sources												
Capital Fund										\$25,000		
Total Funding Sources										\$25,000		

Operational/Maintenance Impact

None.

Project Request Form

Project Name: Town Wall Rehabilitation

Staff Lead: Jeremy Hayden

Town Dept: Public Works

Category: Streets

1st Presented for Funding: 2020

Historical Project Cost: \$40,000

CIP Project Total: \$500,000

Description and Justification

The Town's masonry wall in the Village neighborhood along Platte Canyon Road, and in the Burning Tree neighborhood along Platte Canyon Road and Hunter Run Lane, is aging infrastructure with ongoing structural and drainage issues. While specific projects have not been formally identified it is anticipated that structural reinforcements will be required within the reach of the CIP Program years.

Expenditures	Current	Action	Program									
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
Design and Construction			\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Total Expenditures			\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Funding Sources												
General Fund			\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
Capital Fund			\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
Total Funding Sources			\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	

Operational/Maintenance Impact

Minimal maintenance once repairs are made.

Appendix C

Capital Improvement Program Revenue Sources – Definitions

General Fund – The primary accounting vehicle for the Town's operating revenues and expenses. Generally, all revenues from taxes, fees and other sources are accounted for in the General Fund as are all expenditures for the general operating functions and activities of the Town. Tax revenues include property taxes, sales and use taxes, and specific ownership taxes. Fees include utility franchise fees, cable television franchise fees, building permit fees and motor vehicle registration fees. Other revenue sources include intergovernmental revenues such as state highway user tax allocation, county highway tax allocation, court fines, revenue from the Town of Bow Mar in support of public safety and building department costs, interest on invested reserves and miscellaneous items. Most of these items are described in greater detail in the Town's Annual Budget.

General Fund Reserves- The Town maintains general reserves to guard against disruption in providing the Town's services in the event of unexpected revenue shortfalls or unanticipated expenditures. Reserves are expected to accumulate over time to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

Capital Reserves – The Town maintains a portion of its reserves as Capital Reserves to help fund capital improvements identified in the Capital Improvements Program (CIP). The CIP includes major improvements and equipment for general government purposes including public works projects, building construction and improvements, the improvement or acquisition of lands for parks and trails, technology, and capital equipment.

Impact Fees – These are one-time payments assessed as new homes are constructed by developers or builders pursuant to a Special Improvement Agreement entered into between the Town and a developer. The purpose of these fees is to defray specific costs of public works, public safety and administration which are associated with the new growth. These fees must be accounted for separately and cannot be comingled with General Fund cash balances.

Transportation Fees – The Town collects a one percent fee on all building permits with a valuation greater than \$25,000 to be used towards the annual maintenance of Town roads. The Trustees have the ability to transfer excess fees into the Capital Reserves.

Developer Infrastructure Contributions – Typically a developer is responsible for the cost of roads and stormwater systems in a new development. Upon completion, these assets are generally transferred to the Town or a local water and sanitation district for future maintenance.

Vehicle Salvage – Funds generated from the sale of Town vehicles after they have been replaced due to age or condition.

Federal, State or County Grants or Contributions – These funds are generally received for a specific purpose or project from an interested Federal, State or Local agency and may include cash or in-kind contributions (labor or engineering and design services) for use by the Town.

Arapahoe County Open Space Tax – This county-wide sales tax is shared by Arapahoe County municipalities and can only be used for the purchase and maintenance of new open space lands, parks and trails.

Municipal Bonds – These debt instruments are issued by local governments to finance public projects such as major road or infrastructure additions or repairs. Municipal bond issuance generally requires a favorable election to authorize the municipality to incur the debt and its ultimate retirement.

Revenue Bonds – These debt instruments are also issued by local governments; however, they are distinguished by a guarantee of repayment from a revenue source specifically identified in the bond document. An example might be a bond whose proceeds might fund infrastructure for a shopping mall with repayment coming from all or a portion of sales taxes generated by sales in the mall.

Special/Local Improvement Districts – A Special/Local Improvement District (SID) is a geographic area organized as an SID to fund improvements within the SID (generally roads and infrastructure). Funds are raised through the issuance/sale of SID bonds. Repayment of the bonds generally come from an SID property tax assessment specific to the property owners and properties within the SID.

Certificates of Participation – Certificates of Participation represent a lease-financing mechanism whereby investors finance a specific government asset acquisition or construction project. Repayment comes from regular lease payments over a period of time, after which, title to the asset(s) reverts to the government entity. Certificates of Participation can be issued without voter approval.