

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

August 16, 2022

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 July 19, 2022 Minutes
5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Finance Report
 - d. Town Administrator
 - e. Chief of Police
6. OLD BUSINESS Mr. Schiller
 - a. There is no old business
7. NEW BUSINESS Mr. McCrumb
 - a. Wild Plum Anti-Monotony Variance Request Mr. McCrumb
 - b. Purchasing Policy Exception Request Mr. McCrumb
8. EXECUTIVE SESSION - An executive session to Conference with an attorney for the purposes of receiving legal advice on specific legal questions and to discuss personnel matters, involving performance and compensation, pursuant to C.R.S. § 24-6-402(4) (b) and (f). Mayor Palmer
9. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
July 19, 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, Bill Dotson, Mike Giesen, Ed Icenogle, Jim Tarpey, and Al Timothy
Also present: Lee Schiller, Sue Blair, Diane Rodriguez, J.D. McCrumb, Brent Kaslon, Troy Carmann, Kyle Logan, Job Seese, and Jamie Milliman

PUBLIC COMMENT: Debbie Schmidt, 4 Columbine Lane, encouraged the Town to engage in more robust communication with its citizens.

CONSENT AGENDA:

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

REPORTS

- A. The mayor disclosed to the public a recent incident of fraud conducted against the Town by internet scammers.
- B. Trustee Dotson would like the Town to consider utilizing ARP funds for security at the CCC.
- C. Mrs. Rodriguez reviewed the Town's June financials as presented in the Trustees Packet.
- D. Mr. McCrumb reviewed his report as presented in the Trustees Packet. Mr. Kaslon updated the Trustees on the proposed development at Columbine Square in Littleton.
- E. Sargent Milliman reviewed the report as presented in the Trustee Packet.

OLD BUSINESS:

- A. **Trustee Bill #4, 2022 – Villas Parking:** Mr. Schiller presented the ordinance on second reading.
ACTION: upon a motion by Trustee Icenogle and a second by Trustee Dotson, the Board of Trustees unanimously approved Trustee Bill #4 on 2nd reading.

NEW BUSINESS

- A. **2021 Annual Audit:** Kyle Logan with Logan and Associates presented the findings of the 2020 Annual Audit to the Trustees. The Trustees asked clarifying questions.
ACTION: upon a motion by Trustee Icenogle and a second by Trustee Dotson, the Board of Trustees unanimously accepted the audit findings as presented.
- B. **Resolution #5, 2022 – Employee Handbook:** Mr. McCrumb presented the updated Employee Handbook to the Trustees. The Trustees asked clarifying questions.
ACTION: upon a motion by Trustee Tarpey and a second by Trustee Icenogle, the Board of Trustees unanimously approved Resolution #5, 2022.
- C. **Nevada Ditch Study Recommendation:** Mr. Carmann presented a scope of work and proposal for a Nevada Ditch study that will serve as a follow-up to a phase one study completed in 2018. The Trustees asked clarifying questions.
ACTION: upon a motion by Trustee Timothy and a second by Trustee Giesen, the Board of Trustees unanimously approved the scope of work and allocated up to \$30,000 from the Open Space Fund.

EXECUTIVE SESSION: ACTION: upon a motion by Trustee Timothy and a second by Trustee Giesen, the Board of Trustees unanimously approved entering executive session at 6:34 p.m. for the purpose of discussing personnel matters, involving performance and compensation, pursuant to C.R.S. § 24-6-402(4)(f). The Trustees came out of Executive Session at 7:19 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 8:50 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 July 31, 2022
Variance Summary

General Fund

Revenues

- General Fund Revenues are at 85% of budget (PY 86%)
 - o Property taxes \$609,605, 99% of budget (PY 99%)
 - o Violations \$292,875
 - o Software Grant from State of CO \$1,885

Administration – 46% of budget (PY 47%)

- Special Projects, Municode of \$10,350 unbudgeted
- Bank/Credit card fees – both Wells Fargo and Bank of the West are active

Public Safety – 59% of budget (PY 60%)

- Workers comp insurance – paid in advance
- Arapahoe Cty Dispatch, Govpilot & Juvenile assessment are paid for the year
- Offsite server backup – paid quarterly

Public Works – 38% of budget (PY 34%)

- Pension is high – Still working to make sure this is correct

General Fund Expenditures

- General Fund Expenditures are at 49% of budget (PY 50%). In addition, a transfer to the Capital fund was made in the amount of \$3,500,000
- The ending fund balance is \$1,097,616

Capital Fund

- Purchase of Ford F450 snowplow
- Transfer from the general fund of \$3,500,000, the ending fund balance is \$4,878,993

Conservation Trust Fund

- Ending fund balance \$21,495

Arapahoe County Open Space Fund

- Open Space funding received of \$51,448
- Ending fund balance \$538,835

Impact Fees

- Impact Fee revenues \$254,000, 87% of budget (PY 50%) with zero expenditures to date
- Ending fund balance \$1,133,256

Transportation Fees

- Transportation fees \$45,788, 51% of budget (PY43%) with zero expenditures to date
- Ending fund balance \$153,127

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

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo checking	\$ 993,273	\$ -	\$ 993,273
Bank of the West checking	936,637	-	936,637
Bank of the West money market	-	419,195	419,195
C-Safe Primary	-	3,522,539	3,522,539
C-Safe Impact fee	-	1,082,456	1,082,456
C-Safe CTF	-	18,594	18,594
Arapahoe County shareback	-	546,578	546,578
YTD Cash Balances	1,929,910	5,589,362	7,519,272
Less amount allocated for capital			(4,878,993)
Less amount restricted for CTF			(21,495)
Less amount restricted for ACOS			(538,835)
Less amount restricted for impact fees			(1,133,256)
Less amount restricted for transportation fees			(153,127)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 1,929,910	\$ 5,589,362	\$ 793,566

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

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe City Open Space	Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 3,224,940	\$ 1,448,068	\$ 18,183	\$ 489,744	\$ 876,843	\$ 107,339	\$ 6,165,117
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	1,644,917	-	-	-	-	-	1,644,917
Permits and fines	719,648	-	-	-	-	-	719,648
Intergovernmental	285,546	-	-	-	-	-	285,546
Interest	14,083	-	75	1,839	2,413	-	18,410
Other	3,981	-	-	-	-	-	3,981
Grants	1,885	-	-	-	-	-	1,885
Conservation Trust Fund entitlement	-	-	4,837	-	-	-	4,837
Arapahoe County open space fund	-	-	-	51,448	-	-	51,448
Impact fees	-	-	-	-	254,000	-	254,000
Transportation fees	-	-	-	-	-	45,788	45,788
Total YTD revenues	2,670,060	-	4,912	53,287	256,413	45,788	3,030,460
Total YTD expenditures	(1,099,779)	(69,075)	(1,600)	(4,196)	-	-	(1,174,650)
Excess of revenues over (under) expenditures	1,570,281	(69,075)	3,312	49,091	256,413	45,788	1,855,810
Loss	(197,605)	-	-	-	-	-	(197,605)
Transfers	(3,500,000)	3,500,000	-	-	-	-	-
Net change in fund balance	(2,127,324)	3,430,925	3,312	49,091	256,413	45,788	1,658,205
YTD ENDING FUND BALANCES	\$ 1,097,616	\$ 4,878,993	\$ 21,495	\$ 538,835	\$ 1,133,256	\$ 153,127	\$ 7,823,322
Budget vs actual reference	(page 4)	(page 8)	(page 9)	(page 10)	(page 11)	(page 12)	

TOWN OF COLUMBINE VALLEY
BALANCE SHEET - ALL FUNDS
GOVERNMENTAL FUNDS
July 31, 2022
Unaudited

	<u>General</u>
ASSETS	
Cash and investments	\$ 7,519,272
Accrued revenue	251,618
Other receivables	386,946
Property tax receivable	5,814
TOTAL ASSETS	<u>\$ 8,163,650</u>
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 122,187
Accrued liabilities	212,327
Deferred property tax revenue	5,814
Total liabilities	<u>340,328</u>
 FUND BALANCES	
General	1,097,616
Capital	4,878,993
Conservation trust fund	21,495
Arapahoe county open space	538,835
Impact fees	1,133,256
Transportation fees	153,127
Total fund balances	<u>7,823,322</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 8,163,650</u>

TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2022
Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
REVENUES				
Taxes	\$ 1,644,917	\$ 2,129,498	\$ (484,581)	77%
Permits and fines	719,648	630,000	89,648	114%
Intergovernmental	285,546	382,259	(96,713)	75%
Interest	14,083	1,000	13,083	1408%
Other	3,981	-	3,981	-
Grants	1,885	-	1,885	-
Total revenues	<u>2,670,060</u>	<u>3,142,757</u>	<u>(472,697)</u>	<u>85%</u>
EXPENDITURES				
Administration	441,220	953,612	(512,392)	46%
Planning and engineering	11,015	53,500	(42,485)	21%
Public safety	509,966	867,980	(358,014)	59%
Public works	137,578	361,849	(224,271)	38%
Total expenditures	<u>1,099,779</u>	<u>2,236,941</u>	<u>(1,137,162)</u>	<u>49%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>1,570,281</u>	<u>905,816</u>	<u>664,465</u>	<u>173%</u>
OTHER FINANCING USES				
Other loss	(197,605)	-	(197,605)	-
Transfer to capital	(3,500,000)	(2,700,000)	(800,000)	130%
Total other financing uses	<u>(3,697,605)</u>	<u>(2,700,000)</u>	<u>(997,605)</u>	<u>137%</u>
NET CHANGE IN FUND BALANCE	<u>(2,127,324)</u>	<u>\$ (1,794,184)</u>	<u>\$ (333,140)</u>	
BEGINNING FUND BALANCE	<u>3,224,940</u>			
ENDING FUND BALANCE	<u><u>\$ 1,097,616</u></u>			

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 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 (58% YTD)</u>
REVENUES					
Taxes					
Cable television	\$ 1,368	\$ 20,302	\$ 36,000	\$ (15,698)	56%
Property taxes	10,156	609,605	615,419	(5,814)	99%
Sales and use taxes	188,268	952,649	1,385,000	(432,351)	69%
Specific ownership taxes	3,020	21,966	43,079	(21,113)	51%
Utility franchise fees	8,384	40,395	50,000	(9,605)	81%
Total taxes	211,196	1,644,917	2,129,498	(484,581)	77%
Permits and fines					
Court fines	8,809	65,087	100,000	(34,913)	65%
Permits, fees and services	81,731	361,686	530,000	(168,314)	68%
Violations	66,800	292,875	-	292,875	-
Total permits and fines	157,340	719,648	630,000	89,648	114%
Intergovernmental					
Bow Mar IGA	76,209	228,625	300,259	(71,634)	76%
Bow Mar IGA admin	5,000	15,000	20,000	(5,000)	75%
County highway tax revenue	7,838	15,338	15,000	338	102%
Motor vehicle registration fees	365	3,299	6,000	(2,701)	55%
State cigarette tax apportionment	83	904	1,000	(96)	90%
State highway user's tax	3,334	22,380	40,000	(17,620)	56%
Total intergovernmental	92,829	285,546	382,259	(96,713)	75%
Interest	5,544	14,083	1,000	13,083	1408%
Other	957	3,981	-	3,981	-
Grants	1,885	1,885	-	1,885	-
TOTAL REVENUES	469,751	2,670,060	3,142,757	(472,697)	85%
EXPENDITURES					
Administration					
Accounting and audit	17,582	51,767	63,500	(11,733)	82%
Advertising/notices	1,375	1,375	500	875	275%
Bank/credit card fees	934	5,761	5,100	661	113%
Building inspection and planning review	16,130	114,521	238,500	(123,979)	48%
Building maintenance and utilities	4,056	13,399	22,011	(8,612)	61%
Community functions	4,716	16,384	55,000	(38,616)	30%
Computer expense	461	2,960	14,500	(11,540)	20%
County treasurer's collection fees	104	6,101	6,154	(53)	99%
Dues and publications	50	4,807	8,850	(4,043)	54%
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	2,177	25,495	47,000	(21,505)	54%
Insurance and bonds	-	14,636	34,047	(19,411)	43%
Legal	5,522	17,757	45,000	(27,243)	39%
Mayor/monthly breakfasts	-	15	2,000	(1,985)	1%
Miscellaneous	188	649	2,300	(1,651)	28%
Payroll taxes	1,230	4,715	12,575	(7,860)	37%
Pension	1,215	4,900	12,575	(7,675)	39%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 2022
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
Salaries	25,859	138,642	251,500	(112,858)	55%
Special projects	-	10,350	-	10,350	-
Supplies, printing, postage	81	3,042	13,000	(9,958)	23%
Telephone/communications	1,308	3,916	6,500	(2,584)	60%
Emergency reserve	-	-	94,000	(94,000)	0%
Total administration	82,988	441,220	953,612	(512,392)	46%
Planning and engineering					
Town planning	1,615	7,140	36,000	(28,860)	20%
Town engineer	2,125	3,875	16,000	(12,125)	24%
Miscellaneous	-	-	1,500	(1,500)	0%
Total planning and engineering	3,740	11,015	53,500	(42,485)	21%
Public safety					
Operations					
Cruiser gas	3,833	11,194	22,100	(10,906)	51%
Cruiser oil/maintenance	12	3,977	18,000	(14,023)	22%
Cruiser insurance	378	4,110	8,487	(4,377)	48%
Education/training	3,120	3,725	11,750	(8,025)	32%
Equipment repair	-	-	5,875	(5,875)	0%
Health insurance	5,447	44,151	70,900	(26,749)	62%
Workers comp insurance	1,322	25,229	29,705	(4,476)	85%
Payroll taxes	2,249	11,475	24,730	(13,255)	46%
Pension	5,699	24,146	49,459	(25,313)	49%
Salaries	58,177	299,171	494,590	(195,419)	60%
Supplies/miscellaneous	638	2,476	15,980	(13,504)	15%
Telephones/air cards	161	1,125	2,938	(1,813)	38%
Uniforms	1,121	3,838	11,750	(7,912)	33%
Total operations	82,157	434,617	766,264	(331,647)	57%
Municipal court					
Judge	500	3,500	8,000	(4,500)	44%
Legal	-	15,075	27,500	(12,425)	55%
Administration	438	1,328	2,000	(672)	66%
Supplies	-	1,062	2,000	(938)	53%
Interpreter	200	1,400	2,000	(600)	70%
Total municipal court	1,138	22,365	41,500	(19,135)	54%
Contracts					
Arapahoe county dispatch fee	-	34,406	33,709	697	102%
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	-	35,001	38,416	(3,415)	91%
Computer/IT					
Offsite server backup	450	1,350	1,800	(450)	75%
Office 365 accounts	-	372	2,500	(2,128)	15%
Scheduled computer replacement	-	2,261	3,500	(1,239)	65%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 2022
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
Govpilot	-	14,000	14,000	-	100%
Total computer/IT	450	17,983	21,800	(3,817)	82%
Total public safety	83,745	509,966	867,980	(358,014)	59%
Public works					
Ground maintenance	1,612	5,025	8,578	(3,553)	59%
Health insurance	1,394	4,893	7,934	(3,041)	62%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	304	1,524	4,193	(2,669)	36%
Pension	(94)	2,954	4,193	(1,239)	70%
Professional fees-mosquito control	1,174	4,695	7,500	(2,805)	63%
Salary	7,925	40,860	83,850	(42,990)	49%
Sanitation/trash/recycle service	16,577	57,222	92,000	(34,778)	62%
Signs maintenance	-	-	1,061	(1,061)	0%
Snow removal	225	1,475	5,500	(4,025)	27%
Storm water permit process/NPDES	-	350	7,500	(7,150)	5%
Street and gutter maintenance	-	4,899	15,000	(10,101)	33%
Streets and gutters contingency	-	-	75,000	(75,000)	0%
Street lighting	11,022	13,204	40,000	(26,796)	33%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	-	477	3,500	(3,023)	14%
Total public works	40,139	137,578	361,849	(224,271)	38%
TOTAL EXPENDITURES	210,612	1,099,779	2,236,941	(1,137,162)	49%
EXCESS OF REVENUES OVER EXPENDITURES	259,139	1,570,281	905,816	664,465	173%
OTHER FINANCING USES					
Other loss	2,430	(197,605)	-	(197,605)	-
Transfer to capital	(500,000)	(3,500,000)	(2,700,000)	(800,000)	130%
Total other financing uses	(497,570)	(3,697,605)	(2,700,000)	(997,605)	137%
NET CHANGE IN FUND BALANCE	\$ (238,431)	\$ (2,127,324)	\$ (1,794,184)	\$ (333,140)	
BEGINNING FUND BALANCE		3,224,940			
ENDING FUND BALANCE		\$ 1,097,616			

TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2022

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% 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	69,075	55,000	14,075	126%
Public works				
Lightpole replacement	-	12,000	(12,000)	0%
Truck - snow removal	-	68,000	(68,000)	0%
Total expenditures	<u>69,075</u>	<u>152,500</u>	<u>(83,425)</u>	<u>45%</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(69,075)</u>	<u>(152,500)</u>	<u>83,425</u>	<u>45%</u>
OTHER FINANCING SOURCES				
Transfer from general	3,500,000	2,700,000	800,000	130%
Transfer from impact fee	-	9,520	(9,520)	0%
Total other financing sources	<u>3,500,000</u>	<u>2,709,520</u>	<u>790,480</u>	<u>129%</u>
NET CHANGE IN FUND BALANCE	<u>3,430,925</u>	<u>\$ 2,557,020</u>	<u>\$ 873,905</u>	
BEGINNING FUND BALANCE	<u>1,448,068</u>			
ENDING FUND BALANCE	<u><u>\$ 4,878,993</u></u>			

**TOWN OF COLUMBINE VALLEY
CONSERVATION TRUST
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2022**

	Unaudited			Percent of
	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Annual Budget (58% YTD)
REVENUES				
Conservation Trust Fund entitlement	\$ 4,837	\$ 8,700	\$ (3,863)	56%
CTF interest	75	7	68	1071%
Total revenues	<u>4,912</u>	<u>8,707</u>	<u>(3,795)</u>	<u>56%</u>
EXPENDITURES				
Conservation trust fund expenditures	1,600	6,000	(4,400)	27%
Total expenditures	<u>1,600</u>	<u>6,000</u>	<u>(4,400)</u>	<u>27%</u>
NET CHANGE IN FUND BALANCE	3,312	<u>\$ 2,707</u>	<u>\$ 605</u>	
BEGINNING FUND BALANCE	<u>18,183</u>			
ENDING FUND BALANCE	<u><u>\$ 21,495</u></u>			

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2022**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
REVENUES				
Arapahoe County open space revenues	\$ 51,448	\$ 46,114	\$ 5,334	112%
ACOP interest	1,839	184	1,655	999%
Total revenues	<u>53,287</u>	<u>46,298</u>	<u>6,989</u>	<u>115%</u>
EXPENDITURES				
Nevada ditch	4,196	30,000	(25,804)	14%
Total expenditures	<u>4,196</u>	<u>30,000</u>	<u>(25,804)</u>	<u>14%</u>
NET CHANGE IN FUND BALANCE	49,091	<u>\$ 16,298</u>	<u>\$ 32,793</u>	
BEGINNING FUND BALANCE	<u>489,744</u>			
ENDING FUND BALANCE	<u><u>\$ 538,835</u></u>			

TOWN OF COLUMBINE VALLEY
IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2022

Unaudited

	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
REVENUES				
Impact fees	\$ 254,000	\$ 292,100	\$ (38,100)	87%
Interest	2,413	145	2,268	1664%
Total revenues	<u>256,413</u>	<u>292,245</u>	<u>(35,832)</u>	<u>88%</u>
EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>256,413</u>	<u>292,245</u>	<u>(35,832)</u>	<u>88%</u>
OTHER FINANCING USES				
Transfer to capital	<u>-</u>	<u>(9,520)</u>	<u>9,520</u>	<u>0%</u>
Total other financing uses	<u>-</u>	<u>(9,520)</u>	<u>9,520</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	256,413	<u>\$ 282,725</u>	<u>\$ (26,312)</u>	
BEGINNING FUND BALANCE	<u>876,843</u>			
ENDING FUND BALANCE	<u>\$ 1,133,256</u>			

**TOWN OF COLUMBINE VALLEY
TRANSPORTATION FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2022**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
REVENUES				
Transportation fees	\$ 45,788	\$ 90,000	\$ (44,212)	51%
Total revenues	<u>45,788</u>	<u>90,000</u>	<u>(44,212)</u>	<u>51%</u>
EXPENDITURES				
	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	45,788	<u>\$ 90,000</u>	<u>\$ (44,212)</u>	
BEGINNING FUND BALANCE	<u>107,339</u>			
ENDING FUND BALANCE	<u>\$ 153,127</u>			



Town Administrator's Report

August 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

- New business hours are now in effect for Town Hall. The new hours are 8:00 a.m.—1:00 p.m. Monday through Friday or otherwise by appointment.
- The dates for the Hazardous Material Roundup, a collaboration between Littleton, Sheridan, Englewood and Columbine Valley, have been announced for Saturdays, September 10 and 17, 2022. Notification will be shared with residents through an email via DirectorySpot.
- Directory Update: Approximately 200 printed directories have been picked up at Town Hall. Approximately 123 households have also opted in for DirectorySpot (online directory). Postcards were mailed to all residents encouraging them to opt in for the online directory to receive direct-to-resident emails.

Town Website July Statistics

1,249

Total Visits

3,444

Page Views

Top Pages

Concerts in the Park

Police Department

Building Department

Calendar



Building Department

Monthly Stats

7 Permits Issued

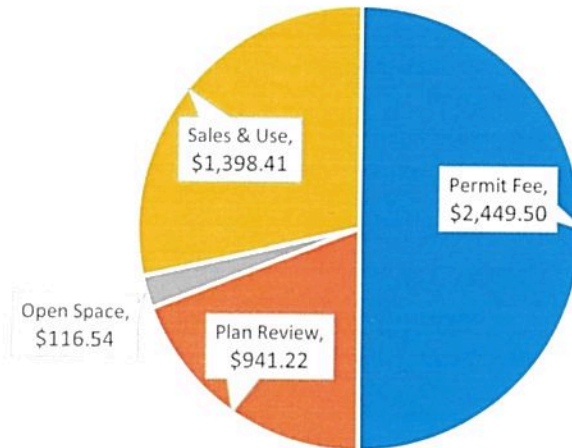
- New SFR: 0
- Major Remodel: 0
- New Roofs: 0
- Other/Misc.: 7

139 Inspections

6 Licenses Issued

- General: 2
- Electrician: 1
- Plumbers: 2
- Mechanical: 1
- Roofer: 0

July Permit Rev.: \$4,905.67



Wild Plum

95 Total Lots

(84 interior, 11 custom)

86 SFR Permits Issued

(75 interior, 11 custom)

0 Permits Pending

(0 interior, (n/a custom)

47 Completed Homes

(37 interior, 10 custom)

47 Occupied Homes

(37 interior, 10 custom)



Building Department Revenue by Month

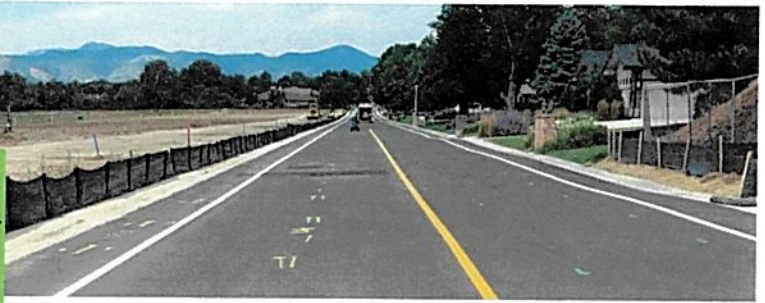
	<u>2021</u>	<u>2021 YTD</u>	<u>2022</u>	<u>2022 YTD</u>
January	\$359,728.82	\$359,728.82	\$297,964.45	\$297,964.45
February	\$87,283.60	\$447,012.42	\$287,227.51	\$585,191.96
March	\$86,265.31	\$533,277.73	\$174,786.43	\$759,978.39
April	\$343,203.23	\$876,480.96	\$156,834.81	\$916,813.20
May	\$37,276.36	\$913,757.32	\$342,301.78	\$1,259,114.98
June	\$214,345.07	\$1,128,102.39	\$62,386.70	\$1,321,501.68
July	\$199,032.35	\$1,327,134.74	\$4,905.67	\$1,326,407.35
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		

Municipal Court

	<u>2021 YTD</u>	<u>2022</u>	<u>2022 YTD</u>
Jan	\$2,816.00	\$8,264.00	\$8,264.00
Feb	\$14,261.00	\$6,540.00	\$14,804.00
Mar	\$27,801.00	\$10,465.00	\$25,269.00
Apr	\$43,131.12	\$11,309.00	\$36,578.00
May	\$56,708.24	\$10,960.00	\$47,538.00
June	\$68,485.24	\$6,055.00	\$53,593.00
July	\$74,380.24	\$6,445.50	\$60,038.50
Aug	\$82,470.24		
Sept	\$85,747.04		
Oct	\$92,603.49		
Nov	\$104,043.49		
Dec	\$115,820.61		

July Total Stats

- Total paid before Court: 23
- Total on docket: 29
- Cases heard by Judge: 10
- Continuances: 1
- Failure to Appears: 0
- Stay of Executions: 2
- Classes Ordered: 0
- Bench Warrants 1
- Trials 2



Public Works

- The damaged emergency access gate connecting Eagle Drive and Brookhaven Drive has been replaced. South Metro Fire and Rescue inspected and approved the new hardware and functionality of the gate.
- Multiple large branches have fallen off of the cottonwood trees at the intersection of Hunter Run and Platte Canyon. The branches totaled over 40 feet in length with a diameter up to 20 inches. The smaller branches were shredded on site and the larger branches were cut up and moved to off site recycling.





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 August 2022

Full Time Positions	6 of 6
Part Time Positions	2 of 4
Regular hours	934
OT hours worked	19.5
Off Duty	5
PTO	79

July 2022 Violations

Charges For the Date Range 7/1/2022 Thru 7/31/2022

Qty	Charge
11	1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
9	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
3	703(3) FAIL TO STOP AT A STOP SIGN:
2	1204(2)(B) STOPPING, STANDING OR PARKING PROHIBITED IN SPECIFIED PLACES (FIRE HYDRANT):
1	1409 COMPULSORY INSURANCE:
1	1402(1) CARELESS DRIVING:
0	
27	Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV22-0000113	07/01/2022 01:34:55 PM	Identity Theft
CV22-0000114	07/03/2022 01:07:27 AM	DISTURBANCE VERBAL IP
CV22-0000115	07/03/2022 11:25:04 AM	Criminal Mischief
CV22-0000116	07/03/2022 10:33:48 AM	Criminal Mischief
CV22-0000117	07/03/2022 11:55:40 AM	Criminal Mischief
CV22-0000118	07/03/2022 03:34:05 PM	Criminal Mischief
CV22-0000119	07/03/2022 05:10:55 PM	Burglary
CV22-0000120	07/05/2022 08:25:24 PM	Burglary
CV22-0000121	07/05/2022 08:25:24 PM	Burglary
CV22-0000122	07/06/2022 06:17:25 AM	Trespass to Vehicle
CV22-0000123	07/06/2022 11:04:43 AM	Criminal Mischief
CV22-0000124	07/06/2022 11:40:05 AM	Criminal Mischief
CV22-0000125	07/06/2022 12:44:02 PM	MISSING PERSON IP
CV22-0000126	07/07/2022 05:20:12 PM	UNKNOWN INJURY ACCIDENT IP
CV22-0000127	07/09/2022 05:06:27 PM	Theft
CV22-0000128	07/11/2022 07:10:39 PM	Theft
CV22-0000129	07/12/2022 09:16:40 PM	Harassment
CV22-0000130	07/14/2022 03:06:52 PM	Theft
CV22-0000131	07/20/2022 12:16:14 PM	TRAFFIC ARREST IP
CV22-0000132	07/21/2022 07:37:42 AM	Theft from Motor Vehicle
CV22-0000133	07/21/2022 08:05:29 AM	Burglary
CV22-0000134	07/23/2022 03:19:30 AM	ABANDONED VEHICLE IP*
CV22-0000135	07/24/2022 09:39:21 PM	Sex Crime
CV22-0000136	07/25/2022 01:51:10 AM	TRAFFIC ARREST IP
CV22-0000137	07/25/2022 05:24:00 PM	PROPERTY ACCIDENT IP
CV22-0000138	07/26/2022 12:45:30 PM	Theft
CV22-0000139	07/26/2022 06:16:00 PM	SOLICITING IP
CV22-0000140	07/29/2022 08:33:50 AM	Theft from Motor Vehicle

Priority	Description
1	P1 In Progress
2	P2 Urgent
3	P3 Non Emergency
4	P4 Police Details
5	P5 On View
6	P6 Phone
7	P7 Dispatch
8	P8 CAD Test Record
9	P9 Call on Hold

[illegible]

turbance Verbal									
STURBANCE VERBAL IP		<u>3</u>							<u>3</u>
Domestic Violence Physical									
DOMESTIC VIOLENCE PHYSICAL IP									
Domestic Violence Verbal									
DOMESTIC VIOLENCE VERBAL IP									
Drug Violation									
DRUG VIOLATION IP									
UNKNOWN SUBJECT IP		<u>1</u>							<u>1</u>
IP									
Sexual Abuse									
SEXUAL ABUSE IP									
REWORKS IP			<u>1</u>						<u>1</u>
UNKNOWN PERSON IP									
UNKNOWN PROPERTY IP*			<u>3</u>						<u>3</u>
Stalking									
STALKING IP									
Harassment			<u>1</u>						<u>1</u>
HARASSMENT IP									
Sex Crime									
SEX CRIME IP									
Home Check IP*									
Identity Theft			<u>1</u>						<u>1</u>
IDENTITY THEFT IP									
POUNDED VEHICLE IP									
INFORMATION IP			<u>8</u>						<u>8</u>
Property Accident									
PROPERTY ACCIDENT IP									
Intimidating a Witness IP									
INTERFERING WITH THE PEACE IP*									
QUORUM VIOLATION IP									
LOUD NOISE COMPLAINT IP			<u>3</u>						<u>3</u>
MEDICAL IP		<u>5</u>							<u>5</u>
Threatening									
THREATENING IP									
IDENTICAL SUBJECT IP		<u>1</u>							<u>1</u>
MESSAGE FOR DEPUTY IP			<u>7</u>						<u>7</u>
MISSING CHILD IP									
Missing Person									
MISSING PERSON IP		<u>1</u>							<u>1</u>
INSTRUCTION IP									
FOR INVESTIGATION IP									
OPEN DOOR IP*			<u>23</u>						<u>23</u>
OVERSIZED VEHICLE IP*									
PARKING COMPLAINT IP*			<u>13</u>						<u>13</u>
EXCESS SHOTS FIRED IP									
Property Accident									
PROPERTY ACCIDENT IP		<u>1</u>							<u>1</u>
HOV VIOLATION IP*									
COVERED STOLEN PROPERTY IP									
COVERED STOLEN VEHICLE IP									
DI REPORT IP						<u>2</u>			<u>2</u>
POSSESSED VEHICLE IP									
RESIDENTIAL ALARM IP		<u>10</u>							<u>10</u>
Restraining Order Vio									
RESTRAINING ORDER VIO IP									
Robbery									
ROBBERY IP									
Runaway									
UNLAWFUL ENTRY IP									
SAFE 2 TELL									
SELECTIVE ENFORCEMENT IP*					<u>21</u>				<u>21</u>

Assault										
X ASSAULT IP										
Crime			1							1
X CRIME IP										
ots Fired										
OTS FIRED IP										
icide Attempt										
ICIDE ATTEMPT IP										
ICIDE COMPLETED IP										
ICIDE THREAT IP										
SUSPICIOUS CIRCUMSTANCE IP		2								2
SUSPICIOUS PERSON IP		6	1							7
SUSPICIOUS VEHICLE IP		6								6
Left			4							4
Left from Motor Vehicle			2							2
LEFT FROM MOTOR VEHICLE IP										
LEFT IP										
AFFIC ARREST IP			2							2
Offic Complaint										
AFFIC COMPLAINT IP										
AFFIC OBSTRUCTION IP		2								2
AFFIC STOP IP		23								23
ANSPORT IP										
espass to Property										
ESPASS TO PROPERTY IP										
espass to Vehicle			1							1
ESPASS TO VEHICLE IP										
KNOWN INJURY ACCIDENT IP		1								1
LAWFUL ACTS IP										
WANTED SUBJECT IP		1								1
HICLE LOCKOUT IP										
ARRANT ARREST IP			1							1
ARRANT PICKUP IP										
apons Violation										
EAPONS VIOLATION IP										
ELFARE CHECK IP		6								6
-Animal Call										
-Suspicious Person										
-Suspicious Vehicle										
-Unwanted Subject										
-ZONING IP										
Total		72	85	25			2			184



Request for Board of Trustee Action

Date: August 16, 2022

Title: Wild Plum Anti-Monotony - Minor Amendment Request

Presented By: J.D. McCrumb, Town Administrator

Reviewed By: Brent Kaslon, Town Planner; Paul Brady, Advising Architect

Background: The applicant, home builder Epic Homes, is requesting approval from the Board of Trustees for a slight deviation from the anti-monotony criteria adopted as part of the Wild Plum Final Development Plan. The anti-monotony restrictions were included in the FDP to prevent the development from having repetition in housing plans and/or elevation styles. The requirements are as follows:

- a. No more than three two-story homes shall be in a row on any one side of the street.
- b. Where adjacent two-story homes or ranch homes occur, the same elevation style (even different floor plans) shall not be built on those adjacent lots.
- c. The same floor plan (regardless of elevation style) shall be separated by at least two lots when on the same side of the street. When across the street from each other, the same floor plan shall not be built on lots where more than 50% of their front property lines are across the street from each other.

In the attached request, Epic homes has requested an exception to the second part of requirement "c." Epic Homes has also guaranteed that this request will not impact the anti-monotony on any of the remaining lots (2), and the request will not be repeated.

Findings: Based on standards established by the Town, staff has found the following.

1. Qualitatively – staff believes the request warrants approval because:
 - a. Of the ranch plans, 1 is the best option from an anti-monotony standpoint because of the adjacent 2 and 3 models.
 - b. A ranch plan reduces the overall bulk of the neighborhood which was a concern in the beginning.
 - c. The introduction of the unbuilt Nantucket Plan 1 increases the overall community diversity

- d. Plan 1 is a true side load garage which was determined to be more desirable by the original design committee

2. Quantitatively:

- a. Staff has scaled out the drawing and have determined the following:
 - i. Lot 29 (113 lineal feet of frontage) overlaps Lot 3 by 36 feet or 32% of Lot 29's total.
 - ii. Lot 3 (102 lineal feet of frontage) overlaps Lot 29 by 45 feet or 44% of Lot 3's total.
- b. Given the deviation, staff does not think this exceeds the 50% threshold in the criteria.
- c. Since this was a request from Epic Homes, staff still thought it was good to bring to the Trustees in the case the overlap does exist in the field. This overlap would only be slight if it does exist. Lastly, staff believes that the intent of the design criteria is still being met.

Attachments:

Request from Epic Homes
Map of area in question

Possible Motion:

"I move to approve the minor amendment request to exceed the 50% overlap standard as presented for Lots 3 and Lot 29 of Block 2 in Wild Plum."

Erin Acheson

From: Tina Scrivner <tscrivner@liveepichomes.com>
Sent: Monday, August 01, 2022 2:06 PM
To: JD McCrumb
Subject: IMPORTANT: Request for Monotony Variance
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Importance: High

Caution: This is an external email. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Good afternoon! JD,

We are in good faith asking the Town of CV for a variance to the monotony requirements, to allow a Plan 1 (6R05) Nantucket elevation to be built on lot 29. We sold lot 3 with the same plan but with the French Country elevation this weekend, and now down to one of our last home sites. We have a cash buyer who is desperately trying to get into the Wild Plum neighborhood but needs a ranch plan as he gets ready for retirement. Lots 29 and 3 have lot lines that cross, creating the restriction from an adjacent lot from another standpoint. Our sales team was out this weekend measuring out where the two houses would sit on the lots, and the homes themselves would not cross each other, just the side yards.

With the rapidly declining market, we would love to explore a variance opportunity so that we can get one of our last lots sold in the neighborhood. We have yet to build a plan 1 with the Nantucket in the neighborhood. So, the elevation differences between the two homes, along with a exterior paint color difference, would provide a significant exterior variance on these two opposing lots.

Thank you in advance for any consideration for this buyer.

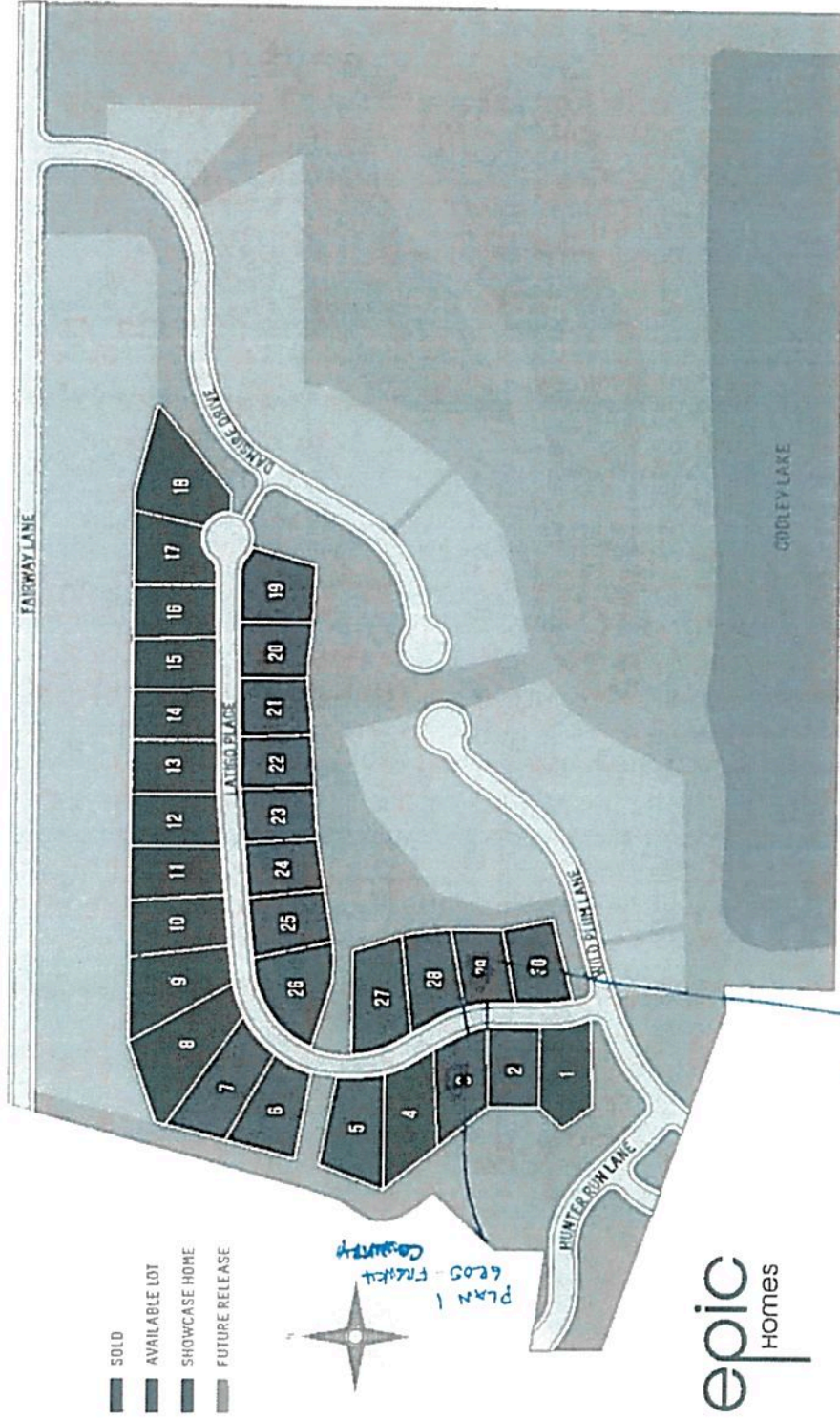
I look forward to hearing from you!

Enjoy,



TINA SCRIVNER | Operations Specialist
1101 W. Mineral Ave., Suite 105, Littleton, CO 80120
Phone: 303-918-6140
TScrivner@LiveEpicHomes.com

Wild Plum



PLAN 1
6.05 - FRANKLIN COUNTY

epic
Homes





Request for Board of Trustee Action

Date: August 16, 2022

Title: Purchasing Policy Exception Request

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: The Town has an adopted purchasing policy that requires at least three formal written bids for spending in excess of \$25,000. This requirement is established in the Town's municipal code (3.08.010 – 3.08.070). The policy/code allow for goods or services to be purchased without competitive bidding for several purposes including, "by reason of practicality with respect to uniformity of equipment, decorative fixtures, and supplies, and in respect to preferences based on particular individual usage or professional advice"

At the May 2022 Trustees meeting, the Board approved the 2022 Capital Improvement Plan which included work to be completed on most streets throughout the Town. Much of this work was prompted by recent work performed by Denver Water.

In negotiations with Denver Water, staff was able to secure an offer to perform the scope of work outlined in the CIP by the Denver Water sub-contractor at Denver Water preferred pricing of \$13.00 per square yard (SY). When compared to current competitive rates of \$17.90 /SY and, \$18.18 /SY staff believe the town will save approximately \$3 /SY with the Denver Water subcontractor.

If this purchasing policy exception is approved, staff will begin discussion with Denver Water and their sub contractor and will bring a complete scope of work and estimate to the Trustees at their September meeting.

Attachments: Purchasing Policy

Possible Motion: "I move to approve the exception request as presented."



Purchasing Policy

Organizational Department: Administration

Document Type: Policy

Effective Date: October 21, 2020

PURPOSE

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

SCOPE

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

POLICY, PROCESS, PROCEDURE, or STANDARD

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

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

Exceptions to the outlined processes above include the following:

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



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

GENERAL NOTES

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

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

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

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

- Public bidding process

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

Policy Review By: Town Administrator

Last Review Date: October 21, 2020