

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

January 17, 2023

6:30PM

**A G E N D A**

- Public Presentation with Q&A re: 2023 Road Improvement Program 5:00
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 November 15, 2022 Minutes
  - b. Approval of December 6, 2022 Minutes
  - c. Resolution #1-2023, Locations of Notice
  - d. Re-adopt Columbine Valley 3-Mile Plan
  - e. ACSO Dispatch Agreement
  - f. 2022 Audit Engagement Letter
5. REPORTS
- a. Mayor
  - b. Trustees
  - c. Finance Report
  - d. Town Administrator
  - e. Chief of Police
6. PRESENTATIONS
- a. Mile High Flood District: Reynolds Landing Mr. Skuodas
  - b. Town Traffic Considerations Mr. McCrumb
7. OLD BUSINESS
- a. There is no Old Business
8. NEW BUSINESS
- a. Trustee Bill #1-2023 Right of Way Mr. Kaslon
  - b. Trustee Bill #2-2023 Virtual Meeting/Voting Mr. Schiller
9. ADJOURNMENT

**TOWN OF COLUMBINE VALLEY**  
**BOARD OF TRUSTEES**  
Minutes  
November 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, Bill Dotson, Ed Icenogle, Jim Tarpey, and Al Timothy
Also present:	Lee Schiller, Sue Blair, Diane Rodriguez, J.D. McCrumb, Kate Eckel, and Bret Cottrell

**PUBLIC COMMENT:** There was no public comment

**CONSENT AGENDA:**

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

**REPORTS**

- A. Mayor Palmer reported on concerns he has received from citizens regarding speed in certain areas of Town. In response, he conducted several hours of observation using a CVPD radar gun.
- B. No other Trustees had comment or reports.
- C. Mrs. Rodriguez reviewed the October financials as presented in the Trustees Packet.
- D. Mr. McCrumb reviewed his report as presented in the Trustees Packet.
- E. Chief Cottrell reviewed the report as presented in the Trustee Packet.

**OLD BUSINESS**

- A. **Trustee Bill #5 – Building Codes:** The Trustees asked clarifying questions about the building code updates.  
**ACTION:** upon a motion by Trustee Timothy and a second by Trustee Giesen, the Board of Trustees unanimously approved Trustee Bill #5 on 2<sup>nd</sup> reading.

**NEW BUSINESS**

- A. **Public Hearing on Resolution #6 – FAMLI:** Mayor Palmer opened the public hearing at 6:57. Mrs. Eckel presented to the Trustees their options regarding the State of Colorado FAMLI insurance plan.  
**Public Comment:** There was no public comment.  
**The public hearing was closed at 7:03 with a motion by Trustee Timothy and a second by Trustee Dotson.**
- B. **Resolution #6 – FAMLI:** The Trustees asked clarifying questions about the FAMLI program.  
**ACTION:** upon a motion by Trustee Dotson and a second by Trustee Tarpey, the Board of Trustees unanimously approved Resolution #6, opting out of the FAMLI program.
- C. **Public Hearing on 2023 Town Budget:** Mayor Palmer opened the public hearing at 7:06. Mrs. Rodriguez presented to the Trustees the 2023 Town Budget for discussion.

**Public Comment:** There was no public comment.

**The public hearing was closed at 7:14 with a motion by Trustee Icenogle and a second by Trustee Tarpey.** The Trustees discussed the 2023 Town Budget and directed staff to make several alterations before it is considered for action at the December meeting.

**EXECUTIVE SESSION: ACTION:** upon a motion by Trustee Tarpey and a second by Trustee Timothy, the Board of Trustees unanimously approved entering executive session at 7:26 p.m. for the purpose of receiving legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b) and to discuss personnel matters involving performance and compensation, pursuant to C.R.S. § 24-6-402(4)(f). The Trustees came out of Executive Session at 8:00 p.m.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at approximately 8:00 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**  
**BOARD OF TRUSTEES**  
Minutes  
December 6, 2022

Mayor Palmer called the Special Meeting of the Trustees to order at 6:30 p.m., in the ball room at the Columbine Country Club, 17 Fairway Lane, Columbine Valley, CO 80123. Roll call found the following present:

Trustees: Roy Palmer, Bill Dotson, Kathy Boyle, Mike Giesen, and Jim Tarpey

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

**PUBLIC COMMENT**

There was no public comment.

**NEW BUSINESS**

**A. Resolution #7, 2022:** Upon receipt of the valuation of the property in the Town from the Arapahoe County Assessor's Office, the Board took the following action:

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Giesen, the Board of Trustees unanimously approved Resolution #7 as presented.**

**B. Resolution #8, 2022:** Upon presentation and review of the 2023 Budget for the Town of Columbine Valley, the Board took the following action:

**ACTION: upon a motion by Trustee Tarpey and a second by Trustee Dotson, the Board of Trustees unanimously approved Resolution #8 as presented.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at approximately 6:32 p.m.

Submitted by,  
J.D. McCrumb, Town Administrator

*\* All reports and exhibits listed "as attached" are available on the Columbine Valley web site and by request at Town Hall, 2 Middlefield Road.*

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



### **Request for Board of Trustee Action**

**Date:** January 17, 2023

**Title:** Location of Notice

**Presented By:** J.D. McCrumb, Town Administrator

**Prepared By:** J.D. McCrumb, Town Administrator

**Background:** The Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, requires that any meeting at which a majority or a quorum is in attendance or expected to be in attendance, or at which any formal action on policies, positions, resolutions, rules or regulations occurs, “be held only after full and timely notice to the public.” “Meetings” include those held by “any board, committee, commissions, authority, or other advisory, policy-making, rulemaking, or formally constituted body of any [town].” “A local public body shall be deemed to have given full and timely notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than 24- hours prior to the holding of the meeting.”

The Colorado Open Meetings Law further provides that the public place for the posting of such notices “shall be designated annually at the elected bodies first meeting of each calendar year.”

**Attachments:** Resolution #1

**Staff Recommendations:** Approve as presented

**Recommended Motion:** “I move to approve Resolution #1 as presented as part of the consent agenda.”

RESOLUTION NO. 1  
SERIES OF 2023

A RESOLUTION SPECIFYING THE LOCATION WHERE NOTICES OF PUBLIC MEETINGS ARE TO BE POSTED AND IDENTIFYING THE NEWSPAPER WHERE NOTICES AND OTHER INFORMATION REQUIRED TO BE PUBLISHED WILL BE PRINTED

WHEREAS, pursuant to the Colorado Open Meetings Law, 24-6-401, et seq., C.R.S., as amended, the Town of Columbine Valley, as a local public body, is required to give timely and adequate notice of its meetings; and

WHEREAS, pursuant to 24-6-402(2)(c) C.R.S., as amended, "...a local public body shall be deemed to have given full and timely if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than twenty-four hours prior to the holding of the meeting. The public place or places for posting such notice shall be designated annually at the public body's first regular meeting of each calendar year", and

WHEREAS, except for where publication in a newspaper is specifically required by ordinance or state statute, the terms "publication", "publish" or "published" shall mean a physical posting at the Columbine Valley Town Hall;

NOW, THEREFORE, it is hereby RESOLVED as follows:

- 1) The Board of Trustees hereby designates the bulletin board at the main entrance of the Columbine Valley Town Hall, 2 Middlefield Road; and
- 2) Notices and other information, when specifically required by ordinance or state statute to be published in a newspaper of general circulation within the Town of Columbine Valley, shall be published in the *Littleton Independent*.

ADOPTED AND APPROVED this \_\_\_ day of \_\_\_\_\_, 2023.

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Roy Palmer, Mayor

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JD McCrumb, Clerk



### **Request for Board of Trustee Action**

**Date:** January 17, 2023

**Title:** Re-adopt 3-Mile Plan

**Presented By:** Brent Kaslon, Town Planner

**Prepared By:** Brent Kaslon, Town Planner

**Background:** In 2019, the Town completed a rigorous Master Planning effort that concluded with a comprehensive vision moving forward into a new decade. With the approval of the 2020 Master Plan, it was directed that the Town complete a three-mile plan. This three-mile plan shows the area of influence of a town and is required by state statute for any future annexation. The 3-Mile Plan shows the area in which the Town can expand and how services will be provided. The 3-Mile Plan was first adopted by the Trustees in April, 2021; the plan must be re-adopted every year.

**Attachments:** 3-Mile Plan

**Staff Recommendations:** Approve as presented

**Recommended Motion:** "I move to approve the 3-Mile Plan as presented as part of the consent agenda."

# Town of Columbine Valley

## Three Mile Plan

This document constitutes the Three-Mile Plan for the Town of Columbine Valley, as required by and in conformance with Section 31-12-105(1)(e) of the Colorado Revised Statutes (C.R.S.). This document is adopted as an addendum to the Town's Master Plan and updated annually.

### Introduction

The intent of this document is to comply with the requirements of The Municipal Annexation Act of 1965 as amended and Section 31-12-105(1) (e), C.R.S. The state statute limits municipal annexations to no more than "three miles in any direction from any point of such municipal boundary in any one year." Contiguity is also required by Section 31-12-104(1)(a), C.R.S., and is achieved by annexing a platted street or alley, public or private right-of-way, a public or private transportation right-of-way or area, or a lake, reservoir, stream, or other natural or artificial waterway.

Section 32-12-105(1)(e), C.R.S., requires that prior to annexing any property within the three-mile limit, a municipality shall have in place a plan that generally describes the following:

*Location, character, and extent of proposed streets, subways, bridges, waterways, waterfronts, parkways, playgrounds, squares, parks, aviation fields, other publicways, grounds, open spaces, public utilities, and terminals for water, light, sanitation, transportation, and power to be provided by the municipality; and proposed land uses for the area.*

The state statute requires that this Three-Mile Plan be updated or re-adopted on an annual basis.

### Three-Mile Plan

The Town of Columbine Valley's Three Mile Plan Map shows a three-mile buffer and includes existing roadways, other transportation corridors, public spaces, water ways, and surrounding municipal boundaries. The map gives a large overview of the 3-mile limits. This map serves as a tool to guide the evaluation of annexation proposals and their potential impacts. Major transportation corridors and surrounding municipal boundaries including town limits, county limits and open space areas are also shown on this map. The unincorporated portions of Arapahoe County, Douglas County and Jefferson County within three miles of the Town of Columbine Valley boundary are legally obtainable for annexation pursuant to Section 31-12-105(1)(e), C.R.S.

Existing Town of Columbine Valley, Arapahoe County, Douglas County and Jefferson County zoning regulations will be considered for potential land uses within the Town of Columbine Valley and the three-mile limit for annexation by the City. If any land within the three-mile area is proposed to be annexed in the future, specific proposals should be reviewed with some consideration for County-adopted plans as well as applicable approved subarea plans.

## **Utilities**

Natural gas and electric utilities are provided by Xcel Energy within Town of Columbine Valley and within the three-mile limit for annexations. Due to the existing infrastructure within the 3-mile area, it is predicted that sufficient supplies and distribution systems for natural gas and electricity are available to serve development within the three-mile area. CenturyLink and Comcast provide communication service.

## **Public Improvements and Services**

Public services, public improvements, and public infrastructure within Town of Columbine Valley and the three-mile limit are provided by Platte Canyon Water and Sanitation District, Southwest Water and Sanitation District, Columbine Water and Sanitation District and other Denver Water subsidiaries, South Suburban Parks and Recreation, numerous special districts, including metropolitan districts, and water and sanitation districts. It is expected that in most cases, to the extent that public improvements are not available to serve areas annexed to the Town, these special districts, including metropolitan districts, will be the vehicles to guide the construction or the acquisition of the necessary infrastructure and provide these public services.

Water and sanitation service providers within the three-mile limit include Denver Water, Southwest Metro Water and Sanitation District, South Arapahoe Sanitation District, Columbine Sanitation District, Centennial Water and Sanitation District, Dominion Water and Sanitation District, Grant Water and Sanitation District, Southgate Water and Sanitation District, City of Englewood, and Cherry Hills Village.

First responder services including police services, fire protection, emergency medical and ambulance service is provided to the Town of Columbine Valley and the area within the three-mile limit by Columbine Valley Police Department, South Metro Fire Rescue Authority, and the West Metro Fire Protection District.

Park and recreation facilities are provided to the Town of Columbine Valley and the area within the three-mile limit by the Town of Town of Columbine Valley, City of Littleton, South Suburban Parks and Recreation, Foothills Parks and Recreation, Jefferson County, Douglas County, City of Sheridan, City of Englewood, Denver Parks and Recreation, Highlands Ranch Metropolitan District and Colorado State Parks (Chatfield State Park).

Library services are provided to the Town of Columbine Valley and the area within the three-mile limit by the Arapahoe Library District, City of Littleton, and Jefferson County Public Library.

## **Transportation**

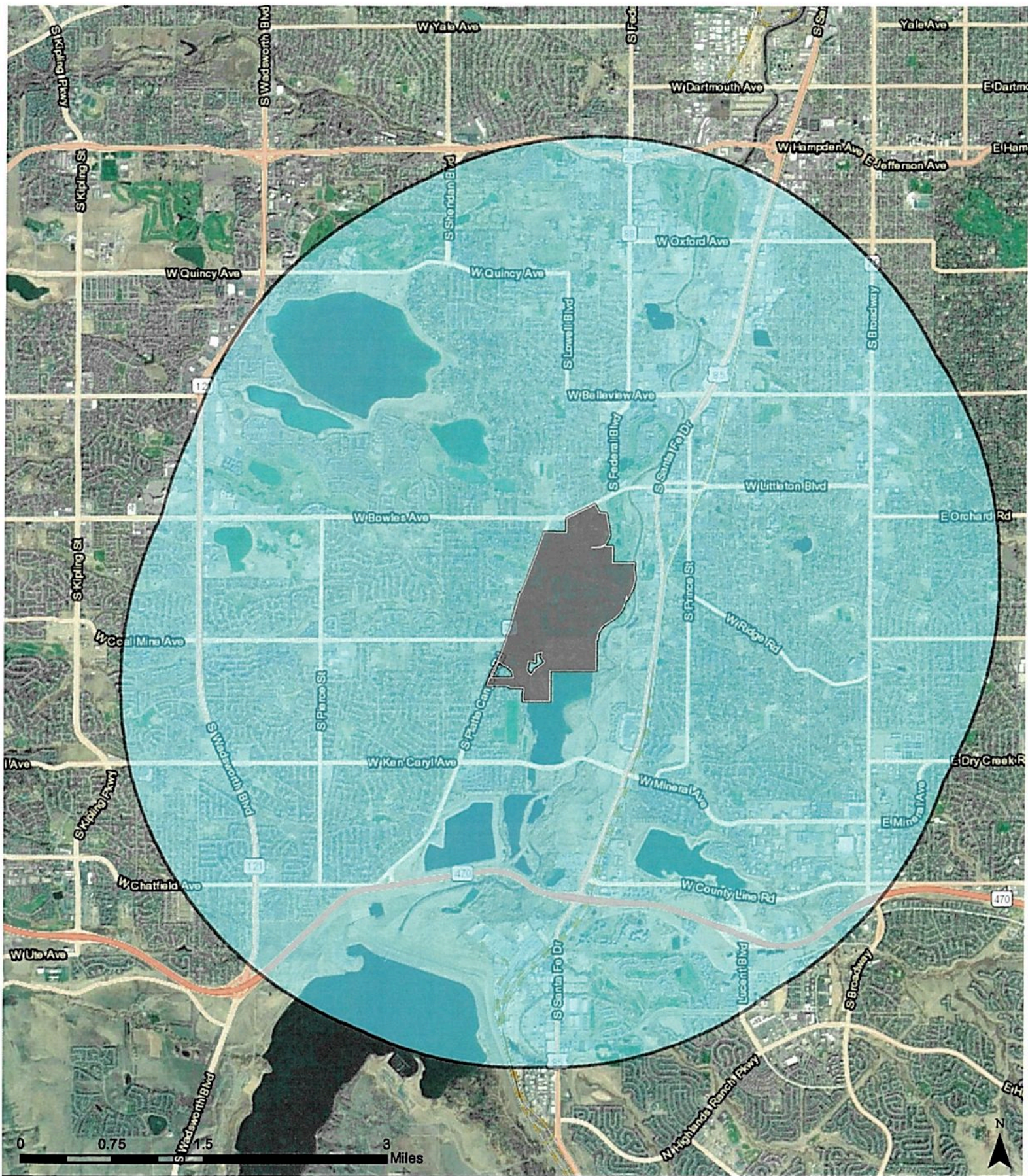
The Town of Columbine Valley and areas within the three-mile limit are currently accessed by several existing transportation systems, including US Highway 285, US Highway 85 (Santa Fe Drive), Colorado State Highway 470 (C-470) and the Regional Transportation District's southwest corridor light-rail line.

Major roadway corridors serving the Town of Columbine Valley and the area within the three-mile limit include West Bowles Avenue, West Mineral Avenue/Ken Caryl Avenue, South Platte Canyon Road/Lowell Boulevard, West Belleview Avenue, South Pierce Street, West Coal Mine Avenue, South Broadway, South Federal Boulevard, and South Wadsworth Boulevard.

## **Summary**

The Town of Columbine Valley and within the annexation area in three-mile limit by the Town consists of an established system of roadways and multi-modal transportation networks and facilities, public spaces, utilities, public services, and drainage infrastructure. Many special districts are also used to support and provide public services to areas within the Town of Columbine Valley and in the area within the annexation boundary. In cases where the Town of Columbine Valley cannot provide all the required services, existing properties and new developments within the three-mile area may need to rely on services provided by contracts with special districts and/or other jurisdictions. Special districts will be considered to serve newly annexed areas. Generally, it is anticipated that there will be sufficient capability to provide utility and public services and well as improvements and necessary facilities within the designated three-mile area.

All proposed annexations shall be required to conform to the Colorado Municipal Annexation Act of 1965 as amended, building code, electric code, environmental covenants, Town of Columbine Valley Master Plan, and any additional planning documents approved by the Town of Columbine Valley.



## Legend

- Town of Columbine Valley Boundary
- 3-mile buffer

Town of Columbine Valley 3-mile Buffer





**Request for Board of Trustee Action**

**Date:** January 17, 2023

**Title:** Agreement with Arapahoe County for Dispatch Services

**Presented By:** Bret Cottrell, Police Chief

**Prepared By:** Arapahoe County Sheriff's Office

**Attachments:** Agreement with Arapahoe County for public safety communications dispatch services (Agreement for Services).

**Staff Recommendations:** Approve as presented

**Recommended Motion:** "I move to approve the Agreement for public safety communications dispatch services with Arapahoe County as part of the consent agenda."

## **AGREEMENT FOR SERVICES**

THIS AGREEMENT made and entered into by and between the TOWN OF COLUMBINE VALLEY, a municipal corporation of the State of Colorado, hereinafter referred to as "Columbine Valley" and THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF ARAPAHOE, hereinafter referred to as "County", on behalf of the Arapahoe County Sheriff.

### **WITNESSETH:**

WHEREAS, Section 30-11-410, C.R.S. as amended, authorizes the County to contract with a municipality for the purposes of providing law enforcement services by the Sheriff within the boundaries of the municipality; and

WHEREAS, Columbine Valley has requested that the County provide public safety communications dispatch services ("Dispatch Services") to Columbine Valley and Bow Mar, which the parties agree are included within the definition of law enforcement services referenced in said Section 30-11-410; and

WHEREAS, the County, in the interest of the health, safety and welfare of the residents of the Columbine Valley and Bow Mar, deems it advisable to enter into this contract; and

WHEREAS, the County has determined to execute future agreements on a fiscal year basis; and

NOW THEREFORE, in consideration of the premises, it is agreed as follows:

1. The Arapahoe County Sheriff's Office ("Sheriff") shall provide Dispatch Services within the boundaries of Columbine Valley and Bow Mar.
2. The Dispatch Services to be provided by the Sheriff within the boundaries of Columbine Valley and Bow Mar shall be similar to the Dispatch Services provided in other unincorporated and incorporated areas of the County of Arapahoe. For purposes of this Agreement, Dispatch Services shall mean receiving calls for service and dispatching them to appropriate Columbine Valley law enforcement personnel, and entering information into the Colorado Crime Information Center (CCIC) to include, but not be limited to, missing persons, stolen and recovered automobiles, and vehicle impound information.
3. The term of this Agreement shall commence as of January 1, 2023, and shall end as of December 31, 2023.
4. For the Dispatch Services provided under this Agreement, Columbine Valley shall pay to the County \$35,560.00 which is the cost for performing communication services in both Columbine Valley and Bow Mar for the term of this Agreement. Payment of said \$35,560.00 shall be made to the County in quarterly installments of \$8,890.00 each, with the first payment due on or before March 21, 2023, and subsequent quarterly payments to be paid on or before the 15<sup>th</sup> day of June, September, and December of 2023.
5. In addition to the amount paid above for performing dispatch services, Columbine Valley agrees to reimburse the County for maintenance costs paid in 2023 by the County to Tri-Tech Software Systems for 4 mobile licenses used by

the Columbine Valley at an amount not to exceed \$1,262.00. The cost of maintenance will increase by 3% each subsequent year per the maintenance agreement with Tri-Tech Software Systems. Payment of said costs shall be made by Columbine Valley upon receipt of an invoice provided by the County.

6. The Dispatch services provided pursuant to this Agreement shall be performed by the communications personnel of the Sheriff. The Sheriff's staff shall be responsible for maintaining all records relating to the services performed.
7. The City authorizes the Sheriff to establish, implement, and apply, in his sole discretion, a communication access policy pursuant to C.R.S. § 24-6-502 that shall govern access for the media to radio communications encompassed in the Dispatch Services. The City authorizes the Sheriff to provide login access for its main dispatch channel, unencrypted, to media outlets in accordance with the Sheriff's communication access policy.
8. The County is, and shall at all times be deemed to be, an independent contractor. Nothing in this Agreement shall be construed as creating the relationship of employer or employee between Columbine Valley and/or Bow Mar and the County or any of the County's agents or employees. To the extent this Agreement creates a principal-agent relationship between the County and the Columbine Valley and/or Bow Mar, such relationship confers on the County and its employees the authority to act on the Columbine Valley's behalf only as to matters covered by this Agreement. The County shall retain all authority for rendition of the services covered by this Agreement, including standards of performance, control of personnel (including discipline), and other matters incidental to the performance of the services by the County. Nothing in this Agreement shall make any employee of Columbine Valley and/or Bow Mar a County employee or any employee of the County an employee of Columbine Valley or Bow Mar for any purpose, including, but not limited to, withholding of taxes, payment of benefits, worker's compensation, or any other rights or privileges accorded County or Columbine Valley and/or Bow Mar employees by virtue of their employment.
9. Nothing in this Agreement shall be construed as a waiver by any of the parties of the protections afforded them pursuant to the Colorado Governmental Immunity Act, Sections 24-10-101, *et seq.*, C.R.S. ("CGIA") as same may be amended from time to time. Specifically, neither party waives the monetary limitations or any other rights, immunities or protections afforded by the CGIA or otherwise available at law. If any waiver by Columbine Valley or Bow Mar results in a waiver of protections afforded to the County, Columbine Valley shall, to the extent allowed by law, indemnify and hold harmless the County for such actions. If any waiver by the County results in a waiver of the protections afforded to Columbine Valley, the County shall, to the extent allowed by law, indemnify and hold harmless Columbine Valley for such actions. Further, the County shall not be responsible for any claim against Columbine Valley and/or Bow Mar which arises out of services not performed by the County pursuant to this Agreement.
10. This Agreement may not be modified, amended or otherwise altered unless

mutually agreed upon in writing by the parties hereto.

11. Neither Columbine Valley nor Bow Mar are responsible for Worker's Compensation claims of Sheriff's employees working under this Agreement.
12. Columbine Valley agrees to maintain General Liability Insurance with a minimum \$1,000,000.00 limit of liability. Arapahoe County, the Arapahoe County Sheriff and his employees will be named insureds under the policies. Columbine Valley shall provide the County with a Certificate reflecting that coverage.
13. Columbine Valley further agrees to carry Worker's Compensation coverage for its employees as required by Colorado law and acknowledges that Bow Mar carries such coverage for its employees as required by Colorado Law.
14. Either party may terminate this Agreement with, or without, good cause shown upon 30 days written notice to the other party prior to termination. In the event of termination by the County, no damages, liquidated or otherwise, shall inure to the benefit of the County; however, the County will refund a pro-rated portion of the fee paid pursuant to paragraph 4 above.
15. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Columbine Valley and the County, and nothing contained in this agreement shall give or allow any such claim or right of action by any other or third party pursuant to this Agreement. The County does not intend by the Agreement to assume any contractual obligations to anyone other than Columbine Valley, including Bow Mar, and Columbine does not intend by the Agreement to assume any contractual obligation to anyone other than the County. The County and Columbine Valley do not intend that there be any third-party beneficiary to this Agreement, including Bow Mar. It is the express intention of the County and Columbine Valley that any person or party other than the County or Columbine Valley receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.
16. Any assignment, transfer or subcontracting of this Agreement is prohibited, unless written consent is obtained from the other party in writing.
17. Unless otherwise agreed in writing, this Agreement and the interpretation thereof shall be governed by the laws of the State of Colorado.
18. Notices to be provided under this Agreement shall be given in writing either by hand delivery, or deposited in the United States mail, with sufficient postage to the following persons:

Arapahoe County  
Office of the County Attorney  
5334 South Prince Street  
Littleton, Colorado 80120-1136

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

Arapahoe County Sheriff  
Arapahoe County Sheriff's Office  
13101 East Broncos Parkway  
Centennial, Colorado 80112

17. This Agreement may be executed in counterparts.

DATED this \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST:

TOWN OF COLUMBINE VALLEY

\_\_\_\_\_  
Town Clerk Date

\_\_\_\_\_  
Mayor Date

ARAPAHOE COUNTY

\_\_\_\_\_  
Tyler S. Brown, Sheriff Date



**Request for Board of Trustee Action**

**Date:** January 17, 2023

**Title:** 2022 Annual Audit Engagement

**Presented By:** J.D. McCrumb, Town Administrator

**Background:** Each year the Town contracts an independent audit firm to audit the Town's financial statements and associated government activities.

The Town has received an audit engagement letter and would like Board approval to sign the letter.

**Attachments:** 2021 Audit Engagement Letter

**Fiscal Impacts:** Fee for services

**Recommended Motion:** "I move to engage Logan and Associates to conduct the 2022 audit".



November 28, 2022

Honorable Mayor and Members of the Board of Trustees  
Town of Columbine Valley  
2 Middlefield  
Columbine Valley, Colorado 80123

We are pleased to confirm our understanding of the services we are to provide the Town of Columbine Valley for the year ended December 31, 2022. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Columbine Valley as of and for the year ended December 31, 2022. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Columbine Valley's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, if applicable, we will apply certain limited procedures to the Town of Columbine Valley's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtain during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Budgetary Comparison Schedule – General Fund
- Schedules required by GASB Statement No. 68 *Accounting and Financial Reporting for Pensions*
- Schedules required by GASB Statement No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*

We have also been engaged to report on the supplementary information other than RSI that accompanies the Town of Columbine Valley's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and will provide an opinion on it in relation to the financial statements as a whole.

- Schedule of Five Year Summary of Assessed Valuation, Mill Levy and Property Taxes Collected
- Local Highway Finance Report

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue and auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the Town and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Columbine Valley's compliance with the provisions of applicable laws, regulations, contracts, and

agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Other Services**

We will also prepare (or assist in preparing) the financial statements of Town of Columbine Valley in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. These other services are limited to the financial statements services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Town from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Town involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Town complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with US-GAAP. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe that supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### Engagement Administration, Fees, and Other

We understand that your staff will prepare all cash or other confirmations we request and will assist in locating any documents selected by us for testing.

The audit documentation for this engagement is the property of Logan and Associates, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to certain governmental agencies or their designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Logan and Associates, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to certain governmental agencies or their designee.

Kyle Logan is the engagement partner and is responsible for supervising the engagement and signing the report. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, postage, copies, etc.) except that we agree that our gross fee, including expenses will not exceed \$8,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your staff and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If the Town is required to perform a Single Audit, additional fees will be required, however, we will discuss the fees with management prior to our commencement of the Single Audit.

### Reporting

We will issue a written report upon completion of our audit of Town of Columbine Valley's financial statements. Our report will be addressed to the Honorable Mayor and Members of the Board of Trustees of Town of Columbine Valley. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Town of Columbine Valley and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely yours,



Logan and Associates, LLC

### RESPONSE:

This letter correctly sets forth the understanding of the Town of Columbine Valley.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**TOWN OF COLUMBINE VALLEY**  
**Financial Statements Ended December 31, 2022**  
**Variance Summary**

**General Fund**

**Revenues**

- General Fund Revenues are at 119% of budget (PY 141%)
  - o Property taxes \$612,007, 99% of budget (PY 99%)
  - o Violations \$246,776
  - o Software Grant from State of CO \$1,885, Dispatch grant of \$25,000
  - o Interest \$61,672
  - o NEU Grant of \$376,773 & Broncos \$4,591(on balance sheet)

**Administration – 82% of budget (PY 80%)**

- Special Projects, Municode of \$10,350 unbudgeted
- Bank/Credit card fees – both Wells Fargo and Bank of the West are active
- Accounting and audit – add'l work by CRS

**Public Safety – 102% of budget (PY 99%)**

- Flock safety of 26,346 includes from 8/6/21-12/31/22
- Offsite server backup & protection – includes add'l costs for new protection
- Office 365 \$400 month, budgeted at \$208 month

**Public Works – 66% of budget (PY 64%)**

- Other loss is now \$97,605; \$100k received from BOTW

**General Fund Expenditures**

- General Fund Expenditures are at 88% of budget (PY 84%). In addition, a transfer to the Capital fund was made in the amount of \$3,800,000
- The ending fund balance is \$1,114,281

**Capital Fund**

- Purchase of Ford Interceptor \$38,200, Detailing \$18,479
- Purchase of Ford F450 snowplow \$69,075
- Sale of Ford F350 \$5,000
- Transfer from the general fund of \$3,500,000, the ending fund balance is \$5,127,314

**Conservation Trust Fund**

- Ending fund balance \$25,013

**Arapahoe County Open Space Fund**

- Open Space funding received of \$52,230
- Ending fund balance \$526,873

**Wild Plum Impact Fees**

- Impact Fee revenues \$304,800, 104% of budget (PY 100%) with zero expenditures to date
- Ending fund balance \$1,201,144

**Transportation Fees**

- Transportation fees \$112,615, 125% of budget (PY 89%) with zero expenditures to date
- Ending fund balance \$219,954

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

<b>Account Activity Item Description</b>	<b>CHECKING</b>	<b>INVESTMENTS</b>	<b>TOTAL ALL ACCOUNTS</b>
Wells Fargo checking	\$ 1,208,698	\$ -	\$ 1,208,698
Bank of the West checking	1,442,839	-	1,442,839
Bank of the West money market	-	420,088	420,088
C-Safe Primary	-	3,473,234	3,473,234
C-Safe Wild Plum Impact fee	-	1,201,144	1,201,144
C-Safe CTF	-	25,904	25,904
Arapahoe County shareback	-	553,933	553,933
<b>YTD Cash Balances</b>	<b>2,651,537</b>	<b>5,674,303</b>	<b>8,325,840</b>
Less amount allocated for capital	-	-	(5,127,314)
Less amount restricted for CTF	-	-	(25,013)
Less amount restricted for ACOS	-	-	(526,873)
Less amount restricted for impact fees	-	-	(1,201,144)
Less amount restricted for transportation fees	-	-	(219,954)
<b>CURRENT UNRESTRICTED/UNALLOCATED BALANCE</b>	<b>\$ 2,651,537</b>	<b>\$ 5,674,303</b>	<b>\$ 1,225,542</b>

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

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Wild Plum Impact Fees	Transportation Fees	TOTALS
<b>BEGINNING FUND BALANCES</b>	\$ 3,224,940	\$ 1,448,068	\$ 18,183	\$ 489,744	\$ 876,843	\$ 107,339	\$ 6,165,117
<b>YTD REVENUES PER FINANCIAL STATEMENTS</b>							
Taxes	2,390,026	-	-	-	-	-	2,390,026
Permits and fines	865,070	-	-	-	-	-	865,070
Intergovernmental	394,370	-	-	-	-	-	394,370
Interest	61,672	-	380	9,195	19,501	-	90,748
Other	6,587	-	-	-	-	-	6,587
Grants	26,885	-	-	-	-	-	26,885
Conservation Trust Fund entitlement	-	-	9,605	-	-	-	9,605
Arapahoe County open space fund	-	-	-	52,230	-	-	52,230
Wild Plum Impact fees	-	-	-	-	304,800	-	304,800
Transportation fees	-	-	-	-	-	112,615	112,615
<b>Total YTD revenues</b>	<b>3,744,610</b>	<b>-</b>	<b>9,985</b>	<b>61,425</b>	<b>324,301</b>	<b>112,615</b>	<b>4,252,936</b>
<b>Total YTD expenditures</b>	<b>(1,957,664)</b>	<b>(125,754)</b>	<b>(3,155)</b>	<b>(24,296)</b>	<b>-</b>	<b>-</b>	<b>(2,110,869)</b>
<b>Excess of revenues over (under) expenditures</b>	<b>1,786,946</b>	<b>(125,754)</b>	<b>6,830</b>	<b>37,129</b>	<b>324,301</b>	<b>112,615</b>	<b>2,142,067</b>
Loss	(97,605)	-	-	-	-	-	(97,605)
Transfers	(3,800,000)	3,800,000	-	-	-	-	-
Sale of Ford F350	-	5,000	-	-	-	-	5,000
<b>Net change in fund balance</b>	<b>(2,110,659)</b>	<b>3,679,246</b>	<b>6,830</b>	<b>37,129</b>	<b>324,301</b>	<b>112,615</b>	<b>2,049,462</b>
<b>YTD ENDING FUND BALANCES</b>	<b>\$ 1,114,281</b>	<b>\$ 5,127,314</b>	<b>\$ 25,013</b>	<b>\$ 526,873</b>	<b>\$ 1,201,144</b>	<b>\$ 219,954</b>	<b>\$ 8,214,579</b>
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**

**December 31, 2022**

**Unaudited**

**Preliminary**

	<u><b>General</b></u>
<b>ASSETS</b>	
Cash and investments	\$ 8,325,840
Accrued revenue	191,330
Other receivables	134,045
Property tax receivable	3,412
<b>TOTAL ASSETS</b>	<b><u>\$ 8,654,627</u></b>
 <b>LIABILITIES AND FUND BALANCES</b>	
<b>LIABILITIES</b>	
Accounts payable	\$ 32,336
Accrued liabilities	22,936
NEU & Broncos Grant	381,364
Deferred property tax revenue	3,412
Total liabilities	<u>440,048</u>
 <b>FUND BALANCES</b>	
General	1,114,281
Capital	5,127,314
Conservation trust fund	25,013
Arapahoe county open space	526,873
Wild Plum Impact fees	1,201,144
Transportation fees	219,954
Total fund balances	<u>8,214,579</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u>\$ 8,654,627</u></b>

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

	<b>Unaudited Preliminary</b>		<b>Percent of Annual Budget (100% YTD)</b>	
	<b>YTD Actual</b>	<b>Adopted Annual Budget</b>	<b>YTD Variance from Annual Budget</b>	
<b>REVENUES</b>				
Taxes	\$ 2,390,026	\$ 2,129,498	\$ 260,528	112%
Permits and fines	865,070	630,000	235,070	137%
Intergovernmental	394,370	382,259	12,111	103%
Interest	61,672	1,000	60,672	6167%
Other	6,587	-	6,587	-
Grants	26,885	-	26,885	-
<b>Total revenues</b>	<u>3,744,610</u>	<u>3,142,757</u>	<u>601,853</u>	<u>119%</u>
<b>EXPENDITURES</b>				
Administration	785,058	953,612	(168,554)	82%
Planning and engineering	49,805	53,500	(3,695)	93%
Public safety	885,334	867,980	17,354	102%
Public works	237,467	361,849	(124,382)	66%
<b>Total expenditures</b>	<u>1,957,664</u>	<u>2,236,941</u>	<u>(279,277)</u>	<u>88%</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>1,786,946</u>	<u>905,816</u>	<u>881,130</u>	<u>197%</u>
<b>OTHER FINANCING USES</b>				
Other loss	(97,605)	-	(97,605)	-
Transfer to capital	(3,800,000)	(2,700,000)	(1,100,000)	141%
<b>Total other financing uses</b>	<u>(3,897,605)</u>	<u>(2,700,000)</u>	<u>(1,197,605)</u>	<u>144%</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>(2,110,659)</u>	<u>\$ (1,794,184)</u>	<u>\$ (316,475)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>3,224,940</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 1,114,281</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 TWO MONTHS AND YEAR ENDED DECEMBER 31, 2022**

Unaudited  
Preliminary

	Current Two Months	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (100% YTD)
<b>REVENUES</b>					
<b>Taxes</b>					
Cable television	\$ 6,160	\$ 39,874	\$ 36,000	\$ 3,874	111%
Property taxes	1,166	612,007	615,419	(3,412)	99%
Sales and use taxes	212,395	1,631,917	1,385,000	246,917	118%
Specific ownership taxes	6,419	38,857	43,079	(4,222)	90%
Utility franchise fees	9,742	67,371	50,000	17,371	135%
<b>Total taxes</b>	<b>235,882</b>	<b>2,390,026</b>	<b>2,129,498</b>	<b>260,528</b>	<b>112%</b>
<b>Permits and fines</b>					
Court fines	17,280	99,472	100,000	(528)	99%
Permits, fees and services	27,673	518,822	530,000	(11,178)	98%
Violations	10,700	246,776	-	246,776	-
<b>Total permits and fines</b>	<b>55,653</b>	<b>865,070</b>	<b>630,000</b>	<b>235,070</b>	<b>137%</b>
<b>Intergovernmental</b>					
Bow Mar IGA	-	304,833	300,259	4,574	102%
Bow Mar IGA admin	-	20,000	20,000	-	100%
County highway tax revenue	3,752	17,840	15,000	2,840	119%
Motor vehicle registration fees	1,004	5,915	6,000	(85)	99%
State cigarette tax apportionment	845	1,660	1,000	660	166%
State highway user's tax	7,315	44,122	40,000	4,122	110%
<b>Total intergovernmental</b>	<b>12,916</b>	<b>394,370</b>	<b>382,259</b>	<b>12,111</b>	<b>103%</b>
<b>Interest</b>	<b>23,288</b>	<b>61,672</b>	<b>1,000</b>	<b>60,672</b>	<b>6167%</b>
<b>Other</b>	<b>317</b>	<b>6,587</b>	<b>-</b>	<b>6,587</b>	<b>-</b>
<b>Grants</b>	<b>25,000</b>	<b>26,885</b>	<b>-</b>	<b>26,885</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>353,056</b>	<b>3,744,610</b>	<b>3,142,757</b>	<b>601,853</b>	<b>119%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Accounting and audit	25,416	101,988	63,500	38,488	161%
Advertising/notices	-	1,661	500	1,161	332%
Bank/credit card fees	1,901	9,032	5,100	3,932	177%
Building inspection and planning review	35,982	191,839	238,500	(46,661)	80%
Building maintenance and utilities	2,913	21,871	22,011	(140)	99%
Community functions	10,256	38,680	55,000	(16,320)	70%
Computer expense	1,106	5,811	14,500	(8,689)	40%
County treasurer's collection fees	13	6,127	6,154	(27)	100%
Dues and publications	672	10,903	8,850	2,053	123%
Education and training	-	3,174	12,000	(8,826)	26%
Election	-	-	4,000	(4,000)	0%
Emergency response and preparedness	-	1,225	3,000	(1,775)	41%
Health insurance	4,956	28,474	47,000	(18,526)	61%
Workers comp and liability insurance	-	36,095	34,047	2,048	106%
Legal	17,880	42,852	45,000	(2,148)	95%
Mayor/monthly breakfasts	-	289	2,000	(1,711)	14%
Miscellaneous	37	2,490	2,300	190	108%
Payroll taxes	1,665	8,116	12,575	(4,459)	65%
Pension	1,165	8,244	12,575	(4,331)	66%

**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE TWO MONTHS AND YEAR ENDED DECEMBER 31, 2022**

Unaudited  
Preliminary

	Current Two Months	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (100% YTD)
Salaries	44,714	240,137	251,500	(11,363)	95%
Special projects	-	10,350	-	10,350	-
Supplies, printing, postage	2,879	8,692	13,000	(4,308)	67%
Telephone/communications	1,184	7,008	6,500	508	108%
Emergency reserve	-	-	94,000	(94,000)	0%
<b>Total administration</b>	<b>152,739</b>	<b>785,058</b>	<b>953,612</b>	<b>(168,554)</b>	<b>82%</b>
<b>Planning and engineering</b>					
Town planning	16,531	27,785	36,000	(8,215)	77%
Town engineer	5,360	22,020	16,000	6,020	138%
Miscellaneous	-	-	1,500	(1,500)	0%
<b>Total planning and engineering</b>	<b>21,891</b>	<b>49,805</b>	<b>53,500</b>	<b>(3,695)</b>	<b>93%</b>
<b>Public safety</b>					
<b>Operations</b>					
Cruiser gas	2,993	19,111	22,100	(2,989)	86%
Cruiser oil/maintenance	5,103	9,750	18,000	(8,250)	54%
Cruiser insurance	-	4,558	8,487	(3,929)	54%
Education/training	2,998	7,244	11,750	(4,506)	62%
Equipment repair	959	1,742	5,875	(4,133)	30%
Health insurance	13,434	76,146	70,900	5,246	107%
Workers comp and liability insurance	-	35,477	29,705	5,772	119%
Payroll taxes	3,788	20,105	24,730	(4,625)	81%
Pension	5,165	45,043	49,459	(4,416)	91%
Salaries	97,475	515,740	494,590	21,150	104%
Supplies/miscellaneous	945	8,278	15,980	(7,702)	52%
Telephones/air cards	735	2,395	2,938	(543)	82%
Uniforms	4,348	9,508	11,750	(2,242)	81%
<b>Total operations</b>	<b>137,943</b>	<b>755,097</b>	<b>766,264</b>	<b>(11,167)</b>	<b>99%</b>
<b>Municipal court</b>					
Judge	1,000	6,000	8,000	(2,000)	75%
Legal	6,743	28,433	27,500	933	103%
Administration	-	1,328	2,000	(672)	66%
Supplies	(5)	1,307	2,000	(693)	65%
Interpreter	400	2,400	2,000	400	120%
<b>Total municipal court</b>	<b>8,138</b>	<b>39,468</b>	<b>41,500</b>	<b>(2,032)</b>	<b>95%</b>
<b>Contracts</b>					
Arapahoe county dispatch fee	-	34,406	33,709	697	102%
Tri-tech software	-	1,224	1,225	(1)	100%
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	143	179	450	(271)	40%
<b>Total contracts</b>	<b>143</b>	<b>36,404</b>	<b>38,416</b>	<b>(2,012)</b>	<b>95%</b>
<b>Computer/IT</b>					
Flock safety	26,346	26,346	-	26,346	-
Offsite server backup and protection	1,652	5,763	1,800	3,963	320%
Office 365 accounts	1,432	4,519	2,500	2,019	181%

**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE TWO MONTHS AND YEAR ENDED DECEMBER 31, 2022**

Unaudited  
Preliminary

	Current Two Months	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (100% YTD)
Scheduled computer replacement	-	3,737	3,500	237	107%
Govpilot	-	14,000	14,000	-	100%
<b>Total computer/IT</b>	<b>29,430</b>	<b>54,365</b>	<b>21,800</b>	<b>32,565</b>	<b>249%</b>
<b>Total public safety</b>	<b>175,654</b>	<b>885,334</b>	<b>867,980</b>	<b>17,354</b>	<b>102%</b>
<b>Public works</b>					
Ground maintenance	(7,262)	6,177	8,578	(2,401)	72%
Health insurance	1,421	8,253	7,934	319	104%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	513	2,679	4,193	(1,514)	64%
Pension	414	4,186	4,193	(7)	100%
Professional fees-mosquito control	-	7,042	7,500	(458)	94%
Salaries	21,840	77,585	83,850	(6,265)	93%
Sanitation/trash/recycle service	16,986	99,291	92,000	7,291	108%
Signs maintenance	-	-	1,061	(1,061)	0%
Snow removal	362	2,608	5,500	(2,892)	47%
Storm water permit process/NPDES	350	1,055	7,500	(6,445)	14%
Street and gutter maintenance	1,023	6,763	75,000	(68,237)	9%
Streets and gutters contingency	-	-	40,000	(40,000)	0%
Street lighting	2,943	19,209	15,000	4,209	128%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	568	2,619	3,500	(881)	75%
<b>Total public works</b>	<b>39,158</b>	<b>237,467</b>	<b>361,849</b>	<b>(124,382)</b>	<b>66%</b>
<b>TOTAL EXPENDITURES</b>	<b>389,442</b>	<b>1,957,664</b>	<b>2,236,941</b>	<b>(279,277)</b>	<b>88%</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>(36,386)</b>	<b>1,786,946</b>	<b>905,816</b>	<b>881,130</b>	<b>197%</b>
<b>OTHER FINANCING USES</b>					
Other loss	100,000	(97,605)	-	(97,605)	-
Transfer to capital	-	(3,800,000)	(2,700,000)	(1,100,000)	141%
<b>Total other financing uses</b>	<b>100,000</b>	<b>(3,897,605)</b>	<b>(2,700,000)</b>	<b>(1,197,605)</b>	<b>144%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 63,614</b>	<b>\$ (2,110,659)</b>	<b>\$ (1,794,184)</b>	<b>\$ (316,475)</b>	
<b>BEGINNING FUND BALANCE</b>		<b>3,224,940</b>			
<b>ENDING FUND BALANCE</b>		<b>\$ 1,114,281</b>			

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

Unaudited  
Preliminary

	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (100% YTD)
<b>REVENUES</b>				
<b>Total revenues</b>	\$ -	\$ -	\$ -	-
<b>EXPENDITURES</b>				
<b>Public safety</b>				
Flock camera system	-	17,500	(17,500)	0%
Vehicle	56,679	55,000	1,679	103%
<b>Public works</b>				
Lightpole replacement	-	12,000	(12,000)	0%
Truck - snow removal	69,075	68,000	1,075	102%
<b>Total expenditures</b>	<u>125,754</u>	<u>152,500</u>	<u>(26,746)</u>	<u>82%</u>
<b>EXCESS OF EXPENDITURES OVER REVENUES</b>	<u>(125,754)</u>	<u>(152,500)</u>	<u>26,746</u>	<u>82%</u>
<b>OTHER FINANCING SOURCES</b>				
Gain on sale of asset	5,000	-	5,000	-
Transfer from general	3,800,000	2,700,000	1,100,000	141%
Transfer from impact fee	-	9,520	(9,520)	0%
<b>Total other financing sources</b>	<u>3,805,000</u>	<u>2,709,520</u>	<u>1,095,480</u>	<u>140%</u>
<b>NET CHANGE IN FUND BALANCE</b>	3,679,246	<u>\$ 2,557,020</u>	<u>\$ 1,122,226</u>	
<b>BEGINNING FUND BALANCE</b>	<u>1,448,068</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 5,127,314</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 YEAR ENDED DECEMBER 31, 2022**

Unaudited  
**Preliminary**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (100% YTD)</u>
<b>REVENUES</b>				
Conservation Trust Fund entitlement	\$ 9,605	\$ 8,700	\$ 905	110%
CTF interest	380	7	373	5429%
<b>Total revenues</b>	<u>9,985</u>	<u>8,707</u>	<u>1,278</u>	<u>115%</u>
<b>EXPENDITURES</b>				
Conservation trust fund expenditures	3,155	6,000	(2,845)	53%
<b>Total expenditures</b>	<u>3,155</u>	<u>6,000</u>	<u>(2,845)</u>	<u>53%</u>
<b>NET CHANGE IN FUND BALANCE</b>	6,830	<u>\$ 2,707</u>	<u>\$ 4,123</u>	
<b>BEGINNING FUND BALANCE</b>	<u>18,183</u>			
<b>ENDING FUND BALANCE</b>	<u><b>\$ 25,013</b></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 YEAR ENDED DECEMBER 31, 2022**

Unaudited  
**Preliminary**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (100% YTD)</u>
<b>REVENUES</b>				
Arapahoe County open space revenues	\$ 52,230	\$ 46,114	\$ 6,116	113%
ACOP interest	9,195	184	9,011	4997%
<b>Total revenues</b>	<u>61,425</u>	<u>46,298</u>	<u>15,127</u>	<u>133%</u>
<b>EXPENDITURES</b>				
Nevada ditch	20,000	30,000	(10,000)	67%
Trails master plan	4,296	-	4,296	-
<b>Total expenditures</b>	<u>24,296</u>	<u>30,000</u>	<u>(5,704)</u>	<u>81%</u>
<b>NET CHANGE IN FUND BALANCE</b>	37,129	<u>\$ 16,298</u>	<u>\$ 20,831</u>	
<b>BEGINNING FUND BALANCE</b>	<u>489,744</u>			
<b>ENDING FUND BALANCE</b>	<u><b>\$ 526,873</b></u>			

**TOWN OF COLUMBINE VALLEY  
WILD PLUM IMPACT FEES  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

Unaudited  
**Preliminary**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (100% YTD)</u>
<b>REVENUES</b>				
Wild Plum Impact fees	\$ 304,800	\$ 292,100	\$ 12,700	104%
Interest	19,501	145	19,356	13449%
<b>Total revenues</b>	<u>324,301</u>	<u>292,245</u>	<u>32,056</u>	<u>111%</u>
<b>EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>324,301</u>	<u>292,245</u>	<u>32,056</u>	<u>111%</u>
<b>OTHER FINANCING USES</b>				
Transfer to capital	-	(9,520)	9,520	0%
<b>Total other financing uses</b>	<u>-</u>	<u>(9,520)</u>	<u>9,520</u>	<u>0%</u>
<b>NET CHANGE IN FUND BALANCE</b>	324,301	<u>\$ 282,725</u>	<u>\$ 41,576</u>	
<b>BEGINNING FUND BALANCE</b>	<u>876,843</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 1,201,144</u></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 YEAR ENDED DECEMBER 31, 2022**

Unaudited  
**Preliminary**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (100% YTD)</u>
<b>REVENUES</b>				
Transportation fees	\$ 112,615	\$ 90,000	\$ 22,615	125%
<b>Total revenues</b>	<u>112,615</u>	<u>90,000</u>	<u>22,615</u>	<u>125%</u>
<b>EXPENDITURES</b>				
	-	-	-	-
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	112,615	<u>\$ 90,000</u>	<u>\$ 22,615</u>	
<b>BEGINNING FUND BALANCE</b>	<u>107,339</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 219,954</u></u>			



# Town Administrator's Report

*January 2023*



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

Tel: 303-795-1434  
Fax: 303-795-7325  
[jdmccrumb@columbinevalley.org](mailto:jdmccrumb@columbinevalley.org)



## Communications & Happenings

- The printed 2023 Town Directories is being printed and should be available for pick up at Town Hall within 7-10 days. Notice will be put on the Town's website homepage when they are available. Residents can still opt in for the online directory by emailing their name, address and email address(es) to Communications Coordinator Erin Acheson at [eacheson@columbinevalley.org](mailto:eacheson@columbinevalley.org).
- The municipal code codification project continues to inch towards completion with an expected delivery in the first quarter of this year. Additionally, staff is working towards GovPilot improvements and upgraded functionality to enhance efficiency and service.
- Staff has been reviewing projects and goals for the coming year and will be prioritizing them for Trustee action in the months ahead.
- The 2023 Town events calendar has been published online and will be available in the printed directories.

## Town Website December Statistics

1207

Total Users

2,988

Total Page Views

## Top Pages

Calendar

Police Department

Trash/Recycle

Building Department



## Building Department

### Monthly Stats

#### 5 Permits Issued

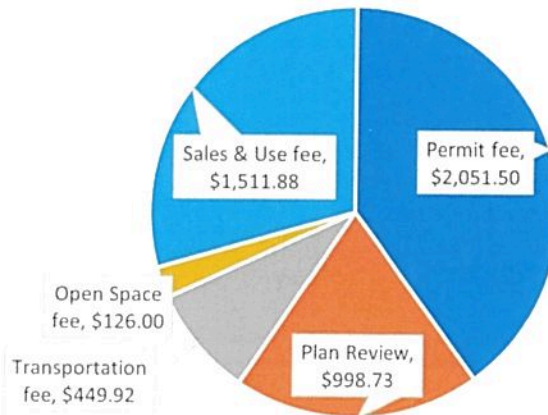
- New SFR: 0
- Major Remodels: 0
- Roofs/Solar: 1
- Other/Misc.: 4

#### 125 Inspections

#### 2 Licenses Issued

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

Dec. Permit Rev.: \$5,138.03



### Wild Plum

95 Total Lots

(84 interior, 11 custom)

95 SFR Permits Issued

(84 interior, 11 custom)

0 Permits Pending

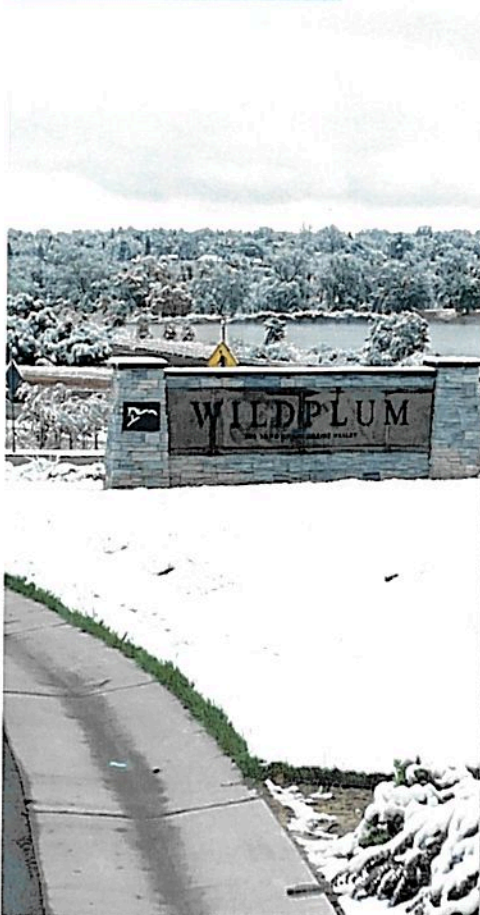
(0 interior, 0 custom)

72 Completed Homes

(61 interior, 11 custom)

72 Occupied Homes

(61 interior, 11 custom)



## Building Department Revenue by Month

	2021	2021 YTD	2022	2022 YTD
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	\$134,962.71	\$1,461,370.06
September	\$271,274.55	\$1,822,478.43	\$65,559.63	\$1,526,929.69
October	\$257,679.76	\$2,080,158.19	\$202,544.94	\$1,729,474.63
November	\$196,374.30	\$2,276,532.40	\$25,155.33	\$1,754,629.96
December	\$335,624.07	\$2,612,156.47	\$5,138.03	\$1,759,767.99

## 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	\$4,043.25	\$64,081.75
Sept	\$85,747.04	\$5,802.00	\$69,883.75
Oct	\$92,603.49	\$7,160.01	\$77,043.76
Nov	\$104,043.49	\$10,837.00	\$87,880.76
Dec	\$115,820.61	<b>\$6,443.01</b>	<b>\$94,323.77</b>

### December Total Stats

- Total paid before Court: 53
- Total on docket: 67
- Cases heard by Judge: 34
- Continuances: 4
- Default/Show Cause: 17
- Stay of Executions: 7
- Classes Ordered: 2
- Bench Warrants: 2
- Trials: 1
- Collections: 13



## Public Works

- **Hunter Run:** A stand of 5 old cottonwood trees at the start of Hunter Run was examined by multiple arborists and found to be a hazard and in need of removal. This review was performed after multiple large branches had broken off and fallen into residents back yards. The trees were removed by crane and taken off site for disposal. The remaining trunks were then ground down. One of the trees was found to have a hollow center all of the way to the roots.
- **Wild Plum:** Lennar has officially started submitting drawings for the construction of the emergency access. There were many drawings missing from this submission and we are working with Lennar to make sure all drawings and details are submitted and approved prior to issuing a building permit. A preconstruction meeting was also held with Lennar to discuss continuing with the building of the 3 boardwalk sections. The old framing has been removed, but foundation work has not started yet. The Town will be observing all foundation work and inspecting all framing.
- **Fleet:** The new F450 plow truck was put into service this winter for snow removal and ice control. The truck quickly and smoothly plows snow from the main streets. Ice control is much more effective with the upgrade from the old single on/off switch. The new system can control the feed rate and the coverage width from in the cab while spreading. Salt also no longer needs to be manually shoveled into the hopper every 15 min of salting.



# ***Columbine Valley Police***

## ***Department***

### **Serving Bow Mar**

2 Middlefield Rd. Columbine Valley, Colorado 80123

[www.columbinevalley.org](http://www.columbinevalley.org)

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

### **Columbine Valley P.D. Monthly Report For January 2023**

Full Time Positions	6 of 6
Part Time Positions	2 of 4
Regular hours	904
OT hours worked	21
Off Duty	0
PTO	96

### **December 2022 Violations**

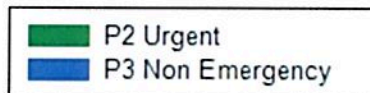
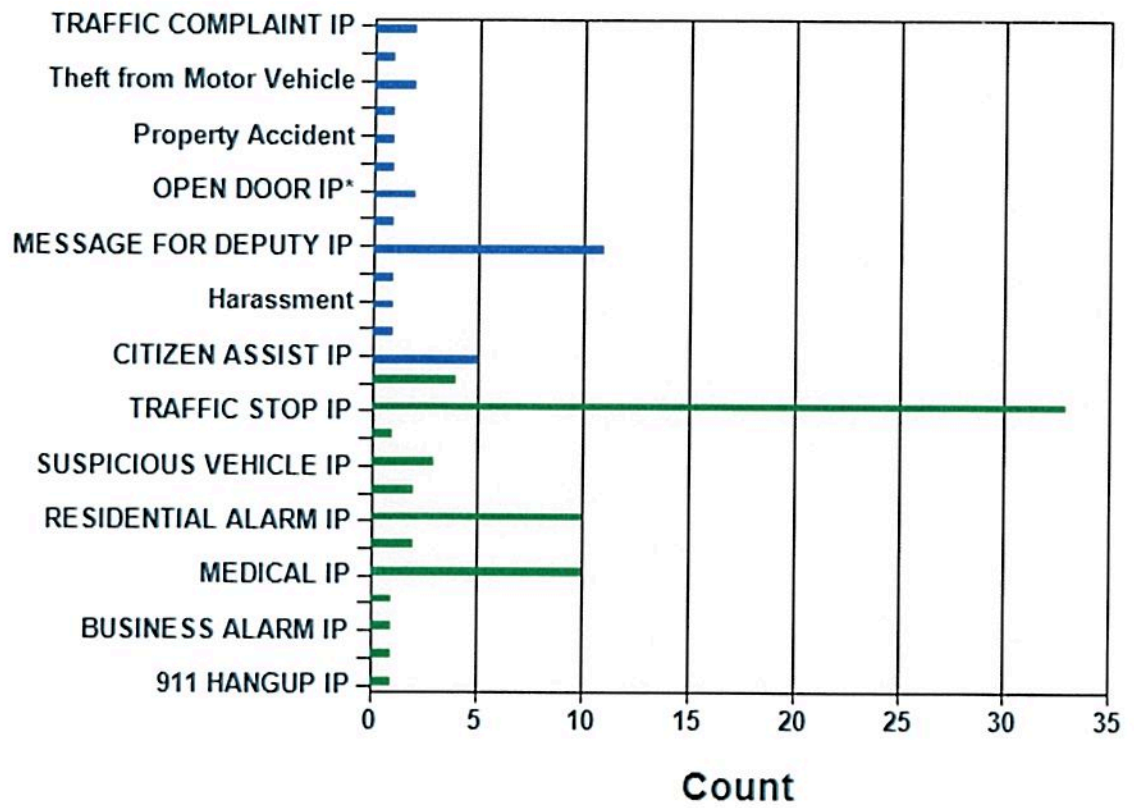
Charges For the Date Range 12/1/2022 Thru 12/31/2022

Qty	Charge
2	703(3) FAIL TO STOP AT A STOP SIGN:
2	1101(1) SPEEDING EXCESS OF 30 MPH OVER LIMIT:
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
1	1006(1) DROVE WRONG DIRECTION AROUND ROTARY ISLAND:
1	1402(1) CARELESS DRIVING:
0	
7	<b>Total Number of Violations Issued</b>

# Monthly Case # Report

Case Number	Event Date	Situation Reported
CV22-0000195	12/05/2022 01:13:37 PM	Theft from Motor Vehicle
CV22-0000196	12/07/2022 10:38:51 AM	Theft from Motor Vehicle
CV22-0000197	12/09/2022 12:43:23 PM	Property Accident
CV22-0000198	12/16/2022 03:55:41 AM	911 HANGUP IP
CV22-0000199	12/16/2022 06:07:09 PM	UNKNOWN INJURY ACCIDENT IP
CV22-0000200	12/18/2022 02:56:33 PM	DEAD ON ARRIVAL IP
CV22-0000201	12/19/2022 10:17:00 AM	Fraud
CV22-0000202	12/19/2022 01:44:25 PM	DRUG VIOLATION IP
CV22-0000203	12/22/2022 03:19:35 PM	PROPERTY ACCIDENT IP
CV22-0000204	12/22/2022 04:18:26 PM	PROPERTY ACCIDENT IP
CV22-0000205	12/23/2022 11:12:15 AM	Theft

Problem Type



8:41 AM 1/11/2023  
Data Source: Data Warehouse

**Data Source: Data Warehouse**

**Exclusion:**

- Calls canceled before first unit assigned
- Calls canceled before first unit at scene

▼ Export

[illegible]



Robbery									
ROBBERY IP									
Runaway									
RUNAWAY IP									
SAFE 2 TELL									
SELECTIVE ENFORCEMENT IP*									
Sex Assault									
SEX ASSAULT IP									
Sex Crime									
SEX CRIME IP									
Shots Fired									
SHOTS FIRED IP									
Suicide Attempt									
SUICIDE ATTEMPT IP									
SUICIDE COMPLETED IP									
SUICIDE THREAT IP									
SUSPICIOUS CIRCUMSTANCE IP		<u>2</u>							<u>2</u>
SUSPICIOUS PERSON IP									
SUSPICIOUS VEHICLE IP		<u>3</u>							<u>3</u>
Theft			<u>1</u>						<u>1</u>
Theft from Motor Vehicle			<u>2</u>						<u>2</u>
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
TRAFFIC ARREST IP									
Traffic Complaint			<u>1</u>						<u>1</u>
TRAFFIC COMPLAINT IP			<u>2</u>						<u>2</u>
TRAFFIC OBSTRUCTION IP		<u>1</u>							<u>1</u>
TRAFFIC STOP IP		<u>33</u>							<u>33</u>
TRANSPORT IP									
Trespass to Property									
TRESPASS TO PROPERTY IP									
Trespass to Vehicle									
TRESPASS 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		<u>4</u>							<u>4</u>
ZZ-Animal Call									
ZZ-Suspicious Person									
ZZ-Suspicious Vehicle									
ZZ-Unwanted Subject									
ZZ-ZONING IP									
Total		<u>69</u>	<u>30</u>						<u>99</u>

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### **Request for Board of Trustee Action**

**Date:** January 17, 2023

**Title:** Trustee Bill #1- 2023 Right of Way (1<sup>st</sup> Reading)

**Presented By:** Brent Kaslon, Town Planner

**Prepared By:** Brent Kaslon, Town Planner  
Jeremy "Hobbes" Hayden, Public Works Director  
Lee Schiller, Town Attorney

**Background:** The purpose of the proposed design standards is to provide criteria to property owners pertaining to landscape within the roadway right-of-way (ROW) in the Town of Columbine Valley. The intent of these design standards is to set forth design and installation regulations and maintenance responsibilities of any landscape located within the right-of-way.

During the ongoing construction observation at the Wild Plum development, it was noted by public works that the Town does not have Right of Way design guidelines. Many of the street rights-of-way throughout town extend into the landscape areas of adjacent properties. As people start to move into the Town and move into new homes, staff thought it pertinent to include the standards for rights-of-way throughout town to set a benchmark for how these areas should be landscaped and maintained. By setting a precedent throughout town, it will protect property owners if maintenance is not kept to the standard set in the Municipal Code and protect the Town if work is to be performed in the ROW.

**Attachments:** Trustee Bill #1 - FOR AN ORDINANCE AMENDING THE ZONING CODE AND LAND USE REGULATIONS OF THE TOWN OF COLUMBINE VALLEY

**Staff Recommendations:** Approve as presented

**Recommended Motion:** "I move to approve the Land Use Regulations as presented (or with the changes discussed) and move to set a public hearing and 2<sup>nd</sup> Reading for Tuesday, February 21, 2023."

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

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

Section 1. Article III, Special Regulations, of the Zoning Code and Land Use Regulations of the Town of Columbine Valley, shall be amended to add a new Section 8, titled Right of Way Design Standards, as follows:

Section 8, Right of Way Standards

A. Purpose. The purpose of these design standards is to provide criteria to property owners pertaining to landscape in the roadway right-of-way in the Town of Columbine Valley. The intent of these design standards is to set forth design and installation regulations and maintenance responsibilities of any landscape located within the right-of-way.

B. Applicability. The following standards shall apply:

1. Trees shall not be planted within the right-of-way or closer than 6' from the edge of the concrete pan.
2. Boulders shall not be placed within the right-of-way area.
3. Signs, or other legal street signs shall not be located within the right-of-way other than municipal signs.
4. Any address monument or mailbox monument placed within the right-of-way serving a homeowner, is subject to damage by Town services such as snow removal, pavement repair, concrete repair, and similar infrastructure services. Such damages shall be the responsibility of the property owner of the address monument and or mailbox monument. A mailbox kiosk located in the right-of-way is also subject to damage by Town services. Such damage shall be the responsibility of the applicable homeowners association or metropolitan district.
5. Maintenance of landscape improvements in the right-of-way shall be the responsibility of the adjacent property owner. All such landscape areas within the right-of-way shall be maintained in accordance with each neighborhood's homeowner association or metropolitan district standards as well as in accordance with the municipal code of Town of Columbine Valley which provides:

- i. Lawns are to mowed and trimmed periodically so as to maintain blade heights similar to those of neighbors.
- ii. Bushes, shrubs and trees are seasonally trimmed to eliminate suckers, over-growth and dead trees and branches;
- iii. Insect pests are reasonably controlled;
- iv. Existing irrigation systems are operable;
- v. Non-vegetative groundcover materials are kept uniformly distributed.
- vi. Walls and fences shall not be allowed in the right-of-way except as permitted by the applicable Final Plat and Final Development Plan.

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

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

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

Introduced as Trustee Bill No. 1, series of 2023, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on January 17, 2023, passed by a vote of \_\_\_\_ for and \_\_\_\_ against, on first reading; passed on second reading, following a Public Hearing, held on February 21, 2023, at a regular meeting of the Board of Trustees by a vote of \_\_\_\_ for and \_\_\_\_ against on the 21<sup>st</sup> day of February, 2023, and ordered published in the Littleton Independent on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Roy Palmer, Mayor

ATTEST:

\_\_\_\_\_  
JD McCrumb, Clerk  
Town of Columbine Valley



**Request for Board of Trustee Action**

**Date:** January 17, 2023

**Title:** Trustee Bill #2- 2023 Virtual Meeting/Voting (1<sup>st</sup> Reading)

**Presented By:** Lee Schiller, Town Attorney

**Prepared By:** Lee Schiller, Town Attorney

**Background:** Presently, Trustees can attend meetings virtually but are not able to vote on items for consideration unless they are participating in person.

**Attachments:** Trustee Bill #2 - AN ORDINANCE PROVIDE TERMS AND CONDITIONS FOR LIMITED TELEPHONE AND ELECTRONIC PARTICIPATION BY MEMBERS OF THE BOARD OF TRUSTEES

**Staff Recommendations:** Approve as presented

**Recommended Motion:** "I move to approve Trustee Bill #2 as presented (or with the changes discussed)."

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 2  
SERIES OF 2023

INTRODUCED BY  
TRUSTEE BILL DOTSON

A BILL

FOR AN ORDINANCE OF THE TOWN OF COLUMBINE VALLEY AMENDING  
CHAPTER 2.04 OF THE TOWN OF COLUMBINE VALLEY MUNICIPAL CODE BY THE  
ADDITION OF §2.04.080 TO PROVIDE TERMS AND CONDITIONS FOR LIMITED  
TELEPHONE AND ELECTRONIC PARTICIPATION BY MEMBERS OF THE BOARD OF  
TRUSTEES AT BOARD OF TRUSTEES MEETINGS

WHEREAS the Colorado Open Meetings Law §24-6-401, et. seq., C.R.S. provides that a public meeting may occur by telephone, electronically or by other means of communication in addition to gathering in person; and

WHEREAS, the Town of Columbine Valley ("Town") desires to permit limited participation by one or more members of the Board of Trustees at Board of Trustees Meetings by telephone or electronic means in accordance with the terms and conditions described herein; and

WHEREAS, the Town wishes to amend Chapter 2.04 of the Town of Columbine Valley Municipal Code by the addition of §2.04.180, Telephone and Electronic Participation in meetings of the Board of Trustees; and

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

Section 1. The foregoing recitals are incorporated herein as if said set forth in full.

Section 2. The Town of Columbine Valley Municipal Code is hereby amended to add §2.04.180 to read as follows:

2.04.180 Telephone and Electronic Participation in Board of Trustees Meetings.

- (a) A Member of the Board of Trustees may participate and vote by telephone or electronic means at a meeting of the Board of Trustees, if the Trustee is unable to physically attend. Such telephonic or electronic participation privileges shall be exercised only in accordance with this §2.04.180.
- (b) For purposes of this §2.04.180 Electronic participation means participation by video or similar electronic means which is clear, uninterrupted and allows two-way communication for the participating Trustee.

- (c) Telephonic or electronic participation by a Trustee shall be permitted only upon the occurrence of the following:
  - (1) The Trustee(s) who desire to participate by telephone or electronically, provides notice of his or her desire to participate by telephone or electronically and his or her telephone or electronic contact information is provided to the Town Clerk sufficiently in advance of the meeting so that the Town can provide the technical means necessary to fulfil such request.
  - (2) The Trustee(s) is unable to physically attend the meeting due to illness, family emergency, work obligations, or other special circumstances as deemed appropriate by the Board of Trustees.
  - (3) The Trustees physically present at the Board of Trustee Meeting make a finding that the requesting Trustee has satisfied the requirements of §2.04.180.
- (d) A Trustee participating in a Board of Trustees Meeting by telephone or electronic means shall not be counted toward the establishment of a quorum for any Board of Trustee Meeting.
- (e) A Trustee joining a Board of Trustees Meeting by telephone or electronic means may participate in and vote on any item before the Board of Trustees at such meeting, including executive sessions and quasi-judicial matters provided the Trustee is able to view, hear, and consider all testimony or other evidence presented at the public hearing in a manner similar to those Trustees attending in person.
- (f) Trustees at a Board of Trustees Meeting may discontinue the use of the telephonic or electronic participation by a Trustee where the telephonic or electronic participation results in unreasonable delays or interference in the Board of Trustees Meeting process. Such discontinuance shall be decided by majority vote of those Trustees physically present.
- (g) Application of this §2.04.180 is expressly limited to meetings of the Board of Trustees. The Members of other Town Boards and Commissions shall not have the privilege of telephonic or electronic participation in meetings.

Section 3. That should any section, clause, sentence, part or portion of this ordinance be adjudged by any Court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the ordinance as a whole or any part thereof, other than the part or portion declared as such by the Court to be unconstitutional or invalid.

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

Section 5. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Introduced as Trustee Bill No. 2, Series of 2023, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 17<sup>th</sup> day of January, 2023, passed by a vote of \_\_\_ for and \_\_\_ against, on first reading; passed on second reading, at a regular meeting of the Board of Trustees by a vote of \_\_\_ for and \_\_\_ against on the 21<sup>st</sup> day of February, 2023, and ordered published in the Littleton Independent on the \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Roy Palmer, Mayor

Attest: \_\_\_\_\_  
JD McCrumb, Town Clerk

Published: \_\_\_\_\_ in the Littleton Independent Newspaper