

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

February 21, 2023

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 January 17, 2023 Minutes
5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Finance Report
 - d. Town Administrator
 - e. Chief of Police
6. OLD BUSINESS Mayor Palmer
Mr. Kaslon
Mr. Schiller
 - a. Public Hearing on TB #1-2023
 - b. Trustee Bill #1-2023 Right of Way (2nd Reading)
 - c. Trustee Bill #2-2023 Virtual Meeting/Voting (2nd Reading)
7. NEW BUSINESS
 - a. There is no new business
8. ADJOURNMENT

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

January 17, 2023

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, Ed Icenogle, Jim Tarpey, and Al Timothy; Mike Giesen and Kathy Boyle joined remotely.
Also present: Lee Schiller, J.D. McCrumb, Brent Kaslon and Bret Cottrell; David Skuodas and Melissa Reese-Thacker also participated.

PUBLIC COMMENT: Blair Johnson, 3 Club Lane, appreciated the Town's look into traffic issues. Agrees traffic is a problem but doesn't want speed bumps.

Jeanne Morrow, 8 Arabian Place, wants the Town to consider long-term solutions for the Thoroughbred and Platte Canyon intersections on Hunter Run, particularly when the temporary traffic light comes out.

Peter Kind, 5 Village Drive, shares concerns with Mr. Johnson, observes that stop signs are not adhered to, kids and golf cart safety a concern, would like something done.

CONSENT AGENDA:

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

REPORTS

- A. Mayor Palmer had no report.
- B. No other Trustees had comment or reports.
- C. Mr. McCrumb 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.

PRESENTATIONS

- A. **Mile High Flood District: Reynolds Landing** Mr. Skuodas presented to the Trustees the plans for Reynolds Landing. The Trustees asked clarifying questions.
- B. **Town Traffic Considerations** Mr. McCrumb and Chief Cottrell presented the Trustees with their findings and recommendations related to traffic safety and control in Town. The Trustees directed staff to install a pilot-program, lighted stop sign at Village Drive and Middlefield to see if it would reduce stop sign blow through. The Trustees will review the results in one year. Additionally, the Trustees discussed Town speed limits. Staff will bring in an expert Traffic Engineer to advise the Trustees on the options moving forward.

OLD BUSINESS

There was no old business.

NEW BUSINESS

- A. **Trustee Bill #1-2023 – Right of Way:** Mr. Kaslon and Mr. Schiller presented this ordinance to the Trustees. They asked clarifying questions.
ACTION: upon a motion by Trustee Tarpey and a second by Trustee Timothy the Board of Trustees set a public hearing on this matter for February 21, 2023 and passed the ordinance as presented on 1st reading.
- B. **Trustee Bill #2-2023 – Virtual Meeting/Voting:** Mr. Schiller presented this ordinance to the Trustees. They asked clarifying questions.
ACTION: upon a motion by Trustee Tarpey and a second by Trustee Timothy the Board of Trustees passed the ordinance as presented on 1st reading.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 8:02 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 Ended January 31, 2023
Variance Summary

General Fund

Revenues

- General Fund Revenues are at 10% of budget (PY 9%)
 - o Property taxes \$4,948, 1% of budget (PY 1%)
 - o Interest \$13,515

Administration – 6% of budget (PY 3%)

- Accounting and audit – year end work for 1099's and accruals
- Health insurance – quarterly HSA contributions made in January

Public Safety – 7% of budget (PY 9%)

Public Works – 6% of budget (PY 17%)

- Health insurance – quarterly HSA contributions made in January

General Fund Expenditures

- General Fund Expenditures are at 7% of budget (PY 7%).
- The ending fund balance is \$1,112,460

Capital Fund

- Denver water contribution \$378K
- Road improvement \$72,535
- Ending fund balance \$5,338,024

Conservation Trust Fund

- Ending fund balance \$23,741

Arapahoe County Open Space Fund

- Ending fund balance \$529,753

Wild Plum Impact Fees

- Ending fund balance \$1,205,701

Transportation Fees

- Transportation fees \$18,550, 19% of budget (PY 4%)
- Ending fund balance \$238,504

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF JANUARY 31, 2023**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo checking	\$ 1,178,440	\$ -	\$ 1,178,440
Bank of the West checking	1,958,418	-	1,958,418
Bank of the West money market	-	420,424	420,424
C-Safe Primary	-	3,513,472	3,513,472
C-Safe Wild Plum Impact fee	-	1,205,701	1,205,701
C-Safe CTF	-	26,002	26,002
Arapahoe County shareback	-	528,971	528,971
YTD Cash Balances	3,136,858	5,694,570	8,831,428
Less amount allocated for capital	-	-	(5,338,024)
Less amount restricted for CTF	-	-	(23,741)
Less amount restricted for ACOS	-	-	(529,753)
Less amount restricted for impact fees	-	-	(1,205,701)
Less amount restricted for transportation fees	-	-	(238,504)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 3,136,858	\$ 5,694,570	\$ 1,495,705

**TOWN OF COLUMBINE VALLEY
ALLOCATION OF AVAILABLE FUND BALANCES
YEAR TO DATE (YTD) AS OF JANUARY 31, 2023**

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe City Open Space	Wild Plum Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 1,005,755	\$ 5,036,303	\$ 23,876	\$ 526,873	\$ 1,201,144	\$ 219,954	\$ 8,013,905
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	127,993	-	-	-	-	-	127,993
Permits and fines	27,870	-	-	-	-	-	27,870
Intergovernmental	93,161	-	-	-	-	-	93,161
Interest	13,515	-	98	2,098	4,557	-	20,268
Grants and contributions	-	378,131	-	-	-	-	378,131
Arapahoe County open space fund	-	-	-	782	-	-	782
Transportation fees	-	-	-	-	-	18,550	18,550
Total YTD revenues	262,539	378,131	98	2,880	4,557	18,550	666,755
Total YTD expenditures	(155,834)	(76,410)	(233)	-	-	-	(232,477)
Net change in fund balance	106,705	301,721	(135)	2,880	4,557	18,550	434,278
YTD ENDING FUND BALANCES	\$ 1,112,460	\$ 5,338,024	\$ 23,741	\$ 529,753	\$ 1,205,701	\$ 238,504	\$ 8,448,183

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Budget vs actual reference

**TOWN OF COLUMBINE VALLEY
BALANCE SHEET - ALL FUNDS
GOVERNMENTAL FUNDS
January 31, 2023
Unaudited**

	General
ASSETS	
Cash and investments	\$ 8,831,428
Accrued revenue	97,810
Prepaid expenses	34,203
Other receivables	94,440
Property tax receivable	581,430
TOTAL ASSETS	\$ 9,639,311
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 209,788
Accrued liabilities	18,546
NEU & Broncos Grant	381,364
Deferred property tax revenue	581,430
Total liabilities	1,191,128
 FUND BALANCES	
General	1,112,460
Capital	5,338,024
Conservation trust fund	23,741
Arapahoe county open space	529,753
Wild Plum Impact fees	1,205,701
Transportation fees	238,504
Total fund balances	8,448,183
TOTAL LIABILITIES AND FUND BALANCES	\$ 9,639,311

**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 JANUARY 31, 2023
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
REVENUES				
Taxes	\$ 127,993	\$ 1,865,778	\$ (1,737,785)	7%
Permits and fines	27,870	368,600	(340,730)	8%
Intergovernmental	93,161	421,543	(328,382)	22%
Interest	13,515	46,100	(32,585)	29%
Grants	-	4,590	(4,590)	-
Total revenues	<u>262,539</u>	<u>2,706,611</u>	<u>(2,444,072)</u>	<u>10%</u>
EXPENDITURES				
Administration	56,886	946,201	(889,315)	6%
Planning and engineering	8,875	52,000	(43,125)	17%
Public safety	69,985	966,550	(896,565)	7%
Public works	20,088	338,375	(318,287)	6%
Total expenditures	<u>155,834</u>	<u>2,303,126</u>	<u>(2,147,292)</u>	<u>7%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>106,705</u>	<u>403,485</u>	<u>(296,780)</u>	<u>26%</u>
OTHER FINANCING USES				
Transfer to capital	-	(300,000)	300,000	0%
Total other financing uses	<u>-</u>	<u>(300,000)</u>	<u>300,000</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	106,705	<u>\$ 103,485</u>	<u>\$ 3,220</u>	
BEGINNING FUND BALANCE	<u>1,005,755</u>			
ENDING FUND BALANCE	<u>\$ 1,112,460</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 ENDED JANUARY 31, 2023
Unaudited

	Current Two Months	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (8% YTD)
REVENUES					
Taxes					
Cable television	\$ 3,375	\$ 3,375	\$ 40,500	\$ (37,125)	8%
Property taxes	4,948	4,948	586,378	(581,430)	1%
Sales and use taxes	110,947	110,947	1,128,700	(1,017,753)	10%
Specific ownership taxes	2,956	2,956	41,000	(38,044)	7%
Utility franchise fees	5,767	5,767	69,200	(63,433)	8%
Total taxes	<u>127,993</u>	<u>127,993</u>	<u>1,865,778</u>	<u>(1,737,785)</u>	<u>7%</u>
Permits and fines					
Court fines	4,530	4,530	110,000	(105,470)	4%
Permits, fees and services	23,340	23,340	258,600	(235,260)	9%
Total permits and fines	<u>27,870</u>	<u>27,870</u>	<u>368,600</u>	<u>(340,730)</u>	<u>8%</u>
Intergovernmental					
Bow Mar IGA	82,152	82,152	327,543	(245,391)	25%
Bow Mar IGA admin	5,000	5,000	20,000	(15,000)	25%
County highway tax revenue	1,908	1,908	22,900	(20,992)	8%
Motor vehicle registration fees	334	334	5,900	(5,566)	6%
State cigarette tax apportionment	83	83	1,000	(917)	8%
State highway user's tax	3,683	3,683	44,200	(40,517)	8%
Total intergovernmental	<u>93,161</u>	<u>93,161</u>	<u>421,543</u>	<u>(328,382)</u>	<u>22%</u>
Interest	13,515	13,515	46,100	(32,585)	29%
Grants	-	-	4,590	(4,590)	0%
TOTAL REVENUES	<u>262,539</u>	<u>262,539</u>	<u>2,706,611</u>	<u>(2,444,072)</u>	<u>10%</u>
EXPENDITURES					
Administration					
Accounting and audit	12,011	12,011	90,000	(77,989)	13%
Advertising/notices	-	-	500	(500)	0%
Bank/credit card fees	586	586	8,600	(8,014)	7%
Building inspection and planning review	10,826	10,826	190,000	(179,174)	6%
Building maintenance and utilities	1,566	1,566	24,860	(23,294)	6%
Community functions	-	-	59,500	(59,500)	0%
Computer expense	565	565	14,500	(13,935)	4%
County treasurer's collection fees	49	49	5,864	(5,815)	1%
Dues and publications	166	166	12,980	(12,814)	1%
Education and training	-	-	12,000	(12,000)	0%
Emergency response and preparedness	-	-	3,000	(3,000)	0%
Health insurance	3,558	3,558	30,303	(26,745)	12%
Human resources	127	127	13,000	(12,873)	1%
Insurance workers comp and liability	1,348	1,348	17,419	(16,071)	8%
Legal	2,692	2,692	45,000	(42,308)	6%
Mayor/monthly breakfasts	130	130	2,000	(1,870)	7%
Miscellaneous	-	-	2,500	(2,500)	0%
Payroll taxes	821	821	13,200	(12,379)	6%
Pension	928	928	13,200	(12,272)	7%
Salaries	18,393	18,393	264,075	(245,682)	7%
Special projects	-	-	23,000	(23,000)	0%

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 ENDED JANUARY 31, 2023
Unaudited

	Current Two Months	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (8% YTD)
Supplies, printing, postage	1,904	1,904	13,000	(11,096)	15%
Telephone/communications	1,216	1,216	6,500	(5,284)	19%
Emergency reserve	-	-	81,200	(81,200)	0%
Total administration	56,886	56,886	946,201	(889,315)	6%
Planning and engineering					
Town planning	-	-	36,000	(36,000)	0%
Town engineer	8,875	8,875	16,000	(7,125)	55%
Total planning and engineering	8,875	8,875	52,000	(43,125)	17%
Public safety					
Operations					
Cruiser gas	1,592	1,592	28,700	(27,108)	6%
Cruiser oil/maintenance	-	-	18,000	(18,000)	0%
Cruiser insurance	400	400	5,050	(4,650)	8%
Education/training	-	-	12,620	(12,620)	0%
Equipment repair	-	-	5,875	(5,875)	0%
Health insurance	6,686	6,686	80,380	(73,694)	8%
Insurance workers comp and liability	3,438	3,438	44,250	(40,812)	8%
Payroll taxes	1,588	1,588	26,500	(24,912)	6%
Pension	4,304	4,304	53,000	(48,696)	8%
Salaries	44,736	44,736	529,211	(484,475)	8%
Supplies/miscellaneous	365	365	15,980	(15,615)	2%
Telephones/air cards	361	361	3,500	(3,139)	10%
Uniforms	120	120	11,750	(11,630)	1%
Total operations	63,590	63,590	834,816	(771,226)	8%
Municipal court					
Judge	500	500	6,000	(5,500)	8%
Legal	2,138	2,138	27,000	(24,862)	8%
Administration	-	-	2,000	(2,000)	0%
Supplies	-	-	2,500	(2,500)	0%
Interpreter	200	200	2,400	(2,200)	8%
Total municipal court	2,838	2,838	39,900	(37,062)	7%
Contracts					
Arapahoe county dispatch fee	-	-	35,560	(35,560)	0%
Tri-tech software	-	-	1,262	(1,262)	0%
Humane society	-	-	500	(500)	0%
Juvenile assessment	-	-	632	(632)	0%
Netmotion	-	-	500	(500)	0%
CACP	-	-	350	(350)	0%
CISC	-	-	1,000	(1,000)	0%
WhenIWork	-	-	430	(430)	0%
Total contracts	-	-	40,234	(40,234)	0%
Computer/IT					
Flock safety	1,275	1,275	17,500	(16,225)	7%
Offsite server backup and protection	1,115	1,115	11,400	(10,285)	10%
Office 365 accounts	-	-	4,700	(4,700)	0%
Scheduled computer replacement	-	-	4,000	(4,000)	0%
Govpilot	1,167	1,167	14,000	(12,833)	8%
Total computer/IT	3,557	3,557	51,600	(48,043)	7%

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 ENDED JANUARY 31, 2023
Unaudited

	Current Two Months	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (8% YTD)
Total public safety	69,985	69,985	966,550	(896,565)	7%
Public works					
Ground maintenance	1,728	1,728	10,000	(8,272)	17%
Health insurance	1,278	1,278	8,397	(7,119)	15%
Insurance vehicle	200	200	2,520	(2,320)	8%
Insurance workers comp and liability	422	422	5,440	(5,018)	8%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	323	323	4,408	(4,085)	7%
Pension	293	293	4,408	(4,115)	7%
Professional fees-mosquito control	-	-	7,543	(7,543)	0%
Salaries	6,250	6,250	88,163	(81,913)	7%
Sanitation/trash/recycle service	8,557	8,557	103,874	(95,317)	8%
Signs maintenance	-	-	1,082	(1,082)	0%
Snow removal	714	714	5,500	(4,786)	13%
Storm water permit process/NPDES	-	-	7,500	(7,500)	0%
Street and gutter maintenance	222	222	25,000	(24,778)	1%
Streets and gutters contingency	-	-	40,000	(40,000)	0%
Street lighting	101	101	15,000	(14,899)	1%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	-	-	3,500	(3,500)	0%
Total public works	20,088	20,088	338,375	(318,287)	6%
TOTAL EXPENDITURES	155,834	155,834	2,303,126	(2,147,292)	7%
EXCESS OF REVENUES OVER EXPENDITURES	106,705	106,705	403,485	(296,780)	26%
OTHER FINANCING USES					
Transfer to capital	-	-	(300,000)	300,000	0%
Total other financing uses	-	-	(300,000)	300,000	0%
NET CHANGE IN FUND BALANCE	\$ 106,705	\$ 106,705	\$ 103,485	\$ 3,220	
BEGINNING FUND BALANCE		1,005,755			
ENDING FUND BALANCE		\$ 1,112,460			

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 JANUARY 31, 2023
Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
REVENUES				
Denver water contributions	\$ 378,131	\$ 550,000	\$ (171,869)	69%
CDOT grant	-	400,000	(400,000)	0%
NEU grant	-	376,773	(376,773)	0%
Total revenues	<u>\$ 378,131</u>	<u>\$ 1,326,773</u>	<u>\$ (948,642)</u>	<u>29%</u>
EXPENDITURES				
Administration				
Town Hall board room & basement carpet	-	15,000	(15,000)	0%
Public works				
Furnace and air conditioner	-	15,000	(15,000)	0%
Lightpole replacement	-	12,000	(12,000)	0%
Platte Canyon Sidewalk - Village to Fairway	3,875	500,000	(496,125)	1%
Platte Canyon/Coal Mine right turn lane	-	280,000	(280,000)	0%
Road improvements	72,535	3,795,000	(3,722,465)	2%
Total expenditures	<u>76,410</u>	<u>4,617,000</u>	<u>(4,540,590)</u>	<u>2%</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>301,721</u>	<u>(3,290,227)</u>	<u>3,591,948</u>	<u>-9%</u>
OTHER FINANCING SOURCES				
Transfer from general	-	300,000	(300,000)	0%
Total other financing sources	<u>-</u>	<u>300,000</u>	<u>(300,000)</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	301,721	<u>\$ (2,990,227)</u>	<u>\$ 3,291,948</u>	
BEGINNING FUND BALANCE	<u>5,036,303</u>			
ENDING FUND BALANCE	<u>\$ 5,338,024</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 JANUARY 31, 2023
 Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
REVENUES				
Conservation Trust Fund entitlement	\$ -	\$ 8,700	\$ (8,700)	0%
CTF interest	98	250	(152)	39%
Total revenues	<u>98</u>	<u>8,950</u>	<u>(8,852)</u>	<u>1%</u>
EXPENDITURES				
Conservation trust fund expenditures	233	6,000	(5,767)	4%
Total expenditures	<u>233</u>	<u>6,000</u>	<u>(5,767)</u>	<u>4%</u>
NET CHANGE IN FUND BALANCE	(135)	<u>\$ 2,950</u>	<u>\$ (3,085)</u>	
BEGINNING FUND BALANCE	<u>23,876</u>			
ENDING FUND BALANCE	<u>\$ 23,741</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 JANUARY 31, 2023
Unaudited**

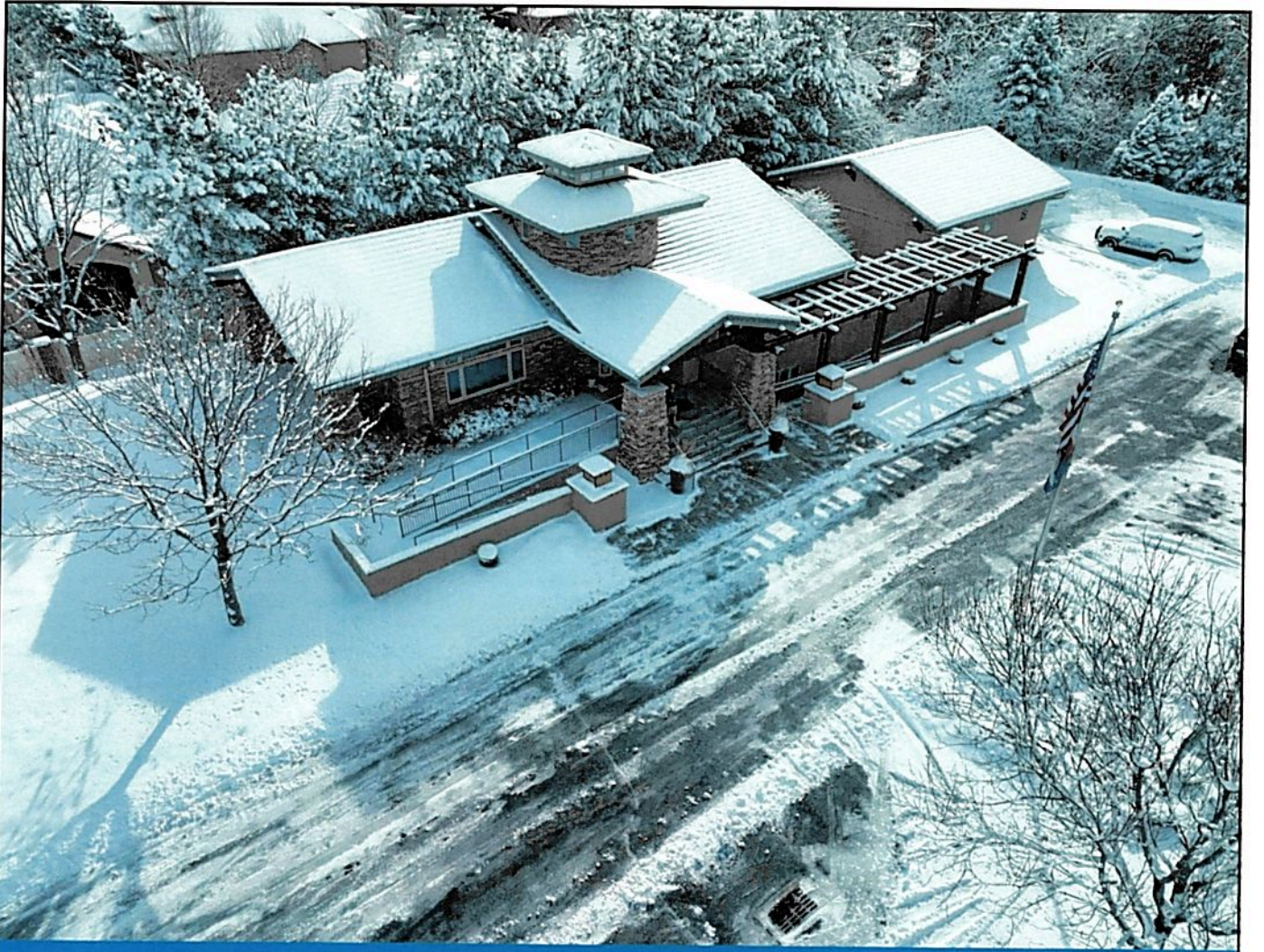
	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
REVENUES				
Arapahoe County open space revenues	\$ 782	\$ 52,200	\$ (51,418)	1%
ACOP interest	2,098	6,000	(3,902)	35%
Total revenues	<u>2,880</u>	<u>58,200</u>	<u>(55,320)</u>	<u>5%</u>
EXPENDITURES				
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	2,880	<u>\$ 58,200</u>	<u>\$ (55,320)</u>	
BEGINNING FUND BALANCE	<u>526,873</u>			
ENDING FUND BALANCE	<u>\$ 529,753</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 JANUARY 31, 2023
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
REVENUES				
Wild Plum Impact fees	\$ -	\$ -	\$ -	0%
Interest	4,557	-	4,557	0%
Total revenues	<u>4,557</u>	<u>-</u>	<u>4,557</u>	<u>0%</u>
EXPENDITURES				
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	4,557	<u>\$ -</u>	<u>\$ 4,557</u>	
BEGINNING FUND BALANCE	<u>1,201,144</u>			
ENDING FUND BALANCE	<u><u>\$ 1,205,701</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 JANUARY 31, 2023
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (8% YTD)</u>
REVENUES				
Transportation fees	\$ 18,550	\$ 100,000	\$ (81,450)	19%
Total revenues	<u>18,550</u>	<u>100,000</u>	<u>(81,450)</u>	<u>19%</u>
EXPENDITURES	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	18,550	<u>\$ 100,000</u>	<u>\$ (81,450)</u>	
BEGINNING FUND BALANCE	<u>219,954</u>			
ENDING FUND BALANCE	<u>\$ 238,504</u>			



Town Administrator's Report

February 2023



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

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



Communications & Happenings

- The Town has submitted a grant to the CDOT Safe Routes to School program for the Platt Canyon Sidewalk Project and is awaiting a response. The Town is additionally preparing another grant application for the same project at CDOT's recommendation.
- Staff has been pursuing additional cyber security measures and will be bringing forth recommendations to the Trustees this spring.
- Town staff are engaged with the work of the CML Policy committee, which monitors state legislation and lobbies on behalf of municipal governments. There are several bills either proposed or before committee that, if passed, would impact the operations of the Town.
- There are a significant number of capital and facility projects planned for 2023. Staff has been meeting to outline the timing and other logistics related to completing them, along with regular operations. The Trustees can expect updates throughout the year.
- The printed 2023 Town Directories are available for pick-up at Town Hall during regular business hours, Monday through Friday, 8:00 AM to 1:00 PM. Residents can also 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. This also signs residents up to receive emails from the Town.

Town Website January Statistics

1,176

Total Users

2,770

Total Page Views

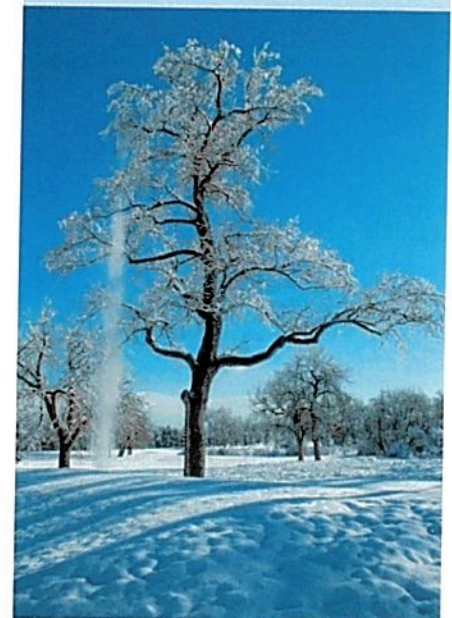
Top Pages

Police Department

Calendar

Building Department

Trash/Recycle



Building Department

Monthly Stats

9 Permits Issued

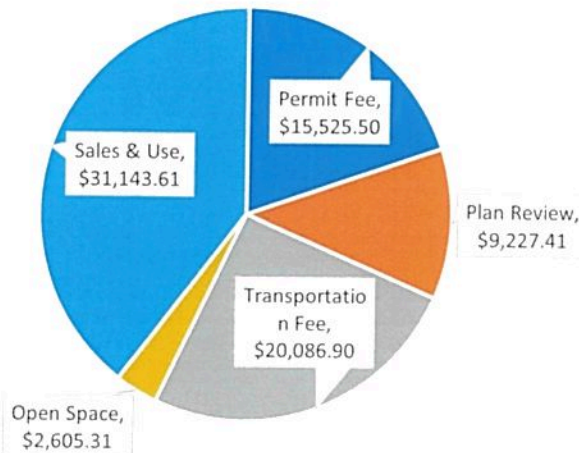
- New SFR: 1
- Major Remodels: 1
- Roofs/Solar: 2
- Other/Misc.: 5

70 Inspections

4 Licenses Issued

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

Jan. Permit Rev.: \$78,588.73



Wild Plum

95 Total Lots

(84 interior, 11 custom)

95 SFR Permits Issued

(84 interior, 11 custom)

0 Permits Pending

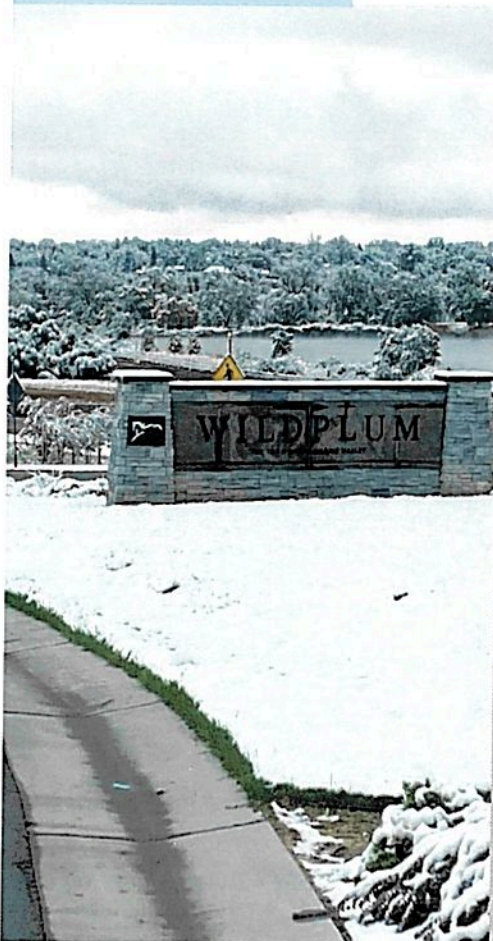
(0 interior, 0 custom)

72 Completed Homes

(61 interior, 11 custom)

72 Occupied Homes

(61 interior, 11 custom)



Building Department Revenue by Month

	<u>2022</u>	<u>2022 YTD</u>	<u>2023</u>	<u>2023 YTD</u>
January	\$297,964.45	\$297,964.45	\$78,588.73	\$78,588.73
February	\$287,227.51	\$585,191.96		
March	\$174,786.43	\$759,978.39		
April	\$156,834.81	\$916,813.20		
May	\$342,301.78	\$1,259,114.98		
June	\$62,386.70	\$1,321,501.68		
July	\$4,905.67	\$1,326,407.35		
August	\$134,962.71	\$1,461,370.06		
September	\$65,559.63	\$1,526,929.69		
October	\$202,544.94	\$1,729,474.63		
November	\$25,155.33	\$1,754,629.96		
December	\$5,138.03	\$1,759,767.99		

Municipal Court

	<u>2022 YTD</u>	<u>2023</u>	<u>2023 YTD</u>
Jan	\$8,264.00	\$4,530.00	\$4,530.00
Feb	\$14,804.00		
Mar	\$25,269.00		
Apr	\$36,578.00		
May	\$47,538.00		
June	\$53,593.00		
July	\$60,038.50		
Aug	\$64,081.75		
Sept	\$69,883.75		
Oct	\$77,043.76		
Nov	\$87,880.76		
Dec	\$94,323.77		

January Total Stats

- Total paid before Court: 11
- Total on docket: 37
- Cases heard by Judge: 12
- Continuances: 4
- Default/Show Cause: 4
- Stay of Executions: 11
- Classes Ordered: 1
- Bench Warrants 4
- Trials 0
- Collections 10



Public Works

- **Wild Plum:** The emergency access project is slowly moving forward. Lennar is still working on finishing and submitting their design to get a building permit. We are reviewing the drawings as we get them, submitting feedback on changes and missing information. A complete package is estimated to be submitted to the Town for full review by the end of February.
- **Stormwater:** The town wide stormwater infrastructure project commenced at the intersection of Eagle Drive and Middlefield Road. A failing section of corrugated metal pipe running under the street was dug up and removed. A new PVC pipe was installed, along with a new access point. This change will add stability to the street, prevent the pipe from rusting and help prevent the irrigation water from backing up and flooding the surrounding area. The next change occurred at Columbine Lane and Village Drive. Gutter pan elevations were changed to redirect the stormwater runoff into systems that are more capable of handling the flows.



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 February 2023

Full Time Positions	6 of 6
Part Time Positions	2 of 4
Regular hours	881
OT hours worked	42
Off Duty	0
PTO	120

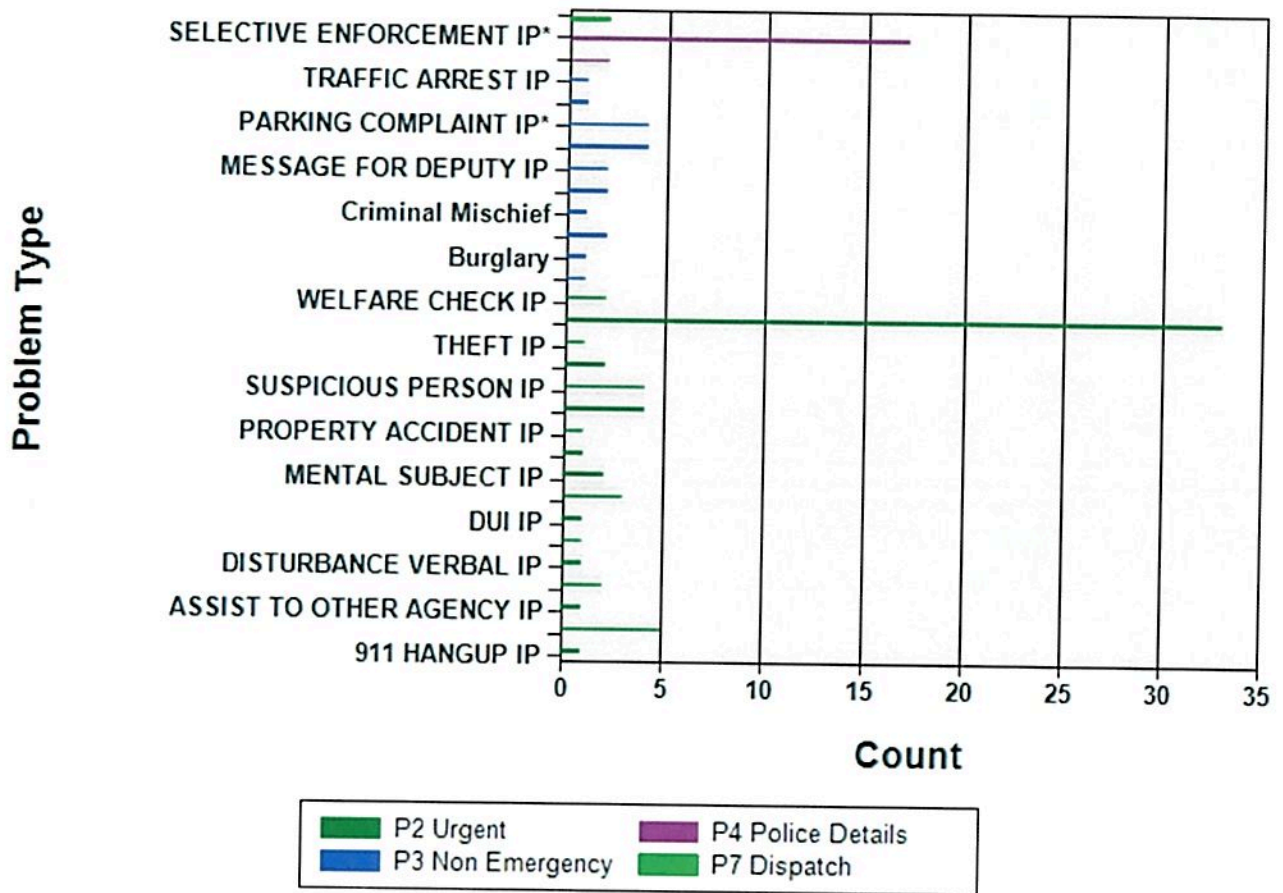
January 2023 Violations

Charges For the Date Range 1/1/2023 Thru 1/31/2023

Qty	Charge
17	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
6	703(3) FAIL TO STOP AT A STOP SIGN:
3	603 TRAFFIC CONTROL DEVICE:
2	1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
1	217(1) FAILED TO DIM HEADLIGHTS:
1	705(1) FAIL TO YIELD TO EMERGENCY VEHICLE:
1	1101(2)(H) SPEEDING 20 AND OVER:
0	
31	Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV23-0000001	01/07/2023 12:13:00 AM	THEFT IP
CV23-0000002	01/07/2023 10:53:37 PM	TRAFFIC ARREST IP
CV23-0000003	01/15/2023 09:08:47 PM	Drug Violation
CV23-0000004	01/17/2023 08:32:30 AM	Burglary
CV23-0000005	01/18/2023 12:55:06 PM	Property Accident
CV23-0000006	01/21/2023 10:06:25 PM	DUI IP



Problem Type Summary

8:05 AM 2/13/2023
Data Source: Data Warehouse

Agency:	ACSO
Division:	Bow Mar, Bow Mar Inactive Personnel, Columbine Valley, Columbine Valley Inactive Pers
Day Range:	Date From 1/1/2023 To 1/31/2023
Exclusion:	<ul style="list-style-type: none"> Calls canceled before first unit assigned Calls canceled before first unit at scene

Select a format ▼ [Export](#)

SUSPICIOUS PERSON IP		<u>4</u>							<u>4</u>
SUSPICIOUS VEHICLE IP		<u>2</u>							<u>2</u>
Theft									
Theft from Motor Vehicle									
THEFT FROM MOTOR VEHICLE IP									
THEFT IP		<u>1</u>							<u>1</u>
TRAFFIC ARREST IP			<u>1</u>						<u>1</u>
Traffic Complaint									
TRAFFIC COMPLAINT IP									
TRAFFIC OBSTRUCTION IP									
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>2</u>							<u>2</u>
ZZ-Animal Call									
ZZ-Suspicious Person									
ZZ-Suspicious Vehicle									
ZZ-Unwanted Subject									
ZZ-ZONING IP									
Total		<u>65</u>	<u>19</u>	<u>19</u>			<u>2</u>		<u>105</u>



Request for Board of Trustee Action

Date: February 21, 2023

Title: Trustee Bill #1- 2023 Right of Way (2nd 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 Trustee Bill #1-2023, an ordinance amending the zoning code and Land Use Regulations of the Town of Columbine Valley as presented on 2nd Reading."

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 21st 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: February 21, 2023

Title: Trustee Bill #2- 2023 Virtual Meeting/Voting (2nd Reading)

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: The purpose

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 #2-2023, an ordinance providing terms and conditions for limited telephone and electronic participation by members of the Board of Trustees as presented on 2nd Reading.”

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

Section 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 17th 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 21st 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