

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

May 16, 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 April 18, 2023 Minutes
  - b. Resolution #3 – 2023 Employee Handbook Correction
5. PRESENTATIONS Ms. Custer
  - a. Bank of the West
6. REPORTS
  - a. Mayor
  - b. Trustees
  - c. Finance Report
  - d. Town Administrator
  - e. Chief of Police
7. OLD BUSINESS
  - a. There is no Old Business
8. NEW BUSINESS
  - a. There is no New Business
9. ADJOURNMENT

**TOWN OF COLUMBINE VALLEY  
BOARD OF TRUSTEES**

Minutes  
April 18, 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, Bill Dotson, Kathy Boyle, Mike Giesen, Ed Icenogle,  
Jim Tarpey, and Al Timothy  
Also present: Lee Schiller, J.D. McCrumb, Bret Cottrell and Kevin Bommer

**PUBLIC COMMENT:**

Tim Vandell, 14 Fairway Lane – Opposes SB 23-213; Would like the Beaver Dam in Dutch Creek removed; asked about the Flock camera at Fairway and Club

**CONSENT AGENDA:**

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

**PRESENTATIONS**

- A. **Colorado Municipal League:** Mr. Bommer introduced himself to the Trustees and spent a few minutes sharing with the board all that the CML does for its members, of which the Town is one. The Trustees asked follow up questions.

**REPORTS**

- A. Mayor Palmer informed the Trustees that he sent a communication to all HOA presidents re: SB 213.  
B. Trustee Timothy asked for a status report on the Polo Wall and Beaver Dams.  
C. Mr. McCrumb reviewed the March financials as presented in the Trustees Packet. The Trustees directed staff to take the operating reserve down to \$800,000 and transfer the rest to the Capital line item.  
D. Mr. McCrumb reviewed his report as presented in the Trustees Packet and updated the Trustees on SB 23-213 re Land Use; the Trustees directed staff to prepare a resolution in opposition.  
E. Chief Cottrell reviewed the report as presented in the Trustee Packet.

**OLD 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 passed the ordinance as presented on 2<sup>nd</sup> reading.**

**NEW BUSINESS**

- A. **Resolution #2-2023 – Opposition to Senate Bill 213:** Mr. Schiller presented this Resolution to the Trustees. The Trustees discussed the resolution.  
**ACTION: upon a motion by Trustee Tarpey and a second by Trustee Timothy the Board of Trustees passed the resolution as presented.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at approximately 7:38 p.m.

Submitted by,  
J.D. McCrumb, Town Administrator

*\* All reports and exhibits listed "as attached" are available on the Columbine Valley web site and by request at Town Hall.*  
*\*\* All minutes should be considered in DRAFT form until approved by the Board of Trustees at the next regular meeting.*



**Request for Board of Trustee Action**

**Date:** May 16, 2023

**Title:** Resolution #3, Series 2023: Personnel Policies & Procedures Amendment

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

**Prepared By:** Kate Eckel, HR Consultant

**Background:** In July 2022 the Board of Trustees adopted by Resolution a Personnel Policies & Procedures manual for the purpose of directing human resource guidelines for the Town.

As part of a regular review of this document, an error was discovered regarding the assignment of PTO to part time staff.

**Attachments:** Resolution #3, Series 2023  
Impacted Section re: Employee Benefits, Paid Time Off

**Suggested Motion:** "I move to approve Resolution #4, Series 2016 as presented as part of the consent agenda"

RESOLUTION NO. 3  
SERIES OF 2023

A RESOLUTION AMENDING PERSONNEL POLICIES AND PROCEDURES

WHEREAS, Board of Trustees adopted by Resolution an Employee Handbook on July 19, 2022, and;

WHEREAS, Board of Trustees determined that the Town was in need of modifying its Personnel Policies and Procedures;

WHEREAS, the Board of Trustees have received and reviewed a proposed correction to the Employee Benefits – Paid Time Off section of the document titled Employee Handbook, which amends the Personnel Policies and Procedures currently in effect and:

WHEREAS, the Board of Trustees of the Town of Columbine Valley finds that it is in the best interests of the Town to adopt said corrections,

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

The Board of Trustees of the Town of Columbine Valley hereby adopts the corrections to the Employee Handbook, as more fully set forth in Exhibit A attached hereto and as may be amended and updated from time to time. The effective date of the Personnel Policies and Procedures shall be May 17, 2023.

ADOPTED AND APPROVED this 16<sup>th</sup> day of May, 2023.

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

\_\_\_\_\_  
J.D. McCrumb, Clerk

Holiday time **is not** counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part-time employees is prorated based on their regularly scheduled work hours. Temporary employees are not eligible for holiday pay.

Should an employee need to work on a holiday, they will receive their full pay for the day and have an option to take another day off during the same pay period.

## PAID TIME OFF

Full-time employees are currently granted Paid Time Off (PTO) after completing continuous service as described below:

<b>PTO Granted Per Year</b>	<b>Length of Service</b>
150 hours (3.75 weeks)	<p>After 0 through 5 full years of continuous employment. PTO accrues at a rate of 5.77 hours per pay period. *</p> <p>*Employees may accrue up to a maximum of 208 hours before they need to take time off. Accruals will cease per pay period until the balance falls below 208 hours.</p>
190 hours (4.75 weeks)	<p>After 6 through 14 full years of continuous employment. PTO accrues at a rate of 7.31 hours per pay period. *</p> <p>*Employees may accrue up to a maximum of 248 hours before they need to take time off. Accruals will cease per pay period until the balance falls below 248.</p>
230 hours (5.75 weeks)	<p>After 15 or more full years of continuous employment. PTO accrues at 8.85 hours per pay period. *</p> <p>*Employees may accrue up to a maximum of 288 hours before they need to take the time off. Accruals will cease per pay period until the balance of PTO falls below 288 hours.</p>

~~Part-time employees are currently eligible for PTO prorated based on the number of hours normally scheduled to work.~~

Employees are responsible for scheduling their PTO in advance, with their supervisor and must receive their supervisor's approval. PTO is scheduled in a manner that minimizes interruptions to Town operations.

When a paid holiday falls within the employee's PTO period, an additional day of PTO may be granted. PTO time will be counted in the computation of overtime.

Upon separation of employment, employees receive pay for earned, unused PTO.

We encourage employees to use all of their earned PTO each year. Employees may carry over PTO next anniversary year. However, the maximum vacation that employees may accumulate is 40 hours over their annual vacation allotment. At no point can the carry over, plus the new vacation, exceed this cap.

## HEALTHY FAMILIES WORKPLACE ACT

Columbine Valley's PTO policy encompasses the State of Colorado's Healthy Families Workplace Act (HFWA).

1. HFWA stipulates that time off may be taken for the following: Employee has a mental or physical illness, injury, or health condition that prevents them from working;
2. Employee needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition.
3. Employee needs to care for a family member who has a mental or physical illness, injury, or health condition. The employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

HFWA may be used in one-hour increments. In the event you are absent for four or more workdays, medical or legal certification is required. This certification should indicate that you were unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

Part-time employees are eligible for HFWA leave. ~~A.~~ For every 30 hours worked in a given year, the employee is eligible for 1 hour of sick time. Employees may only accrue up to 48 hours of time off per year. Unused hours may roll over into the next year but not exceed 48 hours of available sick time.

**TOWN OF COLUMBINE VALLEY**  
**Financial Statements Ended April 30, 2023**  
**Variance Summary**

**General Fund**

**Revenues**

- General Fund Revenues are at 42% of budget (PY 35%)
  - o Property taxes \$370,593, 63% of budget (PY 42%)
  - o Interest \$64,970 in general fund and total of \$65,763

**Administration – 22% of budget (PY 16%)**

**Public Safety – 28% of budget (PY 24%)**

**Public Works – 22% of budget (PY 26%)**

**General Fund Expenditures**

- General Fund Expenditures are at 24% of budget (PY 20%).
- Transfer to capital fund of \$770,000
- The ending fund balance is \$806,600

**Capital Fund**

- Denver water contribution \$378K
- Road improvement \$85,222
- Ending fund balance \$6,102,079

**Conservation Trust Fund**

- Ending fund balance \$24,685

**Arapahoe County Open Space Fund**

- Ending fund balance \$534,408

**Wild Plum Impact Fees**

- Ending fund balance \$1,219,893

**Transportation Fees**

- Transportation fees \$30,158, 30% of budget (PY 21%)
- Ending fund balance \$210,112



**TOWN OF COLUMBINE VALLEY  
CASH POSITION  
YEAR TO DATE (YTD) AS OF APRIL 30, 2023**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo checking	\$ 69,138	\$ -	\$ 69,138
Bank of the West checking	2,031,688	-	2,031,688
Bank of the West money market	-	421,677	421,677
C-Safe Primary	-	4,663,263	4,663,263
C-Safe Wild Plum Impact fee	-	1,219,893	1,219,893
C-Safe CTF	-	27,473	27,473
Arapahoe County shareback	-	534,409	534,409
<b>YTD Cash Balances</b>	<b>2,100,826</b>	<b>6,866,715</b>	<b>8,967,541</b>
Less amount allocated for capital	-	-	(6,102,079)
Less amount restricted for CTF	-	-	(24,685)
Less amount restricted for ACOS	-	-	(534,408)
Less amount restricted for impact fees	-	-	(1,219,893)
Less amount restricted for transportation fees	-	-	(210,112)
<b>CURRENT UNRESTRICTED/UNALLOCATED BALANCE</b>	<b>\$ 2,100,826</b>	<b>\$ 6,866,715</b>	<b>\$ 876,364</b>

TOWN OF COLUMBINE VALLEY  
 ALLOCATION OF AVAILABLE FUND BALANCES  
 YEAR TO DATE (YTD) AS OF APRIL 30, 2023

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe City Open Space	Wild Plum Impact Fees	Transportation Fees	TOTALS
<b>BEGINNING FUND BALANCES</b>	\$ 1,000,463	\$ 5,036,303	\$ 23,876	\$ 526,090	\$ 1,201,144	\$ 179,954	\$ 7,967,830
<b>YTD REVENUES PER FINANCIAL STATEMENTS</b>							
Taxes	735,888	-	-	-	-	-	735,888
Permits and fines	134,158	-	-	-	-	-	134,158
Intergovernmental	195,458	-	-	-	-	-	195,458
Interest	64,970	-	398	-	-	-	65,368
Other	2,831	-	-	8,318	18,749	-	22,898
Grants and contributions	-	378,131	-	-	-	-	378,131
Conservation Trust Fund entitlement	-	-	3,200	-	-	-	3,200
Transportation fees	-	-	-	-	-	30,158	30,158
<b>Total YTD revenues</b>	<b>1,133,305</b>	<b>378,131</b>	<b>3,598</b>	<b>8,318</b>	<b>18,749</b>	<b>30,158</b>	<b>1,572,259</b>
<b>Total YTD expenditures</b>	<b>(557,168)</b>	<b>(91,555)</b>	<b>(2,789)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(651,512)</b>
<b>Excess of revenues over (under) expenditures</b>	<b>576,137</b>	<b>286,576</b>	<b>809</b>	<b>8,318</b>	<b>18,749</b>	<b>30,158</b>	<b>920,747</b>
Transfers	-	770,000	-	-	-	-	770,000
Sale of asset	(770,000)	9,200	-	-	-	-	(760,800)
<b>Net change in fund balance</b>	<b>(193,863)</b>	<b>1,065,776</b>	<b>809</b>	<b>8,318</b>	<b>18,749</b>	<b>30,158</b>	<b>929,947</b>
<b>YTD ENDING FUND BALANCES</b>	<b>\$ 806,600</b>	<b>\$ 6,102,079</b>	<b>\$ 24,685</b>	<b>\$ 534,408</b>	<b>\$ 1,219,893</b>	<b>\$ 210,112</b>	<b>\$ 8,897,777</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**

**April 30, 2023**

**Unaudited**

	<b>General</b>
<b>ASSETS</b>	
Cash and investments	\$ 8,967,541
Accrued revenue	266,284
Prepaid expenses	47,464
Other receivables	62,880
Property tax receivable	215,785
<b>TOTAL ASSETS</b>	<b>\$ 9,559,954</b>
 <b>LIABILITIES AND FUND BALANCES</b>	
<b>LIABILITIES</b>	
Accounts payable	\$ 65,028
NEU & Broncos Grant	381,364
Deferred property tax revenue	215,785
Total liabilities	662,177
 <b>FUND BALANCES</b>	
General	806,600
Capital	6,102,079
Conservation trust fund	24,685
Arapahoe county open space	534,408
Wild Plum Impact fees	1,219,893
Transportation fees	210,112
Total fund balances	8,897,777
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 9,559,954</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 FOUR MONTHS ENDED APRIL 30, 2023**  
**Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
<b>REVENUES</b>				
Taxes	\$ 735,888	\$ 1,865,778	\$ (1,129,890)	39%
Permits and fines	134,158	368,600	(234,442)	36%
Intergovernmental	195,458	421,543	(226,085)	46%
Interest	64,970	46,100	18,870	141%
Other	2,831	-	2,831	-
Grants	-	4,590	(4,590)	0%
<b>Total revenues</b>	<u>1,133,305</u>	<u>2,706,611</u>	<u>(1,573,306)</u>	<u>42%</u>
<b>EXPENDITURES</b>				
Administration	206,365	946,201	(739,836)	22%
Planning and engineering	10,208	52,000	(41,792)	20%
Public safety	267,152	966,550	(699,398)	28%
Public works	73,443	338,375	(264,932)	22%
<b>Total expenditures</b>	<u>557,168</u>	<u>2,303,126</u>	<u>(1,745,958)</u>	<u>24%</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>576,137</u>	<u>403,485</u>	<u>172,652</u>	<u>143%</u>
<b>OTHER FINANCING USES</b>				
Transfer to capital	(770,000)	(300,000)	(470,000)	257%
<b>Total other financing uses</b>	<u>(770,000)</u>	<u>(300,000)</u>	<u>(470,000)</u>	<u>257%</u>
<b>NET CHANGE IN FUND BALANCE</b>	(193,863)	<u>\$ 103,485</u>	<u>\$ (297,348)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>1,000,463</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 806,600</u>			

**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE ONE MONTH AND FOUR MONTHS ENDED APRIL 30, 2023**  
**Unaudited**

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (33% YTD)
<b>REVENUES</b>					
<b>Taxes</b>					
Cable television	\$ 3,375	\$ 13,500	\$ 40,500	\$ (27,000)	33%
Property taxes	120,274	370,593	586,378	(215,785)	63%
Sales and use taxes	78,253	304,422	1,128,700	(824,278)	27%
Specific ownership taxes	3,093	12,801	41,000	(28,199)	31%
Utility franchise fees	7,802	34,572	69,200	(34,628)	50%
<b>Total taxes</b>	<u>212,797</u>	<u>735,888</u>	<u>1,865,778</u>	<u>(1,129,890)</u>	<u>39%</u>
<b>Permits and fines</b>					
Court fines	8,965	27,325	110,000	(82,675)	25%
Permits, fees and services	12,538	58,633	258,600	(199,967)	23%
Violations	16,500	48,200	-	48,200	-
<b>Total permits and fines</b>	<u>38,003</u>	<u>134,158</u>	<u>368,600</u>	<u>(234,442)</u>	<u>36%</u>
<b>Intergovernmental</b>					
Bow Mar IGA	-	164,305	327,543	(163,238)	50%
Bow Mar IGA admin	-	10,000	20,000	(10,000)	50%
County highway tax revenue	721	6,446	22,900	(16,454)	28%
Motor vehicle registration fees	551	1,691	5,900	(4,209)	29%
State cigarette tax apportionment	68	484	1,000	(516)	48%
State highway user's tax	3,289	12,532	44,200	(31,668)	28%
<b>Total intergovernmental</b>	<u>4,629</u>	<u>195,458</u>	<u>421,543</u>	<u>(226,085)</u>	<u>46%</u>
<b>Interest</b>	19,467	64,970	46,100	18,870	141%
<b>Other</b>	-	2,831	-	2,831	-
<b>Grants</b>	-	-	4,590	(4,590)	0%
<b>TOTAL REVENUES</b>	<u>274,896</u>	<u>1,133,305</u>	<u>2,706,611</u>	<u>(1,573,306)</u>	<u>42%</u>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Accounting and audit	7,752	39,657	90,000	(50,343)	44%
Advertising/notices	-	-	500	(500)	0%
Bank/credit card fees	872	2,622	8,600	(5,978)	30%
Building inspection and planning review	12,562	33,594	190,000	(156,406)	18%
Building maintenance and utilities	426	6,514	24,860	(18,346)	26%
Community functions	6,250	6,250	59,500	(53,250)	11%
Computer expense	461	2,410	14,500	(12,090)	17%
County treasurer's collection fees	1,204	3,708	5,864	(2,156)	63%
Dues and publications	1,054	2,297	12,980	(10,683)	18%
Education and training	-	-	12,000	(12,000)	0%
Emergency response and preparedness	-	-	3,000	(3,000)	0%
Health insurance	3,679	12,750	30,303	(17,553)	42%
Human resources	532	999	13,000	(12,001)	8%
Insurance workers comp and liability	3,830	7,873	17,419	(9,546)	45%
Legal	1,605	5,197	45,000	(39,803)	12%
Mayor/monthly breakfasts	84	214	2,000	(1,786)	11%
Miscellaneous	-	100	2,500	(2,400)	4%
Payroll taxes	971	3,204	13,200	(9,996)	24%
Pension	928	4,396	13,200	(8,804)	33%

**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE ONE MONTH AND FOUR MONTHS ENDED APRIL 30, 2023**  
**Unaudited**

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (33% YTD)
Salaries	18,164	67,657	264,075	(196,418)	26%
Special projects	-	-	23,000	(23,000)	0%
Supplies, printing, postage	100	3,380	13,000	(9,620)	26%
Telephone/communications	788	3,543	6,500	(2,957)	55%
Emergency reserve	-	-	81,200	(81,200)	0%
<b>Total administration</b>	<b>61,262</b>	<b>206,365</b>	<b>946,201</b>	<b>(739,836)</b>	<b>22%</b>
<b>Planning and engineering</b>					
Town planning	3,373	9,583	36,000	(26,417)	27%
Town engineer	-	625	16,000	(15,375)	4%
<b>Total planning and engineering</b>	<b>3,373</b>	<b>10,208</b>	<b>52,000</b>	<b>(41,792)</b>	<b>20%</b>
<b>Public safety</b>					
<b>Operations</b>					
Cruiser gas	1,366	6,159	28,700	(22,541)	21%
Cruiser oil/maintenance	47	701	18,000	(17,299)	4%
Cruiser insurance	400	1,601	5,050	(3,449)	32%
Education/training	-	-	12,620	(12,620)	0%
Equipment repair	-	-	5,875	(5,875)	0%
Health insurance	7,033	27,965	80,380	(52,415)	35%
Insurance workers comp and liability	7,455	17,768	44,250	(26,482)	40%
Payroll taxes	1,782	5,753	26,500	(20,747)	22%
Pension	4,293	20,284	53,000	(32,716)	38%
Salaries	43,599	158,561	529,211	(370,650)	30%
Supplies/miscellaneous	(256)	1,233	15,980	(14,747)	8%
Telephones/air cards	362	1,651	3,500	(1,849)	47%
Uniforms	472	1,919	11,750	(9,831)	16%
<b>Total operations</b>	<b>66,553</b>	<b>243,595</b>	<b>834,816</b>	<b>(591,221)</b>	<b>29%</b>
<b>Municipal court</b>					
Judge	500	2,000	6,000	(4,000)	33%
Legal	1,613	6,353	27,000	(20,647)	24%
Administration	-	-	2,000	(2,000)	0%
Supplies	195	195	2,500	(2,305)	8%
Interpreter	200	800	2,400	(1,600)	33%
<b>Total municipal court</b>	<b>2,508</b>	<b>9,348</b>	<b>39,900</b>	<b>(30,552)</b>	<b>23%</b>
<b>Contracts</b>					
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	-	100%
Netmotion	-	-	500	(500)	0%
CACP	-	250	350	(100)	71%
CISC	-	-	1,000	(1,000)	0%
WhenIWork	-	-	430	(430)	0%
<b>Total contracts</b>	<b>-</b>	<b>882</b>	<b>40,234</b>	<b>(39,352)</b>	<b>2%</b>
<b>Computer/IT</b>					
Flock safety	1,275	5,100	17,500	(12,400)	29%
Offsite server backup and protection	1,115	3,560	11,400	(7,840)	31%
Office 365 accounts	-	-	4,700	(4,700)	0%
Scheduled computer replacement	-	-	4,000	(4,000)	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 AND FOUR MONTHS ENDED APRIL 30, 2023**  
**Unaudited**

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (33% YTD)
Govpilot	1,167	4,667	14,000	(9,333)	33%
<b>Total computer/IT</b>	<b>3,557</b>	<b>13,327</b>	<b>51,600</b>	<b>(38,273)</b>	<b>26%</b>
<b>Total public safety</b>	<b>72,618</b>	<b>267,152</b>	<b>966,550</b>	<b>(699,398)</b>	<b>28%</b>
<b>Public works</b>					
Ground maintenance	-	1,030	10,000	(8,970)	10%
Health insurance	1,249	3,577	8,397	(4,820)	43%
Insurance vehicle	200	800	2,520	(1,720)	32%
Insurance workers comp and liability	421	1,686	5,440	(3,754)	31%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	380	1,266	4,408	(3,142)	29%
Pension	292	1,348	4,408	(3,060)	31%
Professional fees-mosquito control	1,268	1,268	7,543	(6,275)	17%
Salaries	7,793	24,203	88,163	(63,960)	27%
Sanitation/trash/recycle service	8,660	34,500	103,874	(69,374)	33%
Signs maintenance	-	-	1,082	(1,082)	0%
Snow removal	27	1,308	5,500	(4,192)	24%
Storm water permit process/NPDES	-	-	7,500	(7,500)	0%
Street and gutter maintenance	144	366	25,000	(24,634)	1%
Streets and gutters contingency	-	-	40,000	(40,000)	0%
Street lighting	970	2,091	15,000	(12,909)	14%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	-	-	3,500	(3,500)	0%
<b>Total public works</b>	<b>21,404</b>	<b>73,443</b>	<b>338,375</b>	<b>(264,932)</b>	<b>22%</b>
<b>TOTAL EXPENDITURES</b>	<b>158,657</b>	<b>557,168</b>	<b>2,303,126</b>	<b>(1,745,958)</b>	<b>24%</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>116,239</b>	<b>576,137</b>	<b>403,485</b>	<b>172,652</b>	<b>143%</b>
<b>OTHER FINANCING USES</b>					
Transfer to capital	(170,000)	(770,000)	(300,000)	(470,000)	257%
<b>Total other financing uses</b>	<b>(170,000)</b>	<b>(770,000)</b>	<b>(300,000)</b>	<b>(470,000)</b>	<b>257%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (53,761)</b>	<b>\$ (193,863)</b>	<b>\$ 103,485</b>	<b>\$ (297,348)</b>	
<b>BEGINNING FUND BALANCE</b>		<b>1,000,463</b>			
<b>ENDING FUND BALANCE</b>		<b>\$ 806,600</b>			

**TOWN OF COLUMBINE VALLEY  
CAPITAL  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS  
FOR THE FOUR MONTHS ENDED APRIL 30, 2023  
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
<b>REVENUES</b>				
Denver water contributions	\$ 378,131	\$ 550,000	\$ (171,869)	69%
CDOT grant	-	400,000	(400,000)	0%
NEU grant	-	376,773	(376,773)	0%
<b>Total revenues</b>	<u>378,131</u>	<u>1,326,773</u>	<u>(948,642)</u>	<u>29%</u>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Town Hall board room & basement carpet	-	15,000	(15,000)	0%
<b>Public works</b>				
Furnace and air conditioner	-	15,000	(15,000)	0%
Lightpole replacement	-	12,000	(12,000)	0%
Platte Canyon Sidewalk - Village to Fairway	6,333	500,000	(493,667)	1%
Platte Canyon/Coal Mine right turn lane	-	280,000	(280,000)	0%
Road improvements	85,222	3,795,000	(3,709,778)	2%
<b>Total expenditures</b>	<u>91,555</u>	<u>4,617,000</u>	<u>(4,525,445)</u>	<u>2%</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>286,576</u>	<u>(3,290,227)</u>	<u>3,576,803</u>	<u>-9%</u>
<b>OTHER FINANCING SOURCES</b>				
Gain on sale of asset	9,200	-	9,200	-
Transfer from general	770,000	300,000	470,000	257%
<b>Total other financing sources</b>	<u>779,200</u>	<u>300,000</u>	<u>479,200</u>	<u>260%</u>
<b>NET CHANGE IN FUND BALANCE</b>	1,065,776	<u>\$ (2,990,227)</u>	<u>\$ 4,056,003</u>	
<b>BEGINNING FUND BALANCE</b>	<u>5,036,303</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 6,102,079</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 FOUR MONTHS ENDED APRIL 30, 2023**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
<b>REVENUES</b>				
Conservation Trust Fund entitlement	\$ 3,200	\$ 8,700	\$ (5,500)	37%
CTF interest	398	250	148	159%
<b>Total revenues</b>	<u>3,598</u>	<u>8,950</u>	<u>(5,352)</u>	<u>40%</u>
<b>EXPENDITURES</b>				
Conservation trust fund expenditures	2,789	6,000	(3,211)	46%
<b>Total expenditures</b>	<u>2,789</u>	<u>6,000</u>	<u>(3,211)</u>	<u>46%</u>
<b>NET CHANGE IN FUND BALANCE</b>	809	<u>\$ 2,950</u>	<u>\$ (2,141)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>23,876</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 24,685</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 FOUR MONTHS ENDED APRIL 30, 2023**

**Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
<b>REVENUES</b>				
Arapahoe County open space revenues	\$ -	\$ 52,200	\$ (52,200)	0%
ACOP interest	8,318	6,000	2,318	139%
<b>Total revenues</b>	<u>8,318</u>	<u>58,200</u>	<u>(49,882)</u>	<u>14%</u>
<b>EXPENDITURES</b>				
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	8,318	<u>\$ 58,200</u>	<u>\$ (49,882)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>526,090</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 534,408</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 FOUR MONTHS ENDED APRIL 30, 2023**  
**Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
<b>REVENUES</b>				
Interest	\$ 18,749	\$ -	\$ 18,749	0%
<b>Total revenues</b>	<u>18,749</u>	<u>-</u>	<u>18,749</u>	<u>0%</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>NET CHANGE IN FUND BALANCE</b>	18,749	<u>\$ -</u>	<u>\$ 18,749</u>	
<b>BEGINNING FUND BALANCE</b>	<u>1,201,144</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 1,219,893</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 FOUR MONTHS ENDED APRIL 30, 2023  
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
<b>REVENUES</b>				
Transportation fees	\$ 30,158	\$ 100,000	\$ (69,842)	30%
<b>Total revenues</b>	<u>30,158</u>	<u>100,000</u>	<u>(69,842)</u>	<u>30%</u>
<b>EXPENDITURES</b>	-	-	-	-
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	30,158	<u>\$ 100,000</u>	<u>\$ (69,842)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>179,954</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 210,112</u>			



## MEMORIAL DAY

Monday, May 29, 2023 • Remember & Honor

# Town Administrator's Report

*May 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 & Administration**

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### **New Communications Coordinator**

Kelly Anton has started in her role as the new Communication Coordinator for the Town. In that position she will oversee the Town's website, newsletter, directory, community email communications, sidewalk signs, and other assorted means of communicating with our citizens. While she will not keep a regular schedule at Town Hall, be sure to say hello if you see her. Kelly has more than 30 years of experience in publishing and communications.

### **Sidewalk Grant Awarded**

The Town has been verbally awarded a \$900,000 grant to construct a sidewalk on the east side of Platte Canyon Road between Wilder Lane and West Ponds Circle. Staff is reviewing all the details, but is tentatively expecting construction to occur in mid to late 2025.

### **Senate Bill 213 Defeated**

The state land use requirements bill, Senate Bill 213, was defeated because the General Session of the Colorado Legislature came to a close before any agreements could be reached between the House and the Senate. Town staff will continue to monitor this bill as members of the CML policy committee, and we will update the Trustees as we look toward next year.

### **Beaver Mitigation**

The Town is working with the Mile High Flood District on the Beaver situation in Dutch Creek. Beavers have built numerous dams throughout the South Platte Valley this year—far exceeding normal activity—which is straining some removal/mitigation resources.

### **Nevada Ditch Study Update**

The second phase of the Nevada Ditch study, a partnership with Mile High Flood District, is expected to get underway this spring with a report back to the Trustees in late summer.

Town Website  
April Statistics

**Users: 1,236**

**Page Views: 3,273**

**Top Pages:**

Police, Court,  
Building Department



# Building Department

## Monthly Stats

14 Permits Issued

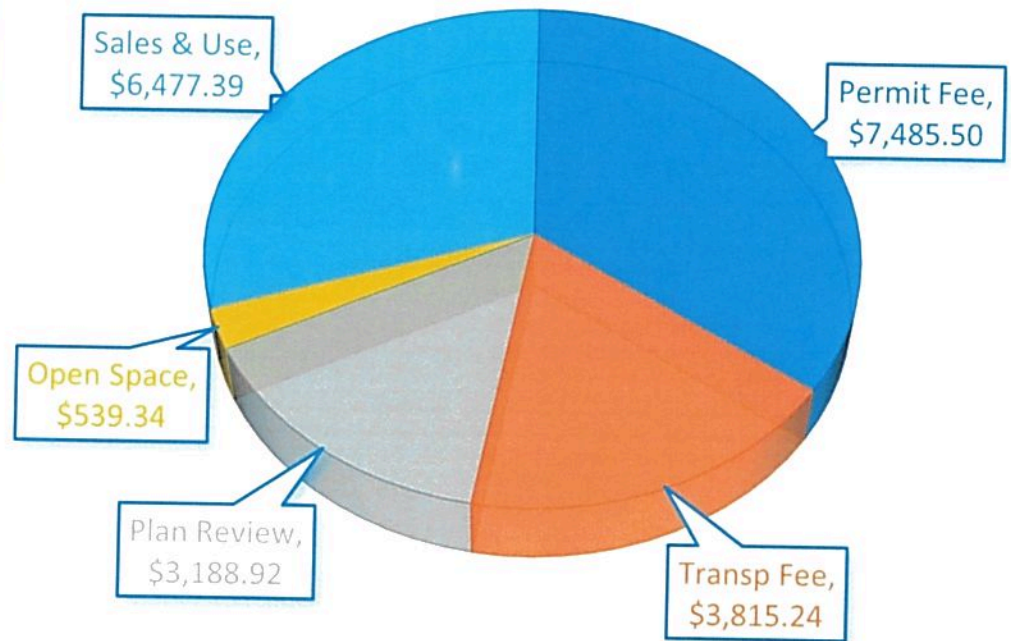
- New SFR: 0
- Major Remodel: 0
- Roofs/Solar: 3
- Other/Misc.: 8
- Basement: 3

65 Inspections

19 Licenses Issued

- General: 7
- Electrician: 4
- Plumbers: 4
- Mechanical: 3
- Roofer: 1

April Permit Revenue: \$21,506.86



## Building Department Revenue by Month

	2022	2022 YTD	2023	2023 YTD
January	\$297,964.45	\$297,964.45	\$78,588.73	\$78,588.73
February	\$287,227.51	\$585,191.96	\$25,246.21	\$103,834.94
March	\$174,786.43	\$759,978.39	\$68,651.16	\$172,486.10
April	\$156,834.81	\$916,813.20	\$21,506.86	\$193,992.96
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 Updates

## Technology Enhancements

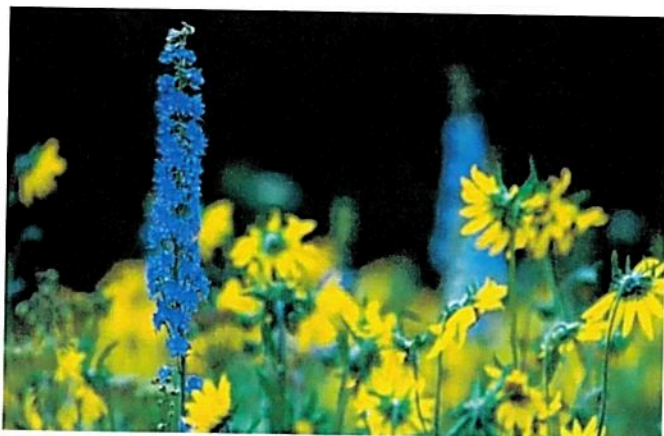
The following court-related technology updates are in the works or were completed:

- Currently rewriting police department tickets to increase clarity and include virtual court information.
- Updated credit card reader software to allow for debit card payments.
- Changed online payment portal for quicker and more accurate payment of tickets.
- Changed the Municipal Court information in Google search from Littleton Courthouse to CV Town Hall.

## Virtual Court Improvements

After an annual review of the Zoom virtual court process, the following improvements were made:

- Revised the waiting room and check-in process to spread out adding people to the court and minimize wait time to see the judge.
- Test audio and video during check-in to eliminate problems down the line.
- Updated the screen name to match the name on the court case, improving flow through the court.
- Updated default black screens to Town-branded information screens to reduce common questions.
- Updated mandatory advisement video to explain the process of talking to the Town Prosecutor and being allowed to talk to the judge.



## Fines Collected

	<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	\$4,210.00	\$8,740.00
Mar	\$25,269.00	\$9,620.00	\$18,360.00
Apr	\$36,578.00	<b>\$8,965.01</b>	<b>\$27,325.01</b>
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		

## April Total Stats

- Total Paid Before Court 25
- Total on Docket 42
- Cases Heard by Judge 19
- Continuances 3
- Default Judgments 8
- Stays of Execution 12
- Classes Ordered 2
- Bench Warrants 1
- Trials 0
- Collections 2



# Building Department Updates

## Wild Plum

After a two-year delay, the missing headwalls for the boardwalk were installed. This project took multiple weeks and focused on being able to pour concrete below the ground-water table.

- The two holes that had filled with water were pumped down.
- With new water continually entering the hole, the pumps had to run any time construction was taking place.
- The bottom few feet of soft mud had to be removed until solid ground was reached.
- With the mud removed, a 2-foot thick gravel pad was installed to support the concrete structure.
- After the spread footings were poured, the pumps were removed with the water level balancing out at halfway up the footing.
- The remainder of the structure was able to be poured out of the water with traditional methods.



## Town Hall Lawn Work

With the arrival of spring weather, lawn work has begun as follows:

- Activating the sprinkler system, including replacing bad valve solenoids, broken sprinkler heads, and leaks in the lines.
- Applying an initial round of fertilizer.
- Fully aerating the lawn.
- Spraying and hand removing heavier-than-normal weeds.

The work so far provides a solid foundation for applying bio stimulates, fertilizers, top dressing, overseeding, and pest and weed control over the spring.



# 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 May 2023

Full Time Positions	6 of 6
Part Time Positions	3 of 4
Regular hours	937
OT hours worked	34
Off Duty	0
PTO	164

### April 2023 Violations

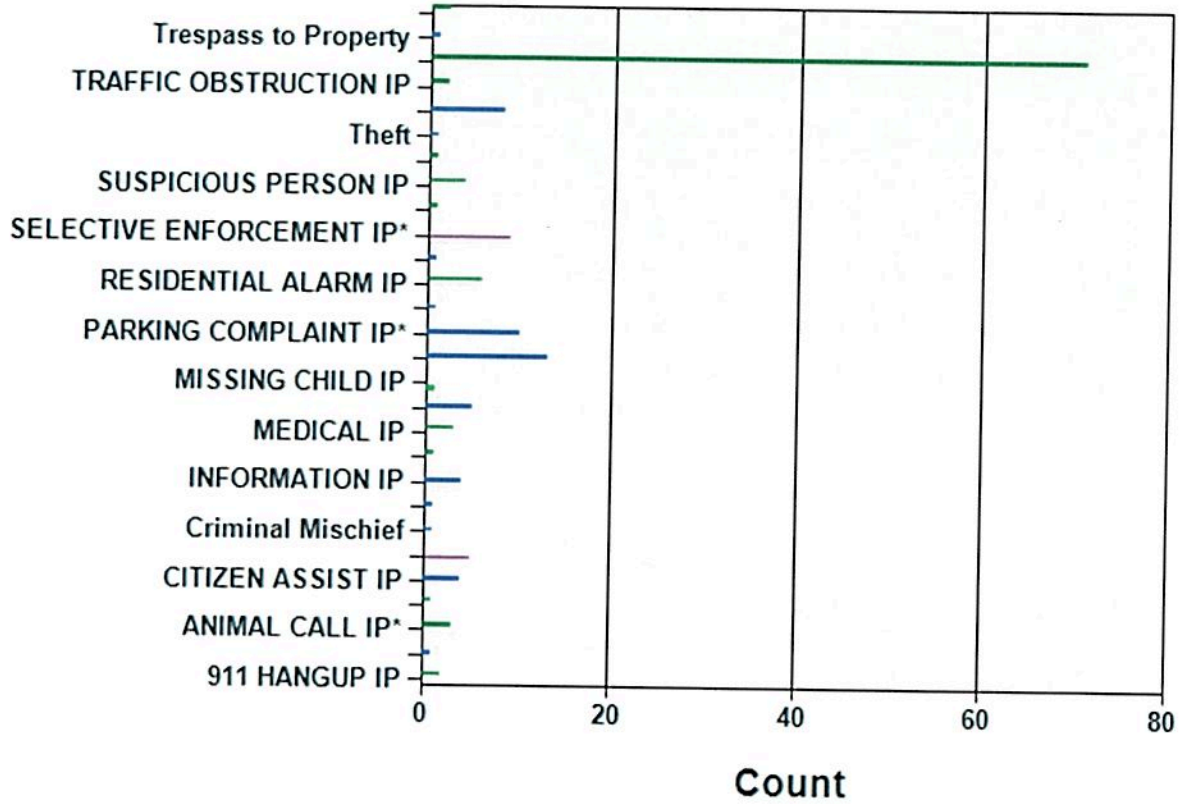
Charges For the Date Range 4/1/2023 Thru 4/30/2023

Qty	Charge
44	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
9	1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
2	1006(1) DROVE WRONG DIRECTION AROUND ROTARY ISLAND:
2	1402(1) CARELESS DRIVING:
2	1101(2)(H) SPEEDING 20 AND OVER:
1	603 TRAFFIC CONTROL DEVICE:
1	208 BRAKE LIGHT:
1	703(3) FAIL TO STOP AT A STOP SIGN:
1	903 TURNING MOVEMENTS AND SIGNALS:
1	205 HEADLIGHT:
1	201 OBSTRUCTED VIEW:
1	BMC 16-12 OUTDOOR STORAGE PROHIBITED:
1	CMC 9.08.050 POSSESSION OR CONSUMPTION OF INTOXICATING BEVERAGES:
0	
<b>67</b>	<b>Total Number of Violations Issued</b>

# Monthly Case # Report

<b>Case Number</b>	<b>Event Date</b>	<b>Situation Reported</b>
CV23-0000035	04/01/2023 01:05:06 AM	ELUDING IP
CV23-0000036	04/03/2023 05:22:50 PM	Harassment
CV23-0000037	04/04/2023 01:53:50 PM	Trespass to Property
CV23-0000038	04/05/2023 01:25:12 PM	INFORMATION IP
CV23-0000039	04/08/2023 01:34:29 PM	TRAFFIC ARREST IP
CV23-0000040	04/08/2023 03:17:41 PM	TRAFFIC ARREST IP
CV23-0000041	04/08/2023 05:02:00 PM	TRAFFIC ARREST IP
CV23-0000042	04/08/2023 06:07:08 PM	TRAFFIC ARREST IP
CV23-0000043	04/12/2023 12:18:20 PM	INFORMATION IP
CV23-0000044	04/13/2023 05:46:10 PM	TRAFFIC STOP IP
CV23-0000045	04/13/2023 06:22:33 PM	TRAFFIC ARREST IP
CV23-0000046	04/14/2023 04:35:38 PM	TRAFFIC ARREST IP
CV23-0000047	04/14/2023 05:21:03 PM	ELUDING IP
CV23-0000048	04/15/2023 03:13:56 PM	TRAFFIC ARREST IP
CV23-0000049	04/15/2023 05:16:32 PM	TRAFFIC ARREST IP
CV23-0000050	04/18/2023 02:43:13 AM	ELUDING IP
CV23-0000051	04/21/2023 05:40:12 PM	TRAFFIC ARREST IP
CV23-0000052	04/25/2023 02:06:51 PM	Theft
CV23-0000053	04/27/2023 10:46:42 PM	TRAFFIC OBSTRUCTION IP
CV23-0000054	04/28/2023 12:07:36 PM	TRAFFIC STOP IP
CV23-0000055	04/28/2023 02:59:25 PM	WARRANT ARREST IP
CV23-0000056	04/29/2023 09:54:47 PM	COMMUNITY CONTACT IP*
CV23-0000057	04/30/2023 08:42:52 PM	ELUDING IP

Problem Type



### Problem Type Summary

10:16 AM 5/10/2023

Data Source: Data Warehouse

Agency:	ACSO
Division:	Bow Mar, Bow Mar Inactive Personnel, Columbine Valley, Columbine Valley Inactive Pers
Time Range:	Date From 4/1/2023 To 4/30/2023
Exclusion:	<ul style="list-style-type: none"> <li>• Calls canceled before first unit assigned</li> <li>• Calls canceled before first unit at scene</li> </ul>

Select a format

Export

Priority	Description
1	P1 In Progress
2	P2 Urgent
3	P3 Non Emergency



INFORMATION IP			4						4
Injury Accident									
INJURY ACCIDENT IP									
INTIMIDATING A WITNESS IP									
KEEP THE PEACE IP*		1							1
LIQUOR VIOLATION IP									
LOUD NOISE COMPLAINT IP									
MEDICAL IP		3							3
Menacing									
THREATENING IP									
MENTAL SUBJECT IP									
MESSAGE FOR DEPUTY IP									
MISSING CHILD IP	1		5						5
Missing Person									
MISSING PERSON IP									
OBSTRUCTION IP									
ODOR INVESTIGATION IP									
OPEN DOOR IP*									
OVERSIZED VEHICLE IP*			13						13
PARKING COMPLAINT IP*			10						10
CROSS SHOTS FIRED IP									
PROPERTY ACCIDENT			1						1
PROPERTY ACCIDENT IP									
RUFFING VEHICLE IP*									
RECOVERED STOLEN PROPERTY IP									
RECOVERED STOLEN VEHICLE IP									
REDI REPORT IP									
REPOSSESSED VEHICLE IP									
RESIDENTIAL ALARM IP		6							6
Restraining Order Vio									
RESTRAINING ORDER VIO IP									
Robbery									
ROBBERY IP									
Runaway									
UNAWAY IP									
SAFE 2 TELL			1						1
SELECTIVE ENFORCEMENT IP*									
Sex Assault						9			9
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		1							1
SUSPICIOUS PERSON IP		4							4
SUSPICIOUS VEHICLE IP		1							1
Theft									
Theft from Motor Vehicle			1						1
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
TRAFFIC ARREST IP						8			8
Traffic Complaint									
TRAFFIC COMPLAINT IP									
TRAFFIC OBSTRUCTION IP		2							2
TRAFFIC STOP IP		71							71
TRANSPORT IP									
Response to Property									
RESPASS TO PROPERTY IP			1						1

trespass to Vehicle									
RESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP									
UNLAWFUL ACTS IP									
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP									
WARRANT ARREST IP									
WARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP		2							2
Z-Animal Call									
Z-Suspicious Person									
Z-Suspicious Vehicle									
Z-Unwanted Subject									
Z-ZONING IP									
<b>Total</b>	<u>1</u>	<u>97</u>	<u>51</u>	<u>14</u>					<u>163</u>