

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

July 18, 2023

6:30 p.m.

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 June 20, 2023 Minutes
5. PRESENTATIONS
 - a. There are no presentations scheduled
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 Mayor Pro Tem Dotson
 - a. Cash Management practice
9. ADJOURNMENT

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

June 20, 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, Diane Rodriguez, and
Kyle Logan

PUBLIC COMMENT:

Jeanne Morrow, 8 Arabian Place is concerned with speeding on Hunter Run Lane.

CONSENT AGENDA:

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

PRESENTATIONS

There were no presentations.

REPORTS

- A. Mayor Palmer reminded the Trustees about the upcoming summer concert. The Mayor also advised the trustees that he would like to wait until after the November election before acting on a temporary property tax reduction he mentioned in previous meetings.
- B. There were no Trustee reports.
- C. Mrs. Rodriguez reviewed the May 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. The chief asked for permission to sign an updated MOU with Morrison police w/o additional trustee action. The Trustees granted permission so long as the substance of the MOU were unchanged from previous versions.

OLD BUSINESS

- A. There was no old business

NEW BUSINESS

- A. **2022 Annual Audit:** Kyle Logan with Logan and Associates presented the findings of the 2022 Annual Audit to the Trustees. The Trustees asked clarifying questions.

ACTION: upon a motion by Trustee Icenogle and a second by Trustee Giesen, the Board of Trustees unanimously accepted the audit findings as presented.

EXECUTIVE SESSION: upon a motion by Trustee Timothy and a second by Trustee Tarpey, the Board of Trustees unanimously approved entering executive session at 7:18 p.m. for the purpose of receiving legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b). The Trustees came out of Executive Session at 7:48 p.m.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 7:48 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 June 30, 2023
Variance Summary

Cash

- Wells Fargo checking account is now closed
- Bank of the West checking account – in July we moved \$1,500,000 to C-Safe
- Bank of the West Money Market account \$422,911, we would like to close this account and move the money into a higher earning account at C-Safe

General Fund

Revenues

- General Fund Revenues are at 62% of budget (PY 70%)
 - o Property taxes \$571,378, 97% of budget (PY 97%)
 - o Interest \$106,405 in general fund and total of \$149,257 in all funds

Administration – 37% of budget (PY 38%)

Public Safety – 48% of budget (PY 49%)

Public Works – 43% of budget (PY 27%)

- o Streets and gutter maintenance – Front Range Asphalt concrete work \$28k

General Fund Expenditures

- General Fund Expenditures are at 42% of budget (PY 40%).
- Transfer to capital fund of \$870,000
- The ending fund balance is \$839,712

Capital Fund

- Denver water contribution \$378k
- Road improvement \$269,081
- Gain on sale of 2017 Ford SUV \$9,200
- Ending fund balance \$6,001,741

Conservation Trust Fund

- Ending fund balance \$27,436

Arapahoe County Open Space Fund

- 2023 Arapahoe County open space revenue \$57,860
- Ending fund balance \$596,945

Wild Plum Impact Fees

- Ending fund balance \$1,230,363

Transportation Fees

- Transportation fees \$50,808 51% of budget (PY 40%)
- Ending fund balance \$230,762

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

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Bank of the West checking	\$ 2,114,864	-	\$ 2,114,864
Bank of the West money market	-	422,911	422,911
C-Safe Primary	-	4,642,821	4,642,821
C-Safe Wild Plum Impact fee	-	1,230,363	1,230,363
C-Safe CTF	-	30,224	30,224
Arapahoe County shareback	-	596,946	596,946
YTD Cash Balances	2,114,864	6,923,265	9,038,129
Less amount allocated for capital	-	-	(6,001,741)
Less amount restricted for CTF	-	-	(27,436)
Less amount restricted for ACOS	-	-	(596,945)
Less amount restricted for impact fees	-	-	(1,230,363)
Less amount restricted for transportation fees	-	-	(230,762)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 2,114,864	\$ 6,923,265	\$ 950,882

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

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Wild Plum Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 1,000,463	\$ 5,036,303	\$ 23,876	\$ 526,090	\$ 1,201,144	\$ 179,954	\$ 7,967,830
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	1,148,520	-	-	-	-	-	1,148,520
Permits and fines	210,606	-	-	-	-	-	210,606
Intergovernmental	208,257	-	-	-	-	-	208,257
Interest	106,405	-	638	12,995	29,219	-	149,257
Other	2,831	-	-	-	-	-	2,831
Grants and contributions	-	378,131	-	-	-	-	378,131
Conservation Trust Fund entitlement	-	-	5,711	-	-	-	5,711
Arapahoe County open space fund	-	-	-	57,860	-	-	57,860
Transportation fees	-	-	-	-	-	50,808	50,808
Total YTD revenues	1,676,619	378,131	6,349	70,855	29,219	50,808	2,211,981
Total YTD expenditures	(967,370)	(291,893)	(2,789)	-	-	-	(1,262,052)
Excess of revenues over (under) expenditures	709,249	86,238	3,560	70,855	29,219	50,808	949,929
Transfers	(870,000)	870,000	-	-	-	-	-
Sale of asset	-	9,200	-	-	-	-	9,200
Net change in fund balance	(160,751)	965,438	3,560	70,855	29,219	50,808	959,129
YTD ENDING FUND BALANCES	\$ 839,712	\$ 6,001,741	\$ 27,436	\$ 596,945	\$ 1,230,363	\$ 230,762	\$ 8,926,959

Budget vs actual reference

(page 4)

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**TOWN OF COLUMBINE VALLEY
BALANCE SHEET - ALL FUNDS
GOVERNMENTAL FUNDS
June 30, 2023
Unaudited**

	General
ASSETS	
Cash and investments	\$ 9,038,129
Accrued revenue	212,304
Prepaid expenses	46,960
Other receivables	57,430
Property tax receivable	15,118
TOTAL ASSETS	\$ 9,369,941
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 46,500
NEU & Broncos Grant	381,364
Deferred property tax revenue	15,118
Total liabilities	442,982
 FUND BALANCES	
General	839,712
Capital	6,001,741
Conservation trust fund	27,436
Arapahoe county open space	596,945
Wild Plum Impact fees	1,230,363
Transportation fees	230,762
Total fund balances	8,926,959
TOTAL LIABILITIES AND FUND BALANCES	\$ 9,369,941

TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SIX MONTHS ENDED JUNE 30, 2023
Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (50% YTD)</u>
REVENUES				
Taxes	\$ 1,148,520	\$ 1,865,778	\$ (717,258)	62%
Permits and fines	210,606	368,600	(157,994)	57%
Intergovernmental	208,257	421,543	(213,286)	49%
Interest	106,405	46,100	60,305	231%
Other	2,831	-	2,831	-
Grants	-	4,590	(4,590)	0%
Total revenues	<u>1,676,619</u>	<u>2,706,611</u>	<u>(1,029,992)</u>	<u>62%</u>
EXPENDITURES				
Administration	346,329	946,201	(599,872)	37%
Planning and engineering	14,573	52,000	(37,427)	28%
Public safety	459,915	966,550	(506,635)	48%
Public works	146,553	338,375	(191,822)	43%
Total expenditures	<u>967,370</u>	<u>2,303,126</u>	<u>(1,335,756)</u>	<u>42%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>709,249</u>	<u>403,485</u>	<u>305,764</u>	<u>176%</u>
OTHER FINANCING USES				
Transfer to capital	(870,000)	(300,000)	(570,000)	290%
Total other financing uses	<u>(870,000)</u>	<u>(300,000)</u>	<u>(570,000)</u>	<u>290%</u>
NET CHANGE IN FUND BALANCE	(160,751)	<u>\$ 103,485</u>	<u>\$ (264,236)</u>	
BEGINNING FUND BALANCE	<u>1,000,463</u>			
ENDING FUND BALANCE	<u>\$ 839,712</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 SIX MONTHS ENDED JUNE 30, 2023
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)
REVENUES					
Taxes					
Cable television	\$ 3,375	\$ 20,930	\$ 40,500	\$ (19,570)	52%
Property taxes	147,804	571,260	586,378	(15,118)	97%
Sales and use taxes	76,991	490,471	1,128,700	(638,229)	43%
Specific ownership taxes	3,120	19,319	41,000	(21,681)	47%
Utility franchise fees	5,766	46,540	69,200	(22,660)	67%
Total taxes	237,056	1,148,520	1,865,778	(717,258)	62%
Permits and fines					
Court fines	9,335	46,952	110,000	(63,048)	43%
Permits, fees and services	9,250	97,154	258,600	(161,446)	38%
Violations	9,300	66,500	-	66,500	-
Total permits and fines	27,885	210,606	368,600	(157,994)	57%
Intergovernmental					
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	1,908	10,263	22,900	(12,637)	45%
Motor vehicle registration fees	506	2,675	5,900	(3,225)	45%
State cigarette tax apportionment	136	724	1,000	(276)	72%
State highway user's tax	3,566	20,289	44,200	(23,911)	46%
Total intergovernmental	6,117	208,257	421,543	(213,286)	49%
Interest	20,572	106,405	46,100	60,305	231%
Other	-	2,831	-	2,831	-
Grants	-	-	4,590	(4,590)	0%
TOTAL REVENUES	291,630	1,676,619	2,706,611	(1,029,992)	62%
EXPENDITURES					
Administration					
Accounting and audit	19,333	66,842	90,000	(23,158)	74%
Advertising/notices	-	-	500	(500)	0%
Bank/credit card fees	528	4,399	8,600	(4,201)	51%
Building inspection and planning review	6,428	47,169	190,000	(142,831)	25%
Building maintenance and utilities	6,880	14,397	24,860	(10,463)	58%
Community functions	5,120	11,370	59,500	(48,130)	19%
Computer expense	1,741	4,721	14,500	(9,779)	33%
County treasurer's collection fees	1,480	5,717	5,864	(147)	97%
Dues and publications	2,934	6,610	12,980	(6,370)	51%
Education and training	3,295	3,295	12,000	(8,705)	27%
Emergency response and preparedness	-	-	3,000	(3,000)	0%
Health insurance	3,566	19,132	30,303	(11,171)	63%
Human resources	744	2,742	13,000	(10,258)	21%
Insurance workers comp and liability	1,348	10,568	17,419	(6,851)	61%
Legal	968	9,180	45,000	(35,820)	20%
Mayor/monthly breakfasts	340	554	2,000	(1,446)	28%
Miscellaneous	199	364	2,500	(2,136)	15%
Payroll taxes	1,397	5,458	13,200	(7,742)	41%
Pension	1,375	6,674	13,200	(6,526)	51%

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 SIX MONTHS ENDED JUNE 30, 2023
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (50% YTD)
Salaries	28,394	114,258	264,075	(149,817)	43%
Special projects	-	-	23,000	(23,000)	0%
Supplies, printing, postage	3,076	7,732	13,000	(5,268)	59%
Telephone/communications	702	5,147	6,500	(1,353)	79%
Emergency reserve	-	-	81,200	(81,200)	0%
Total administration	89,848	346,329	946,201	(599,872)	37%
Planning and engineering					
Town planning	-	13,948	36,000	(22,052)	39%
Town engineer	-	625	16,000	(15,375)	4%
Total planning and engineering	-	14,573	52,000	(37,427)	28%
Public safety					
Operations					
Cruiser gas	1,290	8,736	28,700	(19,964)	30%
Cruiser oil/maintenance	1,051	3,761	18,000	(14,239)	21%
Cruiser insurance	400	2,401	5,050	(2,649)	48%
Education/training	9,404	9,964	12,620	(2,656)	79%
Equipment repair	-	3,539	5,875	(2,336)	60%
Health insurance	6,574	41,309	80,380	(39,071)	51%
Insurance workers comp and liability	3,438	24,643	44,250	(19,607)	56%
Payroll taxes	2,701	10,134	26,500	(16,366)	38%
Pension	6,438	31,015	53,000	(21,985)	59%
Salaries	68,847	273,144	529,211	(256,067)	52%
Supplies/miscellaneous	974	2,324	15,980	(13,656)	15%
Telephones/air cards	262	2,374	3,500	(1,126)	68%
Uniforms	514	2,434	11,750	(9,316)	21%
Total operations	101,893	415,778	834,816	(419,038)	50%
Municipal court					
Judge	500	3,400	6,000	(2,600)	57%
Legal	2,550	11,393	27,000	(15,607)	42%
Administration	-	-	2,000	(2,000)	0%
Supplies	440	1,761	2,500	(739)	70%
Interpreter	200	1,200	2,400	(1,200)	50%
Total municipal court	3,690	17,754	39,900	(22,146)	44%
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	-	100%
Netmotion	-	-	500	(500)	0%
CACP	-	250	350	(100)	71%
CISC	-	853	1,000	(147)	85%
WhenIWork	399	399	430	(31)	93%
Total contracts	399	2,134	40,234	(38,100)	5%
Computer/IT					
Flock safety	1,275	7,650	17,500	(9,850)	44%
Offsite server backup and protection	3,201	7,685	11,400	(3,715)	67%
Office 365 accounts	1,914	1,914	4,700	(2,786)	41%
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 SIX MONTHS ENDED JUNE 30, 2023
Unaudited

	<u>Current Month</u>	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (50% YTD)</u>
Govpilot	1,167	7,000	14,000	(7,000)	50%
Total computer/IT	<u>7,557</u>	<u>24,249</u>	<u>51,600</u>	<u>(27,351)</u>	<u>47%</u>
Total public safety	<u>113,539</u>	<u>459,915</u>	<u>966,550</u>	<u>(506,635)</u>	<u>48%</u>
Public works					
Ground maintenance	103	276	10,000	(9,724)	3%
Health insurance	1,079	5,360	8,397	(3,037)	64%
Insurance vehicle	201	1,201	2,520	(1,319)	48%
Insurance workers comp and liability	422	2,530	5,440	(2,910)	47%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	531	2,147	4,408	(2,261)	49%
Pension	431	2,074	4,408	(2,334)	47%
Professional fees-mosquito control	1,268	3,803	7,543	(3,740)	50%
Salaries	11,011	40,864	88,163	(47,299)	46%
Sanitation/trash/recycle service	8,750	51,977	103,874	(51,897)	50%
Signs maintenance	13	13	1,082	(1,069)	1%
Snow removal	924	2,232	5,500	(3,268)	41%
Storm water permit process/NPDES	148	393	7,500	(7,107)	5%
Street and gutter maintenance	-	25,000	25,000	-	100%
Streets and gutters contingency	1,053	4,579	40,000	(35,421)	11%
Street lighting	875	3,914	15,000	(11,086)	26%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	190	190	3,500	(3,310)	5%
Total public works	<u>26,999</u>	<u>146,553</u>	<u>338,375</u>	<u>(191,822)</u>	<u>43%</u>
TOTAL EXPENDITURES	<u>230,386</u>	<u>967,370</u>	<u>2,303,126</u>	<u>(1,335,756)</u>	<u>42%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>61,244</u>	<u>709,249</u>	<u>403,485</u>	<u>305,764</u>	<u>176%</u>
OTHER FINANCING USES					
Transfer to capital	(100,000)	(870,000)	(300,000)	(570,000)	290%
Total other financing uses	<u>(100,000)</u>	<u>(870,000)</u>	<u>(300,000)</u>	<u>(570,000)</u>	<u>290%</u>
NET CHANGE IN FUND BALANCE	<u>\$ (38,756)</u>	<u>\$ (160,751)</u>	<u>\$ 103,485</u>	<u>\$ (264,236)</u>	
BEGINNING FUND BALANCE		<u>1,000,463</u>			
ENDING FUND BALANCE		<u><u>\$ 839,712</u></u>			

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

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (50% 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	15,400	15,000	400	103%
Lightpole replacement	-	12,000	(12,000)	0%
Platte Canyon Sidewalk - Village to Fairway	7,412	500,000	(492,588)	1%
Platte Canyon/Coal Mine right turn lane	-	280,000	(280,000)	0%
Road improvements	269,081	3,795,000	(3,525,919)	7%
Total expenditures	<u>291,893</u>	<u>4,617,000</u>	<u>(4,325,107)</u>	<u>6%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>86,238</u>	<u>(3,290,227)</u>	<u>3,376,465</u>	<u>-3%</u>
OTHER FINANCING SOURCES				
Gain on sale of asset	9,200	-	9,200	-
Transfer from general	870,000	300,000	570,000	290%
Total other financing sources	<u>879,200</u>	<u>300,000</u>	<u>579,200</u>	<u>293%</u>
NET CHANGE IN FUND BALANCE	965,438	<u>\$ (2,990,227)</u>	<u>\$ 3,955,665</u>	
BEGINNING FUND BALANCE	<u>5,036,303</u>			
ENDING FUND BALANCE	<u>\$ 6,001,741</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 SIX MONTHS ENDED JUNE 30, 2023
 Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (50% YTD)</u>
REVENUES				
Conservation Trust Fund entitlement	\$ 5,711	\$ 8,700	\$ (2,989)	66%
CTF interest	638	250	388	255%
Total revenues	<u>6,349</u>	<u>8,950</u>	<u>(2,601)</u>	<u>71%</u>
EXPENDITURES				
Conservation trust fund expenditures	2,789	6,000	(3,211)	46%
Total expenditures	<u>2,789</u>	<u>6,000</u>	<u>(3,211)</u>	<u>46%</u>
NET CHANGE IN FUND BALANCE	3,560	<u>\$ 2,950</u>	<u>\$ 610</u>	
BEGINNING FUND BALANCE	<u>23,876</u>			
ENDING FUND BALANCE	<u>\$ 27,436</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 SIX MONTHS ENDED JUNE 30, 2023**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (50% YTD)</u>
REVENUES				
Arapahoe County open space revenues	\$ 57,860	\$ 52,200	\$ 5,660	111%
ACOP interest	12,995	6,000	6,995	217%
Total revenues	<u>70,855</u>	<u>58,200</u>	<u>12,655</u>	<u>122%</u>
EXPENDITURES				
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	70,855	<u>\$ 58,200</u>	<u>\$ 12,655</u>	
BEGINNING FUND BALANCE	<u>526,090</u>			
ENDING FUND BALANCE	<u>\$ 596,945</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 SIX MONTHS ENDED JUNE 30, 2023
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (50% YTD)</u>
REVENUES				
Interest	\$ 29,219	\$ -	\$ 29,219	0%
Total revenues	<u>29,219</u>	<u>-</u>	<u>29,219</u>	<u>0%</u>
EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	29,219	<u>\$ -</u>	<u>\$ 29,219</u>	
BEGINNING FUND BALANCE	<u>1,201,144</u>			
ENDING FUND BALANCE	<u><u>\$ 1,230,363</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 SIX MONTHS ENDED JUNE 30, 2023
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (50% YTD)</u>
REVENUES				
Transportation fees	\$ 50,808	\$ 100,000	\$ (49,192)	51%
Total revenues	<u>50,808</u>	<u>100,000</u>	<u>(49,192)</u>	<u>51%</u>
EXPENDITURES	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	50,808	<u>\$ 100,000</u>	<u>\$ (49,192)</u>	
BEGINNING FUND BALANCE	<u>179,954</u>			
ENDING FUND BALANCE	<u>\$ 230,762</u>			



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 July 2023

Full Time Positions	5 of 6
Part Time Positions	3 of 4
Regular hours	989
OT hours worked	47
Off Duty	0
PTO	181

June 2023 Violations

Charges For the Date Range 6/1/2023 Thru 6/30/2023

Qty	Charge
16	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
2	1101(2)(H) SPEEDING 20 AND OVER:
2	1409 COMPULSORY INSURANCE:
2	703(3) FAIL TO STOP AT A STOP SIGN:
1	608 FAIL TO USE TURN SIGNALS:
1	217(1) FAILED TO DIM HEADLIGHTS:
1	208 BRAKE LIGHT:
1	BMC 16-12 OUTDOOR STORAGE PROHIBITED:
0	
26	Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV23-0000078	06/01/2023 11:30:20 AM	Harassment
CV23-0000079	06/02/2023 12:11:51 PM	TRESPASS TO PROPERTY IP
CV23-0000080	06/05/2023 06:09:24 PM	TRAFFIC STOP IP
CV23-0000081	06/06/2023 01:51:03 PM	Theft
CV23-0000082	06/06/2023 06:17:51 PM	PROPERTY ACCIDENT IP
CV23-0000083	06/07/2023 08:38:09 PM	Theft from Motor Vehicle
CV23-0000084	06/08/2023 05:08:37 AM	Auto Theft
CV23-0000085	06/08/2023 09:13:46 AM	Theft from Motor Vehicle
CV23-0000086	06/08/2023 11:36:08 AM	LOST PROPERTY IP*
CV23-0000087	06/08/2023 11:42:58 AM	Theft
CV23-0000088	06/12/2023 03:48:29 PM	Fraud
CV23-0000089	06/19/2023 04:04:34 PM	TRAFFIC ARREST IP
CV23-0000090	06/23/2023 12:44:09 PM	SUSPICIOUS CIRCUMSTANCE IP
CV23-0000091	06/24/2023 07:03:43 PM	TRAFFIC ARREST IP
CV23-0000092	06/30/2023 03:51:10 PM	TRAFFIC ARREST IP
CV23-0000093	06/30/2023 05:09:19 PM	TRAFFIC ARREST IP
CV23-0000094	06/30/2023 05:36:57 PM	TRAFFIC STOP IP
CV23-0000095	06/30/2023 07:23:09 PM	TRAFFIC ARREST IP
CV23-0000096	06/30/2023 08:16:10 PM	TRAFFIC ARREST IP

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>88</u>	<u>37</u>	<u>7</u>			<u>2</u>			<u>134</u>

Go Back

Close



GET OUTSIDE!

Town Administrator's Report

July 2023



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

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



Administration & Events

Municipal Code Updates. Staff has received the recommended updates to our municipal code from the codification company, and we will be reviewing and processing those in the coming weeks. The codification process occurs every few years to incorporate all of the Town’s newly adopted ordinances into a single document, and to ensure all code is current, noncontradictory, and consistent with state and federal law. This project has been in the works for about 18 months and should be wrapped up by the end of this year.

Mosquito Management. Due to the wet spring and summer so far, mosquitoes have been a tremendous irritant. Each week, traps throughout town are monitored to determine how many and what types of mosquitos call Columbine Valley home. Then a contractor treats impacted areas—typically on Wednesday nights. Residents can register their address to be alerted when treatments are occurring so they can go inside and close their windows and doors. See details at ColumbineValley.org > Public Works > [Mosquito Management](#).

Paving. Primary asphalt work on the Town’s roads is now scheduled for Aug. 8, with concrete work to occur approximately one week before. Despite the weather delays, staff still anticipates all of the work to be finished this year.

Code Enforcement. Calls and emails for increased code enforcement have increased this year. While the Town does not have a dedicated program for code enforcement, the police, building and public works employees all keep their eyes out for violations whenever they are traveling throughout town. These observations, along with citizen complaints, drive enforcement of the municipal code as it relates to upkeep and use of property in Columbine Valley.

Town Website June Statistics

Users
1,939

Page Views
5,296

Top Pages
4th of July
Calendar
Court
Concerts

Devices
Desktop: 38%
Tablet: 3%
Mobile: 59%



The 4th of July Parade & Festival event was a great success this year! Thanks to the many vendors, staff and volunteers who make this annual tradition something to look forward to.

Building Department Revenue

Monthly Stats

11 Permits Issued

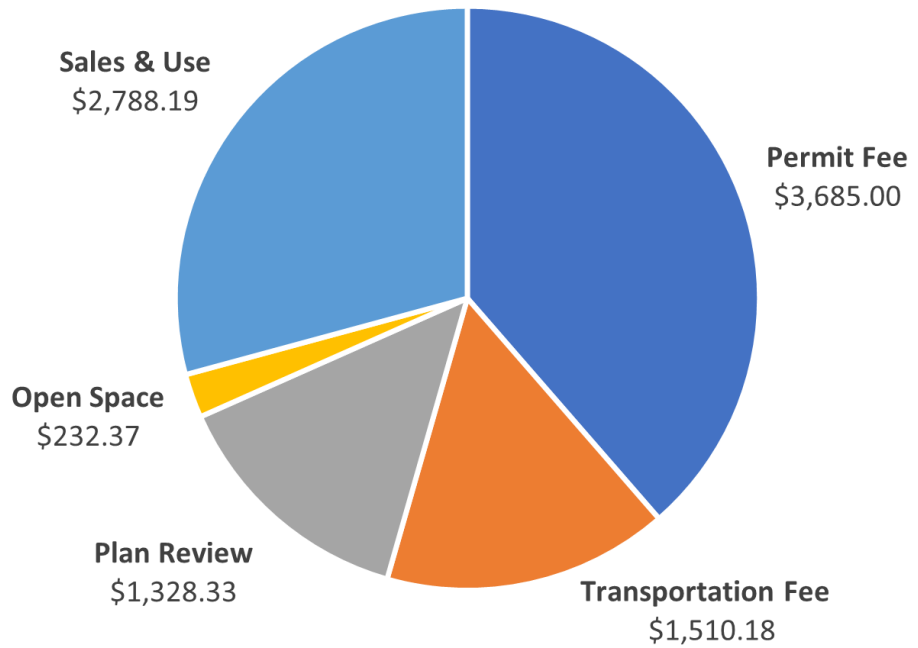
- New SFR: 0
- Major Remodel: 1
- Roofs/Solar: 1
- Basement: 0
- Other/Misc.: 9

93 Inspections

8 Licenses Issued

- General: 6
- Electrical: 0
- Plumbing: 0
- Roofing: 0
- Mechanical: 2

June Permit Revenue: \$9,544.02



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	\$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	\$22,900.20	\$216,893.16
June	\$62,386.70	\$1,321,501.68	\$216,893.16	\$226,437.18
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		

Building Department & Municipal Court Updates



Dye Test. Extensive dye testing—using hundreds of gallons of neon green dyed water—was performed on a stormwater inlet in the Village. The outfall of this inlet was unknown, and previous testing did not produce results. According to the test, the outfall is located 600 feet away on Mid-

dlefield Road. This information will help with finishing the stormwater work in the Village.

Street Sweeping. Littleton swept all Town streets prior to the recent storms. The Building Department will set up an additional sweeping to help remove all the debris in the gutter pans due to the multiple heavy rainstorms.

Wild Plum Underdrain System. The underdrain system along 15 and 17 Latigo Place had its first inspection, and no damage or dips were found in this section. Because the pipes were installed prior to construction of the streets and houses, this was the first look at them.

Weather Report	
Monthly High	91°
Monthly Low	47°
Inches of rain	5"

First Summer Concert Canceled. Halfway through setup for the June 22 concert, a hailstorm with heavy rain hit. Tree leaves quickly clogged many

storm drains, causing multiple streets and the Town Hall parking lot to flood. Many trees were blown over, causing partial and full street blockages. The concert was canceled, and the rest of the day was spent cleaning out storm drains and pulling tree limbs to the side of the roads.

Town Hall HVAC. The last of the three HVAC units at Town Hall was just replaced. The new equipment, which controls the air for the main floor offices, is much more energy efficient and runs on the current refrigerant standard.

Fines Collected

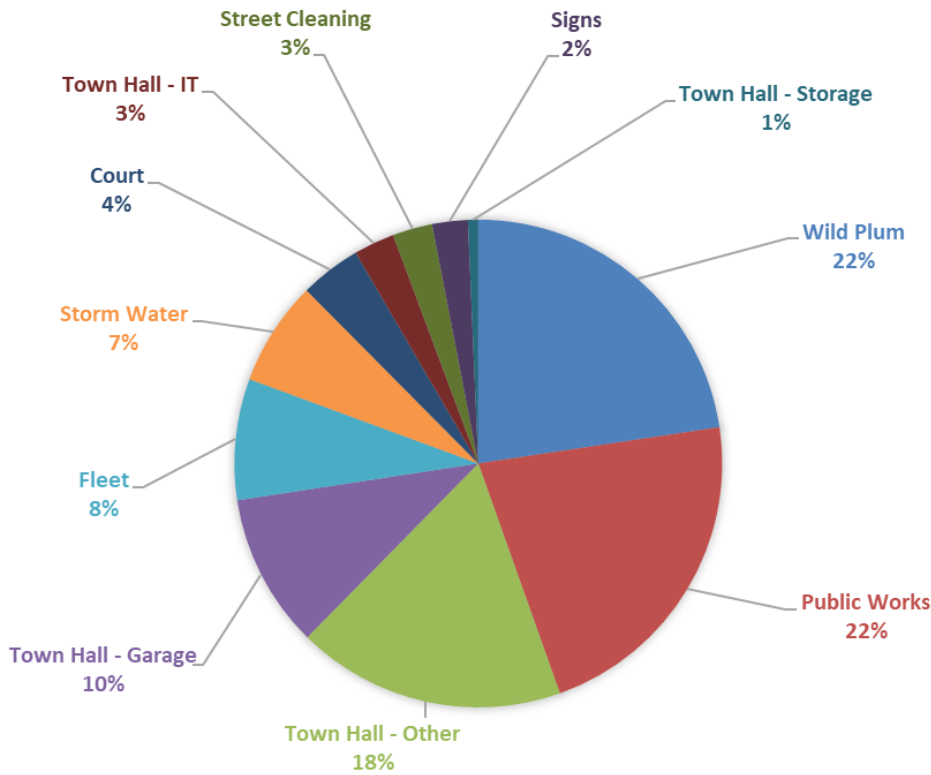
	<u>2022 YTD</u>	<u>2023</u>	<u>2023 YTD</u>
January	\$8,264.00	\$4,530.00	\$4,530.00
February	\$14,804.00	\$4,210.00	\$8,740.00
March	\$25,269.00	\$9,620.00	\$18,360.00
April	\$36,578.00	\$8,965.01	\$27,325.01
May	\$47,538.00	\$10,007.00	\$37,332.01
June	\$53,593.00	\$8,815.00	\$46,147.01
July	\$60,038.50		
August	\$64,081.75		
September	\$69,883.75		
October	\$77,043.76		
November	\$87,880.76		
December	\$94,323.77		

June Total Stats

Total on Docket	42
Total Paid Before Court	42
Cases Heard by Judge	24
Continuances	7
Default Judgments	6
Stays of Execution	8
Classes Ordered	1
Bench Warrants	2
Trials	0
Collections	1

Public Works Time Usage

June Hours (Percentages)



June Hours (Actual)

Wild Plum	33.46
Public Works	32.46
Town Hall: Other	26.33
Town Hall: Garage	15.11
Fleet	11.88
Stormwater	10.27
Court	6
Town Hall: IT	4
Street Cleaning	3.9
Signs	3.5
Town Hall: Storage	1



The rain and hail on June 22 clogged storm drains and downed trees throughout Columbine Valley and the South Metro area.

Request for Board of Trustee Action

Date: July 18, 2023

Title: Cash Management practice

Presented By: Bill Dotson, Town Treasurer/Mayor Pro Tem

Prepared By: Bill Dotson, Town Treasurer/Mayor Pro Tem; Mike Giesen, Finance Commissioner; Diane Rodriguez, Finance Manager; J.D. McCrumb, Town Administrator

Background: Per direction from the Board of Trustees, staff and select Trustees have been reviewing town asset and management practices in an effort to maximize revenue generated by interest on the Town's existing accounts.

As the recommendation below is operational in nature, it does not require specific policy changes, or necessitate the need for a Board Resolution or Ordinance, however, acknowledgement of the practice is desired. This practice complies with all existing Town finance policies and does not raise any objection from the Town's current auditor.

Recommendation: The working group recommends the Town maintain a balance of \$500,000 in its operating account and transfer all additional funds to CSAFE. Transfers between the two will be managed by staff and approved by an account signatory (currently Palmer, Dotson, Giesen) as needed.

Attachments: None

Possible Motion: "I move to approve the cash management practice as presented."