

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

August 15, 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 July 18, 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 Mr. McCrumb
  - a. Stadium Money Allocation
9. EXECUTIVE SESSION
  - a. for the purpose of receiving legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b).
10. ADJOURNMENT

**TOWN OF COLUMBINE VALLEY**

**BOARD OF TRUSTEES**

Minutes

July 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,  
and Al Timothy

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

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

**CONSENT AGENDA:**

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

**PRESENTATIONS**

There were no presentations.

**REPORTS**

- A. Mayor Palmer had no report.
- B. Trustee Dotson reported on a meeting he and Mayor Palmer had with the Mayor of Bow Mar. He also encouraged all Trustees to attend Municipal Court. Trustee Boyle updated the Trustees on the history project and PD Bullpen update.
- 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.

**OLD BUSINESS**

- A. There was no old business

**NEW BUSINESS**

- A. **Cash Management practice:** Mrs. Rodriguez and Trustee Dotson presented to the Trustees their request to eliminate the Town's Money Market, moving all funds from the market into the CSAFE account, and maintaining a balance of \$500,000 in the Town's operating account.

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

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:04 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 July 31, 2023**  
**Variance Summary**

**Cash**

- Bank of the West Money Market account is now closed

**General Fund**

**Revenues**

- General Fund Revenues are at 62% of budget (PY 94%)
  - o Property taxes \$579,403, 99% of budget (PY 99%)
  - o Interest \$129,635 in general fund and total of \$180,750
  - o Sales tax \$587,660
    - City \$377,517
    - Auto \$128,743
    - New Homes \$46,865
    - Remodels \$34,534

**Administration – 43% of budget (PY 58%)**

- o Health insurance –problem with employee deductions to be fixed in August
- o Telephone – Comcast \$280, Allstream \$423 and employee reimbursement \$100, \$803 per mth

**Public Safety – 57% of budget (PY 67%)**

**Public Works – 49% of budget (PY 45%)**

- o Health insurance – problem with employee deductions to be fixed in August
- o Streets and gutter maintenance – Front Range Asphalt concrete work \$28k

**General Fund Expenditures**

- General Fund Expenditures are at 49% of budget (PY 59%).
- Transfer to capital fund of \$970,000
- The ending fund balance is \$833,188

**Capital Fund**

- Denver water contribution \$378k
- Road improvement \$270k
- Gain on sale of 2017 Ford SUV \$9,200
- Ending fund balance \$6,101,241

**Conservation Trust Fund**

- Ending fund balance \$26,710

**Arapahoe County Open Space Fund**

- 2023 Arapahoe County open space revenue \$57,860
- Ending fund balance \$599,601

**Wild Plum Impact Fees**

- Ending fund balance \$1,235,836

**Transportation Fees**

- Transportation fees \$52,049 52% of budget (PY 64%)
- Ending fund balance \$232,003

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

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Bank of the West checking	\$ 712,894	-	\$ 712,894
Bank of the West money market	-	10,609	10,609
C-Safe Primary	-	6,565,216	6,565,216
C-Safe Wild Plum Impact fee	-	1,235,835	1,235,835
C-Safe CTF	-	30,359	30,359
Arapahoe County shareback	-	599,601	599,601
<b>YTD Cash Balances</b>	<b>712,894</b>	<b>8,441,620</b>	<b>9,154,514</b>
Less amount allocated for capital	-	-	(6,101,241)
Less amount restricted for CTF	-	-	(26,710)
Less amount restricted for ACOS	-	-	(599,601)
Less amount restricted for impact fees	-	-	(1,235,836)
Less amount restricted for transportation fees	-	-	(232,003)
<b>CURRENT UNRESTRICTED/UNALLOCATED BALANCE</b>	<b>\$ 712,894</b>	<b>\$ 8,441,620</b>	<b>\$ 959,123</b>

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

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Wild Plum Impact Fees	Transportation Fees	TOTALS
<b>BEGINNING FUND BALANCES</b>	\$ 1,000,464	\$ 5,036,303	\$ 23,876	\$ 526,090	\$ 1,201,144	\$ 179,954	\$ 7,967,831
<b>YTD REVENUES PER FINANCIAL STATEMENTS</b>							
Taxes	1,265,161	-	-	-	-	-	1,265,161
Permits and fines	237,933	-	-	-	-	-	237,933
Intergovernmental	302,349	-	-	-	-	-	302,349
Interest	129,635	-	772	15,651	34,692	-	180,750
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	-	-	-	-	-	52,049	52,049
<b>Total YTD revenues</b>	1,937,909	378,131	6,483	73,511	34,692	52,049	2,482,775
<b>Total YTD expenditures</b>	(1,135,185)	(292,393)	(3,649)	-	-	-	(1,431,227)
<b>Excess of revenues over (under) expenditures</b>	802,724	85,738	2,834	73,511	34,692	52,049	1,051,548
Transfers	(970,000)	970,000	-	-	-	-	-
Sale of asset	-	9,200	-	-	-	-	9,200
<b>Net change in fund balance</b>	(167,276)	1,064,938	2,834	73,511	34,692	52,049	1,060,748
<b>YTD ENDING FUND BALANCES</b>	<b>\$ 833,188</b>	<b>\$ 6,101,241</b>	<b>\$ 26,710</b>	<b>\$ 599,601</b>	<b>\$ 1,235,836</b>	<b>\$ 232,003</b>	<b>\$ 9,028,579</b>

Budget vs actual reference

(page 4)

(page 8)

(page 9)

(page 10)

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(page 12)

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

	<b>General</b>
<b>ASSETS</b>	
Cash and investments	\$ 9,154,514
Accrued revenue	168,958
Prepaid expenses	39,589
Other receivables	76,800
Property tax receivable	6,975
<b>TOTAL ASSETS</b>	<b>\$ 9,446,836</b>
 <b>LIABILITIES AND FUND BALANCES</b>	
<b>LIABILITIES</b>	
Accounts payable	\$ 29,918
NEU & Broncos Grant	381,364
Deferred property tax revenue	6,975
Total liabilities	418,257
 <b>FUND BALANCES</b>	
General	833,188
Capital	6,101,241
Conservation trust fund	26,710
Arapahoe county open space	599,601
Wild Plum Impact fees	1,235,836
Transportation fees	232,003
Total fund balances	9,028,579
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 9,446,836</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 SEVEN MONTHS ENDED JULY 31, 2023**  
**Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
<b>REVENUES</b>				
Taxes	\$ 1,265,161	\$ 1,865,778	\$ (600,617)	68%
Permits and fines	237,933	368,600	(130,667)	65%
Intergovernmental	302,349	421,543	(119,194)	72%
Interest	129,635	46,100	83,535	281%
Other	2,831	-	2,831	-
Grants	-	4,590	(4,590)	0%
<b>Total revenues</b>	<u>1,937,909</u>	<u>2,706,611</u>	<u>(768,702)</u>	<u>72%</u>
<b>EXPENDITURES</b>				
Administration	405,964	946,201	(540,237)	43%
Planning and engineering	15,864	52,000	(36,136)	31%
Public safety	546,306	966,550	(420,244)	57%
Public works	167,051	338,375	(171,324)	49%
<b>Total expenditures</b>	<u>1,135,185</u>	<u>2,303,126</u>	<u>(1,167,941)</u>	<u>49%</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>802,724</u>	<u>403,485</u>	<u>399,239</u>	<u>199%</u>
<b>OTHER FINANCING USES</b>				
Transfer to capital	(970,000)	(300,000)	(670,000)	323%
<b>Total other financing uses</b>	<u>(970,000)</u>	<u>(300,000)</u>	<u>(670,000)</u>	<u>323%</u>
<b>NET CHANGE IN FUND BALANCE</b>	(167,276)	<u>\$ 103,485</u>	<u>\$ (270,761)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>1,000,464</u>			
<b>ENDING FUND BALANCE</b>	<u><b>\$ 833,188</b></u>			

**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 2023**  
**Unaudited**

	<b>Current Month</b>	<b>YTD Actual</b>	<b>Adopted Annual Budget</b>	<b>YTD Variance from Annual Budget</b>	<b>Percent of Annual Budget (58% YTD)</b>
<b>REVENUES</b>					
<b>Taxes</b>					
Cable television	\$ 3,375	\$ 24,305	\$ 40,500	\$ (16,195)	60%
Property taxes	8,143	579,403	586,378	(6,975)	99%
Sales and use taxes	97,189	587,660	1,128,700	(541,040)	52%
Specific ownership taxes	3,160	22,479	41,000	(18,521)	55%
Utility franchise fees	4,774	51,314	69,200	(17,886)	74%
<b>Total taxes</b>	<b>116,641</b>	<b>1,265,161</b>	<b>1,865,778</b>	<b>(600,617)</b>	<b>68%</b>
<b>Permits and fines</b>					
Court fines	6,280	53,232	110,000	(56,768)	48%
Permits, fees and services	4,947	102,101	258,600	(156,499)	39%
Violations	16,100	82,600	-	82,600	-
<b>Total permits and fines</b>	<b>27,327</b>	<b>237,933</b>	<b>368,600</b>	<b>(130,667)</b>	<b>65%</b>
<b>Intergovernmental</b>					
Bow Mar IGA	82,153	246,458	327,543	(81,085)	75%
Bow Mar IGA admin	5,000	15,000	20,000	(5,000)	75%
County highway tax revenue	3,314	13,577	22,900	(9,323)	59%
Motor vehicle registration fees	551	3,226	5,900	(2,674)	55%
State cigarette tax apportionment	127	851	1,000	(149)	85%
State highway user's tax	2,948	23,237	44,200	(20,963)	53%
<b>Total intergovernmental</b>	<b>94,092</b>	<b>302,349</b>	<b>421,543</b>	<b>(119,194)</b>	<b>72%</b>
<b>Interest</b>	<b>23,230</b>	<b>129,635</b>	<b>46,100</b>	<b>83,535</b>	<b>281%</b>
<b>Other</b>	<b>-</b>	<b>2,831</b>	<b>-</b>	<b>2,831</b>	<b>-</b>
<b>Grants</b>	<b>-</b>	<b>-</b>	<b>4,590</b>	<b>(4,590)</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>261,290</b>	<b>1,937,909</b>	<b>2,706,611</b>	<b>(768,702)</b>	<b>72%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Accounting and audit	7,747	74,589	90,000	(15,411)	83%
Advertising/notices	-	-	500	(500)	0%
Bank/credit card fees	542	4,941	8,600	(3,659)	57%
Building inspection and planning review	2,270	49,439	190,000	(140,561)	26%
Building maintenance and utilities	1,929	16,326	24,860	(8,534)	66%
Community functions	13,017	24,387	59,500	(35,113)	41%
Computer expense	538	5,259	14,500	(9,241)	36%
County treasurer's collection fees	83	5,800	5,864	(64)	99%
Dues and publications	1,721	8,331	12,980	(4,649)	64%
Education and training	888	4,183	12,000	(7,817)	35%
Emergency response and preparedness	-	-	3,000	(3,000)	0%
Health insurance	2,816	21,948	30,303	(8,355)	72%
Human resources	1,169	3,911	13,000	(9,089)	30%
Insurance workers comp and liability	1,348	11,916	17,419	(5,503)	68%
Legal	1,800	10,980	45,000	(34,020)	24%
Mayor/monthly breakfasts	-	554	2,000	(1,446)	28%
Miscellaneous	-	364	2,500	(2,136)	15%
Payroll taxes	882	6,340	13,200	(6,860)	48%
Pension	925	7,599	13,200	(5,601)	58%



**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 2023**  
**Unaudited**

	<b>Current Month</b>	<b>YTD Actual</b>	<b>Adopted Annual Budget</b>	<b>YTD Variance from Annual Budget</b>	<b>Percent of Annual Budget (58% YTD)</b>
Salaries	18,924	133,182	264,075	(130,893)	50%
Special projects	714	714	23,000	(22,286)	3%
Supplies, printing, postage	1,619	9,351	13,000	(3,649)	72%
Telephone/communications	703	5,850	6,500	(650)	90%
Emergency reserve	-	-	81,200	(81,200)	0%
<b>Total administration</b>	<b>59,635</b>	<b>405,964</b>	<b>946,201</b>	<b>(540,237)</b>	<b>43%</b>
<b>Planning and engineering</b>					
Town planning	1,291	15,239	36,000	(20,761)	42%
Town engineer	-	625	16,000	(15,375)	4%
<b>Total planning and engineering</b>	<b>1,291</b>	<b>15,864</b>	<b>52,000</b>	<b>(36,136)</b>	<b>31%</b>
<b>Public safety</b>					
<b>Operations</b>					
Cruiser gas	1,231	9,967	28,700	(18,733)	35%
Cruiser oil/maintenance	600	4,361	18,000	(13,639)	24%
Cruiser insurance	401	2,802	5,050	(2,248)	55%
Education/training	525	10,489	12,620	(2,131)	83%
Equipment repair	-	3,539	5,875	(2,336)	60%
Health insurance	6,579	47,888	80,380	(32,492)	60%
Insurance workers comp and liability	3,438	28,081	44,250	(16,169)	63%
Payroll taxes	1,567	11,701	26,500	(14,799)	44%
Pension	3,729	34,744	53,000	(18,256)	66%
Salaries	41,985	315,129	529,211	(214,082)	60%
Supplies/miscellaneous	253	2,577	15,980	(13,403)	16%
Telephones/air cards	-	2,374	3,500	(1,126)	68%
Uniforms	342	2,776	11,750	(8,974)	24%
<b>Total operations</b>	<b>60,650</b>	<b>476,428</b>	<b>834,816</b>	<b>(358,388)</b>	<b>57%</b>
<b>Municipal court</b>					
Judge	500	3,900	6,000	(2,100)	65%
Legal	2,744	14,137	27,000	(12,863)	52%
Administration	-	-	2,000	(2,000)	0%
Supplies	-	1,761	2,500	(739)	70%
Interpreter	200	1,400	2,400	(1,000)	58%
<b>Total municipal court</b>	<b>3,444</b>	<b>21,198</b>	<b>39,900</b>	<b>(18,702)</b>	<b>53%</b>
<b>Contracts</b>					
Arapahoe county dispatch fee	17,780	17,780	35,560	(17,780)	50%
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	430	(31)	93%
<b>Total contracts</b>	<b>17,780</b>	<b>19,914</b>	<b>40,234</b>	<b>(20,320)</b>	<b>49%</b>
<b>Computer/IT</b>					
Flock safety	1,275	8,925	17,500	(8,575)	51%
Offsite server backup and protection	1,634	9,319	11,400	(2,081)	82%
Office 365 accounts	441	2,355	4,700	(2,345)	50%
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 SEVEN MONTHS ENDED JULY 31, 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 (58% YTD)</u>
Govpilot	1,167	8,167	14,000	(5,833)	58%
<b>Total computer/IT</b>	<u>4,517</u>	<u>28,766</u>	<u>51,600</u>	<u>(22,834)</u>	<u>56%</u>
<b>Total public safety</b>	<u>86,391</u>	<u>546,306</u>	<u>966,550</u>	<u>(420,244)</u>	<u>57%</u>
<b>Public works</b>					
Ground maintenance	1,680	1,956	10,000	(8,044)	20%
Health insurance	704	6,064	8,397	(2,333)	72%
Insurance vehicle	200	1,401	2,520	(1,119)	56%
Insurance workers comp and liability	421	2,951	5,440	(2,489)	54%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	337	2,484	4,408	(1,924)	56%
Pension	290	2,364	4,408	(2,044)	54%
Professional fees-mosquito control	1,267	5,070	7,543	(2,473)	67%
Salaries	5,650	46,514	88,163	(41,649)	53%
Sanitation/trash/recycle service	8,725	60,702	103,874	(43,172)	58%
Signs maintenance	-	13	1,082	(1,069)	1%
Snow removal	-	2,232	5,500	(3,268)	41%
Storm water permit process/NPDES	35	428	7,500	(7,072)	6%
Street and gutter maintenance	-	25,000	25,000	-	100%
Streets and gutters contingency	(10)	4,569	40,000	(35,431)	11%
Street lighting	972	4,886	15,000	(10,114)	33%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	227	417	3,500	(3,083)	12%
<b>Total public works</b>	<u>20,498</u>	<u>167,051</u>	<u>338,375</u>	<u>(171,324)</u>	<u>49%</u>
<b>TOTAL EXPENDITURES</b>	<u>167,815</u>	<u>1,135,185</u>	<u>2,303,126</u>	<u>(1,167,941)</u>	<u>49%</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>93,475</u>	<u>802,724</u>	<u>403,485</u>	<u>399,239</u>	<u>199%</u>
<b>OTHER FINANCING USES</b>					
Transfer to capital	(100,000)	(970,000)	(300,000)	(670,000)	323%
<b>Total other financing uses</b>	<u>(100,000)</u>	<u>(970,000)</u>	<u>(300,000)</u>	<u>(670,000)</u>	<u>323%</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (6,525)</u>	<u>\$ (167,276)</u>	<u>\$ 103,485</u>	<u>\$ (270,761)</u>	
<b>BEGINNING FUND BALANCE</b>		<u>1,000,464</u>			
<b>ENDING FUND BALANCE</b>		<u><u>\$ 833,188</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 SEVEN MONTHS ENDED JULY 31, 2023**

**Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
<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	15,400	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	269,581	3,795,000	(3,525,419)	7%
<b>Total expenditures</b>	<u>292,393</u>	<u>4,617,000</u>	<u>(4,324,607)</u>	<u>6%</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>85,738</u>	<u>(3,290,227)</u>	<u>3,375,965</u>	<u>-3%</u>
<b>OTHER FINANCING SOURCES</b>				
Gain on sale of asset	9,200	-	9,200	-
Transfer from general	970,000	300,000	670,000	323%
<b>Total other financing sources</b>	<u>979,200</u>	<u>300,000</u>	<u>679,200</u>	<u>326%</u>
<b>NET CHANGE IN FUND BALANCE</b>	1,064,938	<u>\$ (2,990,227)</u>	<u>\$ 4,055,165</u>	
<b>BEGINNING FUND BALANCE</b>	<u>5,036,303</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 6,101,241</u>			

**TOWN OF COLUMBINE VALLEY  
 CONSERVATION TRUST  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
 BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS  
 FOR THE SEVEN MONTHS ENDED JULY 31, 2023  
 Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
<b>REVENUES</b>				
Conservation Trust Fund entitlement	\$ 5,711	\$ 8,700	\$ (2,989)	66%
CTF interest	772	250	522	309%
<b>Total revenues</b>	<u>6,483</u>	<u>8,950</u>	<u>(2,467)</u>	<u>72%</u>
<b>EXPENDITURES</b>				
Conservation trust fund expenditures	3,649	6,000	(2,351)	61%
<b>Total expenditures</b>	<u>3,649</u>	<u>6,000</u>	<u>(2,351)</u>	<u>61%</u>
<b>NET CHANGE IN FUND BALANCE</b>	2,834	<u>\$ 2,950</u>	<u>\$ (116)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>23,876</u>			
<b>ENDING FUND BALANCE</b>	<u>\$ 26,710</u>			

**TOWN OF COLUMBINE VALLEY  
ARAPAHOE COUNTY OPEN SPACE FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS  
FOR THE SEVEN MONTHS ENDED JULY 31, 2023  
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
<b>REVENUES</b>				
Arapahoe County open space revenues	\$ 57,860	\$ 52,200	\$ 5,660	111%
ACOP interest	15,651	6,000	9,651	261%
<b>Total revenues</b>	<u>73,511</u>	<u>58,200</u>	<u>15,311</u>	<u>126%</u>
<b>EXPENDITURES</b>				
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	73,511	<u>\$ 58,200</u>	<u>\$ 15,311</u>	
<b>BEGINNING FUND BALANCE</b>	<u>526,090</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 599,601</u></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 SEVEN MONTHS ENDED JULY 31, 2023  
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
<b>REVENUES</b>				
Interest	\$ 34,692	\$ -	\$ 34,692	0%
<b>Total revenues</b>	<u>34,692</u>	<u>-</u>	<u>34,692</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>	34,692	<u>\$ -</u>	<u>\$ 34,692</u>	
<b>BEGINNING FUND BALANCE</b>	<u>1,201,144</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 1,235,836</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 SEVEN MONTHS ENDED JULY 31, 2023  
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
<b>REVENUES</b>				
Transportation fees	\$ 52,049	\$ 100,000	\$ (47,951)	52%
<b>Total revenues</b>	<u>52,049</u>	<u>100,000</u>	<u>(47,951)</u>	<u>52%</u>
<b>EXPENDITURES</b>	-	-	-	-
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	52,049	<u>\$ 100,000</u>	<u>\$ (47,951)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>179,954</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 232,003</u></u>			



# **Columbine Valley Police Department**

**Serving Bow Mar**  
 2 Middlefield Rd. Columbine Valley, Colorado 80123  
[www.columbinevalley.org](http://www.columbinevalley.org)  
 (303) 795-1434 Fax (303) 795-7325

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

Full Time Positions	5 of 6
Part Time Positions	3 of 4
Regular hours	737
OT hours worked	72
Off Duty	0
PTO	219

### **July 2023 Violations**

Charges For the Date Range 7/1/2023 Thru 7/31/2023

Qty	Charge
10	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
2	CMC 9.17.010 CURFEW VIOLATIONS BY MINORS:
2	1409 COMPULSORY INSURANCE:
2	CMC 19.16.020 RESISTING AN OFFICER:
1	1101(2)(H) SPEEDING 20 AND OVER:
1	1008(1) FOLLOWING TOO CLOSELY:
1	1006(1) DROVE WRONG DIRECTION AROUND ROTARY ISLAND:
1	BMC 16-12 OUTDOOR STORAGE PROHIBITED:
1	1101(1) SPEEDING EXCESS OF 30 MPH OVER LIMIT:
1	703(3) FAIL TO STOP AT A STOP SIGN:
0	
<b>22</b>	<b>Total Number of Violations Issued</b>



# Monthly Case # Report

Case Number	Event Date	Situation Reported
CV23-000097	07/01/2023 03:10:23 PM	PROPERTY ACCIDENT IP
CV23-000098	07/02/2023 05:17:47 PM	TRAFFIC ARREST IP
CV23-000099	07/05/2023 03:41:06 PM	Theft
CV23-000100	07/07/2023 04:45:35 PM	TRAFFIC ARREST IP
CV23-000101	07/09/2023 08:04:27 AM	ABANDONED VEHICLE IP*
CV23-000102	07/11/2023 08:46:35 AM	PROPERTY ACCIDENT IP
CV23-000103	07/11/2023 09:27:39 PM	WELFARE CHECK IP
CV23-000104	07/12/2023 07:01:51 AM	Theft
CV23-000105	07/15/2023 09:41:49 PM	PROPERTY ACCIDENT IP
CV23-000106	07/16/2023 05:05:46 PM	Theft from Motor Vehicle
CV23-000107	07/18/2023 05:07:37 PM	ANIMAL CALL IP*
CV23-000108	07/19/2023 12:25:03 PM	Criminal Mischief
CV23-000109	07/20/2023 04:56:09 AM	TRAFFIC ARREST IP
CV23-000110	07/20/2023 08:46:49 AM	Theft from Motor Vehicle
CV23-000111	07/25/2023 01:51:21 PM	PROPERTY ACCIDENT IP
CV23-000112	07/25/2023 12:52:44 PM	MEDICAL IP
CV23-000113	07/27/2023 01:08:16 PM	DISTURBANCE VERBAL IP
CV23-000114	07/28/2023 05:14:06 PM	WARRANT ARREST IP







<b>ZZ-Suspicious Vehicle</b>										
<b>ZZ-Unwanted Subject</b>										
<b>ZZ-ZONING IP</b>										
<b>Total</b>		<u>72</u>	<u>45</u>	<u>3</u>						<u>120</u>



BACK TO SCHOOL!

# Town Administrator's Report

*August 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)



## Administration & Services

**2024 Budget.** Staff is preparing two preliminary budgets for Trustee review at the September meeting, one that considers a temporary reduction to the mill levy, and another that does not. Trustees will have the opportunity to offer comment, and then updated budgets will be presented in October and November. The final 2024 budget is scheduled for adoption on Dec. 12, 2023.

**Pay Band Policy.** Staff is working with our HR consultant to develop a pay band policy that will create a consistent and predictable tool to use when developing the annual budget. We expect to present the results to the Trustees at the September meeting.

**New Website Features Streamline Services.** For the convenience of our residents, people can now request an overnight parking permit or additional trash and recycling bins directly from our website.

- **Parking Permit:** Visit [ColumbineValley.org](http://ColumbineValley.org) > Police > Parking for a link to the online [form](#).
- **Trash/Recycling Bins:** Visit [ColumbineValley.org](http://ColumbineValley.org) > Public Works > Trash & Recycling for a link to the online [form](#).

<b>Parking Permit Request</b>		2 Middlefield Road Columbine Valley, CO 80123 (303) 795-1434 <a href="http://columbinevalley.org">columbinevalley.org</a>
<b>Parking Location</b> Begin search by typing the desired address number and part of the street name		<b>Trash and Recycling Container Request</b>
Search By: <input type="checkbox"/> Address or Location Name <input type="checkbox"/> Parcel Identifier <input type="checkbox"/> Non Res		
Search By Address: <input type="text"/>		<b>General Information</b> <ul style="list-style-type: none"> <li>• Your request will be sent to the Town's third party vendor.</li> <li>• Please note that most requests take approximately two weeks to fill.</li> <li>• If you requested a replacement bin, your current bin will be replaced with the new one.</li> <li>• If you have any questions, or don't receive your bins within two weeks of this date, please contact us at (303) 795-1434.</li> </ul>
Address: <input type="text"/>	Apartment/Unit #: <input type="text"/>	City: <input type="text"/>

We plan to add an additional module to the website by year end to streamline the No Solicitation List. This will make it easier for citizens to add their address and more efficient for staff from an administration standpoint. *Note that residents who are uncomfortable using the website may still call Town Hall for assistance with any issues.*

## Town Website July Statistics

**Users**  
1,275

**Page Views**  
3,438

- Top Pages**
- Concerts
  - Police Department
  - Building Department
  - Calendar
  - Street Maintenance

**Devices**

- Desktop: 55%
- Tablet: 2%
- Mobile: 43%



# Building Department Revenue

## Monthly Stats

7 Permits Issued

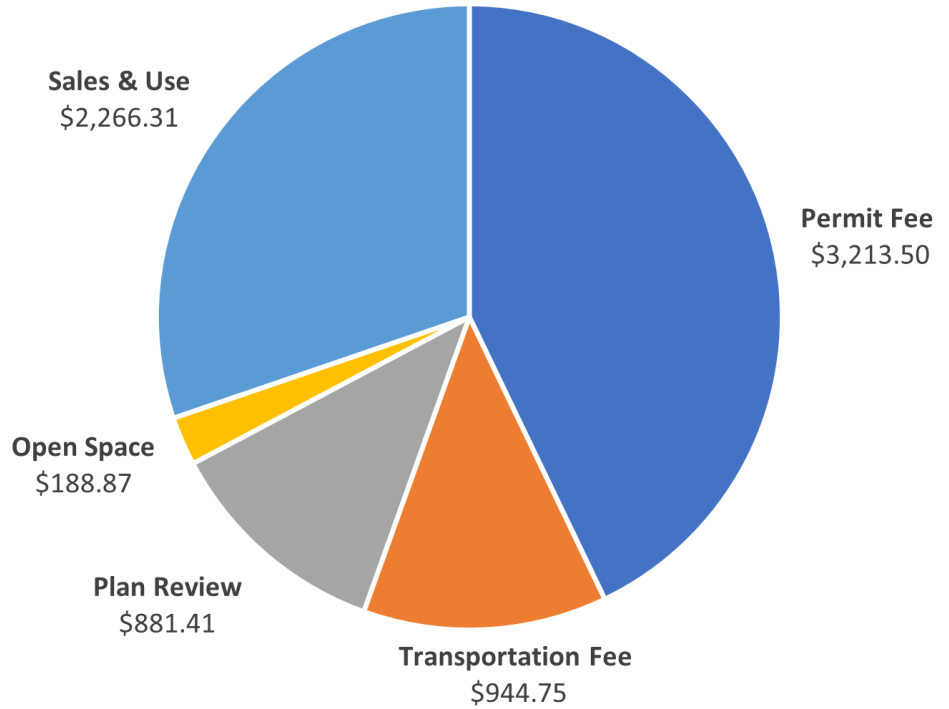
- New SFR: 0
- Major Remodel: 0
- Roofs/Solar: 3
- Basement: 0
- Other/Misc.: 4

56 Inspections

12 Licenses Issued

- General: 4
- Electrical: 3
- Plumbing: 1
- Roofing: 4
- Mechanical: 0

## July Permit Revenue: \$7,497.76



## Building Department Revenue by Month



	<u>2022</u>	<u>2022 YTD</u>	<u>2023</u>	<u>2023 YTD</u>
<b>January</b>	\$297,964.45	\$297,964.45	\$78,588.73	\$78,588.73
<b>February</b>	\$287,227.51	\$585,191.96	\$25,246.21	\$103,834.94
<b>March</b>	\$174,786.43	\$759,978.39	\$68,651.16	\$172,486.10
<b>April</b>	\$156,834.81	\$916,813.20	\$21,506.86	\$193,992.96
<b>May</b>	\$342,301.78	\$1,259,114.98	\$22,900.20	\$216,893.16
<b>June</b>	\$62,386.70	\$1,321,501.68	\$9,544.02	\$226,437.18
<b>July</b>	\$4,905.67	\$1,326,407.35	<b>\$7,497.76</b>	<b>\$233,934.94</b>
<b>August</b>	\$134,962.71	\$1,461,370.06		
<b>September</b>	\$65,559.63	\$1,526,929.69		
<b>October</b>	\$202,544.94	\$1,729,474.63		
<b>November</b>	\$25,155.33	\$1,754,629.96		
<b>December</b>	\$5,138.03	\$1,759,767.99		



# Public Works & Municipal Court Updates



**Sign Repairs.** Damaged stop signs on Wilder Lane, Brookhaven Trail and Hunter Run were repaired. (At left, the stop sign is shown from a 90° angle.)

**Fleet Maintenance.** The steering on the Ford Expedition was starting to lock up. After troubleshooting, it was determined that the u-joints in the steering

shaft were freezing up due to age and moisture exposure. A new intermediate shaft was installed and the steering has been restored.

**Road Work at Bowles & Middlefield.** A few days before the start of the project, the City of Littleton informed us that the intersection of Bowles Avenue and Middlefield Road was going to be updated. The updates include:

- New concrete curbs and ramps to meet ADA requirements
- New conduit between all of the traffic lights
- Replacement traffic lights

The project is estimated to take about a month and will provide safer and more effective traffic control. We have been working with Littleton and the subcontractors to try to make the work done on Columbine Valley property go smoothly.

**Town-Wide Paving Projects.** Repaving projects kicked off Aug. 7 and will continue through the next few weeks. The Public Works Department is working to keep residents informed through door tags, email, website updates, and Nextdoor. Residents are encouraged to look for the most current information at [ColumbineValley.org](http://ColumbineValley.org) > Public Works > [Street Maintenance 2023](#).

## Fines Collected

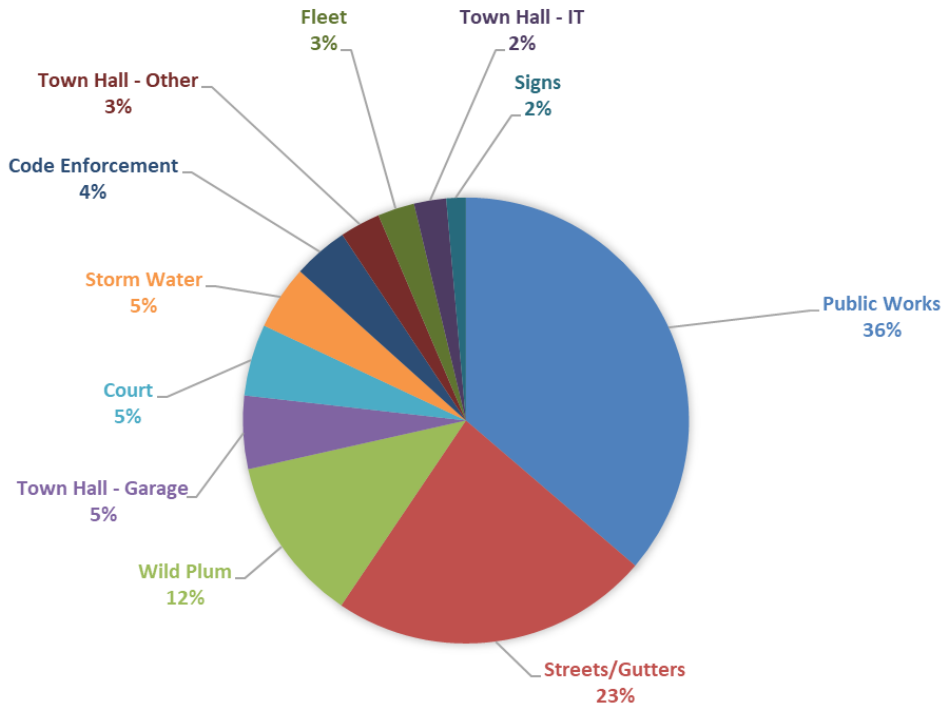
	<u>2022 YTD</u>	<u>2023</u>	<u>2023 YTD</u>
January	\$8,264.00	\$4,530.00	\$4,530.00
February	\$14,804.00	\$4,210.00	\$8,740.00
March	\$25,269.00	\$9,620.00	\$18,360.00
April	\$36,578.00	\$8,965.01	\$27,325.01
May	\$47,538.00	\$10,007.00	\$37,332.01
June	\$53,593.00	\$8,815.00	\$46,147.01
July	\$60,038.50	<b>\$5,615.00</b>	<b>\$51,762.01</b>
August	\$64,081.75		
September	\$69,883.75		
October	\$77,043.76		
November	\$87,880.76		
December	\$94,323.77		

## July Total Stats

Total on Docket	37
Total Paid Before Court	12
Cases Heard by Judge	20
Continuances	5
Default Judgments	3
Stays of Execution	4
Classes Ordered	0
Bench Warrants	0
Trials	0
Collections	3

# Public Works Time Usage

July Hours (Percentages)



July Hours (Actual)

Code Enforcement	6
Court	7.8
Fleet	4
Public Works	54.45
Signs	2.12
Stormwater	7
Streets & Gutters	34.75
Town Hall: Garage	7.96
Town Hall: IT	3.5
Town Hall: Other	4.4
Wild Plum	18.09



As of Aug. 9, the new concrete pans were in place at the intersection of Niblick and Club Lanes. The work is part of the annual town-wide paving project.



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

**Date:** August 15, 2023

**Title:** Stadium Money Allocation

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

**Prepared By:** J.D. McCrumb, Town Administrator  
Diane Rodriguez, Finance Manager

**Background:** In September 2022, the Town received unexpected revenue of \$4,590.51 as a result of the sale of the Denver Broncos. This is due to the Town’s long-term membership in the Metropolitan Football Stadium District (District), the entity that owns Empower Field at Mile High. The lease that was entered into between the district and the former owners the Bowlen family provided for a one-time payment to all members of the district in the event of a sale of the franchise. The sale of the Denver Broncos in the summer of 2022 triggered a payment to the district and subsequent disbursement of funds. The lease provision providing for the payment of Stadium District Funding to contributing members stated that the funds be used for “youth activity” programs.

Columbine Valley does not have any formalized programs that are directed towards youth or youth activities. However, each summer hundreds of children participate in and benefit from the Town’s annual 4<sup>th</sup> of July activities including the parade and festival at Town Hall.

**Recommendation:** Staff recommends that Stadium District Funding be allocated towards offsetting the costs of the 2023 4<sup>th</sup> of July activities.

**Attachments:** None

**Possible Motion:** “I move to allocate the Stadium District Funding towards the costs of the Town’s 2023 4<sup>th</sup> of July activities as presented.”