

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

November 21, 2023

6:30PM

A G E N D A

1. ROLL CALL 6:30

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT
Each speaker will be limited to three minutes. The Board of Trustees is not authorized by the Colorado Open Meetings Law to discuss, comment, or act at the meeting on any issue raised by public comment. The Mayor may refer the matter to the Town Administrator or Town Attorney for immediate comment, or to staff to obtain additional information and report back to the Board as appropriate.

4. CONSENT AGENDA Mayor Palmer
 - a. Approval of October 17, 2023 Minutes
 - b. Set December Trustees Meeting for December 12, 2023
 - c. Resolution #4 – Mail Ballot Election Mr. McCrumb
 - d. Resolution #5 – Election Judges Mr. McCrumb

5. PRESENTATIONS
 - a. There are no scheduled presentations.

6. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Finance Report
 - d. Town Administrator
 - e. Chief of Police

7. OLD BUSINESS
 - a. Trustee Bill #3 (2nd) - Watson Lane Subdivision Mr. Kaslon
 - b. 2024 Town Budget Draft Mrs. Rodriguez
 - a. Capital Budget Updates
 - b. Fairway Pavers
 - c. **PUBLIC HEARING** – 2023 Town Budget Mr. McCrumb

8. NEW BUSINESS
 - a. IGA w Arapahoe County re Snow Removal Mr. McCrumb

9. EXECUTIVE SESSION - An executive session to Conference with an attorney for the purposes of receiving legal advice on specific legal questions regarding the Polo Meadows sound wall, pursuant to C.R.S. § 24-6-402(4)(b); and to discuss personnel matters, involving performance and compensation, pursuant to C.R.S. § 24-6-402(4)(f). Mayor Palmer

10. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
October 17, 2023

Mayor Palmer called the Regular Meeting of the Trustees to order at 6:30 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Roy Palmer, Bill Dotson, Kathy Boyle, Ed Icenogle, Jim Tarpey, and Al Timothy
Also present: Lee Schiller, J.D. McCrumb, Bret Cottrell, Brent Kaslon, and Diane Rodriguez

ADGENDA AMMENDMENT: Mayor Palmer requested that the Trustees change the Executive Session topic from legal advice to personnel matters, to discuss salaries of Town leadership. The Trustees approved this change.

PUBLIC COMMENT: There was no public comment

CONSENT AGENDA

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

PRESENTATIONS: There were no presentations.

REPORTS

- A. Mayor Palmer provided an update on the 2023 road project.
- B. Trustee Boyle provided an update on the PD and History projects.
- C. Mrs. Rodriguez reviewed the September 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

2024 Town Budget Draft: Mr. McCrumb and Mrs. Rodriguez presented the draft budget. The Trustees asked clarifying questions and discussed some line items Specifically the Trustees directed a 10% increase in the police salary line item and a 5% increase in the administrative salary line item. The staff will update the draft accordingly and present a follow-up draft in November. No action was taken.

NEW BUSINESS

PUBLIC HEARING: Mayor Palmer opened a public hearing on the 701 Watson Lane Final Plat and Plan at 6:59 p.m.. Mr. Kaslon presented the staff report and findings. The Trustees asked clarifying questions.

Public Comment: Terry Swenson representing Scott Swenson, 3220 W Lake Avenue. Appreciates the formalization of access to their property. They do not have any plans at this time to develop their property.

There was no additional comment and Mayor Palmer closed the public hearing at 7:09 p.m.

Trustee Bill #3-2023: The Mayor invited any further questions or discussion by the Trustees on the 401 Watson Lane Plat and Plan. The Trustees discussed briefly.

ACTION: upon a motion by Trustee Timothy and a second by Trustee Boyle, the Board of Trustees unanimously approved with conditions recommended by staff Trustee Bill #3-2023 on first reading.

EXECUTIVE SESSION

Upon a motion by Trustee Icenogle and a second by Trustee Tarpey the Trustees went into executive session at 8:12 p.m. to discuss the salaries and performance of the Town Administrator, Chief of Police, and Police Sergeant pursuant to C.R.S. § 24-6-402(4)(f);

ADJOURNMENT: The Trustees adjourned from Executive Session and there being no further business, the meeting was adjourned at _____ p.m.

Submitted by,
J.D. McCrumb, Town Administrator



Request for Board of Trustee Action

Date: November 21, 2023

Title: Set date for Special Meeting

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: The Town is required to certify the 2024 mill levy to the Arapahoe County Commissioners no later than December 15, 2023.

Accordingly, the regular December meeting set for December 19th will be moved forward one week to December 12, 2023 at 6:30 p.m.

Recommended Motion: "I move to set a Special Meeting for Tuesday, December 12, 2023 at 6:30 p.m. to be held at Columbine Country Club in order to consider Town business including the 2024 mill levy and 2024 Town Budget, and to cancel the Regular Meeting on Tuesday, December 19, 2023".



Request for Board of Trustee Action

Date: November 21, 2023

Title: Resolutions #4 and #5, Series 2023 – Municipal Election Procedures

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: In preparation for the 2024 Columbine Valley Municipal Election several procedural steps are necessary. These resolutions officially schedule the election and appoint the Town Clerk as the Designated Election Official (#4) and grant the Town Clerk the ability to appoint and compensate election judges (#5).

Attachments: Resolutions #4, Series 2023
Resolutions #5, Series 2023

Staff Recommendations: Approve Resolutions #4 and #5, Series 2023 as presented.

Recommended Motion(s): “I move to approve Resolutions #4, Series 2023 as presented.”

and

“I move to approve Resolutions #5, Series 2023 as presented.”

RESOLUTION NO. #4
SERIES OF 2023

A RESOLUTION SCHEDULING A REGULAR BIENNIAL MAIL BALLOT ELECTION FOR THE PURPOSE OF ELECTING THREE TRUSTEES AND A MAYOR AS MEMBERS OF THE COLUMBINE VALLEY BOARD OF TRUSTEES

WHEREAS, the Board of Trustees desires to schedule a Regular Biennial Mail Ballot Election, conducted in accordance with Title 1, Article 7.5 and Title 31, Article 10 of the Colorado Revised Statutes, as amended, for the purpose of electing three Trustees and a Mayor as members of the Columbine Valley Board of Trustees;

WHEREAS, the Board desires to appoint J.D. McCrumb as the Designated Election Official under the terms of the plan for conducting the mail ballot election;

WHEREAS, the Board desires to set a date for the regular election;

NOW THEREFORE, BE IT RESOLVED as follows:

1. That J.D. McCrumb is hereby appointed to serve as Designated Election Official.
2. That the date for the Mail Ballot Election shall be April 2, 2024.

ADOPTED AND APPROVED this _____ day of November 21, 2023.

Roy Palmer, Mayor

J.D. McCrumb, Clerk

RESOLUTION NO. #5
SERIES OF 2023

A RESOLUTION DELEGATING TO THE CLERK THE AUTHORITY AND RESPONSIBILITY
TO APPOINT JUDGES OF ELECTION.

WHEREAS, C.R.S. 31-10-401 provides that at least fifteen days before each municipal election, the governing body appoint judges of election; and

WHEREAS, each of judge of election must be a registered elector and at least 18 years of age; and

WHEREAS, the governing body may by resolution delegate to the clerk the authority and responsibility to appoint judges of election; and

WHEREAS, the governing body may by resolution establish the amount of compensation election judges shall be paid; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley deem it appropriate to delegate to the Town Clerks the authority and responsibility to appoint judges of election, for the year 2024 and establish compensation to be paid to election judges.

NOW THEREFORE, BE IT RESOLVED as follows:

Section 1. J.D. McCrumb, Clerk of the Town of Columbine Valley is hereby granted the authority and responsibility to appoint judges of election, for the year 2024.

Section 2. Each election judge so appointed by the Clerk of the Town of Columbine Valley shall be compensated by receiving a payment of \$150.00.

Section 2. This resolution shall become operative, effective and in force from and after the date of its adoption.

ADOPTED AND APPROVED this _____ day of November 21, 2023.

Roy Palmer, Mayor

J.D. McCrumb, Clerk



HAPPY THANKSGIVING!

Town Administrator's Report

November 2023



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

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

TOWN OF COLUMBINE VALLEY
Financial Statements Ended October 31, 2023
Variance Summary

General Fund

Revenues

- General Fund Revenues are at 96% of budget (PY 108%)
 - o Property taxes \$586,378, 99% of budget (PY 99%)
 - o Lennar violations \$107,780
 - o Interest \$218,482 in general fund and total of \$295,319
 - o Bow Mar IGA is paid in full for the year

Administration – 61% of budget (PY 66%)

- o Health insurance –Bonnie was unbudgeted
- o Telephone – Comcast \$280, Allstream \$423 and employee reimbursement \$100, \$803 per mth

Public Safety – 79% of budget (PY 82%)

- o Telephone – Verizon \$261 employee reimbursement \$100, \$361 per mth
- o Offsite server backup & protection – overbudget for add'l protection

Public Works – 70% of budget (PY 55%)

- o Health insurance – problem with employee deductions being fixed over remainder of year
- o Streets and gutter maintenance – Front Range Asphalt concrete work \$28k

General Fund Expenditures

- General Fund Expenditures are at 69% of budget (PY 70%).
- Transfer to capital fund of \$1,160,000
- The ending fund balance is \$847,780

Capital Fund

- Denver water contribution \$378,131
- NEU grand \$376,773
- Road improvement \$1,628,272
- Gain on sale of 2017 Ford SUV \$9,200
- Ending fund balance \$5,299,547

Conservation Trust Fund

- Ending fund balance \$27,663

Arapahoe County Open Space Fund

- 2023 Arapahoe County open space revenue \$57,860
- Ending fund balance \$607,865

Wild Plum Impact Fees

- Ending fund balance \$1,252,869

Transportation Fees

- Transportation fees \$78,872 79% of budget (PY 116%)
- Ending fund balance \$258,826

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

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Bank of the West checking	\$ 281,689	-	\$ 281,689
C-Safe Primary	-	6,051,859	6,051,859
C-Safe Wild Plum Impact fee	-	1,252,870	1,252,870
C-Safe CTF	-	32,796	32,796
Arapahoe County shareback	-	607,866	607,866
YTD Cash Balances	281,689	7,945,391	8,227,080
Less amount allocated for capital	-	-	(5,299,547)
Less amount restricted for CTF	-	-	(27,663)
Less amount restricted for ACOS	-	-	(607,865)
Less amount restricted for impact fees	-	-	(1,252,869)
Less amount restricted for transportation fees	-	-	(258,826)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 281,689	\$ 7,945,391	\$ 780,310

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

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Wild Plum Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 1,000,464	\$ 5,036,303	\$ 23,876	\$ 526,090	\$ 1,201,144	\$ 179,954	\$ 7,967,831
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	1,632,519	-	-	-	-	-	1,632,519
Permits and fines	341,172	-	-	-	-	-	341,172
Intergovernmental	405,482	-	-	-	-	-	405,482
Interest	218,482	-	1,197	23,915	51,725	-	295,319
Other	4,660	-	-	-	-	-	4,660
Grants and contributions	4,590	754,904	-	-	-	-	759,494
Conservation Trust Fund entitlement	-	-	7,724	-	-	-	7,724
Arapahoe County open space fund	-	-	-	57,960	-	-	57,860
Transportation fees	-	-	-	-	-	78,872	78,872
Total YTD revenues	2,606,905	754,904	8,921	81,775	51,725	78,872	3,583,102
Total YTD expenditures	(1,599,589)	(1,660,860)	(5,134)	-	-	-	(3,265,583)
Excess of revenues over (under) expenditures	1,007,316	(905,956)	3,787	81,775	51,725	78,872	317,519
Transfers	-	1,160,000	-	-	-	-	-
Sale of asset	-	9,200	-	-	-	-	9,200
Net change in fund balance	(152,684)	263,244	3,787	81,775	51,725	78,872	326,719
YTD ENDING FUND BALANCES	\$ 847,780	\$ 5,299,547	\$ 27,663	\$ 607,865	\$ 1,252,869	\$ 258,826	\$ 8,294,550
Budget vs actual reference	(page 4)	(page 6)	(page 9)	(page 10)	(page 11)	(page 12)	

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

	General
ASSETS	
Cash and investments	\$ 8,227,080
Accrued revenue	176,766
Prepaid expenses	44,654
Other receivables	98,991
Property tax receivable	3,017
TOTAL ASSETS	\$ 8,550,508
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 251,439
Accrued liabilities	1,502
Deferred property tax revenue	3,017
Total liabilities	255,958
 FUND BALANCES	
General	847,780
Capital	5,299,547
Conservation trust fund	27,663
Arapahoe county open space	607,865
Wild Plum Impact fees	1,252,869
Transportation fees	258,826
Total fund balances	8,294,550
TOTAL LIABILITIES AND FUND BALANCES	\$ 8,550,508

**TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE TEN MONTHS ENDED OCTOBER 31, 2023
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (83% YTD)</u>
REVENUES				
Taxes	\$ 1,632,519	\$ 1,865,778	\$ (233,259)	87%
Permits and fines	341,172	368,600	(27,428)	93%
Intergovernmental	405,482	421,543	(16,061)	96%
Interest	218,482	46,100	172,382	474%
Other	4,660	-	4,660	-
Grants	4,590	4,590	-	100%
Total revenues	<u>2,606,905</u>	<u>2,706,611</u>	<u>(99,706)</u>	<u>96%</u>
EXPENDITURES				
Administration	581,527	946,201	(364,674)	61%
Planning and engineering	22,027	52,000	(29,973)	42%
Public safety	760,824	966,550	(205,726)	79%
Public works	235,211	338,375	(103,164)	70%
Total expenditures	<u>1,599,589</u>	<u>2,303,126</u>	<u>(703,537)</u>	<u>69%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>1,007,316</u>	<u>403,485</u>	<u>603,831</u>	<u>250%</u>
OTHER FINANCING USES				
Transfer to capital	(1,160,000)	(300,000)	(860,000)	387%
Total other financing uses	<u>(1,160,000)</u>	<u>(300,000)</u>	<u>(860,000)</u>	<u>387%</u>
NET CHANGE IN FUND BALANCE	(152,684)	<u>\$ 103,485</u>	<u>\$ (256,169)</u>	
BEGINNING FUND BALANCE	<u>1,000,464</u>			
ENDING FUND BALANCE	<u>\$ 847,780</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 TEN MONTHS ENDED OCTOBER 31, 2023
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (83% YTD)
REVENUES					
Taxes					
Cable television	\$ 3,375	\$ 35,348	\$ 40,500	\$ (5,152)	87%
Property taxes	1,433	583,361	586,378	(3,017)	99%
Sales and use taxes	109,078	912,873	1,128,700	(215,827)	81%
Specific ownership taxes	3,387	32,657	41,000	(8,343)	80%
Utility franchise fees	6,824	68,280	69,200	(920)	99%
Total taxes	<u>124,097</u>	<u>1,632,519</u>	<u>1,865,778</u>	<u>(233,259)</u>	<u>87%</u>
Permits and fines					
Court fines	2,733	63,191	110,000	(46,809)	57%
Permits, fees and services	21,920	170,201	258,600	(88,399)	66%
Violations	6,580	107,780	-	107,780	-
Total permits and fines	<u>31,233</u>	<u>341,172</u>	<u>368,600</u>	<u>(27,428)</u>	<u>93%</u>
Intergovernmental					
Bow Mar IGA	-	328,610	327,543	1,067	100%
Bow Mar IGA admin	-	20,000	20,000	-	100%
County highway tax revenue	1,908	14,225	22,900	(8,675)	62%
Motor vehicle registration fees	489	4,676	5,900	(1,224)	79%
State cigarette tax apportionment	135	1,510	1,000	510	151%
State highway user's tax	4,381	36,461	44,200	(7,739)	82%
Total intergovernmental	<u>6,913</u>	<u>405,482</u>	<u>421,543</u>	<u>(16,061)</u>	<u>96%</u>
Interest	29,162	218,482	46,100	172,382	474%
Other	111	4,660	-	4,660	-
Grants	-	4,590	4,590	-	100%
TOTAL REVENUES	<u>191,516</u>	<u>2,606,905</u>	<u>2,706,611</u>	<u>(99,706)</u>	<u>96%</u>
EXPENDITURES					
Administration					
Accounting and audit	8,885	102,416	90,000	12,416	114%
Advertising/notices	-	-	500	(500)	0%
Bank/credit card fees	314	6,237	8,600	(2,363)	73%
Building inspection and planning review	2,610	70,585	190,000	(119,415)	37%
Building maintenance and utilities	2,050	22,689	24,860	(2,171)	91%
Community functions	750	30,767	59,500	(28,733)	52%
Computer expense	267	7,283	14,500	(7,217)	50%
County treasurer's collection fees	15	5,841	5,864	(23)	100%
Dues and publications	610	10,027	12,980	(2,953)	77%
Education and training	-	4,183	12,000	(7,817)	35%
Emergency response and preparedness	-	-	3,000	(3,000)	0%
Health insurance	3,315	29,685	30,303	(618)	98%
Human resources	1,192	9,862	13,000	(3,138)	76%
Insurance workers comp and liability	1,347	15,958	17,419	(1,461)	92%
Legal	1,965	18,772	45,000	(26,228)	42%
Meals	234	908	2,000	(1,092)	45%
Miscellaneous	159	632	2,500	(1,868)	25%
Payroll taxes	1,044	9,259	13,200	(3,941)	70%
Pension	928	10,380	13,200	(2,820)	79%

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 TEN MONTHS ENDED OCTOBER 31, 2023
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (83% YTD)
Salaries	19,045	190,537	264,075	(73,538)	72%
Special projects	6,838	12,988	23,000	(10,012)	56%
Supplies, printing, postage	1,299	14,158	13,000	1,158	109%
Telephone/communications	705	8,360	6,500	1,860	129%
Emergency reserve	-	-	81,200	(81,200)	0%
Total administration	53,572	581,527	946,201	(364,674)	61%
Planning and engineering					
Town planning	1,350	20,777	36,000	(15,223)	58%
Town engineer	-	1,250	16,000	(14,750)	8%
Total planning and engineering	1,350	22,027	52,000	(29,973)	42%
Public safety					
Operations					
Cruiser gas	1,156	14,345	28,700	(14,355)	50%
Cruiser oil/maintenance	2,252	11,758	18,000	(6,242)	65%
Cruiser insurance	465	4,132	5,050	(918)	82%
Education/training	90	3,079	12,620	(9,541)	24%
Equipment repair	1,342	4,881	5,875	(994)	83%
Health insurance	7,050	64,385	80,380	(15,995)	80%
Insurance workers comp and liability	3,438	38,394	44,250	(5,856)	87%
Payroll taxes	1,687	16,481	26,500	(10,019)	62%
Pension	3,729	45,934	53,000	(7,066)	87%
Salaries	39,043	435,916	529,211	(93,295)	82%
Supplies/miscellaneous	(11)	6,201	15,980	(9,779)	39%
Telephones/air cards	262	3,820	3,500	320	109%
Uniforms	1,677	6,542	11,750	(5,208)	56%
Total operations	62,180	655,868	834,816	(178,948)	79%
Municipal court					
Judge	500	5,400	6,000	(600)	90%
Legal	2,580	24,060	27,000	(2,940)	89%
Administration	-	-	2,000	(2,000)	0%
Supplies	-	1,761	2,500	(739)	70%
Interpreter	200	2,000	2,400	(400)	83%
Total municipal court	3,280	33,221	39,900	(6,679)	83%
Contracts					
Arapahoe county dispatch fee	-	27,931	35,560	(7,629)	79%
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%
Total contracts	-	30,065	40,234	(10,169)	75%
Computer/IT					
Flock safety	1,458	14,519	17,500	(2,981)	83%
Offsite server backup and protection	1,070	11,629	11,400	229	102%
Office 365 accounts	420	3,619	4,700	(1,081)	77%
Scheduled computer replacement	236	236	4,000	(3,764)	6%

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 TEN MONTHS ENDED OCTOBER 31, 2023
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (83% YTD)
Govpilot	1,167	11,667	14,000	(2,333)	83%
Total computer/IT	4,351	41,670	51,600	(9,930)	81%
Total public safety	69,811	760,824	966,550	(205,726)	79%
Public works					
Ground maintenance	80	2,832	10,000	(7,168)	28%
Health insurance	890	7,926	8,397	(471)	94%
Insurance vehicle	233	2,066	2,520	(454)	82%
Insurance workers comp and liability	421	4,216	5,440	(1,224)	78%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	377	3,560	4,408	(848)	81%
Pension	290	3,244	4,408	(1,164)	74%
Professional fees-mosquito control	-	7,605	7,543	62	101%
Salaries	9,588	73,741	88,163	(14,422)	84%
Sanitation/trash/recycle service	8,724	86,874	103,874	(17,000)	84%
Signs maintenance	-	96	1,082	(986)	9%
Snow removal	194	2,426	5,500	(3,074)	44%
Storm water permit process/NPDES	-	428	7,500	(7,072)	6%
Street and gutter maintenance	-	25,000	25,000	-	100%
Streets and gutters contingency	76	4,783	40,000	(35,217)	12%
Street lighting	2,047	9,822	15,000	(5,178)	65%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	97	592	3,500	(2,908)	17%
Total public works	23,017	235,211	338,375	(103,164)	70%
TOTAL EXPENDITURES	147,750	1,599,589	2,303,126	(703,537)	69%
EXCESS OF REVENUES OVER EXPENDITURES	43,766	1,007,316	403,485	603,831	250%
OTHER FINANCING USES					
Transfer to capital	-	(1,160,000)	(300,000)	(860,000)	387%
Total other financing uses	-	(1,160,000)	(300,000)	(860,000)	387%
NET CHANGE IN FUND BALANCE	\$ 43,766	\$ (152,684)	\$ 103,485	\$ (256,169)	
BEGINNING FUND BALANCE		1,000,464			
ENDING FUND BALANCE		\$ 847,780			

TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE TEN MONTHS ENDED OCTOBER 31, 2023
Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (83% 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	-	100%
Total revenues	<u>754,904</u>	<u>1,326,773</u>	<u>(571,869)</u>	<u>57%</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	17,188	500,000	(482,812)	3%
Platte Canyon/Coal Mine right turn lane	-	280,000	(280,000)	0%
Road improvements	1,628,272	3,795,000	(2,166,728)	43%
Total expenditures	<u>1,660,860</u>	<u>4,617,000</u>	<u>(2,956,140)</u>	<u>36%</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(905,956)</u>	<u>(3,290,227)</u>	<u>2,384,271</u>	<u>28%</u>
OTHER FINANCING SOURCES				
Gain on sale of asset	9,200	-	9,200	-
Transfer from general	1,160,000	300,000	860,000	387%
Total other financing sources	<u>1,169,200</u>	<u>300,000</u>	<u>869,200</u>	<u>390%</u>
NET CHANGE IN FUND BALANCE	263,244	<u>\$ (2,990,227)</u>	<u>\$ 3,253,471</u>	
BEGINNING FUND BALANCE	<u>5,036,303</u>			
ENDING FUND BALANCE	<u>\$ 5,299,547</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 TEN MONTHS ENDED OCTOBER 31, 2023
 Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (83% YTD)</u>
REVENUES				
Conservation Trust Fund entitlement	\$ 7,724	\$ 8,700	\$ (976)	89%
CTF interest	1,197	250	947	479%
Total revenues	<u>8,921</u>	<u>8,950</u>	<u>(29)</u>	<u>100%</u>
EXPENDITURES				
Conservation trust fund expenditures	5,134	6,000	(866)	86%
Total expenditures	<u>5,134</u>	<u>6,000</u>	<u>(866)</u>	<u>86%</u>
NET CHANGE IN FUND BALANCE	3,787	<u>\$ 2,950</u>	<u>\$ 837</u>	
BEGINNING FUND BALANCE	<u>23,876</u>			
ENDING FUND BALANCE	<u>\$ 27,663</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 TEN MONTHS ENDED OCTOBER 31, 2023**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (83% YTD)</u>
REVENUES				
Arapahoe County open space revenues	\$ 57,860	\$ 52,200	\$ 5,660	111%
ACOP interest	23,915	6,000	17,915	399%
Total revenues	<u>81,775</u>	<u>58,200</u>	<u>23,575</u>	<u>141%</u>
EXPENDITURES				
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	81,775	<u>\$ 58,200</u>	<u>\$ 23,575</u>	
BEGINNING FUND BALANCE	<u>526,090</u>			
ENDING FUND BALANCE	<u>\$ 607,865</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 TEN MONTHS ENDED OCTOBER 31, 2023**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (83% YTD)</u>
REVENUES				
Interest	\$ 51,725	\$ -	\$ 51,725	0%
Total revenues	<u>51,725</u>	<u>-</u>	<u>51,725</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	51,725	<u>\$ -</u>	<u>\$ 51,725</u>	
BEGINNING FUND BALANCE	<u>1,201,144</u>			
ENDING FUND BALANCE	<u>\$ 1,252,869</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 TEN MONTHS ENDED OCTOBER 31, 2023**

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (83% YTD)</u>
REVENUES				
Transportation fees	\$ 78,872	\$ 100,000	\$ (21,128)	79%
Total revenues	<u>78,872</u>	<u>100,000</u>	<u>(21,128)</u>	<u>79%</u>
EXPENDITURES	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	78,872	<u>\$ 100,000</u>	<u>\$ (21,128)</u>	
BEGINNING FUND BALANCE	<u>179,954</u>			
ENDING FUND BALANCE	<u>\$ 258,826</u>			



Town Administration

Preparations for 2024: As the calendar year ends, staff is already busy looking to 2024 and all the projects and initiatives coming through the pipeline. This includes the completion of the municipal code codification (finally), updates to flood plain and fire code ordinances, and early planning for all the annual events.

Public Works in Demand: The public works and engineering teams remain very busy. We hope to have the part-time public works position posted in the next month so that we can fill the role in January. The teams are currently:

- Preparing for the acceptance of Wild Plum infrastructure. The developer has started work on damaged gutter pans and asphalt repairs.
- Managing ongoing street projects and significant gutter replacements.
- Planning the design and eventual (2025) construction of the Platte Canyon sidewalk. As this project is funded primarily by State funds—including a CDOT grant awarded to the Town—it will require several practices and procedures to be updated as well as significant coordination with entities both inside and outside of Town.

Elections: Preparations for the biannual municipal elections are underway, including coordinating with both the County and State to ensure we are following any and all updated election laws and procedures.

Town Website October Statistics

Users: 1,222

Page Views: 2,782

Top Pages:

Building Department

Police Department

Calendar

Dogs, Wildlife & Animal
Control

Town Nextdoor Statistics

Posts: 4

Views: 86

Building Department

Monthly Stats

26 Permits Issued

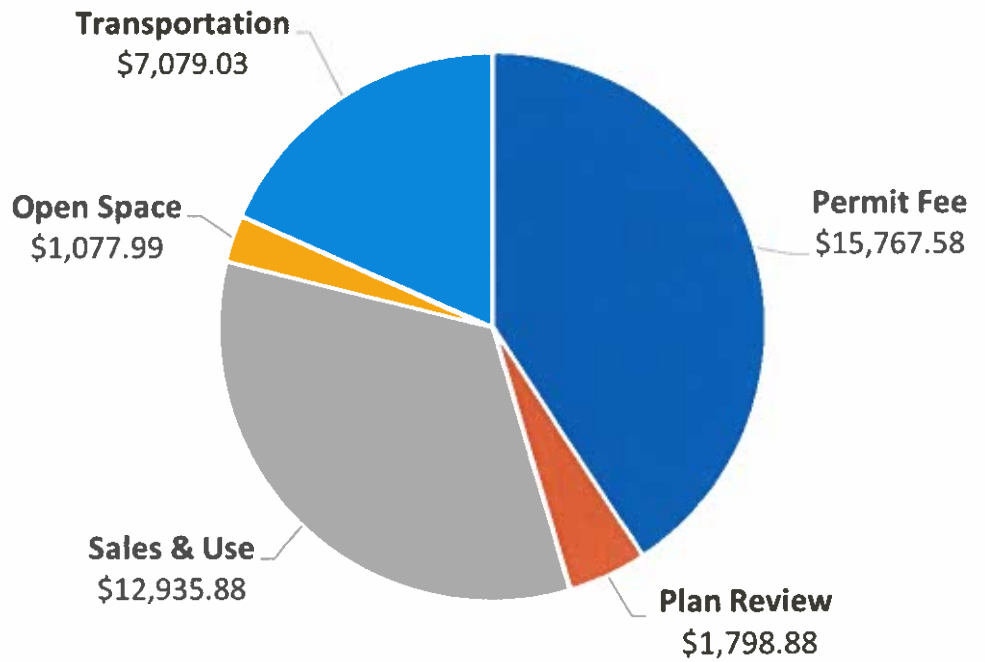
- New SFR: 0
- Major Remodel: 0
- Roofs/Solar: 15
- Basement: 0
- Miscellaneous: 11

116 Inspections

19 Licenses Issued

- General: 8
- Electrical: 2
- Plumbing: 2
- Roofing: 6
- Mechanical: 1

October Permit Revenue: \$38,659.32



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	\$9,544.02	\$226,437.18
July	\$4,905.67	\$1,326,407.35	\$7,497.76	\$233,934.94
August	\$134,962.71	\$1,461,370.06	\$47,845.29	\$281,780.23
September	\$65,559.63	\$1,526,929.69	\$82,284.15	\$364,064.38
October	\$202,544.94	\$1,729,474.63	\$38,659.32	\$402,723.70
November	\$25,155.33	\$1,754,629.96		
December	\$5,138.03	\$1,759,767.99		



Public Works Updates

Town-Wide Paving Update

Crews completed work on all streets in need of milling and paving. On the remaining streets, crews finished all the preparation work for chipseal, including removing large cracks and applying crack seal as needed. Due to cool night temperatures, however, the chipseal process had to be halted. Street work will resume in the spring when the A-One Chipseal plant opens.

Wild Plum Street & Gutter Work Repairs Continue

The Wild Plum developer has marked more than 200 damaged gutter pans for repair or replacement along with ~25 asphalt repairs. Once the developer completes these repairs, the Town will take probationary acceptance of the streets.



Top left: Digging trenches for the emergency access area in Wild Plum. Right: Paving the sidewalk for the emergency access area. Lower left: Metro Pavers repairing the last of the cracks in the Brookhaven neighborhood.

Public Works Time Usage & Municipal Court Updates

October Hours

October Hours	
Code Enforcement	1
Court	5.2
Fleet	10.13
Public Works	29.27
Signs	6.5
Snow Removal	15.64
Street Lighting	2
Streets & Gutters	38.8
Stormwater	5.2
Town Hall (IT)	1
Town Hall (Other)	8.6
Wild Plum	61.45

Weather Report

Weather Report	
Monthly High	84
Monthly Low	12
Inches of rain	0.32
Inches of snow	11.25
Days of snow plowing	2
Days of salt spreading	1



New Laptop Streamlines Court Processes

The Town purchased and configured a new laptop for the Town Prosecutor to use during virtual court. The laptop reduces the setup time for monthly court dates and eliminates a bottleneck, allowing defendants to get through the court process much quicker.

Fines Collected

	2022 YTD	2023	2023 YTD
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	\$5,615.00	\$51,762.01
August	\$64,081.75	\$3,387.75	\$55,149.76
September	\$69,883.75	\$1,727.50	\$56,877.26
October	\$77,043.76	\$2,445.00	\$59,322.26
November	\$87,880.76		
December	\$94,323.77		

October Total Stats

Total on Docket	31
Total Paid Before Court	13
Cases Heard by Judge	15
Continuances	5
Default Judgments	6
Stays of Execution	9
Classes Ordered	1
Bench Warrants	3
Trials	0
Collections	3



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 November 2023

Full Time Positions	5 of 6
Part Time Positions	4 of 4
Regular hours	850
OT hours worked	61
Off Duty	0
PTO	120

October 2023 Violations

Charges For the Date Range 10/1/2023 Thru 10/31/2023

Qty	Charge
9	1210(A) ON STREET PARKING PROHIBITED (3-6 AM):
7	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
6	703(3) FAIL TO STOP AT A STOP SIGN:
1	1101(1) SPEEDING EXCESS OF 30 MPH OVER LIMIT:
1	BMC 10-152 POSSESSION OR CONSUMPTION OF INTOXICATING BEVERAGES:
1	1402(2) CARELESS DRIVING RESULTING INJURY:
1	1204(3)(B) STOPPING, STANDING OR PARKING PROHIBITED IN SPECIFIED PLACES (WHERE OFFICIAL SIGNS PROHIBIT):
1	BMC 10-250 GOLF CARTS:
0	
27	Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV23-0000153	10/01/2023 12:01:13 AM	TRAFFIC STOP IP
CV23-0000154	10/03/2023 09:57:56 AM	Identity Theft
CV23-0000155	10/05/2023 08:15:47 AM	INJURY ACCIDENT IP
CV23-0000156	10/06/2023 10:31:37 AM	ABANDONED VEHICLE IP*
CV23-0000157	10/07/2023 12:14:13 PM	TRAFFIC ARREST IP
CV23-0000158	10/09/2023 03:36:44 PM	Theft from Motor Vehicle
CV23-0000159	10/10/2023 11:06:56 PM	INFORMATION IP
CV23-0000160	10/13/2023 11:05:21 AM	Identity Theft
CV23-0000161	10/13/2023 08:51:26 PM	TRAFFIC STOP IP
CV23-0000162	10/15/2023 08:04:51 AM	TRAFFIC STOP IP
CV23-0000163	10/16/2023 06:26:17 AM	Auto Theft
CV23-0000164	10/16/2023 10:26:26 AM	DEAD ON ARRIVAL IP
CV23-0000165	10/20/2023 05:53:40 PM	PROPERTY ACCIDENT IP
CV23-0000166	10/26/2023 01:13:45 PM	PROPERTY ACCIDENT IP
CV23-0000167	10/26/2023 03:47:16 PM	Fraud
CV23-0000168	10/26/2023 06:51:59 PM	Harassment
CV23-0000169	10/27/2023 11:56:26 AM	TRAFFIC ARREST IP
CV23-0000170	10/27/2023 12:51:06 PM	TRAFFIC ARREST IP
CV23-0000171	10/27/2023 01:20:06 PM	TRAFFIC ARREST IP
CV23-0000172	10/27/2023 06:08:20 PM	TRAFFIC ARREST IP

LEAFARE CHECK IP		<u>4</u>								<u>4</u>
-Animal Call										
-Suspicious Person										
-Suspicious Vehicle										
-Unwanted Subject										
ZONING IP										
Total	<u>1</u>	<u>69</u>	<u>50</u>							<u>120</u>



Request for Board of Trustee Action

Date:	November 21, 2023
Title:	401 South Watson Lane Plan/Plat Approval
Presented By:	Brent Kaslon, Town Planner
Prepared By:	Brent Kaslon, Town Planner
Background:	<p>This is a request for Final Development Plan, and Final Plat approval for a 3-lot subdivision on a 3.875-acre site which is currently zoned - A (Agriculture). The property contains one parcel, one located at 401 South Watson Lane in Columbine Valley. This parcel is owned by Carol Carson the longtime owner of the property and is the applicant on the case. It is proposed to rezone the parcels to Residential Planned Development (RPD). Lot 1 uses will remain intact as is (agriculture), Lots 2 & 3 are planned single family homes (architecture to be determined) that front South Watson Lane. The site is bounded on the north by the Brookhaven neighborhood, on the east by the Watson Lane Reserve in the City of Littleton, on the west by the Swenson and Ausfahl properties, and on the south by the Ausfahl property.</p> <p>This application was heard by the Planning and Zoning Commission on April 11, 2013 and again on September 12, 2023. The Planning and Zoning Commission recommended favorably with conditions and the Board of Trustees approved the plan with conditions that are contained in the staff report. The applicant has since corrected the plans to reflect these conditions of approval. The remaining conditions are items that can only be completed after the approval of the plan and plat for the subdivision.</p> <hr/> <p>The Trustees held a public hearing and approved this ordinance on first reading on October 17, 2023.</p>
Attachments:	Trustee Bill #3 – 2023: 401 S Watson Lane Plan/Plat Approval Original Staff Report
Staff Recommendations:	Approve as presented.
Recommended Motion:	“I move to approve Ordinance #3 – 2023 on second reading as presented.

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO.3
SERIES OF 2023

INTRODUCED BY
TRUSTEE: JIM TARPEY

A BILL FOR
AN ORDINANCE

CONCERNING THE DEVELOPMENT KNOWN AS WATSON LANE SUBDIVISION

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

Section 1. A portion Tract 9 and all of Tract 10, Walter A. Bowles Gardens, situated in the Northwest one-quarter of Section 20, Township 5 South, Range 69 West of the Sixth Principal Meridian, Town of Columbine Valley, County of Arapahoe, State of Colorado is hereby rezoned from RA to Residential Planned Development (RPD), and the Final Development Plan and Final Plat for Watson Lane Subdivision are approved by the Board of Trustees, subject to the conditions recommended by the Town Planner, as follows:

- a. Revise the Final Plat and Final Development Plan to eliminate any errors and omissions prior to recording.
- b. Address any Town engineer comments made after review of the construction documents for Lots 2 & 3.
- c. Construction documents for the structures to be constructed on Lots 2 & 3 to be submitted and approved by the Architectural Review Committee of the Planning and Zoning Commission, prior to the approval of Building Permits.
- d. Coordinate and work with the Town Attorney and the Town Planner to finalize the Subdivider Improvement Agreement ("SIA"), Homeowners Association ("HOA") formation and the Covenants, Conditions, and Restrictions ("CC&Rs") for the subdivision.

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

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

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

Introduced at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 17th day of October, 2023, after a Public Hearing and passed by a vote of ___ for and ___ against on first reading; the Rezoning and Final Development Plan and Final Plat for Wilder Lane, passed on second reading, as Trustee Bill No. 1, Series of 2023 at a regular meeting of the Board of Trustees, by a vote of ___ for and ___ against on the 21st day of November, 2023, and ordered published in the Littleton Independent on the ___ day of November, 2023.

Roy Palmer, Mayor

TRUSTEE BILL NO. 3
SERIES OF 2023

ATTEST:

JD McCrumb,
Clerk of the Town of Columbine Valley

**REZONING AND FINAL DEVELOPMENT PLAN, FINAL PLAT APPROVAL - Revised
401 South Watson Lane Property, Carol Carson (Applicant)**

I. Purpose and Location

This is a request for Final Development Plan, and Final Plat approval for a 3-lot subdivision on a 3.875-acre site which is currently zoned - A (Agriculture). The property contains one parcel, one located at 401 South Watson Lane in Columbine Valley. This parcel is owned by Carol Carson the longtime owner of the property and is the applicant on the case. It is proposed to rezone the parcels to Residential Planned Development (RPD). Lot 1 uses will remain intact as is, Lots 2 & 3 are planned single family homes (architecture to be determined) that front South Watson Lane. The site is bounded on the north by the Brookhaven neighborhood, on the east by the Watson Lane Reserve in the City of Littleton, on the west by the Swenson and Ausfahl properties, and on the south by the Ausfahl property.

For this case, due to the minor nature of the proposal, the preliminary and final development plans and the preliminary and final plat have been combined into one submittal titled as the final development plan and the final plat. A minor subdivision is allowed in the Zoning Code and Land Use Regulations for 3 or fewer lots which this site meets, but the current zoning (Agriculture) does not allow for lots smaller than 2 acre lots and will need to be changed. For this reason, a final development plan and final plat are required to change the zoning to RPD.

This application was heard by the Planning and Zoning Commission on April 11, 2023 and again on September 12, 2023. The Planning and Zoning Commission recommended favorably with conditions that are contained in Section X of this report.

II. Plan and Plat Description

A. Final Development Plan (FDP) is attached and consists of two sheets

Sheet 1: Is a standard cover sheet and includes the title, legal description, standard and special notes, certifications and signature blocks, the applicant's project team and a vicinity map. Development notes for each of the lots are also listed for a better narrative of each of the planning areas. Sheet 1 also includes the development stipulations chart which follows:

DEVELOPMENT STIPULATIONS CHART

Land Use Tabulation		
	Lot 1	Lots 2 & 3
Land Use:	Agricultural/Residential	Residential
Maximum Allowable Units:	1	2
Maximum Allowable Density:	0.5 DU/AC	1.38 DU/AC
Existing Zoning:	Agriculture (A)	Agriculture (A)
Proposed Zoning:	Residential Planned Development (RPD)	Residential Planned Development (RPD)
Area Tabulation		
Use	Area	% of Total
Lotted Area	3.875 Acres	100.00%
Total	3.875 Acres	100.00%

Development Stipulations – Lot 1	
ACREAGE	2.43 acres
DENSITY	0.41 DU/AC
Building Height	35'-0"
Setbacks	
From Street ROW (Watson Lane):	25'-0"
Side (Lake Avenue)	35'-0"
All other sides:	15'-0"
Rear:	15'-0"
Walls, Fences, Hedges	
Along Watson Lane	2 or 3 Rail Fence
West/North/South	2 or 3 Rail Fence with and without wire mesh and agricultural enhancements or chain-link fence (5' Maximum)

Development Stipulations – Lot 2 & 3	
ACREAGE	1.445 acres
MINIMUM LOT SIZE	0.50 ACRES
DENSITY	1.38 DU/AC
Building Height	35'-0"
Setbacks	
From Street ROW:	25'-0"
Front:	25'-0"
Side:	25'-0" prior to private drive; 15'-0" - after private drive is built
Rear:	15'-0"
Minimum Distance Between Buildings:	30'-0"
Walls, Fences, Hedges	
Temporary Fence	Allowed until lot is developed for residential use, 2 or 3-Rail Temporary Fence for interim use, 5' Max Height.
	All other fences not allowed.

Sheet 2: Shows the site plan including perimeter boundaries, lot layout, access points, road alignment, street cross section, and easements throughout the site.

Also included with the submittal were an application form, letter of intent, list of abutting properties (and map), title work, Phase III Drainage Study, and will serve letters.

B. The Final Plat consists of two (2) Sheets

Sheet 1: Contains the title, vicinity map, legal description, boundary closure report, standard and special notes, and signature blocks and certifications. Sheet 1 also includes the Lot Summary Chart.

Land Use Summary Chart (From Front Cover)					
LOT	AREA (SF)	AREA (AC)	USE	OWNER	MAINTENANCE
Lot 1	105,794	2.429	Single Family Residential/ Agriculture	Jeffery Berg & Carol Carson	Jeffery Berg & Carol Carson
Lot 2	26,245	0.602	Single Family Residential	Jeffery Berg & Carol Carson	Jeffery Berg & Carol Carson
Lot 3	36,744	0.844	Single Family Residential	Jeffery Berg & Carol Carson	Jeffery Berg & Carol Carson
TOTAL LOT AREA	168,783	3.875			
TOTAL SITE AREA	168,783	3.875			

This subdivision plat contains 3 lots, 2 easements (one existing and one proposed) for access.

Sheet 2: Shows plat map and the perimeter boundary, lots and tracts with dimensions, easements with dimensions and purpose, and record information on adjacent property owners.

III. Character of Adjacent Property

The site is bordered on the north by the Brookhaven Neighborhood, on the east by single family residential (Watson Lane Reserve) and the Littleton Golf Club, on the south by the Agriculturally zoned Ausfahl Property and on the west by the agriculturally zoned Swenson property. The Watson Lane area is characterized by a mix of residential custom homes and agriculturally used land including barns and horse arenas.

IV. Comment of Referral Agencies

The Final Development Plan/Plat with relevant supporting documents were sent to the following agencies:

City of Littleton, South Metro Fire, Denver Water- Columbine Water and Sanitation District, South Suburban Parks and Recreation District, the Mile High Flood District, Xcel Energy and the HOA's for Columbine Valley Estates, Brookhaven Estates, and Villa Avignon.

Comments received to date are:

City of Littleton – Public Works/Planning

We offer the following comment regarding this final plan:

- 20' ROW Reservation on north edge of property should remain in place to preserve access to 3220 W Lake Avenue. If Lot 1 subdivides in the future the ROW reservation may be considered for vacation at that time.

- Manhole incorrectly labeled as Sanitary. This is a storm sewer manhole associated with Brown Ditch.
- Any future connections to City of Littleton sanitary sewer from Lots 2 & 3 will require a main extension.
- Remove notes regarding vacation of ROW reservation as there is no guarantee Lot 1 will subdivide, this vacation should wait until that time if/when it does happen. See note #1 above from the Plat review.
- Any properties with drainage outfalls to City of Littleton's MS4 are subject to review by the City of Littleton on future development.
- Planning staff did not have any comments pertaining to the proposed subdivision at 401 South Watson Lane.

Xcel Energy

- Public Service Company of Colorado's (PSCo) Right of Way & Permits Referral Desk has reviewed the subdivision plat for 401 South Watson Lane and requests that 8-foot-wide utility easements are added to the plat as noted for connectivity and looping.
- PSCo also requests that the following language or plat note is placed on the preliminary and final plats for the subdivision:

Utility easements are dedicated to the Town of Columbine Valley for the benefit of the applicable utility providers for the installation, maintenance, and replacement of electric, gas, television, cable, and telecommunications facilities (Dry Utilities). Utility easements shall also be granted within any access easements and private streets in the subdivision. Permanent structures, improvements, objects, buildings, wells, and other objects that may interfere with the utility facilities or use thereof (Interfering Objects) shall not be permitted within said utility easements and the utility providers, as grantees, may remove any Interfering Objects at no cost to such grantees, including, without limitation, vegetation. Public Service Company of Colorado (PSCo) and its successors reserve the right to require additional easements and to require the property owner to grant PSCo an easement on its standard form.

Mile High Flood District

We have reviewed the referral only as it relates to a major drainageway and for maintenance eligibility of storm drainage features, in this case:

- Drainageway D

MHFD staff has the following comments to offer:

- The proposed development area is located within an effective floodplain Zone A. Any construction activities within the mapped 100-year floodplain will likely require a floodplain development permit from the local government.
- Based on our review of the current application and supporting documentation, it does not appear there will be any proposed features that would be considered maintenance eligible. However, please note that if the project will add/modify an existing outfall, then MHFD will need to review those plans.

Columbine Water and Sanitation District (Summary)

Sewer and water service to the site was considered by both Columbine Water & Sanitation District (District) and the City of Littleton. Service by the District would cause the owner to annex into the District and extend the existing public sewer main to serve the property. Also, the elevation of the

District's public sewer main would cause the development to pump sewage from site into the District public sewer main. The City of Littleton has an existing sewer main that has easier access to the development, so The City of Littleton will be the water and sewer provider. The City of Littleton is planning to extend the service boundary to serve the site. The City of Littleton has a Total Service Contract with Denver Water and will include the Watson Lane development into the service area.

Villa Avignon HOA

The Villa Avignon HOA does not have any objections or concerns regarding the proposed South Watson Lane subdivision.

South Suburban Parks and Recreation District

South Suburban staff reviewed the referral for the 401 South Watson Lane development, and have no comments. Thank you for the opportunity to comment on this project.

South Metro Fire Rescue

There have been no formal comments from South Metro Fire Rescue on the proposed Final Development Plan and Final Plat.

Brookhaven HOA

There have been no formal comments from the Brookhaven HOA on the proposed Final Development Plan and Final Plat.

Columbine Valley Estates HOA

There have been no formal comments from the Columbine Valley Estates HOA on the proposed Final Development Plan and Final Plat.

No comments have been received at this time from any residents that were notified about the subdivision per our regulations.

All of the comments received have been correct, incorporated, or addressed in the applicants latest submittal dated September 28th, 2023.

VI. Traffic Impact

A traffic impact report was not thought to be needed by the Town's Traffic Engineer and as it is considered a minor subdivision, this was not a requirement for the application. For larger projects, this is a consideration that will need to be met to address any on-site or off-site improvements that may be warranted because of the impact of the development.

VII. Variances

The applicant is proposing to form an HOA for lots 2 & 3 but not to include lot 1 currently until at such time the use changes from agriculture to fully residential. The current Zoning Code and Land Use Regulations states that all new residential subdivisions or multi-lot/multi-unit developments are required to have a homeowner's association formed. The Board of Trustees may waive the requirement for an HOA for minor subdivisions of five or fewer upon finding that there are no public improvements or common open space to be maintained by the homeowners.

The applicant is proposing private roads for the subdivision rather than public roads to gain more control over the use of the roads in the neighborhood.

VIII. Report of the Town Engineer

ICON has reviewed the Submittal for the Watson Lane Subdivision. Materials included in this review include drainage report, plat document, 1st submittal comment response, will serve letters, abutting property owner map, and title report.

The following comments should be addressed before final approval:

1. Existing pond. There is an existing retention / water quality pond that was approved when the barn structure was constructed. The barn's water quality pond is located on Lot 3. (Shallow graded pond between 5327 contour and 5325 contour.) As Lot 3 develops, constructing its own stormwater control features, Lot 1 will be required to recreate the pond feature. This can be done with above ground cistern, or other modernized stormwater controls. It does not have to replicate the exact in-ground pond that was approved previously.
2. Address any mentioned comments per the 1st submittal review and subsequent 2nd submittal review.
3. Provide construction documents prior to any construction occurring on any of the lots that will show grading, drainage infrastructure, and utility information.

The applicant has either addressed or agreed to address the Town Engineer's comments in their latest plans and reports. Construction documents will be created and reviewed once the applicant has sold the lot(s) to a potential homeowner and prior to any construction.

IX. Findings

Town Staff have reviewed the final development plan and plat, the supporting documents and have conducted site visits. Based on these reviews and site visits the following findings are presented.

A. Zoning Code and Land Use Regulations

The zoning code and land use regulations regard minor subdivisions (Article XII, Section 12) are allowed if certain intentions are met and meet the following criteria:

1. There are three or fewer lots in the proposed subdivision.
2. The proposed subdivision contains all the contiguous property owned or under control of the applicant. Minor Subdivisions are not to be the first stage of a larger subdivision.
3. There are no major public improvements required or the public improvements would be minimal such as short extensions of water and sewer lines, utility hookups, provision of a short cul-de-sac, etc.

Having met this criterion, it is also up to the Town Planner and Town attorney to decide how the case will be presented. Since the plans call for creation of lots 2 and 3 that do not meet the size requirements to meet the current agriculture zoning (A), it was determined that a modified process could be implemented. This modification skips the preliminary plan/plat portion and went straight to final plan/plat. Part of this modification was to give staff more time to review, make comments to the applicant and have the corrections made prior to presenting the plan to the planning and zoning commission for hearing. Having done this, town staff felt comfortable bringing the plan to the planning commission for review and subsequently the Board of Trustees for approval.

The planned development zoning allows the applicant to choose the setbacks, uses, and other rules they deem as necessary for the site. The applicant is proposing leaving one as a modified Agriculture Zoning (A) and the other two as a modified Residential Zoning (R) as outlined in the Zoning Code and Land Use Regulations and as noted on their final development plan.

B. Master Plan Consistency

The Master Plan density designation for this site is Low-Medium with densities from 1 to 2.4 dwelling units per acre. The applicant is proposing rezoning to RPD for all the lots associated with the plan. The two smaller lots meet the criteria in the master plan as 1.38 DU/Acre with the larger lot as 0.5 DU/Acre. Taken as an aggregate, the density for all three lots is 0.77 DU/Acre (3 dwelling units on 3.875 acres).

The planned development zoning in the Town of Columbine Zoning Code allows the applicant to choose the setbacks, uses, and other rules they deem as necessary for the site. The proposed use of Lots 2 and 3 as single family residential and the proposed density is consistent with the Master Plan designation.

Lot 1 does not conform as planned to the master plan, but staff does not see an issue as it currently conforms to the uses existing and the uses immediately adjacent to the project. Since it is to remain used as it is currently and the lot meets the necessary limitations for the zoning of Agriculture for size, the existing use as single family and lower density is not a concern for Town Staff. That being said, if the Swenson property were to be subdivided, prior to Lot 1 being subdivided, the access currently shown as easements will need to be worked out with the applicant and the Swenson property applicant. Staff feels that this has been appropriately addressed in notes and proposed easements on the plan and plat documents.

B. Compatibility with Adjacent Residential Development

There are multiple residential neighborhoods in close proximity to the proposed development. The proposed development is comparable to the surrounding areas as it pertains to density and lot size. The neighboring residential subdivisions statistics are listed below:

Density and Lot Size:

As proposed the subdivision at 401 South Watson Lane would have a density of .77 DU's per acre with lot sizes of 26,245 square feet (SF), 36,744 SF, and 105,794 SF.

Watson Lane Reserve in Littleton, directly across Watson Lane and east of the proposed subdivision has 11 homes on 6.56 acres or 1.67 DU/Acre. Lot sizes in the Watson Lane Reserve Neighborhood average around 26,000 SF. Brookhaven Neighborhood directly north and west of the site has 29 homes on 27.40 acres or 1.06 DU/Acre. The average lot size in Brookhaven is 23,509 SF. Columbine Valley Estates directly to the south of the site, has 7 homes on 13.36 acres or 0.52 DU/Acre. The average lot size in Columbine Valley Estates is 76,141 SF.

Architectural Style:

Architectural exhibits are not included in the package as they are not required for a minor subdivision. Prior to construction permits being issued architectural exhibits will be required with any submittal and will be reviewed by staff at that time. This

information will also be presented to the architectural review committee of the planning and zoning commission through administrative review.

C. Landscaping and Screening

A landscape plan will be required with any submittal for construction permits and will be reviewed by staff at that time. This information will also be presented to the architectural review committee of the planning and zoning commission through administrative review.

D. Access and Streets

The applicant's current plan is to provide 10-foot access easement along the southern boundary of Lot 2, and a 10-foot access easement along the northern boundary of Lot 3. The access easement will be converted into a private 20-foot roadway/driveway if Lot 1 were to subdivide further. Construction of the roadway/driveway will be initiated if Lot 1 is subdivided. All costs for construction and maintenance for this private roadway/driveway are to be borne by the beneficial users of said access.

Lake Avenue on the north side of Lot 1, will be dedicated as a 20-foot private roadway if 2 or more lots are developed at 3220 West Lake Avenue as needed. The plan notes also call for construction and maintenance costs for this private roadway are to be borne by the beneficial users of said access.

Staff thinks that this is an adequate solution for the access that may be needed for future development and subdivision if these were to occur.

E. Other

1. As the applicant moves forward with selling of the two lots (Lots 2 & 3) construction documents will be reviewed by Town Staff and the architectural review committee of the planning and zoning commission through administrative review prior to approval of the proposed structures. There are many details that will need to be worked out by the new owners prior to construction beginning for the two new single-family residences.
2. Per the Zoning Code and Land Use Regulations, an HOA is required to be formed as a part of any new subdivision. This was discussed in detail at the Planning and Zoning Commission meeting and the consensus was to not include the agricultural used lot in the proposed HOA for lots 2 & 3. The agreed upon language that was added to the plans is that any future subdivision of land into non-agriculturally used lots will become part of the HOA formed for lots 2 & 3. In addition, the overall objective for this HOA is to also annex any other new subdivisions in the Watson Lane area and staff considers the proposed solution acceptable.
3. Town staff plans to complete one final look at the plan and plat prior to recording. If any new minor errors and omissions are found, these corrections should be made. Staff does not feel that any of these items will have a substantial effect on the plan/plat intent and will be easily corrected.

X. Planning Commission Action

At their hearing on April 11, 2023 and subsequent meeting on September 12, 2023, the Planning and Zoning Commission voted to recommend the case favorably subject to the following conditions:

1. Revise the plan note for the access between Lots 2 and 3 and for Lake Avenue to read: All costs for construction and maintenance of proposed accesses to be borne by the beneficial users of said accesses.
2. Change HOA Language: If Lot 1 is further subdivided in the future, all non-agriculturally used lots created will become part of and subject to the same HOA formed for Lots 2 & 3.
3. Revise the fencing on the development stipulations chart and in the notes to only be included on agricultural use lots. All fencing shall be no greater than 5' in height. Temporary 3-Rail fencing is allowed on Lot 2 until such time as the lot is developed for residential use.
4. Remove the allowance of sheds on the residential use lots (Lots 2 and 3). Sheds are allowed on agriculturally used lot (Lot 1).
5. Remove the mention of garages on PD notes.
6. Revise the final plat and plan to eliminate the errors and omissions either prior to the Board of Trustees meeting or prior to recording, as appropriate.
7. Revise the setback on north side of Lot 1 to 35' to account for the Lake Avenue access easement of 20'.
8. Address all the comments as noted from the Referral Agencies.
9. Address the Town Engineers requirement to provide a plan for the relocation of the existing shallow retention/water quality pond that was installed for the existing barn on Lot 1.
10. Construction documents, drawings and plans are to be submitted for approval by the architectural review committee of the Planning and Zoning Commission through administrative review prior to the construction documents and plans being submitted to the Town for building permits for each home.

The applicant has made all the changes to their revised plans that were required. The outstanding conditions of approval are listed below in section XI. The conditions of approval left are items that can only be completed after the approval of the plan and plat for the subdivision.

XI. Recommendations

Based on the finding that the request meets all the criteria for a minor subdivision and rezoning and having incorporated all the recommendations from the Planning and Zoning Commission, staff **recommends approval** of the Final Plan and Final Plat for the 401 South Watson Lane Subdivision with the following conditions:

A. Staff Recommendations:

1. Revise the final plat and plan to eliminate any errors and omissions prior to recording, as appropriate.
2. Address any Town Engineer's comments that could come from the review of the construction documents for each of the lots 2 & 3.
3. Construction documents are to be submitted and approved by the architectural review committee of the planning and zoning commission through administrative review prior to approval of the proposed structures prior to the approval of building permits for the site.



Request for Board of Trustee Action

Date: November 21, 2023

Title: 2024 Town Budget

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

Prepared By: Diane Rodriguez, Finance Manager

Background: This is the final draft of the 2024 Town Budget presented for final review. It has been drafted by Town staff and reviewed by the Board of Trustees.

A public hearing on this budget will be held on November 21, 2023.

The budget is scheduled for adoption by Resolution on Tuesday, December 12, 2023.

Attachments: 2024 Town Budget

Recommended Motion: No action is requested at this time.

**TOWN OF COLUMBINE VALLEY
SUMMARY
2024 PROPOSED BUDGET
WITH 2022 ACTUAL, AND 2023 BUDGET, 2023 YTD ACTUAL AND 2023 ESTIMATED AMOUNTS**

	<u>2022 Actual</u>	<u>2023 Adopted</u>	<u>YTD Actual 10/31/2023</u>	<u>2023 Estimated</u>	<u>2024 Proposed</u>
REVENUES PER CATEGORY					
General	\$ 3,672,929	\$ 2,706,611	\$ 2,606,905	\$ 2,844,988	\$ 2,595,555
Capital	-	1,326,773	754,904	754,904	-
Conservation trust fund	9,985	8,950	8,921	10,136	10,000
Arapahoe county open space	60,642	58,200	81,775	86,558	84,900
Wild Plum Impact fees	324,301	-	51,725	62,070	60,000
Transportation fees	72,615	100,000	78,872	100,000	100,000
Total revenues	<u>4,140,472</u>	<u>4,200,534</u>	<u>3,583,102</u>	<u>3,858,656</u>	<u>2,850,455</u>
EXPENDITURES PER CATEGORY					
General	1,999,800	2,303,126	1,599,589	1,993,233	2,346,026
Capital	216,765	4,617,000	1,660,860	1,794,702	2,933,698
Conservation trust fund	4,292	6,000	5,134	6,000	6,000
Arapahoe county open space	24,296	-	-	-	-
Total expenditures	<u>2,245,153</u>	<u>6,926,126</u>	<u>3,265,583</u>	<u>3,793,935</u>	<u>5,285,724</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>1,895,319</u>	<u>(2,725,592)</u>	<u>317,519</u>	<u>64,721</u>	<u>(2,435,269)</u>
OTHER FINANCING SOURCES (USES)					
Sale of capital assets	5,000	-	9,200	9,200	-
Other loss	(97,605)	-	-	-	-
Total other financing sources (uses)	<u>(92,605)</u>	<u>-</u>	<u>9,200</u>	<u>9,200</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	1,802,714	<u>\$ (2,725,592)</u>	326,719	73,921	(2,435,269)
BEGINNING FUND BALANCE	<u>6,165,117</u>		<u>7,967,831</u>	<u>7,967,831</u>	<u>8,041,752</u>
ENDING FUND BALANCE	<u>\$ 7,967,831</u>		<u>\$ 8,294,550</u>	<u>\$ 8,041,752</u>	<u>\$ 5,606,483</u>
ENDING FUND BALANCE BY CATEGORY					
General	\$ 1,000,464		\$ 847,780	\$ 802,219	801,748
Capital	5,036,303		5,299,547	5,055,705	2,372,007
Conservation trust fund	23,876		27,663	28,012	32,012
Arapahoe county open space	526,090		607,865	612,648	697,548
Impact fees	1,201,144		1,252,869	1,263,214	1,323,214
Transportation fees	179,954		258,826	279,954	379,954
ENDING FUND BALANCE BY CATEGORY	<u>\$ 7,967,831</u>		<u>\$ 8,294,550</u>	<u>\$ 8,041,752</u>	<u>\$ 5,606,483</u>

**TOWN OF COLUMBINE VALLEY
OPERATIONS - DETAILS
2024 PROPOSED BUDGET
WITH 2022 ACTUAL, AND 2023 BUDGET, 2023 YTD ACTUAL AND 2023 ESTIMATED AMOUNTS**

	<u>2022 Actual</u>	<u>2023 Adopted</u>	<u>YTD Actual 10/31/2023</u>	<u>2023 Estimated</u>	<u>2024 Proposed</u>
REVENUES					
Taxes					
Cable television	\$ 41,648	\$ 40,500	\$ 35,348	\$ 42,418	\$ 42,400
Property taxes	612,007	586,378	583,361	586,378	584,382
Sales and use taxes	1,572,053	1,128,700	912,873	1,056,105	1,009,300
Specific ownership taxes	38,857	41,000	32,657	39,188	40,900
Utility franchise fees	77,935	69,200	68,280	81,936	81,900
Total taxes	<u>2,342,500</u>	<u>1,865,778</u>	<u>1,632,519</u>	<u>1,806,025</u>	<u>1,758,882</u>
Permits and fines					
Fines	99,487	110,000	63,191	75,829	100,000
Permits, fees and services	496,222	258,600	170,201	190,766	173,000
Violations	246,776	-	107,780	107,780	-
Total permits and fines	<u>842,485</u>	<u>368,600</u>	<u>341,172</u>	<u>374,375</u>	<u>273,000</u>
Intergovernmental					
Bow Mar IGA police	304,833	327,543	328,610	328,610	343,973
Bow Mar IGA admin	20,000	20,000	20,000	20,000	20,000
County highway tax revenue	15,653	22,900	14,225	17,070	17,100
Motor vehicle registration fees	5,915	5,900	4,676	5,611	5,600
State cigarette tax apportionment	1,660	1,000	1,510	1,812	1,800
State highway user's tax	44,403	44,200	36,461	43,753	43,800
Total intergovernmental	<u>392,464</u>	<u>421,543</u>	<u>405,482</u>	<u>416,856</u>	<u>432,273</u>
Interest	61,672	46,100	218,482	238,482	95,400
Other	6,923	-	4,660	4,660	4,000
Grants	26,885	4,590	4,590	4,590	32,000
Covid 19 Cares Act	-	-	-	-	-
TOTAL REVENUES	<u>3,672,929</u>	<u>2,706,611</u>	<u>2,606,905</u>	<u>2,844,988</u>	<u>2,595,555</u>
EXPENDITURES					
Administration					
Accounting and audit	102,016	90,000	102,416	110,000	112,400
Advertising/notices	2,062	500	-	100	500
Bank/credit card fees	9,159	8,600	6,237	7,484	7,700
Building inspection and plan review	198,870	190,000	70,585	84,702	70,000
Building maintenance and utilities	21,653	24,860	22,689	26,552	26,360
Community functions	38,680	59,500	30,767	49,000	50,500
Computer expense	5,811	14,500	7,283	9,000	10,000
County treasurer's collection fees	6,127	5,864	5,841	5,864	5,844
Emergency response and preparedness	1,225	3,000	-	-	-
Dues and publications	11,698	12,980	10,027	12,550	13,480
Education and training	3,174	12,000	4,183	10,200	11,000
Election	-	-	-	-	4,000
Health insurance	28,844	30,303	29,685	34,427	26,624
Human resources	-	13,000	9,862	13,000	12,000
Insurance workers comp/liability/bonds	34,616	17,419	15,958	18,093	15,987
Legal	42,881	45,000	18,772	20,000	25,000
Meals	715	2,000	908	1,000	1,000
Miscellaneous	4,313	2,500	632	1,000	1,500
Payroll taxes	8,274	13,200	9,259	13,200	11,400
Pension	8,827	13,200	10,380	13,200	11,400
Salaries	241,026	264,075	190,537	264,075	228,144
Special projects	10,350	23,000	12,988	10,000	19,000
Supplies, printing, postage	9,023	13,000	14,158	13,000	13,000

**TOWN OF COLUMBINE VALLEY
OPERATIONS - DETAILS
2024 PROPOSED BUDGET
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	2022 Actual	2023 Adopted	YTD Actual 10/31/2023	2023 Estimated	2024 Proposed
Telephone/communications	7,311	6,500	8,360	9,660	10,143
Emergency reserve	-	81,200	-	-	77,900
Total administration	796,655	946,201	581,527	726,107	764,882
Planning and engineering					
Town planning	28,385	36,000	20,777	24,000	20,000
Town engineer	22,020	16,000	1,250	5,000	16,000
Miscellaneous	-	-	-	-	-
Total planning and engineering	50,405	52,000	22,027	29,000	36,000
Public safety					
Operations					
Cruiser gas	19,111	28,700	14,345	18,000	20,000
Cruiser oil/maintenance	9,824	18,000	11,758	13,000	13,000
Cruiser insurance	4,558	5,050	4,132	4,803	5,575
Education/training	7,244	12,620	3,079	12,620	12,620
Equipment repair	1,742	5,875	4,881	3,539	4,000
Health insurance	76,157	80,380	64,385	81,900	88,700
Insurance workers comp/liability	33,740	44,250	38,394	45,273	46,061
Payroll taxes	20,413	26,500	16,481	26,500	29,600
Pension	47,494	53,000	45,934	53,000	59,200
Salaries	517,951	529,211	435,916	529,211	591,598
Supplies/dues/miscellaneous	9,233	15,980	6,201	15,000	15,000
Telephones/air cards	2,453	3,500	3,820	4,344	4,561
Uniforms	9,508	11,750	6,542	11,750	10,000
Total operations	759,428	834,816	655,868	818,940	899,915
Municipal court					
Judge	6,000	6,000	5,400	6,600	9,000
Interpreter	2,400	2,400	2,000	2,400	2,400
Legal	29,933	27,000	24,060	21,200	26,000
Health insurance	-	-	-	-	11,246
Payroll taxes	-	-	-	-	2,340
Pension	-	-	-	-	2,340
Salaries	-	-	-	-	46,800
Administration	1,328	2,000	-	1,500	1,000
Supplies	1,312	2,500	1,761	2,500	2,500
Total municipal court	40,973	39,900	33,221	34,200	103,626
Contracts					
Arapahoe county dispatch fee	34,406	35,560	27,931	35,560	36,894
Mobile Cad	1,224	1,262	-	1,262	1,262
Human society	-	500	-	500	500
Juvenile assessment	595	632	632	632	650
Netmotion	-	500	-	500	500
CACP	-	350	250	250	350
CISC	-	1,000	853	853	1,000
WhenIWork	179	430	399	400	430
Total contracts	36,404	40,234	30,065	39,957	41,586
Computer/IT					
Flock safety	26,346	17,500	14,519	17,500	17,500
Offsite server backup and protection	7,400	11,400	11,629	12,000	12,000
Office 365 accounts	4,519	4,700	3,619	4,343	5,000
Scheduled computer replacement	2,286	4,000	236	4,000	4,000
Govpilot	14,000	14,000	11,667	14,000	14,000
Total computer/IT	54,551	51,600	41,670	51,843	52,500
Total public safety	891,356	966,550	760,824	944,940	1,097,627

**TOWN OF COLUMBINE VALLEY
OPERATIONS - DETAILS
2024 PROPOSED BUDGET
WITH 2022 ACTUAL, AND 2023 BUDGET, 2023 YTD ACTUAL AND 2023 ESTIMATED AMOUNTS**

	2022 Actual	2023 Adopted	YTD Actual 10/31/2023	2023 Estimated	2024 Proposed
Public works					
Ground maintenance	6,467	10,000	2,832	5,000	7,000
Health insurance	8,297	8,397	7,926	9,360	9,966
Insurance vehicle	-	2,520	2,066	2,401	2,787
Insurance workers comp/liability	-	5,440	4,216	5,059	6,283
Other drainage/water	-	5,000	-	5,000	5,000
Payroll taxes	2,750	4,408	3,560	4,408	5,522
Pension	4,339	4,408	3,244	4,408	5,522
Professional fees-mosquito control	7,042	7,543	7,605	7,605	7,985
Salaries	79,568	88,163	73,741	88,163	110,448
Sanitation/trash/recycle service	99,291	103,874	86,874	104,700	109,200
Signs maintenance	-	1,082	96	1,082	1,104
Snow removal	3,209	5,500	2,426	4,000	2,500
Storm water permit process/NPDES	1,055	7,500	428	1,000	1,200
Street lighting	19,209	15,000	9,822	15,000	15,000
Streets and gutters maintenance	8,338	25,000	25,000	25,000	105,000
Streets and gutters contingency	19,200	40,000	4,783	10,000	50,000
Striping	-	1,040	-	-	1,000
Vehicle maintenance	2,619	3,500	592	1,000	2,000
Total public works	<u>261,384</u>	<u>338,375</u>	<u>235,211</u>	<u>293,186</u>	<u>447,517</u>
TOTAL EXPENDITURES	<u>1,999,800</u>	<u>2,303,126</u>	<u>1,599,589</u>	<u>1,993,233</u>	<u>2,346,026</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>1,673,129</u>	<u>403,485</u>	<u>1,007,316</u>	<u>851,755</u>	<u>249,529</u>
OTHER FINANCING USES					
Transfer to capital	(3,800,000)	(300,000)	(1,160,000)	(1,050,000)	(250,000)
Other loss	(97,605)	-	-	-	-
Total other financing uses	<u>(3,897,605)</u>	<u>(300,000)</u>	<u>(1,160,000)</u>	<u>(1,050,000)</u>	<u>(250,000)</u>
NET CHANGE IN FUND BALANCE	<u>(2,224,476)</u>	<u>\$ 103,485</u>	<u>(152,684)</u>	<u>(198,245)</u>	<u>(471)</u>
BEGINNING FUND BALANCE	<u>3,224,940</u>		<u>1,000,464</u>	<u>1,000,464</u>	<u>802,219</u>
ENDING FUND BALANCE	<u>\$ 1,000,464</u>		<u>\$ 847,780</u>	<u>\$ 802,219</u>	<u>\$ 801,748</u>

**TOWN OF COLUMBINE VALLEY
CAPITAL
2024 PROPOSED BUDGET
WITH 2022 ACTUAL, AND 2023 BUDGET, 2023 YTD ACTUAL AND 2023 ESTIMATED AMOUNTS**

	<u>2022 Actual</u>	<u>2023 Adopted</u>	<u>YTD Actual 10/31/2023</u>	<u>2023 Estimated</u>	<u>2024 Proposed</u>
REVENUES					
Denver water contribution	\$ -	\$ 550,000	\$ 378,131	\$ 378,131	\$ -
CDOT grant	-	400,000	-	-	-
NEU grant	-	376,773	376,773	376,773	-
Total revenues	<u>-</u>	<u>1,326,773</u>	<u>754,904</u>	<u>754,904</u>	<u>-</u>
EXPENDITURES					
Public safety					
Vehicle	56,679	-	-	-	69,000
Administration					
Town Hall board room & basement carpet	-	15,000	-	15,000	-
Public works					
Furnace and air conditioner	-	15,000	15,400	15,400	-
Lightpole replacement	-	12,000	-	12,000	12,000
Platte Canyon Sidewalk - Village to Fairway	-	500,000	17,188	17,188	482,812
Platte Canyon/Coal Mine right turn lane	-	280,000	-	-	280,000
Road improvements	91,011	3,795,000	1,628,272	1,735,114	2,059,886
Trails	-	-	-	-	30,000
Truck - Snow Removal	69,075	-	-	-	-
Total expenditures	<u>216,765</u>	<u>4,617,000</u>	<u>1,660,860</u>	<u>1,794,702</u>	<u>2,933,698</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(216,765)</u>	<u>(3,290,227)</u>	<u>(905,956)</u>	<u>(1,039,798)</u>	<u>(2,933,698)</u>
OTHER FINANCING SOURCES					
Sale of assets	5,000	-	9,200	9,200	-
Transfer from general	3,800,000	300,000	1,160,000	1,050,000	250,000
Total other financing sources	<u>3,805,000</u>	<u>300,000</u>	<u>1,169,200</u>	<u>1,059,200</u>	<u>250,000</u>
NET CHANGE IN FUND BALANCE	3,588,235	<u>\$ (2,990,227)</u>	\$ 263,244	19,402	(2,683,698)
BEGINNING FUND BALANCE	<u>1,448,068</u>		<u>5,036,303</u>	<u>5,036,303</u>	<u>5,055,705</u>
ENDING FUND BALANCE	<u>\$ 5,036,303</u>		<u>\$ 5,299,547</u>	<u>\$ 5,055,705</u>	<u>\$ 2,372,007</u>

**TOWN OF COLUMBINE VALLEY
 CONSERVATION TRUST FUND
 2024 PROPOSED BUDGET
 WITH 2022 ACTUAL, AND 2023 BUDGET, 2023 YTD ACTUAL AND 2023 ESTIMATED AMOUNTS**

	<u>2022 Actual</u>	<u>2023 Adopted</u>	<u>YTD Actual 10/31/2023</u>	<u>2023 Estimated</u>	<u>2024 Proposed</u>
REVENUES					
Conservation trust fund entitlement	\$ 9,605	\$ 8,700	\$ 7,724	\$ 8,700	\$ 8,700
CTF interest	380	250	1,197	1,436	1,300
Total revenues	<u>9,985</u>	<u>8,950</u>	<u>8,921</u>	<u>10,136</u>	<u>10,000</u>
EXPENDITURES					
Conservation trust fund expenditures	4,292	6,000	5,134	6,000	6,000
Total expenditures	<u>4,292</u>	<u>6,000</u>	<u>5,134</u>	<u>6,000</u>	<u>6,000</u>
NET CHANGE IN FUND BALANCE	5,693	<u>\$ 2,950</u>	\$ 3,787	4,136	4,000
BEGINNING FUND BALANCE	<u>18,183</u>		<u>23,876</u>	<u>23,876</u>	<u>28,012</u>
ENDING FUND BALANCE	<u>\$ 23,876</u>		<u>\$ 27,663</u>	<u>\$ 28,012</u>	<u>\$ 32,012</u>

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE
2024 PROPOSED BUDGET
WITH 2022 ACTUAL, AND 2023 BUDGET, 2023 YTD ACTUAL AND 2023 ESTIMATED AMOUNTS**

	<u>2022 Actual</u>	<u>2023 Adopted</u>	<u>YTD Actual 10/31/2023</u>	<u>2023 Estimated</u>	<u>2024 Proposed</u>
REVENUES					
Arapahoe county open space revenues	\$ 51,447	\$ 52,200	\$ 57,860	\$ 57,860	\$ 57,900
ACOP interest	9,195	6,000	23,915	28,698	27,000
Total revenues	<u>60,642</u>	<u>58,200</u>	<u>81,775</u>	<u>86,558</u>	<u>84,900</u>
EXPENDITURES					
Trails Master Plan	4,296	-	-	-	-
Nevada ditch	20,000	-	-	-	-
Total expenditures	<u>24,296</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	36,346	<u>\$ 58,200</u>	\$ 81,775	86,558	84,900
BEGINNING FUND BALANCE	<u>489,744</u>		<u>526,090</u>	<u>526,090</u>	<u>612,648</u>
ENDING FUND BALANCE	<u>\$ 526,090</u>		<u>\$ 607,865</u>	<u>\$ 612,648</u>	<u>\$ 697,548</u>

**TOWN OF COLUMBINE VALLEY
WILD PLUM IMPACT FEES
2024 PROPOSED BUDGET
WITH 2022 ACTUAL, AND 2023 BUDGET, 2023 YTD ACTUAL AND 2023 ESTIMATED AMOUNTS**

	<u>2022 Actual</u>	<u>2023 Adopted</u>	<u>YTD Actual 10/31/2023</u>	<u>2023 Estimated</u>	<u>2024 Proposed</u>
REVENUES					
Wild Plum Impact fees	\$ 304,800	\$ -	\$ -	\$ -	\$ -
Wild Plum Impact fees interest	19,501	-	51,725	62,070	60,000
Total revenues	<u>324,301</u>	<u>-</u>	<u>51,725</u>	<u>62,070</u>	<u>60,000</u>
EXPENDITURES					
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	324,301	<u>\$ -</u>	51,725	62,070	60,000
BEGINNING FUND BALANCE	<u>876,843</u>		<u>1,201,144</u>	<u>1,201,144</u>	<u>1,263,214</u>
ENDING FUND BALANCE	<u>\$ 1,201,144</u>		<u>\$ 1,252,869</u>	<u>\$ 1,263,214</u>	<u>\$ 1,323,214</u>

**TOWN OF COLUMBINE VALLEY
TRANSPORTATION FEES
2024 PROPOSED BUDGET
WITH 2022 ACTUAL, AND 2023 BUDGET, 2023 YTD ACTUAL AND 2023 ESTIMATED AMOUNTS**

	<u>2022 Actual</u>	<u>2023 Adopted</u>	<u>YTD Actual 10/31/2023</u>	<u>2023 Estimated</u>	<u>2024 Proposed</u>
REVENUES					
Transportation fees	\$ 72,615	\$ 100,000	\$ 78,872	\$ 100,000	\$ 100,000
Total revenues	<u>72,615</u>	<u>100,000</u>	<u>78,872</u>	<u>100,000</u>	<u>100,000</u>
EXPENDITURES					
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	72,615	<u>\$ 100,000</u>	78,872	100,000	100,000
BEGINNING FUND BALANCE	<u>107,339</u>		<u>179,954</u>	<u>179,954</u>	<u>279,954</u>
ENDING FUND BALANCE	<u>\$ 179,954</u>		<u>\$ 258,826</u>	<u>\$ 279,954</u>	<u>\$ 379,954</u>

**Town of Columbine Valley
Property taxes**

	2019	2020	2021	2022	2023	Preliminary 2024	Option 1 2024	Option 2 2024
Assessed Value	47,883,330	54,576,701	54,835,909	65,358,880	62,737,997	85,448,488	85,448,488	85,448,488
Mill Levy								
General Fund	9.313	9.313	7.924	9.339	9.339	9.339	9.339	9.339
Temp Rate Reduction	-1.573	-2.755	0	-	-	(4,500)	(2,500)	-
Abatement	0.011	0.009	0.025	0.077	0.015	-	-	-
Total Mill Levy	7.751	6.567	7.949	9.416	9.354	4.839	6.839	9.339
Property taxes								
General Fund	445,937	508,273	434,520	610,387	585,910	798,003	798,003	798,003
Temp Rate Reduction	(75,320)	(150,359)	-	-	-	(384,518)	(213,621)	-
Abatement	527	491	1,371	5,033	941	-	-	-
Total Property Taxes	371,144	358,405	435,891	615,419	586,851	413,485	584,382	798,003



Request for Board of Trustee Action

Date: November 21, 2023

Title: Agreement with Arapahoe County for Snow Services

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Town Staff; Arapahoe County Public Works

Background: From time to time conditions dictate the necessity for Columbine Valley Public Works to treat ice or remove accumulated snow on Coal Mine road in unincorporated Arapahoe County, for reasons of health and safety.

This Intergovernmental Agreement facilitates those operations as required. It has been reviewed by Columbine Valley Administrative, Legal, and Public Works staff and has been approved by the Town's insurance providers as acceptable.

Allowable operations would be limited to only the most severe circumstances and will not be a part of normal snow/ice removal routes.

Attachments: Agreement with Arapahoe County for Snow Plowing Activities

Staff Recommendations: Approve as presented.

Recommended Motion: "I move to approve the Agreement for snow plowing activities with Arapahoe County as presented."

AGREEMENT
To Authorize Snow Plowing Activities
on Unincorporated Arapahoe County
Roads

THIS AGREEMENT to authorize Snow Removal and Plowing Activities on unincorporated Arapahoe County Roads, dated this _____, 2023, is made by and between the Arapahoe County Board of County Commissioners (“the County”), and The Town of Columbine Valley, A Colorado Municipal Corporation (the “Town” or “Operator”).

RECITALS

WHEREAS, the Board of County Commissioners for Arapahoe County, in accordance with the provisions of Article 2 of Title 43 of the Colorado Revised Statutes (“CRS”) and CRS 30-11-101, 103 and 107(1)(h) have jurisdiction and authority over County roads in the unincorporated territory of Arapahoe County and, as such, have authority to authorize snow removal and plowing activities on County Roads; and

WHEREAS, the Board of County Commissioners have by Resolution authorized the Director of the Department of Public Works and Development to execute agreements such as this Agreement to authorize on behalf of the Board; and

WHEREAS, the Town is a political subdivision of the State of Colorado, incorporated as a statutory town pursuant to Title 31, Colorado Revised Statutes of 1973, as amended; and

WHEREAS, due to the necessity for the County to prioritize snow removal on County roads to best facilitate winter travel on all County roads, the County is generally unable to assign a high priority for snow removal on all roads or other relatively low use County roads, such as the roads described in this Agreement; and

WHEREAS, the Town desires to have snow removed or plowed from the County roads described in this Agreement on a more frequent basis than the County is able to give the overall County road priority and demand for snow removal or plowing countywide; and

WHEREAS, the County is willing to authorize the Town to remove or plow snow ~~or contract~~ for the removal or plowing of snow on the roads described herein, subject to the terms and conditions for such snow removal or plowing operations as are set forth in this Agreement; and

WHEREAS, Coal Mine Road between Platte Canyon Road and South Sheridan Blvd., said road segment is depicted in **Exhibit A** attached hereto and incorporated herein by this reference, is a County maintained 2-lane roadway and is the segment of County road from which the Town desires to perform ~~or contract for the performance of~~ snow removal in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual promises, authorizations, and conditions set forth in this Agreement, the Parties hereto agree as follows:

[continued on next page]

1. The Term of this Agreement shall be for a period of eighteen months and shall commence on the __ day of _____ 2023 and shall end on the ___ day of _____, 2024, unless sooner terminated in accord with the provisions of this Agreement.

2. The Town is hereby authorized to plow snow on Coal Mine Road between Platte Canyon and South Sheridan Blvd., using its own employees and equipment, with a plow width in each direction (one lane east and one lane west) and/or provide such sanding and de-icing as deemed necessary by the Town, during the term of this Agreement, as further identified in **Exhibit A**, which is attached hereto and is incorporated into this Agreement by this reference. All plowing or other snow removal activities shall be conducted in compliance with the rules and guidelines identified in **Exhibit B**.

~~3. Prior to commencing any snow removal or plowing operations under this Agreement, the Town shall identify to the County for its approval any contractors and/or subcontractors who will be performing the snow removal or plowing operations on behalf of the Town, if applicable. In the event that the Town desires or needs to change or replace such contractors or subcontractors during the term of this Agreement, the Town shall notify the County and shall not perform or authorize the performance of any further snow removal or plowing operations until the County approves the new or replaced contractors or subcontractors. The County may withhold approval of any proposed contractor or subcontractor for any reasonable and lawful cause. Town staff is authorized to perform snow removal and plowing operations work including placing salt material on the roadway, pursuant to the Agreement.~~

4. (a). Insurance ~~The Town shall maintain~~ Operator shall ensure that the Operator's snow-removal contractor or any subcontractor performing the services shall furnish to the County proof of commercial general liability insurance coverage providing insurance coverage in an amount of no less than \$450,000 per individual claim and \$1,500,000 aggregate coverage. Such insurance shall be obtained and provide the liability coverage required hereunder for the full term of this Agreement and throughout the performance of the snow removal or plowing activities authorized under this Agreement. Such commercial general insurance coverage shall be provided against any claim, demand, suit or action for property damage, personal injury or death resulting, directly or indirectly, from the performance by the Town Operator and/or the Operator's snow removal contractor, including any its officers, employees, agents, contractors or subcontractors performing snow removal or plowing on County Roads as ~~of the snow removal or plowing activities authorized under this Agreement~~ or otherwise related to such activities. The said policy or policies shall include as an

additional named insured: Arapahoe County Board of County Commissioners, Arapahoe County Officers, agents and employees. Failure to maintain such coverage for the full term of this Agreement or throughout the performance of any of the snow removal or plowing activities authorized hereunder shall be deemed a material event of default and shall result in the termination of this Agreement effective immediately as of the date of the lapse of the insurance coverage. Proof of such ~~contractor or subcontractor's~~ insurance coverage and of the County's additional insured status shall be furnished to the County prior to the performance of any snow removal or plowing activities under this Agreement ~~by that contractor or subcontractor~~. No snow removal operations may be performed under this Agreement unless and until the liability insurance described in this Agreement is in place, ~~and in the event that the Operator changes the snow removal contractor, no snow removal operations may be performed until the new contractor has furnished the required insurance. The insurance required under this paragraph and Section 9.5 of the Infrastructure Design and Construction Standards shall be required for any subcontractor performing snow removal services authorized under this Agreement.~~

5. All equipment used in the performance of the snow removal or plowing activities authorized under this Agreement and the performance of such snow removal or plowing activities shall comply with all applicable federal, state, and local laws, ordinances, and rules and regulations.
6. This Agreement, and any issues involving this Agreement, are subject to and shall be interpreted under the law of the State of Colorado and the rules and regulations of Arapahoe County. Court venue and jurisdiction shall exclusively be in the Colorado District Court for Arapahoe County. The parties agree that this Agreement shall be deemed to have been made in, and the place of performance is deemed to be in, Arapahoe County, State of Colorado.
7. Any dispute as to the interpretation of this Agreement or the requirements stated in **Exhibit B** shall be submitted to Arapahoe County's Road and Bridge Division Manager. The Division Manager shall review and make a written decision on the dispute within ten (10) Arapahoe County business days of receiving the dispute. The Road and Bridge Division Manager's decision shall be final and binding on the Town.
8. In accordance with the Colorado Constitution, Article X and CRS 29-1-110, performance of any County obligations under or related to this Agreement, if any, is expressly subject to the appropriation of funds by the Arapahoe County Board of Commissioners. Nevertheless, it is expressly understood and agreed that this Agreement and the snow removal or plowing activities authorized thereunder are for the benefit of the Town and shall be at the sole expense of the Town. The County has no obligation to pay for any of or any portion of the snow removal or plowing activities authorized hereunder and the Town is entitled to no

compensation from the County for its performance of same.

9. This Agreement may be amended only in writing by the duly authorized representatives of the Parties.

For the Town

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

For the County: Arapahoe County Public Works
Road and Bridge Division
7600 South Peoria Street
Englewood, CO 80112
(720) 874-7623

10. THIS AGREEMENT IS MADE AT THE REQUEST OF THE TOWN FOR THE TOWN'S BENEFIT. THE TOWN DOES HEREBY WAIVE, REMISE, AND RELEASE ANY CLAIM, RIGHT, OR CAUSE OF ACTION THE TOWN MAY HAVE OR WHICH MAY ACCRUE IN THE FUTURE, WHETHER UNDER THEORIES OF CONTRACT OR ANY OTHER CAUSE OF ACTION WHATSOEVER, AGAINST THE COUNTY ARISING IN WHOLE OR IN PART FROM THIS AGREEMENT.

11. The Town does not waive any governmental immunity available to it or its elected officials, employees or agents under CRS 24-10-101, *et seq.*, or any other federal or state law or the common law, and nothing in this Agreement shall be interpreted to affect a waiver of any such governmental immunity available to the Town, its elected officials, employees or agents.

12. The County does not waive any governmental immunity available to it or its elected officials, employees or agents under CRS 24-10-101, *et seq.*, or any other federal or state law or the common law, and nothing in this Agreement shall be interpreted to affect a waiver of any such governmental immunity available to the Town, its elected officials, employees or agents.

13. Either Party may terminate this Agreement for convenience upon thirty (30) calendar day's prior written notice to the other party. Any notice of termination shall state the actual effective date of termination. Upon termination of this Agreement, all rights and obligations hereunder shall terminate, except that the Town shall remain responsible and liable for any damages caused, directly or indirectly, by its performance under this Agreement and the Bond or other surety referenced above shall remain in effect or be retained by the County, as applicable, for one (1) year after the date of such termination as provided herein.

14. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the parties hereto, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person or individual homeowner association member or other person or entity whatsoever on or under this Agreement. It is the express intention of the parties hereto that any person or entity, other than the Parties to this Agreement, receiving services or benefits under this Agreement shall be deemed to be incidental beneficiaries only.

15. This Agreement constitutes the entire Agreement between the Parties hereto, and all other representations or statements heretofore made, verbal or written, are merged herein.

16. The Town shall not assign or otherwise transfer this Agreement or any right or obligation hereunder without the prior written consent of the County.

17. To the fullest extent permissible under the law of the State of Colorado, the Town agrees to indemnify, defend, and hold harmless the County, its officers, employees and agents, from and against any and all loss, damage, injuries, claims, cause or causes of action, or any liability whatsoever resulting from, or arising out of, or in connection with the Town's obligations or actions or inactions, and the Town's snow removal or plowing contractor's or subcontractor's obligations or actions or inactions, under this Agreement.

18. The Town and Road and Bridge Staff will jointly review the condition of Coal Mine Road prior to commencement of the authorization of the snow removal. The Town shall promptly repair to the County's standards and satisfaction, or pay to the County the costs of repairing, any damage to County roads, curbs, gutters, sidewalks, signage, or any other County property resulting from operations or activities under this Agreement. The Town's indemnity obligation under this Paragraph shall be for the full amount of any such loss, damages, injuries, claims, cause or causes of action or any liability whatsoever, including attorneys' fees, and court costs, and shall not in any way be capped or limited by the insurance or bonding or surety provisions of this Agreement.

[signatures on following page]

IN WITNESS WHEREOF, the Parties hereto set their hands in agreement as of the date first written above.

For Arapahoe County Board of County Commissioners:

By _____
Director, Arapahoe County
Department of Public Works and Development
Pursuant to the Authority of Resolution No. 23-038

For the Town of Columbine Valley

By _____

Its _____

Attest: _____

EXHIBIT A



EXHIBIT B

General Considerations:

- ~~All snow removal or plowing services to be provided shall be performed and completed in a similar manner as performed by the County upon other public roads, exercising all reasonable and due care, and in good and workman like manner.~~

- ~~All requests to provide snow removal or plowing authority must be submitted to the Arapahoe County Road and Bridge Division.~~

- ~~The Contractor or other operator employed by the Town is to report directly to those entities.~~

- ~~As provided in the Agreement authorizing the snow removal or plowing operations and in addition to the insurance requirements contained therein, the Town to the extent authorized by law along with their Contractor/Operator agrees to indemnify and hold harmless the County and its employees against all claims, damages, losses, and expenses, arising from accidents or property damage due to winter operations. In addition, the Town to the extent authorized by law HOA along with their Contractor/Operator agrees to indemnify and hold harmless the County and its employees against all claims, damages, losses, and expenses arising from non-performance of winter operations.~~

- This document requires certain actions be taken by either the Town or their designated winter operations Contractor/Operator at certain times before, during and after the snow season.

- The Town shall notify the County, via telephone or email, when it has performed any snow plowing or removal activities under the Agreement within six (6) hours of performing such activities.

Prior to Winter Operations:

~~Street Information/Infrastructure Inventory:~~

~~The Town, in collaboration with their Contractor/Operator, must submit a written request to the Road and Bridge Division to perform winter operations on a publicly owned street system. The written request shall include the name/designation of the street(s) to be plowed, a map of the area, and a list of adjoining property owners with contact information.~~

~~Licensing:~~

~~The Contractor/Operator retained by the Town shall be responsible for obtaining any other County licenses to operate within the public right of way that may be required under the Arapahoe County Infrastructure and Design Standards.~~

Pre-season meeting:

Upon execution of the Agreement, the Town and their designated Contractor/Operator will schedule a pre-season meeting with the Road and Bridge Division staff to discuss procedures and associated paperwork.

~~Inventory and Condition:~~

~~The Town or its designated Contractor/Operator shall develop and submit an inventory of the roadway system on which winter operations shall be performed. This inventory shall include a spreadsheet detailing the required information as well as a photo or video showing the current condition of the requested items. Items required in the inventory are street names, street dimensions, and the current condition of pavement, curb & gutter, sidewalk, drainage, fencing, mailboxes etc. This inventory must be submitted to the County Road and Bridge Division for review.~~

Dry Run:

The Contractor/Operator must arrange for a dry run of all applicable roads with County Road and Bridge staff.

List of Equipment:

The Town in collaboration with its Contractor/Operator must submit and update as necessary, a complete list of equipment planned for winter operations. The equipment description should include specific information i.e., type & make of trucks, make of plow, type of blades (carbide /regular steel), model of sanders, calibration units; pre-wetting systems; types & make of loaders/graders, etc.

~~Equipment Inspection~~

~~The Contractor/Operator must arrange for the inspection of their equipment with County Road and Bridge staff.~~

Materials:

Notwithstanding any contrary provisions of the List of Equipment section stated above, **no** solid materials may be used as either a de-icing agent or for traction. Any liquid materials must be first approved by the Arapahoe County Road and Bridge Division manager.

~~Snow Plowing Procedures:~~

~~The Town in collaboration with its Contractor/Operator must provide a copy of their snow removal procedures to the County's Road and Bridge Division. These procedures shall include complete information on frequency, duration and the extent of snow plowing as well as details on how the Contractor/Operator plans to stabilize roads during normal snow events and under heavy storms or blizzard conditions. The Contractor will meet with Road and Bridge staff prior to commencing operations to discuss and agree upon specific plowing standards and techniques, particularly as they relate to piling snow, snow storage areas, windrows left in front of driveways, intersections, pedestrian ramps, etc.~~

~~Training:~~

~~The Town in collaboration with its Contractor/Operator must ensure all operators (routine drivers and fill-ins) have received proper training on both equipment safety and snowplowing operations/procedures. The~~

~~operators may be required to participate in at least one 4 hour training class offered through the County Road and Bridge Division annually.~~

During Winter Operations:

Event Logs:

On a daily basis during winter operations, the Contractor/Operator shall complete an event log. On a monthly basis, or when requested by the County, the contractor shall supply these logs to the Road and Bridge Division. Contractor/Operator critique at any time the County may require a meeting with the Town HOA and their Contractor/Operator to discuss performance issues. If said issues are not corrected to the County's satisfaction, the Town shall be asked to replace their Contractor/Operator or this agreement can be terminated.

End of Season:

End of Season Report:

On or around June 1 the Town along with their Contractor/Operator shall supply to the County a combined report that includes all information supplied on a by request or monthly basis as requested above.