

# Town Government 101



- Colorado has 4,784 active local governments. This includes:
  - 198 Statutory towns
  - 73 Statutory cities
  - 100 Home-rule municipalities
- Colorado has numerous special districts, including fire, school, library, recreation, and water districts.
- Statutory cities and towns are municipalities that follow state statutes.



## Columbine Valley Is a Statutory Town

- Statutory towns are usually formed with fewer than 2,000 residents.
- Larger statutory areas are considered statutory cities.

## Town Hall

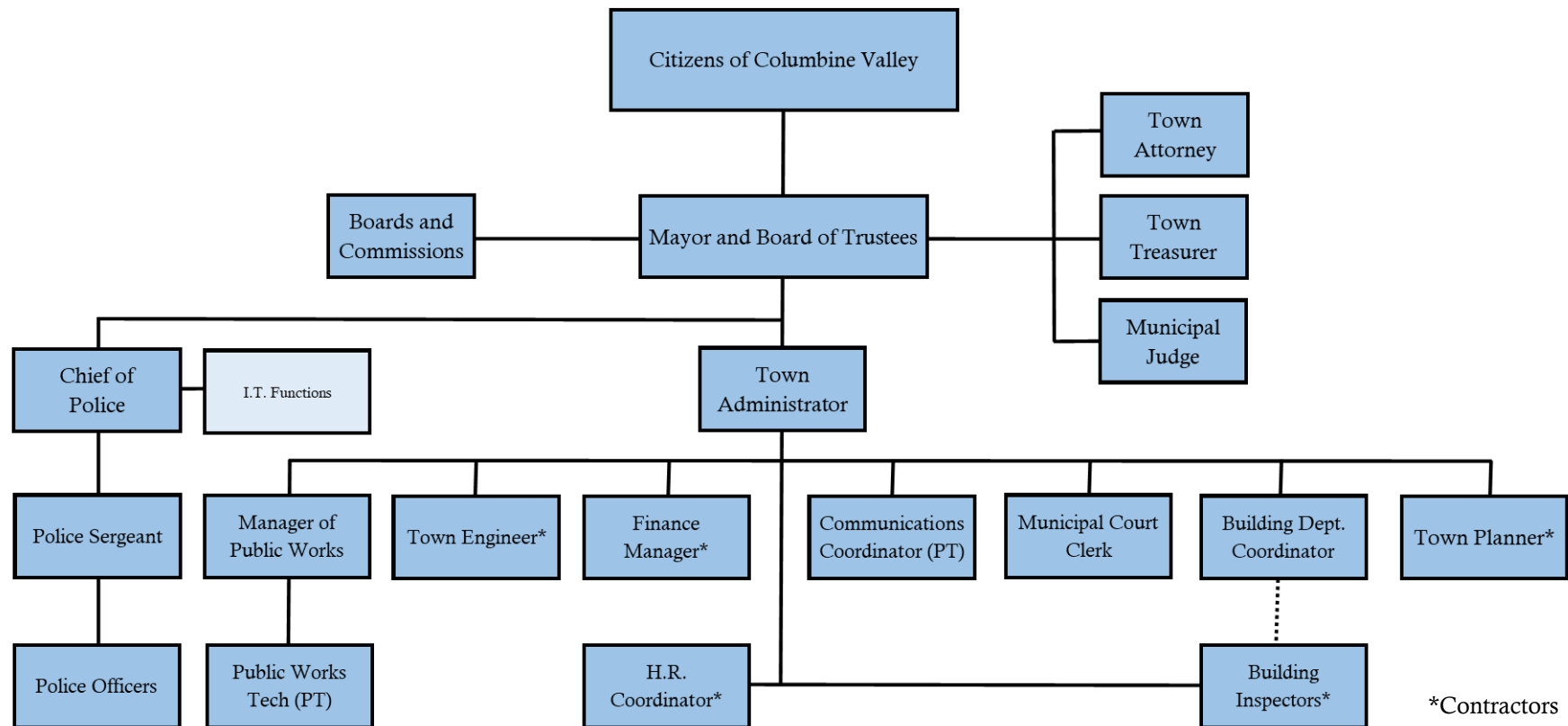
- 2 Middlefield Road, Columbine Valley, CO 80123
- 303-795-1434, fax 303-795-7325
- [www.columbinevalley.org](http://www.columbinevalley.org)
- Town Hall houses all functions of the Town, including Town Administrator, Public Works, Building Department, Communications, Police, and Town Clerk.
- The following functions are contracted: planning, engineering, legal, and finance.



- The Columbine Valley Board of Trustees adopts and maintains a municipal code.
- The Town [municipal code](#) contains laws guiding the Town.
- The Town's authority is limited by state statute.



- Columbine Valley uses a Trustee-Administrator form of government.
- The Board of Trustees and Mayor are elected by the public; the Board establishes policies for the Town.
- The Board appoints the Town Administrator, Chief of Police, Town Attorney, Town Treasurer, and Municipal Judge.
- The Town Administrator and Chief of Police administer policies established by the Board.



## Columbine Valley Mayor

- Serves as the face of Columbine Valley and the figurehead of government, performing many ceremonial duties.
- Sets the Trustee Meeting agenda and runs meetings.
- Is a member of the Board and is elected to a two-year term.
- May serve three two-year terms.

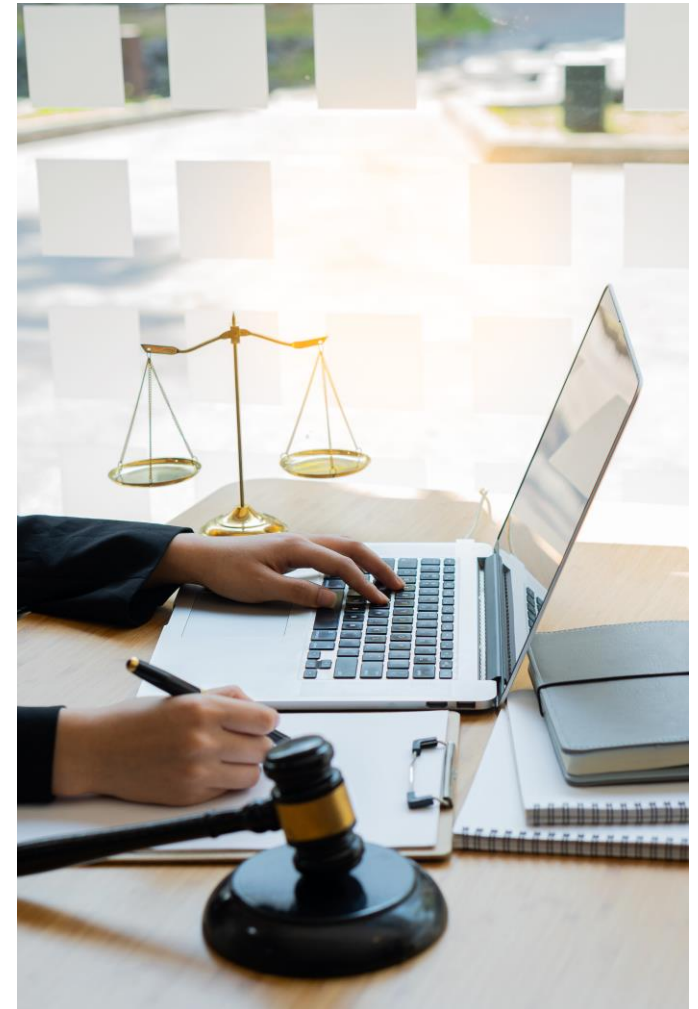
## Columbine Valley Trustees

- Columbine Valley has six Trustees.
- Trustees are elected at-large to a four-year term.
  - No districts or wards.
- Every two years, three seats are open.
- Trustees can serve a maximum of two four-year terms.
- The [Board of Trustees](#) is elected by the public.
- The Board of Trustees serves as the legislative body that writes Town rules and policies.

- Columbine Valley abides by the Colorado State Code of Ethics, which is outlined in detail in the Colorado Revised Statutes Part 1, Article 18, Title 24.
  - This code requires that a public official shall not use confidential information for personal financial interests or accept gifts of “substantial value” or those from lobbyists.
  - Also notable is that public officials should observe a six-month “cooling-off period” post-service during which they should refrain from using sensitive information for personal interest and gain.
- The Colorado Open Records Act (CORA) requires public records to be available for inspection.
  - This includes permits, board meeting minutes, and correspondence sent by Town Staff and Trustees (including emails).
  - Members of the Board of Trustees or one of Columbine Valley’s commissions who have personal interest in any matter shall disclose said interest to the governing board and recuse themselves from conversations and voting on the matter.

## The Columbine Valley Town Attorney:

- Serves as the legal adviser to the Town Board and Town Staff.
- Is responsible for representing the Town in all legal and litigation proceedings.
- Drafts and reviews ordinances and resolutions.
- Assists in the negotiation of agreements, contracts, and other legal documents and transactions.
- Employs specialized counsel as needed.
- Represents the Town in all matters before the Columbine Valley Municipal Court.
- Does not give legal advice to private citizens.



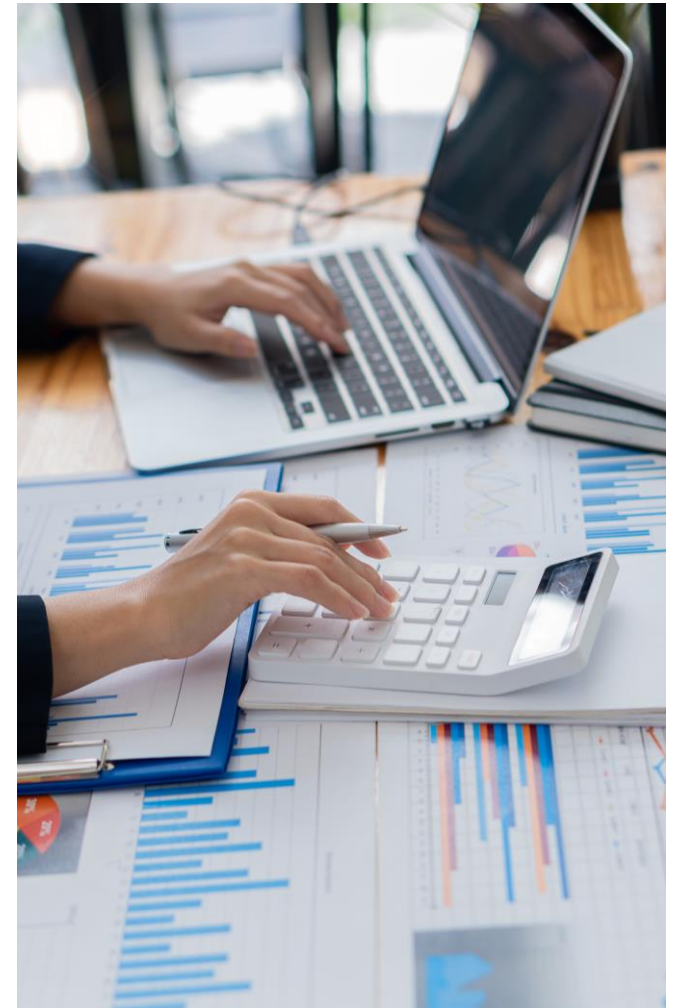


The Columbine Valley Town Treasurer advises Trustees on:

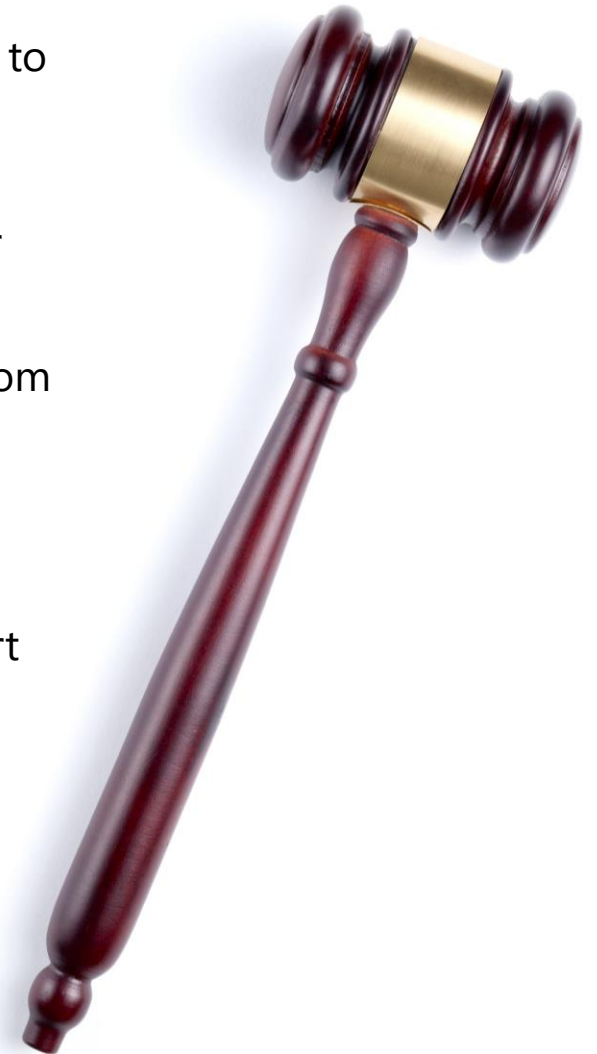
- Financial activities of the Town, which may include preparing policies, procedures, and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Town.
- Recordkeeping in compliance with federal, state, and county statutes as well as Town ordinances.

The Finance Manager:

- Maintains a system of controls to monitor expenditures.
- Prepares monthly financial reports and annual operational and capital budget.
- Works closely with an external audit firm to complete the annual audit.



- The Town Municipal Judge is appointed by the Board of Trustees to process Town of Columbine Valley and Town of Bow Mar misdemeanor and traffic offenses.
- The Town Municipal Judge serves as the presiding authority over legal issues at the Town [Municipal Court](#).
- Municipal Court is held the third Thursday of each month via Zoom or in person (by request).
- At Court, defendants meet with the Town Attorney to discuss options available to them by way of a plea bargain.
- After meeting with the Town Attorney, defendants enter the court room to speak with the Judge, who may sign the plea bargain or set a fine. Defendants are required to pay the fine at that time.
- If unable to pay the fine, defendants can speak with the clerk regarding options for a Stay of Execution (SOE) where \$50 is due and payable on the 10<sup>th</sup> of every month until the fine is paid in full.



The Columbine Valley Town Administrator:

- Is the Chief Administrative Officer of the Town and implements the policies set by the Board of Trustees.
- Supervises [Town Staff](#) and oversees various projects of the Town Government.
- Ensures efficient, quality services are delivered to the community.
- Facilitates the flow of information between Staff and the Board of Trustees.
- Represents the Town's interests with state and regional organizations such as Arapahoe County, CDOT, and Colorado Municipal League.
- Serves as the Town Clerk, including serving as the custodian of all Town legal documents and administering liquor licenses and municipal elections.



## **Manager of Support Services**

- Serves as the Municipal Court Clerk.
- Assists with financial functions and serves as office manager.

## **Manager of Public Works**

- Oversees the facilities, fleet, and infrastructure, including the Town Hall facility, parks, street maintenance, and snow removal.
- Collaborates with the Town's engineers and other contractors and consultants as needed.

## **Building Department Coordinator**

- Responsible for licensing contractors, enforcing codes, and reviewing and approving requests for building permits in Columbine Valley and the Town of Bow Mar.
- Coordinates certified professional building inspectors to approve plans, recommend changes, and approve projects.

## **Communications Coordinator**

- Maintains the Town Directory.
- Communicates directly with residents and HOAs via the Town website, Nextdoor, email, mail, and the quarterly newsletter, the *Columbine Valley Voice*.
- Keeps residents informed about roads, elections, events, trash service, and more.

## Town Planner

- Participates in long-range planning, transportation improvements, and development review.
- Interprets and advises on land use and zoning regulations.

## Engineering Services

- Enhances public health and safety in Columbine Valley through efficient:
  - Engineering services
  - Capital improvements
  - Construction management
  - Design review
- The Town contracts most of these services with outside consultants.



- The Chief of Police oversees the Columbine Valley Police Department, serving both the Town of Columbine Valley and the Town of Bow Mar.
- The [Police Department](#) is located in Town Hall.
- Officers respond to calls for service and conduct follow-up investigations.
- Officers are responsible for the enforcement of federal and state laws, as well as municipal ordinances.
- The Police Department oversees the [House Watch](#) program and assists with Code Enforcement.



Columbine Valley partners with local organizations through:

- Intergovernmental agreements with the Town of Bow Mar for Police, Court, and Building Department services.
- Working agreements with the City of Littleton and Arapahoe County.

Columbine Valley ensures Town interests are represented throughout the state and region by working with organizations such as:

- Colorado Department of Transportation (CDOT)
- Denver Regional Council of Governments (DRGOG)
- Colorado Municipal League (CML)



## **Planning Commission (P&Z)**

- Is appointed by the Board of Trustees and serves as an advisory committee to the Board on land use and planning issues.
- Consists of nine members, including the Mayor and Planning Trustee, serving four-year terms.
- Meets to review and make recommendations to the Board of Trustees on rezoning cases, preliminary subdivision plans, zoning ordinance amendments, and the Land Use Manual and related planning documents.
- Is responsible for the adoption of and amendments to the Town's Master Plan.
- Meets as needed on the second Tuesday of each month at 6:30 p.m. at Town Hall.

## **Board of Adjustments**

- Is appointed by the Board of Trustees.
- Considers variances and special exceptions to Town ordinances and hears appeals of interpretation of the zoning ordinance by Town Staff.
- Consists of seven members, including the Mayor and Building Trustee, serving three-year terms.
- Meets as needed.



## All Town Meeting Notices will be posted at least 24 hours in advance.

- **Board of Trustees Meetings** are held the third Tuesday of every month at 6:30 p.m. at Town Hall. During this meeting, Trustees listen to residents' concerns; hear updates from the Mayor, Town Administrator, Chief of Police, and Town Treasurer; and address Town business as necessary.
- **Executive Sessions** are used when the Board needs to address an issue in a non-public setting, such as personnel matters or to receive counsel from the Town Attorney on sensitive matters.
- **Special Meetings** may be convened at the discretion of the Mayor or majority of Trustees to discuss Town business at a time other than the regular third Tuesday meeting.
- **Public Hearings** are held for the Board of Trustees to collect more information so they can make recommendations concerning a specific topic of interest for the Town. These hearings are typically held as part of the monthly Board of Trustees meeting and are open to the public.
- **Study Sessions** are held by the Board of Trustees or Planning Commission. Study Sessions are work sessions among the Board, Town Staff, and any third-party representatives that address unique issues and opportunities for Columbine Valley. No action is taken at a Study Session.

## **Governance**

The Town makes every effort to maximize resident participation so that Town government is representative of and responsive to the population; and to serve and govern the population in an honest, efficient and equitable manner.

## **Quality of Life**

The Town strives to identify, preserve, and enhance the qualities and character that make Columbine Valley a special place to live, including aesthetics, environment, and public safety.

## **Fiscal Conditions**

The Town is committed to ensuring its short and long-term ability to provide services and manage its capital and human resources through financial stability and fiscal planning.

## **Public Safety**

The Town is dedicated to promoting public safety through the enforcement of codes, maintaining a dedicated police force, timely public safety announcements, and safe infrastructure.

## **Land Use & Development**

The Town promotes orderly development and redevelopment to achieve appropriate and compatible use of land.

## **Transportation & Infrastructure**

The Town values the maintenance and development of a road infrastructure that will prioritize safety, enhance the mobility of its residents, and preserve the character of Columbine Valley.

## **Community Events & Services**

The Town provides special events and services that promote resident inclusion and participation and that meet the social and convenience needs of the population.

## **Regional Cooperation**

The Town engages in effective regional cooperation that promotes the interests and well-being of its population, recognizing that development, transportation, environmental, and quality-of-life issues transcend Town boundaries.

- The Town contracts with Republic Waste Services for [trash collection and recycling](#), and the pickup day for both is Monday.
- The Town provides [snow removal](#) services with a goal of clearing streets within 24 hours after the snow has stopped falling.
- The Columbine Valley Municipal Code requires door-to-door Solicitors, Peddlers, or Hawkers to register with the Town.
- The Town maintains a [Do Not Visit](#) (no solicitation) list.
- The Town maintains an updated directory of resident contact information and makes this information available to Town residents.



Columbine Valley's [Event Calendar](#) includes:

- 4<sup>th</sup> of July Parade & Festival
- Flu Shot Clinic
- Hazardous Materials & Electronics Roundups
- Prescription Drug Take-Back Events
- Shred Events
- Summer Concerts in the Park

