

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

May 21, 2024

6:30PM

**A G E N D A**

1. ROLL CALL 6:30 PM
  
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 Menk
  - a. Approval of April 16, 2024, Minutes
  
5. REPORTS
  - a. Mayor
  - b. Trustees
  - c. Finance Report
  - d. Town Administrator
  - e. Chief of Police
  
6. PRESENTATIONS
  - a. Public Works Department Overview Mr. Hayden
  - b. Hunter Run Traffic Light Mr. McCrumb
  
7. OLD BUSINESS
  - a. Town Hall Special Event Permit Mr. McCrumb
  
8. NEW BUSINESS
  - a. Columbine Valley Trash Service Renewal Mr. McCrumb
  - b. Trustee Bill #6 – 2024 Flood Damage Prevention (1<sup>st</sup> Reading) Mr. McCrumb
  
9. ADJOURNMENT

## TOWN OF COLUMBINE VALLEY

### BOARD OF TRUSTEES

Minutes

April 16, 2024

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: Mayor Roy Palmer, Bill Dotson, Kathy Boyle, Mike Giesen, Jim Tarpey, and Al Tarpey  
Also present: Lee Schiller, J.D. McCrumb, Diane Rodriguez, Trich McCarthy, Brent Kaslon, and Jamie Milliman

**PUBLIC COMMENT:** Tim Vandel, 14 Fairway Lane, Encouraged the Trustees to take action to replace the pavers at Fairway Lane; the current situation (no pavers) is not acceptable to the HOA.

Jared Hamilton, 7 Fairway Lane, Echoed and supports the comments of Mr. Vandel.

Mara Marks, 8 Driver Lane, Echoed and supports the comments of Mr. Vandel.

#### **CONSENT AGENDA:**

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

#### **OLD BUSINESS:**

**Park Bench and Tree Recognition Policy:** Mr. McCrumb presented the policy. The Trustees asked clarifying questions and discussed the policy.

**ACTION: upon a motion by Trustee Timoty and a second by Trustee Boyle, the Board of Trustees unanimously approved policy with two changes:**

- 1) All completed applications will be presented to the Trustees for final approval.
- 2) The following language will be added to the policy "This policy does not preclude the Town from recognizing a person for their contributions to the Town."

**ACTION: upon a motion by Trustee Dotson and a second by Trustee Timothy, the Board of Trustees unanimously approved an expenditure of \$2,000 from the Conservation Trust Fund to dedicate a bench to Sandy Graham.**

**Fairway Lane Entrance:** Mr. McCrumb presented the options for action at the Fairway Lane entrance. The Trustees asked clarifying questions and discussed the options.

**ACTION: upon a motion by Trustee Timoty and a second by Trustee Boyle, the Board of Trustees approved 5-1 (Dotson voted nay) Option 2 - pavers and allocated \$70,000 from the Capital Fund for the work. The Trustees also stipulated that the work is conditioned on a donation to the Town from the Old Town HOA of \$35,000.**

**Trustee Bill #4 – WP 2<sup>nd</sup> Plan Amendment (2<sup>nd</sup> Reading):** Mr. Kaslon and Mr. Schiller presented the ordinance.

**PUBLIC HEARING:** Mayor Palmer opened a public hearing on Trustee Bill #4 at 7:10 p.m. Mara Marks, 8 Driver Lane, believes the added language satisfies her

concerns with the amendment. There was no additional comment. Mayor Palmer closed the public hearing at 7:12 p.m.

**ACTION: upon a motion by Trustee Timothy and a second by Trustee Giesen, the Board of Trustees unanimously approved Trustee Bill #4-2024 on 2<sup>nd</sup> reading.**

**Trustee Bill #5 – Land Use Regulations/FDP Expiration (2<sup>nd</sup> Reading):** Mr. Schiller presented the ordinance.

**PUBLIC HEARING:** Mayor Palmer opened a public hearing on Trustee Bill #5 at 7:13 p.m. There was no public comment. Mayor Palmer closed the public hearing at 7:14 p.m.

**ACTION: upon a motion by Trustee Timothy and a second by Trustee Tarpey, the Board of Trustees unanimously approved Trustee Bill #5-2024 on 2<sup>nd</sup> reading.**

**THANKS & REMARKS:** Mayor Palmer offered his thanks to the citizens for the opportunity to serve. He is very proud of what has been accomplished through the eight years he has served. He cautioned future boards to be financially prudent. Trustee Boyle expressed that she learned a great deal and thanked those she served with. Trustee Tarpey said that his service was a fantastic experience and that the quality of the board and staff are phenomenal.

**RECESS MEETING: upon a motion by Trustee Boyle and a second by Trustee Tarpey, the Board of Trustees went into a recess at 7:23.**

**SWEARING IN OF MAYOR AND TRUSTEES: Judge McCarthy administered the oaths of office to Mayor Menk, Trustee Giesen, Trustee Huelskamp, and Trustee McCain.**

Mayor Menk reconvened the Regular Meeting of the Trustees to order at 7:28 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees:	Mayor Bruce Menk, Bill Dotson, Mike Giesen, Dave Huelskamp, Betsy McCain, and Al Timothy
Also present:	Lee Schiller, J.D. McCrumb, Diane Rodriguez, Trich McCarthy, Brent Kaslon, and Jamie Milliman Bret Cottrell

**REPORTS:**

- A. The Mayor expressed his gratitude for the trust and encouragement of the previous boards and mayors, as well as the professionalism of staff and contractors.
- B. No other trustee offered comment.
- C. Mrs. Rodriguez reviewed the Town's March financials as presented in the Trustees Packet.
- D. Mr. McCrumb reviewed his report as presented in the Trustees Packet.
- E. Sgt. Milliman reviewed his report as presented in the Trustee Packet.
- F. Judge McCarthy provided the Trustees with the annual update on the Municipal Court.

**APPOINTMENTS AND OATHS:**

- A. Mayor Menk recommended that Trustee Bill Dotson serve as Mayor Pro Tem.
- B. Mayor Menk recommended that the following Trustees fill the corresponding Commission posts: Al Timothy, Building; Betsy McCain, Community Affairs; Dave Huelskamp, Planning; Bill Dotson, Public Safety; Ed Icenogle, Public Works; Mike Giesen, Finance.

**ACTION: upon a motion by Mayor Timothy and a second by Trustee Dotson, the Board of Trustees unanimously approved the Mayor Pro Tem and Commission appointments.**
- C. Mayor Menk recommended that the following staff be reappointed: Lee Schiller, Town Attorney; Bill Dotson, Town Treasurer; J.D. McCrumb, Town Administrator, Town Clerk

and Court Clerk; Dana Struthers, Jeremy Hayden, and Gabriel Watts as Court Clerks; Bret Cottrell, Town Marshall/Police Chief, Trisha McCarthy, Municipal Judge, and Jim Thelen, Chief Building Official.

**ACTION: upon a motion by Trustee Timothy and a second by Trustee Giesen, the Board of Trustees unanimously approved these staff appointments.**

#### **NEW BUSINESS**

**Town Hall Special Event Permit:** Mr. McCrumb presented the concept of a special event permit for public use of Town Hall and/or Columbine Park. The Trustees offered direction and asked staff to bring a policy back for consideration at the May meeting.

**ACTION: no action was taken at this meeting.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:07 p.m.

Submitted by,  
J.D. McCrumb, Town Administrator

*\* All reports and exhibits listed "as attached" are available on the Columbine Valley web site and by request at Town Hall.*

*\*\* All minutes should be considered in DRAFT form until approved by the Board of Trustees at the next regular meeting.*

**TOWN OF COLUMBINE VALLEY**  
**Financial Statements as of and YTD April 30, 2024**  
**Variance Summary**

**General Fund**

**Revenues**

- General Fund Revenues are at 45% of budget (PY 42%)
  - o Property taxes \$404,542 at 69% (PY 63%)
  - o Permits, fees and services \$96,519 at 56% (PY 23%)
  - o Interest \$106,205 in general fund and total of \$140,892

**Administration – 26% of budget (PY 22%)**

**Planning and engineering – 43% of budget (PY 20%)**

**Public Safety – 30% of budget (PY 28%)**

**Public Works – 19% of budget (PY 22%)**

**General Fund Expenditures, Transfers and Fund Balance**

- General Fund Expenditures are at 27% of budget (PY 24%)
- Transfer to capital fund of \$530,000
- The ending fund balance is \$809,086

**Capital Fund**

- Ending fund balance \$5,827,549

**Conservation Trust Fund** - Ending fund balance \$33,380

**Arapahoe County Open Space Fund** - Ending fund balance \$624,584

**Wild Plum Impact Fees Fund** - Ending fund balance \$1,287,329

**Transportation Fees Fund**

- Transportation fees \$55,392 at 55% of budget (PY 30%)
- Ending fund balance \$328,581

**TOWN OF COLUMBINE VALLEY  
CASH POSITION  
YEAR TO DATE (YTD) AS OF APRIL 30, 2024**

<b>Account Activity Item Description</b>	<b>CHECKING</b>	<b>INVESTMENTS</b>	<b>TOTAL ALL ACCOUNTS</b>
BMO checking	\$ 794,087	-	\$ 794,087
C-Safe Primary	-	5,962,334	5,962,334
C-Safe Wild Plum Impact fee	-	1,287,329	1,287,329
C-Safe CTF	-	33,379	33,379
Arapahoe County shareback	-	624,585	624,585
<b>YTD Cash Balances</b>	<b>794,087</b>	<b>7,907,627</b>	<b>8,701,714</b>
Less amount allocated for capital	-	(5,827,549)	(5,827,549)
Less amount restricted for CTF	-	(33,380)	(33,380)
Less amount restricted for ACOS	-	(624,584)	(624,584)
Less amount restricted for impact fees	-	(1,287,329)	(1,287,329)
Less amount restricted for transportation fees	(193,796)	(134,785)	(328,581)
<b>CURRENT UNRESTRICTED/UNALLOCATED BALANCE</b>	<b>\$ 600,291</b>	<b>\$ -</b>	<b>\$ 600,291</b>

**TOWN OF COLUMBINE VALLEY  
ALLOCATION OF AVAILABLE FUND BALANCES  
YEAR TO DATE (YTD) AS OF APRIL 30, 2024**

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Wild Plum Impact Fees	Transportation Fees	TOTALS
<b>BEGINNING FUND BALANCES</b>	\$ 802,280	\$ 5,298,559	\$ 29,893	\$ 613,459	\$ 1,264,399	\$ 273,189	\$ 8,281,779
<b>YTD REVENUES PER FINANCIAL STATEMENTS</b>							
Taxes	749,445	-	-	-	-	-	749,445
Permits and fines	107,795	-	-	-	-	-	107,795
Intergovernmental	203,017	-	-	-	-	-	203,017
Interest	106,205	-	632	11,125	22,930	-	140,892
Other	1,802	-	-	-	-	-	1,802
Conservation Trust Fund entitlement	-	-	2,855	-	-	-	2,855
Transportation fees	-	-	-	-	-	55,392	55,392
<b>Total YTD revenues</b>	<b>1,168,264</b>	<b>-</b>	<b>3,487</b>	<b>11,125</b>	<b>22,930</b>	<b>55,392</b>	<b>1,261,198</b>
<b>Total YTD expenditures</b>	<b>(631,458)</b>	<b>(1,010)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(632,468)</b>
<b>Excess of revenues over (under) expenditures</b>	<b>536,806</b>	<b>(1,010)</b>	<b>3,487</b>	<b>11,125</b>	<b>22,930</b>	<b>55,392</b>	<b>628,730</b>
Transfers	(530,000)	530,000	-	-	-	-	-
<b>Net change in fund balance</b>	<b>6,806</b>	<b>528,990</b>	<b>3,487</b>	<b>11,125</b>	<b>22,930</b>	<b>55,392</b>	<b>628,730</b>
<b>YTD ENDING FUND BALANCES</b>	<b>\$ 809,086</b>	<b>\$ 5,827,549</b>	<b>\$ 33,380</b>	<b>\$ 624,584</b>	<b>\$ 1,287,329</b>	<b>\$ 328,581</b>	<b>\$ 8,910,509</b>

Budget vs actual reference

(page 4)

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**TOWN OF COLUMBINE VALLEY  
BALANCE SHEET - ALL FUNDS  
GOVERNMENTAL FUNDS  
April 30, 2024  
Unaudited**

**ASSETS**

Cash and investments	\$ 8,701,714
Accrued revenue	296,664
Prepaid expenses	28,917
Other receivables	15,324
<b>TOTAL ASSETS</b>	<b><u>\$ 9,042,619</u></b>

**LIABILITIES AND FUND BALANCES**

**LIABILITIES**

Accounts payable	\$ 129,349
Accrued liabilities	2,761
<b>Total liabilities</b>	<b><u>132,110</u></b>

**FUND BALANCES**

General	809,086
Capital	5,827,549
Conservation trust fund	33,380
Arapahoe county open space	624,584
Wild Plum Impact fees	1,287,329
Transportation fees	328,581
<b>Total fund balances</b>	<b><u>8,910,509</u></b>

**TOTAL LIABILITIES AND FUND BALANCES**

**\$ 9,042,619**



**TOWN OF COLUMBINE VALLEY**  
**GENERAL - SUMMARY**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE FOUR MONTHS ENDED APRIL 30, 2024**  
**Unaudited**

	<b>YTD Actual</b>	<b>Adopted Annual Budget</b>	<b>YTD Variance from Annual Budget</b>	<b>Percent of Annual Budget (33% YTD)</b>
<b>REVENUES</b>				
Taxes	\$ 749,445	\$ 1,758,694	\$ (1,009,249)	43%
Permits and fines	107,795	273,000	(165,205)	39%
Intergovernmental	203,017	426,300	(223,283)	48%
Interest	106,205	95,400	10,805	111%
Other	1,802	4,000	(2,198)	45%
Grants	-	32,000	(32,000)	0%
<b>Total revenues</b>	<u>1,168,264</u>	<u>2,589,394</u>	<u>(1,421,130)</u>	<u>45%</u>
<b>EXPENDITURES</b>				
Administration	202,538	764,680	(562,142)	26%
Planning and engineering	15,584	36,000	(20,416)	43%
Public safety	329,727	1,097,881	(768,154)	30%
Public works	83,609	447,644	(364,035)	19%
<b>Total expenditures</b>	<u>631,458</u>	<u>2,346,205</u>	<u>(1,714,747)</u>	<u>27%</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>536,806</u>	<u>243,189</u>	<u>293,617</u>	<u>221%</u>
<b>OTHER FINANCING USES</b>				
Transfer to capital	(530,000)	(250,000)	(280,000)	212%
<b>Total other financing uses</b>	<u>(530,000)</u>	<u>(250,000)</u>	<u>(280,000)</u>	<u>212%</u>
<b>NET CHANGE IN FUND BALANCE</b>	6,806	<u>\$ (6,811)</u>	<u>\$ 13,617</u>	
<b>BEGINNING FUND BALANCE</b>	<u>802,280</u>			
<b>ENDING FUND BALANCE</b>	<u><b>\$ 809,086</b></u>			

**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE ONE MONTH AND FOUR MONTHS ENDED APRIL 30, 2024**  
**Unaudited**

	<b>Current Month</b>	<b>YTD Actual</b>	<b>Adopted Annual Budget</b>	<b>YTD Variance from Annual Budget</b>	<b>Percent of Annual Budget (33% YTD)</b>
<b>REVENUES</b>					
<b>Taxes</b>					
Cable television	\$ 3,533	\$ 14,213	\$ 42,400	\$ (28,187)	34%
Property taxes	176,460	404,542	584,194	(179,652)	69%
Sales and use taxes	91,548	295,602	1,009,300	(713,698)	29%
Specific ownership taxes	2,906	11,303	40,900	(29,597)	28%
Utility franchise fees	690	23,785	81,900	(58,115)	29%
<b>Total taxes</b>	<b>275,137</b>	<b>749,445</b>	<b>1,758,694</b>	<b>(1,009,249)</b>	<b>43%</b>
<b>Permits and fines</b>					
Court fines	67	11,276	100,000	(88,724)	11%
Permits, fees and services	36,263	96,519	173,000	(76,481)	56%
<b>Total permits and fines</b>	<b>36,330</b>	<b>107,795</b>	<b>273,000</b>	<b>(165,205)</b>	<b>39%</b>
<b>Intergovernmental</b>					
Bow Mar IGA	84,500	169,000	338,000	(169,000)	50%
Bow Mar IGA admin	5,000	10,000	20,000	(10,000)	50%
County highway tax revenue	2,416	6,691	17,100	(10,409)	39%
Motor vehicle registration fees	426	1,623	5,600	(3,977)	29%
State cigarette tax apportionment	65	521	1,800	(1,279)	29%
State highway user's tax	3,906	15,182	43,800	(28,618)	35%
<b>Total intergovernmental</b>	<b>96,313</b>	<b>203,017</b>	<b>426,300</b>	<b>(223,283)</b>	<b>48%</b>
<b>Interest</b>	<b>26,300</b>	<b>106,205</b>	<b>95,400</b>	<b>10,805</b>	<b>111%</b>
<b>Other</b>	<b>31</b>	<b>1,802</b>	<b>4,000</b>	<b>(2,198)</b>	<b>45%</b>
<b>Grants</b>	<b>-</b>	<b>-</b>	<b>32,000</b>	<b>(32,000)</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>434,111</b>	<b>1,168,264</b>	<b>2,589,394</b>	<b>(1,421,130)</b>	<b>45%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Accounting and audit	10,949	35,532	112,400	(76,868)	32%
Advertising/notices	134	260	500	(240)	52%
Bank/credit card fees	455	1,604	7,700	(6,096)	21%
Building inspection and planning review	19,199	34,506	70,000	(35,494)	49%
Building maintenance and utilities	682	5,707	26,360	(20,653)	22%
Community functions	6,950	6,950	50,500	(43,550)	14%
Computer expense	530	1,391	10,000	(8,609)	14%
County treasurer's collection fees	1,765	4,046	5,842	(1,796)	69%
Dues and publications	3,712	6,143	13,480	(7,337)	46%
Education and training	590	5,690	11,000	(5,310)	52%
Election	-	-	4,000	(4,000)	0%
Health insurance	2,436	8,835	26,624	(17,789)	33%
Human resources	2,040	4,760	12,000	(7,240)	40%
Insurance workers comp and liability	2,629	6,179	15,987	(9,808)	39%
Legal	1	7,329	25,000	(17,671)	29%
Mayor expenses & meals	-	500	1,000	(500)	50%
Miscellaneous	-	150	1,500	(1,350)	10%
Payroll taxes	618	2,896	11,400	(8,504)	25%
Pension	476	2,750	11,400	(8,650)	24%
Salaries	9,877	57,429	228,144	(170,715)	25%
Special projects	-	-	19,000	(19,000)	0%

**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE ONE MONTH AND FOUR MONTHS ENDED APRIL 30, 2024**  
**Unaudited**

	<b>Current Month</b>	<b>YTD Actual</b>	<b>Adopted Annual Budget</b>	<b>YTD Variance from Annual Budget</b>	<b>Percent of Annual Budget (33% YTD)</b>
Supplies, printing, postage	972	6,253	13,000	(6,747)	48%
Telephone/communications	949	3,628	10,143	(6,515)	36%
Emergency reserve	-	-	77,700	(77,700)	0%
<b>Total administration</b>	<b>64,964</b>	<b>202,538</b>	<b>764,680</b>	<b>(562,142)</b>	<b>26%</b>
<b>Planning and engineering</b>					
Town planning	6,852	13,534	20,000	(6,466)	68%
Town engineer	250	2,050	16,000	(13,950)	13%
<b>Total planning and engineering</b>	<b>7,102</b>	<b>15,584</b>	<b>36,000</b>	<b>(20,416)</b>	<b>43%</b>
<b>Public safety</b>					
<b>Operations</b>					
Cruiser gas	1,433	5,265	20,000	(14,735)	26%
Cruiser oil/maintenance	740	3,342	13,000	(9,658)	26%
Cruiser insurance	486	1,943	5,829	(3,886)	33%
Education/training	-	2,820	12,620	(9,800)	22%
Equipment/repairs	-	-	4,000	(4,000)	0%
Health insurance	7,521	25,859	88,700	(62,841)	29%
Insurance workers comp and liability	7,468	17,734	46,061	(28,327)	39%
Payroll taxes	1,477	6,846	29,600	(22,754)	23%
Pension	3,538	18,638	59,200	(40,562)	31%
Salaries	32,831	180,665	591,598	(410,933)	31%
Supplies/miscellaneous	402	1,322	15,000	(13,678)	9%
Telephones/air cards	262	1,348	4,561	(3,213)	30%
Uniforms	203	3,617	10,000	(6,383)	36%
<b>Total operations</b>	<b>56,361</b>	<b>269,399</b>	<b>900,169</b>	<b>(630,770)</b>	<b>30%</b>
<b>Municipal court</b>					
Judge	750	3,000	9,000	(6,000)	33%
Interpreter	200	850	2,400	(1,550)	35%
Legal	-	4,545	26,000	(21,455)	17%
Health insurance	1,105	3,824	11,246	(7,422)	34%
Payroll taxes	130	462	2,340	(1,878)	20%
Pension	147	607	2,340	(1,733)	26%
Salaries	2,834	11,336	46,800	(35,464)	24%
Administration	-	-	1,000	(1,000)	0%
Supplies	775	775	2,500	(1,725)	31%
<b>Total municipal court</b>	<b>5,941</b>	<b>25,399</b>	<b>103,626</b>	<b>(78,227)</b>	<b>25%</b>
<b>Contracts</b>					
Arapahoe county dispatch fee	18,446	18,446	36,894	(18,448)	50%
Tri-tech software	-	-	1,262	(1,262)	0%
Humane society	-	-	500	(500)	0%
Juvenile assessment	-	-	650	(650)	0%
Netmotion	-	-	500	(500)	0%
CACP	-	430	350	80	123%
CISC	-	150	1,000	(850)	15%
WhenIWork	-	797	430	367	185%
<b>Total contracts</b>	<b>18,446</b>	<b>19,823</b>	<b>41,586</b>	<b>(21,763)</b>	<b>48%</b>
<b>Computer/IT</b>					
Flock safety	1,458	5,833	17,500	(11,667)	33%
Offsite server backup and protection	710	2,580	12,000	(9,420)	22%
Office 365 accounts	1,032	2,021	5,000	(2,979)	40%

**TOWN OF COLUMBINE VALLEY**  
**GENERAL - DETAILS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE ONE MONTH AND FOUR MONTHS ENDED APRIL 30, 2024**  
**Unaudited**

	<b>Current Month</b>	<b>YTD Actual</b>	<b>Adopted Annual Budget</b>	<b>YTD Variance from Annual Budget</b>	<b>Percent of Annual Budget (33% YTD)</b>
Scheduled computer replacement	(292)	5	4,000	(3,995)	0%
Govpilot	1,167	4,667	14,000	(9,333)	33%
<b>Total computer/IT</b>	<b>4,075</b>	<b>15,106</b>	<b>52,500</b>	<b>(37,394)</b>	<b>29%</b>
<b>Total public safety</b>	<b>84,823</b>	<b>329,727</b>	<b>1,097,881</b>	<b>(768,154)</b>	<b>30%</b>
<b>Public works</b>					
Ground maintenance	202	286	7,000	(6,714)	4%
Health insurance	1,070	3,561	9,966	(6,405)	36%
Insurance vehicle	243	971	2,914	(1,943)	33%
Insurance workers comp and liability	1,151	2,506	6,283	(3,777)	40%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	340	1,563	5,522	(3,959)	28%
Pension	228	1,232	5,522	(4,290)	22%
Professional fees-mosquito control	1,325	1,325	7,985	(6,660)	17%
Salaries	5,857	30,108	110,448	(80,340)	27%
Sanitation/trash/recycle service	8,878	35,513	109,200	(73,687)	33%
Signs maintenance	-	-	1,104	(1,104)	0%
Snow removal	177	1,250	2,500	(1,250)	50%
Storm water permit process/NPDES	-	518	1,200	(682)	43%
Street lighting	587	2,602	15,000	(12,398)	17%
Street and gutter maintenance	538	1,009	105,000	(103,991)	1%
Streets and gutters contingency	-	-	50,000	(50,000)	0%
Striping	432	432	1,000	(568)	43%
Vehicle maintenance	670	733	2,000	(1,267)	37%
<b>Total public works</b>	<b>21,698</b>	<b>83,609</b>	<b>447,644</b>	<b>(364,035)</b>	<b>19%</b>
<b>TOTAL EXPENDITURES</b>	<b>178,587</b>	<b>631,458</b>	<b>2,346,205</b>	<b>(1,714,747)</b>	<b>27%</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>255,524</b>	<b>536,806</b>	<b>243,189</b>	<b>293,617</b>	<b>221%</b>
<b>OTHER FINANCING USES</b>					
Transfer to capital	(200,000)	(530,000)	(250,000)	(280,000)	212%
<b>Total other financing uses</b>	<b>(200,000)</b>	<b>(530,000)</b>	<b>(250,000)</b>	<b>(280,000)</b>	<b>212%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 55,524</b>	<b>\$ 6,806</b>	<b>\$ (6,811)</b>	<b>\$ 13,617</b>	
<b>BEGINNING FUND BALANCE</b>		<b>802,280</b>			
<b>ENDING FUND BALANCE</b>		<b>\$ 809,086</b>			

**TOWN OF COLUMBINE VALLEY**  
**CAPITAL**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE FOUR MONTHS ENDED APRIL 30, 2024**  
**Unaudited**

	<b>YTD Actual</b>	<b>Adopted Annual Budget</b>	<b>YTD Variance from Annual Budget</b>	<b>Percent of Annual Budget (33% YTD)</b>
<b>REVENUES</b>				
<b>Total revenues</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<b>EXPENDITURES</b>				
<b>Public safety</b>				
Vehicle	-	69,000	(69,000)	0%
<b>Public works</b>				
Lightpole replacement	-	12,000	(12,000)	0%
Platte Canyon Sidewalk - Village to Fairway	760	482,812	(482,052)	0%
Platte Canyon/Coal Mine right turn lane	-	280,000	(280,000)	0%
Road improvements	250	2,059,886	(2,059,636)	0%
Trails	-	30,000	(30,000)	0%
<b>Total expenditures</b>	<u>1,010</u>	<u>2,933,698</u>	<u>(2,932,688)</u>	<u>0%</u>
<b>EXCESS OF EXPENDITURES OVER REVENUES</b>	<u>(1,010)</u>	<u>(2,933,698)</u>	<u>2,932,688</u>	<u>0%</u>
<b>OTHER FINANCING SOURCES</b>				
Transfer from general	530,000	250,000	280,000	212%
<b>Total other financing sources</b>	<u>530,000</u>	<u>250,000</u>	<u>280,000</u>	<u>212%</u>
<b>NET CHANGE IN FUND BALANCE</b>	528,990	<u><u>\$ (2,683,698)</u></u>	<u><u>\$ 3,212,688</u></u>	
<b>BEGINNING FUND BALANCE</b>	<u>5,298,559</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 5,827,549</u></u>			

**TOWN OF COLUMBINE VALLEY  
CONSERVATION TRUST  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS  
FOR THE FOUR MONTHS ENDED APRIL 30, 2024  
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
<b>REVENUES</b>				
Conservation Trust Fund entitlement	\$ 2,855	\$ 8,700	\$ (5,845)	33%
CTF interest	632	1,300	(668)	49%
<b>Total revenues</b>	<u>3,487</u>	<u>10,000</u>	<u>(6,513)</u>	<u>35%</u>
<b>EXPENDITURES</b>				
Conservation trust fund expenditures	-	6,000	(6,000)	0%
<b>Total expenditures</b>	<u>-</u>	<u>6,000</u>	<u>(6,000)</u>	<u>0%</u>
<b>NET CHANGE IN FUND BALANCE</b>	3,487	<u>\$ 4,000</u>	<u>\$ (513)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>29,893</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 33,380</u></u>			

**TOWN OF COLUMBINE VALLEY**  
**ARAPAHOE COUNTY OPEN SPACE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE FOUR MONTHS ENDED APRIL 30, 2024**  
**Unaudited**

	<b><u>YTD Actual</u></b>	<b><u>Adopted Annual Budget</u></b>	<b><u>YTD Variance from Annual Budget</u></b>	<b><u>Percent of Annual Budget (33% YTD)</u></b>
<b>REVENUES</b>				
Arapahoe County open space revenues	\$ -	\$ 57,900	\$ (57,900)	0%
ACOP interest	11,125	27,000	(15,875)	41%
<b>Total revenues</b>	<u>11,125</u>	<u>84,900</u>	<u>(73,775)</u>	<u>13%</u>
<b>EXPENDITURES</b>				
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	11,125	<u><u>\$ 84,900</u></u>	<u><u>\$ (73,775)</u></u>	
<b>BEGINNING FUND BALANCE</b>	<u>613,459</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 624,584</u></u>			

**TOWN OF COLUMBINE VALLEY**  
**WILD PLUM IMPACT FEES**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS**  
**FOR THE FOUR MONTHS ENDED APRIL 30, 2024**  
**Unaudited**

	<b><u>YTD Actual</u></b>	<b><u>Adopted Annual Budget</u></b>	<b><u>YTD Variance from Annual Budget</u></b>	<b><u>Percent of Annual Budget (33% YTD)</u></b>
<b>REVENUES</b>				
Interest	\$ 22,930	\$ 60,000	\$ (37,070)	38%
<b>Total revenues</b>	<u>22,930</u>	<u>60,000</u>	<u>(37,070)</u>	<u>38%</u>
<b>EXPENDITURES</b>				
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	22,930	<u><u>\$ 60,000</u></u>	<u><u>\$ (37,070)</u></u>	
<b>BEGINNING FUND BALANCE</b>	<u>1,264,399</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 1,287,329</u></u>			



**TOWN OF COLUMBINE VALLEY  
TRANSPORTATION FEES  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS  
FOR THE FOUR MONTHS ENDED APRIL 30, 2024  
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
<b>REVENUES</b>				
Transportation fees	\$ 55,392	\$ 100,000	\$ (44,608)	55%
<b>Total revenues</b>	<u>55,392</u>	<u>100,000</u>	<u>(44,608)</u>	<u>55%</u>
<b>EXPENDITURES</b>				
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCE</b>	55,392	<u>\$ 100,000</u>	<u>\$ (44,608)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>273,189</u>			
<b>ENDING FUND BALANCE</b>	<u><u>\$ 328,581</u></u>			



# MEMORIAL DAY

REMEMBER AND HONOR



MONDAY, MAY 27

## Town Administrator's Report

*May 2024*



## Town Administration

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**Beaver Management.** The Town has received several complaints about beavers on Dutch Creek. Staff has reached out to Columbine Country Club and Mile High Flood District to address any concerns.

**State Law Impacts.** The 2024 Colorado state legislative session is complete, and Staff is currently reviewing any impacts on the Town. Solutions will be presented to the Trustees as needed.

**Cable & WiFi Contracts.** Staff is analyzing two franchise agreements to address telecommunications and wireless internet needs. A recommendation will be presented to the Trustees in the future.

**Progress.** Staff continues to prepare for the future as follows:

- Code codification continues and will be presented to the Trustees when complete.
- Various Town-wide policies and administrative topics are under review for annual updates.
- Staff is updating continuity of operations plans for several departments.
- Staff has updated and posted on the website the following documents: Columbine Valley Town Government 101, Town Orientation for HOA Board Members, and Welcome New Neighbors.

## Town Website Statistics

**April 2024**

**Sessions: 2,476**

**Page Views: 4,062**

### Top Pages:

Street Maintenance  
Building Department  
Police Department  
Calendar



# Building Department

## Monthly Stats

36 Permits Issued

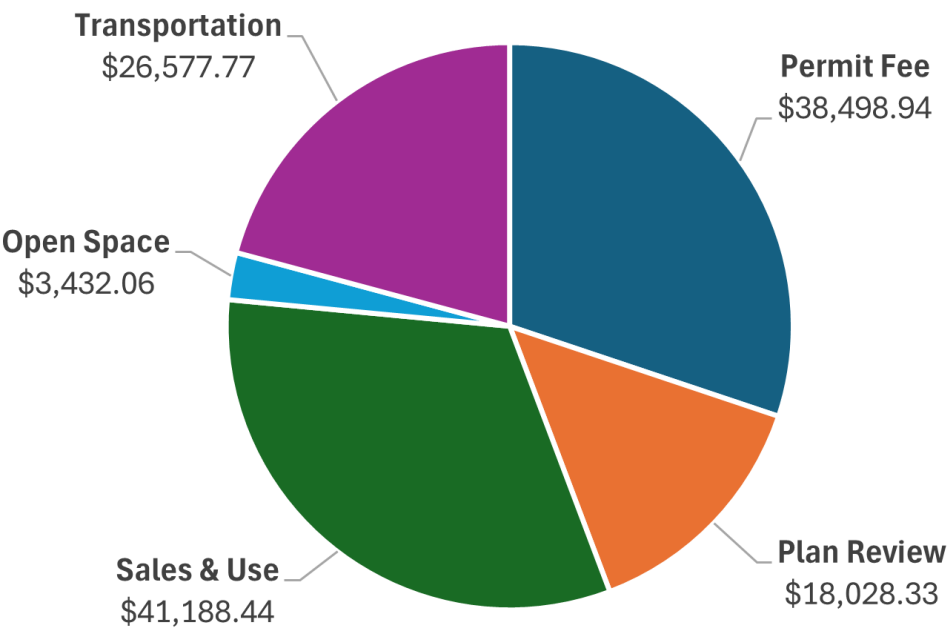
- New SFR: 1
- Major Remodel: 2
- Roofs/Solar: 21
- Basement: 2
- Miscellaneous: 10

38 Inspections

46 Licenses Issued

- General: 10
- Electrical: 5
- Plumbing: 7
- Roofing: 15

## April Revenue: \$115,630.12



## Building Department Revenue by Month

	<u>2023</u>	<u>2023 YTD</u>	<u>2024</u>	<u>2024 YTD</u>
January	\$78,588.73	\$78,588.73	\$112,396.11	\$112,396.11
February	\$25,246.21	\$103,834.94	\$39,587.44	\$151,983.55
March	\$68,651.16	\$172,486.10	\$27,277.15	\$179,260.70
April	\$21,506.86	\$193,992.96	\$115,630.12	\$294,890.82
May	\$22,900.20	\$216.893.16		
June	\$9,544.02	\$226,437.18		
July	\$7,497.76	\$233,934.94		
August	\$47,845.29	\$281,780.23		
September	\$82,284.15	\$364,064.38		
October	\$38,659.32	\$402,723.70		
November	\$65,559.63	\$468,283.33		
December	\$29,431.49	\$497,714.82		



# Public Works Updates

## Downed Trees

During the recent big windstorm, many trees were damaged around Town.

- Multiple trees fell over and completely blocked the road. Public Works and on-duty Police Officers cleared the road during the night.
- Staff was able to drag the trees off the road and reopen the street to traffic thanks to the new plow truck.
- Staff removed smaller tree limbs from the street and trimmed back other downed branches throughout the Town.



*A tree down on Club Lane across from Columbine Country Club.*

## Sewer Line Repairs

In mid-May, a sewer main running under Dutch Creek broke, allowing the creek water to fill the line. This line eventually feeds into the sewer lift station on Brookhaven Lane. The influx of water overwhelmed the primary and secondary pumps, causing them both to fail.

- The initial response was to empty the wells by truck and transport it to a different main.
- A temporary pump and hose line was then set up to transfer the waste.
- The damaged section of pipe was repaired after digging a temporary channel to divert the water in the creek. This allowed new pumps to be installed in the lift station and all temporary repairs to be removed.



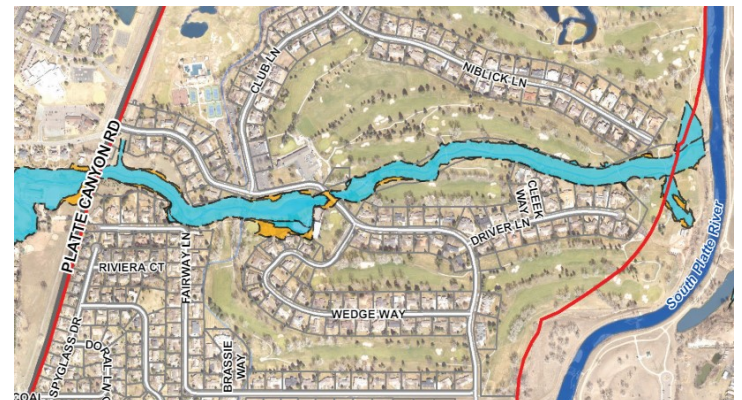
*Sewer line repairs.*

## Street Signs Inventory

Public Works completed the Town-wide inventory of street signs. Staff completed:

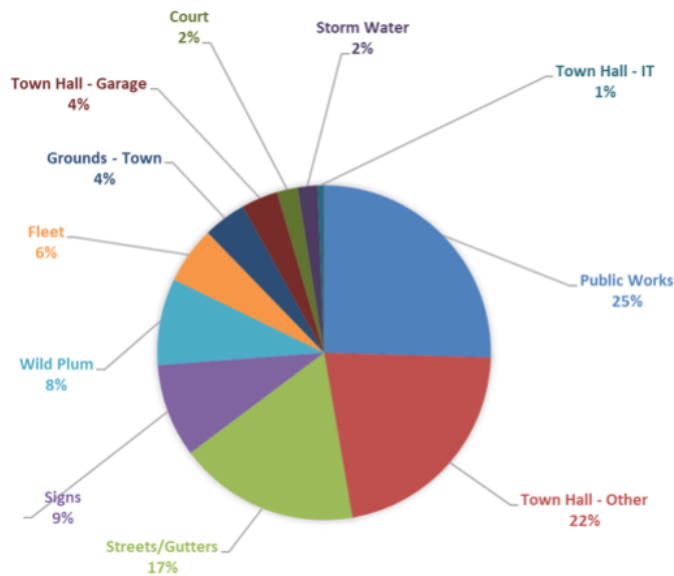
- A detailed inventory of all signs, posts, and attached hardware.
- Measurements of each sign to ensure compliance with Town standards.
- Records for the condition of paint and reflectivity of each sign.

This data will help create a starting point for a Town-wide upkeep program.



*Dutch Creek running through Columbine Valley.*

# Public Works Time Usage & Municipal Court Updates



April Hours	
Public Works	63.23
Town Hall: Other	54.22
Streets & Gutters	43.51
Signs	22.45
Wild Plum	20.79
Fleet	13.75
Grounds: Town	10.4
Town Hall: Garage	8.8
Court	5
Storm Water	4.8
Town Hall: IT	1.5

April Weather Report	
Monthly High	80°
Monthly Low	28°
Inches of Rain	1.73"
Inches of Snow	5"
Snow Plowing & Salt Spreading Days	0



## Fines Collected

	2023 YTD	2024	2024 YTD
January	\$4,530.00	\$2,438.25	\$2,438.25
February	\$8,740.00	\$2,869.74	\$5,307.99
March	\$18,360.00	\$3,681.98	\$8,989.97
April	\$27,325.01	\$6,252.49	\$15,242.46
May	\$37,332.01		
June	\$46,147.01		
July	\$51,762.01		
August	\$55,149.76		
September	\$56,877.26		
October	\$59,322.26		
November	\$63,940.45		
December	\$68,354.93		

## April Total Stats

Total on Docket	37
Total Paid Before Court	19
Cases Heard by Judge	23
Continuances	4
Default Judgments	6
Stays of Execution	12
Classes Ordered	0
Bench Warrants	2
Trials	2
Collections	2



# Columbine Valley Police Department

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

## Columbine Valley P.D. Monthly Report For May 2024

Full Time Positions	6 of 6
Part Time Positions	4 of 4
Regular hours	995
OT hours worked	28
Off Duty	0
PTO	110

### April 2024 Violations

Charges For the Date Range 4/1/2024 Thru 4/30/2024

Qty	Charge
25	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
13	703(3) FAIL TO STOP AT A STOP SIGN:
2	1101(1) SPEEDING EXCESS OF 30 MPH OVER LIMIT:
1	1409 COMPULSORY INSURANCE:
1	1402(1) CARELESS DRIVING:
0	

# Monthly Case # Report

Case Number	Event Date	Situation Reported
CV24-0000049	04/03/2024 08:06:59 AM	Theft from Motor Vehicle
CV24-0000050	04/03/2024 10:37:12 AM	Trespass to Vehicle
CV24-0000051	04/03/2024 04:31:05 PM	TRAFFIC ARREST IP
CV24-0000051	04/03/2024 04:31:05 PM	TRAFFIC ARREST IP
CV24-0000052	04/03/2024 04:38:44 PM	Theft from Motor Vehicle
CV24-0000053	04/03/2024 06:05:20 PM	TRAFFIC ARREST IP
CV24-0000054	04/03/2024 06:39:25 PM	TRAFFIC ARREST IP
CV24-0000055	04/04/2024 08:28:51 AM	Fraud
CV24-0000056	04/05/2024 05:18:15 PM	FIRE GENERAL IP
CV24-0000057	04/06/2024 06:12:12 AM	DOMESTIC VIOLENCE VERBAL IP
CV24-0000058	04/07/2024 08:54:01 AM	TRAFFIC ARREST IP
CV24-0000059	04/09/2024 03:24:39 PM	Theft from Motor Vehicle
CV24-0000060	04/10/2024 05:51:57 PM	INFORMATION IP
CV24-0000061	04/11/2024 07:50:33 AM	PROPERTY ACCIDENT IP
CV24-0000062	04/12/2024 08:34:32 PM	TRAFFIC STOP IP
CV24-0000063	04/12/2024 11:48:22 PM	TRAFFIC ARREST IP
CV24-0000064	04/15/2024 09:17:26 AM	TRAFFIC ARREST IP
CV24-0000065	04/15/2024 11:26:14 AM	TRAFFIC ARREST IP
CV24-0000066	04/17/2024 10:58:32 PM	JUVENILE COMPLAINT IP
CV24-0000067	04/18/2024 02:43:29 PM	RECOVERED STOLEN VEHICLE IP
CV24-0000068	04/18/2024 10:42:28 PM	TRAFFIC ARREST IP
CV24-0000069	04/24/2024 10:04:18 PM	TRAFFIC STOP IP
CV24-0000070	04/27/2024 03:05:26 AM	TRAFFIC ARREST IP
CV24-0000071	04/28/2024 01:55:06 AM	WARRANT ARREST IP
CV24-0000072	04/28/2024 11:35:24 PM	TRAFFIC ARREST IP



9:47 AM 5/14/2024  
Data Source: Data Warehouse

**Data Source: Data Warehouse**

Select a format [Excel](#) [Acrobat \(PDF\) file](#) [Export](#)

Priority	Description
1	P1 In Progress
2	P2 Urgent
3	P3 Non Emergency
4	P4 Police Details
5	P5 On View
6	P6 Phone
7	P7 Dispatch
8	P8 CAD Test Record
9	P9 Call on Hold

[illegible]



Shots Fired										
SHOTS FIRED IP										
Suicide Attempt										
SUICIDE ATTEMPT IP										
SUICIDE COMPLETED IP										
SUICIDE THREAT IP										
SUSPICIOUS CIRCUMSTANCE IP		<u>4</u>								<u>4</u>
SUSPICIOUS PERSON IP		<u>5</u>								<u>5</u>
SUSPICIOUS VEHICLE IP		<u>4</u>								<u>4</u>
Theft			<u>2</u>							<u>2</u>
Theft from Motor Vehicle			<u>4</u>							<u>4</u>
THEFT FROM MOTOR VEHICLE IP										
THEFT IP										
TRAFFIC ARREST IP			<u>9</u>							<u>9</u>
Traffic Complaint										
TRAFFIC COMPLAINT IP			<u>2</u>							<u>2</u>
TRAFFIC OBSTRUCTION IP		<u>4</u>								<u>4</u>
TRAFFIC STOP IP		<u>79</u>								<u>79</u>
TRANSPORT IP										
Trespass to Property										
TRESPASS TO PROPERTY IP										
Trespass to Vehicle			<u>1</u>							<u>1</u>
TRESPASS TO VEHICLE IP										
UNKNOWN INJURY ACCIDENT IP										
UNLAWFUL ACTS IP										
UNWANTED SUBJECT IP		<u>1</u>								<u>1</u>
VEHICLE LOCKOUT IP										
WARRANT ARREST IP			<u>1</u>							<u>1</u>
WARRANT PICKUP IP										
Weapons Violation										
WEAPONS VIOLATION IP										
WELFARE CHECK IP		<u>3</u>								<u>3</u>
ZZ-Animal Call										
ZZ-Suspicious Person										
ZZ-Suspicious Vehicle										
ZZ-Unwanted Subject										
ZZ-ZONING IP										
Total		<u>122</u>	<u>47</u>	<u>15</u>						<u>184</u>



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

**Date:** May 21, 2024

**Title:** Public Works Department Overview

**Presented By:** Jeremy “Hobbes” Hayden, Public Works Manager

**Prepared By:** Jeremy “Hobbes” Hayden, Public Works Manager

**Background:** The Public Works Department is a multi-functional division of the Town. Its 2024 budget is \$447,515 not including capital expenditures.

This presentation is for informational purposes only. The Trustees are not asked for any action or direction.

**Attachments:** None.

**Recommended Motion:** None.



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

**Date:** May 21, 2024

**Title:** Hunter Run Traffic Light

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

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

**Background:** There is a 3-way traffic light installed at the corner of Hunter Run Lane and Thoroughbred Lane. It was installed in 2018 as part of the requirements of the Wild Plum development approval and is specified in the Construction Management Plan:

*"A temporary traffic control signal will be installed, maintained, and removed (including repairs of all associated damages) by the Owner at Hunter Run and Thoroughbred. The Board of Trustees will determine when the light is to be removed. The Owner is not responsible or liable for any direction given by the Town regarding the traffic control device."*

The light was installed due to concerns expressed by the neighborhood regarding the safety and operations for traffic exiting the neighborhood turning onto Hunter Run Lane. The concerns were based on the anticipated amount of heavy truck traffic resulting from the construction of Wild Plum. The homebuilder hired a traffic engineer who designed and put their professional engineer's stamp on the drawing.

The light has functioned adequately during the construction period. However, it does NOT meet industry-standard (Manual on Uniform Traffic Control Devices) warrants and the Town staff advises the light should be removed now that it has served its purpose. Knowingly having an unwarranted traffic signal in place may lead to shared liability on the part of the Town.

The Town's Traffic Engineer advises that based on current traffic counts, no controlling fixture (lights or signs) are necessary. However, the Town could consider a stop only for traffic approaching Hunter Run Lane from the neighborhood.

An all-way stop is unnecessary (and unwarranted) and would unduly delay traffic to/from Wild Plum. Compliance with unwarranted all-way stops is sometimes a concern. The all-way stop would result in more braking / acceleration noise for the neighborhood than the single stop configuration.

The CVPD supports the removal of the traffic light. There has been only one reported incident at the intersection in the past three years and it was a single-vehicle accident which was not influenced by the traffic light.

Should the Trustees seek to keep the light, staff will need to explore two options, in-house maintenance and upkeep or developing a vendor relationship for maintenance and upkeep. Both options will require additional on-going staff time and budgetary resources. Additional information can be presented as a follow-up item on a future agenda.

**Attachments:**

None

**Staff Recommendations:**

Based on this information, staff recommend removing the traffic signal and replacing it with a stop sign on the minor approach. This could happen as early as June.

**Trustee Actions:**

Provide staff with directions for next steps.





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

**Date:** May 21, 2024

**Title:** Town Hall Special Event Permit

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

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

**Background:** Recently, Town staff has received an increase in requests from residents to use Columbine Park for organized activities outside of the facilities' standard use. These are primarily events hosted by and for residents of the Town who need a venue larger than those available in their neighborhoods or personal residents.

Town staff does not currently have any apparatus to accept or deny these requests. As such, we are proposing the development of a Special Event Permit that will enable the use of Town facilities in a way that can be scheduled and controlled in size and scope.

At their meeting in April, the Trustees directed staff to develop an event permit for the park. This permit is separate from a Special Liquor License which has an established process but could be used in conjunction with the proposed event permit.

**Attachments:** Draft Columbine Park Event Permit

**Staff Recommendations:** Staff is seeking direction or action from the Trustees.

**Recommended Motion:** "I move to approve the Columbine Park Event Permit as discussed."

## **Columbine Park Event Permit**

Applicant Name:

Applicant Organization (if applicable):

Address:

Email:

Phone:

Event Name:

Date of Event:

Event Hours (start and end):

*Maximum 6 hours including set-up and clean-up*

Estimated Attendance:

Description of Event:

Upon application made by responsible and identifiable individuals, corporations, or public bodies, the Town of Columbine Valley, hereinafter referred to as “the Town” may issue an Event Permit for guaranteed reservation of Columbine Park which would waive, with respect for those applying users, their immediate families and guests, the practice of first come, first serve. The provision for issuance of and enforcement of said permits has been delegated to the Public Works Department, and that a minimum \$100 fee be charged for this permit in the form of an adequate sum of money sufficient to defray unusual and/or extra ordinary expense to the Town.

**VIOLATION OF ANY OF THE PERMIT CONDITIONS MAY RESULT IN IMMEDIATE REVOCATION AND/OR FORFEITURE OF PERMIT FEE.**

**REPAIRS OR CLEAN UP BEYOND NORMAL USE WILL BE BILLED TO APPLICANT BASED ON COST OF SERVICE.**

1. Lessee agrees to comply with all applicable rules, regulations, and policies of the Town. Any misuse may result in cancellation of this agreement. The applicant will be responsible for his/her own actions and the actions of the parties represented as a result of this permit.
2. Motorized vehicles are prohibited on Columbine Park turf.
3. At termination of permitted use, the area shall be restored to a litter free condition. Repair or clean up beyond normal use will be billed to applicant based on cost of service.
4. If additional security or traffic control measures are required (as determined by the Lessee or the Town), the Town will not assume any financial responsibility but may assist with coordination functions and arrangements.
5. Shade structures (including but not limited to canopy tents or shade umbrellas) can be used in conjunction with approved park use permits. Shade structures must 10’x10’ or smaller and must be open sided. Shade structures shall be weighted with water or sand, stakes are not permitted.



6. Destruction, damage or removal of any vegetation, or defacement of Town property is prohibited.
7. Disorderly conduct and/or abusive language are prohibited.
8. Any machine or device for the purpose of amplification of human voice, music or any other sound is prohibited without the express written consent of the Town.
9. Events must fall between the hours of 8:00 a.m. to 9:00 p.m.
10. Pets must be on a leash not to exceed 6 feet in length.
11. Alcoholic beverage consumption is prohibited at Columbine Park. Non-profit organizations holding events in Town facilities must apply to and be in compliance with the Town's liquor licensing requirements. No glass bottles are allowed.
12. The Town may require Lessee to provide portable toilets. Town Hall facilities are not available for use by Lessee or the parties represented as a result of this permit
13. A copy of this permit must be in the possession of the applicant or designated representative and shown to Town personnel upon request.
14. The Town does not permit any subletting of Columbine Park.
15. Under no circumstances are field users permitted to drive vehicles onto Columbine Park turf for any purpose. This includes snow removal, equipment drop-off, or set-up. Should this take place, said field user will be responsible for all damage to turf and irrigation equipment, user will be charged for the damages, and may lose all rights to future field use.
16. No materials are to be added to park surfaces.
17. Town parks and facilities are patrolled by Columbine Valley Police and all other applicable rules and regulations to include state statutes or city ordinances will be enforced.
18. The Town and its employees will not discriminate on the basis of race, color, religion, national origin, sex, age veteran status or disability. The Town prohibits discrimination based on disability for any individual or group permitted to use Town facilities or properties. The Town recognizes and endorses the Americans with Disabilities Act (ADA).
19. The temporary installation of inflatables is prohibited.
20. A Certificate of Insurance from the Lessee that names the Town as an additional insured is required.
21. If your group is larger than what you estimated for your event, the Town reserves the right to cancel your event permit.
22. The Town reserves the right to impose additional rules, regulations and/or restrictions to this permit. Cancellation or date changes of less than thirty (30) days notice will automatically result in loss of permit fee.
23. Lessee may not utilize generators or plug into facility electrical outlets without the express written consent of the Town.

I have read and fully agree with and accept all responsibility for the terms and conditions of this permit.

Applicant Signature:

Date:

Approved by (Public Works; Admin/Scheduling; Police Department):

Fee: \$              Check# or CC (last 4):              Date Paid:              Total:\$

THIS IS A RELEASE: WAIVER AND RELEASE FROM LIABILITY AND AGREEMENT TO INDEMNIFY

IN CONSIDERATION of being permitted to enter for any purpose onto the property of the Town of Columbine Valley, as further defined in the Event Permit Application, to which this RELEASE is attached. The undersigned hereby agrees as follows:

1. The undersigned is authorized to make this application on behalf of the party, group or organization he represents.
2. That upon entering any such areas as described in the Event Application, the undersigned will continuously thereafter inspect such facilities and all portions thereof, and his continued use thereof shall constitute an acknowledgement that he has inspected such facility and finds and accepts the same as being safe and reasonably suited for the purposes of the use; the further agrees and warrants that if at any time the facility is deemed to be unsafe, park officials will be notified, and use of the facility will be terminated.
3. The undersigned HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE TOWN OF COLUMBINE VALLEY, officers, officials, and representatives on account of injury to the person or property which applicant alleges to represent caused by the negligence of the Town while the undersigned and the persons he represents are utilizing the facility for any purpose.
4. The undersigned, on behalf of the group represented agrees to indemnify and hold harmless the Town or any of its officers or employees from any and all claims, damages, liability, or court awards including attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including, but not limited to, any person, firm, partnership or corporation, to the extent caused by the negligent acts, errors or omissions of Applicant, any member of the group represented by Applicant, or any of its employees, agents or invitees of Applicant in its activities authorized under this Permit. In the event that any such suit or action is brought against the Town, the Town will give notice to Applicant within ten days thereof.
5. The undersigned, on behalf of the group represented, ASSUMES FULL RESPONSIBILITY FOR ANY PROPERTY DAMAGE caused by the negligence of the group.
7. IN THE EVENT INTOXICATING BEVERAGES ARE SERVED OR SUPPLIED BY WHATEVER MEANS ON THE PARK GROUNDS BY THE PERMIT HOLDER, THE RELEASEES SPECIFICALLY ACKNOWLEDGE THAT THE TERMS OF THIS RELEASE WILL APPLY THERETO IN EVERY RESPECT. THE PERMIT HOLDER/APPLICANT HAS ACKNOWLEDGED AND AGREED THAT IT WILL BEAR COMPLETE RESPONSIBILITY, IN ACCORDANCE WITH THE TERMS OF THIS RELEASE, FOR SUCH INJURIES OR DAMAGES TO PERSON OR PROPERTY WHICH MAY RESULT AND WILL INDEMNIFY THE TOWN OF COLUMBINE VALLEY FOR ANY AND ALL LIABILITY INCURRED BY IT AS A RESULT OF THE SERVICE OR SUPPLICATION OF INTOXICATING BEVERAGES ON THE PARK GROUNDS BY THE PERMIT HOLDER/APPLICANT.

8. The undersigned expressly agrees that the foregoing release, and indemnification agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Colorado, and further, that if any part thereof is held invalid, the remainder of this agreement shall continue in legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THIS RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT on behalf of himself and the organization and persons utilizing the permit, and further agrees that no oral representations, statements, or inducements have been made.

Applicant Signature:

Date:

Town of Columbine Valley:

Date:

DRAFT



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

**Date:** May 21, 2024

**Title:** Trash Service Renewal

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

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

**Background:** The Town's current 36-month contract with Republic Services will end in June 2024. While there have been occasional issues with Republic, the overall customer service and response of the company has been very good. We have very few logged complaints from citizens and Republics response to those concerns has always been prompt and favorable.

In preparation for this agenda item, the Town requested bids from 4 waste disposal companies. Specific requirements included bin supply and maintenance, weekly trash and bi-weekly recycle service, guaranteed Monday service, and customer service and vendor relationship standards. Two companies responded meeting our specifications.

<b><u>Provider</u></b>	<b><u>Trash (w)</u></b>	<b><u>Recycle (b/w)</u></b>
Republic	\$8.50	\$4.50
Waste Management	\$15.25	\$5.45

*monthly charge based on approx. 700 homes*

**Attachments:** Customer Service Agreement from Republic Services

**Staff Recommendations:** Approve Republic Services agreement as presented.

**Recommended Motion:** "I move to approve the three-year service agreement with Republic Services as presented"

INVOICE TO

CUSTOMER NAME: Town of Columbine Valley

ATTN:

ADDRESS: 2 Middlefield Rd.

ADDRESS:

CITY: Columbine Valley STATE CO

ZIP CODE 80123

TEL. NO (303) 795-1434 FAX

SITE LOCATION

SITE NAME: Town of Columbine Valley-Master

ADDRESS: 5391 Middlefield Rd.

CITY/ST Columbine Valley, CO

ZIP CODE 80123

TEL NO. (303) 795-1434 FAX

AUTHORIZED BY TITLE Board Pres.

CONTACT JD Crumb TITLE Mgr.



CUSTOMER SERVICE AGREEMENT

Contract ID

ACCOUNT NUMBER 454991

Site	CONT GRP	TYPE	SIZE	C	QTY	ACCT TYPE	C/O	GRID	SERV. FREQUENCY	EST LIFTS	S	P.O. REQ	RECT REQ	L/F CODE	C/F/V	L/F AMOUNT PER TON	OPEN/CLOSE DATE	L.O.B.	PRE BILL	Bill Freq	Charges		Charges		
1	1	CA	0.48		697	P	Y	Trash	1x/wk		N	Y	N	FHMT			7/1/2024	30	1	Monthly	NOT-Scheduled Service	\$8.50	Basic Service	\$5,924.50	RF
1	2	RC	0.48		697	P	y	Recycle	EOW		N	Y	N	APAL			7/1/2024	7a	1	Monthly	NOT-Scheduled Service	\$4.50	Basic Service	\$3,136.50	RF

HEREINAFTER REFERRED TO AS THE "COMPANY"

BY: (AUTHORIZED SIGNATURE) TITLE: MAE-HOA

COMMENTS: New 36 month agreement. No fuel or environmental fees. Fixed price on above services year 1. Years 2 and 3 have a 3% rate adjustment cap. \$30/bulk item must be requested by resident and pre-paid by resident. 1 96 gallon trash and 1 96 gallon recycle container per resident included in agreement. Additional trash carts and recycle carts are \$48 per year and \$60 per year respectively to be billed to resident. Delivery of carts will be at no charge. Weekly trash and recycle limit is 1 96 gallon trash and 96 gallon recycle cart. Roll offs can be requested at a discounted rate. Monday will be the service day for trash and recycle.

SHARED CONTAINER: N

Y UNTIL: RATE: \* RATE BASED ON lbs/yd.

FOR OFFICE USE ONLY

DOES FACILITY HAVE A HAZARDOUS WASTE GENERATOR I.D. NUMBER?

I.D. NUMBER YES NO

NATIONAL ACCOUNT NUMBER CUSTOMER CATEGORY CASH TOLERANCE SUSPEND CREDIT ANALYST

Resi-HOA CTP WilsoKi2

SITE NUMBER EFFECTIVE SERVICE DATE TERM REVIEW DATE C.P.I. CONTRACT STATUS PURCHASE ORDER NUMBR S.I.C.

1 7/1/2024 36

TERRITORY SALES REPRESENTATIVE TAX CODE TAX EXEMPTION NUMBER TRANS CODE REASON CODE COMPETITOR CODE

Archuleta 0 06 10

RENEW MIG CREDIT APPROVAL CREDIT LIMIT CONTRACT APPROVAL ENTERED BY DATE

TERMS AND CONDITIONS

SERVICES. Customer grants to Company the exclusive right to collect and dispose of all of Customer's non-hazardous solid waste materials (including recyclables) (collectively, "Waste Materials"), and Company agrees to furnish such services.

TERM. THE INITIAL TERM OF THIS AGREEMENT SHALL START ON THE DATE OF THIS AGREEMENT AND CONTINUE FOR 36 MONTH THEREAFTER. THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR SUCCESSIVE 1 MONTH TERMS UNLESS EITHER PARTY GIVES WRITTEN NOTICE OF TERMINATION TO THE OTHER AT LEAST 60 DAYS BEFORE THE END OF THE THEN CURRENT TERM. ANY NOTICE OF TERMINATION UNDER THIS AGREEMENT BY CUSTOMER SHALL BE VOID UNLESS SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AND ACTUALLY RECEIVED BY COMPANY.

WASTE MATERIALS. The Waste Materials shall not contain any hazardous materials, wastes or substances; toxic substances, wastes or pollutants; contaminants; pollutants; infectious wastes; medical wastes; or radioactive wastes (collectively, "Excluded Waste"), each as defined by applicable federal, state or local laws or regulations (collectively, "Applicable Laws"). Customer shall indemnify, defend and hold harmless Company from and against any and all claims, damages, suits, penalties, fines, remediation costs, and liabilities (including court costs and reasonable attorneys' fees) (collectively, "Losses") resulting from the inclusion of Excluded Waste in the Waste Materials.

TITLE. Company shall acquire title to Waste Materials when they are loaded into Company's truck. Title to and liability for any Excluded Waste shall remain with Customer and shall at no time pass to Company.

SLS 014 (864) 1/08



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

**Date:** May 21, 2024

**Title:** Trustee Bill #6, Series 2024 – Flood Damage Prevention

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

**Prepared By:** Troy Carmann, Town Engineer

**Background:** The Town of Columbine Valley participates in the National Flood Insurance Program (NFIP). The cost of participating in the NFIP is the Town maintaining local ordinances that keep buildings and people out of the floodplain as much as possible. The benefits of participating in this national program include reduced cost flood insurance for residential structures and hazard mapping support from the Federal Emergency Management Agency (FEMA). The Urban Drainage and Flood Control District (UDFCD) works with FEMA to update and maintain hazard mapping to reflect current conditions on a recurring basis (about every 10 years).

In February and March of 2024 the Town updated its ordinance related to damage. Upon submitting that update to the state, one definition was found to be missing. This ordinance corrects that oversight.

**Attachments:** Trustee Bill #6, Series 2024  
Relevant pages describing update.

**Staff Recommendations:** Approve as presented

**Recommended Motion(s):** “I move to approve as presented Trustee Bill #6, Series 2024 on 1st Reading”.

A BILL FOR AN ORDINANCE  
OF THE TOWN OF COLUMBINE VALLEY CONCERNING FLOOD DAMAGE  
PREVENTION

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

Section 1. That Section 15.36.070 of the Municipal Code of the Town of Columbine  
Valley is hereby amended in its entirety to read as follows:

Section 15.36.070. Basis For Establishing The Areas Of Special Flood Hazard.

The areas of special flood hazard identified by the Federal Emergency Management  
Agency in a scientific and engineering report entitled, "The Flood Insurance Study for Arapahoe  
County, Colorado and Incorporated Areas," effective April 11, 2024, with accompanying Flood  
Insurance Rate Maps (FIRM) and any revisions thereto are hereby adopted by reference and  
declared to be a part of this ordinance. These Special Flood Hazard Areas identified by the FIS  
and attendant mapping are the minimum area of applicability of this Ordinance and may be  
supplemented by studies designated and approved by the Town of Columbine Valley. The  
Floodplain Administrator shall keep a copy of the Flood Insurance Study (FIS), DFIRMs and/or  
FIRMs on file and available for public inspection.

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 as Trustee Bill No. 6, series of 2024, at a regular meeting of the Board of  
Trustees of the Town of Columbine Valley, Colorado, on the 21<sup>st</sup> day of May, 2024, passed by a  
vote of \_\_\_\_ for and \_\_\_\_ against, on first reading; passed on second reading at a regular  
meeting of the Board of Trustees held by a vote of \_\_\_\_ for and \_\_\_\_ against on the \_\_\_\_ day  
of \_\_\_\_\_, 2024, and ordered published in the Littleton Independent on the \_\_\_\_ day of  
\_\_\_\_\_, 2024.

---

Bruce Menk, Mayor

ATTEST:

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J.D. McCrumb, Clerk of the Town of Columbine Valley



- (4) Individually listed on a local inventory or historic places in communities with historic preservation programs that have been certified either:
- By an approved state program as determined by the Secretary of the Interior; or
  - Directly by the Secretary of the Interior in states without approved programs.

*Letter of map revision (LOMR)* means FEMA's official revision of an effective flood insurance rate map (FIRM), or flood boundary and floodway map (FBFM), or both. LOMRs are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective base flood elevations (BFEs), or the special flood hazard area (SFHA).

*Letter of map revision based on fill (LOMR-F)* means FEMA's modification of the special flood hazard area (SFHA) shown on the flood insurance rate map (FIRM) based on the placement of fill outside the existing regulatory floodway.

*Levee* means a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

*Levee system* means a flood protection system which consists of a levee and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

*Lowest floor* means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking or vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirement of Section 60.3 of the National Flood insurance Program regulations.

*Manufactured home* means a structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a recreational vehicle.

*Manufactured home park or subdivision* means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

*Mean sea level* means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's flood insurance rate map are referenced.

*New construction* means, for the purpose of determining insurance rates, structures for which the start of construction commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, the term "new construction" means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

*New manufactured home park or subdivision* means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

*Recreational vehicle* means a vehicle which is:

Note: requested definition already included.

- Built on a single chassis;
- 400 square feet or less when measured at the largest horizontal projections;
- Designed to be self-propelled or permanently towable by a light-duty truck; and

- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

INSERT:

~~Start of construction~~ (for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348)), includes substantial improvement issued, provided the actual start of construction, repair, reconstruction, or other improvement was within 180 days of the permit date. The term "actual start" means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. The term "permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the term "actual start of construction" means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**SPECIAL FLOOD HAZARD AREA – The land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year, i.e., the 100-year floodplain.**

*Structure* means a walled and roofed building, including a gas or liquid storage tank that is principally above ground, as well as a manufactured home.

*Substantial damage* means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

*Substantial improvement* means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before start of construction of the improvement. This includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term "substantial improvement" does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary conditions; or
- (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

*Variance* is a grant of relief to a person from the requirement of this chapter when specific enforcement would result in unnecessary hardship. A variance, therefore, permits construction or development in a manner otherwise prohibited by this chapter. (For full requirements, see Section 60.6 of the National Flood Insurance Program regulations.)

*Violation* means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Section 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) of the model State Floodplain Damage Prevention Ordinance, established by the State Water Conservation Board in 2011, is presumed to be in violation until such time as that documentation is provided.

*Water surface elevation* means the height, in relation to the National Geodetic American Vertical Datum (NAVD) of 1988 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

(Prior Code, § 7-2-12(B); Code 1992, § 15.36.040; Ord. No. 8(Series 2013), § 1(15.36.050), 11-19-2013; Ord. No. 4-1989, § 1(part), 1989)

#### **Sec. 15.36.060. Lands to which this chapter applies.**

This chapter shall apply to all areas of special flood hazard and areas removed from the floodplain by the issuance of a FEMA letter of map revision based on fill (LOMR-F) within the jurisdiction of the Town.

(Prior Code, § 7-2-12(C)(1); Code 1992, § 15.36.060; Ord. No. 8(Series 2013), § 1(15.36.060), 11-19-2013; Ord. No. 4-1989, § 1(part), 1989)