

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

August 20, 2024

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 Menk
 - a. Approval of July 16, 2024 Minutes
5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Finance Report
 - d. Town Administrator
 - e. Chief of Police
6. PRESENTATIONS/DISCUSSION Mr. Schiller
 - a. Park Event Permit
7. OLD BUSINESS
 - a. There is no Old Business
8. NEW BUSINESS
 - a. There is no New Business
9. EXECUTIVE SESSION Mayor Menk

To discuss personnel matters, pursuant to C.R.S. § 24-6-402(4)(f); and to Conference with an attorney for the purposes of receiving legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b)
10. ADJOURNMENT

TOWN OF COLUMBINE VALLEY

BOARD OF TRUSTEES

Minutes

July 16, 2024

Mayor Pro Tem Dotson 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: Bill Dotson, Mike Giesen, Dave Huelskamp, Ed Icenogle, and Betsy McCain

Also present: Lee Schiller, J.D. McCrumb, Jamie Milliman, and Diane Rodriguez*
* *participated virtually*

PUBLIC COMMENT:

Don Miller, 47 Spyglass: Raised concerns of noise caused by lights, speedbumps, stop signs on HR. Advocates for no stopping on Hunter Run.

Bill Brittan, 11 Arabian: Thanked Trustees for taking HR issue seriously; likes idea of a lighted stop sign.

Kathy Bair, 17 Arabian: Concerned with safety on HR

Dan Bailey, 1 Arabian: Endorses recommendation in Stolfus Report re HR

Karen Brinkerhoff, 9 Arabian: 20 kids in Polo, safety first on HR

Jeanne Morrow, 8 Arabian: First priority on HR should be safety

Maurene Neely, 12 Arabian: Sightlines on HR a concern

Mara Marks, 8 Driver: Thanked Trustees for history display; TY for diligence on WP re Lennar; TY for HR traffic study.

CONSENT AGENDA

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

REPORTS

A. Mayor Pro Tem Dotson had no report.

B. The Trustees had no report.

C. Mrs. Rodriguez presented the financials and answered Trustee questions.

D. Mr. McCrumb reviewed his report as presented in the Trustees Packet.

E. Sergeant Milliman reviewed his report as presented in the Trustee Packet.

PRESENTATIONS: There were no presentations.

OLD BUSINESS

Hunter Run Traffic Light: Mr. Rusch of Stolfus and Associates presented a safety study on Hunter Run Lane. The Trustees asked clarifying questions and discussed the options.

ACTION: upon a motion by Trustee Icenogle and a second by Trustee Giesen, the Board of Trustees unanimously approved the recommendations of a 3-way stop with lighted signs as recommended in the presented study.

NEW BUSINESS

A. **2023 Annual Audit:** Diane Rodriguez on behalf of Kyle Logan with Logan and Associates presented the findings of the 2023 Annual Audit to the Trustees. The Trustees asked clarifying questions.

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

- B. Set a Special Meeting:** Mr. McCrumb asked the Trustees to set a special meeting for the purposes of going into Executive Session to discuss personnel matters, pursuant to C.R.S. § 24-6-402(4)(f); and to Conference with an attorney for the purposes of receiving legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b).

ACTION: upon a motion by Trustee McCain and a second by Trustee Giesen, the Board of Trustees unanimously set a meeting for Wednesday, July 17 at 4:00PM for the purpose of an Executive Session.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 7:35 p.m.

Submitted by,
J.D. McCrumb, Town Administrator

TOWN OF COLUMBINE VALLEY
Financial Statements as of and YTD July 31, 2024
Variance Summary

Total Cash \$9,238,464, Unrestricted Cash \$1,386,211

General Fund

Revenues

- General Fund Revenues are at 78% of budget (PY 62%)
 - o Property taxes \$606,996 at 104% (PY 99%), Received an additional \$29,962 for prior year backfill taxes, still expect \$7,174 additional taxes this year
 - o Permits, fees and services \$151,857 at 88% (PY 39%)
 - o Interest \$187,294 in general fund and total of \$248,546

Administration – 50% of budget (PY 43%)

- Accounting & audit - includes cost of audit
- Human resources – includes add'l work for audit

Planning and engineering – 59% of budget (PY 31%)

Public Safety – 54% of budget (PY 57%)

Public Works – 36% of budget (PY 49%)

General Fund Expenditures, Transfers and Fund Balance

- Total General Fund Expenditures are at 49% of budget (PY 49%)
- Transfer to capital fund of \$680,000
- The ending fund balance is \$983,514

Capital Fund

- 4 light pole replacements \$10,314
- Road improvements \$497,520
- Ending fund balance \$5,463,597

Conservation Trust Fund - Ending fund balance \$35,612

Arapahoe County Open Space Fund

- Received \$63,209
- Ending fund balance \$696,443

Wild Plum Impact Fees Fund - Ending fund balance \$1,304,776

Transportation Fees Fund

- Transportation fees \$77,802 at 78% of budget (PY 52%)
- Ending fund balance \$350,991

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF JULY 31, 2024**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
BMO checking	\$ 1,223,668	-	\$ 1,223,668
C-Safe Primary	-	5,977,131	5,977,131
C-Safe Wild Plum Impact fee	-	1,304,776	1,304,776
C-Safe CTF	-	36,446	36,446
Arapahoe County shareback	-	696,443	696,443
YTD Cash Balances	1,223,668	8,014,796	9,238,464
Less amount allocated for capital	-	(5,463,597)	(5,463,597)
Less amount restricted for CTF	-	(36,446)	(36,446)
Less amount restricted for ACOS	-	(696,443)	(696,443)
Less amount restricted for impact fees	-	(1,304,776)	(1,304,776)
Less amount restricted for transportation fees	-	(350,991)	(350,991)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 1,223,668	\$ 162,543	\$ 1,386,211

**TOWN OF COLUMBINE VALLEY
ALLOCATION OF AVAILABLE FUND BALANCES
YEAR TO DATE (YTD) AS OF JULY 31, 2024**

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Wild Plum Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 802,280	\$ 5,298,559	\$ 29,893	\$ 613,459	\$ 1,264,400	\$ 273,189	\$ 8,281,780
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	1,307,396	-	-	-	-	-	1,307,396
Permits and fines	203,575	-	-	-	-	-	203,575
Intergovernmental	316,705	-	-	-	-	-	316,705
Interest	187,294	-	1,101	19,775	40,376	-	248,546
Other	2,049	-	-	-	-	-	2,049
Conservation Trust Fund entitlement	-	-	5,453	-	-	-	5,453
Arapahoe County open space	-	-	-	63,209	-	-	63,209
Transportation fees	-	-	-	-	-	77,802	77,802
Total YTD revenues	2,017,019	-	6,554	82,984	40,376	77,802	2,224,735
Total YTD expenditures	(1,155,785)	(514,962)	(835)	-	-	-	(1,671,582)
Excess of revenues over (under) expenditures	861,234	(514,962)	5,719	82,984	40,376	77,802	553,153
Transfers	(680,000)	680,000	-	-	-	-	-
Net change in fund balance	181,234	165,038	5,719	82,984	40,376	77,802	553,153
YTD ENDING FUND BALANCES	\$ 983,514	\$ 5,463,597	\$ 35,612	\$ 696,443	\$ 1,304,776	\$ 350,991	\$ 8,834,933

Budget vs actual reference

(page 4)

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**TOWN OF COLUMBINE VALLEY
BALANCE SHEET - ALL FUNDS
GOVERNMENTAL FUNDS**

July 31, 2024

Unaudited

ASSETS

Cash and investments	\$ 9,238,464
Accrued revenue	164,163
Prepaid expenses	21,339
Other receivables	41,632
TOTAL ASSETS	<u>\$ 9,465,598</u>

LIABILITIES AND FUND BALANCES

LIABILITIES

Accounts payable	\$ 629,809
Accrued liabilities	856
Total liabilities	<u>630,665</u>

FUND BALANCES

General	983,514
Capital	5,463,597
Conservation trust fund	35,612
Arapahoe county open space	696,443
Wild Plum Impact fees	1,304,776
Transportation fees	350,991
Total fund balances	<u>8,834,933</u>

TOTAL LIABILITIES AND FUND BALANCES

\$ 9,465,598

TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2024
Unaudited

	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
REVENUES				
Taxes	\$ 1,307,396	\$ 1,758,694	\$ (451,298)	74%
Permits and fines	203,575	273,000	(69,425)	75%
Intergovernmental	316,705	426,300	(109,595)	74%
Interest	187,294	95,400	91,894	196%
Other	2,049	4,000	(1,951)	51%
Grants	-	32,000	(32,000)	0%
Total revenues	<u>2,017,019</u>	<u>2,589,394</u>	<u>(572,375)</u>	<u>78%</u>
EXPENDITURES				
Administration	379,018	764,680	(385,662)	50%
Planning and engineering	21,222	36,000	(14,778)	59%
Public safety	596,148	1,097,881	(501,733)	54%
Public works	159,397	447,644	(288,247)	36%
Total expenditures	<u>1,155,785</u>	<u>2,346,205</u>	<u>(1,190,420)</u>	<u>49%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>861,234</u>	<u>243,189</u>	<u>618,045</u>	<u>354%</u>
OTHER FINANCING USES				
Transfer to capital	(680,000)	(250,000)	(430,000)	272%
Total other financing uses	<u>(680,000)</u>	<u>(250,000)</u>	<u>(430,000)</u>	<u>272%</u>
NET CHANGE IN FUND BALANCE	181,234	<u>\$ (6,811)</u>	<u>\$ 188,045</u>	
BEGINNING FUND BALANCE	<u>802,280</u>			
ENDING FUND BALANCE	<u><u>\$ 983,514</u></u>			

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 2024
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
REVENUES					
Taxes					
Cable television	\$ 3,533	\$ 25,053	\$ 42,400	\$ (17,347)	59%
Property	8,520	606,996	584,194	22,802	104%
Sales and use	118,642	607,830	1,009,300	(401,470)	60%
Specific ownership	3,064	19,745	40,900	(21,155)	48%
Utility franchise	6,825	47,772	81,900	(34,128)	58%
Total taxes	140,584	1,307,396	1,758,694	(451,298)	74%
Permits and fines					
Court fines	9,218	51,718	100,000	(48,282)	52%
Permits, fees and services	12,298	151,857	173,000	(21,143)	88%
Total permits and fines	21,516	203,575	273,000	(69,425)	75%
Intergovernmental					
Bow Mar IGA	84,500	253,500	338,000	(84,500)	75%
Bow Mar IGA admin	5,000	15,000	20,000	(5,000)	75%
County highway tax revenue	5,426	14,967	17,100	(2,133)	88%
Motor vehicle registration fees	421	3,187	5,600	(2,413)	57%
State cigarette tax apportionment	213	915	1,800	(885)	51%
State highway user's tax	4,397	29,136	43,800	(14,664)	67%
Total intergovernmental	99,957	316,705	426,300	(109,595)	74%
Interest	27,519	187,294	95,400	91,894	196%
Other	24	2,049	4,000	(1,951)	51%
Grants	-	-	32,000	(32,000)	0%
TOTAL REVENUES	289,600	2,017,019	2,589,394	(572,375)	78%
EXPENDITURES					
Administration					
Accounting and audit	11,829	80,900	112,400	(31,500)	72%
Advertising/notices	-	260	500	(240)	52%
Bank/credit card fees	723	3,194	7,700	(4,506)	41%
Building inspection and planning review	1,987	46,877	70,000	(23,123)	67%
Building maintenance and utilities	1,869	11,549	26,360	(14,811)	44%
Community functions	8,482	18,469	50,500	(32,031)	37%
Computer expense	315	2,351	10,000	(7,649)	24%
County treasurer's collection fees	87	6,075	5,842	233	104%
Dues and publications	635	8,871	13,480	(4,609)	66%
Education and training	-	7,577	11,000	(3,423)	69%
Election	-	-	4,000	(4,000)	0%
Health insurance	538	14,450	26,624	(12,174)	54%
Human resources	3,251	9,250	12,000	(2,750)	77%
Insurance workers comp and liability	1,184	9,730	15,987	(6,257)	61%
Legal	922	13,559	25,000	(11,441)	54%
Mayor expenses & meals	53	608	1,000	(392)	61%
Miscellaneous	104	529	1,500	(971)	35%
Payroll taxes	886	5,873	11,400	(5,527)	52%
Pension	782	5,487	11,400	(5,913)	48%
Salaries	16,149	114,454	228,144	(113,690)	50%
Special projects	-	1,865	19,000	(17,135)	10%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 2024
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
Supplies, printing, postage	1,516	10,466	13,000	(2,534)	81%
Telephone/communications	999	6,624	10,143	(3,519)	65%
Emergency reserve	-	-	77,700	(77,700)	0%
Total administration	52,311	379,018	764,680	(385,662)	50%
Planning and engineering					
Town planning	4,774	19,118	20,000	(882)	96%
Town engineer	36	2,104	16,000	(13,896)	13%
Total planning and engineering	4,810	21,222	36,000	(14,778)	59%
Public safety					
Operations					
Cruiser gas	1,729	9,999	20,000	(10,001)	50%
Cruiser oil/maintenance	90	3,738	13,000	(9,262)	29%
Cruiser insurance	485	3,400	5,829	(2,429)	58%
Education/training	-	2,820	12,620	(9,800)	22%
Equipment/repairs	-	-	4,000	(4,000)	0%
Health insurance	932	44,332	88,700	(44,368)	50%
Insurance workers comp and liability	3,422	27,999	46,061	(18,062)	61%
Payroll taxes	2,099	13,017	29,600	(16,583)	44%
Pension	5,092	36,463	59,200	(22,737)	62%
Salaries	50,183	350,052	591,598	(241,546)	59%
Supplies/miscellaneous	536	1,972	15,000	(13,028)	13%
Telephones/air cards	363	2,433	4,561	(2,128)	53%
Uniforms	389	4,708	10,000	(5,292)	47%
Total operations	65,320	500,933	900,169	(399,236)	56%
Municipal court					
Judge	750	5,250	9,000	(3,750)	58%
Interpreter	200	1,450	2,400	(950)	60%
Legal	225	9,625	26,000	(16,375)	37%
Health insurance	392	6,556	11,246	(4,690)	58%
Payroll taxes	133	902	2,340	(1,438)	39%
Pension	148	1,123	2,340	(1,217)	48%
Salaries	2,834	21,254	46,800	(25,546)	45%
Administration	13	111	1,000	(889)	11%
Supplies	-	775	2,500	(1,725)	31%
Total municipal court	4,695	47,046	103,626	(56,580)	45%
Contracts					
Arapahoe county dispatch fee	-	18,446	36,894	(18,448)	50%
Tri-tech software	-	-	1,262	(1,262)	0%
Humane society	-	-	500	(500)	0%
Juvenile assessment	-	632	650	(18)	97%
Netmotion	-	-	500	(500)	0%
CACP	-	430	350	80	123%
CISC	-	150	1,000	(850)	15%
WhenIWork	-	797	430	367	185%
Total contracts	-	20,455	41,586	(21,131)	49%
Computer/IT					
Flock safety	1,458	10,208	17,500	(7,292)	58%
Offsite server backup and protection	1,256	6,277	12,000	(5,723)	52%
Office 365 accounts	518	3,057	5,000	(1,943)	61%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE ONE MONTH AND SEVEN MONTHS ENDED JULY 31, 2024
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
Scheduled computer replacement	-	5	4,000	(3,995)	0%
Govpilot	1,167	8,167	14,000	(5,833)	58%
Total computer/IT	4,399	27,714	52,500	(24,786)	53%
Total public safety	74,414	596,148	1,097,881	(501,733)	54%
Public works					
Ground maintenance	2,074	3,024	7,000	(3,976)	43%
Health insurance	510	5,959	9,966	(4,007)	60%
Insurance vehicle	243	1,700	2,914	(1,214)	58%
Insurance workers comp and liability	452	3,861	6,283	(2,422)	61%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	480	3,222	5,522	(2,300)	58%
Pension	335	2,456	5,522	(3,066)	44%
Professional fees-mosquito control	-	5,299	7,985	(2,686)	66%
Salaries	8,602	61,445	110,448	(49,003)	56%
Sanitation/trash/recycle service	8,943	62,405	109,200	(46,795)	57%
Signs maintenance	539	539	1,104	(565)	49%
Snow removal	-	1,250	2,500	(1,250)	50%
Storm water permit process/NPDES	-	518	1,200	(682)	43%
Street lighting	978	5,508	15,000	(9,492)	37%
Street and gutter maintenance	58	1,046	105,000	(103,954)	1%
Streets and gutters contingency	-	-	50,000	(50,000)	0%
Striping	-	432	1,000	(568)	43%
Vehicle maintenance	-	733	2,000	(1,267)	37%
Total public works	23,214	159,397	447,644	(288,247)	36%
TOTAL EXPENDITURES	154,749	1,155,785	2,346,205	(1,190,420)	49%
EXCESS OF REVENUES OVER EXPENDITURES	134,851	861,234	243,189	618,045	354%
OTHER FINANCING USES					
Transfer to capital	-	(680,000)	(250,000)	(430,000)	272%
Total other financing uses	-	(680,000)	(250,000)	(430,000)	272%
NET CHANGE IN FUND BALANCE	\$ 134,851	\$ 181,234	\$ (6,811)	\$ 188,045	
BEGINNING FUND BALANCE		802,280			
ENDING FUND BALANCE		\$ 983,514			

TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2024
Unaudited

	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
REVENUES				
Total revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
EXPENDITURES				
Public safety				
Vehicle	-	69,000	(69,000)	0%
Public works				
Lightpole replacement	10,314	12,000	(1,686)	86%
Platte Canyon Sidewalk - Village to Fairway	7,128	482,812	(475,684)	1%
Platte Canyon/Coal Mine right turn lane	-	280,000	(280,000)	0%
Road improvements	497,520	2,059,886	(1,562,366)	24%
Trails	-	30,000	(30,000)	0%
Total expenditures	<u>514,962</u>	<u>2,933,698</u>	<u>(2,418,736)</u>	<u>18%</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(514,962)</u>	<u>(2,933,698)</u>	<u>2,418,736</u>	<u>18%</u>
OTHER FINANCING SOURCES				
Transfer from general	680,000	250,000	430,000	272%
Total other financing sources	<u>680,000</u>	<u>250,000</u>	<u>430,000</u>	<u>272%</u>
NET CHANGE IN FUND BALANCE	165,038	<u>\$ (2,683,698)</u>	<u>\$ 2,848,736</u>	
BEGINNING FUND BALANCE	<u>5,298,559</u>			
ENDING FUND BALANCE	<u><u>\$ 5,463,597</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 SEVEN MONTHS ENDED JULY 31, 2024
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (58% YTD)</u>
REVENUES				
Conservation Trust Fund entitlement	\$ 5,453	\$ 8,700	\$ (3,247)	63%
CTF interest	1,101	1,300	(199)	85%
Total revenues	<u>6,554</u>	<u>10,000</u>	<u>(3,446)</u>	<u>66%</u>
EXPENDITURES				
Conservation trust fund expenditures	835	6,000	(5,165)	14%
Total expenditures	<u>835</u>	<u>6,000</u>	<u>(5,165)</u>	<u>14%</u>
NET CHANGE IN FUND BALANCE	5,719	<u>\$ 4,000</u>	<u>\$ 1,719</u>	
BEGINNING FUND BALANCE	<u>29,893</u>			
ENDING FUND BALANCE	<u><u>\$ 35,612</u></u>			

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2024
Unaudited**

	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
REVENUES				
Arapahoe County open space	\$ 63,209	\$ 57,900	\$ 5,309	109%
ACOP interest	19,775	27,000	(7,225)	73%
Total revenues	<u>82,984</u>	<u>84,900</u>	<u>(1,916)</u>	<u>98%</u>
EXPENDITURES				
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	82,984	<u>\$ 84,900</u>	<u>\$ (1,916)</u>	
BEGINNING FUND BALANCE	<u>613,459</u>			
ENDING FUND BALANCE	<u><u>\$ 696,443</u></u>			

TOWN OF COLUMBINE VALLEY
WILD PLUM IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2024
Unaudited

	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
REVENUES				
Interest	\$ 40,376	\$ 60,000	\$ (19,624)	67%
Total revenues	<u>40,376</u>	<u>60,000</u>	<u>(19,624)</u>	<u>67%</u>
EXPENDITURES				
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	40,376	<u>\$ 60,000</u>	<u>\$ (19,624)</u>	
BEGINNING FUND BALANCE	<u>1,264,400</u>			
ENDING FUND BALANCE	<u><u>\$ 1,304,776</u></u>			

TOWN OF COLUMBINE VALLEY
TRANSPORTATION FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE SEVEN MONTHS ENDED JULY 31, 2024
Unaudited

	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (58% YTD)
REVENUES				
Transportation fees	\$ 77,802	\$ 100,000	\$ (22,198)	78%
Total revenues	<u>77,802</u>	<u>100,000</u>	<u>(22,198)</u>	<u>78%</u>
EXPENDITURES				
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	77,802	<u>\$ 100,000</u>	<u>\$ (22,198)</u>	
BEGINNING FUND BALANCE	<u>273,189</u>			
ENDING FUND BALANCE	<u><u>\$ 350,991</u></u>			



Town Administrator's Report

August 2024



Town Administration



Concert Wrap-Up. The free concerts—including pop jazz, R&B, and 1980s hits—entertained hundreds despite rain and heat! To control lines, Staff experimented with two food trucks per concert. Thanks to positive feedback from both attendees and vendors, Staff will plan for two trucks per concert again next year.

2025 Budget. Staff is preparing a preliminary budget for Trustee review at the September meeting. Trustees will have the opportunity to offer comment, and then the updated budget will be presented in October and November. The final 2025 budget is scheduled for adoption on Dec. 10, 2024.

Projects. Staff continues to make progress on several substantial projects, which will be presented to the Trustees in the coming months. These include:

- Municipal code codification
- Wireless infrastructure agreements
- Wild Plum acceptance
- Platte Canyon sidewalk design
- Town boundary wall issues

Town Website Statistics

July 2024

Sessions: 2,018

Page Views: 3,401

Top Pages:

Concerts

Police

Court

Calendar

Building Department

Monthly Stats

11 Permits Issued

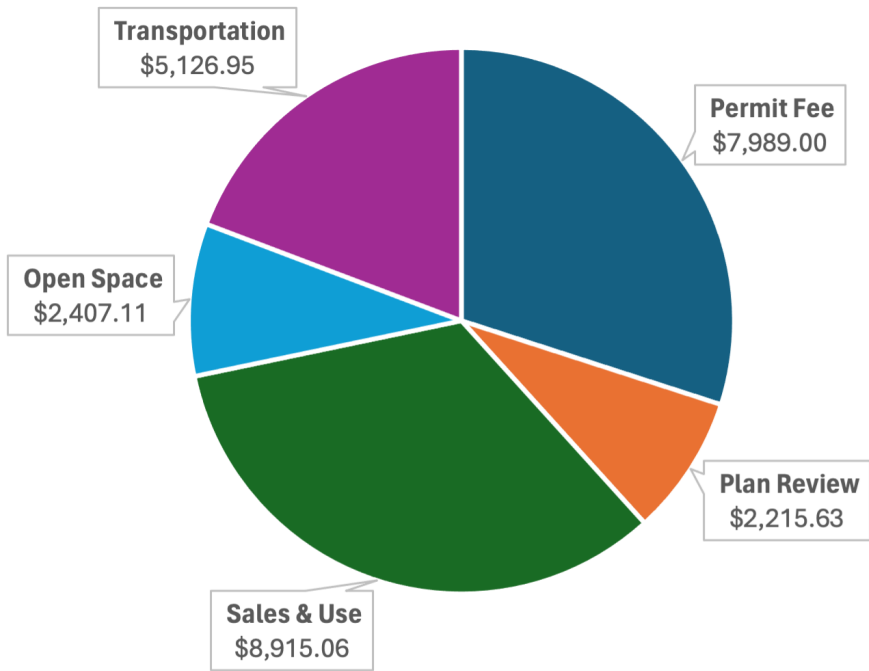
- New SFR: 0
- Major Remodel: 1
- Roofs/Solar: 4
- Basement: 1
- Miscellaneous: 5

34 Inspections

10 Licenses Issued

- General: 2
- Electrical: 3
- Plumbing: 1
- Roofing: 2
- Mechanical: 2

July Revenue: \$24,989.47



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	\$51,621.04	\$346,511.86
June	\$9,544.02	\$226,437.18	\$21,707.29	\$368,219.15
July	\$7,497.76	\$233,934.94	\$24,989.47	\$393,208.62
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

Wild Plum Playground Update

Public Works continued to monitor work on the playground, which required a new foundation.

- The developers removed the old curb wall, set up forms, and poured a new concrete wall.
- The new wall immediately started cracking and failed the inspections; it was removed and a second pour was attempted.
- More time was spent setting up the second pour, and the new wall was successfully poured.
- The underdrain system on the west half of the playground was installed incorrectly, so it had to be replaced before this section of wall could be replaced.
- After learning from the previous mistakes, this wall was correctly poured the first time.

Once the new ramps are poured, the wood fiber will be added and the playground should be ready for use again. (See work on the playground and path at right.)

Wild Plum Gutter Pans

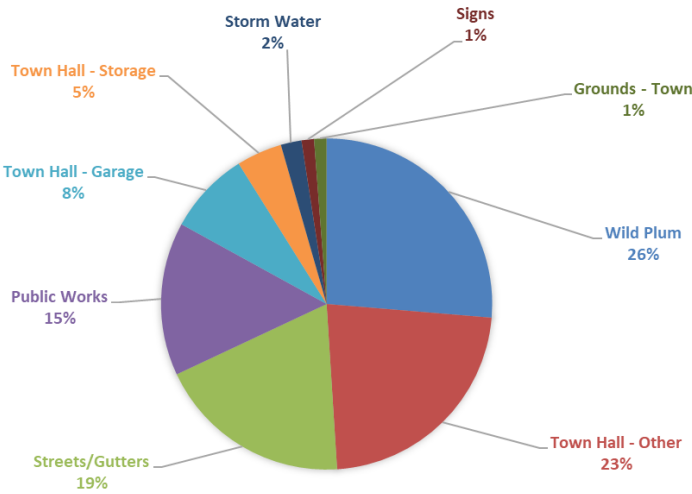
Public Works marked a second round of gutter plans for replacement. Most of the 84 locations marked were newly replaced gutter pans that were poured incorrectly or not protected before the concrete cured. Once these pans are replaced, Public Works expects a smaller list of repairs. Completing this final list is expected to be the last step before the streets undergo probationary acceptance by the Town.

Street Striping Complete

To complete the summer street maintenance, white and yellow striping has been added to the recently resurfaced streets. The Town purchased 150 gallons of white paint, 100 gallons of yellow paint, and 2,000 lbs. of reflective glass beads. Town staff measured and marked the locations of the new lines, and Littleton Public Works applied the striping over a two-day period.



Public Works Time Usage & Municipal Court Updates



June 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	\$3,536.98	\$18,779.44
June	\$46,147.01	\$15,286.98	\$34,066.42
July	\$51,762.01	\$5,418.00	\$39,484.42
August	\$55,149.76		
September	\$56,877.26		
October	\$59,322.26		
November	\$63,940.45		
December	\$68,354.93		

June Total Stats (court delayed to August)

Total on Docket	0
Total Paid Before Court	0
Cases Heard by Judge	0
Continuances	0
Default Judgments	0
Stays of Execution	0
Classes Ordered	0
Bench Warrants	0
Trials	0
Collections	0

July Hours

Wild Plum	65
Town Hall: Other	56
Streets & Gutters	47
Public Works	37
Town Hall: Garage	20
Town Hall: Storage	11
Stormwater	5
Signs	3
Grounds: Town	3



July Weather Report

Monthly High	100°
Monthly Low	51°
Inches of Rain	0.5"



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 August 2024

Full Time Positions	5 of 6
Part Time Positions	5 of 5
Regular hours	912
OT hours worked	46
Off Duty	0
PTO	110

July 2024 Violations Number of Tickets per Violation

Charges For the Date Range 7/1/2024 Thru 7/31/2024

Qty	Charge
19	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
15	703(3) FAIL TO STOP AT A STOP SIGN:
3	1402(1) CARELESS DRIVING:
2	1006(1) DROVE WRONG DIRECTION AROUND ROTARY ISLAND:
2	208 BRAKE LIGHT:
1	1409 COMPULSORY INSURANCE:
1	1004 PASSED ON RIGHT WHEN NOT PERMITTED/SAFE:
1	604 TRAFFIC CONTROL SIGNAL:
1	1008(1) FOLLOWING TOO CLOSELY:
1	1101(1) SPEEDING EXCESS OF 30 MPH OVER LIMIT:
1	603 TRAFFIC CONTROL DEVICE:
0	
47	Total Number of Violations Issued

Monthly Case # Report

Event Date	Case Number	Situation Reported
07/30/2024 02:29:13 PM	CV24-0000138	TRAFFIC ARREST IP
07/27/2024 11:24:46 AM	CV24-0000137	WARRANT ARREST IP
07/26/2024 08:20:37 PM	CV24-0000136	TRAFFIC STOP IP
07/25/2024 11:31:38 AM	CV24-0000135	TRAFFIC ARREST IP
07/23/2024 05:55:22 PM	CV24-0000134	TRAFFIC ARREST IP
07/23/2024 04:59:00 PM	CV24-0000133	TRAFFIC ARREST IP
07/21/2024 03:57:12 PM	CV24-0000132	Harassment
07/21/2024 01:27:42 PM	CV24-0000131	TRAFFIC ARREST IP
07/18/2024 01:21:06 PM	CV24-0000130	TRAFFIC ARREST IP
07/15/2024 11:38:32 PM	CV24-0000129	DISTURBANCE VERBAL IP
07/14/2024 06:06:00 PM	CV24-0000128	TRAFFIC ARREST IP
07/13/2024 08:51:00 PM	CV24-0000127	PROPERTY ACCIDENT IP
07/10/2024 10:23:56 AM	CV24-0000126	ABANDONED VEHICLE IP*
07/09/2024 04:07:20 PM	CV24-0000125	TRAFFIC ARREST IP
07/08/2024 11:22:04 AM	CV24-0000124	PROPERTY ACCIDENT IP
07/06/2024 05:47:06 PM	CV24-0000123	Assault
07/02/2024 05:22:21 PM	CV24-0000122	TRAFFIC ARREST IP
07/02/2024 03:15:30 PM	CV24-0000121	TRAFFIC ARREST IP

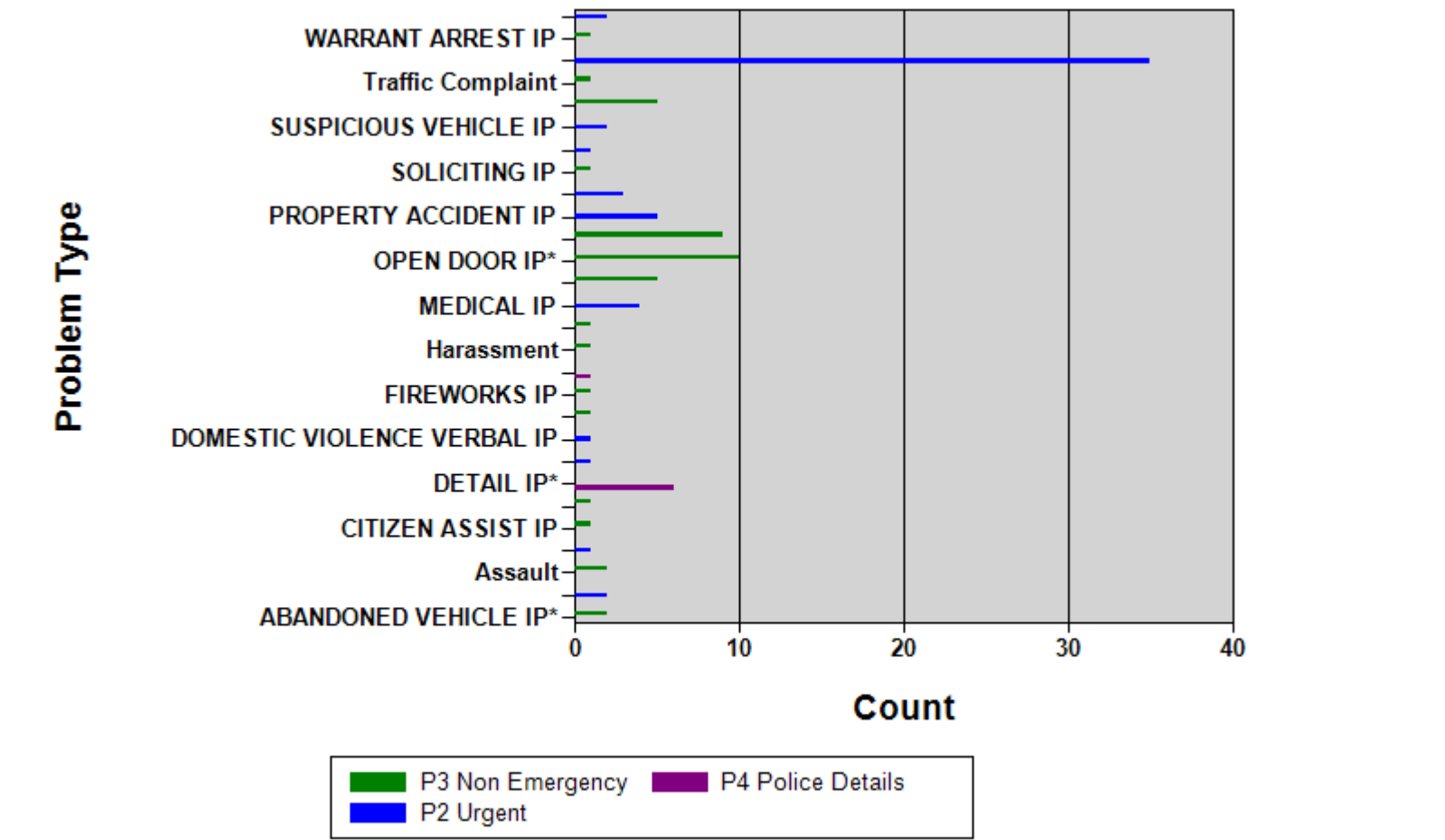
Problem Type Summary

10:22 AM 8/15/2024

Data Source: Data Warehouse

Agency:	ACSO
Division:	Bow Mar, Bow Mar Inactive Personnel, Columbine Valley, Columbine Valley Inactive Pers
Day Range:	Date From 7/1/2024 To 7/31/2024
Exclusion:	<input type="checkbox"/> Calls canceled before first unit assigned <input type="checkbox"/> Calls canceled before first unit at scene

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



SUSPICIOUS VEHICLE IP		<u>8</u>							<u>8</u>
Theft									
Theft from Motor Vehicle									
THEFT FROM MOTOR VEHICLE IP									
THEFT IP									
TRAFFIC ARREST IP			<u>7</u>						<u>7</u>
Traffic Complaint			<u>1</u>						<u>1</u>
TRAFFIC COMPLAINT IP									
TRAFFIC OBSTRUCTION IP									
TRAFFIC STOP IP		<u>72</u>							<u>72</u>
TRANSPORT IP									
Trespass to Property									
TRESPASS TO PROPERTY IP									
Trespass to Vehicle									
TRESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP									
UNLAWFUL ACTS IP									
UNWANTED SUBJECT IP									
VEHICLE LOCKOUT IP									
WARRANT ARREST IP			<u>1</u>						<u>1</u>
WARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP		<u>2</u>							<u>2</u>
ZZ-Animal Call									
ZZ-Suspicious Person									
ZZ-Suspicious Vehicle									
ZZ-Unwanted Subject									
ZZ-ZONING IP									
Total		<u>113</u>	<u>47</u>						<u>160</u>



Request for Board of Trustee Direction

Date: August 20, 2024

Title: Park Event Permit

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

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 Park 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 meetings in April and May, the Trustees directed staff to draft a 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 Ordinance re Park Use

Staff Recommendations: Staff is seeking additional direction from the Trustees.

Recommended Motion: No motion is required.

Chapter 12.12

Parks

Section 12.12.010: Intent and Applicability

- (a) Intent. The intent of this chapter is to regulate the use of the Town's parks, natural open areas, and trails ("Park" and "Parks") as well as fields, and shelters associated with such areas, to minimize the impact by large groups and special events and to ensure that the Parks are reasonably available and safe for use by the public.
- (b) Applicability. This chapter shall apply to all parks in the Town, provided that Town's sponsored events may be exempted from this chapter upon approval of the Board of Trustees.

Section 12.12.020: Hours

- (a) The Parks shall be open from dawn to dusk and shall not be entered upon, used or occupied at other times.
- (b) It is unlawful to enter, use or occupy any Park during such time as such park is closed.

Section 12.12.030: Use of Parks.

- (a) Residents and non-residents may reserve the use of Parks subject to the prohibitions and limitations set forth below.
- (b) Only residents may reserve Parks for Special Events involving any combination of the following: temporary structures, vendors, amplified sound, entertainment, or street closures.

Section 12.12.040: Prohibitions. The following uses and items are prohibited on the Parks except to the extent permitted as hereinafter set forth:

- (a) Commercial activity.
- (b) Advertising or solicitation.
- (c) Gated or restricted event or activity involving admission fees to enter.
- (d) Activities which present a material risk to damage, injure, or destroy, in whole or in part, a Park, inclusive of landscaping and amenities.

- (e) An event at a Park involving more than 100 people at a time, except for a noncommercial (public expression and public assembly) event.
- (f) Use of motorized and non-motorized vehicles, except for wheelchairs and similar mobility devices by individuals with mobility disabilities, as described in the Americans with Disabilities Act.
- (g) Glass containers.
- (h) Firearms or weapons, except by peace officers.
- (i) Fires.
- (j) Alcoholic beverages and illegal drugs.
- (k) Field or other markings on the Parks.
- (l) Tents, booths, awnings, canopies, stages, or other structures.
- (m) Equipment.
- (n) Banners and signage.

Section 12.12.505: Permits.

- (a) A permit for the use of a Park is required under the following circumstances:
 - (1) Reservation of any portion of the Park for an allotted period of time,
 - (2) Use by any designated group of more than twenty-five (25) people, or
 - (3) Use involving prohibited use or item(s) as set forth above.
- (b) Permits will be considered for issuance by the Town or its designated representative(s). In its review of a permit application, the Town or its designated representative(s) should consider the following:
 - (1) Whether the application for a permit (including any required attachments and submissions) is fully completed and executed.
 - (2) Whether the applicant has tendered the required application fee with the application, or has tendered the required user fee, insurance certificate, security deposit, or other requirement, if applicable.

- (3) Whether the application contains a material falsehood or misrepresentation.
- (4) Whether the applicant is legally incompetent to contract or to sue and be sued.
- (5) Whether the applicant has on prior occasions damaged Town property and has not paid in full for such damage or has other outstanding and unpaid debts to the Town.
- (6) Whether a fully executed prior application for a permit for the same time and place has been received, and a permit has or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the Park.
- (7) Whether the intended use is prohibited by or inconsistent with the common and customary uses of the Park.
- (8) Whether the intended use would present an unreasonable danger to the health or safety of the applicant, or other users of the Park, the Town employees, or the public.
- (9) Whether the applicant complied or cannot comply with applicable licensure requirements or regulations of the Town or other public entity concerning the intended use.
- (10) Whether the intended use is prohibited by regulations of the District, or other applicable laws, rules and regulations.
- (11) The risk of damage to a Park as set forth in 5 above.
- (12) The nature of the requested use, including whether such use involves advertising or solicitation; the use of tents, booths, awnings, canopies, stages, or other structures; or the use of equipment, which may require First Amendment protections.
- (13) Whether the use will exceed one (1) hour.
- (14) Whether the number of people involved exceeds ten (10).
- (15) Whether the use is for commercial or noncommercial use.

(c) Permit applications will be processed as follows:

- (1) Any permit application involving fewer than ten (10) people, lasting for less than one (1) hour, and not posing a risk of damage to the Park, not conflicting with the public's use and enjoyment of the Park, and not involving advertising, solicitation, or the use of tents, booths, awnings canopies, stages, or other structures or the use of equipment, must be submitted at least one week in advance of the proposed use and will be processed within four (4) days.
- (2) Except as provided in subsection (3), all other permit applications must be submitted at least thirty (30) days in advance of the proposed use and will be processed within twenty-eight (28) days.
- (3) Permit applications for large-scale uses or events of townwide, regional or national significance, or uses that have not historically been common and customary for the Park must be submitted at least ninety (90) days in advance and will be processed within sixty-five (65) days, unless, within two (2) weeks receipt of the permit application, the applicant is notified that such permit cannot reasonably be processed within that amount of time

(d) The fee charged for the use of a Park must be submitted at the time the permit application is filed. The following fees shall apply for use of a Park.

Anticipated attendance:	Fee:
1 – 50	\$ 100.00
51 – 100	\$ 350.00
101 – 200	\$ 600.00
201 – 300	\$ 850.00
301 – 400	\$1,100.00
401 – 500	\$1,500.00

A security deposit of One Hundred Dollars (\$100.00) must be submitted at the time the permit application is filed. A larger security deposit may be required after considering the size and nature of the event.

- (e) Permit applications that are denied may be resubmitted to cure the defect or deficiency in the application.
- (f) Each issued permit is effective only on the date and time specified on the permit. Permits must be clearly displayed by the permittee while using the Park. Specific fees for use of a Park may be set by the Board of Trustees, from time to time. Any damages or cleanup charges resulting from the use of a Park will be deducted from the security deposit and/or additionally billed to the permittee. Any unused portion of the security deposit will be returned to the permittee within two (2) weeks following the permitted use of the Park.