

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

March 17, 2026

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
Consent agenda items can be adopted by a simple motion. Ordinances must be read by title prior to a vote on the motion. A consent agenda item may be removed by request of a Trustee.
 - a. Approval of February 17, 2026 Minutes
 - b. Resolution #6 – 2026 Updates to the Employee Handbook
 - c. Resolution #7 – 2026 Re: Local Agency Manual
5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Finance Report
 - d. Town Administrator
 - e. Chief of Police
6. PRESENTATIONS
 - a. Andrew Bass, Executive Director of South Suburban Parks and Recreation District
 - b. Department Overview – Town Administration and Town Clerk
7. OLD BUSINESS
 - a. Resolution #5 -2026, 2027-2037 Capital Improvement Program
 - b. Trustee Bill #1 – 2026 Amending the Model Traffic Code (2nd Reading)
 - c. Trustee Bill #2 – 2026 Amending Municipal Code Section 1.01.080 (2nd Reading)
 - d. Trustee Bill #3 – 2026 Amending Muni Code re Building Commissioner (2nd R)
8. NEW BUSINESS
 - a. Trustee Bill #4 – 2026 No smoking in Park Ordinance (1st Reading)
9. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
February 17, 2026

Mayor 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, Dave Huelskamp, Ed Icenogle, and Jeff Sahr
Also present: Lee Schiller, J.D. McCrumb, Diane Rodriguez*, and Bret Cottrell
** participated virtually*

Mayor Dotson asked the Trustees to amend the agenda, adding an Executive Session to discuss personnel matters to be added to the end of the meeting. There were no objections and the agenda was amended.

PUBLIC COMMENT: Jared Hamilton (7 Fairway) with concerns about pickleball noise and asked the Trustees to consider proactive action prior to future development of Columbine Country Club.

CONSENT AGENDA

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

REPORTS

- A. Mayor Dotson updated the Trustees about a recent Country Club hosted “HOA Summit” that we attended both as the HOA president of Villa Avignon and Mayor. Mayor Pro Tem attended as Mayor-elect of the Town. Jeff Sahr attended as President of the Columbine Villas. Mr. McCrumb attended on behalf of the Town staff. Mayor Dotson also notified the Trustees of a meeting he attended with residents/Club members to hear their ideas about improvements to Wedge Way. He notified the Trustees that Mr. McCrumb would be investigating the issue further.
- B. There were no Trustee reports.
- C. Mr. McCrumb presented the financials and answered Trustee questions.
- D. Mr. McCrumb reviewed his report as presented in the Trustees Packet.
- E. Chief Cottrell reviewed his report as presented in the Trustee Packet.

PRESENTATIONS: Mr. McCrumb presented the draft Capital Improvement Program. Chief Cottrell offered additions to the CIP on behalf of the Police Department. The Trustees asked clarifying questions but did not direct any changes. The CIP will be presented for adoption in March.

OLD BUSINESS: There was no old business.

NEW BUSINESS:

- A. Resolution #4-2026, Canceling the 2026 Municipal Election: Mr. McCrumb presented the resolution which canceled the election for a lack of contested seats and declared the qualified nominees as elected. The Trustees asked clarifying questions and discussed the resolution.

ACTION: upon a motion by Trustee Icenogle and a second by Trustee Huelskamp, the Board of Trustees unanimously approved the resolution.

B. Trustee Bill #1 -2026, Amending the Model Traffic Code: Mr. Schiller presented the ordinance. The Trustees asked clarifying questions and discussed the ordinance. No changes or amendments were made.

ACTION: upon a motion by Trustee Icenogle and a second by Trustee Sahr, the Board of Trustees unanimously approved Trustee Bill #1 – 2026 on first reading.

C. Trustee Bill #2 -2026, Amending Municipal Code Section 1.01.080: Mr. Schiller presented the ordinance. The Trustees asked clarifying questions and discussed the ordinance. No changes or amendments were made.

ACTION: upon a motion by Trustee Huelskamp and a second by Trustee Icenogle, the Board of Trustees unanimously approved Trustee Bill #2 – 2026 on first reading.

D. Trustee Bill #3 -2026, Amending Muni Code re: Building Commissioner: Mr. Schiller presented an updated draft of the ordinance. The Trustees asked clarifying questions and discussed the ordinance. No changes or amendments were made.

ACTION: upon a motion by Trustee Huelskamp and a second by Trustee Icenogle, the Board of Trustees unanimously approved Trustee Bill #3 – 2026 on first reading.

EXECUTIVE SESSION: Mayor Dotson called for an executive session to discuss personnel matters, involving performance and compensation, pursuant to C.R.S. § 24-6-402(4)(f).

ACTION: upon a motion by Trustee Icenogle and a second by Trustee Sahr, the Board of Trustees entered into an executive session at 7:49 p.m.

The Trustees exited the executive session at approximately 9:00 p.m.

ACTION: upon a motion by Trustee Huelskamp and a second by Trustee Icenogle, the Board of Trustees unanimously approved Trustee Bill #3 – 2026 on first reading.

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 8:30 p.m.

Submitted by,

J.D. McCrumb, Town Administrator with Lee Schiller, Town Attorney



Request for Board of Trustee Action

- Date:** March 2026
- Title:** Resolution #6, Series 2026: Employee Handbook Updates
- Presented By:** J.D. McCrumb, Town Administrator
- Prepared By:** Kate Eckel, HR Consultant
- Background:** The Town’s Employee Handbook is reviewed annually and updates are made as needed based on statutory or operational changes. Using expert resources including Employers Council and our contracted HR Consultant, the following changes have been made to the 2026 Employee handbook:
- Employee benefits and the number of hours an employee has to work to be eligible for benefits with the town.
 - Statement that part-time employees (those working less than 30 hours a week over a 3-month period) are not eligible for the Town’s health, dental vision and other supplemental insurance.
 - Statement regarding FAMLI leave and how the Town of Columbine Valley has opted out of the program with the state.
 - Statement regarding the Colorado Healthy Family Workplace Act and how the Town of Columbine Valley offers a richer sick leave policy.
 - Statement regarding the Public Health Emergency Leave program.
 - Statement regarding auto-deductions for voluntary benefit and individual savings plans.
 - Accommodations for Nursing Employees
- Updated sections are highlighted in the attached copy.
- Attachments:** Resolution #6, Series 2026
Highlighted copy of the Updated Handbook
- Suggested Motion:** “I move to approve Resolution #6, Series 2026 as presented as part of the consent agenda”

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES**

**RESOLUTION NO. 6
SERIES OF 2026**

A RESOLUTION AMENDING PERSONNEL POLICIES AND PROCEDURES

WHEREAS, the Board of Trustees adopted an Employee Handbook by Resolution on July 19, 2022; and

WHEREAS, the Board of Trustees previously amended the Handbook by Resolution on May 16, 2023; and

WHEREAS, the Board of Trustees has reviewed proposed amendments to the *Employee Handbook* addressing employee benefit eligibility, insurance eligibility for part-time employees, compliance with applicable state leave laws, payroll deductions for voluntary benefits and savings plans, and workplace accommodations; and

WHEREAS, the Board of Trustees finds that adoption of the proposed revisions is in the best interests of the Town.

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

The Board of Trustees hereby approves and adopts the revisions to the *Employee Handbook*, as set forth attached hereto and incorporated herein by reference. Said revisions shall take effect on **March 17, 2026**, and the Employee Handbook shall be amended accordingly.

ADOPTED AND APPROVED this **17th day of March, 2026**.

Bill Dotson, Mayor

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



EMPLOYEE HANDBOOK

Drafted by Resolution # 6 - 2026
March 17, 2026

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IMPORTANT NOTICE ABOUT THE EMPLOYEE HANDBOOK

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE TOWN OF COLUMBINE VALLEY (Herein known as “THE TOWN”) AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN’S GUIDELINES AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.

EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH THE TOWN IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE TOWN, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE TOWN HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK, ANY BENEFIT PLAN, AND ANY VERBAL STATEMENTS MADE BY THE TOWN ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED; NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE BOARD OF TRUSTEES OR THEIR AUTHORIZED REPRESENTATIVE, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE BOARD OF TRUSTEES OR THEIR AUTHORIZED REPRESENTATIVE AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE TOWN, RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

From the BOARD OF TRUSTEES

This handbook was developed to describe some of the guidelines, programs, and benefits for employees. All employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it may answer questions about employment with our Town.

We believe that each employee contributes directly to the Town's success, and we hope you will take pride in being a member of our team.

We hope that your experience here will be challenging and enjoyable.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY AND UNLAWFUL HARASSMENT

The Town is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.

This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

DISABILITY AND RELIGIOUS ACCOMMODATION

The Town will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in undue hardship to the Town or cause a direct threat to health or safety. The Town will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the Town.

Employees needing such accommodation are instructed to contact the Town Administrator or Chief of Police immediately.

PREGNANCY ACCOMMODATION

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests accommodation, the Town will engage in a timely, good-faith, and interactive process with the employee to determine whether there is effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations.

The Town may require that an employee provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact their Human Resources representative.

The Town will not deny employment opportunities or retaliate against an employee because of their request for reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

EEO HARRASSMENT

The Town strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media, such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct, such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.

SEXUAL HARRASSMENT

Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, the Town believes it warrants separate emphasis.

The Town strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of, such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications, whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Administrator or Chief of Police who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Town's HR Consultant.

The Town prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or the retaliation standard, please follow the complaint procedure outlined above.

If the Town determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

EMPLOYEE STATUS

EMPLOYEE CLASSIFICATIONS

Employees of the Town are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the Town's group health plan. Eligibility for participation in the town's group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in the Town's group health plan, please contact the Administrator. The following classifications are used throughout this Handbook.

EXEMPT EMPLOYEES

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

NONEXEMPT EMPLOYEES

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of: (1) forty hours per workweek; (2) twelve hours per workday, or (3) twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.

FULL-TIME EMPLOYEES

Full-time employees are those who are normally scheduled to work a schedule of 30 hours per week.

PART-TIME EMPLOYEES

Part-time employees are those who are normally scheduled to work fewer than 30 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis.

TEMPORARY EMPLOYEES

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees may be classified as exempt or nonexempt on the basis of job duties and compensation.

EMPLOYEE BENEFITS

The Town of Columbine Valley offers Health, Vision, Dental and a variety of supplemental insurance products for our full-time employees. The Town has a cafeteria plan. Contact Human Resources to discuss costs and options of plans. Employees are eligible for these benefits the 1st of the month following the date of hire.

HOLIDAYS

The Town currently observes the following holidays as days off with pay:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- A Floating Holiday

The floating holiday is normally designated by management at the beginning of each year. It is typically scheduled to make a long weekend, usually during Christmas or Thanksgiving week.

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed. Should any one of the observed holidays occur during an employee's vacation period, an additional day of vacation may be granted.

Holiday time **is not** counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part-time employees is prorated based on their regularly scheduled work hours. Temporary employees are not eligible for holiday pay.

Should an employee need to work on a holiday, they will receive their full pay for the day and have an option to take another day off during the same pay period.

PAID TIME OFF

Full-time employees are currently granted Paid Time Off (PTO) after completing continuous service as described below: *

PTO Granted Per Year	Length of Service
150 hours (3.75 weeks)	After 0 through 5 full years of continuous employment. PTO accrues at a rate of 5.77 hours per pay period. * *Employees may accrue up to a maximum of 208 hours before they need to take time off. Accruals will cease per pay period until the balance falls below 208 hours.
190 hours (4.75 weeks)	After 6 through 14 full years of continuous employment. PTO accrues at a rate of 7.31 hours per pay period. * *Employees may accrue up to a maximum of 248 hours before they need to take time off. Accruals will cease per pay period until the balance falls below 248.
230 hours (5.75 weeks)	After 15 or more full years of continuous employment. PTO accrues at 8.85 hours per pay period. * *Employees may accrue up to a maximum of 288 hours before they need to take the time off. Accruals will cease per pay period until the balance of PTO falls below 288 hours.

Part-time employees are not eligible for PTO except as provided in the Healthy Families Workplace Act.

Employees are responsible for scheduling their PTO in advance, with their supervisor and must receive their Supervisor's approval. PTO is scheduled in a manner that minimizes interruptions to operations.

When a paid holiday falls within the employee's PTO period, an additional day of PTO may be granted. PTO time will be counted in the computation of overtime.

Upon separation of employment, employees receive pay for earned, unused PTO.

We encourage employees to use all of their earned PTO each year. Employees may carry over PTO next anniversary year. However, the maximum vacation that employees may accumulate is 40 hours over their annual vacation allotment. At no point can the carryover, plus the new vacation, exceed this cap.

The Town of Columbine Valley offers a 403b retirement plan as well as a 457 plan. Contact Human Resources for more information on these retirement options.

LEAVES OF ABSENCE

MATERNITY/ADOPTION/PATERNITY (MAP) LEAVE

Maternity/adoption/paternity (MAP) leave may be granted to full-time employees for no more than sixty (60) calendar days on the following basis:

- 1) An employee shall apply for MAP leave by submitting the request in writing to the Human Resources Administrator indicating the purpose of the leave and how long it will last.
- 2) Employees will be paid for 80 hours of MAP leave. MAP leave must be taken or used within 30 days following birth or adoption.
- 3) Additional MAP leave shall be taken as a combination of paid and unpaid time off.
- 4) Paid Time Off will not be accumulated during MAP leave; however, the remainder of provided employee benefits will continue without interruption during MAP leave.
- 5) Employees are subject to administrative leave without pay upon exhaustion of all other forms of paid leave balances. Positions cannot be guaranteed for employees returning from MAP leave of longer than sixty (60) calendar days.
- 6) Upon expiration of an approved leave of no more than sixty (60) days, the employee shall be reinstated to the same or similar position to that held prior to the beginning of leave.

FAMLI LEAVE

The State of Colorado has implemented a state funded leave program. This program taxes both the employer and the employee. Columbine Valley has decided to "opt out" of this option. Columbine Valley offers a short-term disability insurance policy in place of the state funded program. Contact Human Resources for more information.

BEREAVEMENT LEAVE

Full-time employees are currently eligible for paid leave of up to five days to attend the funeral of an immediate family member. Immediate family is defined as the employee's spouse, parents, children, sisters, brothers, grandparents, grandchildren, mother-in-law, and father-in-law.

In the event of a death of a near relative, full-time employees are currently granted up to three paid days to attend a funeral. Near relatives, include the employee's aunts, uncles, nieces, nephews, and their spouse's grandparents, brothers, sisters, and other close relatives.

If more time off is needed than provided above, other leave may be granted upon the approval of the Town Administrator or Chief of Police.

JURY DUTY

We encourage you to meet your civic responsibility when you are called for jury duty. If you receive a summons for jury duty, present it to your supervisor.

Hourly non-exempt employees will receive full pay up to \$50.00 per day for the first three days of jury duty if you are scheduled to work. Salaried exempt employees will be paid their regular salary during jury duty. Jury duty beyond three days is without pay from the Town for nonexempt employees. However, beginning with the fourth day and thereafter, the juror is paid \$50.00 per day by the State of Colorado for state, district, or county courts. You are expected to report to work if you are excused from jury duty during normal work hours.

MEDICAL LEAVE

A medical leave of absence of not more than three months may currently be granted to full-time employees. This unpaid leave is for absences arising from illness, injury, or pregnancy.

For a medical leave to be granted, the following conditions must be met:

The employee has completed ninety (90) days of employment with our Town.

The Town Administrator or Chief of Police is notified by the employee as soon as possible of the need for medical leave.

The employee submits to the supervisor a written statement from the attending physician outlining the reason for leave and the estimated time needed. (The Town may require the employee to obtain an opinion from a medical provider selected by the Town.)

Approvals are obtained from the Town Administrator or Chief of Police prior to the leave.

All available sick leave and earned vacation are used at the beginning of the leave of absence.

When the estimated period of leave is less than three months, and an employee needs to extend the leave, another medical provider's statement is required indicating the new estimated length of leave.

An employee ready to return to work from leave must present a doctor's statement indicating ability to return to work.

The Town may reinstate an employee ready to return from a medical leave of absence when, in the opinion of the town, it is practical to do so. The Town does not guarantee reinstatement of an employee to the former job. When the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.

The Town currently continues Group Insurance Coverage benefits for an employee on leave for a maximum of three months as long as the employee continues to pay the employee's portion of the premium.

Vacation and sick leave will not accrue during a medical leave of absence. Holidays, funeral pay, or employer's jury duty pay will not be granted during the leave.

Employees who fail to return at the expiration of their authorized leave may have their employment separated from the Town of Columbine Valley. If the employee's failure to return is due to a disability, additional accommodations may be provided. Employees must supply sufficient information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodation. Potential accommodations will be determined in an interactive process between the employee and the Town.

Part-time employees are not eligible for medical leave except as required for a disability.

VOTING

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with the Town Administrator or Chief of Police no later than the day prior to Election Day.

HEALTHY FAMILIES' WORKPLACE ACT*

Columbine Valley's PTO policy encompasses the State of Colorado's Healthy Families Workplace Act (HFWA).

HFWA stipulates that time off may be taken for the following:

Employee has a mental or physical illness, injury, or health condition that prevents them from working;

Employee needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition.

Employee needs to care for a family member who has a mental or physical illness, injury, or health condition. The employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or to a public health emergency, a public official having closed either (A) the

employee's place of business , or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

HFWA may be used in one-hour increments. In the event you are absent for four or more workdays, medical or legal certification is required. This certification should indicate that you were unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

Part-time employees are eligible for HFWA leave. Hours of sick time available will be calculated based on the number of hours worked. Please contact human resources for more information.

Public Health Emergency Leave

On the date that a public health emergency is declared, The Town will supplement your accrued paid sick leave with an additional grant of leave up to combined maximum of 80 hours for full-time employees (prorated for part-time employees). This leave may be used when an employee:

(1) needs to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;

(2) seeks diagnosis, treatment, or care (including preventive care) of such an illness;

(3) is excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not actually diagnosed with the illness);

(4) is unable to work due to a health condition that may increase susceptibility or risk of such an illness; or

(5) is caring for a child or other family member who is in category (1), (2), or (3), or whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Employees must notify the Town of their need for leave as soon as it is practical when the need for leave is foreseeable, and the Town's place of business has not been closed. Supplemental leave is granted one time during the entirety of public health emergency. Unused supplemental leave is forfeited four weeks after the termination or suspension of the public health emergency.

PAY

OVERTIME

From time to time, your supervisor may require you to work overtime. In these instances, you are given as much advance notice as practical.

For non-exempt employees, hours worked in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday, or 40 hours per workweek, whichever results in the greater payment of wages, are paid at one and one-half (1 1/2) times the employee's regular rate. When a nonexempt employee has daily overtime and weekly overtime

hours, the payment of daily overtime counts toward the payment of the weekly overtime. The established workweek begins at 12:00 a.m. midnight on Saturday and ends at 11:59 p.m. on Friday.

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., PTO, are not counted.

PAYDAYS

Employees are paid every other Friday. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday.

On each payday, employees receive a statement showing gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through your supervisor and payroll.

For the employees' convenience, we offer the option of having their paycheck automatically deposited into their bank account.

PAY FOR EXEMPT EMPLOYEES

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation for each pay period on a weekly basis. The Town is committed to complying with salary-based requirements, which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

TIME REPORTING

Nonexempt employees are required to complete a time sheet. At the conclusion of each pay period employees must sign the time sheet and submit it to their immediate supervisor for signature and approval. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off.

Nonexempt employees must take a full 30-minute lunch period. Notify your supervisor immediately if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.

Exempt employees are required to report monthly to their department manager only time off from their regular work schedule.

These records are the only ones used by the Town to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also chose to keep their own personal time records must provide them to the Town if they

find a discrepancy between the 's records and their records. Employees should contact their supervisors or with any questions about how their pay is calculated. Employees must promptly notify their supervisors of any mistakes in their time records or pay. Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated, and appropriate corrective action will be taken. The Town will not tolerate retaliation against employees for making a report or participating in an investigation.

MEAL AND REST BREAKS

Non-exempt employees who work five or more consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

Employees should take a compensated ten-minute rest period for every four hours of work. The chart below indicated what rest periods are required. Rest periods should be as close to the middle of an employee's shift as practical.

<u>Work Hours</u>	<u>Rest Periods Required</u>
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

There is some flexibility for the length and timing of rest breaks. It is allowed to take two five-minute breaks in certain circumstances with a written waiver. Failure to authorize and permit rest breaks as required by Colorado law will be treated as if an employee was required to work an extra ten minutes without pay.

Employees must comply with all applicable timekeeping requirements, including recording the beginning and end time of their meal breaks. Employees who are unable to take a meal or rest break to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify the Town Administrator or Chief of Police.

WORK ENVIRONMENT

ACCOMMODATIONS FOR NURSING EMPLOYEES

A private space will be provided, and reasonable time will be permitted for nursing employees to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, human resources and the employee will agree upon a schedule which might include the employee using unpaid leave (if non-exempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The Town will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

ALCOHOL AND DRUGS

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, whether or not you are a lawfully registered user. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on Town premises or while conducting Town business is prohibited.

ANTI-VIOLENCE

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on to Town property, or any other act, which in management's opinion is inappropriate to the workplace. In addition, employees must refrain from making offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

APPEARANCE AND ATTIRE

At the Town of Columbine Valley, personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of our citizens. This helps ensure our Town's success. Employees' appearance should be consistent with good hygiene, safety, and what our Town considers appropriate business attire.

Business casual attire, designed to create a more relaxed way of dressing for employees, is often acceptable. Business casual means business appropriate. All clothes must be clean, no stains, no rips, or tears, pressed, and wrinkle-free. Shorts, midribs, spaghetti straps, mesh tanks and flip flops designated for the beach are not acceptable clothing to wear at the. If you are not sure, do not wear it and a more appropriate selection of clothing should be selected.

ATTENDANCE AND PUNCTUALITY

All employees are expected to be on time for work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the Town.

Employees who are going to be absent or late must contact their supervisor as soon as possible prior to the start of their shift. Leaving messages with other employees or on voice mail is not acceptable.

Failure to call in when absent for three consecutive days will result in termination.

COMMUNICATION SYSTEMS

The Town's computer network, access to Internet, e-mail and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the Town. All information regarding access to the Town's computer resources, such as user identifications, modem phone numbers, access codes, and passwords, are confidential information and may not be disclosed to non- personnel.

All computer files, documents, and software created or stored on the Town's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Town systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the Town premises without written approval from a department head. Upon separation of employment, all communication tools should be returned to the Town.

PERSONAL USE OF THE INTERNET

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Town prohibits the display, transmittal, or downloading of material that is in violation of Town guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

SOFTWARE AND COPYRIGHT

The Town fully complies with copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software

and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in Town facilities.

UNAUTHORIZED USE

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Should an emergent need arise to access an employee's email, The Town Administrator and IT must be notified PRIOR to access of another employee's email. Employees are strictly prohibited from using the Town communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-MAIL

E-mail is to be used for business purposes. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The Town prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Organization premises at any time. Management may monitor e-mail from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages

VOICE MAIL

The Town's voice mail system is intended for transmitting business-related information. Although the Town does not monitor voice messages as a routine matter, the Town reserves the right to access and disclose all messages sent over the voice mail system for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

TELEPHONES/CELL PHONES/MOBILE DEVICES

Employee work hours are valuable and should be used for Town business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Town guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. Employees' use of a cell phone or mobile device to access Town systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or Town action. Employees authorized to access Town systems and

information using a personal device must immediately inform the Town if the device is lost or stolen.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest and lawfully parked.

The Town telephone lines should not be used for personal long-distance calls.

CONFIDENTIAL INFORMATION

Employees of the Town will have access to confidential information of the Town and our clients. Confidential information includes, but is not limited to, information concerning police and court records, personal home security information, and similar subjects. If uncertain if information is secret, contact your supervisor.

Disclosure of confidential information might seriously damage the Town's or client's competitive position and therefore such action will not be tolerated. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the Town upon separation or at any time upon demand.

CONFLICTS OF INTEREST

The Town requires that employees protect the Towns' information and avoid outside activities or relationships, which do or could improperly influence their decisions or actions on the job.

Conflict of interest situations, which could arise while moonlighting for contractors, vendors, or other governmental organization, should also be avoided.

Examples of conflict of interest could be personal involvement in supplier companies or distribution outlets related to the Town business.

If employees have any questions whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to the Town Attorney for final determination.

DATA DISPOSAL POLICY

During the course of your employment, the Town will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and password(s);

- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The Town may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Town will either (a) destroy the records or (b) arrange for their destruction, e.g., by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

DISCIPLINE/DISCHARGE

Occasionally, performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by the Town in an individual case does not establish a precedent in other circumstances.

JOB-RELATED PROBLEMS

Employees who disagree or are dissatisfied with a Towns practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while they are fresh in everyone’s mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the Administrator or Chief of Police. Also, see the EEO/Harassment Complaint Procedure on page 6.

REFERENCES

The Town does not furnish open letters of recommendation addressed “To Whom It May Concern.”

If employees receive a call inquiring about a former employee, please refer the caller to the Administrator or Chief of Police. Only the Administrator or Chief of Police have the authority to respond to such inquiries. This restriction includes recommendations on social media sites. When asked for employment verification the Town will only give position titles and dates of employment.

SAFETY/REPORTING OF INJURY

The Town is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must report this fact in writing to the Administrator or Chief of Police within 10 days or sooner if possible. We want to provide you with prompt medical treatment from one of our designated medical providers. Treatment for on-the-job injuries must be obtained from one of these medical providers or you may be responsible for the cost of medical treatment. Prompt reporting of the accident will help us to take steps to reduce the possibility of future accidents.

SMOKING

It is our objective to provide a smoke-free, tobacco-free environment within our Town. This prohibition includes all forms of tobacco and the use of electronic smoking devices (for example, e-cigarettes, e-cigars, e-hookahs, vape pens, etc.). Smoking is prohibited within all areas of the building and within 25 feet of the main entrance into the building. Smoking is also prohibited in all Town vehicles.

Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours.

SEPARATION OF EMPLOYMENT

We request that employees who wish to resign their positions notify the Town of their anticipated departure date and go over the “check out” procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with Human Resources

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the Town maintained satisfactory performance and attendance. Former employees will still be expected to apply and interview for any position they are qualified and interested in.

ACKNOWLEDGMENT OF RECEIPT

**I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED _____
_____. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE
TOWN OF COLUMBINE VALLEY'S GUIDELINES AND ITS EXPECTATIONS
REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH
ITS CONTENTS.**

**I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY STATE LAW, MY
EMPLOYMENT WITH THE TOWN IS AT-WILL. THIS MEANS THAT NEITHER I
NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A
SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE
TERMINATED BY ME OR THE TOWN AT ANY TIME, FOR ANY REASON.**

**THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF
MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF
EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE
OF EMPLOYMENT FOR ANY SPECIFIC DURATION.**

**I UNDERSTAND THAT NO REPRESENTATIVE OF THE TOWN OF COLUMBINE
VALLEY, OTHER THAN THE BOARD OF TRUSTEES OR THEIR AUTHORIZED
REPRESENTATIVE, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF
EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT
MUST BE IN WRITING, SIGNED BY THE BOARD OF TRUSTEES AND ME. WE
HAVE NOT ENTERED INTO SUCH AN AGREEMENT.**

**FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE
SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL
INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED
EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE
PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-
WILL NATURE OF EMPLOYMENT, THE TOWN RESERVES THE RIGHT TO
REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED,
ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER
PROGRAMS OF THE TOWN OF COLUMBINE VALLEY. THESE CHANGES MAY
OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.**

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Signature

Employee Name

Date

COLORADO OVERTIME AND MINIMUM PAY STANDARDS ORDER AND POSTER



COLORADO
Department of
Labor and Employment

COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES: The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

Effective 1/1/2025
Use new version released by each December

Colorado Minimum Wage: \$14.81 per hour in 2025, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable: coloradolaborlaw.gov lists all local minimum wages
- 15% lower is allowed for unemancipated minors — but not for some local minimum wages

Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

# Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
# Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to un tipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, quitting without notice, etc.

Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks – but not just off-duty time on premises
- Travel for employer benefit – but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site – but not if lengthy and uninterrupted (Rule 1.9.3)

Exemptions from COMPS (Rule 2.2 lists all; highlights below)

- Executive/supervisor, administrator, or professional: \$56,485 (updated yearly) in salary (not hourly pay)
- Other high-level work: non-manual jobs paid 2¼ times the above salary; % owners who actively manage
- Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

Employer Responsibilities (Rule 7)

- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
- Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
- Use translations (available from this Division) of this poster/notice for employees with limited English
- Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
- Individuals with control over work may be liable for wages and violations, even at incorporated employers

Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- Retaliation, or actions interfering with rights, may yield fines or other consequences
- Immigration status is irrelevant to these rights, and can't be used to interfere with rights

Contact Us:

DIVISION OF LABOR STANDARDS & STATISTICS
303-318-8441 / 888-390-7936 / cdle_labor_standards@state.co.us (English or Spanish)

For all laws, guidance, & complaints:
coloradolaborlaw.gov



Spanish guidance & complaints:
LeyesLaboralesDeColorado.gov



This notice in other languages:
cdle.colorado.gov/LaborStandardsPosters



**COLORADO OVERTIME AND MINIMUM PAY STANDARDS ORDER
(COMPS ORDER)**

ACKNOWLEDGMENT OF RECEIPT

**I HAVE BEEN PROVIDED AND HEREBY ACKNOWLEDGE RECEIPT OF A COPY
OF THE COLORADO OVERTIME AND MINIMUM PAY STANDARDS ORDER
(COMPS ORDER) POSTER.**

Employee Signature: _____ Date: _____

Print Employee Name: _____



Request for Board of Trustee Action

- Date:** March 17, 2026
- Title:** Resolution #7, Series 2026: Local Agency Manual
- Presented By:** Lee Schiller, Town Attorney
- Prepared By:** Lee Schiller, Town Attorney
- Background:** The Town has entered into an Intergovernmental Agreement with the Colorado Department of Transportation (CDOT) to receive federal and state funding for the Platte Canyon Road Sidewalk Project. Because the project is administered as a Federal Aid Project, CDOT requires participating local agencies to adopt the 2022 CDOT Local Agency Manual, which establishes the procedures for procurement, project administration, and compliance with federal requirements. Adoption of the manual allows the Town to meet CDOT requirements and proceed with the project. While the entire manual is applicable to the project, Chapter 7 is of particular interest.
- The Local Agency Manual can be reviewed here:
www.codot.gov/business/designsupport/bulletins_manuals/local-agency-project-resources/2022-cdot-local-agency-manual
- Attachments:** Resolution #6, Series 2026
- Suggested Motion:** “I move to approve Resolution #7, Series 2026 as presented as part of the consent agenda”

RESOLUTION NO. 7
SERIES OF 2026

A RESOLUTION CONCERNING THE 2022 COLORADO DEPARTMENT OF
TRANSPORTATION LOCAL AGENCY MANUAL

WHEREAS, The Town of Columbine Valley (sometimes hereinafter the “Town”) has entered into an Intergovernmental Agreement (hereinafter “Agreement”) with the Colorado Department of Transportation,(hereinafter “CDOT”) pursuant to which Federal and State funds will be distributed to the Town, through the supervision of CDOT, the purpose of which is to fund the Town’s Platte Canyon Road Sidewalk Project; and

WHEREAS, the Platte Canyon Road Sidewalk Project is a Federal Aid Project; and

WHEREAS, in order to comply with the terms of the Agreement, the Town must adopt the 2022 CDOT Local Agency Manual, for the administration of the Town’s Federal Aid Project, which among other things sets forth the process for the procurement of goods and services; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley believe it is in the best interests of the Town to adopt the 2022 CDOT Local Agency Manual, in order facilitate the Platte Canyon Road Sidewalk Project.

NOW THEREFORE, BE IT RESOLVED as follows:

Section 1. The Board of Trustees of the Town of Columbine Valley adopts the 2022 CDOT Local Agency Manual for the administration of the Town’s Platte Canyon Road Project.

Section 2. Should any one or more sections or provisions of this Resolution be judicially determined invalid or unenforceable, such judgement shall not affect, impair, or invalidate the remaining provisions of this Resolution, the intention being that the various sections and provisions are severable.

Section 3. Any and all Resolutions or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided however, that the repeal of any such Resolution or part thereof shall not revive any other section or part of any Resolution heretofore repealed or superseded.

ADOPTED AND APPROVED this 17th day of March, 2026.

JD McCrumb, Clerk

Bill Dotson, Mayor

TOWN OF COLUMBINE VALLEY
Financial Statements as of YTD February 28, 2026
Variance Summary

Total Cash \$9,435,948 Unrestricted Cash \$644,444

General Fund

Revenues

- General Fund Revenues are at 23% of budget (PY 22%)
 - o Property taxes rec'd of \$171,479, 28% of budget (PY 33%)
 - o Interest \$39,935 in general fund and \$53,678 in total, interest rate is 3.76%

Administration – 12% of budget (PY 15%)

Planning and engineering – 10% of budget (PY 4%)

Public Safety – 14% of budget (PY 13%)

Public Works – 9% of budget (PY 8%)

General Fund Expenditures, Transfers and Fund Balance

- Total General Fund Expenditures of 12% of budget (PY 12%)
- Transfer to Capital Fund of \$300,000
- The ending fund balance is \$847,315

Capital Fund

- Platt Canyon Sidewalk \$12,110
- Trails \$4,523
- Ending fund balance \$6,287,794

Conservation Trust Fund

- Ending fund balance \$42,435

Arapahoe County Open Space Fund

- Ending fund balance \$809,106

Wild Plum Impact Fees Fund

- Ending fund balance \$1,399,055

Transportation Fees Fund

- Ending fund balance \$553,114

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF FEBRUARY, 2026**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
BMO checking	\$ 407,499	-	\$ 407,499
InBank checking	223,356	-	223,356
C-Safe Primary	-	6,554,496	6,554,496
C-Safe Wild Plum Impact fee	-	1,399,056	1,399,056
C-Safe CTF	-	42,435	42,435
Arapahoe County shareback	-	809,106	809,106
YTD Cash Balances	630,855	8,805,093	9,435,948
Less amount allocated for capital	-	(6,287,794)	(6,287,794)
Less amount restricted for CTF	-	(42,435)	(42,435)
Less amount restricted for ACOS	-	(809,106)	(809,106)
Less amount restricted for impact fees	-	(1,399,055)	(1,399,055)
Less amount restricted for transportation fees	-	(553,114)	(553,114)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 630,855	\$ (286,411)	\$ 344,444

**TOWN OF COLUMBINE VALLEY
ALLOCATION OF AVAILABLE FUND BALANCES
YEAR TO DATE (YTD) AS OF FEBRUARY, 2026**

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Wild Plum Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 800,546	\$ 6,004,427	\$ 42,140	\$ 804,167	\$ 1,390,546	\$ 510,080	\$ 9,551,906
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	452,990	-	-	-	-	-	452,990
Permits and fines	75,663	-	-	-	-	-	75,663
Intergovernmental	113,393	-	-	-	-	-	113,393
Interest	39,935	-	295	4,939	8,509	-	53,678
Other	87	-	-	-	-	-	87
Transportation fees	-	-	-	-	-	43,034	43,034
Total YTD revenues	682,068	-	295	4,939	8,509	43,034	738,845
Total YTD expenditures	(335,299)	(16,633)	-	-	-	-	(351,932)
Excess of revenues over (under) expenditures	346,769	(16,633)	295	4,939	8,509	43,034	386,913
Transfers	(300,000)	300,000	-	-	-	-	-
Net change in fund balance	46,769	283,367	295	4,939	8,509	43,034	386,913
YTD ENDING FUND BALANCES	\$ 847,315	\$ 6,287,794	\$ 42,435	\$ 809,106	\$ 1,399,055	\$ 553,114	\$ 9,938,819

Budget vs actual reference

(page 4)

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**TOWN OF COLUMBINE VALLEY
BALANCE SHEET - ALL FUNDS
GOVERNMENTAL FUNDS
February 28, 2026
Unaudited**

ASSETS

Cash and investments	\$ 9,435,948
Accrued revenue	426,853
Prepaid expenses	22,650
Other receivables	96,994
TOTAL ASSETS	<u><u>\$ 9,982,445</u></u>

LIABILITIES AND FUND BALANCES

LIABILITIES

Accounts payable	\$ 39,842
Accrued liabilities	3,784
Total liabilities	<u><u>43,626</u></u>

FUND BALANCES

General	847,315
Capital	6,287,794
Conservation trust fund	42,435
Arapahoe county open space	809,106
Wild Plum Impact fees	1,399,055
Transportation fees	553,114
Total fund balances	<u><u>9,938,819</u></u>

TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$ 9,982,445</u></u>
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TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE TWO MONTHS ENDED FEBRUARY 28, 2026

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (17% YTD)</u>
REVENUES				
Taxes	\$ 452,990	\$ 1,926,296	\$ (1,473,306)	24%
Permits and fines	75,663	330,400	(254,737)	23%
Intergovernmental	113,393	482,176	(368,783)	24%
Interest	39,935	175,000	(135,065)	23%
Other	87	4,000	(3,913)	2%
Grants	-	32,000	(32,000)	0%
Total revenues	<u>682,068</u>	<u>2,949,872</u>	<u>(2,267,804)</u>	<u>23%</u>
EXPENDITURES				
Administration	110,303	932,001	(821,698)	12%
Planning and engineering	4,002	38,400	(34,398)	10%
Public safety	178,476	1,291,303	(1,112,827)	14%
Public works	42,518	494,524	(452,006)	9%
Total expenditures	<u>335,299</u>	<u>2,756,228</u>	<u>(2,420,929)</u>	<u>12%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>346,769</u>	<u>193,644</u>	<u>153,125</u>	<u>179%</u>
OTHER FINANCING USES				
Transfer to capital	(300,000)	(270,000)	(30,000)	111%
Total other financing uses	<u>(300,000)</u>	<u>(270,000)</u>	<u>(30,000)</u>	<u>111%</u>
NET CHANGE IN FUND BALANCE	46,769	<u>\$ (76,356)</u>	<u>\$ 123,125</u>	
BEGINNING FUND BALANCE	<u>800,546</u>			
ENDING FUND BALANCE	<u>\$ 847,315</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 TWO MONTHS ENDED FEBRUARY 28, 2026
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (17% YTD)
REVENUES					
Taxes					
Cable television	\$ 3,534	\$ 7,067	\$ 42,400	\$ (35,333)	17%
Property	169,720	171,479	613,496	(442,017)	28%
Sales and use	156,059	255,016	1,149,600	(894,584)	22%
Specific ownership	2,142	4,795	36,800	(32,005)	13%
Utility franchise	7,633	14,633	84,000	(69,367)	17%
Total taxes	<u>339,088</u>	<u>452,990</u>	<u>1,926,296</u>	<u>(1,473,306)</u>	<u>24%</u>
Permits and fines					
Court fines	1,578	6,068	80,000	(73,932)	8%
Permits, fees and services	39,642	69,595	250,400	(180,805)	28%
Total permits and fines	<u>41,220</u>	<u>75,663</u>	<u>330,400</u>	<u>(254,737)</u>	<u>23%</u>
Intergovernmental					
Bow Mar IGA	95,529	95,529	382,676	(287,147)	25%
Bow Mar IGA admin	5,000	5,000	20,000	(15,000)	25%
County highway tax revenue	1,575	3,150	18,900	(15,750)	17%
Motor vehicle registration fees	476	935	5,800	(4,865)	16%
State cigarette tax apportionment	80	197	1,400	(1,203)	14%
State highway user's tax	4,132	8,582	53,400	(44,818)	16%
Total intergovernmental	<u>106,792</u>	<u>113,393</u>	<u>482,176</u>	<u>(368,783)</u>	<u>24%</u>
Interest	18,844	39,935	175,000	(135,065)	23%
Other	87	87	4,000	(3,913)	2%
Grants	-	-	32,000	(32,000)	0%
TOTAL REVENUES	<u>506,031</u>	<u>682,068</u>	<u>2,949,872</u>	<u>(2,267,804)</u>	<u>23%</u>
EXPENDITURES					
Administration					
Accounting and audit	7,375	21,850	136,500	(114,650)	16%
Advertising/notices	431	431	500	(69)	86%
Bank/credit card fees	594	1,263	6,500	(5,237)	19%
Building inspection and planning review	9,667	13,349	80,000	(66,651)	17%
Building maintenance and utilities	1,747	2,291	32,000	(29,709)	7%
Community functions	300	300	60,000	(59,700)	1%
Computer expense	423	950	10,000	(9,050)	10%
County treasurer's collection fees	1,697	1,714	6,135	(4,421)	28%
Dues and publications	590	4,407	21,647	(17,240)	20%
Education and training	-	-	19,000	(19,000)	0%
Election	687	1,415	12,000	(10,585)	12%
Health insurance	2,670	5,712	33,287	(27,575)	17%
Human resources	1,250	2,300	18,000	(15,700)	13%
Insurance workers comp and liability	1,639	3,277	20,097	(16,820)	16%
Legal	3,561	7,227	52,900	(45,673)	14%
Mayor expenses & meals	-	-	1,000	(1,000)	0%
Miscellaneous	376	408	1,500	(1,092)	27%
Payroll taxes	963	1,892	13,500	(11,608)	14%
Pension	828	1,640	13,500	(11,860)	12%
Salaries	17,677	35,637	269,016	(233,379)	13%
Special projects	-	-	10,000	(10,000)	0%
Supplies, printing, postage	607	2,222	13,000	(10,778)	17%
Telephone/communications	1,011	2,018	13,419	(11,401)	15%

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 TWO MONTHS ENDED FEBRUARY 28, 2026
Unaudited

	<u>Current Month</u>	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (17% YTD)</u>
Emergency reserve	-	-	88,500	(88,500)	0%
Total administration	<u>54,093</u>	<u>110,303</u>	<u>932,001</u>	<u>(821,698)</u>	<u>12%</u>
Planning and engineering					
Town planning	2,240	3,440	20,000	(16,560)	17%
Town engineer	562	562	18,400	(17,838)	3%
Total planning and engineering	<u>2,802</u>	<u>4,002</u>	<u>38,400</u>	<u>(34,398)</u>	<u>10%</u>
Public safety					
Operations					
Cruiser gas	1,247	2,276	20,992	(18,716)	11%
Cruiser oil/maintenance	2,179	2,179	13,645	(11,466)	16%
Cruiser insurance	477	954	5,725	(4,771)	17%
Education/training	-	-	12,620	(12,620)	0%
Equipment - camera body and dash	-	-	13,800	(13,800)	0%
Equipment/repair	-	-	4,198	(4,198)	0%
Health insurance	6,342	13,685	89,300	(75,615)	15%
Insurance workers comp and liability	3,599	7,197	44,428	(37,231)	16%
Payroll taxes	1,742	3,620	34,200	(30,580)	11%
Pension	6,041	11,932	68,300	(56,368)	17%
Salaries	52,044	106,715	682,071	(575,356)	16%
Supplies/miscellaneous	-	-	15,000	(15,000)	0%
Telephones	355	710	4,449	(3,739)	16%
Uniforms	-	-	10,000	(10,000)	0%
Total operations	<u>74,026</u>	<u>149,268</u>	<u>1,018,728</u>	<u>(869,460)</u>	<u>15%</u>
Municipal court					
Judge	1,000	2,000	12,600	(10,600)	16%
Interpreter	200	400	3,000	(2,600)	13%
Legal	2,664	5,573	30,000	(24,427)	19%
Health insurance	975	2,154	10,105	(7,951)	21%
Payroll taxes	353	690	4,368	(3,678)	16%
Pension	343	678	4,368	(3,690)	16%
Salaries	6,720	13,280	87,360	(74,080)	15%
Administration	-	-	1,000	(1,000)	0%
Supplies	-	-	2,500	(2,500)	0%
Total municipal court	<u>12,255</u>	<u>24,775</u>	<u>155,301</u>	<u>(130,526)</u>	<u>16%</u>
Contracts					
Arapahoe county dispatch fee	-	-	44,417	(44,417)	0%
Tri-tech software	-	-	1,380	(1,380)	0%
Humane society	-	-	500	(500)	0%
Juvenile assessment	-	-	650	(650)	0%
Netmotion	-	-	500	(500)	0%
CACP	430	430	1,000	(570)	43%
CISC	-	-	1,000	(1,000)	0%
WhenIWork	-	-	800	(800)	0%
Total contracts	<u>430</u>	<u>430</u>	<u>50,247</u>	<u>(49,817)</u>	<u>1%</u>
Computer/IT					
Flock safety	-	-	20,500	(20,500)	0%
Offsite server backup and protection	610	1,670	12,000	(10,330)	14%
Office 365 accounts	-	-	6,527	(6,527)	0%
Scheduled computer replacement	-	-	14,000	(14,000)	0%
Govpilot	1,166	2,333	14,000	(11,667)	17%
Total computer/IT	<u>1,776</u>	<u>4,003</u>	<u>67,027</u>	<u>(63,024)</u>	<u>6%</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 TWO MONTHS ENDED FEBRUARY 28, 2026
Unaudited

	<u>Current Month</u>	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (17% YTD)</u>
Total public safety	88,487	178,476	1,291,303	(1,112,827)	14%
Public works					
Ground maintenance	-	-	6,000	(6,000)	0%
Health insurance	683	1,740	9,742	(8,002)	18%
Insurance vehicle	238	477	2,863	(2,386)	17%
Insurance workers comp and liability	595	1,189	7,335	(6,146)	16%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	441	869	6,221	(5,352)	14%
Pension	367	726	6,221	(5,495)	12%
Professional fees-mosquito control	-	-	8,679	(8,679)	0%
Salaries	7,620	15,329	124,425	(109,096)	12%
Sanitation/trash/recycle service	8,944	17,886	110,838	(92,952)	16%
Signs maintenance	-	-	5,000	(5,000)	0%
Snow removal	200	400	5,000	(4,600)	8%
Storm water permit process/NPDES	284	284	1,200	(916)	24%
Street lighting	2,654	3,618	15,000	(11,382)	24%
Street and gutter maintenance	-	-	125,000	(125,000)	0%
Streets and gutters contingency	-	-	50,000	(50,000)	0%
Striping	-	-	1,000	(1,000)	0%
Tools	-	-	2,000	(2,000)	0%
Uniforms	-	-	1,000	(1,000)	0%
Vehicle maintenance	-	-	2,000	(2,000)	0%
Total public works	<u>22,026</u>	<u>42,518</u>	<u>494,524</u>	<u>(452,006)</u>	<u>9%</u>
TOTAL EXPENDITURES	<u>167,408</u>	<u>335,299</u>	<u>2,756,228</u>	<u>(2,420,929)</u>	<u>12%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>338,623</u>	<u>346,769</u>	<u>193,644</u>	<u>153,125</u>	<u>179%</u>
OTHER FINANCING USES					
Transfer to capital	(300,000)	(300,000)	(270,000)	(30,000)	111%
Total other financing uses	<u>(300,000)</u>	<u>(300,000)</u>	<u>(270,000)</u>	<u>(30,000)</u>	<u>111%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 38,623</u>	<u>\$ 46,769</u>	<u>\$ (76,356)</u>	<u>\$ 123,125</u>	
BEGINNING FUND BALANCE		<u>800,546</u>			
ENDING FUND BALANCE		<u>\$ 847,315</u>			

TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE TWO MONTHS ENDED FEBRUARY 28, 2026
Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (17% YTD)</u>
REVENUES				
CDOT grant	\$ -	\$ 600,000	\$ (600,000)	0%
Total revenues	<u>-</u>	<u>600,000</u>	<u>(600,000)</u>	<u>0%</u>
EXPENDITURES				
Public safety				
Vehicle	-	75,000	(75,000)	0%
Public works				
Platte Canyon Sidewalk - Village to Fairway	12,110	500,000	(487,890)	2%
Platte Canyon/Coal Mine right turn lane	-	280,000	(280,000)	0%
Town wall	-	100,000	(100,000)	0%
Trails	4,523	-	4,523	0%
Total expenditures	<u>16,633</u>	<u>955,000</u>	<u>(938,367)</u>	<u>2%</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(16,633)</u>	<u>(355,000)</u>	<u>338,367</u>	<u>5%</u>
OTHER FINANCING SOURCES				
Gain on sale of asset	-	9,000	(9,000)	0%
Transfer from general	300,000	270,000	30,000	111%
Total other financing sources	<u>300,000</u>	<u>279,000</u>	<u>21,000</u>	<u>108%</u>
NET CHANGE IN FUND BALANCE	283,367	<u>\$ (76,000)</u>	<u>\$ 359,367</u>	
BEGINNING FUND BALANCE	<u>6,004,427</u>			
ENDING FUND BALANCE	<u>\$ 6,287,794</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 TWO MONTHS ENDED FEBRUARY 28, 2026
 Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (17% YTD)</u>
REVENUES				
Conservation Trust Fund entitlement	\$ -	\$ 8,700	\$ (8,700)	0%
CTF interest	295	1,300	(1,005)	23%
Total revenues	<u>295</u>	<u>10,000</u>	<u>(9,705)</u>	<u>3%</u>
EXPENDITURES				
Conservation trust fund expenditures	-	6,000	(6,000)	0%
Total expenditures	<u>-</u>	<u>6,000</u>	<u>(6,000)</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	295	<u>\$ 4,000</u>	<u>\$ (3,705)</u>	
BEGINNING FUND BALANCE	<u>42,140</u>			
ENDING FUND BALANCE	<u>\$ 42,435</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 TWO MONTHS ENDED FEBRUARY 28, 2026
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (17% YTD)</u>
REVENUES				
Arapahoe County open space	\$ -	\$ 64,400	\$ (64,400)	0%
ACOP interest	4,939	27,000	(22,061)	18%
Total revenues	<u>4,939</u>	<u>91,400</u>	<u>(86,461)</u>	<u>5%</u>
EXPENDITURES				
Benches	-	-	-	0%
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	4,939	<u>\$ 91,400</u>	<u>\$ (86,461)</u>	
BEGINNING FUND BALANCE	<u>804,167</u>			
ENDING FUND BALANCE	<u>\$ 809,106</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 TWO MONTHS ENDED FEBRUARY 28, 2026
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (17% YTD)</u>
REVENUES				
Interest	\$ 8,509	\$ 70,000	\$ (61,491)	12%
Total revenues	<u>8,509</u>	<u>70,000</u>	<u>(61,491)</u>	<u>12%</u>
EXPENDITURES				
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	8,509	<u>\$ 70,000</u>	<u>\$ (61,491)</u>	
BEGINNING FUND BALANCE	<u>1,390,546</u>			
ENDING FUND BALANCE	<u>\$ 1,399,055</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 TWO MONTHS ENDED FEBRUARY 28, 2026
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (17% YTD)</u>
REVENUES				
Transportation fees	\$ 43,034	\$ 110,000	\$ (66,966)	39%
Total revenues	<u>43,034</u>	<u>110,000</u>	<u>(66,966)</u>	<u>39%</u>
EXPENDITURES				
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	43,034	<u>\$ 110,000</u>	<u>\$ (66,966)</u>	
BEGINNING FUND BALANCE	<u>510,080</u>			
ENDING FUND BALANCE	<u>\$ 553,114</u>			



Town Administrator's Report

March 2026



Town Administration

Reviewing Risk Management & Insurance

Staff has been working on a full review of the Town's current Risk Management and Insurance portfolio. As the process nears a completion, Staff will begin to roll out several new policies for recommendation to the Trustees.

Monitoring State Legislation & Impacts

The State Legislature has reached its halfway point for 2026. Using our resources at the Colorado Municipal League, Staff continues to monitor legislation that may impact the Town and will make recommendations for action or advocacy as appropriate.

Understanding Town Hall Departments

Beginning in March, Staff will be presenting department overviews to the Board of Trustees. This is the first step in the values-based-budgeting initiative the Trustees requested at the end of 2025.

Event Season is Starting!

- Shred Event: April 11
- Prescription Drug Take-Back Day: April 25
- Meet & Greet with Trustees, Staff & Residents: May 19
- 4th of July Parade & Festival: July 4
- Summer Concerts: June 18, July 9, Aug. 6

Town Website Statistics

February 2026

Sessions: 2,560

Page Views: 3,593

Top Pages:

Police

Calendar

Building Department

Employment

Agendas & Minutes

Total 2026 Print

Directories

Distributed: 114

Building Department

Monthly Stats

10 Permits Issued

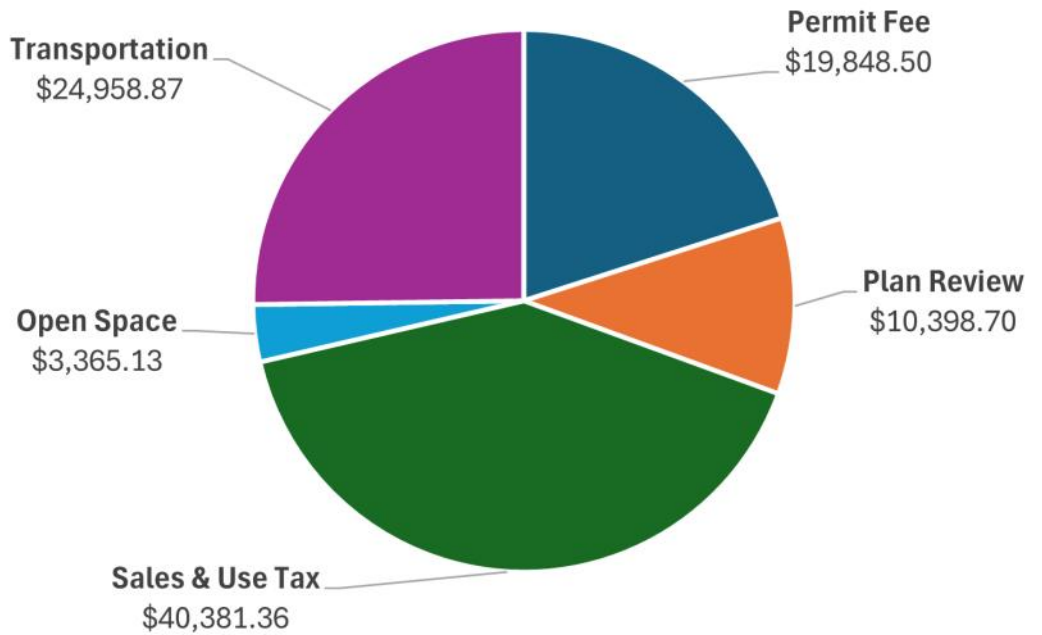
- New SFR: 1
- Major Remodel: 3
- Roofs/Solar: 1
- Basement: 0
- Miscellaneous: 5

39 Inspections

22 Licenses Issued

- General: 8
- Electrical: 5
- Plumbing: 4
- Roofing: 2
- Mechanical: 3

February Revenue: \$101,480.56



Building Department Revenue by Month

<u>Month</u>	<u>2025</u>	<u>2025 YTD</u>	<u>2026</u>	<u>2026 YTD</u>
January	\$93,829.59	\$93,829.59	\$72,067.82	\$72,067.82
February	\$86,149.82	\$179,979.41	\$101,480.56	\$173,548.38
March	\$21,674.44	\$201,653.85		
April	\$49,166.37	\$250,820.22		
May	\$52,520.60	\$303,340.82		
June	\$187,559.32	\$490,900.14		
July	\$8,624.46	\$499,524.60		
August	\$16,123.54	\$515,648.14		
September	\$36,665.18	\$552,313.32		
October	\$12,165.82	\$564,479.14		
November	\$34,892.00	\$599,371.14		
December	\$53,816.56	\$653,187.70		



Public Works Updates



Stormwater Pipes Mapping & Maintenance

The Town's GIS map has been updated to include the locations of underground stormwater pipes, improving the accuracy of system records and supporting future maintenance and planning efforts.

In addition, maintenance activities have begun at stormwater outfalls throughout the system. This work begins with clearing back grasses, trees, and other vegetation that has grown around each outfall and may limit access or interfere with proper function. Once the area is accessible, trapped sediment is removed, along with any trash and other debris that has accumulated nearby. This maintenance helps keep the stormwater system functioning properly and allows outfalls to be more easily inspected over time.

Continuing Education for Planning & Compliance

The Manager of Public Works attended two training sessions in February to strengthen operational planning and regulatory compliance efforts.

- The first training focused on best practices for managing, maintaining, and replacing vehicle fleets in small communities.
- The second course covered the management requirements of the Town's MS4 stormwater permit. This resulted in a certification in stormwater permit management from the Colorado Stormwater Center and Colorado State University.

Wild Plum Paving Update

Public Works Staff met with Lennar on site at Wild Plum to discuss the upcoming street repair work and review existing pavement conditions. During the meeting, several areas of concern were identified, and a list of needed repairs was developed. These locations will be marked in the field and incorporated into the full mill and overlay project planned for later this spring.



JANUARY WEATHER

Monthly High: 69°

Monthly Low: 12°

Inches of Rain: 0.03"

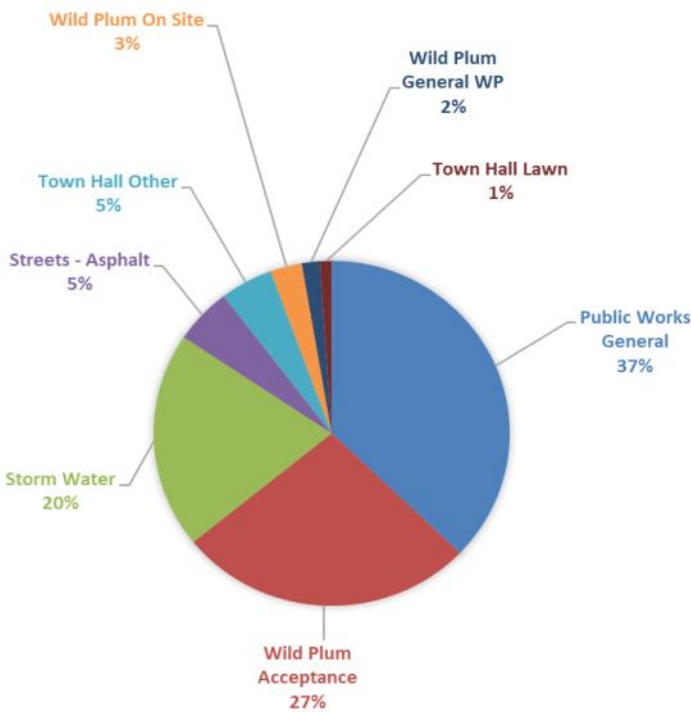
Inches of Snow: 0.1"

Days of Snow Planning: 0

Number of Salting Runs: 0

Public Works (continued)

Municipal Court Updates



Fines Collected (CV & Bow Mar)

<u>MONTH</u>	<u>2025 YTD</u>	<u>2026</u>	<u>2026 YTD</u>
January	\$5,325	\$4,240	\$4,240
February	\$10,075	\$1,505	\$5,745
March	\$15,785		
April	\$22,735		
May	\$28,631		
June	\$32,281		
July	\$37,811		
August	\$41,216		
September	\$46,326		
October	\$50,411		
November	\$54,247		
December	\$59,481		

FEBRUARY NUMBERS

Public Works General	70
Wild Plum Acceptance	51
Storm Water	38
Streets - Asphalt	10
Town Hall Other	9
Wild Plum On Site	5
Wild Plum General WP	3
Town Hall Lawn	2

February Docket Summary

The Town held Municipal Court on Thursday, Feb. 19, 2026.

<u>TYPE</u>	<u>NO.</u>
Total on Docket	10
Hearings	4
Trials	0
Bench Warrants	1
Early Payments	13
Collections	137



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 March 2026

Full Time Positions	6 of 6
Part Time Positions	3 of 5
Regular hours	1025
OT hours worked	15
Off Duty	0
PTO	124

February 2026 Violations

Charges For the Date Range 2/1/2026 Thru 2/28/2026

Qty	Charge
4	1409 COMPULSORY INSURANCE:
3	1101(2)(H) SPEEDING 10 - 19 MPH OVER:
2	1101(2)(H) SPEEDING 10 - 19 MPH OVER (58/45):
1	1401(1) RECKLESS DRIVING:
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER (55/45):
1	1402(1) CARELESS DRIVING:
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER (36/20):
1	703(3) FAIL TO STOP AT A STOP SIGN:
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER (56/45):
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER (60/45):
16	Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV26-0000011	02/03/2026 10:21:40 AM	Property Accident
CV26-0000012	02/04/2026 04:27:10 AM	TRAFFIC ARREST IP
CV26-0000013	02/06/2026 03:31:31 AM	TRAFFIC ARREST IP
CV26-0000014	02/08/2026 07:52:06 AM	TRAFFIC ARREST IP
CV26-0000015	02/12/2026 02:51:54 AM	TRAFFIC STOP IP
CV26-0000016	02/17/2026 01:12:31 PM	UNKNOWN INJURY ACCIDENT IP
CV26-0000017	02/17/2026 01:12:31 PM	UNKNOWN INJURY ACCIDENT IP
CV26-0000018	02/17/2026 03:04:43 PM	PROPERTY ACCIDENT IP
CV26-0000019	02/19/2026 03:22:26 AM	RECOVERED STOLEN VEHICLE IP

Problem Type Summary

10:30 AM 3/11/2026

Data Source: Data Warehouse

Agency: ACSO

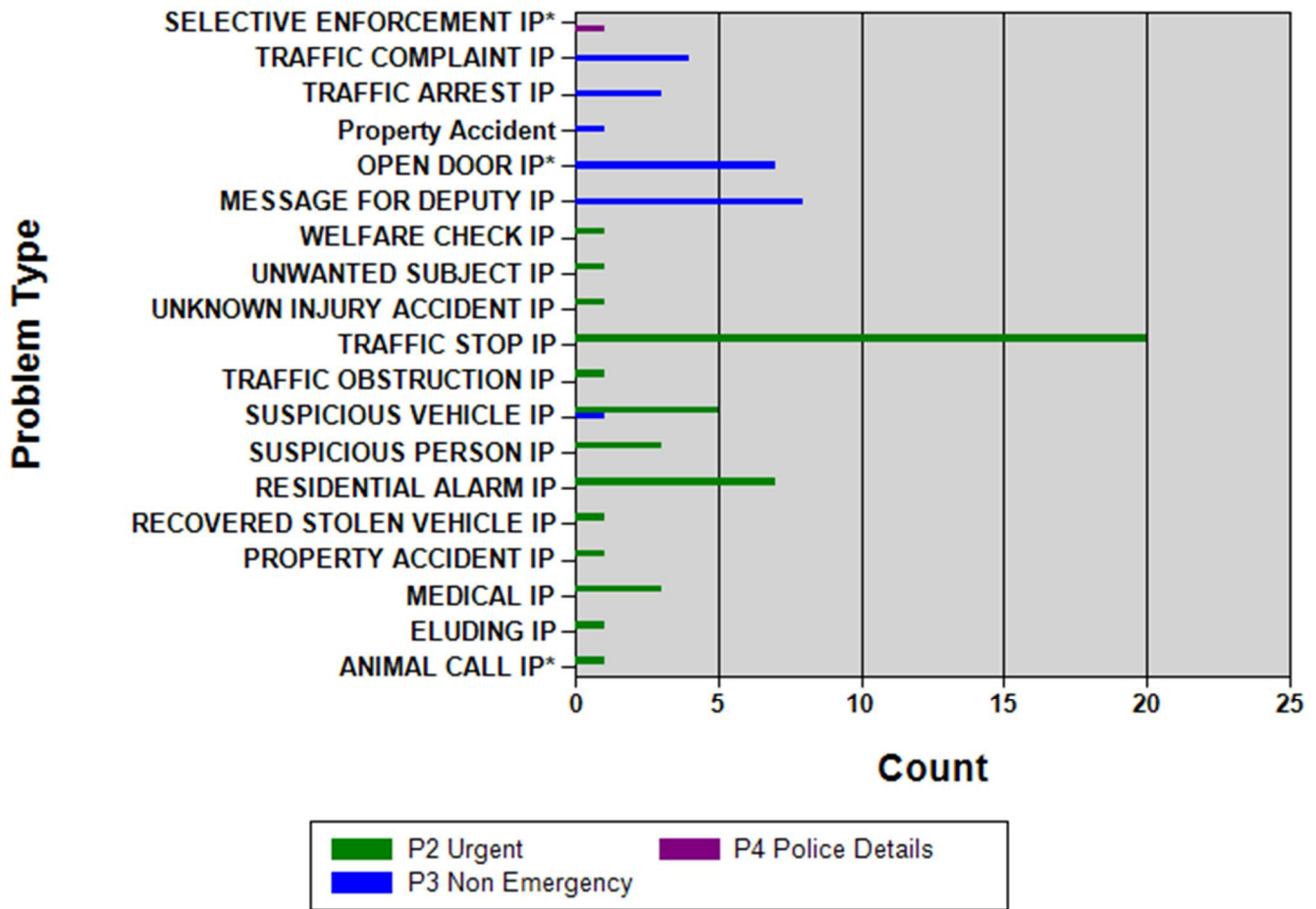
Division: Bow Mar, Bow Mar Inactive Personnel, Columbine Valley, Columbine Valley Inactive Pers

Day Range: Date From 2/1/2026 To 2/28/2026

Exclusion:

- Calls canceled before first unit assigned
- Calls canceled before first unit at scene

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



Priority	Description
1	P1 Emergent
2	P2 Urgent
3	P3 Non Emergency
4	P4 Police Details
5	P5 On View
6	P6 Phone
7	P7 Dispatch

THEFT IP									
TRAFFIC ARREST IP			<u>3</u>						<u>3</u>
Traffic Complaint									
TRAFFIC COMPLAINT IP			<u>4</u>						<u>4</u>
TRAFFIC OBSTRUCTION IP		<u>1</u>							<u>1</u>
TRAFFIC STOP IP		<u>20</u>							<u>20</u>
TRANSPORT IP									
Trespass to Property									
TRESPASS TO PROPERTY IP									
Trespass to Vehicle									
TRESPASS TO VEHICLE IP									
UNKNOWN INJURY ACCIDENT IP		<u>1</u>							<u>1</u>
UNLAWFUL ACTS IP									
UNWANTED SUBJECT IP		<u>1</u>							<u>1</u>
VEHICLE LOCKOUT IP									
VIN VERIFICATION IP									
WALK UP IP									
WARRANT ARREST IP									
WARRANT PICKUP IP									
Weapons Violation									
WEAPONS VIOLATION IP									
WELFARE CHECK IP		<u>1</u>							<u>1</u>
ZZ-Animal Call									
ZZ-Suspicious Person									
ZZ-Suspicious Vehicle									
ZZ-Unwanted Subject									
ZZ-ZONING IP									
Total		<u>46</u>	<u>24</u>	<u>1</u>					<u>71</u>



Board of Trustee Presentation Memo

Date: March 17, 2026

Title: Andrew Bass, SSPRD Executive Director

Presented By: Andrew Bass, SSPRD Executive Director

Background: Andrew (Andy) Bass began serving as Executive Director of the South Suburban Parks and Recreation District on September 8, 2025. In this role, he oversees district operations, programs, and facilities that serve communities throughout the region, including Columbine Valley.

Mr. Bass will attend the meeting to introduce himself to the Board of Trustees and discuss South Suburban’s ongoing partnership and services provided to Town residents.

Attachments: None.

Action: No action is necessary at this time.



Board of Trustee Presentation Memo

Date: March 17, 2026

Title: Department Overview – Town Administrator and Clerk

Presented By: J.D. McCrumb, Town Administrator and Clerk

Background: Beginning this month, Town staff will present a series of department overviews to the Board of Trustees. This effort is the first step in the values-based budgeting initiative requested by the Trustees at the end of 2025 and is intended to provide a clearer understanding of the functions, scope, and community impact of each Town department, while also giving Trustees an opportunity to become better acquainted with the staff serving the Town. The March meeting will feature overviews of the roles and responsibilities of the Town Administrator and Town Clerk.

Attachments: None.

Action: No action is necessary at this time.



Request for Board of Trustee Action

Date: March 17, 2026

Title: Resolution #5 – 2026: Capital Improvement Program

Presented By: J.D. McCrumb, Town Administrator

Prepared By: Capital Improvement Program Team

Background: The CIP presents the staff analysis and recommendations for a ten-year (2027-2037) Capital Improvement Program (CIP). The purpose of the program is to provide a guide for major capital expenditure over the program period and a consistent process to be followed in the coming years.

Attachments: Resolution #5 - 2026
2027-2037 Capital Improvement Program

Recommended Motion(s): “I move to approve Resolution #5 – 2026 adopting the Capital Improvement Program as presented.”

RESOLUTION NO. 5
SERIES OF 2026

A RESOLUTION CONCERNING A CAPITAL IMPROVEMENT PROGRAM FOR THE
TOWN OF COLUMBINE VALLEY

WHEREAS, historically the Town of Columbine Valley (“the Town”) has funded capital improvements from its general fund and forecasted capital improvements on a one to three year basis; and

WHEREAS, the Board of Trustees directed Town staff to develop a Capital Improvement Program in order to forecast capital needs and which will assist the Board of Trustees in anticipating the financial impacts of such capital needs; and

WHEREAS, Town staff has prepared an analysis and recommendations for a ten year Capital Improvement Program, which will provide a guide for major expenditures during the ten year period and a process to be followed in executing the Capital Improvement Program; and

WHEREAS, the Board of Trustees of the Town of Columbine Valley finds that establishing a Capital Improvement Program is necessary to protect the health, safety and welfare of the inhabitants of the Town.

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

Section 1. The Board of Trustees of the Town of Columbine Valley hereby adopts the Capital Improvement Program attached hereto as Exhibit A and incorporated by reference herein.

Section 2. Should any one or more sections or provisions of this Resolution be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, the intention being that the various sections and provisions are severable.

Section 3. Any and all Resolutions or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided however, that the repeal of any such Resolution or part thereof shall not revive any other section or part of any Resolution heretofore repealed or superseded.

PASSED, ADOPTED AND APPROVED by a vote of _____ for and _____ against this _____ day of March, 2026.

JD McCrumb, Clerk

Bill Dotson, Mayor



Capital Improvement Program & Road Improvement Fund March 17, 2026

For Action Year: 2027; and
Program Years 2028 – 2037
Adopted by Resolution #5, Series of 2026

LETTER OF INTRODUCTION FOR THE CAPITAL IMPROVEMENT PROGRAM

March 17, 2026

Honorable Mayor and Trustees of Columbine Valley,

Hereby submitted is the Capital Improvement Program & Road Improvement Fund (CIP) for the Town of Columbine Valley, Colorado for the years 2027 – 2037. The information in the pages to follow is intended to identify the revenue that is anticipated to pay for the capital projects included in this plan. While additional revenue may be received each year, this information identifies only what is necessary to fund the CIP.

The CIP summarizes all major capital expenditures anticipated to be made over the next ten years. This plan includes limited financial forecasts and CIP costs by fund and year in which the revenues and costs are anticipated. In order to be included in the CIP, the project must meet the following guidelines:

- Costs are expected to be over \$5,000.00
- The project has a useful life of more than one year
- The projects are non-reoccurring
- The project results in the addition of a fixed asset, or extends the useful life of an existing asset or is a major equipment or software purchase

During the preparation process, staff identified what would be necessary to meet existing levels of service to the community and which projects could be reasonably accomplished within each year, and within the financial and staff limitations of the Town. Contractual obligations and/or needs were considered in setting priorities.

Capital improvements may be funded through a variety of sources including the use of revenues, impact fees, debt financing, grants, and special funds. All available current and future resources were considered when identifying funding sources for the identified capital improvements. The CIP costs projected meet, but do not exceed, the limitations of those funding sources.

Sincerely,

J.D. McCrumb
Town Administrator

Capital Improvement Program

A Capital Improvement Program (CIP) is a short-range plan which identifies generally non-reoccurring, capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. Key aspects of the CIP include:

- The CIP is a rolling 10-year plan. This CIP report defines the time periods as the Current Year (the year of the currently adopted budget), Action Year (the following calendar year), and Program Years (the next nine calendar years).
- The CIP entails major expenditure of \$5,000.00 or more.
- The projects are non-reoccurring (regularly scheduled projects such as chip and seal, curb repair, minor building repair, etc., are discussed for reference but not included in the plan.
- The CIP does not constitute a financial obligation or allocation but is a base reference to be used in the annual budget process.
- The CIP is updated and adopted by the Trustees every other year.

Benefits of a Capital Improvements Program

A Capital Improvement Program provides a number of benefits. It is primarily a planning tool that constitutes a comprehensive review of capital needs. In addition, a CIP can:

- Identify the range of revenue sources available to finance capital projects.
- Enable the Town to retain and/or expand its limited capital resources more efficiently.
- Ensure that necessary projects are not built before they are needed, or after they become so expensive that they prohibit construction of other projects.
- Provide a generally agreed upon foundation for budgeting purposes thereby reducing the need to “reinvent the wheel” each year.

CIP Process

A Capital Improvement Program is a multi-year document and, by necessity, the key elements, i.e., projects included and revenue availability will change each year. However, the process by which the CIP is prepared, reviewed and adopted should be consistent. The major steps in the process recommended for Columbine Valley are:

- A. **Establish a capital planning committee or team responsible for the preparation and presentation of the CIP.** The Columbine Valley CIP Team consists of the Town Administrator, Public Works Manager, Town finance team, Town Engineer and Town Planner with input and support from the Chief of Police.
- B. **Inventory and evaluate previously approved, unimplemented or incomplete projects and include new project recommendations.** The CIP team has assessed the status of previously approved projects and taken inventory of additional capital needs. For each project the team considers the project description, the year proposed, and the estimated cost. The summary of all projects proposed in the Current, Action

and Program years of the CIP are included as Appendix A of this report. This represents an inventory of capital needs; financial feasibility is not a consideration in compiling the inventory.

- C. **Develop a Finance Plan:** The CIP Team then looks at the revenue sources that are or could be available to finance capital projects. These revenue sources and the purposes for which they can be used are included as Appendix B. Appendix C offers a brief description of each available funding source.
- D. **Recommend a Capital Improvements Program to the Trustees:** Based on the evaluation of each project and the feasibility of financing the projects, the CIP Team will then prepare a Recommended Capital Improvements program for Trustee consideration and action. Appendix D of this report offers narrative descriptions and justifications for the projects in this plan.

CIP Schedule

The CIP Team recommends the following schedule for the preparation, presentation and adoption of a Capital Improvements Program.

January: CIP Team reviews status of previously approved capital programs. The Town Administrator, Engineer, Manager of Public Works and Police Chief begin preparation of new or revised Project Request Forms.

February: The Town finance team reviews the preliminary list of projects and with the Town Administrator, assesses the financial feasibility. The Finance Plan element of the CIP is then drafted.

The recommended Capital Improvements Program is presented to the Board of Trustees at the February regular meeting for discussion.

March: The Trustees adopt the Capital Improvements Program by resolution.

October-December: Funding for the CIP will officially be appropriated in the Town's annual Budget, adopted by December 15 of each calendar year.

Inventory of Capital Needs

The CIP Team has listed, by category, the capital improvements and equipment purchases for the term of the Capital Program. There are six categories of capital improvement projects:

- Streets: This includes new streets and reconstruction of existing streets. Any project within the right of way of a street, such as streetlights, signage and signals will be considered a street project unless the primary purpose is a not a street project such as drainage or beautification.
 - Reconstruction of streets is defined as demolition and reconstruction of street surface up to and including mill and overlay work and including subgrade with significant temporary impact to travel and underground utilities.
 - * Maintenance of streets is not considered a capital expense and should be addressed in the Town's annual budgeting process as general fund expenditures. Maintenance includes sweeping, striping, pothole repair, crack-seal, gutter pan replacement and other similar work.
- Drainage/Flood Control: This includes storm sewers and related improvements, retention ponds, water quality structures and flood control facilities.
- Public Buildings and Facilities: This includes existing and new public buildings, storage units, support structures, or remodels or additions to existing structures.
- Major Equipment: This includes Police and Public Works vehicles, tools, equipment or apparatus.
- Parks, Recreation and Open Space: This includes new parks, improvements to existing parks, active and passive recreation areas, trails and beautification.
- Systems: This includes computer servers, telephone and radio systems, and software programs.

The projects were selected for consideration based on the following criteria:

- Projects necessary for health and safety or that may prevent fatality, serious injury or major property damage.
- Projects mandated by federal law and/or state statutes or by applicable rules established by federal or state agencies.
- Projects already in process

- Projects related to other funded projects
- Projects identified in master plan(s)
- Projects necessary for maintenance or to reduce maintenance costs.

Impact on Maintenance Ratings:

Positive: Will generate revenue to offset expenses or reduce continued operating costs.

Slight: The project will generate some revenue, but additional funds may be necessary to operate or maintain the project.

Negligible: The impact on operating costs is considered immaterial.

Negative: The project will require an increase in maintenance and/or operating costs that are not offset by revenue generated.

- Citizen and neighborhood interest projects
- Financially cost-effective projects

Appendix A

*The following Project Summary is categorized by Current, Action and Program years
Projects marked (New) did not appear in the 2024 CIP*

CIP Projects CURRENT YEAR (2026)	Code	Category	Est. Cost
CVPD Police Interceptor	E-1-2026	Equipment	\$75,000
Town Wall Rehabilitation (Burning Tree)	S-1-2026	Streets	\$100,000
Hunter Run Lane Rehabilitation	S-2-2026	Streets	\$250,000
Platte Canyon/Coal Mine Right Turn Lane	S-3-2026	Streets	\$280,000
Platte Canyon Sidewalk – Wilder to Ponds	P-1-2026	Parks	\$600,000

CIP Projects ACTION YEAR (2027)	Code	Category	Est. Cost
Town Server	T-1-2027	Systems	
Town Hall Stage Cover/Structure (New)	F-1-2027	Facilities	\$24,000
Town Hall Entrance Concrete (New)	F-2-2027	Facilities	\$32,000
CVPD Police Interceptor	E-1-2026	Equipment	\$75,000

CIP Project PROGRAM YEARS (2028-2037)	Code	Category	Est. Cost
Town Hall Interior Paint (2028)	F-1-2028	Facilities	\$20,000
Ash Tree Removal and Replacement (2028) (New)	P-1-2028	Parks	\$38,000
Par Circle and Eagle Drive Lateral (2030)	S-1-2030	Streets	\$35,000
Town Hall Window Replacement (2030)	F-1-2030	Facilities	\$100,000
Snowplow Vehicle Replacement (2030) (New)	E-1-2030	Equipment	\$14,000
Town Wall Rehabilitation*	S-1-2026	Streets	\$500,000
Parks/Trails Infrastructure*	P-1-2030+	Parks	\$500,000
CVPD Police Interceptor*	E-1-2026	Equipment	\$750,000
Nevada Ditch Stormwater Project	P-2-2030+	Parks	\$1,000,000
Town Road Projects*	S-1-2030+	Streets	\$1,000,000
Fairway Lane Bridge (New)	S-2-2030+	Streets	\$1,000,000

Appendix B

The following Project Summary is categorized by funding sources.

CIP Projects CURRENT YEAR (2026)	General Fund	General Fund Reserves	Capital Reserves	Impact Fees	Developer Contributions	Vehicle Salvage	Govt. Grants or Contributions	Arapahoe County Open Space Tax
CVPD Police Interceptor			\$67,000			\$8,000		
Town Wall Rehabilitation			\$100,000					
Hunter Run Lane Rehabilitation				\$250,000				
Platte Canyon/Coal Mine Right Turn Lane			\$280,000					
Platte Canyon Sidewalk – Wilder to Ponds							\$600,000	

CIP Projects ACTION YEAR (2027)								
Town Server								
Town Hall Stage Cover/Structure			\$24,000					
Town Hall Entrance Concrete			\$32,000					
CVPD Police Interceptor			\$67,000			\$8,000		

CIP Project PROGRAM YEARS (2028-2037)								
Town Hall Interior Paint (2028)			\$20,000					
Ash Tree Removal and Replacement (2028)			\$20,000					\$15,000
Par Circle and Eagle Drive Lateral (2030)			\$35,000					
Town Hall Window Replacement (2030)			\$100,000					
Snowplow Vehicle Replacement (2030)			\$12,000			\$2,000		
Town Wall Rehabilitation			\$500,000					
Parks/Trails Infrastructure			\$400,000					\$100,000
CVPD Police Interceptor			\$678,000			\$72,000		
Nevada Ditch Stormwater Project			\$200,000					\$800,000
Town Road Projects			\$1,000,000					
Fairway Lane Bridge			\$500,000				\$500,000	

Total estimated need (does not include escalation)	\$0	\$0	\$4,035,000	\$250,000	\$0	\$90,000	\$1,100,000	\$915,000
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Appendix C

Capital Improvement Program Revenue Sources – Definitions

General Fund – The primary accounting vehicle for the Town’s operating revenues and expenses. Generally, all revenues from taxes, fees and other sources are accounted for in the General Fund as are all expenditures for the general operating functions and activities of the Town. Tax revenues include property taxes, sales and use taxes, and specific ownership taxes. Fees include utility franchise fees, cable television franchise fees, building permit fees and motor vehicle registration fees. Other revenue sources include intergovernmental revenues such as state highway user tax allocation, county highway tax allocation, court fines, revenue from the Town of Bow Mar in support of public safety and building department costs, interest on invested reserves and miscellaneous items. Most of these items are described in greater detail in the Town’s Annual Budget.

General Fund Reserves- The Town maintains general reserves to guard against disruption in providing the Town’s services in the event of unexpected revenue shortfalls or unanticipated expenditures. Reserves are expected to accumulate over time to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

Capital Reserves – The Town maintains a portion of its reserves as Capital Reserves to help fund capital improvements identified in the Capital Improvements Program (CIP). The CIP includes major improvements and equipment for general government purposes including public works projects, building construction and improvements, the improvement or acquisition of land for parks and trails, technology, and capital equipment.

Impact Fees – These are one-time payments assessed as new homes are constructed by developers or builders pursuant to a Special Improvement Agreement entered into between the Town and a developer. The purpose of these fees is to defray specific costs of public works, public safety and administration which are associated with the new growth. These fees must be accounted for separately and cannot be co-mingled with General Fund cash balances.

Transportation Fees – The Town collects a one percent fee on all building permits with a valuation greater than \$25,000 to be used towards the annual maintenance of Town roads. The Trustees can transfer excess fees into the Capital Reserves.

Developer Infrastructure Contributions – Typically a developer is responsible for the cost of roads and stormwater systems in a new development. Upon completion, these assets are generally transferred to the Town or a local water and sanitation district for future maintenance.

Vehicle Salvage – Funds generated from the sale of Town vehicles after they have been replaced due to age or condition.

Federal, State or County Grants or Contributions – These funds are generally received for a specific purpose or project from an interested Federal, State or Local agency and may

include cash or in-kind contributions (labor or engineering and design services) for use by the Town.

Arapahoe County Open Space Tax – This county-wide sales tax is shared by Arapahoe County municipalities and can only be used for the purchase and maintenance of new open space lands, parks and trails.

Municipal Bonds – These debt instruments are issued by local governments to finance public projects such as major road or infrastructure additions or repairs. Municipal bond issuance generally requires a favorable election to authorize the municipality to incur the debt and its ultimate retirement.

Revenue Bonds – These debt instruments are also issued by local governments; however, they are distinguished by a guarantee of repayment from a revenue source specifically identified in the bond document. An example might be a bond whose proceeds might fund infrastructure for a shopping mall with repayment coming from all or a portion of sales taxes generated by sales in the mall.

Special/Local Improvement Districts – A Special/Local Improvement District (SID) is a geographic area organized as an SID to fund improvements within the SID (generally roads and infrastructure). Funds are raised through the issuance/sale of SID bonds. Repayment of the bonds generally come from an SID property tax assessment specific to the property owners and properties within the SID.

Certificates of Participation – Certificates of Participation represent a lease-financing mechanism whereby investors finance a specific government asset acquisition or construction project. Repayment comes from regular lease payments over a period of time, after which, title to the asset(s) reverts to the government entity. Certificates of Participation can be issued without voter approval.

Appendix D

Project Descriptions and Justifications

Appendix D provides detailed descriptions and justifications for each project included in the Capital Improvement Program. The narratives to follow outline the purpose, scope, need, and estimated costs associated with planned investments, and are intended to provide transparency and context for the Board of Trustees and the community regarding long-term capital planning decisions.

Estimated project costs reflect the best information available at the time of CIP adoption. Current Year and Action Year estimates are based on actual bids, quotes, engineer's estimates, or other project-specific cost data. Program Year projections are developed through research, historical cost analysis, and discussions with industry professionals, engineers, and vendors. All projects included in the CIP will be implemented in accordance with the Town's adopted purchasing and procurement policies, including competitive bidding requirements where applicable. Cost estimates will continue to be refined and updated in future CIP adoptions as projects advance in scope and design.

E-1-2026 Police Vehicle Replacement Program (Annual)

Project Title: Police Fleet Replacement — Annual Patrol Vehicle Purchase and Outfitting

Project Description

Purchase and fully outfit one new police patrol vehicle each year as part of the Town's ongoing fleet replacement program. Vehicles are kept in service for approximately four years before being sold and replaced. This approach ensures the police fleet remains reliable, safe, and cost-effective given the high mileage and demanding operational use of patrol vehicles.

The annual budget includes the purchase of the vehicle as well as all required law enforcement outfitting, such as emergency lighting, decals, communications, safety equipment, and other specialty components.

Need / Justification

- Fleet reliability and readiness: Police vehicles are mission-critical equipment that must be dependable for emergency response, patrol coverage, and daily operations.
- Lifecycle replacement strategy: Replacing one vehicle each year and maintaining a four-year rotation ensures no patrol vehicle exceeds four years of age, reducing downtime and risk of major mechanical failures.
- Maintenance cost control: Patrol vehicles accumulate high mileage and idle hours. Regular replacement minimizes escalating repair costs and helps keep maintenance spending predictable.
- Officer safety and equipment standards: New vehicles allow the Town to maintain modern safety features and ensure vehicles remain compatible with current police equipment and technology.

Scope of Work

- Purchase one new police patrol vehicle annually, including:
 - o Appropriate police-rated vehicle platform
 - o Standard fleet specifications
- Complete full law enforcement outfitting, including:
 - o Emergency lights and siren systems
 - o Radios and communications equipment
 - o Computer mounts and wiring
 - o Department decals and markings
 - o Required safety and duty equipment storage
- Dispose of the replaced vehicle after four years of service through resale or auction.

Estimated Budget (Annual)

- Vehicle purchase: \$60,000
- Upfitting (lights, decals, radios, equipment): \$15,000

Total annual CIP placeholder: \$75,000

Implementation / Notes

- Replacement cycle: The Town replaces one patrol vehicle per year and retains each vehicle for approximately four years to maintain a modern, reliable fleet.
- Resale value: At the end of the four-year service life, vehicles are typically sold, with the Town generally recouping approximately \$8,000 per vehicle, helping offset long-term fleet costs.
- Ongoing program: This is a recurring annual investment necessary to support public safety operations and minimize unexpected repair or replacement needs.

S-1-2026 Town Wall Maintenance (2026 Burning Tree Section)

Project Title: Town Wall Infrastructure Repairs — Burning Tree Segment on Platte Canyon Road

Project Description

Perform structural and erosion control repairs to the Town-owned perimeter wall along Platte Canyon Road, specifically along the Burning Tree neighborhood segment. The wall runs adjacent to the Burning Tree, Old Town, and Village neighborhoods and serves as both a visual gateway feature and roadway buffer.

The 2028 project addresses deferred maintenance needs in the Burning Tree section, where significant longitudinal cracking has developed along the upper portion of the wall, along with erosion occurring beneath multiple spans between structural piers/columns. The work is intended to stabilize and preserve the existing structure before more extensive deterioration occurs.

Need / Justification

- Deferred maintenance stabilization: Portions of the Burning Tree segment show signs of age and wear, including cracking and undermining conditions that require timely corrective action.
- Structural preservation: Pronounced longitudinal cracking along the top quarter of the wall indicates material fatigue and potential long-term structural compromise if not addressed.
- Erosion control: Soil erosion beneath several wall sections between piers/columns is reducing foundational support and may lead to settlement or instability over time.
- Asset protection: The Town wall is a prominent and highly visible infrastructure asset along Platte Canyon Road. Proactive repair prevents significantly more costly reconstruction in future years.
- Public safety and risk mitigation: Addressing cracking and undermining conditions reduces the risk of falling materials or progressive structural failure adjacent to a heavily traveled corridor.

Scope of Work

- Conduct detailed assessment of the Burning Tree wall segment to confirm repair extents and priorities.
- Structural crack repairs, including:
 - o Epoxy injection or other appropriate crack stabilization methods
 - o Removal and replacement of deteriorated masonry/concrete sections as necessary
 - o Reinforcement or repair of the top cap section of the wall
- Erosion mitigation beneath affected spans, including:
 - o Backfill and soil stabilization

- o Installation of erosion control measures
- o Compaction and grading to restore proper structural support
- Restore disturbed landscaping or adjacent surfaces impacted by the work.
- Provide traffic control along Platte Canyon Road as required during construction.

Estimated Budget (2028 – Burning Tree Section)

- Structural crack repair: \$55,000
- Erosion control and stabilization: \$30,000
- Engineering/inspection and traffic control: \$5,000
- Contingency (10%): \$10,000

Total CIP placeholder: \$100,000

Implementation / Notes

- Preventative investment: While conditions reflect deferred maintenance, the wall remains serviceable. Addressing these issues now prevents accelerated deterioration and avoids full wall reconstruction costs in future years.
- Phased maintenance approach: The Town wall is being maintained through targeted segment repairs rather than wholesale replacement, extending the life of the overall asset.
- Gateway feature: As a defining visual element along Platte Canyon Road, maintaining both structural integrity and appearance is important to neighborhood character.
- Ongoing program: Additional funding will be required to address future segments in Burning Tree, Old Town, and Village as conditions warrant.

S-2-2026 Hunter Run Lane Rehabilitation

Project Title: Hunter Run Lane Roadway Rehabilitation — Mill and Overlay

Project Description

Perform a mill and overlay of Hunter Run Lane along its full length, approximately one-quarter mile, from Platte Canyon Road through the Polo Meadows and Wild Plum neighborhoods. The project will rehabilitate both travel lanes by removing the top layer of deteriorated asphalt and installing new pavement to restore ride quality and extend the roadway's service life.

Need / Justification

- Pavement preservation: Hunter Run Lane shows signs of surface wear and age-related deterioration. A mill and overlay treatment restores pavement integrity before more extensive structural failure occurs.
- Cost-effective maintenance strategy: Timely rehabilitation extends the life of the roadway at a significantly lower cost than full reconstruction.
- Neighborhood connectivity: Hunter Run Lane serves as a key connection between the Polo Meadows and Wild Plum neighborhoods and Platte Canyon Road. Maintaining its condition ensures safe and reliable access for residents.
- Ride quality and safety: Surface rehabilitation improves drivability, reduces minor surface hazards, and enhances overall roadway performance.

Scope of Work

- Mill (remove) the existing asphalt surface along the full quarter-mile length of Hunter Run Lane.
- Install new asphalt overlay on both travel lanes.
- Adjust utility castings and valve boxes as required.
- Re-stripe pavement markings.
- Implement traffic control during construction to maintain safe neighborhood access.

Estimated Budget

- Milling and asphalt overlay: \$240,000
- Utility adjustments and striping: \$15,000
- Traffic control and project management: \$10,000
- Contingency (5%): \$15,000

Total CIP placeholder: \$280,000

Implementation / Notes

- Preventative investment: This rehabilitation treatment is intended to extend pavement life by approximately 15 years, depending on traffic loads and weather conditions.
- Minimized disruption: Construction is anticipated to be short-duration, with traffic maintained for local access.
- Part of ongoing pavement program: This project aligns with the Town's systematic roadway maintenance strategy, addressing streets based on condition and lifecycle planning.

S-3-2026 Platte Canyon / Coal Mine Right Turn Lane

Project Title: Platte Canyon Road & Coal Mine Avenue Intersection Improvements — Southbound Right Turn Lane

Project Description

Participate in a multi-jurisdictional roadway improvement project to construct a dedicated right turn lane from southbound Platte Canyon Road onto westbound Coal Mine Avenue. The project would significantly improve traffic flow and reduce congestion during peak travel periods, particularly during afternoon rush hour.

Columbine Valley's contribution represents approximately ten percent of the total estimated project cost, with anticipated participation from Arapahoe County, Jefferson County, and the City of Littleton.

Need / Justification

- Traffic congestion reduction: Southbound Platte Canyon Road experiences substantial delays during peak drive times, particularly in the afternoon, due to vehicles waiting to turn west onto Coal Mine Avenue. A dedicated right turn lane would reduce queuing and improve overall corridor efficiency.
- Regional mobility improvement: This intersection serves residents and commuters across multiple jurisdictions. The project improves traffic operations beyond Town boundaries.
- Safety enhancement: Reducing queue lengths and turning conflicts improves intersection safety and reduces rear-end collision risk.
- Intergovernmental partnership: The project reflects a collaborative infrastructure investment among neighboring jurisdictions sharing traffic demand and roadway impacts.

Scope of Work

- Design and construction of a dedicated southbound right turn lane from Platte Canyon Road to westbound Coal Mine Avenue, including:
 - o Roadway widening and pavement construction
 - o Curb, gutter, and drainage modifications
 - o Traffic signal adjustments as required
 - o Pavement striping and signage
- Coordination among Arapahoe County, Jefferson County, the City of Littleton, and Columbine Valley regarding design, funding, and implementation responsibilities.

Estimated Budget

- Columbine Valley share (approx. 10% of total project cost): \$280,000
(Total project cost to be determined in coordination with partner agencies.)

Total CIP placeholder: \$280,000

Implementation / Notes

- Conditional funding: Town participation is contingent upon partner agency cooperation and inclusion of the project within their capital plans and funding priorities.
- Budget readiness: Funding has been earmarked in the Town's CIP for the past five years to ensure Columbine Valley is prepared to contribute when partner jurisdictions move forward with the project.
- Add-on opportunity: The Town's contribution allows the project to be incorporated efficiently if another jurisdiction advances adjacent roadway improvements.
- Regional coordination required: Final design, schedule, and total project cost will be determined through intergovernmental coordination.

P-1-2026 Platte Canyon Sidewalk – Wilder to Ponds

Project Title: Platte Canyon Road Pedestrian Improvements — Wilder Lane to West Ponds Circle

Project Description

Construct a new sidewalk along Platte Canyon Road from just north of Wilder Lane to the signalized pedestrian crossing at West Ponds Circle. The project will create a continuous, safe pedestrian connection for residents, with primary emphasis on providing a secure walking route to Wilder Elementary School.

This segment is also identified as a priority component of the Town’s Trails Master Plan and represents a long-planned pedestrian connectivity improvement.

Need / Justification

- Safe Routes to School: The primary purpose of this project is to ensure a safe, designated pedestrian path for Columbine Valley residents — particularly students walking to and from Wilder Elementary School.
- Pedestrian safety: Platte Canyon Road is a heavily traveled corridor. Providing designated pedestrian infrastructure reduces exposure to vehicular traffic and enhances overall safety.
- Master Plan implementation: This sidewalk connection is a key element of the Town’s Trails Master Plan and advances long-standing community connectivity goals.
- Regional mobility enhancement: The project improves walkability and connects neighborhoods to existing signalized crossings and trail infrastructure.

Scope of Work

- Construct new ADA-compliant sidewalk from north of Wilder Lane to the pedestrian crossing at West Ponds Circle.
- Site preparation and grading, including:
 - o Earthwork and subgrade preparation
 - o Concrete sidewalk installation
 - o Drainage adjustments as needed
- Installation of curb ramps and connections to existing pedestrian facilities.
- Restoration of disturbed landscaping areas.
- Traffic control and pedestrian safety measures during construction.

Estimated Budget

- Total project funding includes \$900,000 awarded through the Colorado Department of Transportation (CDOT).
- Additional local match and associated costs as required under grant agreement.

Implementation / Notes

- Construction schedule: Construction is scheduled to begin this summer and be completed by mid-September.
- Grant-funded project: The Town successfully secured \$900,000 in CDOT funding, significantly offsetting local costs and advancing implementation.
- Three-year planning effort: This project has been in development for approximately three years, including design, coordination, and funding acquisition.
- Community benefit: Upon completion, residents will have a continuous, protected pedestrian route to Wilder Elementary and improved access along Platte Canyon Road.

T-1-2027

CVPD

F-1-2027 Town Hall Stage Cover / Structure

Project Title: Town Hall Outdoor Facilities Improvements — Permanent Stage Cover and Shade Structure

Project Description

Construct a permanent cover/shade structure over the existing outdoor stage at Town Hall. A permanent stage was built in 2018, and the Town has relied on a temporary cover system since 2015. The temporary cover is nearing the end of its useful life and requires significant annual staff time for setup, maintenance, and storage. The stage was originally designed with a future shade structure in mind that complements the architectural character of Town Hall.

Need / Justification

- End-of-life replacement: The temporary stage cover has been in use since 2015 and is reaching the end of its functional lifespan due to weather exposure and wear.
- Operational efficiency: Seasonal installation and upkeep of the temporary cover requires many staff hours each year, creating unnecessary labor and logistical burden.
- Improved functionality: A permanent shade structure will enhance usability of the stage for concerts, gatherings, and civic events by providing consistent sun and weather protection.
- Facility enhancement: The stage was designed with a permanent cover in mind that aligns with the Town Hall campus aesthetic.

Scope of Work

- Remove and dispose of the existing temporary cover system.
- Provide and install a permanent shade/cover structure sized for the existing stage, including:
 - o Anchoring or foundation elements as required
 - o Durable weather-resistant materials
 - o Design consistent with Town Hall architecture
- Minor restoration of any disturbed areas adjacent to the stage.
- Coordinate installation to avoid disruption during major community events.

Estimated Budget

- Permanent shade structure purchase/fabrication: \$16,000
- Installation and anchoring: \$6,000
- Contingency (10%): \$2,000

Total CIP placeholder: \$24,000

Implementation / Notes

- Scheduling: Installation should occur during the off-season or between major event periods.
- Maintenance reduction: Permanent installation eliminates repeated annual setup and storage demands, saving staff time.
- Design consistency: Shade structure should complement the Town Hall civic campus and support long-term outdoor programming.

F-2-2027 Town Hall Entrance Concrete

Project Title: Town Hall Entry Improvements — Replace Front Concrete Stairs and landings

Project Description

Replace the front concrete entry stairs and associated landings at Town Hall due to cracking and settlement. The project includes demolition and removal of existing concrete stairs and landings, construction of new reinforced concrete stairs and landings, and restoration of adjacent flatwork and finishes impacted by the work.

Need / Justification

- Safety and liability reduction: Worn, cracked, spalled, or uneven stair surfaces increase slip/trip/fall risk for employees and the public.
- Asset preservation: Replacing deteriorated exterior concrete prevents ongoing patch repairs, water intrusion/freeze-thaw damage, and accelerated deterioration of adjacent entry components.

Scope of Work

- Demolition and disposal of existing concrete stairs and landings.
- Construct new entry stairs and landings, including:
 - Excavation, base prep, and reinforcement
 - Concrete placement with slip-resistant finish and appropriate nosing/edge treatment
 - Drainage and grading adjustments to shed water away from the entry
 - Control joints, sealants, curing, and weather protection as needed
- Restore disturbed areas (adjacent flatwork, landscaping, patch/paint at attachment points).
- Temporary access plan during construction (alternate entrance signage and ADA routing).

Estimated Budget

- Demolition & disposal: \$5,000
- New concrete stairs: \$12,000
- New concrete landing: \$8,000
- Railing repair: \$2,000
- Contingency (15%): \$4,050

Implementation / Notes

- Phasing/closure: Work should be scheduled to minimize disruption to public meetings and peak visitor periods; maintain an accessible route at all times.
- Material durability: Specify freeze-thaw resistant concrete mix, proper air entrainment, and deicing-salt compatible details to reduce future spalling.

F-1-2028 Town Hall Interior Paint (Main Floor)

Project Title: Town Hall Interior Improvements — Repaint Interior Walls, Ceilings, and Trim

Project Description

Repaint interior spaces at Town Hall to refresh aging finishes, address scuffing and wear, and maintain a clean, professional appearance for staff and public-facing areas. The interior paint was last refreshed in 2013. The project includes surface preparation, patching, priming, and application of durable interior paint across offices, meeting rooms, corridors, and common areas.

Need / Justification

- Facility upkeep and appearance: Interior paint is showing signs of age, including discoloration, scuffs, and patch repairs, reducing the quality and professionalism of public spaces.
- Asset preservation: Routine repainting protects drywall and trim surfaces from deterioration, extending the life of interior finishes and reducing long-term repair needs.
- Workplace environment: Updated paint improves lighting reflectivity and creates a more welcoming environment for employees, residents, and visitors.

Scope of Work

- Prepare surfaces throughout Town Hall, including:
 - o Cleaning and minor drywall patching
 - o Repair of nail holes, cracks, and worn areas
 - o Priming of stained or repaired surfaces
- Repaint interior areas, including:
 - o Offices and workspaces
 - o Trustee chambers / meeting rooms
 - o Hallways, lobbies, and public counters
 - o Restrooms and break areas (as needed)
- Paint finishes to include:
 - o Walls (eggshell or satin for durability)
 - o Ceilings (flat finish)
 - o Trim, doors, and frames (semi-gloss enamel)
- Protect floors, furnishings, and fixtures during work.
- Coordinate work schedule to minimize disruption to staff operations and public meetings.

P-1-2028 Ash Tree Removal and Replacement (EAB Mitigation)

Project Title: Remove and Replace Ash Trees prior to infection

Project Description

Remove and replace fifteen (15) ash trees that would decline and die if an emerald ash borer infestation were to occur. These are located along Middlefield Road in front of Town Hall and The Villas. Work includes tree removal, stump grinding, and planting of replacement non-ash species in the same locations. Replacement trees will be selected to improve species diversity and long-term resilience of the Town's urban canopy.

Need / Justification

- Public safety: Declining ash trees present increasing risk of limb drop or tree failure. Proactive removal supports safer public spaces and reduces liability exposure as trees decline.
- Asset preservation: Planned removals reduce emergency response costs and limit secondary impacts (property damage, blocked roadways).
- Urban canopy continuity: Replanting maintains shade, stormwater interception, and neighborhood aesthetics while reducing future monoculture risk.

Scope of Work

- Confirm inventory and priority list of ash trees (location, diameter, condition).
- Plant replacement trees:
 - Non-ash, climate-appropriate species with emphasis on diversification
 - Soil amendment and mulching as needed
 - Watering plan established for establishment period
- Restore turf/landscape at removal sites and address any irrigation conflicts.

Species Diversification Strategy

Replacement trees will be non-ash species selected based on avoiding overreliance on any single species. (Recommended approach: mix of 3–5 species across the 15 replacements.)

Estimated Budget

- Tree removal (15 trees): \$12,000
- Stump grinding/restoration: \$6,000
- Replacement trees (materials + planting): \$18,000
- Contingency (5%): \$2,000

Implementation / Notes

- EAB treatment: The Town is currently paying for EAB injection treatment for all Ash trees. The Town will save \$3,000 per year by switching tree species.
- Maintenance: The yearly maintenance costs for trimming will temporarily decrease with smaller trees. Current trees are 20+ years old.

S-1-2030 Replace Irrigation Lateral CMP Under Par Circle

Project Title: Par Circle Irrigation Lateral Replacement (CMP to PVC) and Pavement/Curb Restoration

Project Description

Replace the existing 14-inch corrugated metal pipe (CMP) irrigation lateral segment beneath Par Circle. The CMP is rusting and allowing irrigation water to infiltrate the roadway structure and subgrade. Work includes excavation, removal of CMP, installation of new 14-inch PVC (or approved equivalent), and restoration of disturbed asphalt pavement and concrete curb.

Need / Justification

- Protect roadway subgrade and pavement: Leakage/infiltration undermines the base/subgrade and accelerates cracking, settlement, and potholing.
- Reduce reactive maintenance: Eliminates corrosion-driven failures and repeated asphalt patching.
- The maintenance responsibilities for these portions of the lateral were assigned to the Town when Par Circle was built, covering the open lateral.

Scope of Work

1. Utility locates, traffic control, and irrigation shutdown/bypass planning.
2. Sawcut and remove asphalt over the affected segment.
3. Excavate to expose CMP, remove and dispose.
4. Install new 14" PVC with proper bedding/haunching and watertight connections; reconnect to the lateral.
5. Backfill and compact in lifts.
6. Restore pavement (base repair allowance + full-depth asphalt patch).
7. Replace/restore any disturbed concrete curb and adjacent improvements.

Estimated Budget

- Demo: \$8,000
- Pipe Install: \$4,000
- Pavement Restoration: \$17,000
- Gutter Pan: \$2,000
- Contingency (~15%): \$4,000

Implementation Notes

- Schedule work with irrigation operations to minimize service interruption.

F-1-2030 Town Hall Window Replacement

Project Title: Replace Original Windows (Installed 2004)

Project Description

Replace as needed the existing exterior windows (30) at Town Hall, originally installed when the building was constructed in 2004. After more than 25 years of service life, the windows are approaching the end of their functional lifespan. The project includes removal of existing window units and installation of new energy-efficient, code-compliant windows to improve building performance, comfort, and long-term durability.

Need / Justification

- End-of-life replacement: The current windows are original to the building (2004) and are experiencing seal failure, air leakage, and reduced performance after decades of use.
- Energy efficiency and cost savings: Modern window systems provide improved insulation and glazing technology, reducing heating and cooling demand and lowering long-term utility costs.
- Comfort and functionality: New windows will reduce drafts, improve temperature consistency, and enhance occupant comfort in offices and meeting spaces.
- Asset preservation: Replacing aging windows helps prevent moisture intrusion, condensation damage, and deterioration of adjacent wall materials.

Scope of Work

- Assess and document existing window conditions, sizes, and installation details.
- Remove and dispose of existing window units, including:
 - Frames, glazing, and associated trim as required
- Install new replacement windows, including:
 - High-performance insulated glazing (double or triple pane)
 - Energy-efficient frames and thermal breaks
 - Code-compliant egress and safety glazing where applicable
 - Proper flashing, sealants, and weatherproofing
- Restore disturbed interior and exterior finishes around window openings.
- Coordinate work to maintain secure building access and minimize disruption to staff operations.

Estimated Budget

- Window removal and disposal: \$10,000
- New window units and installation: \$65,000
- Interior/exterior trim and finish repairs: \$10,000
- Sealants, flashing, and weatherproofing: \$5,000
- Contingency (10%): \$10,000

Implementation / Notes

- Phasing: Work should be scheduled to limit disruption to Town Hall operations and maintain weather-tight conditions throughout construction.

- Energy standards: Specify ENERGY STAR-rated or equivalent high-performance windows suitable for Colorado climate conditions.
- Historic consistency: Replacement windows should match the building's existing architectural style and exterior appearance.
- Long-term planning: Document window specifications for future maintenance and warranty tracking.

E-1-2030: Snowplow Vehicle

Project Title: Replace Snowplow Vehicle (2013 Ford Expedition) with decommissioned police Tahoe.

Project Description

Replace the Town's current snowplow support vehicle—a 2013 Ford Expedition—with a 2024 or later decommissioned police Chevy Tahoe. The replacement vehicle will be outfitted as needed to support winter operations, including a plow with mounting hardware, emergency lighting and town logos.

Need / Justification

- Reliability and downtime risk: The existing 2013 Expedition will be nearing the end of its practical service life for winter operations. Plowing loads, corrosion exposure, and frequent cold-weather starts increase maintenance costs and operational risk.
- Continuity of snow operations: A dependable mid-size 4WD vehicle is essential for maintaining service levels during snow events and ensuring safe response times—especially when plowing tight turning radius such as cul-de-sacs.
- Lifecycle replacement strategy: Transitioning to a newer model year unit reduces lifecycle cost volatility, improves parts availability, and supports standardization of the Town fleet plows.

Scope of Work

- Transfer decommissioned police Tahoe from Police Department to Public Works.
- Send vehicle to LAWS for removal of police-specific equipment and installation of lighting and logos.
- Send to upfitter for installation of plow, mount, controls and suspension upgrades.
- Decommission and sell off the 2013 Expedition.

Estimated Budget

- General upfitting: \$4,000
- Plow: \$6,000
- Plow mount install: \$2,000
- Contingency (15%): \$1,800

Total CIP placeholder: \$13,800

Implementation / Notes

- Timing: Coordinate replacement with the Police vehicle decommission schedule to ensure the Tahoe is available within the planned year.
- Fit-for-purpose verification: Prior to committing funds, confirm the Tahoe's towing/plow suitability (GVWR, front axle rating, cooling capacity, transmission, and plow prep compatibility).
- Residual value: The Expedition may offset costs if sold at auction or privately depending on condition.
- Salvage value: Transferring the Tahoe will generate a loss of salvage value for the police department.

P-1-2030+

This project is expected to require capital investment beyond routine maintenance. The current figure is included as a placeholder while staff works toward a fully defined design, schedule, and cost estimate for future Trustee consideration.

P-2-2030+

This project is expected to require capital investment beyond routine maintenance. The current figure is included as a placeholder while staff works toward a fully defined design, schedule, and cost estimate for future Trustee consideration.

S-1-2030+

This project is expected to require capital investment beyond routine maintenance. The current figure is included as a placeholder while staff works toward a fully defined design, schedule, and cost estimate for future Trustee consideration.

S-2-2030+

This project is expected to require capital investment beyond routine maintenance. The current figure is included as a placeholder while staff works toward a fully defined design, schedule, and cost estimate for future Trustee consideration.



Request for Board of Trustee Action

Date: March 17, 2026

Title: Trustee Bill #1, Series 2026 – Amending the Model Traffic Code

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background:

The Town has experienced an increase in traffic-related enforcement circumstances involving expired vehicle registrations and driver’s license compliance. These situations most often include:

- vehicles operated or parked on public streets without current license plates or valid registration tabs
- vehicles with registration expired for short periods where compliance can be achieved prior to a scheduled court date
- drivers operating motor vehicles without a currently valid license or without having the license in their immediate possession

To address these issues, staff recommends amendments to the Town’s adoption of the 2024 Model Traffic Code for Colorado. The proposed ordinance adds new Sections 1416 and 1417 to clarify local enforcement authority and align Town provisions with applicable state statutes.

Section 1416 establishes requirements for current vehicle registration and provides an opportunity for dismissal of certain registration violations upon timely compliance, including renewal prior to the first court appearance and payment of an administrative fee. It also requires peace officers to notify defendants of this dismissal option when applicable.

Section 1417 affirms the requirement that drivers must possess a valid driver’s or minor driver’s license when operating a motor vehicle and provides dismissal provisions when proof of compliance is presented to the court. This section also includes limited exceptions and affirmative defenses consistent with state law.

Attachments: Trustee Bill #1, Series 2026

Staff Recommendations: Approve as presented

Recommended Motion(s): “I move to approve as presented Trustee Bill #1, Series 2026 on 2nd Reading”.

A BILL FOR AN ORDINANCE
OF THE TOWN OF COLUMBINE VALLEY AMENDING THE 2024 ADDITION OF THE
“MODEL TRAFFIC CODE FOR COLORADO”

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

Section 1. A new Section 1416 is added to the 2024 addition of the Model Traffic Code
as follows:

Section 1416, Registration Violations-Dismissal Upon Compliance-Notice Required.

Section 1416 is added to the 2024 Model Traffic Code, titled “Registration Violations-
Dismissal Upon Compliance-Notice Required,” to provide:

10.04.354 – Section 1720, Registration violations – dismissal upon compliance – notice
required,

- (1) It shall be unlawful for any person to operate or park a vehicle, trailer, semitrailer,
or motor vehicle upon any public street, alley, roadway, highway, or other public
right-of-way within the Town when such vehicle does not display current license
plates with visible and valid year and month registration tabs as required by C.R.S
§ 42-3-114.
- (2) A court may dismiss a violation for failing to register a vehicle, trailer,
semitrailer, or motor vehicle in violation of this section if:
 - (a) The vehicle, trailer, semitrailer, or motor vehicle was unregistered for no
more than four months at the time of the violation;
 - (b) The owner registered the vehicle, trailer, semitrailer, or motor vehicle
before the owner’s first court date as listed on the citation or summons;
and
 - (c) The owner pays to the court a thirty-dollar administrative dismissal fee.
- (3) A peace officer who charges a person for a violation described in
subsection (1) of this section must notify the defendant of the opportunity to have
the charge dismissed by the court, if the registration that led to the citation or
summons is expired for four months or less at the time of the violation and if
registration is renewed prior to the first court date listed on the citation or
summons, by either:

- (a) Oral means if notification by electronic means on the citation is not implemented; or
- (b) Electronic means on the citation if implemented.

Section 2. A new Section 1417 is added to the 2024 addition of the Model Traffic Code as follows:

Section 1417, Drivers License Required.

Section 1417 is added to the 2024 Model Traffic Code, titled “Drivers License Required” to provide:

- (1) Except as otherwise provided in C.R.S. 42-4-401 et seq., for commercial drivers, no person shall drive any motor vehicle upon any roadway unless such person has been issued a currently valid driver’s or minor driver’s license or an instruction permit by the State’s Department of Revenue.
- (2) No person shall drive any motor vehicle upon a highway if such person’s drivers or minor’s drivers license has been expired for one year or less and such person has not been issued another such license by the State’s Department of Revenue or by another state or country subsequent to such expiration.
- (3) No person shall drive any motor vehicle upon a highway unless such person has in their immediate possession a current driver’s or minor driver’s license or an instruction permit issued by the State’s Department of Revenue.
- (4) No person who has been issued a currently valid driver’s or minor driver’s license or an instruction permit shall drive a type of general class of motor vehicle upon a highway for which such person has not been issued the correct type or general class of license or permit.
- (5) No person who has been issued a currently valid drivers or minor drivers license or an instruction permit shall operate a motor vehicle upon a highway without having such license or permit in such person’s immediate possession.
- (6) A charge for a violation of subsection (2) of this section shall be dismissed by the court if the defendant elects not to pay the penalty assessment and, at or before the defendant’s scheduled court appearance, exhibits to the court a currently valid drivers or minor drivers license.
- (7) A charge for a violation of subsection (5) of this section shall be dismissed by the court if the defendant elects not to pay the penalty assessment and, at or before the defendant’s scheduled court appearance, exhibits to the court a currently valid license or permit issued to such person or an officially issued duplicate thereof if

the original is lost, stolen or destroyed.

- (8) The conduct of a driver of a motor vehicle which would otherwise constitute a violation of this section is justifiable and not unlawful when:
- (a) It is necessary as an emergency measure to avoid an imminent public or private injury which is about to occur by reason of a situation occasioned or developed through no conduct of said driver and which is of sufficient gravity that, according to ordinary standards of intelligence and morality, the desirability and urgency of avoiding the injury clearly outweighs the desirability of avoiding the injury sought to be prevented by this section or;
 - (b) The person is exempt from the requirements of a valid driver's license as set forth in C.R.S. 4-2-102.
- (9) The issue of justification or exemption is an affirmative defense. As used in this subsection (9), "affirmative defense" means that, unless the Town's evidence raises the issue involving the particular defense, the defendant, to raise the issue, shall present some credible evidence of that issue. If the issue involved in an affirmative defense is raised, then the ability of the defendant must be established beyond a reasonable doubt as to the issue as well as all other elements of the traffic infraction.

Section 3. 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 4. The Town Clerk shall certify the passage of this Ordinance and cause notice of its contents and passage to be published.

Section 5. 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. 1, series of 2026, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 17th day of February, 2026, 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 17th day of March 2026, and ordered published in the Littleton Independent on the ____ day of _____, 2026.

Bill Dotson, Mayor

ATTEST:

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



Request for Board of Trustee Action

- Date:** March 17, 2026
- Title:** Trustee Bill #2, Series 2026 – Amending the Municipal Code
- Presented By:** Lee Schiller, Town Attorney
- Prepared By:** Lee Schiller, Town Attorney
- Background:** Recent legal developments at the state level require the Town to update its general penalty provisions in the Columbine Valley Municipal Code. Specifically, the Colorado Supreme Court has ruled that state law preempts municipalities from imposing penalties that exceed the State’s statutory sentencing limits for non-felony offenses when a municipal ordinance prohibits conduct identical to that addressed under state law.
- As a result of this ruling, the Town must amend Section 1.01.080(c), General Penalty; Continuing Violations, to ensure local penalty provisions remain consistent with Colorado law. The proposed ordinance updates the maximum fine and imprisonment language, clarifies that Municipal Court penalties may not exceed the sentencing caps established in state statute when the ordinance mirrors an identical misdemeanor or petty offense, and preserves the Court’s authority to impose lawful additional terms and conditions as part of sentencing.
- The amendment also reaffirms that continuing violations may be treated as separate offenses for each day the violation persists.
- This revision ensures the Town’s enforcement framework remains legally compliant, clear, and aligned with statewide statutory requirements.
- Attachments:** Trustee Bill #2, Series 2026
- Staff Recommendations:** Approve as presented
- Recommended Motion(s):** “I move to approve as presented Trustee Bill #2, Series 2026 on 2nd Reading”.

A BILL FOR AN ORDINANCE
OF THE TOWN OF COLUMBINE VALLEY AMENDING SECTION 1.01.080(c) GENERAL
PENALTY; CONTINUING VIOLATIONS, OF THE COLUMBINE VALLEY MUNICIPAL
CODE

WHEREAS, heretofore, the Colorado Supreme Court ruled that state law preempts municipalities from imposing penalties which exceed the State's statutory sentencing caps for non-felony offences where the state offense prohibits the identical conduct set forth in a municipal ordinance; and

WHEREAS, the Town of Columbine Valley must therefore amend penalty section 1.10.080(c) of the Municipal Code.

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

Section 1. Section 1.01.080(c) is hereby amended in its entirety to read as follows:

(c) Except as otherwise provided by law or ordinance:

(1) A person convicted of a violation of this Code shall be punished by a fine of not more than \$2,650.00 or imprisonment not to exceed one year, or both such fine and imprisonment. Such fine shall be adjusted for inflation on January 1 of each year.

(2) Where an ordinance regulates conduct for which there exists an identical misdemeanor or petty offense the Municipal Court may not exceed the State's sentencing caps set forth in C.R.S.P. 18-1.3-501(1) (a.5) and 18-1.3-503(1.5) as same may be amended.

(3) Nothing herein shall be deemed to restrict the Municipal Court Judge in the exercise of its lawful powers to impose and enforce additional terms and conditions as part of any sentence.

(4) Each day or portion thereof, that a violation is continued or permitted to exist shall constitute and punishable as a separate offense.

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. 2, series of 2026, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 17th day of February, 2026, 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 17th day of March, 2026, and ordered published in the Littleton Independent on the ____ day of _____, 2026.

Bill Dotson, Mayor

ATTEST:

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



Request for Board of Trustee Action

Date: March 17, 2026

Title: Trustee Bill #3, Series 2026 – Concerning the Building Commissioner

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: As part of the Town’s ongoing municipal code modernization efforts, the Board of Trustees has directed staff to begin phasing out several historic “commissioner” positions that no longer reflect the Town’s current form of governance and professional staffing structure.

Commissioner roles were originally established at a time when the Town did not have dedicated professional staff to manage operational and administrative responsibilities. Over time, as Town staffing and organizational capacity have evolved, these positions have become largely honorary in nature and have little to no active administrative function.

In 2025, the Town completed a major codification of the Municipal Code, marking the beginning of a broader code clean-up initiative intended to improve clarity, consistency, and alignment with modern municipal practices. This ordinance is the first in a series of amendments intended to remove outdated commissioner references and update the code accordingly.

This specific amendment revises Section 15.04.030 to clarify that the Mayor shall serve as the Building Commissioner in a liaison capacity between the Board of Trustees and Town staff, while professional staff remain responsible for the administration and execution of building-related regulations. The ordinance also provides for the appointment of Building Inspector(s) by the Board following biennial elections or as needed in the event of a vacancy.

These updates ensure the Municipal Code accurately reflects current operational practices and supports effective governance.

Attachments: Trustee Bill #3, Series 2026

Staff Recommendations: Approve as presented

Recommended Motion(s): “I move to approve as presented Trustee Bill #3, Series 2026 on 2nd Reading”.

A BILL FOR AN ORDINANCE
OF THE TOWN OF COLUMBINE VALLEY CONCERNING THE BUILDING COMMISSIONER

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

Section 1. The first three sentences of Section 15.04.030 of the Municipal Code are amended to read as follows:

During the term of the office of Mayor, the Mayor shall serve as the Building Commissioner. The Building Commissioner shall serve as liaison between the Board of Trustees and the Town staff charged with administration and execution of this title, but who shall not be responsible for administration and execution of this title. At its first regular meeting following each biennial election, or as the need may arise by vacancy the Board of Trustees shall appoint a Building Inspector or inspectors.

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 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. 3, series of 2026, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 17th day of February, 2026, 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 17th day of March, 2026, and ordered published in the Littleton Independent on the ____ day of _____, 2026

Bill Dotson, Mayor

ATTEST:

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



Request for Board of Trustee Action

Date: March 17, 2026

Title: Trustee Bill #4, Series 2026 – No Smoking in the Park

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney

Background: During the Town’s summer concert series and other community events held in Town Park, staff and residents observed an increase in smoking and vaping occurring on the lawn and in areas where families and children gather. While the Town’s code currently addresses park rules and regulations, it does not clearly prohibit smoking or vaping within the park. This ordinance establishes a clear prohibition on smoking and vaping within Town Park, except in areas specifically designated by the Town, in order to promote a healthier and more family-friendly environment during public events and regular park use.

Attachments: Trustee Bill #4, Series 2026

Staff Recommendations: Approve as presented

Recommended Motion(s): “I move to approve as presented Trustee Bill #4, Series 2026 on 1st Reading”.

TRUSTEE BILL NO. 4
SERIES OF 2026

INTRODUCED BY
TRUSTEE: DAVE
HUELSKAMP

A BILL FOR AN ORDINANCE
OF THE TOWN OF COLUMBINE VALLEY CONCERNING SMOKING AND VAPING IN
TOWN PARK

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

Section 1. That Section 12.12.090, titled Rules and Regulations is hereby renumbered as
Section 12.12.100.

Section 2. That Section 12.12.090 is hereby amended in its entirety to read as follows:

Section 12.12.090. Smoking and Vaping Prohibited.

It shall be unlawful to smoke or vape within Town Park except in areas designated by the
Town.

Section 3. 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 4. The Town Clerk shall certify the passage of this Ordinance and cause notice
of its contents and passage to be published.

Section 5. 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. 4, series of 2026, at a regular meeting of the Board of
Trustees of the Town of Columbine Valley, Colorado, on the 17th day of March, 2026, 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 21st day
of April, 2026, and ordered published in the Littleton Independent on the ____ day of
_____, 2026

Bill Dotson, Mayor

ATTEST:

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