

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

May 19, 2026

6:30PM

A G E N D A

1. ROLL CALL 6:30 p.m.
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 April 21, 2026 Minutes
5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Finance Report
 - d. Town Administrator
 - e. Chief of Police
6. PRESENTATIONS
 - a. Department Overview – Town Communications and Events
7. OLD BUSINESS
 - a. Trustee Bill #5 – 2026 Municipal Code Clean Up Ordinance (2nd Reading)
 - b. **PUBLIC HEARING** – Trustee Bill #5
8. NEW BUSINESS
 - a. Trustee Bill # 6 – 2026 Adoption of 2024 Fire Code (1st Reading)
 - b. Trustee Bill # 7 – 2026 E-Bikes and E-Scooters (1st Reading)
 - c. Resolution #8 – 2026 Salary Policy
9. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
April 21, 2026

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

Trustees: Bill Dotson*, Mike Giesen, Ed Icenogle, Betsy McCain, Jeff Sahr,
and Al Timothy*
Also present: Lee Schiller, J.D. McCrumb, Diane Rodriguez*, and Bret Cottrell
** participated virtually*

As the Mayor could not chair the meeting and the role of Mayor Pro Tem was currently vacant, the Trustees needed to select someone to chair the meeting.

ACTION: upon a motion by Trustee Icenogle and a second by Trustee Sahr, the Board of Trustees unanimously selected Trustee McCain to chair the meeting.

PUBLIC COMMENT: There was no public comment.

CONSENT AGENDA:

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

REPORTS

- A. In Mayor Dotsons absence, Mr. McCrumb read his prepared remarks regarding updates on proposed state legislation and the graffiti under Platte Canyon Road.
- B. There were no Trustee reports.
- C. Mrs. Rodriguez presented the financials and answered Trustee questions. She noted the status of the bank changeover at approximately 90% with approximately one month to go.
- D. Mr. McCrumb reviewed his report as presented in the Trustees Packet.
- E. Chief Cottrell reviewed his report as presented in the Trustee Packet.

OLD BUSINESS:

- A. Trustee Bill #4 -2026, Prohibiting Smoking and Vaping in the Town Park. Mr. McCrumb 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 Giesen, the Board of Trustees unanimously approved Trustee Bill #4 – 2026 on second reading.

NEW BUSINESS:

- A. Trustee Bill #5 -2026, Amending Municipal Code regarding general clean-up and the positions of Commissioners. Mr. Schiller presented and 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 Giesen, the Board of Trustees unanimously approved Trustee Bill #5 – 2026 on first reading.

THANKS & REMARKS: In Mayor Dotsons absence, Mr. McCrumb read his prepared remarks thanking those he served alongside and wishing well the future board. Trustee Giesen thanked Al Timothy and Bill Dotson for their service to the Town.

RECESS MEETING: upon a motion by Trustee Giesen and a second by Trustee Sahr, the Board of Trustees went into a recess at 6:53.

SWEARING IN OF MAYOR AND TRUSTEES: Judge McCarthy administered the oaths of office to Mayor Huelskamp, Trustee Sahr, Trustee Taylor, and Trustee Watson.

Mayor Huelskamp reconvened the Regular Meeting of the Trustees to order at 7:13 p.m., in the Conference Room at the Town Hall at 2 Middlefield Road, Columbine Valley, Colorado. Roll call found the following present:

Trustees: Mayor Dave Huelskamp, Mike Giesen, Betsy McCain, Jeff Sahr, Willi Taylor, and Cinamon Watson
Also present: Lee Schiller, J.D. McCrumb, Diane Rodriguez, Trich McCarthy, Lucy Martinez, and Bret Cottrell

MAYORS REMARKS: Mayor Huelskamp expressed his gratitude for the trust and encouragement of the previous boards and mayors, as well as the professionalism of staff and contractors. He noted that Bill Dotson had set a high bar for his level of community engagement and many years of service to the Town. He noted the importance of volunteerism throughout the history of Columbine Valley.

APPOINTMENTS AND OATHS:

- A. Mayor Huelskamp nominated Ed Icenogle to fill the vacant Trustees seat.
ACTION: upon a motion by Mayor Huelskamp and a second by Trustee Sahr, the Board of Trustees unanimously appointed Ed Icenogle to the role of Trustee for a two year term.

- B. Mayor Huelskamp recommended that Trustee Betsy McCain serve as Mayor Pro Tem.
ACTION: upon a motion by Mayor Huelskamp and a second by Trustee Watson, the Board of Trustees unanimously approved Betsy McCain as the Mayor Pro Tem.

- C. Mayor Huelskamp recommended that the following staff be (re)appointed: Lee Schiller, Town Attorney; J.D. McCrumb, Town Administrator, Town Clerk, Town Treasurer and Court Clerk; Lucy Martinez and Gabriel Watts as Court Clerks; Bret Cottrell, Town Marshall/Police Chief; Trisha McCarthy, Municipal Judge; and Jim Thelen, Chief Building Official.
ACTION: upon a motion by Mayor Huelskamp and a second by Trustee Taylor, the Board of Trustees unanimously approved these appointments.

PRESENTATIONS:

Judge McCarthy and Mrs. Martinez presented a departmental overview of the Town's Municipal Court.

Chief Cottrell shared with the Board the Police Departments current approach to e-bikes and e-scooters. The Trustees discussed the situation and directed staff to draft an ordinance.

NEW BUSINESS

Minor Plat Amendment Mr. Schiller shared that staff had to pull this item from consideration.

ACTION: no action was taken at this meeting.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:02 p.m.

Submitted by,

J.D. McCrumb, Town Administrator

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

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

TOWN OF COLUMBINE VALLEY
Financial Statements as of YTD April 30, 2026
Variance Summary

Total Cash \$9,742,084 Unrestricted Cash \$535,192

General Fund

Revenues

- General Fund Revenues are at 43% of budget (PY 38%)
 - o Property taxes rec'd of \$335,223, 55% of budget (PY 65%)
 - o Interest \$81,896 in general fund and \$109,735 in total, interest rate is 3.75%
- As a side note we did receive \$38,738 for Arapahoe County dispatch reimbursement that is included in the 2025 audit

Administration – 25% of budget (PY 28%)

- Includes Webb Strategic Consulting of \$604 for media

Planning and engineering – 35% of budget (PY 24%)

Public Safety – 29% of budget (PY 26%)

Public Works – 18% of budget (PY 16%)

General Fund Expenditures, Transfers and Fund Balance

- Total General Fund Expenditures of 26% of budget (PY 24%)
- Transfer to Capital Fund of \$500,000
- The ending fund balance is \$858,734

Capital Fund

- Police vehicle \$55,895 still pending detailing
- Platt Canyon Sidewalk \$19,051
- Trails \$9,385
- Ending fund balance \$6,350,096

Conservation Trust Fund

- Q1 distribution received \$2,881
- Ending fund balance \$45,595

Arapahoe County Open Space Fund

- Ending fund balance \$814,168

Wild Plum Impact Fees Fund

- Ending fund balance \$1,407,810

Transportation Fees Fund

- Ending fund balance \$589,223

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF APRIL 30, 2026**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
BMO checking	\$ 69,557	-	\$ 69,557
InBank checking	111,408	-	111,408
C-Safe Primary	-	7,293,547	7,293,547
C-Safe Wild Plum Impact fee	-	1,407,809	1,407,809
C-Safe CTF	-	45,594	45,594
Arapahoe County shareback	-	814,169	814,169
YTD Cash Balances	180,965	9,561,119	9,742,084
Less amount allocated for capital	-	(6,350,096)	(6,350,096)
Less amount restricted for CTF	-	(45,595)	(45,595)
Less amount restricted for ACOS	-	(814,168)	(814,168)
Less amount restricted for impact fees	-	(1,407,810)	(1,407,810)
Less amount restricted for transportation fees	-	(589,223)	(589,223)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 180,965	\$ 354,227	\$ 535,192

**TOWN OF COLUMBINE VALLEY
 ALLOCATION OF AVAILABLE FUND BALANCES
 YEAR TO DATE (YTD) AS OF APRIL 30, 2026**

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Wild Plum Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 817,556	\$ 5,934,427	\$ 42,140	\$ 804,167	\$ 1,390,546	\$ 510,080	\$ 9,498,916
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	801,417	-	-	-	-	-	801,417
Permits and fines	144,726	-	-	-	-	-	144,726
Intergovernmental	226,737	-	-	-	-	-	226,737
Interest	81,896	-	574	10,001	17,264	-	109,735
Other	531	-	-	-	-	-	531
Conservation Trust Fund entitlement	-	-	2,881	-	-	-	2,881
Transportation fees	-	-	-	-	-	79,143	79,143
Total YTD revenues	1,255,307	-	3,455	10,001	17,264	79,143	1,365,170
Total YTD expenditures	(714,129)	(84,331)	-	-	-	-	(798,460)
Excess of revenues over (under) expenditures	541,178	(84,331)	3,455	10,001	17,264	79,143	566,710
Transfers	(500,000)	500,000	-	-	-	-	-
Net change in fund balance	41,178	415,669	3,455	10,001	17,264	79,143	566,710
YTD ENDING FUND BALANCES	\$ 858,734	\$ 6,350,096	\$ 45,595	\$ 814,168	\$ 1,407,810	\$ 589,223	\$ 10,065,626

Budget vs actual reference (page 4) (page 8) (page 9) (page 10) (page 11) (page 12)

**TOWN OF COLUMBINE VALLEY
BALANCE SHEET - ALL FUNDS
GOVERNMENTAL FUNDS
April 30, 2026
Unaudited**

ASSETS

Cash and investments	\$ 9,742,084
Accrued revenue	277,985
Prepaid expenses	37,996
Other receivables	49,720
TOTAL ASSETS	<u><u>\$ 10,107,785</u></u>

LIABILITIES AND FUND BALANCES

LIABILITIES

Accounts payable	\$ 38,317
Accrued liabilities	3,842
Total liabilities	<u><u>42,159</u></u>

FUND BALANCES

General	858,734
Capital	6,350,096
Conservation trust fund	45,595
Arapahoe county open space	814,168
Wild Plum Impact fees	1,407,810
Transportation fees	589,223
Total fund balances	<u><u>10,065,626</u></u>

TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$ 10,107,785</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 FOUR MONTHS ENDED APRIL 30, 2026

Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
REVENUES				
Taxes	\$ 801,417	\$ 1,926,296	\$ (1,124,879)	42%
Permits and fines	144,726	330,400	(185,674)	44%
Intergovernmental	226,737	482,176	(255,439)	47%
Interest	81,896	175,000	(93,104)	47%
Other	531	4,000	(3,469)	13%
Grants and contributions	-	32,000	(32,000)	0%
Total revenues	<u>1,255,307</u>	<u>2,949,872</u>	<u>(1,694,565)</u>	<u>43%</u>
EXPENDITURES				
Administration	231,907	932,001	(700,094)	25%
Planning and engineering	13,575	38,400	(24,825)	35%
Public safety	379,402	1,291,303	(911,901)	29%
Public works	89,245	494,524	(405,279)	18%
Total expenditures	<u>714,129</u>	<u>2,756,228</u>	<u>(2,042,099)</u>	<u>26%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>541,178</u>	<u>193,644</u>	<u>347,534</u>	<u>279%</u>
OTHER FINANCING USES				
Transfer to capital	(500,000)	(270,000)	(230,000)	185%
Total other financing uses	<u>(500,000)</u>	<u>(270,000)</u>	<u>(230,000)</u>	<u>185%</u>
NET CHANGE IN FUND BALANCE	41,178	<u>\$ (76,356)</u>	<u>\$ 117,534</u>	
BEGINNING FUND BALANCE	<u>817,556</u>			
ENDING FUND BALANCE	<u>\$ 858,734</u>			

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE ONE MONTH AND FOUR MONTHS ENDED APRIL 30, 2026
Unaudited

	Current Month	YTD Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (33% YTD)
REVENUES					
Taxes					
Cable television	\$ 3,533	\$ 14,133	\$ 42,400	\$ (28,267)	33%
Property	115,070	335,223	613,496	(278,273)	55%
Sales and use	83,161	411,408	1,149,600	(738,192)	36%
Specific ownership	2,413	10,063	36,800	(26,737)	27%
Utility franchise	14,381	30,590	84,000	(53,410)	36%
Total taxes	<u>218,558</u>	<u>801,417</u>	<u>1,926,296</u>	<u>(1,124,879)</u>	<u>42%</u>
Permits and fines					
Court fines	9,896	21,466	80,000	(58,534)	27%
Permits, fees and services	39,675	123,260	250,400	(127,140)	49%
Total permits and fines	<u>49,571</u>	<u>144,726</u>	<u>330,400</u>	<u>(185,674)</u>	<u>44%</u>
Intergovernmental					
Bow Mar IGA	95,530	191,059	382,676	(191,617)	50%
Bow Mar IGA admin	5,000	10,000	20,000	(10,000)	50%
County highway tax revenue	2,072	6,797	18,900	(12,103)	36%
Motor vehicle registration fees	462	1,829	5,800	(3,971)	32%
State cigarette tax apportionment	68	363	1,400	(1,037)	26%
State highway user's tax	4,772	16,689	53,400	(36,711)	31%
Total intergovernmental	<u>107,904</u>	<u>226,737</u>	<u>482,176</u>	<u>(255,439)</u>	<u>47%</u>
Interest	20,843	81,896	175,000	(93,104)	47%
Other	267	531	4,000	(3,469)	13%
Grants	-	-	32,000	(32,000)	0%
TOTAL REVENUES	<u>397,143</u>	<u>1,255,307</u>	<u>2,949,872</u>	<u>(1,694,565)</u>	<u>43%</u>
EXPENDITURES					
Administration					
Accounting and audit	15,385	44,238	136,500	(92,262)	32%
Advertising/notices	-	656	500	156	131%
Bank/credit card fees	608	2,279	6,500	(4,221)	35%
Building inspection and planning review	6,406	33,562	80,000	(46,438)	42%
Building maintenance and utilities	3,628	6,827	32,000	(25,173)	21%
Community functions	978	2,268	60,000	(57,732)	4%
Computer expense	532	1,906	10,000	(8,094)	19%
County treasurer's collection fees	1,151	3,352	6,135	(2,783)	55%
Dues and publications	2,940	7,938	21,647	(13,709)	37%
Education and training	2,779	2,779	19,000	(16,221)	15%
Election	-	1,415	12,000	(10,585)	12%
Health insurance	2,635	11,366	33,287	(21,921)	34%
Human resources	844	3,144	18,000	(14,856)	17%
Insurance workers comp and liability	320	5,235	20,097	(14,862)	26%
Legal	260	11,617	52,900	(41,283)	22%
Mayor expenses & meals	56	111	1,000	(889)	11%
Miscellaneous	341	749	1,500	(751)	50%
Payroll taxes	1,477	4,005	13,500	(9,495)	30%
Pension	1,246	3,391	13,500	(10,109)	25%
Salaries	27,002	74,112	269,016	(194,904)	28%
Special projects	-	-	10,000	(10,000)	0%
Supplies, printing, postage	2,803	6,589	13,000	(6,411)	51%
Telephone/communications	1,063	4,368	13,419	(9,051)	33%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE ONE MONTH AND FOUR MONTHS ENDED APRIL 30, 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 (33% YTD)</u>
Emergency reserve	-	-	88,500	(88,500)	0%
Total administration	<u>72,454</u>	<u>231,907</u>	<u>932,001</u>	<u>(700,094)</u>	<u>25%</u>
Planning and engineering					
Town planning	560	4,640	20,000	(15,360)	23%
Town engineer	6,786	8,935	18,400	(9,465)	49%
Total planning and engineering	<u>7,346</u>	<u>13,575</u>	<u>38,400</u>	<u>(24,825)</u>	<u>35%</u>
Public safety					
Operations					
Cruiser gas	1,242	5,026	20,992	(15,966)	24%
Cruiser oil/maintenance	999	3,178	13,645	(10,467)	23%
Cruiser insurance	477	1,908	5,725	(3,817)	33%
Education/training	-	-	12,620	(12,620)	0%
Equipment - camera body and dash	2,574	2,574	13,800	(11,226)	19%
Equipment/repair	-	-	4,198	(4,198)	0%
Health insurance	5,098	25,256	89,300	(64,044)	28%
Insurance workers comp and liability	3,598	14,394	44,428	(30,034)	32%
Payroll taxes	3,029	7,651	34,200	(26,549)	22%
Pension	8,654	24,166	68,300	(44,134)	35%
Salaries	83,029	218,873	682,071	(463,198)	32%
Supplies/miscellaneous	564	564	15,000	(14,436)	4%
Telephones	401	1,426	4,449	(3,023)	32%
Uniforms	1,123	1,123	10,000	(8,877)	11%
Total operations	<u>110,788</u>	<u>306,139</u>	<u>1,018,728</u>	<u>(712,589)</u>	<u>30%</u>
Municipal court					
Judge	1,050	4,200	12,600	(8,400)	33%
Interpreter	200	800	3,000	(2,200)	27%
Legal	1,971	9,394	30,000	(20,606)	31%
Health insurance	990	4,176	10,105	(5,929)	41%
Payroll taxes	536	1,440	4,368	(2,928)	33%
Pension	447	1,328	4,368	(3,040)	30%
Salaries	10,080	27,337	87,360	(60,023)	31%
Administration	-	-	1,000	(1,000)	0%
Supplies	-	-	2,500	(2,500)	0%
Total municipal court	<u>15,274</u>	<u>48,675</u>	<u>155,301</u>	<u>(106,626)</u>	<u>31%</u>
Contracts					
Arapahoe county dispatch fee	-	12,484	44,417	(31,933)	28%
Tri-tech software	-	-	1,380	(1,380)	0%
Humane society	-	-	500	(500)	0%
Juvenile assessment	-	695	650	45	107%
Netmotion	-	-	500	(500)	0%
CACP	545	975	1,000	(25)	98%
CISC	-	-	1,000	(1,000)	0%
WhenIWork	930	930	800	130	116%
Total contracts	<u>1,475</u>	<u>15,084</u>	<u>50,247</u>	<u>(35,163)</u>	<u>30%</u>
Computer/IT					
Flock safety	-	-	20,500	(20,500)	0%
Offsite server backup and protection	1,060	3,340	12,000	(8,660)	28%
Office 365 accounts	1,497	1,497	6,527	(5,030)	23%
Scheduled computer replacement	-	-	14,000	(14,000)	0%
Govpilot	1,167	4,667	14,000	(9,333)	33%
Total computer/IT	<u>3,724</u>	<u>9,504</u>	<u>67,027</u>	<u>(57,523)</u>	<u>14%</u>

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE ONE MONTH AND FOUR MONTHS ENDED APRIL 30, 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 (33% YTD)</u>
Total public safety	131,261	379,402	1,291,303	(911,901)	29%
Public works					
Ground maintenance	586	893	6,000	(5,107)	15%
Health insurance	1,091	3,484	9,742	(6,258)	36%
Insurance vehicle	238	954	2,863	(1,909)	33%
Insurance workers comp and liability	595	2,378	7,335	(4,957)	32%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	702	1,844	6,221	(4,377)	30%
Pension	551	1,494	6,221	(4,727)	24%
Professional fees-mosquito control	1,433	1,433	8,679	(7,246)	17%
Salaries	12,791	32,963	124,425	(91,462)	26%
Sanitation/trash/recycle service	8,944	35,771	110,838	(75,067)	32%
Signs maintenance	34	34	5,000	(4,966)	1%
Snow removal	803	1,404	5,000	(3,596)	28%
Storm water permit process/NPDES	-	634	1,200	(566)	53%
Street lighting	922	5,514	15,000	(9,486)	37%
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	77	196	2,000	(1,804)	10%
Uniforms	-	-	1,000	(1,000)	0%
Vehicle maintenance	249	249	2,000	(1,751)	12%
Total public works	<u>29,016</u>	<u>89,245</u>	<u>494,524</u>	<u>(405,279)</u>	<u>18%</u>
TOTAL EXPENDITURES	<u>240,077</u>	<u>714,129</u>	<u>2,756,228</u>	<u>(2,042,099)</u>	<u>26%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>157,066</u>	<u>541,178</u>	<u>193,644</u>	<u>347,534</u>	<u>279%</u>
OTHER FINANCING USES					
Transfer to capital	(100,000)	(500,000)	(270,000)	(230,000)	185%
Total other financing uses	<u>(100,000)</u>	<u>(500,000)</u>	<u>(270,000)</u>	<u>(230,000)</u>	<u>185%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 57,066</u>	<u>\$ 41,178</u>	<u>\$ (76,356)</u>	<u>\$ 117,534</u>	
BEGINNING FUND BALANCE		<u>817,556</u>			
ENDING FUND BALANCE		<u>\$ 858,734</u>			

TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE FOUR MONTHS ENDED APRIL 30, 2026
Unaudited

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
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	55,895	75,000	(19,105)	75%
Public works				
Platte Canyon Sidewalk - Village to Fairway	19,051	500,000	(480,949)	4%
Platte Canyon/Coal Mine right turn lane	-	280,000	(280,000)	0%
Town wall	-	100,000	(100,000)	0%
Trails	9,385	-	9,385	0%
Total expenditures	<u>84,331</u>	<u>955,000</u>	<u>(870,669)</u>	<u>9%</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(84,331)</u>	<u>(355,000)</u>	<u>270,669</u>	<u>24%</u>
OTHER FINANCING SOURCES				
Gain on sale of asset	-	9,000	(9,000)	0%
Transfer from general	500,000	270,000	230,000	185%
Total other financing sources	<u>500,000</u>	<u>279,000</u>	<u>221,000</u>	<u>179%</u>
NET CHANGE IN FUND BALANCE	415,669	<u>\$ (76,000)</u>	<u>\$ 491,669</u>	
BEGINNING FUND BALANCE	<u>5,934,427</u>			
ENDING FUND BALANCE	<u>\$ 6,350,096</u>			

**TOWN OF COLUMBINE VALLEY
 CONSERVATION TRUST
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
 BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
 FOR THE FOUR MONTHS ENDED APRIL 30, 2026
 Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
REVENUES				
Conservation Trust Fund entitlement	\$ 2,881	\$ 8,700	\$ (5,819)	33%
CTF interest	574	1,300	(726)	44%
Total revenues	<u>3,455</u>	<u>10,000</u>	<u>(6,545)</u>	<u>35%</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	3,455	<u>\$ 4,000</u>	<u>\$ (545)</u>	
BEGINNING FUND BALANCE	<u>42,140</u>			
ENDING FUND BALANCE	<u>\$ 45,595</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 FOUR MONTHS ENDED APRIL 30, 2026
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
REVENUES				
Arapahoe County open space	\$ -	\$ 64,400	\$ (64,400)	0%
ACOP interest	10,001	27,000	(16,999)	37%
Total revenues	<u>10,001</u>	<u>91,400</u>	<u>(81,399)</u>	<u>11%</u>
EXPENDITURES				
Benches	-	-	-	0%
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	10,001	<u>\$ 91,400</u>	<u>\$ (81,399)</u>	
BEGINNING FUND BALANCE	<u>804,167</u>			
ENDING FUND BALANCE	<u>\$ 814,168</u>			

**TOWN OF COLUMBINE VALLEY
WILD PLUM IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE FOUR MONTHS ENDED APRIL 30, 2026
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
REVENUES				
Interest	\$ 17,264	\$ 70,000	\$ (52,736)	25%
Total revenues	<u>17,264</u>	<u>70,000</u>	<u>(52,736)</u>	<u>25%</u>
EXPENDITURES				
Hunter run	-	250,000	(250,000)	-
Total expenditures	<u>-</u>	<u>250,000</u>	<u>(250,000)</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	17,264	<u>\$ (180,000)</u>	<u>\$ 197,264</u>	
BEGINNING FUND BALANCE	<u>1,390,546</u>			
ENDING FUND BALANCE	<u><u>\$ 1,407,810</u></u>			

**TOWN OF COLUMBINE VALLEY
TRANSPORTATION FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL - MODIFIED ACCRUAL (BUDGETARY) BASIS
FOR THE FOUR MONTHS ENDED APRIL 30, 2026
Unaudited**

	<u>YTD Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (33% YTD)</u>
REVENUES				
Transportation fees	\$ 79,143	\$ 110,000	\$ (30,857)	72%
Total revenues	<u>79,143</u>	<u>110,000</u>	<u>(30,857)</u>	<u>72%</u>
EXPENDITURES				
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	79,143	<u>\$ 110,000</u>	<u>\$ (30,857)</u>	
BEGINNING FUND BALANCE	<u>510,080</u>			
ENDING FUND BALANCE	<u>\$ 589,223</u>			



National Plant Something Day, May 19

Town Administrator's Report

May 2026



Town Administration

Trustee Handbook

Staff has been updating the Trustee Handbook, which is designed to provide background and context to both Colorado Law and Town operations. The handbook will be distributed to all Trustees in the coming weeks.

2027 Budget Preparation

Staff is in early preparations for developing the 2027 Town Budget. In addition to the Capital Improvement Program (CIP) approved by the Trustees in March and the Salary Policy being presented in May, work is underway on a Town-wide fee schedule, financial policy reviews, and other smaller initiatives designed to make the process efficient and transparent.

Public Works Projects

Major projects continue to move forward and completion is anticipated in 2026 for the:

- Platte Canyon sidewalk
- Hunter Run Lane restoration
- Intrepid fiber installation
- Probationary acceptance of the Wild Plum development

Contractor Licensing Streamlined

Staff rolled out an updated contractor licensing process that makes the renewal process easier and more inline with what contractors are accustomed to in other municipalities.

Communications Report

April 2026

Website Visitors:
2,900

Event Promotions:
Shred Event
Prescription Drug
Take-Back
Meet & Greet

**Print Directories
Distributed (Total):**
134

Building Department

Monthly Stats

10 Permits Issued

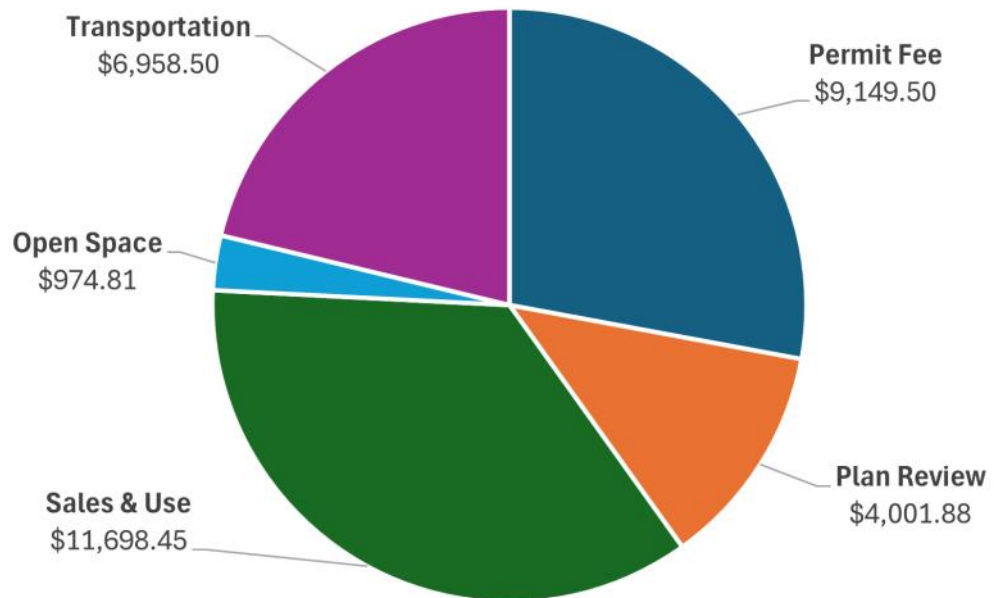
- New SFR: 1
- Major Remodel: 4
- Roofs/Solar: 2
- Basement: 2
- Miscellaneous: 1

60 Inspections

13 Licenses Issued

- General: 7
- Electrical: 2
- Plumbing: 1
- Roofing: 1
- Mechanical: 2

April Revenue: \$32,813.05



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	\$61,516.79	\$235,065.17
April	\$49,166.37	\$250,820.22	\$32,813.05	\$267,878.22
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



Tree Repair at Town Hall

One of the trees in the Town Hall lawn has developed multiple exposed roots over time. This area is a popular gathering space during the summer concerts, so the uneven appearance and potential tripping hazards were a concern. To address the issue, a landscaper removed the old grass, re-worked the soil around the exposed roots, and installed new turf. This work will improve the overall appearance of the lawn while also creating a smoother and safer surface for residents and visitors during Town events.

Street Cleaning

To help remove loose chip material from the streets and gutter pans, the City of Littleton ran its street sweeper through all affected streets. This removed a significant amount of loose aggregate from the roadway surface. However, some of the material was also pushed or redistributed into low areas, where it continued to collect. To assist with the cleanup, Columbine Valley Public Works:

- Mounted a vacuum system to the Gator and used it to target areas where loose chip had accumulated.
- Removed approximately 14 gallons of loose chip material during the first pass.
- Found the process to be effective, but will continue refining the setup and cleanup method before running it again.

Work at Wild Plum

Lennar completed asphalt and concrete work as part of the preparation for probationary acceptance into the Town. For the asphalt work, all known pavement defects were located and marked for repair. This included more than a dozen full-depth asphalt patches and approximately 20 full-depth cracks. Identifying and marking these areas in advance helped ensure the required repairs could be properly addressed before the final asphalt treatment was completed.



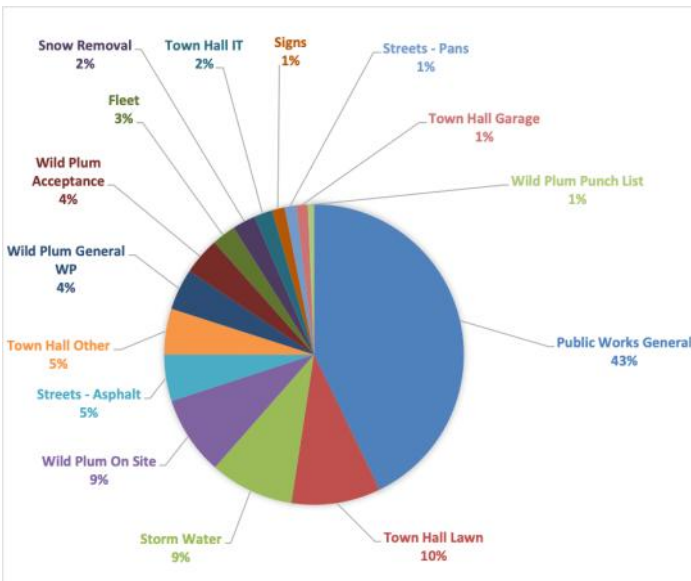
Concrete work included improving drainage by removing and replacing several gutter pans that were holding water. In addition, failing emergency access gate opener pads were removed and re-poured. This will provide a more stable and durable surface for the gate equipment and help prevent future settlement or failure.



MARCH / APRIL WEATHER REPORT	
Monthly High	83°
Monthly Low	11°
Inches of rain	1.7"
Inches of snow	11.2"
Days of snow plowing	1
Number of salt spreading trips	1

Public Works

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	\$4,240.00	\$4,240.00
February	\$10,075	\$1,505.00	\$5,745.00
March	\$15,785	\$5,478.00	\$11,223.00
April	\$22,735	\$8,184.60	\$19,407.60
May	\$28,631		
June	\$32,281		
July	\$37,811		
August	\$41,216		
September	\$46,326		
October	\$50,411		
November	\$54,247		
December	\$59,481		

MARCH / APRIL NUMBERS

Task	Hours
Public Works General	129
Town Hall Lawn	29
Stormwater	27
Wild Plum On Site	26
Streets: Asphalt	15
Town Hall Other	15
Wild Plum General WP	13
Wild Plum Acceptance	12
Fleet	8
Snow Removal	7
Town Hall IT	6
Signs	4
Streets: Pans	4
Town Hall Garage	4
Wild Plum Punch List	1

April Docket Summary

The Town held Municipal Court on **Monday, April 13, 2026.**

<u>TYPE</u>	<u>NO.</u>
Total on Docket	18
Hearings	5
Trials	0
Bench Warrants	0
Early Payments	12
Collections	3



Columbine Valley Police Department

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

Columbine Valley P.D. Monthly Report For May 2026

Full Time Positions	6 of 6
Part Time Positions	3 of 5
Regular hours	1158
OT hours worked	84.5
Off Duty	0
PTO	133

April 2026 Violations

Charges For the Date Range 4/1/2026 Thru 4/30/2026

Qty	Charge
8	703(3) FAIL TO STOP AT A STOP SIGN:
4	1101(2)(H) SPEEDING 10 - 19 MPH OVER (34/20):
4	1101(2)(H) SPEEDING 10 - 19 MPH OVER (32/20):
4	1101(2)(H) SPEEDING 10 - 19 MPH OVER (35/20):
4	1101(2)(H) SPEEDING 10 - 19 MPH OVER (33/20):
3	1101(2)(H) SPEEDING 10 - 19 MPH OVER (36/20):
2	1101(2)(H) SPEEDING 10 - 19 MPH OVER (59/45):
2	1101(2)(H) SPEEDING 10 - 19 MPH OVER (39/20):
2	1101(2)(H) SPEEDING 10 - 19 MPH OVER (57/45):
2	1101(2)(H) SPEEDING 10 - 19 MPH OVER (56/45):
2	1101(2)(H) SPEEDING 10 - 19 MPH OVER (58/45):
1	201 OBSTRUCTED VIEW:
1	603 TRAFFIC CONTROL DEVICE:
1	CMC 5.08.070 SOLICITING PROHIBITED:
1	1416 REGISTRATION VIOLATION (11/2025):
1	1416 REGISTRATION VIOLATION (12/2024):
1	1416 REGISTRATION VIOLATION (6/2025):
1	703(3) FAIL TO STOP AT A STOP SIGN (X2):

1	1101(2)(H) SPEEDING 10 - 19 MPH OVER (38/20):
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER (35/24):
1	1101(2)(H) SPEEDING 20 AND OVER (40/20):
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER (50/35) SZ:
1	1101(2)(H) SPEEDING 10 - 19 MPH OVER (55/45):

49 Total Number of Violations Issued

Monthly Case # Report

Case Number	Event Date	Situation Reported
CV26-000029	04/04/2026 11:13:04 PM	Property Accident PROPERTY ACCIDENT
CV26-000030	04/07/2026 04:21:09 PM	IP PROPERTY ACCIDENT
CV26-000031	04/07/2026 04:52:40 PM	IP
CV26-000032	04/07/2026 04:52:55 PM	INFORMATION IP
CV26-000033	04/08/2026 03:17:07 PM	WARRANT ARREST IP
CV26-000034	04/09/2026 11:12:50 AM	TRAFFIC ARREST IP
CV26-000035	04/09/2026 01:04:53 PM	DUI IP
CV26-000036	04/10/2026 12:24:26 PM	Fraud
CV26-000037	04/12/2026 08:35:42 AM	TRAFFIC ARREST IP
CV26-000038	04/12/2026 09:06:26 AM	TRAFFIC ARREST IP
CV26-000039	04/14/2026 04:33:34 PM	TRAFFIC STOP IP PROPERTY ACCIDENT
CV26-000040	04/14/2026 04:55:18 PM	IP
CV26-000041	04/15/2026 12:39:10 PM	TRAFFIC ARREST IP
CV26-000042	04/15/2026 01:26:40 PM	TRAFFIC STOP IP
CV26-000043	04/15/2026 06:14:40 PM	TRAFFIC STOP IP
CV26-000044	04/17/2026 04:16:51 PM	DUI IP
CV26-000045	04/20/2026 06:34:35 PM	FOLLOW UP IP*
CV26-000046	04/22/2026 07:07:00 PM	WELFARE CHECK IP
CV26-000047	04/23/2026 02:29:52 PM	DEAD ON ARRIVAL IP Theft from Motor
CV26-000048	04/24/2026 12:34:17 PM	Vehicle
CV26-000049	04/27/2026 12:33:22 PM	Fraud

CV26-000050	04/28/2026 11:31:46 AM	DISTURBANCE VERBAL IP
CV26-000051	04/28/2026 04:43:40 PM	TRAFFIC ARREST IP
CV26-000052	04/28/2026 07:13:41 PM	TRAFFIC ARREST IP
CV26-000053	04/28/2026 08:37:19 PM	FOLLOW UP IP* ABANDONED VEHICLE
CV26-000054	04/30/2026 06:22:04 AM	IP*

Problem Type Summary

10:25 AM 5/13/2026

Data Source: Data Warehouse

Agency: ACSO

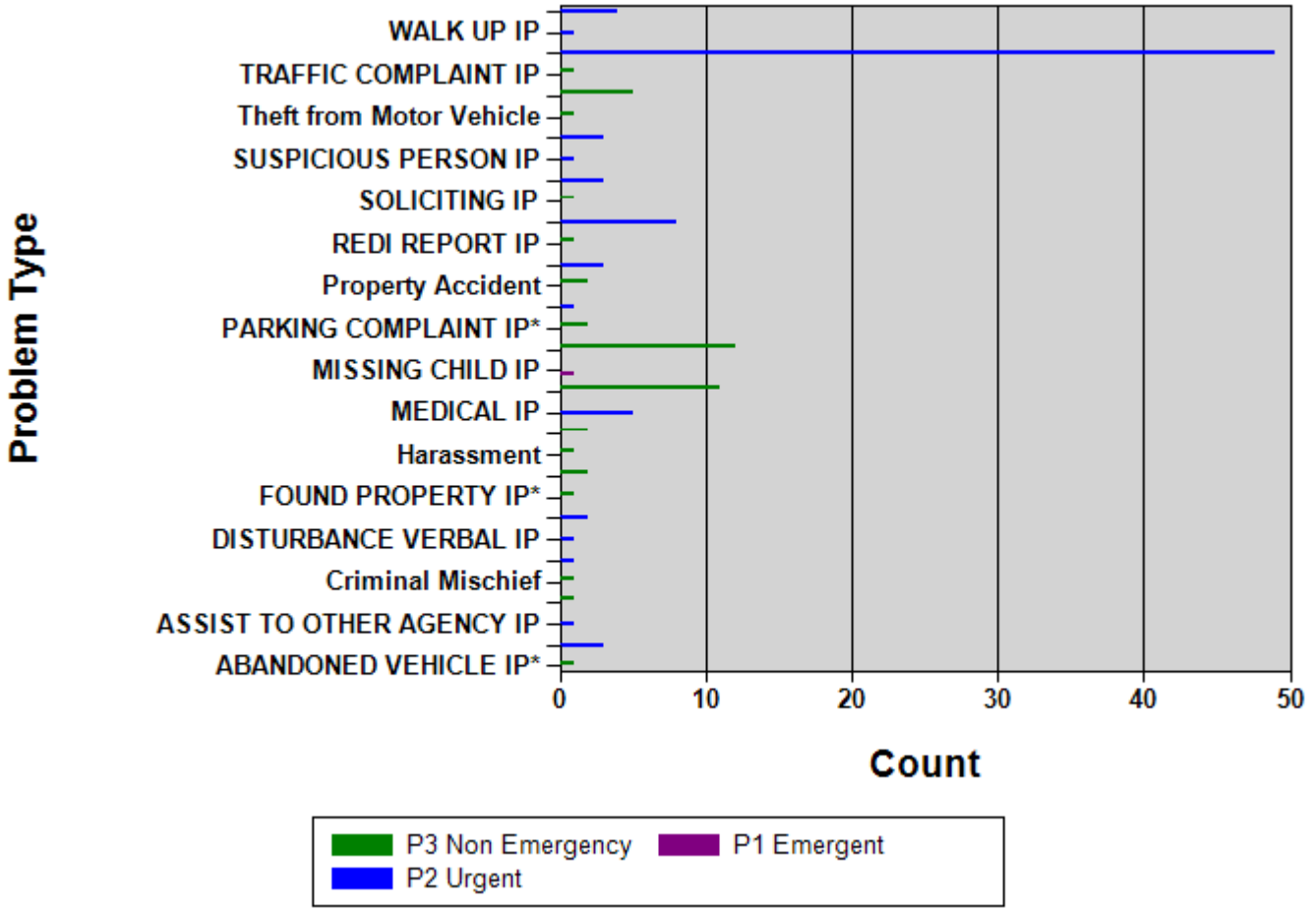
Division: Bow Mar, Bow Mar Inactive Personnel, Columbine Valley, Columbine Valley Inactive Pers

Day Range: Date From 4/1/2026 To 4/30/2026

Exclusion:

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

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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>5</u>							<u>5</u>
Traffic Complaint										
TRAFFIC COMPLAINT IP			<u>1</u>							<u>1</u>
TRAFFIC OBSTRUCTION IP										
TRAFFIC STOP IP		<u>49</u>								<u>49</u>
TRANSPORT IP										
Trespass to Property										
TRESPASS TO PROPERTY IP										
Trespass to Vehicle										
TRESPASS TO VEHICLE IP										
UNKNOWN INJURY ACCIDENT IP										
UNLAWFUL ACTS IP										
UNWANTED SUBJECT IP										
VEHICLE LOCKOUT IP										
VIN VERIFICATION IP										
WALK UP IP		<u>1</u>								<u>1</u>
WARRANT ARREST IP										
WARRANT PICKUP IP										
Weapons Violation										
WEAPONS VIOLATION IP										
WELFARE CHECK IP		<u>4</u>								<u>4</u>
ZZ-Animal Call										
ZZ-Suspicious Person										
ZZ-Suspicious Vehicle										
ZZ-Unwanted Subject										
ZZ-ZONING IP										
Total	<u>1</u>	<u>86</u>	<u>45</u>							<u>132</u>



Board of Trustee Presentation Memo

Date: May 19, 2026

Title: Department Overview – Communications and Events

Presented By: Kelly Anton, Communications and Event Coordinator

Background: Throughout 2026, 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 May meeting will feature an overview of the roles and responsibilities of the Town’s Communications and Events Department.

Attachments: None.

Action: No action is necessary.



Request for Board of Trustee Action

- Date:** May 19, 2026
- Title:** Trustee Bill #5, Series 2026 – Amending the Municipal Code
- Presented By:** Lee Schiller, Town Attorney
- Prepared By:** Lee Schiller, Town Attorney
- Background:** In 2025, the Town of Columbine Valley undertook a comprehensive update and adoption of its Municipal Code to modernize and consolidate existing regulations. Following implementation of the updated code, staff and the Board of Trustees have identified several provisions that warrant clarification, correction, or refinement to better align with current governance practices and organizational structure.
- A primary focus of this ordinance is to eliminate the longstanding practice of appointing members of the Board of Trustees to serve as “Commissioners” overseeing specific functional areas. This commissioner model is no longer consistent with the Town’s administrative framework and has created ambiguity regarding roles, responsibilities, and lines of authority. The proposed amendments transition these responsibilities to the Town Administrator and professional staff, reinforcing a more standardized council-manager form of governance and improving operational clarity.
- In addition to this structural change, the ordinance includes a series of technical amendments throughout the Municipal Code. These changes include updating terminology, removing outdated references, clarifying procedures for meetings and vacancies, aligning provisions with current state statutes, and refining administrative and operational provisions across multiple sections of the code.
- Collectively, these updates are intended to improve the clarity, consistency, and functionality of the Municipal Code while ensuring that the Town’s governance framework reflects current best practices and supports efficient administration.
- Attachments:** Trustee Bill #5, Series 2026
- Recommended Motion(s):** “I move to approve on 2nd Reading Trustee Bill #5, Series 2026 - Amending the Municipal Code, as presented.”

TRUSTEE BILL NO. 5
SERIES OF 2026

INTRODUCED BY
MAYOR: BILL DOTSON

A BILL FOR AN ORDINANCE
OF THE TOWN OF COLUMBINE VALLEY AMENDING THE MUNICIPAL CODE OF
THE TOWN OF COLUMBINE VALLEY

WHEREAS, heretofore, the Board of Trustees adopted a new municipal code for the Town of Columbine Valley; and

WHEREAS, the Board of Trustees desire to amend the new municipal code by among other things, eliminating the appointment of members of the Board of Trustees as Commissioners.

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

Section 1. The Board of Trustees hereby adopts the amendments to the Municipal Code of the Town of Columbine Valley as set forth in Exhibit A, attached hereto and incorporated by reference herein. Wherever the term "Commissioner" is found in the Municipal Code, that term should be interpreted as referring to "Town Administrator."

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 21st day of April, 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 19th day of May, 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

Exhibit A

MODIFICATIONS TO THE COLUMBINE VALLEY MUNICIPAL CODE OF 2025

Sec. 1.01.050(d). This paragraph shall be modified to read as follows: All provisions desired to be repealed shall be repealed specially by section, subdivision, division, article, or chapter number, as appropriate, or by setting out the repealed provisions in full in the repealing ordinance.

Sec. 2.04.030 Vacancies. Modify to read as follows: “The Board of Trustees has the power to fill all vacancies on the Board or any other office, and the persons so appointed shall hold office until the next regular election and until a successor is elected and has complied with C.R.S § 31-4-401. The Board also has the power to fill a vacancy on the Board or in any other elective office of the Town by ordering an election to fill the vacancy until the next regular election and until a successor has been elected and has complied with C.R.S § 31-4-401. If the Board at the time of a vacancy occurs or within sixty (60) days thereafter, lacks a sufficient number of members to establish a quorum to fill the vacancy as provided herein, the Town clerk shall, without further action by the Town Board, call a special election to be held as soon as practicable to fill the vacancy until the term of the office of a successor elected at the next regular election has commenced as provided in C.R.S § 31-4-301. The Board may cancel such election if the Board is able to fill the vacancy prior to date of the special election.”

Sec. 2.04.040 Regular Meetings. Remove the initial phrase, “Beginning with the month of August 1998”. The last sentence shall be modified to read: “All such regular meetings of the Board will be held at 2 Middlefield Road, Columbine Valley, Colorado 80123.”

Sec. 2.04.050 Special Meetings. The second sentence of that paragraph shall be modified to read: “Whenever a special meeting shall be called, notice thereof shall state the date, hour and place of the meeting, and the purpose for which such meeting is called, and no business shall be transacted thereat except as stated in the notice.”

Sec. 2.04.060 Quorum. After the first sentence add: “Four members of the Board of Trustees shall constitute a quorum (C.R.S § 31.4.301(3)).”

Sec. 2.04.090 Motions; Roll Call Vote. The paragraph shall be amended to read as follows: “Every subject coming before the Board for its actions shall be submitted by resolution, or motion, and the vote thereon shall be taken by ayes and nays.”

Sec. 2.04.110 Vote Required. The first sentence of the paragraph shall be modified to read: “All ordinances, all resolutions or orders to enter into contract, and all appointments of officers

shall require for their passage or adoption the concurrence of a majority of all members elected or appointed to the Board.”

Delete the second sentence in that paragraph.

Sec. 2.12.040(1) Remove reference to Building Commissioner.

Sec. 2.12.040(3) Remove reference to Public Works Commissioner.

Sec. 2.12.040(4) Remove (4) completely.

Sec. 2.12.040(5) Remove reference to Commissioner of Special Affairs.

Sec. 2.12.040(5c) Modify to read other duties as directed by the Board of Trustees.

Sec. 2.12.040(6) Remove (6) completely.

Sec. 2.12.040(9) Remove reference to Traffic Violations Bureau.

Sec. 2.12.040(9b) Remove (9b) completely.

Sec. 2.12.040(9c) Remove (9c) completely.

Sec. 2.20.030 Duties (Town Treasurer). Remove “trustee designated” in initial paragraph.

Add the following: “The Town Treasurer shall oversee the performance of the Town

Administrator, Accountant, and Bookkeeper.” Sec. 2.20.030(4) Remove (4) completely.

Sec. 2.20.030(5). Modify (5) to read as follows: “Cause payments to be issued from the Treasury to pay such sums of money as may be authorized by the Board of Trustees. All such payments or disbursement of funds shall require the signatures or approval, as the case may be, of 2 of the following 3 individuals: the Mayor, Mayor Pro-Tem or Town Administrator. The Board has the authority at any time to establish policy regarding disbursement of Town funds.”

Sec. 2.24.020 Duties (Town Attorney). Sec. 2.24.020(3). Modify (3) to read: “He shall prepare or review all ordinances, Town contracts, bonds, and other written instruments which are submitted to or authorized by the Board.”

Sec. 2.32.040. Insert “and” between the words “place and “in” in the second to the last line of that Section.

Sec. 2.40.040 Police Officers Duties. Sec. 2.40.040(1). Replace Town Marshal with Chief of Police.

Sec. 2.40.070 Extraterritorial Duty. Remove the phrase “upon request of the Town Marshal.”

Sec. 2.44.020(2). This paragraph shall be amended to read; A Trustee who shall be an ex officio member of the Commission with no vote, and shall serve during his office tenure.

Sec. 3.080.020 Purchase Authorization. Replace with: Less than \$35,000.00, Town Administrator for purchase of goods or procurement of services approved in the budget. More than \$35,000.00 approved by the Board of Trustees.

Sec. 3.08.050 Bidding Procedures; Semi-Formal. Replace the word supplies with goods or services.

Sec. 5.05.040 Operational Standards. Sec. 5.05.040(e). Remove the reference to Chief Building Official and replace with Town Administrator.

Sec. 5.05.050 Design Standards. Sec. 5.05.050(1)(b). Replace Community Development Director with Town Administrator.

All the references to Building Commissioner or Community Development Director on pages CD5: 13, 14, 15, 16, and 17 of the 2025 Municipal Code to be replaced with Town Administrator.

Sec. 6.04.080(a). Remove the reference to the Animal Control Officer.

Sec. 6.04.080(b). Replace Animal Control Officers with Police Officers.

Sec. 6.04.080(c). Replace Animal Control Officer with Police Officer

Sec. 6.04.090 Retitle as: Police Officers Animal Control duties.

- (a). Replace Animal Control Officer with: a Police Officer.
- (b). Replace Animal Control Officers with Police Officers.
- (c). Delete the reference to Animal Control Officer.

Sec. 10.04.020 Additions, Modifications, Deletions (Parking). Sec. 10.04.020(3)(d).

Replace Police Commissioner or the Mayor with Town Administrator or Designee.

Sec. 12.04.040 Notice and Removal of Encroachments (Streets and Sidewalks). Replace Road Commissioner with Town Administrator in two places.

Sec. 12.04.060 Sidewalks – Required. Insert as the second sentence: It shall be the duty of each homeowner to keep gutter pans adjacent to the owner’s property unobstructed.

Sec. 12.04.070 Sidewalks – Notice; Installation. Repeal this Section.

Sec. 12.04.090 Authority and Supervision. Replace Public Works Commissioner and Road Commissioner with Town Administrator.

Sec. 12.08.070 Private Authority. Replace Board of Trustees with Town Administrator.

Sec. 12.08.080 Permit – Required; Specifications. In the third line put a period after the word “permit” and delete “from the Board of Trustees”. In the fourth line replace the word Board with Town.

Sec. 12.08.090 Permit – Application. Replace Board of Trustees with Town Administrator in two places.

Sec. 12.08.100 Permit – Fee. Replace Board of Trustees with Town Administrator.

Sec. 12.08.110 Bond Required. Replace Board of Trustees with Town Administrator.

Sec. 12.13.020 Definitions. Remove definition of Public Works Commissioner.

Sec. 12.13.040(b). Replace Public Works Commissioner with Town Administrator.

Sec. 12.13.080 Performance Bond/Letter of Credit. Sec. 12.13.080(a). Replace Public Works Commissioner with Town Administrator in two places.

Sec. 12.13.100. Replace Public Works Commissioner with Town Administrator in two places.

Sec. 12.13.120 Time of Completion. Replace Public Works Commissioner with Town Administrator.

Sec. 12.13.130 Traffic Control. Replace Public Works Commissioner with Town Administrator in paragraphs , (a), (b), (c), and (f).

Sec. 12.13.150 Joint Planning and Construction; Coordination of Excavations. Replace Public Works Commissioner in (b), (c), (d), (e), and (f) with Town Administrator. In paragraph (c) replace the phrase the Public Works Commissioner “shall prepare a repaving plan...” with “may prepare a repaving plan”. The third sentence in paragraph (c) shall be revised to read: “The repaving plan may be revised and updated on an annual basis”.

In paragraph (d) the first sentence shall be modified to read: “Prior to applying for a permit, any person planning to excavate in the Town’s right of way shall meet with the Town Administrator and coordinate to the extent practicable...”

Sec. 12.13.160. Replace Public Works Commissioner in paragraphs (b), (c), and (i) with Town Administrator.

Sec. 12.13.180 Construction and Restorations Standards for Newly Constructed or Overlaid Streets. Sec. 12.13.180(2). Replace Public Works Commissioner with Town Administrator.

Sec. 12.13.190 Relocation of Facilities. Replace Public Works Commissioner with Town Administrator.

Sec. 12.13.200 Abandonment and Removal of Facilities. Replace Public Works Commissioner with Town Administrator in subparagraphs (a), and (b).

Sec. 12.13.220 Revocation of permits. Replace 3 references to Public Works Commissioner with Town Administrator.

Sec. 12.13.230 Appeals procedure. Replace reference to Public Works Commissioner with Town Administrator.

Sec. 13.04.080. Replace Public Safety Commissioner, Public Works Commissioner, and Building Commissioner with Town Administrator.

Sec. 13.04.090. Same change as Sec. 13.04.080 above in the initial paragraph of Sec. 13.04.090.

Sec. 13.04.090(4). Replace Issuing Commissioner with Town Administrator.

Sec. 13.04.090(5). Replace “from a Commission” with “from the Town Administrator.”

Sec. 13.04.090(6). Replace Public Safety Commissioner with Town Administrator or Chief of Police in the first line of that subsection and in the third line of that subsection replace Commissioner with Town Administrator or Chief of Police.

Sec. 13.04.100. Retitle as “Interference with Town Officials”. In the first sentence the word “Commissioners” to be replaced with “Officials” and add the phrase “as described in this Chapter.” The rest of the sentence remains the same.

Sec. 15.04.020(g). Put a period after the phrase “or as deemed necessary by the Building Official”. Delete the statement within the parenthesis. The remainder of the sentence remains unchanged.

Sec. 15.04.030. Shall be retitled as: Building Official, Building Inspector. This section shall be modified to read as follows: “The Building Official and Town staff are charged with the administration and execution of this title. The Building Official shall mean the Town Administrator, who shall appoint the Building Inspector, who in turn may appoint additional inspectors. The Building Inspector, or inspectors shall be qualified to serve in their positions. The Building Official shall be the chief enforcement officer for all building regulations contained in this title, including the various codes adopted by reference, except the Fire Prevention Code.

The Building Inspector or Inspectors shall make the required inspections and shall perform such other duties as the Building Official may direct. All fees provided in this title shall be paid to the Town Treasurer and deposited in the general fund.”

Sec. 15.04.050(c). The first sentence shall be modified to read the Building Inspector or Inspectors shall make all the required inspections.

Sec. 15.04.060(a). In the second line after Building Official, add Building Inspector or an authorized representative.

Sec. 15.04.060(b). After the phrase “Building Official” add “Building Inspector or an authorized representative.

Sec. 15.08.010. The introductory paragraph shall be amended to read: “The following codes are adopted by the Board of Trustees from time to time together with amendments to such codes, for use in the regulation of buildings and structures within the Town. Said codes are available for public inspection at all reasonable hours in the Town office.”

Sec. 15.08.030. The phrase “Building Commissioner, or his designee to be replaced with Building Official.

Sec. 15.08.060(b). Delete the sentence: “All planning and zoning reviews shall be pursuant to the criteria and rules and regulations established by the Planning and Zoning Commission which have been approved by the Board of Trustees”. In addition, replace the term “Building Commissioner” with “Building Official”.

Sec. 15.08.070(3). Delete the sentence: “All planning and zoning reviews may be pursuant to the criteria, and rules and regulations established by the Planning and Zoning Commission which have been approved by the Board of Trustees”. Replace the term “Building Commissioner” with “Building Official”.

Sec. 15.08.120(c). The second to last sentence in that paragraph shall be modified to read as follows: “Prior to the rough framing inspection, the permittee or his authorized representative shall provide to the Building Official the Engineer of Record’s inspection observation report for the building’s foundation elements, waterproofing, and the foundation drain system”.

Sec. 15.08.130(a). The initial sentence shall be modified to read as follows: “The Building Official, upon notification, shall cause to be made an inspection required by this subsection”.

Sec. 15.12.010. Shall be modified to read as follows: “The current version of the National Electric Code is adopted the by the Board of Trustees from time to time, together with amendments to such code, for regulating the installation, enlargement, repair and maintenance of electrical systems of all kinds in the Town. Two copies of said Code are on file in the office of the Town Clerk and may be inspected during regular business hours”.

Sec. 15.36.130. Replace Building Commissioner with Town Administrator.

Sec. 15.50.030. Shall be retitled as: “Authority of Building Official.”

Sec. 15.50.030(A). Replace Building Commissioner with Building Official. Replace Commissioner with Building Official.

Sec. 15.50.030(B). Replace Commissioner with Building Official.

Sec 15.50.040(4). Replace Commissioner with Building Official.

Sec. 15.50.060. Replace Commissioner with Building Official and Building Commissioner with Building Official.

Sec. 15.50.070(3). This subsection is modified to read: “To present the license or registration certificate when requested by the Building Official or Building Inspector.”

Sec. 15.50.070(6). Replace Commissioner with Building Official.

Sec. 15.50.080. Replace Commissioner with Building Official.

Sec. 15.50.090(c). Replace Commissioner with Building Official.

Sec. 15.50.090(e). Replace the word “guilt” with “noncompliance”.

Sec. 15.50.100. Replace Building Commissioner with Building Official.



Request for Board of Trustee Action

Date: May 19, 2026

Title: Trustee Bill #6, Series 2026 – Adopting the 2024 Fire Code

Presented By: Lee Schiller, Town Attorney

Prepared By: Lee Schiller, Town Attorney, South Metro Fire and Rescue

Background: The Town currently utilizes the 2024 International Building Codes, adopted by the Board of Trustees in November 2025, and the 2023 National Electric Code, adopted in 2024, to establish minimum standards for life safety, property protection, construction practices, and building operations within the community. The International Code Council periodically updates these model codes to reflect evolving construction methods, fire and life safety standards, and industry best practices.

The proposed ordinance would adopt the 2024 International Fire Code (“IFC”), including select appendices and local amendments tailored to the Town’s operational needs and regional standards. The ordinance formally recognizes the South Metro Fire Rescue Fire Marshal’s Office as the enforcing authority for fire code administration and enforcement within Columbine Valley.

The proposed amendments address administrative procedures, permitting thresholds, fire apparatus access standards, operational permitting requirements for temporary structures and events, and local enforcement provisions. Additional amendments clarify regulations related to fireworks, fire access roads, temporary membrane structures and tents, and coordination between the Fire Code and local roadway standards.

These updates are intended to ensure the Town’s fire prevention and life safety regulations remain current with nationally recognized standards and consistent with regional fire protection practices utilized by South Metro Fire Rescue. Members from SMFR will attend the June meeting to answer questions regarding this ordinance.

Attachments: Trustee Bill #6, Series 2026

Recommended Motion(s): “I move to approve as presented Trustee Bill #6, Series 2026 on 1st Reading and set a public hearing on this ordinance for Tuesday, June 16th at or as soon after 6:30 as the agenda allows”.

A BILL FOR AN ORDINANCE
OF THE TOWN OF COLUMBINE VALLEY ADOPTING THE INTERNATIONAL CODE
COUNCIL'S 2024 INTERNATIONAL FIRE CODE

WHEREAS, the purpose of the International Fire Code is to establish minimum requirements for providing a reasonable level of fire safety and property protection from hazards of fire explosion or dangerous conditions in new and existing buildings; and

WHEREAS, copies of the International Fire Code are available for inspection in the offices of the Town of Columbine Valley during weekday business hours.

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

Section 1. The Board of Trustees hereby adopts the International Code Council's 2024 International Fire Code with the following amendments:

- (a) Section 101.1 is deleted and replaced by the following:

101.1 Title. These regulations shall be known as the Fire Code of the Town of Columbine Valley, hereinafter referred to as "this code."

- (b) 101.2.1 **Amendments.** The International Fire Code, 2024 Edition, shall be amended as follows:

The following Appendices are hereby adopted as part of this code:

(i) Appendix B, Fire-Flow Requirements for Buildings.

(ii) Appendix C, Fire Hydrant Locations and Distribution.

(iii) Appendix D, Fire Apparatus Access Roads, as amended.

- (c) Section 103.1 is deleted and replaced by the following:

103.1 Creation of agency. The South Metro Fire Rescue Fire Protection District Fire Marshal's Office is hereby created within the jurisdiction of the Town of Columbine Valley, and the official in charge thereof shall be known as the fire code official. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.

(d) Section 103.2 of the International Fire Code is amended to read:

103.2 Appointment – The Fire Marshal of the South Metro Fire Rescue Fire Protection District, or a designee, is hereby appointed as the fire code official.

(e) Section 105.5.40 is deleted and replaced by the following:

105.5.40 Outdoor assembly event. An operational permit is required to conduct an outdoor assembly event where elements of the event are regulated by this code or where planned attendance exceeds 500 persons on site at one time.

(f) Section 105.5.51 is amended to read as follows:

105.5.51 Temporary membrane structures, special event structures, inflatable amusement devices, and tents. An operational permit is required to operate an air-supported temporary membrane structure, a temporary special event structure, an inflatable amusement device, or a tent having an area in excess of 400 square feet (37 m²).

Exceptions:

- (1) Tents used exclusively for recreational camping purposes.
- (2) Tents, curtains, and extensions attached thereto, when used for funeral services.
- (3) Tents open on all sides, which comply with all of the following:
 - 3.1 Individual tents having a maximum size of 700 square feet (65 m²).
 - 3.2 The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65 m²) total.
 - 3.3 A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

(g) Section 105.6 is amended to read as follows:

105.6 Required construction permits. The fire code official is authorized to issue construction permits for work as set forth in Section 105.6.1 through 105.6.26.

(h) Section 105.6.25 is hereby amended as follows:

105.6.25 Temporary Membrane Structures and Tents. A construction permit is required to erect a membrane structure, air-inflated membrane structure, air-supported membrane structure, a temporary special event structure, an inflatable amusement device or a tent in accordance with section 105.5.51.

(i) Section 105.6.26 is added to read as follows:

105.6.26 Buildings and facilities. Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change occupancy of a building, or structure, or facility, or to cause any such work to be performed, shall first make application to the fire code official and obtain the required permit.

(j) Section 108.3 Permit valuations are deleted in its entirety.

(k) Section 112.1 is deleted and replaced by the following:

112.1 Board of appeals established. In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there shall be created a Regional Fire Code Board of Appeals by the entry of various fire districts into an intergovernmental agreement ("IGA"). The board of appeals shall be appointed through the operation of the IGA. The fire code official shall be an ex officio member of said board but shall have no vote on any matter before the board. The board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official.

(l) Section 113.4 is amended to read as follows:

Section 113.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be subject to penalties as prescribed in the Town of Columbine Valley Municipal Code.

(m) Section 114.4 is amended to read as follows:

Section 114.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed in Town of Columbine Valley Municipal Code.

(n) Section 609.1 is amended to read as follows:

609.1 General. Hyperbaric facilities shall be inspected, tested, and maintained in accordance with NFPA 99.

Exception:

(1) When the fire code official determines the requirement of NFPA 99 is not applicable to the type of hyperbaric chambers and associated devices being installed, the fire code official shall determine the applicable requirements for the hyperbaric facility.

(o) Section 1103.7.6(3) Group R-2, is amended to read as follows:

(1) A fire alarm system is not required in buildings that do not have interior corridors serving dwelling units, provided that dwelling units either have a means of egress door opening directly to an exterior exit access that leads directly to the exits or are served by open-ended corridors designed in accordance with Section 1027.6, Exception 3.2 to 3.5.

(p) Section 3106.1 is deleted and replaced by the following:

3106.1 Scope. Inflatable amusement devices shall comply with this section.

(q) Section 5601.1.3 Fireworks, is deleted and replaced by the following:

5601.1.3 Fireworks. The possession, manufacture, storage, sale, handling and use of fireworks is prohibited.

Exceptions:

(1) The use of fireworks for fireworks displays as allowed in Section 5608.

(1)

(2) The possession, storage, sale, handling, and use of permissible fireworks as defined by Section 24-33.5-2001, C.R.S., and in accordance with the applicable provisions of this code and Columbine Valley Municipal code.

(f) Section 5704.2.9.6.1 Locations where above-ground tanks are prohibited, is deleted in its entirety.

(g) Section 5706.2.4.4 Locations where above-ground tanks are prohibited, is deleted in its entirety.

(h) Section 5806.2 Limitations, is deleted in its entirety.

(i) Section 6104.2 Maximum capacity within established limits, is deleted in its entirety.

(j) Section D101.1 is deleted and replaced by the following:

D101.1 Scope. Fire apparatus access roads shall be in accordance with this appendix, all other

applicable requirements of the International Fire Code, and the roadway design standards adopted by the applicable county or municipality. Should any provisions of the fire code conflict with the roadway design provisions, the fire code official and the designated city or county official shall make the final determination.

(k)Section D102.1 is deleted and replaced by the following:

D102.1 Access and loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing up to 80,000 pounds (34 050 kg).

(l)Section D103.1 is deleted entirely.

(m)Section D103.2 is deleted and replaced by the following:

D103.2 Grade. The grade of the fire apparatus access road shall be a maximum of 6% or as otherwise determined by the fire code official based on fire department apparatus specifications.

(n)Section D104.1 is deleted and replaced by the following:

D104.1 Buildings exceeding three stories or 30 feet in height. Buildings or facilities where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm) or three stories in height shall have not fewer than two means of fire apparatus access for each structure. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater

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

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

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

Introduced as Trustee Bill No. 6, series of 2026, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 19th day of May, 2026, passed by a vote of ____ for and ____ against, on first reading; passed on second reading, after a Public Hearing held on June 16, 2026, at a regular meeting of the Board of Trustees by a vote of ____ for and ____ against on the 16th day of June, 2026, and ordered published in the Littleton Independent on the ____ day of _____, 2026.

Dave Huelskamp, Mayor

ATTEST:

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



Request for Board of Trustee Action

- Date:** May 19, 2026
- Title:** Trustee Bill #7, Series 2026 – Amending the Model Traffic Code
- Presented By:** Lee Schiller, Town Attorney
- Prepared By:** Lee Schiller, Town Attorney
- Background:** The use of electric bicycles, electric scooters, and similar motorized mobility devices has increased significantly throughout the Town and surrounding communities in recent years. Residents and members of the Board of Trustees have expressed growing concerns regarding the safety of these devices, particularly related to speed, operation by minors, use on private property and trails, and conflicts with pedestrians and vehicular traffic.
- Over the past year, the Town has engaged in a public awareness and education campaign intended to inform residents, parents, and operators about safe and lawful operation of e-bikes and scooters within the community. More recently, the Police Department launched a parental notification initiative to address violations of existing state law involving minors operating these devices in an unsafe or unlawful manner.
- Despite these educational and enforcement efforts, the Board of Trustees directed staff to prepare an ordinance for consideration that would establish local regulations concerning the operation of electrical assisted bicycles, electric scooters, low power scooters, and electric motorcycles within Town limits. The proposed ordinance is intended to promote public safety, clarify permissible operating areas, establish age and helmet requirements, and provide enforceable local standards consistent with Colorado law.
- Attachments:** Trustee Bill #7, Series 2026
- Recommended Motion(s):** “I move to approve on 1st Reading Trustee Bill #7, Series 2026 - Amending the Model Traffic Code, as presented.”

A BILL FOR AN ORDINANCE
OF THE TOWN OF COLUMBINE VALLEY AMENDING THE 2024 ADDITION OF THE
MODEL TRAFFIC CODE FOR COLORADO CONCERNING ELECTRICAL ASSISTED
BICYCLES, ELECTRIC SCOOTERS, LOW POWER SCOOTERS, AND ELECTRIC
MOTORCYCLES

WHEREAS, the Town of Columbine Valley (“Town”) places a high value on a safe and efficient system of transportation within Town limits; and

WHEREAS, the Town has adopted the 2024 Model Traffic Code (“MTC”) as part of Columbine Valley Municipal Code; and

WHEREAS, electrical assisted bicycles, electrical scooters, low power scooters, toy vehicles and electric motorcycles (collectively “E-Vehicles”) have increased in popularity in recent years with adults and children; and

WHEREAS, there has been an increase in usage of these E-Vehicles in recent years within the Town, which has caused an increase in public safety concerns, and

WHEREAS, Colorado Revised Statutes (“C.R.S.”) Sec. 42-4-111 allows local governments to set rules and regulations regarding E-Vehicles within their jurisdiction; and

WHEREAS, the Town finds the regulations set forth in the within Ordinance for E-Vehicles operating within the Town is in the interests of the public health, safety and welfare.

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

Section 1. The following new subsections are added to Section 109 of the MTC as follows:

Section 109(14). Violations of Section 109(14) are subject to the penalty section 1.10.080(c) of the Town Municipal Code.

Section 109(15). Low Power Scooters are permitted to operate on Town streets, but are not permitted, on any Town sidewalks, gutter pans, trails, paths or parks.

Section 109(16). The operator of a Low Power Scooter must be at least 16 years of age and have a valid Colorado driver's license. In addition, such vehicle shall be registered and insured in accordance with Colorado state law. All riders of a low power scooter must wear a United States Department of Transportation approved helmet.

Section 2. A new Section 109.7 Electrical Assisted Bicycle is added to the MTC as follows:

Section 109.7, Electrical Assisted Bicycle. There are three classes of electrical assisted bicycles, Class 1, Class 2 and Class 3 as more particularly defined in paragraph (28.5) of the Appendices of the MTC.

(1) Class 1 and Class 2 electrical assisted bicycles may be operated on the Town gutter pans and streets, but are not permitted to operate on Town, sidewalks, trails, paths or parks.

(2) Class 3 electrical assisted bicycles may be operated on Town streets only, and are not permitted to operate on Town sidewalks, gutter pans, trails, paths or parks.

(3) Operating a Class 3 electrical assisted bicycle in the Town requires that the owner maintain current comprehensive insurance as set forth in Section 1409 of the MTC and shall have a current registration in accordance with Colorado state law.

(4) The operator of a Class 3 electrical assisted bicycle must be at least 16 years of age, have a current driver's license, with a motorcycle endorsement.

(5) All riders of electrical assisted bicycles must wear a United States Department of Transportation approved helmet.

(6) A person operating an electrical assisted bicycle in the Town shall ride as close to the right side of the roadway as practicable.

(7) Persons riding Electrical assisted bicycles upon a roadway, in the Town, shall not ride more than two abreast.

(8) No passengers are permitted to ride on electrical assisted bicycles.

(9) It shall be unlawful for any parent, guardian, legal custodian, or any adult in authority to authorize, assist, permit, or encourage any minor to operate an electrical assisted bicycle in violation of this Section.

(10) A person riding an electrical assisted bicycle upon a roadway where an electric assisted

bicycle travel is permitted shall be granted all of the rights and shall be subject to all of the duties and penalties applicable to the driver of a vehicle as set forth in the MTC, except those provisions of the MTC that, by their very nature, can have no application.

(11) Violations of this Section 109.7 are subject to the penalty section 1.10.080(c) of the Town Municipal Code.

Section 3. A new Section 109.8 Electric Scooter is added to the MTC as follows:

Section 109.8 , Electric Scooters. Electrical scooters are defined in paragraph (28.8 of the Appendices of the MTC.

(1) Electric scooters may be operated on Town gutter pans and streets, and are not permitted to operate on Town sidewalks, trails, paths or parks.

(2) All riders of electric scooters must wear a United States Department of Transportation approved helmet.

(3) A person operating an electric scooter in the Town shall ride as close to the right side of the roadway as practicable.

(4) Persons riding electric scooters upon a roadway shall not ride more than two abreast.

(5) No passengers are permitted to ride on electric scooters.

(6) It shall be unlawful for any parent, guardian, legal custodian, or any adult in authority to authorize, assist, permit, or encourage any minor to operate an electric scooter in violation of this Section.

(7) A person riding an electric scooter upon a roadway where electric scooter travel is permitted shall be granted all of the rights and shall be subject to all of the duties and penalties applicable to the driver of a vehicle as set forth in the MTC, except those provisions of the MTC that, by their very nature, can have no application.

(8) Violations of this Section 109.8 are subject to the penalty section 1.10.080(c) of the Town Municipal Code.

Section 4. A new Section 109.9, Electric Motorcycle, is added to the MTC.
An electric motorcycle is an electric powered motorcycle with an electric engine over 4,476 watts.

(1) Electric motorcycles may be operated on Town streets only, and are not permitted to

operate on Town sidewalks, gutter pans, trails, paths or parks.

(2) Operating an electric motorcycle in the Town requires that the owner maintain current comprehensive insurance as set forth in Section 1409 of the MTC and shall have a current registration in accordance with Colorado state law,

(3) The operator of an electric motorcycle must be at least 16 years of age , have a current driver's license with a motorcycle endorsement.

(4) All riders of electric motorcycles must wear a United States Department of Transportation approved helmet.

(5) A person operating an electric motorcycle in the Town shall ride as close to the right side of the roadway as practicable.

(6) Persons riding electric motorcycles upon a roadway, in the Town, shall not ride more than two abreast.

(7) No passengers are permitted on electric motorcycles when operated by a driver under the age of 18.

(8) It shall be unlawful for any parent, guardian, legal custodian, or any adult in authority to authorize, assist, permit, or encourage any minor to operate an electric motorcycle in violation of this Section.

(9) A person riding an electric motorcycle upon a roadway where electric motorcycle travel is permitted shall be granted all of the rights and shall be subject to all of the duties and penalties applicable to the driver of a vehicle as set forth in the MTC except those provisions that, by their very nature, can have no application.

(10) Violations of this Section 109.9 are subject to the penalty section 1.10.08(c) of the Town Municipal Code.

Section 4. 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 5. The Town Clerk shall certify the passage of this Ordinance and cause notice of its contents and passage to be published.

Section 6. 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. , series of 2025, at a regular meeting of the Board of Trustees of the Town of Columbine Valley, Colorado, on the 19th day of May, 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 16th day of June 2026, and ordered published in the Littleton Independent on the ____ day of _____, 2026.

Dave Huelskamp, Mayor

ATTEST:

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



Request for Board of Trustee Action

- Date:** May 19, 2026
- Title:** Resolution # 8, Series 2026 – Adopting a Salary Policy
- Presented By:** J.D. McCrumb, Town Administrator
- Prepared By:** J.D. McCrumb, Town Administrator
- Background:** The Town currently utilizes salary ranges and annual compensation adjustments as part of its personnel administration practices; however, those practices have historically been guided by custom, precedent, and annual budget discussions rather than a formally adopted compensation policy. As a result, salary administration practices have at times lacked consistency and predictability for both employees and the Board of Trustees.
- The proposed Salary Policy is intended to establish a clearer and more transparent framework for employee compensation by formally defining the Town’s compensation philosophy, market comparison methodology, salary range structure, and annual adjustment practices. The policy is also intended to improve internal consistency, support long-term budgeting and workforce planning, and reduce uncertainty regarding compensation decisions.
- The policy recognizes the Town’s unique position as a small municipality operating within the Denver metropolitan labor market while maintaining high service expectations from residents. To address these factors, the policy utilizes a blended comparable-market approach, relying primarily on Colorado Municipal League salary survey data while also considering regional labor market pressures, organizational structure, and community expectations.
- In addition to establishing salary ranges and review procedures, the policy clarifies annual adjustment practices, defines the Town’s approach to merit and non-merit increases, and acknowledges the importance of total compensation, including benefits and organizational culture, in employee recruitment and retention.
- Attachments:** Resolution # 8, Series 2026
Exhibit A: Salary Policy
- Recommended Motion(s):** “I move to approve as presented Resolution # 8, Series 2026.”

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES**

**RESOLUTION NO. 8
SERIES OF 2026**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY, COLORADO, ADOPTING THE TOWN OF COLUMBINE VALLEY SALARY POLICY

WHEREAS, the Town of Columbine Valley (“Town”) recognizes the importance of maintaining a compensation system that is fair, competitive, transparent, and fiscally responsible; and

WHEREAS, the Town desires to establish a formal salary policy to guide employee compensation practices, salary range development, annual adjustments, and market evaluations; and

WHEREAS, the proposed Salary Policy establishes a framework intended to support employee recruitment, retention, internal equity, and organizational stability while recognizing the Town’s financial condition and operational needs; and

WHEREAS, the Salary Policy utilizes market comparison data, including the Colorado Municipal League annual salary survey, and recognizes the Town’s unique operational structure, metropolitan labor market conditions, and community service expectations; and

WHEREAS, the Board of Trustees finds that adoption of the Salary Policy is in the best interests of the Town and promotes sound personnel and financial management practices.

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

Section 1. The Town of Columbine Valley Salary Policy, attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved and adopted.

Section 2. The Town Administrator is authorized to administer and implement the Salary Policy in accordance with its provisions and applicable law.

Section 3. The Board of Trustees reserves the right to amend, revise, suspend, or repeal the Salary Policy at any time as deemed necessary and appropriate.

Section 4. This Resolution shall take effect immediately upon adoption.

ADOPTED THIS 19th day of May, 2026.

TOWN OF COLUMBINE VALLEY, COLORADO

Dave Huelskamp, Mayor

ATTEST: J.D. McCrumb, Town Clerk

Resolution #8-2026, Exhibit A: Town of Columbine Valley Salary Policy

Purpose: The purpose of this policy is to establish a clear, equitable, and competitive framework for employee compensation. The policy is designed to ensure that salaries reflect market conditions, internal fairness, and the Town's organizational values, while recognizing the total value of employment, including benefits and organizational culture. This policy applies to all full-time, part-time, and applicable internships within the Town.

Compensation Philosophy: The Town's Compensation Philosophy is to hire new employees into the Town of Columbine Valley between the 10th and 48th percentile of the posted salary range while taking into consideration an employee's work experience, education and training. There may be times when the Town needs to offer above this percentile range based on market conditions and the quality of the candidate.

Once an individual begins their tenure with Columbine Valley, they will become eligible for annual salary adjustments. These adjustments and/or increases are subject to the Town's financial health.

In addition, the Town of Columbine Valley offers an excellent competitive benefit package to full-time employees. The benefits package has proven to be an excellent recruitment and retention tool.

1. Comparable Market Evaluation

The Town of Columbine Valley utilizes the Colorado Municipal League's (CML) salary survey as its primary reference tool for market comparison. Because no single Colorado community mirrors the Town's size, service expectations, and geographic context, the Town employs a blended approach to evaluating comparables. This approach recognizes three competing yet equally important realities:

1.1 Organizational Size and Staffing Model

Columbine Valley is a small municipality with a lean organizational structure in which employees regularly perform duties that span multiple functional areas. To reflect this operational reality, the Town considers data from small or rural municipalities, as well as mountain communities, where similarly broad job scopes and multi-role staffing structures are common.

1.2 Metropolitan Context and Labor Market Pressures

Although small in population, the Town is situated within the suburban ring of the Denver metropolitan region and therefore competes for talent within a large, dynamic labor market. In this dimension, the Town also reviews compensation

practices of neighboring front-range municipalities and evaluates regional cost-of-living factors that influence salary competitiveness and recruitment outcomes.

1.3 Community Expectations and Service-Level Demands

Columbine Valley is a distinctive community whose residents expect a high standard of professionalism, responsiveness, and service delivery. For this reason, the Town also considers compensation benchmarks from communities with similar service expectations even when population or staffing structure differs.

1.4 Blended Comparative Approach

Because no single jurisdiction or group of jurisdictions offers a perfect comparison, the Town intentionally evaluates market data across all three lenses—organizational size, metropolitan labor environment, and community expectations. Salary decisions are therefore informed by a balanced interpretation of these factors rather than a strict one-to-one comparable.

1.5 Review Frequency

The Town reviews comparable market data annually, using the most recent CML survey and other relevant sources. Market evaluation findings inform adjustments to salary bands, ceilings, and individual compensation as outlined in subsequent sections of this policy.

2. Salary Ranges and Ceilings

Salary ranges provide a structured framework for compensating employees in a manner that is equitable, competitive, and consistent with the Town's organizational goals. Salary ranges establish minimum, midpoint, and maximum salaries for each classification or job grade, reflecting both market data and internal fairness considerations.

2.1 Total Compensation Consideration

The Town recognizes that total compensation extends beyond base salary. In evaluating and maintaining salary ranges, the Town considers the full value of the employee experience, including:

- Salary: Base pay established within a defined range
- Benefits: Health, retirement, leave, and other employee programs.
- Organizational Culture: A collaborative, responsive, and flexible work environment that supports employee satisfaction and retention.

This holistic view ensures that the Town remains a competitive employer even when base salaries alone may differ from larger municipalities or higher-cost areas.

2.2 Salary Range Structure

1. Job Classifications

Positions are grouped into the following classifications, reflecting differences in responsibility, required skill sets, and operational impact:

2. Current Salary Ranges

<u>Category</u>	<u>Position Title</u>	<u>FT/PT</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Max</u>
Executive	Town Administrator	FT	59.08 per hour	75.64 per hour	92.19 per hour
	Police Chief	FT			
Manager	Court Administrator	FT	43.24 per hour	53.74 per hour	64.23 per hour
	Public Works Manager	FT			
	Police Sergeant	FT			
Police Officer	Police Officer	FT/PT	38.43 per hour	46.86 per hour	54.33 per hour
Front Line	Building Dept. Coordinator	FT	25.00 per hour	37.50 per hour	50.00 per hour
	Maintenance Snowplow Driver	PT			
	Public Works Technician	PT			
	Communications Coordinator	PT			
Intern	Interns	Temp	15.25 an hour		

3. Minimum, Midpoint, and Maximum

Each range defines the minimum (entry-level), midpoint (market-aligned), and maximum (peak for tenure or exceptional performance) salary levels.

4. Progression Within Bands

Employees may progress within their assigned range based on performance, increased experience, or additional responsibilities, subject to budget availability and supervisory approval.

5. Salary Ceilings and Exceptions

Maximums are designed to maintain internal fairness and budget predictability. Exceptions may be considered in unique circumstances, such as recruitment for a highly specialized skill set or retention of critical personnel.

2.3 Salary Review and Adjustment

Salary bands are reviewed annually using comparable market data, total compensation considerations, and Town budget conditions. Adjustments to bands will generally increase by the Consumer Price Index (CPI) for the Denver-Aurora-Lakewood region, ensuring that salary ranges retain purchasing power relative to

cost-of-living trends. Adjustments may be limited in years when the Town is experiencing financial difficulties.

3. Annual Adjustments

Annual adjustments ensure that the Town's salary structure remains competitive, equitable, and aligned with both market trends and budgetary considerations. These adjustments apply to both the salary bands and individual employee salaries.

3.1 Salary Range Adjustments

1. Annual Salary Range Updates

Salary bands may be adjusted annually to reflect market conditions, total compensation trends, inflation, and other relevant economic factors.

Factors considered include:

- Changes in comparable market salaries (via the Colorado Municipal League survey and other relevant sources)
- Regional cost-of-living adjustments, with reference to the CPI for the Denver-Aurora-Lakewood region
- Total compensation trends including benefits and organizational culture

2. CPI Floor for Salary Range Adjustments

Annual salary range adjustments will generally not be less than the annual percentage change in the CPI unless financial constraints require limiting increases.

3. Draft Budget Practice for Merit Increases

In preparation for the annual budget, the Town historically includes a 5% increase in the draft budget to accommodate individual salary increases at the discretion of the Town Administrator and Chief of Police. This allocation allows for merit-based or market adjustments within bands while maintaining budget predictability.

At its discretion, the Board of Trustees may direct staff to adjust the budgeted percent increase up or down based on factors it deems prudent.

4. Ceiling Considerations

Should an employee reach the maximum of their assigned range; future increases will be limited to adjustments applied to the range itself. No additional individual increases beyond the salary range ceiling will be provided, except in rare circumstances approved by the Board of Trustees.

3.2 Individual Salary Adjustments

The Town may adjust individual salaries annually in one of the following ways:

1. Option A – Merit-Based Adjustments
 - Salaries may be adjusted based on a combination of annual budgeted increase and individual performance.
 - Performance evaluations are used to determine individual merit increases within the salary range, ensuring that high-performing employees are recognized while maintaining fairness.
2. Option B – Non-Merit Adjustments
 - All salary adjustments are applied uniformly as a percentage of the employee's base pay, up to the annual budgeted increase, without differentiation for performance.
 - This approach emphasizes simplicity and budget predictability.

The Town Administrator and Chief of Police are responsible for determining and communicating which salary adjustment approach will be used (Option A or Option B). This determination will be communicated to employees at the beginning of each calendar year, prior to the performance review and budget cycle.

Providing this direction at the start of the year ensures that employees clearly understand how salary adjustments will be evaluated and allows employees and supervisors to align expectations, performance goals, and professional development accordingly. Transparent communication of the selected approach promotes fairness, accountability, and consistency in the Town's compensation practices.

3.3 Exempt and Non-Exempt Employees

- Exempt Employees: Employees classified as exempt are salaried and not eligible for overtime pay. Exempt status is determined in accordance with the Fair Labor Standards Act (FLSA) and applicable state law.
- Non-Exempt Employees: Employees classified as non-exempt are eligible for overtime pay in accordance with FLSA and applicable state law.

3.4 Policy Review

The Town will conduct reviews of this compensation policy as needed.

The Town will update section 2.3.2 annually to ensure that:

- Bands and salary ranges remain competitive with comparable municipalities.

- Total compensation remains aligned with market and organizational expectations.
- Adjustments reflect operational needs and budgetary realities.

3.5 Current Compensation Practices

- The Town does not offer signing bonuses.
- The Town does not typically offer performance-based bonuses outside of the structured merit or annual adjustments described in this policy. Any exception to this practice, including the award of a one-time bonus or other extraordinary compensation, may only be authorized by the Board of Trustees when it determines such action is warranted and in the best interest of the Town.

Town of Columbine Valley Salary Policy

Purpose: The purpose of this policy is to establish a clear, equitable, and competitive framework for employee compensation. The policy is designed to ensure that salaries reflect market conditions, internal fairness, and the Town's organizational values, while recognizing the total value of employment, including benefits and organizational culture. This policy applies to all full-time, part-time, and applicable internships within the Town.

1. Comparable Market Evaluation

The Town of Columbine Valley utilizes the Colorado Municipal League's (CML) annual salary survey as its primary reference tool for market comparison. Because no single Colorado community mirrors the Town's size, service expectations, and geographic context, the Town employs a blended approach to evaluating comparables. This approach recognizes three competing yet equally important realities:

1.1 Organizational Size and Staffing Model

Columbine Valley is a small municipality with a lean organizational structure in which employees regularly perform duties that span multiple functional areas. To reflect this operational reality, the Town considers data from small or rural municipalities, as well as mountain communities, where similarly broad job scopes and multi-role staffing structures are common.

1.2 Metropolitan Context and Labor Market Pressures

Although small in population, the Town is situated within the suburban ring of the Denver metropolitan region and therefore competes for talent within a large, dynamic labor market. In this dimension, the Town reviews compensation practices of neighboring front-range municipalities and evaluates regional cost-of-living factors that influence salary competitiveness and recruitment outcomes.

1.3 Community Expectations and Service-Level Demands

Columbine Valley is an affluent community whose residents expect a high standard of professionalism, responsiveness, and service delivery. For this reason, the Town also considers compensation benchmarks from communities with similar service expectations, including peer municipalities such as Cherry Hills Village, even when population or staffing structure differs.

1.4 Blended Comparative Approach

Because no single jurisdiction or group of jurisdictions offers a perfect comparison, the Town intentionally evaluates market data across all three lenses—organizational size,

metropolitan labor environment, and community expectations. Salary decisions are therefore informed by a balanced interpretation of these factors rather than a strict one-to-one comparable.

1.5 Review Frequency

The Town reviews comparable market data annually, using the most recent CML survey and other relevant sources. Market evaluation findings inform adjustments to salary bands, ceilings, and individual compensation as outlined in subsequent sections of this policy.

2. Salary Bands and Ceilings

Salary bands provide a structured framework for compensating employees in a manner that is equitable, competitive, and consistent with the Town’s organizational goals. Bands establish minimum, midpoint, and maximum salaries for each classification or job grade, reflecting both market data and internal fairness considerations.

2.2 Total Compensation Consideration

The Town recognizes that total compensation extends beyond base salary. In evaluating and maintaining salary bands, the Town considers the full value of the employee experience, including:

- Salary: Base pay established within a defined band.
- Benefits: Health, retirement, leave, and other employee programs.
- Organizational Culture: A collaborative, responsive, and flexible work environment that supports employee satisfaction and retention.

This holistic view ensures that the Town remains a competitive employer even when base salaries alone may differ from larger municipalities or higher-cost areas.

2.3 Salary Band Structure

1. Job Classification and Grouping

Positions are grouped into the following bands, reflecting differences in responsibility, required skill sets, and operational impact:

Band	Included Positions	Current Salary Range (Hourly)
Executive	Town Administrator, Chief of Police	\$65 – \$75
Manager	Manager of Public Works, Court Administrator, Police Sergeant	\$45 – \$55
Police Officers	Full-time and part-time police staff	\$35 – \$45
Coordinator	Building Department Coordinator, Communications Coordinator, Public Works Support, Administrative Support Roles,	\$25 – \$45

** Interns (as applicable) are compensated at \$15.25/hour*

2. Minimum, Midpoint, and Maximum

Each band defines the minimum (entry-level), midpoint (market-aligned), and maximum (peak for tenure or exceptional performance) salary levels.

3. Progression Within Bands

Employees may progress within their assigned band based on performance, increased experience, or additional responsibilities, subject to budget availability and supervisory approval.

4. Salary Ceilings and Exceptions

Maximums are designed to maintain internal fairness and budget predictability.

Exceptions may be considered in unique circumstances, such as recruitment for a highly specialized skill set or retention of critical personnel.

2.4 Band Review and Adjustment

Salary bands are reviewed annually using comparable market data, total compensation considerations, and Town budget conditions. Adjustments to bands will generally increase by the Consumer Price Index (CPI) for the Denver-Aurora-Lakewood region, ensuring that salary ranges retain purchasing power relative to cost-of-living trends. Adjustments may be limited in years where the Town is experiencing financial difficulties.

3. Annual Adjustments

Annual adjustments ensure that the Town's salary structure remains competitive, equitable, and aligned with both market trends and budgetary considerations. These adjustments apply to both the salary bands and individual employee salaries.

3.2 Salary Band Adjustments

1. Annual Band Updates

Salary bands may be adjusted annually to reflect market conditions, total compensation trends, inflation, and other relevant economic factors. Factors considered include:

- Changes in comparable market salaries (via the Colorado Municipal League survey and other relevant sources)
- Regional cost-of-living adjustments, with reference to the CPI for the Denver-Aurora-Lakewood region
- Budgetary constraints
- Total compensation trends including benefits and organizational culture

2. CPI Floor for Band Adjustments

Annual salary band adjustments will generally not be less than the annual percentage change in the CPI unless financial constraints require limiting increases.

3. Draft Budget Practice for Merit Increases

In preparation for the annual budget, the Town historically includes up to 5% in the draft budget to accommodate individual salary increases at the discretion of the Town Administrator and executive team. This allocation allows for merit-based or market adjustments within bands while maintaining budget predictability.

4. Ceiling Considerations

Once an employee reaches the maximum of their assigned band, future increases will be limited to adjustments applied to the band itself. No additional individual increases beyond the band ceiling will be provided, except in rare circumstances approved by the Town Administrator or Board of Trustees.

3.3 Individual Salary Adjustments

The Town may adjust individual salaries annually in one of the following ways:

1. Option A – Merit-Based Adjustments

- Salaries may be adjusted based on a combination of annual budgeted increase and individual performance.

- Performance evaluations are used to determine individual merit increases within the band, ensuring that high-performing employees are recognized while maintaining fairness.

2. Option B – Non-Merit Adjustments

- All salary adjustments are applied uniformly as a percentage of the employee's base pay, up to the annual budgeted increase, without differentiation for performance.
- This approach emphasizes simplicity and budget predictability.

Historical Budgeting Practice:

The Town has historically budgeted up to 5% annually for salary increases. Adjustments may be lower or higher depending on market data, budget conditions, and organizational priorities.

3.4 Exempt and Non-Exempt Employees

- Exempt Employees: Employees classified as exempt are salaried and not eligible for overtime pay. Exempt status is determined in accordance with the Fair Labor Standards Act (FLSA) and applicable state law.
- Non-Exempt Employees: Employees classified as non-exempt are eligible for overtime pay in accordance with FLSA and applicable state law.

3.5 Policy Review

The Town will conduct periodic reviews of this salary policy to ensure that:

- Bands and salary ranges remain competitive with comparable municipalities.
- Total compensation remains aligned with market and organizational expectations.
- Adjustments reflect operational needs and budgetary realities.

3.6 Prohibited Compensation Practices

- The Town does not offer signing bonuses.
- The Town does not offer performance-based bonuses outside of structured merit or annual adjustments described in this policy.