



## **TOWN OF ELIZABETH**

**TOWN OF ELIZABETH UPDATED 11/11/24**

**BOARD OF TRUSTEES WORKSHOP  
STRATEGIC PLAN CONSULTANTS  
Tuesday, November 12, 2024 at 6:00 PM  
Town Hall, 151 S. Banner Street**

**BOARD OF TRUSTEES REGULAR MEETING  
Tuesday, November 12, 2024 at 7:00 PM  
Town Hall, 151 S. Banner Street**

Conferencing Access Information: This is viewing-only access.

<https://us02web.zoom.us/j/81340671665?pwd=YhATKv7GIFFtg14tgecZILFsj5Wpax.1>

**Join via phone at 1 669 900 9128      Meeting ID: 813 4067 1665  
Meeting Passcode: 456003**

### **CALL TO ORDER**

### **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENT**

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 3 minutes. The Board of Trustees may not respond to your comments during this meeting, but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

### **AGENDA CHANGES**

### **CONSENT AGENDA**

1. Minutes of the Regular Meeting of October 22, 2024

### **PUBLIC HEARING**

2. Proposed 2025 Budget - Patrick Davidson and Hannah Bruce

**ACTION MAY BE TAKEN ON ANY AND ALL ITEMS LISTED ON THE AGENDA  
ACCOMMODATIONS FOR DISABILITIES MAY BE MADE UPON REQUEST.**

**NEW BUSINESS**

3. Discussion and possible direction on the Proposed 2025 Budget - Patrick Davidson and Hannah Bruce
4. Discussion regarding Main Street Archway Sign Bids – Zach Higgins
5. Discussion and possible action on approval of the application for DOLA Peace Officer Behavioral Health Support and Community Partnership Grant – Chief Engel

**MANAGEMENT MONITORING REPORTS**

6. Management Monitoring Reports

**STUDENT LIAISON REPORT**

7. Student Liaison Report – Landon Sherlock

**BOARD OF TRUSTEES REPORTS**

8. Board Reports

**MINUTES**

9. Minutes of the Historic Advisory Board Regular Meeting of October 7, 2024

**EXECUTIVE SESSION**

10. To consider personnel matters, pursuant to C.R.S. § 24-6-402 (4)(f) regarding the Town Administrator Review, and to hold a conference with the Town's attorney to receive legal advice regarding issues arising from the Town Administrator's review pursuant to C.R.S. § 24-6-402(4)(b).

**ADJOURNMENT**

# **MEETING PROTOCOL AND STANDARDS OF CONDUCT**

## **Public Participation**

Public comment is encouraged and will be listed as an agenda item at every regular Board meeting.

Each individual wishing to be heard during the public comment period will be given up to three (3) minutes to make a comment.

The public comment period will not be used to make political endorsements or for political campaign purposes.

Questions from the Board will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for listening to the comments of citizens without taking any formal action.

The Board may direct the Town Administrator to provide information requested by a speaker during the public comment period.

Speakers are not allowed to make belligerent, accusatory, impertinent, slanderous, threatening, abusive, or disparaging comments.

The Mayor may elect to defer public comment on a specific issue that appears on the regular agenda until that specific item is addressed.

The Mayor may call for order when sidebar conversations occur in the audience. Those conversations are distracting from the Board addressing the topics at hand.

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further participation at that meeting or removed from the Board Chambers pursuant to the Elizabeth Municipal Code and Colorado Revised Statutes.



# TOWN OF ELIZABETH

BOARD OF TRUSTEES

## BOARD OF TRUSTEES – RECORD OF PROCEEDINGS

October 22, 2024

### CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, October 22, 2024, at 7:00 p.m. by Mayor Tammy Payne.

### ROLL CALL

Mayor Tammy Payne, Mayor Pro Tem Linda Secrist, and Trustees Loren Einstpahr, Barb McGinn, Joe Belongia, Marianne Mayer-Opl, and Michael Schroder were present.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Public Works Director Mike DeVol, Police Chief Jeff Engel, and Town Attorney Corey Hoffmann.

### PLEDGE OF ALLEGIANCE

Mayor Payne led the Board in the Pledge of Allegiance.

### EXECUTIVE SESSION

Motion by Mayor Payne, seconded by Trustee Belongia, to adjourn the Regular Meeting at 6:07 p.m. and enter into an Executive Session to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402 (4)(e), regarding Main Street Streetscape; to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402 (4)(b); to consider personnel matters, pursuant to C.R.S. § 24-6-402 (4)(f) regarding the Town Administrator review; and to hold a conference with the Town's attorney to receive legal advice regarding issues arising from the Town Administrator's review pursuant to C.R.S. § 24-6-402(4)(b).

The vote of those Trustees present was unanimously in favor. Motion carried.

Motion by Mayor Payne, seconded by Trustee Einstpahr, to adjourn the Executive Session and return to the Regular Meeting at 6:41 p.m.

The vote of those Trustees present was unanimously in favor. Motion carried.

### PUBLIC COMMENT

Tracy Hutchins – Town of Elizabeth Resident.

Amy Schmidt – Town of Elizabeth Resident.

Stacy Salling - East Central Council of Governments Regional Grants Navigator.



# TOWN OF ELIZABETH

BOARD OF TRUSTEES

## AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes by the Board.

Agenda set.

## CONSENT AGENDA

### 4. Minutes of the Regular Meeting of October 8, 2024

Motion by Trustee Einspahr, seconded by Trustee Belongia, to accept the Consent Agenda as presented.

The vote of those Trustees present was 7 in favor and 0 opposed. The motion passed unanimously.

## PROCLAMATION

### 5. Law Enforcement Records Week

Mayor Payne read the Proclamation into the record.

## NEW BUSINESS

### 6. Discussion and possible action on Resolution 24R42, a Resolution amending the capital expenditure policies for the Town of Elizabeth to reflect changes to the Capitalization Rules authored by the Governmental Accounting Standards Board (GASB)

Mr. Davidson and Mr. Hoffmann provided Staff reports.

Motion by Trustee Belongia, seconded by Trustee McGinn, to approve action on Resolution 24R42, a Resolution amending the capital expenditure policies for the Town of Elizabeth to reflect changes to the Capitalization Rules authored by the Governmental Accounting Standards Board (GASB).

By a roll call vote, the vote of those Trustees present was 6 in favor and 1 opposed. Trustee Schroder opposed. The motion passed.

### 7. Discussion and possible action on Resolution 24R43, a Resolution to amend and designate “No Parking” zones in the Town of Elizabeth

Mr. DeVol provided a Staff report.

Motion by Trustee Einspahr, seconded by Trustee Belongia, to table Resolution 24R43, a Resolution to amend and designate “No Parking” zones in the Town of Elizabeth to the November 21, 2024, Regular Board Meeting.



## TOWN OF ELIZABETH

BOARD OF TRUSTEES

By a roll call vote, the vote of those Trustees present was 7 in favor and 0 opposed. The motion passed unanimously.

8. Discussion and possible action on Resolution 24R44, a Resolution authorizing the Mayor of Elizabeth to execute a utility relocation agreement with CORE Electrical Cooperative; authorizing the payment of funds under the agreement; and authorizing the Mayor to execute easements and other documents necessary to effectuate the agreement

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Resolution 24R44, a Resolution authorizing the Mayor of Elizabeth to execute a utility relocation agreement with CORE Electrical Cooperative; authorizing the payment of funds under the agreement; and authorizing the Mayor to execute easements and other documents necessary to effectuate the agreement.

By a roll call vote, the vote of those Trustees present was 7 in favor and 0 opposed. The motion passed unanimously.

9. Discussion on the conceptual drawing for the Depot Parking Lot

Mr. DeVol provided a Staff report.

The Board provided Mr. DeVol with direction.

### MANAGEMENT REPORTS

- Town Administrator Patrick Davidson:
  - Mr. Davidson updated the Board on the incident at the Fitzgerald Apartments.
- Chief of Police Jeff Engel:
  - Background investigations are in process for three officer candidates.
  - Corporal Rogers will temporarily be assigned to the schools to cover the School Resource Officer position.
  - Updates on the Officer-involved shooting at the Fitzgerald Apartments.
  - The Elizabeth Police Department received a huge outpouring of support from the community after the incident at the Fitzgerald Apartments.
  - Update on the shooting that occurred on Highway 86 and Legacy.
  - Case Reports are up 20% from this time last year.
  - The topper for the Community Services vehicle has been installed.
  - The new squad cars are estimated to be in service in two weeks.
  - Officers from EPD have been invited to test with the Elbert County SWAT team.
  - Mandy and Alex are attending a sexual assault investigations course.



# TOWN OF ELIZABETH

BOARD OF TRUSTEES

- Officer Lamas completed the second phase of his Krav Maga training.
- Officer Tucker is in a week-long peer support training course.
- Town Clerk Michelle Oeser:
  - Informed the Board that Harmony and Allison have been nominated for awards through the Colorado Municipal Clerks Association.
  - Discussion on the Boo Bash and Town Movie Night.

## BOARD OF TRUSTEE REPORTS

- Ward 3 -Trustee Mayor-Opal:
  - Discussion on the possibility of Gold Creek HOA being dissolved.
- Mr. Hoffmann let the Board know that the Gold Creek HOA has agreed to an uncontested condemnation.
- Ward 1 – Trustee McGinn
  - Hillside Village has a new trash service provider.

## MINUTES

- 10. Minutes of the Historic Advisory Board Regular Meeting of September 9, 2024.

## ADJOURNMENT

Motion by Trustee Belongia, seconded by Trustee Mayer-Opl, to adjourn the meeting at 8:34 p.m.

The vote of those Trustees present was unanimously in favor. Motion carried.

---

Mayor Tammy Payne

---

Town Clerk Michelle Oeser

# TOWN OF ELIZABETH



## Proposed 2025 Budget

**COMBINED BALANCE SHEET  
SUMMARY OF 2025 TOTAL BUDGET  
2025 PROPOSED BUDGET**

	<b>FUND 10 GENERAL FUND</b>	<b>FUND 21 STREET MAINT. FUND</b>	<b>FUND 31 CAP IMP FUND</b>	<b>FUND 32 STREET CAP FUND</b>	<b>FUND 52 WTR SWR FUND</b>	<b>TOTAL BUDGET</b>
Revenues	3,378,408	416,990	2,185,000	2,825,000	3,295,000	12,100,398
Transfer from Other Funds	530,000	-	-	-	-	530,000
<b>SUB-TOTAL</b>	<b>3,908,408</b>	<b>416,990</b>	<b>2,185,000</b>	<b>2,825,000</b>	<b>3,295,000</b>	<b>12,630,398</b>
Beginning Balance	4,066,885	1,095,223	10,981,149	5,702,233	10,898,241	32,743,730
<b>TOTAL REVENUES</b>	<b>7,975,293</b>	<b>1,512,213</b>	<b>13,166,149</b>	<b>8,527,233</b>	<b>14,193,241</b>	<b>45,374,128</b>
Expenditures	(3,860,805)	(415,012)	(2,426,000)	(3,125,000)	(1,831,482)	(11,658,300)
Transfer to Other Funds	-	-	(140,000)	-	(250,000)	(390,000)
<b>TOTAL EXPENSES</b>	<b>(3,860,805)</b>	<b>(415,012)</b>	<b>(2,566,000)</b>	<b>(3,125,000)</b>	<b>(2,081,482)</b>	<b>(12,048,300)</b>
ENDING CASH BALANCE	4,114,488	1,097,200	10,600,149	5,402,233	12,111,759	33,325,828
EMERG RESERVE	(115,824)	(12,450)	(76,980)	(93,750)	(62,444)	(361,449)
CONSERVATION TRST RES	(114,760)	-	-	-	-	(114,760)
DEBT RESERVE	-	-	-	(506,198)	(74,436)	(580,634)
ARPA RESERVE	-	-	-	-	-	-
<b>Year End Balance</b>	<b>3,883,904</b>	<b>1,084,750</b>	<b>10,523,169</b>	<b>4,802,285</b>	<b>11,974,878</b>	<b>32,268,986</b>

**TOWN OF ELIZABETH**  
**GENERAL FUND SUMMARY**  
**2025 PROPOSED BUDGET**

	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
<b>REVENUES</b>				
REVENUES	3,906,026	3,214,429	4,143,688	3,378,408
TRANSFER IN	280,000	410,000	410,000	530,000
SUB-TOTAL	<u>4,186,026</u>	<u>3,624,429</u>	<u>4,553,688</u>	<u>3,908,408</u>
BEGINNING FUND BALANCE	2,455,725	3,142,264	3,142,264	4,066,885
TOTAL REVENUES	<u>6,641,751</u>	<u>6,766,693</u>	<u>7,695,952</u>	<u>7,975,293</u>
<b>EXPENDITURES</b>				
EXPENDITURES	(3,499,495)	(4,030,611)	(3,629,067)	(3,860,805)
TOTAL EXPENSES	<u>(3,499,495)</u>	<u>(4,030,611)</u>	<u>(3,629,067)</u>	<u>(3,860,805)</u>
ENDING FUND BALANCE	3,142,264	2,736,082	4,066,885	4,114,488
EMERGENCY RESERVE	(104,985)	(120,918)	(108,872)	(115,824)
CONSERVATION TRUST RESERVE	(114,430)	(126,430)	(125,760)	(114,760)
ARPA RESERVE	(196,807)	(303,829)	(303,829)	-
YEAR END BALANCE	<u>2,726,042</u>	<u>2,184,905</u>	<u>3,528,424</u>	<u>3,883,904</u>

**TOWN OF ELIZABETH  
GENERAL FUND SUMMARY  
2025 PROPOSED BUDGET**

<b>REVENUES</b>		<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
10-31	Taxes	1,952,874	1,865,119	1,776,596	1,963,798
10-32	Licenses, Fees, and Charges	809,722	338,000	764,188	308,500
10-33	Intergovernmental	22,639	17,800	16,629	15,600
10-34	Grants	-	-	-	-
10-36	Other	1,120,792	993,510	1,586,275	1,090,510
10-39	Transfers In	280,000	410,000	410,000	530,000
<b>TOTAL REVENUE</b>		<b>4,186,026</b>	<b>3,624,429</b>	<b>4,553,688</b>	<b>3,908,408</b>
<b>EXPENDITURES</b>					
10-41	Town Clerk	798,208	801,841	753,113	748,271
10-42	Judicial	36,112	38,942	22,570	39,604
10-43	Legislative	26,522	55,556	29,179	40,255
10-46	Police Department	1,513,665	1,848,496	1,712,780	1,917,104
10-49	Parks	136,850	301,076	241,605	274,845
10-52	Twn Adminstr	199,602	227,814	230,183	242,976
10-53	Community Development	788,536	756,886	639,636	597,751
<b>TOTAL EXPENDITURES</b>		<b>3,499,495</b>	<b>4,030,611</b>	<b>3,629,067</b>	<b>3,860,805</b>

**TOWN OF ELIZABETH  
GENERAL FUND REVENUES  
2025 PROPOSED BUDGET**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
<b>TAXES:</b>					
10-31-1000	Property Taxes	794,034	780,119	780,119	853,798
10-31-2000	Specific Ownership Tax	128,732	110,000	86,676	110,000
10-31-3100	1% Sales Tax	1,030,107	975,000	909,801	1,000,000
	SUB-TOTAL	1,952,874	1,865,119	1,776,596	1,963,798
<b>LICENSES, FEES, AND CHARGES:</b>					
10-32-1000	Franchise Tax	117,869	115,000	134,664	110,000
10-32-2000	Building Permit	619,669	175,000	573,880	150,000
10-32-2100	Passport Execution Fees	9,730	10,000	12,810	10,000
10-32-2200	Passport Photo Fees	1,853	2,000	2,295	2,000
10-32-2300	Bag Fees	9,285	6,000	13,508	6,500
10-32-3000	Other Licenses, Fees and Chg	51,316	30,000	27,030	30,000
	SUB-TOTAL	809,722	338,000	764,188	308,500
<b>INTERGOVERNMENTAL:</b>					
10-33-2000	Cigarette Tax	8,324	5,800	5,299	3,600
10-33-3000	Conservation Trust Fund	14,314	12,000	11,330	12,000
	SUB-TOTAL	22,639	17,800	16,629	15,600
10-34-1000	<b>GRANTS:</b>	-	-	-	-
<b>OTHER:</b>					
10-36-1000	Interest	170,419	80,000	181,394	60,000
10-36-3100	Fines and Forfeitures	81,869	80,000	58,402	67,000
10-36-4000	Public Improvement Fee	815,482	786,510	717,132	786,510
10-36-7000	Police Revenue	32,302	35,000	17,583	20,000
10-36-7100	Police Impact Fee Revenue	-	-	107,301	36,000
10-36-7200	Public Bldg Impact Fee Revenue	-	-	107,502	37,000
10-36-7300	Parks Impact Fee Revenue	-	-	91,520	12,000
10-36-7400	Public Works Impact Fee Revenue	-	-	192,113	64,000
10-36-9000	Other Revenue	20,720	12,000	113,329	8,000
	SUB-TOTAL	1,120,792	993,510	1,586,275	1,090,510
	<b>TOTAL REVENUES</b>	<b>3,906,026</b>	<b>3,214,429</b>	<b>4,143,688</b>	<b>3,378,408</b>
<b>TRANSFERS IN:</b>					
10-39-7000	Transfer from Water Fund	175,000	200,000	200,000	250,000
10-39-7003	Transfer from Cap Imp Fund	55,000	110,000	110,000	140,000
10-39-7004	Transfer from Street Cap Fund	50,000	100,000	100,000	140,000
	SUB-TOTAL	280,000	410,000	410,000	530,000
	<b>GRAND TOTALS</b>	<b>4,186,026</b>	<b>3,624,429</b>	<b>4,553,688</b>	<b>3,908,408</b>

**TOWN OF ELIZABETH  
GENERAL FUND EXPENDITURES  
2025 PROPOSED BUDGET**

**FUND NO. 10 ACCOUNT NUMBER 41**

**DEPARTMENT: TOWN CLERK**

<b>ACCOUNT NUMBER</b>	<b>SOURCE</b>	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
10-41-1100	Salaries & Wages	205,090	314,940	298,060	330,693
10-41-1150	Town Clerk Salary	96,583	-	-	-
10-41-1300	Overtime	153	465	399	998
10-41-1400	Workers' Compensation	362	410	358	464
10-41-1500	Health Insurance	32,483	75,332	86,463	78,010
10-41-1550	Retirement	14,345	15,770	14,903	16,585
10-41-1600	FICA	35,134	24,128	22,252	25,374
10-41-1700	Colo Unemployment	604	946	597	995
10-41-1800	Tuition Reimbursement	7,059	10,000	3,641	7,500
10-41-1825	Memberships - Employee	1,577	1,600	1,728	2,000
10-41-1850	Training, Travel and Lodging	11,082	9,000	7,304	9,000
10-41-2500	Audit	26,000	29,000	28,000	28,500
10-41-3000	Community Engagement	1,785	-	-	-
10-41-3010	Community & Public Relations	-	8,750	4,381	8,750
10-41-3020	Mayor's Tree Lighting	-	15,000	15,000	15,500
10-41-3030	Birthday Bash	-	5,000	2,261	5,500
* Senior Engagement		-	-	-	5,000
10-41-3200	Contracted Services	3,950	1,500	297	1,200
10-41-3320	Contributions and Sponsorships	2,999	3,000	3,609	3,000
10-41-3350	County Treasurer & Other Fees	15,913	19,000	25,288	23,000
10-41-3400	Legal Publications	9,124	5,500	6,944	3,000
10-41-3450	Elections	21,401	25,000	1,559	-
10-41-4000	Bldg Maint and Repairs	4,895	5,000	9,358	5,500
10-41-4400	Equipment and Maint	13,208	11,000	8,171	9,500
10-41-4500	Furniture	2,440	500	378	500
10-41-4600	Office Supplies	11,683	11,000	7,500	11,000
10-41-4700	Postage	8,308	8,500	7,853	8,700
10-41-4800	Telephone and Internet	15,680	16,000	14,288	17,300
10-41-4900	Utilities	6,765	8,500	4,759	8,700
10-41-5250	IT - Contracted	27,095	10,000	18,603	12,000
10-41-5300	IT - Hardware	1,535	5,000	6,880	-
10-41-5325	IT - Software Purchases	276	2,000	39	-
10-41-5350	IT - Software Contracts	38,315	52,000	41,805	-
* Records Management		-	-	-	1,000
10-41-5400	Insurance	107,621	30,000	49,312	38,000
10-41-5500	Legal - Contracted	39,072	50,000	40,824	40,000
10-41-5600	Memberships - Town	12,687	14,000	12,602	15,000
10-41-5700	Public Relations	6,879	-	-	-
10-41-5800	Town Hall Events	8,136	8,500	-	9,500
10-41-5850	Employee Recognition	-	3,500	1,014	3,500
10-41-9000	Other	7,970	2,000	6,683	3,000
<b>SUB-TOTAL</b>		<b>798,208</b>	<b>801,841</b>	<b>753,113</b>	<b>748,271</b>

**TOWN OF ELIZABETH  
GENERAL FUND EXPENDITURES  
2025 PROPOSED BUDGET**

**FUND NO. 10 ACCOUNT NUMBER 42**

**DEPARTMENT: JUDICIAL**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
10-42-1200	Salaries & Wages- Muni Judge	11,508	14,345	11,325	13,590
10-42-1300	Salaries & Wages- Asst Judge	2,877	4,316	1,079	4,316
10-42-1400	State Comp	401	547	346	25
10-42-1600	FICA	1,100	1,428	949	1,370
10-42-1700	Colo Unemployment	29	56	25	54
10-42-1825	Memberships - Employee	-	-	-	-
10-42-1850	Training, Travel and Lodging	1,184	3,000	-	3,000
10-42-3200	Court Prosecutor - Contracted	18,567	15,000	8,772	17,000
10-42-9000	Other	445	250	75	250
SUB-TOTAL		36,112	38,942	22,570	39,604

**FUND NO. 10 ACCOUNT NUMBER 43**

**DEPARTMENT: LEGISLATURE**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
10-43-1100	BOT - Salaries & Wages	16,050	14,400	10,875	14,400
10-43-1200	PC - Compensation	3,000	3,000	3,000	4,200
10-43-1400	BOT - Workers' Compensation	8	763	6	20
10-43-1450	PC - Workers' Compensation	3	159	2	6
10-43-1600	BOT - FICA	1,217	1,102	809	1,102
10-43-1650	PC - FICA	241	230	253	321
10-43-1700	BOT - Colo Unemployment	31	43	21	43
10-43-1750	PC - Colo Unemployment	7	9	7	13
10-43-1850	BOT - Train, Trvl, Lodg	140	3,500	-	3,000
10-43-3700	PC - Train, Trvl, Lodg	1,118	2,000	1,221	1,500
10-43-4400	BOT - Equipment	60	2,500	-	-
10-43-4450	PC - Equipment	3,212	750	-	-
10-43-5000	BOT - Meals	899	1,000	791	1,400
10-43-5100	PC - Meals	275	100	-	500
10-43-5250	IT - Contracted	-	20,000	12,195	12,000
10-43-5300	IT - Hardware	-	2,500	-	-
10-43-5325	IT - Software Purchases	-	1,000	-	-
10-43-5350	IT - Software Contracts	-	500	-	-
10-43-5800	BOT - Awards/Recognition	-	1,000	-	1,000
10-49-5900	PC - Awards/Recognition	-	500	-	500
10-43-9000	BOT- Other	261	500	-	250
SUB-TOTAL		26,522	55,556	29,179	40,255

**TOWN OF ELIZABETH**  
**GENERAL FUND EXPENDITURES**  
**2025 PROPOSED BUDGET**

**FUND NO. 10 ACCOUNT NUMBER 46**

**DEPARTMENT: POLICE**

<b>ACCOUNT NUMBER</b>	<b>SOURCE</b>	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
10-46-1100	Salaries & Wages	863,184	967,543	925,932	1,066,504
10-46-1110	Salary & Benefits - Interim	56,491	-	-	-
10-46-1230	HVE Grant Overtime	-	-	630	6,000
10-46-1240	Contracted Overtime	6,075	6,900	900	1,000
10-46-1300	Overtime	22,764	40,000	45,302	20,216
10-46-1400	Workers' Compensation	23,094	27,064	25,466	29,022
10-46-1500	Health Insurance	179,104	235,716	213,225	245,224
10-46-1550	Retirement	11,691	13,449	13,738	16,835
10-46-1600	FICA	18,198	21,432	20,283	22,988
10-46-1605	FPPA	92,818	116,193	102,814	134,010
10-46-1700	Colo Unemployment	1,649	2,979	1,820	3,260
10-46-1825	Memberships - Employee	1,122	1,500	854	1,500
10-46-1850	Training, Travel and Lodging	12,371	10,000	19,722	12,500
10-46-3000	Community Outreach	889	3,500	450	3,500
10-46-3005	Student Academy	-	8,000	1,259	8,000
10-46-3200	Contracted Services	84,406	20,000	16,089	20,000
10-46-3205	Victims Advocate	-	15,000	15,000	15,000
10-46-3210	ECCA Maintenance	-	13,000	12,706	13,000
10-46-3500	Investigative Services	-	3,500	225	5,000
10-46-3505	Investigative & Property Equipment	-	2,000	2,199	2,000
10-46-3510	Rocky Mountain RCFL	-	2,000	-	1,000
10-46-3600	Mobile Data Laptops	3,680	5,000	3,845	5,000
10-46-3625	Weapons - Lethal	113	-	-	-
10-46-3650	Weapons - Less Lethal	1,600	6,000	3,802	3,000
10-46-3655	Body Cams Contract	-	28,000	40,507	15,510
10-46-3660	Tasers Contract	-	9,620	14,400	4,810
10-46-3665	Flock Cameras	-	7,500	-	8,500
10-46-3675	Other Equipment	827	-	-	-
10-46-4000	Bldg Maint & Repairs	4,474	3,500	3,025	3,500
10-46-4300	Drug, Screen, Psy & Poly Test	361	2,500	4,680	525
10-46-4305	SANE Exams	-	3,000	-	1,000
10-46-4400	Equipment and Maintenance	13,519	7,500	3,342	5,500
10-46-4500	Furniture	2,369	2,500	-	1,000
10-46-4650	Office Supplies	6,841	7,500	5,330	7,500
10-46-4700	Postage	412	500	641	600
10-46-4800	Telephone & Internet	20,318	21,000	19,924	17,000
10-46-4900	Utilities	5,759	7,000	3,378	7,000
10-46-5250	IT - Contracted	-	35,000	43,857	25,000
10-46-5305	IT - Hardware	-	5,000	90	-
10-46-5325	IT - Software Purchases	-	5,000	-	-
10-46-5350	IT - Software Contracts	-	2,000	-	-
10-46-5400	Insurance	-	110,000	96,668	130,000
10-46-6400	Training and Ammunition	2,643	6,000	9,858	6,000
10-46-6600	Uniforms	22,246	8,000	1,689	5,600
10-46-8000	Vehicles and Leases	-	-	-	-
10-46-8050	Vehicle Maint & Repairs	20,349	15,000	16,308	20,000
* LAWS	Vehicle Maint & Repairs	-	-	-	-
10-46-8075	Fuel	26,670	22,000	20,919	22,000
10-46-9000	Other	7,629	1,500	1,903	1,500
10-46-9050	Vehicle Depreciation	-	18,100	-	-
<b>SUB-TOTAL</b>		<b>1,513,665</b>	<b>1,848,496</b>	<b>1,712,780</b>	<b>1,917,104</b>

**TOWN OF ELIZABETH  
GENERAL FUND EXPENDITURES  
2025 PROPOSED BUDGET**

**FUND NO. 10 ACCOUNT NUMBER 49**

**DEPARTMENT: PARKS**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
10-49-1100	Salaries & Wages	53,586	163,461	129,204	144,211
10-49-1300	Overtime	2,324	2,685	2,750	3,132
10-49-1400	Workers' Compensation	1,758	4,675	3,687	4,096
10-49-1500	Health Insurance	12,142	35,587	33,775	36,675
10-49-1550	Retirement	1,640	5,060	2,076	7,367
10-49-1600	FICA	4,176	12,710	9,919	11,272
10-49-1700	Colo Unemployment	112	498	264	442
10-49-1850	Training, Travel and Lodging	-	300	30	300
10-49-1900	Allowances	-	-	-	-
10-49-4000	Bldg Maint & Repairs	8,189	5,000	8,777	6,000
10-49-4100	Equipment Maint & Repairs	-	5,000	11,612	5,000
10-49-4800	Telephone and Cellphones	3,767	4,200	5,023	4,500
10-49-4900	Utilities	7,116	8,000	1,653	8,250
10-49-5250	IT - Contracted	-	5,000	2,053	2,500
10-49-5300	IT - Hardware	-	-	-	-
10-49-5400	Insurance	-	5,000	2,757	3,500
10-49-6100	Parks Maintenace	34,644	20,000	12,909	23,000
10-49-6300	Parts and Repairs	1,878	3,500	261	-
10-49-6500	Tree City USA	-	2,500	-	2,500
10-49-6600	Uniforms	280	2,000	533	1,000
10-49-8050	Vehicle Maint & Repairs	2,117	3,500	7,090	4,500
10-49-8075	Fuel	2,310	3,000	5,491	4,000
10-49-8080	Diesel	642	2,000	1,738	2,500
10-49-9000	Other	170	500	5	100
10-49-9050	Vehicle Depreciation	-	6,900	-	-
<b>SUB-TOTAL</b>		<b>136,850</b>	<b>301,076</b>	<b>241,605</b>	<b>274,845</b>

**FUND NO. 10 ACCOUNT NUMBER 52**

**DEPARTMENT: TWN ADMINSTR**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
10-52-1100	Salaries & Wages	168,008	173,340	172,427	185,377
10-52-1400	Workers' Compensation	202	225	207	260
10-52-1500	Health Insurance	11,031	27,301	29,768	28,082
10-52-1550	Retirement	2,074	8,667	5,056	9,269
10-52-1600	FICA	12,429	13,261	12,900	14,181
10-52-1700	Colo Unemployment	336	520	345	556
10-52-1825	Memberships - Employee	200	-	-	750
10-52-1850	Training, Travel and Lodging	468	1,500	2,503	1,500
10-52-1900	Allowances	3,900	-	3,900	-
10-52-3900	Cell Phones	954	1,200	1,120	1,200
10-52-5250	IT - Contracted	-	1,800	1,958	1,800
10-52-5300	IT - Hardware	-	-	-	-
<b>SUB-TOTAL</b>		<b>199,602</b>	<b>227,814</b>	<b>230,183</b>	<b>242,976</b>

**TOWN OF ELIZABETH  
GENERAL FUND EXPENDITURES  
2025 PROPOSED BUDGET**

**FUND NO. 10 ACCOUNT NUMBER 53**

**DEPARTMENT: COMM DEV**

<b>ACCOUNT NUMBER</b>	<b>SOURCE</b>	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
10-53-1100	Salaries & Wages	211,847	241,596	224,908	253,675
10-53-1300	Overtime Community Development	104	418	-	439
10-53-1400	Workers' Compensation	254	315	270	356
10-53-1500	Health Insurance	46,464	55,766	56,019	66,573
10-53-1550	Retirement	7,097	12,101	11,004	13,706
10-53-1600	FICA	15,856	18,514	16,853	19,440
10-53-1700	Colo Unemployment	424	726	450	762
10-53-1825	Memberships - Employee	808	1,400	242	1,400
10-53-1850	Training, Travel and Lodging	4,557	8,500	5,617	8,500
10-53-1900	Allowances	-	-	-	-
10-53-2500	Community Events	50,297	5,000	17,008	8,000
10-53-2505	Friday Night Market	-	20,000	37,279	20,000
* Event Contracted Services		-	-	-	10,000
10-53-3000	Building Permits Pass Through	339,122	300,000	220,537	100,000
10-53-3200	Contracted Services	38,648	30,000	4,865	35,000
10-53-3425	Elizabeth Main Street	28,962	15,000	20,467	17,000
10-53-3435	5k Walk/Run	-	8,000	7,287	8,000
10-53-3450	Historic Advisory Board	25,614	18,000	5,974	16,000
10-53-3455	Historic Walk & Talk	-	4,000	-	5,000
10-53-3475	Marketing Materials & Publ	5,891	4,000	882	4,000
10-53-3900	Cell Phone	765	1,800	1,512	1,800
10-53-4000	GIS	-	1,200	-	-
10-53-4400	Equipment and Maintenance	5,100	750	415	500
10-53-4500	Furniture	1,014	500	19	500
10-53-4600	Office Supplies	3,490	750	275	750
10-53-4700	Postage	583	500	-	100
10-53-5250	IT - Contracted	-	6,300	7,067	6,000
10-53-5300	IT - Hardware	-	-	-	-
10-53-5325	IT - Software Purchases	-	1,000	-	-
10-53-5350	IT - Software Contracts	-	500	-	-
10-53-9000	Other	1,638	250	687	250
<b>SUB-TOTAL</b>		<b>788,536</b>	<b>756,886</b>	<b>639,636</b>	<b>597,751</b>
<b>GRAND TOTALS</b>		<b><u>3,499,495</u></b>	<b><u>4,030,611</u></b>	<b><u>3,629,067</u></b>	<b><u>3,860,805</u></b>

**TOWN OF ELIZABETH**  
**STREET MAINTENANCE FUND SUMMARY**  
**2025 PROPOSED BUDGET**

	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
<b>REVENUES</b>				
REVENUES	525,646	414,440	530,106	416,990
SUB-TOTAL	525,646	414,440	530,106	416,990
BEGINNING FUND BALANCE	955,345	1,011,820	1,011,820	1,095,223
TOTAL REVENUES	<u>1,480,991</u>	<u>1,426,260</u>	<u>1,541,927</u>	<u>1,512,213</u>
<b>EXPENDITURES</b>				
EXPENDITURES	(469,171)	(474,679)	(446,704)	(415,012)
TOTAL EXPENSES	<u>(469,171)</u>	<u>(474,679)</u>	<u>(446,704)</u>	<u>(415,012)</u>
ENDING FUND BALANCE	1,011,820	951,581	1,095,223	1,097,200
EMERGENCY RESERVE	(14,075)	(14,240)	(13,401)	(12,450)
YEAR END BALANCE	<u>997,745</u>	<u>937,341</u>	<u>1,081,821</u>	<u>1,084,750</u>

**TOWN OF ELIZABETH  
STREET MAINTENANCE FUND SUMMARY  
2025 PROPOSED BUDGET**

<b>REVENUES</b>		<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
21-31	Taxes	191,639	158,750	165,741	165,000
21-33	Intergovernmental	262,569	202,200	297,242	198,500
21-36	Other Sources	71,437	53,490	67,124	53,490
<b>TOTAL REVENUE</b>		<b>525,646</b>	<b>414,440</b>	<b>530,106</b>	<b>416,990</b>
<b>EXPENDITURES</b>					
21-49	Streets	469,171	474,679	446,704	415,012
<b>TOTAL EXPENDITURES</b>		<b>469,171</b>	<b>474,679</b>	<b>446,704</b>	<b>415,012</b>

**TOWN OF ELIZABETH  
STREET MAINTENANCE FUND REVENUES  
2025 PROPOSED BUDGET**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
<b>TAXES:</b>					
21-31-3000	General Sales Tax	154,516	146,250	136,470	150,000
21-31-4000	Use Tax	37,123	12,500	29,270	15,000
	SUB-TOTAL	191,639	158,750	165,741	165,000
<b>INTERGOVERNMENTAL:</b>					
21-33-1000	Highway Users Tax	79,474	60,000	79,586	60,000
21-33-1050	Road & Bridge	172,702	130,000	208,444	130,000
21-33-6100	M.V. Registration (\$1.50)	3,133	5,000	2,645	3,500
21-33-6200	M.V. Registration (\$2.50)	7,261	7,200	6,567	5,000
	SUB-TOTAL	262,569	202,200	297,242	198,500
<b>OTHER:</b>					
21-36-1000	Investment Income	47,082	30,000	45,706	30,000
21-36-4000	Public Improvement Fee	24,355	23,490	21,418	23,490
	SUB-TOTAL	71,437	53,490	67,124	53,490
	TOTAL REVENUES	525,646	414,440	530,106	416,990
	GRAND TOTALS	525,646	414,440	530,106	416,990

**TOWN OF ELIZABETH  
STREET MAINTENANCE FUND EXPENDITURES  
2025 PROPOSED BUDGET**

**FUND NO. 21 ACCOUNT NUMBER 49**

**DEPARTMENT: STREETS**

<b>ACCOUNT NUMBER</b>	<b>SOURCE</b>	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
21-49-1100	Salaries & Wages- Pub Works	161,915	203,810	165,485	180,374
21-49-1300	Overtime	6,969	4,307	5,487	4,697
21-49-1400	Workers' Compensation	5,259	3,879	6,395	2,975
21-49-1500	Health Insurance	36,764	42,179	42,464	41,879
21-49-1550	Retirement	4,964	7,159	3,812	9,254
21-49-1600	FICA	12,650	15,921	12,862	14,158
21-49-1700	Colo Unemployment	338	624	342	555
21-49-1850	Training, Travel and Lodging	-	-	4	3,000
21-49-3200	Contracted Services	52,730	20,000	6,054	15,000
21-49-3500	De-icing Supplies	6,958	5,000	7,330	5,000
21-49-3650	Lights and Signals	32,771	20,000	25,924	15,000
21-49-4000	Maintenance and Repairs	73,728	50,000	49,485	42,000
21-49-4100	Equipment Maint & Repairs	-	20,000	13,734	20,000
21-49-4800	Phones	1,898	1,300	2,320	2,520
21-49-5250	IT - Contracted	-	5,000	2,101	2,000
21-49-5300	IT - Hardware	-	-	-	-
21-49-5405	Insurance	-	5,000	4,619	4,400
21-49-5800	ROW Maintenance	54,719	40,000	64,487	30,000
21-49-6100	Signs	845	12,500	12,980	9,000
21-49-6600	Uniforms	840	2,000	606	1,500
21-49-8050	Vehicle Maint & Repairs	6,995	3,500	9,709	5,000
21-49-8075	Fuel	6,539	3,000	7,366	4,000
21-49-8080	Diesel	2,029	2,000	3,061	2,500
21-49-9000	Other	261	500	78	200
21-49-9050	Vehicle Depreciation	-	7,000	-	-
<b>SUB-TOTAL</b>		<b>469,171</b>	<b>474,679</b>	<b>446,704</b>	<b>415,012</b>
<b>GRAND TOTALS</b>		<b>469,171</b>	<b>474,679</b>	<b>446,704</b>	<b>415,012</b>

**TOWN OF ELIZABETH**  
**CAPITAL IMPROVEMENT FUND SUMMARY**  
**2025 PROPOSED BUDGET**

	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
<b>REVENUES</b>				
REVENUES	2,480,671	2,152,500	2,182,596	2,185,000
SUB-TOTAL	<u>2,480,671</u>	<u>2,152,500</u>	<u>2,182,596</u>	<u>2,185,000</u>
BEGINNING FUND BALANCE	<u>8,635,236</u>	<u>10,253,003</u>	<u>10,253,003</u>	<u>10,981,149</u>
TOTAL REVENUES	<u><u>11,115,907</u></u>	<u><u>12,405,503</u></u>	<u><u>12,435,599</u></u>	<u><u>13,166,149</u></u>
<b>EXPENDITURES</b>				
EXPENDITURES	(807,903)	(2,642,000)	(1,344,451)	(2,426,000)
TRANSFER OUT	<u>(55,000)</u>	<u>(110,000)</u>	<u>(110,000)</u>	<u>(140,000)</u>
TOTAL EXPENSES	<u><u>(862,903)</u></u>	<u><u>(2,752,000)</u></u>	<u><u>(1,454,451)</u></u>	<u><u>(2,566,000)</u></u>
ENDING FUND BALANCE	<u>10,253,003</u>	<u>9,653,503</u>	<u>10,981,149</u>	<u>10,600,149</u>
EMERGENCY RESERVE	<u>(25,887)</u>	<u>(82,560)</u>	<u>(43,634)</u>	<u>(76,980)</u>
YEAR END BALANCE	<u><u>10,227,116</u></u>	<u><u>9,570,943</u></u>	<u><u>10,937,515</u></u>	<u><u>10,523,169</u></u>

**TOWN OF ELIZABETH**  
**CAPITAL IMPROVEMENT FUND SUMMARY**  
**2025 PROPOSED BUDGET**

<b>REVENUES</b>		<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
31-31	Taxes	1,916,389	1,587,500	1,657,405	1,650,000
31-34	Grants	-	200,000	-	200,000
31-36	Other	564,281	365,000	525,191	335,000
<b>TOTAL REVENUE</b>		<b><u>2,480,671</u></b>	<b><u>2,152,500</u></b>	<b><u>2,182,596</u></b>	<b><u>2,185,000</u></b>
<b>EXPENDITURES</b>					
31-80	Capital Improvement	807,903	2,642,000	1,344,451	2,426,000
31-80	Transfer Out	55,000	110,000	110,000	140,000
<b>TOTAL EXPENDITURES</b>		<b><u>862,903</u></b>	<b><u>2,752,000</u></b>	<b><u>1,454,451</u></b>	<b><u>2,566,000</u></b>

**TOWN OF ELIZABETH  
CAPITAL IMPROVEMENT FUND REVENUES  
2025 PROPOSED BUDGET**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
<b>TAXES:</b>					
31-31-3000	Sales Tax	1,545,161	1,462,500	1,364,702	1,500,000
31-31-4000	Use Tax	371,228	125,000	292,704	150,000
	SUB-TOTAL	1,916,389	1,587,500	1,657,405	1,650,000
31-34-1000	<b>GRANTS:</b>	-	200,000	-	200,000
<b>OTHER:</b>					
31-36-1000	Investment Income	443,161	350,000	474,350	275,000
31-36-9000	Other Revenue	121,121	15,000	50,841	60,000
	SUB-TOTAL	564,281	365,000	525,191	335,000
	GRAND TOTALS	2,480,671	2,152,500	2,182,596	2,185,000

**TOWN OF ELIZABETH**  
**CAPITAL IMPROVEMENT FUND EXPENDITURES**  
**2025 PROPOSED BUDGET**

**FUND NO. 31 ACCOUNT NUMBER 80**

**DEPARTMENT: CAPITAL IMPROVEMENT**

<b>ACCOUNT NUMBER</b>	<b>SOURCE</b>	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
31-80-0100	Land Purchase	399,311	900,000	900,000	250,000
31-80-0600	Running Creek Park	26,549	-	-	-
31-80-3400	Facilities Master Plan	29,000	-	-	-
31-80-3410	Trails & Park Master Plan	-	50,000	-	50,000
* Capital Improvement Plant		-	-	-	-
31-80-3425	Community Studies	36,850	-	-	-
31-80-3450	Senior Center	-	400,000	4,860	400,000
31-80-4000	Equipment	5,800	-	-	30,000
31-80-4005	Hydro-Vac Trailer	-	-	21	-
31-80-4010	Wheeled Tire Loader (Used)	20,000	-	-	-
31-80-4015	PW Trucks	121,526	-	-	-
31-80-4020	PD Vehicles	-	200,000	200,000	-
31-80-4025	Storage Trailers	-	15,000	13,458	-
31-80-4030	Hand Gun & Accessories	-	17,000	12,713	-
31-80-4035	Long Gun & Accessories	-	40,000	28,314	-
31-80-5500	Town Hall Bldg Improvements	50,531	-	5,049	-
31-80-5505	PD Building Improvements	42,000	50,000	26,559	30,000
31-80-5510	Banner & Broadway Property	73,836	-	-	-
31-80-5515	Community Garden	-	-	-	-
31-80-5525	Main Street Monument Sign	-	-	-	85,000
31-80-6500	Trail Systems	2,500	35,000	40,252	10,000
31-80-6505	Fiber Installation	-	120,000	100,000	-
31-80-6510	444 S. Main/Spruce	-	770,000	4,600	770,000
31-80-6515	Banner & Broadway Parking	-	-	-	300,000
31-80-6520	ADA Technology Upgrade	-	25,000	8,625	3,500
31-80-6525	South 40 Improvements	-	20,000	-	-
* The Depot Parking		-	-	-	300,000
* Tree Farm		-	-	-	5,000
* Façade Grant		-	-	-	7,500
* Wade Park Improvements		-	-	-	60,000
* Computer Upgrades		-	-	-	21,500
* Software		-	-	-	103,500
31-80-9100	Town Hall Landscaping	-	-	-	-
31-80-9901	Transfer to General Fund	55,000	110,000	110,000	140,000
<b>SUB-TOTAL</b>		<b>862,903</b>	<b>2,752,000</b>	<b>1,454,451</b>	<b>2,566,000</b>
<b>GRAND TOTALS</b>		<b>862,903</b>	<b>2,752,000</b>	<b>1,454,451</b>	<b>2,566,000</b>

**TOWN OF ELIZABETH**  
**STREET CAPITAL IMPROVEMENT FUND SUMMARY**  
**2025 PROPOSED BUDGET**

	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
<b>REVENUES</b>				
REVENUES	1,913,833	2,788,750	1,797,489	2,825,000
SUB-TOTAL	1,913,833	2,788,750	1,797,489	2,825,000
BEGINNING FUND BALANCE	<u>3,375,056</u>	<u>4,519,188</u>	<u>4,519,188</u>	<u>5,702,233</u>
TOTAL REVENUES	<u><u>5,288,889</u></u>	<u><u>7,307,938</u></u>	<u><u>6,316,677</u></u>	<u><u>8,527,233</u></u>
<b>EXPENDITURES</b>				
EXPENDITURES	(263,139)	(3,092,500)	(614,444)	(3,125,000)
TRANSFER OUT	-	-	-	-
TOTAL EXPENSES	<u>(263,139)</u>	<u>(3,092,500)</u>	<u>(614,444)</u>	<u>(3,125,000)</u>
ENDING FUND BALANCE	<u>4,519,188</u>	<u>4,215,438</u>	<u>5,702,233</u>	<u>5,402,233</u>
EMERGENCY RESERVE (TABOR)	(7,894)	(92,775)	(18,433)	(93,750)
2014 NOTE DEBT SERVICE RESERVE	(249,000)	-	-	-
2015 NOTE DEBT SERVICE RESERVE	<u>(24,500)</u>	<u>(24,500)</u>	<u>(506,563)</u>	<u>(506,198)</u>
YEAR END BALANCE	<u><u>4,486,794</u></u>	<u><u>4,098,163</u></u>	<u><u>5,177,236</u></u>	<u><u>4,802,285</u></u>

**TOWN OF ELIZABETH  
STREET CAPITAL IMPROVEMENT FUND SUMMARY  
2025 PROPOSED BUDGET**

<b>REVENUES</b>		<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
32-31	Taxes	1,724,400	1,428,750	1,587,461	1,485,000
32-34	Grants	-	1,250,000	-	1,250,000
32-39	Miscellaneous	189,432	110,000	210,027	90,000
	<b>TOTAL REVENUE</b>	<b><u>1,913,833</u></b>	<b><u>2,788,750</u></b>	<b><u>1,797,489</u></b>	<b><u>2,825,000</u></b>
<b>EXPENDITURES</b>					
32-49	Street Capital	263,139	3,092,500	614,444	3,125,000
32-59	Debt Service	506,563	504,323	506,563	506,198
	<b>TOTAL EXPENDITURES</b>	<b><u>769,701</u></b>	<b><u>3,596,823</u></b>	<b><u>1,121,007</u></b>	<b><u>3,631,198</u></b>

**TOWN OF ELIZABETH  
STREET CAPITAL IMPROVEMENT FUND REVENUES  
2025 PROPOSED BUDGET**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
<b>TAXES:</b>					
32-31-3000	General Sales Tax	1,390,645	1,316,250	1,228,231	1,350,000
32-31-4000	Use Tax	333,755	112,500	359,230	135,000
	SUB-TOTAL	1,724,400	1,428,750	1,587,461	1,485,000
32-34-1000	<b>GRANTS:</b>	-	1,250,000	-	1,250,000
<b>OTHER:</b>					
32-36-1000	Investment Income	189,432	110,000	210,027	90,000
	SUB-TOTAL	189,432	110,000	210,027	90,000
	GRAND TOTALS	1,913,833	1,538,750	1,797,489	1,575,000

**TOWN OF ELIZABETH  
STREET CAPITAL IMPROVEMENT FUND EXPENDITURES  
2025 PROPOSED BUDGET**

**FUND NO. 32 ACCOUNT NUMBER 49**

**DEPARTMENT: STREET CAPITAL**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
32-49-1000	Drainage Improvements	-	50,000	-	50,000
32-49-3000	Paving Projects - CR13 South	-	-	-	-
32-49-4000	Road Base	-	-	-	-
32-49-6600	Right of Way Easements	3,935	35,000	-	40,000
32-49-8000	Street Paving	-	160,000	-	-
32-49-9000	Concrete Street Repairs	10,275	310,000	4,397	310,000
32-49-9100	Equipment	-	300,000	218,719	50,000
32-49-9105	Hydro-Vac Trailer	-	22,500	37,814	-
32-49-9110	Wheeled Tire Loaders (Used)	20,000	-	-	-
32-49-9115	444 S. Main/Spruce	-	330,000	2,173	630,000
32-49-9120	Main Street Streetscape	-	1,525,000	975	1,525,000
*	The Depot Parking	-	-	-	300,000
*	Fuel Island	-	-	-	20,000
32-49-9200	New Curb & Gutter Work	20,950	20,000	-	20,000
32-49-9300	New Sidewalk Construction	45,950	40,000	-	40,000
32-49-9305	Main St Streetscape Design	112,029	200,000	250,366	-
32-49-9310	Transfer to General Fund	50,000	100,000	100,000	140,000
<b>SUB-TOTAL</b>		<b>263,139</b>	<b>3,092,500</b>	<b>614,444</b>	<b>3,125,000</b>

**FUND NO. 32 ACCOUNT NUMBER 59**

**DEPARTMENT: DEBT SERVICE**

ACCOUNT NUMBER	SOURCE	2,023 ACTUAL	2,024 APPROVED	2,024 ESTIMATED	2,025 PROPOSED
32-59-4000	Paying Agency Fees	300	600	300	300
	2015 Refunding Bond				
32-59-9800	Principal	440,000	450,000	440,000	465,000
32-59-9850	Interest	66,263	53,723	66,263	40,898
<b>SUB-TOTAL</b>		<b>506,563</b>	<b>504,323</b>	<b>506,563</b>	<b>506,198</b>
<b>GRAND TOTALS</b>		<b>769,701</b>	<b>3,596,823</b>	<b>1,121,007</b>	<b>3,631,198</b>

**TOWN OF ELIZABETH**  
**WATER SEWER FUND SUMMARY**  
**2025 PROPOSED BUDGET**

	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
<b>REVENUES</b>				
REVENUES	4,695,810	4,121,000	6,303,554	3,295,000
SUB-TOTAL	<u>4,695,810</u>	<u>4,121,000</u>	<u>6,303,554</u>	<u>3,295,000</u>
BEGINNING FUND BALANCE	4,417,527	6,437,855	6,437,855	10,898,241
TOTAL REVENUES	<u>9,113,337</u>	<u>10,558,855</u>	<u>12,741,409</u>	<u>14,193,241</u>
<b>EXPENDITURES</b>				
EXPENDITURES	(1,173,732)	(2,139,185)	(1,568,731)	(1,757,046)
DEBT SERVICE	(11,650)	(74,436)	(74,436)	(74,436)
TRANSFER OUT	(175,000)	(200,000)	(200,000)	(250,000)
TOTAL EXPENSES	<u>(1,360,381)</u>	<u>(2,413,621)</u>	<u>(1,843,168)</u>	<u>(2,081,482)</u>
ENDING FUND BALANCE	6,437,855	8,145,234	10,898,241	12,111,759
EMERGENCY RESERVE (TABOR)	(40,811)	(72,409)	(55,295)	(62,444)
DEBT SERVICE RESERVE	(74,436)	(74,436)	(74,436)	(74,436)
YEAR END BALANCE	<u>6,322,608</u>	<u>7,998,389</u>	<u>10,768,510</u>	<u>11,974,878</u>

**TOWN OF ELIZABETH  
WATER SEWER FUND SUMMARY  
2025 PROPOSED BUDGET**

<b>REVENUES</b>		<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
52-34	Charges for Services	1,576,259	1,540,000	1,772,183	1,555,000
52-34	Tap Fees	2,829,306	2,400,000	4,042,149	1,590,000
52-36	Miscellaneous	290,245	181,000	489,222	150,000
	<b>TOTAL REVENUE</b>	<b><u>4,695,810</u></b>	<b><u>4,121,000</u></b>	<b><u>6,303,554</u></b>	<b><u>3,295,000</u></b>
<b>EXPENDITURES</b>					
52-57	Water Operations	587,033	671,864	725,452	645,050
52-57	Capital Outlay	-	415,000	315,000	435,000
52-58	Sewer Operations	586,699	552,321	459,044	526,996
52-58	Capital Outlay	-	500,000	69,236	150,000
52-63	Debt Service	11,650	74,436	74,436	74,436
52-58	Transfer Out	175,000	200,000	200,000	250,000
	<b>TOTAL EXPENDITURES</b>	<b><u>1,360,381</u></b>	<b><u>2,413,621</u></b>	<b><u>1,843,168</u></b>	<b><u>2,081,482</u></b>

**TOWN OF ELIZABETH  
WATER SEWER FUND REVENUES  
2025 PROPOSED BUDGET**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
<b>CHARGES FOR SERVICES:</b>					
52-34-4100	Water Sales	772,196	760,000	919,068	770,000
52-34-4200	Sewer Sales	804,063	780,000	853,116	785,000
	SUB-TOTAL	1,576,259	1,540,000	1,772,183	1,555,000
<b>TAP FEES:</b>					
52-34-8100	Water Tap Fees	1,302,494	900,000	1,752,704	740,000
52-34-8120	Renewable Water Fee	287,118	500,000	769,494	330,000
52-34-8200	Sewer Tap Fees	1,239,694	1,000,000	1,519,951	520,000
	SUB-TOTAL	2,829,306	2,400,000	4,042,149	1,590,000
<b>MISCELLANEOUS:</b>					
52-36-1000	Investment Income	235,524	140,000	408,877	110,000
52-36-9000	Other Revenue	54,721	41,000	80,345	40,000
	SUB-TOTAL	290,245	181,000	489,222	150,000
	GRAND TOTALS	4,695,810	4,121,000	6,303,554	3,295,000

**TOWN OF ELIZABETH  
WATER SEWER FUND EXPENDITURES  
2025 PROPOSED BUDGET**

**FUND NO. 52 ACCOUNT NUMBER 57**

**DEPARTMENT: WATER**

<b>ACCOUNT NUMBER</b>	<b>SOURCE</b>	<b>2023 ACTUAL</b>	<b>2024 APPROVED</b>	<b>2024 ESTIMATED</b>	<b>2025 PROPOSED</b>
52-57-1100	Salaries & Wages - Water	169,504	153,545	122,484	144,404
52-57-1300	Overtime	6,967	3,818	6,352	2,465
52-57-1400	Workers' Compensation	5,297	4,907	3,764	4,450
52-57-1500	Health Insurance	36,061	38,156	31,008	45,511
52-57-1550	Retirement	4,926	3,278	8,607	7,593
52-57-1600	FICA	12,633	12,038	9,636	11,235
52-57-1700	Colo Unemployment	338	472	259	441
52-57-1825	Memberships - Employee	300	1,200	620	1,200
52-57-1850	Training, Travel and Lodging	-	750	2	750
52-57-1900	Allowances	-	-	-	-
52-57-3200	Contracted Services	70,219	100,000	71,852	80,000
52-57-4800	Telephone and Cellphones	1,894	3,500	8,698	8,500
52-57-4900	Utilities	116,021	120,000	80,799	120,000
52-57-5250	IT - Contracted	-	5,000	3,329	5,000
52-57-5300	IT - Hardware	-	1,000	-	-
52-57-5325	IT - Software Purchases	-	1,000	-	-
52-57-5350	IT - Software Contracts	-	500	-	-
52-57-5400	Insurance	8,328	25,000	13,215	13,000
52-57-5500	Legal - Contracted	80	2,500	-	-
52-57-6000	Maintenance and Repairs	104,080	110,000	320,639	130,000
52-57-6100	Equipment Maint & Repairs	-	20,000	11,240	10,000
52-57-6600	Uniforms	840	2,500	762	2,500
52-57-7500	Chemical Supplies	17,782	22,000	13,808	20,000
52-57-7550	Water Supplies	18,612	12,000	10,076	12,000
52-57-8050	Vehicle Maint & Repairs	4,220	12,500	4,962	12,500
52-57-8075	Fuel	6,592	10,500	2,472	8,000
52-57-8080	Diesel	1,943	5,200	778	5,000
52-57-9000	Other	398	500	89	500
<b>SUB-TOTAL</b>		<b>587,033</b>	<b>671,864</b>	<b>725,452</b>	<b>645,050</b>

**FUND NO. 52 ACCOUNT NUMBER 57**

**DEPARTMENT: CAPITAL OUTLAY**

<b>ACCOUNT NUMBER</b>	<b>SOURCE</b>	<b>2,023 ACTUAL</b>	<b>2,024 APPROVED</b>	<b>2,024 ESTIMATED</b>	<b>2,025 PROPOSED</b>
52-57-9700	Water Tank Improvements	-	315,000	315,000	315,000
52-57-9900	Water Line Upgrade	-	100,000	-	120,000
<b>SUB-TOTAL</b>		<b>-</b>	<b>415,000</b>	<b>315,000</b>	<b>435,000</b>

**TOWN OF ELIZABETH  
WATER SEWER FUND EXPENDITURES  
2025 PROPOSED BUDGET**

**FUND NO. 52 ACCOUNT NUMBER 58**

**DEPARTMENT: SEWER**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
52-58-1100	Salaries & Wages - Sewer	167,137	153,545	117,168	144,404
52-58-1300	Overtime	6,967	3,818	6,352	2,465
52-58-1400	Workers' Compensation	5,256	2,974	2,445	2,996
52-58-1500	Health Insurance	36,060	38,156	35,334	45,511
52-58-1550	Retirement	4,926	7,868	4,280	7,593
52-58-1600	FICA	12,528	12,038	9,116	11,235
52-58-1700	Colo Unemployment	467	472	380	441
52-58-1825	Memberships - Employee	-	500	225	500
52-58-1850	Training, Travel and Lodging	-	750	2	750
52-58-1900	Allowances	-	-	-	-
52-58-3200	Contracted Services	129,423	100,000	120,780	100,000
52-58-4800	Telephone and Cellphones	9,695	3,500	9,686	9,600
52-58-4900	Utilities	60,389	70,000	52,877	70,000
* IT - Contracted		-	5,000	3,329	5,000
* IT - Hardware		-	1,000	-	-
* IT - Software Purchases		-	1,000	-	-
* IT - Software Contracts		-	500	-	-
52-58-5400	Insurance	9,202	25,000	13,215	13,000
52-58-6000	Maintenance and Repairs	121,807	70,000	68,699	80,000
* Equipment Maint & Repairs		-	20,000	45	-
52-58-6600	Uniforms	840	2,500	762	2,500
52-58-7500	Sewer Supplies	9,295	5,000	6,537	5,000
52-58-8050	Vehicle Maint & Repairs	3,949	12,500	4,962	12,500
52-58-8075	Fuel	6,592	10,500	2,472	8,000
52-58-8080	Diesel	1,909	5,200	297	5,000
52-58-9000	Other	256	500	80	500
<b>SUB-TOTAL</b>		<b>586,699</b>	<b>552,321</b>	<b>459,044</b>	<b>526,996</b>

**FUND NO. 52 ACCOUNT NUMBER 58**

**DEPARTMENT: CAPITAL OUTLAY**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
52-58-9400	WTP Upgrades	-	500,000	69,236	150,000
<b>SUB-TOTAL</b>		<b>-</b>	<b>500,000</b>	<b>69,236</b>	<b>150,000</b>

**TOWN OF ELIZABETH  
WATER SEWER FUND EXPENDITURES  
2025 PROPOSED BUDGET**

**FUND NO. 52 ACCOUNT NUMBER 63**

**DEPARTMENT: DEBT SERVICE**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
52-63-6300	2007 CWRPDA Pymt- Principal	-	64,758	64,157	67,210
52-63-6400	2007 CWRPDA- Interest	11,650	9,678	10,279	7,227
	SUB-TOTAL	11,650	74,436	74,436	74,436

**FUND NO. 52 ACCOUNT NUMBER 65**

**DEPARTMENT: CAPITAL OUTLAY**

ACCOUNT NUMBER	SOURCE	2023 ACTUAL	2024 APPROVED	2024 ESTIMATED	2025 PROPOSED
52-65-9900	Transfer to General Fund	175,000	200,000	200,000	250,000
	SUB-TOTAL	175,000	200,000	200,000	250,000
	GRAND TOTALS	1,360,381	2,413,621	1,843,168	2,081,482



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Honorable Mayor and Board of Trustees  
**FROM:** Zach Higgins, AICP Community Development Director  
**DATE:** November 12, 2024  
**SUBJECT:** Main Street Archway RFP Evaluation

---

### BACKGROUND

The Town of Elizabeth Main Street Board of Directors initiated the process to explore options for a Main Street Monument Sign on or adjacent to the Gesin Lot while the Town still held ownership of the lot. DOLA Main Street put an RFP together with their funds and distributed. DHM was chosen to complete the initial design and public engagement.

The first public meeting, the design charrette, was held on June 26<sup>th</sup>, 2023 at Town Hall. DHM provided precedent imagery from their own portfolio as well as other iconic gateway signs from Colorado towns. Those in attendance from the public and various Town board members voted in favor of two styles. One of those styles chosen was the Fairplay, CO sign and the other was the arch in Golden, CO.

DHM then put together three (3) design options that were presented at an August 14<sup>th</sup>, 2023 public meeting at Town Hall. Main Street Board members and the public voted to move forward with "Concept #3", the gateway arch sign. Those present felt that the Fairplay style option may not attract attention due to its low height. They felt the arch would be the most visible from SH-86, even with a potential build-out of the Gesin Lot. Also, the arch presented a photo option that could be an additional draw to Main Street for family, prom/homecoming, and holiday photos.

DHM took the feedback from the second meeting and put together four (4) iterations of the gateway arch sign. These iterations were presented to the Main Street Board at their November meeting. The Main Street Board made a formal recommendation to the Board of Trustees to consider "Alt #3" with minor revisions to the font and lettering layout. The Main Street Board felt that a plain Helvetica style font would be easier to read and would be better backlit. Also, they felt the Elizabeth lettering should be the most prominent with Historic Main Street written below. DHM made the recommended changes and included an additional three (3) options for consideration by the Board of Trustees at their November 28, 2023 meeting.

The Board of Trustees gave direction to move forward with the "Alt #3" iteration with the revisions the MSBOD had provided. Staff put together an RFP for completion of the design from 60-100% and full construction of the archway. This RFP was posted on BidNet from October 1<sup>st</sup>, 2024 through October 28<sup>th</sup> and received two submitted bids via BidNet.

## **SUMMARY**

The Town has received two bids via BidNet for the “Design Completion, Fabrication, and Installation of Historic Main Street Archway Sign” RFP. A.D. Miller’s bid came in at \$299,995.00. DaVinci Sign Systems’ bid came in at \$263,463.34. Staff evaluated the two bids based on the criteria established in the RFP. A.D. Miller scored 90% and DaVinci Sign Systems scored 29%.

## **BUDGET CONSIDERATIONS**

The Main Street Board has \$20,000 remaining in their DOLA Main Street Mini Grant funds that they were intending to put toward the Main Street Archway construction. If the Board accepts one of these bids, a portion of funds would be needed to pay for materials in 2024 and the remainder would be billed in 2025.

## **STAFF RECOMMENDATION**

Based on the requirements established in the RFP, Staff recommends A.D. Miller be chosen for the Design Completion, Fabrication, and Installation of Historic Main Street Archway Sign.

## **ATTACHMENT(S)**

Historic Main Street Archway RFP Evaluation  
A.D. Miller RFP Bid  
DaVinci Sign RFP Bid

<b>HISTORIC MAIN STREET ARCHWAY RFP</b>		
	<b>Bidders</b>	
<b>RFP Evaluation Criteria</b>	A.D. Miller	DaVinci Sign
Quality of proposed approach to completing the DHM Design concept (25%)	5/5	2/5
Experience with similar projects and ability to build upon existing design (20%)	4/5	2/5
Proposed timeline and ability to meet May 2025 completion (20%)	5/5	1/5
Overall project cost (15%)	3/5	3/5
Qualifications of Project Team (10%)	5/5	1/5
References and past performance (10%)	5/5	1/5
<b>TOTAL</b>	90%	29%

DHM DESIGN

# REQUEST FOR PROPOSAL

Response to:

Design Completion, Fabrication, and Installation of Historic  
Main Street Archway Sign

October 28, 2024

---

A.D. Miller Construction  
7006 Alton Way, Bldg E, Ste 100  
Centennial, CO 80112  
Phone: 303-221-7770  
contact@admillerinc.com



# Table of Contents

---

## Cover Letter

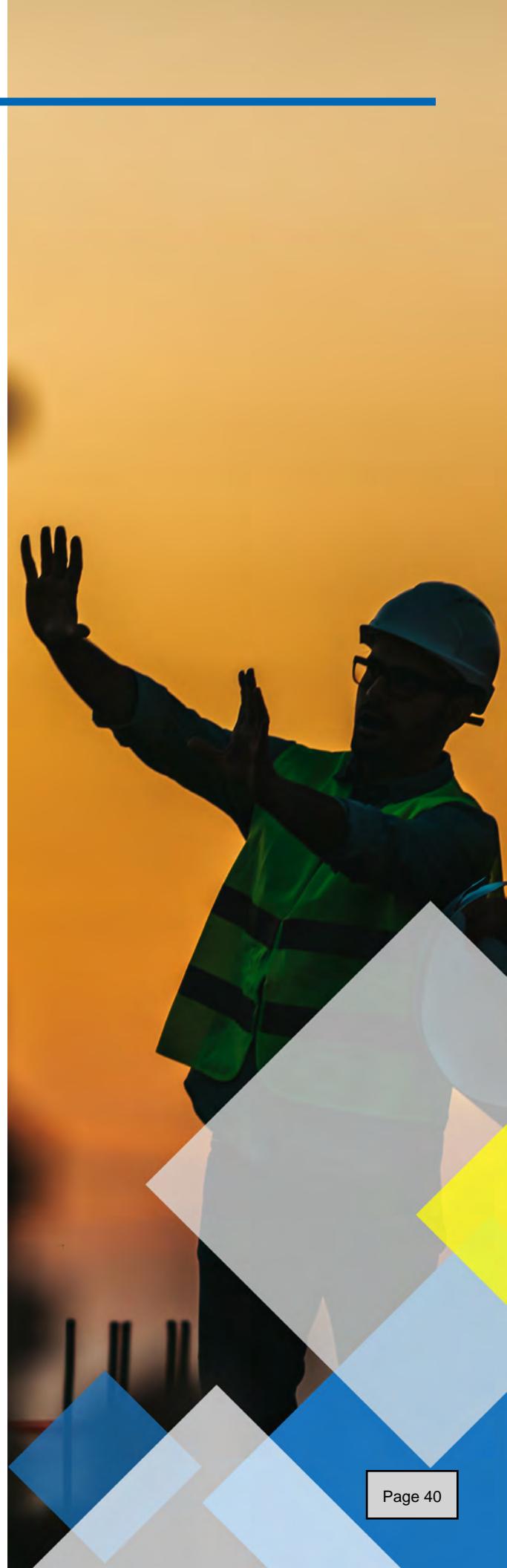
---

## 1 Proposal

- Team Overview
- Review of Drawings
- Approach
- Similar Project Experience
- Schedule
- Cost Breakdown
- Traffic Management Plan
- Compliance

## 2 Required Forms

- Proposal Form
- Proposal Security
- Qualification Statement
- Subcontractor List
- Material and Equipment List



# Cover Letter

---

A.D. Miller Construction  
7006 Alton Way, Bldg E, Ste 100  
Centennial, CO 80112  
Phone: 303-221-7770  
contact@admillerinc.com

Town of Elizabeth  
Community Development Director  
Zach Higgins  
151 S. Banner Street  
Elizabeth, CO 80107

Dear Mr. Higgins,

I am writing to express our enthusiasm for the opportunity to submit our proposal for the design/build services associated with the archway sign outlined in your recent RFP. The A.D. Miller Services, Inc., DHM Design and Anthem Structural Engineers team have a strong track record of successfully delivering municipal projects and we are eager to bring our expertise to the Main Street Archway.

Our dedicated team has extensive experience in constructing safe, innovative, and inspiring landmarks. We take pride in our collaborative approach, ensuring open communication and teamwork throughout every phase of a project. This commitment has led to successful outcomes for numerous projects and we believe we can achieve the same for you.

We recognize the importance of this archway and are fully prepared to mobilize our resources to meet your timelines. Our proposal outlines our methodology, experience, and the specific steps we will take to deliver quality results aligned with your vision. We have the right qualifications, experience and financial capability to deliver a successful project.

We value the relationship we have built with the Town of Elizabeth and are committed to maintaining our reputation for reliability and excellence. Thank you for considering our proposal. We look forward to the possibility of working together to enhance downtown Elizabeth.

Sincerely,



Adam Miller  
President  
A.D. Miller Services, Inc.

# Team Overview

Since 1979, A.D. Miller continues to provide the highest quality commercial construction services for new builds, renovation, remodels, additions, and tenant finish projects in the metro Denver area. Our philosophy of "Building on Higher Ground" is our guide in everything we do. A trifecta of values: quality construction, competitive pricing, and ethical conduct, has earned A.D. Miller an immaculate record of service to our clients and communities across the Front Range of Colorado. Founded on family values, A.D. Miller constructs more than just buildings—we build trust-filled relationships with subcontractors, industry alliances, and clients.

We acknowledge that we can commit to the scope of work outlined in Section C for the Priority projects only (no large projects), including fully understanding the scope, preconstruction services, construction services, utility coordination, local expenses, project funding, and additional grant funding. We acknowledge the Addendum sent on 10/16.

## CM/GC Qualifications

A.D. Miller has completed over 50+ CM/GC within the last 5 years, ranging from \$250,000 to 20 MM. These Projects include government and municipal facilities, financial institutions, educational facilities, medical buildings, recreational buildings and pools, and medical facilities.

**Project Delivery Methods:**  
Design/Bid/Build, CM at Risk, Design/Build, CM/GC

**Construction Types:** New build, Additions, Occupied Remodels, Phased Construction, Tenant Improvement, HVAC / Mechanical Upgrades, Site Utility and Development

Number of Employees: 53

## Location

Firm Location- 7006 S. Alton Way, Building E, Suite 100, Centennial, Colorado 80112



**40+**

Years of operations

**59+**

Licensed in over 59 Colorado Municipalities

Past 5 Years	Connected	Expertise
<b>Construction Budget Range</b> \$50k - \$25M+:	<b>Extensive network of subcontractor services:</b>	<b>Project types &amp; delivery methods</b>
<b>Municipal, Government, Special Districts</b> 24 projects, \$75M	Demolition	Design/Bid/Build
<b>Education PK-12, Private &amp; Public</b> 34 projects, \$58M	HVAC	CM at Risk
<b>Pool &amp; Aquatic Facilities</b> 14 projects, \$43M	Finishes	Design/Build
<b>CM/GC Projects</b> 50 projects, \$75M +	Foundation	CM/GC
<b>Design Build Projects</b> 18 Projects, \$50 M +	Structural Steel	New build
<b>Medical Facilities</b> 12 projects, \$11M	Stairs	Additions
	Flooring	Occupied remodels
	Drywall & Steel	Phased construction
	Stud	Tenant improvements
	Electrical	HVAC upgrades
	Mechanical	Site development
	Plumbing	
	Special Construction	

## Business Information

A.D. Miller Construction  
7006 S. Alton Way, Bldg E, Ste 100  
Centennial, CO 80112  
ADMillerInc.com | 303 221 7770

DUNS #: 624860623

Equal Opportunity Employer

Industry standard insurance levels of insurance coverage, which can be tailored specifically to each project for: general liability, automotive & workers compensation

Bond Capacity: Individual: \$20MM / Aggregate: \$40MM

## Quality Control/Safety

Upon owner final approval and project permitting is achieved for each project, A.D. Miller will lead the construction phase of the project. Pending commitments shall be placed with each subcontractor to procure product and schedule appropriate timing of each construction task. A.D. Miller will maintain a full-time onsite Superintendents to oversee ensure clean and safe conditions. A.D. Miller will review the rules and regulations of the project with every team member/subcontractor accessing the site to ensure compliance and proper training for the project.



We adhere to a formal safety program, and have a tailored manual, which features:

<ul style="list-style-type: none"><li>✓ Subcontractor safety commitment</li><li>✓ Subcontractor safety tracking</li><li>✓ Injury and illness prevention</li><li>✓ Hazcom program</li><li>✓ Silica exposure control</li></ul>	<ul style="list-style-type: none"><li>✓ Respiratory protection</li><li>✓ Fall protection</li><li>✓ Safety reprimand policy</li><li>✓ Emergency contact list</li><li>✓ Accident investigation.</li></ul>
--	---



A.D. Miller holds an impeccable record of safety an average of 0.86, Zero incidents, as detailed within the EMR report provided by Assured Partners.



A qualified 3rd-party-written Safety Manual distributed to each employee.



Continuous training events reinforce policy and provide for practice opportunities on and off site for all employees.



## Claims/Litigation



A.D. Miller Services, Inc. has never failed to complete a contract.

A.D. Miller Services, Inc. has never been in litigation, judgments, claims, arbitration proceedings or suits.

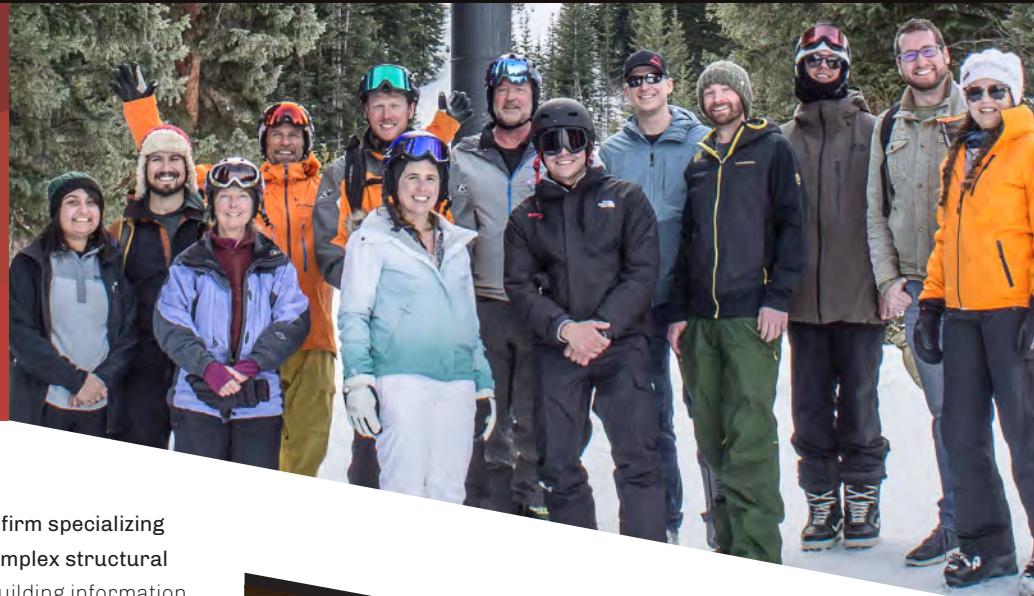
A.D. Miller Services, Inc. has never filed any lawsuits or requested arbitration on any construction contract.

**2010** year established

**24** full-time staff

**12** # of states licensed

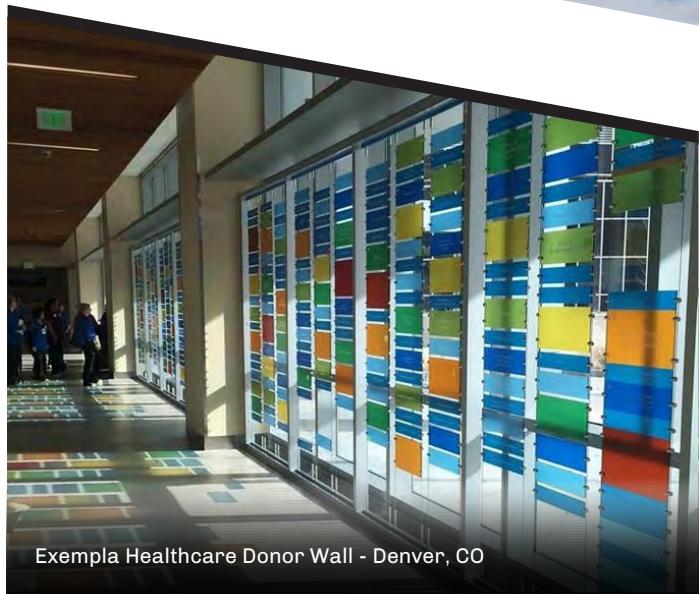
**3** office locations



Anthem Structural Engineers is a Colorado-based firm specializing in the design of affordable, creative solutions to complex structural design opportunities. Our team utilizes the latest building information modeling and analysis technologies (BIM) in our work, providing innovative, cost efficient design solutions for each of our clients' projects. We serve Architects, Owners, and Contractors in direct or collaborative teaming configurations, providing each with the personal, responsive client service they deserve.

**“**When called upon, Anthem Structural has always responded in a timely fashion and with solutions that are appropriate and best suited for our needs. Anthem understands the need for cost-effective and pragmatic options that are realistic and timely, and they consistently strive to assist with the success of our projects. They have always proven to be a valuable member of our development team. **”**

**GLENN MAGEE,**  
 Facilities & Asset Management, City of Boulder



Anthem has experience in a wide range of freestanding and anchored signage structures as well as large scale sculptures and art installations. Our firm has real, built project experience across many types of structural engineering commissions, including fire stations, libraries, commercial renovations, parking garages, and healthcare facilities. We specialize in structural assessments, new construction, renovation, and adaptive reuse assignments, as well as site development that includes bridges, flood walls, and retaining walls.

We focus on providing exceptionally high levels of communication and client service for each of our assignments, understanding these intangibles as critical to the success of each project we are entrusted with. Our company values of integrity, teamwork, and ingenuity shine through in each and every engagement.

## PASSIONATE • CREATIVE • COLLABORATIVE

Anthem Structural Engineers has a unique combination of innovation, creativity and practicality for complex design. We collaborate providing personal and responsive client service. Our team provides a broad range of experience including healthcare, senior living, luxury residential, multi-family, municipal, and commercial projects.



Birds Nest Industrial Structure



Downtown Boulder Bike Rack



Burning Man Sculpture



EDC Festival Flower Tower



Magical Harp

Our team provides the best possible combination of:

- + broad structural experience
- + creative solutions
- + unmatched client service

### signage, walls, & special structure experience

#### Pearl Street Alley Archway Signage

BOULDER, CO

#### Colorado School of Mines Signage Consulting

GOLDEN, CO

#### Bear Claw II Signage

STEAMBOAT SPRINGS, CO

#### St. Mary's Hospital Site Signage

GRAND JUNCTION, CO\*

#### Redmond High School Site Signage

REDMOND, OR\*

#### Mikron Sign Attachment

ENGLEWOOD, CO

#### Nine Suns Winery

Entry Gate and Site Walls

ST. HELENA, CA\*

#### Rudd Wines Vineyards Signage

OAKVILLE, CA\*

#### NetApp Signage

SUNNYVALE, CA

#### Starbucks Signage

MULTIPLE LOCATIONS IN AZ, CA, NM, NV, & OR\*

#### Exempla Healthcare Donor Wall

DENVER, CO

#### Visa Art Wall Engineering

LEHI, UT

### sculpture & art installation experience

#### EDC Festival Flower Tower

LAS VEGAS, NV

#### Burning Man Farmer the Rigger Metal Sculpture

BLACK ROCK CITY, NV

#### Birds Nest Industrial Structure

BOULDER, CO

#### Downtown Boulder Bike Rack

BOULDER, CO

#### Private Residence

Sculpture Anchorage

ST. HELENA, CA\*

#### Bimmer T Freestanding and Anchored Sculptures

DENVER, CO\*

#### Davis Estates Winery

Fountain Foundation

CALISTOGA, CA\*

#### Magical Harp

REDWOOD CITY, CA

\*Project completed by Anthem team member at prior firm.

### our locations

#### BOULDER

3800 Arapahoe Avenue  
Suite 250  
Boulder, CO 80303

#### GOLDEN

112 N. Rubey Drive  
Suite 120  
Golden, CO 80401

#### STEAMBOAT SPRINGS

24 5th Street  
Steamboat Springs, CO 80481

# PROPOSED APPROACH

Our approach to completing the design of the Historic Main Street Archway Sign builds on the existing 60% design created by DHM.

This design reflects Elizabeth's historical character and western heritage, aligning with the community's vision established through public workshops. We have the prior knowledge of work on the 60% designs that we will use as a starting point that allow us to jumpstart early activities and hit the ground running if selected.

Our focus is to refine the design while preserving its core elements. We will identify opportunities for enhancing structural stability, optimizing material selection, and improving aesthetic details. Any refinements will be made with the intent to maintain consistency with the historical and cultural themes of the area, while also boosting the visual appeal and durability of the archway.

Our designs will integrate the Main Street Streetscape project (another DHM project), incorporating the proposed street lighting, landscaping, widened sidewalks, and improved pedestrian crossings. This seamless integration reinforces Elizabeth's downtown identity and enhances the visitor experience. Material choices will prioritize durability and ease of maintenance, enhancing the archway's resilience against local weather conditions and minimizing long-term costs for the town. Upon finalizing these refinements, our team will develop detailed construction drawings and specifications, coordinating with the streetscape team to align timelines and minimize disruptions. DHM will lead efforts as it relates to aesthetics, materials, landscaping and irrigation.



# Approach

---

## **1. A detailed review and feedback on the existing 60% design drawings by DHM Designs.**

We are confident AD Miller can fully meet the design intent all while structural requirements are being met.

## **2. A proposed approach for completing the design, including:**

### **a. How the contractor plans to maintain the core elements of the approved design while refining and completing it.**

With DHM on our team to align with the design concept, the contractor's primary goal will be to preserve the look, feel, and aesthetics of the original design. This is contingent upon the owner providing the geotechnical report, as it is integral to the broader street improvement project. As we design and engineer the structural components, we will ensure that the following criteria are met in relation to the structural and existing conditions:

- The owner's goals of the look and feel of the Archway
- The structure and components are designed around the look and feel
- Ensuring that the archway sign fits within the given parameters

### **b. Any suggested modification or improvements that align with the community-approved concept.**

Based on our preliminary review of the 60% design, we do not foresee any major structural modifications at this time, but we will recommend any necessary refinements as we complete the final design. These may include:

- Optimizing the foundation system based on geotechnical data.
- Enhancing connections between timber elements for improved durability and constructability.
- Evaluating potential wind and seismic loading given the archway's exposure.

### **c. How the design will complement and integrate with the new streetscape elements.**

The archway will serve as both a structural and visual centerpiece for the streetscape. We will collaborate with your team to ensure the design complements the new streetscape improvements, including any lighting, landscaping, or adjacent structures. This coordination will be key to delivering a cohesive final product.

## **3. Examples of past projects where the contractor has successfully built upon partially completed designs.**

See attached examples following this section.

## **4. A detailed approach to fabrication and installation, including site preparation and foundation work.**

Our role will involve the structural engineering design of the archway's foundations and superstructure, with close coordination with the geotechnical engineer and timber fabricator. Here's a summary of how we plan to approach the design:

### **Foundation Design**

We will work closely with the geotechnical engineer to review subsurface conditions and determine the optimal foundation system for the archway. Given the overhead nature of the structure and its prominent location, our priority will be ensuring the stability and longevity of the foundation, especially given potential challenges with existing soils and traffic loading.

### **Superstructure Design**

Our focus for the superstructure will be creating a robust, durable design that aligns with the community-approved concept, while enhancing the visual appeal and integrating with the surrounding streetscape elements. We will coordinate with the timber fabricator to ensure the chosen materials meet structural requirements and provide the desired aesthetic quality.

# Approach

---

**5. A comprehensive timeline for design completion, fabrication, and installation, coordinated with the Main Street Streetscape project timeline.**

See attached schedule following this section.

**6. A detailed cost breakdown, including:**

- a. Design completion costs (see proposal form)
- b. Fabrication costs (see proposal form)
- c. Installation costs (see proposal form)
- d. A lump sum price for the entire project (see proposal form)

**7. A traffic management plan for the installation phase, considering ongoing streetscape work and any necessary road closures.**

See attached plan at the end of this section.

**8. Proof of experience with similar overhead structure projects.**

See attached examples following this section.

**9. A plan for obtaining all necessary permits and approvals, including those required by CDOT if applicable.**

A plan has been set to obtain all necessary permits and approvals once the project has been awarded in order to have them in hand before the spring.

**10. A statement confirming compliance with all relevant traffic safety standards and regulations for overhead structures.**

All parties will comply with the Traffic Safety Plan that is attached to this document.



# Required Forms

---

**11. Proposal Form (Attachment C): Complete all sections of the provided Proposal Form.**

Proposal Bond is attached within the next section.

**12. Proposal Security: Provide a proposal security in the form of a cashier's check or proposal bond for 10% of the total proposal amount.**

Proposal Bond is attached within the next section.

**13. Proposer's Qualification Statement: Submit a completed statement detailing your firm's qualification, experience, and financial capability.**

Qualification Statement is featured within the cover letter.

**14. Subcontractor Listing: List all subcontractors who will perform work valued at 25% or more of the total project.**

See attached Subcontractor List following this section.

**15. Material and Equipment Supplier Listing: Provide a list of major suppliers and manufacturers for key components of the project.**

See attached Equipment List following this section.



# Project Team: Resumes

## Adam Miller, President



### Role

#### Project Executive

- Executive Management
- Team Leadership
- Risk Management

### Key Qualifications

- Adaptability
- Communication
- 25 years in Construction

### Education & Certifications

- Masters of Science, Construction Management, University of Denver, Denver, Colorado
- Bachelors of Science, Business Administration-Finance and Management Services, Augustana College, Rock Island, IL
- OSHA 10

Adam D. Miller launched his career as a Project Manager for a Fortune 500 corporation, overseeing real estate projects across the United States and Mexico. After returning to Colorado, he embraced various roles at A.D. Miller, gaining a comprehensive understanding of the company by working in estimating, billing, contract administration, and as both a project engineer and project manager. Adam has significantly contributed to the company's growth by leveraging technology to enhance preconstruction and construction processes. He is dedicated to delivering the highest level of customer service, ensuring that each client receives the attention they deserve and that the right resources are allocated to every project.

### Relevant Project Experience

#### PK-12

Colorado School of Mines Early Childhood Education Center (LEED Gold) - New build, Golden, CO

DPS West High School - Duct Board Replacement, HVAC Upgrade, Denver, CO

DPS Bruce Randolph High School - Hydroponics / Science Lab Renovation Class Room Upgrade, Denver, CO

Primrose Preschool, Sterling Ranch, CO

Most Precious Blood School and Church, Remodel of existing School, Administrative Offices and Addition to Existing Parish Hall, Denver, CO

The Goddard School - Ground Up Preschool, Westminster, CO

#### Public/Government

Highland Heritage Regional Amphitheater - Performance Stage and Remodel of Soccer Stands, Littleton, CO (CM/GC)

Douglas County Administrative Building Addition, Littleton, CO (GM/GC)

RTD 711 Building Remodel of Existing Transportation Office, Denver, CO (CM/GC)

#### Private

The Country Club at Woodmoor Pool and Clubhouse, New build, Monument, CO (Design/Build)

St. Mark Coptic Orthodox Church, New build, Centennial, CO (Design/Build)

Redstone Bank, New build, Parker, CO (Design/Build)

#### Medical

Quail Crossing Medical Office Building, New build, Westminster, CO (Design/Build)

### Client References

- Mary Knowles, Most Precious Blood Catholic Church, 303-756-3083
- Chris Johnson, The County Club at Woodmoor, 719-884-7234
- Donaldo Visani, OLC Architecture, 303-294-9244 ext 7573



# Project Team: Resumes

## Sean Leahy, Director of Construction

With over 30 years of experience in commercial construction and more than 20 years as a Superintendent, Sean is an invaluable team member at A.D. Miller Services, Inc. He has a proven track record of successfully delivering multi-million dollar projects, consistently building strong partnerships and positive rapport with architects, engineers, local officials, vendors, and clients. Sean excels at identifying design challenges, managing document control, navigating building codes and regulations, overseeing material purchasing, and handling on-site management from groundbreaking to certificate of occupancy. Starting his career in the trades, his hands-on skills are evident on every job site. As a Director of Construction, Sean possesses the expertise to tackle any project with confidence and precision.

### Role

#### Director of Construction

- Scheduling
- General Superintendent
- Supervisor

### Key Qualifications

- Safety
- Licenses
- 30 years in construction

### Education & Certifications

- ACI Certified
- RRP Certified
- OSHA 10-hour Certification
- OSHA 30-hour Certification

### Relevant Project Experience

#### PK-12

Colorado School of Mines Early Childhood Education Center, New build, Golden CO  
DPS Mechanical/HVAC Upgrades, multiple locations, Denver, CO  
Primrose Preschool, Sterling Ranch, CO  
DPS West High School - Duct Board Replacement, HVAC Upgrade, Denver, CO  
DPS Bruce Randolph High School - Hydroponics / Science Lab Renovation, Denver, CO  
Mott Regent High School, New build, Mott, ND\*

#### Public/Government

Highland Heritage Regional Park Outdoor Amphitheater and Remodel of Soccer Stands, Littleton, CO

RTD 711 Building - Office Renovation, Denver, CO

#### Private

Partners Credit Union Headquarters Tenant Improvement & Addition, Arvada, CO  
The Country Club at Woodmoor Pool & Associated Buildings Renovations, Monument, CO

#### Mountain

Idaho Springs Public Works Facility, Idaho Springs, CO  
Town of Frisco- Slopeside, Frisco, CO  
Town of Frisco- Visitor Information Center, Frisco, CO  
RFTA - Iron Mountain Employee Housing, Glenwood Springs, CO  
Town of Carbondale, Carbondale Aquatic Center, Carbondale, CO

\*previous company

### Client References

- Juan Gabriel Luna, Rogue Architects, 720-599-3330
- Keith Zahller, Lee Architects, 303-989-4500
- Victoria DeSair, Ken Caryl Ranch Metro District, 303-973-5302



# Project Team: Resumes

## Melissa Frazier, Contract Specialist

Melissa Frazier is the Contract Manager at A.D. Miller Services, Inc., bringing over 14 years of experience in commercial construction. She excels at supporting project managers and site superintendents with a variety of tasks, including progress billings and contract administration. Melissa effectively manages back-office workflows, ensuring timely handling of project submittals, RFIs, and change requests. She plays a key role in coordinating weekly OAC meetings with clients, architects, and in-house teams, fostering collaboration and clarity throughout the project lifecycle.

### Role

#### Contract Specialist

- Contract Administration
- Billing
- Administration

### Key Qualifications

- Technical Experience
- Communication
- 16 years in construction

### Education & Certifications

School,

Bachelor of Science, Business Administration—Real Estate

### Relevant Project Experience

#### PK-12

Colorado School of Mines Early Childhood Education Center, New build, Golden CO  
DPS Mechanical/Electrical Upgrades, multiple locations, Denver, CO  
Primrose Preschool, Sterling Ranch, CO  
DPS West High School - Duct Board Replacement, HVAC Upgrade, Denver, CO  
DPS Bruce Randolph High School - Hydroponics / Science Lab Renovation, Denver, CO  
Littleton Public Schools Turf & Security Upgrades, Littleton, CO

#### Public / Government

Highland Heritage Regional Park Outdoor Amphitheater and Remodel of Soccer Stands, Littleton, CO

RTD 711 Building - Office Renovation, Denver, CO

#### Private

Urban Air Adventure Park - Northfield, Denver, CO

Partners Credit Union Headquarters Tenant Improvement & Addition, Arvada, CO

The Country Club at Woodmoor Pool & Associated Buildings Renovations, Monument, CO

Macanta Amenity Center, Castle Rock, CO

#### Mountain

Idaho Springs Public Works Facility, Idaho Springs, CO  
Town of Frisco- Slopeside, Frisco, CO

Town of Frisco- Visitor Information Center, Frisco, CO

RFTA- Iron Mountain Employee Housing, Glenwood Springs, CO  
Town of Carbondale, Carbondale Aquatic Center, Carbondale, CO

### Client References

- Keith Zahller, Lee Architects, 303-989-4500
- Juan Gabriel Luna, Rogue Architects, 720-599-3330
- Valerie Thompson, NV5, 720-483-2147



# Project Team: Resumes

## Sandy Weede, Estimator

Sandy is a skilled commercial estimator with over three years of experience in the role. She fosters strong relationships with subcontractors through effective communication and personalized interactions. Sandy produces accurate estimates by leveraging her deep understanding of construction documents, conducting site visits, and analyzing quotes to deliver optimal cost estimates for clients. She collaborates closely with architects and owners to provide pricing aligned with design intent and offers value engineering solutions to meet budgetary goals. Before becoming an estimator, Sandy spent seven years as a project coordinator, contributing to the company's growth from \$2 million to \$9 million in revenue within two years.

### Role

#### Estimator

- Relationship builder
- Accurate bids
- Value driven solutions

### Key Qualifications

- Organized
- Detail Oriented
- 10 years in construction

### Education & Certifications

Bachelor of Science - Early Childhood Education and Teaching, Illinois State University  
Master of Arts - Teaching and Leadership, Saint Xavier University Saint Xavier University

### Relevant Project Experience

#### Schools-Higher Education

Sable Child Development Center, Aurora, CO

Community College of Aurora, Aurora, CO

#### Private

Live Nation, Denver, CO\*

Aon, Denver, CO\*

BKV, Denver CO\*

Stifel, Denver CO\*

#### Medical

Clearview Dermatology, Littleton, CO\*

Clearview Dermatology, Evergreen, CO\*

\*previous firm

#### Mountain

Town of Frisco- Visitor Information Center, Frisco, CO

Town of Carbondale, Carbondale Aquatic Center, Carbondale, CO

### Client References

- Anneka Lukasiewicz, Project Manager, Task PM, 832.229.8599
- Joe Zanone, Project Manager, Zanone Project Management, 303.335.6417
- Lily Brunk, Project Manager, Artiac Group, 619.917.8520

# Project Team: Resumes

## Jessica Goodwin, Project Manager



### Role

#### Project Manager

- Project Planning
- Project Scheduling
- Safety and QC

### Key Qualifications

- Technical Knowledge
- Communication
- 32 years in construction

### Education & Certifications

First Aid / CPR

OSHA 30

### Relevant Project Experience

#### Pool / Aquatics

YMCA Addition and Renovation, Ellicott City, MD\*

Bonnie Ridge Amenity Center and Pool, Baltimore, MD\*

Elmwood Terrace Community Center and Pool, Frederick, MD\*

Orleans Village Community Center and Pool, Alexandria, VA\*

#### Public / Government

Firestone Municipal Occupied Addition and Renovation, Firestone, CO

Baltimore County Precinct 3, Police Station and Security Jail, Reisterstown, MD\*

Slopeside Hall New Community Building and Renovation of Day Lodge, Town of Frisco, CO

Auraria Higher Education Campus—Art Center, Renovation of 1st and 2nd floor Restrooms for ADA compliance, Denver, CO

Ritoro Well Pump House/ Office, Elizabeth, CO

\*at previous company

#### Mountain

RFTA- Iron Mountain Employee Housing, Glenwood Springs, CO

Town of Frisco- Slopeside, Frisco, CO

#### PK-12

Jefferson County Schools - Secure Vestibules

- Creighton Middle School
- Little Elementary School
- Peck Elementary School
- Screst Elementary School
- Westgate Elementary School

\*at previous firm

### Client References

- Lisa Steven, Hope House of Colorado, 303.429.1012
- Philip Myers, Roaring Fork Transit Authority, 919.247.0466
- Addison Canino, Town of Frisco, 970.331.6632

# Project Team: Resumes

## Tina Jewell, Project Engineer



### Role

#### Project Engineer

- Submittal Review/Coordination
- Issue RFI's
- Support Project Team in all aspects

### Key Qualifications

- 15 years in Construction
- Document Control
- Building Relationships
- M/WBE Reporting

### Education & Certifications

First Aid & CPR Certified  
OSHA 30

### Relevant Project Experience

#### PK-12

DPS Multi Site HVAC Upgrades to five schools, Denver, CO

DPS Thomas Jefferson HS Lobby and Library Renovation, Denver, CO

Jeffco Coronado ES Efficiency and Future Ready, Jefferson County, CO

Jeffco Columbine Hills ES Efficiency and Future Ready, Jefferson County, CO

DPS-College View Soccer Field - In Progress

#### Public

City and County of Denver Homeless Shelter, Denver, CO

Red Rocks Community College, Community Room Renovation, 5 Phases, Lakewood, CO

CU Anschutz Medical Campus, Wayfinding Signage, Aurora, CO

#### Private

Auto Nation Ford Littleton, Re branding upgrade, Littleton, CO

Arapahoe Kia, Auto Dealership, Centennial, CO

Empire Nissan, Auto Dealership, Golden, CO

Planet Honda, Re branding upgrade, Golden, CO

Brighton Ford, Re branding upgrade, Golden, CO

Longmont Ford, Auto Dealership, Longmont, CO

Landmark Lincoln, Re branding, Englewood, CO

1515 Market Street, Remodel, Denver, CO

1100 Washington, Remodel, Golden, CO

### Client References

- Scott Sands, Denver Public Schools, 720-692-4820
- David Taylor, W.E. O'Neil, 720-456-8203
- Joe Hunter, Hi Tech Electric, 720-641-1508

# Project Team: Resumes

## Tom Weaver, Superintendent



As a Superintendent at A.D. Miller, Tom leverages his extensive experience in commercial construction to navigate the complexities of the construction process, consistently delivering on design intent while adhering to established budgets and schedules. He has been involved in numerous multi-million dollar projects spanning millions of square feet, with many receiving accolades for their quality and execution from satisfied clients. In his role, Tom collaborates closely with the entire project team, including subconsultants, to ensure high standards of quality and maintain project momentum. His commitment to excellence and teamwork makes him a vital asset to every project he oversees.

### Role

#### Superintendent

- Quality Control
- Safety
- Site Management

### Key Qualifications

- Vast Public School Experience
- Experienced Carpenter
- 35 years in construction

### Education & Certifications

Master Carpenter

First Aid/CPR certified

OSHA 30

### Relevant Project Experience

#### PK-12

Primrose Preschool, Sterling Ranch, CO

DPS Bruce Randolph High School - Hydroponics / Science Lab Renovation, Denver, CO

Jeffco Schools-Peck -Secure Vestibules, Arvada, CO

Jeffco Schools-Secrets-Secure Vestibules, Lakewood, CO

Pine Grove High School Remodel, Parker, CO

Altona Middle School Occupied Remodel, Longmont, CO

Sheridan High School Occupied Remodel, Englewood, CO

Adams 12 Warehouse Remodel, Thornton, CO

Fort Logan Elementary Classroom Remodel, Denver, CO

Meridian Elementary Classroom Remodel, Thornton, CO

#### Private

Redstone Bank, Parker, CO

Partners Credit Union- Multiple Locations, Colorado

### Client References

- Deanna Malpass, Redstone Bank, 720.880.5013
- Deb Dunning, Partners Credit Union, 303.431.3232

## Derek Henderson, P.E.

PRINCIPAL / CO-FOUNDER

dhenderson@anthemstructural.com

**+ EDUCATION:**

B.S. Architectural Engineering,  
University of Colorado, Boulder (1999)

**+ ACCREDITATIONS:**

Professional Engineer (P.E.)  
Colorado, Montana, Idaho, North Carolina

**+ YEARS OF EXPERIENCE:** 25

**Design and Execution:** Leverages thirty-four years of experience to design economically viable and visually stunning designs.

**Cost-Saving Measures:** Implements strategic cost-saving measures without compromising on quality, ensuring maximum client value.

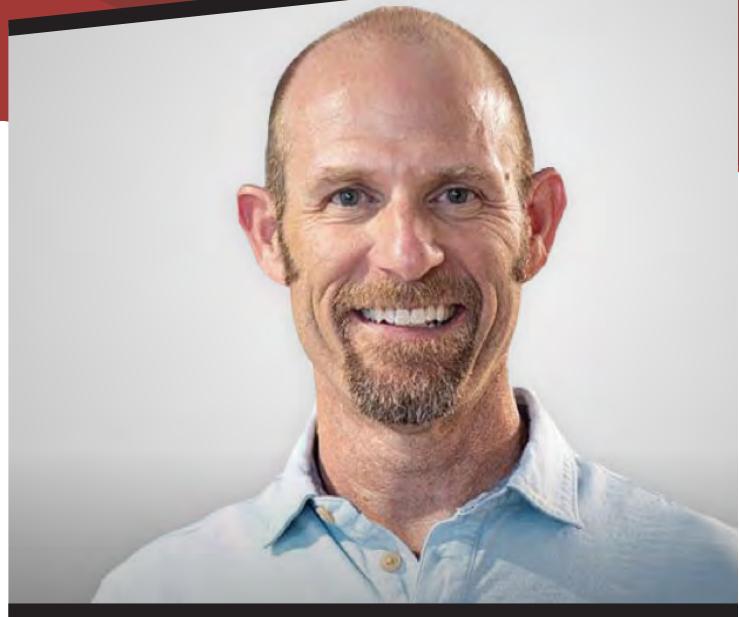
**Proactive Partnerships:** Maintains strong, proactive partnerships with contractors to address and resolve construction challenges efficiently.

**Internal Collaboration:** Works closely with project engineers and managers, fostering seamless internal communication and coordination.

**Innovative Solutions:** Balances innovative architectural elements with cost-effective structural strategies, optimizing project budgets while maintaining superior standards.

**Sustainability:** Integrates sustainable practices in structural designs, promoting eco-friendly projects.

**Key Skills:** Structural Engineering, Construction Management, Cost Optimization, Project Management, Team Collaboration, Client Relations, Sustainability Practices



relevant experience

**Pearl Street Alley Archway Signage**  
BOULDER, CO

**Colorado School of Mines Signage Consulting**  
GOLDEN, CO

**Bear Claw II Signage**  
STEAMBOAT SPRINGS, CO

**NetApp Signage**  
SUNNYVALE, CA

**Mikron Sign Attachment**  
ENGLEWOOD, CO

**Exempla Healthcare Donor Wall**  
DENVER, CO

**Visa Art Wall Engineering**  
LEHI, UT

**Downtown Boulder Bike Rack**  
BOULDER, CO

**Birds Nest Industrial Structure**  
BOULDER, CO

## Revae Huyette, P.E., S.E.

SENIOR PROJECT ENGINEER

**+ EDUCATION:**

B.S. Architectural Engineering  
California Polytechnic State  
University (2012)

**+ ACCREDITATIONS:**

Professional Engineer (P.E.), California  
Professional Structural Engineer (S.E.),  
California

**+ YEARS OF EXPERIENCE:** 12

Revae began her structural engineering career working on the hospitality side of winery projects and on high-end custom homes in Napa and Sonoma Counties. There she gained valuable design and construction experience working with wood, steel, and concrete in a high seismic area to help execute the vision of some of the most highly regarded architects and builders in the area.

From wine country life took her to the mountains, where her experience as an in-house engineer for an architectural firm specializing in award-winning luxury mountain homes in Lake Tahoe and other mountain towns instilled a deep appreciation for efficient and aesthetic designs built to withstand harsh environments and fostered her structural creativity to best execute unique and challenging forms and details.

Her work in the custom residential and hospitality world has contributed to Revae's passion for accomplishing highly unique designs by working closely with the design team to embrace the vision and intent of each project while coming up with a creative engineering solution that can be easily understood and thoughtfully built.

Above all, Revae believes strongly in having fun with the work that we do and values the opportunity to learn from the people around her. She values a collaborative working environment across disciplines and can be counted on for close communication with the project team.

\*Project completed by Anthem team member at prior firm.



### relevant experience

**Nine Suns Winery Entry Gate and Site Walls**  
ST. HELENA, CA\*

**Rudd Wines Vineyards Site Signage**  
OAKVILLE, CA\*

**Davis Estates Winery Fountain Foundation**  
CALISTOGA, CA\*

**Private Residence Sculpture Anchorage**  
ST. HELENA, CA\*

**EDC Festival Flower Tower**  
LAS VEGAS, NV

**Burning Man Farmer the Rigger Metal Sculpture**  
BLACK ROCK CITY, NV



# DHM DESIGN

## MARK WILCOX

Principal | Studio Manager | PLA | ASLA

*Mark's contributions to DHM showcase his diverse talents from managing projects, creating beautiful renderings, and understanding the technical aspects of funding and implementation. Mark has been with DHM since 1994, and has a true passion for seeing Colorado's outdoors become each community's greatest asset. He has been involved in a variety of projects from planning and designing streetscapes, civic infrastructure, to parks, trails, and public facilities.*

## ABOUT

### YEARS OF EXPERIENCE

30 Years

### EDUCATION

B. of Landscape Architecture  
Kansas State University, 1994

### REGISTRATIONS

Professional Landscape Architect  
CO  
ASLA

### SPEAKING ENGAGEMENTS

National Trails Symposium Little Rock  
Arkansas, 2008  
North Carolina Recreation & Park Association,  
2012  
Colorado Association of Stormwater &  
Floodplain Managers, 2016

### KEY EXPERTISE

Parks, Trails, and Recreation Planning  
Signage and Wayfinding  
Public Engagement  
Visualization  
Sustainable Design  
Civic Spaces  
Restoration and Flood Recovery  
Resilience Planning  
Open Space Planning  
Nature Play  
Urban Planning  
Regional Planning  
Recreational Planning  
Master Planning  
Site Planning  
Feasibility Studies

## NOTABLE WORK

### Elizabeth Main Street Urban Design | Elizabeth, CO

DHM Design was hired to provide design services to the streetscape in Elizabeth, Colorado. DHM provided landscape architecture, planning and design of the proposed streetscape improvements to the town's Main Street Corridor. The team outlined new sidewalks, parking striping, and space activation. The design included a stormwater analysis of the existing conditions and drainage facilities to support the proposed streetscape improvements.

### Elizabeth Sign Design | Elizabeth, CO

DHM Design collaborated with the Town of Elizabeth to develop a monument sign for Main Street, improving both vehicular and pedestrian wayfinding. Drawing from previous design efforts of the Main Street corridor visioning process, DHM assessed the area's character, reviewed existing branding and signage studies, and created conceptual designs that captured the town's unique identity. Throughout the project, DHM worked closely with the Town, DOLA, and stakeholders through workshops and meetings, aligning goals and vision to ensure the final design integrated seamlessly with the town's future development plans.

### Aurora Reservoir Signage | Aurora, CO

DHM Design was hired to develop a sign package for the visitor experience and wayfinding that directed people to the Aurora Reservoir from the main entry off Quincy Avenue, a welcome sign at the gate and a sign identity at the entry gate where developed. Support was developed around the natural, cultural, and recreational themes including a nod to the horse track that supports a lot of the land use of the park as well as the local neighborhood, Arapahoe Park. Signs incorporate colors, materials and shapes found within the existing facilities and signage including color schemes from facilities at Arapahoe Park and the Aurora Reservoir. A final concept was approved and developed into technical bid documents the city used to solicit bids and construct signage improvements.

### Adams County Wayfinding | Adams County, CO

DHM Design was hired to create a comprehensive wayfinding Master Plan for a consistent signage system package for trails, parks, and open space properties in unincorporated areas throughout Adams County. Support was developed around the agricultural industrial theme that supported the land use character and cultural heritage of the county. Wayfinding signs incorporate colors, materials and shapes found within the county vernacular of existing facilities and signage, including color schemes from facilities at the Riverdale Regional Park. Wayfinding signage types include trail system mile markers, trail system wayfinding signs, trail system gateway signs, parks and open space property's identity signs, gateway trailhead wayfinding map signs, rules and regulations signs, educational/interpretive signs, and overpass sign markers along the trails.

### Aurora Sports Park Wayfinding & Signage Package | Aurora, CO

DHM was asked to create new signage, wayfinding and monumentation system for the nationally recognized Aurora Sports Park, that revamps the complex's field identity. The new signage provides park maps at key locations that make it easier for visitors to navigate the park on foot. The new park entry monument was designed to catch the eye of drivers and pedestrians as they drive down Colfax in either direction. The large electronic message center is a key feature that displays upcoming events, news and announcement about the park. The sign base and scaffolding feature mimics the architecture within the park creating a unified feeling across the entire complex.

# ENTRY MONUMENTATIONS

## *Nationwide*

DHM Design specializes in designing entry monuments that enhance the built environment. Through a collaborative process, we create monuments that tell stories, educate visitors, activate spaces, create points of interest and guide newcomers, serving both as navigational aids and points of discovery. DHM and our team understands how to work within existing sites that:

- Create a distinct identity
- Define a sense of place
- Inspire community pride
- Distinguish the various character districts
- Identify neighborhoods with pride
- Can be affordable to build and maintain
- Can help with wayfinding and interpretation
- Create a sense of comfort and familiarity
- Express the local culture, history, ecology and flavor

104th & Tower Monumentation Design  
Adams County Signage  
Aurora Sports Park Monumentation and Wayfinding  
Bandelier National Monument  
Blue River Trail  
Commerce City Gateway  
Cortez Streetscape and Monumentation  
Dinosaur National Monument  
Fairplay Entry Monument  
Farmington Entry Monuments  
Frisco Wayfinding  
Jefferson County Fairground Signs  
Lake County Wayfinding  
Moonlight Basing Monumentation and Wayfinding  
Pioneer Park Wayfinding  
Rendezvous Entry Monumentation  
Reunion Monuments  
Ridgway Wayfinding  
Rifle Wayfinding  
Sand Creek Greenway  
Second Creek Wayfinding  
Snake River Monumentation and Wayfinding  
Solstice Community Entry Monumentation and Wayfinding  
Spanish Peaks Monumentation and Wayfinding  
The Farm Entry Monuments  
Three Springs Entry Monument  
Town of Eagle Wayfinding  
Victor Wayfinding  
West End Wayfinding



Blue River Trail | Silverthorne, CO



Firefly Monumentation | Salt Lake City, UT



Adams County Veterans Memorial | Adams County, CO



Ridgway Wayfinding | Ridgway, CO



Solstice Community Entry Monumentation | Littleton, CO



# Highlands Heritage Park Outdoor Stage and Douglas County Administration Building

Highlands Ranch, Colorado

The focal point of the outdoor complex is an 8,000-square-foot stage. AD Miller executed the construction of this complex-shaped shade structure boasting a compound roof design with cascading slats made of rigid metal components in a butterfly shape. The shade structure balances on cast-in-place columns, which were critically important to position correctly. The resulting design appears to float effortlessly, creating an exquisite sense of place and a focal point for future concertgoers. As part of the same work bundle, an addition to the Douglas County Parks and Trails Administration Building was constructed. The playful, modern design complements the existing building's CMU banding with other linear elements.

A standing seam metal roof doubles as a covered entry and a sunshade for the front-facing glass curtain wall allows winter-season natural light to filter into the space. Pergo floors were used in the cubicle spaces to provide a modern look that is easy to maintain. A break room provides an on-site retreat space for staff.

## Stats

**Project Delivery** CM/GC

**Project Value** \$5,285,310

**Duration** 390 Days

**Key Subcontractors** Demolition, Earthwork, Concrete, Steel Fabrication, Utilities, MEP, Finishes, Landscape

## Owner & Architect Contacts

**Owner** Douglas County Parks, Curt Sloan  
720-733-6990

**Architect** Semple Brown Design, P.C., Tom Gallagher  
303-571-4137 (amphitheater)  
DLH Architecture, Dave Hieronymus  
303-688-5273 (admin facility)

## Team

**Account Executive**

Adam Miller

**Project Manager**

Jason Adam

**Estimator**

Eric Bakanowski

**Superintendent**

Jerry Sandoval

**Project Engineer**

Brad Phelan

# Founders Plaza

## Phase I

Brighton, Colorado

The improvements to this urban park includes the construction of new curb and gutter around the site, decorative concrete flat work, decorative concrete planters, irrigation, electrical, plantings, and site furnishings.



### Stats

Project Delivery CM/GC

Project Value \$1,204,000

Duration 90 days

Key Subcontractors Demolition, Civil, Landscape, Exterior Finishes, Electrical



### Owner & Architect Contacts

Owner Town of Brighton, Director of Parks and Recreation, Travis Haines, 303-892-1166

Landscape Architect Norris Design, John Birkey 303-892-1166

### Team

Account Executive

Adam Miller

Project Manager

Cameron Johnson

Estimator

Nicholas Beers

Superintendent

Tom Weaver

Project Engineer

Brendan Phalen

# Arapahoe County DMV Covered Walkway

Centennial, Colorado



700 SF free-standing awning/covered walkway addition to an occupied administration building. This "ground up" project consisted of caisson footings, slab-on-grade, structural steel, roofing, paint, electrical-rough in and minor landscape in front of the existing building.

## Stats

Project Delivery CM/GC

Project Value \$331,097

Duration 90 Days

**Key Subcontractors** Demolition, Concrete, Structural Steel, Exterior Finishes, Electrical, Landscaping, and Sitework



## Owner & Architect Contacts

**Owner** Arapahoe County, Lisa VanderHeyden  
720-415-9614

**Architect** RNN Architecture, Daren Wilden  
303-569-9914

## Team

Account Executive  
Project Manager  
Estimator  
Superintendent  
Project Engineer

Drew Miller  
Cameron Johnson  
Eric Bakanowski  
Tom Weaver  
Shaquille Elliott

# Schedule

**A. D. Miller**

## *Building on Higher Ground*

# Elizabeth Archway

10/28/2024

Sean Leahey

Report Date: 11/18/2024

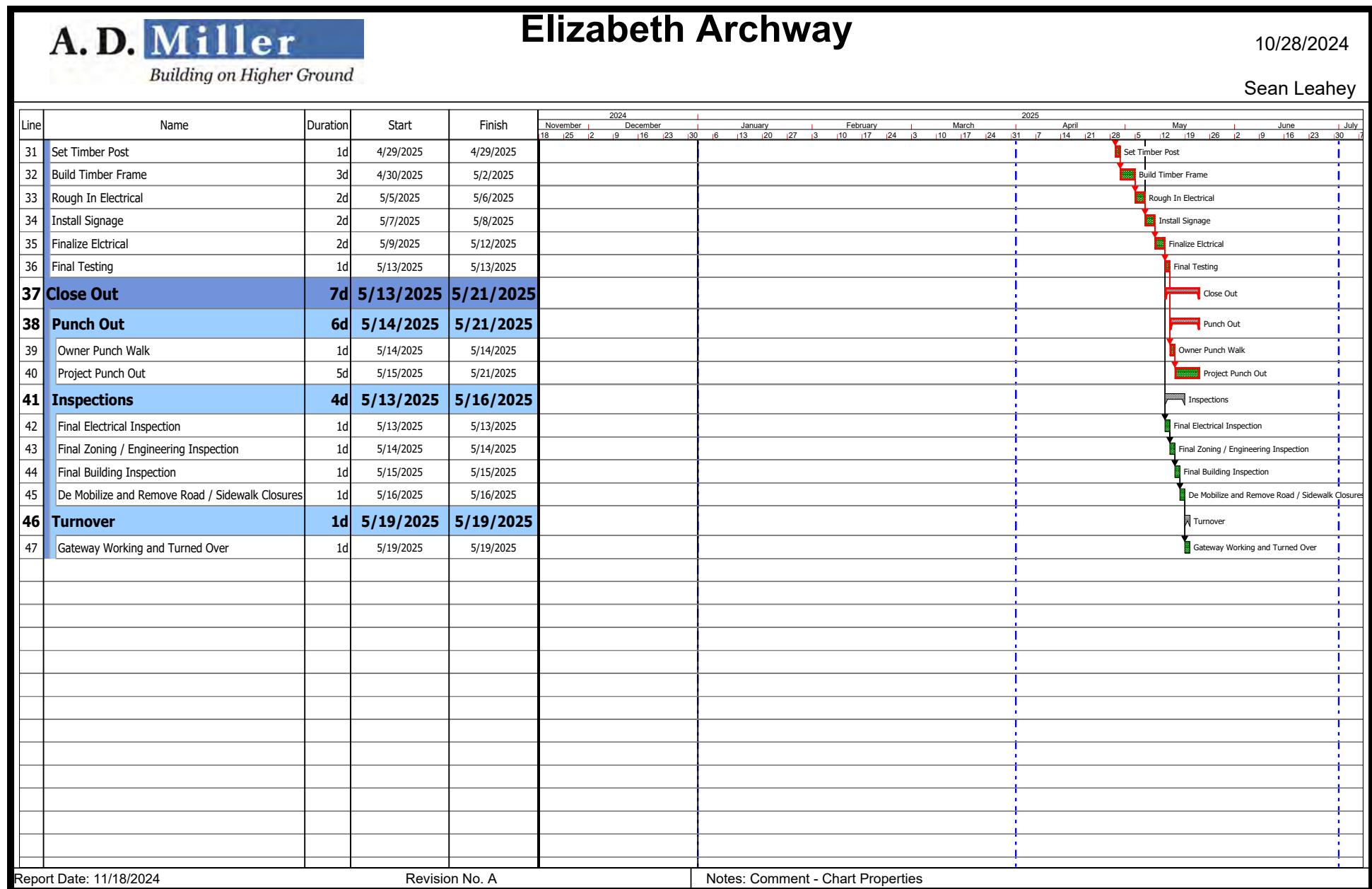
Revision No. A

## Notes: Comment - Chart Properties

Project Ref. P:11-CURRENT BIDS/24085 - Elizabeth Gateway Sign Main Street-S|Elizabeth Archway Design and Build CPM.pp

Planned by Powerproject

# Schedule



Report Date: 11/18/2024

Revision No. A

### Notes: Comment - Chart Properties

Planned by Powerproject

Page 66

# Traffic Management Plan

---

## Draft Traffic Management Plan for Overhead Archway Sign Installation

### 1. Objectives

- Ensure safety for workers and the public
- Obtaining necessary permits & approvals
- Minimize traffic disruption
- Maintain access for emergency services
- Coordinate with ongoing streetscape work

### 2. Stakeholder Engagement

- Initiate the permitting process early with CDOT and local authorities.
- Notify local businesses and residents about the installation schedule and expected disruptions.
- Coordinate with the streetscape project team to align schedules and work zones.

### 3. Traffic Control Measures

- **Road Closures:** Implement temporary road closures as necessary, particularly during installation. Closures should be communicated at least one week in advance.
- **Detours:** Establish clear detour routes for vehicles, including signage and barriers. Use alternative routes to redirect traffic away from closed areas.
- **Traffic Signage:** Install advance warning signs indicating upcoming closures and detours. Use illuminated signs if available, especially for night work.
- **Flaggers:** Employ traffic flaggers to direct vehicles and pedestrians in high-traffic areas. Flaggers should be trained and equipped with proper safety gear.

### 4. Work Zone Setup

- **Barricades and Cones:** Set up barricades and traffic cones to delineate work zones. Ensure clear pathways for pedestrians, including accessible routes.
- **Lighting:** Utilize portable lighting for night work to enhance visibility. Ensure all work zones are adequately lit to promote safety.

### 5. Timing of Work

- Schedule installation during off-peak hours to minimize traffic disruption (e.g., early mornings or late evenings).
- Consider weekend work if necessary and feasible.

### 6. Emergency Access

- Maintain access routes for emergency vehicles at all times.
- Coordinate with local emergency services to ensure they are aware of the traffic changes.

### 7. Public Communication

- Use local media, social media, and community boards to inform the public about the project.
- Provide updates on work progress and any changes to the traffic plan.

### 8. Monitoring and Adjustment

- Monitor traffic flow and conditions throughout the installation.
- Be prepared to adjust the plan based on real-time conditions and feedback from the public.

### 9. Post-Installation Review

- Conduct a review of traffic impacts after the installation is complete.
- Gather feedback from stakeholders to improve future projects.

### Conclusion

This traffic management plan aims to balance the need for the installation of the archway sign with the ongoing streetscape work and the need to maintain public safety and accessibility. Regular communication and monitoring will be essential for the successful execution of the plan.

# Forms: Bonding Letter

## THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

### Bid Bond

**KNOW ALL MEN BY THESE PRESENTS**, that we A. D. Miller Services, Inc.

7006 S. Alton Way Bldg E, Ste. 100, Centennial, CO 80112  
as Principal, hereinafter called the Principal, and SiriusPoint America Insurance Company  
1 World Trade Ctr, 47th Fl Ste 47J, New York, NY 10007  
a corporation duly organized under the laws of the State of NY

as Surety, hereinafter called the Surety, are held and firmly bound unto Town of Elizabeth  
151 S. Banner Street, Elizabeth, CO 80107

as Obligee, hereinafter called the Obligee, in the sum of

Ten Percent of Amount Bid 10%  
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

Historic Main Street Archway Sign

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this

28th

Day of

October

2024

Merr  
Witness

A. D. Miller Services, Inc.  
(Principal)   
By: An VP  
(Title)

Kischa Rushing  
Witness Kischa Rushing

SiriusPoint America Insurance Company  
(Surety)   
By: Jessika Gulliver, Attorney-in-Fact

AIA DOCUMENT A310•AIA•FEBRUARY 1970ED•THE AMERICAN  
INSTITUTE OF ARCHITECTS, 1735 NY AVE, NW WASHINGTON, DC 2006

# Forms: Bonding Letter

USISPR01\_0523

**POWER OF ATTORNEY**  
**SIRIUSPOINT AMERICA INSURANCE COMPANY**  
**NEW YORK**

**KNOW ALL MEN BY THESE PRESENTS:** That SiriusPoint America Insurance Company, a New York corporation, having its principal office in the City of New York, pursuant to the following Resolution, which was adopted by the Board of Directors of the Company, to wit:

**RESOLVED**, that the President, Senior Vice President, Chief Financial Officer, Secretary or Assistant Secretary is hereby authorized to execute Powers of Attorney appointing as attorneys-in-fact selected employees of certain surety companies who shall have the power for and on behalf of the Company to execute and affix the seal of the Company to surety contracts as co-surety.

Does hereby nominate, constitute and appoint:

Elaine Lewis, Rosalyn D. Hassell, Scott D. Chapman, Courtney J. Goulding, Cynthia Giesen, Jessika Gulliver

Its true and lawful attorney-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed; any and all bonds, contracts, agreements of indemnity, and other undertakings in suretyship (NOT INCLUDING bonds without a fixed penalty or financial guarantee bonds) and to bind the Company thereby as fully and to the same extent as if same were signed by the duly authorized officers of the Company, provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

\$50,000,000 single bond limit

All acts of said attorneys-in-fact pursuant to the authorities herein given are hereby ratified and confirmed. The executive officers listed above in the Resolution may from time to time and at any time remove any such appointee and revoke the power given to him or her.

The execution of such bonds or undertakings in pursuance of these presents, within one year of the date of issue of these presents, shall be binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in New York, New York, in their own proper persons.

**IN WITNESS WHEREOF**, SiriusPoint America Insurance Company has caused its corporate seal to be hereunto affixed, and these presents to be signed by its Secretary this 17th day of August in the year 2023.

SiriusPoint America Insurance Company

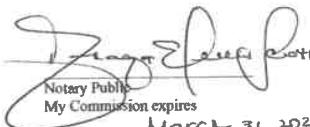
By: Melissa J. Ralph  
Melissa J. Ralph  
Secretary

State of New Jersey }  
) ss.  
County of Monmouth }

On this 17<sup>th</sup> day of August 2023, before me, a Notary Public of the State of New Jersey in and for the County of Monmouth duly commissioned and qualified, came Melissa J. Ralph, Secretary, of SiriusPoint America Insurance Company, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and acknowledged the execution of the same, and, being by me duly sworn, deposeth and saith, that she is the officer of the Company aforesaid, and that the seal affixed to the preceding instrument as the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company, referred to in the preceding instrument, is now in force.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed my official seal.



  
Notary Public  
My Commission expires  
March 31, 2028

State of New Jersey  
County of Monmouth

I, Melissa J. Ralph, Secretary, of SiriusPoint America Insurance Company, a New York corporation, do hereby certify that the above and foregoing is a full, true correct copy of Power of Attorney, is still in force and effect and has not been revoked.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of said Company this 28 day of October, 2024



  
Melissa J. Ralph  
Secretary

# Forms: Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/23/2024

<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p><b>IMPORTANT:</b> If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>					
<b>PRODUCER</b> Brown & Brown Insurance Services, Inc. 1125 17th Street, Suite 1450  Denver CO 80202		CONTACT NAME: Katharine Jilek PHONE (A/C, No. Ext): (303) 980-6265 FAX (A/C, No): (720) 962-5142 E-MAIL ADDRESS: Kate.Jilek@bbrown.com  INSURER(S) AFFORDING COVERAGE INSURER A: United Fire & Casualty Company NAIC # 13021 INSURER B: Pinnacol Assurance 41190 INSURER C: INSURER D: INSURER E: INSURER F:			
<b>INSURED</b> A.D. Miller Services, Inc. 7006 S. Alton Way Bldg E  Centennial CO 80112					

<b>COVERAGEs</b>		<b>CERTIFICATE NUMBER:</b> 24-25 Master Cert	<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.			

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		60534012	05/03/2024	05/03/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC OTHER:					
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		60534012	05/03/2024	05/03/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM/UIM \$ 1,000,000
	EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$		60534012	05/03/2024	05/03/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> N <input checked="" type="checkbox"/> Y If yes, describe under DESCRIPTION OF OPERATIONS below					
A	Equipment Floater		60534012	05/03/2024	05/03/2025	Leased/Rented \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Policy terms, conditions and exclusions apply.

### CERTIFICATE HOLDER

For Information Purposes	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.

# Proposal Form

---



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

### **PROPOSAL FORM**

Project: Design Completion, Fabrication, and Installation of Historic Main Street Archway Sign

Proposer: [Company Name] [Address] [Phone Number] [Email]

To: Town of Elizabeth, 151 S Banner St., Elizabeth, CO 80107

Having carefully examined the RFP Documents for the above-referenced project, as well as the premises and conditions affecting the work, the undersigned proposes to furnish all labor, materials, and equipment necessary to complete the work for the following amount:

1. Design Completion: \$\_\_\_\_\_

2. Fabrication: \$\_\_\_\_\_

3. Installation: \$\_\_\_\_\_

4. Traffic Management: \$\_\_\_\_\_

5. Other (specify): \_\_\_\_\_ \$\_\_\_\_\_ TOTAL LUMP SUM PROPOSAL  
AMOUNT: \$\_\_\_\_\_

Proposed Project Timeline:

• Design Completion: \_\_\_\_\_ calendar days

• Fabrication: \_\_\_\_\_ calendar days

• Installation: \_\_\_\_\_ calendar days

Total Project Duration: \_\_\_\_\_ calendar days

The undersigned agrees to complete all work by May 31, 2025, as specified in the RFP.

Addenda: The undersigned acknowledges receipt of the following addenda: Addendum No. \_\_\_\_\_

Date: \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_

By submitting this Proposal, the undersigned agrees to:

1. Enter into a contract with the Town of Elizabeth within [15] days of notice of award.
2. Furnish the required Performance and Payment Bonds and Certificates of Insurance within [15] days of notice of award.
3. Commence work within [15] days of receiving the Notice to Proceed.

The undersigned certifies that this proposal is genuine and not collusive or sham, and that the proposer has not directly or indirectly induced any other proposer to submit a false or sham proposal.

Respectfully submitted,

Authorized Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

(If a corporation, affix corporate seal)

# Proposal Form

## A. D. Miller

*Building on Higher Ground*

To: Adr:	Historic Main St Archway Sign Elizabeth, CO				Project: Adr:	Historic Main St Archway Sign Elizabeth, CO	
Attn:	Zach Higgins				Proj No:	24085	
SCHEUDLE OF VALUES							
Description		Quantity	Unit	Unit Price	Total	Division Total	Notes
<b>01 GENERAL CONDITIONS</b>							
General Condition	00700	1	LS	29,980.01	<b>29,980.01</b>		
Subtotal DIV 01	CCT				<b>29,980.01</b>		
<b>02 EXISTING CONDITIONS</b>							
Engineering Surveying	01-0500	1	LS	48,085.00	<b>48,085.00</b>		Architect and engineering fees and sign engineering allowance
Existing Conditions	01-0510	1	LS	1,585.00	<b>1,585.00</b>		Layouts for footings
Subsurface Investigation	02-0000	1	LS	3,500.00	<b>3,500.00</b>		Existing site protection
Selective Demolition	02-3000	1	LS	1,000.00	<b>1,000.00</b>		Potholing
Traffic Control	02-4113	1	LS	1,850.00	<b>1,850.00</b>		Removal of existing concrete and soil
	01-0560	1	LS	12,550.50	<b>12,550.50</b>		Priced 35 days for traffic control devices
Subtotal DIV 02	CCT				<b>68,570.50</b>		
<b>03 CONCRETE</b>							
Concrete Complete	03-0000	1	LS	9,710.00	<b>9,710.00</b>		(2) new sign footings
Precast Concrete	03-5300	1	LS	1,500.00	<b>1,500.00</b>		Precast masonry cap
Concrete Cutting and Boring	03-5300	1	LS	6,000.00	<b>6,000.00</b>		Saw cutting and pour back for electrical work
Subtotal DIV 03	CCT				<b>17,210.00</b>		
<b>04 MASONRY</b>							
Masonry	04-0000	1	LS	13,100.00	<b>13,100.00</b>		Provide and install 8" CMU structural backing with stone veneer, rebar, precast caps
Subtotal DIV 04	CCT				<b>13,100.00</b>		
<b>05 STRUCTURAL STEEL</b>							
Decorative Metal	05-7000	1	LS	11,958.00	<b>11,958.00</b>		Sign and misc metal for install
Subtotal DIV 05	CCT				<b>11,958.00</b>		
<b>06 CARPENTRY</b>							
Rough Carpentry	06-1000	1	LS	54,585.00	<b>54,585.00</b>		Provide and install timber
Subtotal DIV 06	CCT				<b>54,585.00</b>		
<b>07 THERMAL AND MOIST PROTECT</b>							
Damp & Waterproofing	07-1000	1	LS	500.00	<b>500.00</b>		Foundations
Weather Barriers	07-2500	1	LS	500.00	<b>500.00</b>		At masonry
Sealants & Caulking	07-9213	1	LS	750.00	<b>750.00</b>		Concrete to Foundation
Subtotal DIV 07	CCT				<b>1,750.00</b>		
<b>08 WINDOWS AND DOORS</b>							
Subtotal DIV 08	CCT				-		
<b>09 FINISHES</b>							
Painting and Coatings	09-9000	1	LS	7,200.00	<b>7,200.00</b>		Paint misc metal black and stain timber structure
Subtotal DIV 09	CCT				<b>7,200.00</b>		
<b>10 SPECIALTIES</b>							
Signage	10-1400	1	LS	19,941.00	<b>19,941.00</b>		(1) illuminated single faced cabinet sign in white acrylic
Subtotal DIV 10	CCT				<b>19,941.00</b>		
<b>11 EQUIPMENT.</b>							
Subtotal DIV 11	CCT				-		
<b>12 FURNISHINGS</b>							
Subtotal DIV 12	CCT				-		
<b>13 SPECIAL CONSTRUCTION</b>							
Subtotal DIV 13	CCT				-		
<b>14 CONVEYANCE EQUIPMENT</b>							

# Proposal Form

Description			Quantity	Unit	Unit Price	Total	Division Total	Notes
Subtotal DIV 14		CCT					-	
21 FIRE SUPPRESSION								
Subtotal DIV 21		CCT					-	
22 PLUMBING								
Subtotal DIV 22		CCT					-	
23 HVAC								
Subtotal OTHER 23							-	
26 ELECTRICAL								
Electrical		26-0000	1	LS	3,500.00	3,500.00		Provide and install conduit from existing power and final connection to sign
Subtotal DIV 26		CCT					3,500.00	
27 COMMUNICATIONS								
Subtotal DIV 27		CCT					-	
28 ELECTRONIC SAFETY & SECURITY								
Subtotal DIV 28		CCT					-	
31 EARTHWORK								
Earthwork		31-0000	1	LS	3,000.00	3,000.00		Excavate for footing. Geotech report provided by owner as part of greater street improvement phase
Subtotal DIV 31		CCT					3,000.00	
32 EXTERIOR IMPROVEMENTS								
Subtotal DIV 32		CCT					-	
33 UTILITIES								
Subtotal DIV 33		CCT					-	
ADD Alternates								
Subtotal Add Alternates		CCT					-	
TOTAL ALL DIVISIONS						230,794.51		
BUILDING PERMIT & FEES		No						
Building Permit			1	LS				Plan review and permit fees by Owner Re: Addendum submit but no cost
Plan Check			1	LS				
Fire Dept			1	LS				
Use Tax			1	LS				
Total Permits						-		
CONSTRUCTION SUBTOTAL						230,794.51		
ADM Profit:			19.98%			46,112.74		
Builder's Risk Ins			0.00%			-		
ADM Liability Insurance			1.50%			3,461.92		Cost Per Square Foot
CONSTRUCTION BASE PRICE						280,369.17		
Bond Fee			2.00%			5,607.38		
Contingency			5.00%			14,018.45		Cost Per Square Foot
TOTAL CONSTRUCTION COST						299,995.00		

# Subcontractor List

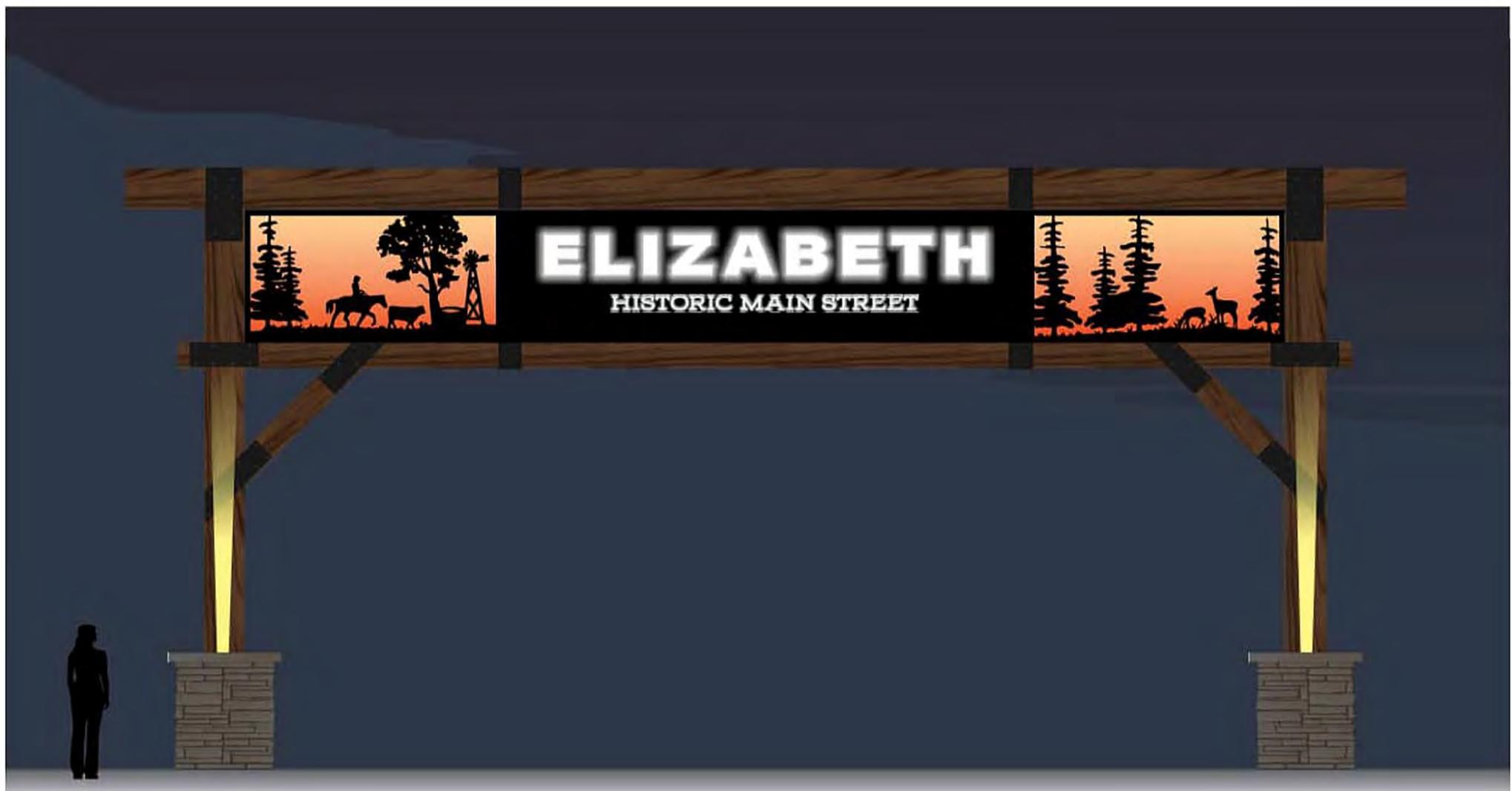
---



## 14. PROPOSED SUBCONTRACTOR LIST

Concrete	-CTF Concrete
Masonry	-Pyramid Masonry
Misc. Steel	-Iron Wolf Steel
Timbers	-3 Elements Timber Works
Painting/Staining	-Color Vision Painting
Signage	-YESCO LLC
Electrical	- Hi-Tech Electric
Traffic Control	-Colorado Barricade

# DaVinci Sign Systems, Inc



**ELIZABETH**  
HISTORIC MAIN STREET  
ARCHWAY SIGN PROJECT



October 28, 2024

Mr. Zach Higgins, AICP  
Community Development Director  
Town of Elizabeth,  
151 S. Banner St.  
Elizabeth, CO 80107

**RE: RFP: DESIGN COMPLETION, FABRICATION, AND INSTALLATION OF HISTORIC MAIN STREET ARCHWAY SIGN**

Dear Zach:

DaVinci Sign Systems Inc. appreciates the opportunity to provide our response to your RFP for the Historic Main Street Archway Sign. DaVinci Sign looks forward to working with The Town of Elizabeth to create a grand historic welcoming to the gates of Elizabeth and assist by further providing our award winning Design and Fabrication teams to your service. Our RFP documents follow.

Our signage team of over forty (40) individuals are the most experience and qualified in Colorado to handle a distinguished project such as this. DaVinci Sign was recently awarded one of the top small businesses in the country by the US Chamber of Commerce out of over 15,000 applicants. We also were awarded 1st Place in the National Signs of The Times Design and Fabrication contest for the Estes Park Wayfinding system. We have won this design award five years running.

We look forward to working with The Town of Elizabeth team and extend our invitation to all of you to come visit our manufacturing facility and meet first hand our team of professional Artists, Craftsman, Installers and Project Managers that will be directly involved with this project. Please do not hesitate to contact me should you have any questions. Please visit www.davincisign.com . Thank you.

Sincerely,

Kevin T. Flannery  
Senior Account Executive  
kevinf@davincisign.com  
970-657-0459 (cell)

*Proud to be 100% Employee Owned*



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

### PROPOSAL FORM

Project: Design Completion, Fabrication, and Installation of Historic Main Street Archway Sign

Proposer: [Company Name] [Address] [Phone Number] [Email]

To: Town of Elizabeth, 151 S Banner St., Elizabeth, CO 80107

Having carefully examined the RFP Documents for the above-referenced project, as well as the premises and conditions affecting the work, the undersigned proposes to furnish all labor, materials, and equipment necessary to complete the work for the following amount:

1. Design Completion: **\$ 0.00 No Charge (See attached draft)**
2. Fabrication: **\$182,042.34**
3. Installation: **\$60,170.98**
4. Traffic Management: **\$8,832.42**
5. Other (specify): **Engineering & Permitting \$12,417.60 (-3,141.14 if no permits req)**

#### TOTAL LUMP SUM PROPOSAL

AMOUNT: **\$263,463.34**

#### Proposed Project Timeline:

- Design Completion: **10 (draft design attached)** calendar days
- Fabrication: **120** calendar days
- Installation: **30** calendar days

(Some installation overlaps with fab)

Total Project Duration: **150** calendar days

The undersigned agrees to complete all work by May 31, 2025, as specified in the RFP.

Addenda: The undersigned acknowledges receipt of the following addenda: Addendum No. **1**

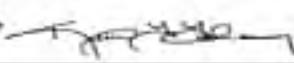
Date: **10/18/24** Addendum No. **2** Date: **10/26/24**

By submitting this Proposal, the undersigned agrees to:

1. Enter into a contract with the Town of Elizabeth within [15] days of notice of award.
2. Furnish the required Performance and Payment Bonds and Certificates of Insurance within [15] days of notice of award.
3. Commence work within [15] days of receiving the Notice to Proceed.

The undersigned certifies that this proposal is genuine and not collusive or sham, and that the proposer has not directly or indirectly induced any other proposer to submit a false or sham proposal.

Respectfully submitted,

Authorized Signature:  Printed Name: **Kevin T. Flannery**

Title: **Senior Account Executive** Date: **October 28/2024**

(If a corporation, affix corporate seal)

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

DaVinci Sign Systems, Inc.  
4496 Bents Drive, Unit A  
Windsor, CO 80550

### OWNER:

(Name, legal status and address)  
Town of Elizabeth  
151 S. Banner Street  
Elizabeth, CO 80107

BOND AMOUNT: \$ 10%

### SURETY:

(Name, legal status and principal place of business)

Trisura Insurance Company  
2 Stamford Plaza Suite 1504, 281 Tresser Boulevard  
Stamford, CT 06901  
Mailing Address for Notices  
1411 Opus Place, #450  
Downers Grove, Illinois 60515

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Ten Percent of Amount Bid

### PROJECT:

(Name, location or address, and Project number, if any)

Design Completion, Fabrication, and Installation of Historic Main Street Archway Sign for Town of Elizabeth, Colorado

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

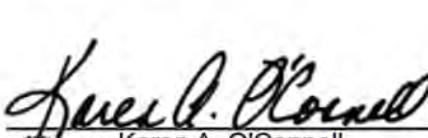
Signed and sealed this 28th day of October, 2024

DaVinci Sign Systems, Inc.

(Principal)

(Seal)

(Witness)

  
(Witness) Karen A. O'Connell

By:

(Title)

Trisura Insurance Company

(Surety)

(Seal)

By:

(Title) Stephen Kazmer Attorney-in-Fact



State of Illinois  
County of DuPage

**SURETY ACKNOWLEDGEMENT (ATTORNEY-IN-FACT)**

I, Karen A. O'Connell Notary Public of DuPage County, in the State of Illinois,  
do hereby certify that Stephen T. Kazmer Attorney-in-Fact, of the Trisura Insurance Company  
who is personally known to me to be the same person whose  
name is subscribed to the foregoing instrument, appeared before me this day in person, and  
acknowledged that he signed, sealed and delivered said instrument, for and on behalf of the  
Trisura Insurance Company for the uses and purposes therein set forth.

Given under my hand and notarial seal at my office in the City of Downers Grove in  
said County, this 28th day of October, 2024.



*Karen A. O'Connell*  
Notary Public  
Karen A. O'Connell  
My Commission expires: February 15, 2026



2 Stamford Plaza  
Suite 1504, 281 Tresser Boulevard  
Stamford, Connecticut 06901  
[us.surety@trisura.com](mailto:us.surety@trisura.com)

## POWER OF ATTORNEY

Bond Number: Bid Bond  
Bond issuance date: October 28, 2024

**KNOW ALL MEN BY THESE PRESENTS:** That **TRISURA INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Oklahoma, authorized to conduct a surety business, and having its principal place of business at 2 Stamford Plaza, Suite 1504, Tresser Boulevard, Stamford, Connecticut 06901, does hereby constitute and appoint:

Martin Moss, Kelly Gardner, Stephen Kazmer, Melissa Schmidt, Dawn Morgan

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **TRISURA INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **TRISURA INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **TRISURA INSURANCE COMPANY** at a meeting duly held on the 11<sup>th</sup> day of December, 2020.

**"RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **TRISURA INSURANCE COMPANY** have each executed and attested these presents  
on this 25<sup>th</sup> day of February, 2022.

STATE OF Connecticut  
County of Fairfield

George James, Chief Underwriting Officer, Surety



On this 25<sup>th</sup> day of February, 2022, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **TRISURA INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at  
Fairfield, Connecticut the day and year first above written.

SERENA I. SZEKELY	Serena I. Szekely	seal
Notary Public, State of Connecticut		
My Commission Expires 10/31/2026		a Notary Public of Connecticut
		My Commission Expires: 10/31/2026

### CERTIFICATION

I, the undersigned officer of **TRISURA INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, October 28, 2024

Richard Grant  
Richard Grant, Vice President, U.S. Surety

TO CONFIRM AUTHENTICITY OF THIS BOND OR DOCUMENT EMAIL: [us.surety@trisura.com](mailto:us.surety@trisura.com)

IN OPENING & REVIEWING THIS SIGN DESIGN/DRAWING, YOU AGREE TO NOT DISTRIBUTE, EXHIBIT OR USE THE ARTWORK TO CONSTRUCT DERIVATIVE WORKS.

THIS DESIGN PACKAGE IS THE RESULT OF DAVINCI SIGN SYSTEMS, INC. SALES, DESIGN & ESTIMATING TEAM'S ORIGINAL WORK AND IS SUBMITTED FOR THE SOLE PURPOSE OF YOUR CONSIDERATION TO PURCHASE. IT IS THE EXCLUSIVE PROPERTY OF DAVINCI SIGN SYSTEMS, INC. ANY USE OR REPRODUCTION WITHOUT WRITTEN PERMISSION FROM DAVINCI SIGN SYSTEMS, INC. IS STRICTLY PROHIBITED.

All of us at DaVinci Sign Systems, Inc. sincerely thank you for your cooperation.



[www.davincisign.com](http://www.davincisign.com)

Copyright 2021  
DaVinci Sign Systems

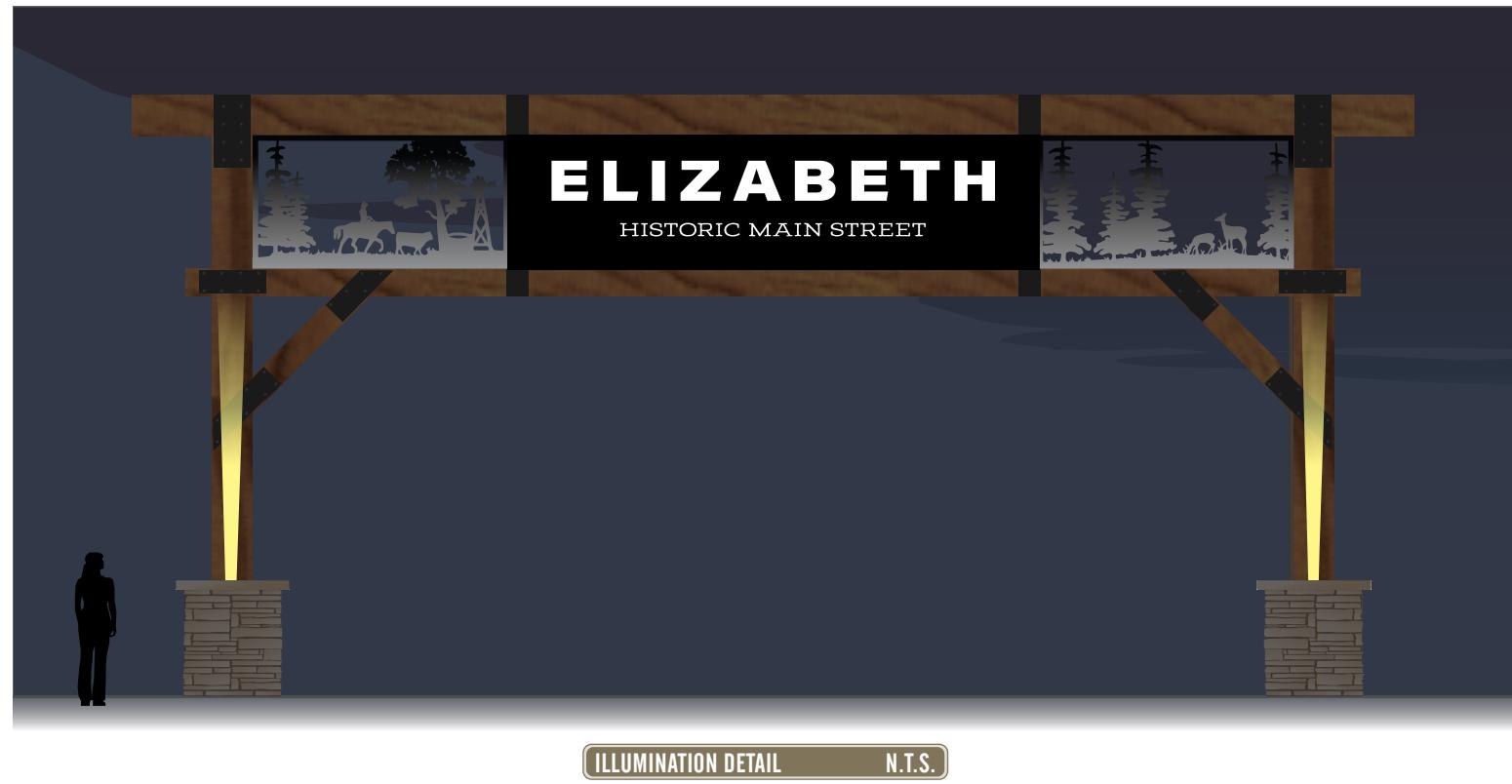
*the art and science of identification*

Phone: (970) 203-9292 Fax: (970) 203-9293  
4496 Bents Dr. Windsor, Colorado 80550  
Denver Metro: (303) 573-7446  
Cheyenne Wyoming: (307) 220-4316

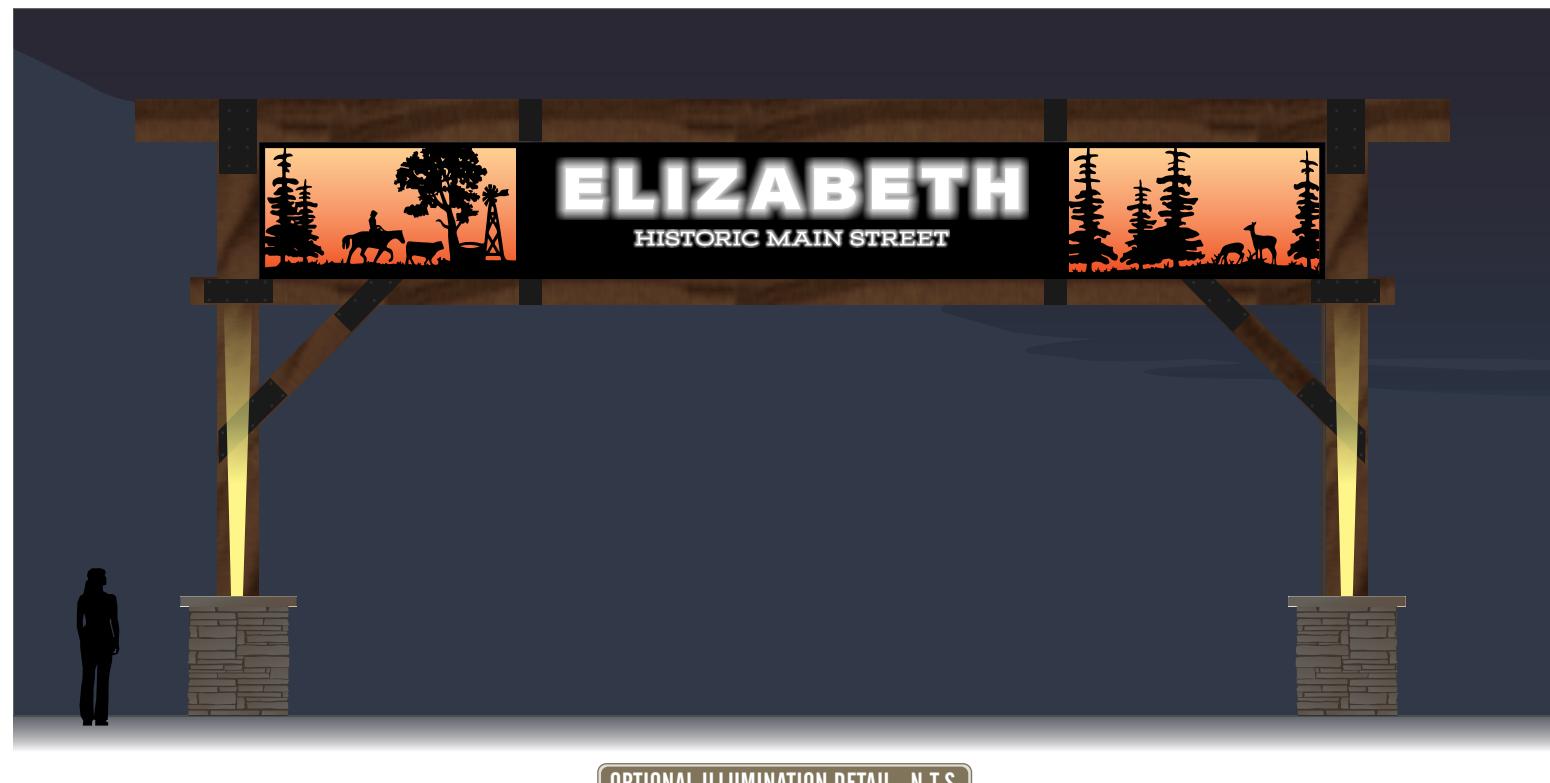




**ELIZABETH**  
HISTORIC MAIN STREET  
ARCHWAY SIGN PROJECT



**NOTE:**  
 (1) Center cab. option w/ routed & backed graphics & FCO silhouettes w/ white LED uplighting.



**NOTE:**  
 (3) D/F Internally illum. cab. option. Center cab. has face & halo-illum. graphics (see opt. 2, pg. 6) & (2) outer cabinets have routed & backed graphics (see opt. 2, pg. 5).



4496 Bents Dr., Unit A  
Windsor, CO 80550  
[www.davincisign.com](http://www.davincisign.com)

Ft. Collins (970) 203-9292  
Cheyenne (307) 220-4316  
Denver (303) 573-7446  
Greeley (970) 353-8446

SALESPERSON: KEVIN FLANNERY

DESIGN: G.J.

PROD. DESIGN:

Job Name  
**ELIZABETH GATEWAY SIGN**

Address  
**ELIZABETH, CO**

Approvals

DaVinci Approval  **Date:**

Customer Approval

**Date:**  
 Without Changes  With Changes As Noted

Paint & Finish Colors

P1 AK20 BLACK (MATTE)

Film & Print Colors

F1 DIG. PRINT GRADIENT (TRANSLUCENT)

P2

F2

P3

F3

P4

F4

P5

F5

Revisions

R1

R2

R3

R4

R5

DESIGN # REV.# DATE  
**3087** | **10.09.24**

PAGE OF  
**2** **7**

ALL SIGNAGE WILL  
120V ELECTRICAL  
AS INDICATED ON  
**Page 83**

© Copyright 2021 DaVinci Sign Systems



THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC SIGN CODE. THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC SIGN CODE.



ILLUMINATION DETAIL N.T.S.

**NOTE:**

(1) Center cab. option w/ routed & backed graphics & FCO silhouettes w/ orange LED uplighting (RGB LED allows client to adjust colors).



ILLUMINATION DETAIL N.T.S.

**NOTE:**

(1) Center cab. option w/ routed & backed graphics & FCO silhouettes w/ blue LED uplighting (RGB LED allows client to adjust colors).



4496 Bents Dr., Unit A  
Windsor, CO 80550  
[www.davincisign.com](http://www.davincisign.com)

Ft. Collins (970) 203-9292  
Cheyenne (307) 220-4316  
Denver (303) 573-7446  
Greeley (970) 353-8446

SALESPERSON: KEVIN FLANNERY

DESIGN: G.J.

PROD. DESIGN:

Job Name  
**ELIZABETH GATEWAY SIGN**

Address  
**ELIZABETH, CO**

Approvals

DaVinci Approval  Date:

Customer Approval

Date:  
 Without Changes  With Changes As Noted

Paint & Finish Colors

P1 AK20 BLACK (MATTE)

F1 DIG. PRINT GRADIENT (TRANSLUCENT)

P2

F2

P3

F3

P4

F4

P5

F5

Revisions

R1

R2

R3

R4

R5

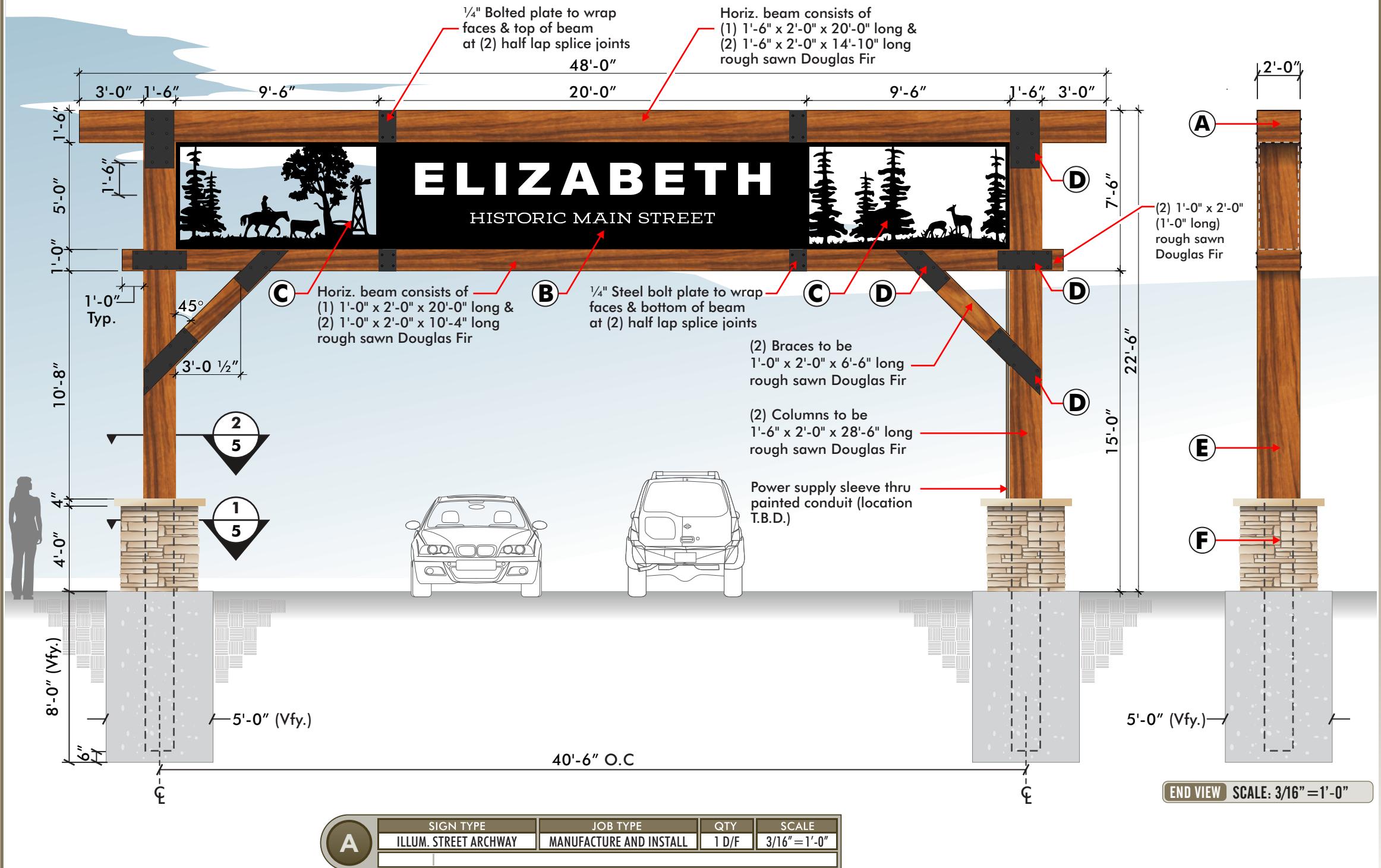
DESIGN # REV.# DATE  
**3087** | **10.09.24**

PAGE OF  
**3** **7**

ALL SIGNAGE WILL  
120V ELECTRICAL  
AS INDICATED ON  
**Page 84**



## SIGN SPECIFICATIONS



4496 Bents Dr., Unit A  
Windsor, CO 80550  
www.davincisign.com  
Ft. Collins (970) 203-9292  
Cheyenne (307) 220-4316  
Denver (303) 573-7446  
Greeley (970) 353-8446

SALESPERSON: KEVIN FLANNERY

DESIGN: G.J.

**A**

SIGN TYPE ILLUM. STREET ARCHWAY	JOB TYPE MANUFACTURE AND INSTALL	QTY 1 D/F	SCALE 3/16" = 1'-0"
------------------------------------	-------------------------------------	--------------	------------------------

Job Name  
**ELIZABETH GATEWAY SIGN**  
Address  
**ELIZABETH, CO**

Approvals  
DaVinci Approval  Date: \_\_\_\_\_  
Customer Approval  
 Date: \_\_\_\_\_  
 Without Changes  With Changes As Noted

Paint & Finish Colors	Film & Print Colors
P1 AK20 BLACK (MATTE)	F1 DIG. PRINT GRADIENT (TRANSLUCENT)
P2	F2
P3	F3
P4	F4
P5	F5

Revisions	= NO COST REVISION
R1	
R2	
R3	
R4	
R5	

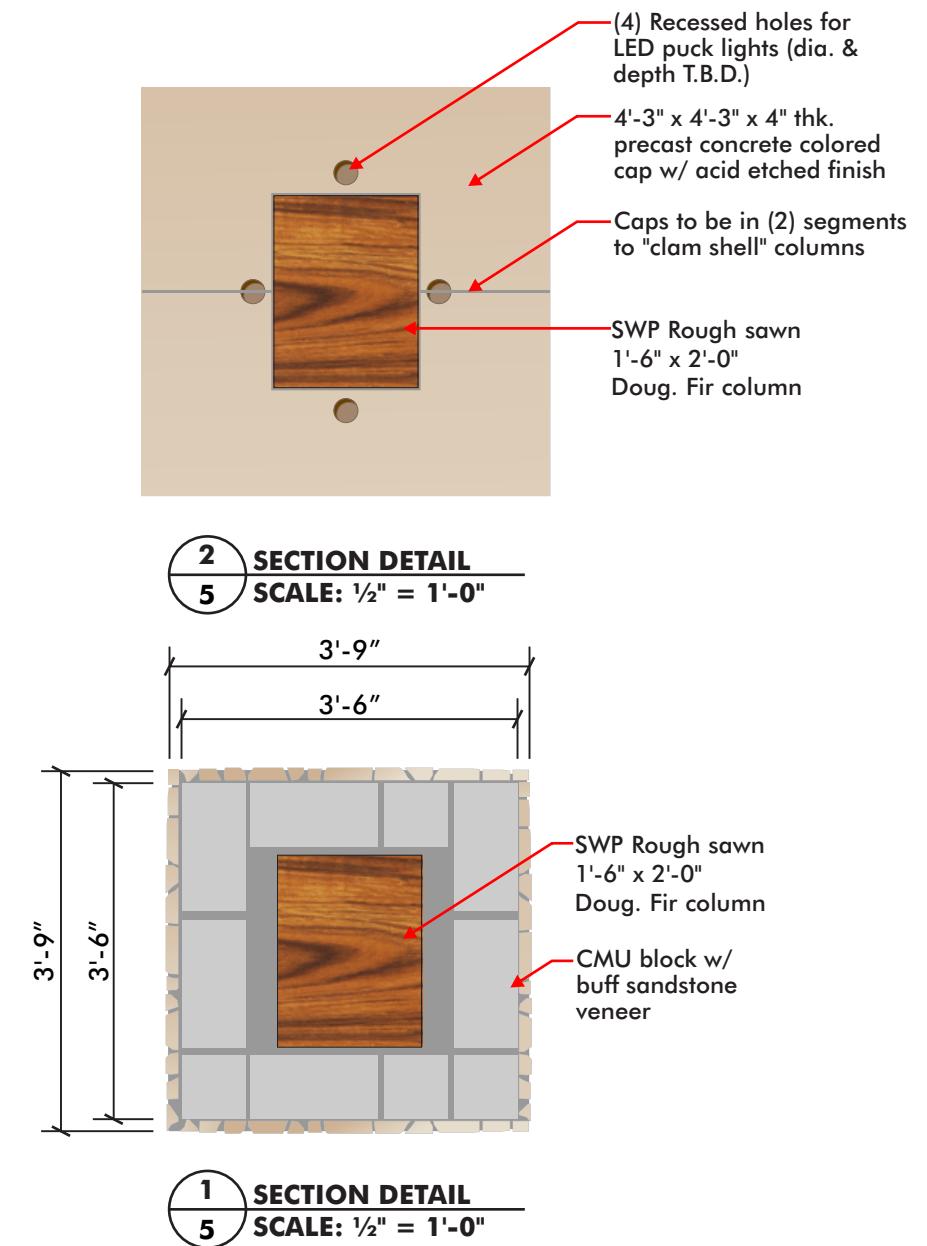
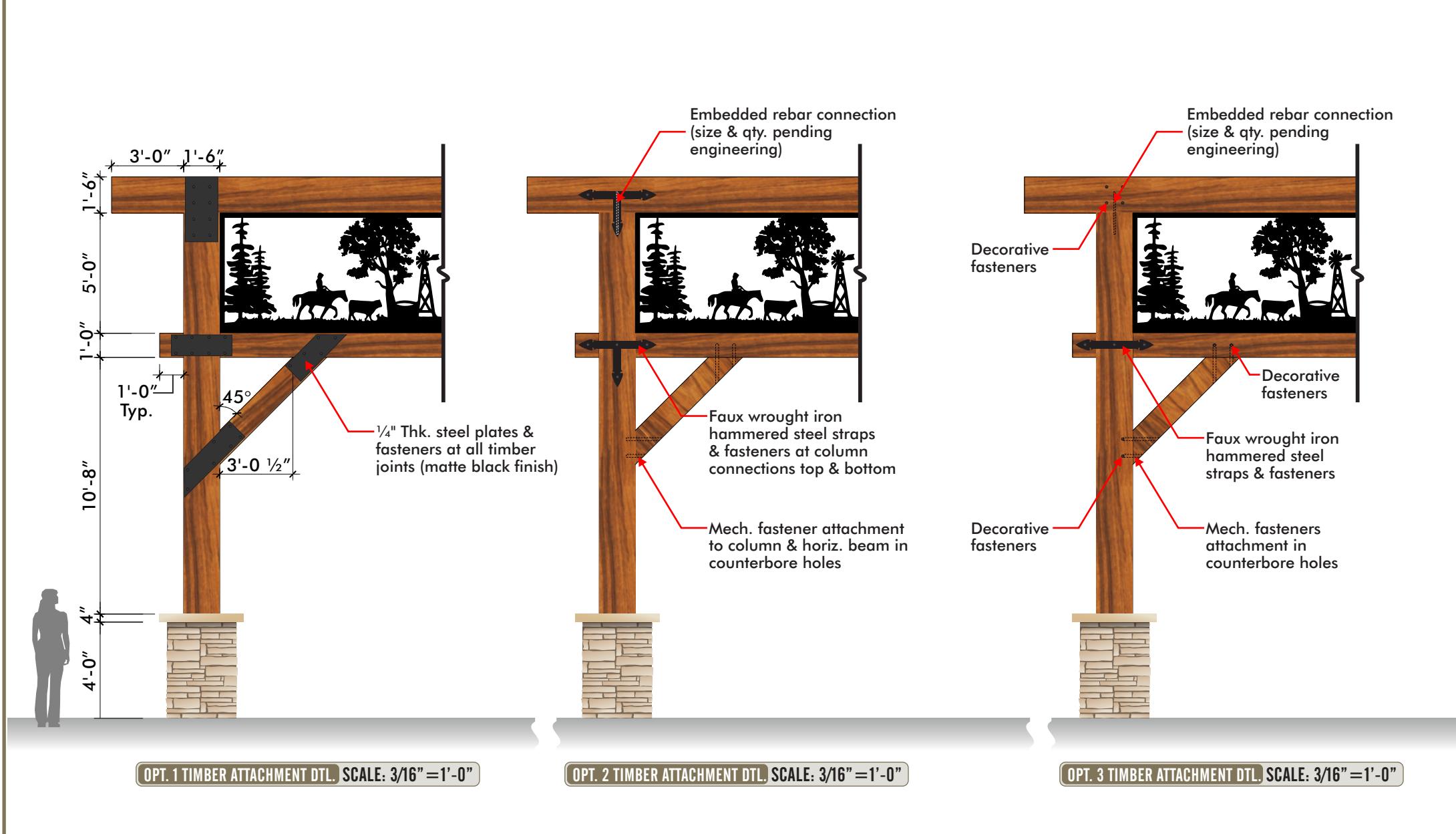
DESIGN #	REV.#	DATE
<b>3087</b>		<b>10.09.24</b>
PAGE	4	7

© Copyright 2021 DaVinci Sign Systems



THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC SIGN CODE. THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC SIGN CODE.

ALL SIGNAGE WILL  
120V ELECTRICAL  
AS INDICATED ON



Job Name <b>ELIZABETH GATEWAY SIGN</b>	Approvals DaVinci Approval <input checked="" type="checkbox"/> Date: _____ Customer Approval <input type="checkbox"/> Date: _____ <input type="checkbox"/> Without Changes <input checked="" type="checkbox"/> With Changes As Noted	Paint & Finish Colors P1 AK20 BLACK (MATTE) P2 P3 P4 P5 F1 DIG. PRINT GRADIENT (TRANSLUCENT) F2 F3 F4 F5	Revisions R1 R2 R3 R4 R5	DESIGN # 3087 REV. # 5 DATE 10.09.24 PAGE 5 OF 7
Address <b>ELIZABETH, CO</b>				
© Copyright 2021 DaVinci Sign Systems				
THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC SIGN CODE. THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC SIGN CODE.				
ALL SIGNAGE WILL 120V ELECTRICAL AS INDICATED ON				

## SIGN SPECIFICATIONS

### SIGN FRAME:

D/F 1'-10" Deep custom fab. 1" alum. sq. tube frame(s); cover w/ .125" thk. alum. w/ paint finish. Mount to timbers top & bottom w/ concealed fasteners.

### A FRAME FACES:

Routed .125" thk. alum. w/ paint finish. Weld faces to frame or attach w/ construction adhesive. See page 7 for graphics details & options.

### NOTE:

Field vfy. archway opening height to determine final frame height.

### FRAME ILLUMINATION:

D/F White LED grids; mount to .040" alum. internal light baffles.

### B FCO SILHOUETTES:

1/4" thk. routed alum. w/ paint finish. Weld bottom & ends to alum. angle mounting brackets. Attach brackets to timbers w/ exposed fasteners (paint heads). Center FCO in archway opening depth.

### C SILHOUETTE UPLIGHTING:

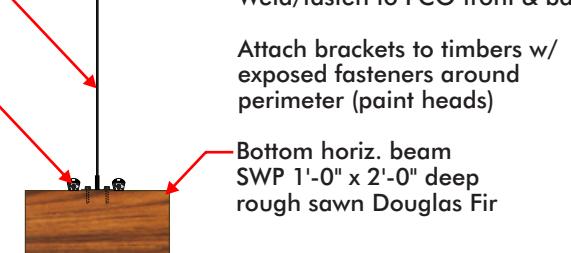
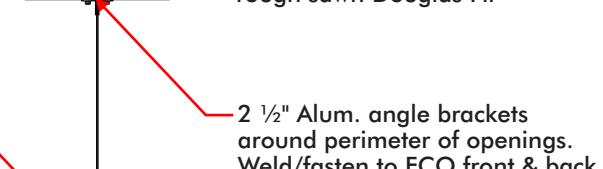
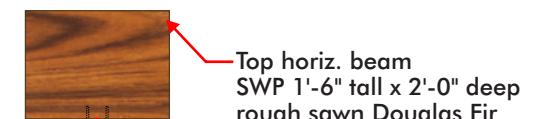
Philips Color Kinetics ColorGraze QLX Powercore LED Luminaires. (12) 3'-0" Long modules reqd. total.

### OPT. 1 SERVICE ACCESS:

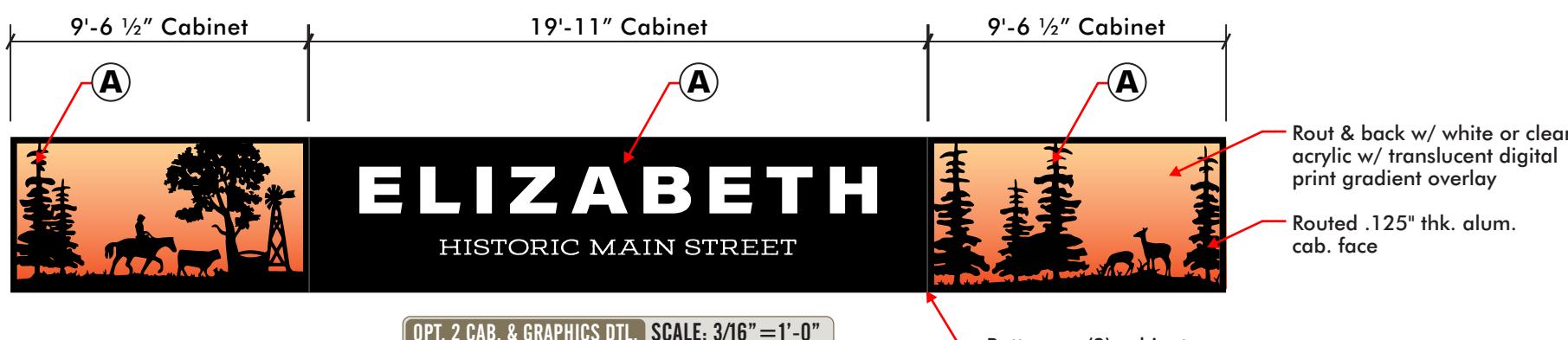
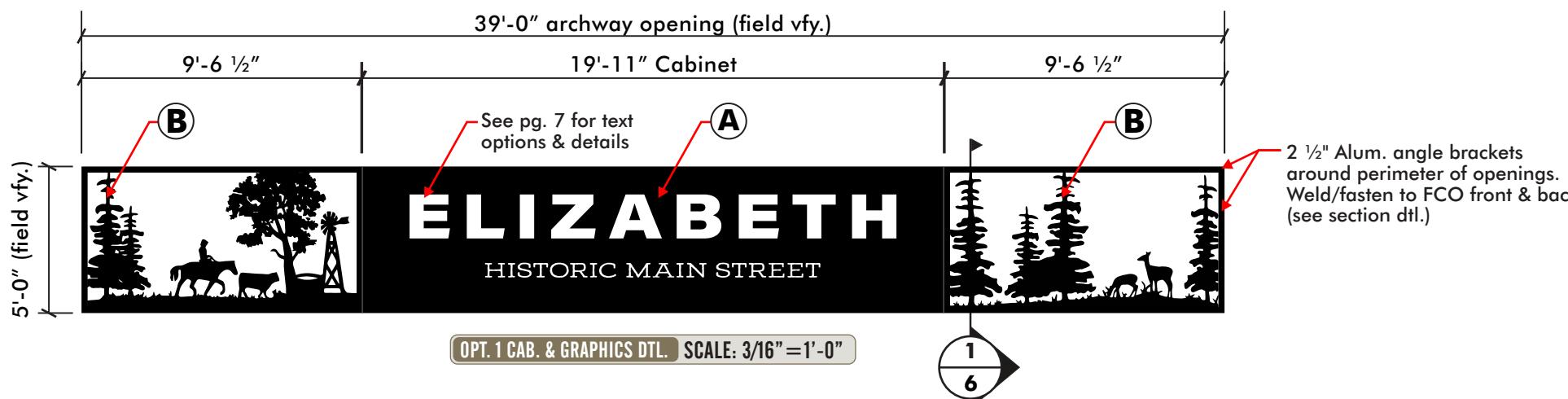
End returns of frame to have access doors attached w/ countersunk fasteners (paint heads). Remove doors & slide LED baffles for service.

### OPT. 2 SERVICE ACCESS:

(1) Face of each cabinet to be removable for service. Attach removable faces to frames w/ exposed countersunk fasteners about perimeter (paint heads). Provide gasketing around perimeter of removable faces (2nd surface) to prevent light leaks.



**1**  
**6**  
**FCO VERT. SECTION DTL.**  
**SCALE: 3/8" = 1'-0"**



4496 Bents Dr., Unit A  
Windsor, CO 80550  
[www.davincisign.com](http://www.davincisign.com)

Ft. Collins (970) 203-9292  
Cheyenne (307) 220-4316  
Denver (303) 573-7446  
Greeley (970) 353-8446

SALESPERSON: KEVIN FLANNERY  
DESIGN: G.J.

PROD. DESIGN:

Job Name  
**ELIZABETH GATEWAY SIGN**

Address  
**ELIZABETH, CO**

### Approvals

DaVinci Approval  Date:

Customer Approval

Date:  
 Without Changes  With Changes As Noted

### Paint & Finish Colors

P1 AK20 BLACK (MATTE)

P2

P3

P4

P5

### Film & Print Colors

F1 DIG. PRINT GRADIENT (TRANSLUCENT)

F2

F3

F4

F5

### Revisions

R1

R2

R3

R4

R5

DESIGN # REV.#

**3087**

DATE

**10.09.24**

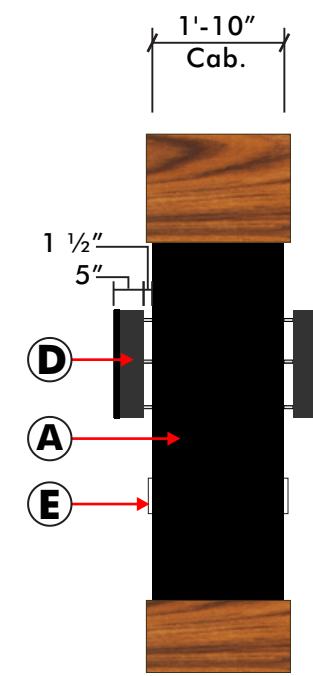
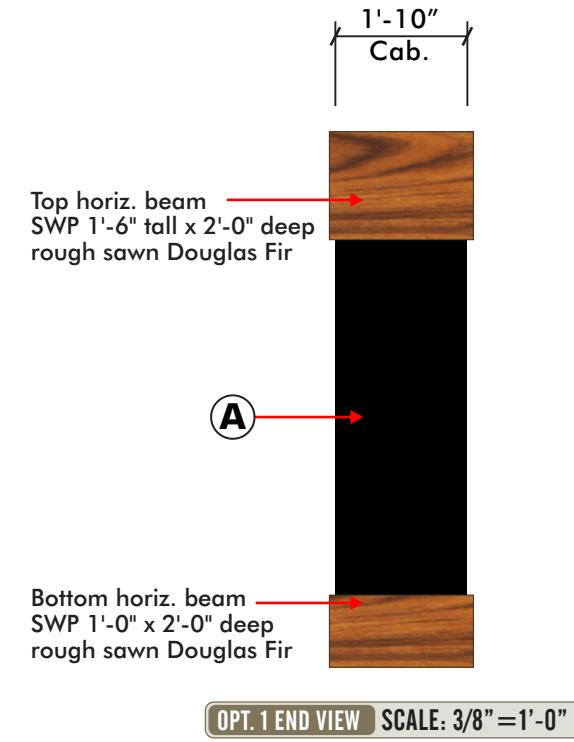
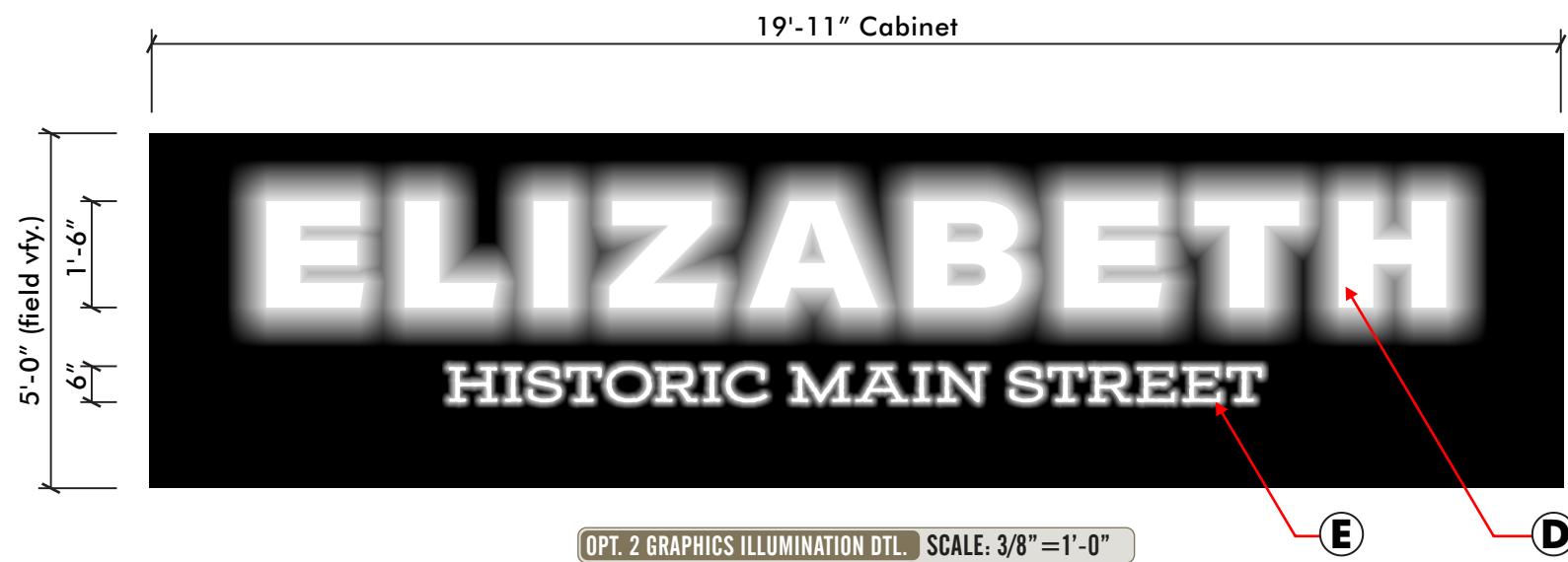
PAGE

**6**

OF:

**7**





**SIGN SPECIFICATIONS**

- A SIGN FRAME:** D/F 1'-10" Deep custom fab. 1" alum. sq. tube frame; cover w/ .125" thk. alum. w/ paint finish. Mount to timbers top & bottom w/ concealed fasteners.
- B FRAME FACES:** Routed .125" thk. alum. w/ paint finish. Weld faces to frame or attach w/ construction adhesive.
- C OPT. 1 GRAPHICS (CLIENT SPECS):** Rout & back w/ .187" thk. white acrylic #7328.
- OPT. 1 GRAPHICS MOUNTING:** Weld studs to alum. faces (2nd surface) around acrylic perimeter & secure to face w/ nuts & silicone.
- D OPT. 2 CHANNEL LETTERS:** Face & halo-illuminated channel letters
- LETTER FACES:** .187" Thk. white acrylic w/ 1" black trimcap
- LETTER RETURNS:** 5" Deep x .040" thk. alum. w/ paint finish & without weep holes
- LETTER BACKS:** .187" Thk. white polycarb.; pop rivet to letter returns. Weep holes to be in letter backs.
- CHANNEL LETTER MOUNTING:** Stud mount to faces pegged off 1 1/2" w/ nylon spacers
- E OPT. 2 SUBTEXT PUSH THRU:** 3/4" Thk. routed clear acrylic. Overlay faces w/ translucent 3M white film.
- PUSH THRU MOUNTING:** Letters to have 1/2"+/- wide x 0.125" thk. routed flanges. Weld studs to alum. faces (2nd surface) around flange perimeter & secure to face w/ nuts & silicone.
- FRAME INTERNAL ILLUMINATION:** D/F White LED grids; mount to .040" alum. internal light baffles.
- POWER SUPPLIES:** GE Tetra LED 24 volt variable power 120/277V housed inside sign frame.



4496 Bents Dr., Unit A  
Windsor, CO 80550  
[www.davincisign.com](http://www.davincisign.com)  
Ft. Collins (970) 203-9292  
Cheyenne (307) 220-4316  
Denver (303) 573-7446  
Greeley (970) 353-8446  
SALESPERSON: KEVIN FLANNERY  
DESIGN: G.J.  
PROD. DESIGN:

Job Name <b>ELIZABETH GATEWAY SIGN</b>	Approvals DaVinci Approval <input checked="" type="checkbox"/> <b>Date:</b> _____
Address <b>ELIZABETH, CO</b>	Customer Approval <input checked="" type="checkbox"/> <b>Date:</b> _____ <input type="checkbox"/> Without Changes <input type="checkbox"/> With Changes As Noted

Paint & Finish Colors	Film & Print Colors
P1 AK20 BLACK (MATTE)	F1 DIG. PRINT GRADIENT (TRANSLUCENT)
P2	F2
P3	F3
P4	F4
P5	F5

Revisions
R1
R2
R3
R4
R5

DESIGN #	REV.#	DATE
<b>3087</b>		<b>10.09.24</b>
PAGE	<b>7</b>	OF: <b>7</b>



### **ABOVE DESIGN DRAFT:**

The above design draft is presented to the Town of Elizabeth is an example of the level of detail that can be expected when we further review this project with your team. We have provided a couple of options relative to lighting options for your consideration, which we can revise per your input.

The general engineering for this project calls for a wood clad steel structure. The structure can not be just wood as designed. The span is too great. The general construction will be 2" Thick Doug Fir clad over a 15" X 50' I-Beam cross members with 12" X 12' sq/steel tube vertical columns also clad with 2" Douglass Fir. We have also provided a few design options for the structural brackets for consideration. See below image.

The inset signage has a few different options relative to the ornamental steel components and identification symbols. One option allows for dimensional water jet figures with RGB LED programmable up-lighting and the other option is for a permanent solid cabinet with digital graphic figurines with internal illumination. The Identification options are for LED back-lit dimensional letters reading ELIZABETH with routed aluminum text with 3/4" push through dimensional acrylic reading HISTORIC MAIN STREET and the other option is for non-dimensional routed copy with back up acrylic.

We have provided an option for up-lighting the columns on all four sides to wash the columns in light with recessed LED RGB fixtures within the masonry caps.. These fixtures will allow for seasonal holiday changes.

As we enter into an agreement, far more detail and engineering information will be provided.









# ORGANIZATION CHART

*Extraordinary Belongs To Those Who Create It!*

## PROJECT MANAGEMENT TEAM

BRANDON TURLEY - OPERATIONS MANAGER  
GEORGE MASON - INSTALL COORDINATOR  
MECHELLE BOWERS - PROJECT DIRECTOR

## FINANCE & ADMINISTRATION TEAM

ERIC SENESAC - PRESIDENT / COO  
DANIELLE LLEWELLYN - VICE PRESIDENT  
JAMIE TORRES - HR / ACCOUNTANT  
JESSIE WINSTON - AR/AP SPECIALIST  
MARIE HARSHAW - PERMITTING  
JENNIFER MOORE - MARKETING  
KELLY KAPPERMAN - ADMINISTRATIVE ASSISTANT  
MECHELLE BOWERS - PROJECT DIRECTOR

## GRAPHICS PRODUCTION

DANNY SALAS - GRAPHICS SPECIALIST

## DESIGN TEAM

JOSH VALASEK - SENIOR DESIGNER  
GREG JIRIK - DESIGNER

## SALES TEAM

RODNEY EATON  
IAN SENESAC  
KEVIN FLANNERY  
BEAU NELSON  
LARRY WHITE  
GARRETT WINSTON

## FABRICATION TEAM

SAM LUCERO - SHOP FOREMAN  
CLAY DAVIS  
GENE WEYER  
RILEY STRUBLE  
JASON SCHICK  
TODD LINDER, CAD/CAM

## FINISH TEAM

HUMBERTO LEOS  
ALEX SERRANO

## ESTIMATING TEAM

JARED EISENACH - SENIOR ESTIMATOR  
ED DOLAN - PM / ESTIMATOR

## PROCUREMENT TEAM

STU TRAVIS - PROCUREMENT MANAGER

## INSTALLATION TEAM

MARCUS BEAN  
PATRICK HAGEMAN  
LOGAN LIKES  
ZACH DUVALL

## CUSTOMER FULFILLMENT

GEORGE MASON - INSTALL COORDINATOR  
MECHELLE BOWERS - PROJECT DIRECTOR

## SHIPPING & RECEIVING

LANDEN SENESAC

*Proud to be 100% Employee-Owned  
& in Our 20th Year! 970-203-9292*

## DaVinci Sign Systems, Inc - reference list

LAST NAME	FIRST NAME	ORGANIZATION	Salesperson / contact	PHONE NUMBER	EMAIL	ADDRESS	CITY	STATE	ZIP CODE	project description
NEGUETTE	JENAE	THE HUMAN BEAN	JJS	(970) 556-0836	<a href="mailto:JENAE.NEQUETTE@GMAIL.COM">JENAE.NEQUETTE@GMAIL.COM</a>	3610 35th AVE, UNIT 9	EVANS	CO	80620	monument signs, maintenance agreement, service work, LED lighting retrofits
MOKLER	JIM	800 HOLDINGS, LLC	JJS	(970) 217-9892	<a href="mailto:JIM@MOKLERREALTY.COM">JIM@MOKLERREALTY.COM</a>	305 W MAGNOLIA ST #346	FORT COLLINS	CO	80521	new storefront architectural panels, interior signage, design
Christiansen	Rhys	LOVELAND MARKET PLACE	JJS	970-217-6382	<a href="mailto:rhyss@rcprop.com">rhyss@rcprop.com</a>	2038 Vermont Drive, Suite 201	FORT COLLINS	CO	80525	monument signage, EMC, LED lighting retrofits
Oliver-Pankewicz	Rachel	CAST IN PLACE	ML	(970) 397-2323	<a href="mailto:RACHELOLIVER@CAST-IN-PLACE.NET">RACHELOLIVER@CAST-IN-PLACE.NET</a>	7245 GREENRIDGE	WINDSOR	CO	80550	Wall Signs
GARRETSON	JERRY	POUDRE SCHOOL DISTRICT	ML	(970) 490-3589	<a href="mailto:JERRYG@PDSCHOOLS.ORG">JERRYG@PDSCHOOLS.ORG</a>	2407 LAPORTE AVE	FORT COLLINS	CO	80521	Monument Signs
COTIER	MATT	PLATTE RIVER POWER AUTHORITY	ML	(970) 229-5307	<a href="mailto:COTIERN@PRPA.COM">COTIERN@PRPA.COM</a>	2000 E HORSETOOTH RD	FORT COLLINS	CO	80525	Monument Sign
Morrison	Justin	Mountain-N-Plains	SS	(970) 221-2323	<a href="mailto:justinM@mnppe.com">justinM@mnppe.com</a>	375 E Horsetooth Rd Building 3 Suite 100	Fort Collins	CO	80525	various signage for his clients
Monigle	Kurt	Monigle Associates Inc	SS	(303) 388.9358 ext 231	<a href="mailto:kmonigle@monigle.com">kmonigle@monigle.com</a>	150 Adams St	Denver	CO	80206	monuments- wall signs- vinyl etc
Bordewick	Christian	Bank of Colorado	SS	(970) 663-7600	<a href="mailto:Christian.bordewick@bankofcolorado.com">Christian.bordewick@bankofcolorado.com</a>	4848 Thompson Parkway	Johnstown	CO	80534	Monuments- channel letters- projecting signs- vinyl, etc
Welch	Dan	North Suburban Hospital	JJS	(303) 453-2534	<a href="mailto:daniel.welch@healthnecares.com">daniel.welch@healthnecares.com</a>	9141 Grant Street, Ste 220	Thornton	CO	80229	Large monument display with EMC on the interstate
Parish	Renee	Pikes Peak Comm. Colleges	JJS	(719) 502-2430	<a href="mailto:renee.parish@ppcc.edu">renee.parish@ppcc.edu</a>	5675 S. Academy Blvd	Colo Springs	CO	80609	Large monument displays with EMC's for (3) campuses
Unger	Kevin	UCH Hospitals	SS				Colorado	CO		Rebranding of entire hospital in Colorado, all types of signage



## TOWN OF ELIZABETH POLICE DEPARTMENT

**JEFFERY R. ENGEL, CHIEF OF POLICE**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

[Police@townofelizabeth.org](mailto:Police@townofelizabeth.org)

[www.townofelizabeth.org](http://www.townofelizabeth.org)

---

TO: Honorable Mayor, Mayor Pro Tem, and member of the Board of Trustees

FROM: Jeffery R. Engel, Chief of Police

DATED: November 8, 2024

SUBJECT: Application for DOLA Peace Officer Behavioral Health Support and Community Partnership Grant

---

### BACKGROUND:

The Peace Officers Behavioral Health Support and Community Partnerships grant program is available for law enforcement agencies, peace officer organizations, and public safety agencies that employ peace officers for purposes to include:

- Co-responder community responses;
- Community-based alternative responses;
- Counseling services for peace officers and their immediate family members;
- Assistance for development and implementation of policies to support peace officers who are involved in shootings or fatal use of force;
- Training and education programs that teach peace officers and their immediate family members the symptoms of job-related mental trauma and how to prevent and treat such trauma;
- Peer support programs for peace officers.
- Hiring, contracting, or developing a remote network to provide behavioral health counseling, therapy or other related support services to peace officers involved in job-related traumatic situations.

### ANALYSIS:

The Elizabeth Police Department has instilled a wellness program encouraging the development and sustainability of healthy behaviors across five dimensions, known as pillars. The pillars, emotional, physical, spiritual, social, and family wellness, have proven essential for personal readiness and resilience.

Efforts with building the wellness program, specifically emotional and family wellness, often exceed the limited service provided by Colorado Intergovernmental Risk Sharing Agency (CIRSA), the insurance company for the Town of Elizabeth. Furthermore, the field of wellness, as it pertains to law enforcement, requires on-going education and training to meet the rapidly and consistently changing environment of officer wellness.



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**JEFFERY R. ENGEL, CHIEF OF POLICE**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

[Police@townofelizabeth.org](mailto:Police@townofelizabeth.org)

[www.townofelizabeth.org](http://www.townofelizabeth.org)

The Colorado Department of Local Affairs (DOLA) has established a law enforcement-specific, non-matching grant program to support the integration of behavioral health in law enforcement. This grant is designed to fund the development, training, and contracting of behavioral health services, aiding agencies in creating and enhancing wellness programs and providing vital behavioral health support for officers.

The Elizabeth Police Department, committed to improving the wellness and resiliency of its officers, intends to, if awarded grant funding, provide peer support training to interested and qualified officers. Additionally, officers who are currently peer support officers will be afforded the opportunity to attend on-going training and education. Lastly, funds will be available to officers who need behavioral health services that extended beyond services offered by CIRSA and town provided insurance minimizing out of pocket expense.

### STAFF RECOMMENDATIONS:

It is the recommendation the Town of Elizabeth Police Department that approval be granted to apply for the DOLA Peace Officer Behavioral Health Support and Community Partnership Grant in the amount of \$22,000.00.

### BUDGET CONSIDERATIONS:

The DOLA Peace Officer Behavioral Health Support and Community Partnership Grant is a non-matching grant, therefore there is no financial obligation to the Town of Elizabeth or the Elizabeth Police Department. As a non-matching grant, the revenue received has TABOR implications. **The dollar amount requested does not exceed parameters established by TABOR.**



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

[www.townofelizabeth.org](http://www.townofelizabeth.org)

## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 10/13/2024 to 11/02/2024



### **ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:**

*"The Elizabeth Police Department is committed to service excellence in protecting life and property, impartial enforcement of law, and building community with those who live, work, and visit the Town of Elizabeth."*

The following is an informational breakdown of EPD police activity from **10/13/2024 at 12:01 a.m. to 11/02/2024 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DCRD) records.

**\*All suspects/defendants are presumed innocent until proven guilty in a Court of Law. \***



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

[www.townofelizabeth.org](http://www.townofelizabeth.org)

### Total Calls for Service:

337

### Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assists to Other Agencies
17	3	12	1	1

### Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
5	1	4	0

### Other Calls for Service:

Call Type:	Number of Calls:
911 Rapid SOS	2
Alarm-Business Burglary	5
Animal Complaint	3
Animal Cruelty	2
Assist to Fire Department	2
Assist to Other Agency	6
Attempt to Contact	2
Business Check	17
Child Abuse	1
Child Custody	2
Citizen Assist	4
Citizen Contact	22
Crime Prevention	16
Criminal Tampering	1
Dead Animal	1



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

[www.townofelizabeth.org](http://www.townofelizabeth.org)

Disturbance	2
Domestic Violence-Verbal	1
Flock	1
Follow Up	28
Found Property	2
Fraud	3
Harassment	3
Increased Patrol	98
Informational Report	4
Littering Complaint	1
Medical Assist	4
Missing Child	1
Motorist Assist	2
Municipal Ordinance Violation	7
Motor Vehicle Accident with Property Damage	2
Motor Vehicle Accident with Unknown Injuries	1
Noise Complaint	1
Park Check	2
Parking Complaint	5
Recovered Stolen Property	1
Report Every Drunk Driver Immediately	2
Repossession	2
School Education	1
Sex Offense	1
Solicitor	1
Special Assignment	4
Suspicious Circumstance	9
Suspicious Person	2
Suspicious Vehicle	8
Theft	4
Traffic Complaint	4
Traffic Hazard	2
Trespass	2
Traffic Stop	17
VIN Verify	8
Warrant Pickup	2



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

[www.townofelizabeth.org](http://www.townofelizabeth.org)

Warrant Service	1
Welfare Check	8
Wildlife	5

### Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
23-5311	Financial Crimes	Investigation into financial crimes that was reopened due to new information.
24-1673	Motor Vehicle Theft	Investigation into a vehicle that was stolen and recovered in Town.
24-2832	Financial Crimes	Investigation into fraud at a local business.
24-4350	Financial Crimes	Investigation into identity theft that occurred in Town.
24-4382	Sex Offense	Investigation into a sex offense involving juveniles.
24-4413	Death	Investigation into an unattended death that occurred in Town
24-4865	Child Abuse	Investigation into an alleged child abuse that occurred in Town.
24-4899	Vehicle Trespass	Investigation into a vehicle that was broken in to in Town.
24-4901	Menacing Child Abuse	Investigation into an alleged child abuse that occurred in Town
24-5107	Obstruction	Investigation into obstruction of EPD Officers.



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

[www.townofelizabeth.org](http://www.townofelizabeth.org)

24-5143	Motor Vehicle Theft	Investigation into a recovered stolen vehicle.
24-5192	Harassment	Investigation into harassment at a local business
24-5206	Child Abuse	Investigation into alleged child abuse at a local school.

### Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
24-3188	Abandoned Vehicles	Investigation into abandoned vehicles on a property in Town.
24-3209	Animal Complaint	Investigation into several violations at a property in Town.
24-4045	Municipal Ordinance Violation	Investigation into several violations at a property in Town.
24-4492	Abandoned Vehicles	Investigation into abandoned vehicles on a property in Town.
24-5047	Municipal Ordinance Violation	Investigation into several violations at a property in Town.

\*Please note that limited information regarding open investigations is available. This is to protect the integrity of the investigations. \*



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

[www.townofelizabeth.org](http://www.townofelizabeth.org)

### Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
24-4917	Motor Vehicle Accident	EPD Officers responded to an auto vs pedestrian crash in ECSO's jurisdiction on a mutual aid request from ECSO. After investigation, one party was issued a county summons for careless driving causing bodily injury.
24-4850	Hunter Theft	EPD Officers investigated a motor vehicle theft. The vehicle was taken by a family member without permission. The suspect was issued a municipal summons.
24-4780	Harassment	EPD responded to a suspicious phone call that was placed to a local business. After investigation, it was determined that it was a prank phone call from a juvenile. The juvenile and their parents were contacted and provided education.
24-2091	1 <sup>st</sup> Degree Assault on an At-Risk Person	EPD closed a case of 1 <sup>st</sup> degree assault that occurred several months ago. At the conclusion of the investigation, the suspect, who remains in custody had several felony charges filed against them.
24-4403	Criminal Tampering & Theft	EPD was contacted by Public Works on a report of a resident who had tampered with a water meter. After the investigation was complete, the resident was issued municipal summons for several offenses.
24-4941	Warrant Service	EPD attempted to serve a search warrant at a property in Town. The warrant was not served due to an Officer involved shooting (OIS) that took



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

[www.townofelizabeth.org](http://www.townofelizabeth.org)

		place. As is standard procedure, the case is being investigated by an outside agency.
24-3860	Theft	EPD concluded a case regarding a theft that occurred at a local business. The suspect was identified, and a warrant has been sought for their arrest.
24-4440	Shooting	EPD concluded a case into a drive by shooting. After investigation and the lack of cooperation from the victim, there was insufficient probable cause to support criminal charges.
24-4946	School Threat	EPD received an anonymous report of a threat to a local school. The report was immediately investigated by EPD. At the conclusion of the investigation, the threat was determined to be non-credible.
24-4975	Harassment	EPD responded to a possible harassment that occurred in Town. After investigation, there was insufficient probable cause to support criminal charges.
24-4432	Shooting	EPD closed a shooting case due to the death of the primary suspect.
24-4987	Domestic Violence & Child Abuse	EPD responded to a residence in Town on report of domestic violence and child abuse. The welfare of the children was checked, and the alleged crimes were investigated. There was insufficient probable cause to support criminal charges.
24-5089	Warrant Arrest	EPD Officers received a FLOCK hit regarding a suspect with a felony warrant passing by a FLOCK camera. The suspect was located and taken into custody without incident. The suspect



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

[www.townofelizabeth.org](http://www.townofelizabeth.org)

		was then booked into the ECSO jail on the warrant.
24-5056	Motor Vehicle Accident	EPD responded to a vehicle vs. deer crash. Upon arrival, the deer was deceased, and the Department of Wildlife was notified. The motorist was uninjured.
24-5115	Domestic Violence	EPD responded to a verbal domestic violence call. After preliminary investigation, probable cause existed that the suspect violated several laws. As the suspect had fled the scene, EPD tracked the suspect to unincorporated Elbert County. With the assistance of ECSO, EPD Officers took the suspect into custody without incident. The suspect was then booked into the ECSO jail on several charges.
24-5120	Damage to Town Property	An EPD Officer drove a vehicle into a small culvert. There was very limited damage to the vehicle. The officer was not injured.
24-5088	Sex Offense	EPD responded to a report from a local school that a student had taken a possibly inappropriate picture in the locker room. After investigation, this was unfounded. All students involved received education about safe phone use.
24-5149	Warrant Arrest	While working on a related case, it was determined a suspect had an active warrant for their arrest. The suspect was promptly arrested and booked into the ECSO jail on the warrant. Additional charges are pending.



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

### CHIEF OF POLICE JEFF ENGEL

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

[www.townofelizabeth.org](http://www.townofelizabeth.org)

24-4445	Burglary	EPD concluded an investigation into a burglary of a dwelling due to the primary suspect's death.
24-5152	Domestic Violence	EPD responded to a domestic violence involving theft. After investigation, the matter was determined to be civil in nature.
24-5165	School Threat	EPD received an anonymous report of a threat to a local school. The report was immediately investigated by EPD. At the conclusion of the investigation, the threat was determined to be non-credible.
24-5193	Trespass	EPD responded to a local business on report of a female party who was trespassing. EPD responded and issued the party a trespass notice. The party left without incident.
24-5243	Trespass	EPD responded to a local business on a report of several parties who were trespassing. EPD responded and issued the parties trespass notices. They left without incident.
24-5116	Special Assignment	EPD collected and turned over 34 pounds of prescription medications to the DEA.
24-5205	Harassment	EPD investigated an anonymous report of harassment. At the conclusion of the investigation, insufficient probable cause existed that a crime had occurred.



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

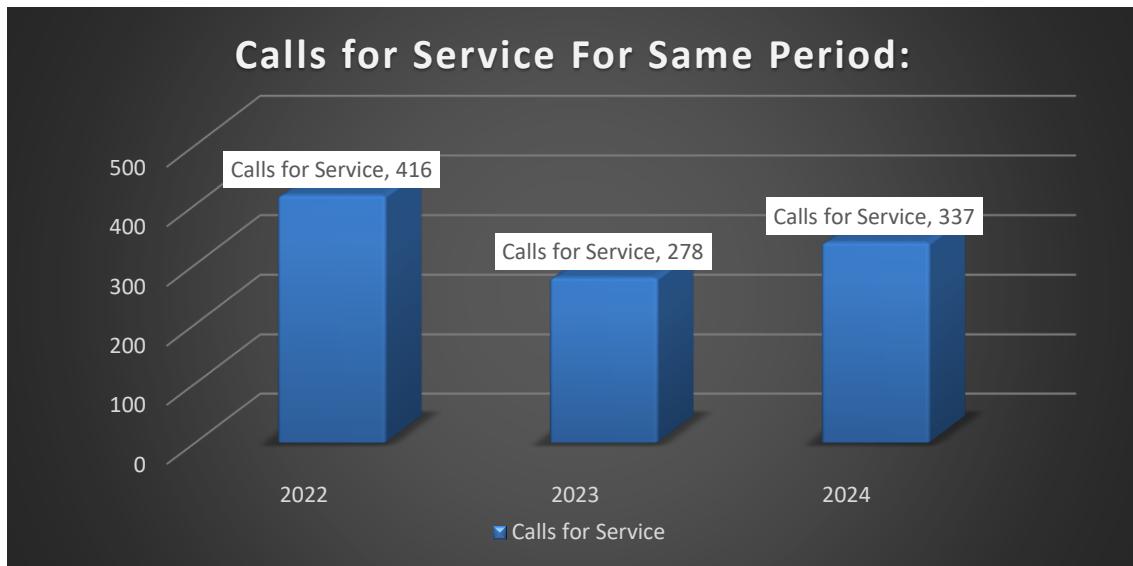
Phone: 303-646-4664 Fax: 303-646-0616

Police@townofelizabeth.org

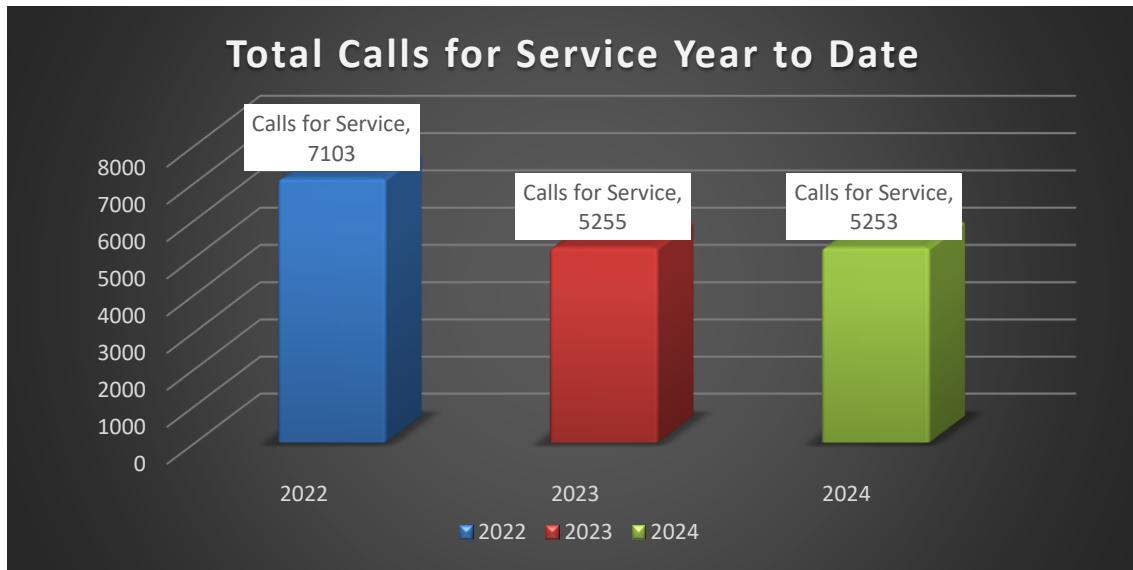
[www.townofelizabeth.org](http://www.townofelizabeth.org)

### Historical Data:

#### Calls for Service For Same Period:



#### Total Calls for Service Year to Date



Colorado Association of  
Chiefs of Police





## TOWN OF ELIZABETH POLICE DEPARTMENT

**CHIEF OF POLICE JEFF ENGEL**

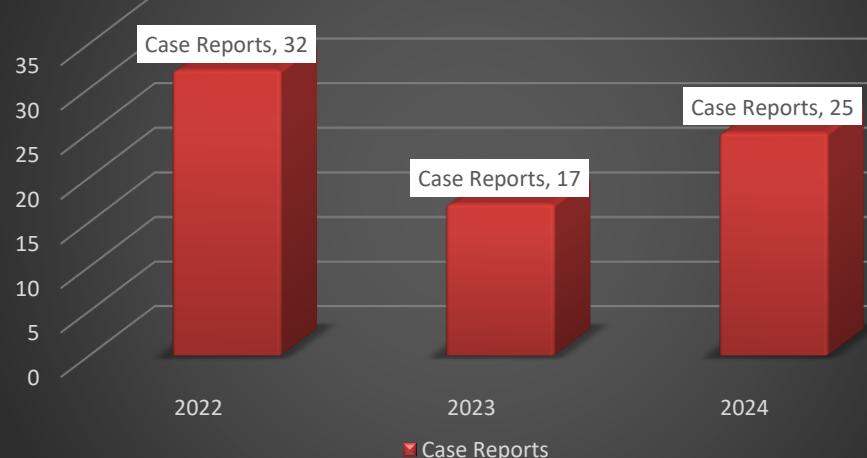
425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

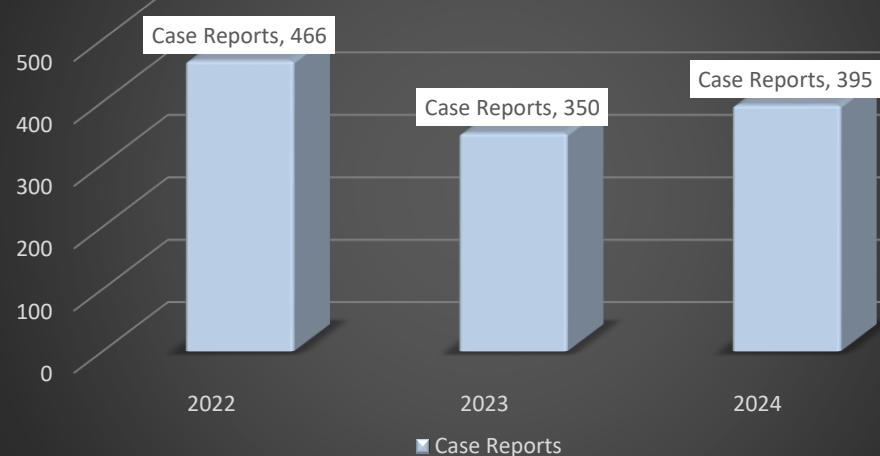
Police@townofelizabeth.org

[www.townofelizabeth.org](http://www.townofelizabeth.org)

### Case Reports Pulled For Same Period:



### Total Case Reports Pulled Year to Date:



Colorado Association of  
Chiefs of Police





# TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

November 12, 2024

*The Clerk's / Finance report reflects updates provided by individual Staff members.*

## Hannah

- The Caselle Annual Summit was very informative and helpful in many aspects of our software. The Invoice Cloud presentation went well!
- I am beginning to prepare for year-end tasks such as W9s, accounts payable, and the general ledger. I'm hoping for another great audit year that goes smoothly.

## Allison

- I would like to thank my amazingly supportive team, especially our Town Clerk and Administrator who nominated me for Rookie Clerk of the Year. They have always encouraged me to grow and learn. The fact that they felt I deserved such an award means the world to me. I am incredibly grateful and honored.
- I have been working with Ken on getting him all the information he needs for reporting meter locations to the State. With new homes still being built, we have to keep updating our list. We have also had to differentiate between irrigation meters, sewer-only accounts, etc. I think we are getting close to a final list.
- Vince and I have been working with Lennar and our water customers to get several main line leaks repaired and paid for by Lennar. We are hoping to have all leaks found and taken care of before winter really sets in.

## Harmony

- I sincerely appreciate the Board encouraging continuing education and allowing the clerks to attend the Colorado Municipal Clerks Association's annual conference. It is always so refreshing to connect with other clerks around the State to share experiences and learn something new.
- Our website design has been drafted. The draft has been forwarded on to the website engineers where they will build out the actual code. This next step is anticipated to take several weeks.
- SIPA has expanded their CommonLook accessibility grants to include their online remediation program for free. I'm excited to learn about this new service and how it can complement the CommonLook software that we are already using.



## TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

Michelle

- The movie night was a big success. I estimate we had 40 to 50 vehicles with 2 to 5 people in each car. The School District was kind enough not to charge us a use fee for our event.
- Harmony and I enjoyed the CMCA Conference a couple of weeks ago. It was a good opportunity to attend different sessions and network with other clerks from around the state.
- I am very proud of Harmony for being recognized for her Outstanding Contribution to CMCA by a Municipal Clerk for 2024. Harmony and Allison do an outstanding job for the Town and continually assist other clerks from around the state.
- Open enrollment for employee insurance has begun and will close on November 18<sup>th</sup>. Our insurance broker has secured additional opinions, both voluntary and plan sponsored. Health, vision, Dental, and basic life plans are the same as our previous plans. Due to changes in the software platform and additional voluntary options offered, all employees will be re-enrolled this year.

On behalf of The Means Agency and the Elizabeth Firefighters Community Foundation, we extend our sincere gratitude for your generous sponsorship of this year's Chili Cookoff and Protectors of Elizabeth Tribute. Thanks to the support of sponsors like you, we successfully raised over \$9,900 to benefit our first responders.

We are excited to announce that the date for next year's event has been set for September 13th, and we look forward to your continued partnership.

Thank you once again for your invaluable support. This event would not be possible without your contributions.

*Thank you!*

We sincerely appreciate your sponsorship of the 7th Annual Protectors of Elizabeth Tribute with the Elizabeth Fire Community Foundation Chili Cookoff and Roasting!





# TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

## HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS

October 7, 2024

### CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, October 7, 2024, at 4:30 PM by Chair John Quest.

### ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, Historian Bob Rasmussen, and Board Members Dennis Rodriguez, Jacque Hallett, and Lynn Mitchell. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Planning Technician Dianna Hiatt, and Town Clerk Michelle Oeser.

### PUBLIC COMMENT

There was no public comment.

### AGENDA CHANGES

No agenda changes from Staff.

No agenda changes by the Board.

Agenda set.

### CONSENT AGENDA

#### 1. Minutes of the Regular Meeting of September 9, 2024

Motion by Ms. Mitchell, seconded by Mr. Rodriguez, to approve the Consent Agenda as presented.

The vote of those Board Members present was unanimously in favor. Motion carried.

### NEW BUSINESS

#### 2. Discussion and possible action regarding Walk and Talk Thank You Gifts

Ms. Cramer provided a Staff report. Discussion followed.

Motion by Ms. Mitchell, seconded by Vice Chair Woodall, to reallocate \$700.00 from the Oral History Collection Budget to the Historic Walk and Talk Budget.

The vote of those Board Members present was unanimously in favor. Motion carried.



## TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

### 3. Discussion and possible action regarding Brochure Printing.

Ms. Cramer provided a Staff report. Discussion followed.

The Board approved spending \$86.00 from the promotional budget line item on brochures and to purchase historic posters from the Elbert County Historical Society.

### STAFF REPORT

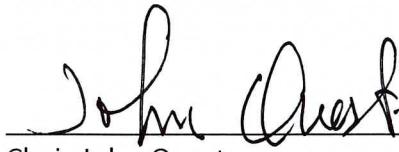
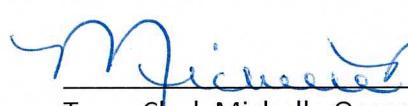
- Planner/Project Manager Cramer provided updates regarding:
  - The Oral History website.
  - Six plaques have been installed.
  - PROST Master Plan.
  - A joint workshop is scheduled with the Board of Trustees on December 10, 2024, at 6:00 PM.
  - Discussion on improvements for the 2025 Walk and Talk.
  - Historian Rasmussen gave kudos to the Town Staff for organizing and putting on the Walk and Talk.
  - Discussion on changes to the agenda.

### BOARD REPORTS

- Ms. Hallett said she has almost completed her research.

### ADJOURNMENT

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to adjourn the meeting at 5:08 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

  
Chair John Quest  
Town Clerk Michelle Oeser  
