



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, January 10, 2023 at 7:00 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

AGENDA CHANGES

CONSENT AGENDA

- [1.](#) Minutes of the Regular Meeting of December 13, 2022, at 7:00 p.m.
- [2.](#) Approval of Out of State Travel for 2023 Laserfiche Empower conference

PROCLAMATION

- [3.](#) A Proclamation Commemorating Town of Elizabeth School Choice Week - Nick Snively

NEW BUSINESS

- [4.](#) Discussion and possible action on Resolution 23R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S § 24-6-402(2)(c) - Michelle Oeser
- [5.](#) Swear in Corporal Jason Rogers - Michelle Oeser
- [6.](#) Discussion and possible action on appointment of Barbara McGinn to the Board of Trustees with a term through November 2024 - Michelle Oeser
- [7.](#) Discussion and possible action on appointment of Joe Belongia to the Board of Trustees with a term through November 2024 - Michelle Oeser
- [8.](#) Discussion and possible action on Resolution 23R02, a Resolution designating a Hearing Officer to conduct hearings, if any, on protests to Referendum Petitions - Michelle Oeser
- [9.](#) Discussion and possible action on Resolution 23R03, a Resolution approving a letter of agreement between the Town of Elizabeth and KRW Associates regarding the Police Chief recruitment services and authorizing the Mayor to execute the same on behalf of the Town of Elizabeth - Patrick Davidson

- [10.](#) Discussion and possible action on Resolution 23R04, a Resolution authorizing the Director of Public Works to expend funds for purposes of the acquisition of heavy equipment for the use of Town operations - Patrick Davidson
- [11.](#) Discussion and possible action on Resolution 23R05, a Resolution authorizing Staff to apply for a grant offered by the Colorado Department of Transportation commonly known as the Revitalizing Main Street Opportunity 2 Grant - Zach Higgins
- [12.](#) Discussion and possible action on Resolution 23R06, a Resolution Amending the Town's Authorized Check Signatories as Part of the Previously Implemented Finance Department Best Practices

MANAGEMENT MONITORING REPORTS

- [13.](#) Management Monitoring Reports

BOARD OF TRUSTEES REPORTS

- 14. Board of Trustees Reports

STUDENT LIAISON REPORT

- [15.](#) Student Liaison report - Karli Pronske

MINUTES

- [16.](#) Minutes of the Main Street Board of Directors Board Meeting of November 10, 2022

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.



Board of Trustees – Record of Proceedings

December 13, 2022

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, December 13, 2022, at 7:00 p.m. by Mayor Megan Vasquez.

ROLL CALL

Present were Mayor Megan Vasquez, Mayor Pro Tem Angela Ternus, and Trustees Loren Einspahr, Tammy Payne, Linda Secrist, and Nick Snively. There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Public Works Director Mike DeVol, Planner/Project Manager Zach Higgins, Finance Officer Hannah Bruce, and Town Attorney Corey Hoffmann.

PLEDGE OF ALLEGIANCE

Mayor Vasquez led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

Don Means – resident of Elbert County, Town of Elizabeth Business owner

Zach Gardner – resident of the Town of Elizabeth

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Special Meeting of November 29, 2022, at 7:00 p.m.
2. Outback Liquor Tasting Permit Application
3. Approval of Out of State Travel for 2023 Main Street Now Conference

Motion by Trustee Einspahr, seconded by Mayor Pro Tem Ternus, to accept the Consent Agenda with change to minutes label, date and time, and the amendment to the number of conference attendees updated by Zach Higgins.

The vote of those Trustees present was 6 in favor and 0 opposed. Motion passed unanimously.

PRESENTATIONS



4. Presentation to outgoing Mayor Vasquez

Town Administrator Patrick Davidson presented outgoing Mayor Megan Vasquez with a plaque of appreciation.

NEW BUSINESS

5. Swearing in of the New Mayor and Board Members by the Town Clerk

Town Clerk Michelle Oeser swore in Mayor Nick Snively, Trustee Loren Einspahr, and Trustee Tammy Payne.

6. Discussion and possible action on selection of Mayor Pro Tem

Motion by Trustee Payne, seconded by Trustee Einspahr, to appoint Trustee Linda Secrist as Mayor Pro Tem.

The roll call vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

7. Discussion and possible action on the Appointment of Officers of the Town: Town Attorney, Town Clerk/ Treasurer, Deputy Clerk, Municipal Court Judge, and Associate Court Judges

Motion by Trustee Ternus, seconded by Trustee Einspahr, to appoint Corey Hoffman with Hoffmann, Parker, Wilson & Carberry, P.C. as Town Attorney.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed.

Motion by Trustee Payne, seconded by Mayor Pro Tem Secrist, to appoint Michelle Oeser as Town Clerk.

The vote of those Trustees present was 4 in favor and 1 opposed. Trustee Ternus opposed. Motion passed.

Motion by Trustee Ternus, seconded by Trustee Einspahr, to appoint Harmony Malakowski as Deputy Town Clerk.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed unanimously.

Motion by Trustee Ternus, seconded by Trustee Payne, to appoint Vincent White as Municipal Court Judge, and Virginia Robbins, and Thomas Ramunda, Jr. as Associate Municipal Court Judges.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed.



Motion by Trustee Payne, seconded by Mayor Pro Tem Secrist, to appoint Michelle Oeser as Treasurer.

The vote of those Trustees present was 4 in favor and 1 opposed. Trustee Ternus opposed. Motion passed.

Mayor Snively swore Michelle Oeser in as Town Clerk and Treasurer. Town Clerk Michelle Oeser swore in Harmony Malakowski as Deputy Town Clerk.

8. Discussion and possible action on Resolution 22R54, a Resolution amending the Mill Levy

Motion by Trustee Payne, seconded by Trustee Ternus, to approve Resolution 22R54, a Resolution amending the Mill Levy.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed.

9. Discussion and possible action on Resolution 22R55, a Resolution establishing updated Building Permit Fees

Motion by Trustee Ternus, seconded by Trustee Einspahr, to approve Resolution 22R55, a Resolution establishing updated Building Permit Fees.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed.

10. Discussion and possible action on Resolution 22R56, a Resolution approving the Professional Services Agreement between Town of Elizabeth, Colorado and SAFEbuilt Colorado, LLC

Motion by Trustee Payne, seconded by Trustee Einspahr, to approve Resolution 22R56, a Resolution approving the Professional Services Agreement between Town of Elizabeth, Colorado and SAFEbuilt Colorado, LLC.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed.

11. Discussion and possible action on the reappointment of Bob Rasmussen to the Historic Advisory Board, with a term through December 31, 2025

Motion by Mayor Pro Tem Secrist, seconded by Trustee Einspahr, to approve the reappointment of Bob Rasmussen to the Historic Advisory Board, with a term through December 31, 2025.



The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed.

12. Discussion and possible action on donations to the Elizabeth High School Student Council and Band

Motion by Trustee Payne, seconded by Trustee Einspahr, to approve splitting the remaining Contribution and Sponsorship Funds equally between the Elizabeth High School Concert Band and the Student Council.

The vote of those Trustees present was 5 in favor and 0 opposed. Motion passed.

PROCLAMATION

13. Arbor Day Proclamation

Mayor Snively read the Arbor Day Proclamation.

MANAGEMENT MONITORING REPORTS

- Town Administrator Patrick Davidson reviewed a proposed letter of agreement with KRW Associates for the Chief of Police position search.
- Mr. Davidson requested direction from the Board on filling the Interim Chief of Police position.
- Mr. Davidson requested direction from the Board on filling the open Community Development Director position.
- Discussion followed on both the Police Chief position and the Community Development Director position.
- Town Clerk Michelle Oeser informed the Board that a new business, Art Makery, has opened in Town.
- Ms. Oeser asked the Board for feedback on the Mayor's Tree Lighting.
- Discussion followed with thoughts and comments about the Mayor's Tree Lighting.
- Ms. Oeser let the Board know how much staff appreciated the generosity of gifts they gave to employees. Staff also expressed how thoughtful it was that the Board purchased and assembled the gift bags themselves.
- Public Works Director Mike DeVol told the Board that his staff was ecstatic with the presents the Board gave this year.
- Mayor Pro Tem Secrist thanked the Public Works Department for all they did for the Mayor's Tree Lighting.
- Planner/Project Manager Zach Higgins reviewed upcoming trainings.
- Mr. Higgins discussed upcoming conferences.
- Town Attorney Corey Hoffmann thanked the Board for his reappointment.



BOARD OF TRUSTEE REPORTS

- Trustee Payne thanked Staff for the gifts and cards.
- Trustee Payne gave an update on the Senior Project, stating that the community was very generous this year.
- Trustee Einspahr thanked Staff for the cards and gifts.
- Mayor Snively thanked Staff for the gifts and cards.
- Mayor Snively discussed receiving quarterly reports from SafeBuilt, as proposed earlier in the meeting.
- Trustee Einspahr asked about applications for the open Board seats.

MINUTES

15. Minutes of the Historic Advisory Board Meeting of October 3, 2022

16. Minutes of the Planning Commission Meeting of November 1, 2022

ADJOURNMENT

Motion by Mayor Pro Tem Secrist, seconded by Trustee Einspahr, to adjourn the meeting at 8:41 p.m.

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

Town Clerk Michelle Oeser

Mayor Nick Snively



TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: January 10, 2023
SUBJECT: Out of State Travel

SUMMARY

In 2021, the Town of Elizabeth started utilizing Laserfiche for our long-term record retention and storage. In 2022, Laserfiche provided a program and opportunity for small municipalities to utilize their full suite of programs at a discounted rate. The Town of Elizabeth took advantage of the pricing and opportunity. As part of their program, staff can utilize their full training video site and have full access to their help desk. However, nothing compares to live in-person hands on training.

The Laserfiche Empower Conference will be held April 19-21st in Dallas, Texas. It will have Breakout Sessions, Networking Opportunities, and hands on labs for learning more about their program. Harmony would like to attend this conference to gain a better understanding of the Laserfiche suite of programs. She will then better be able to help implement the items learned in our records management program.

MCCi, who is the vendor for our Laserfiche program, has provided a scholarship in the amount of \$349.50 to help offset the cost of the conference registration. The rest of the trip would be funded through the Clerk's office training budget.

STAFF RECOMMENDATION

Staff recommends that Harmony be approved for out of state travel for the Laserfiche Empower Conference located in Dallas, Texas. This training will provide more confidence in utilizing the features in our Laserfiche program and fall right in line with Harmony's job description of Records Management.



CHOOSE ELIZABETH

A Proclamation Commemorating Town of Elizabeth School Choice Week

WHEREAS, all children in Elizabeth should have access to the highest-quality education possible; and,

WHEREAS, our area schools are the 4th highest rated in the Denver metro area according to the Colorado Department of Education; and,

WHEREAS, Town of Elizabeth recognizes the important role that an effective education plays in preparing all students in Town of Elizabeth to be successful adults; and,

WHEREAS, quality education is critically important to the economic vitality of Town of Elizabeth; and,

WHEREAS, Town of Elizabeth is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS, our area has many high-quality teaching and support professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

THEREFORE, I, _____, Nick Snively, Mayor of the Town of Elizabeth, CO. do hereby recognize January 22 –28, 2022 as **TOWN OF ELIZABETH SCHOOL CHOICE WEEK**, and I call this observance to the attention of all of our citizens.



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: January 10, 2023
SUBJECT: Resolution 23R01 – a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices as Required by the Colorado Open Meetings Law

It is required by the Colorado Open Meeting Law that at the first Board meeting of the year a Resolution is passed to designate a public posting place for meeting notices.

The Town's posting place is located on the outside of Town Hall in the information board and on the Town's website.

Staff asks that the Board pass Resolution 23R01 designating the required posting place for meeting notices.

Attachment
Resolution 23R01

RESOLUTION 23R01

A RESOLUTION ESTABLISHING A DESIGNATED PUBLIC PLACE FOR THE POSTING OF MEETING NOTICES PURSUANT TO C.R.S. § 24-6-402(2)(c)

WHEREAS, C.R.S. § 24-6-402(2)(c) requires the Town to annually designate the public place for posting notices to comply with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* (the "Open Meetings Law");

WHEREAS, consistent with House Bill 19-1087, the Town hereby desires to post notice of the Town's public meetings not only in physical locations, but also on the Town's website as the Town's official online presence to the greatest extent practicable; and

WHEREAS, the notice must have specific agenda information, posted no less than twenty-four (24) hours prior to the meeting, must be accessible at no charge to the public, must be searchable by type of meeting, date of meeting, time of meeting and agenda contents, shall link to any social media accounts of the local public body, shall provide the address of the website to the Department of Local Affairs, and shall designate a public place within the boundaries of the local public body at which it may post a notice no less than twenty-hours (24) hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or interruption in internet service that prevents the public from accessing the notice online.

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

Section 1. Designation. The Board of Trustees of the Town of Elizabeth, in compliance with C.R.S. § 24-6-402(2)(c) of the Open Meetings Law, hereby designates the Town website at www.townofelizabeth.org as the official place for posting notices. The Town may additionally post notices at Town Hall, located at 151 South Banner Street, and any Town social media accounts. If there is a known power outage, known interruption of internet service, or an emergency meeting, the Town may post a physical notice at the public entrance of the Town Hall located at 151 South Banner Street.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



STATE OF COLORADO)

COUNTY OF ELBERT) SS.

TOWN OF ELIZABETH

OATH OF OFFICE

I, Jason Rogers do solemnly swear that I will support the Constitution of the United States and of the State of Colorado and Ordinances of the Town of Elizabeth, and faithfully perform the duties of the office of Police Corporal, upon which I am about to enter.

Jason Rogers

Subscribed and sworn to before me this 10th day of January 2023.

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: January 10, 2023
SUBJECT: Appointment

SUMMARY

Staff received Ms. Barbara McGinn's letter of interest and resume on November 17th, 2022. Ms. McGinn has resided in Elizabeth since 1994 which meets the residency requirements. Ms. McGinn has been a Commissioner of the Planning Commission for the past two years. Ms. McGinn will be attending the Board meeting and talking with you directly.

ATTACHMENTS(S)

Letter of interest
Resume

RECEIVED

NOV 17 2022

Town of Elizabeth

October 12, 2022

Dear Board of Trustees,

My name is Barbara McGinn, and I am writing to express my interest in becoming a Board Member with the Town of Elizabeth.

I have served on the Planning Commission for the last two years. During this time, I took part in meetings, community events, had the opportunity to meet community members, and gain more information about the history and plans for the town. My experience on the Planning Commission has enabled me to learn about the town's future and allowed me to have input to those plans. I am resourceful and have the ability to multitask to ensure projects are completed on time, while maintaining a high level of efficiency.

I have lived in Elizabeth since 1994 and raised my children here. As an RN for 45 years, my most recent experience has been in a leadership role where I was responsible for staff education, financial management of our department, reviewing productivity, and teaching team building skills.

I get along with others when working in a group setting and strive to find common ground with others. I am confident I have the skills and love for this community to hold this position and be a benefit to the Board.

Kind Regards,



Barbara A. McGinn

Attachment
Resume

Barbara McGinn

Elizabeth, CO



- Highly accomplished professional with diverse experience in the healthcare industry.
- Offer outstanding team leadership, behavioral management, and conflict resolution.
- Exceptionally organized, possess well developed interpersonal skills and the ability to motivate and direct others in a supportive, cooperative team environment.
- Strong knowledge in Long Term Care, Post-Acute Care, Medicare regulations, Oasis, ICD coding.

Work Experience

Outreach Program Manager / Post-Acute Care UCHHealth – Aurora, CO

September 2018 - Present

- Directly involved in developing a new program to provide care coordination and transition of care to patients discharged from UCH to Skilled Nursing, Rehabilitation, Long Term Acute, Inpatient Rehabilitation Facilities, and Home Health Care Agencies
- Impacted a decrease in Emergency Department visits and Readmissions to the hospital which affected decreased cost to UCH and increased patient satisfaction

Director of Case Management Allstate Home Health - Englewood, CO

January 2017 – January 2018

- Integral part of the team in a successful Change of Ownership survey.
- Accomplished raising the agency's STAR rating from 2.5 to 3.0.
- Successful in improving outcomes for at risk patients with case conferences and communication with outside resources.
- Performed all Oasis review and ICD - 10 coding without denials in billing.

Director of Clinical and Operational Services

Centura Health at Home - Denver, Co

June 2013 – October 7, 2016

- Improved office environment to one of trust, honesty, and respect.
- Consultant for a newly purchased branch of the agency. Accomplished passing a successful survey and increasing their average revenue per patient episode from \$2432 to \$2794.
- Directly involved in CMS grants for specific patient populations and successfully decreased length of stay and readmissions.
- Utilized real time data analytics for strategizing improvements/ future endeavors, provided recommendations to all agencies.

Statewide Manager of Case Management

Centura Health at Home - Denver, CO

October 2005 – June 2013

- Integral in State and Joint Commission surveys and passing successfully.
- Direct responsibility for utilization of home visits, managing financials with case management resulting in an increase in revenue per patient episode from \$2800 to \$3200.

- Successfully transitioned the agency into the new Perspective Pay System in 2008 without loss of revenue.
- Strategized data related to financials and quality outcomes for 6 home health agencies improving STAR ratings to 4.0 - 4.5 ratings.

Education

Diploma in Nursing

Saint Francis School of Nursing - New Castle, PA

Skills

- Proficient in Outlook, Word, Excel, Visio, Project Plans
- Excellent in organizational skills
- Strong familiarity with automated clinical information systems
- Ability to assess patient conditions and determine home health needs
- Superb leadership and communication skills
- Experience in skilled nursing care

Certifications/Licenses

Certificate from the Women's Leadership Institute at Denver University

Additional Information

Served on the Legislative Committee for the Home Care Association in addition to serving as a past Board Member

Active CPR status

Current member of Town of Elizabeth Planning Commission

Volunteer at Eagles Nest Ranch



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: January 10, 2023
SUBJECT: Appointment

SUMMARY

Staff received Mr. Joe Belongia's letter of interest and resume on December 16, 2022. Mr. Belongia has resided in Elizabeth for 14 months which meets the residency requirements. Mr. Belongia will be attending the Board meeting and talking with you directly.

ATTACHMENTS(S)

Letter of interest
Resume

RECEIVED

DEC 16 2022

Town of Elizabeth

December 16, 2022


Letter of Interest for a position on the Board of Trustees for the Town of Elizabeth

To whom it may concern,

Please accept this letter of interest in a position on the Board of Trustees for the Town of Elizabeth. I have been a resident of the Town of Elizabeth for 14 months and would love to be considered for this position. We moved here from Aurora, where I resided for over 30 years, because I wanted to raise my son in a smaller Town and safer community. We LOVE Elizabeth and enjoy the friendliness and feel of the Town and I would be honored to serve this community and its residents.

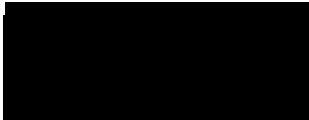
Thank you.

Joe Belongia



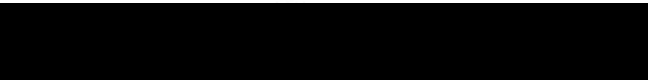
██████████ Snowberry Avenue

Elizabeth CO 80107



Joseph A. Belongia

██████████ Snowberry Avenue, Elizabeth CO 80107



EDUCATION:

1986-1989 Manual High School
1989-1990 Aurora Central High School
1990 – 1993 University of Colorado at Denver

EMPLOYMENT HISTORY:

1993-2000 - Security Title Guaranty Company
2000-2002 Cherry Creek Title Company
2002 to 2008 – Security Title Guaranty Company
2008 to Present – Fidelity National Title Company (acquired Security Title Guaranty Co.)

CURRENT POSITIONS AND RESPONSIBILITIES:

Vice President / State Underwriter / Manager of Construction Disbursement Department

Responsible for making underwriting decisions for all operations across the State for Fidelity National Title Company.

Evaluate risk for high liability transactions and company policies on a daily basis.

Responsible for P&L's for a Construction Disbursement Branch in Denver, CO.

Teach various Continuing Education Classes for Realtors and Lenders.

Teach Title Licensing class for internal employees and for Land Title Association of Colorado.

Member of the Colorado Underwriting and Title Standards Committee.

Member of the Colorado Training and Education Team for internal training.

Member of Land Title Association of Colorado.

STRENGTHS AND SPECIALTIES:

I pride myself in my customer service skills and my ability to diffuse hot situations. I enjoy being able to explain a company position and to be able to listen to the requests being made in order to find a solution that is insurable for the company and acceptable to the customer. I have strong organizational skills and pay very close attention to detail. I am a fast learner and able to take charge and direction.

HOBBIES AND INTERESTS:

Spending time with my wife and 8 year old son and enjoying the beautiful State we live in. Avid hiker, and hunter, and helping with the family cattle ranch and farm in Eastern Colorado.

Frequent day laborer for Habitat for Humanity.



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: January 10, 2023
SUBJECT: Resolution 23R02 – a Resolution Establishing a Designated a Hearing Officer to conduct Hearings, if any, on protests to Referendum Petitions

SUMMARY

As the Board is aware, the Town has received referendum petitions requesting the reconsideration of Ordinance 22-10. If in the event a protest hearing is required, staff is requesting that the Town engages a Hearing Officer not directly employed by the Town. This Resolution allows staff to seek out a qualified individual to fill this position.

RECOMMENDATION

An outside hearing officer would help to alleviate the appearance of biases perceived by the public. Based on this, Staff recommends approving Resolution 23R02, a Resolution Establishing a Designated a Hearing Officer to conduct Hearings, if any, on protests to Referendum Petitions.

ATTACHMENT

Resolution 23R02

RESOLUTION 23R02

A RESOLUTION DESIGNATING A HEARING OFFICER TO CONDUCT HEARINGS, IF ANY, ON PROTESTS TO REFERENDUM PETITIONS

WHEREAS, the Town is in receipt of a referendum petition, seeking reconsideration of Ordinance 22-10, which established PUD zoning, land use regulations and standards for the design and development of a residential and commercial development called Elizabeth West, comprised of approximately 425 acres, located generally south of Highway 86 and east of Legacy Ridge Street (the "**Petition**").

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

Section 1. As permitted by C.R.S. § 31-11-110, the Board of Trustees hereby appoints a qualified individual as determined by Town Staff to serve as the hearing officer to determine the outcome of protests, if any, filed challenging the Petition.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: December 29, 2022
SUBJECT: Contract with KRW Associates to Fill Chief of Police Position with the Town

BACKGROUND

The Board of Trustees has indicated a desire to retain the services of an executive search firm to assist in the placement of a new Chief of Police. The consulting firm of KRW Associates is a Colorado firm with a long history of assisting in the search and placement of chiefs of police in the Rocky Mountain region. The firm previously served as a point of contact for our search for interim police chief and are willing and able to serve the Town in seeking the permanent placement.

ANALYSIS

Attached is a Proposal and Letter of Agreement for the retention of KRW Associates. This LOA was provided to the Town on December 8, 2022, for review and comment. Direction was provided to the Administrator and Staff on December 13, 2022, to pursue a finalized agreement for execution. The document has been reviewed by staff and legal counsel. Legal counsel has no concerns with the legal nature of the document. It should be noted that the timeline proposed in the LOA will be reset due to the time delays between receipt and review of the agreement and the holiday schedule. However, completion and selection can likely still be completed by April 2023.

STAFF RECOMMENDATION

Staff recommends the Board authorize the mayor to enter into the Letter of Agreement for the reasons previously discussed during the December 13, 2022, meeting of the Board of Trustees.

BUDGET CONSIDERATIONS

The estimated total costs for the project are \$10,500. This is a General Fund expenditure that may be absorbed, at least in part, through operations of the PD. However, the budget year is so new that adjustments may be made throughout the year to keep this expenditure clearly within the PD's current budget for 2023.

ATTACHMENTS

KRW Letter Agreement – Draft – subject solely to any amendments to dates for the search Resolution Authorizing the Mayor to enter into an Agreement for Services with KRW

RESOLUTION 23R03

A RESOLUTION APPROVING A LETTER OF AGREEMENT BETWEEN THE TOWN OF ELIZABETH AND KRW ASSOCIATES REGARDING POLICE CHIEF RECRUITMENT SERVICES AND AUTHORIZING THE MAYOR TO EXECUTE THE SAME ON BEHALF OF THE TOWN OF ELIZABETH.

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

The Letter Agreement entitled *PROPOSAL and LETTER OF AGREEMENT*, and which is attached hereto as Exhibit A, is hereby approved by the Board of Trustees and the MAYOR is authorized to execute the same on behalf of the Town of Elizabeth.

PASSED, APPROVED, and ADOPTED this ____ day of January 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of ____ for and ____ against.

Nick Snively, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk



Web: krw-associates.com

Managing Partners:
Lorne Kramer, MPA - Lynn Johnson, BA - Jerry Williams, DPA

PROPOSAL and LETTER OF AGREEMENT

**Town of Elizabeth, Colorado
Police Chief Recruitment Services
KRW Associates LLC**

December 8, 2022

Attn: Patrick Davidson, Town Administrator
Town of Elizabeth, CO

KRW Associates LLC (KRW) is pleased to provide information about our company as you consider a firm to assist you in your search and selection process for a Chief of Police.

KRW has served governments at all levels with successful executive searches for over 20 years. Based on our professional experience and educational credentials, we are extremely well suited to assist you with executive search processes in a highly effective and fiscally responsible manner. KRW's Managing Partners are the principals of the firm with a long record of success working with government leaders in identifying, recruiting, and placing executives who possess outstanding credentials, proven histories of success, and the highest degree of professionalism and personal character.

The principals of KRW have extensive experience in and knowledge in recruiting law enforcement executives. Lorne Kramer is a former City Manager and Police Chief, Dr. Jerry Williams is a former Chief of Police and Mr. Lynn Johnson has 42 years of law enforcement experience and retired as a Deputy Chief from the Arvada, Colorado Police Department, and served as Interim Chief of Police in Durango Colorado. All three managing partners have extensive experience in the executive search business. KRW also has Associates who are former law enforcement executives.

KRW has earned a reputation of being "values-based" with a strong commitment to our client's interest and ensuring the search process results in a diverse pool of qualified applicants. Very few search firms have the combination of professional and consultant backgrounds. KRW believes we offer the best service, and most often at a set fee much more reasonable and affordable than any other national firm. As former public-sector practitioners, we understand the reality of the need to fund projects in cost effective ways. Thank you for your time and consideration regarding our firm and the services we provide.

Additional information is available at our website: www.krw-associates.com

The Company

KRW Associates LLC (KRW) is a Limited Liability Corporation headquartered in Colorado, with offices in Arvada, Denver and Goodyear Arizona. We have decades of public sector executive experience as practitioners and a background of successful executive placements around the country. This experience, combined with the highest level of graduate public administration education of any search firm in the Rocky Mountain Region, makes for energetic, enlightened, and reliable expertise that extends throughout the United States. We know how and who to recruit for an open position based upon the needs and desires of the hiring authority.

KRW uses a tiered ranking process to present all candidates to the appointing authority. Unlike many firms who merely arrive with eight to ten names, we use a proven methodology that simplifies the task for Government Leadership while retaining quality and creditability. We understand the job and the needs of the hiring authority. Ninety percent of our placements are still in the job or have tenure of at least five years.

The KRW team has been operating for 14 years, with years of additional consulting experience and expertise. Recent executive searches conducted by KRW Associates attracted 50-60 candidates each. We can also provide advice and support regarding important candidate information and the final negotiation process. Because of our extensive relationships and contacts, we are confident we can identify and bring to the selection process only quality candidates worthy of consideration.

Professional Experience

Mr. Lorne Kramer, MPA served as the City Manager of Colorado Springs for six years. Prior to this appointment he was the Deputy City Manager and the Chief of Police for 11 years. During his years as City Manager, Mr. Kramer was successful in reorganizing municipal operations, addressing fiscal shortfalls, orchestrating the successful passage and implementation of the Public Safety Sales Tax initiative focused on increased public safety projects throughout the city, gaining citizen support for the Rural Transportation Authority, implementing the Stormwater Enterprise and enhancing the Planning and Development Review process. His academic accomplishments include a master's degree in Public Administration from the University of Southern California, and a bachelor's degree from the University of Redlands, California, graduating with honors from both institutions. He is also a graduate of the University of Southern California's Management Policy Institute, the National Executive Institute, the Rocky Mountain Leadership Institute, and the Colorado Springs Leadership Institute. He has been recognized by the Colorado Springs City Council and numerous civic organizations for his leadership, collaboration and community partnership. He has over six years' experience recruiting and selecting executive level candidates as the City Manager of the second largest city in Colorado. For the past 15 years he has successfully placed City and Town Managers, Police and Fire Chiefs, Public Works Directors and, of course, led many executive searches while serving as City Manager for a major Colorado City.

Dr. Gerald Williams, DPA spent over 20 years as a public-sector executive, as well as program director for a key graduate leadership in police executive leadership at the Graduate School of Public Affairs University of Colorado Denver. He has served as Chief of Police for both Arvada and Aurora, CO. He holds a Doctorate in Public Administration (DPA) from the University of Colorado at Denver with an emphasis in organizational development. His master's degree is in Criminal Justice Administration (MCJ) and his BA is in History and Sociology from Metropolitan State College. Jerry was a Principal Associate for the Institute for Law and Justice, a public-sector criminal justice consulting firm in the Washington D.C. area. He is a graduate of the FBI National Academy, former President of the Police Executive Research Forum and past Chair of the National Commission on Law Enforcement Accreditation. Jerry has managed organizational assessments and municipal police staffing and deployment studies in Arizona, Texas, Oregon,

and Colorado.

Lynn Johnson, BA has over 42 years in law enforcement; 20 years at the command and executive level. Lynn retired from the Arvada Police Department in 2016 as a Deputy Chief of Police, having served as Chief in both Operations and Administration Divisions. Lynn began his career in 1974, serving in a variety of assignments including Patrol, Traffic, Investigations, Drug Enforcement, and Internal Affairs. During his career Lynn has supervised or managed Police Records, Property and Evidence, Police Communications, SWAT, and Accreditation. Lynn has a bachelor's degree in Political Science from Fort Lewis College. Lynn ended his career as the interim Chief of Police in Durango Colorado.

In addition, KRW has 12 Associates who work as Independent Contractors and have subject matter expertise in a wide range of law enforcement administration.

Services Provided

KRW has found the most important aspect to successful public sector executive recruitments are based on contact, communication and a thorough understanding of the needs and desires of the hiring authority. Conversely, successful searches are inhibited when the key fundamentals of contact, communication, and understanding are not thoroughly developed at the onset of the project and are not actively maintained throughout the entirety of the project. We undertake to thoroughly understand the needs of the hiring authority regarding the desired attributes and qualifications of their open position(s). Further, KRW maintains contact with government leadership throughout the process to make certain goals and expectations are being achieved. KRW prides itself on developing a thorough understanding of the needs of each client and aiding in the identification and placement of the most appropriate candidate.

Recruitment Process

KRW has an established recruitment protocol which has been successful for many years. Working with the hiring authority and/or other liaison as directed, KRW would follow this process after the Letter of Agreement is signed by both parties.

1. Work to locate a suitable candidate to serve as an interim Chief of Police. **(Mid-December)**
2. Compile input/information relative to the skills, abilities, attributes desired in the new Executive. Meet and/or conference call with the hiring authority to develop a profile for the position announcement and discussion with potential candidates. **(Early January 2023)**
3. Based on this information, KRW will draft the position announcement that describes the position, the Community, and the surrounding region. **(Mid-January 2023)**
4. The draft posting brochure will be submitted for approval, and subsequently KRW will post the announcement with professional associations and publications and utilize national channels as described below, for a minimum of 30 days. Local and national sites, which include diversity of potential applicants, is a focus. Candidates will be directed to submit application materials to KRW Associates electronically. **(Late January early February)**
5. During the posting period KRW will evaluate applicant resumes as well as perform outreach to contacts and solicit potential suitable candidates.
6. At the close of the posting period, the applicants will be ranked in three "tiers" (Tier 1.a", "Tier 1.b." etc.), based on background, credentials, experience, and qualifications, in descending order for the hiring authorities review and consensus of top candidates (generally 10-12). **(Late February early March 2023)**

7. KRW will conduct a due diligence process that includes telephonic interviews of the top candidates and provide a written report to review and consider before selecting the finalists. The interview questions will be designed and tailored by KRW to elicit responses to issues relevant and timely for the client. **(Mid-March 2023)**
8. Meet and/or conference with the hiring authority to discuss candidates and select 4 to 6 finalists. **(Mid-March 2023)**
9. KRW will conduct a thorough national background inquiry including reference checks on the finalists, verification of educational credentials, work history, general conduct, legal history, and social media activity. If there have been any position changes over the past 5-10 years which were not considered promotions, KRW will research and provide details on the circumstances of the change. **(Late March 2023)**
10. Work with the hiring authority in designing the assessment/interview process and assist in organizing candidate visits. The specific process will be discussed with the client but may include a visit with executive staff members, as well as a community reception and panel interviews.
11. Administer the assessment/interview process and assist with final candidate deliberations. **(Late March Early April 2023)**
12. KRW will, at all phases of the recruitment and selection process, provide notification to all candidates not selected as finalists for the position.
 - a. Potential candidates: Our firm has a database of executive level candidates who have previously applied for open positions. KRW uses a tiered ranking process to present all candidates to the appointing authority. Unlike many firms who merely arrive with eight to ten names, we use a proven methodology that simplifies the task for the appointing authority while retaining quality and credibility. We understand the job, the public sector, and the needs of the hiring authority and the community. Most of our placements are still in the job or have tenure of at least five years.
 - b. Background and Reference Checks: Our firm will check the professional references of the candidates, as well as find other people to speak within the profession. Additionally, KRW utilizes publicly accessible criminal and civil records, as well as on-line research regarding work history, social media, and other accounts of notable personal and professional activity. Included in the services provided is a national criminal and traffic background check on the finalists. As part of the services provided KRW will also conduct a detailed social media inquiry to ensure no negative information is discovered.

Similar Projects Completed in the Past Three Years:

University of Northern Colorado

Executive Search: Chief of Police
Blaine Nickerson, Associate Vice President for Administration
970-351-3966
Blaine.nickerson@uncco.org

Town of Estes Park, CO

Executive Search: Chief of Police
Travis Machalek, Town Administrator
(970) 577-3705
tmachalek@estes.org

City of Fort Morgan, CO

Executive Search: City Manager & Police Chief
Steve Glammeyer, City Manager
(970) 542-3972
steve.glammeyer@cityoffortmorgan.com

City of Glenwood Springs, CO

Executive Search: Police Chief
Steve Boyd, Interim City Manager and CFO
(970) 309-9770
steveboyd@cogs.us

City of Ouray, CO

Executive Search: City Administrator
Melissa Drake, Human Resources Director
(Former Interim City Administrator)
(970) 325-7066
drakem@cityofouray.net

Alamo Colleges District, San Antonio, Texas

Executive Search: District Police Chief
Dr, Diane Snyder, Vice Chancellor
(210) 485-0010
dsnyder12@alamo.edu

Town of Breckenridge, CO

Executive Search: Chief of Police
Rick Holman, Town Manager
(970) 547-3166
rickh@townofbreckenridge.com

Project Cost

This is a "Not to Exceed" proposal for services

The Town of Elizabeth, Colorado – 2022

CHIEF OF POLICE - RECRUITMENT AND SELECTION PROCESS

- 1. Oversight and administration of executive search process\$7,000.00**
Includes interim Chief of Police referrals, overall project administration; determining skills, abilities, and qualifications of candidate; preparation of the ideal candidate profile for advertising; potential candidate outreach; reviewing and screening resumes; telephone and e-mail follow up; due diligence on semifinalists; development of candidate finalist lists; and criminal background and reference checks and recommendations to the Town Manager regarding both semi-finalists and finalist candidates.
- 2. Assessment System\$3,500.00**
Includes use of all custom written materials, research support materials, training, and process administration of exercises to Chief of Police candidates/finalists. Exercises may include structured interviews and as well as presentation exercises.
- 3. Assessor training, included in set fee No charge**
- 4. Final Candidate orientation included in set fee..... No charge**
- 5. Travel.....No charge**
- 6. Meals..... No charge**
- 7. Development of Assessment Materials..... No charge**
- * ESTIMATED CONSULTANT COSTS FOR PROJECT.....\$10,500.00**

There are no consultant per-diem costs. Initial costs of advertisements in professional publications or websites and a National Background/Social Media investigation will be paid by KRW Associates and invoiced for reimbursement to the Town of Elizabeth. It is estimated those costs will be \$800-\$1,100 for advertisements and \$400* for the Background Investigation (*based on four finalists, may be adjusted with the final project invoice). Other expenses related to candidates will be the responsibility of the Town of Elizabeth. In addition, the Town of Elizabeth would bear the cost of candidate travel, lodging and associated expenses.

Guarantee: KRW Associates is confident of our ability to recruit and place a qualified candidate. We routinely guarantee our work, and in the event the newly appointed Chief of Police is terminated for cause or resigns within twelve (12) months KRW will conduct a new search at no cost.

AGREEMENT

Town Manager
Authorized Signature
Town of Elizabeth, CO
Date

Lynn Johnson
Managing Partner KRW
Associates LLC
Date



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: January 4, 2023
SUBJECT: Purchase of Equipment for Use by Public Works, Water and Wastewater

BACKGROUND

During the budget process in the Fall of 2022, staff noted the need to acquire certain equipment in the upcoming year. One concern was that mechanically sound could be acquired on the used equipment market, but since those sales often were done by auction, prior authorization would need to be made in order to bid and possibly purchase equipment. This was noted as being particularly necessary in seeking to obtain a used front-end loader and a used streetsweeper.

The attached Resolution provides authority to the Public Works Director, with the consent of the Town Administrator, to make purchases of specific pieces of equipment without further action by the Board of Trustees. Accountability for the purchases is made through the Resolution as it specifies notice to the Board, the maximum amount of expenditure, and also imposes a 180-day time period in which to proceed.

STAFF RECOMMENDATION

Staff recommends the Resolution for approval so that good, mechanically sound equipment may be purchased this year, particularly the front-end loader which would greatly assist in further snow removal.

BUDGET CONSIDERATIONS

The purchases sought to be made meet the requirements of the budget and are costs shared between the Water and Wastewater Enterprise Fund, as well as the Parks Fund, the Streets Fund, and the General Fund, as the equipment will be widely used across the Town as a whole.

ATTACHMENTS

Resolution 23R04

RESOLUTION 23R04

A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO EXPEND FUNDS FOR PURPOSES OF THE ACQUISITION OF HEAVY EQUIPMENT FOR THE USE IN TOWN OPERATIONS

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

Section 1. By and through the Town of Elizabeth's 2023 Budget Process, the Board of Trustees specifically budgeted funds for the acquisition of passenger trucks, a rubber wheeled front-end loader, a hydro-vac trailer, and a street sweeper.

Section 2. As a means of balancing the needs of the Town with the use of taxpayer funds, there may be opportunities to acquire used equipment, in good working condition, that will meet the needs of the Town of Elizabeth for years into the future.

Section 3. As used equipment is often sold at auction or by private sale, there may be insufficient time available in which to locate equipment, obtain Board consent for the purchase of the equipment, and complete the transaction.

Section 4. As a means of being able to compete in auctions and to complete specific transactions for the purchase of equipment in a timely manner, this Resolution allows for specific authority to acquire specific equipment.

Section 5. The Director of Public Works is specifically authorized to expend the following funds, in the following amounts, without further action of the Board of Trustees, but subject to the authorization of the Town Administrator:

- a. The purchase of three (3) new Ford pickups, in a total amount not to exceed one hundred twelve thousand dollars (\$112,000.00);
- b. The purchase of a used rubber-wheeled front-end loader, or its equivalent, in an amount not to exceed forty thousand dollars (\$40,000.00);
- c. The purchase of a new or used hydro-vac trailer, or its equivalent, in an amount not to exceed sixty-five thousand dollars (\$65,000.00);
- d. The purchase of a used street sweeper, or its equivalent, in an amount not to exceed eighty thousand dollars (\$80,000.00).

Section 6. An accounting and notice shall be provided to the Board of Trustees at the first regularly scheduled meeting of the Board after the purchase and acquisition of equipment.

Section 7. This Resolution shall be in full force and effect for a period of one hundred eighty (180) days after its adoption, or the expenditure of budgeted funds, whichever occurs first.

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

1. The Director of Public Works, with consent of the Town Administrator, is authorized to purchase the following pieces of equipment in the amounts otherwise set forth below:

- a. The purchase of three (3) new Ford pickups, in a total amount not to exceed one hundred twelve thousand dollars (\$112,000.00);
- b. The purchase of a used rubber-wheeled front-end loader, or its equivalent, in an amount not to exceed forty thousand dollars (\$40,000.00);
- c. The purchase of a new or used hydro-vac trailer, or its equivalent, in an amount not to exceed sixty-five thousand dollars (\$65,000.00);
- d. The purchase of a used street sweeper, or its equivalent, in an amount not to exceed eighty thousand dollars (\$80,000.00).

2. An accounting and notice shall be provided to the Board of Trustees at the first regularly scheduled meeting of the Board after the purchase and acquisition of equipment.

3. This Resolution shall be in full force and effect for a period of one hundred eighty (180) days after its adoption, or the expenditure of budgeted funds, whichever occurs first.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of ____ for and ____ against.

Nick Snively, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: January 10, 2023
SUBJECT: Revitalizing Main Street Grant Opportunity 2

SUMMARY

Colorado Department of Transportation has updated their Revitalizing Main Street Opportunity 2 Grant. The grant now funds up to \$250,000 with a required 10% local match. The grant program is funded through 2032. A single applicant is allowed to apply and receive an award once per year, every year.

The next deadline to submit applications is January 25th, 2023, for an early February 2023 review. Staff proposes breaking the down the full Main Street Streetscape project into phases which could be funded in part by multiple RMS Opportunity 2 grants, as well as other grant funding as they are made available.

Attached to this agenda memo is a phased cost estimate that is largely based on the CORE Main Street Improvements Engineer's Conceptual Opinion of Cost. In this phased approach, the full project has been broken down into four (4) phases. The first three (3) phases focus on the infrastructure improvements, including the demolition, irrigation lines, utility lines, new curb and gutter, new sidewalks, crosswalks, and striping. The fourth phase focuses on the above ground amenities including trees, benches, lighting, planters, bicycle racks, and trash receptacles.

Also attached are two diagrams which highlight the areas to be addressed with each phase. Phase One (1) includes infrastructure improvements for SH-86 to Elm Street. Phase Two (2) includes infrastructure improvements for Elm Street to Spruce Street. Phase Three (3) includes infrastructure improvements for Spruce Street to Walnut Street. Phase Four (4) includes amenity improvements for SH-86 to Elm Street and the Eastern half of Elm Street to Walnut Street.

Phase One (1) total cost is estimated at \$587,714.54. Phase Two (2) total cost is estimated at \$573,469.54. Phase Three (3) total cost is estimated at \$573,469.54. Phase Four (4) total cost is estimated at \$324,397.50. The estimated project grand total is 2,059,051.13.

STAFF RECOMMENDATION

The Main Street Board of Directors has formally recommended that Staff seek approval from the Board of Trustees to pursue funding through the Revitalizing Main Street Grant Opportunity 2. Staff also seeks a Letter of Support from the Board of Trustees to submit with the grant

▪ PO Box 159, 151 S. Banner Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4166 ▪ Fax: (303) 646-9434 ▪
www.townofelizabeth.org

application. In addition, Staff seeks a formal motion agreeing to allocate \$25,000 towards the Main Street Streetscape Project if the grant is received.

ATTACHMENT(S)

RMS Opportunity 2 Program Information – circa February 2022

Phased Cost Estimate

Phases 1-3 Diagram

Phase 4 Diagram

Revitalizing Main Streets

Opportunity 2: Small Multimodal and Economic Resiliency Grants

February 2022: Grant Relaunch

Eligibility Rules and Selection Process

Program Purpose

The Revitalizing Main Streets Opportunity 2 (Small Grants) Program was developed by the Colorado Department of Transportation (CDOT) and other state agency partners to support infrastructure projects that provide for mobility, community spaces, and economic development. These quick-win activities will improve vitality, safety, and healthy activity in the downtowns and central gathering places of Colorado's towns and cities. The program was initially developed to respond to the COVID emergency, and is now being relaunched as a permanent program.

Program Goals

- Encouraging active transportation and healthy lifestyles through improvements to the vitality of downtowns, mixed-use centers, and community gathering spaces.
- Support economic development and increase opportunities for businesses to thrive.
- Imagine innovative uses of public spaces.
- Support community access to the right of way that safely accommodates all modes of travel.
- Provide safe access to opportunity and mobility for residents of all ages, incomes and abilities, including vulnerable users.

Funding Background

Revitalizing Main Streets is funded through FY 32 via passage of SB260, with other funding sources potentially being added as they become available.

Applicant Eligibility Requirements

Eligible applicants include local governments and other transit or governmental entities. Private, for-profit companies (e.g. contractors, suppliers, consultants, or other businesses), nonprofits and transportation management associations/organizations (TMA/Os) are not eligible applicants for projects but may partner or be a sub-recipient of a governmental agency.

Project Eligibility Requirements

Eligible Project Locations

All projects within the State of Colorado will be considered, with approval from local and State authorities. Recognizing that not all communities have a historic downtown, the program can also support the vitality of mixed-use centers and central gathering

places.

Eligible Project Types

Applicants must consider the program goals and evaluation criteria in developing project concepts. This program is intentionally broad in scope to capture the innovative ideas of our creative communities. Funding can be used for capital and equipment. Studies/planning are not eligible for this grant, but design expenses are eligible if construction can be completed within 12 months of receiving a fully-executed Purchase Order.

A non-exhaustive list of example project types is included below (see additional resources on page 4):

- Repurpose streets or parts of streets for biking or walking;
- Expand sidewalks to allow for activities such as dining or walking;
- Converting streets to one-way to create space for community use;
- Weekend-only (or special events) use of streets for bike/ped only access;
- Reduced speed limits to allow for safer walking and biking; and
- Limited public art features where such features are not the primary purpose of the application but included to enhance safety and encourage multimodal choices, not to exceed 5% of the grant request.

Funding Requirements

Project Timing:

Applications will be accepted and reviewed on a monthly basis, and **all eligible and funded projects must be able to fully implement the project within 12 months of receiving a fully-executed Purchase Order.** Applicants must provide a Project Schedule with estimated project milestones. Time extensions may only be granted for extenuating circumstances outside the control of the applicant (supply chain issues, lack of bids from contractors, etc).

Maximum Project Request:

The *minimum* project amount is \$10,000; Individual applications shall not request more than \$150,000 per project, excluding match. Applicants may receive one grant per applicant per year. CDOT reserves the ability to lift this restriction if more funding becomes available to the program. Applicants should itemize budgets items.

Match Requirement:

A 10% match of the grant funds will be required. Donated materials may be considered for an in-kind match, but staff-time may not be considered as a match. The 10% match must be incurred after a contract is executed; documentation of matching expenses will be required with invoicing.

Application Process

Applications should be filled out entirely. Projects requiring CDOT concurrence (projects on a state highway or CDOT right-of-way) must also apply for a Special Use Permit simultaneously with the application submission. Projects requiring local agency

concurrence (projects involving transit service, facilities, maintenance, within rights-of-way, or otherwise in need of involvement) must provide an official agency response from the applicable CDOT Region staff with the application submission. All project scopes of work are subject to review and approval by CDOT. The submitted and approved project scope becomes the work that the applicant at a minimum must complete. Applicants shall acknowledge within the application their responsibility to follow all applicable federal (such as ADA) and state laws. The applicant shall commit to comply with their local procurement codes that identify appropriate competitive bidding procedures.

If the applicant intends to use State Right-Of-Way as part of their Revitalizing Main Streets application, a special use permit will be required. This special use permit may require you to submit the following if applicable: concept plan, anticipated traffic impacts, planned detour routes, positive protection for pedestrian, freight and ADA accommodations. The special use permit will also provide duration of permit and information for extension if requested by the applicant. The online permit can be found at the following link:

<https://www.codot.gov/business/permits/utilitiesspecialuse/online-permit-application>

Once the online permit is submitted please email your region contact below. Include the application reference number in the communication.

- R1- Kirk Allen (303) 757-9531
- R2- Valerie Sword (719) 546-5407
- R3- Joseph Carter (970) 683-6209
- R4- Tim Bilobran (970) 302-4022
- R5- Randee Reider at (970) 385-3630

Project Funding Evaluation and Selection Process

With long-term funding in place through SB260, Revitalizing Main Streets can provide support for community vitality goals for downtowns, mixed-use centers, and community gathering spaces. Transportation infrastructure plays a critical role in reaching these goals. The program's initial focus as a rapid response to COVID-19 generated many great ideas and creative projects in communities across the state that are also a benefit to long-term downtown vitality. As recovery from COVID continues, these ideas are key to the evolution of the program.

The updated program has a few new aspects, which include:

- applications will be reviewed on a monthly basis in order to move quickly on implementation while allowing competitive selection for a set amount of annual funding.
- applicants who are not selected for funding may resubmit for another attempt if they have been able to address review comments.
- With a more competitive process, it is important to ensure that communities of all sizes, revenue levels, and contexts can compete on an even playing-field. Guidance for RMS best practices for different community contexts will evolve as we learn more about community challenges and successes.

The grant selection panel will score and evaluate projects. Participants may include staff

from various CDOT and state agency divisions:

- CDOT Division of Transportation Development
- CDOT Region representatives (Traffic and Engineering)
- CDPHE Representative
- CEO Representative
- DOLA Representative

Each member of the panel will review the applications and assign points to the criteria based on information contained in the project application forms. The review committee scoring process will work as follows:

- The RMS monthly budget means that approximately 3 projects can be funded per month (although if a higher number of great projects are received, the committee may opt to fund fewer or more projects - 3 per month is a guide)
- The minimum score for a project to be eligible for an award is an 80 (as before). A score of 80 or above means that the reviewer thinks it "should" be funded. Scores are tabulated, the committee meets to discuss, and reviewers may modify scores based on discussion. Then, the top 3 scores for that month are awarded grants. Projects that scored an 80 but were not awarded (due to monthly budget) are asked to resubmit for future reconsideration.
- If project scores are below an 80, there are two options that the reviewer (and the review committee as a whole) may select. First option: The project has potential, and the reviewer submits comments that if addressed could bring the project over 80. If the applicant meets the review committee's comments, they may resubmit. The applicant may resubmit the same project only once per year. Second option: the review committee believes the project does not meet the goals of the program, and the applicant should not resubmit. Applicants are asked to choose a different project.

Evaluation criteria (detailed breakdown below):

- Downtown Vitality and the Built Environment
- Active Transportation Safety
- Readiness of Implementation
- Equity and access for low-income and disadvantaged users
- Public Support/Relationship to Community Plans
- Local Match
- Other Considerations: Innovation, Scalability, Cost-Benefit, Regional Equity

When reviewing these evaluation criteria, please email CDOTMainStreets@state.co.us with technical questions.



Category	Summary	Point Criteria (0-30)	Weight (%)
Downtown Vitality and the Built Environment	Supports downtown vitality and a built environment that encourages economic development, healthy active lifestyles, and a mix-of-uses. Supports local community goals that are appropriate for the size and context of the community (urban, rural, mountain resort, suburban, large, small, high-revenue, low-revenue, etc)	5: The project is highly exceptional in its support of vitality of downtowns, community gathering spaces, and/or built environment best practices. It is appropriate for community context, encouraging active use of public space within the streetscape or other community gathering places. The applicant demonstrates how the project fits into a larger strategy to create vitality in the area. 4: The project provides clear benefits in the above areas. 3: The project provides some benefits in the above areas, but is not above average. 2: The project provides little benefits in the above areas. 1: The project will have no positive impacts on the vitality and the built environment.	35%
Active Transportation and Safety	Supports community access to public streets and multimodal transportation infrastructure that safely accommodates all modes of travel.	5: The project installs long-term multimodal infrastructure improvements, increasing access and safety for all modes of transportation; including pedestrian and bike crossings, intersection improvements, signage, 4: The project installs temporary multimodal infrastructure improvements, increasing access and safety for multiple modes of transportation. 3: Improvement to one mode of multimodal transportation 2: Improvement to multimodal transportation is not specifically referenced or implied, but is addressed in other ways. 1: Improvement to multimodal transportation is unclear. 0: Project has no tangible components that will improve access to ROW for all modes of travel (i.e. Long-term studies) <u>or</u> the project hinders access to ROW for multimodal transportation.	35%
Readiness of Implementation	The degree to which a project is “shovel ready,” offering quick, tangible benefits to communities. Include a Project Schedule with Milestone dates.	Based on the Project Schedule provided: 5: Project can be completed in less than 8 months after PO execution. 3: Project can be completed within 12 months after PO execution. 0: The project will take longer than 12 months or is already implemented (ineligible).	10%
Equity and access for low-income and disadvantaged users	Describes how the project addresses safe access to opportunity and mobility for residents of all ages, races, languages, incomes and abilities, including vulnerable users.	5: Project is within, or will positively impact, a community that experiences disadvantages or disadvantaged groups, and clearly describes how it will address equity and accessibility. 3: Project presents reasonable strategies to address equity and accessibility. 1: Project does not address equity or accessibility 0: Project hinders equity and accessibility.	10%
Public Support/ relationship to community plans	The extent to which the applicant demonstrates public support.	Applicants may demonstrate public support through either: the project's connection to community plans created with community input (preferred), OR letters of public support.	5%
Local Match	A local match of 10% is required.	Eligible - Match details provided in application Ineligible - No Match details provided in application.	N/A
Other Considerations: Innovation, Value of project benefits in relation to amount of CDOT funds requested, Scalability, Cost-Benefit, and Regional Equity			5%
Innovation	Imagines innovative uses of public spaces to accommodate our new reality.	Innovative ideas that do not adhere to traffic control requirements will not be approved for funding. Be sure to check safety and traffic codes before submitting applications.	



Scalability	Program activities are scalable and can begin quickly and easily.		
Cost-Benefit	Makes efficient use of funds and maximizes community benefit.		
Regional Equity	Regional Equity will be considered at a program level		

Project Awards and Implementation

Each applicant awarded funds will enter into an agreement with the Colorado Department of Transportation (CDOT) to implement the project depending on the type, location and other characteristics of the project. CDOT is the ultimate steward of these state funds. Among other requirements in the agreement, CDOT will specify requirements for status reporting and reimbursement requests. Among other requirements in the agreement, approved applicants may be required to report data on utilization, safety, delivery and traffic implications of the awarded project. This is a reimbursement program, meaning grantees must submit invoices to CDOT to then be reimbursed for project activity costs included in this application. Expenses incurred before contract execution are not eligible for reimbursement. However, ongoing, future expenses for project continuation are eligible for this program's funding.

Project Close-Out

At the completion of the project, applicants shall submit a close-out report with photographs of completed improvements and the affirmation of the responsible party that all improvements were made in accordance with the representations (including any plans or specifications) identified in the grant application, scope of work, and any subsequent changes to the scope of work approved by CDOT. If any element of the project varied from the above representations, the applicant shall identify them and provide an explanation for the changes. Select applicants may be required to attend a post-project debrief with CDOT and other state agency staff.

Additional Suggested Resources:

- [CDOT Permitting](#)
- [Colorado Downtown Streets Guide](#)
- [National Association of City Transportation Officials \(NACTO\) Streets for Pandemic Response and Recovery](#)
- [CDOT Urban Arterial Safety Strategies](#)
- CDOT Bicycle Facility Design Training
 - [Training Handout](#), [Video Part 1](#), [Video Part 2](#)
- CDOT Pedestrian Facility Design Training
 - [Training Handout](#), [Video Part 1](#), [Video Part 2](#)
- [Designing Streets for Pedestrians and Bicyclists](#)
- [Colorado Main Street Program \(DOLA\)](#)

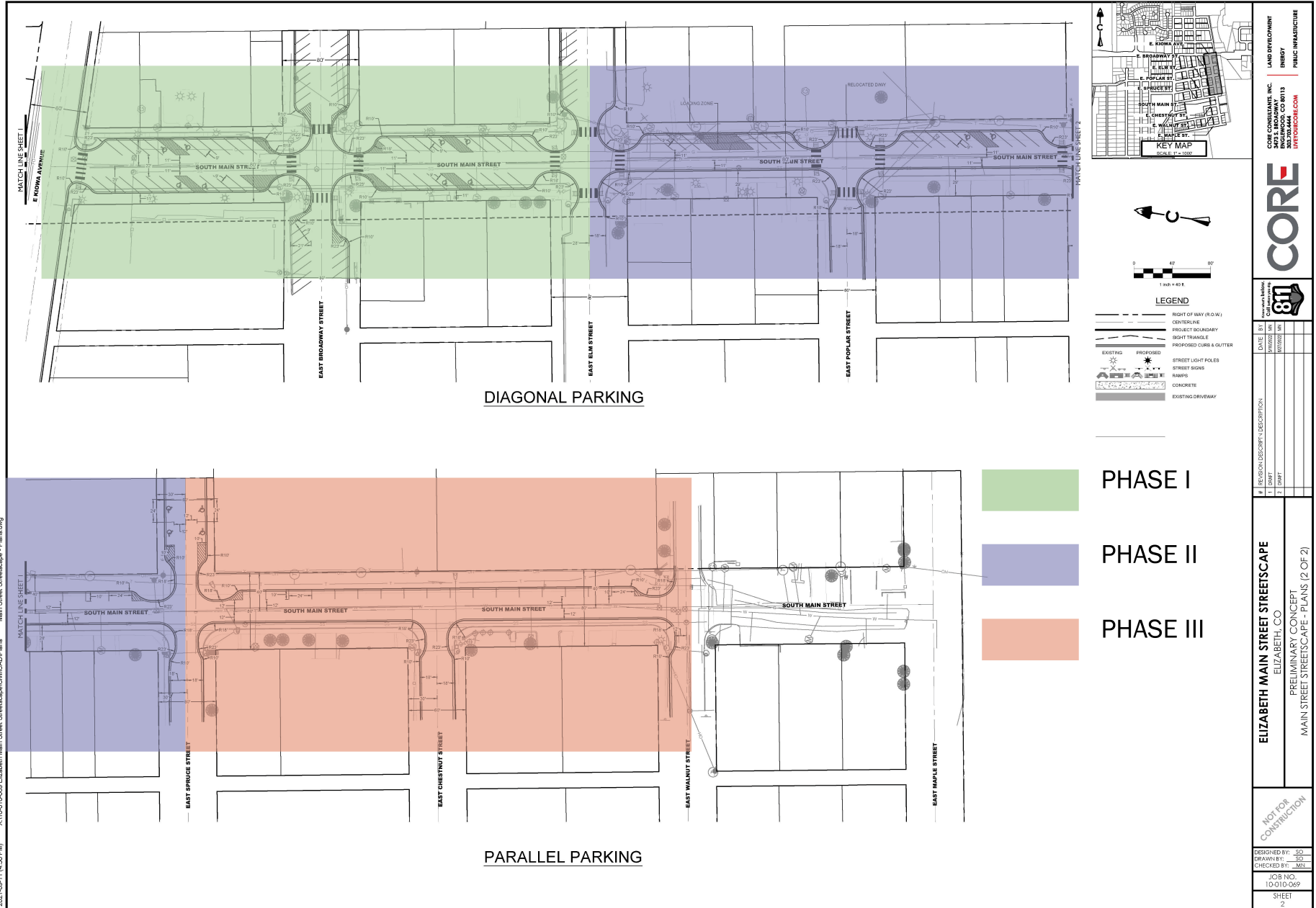
Main Street Streetscape Phased Engineer's Conceptual Opinion of Cost

Phase	Streets	Unit	Unit Cost	Quantity	Cost
1	Mobilization	LS	\$ 40,000.00	1	\$ 40,000.00
1	Clear and Grub	LS	\$ 3,500.00	1	\$ 3,500.00
1	Subgrade Prep	SY	\$ 5.00	1155	\$ 5,775.00
1	Ex S/W Removal	SY	\$ 25.00	184.8	\$ 4,620.00
1	Inlet Removal	EA	\$ 1,200.00	3.96	\$ 4,752.00
1	Sign Removal	EA	\$ 300.00	2	\$ 600.00
1	Tree Removal	EA	\$ 1,500.00	1	\$ 1,500.00
1	EX Curb Removal	LF	\$ 20.00	660	\$ 13,200.00
1	Low Ret Wall Removal	LF	\$ 15.00	49.5	\$ 742.50
1	Cross Pan Removal	EA	\$ 2,500.00	3	\$ 7,500.00
1	Conc Pvmt Removal at Bulb outs	SY	\$ 25.00	369.6	\$ 9,240.00
1	Conc Sawcut	LF	\$ 11.00	660	\$ 7,260.00
1	New Vert Curb - doweled	LF	\$ 25.00	866.25	\$ 21,656.25
1	New 6' Conc walk	SY	\$ 90.00	577.5	\$ 51,975.00
1	New Conc Pvmt (doweled) 6"t	SY	\$ 145.00	577.5	\$ 83,737.50
1	Signage relocate	EA	\$ 450.00	1.98	\$ 891.00
1	New 10' R Inlet	EA	\$ 9,000.00	3.96	\$ 35,640.00
1	24" RCP	LF	\$ 150.00	16.5	\$ 2,475.00
1	Parking Striping	LS	\$ 3,500.00	1	\$ 3,500.00
1	CL Striping	LS	\$ 1,250.00	1	\$ 1,250.00
1	8' Cross Pan	EA	\$ 8,500.00	3	\$ 25,500.00
1	Highlighted Crosswalk Designations	EA	\$ 2,000.00	6.27	\$ 12,540.00
1	Rebuild low Ret Wall	LF	\$ 30.00	49.5	\$ 1,485.00
1	Sidewalk Ramp including Bulb out & Doweling	EA	\$ 8,000.00	6.6	\$ 52,800.00
1	1 1/2" gravel - Ground cover	SF	\$ 1.25	5197.5	\$ 6,496.88
1	Irrig Lines - drip	SF	\$ 1.00	5197.5	\$ 5,197.50
1	Erosion Control Complete	LS	\$ 10,000.00	1	\$ 10,000.00
1	Traffic Control	LS	\$ 30,000.00	1	\$ 30,000.00
1	Public Coordinator	LS	\$ 10,000.00	1	\$ 10,000.00
1	Subtotal				\$ 453,833.63
1	Additional Services				
1	Construction Management			5%	\$ 22,691.68
1	Staking/Testing			4.5%	\$ 20,422.51
1	Contingency			20%	\$ 90,766.73
1	Additional Services Subtotal				\$ 133,880.92
1	Phase Grand Total				\$ 587,714.54
2	Mobilization	LS	\$ 40,000.00	1	\$ 40,000.00
2	Clear and Grub	LS	\$ 3,500.00	1	\$ 3,500.00
2	Subgrade Prep	SY	\$ 5.00	1155	\$ 5,775.00
2	Ex S/W Removal	SY	\$ 25.00	184.8	\$ 4,620.00
2	Inlet Removal	EA	\$ 1,200.00	3.96	\$ 4,752.00
2	Sign Removal	EA	\$ 300.00	2	\$ 600.00
2	Tree Removal	EA	\$ 1,500.00	1	\$ 1,500.00
2	EX Curb Removal	LF	\$ 20.00	660	\$ 13,200.00
2	Low Ret Wall Removal	LF	\$ 15.00	49.5	\$ 742.50

2	Cross Pan Removal	EA	\$ 2,500.00	2	\$ 5,000.00
2	Conc Pvmt Removal at Bulb outs	SY	\$ 25.00	369.6	\$ 9,240.00
2	Conc Sawcut	LF	\$ 11.00	660	\$ 7,260.00
2	New Vert Curb - doweled	LF	\$ 25.00	866.25	\$ 21,656.25
2	New 6' Conc walk	SY	\$ 90.00	577.5	\$ 51,975.00
2	New Conc Pvmt (doweled) 6''t	SY	\$ 145.00	577.5	\$ 83,737.50
2	Signage relocate	EA	\$ 450.00	1.98	\$ 891.00
2	New 10' R Inlet	EA	\$ 9,000.00	3.96	\$ 35,640.00
2	24'' RCP	LF	\$ 150.00	16.5	\$ 2,475.00
2	Parking Striping	LS	\$ 3,500.00	1	\$ 3,500.00
2	CL Striping	LS	\$ 1,250.00	1	\$ 1,250.00
2	8' Cross Pan	EA	\$ 8,500.00	2	\$ 17,000.00
2	Highlighted Crosswalk Designations	EA	\$ 2,000.00	6.27	\$ 12,540.00
2	Rebuild low Ret Wall	LF	\$ 30.00	49.5	\$ 1,485.00
2	Sidewalk Ramp including Bulb out & Doweling	EA	\$ 8,000.00	6.6	\$ 52,800.00
2	1 1/2'' gravel - Ground cover	SF	\$ 1.25	5197.5	\$ 6,496.88
2	Irrig Lines - drip	SF	\$ 1.00	5197.5	\$ 5,197.50
2	Erosion Control Complete	LS	\$ 10,000.00	1	\$ 10,000.00
2	Traffic Control	LS	\$ 30,000.00	1	\$ 30,000.00
2	Public Coordinator	LS	\$ 10,000.00	1	\$ 10,000.00
2	Subtotal				\$ 442,833.63
2 Additional Services					
2	Construction Management			5%	\$ 22,141.68
2	Staking/Testing			4.5%	\$ 19,927.51
2	Contingency			20%	\$ 88,566.73
2	Additional Services Subtotal				\$ 130,635.92
2	Phase Grand Total				\$ 573,469.54
3	Mobilization	LS	\$ 40,000.00	1	\$ 40,000.00
3	Clear and Grub	LS	\$ 3,500.00	1	\$ 3,500.00
3	Subgrade Prep	SY	\$ 5.00	1155	\$ 5,775.00
3	Ex S/W Removal	SY	\$ 25.00	184.8	\$ 4,620.00
3	Inlet Removal	EA	\$ 1,200.00	3.96	\$ 4,752.00
3	Sign Removal	EA	\$ 300.00	2	\$ 600.00
3	Tree Removal	EA	\$ 1,500.00	1	\$ 1,500.00
3	EX Curb Removal	LF	\$ 20.00	660	\$ 13,200.00
3	Low Ret Wall Removal	LF	\$ 15.00	49.5	\$ 742.50
3	Cross Pan Removal	EA	\$ 2,500.00	2	\$ 5,000.00
3	Conc Pvmt Removal at Bulb outs	SY	\$ 25.00	369.6	\$ 9,240.00
3	Conc Sawcut	LF	\$ 11.00	660	\$ 7,260.00
3	New Vert Curb - doweled	LF	\$ 25.00	866.25	\$ 21,656.25
3	New 6' Conc walk	SY	\$ 90.00	577.5	\$ 51,975.00
3	New Conc Pvmt (doweled) 6''t	SY	\$ 145.00	577.5	\$ 83,737.50
3	Signage relocate	EA	\$ 450.00	1.98	\$ 891.00
3	New 10' R Inlet	EA	\$ 9,000.00	3.96	\$ 35,640.00
3	24'' RCP	LF	\$ 150.00	16.5	\$ 2,475.00
3	Parking Striping	LS	\$ 3,500.00	1	\$ 3,500.00
3	CL Striping	LS	\$ 1,250.00	1	\$ 1,250.00

3	8' Cross Pan	EA	\$ 8,500.00	2	\$ 17,000.00
3	Highlighted Crosswalk Designations	EA	\$ 2,000.00	6.27	\$ 12,540.00
3	Rebuild low Ret Wall	LF	\$ 30.00	49.5	\$ 1,485.00
3	Sidewalk Ramp including Bulb out & Doweling	EA	\$ 8,000.00	6.6	\$ 52,800.00
3	1 1/2" gravel - Ground cover	SF	\$ 1.25	5197.5	\$ 6,496.88
3	Irrig Lines - drip	SF	\$ 1.00	5197.5	\$ 5,197.50
3	Erosion Control Complete	LS	\$ 10,000.00	1	\$ 10,000.00
3	Traffic Control	LS	\$ 30,000.00	1	\$ 30,000.00
3	Public Coordinator	LS	\$ 10,000.00	1	\$ 10,000.00
3	Subtotal				\$ 442,833.63
3	Additional Services				
3	Construction Management			5%	\$ 22,141.68
3	Staking/Testing			4.5%	\$ 19,927.51
3	Contigency			20%	\$ 88,566.73
3	Additional Services Subtotal				\$ 130,635.92
3	Phase Grand Total				\$ 573,469.54
4	Mobilization	LS	\$ 20,000.00	1	\$ 20,000.00
4	2" Decid Tree	EA	\$ 1,000.00	50	\$ 50,000.00
4	Benches	EA	\$ 500.00	54	\$ 27,000.00
4	Pedestrian Lighting	EA	\$ 500.00	27	\$ 13,500.00
4	Planters	EA	\$ 1,500.00	40	\$ 60,000.00
4	Street Lights	EA	\$ 2,500.00	24	\$ 60,000.00
	Bicycle Racks	EA	\$ 500.00	8	\$ 4,000.00
4	Trash Receptacles	EA	\$ 1,000.00	16	\$ 16,000.00
4	Subtotal				\$ 250,500.00
4	Additional Services				
4	Construction Management			5%	\$ 12,525.00
4	Staking/Testing			4.5%	\$ 11,272.50
4	Contigency			20%	\$ 50,100.00
4	Additional Services Subtotal				\$ 73,897.50
4	Phase Grand Total				\$ 324,397.50
ALL	Project Grand Total				\$ 2,059,051.13

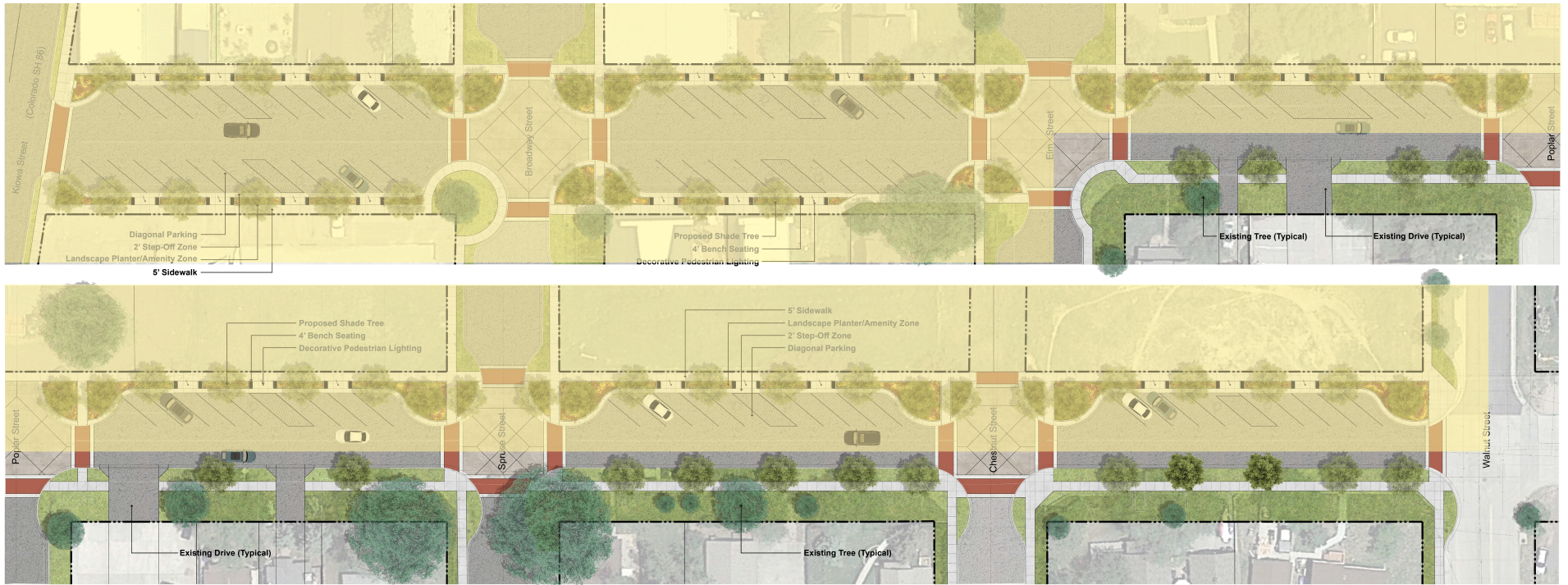
Main Street Streetscape Design - Phase Diagram: Infrastructure




2025-10-11 (4:30 PM) X:\10010-069 Elizabeth Main Street Streetscape\Civil\CD\Plans Main Street Streetscape - Plans.dwg

 CORE CONSULTANTS, INC. LAND DEVELOPMENT 6 BROADWAY BRIDGEWOOD, CO 80113 INFO@CORE.COM WWW.CORE.COM	# REGION DESCRIPTION 1 100' DIST 2 100' DIST	DATE BY 10/10/25 [Signature] 10/10/25 [Signature]	LAND DEVELOPMENT PUBLIC INFRASTRUCTURE
	ELIZABETH MAIN STREET STREETScape ELIZABETH, CO PRELIMINARY CONCEPT MAIN STREET STREETScape - PLANS (2 OF 2)	NOT FOR CONSTRUCTION	DESIGNED BY: [Signature] DRAWN BY: [Signature] CHECKED BY: [Signature]

Main Street Streetscape Design - Phase Diagram: Amenities



Elizabeth Main Street - Diagonal Parking

 PHASE IV

RESOLUTION 23R05

A RESOLUTION AUTHORIZING STAFF TO APPLY FOR A GRANT OFFERED BY THE COLORADO DEPARTMENT OF TRANSPORTATION COMMONLY KNOWN AS THE REVITALIZING MAIN STREET OPPORTUNITY 2 GRANT

Section 1. The State of Colorado, through its Department of Transportation, makes grant funds available for the “revitalization” of Main Streets in Colorado.

Section 2. The Town of Elizabeth, by and through the Board of Trustees, has instructed staff to seek grant funds in which to offset some of the expenses associated with the Main Street Streetscape Project.

Section 3. The State of Colorado has updated their Revitalizing Main Street Opportunity 2 Grant, making funding of up to \$250,000 available for communities for purposes of upgrading their Main Streets and for related improvements.

Section 4. The Financial Policies for the Town of Elizabeth, as updated in 2022, requires that all grant opportunities which could require grant match funding be authorized in advance by the Board of Trustees.

Section 5. Town Staff seeks to make application for the Revitalizing Main Street Opportunity 2 Grant, in the amount of two hundred fifty thousand dollars (\$250,000.00), with a corresponding ten percent (10%) match to be made by the Town of Elizabeth upon the successful award of the grant.

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

1. Staff is authorized to apply for the Revitalizing Main Street Opportunity 2 Grant, in an amount not to exceed two hundred fifty thousand dollars (\$250,000.00), and to submit any and all documents necessary to attempt to secure the grant.

2. Upon the successful award of the grant to the Town of Elizabeth, Staff is authorized to expend the requisite ten percent (10%) local match in an amount not to exceed twenty-five thousand dollars (\$25,000.00).

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of ____ for and ____ against.

Nick Snively, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH

MATT COHRS, TOWN ADMINISTRATOR

TO: Honorable Mayor and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATE: January 4, 2023
SUBJECT: Resolution Amending the Towns Authorized Check Signatories

SUMMARY

The Town of Elizabeth utilizes Community Banks of Colorado for our banking services. For checks from the town for payments and purchases, the signature of two town officials is required on each check for over \$2500 and one official for under \$2500. The authorized signers include three members of the Board as well as the Town Administrator and Town Clerk. This financial practice was established by Resolution 16R11, which was enacted by the Board on May 10, 2016.

Due to organizational staff changes as well as a newly elected Mayor and appointment of a new Mayor Pro Tem, the Board needs to take action to amend our authorized signers per our financial best practices. Additionally, the bank requires proof of action by the Board amending our signature authority before the signers can be updated on our banking account.

STAFF RECOMMENDATION

Staff recommends approval of Resolution 23R06, a resolution amending the Town's authorized check signers.

EXHIBITS

Resolution 23R06, A Resolution Amending the Town's Authorized Check Signatories as Part of the Previously Implemented Finance Department Best Practices

RESOLUTION 23R06

A RESOLUTION AMENDING THE TOWN’S AUTHORIZED CHECK SIGNATORIES AS PART OF THE PREVIOUSLY IMPLEMENTED FINANCE DEPARTMENT BEST PRACTICES

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

Section 1. The Board of Trustees hereby directs that the authorized check signatories of the Town be amended as follows:

- A. The Board has previously determined that the Town Administrator, the Town Clerk, and two Trustees designated by Resolution be designated as authorized check signatories on the Town’s bank accounts and investment accounts.
- B. The Town therefore designates the following authorized check signatories:
 - 1. Nick Snively, Mayor
 - 2. Linda Secrist, Mayor Pro Tem
 - 3. Patrick G. Davidson, Town Administrator
 - 4. Michelle Oeser, Town Clerk

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Nick Snively, Mayor

ATTEST

Michelle Oeser, Town Clerk



January 10, 2022

Management Team Updates

Community Development – Zach Higgins

- Community Development Staff is focusing on Advisory Board training over the coming months. The Planning Commission hosted a DOLA Planning 101 training on 12/20/2022. The Planning Commission will also be taking part in the American Planning Association Planning Commissioner training series online courses. The Planning Commission has a Water Training scheduled with the Town’s consultants which is scheduled for 01/17/2023 during their regularly scheduled meeting.
- CML continually offers training and staff will send notifications as relevant trainings become available.
- Community Development has processed thirty-six (36) of the Legacy Village Building Permits for individual home construction.
- The Main Street Board of Directors has nine (9) remaining ornaments in inventory of the 153 ordered/received. The MSBOD is planning to order 200 ornaments for next year’s holiday season.
- The Historic Advisory Board acting as the Certified Local Government representative will be reviewing for recommendation the National Historic Register Application for the Taylor Building, 188 South Main Street. If the HAB recommends the application for approval, the State Board will review and could recommend for approval in January. The application is then sent to the National Board who would approve or deny the application by late February to March.
- The Historic Advisory Board and staff are putting a scope together for the creation/amendment of Historic Design Guidelines.
- The Planning Commission has worked through all the Elizabeth Municipal Code update recommendations with staff. It is now time to consider dates for multiple joint workshops with the Planning Commission and Board of Trustees.

Town Clerk – Michelle Oeser

- New timesheets have gone out to all employees. The timesheets reflect the new PTO leave and carry over hours.
- Staff is working on closing out 2022.
- Staff has researched requesting sponsorship funds from Black Hills Energy. BH asks that we not apply for funds more than six months in advance. If the Town wants to do a “Birthday Party” or a “Back to School” movie night at Running Creek Park I would ask the Board for some direction on if this is what they would like to do. If it is something to move forward with the time of years and dates will be next to consider.

Finance – Hannah Bruce

- On the October Financials there is a \$10,000 deposit that is coded to General Fund – Other Revenue (10-36-9000). This deposit came from UMB Trust Department. We have reached out to our point of contact at the bank to see what the funds were for. Once we have a clear understanding from the bank, the funds will be reallocated to their appropriate revenue category.

Police –

 No Report

Public Works and Utilities – Mike DeVol

 No Report

TOWN OF ELIZABETH
 COMBINED CASH INVESTMENT
 OCTOBER 31, 2022

COMBINED CASH ACCOUNTS

99-104201	COLOTRUST INVESTMENT ACCOUNT	13,896,583.11
99-104202	CORE ARPA ACCOUNT	152,588.66
99-104203	CORE INVESTMENT ACCOUNT	4,391,358.56
99-105200	CBOC (WATER SEWER)	274,634.61
		18,715,164.94
	TOTAL COMBINED CASH	18,715,164.94
99-100001	CASH ALLOCATED TO OTHER FUNDS	(18,715,164.94)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	2,623,167.42
21	ALLOCATION TO STREET FUND	892,501.16
31	ALLOCATION TO CAPITAL IMPROVEMENT FUND	7,926,334.92
32	ALLOCATION TO STREET CAPITAL IMPROVEMENT FND	3,037,701.45
52	ALLOCATION TO WATER SEWER FUND	4,235,459.99
		18,715,164.94
	TOTAL ALLOCATIONS TO OTHER FUNDS	18,715,164.94
	ALLOCATION FROM COMBINED CASH FUND - 99-100001	(18,715,164.94)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

TOWN OF ELIZABETH
BALANCE SHEET
OCTOBER 31, 2022

GENERAL FUND

ASSETS

10-100001	CASH IN COMBINED CASH FUND	2,623,167.42	
10-101000	PETTY CASH	200.00	
10-101100	PETTY CASH- POLICE DEPT	100.00	
10-102200	CONSERVATION TRUST FUND	114,430.28	
10-110000	PROPERTY TAXES RECEIVABLE	11,558.05	
10-115000	ACCOUNTS RECEIVABLE	308,636.12	
	TOTAL ASSETS		3,058,091.87

LIABILITIES AND EQUITY

LIABILITIES

10-202000	ACCOUNTS PAYABLE	137,852.00	
10-202200	RESTITUTION PAYABLE--MUNI. CT.	2,295.19	
10-202201	COURT BONDS POSTED	590.00	
10-202202	OJW/WARRANT FEE DUE TO DMV	88.98	
10-202203	PERFORMANCE BONDS PAYABLE	65,714.39	
10-202300	AP TO ELBERT CO.--BLGUTX SHARE	8,041.49	
10-217200	SOC SEC TAXES PAYABLE	(68.09)	
10-217201	MEDICARE TAXES PAYABLE	(2.75)	
10-217300	FED'L WITHHOLDING TAXES PAYABL	(1.00)	
10-217400	STATE WITHHOLDING TAXES PAYABL	3,796.00	
10-217500	HEALTH INSURANCE PAYABLE	(1,901.06)	
10-217502	AFTER TAX SUPPLEMENTAL INS	55.97	
10-217600	UNEMPLOYMENT INSURANCE PAYABLE	121.99	
10-217603	WORKERS' COMP. INS. PAYABLE	21,071.23	
10-219000	457 CONTRIBUTIONS PAYABLE	(28.85)	
10-222001	DEFERRED REVENUE - ARPA	303,828.76	
10-250022	LENNAR	(18,818.35)	
10-250039	SCARLETT CREEK SUBDIVISION	80.04	
10-250041	MAIN STREET STATION	259.21	
10-250042	ELIZABETH WEST ZONING	(16,724.57)	
10-250048	DAIRY QUEEN SITE PLAN	161.00	
10-250051	HENDERSON REPLAT	461.05	
10-250052	ABRAHAM REZONE	513.23	
10-250054	ZIGGI'S COFFEE	3,183.20	
10-250055	CLEARY BUILDING	(976.16)	
10-250056	MCDONALDS IGA	3,404.00	
10-250057	ANNA'S CAR WASH IGA	3,404.00	
10-250059	H1 ENTERPRISES	1,758.50	
10-250060	PINE RIDGE CROSSING (NEW)	(20,891.49)	
10-250061	LENNAR AT LEGACY VILLAGE	(7,783.20)	
10-250062	ELIZABETH STREET PLAZA	(2,180.06)	
10-250063	WALNUT GROVE	180.87	
	TOTAL LIABILITIES		487,485.52

FUND EQUITY

10-280000	FUND BALANCE	2,156,822.36	
-----------	--------------	--------------	--

TOWN OF ELIZABETH
BALANCE SHEET
OCTOBER 31, 2022

GENERAL FUND

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	<u>413,783.99</u>		
BALANCE - CURRENT DATE		<u>413,783.99</u>	
TOTAL FUND EQUITY			<u>2,570,606.35</u>
TOTAL LIABILITIES AND EQUITY			<u><u>3,058,091.87</u></u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
10-31-1000	CURRENT PROPERTY TAXES	1,108.93	713,246.60	710,786.00 (2,460.60) 100.4
10-31-2000	SPECIFIC OWNERSHIP TAX	10,412.94	94,842.13	105,000.00	10,157.87 90.3
10-31-3100	1% NON-TABOR SALES TAX	86,287.59	848,436.19	893,750.00	45,313.81 94.9
	TOTAL TAX	97,809.46	1,656,524.92	1,709,536.00	53,011.08 96.9
<u>LICENSES & PERMITS</u>					
10-32-1000	FRANCHISE TAX	17,951.74	75,560.13	75,000.00 (560.13) 100.8
10-32-2000	BUILDING PERMIT	2,442.25	83,901.13	150,000.00	66,098.87 55.9
10-32-3000	OTHER LICENSES, FEES AND CHG	2,486.14	25,296.23	30,000.00	4,703.77 84.3
	TOTAL LICENSES & PERMITS	22,880.13	184,757.49	255,000.00	70,242.51 72.5
<u>INTERGOVERNMENTAL</u>					
10-33-2000	CIGARETTE TAX	635.66	4,390.55	5,500.00	1,109.45 79.8
10-33-3000	CONSERVATION TRUST FUND	.00	8,069.06	8,500.00	430.94 94.9
	TOTAL INTERGOVERNMENTAL	635.66	12,459.61	14,000.00	1,540.39 89.0
<u>SOURCE 34</u>					
10-34-1000	GRANTS	.00	6,269.96	226,807.00	220,537.04 2.8
	TOTAL SOURCE 34	.00	6,269.96	226,807.00	220,537.04 2.8
<u>EARMARKED FUNDS / MISCELLANEOU</u>					
10-36-1000	INTEREST	7,878.61	29,432.87	2,500.00 (26,932.87) 1177.3
10-36-3100	FINES AND FOREFEITURES	15,336.70	101,907.05	70,000.00 (31,907.05) 145.6
10-36-4000	PUBLIC IMPROVEMENT FEE	64,373.54	608,530.20	665,000.00	56,469.80 91.5
10-36-7000	POLICE REVENUE	10.00	22,214.72	35,000.00	12,785.28 63.5
10-36-9000	OTHER REVENUE	10,210.00	89,335.54	.00 (89,335.54) .0
	TOTAL EARMARKED FUNDS / MISCELLANEOU	97,808.85	851,420.38	772,500.00 (78,920.38) 110.2
<u>OTHER FUNDS</u>					
10-39-7000	TRANSFER FROM WATER FUND	14,583.33	145,833.30	175,000.00	29,166.70 83.3
10-39-7003	TRANSFER FROM CAP IMP FUND	4,583.33	45,833.30	55,000.00	9,166.70 83.3
10-39-7004	TRANSFER FROM STREET CAP FUND	4,166.67	41,666.70	50,000.00	8,333.30 83.3
	TOTAL OTHER FUNDS	23,333.33	233,333.30	280,000.00	46,666.70 83.3

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
TOTAL FUND REVENUE	242,467.43	2,944,765.66	3,257,843.00	313,077.34	90.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TOWN CLERK</u>					
10-41-1100 SALARIES & WAGES	13,786.54	132,393.16	171,150.00	38,756.84	77.4
10-41-1150 TOWN CLERK SALARY	7,081.20	71,891.04	87,675.00	15,783.96	82.0
10-41-1400 WORKERS' COMPENSATION	23.14	226.56	260.00	33.44	87.1
10-41-1500 HEALTH INSURANCE	5,813.62	46,869.39	54,000.00	7,130.61	86.8
10-41-1550 RETIREMENT	734.50	6,417.04	7,765.00	1,347.96	82.6
10-41-1600 FICA	1,566.38	3,372.93	19,800.00	16,427.07	17.0
10-41-1700 COLO UNEMPLOYMENT	41.72	401.27	1,035.00	633.73	38.8
10-41-1800 TUITION REIMBURSEMENT	1,920.00	3,840.00	5,000.00	1,160.00	76.8
10-41-1825 MEMBERSHIPS - EMPLOYEE	.00	817.08	1,500.00	682.92	54.5
10-41-1850 TRAINING, TRAVEL AND LODGING	618.26	6,655.32	13,000.00	6,344.68	51.2
10-41-1900 ALLOWANCES	175.00	1,668.75	2,700.00	1,031.25	61.8
10-41-2500 AUDIT	.00	26,194.00	28,500.00	2,306.00	91.9
10-41-3000 COMMUNITY ENGAGEMENT	430.22	1,973.60	2,400.00	426.40	82.2
10-41-3200 CONTRACTED SERVICES	.00	1,517.50	4,500.00	2,982.50	33.7
10-41-3320 CONTRIBUTIONS AND SPONSORSHIPS	.00	1,284.23	3,000.00	1,715.77	42.8
10-41-3350 COUNTY TREASURER & OTHER FEES	23.37	14,098.94	17,500.00	3,401.06	80.6
10-41-3400 LEGAL PUBLICATIONS	630.00	5,340.31	10,000.00	4,659.69	53.4
10-41-3450 ELECTIONS	.00	25.00	15,000.00	14,975.00	.2
10-41-4000 BLDG MAINT AND REPAIRS	5,191.00	14,994.89	20,000.00	5,005.11	75.0
10-41-4400 EQUIPMENT AND MAINT	1,392.74	8,808.83	12,000.00	3,191.17	73.4
10-41-4500 FURNITURE	.00	1,754.43	5,000.00	3,245.57	35.1
10-41-4600 OFFICE SUPPLIES	92.90	8,486.75	13,000.00	4,513.25	65.3
10-41-4700 POSTAGE	512.72	6,335.63	12,000.00	5,664.37	52.8
10-41-4800 TELEPHONE AND INTERNET	2,361.14	11,872.14	12,600.00	727.86	94.2
10-41-4900 UTILITIES	932.46	6,002.69	5,600.00	(402.69)	107.2
10-41-5100 HUMAN RESOURCES - CONTRACTED	.00	.00	10,000.00	10,000.00	.0
10-41-5250 IT - CONTRACTED	3,725.26	25,849.46	30,000.00	4,150.54	86.2
10-41-5300 IT - HARDWARE	.00	11,268.40	15,000.00	3,731.60	75.1
10-41-5325 IT - SOFTWARE PURCHASES	.00	.00	5,000.00	5,000.00	.0
10-41-5350 IT - SOFTWARE CONTRACTS	4,040.00	36,391.52	42,000.00	5,608.48	86.7
10-41-5400 INSURANCE	139.20	84,642.84	99,000.00	14,357.16	85.5
10-41-5500 LEGAL - CONTRACTED	.00	31,184.69	55,660.00	24,475.31	56.0
10-41-5600 MEMBERSHIPS - TOWN	1,917.56	8,609.89	11,500.00	2,890.11	74.9
10-41-5700 PUBLIC RELATIONS	268.09	511.78	2,500.00	1,988.22	20.5
10-41-5800 TOWN HALL EVENTS	.00	464.34	7,500.00	7,035.66	6.2
10-41-9000 OTHER	927.19	10,841.40	10,000.00	(841.40)	108.4
TOTAL TOWN CLERK	54,344.21	593,005.80	813,145.00	220,139.20	72.9

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>JUDICIAL</u>					
10-42-1200 SALARIES & WAGES- MUNI JUDGE	2,157.78	10,069.64	10,000.00	(69.64)	100.7
10-42-1400 STATE COMP	42.09	196.42	240.00	43.58	81.8
10-42-1600 FICA	165.06	770.28	810.00	39.72	95.1
10-42-1700 COLO UNEMPLOYMENT	4.32	20.16	36.00	15.84	56.0
10-42-1850 TRAINING, TRAVEL AND LODGING	.00	1,365.74	2,300.00	934.26	59.4
10-42-3200 COURT PROSECUTOR - CONTRACTED	.00	8,475.00	6,500.00	(1,975.00)	130.4
10-42-9000 OTHER	692.00	2,498.04	750.00	(1,748.04)	333.1
TOTAL JUDICIAL	3,061.25	23,395.28	20,636.00	(2,759.28)	113.4
<u>LEGISLATURE</u>					
10-43-1100 BOT - SALARIES & WAGES	1,050.00	10,350.00	14,400.00	4,050.00	71.9
10-43-1200 PC - COMPENSATION	200.00	1,650.00	3,000.00	1,350.00	55.0
10-43-1400 BOT - WORKERS' COMPENSATION	.67	6.41	11.00	4.59	58.3
10-43-1600 BOT - FICA	95.67	918.41	1,400.00	481.59	65.6
10-43-1700 BOT - COLO UNEMPLOYMENT	2.50	24.00	60.00	36.00	40.0
10-43-1850 BOT - TRAIN, TRVL, LODG	170.00	4,832.00	8,000.00	3,168.00	60.4
10-43-3700 PC - TRAIN, TRVL, LODG	.00	49.72	4,000.00	3,950.28	1.2
10-43-4400 BOT - EQUIPMENT	889.98	889.98	2,500.00	1,610.02	35.6
10-43-5000 BOT - MEALS	225.22	598.82	1,500.00	901.18	39.9
10-43-9000 BOT- OTHER	.00	74.00	500.00	426.00	14.8
TOTAL LEGISLATURE	2,634.04	19,393.34	35,371.00	15,977.66	54.8

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>POLICE</u>					
10-46-1100 SALARIES & WAGES	58,166.87	562,196.20	767,000.00	204,803.80	73.3
10-46-1240 CONTRACTED OVERTIME	675.00	2,700.00	5,000.00	2,300.00	54.0
10-46-1300 OVERTIME	760.71	8,350.65	12,000.00	3,649.35	69.6
10-46-1400 WORKERS' COMPENSATION	1,554.81	14,865.51	23,000.00	8,134.49	64.6
10-46-1500 HEALTH INSURANCE	14,547.56	140,076.08	195,000.00	54,923.92	71.8
10-46-1550 RETIREMENT	660.36	7,164.80	10,800.00	3,635.20	66.3
10-46-1600 FICA	1,266.47	12,214.19	11,122.00	(1,092.19)	109.8
10-46-1605 FPPA	6,234.54	59,328.35	69,030.00	9,701.65	86.0
10-46-1700 COLO UNEMPLOYMENT	110.39	1,011.51	3,068.00	2,056.49	33.0
10-46-1800 TUTION REIMB	.00	.00	5,250.00	5,250.00	.0
10-46-1825 MEMBERSHIPS - EMPLOYEE	10.00	1,043.12	1,500.00	456.88	69.5
10-46-1850 TRAINING, TRAVEL AND LODGING	1,037.75	6,916.21	15,000.00	8,083.79	46.1
10-46-1900 ALLOWANCES	650.00	5,405.36	7,800.00	2,394.64	69.3
10-46-3000 COMMUNITY OUTREACH	847.55	935.36	3,000.00	2,064.64	31.2
10-46-3200 CONTRACTED SERVICES	6,115.36	79,308.76	70,000.00	(9,308.76)	113.3
10-46-3600 MOBILE DATA LAPTOPS	.00	2,971.64	4,500.00	1,528.36	66.0
10-46-3650 WEAPONS - NON-LETHAL	.00	1,408.03	6,000.00	4,591.97	23.5
10-46-4000 BLDG MAINT & REPAIRS	11.98	8,130.70	21,000.00	12,869.30	38.7
10-46-4300 DRUG, SCREEN, PSY & POLY TEST	.00	1,186.35	4,000.00	2,813.65	29.7
10-46-4400 EQUIPMENT AND MAINTENANCE	2,371.65	10,254.72	12,000.00	1,745.28	85.5
10-46-4500 FURNITURE	329.97	329.97	2,500.00	2,170.03	13.2
10-46-4650 OFFICE SUPPLILES	2,777.63	7,723.96	12,000.00	4,276.04	64.4
10-46-4700 POSTAGE	15.70	373.69	1,000.00	626.31	37.4
10-46-4800 TELEPHONE & INTERNET	2,160.98	12,159.94	16,000.00	3,840.06	76.0
10-46-4900 UTILITIES	672.78	4,688.59	7,000.00	2,311.41	67.0
10-46-6400 TRAINING AND AMMUNITION	3,312.28	3,871.28	3,000.00	(871.28)	129.0
10-46-6600 UNIFORMS	3,602.60	7,389.33	15,000.00	7,610.67	49.3
10-46-8000 VEHICLES AND LEASES	186,900.00	186,934.68	100,000.00	(86,934.68)	186.9
10-46-8050 VEHICLE MAINT & REPAIRS	146.18	27,676.59	25,000.00	(2,676.59)	110.7
10-46-8075 FUEL	1,937.30	17,184.15	20,000.00	2,815.85	85.9
10-46-9000 OTHER	371.23	3,445.54	6,000.00	2,554.46	57.4
TOTAL POLICE	297,247.65	1,197,245.26	1,453,570.00	256,324.74	82.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>PUBLIC WORKS/PARKS/BUILDINGS</u>					
10-49-1100 SALARIES & WAGES	3,568.34	32,943.39	39,500.00	6,556.61	83.4
10-49-1300 OVERTIME	131.17	1,876.95	3,000.00	1,123.05	62.6
10-49-1400 WORKERS' COMPENSATION	177.12	1,604.72	1,900.00	295.28	84.5
10-49-1500 HEALTH INSURANCE	969.24	9,718.08	7,800.00	(1,918.08)	124.6
10-49-1550 RETIREMENT	74.73	777.54	1,185.00	407.46	65.6
10-49-1600 FICA	279.68	2,622.57	3,022.00	399.43	86.8
10-49-1700 COLO UNEMPLOYMENT	7.39	66.47	158.00	91.53	42.1
10-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	150.00	150.00	.0
10-49-1900 ALLOWANCES	60.00	492.60	487.00	(5.60)	101.2
10-49-4000 BLDG MAINT & REPAIRS	185.50	2,442.69	20,000.00	17,557.31	12.2
10-49-4800 TELEPHONE AND CELLPHONES	120.98	2,500.06	3,800.00	1,299.94	65.8
10-49-4900 UTILITIES	5,674.84	8,530.34	5,000.00	(3,530.34)	170.6
10-49-6100 PARKS MAINTENANCE	4,873.39	27,087.28	100,000.00	72,912.72	27.1
10-49-6300 PARTS AND REPAIRS	.00	110.09	9,500.00	9,389.91	1.2
10-49-6500 TREE CITY USA	.00	.00	2,000.00	2,000.00	.0
10-49-9000 OTHER	.00	1,013.87	5,000.00	3,986.13	20.3
TOTAL PUBLIC WORKS/PARKS/BUILDINGS	16,122.38	91,786.65	202,502.00	110,715.35	45.3
<u>TWN ADMINSTR</u>					
10-52-1100 SALARIES & WAGES	11,538.46	121,661.18	150,000.00	28,338.82	81.1
10-52-1400 WORKERS' COMPENSATION	12.82	134.94	150.00	15.06	90.0
10-52-1550 RETIREMENT	.00	.00	4,500.00	4,500.00	.0
10-52-1600 FICA	890.34	9,372.07	11,475.00	2,102.93	81.7
10-52-1700 COLO UNEMPLOYMENT	23.08	219.50	600.00	380.50	36.6
10-52-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	500.00	500.00	.0
10-52-1850 TRAINING, TRAVEL AND LODGING	.00	1,255.80	7,000.00	5,744.20	17.9
10-52-1900 ALLOWANCES	100.00	1,557.97	900.00	(657.97)	173.1
TOTAL TWN ADMINSTR	12,564.70	134,201.46	175,125.00	40,923.54	76.6

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>COMM DEV</u>					
10-53-1100 SALARIES & WAGES- COMM DEV	22,372.87	153,922.82	225,000.00	71,077.18	68.4
10-53-1300 OVERTIME COMMUNITY DEVELOPMENT	94.88	112.13	.00	(112.13)	.0
10-53-1400 WORKERS' COMPENSATION	22.48	167.75	225.00	57.25	74.6
10-53-1500 HEALTH INSURANCE	3,085.74	27,378.96	34,000.00	6,621.04	80.5
10-53-1550 RETIREMENT	396.09	4,309.03	6,750.00	2,440.97	63.8
10-53-1600 FICA	1,695.47	11,697.18	17,100.00	5,402.82	68.4
10-53-1700 COLO UNEMPLOYMENT	40.84	295.71	900.00	604.29	32.9
10-53-1825 MEMBERSHIPS - EMPLOYEE	.00	608.00	1,200.00	592.00	50.7
10-53-1850 TRAINING, TRAVEL AND LODGING	579.22	2,009.42	7,000.00	4,990.58	28.7
10-53-1900 ALLOWANCES	37.50	637.50	3,600.00	2,962.50	17.7
10-53-2500 COMMUNITY EVENTS	15,706.35	42,957.49	45,000.00	2,042.51	95.5
10-53-3000 BUILDING PERMITS	1,842.26	64,627.99	112,500.00	47,872.01	57.5
10-53-3200 CONTRACTED SERVICES	.00	32,485.54	25,000.00	(7,485.54)	129.9
10-53-3425 ELIZABETH MAIN STREET	(350.00)	5,227.36	33,000.00	27,772.64	15.8
10-53-3450 HISTORIC ADVISORY BOARD	1,000.00	2,750.02	37,000.00	34,249.98	7.4
10-53-3475 MARKETING MATERIALS & PUBL	1,135.16	2,135.24	5,000.00	2,864.76	42.7
10-53-3700 TRAVEL/LODGING	517.54	517.54	.00	(517.54)	.0
10-53-4000 GIS	.00	700.00	800.00	100.00	87.5
TOTAL COMM DEV	48,176.40	352,539.68	554,075.00	201,535.32	63.6
<u>NON-DEPARTMENTAL</u>					
10-59-9933 TRANSFER TO STREET MAINTENANCE	11,941.42	119,414.20	143,297.00	23,882.80	83.3
TOTAL NON-DEPARTMENTAL	11,941.42	119,414.20	143,297.00	23,882.80	83.3
TOTAL FUND EXPENDITURES	446,092.05	2,530,981.67	3,397,721.00	866,739.33	74.5
NET REVENUE OVER EXPENDITURES	(203,624.62)	413,783.99	(139,878.00)	(553,661.99)	295.8

TOWN OF ELIZABETH
 BALANCE SHEET
 OCTOBER 31, 2022

STREET FUND

ASSETS

21-100001	CASH IN COMBINED CASH FUND	892,501.16	
21-115000	ACCOUNTS RECEIVABLE	38,128.54	
		<u> </u>	
	TOTAL ASSETS		<u>930,629.70</u>

LIABILITIES AND EQUITY

LIABILITIES

21-202000	ACCOUNTS PAYABLE	2,367.55	
		<u> </u>	
	TOTAL LIABILITIES		2,367.55

FUND EQUITY

21-280000	FUND BALANCE	831,920.43	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	96,341.72	
		<u> </u>	
	BALANCE - CURRENT DATE	96,341.72	
		<u> </u>	
	TOTAL FUND EQUITY		<u>928,262.15</u>
	TOTAL LIABILITIES AND EQUITY		<u>930,629.70</u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAXES</u>					
21-31-3000 GENERAL SALES TAX	12,943.14	127,265.42	134,063.00	6,797.58	94.9
21-31-4000 USE TAX	1,898.16	14,939.51	21,407.00	6,467.49	69.8
TOTAL TAXES	14,841.30	142,204.93	155,470.00	13,265.07	91.5
<u>INTERGOVERNMENT</u>					
21-33-1000 HIGHWAY USERS TAX	6,254.85	63,712.06	100,000.00	36,287.94	63.7
21-33-1050 ROAD & BRIDGE	.00	125,131.47	150,000.00	24,868.53	83.4
21-33-6100 M.V. REGISTRATION (\$1.50)	361.00	3,959.09	4,300.00	340.91	92.1
21-33-6200 M.V. REGISTRATION (\$2.50)	530.00	5,847.50	6,400.00	552.50	91.4
TOTAL INTERGOVERNMENT	7,145.85	198,650.12	260,700.00	62,049.88	76.2
<u>OTHER SOURCES OF REVENUE</u>					
21-36-1000 INVESTMENT INCOME	2,150.94	8,491.79	400.00	(8,091.79)	2123.0
21-36-4000 PUBLIC IMPROVEMENT FEE	1,922.59	18,174.44	20,000.00	1,825.56	90.9
21-36-9000 OTHER REVENUE	.00	10,000.00	.00	(10,000.00)	.0
TOTAL OTHER SOURCES OF REVENUE	4,073.53	36,666.23	20,400.00	(16,266.23)	179.7
<u>SOURCE 39</u>					
21-39-7000 TRANSFER FROM GENERAL FUND	11,941.42	119,414.20	143,297.00	23,882.80	83.3
TOTAL SOURCE 39	11,941.42	119,414.20	143,297.00	23,882.80	83.3
TOTAL FUND REVENUE	38,002.10	496,935.48	579,867.00	82,931.52	85.7

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>STREETS</u>					
21-49-1100 SALARIES & WAGES- PUB WORKS	10,704.98	98,830.12	118,500.00	19,669.88	83.4
21-49-1300 OVERTIME	393.46	5,106.15	9,000.00	3,893.85	56.7
21-49-1400 WORKERS' COMPENSATION	328.16	3,256.15	5,700.00	2,443.85	57.1
21-49-1500 HEALTH INSURANCE	2,907.64	29,153.38	23,400.00	(5,753.38)	124.6
21-49-1550 RETIREMENT	224.21	2,327.05	3,555.00	1,227.95	65.5
21-49-1600 FICA	839.21	7,832.47	9,065.00	1,232.53	86.4
21-49-1700 COLO UNEMPLOYMENT	22.18	198.12	474.00	275.88	41.8
21-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	500.00	500.00	.0
21-49-1900 ALLOWANCES	180.00	1,524.38	1,463.00	(61.38)	104.2
21-49-3200 CONTRACTED SERVICES	3,368.11	51,244.76	70,000.00	18,755.24	73.2
21-49-3500 DE-ICING SUPPLIES	.00	.00	21,500.00	21,500.00	.0
21-49-3650 LIGHTS AND SIGNALS	1,470.88	13,552.70	18,000.00	4,447.30	75.3
21-49-4000 MAINTENANCE AND REPAIRS	2,357.14	83,401.99	97,000.00	13,598.01	86.0
21-49-5800 ROW MAINTENANCE	568.96	104,006.50	105,000.00	993.50	99.1
21-49-6100 SIGNS	.00	.00	1,500.00	1,500.00	.0
21-49-9000 OTHER	.00	159.99	13,000.00	12,840.01	1.2
TOTAL STREETS	23,364.93	400,593.76	497,657.00	97,063.24	80.5
TOTAL FUND EXPENDITURES	23,364.93	400,593.76	497,657.00	97,063.24	80.5
NET REVENUE OVER EXPENDITURES	14,637.17	96,341.72	82,210.00	(14,131.72)	117.2

TOWN OF ELIZABETH
 BALANCE SHEET
 OCTOBER 31, 2022

CAPITAL IMPROVEMENT FUND

ASSETS

31-100001	CASH IN COMBINED CASH FUND	7,926,334.92	
31-115000	ACCOUNTS RECEIVABLE	<u>272,297.37</u>	
	TOTAL ASSETS		<u><u>8,198,632.29</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

31-280000	FUND BALANCE	6,804,268.94	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	<u>1,394,363.35</u>	
	BALANCE - CURRENT DATE	<u>1,394,363.35</u>	
	TOTAL FUND EQUITY		<u><u>8,198,632.29</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>8,198,632.29</u></u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>						
31-31-3000	SALES TAX	129,431.38	1,272,654.26	1,340,625.00	67,970.74	94.9
31-31-4000	USE TAX	18,981.66	149,395.12	214,073.00	64,677.88	69.8
	TOTAL TAX	148,413.04	1,422,049.38	1,554,698.00	132,648.62	91.5
<u>OTHER FINANCING SOURCES</u>						
31-36-1000	INVESTMENT INCOME	20,559.23	75,898.66	3,000.00	(72,898.66)	2530.0
31-36-9000	OTHER REVENUE	.00	33,687.00	100,000.00	66,313.00	33.7
	TOTAL OTHER FINANCING SOURCES	20,559.23	109,585.66	103,000.00	(6,585.66)	106.4
	TOTAL FUND REVENUE	168,972.27	1,531,635.04	1,657,698.00	126,062.96	92.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL IMPROVEMENT MISC</u>					
31-80-0100 LAND PURCHASE	.00	.00	250,000.00	250,000.00	.0
31-80-0600 TOWN EVENT PARK	.00	.00	125,000.00	125,000.00	.0
31-80-1100 SALARIES & WAGES	.00	.00	24,750.00	24,750.00	.0
31-80-1400 WORKER'S COMPENSATION	.00	.00	25.00	25.00	.0
31-80-1500 HEALTH INSURANCE	.00	.00	3,300.00	3,300.00	.0
31-80-1550 RETIREMENT	.00	.00	742.00	742.00	.0
31-80-1600 FICA	.00	.00	1,893.00	1,893.00	.0
31-80-1700 COLO UNEMPLOYMENT	.00	.00	99.00	99.00	.0
31-80-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	165.00	165.00	.0
31-80-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,650.00	1,650.00	.0
31-80-1900 ALLOWANCES	.00	.00	322.00	322.00	.0
31-80-3220 ASSET ASSESSMENT	.00	.00	25,000.00	25,000.00	.0
31-80-3400 FACILITIES MASTER PLAN	.00	.00	75,000.00	75,000.00	.0
31-80-3425 COMMUNITY STUDIES	.00	.00	50,000.00	50,000.00	.0
31-80-3450 SENIOR CENTER	.00	.00	50,000.00	50,000.00	.0
31-80-3475 CAPITAL PLANNING	.00	.00	15,000.00	15,000.00	.0
31-80-4000 EQUIPMENT	.00	1,368.04	.00	(1,368.04)	.0
31-80-5500 TOWN HALL BLDG IMPROVEMENTS	.00	6,169.77	100,000.00	93,830.23	6.2
31-80-5550 LIBRARY PARTNERSHIP	.00	.00	400,000.00	400,000.00	.0
31-80-6500 TRAIL SYSTEMS	.00	4,580.58	9,900.00	5,319.42	46.3
31-80-9100 TOWN HALL LANDSCAPING	.00	79,320.00	75,000.00	(4,320.00)	105.8
31-80-9901 TRANSFER TO GENERAL FUND	4,583.33	45,833.30	55,000.00	9,166.70	83.3
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL CAPITAL IMPROVEMENT MISC	4,583.33	137,271.69	1,262,846.00	1,125,574.31	10.9
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUND EXPENDITURES	4,583.33	137,271.69	1,262,846.00	1,125,574.31	10.9
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
NET REVENUE OVER EXPENDITURES	164,388.94	1,394,363.35	394,852.00	(999,511.35)	353.1

TOWN OF ELIZABETH
BALANCE SHEET
OCTOBER 31, 2022

STREET CAPITAL IMPROVEMENT FND

ASSETS

32-100001	CASH IN COMBINED CASH FUND	3,037,701.45	
32-104400	STREET BOND RESERVE CD ACCOUNT	253,307.99	
32-115000	ACCOUNTS RECEIVABLE	245,067.63	
	TOTAL ASSETS		3,536,077.07

LIABILITIES AND EQUITY

LIABILITIES

32-202000	ACCOUNTS PAYABLE	43,828.31	
32-203000	RETAINAGE PAYABLE	150,934.90	
32-222000	DEFERRED REVENUE	11,500.00	
	TOTAL LIABILITIES		206,263.21

FUND EQUITY

32-280000	FUND BALANCE	3,336,127.41	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(6,313.55)	
	BALANCE - CURRENT DATE	(6,313.55)	
	TOTAL FUND EQUITY		3,329,813.86
	TOTAL LIABILITIES AND EQUITY		3,536,077.07

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
32-31-3000 GENERAL SALES TAX	116,488.24	1,145,388.80	1,206,563.00	61,174.20	94.9
32-31-4000 USE TAX	17,083.49	134,455.61	192,665.00	58,209.39	69.8
TOTAL TAX	133,571.73	1,279,844.41	1,399,228.00	119,383.59	91.5
<u>OTHER FINANCING SOURCES</u>					
32-36-1000 INVESTMENT INCOME	8,450.44	33,445.66	3,000.00	(30,445.66)	1114.9
32-36-3000 MISC REVENUE	.00	.00	25,000.00	25,000.00	.0
TOTAL OTHER FINANCING SOURCES	8,450.44	33,445.66	28,000.00	(5,445.66)	119.5
TOTAL FUND REVENUE	142,022.17	1,313,290.07	1,427,228.00	113,937.93	92.0

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL OUTLAY</u>					
32-49-1100 SALARIES & WAGES	.00	.00	24,750.00	24,750.00	.0
32-49-1400 WORKER'S COMPENSATION	.00	.00	25.00	25.00	.0
32-49-1500 HEALTH INSURANCE	.00	.00	3,300.00	3,300.00	.0
32-49-1550 RETIREMENT	.00	.00	742.00	742.00	.0
32-49-1600 FICA	.00	.00	1,893.00	1,893.00	.0
32-49-1700 COLO UNEMPLOYMENT	.00	.00	99.00	99.00	.0
32-49-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	165.00	165.00	.0
32-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,650.00	1,650.00	.0
32-49-1900 ALLOWANCES	.00	.00	322.00	322.00	.0
32-49-3000 PAVING PROJECTS - CR13 SOUTH	.00	745,738.31	750,000.00	4,261.69	99.4
32-49-4000 ROAD BASE	.00	633.73	15,000.00	14,366.27	4.2
32-49-6600 RIGHT OF WAY EASEMENTS	65,156.62	65,156.62	50,000.00	(15,156.62)	130.3
32-49-8000 STREET PAVING	.00	174,286.75	1,000,000.00	825,713.25	17.4
32-49-9000 CONCRETE STREET REPAIRS	22,500.00	49,950.00	250,000.00	200,050.00	20.0
32-49-9100 EQUIPMENT	.00	109,092.00	287,500.00	178,408.00	38.0
32-49-9101 ROTOMILL	.00	.00	1,200,000.00	1,200,000.00	.0
32-49-9200 CURB & GUTTER WORK	.00	.00	5,000.00	5,000.00	.0
32-49-9300 SIDEWALK REPLACEMENT PROGRAM	.00	.00	250,000.00	250,000.00	.0
32-49-9305 MAIN ST STREETScape DESIGN	.00	93,946.76	269,000.00	175,053.24	34.9
32-49-9310 TRANSFER TO GENERAL FUND	4,166.67	41,666.70	50,000.00	8,333.30	83.3
TOTAL CAPITAL OUTLAY	91,823.29	1,280,470.87	4,159,446.00	2,878,975.13	30.8
<u>DEBT SVC</u>					
32-59-4000 PAYING AGENCY FEE	.00	600.00	600.00	.00	100.0
32-59-9700 2014 REFUNDING BOND PRINCIPAL	.00	.00	245,000.00	245,000.00	.0
32-59-9750 2014 REFUNDING BOND INTEREST	.00	3,050.25	6,101.00	3,050.75	50.0
32-59-9800 2015 REFUNDING BOND PRINCIPAL	.00	.00	165,000.00	165,000.00	.0
32-59-9850 2015 REFUNDING BOND INTEREST	.00	35,482.50	70,965.00	35,482.50	50.0
TOTAL DEBT SVC	.00	39,132.75	487,666.00	448,533.25	8.0
TOTAL FUND EXPENDITURES	91,823.29	1,319,603.62	4,647,112.00	3,327,508.38	28.4
NET REVENUE OVER EXPENDITURES	50,198.88	(6,313.55)	(3,219,884.00)	(3,213,570.45)	(.2)

TOWN OF ELIZABETH
BALANCE SHEET
OCTOBER 31, 2022

WATER SEWER FUND

ASSETS

52-100001	CASH IN COMBINED CASH FUND	4,235,459.99	
52-101000	PETTY CASH	100.00	
52-110000	ACCOUNTS RECEIVABLE: UB	151,712.60	
52-115000	ACCOUNTS RECEIVABLE:OTHER	3,170.47	
52-160100	LAND: WATER	171,737.60	
52-160200	LAND: SEWER	143,729.50	
52-161100	EASEMENTS: WATER	10,890.77	
52-161200	EASEMENTS: SEWER	32,271.26	
52-162100	PLANT & EQUIPMENT: WATER	2,271,315.79	
52-162200	PLANT & EQUIPMENT: SEWER	6,013,924.47	
52-163100	WATER IMPROVEMENTS	2,288,597.77	
52-163200	SEWER IMPROVEMENTS	2,727,573.38	
52-165100	CONSTRUCTION IN PROGRESS: WTR	1,303,568.39	
52-165200	CONSTRUCTION IN PROGRESS: SWR	49,500.00	
52-169100	ACCUMULATED DEP: WATER	(2,727,106.48)	
52-169200	ACCUMULATED DEP: SEWER	(3,822,205.34)	
	TOTAL ASSETS		12,854,240.17

LIABILITIES AND EQUITY

LIABILITIES

52-202000	ACCOUNTS PAYABLE	21,978.85	
52-202400	AR - REIMB EXP - MISC	1,071.63	
52-203000	RETAINAGE PAYABLE	24,515.00	
52-215200	ACCRUED INT PAY: SEWER	2,479.00	
52-218000	COMPENSATED ABSENCES PAYABLE	13,777.88	
52-218100	COMP ABSENCES- CURRENT PAYABLE	1,377.79	
52-220000	CUSTOMER METER DEPOSITS	45,907.00	
52-231200	2007 CWRPDA CUR NOTES PAYABLE	60,120.00	
52-239402	2007 CWRPDA NOTE PAYABLE	337,558.35	
	TOTAL LIABILITIES		508,785.50

FUND EQUITY

52-280000	RETAINED EARNINGS	12,508,662.70	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(163,208.03)	
	BALANCE - CURRENT DATE	(163,208.03)	
	TOTAL FUND EQUITY		12,345,454.67
	TOTAL LIABILITIES AND EQUITY		12,854,240.17

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CHARGE FOR SERVICES / TAP FEES</u>					
52-34-4100 WATER SALES	69,514.18	685,083.09	650,000.00	(35,083.09)	105.4
52-34-4200 SEWER SALES	62,159.49	627,058.03	675,000.00	47,941.97	92.9
52-34-8100 WATER TAP FEES	.00	193,875.00	520,000.00	326,125.00	37.3
52-34-8200 SEWER TAP FEES	.00	402,572.00	592,000.00	189,428.00	68.0
TOTAL CHARGE FOR SERVICES / TAP FEES	131,673.67	1,908,588.12	2,437,000.00	528,411.88	78.3
<u>MISCELLANEOUS</u>					
52-36-1000 INVESTMENT INCOME	11,580.68	44,805.90	2,700.00	(42,105.90)	1659.5
52-36-9000 OTHER REVENUE	2,056.17	60,398.03	91,000.00	30,601.97	66.4
TOTAL MISCELLANEOUS	13,636.85	105,203.93	93,700.00	(11,503.93)	112.3
TOTAL FUND REVENUE	145,310.52	2,013,792.05	2,530,700.00	516,907.95	79.6

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>WATER</u>					
52-57-1100 SALARIES & WAGES- WATER	10,704.98	98,830.12	130,875.00	32,044.88	75.5
52-57-1300 OVERTIME	393.46	5,106.15	9,000.00	3,893.85	56.7
52-57-1400 WORKERS' COMPENSATION	328.16	2,990.16	6,295.00	3,304.84	47.5
52-57-1500 HEALTH INSURANCE	2,907.64	29,153.38	25,050.00	(4,103.38)	116.4
52-57-1550 RETIREMENT	224.21	2,327.05	3,925.00	1,597.95	59.3
52-57-1600 FICA	839.21	7,833.05	10,012.00	2,178.95	78.2
52-57-1700 COLO UNEMPLOYMENT	22.18	198.12	524.00	325.88	37.8
52-57-1825 MEMBERSHIPS - EMPLOYEE	.00	527.00	900.00	373.00	58.6
52-57-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,325.00	1,325.00	.0
52-57-1900 ALLOWANCES	180.00	1,532.14	1,625.00	92.86	94.3
52-57-3200 CONTRACTED SERVICES	23,980.38	83,157.57	140,000.00	56,842.43	59.4
52-57-4800 TELEPHONE AND CELLPHONES	.00	.00	1,800.00	1,800.00	.0
52-57-4900 UTILITIES	17,828.00	82,888.61	90,000.00	7,111.39	92.1
52-57-5400 INSURANCE	219.38	9,672.63	10,000.00	327.37	96.7
52-57-5500 LEGAL - CONTRACTED	.00	.00	8,000.00	8,000.00	.0
52-57-6000 MAINTENANCE AND REPAIRS	11,357.95	59,456.87	150,000.00	90,543.13	39.6
52-57-7500 CHEMICAL SUPPLIES	5,697.60	7,860.01	9,000.00	1,139.99	87.3
52-57-7550 WATER SUPPLIES	.00	13,711.43	14,000.00	288.57	97.9
52-57-9000 OTHER	.00	2,280.81	18,000.00	15,719.19	12.7
52-57-9100 RITORO WELLS	.00	1,212,087.44	700,000.00	(512,087.44)	173.2
52-57-9900 WATER LINE UPGRADE	.00	.00	25,000.00	25,000.00	.0
TOTAL WATER	74,683.15	1,619,612.54	1,355,331.00	(264,281.54)	119.5
<u>SEWER</u>					
52-58-1100 -SALARIES & WAGES- SEWER	10,704.97	98,830.09	130,875.00	32,044.91	75.5
52-58-1300 OVERTIME	393.46	5,106.15	9,000.00	3,893.85	56.7
52-58-1400 WORKERS' COMPENSATION	328.16	2,989.97	6,295.00	3,305.03	47.5
52-58-1500 HEALTH INSURANCE	2,907.70	29,154.21	25,050.00	(4,104.21)	116.4
52-58-1550 RETIREMENT	224.25	2,327.45	3,925.00	1,597.55	59.3
52-58-1600 FICA	839.31	7,833.44	10,012.00	2,178.56	78.2
52-58-1700 COLO UNEMPLOYMENT	30.63	280.45	524.00	243.55	53.5
52-58-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	900.00	900.00	.0
52-58-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,325.00	1,325.00	.0
52-58-1900 ALLOWANCES	180.00	1,532.14	1,625.00	92.86	94.3
52-58-3200 CONTRACTED SERVICES	19,939.64	62,744.28	110,000.00	47,255.72	57.0
52-58-4800 TELEPHONE AND CELLPHONES	244.82	5,708.47	9,000.00	3,291.53	63.4
52-58-4900 UTILITIES	8,413.74	52,795.58	70,000.00	17,204.42	75.4
52-58-5400 INSURANCE	219.40	10,670.16	12,000.00	1,329.84	88.9
52-58-6000 MAINTENANCE AND REPAIRS	29,667.64	84,382.73	130,000.00	45,617.27	64.9
52-58-7500 SEWER SUPPLIES	.00	.00	2,500.00	2,500.00	.0
52-58-9000 OTHER	.00	81.00	6,000.00	5,919.00	1.4
52-58-9400 WTP UPGRADES	.00	9,900.00	968,000.00	958,100.00	1.0
TOTAL SEWER	74,093.72	374,336.12	1,497,031.00	1,122,694.88	25.0

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2022

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>2007 CWRPDA</u>					
52-63-6300 2007 CWRPDA PYMT- PRINCIPAL	.00	29,781.26	57,928.00	28,146.74	51.4
52-63-6400 2007 CWRPDA- INTEREST	.00	7,436.86	16,508.00	9,071.14	45.1
TOTAL 2007 CWRPDA	.00	37,218.12	74,436.00	37,217.88	50.0
<u>DEPARTMENT 65</u>					
52-65-9900 TRANSFER TO GENERAL FUND	14,583.33	145,833.30	175,000.00	29,166.70	83.3
TOTAL DEPARTMENT 65	14,583.33	145,833.30	175,000.00	29,166.70	83.3
TOTAL FUND EXPENDITURES	163,360.20	2,177,000.08	3,101,798.00	924,797.92	70.2
NET REVENUE OVER EXPENDITURES	(18,049.68)	(163,208.03)	(571,098.00)	(407,889.97)	(28.6)



TOWN OF ELIZABETH

TO: Honorable Mayor and Board of Trustees
FROM: Karli Pronske Student Liaison
DATE: January 3rd, 2023
SUBJECT: Student Liaison Report

SUMMARY

Welcome 2023!!

Hello everyone, and happy New Year! I'm writing this to you all on the first day back at school, and I can't begin to tell you the extent to which students needed that break. Students and teachers are coming back to school with more energy, and are excited for the second half of the school year.

In the last few weeks before break, our student body was incredibly busy with the end-of-semester activities. Our EHS choir and the EMS choir put together a combined performance on December 6th, the EHS band and EMS performed a combined performance on December 13th, and the EHS orchestra and EMS orchestra performed a combined concert on December 12th. These concerts allowed our students with a passion for music to display the skills they've been working on throughout the first semester.

Our CNA (Certified Nursing Assistant) program and our automotive program have been incredibly beneficial for those students hoping to pursue a career in that line of work following graduation. Another class that has been helping to equip students for their potential careers is our Graphic Design class. Students were taught the fundamentals of photoshop, and at the end of the semester had to pass a test from Adobe to achieve professional certification. This can now be added to their resume for future employers, and will be incredibly useful when applying for jobs. Another opportunity provided for students interested in law enforcement, was the Student Police Academy. Students were able to attend a 12-week program which was held every Wednesday from 4:30 to 8:30 to learn about law enforcement, go on field trips, and hear from local police officers. 38 students graduated from this program on November 30th.

As for our winter athletics, our basketball teams and wrestling team are now in the middle of their seasons and are working hard at practice to improve their skills. Our EHS Poms team went to the state competition on December 10th, and performed beautifully; however, there were some tough competitors. The girls are already looking forward to next year.



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
NOVEMBER 10, 2022**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, November 10, 2022, at 8:34 AM by Vice President Linda Bulmer.

ROLL CALL

Present were Vice President Linda Bulmer and Board Members Michael Hussey, Jeff Struthers, and Kurt Prinslow. President Tedd Lipka and Board Member Brandon Jeffress were not present. There was a quorum to conduct business.

Also present were Planner/Project Manager Zach Higgins, Deputy Town Clerk Harmony Malakowski and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

No agenda changes from staff or board members. Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

Minutes of the Regular Meeting of October 13, 2022

Motion by Mr. Hussey, seconded by Mr. Struthers, to approve the minutes from October 13, 2022. The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS

DOLA Main Street Program Discussion

Gail Langley and Larry Lucas, representatives of DOLA Main Street Program, led a discussion regarding the Town's Main Street program for the upcoming year.

Discussion regarding Main Street Streetscape Feedback

Ms. Bulmer provided an update regarding the Providence Consulting letter provided in the packet.



Discussion regarding Gesin lot development hold and the streetscape traffic study.

Discussion regarding 2022 ornaments

Motion by Mr. Hussey, seconded by Mr. Prinslow, to purchase another 50 ornaments for this current year.

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

Discussion regarding 2023 Schedule

Motion by Mr. Hussey, seconded by Mr. Prinslow, to accept the 2023 Schedule as presented and move the regularly scheduled meeting to the 2nd Monday of each month starting in January.

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

Discussion and possible action regarding the December 2022 meeting date

Motion by Mr. Hussey, seconded by Mr. Struthers, to move the December 2022 meeting date to December 12th at 8:30 AM.

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

Discussion regarding BOT quarterly update

Ms. Bulmer will provide the quarterly update to the Board of Trustees at their November 29th meeting.

STAFF REPORTS

- Mr. Higgins will be providing the feedback memo to the Board of Trustees at their November 15th meeting.
- Discussion regarding the Gesin lot.
- Mr. Higgins updated the Board regarding upcoming training opportunities.
- Third quarter stats have been provided to DOLA.

BOARD REPORTS

No further reports from the Board.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Struthers, to adjourn the meeting at 10:18 AM.

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



TOWN OF ELIZABETH

President Tedd Lipka

vice president
LINDA BULMER

Deputy Town Clerk Harmony Malakowski

