# TOWN OF ELIZABETH

**BOARD OF TRUSTEES REGULAR MEETING**
**Tuesday, May 09, 2023 at 7:00 PM**
**Town Hall, 151 S. Banner Street**

**Conferencing Access Information: This is viewing only access**
https://us02web.zoom.us/j/84158628213?pwd=RENFeGlkVWJHNnFQdlE4YVRwTXlyUT09
**Join via phone at 1 669 900 9128** **Meeting ID:** 841 5862 8213
**Meeting Passcode:**
311957

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**UNSCHEDULED PUBLIC COMMENT**

**AGENDA CHANGES**

**CONSENT AGENDA**

1. Minutes of the Regular Meeting of April 25, 2023

**PRESENTATIONS**

2. Adams Group 2022 Audit – Kevin Kimball
3. Presentation of appreciation to Karli Pronske - Mayor Snively

**PROCLAMATION**

4. Recognition of National Public Works Week - Mayor Snively
5. Recognition of Police Week - Mayor Snively

**NEW BUSINESS**

6. Discussion and possible action on Ordinance 23-04, an Ordinance amending Section 6-3-90 of the Elizabeth Municipal Code to permit Tastings at Fermented Malt Beverage and Wine Retailers – Patrick Davidson
7. Discussion and possible action on Resolution 23R18, a Resolution authorizing the Director of Public Works to expend funds for purposes of retaining Atla Contracting & Environmental Solutions for the demolition of improvements located at 174 Banner Street, Elizabeth, Colorado – Patrick Davidson

8. Discussion and possible action on Resolution 23R19, a Resolution approving the second amendment to agreement for Professional Services between the Town and CORE Consultants, Inc. for the design of the Main Street Streetscape/widening project – Zach Higgins
9. Discussion and possible action on Resolution 23R20, A Resolution granting a waiver for property located at 392 South Main Street of the Town's Site Plan requirements pursuant to Elizabeth Municipal Code Sections 16-1-200(A)(15)b.2 and 16-1-270(d)– Zach Higgins
10. Discussion on Pickaxe Presentation – Zach Higgins

**MANAGEMENT MONITORING REPORTS**

11. Management Monitoring Reports

**BOARD OF TRUSTEES REPORTS**

12. Board reports

**STUDENT LIAISON REPORT**

13. Student Liaison report – Karli Pronske

**MINUTES**

14. Minutes of the Planning Commission Regular Meeting of March 21, 2023
15. Minutes of the Historic Advisory Board Regular Meeting of April 3, 2023

**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

April 25, 2023

**CALL TO ORDER**
The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, April 25, 2023, at 7:00 p.m. by Mayor Nick Snively.

**ROLL CALL**
Present were Mayor Nick Snively, Trustees Loren Einspahr, Tammy Payne, Angela Ternus, Barb McGinn, and Joe Belongia. Mayor Pro Tem Linda Secrist was not present. There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Interim Police Chief Jeff Engel, Community Development Director Zach Higgins, and Town Attorney Corey Hoffmann.

**PLEDGE OF ALLEGIANCE**
Mayor Snively led the Board in the Pledge of Allegiance.

**UNSCHEDULED PUBLIC COMMENT**
There was no public comment.

**AGENDA CHANGES**
The Administrator requested to reschedule item 2, presentation from Stacy Salling – East Central Council of Governments – Regional Grants Navigator. The Administrator also requested to reschedule the presentation to Karli Pronske.

No agenda changes from the Board.

Agenda set.

**CONSENT AGENDA**
1. Minutes of the Regular Meeting of April 11, 2023.

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

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

**PROCLAMATION**

4. 54th Annual Professional Municipal Clerks Week

Mayor Snively read the 54th Annual Professional Municipal Clerks Week Proclamation.

**OLD BUSINESS**

5. Discussion on the Old Town Traffic Study

Matt Brown with Stolfus & Associates Inc. gave a report on the Old Town Traffic Study.

**MANAGEMENT MONITORING REPORTS**

- Town Administrator Patrick Davidson did not have anything additional to add.
- Community Development Director Zach Higgins discussed having internet service on Main Street and Running Creek Park during events.
- Interim Police Chief Jeff Engel let the Board know that Officer Burnley and Officer Sage attended Crisis Intervention Training.
- Interim Chief Engel informed the Board that he has applied for 2 CIRSA endowment fund grants.
- Interim Chief Engel let the Board know that officers have completed courtroom testimony training as well as training with the Elbert County Sheriff's Department.
- Interim Chief Engel told the Board he is working with Janet McCracken to develop vision and mission values.
- Interim Chief Engel updated the Board regarding traffic study results.
- Trustee McGinn stated that she appreciated meeting officers and participating in a ride along.
- Mayor Snively commented that he has heard complaints about the increased visibility of the police department. Mayor Snively went on to say this is a good problem to have.
- Town Attorney Corey Hoffmann gave an update on Senate Bill 23-213.
- Mr. Hoffmann discussed fireworks and requested direction from the Board.
- Town Clerk Michelle Oeser requested direction from the Board on Sponsorship for the Elizabeth Stampede Rodeo.
- Ms. Oeser gave an update to the Board on attending teen court in Castle Rock.
- Ms. Oeser discussed DMV2Go.
- Ms. Oeser discussed what types of swag have been purchased for event participation.
- Trustee Ternus asked about financial reports and when the audit would be presented.
- Mr. Davidson gave an update on the fencing at Running Creek Park.
- Discussion on preparation and maintenance of parks.
- Discussion on Town Hall landscaping.
- Discussion on when the new wells will be coming online.

- Trustee Einspahr asked where the Town was regarding the two houses across the street.
- Trustee Payne discussed the sidewalk repair on Main Street.

**BOARD OF TRUSTEE REPORTS**

- Trustee Belongia thanked the police department for the ride along.
- Mayor Snively asked Mr. Davidson where we are on providing live feed for Board meetings.
- Discussion on an article in the Elbert County News.

**EXECUTIVE SESSION**

Motion by Mayor Snively, seconded by Trustee Einspahr, to adjourn the regular meeting at 8:23 p.m. and enter an executive session "To determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402 (4)(e)." For purposes to authorize the Town Administrator or his representative to negotiate a possible land purchase for the benefit of the Town of Elizabeth.

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

Motion by Trustee Einspahr, seconded by Trustee Belongia, to adjourn the executive session, and return to the regular meeting at 8:52 p.m.
The vote of those Trustees present was unanimously in favor. Motion carried.

**ADJOURNMENT**

Motion by Trustee Einspahr, seconded by Trustee Belongia, to adjourn the meeting at 8:52 p.m.
The vote of those Trustees present was unanimously in favor. Motion carried.

_____ _____

Town Clerk Michelle Oeser Mayor Nick Snively

TOWN OF ELIZABETH, COLORADO

FINANCIAL STATEMENTS
DECEMBER 31, 2022

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THE ADAMS GROUP, LLC

CERTIFIED PUBLIC ACCOUNTANTS

# INDEPENDENT AUDITORS' REPORT

Honorable Mayor and Members of the Board of Trustees
Town of Elizabeth
Elizabeth, Colorado

## *Opinions*

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Elizabeth (the Town) as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Elizabeth, as of December 31, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule and GASB required pension schedules be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the Management's Discussion & Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The budgetary comparison schedules and local highway finance report are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison schedules and local highway finance report are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The Adams Group, LLC

Denver, Colorado
May 1, 2023

BASIC FINANCIAL STATEMENTS

# TOWN OF ELIZABETH
# STATEMENT OF NET POSITION
# DECEMBER 31, 2022

| | Governmental Activities | Business-Type Activities | Total |
|---|---|---|---|
| Assets | | | |
| Cash and investments | $ 14,630,704 | $ 4,258,464 | $ 18,889,168 |
| Cash and investments - restricted | 369,466 | 159,063 | 528,529 |
| Accounts receivable | 995,976 | 141,832 | 1,137,808 |
| Property taxes receivable | 803,414 | - | 803,414 |
| Customer deposits | 984 | - | 984 |
| Prepaid items | 27,248 | 413 | 27,661 |
| Capital assets, not depreciated | 1,177,787 | 3,514,229 | 4,692,016 |
| Capital assets, net of depreciation | 12,297,288 | 6,335,315 | 18,632,603 |
| Net pension asset | 319,291 | - | 319,291 |
| Total Assets | 30,622,158 | 14,409,316 | 45,031,474 |
| Deferred Outflows of Resources | | | |
| Loss on refunding | 59,460 | - | 59,460 |
| Related to pension | 194,002 | - | 194,002 |
| Total Deferred Outflows of Resources | 253,462 | - | 253,462 |
| Liabilities | | | |
| Accounts payable and accrued liabilities | 277,687 | 227,915 | 505,602 |
| Accrued interest payable | 5,522 | 2,103 | 7,625 |
| Unearned revenue | 325,329 | - | 325,329 |
| Deposits | - | 45,913 | 45,913 |
| Noncurrent liabilities: | | | |
| Due within one year | 444,759 | 63,854 | 508,613 |
| Due in more than one year | 1,927,829 | 289,744 | 2,217,573 |
| Total Liabilities | 2,981,126 | 629,529 | 3,610,655 |
| Deferred Inflows of Resources | | | |
| Related to pension | 243,830 | - | 243,830 |
| Unavailable property taxes | 803,414 | - | 803,414 |
| Total Deferred Outflows of Resources | 1,047,244 | - | 1,047,244 |
| Net Position | | | |
| Net investment in capital assets | 11,150,072 | 9,313,645 | 20,463,717 |
| Restricted | | | |
| Net pension asset | 319,291 | - | 319,291 |
| Emergency reserves | 219,692 | - | 219,692 |
| Debt service | 249,514 | 156,960 | 406,474 |
| Conservation trust | 114,430 | - | 114,430 |
| Unrestricted | 14,794,251 | 4,309,182 | 19,103,433 |
| Total Net Position | $ 26,847,250 | $ 13,779,787 | $ 40,627,037 |

The accompanying notes are an integral part of the financial statements.

# TOWN OF ELIZABETH
# STATEMENT OF ACTIVITIES
# YEAR ENDED DECEMBER 31, 2022

| Functions/Programs | Expenses | Program Revenues: Charges for Services | Program Revenues: Operating Grants and Contributions | Program Revenues: Capital Grants and Contributions | Net (Expense) Revenue and Changes in Net Position: Governmental Activities | Net (Expense) Revenue and Changes in Net Position: Business-Type Activities | Net (Expense) Revenue and Changes in Net Position: Total |
|---|---|---|---|---|---|---|---|
| Primary government: | | | | | | | |
| Governmental Activities: | | | | | | | |
| General government | $ 991,060 | $ 264,907 | $ 6,270 | $ - | $ (719,883) | $ - | $ (719,883) |
| Community development | 455,385 | - | - | - | (455,385) | - | (455,385) |
| Public safety | 1,222,509 | 117,555 | - | - | (1,104,954) | - | (1,104,954) |
| Public works | 1,389,609 | 11,735 | - | 166,792 | (1,211,082) | - | (1,211,082) |
| Interest and fiscal charges | 88,058 | - | - | - | (88,058) | - | (88,058) |
| Total governmental activities | 4,146,621 | 394,197 | 6,270 | 166,792 | (3,579,362) | - | (3,579,362) |
| Business-Type Activities: | | | | | | | |
| Water and wastewater | 1,447,177 | 1,541,954 | - | 1,164,247 | - | 1,259,024 | 1,259,024 |
| Total business-type activities | 1,447,177 | 1,541,954 | - | 1,164,247 | - | 1,259,024 | 1,259,024 |
| Total primary government | 5,593,798 | 1,936,151 | 6,270 | 1,331,039 | (3,579,362) | 1,259,024 | (2,320,338) |
| GENERAL REVENUES: | | | | | | | |
| Sales and use taxes | | | | | 4,725,895 | - | 4,725,895 |
| Property taxes | | | | | 714,473 | - | 714,473 |
| Specific ownership taxes | | | | | 113,795 | - | 113,795 |
| Other taxes | | | | | 72,948 | - | 72,948 |
| Public improvement fees | | | | | 766,369 | - | 766,369 |
| Investment earnings | | | | | 246,604 | 73,229 | 319,833 |
| Miscellaneous | | | | | 115,713 | 113,729 | 229,442 |
| Internal balances | | | | | 175,000 | (175,000) | - |
| Total general revenues | | | | | 6,930,797 | 11,958 | 6,942,755 |
| Change in net position | | | | | 3,351,435 | 1,270,982 | 4,622,417 |
| Net position - beginning | | | | | 23,495,815 | 12,508,805 | 36,004,620 |
| Net position - ending | | | | | $ 26,847,250 | $ 13,779,787 | $ 40,627,037 |

The accompanying notes are an integral part of the financial statements.

# TOWN OF ELIZABETH
# GOVERNMENTAL FUNDS – BALANCE SHEET
# DECEMBER 31, 2022

| | General | Street Capital Improvement | Capital Improvements | Non-Major Street Maintenance | Total Governmental Funds |
|---|---|---|---|---|---|
| Assets | | | | | |
| Cash and investments | $ 2,489,411 | $ 2,891,770 | $ 8,345,324 | $ 904,199 | $ 14,630,704 |
| Cash and investments - restricted | 114,430 | 255,036 | - | - | 369,466 |
| Accounts receivable | 345,168 | 268,964 | 298,849 | 82,995 | 995,976 |
| Property taxes receivable | 803,414 | - | - | - | 803,414 |
| Customer deposits | 984 | - | - | - | 984 |
| Prepaid items | 27,248 | - | - | - | 27,248 |
| Total assets | $ 3,780,655 | $ 3,415,770 | $ 8,644,173 | $ 987,194 | $ 16,827,792 |
| Liabilities, Deferred inflows of resources and fund balance | | | | | |
| Liabilities: | | | | | |
| Accounts payable and retainage | $ 84,937 | $ 29,214 | $ 8,937 | $ 16,784 | $ 139,872 |
| Accrued liabilities | 132,750 | - | - | 5,065 | 137,815 |
| Unearned revenue | 303,829 | 11,500 | - | 10,000 | 325,329 |
| Total liabilities | 521,516 | 40,714 | 8,937 | 31,849 | 603,016 |
| Deferred inflows of resources | | | | | |
| Unavailable property taxes | 803,414 | - | - | - | 803,414 |
| Total deferred inflows of resources | 803,414 | - | - | - | 803,414 |
| Fund balance: | | | | | |
| Nonspendable | | | | | |
| Customer deposits | 984 | - | - | - | 984 |
| Prepaid items | 27,248 | - | - | - | 27,248 |
| Restricted | | | | | |
| Emergencies | 219,692 | - | - | - | 219,692 |
| Debt service | - | 255,036 | - | - | 255,036 |
| Conservation trust | 114,430 | - | - | - | 114,430 |
| Committed | | | | | |
| Street maintenance | - | - | - | 955,345 | 955,345 |
| Street improvements | - | 3,120,020 | - | - | 3,120,020 |
| Capital improvements | - | - | 8,635,236 | - | 8,635,236 |
| Assigned for | | | | | |
| Subsequent year budget | 106,292 | - | - | - | 106,292 |
| Unassigned | 1,987,079 | - | - | - | 1,987,079 |
| Total fund balances | 2,455,725 | 3,375,056 | 8,635,236 | 955,345 | 15,421,362 |
| Total liabilities, deferred inflows of resources and fund balances | $ 3,780,655 | $ 3,415,770 | $ 8,644,173 | $ 987,194 | $ 16,827,792 |

The accompanying notes are an integral part of the financial statements.

TOWN OF ELIZABETH
RECONCILIATION OF THE GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2022

| | | |
|---|---|---|
| Total fund balance, governmental funds | $ | 15,421,362 |
| Amounts reported for governmental activities in the statement of net position are different because: | | |
| Capital assets used in governmental activities are not financial resources and therefore, are not reported in the governmental funds. | | 13,475,075 |
| Long-term liabilities, including loans payable are not due and payable in the current period, and therefore, are not reported in governmental funds. | | |
| Bonds payable | | (2,325,000) |
| Accrued interest | | (5,522) |
| Compensated absences | | (47,588) |
| Net pension asset is not available to pay for current expenditures and, therefore, is not reported in the funds | | 319,291 |
| Deferred outflows of resources used in governmental activities are not financial resources and, therefore, are not reported in governmental funds. | | |
| Related to pension | | 194,002 |
| Loss on refunding | | 59,460 |
| Deferred inflows of resources used in governmental activities are not financial resources and, therefore, are not reported in governmental funds. | | |
| Related to pension | | (243,830) |
| Total net position of governmental activities | $ | 26,847,250 |

The accompanying notes are an integral part of the financial statements.

# TOWN OF ELIZABETH
# STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCES – GOVERNMENTAL FUNDS
# YEAR ENDED DECEMBER 31, 2022

| Revenues | General | Street Capital Improvement | Capital Improvements | Non-Major Street Maintenance | Total Governmental Funds |
|---|---|---|---|---|---|
| Taxes | $ 1,875,937 | $ 1,620,552 | $ 1,800,613 | $ 257,061 | $ 5,554,163 |
| Public improvement fees | 744,144 | - | - | 22,225 | 766,369 |
| Licenses and permits | 264,907 | - | - | 11,735 | 276,642 |
| Intergovernmental | 6,270 | - | - | 166,792 | 173,062 |
| Charges for services | 117,555 | - | - | - | 117,555 |
| Investment earnings | 47,881 | 55,617 | 128,678 | 14,428 | 246,604 |
| Miscellaneous | 128,150 | - | 60,511 | - | 188,661 |
| Total revenues | 3,184,844 | 1,676,169 | 1,989,802 | 472,241 | 7,323,056 |
| **Expenditures** | | | | | |
| Current: | | | | | |
| General government | 960,593 | - | - | - | 960,593 |
| Community development | 455,385 | - | - | - | 455,385 |
| Public safety | 1,256,799 | - | - | - | 1,256,799 |
| Public works | 119,998 | 146,122 | - | 492,114 | 758,234 |
| Capital outlay | 115,442 | 954,054 | 103,835 | - | 1,173,331 |
| Debt service: | | | | | |
| Principal | - | 410,000 | - | - | 410,000 |
| Interest and fiscal charges | - | 77,066 | - | - | 77,066 |
| Total expenditures | 2,908,217 | 1,587,242 | 103,835 | 492,114 | 5,091,408 |
| Excess (deficiency) of revenues over (under) expenditures | 276,627 | 88,927 | 1,885,967 | (19,873) | 2,231,648 |
| Other financing sources (uses) | | | | | |
| Transfers in | 280,000 | - | - | 143,297 | 423,297 |
| Transfers out | (143,297) | (50,000) | (55,000) | - | (248,297) |
| Total other financing sources (uses) | 136,703 | (50,000) | (55,000) | 143,297 | 175,000 |
| Net change in fund balances | 413,330 | 38,927 | 1,830,967 | 123,424 | 2,406,648 |
| Fund balances - beginning | 2,042,395 | 3,336,129 | 6,804,269 | 831,921 | 13,014,714 |
| Fund balances - ending | $ 2,455,725 | $ 3,375,056 | $ 8,635,236 | $ 955,345 | $ 15,421,362 |

The accompanying notes are an integral part of the financial statements.

# TOWN OF ELIZABETH
## RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCES – GOVERNMENTAL FUNDS – TO THE STATEMENT OF ACTIVITIES
## YEAR ENDED DECEMBER 31, 2022

| | | |
|---|---|---|
| Net change in fund balance - total governmental funds: | $ | 2,406,648 |
| Amounts reported for governmental activities in the statement of activities are different because: | | |
| Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. | | |
| Capital outlay | | 1,127,206 |
| Depreciation expense | | (677,447) |
| Governmental funds report principal payments as expenditures. However, in the statement of activities these payments are reflected as a reduction in long-term debt obligations. | | 410,000 |
| Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds | | |
| Change in accrued interest payable | | 900 |
| Change in accrued compensated absences | | 2,426 |
| Amortization of loss on refunding | | (11,892) |
| Pension income | | 93,594 |
| Change in net position of governmental activities | $ | 3,351,435 |

The accompanying notes are an integral part of the financial statements.

TOWN OF ELIZABETH
PROPRIETARY FUND
STATEMENT OF NET POSITION
DECEMBER 31, 2022

| | Water and Wastewater |
|---|---|
| Assets | |
| Current assets: | |
| Cash and investments | $ 4,258,464 |
| Cash and investments - restricted | 159,063 |
| Accounts receivable | 141,832 |
| Prepaid items | 413 |
| Total current assets | 4,559,772 |
| Noncurrent assets: | |
| Capital assets, not being depreciated | 3,514,229 |
| Capital assets, net of depreciation | 6,335,315 |
| Total noncurrent assets | 9,849,544 |
| Total assets | 14,409,316 |
| Liabilities | |
| Current liabilities: | |
| Accounts payable and retainage | 217,785 |
| Accrued liabilities | 10,130 |
| Accrued interest payable | 2,103 |
| Customer deposits | 45,913 |
| Compensated absences, current portion | 1,458 |
| Loans payable, current portion | 62,396 |
| Total current liabilities | 339,785 |
| Noncurrent liabilities: | |
| Compensated absences | 14,582 |
| Loans payable | 275,162 |
| Total noncurrent liabilities | 289,744 |
| Total liabilities | 629,529 |
| Net Position | |
| Net investment in capital assets | 9,313,645 |
| Restricted | |
| Debt service | 156,960 |
| Unrestricted | 4,309,182 |
| Total net position | $ 13,779,787 |

The accompanying notes are an integral part of the financial statements.

TOWN OF ELIZABETH
PROPRIETARY FUND
STATEMENT OF REVENUES, EXPENSES
AND CHANGE IN NET POSITION
YEAR ENDED DECEMBER 31, 2022

| | Water and Wastewater |
|---|---|
| Operating revenues | |
| Charges for services | $ 1,541,954 |
| Miscellaneous | 113,729 |
| Total operating revenues | 1,655,683 |
| Operating expenses | |
| Systems operations | 1,016,453 |
| Depreciation | 416,785 |
| Total operating expenses | 1,433,238 |
| Operating income | 222,445 |
| Nonoperating revenues (expenses) | |
| Investment earnings | 73,229 |
| Interest expense | (13,939) |
| Total non-operating revenues (expenses) | 59,290 |
| Income before contributions and transfers | 281,735 |
| Capital contributions | 1,164,247 |
| Transfers out | (175,000) |
| Change in net position | 1,270,982 |
| Net position, beginning of year | 12,508,805 |
| Net position, end of year | $ 13,779,787 |

The accompanying notes are an integral part of the financial statements.

TOWN OF ELIZABETH
PROPRIETARY FUND
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2022

| | Water and Wastewater |
|---|---|
| Cash Flows From Operating Activities | |
| Cash received from customers | $ 1,635,489 |
| Cash paid to suppliers | (765,686) |
| Cash paid to employees | (267,369) |
| Net cash provided by operating activities | 602,434 |
| Cash Flows From Capital and Related Financing Activities | |
| Acquisition of capital assets | (1,802,531) |
| Tap fees received | 1,164,247 |
| Loan principal payments | (60,120) |
| Loan interest payment | (14,315) |
| Net cash used by capital and related financing activities | (712,719) |
| Cash Flows From Noncapital Financing Activities | |
| Cash paid to other funds | (175,000) |
| Net cash provided by capital and related financing activities | (175,000) |
| Cash Flows From Investing Activities | |
| Interest received | 73,229 |
| Net cash provided by investing activities | 73,229 |
| Net change in cash and cash equivalents | (212,056) |
| Cash and cash equivalents and restricted cash, beginning of year | 4,629,583 |
| Cash and cash equivalents and restricted cash, end of year | $ 4,417,527 |
| Reconciliation of Net Operating Income to Net Cash Provided by Operating Activities | |
| Net operating income | $ 222,445 |
| Adjustments to reconcile net operating income to cash provided by operating activities | |
| Depreciation expense | 416,785 |
| Changes in assets and liabilities related to operations | |
| Accounts receivable | (20,194) |
| Prepaid items | (61) |
| Accounts payable | (25,782) |
| Accrued liabilities | (1,525) |
| Customer deposits | 9,882 |
| Compensated absences payable | 884 |
| Net cash provided by operating activities | $ 602,434 |
| Reconciliation of Cash and Cash Equivalents to Proprietary Funds Statement of Net Position | |
| Cash and cash equivalents | $ 4,258,464 |
| Restricted cash | 159,063 |
| Total cash and cash equivalents | $ 4,417,527 |

The accompanying notes are an integral part of the financial statements.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### Financial Reporting Entity

The Town of Elizabeth, Colorado (the Town), was incorporated in 1890, and is governed by a Mayor and six-member Board of Trustees elected by the residents.

The accounting policies of the Town conform to generally accepted accounting principles as applicable to government entities. The Governmental Accounting Standard Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Following is a summary of the more significant policies.

The financial reporting entity consists of the Town, organizations for which the Town is financially accountable, and organizations that raise and hold economic resources for the direct benefit of the Town. All funds, organizations, institutions, agencies, departments, and offices that are not legally separate are part of the Town. Legally separate organizations for which the Town is financially accountable are considered part of the reporting entity. Financial accountability exists if the Town appoints a voting majority of the organization's governing board and is able to impose its will on the organization, or if there is a potential for the organization to provide benefits to or impose financial burdens on the Town. The Town has no component units, nor is the Town a component of any other governmental entity.

### Government-Wide and Fund Financial Statements

The more significant accounting policies of the Town are described as follows:

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all activities of the Town. For the most part, the effect of interfund activity has been removed from these financial statements. Government activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of net position presents the financial position of the governmental and business-type activities of the Town at year-end. The difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources is reported as net position.

The statement of activities demonstrates the degree to which the direct expenses of the given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide and Fund Financial Statements (continued)

Separate financial statements are provided for governmental funds and the proprietary fund. Major individual funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met. Property taxes are recognized as revenues in the year for which they are levied. Depreciation is computed and recorded as an expense. Expenditures for property and equipment are shown as increases in assets, and redemption of bonds and notes are recorded as reduction in liabilities.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current year or soon enough thereafter to pay liabilities of the current year. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current year. The major sources of revenue susceptible to accrual are property and sales taxes, intergovernmental revenues, and interest. Expenditure-driven grants are recognized when the qualifying expenditures have been incurred and all other eligibility requirements have been met. All other revenues are considered to be measurable and available only when cash is received by the Town. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences are recorded only when payment is due.

In the fund financial statements, the Town reports the following major governmental funds:

The *General Fund* is the general operating fund of the Town. It is used to account for all financial resources except those accounted for in another fund.

The *Street Capital Improvement Fund* accounts primarily for the collection of ninety percent (90%) of 1.5% sales and use tax restricted by election for the design, construction, and repayment of debt issued for streets and roads, improvements to street lights, storm water, drainage, pedestrian, landscaping, and modifications to utilities.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

The *Capital Improvement Fund* accounts for 1.5% sales and use tax collected beginning January 1, 2008, through December 31, 2033, restricted by election for the design, construction, and repayment of debt issued for general capital improvements, and land acquisition, and water and wastewater improvements.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The Town reports the following major proprietary fund:

The *Water and Wastewater Fund* accounts for the financial activities associated with the provision of water and sewer services.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services, or privileges provided; 2) operating grants and contributions, and; 3) capital grants and contributions, including special assessments. General revenues include all taxes, interest and investment earnings, and miscellaneous revenues.

Interfund transactions are treated and classified as revenues, expenditures, or expenses. These include interfund transfers from one fund to another for the purchase of goods or services, In the government-wide statement of activities, interfund transactions are eliminated unless the transfer is between the governmental and business-type activities.

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position/Fund Balance

Pooled Cash and Investments

The Town's cash and cash equivalents are considered to be unrestricted cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Whenever possible the Town pools cash equivalents to enhance investment opportunities and to facilitate management of cash resources. Investments are made taking into consideration safety, liquidity, and income potential. The Town makes investments pursuant to relevant State of Colorado statutes.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position/Fund Balance (Continued)

Investments are reported in accordance with GASB Statement 72, as amended.

Property Taxes and Receivables

All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. At December 31, 2022, the Town believes all amounts recorded are fully collectible.

By December 15 of each year, property taxes for the Town are levied by the Board and certified to Elbert County for collection in the subsequent year. These taxes attach as an enforceable lien on property as of January 1 of the succeeding year and are payable in full by April 30 or in two installments by June 15 in the year of collection. The taxes are collected by Elbert County on behalf of the Town.

Property taxes levied in the General Fund are included in receivables and deferred inflows of resources at December 31, 2022. These taxes are classified as deferred inflows since they are not normally available to the Town until mid-2023 and are budgeted for in 2023 as revenue.

Prepaid Items

Certain payments to vendors and other third parties reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. Expenditures/expenses are recorded when the service underlying the prepaid item is provided (consumption method).

Capital Assets

Capital assets, which include land, construction in progress, water and wastewater systems, buildings, equipment, and streets constructed or contributed since January 1, 2004, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and the proprietary fund in the fund financial statements. Capital assets are defined as assets with an initial, individual cost of $5,000 or more and an estimated useful life in excess of one year. Such assets are recorded at acquisition cost or estimated acquisition cost if purchased or constructed. Donated capital assets are recorded at the acquisition value on the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially expend asset lives are not capitalized.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position/Fund Balance (Continued)

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

| Description | Estimated Lives |
|---|---|
| Land improvements | 15 - 25 years |
| Infrastructure | 30 years |
| Buildings and improvements | 25 - 100 years |
| Vehicles and equipment | 3 - 30 years |
| Plant Equipment | 5 - 60 years |
| Plant improvements | 5-30 years |

Compensated Absences

Employees of the Town are allowed to accumulate unused vacation and sick time. Upon termination of employment from the Town, an employee will be compensated for all accrued vacation time, based on years of service, up to a maximum of 200 hours, at their current rate of pay. These compensated absences are expended when earned in the proprietary fund. Compensated absences of the governmental activities are expected to be liquidated primarily with revenues of the General Fund.

A long-term liability has been reported in the government-wide financial statements for the accrued vacation time. Employees are not paid for unused sick time. Therefore, no liability is reported for these compensated absences.

Long-Term Obligations

In government-wide financial statements and the proprietary fund in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities. Debt premiums, discounts and losses on debt refunding are deferred and amortized over the life of the debt using the straight-line method. In the governmental fund financial statements, the face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts are reported as other financing uses.

Issuance costs, whether or not withheld from the debt proceeds, are reported as current expenses or expenditures.

Deferred Outflows and Deferred Inflows of Resources

In addition to assets and liabilities, the statement of net position will sometimes report separate sections for deferred outflows of resources and deferred inflows of resources.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position/Fund Balance (Continued)

A deferred outflow of resources is a consumption of net position by the Town that is applicable to a future reporting period, and a deferred inflow of resources is an acquisition of net position by the Town that is applicable to a future reporting period. Both deferred outflows and inflows are reported in the statement of net position but are recognized in the financial statements as revenues and expenses until the period(s) to which they relate.

The Town has certain items that relate to its pension plan that qualify for reporting as a deferred outflow of resources. See Note 8 for more information. In addition, a deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

Deferred inflows of resources for the Town consist of property taxes receivable. Property tax revenue is considered a deferred inflow of resources in the year the taxes are levied and measurable and are recognized as an inflow of resources in the period they are collected.

The Town also reports a deferred inflow of resources for items related to its pension plan. See Note 8 for additional information.

Pensions

The Town participates in the Statewide Defined Benefit Plan (SWDB), a cost-sharing multiple-employer defined benefit pension plan. The plan is administered by the Fire and Police Pension Association of Colorado (FPPA).

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pension, and pension expense (income), information about the fiduciary net position of the SWDB, administered by FPPA, and additions to/deductions from the SWDB's fiduciary net position have been determined on the same basis as they are reported by FPPA. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position/Fund Balance (Continued)

Fund Balance and Net Position

The Town's governmental fund balances may consist of five classifications based on relative strength of the spending constraints:

*Nonspendable fund balance* – The amount of fund balance that is not in spendable form (such as inventory or prepaids) or is legally or contractually required to be maintained intact. As of December 31, 2022, the general fund had nonspendable items of $28,232 related to customer deposits and prepaid items.

*Restricted fund balance* – The amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation. At December 31, 2022, the general fund had restricted fund balance of $219,692 and $114,430 related to emergency restrictions and conservation trust funds, respectively, and the street capital improvement fund had restricted fund balance of $255,036 related to future debt service.

*Committed fund balance* – Amounts constrained to specific purposes by the Town itself, using its highest level of decision-making authority (i.e., Board of Trustees). To be reported as committed, amounts cannot be used for any other purpose unless the Town takes the same highest-level action to remove or change the constraint. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board. At December 31, 2022, the street capital improvement fund had committed fund balance of $3,120,020, the capital improvements fund had committed fund balance of $8,635,236, and the street maintenance fund had committed fund balance of $955,345. All amounts represent the residual fund balance associated with each fund.

*Assigned fund balance* – Amounts are intended to be used by the Town for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. At December 31, 2022, the general fund had assigned fund balance of $106,292 related to a budgeted deficit for fiscal year 2023.

*Unassigned fund balance* – Is the residual classification for the general fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position/Fund Balance (Continued)

When an expenditure is incurred for which restricted, committed, assigned or unassigned fund balances are available, the Town considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Town's Board has provided otherwise in its commitment or assignment actions.

Net Position

Net Position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. The Town can report up to three categories of net position, as follows:

*Net investment in capital assets* – consists of net capital assets, reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.

*Restricted net position* – net position is considered restricted if their use is constrained to a particular purpose. Restrictions are imposed by external organizations such as federal or state laws. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.

*Unrestricted net position* – consists of all other net position that does not meet the definition of the above two components and is available for general use by the District.

When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the Town will use the most restrictive net position first.

The preparation of the financial statements, in conformity with accounting principles generally accepted in the United States, requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Adoption of New Accounting Standard

In June 2017 the Governmental Accounting Standards Board (GASB) adopted Statement No. 87, *Leases*. This standard requires the recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and as inflows or outflows of resources to be recognized based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financing the right to use an underlying asset.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### Adoption of New Accounting Standard (Continued)

Under this standard, a lessee is required to recognize a lease liability and a right-to-use lease asset. The implementation of this standard had no impact on the Town's beginning net position as of January 1, 2022.

## NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgets are adopted for all funds of the Town as required by State statutes. Budgets for the governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgetary comparisons for the proprietary fund are presented on a non-GAAP budgetary basis. Capital outlay and debt principal are budgeted as expenditures and depreciation is not budgeted.

On or before October 15 of each year, the Town Administrator submits to the Town Board a proposed operating budget for the fiscal year commencing on the following January 1. Public hearings are conducted to obtain input from elected officials, residents, and other interested parties. By December 31, the final budget is adopted.

The appropriated budget is adopted by fund. Management is authorized to transfer budgeted amounts between departments within any fund. However, any revisions that alter the total expenditures of any fund must be approved by the Board. All appropriations lapse at fiscal year-end.

## NOTE 3 - CASH AND INVESTMENTS

Cash and investments at December 31, 2022, consisted of the following:

| | | |
|---|---|---|
| Petty cash | $ | 400 |
| Cash deposits | | 776,121 |
| Investments | | 18,641,176 |
| Total | $ | 19,417,697 |

Cash and investments are classified in the financial statements as follows:

| | | |
|---|---|---|
| Cash and investments | $ | 18,889,168 |
| Cash and investments - restricted | | 528,529 |
| Total cash and investments | $ | 19,417,697 |

### Cash Deposits

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulators. Amounts on deposit in excess of federal insurance levels must be collateralized.

NOTE 3 - CASH AND INVESTMENTS (CONTINUED)

Cash Deposits (Continued)

The eligible collateral is determined by the PDPA. PDPA allows the institution to create a single collateral pool for all public funds. The pool for all the uninsured public deposits as a group is to be maintained by another institution or held in trust.

The market value of the collateral must be at least equal to 102% of the aggregate uninsured deposits.

The State Regulatory Commissions for banks and financial services are required by statute to monitor the naming of eligible depositories and reporting of the uninsured deposits and assets maintained in the collateral pools.

At December 31, 2022, the Town's cash deposits had a bank balance of $941,256 and a carrying balance of $776,121.

Investments

The Town has not adopted a formal investment policy; however, the Town follows state statutes regarding investments. The Town generally limits its concentration of investments to those noted with an asterisk (*) above, which are believed to have minimal credit risk, minimal interest rate risk, and no foreign currency risk. Additionally, the Town is not subject to concentration risk disclosure requirements or subject to investment custodial risk for investments that are in the possession of another party.

Colorado revised statutes limit investment maturities to five years or less unless formally approved by the Board of Directors.

Such actions are generally associated with a debt service reserve or sinking fund requirements. Colorado statutes specify investment instruments meeting defined rating and risk criteria in which local governments may invest, which include:

- Obligations of the United States, certain U.S. government agency securities and the World Bank
- General obligation and revenue bonds of U.S. local government entities
- Certain certificates of participation
- Certain securities lending agreements
- Bankers' acceptances of certain banks
- Commercial paper
- Written repurchase agreements and certain reverse repurchase agreements collateralized by certain authorized securities
- Certain money market funds
- Guaranteed investment contracts
- Local government investment pools*

NOTE 3 - CASH AND INVESTMENTS (CONTINUED)

Local Government Investment Pools

At December 31, 2022, the Town had $14,050,763 and $4,590,413 invested in the Colorado Local Government Liquid Asset Trust PLUS Fund (ColoTrust PLUS) and the Colorado Surplus Asset Fund Trust CORE FUND (CSAFE CORE), respectively, investment vehicles established for local government entities in Colorado to pool surplus funds. The Colorado Division of Securities administers and enforces the requirements of creating and operating the pools. The pools operate in conformity with the Securities and Exchange Commission's Rule 2a-7. The pools operate similarly to money market funds and each share is valued at $1.00. Both pools are rated AAAm by Standard and Poor's. Investments of the pools are limited to those allowed by State statues. A designated custodial bank provides safekeeping and depository services in connection with the direct investment and withdrawal functions. The custodians' internal records identify the investments owned by the funds.

Fair Value Hierarchy

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Town's investment in ColoTrust PLUS is measured at net asset value, equal to $1.00 per share. There are no unfunded commitments, the redemption frequency is daily, and there is no redemption notice period. The Town's investment in CSAFE is is measured at net asset value, equal to $1.00 per share. There are no unfunded commitments, the redemption frequency is daily, and there is no redemption notice period.

Restricted Cash and Investments

At December 31, 2022, the General Fund reported $114,430 restricted for conservation trust funds. The Street Capital Improvement Fund and the Water and Wastewater Fund reported $255,036 and $159,063 restricted for debt service reserves.

## NOTE 4 - CAPITAL ASSETS

Capital assets activity for the year ended December 31, 2022, is summarized below:

| | Balances December 31, 2021 | Additions | Deletions | Balances December 31, 2022 |
|---|---|---|---|---|
| Governmental Activities: | | | | |
| Capital Assets, Not Being Depreciated | | | | |
| Land | $ 1,177,787 | $ - | $ - | $ 1,177,787 |
| Construction in progress | 3,591,748 | - | 3,591,748 | - |
| Total capital assets, not depreciated | 4,769,535 | - | 3,591,748 | 1,177,787 |
| Capital Assets, Being Depreciated | | | | |
| Land improvements | 2,077,915 | - | - | 2,077,915 |
| Infrastructure | 10,176,115 | 4,494,455 | - | 14,670,570 |
| Buildings and improvements | 844,758 | - | - | 844,758 |
| Vehicles and equipment | 1,163,896 | 224,499 | - | 1,388,395 |
| Total capital assets, depreciated | 14,262,684 | 4,718,954 | - | 18,981,638 |
| Accumulated depreciation | | | | |
| Land improvements | (349,311) | (84,372) | - | (433,683) |
| Infrastructure | (4,406,614) | (489,018) | - | (4,895,632) |
| Buildings and improvements | (353,367) | (24,902) | - | (378,269) |
| Vehicles and equipment | (897,611) | (79,155) | - | (976,766) |
| Total accumulated depreciation | (6,006,903) | (677,447) | - | (6,684,350) |
| Net capital assets, depreciated | 8,255,781 | 4,041,507 | - | 12,297,288 |
| Governmental Activities Capital Assets, net | $ 13,025,316 | $ 4,041,507 | $ 3,591,748 | $ 13,475,075 |

| | Balances December 31, 2021 | Additions | Deletions | Balances December 31, 2022 |
|---|---|---|---|---|
| Business-Type Activities: | | | | |
| Capital Assets, Not Being Depreciated | | | | |
| Land and easements | $ 358,630 | $ - | $ - | $ 358,630 |
| Construction in Process | 1,353,068 | 1,802,531 | - | 3,155,599 |
| Total capital assets, not depreciated | 1,711,698 | 1,802,531 | - | 3,514,229 |
| Capital Assets, Being Depreciated | | | | |
| Plant and equipment | 8,285,239 | - | - | 8,285,239 |
| Plant and improvements | 5,016,172 | - | - | 5,016,172 |
| Total capital assets, depreciated | 13,301,411 | - | - | 13,301,411 |
| Accumulated depreciation | | | | |
| Plant and equipment | (4,417,336) | (252,634) | - | (4,669,970) |
| Plant and improvements | (2,131,975) | (164,151) | - | (2,296,126) |
| Total accumulated depreciation | (6,549,311) | (416,785) | - | (6,966,096) |
| Net capital assets, depreciated | 6,752,100 | (416,785) | - | 6,335,315 |
| Business-Type Activities Capital Assets, net | $ 8,463,798 | $ 1,385,746 | $ - | $ 9,849,544 |

NOTE 4 - CAPITAL ASSETS (CONTINUED)

Depreciation expense for governmental activities was charged to functions/program of the Town as follows:

| | | |
|---|---|---|
| Governmental Activities | | |
| General government | $ | 32,893 |
| Public safety | | 59,304 |
| Public works | | 585,250 |
| Total | $ | 677,447 |

NOTE 5 - LONG-TERM DEBT

Following is a summary of long-term debt transactions for the governmental activities for the year ended December 31, 2022.

| | Balances December 31, 2021 | Additions | Deletions | Balances December 31, 2022 | Due In One Year |
|---|---|---|---|---|---|
| Governmental Activities: | | | | | |
| 2015 Revenue refunding bonds | $ 2,490,000 | $ - | $ 165,000 | $ 2,325,000 | $ 440,000 |
| 2014 Revenue refunding bonds | 245,000 | - | 245,000 | - | - |
| Compensated absences | 50,014 | 58,414 | 60,840 | 47,588 | 4,759 |
| Total | $ 2,785,014 | $ 58,414 | $ 470,840 | $ 2,372,588 | $ 444,759 |

2014 Revenue Refunding Bonds

$1,995,000 Sales and Use Tax Revenue Refunding Bonds, Series 2014 (the 2014 Bonds), were issued to refund a portion of the existing Sales and Use Tax Revenue Bonds, Series 2003, originally issued to finance street improvements. Interest payments are due semi-annually on June 1 and December 1, with interest accruing at 2.49% per annum. Principal payments are due annually on December 1, through 2022. The 2014 Bonds are not subject to optional redemption prior to maturity, and all outstanding principal and interest was paid in 2022.

2015 Revenue Refunding Bonds

$3,160,000 Sales and Use Tax Revenue Refunding Bonds, Series 2015 (the 2015 Bonds), were issued to refund a portion of the existing Sales and Use Tax Revenue Bonds, Series 2006, originally issued to finance street improvements. Interest payments are due semi-annually on June 1 and December 1, with interest accruing at 2.85% per annum. Principal payments are due annually on December 1, through 2027. The 2015 Bonds are not subject to optional redemption prior to maturity.

NOTE 5 - LONG-TERM DEBT (CONTINUED)

The 2014 and 2015 Bonds are payable from pledged revenues consisting of ninety percent (90%) of 1.5% sales and use tax which is reported in the Street Capital Improvement Fund, and if necessary, a 1% sales tax reported in the General Fund. The bonds are further secured by the bond reserve account in the amount of $255,036.

Remaining debt service at December 31, 2022, was as follows:

*2015 Revenue Refunding Bonds*

| Year ended December 31, | Principal | Interest | Total |
|---|---|---|---|
| 2023 | $ 440,000 | $ 66,262 | $ 506,262 |
| 2024 | 450,000 | 53,722 | 503,722 |
| 2025 | 465,000 | 40,898 | 505,898 |
| 2026 | 480,000 | 27,646 | 507,646 |
| 2027 | 490,000 | 13,966 | 503,966 |
| Total | $ 2,325,000 | $ 202,494 | $ 2,527,494 |

Following is a summary of long-term debt transactions for the business-type activities for the year ended December 31, 2022:

| | Balances December 31, 2021 | Additions | Deletions | Balances December 31, 2022 | Due In One Year |
|---|---|---|---|---|---|
| Business-Type Activities: | | | | | |
| 2007 CWRPDA loan | $ 397,678 | $ - | $ 60,120 | $ 337,558 | $ 62,396 |
| Compensated absences | 15,156 | 10,471 | 9,587 | 16,040 | 1,458 |
| Total | $ 412,834 | $ 10,471 | $ 69,707 | $ 353,598 | $ 63,854 |

2007 CWRPDA Loan

During 2007, the Town obtained a loan from the CWRPDA to finance the construction of a lift station at the Running Creek wastewater treatment plant and the installation of a transfer pipeline to the Gold Creek wastewater treatment plant (the 2007 Loan). Principal and interest payments are due semi-annually on May 1 and November 1, through November 1, 2027. Interest accrues at 3.75% per annum. The 2007 Loan is subject to optional redemption prior to maturity without premium.

The 2007 Loan is payable solely from pledged property consisting of revenues from the Town's water and wastewater system, after deducting operating and maintenance costs. The 2007 Loan is further secured by a reserve equal to three months of budgeted plant operations and maintenance expenses in the amount of $129,439.

## NOTE 5 - LONG-TERM DEBT (CONTINUED)

Annual debt service requirements for the outstanding loan at December 31, 2022, was as follows:

| | *2007 CWPRDA Loan* | | |
|---|---|---|---|
| Year ended December 31, | Principal | Interest | Total |
| 2023 | $ 62,396 | $ 12,039 | $ 74,435 |
| 2024 | 64,759 | 9,678 | 74,437 |
| 2025 | 67,210 | 7,226 | 74,436 |
| 2026 | 69,754 | 4,682 | 74,436 |
| 2027 | 73,439 | 2,042 | 75,481 |
| Total | $ 337,558 | $ 35,667 | $ 373,225 |

The Town is required to comply with certain covenants and reserve requirements related to long-term debt. As of December 31, 2022, management believes the Town is in compliance with all covenants and reserve requirements.

## NOTE 6 - INTERFUND TRANSFERS

The schedule below outlines the total interfund transfers for the year ended December 31, 2022:

| | General Fund | Street Maintenance Fund | Total Transfers Out |
|---|---|---|---|
| General Fund | $ - | $ 143,297 | $ 143,297 |
| Street Capital Improvement Fund | 50,000 | - | 50,000 |
| Capital Improvements Fund | 55,000 | - | 55,000 |
| Water and Wastewater Fund | 175,000 | - | 175,000 |
| Total Transfers In | $ 280,000 | $ 143,297 | $ 423,297 |

## NOTE 7 - RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town purchases commercial insurance for its workers compensation claims. For other risks of loss, the Town participates in the Colorado Intergovernmental Risk Sharing Agency (CIRSA), a separate and independent governmental and legal entity formed by intergovernmental agreement by member municipalities pursuant to the provisions of 24-10-115.5, Colorado Revised Statues (1982 Replacement Volume) and Colorado Construction, Article XIV, Section 18(2).

The purpose of CIRSA are to provide members defined liability and property coverages and to assist members in preventing and reducing losses and injuries to municipal property and to persons or property which might result in claims being made against members of CIRSA, their employees and officers.

NOTE 7 - RISK MANAGEMENT (CONTINUED)

It is the intent of the members of CIRSA to create an entity in perpetuity which will administer and use funds contributed by the members to defend and indemnify, in accordance with the bylaws, any member of CIRSA against stated liability of loss, to the limit of the financial resources of CIRSA.

It is also the intent of the members to have CIRSA provide continuing stability and availability of needed coverages at reasonable costs. All income and assets of CIRSA shall be at all times dedicated to the exclusive benefit of its members. Settlement claims have not exceeded coverages for each of the past three fiscal years.

NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN

Plan Description

The Town contributes to the Statewide Defined Benefit Plan (SWDB), a cost-sharing multiple-employer defined benefit pension plan. The plan is administered by the Fire and Police Pension Association of Colorado (FPPA). The Plan provides retirement benefits for members and beneficiaries. Death and disability coverage is provided for members hired prior to January 1, 1997 through the Plan. All full-time, paid firefighters of the District are members of the SWDB and the Statewide Death and Disability Plan. Local revenue sources are responsible for funding of the Death and Disability benefits for firefighters hired on or after January 1, 1997.

Colorado statutes assign the Town to establish benefit provisions to the state legislature. FPPA issues a publicly available annual financial report that includes financial statements and requires supplementary information for both the SWDB and the Statewide Death and Disability Plan. FPPA issues a publicly available financial report that includes information on the plan. That report may be obtained at www.fppaco.org.

Benefits Provided

A plan member is eligible for a normal retirement pension once the member has completed twenty-five years of credited service and has attained the age of 55. Effective January 1, 2021, a member may also qualify for a normal retirement pension if the member's combined years of service and age equals at least 80, with a minimum age of 50 (Rule of 80).

The annual normal retirement benefit is 2 percent of the average of the member's highest three years' pensionable earnings for each year of credited service up to ten years, plus 2.5 percent for each year of service thereafter. The benefit earned prior to January 1, 2007 for members of affiliated Social Security employers will be reduced by the amount of Social Security income payable to the member annually. Effective January 1, 2007, members covered under Statewide Defined Benefit Social Security Component will receive half the benefit when compared to the Statewide Defined Benefit Plan.

NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN (CONTINUED)

Benefits Provided (Continued)

Benefit adjustments paid to retired members are evaluated annually and may be re-determined every October 1. The amount of any increase is based on the Board's discretion and can range from 0 to the higher of 3 percent or the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W).

A member is eligible for an early retirement after completion of 30 years of service or attainment of age 50 with at least five years of credited service. The early retirement benefit equals the normal retirement benefit reduced on an actuarially equivalent basis. Upon termination, an employee may elect to have member contributions, along with 5 percent as interest, returned as a lump sum distribution. Alternatively, a member with at least five years of accredited service may leave contributions with the Plan and remain eligible for a retirement pension at age 55 equal to 2 percent of the member's average highest three years' pensionable earnings for each year of credited service up to ten years, plus 2.5 percent for each year of service thereafter.

Contributions

The Town and eligible employees are required to contribute to the plan at rates established by State statutes. Employer contributions rates can only be amended by state statute. Member contribution rates can be amended by state statute or election of the membership.

In 2014, the members elected to increase the member contribution rate to the SWDB plan beginning in 2015. Member contribution rates will increase 0.5 percent annually through 2022 to a total of 12 percent of pensionable earnings. Employer contributions increase 0.5 percent annually beginning in 2021 through 2030 to a total of 13.0 percent of pensionable earnings. In 2021, members of the SWDB plan and their employers contributed at a rate of 11.5 percent and 8.5 percent, respectively, of pensionable earnings for a total contribution rate of 20.0 percent. In 2022, members of the SWDB plan and their employers contributed at a rate of 12 percent and 9 percent, respectively, of pensionable earnings for a total contribution rate of 21 percent.

The District's contributions to the plan of the year ended December 31, 2022, were $53,582, equal to the required contributions.

Pension Asset, Pension Expense (Income), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension

At December 31, 2022, the Town reported a net pension asset of $319,291, representing its proportionate share of the net pension asset of the plan. The net pension asset was measured at December 31, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2022.

NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN (CONTINUED)

Pension Asset, Pension Expense (Income), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension (Continued)

The Town's proportion of the net pension asset was based on the Town's share of contributions to the pension plan relative to the contributions of all participating entities. At December 31, 2022, the Town's proportion was 0.05891% which was an increase of 0.00509% from its proportion measured at December 31, 2021.

For the year ended December 31, 2022, the Town recognized pension income of $78,871.

At December 31, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|---|---|---|
| Difference between Expected and Actual Experience | $ 91,430 | $ 7,447 |
| Changes of Assumptions or other Inputs | 45,533 | - |
| Net Difference between Projected and Actual Earnings on Pension Plan Investments | - | 213,687 |
| Changes in Proportion and Differences between Contributions Recognized and Proportionate Share of Contributions | 3,457 | 22,696 |
| Contributions Subsequent to the Measurement Date | 53,582 | - |
| Total | $ 194,002 | $ 243,830 |

$53,582 reported as deferred outflows of resources related to pension resulting from Town contributions subsequent to the measurement date will be recognized as an increase in the net pension asset in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

| Year Ended December 31, | Amount |
|---|---|
| 2023 | $ (31,274) |
| 2024 | (53,377) |
| 2025 | (30,836) |
| 2026 | (10,635) |
| 2027 | 16,138 |
| Thereafter | 6,574 |
| Total | $ (103,410) |

NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN (CONTINUED)

Actuarial Assumptions

The actuarial valuations as of January 1, 2022, determined the total pension liability using the following actuarial assumptions and other inputs:

| | Total Pension Liability | Actuarial Determined Contributions |
|---|---|---|
| Actuarial Valuation Date | January 1, 2022 | January 1, 2021 |
| Actuarial Method | Entry Age Normal | Entry Age Normal |
| Amortization Method | N/A | Level % of Payroll, Open |
| Amortization Period | N/A | 30 years |
| Long-term Investment Rate of Return* | 7.0% | 7.0% |
| Projected Salary Increases* | 4.25% - 11.25% | 4.25% - 11.25% |
| Cost of Living Adjustments (COLA) | 0% | 0% |
| *Includes Inflation at | 2.5% | 2.5% |

For determining the total pension liability and actuarially determined contributions, the post-retirement mortality tables for non-disabled retirees uses the 2006 central rates from the RP-2014 Annuitant Mortality Tables projected to 2018 using the MP-2017 projection scales, and the projected prospectively using the ultimate rates of the scale for all years. The pre-retirement off-duty mortality tables are adjusted to 50% of the RP-2014 mortality tables for active employees. The on-duty mortality rate is 0.00015.

At least every five years the FPPA's Board of Directors, in accordance with best practices, reviews its economic and demographic actuarial assumptions. At its July 2018 meeting, the Board of Directors reviewed and approved recommended changes to the actuarial assumptions. The recommendations were made by the FPPA's actuaries, Gabriel, Roeder, Smith & Co., based upon their analysis of past experience and expectations of the future. The assumption changes were effective for actuarial valuations beginning January 1, 2019. The actuarial assumptions impact actuarial factors for benefit purposes such as purchases of service credit and other benefits where actuarial factors are used.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation (assumed at 2.5 percent). Best estimates of arithmetic real rates of return for each major asset class included in the Fund's target asset allocation as of December 31, 2021 are summarized in the following table:

NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN (CONTINUED)

Actuarial Assumptions (Continued)

| Asset Class | Target Allocation | Long-Term Expected Real Rate of Return |
|---|---|---|
| Global Equity | 39% | 8.23% |
| Equity Long/Short | 8% | 6.87% |
| Private Markets | 26% | 10.63% |
| Fixed Income - Rates | 10% | 4.01% |
| Fixed Income - Credit | 5% | 5.25% |
| Absolute Return | 10% | 5.60% |
| Cash | 2% | 2.32% |
| Total | 100% | |

Discount Rate

The discount rate used to measure the total pension liability was 7.00 percent. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates based on the Board's funding policy, which establishes the contractually required rates under Colorado statutes. Based on those assumptions, the SWDB plan fiduciary net position was projected to be available to make all the projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Projected benefit payments are required to be discounted to their actuarial present values using a Single Discount Rate that reflects (1) a long-term expected rate of return on pension plan investments (to the extent that the plan's fiduciary net position is projected to be sufficient to pay benefits) and (2) tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating as of the measurement date (to the extent that the plan's projected fiduciary net position is not sufficient to pay benefits).

For the purpose of the valuation, the long-term expected rate of return on pension plan investments is 7.00%; the municipal bond rate is 1.84% (based on the weekly rate closest to but not later than the measurement date of the "state & local bonds" rate from Federal Reserve statistical release (H.15)); and the resulting single discount rate is 7.00%.

## NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN (CONTINUED)

### Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 7.0%, as well as the Town's proportionate share of the net pension asset (liability) if it were calculated using a discount rate that is one percentage point lower (6.0%) or one percentage point higher (8.0%) than the current rate, as follows:

| | 1% Decrease (6.00%) | Current Discount Rate (7.00%) | 1% Increase (8.00%) |
|---|---|---|---|
| Proportionate Share of the Net Pension Liability (Asset) | $ (44,032) | $ (319,291) | $ (547,327) |

### Pension Plan Fiduciary Net Position

Detailed information about the plan's fiduciary net position is available in FPPA's separately issued financial report, which may be obtained at www.fppaco.org.

## NOTE 9 - DEFERRED CONTRIBUTION PLANS

### Deferred Compensation Plan

The Town offers its employees a deferred compensation plan in accordance with Internal Revenue Code Section 457. The plan is available to all employees and permits them to defer a portion of their salary until future years. The Board of Trustees determines the Town's contributions to the plan. The Town currently matches employee contributions to a maximum of 3% of each employee's salary. During the year ended December 31, 2022, the Town contributed $31,825 to the plan. The plan is administered by Mission Square Retirement, and all plan assets are held in trust for the exclusive benefit of the participants.

## NOTE 10 - OTHER POSTEMPLOYMENT BENEFITS

### Plan Description

The Town contributes to the Statewide Death and Disability Plan, a cost-sharing multiple-employer defined benefit death and disability plan administered by the Fire and Police Pension Association of Colorado (FPPA). All full-time police officers are members of the plan. Contributions to the plan are used solely for the payment of death and disability benefits. Benefits are established by State statue and generally allow for benefits upon the death or disability of a plan member prior to retirement. FPPA issues a publicly available annual financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by contacting FPPA as described previously.

## NOTE 10 - OTHER POSTEMPLOYMENT BENEFITS (CONTINUED)

### Funding Policy

The contribution requirements are established by State statute. The Town's Board of Trustees determines the contribution split between members and the Town. No contributions are required for members hired prior to January 1, 1997; the Town contributed 3.0% of base salaries for the year ended December 31, 2022. The Town's contributions to the plan for years ended December 31, 2022 were $18,872 and respectively, equal to the required contributions.

## NOTE 11 -COMMITMENTS AND CONTINGENCIES

### Claims and Judgements

The Town participates in a number of federal and state programs that are fully or partially funded by grants received from other governmental entities. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to noncompliance with grant program regulations, the Town may be required to reimburse the grantor government. At December 31, 2022, certain grant expenditures have not been audited but management believes that disallowed expenditures, if any, based on subsequent audits will not have a material effect on the overall financial position of the Town.

## NOTE 12 -TAX, SPENDING AND DEBT LIMITATIONS (TABOR)

Article X, Section 20 of the Colorado Constitution, commonly known as the Taxpayer's Bill of Rights (TABOR), contains tax, spending, revenue and debt limitations which apply to the State of Colorado and local governments.

Spending and revenue limits are determined based on the prior year's fiscal year spending adjusted for allowable increases based upon inflation and local growth. Fiscal Year Spending is generally defined as expenditures plus reserve increases with certain exceptions. Revenue in excess of the Fiscal Year Spending limit must be refunded unless the voters approve retention of such revenue. The Town voters approved an election question to remove limits on the amount of revenue the Town is allowed to collect, spend, and retain.

TABOR requires local governments to establish Emergency Reserves. These reserves must be at least 3% of Fiscal Year Spending (excluding bonded debt service). Local governments are not allowed to use the Emergency Reserves to compensate for economic conditions, revenue shortfalls, or salary or benefit increases.

The Town's management believes it is in compliance with the provisions of TABOR. However, TABOR is complex and subject to interpretation. Many of the provisions, including the interpretation of how to calculate Fiscal Year Spending limits, will require judicial interpretation.

NOTE 12 -TAX, SPENDING AND DEBT LIMITATIONS (TABOR) (CONTINUED)

The Town has established an emergency reserve, representing 3% of qualifying revenues, as required by the Amendment. At December 31, 2022, the emergency reserve of $219,692 is reported as restricted fund balance in the governmental funds and as restricted net position within governmental activities.

REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF ELIZABETH
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL –
GENERAL FUND
YEAR ENDED DECEMBER 31, 2022

| | Original and Final Budget | Actual | Variance Positive (Negative) |
|---|---|---|---|
| Revenues | | | |
| Taxes | | | |
| Property taxes | $ 710,786 | $ 714,473 | $ 3,687 |
| Specific ownership taxes | 105,000 | 113,795 | 8,795 |
| Sales and use tax | 893,750 | 1,047,669 | 153,919 |
| Public improvement fees | 665,000 | 744,144 | 79,144 |
| Licenses and permits | 255,000 | 264,907 | 9,907 |
| Intergovernmental | 240,807 | 6,270 | (234,537) |
| Fines and forfeitures | 70,000 | 117,555 | 47,555 |
| Investment earnings | 2,500 | 47,881 | 45,381 |
| Miscellaneous | 35,000 | 128,150 | 93,150 |
| Total revenues | 2,977,843 | 3,184,844 | 207,001 |
| Expenditures | | | |
| General government | 1,023,641 | 960,593 | 63,048 |
| Public safety | 1,436,706 | 1,256,799 | 179,907 |
| Community development | 554,075 | 455,385 | 98,690 |
| Public works | 202,502 | 119,998 | 82,504 |
| Capital outlay | 37,500 | 115,442 | (77,942) |
| Total expenditures | 3,254,424 | 2,908,217 | 346,207 |
| Excess (deficiency) of revenues Over (under) expenditures | (276,581) | 276,627 | 553,208 |
| Other financing sources (uses) | | | |
| Transfers in | 280,000 | 280,000 | - |
| Transfers out | (143,297) | (143,297) | - |
| Total other financing sources (uses) | 136,703 | 136,703 | - |
| Net change in fund balance | $ (139,878) | 413,330 | $ 553,208 |
| Fund balance - beginning of year | | 2,042,395 | |
| Fund balance - end of year | | $ 2,455,725 | |

# TOWN OF ELIZABETH
# SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
# STATEWIDE DEFINED BENEFIT PLAN
# LAST TEN FISCAL YEARS*

| | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 |
|---|---|---|---|---|---|---|---|---|
| Town's proportion of the net pension liability | 0.0589% | 0.0538% | 0.0514% | 0.0506% | 0.0496% | 0.0465% | 0.0495% | 0.0547% |
| Town's proportionate share of the net pension liability (asset) | $ (319,291) | $ (116,857) | $ (29,097) | $ 64,008 | $ (71,308) | $ 16,814 | $ (873) | $ (61,735) |
| Town's covered payroll | 457,153 | 492,850 | 379,188 | 339,938 | 289,928 | 238,144 | 240,138 | 241,660 |
| Town's proportionate share of the net pension liability (asset) as a percentage of its covered payroll | (69.8%) | (23.7%) | (7.7%) | 18.8% | (24.6%) | 7.1% | (0.4%) | (25.5%) |
| Plan fiduciary net pension as a percentage of the total pension liability | 116.2% | 106.7% | 101.9% | 95.2% | 106.3% | 98.2% | 100.1% | 106.8% |

*The amounts presented for each fiscal year were determined as of December 31 based on the measurement date of the plan. The Town implemented GASB Statement No. 68 in 2015; therefore, 10 years of data is not available.

# TOWN OF ELIZABETH
# SCHEDULE OF THE TOWN'S CONTRIBUTIONS
# AND RELATED RATIOS
# STATEWIDE DEFINED BENEFIT PLAN
# LAST TEN FISCAL YEARS*

| | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 |
|---|---|---|---|---|---|---|---|---|
| Statutorily required contributions | $ 53,582 | $ 38,858 | $ 39,428 | $ 30,335 | $ 27,195 | $ 23,194 | $ 19,052 | $ 19,211 |
| Contributions in relation to the statutorily required contributions | 53,582 | 38,858 | 39,428 | 30,335 | 27,195 | 23,194 | 19,052 | 19,211 |
| Contribution deficiency (excess) | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Town's covered payroll | $ 595,692 | $ 457,153 | $ 492,850 | $ 379,188 | $ 339,938 | $ 289,928 | $ 238,144 | $ 240,138 |
| Contributions as a percentage of covered payroll | 9.0% | 8.50% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% |

*The amounts presented for each fiscal year were determined as of December 31. The Town implemented GASB Statement No. 68 in 2015; therefore, 10 years of data is not available.

SUPPLEMENTARY INFORMATION

TOWN OF ELIZABETH
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL –
STREET MAINTENACE FUND
YEAR ENDED DECEMBER 31, 2022

| | Original and Final Budget | Actual | Variance Positive (Negative) |
|---|---|---|---|
| Revenues | | | |
| Taxes | | | |
| Sales and use tax | $ 155,470 | $ 257,061 | $ 101,591 |
| Public improvement fees | 20,000 | 22,225 | 2,225 |
| Licenses and permits | - | 11,735 | 11,735 |
| Intergovernmental | 260,700 | 166,792 | (93,908) |
| Investment earnings | 400 | 14,428 | 14,028 |
| Total revenues | 436,570 | 472,241 | 35,671 |
| Expenditures | | | |
| Public works | 497,657 | 492,114 | 5,543 |
| Total expenditures | 497,657 | 492,114 | 5,543 |
| Excess (deficiency) of revenues Over (under) expenditures | (61,087) | (19,873) | 41,214 |
| Other financing sources (uses) | | | |
| Transfers in | 143,297 | 143,297 | - |
| Total other financing sources (uses) | 143,297 | 143,297 | - |
| Net change in fund balance | $ 82,210 | 123,424 | $ 41,214 |
| Fund balance - beginning of year | | 831,921 | |
| Fund balance - end of year | | $ 955,345 | |

TOWN OF ELIZABETH
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL –
STREET CAPITAL IMPROVEMENT FUND
YEAR ENDED DECEMBER 31, 2022

| | Original and Final Budget | Actual | Variance Positive (Negative) |
|---|---|---|---|
| Revenues | | | |
| Taxes | | | |
| Sales and use tax | $ 1,399,228 | $ 1,620,552 | $ 221,324 |
| Investment earnings | 3,000 | 55,617 | 52,617 |
| Miscellaneous | 25,000 | - | (25,000) |
| Total revenues | 1,427,228 | 1,676,169 | 248,941 |
| Expenditures | | | |
| Public works | 3,006,946 | 146,122 | 2,860,824 |
| Capital outlay | 1,102,500 | 954,054 | 148,446 |
| Debt service | | | |
| Principal | 410,000 | 410,000 | - |
| Interest and fiscal charges | 77,666 | 77,066 | 600 |
| Total expenditures | 4,597,112 | 1,587,242 | 3,009,870 |
| Excess (deficiency) of revenues Over (under) expenditures | (3,169,884) | 88,927 | (2,760,929) |
| Other financing sources (uses) | | | |
| Transfers out | (50,000) | (50,000) | - |
| Total other financing sources (uses) | (50,000) | (50,000) | - |
| Net change in fund balance | $ (3,169,884) | 38,927 | $ (2,760,929) |
| Fund balance - beginning of year | | 3,336,129 | |
| Fund balance - end of year | | $ 3,375,056 | |

See the accompanying independent auditors' report

TOWN OF ELIZABETH
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL –
CAPITAL IMPROVEMENT FUND
YEAR ENDED DECEMBER 31, 2022

| | Original and Final Budget | Actual | Variance Positive (Negative) |
|---|---|---|---|
| Revenues | | | |
| Taxes | | | |
| Sales and use tax | $ 1,554,698 | $ 1,800,613 | $ 245,915 |
| Investment earnings | 3,000 | 128,678 | 125,678 |
| Miscellaneous | 100,000 | 60,511 | (39,489) |
| Total revenues | 1,657,698 | 1,989,802 | 332,104 |
| Expenditures | | | |
| Capital outlay | 1,207,846 | 103,835 | 1,104,011 |
| Total expenditures | 1,207,846 | 103,835 | 1,104,011 |
| Excess of revenues Over (under) expenditures | 449,852 | 1,885,967 | 1,436,115 |
| Other financing Sources (Uses) | | | |
| Transfers out | (55,000) | (55,000) | - |
| Total other financing sources (uses) | (55,000) | (55,000) | - |
| Net change in fund balance | $ 394,852 | 1,830,967 | $ 1,436,115 |
| Fund balance - beginning of year | | 6,804,269 | |
| Fund balance - end of year | | $ 8,635,236 | |

See the accompanying independent auditors' report

TOWN OF ELIZABETH
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND NET POSITION –
BUDGET AND ACTUAL – NON-GAAP BUDGETARY BASIS
WATER AND WASTEWATER FUND
YEAR ENDED DECEMBER 31, 2022

| | Original and Final Budget | Actual | Variance Positive (Negative) |
|---|---|---|---|
| Revenues | | | |
| Charges for services | $ 1,325,000 | $ 1,541,954 | $ 216,954 |
| Tap fees | 1,112,000 | 1,164,247 | 52,247 |
| Investment earnings | 2,700 | 73,229 | 70,529 |
| Miscellaneous | 91,000 | 113,729 | 22,729 |
| Total revenues | 2,530,700 | 2,893,159 | 362,459 |
| Expenditures | | | |
| System operations | 1,159,362 | 1,016,453 | 142,909 |
| Capital outlay | 1,693,000 | 1,802,531 | (109,531) |
| Debt service | | | |
| Principal | 57,928 | 60,120 | (2,192) |
| Interest and fiscal charges | 16,508 | 13,939 | 2,569 |
| Total expenses | 2,926,798 | 2,893,043 | 33,755 |
| Excess (deficiency) of revenues Over (under) expenses | (396,098) | 116 | 396,214 |
| Other financing Sources (Uses) | | | |
| Transfers out | (175,000) | (175,000) | - |
| Total other financing sources (uses) | (175,000) | (175,000) | - |
| Change in net position, budgetary basis | $ (571,098) | (174,884) | $ 396,214 |
| Reconciliation to GAAP basis | | | |
| Capital outlay | | 1,802,531 | |
| Depreciation | | (416,785) | |
| Debt principal payments | | 60,120 | |
| Change in net position, GAAP basis | | $ 1,270,982 | |

See the accompanying independent auditors' report

STATE COMPLIANCE

Form Approved

The public report burden for this information collection is estimated to average 380 hours annually. OMB No. 2125-0032

| LOCAL HIGHWAY FINANCE REPORT | City or County: Town of Elizabeth<br>YEAR ENDING :<br>December 2022 |
|---|---|
| This Information From The Records Of (example - City of _ or County of _ | Prepared By: Hannah Bruce, Finance Officer<br>Phone: 303-646-4166 |

## I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE

| ITEM | A. Local Motor-Fuel Taxes | B. Local Motor-Vehicle Taxes | C. Receipts from State Highway-User Taxes | D. Receipts from Federal Highway Administration |
|---|---|---|---|---|
| 1. Total receipts available | | | | |
| 2. Minus amount used for collection expenses | | | | |
| 3. Minus amount used for nonhighway purposes | | | | |
| 4. Minus amount used for mass transit | | | | |
| 5. Remainder used for highway purposes | | | | |

## II. RECEIPTS FOR ROAD AND STREET PURPOSES

| ITEM | AMOUNT |
|---|---|
| **A. Receipts from local sources:** | |
| 1. Local highway-user taxes | |
| a. Motor Fuel (from Item I.A.5.) | |
| b. Motor Vehicle (from Item I.B.5.) | |
| c. Total (a.+b.) | |
| 2. General fund appropriations | |
| 3. Other local imposts (from page 2) | 1,707,523 |
| 4. Miscellaneous local receipts (from page 2) | 475,947 |
| 5. Transfers from toll facilities | |
| 6. Proceeds of sale of bonds and notes: | |
| a. Bonds - Original Issues | |
| b. Bonds - Refunding Issues | |
| c. Notes | |
| d. Total (a. + b. + c.) | 0 |
| 7. Total (1 through 6) | 2,183,470 |
| **B. Private Contributions** | |
| **C. Receipts from State government** (from page 2) | 88,735 |
| **D. Receipts from Federal Government** (from page 2) | 0 |
| **E. Total receipts (A.7 + B + C + D)** | 2,272,205 |

## III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES

| ITEM | AMOUNT |
|---|---|
| **A. Local highway disbursements:** | |
| 1. Capital outlay (from page 2) | 0 |
| 2. Maintenance: | 426,368 |
| 3. Road and street services: | |
| a. Traffic control operations | 779 |
| b. Snow and ice removal | 2,689 |
| c. Other | |
| d. Total (a. through c.) | 3,468 |
| 4. General administration & miscellaneous | 44,687 |
| 5. Highway law enforcement and safety | 17,337 |
| 6. Total (1 through 5) | 491,859 |
| **B. Debt service on local obligations:** | |
| 1. Bonds: | |
| a. Interest | 77,666 |
| b. Redemption | 410,000 |
| c. Total (a. + b.) | 487,666 |
| 2. Notes: | |
| a. Interest | |
| b. Redemption | |
| c. Total (a. + b.) | 0 |
| 3. Total (1.c + 2.c) | 487,666 |
| **C. Payments to State for highways** | |
| **D. Payments to toll facilities** | |
| **E. Total disbursements (A.6 + B.3 + C + D)** | 979,525 |

## IV. LOCAL HIGHWAY DEBT STATUS

(Show all entries at par)

| | Opening Debt | Amount Issued | Redemptions | Closing Debt |
|---|---|---|---|---|
| **A. Bonds (Total)** | 2,735,000 | | 410,000 | 2,325,000 |
| 1. Bonds (Refunding Portion) | | | | |
| **B. Notes (Total)** | | | | 0 |

## V. LOCAL ROAD AND STREET FUND BALANCE

| A. Beginning Balance | B. Total Receipts | C. Total Disbursements | D. Ending Balance | E. Reconciliation |
|---|---|---|---|---|
| 8,249,160 | 2,272,205 | 979,525 | 9,541,840 | 0 |

**Notes and Comments:**

**FORM FHWA-536 (Rev.06/2000)** PREVIOUS EDITIONS OBSOLETE Excel (Next Page)

| LOCAL HIGHWAY FINANCE REPORT | STATE: Colorado |
|---|---|
| | YEAR ENDING (mm/yy): December 2022 |

**II. RECEIPTS FOR ROAD AND STREET PURPOSES - DETAIL**

| ITEM | AMOUNT | ITEM | AMOUNT |
|---|---|---|---|
| **A.3. Other local imposts:** | | **A.4. Miscellaneous local receipts:** | |
| a. Property Taxes and Assessments | | a. Interest on investments | 70,045 |
| b. Other local imposts: | | b. Traffic Fines & Penalties | |
| 1. Sales Taxes | 1,571,503 | c. Parking Garage Fees | |
| 2. Infrastructure & Impact Fees | 22,225 | d. Parking Meter Fees | |
| 3. Liens | | e. Sale of Surplus Property | |
| 4. Licenses | | f. Charges for Services | |
| 5. Specific Ownership &/or Other | 113,795 | g. Other Misc. Receipts | 239,110 |
| 6. Total (1. through 5.) | 1,707,523 | h. Other County Road & Bridge | 166,792 |
| c. Total (a. + b.) | 1,707,523 | i. Total (a. through h.) | 475,947 |
| | (Carry forward to page 1) | | (Carry forward to page 1) |

| ITEM | AMOUNT | ITEM | AMOUNT |
|---|---|---|---|
| **C. Receipts from State Government** | | **D. Receipts from Federal Government** | |
| 1. Highway-user taxes | 77,000 | 1. FHWA (from Item I.D.5.) | |
| 2. State general funds | | 2. Other Federal agencies: | |
| 3. Other State funds: | | a. Forest Service | |
| a. State bond proceeds | | b. FEMA | |
| b. Project Match | | c. HUD | |
| c. Motor Vehicle Registrations | 11,734 | d. Federal Transit Admin | |
| d. Other (Specify) - DOLA Grant | | e. U.S. Corps of Engineers | |
| e. Other (Specify) | | f. Other Federal | |
| f. Total (a. through e.) | 11,734 | g. Total (a. through f.) | 0 |
| 4. Total (1. + 2. + 3.f) | 88,735 | 3. Total (1. + 2.g) | |
| | | | (Carry forward to page 1) |

**III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES - DETAIL**

| | ON NATIONAL HIGHWAY SYSTEM (a) | OFF NATIONAL HIGHWAY SYSTEM (b) | TOTAL (c) |
|---|---|---|---|
| **A.1. Capital outlay:** | | | |
| a. Right-Of-Way Costs | | | 0 |
| b. Engineering Costs | | | 0 |
| c. Construction: | | | |
| (1). New Facilities | | | 0 |
| (2). Capacity Improvements | | | 0 |
| (3). System Preservation | | | 0 |
| (4). System Enhancement & Operation | | | 0 |
| (5). Total Construction (1) + (2) + (3) + (4) | 0 | 0 | 0 |
| d. Total Capital Outlay (Lines 1.a. + 1.b. + 1.c.5) | 0 | 0 | 0 |
| | | | (Carry forward to page 1) |

**Notes and Comments:**

**FORM FHWA-536**

THE ADAMS GROUP, LLC
CERTIFIED
PUBLIC
ACCOUNTANTS

May 1, 2023

Board of Trustees
Town of Elizabeth
151 S. Banner Street
Elizabeth, CO 80107

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Elizabeth (the Town) for the year ended December 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 6, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 1 to the financial statements. During the year ended December 31, 2022, the Town implemented Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. The adoption of this standard did not have a material impact on the financial statements. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town's financial statements were:

- Management's estimate of depreciation expense is based on the straight-line method of depreciation from the date the asset is placed into service.
- Management's estimate of the net pension liability (asset), deferred outflows and deferred inflows of resources and pension expense (income) is based on actuarial reports performed by the Fire and Police Pension Association of Colorado.

We evaluated the key factors and assumptions used to develop the estimates outlined above in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There are no particularly sensitive disclosures in the financial statements for the year ended December 31, 2022.

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The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. A listing of the corrected misstatements and uncorrected misstatements is attached to this letter.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 1, 2023.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention. We have included a separate letter dated May 1, 2023 related to control items noted for the year ended December 31, 2022.

Other Matters

We applied certain limited procedures to the required supplementary information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Management has omitted the Management's Discussion & Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements.

Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

We were engaged to report on the supplementary information which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of Board of Trustees and management of the Town of Elizabeth and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

The Adams Group, LLC

The Adams Group, LLC
Certified Public Accountants

**Town of Elizabeth**
**Adjusting Journal Entries**
**December 31, 2022**

| Account | Description | Debit | Credit |
|---|---|---|---|
| **Adjusting Journal Entries JE # 1** | | | |
| Audit adjustment to remove the first quarter 2023 CIRSA property insurance invoice from 2022 expenses. This item was originally recorded as an outstanding check and 2022 insurance expense. | | | |
| 10-141000 | Prepaid Expenses | $ 24,181 | |
| 10-41-5400 | Insurance | | 24,181 |
| **Total** | | **$ 24,181** | **$ 24,181** |
| **Adjusting Journal Entries JE # 2** | | | |
| Audit adjustment to reduce revenues and increase developer deposits for a payment received in 2022 for guardrail maintenance costs that were not incurred before 12/31/22. | | | |
| 21-36-9000 | Other Revenue | $ 10,000 | |
| 21-250022 | TAG Lennar Developer Deposits | | 10,000 |
| **Total** | | **$ 10,000** | **$ 10,000** |
| **Adjusting Journal Entries JE # 3** | | | |
| Audit adjustment to remove 2021 retainage payable balances and record retainage payable as of 12/31/22. | | | |
| 32-203000 | Retainage Payable | $ 150,935 | |
| 52-165100 | Construction in Progress: Wtr | 86,913 | |
| 32-49-8000 | Street Paving | | 150,935 |
| 52-203000 | Retainage Payable | | 86,913 |
| **Total** | | **$ 237,848** | **$ 237,848** |

**Town of Elizabeth**
**Passed Adjustments**
**December 31, 2022**

| Account | Description | Debit | Credit |
|---|---|---|---|
| **Proposed Journal Entries JE # 1** | | | |
| Pass on recording an adjustment to increase the GL balance of cash and accounts payable for December credit card transactions that were listed as an outstanding check, but not paid until January of 2023. | | | |
| 10-100001 | Cash in Combined Cash Fund | $ 12,025 | |
| 10-202000 | Accounts Payable | | 12,025 |
| **Total** | | **$ 12,025** | **$ 12,025** |
| **Proposed Journal Entries JE # 2** | | | |
| Adjustment to pass on increasing accrued salaries payable and wage expense within the general fund. | | | |
| 10-41-1100 | Salaries & Wages | $ 18,850 | |
| 10-201000 | Accrued Salaries Payable | | 18,850 |
| **Total** | | **$ 18,850** | **$ 18,850** |

THE ADAMS GROUP, LLC
CERTIFIED
PUBLIC
ACCOUNTANTS

May 1, 2023

Board of Trustees and Management
Town of Elizabeth
151 S. Banner Street
Elizabeth, CO 80107

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Elizabeth (the Town) as of and for the year ended December 31, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in internal control to be a significant deficiency.

Retainage Payable

During our testing of construction invoices, we noted that the retainage payable liabilities had not been updated as payouts of retainage on contracts were made, or as retainage on outstanding projects grew. This resulted in an audit adjustment to reduce capital outlay and retainage payable in the Street Capital Improvement Fund by $150,935, and an adjustment to increase retainage payable and construction in process by $86,913 in the Water and Sewer fund. We recommend the Town implement a process to reconcile retainage payable to outstanding construction contracts at the end of each fiscal year.

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Other Matters

As part of audit work performed, we noted other items what we do not consider to be material weaknesses or significant deficiencies. We consider the following items to be other matters:

Nonattest Services

As part of the audit, The Adams Group, LLC performed the following nonattest services: 1) preparation of the Town's financial statements and related disclosures; and 2) calculation of the GASB Statement No. 68 net pension liability (asset) and related components. Management has taken responsibility for all nonattest services performed during the audit for the year ended December 31, 2022.

Cutoff of Expenses

During our testing of expenditures, we noted that an insurance invoice that pertained to fiscal year 2023 was recorded within the 2022 general ledger, which triggered an audit adjustment to increase prepaid expenses and reduce expenses by $27,248. We recommend that management implement a process to review invoices received just before and after the fiscal year end to determine what period the services will be provided in order to ensure the expenditure is recorded in the correct fiscal period.

Developer Deposits

During our testing of revenues, we noted that the Town received $10,000 for guard rail repairs as a part of an agreement with a developer. The Town did not incur any costs to repair or maintain the guardrail outlined in the agreement, so no revenue should've been recognized. An audit adjustment was recorded to increase unearned revenues and decrease revenues. We recommend the Town implement a process to review all payments from developers to determine if the payment is for obligations from an agreement that have been met or if the payment pertains to future obligations in the agreement to determine when revenue should be recognized.

Vendor Files

During our testing of construction expenditures, we noted that the Town did not have active form W-9 for two construction vendors utilized by the Town. We recommend that the Town implement a policy to obtain and retain an active form W-9 for all third-party vendors utilized by the Town, and then verify that the vendor information match the form W-9 prior to processing payment on invoices. This will help mitigate the risk of external fraud attempts impacting the Town.

Importance of Board Involvement

The Town shares an inherent problem with other entities similar in size in that complete segregation of duties is not attainable. This situation emphasizes the importance of continued Board involvement and review over all transactions, specifically, related to all cash disbursements and cash receipts of the Town.

This communication is intended solely for the information and use of management, Board of Trustees, and others within the Town of Elizabeth, and is not intended to be and should not be used by anyone other than these specified parties.

The Adams Group, LLC

Denver, Colorado
May 1, 2023

# Town of Elizabeth

# PROCLAMATION

# PUBLIC WORKS WEEK MAY 21-27, 2023

**WHEREAS,** public works services provided in our community are an integral part of our citizens' everyday lives; and

**WHEREAS,** the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and snow removal; and

**WHEREAS,** the health, safety, and comfort of this community greatly depend on these facilities and services; and

**WHEREAS,** the quality and effectiveness of these facilities, as well as their planning, design and construction, are vitally dependent upon the efforts and skill of public works officials; and

**WHEREAS,** the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the community's knowledge and understanding of the importance of the work they perform; and

**NOW, THEREFORE,** the Town Board of the Town of Elizabeth, State of Colorado, urges our citizens to acquaint themselves with what is involved in providing our public works services and to recognize the contributions which public works staff members make every day to our health, safety, comfort, and quality of life.

**THEREORE, I,** _____, Mayor of the Town of Elizabeth, CO, do hereby proclaim the third week in May, as NATIONAL PUBLIC WORKS WEEK.

# *PROCLAMATION*

## PROCLAIMING THE WEEK OF MAY 14th – 20th, 2023 AS POLICE WEEK IN THE TOWN OF ELIZABETH, COLORADO

To recognize National Police Week 2023 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

**WHEREAS,** in 1962, President John F. Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls, as National Police Week, and

**WHEREAS,** there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Town of Elizabeth, Colorado Police Department, and

**WHEREAS,** there were 43,649 assaults against law enforcement officers in 2021, resulting in approximately 15,369 injuries, and

**WHEREAS,** since the first recorded death in 1791, more than 23,800 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including one member of the Town of Elizabeth, Colorado Police Department, and

**WHEREAS,** the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C., and

**WHEREAS,** 224 police officers were killed in the line of duty in 2022, and

**WHEREAS,** the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's Annual Candlelight Vigil, on the evening of May 13th, 2023, and

**WHEREAS,** the Candlelight Vigil is part of National Police Week, which takes place this year on May 14th-20th, and

**WHEREAS,** May 15th is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff, and

**THEREFORE, BE IT RESOLVED** that the Mayor and Board of Trustees of the Town of Elizabeth do hereby formally designate May 14th through May 20th, 2023, as Police Week in the Town of Elizabeth, and publicly salute the service of law enforcement officers in our community and in communities across the nation.

**IN TESTIMONY WHEREOF the Mayor of the Town of Elizabeth has hereunto subscribed his name and has caused the Official Seal of the Town of Elizabeth to be hereunto affixed on this 9th day of May 2023.**

**ATTEST:** **TOWN OF ELIZABETH, COLORADO**

_____ By _____

Michelle Oeser, Town Clerk Nick Snively, Mayor

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: May 9, 2023
SUBJECT: Ordinance Permitting Malt Beverage and Wine Tastings

---

**BACKGROUND**

On March 1, 2023, the passage of Proposition 125 amended Colorado Revised Statute 44-3-301(10) to allow for retail liquor stores or liquor-licensed drugstores to add a provision to provide for tastings of fermented malt beverages or wine at these retail locations. As such, the Elizabeth Code should be amended to reflect the passage of Proposition 125.

**ANALYSIS**

The passage of Proposition 125 requires the Town to either amend Section 6-3-90 of the Town Code to allow the tasting of fermented malt beverages or wine at certain retail locations, or to prohibit the conducting of tastings altogether. As the Town Code already allows for tastings under certain circumstances, the following Ordinance expands Section 6-3-90 to comply with Colorado Statutes.

**STAFF RECOMMENDATION**

In order to fully comply with Proposition 125, staff recommends the passage of the Ordinance.

**BUDGET CONSIDERATIONS**

There are no known budget considerations.

**ATTACHMENTS**

Ordinance Amending Section 6-3-90 of the Elizabeth Municipal Code to Permit Tastings at Fermented Malt Beverage and Wine Retailers

**ORDINANCE 23-04**

**AN ORDINANCE AMENDING SECTION 6-3-90 OF THE ELIZABETH MUNICIPAL CODE TO PERMIT TASTINGS AT FERMENTED MALT BEVERAGE AND WINE RETAILERS**

**WHEREAS**, C.R.S. § 44-3-301(10) previously authorized a local licensing authority to receive and approve applications for tastings by a retail liquor store or a liquor-licensed drugstore, or to prohibit tastings altogether; and

**WHEREAS**, on March 1, 2023, Proposition 125 amended the above-mentioned statutory section to add fermented malt beverage and wine retailers to the list of licensees that are permitted to conduct tastings, and the Town therefore desires to amend Section 6-3-90 of the Elizabeth Municipal Code to include fermented malt beverage and wine retailers as licensees that may apply for tastings.

BE IT ORDAINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF ELIZABETH, COLORADO, THAT:

Section 1. Section 6-3-90 of the Elizabeth Municipal Code is hereby amended to read as follows:

**Sec. 6-3-90. Tastings authorized.**

(a) Authorization. In accordance with C.R.S. § 44-3-301(10)(a), the Town hereby authorizes "tastings," as that term is defined in C.R.S. § 44-3-103(56), thereby allowing retail liquor store, liquor licensed drug store and fermented malt beverage and wine retailer licensees to conduct tastings subject to all of the limitations set forth in C.R.S. § 12-47-301(10), except that the Town hereby imposes the following additional limitations pursuant to C.R.S. § 44-3-301(10)(a), as follows:

* * *

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2023.

Passed by a vote of _____ for and _____ against and ordered published.

_____
Nick Snively, Mayor

ATTEST

_____
Michelle M. Oeser, Town Clerk

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: May 2, 2023
SUBJECT: Demolition of Houses on 174 South Banner Street, Elizabeth

**BACKGROUND**
Through Resolution 23R14, the Board of Trustees authorized the Director of Public Works to enter into an agreement regarding the demolition of the improvements located at 174 South Banner Street. The total contract amount was $62,000 with an additional contingency amount of $10,000 should additional possible expenditures arise related to the project. As such, the total amount authorized under Resolution 23R14 was $72,000.

In preparation for the dump site to take possession of the demolition materials, the final refuse site requested copies of all prior asbestos testing on the property. The testing demonstrated small instances of asbestos associated with the "drywall mud" used at the location. Consequently, the operators of the dump site have requested additional remediation be undertaken.

The Town has contacted Atlas Contracting & Environmental Solutions to address the remediation of the small amount of asbestos associated with this location. Atlas has proposed final remediation at this location in the amount of $9,729.78. Upon remediation through Atlas, Elite Surface Infrastructure may complete their obligations for demolition as set forth in Resolution 23R14.

**ANALYSIS**
In order to complete the demolition project so that the refuse can be properly disposed of, the final refuse site requires action by an asbestos abatement company to manage and monitor the asbestos removal.

**STAFF RECOMMENDATION**
Staff recommends the Board authorize the Director of Public Works to spend an additional $9,729.78 for the completion of the project. The amount sought by Atlas is reasonable under the circumstances, and the project remains substantially below budgeted expenditures for this line item.

**BUDGET CONSIDERATIONS**
Staff considers the hiring of Atlas Contracting & Environmental Solutions as being a change order under the initial contract. However, due to the fact the amount in question -$9,729.78 – exceeds

the monetary thresholds established in the Revised and Amended Purchasing Policy (Resolution 23R16), Board action is required.

The total amount budgeted for the Banner Street building removal was $150,000. The total amount authorized under Resolution 23R14 was $62,000 as the additional possible expenditures have not arisen under the agreement. The additional work contemplated by Atlas would increase the overall expenditure on this demolition project to $71,729.78. Should the Board proceed, the total amount allocated but unspent will be $78,270.22 which could be budgeted for use in additional projects.

**ATTACHMENTS**

Resolution 23R18 A Resolution Authorizing the Director of Public Works to Expend Funds for Purposes of Retaining Atlas Contracting & Environmental Solutions for the Demolition of Improvements Located at 174 Banner Street, Elizabeth, Colorado.

Commercial Asbestos Abatement Proposal and Agreement Between the Town of Elizabeth and Atlas Contracting and Environmental Solutions.

**RESOLUTION 23R18**

**A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO EXPEND FUNDS FOR PURPOSES OF RETAINING ATLAS CONTRACTING & ENVIRONMENTAL SOLUTIONS FOR THE DEMOLITION OF IMPROVEMENTS LOCATED AT 174 BANNER STREET, ELIZABETH, COLORADO**

1. Previously the Board of Trustees for the Town of Elizbeth authorized the Director of Public Works to expend funds for the demolition and removal of all improvements to the property located at 174 South Banner Street, Elizabeth, Colorado.

2. In order to proceed with the demolition, the final refuse site for the debris will require additional asbestos remediation in order to take possession and control of the debris. The Town has sought assistance from Atlas Contracting & Environmental Solutions to provide technical assistance in this matter.

3. The anticipated costs associated with the retention of Atlas Contracting & Environmental Solutions is nine thousand seven hundred twenty-nine dollars and seventy-eight cents ($9,729.78).

4. The Director of Public Works is hereby authorized to enter into an agreement with Atlas Contracting & Environmental Solutions for the reasons set forth herein.

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

The Director of Public Works is hereby authorized to enter into an agreement with Atlas Contracting & Environmental Solutions for the reasons set forth herein.

PASSED, APPROVED, and ADOPTED this 9th day of May 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

# Atlas Contracting & Environmental Solutions

**Commercial Asbestos Abatement Proposal and Agreement**

James McErnie
Public Works Assistant Director
Town of Elizabeth
jmcernie@townofelizabeth.org
303.596.1594

RE: 174 South Banner Street
Elizabeth, Colorado 80107

May 2, 2023

James,

The following is our proposal to complete the asbestos abatement (OSHA) for the above-mentioned project. The asbestos abatement quantity, locations and costs for this proposal are based on visual inspection on March 22, 2023, and Asbestos Inspection Report on July 20, 2021. The asbestos containing materials (ACM) to be removed prior to renovation as outlined within the Asbestos Survey are as follows:

**SCOPE OF WORK**

1. **Work to be Performed:** 1174 South Banner Street Elizabeth, Colorado 80107 commercial demolition. Main room, Bath, Bedroom, and Closet ACM surfacing material.

**Main Level:**

- Permit with CDPHE as a Full Containment project.
- Set up containment area as per OSHA standards for worker safety using asbestos certified personnel.
- Remove approximately 1500 sq' of ACM surfacing material throughout addition of home.
- Detail clean work area and have ready for final air clearance.
- All waste will be disposed of properly.
- Dispose of waste to all federal, state, and local regulations.

## 2. Mobilization and Staging:

ACES will mobilize upon receipt of a signed Proposal or Notice to Proceed and required deposit. Mobilization includes but is not limited to dropping waste containers and obtaining necessary supplies and equipment. The staging of all supplies and equipment will be coordinated with the owner of the property and/or the owner's representative. Supplies will be staged in a neat and orderly manner. Waste containers will be staged as close as possible to the designated waste egress. The Proposal Cost is based upon a single mobilization to the site unless additional mobilizations are specifically set forth and included in the Scope of Work. Any additional mobilization not included in the Scope of Work may result in an increase in cost.

## 3. Permits and Notification:

ACES will file all necessary notification forms with the Colorado Department of Public Health and Environment ("CDPHE") and obtain all necessary permits required to perform the Scope of Work. NOTE: CDPHE requires a 12-day waiting period from the time of submission of a permit application and the commencement of abatement unless an OPT-OUT permit is available for the project.

## 4. Preparation and Process:

a. All containment areas will be set up to contain friable materials by sealing all openings to the area with two (2) layers of polyethylene plastic. Walls and floors will be protected with two (2) layers of plastic, installed with offsetting seams. Negative Air Filtration Units will be set up within the containment, exhausted directly to the outside of the facility, and used to filter the air and create a pressure differential between the containment and the outside area. At a minimum, the units will supply one air change every fifteen (15) minutes.
b. Work will proceed ten (10) working days following submission of notification to regulatory agencies. If an OPT-OUT permit is approved, ACES may proceed two (2) days after submission of the permit to CDPHE. Work will be substantially completed within five (5) working days. A detailed schedule, showing tasks, critical dates and worker levels can be provided upon request.
c. All asbestos containing material will be removed utilizing wet methods. Material will be wetted utilizing an amended water solution, removed from the substrate in manageable sections, and

placed into properly labeled 6-mil polyethylene bags. These will then be closed, rinsed, and double bagged for removal from the work area.

d. Following removal of the asbestos containing material, the substrate will be detail cleaned. This involves the removal of residual material from the substrate by hand-brushing and wet-wiping the surface. Detail cleaning will continue until all visual residue has been removed.
e. Following cleaning, a visual inspection will be conducted by an ACES representative and the Client, Client's Representative, Property Owner, or Property Owner's Representative. After approval, the surfaces will be sprayed with a liquid encapsulate to lock down any residual fibers.
f. Clearance air monitoring will be performed by Client's and/or Property Owner's independent air sampling professional. ACES can provide the name of a third-party firm. Cost of clearance will be paid directly to the firm by client if not stated "No additional cost for air clearance and inspection" in Scope of work.
g. All asbestos containing materials removed from the site will be bagged and properly labeled prior to being placed into a sealed disposal bin for transport to an authorized disposal site. The waste material will be manifested prior to removal from the project site and signed for by an authorized representative of the Property Owner. Asbestos containing material will be removed from the site by a licensed and certified hazardous waste hauler and properly placed into an EPA approved landfill.

## 5. Owner Responsibilities:

a. Client shall grant ACES access to the Property to perform the Scope of Work. Client shall provide ACES with use of any plans or drawings ACES deems necessary to perform the Scope of Work.
b. Client expressly authorizes ACES to sign any required disposal forms on behalf of the Client or other generator of waste for the removal of any waste from the Property
c. Client shall provide ACES with adequate power, water, parking, and storage space at the Property unless otherwise specified and included in the Scope of Work.
d. Client shall have all utility connections in or adjacent to the work area located and clearly marked.
e. Client shall remove all furniture and non-stationary items removed from the work area prior to commencement of work unless otherwise specified and included in the Scope of Work.
f. Client shall cause all HVAC systems within or connected to the containment areas to be shut down and locked out unless otherwise specified and included in the Scope of Work.

## A. WARRANTIES, INCLUSIONS AND EXCLUSUIONS:

1. Client represents and warrants that the Property will be in the same or substantially similar condition on the day the project commences as it was on the date of inspection or walk-through.
2. ACES is entitled to rely on its reasonable interpretation of site conditions on the date of inspection or walk-through and any information provided to it by Client, the Property Owner and/or the Property Owner's representative.
3. All labor, material, and supplies necessary to complete the Scope of Work are included in the cost of this Proposal. The Scope of Work is specific and does not include any unforeseen conditions or contingencies at the Property. Any material changes in the condition of the Property, or later

discovered conditions that were not reasonably observable at the time of inspection or walk-through may require a modification of the Scope of Work and result in additional costs.

4. The Proposal Cost is based upon ACES normal working hours. Any overtime required may result in an increase in cost.
5. All permit fees and taxes are included in the cost of the Proposal.
6. Payment and performance bonds are not included in this proposal unless otherwise specifically set forth and included in the Scope of Work.
7. Air monitoring for ACES personnel required by federal, state, and local regulations is included in the Proposal Cost. Any additional air monitoring, whether required by Client or a third-party, will be an additional cost paid by the Client unless specifically set forth and included in the Scope of Work.
8. Final air clearances are not included in the Proposal Cost unless otherwise specifically set forth and included in the Scope of Work.
9. ACES shall not be responsible for any delays caused by the Client, Property Owner, Property Owner's representative(s), and/or other contractors not retained by ACES. Delays may result in an increase in cost.
10. ACES represents and warrants it shall complete the Scope of Work in a workmanlike manner consistent with industry standards and comply with all applicable federal, state, and local laws and regulations.
11. ACES will take reasonable efforts to minimize damage to surfaces and work areas; however, Client understands and acknowledges that damage may result from tape or other adhesives necessary to construct the containment area and perform the Scope of Work. ACES shall not be liable for any damage from the construction of containment areas required to perform the Scope of Work.

## B. MISCELLANEOUS PROVISIONS

1. All change orders must be in writing and signed by both parties prior to completion of work. Change orders will be based upon time and material at the rate of $85 per hour for labor plus materials and additional waste disposal.
2. This Proposal may be withdrawn or modified for any reason if not signed and accepted within sixty (60) days of the date of the Proposal.
3. The Scope of Work shall be deemed accepted by Client upon receipt of a final visual or air clearance inspection report.
4. To the maximum extent permitted by law, Client shall save, indemnify, defend, protect and hold harmless ACES and its officers, directors, partners, shareholders, affiliates, employees, agents, successors and assigns from and against any and all claims, suits, obligations, demands, damages, actions, causes of action, losses, judgments, liabilities, costs and expenses including, but not limited to reasonable attorneys' fees, arising from or in connection with (i) the breach or default by Client under this Agreement or (ii) any negligent act, error or omission or willful misconduct of Client, Client's representatives, agents, and/or employees.
5. All invoices are due upon receipt. Invoices not paid within thirty (30) days of rendering will incur a late fee of $100 and accrue interest at eighteen percent (18%) per annum until paid. Should ACES be required to file a lien and/or pursue legal action to enforce the terms and conditions of this Proposal, Client shall be responsible for all attorneys' fees and costs incurred.

**TOTAL PROPOSAL COST:** $9,729.78

- $4,864.89, Half of total cost is due upon acceptance of the Proposal
- $4,864.89, Balance is due upon completion of the Scope of Work

## C. ACCEPTANCE OF PROPOSAL

By signing below, Client hereby represents that they have the power and authority to enter into this agreement, accepts and agrees to the Scope of Work together with all terms and conditions set forth herein, and authorizes Atlas Contracting & Environmental Solutions, Inc. to proceed with the work as specified.

_____ Date: _____

Client

If you have any questions or require any additional information, please do not hesitate to me at (303) 241.1938. Please remit payment to Atlas Contracting & Environmental Solutions Inc., 4833 Front Street, Unit B, #126, Castle Rock, CO 80104 (EIN: 86-1179116). Thank you.

Respectfully Submitted,

Steve McGuire Digitally signed by Steve McGuire
Date: 2023.05.02 12:25:27 -06'00'

Steve McGuire

**TO:** Honorable Mayor and Board of Trustees

**FROM:** Zach Higgins, AICP Community Development Director

**DATE:** May 09, 2023

**SUBJECT:** Resolution 23R19 – Main Street Streetscape Design Project 2nd Amendment

**SUMMARY**

Staff is seeking the approval of Resolution 23R19, the second amendment to the Professional Services Agreement with CORE Engineering for the Main Street Streetscape Design. The original PSA with CORE for the Main Street Streetscape Design was approved by the Board of Trustees on 01/11/2022. The first amendment of the PSA with CORE was approved by the Board of Trustees on 11/29/2022. As requested by the Board of Trustees at their 04/01/2023 workshop, staff has sought an add services agreement with CORE Engineering to include a conceptual design summary of the proposed streetscape project on a block-by-block basis.

The full scope of the add services can be found in the attached Exhibit A – Service Authorization document. The timeline of the design project has been extended to complete by November 9th, 2023. The additional services also include CORE presenting the proposed layouts to the Board of Trustees at a regular meeting or special session chosen by the BOT. This project has been an ongoing effort amongst the Main Street Board of Directors, Town Staff, consultants, and the public. Scope remaining to be completed from the original PSA includes design options, cost estimates, and construction schedule and phasing. The full Scope of Services and Timeline can be found in Exhibit A. The full budget is also outlined in Exhibit A as well as a Schedule of Rates.

The original PSA budget was set at $271,000 and included both FF and TME line items. The first amendment to the PSA budget is $12,000. The second amendment to the PSA budget is $18,000. The total PSA budget with the first and second amendments included is $301,000.

**RECOMMENDATION**

Town Staff recommends the approval of Resolution 23R19, the second amendment to the PSA with CORE Engineering to complete the Main Street Streetscape Design. Town Staff feels that this amendment to the PSA and included Exhibits are comprehensive and set the town up for success regarding this phase of the project.

**ATTACHMENT(S)**

Resolution 23R19

Second Amendment to the CORE PSA

Exhibit A Service Authorization

**RESOLUTION 23R19**

**A RESOLUTION APPROVING THE SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE TOWN AND CORE CONSULTANTS, INC. FOR THE DESIGN OF THE MAIN STREET STREETSCAPE/WIDENING PROJECT**

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

Section 1. The Second Amendment to Professional Services Agreement between the Town and CORE Consultants, Inc. for the design of the Main Street Streetscape/Widening Project for an additional amount not to exceed Eighteen Thousand Dollars ($18,000.00), attached hereto as **Exhibit A**, is hereby approved and the Mayor is authorized to execute same on behalf of the Town.

PASSED, APPROVED, and ADOPTED this _9th_ day of May, 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

## SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS SECOND AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this _9th_ day of May, 2023, by and between the Town of Elizabeth, Colorado (hereinafter referred to as the "Town") and CORE Consultants, Inc. (hereinafter referred to as "Consultant").

## RECITALS

A. On January 11, 2022, the Town and Consultant entered into a Professional Services Agreement (the “Original Agreement”).

A. On November 29, 2022, the Town and Consultant entered into a First Amendment to Professional Services Agreement (the “First Amendment”).

B. The parties desire to amend the Original Agreement and First Amendment with this Second Amendment as set forth below.

## AGREEMENT

NOW, THEREFORE, it is hereby agreed as follows.

1. Section I of the Original Agreement is amended by the First Amendment is further amended by the addition thereto of the Scope of additional engineering services as more particularly described in **Exhibit A**, attached hereto, and incorporated herein by this reference (the “Second Additional Scope”).

2. Section IV, subsection A. of the Original Agreement is amended by the addition thereto of an additional amount not to exceed Eighteen Thousand Dollars ($18,000.00) as more particularly described in the Second Additional Scope.

3. Section V of the Agreement is amended to provide that the contract term is through and including _November 9th_, 2023.

4. The Original Agreement as amended is in full force and effect and is hereby ratified by the Town and the Consultant. The Original Agreement, the First Amendment, and this Second Amendment constitute all of the agreements between the Town and the Consultant.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

**TOWN OF ELIZABETH, COLORADO**

By: _____
Nick Snively, Mayor

ATTEST:

_____
Michelle M. Oeser, Town Clerk

**CONSULTANT**

By: _____

_____
Title Date

ATTEST:

_____

_____
Title Date

# EXHIBIT A

## SERVICE AUTHORIZATION

Service Authorization No. 003
CORE Project No. 10-010-069 (the "Project").

This Exhibit A, Service Authorization, executed by and between CORE Consultants, Inc., a Colorado corporation whose principal place of business is located at 3473 S. Broadway, Englewood, CO 80113 ("CORE") and Town of Elizabeth ("Client"; CORE and Client, the "Parties"), shall become incorporated into and be part of that certain Professional Service Agreement between the Parties, dated 1/11/2022 (the "Agreement").

This Service Authorization identifies the Scope of Services, Assumptions and Clarifications, Exclusions, Client Responsibilities, Compensation, and Schedule related to Services to be provided by CORE for the Main Street Streetscape.

## SCOPE OF SERVICES

Based on the telephone conversation between CORE Consultants and the Town of Elizabeth on April 5th, 2023, CORE has prepared a request for additional engineering services for the Town of Elizabeth Main Street Streetscape Project. The Town Board has directed CORE to prepare a conceptual design summary of the proposed streetscape project on a block by block basis. The Concept Design will analyze the parking at each individual block separately at both diagonal and parallel parking. CORE will provide a recommendation for each side of the road based on the existing constraints with encroachments, grading, etc.

CORE understands that the Right of Way shall remain at 80' wide with a minimum if 11.5' drive lanes. Parking stalls shall accommodate at a minimum a standard passenger vehicle with the minimum dimensions of 9' x 18', and shall include physical bulb-outs to promote pedestrian safety. We also understand that the intent is for the bulb-outs to be 0" curb or similar to provide minimal obstruction to Town maintenance vehicles. CORE will provide a final summary plan to the Town Board with the recommended alternatives for each block. We have assumed 1 round of revisions to the final plan before a final decision is made.

The request for additional funds includes the following items, above and beyond the original scope of work:

### 1. Conceptual Analysis of Parking by Block

1.1. Preparation of Recommended Alternatives

CORE will prepare an analysis of the recommended parking alternatives on the Town of Elizabeth's Main Street. Based on the direction from Town staff, CORE shall analyze each block individually and provide a recommendation for parallel or diagonal parking spaces based on the existing conditions. We have assumed that each block will contain parallel parking on one side of the street, with diagonal on the other. A minimum drive lane width of 11.5 shall remain consistent along the alignment of Main Street, and vehicle spaces shall ne no smaller than the Town of Elizabeth standard of 9'x19'.

CORE has accounted for (1) one initial concept design with recommendations and one


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round of revisions from the Town Board. Deliverables will include plans, separated by block) indicating a preliminary design with diagonal parking as well as parallel parking. Each sheet will also include CORE's recommendation for each side. Hardcopies of the initial plan will be provided to the Town for review and comment.

1.2. Attendance at (1) Meeting to Present Recommendations to the Town Board
CORE has assumed attendance at (1) one special session of the Town Board to discuss the parking recommendations for the proposed streetscape project. CORE shall prepare necessary exhibits for presentation, keep track of attendance, and present to the Town Board. We have assumed that each meeting will be up to 2 hours in length and will occur in person at Town Hall.

## ASSUMPTIONS AND CLARIFICATIONS

The following Assumptions and Clarifications are provided relative to the Scope of Services, Compensation, and Schedule herein:

1. Pricing is valid for 30 days. Beyond that, pricing will require review/revision by CORE.

2. This Agreement and all contents expressed herein are confidential and cannot be disclosed to parties outside of CORE and Client without the specific written permission of CORE.

3. The fee and Scope of Services are based on an assumed work schedule of no longer than 6 months. Any work extending beyond the schedule indicated due to revisions directed by Client is not included.

4. CORE assumes that further progress of the streetscape design covered under the original project scope will be paused until authorization to proceed is provided by the Town Board.

5. If the Scope of Services is increased, the fee will also increase based on requirements dictated by the schedule and requirements.

6. CORE services will be provided with a standard of care similar to other professional service firms providing these services within the region.

## SPECIFIC EXCLUSIONS

This Agreement specifically excludes the following items, and all items not listed in the Scope of Services presented herein:

1. Additional survey areas outside of those identified above

2. Right of Way Acquisition services

3. Utility or storm drain design. These items are included with the original scope of work and


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will be completed outside of the scope of this parking analysis.

## CLIENT RESPONSIBILITIES

The following items will be provided by Client:

1. Client shall cooperate with CORE in good faith, as necessary to allow CORE to perform the services defined in the Agreement.

2. Client shall provide CORE with information and criteria of Client's requirements for the Project.

3. Client shall provide access to the Project site as necessary for CORE's performance of the Scope of Services.
4. Client shall examine and respond promptly to CORE's submissions to the Client.

5. The client shall consult with CORE on a regular basis concerning the timeliness, cost, and adequacy of services as the service progress, and promptly furnish to CORE written notice of any noncompliance with the terms of the Agreement.



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## COMPENSATION

The Scope of Services provided herein will be provided on a combination Fixed Fee (FF) and Time and Materials Estimate ("TME") basis. Each Scope of Services item is noted by either FF or TME as appropriate. FF items will be invoiced on a percent-complete basis as the Project and services progress.

| Task | Task Description | Previous Fee | New Additional Fee | Total | Type |
|---|---|---|---|---|---|
| 1 | Survey | $29,500.00 | | $29,500.00 | FF |
| 2 | Ownership Research | $4,000.00 | | $4,000.00 | FF |
| 3 | Utility Locates | $8,000.00 | | $8,000.00 | TME |
| 4 | Public Meetings | $9,500.00 | | $9,500.00 | FF |
| 5 | Geotechnical Investigation | $10,000.00 | | $10,000.00 | FF |
| 6 | Roadway Engineering | $70,000.00 | | $70,000.00 | FF |
| 7 | Drainage Report | $27,000.00 | | $27,000.00 | FF |
| 8 | Bid Support | $15,000.00 | | $15,000.00 | TME |
| 9 | Reimbursables | $3,000.00 | | $3,000.00 | TME |
| 10 | Landscape Design | $92,000.00 | | $92,000.00 | FF |
| 11 | Street Light and Powerline Relocation | $15,000.00 | | $15,000.00 | TME |
| 12 | Conceptual Analysis of Parking Alternatives | | $18,000.00 | $18,000.00 | FF |
| | **Total:** | **$283,000.00** | **$18,000.00** | **$301,000.00** | |

All TME NTE, TME, and FF items will be invoiced pursuant to the Terms and Conditions and at the Schedule of Rates, both as in effect at the time services are rendered and expenses incurred.

CORE is hereby authorized by Client to proceed with the Scope of Services as set forth herein.

**CORE Consultants, Inc.** **Client:** Town of Elizabeth

| **Signature:** | **Signature:** |
|---|---|
| **Name:** | **Name:** |
| **Title:** | **Title:** |
| **Date:** | **Date:** |



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**TO:** Planning Commission

**FROM:** Zach Higgins, AICP Community Development Director

**DATE:** May 09, 2023

**SUBJECT:** Resolution 23R20 - Site Plan Waiver regarding 392 S Main Street

## SUMMARY

The owners of 392 S Main Street, the Carriage Shoppes, are requesting that the Board of Trustees waive their opportunity to review a Site Plan in relation to selling sheds on the currently vacant parcel directly east of the Carriage Shoppes. This request by the applicant is permitted under Section 16-1-200 Supplementary regulations (a)(15)(b)2. The Planning Commission or Board of Trustees may waive its opportunity to review uses that are permitted by right if, after being consulted by the Town staff, it determines that the size of the project does not warrant its review.

In addition, the Elizabeth Municipal Code Section 16-1-270 (d) states that: The Board of Trustees, in special circumstances and following an advisory recommendation from the Planning Commission, may authorize waivers from the provisions of this Chapter. Waivers may be granted for the purpose of encouraging flexibility and variety in development. The Board of Trustees will not look favorably on waiver requests for self-inflicted hardships. Such waivers may be granted if it is deemed by the Board of Trustees to be in the public interest and does not impair the intent and purposes of this Chapter.

The applicant has met with Town Staff regarding the above-mentioned request. The zoning of the parcel in question is DT (Downtown District) which allows as a use by right, retail stores, sales and display rooms and shops.

## STAFF RECOMMENDATION

Staff recommends the Board of Trustees waive its right to review the Site Plan for the parcel adjacent to 392 S Main Street, the Carriage Shoppes, as permitted under Section 16-1-200 Supplementary regulations (a)(15)(b)2 of the Elizabeth Municipal Code. The Planning Commission has formally voted to waive their right to review a Site Plan for the property regarding the selling of sheds. The Board of Trustees can maintain its right to review the Site Plan for the parcel in question or waive its right.

## POSSIBLE MOTION

Motion to approve Resolution 23R20, a resolution granting a waiver for property located at 392 South Main Street of the Town's Site Plan requirements pursuant to Elizabeth Municipal Code Sections 16-1-200(A)(15)b.2. and 16-1-270(d).

**ATTACHMENT(S)**

Resolution 23R20

Exhibit A

Map of 392 S Main Street

**RESOLUTION 23R20**

**A RESOLUTION GRANTING A WAIVER FOR PROPERTY LOCATED AT 392 SOUTH MAIN STREET OF THE TOWN'S SITE PLAN REQUIREMENTS PURSUANT TO ELIZABETH MUNICIPAL CODE SECTIONS 16-1-200(A)(15)b.2. AND 16-1-270(d)**

WHEREAS, Ed Beard and Janet McCracken (the "Owner") owns the property with a street address of 392 South Main Street, Elizabeth, Colorado (the "Property");

WHEREAS, the Owner seeks a waiver from the Town's site plan requirements;

WHEREAS, the Board of Trustees finds that a waiver from the Town's site plan requirements is in the public interest of the Town, and finds that such a waiver does not impair the intent and purposes of Chapter 16 of the Elizabeth Municipal Code; and

WHEREAS, the Board of Trustees, following a recommendation from the Planning Commission, therefore determines to grant a waiver from the Town's site plan requirements for the Property as described below.

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

Section 1. The recitals set forth above are hereby incorporated herein by this reference.

Section 2. The Board of Trustees hereby approves a waiver of the site plan requirements to allow the outdoor sale of sheds on the Property as more particularly described in Exhibit A, attached hereto and incorporated herein by this reference.

PASSED, APPROVED, and ADOPTED this ___ day of May, 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

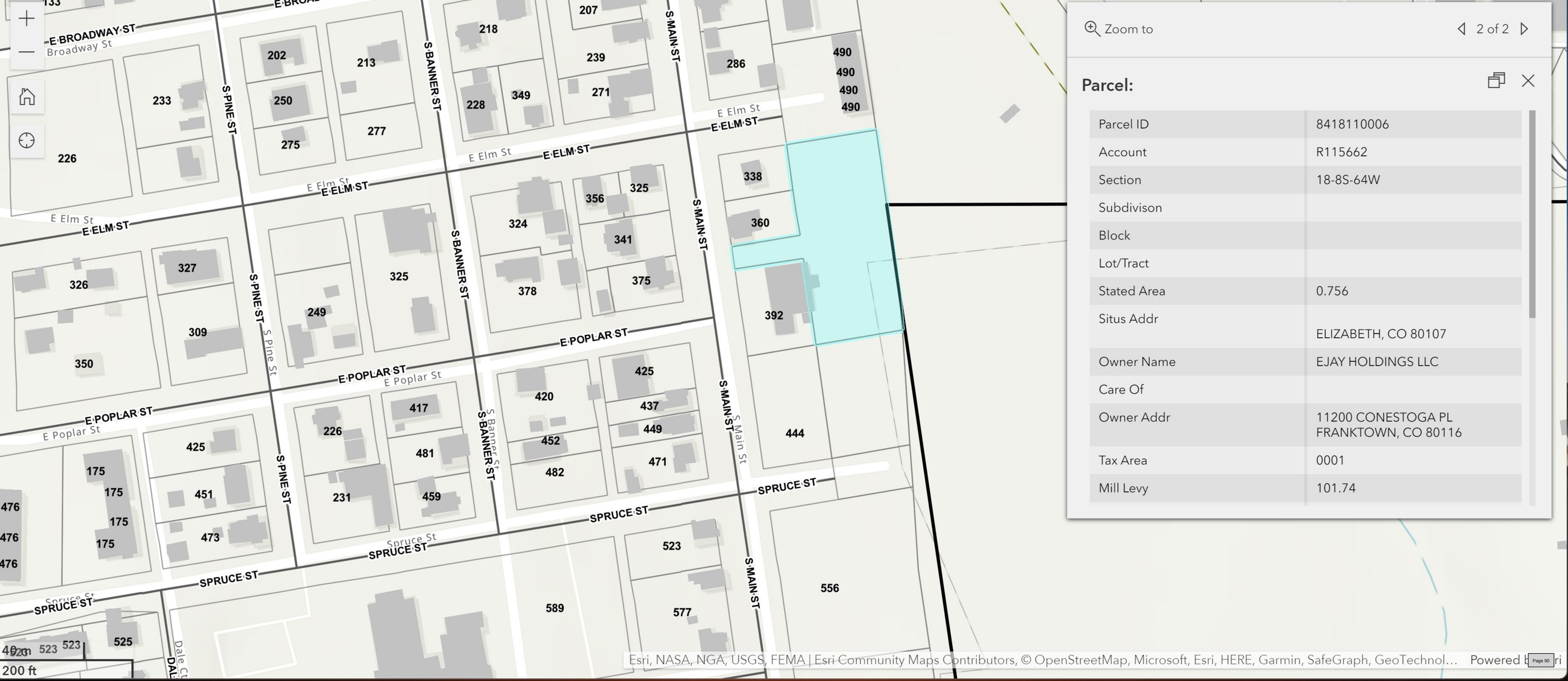
ATTEST

_____
Michelle M. Oeser, Town Clerk

## EXHIBIT A

### SUMMARY

The owners of 392 S Main Street, the Carriage Shoppes, are requesting to sell outdoor sheds on their vacant lot adjacent to the Carriage Shoppes. This would occur directly behind (east) the Carriage Shoppes. The applicant has stated There may be four (4) to eight (8) sheds on the property at any given time. Customers may purchase the sheds on the property or view them in the process of ordering a custom shed. The Point of Sale would be inside of the Carriage Shoppes. There is no anticipated change to grading, drainage, lighting, traffic, or parking.


E BROADWAY ST
Broadway St
S PINE ST
S BANNER ST
S MAIN ST
E ELM ST
E Elm St
E POPLAR ST
E Poplar St
SPRUCE ST
Spruce St
S Pine St
S Banner St
S Main St
Dale Ct
202
213
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Owner Name
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Owner Addr
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FRANKTOWN, CO 80116
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Esri, NASA, NGA, USGS, FEMA | Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnol…
Powered by Esri

**TO:** Honorable Mayor and Board of Trustees

**FROM:** Zach Higgins, AICP Community Development Director

**DATE:** May 09, 2023

**SUBJECT:** Pickaxe Refresh 2023

**SUMMARY**

The Town receives various benefits through its enrollment in Colorado's Main Street Program, which is administered by DOLA. One of those benefits is the Pickaxe Program which helps Main Street communities through community analysis, branding/marketing development, and overall guidance for successful Main Streets. The Pickaxe team met with the Main Street Board of Directors on 04/10/2023 to gain insight into our community, listen to any challenges, and gather information for a branding refresh. The Town previously participated in the Pickaxe program in 2018.

The Pickaxe team took the information received from Staff and the MSBOD and put together a presentation which was given on 04/11/2023. Staff has included the presentation document for the Board of Trustees to review. This document includes additional and updated logo resources that Staff can utilize throughout the website, documents, social media, events, etc that are created for Town use.

**ATTACHMENT(S)**

Pickaxe Presentation Document - 2023

# Elizabeth Main Street

## PICKAXE REFRESH

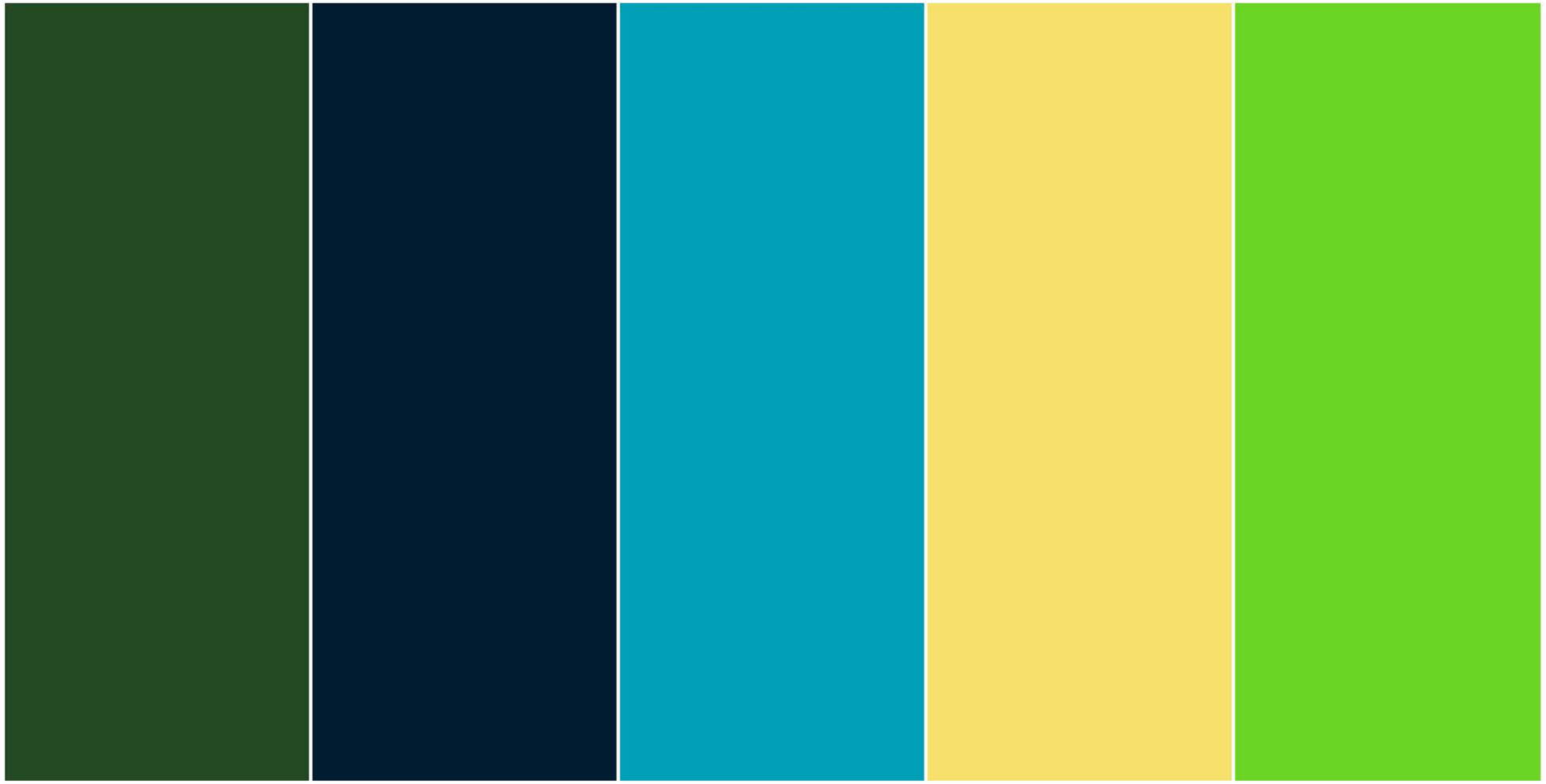
MATT ASHBY & BEN MULDROW



pickaxe

# Branding Tools





| Color 1 | | Color 2 | | Color 3 | | Color 4 | | Color 5 | |
|---|---|---|---|---|---|---|---|---|---|
| HEX | 234922 | HEX | 001B2E | HEX | 009FB7 | HEX | F8E16C | HEX | 6BD425 |
| RGB | 35, 73, 34 | RGB | 0, 27, 46 | RGB | 0, 159, 183 | RGB | 248, 225, 108 | RGB | 107, 212, 37 |
| HSB | 118, 53, 29 | HSB | 205, 100, 18 | HSB | 188, 100, 72 | HSB | 50, 56, 97 | HSB | 96, 83, 83 |
| CMYK | 52, 0, 53, 71 | CMYK | 100, 41, 0, 81 | CMYK | 100, 13, 0, 28 | CMYK | 0, 9, 56, 2 | CMYK | 49, 0, 82, 16 |

## Elizabeth Colors

# I am your Primary Typeface

I am your Secondary Typeface

*I am your Accent Typeface*


ELIZABETH
COLORADO


ELIZABETH
COLORADO


HISTORIC
ELIZABETH
Your Home, By Nature


HISTORIC
ELIZABETH
Your Home, By Nature


HISTORIC
ELIZABETH
COLORADO
HISTORIC
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# ELIZABETH Main Street





ELIZABETH
Main Street



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Main Street



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Main Street

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Design



Promotion



Organization



Economic
Vitality

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POWERED BY
Main Street



POWERED BY
Main Street



# FRIDAY NIGHT MARKET



# MAYORS
# Tree Lighting



HISTORIC ELIZABETH

# WINE IN THE PINES


ELIZABETH
STAMPEDE


ELIZABETH
STAMPEDE



RAIL RUNNERS

STAMPEDE

5K in HISTORIC ELIZABETH



HIGH PLAINS

HUSTLE

5K in HISTORIC ELIZABETH




# Elizabeth BrandTouch™ Manual

Order comes from simplicity. Inside, you will find the simple rules that guide the Elizabeth Brand, and will help create equity as we tell others about Elizabeth.

PREPARED BY

ARNETT MULDROW
316 West Stone Avenue
Greenville, SC 29609
ben@arnettmuldrow.com

arnettmuldrow.com

Brand guidelines should be flexible enough for your community to be creative, but rigid enough to keep your brand easily recognizable. Consistency is key, especially if you need the brand to extend across multiple media


**1.0** Brand
**2.0** Logo
**3.0** Color
**4.0** Typography
**5.0** Expansion
**6.0** Resources


# The Brand Manual is essentially a set of rules that explain **how your brand works.**




# 1.0
# The Brand

# 1.1
# Brand Message

Your community already has a personality. The job of the brand is to preserve that personality while helping the community to realize its vision of its future.

## A. LOGO

The logo is the combination of the logomark and logotype along with the tagline to graphically convey the identity of the community.

## B. LOGOMARK

A logomark is an identifying mark or symbol that doesn't contain the business name.

## C. WORDMARK

A wordmark refers to words or the name of a business that is designed in a special way. Examples include Pinterest, eBay or Google.

A




B



C



# 1.2
## Logo Variants

Choosing the right dominant color for your brand is crucial. This color should appear on all your materials, including your logo and signage.









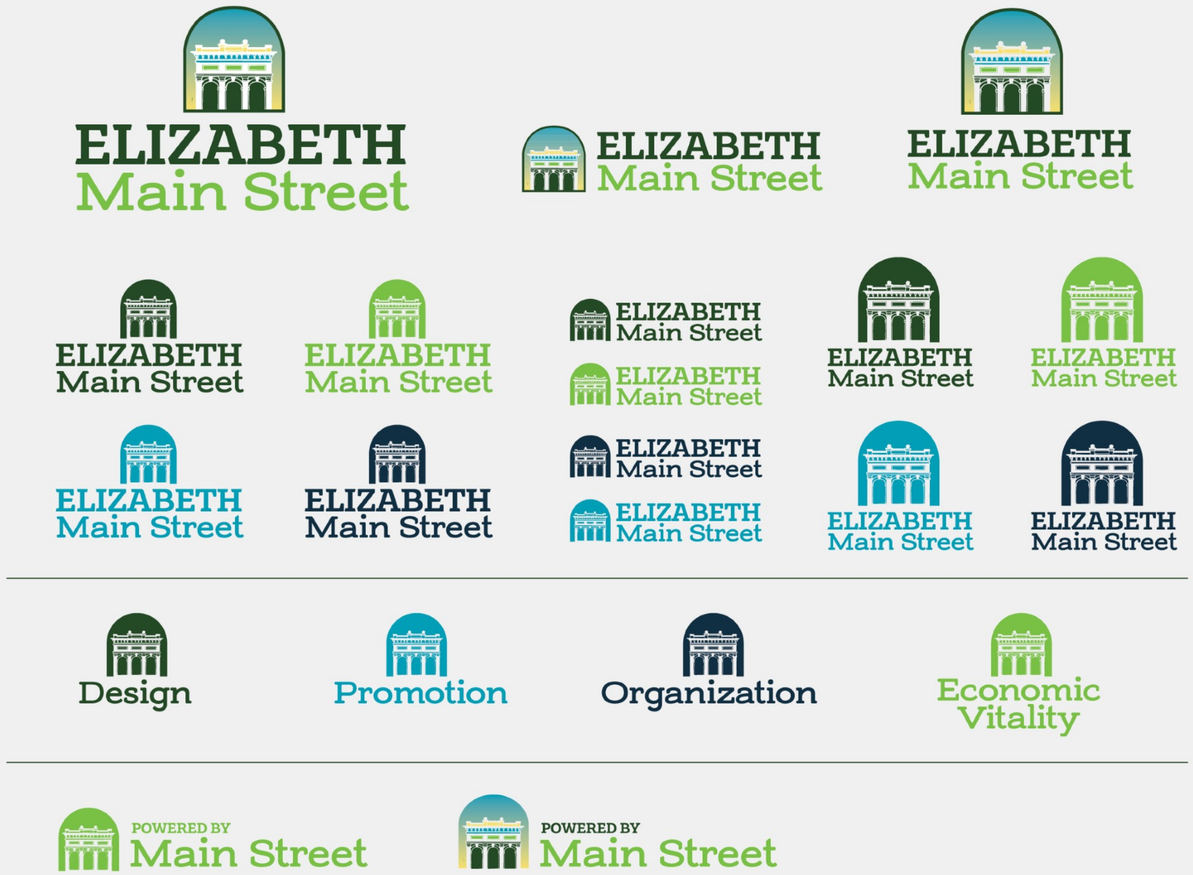

### LOGO USAGE

As much as possible, the color you choose should set you apart, work with your industry and image, and tie to your brand promise. It should also take into account color psychology, which is fairly complex. Colors can mean different things depending on the culture, situation and industry.



# 1.3
## Logo Sizing

A logo lockup refers to the formalized position/relationship of the brand's logo (symbol) and its wordmark (logotype).



# 1.4
## Logo Spacing

The area that surrounds the logo known as “clear space” is as important as the logo itself.

### WHAT IS CLEARSPACE

The area that surrounds the logo is as important as the logo itself. The minimum area of A, known as “clear space,” provides breathing room to the logo and eliminates visual clutter (text, graphic elements or other logos) that can compete with logo legibility – thereby diminishing the effectiveness of the logo.






# 2.0
# The Colors

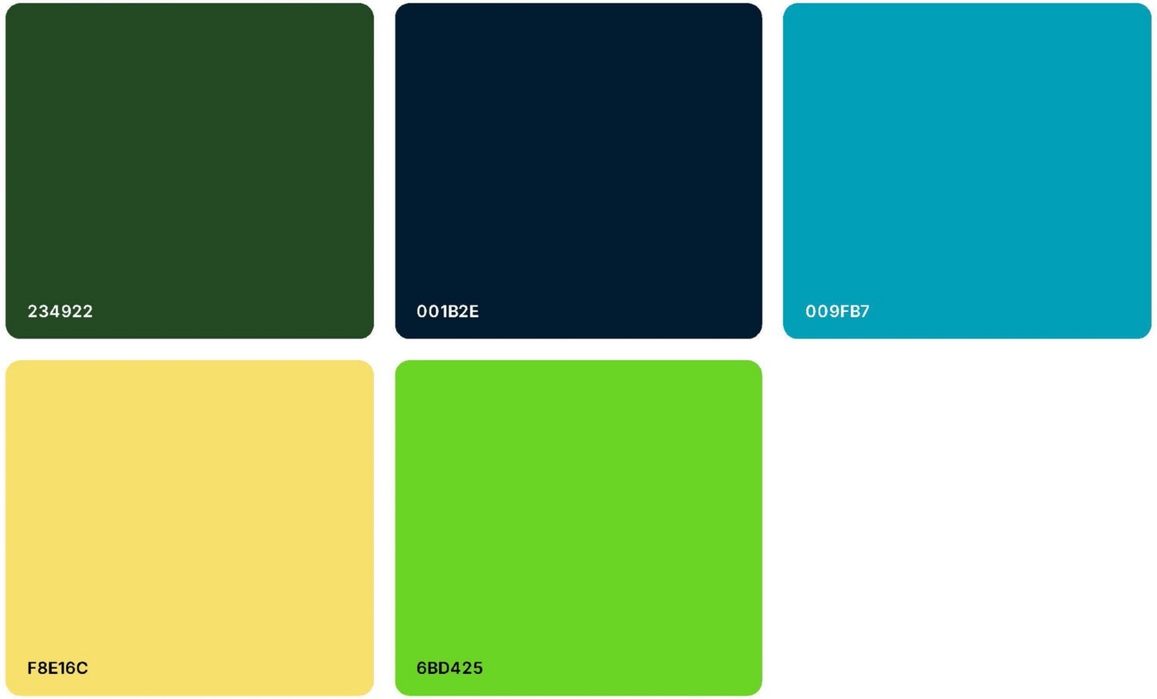
# 2.1
# Color Palette

Color choices are used to differentiate items, create depth, add emphasis, and help organize information.

Almost 90% of people's assessment on products or services is based on colors alone.
Due to colors' strong influence on moods and feelings, their association with products can influence our attitudes and affect purchasing power towards brands.

## COLOR THEORY

Every time a consumer interacts with a brand, an opportunity exists for the company to influence their audiences' perceptions. It is up to the marketer to decipher which design and colors will influence the consumer to purchase. By educating oneself on the psychology behind color theory, marketers can further tap into branding techniques and better connect with their market, leading to a stronger brand-consumer relationship and increased profit.




Elizabeth Colors



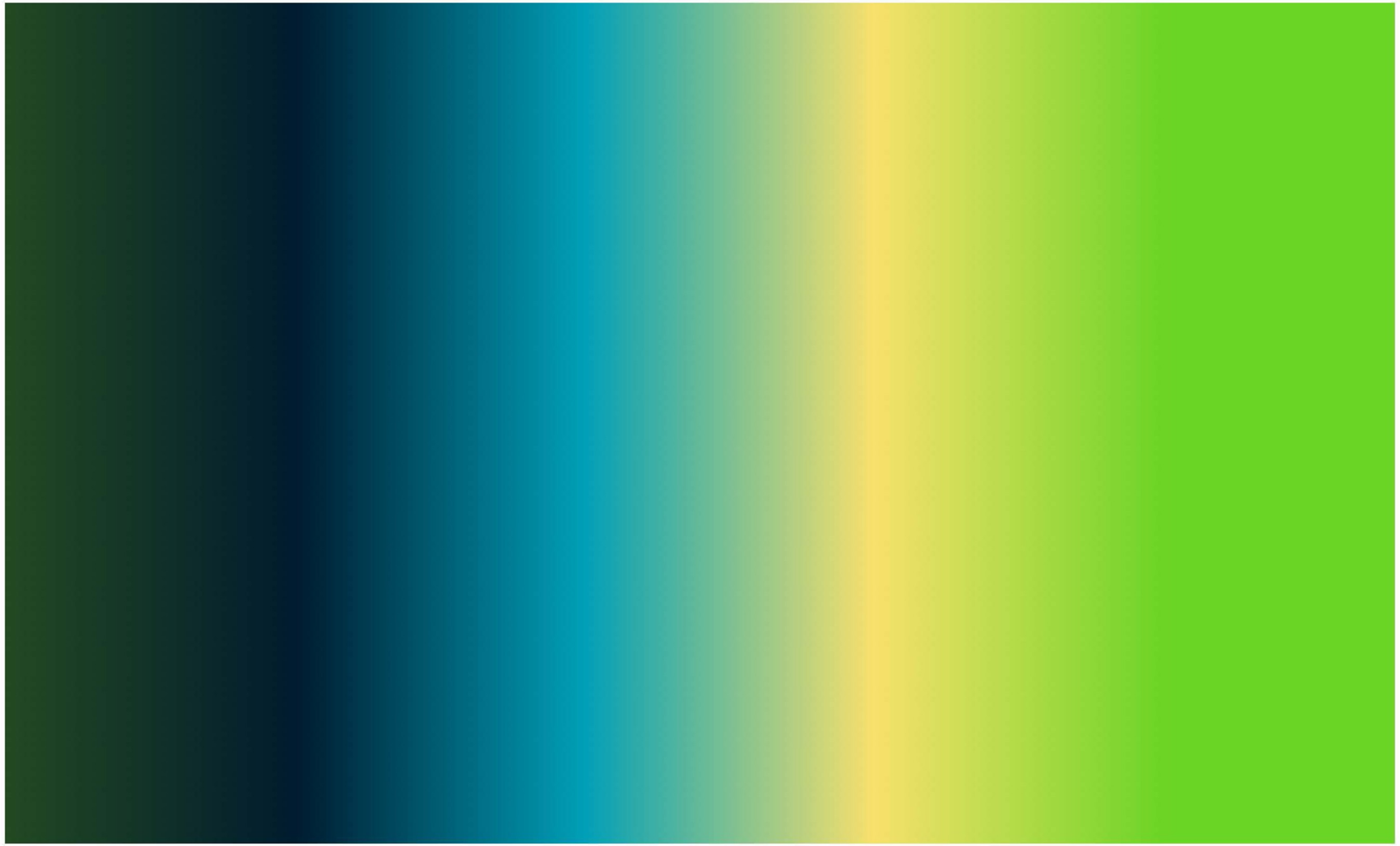
| Color 1 | | Color 2 | | Color 3 | | Color 4 | | Color 5 | |
|---|---|---|---|---|---|---|---|---|---|
| HEX | 234922 | HEX | 001B2E | HEX | 009FB7 | HEX | F8E16C | HEX | 6BD425 |
| RGB | 35, 73, 34 | RGB | 0, 27, 46 | RGB | 0, 159, 183 | RGB | 248, 225, 108 | RGB | 107, 212, 37 |
| HSB | 118, 53, 29 | HSB | 205, 100, 18 | HSB | 188, 100, 72 | HSB | 50, 56, 97 | HSB | 96, 83, 83 |
| CMYK | 52, 0, 53, 71 | CMYK | 100, 41, 0, 81 | CMYK | 100, 13, 0, 28 | CMYK | 0, 9, 56, 2 | CMYK | 49, 0, 82, 16 |

## Elizabeth Colors

ARNETT MULDROW

| | | | | | |
|---|---|---|---|---|---|
| +100% | FFFFFF | FFFFFF | FFFFFF | FFFFFF | FFFFFF |
| +87.5% | DDEFDD | C5E7FF | D6FAFF | FEFBED | ECFAE3 |
| +75% | BCDFBB | 8BCFFF | ADF4FF | FDF7DA | DAF5C8 |
| +62.5% | 9ACF98 | 51B6FF | 85EFFF | FCF4C8 | C7F0AC |
| +50% | 78BF76 | 179EFF | 5CE9FF | FCF0B6 | B5EB90 |
| +37.5% | 57AE54 | 0080DC | 33E4FF | FBECA4 | A2E775 |
| +25% | 458D43 | 005EA2 | 0ADEFF | FAE891 | 90E259 |
| +12.5% | 346B32 | 003D68 | 00C2E0 | F9E57F | 7DDD3E |
| 0% | 234922 | 001B2E | 009FB7 | F8E16C | 6BD425 |
| -12.5% | 1F401E | 001728 | 008BA1 | F6D842 | 5EBA21 |
| -25% | 1B371A | 001422 | 00778A | F4CF18 | 519F1C |
| -37.5% | 162E15 | 00111D | 006373 | D5B30A | 438517 |
| -50% | 122411 | 000D17 | 00505C | AA8F08 | 366A13 |
| -62.5% | 0D1B0D | 000A11 | 003C45 | 806C06 | 28500E |
| -75% | 091209 | 00070B | 00282E | 554804 | 1B3509 |
| -87.5% | 040904 | 000306 | 001417 | 2B2402 | 0D1B05 |
| -100% | 000000 | 000000 | 000000 | 000000 | 000000 |

## Elizabeth Colors



## Elizabeth Colors




# 3.0
# The Type

## 3.1
# Typography

Typography plays a crucial role in the design of your brand identity. The typography in your logo can be as impactful as a graphic.

### SWATCHES

Typography is the visual component of the written word.

Text is any combination of letters, numbers, or other characters. Text stays the same no matter how it's rendered. Consider the sentence "I like pizza." I can print that text on a piece of paper, or read it aloud, or save it in a file on my laptop. It'll be the same text, just rendered different ways—visually, audibly, digitally.

But when "I like pizza" is printed, typography gets involved. All visually displayed text involves typography—whether it's on paper, a computer screen, or a billboard.

Don't infer from the highway-sign example that typography is another word for font. Fonts are part of typography, but typography goes beyond fonts.

www.practicaltypography.com/what-is-typography.html

Do not think of type as something that should be merely readable. **It should be beautiful.**

## 3.2
## Primary Typeface

**GRUEBER**

# Hello I'm:
# Grueber

ABCDEFGHIJKLMN

OPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

## 3.3
## Secondary Typefaces

**ADORN SLAB BOLD**

# Hello I'm: Adorn

ABCDEFGHIJKLMN
OPQRSTUVWXYZ
abcdefghijklmn
opqrstuvwxyz
1234567890

# 3.4
# Accent Typefaces

**Filmotype Keynote**

Hello I'm:

Filmotype Keynote

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

# 3.5
# Type Hierarchy

In order to guide the reader, then, headings are usually large, sub-headings are smaller, and body type is smaller still.

## LEADING

For legible body text that's comfortable to read, a general rule is that your leading value should be greater than the font size; from 1.25 to 1.5 times

## TRACKING

The space between letters in a block of text. In CSS this is defined with the letter-spacing property

## WIDOWS & ORPHANS

A single word at the end of a column is a widow and if it's at the top of a new column it's an orphan. They look bad and can be hard to read.

**Elizabeth**

H1

**Elizabeth**

H2

**Elizabeth**

H3

**Elizabeth**

H4

**Elizabeth**

BODY COPY

**Elizabeth**

CAPTION

**Elizabeth**

CC

# 4.0
# The Extension



# 4.1
# Wayfinding

The wayfinding system should be introduced as part of the brand because it plays such an important role in the perception

**PRIMARY GATEWAYS**
These gateways are the primary intersection points and main entry ways to town. They need to be highly visible and introduce the brand.

**BUILDING MARKERS**
The markers can be either wall mounted or monument style and denote important landmarks in the downtown district

**TRAILBLAZERS**
Trailblazers are the directing signs leading motorists to the main attractions in the area. These should have a maximum of three locations per sign and carry motorists from gateway to parking lot. Colors can be used to distinguish between different districts and can become smaller as the scale and speed of the roadway narrows.

**STREET BANNERS**
Banners are very popular and help to add color and movement to the lanes of travel, acting as a speed calming device. They too can be color coded by district and can promote local events, as well as promoting the brand.

**PARKING SIGNAGE**
Identifying parking is important in creating a parking system in downtown. Visitors are more likely to walk a block or two to shop if the signage system leads them directly to a public parking lot and tell them how to proceed. The parking markers can be by themselves or as attachments to trailblazer signs.















# 5.0
# The Resources

# 5.1
# Logo Contact Sheet

## FILE FORMAT GUIDE

All of the included graphic files might not work on your machine, but that does not mean that the file is corrupted or that their is something wrong with your machine. These files address all of the normal uses that a community implemented design would require. Always make sure to inform vendors that you have these different file formats available.




File Type: Portable Document Format

Category: Vector Image Files

File Description: Cross-platform document created by Adobe Acrobat or a program with the Acrobat plug-in; commonly used for e-mail attachments or for saving publications in a standard format for viewing on multiple computers; usually created from another document instead of from scratch.

Program(s) that open PDF files:

| | |
|---|---|
| Mac OS | Adobe Reader to view (free), Adobe Acrobat to edit (commercial), Apple Preview |
| Windows | Adobe Reader to view (free), Adobe Acrobat to edit (commercial), Brava! Reader |




File Type: JPEG Image File

Category: Raster Image Files

File Description: Compressed graphic format standardized by the JPEG (Joint Photographic Experts Group) group; commonly used for storing digital photos since the format supports up to 24-bit color; also a common format for publishing Web graphics; compressed using lossy compression, which may noticeably reduce the image quality if a high amount of compression is used. JPEG files do not support transparency.



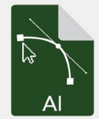

File Type: Encapsulated PostScript

Category: Vector Image Files

File Description: PostScript (.PS) file that includes an embedded preview image in bitmap format; often used for transferring between different operating systems.

Program(s) that open EPS files:

| | |
|---|---|
| Mac OS | Apple Preview, Adobe Illustrator, Acrobat, Photoshop, or QuarkXpress |
| Windows | CorelDRAW, Adobe Illustrator, Acrobat, or Photoshop, QuarkXpress |




File Type: Adobe Illustrator File

Category: Vector Image Files

File Description: Native file format created by Adobe Illustrator; composed of paths, or lines connected by points, instead of bitmap data; may include objects, color, and text; often referred to as a Illustrator drawing. Illustrator documents can be opened with Photoshop, but the image will be rasterized, meaning it will be converted from a vector image to a bitmap.

Program(s) that open ai files:

| | |
|---|---|
| Mac OS | Adobe Illustrator, Acrobat, Reader, Adobe Photoshop (rasterized), Apple Preview |
| Windows | Adobe Illustrator, Acrobat, Reader, Adobe Photoshop (rasterized) |




File Type: PNG Image File

Category: Raster Image Files

File Description: Portable Network Graphics (PNG) is a raster graphics file format that supports lossless data compression. PNG supports palette-based images, grayscale images (with or without alpha channel), & full-color non-palette-based RGB images (with or without alpha channel). PNG was designed for transferring images on the Internet, not for professional-quality print graphics, & therefore does not support non-RGB color spaces such as CMYK.




Design.png




EV.png




FridayNightMarket-4C.png




MainStreet-4C.png




MainStreet-Blue.png




MainStreet-DkGreen.png




MainStreet-Green.png




MainStreet-horz-4C.png




MainStreet-horz-Blue.png




MainStreet-horz-DkBlue.png




MainStreet-horz-DkGreen.png




MainStreet-horz-Green.png




MainStreet-vert-4C.png




MainStreet-vert-Blue.png




MainStreet-vert-DkBlue.png




MainStreet-vert-DkGreen.png




MainStreet-vert-Green.png




MayorsTreeLighting-4C.png




Org.png




PoweredBy-4C.png




PoweredBy-Blue.png




PoweredBy-DkBlue.png




PoweredBy-DkGreen.png




PoweredBy-Green.png




Promotion.png




Stampede-2C.png




Stampede-Round-2C.png




Town-DkGreen.png




WineinthePines-4C.png

# 5.2
# Copyright

## Copyright Transfer Statement

Ben Muldrow as the agent for Arnett Muldrow & Associates, located at 316 West Stone Avenue, Greenville, SC, the owner of Copyright for this presented design(s) hereby grants a full copyright license transfer to Elizabeth, Here to utilize the following designs as the new owner sees fit to do so.

For the purpose of Community Branding.

This license, attested to by the parties effectively immediately shall serve as notice and agreement between the parties and may not be changed without written permission from the Arnett Muldrow & Associates. Arnett Muldrow & Associates retains the right to use the created material to self market and self promote.

This signed agreement also includes the transfer of rights to any variations of the logo previously agreed and supplied as part of the initial proposal.

Example of these variations could include : multiple color versions, size and dimensional variations – landscape and portrait, reversed out versions, social media profile images, favicon etc.



Arnett Muldrow & Associates
864.233.0950
ArnettMuldrow.com
316 West Stone Avenue
Greenville, SC 29609

Is there anything missing on this Copyright Transfer Form that was previously agreed? Let me know before accepting this statement. It is critical the information shared here is understood and accepted in whole.

pickaxe

# Prime 5



# FIVE AUDIENCES OF MAIN STREET

HISTORIC ELIZABETH COLORADO

**1 DONORS**
- Sponsors
- Donations
- Members
- Investors
- Planned Giving

**2 OWNERS**
- Business
- Building
- Property
- Developer

**3 PUBLIC**
- Customers
- Citizens
- Event Goers

**4 VOLUNTEERS**
- Board
- Committees
- Events
- Service
- In-kind

**5 GOVERNMENT**
- Mayor & Council
- Schools
- County
- Chambers
- CVBs

ARNETT MULDROW

## MAIN 5 AUDIENCES OF MAIN STREET

# DONORS

**Our donors help us to exist. But we don't want it to be charity, we want it to be earned. Businesses investing in our organization, gaining exposure, leaving a legacy, and support the place they call home. We want to be the organization known for getting things done. And a movement worth investing in.**

HISTORIC ELIZABETH COLORADO

## START HERE

## WHY IS MAIN STREET IMPORTANT TO DONORS?

We believe that Main Street is a wise investment
We believe that this is a smart way to build business
We believe that Main Street can help leave a legacy
We believe that Main Street is an efficient way to advertise
We believe that supporting grassroots economic development makes your support of your community apparent

## STRATEGIC TACTICS

- SHOW HOW FUNDS ARE USED
- TESTIMONIALS
- BOOTHS AT EVENTS
- SOCIAL MEDIA STORIES
- VACANT WINDOW KIOSKS

## MEASURABLE RESULTS

- EVENT ATTENDANCE
- SOCIAL REACH
- INCOME
- WILLINGNESS TO GIVE
- DONOR SATISFACTION SURVEY

ARNETT MULDROW

# DONORS

## WHY is our organization important to your donors?

## When do you need to communicate to this audience most over the year?

| JAN | FEB | MAR | APR | MAY | JUNE | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |

## Who will you attempt to connect with?

## Who will lead these efforts?

## How will you communicate to this audience?

POWERED BY Main Street

ARNETT MULDROW

MAIN 5 AUDIENCES OF MAIN STREET

# GOVERNMENT

**Our elected officials and city staff are some of our greatest partners. Main Street presents to beautiful opportunity to be involve in the future of the community in a non-political fashion, while communicating to the constituents and making them love their place. Jobs, tax base, private sector investment, small business support, Main Street offers it all.**

HISTORIC ELIZABETH COLORADO

START HERE

## WHY IS MAIN STREET IMPORTANT TO THE GOVERNMENT?

We believe that Main Street are the Pioneers of ‘
Economic Development
We believe that growing tax base and growing jobs starts at the heart
We believe that Main Street makes the Government’s job easier
We believe that Main Street is the most efficient way to leverage
Financial improvement

## STRATEGIC TACTICS

- SHOWCASING PROGRESS
- VOTER OPINIONS
- REPORTS TO COUNCIL
- PERSONAL INTERACTIONS
- NOTES FROM OWNERS
  MAYOR COFFEE HOURS

## MEASURABLE RESULTS

- BUDGET
- FUNDING
- SUPPORT
- EASE OF PARTNERSHIPS
- A SEAT AT THE TABLE

ARNETT MULDROW

# GOVERNMENT

## WHY is our organization important to the government?

## When do you need to communicate to this audience most over the year?

| JAN | FEB | MAR | APR | MAY | JUNE | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |

## Who will you attempt to connect with?

## Who will lead these efforts?

## How will you communicate to this audience?

POWERED BY Main Street

ARNETT MULDROW

## MAIN 5 AUDIENCES OF MAIN STREET

# OWNERS

**The owners are so very important to our districts. They are the building owners, the business owners, the property owners, developers and prospects. They are the ones who are putting their blood, sweat and tears into the district. They have the HIGHEST level of risk involved or any audience. The best way to think of it, the owners are putting on a major event each and every day, and are doing it on their dime.**

HISTORIC ELIZABETH COLORADO

## START HERE

### WHY IS MAIN STREET IMPORTANT TO OWNERS?

We believe that business owners should prosper
We believe customers will love our district
We believe that our buildings deserve love, and we build the economy to support that love
We believe profit is good
We believe that loyalty comes from experiences

### STRATEGIC TACTICS

- ◯ SPOTLIGHT CAMPAIGN
- ◯ CROSS PROMOTION
- ◯ PERSONAL CONNECTION
- ◯ FACEBOOK GROUP
- ◯ PARKING SUPPORT

### MEASURABLE RESULTS

- ◯ STOREFRONT OCCUPANCY
- ◯ INCREASED SALES
- ◯ FOOT TRAFFIC
- ◯ BUSINESS REVENUE
- ◯ SOCIAL MENTIONS
- ◯ NEW BUSINESS
- ◯ AVERAGE AGE PER UNIT

ARNETT MULDROW

# OWNERS

## WHY is our organization important to your owners?

## When do you need to communicate to this audience most over the year?

| JAN | FEB | MAR | APR | MAY | JUNE | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |

## Who will you attempt to connect with?

## Who will lead these efforts?

## How will you communicate to this audience?

POWERED BY Main Street

ARNETT MULDROW

MAIN 5 AUDIENCES OF MAIN STREET

# VOLUNTEERS

**Our volunteers are our engine and our vision. They fuel everything we do. They truly bring downtown to life. We owe it to them to respoect their time, and respect their talent. We must offer single service opportunites. And we must make it fun.**

HISTORIC ELIZABETH COLORADO

START HERE

## WHY IS MAIN STREET IMPORTANT TO VOLUNTEERS?

We believe that with Main Street, you can make a difference
We believe that you will feel a part of something bigger
We believe that Main Street is fun and rewarding
We believe that Main Street can be a safe place to make change

## STRATEGIC TACTICS

- FOCUS ON EFFICIENCY
- SINGLE SERVING SERVICE
- ASK FOR WHAT YOU NEED
- CELEBRATE THEIR HELP
- SPOTLIGHT VOLUNTEERS

## MEASURABLE RESULTS

- HOW MANY SHOW UP
- HOW MANY COME BACK
- SATISFACTION SURVEY
- HOW OFTEN DO THEY HELP
- DO THEY BRING FRIENDS

ARNETT MULDROW

# VOLUNTEERS

## WHY is our organization important to your volunteers?

## When do you need to communicate to this audience most over the year?

| JAN | FEB | MAR | APR | MAY | JUNE | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |

## Who will you attempt to connect with?

## Who will lead these efforts?

## How will you communicate to this audience?

POWERED BY Main Street

ARNETT MULDROW

## MAIN 5 AUDIENCES OF MAIN STREET

# PUBLIC

**The public are our customers, our event goers, our guests. They are the ones who make the market viable. They are the ones who support small business. They are the economy builders. The loyal ones who return time and time again. And at Main Street, we help people fall in love with our community.**

HISTORIC ELIZABETH COLORADO

## START HERE

## WHY IS MAIN STREET IMPORT-ANT TO THE PUBLIC?

We believe be want to feel special
We believe that events create memories
We believe that traditions are born downtown
We believe that our origin story is important
We believe that downtown is how people become connected to their community

## STRATEGIC TACTICS

- GREAT EVENTS
- FULL EXPERIENCES
- FEEL AT HOME
- SHOWCASE THE OLD/NEW
- UNBOXING VIDEOS
- VIRTUAL TOURS

## MEASURABLE RESULTS

- SALES
- CUSTOMERS
- ATTENDANCE
- STREET TRAFFIC
- PEOPLE COMPLAIN ABOUT PARKING LESS

ARNETT MULDROW

# PUBLIC

## WHY is our main street important to the public?

## When do you need to communicate to this audience most over the year?

| JAN | FEB | MAR | APR | MAY | JUNE | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |

## Who will you attempt to connect with?

## Who will lead these efforts?

## How will you communicate to this audience?

POWERED BY Main Street

ARNETT MULDROW

pickaxe

# Market Resources



# ELIZABETH, CO

CENSUS PLACE

ADD COMPARISON

**2020 POPULATION**

1,754

55.9% 1-YEAR GROWTH

**US SENATOR**



Michael Bennet

DEMOCRATIC PARTY

**US SENATOR**



John Hickenlooper

DEMOCRATIC PARTY

**2020 MEDIAN AGE**

37.5

8.09% 1-YEAR DECREASE

**2020 POVERTY RATE**

7.58%

5.22% 1-YEAR DECREASE

**2020 MEDIAN HOUSEHOLD INCOME**

$78,589

20% 1-YEAR GROWTH

**2020 MEDIAN PROPERTY VALUE**

$321,100

24.2% 1-YEAR GROWTH

POPULATION & DIVERSITY

ECONOMY

CIVICS

EDUCATION

HOUSING & LIVING

HEALTH

# Race and Ethnicity

**THE 3 LARGEST ETHNIC GROUPS IN ELIZABETH, CO**

1. White (Non-Hispanic)
   1.61k ± 302
2. White (Hispanic)
   55 ± 53
3. Two+ (Hispanic)
   34 ± 34.7

## 6.44%

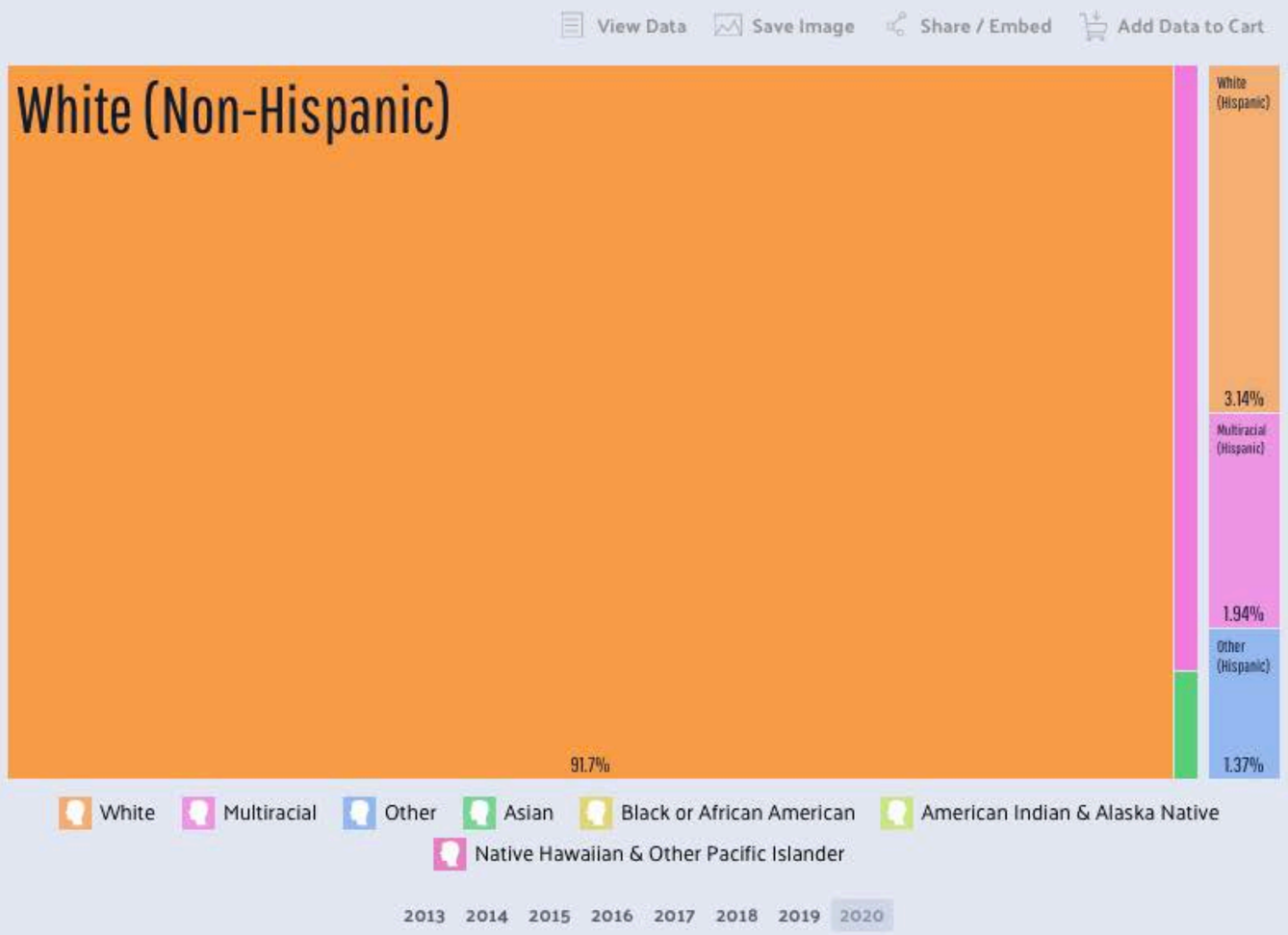
**HISPANIC POPULATION**
113 people

In 2020, there were 29.2 times more White (Non-Hispanic) residents (1.61k people) in Elizabeth, CO than any other race or ethnicity. There were 55 White (Hispanic) and 34 Two+ (Hispanic) residents, the second and third most common ethnic groups.

6.44% of the people in Elizabeth, CO are hispanic (113 people).

The following chart shows the 7 races represented in Elizabeth, CO as a share of the total population.

Data from the Census Bureau ACS 5-year Estimate.



# Employment by Industries

Workforce

All

Value

**987**

**2020 VALUE**

± 211

**61.8%**

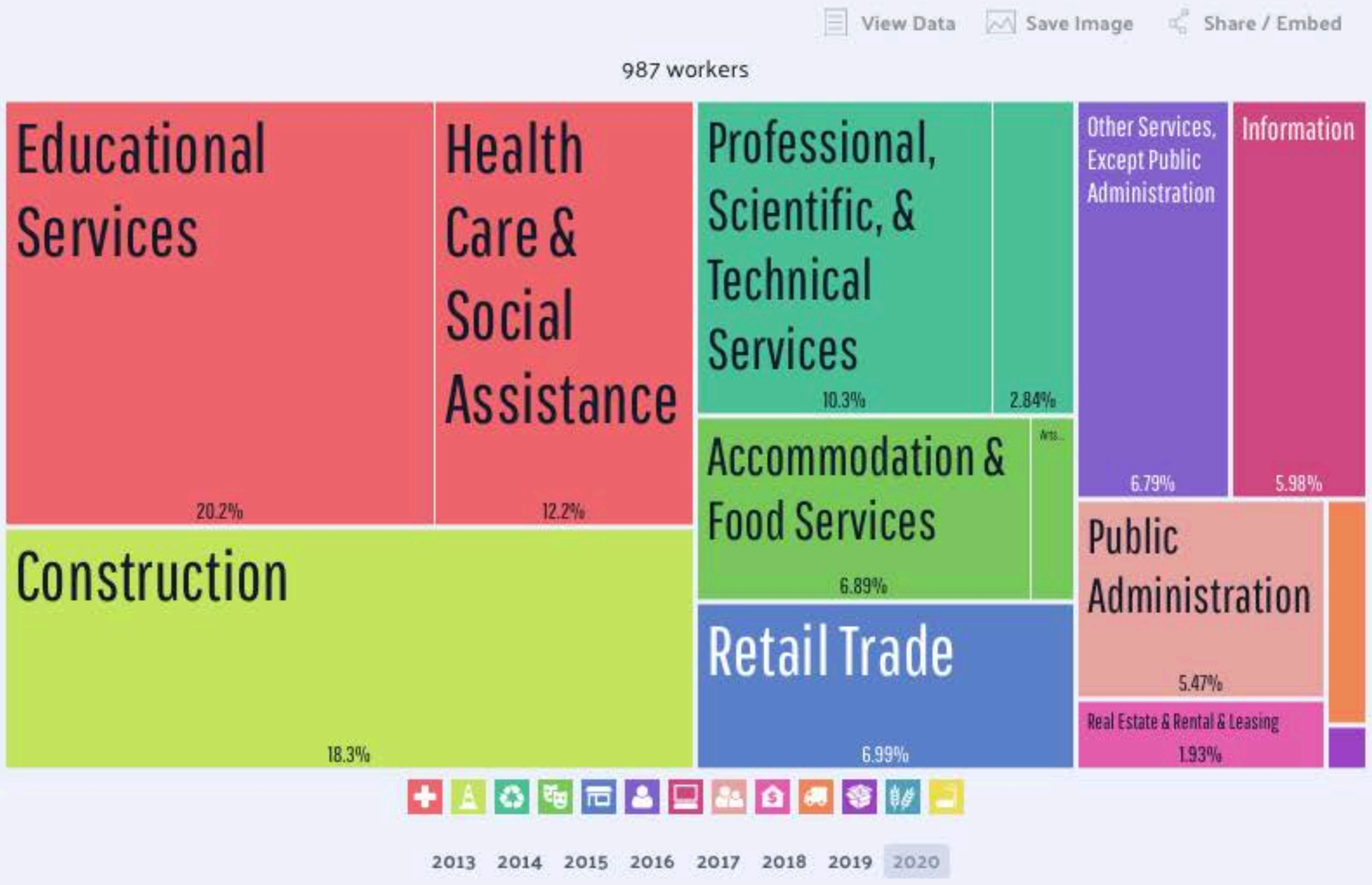
**1 YEAR GROWTH**

± 17.8%

From 2019 to 2020, employment in Elizabeth, CO grew at a rate of 61.8%, from 610 employees to 987 employees.

The most common employment sectors for those who live in Elizabeth, CO, are Educational Services (199 people), Construction (181 people), and Health Care & Social Assistance (120 people). This chart shows the share breakdown of the primary industries for residents of Elizabeth, CO, though some of these residents may live in Elizabeth, CO and work somewhere else. Census data is tagged to a residential address, not a work address.

Data from the Census Bureau ACS 5-year Estimate.



# Occupations

All

Workforce

Value

**987**

2020 VALUE

± 211

**61.8%**

1 YEAR GROWTH

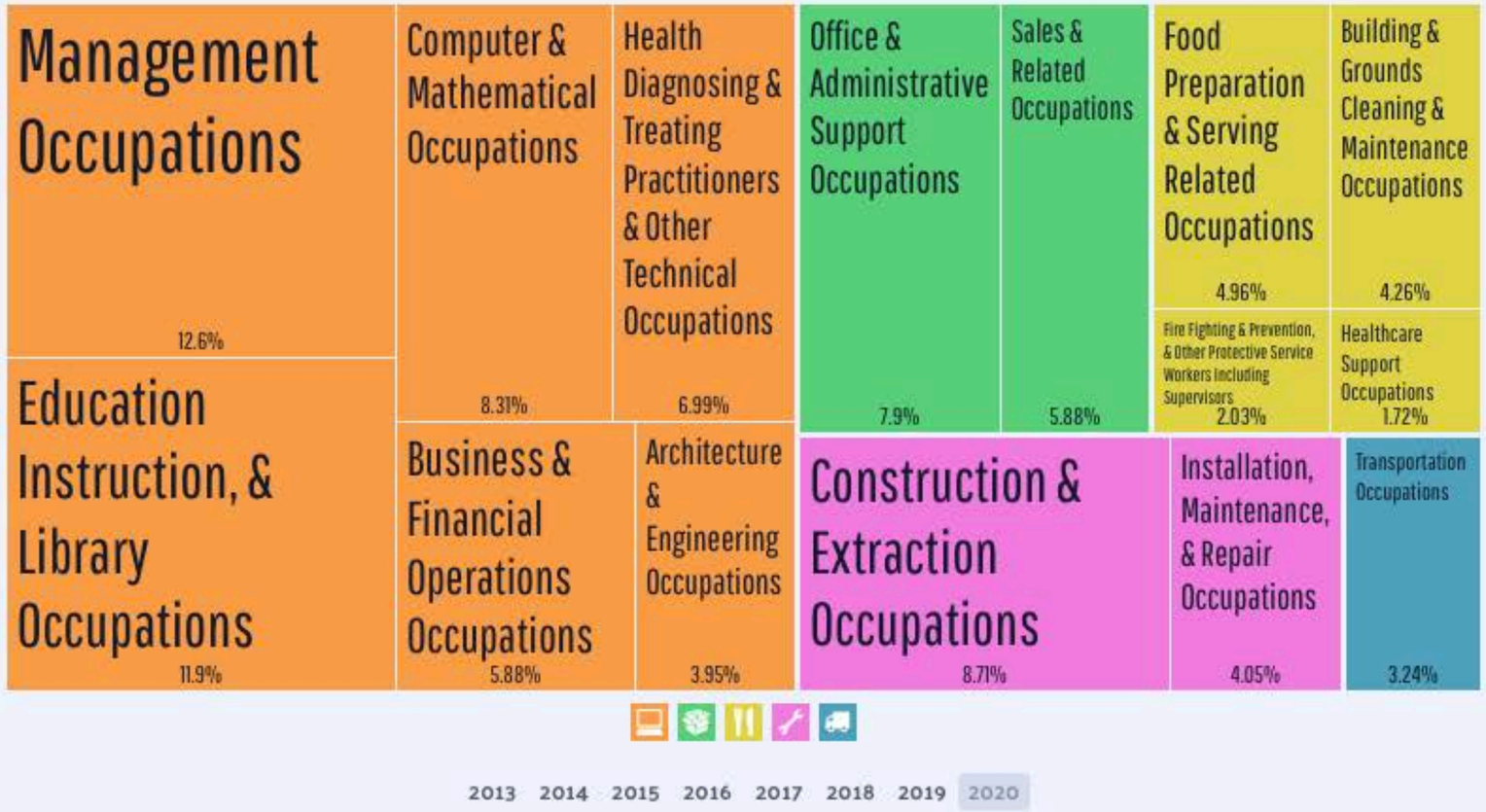
± 17.8%

From 2019 to 2020, employment in Elizabeth, CO grew at a rate of 61.8%, from 610 employees to 987 employees.

The most common job groups, by number of people living in Elizabeth, CO, are Management Occupations (124 people), Education Instruction, & Library Occupations (117 people), and Construction & Extraction Occupations (86 people). This chart illustrates the share breakdown of the primary jobs held by residents of Elizabeth, CO.

Data from the Census Bureau ACS 5-year Estimate.

View Data | Save Image | Share / Embed



# Car Ownership

## 2 cars

**AVERAGE NUMBER**

The following chart displays the households in Elizabeth, CO distributed between a series of car ownership buckets compared to the national averages for each bucket. The largest share of households in Elizabeth, CO have 2 cars.

Data from the Census Bureau ACS 5-year Estimate.



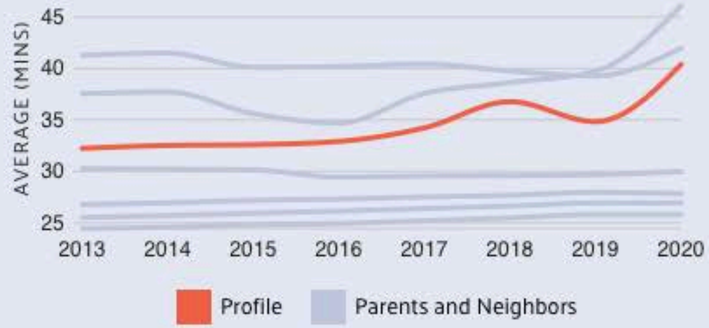
# Commute Time

## 40.4 minutes

**AVERAGE TRAVEL TIME**

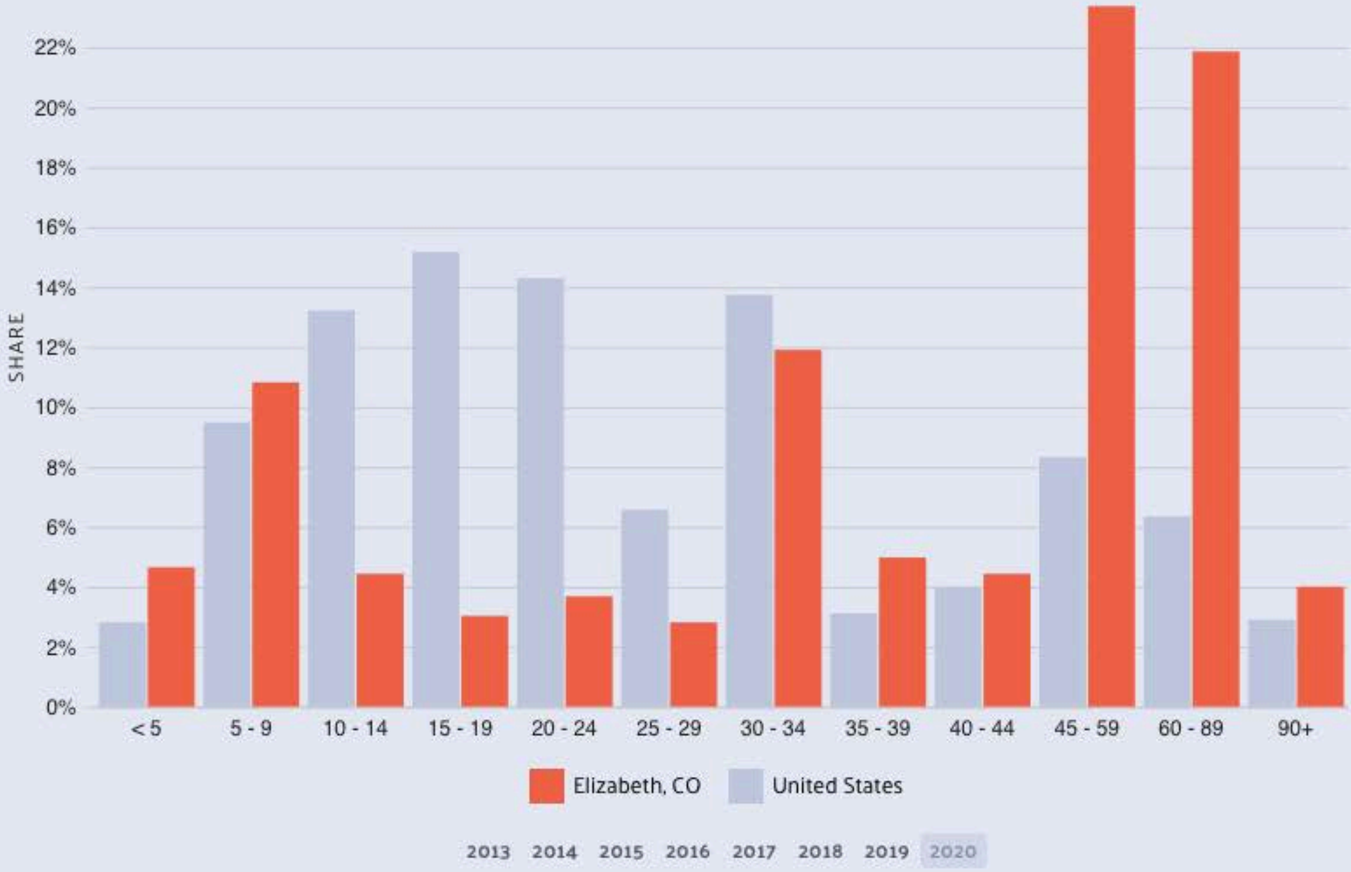
Using averages, employees in Elizabeth, CO have a longer commute time (40.4 minutes) than the normal US worker (26.9 minutes). Additionally, 4% of the workforce in Elizabeth, CO have "super commutes" in excess of 90 minutes.

The chart below shows how the median household income in Elizabeth, CO compares to that of it's neighboring and parent geographies.

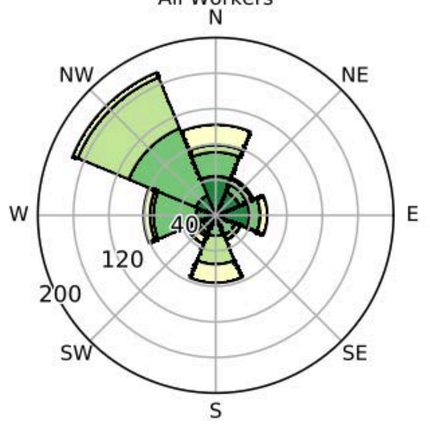



Data from the Census Bureau ACS 5-year Estimate.

View Data | Save Image | Share / Embed | Add Data to Cart



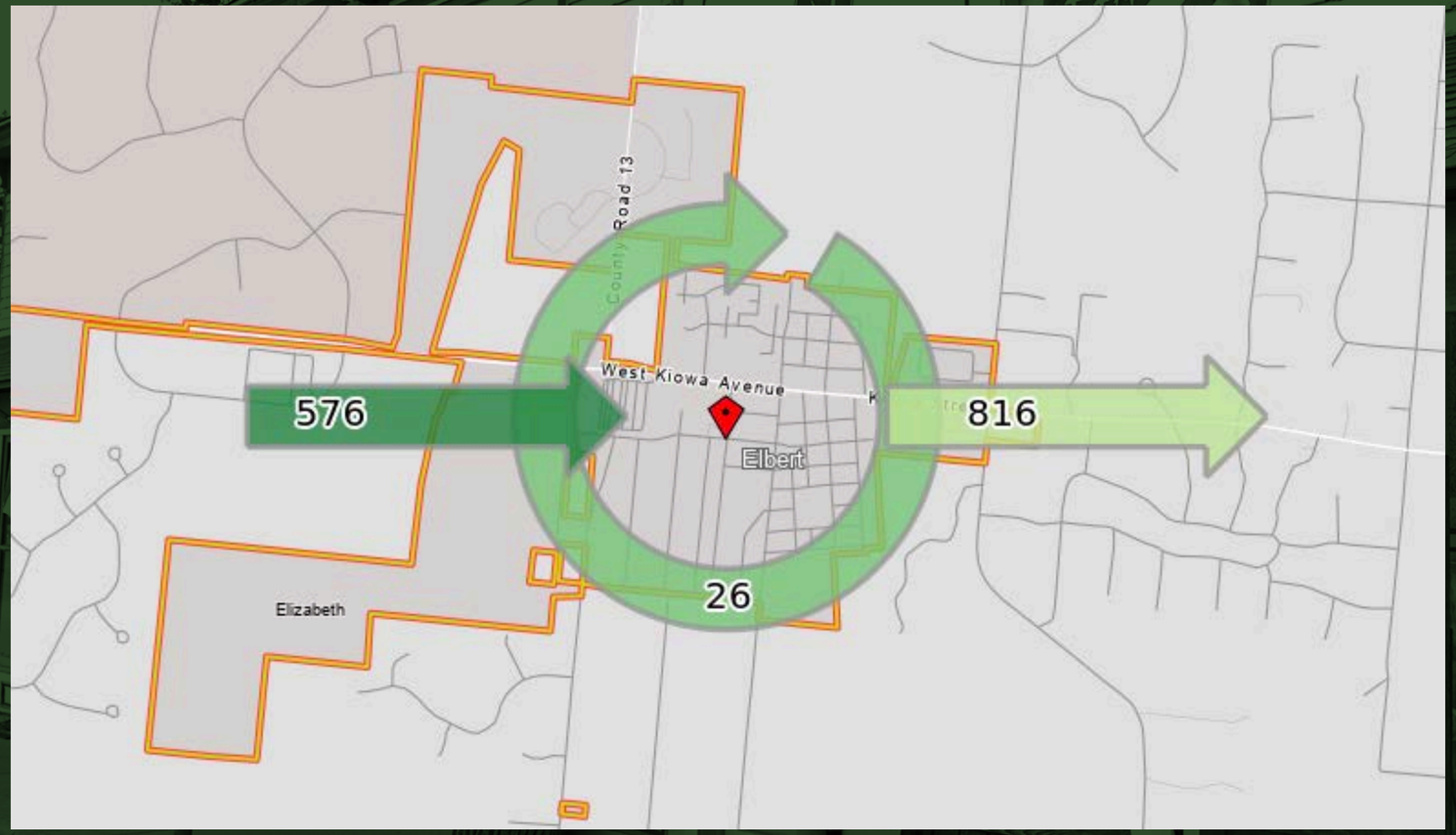
Job Counts by Distance/Direction in 2020
All Workers



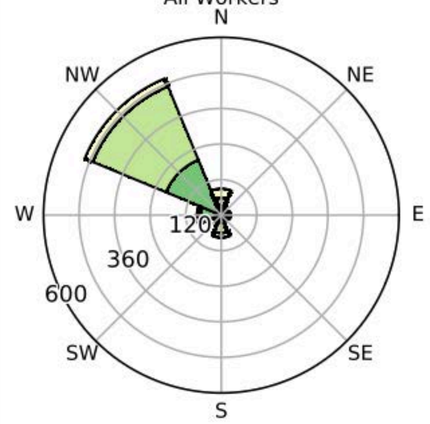

View as Radar Chart

**Jobs by Distance - Work Census Block to Home Census Block**

| | 2020 Count | Share |
|---|---|---|
| Total All Jobs | 602 | 100.0% |
| Less than 10 miles | 190 | 31.6% |
| 10 to 24 miles | 214 | 35.5% |
| 25 to 50 miles | 122 | 20.3% |
| Greater than 50 miles | 76 | 12.6% |



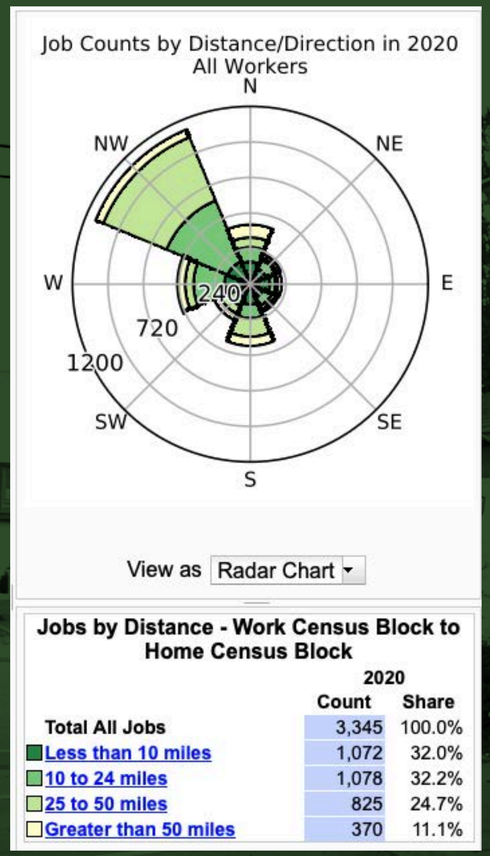

Job Counts by Distance/Direction in 2020
All Workers




View as Radar Chart

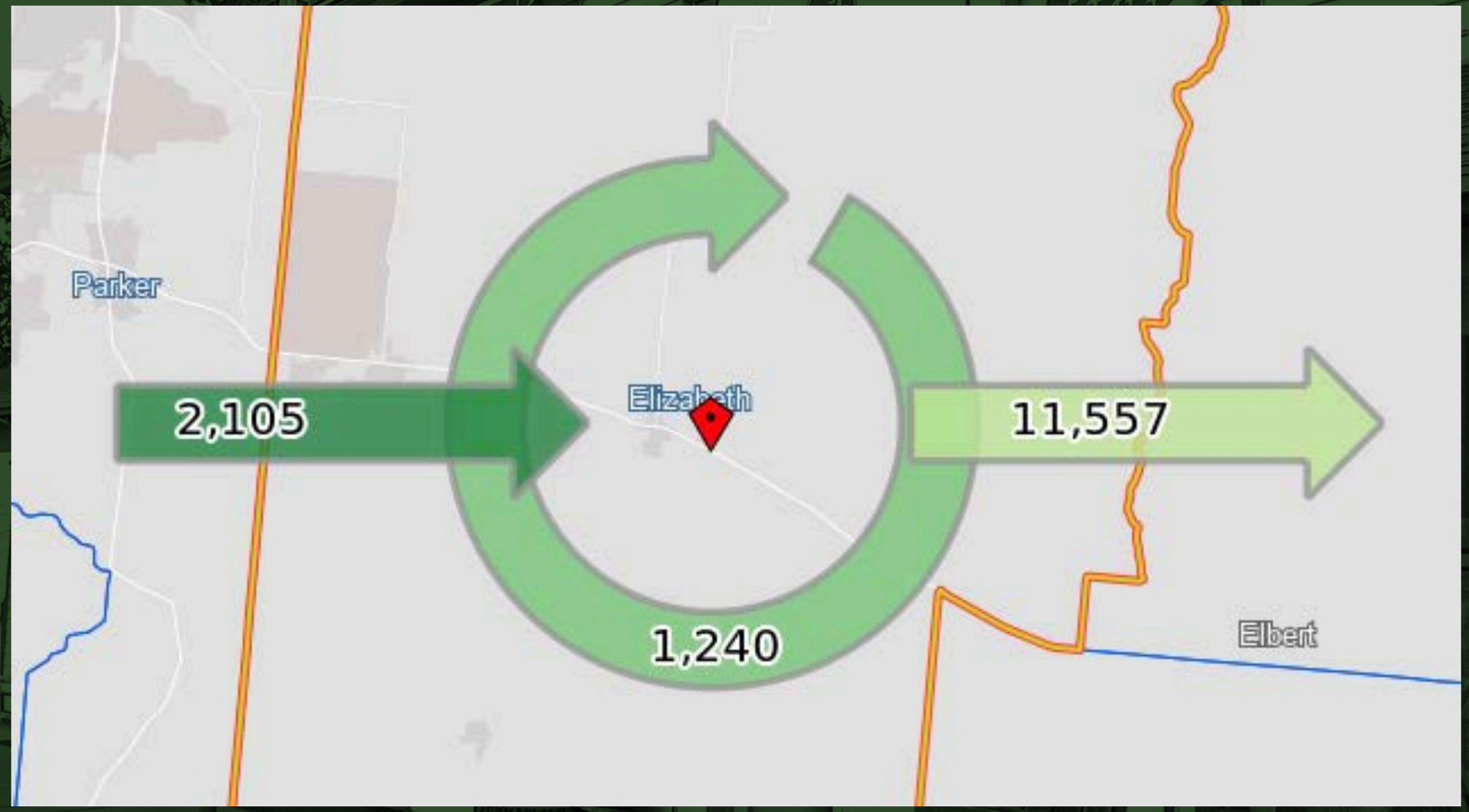
**Jobs by Distance - Home Census Block to Work Census Block**

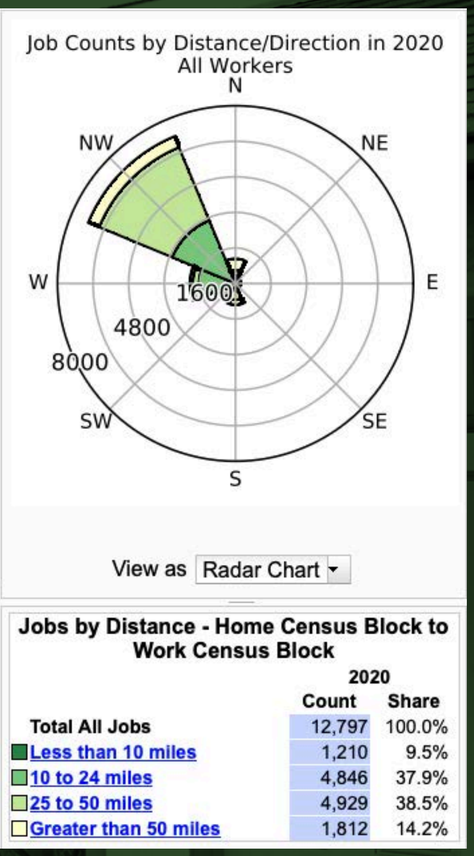
| | 2020 Count | Share |
|---|---|---|
| Total All Jobs | 842 | 100.0% |
| Less than 10 miles | 90 | 10.7% |
| 10 to 24 miles | 278 | 33.0% |
| 25 to 50 miles | 366 | 43.5% |
| Greater than 50 miles | 108 | 12.8% |




**Jobs by Distance - Work Census Block to Home Census Block**

| | 2020 Count | 2020 Share |
|---|---|---|
| Total All Jobs | 3,345 | 100.0% |
| Less than 10 miles | 1,072 | 32.0% |
| 10 to 24 miles | 1,078 | 32.2% |
| 25 to 50 miles | 825 | 24.7% |
| Greater than 50 miles | 370 | 11.1% |




**Jobs by Distance - Home Census Block to Work Census Block**

| | 2020 Count | 2020 Share |
|---|---|---|
| Total All Jobs | 12,797 | 100.0% |
| Less than 10 miles | 1,210 | 9.5% |
| 10 to 24 miles | 4,846 | 37.9% |
| 25 to 50 miles | 4,929 | 38.5% |
| Greater than 50 miles | 1,812 | 14.2% |

# Property

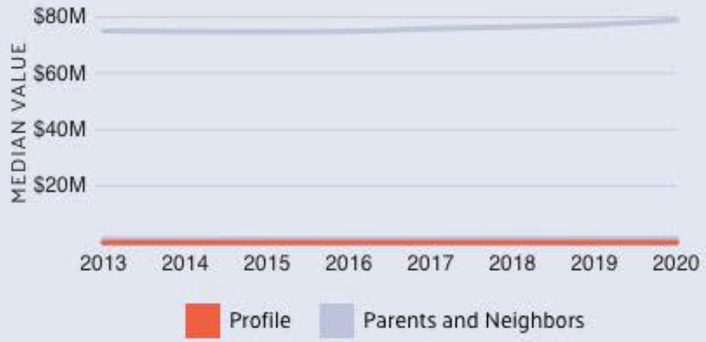
Property Taxes

**$321,100**
MEDIAN PROPERTY VALUE 2020
±$31,007

**$465**
MEDIAN PROPERTY TAXES
±$119

The following chart display owner-occupied housing units distributed between a series of property tax buckets compared to the national averages for each bucket. In Elizabeth, CO the largest share of households pay taxes in the $3k+ range.

The chart underneath the paragraph shows the property taxes in Elizabeth, CO compared to it's parent and neighbor geographies.




Data from the Census Bureau ACS 5-year Estimate.



# Household Income

Please note that the buckets used in this visualization were not evenly distributed by ACS when publishing the data.

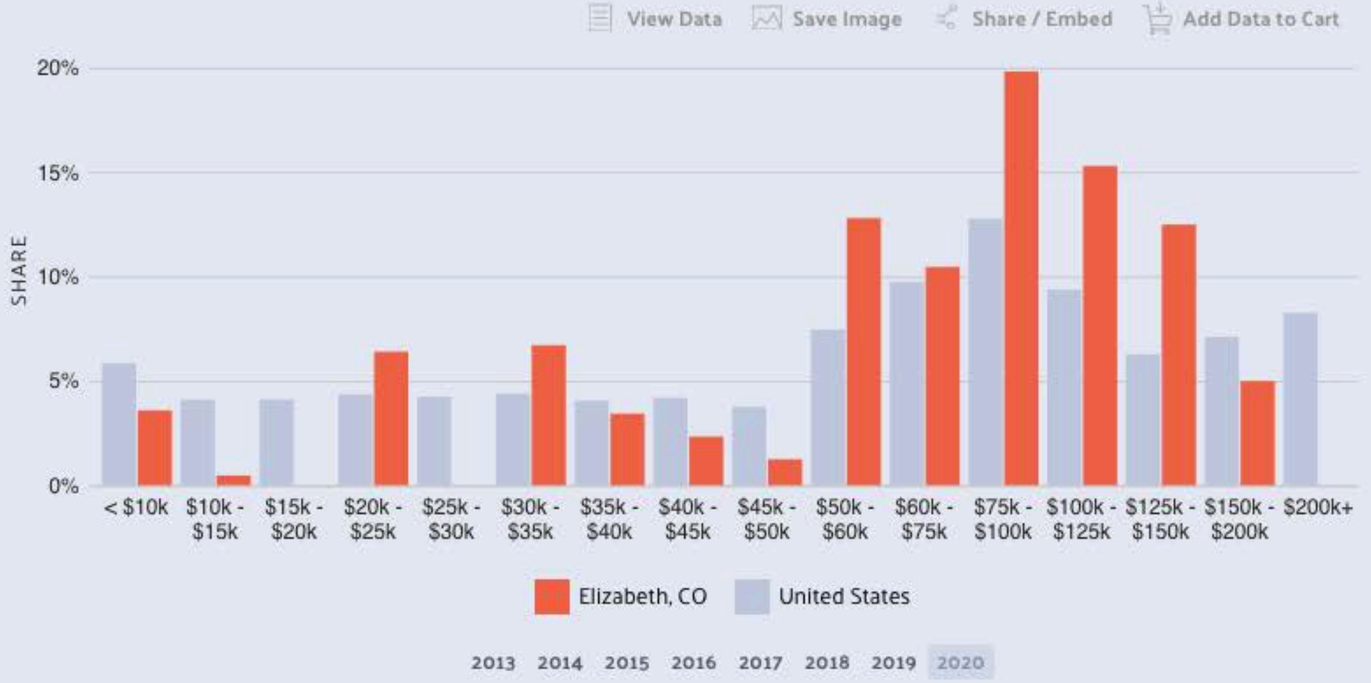
**$78,589**
MEDIAN HOUSEHOLD INCOME
± $13,608

**641**
NUMBER OF HOUSEHOLDS
± 142

In 2020, the median household income of the 641 households in Elizabeth, CO grew to $78,589 from the previous year's value of $65,489.

The following chart displays the households in Elizabeth, CO distributed between a series of income buckets compared to the national averages for each bucket. The largest share of households have an income in the $75k - $100k range.

Data from the Census Bureau ACS 5-year Estimate.



# Rent vs Own

Rent vs Own

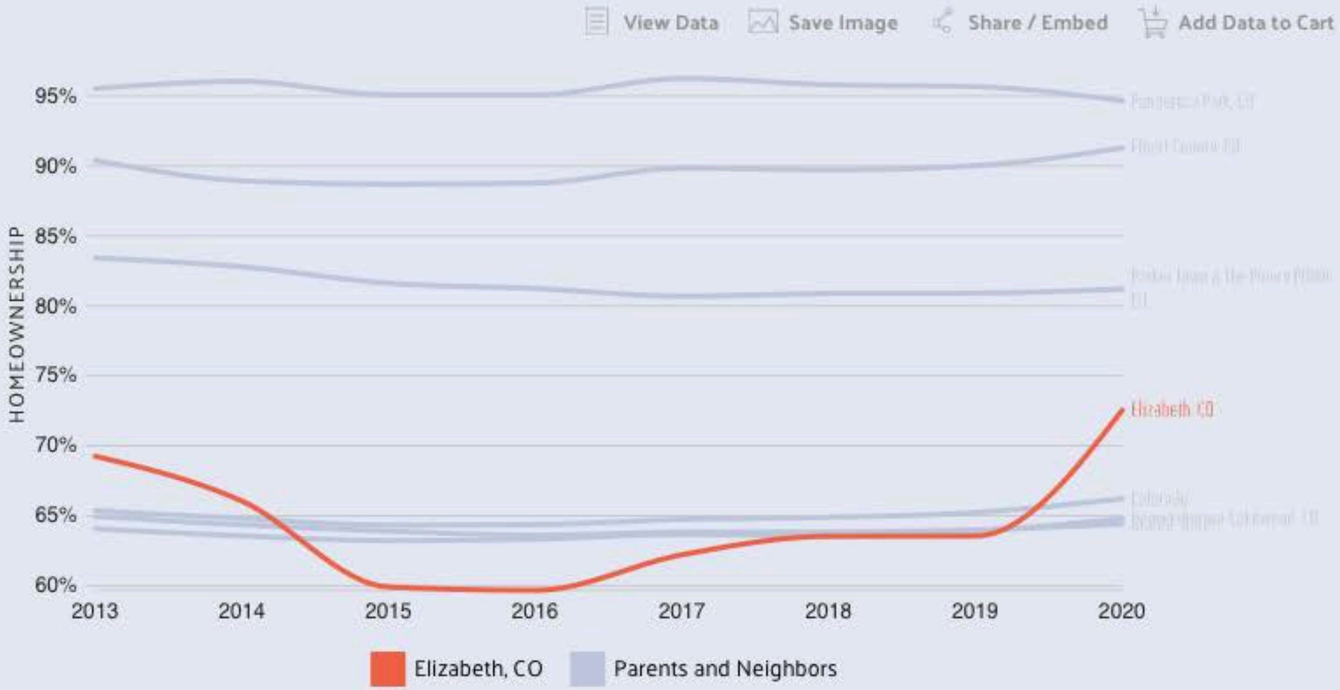
**72.5%**
HOMEOWNERSHIP
2020

**74.9%**
HOMEOWNERS WITH MORTGAGE
2020

In 2020, 72.5% of the housing units in Elizabeth, CO were occupied by their owner. This percentage grew from the previous year's rate of 63.6%.

This chart shows the percentage of owner in Elizabeth, CO compared it's parent and neighboring geographies.

Data from the Census Bureau ACS 5-year Estimate.



## Average Daily Rate

$175




View Rates →

## Occupancy Rate

64%




View Occupancy →

## Revenue

$2,439

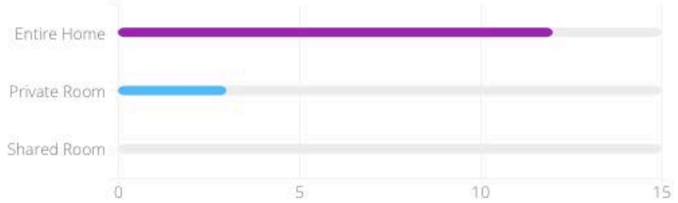



View Revenue →

## 15 Active Rentals

### Rental Type

80% Entire Home rentals




### Rental Channel

| airbnb | Vrbo | Listed on Both |
|---|---|---|
| 73% | 7% | 20% |

### Rental Growth

20% Quarterly Growth




### Top Property Managers

| | LISTINGS | ANNUAL CHANGE | REVIEWS | RATING |
|---|---|---|---|---|
| Evolve | 2 | 0.0% | 25 | ★ 4.84 |

### Airbnb Ratings

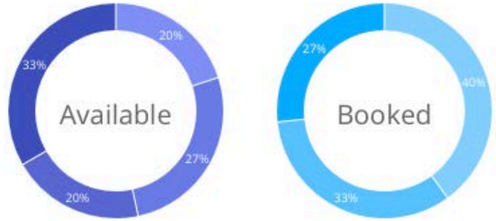



Overall Rating:
**4.9**

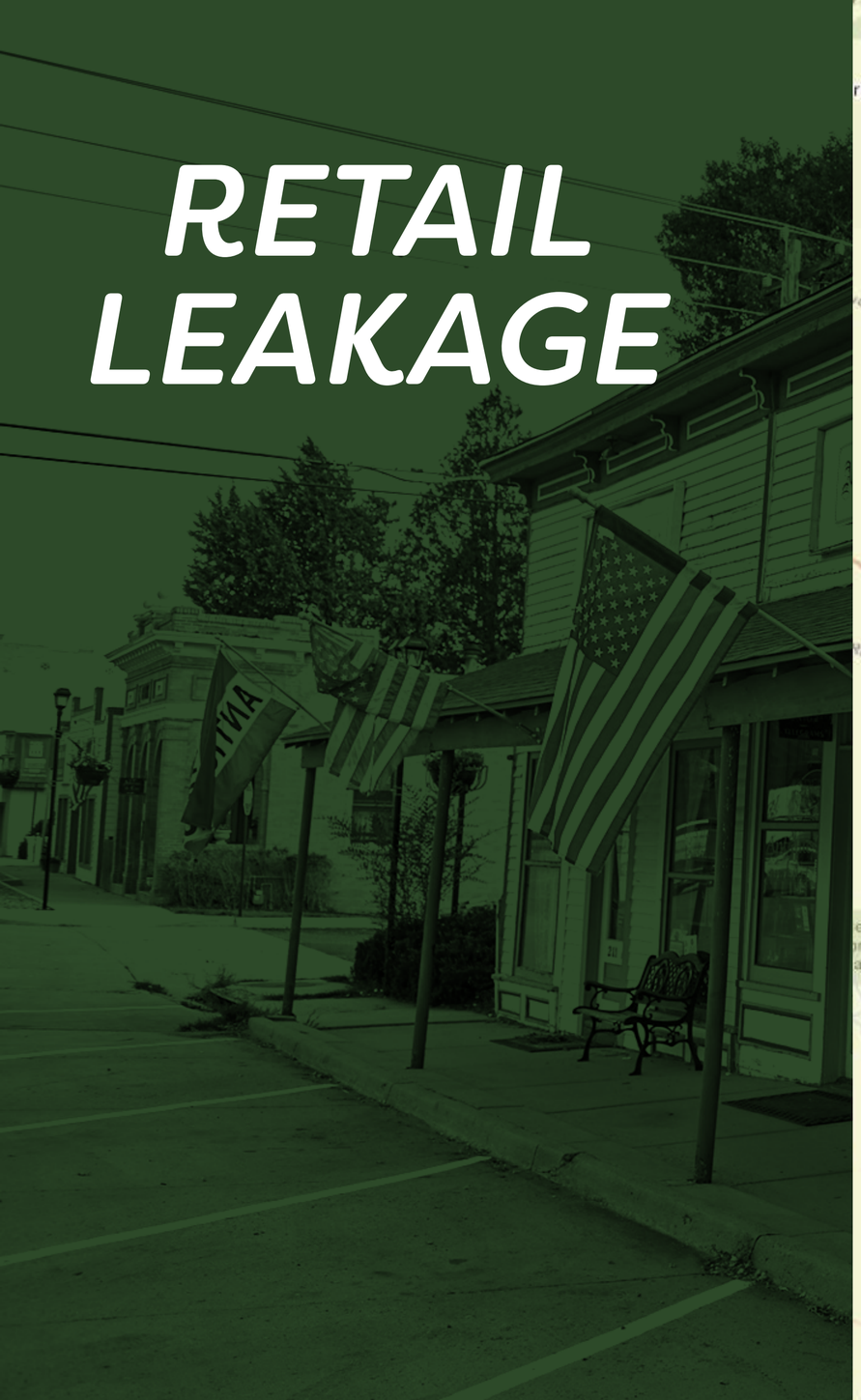
Rated at Least 4.5 Overall:
**93%**

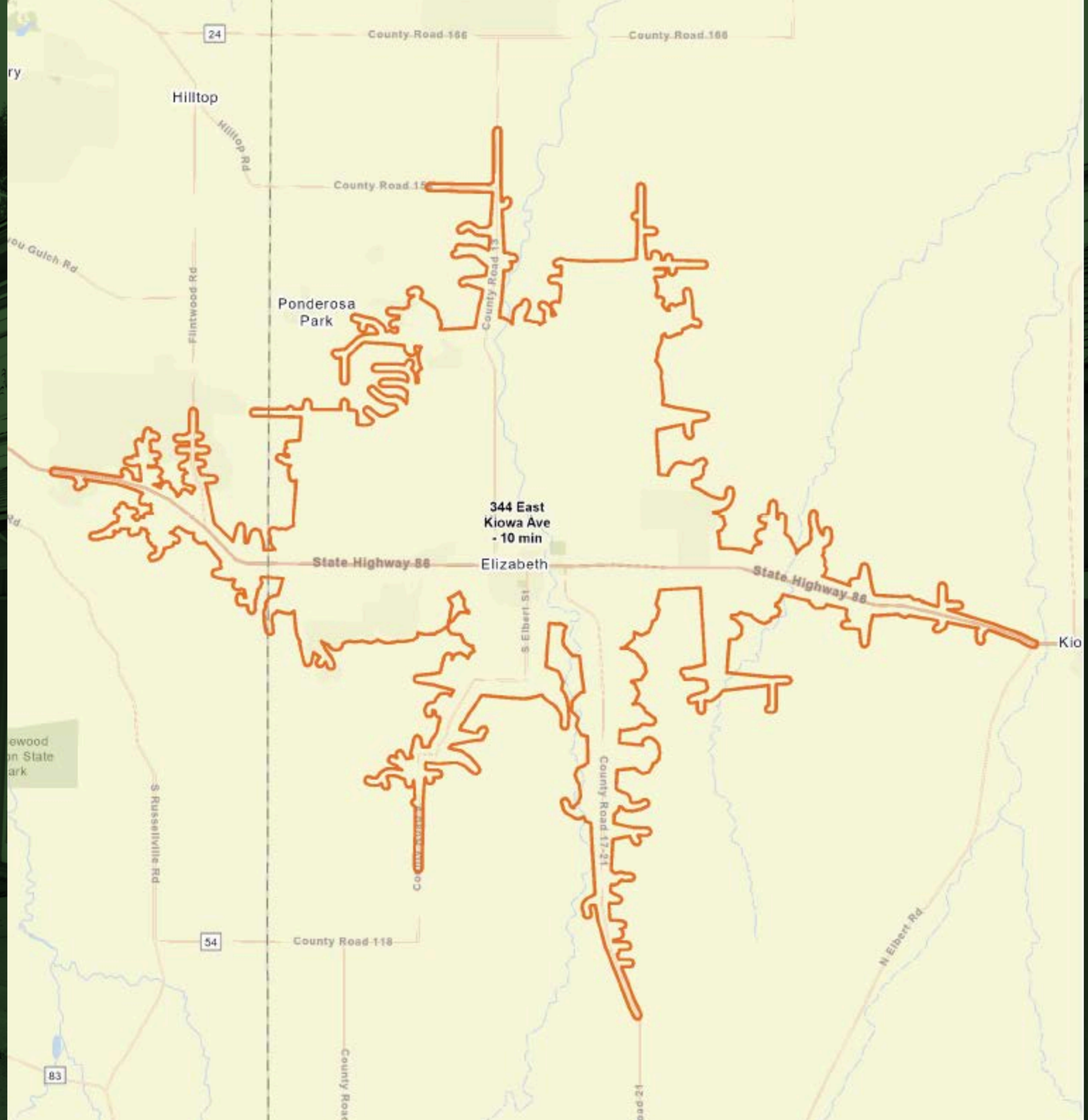
### Rental Activity

53% Available Full Time



# RETAIL LEAKAGE











# Retail market

10 minute drive time

**145 Million Purchases**

**65 Million Sales**



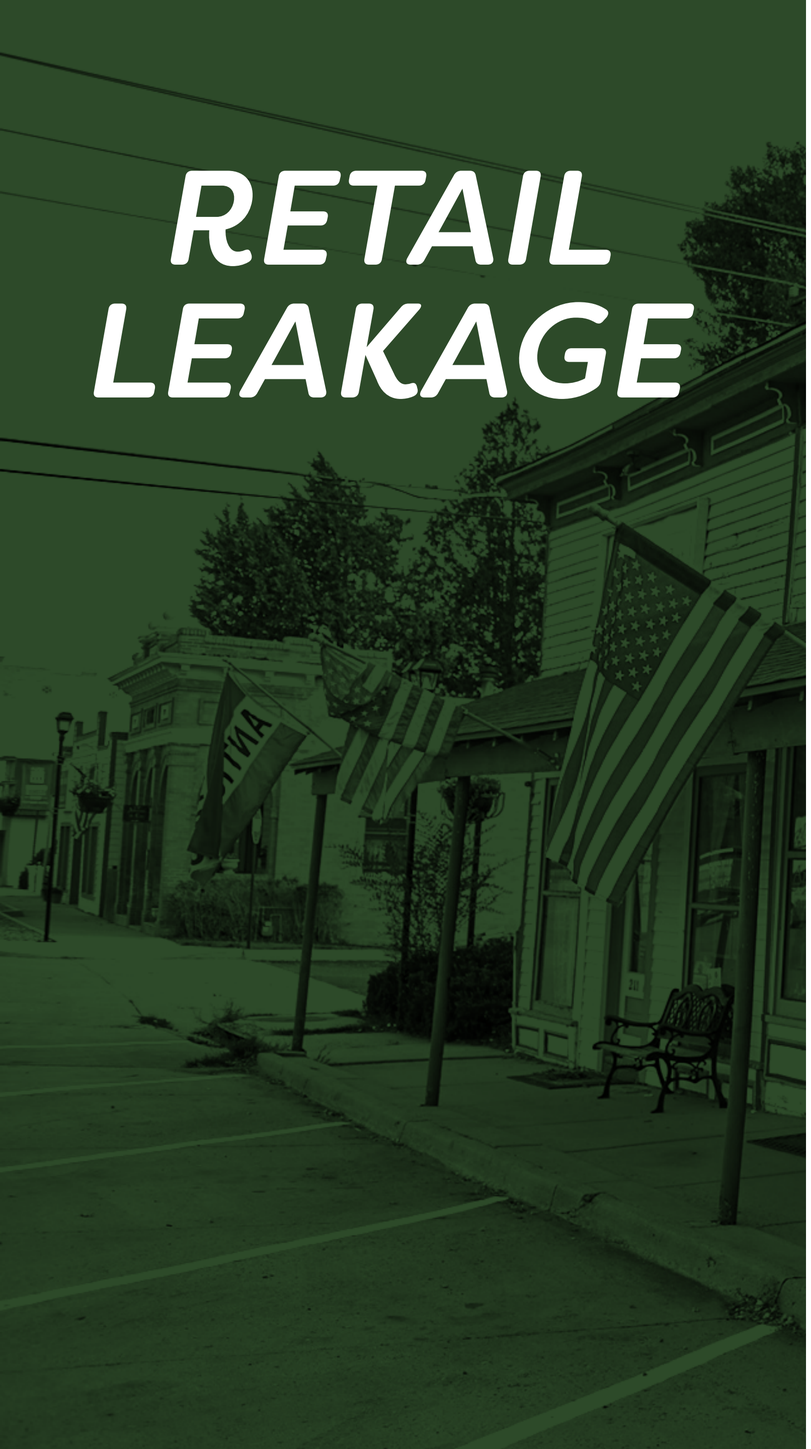

Every year, you lose **80 Million**




Online purchases are **22 Million**

**Communities average 12-15% of market size in online sales**

# RETAIL LEAKAGE

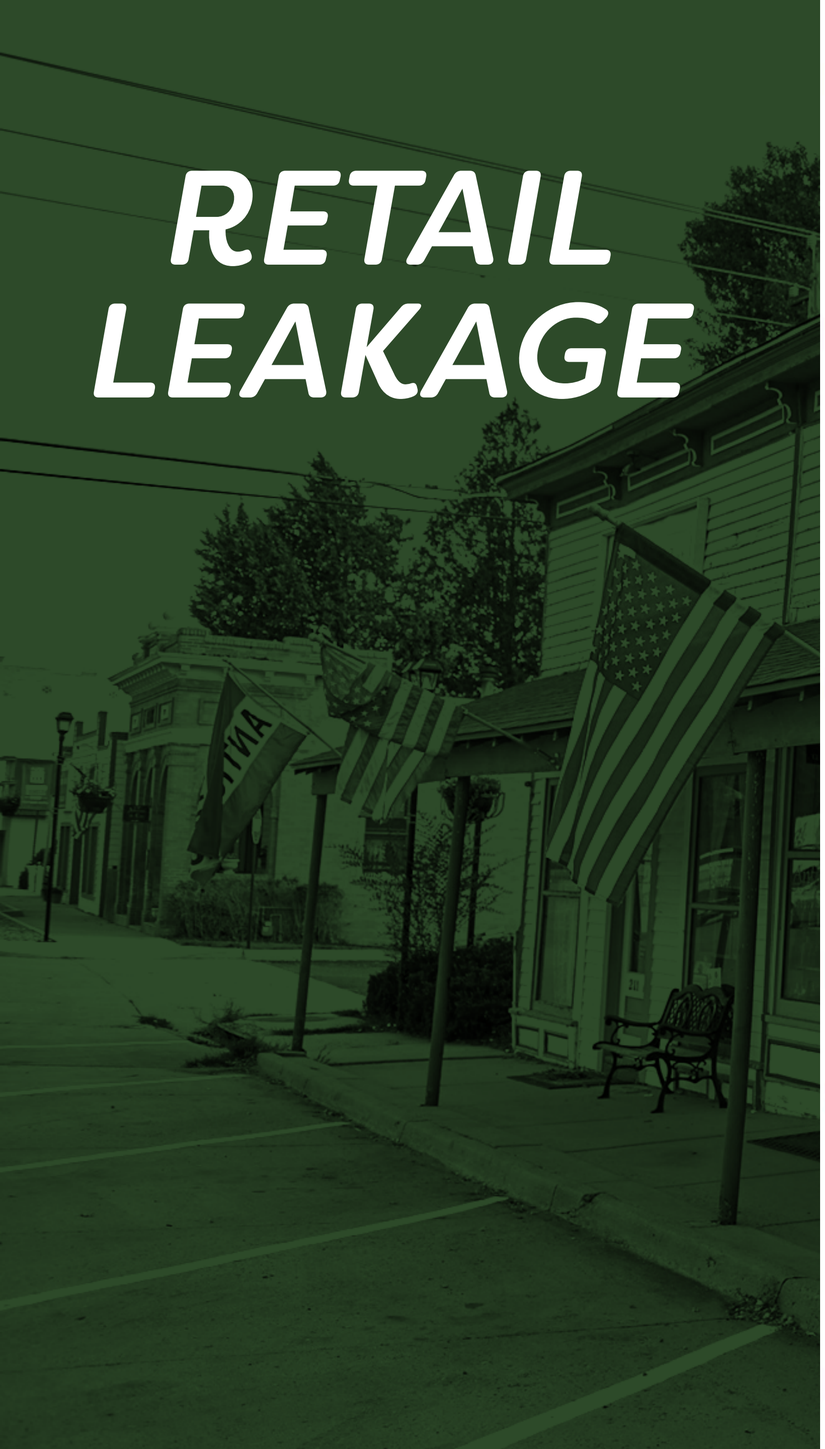


| | 2023 Demand ($) | 2023 Supply ($) | Opportunity Gap/Surplus ($) |
|---|---|---|---|
| **Totals** | | | |
| Total retail trade including food and drink (NAICS 44, 45 and 722) | 145,662,110 | 65,729,236 | 79,932,874 |
| Total retail trade (NAICS 44 and 45) | 129,488,236 | 61,728,452 | 67,759,784 |
| **Motor Vehicle and Parts Dealers** | | | |
| Motor vehicle and parts dealers (NAICS 441) | 30,120,286 | 16,549,923 | 13,570,363 |
| Automobile dealers (NAICS 4411) | 24,618,776 | 4,116,710 | 20,502,067 |
| New car dealers (NAICS 44111) | 22,012,614 | 0 | 22,012,614 |
| Used car dealers (NAICS 44112) | 2,606,163 | 4,116,710 | -1,510,547 |
| Other motor vehicle dealers (NAICS 4412) | 2,778,725 | 2,831,236 | -52,511 |
| Recreational vehicle dealers (NAICS 44121) | 1,039,129 | 987,861 | 51,268 |
| Motorcycle, boat, and other motor vehicle dealers (NAICS 44122) | 1,739,596 | 1,843,375 | -103,779 |
| Boat dealers (NAICS 441222) | 658,729 | 0 | 658,729 |
| Motorcycle, ATV, and all other motor vehicle dealers (NAICS 441228) | 1,080,867 | 1,843,375 | -762,508 |
| Automotive parts, accessories, and tire stores (NAICS 4413) | 2,722,785 | 9,601,977 | -6,879,192 |
| Automotive parts and accessories stores (NAICS 44131) | 1,714,469 | 4,880,733 | -3,166,264 |
| Tire dealers (NAICS 44132) | 1,008,317 | 4,721,245 | -3,712,928 |
| **Furniture and Home Furnishings Stores** | | | |
| Furniture and home furnishings stores (NAICS 442) | 2,713,021 | 5,196,092 | -2,483,071 |
| Furniture stores (NAICS 4421) | 1,524,423 | 1,071,642 | 452,781 |
| Home furnishings stores (NAICS 4422) | 1,188,598 | 4,124,451 | -2,935,852 |
| Floor covering stores (NAICS 44221) | 615,110 | 1,862,803 | -1,247,693 |
| Other home furnishings stores (NAICS 44229) | 573,489 | 2,261,647 | -1,688,159 |
| Window treatment stores (NAICS 442291) | 32,498 | 0 | 32,498 |
| All other home furnishings stores (NAICS 442299) | 540,990 | 2,261,647 | -1,720,657 |
| **Electronics and Appliance Stores** | | | |
| Electronics and appliance stores (NAICS 443) | 2,034,091 | 3,454,063 | -1,419,972 |
| Household appliance stores (NAICS 443141) | 430,740 | 1,214,736 | -783,996 |
| Electronics stores (NAICS 443142) | 1,603,351 | 2,239,327 | -635,976 |
| **Building Material and Garden Equipment and Supplies Dealers** | | | |
| Building material and garden equipment and supplies dealers (NAICS 444) | 9,564,347 | 9,099,378 | 464,969 |
| Building material and supplies dealers (NAICS 4441) | 8,341,668 | 6,308,687 | 2,032,981 |
| Home centers (NAICS 44411) | 4,713,635 | 2,528,133 | 2,185,502 |
| Paint and wallpaper stores (NAICS 44412) | 283,657 | 0 | 283,657 |
| Hardware stores (NAICS 44413) | 696,857 | 1,796,117 | -1,099,260 |
| Other building material dealers (NAICS 44419) | 2,647,520 | 1,984,438 | 663,082 |
| Lawn and garden equipment and supplies stores (NAICS 4442) | 1,222,679 | 2,790,691 | -1,568,012 |
| Outdoor power equipment stores (NAICS 44421) | 247,318 | 329,387 | -82,068 |
| Nursery, garden center, and farm supply stores (NAICS 44422) | 975,361 | 2,461,304 | -1,485,944 |
| **Food and Beverage Stores** | | | |
| Food and beverage stores (NAICS 445) | 18,082,798 | 3,311,030 | 14,771,768 |
| Grocery stores (NAICS 4451) | 16,203,666 | 1,782,342 | 14,421,324 |
| Supermarkets and other grocery (except convenience) stores (NAICS 44511) | 15,525,471 | 1,661,142 | 13,864,328 |
| Convenience stores (NAICS 44512) | 678,196 | 121,200 | 556,996 |
| Specialty food stores (NAICS 4452) | 469,186 | 457,733 | 11,452 |
| Meat markets (NAICS 44521) | 144,488 | 116,896 | 27,592 |
| Fish and seafood markets (NAICS 44522) | 56,693 | 0 | 56,693 |
| Fruit and vegetable markets (NAICS 44523) | 97,411 | 0 | 97,411 |
| Other specialty food stores (NAICS 44529) | 170,594 | 340,837 | -170,243 |
| All other specialty food stores (NAICS 445299) | 80,771 | 206,694 | -125,923 |
| Beer, wine, and liquor stores (NAICS 4453) | 1,409,946 | 1,070,954 | 338,991 |
| **Health and Personal Care Stores** | | | |
| Health and personal care stores (NAICS 446) | 7,573,938 | 1,499,641 | 6,074,297 |
| Pharmacies and drug stores (NAICS 44611) | 6,460,934 | 651,143 | 5,809,791 |
| Cosmetics, beauty supplies, and perfume stores (NAICS 44612) | 446,438 | 520,217 | -73,779 |
| Optical goods stores (NAICS 44613) | 258,549 | 0 | 258,549 |
| Other health and personal care stores (NAICS 44619) | 408,016 | 328,281 | 79,735 |
| Food (health) supplement stores (NAICS 446191) | 144,106 | 328,281 | -184,175 |
| All other health and personal care stores (NAICS 446199) | 263,910 | 0 | 263,910 |
| **Gasoline Stations** | | | |
| Gasoline stations (NAICS 447) | 10,060,352 | 2,778,529 | 7,281,823 |

Benchmark: USA

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# RETAIL LEAKAGE

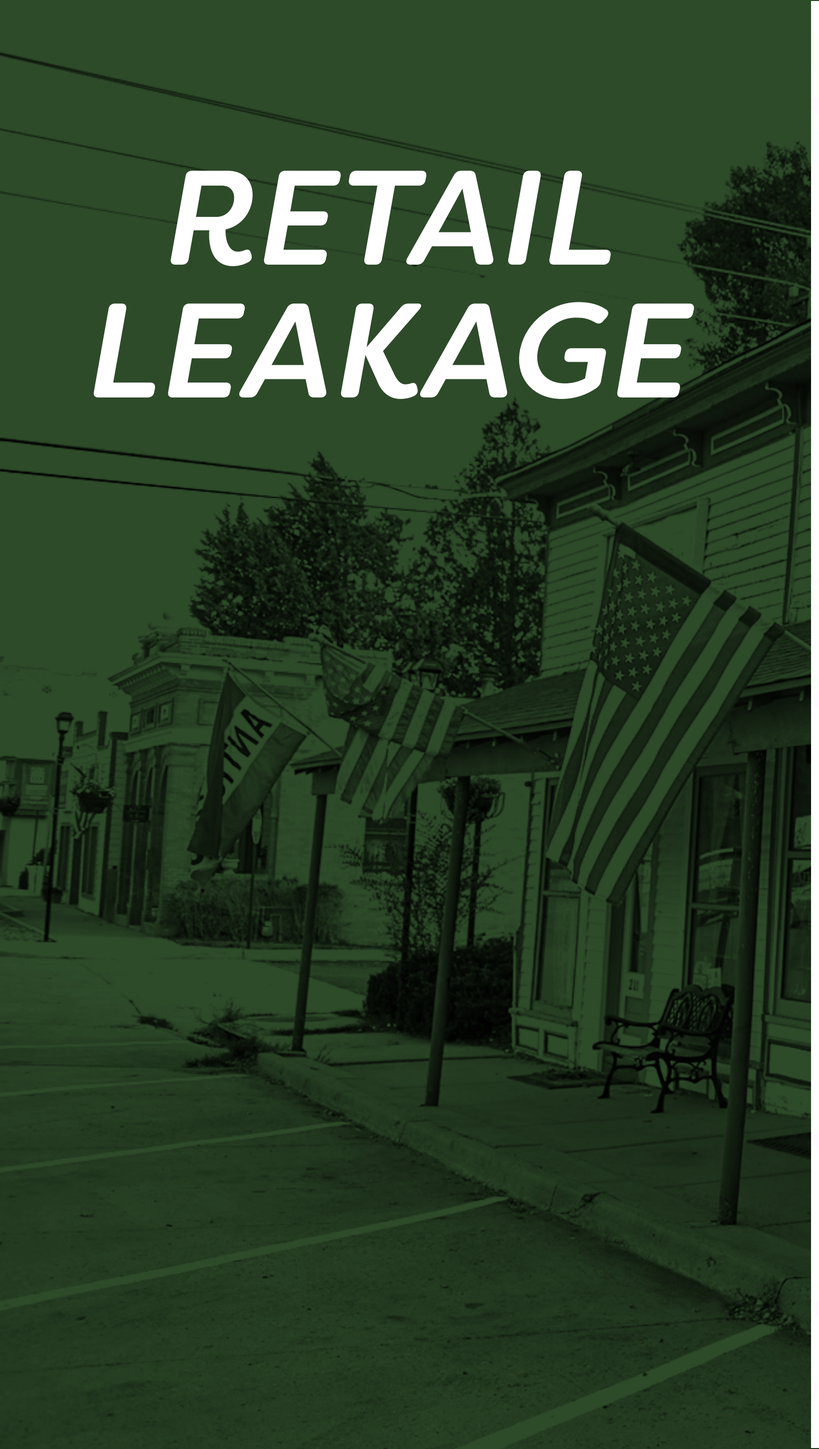


| | 2023 Demand ($) | 2023 Supply ($) | Opportunity Gap/Surplus ($) |
|---|---|---|---|
| **Clothing and Clothing Accessories Stores** | | | |
| Clothing and clothing accessories stores (NAICS 448) | 6,152,088 | 1,629,944 | 4,522,144 |
| Clothing stores (NAICS 4481) | 4,203,713 | 811,483 | 3,392,230 |
| Men's clothing stores (NAICS 44811) | 166,062 | 0 | 166,062 |
| Women's clothing stores (NAICS 44812) | 821,974 | 181,984 | 639,989 |
| Children's and infants' clothing stores (NAICS 44813) | 153,918 | 0 | 153,918 |
| Family clothing stores (NAICS 44814) | 2,468,415 | 425,531 | 2,042,884 |
| Clothing accessories stores (NAICS 44815) | 217,082 | 0 | 217,082 |
| Other clothing stores (NAICS 44819) | 376,261 | 203,967 | 172,294 |
| Shoe stores (NAICS 4482) | 688,221 | 0 | 688,221 |
| Jewelry, luggage, and leather goods stores (NAICS 4483) | 1,260,154 | 818,461 | 441,692 |
| Jewelry stores (NAICS 44831) | 820,060 | 818,461 | 1,599 |
| Luggage and leather goods stores (NAICS 44832) | 440,094 | 0 | 440,094 |
| **Sporting Goods, Hobby, Musical Instrument, and Book Stores** | | | |
| Sporting goods, hobby, musical instrument, and book stores (NAICS 451) | 2,099,232 | 2,834,211 | -734,979 |
| Sporting goods, hobby, and musical instrument stores (NAICS 4511) | 1,854,497 | 2,267,811 | -413,314 |
| Sporting goods stores (NAICS 45111) | 1,252,722 | 2,267,811 | -1,015,089 |
| Hobby, toy, and game stores (NAICS 45112) | 461,077 | 0 | 461,077 |
| Sewing, needlework, and piece goods stores (NAICS 45113) | 61,719 | 0 | 61,719 |
| Musical instrument and supplies stores (NAICS 45114) | 78,980 | 0 | 78,980 |
| Book stores and news dealers (NAICS 4512) | 244,735 | 566,400 | -321,665 |
| Book stores (NAICS 451211) | 227,950 | 289,317 | -61,368 |
| News dealers and newsstands (NAICS 451212) | 16,785 | 277,083 | -260,297 |
| **General Merchandise Stores** | | | |
| General merchandise stores (NAICS 452) | 16,136,032 | 3,718,718 | 12,417,315 |
| Department stores (NAICS 4522) | 2,150,252 | 1,035,754 | 1,114,498 |
| Other general merchandise stores (NAICS 4523) | 13,985,780 | 2,682,964 | 11,302,816 |
| Warehouse clubs and supercenters (NAICS 452311) | 12,677,976 | 1,665,605 | 11,012,372 |
| All other general merchandise stores (NAICS 452319) | 1,307,804 | 1,017,359 | 290,444 |
| **Miscellaneous Store Retailers** | | | |
| Miscellaneous store retailers (NAICS 453) | 2,719,166 | 4,652,881 | -1,933,716 |
| Florists (NAICS 4531) | 133,255 | 148,160 | -14,905 |
| Office supplies, stationery, and gift stores (NAICS 4532) | 509,300 | 0 | 509,300 |
| Office supplies and stationery stores (NAICS 45321) | 210,507 | 0 | 210,507 |
| Gift, novelty, and souvenir stores (NAICS 45322) | 298,793 | 0 | 298,793 |
| Used merchandise stores (NAICS 4533) | 391,277 | 758,818 | -367,540 |
| Other miscellaneous store retailers (NAICS 4539) | 1,685,334 | 3,745,904 | -2,060,570 |
| Pet and pet supplies stores (NAICS 45391) | 539,683 | 1,179,609 | -639,926 |
| Art dealers (NAICS 45392) | 242,013 | 244,604 | -2,590 |
| Manufactured (mobile) home dealers (NAICS 45393) | 183,431 | 0 | 183,431 |
| All other miscellaneous store retailers (NAICS 45399) | 720,206 | 2,321,691 | -1,601,484 |
| Tobacco stores (NAICS 453991) | 197,615 | 0 | 197,615 |
| All other miscellaneous store retailers (except tobacco stores) (NAICS 453998) | 522,591 | 2,321,691 | -1,799,100 |
| **Non-store Retailers** | | | |
| Non-store retailers (NAICS 454) | 22,232,885 | 7,004,042 | 15,228,843 |
| Electronic shopping and mail-order houses (NAICS 4541) | 21,268,287 | 3,399,394 | 17,868,893 |
| Vending machine operators (NAICS 4542) | 112,904 | 0 | 112,904 |
| Direct selling establishments (NAICS 4543) | 851,694 | 3,604,647 | -2,752,953 |
| Fuel dealers (NAICS 45431) | 506,969 | 3,150,819 | -2,643,850 |
| Other direct selling establishments (NAICS 45439) | 344,726 | 453,828 | -109,103 |
| **Food Services and Drinking Places** | | | |
| Food services and drinking places (NAICS 722) | 16,173,874 | 4,000,784 | 12,173,090 |
| Special food services (NAICS 7223) | 1,261,018 | 119,074 | 1,141,944 |
| Food service contractors (NAICS 72231) | 1,001,525 | 53,367 | 948,158 |
| Caterers (NAICS 72232) | 234,222 | 0 | 234,222 |
| Mobile food services (NAICS 72233) | 25,270 | 65,708 | -40,437 |
| Drinking places (alcoholic beverages) (NAICS 7224) | 538,944 | 0 | 538,944 |
| Restaurants and other eating places (NAICS 7225) | 14,373,913 | 3,881,710 | 10,492,203 |
| Full-service restaurants (NAICS 722511) | 7,164,529 | 1,813,386 | 5,351,144 |
| Limited-service restaurants (NAICS 722513) | 6,117,756 | 0 | 6,117,756 |
| Cafeterias, grill buffets, and buffets (NAICS 722514) | 155,966 | 0 | 155,966 |
| Snack and non-alcoholic beverage bars (NAICS 722515) | 935,661 | 2,068,324 | -1,132,663 |

Benchmark: USA

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# RETAIL LEAKAGE

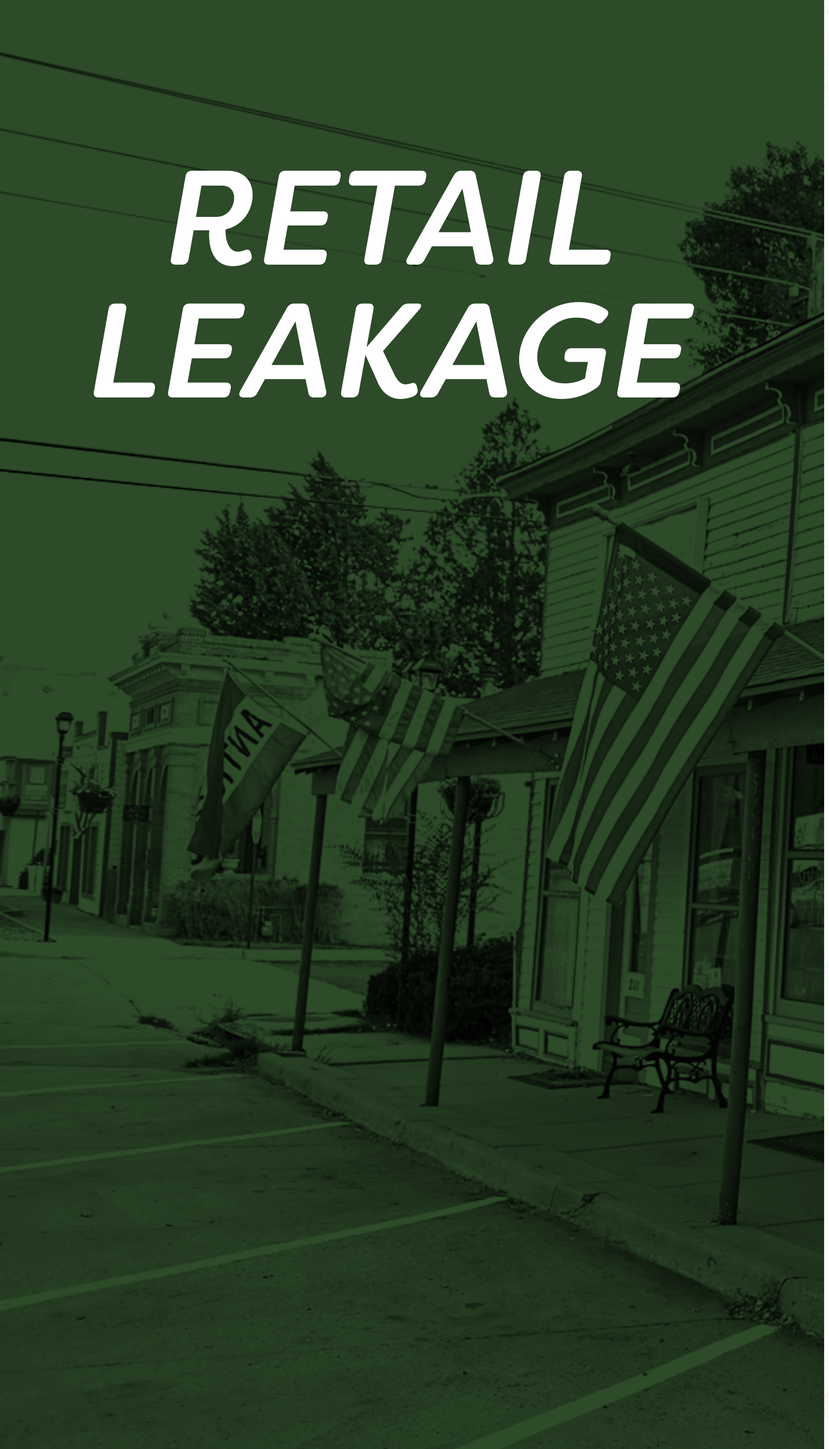


| | 2023 Demand ($) | 2028 Demand ($) | Growth ($) | Compound Annual Growth Rate (%) |
|---|---|---|---|---|
| **Demand by Store Type** | | | | |
| Total demand for retail trade including food and drink (NAICS 44, 45 and 722) | 145,662,110 | 176,871,145 | 31,209,035 | 3.96 |
| Total demand retail trade (NAICS 44 and 45) | 129,488,236 | 157,861,465 | 28,373,229 | 4.04 |
| **Motor Vehicle and Parts Dealers** | | | | |
| Motor vehicle and parts dealers (NAICS 441) | 30,120,286 | 36,369,337 | 6,249,051 | 3.84 |
| Automobile dealers (NAICS 4411) | 24,618,776 | 29,396,539 | 4,777,763 | 3.61 |
| New car dealers (NAICS 44111) | 22,012,614 | 26,248,183 | 4,235,569 | 3.58 |
| Used car dealers (NAICS 44112) | 2,606,163 | 3,148,356 | 542,193 | 3.85 |
| Other motor vehicle dealers (NAICS 4412) | 2,778,725 | 4,030,302 | 1,251,577 | 7.72 |
| Recreational vehicle dealers (NAICS 44121) | 1,039,129 | 1,591,148 | 552,020 | 8.89 |
| Motorcycle, boat, and other motor vehicle dealers (NAICS 44122) | 1,739,596 | 2,439,154 | 699,558 | 6.99 |
| Boat dealers (NAICS 441222) | 658,729 | 1,003,508 | 344,780 | 8.78 |
| Motorcycle, ATV, and all other motor vehicle dealers (NAICS 441228) | 1,080,867 | 1,435,645 | 354,778 | 5.84 |
| Automotive parts, accessories, and tire stores (NAICS 4413) | 2,722,785 | 2,942,496 | 219,710 | 1.56 |
| Automotive parts and accessories stores (NAICS 44131) | 1,714,469 | 1,857,429 | 142,960 | 1.61 |
| Tire dealers (NAICS 44132) | 1,008,317 | 1,085,067 | 76,750 | 1.48 |
| **Furniture and Home Furnishings Stores** | | | | |
| Furniture and home furnishings stores (NAICS 442) | 2,713,021 | 3,470,790 | 757,769 | 5.05 |
| Furniture stores (NAICS 4421) | 1,524,423 | 1,919,775 | 395,353 | 4.72 |
| Home furnishings stores (NAICS 4422) | 1,188,598 | 1,551,015 | 362,416 | 5.47 |
| Floor covering stores (NAICS 44221) | 615,110 | 828,666 | 213,556 | 6.14 |
| Other home furnishings stores (NAICS 44229) | 573,489 | 722,349 | 148,860 | 4.72 |
| Window treatment stores (NAICS 442291) | 32,498 | 41,961 | 9,463 | 5.24 |
| All other home furnishings stores (NAICS 442299) | 540,990 | 680,388 | 139,398 | 4.69 |
| **Electronics and Appliance Stores** | | | | |
| Electronics and appliance stores (NAICS 443) | 2,034,091 | 2,426,213 | 392,122 | 3.59 |
| Household appliance stores (NAICS 443141) | 430,740 | 517,604 | 86,863 | 3.74 |
| Electronics stores (NAICS 443142) | 1,603,351 | 1,908,609 | 305,258 | 3.55 |
| **Building Material and Garden Equipment and Supplies Dealers** | | | | |
| Building material and garden equipment and supplies dealers (NAICS 444) | 9,564,347 | 11,518,298 | 1,953,951 | 3.79 |
| Building material and supplies dealers (NAICS 4441) | 8,341,668 | 10,063,198 | 1,721,530 | 3.82 |
| Home centers (NAICS 44411) | 4,713,635 | 5,677,407 | 963,773 | 3.79 |
| Paint and wallpaper stores (NAICS 44412) | 283,657 | 409,812 | 126,156 | 7.64 |
| Hardware stores (NAICS 44413) | 696,857 | 832,504 | 135,647 | 3.62 |
| Other building material dealers (NAICS 44419) | 2,647,520 | 3,143,474 | 495,954 | 3.49 |
| Lawn and garden equipment and supplies stores (NAICS 4442) | 1,222,679 | 1,455,100 | 232,421 | 3.54 |
| Outdoor power equipment stores (NAICS 44421) | 247,318 | 293,087 | 45,769 | 3.45 |
| Nursery, garden center, and farm supply stores (NAICS 44422) | 975,361 | 1,162,013 | 186,652 | 3.56 |
| **Food and Beverage Stores** | | | | |
| Food and beverage stores (NAICS 445) | 18,082,798 | 23,141,977 | 5,059,179 | 5.06 |
| Grocery stores (NAICS 4451) | 16,203,666 | 20,703,086 | 4,499,420 | 5.02 |
| Supermarkets and other grocery (except convenience) stores (NAICS 44511) | 15,525,471 | 19,846,212 | 4,320,741 | 5.03 |
| Convenience stores (NAICS 44512) | 678,196 | 856,874 | 178,678 | 4.79 |
| Specialty food stores (NAICS 4452) | 469,186 | 596,620 | 127,434 | 4.92 |
| Meat markets (NAICS 44521) | 144,488 | 182,056 | 37,569 | 4.73 |
| Fish and seafood markets (NAICS 44522) | 56,693 | 71,576 | 14,883 | 4.77 |
| Fruit and vegetable markets (NAICS 44523) | 97,411 | 125,554 | 28,143 | 5.21 |
| Other specialty food stores (NAICS 44529) | 170,594 | 217,434 | 46,839 | 4.97 |
| All other specialty food stores (NAICS 445299) | 80,771 | 101,436 | 20,665 | 4.66 |
| Beer, wine, and liquor stores (NAICS 4453) | 1,409,946 | 1,842,271 | 432,325 | 5.50 |
| **Health and Personal Care Stores** | | | | |
| Health and personal care stores (NAICS 446) | 7,573,938 | 9,368,373 | 1,794,436 | 4.34 |
| Pharmacies and drug stores (NAICS 44611) | 6,460,934 | 8,040,641 | 1,579,707 | 4.47 |
| Cosmetics, beauty supplies, and perfume stores (NAICS 44612) | 446,438 | 558,356 | 111,918 | 4.58 |
| Optical goods stores (NAICS 44613) | 258,549 | 259,647 | 1,098 | 0.09 |
| Other health and personal care stores (NAICS 44619) | 408,016 | 509,729 | 101,712 | 4.55 |
| Food (health) supplement stores (NAICS 446191) | 144,106 | 180,244 | 36,138 | 4.58 |
| All other health and personal care stores (NAICS 446199) | 263,910 | 329,484 | 65,575 | 4.54 |
| **Gasoline Stations** | | | | |
| Gasoline stations (NAICS 447) | 10,060,352 | 12,528,849 | 2,468,498 | 4.49 |



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# RETAIL LEAKAGE



| | 2023 Demand ($) | 2028 Demand ($) | Growth ($) | Compound Annual Growth Rate (%) |
|---|---|---|---|---|
| **Clothing and Clothing Accessories Stores** | | | | |
| Clothing and clothing accessories stores (NAICS 448) | 6,152,088 | 6,865,930 | 713,842 | 2.22 |
| Clothing stores (NAICS 4481) | 4,203,713 | 4,625,008 | 421,295 | 1.93 |
| Men's clothing stores (NAICS 44811) | 166,062 | 173,546 | 7,484 | 0.89 |
| Women's clothing stores (NAICS 44812) | 821,974 | 915,961 | 93,987 | 2.19 |
| Children's and infants' clothing stores (NAICS 44813) | 153,918 | 162,580 | 8,662 | 1.10 |
| Family clothing stores (NAICS 44814) | 2,468,415 | 2,730,171 | 261,755 | 2.04 |
| Clothing accessories stores (NAICS 44815) | 217,082 | 234,962 | 17,880 | 1.60 |
| Other clothing stores (NAICS 44819) | 376,261 | 407,789 | 31,527 | 1.62 |
| Shoe stores (NAICS 4482) | 688,221 | 821,626 | 133,404 | 3.61 |
| Jewelry, luggage, and leather goods stores (NAICS 4483) | 1,260,154 | 1,419,297 | 159,143 | 2.41 |
| Jewelry stores (NAICS 44831) | 820,060 | 936,586 | 116,526 | 2.69 |
| Luggage and leather goods stores (NAICS 44832) | 440,094 | 482,711 | 42,617 | 1.87 |
| **Sporting Goods, Hobby, Musical Instrument, and Book Stores** | | | | |
| Sporting goods, hobby, musical instrument, and book stores (NAICS 451) | 2,099,232 | 2,413,909 | 314,676 | 2.83 |
| Sporting goods, hobby, and musical instrument stores (NAICS 4511) | 1,854,497 | 2,115,581 | 261,084 | 2.67 |
| Sporting goods stores (NAICS 45111) | 1,252,722 | 1,383,233 | 130,511 | 2.00 |
| Hobby, toy, and game stores (NAICS 45112) | 461,077 | 558,715 | 97,638 | 3.92 |
| Sewing, needlework, and piece goods stores (NAICS 45113) | 61,719 | 82,279 | 20,561 | 5.92 |
| Musical instrument and supplies stores (NAICS 45114) | 78,980 | 91,353 | 12,373 | 2.95 |
| Book stores and news dealers (NAICS 4512) | 244,735 | 298,328 | 53,593 | 4.04 |
| Book stores (NAICS 451211) | 227,960 | 278,059 | 50,109 | 4.05 |
| News dealers and newsstands (NAICS 451212) | 16,785 | 20,269 | 3,483 | 3.84 |
| **General Merchandise Stores** | | | | |
| General merchandise stores (NAICS 452) | 16,136,032 | 19,648,835 | 3,512,802 | 4.02 |
| Department stores (NAICS 4522) | 2,150,252 | 2,418,377 | 268,125 | 2.38 |
| Other general merchandise stores (NAICS 4523) | 13,985,780 | 17,230,458 | 3,244,678 | 4.26 |
| Warehouse clubs and supercenters (NAICS 452311) | 12,677,976 | 15,616,133 | 2,938,157 | 4.26 |
| All other general merchandise stores (NAICS 452319) | 1,307,804 | 1,614,325 | 306,521 | 4.30 |
| **Miscellaneous Store Retailers** | | | | |
| Miscellaneous store retailers (NAICS 453) | 2,719,166 | 3,308,490 | 589,324 | 4.00 |
| Florists (NAICS 4531) | 133,255 | 157,898 | 24,643 | 3.45 |
| Office supplies, stationery, and gift stores (NAICS 4532) | 509,300 | 607,320 | 98,020 | 3.58 |
| Office supplies and stationery stores (NAICS 45321) | 210,507 | 266,976 | 56,469 | 4.87 |
| Gift, novelty, and souvenir stores (NAICS 45322) | 298,793 | 340,344 | 41,551 | 2.64 |
| Used merchandise stores (NAICS 4533) | 391,277 | 446,245 | 54,968 | 2.66 |
| Other miscellaneous store retailers (NAICS 4539) | 1,685,334 | 2,097,027 | 411,693 | 4.47 |
| Pet and pet supplies stores (NAICS 45391) | 539,683 | 694,248 | 154,565 | 5.17 |
| Art dealers (NAICS 45392) | 242,013 | 275,588 | 33,575 | 2.63 |
| Manufactured (mobile) home dealers (NAICS 45393) | 183,431 | 281,587 | 98,155 | 8.95 |
| All other miscellaneous store retailers (NAICS 45399) | 720,206 | 845,605 | 125,399 | 3.26 |
| Tobacco stores (NAICS 453991) | 197,615 | 235,547 | 37,932 | 3.57 |
| All other miscellaneous store retailers (except tobacco stores) (NAICS 453998) | 522,591 | 610,058 | 87,466 | 3.14 |
| **Non-store Retailers** | | | | |
| Non-store retailers (NAICS 454) | 22,232,885 | 26,800,464 | 4,567,580 | 3.81 |
| Electronic shopping and mail-order houses (NAICS 4541) | 21,268,287 | 25,636,364 | 4,368,078 | 3.81 |
| Vending machine operators (NAICS 4542) | 112,904 | 144,599 | 31,695 | 5.07 |
| Direct selling establishments (NAICS 4543) | 851,694 | 1,019,501 | 167,807 | 3.66 |
| Fuel dealers (NAICS 45431) | 506,969 | 599,062 | 92,093 | 3.40 |
| Other direct selling establishments (NAICS 45439) | 344,726 | 420,439 | 75,714 | 4.05 |
| **Food Services and Drinking Places** | | | | |
| Food services and drinking places (NAICS 722) | 16,173,874 | 19,009,681 | 2,835,806 | 3.28 |
| Special food services (NAICS 7223) | 1,261,018 | 1,466,471 | 205,453 | 3.06 |
| Food service contractors (NAICS 72231) | 1,001,525 | 1,159,905 | 158,380 | 2.98 |
| Caterers (NAICS 72232) | 234,222 | 276,676 | 42,454 | 3.39 |
| Mobile food services (NAICS 72233) | 25,270 | 29,890 | 4,619 | 3.42 |
| Drinking places (alcoholic beverages) (NAICS 7224) | 538,944 | 615,787 | 76,844 | 2.70 |
| Restaurants and other eating places (NAICS 7225) | 14,373,913 | 16,927,422 | 2,553,510 | 3.32 |
| Full-service restaurants (NAICS 722511) | 7,164,529 | 8,404,528 | 1,239,999 | 3.24 |
| Limited-service restaurants (NAICS 722513) | 6,117,756 | 7,229,907 | 1,112,151 | 3.40 |
| Cafeterias, grill buffets, and buffets (NAICS 722514) | 155,966 | 184,300 | 28,334 | 3.40 |
| Snack and non-alcoholic beverage bars (NAICS 722515) | 935,661 | 1,108,687 | 173,026 | 3.45 |

Benchmark: USA

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# Message Resources



# ELIZABETH Exudes Charm

With historic character and a sense of place unmatched in nearby communities, Elizabeth is accentuating the built environment with an eye toward driving investment. With efforts focused on sprucing up the public streetscape, Elizabeth is also welcoming new business with a façade improvement program, building support for new development and championing historic preservation.

## Design

- Enhanced Streetscape
- Public Art Inspired Street Furnishings
- Install seasonal color via flower plantings
- Support HAB with Historic District Creation
- Update Design Guidelines

## Economic Vitality

- Revise zoning to increase building height to encourage development of jobs & housing.
- Revise zoning to enable increase lot coverage to increase leasable floor area.
- Complete site plan for Main Street Station
- Discuss public parking at Main Street Station + EV Charging opportunities
- Explore Gesin Lot Use & Development

## Promotion

- Explore opportunities to promote charming businesses

## Organization

- Support HAB with Historic District Creation
- Build partnerships with development entities to support investment

POWERED BY Main Street

# Embrace ELIZABETH

Elizabeth is at the center of it all and we're here to welcome families and friends, innovators and entrepreneurs to find their sense of place in our historic downtown. From family-friendly events like the Friday Night Market to quaint shopping and dining opportunities, our focus is elevate awareness of Main Street as a place to connect with your neighbors.

## Design

- Design marketing materials for annual events
- Develop plan for Running Creek Park

## Economic Vitality

- Develop event + business linkage strategy for Mayor's Tree Lighting and Friday Night Market

## Promotion

- Update & distribute maps and materials
- Complete holiday ornament program
- Coordinate Mayor's Tree Lighting Event

## Organization

- Coordinate event services, including trash, bands, ADA accommodations, volunteers

POWERED BY Main Street

# ELIZABETH Our Main Place

Historic. Elizabeth. Main Street. These are the central ingredients for a quality place that isn't just another subdivision on the Front Range's seemingly unquenchable thirst for growth. This is a place that has a history. It has a dedicated and passionate community who identify themselves as 80107, regardless of whether they live inside City Limits - this spirit of belonging extends well beyond Elizabeth proper. And this place has a street where the focus of all this energy can build into a local movement to welcome you home at last. The Main Space transformational strategy seeks to focus the power of place on Main Street's physical environment to help cement this stretch as the undeniable center of Elizabeth.

To help identify compelling strategies supporting the effort, start by identifying reasons the 5 Audiences of Main Street might benefit from Streetscape Enhancements:

**Owners: (Business, Property)**

- Enhanced streetscape improves my property value.
- A more walkable street will increase foot-traffic, helping drive increased sales.
- New infrastructure will reduce development costs for undeveloped properties.
- Wider sidewalks enable opportunities to extend my effective "leasable" space for sidewalk displays or outdoor café seating.

**Donors: (Granting Agencies, Foundations)**

- A coordinated plan for improvement provides a variety of opportunities to invest in this community.
- Public art and sustainability initiatives are typical of projects supported by donors.
- A donation today will provide a lasting legacy into the future.

**Government:**

- Enhanced streetscape creates a desirable investment atmosphere, leading to increased property taxes added jobs, and private capital investment.
- More shops and shoppers helps generate increased sales tax.
- A destination Main Street district imports tax dollars currently leaking to neighboring communities and keeps those dollars here at home.
- Capital projects leave a lasting legacy for years to come.

**Volunteers:**

- Join the momentum and excitement with an organization that is making big things happen.

**Public**:

- Creating a buzzworthy destination with attractive, small-town charm will change perceptions about the entire community.
- Building a lively business district helps keep shoppers local.
- Every visitor is a potential entrepreneur in the making. Give them a backdrop to live out their dream.
- Wider sidewalks create an opportunity to comfortably stroll along storefronts, while sidewalk café spaces offer outdoor seating.
- Safety improvements, like better lighting, crosswalk enhancements, and corner bulb outs make the pedestrian a priority and encourage me to walk around the district and linger longer.
- Multimodal improvements like bike racks, trail connections and flashing crosswalk beacons help me connect to downtown from my neighborhood safely and efficiently.

POWERED BY Main Street

# Main Street Strategy- Surviving Streetscape

POWERED BY Main Street

There are few things harder than working through a streetscape. The potential for disruptions and the need for stakeholders to work together to minimize negative impacts are essential in efforts to stage the project and to minimize disruptions to downtown commerce. The efforts must strive to bring stakeholders together, to identify potential challenges and opportunities related to the project, and to foster increased levels of communication and cooperation among stakeholders that play a role in overcoming challenges related to the project.

## Potential Audiences

- Business Owners
- Property Owners
- Customers
- Lodging Operators
- Community Visitors

## ACTION STRATEGY

| Goal during Streetscape | Actions | Get Creative | Measure Efforts |
|---|---|---|---|
| **Economic Vitality**<br>Clear, Up to Date, and Supportive Communication to the Business Community | · Create Construction Comm Plan<br>· Create Facebook Group, Email List, and Call List<br>· Establish communication with project scheduler | · Create Short Term Business Support or Marketing Grant | The Business feel supported through a very hard time. Main Street is our Partner. |
| **Design**<br>Use Signage, Banners, Rear Doors, and Creative Placemaking Solutions to Maintain a Business-friendly Environment | · Design We're Still Open Signs<br>· Design Banners for district<br>· Design Rear Entry Signage<br>· Map and Craft Parking Plan | · Create Entry Bridges that can be painted by local students and move as sidewalks are disrupted | The streetscape process is seen as one of progress, not inconvenience. Main Street Made this Better. |
| **Promotion**<br>Create a campaign encouraging customers to continue to support the district | · Design Mascot<br>· Create Open Campaign for Customers<br>· Create event to drive customers to business<br>· Consider launching a Construction Passport<br>· Design Social Media Templates for Businesses | · Have a ribbon cutting for each and every business as they get past the construction. Have a constant stream of micro events | Customers never stray away from downtown just because of construction. Main Street made this Fun. |
| **Organization**<br>Be a visible Partner between DOT, Construction Team, Community Leadership & Business Community | · Report Business Numbers to Council Monthly<br>· Create Business Support Newsletter<br>· Share Success and Struggle Stories Appropriately | · Launch a State of the Streetscape Podcast | Local Government Sees Main Street as an Essential Partner |




# Grant Strategy

ELIZABETH
Main Street

As you contemplate the ultimate design for Main Street, consider the hot issues that are being funded today. In recent years, significant investment has been focused on transportation enhancements that provide safety and multi-modal improvements. Consider how your design improves and addresses safety. Elements like wider sidewalks, crosswalk markings, and lighting are all safety elements. Encouragement for non-motorized travel is also often supported by grants – things like bike racks, pathway extensions and flashing beacons – make it easier to bike or walk downtown. Even decorative planters can have a safety purpose if they are placed correctly in an effort to buffer traffic.

The Main Street Organization point focuses on creating relationships and partnerships. Explore current partnerships to identify how their interests might align with the streetscape project. For instance, historic preservation interests might not get too excited about sidewalks unless they understand that a fresh streetscape can motivate investment in historic buildings. Be a Dot-Connector and help make the linkage for your partners. Additionally, local government might view the project as a capital maintenance investment. However, streetscape enhancements are an economic development driver when considering job and sales tax expansion possibilities that might result.

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# Photo Resources



# PHOTO ASSET CHECKLIST

## Main Street Context
- [ ] Daytime
- [ ] Nighttime
- [ ] Winter
- [ ] Holidays
- [ ] Festival
- [ ] Drone

## Farmers Market
- [ ] Setup
- [ ] Produce Detail
- [ ] Product Detail
- [ ] Vendor Shot
- [ ] Busy Shot
- [ ] Transaction Shot

## Event
- [ ] Setup
- [ ] Marketing
- [ ] Busy Shot
- [ ] Business Owner
- [ ] Transaction Shot
- [ ] People

## Business
- [ ] Storefront Day with People
- [ ] Storefront Night
- [ ] Context with People
- [ ] Product Detail
- [ ] Owner Shot
- [ ] Transaction Shot

## Restaurants
- [ ] Restaurant Front-Day
- [ ] Restaurant Front- Night
- [ ] Dining Room w/ People
- [ ] Outdoor Dining w/ People
- [ ] Food Shot
- [ ] Serving Shot

## Office/Co-work
- [ ] Building Front
- [ ] Interior Shot
- [ ] Employees working
- [ ] Saavy Logos on things

## Parades
- [ ] Public Safety
- [ ] Patio Dining
- [ ] Pets
- [ ] Bike Racks

# Examples



Downtown Context with People

HISTORIC ELIZABETH COLORADO


Farmers Market Vendor Shot


Patio Dining


Restaurant with People


Parades

ARNETT MULDROW

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# Implementation



# **BRANDTOUCH** IMPLEMENTATION CHECKLIST

## PHASE 1

### Adopt Brand
- ☐ Board/Council Adoption
- ☐ Share Brand Link with Design Partners

### Technical Integration
- ☐ Install Fonts
- ☐ Copy Brand Folder to Local Drive
- ☐ Adopt Internal Toolbox with staff

## PHASE 2

### Social Media
- ☐ Update Facebook Profile
- ☐ Update Instagram Profile
- ☐ Update Twitter Profile
- ☐ Update Pinterest Profile
- ☐ Load Photos as gallery in Facebook
- ☐ Create Pinterest Board with Brand Elements

### ☐ Online
- ☐ Update Colors on Webpage
- ☐ Add New Graphics
- ☐ Update Favicon
- ☐ Add Brand Statement to Website
- ☐ Add Styleguide Request

Add Brand Resources Page

## PHASE 3

### Communication
- ☐ Update Email Signature
- ☐ Adopt Powerpoint Template
- ☐ Adopt Digital Letterhead
- ☐ Upload Brand Materials to Email Newsletter
- ☐ Adopt Envelope Template
- ☐ Printer Updated Business Cards

### Collateral
- ☐ Share Brand Resources
- ☐ Share Merchadising Examples
- ☐ Share Brand Partner Idea List
- ☐ Create Volunteer Shirts
- ☐ Create Staff Shirts
- ☐ Vehicle Graphics
- ☐ Police Badges
- ☐ Bench,Trash Can, Public Space Integration

### Printing
- ☐ Shopping & Dining Guide
- ☐ Organization Brochure
- ☐ Parking Cards
- ☐ Partner Banners
- ☐ Visit Cards
- ☐ Hours Signs

### Event Extension
- ☐ Logo Adoption
- ☐ Social Integration
- ☐ Marketing Integration
- ☐ Merchandise Expansion
- ☐ Signage
- ☐ Volunteer Swag

### Wayfinding
- ☐ Plan Strategic Banner Strategy
- ☐ Plan Event Banner Strategy
- ☐ Explore Partnering for Comprehensive Wayfinding System
- ☐ Bike Sign System
- ☐ Bike Lane Branding
- ☐ Guerilla Pedestrian Signs
- ☐ Parking Signs

### Other
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

HISTORIC ELIZABETH COLORADO

ARNETT MULDROW

# HOW TO BE A **BRAND PARTNER**

## BRAND MERCHANDISE

- Hats
- T-Shirts
- Coffee cups
- Decals
- Bumper stickers
- Bags
- Shopping bags
- Cycling jerseys
- Pint glasses
- Guitar picks
- Water bottles
- Outdoor gear
- Polo shirts
- Climbing chalk bags
- Hiking stick medallions
- Rain jackets
- Guitar straps
- Koozies
- Socks
- Invent something

## BRAND YOUR DIGITAL PRESENCE

- Add logo to website
- Add logos to Facebook as a gallery
- Link from web to community website
- Use hashtag
- Share photos of branded items
- Tweet the web address
- Link google photo galleries to share
- Profile pics
- Send other businesses and organizations to the web address
- Instagram people having fun

## BRAND YOUR PLACE

- Request interest icons
- Look for brand extension opportunities
- Organizational logos
- Street banners
- Wayfinding signage
- Open signs
- Store hours signs
- Shopping & dining guides
- Advertising
- Pocket folders
- Visitor guides
- Business cards
- Brochures
- Annual reports
- Maps
- Trail guides
- Shopping bags
- Loyalty cards

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COLORADO

From here, it's completely up to you, your community, your event, or your organization. There's no proper order, only the things that make sense for you!

## SHARE WITH US

We would love to hear from you about all the amazing things you come up with to do with the brand. Please share images and stories of the brand at work with us.

**CHECK OFF ONE OF THE SUGGESTIONS, AND YOU ARE A BRAND PARTNER!**

ARNETT MULDROW

# **MAIN5** COMMUNICATION CHANNELS

| | BOARD | DESIGN | PROMOTION | ORGANIZATION | ECONOMIC VITALITY | WEEKLY | MONTHLY | ANNUAL | DONOR | OWNER | PUBLIC | VOLUNTEER | GOVERNMENT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **SOCIAL** | | | | | | | | | | | | | |
| Facebook Page | | | | | | | | | | | | | |
| Facebook Merchant Group Page | | | | | | | | | | | | | |
| Facebook Volunteer Group Page | | | | | | | | | | | | | |
| Instagram | | | | | | | | | | | | | |
| Instagram Stories | | | | | | | | | | | | | |
| Twitter | | | | | | | | | | | | | |
| Pinterest Product Catalog | | | | | | | | | | | | | |
| Pinterest Sweet Shot Catalog | | | | | | | | | | | | | |
| Tik Tok | | | | | | | | | | | | | |
| **WEB/PRINT** | | | | | | | | | | | | | |
| Paid Print | | | | | | | | | | | | | |
| Earned Media | | | | | | | | | | | | | |
| Press Releases | | | | | | | | | | | | | |
| Web Updates | | | | | | | | | | | | | |
| Blog Posts | | | | | | | | | | | | | |
| Newsletters | | | | | | | | | | | | | |
| IMPACT Tool | | | | | | | | | | | | | |
| **RELATION & PRESENTATION** | | | | | | | | | | | | | |
| Council Update | | | | | | | | | | | | | |
| Council Presentation | | | | | | | | | | | | | |
| Organizations Presentation | | | | | | | | | | | | | |
| Volunteer Campaign | | | | | | | | | | | | | |
| Donor Campaign | | | | | | | | | | | | | |
| Sponsorship Single Ask | | | | | | | | | | | | | |
| Building Owner Visits | | | | | | | | | | | | | |
| Business Owner Visits | | | | | | | | | | | | | |

HISTORIC ELIZABETH COLORADO

ARNETT MULDROW

# **STRATEGIC** EVENT CALENDAR

| | IMAGE | SPECIAL | RETAIL | DONOR | OWNER | PUBLIC | VOLUNTEER | GOVERNMENT |
|---|---|---|---|---|---|---|---|---|
| **JANUARY** | | | | | | | | |
| | | | | | | | | |
| **FEBRUARY** | | | | | | | | |
| | | | | | | | | |
| **MARCH** | | | | | | | | |
| | | | | | | | | |
| **APRIL** | | | | | | | | |
| | | | | | | | | |
| **MAY** | | | | | | | | |
| | | | | | | | | |
| **JUNE** | | | | | | | | |
| | | | | | | | | |
| **JULY** | | | | | | | | |
| | | | | | | | | |
| **AUGUST** | | | | | | | | |
| | | | | | | | | |
| **SEPTEMBER** | | | | | | | | |
| | | | | | | | | |
| **OCTOBER** | | | | | | | | |
| | | | | | | | | |
| **NOVEMBER** | | | | | | | | |
| | | | | | | | | |
| **JANUARY** | | | | | | | | |
| | | | | | | | | |

HISTORIC
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# SOCIAL MEDIA STRATEGY

HISTORIC ELIZABETH COLORADO

## MONTHLY THEMES FOR INSPIRATION

| JANUARY | FEBRAURY | MARCH | APRIL | MAY | JUNE |
|---|---|---|---|---|---|
| NEW STARTS & PLANNING | DIVERSITY & LOVE | CLEAN & GREEN | BEAUTY & COLOR | MAIN STREET FLAVOR | LOCAL REDISCOVERY |

| JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|---|---|---|
| ROAD TRIP | HISTORY & CIVICS | FESTIVALS, EVENTS & FUN | FALL FOR MAIN STREET | SHOP SMALL OFTEN | HOLIDAY TRADITIONS |

## WEEK BY WEEK

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---|---|---|---|---|---|---|
| PICTURES SPEAK | TASTE TUESDAY | MAGIC STORY TIME | TRAILHEAD THURSDAY | MAIN EVENT WEEKEND | REST | REST |

## DAILY POSTS

| | | | | | |
|---|---|---|---|---|---|
| GALLERY PHOTO | FOOD PIC | INSPIRATIONAL QUOTE | HIGHLIGHT PRODUCT | PROMOTE EVENTS | STORY DURING EVENTS |
| BEHIND THE SCENES | MENU PIC | VIEWER POLL | VIDEO TOUR | ACTIVITIES | |
| OWNER IMAGE | SERVER VIDEO | ASK A QUESTION | UNBOXING VIDEO | | |
| HISTORIC IMAGE | DESSERT POST | THANK YOUR FANS | THIS OR THAT? | | |

ARNETT MULDROW

# BRANDSCORE MAINSTREET

| | POINT | YOUR SCORE | TO DO |
|---|---|---|---|
| 1. Do You Have A Defined Typeface? | 5 points | | |
| 2. Do You Have A Color Palette? | 5 points | | |
| 3. Do You Have An Organization Logo? | 5 points | | |
| 4. Do You Have An Destination Logo? | 5 points | | |
| 5. Do Your Committes Have Logos? | 2 points | | |
| 6. Do You Have A Styleguide? | 5 points | | |
| 7. Do You Have An Org Branded Presentation Template? | 2 points | | |
| 8. Do You Have An Org Branded Business Card, Letterhead & Envelope? | 2 points/ 6 max | | |
| 9. Is Your Org Logo On Your Website? | 5 points | | |
| 10. Do You Have An Org Brochure? | 5 points | | |
| 11. Is Your Org Logo Your Facebook Profile? | 3 points | | |
| 12. Is Your Logo Your Instagram Profile? | 3 points | | |
| 13. Do You Know What Twitter Is For? | 3 points | | |
| 14. Do You Have A Traditional Or Electronic Newsletter? | 2 points | | |
| 15. Do You Have A Uniform Hashtag? | 2 points | | |
| 16. Do Our Events Amplify Our Brand? | 5 points/ 20 max | | |
| 17. Does Your Gateway Include Your Logo? | 5 points | | |
| 18. Your Street Banners Feature Your Destination Brand. | 3 points | | |
| 19. Do You Make Your Volunteers Feel Part Of The Brand? | 5 points | | |
| 20. Do You Address Parking With Your Brand? | 5 points | | |
| 21. Is There Logo Apparel? | 2 points | | |
| 22. Member Or Investor Benefits | 2 points | | |
| | | | |

HISTORIC ELIZABETH COLORADO

ARNETT MULDROW

pickaxe

# Thank You!



May 9, 2023

**Management Team Updates**

***Community Development – Zach Higgins***

- The Main Street Board has provided approval of the Main Street Monument Sign RFP at their 04/10 meeting. The RFP has been distributed. The proposals will be reviewed by Staff next Thursday 05/11/2023.
- The MSBOD and HAB have given formal recommendation of a request to include a façade improvement grant in the Town budget for 2024.
- The HAB continues to work on the creation of the first Historic District in Town and updates to the Design Guidelines in relation to Historic and adjacent buildings. They have set May 8th and June 12th as public meetings to get feedback regarding the district and design guidelines.
- The HAB has formally designated 09/30/2023 for this year's Walk and Talk.
- The HAB will be holding a commemoration event for the Taylor Building/188 S Main on May 6th at 10am to unveil the National Historic Register plaque. This event will also include a tour of the interior of the Bank Building.
- The HAB has a visit planned to the Elbert County Museum in Kiowa for June 5th before their regularly scheduled meeting.
- The HAB is actively seeking new members to fill its three open positions.
- DOLA held a Pickaxe work session with the MSBOD on 04/10/2023 at 8:30am to discuss the Main Street approach and branding within the Main Street program and the Town. They have provided updated logos for Historic Main Street, The Town, Wine in the Pines, Mayor's Tree Lighting, Friday Night Market, and 5k options. They have also provided updated typeface and color palette for continued marketing and branding.
- The MSBOD is continuing their work on creating a 5k event to occur at 8am on 09/23/2023.
- The Planning Commission has completed their Planning Commissioner Training series from the American Planning Association. Next, they will be hearing from referral agencies on how and what they review at different stages of the planning and zoning process.

***Town Clerk – Michelle Oeser***

- Staff met with the University of Colorado Denver Architect and Students about revised drawings to present at a final community meeting. A date is pending for the final meeting.
- With the audit being complete Hannah has moved onto start the 2024 budget.
- "Town" rocks have been set out around Town for citizens to find. We have asked that they take a picture, tag the Town, and bring the rock into Town Hall to receive a prize.
- Harmony had fun in April with Records and Information Management Month. Harmony put out weekly records tips and quizzes to all staff. She was pleased with the interest and response from staff.
- Allison is looking forward to attending her first Colorado Association for Municipal Court Administration (CAMCA) class in Parker on May 19th.
- Allison and Hannah had a great tour with Mike. They learned a lot about the system and have more Insite into how their job connected directly with Public Works.

***Police –***

- See attached report

***Public Works and Utilities – Mike DeVol***

- See attached report

TOWN OF ELIZABETH
COMBINED CASH INVESTMENT
FEBRUARY 28, 2023

COMBINED CASH ACCOUNTS

| | | |
|---|---|---|
| 99-104201 | COLOTRUST INVESTMENT ACCOUNT | 12,991,269.95 |
| 99-104202 | CORE ARPA ACCOUNT | 154,774.80 |
| 99-104203 | CORE INVESTMENT ACCOUNT | 4,482,649.82 |
| 99-105200 | CBOC (WATER SEWER) | 2,162,727.51 |
| | TOTAL COMBINED CASH | 19,791,422.08 |
| 99-100001 | CASH ALLOCATED TO OTHER FUNDS | ( 19,791,422.08) |
| | TOTAL UNALLOCATED CASH | .00 |

CASH ALLOCATION RECONCILIATION

| | | |
|---|---|---|
| 10 | ALLOCATION TO GENERAL FUND | 2,709,639.80 |
| 21 | ALLOCATION TO STREET FUND | 941,214.97 |
| 31 | ALLOCATION TO CAPITAL IMPROVEMENT FUND | 8,706,278.55 |
| 32 | ALLOCATION TO STREET CAPITAL IMPROVEMENT FND | 3,161,541.88 |
| 52 | ALLOCATION TO WATER SEWER FUND | 4,272,746.88 |
| | TOTAL ALLOCATIONS TO OTHER FUNDS | 19,791,422.08 |
| | ALLOCATION FROM COMBINED CASH FUND - 99-100001 | ( 19,791,422.08) |
| | ZERO PROOF IF ALLOCATIONS BALANCE | .00 |

TOWN OF ELIZABETH
BALANCE SHEET
FEBRUARY 28, 2023

GENERAL FUND

| | | | |
|---|---|---|---|
| | ASSETS | | |
| 10-100001 | CASH IN COMBINED CASH FUND | 2,709,639.80 | |
| 10-101000 | PETTY CASH | 200.00 | |
| 10-101100 | PETTY CASH- POLICE DEPT | 100.00 | |
| 10-110000 | PROPERTY TAXES RECEIVABLE | 286,097.34 | |
| 10-115000 | ACCOUNTS RECEIVABLE | 257,221.75 | |
| 10-141000 | PREPAID EXPENSES | 27,248.37 | |
| | TOTAL ASSETS | | 3,280,507.26 |
| | LIABILITIES AND EQUITY | | |

TOWN OF ELIZABETH
BALANCE SHEET
FEBRUARY 28, 2023

GENERAL FUND

| | | | | |
|---|---|---|---|---|
| | LIABILITIES | | | |
| 10-201000 | ACCRUED SALARIES PAYABLE | | 34,730.26 | |
| 10-202000 | ACCOUNTS PAYABLE | | ( 369.15) | |
| 10-202200 | RESTITUTION PAYABLE--MUNI. CT. | | 2,295.19 | |
| 10-202201 | COURT BONDS POSTED | | 590.00 | |
| 10-202202 | OJW/WARRANT FEE DUE TO DMV | | 103.98 | |
| 10-202203 | PERFORMANCE BONDS PAYABLE | | 65,714.39 | |
| 10-202300 | AP TO ELBERT CO.--BLGUTX SHARE | | 65,094.10 | |
| 10-217100 | FPPA CONTRIBUTIONS PAYABLE | | 6,361.54 | |
| 10-217200 | SOC SEC TAXES PAYABLE | | 5,284.17 | |
| 10-217201 | MEDICARE TAXES PAYABLE | | 1,970.92 | |
| 10-217300 | FED'L WITHHOLDING TAXES PAYABL | | 6,528.79 | |
| 10-217400 | STATE WITHHOLDING TAXES PAYABL | | 5,999.00 | |
| 10-217500 | HEALTH INSURANCE PAYABLE | | 2,066.14 | |
| 10-217501 | PRETAX SUPPLEMENTAL INSURANCE | | 26.04 | |
| 10-217502 | AFTER TAX SUPPLEMENTAL INS | | 154.93 | |
| 10-217600 | UNEMPLOYMENT INSURANCE PAYABLE | | 528.12 | |
| 10-217601 | HEALTH SAVINGS PAYABLE | | 120.00 | |
| 10-217603 | WORKERS' COMP. INS. PAYABLE | | 28,350.31 | |
| 10-217700 | GARNISHMENT PAYABLE | | 350.09 | |
| 10-219000 | 457 CONTRIBUTIONS PAYABLE | | 3,194.71 | |
| 10-219200 | SALES TAX PAYABLE | | 11.36 | |
| 10-222001 | DEFERRED REVENUE - ARPA | | 303,828.76 | |
| 10-250022 | LENNAR | | ( 17,828.78) | |
| 10-250038 | COUNTRYSIDE VILLAGE | | ( 117.88) | |
| 10-250039 | SCARLETT CREEK SUBDIVISION | | 80.04 | |
| 10-250041 | MAIN STREET STATION | | 259.21 | |
| 10-250042 | ELIZABETH WEST ZONING | | ( 1,119.81) | |
| 10-250051 | HENDERSON REPLAT | | 461.05 | |
| 10-250054 | ZIGGI'S COFFEE | | 3,183.20 | |
| 10-250055 | CLEARY BUILDING | | ( 1,297.40) | |
| 10-250056 | MCDONALDS IGA | | 3,404.00 | |
| 10-250057 | ANNA'S CAR WASH IGA | | 654.00 | |
| 10-250059 | H1 ENTERPRISES | | 1,758.50 | |
| 10-250060 | PINE RIDGE CROSSING (NEW) | | ( 15,896.84) | |
| 10-250061 | LENNAR AT LEGACY VILLAGE | | ( 4,697.62) | |
| 10-250062 | ELIZABETH STREET PLAZA | | ( 6,209.76) | |
| 10-250063 | WALNUT GROVE | | ( 276.08) | |
| 10-250064 | MBP ENTERPRISES INC. | | 1,448.50 | |
| | TOTAL LIABILITIES | | | 496,737.98 |
| | FUND EQUITY | | | |
| 10-280000 | FUND BALANCE | | 2,455,725.59 | |
| | UNAPPROPRIATED FUND BALANCE: | | | |
| | REVENUE OVER EXPENDITURES - YTD | 328,043.69 | | |
| | BALANCE - CURRENT DATE | | 328,043.69 | |
| | TOTAL FUND EQUITY | | | 2,783,769.28 |
| | TOTAL LIABILITIES AND EQUITY | | | 3,280,507.26 |

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | TAX | | | | | |
| 10-31-1000 | CURRENT PROPERTY TAXES | 281,987.58 | 294,430.30 | 750,000.00 | 455,569.70 | 39.3 |
| 10-31-2000 | SPECIFIC OWNERSHIP TAX | 9,749.51 | 16,765.12 | 115,000.00 | 98,234.88 | 14.6 |
| 10-31-3100 | 1% NON-TABOR SALES TAX | 71,030.19 | 140,289.88 | 1,000,000.00 | 859,710.12 | 14.0 |
| | TOTAL TAX | 362,767.28 | 451,485.30 | 1,865,000.00 | 1,413,514.70 | 24.2 |
| | LICENSES & PERMITS | | | | | |
| 10-32-1000 | FRANCHISE TAX | 5,851.87 | 28,015.35 | 80,000.00 | 51,984.65 | 35.0 |
| 10-32-2000 | BUILDING PERMIT | 23,893.62 | 43,656.83 | 150,000.00 | 106,343.17 | 29.1 |
| 10-32-2100 | PASSPORT EXECUTION FEES | 420.00 | 420.00 | .00 | ( 420.00) | .0 |
| 10-32-2200 | PASSPORT PHOTO FEES | 144.00 | 144.00 | .00 | ( 144.00) | .0 |
| 10-32-3000 | OTHER LICENSES, FEES AND CHG | 1,018.65 | 3,726.87 | 30,000.00 | 26,273.13 | 12.4 |
| | TOTAL LICENSES & PERMITS | 31,328.14 | 75,963.05 | 260,000.00 | 184,036.95 | 29.2 |
| | INTERGOVERNMENTAL | | | | | |
| 10-33-2000 | CIGARETTE TAX | 224.64 | 831.96 | 3,000.00 | 2,168.04 | 27.7 |
| 10-33-3000 | CONSERVATION TRUST FUND | .00 | .00 | 10,000.00 | 10,000.00 | .0 |
| | TOTAL INTERGOVERNMENTAL | 224.64 | 831.96 | 13,000.00 | 12,168.04 | 6.4 |
| | SOURCE 34 | | | | | |
| 10-34-1000 | GRANTS | .00 | .00 | 50,000.00 | 50,000.00 | .0 |
| | TOTAL SOURCE 34 | .00 | .00 | 50,000.00 | 50,000.00 | .0 |
| | EARMARKED FUNDS / MISCELLANEOU | | | | | |
| 10-36-1000 | INTEREST | 9,045.35 | 19,117.20 | 8,000.00 | ( 11,117.20) | 239.0 |
| 10-36-3100 | FINES AND FOREFEITURES | 7,996.70 | 13,169.30 | 73,000.00 | 59,830.70 | 18.0 |
| 10-36-4000 | PUBLIC IMPROVEMENT FEE | 58,554.35 | 116,099.91 | 710,000.00 | 593,900.09 | 16.4 |
| 10-36-7000 | POLICE REVENUE | 16,118.50 | 16,291.50 | 35,000.00 | 18,708.50 | 46.6 |
| | TOTAL EARMARKED FUNDS / MISCELLANEOU | 91,714.90 | 164,677.91 | 826,000.00 | 661,322.09 | 19.9 |
| | OTHER FUNDS | | | | | |
| 10-39-7000 | TRANSFER FROM WATER FUND | 14,583.33 | 29,166.66 | 175,000.00 | 145,833.34 | 16.7 |
| 10-39-7003 | TRANSFER FROM CAP IMP FUND | 4,583.33 | 9,166.66 | 55,000.00 | 45,833.34 | 16.7 |
| 10-39-7004 | TRANSFER FROM STREET CAP FUND | 4,166.67 | 8,333.34 | 50,000.00 | 41,666.66 | 16.7 |
| | TOTAL OTHER FUNDS | 23,333.33 | 46,666.66 | 280,000.00 | 233,333.34 | 16.7 |

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|
| TOTAL FUND REVENUE | 509,368.29 | 739,624.88 | 3,294,000.00 | 2,554,375.12 | 22.5 |

GENERAL FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | TOWN CLERK | | | | | |
| 10-41-1100 | SALARIES & WAGES | 14,625.54 | 28,557.50 | 189,000.00 | 160,442.50 | 15.1 |
| 10-41-1150 | TOWN CLERK SALARY | 7,081.20 | 14,484.59 | 96,800.00 | 82,315.41 | 15.0 |
| 10-41-1300 | OVERTIME | .00 | 32.65 | .00 | ( 32.65) | .0 |
| 10-41-1400 | WORKERS' COMPENSATION | 26.06 | 51.71 | 372.00 | 320.29 | 13.9 |
| 10-41-1500 | HEALTH INSURANCE | 5,969.20 | 11,768.29 | 58,000.00 | 46,231.71 | 20.3 |
| 10-41-1550 | RETIREMENT | 1,031.28 | 1,779.81 | 8,000.00 | 6,220.19 | 22.3 |
| 10-41-1600 | FICA | 1,615.93 | 3,213.27 | 21,864.00 | 18,650.73 | 14.7 |
| 10-41-1700 | COLO UNEMPLOYMENT | 43.40 | 86.12 | 857.00 | 770.88 | 10.1 |
| 10-41-1800 | TUITION REIMBURSEMENT | 960.00 | 960.00 | 10,000.00 | 9,040.00 | 9.6 |
| 10-41-1825 | MEMBERSHIPS - EMPLOYEE | 274.16 | 274.16 | 1,500.00 | 1,225.84 | 18.3 |
| 10-41-1850 | TRAINING, TRAVEL AND LODGING | 533.96 | ( 29.33) | 13,000.00 | 13,029.33 | ( .2) |
| 10-41-2500 | AUDIT | .00 | .00 | 28,000.00 | 28,000.00 | .0 |
| 10-41-3000 | COMMUNITY ENGAGEMENT | 150.00 | 150.00 | 3,400.00 | 3,250.00 | 4.4 |
| 10-41-3200 | CONTRACTED SERVICES | 50.00 | 50.00 | 5,000.00 | 4,950.00 | 1.0 |
| 10-41-3320 | CONTRIBUTIONS AND SPONSORSHIPS | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-41-3350 | COUNTY TREASURER & OTHER FEES | 5,639.75 | 5,888.60 | 18,000.00 | 12,111.40 | 32.7 |
| 10-41-3400 | LEGAL PUBLICATIONS | 1,185.54 | 1,335.81 | 11,000.00 | 9,664.19 | 12.1 |
| 10-41-3450 | ELECTIONS | .00 | .00 | 25,000.00 | 25,000.00 | .0 |
| 10-41-4000 | BLDG MAINT AND REPAIRS | 1,421.95 | 1,793.95 | 12,000.00 | 10,206.05 | 15.0 |
| 10-41-4400 | EQUIPMENT AND MAINT | .00 | 51.24 | 12,000.00 | 11,948.76 | .4 |
| 10-41-4500 | FURNITURE | .00 | .00 | 3,500.00 | 3,500.00 | .0 |
| 10-41-4600 | OFFICE SUPPLIES | 1,243.48 | 1,391.87 | 11,000.00 | 9,608.13 | 12.7 |
| 10-41-4700 | POSTAGE | 6.37 | 475.84 | 15,500.00 | 15,024.16 | 3.1 |
| 10-41-4800 | TELEPHONE AND INTERNET | 975.20 | 2,037.45 | 15,500.00 | 13,462.55 | 13.1 |
| 10-41-4900 | UTILITIES | 1,165.61 | 1,368.03 | 8,000.00 | 6,631.97 | 17.1 |
| 10-41-5100 | HUMAN RESOURCES - CONTRACTED | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 10-41-5250 | IT - CONTRACTED | 1,802.63 | 4,050.06 | 33,000.00 | 28,949.94 | 12.3 |
| 10-41-5300 | IT - HARDWARE | .00 | .00 | 20,000.00 | 20,000.00 | .0 |
| 10-41-5325 | IT - SOFTWARE PURCHASES | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 10-41-5350 | IT - SOFTWARE CONTRACTS | 4,028.55 | 13,514.55 | 45,000.00 | 31,485.45 | 30.0 |
| 10-41-5400 | INSURANCE | .00 | 75.21 | 116,000.00 | 115,924.79 | .1 |
| 10-41-5500 | LEGAL - CONTRACTED | 6,240.00 | 6,240.00 | 60,000.00 | 53,760.00 | 10.4 |
| 10-41-5600 | MEMBERSHIPS - TOWN | 1,413.61 | 1,413.61 | 13,000.00 | 11,586.39 | 10.9 |
| 10-41-5700 | PUBLIC RELATIONS | 189.48 | 303.77 | 5,000.00 | 4,696.23 | 6.1 |
| 10-41-5800 | TOWN HALL EVENTS | .00 | .00 | 8,500.00 | 8,500.00 | .0 |
| 10-41-9000 | OTHER | 362.43 | 1,111.33 | 7,500.00 | 6,388.67 | 14.8 |
| | TOTAL TOWN CLERK | 58,035.33 | 102,430.09 | 885,293.00 | 782,862.91 | 11.6 |

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | JUDICIAL | | | | | |
| 10-42-1200 | SALARIES & WAGES- MUNI JUDGE | 719.26 | 1,438.52 | 15,000.00 | 13,561.48 | 9.6 |
| 10-42-1300 | SALARIES & WAGES- ASST JUDGE | 719.26 | 1,438.52 | 4,000.00 | 2,561.48 | 36.0 |
| 10-42-1400 | STATE COMP | 40.14 | 80.28 | 500.00 | 419.72 | 16.1 |
| 10-42-1600 | FICA | 110.04 | 220.08 | 1,500.00 | 1,279.92 | 14.7 |
| 10-42-1700 | COLO UNEMPLOYMENT | 2.88 | 5.76 | 60.00 | 54.24 | 9.6 |
| 10-42-1850 | TRAINING, TRAVEL AND LODGING | .00 | .00 | 2,600.00 | 2,600.00 | .0 |
| 10-42-3200 | COURT PROSECUTOR - CONTRACTED | .00 | .00 | 12,000.00 | 12,000.00 | .0 |
| 10-42-9000 | OTHER | 150.91 | 543.71 | 1,000.00 | 456.29 | 54.4 |
| | TOTAL JUDICIAL | 1,742.49 | 3,726.87 | 36,660.00 | 32,933.13 | 10.2 |
| | LEGISLATURE | | | | | |
| 10-43-1100 | BOT - SALARIES & WAGES | 1,250.00 | 2,450.00 | 14,400.00 | 11,950.00 | 17.0 |
| 10-43-1200 | PC - COMPENSATION | 200.00 | 450.00 | 3,600.00 | 3,150.00 | 12.5 |
| 10-43-1400 | BOT - WORKERS' COMPENSATION | .78 | 1.55 | 9.00 | 7.45 | 17.2 |
| 10-43-1450 | PC - WORKERS' COMPENSATION | .00 | .00 | 2.00 | 2.00 | .0 |
| 10-43-1600 | BOT - FICA | 110.98 | 221.95 | 1,102.00 | 880.05 | 20.1 |
| 10-43-1650 | PC - FICA | .00 | .00 | 275.00 | 275.00 | .0 |
| 10-43-1700 | BOT - COLO UNEMPLOYMENT | 2.90 | 5.80 | 43.00 | 37.20 | 13.5 |
| 10-43-1750 | PC - COLO UNEMPLOYMENT | .00 | .00 | 11.00 | 11.00 | .0 |
| 10-43-1850 | BOT - TRAIN, TRVL, LODG | 100.00 | 100.00 | 8,000.00 | 7,900.00 | 1.3 |
| 10-43-3700 | PC - TRAIN, TRVL, LODG | 696.26 | 696.26 | 4,000.00 | 3,303.74 | 17.4 |
| 10-43-4400 | BOT - EQUIPMENT | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-43-4450 | PC - EQUIPMENT | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-43-5000 | BOT - MEALS | 39.64 | 39.64 | 2,000.00 | 1,960.36 | 2.0 |
| 10-43-6000 | PC - MEALS | .00 | .00 | 250.00 | 250.00 | .0 |
| 10-43-9000 | BOT- OTHER | .00 | .00 | 700.00 | 700.00 | .0 |
| | TOTAL LEGISLATURE | 2,400.56 | 3,965.20 | 39,892.00 | 35,926.80 | 9.9 |

GENERAL FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | POLICE | | | | | |
| 10-46-1100 | SALARIES & WAGES | 53,920.68 | 112,968.08 | 850,000.00 | 737,031.92 | 13.3 |
| 10-46-1240 | CONTRACTED OVERTIME | 600.00 | 600.00 | 8,000.00 | 7,400.00 | 7.5 |
| 10-46-1300 | OVERTIME | 1,208.41 | 1,798.94 | 15,000.00 | 13,201.06 | 12.0 |
| 10-46-1400 | WORKERS' COMPENSATION | 1,441.30 | 2,975.16 | 24,324.00 | 21,348.84 | 12.2 |
| 10-46-1500 | HEALTH INSURANCE | 14,368.65 | 28,827.40 | 195,000.00 | 166,172.60 | 14.8 |
| 10-46-1550 | RETIREMENT | 541.75 | 1,561.78 | 10,000.00 | 8,438.22 | 15.6 |
| 10-46-1600 | FICA | 1,169.92 | 2,375.36 | 18,583.00 | 16,207.64 | 12.8 |
| 10-46-1605 | FPPA | 5,764.64 | 12,042.29 | 80,750.00 | 68,707.71 | 14.9 |
| 10-46-1700 | COLO UNEMPLOYMENT | 102.95 | 212.52 | 2,619.00 | 2,406.48 | 8.1 |
| 10-46-1825 | MEMBERSHIPS - EMPLOYEE | 204.00 | 204.00 | 1,500.00 | 1,296.00 | 13.6 |
| 10-46-1850 | TRAINING, TRAVEL AND LODGING | 449.50 | 449.50 | 15,000.00 | 14,550.50 | 3.0 |
| 10-46-3000 | COMMUNITY OUTREACH | .00 | .00 | 3,500.00 | 3,500.00 | .0 |
| 10-46-3200 | CONTRACTED SERVICES | 5,958.18 | 12,653.66 | 75,000.00 | 62,346.34 | 16.9 |
| 10-46-3600 | MOBILE DATA LAPTOPS | 413.14 | 550.96 | 5,000.00 | 4,449.04 | 11.0 |
| 10-46-3625 | WEAPONS - LETHAL | 113.35 | 113.35 | .00 | ( 113.35) | .0 |
| 10-46-3650 | WEAPONS - NON-LETHAL | .00 | .00 | 6,000.00 | 6,000.00 | .0 |
| 10-46-4000 | BLDG MAINT & REPAIRS | 336.14 | 336.14 | 21,000.00 | 20,663.86 | 1.6 |
| 10-46-4300 | DRUG, SCREEN, PSY & POLY TEST | .00 | .00 | 4,000.00 | 4,000.00 | .0 |
| 10-46-4400 | EQUIPMENT AND MAINTENANCE | .00 | 311.33 | 12,000.00 | 11,688.67 | 2.6 |
| 10-46-4500 | FURNITURE | 173.47 | 2,369.49 | 5,000.00 | 2,630.51 | 47.4 |
| 10-46-4650 | OFFICE SUPPLILES | 447.50 | 708.53 | 14,000.00 | 13,291.47 | 5.1 |
| 10-46-4700 | POSTAGE | 210.00 | 210.00 | 1,000.00 | 790.00 | 21.0 |
| 10-46-4800 | TELEPHONE & INTERNET | 1,102.18 | 2,510.46 | 17,800.00 | 15,289.54 | 14.1 |
| 10-46-4900 | UTILITIES | 646.57 | 1,157.87 | 7,000.00 | 5,842.13 | 16.5 |
| 10-46-6400 | TRAINING AND AMMUNITION | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 10-46-6600 | UNIFORMS | 1,190.35 | 1,452.22 | 23,000.00 | 21,547.78 | 6.3 |
| 10-46-8050 | VEHICLE MAINT & REPAIRS | 2,808.26 | 3,780.42 | 27,500.00 | 23,719.58 | 13.8 |
| 10-46-8075 | FUEL | 1,933.65 | 1,964.09 | 20,000.00 | 18,035.91 | 9.8 |
| 10-46-9000 | OTHER | ( 2,102.55) | ( 1,272.58) | 6,000.00 | 7,272.58 | ( 21.2) |
| 10-46-9050 | VEHICLE DEPRECIATION | .00 | .00 | 14,640.00 | 14,640.00 | .0 |
| | TOTAL POLICE | 93,002.04 | 190,860.97 | 1,486,216.00 | 1,295,355.03 | 12.8 |

GENERAL FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | PUBLIC WORKS/PARKS/BUILDINGS | | | | | |
| 10-49-1100 | SALARIES & WAGES | 3,273.35 | 7,539.83 | 54,856.00 | 47,316.17 | 13.7 |
| 10-49-1300 | OVERTIME | 128.04 | 401.18 | 4,200.00 | 3,798.82 | 9.6 |
| 10-49-1400 | WORKERS' COMPENSATION | 204.56 | 362.32 | 2,300.00 | 1,937.68 | 15.8 |
| 10-49-1500 | HEALTH INSURANCE | 886.85 | 1,886.26 | 11,000.00 | 9,113.74 | 17.2 |
| 10-49-1550 | RETIREMENT | 84.30 | 173.83 | 2,000.00 | 1,826.17 | 8.7 |
| 10-49-1600 | FICA | 252.86 | 594.17 | 4,518.00 | 3,923.83 | 13.2 |
| 10-49-1700 | COLO UNEMPLOYMENT | 6.80 | 16.01 | 177.00 | 160.99 | 9.1 |
| 10-49-1850 | TRAINING, TRAVEL AND LODGING | .00 | .00 | 150.00 | 150.00 | .0 |
| 10-49-4000 | BLDG MAINT & REPAIRS | 924.14 | 924.14 | 20,000.00 | 19,075.86 | 4.6 |
| 10-49-4800 | TELEPHONE AND CELLPHONES | 251.97 | 338.99 | 4,800.00 | 4,461.01 | 7.1 |
| 10-49-4900 | UTILITIES | 676.22 | 717.51 | 8,000.00 | 7,282.49 | 9.0 |
| 10-49-6100 | PARKS MAINTENANCE | ( 91.76) | ( 179.05) | 35,000.00 | 35,179.05 | ( .5) |
| 10-49-6300 | PARTS AND REPAIRS | .00 | .00 | 8,000.00 | 8,000.00 | .0 |
| 10-49-6500 | TREE CITY USA | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-49-6600 | UNIFORMS | 24.05 | 24.05 | 840.00 | 815.95 | 2.9 |
| 10-49-8050 | VEHICLE MAINT & REPAIRS | 180.15 | 180.15 | 3,000.00 | 2,819.85 | 6.0 |
| 10-49-8075 | FUEL | 260.30 | 301.26 | 3,000.00 | 2,698.74 | 10.0 |
| 10-49-8080 | DIESEL | 164.00 | 170.80 | 1,200.00 | 1,029.20 | 14.2 |
| 10-49-9000 | OTHER | 73.38 | 36.21 | 2,500.00 | 2,463.79 | 1.5 |
| 10-49-9050 | VEHICLE DEPRECIATION | .00 | .00 | 2,448.00 | 2,448.00 | .0 |
| | TOTAL PUBLIC WORKS/PARKS/BUILDINGS | 7,299.21 | 13,487.66 | 170,489.00 | 157,001.34 | 7.9 |
| | TWN ADMINSTR | | | | | |
| 10-52-1100 | SALARIES & WAGES | 12,346.16 | 25,256.80 | 160,500.00 | 135,243.20 | 15.7 |
| 10-52-1400 | WORKERS' COMPENSATION | 14.82 | 30.32 | 193.00 | 162.68 | 15.7 |
| 10-52-1500 | HEALTH INSURANCE | .00 | .00 | 13,000.00 | 13,000.00 | .0 |
| 10-52-1550 | RETIREMENT | .00 | .00 | 4,500.00 | 4,500.00 | .0 |
| 10-52-1600 | FICA | 944.48 | 1,935.96 | 12,278.00 | 10,342.04 | 15.8 |
| 10-52-1700 | COLO UNEMPLOYMENT | 24.70 | 50.53 | 482.00 | 431.47 | 10.5 |
| 10-52-1850 | TRAINING, TRAVEL AND LODGING | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-52-1900 | ALLOWANCES | .00 | 50.00 | 3,900.00 | 3,850.00 | 1.3 |
| 10-52-3900 | CELL PHONES | .00 | .00 | 1,200.00 | 1,200.00 | .0 |
| | TOTAL TWN ADMINSTR | 13,330.16 | 27,323.61 | 198,553.00 | 171,229.39 | 13.8 |

GENERAL FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | COMM DEV | | | | | |
| 10-53-1100 | SALARIES & WAGES- COMM DEV | 10,718.46 | 20,455.70 | 226,000.00 | 205,544.30 | 9.1 |
| 10-53-1300 | OVERTIME COMMUNITY DEVELOPMENT | .00 | 103.50 | 500.00 | 396.50 | 20.7 |
| 10-53-1400 | WORKERS' COMPENSATION | 4.42 | 16.11 | 271.00 | 254.89 | 5.9 |
| 10-53-1500 | HEALTH INSURANCE | 3,172.94 | 6,758.68 | 34,000.00 | 27,241.32 | 19.9 |
| 10-53-1550 | RETIREMENT | 535.92 | 825.28 | 7,000.00 | 6,174.72 | 11.8 |
| 10-53-1600 | FICA | 793.00 | 1,512.22 | 17,289.00 | 15,776.78 | 8.8 |
| 10-53-1700 | COLO UNEMPLOYMENT | 21.44 | 40.95 | 680.00 | 639.05 | 6.0 |
| 10-53-1825 | MEMBERSHIPS - EMPLOYEE | .00 | .00 | 1,400.00 | 1,400.00 | .0 |
| 10-53-1850 | TRAINING, TRAVEL AND LODGING | 351.89 | 351.89 | 7,000.00 | 6,648.11 | 5.0 |
| 10-53-2500 | COMMUNITY EVENTS | 21,000.00 | 21,553.00 | 60,000.00 | 38,447.00 | 35.9 |
| 10-53-3000 | BUILDING PERMITS | 14,363.57 | 14,363.57 | 115,000.00 | 100,636.43 | 12.5 |
| 10-53-3200 | CONTRACTED SERVICES | 2,649.11 | 2,649.11 | 30,000.00 | 27,350.89 | 8.8 |
| 10-53-3425 | ELIZABETH MAIN STREET | 841.85 | 841.85 | 33,000.00 | 32,158.15 | 2.6 |
| 10-53-3450 | HISTORIC ADVISORY BOARD | 39.95 | 39.95 | 37,000.00 | 36,960.05 | .1 |
| 10-53-3475 | MARKETING MATERIALS & PUBL | 172.08 | 172.08 | 5,000.00 | 4,827.92 | 3.4 |
| 10-53-3900 | CELL PHONE | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 10-53-4000 | GIS | .00 | .00 | 800.00 | 800.00 | .0 |
| 10-53-4400 | EQUIPMENT AND MAINTENANCE | .00 | .00 | 1,500.00 | 1,500.00 | .0 |
| 10-53-4500 | FURNITURE | .00 | .00 | 750.00 | 750.00 | .0 |
| 10-53-4600 | OFFICE SUPPLIES | 102.90 | 102.90 | 2,000.00 | 1,897.10 | 5.2 |
| 10-53-4700 | POSTAGE | .00 | .00 | 2,500.00 | 2,500.00 | .0 |
| 10-53-9000 | OTHER | .00 | .00 | 500.00 | 500.00 | .0 |
| | TOTAL COMM DEV | 54,767.53 | 69,786.79 | 583,190.00 | 513,403.21 | 12.0 |
| | TOTAL FUND EXPENDITURES | 230,577.32 | 411,581.19 | 3,400,293.00 | 2,988,711.81 | 12.1 |
| | NET REVENUE OVER EXPENDITURES | 278,790.97 | 328,043.69 | ( 106,293.00) | ( 434,336.69) | 308.6 |

TOWN OF ELIZABETH
BALANCE SHEET
FEBRUARY 28, 2023

STREET FUND

| | | | | |
|---|---|---|---|---|
| | ASSETS | | | |
| 21-100001 | CASH IN COMBINED CASH FUND | | 941,214.97 | |
| 21-115000 | ACCOUNTS RECEIVABLE | | 29,635.45 | |
| | TOTAL ASSETS | | | 970,850.42 |
| | LIABILITIES AND EQUITY | | | |
| | LIABILITIES | | | |
| 21-201000 | ACCRUED SALARIES PAYABLE | | 5,161.75 | |
| 21-202000 | ACCOUNTS PAYABLE | | ( 1,107.45) | |
| 21-203000 | GUARDRAIL MAINTENANCE | | 10,000.00 | |
| | TOTAL LIABILITIES | | | 14,054.30 |
| | FUND EQUITY | | | |
| 21-280000 | FUND BALANCE | | 955,344.99 | |
| | UNAPPROPRIATED FUND BALANCE: | | | |
| | REVENUE OVER EXPENDITURES - YTD | 1,451.13 | | |
| | BALANCE - CURRENT DATE | | 1,451.13 | |
| | TOTAL FUND EQUITY | | | 956,796.12 |
| | TOTAL LIABILITIES AND EQUITY | | | 970,850.42 |

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

STREET FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | TAXES | | | | | |
| 21-31-3000 | GENERAL SALES TAX | 10,654.53 | 21,043.48 | 150,000.00 | 128,956.52 | 14.0 |
| 21-31-4000 | USE TAX | 1,912.29 | 4,247.07 | 10,000.00 | 5,752.93 | 42.5 |
| | TOTAL TAXES | 12,566.82 | 25,290.55 | 160,000.00 | 134,709.45 | 15.8 |
| | INTERGOVERMENT | | | | | |
| 21-33-1000 | HIGHWAY USERS TAX | 4,239.03 | 9,940.81 | 60,000.00 | 50,059.19 | 16.6 |
| 21-33-1050 | ROAD & BRIDGE | .00 | .00 | 150,000.00 | 150,000.00 | .0 |
| 21-33-6100 | M.V. REGISTRATION ($1.50) | 275.49 | 501.67 | 5,000.00 | 4,498.33 | 10.0 |
| 21-33-6200 | M.V. REGISTRATION ($2.50) | 610.00 | 945.00 | 7,200.00 | 6,255.00 | 13.1 |
| | TOTAL INTERGOVERMENT | 5,124.52 | 11,387.48 | 222,200.00 | 210,812.52 | 5.1 |
| | OTHER SOURCES OF REVENUE | | | | | |
| 21-36-1000 | INVESTMENT INCOME | 3,056.57 | 6,292.40 | 4,000.00 | ( 2,292.40) | 157.3 |
| 21-36-4000 | PUBLIC IMPROVEMENT FEE | 1,748.79 | 3,467.45 | 22,000.00 | 18,532.55 | 15.8 |
| | TOTAL OTHER SOURCES OF REVENUE | 4,805.36 | 9,759.85 | 26,000.00 | 16,240.15 | 37.5 |
| | TOTAL FUND REVENUE | 22,496.70 | 46,437.88 | 408,200.00 | 361,762.12 | 11.4 |

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

STREET FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | STREETS | | | | | |
| 21-49-1100 | SALARIES & WAGES- PUB WORKS | 9,820.05 | 22,619.48 | 164,567.00 | 141,947.52 | 13.7 |
| 21-49-1300 | OVERTIME | 384.12 | 1,203.54 | 13,000.00 | 11,796.46 | 9.3 |
| 21-49-1400 | WORKERS' COMPENSATION | 780.57 | 1,252.36 | 6,900.00 | 5,647.64 | 18.2 |
| 21-49-1500 | HEALTH INSURANCE | 2,660.53 | 5,658.77 | 38,000.00 | 32,341.23 | 14.9 |
| 21-49-1550 | RETIREMENT | 252.91 | 521.53 | 5,000.00 | 4,478.47 | 10.4 |
| 21-49-1600 | FICA | 758.61 | 1,782.58 | 13,584.00 | 11,801.42 | 13.1 |
| 21-49-1700 | COLO UNEMPLOYMENT | 20.42 | 48.06 | 533.00 | 484.94 | 9.0 |
| 21-49-3200 | CONTRACTED SERVICES | 1,747.68 | 3,490.16 | 70,000.00 | 66,509.84 | 5.0 |
| 21-49-3500 | DE-ICING SUPPLIES | 80.82 | 80.82 | 7,500.00 | 7,419.18 | 1.1 |
| 21-49-3650 | LIGHTS AND SIGNALS | 1,493.17 | 1,322.39 | 18,000.00 | 16,677.61 | 7.4 |
| 21-49-4000 | MAINTENANCE AND REPAIRS | 1,779.35 | 2,290.81 | 100,000.00 | 97,709.19 | 2.3 |
| 21-49-4800 | PHONES | .00 | 78.75 | 2,700.00 | 2,621.25 | 2.9 |
| 21-49-5800 | ROW MAINTENANCE | .00 | 2,500.00 | 105,000.00 | 102,500.00 | 2.4 |
| 21-49-6100 | SIGNS | .00 | .00 | 21,500.00 | 21,500.00 | .0 |
| 21-49-6600 | UNIFORMS | 72.14 | 72.14 | 2,520.00 | 2,447.86 | 2.9 |
| 21-49-8050 | VEHICLE MAINT & REPAIRS | 540.41 | 540.41 | 9,000.00 | 8,459.59 | 6.0 |
| 21-49-8075 | FUEL | 780.98 | 903.94 | 9,000.00 | 8,096.06 | 10.0 |
| 21-49-8080 | DIESEL | 491.97 | 512.36 | 3,600.00 | 3,087.64 | 14.2 |
| 21-49-9000 | OTHER | 220.17 | 108.65 | 500.00 | 391.35 | 21.7 |
| 21-49-9050 | VEHICLE DEPRECIATION | .00 | .00 | 7,344.00 | 7,344.00 | .0 |
| | TOTAL STREETS | 21,883.90 | 44,986.75 | 598,248.00 | 553,261.25 | 7.5 |
| | TOTAL FUND EXPENDITURES | 21,883.90 | 44,986.75 | 598,248.00 | 553,261.25 | 7.5 |
| | NET REVENUE OVER EXPENDITURES | 612.80 | 1,451.13 | ( 190,048.00) | ( 191,499.13) | .8 |

TOWN OF ELIZABETH
BALANCE SHEET
FEBRUARY 28, 2023

CAPITAL IMPROVEMENT FUND

| | | | | |
|---|---|---|---|---|
| | ASSETS | | | |
| 31-100001 | CASH IN COMBINED CASH FUND | | 8,706,278.55 | |
| 31-115000 | ACCOUNTS RECEIVABLE | | 210,434.81 | |
| | TOTAL ASSETS | | | 8,916,713.36 |
| | LIABILITIES AND EQUITY | | | |
| | FUND EQUITY | | | |
| 31-280000 | FUND BALANCE | | 8,635,236.16 | |
| | UNAPPROPRIATED FUND BALANCE: | | | |
| | REVENUE OVER EXPENDITURES - YTD | 281,477.20 | | |
| | BALANCE - CURRENT DATE | | 281,477.20 | |
| | TOTAL FUND EQUITY | | | 8,916,713.36 |
| | TOTAL LIABILITIES AND EQUITY | | | 8,916,713.36 |

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

CAPITAL IMPROVEMENT FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | TAX | | | | | |
| 31-31-3000 | SALES TAX | 106,545.28 | 210,434.81 | 1,500,000.00 | 1,289,565.19 | 14.0 |
| 31-31-4000 | USE TAX | 19,122.87 | 42,470.68 | 150,000.00 | 107,529.32 | 28.3 |
| | TOTAL TAX | 125,668.15 | 252,905.49 | 1,650,000.00 | 1,397,094.51 | 15.3 |
| | OTHER FINANCING SOURCES | | | | | |
| 31-36-1000 | INVESTMENT INCOME | 27,547.64 | 57,437.48 | 15,000.00 | ( 42,437.48) | 382.9 |
| 31-36-9000 | OTHER REVENUE | 6,821.50 | 16,489.00 | 50,000.00 | 33,511.00 | 33.0 |
| | TOTAL OTHER FINANCING SOURCES | 34,369.14 | 73,926.48 | 65,000.00 | ( 8,926.48) | 113.7 |
| | TOTAL FUND REVENUE | 160,037.29 | 326,831.97 | 1,715,000.00 | 1,388,168.03 | 19.1 |

CAPITAL IMPROVEMENT FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | CAPITAL IMPROVEMENT MISC | | | | | |
| 31-80-0100 | LAND PURCHASE | .00 | .00 | 250,000.00 | 250,000.00 | .0 |
| 31-80-0600 | RUNNING CREEK PARK | .00 | .00 | 119,900.00 | 119,900.00 | .0 |
| 31-80-3400 | FACILITIES MASTER PLAN | .00 | .00 | 75,000.00 | 75,000.00 | .0 |
| 31-80-3425 | COMMUNITY STUDIES | 23,088.11 | 16,188.11 | .00 | ( 16,188.11) | .0 |
| 31-80-3450 | SENIOR CENTER | .00 | .00 | 450,000.00 | 450,000.00 | .0 |
| 31-80-4000 | EQUIPMENT | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 31-80-4005 | HYDRO-VAC TRAILER | .00 | .00 | 22,500.00 | 22,500.00 | .0 |
| 31-80-4010 | WHEELED TIRE LOADER (USED) | 20,000.00 | 20,000.00 | 37,500.00 | 17,500.00 | 53.3 |
| 31-80-4015 | PW TRUCKS | .00 | .00 | 111,290.00 | 111,290.00 | .0 |
| 31-80-5500 | TOWN HALL BLDG IMPROVEMENTS | .00 | .00 | 100,000.00 | 100,000.00 | .0 |
| 31-80-5505 | PD BUILDING IMPROVEMENTS | .00 | .00 | 75,000.00 | 75,000.00 | .0 |
| 31-80-5510 | BANNER & ELM PROPERTY | .00 | .00 | 150,000.00 | 150,000.00 | .0 |
| 31-80-5515 | COMMUNITY GARDEN | .00 | .00 | 25,000.00 | 25,000.00 | .0 |
| 31-80-6000 | PLAYGROUND UPGRADES | .00 | .00 | 65,000.00 | 65,000.00 | .0 |
| 31-80-6500 | TRAIL SYSTEMS | .00 | .00 | 4,500.00 | 4,500.00 | .0 |
| 31-80-9100 | TOWN HALL LANDSCAPING | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 31-80-9900 | TRANSFER TO WATER FUND | .00 | .00 | 3,500.00 | 3,500.00 | .0 |
| 31-80-9901 | TRANSFER TO GENERAL FUND | 4,583.33 | 9,166.66 | 55,000.00 | 45,833.34 | 16.7 |
| | TOTAL CAPITAL IMPROVEMENT MISC | 47,671.44 | 45,354.77 | 1,564,190.00 | 1,518,835.23 | 2.9 |
| | TOTAL FUND EXPENDITURES | 47,671.44 | 45,354.77 | 1,564,190.00 | 1,518,835.23 | 2.9 |
| | NET REVENUE OVER EXPENDITURES | 112,365.85 | 281,477.20 | 150,810.00 | ( 130,667.20) | 186.6 |

TOWN OF ELIZABETH
BALANCE SHEET
FEBRUARY 28, 2023

STREET CAPITAL IMPROVEMENT FND

| | | | | |
|---|---|---|---|---|
| | ASSETS | | | |
| 32-100001 | CASH IN COMBINED CASH FUND | | 3,161,541.88 | |
| 32-104400 | STREET BOND RESERVE CD ACCOUNT | | 256,957.04 | |
| 32-115000 | ACCOUNTS RECEIVABLE | | 189,391.32 | |
| | TOTAL ASSETS | | | 3,607,890.24 |
| | LIABILITIES AND EQUITY | | | |
| | LIABILITIES | | | |
| 32-222000 | DEFERRED REVENUE | | 11,500.00 | |
| | TOTAL LIABILITIES | | | 11,500.00 |
| | FUND EQUITY | | | |
| 32-280000 | FUND BALANCE | | 3,375,057.02 | |
| | UNAPPROPRIATED FUND BALANCE: | | | |
| | REVENUE OVER EXPENDITURES - YTD | 221,333.22 | | |
| | BALANCE - CURRENT DATE | | 221,333.22 | |
| | TOTAL FUND EQUITY | | | 3,596,390.24 |
| | TOTAL LIABILITIES AND EQUITY | | | 3,607,890.24 |

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

STREET CAPITAL IMPROVEMENT FND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | TAX | | | | | |
| 32-31-3000 | GENERAL SALES TAX | 95,890.75 | 189,391.32 | 1,350,000.00 | 1,160,608.68 | 14.0 |
| 32-31-4000 | USE TAX | 17,210.60 | 38,223.62 | 192,000.00 | 153,776.38 | 19.9 |
| | TOTAL TAX | 113,101.35 | 227,614.94 | 1,542,000.00 | 1,314,385.06 | 14.8 |
| | OTHER FINANCING SOURCES | | | | | |
| 32-36-1000 | INVESTMENT INCOME | 10,738.81 | 22,051.62 | 10,000.00 | ( 12,051.62) | 220.5 |
| | TOTAL OTHER FINANCING SOURCES | 10,738.81 | 22,051.62 | 10,000.00 | ( 12,051.62) | 220.5 |
| | TOTAL FUND REVENUE | 123,840.16 | 249,666.56 | 1,552,000.00 | 1,302,333.44 | 16.1 |

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

STREET CAPITAL IMPROVEMENT FND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | CAPITAL OUTLAY | | | | | |
| 32-49-6600 | RIGHT OF WAY EASEMENTS | .00 | .00 | 35,000.00 | 35,000.00 | .0 |
| 32-49-8000 | STREET PAVING | .00 | .00 | 160,000.00 | 160,000.00 | .0 |
| 32-49-9000 | CONCRETE STREET REPAIRS | .00 | .00 | 310,000.00 | 310,000.00 | .0 |
| 32-49-9100 | EQUIPMENT | .00 | .00 | 300,000.00 | 300,000.00 | .0 |
| 32-49-9101 | ROTOMILL | .00 | .00 | 1,400,000.00 | 1,400,000.00 | .0 |
| 32-49-9105 | HYDRO-VAC TRAILER | .00 | .00 | 22,500.00 | 22,500.00 | .0 |
| 32-49-9110 | WHEELED TIRE LOADER (USED) | 20,000.00 | 20,000.00 | 37,500.00 | 17,500.00 | 53.3 |
| 32-49-9200 | CURB & GUTTER WORK | .00 | .00 | 20,000.00 | 20,000.00 | .0 |
| 32-49-9300 | SIDEWALK REPLACEMENT PROGRAM | .00 | .00 | 40,000.00 | 40,000.00 | .0 |
| 32-49-9305 | MAIN ST STREETSCAPE DESIGN | .00 | .00 | 175,000.00 | 175,000.00 | .0 |
| 32-49-9310 | TRANSFER TO GENERAL FUND | 4,166.67 | 8,333.34 | 50,000.00 | 41,666.66 | 16.7 |
| | TOTAL CAPITAL OUTLAY | 24,166.67 | 28,333.34 | 2,550,000.00 | 2,521,666.66 | 1.1 |
| | DEBT SVC | | | | | |
| 32-59-4000 | PAYING AGENCY FEE | .00 | .00 | 600.00 | 600.00 | .0 |
| 32-59-9800 | 2015 REFUNDING BOND PRINCIPAL | .00 | .00 | 440,000.00 | 440,000.00 | .0 |
| 32-59-9850 | 2015 REFUNDING BOND INTEREST | .00 | .00 | 66,263.00 | 66,263.00 | .0 |
| | TOTAL DEBT SVC | .00 | .00 | 506,863.00 | 506,863.00 | .0 |
| | TOTAL FUND EXPENDITURES | 24,166.67 | 28,333.34 | 3,056,863.00 | 3,028,529.66 | .9 |
| | NET REVENUE OVER EXPENDITURES | 99,673.49 | 221,333.22 | ( 1,504,863.00) | ( 1,726,196.22) | 14.7 |

TOWN OF ELIZABETH
BALANCE SHEET
FEBRUARY 28, 2023

WATER SEWER FUND

| | | | | |
|---|---|---|---|---|
| | ASSETS | | | |
| 52-100001 | CASH IN COMBINED CASH FUND | | 4,272,746.88 | |
| 52-101000 | PETTY CASH | | 100.00 | |
| 52-110000 | ACCOUNTS RECEIVABLE: UB | | 145,989.92 | |
| 52-115000 | ACCOUNTS RECEIVABLE:OTHER | | 4,551.93 | |
| 52-140000 | PREPAID EXPENSES | | 413.27 | |
| 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 | | 3,082,422.50 | |
| 52-165200 | CONSTRUCTION IN PROGRESS: SWR | | 73,176.80 | |
| 52-169100 | ACCUMULATED DEP: WATER | | ( 2,856,813.48) | |
| 52-169200 | ACCUMULATED DEP: SEWER | | ( 4,109,283.34) | |
| | TOTAL ASSETS | | | 14,273,345.02 |
| | LIABILITIES AND EQUITY | | | |
| | LIABILITIES | | | |
| 52-201000 | ACCRUED SALARIES PAYABLE | | 10,323.52 | |
| 52-202000 | ACCOUNTS PAYABLE | | 1,476.60 | |
| 52-203000 | RETAINAGE PAYABLE | | 111,428.14 | |
| 52-215200 | ACCRUED INT PAY: SEWER | | 2,103.20 | |
| 52-218000 | COMPENSATED ABSENCES PAYABLE | | 14,582.02 | |
| 52-218100 | COMP ABSENCES- CURRENT PAYABLE | | 1,458.20 | |
| 52-220000 | CUSTOMER METER DEPOSITS | | 46,714.32 | |
| 52-231200 | 2007 CWRPDA CUR NOTES PAYABLE | | 62,396.58 | |
| 52-239402 | 2007 CWRPDA NOTE PAYABLE | | 275,161.86 | |
| | TOTAL LIABILITIES | | | 525,644.44 |
| | FUND EQUITY | | | |
| 52-280000 | RETAINED EARNINGS | | 13,779,786.34 | |
| | UNAPPROPRIATED FUND BALANCE: | | | |
| | REVENUE OVER EXPENDITURES - YTD | ( 32,085.76) | | |
| | BALANCE - CURRENT DATE | | ( 32,085.76) | |
| | TOTAL FUND EQUITY | | | 13,747,700.58 |
| | TOTAL LIABILITIES AND EQUITY | | | 14,273,345.02 |

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

WATER SEWER FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | CHARGE FOR SERVICES / TAP FEES | | | | | |
| 52-34-4100 | WATER SALES | 57,733.25 | 112,476.02 | 750,000.00 | 637,523.98 | 15.0 |
| 52-34-4200 | SEWER SALES | 67,417.07 | 131,761.40 | 680,000.00 | 548,238.60 | 19.4 |
| 52-34-8100 | WATER TAP FEES | 64,533.68 | 138,133.68 | 250,000.00 | 111,866.32 | 55.3 |
| 52-34-8200 | SEWER TAP FEES | 64,533.68 | 138,133.68 | 450,000.00 | 311,866.32 | 30.7 |
| | TOTAL CHARGE FOR SERVICES / TAP FEES | 254,217.68 | 520,504.78 | 2,130,000.00 | 1,609,495.22 | 24.4 |
| | MISCELLANEOUS | | | | | |
| 52-36-1000 | INVESTMENT INCOME | 14,706.11 | 30,514.62 | 10,000.00 | ( 20,514.62) | 305.2 |
| 52-36-9000 | OTHER REVENUE | 11,136.81 | 23,709.45 | 70,000.00 | 46,290.55 | 33.9 |
| | TOTAL MISCELLANEOUS | 25,842.92 | 54,224.07 | 80,000.00 | 25,775.93 | 67.8 |
| | TOTAL FUND REVENUE | 280,060.60 | 574,728.85 | 2,210,000.00 | 1,635,271.15 | 26.0 |

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

WATER SEWER FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | WATER | | | | | |
| 52-57-1100 | SALARIES & WAGES- WATER | 9,820.05 | 22,619.48 | 164,567.00 | 141,947.52 | 13.7 |
| 52-57-1300 | OVERTIME | 384.12 | 1,203.54 | 13,000.00 | 11,796.46 | 9.3 |
| 52-57-1400 | WORKERS' COMPENSATION | 678.98 | 1,150.77 | 6,900.00 | 5,749.23 | 16.7 |
| 52-57-1500 | HEALTH INSURANCE | 2,660.53 | 5,658.77 | 38,000.00 | 32,341.23 | 14.9 |
| 52-57-1550 | RETIREMENT | 252.91 | 521.53 | 5,000.00 | 4,478.47 | 10.4 |
| 52-57-1600 | FICA | 758.61 | 1,782.58 | 165,561.00 | 163,778.42 | 1.1 |
| 52-57-1700 | COLO UNEMPLOYMENT | 20.42 | 48.06 | 533.00 | 484.94 | 9.0 |
| 52-57-1825 | MEMBERSHIPS - EMPLOYEE | 300.00 | 300.00 | 900.00 | 600.00 | 33.3 |
| 52-57-1850 | TRAINING, TRAVEL AND LODGING | .00 | .00 | 1,325.00 | 1,325.00 | .0 |
| 52-57-3200 | CONTRACTED SERVICES | 447.00 | 447.00 | 160,000.00 | 159,553.00 | .3 |
| 52-57-4800 | TELEPHONE AND CELLPHONES | .00 | 78.75 | 2,700.00 | 2,621.25 | 2.9 |
| 52-57-4900 | UTILITIES | 2,184.67 | 7,708.68 | 100,000.00 | 92,291.32 | 7.7 |
| 52-57-5400 | INSURANCE | .00 | .00 | 11,000.00 | 11,000.00 | .0 |
| 52-57-5500 | LEGAL - CONTRACTED | .00 | .00 | 7,500.00 | 7,500.00 | .0 |
| 52-57-6000 | MAINTENANCE AND REPAIRS | 18,303.40 | 18,216.11 | 150,000.00 | 131,783.89 | 12.1 |
| 52-57-6600 | UNIFORMS | 72.13 | 72.13 | 2,500.00 | 2,427.87 | 2.9 |
| 52-57-7500 | CHEMICAL SUPPLIES | .00 | 2,848.80 | 18,000.00 | 15,151.20 | 15.8 |
| 52-57-7550 | WATER SUPPLIES | .00 | .00 | 15,000.00 | 15,000.00 | .0 |
| 52-57-8050 | VEHICLE MAINT & REPAIRS | 540.41 | 540.41 | 9,000.00 | 8,459.59 | 6.0 |
| 52-57-8075 | FUEL | 780.97 | 903.93 | 9,000.00 | 8,096.07 | 10.0 |
| 52-57-8080 | DIESEL | 491.97 | 512.36 | 3,600.00 | 3,087.64 | 14.2 |
| 52-57-9000 | OTHER | 220.17 | 108.65 | 2,000.00 | 1,891.35 | 5.4 |
| 52-57-9050 | VEHICLE DEPRECIATION | .00 | .00 | 7,344.00 | 7,344.00 | .0 |
| 52-57-9100 | RITORO WELLS | 255,756.65 | 255,756.65 | 1,300,000.00 | 1,044,243.35 | 19.7 |
| 52-57-9900 | WATER LINE UPGRADE | .00 | .00 | 85,000.00 | 85,000.00 | .0 |
| | TOTAL WATER | 293,672.99 | 320,478.20 | 2,278,430.00 | 1,957,951.80 | 14.1 |

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

WATER SEWER FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | OVER/UNDER BU | PCNT |
|---|---|---|---|---|---|---|
| | SEWER | | | | | |
| 52-58-1100 | -SALARIES & WAGES- SEWER | 9,820.05 | 22,619.44 | 164,567.00 | 141,947.56 | 13.7 |
| 52-58-1300 | OVERTIME | 384.12 | 1,203.54 | 13,000.00 | 11,796.46 | 9.3 |
| 52-58-1400 | WORKERS' COMPENSATION | 665.45 | 1,137.24 | 6,900.00 | 5,762.76 | 16.5 |
| 52-58-1500 | HEALTH INSURANCE | 2,660.49 | 5,658.69 | 38,000.00 | 32,341.31 | 14.9 |
| 52-58-1550 | RETIREMENT | 252.98 | 521.65 | 5,000.00 | 4,478.35 | 10.4 |
| 52-58-1600 | FICA | 758.56 | 1,782.50 | 13,584.00 | 11,801.50 | 13.1 |
| 52-58-1700 | COLO UNEMPLOYMENT | 28.78 | 64.86 | 533.00 | 468.14 | 12.2 |
| 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 |
| 52-58-3200 | CONTRACTED SERVICES | 3,946.84 | 3,946.84 | 90,000.00 | 86,053.16 | 4.4 |
| 52-58-4800 | TELEPHONE AND CELLPHONES | 522.12 | 726.87 | 10,700.00 | 9,973.13 | 6.8 |
| 52-58-4900 | UTILITIES | 1,401.00 | 4,864.85 | 70,000.00 | 65,135.15 | 7.0 |
| 52-58-5400 | INSURANCE | .00 | .00 | 15,400.00 | 15,400.00 | .0 |
| 52-58-6000 | MAINTENANCE AND REPAIRS | 991.82 | 904.53 | 130,000.00 | 129,095.47 | .7 |
| 52-58-6610 | UNIFORMS | 72.13 | 72.13 | 2,500.00 | 2,427.87 | 2.9 |
| 52-58-7500 | SEWER SUPPLLIES | 226.25 | 226.25 | 5,000.00 | 4,773.75 | 4.5 |
| 52-58-8050 | VEHICLE MAINT & REPAIRS | 540.41 | 540.41 | 9,000.00 | 8,459.59 | 6.0 |
| 52-58-8075 | FUEL | 780.97 | 903.93 | 9,000.00 | 8,096.07 | 10.0 |
| 52-58-8080 | DIESEL | 491.97 | 512.36 | 3,600.00 | 3,087.64 | 14.2 |
| 52-58-9000 | OTHER | 220.17 | 108.66 | 5,000.00 | 4,891.34 | 2.2 |
| 52-58-9050 | VEHICLE DEPRECIATION | .00 | .00 | 7,344.00 | 7,344.00 | .0 |
| 52-58-9400 | WTP UPGRADES | 211,375.00 | 211,375.00 | 950,000.00 | 738,625.00 | 22.3 |
| | TOTAL SEWER | 235,139.11 | 257,169.75 | 1,551,353.00 | 1,294,183.25 | 16.6 |
| | 2007 CWRPDA | | | | | |
| 52-63-6300 | 2007 CWRPDA PYMT- PRINCIPAL | .00 | .00 | 62,398.00 | 62,398.00 | .0 |
| 52-63-6400 | 2007 CWRPDA- INTEREST | .00 | .00 | 12,100.00 | 12,100.00 | .0 |
| | TOTAL 2007 CWRPDA | .00 | .00 | 74,498.00 | 74,498.00 | .0 |
| | DEPARTMENT 65 | | | | | |
| 52-65-9900 | TRANSFER TO GENERAL FUND | 14,583.33 | 29,166.66 | 175,000.00 | 145,833.34 | 16.7 |
| | TOTAL DEPARTMENT 65 | 14,583.33 | 29,166.66 | 175,000.00 | 145,833.34 | 16.7 |
| | TOTAL FUND EXPENDITURES | 543,395.43 | 606,814.61 | 4,079,281.00 | 3,472,466.39 | 14.9 |
| | NET REVENUE OVER EXPENDITURES | ( 263,334.83) | ( 32,085.76) | ( 1,869,281.00) | ( 1,837,195.24) | ( 1.7) |

Report Criteria:

Report type: Summary

```
Check.Check number = {SQL} {tblCheck.CheckNumber in {SELECT    c.CheckNumber
FROM       dbo.tblCheck c INNER JOIN
             dbo.tblCheckDetail cd ON c.ID = cd.tblCheckID
GROUP BY c.CheckNumber
HAVING     (SUM(cd.Amount) >= 20000)}}
Check.Type = {<>} "Adjustment"
```

| Payee | Check Number | Amount | |
|---|---|---|---|
| COLORADO WATER RES & PWR DEV AUTH | 4102301 | 37,218.12 | Loan |
| Grand Totals: | | 37,218.12 | |

# Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/16/2023 to 04/29/2023




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

*"To provide a leadership role in creating an atmosphere of safety and community pride in the Town of Elizabeth by providing quality law enforcement services which utilize innovative approaches to address community needs".*

The following is an informational breakdown of EPD police activity from **04/16/2023 at 12:01 a.m. to 04/29/2023 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DRDC) records.

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

# Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/16/2023 to 04/29/2023

## Total Calls for Service:

| 220 |
|---|

## Traffic Stops:

| Total Stops: | Penalty Assessments: | Written Warnings: | Verbal Warnings: | Assisting Other Agencies |
|---|---|---|---|---|
| 11 | 9 | 1 | 1 | 0 |

## Parking Violations:

| Total Parking Violations: | Parking Citations: | Parking Written Warnings: | Parking Verbal Warnings: |
|---|---|---|---|
| 0 | 0 | 0 | 0 |

## Other Calls for Service:

| Call Type: | Number of Calls: |
|---|---|
| Alarm-Business Burglary | 2 |
| Animal Complaint | 2 |
| Animal Cruelty | 1 |
| Assault | 3 |
| Assist to Fire Department | 3 |
| Assist to Other Agency | 2 |
| Business Check | 17 |
| Citizen Assist | 7 |
| Citizen Contact | 3 |
| Civil | 1 |
| Crime Prevention | 4 |
| Criminal Mischief | 1 |
| Disturbance | 1 |

# Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/16/2023 to 04/29/2023

| | |
|---|---|
| Domestic Violence-Verbal | 1 |
| Drug Offense | 1 |
| Follow Up | 20 |
| Found Property | 1 |
| Fraud | 1 |
| Harassment | 4 |
| Hazmat Response | 1 |
| House Watch | 1 |
| Increased Patrol | 67 |
| Informational Report | 3 |
| Medical Assist | 5 |
| Motorist Assist | 5 |
| Municipal Ordinance Violation | 6 |
| Motor Vehicle Accident with Injuries | 1 |
| Report Every Drunk Driver Immediately | 2 |
| Restraining Order Violation | 1 |
| School Education | 6 |
| Special Assignment | 3 |
| Suspicious Circumstance | 3 |
| Suspicious Person | 1 |
| Suspicious Vehicle | 10 |
| Traffic Complaint | 4 |
| Traffic Hazard | 5 |
| Traffic Stop | 11 |
| VIN Verify | 5 |
| Welfare Check | 3 |
| Wildlife | 2 |

# Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/16/2023 to 04/29/2023

**Open and Active Investigations:**

| Case/Incident Number: | Call Type: | Details: |
|---|---|---|
| 23-1442 | Liquor Law Violation | Investigation into underage liquor sales at a local business. |
| 23-1612 | Theft | Investigation of theft at a local business. |
| 23-1866 | Theft | Theft of merchandise at a local business |
| 23-2020 | Assault | Investigation into an Assault that occurred at a local school. |
| 23-2040 | Burglary | Investigation into a burglary at a local business. |
| 23-2109 | Suspicious Circumstance | Investigation of a suspicious circumstance at a local business. |
| 23-2106 | Harassment | Investigation into harassment involving juveniles. |

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

# Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/16/2023 to 04/29/2023

**Closed Case/Incident Reports:**

| Case/Incident Number: | Call Type: | Details: |
|---|---|---|
| 23-1952 | Found Property | While conducting the highway cleanup, a wallet was found with a large amount of cash. The owner was contacted, and the property was returned to them. |
| 23-1723 | Municipal Ordinance Violation | EPD Community Services responded to a report of an unattached trailer. Upon contact with the resident, they came into compliance with Town codes. |
| 23-1015 | Weapons Violation | EPD responded to a local school on report of a student in possession of a knife. The student was issued a municipal summons. |
| 23-1917 | Vape | EPD responded to a local school on report of a student with a vape. As this was the students first offense, they were referred to the 2nd chance program. |
| 23-1920 | Motor Vehicle Accident | EPD responded to a report of a motor vehicle crash where a pedestrian was struck. EPD identified the at fault driver, who was issued a State summons for the violation. |
| 23-1795 | Harassment | EPD responded to a report of harassment between two juveniles. After investigation, there was insufficient evidence to prove a crime had occurred. |
| 23-1956 | Assault | EPD responded to a local business that was under construction on report of an assault. Upon investigation, no crime had occurred. |
| 23-1985 | Informational Report | EPD transported approximately seventy-two (72) pounds of prescription medications to the DEA after the drug take back day. |

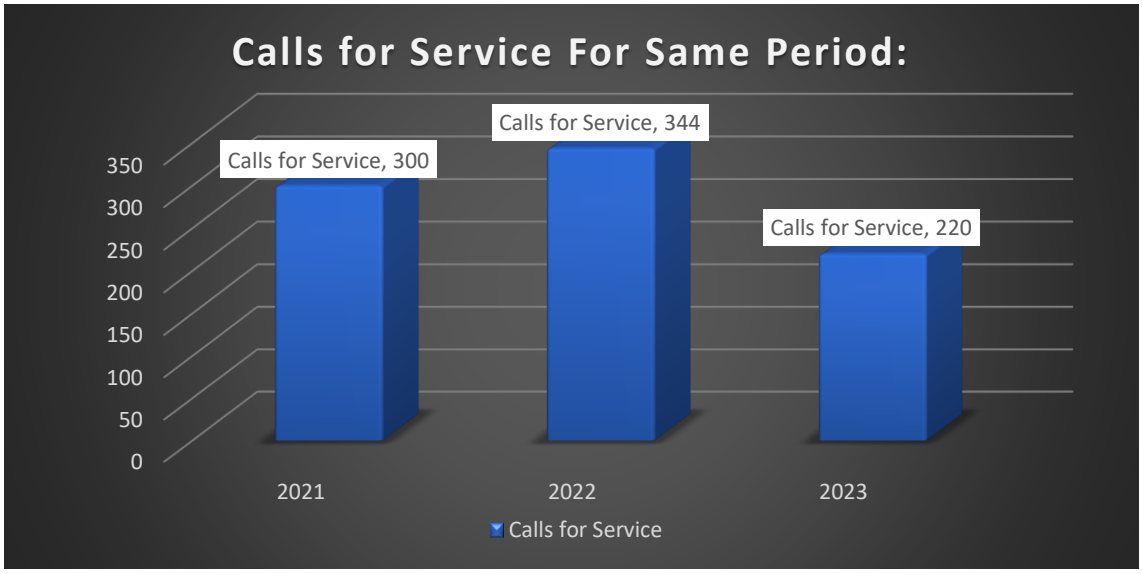
# Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/16/2023 to 04/29/2023

| | | |
|---|---|---|
| 23-2034 | Fraud | EPD responded to a report of a fraud that had occurred several years ago. After investigation, no suspects were able to be identified. |
| 23-2053 | Domestic Violence | EPD responded to a residence on report of a domestic violence call. After investigation, no crime had occurred. |

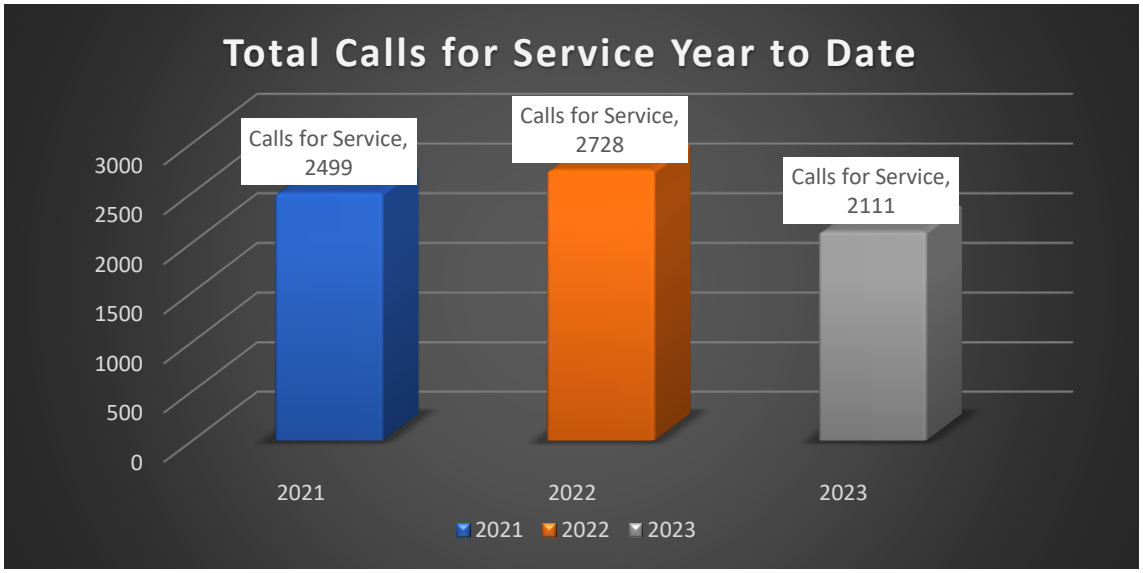
**Historical Data:**

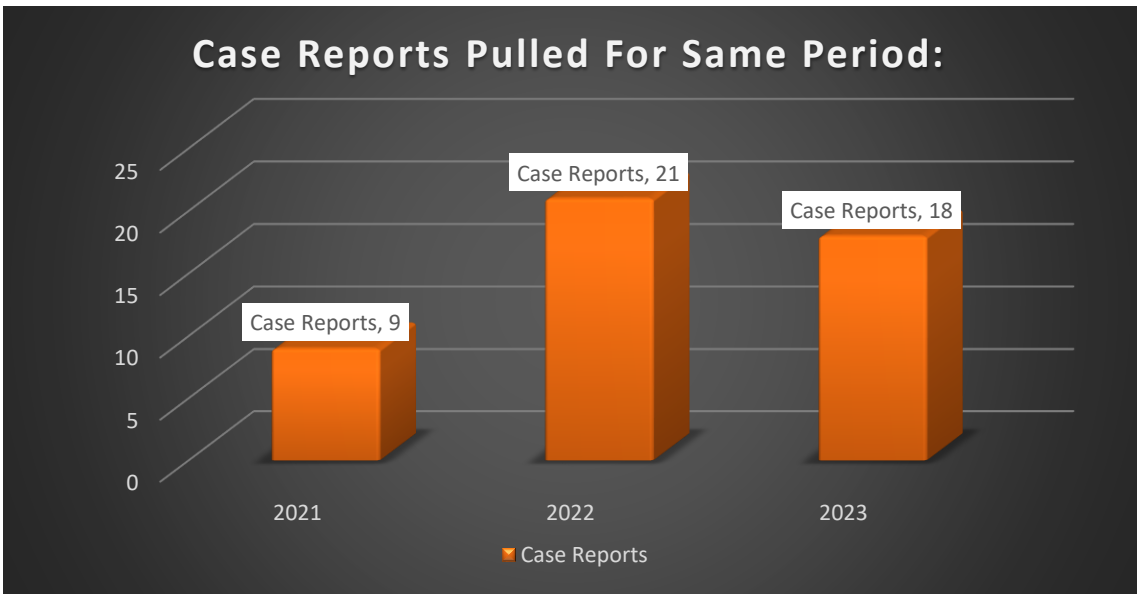


# Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/16/2023 to 04/29/2023



**TO**: Honorable Mayor and Board of Trustees
**FROM**: Karli Pronske Student Liaison
**DATE**: May 2nd, 2023
**SUBJECT**: Student Liaison Report

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**SUMMARY**
**The finish line is in sight!**

With the end of the year quickly approaching, students are preparing for finals, and are beginning preparation for next year.

Our spring sports are beginning to wrap up. Our girls soccer team has a league win-loss record of 3-2, and are currently 3rd in the 3A/4A CSML North. They've had an incredibly successful season and will hopefully be moving on to the next level of competition. The baseball team has also had a league win-loss record of 3-2 and are 3rd in the 3A/4A CSML North as well. They're hoping to better that record with the upcoming games. Our track team has gone above and beyond this season, with several athletes making it to state in a multitude of events. The state track meet will be held May 18th-20th at the Jeffco Stadium. Our girls golf team has also improved greatly throughout the season, especially since there were many younger girls on the team.

Students will be taking their finals the 16th-19th, with the 19th being the last day of school for the 2022-2023 school year.

Seniors are ready for graduation! May 8th-11th seniors will finish their finals. Friday the 12th, the day before graduation, seniors will participate in the changing of the guard, graduation rehearsal, the elementary and middle school walk-throughs, the yearbook signing, and senior sunset at Chatfield Reservoir.

# PLANNING COMMISSION – RECORD OF PROCEEDINGS
## MARCH 21, 2023

**CALL TO ORDER**

The Regular Meeting of the Elizabeth Planning Commission was called to order on Tuesday, March 21, 2023, at 6:33 PM by Chair Jenny Case.

**ROLL CALL**

Present were Chair Jenny Case, Vice Chair Amy Schmidt, and Commissioners Julie Uhernik, George Fick, Rob Porter, and Ed Beard. Commissioner Greg Lindbloom was not present. There was a quorum to conduct business.

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

**AGENDA CHANGES**

No agenda changes from staff.

No agenda changes by the Commissioners.

**UNSCHEDULED PUBLIC COMMENT**

No Unscheduled Public Comment.

**CONSENT AGENDA**

1. Minutes of the Special Meeting of March 7, 2023

   Motion by Vice Chair Schmidt, seconded by Commissioner Uhernik, to approve the Consent Agenda as presented.

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

**NEW BUSINESS**

2. Discussion regarding Elizabeth Municipal Code Updates

   Direction was provided to Staff regarding Use by Special Review yearly review requirements.

3. Discussion regarding Staff reports
   The Commissioners provided direction to Staff.

4. Discussion regarding American Planning Association – Planning Commissioner Training Series – Comprehensive Plans
   Discussion followed regarding the Comprehensive Plan.

**STAFF REPORT**

- Mr. Higgins provided updates on upcoming training opportunities.
- Mr. Higgins provided updates on upcoming joint workshops with the Board of Trustees.
- Olde Town Traffic Study will be presented to the Board of Trustees on April 11, 2023.
- Approval of streetscape cross sections are on hold until after the Board of Trustees have their workshop with the Main Street Board of Directors.
- Mr. Higgins told the Commissioners that the Board of Trustees upheld the Planning Commission recommendations to allow the updates to Pine Ridge Crossing and Walnut Grove.

**COMMISSIONER REPORTS**

- Vice Chair Schmidt had a question regarding Planning Commissioners voicing public comment at meetings as a citizen.

**ADJOURNMENT**

Motion by Commissioner Fick, seconded by Vice Chair Schmidt, to adjourn the meeting at 8:06 p.m. The vote of those Commissioners present was unanimously in favor. Motion carried.

Amy L. Schmidt
~~Chair Jenny Case~~
Vice Chair Amy Schmidt

Michelle Oeser
Town Clerk Michelle Oeser

TOWN OF ELIZABETH INCORPORATED SEAL SEPTEMBER 24, 1890 ELBERT COUNTY COLORADO

# HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
## APRIL 3, 2023

**CALL TO ORDER**

The Regular Meeting of the Historic Advisory Board was called to order on Monday, April 3, 2023, at 4:35 PM by Chair John Quest.

**ROLL CALL**

Present were Chair John Quest, Vice Chair Aimee Woodall, Board Members, Bob Rasmussen, Ronnie Curtis, and Denny Boehler. There was a quorum to conduct business.

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

**AGENDA CHANGES**

There were no changes to the agenda as presented.

**UNSCHEDULED PUBLIC COMMENT**

There was no unscheduled Public Comment.

**MINUTES**

1. Regular Minutes of March 6, 2023

Motion by Mr. Rasmussen, seconded by Vice Chair Woodall, to approve the minutes from March 6, 2023, as presented.
The vote of those Board Members present was unanimously in favor. Motion carried.

**NEW BUSINESS**

2. Discussion regarding creation of Historic District and Update to Design Guidelines

Community Development Director Zach Higgins provided a staff report. Staff and Board discussion followed.

3. Discussion regarding pursuit of additional Local Historic Register Properties

Mr. Higgins provided a staff report. Staff and Board discussion followed.

4. Discussion regarding Oral History Collection

Mr. Higgins provided a staff report. Staff and Board discussion followed.

5. Discussion and possible action regarding Historic Plaque Design

Mr. Higgins provided a staff report. Staff and Board discussion followed.

6. Discussion and possible action regarding May Historic Preservation Month Event

Mr. Higgins provided a staff report. Staff and Board discussion followed.

7. Discussion regarding Local Historic Register Application

Mr. Higgins presented the Board with an updated registration application form.

**STAFF REPORTS**

- Mr. Higgins reviewed his written report that was provided to the Board.

**BOARD REPORTS**

There were no reports from the Board.

**ADJOURNMENT**

Motion by Vice Chair Woodall, seconded by Mr. Rasmussen, to adjourn the meeting at 6:21 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Deputy Town Clerk Harmony Malakowski

Chair John Quest

TOWN OF ELIZABETH INCORPORATED SEAL SEPTEMBER 24 1890 ELBERT COUNTY COLORADO