



TOWN OF ELIZABETH

TOWN OF ELIZABETH

FAÇADE GRANT WORKSHOP
Tuesday, November 28, 2023, at 6:00 PM

BOARD OF TRUSTEES REGULAR MEETING UPDATED 11/27/23
Tuesday, November 28, 2023, at 7:00 PM
Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing only access.

<https://us02web.zoom.us/j/81952360211?pwd=WVZmbHBVeElaTC80UnNCRzdXbkRjdz09>

Join via phone at 1 669 900 9128 Meeting ID: 819 5236 0211

Meeting Passcode: 076334

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

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

AGENDA CHANGES

CONSENT AGENDA

1. Minutes of the Regular Meeting of November 14, 2023

PUBLIC HEARING

2. Walnut Grove - Alex Cramer

Dropbox Link for documents: https://www.dropbox.com/scl/fi/1fclf07fyb5a5356zhmqa/Staff-Report-11_09_2023_Redacted_.pdf?rlkey=az3iu6arrph327hcrrrq2ezke&dl=0

NEW BUSINESS

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

3. Discussion and possible action on Resolution 24R41, a Resolution approving the Sketch Plan and Preliminary Plan for certain property within the Town of Elizabeth known as Walnut Grove located on the property on the Southeast Corner of South Elbert Street and Walnut Street – Alex Cramer
- [4.](#) Discussion and possible action on Resolution 23R42, a Resolution authorizing the Mayor to execute a License Agreement with Elizabeth Brewing Company regarding the Friday Night Market at Running Creek Park for the Year 2024 – Patrick Davidson
- [5.](#) Discussion and possible action on Main Street Monument Sign – Zach Higgins
- [6.](#) Discussion and possible action on Resolution 23R43, a Resolution authorizing the Mayor to execute a letter of agreement with the Adams Group, LLC to provide audit services for Fiscal Year 2023 – Patrick Davidson
- [7.](#) Discussion and possible action on Resolution 23R44, a Resolution adopting the 2024 Town of Elizabeth Budget – Patrick Davidson and Hannah Bruce
8. Discussion and possible action on Resolution 23R45, a Resolution Appropriating Sums of Money - Patrick Davidson and Hannah Bruce
9. Discussion and possible action on Resolution 23R46, a Resolution to Set Mill Levy – Patrick Davidson and Hannah Bruce
- [10.](#) Discussion and possible action on Resolution 23R47, a Resolution approving the Second Amendment to Employment Agreement between the Town and Patrick Glenn Davidson – Corey Hoffman

MANAGEMENT MONITORING REPORTS

- [11.](#) Managers' Reports

STUDENT LIAISON REPORT

12. Student Liaison Report - Shaye Lovato

BOARD OF TRUSTEES REPORTS

13. Board Reports

MINUTES

- [14.](#) Minutes of the Regular Meeting of the Planning Commission June 20, 2023
- [15.](#) Minutes of the Regular Meeting of the Main Street Board of Directors October 9, 2023

EXECUTIVE SESSION

16. “To hold a conference with the Town’s attorney to receive legal advice on specific legal questions regarding potential litigation, pursuant to C.R.S. § 24-6-402 (4)(b).”

ADJOURNMENT

MEETING PROTOCOL AND STANDARDS OF CONDUCT

Public Participation

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

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

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

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

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

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

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

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

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



Board of Trustees – Record of Proceedings

November 14, 2023

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, November 14, 2023, at 7:01 p.m. by Mayor Nick Snively.

ROLL CALL

Present were Mayor Nick Snively and Trustees Loren Einspahr, Tammy Payne, Joe Belongia, and Marrienne Mayer Opl. Mayor Pro Tem Linda Secrist and Trustee Barb McGinn were absent. There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Chief of Police Jeff Engel, Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Finance Officer Hannah Bruce, and Attorney Corey Hoffmann.

PLEDGE OF ALLEGIANCE

Mayor Snively led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

Steven Freer – Town of Elizabeth Resident

Paul Schwarzkopf – Town of Elizabeth Resident

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of October 24, 2023

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

The vote of those Trustees present was 5 in favor and 0 opposed. Mayor Pro Tem Secrist and Trustee McGinn were absent. Motion passed unanimously.



NEW BUSINESS

2. Discussion and possible action regarding appointment of Lynn Mitchell to the Historic Advisory Board with a term through 12/31/2023

Motion by Trustee Belongia, seconded by Trustee Einspahr, to appoint Lynn Mitchell to the Historic Advisory Board with a term through December 31, 2023.

The vote of those Trustees present was 5 in favor and 0 opposed. Mayor Pro Tem Secrist and Trustee McGinn were absent. Motion passed unanimously.

3. Discussion and possible action regarding appointment of Jim Santangelo to the Planning Commission as a voting member with a term through 12/31/2025

Motion by Trustee Belongia, seconded by Trustee Payne, to appoint Jim Santangelo to the Planning Commission with a term through December 31, 2025.

The vote of those Trustees present was 5 in favor and 0 opposed. Mayor Pro Tem Secrist and Trustee McGinn were absent. Motion passed unanimously.

4. Discussion and possible action regarding Resolution 23R40, agreement with Maverix Broadband for the installation of fiber optic and wireless network deployment

Mr. Higgins provided a Staff report.

Motion by Trustee Payne, seconded by Trustee Mayer Opl, to approve Resolution 23R40, agreement with Maverix Broadband for the installation of fiber optic and wireless network deployment.

The vote of those Trustees present was 5 in favor and 0 opposed. Mayor Pro Tem Secrist and Trustee McGinn were absent. Motion passed unanimously

5. Discussion and possible action regarding DOLA Main Street Live Grant

Mr. Higgins provided a Staff report.

Motion by Mayor Snively, seconded by Trustee Payne, to approve application by the Town for the DOLA Main Street Grant to seek funds for the Main Street Streetscape project and to formally agree to allocate up to one million dollars in funds already being spend toward the Streetscape project as a local grant match if the grant is awarded.

The vote of those Trustees present was 5 in favor and 0 opposed. Mayor Pro Tem Secrist and Trustee McGinn were absent. Motion passed unanimously.



6. Discussion with the Board on the Town Capital Improvement Fund

Mr. Davidson provided a Staff report.

Mayor Snively closed the regular meeting at 7:39 p.m. and went into the Public Hearing.

PUBLIC HEARING

7. Proposed 2024 Budget

Mayor Snively opened the Public Hearing to Public comment.

Angela Ternus – Town of Elizabeth Resident

Mayor Snively closed the Public Hearing at 7:58 p.m. and returned to the regular meeting.

NEW BUSINESS

8. Discussion and possible direction on the Proposed 2024 Budget

Mr. Davidson and Ms. Bruce answered questions.

MANAGEMENT MONITORING REPORTS

- Town Administrator Patrick Davidson discussed an article in the Colorado Municipal League Magazine about the effect Town events have on a community.
 - Discussion on specialized water technician position.
 - Discussion followed regarding the job description.
- Police Chief Jeff Engel
 - Discussed a new life insurance option for Police Officers.
 - Provided the Board with the final version of the Police Department’s Vision, Mission, and Values statement. Discussion followed.
 - The department is investigating a burglary at Frontier High School.
 - A background investigation is in process for the potential hire of a new officer.
 - Mayor Snively voiced how impressed he is with the progress Chief Engel has made in such a short period of time.
- Community Development Director Zach Higgins
 - Provided an update on the Main Street Archway project.
 - Discussed the Façade Grant Program.
 - The Community Development Department is working on a volunteer program.



- The current High School Intern will be providing results of a survey he developed at the December 12, 2023, Board meeting.
- A meeting will be held at Frontier High School for potential development.
- Town Attorney Corey Hoffmann
 - Updated the Board on the steps Lennar is taking to correct the Well House property issue.
 - Mr. Hoffmann gave an overview of what would take place at an upcoming Special Legislative Session.
- Town Clerk Michelle Oeser
 - Discussion on possible coloring contest.
 - Ms. Oeser let the Board know that Ms. Malakowski hosted and assisted in a Records Management training course for clerks.
 - Ms. Oeser discussed the Mayor's Tree Lighting event map that Ms. Ritter developed.

STUDENT LIAISON REPORT

- Student Liaison Shaye Lavato
 - Ms. Lavato discussed the written report she provided to the Board.
 - Discussion followed
 - Ms. Oeser reminded the Board that the High School will be hosting a Thanksgiving Dinner on November 16th.

BOARD OF TRUSTEE REPORTS

- Trustee Einspahr discussed the distribution of Senior Baskets.
- Trustee Payne discussed specifics on the Senior Basket project. Ms. Payne asked that the Trustees help deliver baskets to the seniors.
- Mayor Snively discussed the process for public comment.
- Mayor Snively discussed having more communication with Advisory Boards.
- Discussion on upcoming events. Discussion followed on an amount to be donated for the High School Thanksgiving Dinner.

MINUTES

12. Minutes of the Regular Meeting of the Historic Advisory Board of October 2, 2023



EXECUTIVE SESSION

Motion by Mayor Snively, seconded by Trustee Payne, to adjourn the regular meeting at 9:01 p.m. and enter into an executive session, "To consider personnel matters, pursuant to C.R.S. § 24-6-402 (4)(f) regarding the Town Administrator Review, and to hold a conference with the Town's attorney to receive legal advice regarding issues arising from the Town Administrator's review pursuant to C.R.S. § 24-6-402(4)(b).

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

Motion by Trustee Einspahr, seconded by Trustee Mayer Opl, to adjourn the executive session and return to the regular meeting at 10:11 p.m.

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

ADJOURNMENT

Motion by Trustee Belongia, seconded by Trustee Einspahr, to adjourn the meeting at 10:12p.m.

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

Town Clerk Michelle Oeser

Mayor Nick Snively



STAFF REPORT

Sketch Plan & Preliminary Plan Application of Walnut Grove

Applicant: Unibuilders / Applicant Representative: Otto Burden, PE

Location: SE corner of E Walnut St and S Elbert St, Elizabeth CO

Zone District: Planned Unit Development (PUD)

Exhibits:

Exhibit A: Sketch Plan Submittal

Exhibit B: Preliminary Plan Submittal

Exhibit C: Previously approved plat related to approved PUD, site plan and Resolution 18-031

Exhibit D: Referral Agency Comment Letter(s) (incl. applicant response)

Applicant Request:

The Applicant, Unibuilders, represented by Otto Burden, PE, request the Planning Commission provide a positive recommendation to the Board of Trustees to approve a Sketch Plan and Preliminary Plan Application for a new residential development at the NE corner of S Elbert St and E Maple St in the Town of Elizabeth, CO.

As stated in [Section 16-3-40\(a\)](#) of the Elizabeth Municipal Code (EMC), the intent of the sketch plan is to examine the general feasibility of a conceptual layout of the subdivision.

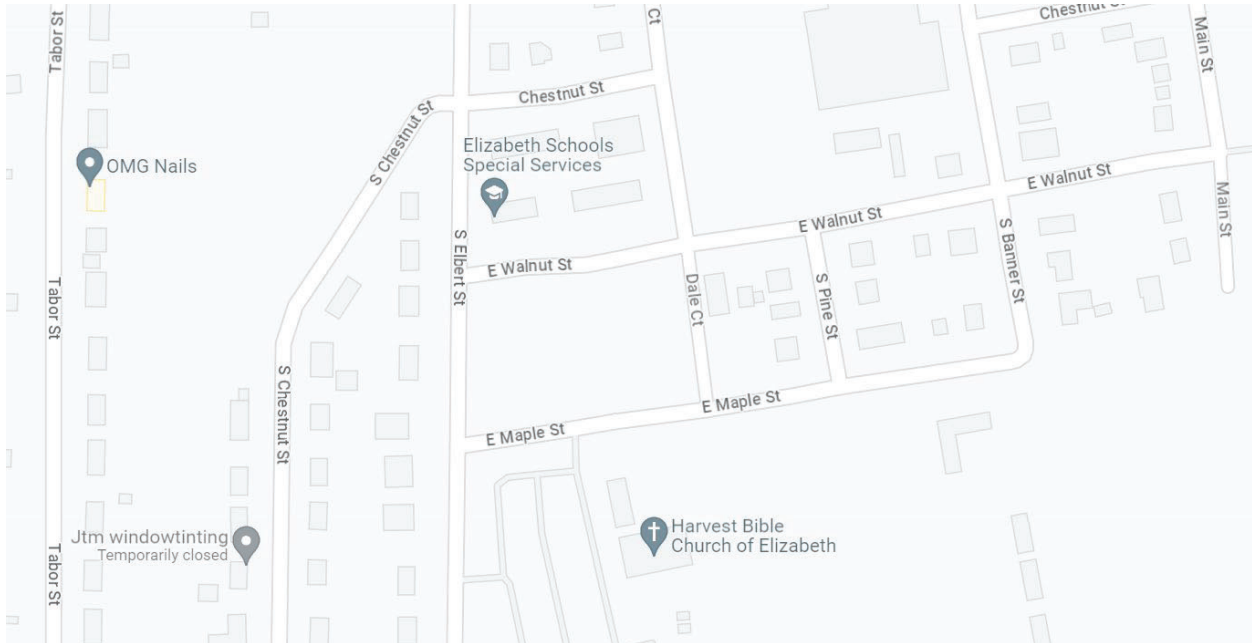
As stated in [Section 16-3-50\(a\)](#) of the Elizabeth Municipal Code (EMC), the intent of the preliminary plan is to check the proposed subdivision against the technical requirements, design standards and improvement requirements of the Town to be sure that the standards imposed can be met.

In accordance with [Sections 16-3-40\(b.7\)](#) and [16-3-50\(c.7\)](#), the Planning Commission shall make a recommendation to the Board of Trustees to approve, approve with conditions, continue for additional information, or deny the sketch plan and preliminary plan.

In accordance with [Sections 16-3-40\(b\)\(12\)](#) and [16-3-50\(c\)\(12\)](#), the Board of Trustees shall evaluate the sketch plan and preliminary plan, referral agency comments, the Planning Commission recommendation and public testimony, and shall approve, conditionally approve, continue for additional information or for further study, remand to the Planning Commission or deny the sketch plan. The Board of Trustees' comments shall be based on the evidence presented, compliance with the adopted standards, regulations and policies and other guidelines.



General Project Location



Proposal:

The applicant is proposing to reconfigure the previously approved Walnut Grove Townhomes Planned Development Final Plat (See [Exhibit A](#) & [Exhibit B](#)).

Background:

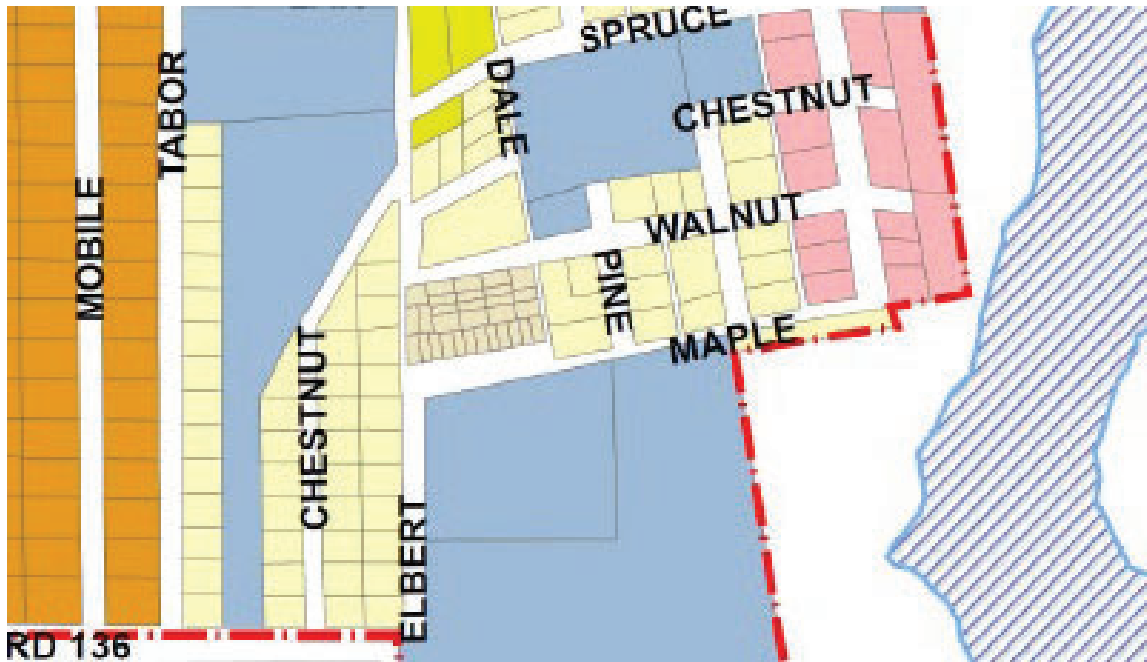
The subject site is a currently vacant, 1.568 acre parcel, that was previously occupied by 24 mobile homes. In 2007, The Town approved ordinance 07-12 that rezoned the property from Mobile Home Park-2 (MH-2) to Planned Unit Development (PUD) that allowed for 28 townhomes. The ensuing resolution, 07R19, provided approval for the site plan, preliminary plat, and final plat. Through ordinance 07-15, Park Street right-of-way was vacated within the site. The PUD was subsequently amended by ordinance 18-03 to increase the density and allow for the development of up to 44 apartments and townhomes.

As mentioned, the applicant is proposing to reconfigure the final plat and develop the parcel to include a one, 28-unit, three-story above grade and one-story below grade multi-family apartment, as well as 16, three-story townhomes. All town-home units will have a two-car garage on the lower level. The apartments will have four lower level, Type-A, handicap units. Additional handicap parking has been provided to ensure



adequate visitor spaces as well as available spaces for handicap residents. The current proposal precedes a required final plat process where the Commission and Board will examine additional details.

Zoning Map (2019)



Surrounding Land Uses:

North: Elizabeth School District (Residential 1)

South: Harvest Bible Church of Elizabeth (Public, Semi-Public, and Institutional)

East: Single-family dwellings (Residential 1)

West: Single-family dwellings (Residential 1)



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Current Vacant Site – Aerial View



Current Vacant Site – NE corner of S Elbert St and E Maple St





TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Current Vacant Site – On street view from E Maple St looking north



Current Vacant Site – NW corner of Dale Ct and E Maple St





TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Current Vacant Site – SW corner of S Elbert St and E Walnut St



Current Vacant Site – On street view from S Elbert St looking east





Current Vacant Site – SE corner of Dale Ct and E Walnut St



Current Vacant Site – On street view from E Walnut St looking south





Approval Criteria:

Chapter 16, Article III – Subdivision Requirements and procedures includes specific informational requirements for sketch and preliminary plats, however, the code does not provide explicit criteria for review by the commission or board. [Section 16-3-10](#) – Purpose, provides reasoning for review of proposed subdivisions, including the following (summarized):

- To promote the general health, safety, and welfare of present and future inhabitants of the Town;
- To guide future growth and development within the Town, including transportation, utilities, services, housing, and open space. Additionally, to ensure alignment with the Town’s Master Plan and regulations;
- To provide for the preservation and conservation of natural, historic, and sensitive areas – including vegetation, unique topography, habitats, and drainage features;
- To minimize conflicts between land uses and structures;
- To ensure that the necessary services and facilities have sufficient capacity to serve proposed subdivisions;
- To provide for an adequate and accurate system to record land subdivisions.

Case Analysis:

- **Submittal Requirements for Sketch Plan (see [Exhibit A](#))**
 - Completed land use application: This submittal requirement has been met.
 - Application fee: This submittal requirement has been met.
 - A copy of the recorded warranty deed and title commitment or updated title commitment current within thirty (30) days: The Town has received an updated title commitment.
 - A notarized letter of authorization from the landowner permitting a representative to process the application: This submittal requirement has been met.
 - Plan exhibit: This submittal requirement has been met.
 - Development reports: This submittal requirement has been met as the Town has received a preliminary drainage and geotechnical report.
 - Public Notice Requirements: All public notice requirements have been met.
- **Submittal Requirements for Preliminary Plan (see [Exhibit B](#))**
 - Completed land use application: This submittal requirement has been met.
 - A narrative outlining the proposal. This submittal requirement has been met.
 - Application fee: This submittal requirement has been met.
 - A copy of the recorded warranty deed and title commitment or updated title commitment current within thirty (30) days: The Town has received an updated title commitment.
 - Public Notice Requirements: All public notice requirements have been met.



- A notarized letter of authorization from the landowner permitting a representative to process the application: This submittal requirement has been met.
- Plan exhibit: This submittal requirement has been met.
- Development reports:
 - Road plans and profiles. This submittal requirement has been approved.
 - A final drainage report, erosion control plan and grading plan. This submittal requirement has been approved.
 - Utility plans prepared in accordance with the regulations of the appropriate service provider. This submittal requirement has been approved.
 - A preliminary landscape plan for the subdivision. This submittal requirement has been approved.
- **PUD**
 - The proposed development has been reviewed by the requirements stated in the PUD and has been approved.
- **Dedications and Easements**
 - The sketch and preliminary plans include information regarding the dedication of land for the purposes of open space, parks, utilities, drainage and general landscaping. On page three (3) of the sketch plan and page one (1) of the preliminary plan depicts the various tracts, their intended use, their ownership to be maintained post-development, and the responsible maintenance party. Dedications and easements would not be made final until final plat.
 - The sketch plan and preliminary plan includes information regarding the vacation of Dale Ct for the purposes of providing the required fifteen (15) feet of building setback. The vacation of this Town easement will not be finalized until the final plat process.
- **Drainage**
 - The drainage has been reviewed by CORE Engineering and has been approved.
- **Floodplain**
 - The floodplain does not impact the site.
- **Traffic and Access**
 - As the proposal will maintain the same number of approved dwelling units as previously allowed in the PUD, it is anticipated that traffic on the site will remain the same. Access has been modified due to the reconfiguration of the site. The Town's traffic consultant had no issues regarding traffic and access on the sketch plan and preliminary plan application.
- **Parking:**
 - The applicant has demonstrated compliance with code [Sec 16-6-10 \(b.1\)](#) that requires two (2) off-street parking spaces be provided for each new dwelling unit (d.u.).
- **Right-of-Way (ROW)**



- No new ROW is proposed with the development. All streets internal to the development are anticipated to remain private with no dedication to the Town.
- **Landscaping**
 - The proposed landscape for the overall site meets the minimum requirement of 15% of the total site area as stated in code [Sec. 16-2-50 \(b.1\)](#). The applicant is proposing 22% landscaped area that includes a private playground located near the center of the site (see [Exhibit A & B](#)). The proposed lot reconfiguration does not appear to conflict with the previously approved landscape plans.

Elizabeth Comprehensive Plan (2019):

Staff has found that the proposed use does not conform to the Town’s currently adopted 2019 Comprehensive Plan. The future land use map depicts the site as low density residential, which proposes a density of two to four dwellings per acre (on a gross basis). However, through the rezoning of the parcel via zoning ordinance 07-12 to Planned Unit Development (PUD), an increase in the density was allowed. While the proposed density differs from the current Comprehensive Plan, the increased density aids the Town in meeting the goal of increasing housing options and density as outlined below:

- **Future Land Use and Development - GOAL 1, POLICY 1.4:** Encourage the diversification of Elizabeth’s housing options to meet the full life cycle of the community’s housing needs. This would enable residents to remain in the community as their housing needs change and would accommodate a more diverse range of residents from a wider range of ages to live in Elizabeth.
 - By reconfiguring the lot, the applicant is proposing to diversify the provided housing types to meet the full life cycle of the community’s housing needs and thereby better serve the Town.
- **Future Land Use and Development GOAL 3:** Future development in Elizabeth incorporates appropriate levels of density and design to support increased housing options, the viability of neighborhood commercial, and overall long-term neighborhood sustainability.
 - The reconfiguration of the approved final plat does not propose to further increase the density allowed by the Walnut Grove Townhomes PUD. As such, the proposal will lead to the development of the vacant site into multi-family apartments and townhomes that expands upon the available housing options for the Town.

Referrals

The following agencies provided comment during the referral period (see [Exhibit D](#)).

Referral Agency / Consultant	Discipline
Town of Elizabeth CD Dept.	Planning/Zoning
CORE Engineering	Town Engineer
CORE Electric	Utility Service Provider
Town of Elizabeth Public Works	Public Works – Sewer and Water
Stolfus & Associates	Transportation
Elizabeth Fire Protection District	Fire



Elbert County Community Development	Community Development
Elizabeth School District	Community Impact
Elizabeth Police Department	Public Safety

Other Comments (Sketch Plan):

CORE Engineering & Public Works:

1. Engineering and Public Works Departments support the Vacation of Dale Ct., which will require a hearing before the Board of Trustees.
2. Should the vacation of Dale Ct be approved, the Town will also vacate its ownership of the existing sanitary sewer main located in this section of Dale Ct. This sewer line will become privately owned and maintained by the Walnut Grove HOA.

Other Comments (Preliminary Plan):

CORE Engineering:

1. Condition 1: Prior to or concurrent with final plat approval, the vacation of the Dale Court right-of-way must be approved and recorded.
2. Condition 2: The applicant can confirm and verify their ability to acquire the easterly 8' of the vacated Dale Court right-of-way.
3. Failure to comply with any of these conditions will nullify our recommendation of Preliminary Plan approval.

Applicant Response: "Please find this email as our official agreement with the conditional approval presented by CORE letter dated SEP 21st that was attached to the email trace below." (See email in [Exhibit D](#))

4. As a reminder from sketch plan approval, when the vacation of Dale Ct is approved, the Town will also vacate its ownership of the existing sanitary sewer main located in this section of Dale Ct. This sewer line will become privately owned and maintained by the Walnut Grove HOA.

Planning Commission Public Hearing Discussion and Comments

The Planning Commission reviewed this application at their meeting on November 14th, 2023, and recommended approval of 4-1. There were no recommended conditions of approval.

During the public hearing, concerns were brought up by the public about the density of the project, setbacks from Elbert Street, Walnut Street and Maple Street, and parking availability. One suggestion was made by a resident for private permitted parking on Elbert Street to reduce the burden on the residential homes. The Planning Commission brought up concerns about the storage of snow once removed from the site.



Findings and Staff Recommendation

A favorable recommendation is provided for the sketch plan and preliminary plan applications upon review by the development review team and staff in accordance with Section 16-3-40 and 16-3-50 of the EMC. Staff provides the recommendation in the context of the following findings.

Findings:

1. The sketch plan application is a simple reconfiguration of the lots for a previously approved planned development (see “background” section). No proposed changes to land use accompany the application and the reconfiguration of lots does not create any additional impacts that were not considered during the previous approval process.
2. The preliminary plan application is in substantial compliance with the sketch plan. No proposed changes to land use accompany the application and the reconfiguration of lots does not create any additional impacts that were not considered during the previous approval process.
3. The proposal has been found to substantially comply with the standards for development as found in the Chapter 16 of the Elizabeth Municipal Code.
 - a) The proposal maintains the nature of the development previously approved by the PUD ordinance and site plan approval process.
 - b) The applicant has provided landscaping covering > 15% of the site.
 - c) Required easement dedications or vacations are noted and can be addressed prior to subsequent platting processes required by the Town and prior to any issuance of permits for construction.
 - d) Drainage has been approved by CORE Engineering consultants.
 - e) No floodplain issues are present.
 - f) There is no evidence of increased traffic to the area that wasn’t previously reviewed and approved.
4. The proposal has been found to comply with various housing elements of the Town’s current Comprehensive Plan.
5. The proposal has been found to substantially comply with the Town of Elizabeth Design Standards for subdivisions as outlined in [Sec. 16-3-110](#).
6. The development will be served by adequate water supply and waste disposal systems as determined through the previous approval process of the PUD.

Staff Recommendation:

Based on the analysis above, staff believes that the sketch plan and preliminary plan applications meet the criteria for a recommendation of approval to the Board of Trustees as set forth in [Chapter 16-3-40 \(b\)\(12\)](#) and [Chapter 16-3-50 \(c\)\(12\)](#) of the Elizabeth Municipal Code.

The Board of Trustees shall evaluate the sketch plan and preliminary plan, referral agency comments, Planning Commission recommendation and public testimony, and shall approve, conditionally approve, continue for additional information or for further study or deny the sketch plan and preliminary plan. The Board of Trustees' action shall be based on the evidence presented, compliance with the adopted standards, regulations and policies and other guidelines.

RESOLUTION 23R41

A RESOLUTION APPROVING THE SKETCH PLAN AND PRELIMINARY PLAN FOR CERTAIN PROPERTY WITHIN THE TOWN OF ELIZABETH KNOWN AS WALNUT GROVE LOCATED ON THE PROPERTY ON THE SOUTHEAST CORNER OF SOUTH ELBERT STREET AND WALNUT STREET

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

Section 1. Findings of Fact.

- A. The property owner of the property known as Walnut Grove, which property is more particularly described in **Exhibit A**, attached hereto and incorporated herein by this reference (the "Property"), desires to obtain sketch plan approval and preliminary plan approval of the Property.

- B. Combined public notice has been given of such sketch plan and preliminary plan consideration pursuant to 16-4-20 of the Town of Elizabeth Municipal Code.

Section 2. The Sketch Plan described and depicted on **Exhibit A** is hereby approved by the Board of Trustees for the Property pursuant to Section 16-3-40 of the Town of Elizabeth Municipal Code.

Section 3. The Preliminary Plan described and depicted on **Exhibit B** is hereby approved by the Board of Trustees for the Property pursuant to Section 16-3-50 of the Town of Elizabeth Municipal Code.

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

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



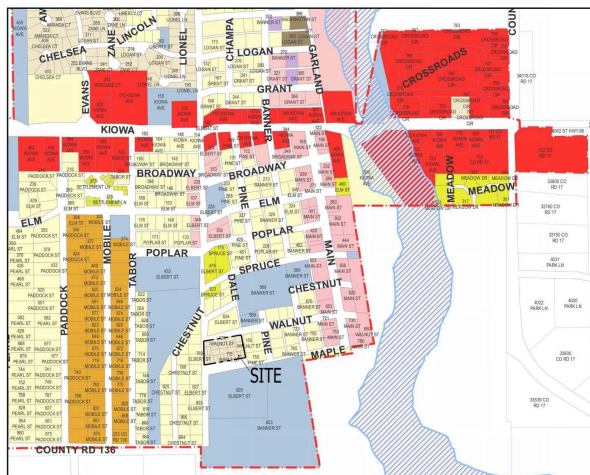
Exhibit A

SKETCH PLAN FOR WALNUT GROVE

LOTS 1A THROUGH 6A, BLOCK 30, LOTS 7A AND 8A, BLOCK 28 AND THE 60 FOOT WIDE RIGHT-OF-WAY FOR PARK STREET LYING BETWEEN BLOCKS 28 AND 30, PHILLIPS ADDITION, AS RECORDED UNDER RECEPTION #304731, WITHIN SECTION 18, TOWNSHIP 8 SOUTH, RANGE 64 WEST. OF THE 6TH PRINCIPAL MERIDIAN, TOWN OF ELIZABETH, COUNTY OF ELBERT, STATE OF COLORADO.

+/- 1.568 ACRES

LOCATED AT: SOUTHEASTERN CORNER OF ELBERT & WALNUT STREET INTERSECTION



VICINITY MAP
SCALE: 1" = 500'-0"

SECTION-18 TOWNSHIP-8 S RANGE-64 W



Legend

- Town Boundary
- FEMA Flood Area
- 100 Year Flood Zone
- Zoning District**
 - Agriculture
 - Commercial Mixed Use
 - Downtown
 - Light Industrial
 - Mobile Home 1
 - Public, Semi-Public, and Institutional
 - Planned Unit Development
 - Residential 1
 - Residential 3
 - Residential Townhomes
 - Regional Commercial
 - Unincorporated County Parcels
- STREET NAME / ROW**



NOTES:

1. THIS PROPOSED REPLAT-SITE PLAN COMPOSES THE ENTIRETY OF THE EXISTING PLANNED DEVELOPMENT.
2. HAZARD AREAS - NONE
3. VIEWS FROM OR TO SITE - NONE
4. WILDLIFE AREAS - NONE
5. THE STREETS INTERNAL TO THE DEVELOPMENT ARE TO REMAIN PRIVATE WITH NO DEDICATION TO THE TOWN.
6. ALL SNOW REMOVED FROM PARKING AND DRIVE AREAS MUST REMAIN ON-SITE AND NOT DEPOSITED ON PUBLIC PROPERTY NOR THE RIGHT-OF-WAY.

SITE DATA

ZONING: PLANNED UNIT DEVELOPMENT
CURRENT USE: VACANT
PROPOSED USE: MULTI-FAMILY RESIDENTIAL
PROPERTY AREA: 68,306 SF - 1.568 ACRES
DISTURBED AREA(LOC): 1.64 ACRES
LATITUDE: 39° 21' 21.43" N
LONGITUDE: 104° 35' 55.62" W

PROJECT DESCRIPTION

PROJECT DESCRIPTION:
THE OWNER PROPOSES TO CONSTRUCT ONE, 28 UNIT, THREE-STORY ABOVE GRADE & ONE-STORY BELOW GRADE MULTI-FAMILY APARTMENT BUILDING WITHIN THE LIMITS OF BLOCKS 28 THROUGH 30 ON THE CORNER OF ELBERT & WALNUT STREET IN ELIZABETH, COLORADO. ADDITIONALLY, THE SITE WILL BE PREPARED FOR THE CONSTRUCTION OF 16, THREE-STORY TOWNHOMES AND 1 ONE-STORY COMMUNITY BLDG.

EXISTING CONDITIONS:
THE PROJECT AREA IS ZONED PUD AND IS CURRENTLY VACANT. EXISTING RUNOFF IS CURRENTLY ROUTED NORTHEAST AND IS UNDETAILED.

PROPOSED CONDITIONS:
THE SITE WILL BE BUILT IN TWO PHASES. THE FIRST PHASE WILL BE THE APARTMENT BUILDING AND COMMUNITY BUILDING. THE SECOND PHASE WILL BE TOWNHOME BUILDINGS.
THE APARTMENT & COMMUNITY BUILDINGS WILL RECEIVE UTILITY SERVICES FROM THE EXISTING WALNUT STREET RIGHT OF WAY. SANITARY SEWER WILL BE SHARED ONSITE AND ROUTED NORTH TO THE WALNUT STREET RIGHT OF WAY. A 2" WATER TAP FROM WALNUT STREET WILL SUPPLY THE APARTMENT & COMMUNITY BUILDINGS WITH POTABLE WATER ALONG WITH A SEPARATE 6" FIRE LINE FOR THE APARTMENTS. THE ONE PROPOSED HYDRANT IS SERVICED FROM A PROPOSED 6" WATER LINE NEAR THE WALNUT STREET ENTRANCE. FOR PHASE 2, THE TOWNHOMES WILL BE SERVICED BY A 2" DIA. WATER LINE TAP FROM THE EXISTING MAPLE STREET EXISTING 6" WATER MAIN TO SUPPLY POTABLE WATER. SANITARY FOR THE MIDDLE TOWNHOME BUILDINGS WILL BE AN 8" MAIN THAT GOES TO AN 8" SANITARY STUB THAT WILL BE BUILT IN PHASE 1 AS SHOWN ON UTILITY PLANS. THE SANITARY FOR THE EAST TOWNHOME BUILDING WILL BE SERVICED BY THE EXISTING 8" SANITARY MAIN THAT DRAINS NORTH TO WALNUT STREET.
RUNOFF FROM THE SITE WILL BE DIRECTED TO THE 3-ZONE EXTENDED DETENTION BASIN LOCATED IN THE NORTHEAST CORNER OF THE SITE. THE POND WILL DISCHARGE AT HISTORIC RATES TO THE STORM SEWER LOCATED IN WALNUT STREET.

BASIS OF BEARING & BENCHMARKS

CP 950, A #5 REBAR APPROXIMATELY 50' SOUTH OF THE SOUTHWEST CORNER, 1.3' EAST OF THE BACK OF WALK ON ELBERT STREET.
ELEVATION - 6522.29'
CP 953, A #5 REBAR APPROXIMATELY 66' NORTH OF THE NORTHEAST CORNER, 2.3' WEST OF THE EDGE OF DALE COURT. NAVD88 DATUM.
ELEVATION - 6498.63'

LEGAL DESCRIPTION

Lots 1-28 and Tracts A & B, Walnut Grove Townhomes Planned Development, as recorded in Elbert County, CO, Reception no. 531671, Bk 13, Pg 70 in November of 2012. Within Section 18, Township 8 South, Range 64 West of the 6th Principal Meridian, Town of Elizabeth, County of Elbert, State of Colorado.

CONSULTANT CONTACTS

APPLICANT/DEVELOPER: UNIBUILDERS, LLC
CONTACT: DAVE AHMADABADI
(720)-641-0350
CIVIL ENGINEER: COLORADO CIVIL ENGINEERING, LLC
41435 CTRY ROSE, PARKER, CO 80138
CONTACT: OTTO BURDEN, P.E.
(303)-708-1930
ARCHITECT: SANDELLA DESIGN
CONTACT: DANIEL SPIESMAN
(719)-839-0842
MECHANICAL: LOHR DESIGN GROUP
5995 LASSO PLACE
PARKER, COLORADO 80134
SCOTT LOHR P.E.
(303) 870-5170
LIGHTING: KAZIN & ASSOCIATES, INC.
9364 TEDDY LANE, SUITE 101
LONE TREE, COLORADO 80124
BRYAN KAZIN, PE
720-489-16095

DEVELOPMENT DATA:

DESCRIPTION	AREA	% OF 1.568 AC
APARTMENTS	9,117 SF	13.34%
TOWNHOMES	11,439 SF	16.75%
COMMUNITY BLDG.	1,582 SF	2.32%
DRIVING/PARKING SURFACES	24,512 SF	35.89%
SIDEWALKS	6,571 SF	9.62%
LANDSCAPING (OPEN SPACE)	15,081 SF	22.08%
TOTAL	68,305.84 SF	100.00%

PARKING:
2 SPACES PER UNIT INCL HANDICAP (4MIN. W/1 VAN)=
88 TOTAL SPACES REQUIRED

TYPE	PROVIDED
STANDARD	87
HANDICAP	4 VAN SPACES
TOTAL	91

TYPE	PROVIDED	% OF TOTAL
STANDARD HANDICAP	0	0.0%
VAN HANDICAP	04	4.4%
FULL SIZE	55	60.4%
OVERSIZED	0	0.0%
COMPACT SIZE	0	0.0%
TOWNHOME GARAGE	32	35.2%
TOTAL	91	100.00%

SHEET INDEX

- C 1 - COVER SHEET
- C 2 - SKETCH PLAN
- C 3 - SKETCH PLAN LOTS

LOT USAGE

- LOT 1 - APARTMENT RENTALS
- LOTS 2-4 - TOWNHOME RENTALS
- LOT 5 - COMMUNITY CENTER, OWNED BY HOA
- TRACT A - DETENTION POND TRACT, OWNED & MAINTAINED BY HOA

R-3 ZONING DISTRICT DIMENSIONAL STANDARDS

ORDINANCE # 578652 B 787, P 515 (DATED 5/8/2018)

AMENDMENT TO UNDERLYING ZONING/PUD ALLOWANCES PER ORDINANCE #578652

BLDG HEIGHT:	37' MAX. HEIGHT (ENTIRE SITE)
SETBACKS:	0' - WALNUT STREET 0' - ELBERT STREET 10' - MAPLE STREET
DENSITY:	29 UNITS/ACRE
MIN. LOT WIDTH:	197 FEET
STANDARD R-3 ZONING/PUD ALLOWANCES PER TABLE 16-2	
MIN. LOT SIZE:	9000 SF
MAX. LOT COVERAGES:	
UNDER ROOF	35%
MIN. VEGETATIVE AREA	20%
MIN. SQUARE FEET PER DWELLING	600 SF

ENTITLEMENT SET FOR:

WALNUT GROVE

COVER SHEET

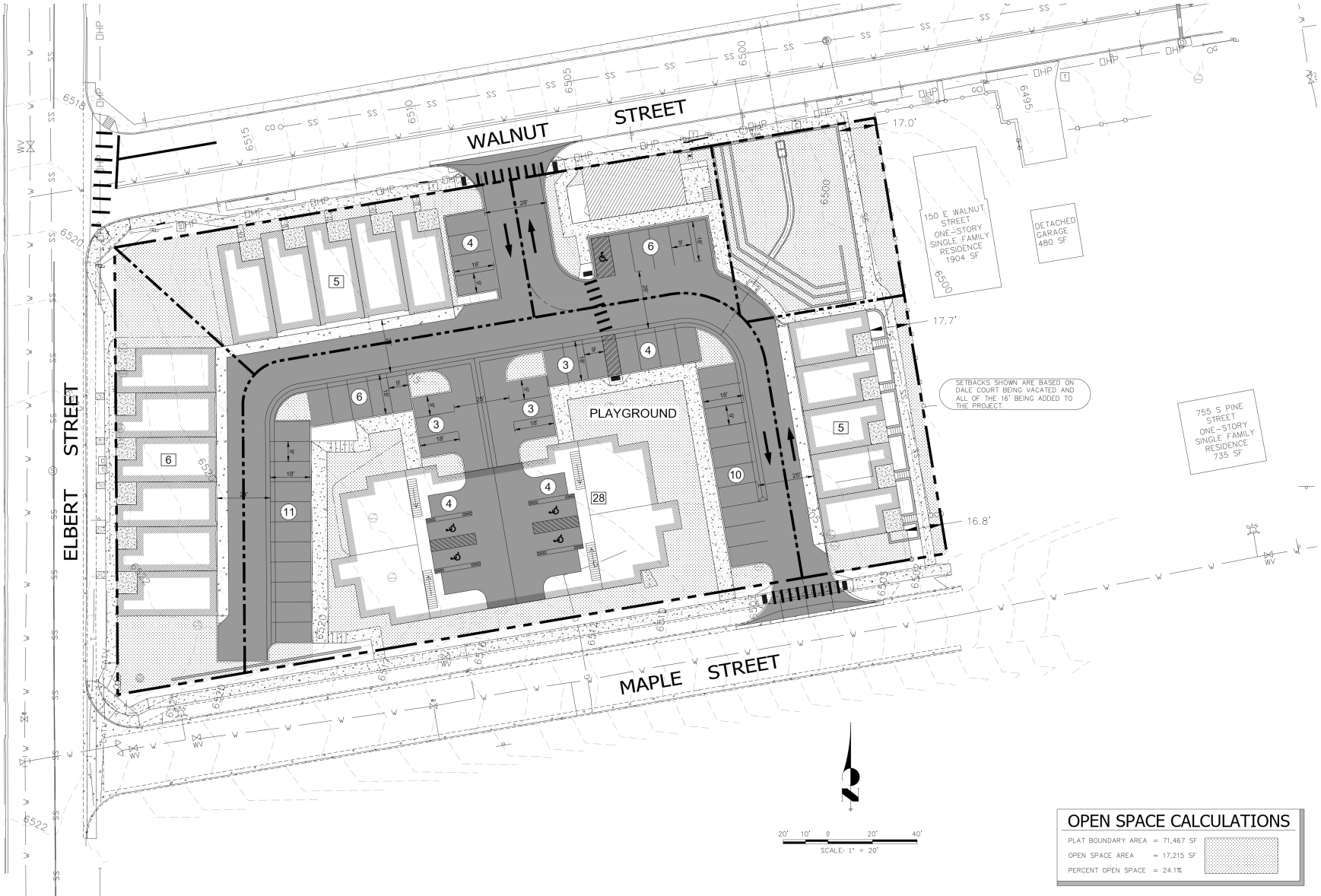
WALNUT GROVE - SKETCH PLAN
ELBERT & WALNUT STREET INTERSECTION
ELIZABETH, COLORADO

DATE: 06-02-2023

C 1
SHEET 1 OF 3

WALNUT GROVE SKETCH PLAN

A VACATION AND REPLAT OF LOTS 1-28 AND TRACTS A & B, WALNUT GROVE TOWNHOMES PLANNED DEVELOPMENT
PART OF SECTION 18, TOWNSHIP 8 SOUTH, RANGE 64 WEST, 6TH P.M.
TOWN OF ELIZABETH, COUNTY OF ELBERT, STATE OF COLORADO



CCCE Colorado Civil Engineering, LLC
41435 County Rose Circle
Parker, Colorado 80138
303.709.1930

PREPARED FOR:
LAW OFFICES
2200 S. JASMINE ST UNIT 109
DENVER, CO 80222-5708

WALNUT GROVE
ELIZABETH, COLORADO

JOB NO. 1347
DESIGN BY: OB
ISSUE DATE: 06/02/2023

REVISIONS:

1.)	REM ELBERT STAIRS
	REVISE BOUNDARY
	07/27/2023
2.)	REVISED PER TOWN
	08/23/2023
3.)	REVISE PER CORE
	08/31/2023
4.)	

SITE
PLAN

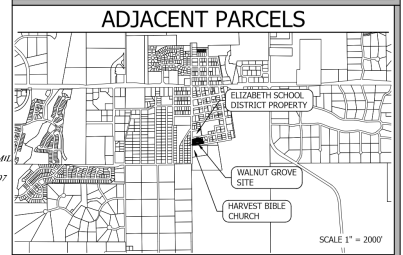
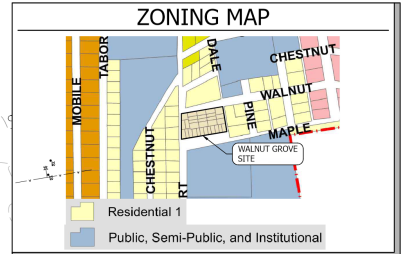
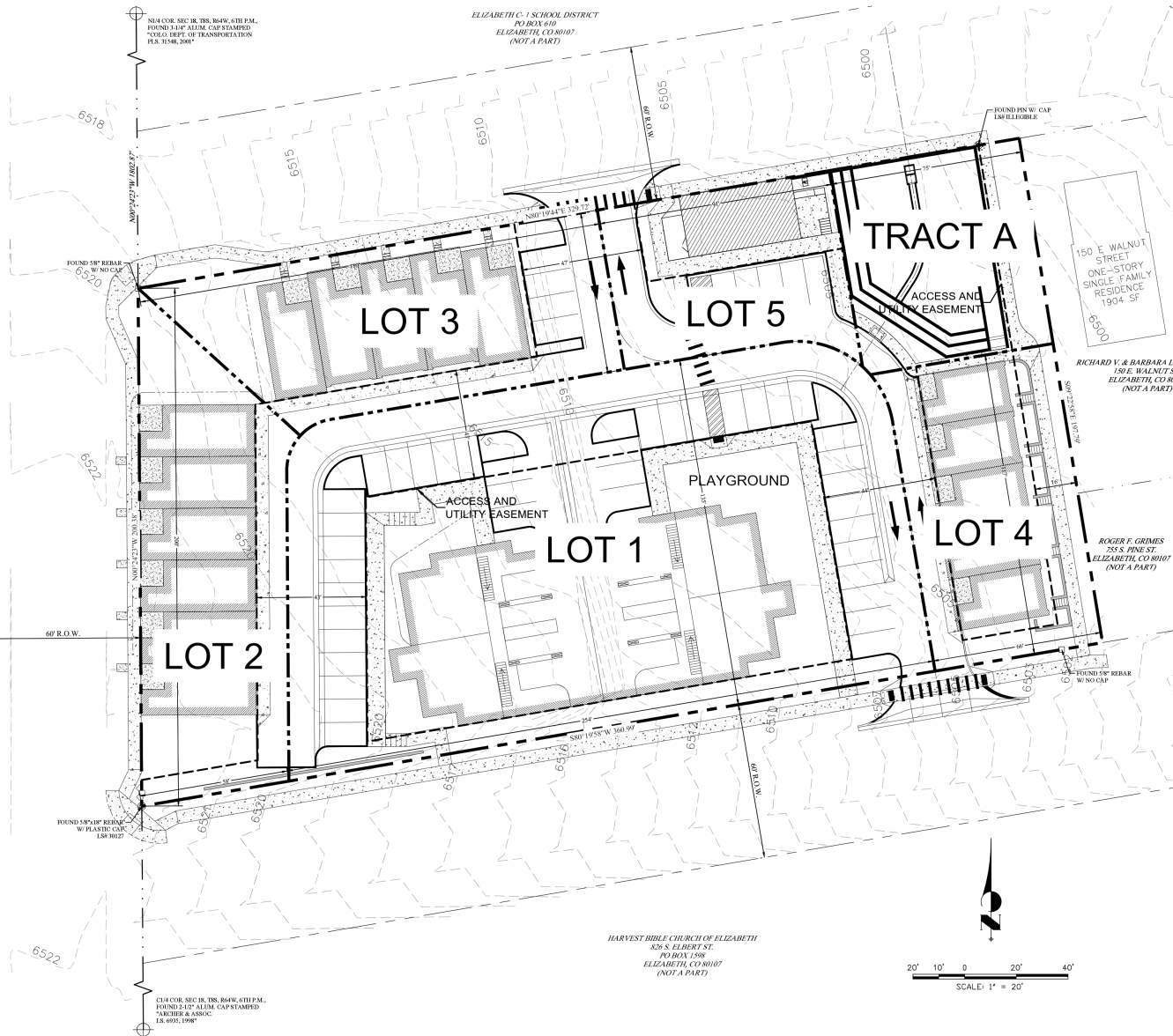
C 2
SHEET: 2 OF 3

OPEN SPACE CALCULATIONS

PLAT BOUNDARY AREA	= 71,467 SF
OPEN SPACE AREA	= 17,215 SF
PERCENT OPEN SPACE	= 24.1%

WALNUT GROVE SKETCH PLAN

A VACATION AND REPLAT OF LOTS 1-28 AND TRACTS A & B, WALNUT GROVE TOWNHOMES PLANNED DEVELOPMENT
PART OF SECTION 18, TOWNSHIP 8 SOUTH, RANGE 64 WEST, 6TH P.M.
TOWN OF ELIZABETH, COUNTY OF ELBERT, STATE OF COLORADO



- ### NOTES
1. PEDESTRIAN MOVEMENT IS ALLOWED OVER AND ACROSS ALL SIDEWALKS WITHIN THIS PLAT.
 2. CONVEYANCE OF DRAINAGE IS ALLOWED OVER AND ACROSS ALL LOTS WITHIN THIS PLAT.
 3. LOT 5 - COMMUNITY CENTER BUILDING AND TRACT A - DETENTION POND ARE TO BE MAINTAINED BY THE HOA.
 4. ALL INTERNAL PRIVATE STREETS, SIDEWALKS, FRONTAGE SIDEWALKS, LANDSCAPING AND IRRIGATION ARE TO BE MAINTAINED BY THE HOA.
 5. ALL SNOW REMOVAL SHALL REMAIN WITHIN PROPERTY LIMITS.
 6. NO SNOW WILL BE ALLOWED TO BE PUSHED/MOVED OR STORED ONTO TOWN STREETS OR ROW AREAS.

TOWN OF ELIZABETH APPROVALS

RECOMMENDED FOR APPROVAL BY THE ELIZABETH PLANNING COMMISSION TO THE BOARD OF TRUSTEES THE ____ DAY OF _____, 2022 A.D.

CHAIR _____ ATTEST: TOWN CLERK _____

APPROVED BY THE ELIZABETH BOARD OF TRUSTEES THE ____ DAY OF _____, 2022, A.D.

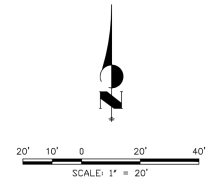
CHAIR _____ ATTEST: TOWN CLERK _____

CLERK AND RECORDER'S CERTIFICATE:

STATE OF COLORADO)
) SS
COUNTY OF ELBERT)

I HEREBY CERTIFY THAT THIS PD REZONE AND SITE PLAN MAP WAS FILED IN MY OFFICE THIS ____ DAY OF _____, 2022, A.D. AT _____ AM/PM, AND WAS RECORDED PER RECEPTION NUMBER _____.

CLERK AND RECORDER _____



Item 1

CCFE Colorado Civil Engineering, LLC

41435 County Rose Circle
Parker, Colorado 80138
303.709.1930

PREPARED FOR:
HARVEST BIBLE CHURCH
2200 S. LASSANE ST UNIT 109
DENVER, CO 80222-8708

WALNUT GROVE
ELIZABETH, COLORADO

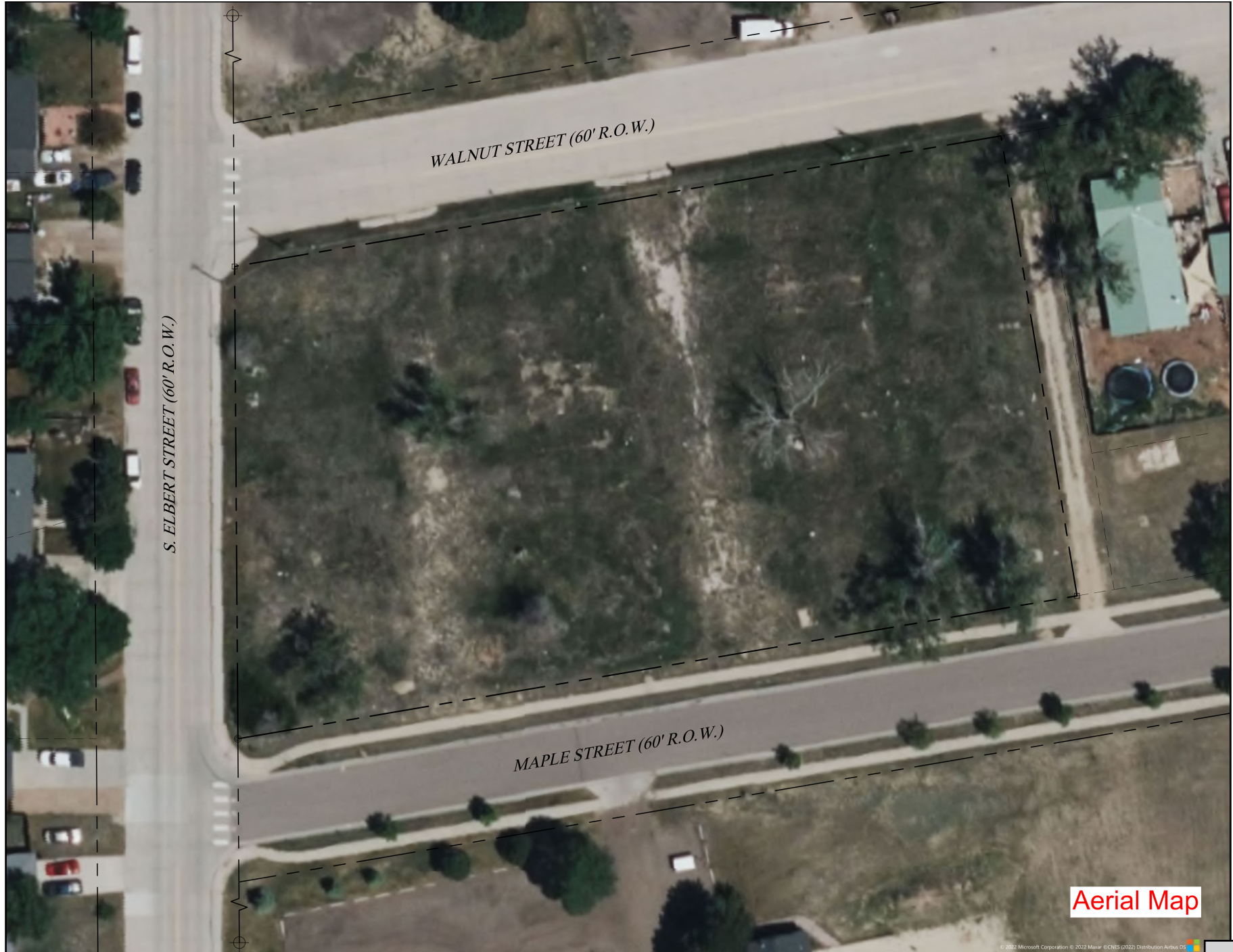
JOB NO. 1347
DESIGN BY: OB
ISSUE DATE: 06/02/2023

REVISIONS:
1.) REM ELBERT STAIRS
REVISE BOUNDARY
07/27/2023
2.) REVISED PER TOWN
08/23/2023
3.)
4.)

REPLAT
MAP

C 3

SHEET: 3 OF 3
Page 21



S. ELBERT STREET (60' R.O.W.)

WALNUT STREET (60' R.O.W.)

MAPLE STREET (60' R.O.W.)

Aerial Map



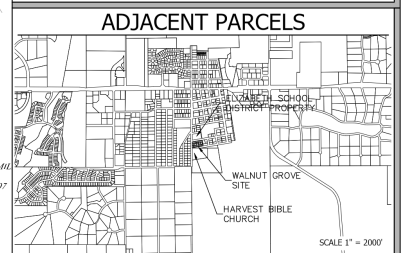
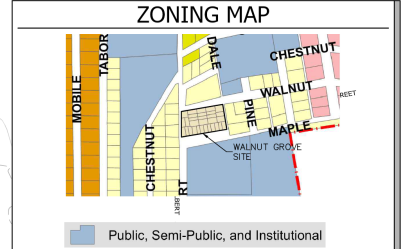
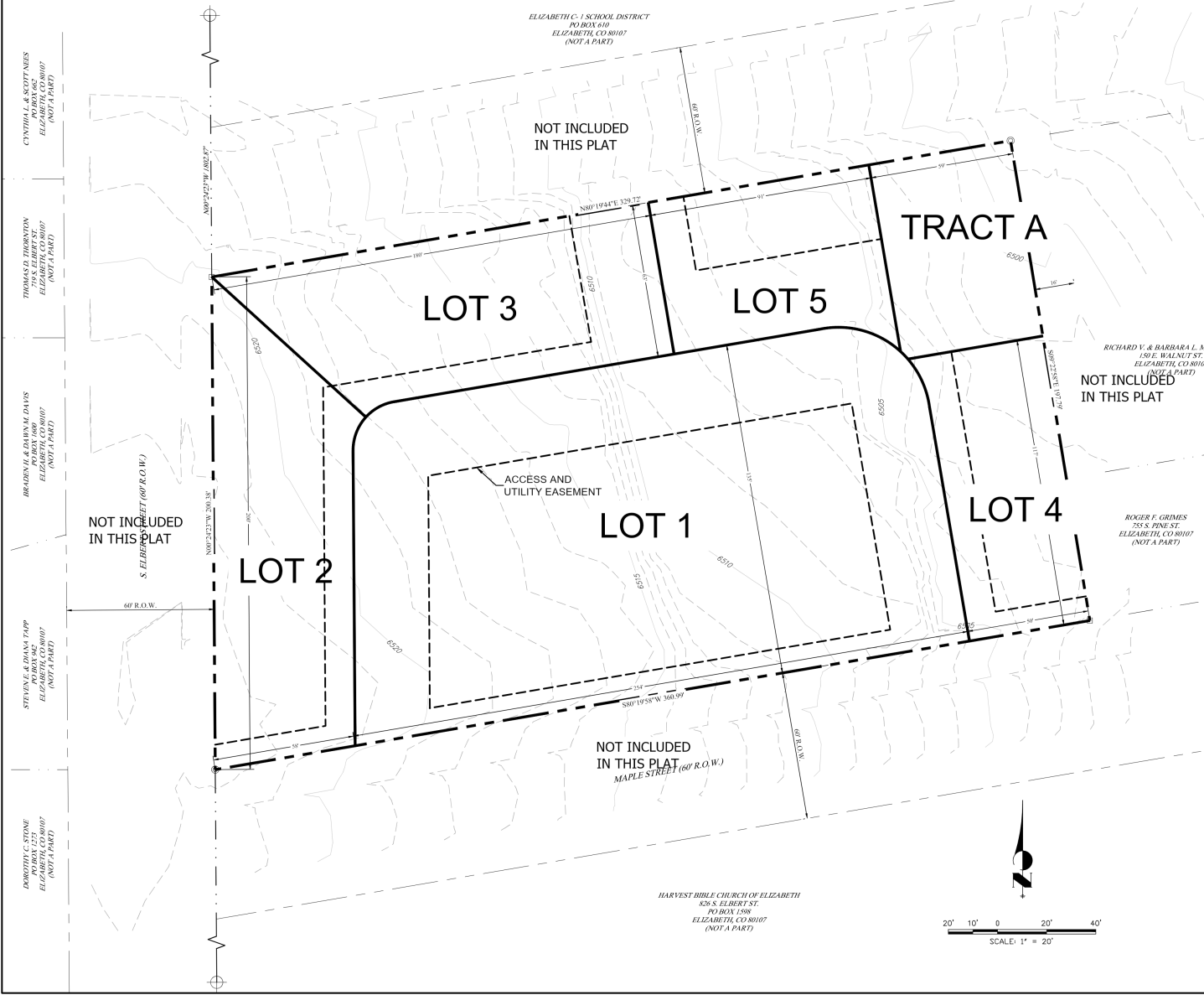
TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Exhibit B

WALNUT GROVE PRELIMINARY PLAN

A VACATION AND REPLAT OF LOTS 1-28 AND TRACTS A & B, WALNUT GROVE TOWNHOMES PLANNED DEVELOPMENT
PART OF SECTION 18, TOWNSHIP 8 SOUTH, RANGE 65 WEST, 6TH P.M.
TOWN OF ELIZABETH, COUNTY OF ELBERT, STATE OF COLORADO



- ### NOTES
1. PEDESTRIAN MOVEMENT IS ALLOWED OVER AND ACROSS ALL SIDEWALKS WITHIN THIS PLAT.
 2. CONVEYANCE OF DRAINAGE IS ALLOWED OVER AND ACROSS ALL LOTS WITHIN THIS PLAT.
 3. LOT 5 - COMMUNITY CENTER BUILDING AND TRACT A - DETENTION POND ARE TO BE MAINTAINED BY THE HOA.
 4. ALL INTERNAL PRIVATE STREETS, SIDEWALKS (INCLUDING EXISTING DALE COURT), ALL FRONTAGE LANDSCAPING AND IRRIGATION AND SITE LANDSCAPING ARE TO BE MAINTAINED BY THE HOA.
 5. EXISTING DALE COURT (R.O.W.) SHALL BE UTILIZED FOR PUBLIC PEDESTRIAN SIDEWALK AND DRAINAGE SWALE AND SHALL BE MAINTAINED BY THE HOA.

TOWN OF ELIZABETH APPROVALS

RECOMMENDED FOR APPROVAL BY THE ELIZABETH PLANNING COMMISSION TO THE BOARD OF TRUSTEES THE ____ DAY OF _____, 2022 A.D.

CHAIR _____ ATTEST: TOWN CLERK _____

APPROVED BY THE ELIZABETH BOARD OF TRUSTEES THE ____ DAY OF _____, 2022, A.D.

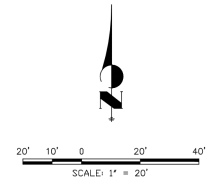
CHAIR _____ ATTEST: TOWN CLERK _____

CLERK AND RECORDER'S CERTIFICATE:

STATE OF COLORADO)
) SS
COUNTY OF ELBERT)

I HEREBY CERTIFY THAT THIS PD REZONE AND SITE PLAN MAP WAS FILED IN MY OFFICE THIS ____ DAY OF _____, 2022, A.D. AT ____ AM/PM, AND WAS RECORDED PER RECEPTION NUMBER _____.

CLERK AND RECORDER _____



Item 1

CCFE Colorado Civil Engineering, LLC
41435 County Rose Circle
Parker, Colorado 80138
303.709.1930

PREPARED FOR:
MORRIS LUMBER
2200 S. MASSENE ST UNIT 109
DENVER, CO 80222-7708

WALNUT GROVE
ELIZABETH, COLORADO

JOB NO. 1347
DESIGN BY: OB
ISSUE DATE: 06/02/2023

REVISIONS:
1.)
2.)
3.)
4.)

PRELIMINARY
PLAN

P 1

SHEET: 1 OF 2
(Page 2)

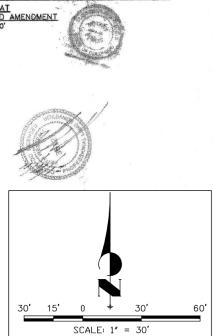
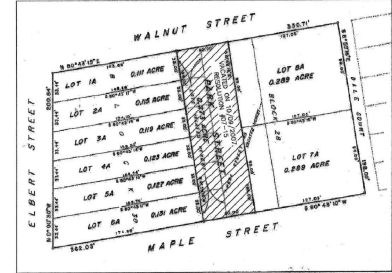
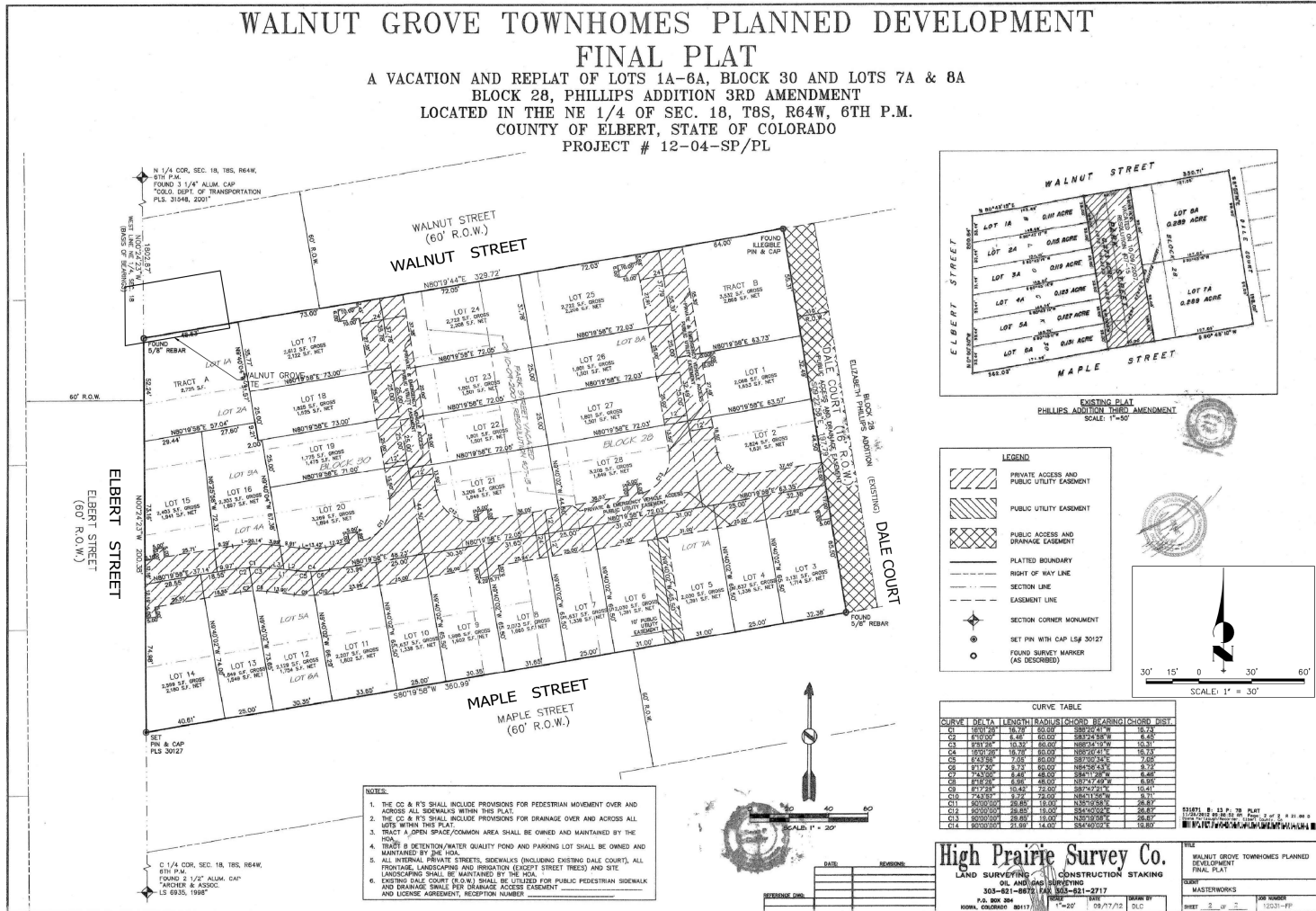
WALNUT GROVE PRELIMINARY PLAN

A VACATION AND REPLAT OF LOTS 1-28 AND TRACTS A & B, WALNUT GROVE TOWNHOMES PLANNED DEVELOPMENT
PART OF SECTION 18, TOWNSHIP 8 SOUTH, RANGE 65 WEST, 6TH P.M.
TOWN OF ELIZABETH, COUNTY OF ELBERT, STATE OF COLORADO

WALNUT GROVE TOWNHOMES PLANNED DEVELOPMENT

FINAL PLAT

A VACATION AND REPLAT OF LOTS 1A-6A, BLOCK 30 AND LOTS 7A & 8A
BLOCK 28, PHILLIPS ADDITION 3RD AMENDMENT
LOCATED IN THE NE 1/4 OF SEC. 18, T8S, R64W, 6TH P.M.
COUNTY OF ELBERT, STATE OF COLORADO
PROJECT # 12-04-SP/PL



**EXISTING PLAT
WALNUT GROVE TOWNHOMES PLANNED DEVELOPMENT**
BY HIGH PRAIRIE SURVEY CO
RECEPTION #531671, BOOK 13, PAGE 70
TOWN OF ELIZABETH, COUNTY OF ELBERT, STATE OF COLORADO
RECORDED NOVEMBER 28, 2012

High Prairie Survey Co.
LAND SURVEYING CONSTRUCTION STAKING
OIL AND GAS SURVEYING
303-493-9878 FAX 303-491-2717
P.O. BOX 284 HORN, COLORADO 80117
DATE: 09/17/12
BY: [Signature]
CHECKED: [Signature]

FILE: WALNUT GROVE TOWNHOMES PLANNED DEVELOPMENT FINAL PLAT
SHEET: 2 OF 2
DATE: 11/20/12

CCE Colorado Civil Engineering, LLC
41435 County Rose Circle
Parker, Colorado 80138
303.709.1930

PREPARED FOR:
PHILLIPS ADDITION 3RD AMENDMENT
2200 S. WASHINGTON ST UNIT 109
DENVER, CO 80222-7708

**WALNUT GROVE
ELIZABETH, COLORADO**

JOB NO. 1347
DESIGN BY: OB
ISSUE DATE: 06/02/2023

REVISIONS:
1.)
2.)
3.)
4.)

EXISTING RECORDED PLAT

P 2

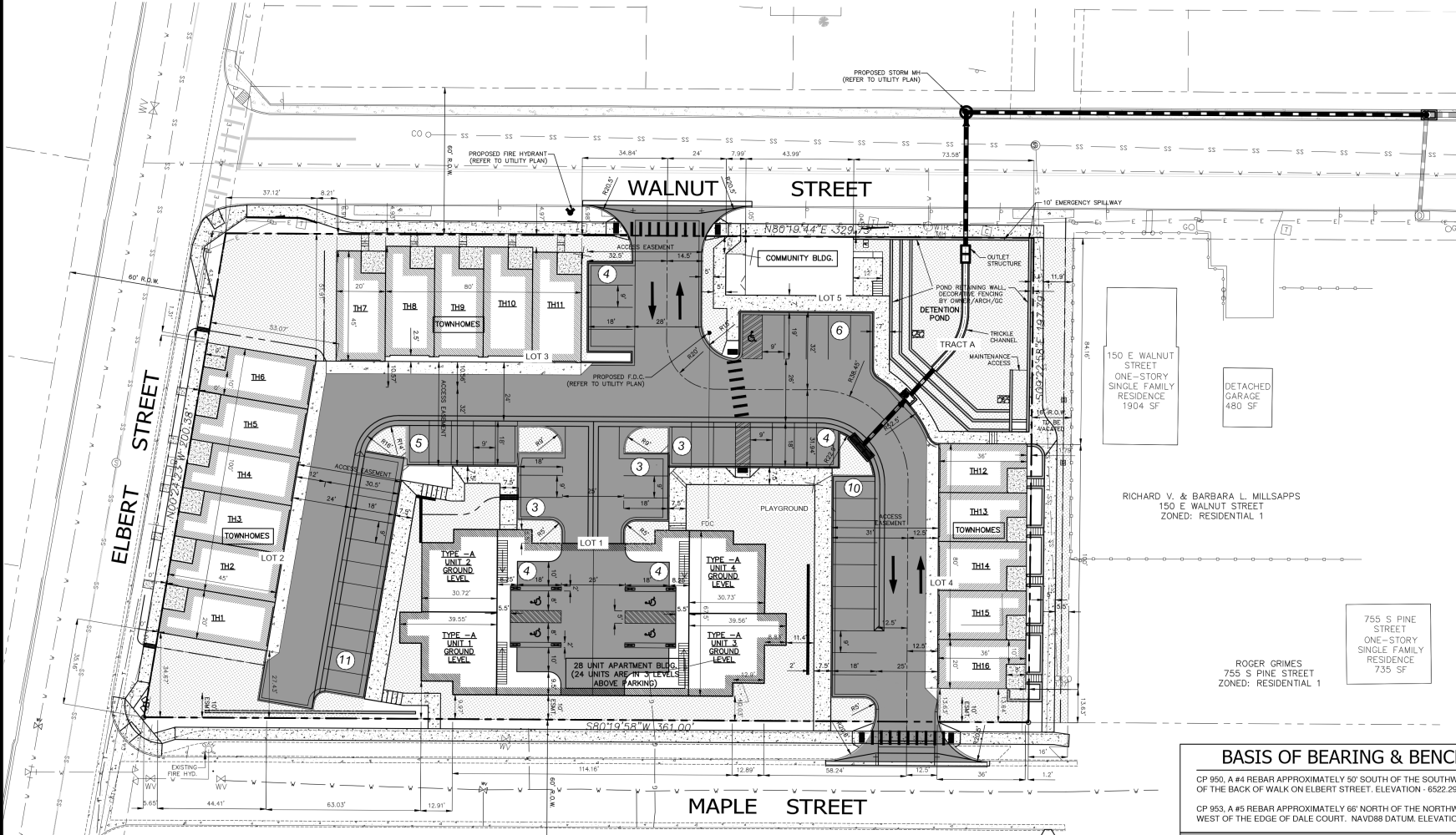
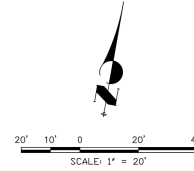
SHEET: 2 OF 2

UTILITY NOTIFICATION



CALL 811 OR 1-800-922-1987 PRIOR TO ANY DIGGING.

WALNUT GROVE CONSTRUCTION PLANS



BASIS OF BEARING & BENCHMARKS

CP 950, A #4 REBAR APPROXIMATELY 50' SOUTH OF THE SOUTHWEST CORNER, 1.3' EAST OF THE BACK OF WALK ON ELBERT STREET. ELEVATION - 6522.29'

CP 953, A #5 REBAR APPROXIMATELY 66' NORTH OF THE NORTHWEST CORNER, 2.3' WEST OF THE EDGE OF DALE COURT. NAVD88 DATUM. ELEVATION - 6498.63'

CIVIL ENGINEER'S STATEMENT

I HEREBY AFFIRM THAT THESE PLANS WERE PREPARED UNDER MY DIRECT SUPERVISION TO THE BEST OF MY KNOWLEDGE. THESE PLANS ARE IN ACCORDANCE WITH APPLICABLE TOWN OF ELIZABETH STANDARDS.

ALLISON RICE, P.E.
COLORADO P.E. 35833
FOR AND ON BEHALF OF VERABEN LLC

DATE



VERABEN LLC
6634 S. UNIVERSITY BLVD., UNIT 164
DENVER, CO 80222-5708
720-842-0834

PREPARED FOR:
UNBUILDERS
2200 S JASMINE ST UNIT 109
DENVER, CO 80222-5708

WALNUT GROVE
ELIZABETH, COLORADO

JOB NO.: 23004
DESIGN BY: AMR
DRAWN BY: AMR
ISSUE DATE: 6/1/2023

REVISIONS:

1)	COMMENTS PER CCE
(2023-06-19)	
2)	COMMENTS PER TOE
(2023-09-11)	
3)	
4)	
5)	
6)	

PRELIMINARY
CONSTRUCTION
PLANS

SITE
PLAN

C1.0

SHEET: 2 OF

UTILITY NOTIFICATION

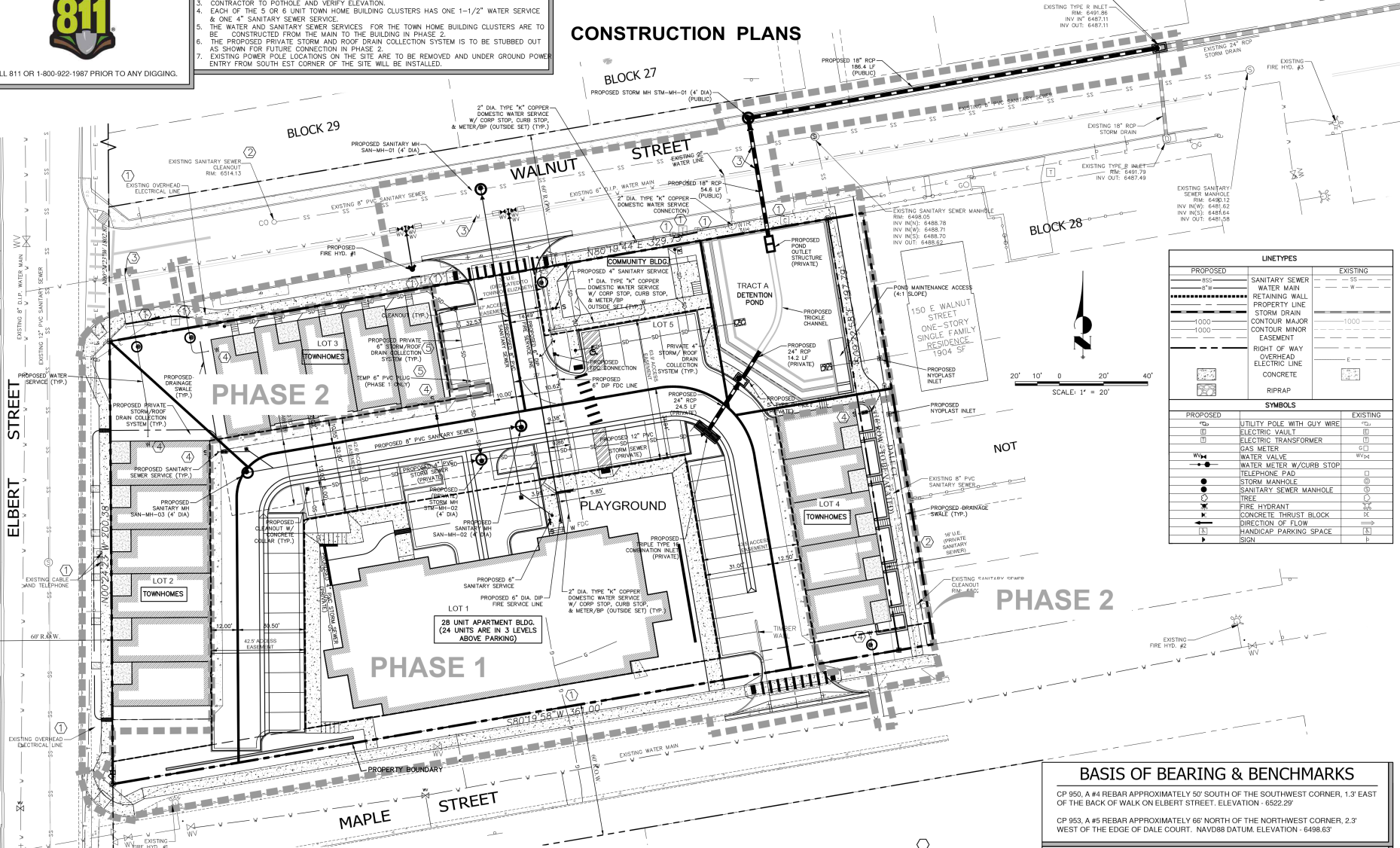


CALL 811 OR 1-800-922-1987 PRIOR TO ANY DIGGING.

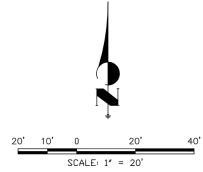
OVERALL UTILITY PLAN NOTES

- REFER TO DEMOLITION PLAN FOR REMOVAL, RELOCATIONS, OF EXISTING UTILITY INFRASTRUCTURE.
- CONTRACTOR TO DETERMINE INVERT ELEVATION AND NOTIFY ENGINEER PRIOR TO CONSTRUCTION.
- CONTRACTOR TO POT-HOLE AND VERIFY ELEVATION.
- EACH OF THE 5 OR 6 UNIT TOWN HOME BUILDING CLUSTERS HAS ONE 1-1/2" WATER SERVICE & ONE 4" SANITARY SEWER SERVICE.
- THE WATER AND SANITARY SEWER SERVICES FOR THE TOWN HOME BUILDING CLUSTERS ARE TO BE CONSTRUCTED FROM THE MAIN TO THE BUILDING IN PHASE 2.
- THE PROPOSED PRIVATE STORM AND ROOF DRAIN COLLECTION SYSTEM IS TO BE STUBBED OUT AS SHOWN FOR FUTURE CONNECTION IN PHASE 2.
- EXISTING POWER POLE LOCATIONS ON THE SITE ARE TO BE REMOVED AND UNDER GROUND POWER ENTRY FROM SOUTH EST CORNER OF THE SITE WILL BE INSTALLED.

WALNUT GROVE
CONSTRUCTION PLANS



LINETYPES	
PROPOSED	EXISTING
8" ---	8" ---
12" ---	12" ---
16" ---	16" ---
24" ---	24" ---
36" ---	36" ---
48" ---	48" ---
60" ---	60" ---
72" ---	72" ---
84" ---	84" ---
96" ---	96" ---
108" ---	108" ---
120" ---	120" ---
132" ---	132" ---
144" ---	144" ---
156" ---	156" ---
168" ---	168" ---
180" ---	180" ---
192" ---	192" ---
204" ---	204" ---
216" ---	216" ---
228" ---	228" ---
240" ---	240" ---
252" ---	252" ---
264" ---	264" ---
276" ---	276" ---
288" ---	288" ---
300" ---	300" ---
312" ---	312" ---
324" ---	324" ---
336" ---	336" ---
348" ---	348" ---
360" ---	360" ---
372" ---	372" ---
384" ---	384" ---
396" ---	396" ---
408" ---	408" ---
420" ---	420" ---
432" ---	432" ---
444" ---	444" ---
456" ---	456" ---
468" ---	468" ---
480" ---	480" ---
492" ---	492" ---
504" ---	504" ---
516" ---	516" ---
528" ---	528" ---
540" ---	540" ---
552" ---	552" ---
564" ---	564" ---
576" ---	576" ---
588" ---	588" ---
600" ---	600" ---
612" ---	612" ---
624" ---	624" ---
636" ---	636" ---
648" ---	648" ---
660" ---	660" ---
672" ---	672" ---
684" ---	684" ---
696" ---	696" ---
708" ---	708" ---
720" ---	720" ---
732" ---	732" ---
744" ---	744" ---
756" ---	756" ---
768" ---	768" ---
780" ---	780" ---
792" ---	792" ---
804" ---	804" ---
816" ---	816" ---
828" ---	828" ---
840" ---	840" ---
852" ---	852" ---
864" ---	864" ---
876" ---	876" ---
888" ---	888" ---
900" ---	900" ---
912" ---	912" ---
924" ---	924" --- </tr



BASIS OF BEARING & BENCHMARKS

CP 950, A #4 REBAR APPROXIMATELY 50' SOUTH OF THE SOUTHWEST CORNER, 1.3' EAST OF THE BACK OF WALK ON ELBERT STREET, ELEVATION - 6522.29'

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ALLISON RICE, P.E.
COLORADO P.E. #3683
FOR AND ON BEHALF OF VERABEN LLC

DATE



VERABEN LLC
6634 S. UNIVERSITY BLVD., UNIT 104
DENVER, CO 80222-5708
TEL: 303-750-8442
FAX: 303-750-8442

PREPARED FOR:
UNIBUILDERS
2200 S. JASMINE ST UNIT 109
DENVER, CO 80222-5708

WALNUT GROVE
ELIZABETH, COLORADO

JOB NO.: 23004
DESIGNED BY: AMR
DRAWN BY: AMR
ISSUE DATE: 6/1/2023

REVISIONS:

1)	COMMENTS PER CCE	(2023-05-19)
2)	COMMENTS PER TOE	(2023-09-11)
3)		
4)		
5)		
6)		

PRELIMINARY
CONSTRUCTION
PLANS

OVERALL
UTILITY PLAN

C2.0

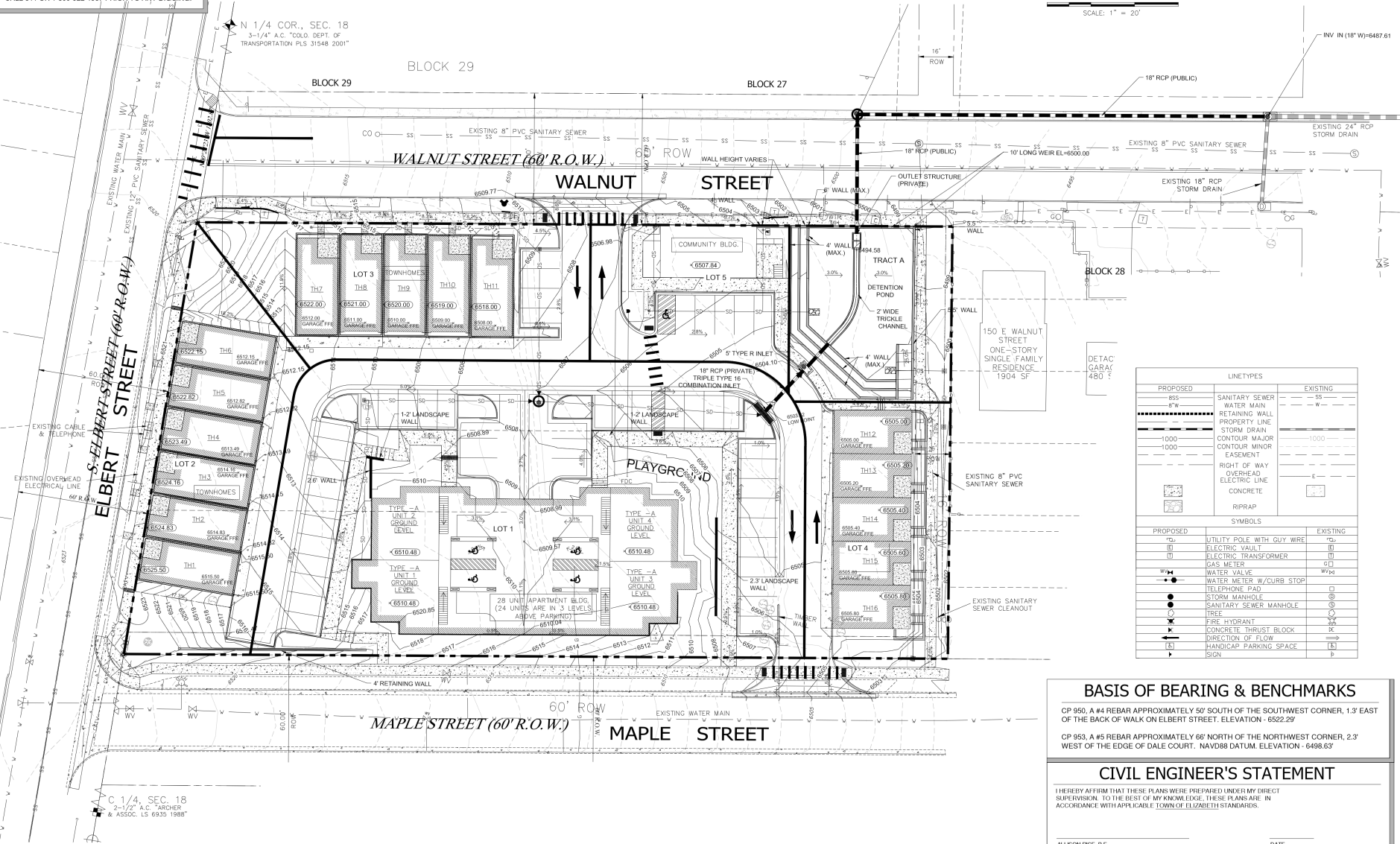
SHEET: 3 OF

UTILITY NOTIFICATION



CALL 811 OR 1-800-922-1987 PRIOR TO ANY DIGGING.

WALNUT GROVE CONSTRUCTION PLANS



PROPOSED		EXISTING	
SS	SANITARY SEWER	SS	SANITARY SEWER
8"	RETAINING WALL	8"	RETAINING WALL
---	PROPERTY LINE	---	PROPERTY LINE
---	STORM DRAIN	---	STORM DRAIN
1000	CONTOUR MAJOR	1000	CONTOUR MAJOR
1000	CONTOUR MINOR	1000	CONTOUR MINOR
---	EASEMENT	---	EASEMENT
---	RIGHT OF WAY	---	RIGHT OF WAY
---	OVERHEAD	---	OVERHEAD
---	ELECTRIC LINE	---	ELECTRIC LINE
---	CONCRETE	---	CONCRETE
---	RIPRAP	---	RIPRAP

SYMBOLS		EXISTING	
U	UTILITY POLE WITH GUY WIRE	U	UTILITY POLE WITH GUY WIRE
E	ELECTRIC VAULT	E	ELECTRIC VAULT
ET	ELECTRIC TRANSFORMER	ET	ELECTRIC TRANSFORMER
G	GAS METER	G	GAS METER
WV	WATER VALVE	WV	WATER VALVE
W	WATER METER W/CURB STOP	W	WATER METER W/CURB STOP
TP	TELEPHONE PAD	TP	TELEPHONE PAD
SM	STORM MANHOLE	SM	STORM MANHOLE
SSM	SANITARY SEWER MANHOLE	SSM	SANITARY SEWER MANHOLE
T	TREE	T	TREE
F	FIRE HYDRANT	F	FIRE HYDRANT
CB	CONCRETE CURB BLOCK	CB	CONCRETE CURB BLOCK
→	DIRECTION OF FLOW	→	DIRECTION OF FLOW
[P]	HANDICAP PARKING SPACE	[P]	HANDICAP PARKING SPACE
▲	SIGN	▲	SIGN

BASIS OF BEARING & BENCHMARKS

CP 950, A #4 REBAR APPROXIMATELY 50' SOUTH OF THE SOUTHWEST CORNER, 1.3' EAST OF THE BACK OF WALK ON ELBERT STREET. ELEVATION - 6522.29'
 CP 953, A #5 REBAR APPROXIMATELY 66' NORTH OF THE NORTHWEST CORNER, 2.3' WEST OF THE EDGE OF DALE COURT. NAVD88 DATUM. ELEVATION - 6498.63'

CIVIL ENGINEER'S STATEMENT

I HEREBY AFFIRM THAT THESE PLANS WERE PREPARED UNDER MY DIRECT SUPERVISION, TO THE BEST OF MY KNOWLEDGE, THESE PLANS ARE IN ACCORDANCE WITH APPLICABLE TOWN OF ELIZABETH STANDARDS.

ALLISON RICE, P.E.
 COLORADO P.E. 39833
 FOR AND ON BEHALF OF VERABEN LLC

VERABEN LLC
 6534 S. WALKER ST., SUITE 164
 CENTENNIAL, CO 80122
 720-845-0634

PREPARED FOR:
 UNBUILDERS
 2200 S JASMINE ST UNIT 109
 DENVER, CO 80222-5708

WALNUT GROVE
 ELIZABETH, COLORADO

JOB NO: 23004
 DESIGN BY: AMR
 DRAWN BY: AMR
 ISSUE DATE: 6/1/2023

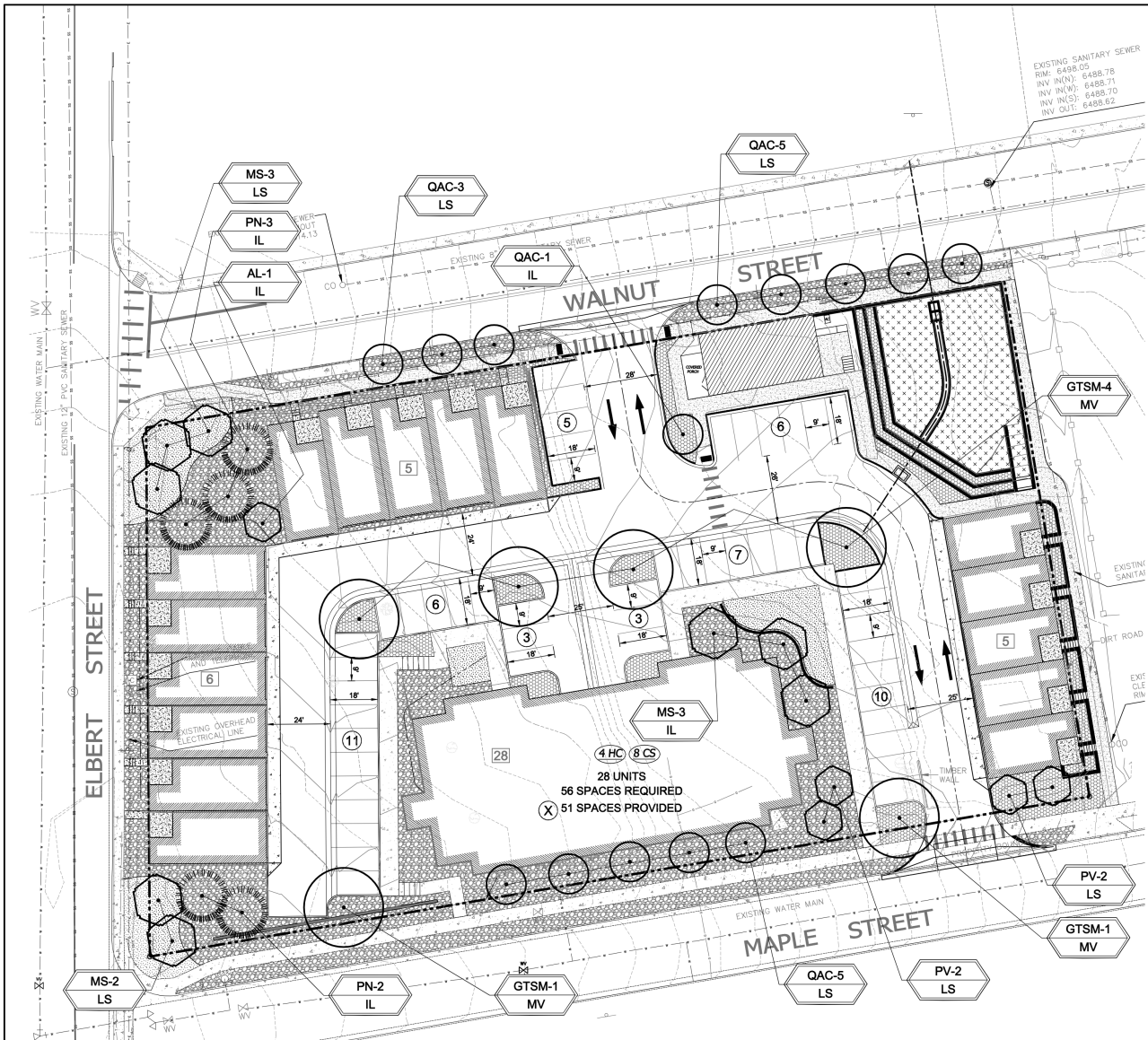
REVISIONS:
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 2) COMMENTS PER FDE (2023 09 11)
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PRELIMINARY
 CONSTRUCTION
 PLANS

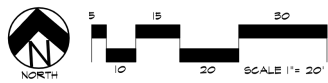
OVERALL
 GRADING PLAN

C3.0

SHEET: 4 OF 27



PRELIMINARY LANDSCAPE PLAN



UTILITIES NOTE
 VERIFY LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES PRIOR TO START OF WORK. CALL 811 FOR UTILITY LOCATES. TREE TRUNK PLACEMENT SHALL BE 6" MINIMUM DISTANCE FROM ANY GAS OR ELECTRIC AND 10" FROM GAS MAINS LATER THAN 18" FOR SANITARY SEWERS AND WATER MAINS. TREES SHALL NOT BE LOCATED WITHIN EASEMENTS AND WITHIN 10' OF ANY MAINLINE. ANY CONTACT BETWEEN TREE LOCATIONS AND UTILITIES SHOWN ON PLANS SHALL BE RESOLVED WITH GENERAL CONTRACTOR PRIOR TO INSTALLATION. ALL ELECTRICAL WALKS AND TRANSFORMERS SHALL BE SET CLEAR FROM PLANT MATERIAL PER COLORADO SPRINGS UTILITIES GUIDELINES. LANDSCAPING AROUND ELECTRICAL EQUIPMENT - SEE CO GRASS SPURNS UTILITIES CONSTRUCTION STANDARD DRAWINGS 18-360 FOR SPECIFIC CLEARANCE REQUIREMENTS. ALL SHRUBS TO BE LOCATED 2' CLEAR OF ALL FIRE HYDRANTS AT MATURE SIZE.

LANDSCAPE CODE NOTE
 LANDSCAPE SETBACK (LS): 10' SETBACK REQUIRED/PROVIDED
 1 TREE PER 40 LF WALNUT STREET - 8 TREES REQUIRED/PROVIDED, MAPLE STREET - 9 REQ/PROVIDED, ELBERT STREET - 93 REQ/PROVIDED
 PARKING LOT (MV): 1 TREE PER ISLAND AND 4 SHRUBS - 6 TREES REQ/PROVIDED
 INTERNAL LANDSCAPE (IL): 1 TREE AND 5 SHRUBS PER 1,000 SF OF LANDSCAPE AREAS - 11 TREES REQ/10 PROVIDED
 INTERNAL LANDSCAPE: 15% OF GROSS PROPERTY REQUIRED: 10,245 SF REQUIRED / 15,804 SF PROVIDED

PLANT NOTE
 SHRUBS, ORNAMENTAL GRASS, AND PERENNIALS WILL BE INCLUDED WITH THE FINAL LANDSCAPE PLAN PER TOWN MUNICIPAL CODE.

PLANT SCHEDULE

Symbol	Abbr.	Quantity	Botanical Name	Common Name	Key from Mature App. B. Size	Planting Size
EVERGREEN TREES:						
⊙	PH	5	<i>Pinus nigra</i>	Austrian Pine	20678A	20'x45'
DECIDUOUS TREES:						
⊙	GTSM	8	<i>Quercus macrocarpa</i>	Shademaster Homestead	AD	32'x30'
⊙	MS	8	<i>Malus Spring Snow</i>	Spring Snow Crabapple	4918	12'x12'
⊙	PN	5	<i>Prunus nigra</i>	Prunus nigra	1248785A	12'x12'
⊙	QAC	14	<i>Quercus alba</i>	Q. robur Cincinnati	AD	12' x 4-6'
PERCENT SIGNATURE TREES REQUIRED: 90% TOTAL NO. OF TREES SIGNATURE TREES: 100% SIGNATURE TREES						
EVERGREEN SHRUBS:						
⊙	JCS	0	<i>Juniperus chinensis</i>	Spartan Juniper	DA	3-4' x 12-18"
⊙	JH	0	<i>Juniperus horizontalis</i>	Arctic Juniper	DA	2-4' x 3-6"
⊙	JH	0	<i>Juniperus horizontalis</i>	Blue Rug Juniper	DA	6-8' x 4-8"
DECIDUOUS SHRUBS:						
⊙	CS	0	<i>Cornus alternifolia</i>	Red Twig Dogwood	4073	6-10' x 6-10"
⊙	FN	0	<i>Forbesia speciosa</i>	Forbesia	1450A	6-12' x 4-12"
⊙	FR	0	<i>Rosa carolina</i>	Rose of Sharon	DA	6-7' x 3-7"
⊙	FR	0	<i>Rosa blanda</i>	Blended Rose	40878A	3-4' x 3-4"
⊙	PR	0	<i>Prunus besseyi</i>	Western Sand Cherry	1245A	5-6' x 2-6"
⊙	SP	0	<i>Spirea vanhouttei</i>	Common Spirea	DA	3-4' x 2-4"
⊙	SP	0	<i>Spirea japonica</i>	Japanese Spirea	SA	1-2' x 1-2"
PERCENT SIGNATURE SHRUBS REQUIRED: 90% TOTAL NO. OF SHRUBS SIGNATURE SHRUBS: 100% SIGNATURE SHRUBS						
ORNAMENTAL GRASSES AND PERENNIALS:						
⊙	CA	0	<i>Chlorophytum comosum</i>	Spider Plant	A	1-2' x 2'
⊙	SSB	0	<i>Stylidium lineare</i>	Stylidium	1235D	2-2' x 2-2'
⊙	SAL	0	<i>Salvia nemorosa</i>	May Night Salvia	DA	24 x 24"

NOTE: QUANTITIES SHOWN IN SCHEDULE ARE FOR CONVENIENCE ONLY. CONTRACTOR IS RESPONSIBLE FOR INSTALLING ALL MATERIALS PER PLAN.

GROUND COVER LEGEND

SYMBOL	DESCRIPTION	APPROX. SF
[Pattern]	Kentucky Bluegrass Sod	
[Pattern]	Irrigated Seed Grass Mix 'C' Submit sample/spec prior to ordering material	
[Pattern]	Denver Granite Decorative Rock: 3/4" Diameter (with weed barrier) Submit sample/spec prior to ordering material	
[Pattern]	Canyon Swift Rock: 4-8" Diameter (with weed barrier) Submit sample/spec prior to ordering material	
[Pattern]	Synthetic Grass for dog areas: Refer to Detail Submit sample/spec prior to ordering material	
[Pattern]	4-8" Dia. Arkansas Tan Cobble Edge between rock types	
[Pattern]	Steel Edge	
[Pattern]	Remove All Existing Siberian Elm Tree	

NOTE: QUANTITIES SHOWN IN SCHEDULE ARE FOR CONVENIENCE ONLY. CONTRACTOR IS RESPONSIBLE FOR INSTALLING ALL MATERIALS PER PLAN.

GRADE NOTE
 GRADE SHALL BE ESTABLISHED BASED ON GRADING PLAN BY OTHERS, AND FOR LANDSCAPE MATERIALS PER PLAN. FINAL SOLI GRADE FOR 6" DIA. ROCK AREAS SHALL BE 6" BELOW TOP OF BEDDING/CONCRETE. AT ALL OTHER ROCK AREAS GRADE SHALL BE 2" BELOW BEDDING/CONCRETE. AT DOGGED AREAS GRADE SHALL BE 1" BELOW TOP OF BEDDING/CONCRETE.

DOCUMENT NOTE
 IRRESPECTIVE OF ANY OTHER TERM IN THIS DOCUMENT, LANDSCAPE ARCHITECT SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, SCHEDULES OR PROCEDURES, OR FOR ANY OTHER RELATED MATTER. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR OBTAINING ALL NECESSARY INFORMATION TO COMPLETE THEIR WORK OR SERVICES IN ACCORDANCE WITH LANDSCAPE ARCHITECT'S DOCUMENTS.

HIGHER GROUND DESIGNS, INC.
 LANDSCAPE ARCHITECTURE, PLANNING & IRRIGATION DESIGN
 8330 NORTH ACADEMY BLVD., STE. 207
 COLORADO SPRINGS, CO 80918
 PHONE: 719.536.1122
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WALNUT GROVE
 TOWN OF ELIZABETH, CO

THESE DRAWINGS ARE THE PROPERTY OF HIGHER GROUND DESIGNS, INC. AND ARE NOT TO BE REPRODUCED OR USED FOR ANY OTHER PURPOSE WITHOUT WRITTEN AUTHORIZATION BY HIGHER GROUND DESIGNS, INC.

PREPARED FOR:

CITY STAMP

JOB NUMBER: 1139-23

REVISIONS:

ORIGINAL DATE: 6-2-23

DRAWN BY: JM

DESCRIPTION: PRELIM LANDSCAPE PLAN

SHEET NO. L1.1

LAYOUT NOTE

CONTRACTOR IS RESPONSIBLE FOR INSTALLING ALL LANDSCAPE SHOWN ON THIS PLAN. ANY DEVIATIONS FROM THIS PLAN ARE TO BE APPROVED BY OWNER'S REPRESENTATIVE OR LANDSCAPE ARCHITECT. DEVIATIONS FROM THE APPROVED PLAN MAY REQUIRE APPROVAL BY THE TOWN OF ELIZABETH PLANNING AND OWNER REPRESENTATIVE.

INSTALLATION NOTES

REMOVE EXISTING TREES, DEBRIS AND WEEDS FROM SITE PRIOR TO CONSTRUCTION (AS SHOWN PER PLAN).

LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING THE SITE DURING CONSTRUCTION. WEEDS AND TRASH SHALL BE REMOVED DAILY AS REQUIRED.

EXISTING TOPSOIL TO BE STOCKPILED ON-SITE AND USED DURING CONSTRUCTION TO ESTABLISH GRADES WITHIN LANDSCAPE AREAS AS SHOWN PER PLAN.

CONTRACTOR SHALL REFER TO ASSOCIATED LANDSCAPE CONTRACTORS OF COLORADO HANDBOOK (ALCC), 2007 REVISED EDITION FOR ALL CONSTRUCTION FOR THIS SITE. CONTACT OWNER/LANDSCAPE ARCHITECT FOR QUESTIONS.

QUANTITIES SHOWN IN PLANT SCHEDULE ARE FOR CONVENIENCE ONLY. CONTRACTOR IS RESPONSIBLE FOR INSTALLING ALL PLANT MATERIAL PER PLAN.

LANDSCAPE ARCHITECT SHALL HAVE OPPORTUNITY TO INSPECT AND APPROVE ALL TREES AND ALL 1-1/2 GALLON MATERIAL AT JOB SITE PRIOR TO PLANTING, INCLUDING PLACEMENT INSPECTION.

STEEL EDGING TO BE GREEN PRO-STEEL (18" x 4" x 1/2") WITH STAKES OR APPROVED EQUAL. EDGING TO BE EXPOSED 12" MAXIMUM ABOVE FINISHED GRADES. INSTALL PER MANUFACTURE RECOMMENDATIONS. SEE PLAN FOR EDGING LOCATIONS.

ALL ROCK COVER AREAS ONLY TO BE PREPARED WITH 3 OZ PROFESSIONAL GRADE POLYSPUN WEED BARRIER WITH STAPLES AT 5' O.C. FABRIC SEAMS TO BE OVERLAPPED 6" MIN. AND SECURED WITH STAPLES.

GROUND COVER SHALL BE CONTINUOUS UNDER ALL SHRUBS THROUGHOUT PROJECT SITE. REFER TO PLANTING DETAILS.

TREES AND SHRUBS TO RECEIVE ORGANIC MULCH PER DETAILS, INCLUDING ROCK AREAS-SEE DETAILS, UNLESS OTHERWISE SPECIFIED. ORGANIC MULCH TO BE CASCADE CEDAR WITH NO LANDSCAPE FABRIC 4" DEPTH.

DO NOT PLANT SHRUBS OR TREES OF INCOMPATIBLE WATER REQUIREMENTS IMMEDIATELY ADJACENT (MINIMUM 5') TO ONE ANOTHER.

PLANT BACKFILL SHALL BE 70% NATIVE ON-SITE SOIL, AND 30% BRENW-GRO BIODOMP CLASS 1 (OR CITY APPROVED EQUAL).

A REPRESENTATIVE SAMPLE OF THE BOTANICAL NAME TAGS, FURNISHED BY THE NURSERY STOCK PROVIDER SHALL REMAIN ATTACHED TO THE PLANTS UNTIL FINAL INSPECTION.

LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE ARCHITECT IF STORM DRAINAGE FROM ADJACENT LANDSCAPE AREAS OR BUILDING DOWNSPOUTS WILL ADVERSELY AFFECT LANDSCAPE AREAS PER THE PLAN.

PRIOR TO INSTALLING PLANTS OR GROUND COVER BROADCAST (PLANT SAFE) PREEN WEED PRE-EMERGENT, OR APPROVED EQUAL, IN ALL PLANTING AREAS PER MANUFACTURE RECOMMENDATIONS. www.preen.com

SEEDING NOTES

SEED MIX 'A': NATIVE SEED TO BE EL PASO COUNTY 'A' PURPOSE FOR UPLAND MIX (OR APPROVED EQUAL). REFER TO CHART. SEED TO BE APPLIED USING DRILL SEED PROCESS OR HYDRO-SEED PROCESS. HAND BROADCAST IN AREAS NOT ACCESSIBLE WITH EQUIPMENT. SOIL SHALL BE AMENDED BRENW-GRO BIODOMP CLASS 1 (OR CITY APPROVED EQUAL) AT 3 CY/1000 SQ FT FILLED INTO TOP 4" OF SOIL PRIOR TO SEEDING. CONTACT PAINTER/BUTLER FOR CURRENT SEED MIX SEEDING RATES ARE NOTED IN CHART.

DEPENDENT ON WEATHER. SEED SHALL BE INSTALLED WITHIN THE FOLLOWING TIME FRAMES: SEPTEMBER 1 UNTIL CONSISTENT GROUND FREEZE FOR SPRING ESTABLISHMENT (DORMANT SEEDING); SPRING THAW UNTIL JUNE 1 FOR SPRING AND SUMMER ESTABLISHMENT (ACTIVE SEEDING).

FOR HYDRO-SEEDING ALL SEEDED AREAS SHALL RECEIVE NOT LESS THAN 1 TON PER ACRE (2000 LBS) OF VIRGIN WOOD CELLULOSE HYDRO-MULCH AND 100 LBS PER ACRE OF ORGANIC TACKIFIER.

SEEDED LANDSCAPE AREAS SHALL HAVE NO BARE AREAS LARGER THAN SIX (6) SQUARE INCHES 15 DAYS AFTER GERMINATION.

DRILL SEEDING: SEEDING EQUIPMENT USED FOR APPLYING SEED MIXTURES SHALL BE DESIGNED, MODIFIED OR EQUIPPED TO REGULATE THE APPLICATION RATE AND PLANTING DEPTH OF THE SEED MIXTURE. SEED SHALL BE UNIFORMLY DISTRIBUTED IN THE DRILL HOPPER DURING THE DRILLING OPERATION. A RANGE AND DRILL CAPABLE OF MIXING DIFFERENT SIZES AND WEIGHTS OF SEEDS SHALL BE USED. THE DRILL SHALL BE EQUIPPED WITH DOUBLE DISK FURROW OPENERS, DEPTH BANDS, PRESS WHEELS OR CRAIG CHAINS.

THE SEED SHALL BE DRILLED APPROXIMATELY 1/2" INCH BELOW THE SOIL SURFACE. HALF OF THE TOTAL RATE OF SEED APPLICATION SHALL BE DRILLED IN 1 DIRECTION, WITH THE REMAINDER OF THE SEED RATE DRILLED AT 90 DEGREES FROM THE FIRST DIRECTION. DO NOT DRILL OR SOW SEED DURING HIGH WINDS OR WHEN THE GROUND IS FROZEN OR OTHERWISE UNABLE TO BE WORKED.

ALL SEEDED AREAS LESS THAN 3:1 SHALL RECEIVE NO LESS THAN 2 TONS PER ACRE (400 LBS) OF CERTIFIED WEED FREE STRAW MULCH. STRAW MULCH SHALL BE APPLIED IN A UNIFORM MANNER BY MULCH SPREADER OR BY HAND. STRAW MULCH SHALL BE CRIMPED OR ANCHORED INTO THE SEEDBED IMMEDIATELY FOLLOWING SPREADING BY USING A MULCH TILLER (CRIMPER). MULCH TILLERS SHALL HAVE ROUND, NOTCHED-BLADES SPACED 8-INCHES APART (MIN.) AND SHALL HAVE SUFFICIENT WEIGHT TO FORCE THE VEGETATIVE MULCH A MINIMUM DEPTH OF 3-INCHES INTO THE SOIL. ALL MULCH TILLING SHALL BE DONE PERPENDICULAR TO THE FLOW-LINE OF THE SLOPE (ALONG CONTOURS). HAND CRIMPING SHALL BE PERFORMED ON AREAS WHERE MECHANICAL METHODS CANNOT BE USED.

MULCH SHALL BE APPLIED TO SEEDED AREAS (INCLUDING DAMP GROUND) WITHIN 24 HOURS FOLLOWING THE COMPLETION OF SEEDING OPERATIONS FOR THE AREA. MULCHING SHALL NOT BE PERFORMED DURING ADVERSE WEATHER CONDITIONS OR WHEN WIND PREVENTS UNIFORM DISTRIBUTION. APPLICATION SHALL BE IN A MANNER TO NOT SERIOUSLY DISTURB THE SEEDBED SURFACE.

LONG-TERM MAINTENANCE NOTE

ON-GOING MAINTENANCE DURING CONSTRUCTION:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ON-GOING MAINTENANCE OF ALL COMPLETED LANDSCAPE AND IRRIGATION WORK AS DEFINED UNDER CONTRACT WITH OWNER.

BEGIN MAINTENANCE IMMEDIATELY AFTER PLANTING AND CONTINUE UNTIL LANDSCAPE WORK IS COMPLETED, ACCEPTED BY OWNER, AND IF REQUESTED A FORMAL MAINTENANCE PERIOD IS INITIATED. MAINTAIN LAWN BY WATERING, FERTILIZING, WEEDING, MOWING, TRIMMING AND OTHER OPERATIONS SUCH AS ROLLING, REGARDING, REPLANTING AS REQUIRED THROUGH CONSTRUCTION PERIOD. REMOVAL WITH NEW MULCH IN AREAS WHERE MULCH HAS BEEN DISTURBED BY CONSTRUCTION OPERATIONS SUFFICIENTLY TO NULLIFY ITS PURPOSE. CONTRACTOR SHALL REPAIR SEEDS DAMAGED BY TRAFFIC AND/OR VANDALISM DURING THE CONSTRUCTION PERIOD.

IF THE IRRIGATION SYSTEM IS NOT AVAILABLE FOR PROPER WATERING AT THE TIME OF INSTALLATION, PROVIDE AND MAINTAIN TEMPORARY PIPING, HOSES, AND LAWN WATERING EQUIPMENT AS REQUIRED TO CONVEY WATER FROM SOURCES AND TO KEEP THE LAWN AREAS UNIFORMLY MOIST AS REQUIRED FOR PROPER GROWTH. FAILURE OF THE IRRIGATION SYSTEM SHALL NOT RELIEVE THE INSTALLER OF THE RESPONSIBILITY TO PROVIDE THE REQUIRED WATER. COORDINATE WITH OWNER.

ONE-YEAR WARRANTY
AS AGREED WITH OWNER CONTRACTOR SHALL PROVIDE ONE-YEAR WARRANTY ON ALL PLANT MATERIAL, GRASSES AND IRRIGATION SYSTEM. REPLACEMENT OF DEAD, DISEASED OR SUBSTANTIALLY DAMAGED PLANT MATERIALS SHALL BE OF THE SAME OR SIMILAR TYPE AS SET FORTH IN THE LANDSCAPE PLAN. REPLACEMENT SHALL BE MADE IN A TIME PERIOD NOT EXCEEDING 15 DAYS. PLANT MATERIAL, NEEDING REPLACEMENT DURING WINTER MONTHS SHALL BE REPLACED AT THE START OF THE NEXT GROWING SEASON.

THE OWNER OF THIS PROPERTY AND ANY FUTURE OWNERS SHALL BE RESPONSIBLE FOR THE PROPER LANDSCAPE AND IRRIGATION SYSTEM MAINTENANCE OF THIS SITE AND ANY RIGHT-OF-WAY AREAS BETWEEN THE CURB AND PROPERTY BOUNDARIES OF THIS SITE. MAINTENANCE OF THIS INCLUDES, BUT IS NOT LIMITED TO, RIGHT OF WAY STREET TREES, IRRIGATION INSPECTIONS AND ADJUSTMENTS, IRRIGATION SYSTEM SHUT DOWN AND START UP, IRRIGATION LEAK REPAIR, LANDSCAPE WELDING, MOWING, SEEDING, FERTILIZING, WOOD MULCH AND ROCK ADDITIONS, PRUNING AND PLANT MATERIAL REPLACEMENTS. ALL MAINTENANCE SHALL BE DONE IN ACCORDANCE WITH THE ALCC SPECIFICATIONS HANDBOOK REV EDITION 2007. OWNER SHOULD CONTACT LANDSCAPE CONTRACTOR OR LANDSCAPE ARCHITECT REGARDING ANY QUESTIONS RELATED TO THE LANDSCAPE OR IRRIGATION SYSTEM.

GENERAL SITE NOTES

1. CONTRACTOR RESPONSIBLE FOR COORDINATING AND INSTALLING ALL SLEEVING REQUIRED FOR SITE CONSTRUCTION INCLUDING BUT NOT LIMITED TO DRAINAGE, IRRIGATION, LIGHTING, AND ELECTRICAL. COORDINATE WITH GENERAL CONTRACTOR.
2. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES, AS SHOWN ON THESE PLANS, IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 48 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY TREATMENT LOCATION AND ELEVATIONS, ESPECIALLY AT CONNECTION POINTS AND AT POTENTIAL UTILITY CONFLICTS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES THAT CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FOR ALL APPLICABLE AGENCIES.
4. ALL MATERIALS, WORKMANSHIP, AND CONSTRUCTION OF PUBLIC IMPROVEMENTS SHALL MEET OR EXCEED THE STANDARDS AND SPECIFICATIONS SET FORTH IN LOCAL CODES, STANDARDS AND SPECIFICATIONS AND APPLICABLE STATE AND FEDERAL REGULATIONS. WHERE THERE IS CONFLICT BETWEEN THESE PLANS AND THE SPECIFICATIONS OR AN APPLICABLE STANDARD, THE HIGHER QUALITY STANDARD SHALL APPLY. ALL WORK SHALL BE INSPECTED AND APPROVED BY THE APPROPRIATE GOVERNING AGENCIES.
5. THE CONTRACTOR SHALL HAVE ONE (1) SIGNED COPY OF THE APPROVED CONSTRUCTION DOCUMENTS, ONE (1) COPY OF THE APPROPRIATE STANDARDS AND SPECIFICATIONS, AND A COPY OF ANY PERMITS AND EXTENSION AGREEMENTS NEEDED FOR THE JOB ON-SITE AT ALL TIMES.
6. ALL REFERENCES TO ANY PUBLISHED STANDARDS SHALL REFER TO THE LATEST REVISION OF SAID STANDARD, UNLESS SPECIFICALLY STATED OTHERWISE.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING ROADWAYS FREE AND CLEAR OF ALL CONSTRUCTION DEBRIS TRACKED FROM THE SITE.

NATIVE GRASS MANAGEMENT NOTE

ON-GOING MAINTENANCE RECOMMENDATIONS FOR NATIVE GRASS

WELL ESTABLISHED SEEDED LAWN SHALL BE A HEALTHY, WELL-ROOTED, EVEN-COLORED, AND FREE OF WEEDS, BARE AREAS, AND SURFACE IRREGULARITIES.

THE MATURE HEIGHT OF NATIVE GRASS IS EXPECTED TO BE MAINTAINED AT ABOUT 6" HIGH AND MOVED TO 3" ONCE ANNUALLY IN THE LATE WINTER OR EARLY SPRING, AND IRRIGATED ON REDUCED WATER SCHEDULE.

THE SUCCESS OF PERMANENT NATIVE GRASS SEEDING CAN RARELY BE EVALUATED ACCURATELY PRIOR TO THE END OF ITS SECOND FULL GROWING SEASON. SEEDING SUCCESS DEPENDS UPON CONTROLS OF WEED COMPETITION DURING THE FIRST TWO GROWING SEASONS. IN ADDITION, THE SITE SHOULD BE MONITORED ANNUALLY FOR UNDESIRABLE PLANT SPECIES.

THE SITE SHOULD BE MONITORED FOR UNDESIRABLE PLANT SPECIES. IF WEED CONTROL NEEDS TO BE PERFORMED DURING THE FIRST YEAR OF PLANT GROWTH, UTILIZE ONE OF TWO METHODS. REGARDLESS OF WHICH METHOD OF WEED CONTROL IS USED, COMPLETE BEFORE FLOWERING OF WEED SEED HEADS. SINCE WEED SPECIES MAY DEVELOP MATURE SEED HEADS AT DIFFERENT TIME OF THE GROWING SEASON, WEED CONTROL EFFORTS WILL BE REQUIRED.

1. HAND PULL NOXIOUS WEEDS, REMOVING AS MUCH OF THE ROOT SYSTEM AS POSSIBLE.
2. USE WEED EATERS TO SELECTIVELY CUT OFF THE SEED HEADS OF NOXIOUS WEEDS. USE SELECTIVE BROADLEAF HERBICIDE SUCH AS 2,4-D WITH A BACKPACK SPRAYER OR WICK APPLICATOR. BE CAREFUL NOT TO APPLY HERBICIDE ON MORE THAN ONE SQUARE FOOT IN ANY GIVEN AREA. CONTRACTOR TO NOTIFY OWNER'S AUTHORIZED REPRESENTATIVE OF ANY SUSPECTED SOIL PROBLEMS AT THE END OF THE FIRST GROWING SEASON. BROADBAND APPLICATIONS OF HERBICIDE CAN BE COMPLETED AFTER NATIVE GRASS SPECIES REACH MATURITY HEIGHT.

SLOPE STABILIZATION

LANDSCAPE CONTRACTOR TO PROVIDE EROSION CONTROL BLANKETS OR EQUAL ON SEEDED SLOPES 3:1 AND STEEPER. BLANKETS TO BE SECURED TO SLOPE PER MANUFACTURE RECOMMENDATIONS FIELD VERIFY SLOPES.

EROSION CONTROL BLANKET SHALL CONSIST OF 100% AGRICULTURAL STRAW BLANKET WITH PHOTODEGRADABLE NETTING ON BOTH SIDES.

PLANTING AREA SOIL PREP NOTES

FOR ALL PLANTING AREAS SOIL PREPARATION FOR UNDISTURBED OR COMPACTED AREAS:

- A. RIP EXISTING SOIL TO A DEPTH OF NINE (9) INCHES MINIMUM IN ONE DIRECTION USING AN AGRICULTURAL RIPPER WITH TEETH SPACED NO FURTHER THAN EIGHTEEN (18) INCHES APART OR TILL TO 10" DEPTH. AREAS ADJACENT TO WALKS, STRUCTURES, CURBS, ETC., WHERE THE USE OF LARGE MECHANICAL EQUIPMENT IS DIFFICULT SHALL BE WORKED WITH SMALLER EQUIPMENT OR BY HAND.
- B. REMOVE ALL RUBBLE, STONES AND EXTRANEOUS MATERIAL OVER TWO (2) INCHES IN DIAMETER FROM THE SITE.
- C. FOR TREE LOCATIONS REMOVE AND REPLACE EXISTING SOIL TO 30" DEPTH. IF CLAY OR SAND REPLACE WITH GRADE B TOPSOIL.

FIRE SIGNAGE NOTE

ANY VEGETATION THAT MAY GROW TO OR IMMEDIATELY OBSTRUCT ANY FIRE LANE SIGNAGE WILL BE PLANTED IN SUCH A WAY TO PREVENT ANY FUTURE OBSTRUCTION OF SUCH SIGNAGE.

GRADING AND DRAINAGE NOTE

EXISTING GRADING AND DRAINAGE SHOULD BE MAINTAINED AND IS BY OTHERS. ALL GRADES SHOULD SLOPE MINIMUM AWAY FROM ALL BUILDING FOUNDATION. PRIOR TO, OR DURING CONSTRUCTION IF DRAINAGE PROBLEMS ARE IDENTIFIED CONTACT LANDSCAPE ARCHITECT AND CEASE WORK UNTIL A SOLUTION IS AGREED TO BY ALL PARTIES. HCD, INC. PREPARED THIS LANDSCAPE PLAN BASED ON EXISTING FIELD CONDITIONS AND IS NOT RESPONSIBLE FOR ANY DAMAGE TO BUILDING AND/OR SITE DUE TO IMPROPER GRADING AND/OR DRAINAGE.

UTILITIES NOTE

VERIFY LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES PRIOR TO START OF WORK. CALL 811 FOR UTILITY LOCATOR. TREE TRUNK PLACEMENT SHALL BE MINIMUM DISTANCE FROM ANY GAS OR ELECTRIC AND 10' FROM SANI MANHOLETS AT TOP. FOR SANITARY SEWER AND WATER MAINS TREES SHALL NOT BE LOCATED WITHIN EASEMENTS AND WITHIN 10' OF ANY MANHOLE. ANY CONFLICT BETWEEN TREE LOCATIONS AND UTILITIES SHOWN ON PLANS SHALL BE RESOLVED WITH GENERAL CONTRACTOR PRIOR TO STARTING. ALL ELECTRICAL WALKS AND TRANSFORMERS SHALL BE SET CLEAR FROM PLANT MATERIAL PER COLORADO SPRINGS UTILITIES GUIDELINES LANDSCAPING AROUND ELECTRICAL EQUIPMENT. SEE CO GRAND SPRINGS UTILITIES CONSTRUCTION STANDARD DRAINAGE 18-00 FOR SPECIFIC CLEARANCE REQUIREMENTS. ALL SHRUBS TO BE LOCATED 2' CLEAR OF ALL FIRE HYDRANTS AT MATURE SIZE.

DOCUMENT NOTE

RESPECTIVE OF ANY OTHER ITEM IN THIS DOCUMENT, LANDSCAPE ARCHITECT SHALL NOT CONTROL OR BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHOD, TECHNIQUE, SEQUENCE, ORIGIN, ORIGINATOR, OR CONSTRUCTION SCHEDULE OR ANY OTHER RELATED MATTER, OR FOR ANY OTHER PARTY'S ORDER OR DECISION OR FOR ANY OTHER PARTY FAILURE TO COMPLETE THEIR WORK OR SERVICES IN ACCORDANCE WITH LANDSCAPE ARCHITECT'S DOCUMENTS.

HIGHER GROUND DESIGNS, INC.
LANDSCAPE ARCHITECTURE, PLANNING & IRRIGATION DESIGN
8530 NORTH ACADEMY BLVD., STE. 207
COLORADO SPRINGS, CO 80918
PHONE: 719.594.1121
FAX: 719.594.1121



THESE DRAWINGS ARE THE PROPERTY OF HIGHER GROUND DESIGNS, INC. AND ARE TO BE USED FOR ANY OTHER PURPOSE WITHOUT WRITTEN AUTHORIZATION BY HIGHER GROUND DESIGNS, INC.

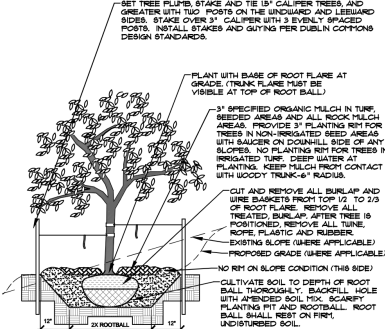
WALNUT GROVE
TOWN OF ELIZABETH, CO

PREPARED FOR:

CITY STAMP	JOB NUMBER	1139-23
	REVISIONS	
	ORIGINAL DATE	6-2-23
	DESIGNER	DRAWN BY JM
	DESCRIPTION	LANDSCAPE NOTES
SHEET NO.	L.12	

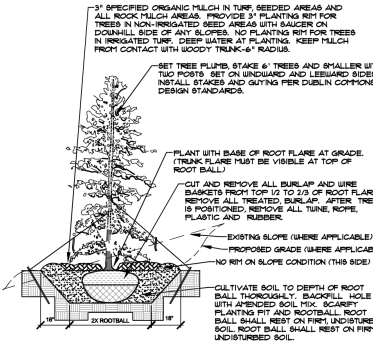


- NOTES:**
- MARK NORTH SIDE OF TREE AT NURSERY AND ALIGN TREE TO NORTH WHEN PLANTING.
 - DO NOT REMOVE OR CUT LEADER.
 - PRUNE ONLY DEAD, BROKEN, CROSSING OR LEAK BRANCHES (OR NARROW CROTCHES) IMMEDIATELY PRIOR TO PLANTING. DO NOT REMOVE TERMINAL BUDS THAT EXTEND TO TREE CROWN.
 - NO STRUCTURAL PRUNING OF TREE UNTIL AFTER ESTABLISHMENT PERIOD (2 GROUND SEASONS).
 - REMOVE ANY DOUBLE LEADER UNLESS OTHERWISE DIRECTED BY OWNER'S REPRESENTATIVE.
 - KEEP PLANTS MOIST AND SHADED UNTIL PLANTING. AVOID FULL PLANTING IF POSSIBLE.
 - AMENDED BACKFILL SHALL BE 10% SOIL FROM PLANTING PIT AND 30% ORGANIC MATERIAL.
 - UNLAY TRUNK ON EXPOSED SITE OR SPECIES WITH THIN BARK USE ELECTRICAL TAPE NOT TUNE WRAP OCTOBER 8 AND REMOVE BY MARCH 3.
 - DO NOT FERTILIZE TREE DURING THE FIRST GROUND SEASON.
 - COORDINATE WITH CITY FORESTRY FOR CURRENT INSECT & DISEASE RECOMMENDATIONS PRIOR TO PLANTING.



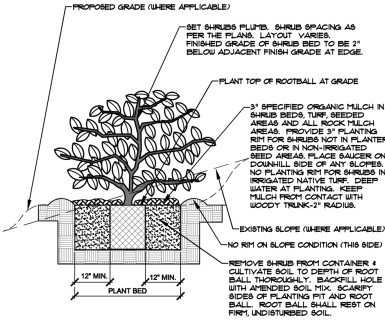
B DECIDUOUS TREE PLANTING DETAIL
NOT TO SCALE

- NOTES:**
- MARK NORTH SIDE OF TREE AT NURSERY AND ALIGN TREE TO NORTH WHEN PLANTING.
 - DO NOT REMOVE OR CUT LEADER.
 - PRUNE ONLY DEAD OR BROKEN BRANCHES IMMEDIATELY PRIOR TO PLANTING.
 - REMOVE ANY DOUBLE LEADER UNLESS OTHERWISE DIRECTED BY OWNER'S REPRESENTATIVE.
 - KEEP PLANTS MOIST AND SHADED UNTIL PLANTING.
 - AMENDED BACKFILL SHALL BE 10% SOIL FROM PLANTING PIT AND 30% ORGANIC MATERIAL.
 - FINE AND SPRUCE TREES TO BE IRRIGATED FOR 100% BARK RETENTION PRIOR TO PLANTING.
 - SEE CONSTRUCTION STANDARD DRAWING 18-00 FOR SPECIFIC CLEARANCE REQUIREMENTS. ALL SHRUBS TO BE LOCATED 2' CLEAR OF ALL UTILITIES AT MATURE SIZE.



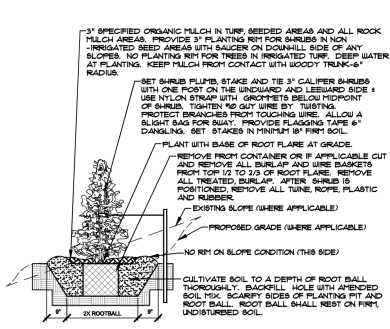
C EVERGREEN TREE PLANTING DETAIL
NOT TO SCALE

- NOTES:**
- PRUNE ONLY DEAD OR BROKEN BRANCHES IMMEDIATELY PRIOR TO PLANTING.
 - KEEP PLANTS MOIST AND SHADED UNTIL PLANTING.
 - DO NOT FERTILIZE FOR AT LEAST ONE GROUND SEASON.
 - AMENDED BACKFILL SHALL BE 10% SOIL FROM PLANTING PIT AND 30% ORGANIC MATERIAL.
 - FOR ROOT BND AT BOTTOM OF BALL, SPLIT ROOT BALL VERTICALLY FROM BOTTOM HALFWAY TO TOP. SPREAD THE TWO HALVES OVER A POUND OF SOIL IN PLANTING PIT.
 - FOR POT BOUND PLANTS ONLY: MAKE 4-5 VERTICAL CUTS IN ROOT BALL 1" DEEP. PLANT IMMEDIATELY.



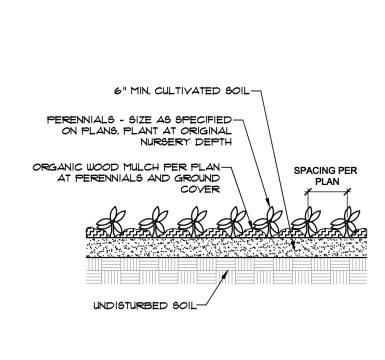
D SHRUB PLANTING DETAIL
NOT TO SCALE

- NOTES:**
- DO NOT REMOVE OR CUT LEADER.
 - PRUNE ONLY DEAD OR BROKEN BRANCHES IMMEDIATELY PRIOR TO PLANTING.
 - REMOVE ANY DOUBLE LEADER UNLESS OTHERWISE DIRECTED BY OWNER'S REPRESENTATIVE.
 - KEEP PLANTS MOIST AND SHADED UNTIL PLANTING.
 - AMENDED BACKFILL SHALL BE 10% SOIL FROM PLANTING PIT AND 30% ORGANIC MATERIAL.
 - FOR ROOT BND AT BOTTOM OF BALL, SPLIT ROOT BALL VERTICALLY FROM BOTTOM HALFWAY TO TOP. SPREAD THE TWO HALVES OVER A POUND OF SOIL IN PLANTING PIT.
 - FOR POT BOUND PLANTS ONLY: MAKE 4-5 VERTICAL CUTS IN ROOT BALL 1" DEEP. PLANT IMMEDIATELY.
 - CONTAINER PLANTS ONLY.



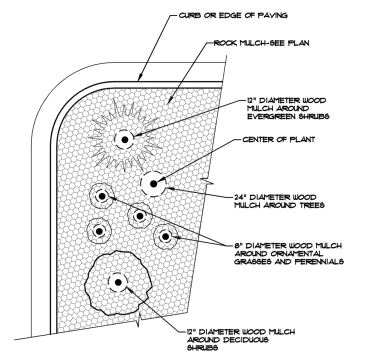
E UPRIGHT EVERGREEN SHRUB PLANTING DETAIL
NOT TO SCALE

- NOTES:**
- PLANT GROUND COVER AND PERENNIALS LEVEL AT GRADE.
 - SOIL TO BE WELL CULTIVATED TO A MINIMUM DEPTH OF 6".
 - KEEP PLANTS MOIST AND SHADED UNTIL PLANTED.
 - AMENDED BACKFILL SHALL BE 30% COMPOST AND 70% NATIVE SOIL.
 - PRUNE ALL DEAD OR BROKEN PARTS PRIOR TO PLANTING.



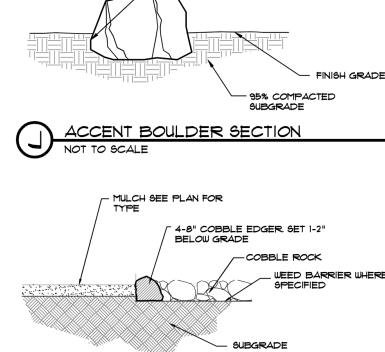
F PERENNIAL PLANTING DETAIL
NOT TO SCALE

- NOTES:**
- CONTRACTOR TO INSTALL WOOD MULCH RINGS AROUND LANDSCAPING AS SHOWN BELOW FOR ALL TREES, SHRUBS, PERENNIALS AND ORNAMENTAL GRASSES INSTALLED IN ROCK MULCHED AREAS. ROCK SHALL BE CLEAR PINE BARK IN UNIFORM COLORS AND 100% MULCH APPLIED AT 2" DEPTH. SEE CONSTRUCTION DETAILS FOR INSTALLATION PROCEDURE.
 - REFER TO LANDSCAPE PLANS FOR ALL TREE, SHRUB AND ORNAMENTAL GRASS LOCATIONS.



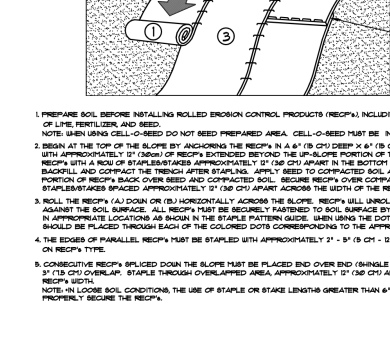
G TYPICAL PLANT MATERIAL TREATMENT
NOT TO SCALE

- NOTES:**
- BOULDERS MUST BE PLACED IN GROUND 1/4 TO 1/2 OF THEIR TOTAL HEIGHT.
 - PLACEMENT HEIGHT OF BOULDERS WILL VARY.

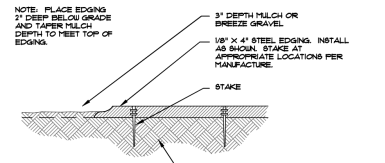


H ACCENT BOULDER SECTION
NOT TO SCALE

- NOTES:**
- PREPARE SOIL BEFORE INSTALLING ROLLED EROSION CONTROL PRODUCTS (RECIP) INCLUDING ANY NECESSARY APPLICATION OF LIME FERTILIZER AND SEED.
 - NOTE: WHEN USING CELL-O-BEED DO NOT NEED PREPARED AREA. CELL-O-BEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
 - BRIAN AT THE TOP OF THE SLOPE BY ANCHORING THE RECIP'S IN A 6" (8 CH) DEEP X 6" (8 CH) WIDE TRENCH WITH APPROXIMATELY 1" (3 CH) OF RECIP EXTENDING BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE RECIP'S WITH A ROW OF STAPLES/STAKES APPROXIMATELY 1" (3 CH) APART IN THE BOTTOM OF THE TRENCH.
 - BACKFILL AND COMPACT THE TRENCH AFTER STAPLES ARE IN PLACE. RECIP'S MUST BE COMPACTED SOIL AND HOLD REMAINING 1" (3 CH) PORTION OF RECIP'S BACK OVER SEED AND COMPACTED SOIL. SECURE RECIP'S OVER COMPACTED SOIL WITH A ROW OF STAPLES/STAKES SPACED APPROXIMATELY 1' (3 CH) APART ACROSS THE WIDTH OF THE RECIP'S.
 - ROLL THE RECIP'S (ALONG OR OVER) HORIZONTALLY ACROSS THE SLOPE. RECIP'S WILL UNROLL WITH APPROXIMATE SIDE AGAINST THE SOIL SURFACE. ALL RECIP'S MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS SHOWN IN THE STAPLE PATTERN GUIDE. MARK USING THE DOT SYSTEM. STAPLES/STAKES SHOULD BE PLACED THROUGH EACH OF THE COLORED DOTS CORRESPONDING TO THE APPROPRIATE STAPLE PATTERN.
 - THE EDGES OF PARALLEL RECIP'S MUST BE STAPLED WITH APPROXIMATELY 1' (3 CH) (8 CH) OVERLAP DEPENDS ON RECIP'S TYPE.
 - CONNECTIVE RECIP'S PLACED DOWN THE SLOPE MUST BE PLACED END OVER END (ANGLE STYLE) WITH AN APPROXIMATE 3" (8 CH) OVERLAP. STAPLE THROUGH OVERLAPPED AREA APPROXIMATELY 1" (3 CH) APART ACROSS ENTIRE RECIP'S WIDTH.
 - NOTE: IN LOOSE SOIL CONDITIONS THE USE OF STAPLE OR STAKE LENGTHS GREATER THAN 6" (8 CH) MAY BE NECESSARY TO PROPERLY SECURE THE RECIP'S.



I EROSION CONTROL
NTS



L STEEL EDGING
NOT TO SCALE

811
Know what's below.
Call before you dig.

UTILITIES NOTE

VERIFY LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES PRIOR TO START OF WORK. CALL 811 FOR UTILITY LOCATES. TREE TRUNK PLACEMENT SHALL BE MINIMUM DISTANCE FROM ANY GAS OR ELECTRIC AND 10' FROM SANI MANHOLE SETS. FOR SANITARY SEWERS AND WATER MAINS, TREES SHALL NOT BE LOCATED WITHIN EASEMENTS AND 10' FROM ANY MANHOLE. ANY CONTACT BETWEEN TREE LOCATIONS AND UTILITIES SHOWN ON PLANS SHALL BE RESOLVED WITH GENERAL CONTRACTOR PRIOR TO STARTING. ALL ELECTRICAL WIRING AND TRANSFORMERS SHALL BE SET CLEAR FROM PLANT MATERIAL PER COLORADO SPRINGS UTILITIES GUIDELINES. LANDSCAPING AROUND ELECTRICAL EQUIPMENT. SEE COLORADO SPRINGS UTILITIES CONSTRUCTION STANDARD DRAWING 18-00 FOR SPECIFIC CLEARANCE REQUIREMENTS. ALL SHRUBS TO BE LOCATED 2' CLEAR OF ALL UTILITIES AT MATURE SIZE.

DOCUMENT NOTE

IRRESPECTIVE OF ANY OTHER ITEM IN THIS DOCUMENT, LANDSCAPE ARCHITECT SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MANUAL METHOD, TECHNIQUES, PROCEDURES, SEQUENCES OF OPERATION OR QUALITY CONTROL OF ANY OTHER RELATED PROGRAM, OR FOR MATERIALS PROVIDED OR ORDERED OR FOR ANOTHER PARTY FAILURE TO COMPLETE THEIR WORK OR SERVICES IN ACCORDANCE WITH LANDSCAPE ARCHITECT'S DOCUMENTS.

CITY STAMP	JOB NUMBER	1139-23
	REVISIONS	
	ORIGINAL DATE	6-2-23
	DRAWN BY	JM
	DESCRIPTION	LANDSCAPE DETAILS
FOR CONSTRUCTION	SHEET NO.	L1.3

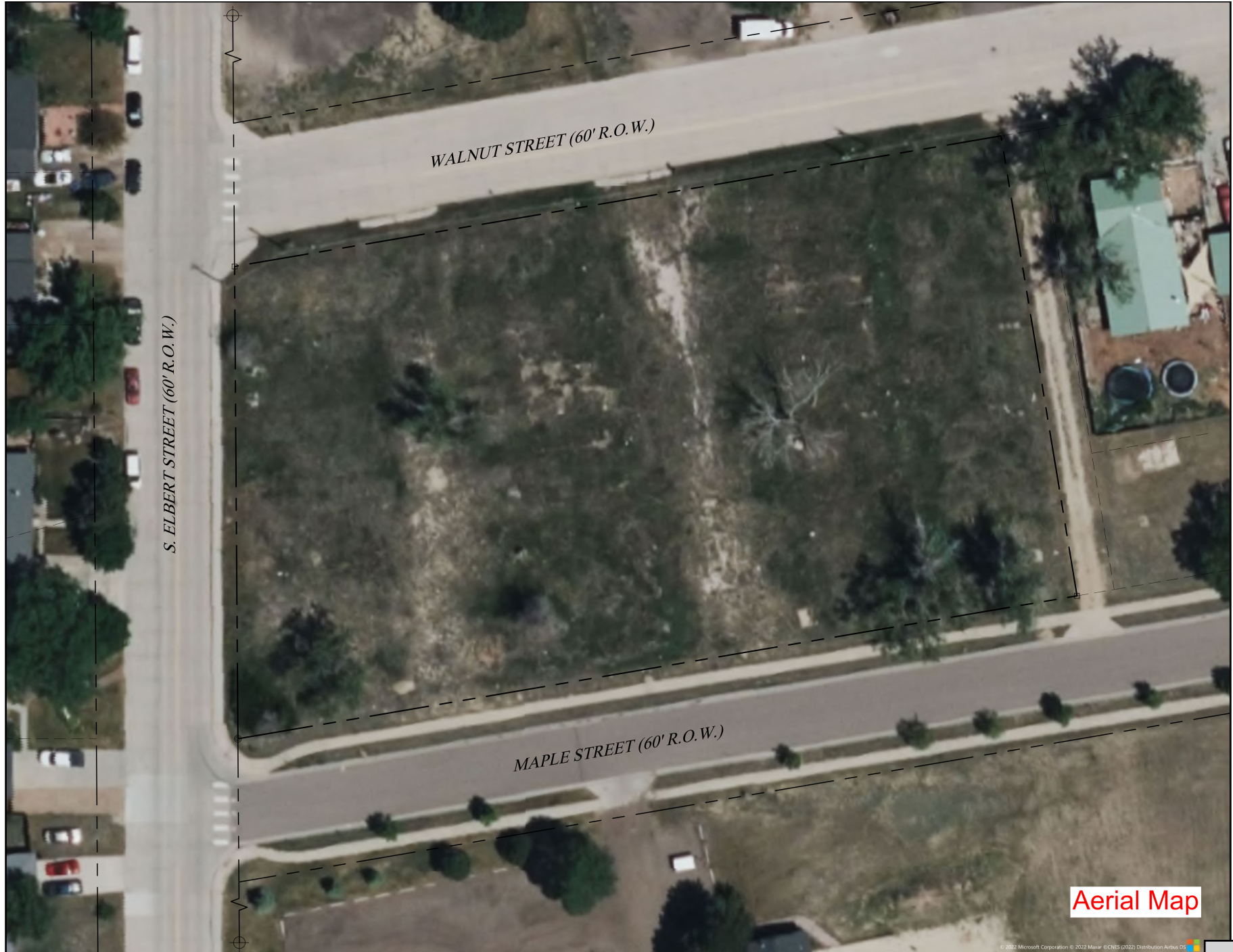
HIGHER GROUND
DESIGNS

HIGHER GROUND DESIGNS, INC.
LANDSCAPE ARCHITECTURE, PLANNING & RESTORATION DESIGN
5530 NORTH ACADEMY BLVD., STE. 207
COLORADO SPRINGS, CO 80918
PHONE: 719.576.1122
FAX: 719.576.1123

WALNUT GROVE
TOWN OF ELIZABETH, CO

THESE DRAWINGS ARE THE PROPERTY OF HIGHER GROUND DESIGNS, INC. AND SHALL NOT BE REPRODUCED OR USED FOR ANY OTHER PURPOSE WITHOUT WRITTEN AUTHORIZATION BY HIGHER GROUND DESIGNS, INC.

PREPARED FOR:



S. ELBERT STREET (60' R.O.W.)

WALNUT STREET (60' R.O.W.)

MAPLE STREET (60' R.O.W.)

Aerial Map



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: November 28, 2023
SUBJECT: License Agreement with Elizabeth Brewing Company / Friday Night Events

BACKGROUND

For several years the Town of Elizabeth has worked with the Elizabeth Brewing Company (EBC) to sponsor the "Friday Night Market". The summer-long, weekly event, includes vendors, live music, and an assortment of food and beverage vendors. EBC has negotiated compensation in the amount of \$17,000 for the 2024 season. This payment from the Town will assist in reserving bands, events/activities for children, and offset marketing to grow the event. These costs are anticipated in the Town's 2024 Budget.

The agreement is nearly identical to last year's, with a special provision in the event flooding or precipitation makes the use of Running Creek Park questionable. In such instances, the fall back position is to make use of the Gesin Lot, and make the necessary arrangements for the continued success of the event during such times.

STAFF RECOMMENDATION

Staff recommends approval of the License Agreement as the event has been successful in prior years and anticipates further success in the 2024 summer season.

BUDGET CONSIDERATIONS

The costs of the License Agreement are \$17,000 and are anticipated in the Town's 2024 Budget.

ATTACHMENTS

Signed License Agreement Between the Town of Elizabeth Colorado and Elizabeth Brewing Company.

RESOLUTION 23R42

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A LICENSE AGREEMENT WITH ELIZABETH BREWING COMPANY REGARDING THE FRIDAY NIGHT MARKET AT RUNNING CREEK PARK FOR THE YEAR 2024

WHEREAS, the Town of Elizabeth has previously entered into a License Agreement with Elizabeth Brewing Company regarding the “Friday Night Market” to be held in the summer at Running Creek Park; and

WHEREAS it is appropriate to continue the relationship with Elizabeth Brewing Company for the upcoming summer of 2024 for the “Friday Night Market”.

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

SECTION 1. The Board of Trustees hereby authorizes the Mayor of the Town of Elizabeth to execute a License Agreement, attached hereto as Exhibit A, between the Town of Elizabeth and Elizabeth Brewing Company for 2024.

PASSED, APPROVED, and ADOPTED this 28th day of November 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

LICENSE BETWEEN THE TOWN OF ELIZABETH COLORADO AND ELIZABETH BREWING COMPANY

THIS LICENSE is made and entered into this 14th day of November 2023, by and between the TOWN OF ELIZABETH, Colorado whose address is 151 S. Banner Street, P.O. Box 159, Elizabeth, CO 80107 (the "Town") and THE ELIZABETH BREWING COMPANY, whose address is 239 South Main Street, Elizabeth, CO 80107 ("Licensee").

AGREEMENT

NOW, THERFORE, it is hereby agreed as follows.

1. **LICENSED PROPERTY, TERM.**

a. The property that is licensed for use and the term provided for in this license is commonly described as Running Creek Park, Elizabeth, Colorado ("Licensed Property"). The Licensed Property is for the use described herein and is subject to all easements and rights-of-way of record.

b. The term of this License shall commence on June 14, 2024, and shall continue each Friday through and including August 16, 2024, from 3:00 p.m. until 10:00 p.m. [The specific event dates include June 14, 21, and 28; July 5, 12, 19, and 26; and August 2, 9 and 16, 2024.]

2. **COMPENSATION.** Upon execution of this Agreement, the Town will tender a one-time payment to the Licensee to assist in meeting the contractual obligations further set forth herein. The total compensation due and owing by the Town to the Licensee is seventeen thousand dollars (\$17,000.00). These funds are tendered to the Licensee to offset the booking of bands, to offset vendor fees, marketing, and assist in the management and oversight of the "Friday Night Farmers Market".

3. **INSURANCE.** Licensee shall obtain for itself, its agents, successors, assigns, lessees, licensees and agents, necessary and adequate workman's compensation insurance, personal injury insurance, and property damage insurance, with limits commensurate with the hazards and risks associated with the use of the Property Licensed, but in no event less than the liability limits established by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as now in effect or as hereinafter amended. Neither Licensee nor its agents, successors and assigns shall commence any construction, placement, operation or maintenance of the fixture or structure on the Property Licensed until it has obtained all insurance required under this section and shall have filed a certificate of insurance or a certified copy of the insurance policy with the Town. Each insurance policy shall list the Town as an additional named insured and shall contain a clause providing that coverage shall not be cancelled by the insurance company without thirty (30) days written notice to the Town of intention to cancel.

4. **USE.** Licensee covenants and agrees that it shall utilize the Property Licensed as follows:

a. Licensee shall provide live music on each Friday during the term of the License.

- b. Licensee shall use the Town's branding for the event and shall receive approval through Town of Elizabeth before releasing new event market materials.
- c. Licensee shall provide an alcohol vendor on each Friday during the term of the License. Licensee will use the Town's special event permit and music license for the Town event.
- d. Licensee will be allowed to use Town's supplied power and will not be obligated to remit payment to Town for the use of the electric box during the market. Licensee may not require payment to be remitted by vendors for electric hookup specifically. Food and other vendors who choose to make use of a portable generator shall be located away from the electrical hookups so as to minimize noise levels near the adjacent apartment building.
- e. Licensee shall facilitate the inclusion of food, merchandise, and produce vendors from 5:00 p.m. until 9:00 p.m. on each Friday during the term of the License. Licensee shall be responsible for ensuring that any vendor has obtained a permit from the Town of Elizabeth. Under no circumstances may live animals be sold, gifted, or exchanged during such events.
- f. The Town reserves the right to have one (1) booth space at each market as may be determined by the Town. The Town will coordinate with Licensee regarding the location of the booth space.
- g. Licensee shall coordinate with vendors and bands to keep vehicle traffic to the designated areas as outlined on Exhibit B. Furthermore, Licensee shall be solely responsible to ensure that no unauthorized vehicle, golf cart, 4-wheeler or motorcycle shall be operated on the Licensed Property.
- h. The Town will provide bandstand lighting and three (3) light poles in Running Creek Park.
- i. The Town will provide power directly to the bandstand.
- j. The Town will provide five (5) portable restrooms and shall incur the costs for the same.
- k. The Town will provide seeding throughout Running Creek Park during the Farmers Market season.
- l. The Town will provide a dumpster to be utilized during the Farmers Market season. Depending on soil conditions and weather, the dumpster shall be located on Running Creek Park or as reasonably close as may be practical.
- m. Licensee, at the end of each Friday evening event shall ensure that Running Creek Park is reasonably free from waste, including but not limited to, food waste, wrappers, cups, bottles, and cigarette butts. In the event Town staff is required to perform excess clean-up after the event, the Town reserves the right to seek reasonable compensation for time spent in removing waste.

- n. During each event, the Licensee shall specifically name one or more individuals to be directly responsible for management and oversight of the event. The name and cellular telephone number for the individual(s) shall be provided to the Elizabeth Police Department prior to the start of the event each evening. Furthermore, said individual(s) shall be reasonably identified through the use of a specific and distinct shirt, hat, or other garment, allowing for the ready identification of the Licensee’s event manager in the event of an emergency.
- o. Licensee shall be responsible for making use of TIPS trained individuals to check identifications and issue wrist bands for those over the age of twenty-one (21) years of age. Licensee shall also ensure that no outside alcoholic beverages are allowed within the event, or that alcoholic beverages sold at the event are not to leave Running Creek Park.

5. NOTICE OF NAME OF EVENT. Licensee, in entering into this Agreement, knows and acknowledges that the name of the Friday night event is known as the “Friday Night Market” and will advertise the same as such.

6. RE-ENTRY. Licensee covenants and agrees to permit the Town or its duly authorized representatives to enter upon the Property Licensed, at any reasonable hour of any Friday during the term hereof, for the purpose of inspecting the same, making surveys, showing the Property Licensed to prospective licensees and to do such other acts and things as it deems necessary for the protection of its interests therein.

7. NOTICE. Any notice required under this License shall be in writing and hand-delivered to the respective parties at the address hereinabove given. The Community Development Director shall be the representative of the Town to accept or give any approval, notice or the like provided hereunder. In the event Licensee should change the address hereinabove given during the term of this License, Licensee shall notify the Town in writing of such change of address:

The Town: The Town of Elizabeth
 Attn: Elizabeth Town Administrator
 151 S. Banner Street, P.O. Box 151
 Elizabeth, CO 80107

Licensee: The Elizabeth Brewing Company
 239 S. Main Street
 Elizabeth, CO 80107

8. NO COVENANT OF TITLE OR QUIET POSSESSION. The rights granted herein are without covenant of title or warranty of quiet possession of the Property Licensed.

9. SUCCESSORS AND ASSIGNS. This License shall insure to the benefit of, and be binding upon, the respective legal representatives, heirs, successors and assigns of the parties.

10. ASSIGNMENT OR SUB-LEASE. Licensee covenants and agrees not to assign this

License or to sublet any part of the Property Licensed without first obtaining the written consent of the Town.

11. PROPERTY LICENSED TAKEN "AS IS." Licensee understands and agrees that the Property Licensed is licensed "as is." The Town makes no warranty, written or implied, that the Property Licensed is fit for any purpose or that it meets any federal, state, county or local law, ordinance or regulation applying to the Property Licensed.

12. LIABILITY AND INDEMNIFICATION. The Town shall not be liable for any loss, injury, death or damage to any person or personal property which may arise from the use or condition of the Property Licensed including, but not limited to, loss, injury, death, or damage resulting from ice, water, rain, snow, gas, electrical wires, or fire, during the term of the License or any renewal thereof. Licensee hereby expressly agrees to defend, indemnify and hold harmless the Town, its officers, agents, employees and insurers against any liability, loss, damage, demand, action, cause of action or expense of whatever nature (including court costs and attorney fees) which may result from any loss, injury, death or damage allegedly sustained by any person, firm, corporation or other entity which arises out of or is caused by reason of Licensee's use of the Property Licensed or Licensee's failure to fulfill the terms and conditions of the License.

13. RESERVATION FOR BOARD USE. This License is made under and conformable to the provisions of all Town of Elizabeth regulations insofar as applicable. Said provisions are incorporated herein and made part hereof by this reference and shall supersede any apparently conflicting provisions otherwise contained in the License. The Town reserves the right to make full use of the Property Licensed as may be necessary or convenient in the operation of the public streets, drainage infrastructure, or drainageways under the control of the Town and the Town retains all rights to operate, maintain, install, repair, remove or relocate any of its facilities located within the Property Licensed at any time and in such a manner as it deems necessary.

14. HAZARDOUS WEATHER / STORM EVENT. The Licensee acknowledges that Running Creek Park is an unimproved park event facility, which may be impacted by rains, flooding, or related storm events. The Town of Elizabeth will take all steps reasonably necessary to ensure the Licensed Property is available for the Friday Night Market. However, the Town also reserves the right to cancel the event on the Licensed Property if, in the Town's sole determination, it finds that holding of any Friday Night Market on the Licensed Property may result in substantial damage to the park lands. In such circumstances, the Town of Elizabeth will provide notice to the Licensee as soon as possible and will work in good faith to obtain an alternative location in a timely manner.

15. TERMINATION. This License Agreement may be terminated by the Town at any time upon thirty (30) days written notice to Licensee. If default shall be made in any of the covenants or agreements herein contained to be kept by Licensee, it shall be lawful for the Town to enter into the said Property Licensed, or any part thereof, either with or without process of law, to terminate the interest of Licensee or of any person or persons occupying the same, and to expel, remove or put out such person or persons, using such force as may be necessary in so doing, without being liable to prosecution or to damages therefor, and the said Property Licensed again to

repossess and enjoy as in the first and former estate of the Town. If at any time the License shall be terminated as aforesaid, or by any other means, Licensee agrees to surrender and deliver up said Property Licensed peaceably to the Town immediately upon the termination, and if Licensee shall remain in possession after termination, Licensee shall be deemed guilty of a forcible detainer on said property Licensed, and waiving all notice, shall be subject to eviction and removal, forcibly or otherwise, with or without process of law.

16. VENUE. For the resolution of any dispute arising hereunder, venue shall be in the courts of Elbert County, State of Colorado.

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

TOWN OF ELIZABETH, COLORADO

Nick Snively, Mayor for Town of Elizabeth

ATTEST

Michelle Oeser, Town Clerk

Tony Briggs
Owner



Owner/Representative, Elizabeth Brewing Company



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Community Development Director
DATE: November 28, 2023
SUBJECT: Main Street Monument Sign

SUMMARY

The Town of Elizabeth Main Street Board of Directors requested to move forward with exploring options for a Main Street Monument Sign to be located on or adjacent to the Gesin Lot, while the Town still holds ownership of that property. DOLA Main Street had some funds remaining to be spent in their 2022-2023 FY budget and wanted to help the Town with this process. DOLA Main Street put together an RFP for the design of the Gateway Sign and put it out to bid. The project received two bids and ultimately the MSBOD and Staff chose DHM to complete the project.

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

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

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

STAFF RECOMMENDATION

The Main Street Board of Directors has formally recommended Option #3 (exhibit D) of the

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

gateway arch designs for consideration by the Board of Trustees. Staff needs direction regarding the design of the proposed Main Street gateway arch from the Board of Trustees to give to DHM.

ATTACHMENT(S)

Exhibit A – Precedent Images

Exhibit B – Original designs

Exhibit C – Gateway arch designs

Exhibit D – Gateway arch designs with MSBOD recommended option

Exhibit A







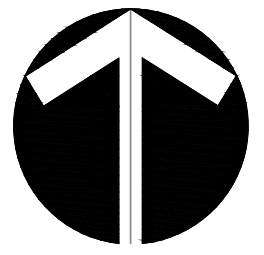
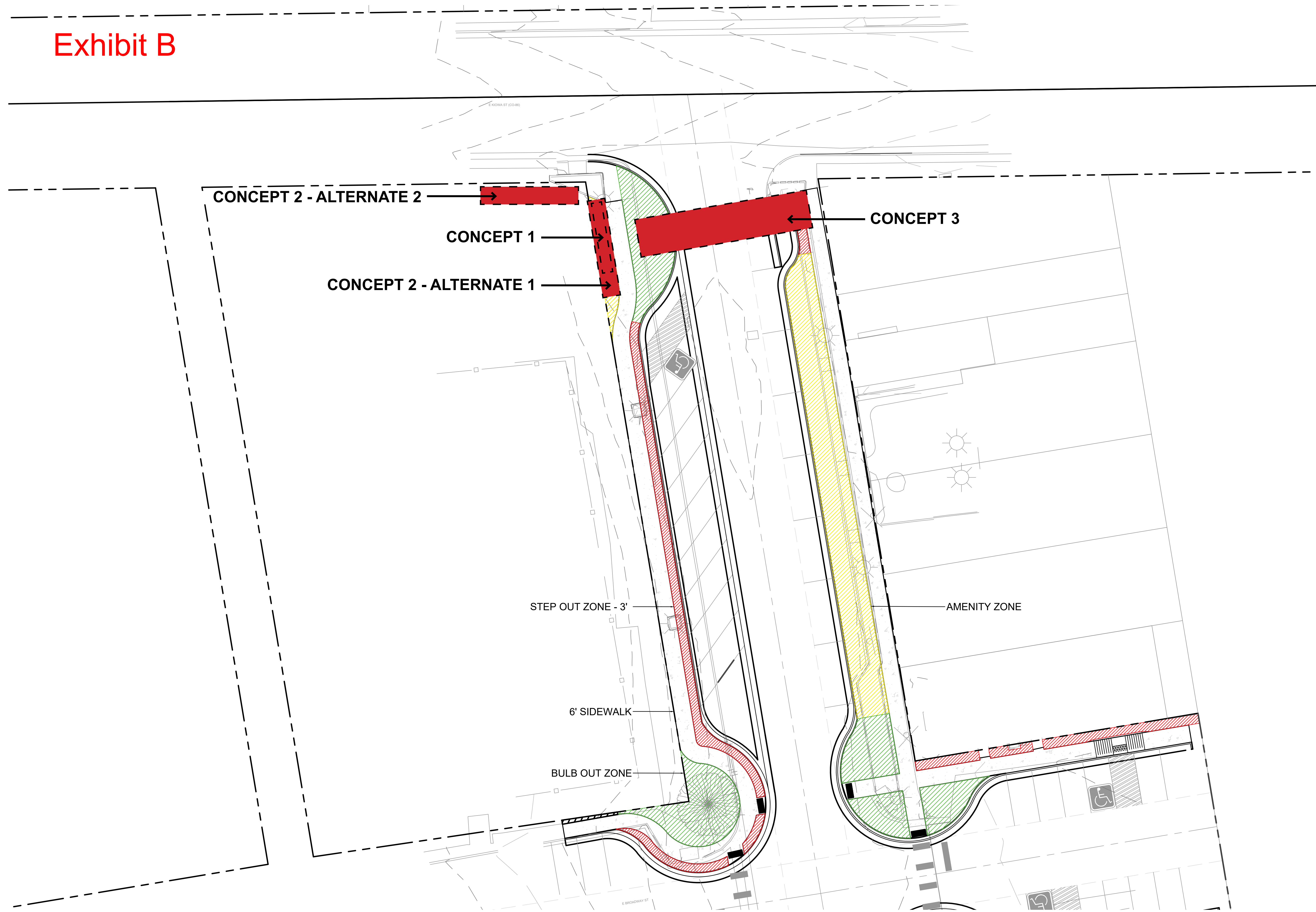




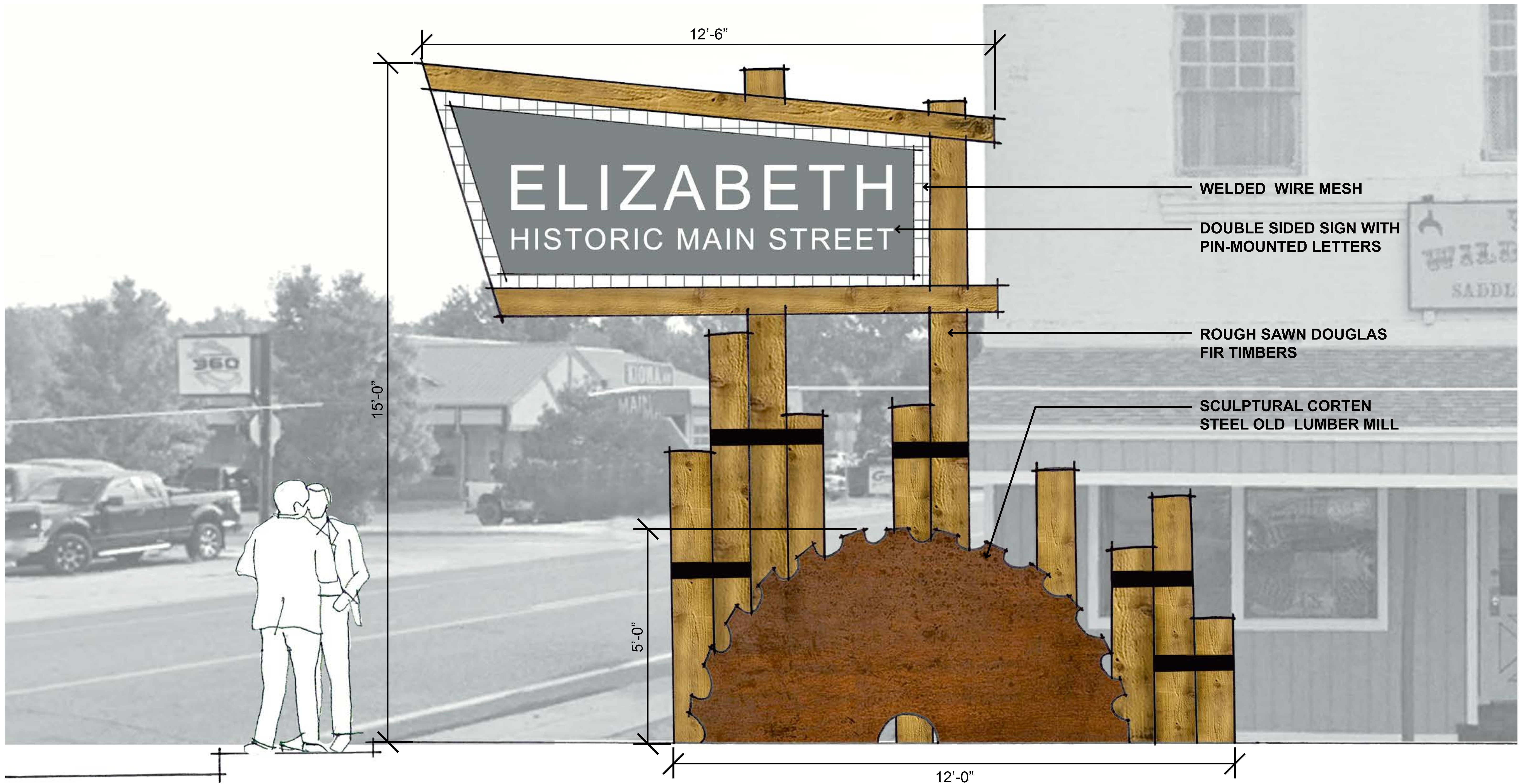


Exhibit B

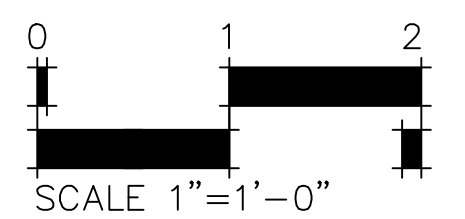
LEGEND	
	STEP OUT ZONE
	AMENITY ZONE
	BULB OUT ZONE
	EXISTING TREE



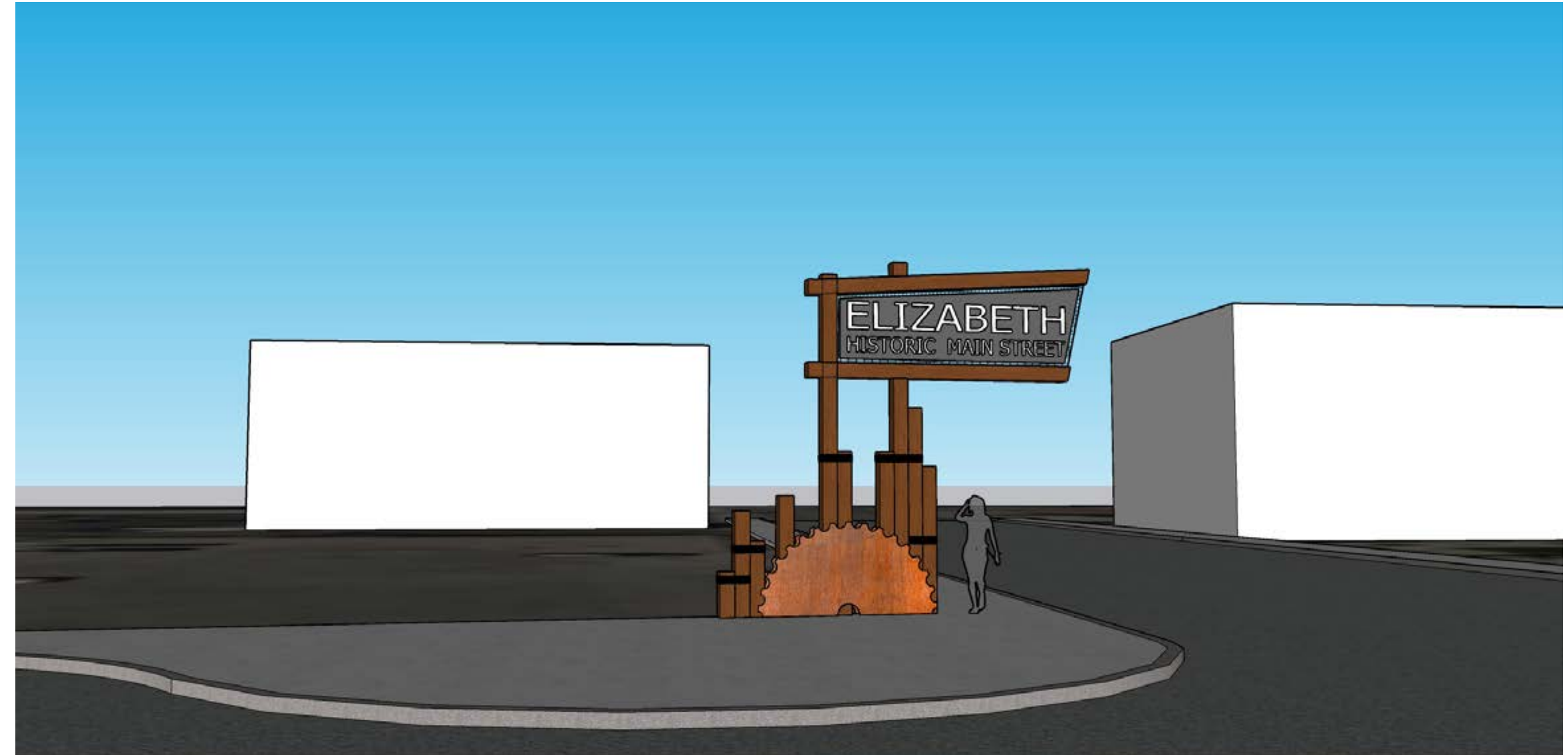
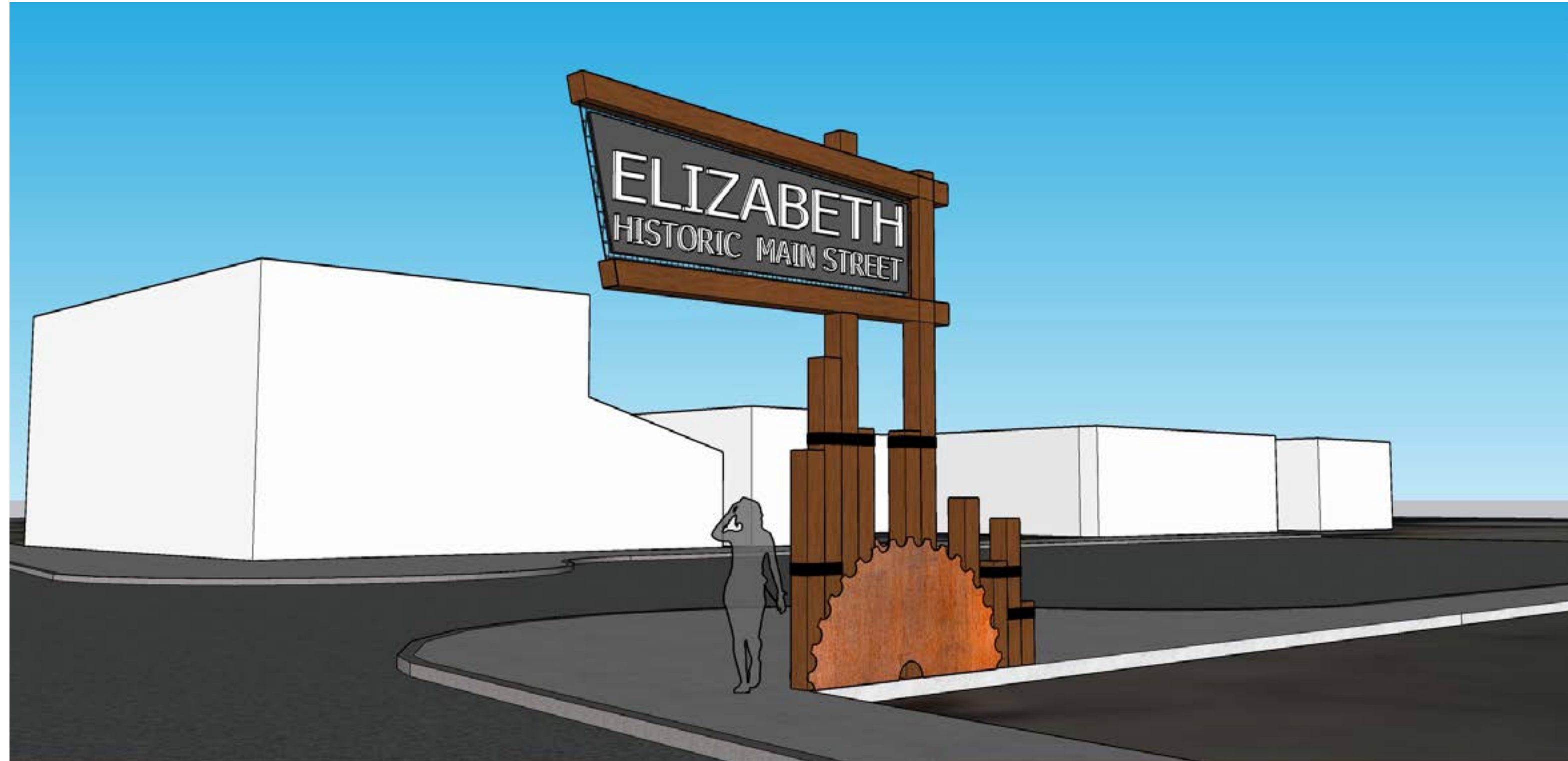
0 10 40
5 20
SCALE: 1"=20'-0"



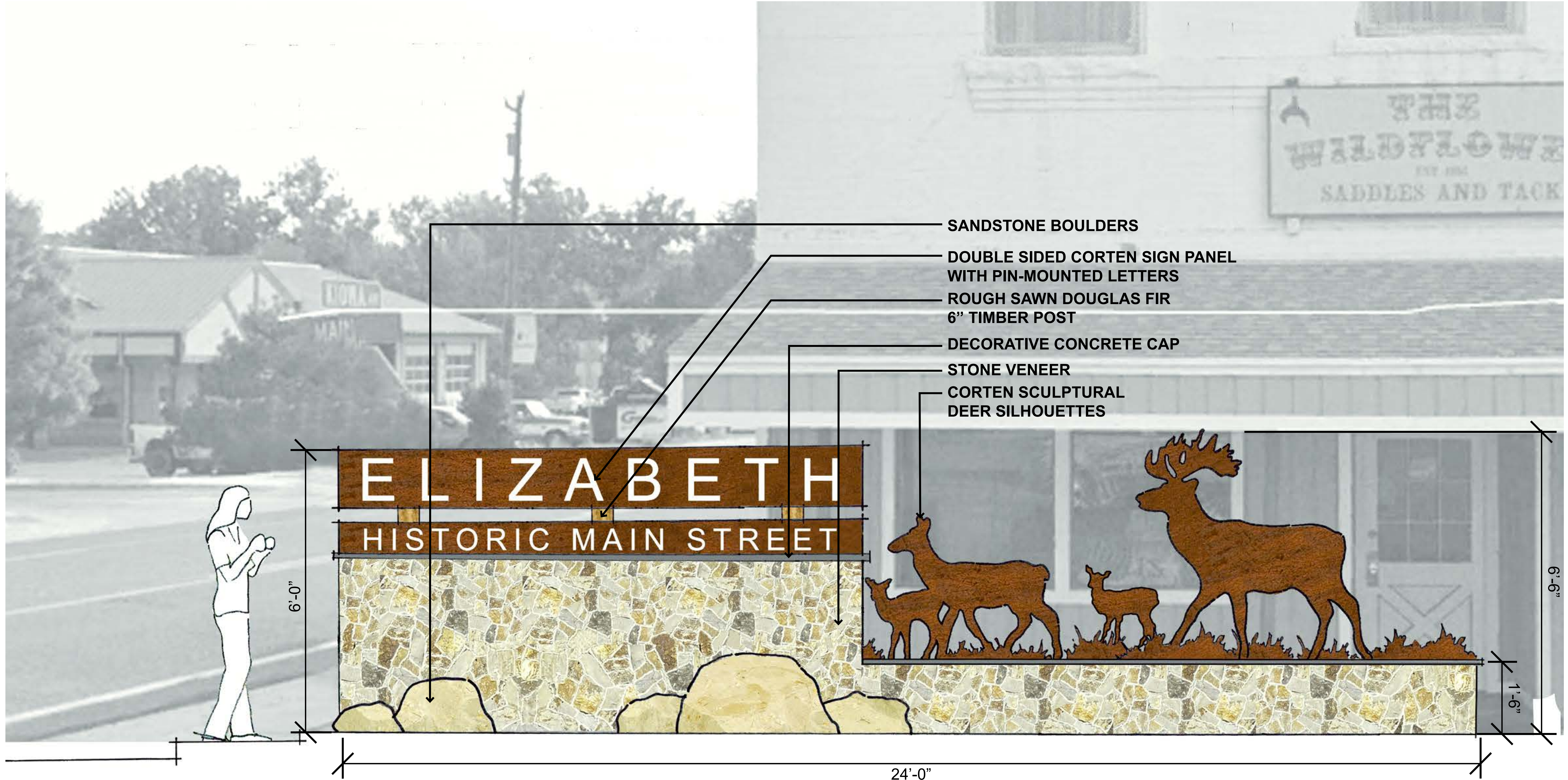
Elizabeth - Main Street Entry Monument Concept #1
Elbert County, Colorado



August, 2023



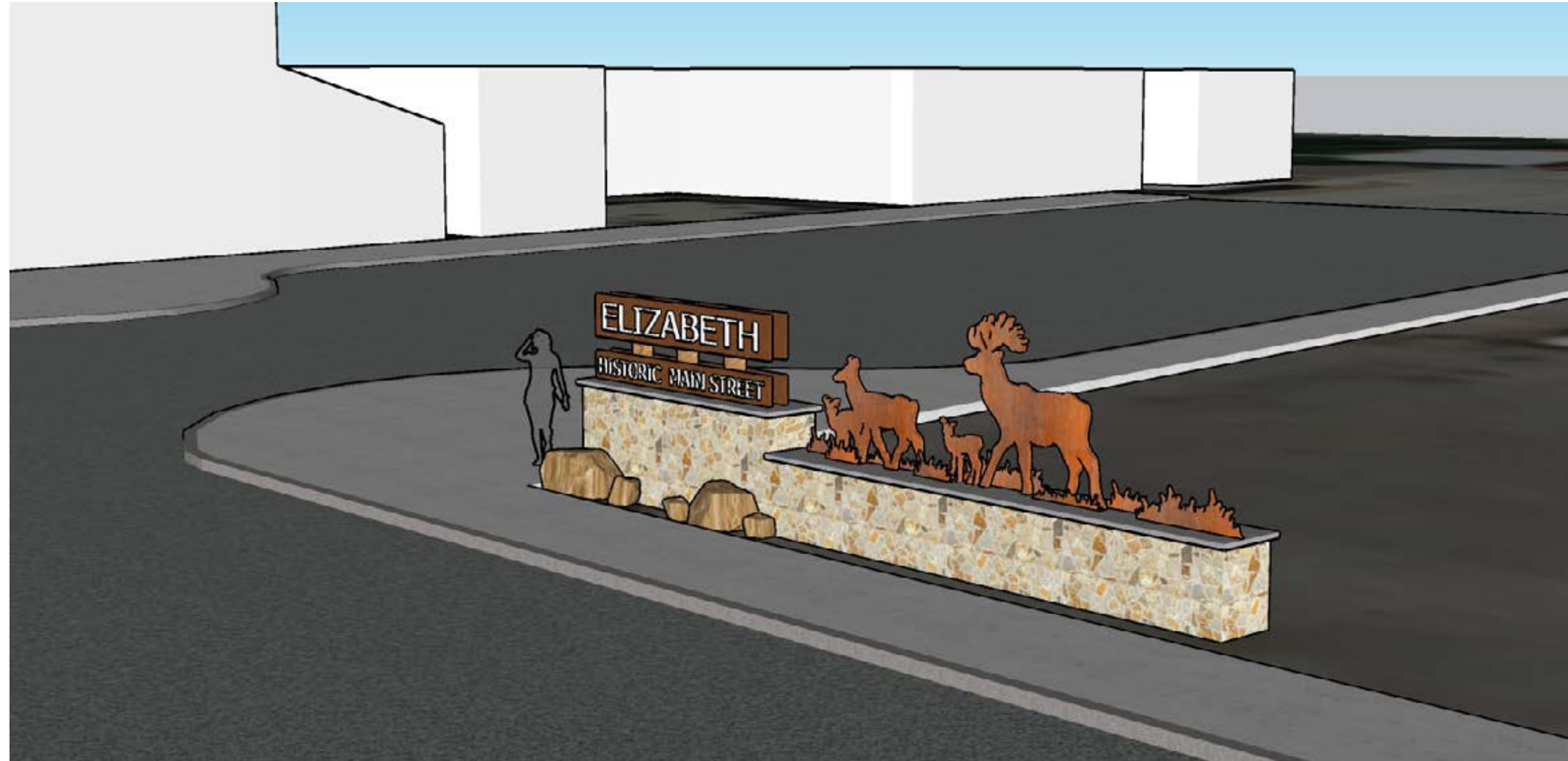
Elizabeth - Main Street Entry Monument Concept #1
Elbert County, Colorado



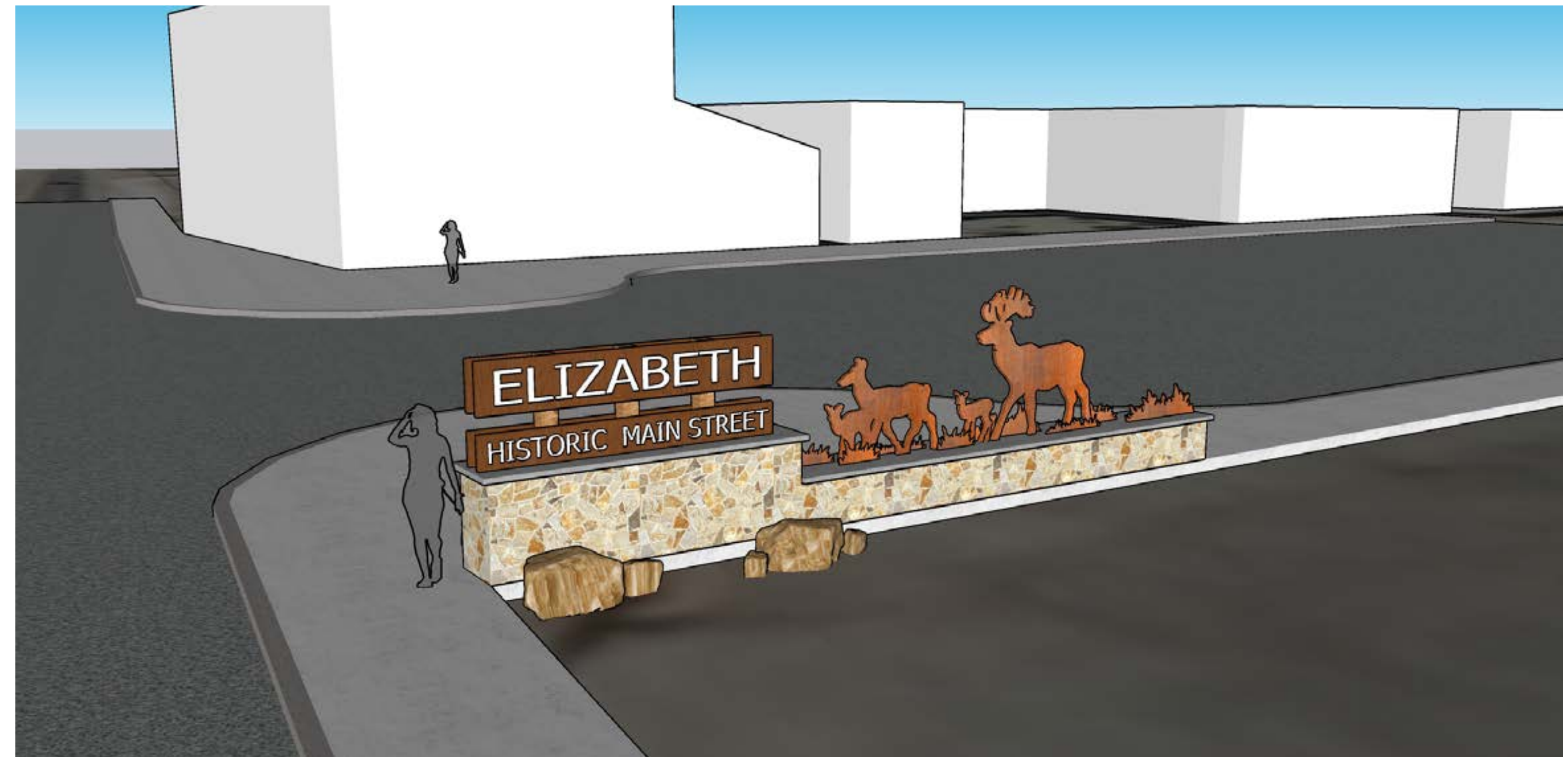
Elizabeth - Main Street Entry Monument Concept #2
 Elbert County, Colorado



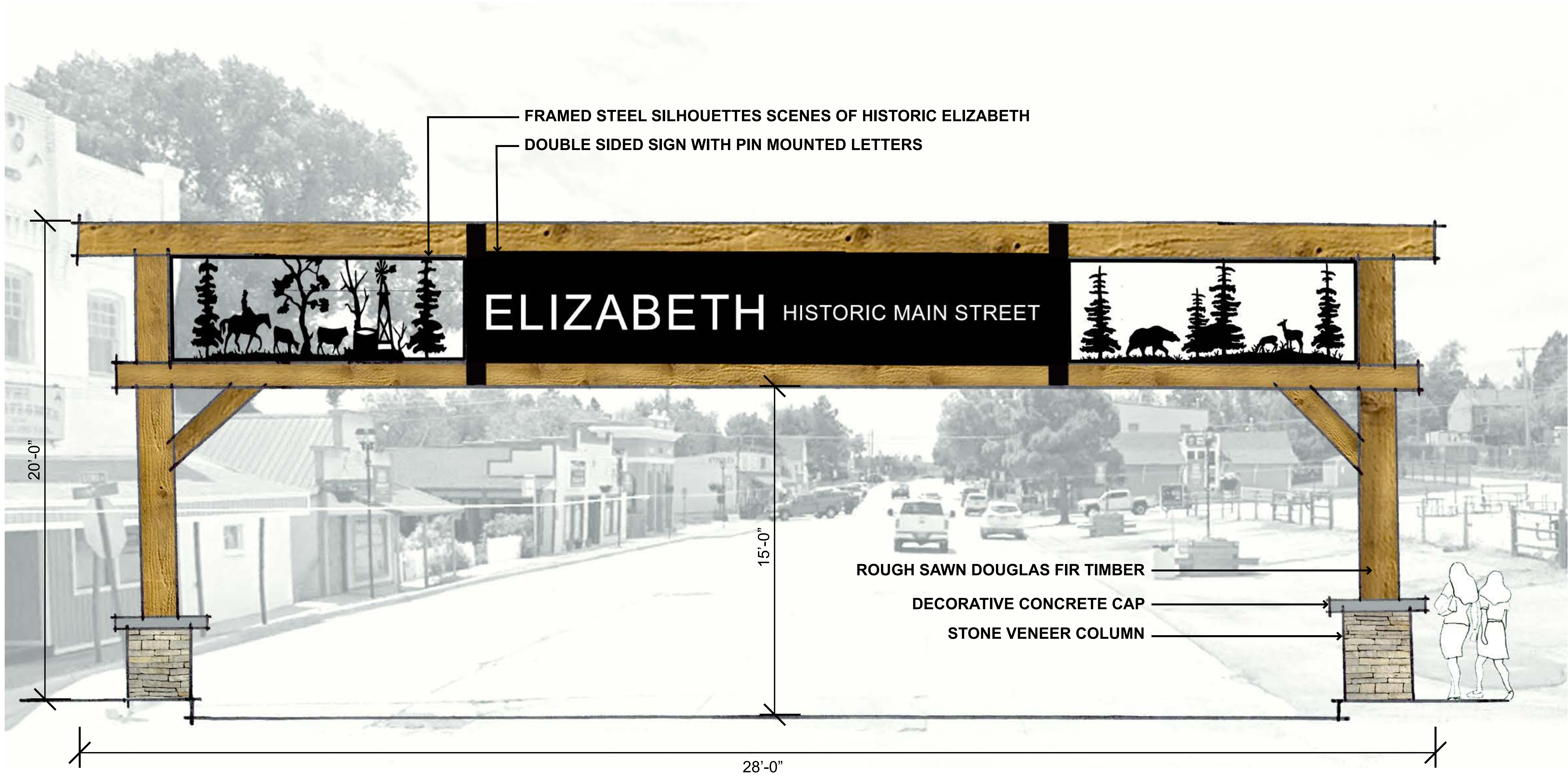
August, 2023



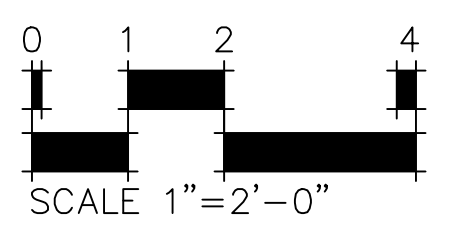
Elizabeth - Main Street Entry Monument Concept #2 - Alternate 2
Elbert County, Colorado



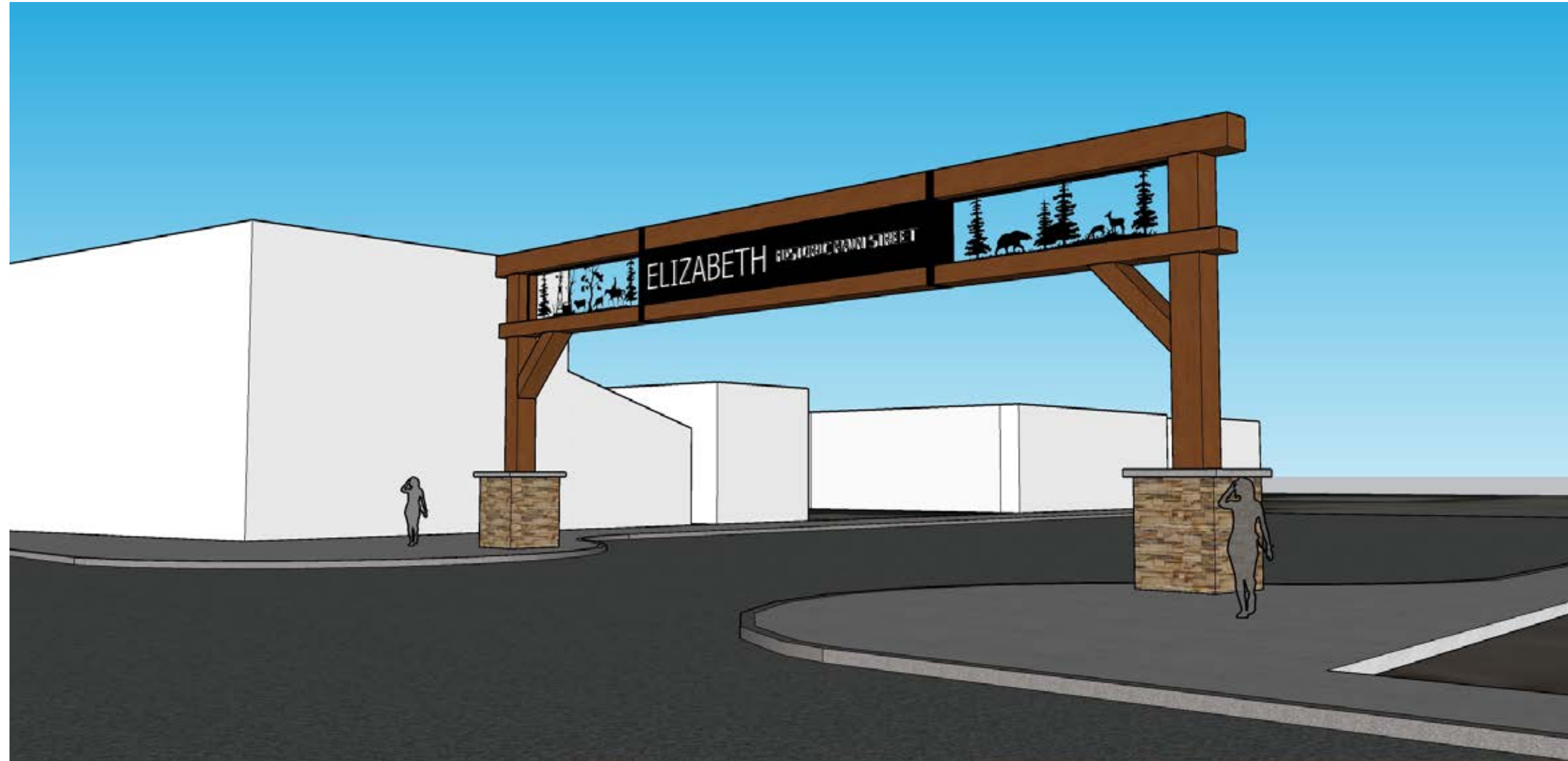
Elizabeth - Main Street Entry Monument Concept #2 - Alternate 1
Elbert County, Colorado



Elizabeth - Main Street Entry Monument Concept #3
 Elbert County, Colorado



August, 2023



Elizabeth - Main Street Entry Monument Concept #3
Elbert County, Colorado

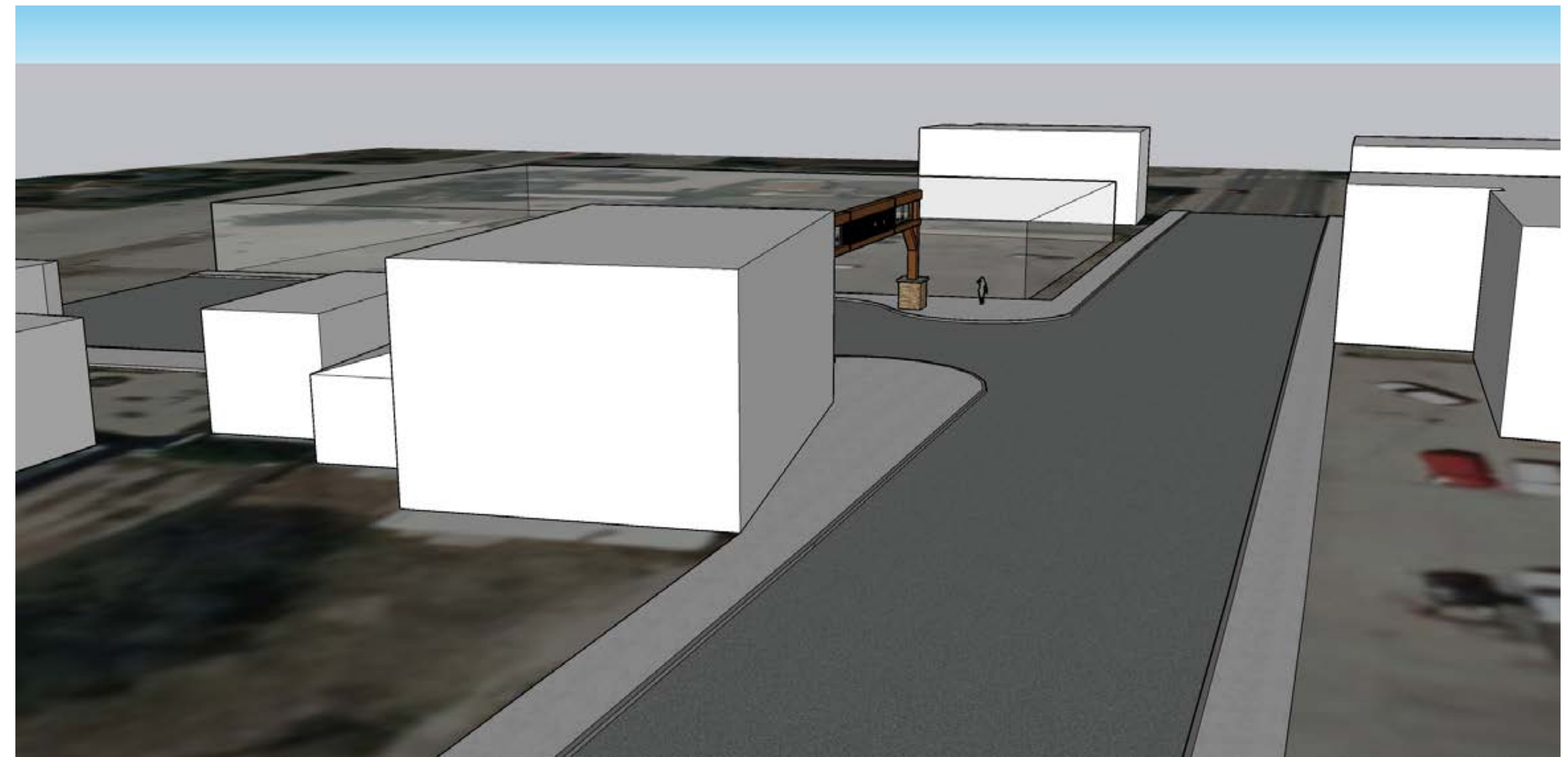
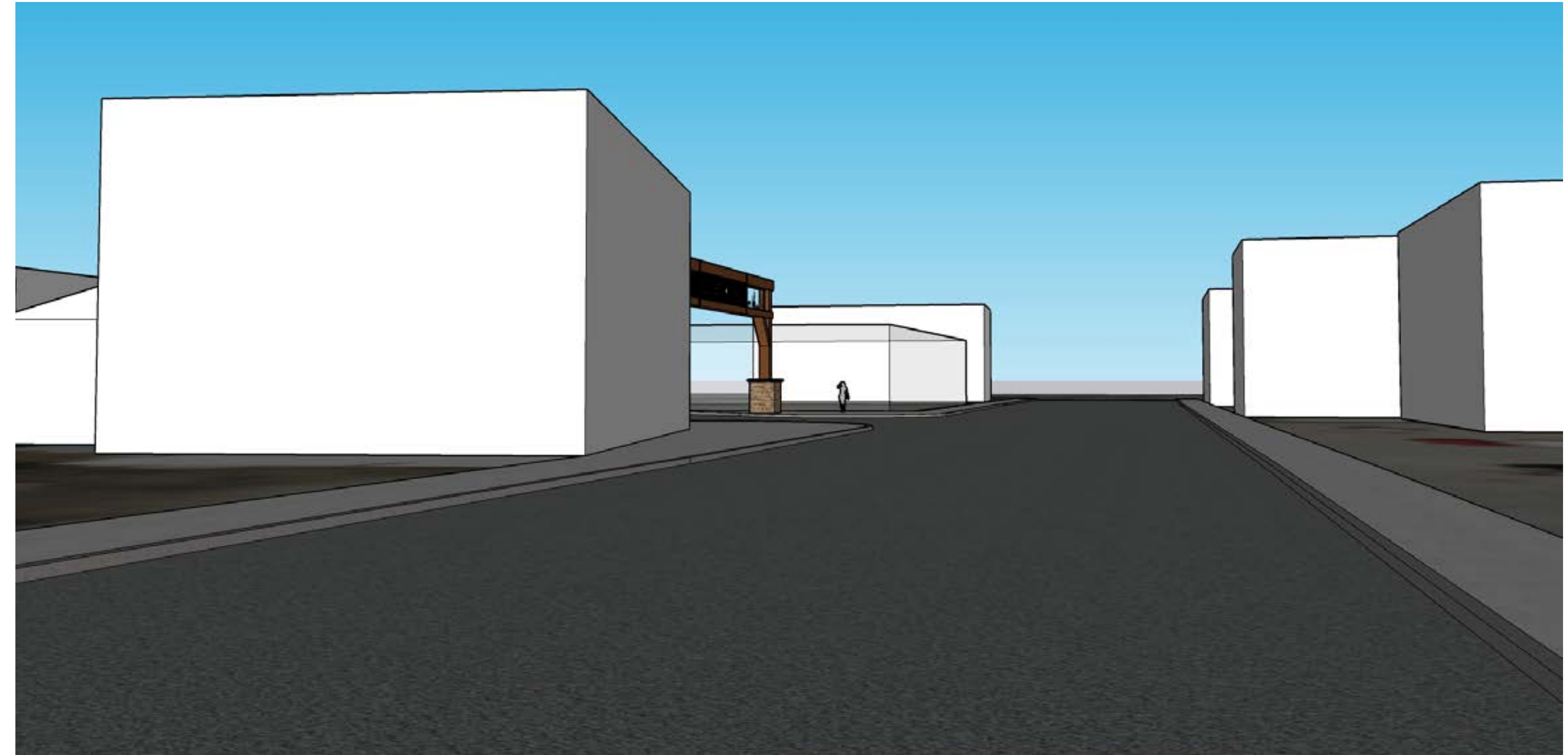
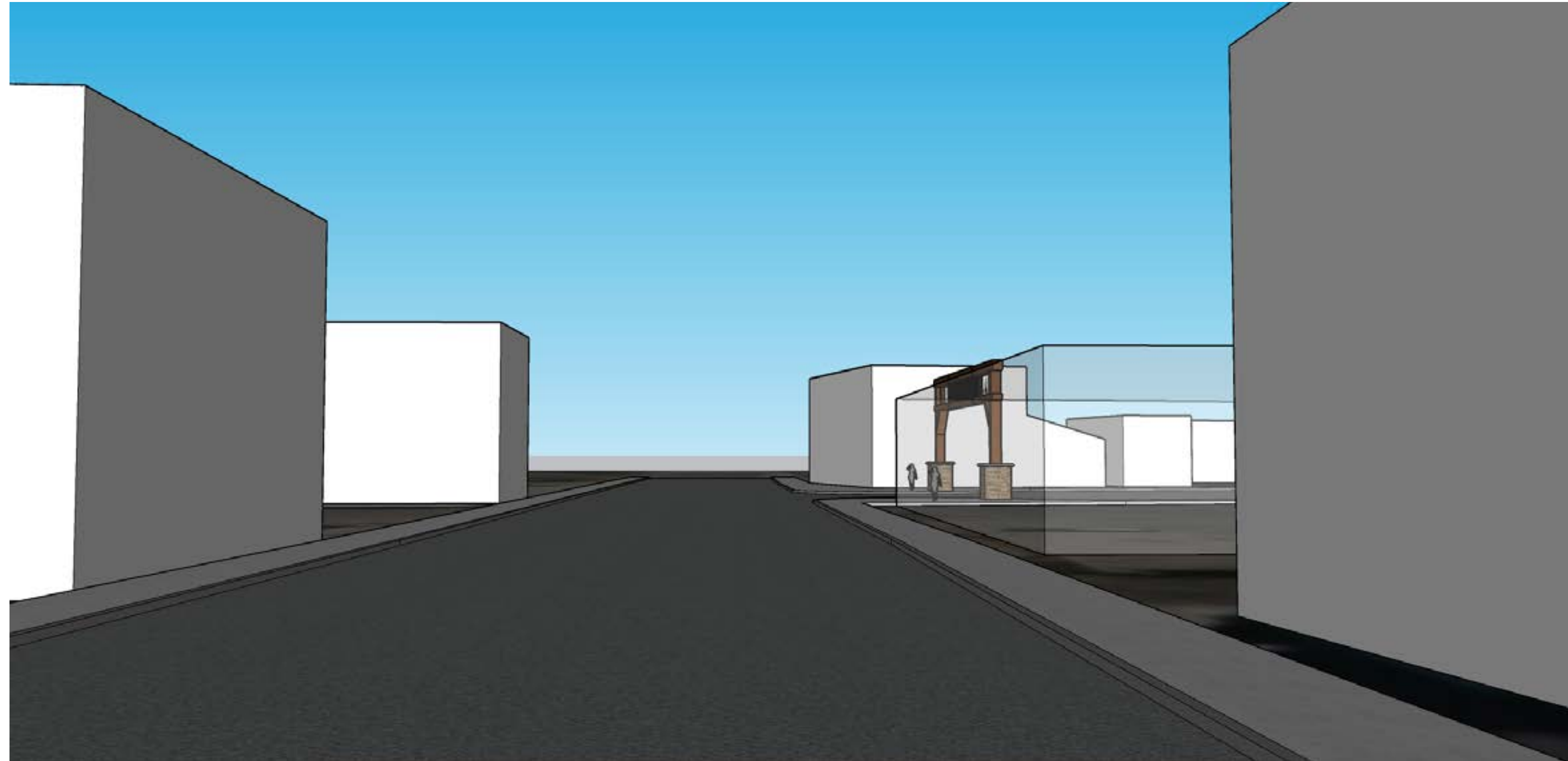
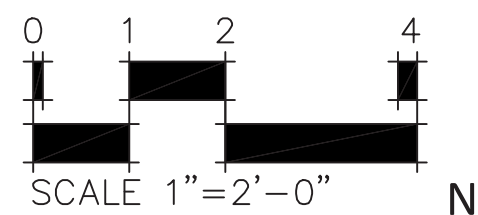
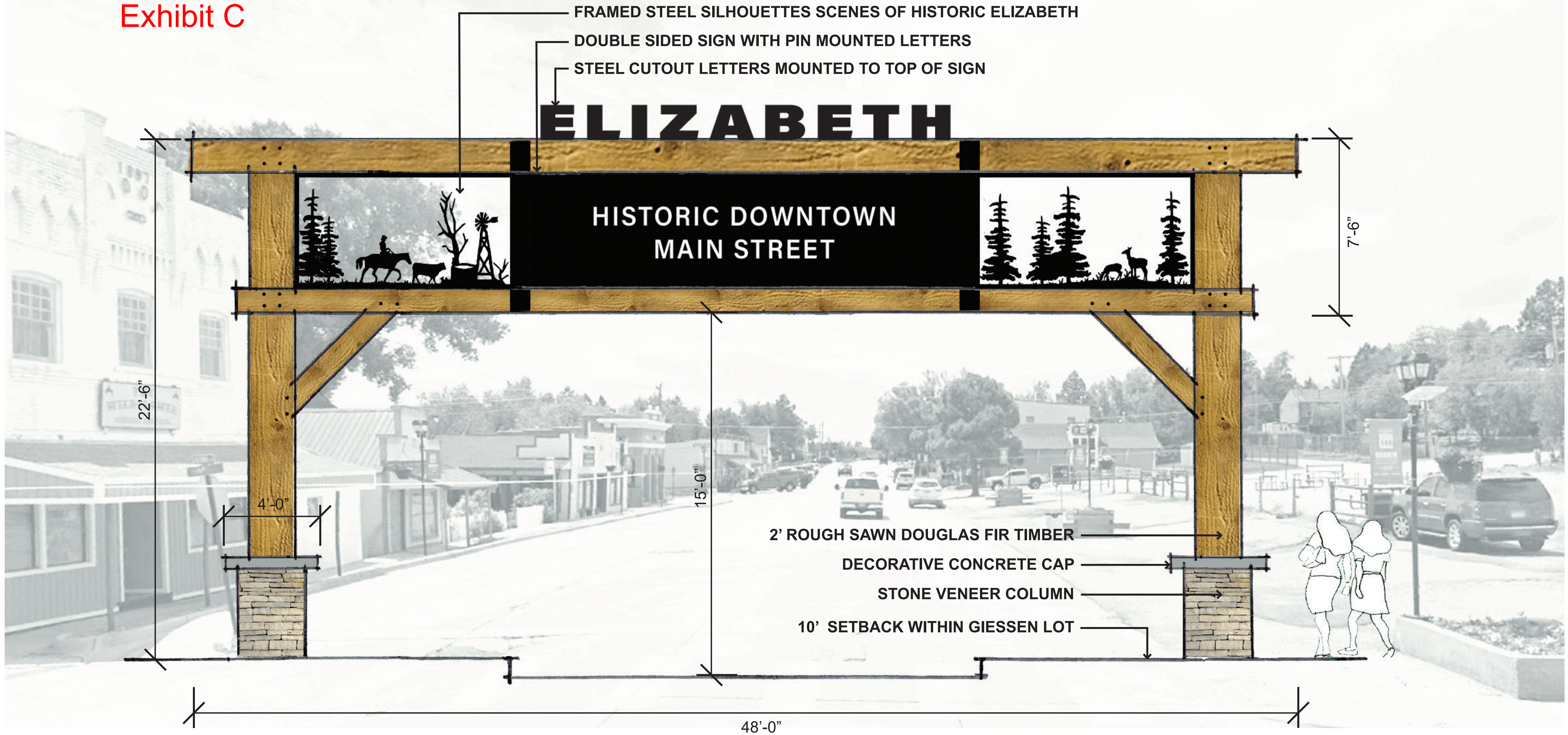
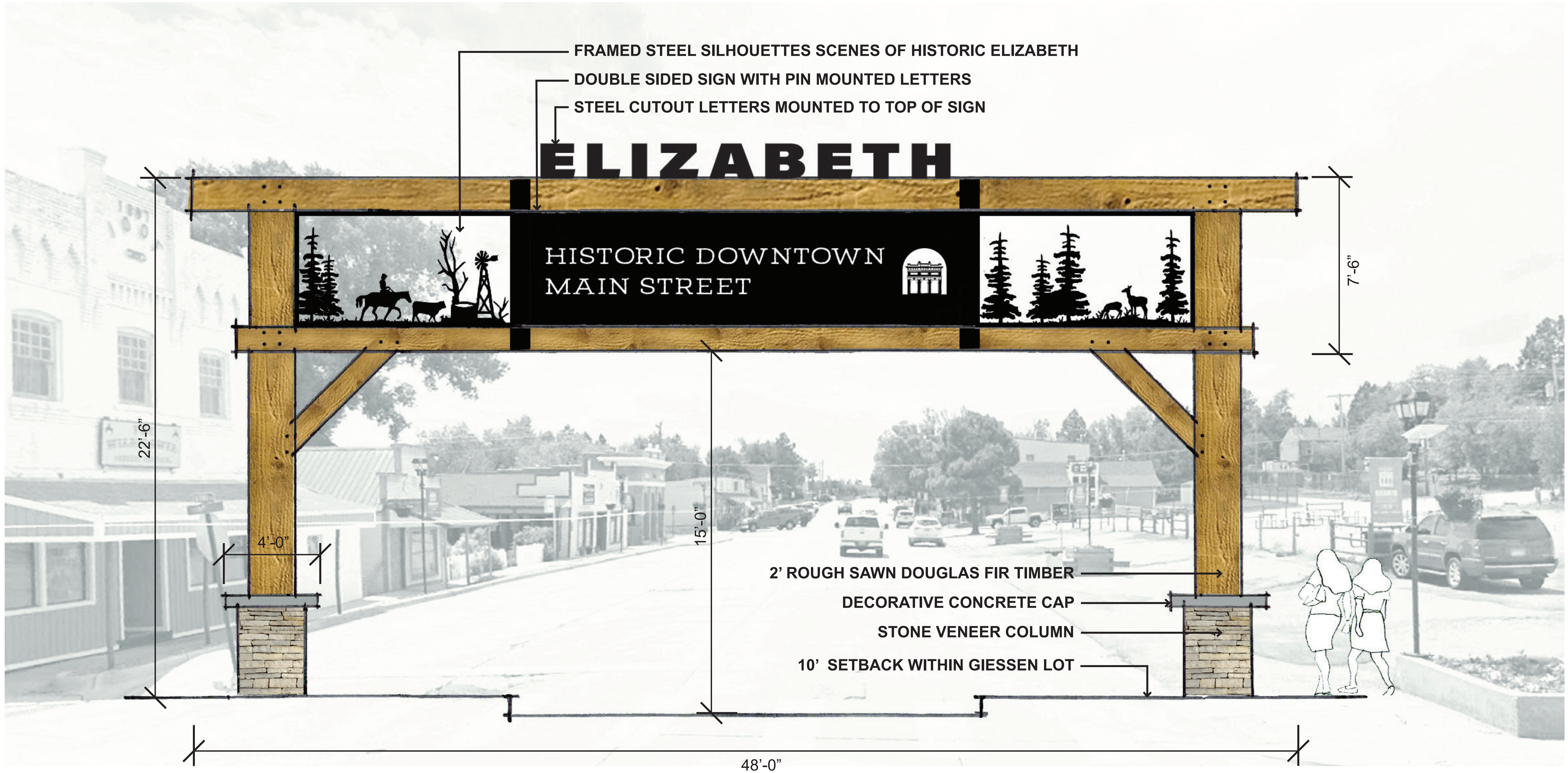


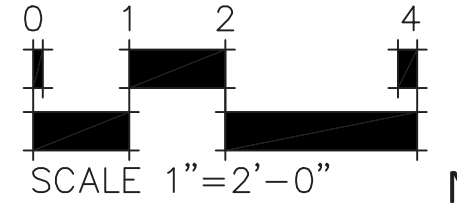
Exhibit C



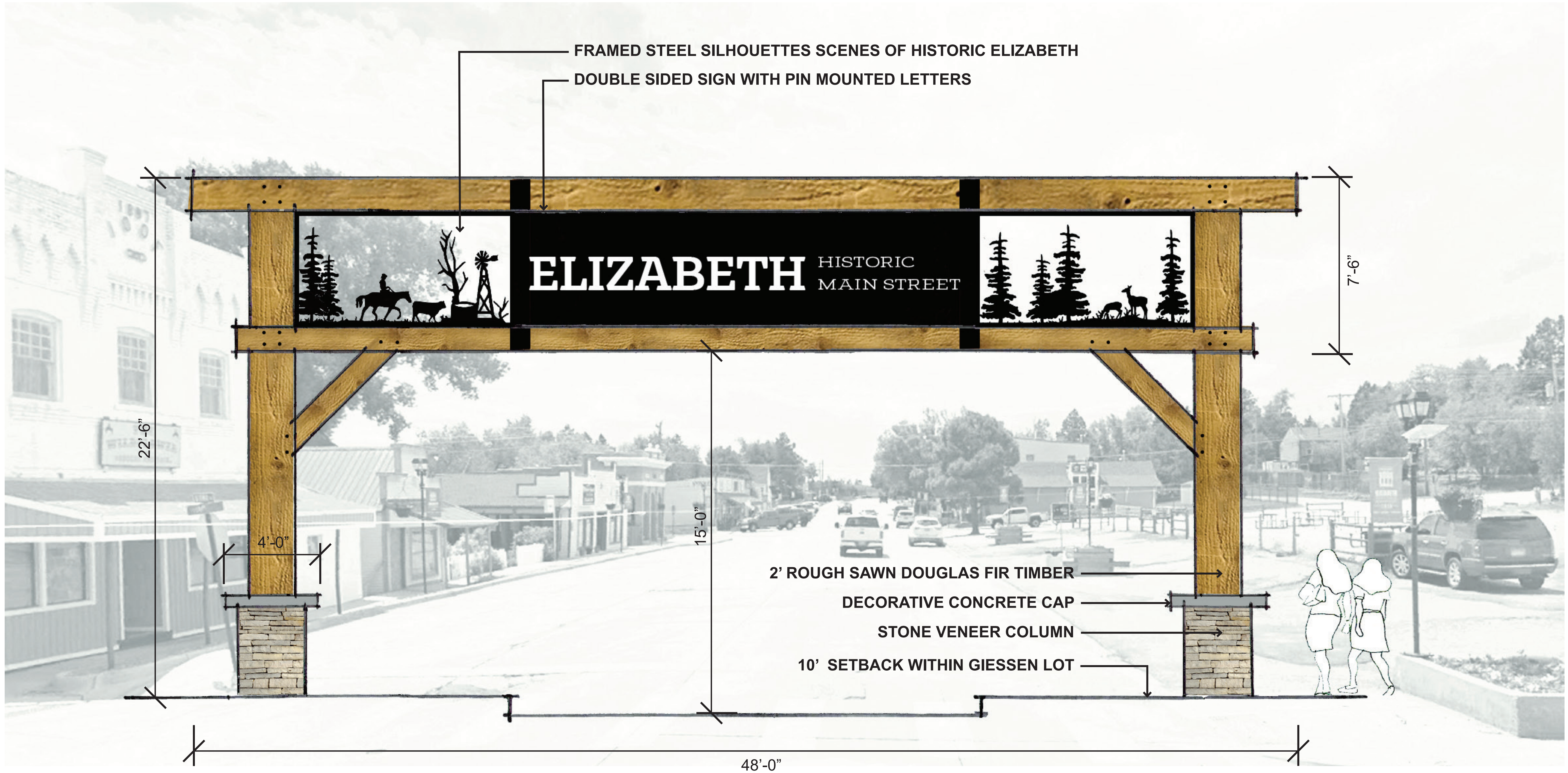
November, 2023



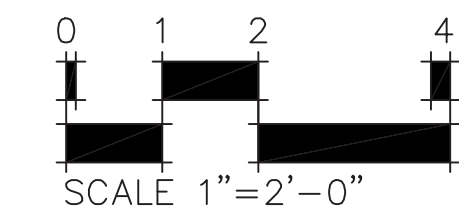
Elizabeth - Main Street Entry Monument Preferred Concept Alt #2
Elbert County, Colorado



November, 2023



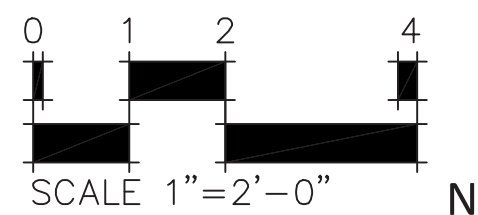
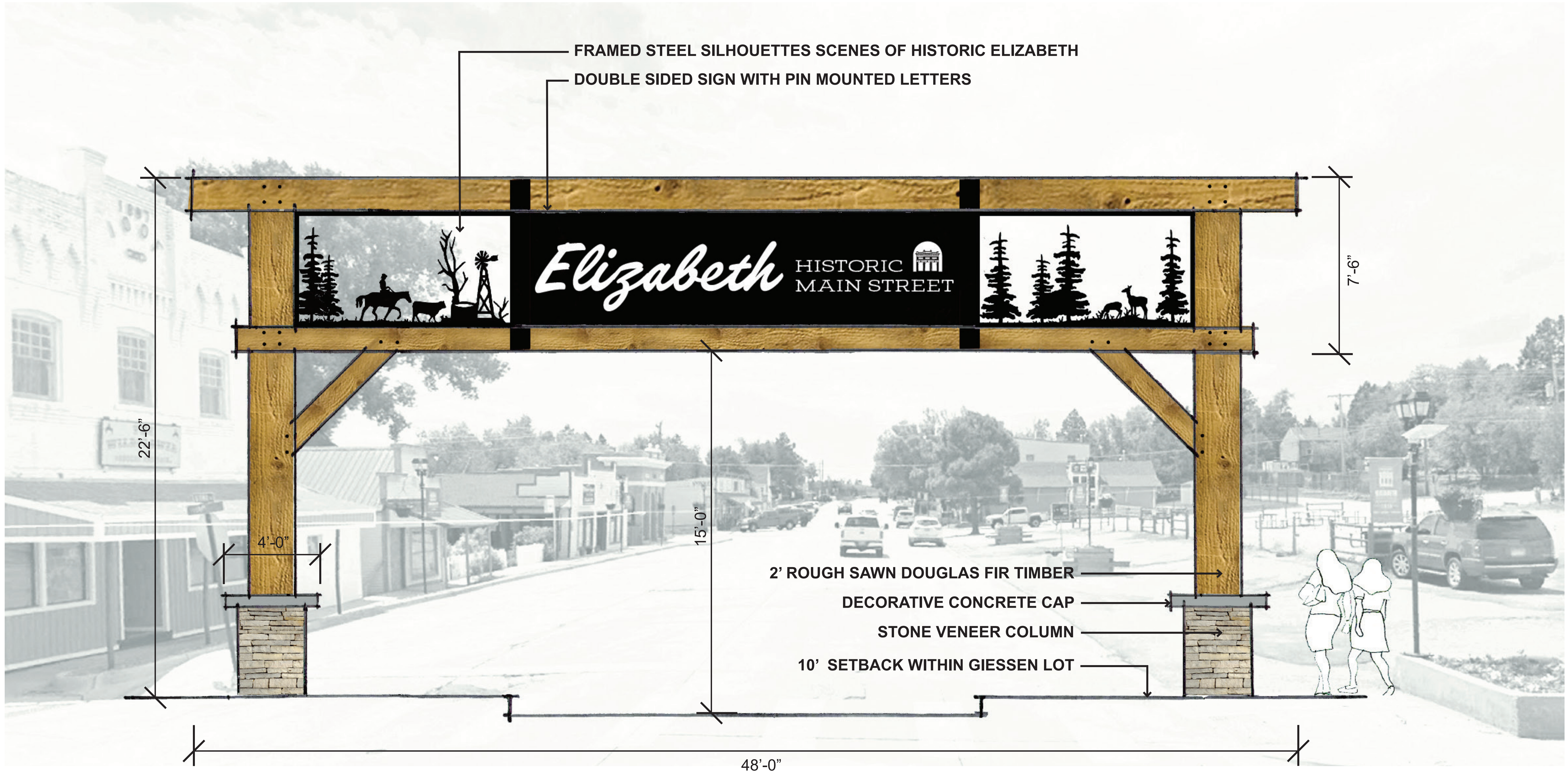
Elizabeth - Main Street Entry Monument Preferred Concept Alt #3
 Elbert County, Colorado



November, 2023

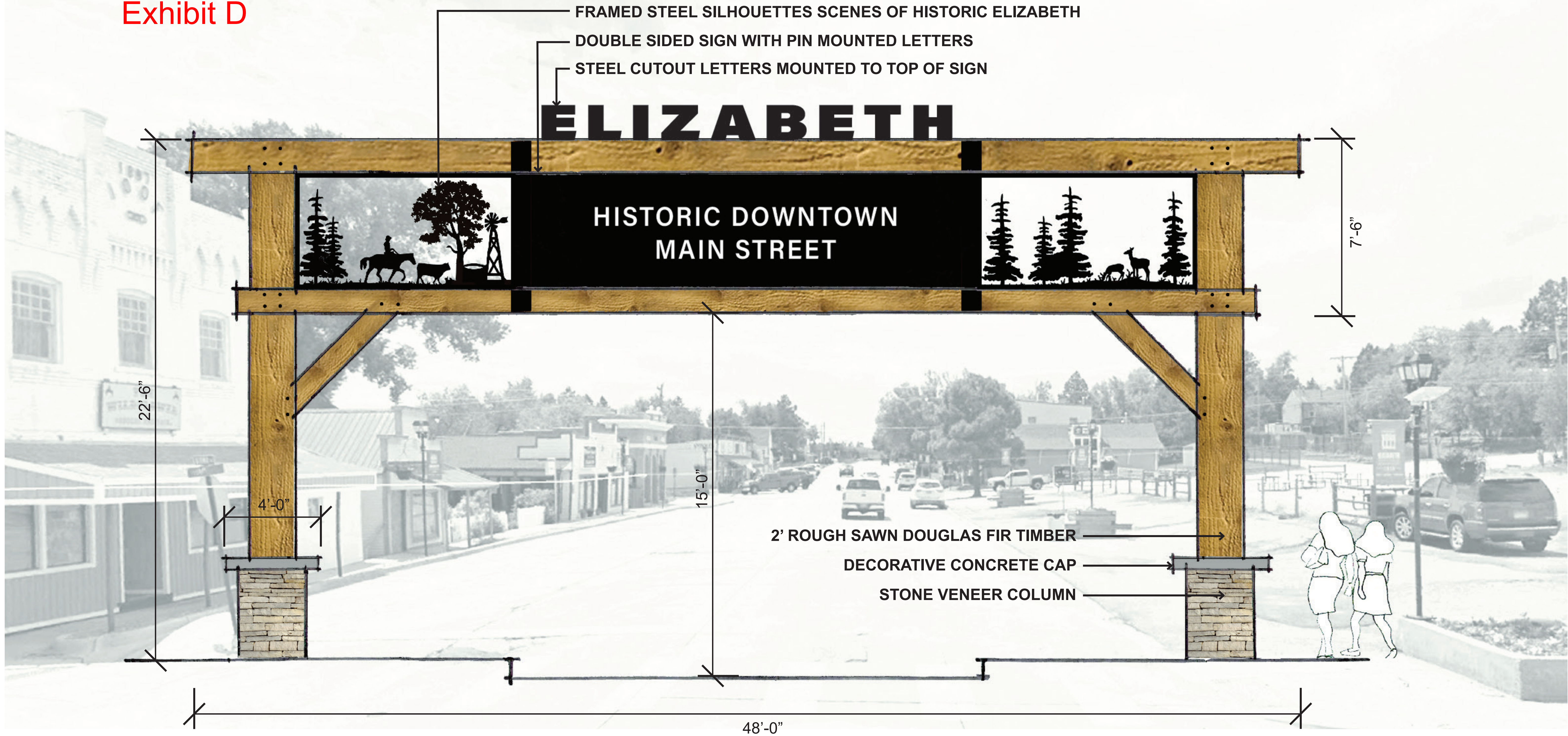


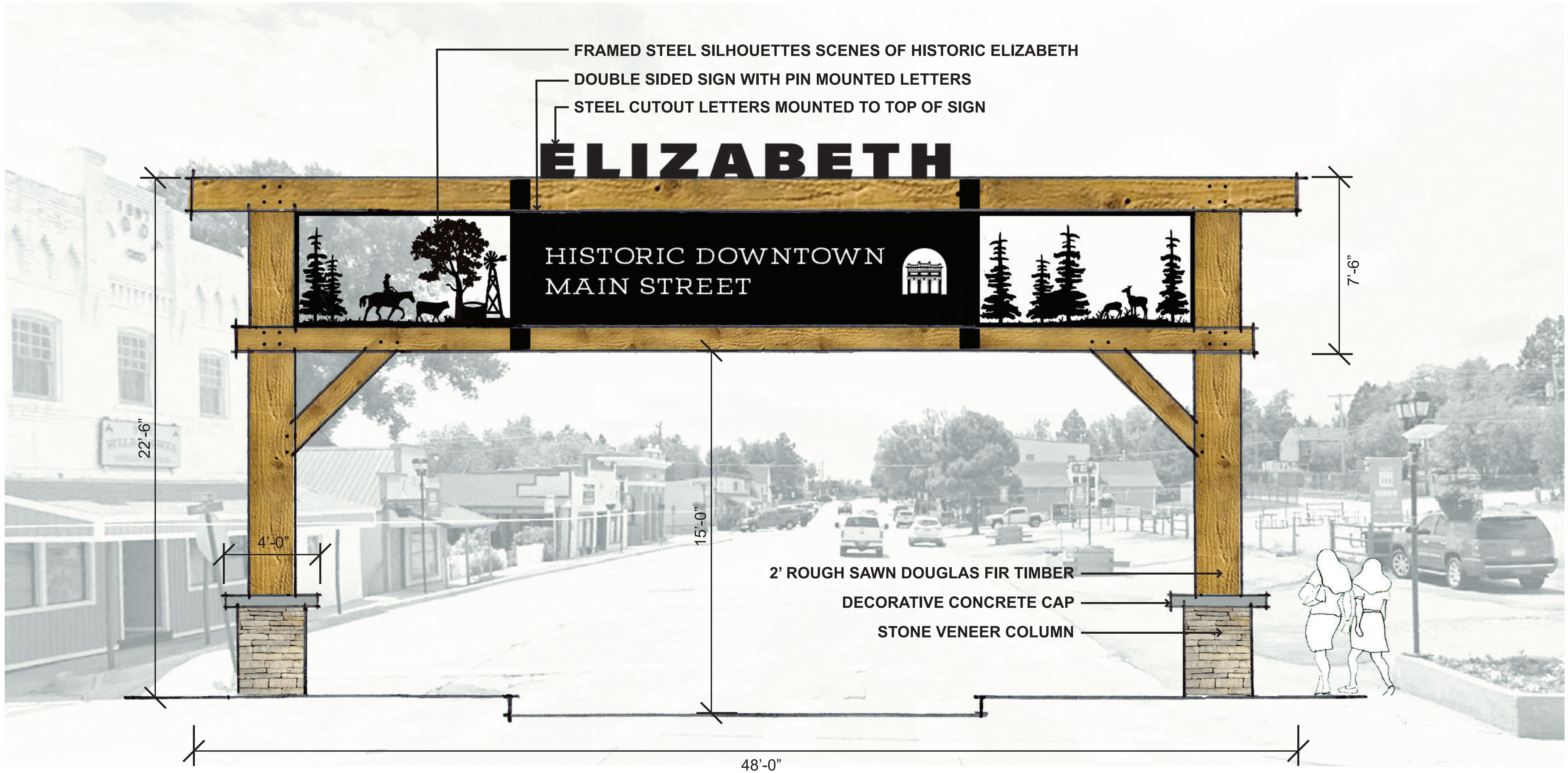
DHM DESIGN



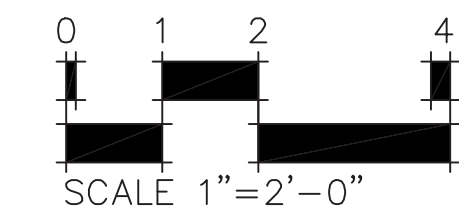
November, 2023

Exhibit D





Elizabeth - Main Street Entry Monument Preferred Concept Alt #2
Elbert County, Colorado

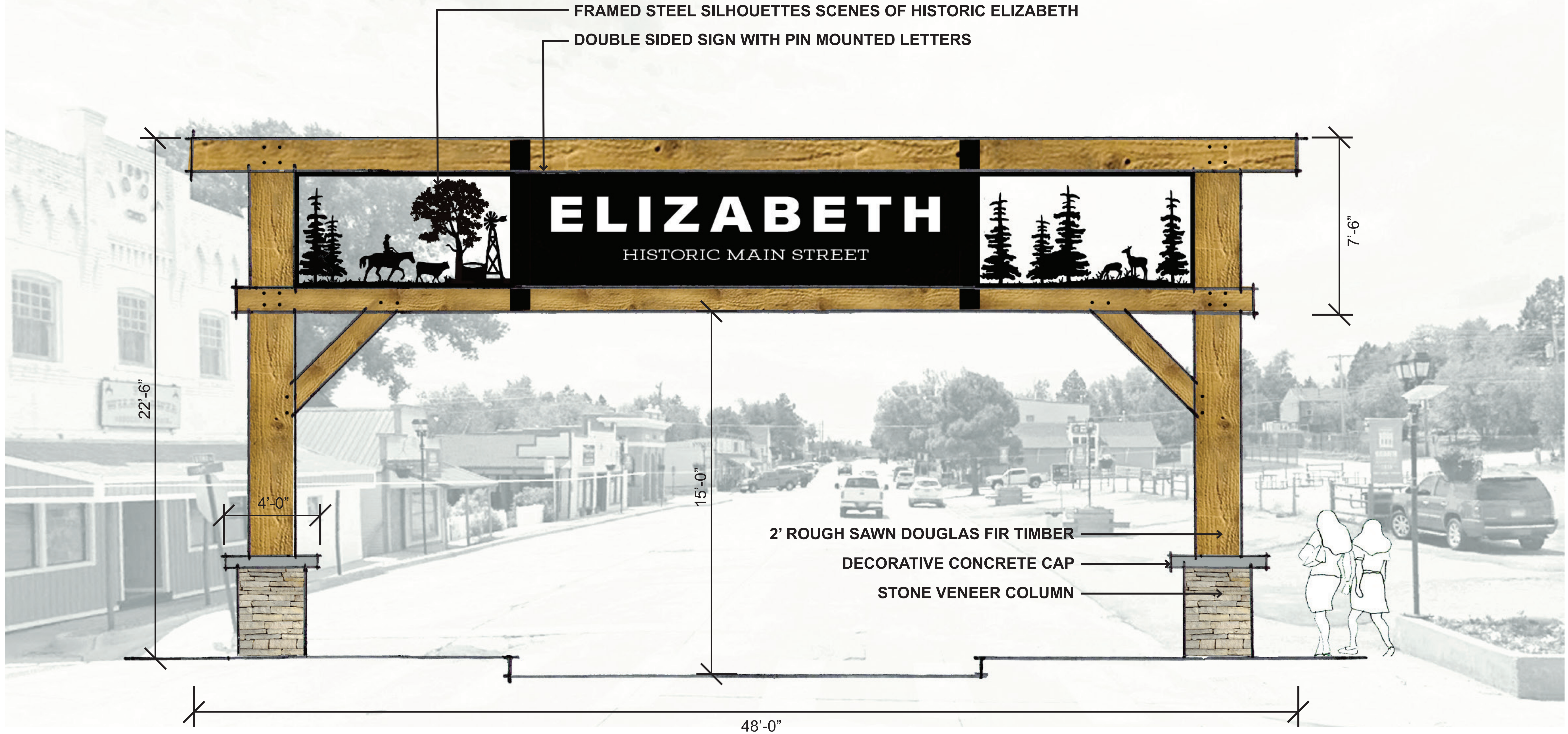


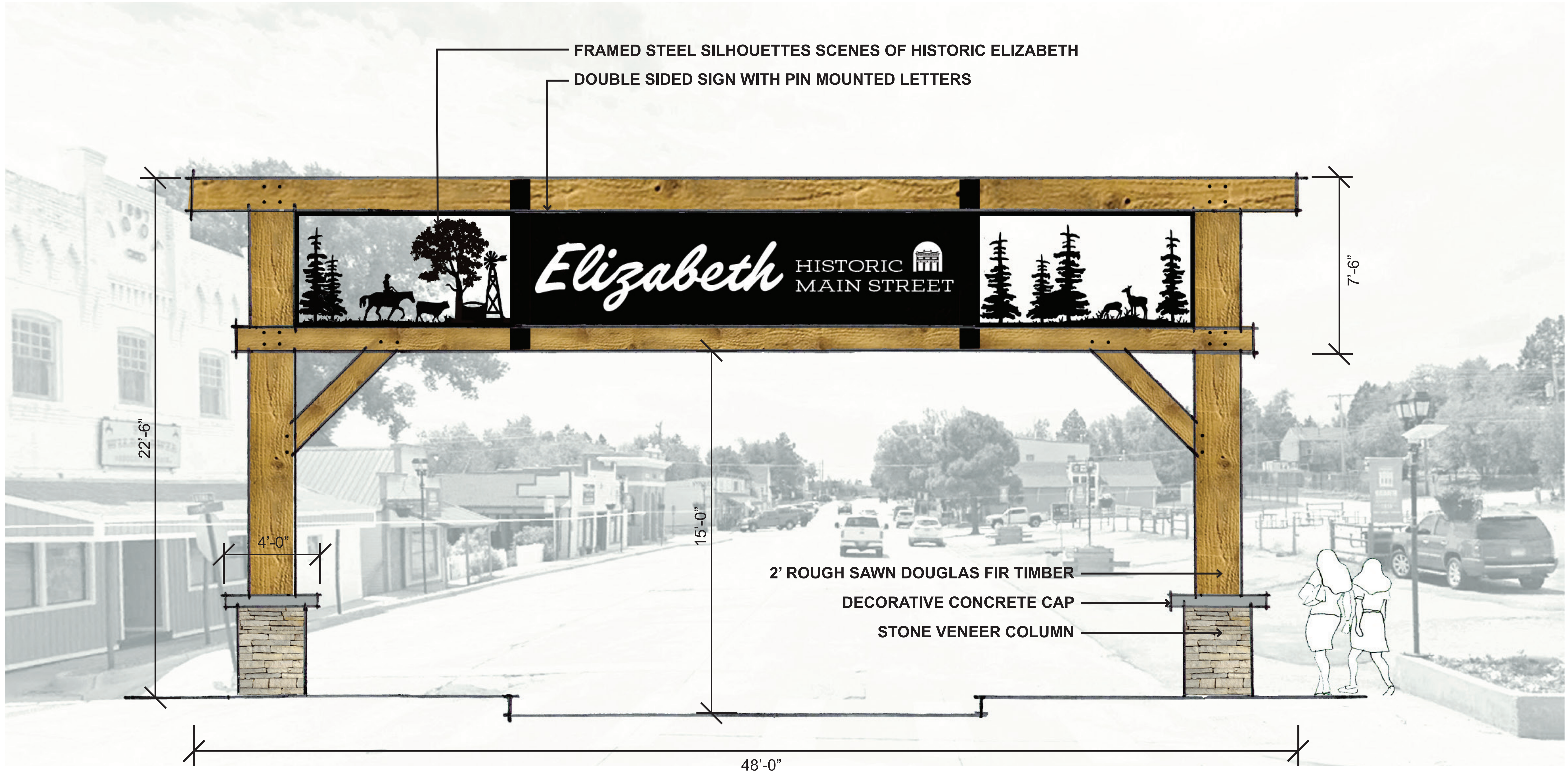
November, 2023



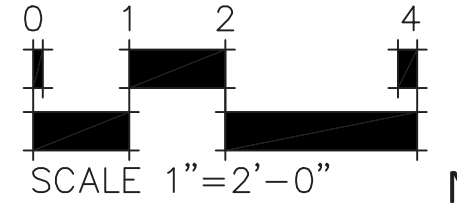
DHM DESIGN

MSBOD Recommendation





Elizabeth - Main Street Entry Monument Preferred Concept Alt #4
 Elbert County, Colorado



November, 2023



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: November 28, 2023
SUBJECT: Auditor Engagement Letter

BACKGROUND

The Town of Elizabeth has been provided with a new engagement letter with The Adams Group, LLC for the upcoming audit season. The current agreement expires on December 31, 2023. The proposed agreement largely mirrors last year's agreement subject to any revisions required by GASB.

STAFF RECOMMENDATION

Staff recommends the Town continue its relationship with The Adams Group, LLC for the upcoming fiscal year of 2024 [audit year 2023].

BUDGET CONSIDERATIONS

The Board's draft budget for FY2024 included in account number 10-41-2500 a total of \$29,000 for the 2023 Audit. The proposed engagement letter from The Adams Group, LLC establishes a "not to exceed" price of \$28,000. There are no other budget concerns at this time.

ATTACHMENTS

Engagement Letter dated November 10, 2023, from The Adams Group, LLC
A Resolution Authorizing the Mayor to Execute a Letter Agreement with The Adams Group, LLC to Provide Audit Services for Fiscal Year 2023.

RESOLUTION 23R43

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A LETTER AGREEMENT WITH THE ADAMS GROUP, LLC TO PROVIDE AUDIT SERVICES FOR FISCAL YEAR 2023.

WHEREAS, the Town of Elizabeth has previously retained the services of The Adams Group, LLC to provide audit services for the Town of Elizabeth; and

WHEREAS it is appropriate to continue the relationship with The Adams Group, LLC for the upcoming audit for fiscal year 2023.

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

SECTION 1. The Board of Trustees hereby authorizes the Mayor of the Town of Elizabeth to execute a Letter Agreement, attached hereto as **Exhibit A**, between the Town of Elizabeth and The Adams Group, LLC for audit services for Fiscal Year 2023.

PASSED, APPROVED, and ADOPTED this 28th day of November 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



CERTIFIED
PUBLIC
ACCOUNTANTS

November 10, 2023

Board of Trustees and Management
Town of Elizabeth
151 S. Banner Street
P.O. Box 159
Elizabeth, CO 80107

We are pleased to confirm our understanding of the services we are to provide the Town of Elizabeth, Colorado (the Town) for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such 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. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist 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 will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's discussion and analysis
- 2) Budgetary comparison schedules
- 3) GASB required pension schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Budgetary comparison schedules
- 2) Local highway finance report

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. 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 GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we

maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. 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, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk of material misstatement as part of our audit planning:

For the year ending December 31, 2023, the Town will implement Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements*, which we consider to be a significant risk related to completeness during the planning phase of the audit.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements and related notes of the Town and perform the calculations of the GASB Statement No. 68 pension activity of the Town in conformity with accounting principles generally accepted in the United States of America based on information provided by you. If applicable, we will also assist with the calculations of the GASB Statement No. 96 calculations.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of The Adams Group, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of The Adams Group, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to an oversight agency or its designee. The oversight agency or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Eric Miller is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in March 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$28,000 for the financial audit, preparation of the financial statements, and calculations of the GASB Statement No. 68 activity. For the year ended December 31, 2023, the Town will be required to implement GASB Statement No. 96, *Subscription-Based IT Arrangements*. While this implementation is not expected to have a significant impact on the Town, if significant time is incurred as a result of this implementation, we will discuss with management any additional fee for time incurred at our standard hourly rates for an amount not to exceed \$5,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Town's financial statements. Our report will be addressed to the Board of Trustees of the Town. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

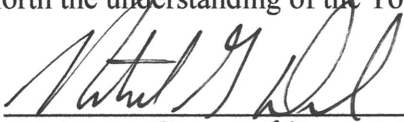
The Adams Group, LLC

The Adams Group, LLC
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the Town of Elizabeth.

Management signature: _____



Title: PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

Date: 11/15/2023

Governance signature: _____

Title: _____

Date: _____



TOWN OF ELIZABETH

HANNAH BRUCE FINANCE OFFICER

TO: Honorable Mayor and Board of Trustees
FROM: Hannah Bruce, Finance Officer
DATE: November 28, 2023
SUBJECT: Resolutions 23R45, 23R46, and 23R47, Resolutions Adopting the 2024 Budget, Appropriating Sums of Money, and Setting Mill Levies

SUMMARY

Town of Elizabeth is pleased to present the final 2024 Budget for adoption by the Board of Trustees. A public hearing for the 2024 Budget was held on November 14, 2023. Final estimated property valuations from the county assessor will be received the first week of December for the calculation of mill levies, and we do not foresee any changes on the budget being presented.

STAFF RECOMMENDATION

Staff recommends approving Resolutions 23R45, 23R46, and 23R47, Resolutions Adopting the 2024 Budget, Appropriating Sums of Money, and Setting Mill Levies

ATTACHMENTS(S)

- A.) Resolution 23R44, A Resolution to Adopt the 2024 Budget
- B.) Resolution 23R45, A Resolution Appropriating Sums of Money
- C.) Resolution 23R46, A Resolution to Set Mill Levies

RESOLUTION 23R44

A RESOLUTION TO ADOPT THE 2024 BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND, AND ADOPTING A BUDGET FOR THE TOWN OF ELIZABETH, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE 1ST DAY OF JANUARY 2024 AND ENDING ON THE LAST DAY OF DECEMBER 2024.

WHEREAS, a proposed Budget has been submitted to the said governing body on October 17, 2023, for consideration, and;

WHEREAS, upon due and proper notice published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held November 14, 2023, and interested taxpayers were given an opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

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

SECTION 1. That estimated expenditures and transfers for each fund are as follows:

General Fund	\$ 3,776,742
Street Maintenance Fund	474,680
Capital Improvement Fund	1,803,000
Street Capital Improvement Fund	1,642,500
Water Sewer Fund	<u>2,413,622</u>
	<u>\$ 10,110,544</u>

That estimated fund balances and revenues for each fund are as follows:

General Fund	
From unappropriated surpluses	\$ 3,513,252
Sources other than property tax	2,844,310
Property Tax	<u>780,119</u>
	<u>\$ 7,137,681</u>

Street Maintenance Fund	
From unappropriated surpluses	\$ 984,694
Sources other than property tax	<u>414,440</u>
	<u>\$ 1,399,134</u>

Capital Improvement Fund	
From unappropriated surpluses	\$ 9,837,405
Sources other than property tax	<u>1,952,500</u>
	<u>\$ 11,789,905</u>
Street Capital Improvement Fund	
From unappropriated surpluses	\$ 5,541,211
Sources other than property tax	<u>1,538,750</u>
	<u>\$ 7,079,961</u>
Water Sewer Fund	
From unappropriated surpluses	\$ 7,522,478
Sources other than property tax	<u>4,121,000</u>
	<u>\$ 11,643,478</u>
	\$39,050,159

SECTION 2. That the budget was submitted and herein above summarized by fund, and the same hereby is approved and adopted as the budget of the TOWN OF ELIZABETH, for the year as stated above.

SECTION 3. That the budget hereby approved and adopted shall be signed by the Mayor of the Town of Elizabeth, and made part of the public records of the Town.

ADOPTED, this 28th day of November 2023 A.D.

Nick Snively, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

TOWN OF ELIZABETH



Adopted 2024 Budget



Budget prepared by: Mayor Nick Snively and Board of Trustees

Approved by: Board of Trustees

Date Approved: November 28, 2023



TOWN OF ELIZABETH, COLORADO
BUDGET MESSAGE FOR FISCAL YEAR 2024

INTRODUCTION

The Town of Elizabeth is a small rural town located in Elbert County, Colorado. The Town has experienced growth over the past several years, with a total population estimated to be approximately 2,100 residents. The Town provides regional shopping and service opportunities within the County and serves as a principal place of residence for individuals working in the greater Denver-Metro area. The Town of Elizabeth’s fiscal year coincides with the calendar year, with the fiscal year being from January 1st through December 31st. The Town’s budget is organized into separate and distinct funds which are more fully addressed herein. The budgeting of funds is performed using a modified accrual basis.

In 2022 the Board of Trustees began the process of updating and modernizing the Town’s financial policies both within each Department, and between Town Departments. In 2022 the Town Board of Trustees updated financial policies regarding grant management, financial reserves, surplus property disposal, capital reserve accounts for the Enterprise Funds (water, wastewater, and renewable water funds), and a vehicle replacement policy. These financial policies were implemented and reflected in the Town’s adopted 2023 budget.

In fiscal year 2023 the Town has sought to continue this process by initiating the segregation of operations within Public Works to separate streets/parks from water/wastewater and evolving water and wastewater operations into stand-alone enterprise funds; updating tap fees, development fees, and impact fees to capture revenue that is directly tied to an increased demand for services arising from growth and development; and implementing fund transfers that truly take into account the costs of operations of both the General and Enterprise Funds. Further steps were taken to specifically call out expenditures within the General Fund budget and allocate these expenses to specific departments. For example, liability and property insurance, computer services, and community event expenditures are no longer budgeted solely within the Clerk’s Office as has previously been the case. Many expenditures within the Police Department budget

are no longer simply identified as “Contracted Services” but are identified by account in the categories of “Victims Advocate”, “ECCA Maintenance”, “Body Cam Contract” and “Taser Contract”. In addition, the popular Student Police Academy has its own separate expense line, and is specifically budgeted for 2024, rather than relying upon cost savings throughout the year.

Throughout fiscal year 2024 staff will continue to monitor and fine-tune the General Fund and Enterprise Budgets. Of specific focus will be continuing to separate the General and Enterprise Funds within the Public Works Department; focus on fleet rotation, depreciation and replacement; and finalizing a Capital Improvement Plan to allow for long term planning of larger capital expenditures.

Finally, in creation of a municipal budget [regardless of the size of entity] a focus must be made on current financial concerns of the Town as well as those of the future. Of specific concern for the Town of Elizabeth is the national economy, the financial impacts of the State and likely legislation, and the local economy. No single area is separate, and all impact the Town and its future.

- The national economy has been severely impacted by consistent rises in the inflation rate since May 2020. In order to combat the inflation trend, interest rates have likewise been adjusted upward to adjust the money supply, inflation, and the labor supply. The net effect for the Town, and its residents, is that the costs of food, fuel, and utilities have remained high throughout 2023. This has impacted the housing market, causing delays in home purchases, and impacting disposal income. These national issues directly impact the ability for the Town of Elizabeth to make capital improvements, attract home purchasers, and develop an affordable labor market. It also has profound impacts on the creation or expansion of businesses within the Town and Elbert County.
- The Town of Elizabeth is not alone in these concerns, as they are widespread across Colorado. Colorado, itself, is not among the most expensive states to live in due to relatively low utility, food, and medical costs. However, in terms of housing, Colorado does rank within the top 10, often holding the number 4 or 5 position depending on the data points used. This does translate to the scarcity of labor, and difficulties in establishing housing across the State. These difficulties have attracted the eye of the Colorado Legislature, and will assuredly result in legislation regarding land use, real estate taxes, and potential adjustments to TABOR. Staff will continue to monitor these events, and rely

on the Colorado Municipal League for assistance, but the Town's ability to influence anything on a state level is minimal.

- Narrowing these matters down to the Town itself, the implications of Elizabeth West must be acknowledged in this Budget Message. The Town of Elizabeth is largely landlocked to the South, West and East by ranchettes. While the ability for the Town to expand to the North is possible, it is remote, and not likely in the foreseeable future. Elizabeth West, while controversial, provided a limited means by which to expand the Town, and its revenue base, while still limiting overall growth. The immediate financial impacts to Town from disconnection, arise from the loss of tap fees, are estimated at over \$21M. Overall, the Town will experience a loss of tax revenue nearing \$100M over the next twenty years. While the initial loss of revenue can be absorbed through careful budgeting, and likely fee increases, the long-term implications of the financial loss will be felt in the future. Additionally, while some taxing authorities within the State and County will see a sharp increase in property tax revenue [some referring to it as a windfall] the same does not apply to the Town of Elizabeth. The Town is limited to no more than a 5.5% increase in property tax revenue under TABOR, regardless of the County's assessments.

Enclosed is the 2024 proposed budget for the Town of Elizabeth.¹ The budget was prepared with the participation of staff and elected officials to serve as a financial plan for the upcoming fiscal and calendar year. The Budget plays the necessary role of identifying how the Town will choose to allocate and expend its monetary resources in the upcoming year. The Budget not only provides guidance for the 2024 fiscal year, but also long-term guidance for projects Staff will be working on in the future. In its most basic role, the Budget provides a roadmap for the current financial and operational conditions of the Town, as well as providing insight into the Town's future.

¹ The calculations provided in this 2024 Budget Message are subject to the final action by the Elizabeth Board of Trustees in acceptance of a formal resolution adopting the proposed budget for the fiscal year 2024. As such, the calculations stated herein remain subject to change.

FUND OPERATIONS AND EXPENDITURES

General Fund (10):

The term “General Fund” relates to those general government operations and expenditures that are supported through the Town’s primary revenue source of taxes. For the Town of Elizabeth, the General Fund (10) is divided into seven (7) different departments: Town Clerk, Judicial, Legislature, Parks, Public Safety, Town Administrator, and Community Development. The Budget for the General Fund anticipates revenues in the amount of \$3,624,429 and expenditures in the amount of \$3,776,742. The General Fund is expected to end the year with a fund balance of \$2,826,125.

Street Maintenance Fund (21):

Within the Budget is the Street Maintenance Fund (21). The Street Maintenance Fund is a special revenue fund which derives its revenue from special taxes or other revenue sources dedicated for the repair, maintenance, and upgrade of streets within the Town of Elizabeth. During the 2021 Budget Process (for inclusion into the 2022 Budget), highway user taxes were automatically set over into the Street Maintenance Fund. This process has continued through the projected 2023 Budget. Anticipated revenue for the Street Maintenance Fund (21) are projected to be \$414,440, with a Budgeted expenditure of \$474,680. The ending fund balance is calculated to be approximately \$910,214.

Capital Improvement Fund (31) and Street Capital Improvement Fund (32):

The Town of Elizabeth’s Budget also contains two (2) specific capital funds associated with the General Fund. Capital fund expenditures generally reflect items which typically have a long service life and provide long term benefit to the organization or the community. In the case of the Town of Elizabeth, capital expenditures are generally bound by (a) an acquisition cost of at least \$500.00; and (b) a useful life of at least 1 year. These capital improvements may include mobile assets such as vehicles, fixed assets such as park improvements, or improvements to buildings and facilities. Expenditures in the Capital Improvement Fund (31) provide substantial insight into the priorities of the Board of Trustees and the community. The Capital Improvement

Fund allows for sales taxes to be used for all Town needs, including capital expenditures within the water and sewer enterprises. These expenditures can include equipment and priorities which impact one or more departments for the betterment of operations, but more often reflect community wide needs and identifiable requests.

For purposes of the 2024 Capital Improvement Fund (31), it is important to note that not every project specifically budgeted for 2023 was able to be completed in that fiscal year. The extremely wet Spring and Summer substantially inhibited the ability to perform street and sidewalk maintenance and construction. In some instances, the balance of the funding will be rolled forward into 2024 or may have been scaled back to better reflect priorities within the Town. The Capital Improvement Fund (31) is anticipated to have revenues in the amount of \$1,952,500 for 2024 with expenditures in the amount of \$1,803,000. The ending balance is anticipated to be \$9,932,815 which provides more than adequate reserves for future projects.

The Town of Elizabeth also maintains a Street Capital Improvement Fund (32). As identified by the name, this fund is associated with capital expenditures directly related to the development, maintenance, improvement and upgrade of streets, sidewalks, and related facilities within the Town. The projected revenue for the Street Capital Improvement Fund (32) is estimated at \$1,538,750, with expenditures of \$1,642,500. As was the case with the Capital Improvement Fund (31) there are allocated but unspent funds which will be carried over into 2024. The resulting year-end balance of the Street Capital Improvement Fund (32) is projected to be \$5,199,686.

Water/Sewer Fund (52):

The Water/Sewer Fund (52) is an enterprise fund, meaning that it derives its revenue from fees associated with the sale of water, and the acceptance and processing of wastewater. As an enterprise fund, it is designed to not rely on taxes as its primary source of revenue, and to operate as independently as possible. Staff, at the Board's direction, is working to entirely separate the operations of the water and sewer funds from the General Fund and begin the process of segregating water operations and capital expenditures from sewer/wastewater operations and capital expenditures. The first step in this process was to create independent capital accounts for water, wastewater, and renewable water fees. Those accounts are to be funded long-term through the receipt of tap fees in those specific categories.

Revenues within the Fund (52) derived from water and sewer sales and related services and are estimated in the amount of \$4,121,000. Expenses within Fund (52) include daily operations, maintenance, repairs and upgrades to the systems, and long-term expenditures to expand the systems. The expenditures also include retiring debt from the 2007 loan, and the transfer of revenue to the General Fund (10) to offset administrative costs associated with operations of the fund. The total expenditures in Water/Sewer Fund (10) are \$2,413,622. The ending fund balance is projected at \$9,083,011.

CONCLUSION

The 2024 Proposed Budget for the Town of Elizabeth serves as a financial plan and operational guide for the upcoming year. It is designed to ensure responsible spending in operations and to provide direction to Staff as to the priorities of the Board of Trustees. The proposed Budget is a culmination of work by the Mayor and Board of Trustees in setting a vision for the Town of Elizabeth; Hannah Bruce, the Town's Financial Manager, who has focused endlessly in updating policies to streamline the accuracy of the finances; and the Town's Department Heads who focus on the success and safety of our community is unwavering.

DATED this 28th day of November 2023.

RESPECTFULLY SUBMITTED,



Patrick G. Davidson, Town Administrator
Town of Elizabeth

COMBINED BALANCE SHEET
SUMMARY OF 2024 TOTAL BUDGET
2024 DRAFT BUDGET

	FUND 10 GENERAL FUND	FUND 21 STREET MAINT. FUND	FUND 31 CAP IMP FUND	FUND 32 STREET CAP FUND	FUND 52 WTR SWR FUND	TOTAL BUDGET
Revenues	3,214,429	414,440	1,952,500	1,538,750	4,121,000	11,241,119
Transfer from Other Funds	410,000	-	-	-	-	410,000
SUB-TOTAL	<u>3,624,429</u>	<u>414,440</u>	<u>1,952,500</u>	<u>1,538,750</u>	<u>4,121,000</u>	<u>11,651,119</u>
Beginning Balance	3,513,252	984,694	9,837,405	5,541,211	7,522,478	27,399,039
TOTAL REVENUES	<u>7,137,681</u>	<u>1,399,134</u>	<u>11,789,905</u>	<u>7,079,961</u>	<u>11,643,478</u>	<u>39,050,158</u>
Expenditures	(3,776,742)	(474,680)	(1,693,000)	(1,642,500)	(2,213,622)	(9,800,544)
Transfer to Other Funds	-	-	(110,000)	-	(200,000)	(310,000)
TOTAL EXPENSES	<u>(3,776,742)</u>	<u>(474,680)</u>	<u>(1,803,000)</u>	<u>(1,642,500)</u>	<u>(2,413,622)</u>	<u>(10,110,544)</u>
ENDING CASH BALANCE	3,360,939	924,454	9,986,905	5,437,461	9,229,856	28,939,615
EMERG RESERVE	(113,302)	(14,240)	(54,090)	(49,275)	(72,409)	(303,316)
CONSERVATION TRST RES	(117,683)	-	-	-	-	(117,683)
DEBT RESERVE	-	-	-	(188,500)	(74,436)	(262,936)
ARPA RESERVE	(303,829)	-	-	-	-	(303,829)
Year End Balance	<u>2,826,125</u>	<u>910,214</u>	<u>9,932,815</u>	<u>5,199,686</u>	<u>9,083,011</u>	<u>27,951,850</u>

TOWN OF ELIZABETH
GENERAL FUND SUMMARY
2024 DRAFT BUDGET

	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
REVENUES				
REVENUES	3,184,844	3,014,000	3,803,097	3,214,429
TRANSFER IN	280,000	280,000	245,000	410,000
SUB-TOTAL	3,464,844	3,294,000	4,048,097	3,624,429
BEGINNING FUND BALANCE	2,042,395	1,382,494	2,599,027	3,513,252
TOTAL REVENUES	<u>5,507,239</u>	<u>4,676,494</u>	<u>6,647,123</u>	<u>7,137,681</u>
EXPENDITURES				
EXPENDITURES	(2,908,213)	(3,400,293)	(3,133,872)	(3,776,742)
TOTAL EXPENSES	<u>(2,908,213)</u>	<u>(3,400,293)</u>	<u>(3,133,872)</u>	<u>(3,776,742)</u>
ENDING FUND BALANCE	2,599,027	1,276,201	3,513,252	3,360,939
EMERGENCY RESERVE	(87,246)	(102,009)	(94,016)	(113,302)
CONSERVATION TRUST RESERVE	(114,430)	(124,430)	(125,683)	(117,683)
ARPA RESERVE	(196,807)	(303,829)	(303,829)	(303,829)
YEAR END BALANCE	<u>2,200,543</u>	<u>745,933</u>	<u>2,989,723</u>	<u>2,826,125</u>

DRAFT

**TOWN OF ELIZABETH
GENERAL FUND SUMMARY
2024 DRAFT BUDGET**

REVENUES		2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
10-31	Taxes	1,875,937	1,865,000	2,132,966	1,865,119
10-32	Licenses, Fees, and Charges	264,906	260,000	708,339	338,000
10-33	Intergovernmental	16,494	13,000	17,216	17,800
10-34	Grants	6,270	50,000	-	-
10-36	Other	1,021,236	826,000	944,576	993,510
10-39	Transfers In	280,000	280,000	245,000	410,000
TOTAL REVENUE		<u>3,464,844</u>	<u>3,294,000</u>	<u>4,048,097</u>	<u>3,624,429</u>
EXPENDITURES					
10-41	Town Clerk	721,050	885,293	814,844	801,841
10-42	Judicial	47,358	36,660	30,610	38,941
10-43	Legislative	24,967	39,892	26,835	55,556
10-46	Police Department	1,372,240	1,486,216	1,458,029	1,809,729
10-49	Parks	119,994	170,489	115,272	301,077
10-52	Twn Adminstr	167,220	198,553	179,732	202,412
10-53	Community Development	455,384	583,190	508,550	567,185
TOTAL EXPENDITURES		<u>2,908,213</u>	<u>3,400,293</u>	<u>3,133,872</u>	<u>3,776,742</u>

ADOPTED

**TOWN OF ELIZABETH
GENERAL FUND REVENUES
2024 DRAFT BUDGET**

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
TAXES:					
10-31-1000	Property Taxes	714,473	750,000	1,163,228	780,119
10-31-2000	Specific Ownership Tax	113,795	115,000	107,176	110,000
10-31-3100	1% Sales Tax	1,047,669	1,000,000	862,562	975,000
	SUB-TOTAL	1,875,937	1,865,000	2,132,966	1,865,119
LICENSES, FEES, AND CHARGES:					
10-32-1000	Franchise Tax	81,263	80,000	141,215	115,000
10-32-2000	Building Permit	153,723	150,000	502,911	175,000
10-32-2100	Passport Execution Fees	-	-	9,713	10,000
10-32-2200	Passport Photo Fees	-	-	1,971	2,000
10-32-2300	Bag Fees	-	-	9,621	6,000
10-32-3000	Other Licenses, Fees and Chg	29,921	30,000	42,909	30,000
	SUB-TOTAL	264,906	260,000	708,339	338,000
INTERGOVERNMENTAL:					
10-33-2000	Cigarette Tax	5,482	3,000	5,963	5,800
10-33-3000	Conservation Trust Fund	11,012	10,000	11,253	12,000
10-33-5901	State Severance Tax	-	-	-	-
10-33-9000	Other Intergovernmental Rev	-	-	-	-
	SUB-TOTAL	16,494	13,000	17,216	17,800
10-34-1000	GRANTS:	6,270	50,000	-	-
OTHER:					
10-36-1000	Interest	47,881	8,000	127,403	80,000
10-36-3100	Fines and Forfeitures	117,555	73,000	80,774	80,000
10-36-4000	Public Improvement Fee	744,144	710,000	689,039	786,510
10-36-7000	Police Revenue	22,245	35,000	30,620	35,000
10-36-9000	Other Revenue	89,411	-	16,740	12,000
	SUB-TOTAL	1,021,236	826,000	944,576	993,510
	TOTAL REVENUES	3,184,844	3,014,000	3,803,097	3,214,429
TRANSFERS IN:					
10-39-7000	Transfer from Water Fund	175,000	175,000	153,125	200,000
10-39-7003	Transfer from Cap Imp Fund	55,000	55,000	48,125	110,000
10-39-7004	Transfer from Street Cap Fund	50,000	50,000	43,750	100,000
	SUB-TOTAL	280,000	280,000	245,000	410,000
	GRAND TOTALS	3,464,844	3,294,000	4,048,097	3,624,429

**TOWN OF ELIZABETH
GENERAL FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 10 ACCOUNT NUMBER 41

DEPARTMENT: TOWN CLERK

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
10-41-1100	Salaries & Wages	170,936	189,000	192,252	314,940
10-41-1150	Town Clerk Salary	91,162	96,800	90,769	-
10-41-1300	Overtime	564	-	230	465
10-41-1400	Workers' Compensation	292	372	340	410
10-41-1500	Health Insurance	58,456	58,000	71,423	75,332
10-41-1550	Retirement	8,450	8,000	13,593	15,770
10-41-1600	FICA	7,757	21,864	40,040	24,128
10-41-1700	Colo Unemployment	518	857	566	946
10-41-1800	Tuition Reimbursement	2,880	10,000	8,404	10,000
10-41-1825	Memberships - Employee	1,377	1,500	1,367	1,600
10-41-1850	Training, Travel and Lodging	7,541	13,000	5,788	9,000
10-41-1900	Allowances	2,019	-	-	-
10-41-2500	Audit	26,307	28,000	26,000	29,000
10-41-3000	Community Engagement	2,129	3,400	2,453	-
*	Community & Public Relations	-	-	-	8,750
*	Mayor's Tree Lighting	-	-	-	15,000
*	Birthday Bash	-	-	-	5,000
10-41-3200	Contracted Services	1,618	5,000	300	1,500
10-41-3320	Contributions and Sponsorships	3,000	3,000	2,025	3,000
10-41-3350	County Treasurer & Other Fees	14,125	18,000	23,283	19,000
10-41-3400	Legal Publications	5,825	11,000	3,104	5,500
10-41-3450	Elections	75	25,000	24,117	25,000
10-41-4000	Bldg Maint and Repairs	24,653	12,000	2,215	5,000
10-41-4400	Equipment and Maint	10,655	12,000	13,608	11,000
10-41-4500	Furniture	4,222	3,500	1,154	500
10-41-4600	Office Supplies	12,806	11,000	10,315	11,000
10-41-4700	Postage	7,920	15,500	6,516	8,500
10-41-4800	Telephone and Internet	12,693	15,500	14,970	16,000
10-41-4900	Utilities	7,925	8,000	7,049	8,500
10-41-5100	Human Resources - Contracted	-	5,000	-	-
10-41-5250	IT - Contracted	25,839	33,000	26,888	10,000
10-41-5300	IT - Hardware	11,268	20,000	285	5,000
10-41-5325	IT - Software Purchases	876	2,000	-	2,000
10-41-5350	IT - Software Contracts	36,392	45,000	45,124	52,000
10-41-5400	Insurance	84,573	116,000	121,242	30,000
10-41-5500	Legal - Contracted	46,085	60,000	36,958	50,000
10-41-5600	Memberships - Town	10,359	13,000	11,560	14,000
10-41-5700	Public Relations	2,470	5,000	4,726	-
10-41-5800	Town Hall Events	5,720	8,500	-	8,500
*	Employee Recognition	-	-	-	3,500
10-41-9000	Other	11,563	7,500	6,180	2,000
SUB-TOTAL		721,050	885,293	814,844	801,841

**TOWN OF ELIZABETH
GENERAL FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 10 ACCOUNT NUMBER 42

DEPARTMENT: JUDICIAL

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
10-42-1200	Salaries & Wages- Muni Judge	13,666	15,000	11,868	14,345
10-42-1300	Salaries & Wages- Asst Judge	-	4,000	3,237	4,316
10-42-1400	State Comp	267	500	421	547
10-42-1600	FICA	1,045	1,500	1,155	1,428
10-42-1700	Colo Unemployment	27	60	30	56
10-42-1825	Memberships - Employee	-	-	75	-
10-42-1850	Training, Travel and Lodging	2,289	2,600	1,776	3,000
10-42-3200	Court Prosecutor - Contracted	27,611	12,000	11,471	15,000
10-42-9000	Other	2,453	1,000	576	250
	SUB-TOTAL	47,358	36,660	30,610	38,941

FUND NO. 10 ACCOUNT NUMBER 43

DEPARTMENT: LEGISLATURE

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
10-43-1100	BOT - Salaries & Wages	13,650	14,400	14,925	14,400
10-43-1200	PC - Compensation	2,250	3,600	2,775	3,000
10-43-1400	BOT - Workers' Compensation	8	9	7	763
10-43-1450	PC - Workers' Compensation	-	2	3	159
10-43-1600	BOT - FICA	1,217	1,102	1,136	1,102
10-43-1650	PC - FICA	-	275	218	230
10-43-1700	BOT - Colo Unemployment	32	43	29	43
10-43-1750	PC - Colo Unemployment	-	11	7	9
10-43-1850	BOT - Train, Trvl, Lodg	5,088	8,000	210	3,500
10-43-3700	PC - Train, Trvl, Lodg	191	4,000	1,678	2,000
10-43-4400	BOT - Equipment	890	2,500	-	2,500
10-43-4450	PC - Equipment	-	3,000	4,818	750
10-43-5000	BOT - Meals	1,511	2,000	600	1,000
10-43-6000	PC - Meals	56	250	37	100
*	IT - Contracted	-	-	-	20,000
*	IT - Hardware	-	-	-	2,500
*	IT - Software Purchases	-	-	-	1,000
*	IT - Software Contracts	-	-	-	500
*	BOT - Awards/Recognition	-	-	-	1,000
*	PC - Awards/Recognition	-	-	-	500
10-43-9000	BOT- Other	74	700	392	500
	SUB-TOTAL	24,967	39,892	26,835	55,556

**TOWN OF ELIZABETH
GENERAL FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 10 ACCOUNT NUMBER 46

DEPARTMENT: POLICE

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
10-46-1100	Salaries & Wages	723,658	850,000	795,650	967,543
10-46-1110	Salary & Benefits - Interim	-	-	84,737	-
10-46-1240	Contracted Overtime	3,300	8,000	4,050	6,900
10-46-1300	Overtime	11,918	15,000	23,425	18,533
10-46-1400	Workers' Compensation	18,935	24,324	21,273	27,064
10-46-1500	Health Insurance	167,741	195,000	176,940	235,716
10-46-1550	Retirement	8,643	10,000	10,928	13,449
10-46-1600	FICA	15,745	18,583	19,100	21,432
10-46-1605	FPPA	73,162	80,750	88,515	116,193
10-46-1700	Colo Unemployment	1,301	2,619	1,519	2,979
10-46-1800	Tuition Reimb	681	-	-	-
10-46-1825	Memberships - Employee	1,137	1,500	461	1,500
10-46-1850	Training, Travel and Lodging	9,160	15,000	12,324	10,000
10-46-1900	Allowances	6,630	-	-	-
10-46-3000	Community Outreach	935	3,500	880	3,500
*	Student Academy	-	-	-	8,000
10-46-3200	Contracted Services	90,741	75,000	98,324	20,000
*	Victims Advocate	-	-	-	15,000
*	ECCA Maintenance	-	-	-	13,000
10-46-3600	Mobile Data Laptops	4,486	5,000	3,083	5,000
10-46-3625	Weapons - Lethal	-	-	170	-
10-46-3650	Weapons - Less Lethal	1,419	6,000	8,400	6,000
*	Body Cams Contract	-	-	-	15,510
*	Tasers Contract	-	-	-	4,810
*	Flock Cameras	-	-	-	7,500
10-46-3675	Other Equipment	-	-	642	-
10-46-4000	Bldg Maint & Repairs	8,563	21,000	2,268	3,500
10-46-4300	Drug, Screen, Psy & Poly Test	1,186	4,000	174	2,500
*	SANE Exams	-	-	-	3,000
10-46-4400	Equipment and Maintenance	13,650	12,000	8,587	7,500
10-46-4500	Furniture	3,488	5,000	3,554	2,500
10-46-4650	Office Supplies	10,835	14,000	5,717	7,500
10-46-4700	Postage	399	1,000	412	500
10-46-4800	Telephone & Internet	12,938	17,800	18,524	21,000
10-46-4900	Utilities	5,471	7,000	5,668	7,000
*	IT - Contracted	-	-	-	35,000
*	IT - Hardware	-	-	-	5,000
*	IT - Software Purchases	-	-	-	5,000
*	IT - Software Contracts	-	-	-	2,000
*	Investigative Services	-	-	-	3,500
*	Investigative & Property Equipment	-	-	-	2,000
*	Rocky Mountain RCFL	-	-	-	2,000
*	Insurance	-	-	-	110,000
10-46-6400	Training and Ammunition	2,244	3,000	195	6,000
10-46-6600	Uniforms	13,721	23,000	5,726	8,000
10-46-8000	Vehicles and Leases	115,442	-	-	-
10-46-8050	Vehicle Maint & Repairs	10,325	27,500	16,980	15,000
10-46-8075	Fuel	22,103	20,000	24,349	22,000
10-46-9000	Other	12,283	6,000	814	1,500
10-46-9050	Vehicle Depreciation	-	14,640	14,640	18,100
	SUB-TOTAL	1,372,240	1,486,216	1,458,029	1,809,729

**TOWN OF ELIZABETH
GENERAL FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 10 ACCOUNT NUMBER 49

DEPARTMENT: PARKS

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
10-49-1100	Salaries & Wages	42,245	54,856	50,404	163,461
10-49-1300	Overtime	2,237	4,200	2,245	2,685
10-49-1400	Workers' Compensation	2,033	2,300	1,729	4,675
10-49-1500	Health Insurance	11,515	11,000	12,056	35,587
10-49-1550	Retirement	963	2,000	1,441	5,060
10-49-1600	FICA	3,346	4,518	3,922	12,710
10-49-1700	Colo Unemployment	86	177	106	498
10-49-1850	Training, Travel and Lodging	-	150	-	300
10-49-1900	Allowances	601	-	-	-
10-49-4000	Bldg Maint & Repairs	3,071	20,000	7,614	5,000
*	Equipment Maint & Repairs	-	-	-	5,000
10-49-4800	Telephone and Cellphones	2,959	4,800	3,584	4,200
10-49-4900	Utilities	7,435	8,000	7,865	8,000
*	IT - Contracted	-	-	-	5,000
*	IT - Hardware	-	-	-	-
*	IT - Software Purchases	-	-	-	-
*	IT - Software Contracts	-	-	-	-
*	Insurance	-	-	-	5,000
10-49-6100	Parks Maintenance	42,407	35,000	16,779	20,000
10-49-6300	Parts and Repairs	110	8,000	1,035	3,500
10-49-6500	Tree City USA	-	2,500	-	2,500
10-49-6600	Uniforms	-	840	272	2,000
10-49-8050	Vehicle Maint & Repairs	-	3,000	861	3,500
10-49-8075	Fuel	-	3,000	2,037	3,000
10-49-8080	Diesel	-	1,200	664	2,000
10-49-9000	Other	987	2,500	207	500
10-49-9050	Vehicle Depreciation	-	2,448	2,448	6,900
SUB-TOTAL		119,994	170,489	115,272	301,077

FUND NO. 10 ACCOUNT NUMBER 52

DEPARTMENT: TWN ADMINSTR

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
10-52-1100	Salaries & Wages	152,208	160,500	158,260	173,340
10-52-1400	Workers' Compensation	169	193	190	225
10-52-1500	Health Insurance	-	13,000	3,261	1,899
10-52-1550	Retirement	-	4,500	900	8,667
10-52-1600	FICA	11,358	12,278	12,079	13,261
10-52-1700	Colo Unemployment	281	482	317	520
10-52-1850	Training, Travel and Lodging	1,446	2,500	-	1,500
10-52-1900	Allowances	1,758	3,900	3,900	-
10-52-3900	Cell Phones	-	1,200	825	1,200
*	IT - Contracted	-	-	-	1,800
*	IT - Hardware	-	-	-	-
*	IT - Software Purchases	-	-	-	-
*	IT - Software Contracts	-	-	-	-
SUB-TOTAL		167,220	198,553	179,732	202,412

**TOWN OF ELIZABETH
GENERAL FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 10 ACCOUNT NUMBER 53

DEPARTMENT: COMM DEV

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
10-53-1100	Salaries & Wages	180,906	226,000	188,855	241,596
10-53-1300	Overtime Community Development	112	500	155	418
10-53-1400	Workers' Compensation	198	271	227	315
10-53-1500	Health Insurance	33,550	34,000	45,432	55,766
10-53-1550	Retirement	5,119	7,000	6,661	12,101
10-53-1600	FICA	13,696	17,289	14,106	18,514
10-53-1700	Colo Unemployment	350	680	378	726
10-53-1825	Memberships - Employee	608	1,400	1,130	1,400
10-53-1850	Training, Travel and Lodging	3,164	7,000	1,525	8,500
10-53-1900	Allowances	638	-	-	-
10-53-2500	Community Events	41,609	60,000	47,554	5,000
*	Friday Night Market	-	-	-	20,000
10-53-3000	Building Permits Pass Through	117,748	115,000	130,699	115,000
10-53-3200	Contracted Services	40,004	30,000	22,717	30,000
10-53-3425	Elizabeth Main Street	5,491	33,000	21,853	15,000
*	4th of July	-	-	-	-
*	5k Walk/Run	-	-	-	8,000
10-53-3450	Historic Advisory Board	8,749	37,000	13,222	18,000
*	Historic Walk & Talk	-	-	-	4,000
10-53-3475	Marketing Materials & Publ	2,720	5,000	5,122	4,000
10-53-3900	Cell Phone	-	1,000	694	1,800
10-53-4000	GIS	700	800	-	1,200
10-53-4400	Equipment and Maintenance	-	1,500	5,928	750
10-53-4500	Furniture	-	750	510	500
10-53-4600	Office Supplies	-	2,000	591	750
10-53-4700	Postage	-	2,500	-	500
10-53-5100	Master Studies - Grant Related	-	-	-	-
*	IT - Contracted	-	-	-	1,600
*	IT - Hardware	-	-	-	-
*	IT - Software Purchases	-	-	-	1,000
*	IT - Software Contracts	-	-	-	500
10-53-9000	Other	23	500	1,193	250
SUB-TOTAL		455,384	583,190	508,550	567,185
GRAND TOTALS		2,908,213	3,400,293	3,133,872	3,776,742

TOWN OF ELIZABETH
STREET MAINTENANCE FUND SUMMARY
2024 DRAFT BUDGET

	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
REVENUES				
REVENUES	472,241	408,200	414,357	414,440
TRANSFER IN	143,297	-	-	-
SUB-TOTAL	615,538	408,200	414,357	414,440
BEGINNING FUND BALANCE	831,921	955,345	955,347	984,694
TOTAL REVENUES	<u>1,447,459</u>	<u>1,363,545</u>	<u>1,369,704</u>	<u>1,399,134</u>
EXPENDITURES				
EXPENDITURES	(492,113)	(598,248)	(385,010)	(474,680)
TOTAL EXPENSES	<u>(492,113)</u>	<u>(598,248)</u>	<u>(385,010)</u>	<u>(474,680)</u>
ENDING FUND BALANCE	955,347	765,297	984,694	924,454
EMERGENCY RESERVE	(14,763)	(17,947)	(11,550)	(14,240)
YEAR END BALANCE	<u>940,583</u>	<u>747,350</u>	<u>973,144</u>	<u>910,214</u>

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**TOWN OF ELIZABETH
STREET MAINTENANCE FUND SUMMARY
2024 DRAFT BUDGET**

REVENUES		2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
21-31	Taxes	180,061	160,000	150,796	158,750
21-33	Intergovernmental	255,527	222,200	205,019	202,200
21-36	Other Sources	36,652	26,000	58,542	53,490
21-39	Transfers In	143,297	-	-	-
TOTAL REVENUE		615,538	408,200	414,357	414,440
EXPENDITURES					
21-49	Streets	492,113	598,248	385,010	474,680
TOTAL EXPENDITURES		492,113	598,248	385,010	474,680

ADOPTED

**TOWN OF ELIZABETH
STREET MAINTENANCE FUND REVENUES
2024 DRAFT BUDGET**

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
TAXES:					
21-31-3000	General Sales Tax	157,150	150,000	129,384	146,250
21-31-4000	Use Tax	22,911	10,000	21,412	12,500
	SUB-TOTAL	180,061	160,000	150,796	158,750
INTERGOVERNMENTAL:					
21-33-1000	Highway Users Tax	77,000	60,000	64,977	60,000
21-33-1050	Road & Bridge	166,792	150,000	131,175	130,000
21-33-6100	M.V. Registration (\$1.50)	4,727	5,000	2,740	5,000
21-33-6200	M.V. Registration (\$2.50)	7,008	7,200	6,128	7,200
	SUB-TOTAL	255,527	222,200	205,019	202,200
OTHER:					
21-36-1000	Investment Income	14,428	4,000	37,963	30,000
21-36-4000	Public Improvement Fee	22,225	22,000	20,579	23,490
21-36-9000	Other Revenue	-	-	-	-
	SUB-TOTAL	36,652	26,000	58,542	53,490
	TOTAL REVENUES	472,241	408,200	414,357	414,440
TRANSFERS IN:					
21-39-7000	Transfer from General Fund	143,297	-	-	-
	SUB-TOTAL	143,297	-	-	-
	GRAND TOTALS	615,538	408,200	414,357	414,440

**TOWN OF ELIZABETH
STREET MAINTENANCE FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 21 ACCOUNT NUMBER 49

DEPARTMENT: STREETS

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
21-49-1100	Salaries & Wages- Pub Works	126,736	164,567	151,212	203,810
21-49-1300	Overtime	6,186	13,000	6,736	4,307
21-49-1400	Workers' Compensation	4,216	6,900	5,188	3,879
21-49-1500	Health Insurance	34,543	38,000	36,167	42,179
21-49-1550	Retirement	2,883	5,000	4,324	7,159
21-49-1600	FICA	10,003	13,584	11,817	15,921
21-49-1700	Colo Unemployment	256	533	317	624
21-49-1900	Allowances	1,851	-	-	-
21-49-3200	Contracted Services	69,440	70,000	25,995	20,000
21-49-3500	De-icing Supplies	2,689	7,500	2,582	5,000
21-49-3650	Lights and Signals	17,591	18,000	26,056	20,000
21-49-4000	Maintenance and Repairs	109,740	100,000	51,129	50,000
*	Equipment Maint & Repairs	-	-	-	20,000
21-49-4800	Phones	-	2,700	1,721	1,300
*	IT - Contracted	-	-	-	5,000
*	IT - Hardware	-	-	-	-
*	IT - Software Purchases	-	-	-	-
*	IT - Software Contracts	-	-	-	-
*	Insurance	-	-	-	5,000
21-49-5800	ROW Maintenance	104,007	105,000	49,725	40,000
21-49-6100	Signs	779	21,500	-	12,500
21-49-6600	Uniforms	-	2,520	817	2,000
21-49-8050	Vehicle Maint & Repairs	-	9,000	2,584	3,500
21-49-8075	Fuel	-	9,000	6,116	3,000
21-49-8080	Diesel	-	3,600	2,146	2,000
21-49-9000	Other	1,193	500	377	500
21-49-9050	Vehicle Depreciation	-	7,344	-	7,000
	SUB-TOTAL	492,113	598,248	385,010	474,680
	GRAND TOTALS	492,113	598,248	385,010	474,680

TOWN OF ELIZABETH
CAPITAL IMPROVEMENT FUND SUMMARY
2024 DRAFT BUDGET

	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
REVENUES				
REVENUES	1,989,801	1,715,000	2,023,341	1,952,500
SUB-TOTAL	1,989,801	1,715,000	2,023,341	1,952,500
BEGINNING FUND BALANCE	6,804,269	8,635,236	8,635,237	9,837,405
TOTAL REVENUES	<u>8,794,070</u>	<u>10,350,236</u>	<u>10,658,578</u>	<u>11,789,905</u>
EXPENDITURES				
EXPENDITURES	(103,833)	(1,505,690)	(766,173)	(1,693,000)
TRANSFER OUT	(55,000)	(58,500)	(55,000)	(110,000)
TOTAL EXPENSES	<u>(158,833)</u>	<u>(1,564,190)</u>	<u>(821,173)</u>	<u>(1,803,000)</u>
ENDING FUND BALANCE	8,635,237	8,786,046	9,837,405	9,986,905
EMERGENCY RESERVE	(4,765)	(46,926)	(24,635)	(54,090)
YEAR END BALANCE	<u>8,630,472</u>	<u>8,739,120</u>	<u>9,812,769</u>	<u>9,932,815</u>

ADOPTED

**TOWN OF ELIZABETH
CAPITAL IMPROVEMENT FUND SUMMARY
2024 DRAFT BUDGET**

REVENUES		2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
31-31	Taxes	1,800,613	1,650,000	1,507,961	1,587,500
31-34	Grants	-	-	-	-
31-36	Other	189,187	65,000	515,380	365,000
TOTAL REVENUE		<u>1,989,801</u>	<u>1,715,000</u>	<u>2,023,341</u>	<u>1,952,500</u>
EXPENDITURES					
31-80	Capital Improvement	103,833	1,505,690	766,173	1,693,000
31-80	Transfer Out	55,000	58,500	55,000	110,000
TOTAL EXPENDITURES		<u>158,833</u>	<u>1,564,190</u>	<u>821,173</u>	<u>1,803,000</u>

ADOPTED

**TOWN OF ELIZABETH
CAPITAL IMPROVEMENT FUND REVENUES
2024 DRAFT BUDGET**

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
TAXES:					
31-31-3000	Sales Tax	1,571,503	1,500,000	1,293,843	1,462,500
31-31-4000	Use Tax	229,110	150,000	214,118	125,000
	SUB-TOTAL	<u>1,800,613</u>	<u>1,650,000</u>	<u>1,507,961</u>	<u>1,587,500</u>
31-34-1000	GRANTS:	-	-	-	-
OTHER:					
31-36-1000	Investment Income	128,676	15,000	404,475	350,000
31-36-9000	Other Revenue	60,511	50,000	110,905	15,000
	SUB-TOTAL	<u>189,187</u>	<u>65,000</u>	<u>515,380</u>	<u>365,000</u>
	GRAND TOTALS	<u>1,989,801</u>	<u>1,715,000</u>	<u>2,023,341</u>	<u>1,952,500</u>

ADOPTED

**TOWN OF ELIZABETH
CAPITAL IMPROVEMENT FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 31 ACCOUNT NUMBER 80

DEPARTMENT: CAPITAL IMPROVEMENT

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
31-80-0100	Land Purchase	-	250,000	400,000	250,000
31-80-0600	Running Creek Park	-	119,900	30,824	-
31-80-3400	Facilities Master Plan	-	75,000	20,382	-
*	Trails & Park Master Plan	-	-	-	50,000
31-80-3425	Community Studies	12,395	-	52,332	-
31-80-3450	Senior Center	-	450,000	-	200,000
31-80-4000	Equipment	1,368	15,000	5,800	-
31-80-4005	Hydro-Vac Trailer	-	22,500	-	-
31-80-4010	Wheeled Tire Loader (Used)	-	37,500	20,000	-
31-80-4015	PW Trucks	-	111,290	113,000	-
*	PD Vehicles	-	-	-	101,000
*	Storage Trailers	-	-	-	15,000
*	Hand Gun & Accessories	-	-	-	17,000
*	Long Gun & Accessories	-	-	-	40,000
31-80-5500	Town Hall Bldg Improvements	6,170	100,000	40,000	-
31-80-5505	PD Building Improvements	-	75,000	-	50,000
31-80-5510	Banner & Elm Property	-	150,000	73,836	-
31-80-5515	Community Garden	-	25,000	-	-
*	PW Building Improvements	-	-	-	-
*	Main Street Monument Sign	-	-	-	-
31-80-6000	Playground Upgrades	-	65,000	-	-
31-80-6500	Trail Systems	4,581	4,500	10,000	35,000
*	Fiber Installation	-	-	-	120,000
*	444 S. Main/Spruce	-	-	-	770,000
*	Banner & Broadway Parking	-	-	-	-
*	ADA Technology Upgrade	-	-	-	25,000
*	South 40 Improvements	-	-	-	20,000
31-80-9100	Town Hall Landscaping	79,320	5,000	-	-
31-80-9900	Transfer to Water Fund	-	3,500	-	-
31-80-9901	Transfer to General Fund	55,000	55,000	55,000	110,000
SUB-TOTAL		158,833	1,564,190	821,173	1,803,000
GRAND TOTALS		158,833	1,564,190	821,173	1,803,000

TOWN OF ELIZABETH
STREET CAPITAL IMPROVEMENT FUND SUMMARY
2024 DRAFT BUDGET

	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
REVENUES				
REVENUES	1,676,169	1,552,000	1,711,205	1,538,750
SUB-TOTAL	1,676,169	1,552,000	1,711,205	1,538,750
BEGINNING FUND BALANCE	<u>3,336,129</u>	<u>3,375,056</u>	<u>3,912,725</u>	<u>5,541,211</u>
TOTAL REVENUES	<u>5,012,298</u>	<u>4,927,056</u>	<u>5,623,930</u>	<u>7,079,961</u>
EXPENDITURES				
EXPENDITURES	(1,099,574)	(2,500,000)	(82,719)	(1,642,500)
TRANSFER OUT	-	-	-	-
TOTAL EXPENSES	<u>(1,099,574)</u>	<u>(2,500,000)</u>	<u>(82,719)</u>	<u>(1,642,500)</u>
ENDING FUND BALANCE	<u>3,912,725</u>	<u>2,427,056</u>	<u>5,541,211</u>	<u>5,437,461</u>
EMERGENCY RESERVE (TABOR)	(32,987)	(75,000)	(2,482)	(49,275)
2014 NOTE DEBT SERVICE RESERVE	(249,000)	-	-	-
2015 NOTE DEBT SERVICE RESERVE	<u>(24,500)</u>	<u>(24,500)</u>	<u>(232,500)</u>	<u>(188,500)</u>
YEAR END BALANCE	<u>3,855,238</u>	<u>2,327,556</u>	<u>5,306,229</u>	<u>5,199,686</u>

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**TOWN OF ELIZABETH
STREET CAPITAL IMPROVEMENT FUND SUMMARY
2024 DRAFT BUDGET**

REVENUES		2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
32-31	Taxes	1,620,552	1,542,000	1,567,515	1,428,750
32-39	Miscellaneous	55,617	10,000	143,691	110,000
TOTAL REVENUE		<u>1,676,169</u>	<u>1,552,000</u>	<u>1,711,205</u>	<u>1,538,750</u>
EXPENDITURES					
32-49	Street Capital	1,099,574	2,500,000	82,719	1,642,500
32-59	Debt Service	487,666	506,863	506,863	504,323
TOTAL EXPENDITURES		<u>1,587,239</u>	<u>3,006,863</u>	<u>589,582</u>	<u>2,146,823</u>

ADOPTED

**TOWN OF ELIZABETH
STREET CAPITAL IMPROVEMENT FUND REVENUES
2024 DRAFT BUDGET**

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
TAXES:					
32-31-3000	General Sales Tax	1,414,353	1,350,000	1,164,459	1,316,250
32-31-4000	Use Tax	206,199	192,000	403,056	112,500
	SUB-TOTAL	<u>1,620,552</u>	<u>1,542,000</u>	<u>1,567,515</u>	<u>1,428,750</u>
32-34-1000	GRANTS:	-	-	-	250,000
OTHER:					
32-36-1000	Investment Income	55,617	10,000	143,691	110,000
32-36-3000	Misc Revenue	-	-	-	-
32-36-9000	Other Revenue	-	-	-	-
	SUB-TOTAL	<u>55,617</u>	<u>10,000</u>	<u>143,691</u>	<u>110,000</u>
	GRAND TOTALS	<u>1,676,169</u>	<u>1,552,000</u>	<u>1,711,205</u>	<u>1,538,750</u>

ADOPTED

**TOWN OF ELIZABETH
STREET CAPITAL IMPROVEMENT FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 32 ACCOUNT NUMBER 49

DEPARTMENT: STREET CAPITAL

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
32-49-1000	Drainage Improvements	-	-	-	50,000
32-49-3000	Paving Projects - CR13 South	745,738	-	-	-
32-49-4000	Road Base	634	-	-	-
32-49-6600	Right of Way Easements	32,588	35,000	-	35,000
32-49-8000	Street Paving	23,352	160,000	-	160,000
32-49-9000	Concrete Street Repairs	42,650	310,000	-	310,000
32-49-9100	Equipment	109,092	300,000	-	300,000
32-49-9101	Rotomill	-	1,400,000	-	-
32-49-9105	Hydro-Vac Trailer	-	22,500	-	22,500
32-49-9110	Wheeled Tire Loaders (Used)	-	37,500	30,000	-
*	444 S. Main/Spruce	-	-	-	330,000
32-49-9200	New Curb & Gutter Work	-	20,000	-	20,000
32-49-9300	New Sidewalk Construction	12,585	40,000	37,500	40,000
32-49-9305	Main St Streetscape Design	132,935	175,000	15,219	-
*	Main Street Streetscape	-	-	-	275,000
32-49-9310	Transfer to General Fund	50,000	50,000	50,000	100,000
SUB-TOTAL		1,099,574	2,500,000	82,719	1,642,500

FUND NO. 32 ACCOUNT NUMBER 59

DEPARTMENT: DEBT SERVICE

ACCOUNT NUMBER	SOURCE	2,022 ACTUAL	2,023 APPROVED	2,023 ESTIMATED	2,024 PROPOSED
32-59-4000	Paying Agency Fees	600	600	600	600
2014 Refunding Bond					
32-59-9700	Principal	245,000	-	-	-
32-59-9750	Interest	6,101	-	-	-
2015 Refunding Bond					
32-59-9800	Principal	165,000	440,000	440,000	450,000
32-59-9850	Interest	70,965	66,263	66,263	53,723
SUB-TOTAL		487,666	506,863	506,863	504,323
GRAND TOTALS		1,587,239	3,006,863	589,582	2,146,823

TOWN OF ELIZABETH
WATER SEWER FUND SUMMARY
2024 DRAFT BUDGET

	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
REVENUES				
REVENUES	2,893,159	2,210,000	3,769,020	4,121,000
SUB-TOTAL	2,893,159	2,210,000	3,769,020	4,121,000
BEGINNING FUND BALANCE	4,629,583	4,417,527	6,317,351	7,522,478
TOTAL REVENUES	<u>7,522,742</u>	<u>6,627,527</u>	<u>10,086,371</u>	<u>11,643,478</u>
EXPENDITURES				
EXPENDITURES	(1,016,453)	(3,829,783)	(2,314,456)	(2,139,186)
DEBT SERVICE	(13,940)	(74,498)	(74,436)	(74,436)
TRANSFER OUT	(175,000)	(175,000)	(175,000)	(200,000)
TOTAL EXPENSES	<u>(1,205,393)</u>	<u>(4,079,281)</u>	<u>(2,563,892)</u>	<u>(2,413,622)</u>
ENDING FUND BALANCE	<u>6,317,351</u>	<u>2,548,246</u>	<u>7,522,478</u>	<u>9,229,856</u>
EMERGENCY RESERVE (TABOR)	(36,162)	(122,378)	(76,917)	(72,409)
DEBT SERVICE RESERVE	(74,436)	(74,498)	(74,436)	(74,436)
YEAR END BALANCE	<u>6,206,753</u>	<u>2,351,370</u>	<u>7,371,125</u>	<u>9,083,011</u>

ADOPTED

**TOWN OF ELIZABETH
WATER SEWER FUND SUMMARY
2024 DRAFT BUDGET**

REVENUES		2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
52-34	Charges for Services	1,541,954	1,430,000	1,539,146	1,540,000
52-34	Tap Fees	1,164,247	700,000	1,986,004	2,400,000
52-36	Miscellaneous	186,958	80,000	243,870	181,000
TOTAL REVENUE		<u>2,893,159</u>	<u>2,210,000</u>	<u>3,769,020</u>	<u>4,121,000</u>
EXPENDITURES					
52-57	Water Operations	508,745	893,430	512,676	671,865
52-57	Capital Outlay	-	1,385,000	849,511	415,000
52-58	Sewer Operations	507,708	601,353	496,009	552,321
52-58	Capital Outlay	-	950,000	456,260	500,000
52-63	Debt Service	13,940	74,498	74,436	74,436
52-58	Transfer Out	175,000	175,000	175,000	200,000
TOTAL EXPENDITURES		<u>1,205,393</u>	<u>4,079,281</u>	<u>2,563,892</u>	<u>2,413,622</u>

ADOPTED

**TOWN OF ELIZABETH
WATER SEWER FUND REVENUES
2024 DRAFT BUDGET**

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
CHARGES FOR SERVICES:					
52-34-4100	Water Sales	791,691	750,000	742,897	760,000
52-34-4200	Sewer Sales	750,263	680,000	796,249	780,000
	SUB-TOTAL	1,541,954	1,430,000	1,539,146	1,540,000
TAP FEES:					
52-34-8100	Water Tap Fees	479,075	250,000	945,130	900,000
52-34-8120	Renewable Water Fee	-	-	95,744	500,000
52-34-8200	Sewer Tap Fees	685,172	450,000	945,130	1,000,000
	SUB-TOTAL	1,164,247	700,000	1,986,004	2,400,000
MISCELLANEOUS:					
52-36-1000	Investment Income	73,229	10,000	177,788	140,000
52-36-9000	Other Revenue	113,729	70,000	66,082	41,000
	SUB-TOTAL	186,958	80,000	243,870	181,000
	GRAND TOTALS	2,893,159	2,210,000	3,769,020	4,121,000

DRAFT

**TOWN OF ELIZABETH
WATER SEWER FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 52 ACCOUNT NUMBER 57

DEPARTMENT: WATER

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
52-57-1100	Salaries & Wages - Water	127,179	164,567	151,212	153,545
52-57-1300	Overtime	6,186	13,000	6,736	3,818
52-57-1400	Workers' Compensation	3,950	6,900	5,188	4,907
52-57-1500	Health Insurance	34,543	38,000	36,168	38,156
52-57-1550	Retirement	2,883	5,000	4,324	3,278
52-57-1600	FICA	10,004	165,561	11,817	12,038
52-57-1700	Colo Unemployment	256	533	317	472
52-57-1825	Memberships - Employee	760	900	450	1,200
52-57-1850	Training, Travel and Lodging	-	1,325	-	750
52-57-1900	Allowances	1,858	-	-	-
52-57-3200	Contracted Services	90,555	160,000	46,382	100,000
*	Equipment Maint & Repairs	-	-	-	20,000
52-57-4800	Telephone and Cellphones	-	2,700	1,721	3,500
52-57-4900	Utilities	93,455	100,000	102,345	120,000
*	IT - Contracted	-	-	-	5,000
*	IT - Hardware	-	-	-	1,000
*	IT - Software Purchases	-	-	-	1,000
*	IT - Software Contracts	-	-	-	500
52-57-5400	Insurance	12,273	11,000	8,427	25,000
52-57-5500	Legal - Contracted	-	7,500	120	2,500
52-57-6000	Maintenance and Repairs	103,820	150,000	86,411	110,000
52-57-6600	Uniforms	-	2,500	817	2,500
52-57-7500	Chemical Supplies	5,011	18,000	26,673	22,000
52-57-7550	Water Supplies	13,711	15,000	12,191	12,000
52-57-8050	Vehicle Maint & Repairs	-	9,000	2,787	12,500
52-57-8075	Fuel	-	9,000	6,196	10,500
52-57-8080	Diesel	-	3,600	2,018	5,200
52-57-9000	Other	2,300	2,000	377	500
52-57-9050	Vehicle Depreciation	-	7,344	-	-
SUB-TOTAL		508,745	893,430	512,676	671,865

FUND NO. 52 ACCOUNT NUMBER 57

DEPARTMENT: CAPITAL OUTLAY

ACCOUNT NUMBER	SOURCE	2,022 ACTUAL	2,023 APPROVED	2,023 ESTIMATED	2,024 PROPOSED
52-57-9100	Ritiro Wells	-	1,300,000	849,511	-
*	Water Tank Improvements	-	-	-	315,000
52-57-9900	Water Line Upgrade	-	85,000	-	100,000
SUB-TOTAL		-	1,385,000	849,511	415,000

**TOWN OF ELIZABETH
WATER SEWER FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 52 ACCOUNT NUMBER 58

DEPARTMENT: SEWER

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
52-58-1100	Salaries & Wages - Sewer	127,178	164,567	151,211	153,545
52-58-1300	Overtime	6,186	13,000	6,736	3,818
52-58-1400	Workers' Compensation	3,950	6,900	5,188	2,974
52-58-1500	Health Insurance	34,544	38,000	36,167	38,156
52-58-1550	Retirement	2,884	5,000	4,325	7,868
52-58-1600	FICA	10,004	13,584	11,817	12,038
52-58-1700	Colo Unemployment	363	533	440	472
52-58-1825	Memberships - Employee	-	900	-	500
52-58-1850	Training, Travel and Lodging	9	1,325	-	750
52-58-1900	Allowances	1,858	-	-	-
52-58-3200	Contracted Services	103,071	90,000	104,864	100,000
*	Equipment Maint & Repairs	-	-	-	20,000
52-58-4800	Telephone and Cellphones	6,857	10,700	9,231	3,500
52-58-4900	Utilities	63,028	70,000	57,642	70,000
*	IT - Contracted	-	-	-	5,000
*	IT - Hardware	-	-	-	1,000
*	IT - Software Purchases	-	-	-	1,000
*	IT - Software Contracts	-	-	-	500
52-58-5400	Insurance	13,562	15,400	9,301	25,000
52-58-6000	Maintenance and Repairs	133,794	130,000	83,039	70,000
52-58-6600	Uniforms	-	2,500	817	2,500
52-58-7500	Sewer Supplies	172	5,000	4,312	5,000
52-58-8050	Vehicle Maint & Repairs	-	9,000	2,380	12,500
52-58-8075	Fuel	-	9,000	6,196	10,500
52-58-8080	Diesel	-	3,600	1,966	5,200
52-58-9000	Other	249	5,000	377	500
52-58-9050	Vehicle Depreciation	-	7,344	-	-
SUB-TOTAL		507,708	601,353	496,009	552,321

FUND NO. 52 ACCOUNT NUMBER 58

DEPARTMENT: CAPITAL OUTLAY

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
52-58-9400	WTP Upgrades	-	950,000	456,260	500,000
SUB-TOTAL		-	950,000	456,260	500,000

**TOWN OF ELIZABETH
WATER SEWER FUND EXPENDITURES
2024 DRAFT BUDGET**

FUND NO. 52 ACCOUNT NUMBER 63

DEPARTMENT: DEBT SERVICE

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
52-63-6300	2007 CWRPDA Pymt- Principal	-	62,398	61,817	64,758
52-63-6400	2007 CWRPDA- Interest	13,940	12,100	12,619	9,678
SUB-TOTAL		13,940	74,498	74,436	74,436

FUND NO. 52 ACCOUNT NUMBER 65

DEPARTMENT: CAPITAL OUTLAY

ACCOUNT NUMBER	SOURCE	2022 ACTUAL	2023 APPROVED	2023 ESTIMATED	2024 PROPOSED
52-65-9900	Transfer to General Fund	175,000	175,000	175,000	200,000
SUB-TOTAL		175,000	175,000	175,000	200,000
GRAND TOTALS		<u>1,205,393</u>	<u>4,079,281</u>	<u>2,563,892</u>	<u>2,413,622</u>

ADOPTED

RESOLUTION 23R45

A RESOLUTION APPROPRIATING SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE TOWN OF ELIZABETH, COLORADO FOR THE 2024 BUDGET YEAR

WHEREAS, THE TOWN OF ELIZABETH has adopted the annual budget in accordance with the Local Government Budget Law, on November 28, 2023, and

WHEREAS, THE BOARD OF TRUSTEES has made provisions therein for revenues and beginning fund balances in an amount equal to or greater than the total proposed expenditures set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Town of Elizabeth.

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

SECTION 1. That the following sums of money are hereby appropriated from the revenues and available balances of each fund, to each fund, for the purposes stated:

General Fund	\$3,776,742
Street Maintenance Fund	\$474,680
Capital Improvement Fund	\$1,693,000
Street Capital Improvement Fund	\$1,642,500
Water Sewer Fund	<u>\$2,213,622</u>
	<u>\$ 9,800,544</u>

ADOPTED, this 28th day of November 2023, A.D.

Nick Snively, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

RESOLUTION 23R46

A RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2023 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE TOWN OF ELIZABETH, COLORADO, FOR THE 2024 BUDGET YEAR

WHEREAS, the Board of Trustees of the Town of Elizabeth, has adopted the annual budget in accordance with the Local Government Budget Law, on November 28, 2023, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenues is \$780,119 and;

WHEREAS, the 2023 valuation for assessment for the Town of Elizabeth as certified by the County Assessor is \$60,980,385;

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

Section 1. That for the purpose of meeting all general operating expenses of the Town of Elizabeth during the 2024 budget year, there is hereby levied a tax of 12.792 mills upon each dollar of the total valuation for assessment of all taxable property within the Town of Elizabeth for the year 2024.

Section 2. That the Town Clerk is hereby authorized and directed to either immediately certify to the County Commissioners of Elbert County, Colorado, the mill levies for the Town of Elizabeth as hereinabove determined and set, or be authorized and directed to certify to the County Commissioners of Elbert County, Colorado, the mill levies for the Town of Elizabeth as hereinabove determined and set based upon the final December certification of valuation from the County Assessor.

ADOPTED, this 28th day of November 2023, A.D.

Nick Snively, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

PROPERTY TAX REVENUE LIMIT CALCULATIONS WORKSHEET

("5.5%" limit in 29-1-301, C.R.S., and the TABOR limits, Art. X, Sec. 20(4)(a) and (7)(c), Colo. Const.)

The following worksheet can be used to calculate the limits on local government property tax revenue. Data can be found on the Certification of Valuation (CV) sent by the county assessor on August 25, unless otherwise noted. The assessor can revise the valuation one time before Dec. 10; if so, you must perform the calculation again using the revised CV data. **(Note for multi-county entities:** If a taxing entity is located in two or more counties, the mill levy for that entity must be the same throughout its boundaries, across all county boundaries (Uniform Taxation, Article X, Section 3, Colo. Const.). This worksheet can be used by multi-county entities when the values of the same type from all counties are added together.)

Version January 2021

Data required for the "5.5%" calculation (assessed valuations certified by assessor):

1.	Previous year's net total assessed valuation ¹	\$	36,820,981
2.	Previous year's revenue ²	\$	714,473
3.	Current year's total net assessed valuation	\$	60,980,385
4.	Current year's increases in valuation due to annexations or inclusions, if any		
5.	Current year increase in valuation due to new construction, if any	\$	1,287,162
6.	Total current year increase in valuation due to <u>other</u> excluded property ³		
7.	"Omitted Property Revenue" from current year CV ⁴		
8.	"Omitted Property Revenue" from previous year CV ⁵		
9.	Current year's "unauthorized excess revenue," if any ⁶		

Data required for the TABOR calculations (actual valuations certified by assessor):

10.	Previous year's revenue ⁷	\$	714,473
11.	Total actual value of all real property	\$	516,942,473
12.	Construction of taxable real property	\$	16,707,375
13.	Annexations/Inclusions		
14.	Increase in mining production		
15.	Previously exempt property		
16.	Oil or gas production from new wells		
17.	Taxable property omitted (from current year's CV)	\$	184,200
18.	Destruction of Property improvements	\$	(288,584)
19.	Disconnections/Exclusions		
20.	Previously taxable property	\$	696,987

21. Inflation _____
 (The U.S. Bureau of Labor Statistics (<http://www.bls.gov/cpi/home.htm>) will not release this number, the Consumer Price Index (CPI) for the Denver-Boulder Area, until February of next year. Forecasts of this inflation figure are available at <http://dola.colorado.gov/budgets>.)

¹ There will be a difference between **net** assessed valuation and **gross** assessed valuation only if there is a "tax increment financing" entity, such as a Downtown Development Authority or Urban Renewal Authority, within the boundaries of the jurisdiction.

² For the "5.5%" limit only (Part A of this Form), this is the **lesser** of: (a) the total amount of dollars **levied for general operating purposes** on the **net assessed valuation** before deducting any Temporary Tax Credit [if Form DLG 70 was used to certify levies in the previous year, this figure is on Line 1], or (b) last year's "5.5%" revenue limit.

³ Increased production of a producing mine, previously exempt federal property, or new primary oil or gas production from any oil and gas leasehold or land. **NOTE: These values may not be used in this calculation until certified to, or applied for, by filing specific forms with the Division of Local Government** [forms can be found in the *Financial Management Manual*, published by/on the **State Auditor's Office web page** or contact the **Division of Local Government**].

⁴ Taxes paid by properties that had been previously omitted from the tax roll. This is identified on the CV as "taxes collected last year on omitted property as of Aug. 1."

⁵ This figure is available on the CV that you received from the assessor last year.

⁶ This applies only if an "Order" to reduce the property tax revenue was issued to the government in the spring of the current year by the Division of Local Government, pursuant to 29-1-301(6), C.R.S.

⁷ For the TABOR property tax revenue limit only (Part C of this form), use the previous year's TABOR limit or the property tax revenue **levied for general operating purposes**. This is a local option. DLG staff is available to discuss the alternatives.

Steps to calculate the TABOR Limit (refer to numbered lines on page one):¹⁴

B. TABOR “Local Growth” Percentage

B1. Determine net growth valuation:

$$\frac{\$ 16,891,575}{\text{Lines 12+13+14+15+16+17}} - \frac{\$ 408,403}{\text{Lines 18+19+20}} = \frac{\$ 16,483,172}{\text{Net Growth Value}}$$

B2. Determine the (theoretical) valuation of property which was on the tax roll last year:

$$\frac{\$ 516,942,473}{\text{Line 11}} - \frac{\$ 16,483,172}{\text{Line B1}} = \frac{\$ 500,459,301}{\text{Net Growth Value}}$$

B3. Determine the rate of “local growth”:

$$\frac{\$ 16,483,172}{\text{Line B1}} \div \frac{\$ 500,459,301}{\text{Line B2}} = \frac{0.032936}{\text{Local Growth Rate (round to 6 decimal places)}}$$

B4. Calculate the percentage of “local growth”:

$$\frac{0.032936}{\text{Line B3}} \times 100 = \frac{3.294\%}{\text{(round to 3 decimal places)}}$$

C. TABOR Property Tax Revenue Limit

C1. Calculate the growth in property tax revenue allowed:

$$\frac{\$ 714,473}{\text{Line 10}^{15}} \times \frac{3.294\%}{\text{Line B4 + line 21}} = \frac{\$ 23,532}{\text{Increase allowed}}$$

C2. Calculate the TABOR property tax revenue limit:

$$\frac{\$ 714,473}{\text{Line 10}^{15}} + \frac{\$ 23,532}{\text{Line C1}} = \frac{\$ 738,005}{\text{TABOR Property Tax Revenue Limit}}$$

C3. Calculate the mill levy which would generate the TABOR Property Tax Revenue Limit (Line C2):

$$\left[\frac{\$ 738,005}{\text{Line C2}} \div \frac{\$ 60,980,385}{\text{Line 3}} \right] \times 1,000 = \frac{12.102}{\text{Mill Levy (round to 3 decimal places)}}$$

D. Which One To Use? There is general agreement among practitioners that the most restrictive of the two revenue limits (“5.5%” or TABOR) must be respected, disallowing the levying of the greater amount of revenue which would be allowed under the other limit. Therefore, one must decide which of the two limits is more restrictive.

Compare Line A7 (Current Year’s 5.5% Revenue Limit) to Line C2 (TABOR Property Tax Revenue Limit). The lesser of the two is the more restrictive revenue limit.

NOTE: TABOR(4)(a) requires prior voter approval to levy a mill levy above that of the prior year. This is a third limit on property taxes that must be respected, independent of the two revenue limitations calculated above. **If the lesser of the two mill levies in A9 and C3 is more than the levy of the prior year, it is possible that neither of the revenue amounts may be generated, and that revenues must be lowered to comply with this third limit.**

¹⁴This section is offered as a guideline only. The Division is required by law to enforce the “5.5%” limit, but does not have any authority to define or enforce any of the limitations in TABOR.

¹⁵**NOTE: For the TABOR property tax revenue limit only** (Part C of this form), use the previous year’s TABOR limit or the property tax revenue levied for general operating purposes. This is a local option. DLG staff is available to discuss the alternatives.

OTHER LEVIES:

Capital Expenditure Levy

Under the "5.5%" limit, additional revenue greater than that on Line A8 may be levied for capital expenditures, if the specific procedures in 29-1-301(1.2) [counties or municipalities] or 29-1-302(1.5), C.R.S. [special districts or towns under 2000 in population] are followed, or an election is held for this purpose. If such a levy is made, it and the revenue resulting from it must be certified to the county as a separate levy on the Line 5 of Form DLG 70. The amount of revenue derived from this capital levy will not accrue to the "base" upon which next year's calculation will be made.

Refund/Abatement Levy

The refund and abatement revenue, reported by the County Assessor to some local governments on the "Certification of Assessed Valuation" is **not** part of either property tax revenue limitation. This figure, if any, represents revenue that the jurisdiction should have received, but did not. The local government **may** certify mills sufficient to generate the refund and abatement revenue amount¹⁶ in excess of the ones calculated for the property tax revenue limitation. This is an **optional levy** and will not accrue to the base for subsequent years' limit calculations. It can be entered on Line 6 of Form DLG 70 for certifying all levies.

Temporary Tax Credit/Mill Rate Reduction

A temporary mill levy reduction can be made, in order to effect a refund of tax revenue (39-1-111.5 and 29-1-301(6), C.R.S.). If used, it should be certified as a separate levy on Line 2 of Form DLG 70, when certifying tax levies to the County Commissioners.

Annual Incentive Payments

The "5.5%" revenue limitation may be exceeded by **counties** and **municipalities** by the total amount of annual incentive payments made by the local government in accordance with agreements negotiated with certain private business taxpayers pursuant to 30-11-123(6) C.R.S. [counties] and 31-15-903(5) C.R.S. [municipalities]. This is an optional levy and will not accrue to the base for subsequent years' limit calculations. It should be certified to the county commissioners as an "Other levy" on Line 7 of Form DLG 70.

Reappraisals Ordered by the State Board of Equalization

The "5.5%" revenue limitation may be exceeded by counties to pay for the reappraisal of classes or subclasses ordered by or conducted by the State Board of Equalization (29-1-301(1)(a) C.R.S. This levy should be certified as an "Other levy" on Line 7 of Form DLG 70.

Payment to the State for Excess State Equalization Payments.

The "5.5%" revenue limit may be exceeded by counties to make payments to the state when excess state equalization payments are made to school districts due to the undervaluation of taxable property (29-1-301(1)(a) C.R.S. This levy should be certified as an "Other levy" on Line 7 of Form DLG 70.

NOTE: for assistance in using this form, understanding its terms, or suggested improvements, please contact Cynthia Thayer at the Division of Local Government: ☎(303) 864-7720; Email address: cynthia.thayer@state.co.us.

¹⁶ 29-1-301(1), C.R.S. and a 1994 Supreme Court case both allow the levying of an amount of revenue above the revenue limits without an election to recoup revenue which was lost in the previous year due to abatements and refunds which might have been granted by various boards and courts. So, for example, if an entity levies \$10,000 in one year, but only received \$9,000 due to a \$1,000 tax abatement granted by a District Court, it could levy an additional \$1,000 above either the A5.5%@ or TABOR revenue limitation in the following year to offset the loss of revenue.

RESOLUTION 2347

A RESOLUTION APPROVING THE SECOND AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE TOWN AND PATRICK GLENN DAVIDSON

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

Section 1. The Second Amendment to Employment Agreement between the Town and Patrick Glenn Davidson attached hereto as **Exhibit A** is hereby approved by the Board of Trustees of the Town of Elizabeth, and the Mayor is authorized to execute same on behalf of the Town.

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

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

SECOND AMENDMENT TO EMPLOYMENT AGREEMENT

This Second Amendment to Employment Agreement is dated this 28th day of November, 2023, by and between the Board of Trustees of the Town of Elizabeth ("Town"), a statutory municipality, located in Elbert County, State of Colorado, and Patrick Glenn Davidson ("Administrator"), both of whom agree as follows:

RECITALS

A. The Town and Administrator entered into that Employment Agreement dated November 9, 2021, with a commencement date of December 13, 2021 (the "Original Agreement"), and a First Amendment thereto dated November 29, 2022 (the "First Amendment"); and

B. The Town and Administrator desire to further amend the Original Agreement as amended by the First Amendment as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. Section 3, subsection A. of the First Amendment is amended to read as follows:

Section 3: Compensation

A. Base Salary: Effective December 13, ~~2022~~**2023**, the Town agrees to pay Administrator an initial base salary of One Hundred and ~~Sixty Six~~ **Seventy Six** Thousand, Five Hundred ~~Sixty~~ **Fifty** Dollars (\$176,550.00) (~~\$160,500.00~~) ("Base Salary"), which shall be paid periodically on the same regular paydays applicable to all other Town employees;

2. Section 4, subsection A., sub-subsections 1. and 2. of the Original Agreement are amended to read as follows:

A. In addition to the compensation set forth in Section 3 of this Agreement, Administrator shall receive such other benefits as follows:

1. ***Paid Time Off ("PTO")*** ~~Vacation leave~~ to the extent provided under the Town of Elizabeth employee benefit package; ***provided however, Town Administrator shall be authorized to accumulate PTO up to a maximum of Three Hundred Twenty (320) hours. In addition, accumulated PTO shall be paid to Town Administrator upon separation of employment;*** ~~provided also that the Administrator shall commence employment with the Town on the effective date of this Agreement with eighty (80) hours of already accrued annual vacation leave, which is available for immediate use;~~

2. ~~Sick leave to the extent provided under the Town of Elizabeth employee benefit package; provided also that the Administrator shall commence employment with the Town on the effective date of this~~

~~Agreement with forty (40) hours of already accrued annual sick leave, which is available for immediate use.~~ ***Intentionally deleted.***

3. Section 6 of the Original Agreement is deleted in its entirety.
4. Section 8 of the Original Agreement is amended to read as follows:

Section 8: Severance

Under certain circumstances, the Administrator will be entitled to a severance payment equal to ***nine (9) months*** ~~six (6) month's~~ Base Salary at the Administrator's then-current rate of pay. This severance shall be paid in a lump sum. ***In addition, the Town and Administrator agree that commencing January 1, 2024, the severance provided hereunder shall automatically increase by two (2) weeks each calendar year, up to a maximum amount of severance of twelve (12) months. Thus, by way of example, as of December 31, 2024, Administrator's severance under this Agreement would automatically increase to nine (9) months and two (2) weeks.*** The Administrator shall be entitled to severance under the following conditions:

A. The Administrator ~~completes the Trial Period, and the Administrator is~~ terminated without "cause" (as "cause" is defined below).

B. For purposes of this Agreement, and this Section involving Severance, "cause" shall be defined to be as follows: (i) any fraud, theft or intentional misappropriation perpetrated by the Administrator against the Town; (ii) conviction of the Administrator of a felony, crime involving moral turpitude, or other criminal offense which would inhibit the Administrator's ability to perform his job duties, such as an alcohol related driving offense; (iii) a material and willful breach of this Agreement by the Administrator, if the Administrator does not correct such breach within a reasonable period after the Town gives written notice to the Administrator (with such notice to specify in reasonable detail the action or inaction that constitutes such breach); (iv) willful or gross misconduct by the Administrator in the performance of duties under this Agreement as determined in the discretion of a majority of the Board; (v) the chronic, repeated, or persistent failure of the Administrator in any material respect to perform the Administrator's obligations as an employee of the Town (other than by reason of a disability as determined under common law or any pertinent statutory provision, including without limitation the Americans With Disabilities Act), if the Administrator does not correct such failure within a reasonable period after the Town gives written notice to Administrator (with such notice to specify in reasonable detail the action or inaction that constitutes such failure); or (vi) violation of the Town's Personnel Policy. The Town and the Administrator agree that the provisions of (v) are not intended to provide grounds for a termination for cause merely because of an isolated failure on the part of the Administrator to satisfy performance goals set by the Town.

C. Payment of any Severance to the Administrator will only occur if the Administrator executes a valid and enforceable Waiver and Release of claims, containing such terms that are considered to be satisfactory by a majority of the Board. Any Waiver and Release under this section shall provide, among other things, that the Waiver and Release must be executed no later than thirty (30) days after being provided to the Administrator for review. The Administrator's entitlement to severance under this section shall expire if the Waiver and Release is not executed on or before the end of this thirty (30) day period.

5. Section 14 of the Original Agreement is deleted in its entirety.

6. Entire Agreement. This Second Amendment and the First Amendment and the Original Agreement constitute the entire Agreement between the Administrator and the Town. None of the provisions of this Agreement may be amended, modified or changed, except via an additional written Amendment

ATTEST:

TOWN OF ELIZABETH

Michelle Oeser, Town Clerk

By:

Nick Snively, Mayor

Patrick Glenn Davidson, Town
Administrator



November 28, 2023

Management Team Updates

Community Development – Zach Higgins

- The Main Street Board and Staff have given DOLA approval to move forward with the contract with DHM and CORE Engineering to provide services for the Main Street Monument Sign. The first design meeting was held on June 26th at Town Hall. Stakeholders were in attendance to give DHM direction. The second meeting took place on August 14th where the gateway over Main Street option was chosen.
- The MSBOD and HAB have given formal recommendation of a request to include a façade improvement grant in the Town budget for 2024. The BOT has given direction for Staff to work on the creation of the program. Staff have met with both the HAB and MSBOD to get feedback on the guidelines.
- 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. June 12th was the second public meeting to get feedback regarding the district and design guidelines. HAB will be pursuing individual property owner feedback. In addition, two (2) HAB members and two (2) staff will be traveling to a community with a recently implemented historic district to get feedback from that community's staff and business owners about the process, overcoming contention, and feedback since implementation.
- The HAB has started their Oral History program. Bob Rasmussen is leading this effort and is making great progress.
- CORE Engineering presented the Streetscape options based on the requested block-by-block analysis on June 27th. The BOT has given a recommendation to update the Cross-Sections based on this analysis. The BOT has formally adopted the updated Cross-Sections on 08/22/2023. CORE is working toward a first quarter 2024 deadline to finish the construction set and put the project out to bid.
- CDOT has processed the deeds for remnant parcels of land to the Town adjacent to the CR-13 realignment. Staff will now work to annex and zone said parcels.
- Staff have been working on creating a volunteer program and platform for the Town to be launched in Spring of 2024.
- The Planning Commission has requested a PUD evaluation to see if any Elizabeth Municipal Code revisions should be made due to commonalities. The intent would be to reduce the need for PUD's to develop within the Town.
- The Town has received confirmation of award from CDOT's Revitalizing Main Street Grant for the Main Street Streetscape Project.
- The Town is partnering with Elizabeth Parks and Recreation and Elizabeth School District to seek planning and capacity grant funding from GOCO for a Parks, Trails, and Open Space Master Plan. If successful, funding would be received in June of 2024.


Town Clerk – Michelle Oeser

- Staff have been working on the Senior Basket Project. It is very important to raise community awareness of the need for donations. Last year 107 baskets were delivered. This year our cov


currently at 119 for baskets. This is a wonderful program and I hear of the joy and happiness it brings. Please help get the word out. Trustee Payne is doing a stellar job organizing and lining up volunteers for both assembly and deliveries.

- The Mayor's Tree Lighting is fast approaching, and Staff are working diligently to make sure everything is in order.
- Thank you to Public Works for all the work on making sure the Gesin Lot lights are all working and that the tree lights and star are hung and ready to go.

Police – Chief Engel

 No report

Public Works and Utilities – Mike DeVol

 No report

TOWN OF ELIZABETH
 COMBINED CASH INVESTMENT
 SEPTEMBER 30, 2023

COMBINED CASH ACCOUNTS

99-104201	COLOTRUST INVESTMENT ACCOUNT	15,727,106.77
99-104202	CORE ARPA ACCOUNT	361,400.55
99-104203	CORE INVESTMENT ACCOUNT	4,681,590.98
99-105200	CBOC (WATER SEWER)	1,101,702.75
		21,871,801.05
99-100001	CASH ALLOCATED TO OTHER FUNDS	(21,871,801.05)

TOTAL UNALLOCATED CASH .00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	3,355,053.46
21	ALLOCATION TO STREET FUND	968,790.83
31	ALLOCATION TO CAPITAL IMPROVEMENT FUND	9,427,247.18
32	ALLOCATION TO STREET CAPITAL IMPROVEMENT FND	4,097,455.99
52	ALLOCATION TO WATER SEWER FUND	4,023,253.59

TOTAL ALLOCATIONS TO OTHER FUNDS 21,871,801.05
 ALLOCATION FROM COMBINED CASH FUND - 99-100001 (21,871,801.05)

ZERO PROOF IF ALLOCATIONS BALANCE .00

TOWN OF ELIZABETH
BALANCE SHEET
SEPTEMBER 30, 2023

GENERAL FUND

ASSETS

10-100001	CASH IN COMBINED CASH FUND	3,355,053.46	
10-101000	PETTY CASH	200.00	
10-101100	PETTY CASH- POLICE DEPT	100.00	
10-110000	PROPERTY TAXES RECEIVABLE	20,162.40	
10-115000	ACCOUNTS RECEIVABLE	319,156.16	
	TOTAL ASSETS		<u>3,694,672.02</u>

LIABILITIES AND EQUITY

LIABILITIES

10-201000	ACCRUED SALARIES PAYABLE	(2,212.50)	
10-202000	ACCOUNTS PAYABLE	(1,002.76)	
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	54,308.97	
10-217100	FPPA CONTRIBUTIONS PAYABLE	389.87	
10-217200	SOC SEC TAXES PAYABLE	(33.51)	
10-217201	MEDICARE TAXES PAYABLE	(78.36)	
10-217300	FED'L WITHHOLDING TAXES PAYABL	88.66	
10-217400	STATE WITHHOLDING TAXES PAYABL	7,636.00	
10-217500	HEALTH INSURANCE PAYABLE	(3,233.59)	
10-217501	PRETAX SUPPLEMENTAL INSURANCE	(16.15)	
10-217502	AFTER TAX SUPPLEMENTAL INS	98.38	
10-217600	UNEMPLOYMENT INSURANCE PAYABLE	827.47	
10-217603	WORKERS' COMP. INS. PAYABLE	36,292.43	
10-219000	457 CONTRIBUTIONS PAYABLE	(14.07)	
10-219200	SALES TAX PAYABLE	110.82	
10-222001	DEFERRED REVENUE - ARPA	303,828.76	
10-250022	LENNAR	2,975.43	
10-250039	SCARLETT CREEK SUBDIVISION	80.04	
10-250041	MAIN STREET STATION	5,259.21	
10-250047	RITORO PLAT AMENDMENT	(317.69)	
10-250051	HENDERSON REPLAT	461.05	
10-250055	CLEARY BUILDING	(5,099.25)	
10-250056	MCDONALDS IGA	3,404.00	
10-250060	PINE RIDGE CROSSING (NEW)	(886.24)	
10-250061	LENNAR AT LEGACY VILLAGE	(2,953.42)	
10-250062	ELIZABETH STREET PLAZA	8,441.18	
10-250063	WALNUT GROVE	5,550.34	
10-250064	MBP ENTERPRISES INC.	742.11	
10-250067	BRAKES PLUS	3,500.00	
10-250068	SPRINT SITE PLAN	500.00	
10-250069	FITZGERALD CONDOMINIUMS	2,000.00	
10-250071	VIAERO TOWER EXTENSION	500.00	
	TOTAL LIABILITIES		489,850.74

FUND EQUITY

TOWN OF ELIZABETH
 BALANCE SHEET
 SEPTEMBER 30, 2023

GENERAL FUND

10-280000	FUND BALANCE		2,455,725.59
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	<u>749,095.69</u>	
	BALANCE - CURRENT DATE		<u>749,095.69</u>
	TOTAL FUND EQUITY		<u>3,204,821.28</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>3,694,672.02</u></u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
10-31-1000	CURRENT PROPERTY TAXES	7,181.51	788,591.19	750,000.00 (38,591.19)	105.2
10-31-2000	SPECIFIC OWNERSHIP TAX	12,829.07	95,520.31	115,000.00 (19,479.69)	83.1
10-31-3100	1% NON-TABOR SALES TAX	87,399.92	753,924.90	1,000,000.00 (246,075.10)	75.4
	TOTAL TAX	107,410.50	1,638,036.40	1,865,000.00 (226,963.60)	87.8
<u>LICENSES & PERMITS</u>					
10-32-1000	FRANCHISE TAX	.00	94,143.53	80,000.00 (14,143.53)	117.7
10-32-2000	BUILDING PERMIT	8,236.41	343,510.26	150,000.00 (193,510.26)	229.0
10-32-2100	PASSPORT EXECUTION FEES	665.00	7,140.00	.00 (7,140.00)	.0
10-32-2200	PASSPORT PHOTO FEES	90.00	1,404.00	.00 (1,404.00)	.0
10-32-2300	BAG FEES	.00	6,413.76	.00 (6,413.76)	.0
10-32-3000	OTHER LICENSES, FEES AND CHG	7,570.94	36,204.23	30,000.00 (6,204.23)	120.7
	TOTAL LICENSES & PERMITS	16,562.35	488,815.78	260,000.00 (228,815.78)	188.0
<u>INTERGOVERNMENTAL</u>					
10-33-2000	CIGARETTE TAX	2,218.97	6,705.91	3,000.00 (3,705.91)	223.5
10-33-3000	CONSERVATION TRUST FUND	2,644.09	10,146.16	10,000.00 (146.16)	101.5
	TOTAL INTERGOVERNMENTAL	4,863.06	16,852.07	13,000.00 (3,852.07)	129.6
<u>SOURCE 34</u>					
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
<u>EARMARKED FUNDS / MISCELLANEOU</u>					
10-36-1000	INTEREST	16,577.06	118,117.19	8,000.00 (110,117.19)	1476.5
10-36-3100	FINES AND FOREFEITURES	9,113.10	62,962.23	73,000.00 (10,037.77)	86.3
10-36-4000	PUBLIC IMPROVEMENT FEE	66,265.13	596,901.55	710,000.00 (113,098.45)	84.1
10-36-7000	POLICE REVENUE	5,310.47	27,724.90	35,000.00 (7,275.10)	79.2
10-36-9000	OTHER REVENUE	4,598.90	19,546.93	.00 (19,546.93)	.0
	TOTAL EARMARKED FUNDS / MISCELLANEOU	101,864.66	825,252.80	826,000.00 (747.20)	99.9

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>OTHER FUNDS</u>					
10-39-7000 TRANSFER FROM WATER FUND	14,583.33	131,249.97	175,000.00	43,750.03	75.0
10-39-7003 TRANSFER FROM CAP IMP FUND	4,583.33	41,249.97	55,000.00	13,750.03	75.0
10-39-7004 TRANSFER FROM STREET CAP FUND	4,166.68	37,500.04	50,000.00	12,499.96	75.0
TOTAL OTHER FUNDS	23,333.34	209,999.98	280,000.00	70,000.02	75.0
TOTAL FUND REVENUE	254,033.91	3,178,957.03	3,294,000.00	115,042.97	96.5

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TOWN CLERK</u>					
10-41-1100 SALARIES & WAGES	15,637.24	143,805.17	189,000.00	45,194.83	76.1
10-41-1150 TOWN CLERK SALARY	7,435.26	67,947.65	96,800.00	28,852.35	70.2
10-41-1300 OVERTIME	.00	153.49	.00	(153.49)	.0
10-41-1400 WORKERS' COMPENSATION	27.70	254.40	372.00	117.60	68.4
10-41-1500 HEALTH INSURANCE	5,967.47	53,582.67	58,000.00	4,417.33	92.4
10-41-1550 RETIREMENT	1,153.64	10,215.81	8,000.00	(2,215.81)	127.7
10-41-1600 FICA	1,720.38	28,413.47	21,864.00	(6,549.47)	130.0
10-41-1700 COLO UNEMPLOYMENT	46.15	423.79	857.00	433.21	49.5
10-41-1800 TUITION REIMBURSEMENT	.00	5,602.56	10,000.00	4,397.44	56.0
10-41-1825 MEMBERSHIPS - EMPLOYEE	.00	961.54	1,500.00	538.46	64.1
10-41-1850 TRAINING, TRAVEL AND LODGING	1,530.95	5,389.74	13,000.00	7,610.26	41.5
10-41-2500 AUDIT	.00	26,000.00	28,000.00	2,000.00	92.9
10-41-3000 COMMUNITY ENGAGEMENT	.00	1,635.13	3,400.00	1,764.87	48.1
10-41-3200 CONTRACTED SERVICES	.00	200.00	5,000.00	4,800.00	4.0
10-41-3320 CONTRIBUTIONS AND SPONSORSHIPS	.00	1,350.00	3,000.00	1,650.00	45.0
10-41-3350 COUNTY TREASURER & OTHER FEES	149.66	15,796.98	18,000.00	2,203.02	87.8
10-41-3400 LEGAL PUBLICATIONS	6,152.65	8,222.06	11,000.00	2,777.94	74.8
10-41-3450 ELECTIONS	5,214.82	21,292.59	25,000.00	3,707.41	85.2
10-41-4000 BLDG MAINT AND REPAIRS	524.12	2,000.89	12,000.00	9,999.11	16.7
10-41-4400 EQUIPMENT AND MAINT	1,264.68	10,336.51	12,000.00	1,663.49	86.1
10-41-4500 FURNITURE	.00	769.20	3,500.00	2,730.80	22.0
10-41-4600 OFFICE SUPPLIES	731.96	7,608.81	11,000.00	3,391.19	69.2
10-41-4700 POSTAGE	1,195.13	5,539.26	15,500.00	9,960.74	35.7
10-41-4800 TELEPHONE AND INTERNET	1,098.38	11,078.19	15,500.00	4,421.81	71.5
10-41-4900 UTILITIES	395.34	5,094.68	8,000.00	2,905.32	63.7
10-41-5100 HUMAN RESOURCES - CONTRACTED	.00	.00	5,000.00	5,000.00	.0
10-41-5250 IT - CONTRACTED	2,260.03	20,185.19	33,000.00	12,814.81	61.2
10-41-5300 IT - HARDWARE	.00	190.08	20,000.00	19,809.92	1.0
10-41-5325 IT - SOFTWARE PURCHASES	.00	.00	2,000.00	2,000.00	.0
10-41-5350 IT - SOFTWARE CONTRACTS	2,058.00	32,140.55	45,000.00	12,859.45	71.4
10-41-5400 INSURANCE	327.79	81,155.50	116,000.00	34,844.50	70.0
10-41-5500 LEGAL - CONTRACTED	.00	24,638.63	60,000.00	35,361.37	41.1
10-41-5600 MEMBERSHIPS - TOWN	387.47	8,094.44	13,000.00	4,905.56	62.3
10-41-5700 PUBLIC RELATIONS	400.00	3,550.63	5,000.00	1,449.37	71.0
10-41-5800 TOWN HALL EVENTS	748.32	748.32	8,500.00	7,751.68	8.8
10-41-9000 OTHER	1,256.11	10,223.20	7,500.00	(2,723.20)	136.3
TOTAL TOWN CLERK	57,683.25	614,601.13	885,293.00	270,691.87	69.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>JUDICIAL</u>					
10-42-1200 SALARIES & WAGES- MUNI JUDGE	.00	7,911.90	15,000.00	7,088.10	52.8
10-42-1300 SALARIES & WAGES- ASST JUDGE	719.26	2,877.04	4,000.00	1,122.96	71.9
10-42-1400 STATE COMP	20.07	301.01	500.00	198.99	60.2
10-42-1600 FICA	55.02	825.34	1,500.00	674.66	55.0
10-42-1700 COLO UNEMPLOYMENT	1.44	21.60	60.00	38.40	36.0
10-42-1850 TRAINING, TRAVEL AND LODGING	.00	1,183.94	2,600.00	1,416.06	45.5
10-42-3200 COURT PROSECUTOR - CONTRACTED	.00	7,647.50	12,000.00	4,352.50	63.7
10-42-9000 OTHER	10.99	394.82	1,000.00	605.18	39.5
TOTAL JUDICIAL	806.78	21,163.15	36,660.00	15,496.85	57.7
<u>LEGISLATURE</u>					
10-43-1100 BOT - SALARIES & WAGES	.00	9,950.00	14,400.00	4,450.00	69.1
10-43-1200 PC - COMPENSATION	.00	1,850.00	3,600.00	1,750.00	51.4
10-43-1400 BOT - WORKERS' COMPENSATION	.00	4.42	9.00	4.58	49.1
10-43-1450 PC - WORKERS' COMPENSATION	.00	1.93	2.00	.07	96.5
10-43-1600 BOT - FICA	.00	757.62	1,102.00	344.38	68.8
10-43-1650 PC - FICA	.00	145.53	275.00	129.47	52.9
10-43-1700 BOT - COLO UNEMPLOYMENT	.00	19.20	43.00	23.80	44.7
10-43-1750 PC - COLO UNEMPLOYMENT	.00	4.40	11.00	6.60	40.0
10-43-1850 BOT - TRAIN, TRVL, LODG	.00	140.00	8,000.00	7,860.00	1.8
10-43-3700 PC - TRAIN, TRVL, LODG	.00	1,118.36	4,000.00	2,881.64	28.0
10-43-4400 BOT - EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
10-43-4450 PC - EQUIPMENT	.00	3,212.15	3,000.00	(212.15)	107.1
10-43-5000 BOT - MEALS	.00	400.14	2,000.00	1,599.86	20.0
10-43-6000 PC - MEALS	.00	24.48	250.00	225.52	9.8
10-43-9000 BOT- OTHER	.00	261.45	700.00	438.55	37.4
TOTAL LEGISLATURE	.00	17,889.68	39,892.00	22,002.32	44.9

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>POLICE</u>					
10-46-1100 SALARIES & WAGES	66,936.76	597,369.76	850,000.00	252,630.24	70.3
10-46-1110 SALARY & BENEFITS - INTERIM	.00	56,491.35	.00	(56,491.35)	.0
10-46-1240 CONTRACTED OVERTIME	2,250.00	4,950.00	8,000.00	3,050.00	61.9
10-46-1300 OVERTIME	1,579.89	17,196.40	15,000.00	(2,196.40)	114.6
10-46-1400 WORKERS' COMPENSATION	1,839.81	16,022.10	24,324.00	8,301.90	65.9
10-46-1500 HEALTH INSURANCE	15,155.67	133,116.00	195,000.00	61,884.00	68.3
10-46-1550 RETIREMENT	991.97	8,277.54	10,000.00	1,722.46	82.8
10-46-1600 FICA	1,764.75	14,498.09	18,583.00	4,084.91	78.0
10-46-1605 FPPA	7,077.65	66,087.58	80,750.00	14,662.42	81.8
10-46-1700 COLO UNEMPLOYMENT	131.46	1,143.95	2,619.00	1,475.05	43.7
10-46-1825 MEMBERSHIPS - EMPLOYEE	.00	307.02	1,500.00	1,192.98	20.5
10-46-1850 TRAINING, TRAVEL AND LODGING	122.79	8,338.56	15,000.00	6,661.44	55.6
10-46-3000 COMMUNITY OUTREACH	.00	586.41	3,500.00	2,913.59	16.8
10-46-3200 CONTRACTED SERVICES	3,880.08	69,429.65	75,000.00	5,570.35	92.6
10-46-3600 MOBILE DATA LAPTOPS	343.44	2,398.89	5,000.00	2,601.11	48.0
10-46-3625 WEAPONS - LETHAL	.00	113.35	.00	(113.35)	.0
10-46-3650 WEAPONS - NON-LETHAL	.00	5,600.00	6,000.00	400.00	93.3
10-46-3675 OTHER EQUIPMENT	13.99	442.06	.00	(442.06)	.0
10-46-4000 BLDG MAINT & REPAIRS	1,047.27	2,559.52	21,000.00	18,440.48	12.2
10-46-4300 DRUG, SCREEN, PSY & POLY TEST	.00	116.28	4,000.00	3,883.72	2.9
10-46-4400 EQUIPMENT AND MAINTENANCE	433.99	6,158.87	12,000.00	5,841.13	51.3
10-46-4500 FURNITURE	.00	2,369.49	5,000.00	2,630.51	47.4
10-46-4650 OFFICE SUPPLILES	1,613.93	5,425.30	14,000.00	8,574.70	38.8
10-46-4700 POSTAGE	25.68	300.11	1,000.00	699.89	30.0
10-46-4800 TELEPHONE & INTERNET	1,623.25	13,972.58	17,800.00	3,827.42	78.5
10-46-4900 UTILITIES	437.35	4,215.80	7,000.00	2,784.20	60.2
10-46-6400 TRAINING AND AMMUNITION	.00	130.00	3,000.00	2,870.00	4.3
10-46-6600 UNIFORMS	433.66	4,251.04	23,000.00	18,748.96	18.5
10-46-8050 VEHICLE MAINT & REPAIRS	517.04	11,836.87	27,500.00	15,663.13	43.0
10-46-8075 FUEL	2,650.37	18,882.81	20,000.00	1,117.19	94.4
10-46-9000 OTHER	1,172.73	1,715.70	6,000.00	4,284.30	28.6
10-46-9050 VEHICLE DEPRECIATION	.00	.00	14,640.00	14,640.00	.0
TOTAL POLICE	112,043.53	1,074,303.08	1,486,216.00	411,912.92	72.3

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>PUBLIC WORKS/PARKS/BUILDINGS</u>					
10-49-1100 SALARIES & WAGES	4,361.14	37,963.66	54,856.00	16,892.34	69.2
10-49-1300 OVERTIME	136.84	1,633.81	4,200.00	2,566.19	38.9
10-49-1400 WORKERS' COMPENSATION	129.28	1,282.23	2,300.00	1,017.77	55.8
10-49-1500 HEALTH INSURANCE	1,105.54	9,142.75	11,000.00	1,857.25	83.1
10-49-1550 RETIREMENT	148.97	1,109.94	2,000.00	890.06	55.5
10-49-1600 FICA	337.06	2,951.82	4,518.00	1,566.18	65.3
10-49-1700 COLO UNEMPLOYMENT	9.01	79.47	177.00	97.53	44.9
10-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	150.00	150.00	.0
10-49-4000 BLDG MAINT & REPAIRS	660.61	5,736.62	20,000.00	14,263.38	28.7
10-49-4800 TELEPHONE AND CELLPHONES	482.97	2,872.24	4,800.00	1,927.76	59.8
10-49-4900 UTILITIES	368.26	5,611.79	8,000.00	2,388.21	70.2
10-49-6100 PARKS MAINTENANCE	9,909.51	21,095.84	35,000.00	13,904.16	60.3
10-49-6300 PARTS AND REPAIRS	193.19	883.42	8,000.00	7,116.58	11.0
10-49-6500 TREE CITY USA	.00	.00	2,500.00	2,500.00	.0
10-49-6600 UNIFORMS	58.73	240.36	840.00	599.64	28.6
10-49-8050 VEHICLE MAINT & REPAIRS	818.84	1,392.96	3,000.00	1,607.04	46.4
10-49-8075 FUEL	292.60	1,650.74	3,000.00	1,349.26	55.0
10-49-8080 DIESEL	94.90	537.55	1,200.00	662.45	44.8
10-49-9000 OTHER	1.67	139.68	2,500.00	2,360.32	5.6
10-49-9050 VEHICLE DEPRECIATION	.00	.00	2,448.00	2,448.00	.0
TOTAL PUBLIC WORKS/PARKS/BUILDINGS	19,109.12	94,324.88	170,489.00	76,164.12	55.3
<u>TWN ADMINSTR</u>					
10-52-1100 SALARIES & WAGES	12,346.16	117,853.00	160,500.00	42,647.00	73.4
10-52-1400 WORKERS' COMPENSATION	14.82	141.47	193.00	51.53	73.3
10-52-1500 HEALTH INSURANCE	2,174.29	4,348.58	13,000.00	8,651.42	33.5
10-52-1550 RETIREMENT	200.00	800.00	4,500.00	3,700.00	17.8
10-52-1600 FICA	922.14	8,974.88	12,278.00	3,303.12	73.1
10-52-1700 COLO UNEMPLOYMENT	24.70	235.78	482.00	246.22	48.9
10-52-1850 TRAINING, TRAVEL AND LODGING	.00	.00	2,500.00	2,500.00	.0
10-52-1900 ALLOWANCES	.00	3,900.00	3,900.00	.00	100.0
10-52-3900 CELL PHONES	50.00	600.00	1,200.00	600.00	50.0
TOTAL TWN ADMINSTR	15,732.11	136,853.71	198,553.00	61,699.29	68.9

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>COMM DEV</u>					
10-53-1100 SALARIES & WAGES- COMM DEV	17,058.94	142,962.25	226,000.00	83,037.75	63.3
10-53-1300 OVERTIME COMMUNITY DEVELOPMENT	.00	103.50	500.00	396.50	20.7
10-53-1400 WORKERS' COMPENSATION	20.46	171.61	271.00	99.39	63.3
10-53-1500 HEALTH INSURANCE	3,971.21	34,258.88	34,000.00	(258.88)	100.8
10-53-1550 RETIREMENT	564.48	5,004.91	7,000.00	1,995.09	71.5
10-53-1600 FICA	1,278.06	10,681.78	17,289.00	6,607.22	61.8
10-53-1700 COLO UNEMPLOYMENT	34.12	286.00	680.00	394.00	42.1
10-53-1825 MEMBERSHIPS - EMPLOYEE	.00	753.00	1,400.00	647.00	53.8
10-53-1850 TRAINING, TRAVEL AND LODGING	48.45	1,065.03	7,000.00	5,934.97	15.2
10-53-2500 COMMUNITY EVENTS	2,336.18	34,039.12	60,000.00	25,960.88	56.7
10-53-3000 BUILDING PERMITS PASS THROUGH	99,477.85	186,610.67	115,000.00	(71,610.67)	162.3
10-53-3200 CONTRACTED SERVICES	4,901.63	20,138.76	30,000.00	9,861.24	67.1
10-53-3425 ELIZABETH MAIN STREET	(1,688.62)	11,913.15	33,000.00	21,086.85	36.1
10-53-3450 HISTORIC ADVISORY BOARD	2,991.73	11,806.36	37,000.00	25,193.64	31.9
10-53-3475 MARKETING MATERIALS & PUBL	1,016.26	4,431.10	5,000.00	568.90	88.6
10-53-3900 CELL PHONE	37.50	500.00	1,000.00	500.00	50.0
10-53-4000 GIS	.00	.00	800.00	800.00	.0
10-53-4400 EQUIPMENT AND MAINTENANCE	433.99	4,385.80	1,500.00	(2,885.80)	292.4
10-53-4500 FURNITURE	.00	339.96	750.00	410.04	45.3
10-53-4600 OFFICE SUPPLIES	84.30	478.23	2,000.00	1,521.77	23.9
10-53-4700 POSTAGE	.00	.00	2,500.00	2,500.00	.0
10-53-9000 OTHER	.00	795.60	500.00	(295.60)	159.1
TOTAL COMM DEV	132,566.54	470,725.71	583,190.00	112,464.29	80.7
TOTAL FUND EXPENDITURES	337,941.33	2,429,861.34	3,400,293.00	970,431.66	71.5
NET REVENUE OVER EXPENDITURES	(83,907.42)	749,095.69	(106,293.00)	(855,388.69)	704.8

TOWN OF ELIZABETH
 BALANCE SHEET
 SEPTEMBER 30, 2023

STREET FUND

ASSETS

21-100001	CASH IN COMBINED CASH FUND	968,790.83	
21-115000	ACCOUNTS RECEIVABLE	83,554.23	
	TOTAL ASSETS		<u>1,052,345.06</u>

LIABILITIES AND EQUITY

LIABILITIES

21-201000	ACCRUED SALARIES PAYABLE	(337.50)	
21-202000	ACCOUNTS PAYABLE	(1,107.45)	
21-203000	GUARDRAIL MAINTENANCE	10,000.00	
	TOTAL LIABILITIES		8,555.05

FUND EQUITY

21-280000	FUND BALANCE	955,344.99	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>88,445.02</u>	
	BALANCE - CURRENT DATE	<u>88,445.02</u>	
	TOTAL FUND EQUITY		<u>1,043,790.01</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,052,345.06</u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAXES</u>					
21-31-3000 GENERAL SALES TAX	13,109.99	113,088.72	150,000.00	36,911.28	75.4
21-31-4000 USE TAX	1,449.20	22,735.39	10,000.00	(12,735.39)	227.4
TOTAL TAXES	14,559.19	135,824.11	160,000.00	24,175.89	84.9
<u>INTERGOVERNMENT</u>					
21-33-1000 HIGHWAY USERS TAX	7,825.69	58,583.22	60,000.00	1,416.78	97.6
21-33-1050 ROAD & BRIDGE	43,724.91	131,174.73	150,000.00	18,825.27	87.5
21-33-6100 M.V. REGISTRATION (\$1.50)	309.60	2,433.52	5,000.00	2,566.48	48.7
21-33-6200 M.V. REGISTRATION (\$2.50)	753.65	5,523.04	7,200.00	1,676.96	76.7
TOTAL INTERGOVERNMENT	52,613.85	197,714.51	222,200.00	24,485.49	89.0
<u>OTHER SOURCES OF REVENUE</u>					
21-36-1000 INVESTMENT INCOME	4,155.22	33,779.07	4,000.00	(29,779.07)	844.5
21-36-4000 PUBLIC IMPROVEMENT FEE	1,979.08	17,827.13	22,000.00	4,172.87	81.0
TOTAL OTHER SOURCES OF REVENUE	6,134.30	51,606.20	26,000.00	(25,606.20)	198.5
TOTAL FUND REVENUE	73,307.34	385,144.82	408,200.00	23,055.18	94.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>STREETS</u>					
21-49-1100 SALARIES & WAGES- PUB WORKS	13,083.42	113,891.31	164,567.00	50,675.69	69.2
21-49-1300 OVERTIME	410.52	4,901.41	13,000.00	8,098.59	37.7
21-49-1400 WORKERS' COMPENSATION	387.84	3,846.61	6,900.00	3,053.39	55.8
21-49-1500 HEALTH INSURANCE	3,316.59	27,428.25	38,000.00	10,571.75	72.2
21-49-1550 RETIREMENT	446.90	3,329.68	5,000.00	1,670.32	66.6
21-49-1600 FICA	1,011.22	8,888.90	13,584.00	4,695.10	65.4
21-49-1700 COLO UNEMPLOYMENT	26.98	238.01	533.00	294.99	44.7
21-49-3200 CONTRACTED SERVICES	5,205.08	22,534.78	70,000.00	47,465.22	32.2
21-49-3500 DE-ICING SUPPLIES	.00	1,721.28	7,500.00	5,778.72	23.0
21-49-3650 LIGHTS AND SIGNALS	2,703.24	20,074.15	18,000.00	(2,074.15)	111.5
21-49-4000 MAINTENANCE AND REPAIRS	6,189.31	40,275.51	100,000.00	59,724.49	40.3
21-49-4800 PHONES	112.50	1,260.00	2,700.00	1,440.00	46.7
21-49-5800 ROW MAINTENANCE	2,019.76	35,169.65	105,000.00	69,830.35	33.5
21-49-6100 SIGNS	845.26	845.26	21,500.00	20,654.74	3.9
21-49-6600 UNIFORMS	176.21	721.14	2,520.00	1,798.86	28.6
21-49-8050 VEHICLE MAINT & REPAIRS	3,084.91	4,807.32	9,000.00	4,192.68	53.4
21-49-8075 FUEL	531.49	4,608.91	9,000.00	4,391.09	51.2
21-49-8080 DIESEL	284.67	1,715.28	3,600.00	1,884.72	47.7
21-49-9000 OTHER	190.86	442.35	500.00	57.65	88.5
21-49-9050 VEHICLE DEPRECIATION	.00	.00	7,344.00	7,344.00	.0
TOTAL STREETS	40,026.76	296,699.80	598,248.00	301,548.20	49.6
TOTAL FUND EXPENDITURES	40,026.76	296,699.80	598,248.00	301,548.20	49.6
NET REVENUE OVER EXPENDITURES	33,280.58	88,445.02	(190,048.00)	(278,493.02)	46.5

TOWN OF ELIZABETH
 BALANCE SHEET
 SEPTEMBER 30, 2023

CAPITAL IMPROVEMENT FUND

ASSETS

31-100001	CASH IN COMBINED CASH FUND	9,427,247.18	
31-115000	ACCOUNTS RECEIVABLE	268,325.42	
	TOTAL ASSETS		9,695,572.60

LIABILITIES AND EQUITY

FUND EQUITY

31-280000	FUND BALANCE	8,635,236.16	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	1,060,336.44	
	BALANCE - CURRENT DATE	1,060,336.44	
	TOTAL FUND EQUITY		9,695,572.60
	TOTAL LIABILITIES AND EQUITY		9,695,572.60

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>						
31-31-3000	SALES TAX	131,099.88	1,130,887.35	1,500,000.00	369,112.65	75.4
31-31-4000	USE TAX	14,491.86	227,353.80	150,000.00	(77,353.80)	151.6
	TOTAL TAX	145,591.74	1,358,241.15	1,650,000.00	291,758.85	82.3
<u>OTHER FINANCING SOURCES</u>						
31-36-1000	INVESTMENT INCOME	38,908.25	316,205.99	15,000.00	(301,205.99)	2108.0
31-36-9000	OTHER REVENUE	.00	73,936.50	50,000.00	(23,936.50)	147.9
	TOTAL OTHER FINANCING SOURCES	38,908.25	390,142.49	65,000.00	(325,142.49)	600.2
	TOTAL FUND REVENUE	184,499.99	1,748,383.64	1,715,000.00	(33,383.64)	102.0

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL IMPROVEMENT MISC</u>					
31-80-0100 LAND PURCHASE	.00	399,311.49	250,000.00	(149,311.49)	159.7
31-80-0600 RUNNING CREEK PARK	.00	20,549.29	119,900.00	99,350.71	17.1
31-80-3400 FACILITIES MASTER PLAN	10,000.00	23,587.70	75,000.00	51,412.30	31.5
31-80-3425 COMMUNITY STUDIES	.00	34,888.11	.00	(34,888.11)	.0
31-80-3450 SENIOR CENTER	.00	.00	450,000.00	450,000.00	.0
31-80-4000 EQUIPMENT	.00	5,800.00	15,000.00	9,200.00	38.7
31-80-4005 HYDRO-VAC TRAILER	.00	.00	22,500.00	22,500.00	.0
31-80-4010 WHEELED TIRE LOADER (USED)	.00	20,000.00	37,500.00	17,500.00	53.3
31-80-4015 PW TRUCKS	.00	64,976.08	111,290.00	46,313.92	58.4
31-80-5500 TOWN HALL BLDG IMPROVEMENTS	1,348.99	1,348.99	100,000.00	98,651.01	1.4
31-80-5505 PD BUILDING IMPROVEMENTS	.00	.00	75,000.00	75,000.00	.0
31-80-5510 BANNER & ELM PROPERTY	.00	73,835.57	150,000.00	76,164.43	49.2
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	(25,500.00)	2,500.00	4,500.00	2,000.00	55.6
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	41,249.97	55,000.00	13,750.03	75.0
TOTAL CAPITAL IMPROVEMENT MISC	(9,567.68)	688,047.20	1,564,190.00	876,142.80	44.0
TOTAL FUND EXPENDITURES	(9,567.68)	688,047.20	1,564,190.00	876,142.80	44.0
NET REVENUE OVER EXPENDITURES	194,067.67	1,060,336.44	150,810.00	(909,526.44)	703.1

TOWN OF ELIZABETH
 BALANCE SHEET
 SEPTEMBER 30, 2023

STREET CAPITAL IMPROVEMENT FND

ASSETS

32-100001	CASH IN COMBINED CASH FUND	4,097,455.99	
32-104400	STREET BOND RESERVE CD ACCOUNT	266,193.68	
32-115000	ACCOUNTS RECEIVABLE	241,492.87	
	TOTAL ASSETS		<u>4,605,142.54</u>

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	<u>1,218,585.52</u>	
	BALANCE - CURRENT DATE	<u>1,218,585.52</u>	
	TOTAL FUND EQUITY		<u>4,593,642.54</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,605,142.54</u>

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
32-31-3000 GENERAL SALES TAX	117,989.88	1,017,798.58	1,350,000.00	332,201.42	75.4
32-31-4000 USE TAX	13,042.67	204,618.42	192,000.00	(12,618.42)	106.6
TOTAL TAX	131,032.55	1,222,417.00	1,542,000.00	319,583.00	79.3
<u>OTHER FINANCING SOURCES</u>					
32-36-1000 INVESTMENT INCOME	17,900.36	131,445.43	10,000.00	(121,445.43)	1314.5
TOTAL OTHER FINANCING SOURCES	17,900.36	131,445.43	10,000.00	(121,445.43)	1314.5
TOTAL FUND REVENUE	148,932.91	1,353,862.43	1,552,000.00	198,137.57	87.2

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL OUTLAY</u>					
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)	.00	20,000.00	37,500.00	17,500.00	53.3
32-49-9200 NEW CURB & GUTTER WORK	.00	.00	20,000.00	20,000.00	.0
32-49-9300 NEW SIDEWALK CONSTRUCTION	.00	25,000.00	40,000.00	15,000.00	62.5
32-49-9305 MAIN ST STREETScape DESIGN	9,199.38	19,345.63	175,000.00	155,654.37	11.1
32-49-9310 TRANSFER TO GENERAL FUND	4,166.67	37,500.03	50,000.00	12,499.97	75.0
TOTAL CAPITAL OUTLAY	13,366.05	101,845.66	2,550,000.00	2,448,154.34	4.0
<u>DEBT SVC</u>					
32-59-4000 PAYING AGENCY FEE	300.00	300.00	600.00	300.00	50.0
32-59-9800 2015 REFUNDING BOND PRINCIPAL	.00	.00	440,000.00	440,000.00	.0
32-59-9850 2015 REFUNDING BOND INTEREST	.00	33,131.25	66,263.00	33,131.75	50.0
TOTAL DEBT SVC	300.00	33,431.25	506,863.00	473,431.75	6.6
TOTAL FUND EXPENDITURES	13,666.05	135,276.91	3,056,863.00	2,921,586.09	4.4
NET REVENUE OVER EXPENDITURES	135,266.86	1,218,585.52	(1,504,863.00)	(2,723,448.52)	81.0

TOWN OF ELIZABETH
BALANCE SHEET
SEPTEMBER 30, 2023

WATER SEWER FUND

ASSETS

52-100001	CASH IN COMBINED CASH FUND	4,023,253.59	
52-101000	PETTY CASH	100.00	
52-101200	COLOTRUST WATER TAP FEE ACCT	513,331.21	
52-101300	COLOTRUST SEWER TAP FEE ACCT	513,331.21	
52-101400	COLOTRUST RENEWABLE WATER ACCT	79,274.60	
52-110000	ACCOUNTS RECEIVABLE: UB	176,268.15	
52-115000	ACCOUNTS RECEIVABLE:OTHER	13,159.24	
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		15,168,261.02

LIABILITIES AND EQUITY

LIABILITIES

52-201000	ACCRUED SALARIES PAYABLE	(675.00)	
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	51,998.68	
52-231200	2007 CWRPDA CUR NOTES PAYABLE	62,396.58	
52-239402	2007 CWRPDA NOTE PAYABLE	275,161.86	
	TOTAL LIABILITIES		519,930.28

FUND EQUITY

52-280000	RETAINED EARNINGS	13,779,786.34	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	868,544.40	
	BALANCE - CURRENT DATE	868,544.40	
	TOTAL FUND EQUITY		14,648,330.74
	TOTAL LIABILITIES AND EQUITY		15,168,261.02

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CHARGE FOR SERVICES / TAP FEES</u>					
52-34-4100 WATER SALES	87,903.30	583,605.54	750,000.00	166,394.46	77.8
52-34-4200 SEWER SALES	67,248.04	598,476.72	680,000.00	81,523.28	88.0
52-34-7000 RETURN CHECK CHARGES	.00	109.07	.00	(109.07)	.0
52-34-8100 WATER TAP FEES	.00	630,086.57	250,000.00	(380,086.57)	252.0
52-34-8120 RENEWABLE WATER FEE	.00	63,829.50	.00	(63,829.50)	.0
52-34-8200 SEWER TAP FEES	.00	630,086.57	450,000.00	(180,086.57)	140.0
TOTAL CHARGE FOR SERVICES / TAP FEES	155,151.34	2,506,193.97	2,130,000.00	(376,193.97)	117.7
<u>MISCELLANEOUS</u>					
52-36-1000 INVESTMENT INCOME	21,943.06	159,963.61	10,000.00	(149,963.61)	1599.6
52-36-9000 OTHER REVENUE	2,337.20	46,391.71	70,000.00	23,608.29	66.3
TOTAL MISCELLANEOUS	24,280.26	206,355.32	80,000.00	(126,355.32)	257.9
TOTAL FUND REVENUE	179,431.60	2,712,549.29	2,210,000.00	(502,549.29)	122.7

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>WATER</u>					
52-57-1100 SALARIES & WAGES- WATER	13,083.43	113,891.62	164,567.00	50,675.38	69.2
52-57-1300 OVERTIME	410.50	4,901.37	13,000.00	8,098.63	37.7
52-57-1400 WORKERS' COMPENSATION	387.81	3,846.52	6,900.00	3,053.48	55.8
52-57-1500 HEALTH INSURANCE	3,316.60	27,428.39	38,000.00	10,571.61	72.2
52-57-1550 RETIREMENT	446.89	3,329.66	5,000.00	1,670.34	66.6
52-57-1600 FICA	1,011.22	8,888.92	165,561.00	156,672.08	5.4
52-57-1700 COLO UNEMPLOYMENT	26.97	238.00	533.00	295.00	44.7
52-57-1825 MEMBERSHIPS - EMPLOYEE	.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	8,019.00	38,940.37	160,000.00	121,059.63	24.3
52-57-4800 TELEPHONE AND CELLPHONES	112.50	1,260.00	2,700.00	1,440.00	46.7
52-57-4900 UTILITIES	15,960.65	84,190.61	100,000.00	15,809.39	84.2
52-57-5400 INSURANCE	.00	5,618.06	11,000.00	5,381.94	51.1
52-57-5500 LEGAL - CONTRACTED	.00	80.00	7,500.00	7,420.00	1.1
52-57-6000 MAINTENANCE AND REPAIRS	10,750.26	68,357.79	150,000.00	81,642.21	45.6
52-57-6600 UNIFORMS	176.21	721.13	2,500.00	1,778.87	28.9
52-57-7500 CHEMICAL SUPPLIES	.00	17,781.82	18,000.00	218.18	98.8
52-57-7550 WATER SUPPLIES	1,398.76	9,525.94	15,000.00	5,474.06	63.5
52-57-8050 VEHICLE MAINT & REPAIRS	189.59	2,047.58	9,000.00	6,952.42	22.8
52-57-8075 FUEL	531.49	4,661.90	9,000.00	4,338.10	51.8
52-57-8080 DIESEL	284.67	1,629.70	3,600.00	1,970.30	45.3
52-57-9000 OTHER	4.99	256.48	2,000.00	1,743.52	12.8
52-57-9050 VEHICLE DEPRECIATION	.00	.00	7,344.00	7,344.00	.0
52-57-9100 RITORO WELLS	.00	566,340.53	1,300,000.00	733,659.47	43.6
52-57-9900 WATER LINE UPGRADE	.00	.00	85,000.00	85,000.00	.0
TOTAL WATER	56,111.54	964,236.39	2,278,430.00	1,314,193.61	42.3

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>SEWER</u>					
52-58-1100 -SALARIES & WAGES- SEWER	13,083.45	113,891.09	164,567.00	50,675.91	69.2
52-58-1300 OVERTIME	410.50	4,901.37	13,000.00	8,098.63	37.7
52-58-1400 WORKERS' COMPENSATION	387.76	3,846.14	6,900.00	3,053.86	55.7
52-58-1500 HEALTH INSURANCE	3,316.57	27,427.86	38,000.00	10,572.14	72.2
52-58-1550 RETIREMENT	446.92	3,330.15	5,000.00	1,669.85	66.6
52-58-1600 FICA	1,011.23	8,888.93	13,584.00	4,695.07	65.4
52-58-1700 COLO UNEMPLOYMENT	37.06	330.37	533.00	202.63	62.0
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	19,956.65	89,865.83	90,000.00	134.17	99.9
52-58-4800 TELEPHONE AND CELLPHONES	1,213.46	7,367.53	10,700.00	3,332.47	68.9
52-58-4900 UTILITIES	6,975.65	45,403.49	70,000.00	24,596.51	64.9
52-58-5400 INSURANCE	.00	6,200.72	15,400.00	9,199.28	40.3
52-58-6000 MAINTENANCE AND REPAIRS	1,670.65	57,029.93	130,000.00	72,970.07	43.9
52-58-6610 UNIFORMS	176.21	721.13	2,500.00	1,778.87	28.9
52-58-7500 SEWER SUPPLIES	1,398.76	4,273.36	5,000.00	726.64	85.5
52-58-8050 VEHICLE MAINT & REPAIRS	189.59	1,776.42	9,000.00	7,223.58	19.7
52-58-8075 FUEL	531.49	4,661.90	9,000.00	4,338.10	51.8
52-58-8080 DIESEL	284.67	1,595.50	3,600.00	2,004.50	44.3
52-58-9000 OTHER	4.99	256.49	5,000.00	4,743.51	5.1
52-58-9050 VEHICLE DEPRECIATION	.00	.00	7,344.00	7,344.00	.0
52-58-9400 WTP UPGRADES	25,358.80	329,532.20	950,000.00	620,467.80	34.7
TOTAL SEWER	76,454.41	711,300.41	1,551,353.00	840,052.59	45.9
<u>2007 CWRPDA</u>					
52-63-6300 2007 CWRPDA PYMT- PRINCIPAL	.00	30,908.52	62,398.00	31,489.48	49.5
52-63-6400 2007 CWRPDA- INTEREST	.00	6,309.60	12,100.00	5,790.40	52.2
TOTAL 2007 CWRPDA	.00	37,218.12	74,498.00	37,279.88	50.0
<u>DEPARTMENT 65</u>					
52-65-9900 TRANSFER TO GENERAL FUND	14,583.33	131,249.97	175,000.00	43,750.03	75.0
TOTAL DEPARTMENT 65	14,583.33	131,249.97	175,000.00	43,750.03	75.0
TOTAL FUND EXPENDITURES	147,149.28	1,844,004.89	4,079,281.00	2,235,276.11	45.2
NET REVENUE OVER EXPENDITURES	32,282.32	868,544.40	(1,869,281.00)	(2,737,825.40)	46.5



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/05/2023 to 11/18/2023



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 **11/05/2023 at 12:01 a.m. to 11/18/2023 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 (DCRD) records.

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



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/05/2023 to 11/18/2023

Total Calls for Service:

158

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assists to Other Agencies
7	3	4	0	0

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
8	1	7	0

Other Calls for Service:

Call Type:	Number of Calls:
Alarm-Business Burglary	2
Animal Complaint	6
Animal Cruelty	1
Assault	1
Assist to the Fire Department	1
Assist to Other Agency	3
Business Check	8
Child Abuse	2
Citizen Assist	2
Citizen Contact	6
Civil Assist	2
Drunk Subject	1



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/05/2023 to 11/18/2023

Domestic Physical	1
Domestic Verbal	1
Drug Offense	1
Follow Up	28
Fraud	1
Failure to Yield	1
Harassment	2
Increase Patrol	13
Informational Report	3
Medical Assist	8
Missing Endangered	1
Motorist Assist	1
Municipal Ordinance Violation	4
Motor Vehicle Accident Property Damage	6
Motor Vehicle Accident Unknown Injury	1
Noise Complaint	1
Parking Complaint	8
Report Every Drunk Driver Immediately	1
Repossession	1
Restraining Order Violation	1
Suicidal Subject	3
Suspicious Circumstance	4
Suspicious Person	2
Suspicious Vehicle	7
Theft	4
Traffic Complaint	3
Traffic Hazard	4
Traffic Stop	7
VIN Verify	4
Welfare Check	6



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/05/2023 to 11/18/2023

Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
23-2040	Burglary	Investigation of a burglary at a local business.
23-4364	Sex Offenses	Investigation into a sex offense involving minors.
23-4744	Burglary	Investigation into a burglary at a local building.
23-4864	Theft	Investigation of theft that occurred at a business in Town.
23-4866	Fraud	Fraud Investigation.
23-4941	Harassment	Investigation into harassment involving juveniles.
23-4953	Harassment	Investigation into harassment involving juveniles.
23-5187	Criminal Mischief	Investigation into a Criminal Mischief at a local business.
23-5191	Harassment	Investigation into a harassment involving juveniles.
23-5255	Runaway	Investigation into a Juvenile Runaway.
23-5311	Financial crime	Investigation into a fraud.

Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
23-3106	Case Weeds	Investigation into weed violation on a property in Town.
23-4373	Case Animal Comp	Investigation into an Animal complaint at a Property in Town.
23-4787	Case Animal Comp	Investigation into an Animal complaint at a Property in Town.



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/05/2023 to 11/18/2023

23-4802	Case Animal Comp	Investigation into an Animal complaint at a Property in Town.
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Please note that limited information regarding open investigations is available. This is to protect the integrity of the investigations.

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
23-5256	Found Property	Found wallet. Booked into Evidence for safekeeping.
23-5270	Harassment	EPD conducted an investigation into a harassment between juveniles. Victim did not want to press charges.
23-5308	Motor Vehicle Accident	EPD responded to a motor vehicle accident with property damage. A municipal summons was issued to the at fault driver.
23-5291	Motor Vehicle Accident	EPD responded to a motor vehicle accident with property damage. It was determined that the driver was under the influence of alcohol. The driver was arrested and transported to the jail.
23-5361	Domestic Violence	EPD responded to a Physical Domestic violence. After investigation, a male was arrested and transported to the jail on multiple charges.
23-5321	Theft	EPD responded to a theft at a local business. The suspect was identified and issued a municipal summons.
23-5344	Restraining Order Violation	EPD investigated a possible Restraining order violation. There was no crime found.
23-5327	Mental Health Hold	EPD responded to a mental health crisis. After evaluation the juvenile was placed on a mental health hold.

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TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/05/2023 to 11/18/2023

23-5379	Assist other Agency	EPD responded and investigated possible child abuse. The crime occurred outside of the Town of Elizabeth. The Department of Human Resources and the appropriate agency was forwarded the investigation.
23-5347	Sex Assault	EPD investigated a possible sex assault. After the investigation was completed, there was not enough probable cause to support criminal charges.
23-5332	Harassment	EPD responded to a harassment. After investigation the victim declined to press charges.
23-4981	Harassment	EPD responded to a harassment. After investigation the victim declined to press charges.
23-5387	Theft / Criminal Mischief	EPD responded to a criminal mischief. After investigation no suspects were identified. The case was deactivated pending further information.
23-5380	Harassment	EPD responded to a harassment. After investigation the victim declined to press charges.
23-5392	Mental Health	EPD responded to a mental health call. An evaluation was completed by a mental health professional. No further intervention was needed.



TOWN OF ELIZABETH POLICE DEPARTMENT

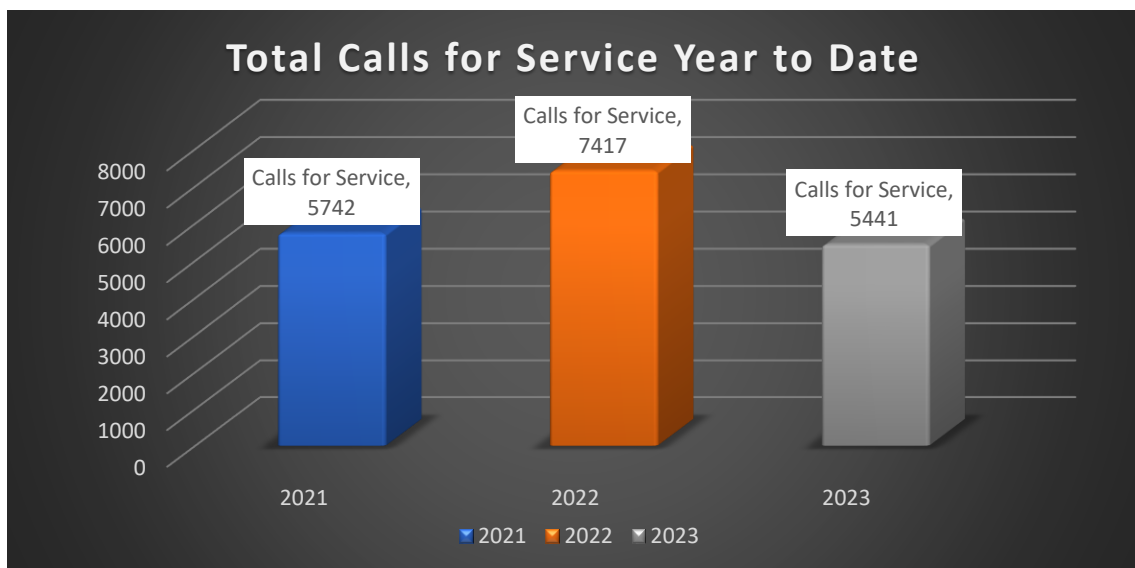
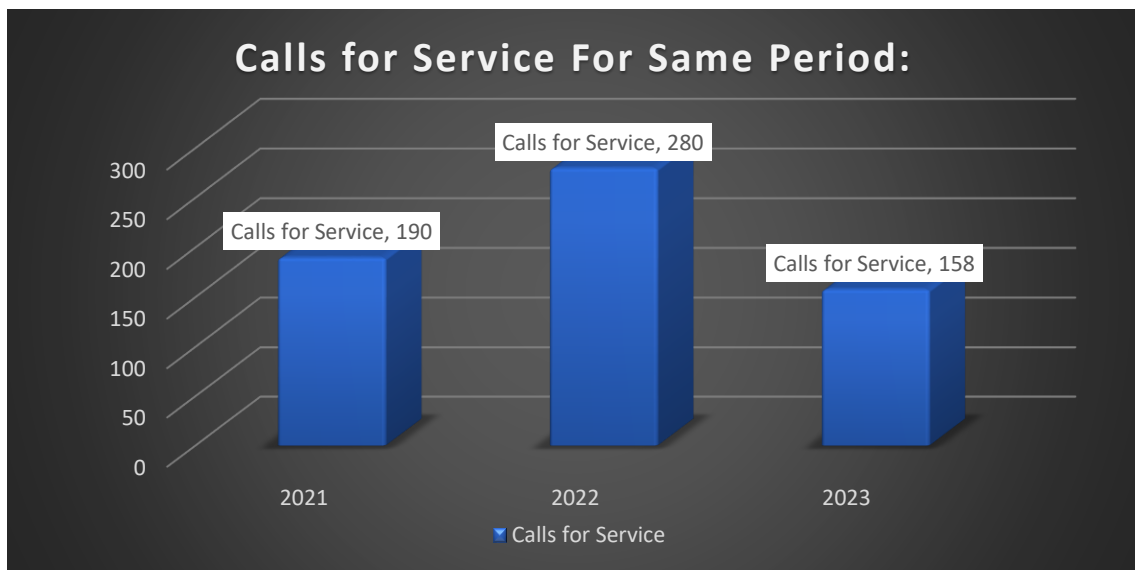
JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/05/2023 to 11/18/2023

Historical Data:



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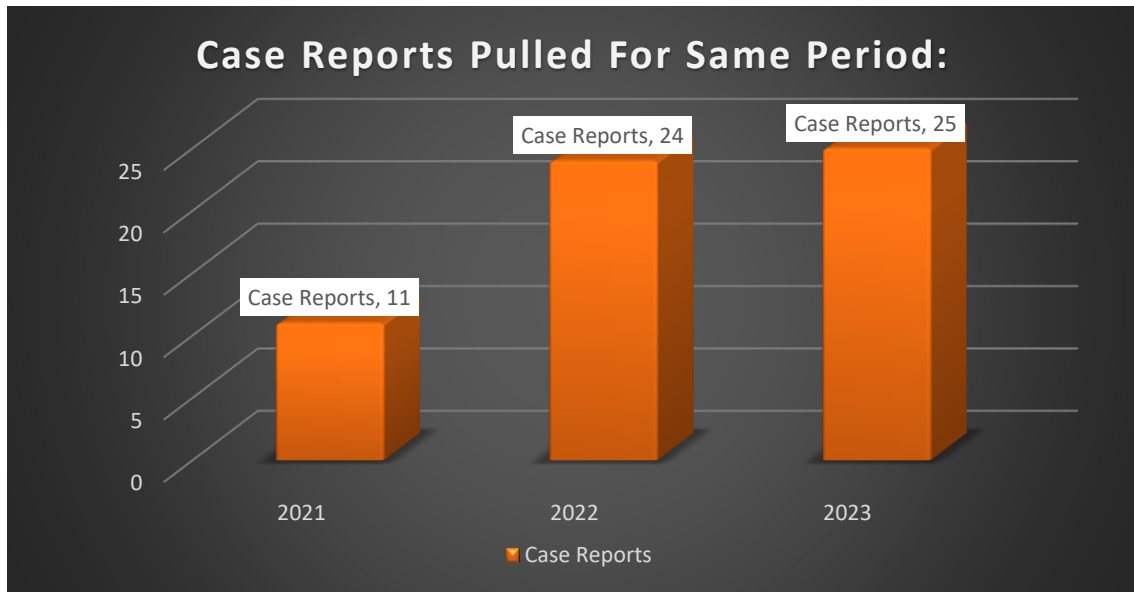
TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/05/2023 to 11/18/2023





**PLANNING COMMISSION – RECORD OF PROCEEDINGS
JUNE 20, 2023**

CALL TO ORDER

The Regular Meeting of the Elizabeth Planning Commission was called to order on Tuesday, June 20, 2023, at 6:32 PM by Chair Jenny Case.

ROLL CALL

Present were Chair Jenny Case, Vice Chair Amy Schmidt, and Commissioners Julie Uhernik, Greg Lindbloom, George Fick, Rob Porter, and Ed Beard. Commissioner Shawn Sommer 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 Regular Meeting of May 2, 2023

Motion by Commissioner Lindbloom, seconded by Vice Chair Schmidt, 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 School District Vocational School/Auto Shop proposal

Bill Dallas with the Elizabeth School District provided a report and update on the proposed Auto Shop to be built at Elizabeth High School.



STAFF REPORT

- Ms. Cramer updated the Commissioners regarding the upcoming APA Conference to be held in Colorado Springs in September.
- Ms. Cramer provided updates to additional upcoming trainings.
- Updates were provided for the Main Street Streetscape project and the Monument Sign on Main Street.
- Ms. Cramer provided updates on the Historic Advisory Board Historic District creation.
- The Board of Trustees Code Workshop has been rescheduled to July 11, 2023, at 6:00 p.m.

COMMISSIONER REPORTS

No further reports from the Commissioners.

ADJOURNMENT

Motion by Commissioner Fick, seconded by Commissioner Uhernik, to adjourn the meeting at 7:05 p.m. The vote of those Commissioners present was unanimously in favor. Motion carried.

Vice Chair Amy Schmidt

Deputy Town Clerk Harmony Malakowski





**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
OCTOBER 9, 2023**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Monday, September 9, 2023, at 8:34 AM by President Tedd Lipka.

ROLL CALL

Present were President Tedd Lipka, Vice President Linda Bulmer, and Board Members Jeff Struthers, Michael Hussey, Kurt Prinslow, and Brandon Jeffress. Member Carrie Wedel 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 changes from Staff.

No changes from the Board.

Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

1. Minutes of the Regular Meeting of September 11, 2023

Motion by Mr. Hussey, seconded by Mr. Jeffress, to approve the minutes from September 11, 2023.

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



NEW BUSINESS

2. Discussion regarding Town of Elizabeth Historic Main Street 5K and Color Run

Director Higgins initiated a discussion with the Board on the 5K event. Discussion followed regarding takeaways and ideas for next year.

Vice President Bulmer asked a question regarding the Mayor's Tree Lighting Event. Discussion followed.

Discussion regarding the Historic Walk and Talk.

3. Discussion regarding potential Town of Elizabeth 501(c)(3) creation and possible improvement district

Mr. Higgins provided the Board with different options and the pros and cons of non-profit status. Discussion followed.

STAFF REPORTS

- Mr. Higgins provided updates regarding:
 - Lighting for the Streetscape on Main Street.
 - Gesin Lot and archway design.
 - Training updates and reminders.
 - Wi-Fi on Main Street.
 - Historic Advisory Board update and district creation.
 - Joint Boards Holiday Party in December.

BOARD REPORTS

- Vice President Bulmer provided updates regarding:
 - Randy's Antiques building is getting new paint.
 - Public Works Director DeVol is working on getting someone for repainting of lines on Main Street.
 - Main Street Station has submitted their site plan.

ADJOURNMENT

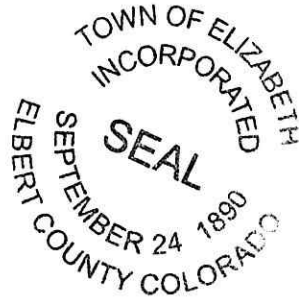
Motion by Mr. Hussey, seconded by Vice President Bulmer, to adjourn the meeting at 10:04 AM. The vote of those Board Members present was unanimously in favor. Motion carried.



TOWN OF ELIZABETH

[Handwritten signature]
President Tedd Lipka
Vice president
LINDA BULMER

[Handwritten signature]
Deputy Town Clerk Harmony Malakowski



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