



TOWN OF ELIZABETH

TOWN OF ELIZABETH

WORKSHOP – RESIDENTIAL ZONING TEXT AMENDMENT

Tuesday, May 14, 2024 at 5:30 PM

BOARD OF TRUSTEES REGULAR MEETING **UPDATED 5/10/24**

Tuesday, May 14, 2024 at 7:00 PM

Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing-only access.

<https://us02web.zoom.us/j/89111513820?pwd=MVpsMmwydnBMTlQ3cXdtZzBjZ1MxQT09>

Join via phone at 1 669 900 9128 Meeting ID: 891 1151 3820

Meeting Passcode: 567850

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand, 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. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting. Thank you.

Thank You.

AGENDA CHANGES

CONSENT AGENDA

1. Minutes of the Regular Meeting of April 23, 2024, at 7:00 p.m.
2. Swear in Sergeant Alex Allen

PROCLAMATION

3. Police Week Proclamation

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

4. Public Works Week Proclamation

PUBLIC HEARING

- [5.](#) Budget Amendment – Patrick Davidson

NEW BUSINESS

6. Discussion and possible action on approval of Resolution 24R28, a Resolution Amending the Town of Elizabeth’s Budget for Fiscal Year 2023 to reflect increased building permit expenditures – Patrick Davidson

PRESENTATIONS

- [7.](#) 2023 Audit Presentation – Kevin Kimball, CPA, The Adams Group LLC.

PUBLIC HEARING

- [8.](#) Ordinance 24-05, amending Chapter 16 of the Elizabeth Municipal Code – Patrick Davidson, Zach Higgins

NEW BUSINESS

9. Discussion and possible action on Ordinance 24-05, an Ordinance amending Chapter 16 of the Town of Elizabeth Municipal Code, Updating the Town's Land Use and Development Code – Zach Higgins
- [10.](#) Discussion and possible action on Placer AI – Zach Higgins
- [11.](#) Discussion on proposed plans for parking and public restrooms at 444 Main Street – Patrick Davidson

MANAGEMENT MONITORING REPORTS

- [12.](#) Management Monitoring Reports

STUDENT LIAISON REPORT

- [13.](#) Student Liaison report – Shaye Lovato

BOARD OF TRUSTEES REPORTS

14. Board Reports

MINUTES

- [15.](#) Minutes of the Historic Advisory Board Meeting of March 4, 2024
- [16.](#) Minutes of the Planning Commission Meeting of April 2, 2024

PRESENTATION

17. Recognition of Student Liaison Shay Lovato – Mayor Payne

ADJOURNMENT

MEETING PROTOCOL AND STANDARDS OF CONDUCT

Public Participation

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

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

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

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

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

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

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

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

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



Board of Trustees – Record of Proceedings

April 23, 2024

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, April 23, 2024, at 7:04 p.m. by Mayor Tammy Payne.

ROLL CALL

Present were Mayor Tammy Payne, Mayor Pro Tem Linda Secrist, and Trustees Loren Einspahr, Barb McGinn, Joe Belongia, Marianne Mayer-Opl, and Michael Schroder. There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Community Development Director Zach Higgins, Public Works Director Mike DeVol, Assistant Public Works Director James McErnie, Planner/Project Manager Alex Cramer, Assistant Town Clerk Allison Ritter, and Town Attorney Corey Hoffmann. Student Liaison Shaye Lovato was not present.

PLEDGE OF ALLEGIANCE

Mayor Payne led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

Jeff Lehman – Town of Elizabeth Resident

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

Amy Schmidt – Town of Elizabeth Resident

Paul Schwarzkopf – Town of Elizabeth Resident

Brian Armstrong – 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 April 9, 2024



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

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

PROCLAMATION

2. 55th Annual Professional Municipal Clerks' Week Proclamation

Mayor Payne read the Professional Municipal Clerks' Week Proclamation.

Mayor Payne closed the Regular Meeting and opened the Public Hearing at 7:28 p.m.

PUBLIC HEARING

3. Meat-In Customer Appreciation BBQ Special Event Liquor License Application

Ms. Oeser provided a Staff report.

Justin Hundley, event manager, and Brian Armstrong, license applicant, spoke to the Board.

Mayor Payne opened the hearing to public comment. There was no public comment.

Mayor Payne closed the Public Hearing at 7:31 p.m. and returned to the Regular Meeting.

NEW BUSINESS

4. Discussion and possible action on approval of the Meat-In Customer Appreciation BBQ Special Event Liquor License application

Motion by Trustee Belongia, seconded by Trustee Mayer-Opl, to approve the Meat-In Customer Appreciation BBQ Special Event Liquor License Application.

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

PRESENTATIONS

5. Casey Westbrook, Colorado Parks and Wildlife

Mr. Westbrook provided a summary of the 2023 deer program in Elizabeth. Mr. Westbrook gave an update on the Wolf found in Elbert County.

Mayor Payne closed the Regular Meeting and opened the Public Hearing at 7:48 p.m.



PUBLIC HEARING

6. Elizabeth Street Plaza Second Amendment to Final Plat and Site Plan Approval

Ms. Cramer provided a Staff report.

The applicants were present.

Mayor Payne opened the hearing to public comment. There was no public comment.

Mayor Payne closed the Public Hearing at 8:03 p.m. and returned to the Regular Meeting.

NEW BUSINESS

7. Discussion and possible action on Resolution 24R24, a Resolution approving the Second Amendment to the Final Plat and approving the Site Plan for Lot 2 Elizabeth Street Plaza, Town of Elizabeth, County of Elbert, State of Colorado

There was a discussion by the Board.

Motion by Trustee Einspahr, seconded by Trustee Belongia, to approve Resolution 24R24, a Resolution approving the Second Amendment to the Final Plat and approving the Site Plan for Lot 2 Elizabeth Street Plaza, Town of Elizabeth, County of Elbert, State of Colorado.

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

8. Discussion and possible action on Resolution 24R22, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder

Ms. Oeser provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Resolution 24R22, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder.

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

9. Discussion and possible action on Resolution 24R23, a Resolution authorizing the Town Administrator to enter into an agreement with Allyant for Digital Accessibility Services

Ms. Ritter provided a Staff report. Discussion by the Board followed.



Motion by Trustee McGinn, seconded by Trustee Einspahr, to approve Resolution 24R23, a Resolution authorizing the Town Administrator to enter into an agreement with Allyant for Digital Accessibility Services.

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

10. Discussion and possible action on Resolution 24R25, a Resolution approving the Town of Elizabeth Façade Grant Program Funding

Mr. Higgins provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Resolution 24R25, a Resolution approving the Town of Elizabeth Façade Grant Program Funding.

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

11. Discussion and possible action on Resolution 24R26, a Resolution repealing Resolution 23R34 regarding the prior approval of the Main Street Cross Sections pursuant to Elizabeth Municipal Code Section 16-3-140, and establishing and approving a revised Main Street Cross Section

Mr. Higgins provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Resolution 24R26, a Resolution repealing Resolution 23R34 regarding the prior approval of the Main Street Cross Sections pursuant to Elizabeth Municipal Code Section 16-3-140, and establishing and approving a revised Main Street Cross Section.

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

12. Discussion and possible action on Resolution 24R16, a Resolution dividing the Town of Elizabeth into three Wards and, therein, changing the Board of Trustees from At-Large Positions to Election by Ward

Mr. Davidson provided a Staff report. Mr. Hoffman provided information to the Board. Discussion by the Board followed.

Motion by Trustee McGinn, seconded by Mayor Pro Tem Secrist, to approve Resolution 24R16, a Resolution dividing the Town of Elizabeth into three Wards and, therein, changing the Board of Trustees from At-Large Positions to Election by Ward.

By a roll call vote, the vote of those Trustees present was 5 in favor and 2 opposed. Trustees Mayer-Opl and Schroder opposed. The motion passed.



13. Discussion and possible action on Ordinance 24-03, an Ordinance dividing the Town into three Wards for purposes of Electing Members to the Board of Trustees, with two Trustees representing each Ward and a Mayor representing the Town At-Large

Motion by Trustee McGinn, seconded by Mayor Pro Tem Secrist, to approve Ordinance 24-03, an Ordinance dividing the Town into three Wards for purposes of Electing Members to the Board of Trustees, with two Trustees representing each Ward and a Mayor representing the Town At-Large.

By a roll call vote, the vote of those Trustees present was 5 in favor and 2 opposed. Trustees Mayer-Opl and Schroder opposed. The motion passed.

14. Discussion on Holding an Election to approve the Division of the Town into Wards
Removed as a topic for discussion due to the passing of the previous two agenda items.

15. Discussion and possible action on Ordinance 24-04, an Ordinance to submit a Ballot Question on whether the Town should be permitted to Publish Ordinances by Title only and fixing the Ballot Title for said Referred Measure

Mr. Davidson provided a Staff report. Mr. Hoffman provided information to the Board. Discussion by the Board followed.

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Ordinance 24-04, an Ordinance to submit a Ballot Question on whether the Town should be permitted to Publish Ordinances by Title only and fixing the Ballot Title for said Referred Measure.

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

16. Discussion and possible action on Resolution 24R27, a Resolution amending Town of Elizabeth Resolution 23R27 and authorizing the Town Administrator and /or his designee to execute change orders

Mr. Davidson provided a Staff report. Mr. DeVol provided information to the Board. Discussion by the Board followed.

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Resolution 24R27, a Resolution amending Town of Elizabeth Resolution 23R27 and authorizing the Town Administrator and /or his designee to execute change orders.

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

MANAGEMENT REPORTS



- Town Administrator Patrick Davidson.
 - Mayor Payne asked about the hours for DOLA RFP assistance.
 - Trustee Einspahr asked if things were moving forward with an agreement on purchasing gasoline from the Elizabeth School District.
- Community Development Director Zach Higgins.
 - Mr. Higgins discussed the dates and locations for the upcoming Block Parties dates and locations.
 - Mr. Higgins stated they are working towards the completion of the Streetscape project.
- Public Works Director Mike DeVol.
 - Mr. DeVol let the Board know that the Clarifier has been put back together.
 - Assistant Public Works Director James McErnie.
 - Mr. McErnie let the Board know that the trail has been repaired and is back open.
 - Discussion on the trail followed.
- Town Clerk Michelle Oeser.
 - Ms. Oeser went through her report.
 - Ms. Oeser discussed whether the Board would like to be a sponsor for the Protectors of Elizabeth event.

STUDENT LIAISON REPORT

- Shaye Lovato was not in attendance.

BOARD OF TRUSTEE REPORTS

- Trustee Schroder
 - Discussed why he voted as he had on the Ward questions.
- Mayor Payne
 - Met with Ms. Oeser to plan out the Holiday Senior Basket schedule.

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Trustee Belongia, to adjourn the meeting at 9:41 p.m. The vote of those Trustees present was unanimously in favor. Motion carried.



TOWN OF ELIZABETH

Town Clerk Michelle Oeser

Mayor Tammy Payne

OATH OF OFFICE

STATE OF COLORADO
ELBERT COUNTY
TOWN OF ELIZABETH

I, Alex Allen do solemnly, sincerely, and truly declare and affirm that I will support the Constitution of the United States of America and of the State of Colorado and the ordinances of the Town of Elizabeth, and will faithfully perform the duties of the office of:

Police Sergeant upon which I am about to enter.

Alex Allen

Subscribed and affirmed to before me this 14th day of May 2024.

Town Clerk Michelle Oeser



PROCLAMATION
NATIONAL POLICE WEEK MAY 10TH-16TH, 2024

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the [INSERT NAME OF LOCAL LAW ENFORCEMENT AGENCY];

WHEREAS, since the first recorded death in 1786, there are currently 24,067 law enforcement officers in the United States who have made the ultimate sacrifice and been killed in the line of duty, including [INSERT NUMBER] members of the [INSERT NAME OF LOCAL LAW ENFORCEMENT AGENCY];

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

WHEREAS, 282 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 118 officers killed in 2023 and 164 officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 36th Candlelight Vigil, on the evening of May 13, 2024;

WHEREAS, the Candlelight Vigil is part of National Police Week, which will be *observed* this year May 10th-16th;

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

THEREFORE, BE IT RESOLVED that the TOWN OF ELIZABETH will observe May 10-16, 2024, as National Police Week ELIZABETH, and publicly salute the service of law enforcement officers in our community and communities across the nation.

THEREFORE, I, Tammy Payne, Mayor of the Town of Elizabeth, Colorado, do hereby proclaim the third week in May, as NATIONAL POLICE WEEK.

Tammy Payne, Mayor

Attest: Michelle M. Oeser, Town Clerk



National Public Works Week Proclamation

May 19-25, 2024

“Connecting the World Through Public Works”

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

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

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

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

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

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

THEREFORE, I, Tammy Payne, Mayor of the Town of Elizabeth, Colorado, do hereby proclaim the third week in May, as NATIONAL PUBLIC WORKS WEEK.

Tammy Payne, Mayor

Attest: Michelle M. Oeser, Town Clerk





TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
Hannah Bruce, Finance Officer
DATED: April 24, 2024, **Update for Board Packet May 14, 2024**
SUBJECT: Amendment to 2023 Budget to Conform to Expenditures and Audit

BACKGROUND

According to the Audit performed for 2023, the Community Development Department expended funds for “Building Permits” in excess of the amounts allocated in the 2023 Final Budget. The total amount at issue is \$99,193.00. This expenditure is directly attributable to: (1) the increase in building permit fees approved by the Board on December 22, 2022, in 22R55; (2) the amended agreement with SafeBuilt who performs building inspections for the Town of Elizabeth on December 22, 2022, in 22R56; and (3) the overall number of building permits issued in 2023.

The General Fund Budget (Revenue Account No. 10-32-2000) had anticipated revenue from “Building Permit” in the amount of \$150,000.00. At the end of fiscal year 2023 the Town had actually received the total of \$619,669.18 in this account, resulting in a positive variance of \$469,669.18 in additional revenue.

This increased revenue for the Town also comes with a corresponding increase in expenditures for the Community Development Department. As such, the budgeted expenditure for building permits was budgeted at \$115,000.00 in Account No. 10-53-3000. The actual expenditures related to this pass-through payment was \$339,121.80. Consequently, the total amount of \$224,121.80 passed through the Community Development Department as an expenditure related to building permit fees. For the Town of Elizabeth, the net effect is that revenue still exceeded expenditures in the amount of \$245,547.38, but the budget expense was exceeded in the General Fund.

ANALYSIS

An amendment is required to the 2023 Budget in order to identify the ending fund balance error, and to authorize the appropriation within the 2023 Budget and based upon the results of the Audit. As Staff continues to monitor the 2024 Budget, particularly in light of the receipt of grant funds, and the expenditure of ARPA funds, an anticipated budget amendment for 2024 is under consideration. It is likely that the corrective entries identified within this memorandum will also be taken into consideration in the 2024 Budget.

STAFF RECOMMENDATION

Staff recommends the Board of Trustees approve a resolution authorizing the amendment to the 2023 Budget for the reasons set forth herein.

RESOLUTION 24R28

A RESOLUTION AMENDING THE TOWN OF ELIZABETH’S BUDGET FOR FISCAL YEAR 2023 TO REFLECT INCREASED BUILDING PERMIT EXPENDITURES

WHEREAS, Colorado Revised Statutes. 29-1-103 (1) of the Local Government Budget Law of Colorado (“Local Government Budget Law”) requires local governmental entities to prepare and adopt an annual budget, and also addresses amendments to previously adopted budgets; and

WHEREAS, notice of the proposed amendment of the 2023 budget was given by the Town in compliance with C.R.S. 29-1-106; and

WHEREAS, the Adams Group, LLC has performed a preliminary draft of the 2023 Audit which indicates the Town received revenue associated with “Building Permits” in excess of the approved 2023 approved budget, and consequently has expenditures in excess of the 2023 approved budget; and

WHEREAS, in compliance with Colorado Law and in transparency for the residents of the Town of Elizabeth, amendments should be made to the 2023 Approved Budget for the Town; and

WHEREAS, in compliance with the provisions of the Local Government Budget Law regarding notice, objections, and hearing, a public hearing was held on the 2023 budget amendment on May 14, 2024.

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

Section 1. The 2023 budget of the Town of Elizabeth is hereby amended as follows:

Account No. 10-32-2000, General Fund Building Permit Revenue, shall be increased from the budgeted amount of \$150,000.00 to the amount of \$619,669.18 which shall reflect the actual sums collected by the Town of Elizabeth for this line item in budget year 2023.

Account No. 10-53-3000, Building Permit Expenditures, shall be increased from the budgeted amount of \$115,000.00 to the amount of \$339,121.80 which shall reflect the actual sums expended by the Town of Elizabeth for this line item in budget year 2023.

Section 2. A certified copy of this resolution shall be filed with the Division of Local Government.

PASSED, APPROVED, and ADOPTED this 14th day of May 2024, by the Board of Trustees of the Town of Elizabeth, Colorado, on the first and final reading, by a vote of _____ for and _____ against.

Tammy Payne, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

TOWN OF ELIZABETH, COLORADO

FINANCIAL STATEMENTS
DECEMBER 31, 2023

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BASIC FINANCIAL STATEMENTS

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TOWN OF ELIZABETH
STATEMENT OF NET POSITION
DECEMBER 31, 2023

	Governmental Activities	Business-Type Activities	Total
<u>Assets</u>			
Cash and investments	\$ 18,230,008	\$ 6,363,419	\$ 24,593,427
Cash and investments - restricted	412,714	74,436	487,150
Accounts receivable	972,527	159,361	1,131,888
Property taxes receivable	739,691	-	739,691
Capital assets, not depreciated	1,577,098	1,028,753	2,605,851
Capital assets, net of depreciation	11,847,386	9,464,428	21,311,814
Total Assets	<u>33,779,424</u>	<u>17,090,397</u>	<u>50,869,821</u>
<u>Deferred Outflows of Resources</u>			
Loss on refunding	47,568	-	47,568
Related to pension	416,998	-	416,998
Total Deferred Outflows of Resources	<u>464,566</u>	<u>-</u>	<u>464,566</u>
<u>Liabilities</u>			
Accounts payable and accrued liabilities	283,212	144,702	427,914
Accrued interest payable	4,477	1,713	6,190
Unearned revenue	325,329	-	325,329
Deposits	80,433	54,936	135,369
Net pension liability	60,740	-	60,740
Noncurrent liabilities:			
Due within one year	461,290	67,464	528,754
Due in more than one year	1,536,613	234,746	1,771,359
Total Liabilities	<u>2,752,094</u>	<u>503,561</u>	<u>3,255,655</u>
<u>Deferred Inflows of Resources</u>			
Related to pension	60,334	-	60,334
Unavailable property taxes	739,691	-	739,691
Total Deferred Outflows of Resources	<u>800,025</u>	<u>-</u>	<u>800,025</u>
<u>Net Position</u>			
Net investment in capital assets	11,539,484	10,218,019	21,757,503
Restricted			
Emergency reserves	264,785	-	264,785
Debt service	267,493	72,723	340,216
Conservation trust	140,744	-	140,744
Unrestricted	18,479,365	6,296,094	24,775,459
Total Net Position	<u>\$ 30,691,871</u>	<u>\$ 16,586,836</u>	<u>\$ 47,278,707</u>

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

TOWN OF ELIZABETH
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Primary government:							
Governmental Activities:							
General government	\$ 1,159,467	\$ 809,722	\$ -	\$ -	\$ (349,745)	\$ -	\$ (349,745)
Community development	788,535	-	-	-	(788,535)	-	(788,535)
Public safety	1,547,169	81,869	-	-	(1,465,300)	-	(1,465,300)
Public works	1,584,272	10,394	-	172,702	(1,401,176)	-	(1,401,176)
Interest and fiscal charges	77,110	-	-	-	(77,110)	-	(77,110)
Total governmental activities	<u>5,156,553</u>	<u>901,985</u>	<u>-</u>	<u>172,702</u>	<u>(4,081,866)</u>	<u>-</u>	<u>(4,081,866)</u>
Business-Type Activities:							
Water and wastewater	<u>1,713,870</u>	<u>1,576,259</u>	<u>-</u>	<u>2,829,415</u>	<u>-</u>	<u>2,691,804</u>	<u>2,691,804</u>
Total business-type activities	<u>1,713,870</u>	<u>1,576,259</u>	<u>-</u>	<u>2,829,415</u>	<u>-</u>	<u>2,691,804</u>	<u>2,691,804</u>
Total primary government	<u>6,870,423</u>	<u>2,478,244</u>	<u>-</u>	<u>3,002,117</u>	<u>(4,081,866)</u>	<u>2,691,804</u>	<u>(1,390,062)</u>
GENERAL REVENUES:							
Sales and use taxes					4,942,009	-	4,942,009
Property taxes					794,034	-	794,034
Specific ownership taxes					128,732	-	128,732
Other taxes					72,948	-	72,948
Public improvement fees					839,837	-	839,837
Investment earnings					850,094	235,524	1,085,618
Miscellaneous					123,833	54,721	178,554
Internal balances					175,000	(175,000)	-
Total general revenues					<u>7,926,487</u>	<u>115,245</u>	<u>8,041,732</u>
Change in net position					3,844,621	2,807,049	6,651,670
Net position - beginning					<u>26,847,250</u>	<u>13,779,787</u>	<u>40,627,037</u>
Net position - ending					<u>\$ 30,691,871</u>	<u>\$ 16,586,836</u>	<u>\$ 47,278,707</u>

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

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TOWN OF ELIZABETH
GOVERNMENTAL FUNDS – BALANCE SHEET
DECEMBER 31, 2023

	General	Street Capital Improvement	Capital Improvements	Non-Major Street Maintenance	Total Governmental Funds
<u>Assets</u>					
Cash and investments	\$ 3,231,985	\$ 4,002,709	\$ 9,983,916	\$ 1,011,398	\$ 18,230,008
Cash and investments - restricted	140,744	271,970	-	-	412,714
Accounts receivable	350,238	256,009	284,454	81,826	972,527
Property taxes receivable	739,691	-	-	-	739,691
Total assets	<u>\$ 4,462,658</u>	<u>\$ 4,530,688</u>	<u>\$ 10,268,370</u>	<u>\$ 1,093,224</u>	<u>\$ 20,354,940</u>
<u>Liabilities, Deferred inflows of resources and fund balance</u>					
Liabilities:					
Accounts payable and retainage	\$ 69,996	\$ -	\$ 15,367	\$ 64,838	\$ 150,201
Accrued liabilities	126,445	-	-	6,566	133,011
Unearned revenue	303,829	11,500	-	10,000	325,329
Escrow deposits	80,433	-	-	-	80,433
Total liabilities	<u>580,703</u>	<u>11,500</u>	<u>15,367</u>	<u>81,404</u>	<u>688,974</u>
<u>Deferred inflows of resources</u>					
Unavailable property taxes	739,691	-	-	-	739,691
Total deferred inflows of resources	<u>739,691</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>739,691</u>
Fund balance:					
Restricted					
Emergencies	264,785	-	-	-	264,785
Debt service	-	271,970	-	-	271,970
Conservation trust	140,744	-	-	-	140,744
Committed					
Street maintenance	-	-	-	1,011,820	1,011,820
Street improvements	-	4,247,218	-	-	4,247,218
Capital improvements	-	-	10,253,003	-	10,253,003
Assigned for					
Subsequent year budget	152,313	-	-	-	152,313
Unassigned	2,584,422	-	-	-	2,584,422
Total fund balances	<u>3,142,264</u>	<u>4,519,188</u>	<u>10,253,003</u>	<u>1,011,820</u>	<u>18,926,275</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 4,462,658</u>	<u>\$ 4,530,688</u>	<u>\$ 10,268,370</u>	<u>\$ 1,093,224</u>	<u>\$ 20,354,940</u>

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

TOWN OF ELIZABETH
RECONCILIATION OF THE GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2023

Total fund balance, governmental funds	\$	18,926,275
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and therefore, are not reported in the governmental funds.</p>		13,424,484
<p>Long-term liabilities, including net pension liabilities, loans payable are not due and payable in the current period, and therefore, are not reported in governmental funds.</p>		
Bonds payable		(1,885,000)
Accrued interest		(4,477)
Compensated absences		(112,903)
Net pension liability		(60,740)
<p>Deferred outflows of resources used in governmental activities are not financial resources and, therefore, are not reported in governmental funds.</p>		
Related to pension		416,998
Loss on refunding		47,568
<p>Deferred inflows of resources used in governmental activities are not financial resources and, therefore, are not reported in governmental funds.</p>		
Related to pension		(60,334)
Total net position of governmental activities	<u>\$</u>	<u>30,691,871</u>

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

TOWN OF ELIZABETH
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE
IN FUND BALANCES – GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2023

	General	Street	Capital	Non-Major	Total
		Improvement	Improvements	Street	Governmental
<u>Revenues</u>				Maintenance	Funds
Taxes	\$ 1,952,873	\$ 1,724,400	\$ 1,916,389	\$ 271,113	\$ 5,864,775
Public improvement fees	815,482	-	-	24,355	839,837
Licenses and permits	809,722	-	-	10,394	820,116
Intergovernmental	-	-	-	172,702	172,702
Charges for services	81,869	-	-	-	81,869
Investment earnings	170,419	189,432	443,161	47,082	850,094
Miscellaneous	75,660	-	121,121	-	196,781
Total revenues	<u>3,906,025</u>	<u>1,913,832</u>	<u>2,480,671</u>	<u>525,646</u>	<u>8,826,174</u>
<u>Expenditures</u>					
Current:					
General government	1,060,434	-	-	-	1,060,434
Community development	788,535	-	-	-	788,535
Public safety	1,512,839	-	-	-	1,512,839
Public works	136,851	458,277	-	469,171	764,299
Capital outlay	827	55,160	807,904	-	863,891
Debt service:					
Principal	-	440,000	-	-	440,000
Interest and fiscal charges	-	66,263	-	-	66,263
Total expenditures	<u>3,499,486</u>	<u>719,700</u>	<u>807,904</u>	<u>469,171</u>	<u>5,496,261</u>
Excess (deficiency) of revenues over (under) expenditures	406,539	1,194,132	1,672,767	56,475	3,329,913
Other financing sources (uses)					
Transfers in	280,000	-	-	-	280,000
Transfers out	-	(50,000)	(55,000)	-	(105,000)
Total other financing sources (uses)	<u>280,000</u>	<u>(50,000)</u>	<u>(55,000)</u>	<u>-</u>	<u>175,000</u>
Net change in fund balances	686,539	1,144,132	1,617,767	56,475	3,504,913
Fund balances - beginning	2,455,725	3,375,056	8,635,236	955,345	15,421,362
Fund balances - ending	<u>\$ 3,142,264</u>	<u>\$ 4,519,188</u>	<u>\$ 10,253,003</u>	<u>\$ 1,011,820</u>	<u>\$ 18,926,275</u>

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

TOWN OF ELIZABETH
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGE IN FUND BALANCES – GOVERNMENTAL FUNDS –
TO THE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2023

Net change in fund balance - total governmental funds:	\$	3,504,913
<p>Amounts reported for governmental activities in the statement of activities are different because:</p>		
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay		643,846
Depreciation expense		(694,437)
<p>Governmental funds report principal payments as expenditures. However, in the statement of activities these payments are reflected as a reduction in long-term debt obligations.</p>		
		440,000
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds</p>		
Change in accrued interest payable		1,045
Change in accrued compensated absences		(65,315)
Amortization of loss on refunding		(11,892)
Pension income		26,461
Change in net position of governmental activities	\$	3,844,621

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TOWN OF ELIZABETH
PROPRIETARY FUND
STATEMENT OF NET POSITION
DECEMBER 31, 2023

	Water and Wastewater
<u>Assets</u>	
Current assets:	
Cash and investments	\$ 6,363,419
Cash and investments - restricted	74,436
Accounts receivable	159,361
Total current assets	6,597,216
Noncurrent assets:	
Capital assets, not being depreciated	1,028,753
Capital assets, net of depreciation	9,464,428
Total noncurrent assets	10,493,181
Total assets	17,090,397
<u>Liabilities</u>	
Current liabilities:	
Accounts payable and retainage	131,350
Accrued liabilities	13,352
Accrued interest payable	1,713
Customer deposits	54,936
Compensated absences, current portion	2,705
Loans payable, current portion	64,759
Total current liabilities	268,815
Noncurrent liabilities:	
Compensated absences	24,343
Loans payable	210,403
Total noncurrent liabilities	234,746
Total liabilities	503,561
<u>Net Position</u>	
Net investment in capital assets	10,218,019
Restricted	
Debt service	72,723
Unrestricted	6,296,094
Total net position	\$ 16,586,836

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

TOWN OF ELIZABETH
PROPRIETARY FUND
STATEMENT OF REVENUES, EXPENSES
AND CHANGE IN NET POSITION
YEAR ENDED DECEMBER 31, 2023

	Water and Wastewater
Operating revenues	
Charges for services	\$ 1,576,259
Miscellaneous	54,721
Total operating revenues	1,630,980
Operating expenses	
Systems operations	1,170,141
Depreciation	532,079
Total operating expenses	1,702,220
Operating income (loss)	(71,240)
Nonoperating revenues (expenses)	
Investment earnings	235,524
Interest expense	(11,650)
Total non-operating revenues (expenses)	223,874
Income before contributions and transfers	152,634
Capital contributions	2,829,415
Transfers out	(175,000)
Change in net position	2,807,049
Net position, beginning of year	13,779,787
Net position, end of year	\$ 16,586,836

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

TOWN OF ELIZABETH
PROPRIETARY FUND
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2023

	Water and Wastewater
Cash Flows From Operating Activities	
Cash received from customers	\$ 1,613,451
Cash paid to suppliers	(980,412)
Cash paid to employees	(252,498)
Net cash provided by operating activities	380,541
Cash Flows From Capital and Related Financing Activities	
Acquisition of capital assets	(1,175,716)
Tap fees received	2,829,415
Loan principal payments	(62,396)
Loan interest payment	(12,040)
Net cash provided by capital and related financing activities	1,579,263
Cash Flows From Noncapital Financing Activities	
Cash paid to other funds	(175,000)
Net cash used by noncapital and related financing activities	(175,000)
Cash Flows From Investing Activities	
Interest received	235,524
Net cash provided by investing activities	235,524
Net change in cash and cash equivalents	2,020,328
Cash and cash equivalents and restricted cash, beginning of year	4,417,527
Cash and cash equivalents and restricted cash, end of year	\$ 6,437,855
Reconciliation of Net Operating Income to Net Cash Provided by Operating Activities	
Net operating income	\$ (71,240)
Adjustments to reconcile net operating income to cash provided by operating activities	
Depreciation expense	532,079
Changes in assets and liabilities related to operations	
Accounts receivable	(17,529)
Prepaid items	413
Accounts payable	(86,435)
Accrued liabilities	3,222
Customer deposits	9,023
Compensated absences payable	11,008
Net cash provided by operating activities	\$ 380,541
Reconciliation of Cash and Cash Equivalents to Proprietary Funds Statement of Net Position	
Cash and cash equivalents	\$ 6,363,419
Restricted cash	74,436
Total cash and cash equivalents	\$ 6,437,855

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Reporting Entity

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

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

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

Government-Wide and Fund Financial Statements

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

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

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

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide and Fund Financial Statements (continued)

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

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

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

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

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

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

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

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

The Town reports the following major proprietary fund:

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

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

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

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

Pooled Cash and Investments

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

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

Property Taxes and Receivables

All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. At December 31, 2023, the Town believes all amounts recorded are fully collectible.

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

Property taxes levied in the General Fund are included in receivables and deferred inflows of resources at December 31, 2023. These taxes are classified as deferred inflows since they are not normally available to the Town until mid-2024 and are budgeted for in 2024 as revenue.

Prepaid Items

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

Capital Assets

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

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

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

Compensated Absences

Employees of the Town are allowed to accumulate unused paid time off. Upon termination of employment from the Town, an employee will be compensated for all accrued paid time off, based on years of service, up to a maximum of 384 hours, at their current rate of pay. These compensated absences are expended when earned in the proprietary fund. Compensated absences of the governmental activities are expected to be liquidated primarily with revenues of the General Fund.

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

Long-Term Obligations

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

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

Deferred Outflows and Deferred Inflows of Resources

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

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

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

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

Pensions

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

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

Fund Balance and Net Position

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

Nonspendable fund balance – The amount of fund balance that is not in spendable form (such as inventory or prepaids) or is legally or contractually required to be maintained intact. As of December 31, 2023, the general fund had no nonspendable fund balance.

Restricted fund balance – The amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation. At December 31, 2023, the general fund had restricted fund balance of \$264,785 and \$140,744 related to emergency restrictions and conservation trust funds, respectively, and the street capital improvement fund had restricted fund balance of \$271,970 related to future debt service.

Committed fund balance – Amounts constrained to specific purposes by the Town itself, using its highest level of decision-making authority (i.e., Board of Trustees). To be reported as committed, amounts cannot be used for any other purpose unless the Town takes the same highest-level action to remove or change the constraint. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board. At December 31, 2023, the street capital improvement fund had committed fund balance of \$4,247,218, the capital improvements fund had committed fund balance of \$10,253,003 and the street maintenance fund had committed fund balance of \$1,011,820. All amounts represent the residual fund balance associated with each fund.

Assigned fund balance – Amounts are intended to be used by the Town for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. At December 31, 2023, the general fund had assigned fund balance of \$152,313 related to a budgeted deficit for fiscal year 2024.

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

Net Position

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

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

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

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

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

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

Adoption of New Accounting Standard

For the year ended December 31, 2023, the Town implemented Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*, which provides guidance on the accounting and financial reporting for SBITAs for governments. The implementation of the new standard had no impact on the Town's net position as of December 31, 2023.

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

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

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

The appropriated budget is adopted by fund. Management is authorized to transfer budgeted amounts between departments within any fund. However, any revisions that alter the total expenditures of any fund must be approved by the Board. All appropriations lapse at fiscal year-end. During the year ended December 31, 2023, the general fund incurred expenses above budgeted appropriations by \$99,193. This may be a violation of Colorado Budget Statutes.

NOTE 3 - CASH AND INVESTMENTS

Cash and investments at December 31, 2023, consisted of the following:

Petty cash	\$ 400
Cash deposits	1,057,406
Investments	24,022,771
Total	<u>\$ 25,080,577</u>

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

Cash and investments	\$ 24,593,427
Cash and investments - restricted	487,150
Total cash and investments	<u>\$ 25,080,577</u>

Cash Deposits

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulators. Amounts on deposit in excess of federal insurance levels must be collateralized. The eligible collateral is determined by the PDPA. PDPA allows the institution to create a single collateral pool for all public funds. The pool for all the uninsured public deposits as a group is to be maintained by another institution or held in trust.

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 3 - CASH AND INVESTMENTS (CONTINUED)

Cash Deposits (Continued)

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

At December 31, 2023, the Town's cash deposits had a bank balance of \$1,331,941 and a carrying balance of \$1,057,406.

Investments

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

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

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

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 3 - CASH AND INVESTMENTS (CONTINUED)

Local Government Investment Pools

At December 31, 2023, the Town had \$18,882,185 and \$5,140,586 invested in the Colorado Local Government Liquid Asset Trust PLUS Fund (ColoTrust PLUS) and the Colorado Surplus Asset Fund Trust CORE FUND (CSAFE CORE), respectively, investment vehicles established for local government entities in Colorado to pool surplus funds. The Colorado Division of Securities administers and enforces the requirements of creating and operating the pools. The pools operate in conformity with the Securities and Exchange Commission's Rule 2a-7. The pools operate similarly to money market funds and each share is valued at \$1.00. Both pools are rated AAAM by Standard and Poor's. Investments of the pools are limited to those allowed by State statues. A designated custodial bank provides safekeeping and depository services in connection with the direct investment and withdrawal functions. The custodians' internal records identify the investments owned by the funds.

Fair Value Hierarchy

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

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

Restricted Cash and Investments

At December 31, 2023, the General Fund reported \$140,744 restricted for conservation trust funds. The Street Capital Improvement Fund and the Water and Wastewater Fund reported \$271,970 and \$74,436 restricted for debt service reserves.

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 4 - CAPITAL ASSETS

Capital assets activity for the year ended December 31, 2023, is summarized below:

	Balances December 31, 2022	Additions	Deletions	Balances December 31, 2023
Governmental Activities:				
Capital Assets, Not Being Depreciated				
Land	\$ 1,177,787	\$ 399,311	\$ -	\$ 1,577,098
Total capital assets, not depreciated	<u>1,177,787</u>	<u>399,311</u>	<u>-</u>	<u>1,577,098</u>
Capital Assets, Being Depreciated				
Land improvements	2,077,915	-	-	2,077,915
Infrastructure	14,670,570	10,275	-	14,680,845
Buildings and improvements	844,758	72,733	-	917,491
Vehicles and equipment	1,388,395	161,527	-	1,549,922
Total capital assets, depreciated	<u>18,981,638</u>	<u>244,535</u>	<u>-</u>	<u>19,226,173</u>
Accumulated depreciation				
Land improvements	(433,683)	(83,817)	-	(517,500)
Infrastructure	(4,895,632)	(489,361)	-	(5,384,993)
Buildings and improvements	(378,269)	(28,478)	-	(406,747)
Vehicles and equipment	(976,766)	(92,781)	-	(1,069,547)
Total accumulated depreciation	<u>(6,684,350)</u>	<u>(694,437)</u>	<u>-</u>	<u>(7,378,787)</u>
Net capital assets, depreciated	<u>12,297,288</u>	<u>(449,902)</u>	<u>-</u>	<u>11,847,386</u>
Governmental Activities				
Capital Assets, net	<u>\$ 13,475,075</u>	<u>\$ (50,591)</u>	<u>\$ -</u>	<u>\$ 13,424,484</u>
Business-Type Activities:				
Capital Assets, Not Being Depreciated				
Land and easements	\$ 358,630	\$ -	\$ -	\$ 358,630
Construction in Process	3,155,599	1,175,716	(3,661,192)	670,123
Total capital assets, not depreciated	<u>3,514,229</u>	<u>1,175,716</u>	<u>(3,661,192)</u>	<u>1,028,753</u>
Capital Assets, Being Depreciated				
Plant and equipment	8,285,239	3,661,192	-	11,946,431
Plant and improvements	5,016,172	-	-	5,016,172
Total capital assets, depreciated	<u>13,301,411</u>	<u>3,661,192</u>	<u>-</u>	<u>16,962,603</u>
Accumulated depreciation				
Plant and equipment	(4,669,970)	(370,349)	-	(5,040,319)
Plant and improvements	(2,296,126)	(161,730)	-	(2,457,856)
Total accumulated depreciation	<u>(6,966,096)</u>	<u>(532,079)</u>	<u>-</u>	<u>(7,498,175)</u>
Net capital assets, depreciated	<u>6,335,315</u>	<u>3,129,113</u>	<u>-</u>	<u>9,464,428</u>
Business-Type Activities				
Capital Assets, net	<u>\$ 9,849,544</u>	<u>\$ 4,304,829</u>	<u>\$ (3,661,192)</u>	<u>\$ 10,493,181</u>

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 4 - CAPITAL ASSETS (CONTINUED)

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

Governmental Activities	
General government	\$ 33,718
Public safety	60,791
Public works	599,928
Total	<u>\$ 694,437</u>

NOTE 5 - LONG-TERM DEBT

Following is a summary of long-term debt transactions for the governmental activities for the year ended December 31, 2023.

	Balances December 31, 2022	Additions	Deletions	Balances December 31, 2023	Due In One Year
Governmental Activities:					
2015 Revenue refunding bonds	\$ 2,325,000	\$ -	\$ 440,000	\$ 1,885,000	\$ 450,000
Compensated absences	47,588	190,213	124,898	112,903	11,290
Total	<u>\$ 2,372,588</u>	<u>\$ 190,213</u>	<u>\$ 564,898</u>	<u>\$ 1,997,903</u>	<u>\$ 461,290</u>

2015 Revenue Refunding Bonds

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

The 2015 Bonds are payable from pledged revenues consisting of ninety percent (90%) of 1.5% sales and use tax which is reported in the Street Capital Improvement Fund, and if necessary, a 1% sales tax reported in the General Fund. The bonds are further secured by the bond reserve account in the amount of \$271,970.

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 5 - LONG-TERM DEBT (CONTINUED)

Remaining debt service at December 31, 2023, was as follows:

<u>Year ended December 31,</u>	<i>2015 Revenue Refunding Bonds</i>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 450,000	\$ 53,722	\$ 503,722
2025	465,000	40,898	505,898
2026	480,000	27,645	507,645
2027	490,000	13,965	503,965
Total	\$ 1,885,000	\$ 136,230	\$ 2,021,230

Following is a summary of long-term debt transactions for the business-type activities for the year ended December 31, 2023:

	<u>Balances</u> <u>December 31, 2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balances</u> <u>December 31, 2023</u>	<u>Due In</u> <u>One Year</u>
Business-Type Activities:					
2007 CWRPDA loan	\$ 337,558	\$ -	\$ 62,396	\$ 275,162	\$ 64,759
Compensated absences	16,040	34,824	23,816	27,048	2,705
Total	<u>\$ 353,598</u>	<u>\$ 34,824</u>	<u>\$ 86,212</u>	<u>\$ 302,210</u>	<u>\$ 67,464</u>

2007 CWRPDA Loan

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

The 2007 Loan is payable solely from pledged property consisting of revenues from the Town's water and wastewater system, after deducting operating and maintenance costs.

Annual debt service requirements for the outstanding loan at December 31, 2023, was as follows:

<u>Year ended December 31,</u>	<i>2007 CWPRDA Loan</i>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	64,759	9,678	74,437
2025	67,210	7,226	74,436
2026	69,754	4,682	74,436
2027	73,439	2,042	75,481
Total	\$ 275,162	\$ 23,628	\$ 298,790

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 5 - LONG-TERM DEBT (CONTINUED)

The Town is required to comply with certain covenants and reserve requirements related to long-term debt. As of December 31, 2023, management believes the Town is in compliance with all covenants and reserve requirements.

NOTE 6 - INTERFUND TRANSFERS

The schedule below outlines the total interfund transfers for the year ended December 31, 2023:

	General Fund	Total Transfers Out
Street Capital Improvement Fund	\$ 50,000	\$ 50,000
Capital Improvements Fund	55,000	55,000
Water and Wastewater Fund	175,000	175,000
Total Transfers In	<u>\$ 280,000</u>	<u>\$ 280,000</u>

NOTE 7 - RISK MANAGEMENT

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

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

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

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN

Plan Description

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

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

Benefits Provided

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

The annual normal retirement benefit is 2 percent of the average of the member's highest three years' pensionable earnings for each year of credited service up to ten years, plus 2.5 percent for each year of service thereafter. The benefit earned prior to January 1, 2007 for members of affiliated Social Security employers will be reduced by the amount of Social Security income payable to the member annually. Effective January 1, 2007, members covered under Statewide Defined Benefit Social Security Component will receive half the benefit when compared to the Statewide Defined Benefit Plan. Benefit adjustments paid to retired members are evaluated annually and may be re-determined every October 1. The amount of any increase is based on the Board's discretion and can range from 0 to the higher of 3 percent or the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W).

A member is eligible for an early retirement after completion of 30 years of service or attainment of age 50 with at least five years of credited service. The early retirement benefit equals the normal retirement benefit reduced on an actuarially equivalent basis. Upon termination, an employee may elect to have member contributions, along

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN (CONTINUED)

Benefits Provided (Continued)

with 5 percent as interest, returned as a lump sum distribution. Alternatively, a member with at least five years of accredited service may leave contributions with the Plan and remain eligible for a retirement pension at age 55 equal to 2 percent of the member's average highest three years' pensionable earnings for each year of credited service up to ten years, plus 2.5 percent for each year of service thereafter.

Contributions

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

In 2014, the members elected to increase the member contribution rate to the SWDB plan beginning in 2015. Member contribution rates will increase 0.5 percent annually through 2022 to a total of 12 percent of pensionable earnings. Employer contributions increase 0.5 percent annually beginning in 2021 through 2030 to a total of 13.0 percent of pensionable earnings. In 2022, members of the SWDB plan and their employers contributed at a rate of 12 percent and 9 percent, respectively, of pensionable earnings for a total contribution rate of 21 percent. In 2023, the members of the SWDB plan and their employers contributed at a rate of 12.0 percent and 9.5 percent, respectively, of pensionable earnings for a total contribution rate of 21.5 percent. The District's contributions to the plan of the year ended December 31, 2023, were \$67,801 equal to the required contributions.

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

At December 31, 2023, the Town reported a liability of \$60,740, representing its proportionate share of the net pension liability of the plan. The net pension liability was measured at December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2023. The Town's proportion of the net pension liability was based on the Town's share of contributions to the pension plan relative to the contributions of all participating entities. At December 31, 2023, the Town's proportion was 0.06843% which was an increase of 0.00951% from its proportion measured at December 31, 2022.

For the year ended December 31, 2023, the Town recognized pension income of \$12,242.

At December 31, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN (CONTINUED)

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

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between Expected and Actual Experience	\$ 131,480	\$ 7,455
Changes of Assumptions or other Inputs	77,817	-
Net Difference between Projected and Actual Earnings on Pension Plan Investments	137,452	-
Changes in Proportion and Differences between Contributions Recognized and Proportionate Share of Contributions	2,448	52,879
Contributions Subsequent to the Measurement Date	67,801	-
Total	<u>\$ 416,998</u>	<u>\$ 60,334</u>

\$67,801 reported as deferred outflows of resources related to pension resulting from Town contributions subsequent to the measurement date will be recognized as a decrease in the net pension liability in the year ended December 31, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended December 31,</u>	<u>Amount</u>
2024	\$ 25,219
2025	51,369
2026	74,889
2027	106,032
2028	16,528
Thereafter	14,826
Total	<u>\$ 288,863</u>

Actuarial Assumptions

The actuarial valuations as of January 1, 2023, determined the total pension liability using the following actuarial assumptions and other inputs:

	Total Pension Liability January 1, 2023	Actuarial Determined Contributions January 1, 2022
Actuarial Valuation Date	Entry Age Normal	Entry Age Normal
Actuarial Method	N/A	Level % of Payroll, Open
Amortization Method	N/A	30 years
Amortization Period	7.0%	7.0%
Long-term Investment Rate of Return*	4.25% - 11.25%	4.25% - 11.25%
Projected Salary Increases*	0%	0%
Cost of Living Adjustments (COLA)	2.5%	2.5%
*Includes Inflation at		

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN (CONTINUED)

Actuarial Assumptions (Continued)

For determining the total pension liability, the post-retirement mortality tables for non-disabled retirees uses the Pub-2010 Safety Healthy Annuitant Mortality Tables projected with the ultimate values of the MP-2020 projection scale. The pre-retirement off-duty mortality tables are adjusted to 60 percent of the MP-2020 mortality tables for active employees. The on-duty mortality rate is 0.00015.

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

At least every five years the FPPA's Board of Directors, in accordance with best practices, reviews its economic and demographic actuarial assumptions. At its July 2022 meeting, the Board of Directors reviewed and approved recommended changes to the actuarial assumptions. The recommendations were made by the FPPA's actuaries, Gabriel, Roeder, Smith & Co., based upon their analysis of past experience and expectations of the future. The assumption changes were effective for actuarial valuations beginning January 1, 2023. The actuarial assumptions impact actuarial factors for benefit purposes such as purchases of service credit and other benefits where actuarial factors are used.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation (assumed at 2.5 percent).

Best estimates of arithmetic real rates of return for each major asset class included in the Fund's target asset allocation as of December 31, 2023 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global Equity	35%	8.93%
Equity Long/Short	6%	7.47%
Private Markets	34%	10.31%
Fixed Income - Rates	10%	5.45%
Fixed Income - Credit	5%	6.90%
Absolute Return	9%	6.49%
Cash	1%	3.92%
Total	<u>100%</u>	

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 8 - STATEWIDE DEFINED BENEFIT PENSION PLAN (CONTINUED)

Discount Rate

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

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

For the purpose of the valuation, the long-term expected rate of return on pension plan investments is 7.00%; the municipal bond rate is 4.05% (based on the weekly rate closest to but not later than the measurement date of the “state & local bonds” rate from Federal Reserve statistical release (H.15)); and the resulting single discount rate is 7.00%.

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

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

	<u>1% Decrease</u> <u>(6.00%)</u>	<u>Current</u> <u>Discount Rate</u> <u>(7.00%)</u>	<u>1% Increase</u> <u>(8.00%)</u>
Proportionate Share of the Net Pension Liability (Asset)	<u>\$ 418,731</u>	<u>\$ 60,740</u>	<u>\$ (235,793)</u>

Pension Plan Fiduciary Net Position

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

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 9 - DEFERRED CONTRIBUTION PLANS

Deferred Compensation Plan

The Town offers its employees a deferred compensation plan in accordance with Internal Revenue Code Section 457. The plan is available to all employees and permits them to defer a portion of their salary until future years. The Board of Trustees determines the Town's contributions to the plan. The Town currently matches employee contributions to a maximum of 3% of each employee's salary. During the year ended December 31, 2023, the Town contributed \$51,663 to the plan. The plan is administered by Mission Square Retirement, and all plan assets are held in trust for the exclusive benefit of the participants.

NOTE 10 - OTHER POSTEMPLOYMENT BENEFITS

Plan Description

The Town contributes to the Statewide Death and Disability Plan, a cost-sharing multiple-employer defined benefit death and disability plan administered by the Fire and Police Pension Association of Colorado (FPPA). All full-time police officers are members of the plan. Contributions to the plan are used solely for the payment of death and disability benefits. Benefits are established by State statute and generally allow for benefits upon the death or disability of a plan member prior to retirement. FPPA issues a publicly available annual financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by contacting FPPA as described previously. The contribution requirements are established by State statute. The Town's Board of Trustees determines the contribution split between members and the Town. No contributions are required for members hired prior to January 1, 1997; the Town contributed 3.0% of base salaries for the year ended December 31, 2023. The Town's contributions to the plan for years ended December 31, 2023 were \$17,871 equal to the required contributions.

NOTE 11 - COMMITMENTS AND CONTINGENCIES

Claims and Judgements

The Town participates in a number of federal and state programs that are fully or partially funded by grants received from other governmental entities. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to noncompliance with grant program regulations, the Town may be required to reimburse the grantor government. At December 31, 2023, certain grant expenditures have not been audited but management believes that disallowed expenditures, if any, based on subsequent audits will not have a material effect on the overall financial position of the Town.

TOWN OF ELIZABETH
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2023

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

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

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

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

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

The Town has established an emergency reserve, representing 3% of qualifying revenues, as required by the Amendment. At December 31, 2023, the emergency reserve of \$264,785 is reported as restricted fund balance in the governmental funds and as restricted net position within governmental activities.

REQUIRED SUPPLEMENTARY INFORMATION

DRAFT COPY
Not Intended for Distribution

TOWN OF ELIZABETH
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL –
GENERAL FUND
YEAR ENDED DECEMBER 31, 2023

	Original and Final Budget	Actual	Variance Positive (Negative)
<u>Revenues</u>			
Taxes			
Property taxes	\$ 750,000	\$ 794,034	\$ 44,034
Specific ownership taxes	115,000	128,732	13,732
Sales and use tax	1,000,000	1,030,107	30,107
Public improvement fees	710,000	815,482	105,482
Licenses and permits	260,000	809,722	549,722
Intergovernmental	63,000	-	(63,000)
Fines and forfeitures	73,000	81,869	8,869
Investment earnings	8,000	170,419	162,419
Miscellaneous	35,000	75,660	40,660
Total revenues	<u>3,014,000</u>	<u>3,906,025</u>	<u>892,025</u>
<u>Expenditures</u>			
General government	1,123,737	1,060,434	63,303
Public safety	1,522,877	1,512,839	10,038
Community development	583,190	788,535	(205,345)
Public works	170,489	136,851	33,638
Capital outlay	-	827	(827)
Total expenditures	<u>3,400,293</u>	<u>3,499,486</u>	<u>(99,193)</u>
Excess (deficiency) of revenues Over (under) expenditures	(386,293)	406,539	792,832
Other financing sources (uses)			
Transfers in	280,000	280,000	-
Total other financing sources (uses)	<u>280,000</u>	<u>280,000</u>	<u>-</u>
Net change in fund balance	<u>\$ (106,293)</u>	686,539	<u>\$ 792,832</u>
Fund balance - beginning of year		<u>2,455,725</u>	
Fund balance - end of year		<u>\$ 3,142,264</u>	

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

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Town's proportion of the net pension liability	0.0684%	0.0589%	0.0538%	0.0514%	0.0506%	0.0496%	0.0465%	0.0495%	0.0547%
Town's proportionate share of the net pension liability (asset)	\$ 60,740	\$ (319,291)	\$ (116,857)	\$ (29,097)	\$ 64,008	\$ (71,308)	\$ 16,814	\$ (873)	\$ (61,735)
Town's covered payroll	595,692	457,153	492,850	379,188	339,938	289,928	238,144	240,138	241,660
Town's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	10.2%	(69.8%)	(23.7%)	(7.7%)	18.8%	(24.6%)	7.1%	(0.4%)	(25.5%)
Plan fiduciary net pension as a percentage of the total pension liability	97.6%	116.2%	106.7%	101.9%	95.2%	106.3%	98.2%	100.1%	106.8%

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

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

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Statutorily required contributions	\$ 67,801	\$ 53,582	\$ 38,858	\$ 39,428	\$ 30,335	\$ 27,195	\$ 23,194	\$ 19,052	\$ 19,211	\$ 19,333
Contributions in relation to the statutorily required contributions	<u>67,801</u>	<u>53,582</u>	<u>38,858</u>	<u>39,428</u>	<u>30,335</u>	<u>27,195</u>	<u>23,194</u>	<u>19,052</u>	<u>19,211</u>	<u>19,333</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Town's covered payroll	\$ 714,853	\$ 595,692	\$ 457,153	\$ 492,850	\$ 379,188	\$ 339,938	\$ 289,928	\$ 238,144	\$ 240,138	\$ 241,660
Contributions as a percentage of covered payroll	9.5%	9.0%	8.50%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%

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SUPPLEMENTARY INFORMATION

TOWN OF ELIZABETH
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL –
STREET MAINTENACE FUND
YEAR ENDED DECEMBER 31, 2023

	Original and Final Budget	Actual	Variance Positive (Negative)
<u>Revenues</u>			
Taxes			
Sales and use tax	\$ 160,000	\$ 271,113	\$ 111,113
Public improvement fees	22,000	24,355	2,355
Licenses and permits	-	10,394	10,394
Intergovernmental	222,200	172,702	(49,498)
Investment earnings	4,000	47,082	43,082
Total revenues	<u>408,200</u>	<u>525,646</u>	<u>117,446</u>
<u>Expenditures</u>			
Public works	598,247	469,171	129,076
Total expenditures	<u>598,247</u>	<u>469,171</u>	<u>129,076</u>
Excess (deficiency) of revenues			
Over (under) expenditures	(190,047)	56,475	246,522
Net change in fund balance	<u>\$ (190,047)</u>	56,475	<u>\$ 246,522</u>
Fund balance - beginning of year		955,345	
Fund balance - end of year		<u>\$ 1,011,820</u>	

See the accompanying independent auditors' report

TOWN OF ELIZABETH
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL –
STREET CAPITAL IMPROVEMENT FUND
YEAR ENDED DECEMBER 31, 2023

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>
<u>Revenues</u>			
Taxes			
Sales and use tax	\$ 1,542,000	\$ 1,724,400	\$ 182,400
Investment earnings	10,000	189,432	179,432
Total revenues	<u>1,552,000</u>	<u>1,913,832</u>	<u>361,832</u>
<u>Expenditures</u>			
Public works	840,000	158,277	681,723
Capital outlay	1,710,000	55,160	1,654,840
Debt service			
Principal	440,000	440,000	-
Interest and fiscal charges	66,863	66,263	600
Total expenditures	<u>3,056,863</u>	<u>719,700</u>	<u>2,337,163</u>
Excess (deficiency) of revenues			
Over (under) expenditures	(1,504,863)	1,194,132	(1,975,331)
Other financing sources (uses)			
Transfers out	(50,000)	(50,000)	-
Total other financing sources (uses)	<u>(50,000)</u>	<u>(50,000)</u>	<u>-</u>
Net change in fund balance	<u>\$ (1,504,863)</u>	1,144,132	<u>\$ (1,975,331)</u>
Fund balance - beginning of year		<u>3,375,056</u>	
Fund balance - end of year		<u>\$ 4,519,188</u>	

See the accompanying independent auditors' report

TOWN OF ELIZABETH
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL –
CAPITAL IMPROVEMENT FUND
YEAR ENDED DECEMBER 31, 2023

	<u>Original and Final Budget</u>	<u>Actual</u>	Variance Positive (Negative)
<u>Revenues</u>			
Taxes			
Sales and use tax	\$ 1,650,000	\$ 1,916,389	\$ 266,389
Investment earnings	15,000	443,161	428,161
Miscellaneous	50,000	121,121	71,121
Total revenues	<u>1,715,000</u>	<u>2,480,671</u>	<u>765,671</u>
<u>Expenditures</u>			
Capital outlay	1,505,690	807,904	697,786
Total expenditures	<u>1,505,690</u>	<u>807,904</u>	<u>697,786</u>
Excess of revenues			
Over (under) expenditures	209,310	1,672,767	1,463,457
Other financing Sources (Uses)			
Transfers out	(58,500)	(55,000)	3,500
Total other financing sources (uses)	<u>(58,500)</u>	<u>(55,000)</u>	<u>3,500</u>
Net change in fund balance	<u>\$ 150,810</u>	1,617,767	<u>\$ 1,466,957</u>
Fund balance - beginning of year		<u>8,635,236</u>	
Fund balance - end of year		<u>\$ 10,253,003</u>	

See the accompanying independent auditors' report

TOWN OF ELIZABETH
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND NET POSITION –
BUDGET AND ACTUAL – NON-GAAP BUDGETARY BASIS
WATER AND WASTEWATER FUND
YEAR ENDED DECEMBER 31, 2023

	Original and Final Budget	Actual	Variance Positive (Negative)
<u>Revenues</u>			
Charges for services	\$ 1,430,000	\$ 1,576,259	\$ 146,259
Tap fees	700,000	2,829,415	2,129,415
Investment earnings	10,000	235,524	225,524
Miscellaneous	70,000	54,721	(15,279)
Total revenues	<u>2,210,000</u>	<u>4,695,919</u>	<u>2,485,919</u>
<u>Expenditures</u>			
System operations	1,494,782	1,170,141	324,641
Capital outlay	2,335,000	1,175,716	1,159,284
Debt service			
Principal	62,398	62,396	2
Interest and fiscal charges	12,100	11,650	450
Total expenses	<u>3,904,280</u>	<u>2,419,903</u>	<u>1,484,377</u>
Excess (deficiency) of revenues			
Over (under) expenses	(1,694,280)	2,276,016	3,970,296
Other financing Sources (Uses)			
Transfers out	(175,000)	(175,000)	-
Total other financing sources (uses)	<u>(175,000)</u>	<u>(175,000)</u>	<u>-</u>
Change in net position, budgetary basis	<u>\$ (1,869,280)</u>	2,101,016	<u>\$ 3,970,296</u>
Reconciliation to GAAP basis			
Capital outlay		1,175,716	
Depreciation		(532,079)	
Debt principal payments		<u>62,396</u>	
Change in net position, GAAP basis		<u>\$ 2,807,049</u>	

See the accompanying independent auditors' report

STATE COMPLIANCE

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The public report burden for this information collection is estimated to average 380 hours annually.

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

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

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

II. RECEIPTS FOR ROAD AND STREET PURPOSES

III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES

ITEM	AMOUNT	ITEM	AMOUNT
A. Receipts from local sources:		A. Local highway disbursements:	
1. Local highway-user taxes		1. Capital outlay (from page 2)	0
a. Motor Fuel (from Item I.A.5.)		2. Maintenance:	426,368
b. Motor Vehicle (from Item I.B.5.)		3. Road and street services:	
c. Total (a.+b.)		a. Traffic control operations	779
2. General fund appropriations		b. Snow and ice removal	2,689
3. Other local imposts (from page 2)	1,707,523	c. Other	
4. Miscellaneous local receipts (from page 2)	475,947	d. Total (a. through c.)	3,468
5. Transfers from toll facilities		4. General administration & miscellaneous	44,687
6. Proceeds of sale of bonds and notes:		5. Highway law enforcement and safety	17,337
a. Bonds - Original Issues		6. Total (1 through 5)	491,859
b. Bonds - Refunding Issues		B. Debt service on local obligations:	
c. Notes		1. Bonds:	
d. Total (a. + b. + c.)	0	a. Interest	77,666
7. Total (1 through 6)	2,183,470	b. Redemption	410,000
B. Private Contributions		c. Total (a. + b.)	487,666
C. Receipts from State government (from page 2)	88,735	2. Notes:	
D. Receipts from Federal Government (from page 2)	0	a. Interest	
E. Total receipts (A.7 + B + C + D)	2,272,205	b. Redemption	
		c. Total (a. + b.)	0
		3. Total (1.c + 2.c)	487,666
		C. Payments to State for highways	
		D. Payments to toll facilities	
		E. Total disbursements (A.6 + B.3 + C + D)	979,525

IV. LOCAL HIGHWAY DEBT STATUS
(Show all entries at par)

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

V. LOCAL ROAD AND STREET FUND BALANCE

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

Notes and Comments:

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

II. RECEIPTS FOR ROAD AND STREET PURPOSES - DETAIL

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

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

III. DISBURSEMENTS FOR ROAD AND STREET PURPOSES - DETAIL

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

Notes and Comments:

FORM FHWA-536

May 14, 2024

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

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Elizabeth (the Town) for the year ended December 31, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 4, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 1 to the financial statements. During the year ended December 31, 2023, the Town implemented Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements*. The adoption of this standard did not have a material impact on the financial statements. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

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

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

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There are no particularly sensitive disclosures in the financial statements for the year ended December 31, 2023.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

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

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 14, 2024.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

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

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

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

Restriction on Use

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

Sincerely,

The Adams Group, LLC
Certified Public Accountants

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Client: **00726.0 - Town of Elizabeth**
 Engagement: **2023 AUD - Town of Elizabeth**
 Period Ending: **12/31/2023**
 Trial Balance: **3000.05 - Town of Elizabeth TB**
 Workpaper: **3700.05 - Adjusting Journal Entry Report**
 Fund Level: **All**
 Index: **All**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries				
Adjusting Journal Entries JE # 1				
4200.15 Audit adjustment to reduce property tax AR and deferred inflows of resources to match the assessed valuation and mills certified by Elbert County.				
10-222000	Deferred Revenue		40,428.00	
10-110000	Property Taxes Receivable			40,428.00
Total			40,428.00	40,428.00
Adjusting Journal Entries JE # 2				
4100.10 Audit adjustment to increase cash and accounts payable for items that were improperly recorded as cash reconciling items instead of accounts payable.				
10-100001	Cash in Combined Cash Fund		32,154.00	
21-100001	Cash in Combined Cash Fund		2,805.00	
52-100001	Cash in Combined Cash Fund		4,210.00	
10-202000	Accounts Payable			32,154.00
21-202000	Accounts Payable			2,805.00
52-202000	Accounts Payable			4,210.00
Total			39,169.00	39,169.00
Adjusting Journal Entries JE # 3				
4100.10 Client adjustment to increase cash and reduce expenses for January 2024 health insurance premiums that were initially recorded in 2023.				
10-100001	Cash in Combined Cash Fund		39,130.00	
10-41-1500	Health Insurance			39,130.00
Total			39,130.00	39,130.00
Adjusting Journal Entries JE # 4				
5300.05 Client entry to true up compensated absences payable and the short term liability for the CWRPDA Loan.				
52-218000	Compensated Absences Payable		3,509.00	
52-218100	Comp Absences- Current Payable		80.00	
52-231200	2007 CWRPDA Cur Notes Payable		1,046.00	
52-239402	2007 CWRPDA Note Payable			1,046.00
52-41-1100	Salaries & Wages			3,589.00
Total			4,635.00	4,635.00
Total Adjusting Journal Entries			123,362.00	123,362.00
Total All Journal Entries			123,362.00	123,362.00

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TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP, Community Development Director
DATE: May 14th, 2024
SUBJECT: Ordinance 24-05

SUMMARY

Approval of Ordinance 24-05 would amend Tables 16-1, 16-3, and 16-5 of the Elizabeth Municipal Code to allow Nursery Schools and Day Care Centers as a use by right in specified zoning districts, including R-1, R-1-12, R-1-20, RE-1, RE-2, R-2, R-TH, R-3, A-1, LR-1, MH-1, P-I, RC, and CMU.

Background:

Town Staff have received inquiries from potential applicants and public entities regarding the process required to open childcare facilities in the Town of Elizabeth. Currently, nursery schools and day care centers, as they are referred to in the EMC, are Use by Special Review for Regional Commercial and Commercial Mixed-Use zoning. Nursery schools and day care centers are not allowed in any other commercial zone district. They are categorized as use by special review in all residential zone districts. According to data provided by the Director/Council Coordinator of the Elbert County Early Childhood Council, the Town of Elizabeth and Elbert County as a whole, currently have a shortage of available childcare options. In Elbert County there is high quality capacity for 160 birth to five years of age for childcare with a population of 1,415 and growing for that same cohort, which is 11.3%.

Use by special review requirements are generally placed on uses which have potential to result in higher intensities than what is typically allowed in the surrounding zone district. For example, this would allow the Town to safeguard against over-intensive use of land, greater requirement for facilities and services than what is available, undue traffic congestion or traffic hazards, air, water, or noise pollution. This process adds to the many layers of processes for prospective childcare providers, who are additionally subject to state-level fees, inspections, building safety regulations, and reviews.

The approval of Ordinance 24-05 would amend Tables 16-1, 16-3, and 16-5 of the Elizabeth Municipal Code to allow Nursery Schools and Day Care Centers as a Use by Right in specified zoning districts, including all residential districts, MH-1, P-I, CMU, and RC Districts. This amendment would streamline the process required for potential applicants through the Town of Elizabeth as well as eliminate the associated

fees. The applicant will still need to comply with state regulations, Town of Elizabeth building regulations, and obtain Town business licenses where required.

STAFF RECOMMENDATION

Staff recommends approval of Ordinance 24-05, an Ordinance amending Chapter 16 Table 16-1, Table 16-3, and Table 16-5 of the Elizabeth Municipal Code.

PLANNING COMMISSION RECOMMENDATION

At the May 14th, 2024, Planning Commission meeting, the Commission provided a 5-2 recommendation for approval for Ordinance 24-05, for consideration by the Board of Trustees. The Commission did not recommend any conditions of approval.

ATTACHMENT(S)

Ordinance 24-05

Table 16-1 (Current Code Language)

Table 16-3 (Current Code Language)

Table 16-5 (Current Code Language)

ORDINANCE 24-05

AN ORDINANCE AMENDING CHAPTER 16 OF THE TOWN OF ELIZABETH MUNICIPAL CODE, UPDATING THE TOWN'S LAND USE AND DEVELOPMENT CODE

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

Section 1. Tables 16-1, 16-3, and 16-5 of the Elizabeth Municipal Code are amended to read as follows:

Land Use/Activity <i>(1)(8)(9)(13)(15)</i>	Residential Zoning District									
	R-1	R-1-12	R-1-20	RE-1	RE-2	R-2	R-TH	R-3	A-1	LR-1
Single-family detached dwellings ⁽¹¹⁾⁽¹⁴⁾	A	A	A	A	A	A		A	A	A
Single-family attached dwellings ⁽¹¹⁾⁽¹⁴⁾						A	A	A		
Duplex structures ⁽¹¹⁾⁽¹⁴⁾						A	A	A		
Accessory dwelling units (ADUs)	S	S	S	S	S	S		S	S	S
Townhouses ⁽¹²⁾⁽¹⁴⁾							A			
Multi-family dwellings ⁽¹²⁾⁽¹⁴⁾								A		
Accessory buildings ⁽²⁾	A	A	A	A	A	A		A	A	A
Accessory uses: home occupations ⁽³⁾	A	A	A	A	A	A	A	A	A	
Assisted living services	S	S	S	S	S	S		S	S ⁽¹⁰⁾	S ⁽¹⁰⁾
Bed and breakfast inns					S	S		A	S	S
Boarding and rooming houses								A		
Cemeteries or mausoleums	A	A	A	A	A	A			A	A
Commercial animal establishments				S	S				S	S
Dormitories								A		
Fences, hedges, walls and trees ⁽⁴⁾	A	A	A	A	A	A	A	A	A	A
Forestry farming, including raising of trees for any purpose					A				A	A

Land Use/Activity <i>(1)(8)(9)(13)(15)</i>	Residential Zoning District									
	R-1	R-1-12	R-1-20	RE-1	RE-2	R-2	R-TH	R-3	A-1	LR-1
Fraternity and sorority houses								A		
General farming, including grains, fruit, vegetables, grasses, hay, livestock raising and the keeping and boarding of horses ⁽⁵⁾				S	A				A	A
Golf courses	A	A	A	A	A	A		A		
Greenhouses and nurseries, including both wholesale and retail, provided that products sold are raised on the premises				A	A				A	A
Group homes or group quarters	S	S	S	S	S	S		S	S	
Horses/livestock ⁽⁵⁾			A	A	A				A	A
Hospitals and emergency facilities	A	A	A	A	A	A		A		
Kennels and other canine-related facilities - commercial ⁽⁶⁾	S	S	S	S	S	S			S	S
Kennels and other canine-related facilities - private ⁽⁶⁾	A	A	A	A	A	A			A	A
Nursery schools and day care centers	S A	S A	S A	S A	S A	S A	S A	S A	S ⁽⁴⁴⁾ A	S ⁽⁴⁴⁾ A
Parks	A	A	A	A	A	A	A	A	A	A
Playgrounds	A	A	A	A	A	A	A	A	A	A
Public schools	A	A	A	A	A	A		A		

Land Use/Activity <i>(1)(8)(9)(13)(15)</i>	Residential Zoning District									
	R-1	R-1-12	R-1-20	RE-1	RE-2	R-2	R-TH	R-3	A-1	LR-1
Public utilities	A	A	A	A	A	A	A	A	A	A
Recreation centers - nonprofit neighborhood	S	S	S	S	S	S	S	S		
Religious assembly, place of	A	A	A	A	A	A		A		
Retirement/group housing services	S	S	S	S	S	S		S	S ⁽¹⁰⁾	S ⁽¹⁰⁾
Riding stables/academies - commercial					S				S	S
Short Term Rentals (STRs)	A			A	A	A	A	A		
Signs ⁽⁷⁾	A	A	A	A	A	A	A	A	A	A
Stables and other equine-related facilities - private				A	A				A	A
Structures for general farming					A				A	A
Universities	A	A	A	A	A	A		A		

<i>Land Use/Activity</i> <i>(1)(2)(3)(4)(5)(6)(7)(14)</i>	<i>Mobile Home Zoning District</i>	
	<i>MH-1⁽⁸⁾⁽⁹⁾</i>	<i>MH-2⁽¹⁰⁾</i>
Single-family detached dwellings	A	
Accessory buildings	A	A
Home occupations	A	A
Accessory uses	A	A
Athletic fields	A	
Cemeteries or mausoleums	A	
Fences, hedges, walls and trees ⁽⁴⁾	A	A
Golf courses	A	
Hospitals and emergency facilities	S	
Kennels and other canine-related facilities - commercial ⁽¹¹⁾		
Kennels and other canine-related facilities - private ⁽¹¹⁾	A	
Mobile home parks		A
Mobile home subdivisions	A	
Nursery schools and day care centers	S A	S
Parking lots and parking garages		
Parks	A	A
Playgrounds	A	A

<i>Land Use/Activity</i> <i>(1)(2)(3)(4)(5)(6)(7)(14)</i>	<i>Mobile Home Zoning District</i>	
	<i>MH-1⁽⁸⁾⁽⁹⁾</i>	<i>MH-2⁽¹⁰⁾</i>
Private campgrounds		S
Public buildings and lands	A	
Public safety-related facilities	A	A
Public transportation terminals other than truck terminals		
Public utilities	A	A
Recreation centers - nonprofit neighborhood	S	S
Recreation facilities - private	S	S
Recreation facilities - public	A	A
Religious assembly, places of	A	
Schools - private	A	A
Schools - public	A	A
Short Term Rentals (STRs)	A	
Signs	A	A
Universities	A	

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Single-family detached dwellings		S	S		
Single-family attached dwellings			S		A
Duplex structures			S		
Accessory dwelling units (ADUs)		S	S		S
Townhouses					S
Multi-family dwellings			S		S
Accessory buildings	A	A	A	A	A
Home occupations			A		A
Accessory uses			A		A
Amphitheater			A		A
Amusement and recreation establishments and areas		A	A	S	S
Assisted living services			S		
Athletic fields	A				
Auto repair garages		A		A	
Automotive wrecking and graveyards, salvage yards and junkyards				S	
Bakeries		A	A		A
Bed and breakfast inns		A	A		A

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Beer, wine and liquor stores (off-premises of alcohol consumption)		A	S		S
Beverage Processing		S	S		S
Boarding and rooming houses			A		A
Business schools, studios and vocational schools, not involving processes of a heavy industrial nature		A		A	
Business service establishments		A	A	A	A
Car lots - new and used		A			
Car service and sales establishments		A		A	
Car washes		A			
Car/vehicle rental or leasing		A		A	
Cemeteries or mausoleums	A			A	
Clubs and lodges		A	A		A
Commercial animal establishments		A	S		
Commercial food preparation kitchens		A	A		A
Computer design-generated CAD-		A	A	A	A

Land Use/Activity (1)(2)(3)(4)(5)(9)(10)(11)	Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts				
	P-I	RC	CMU	L-I⁽⁶⁾	DT
CAM operations not involving heavy industry					
Computer-generated CAD and similar nonoffensive "light" industrial uses				A	
Construction-related businesses		S		A	
Convenience stores or centers		A	A		A
Distribution centers				A	
Dormitories			S		
Drive-in restaurants		A			
Eating and drinking establishments		A	A		A
Exhibition and art galleries		A	A		A
Facilities for assembly, manufacturing, compounding, processing or treatment of products				A	
Farmers markets or other open markets		A	A		A
Fences, hedges, walls and trees ⁽⁴⁾	A	A	A	A	A
Financial institutions		A	A		A
Fitness, recreational sports, gym or		A	S	A	S

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
athletic club					
Food and beverage processing				A	
Fraternity and sorority houses			S		
Garden/flower shops		A	A		A
Golf courses					
Hospitals and emergency facilities	A	A			
Hospitals for animals		A	A		
Hotels and motels		A			
Kennels and other canine-related facilities - commercial ⁽⁷⁾		S	S	S	
Kennels and other canine-related facilities - private ⁽⁷⁾			S		
Nursery schools and day care centers	A	A	A		
Laboratories or specialized industrial facilities				A	
Mill-type factories				A	
Miniature golf establishments			A	A	S

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I</i> ⁽⁶⁾	<i>DT</i>
Mobile home parks					
Mobile home subdivisions					
Mortuaries/funeral homes		A	S	A	
Movie theaters		A	A		S
Museums, exhibitions or similar facilities	S	A	A		A
Nursery schools and day care centers		S	S		
Parking lots and parking garages	A	A	A	A	A
Parks	A	A	A	A	A
Pawn shops ⁽⁸⁾		A		A	
Performance theaters			A		A
Personal service establishments		A	A		A
Plant or tree nurseries		A		A	
Playgrounds	A				
Private campgrounds					
Professional, commercial or business offices		A	A	A	A

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Public buildings and lands	A	A	A	A	A
Public safety-related facilities	A	A	A	A	A
Public transportation terminals other than truck terminals	A	A	A	A	A
Public utilities	A	A	A	A	A
Recreation centers - nonprofit neighborhood	S		S		
Recreation facilities - private		A	A	A	
Recreational facilities - public	A	A	A	A	A
Religious assembly, place of	A	A	A	A	A
Research and development services				A	
Restaurants and lounges		A	A		A
Retail stores, sales and display rooms and shops		A	A		A
Retirement/group housing services			S		
Schools - private		A	A	A	
Schools - public	A	A	A	A	
Service stations		A		A	

Land Use/Activity (1)(2)(3)(4)(5)(9)(10)(11)	Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts				
	P-I	RC	CMU	L-I⁽⁶⁾	DT
Services to buildings and dwellings (pest control, janitorial, landscaping, carpet/upholstery cleaning)				A	
Sexually oriented businesses ⁽⁹⁾		A			
Short Term Rentals (STRs)			A		A
Signs	A	A	A	A	A
Storage facilities, RVs, campers, trailers, large vehicles				S	
Tattoo parlors		A			
Trailer sales and service		A			
Universities, colleges, technical institutions - satellite locations			A		S
Warehouse and storage facilities				A	
Warehouse discount stores/superstores		A			
Wholesaling, exclusive of manufacturing		A			

Section 2. Severability. If any section, paragraph clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 3. The Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 4. This Ordinance shall become effective thirty (30) days after publication.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2024.

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

Tammy Payne, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

<i>Land Use/Activity</i> <small>(1)(8)(9)(13)(15)</small>	<i>Residential Zoning District</i>									
	<i>R-1</i>	<i>R-1-12</i>	<i>R-1-20</i>	<i>RE-1</i>	<i>RE-2</i>	<i>R-2</i>	<i>R-TH</i>	<i>R-3</i>	<i>A-1</i>	<i>LR-1</i>
Single-family detached dwellings ⁽¹¹⁾⁽¹⁴⁾	A	A	A	A	A	A		A	A	A
Single-family attached dwellings ⁽¹¹⁾⁽¹⁴⁾						A	A	A		
Duplex structures ⁽¹¹⁾⁽¹⁴⁾						A	A	A		
Accessory dwelling units (ADUs)	S	S	S	S	S	S		S	S	S
Townhouses ⁽¹²⁾⁽¹⁴⁾							A			
Multi-family dwellings ⁽¹²⁾⁽¹⁴⁾								A		
Accessory buildings ⁽²⁾	A	A	A	A	A	A		A	A	A
Accessory uses: home occupations ⁽³⁾	A	A	A	A	A	A	A	A	A	
Assisted living services	S	S	S	S	S	S		S	S ₍₁₀₎	S ₍₁₀₎
Bed and breakfast inns					S	S		A	S	S
Boarding and rooming houses								A		
Cemeteries or mausoleums	A	A	A	A	A	A			A	A

<i>Land Use/Activity</i> <i>(7)(8)(9)(13)(15)</i>	<i>Residential Zoning District</i>									
	<i>R-1</i>	<i>R-1-12</i>	<i>R-1-20</i>	<i>RE-1</i>	<i>RE-2</i>	<i>R-2</i>	<i>R-TH</i>	<i>R-3</i>	<i>A-1</i>	<i>LR-1</i>
Commercial animal establishments				S	S				S	S
Dormitories								A		
Fences, hedges, walls and trees ⁽⁴⁾	A	A	A	A	A	A	A	A	A	A
Forestry farming, including raising of trees for any purpose					A				A	A
Fraternity and sorority houses								A		
General farming, including grains, fruit, vegetables, grasses, hay, livestock raising and the keeping and boarding of horses ⁽⁵⁾				S	A				A	A
Golf courses	A	A	A	A	A	A		A		
Greenhouses and nurseries, including both wholesale and retail, provided that products sold are raised on the premises				A	A				A	A

<i>Land Use/Activity</i> <i>(7)(8)(9)(13)(15)</i>	<i>Residential Zoning District</i>									
	<i>R-1</i>	<i>R-1-12</i>	<i>R-1-20</i>	<i>RE-1</i>	<i>RE-2</i>	<i>R-2</i>	<i>R-TH</i>	<i>R-3</i>	<i>A-1</i>	<i>LR-1</i>
Group homes or group quarters	S	S	S	S	S	S		S	S	
Horses/livestock ⁽⁵⁾			A	A	A				A	A
Hospitals and emergency facilities	A	A	A	A	A	A		A		
Kennels and other canine-related facilities - commercial ⁽⁶⁾	S	S	S	S	S	S			S	S
Kennels and other canine-related facilities - private ⁽⁶⁾	A	A	A	A	A	A			A	A
Nursery schools and day care centers	S	S	S	S	S	S	S	S	S ₍₁₀₎	S ₍₁₀₎
Parks	A	A	A	A	A	A	A	A	A	A
Playgrounds	A	A	A	A	A	A	A	A	A	A
Public schools	A	A	A	A	A	A		A		
Public utilities	A	A	A	A	A	A	A	A	A	A
Recreation centers - nonprofit neighborhood	S	S	S	S	S	S	S	S		
Religious assembly, place of	A	A	A	A	A	A		A		

<i>Land Use/Activity</i> <i>(7)(8)(9)(13)(15)</i>	<i>Residential Zoning District</i>									
	<i>R-1</i>	<i>R-1-12</i>	<i>R-1-20</i>	<i>RE-1</i>	<i>RE-2</i>	<i>R-2</i>	<i>R-TH</i>	<i>R-3</i>	<i>A-1</i>	<i>LR-1</i>
Retirement/group housing services	S	S	S	S	S	S		S	S ₍₁₀₎	S ₍₁₀₎
Riding stables/academies - commercial					S				S	S
Signs ⁽⁷⁾	A	A	A	A	A	A	A	A	A	A
Stables and other equine-related facilities - private				A	A				A	A
Structures for general farming					A				A	A
Universities	A	A	A	A	A	A		A		

<i>Land Use/Activity</i> <i>(1)(2)(3)(4)(5)(6)(7)(14)</i>	<i>Mobile Home Zoning District</i>	
	<i>MH-1</i> ⁽⁸⁾⁽⁹⁾	<i>MH-2</i> ⁽¹⁰⁾
Single-family detached dwellings	A	
Accessory buildings	A	A
Home occupations	A	A
Accessory uses	A	A
Athletic fields	A	
Cemeteries or mausoleums	A	
Fences, hedges, walls and trees ⁽⁴⁾	A	A
Golf courses	A	
Hospitals and emergency facilities	S	
Kennels and other canine-related facilities - commercial ⁽¹¹⁾		
Kennels and other canine-related facilities - private ⁽¹¹⁾	A	
Mobile home parks		A
Mobile home subdivisions	A	
Nursery schools and day care centers	S	S
Parking lots and parking garages		

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(6)(7)(14)	<i>Mobile Home Zoning District</i>	
	<i>MH-1⁽⁸⁾⁽⁹⁾</i>	<i>MH-2⁽¹⁰⁾</i>
Parks	A	A
Playgrounds	A	A
Private campgrounds		S
Public buildings and lands	A	
Public safety-related facilities	A	A
Public transportation terminals other than truck terminals		
Public utilities	A	A
Recreation centers - nonprofit neighborhood	S	S
Recreation facilities - private	S	S
Recreation facilities - public	A	A
Religious assembly, places of	A	
Schools - private	A	A
Schools - public	A	A

<i>Land Use/Activity</i> <i>(1)(2)(3)(4)(5)(6)(7)(14)</i>	<i>Mobile Home</i> <i>Zoning District</i>	
	<i>MH-1</i> ⁽⁸⁾⁽⁹⁾	<i>MH-2</i> ⁽¹⁰⁾
Signs	A	A
Universities	A	

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Single-family detached dwellings		S	S		
Single-family attached dwellings			S		A
Duplex structures			S		
Accessory dwelling units (ADUs)		S	S		S
Townhouses					S
Multi-family dwellings			S		S
Accessory buildings	A	A	A	A	A
Home occupations			A		A
Accessory uses			A		A
Amphitheater			A		A
Amusement and recreation establishments and areas		A	A	S	S
Assisted living services			S		
Athletic fields	A				
Auto repair garages		A		A	

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Automotive wrecking and graveyards, salvage yards and junkyards				S	
Bakeries		A	A		A
Bed and breakfast inns		A	A		A
Beer, wine and liquor stores (off-premises of alcohol consumption)		A	S		S
Boarding and rooming houses			A		A
Business schools, studios and vocational schools, not involving processes of a heavy industrial nature		A		A	
Business service establishments		A	A	A	A
Car lots - new and used		A			
Car service and sales establishments		A		A	
Car washes		A			
Car/vehicle rental or leasing		A		A	
Cemeteries or mausoleums	A			A	
Clubs and lodges		A	A		A

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Commercial animal establishments		A	S		
Commercial food preparation kitchens		A	A		A
Computer design-generated CAD-CAM operations not involving heavy industry		A	A	A	A
Computer-generated CAD and similar nonoffensive "light" industrial uses				A	
Construction-related businesses		S		A	
Convenience stores or centers		A	A		A
Distribution centers				A	
Dormitories			S		
Drive-in restaurants		A			
Eating and drinking establishments		A	A		A
Exhibition and art galleries		A	A		A
Facilities for assembly, manufacturing, compounding, processing or treatment of products				A	
Farmers markets or other open markets		A	A		A

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Fences, hedges, walls and trees ⁽⁴⁾	A	A	A	A	A
Financial institutions		A	A		A
Fitness, recreational sports, gym or athletic club		A	S	A	S
Food and beverage processing				A	
Fraternity and sorority houses			S		
Garden/flower shops		A	A		A
Golf courses					
Hospitals and emergency facilities	A	A			
Hospitals for animals		A	A		
Hotels and motels		A			
Kennels and other canine-related facilities - commercial ⁽⁷⁾		S	S	S	
Kennels and other canine-related facilities - private ⁽⁷⁾			S		
Laboratories or specialized industrial facilities				A	
Mill-type factories				A	

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Miniature golf establishments			A	A	S
Mobile home parks					
Mobile home subdivisions					
Mortuaries/funeral homes		A	S	A	
Movie theaters		A	A		S
Museums, exhibitions or similar facilities	S	A	A		A
Nursery schools and day care centers		S	S		
Parking lots and parking garages	A	A	A	A	A
Parks	A	A	A	A	A
Pawn shops ⁽⁸⁾		A		A	
Performance theaters			A		A
Personal service establishments		A	A		A
Plant or tree nurseries		A		A	
Playgrounds	A				
Private campgrounds					

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Professional, commercial or business offices		A	A	A	A
Public buildings and lands	A	A	A	A	A
Public safety-related facilities	A	A	A	A	A
Public transportation terminals other than truck terminals	A	A	A	A	A
Public utilities	A	A	A	A	A
Recreation centers - nonprofit neighborhood	S		S		
Recreation facilities - private		A	A	A	
Recreational facilities - public	A	A	A	A	A
Religious assembly, place of	A	A	A	A	A
Research and development services				A	
Restaurants and lounges		A	A		A
Retail stores, sales and display rooms and shops		A	A		A
Retirement/group housing services			S		
Schools - private		A	A	A	
Schools - public	A	A	A	A	

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Service stations		A		A	
Services to buildings and dwellings (pest control, janitorial, landscaping, carpet/upholstery cleaning)				A	
Sexually oriented businesses ⁽⁹⁾		A			
Signs	A	A	A	A	A
Storage facilities, RVs, campers, trailers, large vehicles				S	
Tattoo parlors		A			
Trailer sales and service		A			
Universities, colleges, technical institutions - satellite locations			A		S
Warehouse and storage facilities				A	
Warehouse discount stores/superstores		A			
Wholesaling, exclusive of manufacturing		A			



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Community Development Director
DATE: May 14, 2024
SUBJECT: Economic Development and Placer.AI

SUMMARY

According to the market analysis completed as part of the “Pickaxe Refresh” for the Main Street Board in 2023, there is an Opportunity Gap of \$438,820,774 within a 20-minute area of Town, \$214,963,204 within 15 minutes of Town, and \$79,932,874 within 10 minutes of Town. Around the same time that this data was provided, Town Staff was approached about a program called Placer.ai.

Placer.ai is a tool that uses data that is aggregated, extrapolated, and stripped of identifiers to achieve different goals through the generation of reports and other visualization documents. Placer.ai can be utilized to attract best-fit retailers by utilizing visitation data and demographics to better understand consumer behavior and preferences. This data is utilized to develop reports which can be made available to entrepreneurs in the community to better understand where gaps exist or can be used to directly target specific sectors or businesses to come to the Town. This tool could be utilized by the Town to be more intentional about the future of economic development in Elizabeth.

In addition, Placer.ai can be used to measure the success of events as well as give more insight into where valuable marketing dollars could be spent to make the most impact. Placer.ai can provide data about how many visitors the Town gets at its events and generally where they are coming from. This information can also assist EMS in better understanding traffic patterns and how to better utilize manpower for traffic and event management.

Placer.ai is a subscription service that provides its full services for \$16,000 per year to be paid in full at the start of the contract. If the Town was able to capture five (5) percent of the \$80 million dollars of leakage within a 10-minute boundary, that would be an increase of \$160,000.00 in sales tax revenue collected by the Town. This tool can be utilized to attract businesses like an urgent care facility, hotel, or childcare facilities, among others.

STAFF RECOMMENDATION

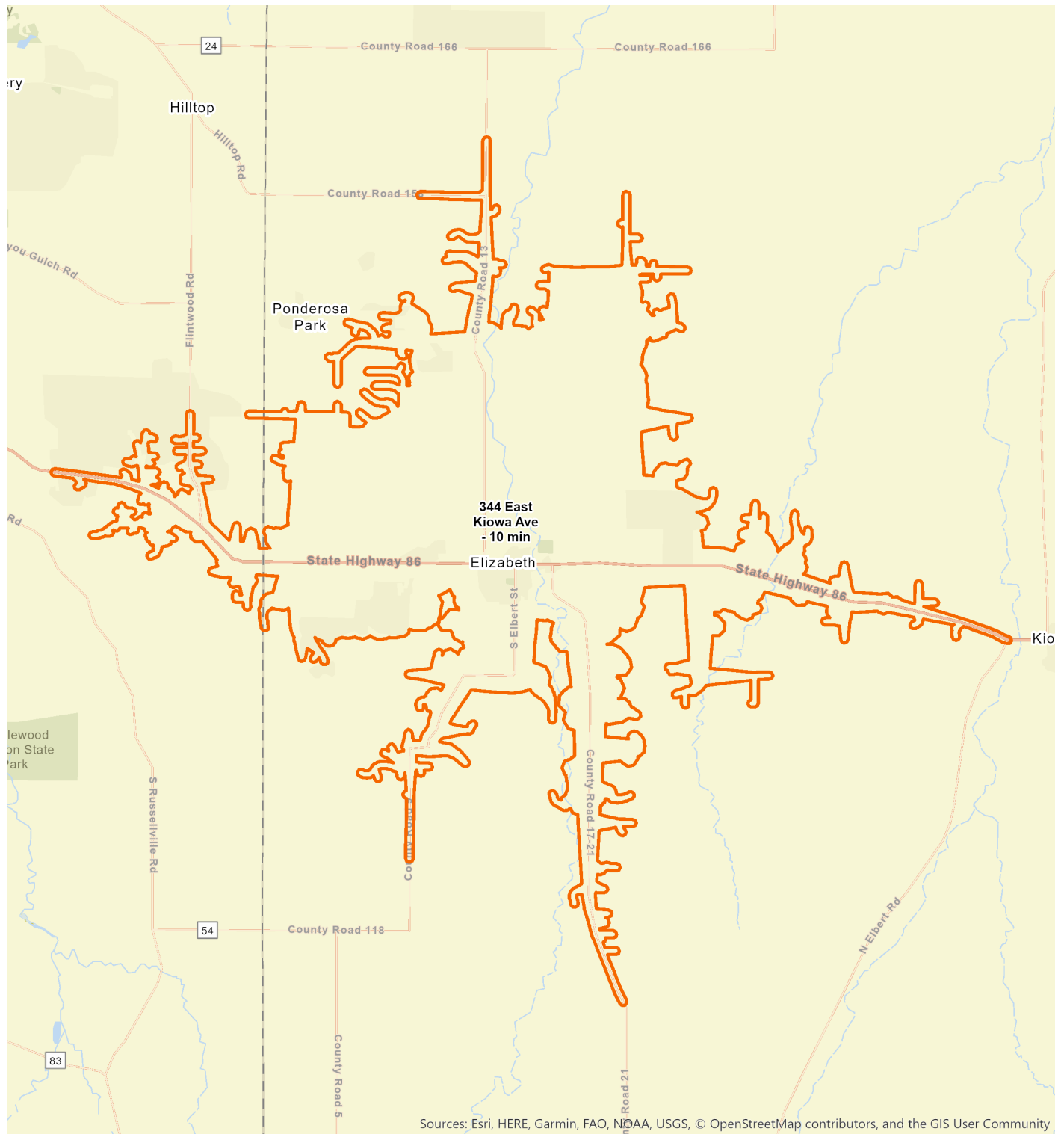
Staff recommends the Board of Trustees consider the use of Placer.ai as a tool for economic development and provide direction on how to proceed.

ATTACHMENT(S)

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

10-Minute Leakage Excerpt
15-Minute Leakage Excerpt

Trade Area: 344 East Kiowa Ave - 10 min



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Retail Market Power® | Opportunity Gap by Retail Store Types



Trade Area: 344 East Kiowa Ave - 10 min

	2023 Demand (\$)	2023 Supply (\$)	Opportunity Gap/Surplus (\$)
Totals			
Total retail trade including food and drink (NAICS 44, 45 and 722)	145,662,110	65,729,236	79,932,874
Total retail trade (NAICS 44 and 45)	129,488,236	61,728,452	67,759,784
Motor Vehicle and Parts Dealers			
Motor vehicle and parts dealers (NAICS 441)	30,120,286	16,549,923	13,570,363
Automobile dealers (NAICS 4411)	24,618,776	4,116,710	20,502,067
New car dealers (NAICS 44111)	22,012,614	0	22,012,614
Used car dealers (NAICS 44112)	2,606,163	4,116,710	-1,510,547
Other motor vehicle dealers (NAICS 4412)	2,778,725	2,831,236	-52,511
Recreational vehicle dealers (NAICS 44121)	1,039,129	987,861	51,268
Motorcycle, boat, and other motor vehicle dealers (NAICS 44122)	1,739,596	1,843,375	-103,779
Boat dealers (NAICS 441222)	658,729	0	658,729
Motorcycle, ATV, and all other motor vehicle dealers (NAICS 441228)	1,080,867	1,843,375	-762,508
Automotive parts, accessories, and tire stores (NAICS 4413)	2,722,785	9,801,977	-6,879,192
Automotive parts and accessories stores (NAICS 44131)	1,714,469	4,880,733	-3,166,264
Tire dealers (NAICS 44132)	1,008,317	4,721,245	-3,712,928
Furniture and Home Furnishings Stores			
Furniture and home furnishings stores (NAICS 442)	2,713,021	5,196,092	-2,483,071
Furniture stores (NAICS 4421)	1,524,423	1,071,642	452,781
Home furnishings stores (NAICS 4422)	1,188,598	4,124,451	-2,935,852
Floor covering stores (NAICS 44221)	615,110	1,862,803	-1,247,693
Other home furnishings stores (NAICS 44229)	573,489	2,261,647	-1,688,159
Window treatment stores (NAICS 442291)	32,498	0	32,498
All other home furnishings stores (NAICS 442299)	540,990	2,261,647	-1,720,657
Electronics and Appliance Stores			
Electronics and appliance stores (NAICS 443)	2,034,091	3,454,063	-1,419,972
Household appliance stores (NAICS 443141)	430,740	1,214,736	-783,996
Electronics stores (NAICS 443142)	1,603,351	2,239,327	-635,976
Building Material and Garden Equipment and Supplies Dealers			
Building material and garden equipment and supplies dealers (NAICS 444)	9,564,347	9,099,378	464,969
Building material and supplies dealers (NAICS 4441)	8,341,668	6,308,687	2,032,981
Home centers (NAICS 44411)	4,713,635	2,528,133	2,185,502
Paint and wallpaper stores (NAICS 44412)	283,657	0	283,657
Hardware stores (NAICS 44413)	696,857	1,796,117	-1,099,260
Other building material dealers (NAICS 44419)	2,647,520	1,984,438	663,082
Lawn and garden equipment and supplies stores (NAICS 4442)	1,222,679	2,790,691	-1,568,012
Outdoor power equipment stores (NAICS 44421)	247,318	329,387	-82,068
Nursery, garden center, and farm supply stores (NAICS 44422)	975,361	2,461,304	-1,485,944
Food and Beverage Stores			
Food and beverage stores (NAICS 445)	18,082,798	3,311,030	14,771,768
Grocery stores (NAICS 4451)	16,203,666	1,782,342	14,421,324
Supermarkets and other grocery (except convenience) stores (NAICS 44511)	15,525,471	1,661,142	13,864,328
Convenience stores (NAICS 44512)	678,196	121,200	556,996
Specialty food stores (NAICS 4452)	469,186	457,733	11,452
Meat markets (NAICS 44521)	144,488	116,896	27,592
Fish and seafood markets (NAICS 44522)	56,693	0	56,693
Fruit and vegetable markets (NAICS 44523)	97,411	0	97,411
Other specialty food stores (NAICS 44529)	170,594	340,837	-170,243
All other specialty food stores (NAICS 445299)	80,771	206,694	-125,923
Beer, wine, and liquor stores (NAICS 4453)	1,409,946	1,070,954	338,991
Health and Personal Care Stores			
Health and personal care stores (NAICS 446)	7,573,938	1,499,641	6,074,297
Pharmacies and drug stores (NAICS 44611)	6,460,934	651,143	5,809,791
Cosmetics, beauty supplies, and perfume stores (NAICS 44612)	446,438	520,217	-73,779
Optical goods stores (NAICS 44613)	258,549	0	258,549
Other health and personal care stores (NAICS 44619)	408,016	328,281	79,735
Food (health) supplement stores (NAICS 446191)	144,106	328,281	-184,175
All other health and personal care stores (NAICS 446199)	263,910	0	263,910
Gasoline Stations			
Gasoline stations (NAICS 447)	10,060,352	2,778,529	7,281,823

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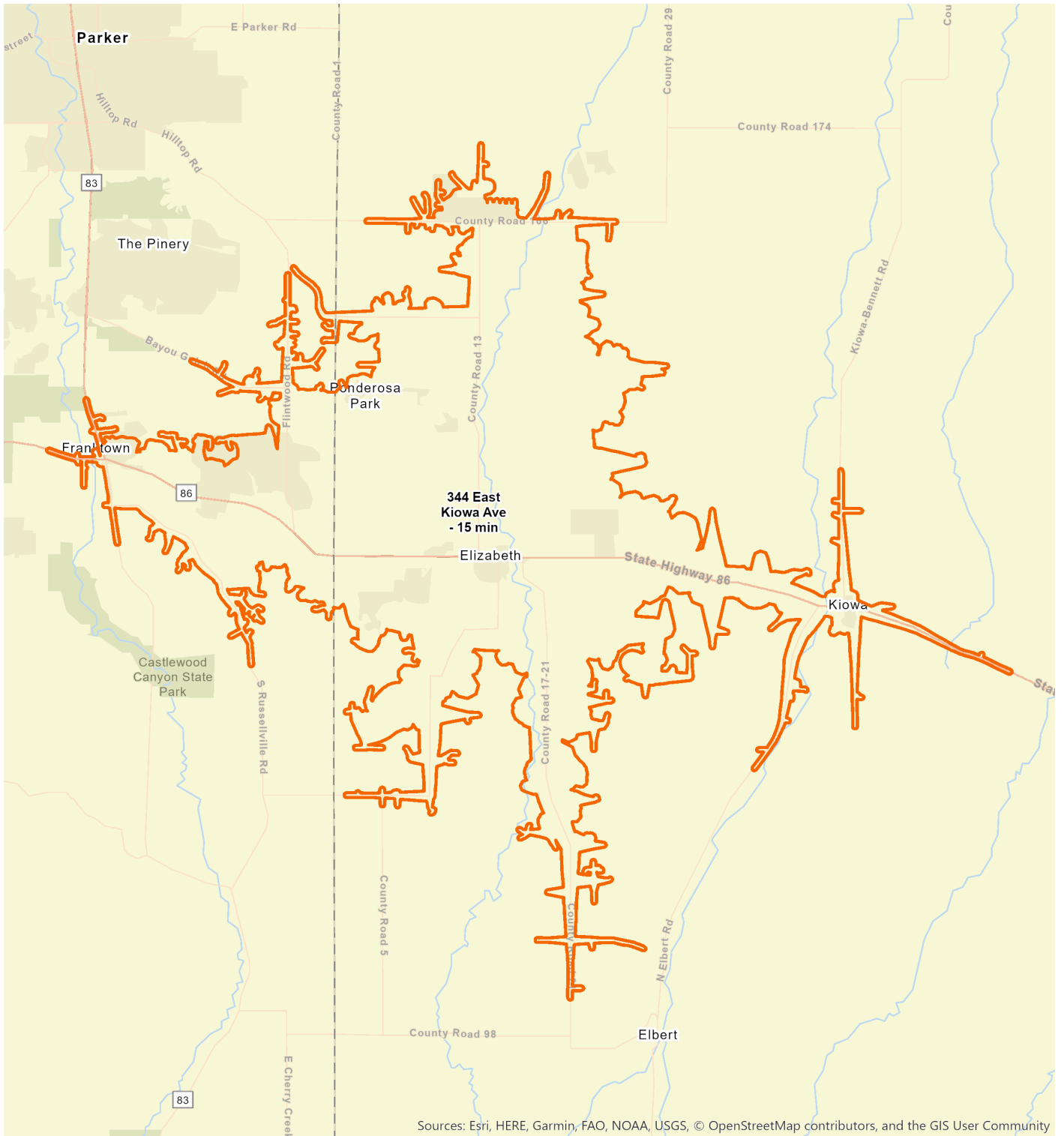
Trade Area: 344 East Kiowa Ave - 10 min

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

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Trade Area: 344 East Kiowa Ave - 15 min



Retail Market Power® | Opportunity Gap by Retail Store Types



Trade Area: 344 East Kiowa Ave - 15 min

	2023 Demand (\$)	2023 Supply (\$)	Opportunity Gap/Surplus (\$)
Totals			
Total retail trade including food and drink (NAICS 44, 45 and 722)	376,269,189	161,305,984	214,963,204
Total retail trade (NAICS 44 and 45)	334,243,255	152,426,933	181,816,322
Motor Vehicle and Parts Dealers			
Motor vehicle and parts dealers (NAICS 441)	77,940,747	45,260,997	32,679,750
Automobile dealers (NAICS 4411)	63,675,867	25,548,680	38,127,187
New car dealers (NAICS 44111)	56,928,941	5,624,579	51,304,362
Used car dealers (NAICS 44112)	6,746,926	19,924,101	-13,177,175
Other motor vehicle dealers (NAICS 4412)	7,276,550	5,691,690	1,584,860
Recreational vehicle dealers (NAICS 44121)	2,730,923	2,213,359	517,564
Motorcycle, boat, and other motor vehicle dealers (NAICS 44122)	4,545,628	3,478,332	1,067,296
Boat dealers (NAICS 441222)	1,730,754	0	1,730,754
Motorcycle, ATV, and all other motor vehicle dealers (NAICS 441228)	2,814,874	3,478,332	-663,458
Automotive parts, accessories, and tire stores (NAICS 4413)	6,988,330	14,020,627	-7,032,297
Automotive parts and accessories stores (NAICS 44131)	4,400,602	7,126,964	-2,726,362
Tire dealers (NAICS 44132)	2,587,728	6,893,663	-4,305,935
Furniture and Home Furnishings Stores			
Furniture and home furnishings stores (NAICS 442)	7,055,148	7,928,173	-873,025
Furniture stores (NAICS 4421)	3,974,063	1,733,221	2,240,842
Home furnishings stores (NAICS 4422)	3,081,085	6,194,952	-3,113,867
Floor covering stores (NAICS 44221)	1,591,365	2,792,316	-1,200,951
Other home furnishings stores (NAICS 44229)	1,489,720	3,402,636	-1,912,916
Window treatment stores (NAICS 442291)	84,052	0	84,052
All other home furnishings stores (NAICS 442299)	1,405,668	3,402,636	-1,996,968
Electronics and Appliance Stores			
Electronics and appliance stores (NAICS 443)	5,240,143	5,447,145	-207,003
Household appliance stores (NAICS 443141)	1,110,507	1,899,201	-788,694
Electronics stores (NAICS 443142)	4,129,636	3,547,945	581,691
Building Material and Garden Equipment and Supplies Dealers			
Building material and garden equipment and supplies dealers (NAICS 444)	24,663,092	20,558,975	4,104,118
Building material and supplies dealers (NAICS 4441)	21,500,205	14,308,602	7,191,603
Home centers (NAICS 44411)	12,153,156	5,602,349	6,550,807
Paint and wallpaper stores (NAICS 44412)	734,868	85,170	649,698
Hardware stores (NAICS 44413)	1,796,513	2,639,087	-842,573
Other building material dealers (NAICS 44419)	6,815,669	5,981,997	833,672
Lawn and garden equipment and supplies stores (NAICS 4442)	3,162,887	6,250,372	-3,087,485
Outdoor power equipment stores (NAICS 44421)	640,437	615,162	25,274
Nursery, garden center, and farm supply stores (NAICS 44422)	2,522,451	5,635,210	-3,112,759
Food and Beverage Stores			
Food and beverage stores (NAICS 445)	46,629,925	13,019,983	33,609,942
Grocery stores (NAICS 4451)	41,768,987	9,071,263	32,697,724
Supermarkets and other grocery (except convenience) stores (NAICS 44511)	40,019,015	8,809,107	31,209,907
Convenience stores (NAICS 44512)	1,749,972	262,155	1,487,817
Specialty food stores (NAICS 4452)	1,210,066	698,836	511,230
Meat markets (NAICS 44521)	372,992	177,046	195,946
Fish and seafood markets (NAICS 44522)	146,314	0	146,314
Fruit and vegetable markets (NAICS 44523)	250,939	0	250,939
Other specialty food stores (NAICS 44529)	439,821	521,790	-81,970
All other specialty food stores (NAICS 445299)	208,478	316,057	-107,579
Beer, wine, and liquor stores (NAICS 4453)	3,650,872	3,249,884	400,988
Health and Personal Care Stores			
Health and personal care stores (NAICS 446)	19,460,110	3,412,078	16,048,032
Pharmacies and drug stores (NAICS 44611)	16,604,755	1,498,221	15,106,535
Cosmetics, beauty supplies, and perfume stores (NAICS 44612)	1,147,130	1,140,942	6,188
Optical goods stores (NAICS 44613)	660,040	29,599	630,441
Other health and personal care stores (NAICS 44619)	1,048,184	743,316	304,868
Food (health) supplement stores (NAICS 446191)	370,238	743,316	-373,079
All other health and personal care stores (NAICS 446199)	677,947	0	677,947
Gasoline Stations			
Gasoline stations (NAICS 447)	25,889,222	6,994,551	18,894,671

Benchmark: USA

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Trade Area: 344 East Kiowa Ave - 15 min

	2023 Demand (\$)	2023 Supply (\$)	Opportunity Gap/Surplus (\$)
Clothing and Clothing Accessories Stores			
Clothing and clothing accessories stores (NAICS 448)	15,944,599	3,921,366	12,023,232
Clothing stores (NAICS 4481)	10,896,915	1,928,690	8,968,226
Men's clothing stores (NAICS 44811)	431,661	9,412	422,249
Women's clothing stores (NAICS 44812)	2,130,133	391,914	1,738,218
Children's and infants' clothing stores (NAICS 44813)	395,869	9,200	386,669
Family clothing stores (NAICS 44814)	6,400,260	1,056,546	5,343,714
Clothing accessories stores (NAICS 44815)	563,458	9,203	554,256
Other clothing stores (NAICS 44819)	975,534	452,415	523,119
Shoe stores (NAICS 4482)	1,787,092	68,977	1,718,115
Jewelry, luggage, and leather goods stores (NAICS 4483)	3,260,591	1,923,699	1,336,892
Jewelry stores (NAICS 44831)	2,118,133	1,923,699	194,434
Luggage and leather goods stores (NAICS 44832)	1,142,458	0	1,142,458
Sporting Goods, Hobby, Musical Instrument, and Book Stores			
Sporting goods, hobby, musical instrument, and book stores (NAICS 451)	5,428,332	6,214,603	-786,271
Sporting goods, hobby, and musical instrument stores (NAICS 4511)	4,797,008	5,124,464	-327,456
Sporting goods stores (NAICS 45111)	3,249,622	5,016,328	-1,766,706
Hobby, toy, and game stores (NAICS 45112)	1,186,230	108,136	1,078,095
Sewing, needlework, and piece goods stores (NAICS 45113)	159,214	0	159,214
Musical instrument and supplies stores (NAICS 45114)	201,941	0	201,941
Book stores and news dealers (NAICS 4512)	631,324	1,090,139	-458,815
Book stores (NAICS 451211)	588,119	557,726	30,393
News dealers and newsstands (NAICS 451212)	43,205	532,414	-489,208
General Merchandise Stores			
General merchandise stores (NAICS 452)	41,614,736	14,674,325	26,940,411
Department stores (NAICS 4522)	5,569,404	3,125,484	2,443,920
Other general merchandise stores (NAICS 4523)	36,045,332	11,548,841	24,496,491
Warehouse clubs and supercenters (NAICS 452311)	32,672,011	9,662,513	23,009,498
All other general merchandise stores (NAICS 452319)	3,373,321	1,886,328	1,486,993
Miscellaneous Store Retailers			
Miscellaneous store retailers (NAICS 453)	7,026,153	8,942,253	-1,916,101
Florists (NAICS 4531)	345,110	257,653	87,457
Office supplies, stationery, and gift stores (NAICS 4532)	1,315,073	0	1,315,073
Office supplies and stationery stores (NAICS 45321)	543,423	0	543,423
Gift, novelty, and souvenir stores (NAICS 45322)	771,650	0	771,650
Used merchandise stores (NAICS 4533)	1,006,971	1,513,535	-506,564
Other miscellaneous store retailers (NAICS 4539)	4,358,998	7,171,065	-2,812,067
Pet and pet supplies stores (NAICS 45391)	1,396,084	2,455,929	-1,059,845
Art dealers (NAICS 45392)	622,713	487,167	135,546
Manufactured (mobile) home dealers (NAICS 45393)	482,163	0	482,163
All other miscellaneous store retailers (NAICS 45399)	1,858,038	4,227,969	-2,369,931
Tobacco stores (NAICS 453991)	508,224	0	508,224
All other miscellaneous store retailers (except tobacco stores) (NAICS 453998)	1,349,814	4,227,969	-2,878,155
Non-store Retailers			
Non-store retailers (NAICS 454)	57,351,048	16,052,483	41,298,565
Electronic shopping and mail-order houses (NAICS 4541)	54,872,238	9,460,334	45,411,904
Vending machine operators (NAICS 4542)	291,006	0	291,006
Direct selling establishments (NAICS 4543)	2,187,804	6,592,149	-4,404,345
Fuel dealers (NAICS 45431)	1,298,800	5,717,208	-4,418,408
Other direct selling establishments (NAICS 45439)	889,004	874,941	14,063
Food Services and Drinking Places			
Food services and drinking places (NAICS 722)	42,025,934	8,879,052	33,146,882
Special food services (NAICS 7223)	3,278,576	394,601	2,883,975
Food service contractors (NAICS 72231)	2,605,259	178,886	2,426,372
Caterers (NAICS 72232)	607,766	46,998	560,768
Mobile food services (NAICS 72233)	65,551	168,717	-103,166
Drinking places (alcoholic beverages) (NAICS 7224)	1,414,256	544,992	869,264
Restaurants and other eating places (NAICS 7225)	37,333,101	7,939,458	29,393,643
Full-service restaurants (NAICS 722511)	18,630,075	4,054,822	14,575,253
Limited-service restaurants (NAICS 722513)	15,871,723	353,168	15,518,555
Cafeterias, grill buffets, and buffets (NAICS 722514)	404,632	0	404,632
Snack and non-alcoholic beverage bars (NAICS 722515)	2,426,671	3,531,468	-1,104,797

Benchmark: USA

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<https://claritas.easpotlight.com/Spotlight/About/3/2023>



TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: May 8, 2024
SUBJECT: Discussion of Proposed Main Street and Spruce Street Parking Lot

BACKGROUND

In 2009 the Town of Elizabeth, in conjunction with assistance from the Department of Local Affairs (DOLA) completed a *Community Revitalization Partnership Report*. At that time, the report indicated that there were concerns with parking in and along Main Street, and that any growth or development of Main Street would likely necessitate an expansion to parking. In 2014, Elizabeth began an update to the *Community Revitalization Partnership Report*. The document was completed and is known as the *2015 Downtown Strategic Plan*. The 2009 *Report* and the 2015 *Plan* identified a series of observations and criticisms that form the basis for continued planning and development of the Downtown including Main Street.¹

In 2023 the Town acquired property at 444 South Main Street for the future development of a parking lot and public restroom facility. The basis for the lot is to provide safe, off-street parking for Running Creek Park events, events on Main Street, and a hard-surfaced lot for events such as car shows. The basis for the public restroom is to provide a family appropriate facility, and to relieve pressure on downtown merchants who have limited restroom facilities or controlled access within their buildings for inventory control.

The proposed plans also include the completion of a section of Spruce Street which had been previously abandoned by the Town. Under a prior agreement with the proprietor of the Main Street Station, the Town was responsible for 1/3 of the cost of the build-out of Spruce, with the owner of 444 S. Main Street, and Main Street Station being responsible for the remaining 1/3 of the costs of development. With the acquisition of 444 S. Main Street, the Town has accepted responsibility for 2/3 of the cost of build-out.

Town Staff is seeking general guidance from the Board of Trustees to continue to develop the plans proposed by Terracina Design. If the schematic is approved, the plans will be finalized and proceed to RFP stage for future bidding. Any such bid will go before the Board of Trustees for action. Should the plans be approved sooner, rather than later, it is possible to complete construction before December 1, 2024.

¹ As well as forming the basis for the parking facility discussed in this memorandum, the 2009 *Report* and the 2015 *Plan* remain the guiding documents for the development of the Main Street Streetscape project, Running Creek Park, and the future development of the Gesin Lot. While some will assuredly argue that these projects are driven by Staff, it is the continuation of plans approved by the Board of Trustees over 14 years ago that are now reaching fruition.

ANALYSIS

The proposed plans for Spruce Street include a total of nine (9) parking spaces along with one (1) ADA accessible parking space. The lot at 444 South Main Street includes approximately sixty-seven (67) parking spaces, an additional three (3) ADA spaces, a public restroom facility, a detention pond, and an irrigated island for grass and a new tree for the Mayor's Tree Lighting event. Access to the Elizabeth trail system and Running Creek Park will likely be down Spruce Street.

Additional improvements such as lighting, fencing, landscaping and other improvements will be determined as the plan progresses and as part of the RFP process.

STAFF RECOMMENDATION

Staff believes that the proposed plans encompass the direction previously received from the Board of Trustees regarding development of the lot. However, should changes need to be made, or in the event concerns exist within the Board, now is the time to address these matters.

BUDGET CONSIDERATION

There are no budget considerations at this time. The Town Board of Trustees previously allocated and authorized funds for the build-out of a parking lot and Spruce Street.

ATTACHMENT(S)

Proposed plans for the Main Street and Spruce Street Parking Lot.

9/31/2021 1:15 PM MARTIN METSKER X:\TOWN OF ELIZABETH\EXHIBITS\02 - MAIN SPRUCE PARKING\2024.03.19 - CONCEPTUAL DRAWINGS\PRP-MAIN SPRUCE PARK - V5MM.DWG

STORM MANHOLE
RIM = 6460.1
INV IN 12" RCP (N) = 6457.5
INV IN 18" RCP (W) = 6457.5 18INX18IN BOX
INV OUT 18" RCP (SE) = 6457.5

STORM END PIPE
INV OUT 18" RCP (SE) = 6455.6

POND
ALT A

STANDARD PARKING STALLS = 70
HC PARKING STALLS = 3
TOTAL = 73

PROPOSED 15'
CORE ELEC.
EASEMENT

RESTROOM
FFE= 6458
SEWER STUB = 6453.02

STORM END PIPE
INV 24" CMP = 6450.1

61 LF OF
6" PVC SEWER
@ 1.00%

STORM MANHOLE
RIM = 6459.4
FULL OF DIRT UNABLE TO DIP

INVERT PROPOSED
SEWER STUB = 6451.74
TOP 8" SEWER = 6452.41

STORM MANHOLE
RIM = 6458.8
INV IN 18" RCP (N) = 6454.2
INV IN 18" RCP (W) = 6454.2
INV OUT 18" RCP (SE) = 6454.2

STORM MANHOLE
RIM = 6457.7
INV IN 18" RCP (NW) = 6453.9
INV OUT 18" RCP (NE) = 6453.7

SANITARY MANHOLE
RIM = 6457.6
INV IN 8" PVC (S) = 6452.7
INV OUT 8" PVC (N) = 6452.6

EXTENSION OF E SPRUCE ST

STORM END PIPE
INV OUT 18" RCP (NE) = 6453.7

STORM END PIPE
INV 24" CMP = 6450.1





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ELIZABETH POLICE DEPARTMENT ACTIVITY
STATISTICS REPORT

Period: 04/14/2024 to 05/04/2024



ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:

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

The following is an informational breakdown of EPD police activity from **04/14/2024 at 12:01 a.m. to 05/04/2024 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DCRD) records.

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



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Total Calls for Service:

293

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assists to Other Agencies
56	16	37	1	2

Parking Violations:

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

Other Calls for Service:

Call Type:	Number of Calls:
911 Rapid SOS	3
Alarm-Business Burglary	1
Animal Barking	1
Animal Complaint	3
Animal Cruelty	1
Assault	3
Assist to Fire Department	1
Assist to Other Agency (Non-Urgent)	9
Assist to Other Agency (Urgent)	1
Attempt to Contact	1
Business Check	24
Citizen Assist	6
Citizen Contact	6
Civil	1
Crime Prevention	2



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Dead Animal	1
Disturbance	1
Flock Hit	3
Follow Up	22
Found Property	1
Harassment	4
Increased Patrol	71
Informational Report	2
Livestock Complaint	3
Medical Assist	4
Motorist Assist	2
Municipal Ordinance Violation	5
Motor Vehicle Accident with Injuries	1
Motor Vehicle Accident with Property Damage	3
Parking Complaint	5
Report Every Drunk Driver Immediately	3
Restraining Order Violation	1
School Education	1
Sex Assault on a Child	2
Sex Offense	1
Special Assignment	1
Suicidal Subject	2
Suspicious Circumstance	7
Suspicious Person	1
Suspicious Vehicle	8
Theft	3
Traffic Hazard	3
Traffic Stop	56
Unknown Trouble	1
Vehicle Fire	1
VIN Verify	9
Welfare Check	1



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Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
23-4886	Fraud	Investigation into alleged fraud.
24-0073	Vehicle Trespass	Investigation into an alleged trespass of a vehicle.
24-0685	Death	Investigation into an unattended death that occurred in Town.
24-0838	Criminal Mischief	Investigation into vandalism.
24-1085	Fight	Investigation into a fight that occurred at a local business.
24-1459	Assault	Investigation into an assault that occurred at a local school.
24-1544	Theft	Investigation into theft of construction materials.
24-1576	Assault	Investigation into an assault that occurred at a local school.
24-1589	Assault	Investigation into an assault between adults.
24-1598	Motor Vehicle Accident	Investigation into a motor vehicle crash.



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Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
24-1207	Accumulation to Constitute Nuisance	Investigation into accumulation of debris in town.
24-1237	Accumulation to Constitute Nuisance	Investigation into accumulation of debris in town.
24-1345	Animal Control	Investigation into an animal control violation in town.
24-1453	Municipal Ordinance Violation	Investigation into a permitting violation in town.

**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:
24-1336	Found Property	EPD responded to a report of a found bicycle. The owner was unable to be located and the bike was stored in EPD's property room for safekeeping.
24-1369	Domestic Violence	EPD responded to a domestic violence call. After investigation, there was insufficient evidence to support criminal charges.
24-1338	Harassment	EPD responded to a harassment at a local school. After investigation, it was determined that no crime had occurred.
24-1339	Minor in Possession of THC	EPD responded to a report of a minor who was in possession of THC. The minor was issued a municipal summons.



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24-1364	Warrant Arrest	EPD responded to a Flock camera hit for a vehicle that was associated with a misdemeanor warrant. The vehicle was located, and an occupant was arrested for an outstanding warrant. The suspect was then booked into the Elbert County Jail.
24-1203	Fraud	EPD responded to a reported skimming device at a local business. After investigation, no device was located.
24-1110	Motor Vehicle Accident	EPD responded to a hit and run crash. After investigation, the at fault vehicle was unable to be located and no suspects could be identified.
24-1348	Harassment	EPD responded to a local school on report of an incident with a staff member. Upon investigation, it was determined that no crime had occurred.
24-1357	Sex Offense	EPD responded to a reported sex offense involving a minor. After investigation, it was determined that no crime had occurred.
24-1351	Death	EPD responded to an unattended death. After investigation, it was determined that the subject passed away from natural causes and no crime had occurred.
24-1366	Restraining Order Violation	EPD contacted a motorist for a Flock camera hit. It was determined that a protection order was in place between the two occupants of the vehicle. The restrained party was arrested and booked into the Elbert County Jail.
24-1422	Assist to Elbert County	EPD assisted the Elbert County Sheriff's Office on a possible theft at a local store.
24-1367	Vehicle Fire	EPD responded to a local school on report of a vehicle that was on fire. Upon arrival, EPD Officers utilized fire extinguishers to slow the fire until Elizabeth Fire Rescue responded. There were no injuries. An investigation was completed, and no crime had occurred.



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24-1346	Unknown Trouble	EPD responded to a disturbance between a mother and adult child. There was no crime.
24-1365	Sex Assault on a Child	EPD responded to a reported sex assault that involved a juvenile. A forensic interview was completed, and the Department of Human Services (DHS) was notified. At the conclusion of the investigation, it was determined that no crime had occurred.
24-1485	Assist to Elbert County	A sex offense was reported to EPD. After a minimal fact-finding interview was completed, it was determined that the alleged crime occurred in the Elbert County Sheriff's Office (ECSO) jurisdiction. ECSO was notified and the case was forwarded to them.
24-1498	Warrant Arrest	EPD responded to the area of a Flock camera hit on a vehicle that was associated with a misdemeanor warrant. The vehicle was located, and the occupant was arrested for an outstanding warrant. The party was then booked into the Elbert County Jail.
24-1511	Civil	EPD responded to a property dispute regarding a dog. Both parties were advised of their civil remedies and no crime had occurred.
24-1548	Motor Vehicle Accident	EPD responded to a minor crash. The at fault driver was identified and issued a municipal summons for a traffic offense.
24-1556	Motor Vehicle Accident	EPD responded to a single vehicle crash. The driver had fallen asleep behind the wheel and the only damage was to their vehicle. A crash report was taken.
24-1591	Crimes Against At-Risk Persons	EPD responded to a reported assault. Upon investigation, it was discovered the disturbance was between an elderly mother and adult child. Probable cause existed to believe the child had assaulted the elderly



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		mother. The suspect was placed in custody and booked into the Elbert County Jail.
24-1565	Theft	EPD responded to a theft of construction materials. Investigative efforts were exhausted however the suspect was not able to be identified.
24-1602	Assist to Douglas County	EPD received a report of a potential child abuse while working a related case. The alleged child abuse occurred in the Douglas County Sheriff's Office (DCSO) jurisdiction. DCSO was notified and responded to the scene where the investigation was turned over to them.
24-1608	Driving Under Revocation	EPD responded to a reported Flock hit for a vehicle that was associated with a misdemeanor warrant. The party operating the vehicle was not the wanted party, however, was operating the vehicle with a revoked license. EPD had previously given this motorist a citation for this offense, and so the party was subsequently arrested and booked into the Elbert County Jail on this case.
24-1566	Mental Health Hold	EPD responded to a local business on report of a suicidal party armed with a knife. The party was located and taken into protective custody. The party was then taken to a mental health facility for an emergency mental health hold.



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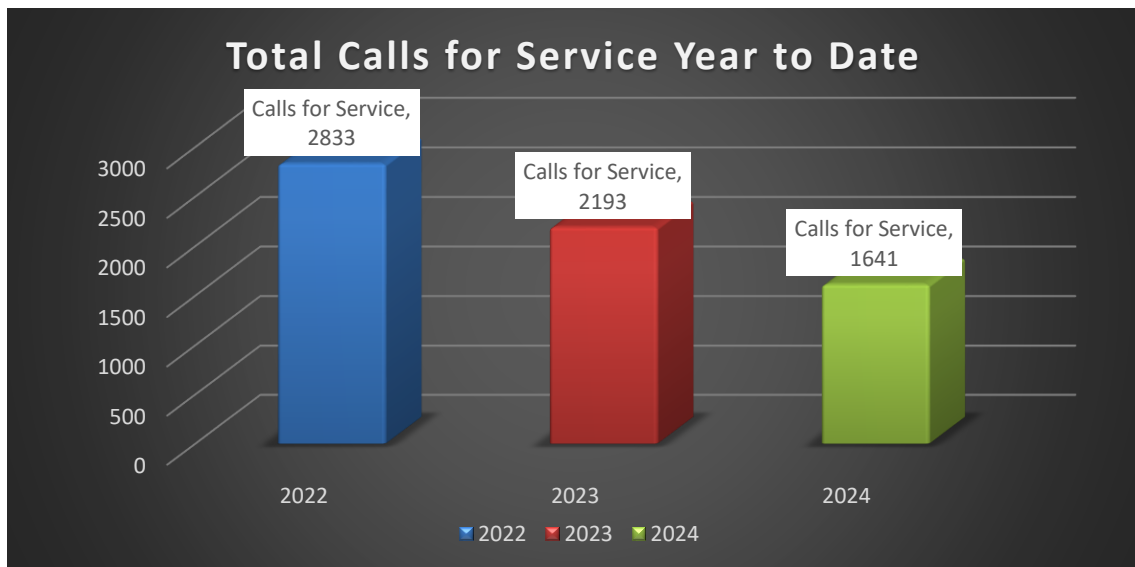
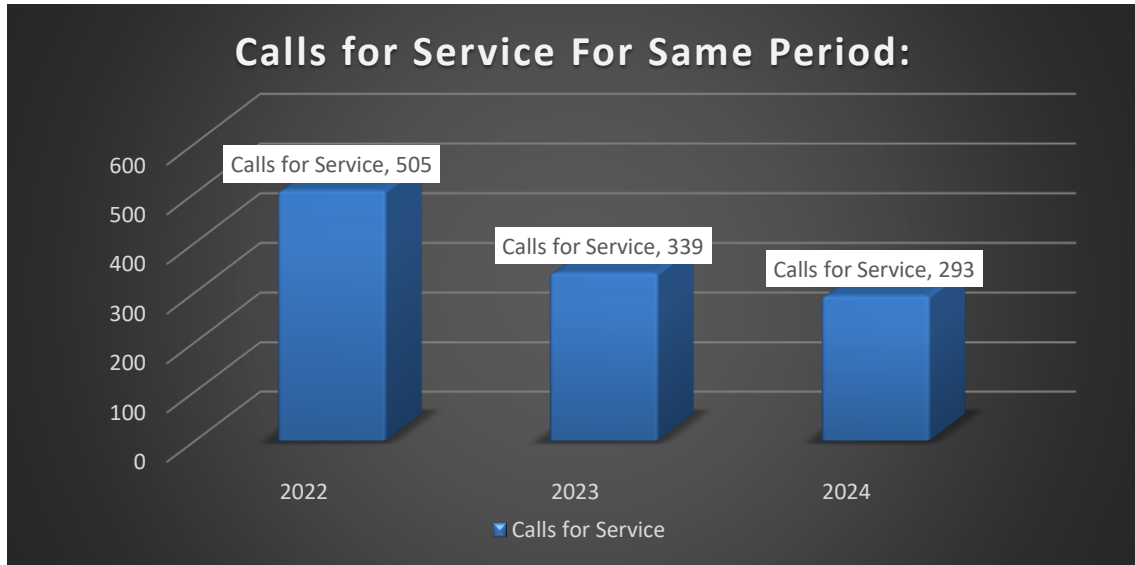




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Historical Data:



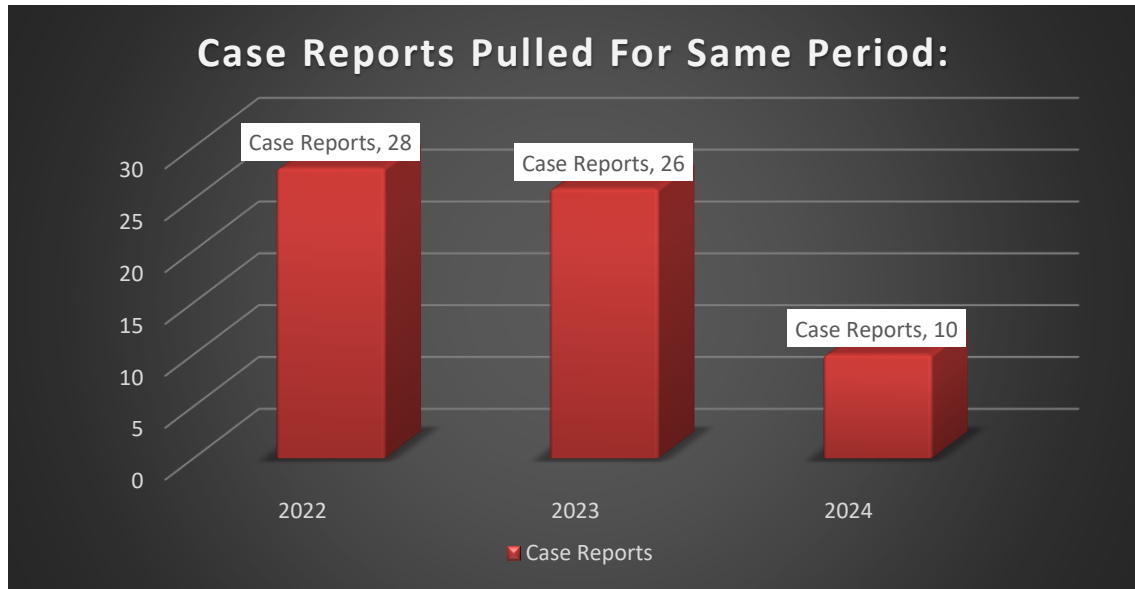
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May 14, 2024

Management Team Updates

Community Development – Zach Higgins, Community Development Director

- Gesin Lot RFP – Staff has met with the DOLA Main Street Program to discuss upcoming projects. DOLA Main Street has provided the Town with ten (10) hours of professional RFP development services with one of their consultants to establish an RFP for the Gesin Lot. Staff will work with the Board of Trustees, Main Street Board of Directors, and Historic Advisory Board to gather information to be put into the final RFP product. The RFP consultant’s contract is through June, so we will need to have information to him by mid to late May to be included.
- Staff is working with Elizabeth Parks and Recreation District and Elizabeth School District on a joint Planning and Capacity Grant for a Parks, Trails, and Open Space Master Plan.
- Main Street Monument Sign. DHM has provided the Town with a 60% design set fulfilling their contract obligation. The Town will need to put out an RFP to finish the design and construct the archway.
- Town of Elizabeth Façade Improvement Grant. The BOT has approved the resolution creating the program and will address funding the program in a future meeting. All committee members for 2024 have been appointed. Barb McGinn (BOT), Dennis Rodriguez (HAB), and Michael Hussey (MSBOD).
- Community Development Staff is working with Elizabeth High School to secure a Main Street Intern to work with the Town for the 2024 summer and 2024/2025 school year.
- 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. Two (2) HAB members and two (2) staff traveled to Brighton which recently implemented a 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 begun its efforts to restart this process throughout 2024.
- The HAB has started their Oral History program. Bob Rasmussen is leading this effort and is making great progress.
- The HAB has obtained 15 title reports from historic properties in Town and is working on creating full reports which can be shared with property owners and used to further their preservation efforts.
- Main Street Streetscape. CORE Engineering is working towards providing the Town with a final draft of the project by May 15th. The Town will have an opportunity to review and provide feedback before putting 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.

- The Town's Volunteer program has been launched and is live on the Town's website and volunteersignup.com. A launch event for the program was held on April 11th at the Elizabeth High School in the Cafetorium.
- The Planning Commission has completed a PUD evaluation to see if any Elizabeth Municipal Code revisions should be made due to commonalities. The intent was to reduce the need for PUD's to develop within the Town. The Planning Commission has identified options for code amendments to be reviewed with the BOT at a future workshop.
- The Town has received confirmation of award from CDOT's Revitalizing Main Street Grant for the Main Street Streetscape Project of \$250,000.00.
- The Town has received confirmation of award from DOLA's EIAF Tier II Grant for the Main Street Streetscape Project of \$1,000,000.00.
- Staff has set dates for neighborhood block parties to take place this summer. Planning to have each department of the Town be represented to answer questions and generally interface in a non-formal setting. We will provide information, ice cream, games, and swag as part of the event. The dates include: 06/19, 06/20, 06/27, 07/10, 07/11, 07/18, and 07/31



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

TO: Honorable Mayor, Mayor Pro-Tem and Town Board of Trustees
FROM: Mike DeVol, Public Works Director
DATE: May 24, 2024
SUBJECT: Public Works Monitoring Report

*Town Street Paving Improvements Project:

1. N/A Spring/Summer Projects will be presented at a later date.

*Town Main St. Decorations:

1. New Winter Banners were installed the week of January 15th.

*Town Wells, Tanks and Effluent:

1. See Packet. Upgrade Arapahoe 1 and Lower Dawson 1 Well Pumps. Perform maintenance of well casing screens using brushing and chlorine treatment to remove excess scaling/blockage to ensure maximum performance.
2. Piping for Dawson Well (500 feet) to be replaced due to cracks and pinholes.
3. Dawson Well has been flushed and passed Bac-T sampling and is in service.
4. Arapahoe Well Pump is scheduled to arrive on 6-15-24 at which time installation will take place.

*Town Water Line (NON) Emergency Repair:

1. Numerous areas around the Towns Water Supply system have straightened Main line valve boxes by cutting asphalt/concrete and hand digging/straightening and placing boxes at correct elevations and patching asphalt/concrete back to grade.

*Town Hall/ Repairs/ Landscaping Plan

*Town Walkway Repairs:

1. PW has completed sidewalk repair at Town Hall.

*Town Street Maintenance/Striping Projects:

1. Public Works has begun mowing for the season in Parks, Right of Ways, and Drainages.

*Town Snow Plowing and Street Sweeping: SNOW ROUTE SEASON IS COMPLETED until November.

1. Public Works has received 0 complaints about plowing and inconvenience issues. Public Works Continues to inform the citizens about shoveling/snow-blowing drives and sidewalks onto Town Streets.
2. Public Works coordinated with Elizabeth Police to make contact with 0 residents and 0 Business Concerning plowing snow into Streets and right of way, all parties now understand that it is not



Permissible per Town Code.

3. The Town Newsletter included the Town Plowing Code and Snow Route "NO PARKING" information.
4. Town Trucks are fully prepared for the upcoming snow season.
5. Truck Plows and trucks have had maintenance and preparedness checks performed.
6. Salt Sand has been stockpiled for this season.
7. PW has received delivery of SNOW ROUTE signs and posts and will begin installation as time allows.

*Town New Wells at Ritoro/Gold Creek Valley:

1. The new Wells building is complete, and PW is planning an Open House Grand Opening once the land issue has been completed.
2. Landscaping will take place in the Spring of 2024 depending on item #1. PW will work with the 4 adjacent property owners for their approval of the landscape sketch to ensure that we conceal as much of the building as possible from their views.
3. The Back-up Generator is installed and tested for normal operations.

*Town Trail Project:

1. PW has scheduled a walk-through inspection with our reporting Agency Stantec Engineering for Guidance after the flooding and the loss of previously planted vegetation, bushes, and trees.
2. 2023 Reporting has been sent to CDOT and other agencies. PW is awaiting a decision on a course of Action(s) that will be required to fulfill our Trial obligations. (#9 below on upcoming projects).
3. Due to the flooding in 2023 it appears that PW will need to fulfill one more year of habitat remediation, With possibly a full 3 years.
4. PW has collected 500 Willow Cuttings for placement along the creek to help recover those lost to floods.
5. Seeding and reclamation have taken place along the trail.
6. The Mural Graffiti has been removed/repainted by our local talented MS. MOLLIE PAINTIN!!! She did a She did a great job, and it looks as good as new.

*Gold Creek Lift Station Improvements:

1. Completion of the project has begun the warranty period and filing completion with CDPHE Permitting.

*Eligibility Surveys for Water and Wastewater Capitol projects have been completed for 2024 and accepted by the Colorado Department of Public Health and Environment (CDPHE). The eligibility surveys allow for the town to be in line for any funding that may be available for future projects.

*Gold Creek Wastewater Treatment Plant (GCWWTP)

1. NO CHANGES AS OF THIS REPORT-On-going Project/ The new fine screen replacement unit has been installed. The new screen has been in automated operations for three months with no issues. Epoxy painting of replaced parts continues as weather allows before being placed back in service.



2. PW has been working on Plant maintenance by drawing down (treating in Train 1) all liquid levels of Train 2/South side of the treatment plant for inspection and repairs as necessary. The Clarifier for Train 2 has been completely emptied, hosed and vacuumed out for a clean working area. The clarifier drive motor tested out fine as well as the gear reduction box. There is wear and damage to the Drive Shear Pin and Paddle arms that distribute settled sludge to the bottom of the clarifier for removal through pumping and sent to digestors for final degradation and trucked to farm fields as fertilizer. PW should have the Clarifier back up and fully operational by the end of September dependent on parts shipping.

3. Just a quick review of the Wastewater Plant: It is designed to treat 500,000 gallons of Raw Sewage per day. Train 1 and Train 2 share that equally. Train 1 currently is treating 190,000-200,000 gallons per day while maintaining our minimal 85% reduction constituent removals (currently 93%-99% removal) that are set by CDPHE in our Permit (excellent test for me as an operator and all equipment). Currently, we are operating one Train at basically 80% capacity and operating very well. This is a test never completed before as our available capacity is 500,000 gallons. When the time comes that the wastewater Plant is treating at 80% (400,000 gallons) of the Total Capacity the Town must start to show Plant Expansion Plans to CDPHE. The current WTP upgrade Budget is currently in good shape for funding.

Reference of constituent removal: Please see the attached Laboratory Sampling Analysis for actual numbers while completing the maintenance of one train. Note all numbers/results are shown as milligrams per liter (mg/L) this equates from metric to Standard as parts per million (ppm). The plant is 100% Biological/Bacteria (Bugs) NO CHEMICALS

Bio-chemical Oxygen Demand (BOD) minimum 85% removal (current average 99% removal)

Total Suspended Solids (TSS) minimum 85% removal (current 93%-99% removal)

Nitrogen/Ammonia (NH₃) minimum 85% removal (current 99% removal)

E.Coli maximum 115 parts per million (ppm) (current <1 ppm) U.V. Light neuters bacterial for no reproduction and does not kill the bacterial which in turn means no chemicals and cost savings to the Town residents.

*Town Clean-Up Day/ Paint Round-Up/Arbor Day

1. Tentatively Scheduled for May 18, 2024, and a day in the fall undetermined yet.

*Town Public Works News

1. Public Works has all empty positions filled and we are excited to welcome Jared Burris and Ryan Ehlerth Who are both local residents of the Public Works Water and Wastewater team.

*Town Farmers Market:

Event Park's Name is Running Creek Park (RCP)



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

*Town Parks and Right of Way (ROW):

1. Porta-Potty will remain at the Bandt Park parking area for the Winter season.
2. Bandt Park restrooms are closed for the season and will re-open Mid-May.
3. Town Parks staff will be Painting new lines at the Bandt Park Tennis and Basketball courts to allow for Pickle Ball enthusiasts to continue to use the park.

Upcoming Projects:

1. PW has begun for 2024 the following Annual Reporting:
2. Annual Biosolids have been completed for 2023 and sent to CDPHE.
3. Regulation 85 Nutrient Monitoring/Accepted by CDPHE
4. PW has completed a round of PFAFs (radiation/radiological). Results have been reported to CDPHE.
5. Water Augmentation and Recording
6. Water Lead and Copper sampling
7. Water Constituents Metals Sampling
8. Annual DMR (Daily Monitoring Report) Gold Creek Wastewater Plant
9. Tree City USA Application/ Accepted and approved by Tree City USA/Pending
10. Trail DOLA findings and Inspections/ Addition of Willow Cuttings Planted
11. PW has completed Highway User Tax Fund (HUTF) reporting and data processing.
12. PW is completing Lead and Copper testing per CDPHE guidelines for 2023/2024

Mail Kiosk:

1. Public Works will be installing Solar Street Lights at Mail Kiosks in various locations to aid in nighttime safety and mail collection by residents.
2. Public Works will enhance the recycled asphalt parking area at the Washington St Mail Kiosk

Mike DeVol
Town of Elizabeth
Public Works Director
GCWWTP Operations
303-913-6453
mdevol@townofelizabeth.org

**Town of Elizabeth
Monthly Accounting - Leases**

HRS Water Consultants, Inc.

2024 Water Year

Duke Lease - Entered into August 24, 2004.

Month	Total Gold Creek Effluent		Difference/Surplus Effluent
	Usage (af)	Duke Lease (af)	
November	16.98	1.7	15.28
December	18.60	1.3	17.30
January	19.40	0.9	18.50
February	16.18	0.7	15.48
March	16.47	0.5	15.97
April		0.4	-0.40
May		0.3	-0.30
June		0.4	-0.40
July		0.9	-0.90
August		2.1	-2.10
September		3.3	-3.30
October		2.5	-2.50
WY Total	87.6	15.0	40.1

**Town of Elizabeth
Monthly Accounting - Leases**

HRS Water Consultants, Inc.

2023 Water Year

Duke Lease - Entered into August 24, 2004.

Month	Total Gold Creek Effluent		Difference/Surplus Effluent
	Usage (af)	Duke Lease (af)	
November	15.71	1.7	14.01
December	14.42	1.3	13.12
January	15.61	0.9	14.71
February	15.11	0.7	14.41
March	16.03	0.5	15.53
April	18.18	0.4	17.78
May	18.41	0.3	18.11
June	17.12	0.4	16.72
July	16.81	0.9	15.91
August	16.71	2.1	14.61
September	16.30	3.3	13.00
October	16.60	2.5	14.10
WY Total	197.0	15.0	154.9

Town of Elizabeth
Denver Basin Wells - Monthly Accounting

HRS Water Consultants, Inc.

2024 Water Year		Meter Serial # 69269247 Permit 75162-F WDID # 0113127 Lower Dawson Middle School Well A				Meter Serial # 86945024 Permit 052511-F WDID # 0113128 Denver Middle School Well B				School Wells Total	Meter Serial # 20231323 Permit 15617-F-R WDID #0106440 Dawson Well No. 2				Meter Serial # 20100899 Permit 16210-F-R WDID #0106437 Denver Bishop Well A				Meter Serial # 20072055 Permit 044454-F WDID #0109931 Arapahoe Well A-1				Meter Serial # - 21234549 Permit 84415-F WDID #0113129 Denver Well D-2				Meter Serial # - 21234551 Permit 84416-F WDID #0113130 Arapahoe Well A-2				All Wells
Water Year 2024	Month	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Monthly Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Monthly Volume af
1/11/2023	November 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,800	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,800	0.00	0.00	127.40	17,263,918.00	0.00	0.00	90.40	19,522,286.00	0.00	0.00	88.10	
1/12/2023	December 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,800	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,800	0.00	0.00	127.40	20,741,910.00	10.67	10.67	79.73	22,238,600.00	8.34	8.34	79.76	19.01
1/1/2024	January 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,800	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,800	0.00	0.00	127.40	24,284,888.00	10.87	21.55	68.85	23,559,572.00	4.05	12.39	75.71	14.93
1/2/2024	February 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,800	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,000	0.00	0.00	127.40	28,021,650.00	11.47	33.02	57.38	24,850,130.00	3.96	16.35	71.75	15.43
1/3/2024	March 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,000	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,000	0.00	0.00	127.40	31,519,194.00	10.73	43.75	46.65	25,916,894.00	3.27	19.63	68.47	14.01
1/4/2024	April 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,000	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,000	0.00	0.00	127.40	35,242,520.00	11.43	55.18	35.22	26,789,680.00	2.68	22.30	65.80	14.11
1/5/2024	May 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	0.00	127.40		0.00	55.18	35.22		0.00	22.30	65.80	0.00
1/6/2024	June 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	0.00	127.40		0.00	55.18	35.22		0.00	22.30	65.80	0.00
1/7/2024	July 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	0.00	127.40		0.00	55.18	35.22		0.00	22.30	65.80	0.00
1/8/2024	August 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	0.00	127.40		0.00	55.18	35.22		0.00	22.30	65.80	0.00
1/9/2024	September 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	0.00	127.40		0.00	55.18	35.22		0.00	22.30	65.80	0.00
1/10/2024	October 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	0.00	127.40		0.00	55.18	35.22		0.00	22.30	65.80	0.00
1/11/2024	November 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	0.00	127.40		0.00	55.18	35.22		0.00	22.30	65.80	0.00
	Annual Total		0.00				0.00		39.70	0.00		0.00		50.00		0.00		150.00		0.00		127.40		55.18		35.22		22.30		65.80	0.00

Comments
The "Remaining Annual Volume" for each well does not include banking. It is the remaining annual appropriation value.

Dawson Well No. 2 meter replaced 9/25/ 2023. Flow for August and September based on hours run time. Will report actual meter read start of 2024 water year.
During the month of October Denver Bishop Well A meter rolled over, added a number 1 to the read for accounting. Will report actual meter read start of 2024 water year.

Town of Elizabeth
Denver Basin Wells - Monthly Accounting

HRS Water Consultants, Inc.

2023 Water Year		Meter Serial # 69269247 Permit 75162-F WDID # 0113127 Lower Dawson Middle School Well A				Meter Serial # 86945024 Permit 052511-F WDID # 0113128 Denver Middle School Well B				School Wells Total	Meter Serial # 20231323 Permit 15617-F-R WDID #0106440 Dawson Well No. 2				Meter Serial # 20100899 Permit 16210-F-R WDID #0106437 Denver Bishop Well A				Meter Serial # 20072055 Permit 044454-F WDID #0109931 Arapahoe Well A-1				Meter Serial # - 21234549 Permit 84415-F WDID #0113129 Denver Well D-2				Meter Serial # - 21234551 Permit 84416-F WDID #0113130 Arapahoe Well A-2				All Wells
Water Year	Month	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Monthly Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Monthly Volume
2023		gallons	af	af	af	gallons	af	af	af	af	gallons	af	af	af	gallons	af	af	af	gallons	af	af	af	gallons	af	af	af	gallons	af	af	af	
1/11/2022	November 1st	49,659,000	0.00	0.00	21.00	802,000	0.00	0.00	39.70	0.00	90,473,600	0.00	0.00	50.00	90,320,300	0.00	0.00	150.00	12,729,800	0.00	0.00	127.40	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	
1/12/2022	December 1st	49,659,000	0.00	0.00	21.00	802,000	0.00	0.00	39.70	0.00	90,473,600	0.00	0.00	50.00	90,320,300	0.00	0.00	150.00	17,485,900	14.60	14.60	112.80	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	14.60
1/1/2023	January 1st	49,659,000	0.00	0.00	21.00	802,000	0.00	0.00	39.70	0.00	90,473,600	0.00	0.00	50.00	90,412,900	0.28	0.28	149.72	22,536,200	15.50	30.10	97.30	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	15.78
1/2/2023	February 1st	49,659,000	0.00	0.00	21.00	802,000	0.00	0.00	39.70	0.00	90,473,600	0.00	0.00	50.00	90,412,900	0.00	0.28	149.72	27,670,200	15.76	45.85	81.55	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	15.76
1/3/2023	March 1st	49,659,000	0.00	0.00	21.00	802,000	0.00	0.00	39.70	0.00	90,473,600	0.00	0.00	50.00	90,518,400	0.32	0.61	149.39	32,448,800	14.67	60.52	66.88	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	14.99
1/4/2023	April 1st	49,703,000	0.14	0.14	20.86	806,000	0.01	0.01	39.69	0.15	90,473,600	0.00	0.00	50.00	90,518,400	0.00	0.61	149.39	37,515,600	15.55	76.07	51.33	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	15.70
1/5/2023	May 1st	49,775,000	0.22	0.36	20.64	806,000	0.00	0.01	39.69	0.22	90,473,600	0.00	0.00	50.00	90,622,400	0.32	0.93	149.07	42,540,400	15.42	91.49	35.91	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	15.96
1/6/2023	June 1st	50,164,000	1.19	1.55	19.45	806,000	0.00	0.01	39.69	1.19	90,473,600	0.00	0.00	50.00	91,949,500	4.07	5.00	145.00	46,824,000	13.15	104.64	22.76	0.00	0.00	0.00	90.40	1,772,698.00	5.44	5.44	82.66	23.85
1/7/2023	July 1st	50,741,000	1.77	3.32	17.68	806,000	0.00	0.01	39.69	1.77	90,473,600	0.00	0.00	50.00	92,602,800	2.01	7.01	142.99	48,282,800	4.48	109.12	18.28	1,813,079	5.56	5.56	84.84	6,126,516	13.36	18.80	69.30	27.18
1/8/2023	August 1st	51,437,000	2.14	5.46	15.54	873,000	0.21	0.22	39.48	2.34	90,473,600	0.00	0.00	50.00	95,000,500	7.36	14.36	135.64	48,282,800	0.00	109.12	18.28	6,289,494	13.74	19.30	71.10	9,541,316	10.48	29.28	58.82	33.92
1/9/2023	September 1st	52,264,000	2.54	7.99	13.01	927,000	0.17	0.38	39.32	2.70	90,872,384	1.22	1.22	48.78	98,812,400	11.70	26.06	123.94	48,282,800	0.00	109.12	18.28	10,010,433	11.42	30.72	59.68	12,786,980	9.96	39.24	48.86	37.01
1/10/2023	October 1st	52,413,000	0.46	8.45	12.55	947,000	0.06	0.45	39.25	0.52	91,366,440	1.52	2.74	47.26	102,977,000	12.78	38.84	111.16	48,282,800	0.00	109.12	18.28	13,608,443	11.04	41.77	48.63	16,110,791	10.20	49.45	38.65	36.06
1/11/2023	November 1st	52,413,000	0.00	8.45	12.55	947,000	0.00	0.45	39.25	0.00	91,366,440	0.00	2.74	47.26	104,046,100	3.28	42.13	107.87	48,282,800	0.00	109.12	18.28	17,263,918	11.22	52.98	37.42	19,522,286	10.47	59.92	28.18	24.97
	Annual Total		8.45				0.45		39.70	8.90		2.74			42.13				109.12				52.98				59.92				

Comments
The "Remaining Annual Volume" for each well does not include banking. It is the remaining annual appropriation value.

Dawson Well No. 2 meter replaced 9/25/ 2023. Flow for August and September based on hours run time. Will report actual meter read start of 2024 water year.
During the month of October Denver Bishop Well A meter rolled over, added a number 1 to the read for accounting. Will report actual meter read start of 2024 water year.

Town of Elizabeth Accounting Contact Information

Mr. Ken Timm
Public Works Department
Town of Elizabeth
Email ktimm@townofelizabeth.org
Mobile Phone (303) 921-7050

Mr. Mark Palumbo
HRS Water Consultants, Inc.
Email mpalumbo@hrswater.com
Office Phone [303-462-1111](tel:303-462-1111) ext. 302
Mobile Phone 303-906-7665

Mr. Matthew Seitz
HRS Water Consultants, Inc.
Email mseitz@hrswater.com
Office Phone [303-462-1111](tel:303-462-1111) ext. 301
Mobile Phone 303-910-7701

Town of Elizabeth Accounting Comments

HRS Water Consultants, Inc.

1. All meter readings are taken on the first of the month.
2. Negative numbers on banking page indicate amount used from banked amount.
3. Monthly manual entries on the well pumping page are highlighted in green.
4. Monthly manual entries on the leases page are highlighted in green.

Town of Elizabeth
Denver Basin Wells - Monthly Accounting

HRS Water Consultants, Inc.

2022 Water Year		Meter Serial # 69269247 Permit 75162-F WDID # 0113127 Lower Dawson Middle School Well A				Meter Serial # 86945024 Permit 052511-F WDID # 0113128 Denver Middle School Well B				School Wells Total	Meter Serial # 20083304 Permit 15617-F-R WDID #0106440 Dawson Well No. 2				Meter Serial # 20100899 Permit 16210-F-R WDID #0106437 Denver Bishop Well A				Meter Serial # 20072055 Permit 044454-F WDID #0109931 Arapahoe Well A-1				<i>Meter Serial # - To be added when installed.</i> Permit 84415-F WDID #0113129 Denver Well D-2				<i>Meter Serial # - To be added when installed</i> Permit 84416-F WDID #0113130 Arapahoe Well A-2				All Wells
Water Year 2022	Month	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Monthly Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Monthly Volume
		gallons	af	af	af	gallons	af	af	af	af	gallons	af	af	af	gallons	af	af	af	gallons	af	af	af	gallons	af	af	af	gallons	af	af	af	
1/11/2021	November 1st	47,119,000	0.00	0.00	21.00	609,000	0.00	0.00	39.70	0.00	66,279,100	0.00	0.00	50.00	54,470,800	0.00	0.00	150.00	75,909,100	0.00	0.00	127.40	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	
1/12/2021	December 1st	47,119,000	0.00	0.00	21.00	609,000	0.00	0.00	39.70	0.00	66,566,600	0.88	0.88	49.12	59,231,900	14.61	14.61	135.39	75,909,100	0.00	0.00	127.40	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	15.49
1/1/2022	January 1st	47,119,000	0.00	0.00	21.00	609,000	0.00	0.00	39.70	0.00	68,282,400	5.27	6.15	43.85	62,838,500	11.07	25.68	124.32	75,912,900	0.01	0.01	127.39	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	16.35
1/2/2022	February 1st	47,119,000	0.00	0.00	21.00	609,000	0.00	0.00	39.70	0.00	70,528,500	6.89	13.04	36.96	65,811,300	9.12	34.81	115.19	75,912,900	0.00	0.01	127.39	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	16.02
1/3/2022	March 1st	47,119,000	0.00	0.00	21.00	609,000	0.00	0.00	39.70	0.00	72,315,900	5.49	18.53	31.47	68,878,700	9.41	44.22	105.78	75,912,900	0.00	0.01	127.39	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	14.90
1/4/2022	April 1st	47,125,000	0.02	0.02	20.98	610,000	0.00	0.00	39.70	0.02	74,251,400	5.94	24.47	25.53	70,495,100	4.96	49.18	100.82	77,599,900	5.18	5.19	122.21	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	16.10
1/5/2022	May 1st	47,399,000	0.84	0.86	20.14	610,000	0.00	0.00	39.70	0.84	76,548,100	7.05	31.52	18.48	70,545,700	0.16	49.34	100.66	80,949,600	10.28	15.47	111.93	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	18.33
1/6/2022	June 1st	47,739,000	1.04	1.90	19.10	610,000	0.00	0.00	39.70	1.04	79,876,000	10.21	41.73	8.27	71,918,200	4.21	53.55	96.45	86,107,900	15.83	31.30	96.10	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	31.30
1/7/2022	July 1st	47,883,000	0.44	2.34	18.66	619,000	0.03	0.03	39.67	0.47	83,259,000	10.38	52.11	-2.11	75,854,800	12.08	65.63	84.37	91,275,100	15.86	47.16	80.24	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	38.79
1/8/2022	August 1st	48,297,000	1.27	3.62	17.38	619,000	0.00	0.03	39.67	1.27	86,608,000	10.28	62.39	-12.39	80,446,100	14.09	79.72	70.28	97,022,300	17.64	64.80	62.60	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	43.28
1/9/2022	September 1st	48,829,000	1.63	5.25	15.75	794,000	0.54	0.57	39.13	2.17	88,399,000	5.50	67.89	-17.89	84,921,300	13.73	93.46	56.54	102,232,000	15.99	80.79	46.61	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	37.39
1/10/2022	October 1st	49,372,000	1.67	6.91	14.09	794,000	0.00	0.57	39.13	1.67	90,367,600	6.04	73.93	-23.93	88,729,400	11.69	105.14	44.86	107,310,500	15.59	96.37	31.03	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	34.98
1/11/2022	November 1st	49,659,000	0.88	7.80	13.20	802,000	0.02	0.59	39.11	0.91	90,473,600	0.33	74.26	-24.26	90,320,300	4.88	110.03	39.97	112,729,800	16.63	113.01	14.39	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	22.75
	Annual Total		7.80				0.59		39.70	8.39		74.26			110.03				113.01				0.00				0.00				

Comments
The "Remaining Annual Volume" for each well does not include banking. It is the remaining annual appropriation value.

During the month of September 2022 the meter for the A-1 well rolled over. An imaginary 1 was added to the reading. Will start the 2023 water year with the actual read.

86945024
 2511-F
 er
 ol Well B

School
 Wells
 Total

Meter Serial # 20083304
 Permit 15617-F-R
 Dawson
 Well No. 2

Meter Serial #
 Permit 162
 Denv
 Bishop V

Monthly Volume af	Cumulative Total af	Monthly Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Meter Reading gallons
			53,802,400			31,652,000
0.00	0.00	0.00	53,802,400	0.00	0.00	31,652,000
0.00	0.00	0.00	53,802,400	0.00	0.00	31,652,000
0.00	0.00	0.00	53,802,400	0.00	0.00	31,652,000
0.00	0.00	0.00	53,802,400	0.00	0.00	31,652,000
0.00	0.00	0.00	53,802,400	0.00	0.00	31,652,000
0.00	0.00	1.22	55,022,600	3.74	3.74	33,681,000
0.00	0.00	0.24	56,786,300	5.41	9.16	37,959,600
0.00	0.00	0.11	58,345,100	4.78	13.94	42,396,600
0.85	0.85	2.28	61,350,400	9.22	23.17	46,470,900
0.69	1.54	1.79	64,596,400	9.96	33.13	49,583,400
0.00	1.54	0.35	66,279,100	5.16	38.29	54,470,800
1.54		5.99		38.29		

20100899
 110-F-R
 er

Meter Serial # 20072055
 Permit 044454-F
 Arapahoe

Meter Serial # To be added.
 Permit 84415-F
 Denver

Well A

Well A-1

Well D-2

Monthly Volume af	Cumulative Total af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Meter Reading gallons	Monthly Volume af
		25,772,700				
0.00	0.00	30,155,900	13.45	13.45	0.00	0.00
0.00	0.00	34,328,700	12.81	26.26	0.00	0.00
0.00	0.00	38,535,300	12.91	39.17	0.00	0.00
0.00	0.00	42,574,100	12.40	51.57	0.00	0.00
0.00	0.00	46,678,800	12.60	64.16	0.00	0.00
0.00	0.00	51,463,100	14.68	78.85	0.00	0.00
6.23	6.23	54,233,600	8.50	87.35	0.00	0.00
13.13	19.36	58,656,400	13.57	100.92	0.00	0.00
13.62	32.98	64,343,700	17.45	118.38	0.00	0.00
12.50	45.48	70,236,100	18.08	136.46	0.00	0.00
9.55	55.03	75,228,300	15.32	151.78	0.00	0.00
15.00	70.03	75,909,100	2.09	153.87	0.00	0.00
70.03			153.87			0.00

**Meter Serial # To be added.
Permit 84416-F
Arapahoe**

Well A-2

Cumulative Total af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	All Wells Monthly Volume af
0.00	0.00	0.00	0.00	13.45
0.00	0.00	0.00	0.00	12.81
0.00	0.00	0.00	0.00	12.91
0.00	0.00	0.00	0.00	12.40
0.00	0.00	0.00	0.00	12.60
0.00	0.00	0.00	0.00	14.68
0.00	0.00	0.00	0.00	19.69
0.00	0.00	0.00	0.00	32.36
0.00	0.00	0.00	0.00	35.96
0.00	0.00	0.00	0.00	42.09
0.00	0.00	0.00	0.00	36.63
0.00	0.00	0.00	0.00	22.61
		0.00		

**Town of Elizabeth
Monthly Accounting - Leases**

HRS Water Consultants, Inc.

2022 Water Year

Duke Lease - Entered into August 24, 2004.

Month	Total Gold Creek Effluent		Difference/Surplus Effluent (af)
	Usage (af)	Duke Lease (af)	
November	13.60	1.7	11.90
December	14.25	1.3	12.95
January	15.32	0.9	14.42
February	13.39	0.7	12.69
March	14.83	0.5	14.33
April	14.05	0.4	13.65
May	14.31	0.3	14.01
June	14.74	0.4	14.34
July	14.59	0.9	13.69
August	14.63	2.1	12.53
September	13.52	3.3	10.22
October	15.19	2.5	12.69
WY Total	172.4	15.0	132.6

**Town of Elizabeth
Monthly Accounting - Leases**

HRS Water Consultants, Inc.

2021 Water Year

Duke Lease - Entered into August 24, 2004.

Month	Total Gold Creek Effluent Usage (af)	Duke Lease (af)	Difference/Surplus Effluent (af)
November	12.83	1.7	11.13
December	12.65	1.3	11.35
January	13.29	0.9	12.39
February	12.88	0.7	12.18
March	12.02	0.5	11.52
April	12.74	0.4	12.34
May	13.45	0.3	13.15
June	12.70	0.4	12.30
July	12.70	0.9	11.80
August	12.70	2.1	10.60
September	12.39	3.3	9.09
October	13.48	2.5	10.98
WY Total	153.8	15.0	116.4

**Town of Elizabeth
Banking - Denver Basin Wells**

HRS Water Consultants, Inc.

Arapahoe Well A-1 Annual Appropriation (af/yr) = 127.4
 Lower Dawson School Well A Annual Appropriation (af/yr) = 21
 Denver School Well B Annual Appropriation (af/yr) = 39.7
 Arapahoe Well A-2 Annual Appropriation (af/yr) = 88.1
 Denver Well D-2 Annual Appropriation (af/yr) = 90.4

This annual volume can be exceed pursuant to Case No. 18CW3073. The wellfield limit is 153.4 af/yr.
 This annual volume can be exceed pursuant to Case No. 18CW3073. The wellfield limit is 152.7 af/yr.

Year	Arapahoe Well A-1 Production (af)	Arapahoe Well A-1 Banked Volume (af)	Arapahoe Well A-1 Cumulative Banked Volume (af)	School Well A Production (af)	School Well A Banked Volume (af)	School Well A Cumulative Banked Volume (af)	School Well B Production (af)	School Well B Banked Volume (af)	School Well B Cumulative Banked Volume (af)	Arapahoe Well A-2 Production (af)	Arapahoe Well A-2 Banked Volume (af)	Arapahoe Well A-2 Cumulative Banked Volume (af)	Denver Well D-2 Production (af)	Denver Well D-2 Banked Volume (af)	Denver Well D-2 Cumulative Banked Volume (af)
1996															
1997															
1998															
1999															
2000															
2001															
2002															
2003															
2004															
2005															
2006	112.74	14.66	14.66	0	21	21	0.19	39.51	39.51						
2007	27.94	99.46	114.12	0.01	20.99	41.99	0.08	39.62	79.13						
2008	109.29	18.11	132.22	4.84	16.16	58.15	0	39.7	118.83						
2009	80.43	46.97	179.19	20.58	0.42	58.57	17.24	22.46	141.29						
2010	80.75	46.65	225.84	9.66	11.34	69.91	30.23	9.47	150.76						
2011	61.66	65.74	291.58	0	21	90.91	57.89	-18.19	132.57						
2012	68.22	59.18	350.77	0	21	111.91	31.51	8.19	140.76						
2013	89.75	37.65	388.42	5.47	15.53	127.44	23.92	15.78	156.54						
2014	60.99	66.41	454.84	9.35	11.65	139.09	24.05	15.65	172.19						
2015	60.58	66.82	521.66	12.18	8.82	147.91	21.6	18.1	190.29						
2016	62.75	64.65	586.31	14.98	6.02	153.93	21.87	17.83	208.12						
2017	60.96	66.44	652.75	17.67	3.33	157.26	0.1	39.6	247.72						
2018	31.05	96.35	749.09	18.56	2.44	159.7	20.37	19.33	267.05						
2019	109.56	17.84	766.94	11.93	9.07	168.77	4.82	34.88	301.93						
2020	121.73	5.67	772.60	19.26	1.74	170.51	0.04	39.66	341.59	0.00	88.10	88.10	0.00	90.40	90.40
2021	153.87	-26.47	746.13	4.45	16.55	187.06	1.54	38.16	379.75	0.00	88.10	176.20	0.00	90.40	180.80
2022	113.01	14.39	760.53	7.80	13.20	200.26	0.59	39.11	418.86	0.00	88.10	264.30	0.00	90.40	271.20
2023	109.12	18.28	778.81	8.45	12.55	212.81	0.45	39.25	458.11	59.92	28.18	292.48	52.98	37.42	308.62
2024	0.00	127.40	906.21	0.00	21.00	233.81	0.00	39.70	497.81	22.30	65.80	358.28	55.18	35.22	343.84
2025															



May 11, 2024

Town Clerk – Michelle Oeser

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

Hannah

- Our annual filing with SLFRF (State and Local Fiscal Recovery Funds) for the ARPA funds has been completed. This is to report that funds have been allocated to projects per their requirements.
- Everyone is working hard on getting the ARPA projects completed and saving money along the way for the Tree Removal and Replacement!
- I have been working with department heads on a Capital Improvement Project plan to help map out future years projects that need to be completed based on the life of the project.

Allison

- I only have yet to receive 39 out of 134 business license renewals. I have sent out delinquent notices to remind those 39 that we need their renewals by the 15th.
- I attended a webinar on Court Leadership. It helped me look at my role as a leader and evaluate how I want to fulfill that role in the future. I realized that even though I am the newest clerk, I still lead my fellow clerks by sharing my knowledge from previous experiences.
- I have negotiated obtaining a new copier/printer for Town Hall. We have needed a new machine for some time, now. Mandy at PD and our IT department strongly recommended Toshiba. After doing some research and a bit of back and forth with the representative, we expect to have a new Toshiba installed the week of the 20th.

Harmony

- I had a great time and learned a lot at my Laserfiche conference. This conference was so large it had over 2,000 people. I was like a fish out of water as that is about as big as my Town! Once I found my way around and made a couple of connections, it was a great learning experience. I am looking forward to implementing some more Laserfiche features and utilizing this robust tool to make our document storage more efficient.
- We have our software licenses issued to us from the SIPA grant for the CommonLook accessibility tools. I am working with staff to get the tools installed. The next step will be taking training classes to learn how to use the software.
- I am working with CivicPlus to finish up the website conversion to Drupal 10. Once this conversion is complete, Michelle and I can start the process for a complete website rebuild and upgrade.

Michelle

- I would like to thank the Board and the Administrator for providing Staff with the ability to participate in educational opportunities. The training is such a benefit to us all.
- Elizabash is on June 8th this year. The Board will have their event tent set up along Main Street. At this time I do not have an exact location. The event begins at 8:30 a.m. Would the Board like a shift sign-up sheet this year? For the last few years you have not used a sign-up sheet and have for the most part stayed all day.

- June 5th is the Senior Expo in Castle Rock. Patrick, myself, and the Mayor will be staffing the table. A flyer is included with this report.
- A Senior Luncheon Flyer is included in this report if you know anyone you would like to pass it along to. It has been posted and pushed out on the Town website and social media. Bill Mock has distributed flyers to the Senior Lunch group that meets at the American Legion.
- Included with this report are the thank-you notes the Board received for their generosity to our local non-profits.
- We have been recognizing the Clerk Staff, which includes Hannah, this week for Municipal Clerks Week.

If you are a senior or have a senior family member, this Douglas County "All Things Senior" event is for YOU!



**Wednesday,
June 5th,
2024**

1:00PM to 5:00PM
Douglas County Events Center
500 Fairgrounds Road in Castle Rock

FREE to the public

- ◆ *Seniors and family members can visit with partnering senior organizations & businesses including housing, home care, insurance, transportation, estate planning, assistance and services, along with activities for socializing and keeping busy*
- ◆ *Program Book for all attendees with contacts and information for now or for your future needs*
- ◆ *Attend seminars & demonstrations of interest to the senior population including insurance, navigating senior care, vision and hearing loss, senior living, keeping the mind fit, long-term care and much more*
- ◆ *Giveaways and free door prizes throughout the show with concessions available for purchase*
- ◆ *NO Pets / Only registered service animals allowed on-site. Owner must accompany service animal using discretion and provide urgent clean up detail as needed.*

Organized by the Castle Rock Senior Activity Center - 303-688-9498 - castlerockseniorcenter.org



Topics & Speakers:

Home Care Services

Jaran Nesmeyer

Senior & End of Life

Doula Services

Jennifer Maxwell

Financial Confidence for
Retirement

Tammie Myers Sharp, Financial Advisor

Registered Representative and Financial Advisor of Park Avenue Securities LLC (PAS). Securities products and advisory services offered through PAS, member FINRA, SIPC. Financial Representative of The Guardian Life Insurance Company of America® (Guardian), New York, NY. PAS is a wholly owned subsidiary of Guardian. Wealth Strategies, Jaran Nesmeyer, Jennifer Maxwell and Marjorie Engle are not affiliates or subsidiaries of PAS or Guardian. Myers Sharp CA Insurance License Number - 0K74980 2024-174064 Exp. 5/21/24

Downsizing

Marjorie Engle, Realtor

Light Lunch provided by:
Town of Elizabeth

SENIOR EDUCATIONAL LUNCHEON

Date:

Monday, May 20, 2024

Time:

11:00am - 1:00pm

Location:

151 S. Banner St.
Elizabeth, CO

RSVP

<https://bit.ly/4bs04kh>

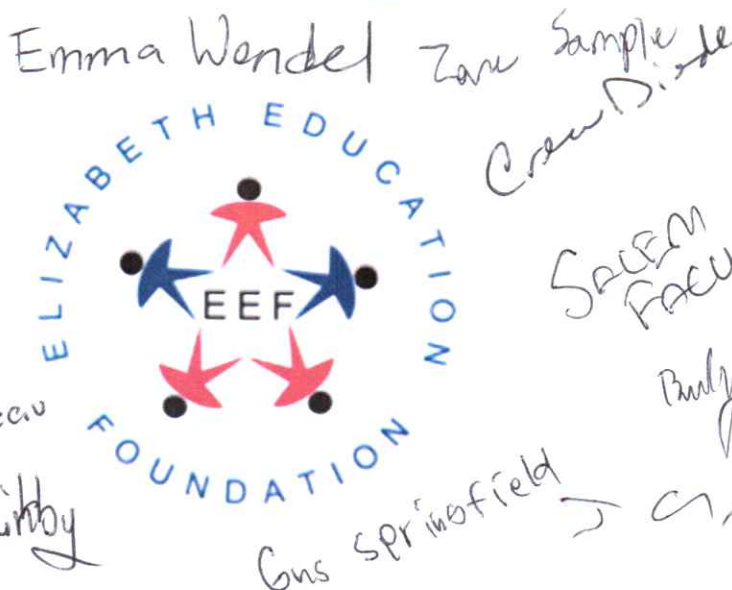
*“To care for
those who
once cared for
us is one of the
highest honors
in life”*

Tia Walker



Keatene Timm
James
Dakota Kinsey
Hager
Nora Casullo
Ricky Storm
Lily
Maggie Heap
Elana Siefers
Nash
Mondrak
Moddy

Thank You!



Emily Millsaps
Julio Mora-Balsam
Brenda Shannon
Amanda Casareto
Emma Wendel
Zoe Sample
Crew Dierke
Salem Paunoy
Stellar Whitaker
Brian Weid
Eriana Chavez
Lainey Quibby
Gus Springfield
Polly Ann Logan
Joey McKeown
Natalyah Chavez
Catherine Kucwesky
Joey Antiox
2020
Tasha Rammakeri
Nash Jolles
Neika
Brendan Kraus
Rylie
Iokken
Alexis Einspahr



Elizabeth Education Foundation Board and Jace Glick



TOWN OF ELIZABETH

STUDENT LIAISON



TO: Honorable Mayor and Board of Trustees
FROM: Shaye Lovato, Student Liaison
DATE: May 9th, 2024
SUBJECT: Student Liaison Report

The Class of 2024 is Graduating Soon! Hooray!

- Advanced Placement (AP) finals have finished (US Govt: 6 May, Human Geo: 7 May, Statistics: 7 May, Literature/Comp: 8 May, AP Calc BC: 13 May, Language/Comp: 14 May, Computer Sci: 15 May, Music Theory: 15 May)
- Senior Finals take Place from May 13 to May 16
 - On Friday May 17, 12:30 ~ Graduation Rehearsal in the gym
- Senior Luncheon, Senior Assassinations, and Senior Sneak were a blast!
 - Senior Luncheon was at Highlands Ranch Mansion
 - Senior Sneak was at the Miller Activity Complex (MAC)



■ Here is me having fun at the MAC

- The entirety of Elizabeth High School participated in Big Help Day on April 24, 2024



TOWN OF ELIZABETH

STUDENT LIAISON



- Students cleaned up streets, the Elizabeth cemetery, hiking paths at Castlewood Canyon and a park in Castle Rock
- Food Drive was hosted to support the Elizabeth Food Bank from April 29 to May 3
- The EHS NHS Krispy Kreme Fundraiser was a success, estimated gains of \$300
- The NHS induction ceremony was May 10, 2024, at 5:30pm.
 - Seniors were recognized and new officers and members were inducted
- FBLA hosted the Finance Summit “FinSum ‘24” - a Financial Leadership Summit conference
- Students shared creative ideas and strategies on how you can “save a little money and have fun at the same time!”
- EHS Fundraiser at TEXAS ROADHOUSE - Monday, May 6, 2024
- The EHS Senior Class of 2024 hosted a fundraiser at the Elizabeth McDonald's on May 11 from 4 PM ~ 7 PM to raise funds for Senior Gifts
- May 11 was an at-home EHS Track Meet (GO CARDS!)
- 18 holes of Miniature Golf Inside the High School, Wednesday, May 15th, 4:30 PM ~ 7:30 PM
 - \$20 per two-person team, \$30 per family
- EHS Graduation is May 25, 2024 at 10AM
 - Valedictorians prepare a speech to say in front of the entire graduating class
 - If you are attending it is suggested that you bring water, pillow, and source of shade



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
MARCH 4, 2024**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, March 4, 2024, at 4:31 PM by Chair John Quest.

ROLL CALL

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

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

AGENDA CHANGES

There were no changes to the agenda as presented.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled Public Comment.

CONSENT AGENDA

1. Minutes of the Regular Meeting of January 8, 2024

Motion by Historian Rasmussen, seconded by Vice Chair Woodall, to approve the Consent Agenda as presented.

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

NEW BUSINESS

2. Discussion and Possible Action Regarding Munibit's Proposal



Motion by Member Mitchell, seconded by Historian Rasmussen, to approve Munibit's website creation proposal.

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

3. Discussion and Possible Action Regarding the Reallocation of Funds for Land Records

Motion by Chair Woodall, seconded by Member Rodriguez, to approve moving \$400.00 in allocated funds from the Saving Places budget line to the Property and Title Research budget line.

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

4. Discussion Regarding Plaque Installation

Ms. Cramer provided a Staff report. The Board provided direction to Staff on next steps for the process to install plaques.

5. Discussion Regarding Plan of Action for the Historic District Design Guidelines Survey

Ms. Cramer provided a Staff report. Board discussion followed. The Board provided direction to Staff.

6. Discussion Regarding the Historic Walk and Talk

Ms. Cramer provided a Staff report. Discussion followed. The Board provided direction to Staff on what they would like to see for the Walk and Talk this year.

STAFF REPORTS

- Planner / Project Manager Alex Cramer
 - Ms. Cramer discussed items in the provided Staff report.
 - Ms. Cramer let the Board know that videos on the Saving Places Conference are available to watch.

BOARD REPORTS

- Member Lynn Mitchell
 - Ms. Mitchell discussed the meeting that she and Mr. Rasmussen had with a group of local seniors about the Oral History project.



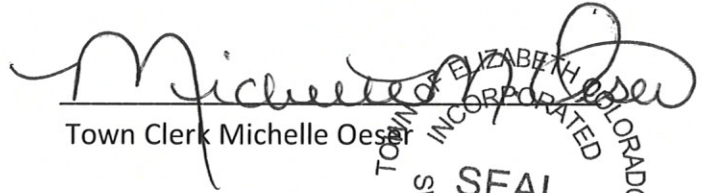
TOWN OF ELIZABETH

ADJOURNMENT

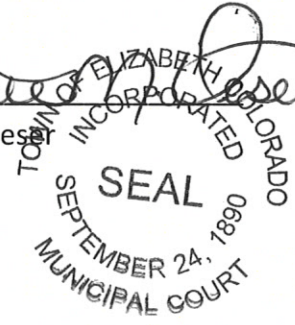
Motion by Vice Chair Woodall, seconded by Member Mitchell, to adjourn the meeting at 6:05 PM. The vote of those Board Members present was unanimously in favor. Motion carried.



Chair John Quest



Town Clerk Michelle Oester





**PLANNING COMMISSION – RECORD OF PROCEEDINGS
APRIL 2, 2024**

CALL TO ORDER

The Regular Meeting of the Elizabeth Planning Commission was called to order on Tuesday, April 2, 2024, at 6:39 PM by Vice Chair Amy Schmidt.

ROLL CALL

Present were Vice Chair Amy Schmidt, and Commissioners Greg Lindbloom, Julie Uhernik, Jim Santangelo, and Cynthia Thye. Chair George Fick, and Commissioners Shawn Sommer and Ed Beard were not present. There was a quorum to conduct business.

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

UNSCHEDULED PUBLIC COMMENT

There was no public comment.

AGENDA CHANGES

No agenda changes from Staff.

No agenda changes by the Commissioners.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of March 19, 2024

Motion by Commissioner Uhernik, seconded by Commissioner Santangelo, to approve the Consent Agenda as presented.

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

Vice Chair Schmidt closed the Regular Meeting and opened the Public Hearing at 6:41 PM.

PUBLIC HEARING



2. Elizabeth Street Plaza Replat and Site Plan

Ms. Cramer provided a Staff report.

There was no public comment.

Vice Chair Schmidt closed the Public Hearing and opened the Regular Meeting at 6:56 PM.

NEW BUSINESS

3. Discussion and possible action on recommendation for approval to the Board of Trustees regarding Elizabeth Street Plaza Replat and Site Plan

Motion by Commissioner Santangelo, seconded by Commissioner Lindbloom, to recommend approval to the Board of Trustees regarding Elizabeth Street Plaza Replat and Site Plan.

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

STAFF REPORT


- Director Higgins provided updates regarding:
 - Streetscape – a change order will be going before the Board of Trustees at their next meeting.
 - 60% design is complete on the Archway Sign for Main Street.
 - Staff submitted an application for the GOCO Planning Capacity Grant.
 - An update to the municipal code regarding daycare will come before the Planning Commission on May 7th.

COMMISSIONER REPORTS

- Commissioner Uhernik had a question about upcoming conferences.
- Commissioner Thy mentioned that she is trying to create an art counsel. There will be an upcoming information meeting to be held at the Carriage Shoppes on April 11th at 4:00 PM.

ADJOURNMENT

Motion by Commissioner Lindbloom, seconded by Commissioner Santangelo, to adjourn the meeting at 7:12 PM. The vote of those Commissioners present was unanimously in favor. Motion carried.


Chair George Fick


Town Clerk Michelle Oeser