



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
BUDGET WORKSHOP
Tuesday, September 10, 2024, at 5:30 PM**

**BOARD OF TRUSTEES REGULAR MEETING
Tuesday, September 10, 2024, at 7:00 PM
Town Hall, 151 S. Banner Street**

Conferencing Access Information: This is viewing-only access.

<https://us02web.zoom.us/j/83256396827?pwd=1RNCf4Fm0WHmz8nbZxwi380u2ZUJJe.1>

Join via phone at 1 669 900 9128 Meeting ID: 832 5639 6827

Meeting Passcode: 423767

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

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

AGENDA CHANGES

CONSENT AGENDA

- [1.](#) Minutes of the Regular Meeting of August 27, 2024
- [2.](#) Minutes of the Special Meeting of September 3, 2024

PROCLAMATION

- [3.](#) Proclaiming September 17-23, 2024, as Constitution Week

NEW BUSINESS

- [4.](#) Discussion and Possible action regarding Resolution 24R39, PSA with SCJ Alliance for the Greater Elizabeth Parks, Trails, and Open Space Master Plan– Zach Higgins

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

- [5.](#) Discussion regarding Event Fees and Costs – Patrick Davidson

MANAGEMENT MONITORING REPORTS

- [6.](#) Management Monitoring Reports

BOARD OF TRUSTEES REPORTS

7. Board Reports

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

August 27, 2024

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, August 27, 2024, at 6:00 PM by Mayor Tammy Payne.

ROLL CALL

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

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Public Works Director Mike DeVol, Community Development Director Zach Higgins, Police Chief Jeff Engel, Assistant Public Works Director James McErnie, Project Planner Alex Cramer, and Town Attorney Corey Hoffmann.

PLEDGE OF ALLEGIANCE

Mayor Payne led the Board in the Pledge of Allegiance.

EXECUTIVE SESSION

Motion by Mayor Payne, seconded by Trustee Belongia, to adjourn the Regular Meeting at 6:03 PM and enter into an Executive Session to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. 24-6-402(4)(e), regarding 889 South Elizabeth Street, located in unincorporated Elbert County, and the subject of Resolution 24R30, and to hold a conference with the Town’s Attorney to receive legal advice on specific legal questions regarding the scope of the executive session privilege, pursuant to C.R.S. 24-6-402(4)(b).

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

Motion by Mayor Payne, seconded by Trustee Einspahr, to adjourn the Executive Session and reopen the Regular Meeting at 6:50 PM.

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

Mayor Payne reopened the Regular Meeting at 7:00 PM.

PUBLIC COMMENT

Paul Schwartzkopf – Town of Elizabeth Resident.



Angela Ternus – Town of Elizabeth Resident.

Christine Ware – Elbert County Resident.

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes by the Board.

Agenda set.

CONSENT AGENDA

3. Minutes of the Regular Meeting of August 13, 2024

Motion by Trustee Belongia, seconded by Trustee Mayer-Opl, to accept the Consent Agenda as presented.

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

Mayor Payne closed the Regular Meeting and opened the Public Hearing at 7:06 PM.

PUBLIC HEARING

4. E-86 Planned Unit Development (PUD) Amendment - Patrick Davidson and Zach Higgins

Ms. Cramer provided a Staff report.

John Prestwich from PCS Group, Co representing Jim Marshall.

Jim Marshall representing himself.

Mayor Payne opened the hearing to public comment.

Paul Schwartzkopf – Town of Elizabeth Resident.

Angela Ternus – Town of Elizabeth Resident.

Tracy Hutchins – Town Resident.

Mayor Payne closed the Public Hearing at 7:33 PM and reopened the Regular Meeting.

NEW BUSINESS

5. Discussion and possible action regarding Ordinance 24-10, an Ordinance amending the Planned Unit Development (PUD) Zoning for the property generally known as the E-86 PUD

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Ordinance 24-10, an Ordinance amending the Planned Unit Development (PUD) Zoning for the property generally known as the E-86 PUD, excluding sexually oriented businesses (SOB).



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

Mayor Payne closed the Regular Meeting and opened the Public Hearing at 7:36 PM.

PUBLIC HEARING

6. 889 South Elizabeth Street Annexation and Rezone

Mr. Davidson and Mr. Hoffman provided Staff reports.

Ms. Cramer provided a Staff report.

Grace Erickson represented the applicant.

Darren Spradling represented himself as the landowner.

Mayor Payne opened the hearing to public comment.

Rachel White – Town of Elizabeth Resident.

Paul Schwartzkopf – Town of Elizabeth Resident.

Angela Ternus – Town of Elizabeth Resident.

Roger Goodhue – Town of Elizabeth Resident.

Christine Ware – Elbert County Resident.

Mayor Payne closed the Public Hearing at 8:22 PM and reopened to the Regular Meeting.

NEW BUSINESS

7. Discussion and possible action on Resolution 24R35, a Resolution making certain Findings of Fact regarding the proposed annexation of parcels of land to the Town of Elizabeth, Colorado, known as the 889 South Elizabeth Street Annexation

Motion by Trustee Belongia, seconded by Trustee McGinn, to continue agenda items 7, 8, and 9 to the September 24, 2024, Regular Board meeting.

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 Ordinance 24-11, an Ordinance approving and accomplishing the annexation of a parcel of contiguous unincorporated territory known as the 889 South Elizabeth Street property in Elbert County

Vote to continue, as shown in agenda item 7.

9. Discussion and possible action on Ordinance 24-12, an Ordinance zoning property newly annexed to the Town of Elizabeth to Commercial Mixed Use (CMU)



Vote to continue, as shown in agenda item 7.

10. Discussion and possible direction to the Town Administrator and Chief of Police to request an investigation from an outside law enforcement agency into a possible breach of executive session privilege

Mr. Hoffmann provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee McGinn, to give the Town Administrator and Chief of Police direction to initiate an investigation performed by outside law enforcement agency into a possible breach of executive session privilege.

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 24R36, a Resolution approving the agreement for professional services between the Town and Core Consultants, Inc. for the Construction Staking of the Mainstreet Streetscape/Widening Project

Mr. Higgins provided a Staff report.

Motion by Trustee Belongia, seconded by Mayor Pro Tem Secrist, to approve Resolution 24R36, a Resolution approving the agreement for professional services between the Town and Core Consultants, Inc. for the Construction Staking of the Mainstreet Streetscape/Widening Project.

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 24R37, a Resolution approving the purchase of real property located at 601 South Pine Ridge Street, Elizabeth, Colorado, for the benefit of the Town of Elizabeth

Mr. Davidson provided a Staff report.

Motion by Trustee McGinn, seconded by Trustee Belongia, to approve Resolution 24R37, a Resolution approving the purchase of real property located at 601 South Pine Ridge Street, Elizabeth, Colorado, for the benefit of the Town of Elizabeth.

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

13. Discussion and possible action on Ordinance 24-13, an Ordinance amending Chapter 10 of the Town of Elizabeth Municipal Code to permit the carrying of firearms in the Elizabeth Town Hall

Mr. Hoffmann provided a Staff report.



Motion by Trustee Belongia, seconded by Trustee Mayer-Opl, to approve Ordinance 24-13, an Ordinance amending Chapter 10 of the Town of Elizabeth Municipal Code to permit the carrying of firearms in the Elizabeth Town Hall.

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 did not have anything to add.
- Chief of Police Jeff Engel:
 - The burglary hate crime in Gold Creek that occurred in March, has been deactivated.
 - A suspected strong-armed robbery case was found to be a false report.
 - There has been a noticed increase in the number of fraud cases.
 - Sgt. Alex Allen attended a Tactical Vehicle Engagement course hosted by the Douglas County Sheriff's Office.
 - The Elbert County Sheriff's Office extended an invitation to use the interactive simulator they have recently acquired.
 - The new F150 truck will be arriving tomorrow.
 - A topper for the CSO Ford Ranger has been ordered and a spray-in bed liner installed.
 - The Police Department is transitioning to a new cell phone provider.
 - The Elizabeth Police Department participated in the Responder Relief Foundation Rodeo dunk tank.
 - Trustee Belongia expressed how impressed he is with our amazing Police Chief and all of the work he puts into building relationships with other agencies.
- Public Works Director Mike DeVol:
 - Bandt Park concrete work has been finished.
 - Road patching in Hillside Village will be concluded by Friday this week.
 - Mayor Pro Tem Secrist and Trustee McGinn appreciate the road repairs.
 - Trustee Einspahr stated that the sidewalks at Bandt Park look nice.
- Development Director Zach Higgins:
 - A strong bid was received for the Parks and Open Space Master Plan project.
 - Mayor Payne asked how registration was going for the 5K.
- Town Clerk Michelle Oeser:
 - Provided election updates.
 - Gave an update on upcoming Senior Luncheons.



TOWN OF ELIZABETH

BOARD OF TRUSTEES

BOARD OF TRUSTEE REPORTS

- Ward 2 – Trustee Einspahr:
 - Asked about having a Port-A-Potty at Running Creek Park beyond summertime.
 - Asked about removing the Port-A-Potty at Bandt Park.

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Trustee Belongia, to adjourn the meeting at 9:15 PM. The vote of those Trustees present was unanimously in favor. Motion carried.

Mayor Tammy Payne

Town Clerk Michelle Oeser



BOARD OF TRUSTEES – RECORD OF PROCEEDINGS

September 3 2024

CALL TO ORDER

The Special Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, September 3, 2024, at 5:31 p.m. by Mayor Tammy Payne.

ROLL CALL

Mayor Tammy Payne, Mayor Pro Tem Linda Secrist, Trustees McGinn, Einspahr, and Michael Schroder were present. Trustee Marianne Mayer-Opl arrived at 5:34 p.m. Trustee Joe Belongia was absent. There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, and Town Clerk Michelle Oeser.

PLEDGE OF ALLEGIANCE

NEW BUSINESS

1. Discussion and possible action on Resolution 24R38, a Resolution approving participation in the Coordinated Election to be held on November 5, 2024, and conducted by the Elbert County Clerk and setting the Ballot Content for the Town’s November 5, 2024, Regular Election

Motion by Trustee McGinn, seconded by Trustee Einspahr, to approve Resolution 24R38, a Resolution approving participation in the Coordinated Election to be held on November 5, 2024, and conducted by the Elbert County Clerk and setting the Ballot Content for the Town’s November 5, 2024, Regular Election.

By a roll call vote, the vote of those Trustees present was 5 in favor and 1 abstain. The motion passed.

ADJOURNMENT

Motion by Trustee McGinn, seconded by Trustee Einspahr, to adjourn the meeting at 5:36 p.m. The vote of those Trustees present was unanimously in favor. Motion carried.

Town Clerk Michelle Oeser

Mayor Tammy Payne



**PROCLAMATION PROCLAIMING SEPTEMBER 17-23, 2024,
AS CONSTITUTION WEEK**

WHEREAS: It is the privilege and duty of the American people to commemorate the two hundred and thirty-seventh anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Tammy Payne by virtue of the authority vested in me as Mayor of the Town of Elizabeth in the State of Colorado do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

and urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town to be affixed this 10th day of September of the year of our Lord two thousand twenty-four.

Signed: _____

SEAL Attest: _____



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Community Development Director
DATE: September 10, 2024
SUBJECT: Greater Elizabeth Parks, Trails, and Open Space Master Plan Contract, Resolution 24R39

SUMMARY

Staff is seeking the approval of Resolution 24R39, the Professional Services Agreement with SCJ Alliance for the Greater Elizabeth Parks, Trails, and Open Space Master Plan. The Town of Elizabeth set aside \$50,000.00 in the 2024 budget to complete a Parks, Trails, and Open Space Master Plan. The Town entered into a collaborative grant process with the Elizabeth Parks and Recreation District and the Elizabeth School District in early 2024. The Greater Elizabeth Parks, Trails, and Open Space Master Plan was awarded \$125,000 from GOCO's Planning and Capacity Grant program in June 2024.

The Town released the RFP seeking a consultant to complete the PTOS Master Plan on July 26th with a closing for August 26th. The RFP received one bidder, SCJ Alliance. SCJ Alliance's proposal met all the requirements outlined in the RFP and provided innovative outreach solutions including the creation of an ambassador program for the community and the high school. The scope includes six (6) phases including:

Phase I – Planning Context, Goals, and Objectives

Phase II – Inventory and Assessment

Phase III – Public Involvement

Phase IV – Demands and Needs Analysis

Phase V – Capital Improvement Program

Phase VI – Final PROST Plan Development and Approval

The schedule for the work would be from September 2024 through final approvals in June 2025. This schedule was created to allow for students in all grade levels to be involved in the full process during the school year to see their input included before summer break and graduation. The project team includes members of SCJ Alliance including former Town of Elizabeth Community Development Director, Rachel Granrath, AICP, and members of sub consultant Catamount Studios. The budget is a Not to Exceed of \$169,959.73. The full Scope of Services, Budget, and Timeline can be found in Exhibit A.

STAFF RECOMMENDATION

Staff recommends the approval of Resolution 24R39, the PSA with SCJ Alliance to complete the Greater Elizabeth Parks, Trails, and Open Space Master Plan.

ATTACHMENT(S)

Resolution 24R39

SCJ PSA and PTOS Master Plan Proposal Exhibit A

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

www.townofelizabeth.org

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01/04/2023

RESOLUTION 24R39

A RESOLUTION APPROVING THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE TOWN AND SCJ ALLIANCE. FOR THE GREATER ELIZABETH PARKS, TRAILS, AND OPEN SPACE MASTER PLAN

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

Section 1. The Professional Services Agreement between the Town and SCJ Alliance for the execution of the Greater Elizabeth Parks, Trails, and Open Space Master Plan, attached hereto as **Exhibit A**, is hereby approved and the Mayor is authorized to execute same on behalf of the Town.

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

Tammy Payne, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

EXHIBIT A

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (“Agreement”) is made and entered into the _____ day of _____, 2024, by and between the Town of Elizabeth (hereinafter referred to as “Town”) and SCJ Alliance (hereinafter referred to as the “Consultant”).

RECITALS

- A. The Town requires professional services.
- B. The Consultant has held itself out to the Town as having the requisite expertise and experience to perform the required work for Project.

NOW THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Consultant shall provide to the Town, professional planning services for the Greater Elizabeth Parks, Trails, and Open Space Master Plan.

I. SCOPE OF SERVICES

The Consultant shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described or reasonably implied from **Exhibit A** which is attached hereto and incorporated herein by this reference.

II. THE TOWN’S OBLIGATIONS/CONFIDENTIALITY

The Town shall provide Consultant with reports and such other data/information as may be available to the Town and reasonably required by Consultant to perform hereunder and Consultant is entitled to rely on that information. No project information shall be disclosed by Consultant to third parties without prior written consent of the Town or pursuant to a lawful court order directing disclosure. All documents provided by the Town to Consultant shall be returned to the Town. Consultant is authorized by the Town to retain copies of such data and materials at Consultants expense.

III. OWNERSHIP OF WORK PRODUCT

The Town acknowledges that Consultant’s work product is an instrument of professional services. Nevertheless, the products prepared under this Agreement shall become the property of the Town upon completion of the work and payment in full of all monies due to Consultant with respect to the work. The Town shall not reuse or make any modifications to any documents without the prior written authorization of the Consultant. Any reuse of work product by the Town for another project shall be without liability to the Consultant.

IV. COMPENSATION

- A. In consideration for the completion of the services specified herein by Consultant, the Town shall pay Consultant in accordance with **Exhibit B**, which is attached hereto and incorporated herein by this reference. Invoice totals shall include all fees and expenses incurred by Consultant in performing all services hereunder. Maximum annual amount billed by Consultant to the Town under this Agreement shall not exceed [\$169,959.73] without prior written approval by the Town Board of Trustees.
- B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Consultant under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the Town.
- C. All invoices, including the Consultant's verified payment request, shall be submitted by Consultant to the Town no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the twenty-fourth (24th) day of any given month, Consultant defers its right to payment pursuant to said late invoices until the twenty-fourth (24th) day of the following month.
- D. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoices as provided by this Agreement.
- E. The Town has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the Town.
- F. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.
- G. Final payment for services shall be made within thirty (30) calendar days after all data and reports (which are suitable for reproduction and distribution by the Town) required by this Agreement have been turned over to and approved by the Town and upon receipt by the Town of Consultant certification that services

required herein by Consultant for the services have been fully completed in accordance with this Agreement.

V. COMMENCEMENT AND COMPLETION OF WORK

Within seven (7) days of receipt from the Town of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the Town, the services shall be complete and the Consultant shall furnish the Town specified deliverables as provided in the Scope of Services.

VI. CHANGES IN SCOPE OF SERVICES

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in **Section I** of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the Town. If Consultant proceeds without such written authorization, the Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum meruit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the Town shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

VII. PROFESSIONAL RESPONSIBILITY

- A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.
- B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.
- C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion and coordination of all items described in **Exhibit A**. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in its professional services, which fall below the standard of professional services.
- D. Approval by the Town of reports and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the Town's review, approval or

acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

- E. The rights and remedies of the Town provided for under this Agreement are in addition to any other rights and remedies provided by law.

VIII. COMPLIANCE WITH LAW

The work and services to be performed by Consultant hereunder shall be done in compliance with the applicable laws, rules and regulations.

IX. INDEMNIFICATION

Consultant agrees to indemnify and hold harmless the Town, its officers, employees, and insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subconsultant of Consultant, or any officer, employee, representative, or agent of Consultant or of any subconsultant of Consultant, or which arise out of any workmen's compensation claim of any employee of Consultant or of any employee of any subconsultant of Consultant.

X. INSURANCE

- A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to the Section entitled Indemnification above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant the provision entitled Indemnification, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.
- B. Consultant shall procure and maintain the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the Town. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Consultant pursuant to this Agreement. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workmen's compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars (\$1,000,000) disease – policy limit, and one million dollars (\$1,000,000) disease – each employee. Evidence of qualified self-insured status may be substituted for the workmen's compensation requirements of this paragraph.
2. Commercial general liability insurance with minimum combined single limits of six hundred thousand (\$600,000) each occurrence and one million dollars (\$1,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.
3. Professional liability insurance with minimum limits of six hundred thousand dollars (\$600,000) each claim and one million dollars (\$1,000,000) general aggregate.
4. The policy required by paragraph 2. above shall be endorsed to include the Town and the Town's officers, employees, and consultants as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the Town, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Consultant. Consultant shall be solely responsible for any deductible losses under any policy required above.
5. The certificate of insurance provided for the Town shall be completed by Consultant's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the Town prior to commencement of the Agreement. No other form of certificate shall be used. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the Town. The completed certificate of insurance shall be sent to:

Town of Elizabeth
Box 159
151 S Banner Street
Elizabeth, Colorado 80107
Attn: Town Administrator

6. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the Town may immediately terminate this Agreement.
7. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.
8. The parties hereto understand and agree that the Town, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently three hundred fifty thousand dollars (\$350,000) per person and nine hundred ninety thousand dollars (\$990,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat. §24-10-101 *et seq.*, 10 Colo. Rev. Stat., as from time to time amended, or otherwise available to the Town, its officers, or its employees.

XI. ILLEGAL ALIENS.

- a. Certification. By entering into this Agreement, Consultant hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien.
- b. Prohibited Acts. Consultant shall not:
 1. Knowingly employ or contract with an illegal alien to perform work under this Agreement; or
 2. Enter into a contract with a subconsultant that fails to certify to Consultant that the subconsultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.
- c. Verification.
 1. If Consultant obtains actual knowledge that a subconsultant performing work under this Agreement knowingly employs or contracts with an illegal alien, Consultant shall:
 - i. Notify the subconsultant and the Town within three (3) days that Consultant has actual knowledge that the subconsultant is employing or contracting with an illegal alien; and

ii. Terminate the subcontract with the subconsultant if within three (3) days of receiving the notice required pursuant to subparagraph (i) hereof, the subconsultant does not stop employing or contracting with the illegal alien; except that Consultant shall not terminate the contract with the subconsultant if during such three (3) days the subconsultant provides information to establish that the subconsultant has not knowingly employed or contracted with an illegal alien.

d. Duty to Comply with Investigations. Consultant shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Consultant is complying with the terms of this Agreement.

XII. NON-ASSIGNABILITY

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without written consent of the other.

XIII. TERMINATION

The Town may terminate this agreement upon the Town providing Consultant with thirty (30) days advanced written notice. Consultant may terminate this agreement upon the Consultant providing Town with sixty (60) days advance written notice. In the event the Agreement is terminated, the Consultant shall provide the Town all work product developed under this Agreement, all data and materials furnished to Consultant by the Town or others associated with the Project, and a complete accounting of all professional services rendered from the date of receipt of notice to terminate.

XIV. CONFLICT OF INTEREST

The Consultant shall disclose any personal or private interest related to property or business within the Town. Upon disclosure of any such personal or private interest, the Town shall determine if the interest constitutes a conflict of interest. If the Town determines that a conflict of interest exists, the Town may treat such conflict of interest as a default and terminate this Agreement.

XV. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions shall be brought in Elbert County, State of Colorado.

XVI. INDEPENDENT CONTRACTOR

CONSULTANT IS AN INDEPENDENT CONTRACTOR. NOTWITHSTANDING ANY PROVISION APPEARING IN THIS AGREEMENT, ALL PERSONNEL ASSIGNED BY CONSULTANT TO PERFORM WORK UNDER THE TERMS OF THIS

AGREEMENT SHALL BE, AND REMAIN AT ALL TIMES, EMPLOYEES OR AGENTS OF CONSULTANT FOR ALL PURPOSES. CONSULTANT SHALL MAKE NO REPRESENTATION THAT IT IS THE EMPLOYEE OF THE TOWN FOR ANY PURPOSE. CONSULTANT IS SOLELY RESPONSIBLE FOR ITS OWN FEDERAL, STATE, AND LOCAL TAXES, WORKER'S COMPENSATION, INSURANCE, OFFICES, HOURS OF WORK, AND MANNER AND METHOD OF WORK.

XVII. CORPORATE PROTECTION

Town agrees that Consultant's services under this Agreement shall not subject Consultant's individual employees, officers or directors to any personal legal exposure for the risks associated with work under this Agreement, so long as said employees, officers or directors are acting within the scope of this Agreement and the scope of any corporate authority. Therefore, and notwithstanding anything to the contrary contained herein, Town agrees that as the Town's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, so long as said employees, officers or directors are acting within the scope of this Agreement and the scope of said corporate authority.

XVIII. NO WAIVER

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligations of this Agreement.

XIX. ENTIRE AGREEMENT

This Agreement and the attached exhibits constitute the entire agreement between Consultant and the Town. None of this Agreement may be amended, modified, or changed, except as provided herein.

XX. NOTICE

Any notice or communication between Consultant and the Town which may be required, or which may be given, under the terms of this Agreement, shall be in writing and shall be deemed to have been sufficiently given when directly presented or pre-paid, first class United States Mail, addressed as follows:

SCJ Alliance:

8730 Tallon Lane NE, Suite 200
Lacey, WA 98516

Town of Elizabeth:

Town of Elizabeth
PO Box 159
Elizabeth, CO 80107

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

Firm: SCJ Alliance

By: [Signature]
Rachel Granrath, Principal

State of Washington }
County of Spokane } ss.

The forgoing instrument was subscribed, sworn to, and acknowledged before me this 4 day of September, 2024, by Liam Jeshu Taylor as the Notary Public of SCJ Alliance.

My commission expires: 12-13-2026

(SEAL)

[Signature]
Notary Public



TOWN OF ELIZABETH

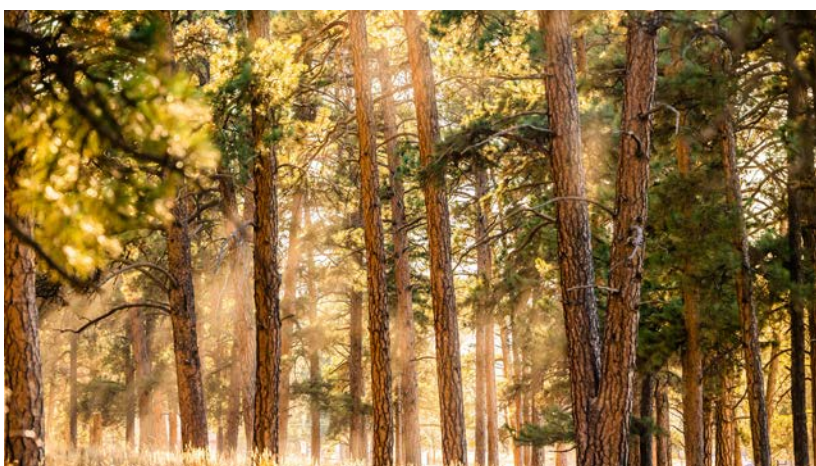
By: _____
Tammy Payne, Mayor

ATTEST

Michelle Oeser, Town Clerk

EXHIBIT A

SCOPE OF SERVICES:



Greater Elizabeth

PARKS, TRAILS, AND OPEN SPACE MASTER PLAN

August 26, 2024



SCJ ALLIANCE
CONSULTING SERVICES



August 26, 2024

Attn: Alexandra Cramer
Town of Elizabeth
Elizabeth Park and Recreation District
Elizabeth School District

Re: Greater Elizabeth Parks, Trails and Open Space Master Plan

Dear Members of the Selection Committee,

We are excited to partner with the Town of Elizabeth, Elizabeth Park and Recreation District, and Elizabeth School District to help shape the future of recreation and open space in the Greater Elizabeth area.

At **SCJ Alliance (SCJ)**, we are passionate about crafting parks, recreation, trails, and open space plans that truly reflect community values and access for all. Our team, made up of experts in various planning disciplines, is ready to lead the Elizabeth area through this master planning effort. In addition to a robust planning group, SCJ is a multi-disciplinary firm, with landscape architects, transportation, civil, and urban designers.

Project Manager Jena Biondolilo is a Denver-based landscape architect with public and private experience. She understands how long-range plans link to implementation and the built environment, leading to a feasible plan. Principal-in-Charge Rachel Granrath, a former Elizabeth Community Development Director, was instrumental in many Elizabeth firsts including securing funding for gateway signs, Main Street certification, and initial trail funding from CDOT/GOCO funding. We believe our team, deep knowledge, local presence, and partners bring an approach and understanding that make us an excellent fit for Elizabeth.

We have teamed with **Catamount Studio (Catamount)**, a small, independent, Colorado-based firm specializing in urban and community design, geospatial analysis, and visualization. Catamount offers services in urban and ecological design, community engagement, and strategies for resilient and sustainable communities. They bring a deep understanding of Colorado parks and recreation planning as well as quality and on-target community engagement efforts.

Our approach is tailored to Elizabeth's needs and rooted in inclusive and actionable master planning. We want to highlight a few areas in our proposal:

- ◆ We are committed to providing a user-friendly and accessible plan and planning process.
- ◆ Our team is well-versed in inclusive and targeted community engagement with creative and tailored outreach unique to Elizabeth's needs and community.
- ◆ All our plans result in action-oriented documents with clear implementation measures. Planning is meant to be actionable!
- ◆ Understanding of local issues. Our team has proven experience in Colorado and the Mountain West, drawing from local knowledge and regional best practices.

We are committed to delivering a quality PROST Plan that will set the Elizabeth area up for a successful future and reflect its residents' aspirations. Thank you for considering our team for this important project. We look forward to the opportunity to work with you.

Sincerely,

Handwritten signature of Jena Biondolilo in black ink.

Jena Biondolilo, PLA, ASLA
Project Manager

Handwritten signature of Rachel Granrath in black ink.

Rachel Granrath, AICP
Principal-in-Charge, Authorized Representative

Proposed changes to the draft Professional Services Agreement:

Section III: “Any reuse of work product by the Town for another project shall be without liability to the Consultant.” **is added to end of section**

Section IX: “~~Consultant agrees to investigate, handle, respond to, and to provide defense for and defend against any such liability, claims or demands at the sole expense of Consultant, or at the option of the Town, agrees to pay the Town or reimburse the Town for the defense costs incurred by the Town in connection with, any such liability, claims, or demands. Consultant also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss, or damage was caused in whole or in part by the act, omission, or other fault of the Town, its officers, or its employees, the Town shall reimburse Consultant for the portion of the judgment attributable to such act, omission, or other fault of the Town, its officers, or employees.~~” **is deleted**

Section XI.a: “~~authorization and that Consultant has participated or attempted to participate in the basic pilot program administered by the U.S. Department of Homeland Security in order to verify that it does not employ any workers without authorization.~~” **is deleted.**

Section XI.c.1-2. is deleted

We are happy to negotiate the contract upon selection to best accommodate both parties



Who is SCJ?

SCJ Alliance (SCJ) is a multi-disciplinary planning and engineering firm specializing in solving complex issues that challenge developing communities. With over 140 employees, we provide a broad range of professional services to public- and private-sector clients, including land use and environmental planning, transportation planning and design, outreach facilitation, urban design, landscape architecture, and civil engineering.



We enjoy being a part of the creative process and seeking effective and efficient solutions to project challenges. Our responsiveness and ability to communicate, work with you side by side, develop creative solutions, and pay attention to the details are attributes that set us apart in consistently delivering successful projects.

Anticipate. Envision. Create.

When approaching projects, we use a three-step strategy that we know serves our clients well: we **anticipate** emerging challenges and opportunities, work with clients to **envision** projects to enhance the livability of their community, and then **create** a plan that achieves the goals and vision identified through this process.



Areas of Expertise

- ◆ Parks, Recreation, Open Space & Trails Planning
- ◆ Landscape Architecture
- ◆ Environmental Engineering & Permitting
- ◆ Land Use Planning & Design
- ◆ Outdoor Recreation Grant Funding
- ◆ Civil Engineering
- ◆ Master Planning
- ◆ Parking & Circulation
- ◆ Public Outreach & Facilitation
- ◆ Specialty Structures
- ◆ Arboriculture
- ◆ Transportation Design
- ◆ Transportation Planning

Our Details

523 Riverland Drive, Suite 3B
Crested Butte, CO 81224

Ph: 970.641.2499
Fax: 360.352.1509
info@scjalliance.com

Entity Type: S-Corporation
Staff: 144

Main Office:
8730 Tallon Lane NE, Suite 200
Lacey, WA 98516

Years in Business: 18

Founded in 2006 as
Shea, Carr & Jewell, Inc.

Renamed SCJ Alliance in 2013

10 office locations in Washington, Colorado, Montana



Catamount Studio is a small, independent, Colorado-based firm specializing in urban and community design, geospatial analysis and visualization, and supporting multidisciplinary design and planning teams working to achieve a more sustainable future. Services include urban and ecological design, geospatial analysis and visualization, community engagement and outreach strategies, and developing strategies to support resilient and livable communities.

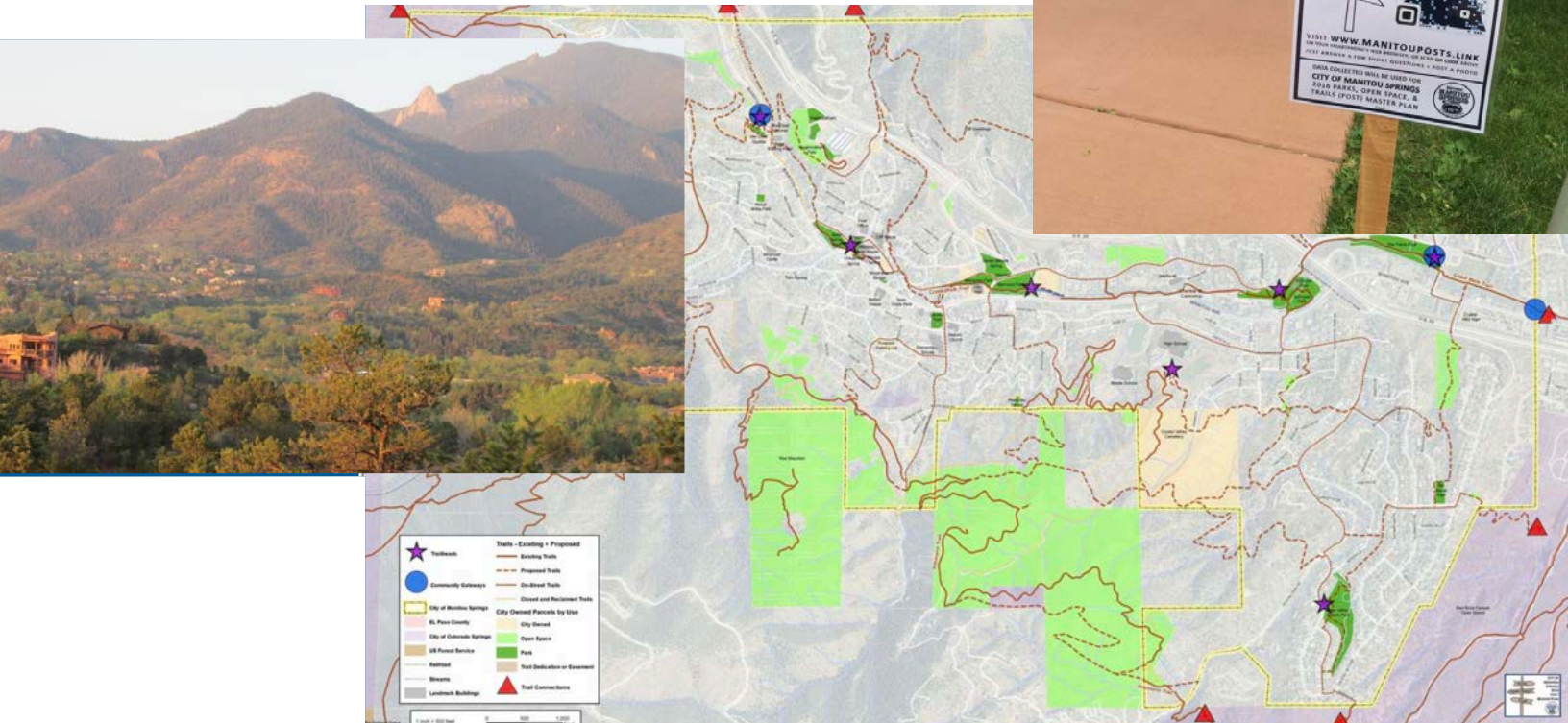
Areas of expertise:

- ◆ Urban and regional planning
- ◆ Geospatial analysis and visualization
- ◆ Integrating ecosystem science into planning and urban design
- ◆ Resilience planning and community placemaking

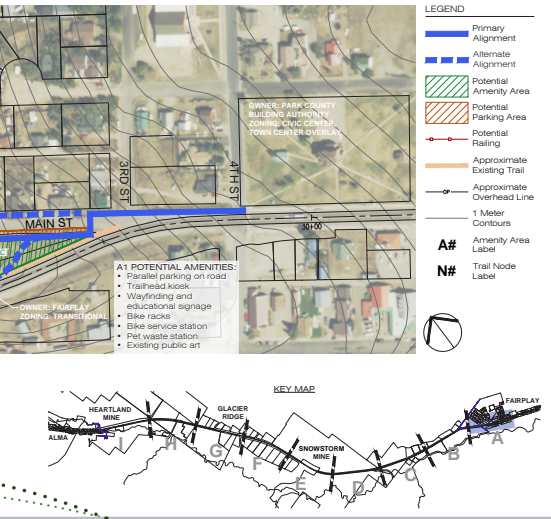
Manitou Springs Parks, Open Space, and Trails (POST) Master Plan

Manitou Springs, CO

Catamount Studio and Critter Thompson were part of a team that developed a comprehensive Parks, Open Space, and Trails Master Plan for the City of Manitou Springs, CO, to help map out the future of their open space and trail system that attracts people from all across the country. One of the key components of Critter Thompson’s involvement with this project was to design and implement an innovative, mobile-based crowdsourcing data capture tool to gather users’ opinions on the current system.



References



Highway 9 Multi-Use Trail Park County, CO

SCJ civil engineers, transportation planners, landscape architects, and graphic designers are collaborating with Park County and CDOT to design a new multi-use trail along Highway 9 between Fairplay and Alma. SCJ started this project by conducting a thorough site evaluation, including an analysis of existing topography and roadway speeds, research into adjacent property owners, and a site visit to observe and understand the natural setting and views from the proposed multi-use trail. The conceptual alignment for the new trail considered future use and environmental sensitivities based on interviews and collaboration with Park County, CDOT, the Town of Fairplay, the Town of Alma, and various user groups identified by the project stakeholders. We are also developing the identity and graphic standards for the trail to reflect the historic and natural character of Park County. SCJ will take this project through the final design, including CDOT approval.

- ◆ Years work took place: January 2024-Present
- ◆ Consultants assigned to this project: Jena Biondolilo
- ◆ Primary point of contact: Nick Bredsnajder, Park County
- ◆ Phone Number: 719.656.0316
- ◆ Email: nbredsnajder@parkco.us



Quincy Parks, Recreation, Open Space, and Trails (PROST) Plan Quincy, CO

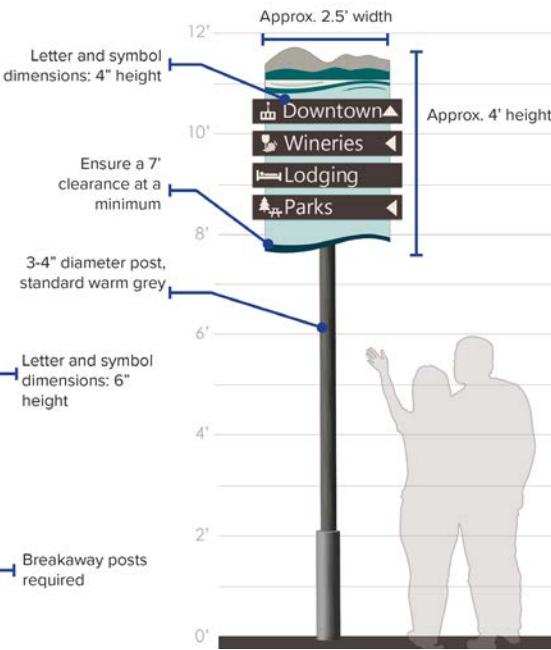
Pursuing its first-ever comprehensive parks and recreation plan and eligibility for state outdoor recreation funding, the City of Quincy engaged SCJ to create a vision for the City's system of parks, recreation facilities, programs, and services and integrate this process with a non-motorized trail plan, all while meeting the needs of the community. SCJ reviewed the City's goals, objectives, and policies, assessing each park, trail, open space, and recreation program as valid components that are meaningful and important to the City's desired quality of life. The result was a six and twenty-year set of capital improvement program (CIP) projects, including a detailed concept plan and rendering for a newly funded pump track. The City Council approved the final plan and achieved Growth Management Act (GMA) compliance and RCO certification.

- ◆ Years work took place: 2020-2023
- ◆ Consultants assigned to this project: Rachel Granrath, Lauren Schubring
- ◆ Primary point of contact: Carl Worley, Public Works Director
- ◆ Phone Number: 509.787.3523
- ◆ Email: cworley@quincywashington.us

Chelan Planning Suite

Chelan, Washington

SCJ worked with the City of Chelan and the Chelan Historic Downtown Association on improvements throughout the downtown area and along the waterfront of Lake Chelan. SCJ has been involved in all aspects of the projects, from visioning, traffic analysis, and funding to design and construction management. Improvements include wider sidewalks, landscaping, illumination, pedestrian crossings, improved intersections, multi-use pathways, and on-street parking. For the wayfinding plan, the initial traffic circulation and parking study identified wayfinding as a key element of a successful downtown and waterfront access plan. SCJ recently completed the wayfinding plan, which included extensive public engagement, stakeholder coordination, and several design alternatives. The wayfinding plan also included an implementation strategy, noting where signs were required and what type of sign to use (i.e., pole-mounted, monument, vehicle- or pedestrian-oriented, etc.).



- ◆ Years work took place: 2020-2024
- ◆ Consultants assigned to this project: Rachel Granrath, Lauren Schubring
- ◆ Primary point of contact: Jake Youngren, Public Works Director
- ◆ Phone Number: 509.682.8030
- ◆ Email: jyoungren@cityofchelan.us



Approach

PROST Planning Overview

We seek to address multiple priorities in our parks and recreation master plans, such as:

- ♦ Defining the mission, vision, values, goals, and objectives for parks, recreation facilities, trails, and their use.
- ♦ Providing short, intermediate, and long-range management and development plans for recreation, park, and facility planning.
- ♦ Developing an implementation plan, along with a prioritized project list, including timelines and responsibilities.
- ♦ Establishing priorities and recommendations for existing and future park and facility development, including types and sizes of parks, timing for development and developer-led allocation of park lands.
- ♦ Establishing priorities and recommendations for existing and future park and facility development, including an analysis of park size standards.
- ♦ Developing a systematic plan to maximize parks, recreation, trails, and natural open space opportunities for residents.
- ♦ Identifying any parks/property subject to disposal as surplus property.
- ♦ Identifying appropriate staffing needs to support park maintenance operations based on the master plan.
- ♦ Identifying appropriate staffing needs to support recreation operations based on the master plan.

Innovative Engagement Strategies



Community Art Projects

Penny Poll



Stakeholder Meetings



Community Events

- ◆ Basing recommendations on knowledge of current trends and anticipated future conditions.

Our approach to community and stakeholder engagement is an iterative process focused on generating ideas and refining them by testing them against community priorities, technical feasibility, and political considerations. The strategies below are a sampling that we feel help us achieve the goals of engagement. As the work progresses, the team will revisit and refine specific strategies to meet the project’s needs.

Stakeholder meetings:

- ◆ The steering committee can identify key stakeholders to comprise focus groups that we can consult for input and guidance on key topics throughout the PROST Plan process. Some stakeholders to consider are area organization leaders, senior organization leaders, appropriate elected and appointed officials, students, families, business owners, residents, workers, visitors, utility and service providers, town staff, local developers, non-profit community organizers, etc.

An ambassador approach:

- ◆ In preliminary meetings with town staff, community organizations, high school students, neighborhoods/HOAs, property owners, and local businesses, we can also recruit people who seem excited by the prospect of taking a leadership role to help spread the word and even help lead engagement opportunities for their community. This community ambassador group will receive regular updates. It can serve as a local reference for people with questions about the project, ideally heading off misinformation. This group can provide connection to as broad a cross-section of the community as possible and foster a deeper level of community involvement and investment.
- ◆ Developing high school student ambassadors can be a specific focus through offering Parks + Trails Planning and Design 101 crash courses to introduce them to the key concepts we need to consider as planners and train them to map their observations as they use the parks and trails system. Students who attend the regular ambassador meetings and participate in the “citizen science” mapping effort can receive a certificate. The best case outcome is that the students feel like co-designers in this project, are more likely to participate in future planning processes, or even become future commission members or planners.

Virtual Engagement

Social Media

FACEBOOK

Instagram

Nextdoor

esri

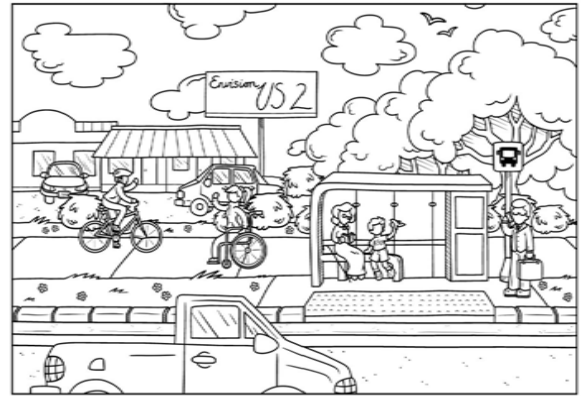


Collector



twitter

Online Communication



Envision Airway Heights US Kids' Activities



Meeting people where they are:

- ◆ Planning engagement around existing public events so that we are where the community will be is an obvious but often missed approach. Although block parties and Friday night markets will have finished for the season, we can orient our strategy around key events where we know the community will gather and tailor engagement activities so that they are compatible with the events that are already happening.
- ◆ Along with planning around events, hosting engagement in local establishments will often bring in larger crowds by providing food for participants and supporting local businesses. Offering food and a family-friendly atmosphere, including engagement activities for children, can make participation possible for more people. Providing opportunities at different times of day and a wide distribution of locations can make engagement more accessible.

Creative involvement:

- ◆ "City as Play" is a creative approach that illuminates the challenges and priorities of the users through storytelling using a found objects approach. It works well for in-person meetings with people of all ages. It helps break down barriers and get ideas flowing.
- ◆ Developing an eye-catching promotional strategy, like painting temporary wayfinding signs that promote the project's branding and provide a survey link, can capture more interest, grow awareness, and increase participation in the project. This strategy can also promote a community event where people paint their own signs to identify key spots throughout the Greater Elizabeth area where they think wayfinding should go and to demonstrate what they would like it to look like. Creative contributions from community members of all ages can be incorporated into the plan graphics or wayfinding signs, providing a unique legacy of community participation to be enjoyed by park-goers for generations.

Data-driven solutions:

- ♦ Artistic QR code signs can be placed at key spots at parks, along the existing trail network, and in town to promote the student-led “citizen science-style” mapping initiative to the broader community. Participation provides geo-tagged data to include in the planning and design process.
- ♦ Well-crafted surveys and resources help people think about how they use the park system, perceived gaps and potential for connectivity, desired improvements, the benefits they derive from the parks, etc. These answers provide data points that give quantitative clarity for determining desired design objectives.

Multiple modes of communication:

- ♦ We recognize that people respond differently to various communication and promotion approaches, from the most practical to the most innovative. For a more practical example, having DOT road signs before and on the days of meetings can significantly impact turnout.
- ♦ Having both online and in-person events and pairing paper and digital surveys is most effective for engaging a full spectrum of the population. Even in providing a breadth of engagement styles, we also know that conversations are the most accessible way for many to give feedback. We intend to make ourselves available in the community to provide those opportunities.
- ♦ We will use social media platforms and flyers placed in strategic locations in town to promote the project website, which will provide thorough updates on the planning process, ongoing engagement results, and informational resources, as well as act as the hub for feedback and community dialogue.

Working in tandem with other planning efforts:

- ♦ Given the opportunity, coordinating engagement with planning for the community and senior center development would be a great way to efficiently gain community insights, particularly from senior-aged residents. These community insights could inform the potential location for the center and the locations for all-persons trails, guiding the potential for proximity or connection to each other.



Scope of Services:

We have based this master plan scope on a methodology linking community needs to recommended investments, understanding the condition of the community’s existing parks and recreation inventory, and comparing it to expected future demand. We structure our work in sequential phases organized to assess conditions, set a planning vision, relate needs to future parks and recreation demand, and identify projects or programs anticipating and informing future investment.



Phase 1: Planning Context, Goals, and Objectives

This phase includes tasks outlining the parks planning effort, reviewing the comprehensive plan for consistency, and setting the stage for developing an achievable financing plan. In the process, we will identify and refine existing parks and recreation goals and objectives, complying with and confirming the community’s parks planning values.

1.1 Project Planning

We will prepare a project management plan to document the elements listed below and produce an overall public engagement program and project schedule. The elements of this work will include a draft recreation and parks vision, a statement of project objectives, the methodology and approach, roles and responsibilities, a project contact list, and a first draft of the public engagement plan schedule.

1.2 Review of Planning Documents

We will review the Town’s current comprehensive plan, parks planning, fee schedules, and development regulations to understand the larger policy context. We will compare existing policy to relevant Colorado statutory guidance and note deficiencies and areas for focus in this process.

1.3 Orientation Interviews

We will conduct up to three days of interviews, with a combination of online video calls and in-person or phone meetings, with individuals identified by Elizabeth to be familiar with topics, issues, and aspirations of the community’s recreation and parks system. We will conduct these interviews to better understand the community’s value set, how the master plan will need to address it, how to invite and engage the widest population, and how to begin communicating the process ahead.

1.4 Vision and Mission Statement

We will review and refine a working vision and mission statement based on existing policy to describe the community’s values, interests, and desires.

1.5 Goals and Objectives

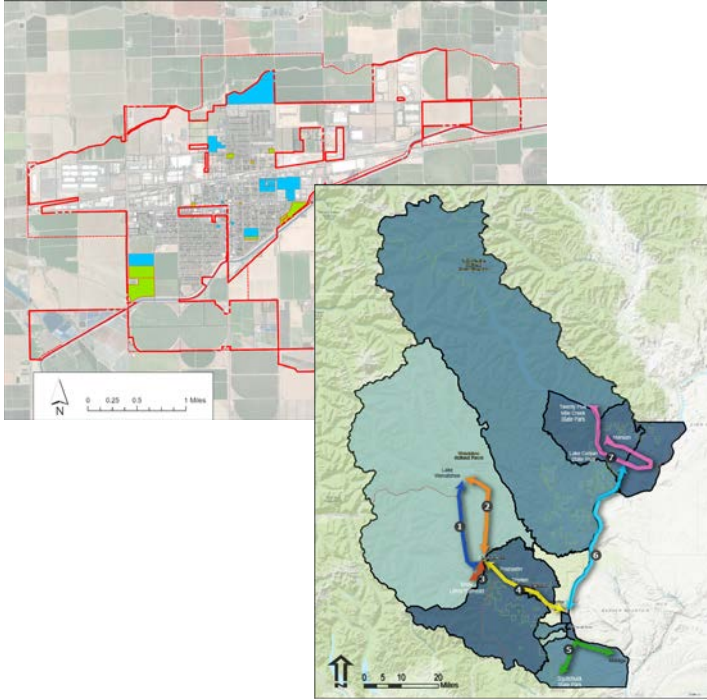
We will review and suggest revisions to the relevant goals and objectives based on our understanding of the community’s planning issues.

Deliverables

- ◆ Full Parks Plan document outline in Word format
- ◆ Three days of orientation interviews (up to 20) with interview summaries
- ◆ Progress reports and billing submitted monthly via email in PDF format
- ◆ Project schedule updates
- ◆ Minutes for meetings submitted via email in PDF format

Phase 2: Inventory and Assessment

We will inventory and assess all parks and recreation assets and programs and review operational and maintenance budgets. We will also investigate the community's demographic profile and recreation service area, gaining a better understanding of demand for the system and the condition of the facilities and resources currently in place to serve it.



2.1 Community Profiles

We will develop descriptive profiles of the community's context, examining its history, recent policy decisions, demographic profile, and physical context.

2.2 Parks and Recreation Services Inventory and Condition

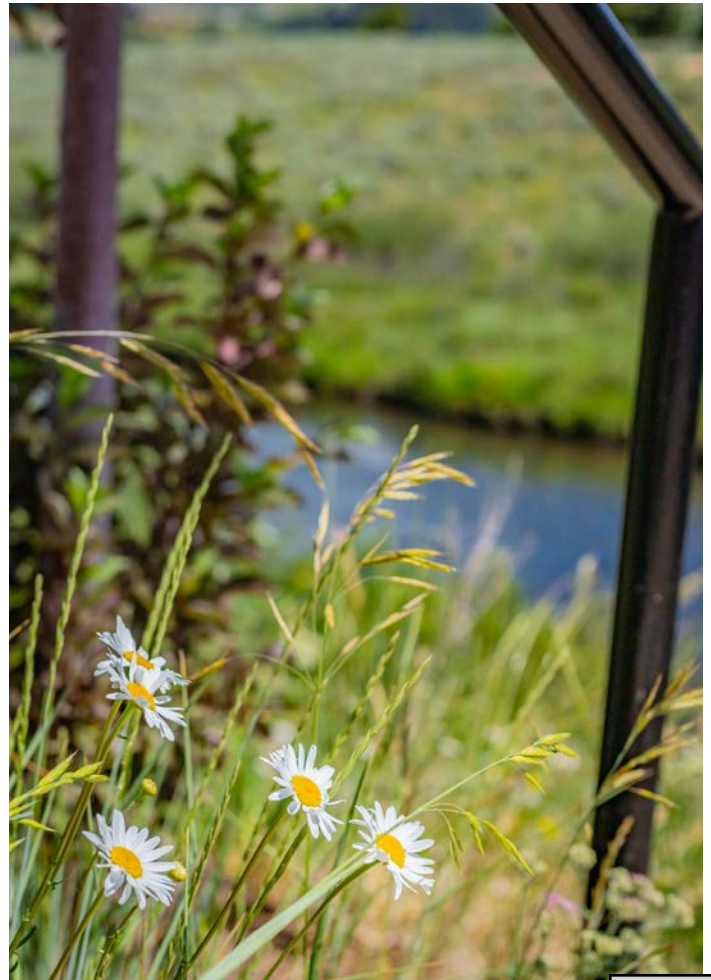
We will inventory every park, trail, and recreation facility and assess their overall composition, quality, safety, structural and site condition, and life cycle expectancy. For a facility, there are several vital attributes to capture. For example, all facilities have roofs, but the roof type, installation date, material, and other characteristics are all important attributes to inventory. These affect the asset's lifespan and maintenance, repair, and replacement costs. Our team will inventory the key elements, including exterior, HVAC, electrical, and plumbing. Once all assets have been inventoried, the next step is to assess those assets' condition at the component (i.e., chiller, transformer, etc.) level. An asset's condition can be assessed in various ways, but the simplest and most easily communicated method is a direct condition rating using a simple table or color-coded matrix.

We will also inventory current recreation programs, including their type, frequency, popularity, and operational and maintenance costs. We will assess:

- ◆ Current park classifications, such as regional parks and trails, community parks, local parks, mini-parks or parklets, natural or passive parks, and special-use facilities
- ◆ Park and recreational amenities for overall condition and cleanliness, including structures, drainage, pathways, play equipment, wayfinding, parking, vegetation, irrigation, and lighting
- ◆ Programmed activities, whether local, regional, or private
- ◆ Operational and maintenance costs
- ◆ Life-cycle status
- ◆ Current funding mechanisms

Deliverables

- ◆ Draft inventory and assessment & conditions sheets in PDF format and Excel file
- ◆ Population forecasts, leisure time trends, and other demographic information
- ◆ User information and participation rates from current facilities and programs
- ◆ Facilities and services provided by other private or public entities



Phase 3: Public Involvement

We will develop and implement an effective public engagement strategy that captures the public’s demands, needs, and wishes for its parks and recreation facilities and programs. We will design engagement strategies to maximize the involvement of the largest number of residents, ensuring the widest distribution of opinions from all demographics. This work will integrate into other work elements as appropriate to achieve a progressive, inclusive, and compelling engagement program throughout the process.



3.1 Public Engagement Plan

We will work with you to develop a public engagement work plan. The plan will involve a wide variety of public engagement techniques, including online surveys, mailed surveys, digital or in-person workshops or studios, phone or virtual interviews, live public meetings, or on-site workshops. The engagement plan will include a communication plan and branding style guide for public announcements, a prototype digital flyer ready for online posting or publication, social media protocols, draft agendas for a kickoff online workshop, and a description of the needs assessment and priority surveys. We will have accessibility woven into the engagement process, such as integrating childcare options, translation services, multiple time windows, and in-person and online participation options.

3.2 Kickoff Workshop

We will conduct a kickoff workshop, a hybrid experience of in-person or online engagement, to initiate a public conversation about the master planning process. This meeting will orient participants to the larger recreation and parks context and vision and describe how they can influence the process. Results from this workshop will establish a foundational understanding of the community’s recreation issues, direction on how the system’s vision may need to adjust, and plant the seeds for a conversation that will last throughout the project’s duration.

3.3 Website and Needs Assessment and Recreation Demand Survey

We will develop a dedicated project website utilizing a variety of software options to engage the Elizabeth area residents. We have tools such as Alchemer, Social Pinpoint, “City as Play,” and Konveio to communicate imagery and inclusive engagement and utilize as an interactive platform. In addition to the project website, we will develop and implement a needs assessment survey to be administered using an online survey. The needs assessment will identify a qualitative snapshot of how the community currently uses its parks and recreation facilities, and programs and what people believe needs to be added. We will develop a set of open- and closed-ended questions, suitable for translation into other languages as appropriate, exploring where respondents live, which facilities they use, what they value most in the recreation, parks, and open spaces system, where they desire better access, and how they would suggest funding or otherwise supporting any proposed improvements. We will analyze the results and prepare a summary for your review and publication online.

3.4 Community Priorities Survey

With a drafted list of project improvements, SCJ will poll the community online or at a public workshop to prioritize recreation, parks, and open space investments for inclusion in the master plan. The online element of this community priorities workshop will again use Alchemer, allowing us to present a report on its findings to the Town.

3.5 Targeted Audience Engagement

This task includes targeted engagement efforts to reach the harder-to-engage populations. We will work with local champions to meet folks where they are and use great tools to integrate and target the engagement. This targeting includes student-oriented engagement, such as coloring competitions, park planning exercises, and working within the schools. We can do demonstration planning, art engagement within community spaces, and other activities to unite folks. In addition to students, we will engage specifically with community organizations, seniors, neighborhoods, and specific property owners along key points of the parks and trail system. We envision a series of pop-up events, workshops, and one-on-one “coffee shop” discussions targeting these specific groups and offering times, dates, locations, and amenities to gather the most involvement and quality feedback.



Phase 4: Demands and Needs Analysis

As appropriate, we will define and explain the priorities for acquisition, development, preservation, enhancement, and management of the overall recreation and park system. We will analyze the results from Phase 3 to summarize the community's desires for parks, recreation, open space, and habitat programs or physical spaces in a manner you deem appropriate. These summarized findings will be used to develop and test a reliable level of service (LOS) methodology that reflects the community's desired quality of life while providing a comparison with local and national trends.

4.1 Level of Service

We will develop a methodology unique to you that analyzes the community's desired level of service and quality of life. This analysis can cover various facility components, such as condition, capacity, life, health, and safety issues. Additional factors will be used for parks, recreation facilities, and trails that focus not only on the assets' condition but also their functionality. There is no single answer when determining levels of service. Still, it is an important, collaborative step in the process that must take place because the product will shape future planning and investment decisions.

4.2 Peer Community Comparison

We will compare the community's desired LOS to three other peer communities to validate whether the LOS is appropriately scaled. We will also review the community's demands and needs against updated National Recreation and Park Association guidance, understanding how the national perspective compares to Elizabeth's emerging service metrics.

4.3 Local, Regional, and National Recreational Trends

We will explore local, regional, and national recreation trends and compare them to the community's existing inventory and demographic assessments. We will also forecast population growth, identifying particular types of recreation facilities or programs that may suit the community's envisioned future.

Deliverables

- ◆ Estimates of park and recreation demand from the year 2024 to 2044
- ◆ Evaluation of facilities, recreation, and special event needs
- ◆ Comprehensive description of parks, tourism, and special event LOS standards
- ◆ Summary of national and local trends in recreational and leisure time demands and services
- ◆ Draft of the Demands and Needs chapter of the report

Phase 5: Capital Improvement Program

SCJ will develop a preliminary list of possible capital improvements, then prioritize them into a final 6-year Capital Improvement Program (CIP) and a long-term 20-year list of projects and investments. The CIP will include capital improvements and facility programs that list possible land acquisitions, development, and renovation projects prioritized by anticipated implementation, with possible funding sources identified. This task will also address the community's potential need to review its parks and recreation fee structure or other fiscal strategy to fund parks system improvements and programs and develop a protocol to monitor the community's recreation needs.

5.1 Parks, Recreation, and Open Space Improvements

Based on feedback from you and the public, we will develop an initial project improvement "wish list" and narrow the CIP project list into a 6-year priority list and a longer-term 20-year list. The projects will be described in concept-level graphic form with accompanying narratives describing the programmed requirements for each park, recreation facility, or trail, along with a budget-level cost estimate. All requirements will be prioritized based on an agreed-upon decision-making process and an execution timeline based on budget constraints provided by the Town and expected funding opportunities. We will create up to nine (9) conceptual designs coinciding with 9 locations identified in the RFP.

5.2 Opinion of Probable Cost

We will develop opinions of probable cost for each project, providing costs in a format to facilitate funding requests or grant preparation.

5.3 CIP Project Summary and Implementation Schedule

We will compile an overview summary table with the capital improvement projects listed by target year of implementation or ranked by priority. A narrative for the implementation strategy will be developed.

Deliverables

- ◆ Up to nine (9) conceptual designs
- ◆ Project draft concept graphics and narratives
- ◆ Weekly progress reports submitted via email in PDF format
- ◆ Progress billings submitted monthly via email in PDF format
- ◆ Project schedule updates submitted via email in PDF format
- ◆ Minutes for meetings submitted via email in PDF format



Phase 6: Final PROST Plan Development and Approval

Our team will assemble all chapters of the PROST plan into a final draft report. We will present the plan overview to Town trustees, the School Board, and the Parks and Recreation Board, providing a summary of the plan’s proposed initiatives with enough detail to inform the final plan’s review and approval.

6.1 Draft PROST Plan

We will compile a draft master plan for review by the Town of Elizabeth, the School District, and the Parks and Recreation Board, presenting the draft plan as appropriate. The plan will include the chapters identified in this scope, with appendices detailing the facility analysis, public engagement process, and potential funding sources.

6.2 Final PROST Plan

We will compile a final master plan for review by the Town of Elizabeth, the School District, the Parks and Recreation Board, and the Council of Commissioners, presenting the draft plan as appropriate.

Deliverables

- ◆ Draft master plan
- ◆ Two meetings with the Parks and Recreation Board
- ◆ Two (meetings with the Town Board of Trustees
- ◆ Two meetings with the School Board
- ◆ Final PROST plan

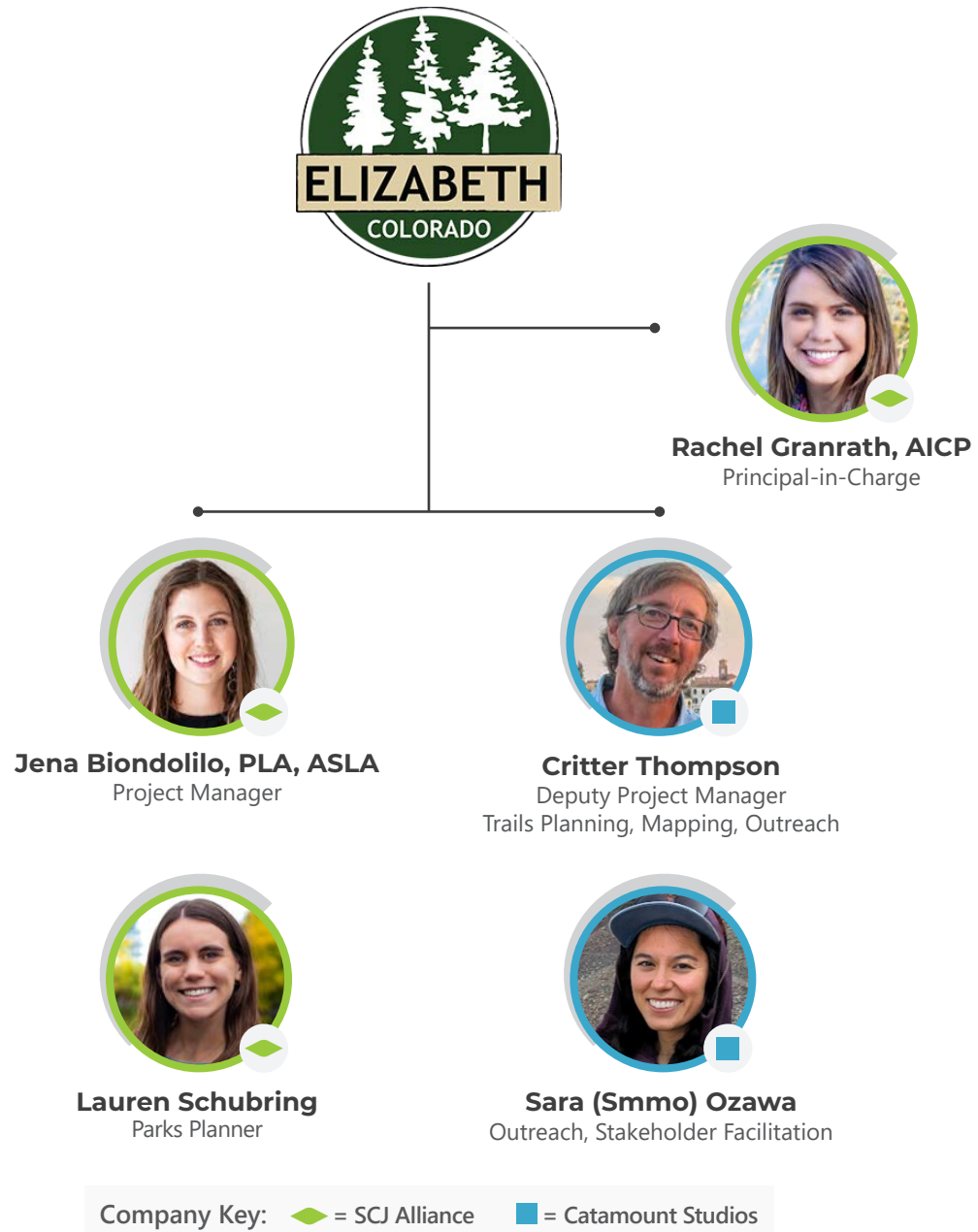


Proposed Project Timeline and Benchmarks

	2024				2025					
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Phase 1: Planning Context, Goals, and Objectives										
1.1 Project Planning	█	█	█	█	█	█	█	█	█	█
1.2 Review of Planning Documents	█	█								
1.3 Orientation Interviews		█								
1.4 Vision and Mission Statement		█								
1.5 Goals and Objectives		█								
Phase 2: Inventory and Assessment										
2.1 Community Profiles			█	█						
2.2 Parks and Recreation Services Inventory and Condition			█	█						
Phase 3: Public Involvement										
3.1 Public Engagement Plan	█	█								
3.2 Kickoff workshop		█								
3.3 Website* & Needs Assessment and Recreation Demand Survey				█						
3.4 Community Priorities Survey				█	█	█				
3.5 Targeted Audience Engagement			█	█	█	█	█			
Phase 4: Demands and Needs Analysis										
4.1 Level of Service		█	█							
4.2 Peer Community Comparison				█						
4.3 Local, Regional, and National Recreational Trends				█	█					
Phase 5: Capital Improvement Program										
5.1 Parks, Recreation and Open Space Improvements				█	█	█	█			
5.2 Opinion of Probable Cost							█	█		
5.3 CIP Project Summary and Implementation Schedule								█		
Phase 6: Final PROST Plan Development and Approval										
6.1 Draft Master Plan						█	█	█		
6.2 Final Master Plan								█	█	█

*Website and online engagement will be present for duration of project

Project Organizational Chart





Jena Biondolilo, PLA, ASLA Project Manager

Jena has a decade of experience in landscape architecture. She has managed public and private planning and design projects throughout Colorado. Jena is a natural problem solver and works with her clients throughout the planning and design process, from conception to implementation. She is passionate about inclusive and educational outdoor recreation environments for people of all ages and abilities. She enjoys shaping the natural environment to create places people use and enjoy daily.

As project manager, Jena will be the main point of contact and proactively facilitate collaboration among the SCJ/Catamount team, the project partners, and the public. She will also manage the scope, schedule, and budget throughout the project's lifecycle.

Jena's knack for site-specific, community-driven design and planning will ensure that the Greater Elizabeth Parks, Trails, and Open Space Master Plan is uniquely tailored to meet the community's needs. Her strong attention to detail makes her the ideal choice for the project team.

Education

Master of Landscape Architecture, Kansas State University

Licenses/ Registrations

PLA, CO
#LA.0001267

Relevant Projects

- ◆ Maryland Creek Park Master Plan – Silverthorne, CO
- ◆ The Aurora Highlands Parks, Trails and Open Space Planning and Design – Aurora, CO
- ◆ Delta Veterans Park – Delta, CO
- ◆ Almont Resort Signage & Wayfinding – Almont, CO
- ◆ Highway 9 Multi-Use Trail – Park County, CO
- ◆ Stocke-Walter Park – Arvada, CO
- ◆ Highway 99 Corridor Plan and Gateway Revitalization – Edmonds, WA



Critter Thompson Deputy Project Manager *Trails Planning, Mapping, Outreach*

With a background in environmental science and urban design and over 15 years of experience integrating science with the built environment, Critter Thompson applies a keen understanding of how human and natural systems interact to shape the places we live and work. As a systems ecologist at Mithun and a leader in sustainable design, Critter was involved in nationally recognized projects aimed at solving issues of energy and climate, water use and waste reduction, local food production, social equity, and ecosystem services. While a research consultant at the University of Washington, Critter co-founded and was the research director of an effort to develop visualization and analysis tools that promote more sustainable development of our cities and regions. Once in Colorado, Critter was part of the team at PlaceMatters, a non-profit organization dedicated to helping communities find creative local solutions for thriving, equitable, and resilient places. As founder of Catamount Studio, Critter is advancing this work to create healthy, resilient, people-focused, ecologically diverse, and resource-efficient communities.

Education

Master of Environmental Science, Yale University

Bachelor of Arts, Biology, Middlebury College

Certificate in Geographic Information Systems (GIS), University of Washington

Licenses/ Registrations

LEED Accredited Professional

Relevant Projects

- ◆ Over the Colfax Clover and Colfax Viaduct Redesign – Denver, CO
- ◆ Montrose County Comprehensive Plan, 2024 – Montrose County
- ◆ Manitou Springs Parks, Open Space and Trails Master Plan – Manitou Springs, CO
- ◆ Multilingual Wayfinding, Lakewood Gulch – Denver, CO
- ◆ Education Land Use and Real Estate Analysis – Denver, CO
- ◆ Green Gulch Farm 100 Year Master Plan – Marin County, CA
- ◆ Silver Plume Strategic Plan and Project Evaluation Strategy – Silver Plume, CO
- ◆ Mariposa-South Lincoln Redevelopment Master Plan – Denver, CO
- ◆ U.S. Coast Guard Facility Mapping Project – Kodiak, AK
- ◆ South Kitsap Land Use and Environmental Analysis – Bremerton, WA
- ◆ Interactive, Online Zoning Code – Bridgeport, CT



Rachel Granrath, AICP Principal-in-Charge

Rachel strongly believes in placemaking and assisting clients to realize their potential and vision through the public planning process. She specializes in facilitating and managing complex groups and interests to achieve a community-driven project. Rachel’s expertise encompasses site selection, scenario planning, and assessing the feasibility of site development to meet community needs. She is skilled in comprehensive planning, development codes, housing, and downtown planning. Additionally, Rachel has experience in economic development, community engagement, and aligning strategic planning with policies and goals. Rachel draws from her experience in rural and urban communities. She thrives in establishing policies that result in action and buildable projects. She loves returning to a community to see plans implemented, projects built, and local visions achieved. As a former planning director in Colorado and now a consultant practicing in the Mountain West, she brings extensive experience from both perspectives. She takes great pride in her work and always strives to meet the needs and goals of the community.

Education

Master of Arts, Urban and Regional Planning, Eastern Washington University

Bachelor of Arts, Architecture, Roger Williams University

Licenses/ Registrations

American Institute of Certified Planners (AICP) #33291

Relevant Projects

- ◆ Port of Pend Oreille Site Feasibility Study – Pend Oreille County, WA
- ◆ Cheney 50-Acre Parks Scenario Planning – Cheney, WA
- ◆ Palouse to Cascades Trail Facilitation and Mediation Project – State of Washington Department of Commerce
- ◆ Bridgeport Revitalization Plan – Bridgeport, WA
- ◆ Imagine Hayden Comprehensive Plan – Hayden, ID
- ◆ Elizabeth Downtown Revitalization Plan – Elizabeth, CO
- ◆ Comprehensive Plan – Montrose County, CO
- ◆ Aurora, Art in Public Places Master Plan – Aurora, CO
- ◆ East Central Council of Local Governments (ECCOG) Comprehensive Economic Development Strategy – Limon, CO
- ◆ John Meade Park Civic Center and Park, Amphitheatre and Playground – Cherry Hills Village, CO
- ◆ Quincy Farm Master Plan, Preservation and Open Space – Cherry Hills Village, CO



Lauren Schubring Parks Planner

Lauren will work as the Parks Planner on this project, which is the planning work she is most invested in. She knows how vital parks, recreation, and open spaces are to the overall well-being of a community—as public and accessible gathering spaces bring people together to truly be a community. A successful park system is inclusive to all residents and provides the uses that those residents are looking for. Lauren has years of experience leading and working alongside various community groups—including neighborhood councils, people with disabilities, people outside of the majority racial group, those experiencing homelessness, multimodal transit advocacy groups, and more. Each of these groups has specific needs that need to be heard and represented within their parks system in order for parks to act as spaces for all people to gather. Lauren brings this community-building experience, site planning expertise, and a passion for parks to guarantee a valuable parks and recreation element.

Education

Master of Public Administration, Eastern Washington University

Master of Urban Planning, Eastern Washington University

Licenses/ Registrations

American Planning Association (APA)

Relevant Projects

- ◆ Chelan Parks, Recreation, and Open Space (PROS) Plan – Chelan, WA
- ◆ City of Normandy Park Parks, Recreation, Open Space, and Trails (PROST) Plan – Normandy Park, WA
- ◆ Mattawa Parks, Recreation, and Open Space (PROS) Plan – Mattawa, WA



Sara (Smmo) Ozawa

Outreach, Stakeholder Facilitation

Education

Bachelor of Arts, Growth and Structure of Cities and Environmental Studies

Master of Arts, Ecological Design

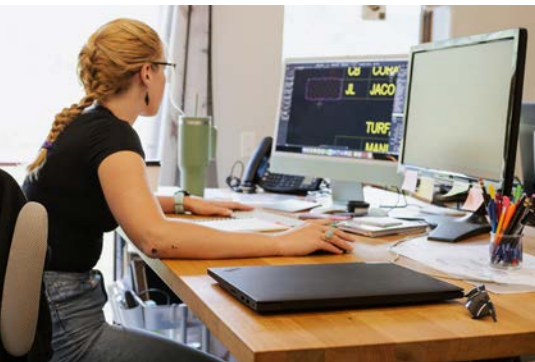
Licenses/ Registrations

APA Member
#422930

Smmo has worn various hats within the community-based development realm for the last seven years, from managing a network of 120 community gardens in Philadelphia to constructing affordable housing in Moab and, most recently, providing planning services for small rural towns in Colorado. Her background in community planning and ecological landscape design results from a lifelong instinct for seeing the potential of places to better support social connection and environmental harmony. She excels at asking the right questions, learning the complicated interconnected webs that make up a community, and developing creative strategies to integrate neighborhood expertise into planning processes. You can expect her to become a familiar face and embody a “good neighbor” ethos in every community she works in. She grew up in Highlands Ranch and is grateful to be able to do environmental and community-oriented work in the landscapes that raised her.

Relevant Projects

- ◆ 2024 Future Development Alignment Assessment – Red Cliff, CO
- ◆ Everett Hall Field Master Plan – Hanover, MA
- ◆ Water Resource Resiliency Plan – Whately, MA



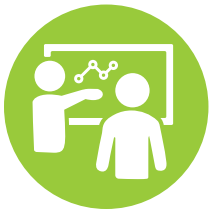
Our team brings a needed set of skills to this project. A few of our key differentiators include:



- ◆ **Multi-disciplinary Team:** Landscape architects, planners, engineers, and urban designers with a proven track record of implementation
- ◆ **Expertise in Small Towns:** Extensive experience in rapidly growing small towns, our specialty
- ◆ **Balanced Approach:** We excel at balancing funding, priorities, and infrastructure needs while maintaining quality of life through effective fund leveraging
- ◆ **Implementation-Based Planning:** From master planning to funding, we focus on actionable plans that attract additional resources
- ◆ **Local Knowledge:** Deep familiarity with Elizabeth and Elbert County, with strong relationships and extensive experience in Colorado and the Mountain West

Our clients continue working with us on multiple planning projects, reflecting the strong, ongoing relationships we've built. Our team is reliable, creative, and enjoyable to work with, consistently prioritizing the community's values and needs. We deliver practical, actionable plans that are ready for implementation, not just ideas that end up collecting dust on a shelf.

We pride ourselves on proving master plans that are on-target for the community. Not one of our plans is the same. We separate ourselves by tailoring the process and product to the community, and focus on the following highlights:

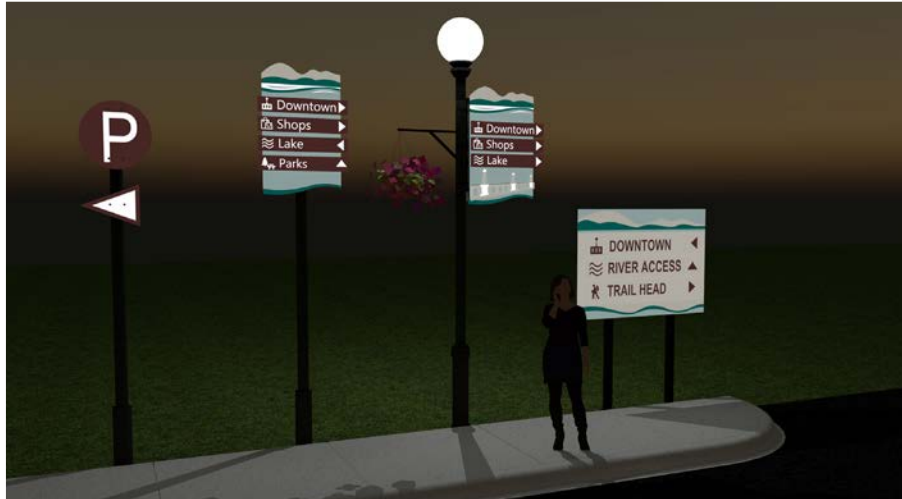
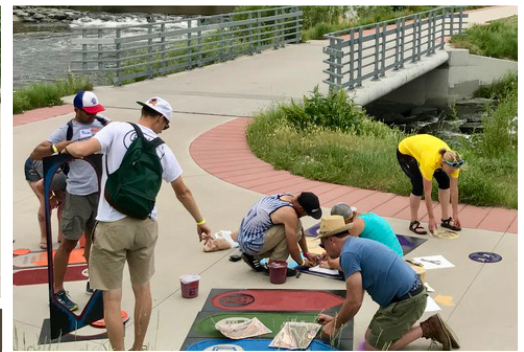


- ◆ **Implementation:** The plan is adopted and put into action
- ◆ **Graphic Design:** Clear and understandable
- ◆ **Accessibility:** Documents are accessible and easy for everyone to grasp
- ◆ **Small Town Focus:** Planning is right-sized for small communities
- ◆ **Community Engagement:** Rooted in community input, ensuring feasibility, financial stability, and alignment with staffing and growth

We've tailored our approach to the unique dynamics of the Greater Elizabeth area by carefully balancing rapid growth, preserving the rural-urban interface, and enhancing connectivity. We focus on right-sized planning that respects the area's rural character while accommodating growth. Our strategies prioritize maintaining the community's identity and fostering strong connections—physically, through improved infrastructure, and socially, through community engagement. By aligning our plans with the area's specific needs, we ensure sustainable development supporting current and future residents. We understand the desire to maintain the rural lifestyle and character while simultaneously growing and adapting to the growth.



Specialized Wayfinding Project Examples





SCJ ALLIANCE
CONSULTING SERVICES

EXHIBIT B

COMPENSATION:

Proposed Total Cost and Fee Schedule

	Rachel Granrath	Jena Biondolilo	Lauren Schubring	Critter Thompson	Smmo Ozawa	Melissa Hodgson	Total Direct Labor Hours and Cost	Total Cost
Hourly Rate	\$227	\$154	\$175	\$150	\$115	\$126		
Phase 1: Planning Context, Goals, and Objectives								
1.1 Project Planning		20		20		12	52	\$7,592
1.2 Review of Planning Documents		2	20	2	20		44	\$5,588
1.3 Orientation Interviews	8	20	12	20	20		80	\$11,804
1.4 Vision and Mission Statement	2	5	15	10	15		47	\$6,459
1.5 Goals and Objectives		15	8	20	20		63	\$8,682
Total Phase Hours	10	62	55	72	75	12	286	286
Total Phase Direct Labor	\$2,270	\$9,548	\$7,370	\$10,800	\$8,625	\$1,512	\$40,125	\$40,125
Phase 2: Inventory and Assessment								
2.1 Community Profiles		8	15	8	15		46	\$6,167
2.2 Parks and Recreation Services Inventory and Condition		30		10	30		70	\$9,570
Total Phase Hours	0	38	15	18	45	0	116	\$116
Total Phase Direct Labor	\$0	\$5,852	\$2,010	\$2,700	\$5,175	\$0	\$15,737	\$15,737
Phase 3: Public Involvement								
3.1 Public Engagement Plan	6	8	0	8	16	0	38	\$5,634
3.2 Kickoff Workshop	8	16	4	16	16	0	60	\$9,056
3.3 Website & Needs Assessment and Recreation Demand Survey	1	12	16	8	20	0	57	\$7,719
3.4 Community Priorities Survey	1	12	16	8	20	0	57	\$7,719
3.5 Targeted Audience Engagement	8	40	8	30	30	0	328	\$16,998
Total Phase Hours	24	88	44	70	102	0	328	\$328
Total Phase Direct Labor	\$5,448	\$13,552	\$5,896	\$10,500	\$11,730	\$0	\$47,126	\$47,126
Phase 4: Demands and Needs Analysis								
4.1 Level of Service	2	16	20	16	20		74	\$10,298
4.2 Peer Community Comparison		2	10	8	8		28	\$3,768
4.3 Local, Regional, and National Recreational Trends		2	12	4	4		22	\$2,976
Total Phase Hours	2	20	42	28	32	0	124	\$124
Total Phase Direct Labor	\$454	\$3,080	\$5,628	\$4,200	\$3,680	\$0	\$17,042	\$17,042
Phase 5: Capital Improvement Program								
5.1 Parks, Recreation and Open Space Improvements	2	20		20	10		52	\$7,684
5.2 Opinion of Probable Cost		32	20				52	\$7,608
5.3 CIP Project Summary and Implementation Schedule		32	5	25	20		82	\$11,648
Total Phase Hours	2	84	25	45	30	0	186	\$186
Total Phase Direct Labor	\$454	\$12,936	\$3,350	\$6,750	\$3,450	\$0	\$26,940	\$26,940
Phase 6: Final PROST Plan Development and Approval								
6.1 Draft Master Plan	6	10	30	10	30	6	92	\$12,628
6.2 Final Master Plan	8	16		16			40	\$6,680
Total Phase Hours	14	26	30	26	30	6	132	\$132
Total Phase Direct Labor	\$3,178	\$4,004	\$4,020	\$3,900	\$3,450	\$756	\$19,308	\$19,308
Total Hours All Phases	52	318	211	259	314	18	1,172	\$1172
Total Direct Labor Estimate All Phases	\$11,804	\$48,972	\$28,274	\$38,850	\$36,110	\$2,268	\$166,278	\$166,278
							Copies, Printing, etc.	\$1,330.22
							Estimated Travel Expenses	\$1,200.00
							Mileage	\$3,030.22
							Expenses Markup:	\$151.51
							Expenses Total:	\$3,811.73
Proposed Not to Exceed Total								\$ 169,959.73



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: September 10, 2024
SUBJECT: Discussion of Event Fees and Costs for the Town of Elizabeth

BACKGROUND AND ANALYSIS

The Town of Elizabeth prides itself on the community activities that occur throughout the year. Recently, there has not only been a growth in the number of attendees at events, but also the overall number of events anticipated. Those events break down into four (4) basic categories:

1. Events undertaken by the Town of Elizabeth and operated by Town Staff and volunteers. They offer limited, if any, revenue stream for the Town. An example would include the Mayor's Tree Lighting held in December.
2. Events undertaken by the Town of Elizabeth in conjunction with its advisory Boards, Town Staff, and volunteers. They generate an amount of revenue to offset a portion of the costs associated with the event but are not yet self-sufficient in covering costs. These would include events such as the "5k and Family Fun Run".
3. Events operated in conjunction with a third party for which the third-party has primary oversight of the event, but Town Staff is required for street closures, security and other duties. Examples of this would include the Friday Night Markets and the High School Homecoming Parade.
4. Events for which a third party obtains a street closure permit for which the Town has no oversight of the event, but Town Staff provides street closure, cleanup, security, and other duties. This would include events such as "Elizabash."

The purpose of identifying these types of events is to assist the Board in determining how labor costs by Public Works and the Police Department may want to be calculated in the future. While clearly tax revenue is used for operations during these events, these events also may trigger overtime, the requirements of additional staffing, and places additional burdens on Staff. As such, a balance will need to be reached between those costs the Board is willing for the Town to absorb, and those costs for which event fees and/or costs should be examined.

Examples of the time and expenses for Public Works is as follows:

Stampede Parade – 6 regular staff hours and 6 OT staff hours (Saturday OT) for barricades, trash, parade route final clean-up inspection. 1-Truck 3 hours, 1-Trailer 3 hours each.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

Harvest Festival – 6 regular staff hours 2 OT staff hours for assistance during the event. 1 -Truck and 1 -Trailer 3 hours each.

Homecoming Parade – 8 regular staff hours. 1-Truck and 1-Trailer 2 hours each.

5K Walk/Race – 3 regular staff hours. 1- Truck 1 hour.

Friday Night Market – 3 regular staff hours and 2 OT(Saturday) if needed for trash clean-up per event. If location change is needed due to weather PW would have the same costs.

Bandt Park Events (Church, Schools, Reunions) – 1 regular staff hour.

For purposes of this memorandum, the PD uses a contract wage of \$75.00 per hour for each officer and/or Sergeant. This is the rate charged for events such as the Stampede. However, with current staffing levels, the availability to have officers available for such events could prove challenging.

For a starting point of this discussion, Staff have reviewed the annual “Elizabash” with the following analysis:

Elizabash will be held on June 7, 2025. It anticipates a parade and the closure of Main Street from HWY 86 to Spruce Street. If the 2024 vendor totals are used, we can expect between 90-100 street vendors for the event. PW would estimate 6 hours of regular Staff time, and 6 hours of overtime. This cost is estimated at \$750.00. PD estimates the need for 2 Officers and one Sergeant for the event. The combined costs for PD are \$1,021.65 for law enforcement staffing. The total cost for this event is estimated at \$1,771.65. This analysis does not include time spent by the Town Clerk’s Office in processing and updating event applications, issuing food vendor license, and other administrative duties.

STAFF RECOMMENDATION

This memorandum is advisory only and will be used as the basis of further discussions among the Board of Trustees.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: August 30, 2024
SUBJECT: Chamber of Commerce – Anticipated 2025 Events in Elizabeth

BACKGROUND

In seeking to limit costs related to Town operations, Staff has begun monitoring the costs associated with events conducted within the Town. While not all costs may be identified or captured, it is important for both the Staff and the BOT to have a general understanding of the actual costs of all events.¹ There are also events undertaken by other entities with services to be provided by Town Staff. Recently, Staff had an opportunity to meet with representatives of the Chamber of Commerce to discuss their 2025 event schedule.

The costs associated with events is largely tied to labor, and more importantly overtime related to Saturday events. As a result, Saturday events within the Town automatically create overtime compensation for Staff, recognizing that this may be compounded as overtime events may exist on consecutive Saturdays. While Staff works to limit overtime, during the summer months this becomes even more difficult for Public Works due to the need to get certain projects completed during the summer months.

When the Chamber of Commerce engages in an event on Main Street, they are required to obtain a Special Event permit. The cost of the permit is \$10.00. This allows the Chamber to close Main Street, hold its event, and require the payment for booths from vendors. The Town pays \$100.00 for a booth during Chamber events. In the case of food vendors, the rates may be higher.

The Town has a responsibility to provide services to the community and residents of Elizabeth. There are concerns as to the appropriate balance to be struck between the general provision of services to the Town's residents, and the financial and fiscal ability to maintain services for events. This balance is key to the overall analysis.

ANALYSIS

The Chamber has proposed five (5) events for 2025 which will require the closure of Main Street. Each event is 4-6 hours in length and will be held on Saturdays. Staff used information and data previously gathered from events such as the Harvest Festival, the Stampede Parade/Elizabash, and other local events. Each event is identified with an individual analysis as follows:

ELIZAPALOOZA. This is a new event planned for May 31, 2025. It is anticipated that Main Street will be closed from HWY 86 to Spruce Street. As a Saturday event, similar to Elizabash, PW would estimate 6 hours of regular Staff time, and 6 hours of overtime. This cost is estimated at

¹ This analysis does not include time spent by the Town Clerk's Office in processing and updating event applications, issuing food vendor license, and other administrative duties.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

\$750.00. PD estimates the need for one Officer and one Sergeant for the event. The combined costs for PD are \$745.86 for law enforcement staffing. The total cost for this event is estimated at \$1,495.86.

ELIZABASH. Elizabash will be held on June 7, 2025. It currently appears from the pay schedule that overtime encountered for Elizapalooza and Elizabash will be in the same pay period. Elizabash will include a parade and the closure of Main Street from HWY 86 to Spruce Street. If the 2024 vendor totals are used, we can expect between 90-100 street vendors for the event. PW would estimate 6 hours of regular Staff time, and 6 hours of overtime. This cost is estimated at \$ 750.00. PD estimates the need for 2 Officers and one Sergeant for the event. The combined costs for PD are \$1,021.65 for law enforcement staffing. The total cost for this event is estimated at \$1,771.65.

CHRISTMAS IN JULY. This is a new event for the Chamber and is planned for July 12, 2025. This will include both a parade and the closure of Main Street from HWY 86 to Spruce Street. This event will mirror Elizabash. As such, the numbers provided for Elizabash are used at this time. The total cost for this event is estimated at \$1,771.65.

LEMONAIDE EVENT. This is a new event and will be a coordinated event with children selling products on Main Street combined with possible other school related activities. It is anticipated that there will be 60-80 vendors. PW would estimate 6 hours of regular Staff time, and 6 hours of overtime. This cost is estimated at \$750.00. PD estimates the need for 1 Officer and one Sergeant for the event. The combined costs for PD are \$745.86 for law enforcement staffing. The total cost for this event is estimated at \$1,495.86.

BOO-BASH (Formerly the Harvest Festival). This event is scheduled for October 25, 2025, and is estimated to have 60-80 vendors, and require a full closure of Main Street. PW would estimate 6 hours of regular Staff time, and 2 hours of overtime for assistance during the event. This cost is estimated at \$450.00. PD estimates the need for 2 Officers and one Sergeant for the event. The combined costs for PD are \$1,021.65 for law enforcement staffing. The total cost for this event is estimated at \$1,495.86.

The total cost for all five (5) events requested by the Chamber of Commerce is \$8,030.88. Other than the total of \$50.00 to be paid in permit costs, no other offsetting revenue is anticipated for the Town. The Town also will pay out two hundred (\$200.00) in booth fees for Elizabash and Boo-Bash. It is understood that the Chamber is a not-for-profit entity and that these events are income producing for both the organization and its foundation, but the budgetary impact to the Town is estimated at \$8,180.88.

STAFF RECOMMENDATION

This memo is advisory only. As the budget is built-out for 2025, the impact of these events should be considered. The Town can absorb these costs into regular operations, noting that overtime is budgeted for both Public Works and for the Police Department. This is a policy decision to be made by the Board, but Staff will need direction.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
 FROM: Patrick Davidson, Town Administrator
 DATED: September 10, 2024
 SUBJECT: **UPDATE** – Resolution Authorizing Expenditure of ARPA Funds

BACKGROUND

On March 26, 2024, the Board of Trustees identified expenses which would be eligible for the Town’s remaining American Rescue Plan Act (ARPA) funds. The Town received a total of \$393,613.72, of which approximately \$140,908.76 was determined to be spent prior to the end of 2024. The Board passed a Resolution authorizing the Administrator to expend funds in the follow manner:

Expenditure	Purpose	Amount
Town Hall Firewall Upgrade	31 CFR §35.6(e)(2)(i)(A) and (i)(A)(ii)	\$5,891.00
PD Firewall Upgrade	31 CFR §35.6(b)(3)(i)(D)	\$5,891.00
Town Hall Network Switch	31 CFR §35.6(e)(2)(i)(A) and (i)(A)(ii)	\$1,500.00
PD Laptops	31 CFR §35.6(b)(3)(i)(D)	\$19,500.00
HVAC Improvements to PD	31 CFR §35.6(b)(3)(i)(A)	\$30,037.11
ADA Access to Bandt Park	31 CFR §35.6(b)(3)(ii)(11)(iii)	\$35,000.00

Non-Profit / Not-for-Profit	Purpose	Amount
American Legion Post 82	31 CFR §35.6(b)(3)(ii)(A)(1)	\$5,000.00
Elizabeth Firefighters Community Foundation	31 CFR §35.6(b)(3)(i)(C) and 31 CFR §35.6(b)(2)(iii)(C)	\$5,000.00
Dads of Elbert County	31 CFR §35.6(b)(3)(ii)(A)(1)	\$5,000.00
Elizabeth Education Foundation	31 CFR §35.6(b)(2)(i)	\$5,000.00
Protectors of Elizabeth Tribute	31 CFR §35.6(b)(3)(i)(C)	\$5,000.00
Senior Citizen Annual Baskets	31 CFR §35.6(b)(2)(iii)(A)	\$5,000.00

Any remaining funds were to be expended under 31 CFR §35.6(b)(3)(ii)(11)(iii) for purposes of investments in the Town’s public parks with an emphasis on tree replacement and plantings. (At the time of the Board deliberations the estimated amount was \$13,089.65).

ANALYSIS

The following is an update on the expenditure of ARPA funds. The status of the project is identified as well as the final amount paid by the Town.

Expenditure	Status	Final Payment
Town Hall Firewall Upgrade	Completed	\$5,891.00
PD Firewall Upgrade	Completed	\$5,891.00
Town Hall Network Switch	Completed	\$486.82



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PD Laptops	Completed	\$17,595.70
HVAC Improvements to PD	Completed	\$28,769.00
ADA Access to Bandt Park	Completed	\$34,156.00

Non-Profit / Not-for-Profit	Status	Final Payment
American Legion Post 82	Completed	\$5,000.00
Elizabeth Firefighters Community Foundation	Completed	\$5,000.00
Dads of Elbert County	Completed	\$5,000.00
Elizabeth Education Foundation	Completed	\$5,000.00
Elizabeth Food Bank/Harvest ¹	Completed	\$5,000.00
Senior Citizen Annual Baskets	In-Progress	\$5,000.00

The current total to be expended for tree replacement, maintenance, and plantings is estimated to be \$16,214.94.

The Town is currently in discussions with Maverix Broadband. A total of \$44,000.00 is being held from ARPA funds for payment to Maverix upon completion of installation and reclamation of site disturbances.

STAFF RECOMMENDATION

This memorandum is advisory only, and no additional action is required by the Board of Trustees.

¹ The Board had originally discussed tendering \$5,000 to the “Protectors of Elizabeth Tribute”. Upon further research by Staff, it was determined that this was not a registered 501(c)(3) as would be required under ARPA funding regulations. Consequently, the Board opted for a distribution to the Town’s two (2) local foodbanks.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: September 10, 2024
SUBJECT: Amendment to the Comprehensive Plan

BACKGROUND

In December 2019, the Board of Trustees adopted the Town of Elizabeth Comprehensive Plan (“Comp Plan” or “Plan”). The Plan has been the topic of controversy, confusion, and debate. The adoption of the Plan triggered a series of events including recall elections, resentment and skepticism towards the Town, and a general strain on the Town and its employees. As a planning document for long-term development, it is often approached as the absolute law of the land, and by others as a mere attempt at control of the citizens of Elizabeth and surrounding properties and counties. From a practical perspective, it is none of these.

ANALYSIS

APPLICABILITY OF THE COMPREHENSIVE PLAN

A Comprehensive Plan, by definition, is a long-term planning tool used to determine community goals and aspirations in terms of development. Under ideal circumstances, public engagement is used to determine what the community desires for its future. In this process, it also allows elected officials, Staff, developers, and community members to determine future infrastructure needs, resource concerns, traffic issues, water and wastewater possibilities, and population growth. It also is a means of identifying what is important to a community, identifying community desires for improvement, and identifying factors and things to be protected.

The Elizabeth Comprehensive Plan is not the law. It is identified in the Town Code as one of the factors to be considered with land use, whether it be development, new construction, or revitalization. The Town Code is the law, along with Colorado’s Statutes. A specific item, idea, or concept called out within the Comp Plan does not mean it is mandated. Rather, based on public engagement, the input of the Planning Commission in creating the Plan, and the ratification by the Board of Trustees, it is a principal factor that requires consideration.

There has been considerable discussion over the past several years that the Planning Commission and the Board of Trustees are unwaveringly tied to the results of the Comp Plan. This is incorrect. There have also been discussions on social media and in other venues that Staff have required the Board of Trustees to comply with the Comp Plan. This, likewise, is incorrect.

Within the operations of both the Board of Trustees and within the Planning Commission, these bodies wear many “hats.” When engaged in legislative functions, these bodies seek to establish general rules, laws, and procedures to an open class of individuals, i.e., the entire community. On



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PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

the other hand, both of these bodies may also be engaged in quasi-judicial functions. In these instances, both the Board of Trustees and the Planning Commission operate as a “judge” to ensure that the rules established within the Town Code are followed. More importantly, the Board and Commission wear this “hat” when making decisions related to an individual or which impact an individual property and not the entire community. These include when either body acts upon a rezone, variance, subdivision, or site plan. It is here where confusion appears to exist.

When it comes to questions of litigation, which are often mentioned on social media, they do legitimately exist. The basis for litigation against the Town arises from the failure of the Planning Commission [and the Board of Trustees] erring in applying the Development Code – including the Comp Plan – to the individual applications. In these instances, as a decision maker, the Planning Commission, or the Board of Trustees acts in a way that is arbitrary and capricious, abuses its discretion, or fails to pursue its authority in a regular way.¹ Conversely, by following the existing Town Code, including the Comp Plan, both the Planning Commission and the Board of Trustees act within the confines of the law in this quasi-judicial capacity.

Finally, the Plan only applies to lands within the Town of Elizabeth. As the Town may only be expanded through a willing annexation of the property owner and the Town, there is no means to expand the Town based on the Plan alone. The existing Plan made use of the maximum area of feasibility and discussion allowed under Colorado Law, which is three (3) miles of the Town’s then existing boundaries. It does not, nor can it, expand the Town’s size or boundaries.

ERRORS IN THE EXISTING COMPREHENSIVE PLAN

Current Staff have always had concerns with the underlying assumptions within the Plan as well as the scope of the document. The Plan over-estimates the Town’s growth potential for purposes of development, considering the maximum three (3) mile boundary envisioned under the Colorado Statutes without ever considering the practicalities of the same. The Town would be restricted to what the adjacent property owners may want to do with their property, and how it might be managed. There is no means to force an annexation, nor would it be in the Town’s interest to do so. At this time, and far into the future, the Town is landlocked by ranchettes and geographic/physical boundaries that limit growth. This exists regardless of where a consultant determines a potential arbitrary boundary.

Second, the Comp Plan wildly overestimates the growth within this portion of the State of Colorado. The state demographer calculated that Elbert County would increase by 30,000 residents by the year 2040. While the demographer estimates growth as a function of job development, public infrastructure investment, and other factors, the demographer does not take into

¹ This is often a point of both contention and confusion. The Board of Trustees lacks authority to simply deny say, a zoning change, if the underlying factors in the Municipal Code [the law] are met. The idea that the Board of Trustees could simply “stop” a developer because of the desires of the public is incorrect, even if the Trustees are in absolute agreement with the public.



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consideration the practical ability to sustain such growth, as well as limiting factors such as water quality/quantity, zoning, incompatibility, and physical barriers to development. Consequently, the Comp Plan took into consideration none of the realities of growth and the consultants were unwilling to question the raw data from the demographer.

COSTS ASSOCIATED WITH THE AMENDMENT TO THE COMPREHENSIVE PLAN

In general, Comp Plans are designed to be reviewed every ten (10) years, which should also consider a twenty (20) year projection for growth. The area to be included is **up to** a three-mile radius outside the Town. Current Staff have been working with the Board of Trustees since 2022 to determine if the Comp Plan can be salvaged in its current format, or if a revision and amendment should be undertaken. In discussing these matters, the following concerns have been raised repeatedly:

- The original cost of the Comp Plan was approximately three hundred thousand dollars (\$300,000) and resulted in an erroneous document. The cost of the Plan was borne ½ by a grant from DOLA and the balance from Town funds. Because the Plan is technically not ripe for renewal, is DOLA willing to assist in funding another Comp Plan at this time?
- Recognizing the substantial concerns Staff have with the Comp Plan, would an amendment be appropriate, or would simply preparing an entirely new Comp Plan be the appropriate way to proceed?
- With the disconnection of Elizabeth West, do sufficient lands exist for development, within close proximity to the Town, to justify either an amendment or the preparation of an entirely new Comp Plan?
- Does the limited available land within the jurisdictional boundaries of Elizabeth justify the expense of a new Comp Plan at this time, or can zoning be used to direct some of the questions otherwise addressed in a workable Comp Plan?

Most recently, on February 10, 2024, these issues were again addressed with the Board of Trustees. Unfortunately, while noticed appropriately and held on a Saturday, only three (3) members of the public were in attendance. During the Workshop, the Board spent considerable time discussing these factors and how Staff should proceed. The Board directed Staff to focus more on zoning questions and concerns, rather than to expend time and money in seeking amendments to the Comprehensive Plan.

STAFF RECOMMENDATION

At this time, without alternative direction during the budget discussions, Staff will continue to operate within the direction provided on February 10, 2024. In the event the current Board seeks



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to update the Comp Plan next year, funding should be appropriated for 2025. In the alternative, the new Board taking office in December 2024 may wish to undergo the process of updating, amending, or renewing the existing Comprehensive Plan.



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PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: September 10, 2024
SUBJECT: Response to Citizen Concerns

In working with the Public, Town Staff receive dozens of questions and comments per week which are not only of interest to the citizen but might also be useful for the community as a whole. Consequently, in early July 2024, Mayor Payne asked that answers to broader questions not only be addressed directly to the resident, but also incorporated into semi-regular responses for the public. The first of these responses was included in the July 23, 2024, Board Packet. Below are the most recent questions/concerns and the Staff's responses.

RESPONSE TO CITIZEN CONCERNS

THE TOWN KEEPS INCREASING MY TAXES, WHEN WILL IT STOP?

The Town cannot and does not raise taxes without a vote of the residents of the Town. In keeping with both the Colorado Constitution and related legislation and statutes, the only way the Town may raise taxes is through a vote of the citizens of the Town. No such vote has taken place.

WATER CONSERVATION.

The Town has had a considerable number of questions and concerns about water usage this summer. Town Staff have seen single family residences using 35,000 gallons of water [or more] per month. In Colorado, the average person uses between 85-100 gallons of water per day. Obviously, households vary based on the number of residents, medical conditions, bathing habits and the like but an "average" Colorado household of four (4) uses approximately 150,000 gallons per year. (CSU Extension, [Link to CSU Extension Water Conservation Facts](#)) If you find your water consumption higher than these amounts, please contact Public Works or the Clerk's Office so we can discuss water usage and determine if leaks exist in the water system.

AMENDMENTS TO PLANNED UNIT DEVELOPMENT (PUD).

There have been comments made asserting that Staff members are inconsistent with their position towards PUDs. Traditionally, PUDs were considered "zoning of last resort." In other words, when insufficient zoning options existed due to the proximity of the property, adjacent land uses, the physical layout of the property, or other factors, PUDs were used to find a way to still provide for development. In the case of Elizabeth, PUDs [similar to CMU] have been over-used in the past as a means of addressing development.

To add to the complexities of this matter, the zoning code for Elizabeth places extensive restrictions on land uses, which assuredly, were designed to slow down or even thwart development. As such, developers simply found a means around traditional zoning in the Town to accomplish their desired end. PUDs may be amended, but such amendments are tightly constrained under both the existing development plans, and the specific zoning authorized within the creation



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documents. The end result is that PUD zoning may be subject to minor amendments over time, but PUDs fail to consider those lands decades or more into the future.

IS THE TOWN'S DRINKING WATER TESTED?

Wellhead water samples are taken 2-3 times a day, and as many as 4-5 times a day, depending on the needs for operations. These samples are taken 24/7/365. These tests then provide actual water data of what is being distributed throughout the Town's potable water system. The water system was inspected by CDPHE last year and is inspected every 2-3 years when good water quality exists as identified by the daily samples. Water lines are flushed every 6 months to ensure clean water within distribution lines. When additional customers are brought on-line, the tie-in is inspected, and the individual line inspected.

WHAT IS THE CAPACITY OF THE WATER TREATMENT PLANT?

The plant currently processes approximately 170,000 gallons of the CDPHE permitted 500,000 gallons of wastewater per day and operates at approximately 34 percent of Design and Operational capacity. The ability to process additional wastewater already exists, as the plant is oversized. However, additional capacity could be undertaken for approximately \$100,000.00 for the need of additional UV sterilization equipment and would first be approved by CDPHE when the Town's wastewater treatment reaches 85 percent (425,000 gallons per day) of the now permitted capacity of 500,000 gallons per day.

The wastewater plant is due for an inspection in 2024-2025 based on the schedule and availability of CDPHE. The plant has had zero deficiencies or issues in sample compliance, operations or equipment since plant start up in 2010, with on-sight inspections every 2-3 years. In terms of wastewater collection lines, the lines are jetted with video footage and cleaned yearly. Spot checks of the system are done quarterly.

WHY AREN'T DOGS ALLOWED IN PARKS?

Traditionally, domesticated animals have not been allowed in public parks in Elizabeth. This includes not only dogs, but other animals which might otherwise be allowed on private property within the Town limits. In 2023, the Board of Trustees amended Section 7-7-310 of the Town Code to specifically allow restrained dogs within Running Creek Park for certain events. From 2020, dogs and other domestic animals have been allowed on the Town's trail system under Section 11-6-100(c) of the Municipal Code.

TRAFFIC CONTROL (TRAFFIC LIGHTS AND STOP SIGNS).

The Town receives regular comments about too many or too few traffic lights, stop signs, and other traffic control devices. The location and placement of traffic control devices is controlled by the Manual on Uniform Traffic Control Devices (MUTCD) as established by the U.S. Department of Transportation. Obviously, there are times in which the manual is not applied, or the Town's traffic consultants provide recommendations. However, this is the standard for placement of control devices.



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In terms of traffic lights, those located on HWY 86 are the responsibility of the State and are mandated by the State at specific locations. The State takes into consideration their own traffic studies, as well as those that may be conducted by a developer and the Town in determining the type and placement of lights. Developers are required to advance the funds necessary for lights, with the costs starting at \$600,000 per intersection. Once installed, all maintenance of the light is the responsibility of the State of Colorado.



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ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 08/18/2024 to 08/31/2024



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 **08/18/2024 at 12:01 a.m. to 08/31/2024 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:

367

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assists to Other Agencies
39	8	30	0	1

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
2	0	2	0

Other Calls for Service:

Call Type:	Number of Calls:
911 Rapid SOS	5
Alarm- Business Burglary	3
Alarm-Residential Burglary	1
Animal Barking	1
Animal Bite	1
Animal Complaint	1
Assist to Other Agency	4
Business Check	14
Burglary	2
Child Abuse	1
Citizen Assist	8
Citizen Contact	26
Civil	1
Crime Prevention	22
Disturbance	1



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Drunk Subject	1
Fireworks	2
Follow Up	22
Fraud	1
Harassment	1
Increased Patrol	154
Informational Report	4
Medical Assist	2
Missing Child	1
Motorist Assist	3
Municipal Ordinance Violation	3
Park Check	3
Parking Complaint	2
Report Every Drunk Driver Immediately	2
Repossession Report	1
School Education	1
Suspicious Circumstance	2
Suspicious Person	2
Suspicious Vehicle	12
Theft	2
Traffic Complaint	1
Traffic Hazard	7
Traffic Stop	39
Unknown Trouble	1
Vehicle Fire	1
VIN Verify	4
Warrant Pickup	2
Welfare Check	2
Wildlife	1



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Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
24-1673	Motor Vehicle Theft	Investigation into a vehicle that was stolen and recovered in Town.
24-2091	Homicide	Investigation into a homicide that occurred in Town.
24-2832	Financial Crimes	Investigation into fraud at a local business.
24-3465	Bias-Motivated Crime	Investigation into a bias-motivated crime that occurred in Town.
24-3517	Menacing	Investigation into a menacing involving a firearm.
24-3860	Theft	Investigation into a theft that occurred at a local business.
24-4111	Domestic Violence	Investigation into a domestic violence that occurred in Town



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Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
24-3188	Abandoned Vehicles	Investigation into abandoned vehicles on a property in Town.
24-3209	Animal Complaint	Investigation into several violations at a property in Town.
24-3252	Municipal Ordinance Violation	Investigation into several violations at a property in Town.
24-3541	Abandoned Vehicle	Investigation into an abandoned vehicle in Town.
24-4045	Municipal Ordinance Violation	Investigation into several violations at a property in Town.

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

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
24-3409	Assist to Other Agency	EPD responded to assist the Elbert County Sheriff's Office (ECSO) on a DUI stop. ECSO requested EPD to conduct an Intoxilyzer test on the suspect. The test was administered, and the suspect was booked by ECSO for suspicion of Driving Under the Influence.
24-3488	Motor Vehicle Accident	EPD responded to a single vehicle hit and run crash. EPD located the motorist and



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		issued them a county summons for several offenses.
24-3612	Motor Vehicle Crash	EPD responded to a two-vehicle crash. The driver who violated traffic laws, was issued a municipal summons for a traffic offense.
24-3549	Domestic Violence	EPD investigated a cold domestic violence call which was reported via a third party. After investigation, there was insufficient probable cause to support criminal charges.
24-3552	Harassment	EPD responded to a reported harassment between neighbors. After investigation, it was determined a crime had occurred, and the suspect was issued a municipal summons for a criminal offense.
24-3574	Financial Crimes	EPD investigated a reported fraud. After the investigation had been completed, it was determined that was insufficient evidence to support criminal charges.
24-3523	Warrant Arrest	An EPD Officer conducted a traffic stop and contacted a motorist with an outstanding warrant for their arrest. The Officer arrested the party and booked them into the Elbert County Jail.
24-2622	Sex Offense	EPD concluded an investigation into a sex offense involving juveniles. After a thorough investigation, there was not enough evidence to support criminal charges.
24-3406	Assault	EPD responded to a reported robbery. After an extensive investigation, it was discovered the party had falsely reported the circumstance and the injuries were self-inflicted. Due to this being a mental health issues, criminal charges were not sought.



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24-3373	Municipal Ordinance Violation	EPD Community Services Division concluded an investigation into a property that was out of compliance with numerous Town codes. After working with the property owner, the property is now in compliance with the applicable ordinances.
24-3545	Weed Control	EPD Community Services Division concluded an investigation into a property that was out of compliance with overgrown weeds. After working with the property owner, the property is now in compliance with the applicable ordinance.
24-3570	Unattached Trailer	EPD Community Services Division concluded an investigation into an unattached trailer that was out of compliance with Town code. After working with the trailer's owner, the trailer is now in compliance with the applicable ordinance.
24-3741	Drug Violation	Several EPD Officers responded to a park in Town on a reported juvenile drug offense. After investigation, marijuana and numerous items of paraphernalia were located. The juveniles were issued municipal summonses for criminal offenses.
24-3770	Domestic Violence	EPD Officers responded to a residence on a reported 911 hangup. After contacting one of the residents, it was determined the call was a possible domestic violence case. The case was investigated, and no crime had occurred.
24-3773	Mental Health Hold	EPD responded to a residence in Town on a report of a suicidal party. EPD arrived and placed the party in protective custody. The subject was then transported to a



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		local mental health facility on an emergency mental health hold.
24-3799	Domestic Violence	EPD responded to a reported verbal domestic violence call. After investigation, there was insufficient evidence to support criminal charges.
24-1638	Municipal Ordinance Violation	EPD Community Services Division forwarded a case to the Patrol Division for non-compliance on a Municipal Ordinance Violation after several attempts to work with the property owner. Once forwarded to the Patrol Division, the Officer assigned the case attempted to contact the property owner several final times. After no response from the property owner, a warrant was sought and approved for the property owner's arrest.
24-3780	Motor Vehicle Crash	EPD responded to a crash that occurred on school grounds. The involved parties were identified, and a crash report was taken. There were no injuries.
24-3805	Criminal Mischief	While on patrol, an EPD Officer located graffiti in a known high graffiti area. It was unknown when the vandalism was done, and there were no leads on the identity of the suspects.
24-3854	Harassment	EPD received a report of harassment that had occurred in cyberspace. It was determined that neither the suspect nor victim lived within the Town limits of Elizabeth. The case was forwarded to the proper jurisdiction.
24-3891	Animal Complaint	EPD Patrol and Community Services Officers responded to a call for service where several dogs had broken loose from a residence and attacked another dog. The dogs in question were contained



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		and the owner was issued a municipal summons.
24-3941	Child Abuse	EPD received a report of a cold child abuse. After a preliminary investigation, it was determined that the alleged crime did not occur within Town limits. The proper jurisdiction was notified, and the case was forwarded to them.
24-3786	Motor Vehicle Accident	EPD responded to a two-vehicle motor vehicle crash that occurred on school grounds. The driver who violated traffic laws was issued a municipal summons for several offenses.
24-3742	Fraud	EPD investigated a reported suspicious person at a financial institution within Town limits. After the investigation was completed, there was no crime that had occurred.
24-3744	Motor Vehicle Crash	EPD responded to a two-vehicle crash, which was blocking a major roadway in Town. The vehicles were moved, and injuries were checked on. The driver who had violated traffic laws was issued a municipal summons for a traffic offense.
24-3974	Warrant Arrest	EPD Officers while on patrol located a suspicious vehicle on private property. After the Officers had contacted and identified the parties, it was discovered that one of them had a warrant out of the Elizabeth Municipal Court. As the warrant was a juvenile bench warrant, the party was detained, fingerprinted, and then released with a new court date.
24-2669	Theft	EPD closed an investigation of theft at a local business. After numerous attempts to gather the information required for the investigation the business had been



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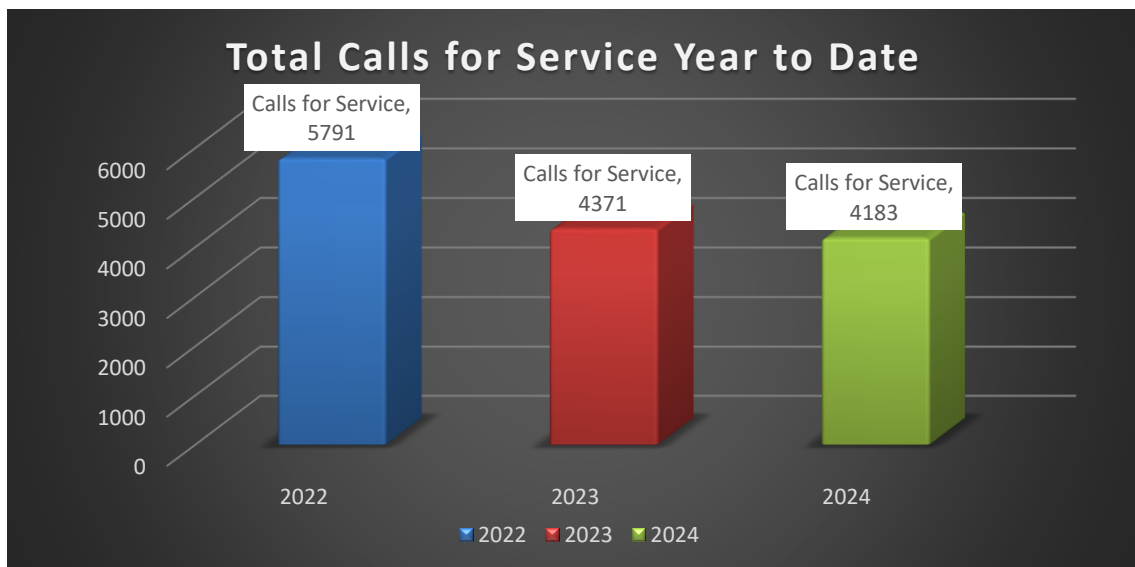
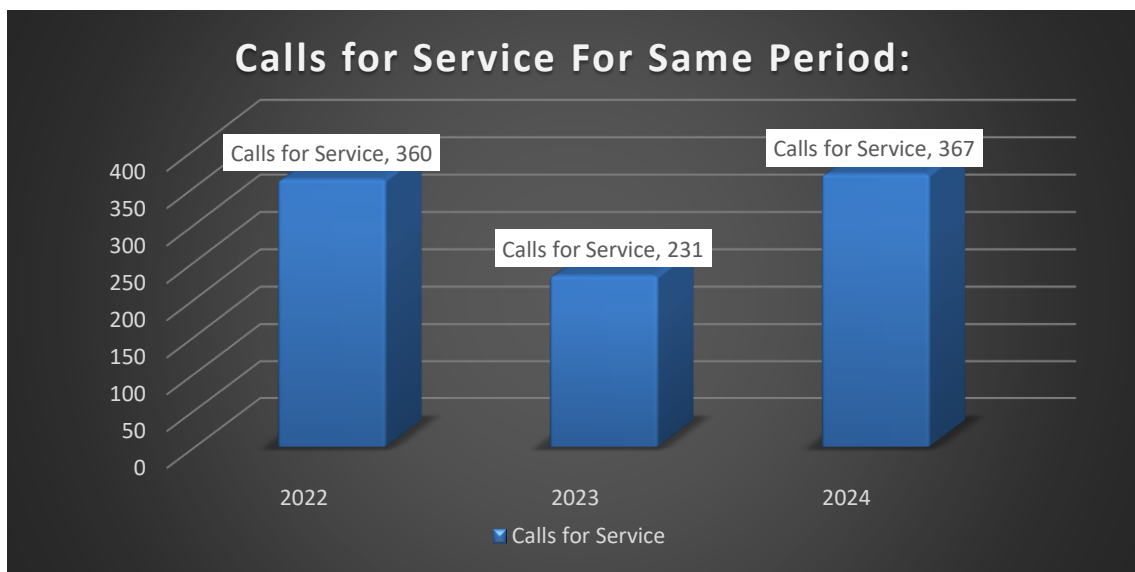
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nonresponsive. Due to a lack of information, the case was closed.

Historical Data:



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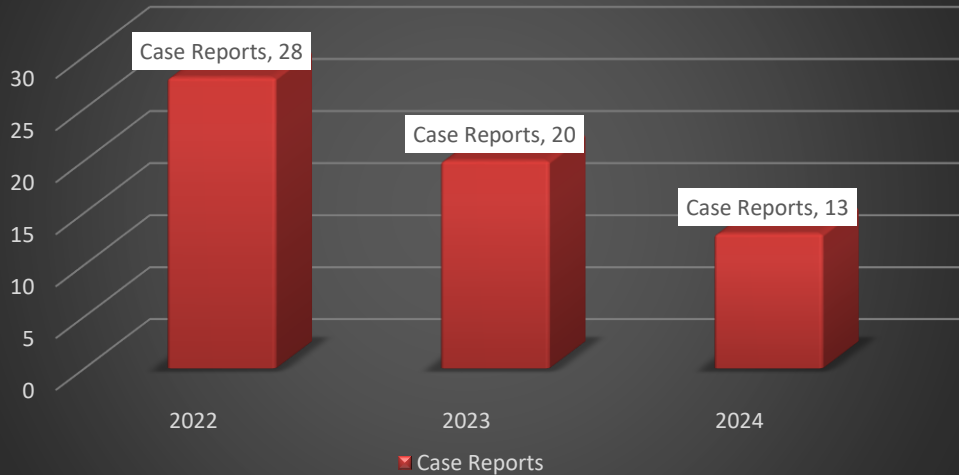
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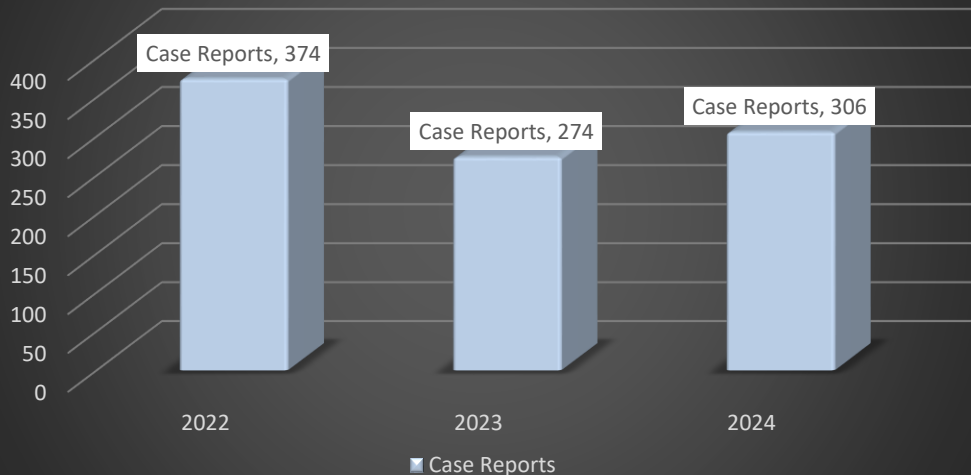
Police@townofelizabeth.org

www.townofelizabeth.org

Case Reports Pulled For Same Period:



Total Case Reports Pulled Year to Date:



Colorado Association of
Chiefs of Police





TOWN OF ELIZABETH

MICHAEL DEVOL/PUBLIC WORKS DIRECTOR

TO: Honorable Mayor, Mayor Pro-Tem and Town Board of Trustees
FROM: Mike DeVol, Public Works Director
DATE: Sept 10, 2024
SUBJECT: Public Works Monitoring Report

***Town Street Paving Improvements Project:**

1. Temporary Pot hole work has been completed in Hillside Subdivision. Additional work will be ongoing as the deeper repairs settle and more asphalt will need to be added.
2. Public Works used 110 tons of asphalt patching material on potholes within Hillside subdivision.
3. Repairs/Warranty work has been concluded on Pearl St., Mobile St., and Chestnut.

***Town Main St. Decorations:**

1. Main St. solar street lights are being removed and placed at the two new mail kiosk locations. Any lights that are left over will be placed at strategic locations within RC Park for events.

***Town Wells, Tanks and Effluent:**

1. All three tanks are in operation and typically store between 1.1 million gallons and 1.5 million gallons depending on daily operational needs.
2. Public Works is at 85 percent completion of Operating/Exercising all main line water valves per the state regulations for 2024.

***Town Water Line (NON) Emergency Repair:**

1. N/A

***Town Hall/ Repairs/ Landscaping Plan:**

***Town Walkway Repairs:**

1. PW has completed several repairs to sidewalks at storm drain inlets and removed tripping hazards.
2. Public Works will be installing "Chase Drains" at two locations on Blackhaw street where several lots drain across sidewalks at curb and gutter, these will alleviate icing and unsafe walking conditions.
2. Public Works continues to repair areas around town.

***Town Street Maintenance/Striping Projects:**



TOWN OF ELIZABETH

MICHAEL DEVOL/PUBLIC WORKS DIRECTOR

1. Public Works continues mowing for the season in Parks, Right of Ways, and Drainages.
2. Street Striping will begin in the month of September.

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

1. The Town Newsletter included Town Plowing Code and Snow Route "NO PARKING" information.
2. PW has been installing new snow route signs in Gold Creek Valley and Legacy Village 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 2024-2025 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 (Diesel) that is installed and tested allows Public Works to operate Arapahoe 2 and Denver 2 Wells during any event that electrical service is not available.

*Town Trail Project:

1. PW has completed 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 course of action(s) that will be required to fulfill our Trail obligations. (#9 below on upcoming projects).

*Gold Creek Lift Station Improvements:

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

*Eligibility Surveys for Water and Wastewater Capitol projects have been completed for 2024 and accepted by 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)



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The state sampling of the plant after maintenance all came back at 98% removal of all constituents that are required. It was an excellent slow start up of Train 2 and the plant is back at 100% capacity.

Maintenance has been concluded on Train 2 of the plant. PW did a slow 2-week plant start up on Train 2 of the plant to allow bugs/bacteria to acclimate and begin their life cycle. The combination of Bug population, Dissolved Oxygen and liquid temperature are the biggest contributors to a happy healthy working bug population as they work chemical free to complete the process of naturally treating the water.

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.
2. 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 gallon) 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 attached Laboratory Sampling Analysis for actual numbers while completing 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). 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. Town Clean Up Day Results are as follows:
2. Electronics:
 - a. Batteries – 58 lbs.



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MICHAEL DEVOL/PUBLIC WORKS DIRECTOR

- b. Computer Materials – 374 lbs.
 - c. Display Materials – 2,144 lbs.
 - d. Mixed Electronics – 1,400 lbs. Total Cost - \$2,708.45
 3. 7 – Roll-Off Dumpsters (2 Metals) (5 Garbage). Total Cost - \$2,331.75
 4. Flat Fee for 4 hours shredding of documents or paper. Total Cost - \$1,222.95
- Grand Total - \$6,263.15

*Town Public Works News

1. Public Works has all empty positions filled and we are excited to welcome Jared Burris and Ryan Ehlert, who are local residents to the Public Works Water and Wastewater team.
2. Public Works has hired one new employee for the Streets and Parks position. His name is Caden Rocha.

*Town Farmers Market:

1. Event Park Name is Running Creek Park, and the events have ended for the year.
2. Public Works will keep one Porta Potty at RC Park year around until the Depot Parking Lot is completed and bathrooms added at that site.

*Town Parks and Right of Way (ROW):

1. Porta-Potty will remain at Bandt Park parking area for the Winter season.
2. Bandt Park restrooms are now Open for the summer season.
3. Town Parks staff have painted new lines at the Bandt Park Tennis and Basketball courts to allow Pickle Ball enthusiasts to continue to use the park.
4. The concrete trail has been poured and stripped of forms, and the backfilling, seeding, and clean-up will begin. This connects Playground equipment, restrooms, pavilion all to the parking lot at Chestnut St.

Upcoming Projects:

1. PW has begun for 2024 the following Annual Reporting:
2. Annual Biosolids has been completed for 2023 and sent to CDPHE.
3. Regulation 85 Nutrient Monitoring/Accepted by CDPHE
4. PW has completed a round of PFAF's (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



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9. Tree City USA Application/ Accepted and approved by Tree City USA
10. Trail DOLA findings and Inspections/ Addition of Willow Cuttings Planted
11. PW has begun 2024 Highway User Tax Fund (HUTF) reporting and data processing.
12. PW is completing Lead and Copper testing per CDPHE guidelines for 2023/2024
13. Flushing of the entire town's water supply system is completed every 6 months.

Mail Kiosk:

1. Public Works will be installing Solar Street Lights at Mail Kiosk in various locations to aid in nighttime safety and mail collections by residents. The solar lights will be removed the second week of September from Main St and relocated to Kiosk area to save money on purchases.
2. Public Works has enhanced 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

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

September 10, 2024

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

Hannah

- I will be attending the 2024 Caselle Annual Summit Conference in October. Invoice Cloud has asked that I help present to other municipalities on the best reconciliation processes. I look forward to attending the sessions that are out of my normal day-to-day schedule!
- The budget is still on track to meet all our state and local deadlines.

Allison

- Vince and I have been working with new residents in Legacy Village to get their irrigation usage at an optimal level. Lennar has been setting their systems to water quite a bit more than is necessary causing them to have high usage and bills. We are trying to educate new homeowners about how irrigation works and what their usage numbers should be.
- I am starting to go into Mayor's Tree Lighting mode. I have designed and Dianna ordered our banner for the Elizabeth Core Express train. My next step will be to design our table toppers and flyers. I am also working on the map for this year's event. I plan to have that ready for the Board to look over by next meeting. I have also purchased some more trees for our "forest" and am looking for another light-up animal or two to go with our deer and moose.

Harmony

- I finally had a little time to work on some more files that were damaged in the basement flood. They are being scanned into an electronic format and the originals destroyed as many of the documents have water and mold damage.
- I refreshed my training in passports and various aspects of water billing as I covered for Allison while she was out. It is always good to get a refresher from time to time so the clerk's office can cover for each other when needed.

Michelle

- September is a busy month in our little town.
 - 9-7-24 – 5K & Family Color Run
 - 9-14-24 – Protectors Event
 - 9-16-24 – Estate Planning Class (42 people have already signed up)



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

- 9-21-24 – Elizabeth Birthday Bash and Movie Night
- 9-23-24 – Senior Luncheon
- 9-28-24- Historic Walk and Talk
- DAR will ring bells for **Bells Across America** in front of the Town Hall on 9-17-24 at 4 p.m.
- Make sure to mark your calendars for the October 5th – Budget Workshop from 9 a.m. – 12 p.m.
- Employee health, vision, dental, and life insurance enrollment period will be from October 28th to November 18th.
- The Board of Trustees has a booth space for the October 26th Boo-Bash (Harvest Festival).

Senior Educational Luncheon



NAVIGATING MEDICARE & BEYOND



EXPERT INSIGHTS WITH
ORLANDO LOPEZ

Join us for an informative session with Orlando Lopez, a Medicare Plan Specialist, who will guide us through the upcoming changes in Medicare. Orlando will also share valuable insights on health insurance for those under 65, life insurance, Social Security, and Medicaid. **We will also be offering free blood pressure checks and hearing screening test.**

Don't miss this opportunity to get expert advice and have your questions answered.

Light lunch will be served.

MON
SEP 23

11:00AM-
12:30PM

151 S. BANNER ST.
ELIZABETH, CO

RSVP:
MARJORIE ENGLE
303-881-2707

Sponsored by:

Marjorie Engle
Jennifer Maxwell
Town of Elizabeth

