



# TOWN OF ELIZABETH

**TOWN OF ELIZABETH UPDATED 11 13 2023**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**Tuesday, November 14, 2023, at 7:00 PM**  
**Town Hall, 151 S. Banner Street**

Conferencing Access Information: This is viewing only access.

<https://us02web.zoom.us/j/85247217462?pwd=anVGQ1d4VFQ5MIU5N3I5RjJ1SmVudz09>

**Join via phone at 1 669 900 9128 Meeting ID: 852 4721 7462**

**Meeting Passcode: 082274**

## CALL TO ORDER

## ROLL CALL

## PLEDGE OF ALLEGIANCE

## UNSCHEDULED PUBLIC COMMENT

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

## AGENDA CHANGES

## CONSENT AGENDA

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

## NEW BUSINESS

2. Discussion and possible action regarding appointment of Lynn Mitchell to the Historic Advisory Board with a term through 12/31/2023 - Alex Cramer
3. Discussion and possible action regarding appointment of Jim Santangelo to the Planning Commission as a voting member with a term through 12/31/2025 - Zach Higgins
4. Discussion and possible action regarding Resolution 23R40, agreement with Maverix Broadband for the installation of fiber optic and wireless network deployment - Zach Higgins
5. Discussion and possible action regarding DOLA Main Street Live Grant – Zach Higgins
6. Discussion with the Board on the Town Capital Improvement Fund - Patrick Davidson

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

## **PUBLIC HEARING**

- [7.](#) Proposed 2024 Budget - Patrick Davidson and Hannah Bruce

## **NEW BUSINESS**

8. Discussion and possible direction on the Proposed 2024 Budget - Patrick Davidson and Hannah Bruce

## **MANAGEMENT MONITORING REPORTS**

- [9.](#) Managers' Reports

## **STUDENT LIAISON REPORT**

- [10.](#) Student Liaison Report - Shaye Lovato

## **BOARD OF TRUSTEES REPORTS**

11. Board Reports

## **MINUTES**

- [12.](#) Minutes of the Regular Meeting of the Historic Advisory Board of October 2, 2023

## **EXECUTIVE SESSION**

13. To consider personnel matters, pursuant to C.R.S. § 24-6-402 (4)(f) regarding the Town Administrator Review, and to hold a conference with the Town's attorney to receive legal advice regarding issues arising from the Town Administrator's review pursuant to C.R.S. § 24-6-402(4)(b).

## **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

October 24, 2023

### **CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, October 24, 2023, at 7:00 p.m. by Mayor Nick Snively.

### **ROLL CALL**

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

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Public Works Director Mike DeVol, Chief of Police Jeff Engel, Deputy Clerk Harmony Malakowski, and Attorney Corey Hoffmann.

### **PLEDGE OF ALLEGIANCE**

Mayor Snively led the Board in the Pledge of Allegiance.

### **UNSCHEDULED PUBLIC COMMENT**

Denay Valdez – Town of Elizabeth Resident

Steven Freer – Town of Elizabeth Resident

Paul Schwarzkopf – Town of Elizabeth Resident

George Fick – Town of Elizabeth Resident

Angie Ternus – Town of Elizabeth Resident

Monica Cammalleri – Town of Elizabeth Resident

### **AGENDA CHANGES**

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

### **CONSENT AGENDA**

1. Minutes of the Regular Meeting of October 10, 2023

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

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





## PRESENTATIONS

2. Wreathes Across America – Gayle Gardner

Gayle Gardner provided a presentation for the program Wreaths Across America.

## NEW BUSINESS

3. Discussion and possible action regarding the Board of Trustee Appointment of Marianne Mayer Opl for a term through 11/5/2024

Motion by Trustee Payne, seconded by Trustee McGinn, to appoint Marianne Mayer Opl to the Board of Trustees with a term through November 5, 2024.

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

Marianne Mayer Opl was sworn in by the Town Clerk and joined the Board as a Trustee at the dais.

4. Discussion and possible action on Resolution 23R36, a Resolution on Snow Route Parking Regulations

Mr. Davidson and Mr. DeVol provided Staff reports. Discussion followed.

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Resolution 23R36 with changes noted by the Town Administrator and amended by Mayor Snively.

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

5. Discussion and possible action on Resolution 23R39, a Resolution adopting the email usage and retention policy for the Town of Elizabeth

Ms. Malakowski provided a Staff report.

Motion by Mayor Snively, seconded by Trustee Mayer Opl, to approve Resolution 23R39, a Resolution adopting the email usage and retention policy for the Town of Elizabeth.

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

Mayor Snively closed the regular meeting at 8:59 p.m. and went into the Public Hearing.

## PUBLIC HEARING

6. Ordinance 23-08, an Ordinance of the Town of Elizabeth, Colorado, amending the Elizabeth Municipal Code to provide for the imposition, computation and payment of a police impact fee, a public building impact fee, a parks, open space and rails impact fee, and a public works impact fee on all future residential and non-residential development;



providing authority, intent and definitions; providing for the establishment of separate impact fee funds for such fees; providing for exemptions, refunds, credits and waivers respecting such impact fees; providing general provisions applicability and appeals; and providing for severability

Mayor Snively opened the Public Hearing to Public comment.

Angie Ternus – Town of Elizabeth Resident

Paul Schwarzkopf – Town of Elizabeth Resident

Frances Gay – Developer

Mayor Snively closed the Public Hearing at 9:10 p.m. and returned to the regular meeting.

7. Discussion and possible action on Ordinance 23-08, an Ordinance of the Town of Elizabeth, Colorado, amending the Elizabeth Municipal Code to provide for the imposition, computation and payment of a police impact fee, a public building impact fee, a parks, open space and rails impact fee, and a public works impact fee on all future residential and non-residential development; providing authority, intent and definitions; providing for the establishment of separate impact fee funds for such fees; providing for exemptions, refunds, credits and waivers respecting such impact fees; providing general provisions applicability and appeals; and providing for severability

Motion by Trustee McGinn, seconded by Mayor Pro Tem Secrist, to approve Ordinance 23-08 an Ordinance of the Town of Elizabeth, Colorado, amending the Elizabeth Municipal Code to provide for the imposition, computation and payment of a police impact fee, a public building impact fee, a parks, open space and rails impact fee, and a public works impact fee on all future residential and non-residential development; providing authority, intent and definitions; providing for the establishment of separate impact fee funds for such fees; providing for exemptions, refunds, credits and waivers respecting such impact fees; providing general provisions applicability and appeals; and providing for severability.

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

### MANAGEMENT MONITORING REPORTS

- Town Administrator Patrick Davidson discussed the Elbert County Water Master Plan steering committee.
- Police Chief Jeff Engel
  - The Citizens Welfare Program will be kicking off next week.



- Corporal Alex Allen finished his training on Leadership in a Police Organization.
- The Student Academy will be working on mental health this week and this past week had a visit from Flight for Life.
- Public Works Director Mike DeVol
  - Job notices have been posted for the two open positions in Public Works.
  - The lift station is in the last week of testing.
  - The state website is having technical difficulties with water reports.
  - Public Works is looking forward to the upcoming snow.
  - Discussion on the two water division positions.
- Town Clerk Michelle Oeser
  - Discussion on the upcoming Harvest Festival providing the Board with times and location.
  - Ms. Oeser let the Board know that the Town Birthday/ Movie Night Bash will be set for September 21<sup>st</sup> in 2024.
  - Thanked the Board for supporting herself and Harmony attending conference.
- Deputy Town Clerk Harmony Malakowski
  - Thanked Allison and Hannah for covering the office while she and Michelle were at the conference.
  - Discussion on the award that Michelle received from the Colorado Municipal Clerks Association.
- Town Attorney Corey Hoffmann
  - Updated the Board on the Ritoro Well Site property issue. Discussion followed.

### STUDENT LIAISON REPORT

- Student Liaison Shaye Lavato
  - Last week was Fall Break for Elizabeth School District.
  - There is a Trunk or Treat in the Elizabeth High School bus loop on Saturday from 8:30 a.m. to 11:30 p.m.
  - The High School will be hosting a Thanksgiving Dinner on November 16<sup>th</sup>.
  - Ms. Lovato is working to involve students in the Wreaths Across America.

### BOARD OF TRUSTEE REPORTS

- Trustee Einspahr will be involved in Police Interviews tomorrow.



- Trustee Payne discussed having the Town cover the cost of the last 18 wreaths needed for the Elizabeth Cemetery Wreaths Across America Ceremony.

## MINUTES

12. Minutes of the Main Street Board of Directors Meeting of September 11, 2023

## ADJOURNMENT

Motion by Trustee Einspahr, seconded by Mayor Pro Tem Secrist, to adjourn the meeting at 9:48 p.m.

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

---

Town Clerk Michelle Oeser

---

Mayor Nick Snively



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Honorable Mayor and Board of Trustees  
**FROM:** Alexandra Cramer, Planner/Project Manager  
**DATE:** November 14<sup>th</sup>, 2023  
**SUBJECT:** HAB Appointment

### SUMMARY

The Town has received an application for the Historic Advisory Board opening. Lynn Mitchell has applied to fill the vacant seat on the Historic Advisory Board. The Historic Advisory Board has seven (7) seats with three (3) year staggered terms. This candidate, Lynn Mitchell, if approved, would fill the vacant seat for a term through 12/31/2023. This seat, if approved, would begin immediately following appointment. The candidate's application, resume, and letter of interest are attached.

### ATTACHMENT(S)

Lynn Mitchell's Application, Resume and Letter of Interest



## APPLICATION FOR APPOINTMENT HISTORIC ADVISORY BOARD

Please complete the following application for consideration for service on the Elizabeth Historic Advisory Board.

Please submit a letter of interest for the position describing your experience, expertise, and reasons you would like to be a member of the Historic Advisory Board.

Name: Lynn Mitchell

Address: [REDACTED]

Email: [REDACTED]

Contact Phone # [REDACTED]

Occupation: Retired

Please list your areas of interest, experience and expertise:

- Administration
- Accounting/Finance
- Program Development
- Public Relations/Communications
- Design
- Marketing / Advertising
- Economic Development
- Historic Preservation
- Event Management
- Downtown Business Activity
- Construction

Additional areas of expertise/ experience Former Educator

Have you attended an Elizabeth Historic Advisory Board meeting, event, forum, webinar, etc.?

- Yes
- No

If so, please explain your involvement.

---

---

---

Please submit this application along with a separate letter of interest. Make sure you have read through the Elizabeth Historic Advisory Board job description and understand the position's responsibility and requirements.

Submit to: Zach Higgins, Community Development Director, Town of Elizabeth  
zhiggins@townofelizabeth.org – (303) 646-4166 – 151 S Banner Street, PO Box 159, Elizabeth CO 80107

# Lynn Mitchell

---

## PROFILE

Wife, mother, grandmother, retired school teacher, and new resident to Elizabeth, Colorado.

## EXPERIENCE

TEACHER, HENRICO COUNTY PUBLIC SCHOOLS, VIRGINIA -  
1979-2019

Exceptional Education Teacher- Middle School (7 years); High School (21 years); Juvenile Detention Center(12 years)

## EDUCATION

James Madison University, Harrisonburg, VA; Bachelor of Science Special Education; 1978

Virginia Polytechnic University, Blacksburg, VA; Master of Education Vocational Education for Special Needs; 1986

## SKILLS

- Ability to get along with all people
- Conscientious
- Willingness to get involved in my new community



# Lynn Mitchell

[REDACTED]  
Elizabeth, CO 80107  
[REDACTED]

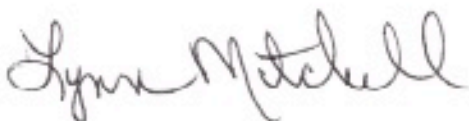
October 15, 2023

Zach Higgins  
Community Development Director  
Town of Elizabeth  
303-646-4166  
zhiggins@townofelizabeth.org

Dear Mr. Higgins,

I am interested in participating on the Elizabeth Historic Advisory Board because I love history and learning. Our heritage is precious and needs to be remembered and shared with all. Working on the local level with the Board will allow me to immerse myself in the Town of Elizabeth and provide help needed to strengthen all the positive work completed so far.

Sincerely yours,



Lynn Mitchell





**TO:** Honorable Mayor and Board of Trustees  
**FROM:** Zach Higgins, AICP Community Development Director  
**DATE:** November 14<sup>th</sup>, 2023  
**SUBJECT:** Planning Commission Appointment

**SUMMARY**

The Town has received an application for a voting member to the Planning Commission. There are currently two open seats. Jim Santangelo has applied to fill a vacancy on the Planning Commission as a voting representative. The term for this seat is through December 31, 2025.

**Planning Commission Candidate Questions**

The questions are based on the following: experience with land use and development, open mindedness (not concerned on just one issues), demonstration of good ethical behavior, detail oriented, commitment to community service, and speaking/ interpersonal skills.

1. Please tell us about yourself.
2. Please explain how your skillset and experience will contribute toward the duties of the Planning Commission.
3. The ideal candidate is open minded when it comes to Planning Commission business and is not solely concerned about one issue. Will you tell us how this does or does not describe you?
4. It is important that members of the Planning Commission demonstrate good ethical behavior. Please tell us how you currently demonstrate good ethical behavior and would apply that to the Planning Commission if appointed.
5. It is important that members of the Planning Commission be detail oriented. Are you detail oriented? If so, please provide an example.
6. The ideal Planning Commission candidate has a commitment to community service. Please tell us about your commitment to community service.
7. The Planning Commission role requires frequent interaction and communication with Staff, developers, and members of the public. That said, good interpersonal and speaking skills are pertinent to the position. Please tell us how you've demonstrated good speaking and interpersonal skills in the past.

**ATTACHMENT(S)**

Jim Santangelo's Resume/Letter of Interest

# JAMES SANTANGELO

Elizabeth, CO

Phone ■ [REDACTED] Email ■ [REDACTED]

## DIRECTOR OF COMMERCIAL SALES

**Experienced business development executive:** Extensive experience in business development, sales, operations with strong market development skills, and proven success within the commercial and design marketplace. Specific strengths in identifying profitable/high-growth market segments and developing customer-centric marketing plans. Proven ability to manage complex marketing/product plans with associate revenues up to \$120MM.

**Collaborative and Motivated leader:** Known for exceptional development of employees, while creating team synergy. Skilled at enhancing productivity by deploying systems and processes that enable people to focus on high-value activities. Excellent talent development and retention track record. Known for ability to inspire confident and focused problem solving across the sales organization.

**Creative, focused, and disciplined execution:** Extremely skilled at working through people and managing the implementation of projects, on-time, and within budget. Hands-on leadership style with a relentless focus on delivering and negotiating high-impact projects while maintaining an organizational environment of teamwork.

## KEY SKILLS & COMPETENCIES

Business Development Leadership | P&L Management | Change Management | Marketing Strategy  
Sales Goals & Quotas | Contracts | Proposals & Quotes | Strategic Planning | Coaching & Mentoring  
Vendor Relations Sourcing & Special Pricing | Disciplining Employees | Product Knowledge Training  
Policies & Procedures | Trade Shows | Negotiation | Written & Verbal Communication | Interpersonal Skills

## PROFESSIONAL EXPERIENCE

ELIZABETH CONSTRUCTION COMPANY

Elizabeth, CO

### President

2021 – Present

*Start-up remodeling and general construction contractor.*

*Responsible for all sales and estimating, Bookkeeping, HR, Business Development and Marketing.*

*Used money from the first project to fund and reinvest in growth.*

*5 company vehicles, a new, 2000 sf design and finishes showroom, 6 employees and \$3Mil in revenue forecast for 2023.*

*Services provided include in-house design services, Cabinets, Countertop, Flooring, Tile.*

*Specializing in Kitchen and Bathroom remodels and basement finishes.*

EMSER TILE

Denver, CO

### Sr. Director of Commercial Sales

2018 – 2021

*Responsible for reporting up to C-Level executives on results and strategy monthly. Accountable for 5 RSMs as direct reports and \$120M P&L. Lead monthly national calls with team to share company direction, and provide motivation and drive enthusiasm. Collaborated with Sales Support manager, administration, and ownership to create AOP for 2019.*

### Select Contributions:

- ❖ Created partnership agreements and assisted in standardizing pricing nationwide for 8 national accounts, increasing sales within client accounts by \$10M cumulatively over 18 months
- ❖ Served as acting VP for most of 2019 as the company made some strategic changes at the corporate level
- ❖ Collaborated with Finance and CFO to architect and implement complete overhaul of sales rep and architectural representative compensation packages
- ❖ Took lead business development role for commercial and multi-location major accounts with national footprints, resulting in closing The Vista Towers in Chicago, a high-end high rise, valued at \$4M
- ❖ Implemented compensation change from a base plus bonus structure to a base plus commission structure, which improved team morale and performance

EMSER TILE

**Regional Sales Manager, Commercial**

2014 – 2018

*Responsible for Revenue and Profit of 17 Branches, 15 Territory Managers in Emser Region 3, the largest volume region in the company. Managed customer relationships, processes, and flow to ensure profit and secure future business.*

Select Contributions:

- ❖ Grew sales from \$14.8M to \$38M in 3 years in a 7-state territory consisting of Texas, Oklahoma, Arkansas, Kansas, Colorado, Louisiana, and Mississippi
- ❖ Elevated revenue in first year from \$12M to \$14.8M in 2015 (23% Growth), sustaining sales growth for the following years: 2016 Sales - \$22.7M – 54% Growth, 2017 Sales - \$30M, 2018 Sales– \$38M 22% Growth
- ❖ Served as lead mentor to peer RSMs in Region 1, 2, 4, and 5, with each RSM meeting or exceeding sales goals
- ❖ Provided oversight of \$3.5M Landry’s Hotel project in Houston, including working with ownership and contractors to get approvals and negotiate contracts, and executing the final installation to company standards

EMSER TILE

**Branch Manager**

2008 – 2014

*Branch Manager for new wholesale warehouse and showroom location in Denver, CO. Responsible for merchandising the showroom, the sampling of new customers, sales programs to drive new business, sales representative management to grow the territory, and ensuring quality service after the sale. Managed \$12M P&L, 12 total branch employees, and 5 outside sales representatives.*

Select Contributions:

- ❖ Attained \$3.8M in sales in First Full Year (2009) and delivered consistent growth in the years following: 2010 Sales - \$3.9 M - 2% Growth, 2011 Sales - \$4.2M – 5.7% Growth, 2012 Sales - \$4.8 M – 16.7% Growth 2013 Sales - \$6.2M – 27% Growth 2014 Sales - \$8.5 M - 38% Growth, 2015 Sales - \$9.4M – 10.2% Growth
- ❖ Successfully coached and mentored 1 employee to grow into National Account Manager Role
- ❖ Signed Chipotle and Red Robin Exclusive programs valued at \$1M annually at inception and up to \$500K reoccurring annually during 5-year contract, while maintaining a 50% margin

EMSER TILE

**Branch Manager**

Glendale, AZ

2004 – 2008

*Branch Manager for new wholesale warehouse and showroom location in Glendale, AZ. Handled site layout, completed initial planning and cost estimates, and oversaw branch build-out of a 15,000 Sq Ft facility with 9,000 Sq Ft of warehouse and 6,000 Sq Ft of showroom. Responsible for merchandising the showroom, the sampling of new customers, sales programs to drive new business, sales representative management to grow the territory, ensuring quality service after the sale. Managed \$4M P&L for the Glendale branch, from inventory to overtime and office supplies.*

Select Contributions:

- ❖ Successfully grew new sales territory in western and northern Arizona, opening and developing 300 new active accounts over 4 years, resulting in becoming the quickest, new Emser location to achieve \$300k in monthly sales in under 3 years
- ❖ Surpassed gross and net margin estimates and goals, attaining a constant 5-10% above goal
- ❖ Successfully negotiated pricing with 400 customers and 24+ suppliers to continuously drive profitability

**ADDITIONAL EXPERIENCE**

**General Manager**

CARPET MILLS OF AMERICA

Phoenix, AZ

**General Manager**

DATA COM MARKETING

Phoenix, AZ

**EDUCATION & MILITARY EXPERIENCE**

**Pursued Bachelor of Business Administration**  
*Arizona State University (2 years)*

**82<sup>nd</sup> Airborne Division - Infantry**  
*United States Army*

# James (Jim) Santangelo

## Contact information

[REDACTED]  
[REDACTED]  
[REDACTED]

## To

Elizabeth Board of Trustees  
Town of Elizabeth  
151 S Banner St, Elizabeth, CO 80107

## Dear Trustees,

My name is Jim Santangelo, and I would like to formally express my interest in joining the planning commission. I'm excited for the opportunity to serve our community.

I have lived in Colorado for 15 years, 10 of which were in Parker and the last 5 in Elizabeth. I have a small cattle ranch about 8 miles south of town but recently moved into a house in downtown Elizabeth. My background is primarily in construction, and I am one of the owners of Elizabeth Construction Company. ECC is a local remodeling company, and our offices and showroom are located in the post office parking lot on E. Kiowa Ave. I have a 16-year-old son, Ozzy, who attends Elizabeth High School. Ozzy is an honors student and plays baseball for the Cardinals.

Although I do not have direct experience with zoning and community planning, my many years in the construction industry have given me a broad background in code compliance and how to manage through challenging situations. I recently took a 60-hour course on the International Residential Code and International Building code and passed the International Code Council test for my contractor's license.

Another key takeaway from my experience at ECC is the importance of responsible growth. I think that is what excited me most about being on the planning commission. I believe we need people who can see the bigger picture and know that responsible growth is a good thing, but with the proper oversight and forethought. When I heard there were openings, it just felt like the perfect fit for me.

ECC is just over 3 years old, and I finally have the key people in place to allow me free time to get more involved in the community. I love giving back to the town however I can, for example, I recently organized a fundraising event to benefit the new auto shop program at Elizabeth High School and we were able to raise over \$4000 for this awesome new program. Over the summer I volunteered at the high school to help them re-sod the baseball field and spent a few weekends out there giving my time. Now that I live in the town limits, it has opened these new opportunities to get involved at a higher level.

I had the pleasure of meeting Zach Higgins and Alexandra Cramer last week. They spent some time explaining the role of a planning commission member to me which further helped my decision to put my name in the hat. Managing a major remodeling project takes an enormous amount of attention to detail which I will bring to the table in this role. Zach definitely emphasized how important that skill set would be.

Prior to opening ECC, I was Senior Director of Sales for a wholesale materials supplier. I handled large commercial construction projects such as malls, airports, and hotels. One of my primary functions was being able to communicate clearly with developers, lenders, end users and sub-contractors. I also spent a lot of time leading seminars with architects and engineers to ensure our products were being used and installed correctly in the field. Based on what Mr. Higgins told me about the position, these communication and interpersonal skills will be vital to performing on the planning commission.

My main goal is to find ways to serve our community and I feel like being on the planning commission would be a perfect fit. I look forward to the opportunity to meet with the Board at the November meeting and would be happy to answer any additional questions you may have.

Sincerely,

*James Santangelo*

**James (Jim) Santangelo**

October 26, 2023



**TO:** Honorable Mayor and Board of Trustees  
**FROM:** Zach Higgins, Community Development Director  
**DATE:** November 14, 2023  
**SUBJECT:** Resolution 23R40 - Maverix Proposal

---

**HISTORY**

Town Staff has met with Maverix to discuss bringing fiber internet to key Town buildings and the potential for public Wi-Fi on Main Street and Running Creek Park. Town Hall’s phone network operates via internet service as well. A possible public Wi-Fi network on Main Street and Running Creek Park would assist commerce transactions particularly during events, allow for other commerce or educational purposes, and free up bandwidth for emergency service use at peak times.

The Maverix Team presented their proposal to the Board of Trustees and answered questions at the October 10<sup>th</sup>, 2023 BOT meeting.

**SUMMARY**

Staff is seeking the approval of Resolution 23R40, the Agreement with Maverix Broadband for the installation of fiber optic and wireless network deployment. This proposal includes bringing fiber internet to Town Hall, Public Works, and the Police Department. As well, this includes bringing public wireless internet to Main Street and Running Creek Park via Wireless Access Points.

The full proposal includes scope from network design and infrastructure to ongoing maintenance and support. The proposed timeline is ten (10) weeks and includes a permitting phase, construction phase, and testing and validation phase. Please see attached Exhibit A – Maverix Proposal for full scope and additional detail.

**FINANCIAL CONSIDERATION**

The Town has received federal funds under the American Rescue Plan Act (ARPA) which is encouraged to be utilized to improve internet connectivity, provide additional communication options for the community, strengthen infrastructure, and make future technological upgrades to the community. The Maverix Proposal would satisfy the above-mentioned goals of the ARPA funds. Subsequently, the Town can utilize the available ARPA funds to meet the costs and expenses identified in the Maverix agreement without using the Town’s own funds from any other source.

The agreement includes \$88,130.00 in construction and \$29,865.00 in materials for a total cost of \$117,995.00.

**STAFF RECOMMENDATION**

Town Staff recommends the approval of Resolution 23R40, the Agreement with Maverix Broadband for the installation of fiber optic and wireless network deployment.



## **TOWN OF ELIZABETH**

COMMUNITY DEVELOPMENT DEPARTMENT

### **EXHIBIT(S)**

Resolution 23R40

Exhibit A - Maverix Proposal



**RESOLUTION 23R40**

**A RESOLUTION AUTHORIZING THE MAYOR OF THE TOWN OF ELIZABETH TO ENTER INTO AN AGREEMENT WITH MAVERIX BROADBAND FOR THE INSTALLATION OF FIBER OPTIC AND WIRELESS NETWORK DEPLOYMENT**

WHEREAS the Town of Elizabeth, Colorado is a recipient of Federal funds under the American Rescue Plan Act (ARPA); and

WHEREAS under ARPA’s guidance, and the Final Rules issued by the Department of the Treasury, the Town is encouraged to spend the funds provided to improvement internet connectivity, provide additional communication options for the community, strengthen infrastructure, and make future technological upgrades to the community; and

WHEREAS there is a deficiency in broadband connectivity in older parts of Town, particularly along Main Street, the Elizabeth Town Hall, the Elizabeth Police Department, and Running Creek Park; and

WHEREAS the improvement of broadband connectivity in this area can be accomplished through the installation of fiber optic and wireless networks in the area of Elizabeth documented within the Maverix agreement; and

WHEREAS, the Town of Elizabeth has sufficient ARPA funds available to meet the costs and expenses identified in the Maverix agreement without the necessity of using the Town’s own funds from any other source than ARPA; and

WHEREAS the Town of Elizabeth Board of Trustees finds it to be appropriate, necessary, and proper to expend ARPA funds for the improvement of internet connectivity, communication options, and improvements to infrastructure through the establishment of a fiber optic and wireless network deployment within portions of the Town of Elizabeth.

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

SECTION 1. The Board of Trustees hereby authorizes the Mayor of the Town of Elizabeth to execute that agreement with Maverix Broadband for the establishment of a fiber optic and wireless network as more fully set forth in **Exhibit A**, and to execute any other and further documents as may be required to complete the transaction identified herein.

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

---

Nick Snively, Mayor

ATTEST:

---

Michelle M. Oeser, Town Clerk

Town of Elizabeth,

It is with great pleasure that we present the following proposal for your consideration. Maverix is a local Colorado company with a penchant for bringing the fastest internet speeds available to underserved communities at extremely competitive pricing. Our network has the lowest latency and fastest speeds available anywhere. We think you will find our plan to be a unique offering and the best possible gain for the residents, businesses, and public areas of Elizabeth.

Our diverse team brings together an array of unique backgrounds and creative ideas that set us apart from legacy carriers. We have successful tech entrepreneurs, long-time telecom experts, in-house construction managers, experienced asset protection teams, and military-trained specialists that work to reinvent and optimize network development.

Maverix Broadband can greatly contribute to the city of Elizabeth by offering fiber internet to municipal buildings and public WiFi services, providing numerous benefits to residents, businesses, and the community as a whole. By deploying fiber optic infrastructure through downtown Elizabeth, Maverix Broadband enables high-speed and reliable internet connections, supporting faster data transfer and enhanced online experiences. Maverix Broadband's commitment to advancing the technological infrastructure of Elizabeth through fiber internet and public WiFi contributes to the city's development, innovation, and overall quality of life.

We believe our industry leading approach to constructing the fastest networks in Colorado will be a great advantage to the city and community of Elizabeth. With the proper support from the city, we are certain that we can produce the best network around in the requested time frame.

We thank you for your time and your interest in working together to make Elizabeth a more competitive and accessible city.

Sincerely,



David Lindauer  
CEO & Founder

[david@maverixbroadband.com](mailto:david@maverixbroadband.com)

720-740-0888

## Project Overview

### Goals & Objectives

Our proposal aims to achieve the following objectives:

- **Deploy a fiber optic network to key municipal buildings**  
We will design, construct, and implement a fiber optic network across a subsection of Downtown Elizabeth, ensuring comprehensive coverage for town hall, the police station, the Chamber of Commerce, and City Park.
- **Provide high-speed wireless internet to common areas**  
The fiber optic infrastructure will deliver blazing-fast wireless internet speeds, enabling merchants and visitors alike seamless online experiences, whether it be for education, work, entertainment, or communication.
- **Enhance economic development**  
By providing a robust internet infrastructure, we will attract new businesses and encourage entrepreneurship in Elizabeth, fueling economic growth and job creation.
- **Establishment of foundational infrastructure**  
We are committed to ensuring that every resident of Elizabeth has equal access to high-quality internet services. The work outlined in this proposal helps us extend our footprint for future expansion and needs of Elizabeth.

### Scope of the Project

The scope of the fiber optic network project in the town of Elizabeth encompasses several key areas and deliverables.

- **Network Design and Infrastructure**  
The scope involves the design and deployment of a robust and scalable fiber optic network infrastructure. This includes planning the network architecture, determining optimal routes for fiber optic cables, and strategically placing network equipment such as switches, routers, and distribution points. Our plan includes a redundant path to connect downtown Elizabeth with two separate and geographically diverse fiber optic routes, ensuring critical infrastructure will stay online in the event of an outside fiber cut.
- **Fiber Optic Cable Installation**  
The project will involve the installation, testing, and splicing of fiber optic cables across the town, following a carefully planned route that ensures efficient coverage and minimal disruption to the community. This includes underground installations, aerial installations, and any necessary permissions or agreements for accessing private properties or rights-of-way.

- **Wireless Connectivity along Main St & vicinity**

In addition to the comprehensive fiber optic network, we engineered the inclusion of wireless connectivity via access points along Main St. This wireless infrastructure will cater specifically to events, providing seamless internet access to event attendees, merchants, and visitors. Additionally, this FREE public wifi option can be offered to locals and visitors throughout the year.

- **Testing and Quality Assurance**

The project scope includes thorough testing and quality assurance procedures to ensure that the network is functioning optimally. This includes testing connectivity, measuring data transfer speeds, and identifying and resolving any technical issues that may arise during or after the deployment of the fiber optic network.

- **Ongoing Maintenance and Support**

The scope extends to providing ongoing maintenance and support for the fiber optic network. This includes monitoring the network, performing routine maintenance tasks, addressing any service disruptions promptly, and ensuring uninterrupted internet connectivity for the service area detailed in this proposal. All systems will be monitored 24/7/365 for uptime and our local technicians will be notified and dispatched at the first sign of a problem.

## Proposed Timeline

### 1. Permitting Phase

- Week 1:** Engage in discussions and negotiations with the Town of Elizabeth to address any questions or concerns they may have. Drafting of Traffic Control Plans, finalizing and marking route, and Initiating the permitting with the Town of Elizabeth. 811 utility locate requests will be submitted for the entire route. Necessary labor will be scheduled and material orders will be finalized.
- Week 2-3:** Provide additional documentation or modifications to the plans if necessary. Receive all necessary permits and approvals from the Town of Elizabeth.

### 2. Construction Phase

- Week 1-2:** Mobilize the construction team and equipment to the site. Begin the process of trenching / boring and laying conduit for fiber optic cables according to the approved plans.
- Week 3-4:** Carry out the installation of fiber optic cables along the designated routes, including underground and aerial installations as required.

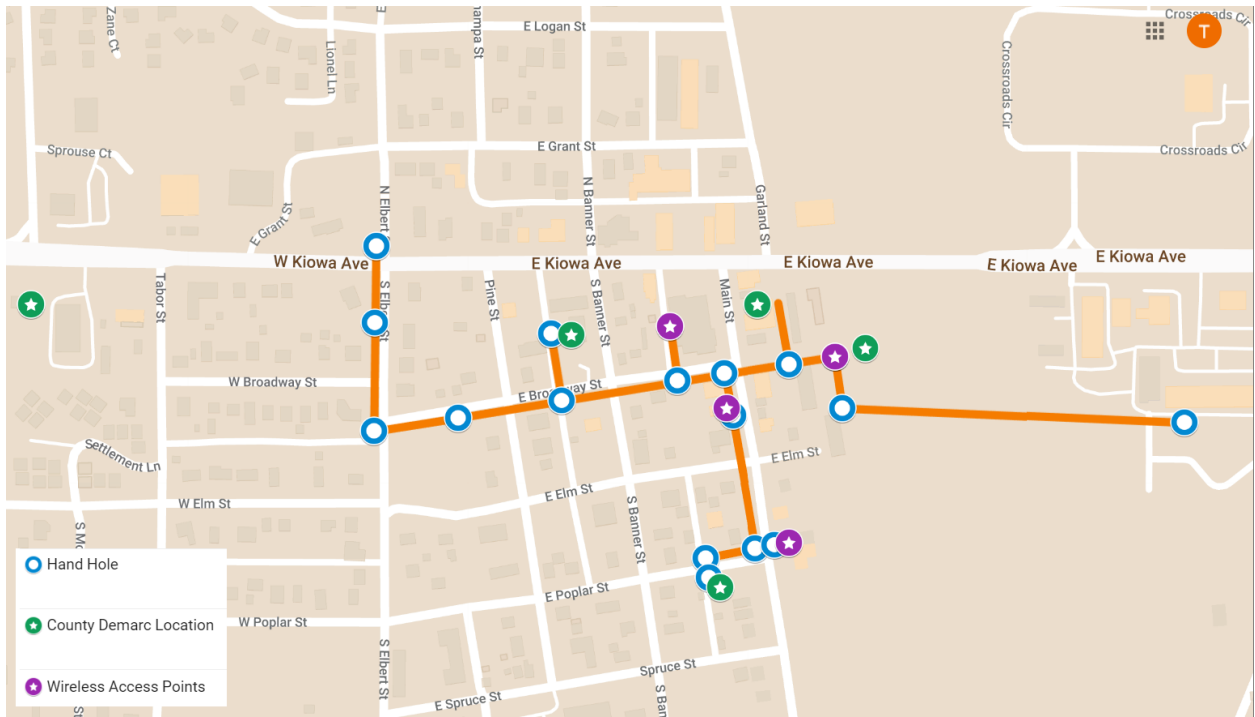
- c. **Week 5:** Complete the fiber optic cable installation, including any necessary splicing and termination. Installation of Wi-Fi radios at designated points.
- d. **Week 6:** Conduct quality checks and inspections to ensure that the installed fiber infrastructure meets the required standards.

**3. Testing & Validation Phase**

- a. **Week 1:** Conduct comprehensive testing and validation to verify the reliability, speed, and overall performance of the fiber optic & wireless network. The network will be active and available for use immediately.

## Proposed Fiber Optic Infrastructure

### Design and deployment plan for fiber optic network in Elizabeth



- **Redundant Network Architecture**
  - These dual fiber lines, running in parallel, ensure that even in the event of a disruption or failure on one side, the other line seamlessly takes over, guaranteeing uninterrupted connectivity. This redundancy not only enhances the reliability of the network but also provides a robust infrastructure that can handle high volumes of data traffic, effectively meeting the demands of today's digital world.
- High-end enterprise grade wireless for secure public usage, prioritized for business access through private vendor logins

## Cost estimation for fiber optic & wireless network deployment

Description	Rate	Units	Quantity	Construction Cost	Materials Rate	Materials Cost	Total Cost
Bore 1x conduits	\$13.00	LF	4,150	\$53,950.00	\$0.30	\$1,245.00	\$55,195.00
Install 17x30	\$350.00	EA	17	\$5,950.00	\$600.00	\$10,200.00	\$16,150.00
Install 13x24	\$300.00	EA	0	\$0.00	\$275.00	\$0.00	\$0.00
Hydro excavate utility and install conduit	\$225.00	EA	30	\$6,750.00	\$0.00	\$0.00	\$6,750.00
Excavate and couple dis-continuous conduit	\$150.00	EA	5	\$750.00	\$5.00	\$25.00	\$775.00
Place Fiber in conduit	\$1.00	LF	4,565	\$4,565.00	\$1.00	\$4,565.00	\$9,130.00
Splicing	\$300.00	EA	15	\$4,500.00	\$300.00	\$4,500.00	\$9,000.00
Tracer Wire	\$0.10	LEF	4,150	\$415.00	\$0.20	\$830.00	\$1,245.00
Wireless Access Points	\$1,250.00	EA	4	\$5,000.00	\$1,500.00	\$6,000.00	\$11,000.00
Building Installations	\$1,250.00	EA	5	\$6,250.00	\$500.00	\$2,500.00	\$8,750.00
				<b>\$88,130.00</b>		<b>\$29,865.00</b>	<b>\$117,995.00</b>


## Monthly Service Pricing

Description	Rate	Quantity	Monthly Cost
Primary Buildings (TH, PD, PW)	\$299.99	3	\$899.97
Secondary / Support Buildings (Water Treatment)	\$49.99	2	\$99.98
			<b>\$999.95</b>

## Conclusion

In conclusion, the implementation of a fiber optic network in the town of Elizabeth holds immense potential to revolutionize the community's connectivity and propel it into a new era of digital advancement. By choosing to partner with Maverix Broadband for this project, a local company utilizing local contractors, the town can benefit from additional economic opportunities,

cutting-edge technology, reliable high-speed internet, and widespread access to public WiFi. This fiber optic proposal presents an opportunity for Elizabeth to enhance economic growth, attract businesses, and improve the overall quality of life for its residents. By embracing this forward-thinking infrastructure, Elizabeth can establish itself as a technologically progressive town that prioritizes digital inclusion and embraces the limitless possibilities of the digital age. The benefits of this proposal extend beyond the immediate future, promising a foundation for long-term sustainable development and positioning Elizabeth as a leader in connectivity and innovation.

By:   
Name: David Lindauer  
Title: CEO, Maverix Broadband  
Date Signed: 11/8/2023

By: \_\_\_\_\_  
Name: Nick Snively  
Title: Mayor, Town of Elizabeth  
Date Signed: \_\_\_\_\_

## References

- **Arrow Electronics**  
Mark Endry  
CTO  
mark.endry@arrow.com  
720-739-3420
- **Rattlesnake Fire**  
Cass Kilduff  
Fire Chief  
cass.kilduff@rsfpd.org  
720 371 0818
- **Elizabeth Stampede**  
Lea Anne Russell  
rodeo2022@gmail.com
- **Craft Company**  
Jim Yates  
303.803.7036  
Jim@CraftCompaniesLLC.com
- **Smoky Hill Engineering**  
Randall A. Lopez





Civil and Structural Engineer  
(256) 975-7861  
rlopez@smokyhilleng.com



**TOWN OF ELIZABETH**

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Honorable Mayor and Board of Trustees  
**FROM:** Zach Higgins, AICP Community Development Director  
**DATE:** November 14, 2023  
**SUBJECT:** DOLA Main Street LIVE Grant

**SUMMARY**

The Department of Local Affairs is accepting applications for their Main Street LIVE grant. The Livability Investments for Vibrant Economies grant is geared toward place-based development, redevelopment, and housing in downtowns as a critical component to a robust and active economy, local government fiscal health, and sustainable development patterns. The grant will reinvest in Colorado downtowns and enhance long-term sustainability, add to the built environment (buildings, streets, infrastructure), attract workforce, and augment other energy and housing projects.

The grant funds up to \$1,000,000 with a required local match of equal value to the grant request. The applicant is required to meet with and receive support from their DOLA Regional Manager. Town Staff has met with Todd Leopold, the Central Region Regional Manager, who has shown support for our proposed project.

This grant could be utilized to build out the northern three (3) blocks of the Main Street Streetscape project from Poplar to SH-86. The deadline to submit an application by is December 1<sup>st</sup>, 2023. Staff can utilize much of the same data, narratives, and supporting materials from the recent successful Revitalizing Main Street Grant application.

**FINANCIAL CONSIDERATION**

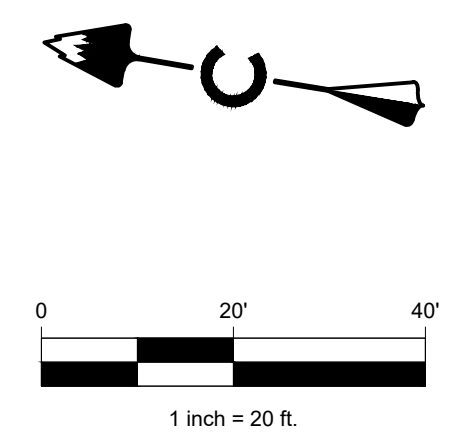
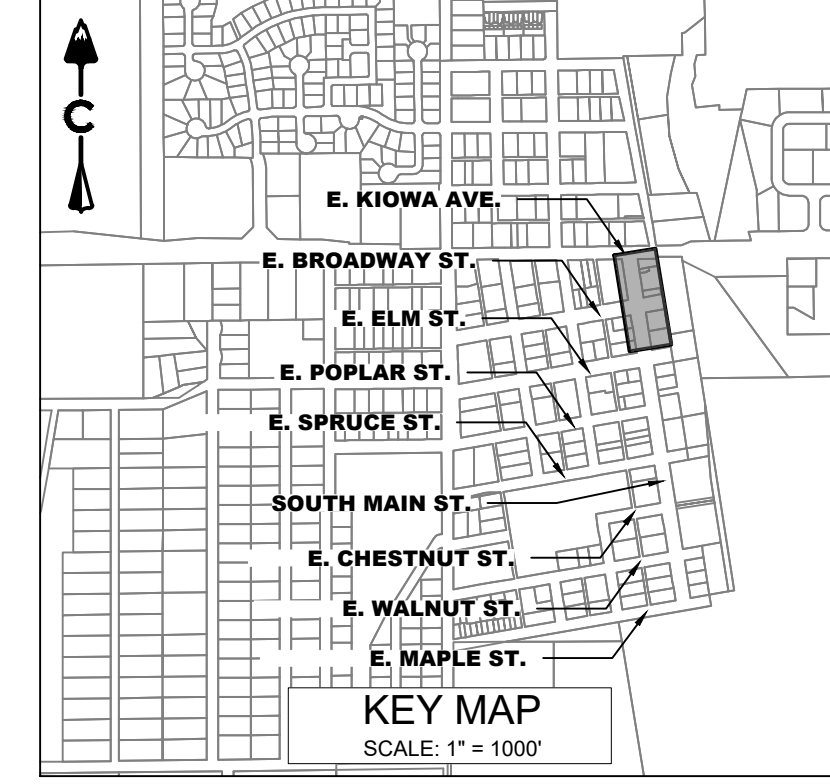
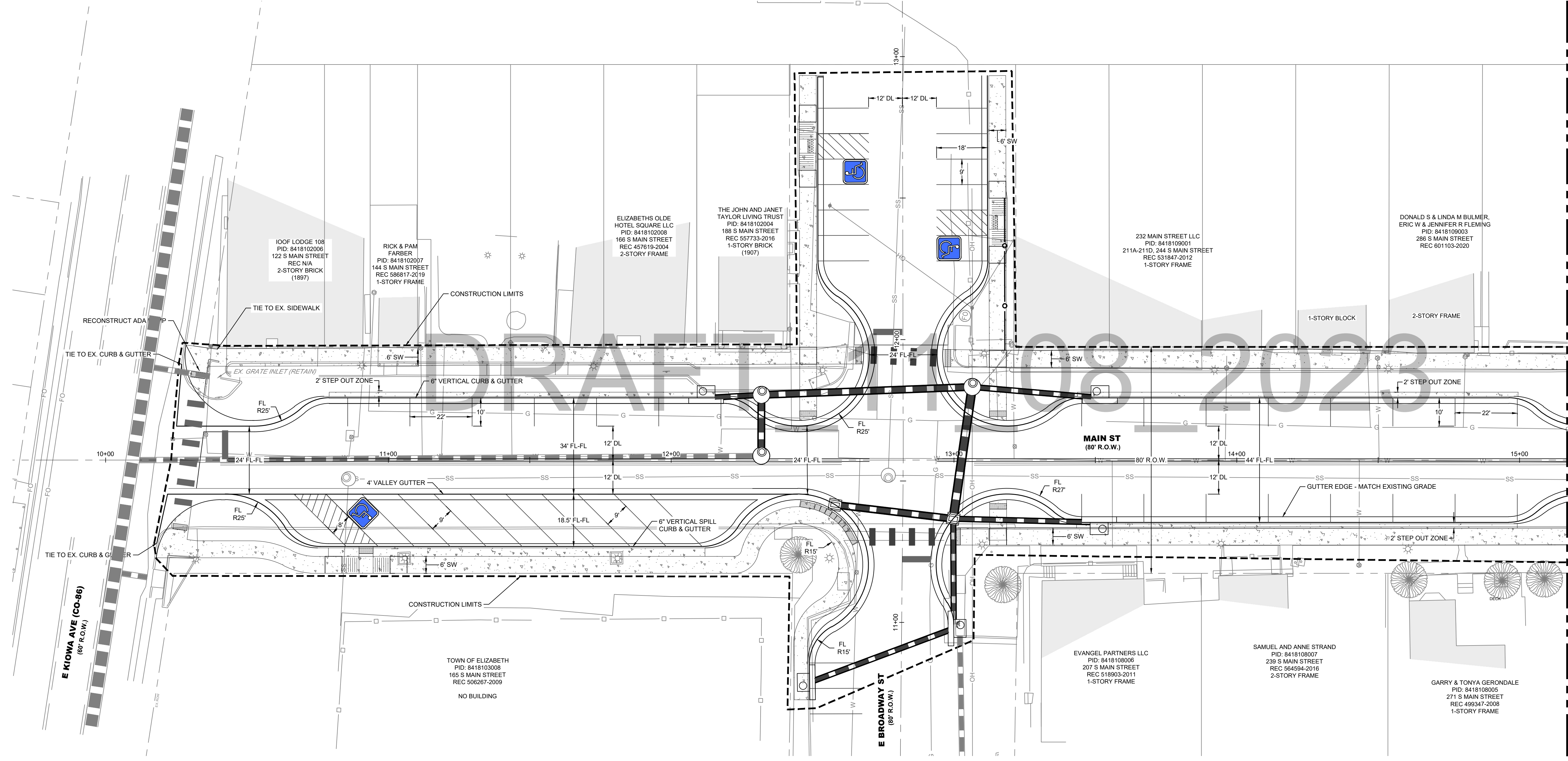
The Central Region Regional Manager of DOLA has expressed that a match of at least equal value is required from the Town for this grant. If the Town would like to pursue receiving the max amount of \$1,000,000, the Town would be required to match with \$1,000,000.

The Town’s Draft 2024 Budget contains the following line items which we believe would qualify as sufficient matching dollars:

31-80-6500	444 S. Main/Spruce	\$770,000.00
32-49-9110	444 S. Main/Spruce	\$330,000.00
32-49-9305	Main Street Streetscape	\$275,000.00
32-49-9000	Concrete Street Repairs	\$310,000.00
32-49-9300	New Sidewalk Construction	\$40,000.00

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





**LEGEND**

- EASEMENT
- RIGHT OF WAY (R.O.W.)
- CENTERLINE
- EXISTING CURB & GUTTER
- EXISTING FENCE - WOOD POST
- EXISTING STORM & STUB OUT
- EXISTING SANITARY
- EXISTING WATER
- EXISTING ELECTRIC
- EXISTING TELEPHONE
- EXISTING FIBER OPTIC
- EXISTING GAS
- EXISTING OVER HEAD ELECTRIC
- 100 YEAR FLOODPLAIN
- EXISTING TREE
- PROPOSED STREET LIGHT POLES
- PROPOSED STREET SIGNS
- PROPOSED RAMPS
- PROPOSED POWER POLES
- PROPOSED GUY WIRE
- PROPOSED SANITARY MANHOLES
- PROPOSED WATER METERS
- PROPOSED WATER VALVES
- PROPOSED FIRE HYDRANTS
- PROPOSED STORM MANHOLES
- PROPOSED STORM INLETS
- PROPOSED FES, FOREBAY, & TRICKLE CHANNEL
- PROPOSED OUTLET STRUCTURE
- PROPOSED BLOCK NUMBER
- EXISTING CONCRETE
- EXISTING GRAVEL ROAD
- EXISTING BUILDING
- RIPRAP

**ABBREVIATIONS:**

- TBC TOP BACK OF CURB
- ELEV ELEVATION
- FL FLOWLINE
- CL CENTERLINE
- UE UTILITY EASEMENT
- PC POINT OF CURVATURE
- PT POINT OF TANGENCY
- PVC POINT OF VERTICAL CURVE
- PVT POINT OF VERTICAL TANGENCY
- PCC POINT OF COMPOUND CURVATURE
- PCR POINT OF CURVE RETURN
- PRC POINT OF REVERSE CURVE

**CORE**

CONSTRUCTION

LAND DEVELOPMENT  
ENERGY  
PUBLIC INFRASTRUCTURE

Know what's below.  
Call before you dig.

DATE BY

10/13/23	TV
----------	----

# REVISION DESCRIPTION

1	PRELIMINARY
---	-------------

**ELIZABETH MAIN STREET ROADWAY AND DRAINAGE IMPROVEMENT PLANS**

IMPROVEMENT PLAN

NOT FOR CONSTRUCTION

DESIGNED BY: TV

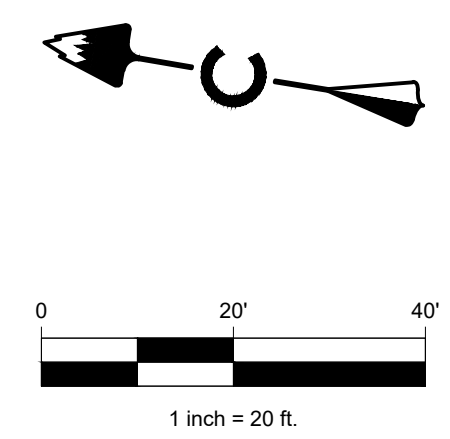
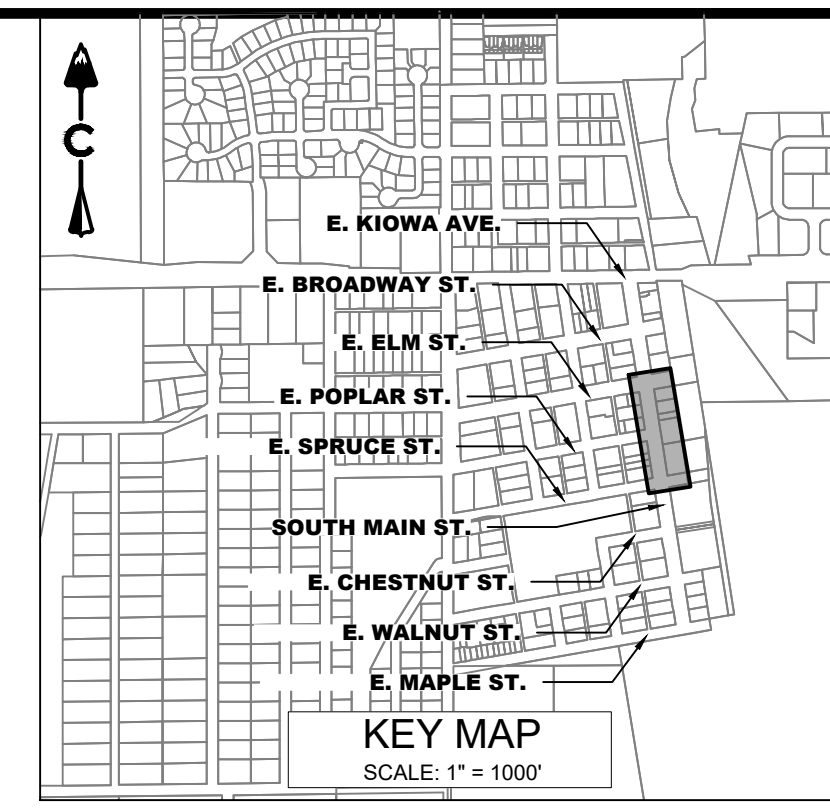
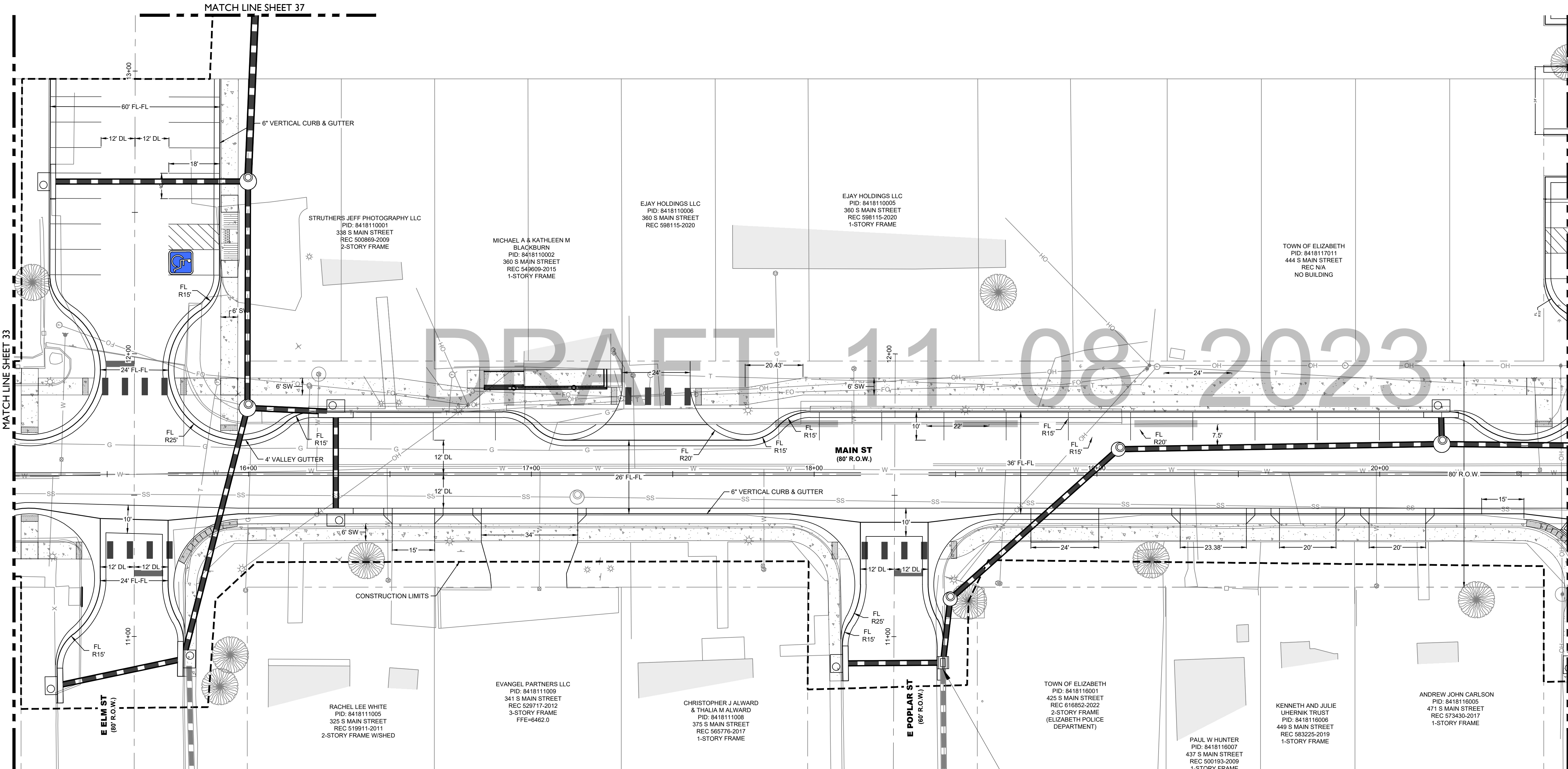
DRAWN BY: TV

CHECKED BY: AK

JOB NO. 10-010-069

SHEET 33





**LEGEND**

	EASEMENT
	RIGHT OF WAY (R.O.W.)
	CENTERLINE
	EXISTING CURB & GUTTER
	EXISTING FENCE - WOOD POST
	EXISTING STORM & STUB OUT
	EXISTING SANITARY
	EXISTING WATER
	EXISTING ELECTRIC
	EXISTING TELEPHONE
	EXISTING FIBER OPTIC
	EXISTING GAS
	EXISTING OVER HEAD ELECTRIC
	100 YEAR FLOODPLAIN
	STREET LIGHT POLES
	STREET SIGNS
	RAMPS
	POWER POLES
	GUY WIRE
	SANITARY MANHOLES
	WATER METERS
	WATER VALVES
	FIRE HYDRANTS
	STORM MANHOLES
	STORM INLETS
	FES, FOREBAY, & TRICKLE CHANNEL
	OUTLET STRUCTURE
	BLOCK NUMBER
	EXISTING CONCRETE
	EXISTING GRAVEL ROAD
	EXISTING BUILDING
	RIPRAP
	EXISTING TREE

**ABBREVIATIONS:**

TBC	TOP BACK OF CURB
ELEV	ELEVATION
FL	FLOWLINE
CL	CENTERLINE
UE	UTILITY EASEMENT
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
PVC	POINT OF VERTICAL CURVE
PVT	POINT OF VERTICAL TANGENCY
POC	POINT OF COMPOUND CURVATURE
PCR	POINT OF CURVE RETURN
PRC	POINT OF REVERSE CURVE

**CORE**  
CORE CONSULTANTS, INC.  
3473 S. BROADWAY  
DENVER, CO 80113  
303.703.4444  
LIVE@CORE.COM

LAND DEVELOPMENT  
ENERGY  
PUBLIC INFRASTRUCTURE

#	REVISION DESCRIPTION	DATE	BY
1	PRELIMINARY	10/13/23	TV

**ELIZABETH MAIN STREET ROADWAY AND DRAINAGE IMPROVEMENT PLANS**

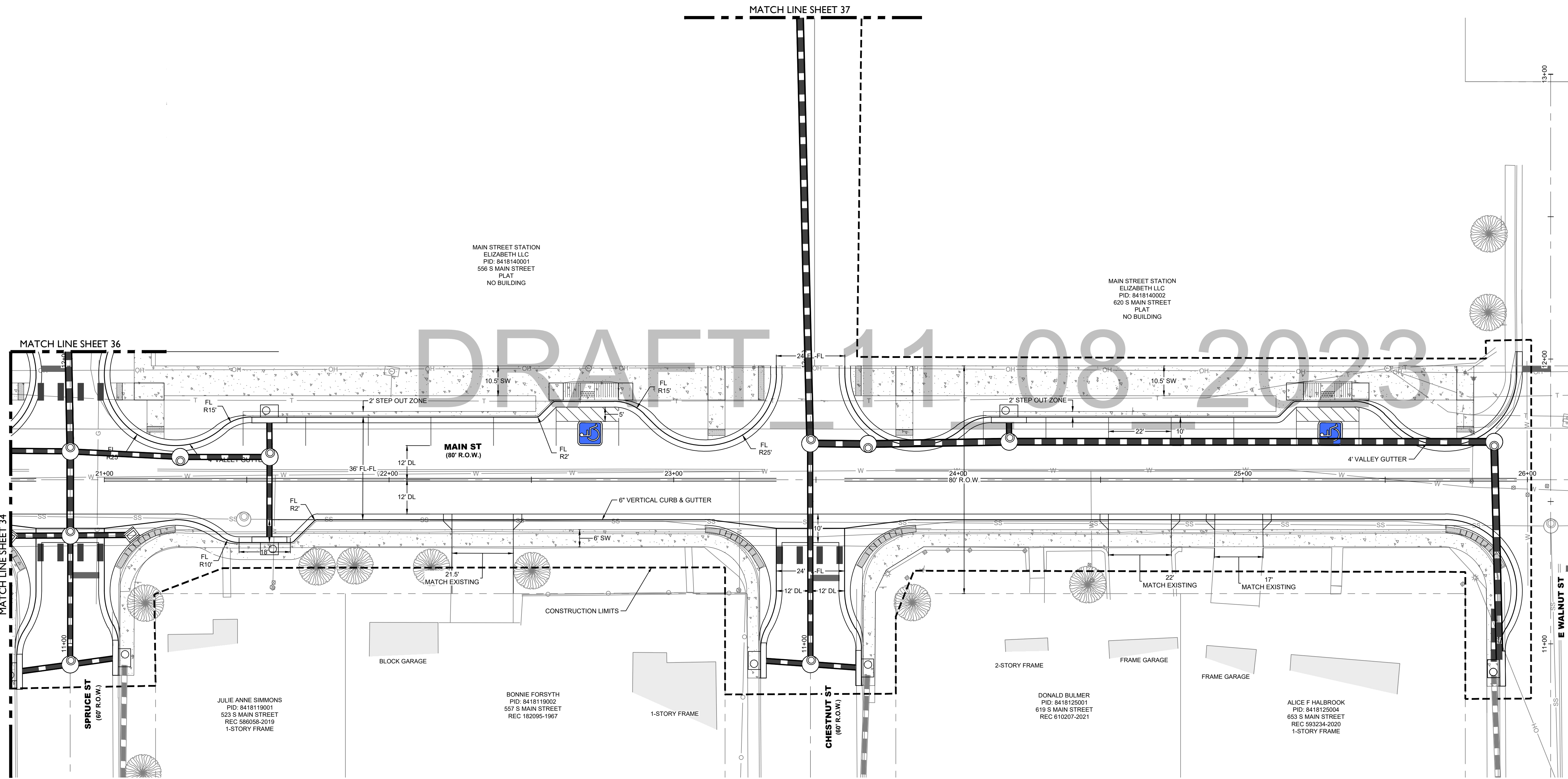
IMPROVEMENT PLAN

NOT FOR CONSTRUCTION

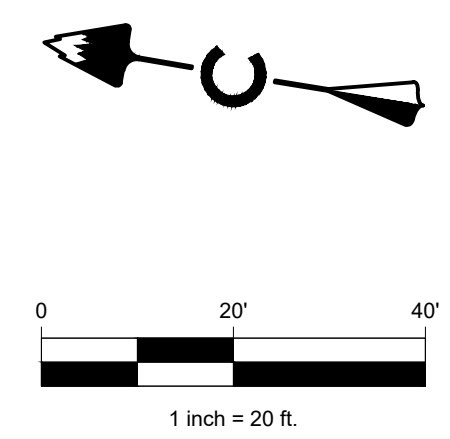
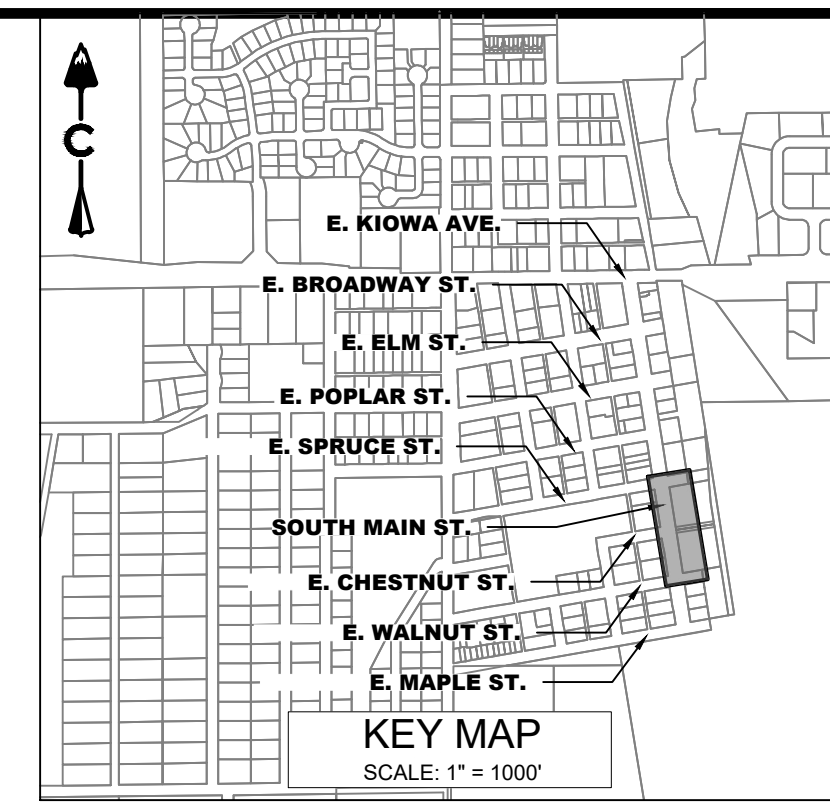
DESIGNED BY: TV  
DRAWN BY: TV  
CHECKED BY: AK

JOB NO. 10-010-069  
SHEET 34





DRAFT 11.08.2023



**LEGEND**

- EASEMENT
  - RIGHT OF WAY (R.O.W.)
  - CENTERLINE
  - EXISTING CURB & GUTTER
  - EXISTING FENCE - WOOD POST
  - EXISTING STORM & STUB OUT
  - PROPOSED STORM & STUB OUT
  - EXISTING SANITARY
  - EXISTING WATER
  - EXISTING ELECTRIC
  - EXISTING TELEPHONE
  - EXISTING FIBER OPTIC
  - EXISTING GAS
  - EXISTING OVER HEAD ELECTRIC
  - 100 YEAR FLOODPLAIN
- 
- EXISTING PROPOSED
  - STREET LIGHT POLES
  - STREET SIGNS
  - RAMPS
  - POWER POLES
  - GUY WIRE
  - SANITARY MANHOLES
  - WATER METERS
  - WATER VALVES
  - FIRE HYDRANTS
  - STORM MANHOLES
  - STORM INLETS
  - FES, FOREBAY, & TRICKLE CHANNEL
  - OUTLET STRUCTURE
  - BLOCK NUMBER
  - EXISTING CONCRETE
  - EXISTING GRAVEL ROAD
  - EXISTING BUILDING
  - RIPRAP
  - EXISTING TREE

**ABBREVIATIONS:**

- TBC TOP BACK OF CURB
- ELEV ELEVATION
- FL FLOWLINE
- CL CENTERLINE
- UE UTILITY EASEMENT
- PC POINT OF CURVATURE
- PT POINT OF TANGENCY
- PVC POINT OF VERTICAL CURVE
- PVT POINT OF VERTICAL TANGENCY
- PC2 POINT OF COMPOUND CURVATURE
- PCR POINT OF CURVE RETURN
- PRC POINT OF REVERSE CURVE

2022-07-29 (10:48 AM) X:\10-010-069 Elizabeth Main Street Streetscape\Civil\CAD\Plans\Elizabeth Main Street IMPROVEMENT PLAN.dwg

**ELIZABETH MAIN STREET ROADWAY AND DRAINAGE IMPROVEMENT PLANS**

IMPROVEMENT PLAN

NOT FOR CONSTRUCTION

DESIGNED BY: TV  
DRAWN BY: TV  
CHECKED BY: AK

JOB NO. 10-010-069

SHEET 35

REVISION DESCRIPTION

#	REVISION DESCRIPTION	DATE	BY
1	PRELIMINARY	10/13/23	TV

Know what's below. Call before you dig.

CORE CONSULTANTS, INC.  
3473 S. BROADWAY  
DENVER, CO 80113  
303.703.4444  
LIVE@CORE.COM

LAND DEVELOPMENT  
ENERGY  
PUBLIC INFRASTRUCTURE





## TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees  
FROM: Patrick Davidson, Town Administrator  
DATED: November 14, 2023  
SUBJECT: Review of the Creation and Maintenance of the Capital Improvement Fund

### BRIEF ANSWER

The 2007 Ballot Issue 2A, Ordinance 07-16 and Municipal Code 4-3-60 all authorize the Board of Trustees to use the Capital Improvement Fund for purchases related to the Town's capital needs. Tax revenue received from the Ballot Issue is not limited solely to water or wastewater needs. Any allegations regarding the misappropriation of funds is without merit.

### BACKGROUND

On October 10, 2023, a resident and former Trustee expressed concerns regarding the use and alleged misappropriation of funds from the Capital Improvement Fund. During these unscheduled public comments, allegations were made that the Capital Improvement Fund was to be used solely for purposes of water and wastewater improvements, and that any other uses were in contravention of the 2007 Ballot Issue 2A. During the public comment period, the resident asked the Board of Trustees to instruct Staff to investigate this matter.

On October 24, 2023, the resident and former Trustee again expressed concerns regarding the use and alleged misappropriation of funds from the Capital Improvement Fund. He admitted that he was unable to determine the entire history of what had been expended from the fund, but again asserted that the Board should have this matter investigated as the Capital Improvement Fund was to be used solely for water and wastewater projects.

In keeping with the request from a member of the Public, and the desire for the Board to maintain transparency within operations, Staff was instructed to review the history of the 2007 Ballot Issue 2A, the language of Ordinance 07-16, and Municipal Code 4-3-60. This memorandum follows.

### ANALYSIS

For purchases made within the Town of Elizabeth, a total of 4% in sales tax revenue is paid to the Town of Elizabeth. As these funds are tax revenue, they are generally designated to support the General Fund of the Town of Elizabeth.<sup>1</sup> The voters have designated the following distribution of the 4% in sales tax revenue:

---

<sup>1</sup> Water and wastewater operations are Enterprise Funds. They operate similar to independent businesses. They receive their revenue from water sales and accepting sewage. While tax dollars

- 1% to the General Fund
- 1.35% to the Street Capital Fund
- 1.5% to the Capital Improvement Fund
- 0.15% to the Street Fund

The allocation of 1.5% to the Capital Improvement Fund comes from a 2007 election and decision of the voters. The specific ballot language stated in the 2007 Ballot Issue 2A is as follows:

SHALL THE TOWN OF ELIZABETH TAXES BE INCREASED \$725,000 (ESTIMATED FULL FIRST FISCAL YEAR DOLLAR INCREASE) ANNUALLY THROUGH A RATE INCREASE OF 1.5% IN THE TOWN SALES AND USE TAX (WHICH REPRESENTS A ONE AND ON-HALF CENT INCREASE ON EACH DOLLAR) FOR A PERIOD OF TWENTY-SIX YEARS, COMMENCING JANUARY 1, 2008, AND TERMINATING DECEMBER 31, 2033, WITH ALL REVENUES FROM THE SALES AND USE TAX RATE INCREASE TO BE DEPOSITED INTO A CAPITAL IMPROVEMENT FUND TO BE ESTABLISHED BY THE BOARD OF TRUSTEES AND LIMITED IN USE FOR THE PURPOSES OF (I) DESIGNING, CONSTRUCTING, AND ACQUIRING AND IMPROVING CAPITAL INVESTMENTS AND LAND, INCLUDING WITHOUT LIMITATION WATER AND WASTEWATER CAPITAL IMPROVEMENTS AND LAND, AND (II) PROVIDING FOR THE PAYMENT OF REVENUE BONDS ISSUED FOR SUCH PURPOSES; AND SHALL ALL TAX REVENUE DEPOSITING IN THE CAPITAL IMPROVEMENT FUND AND ALL EARNINGS THEREON (REGARDLESS OF AMOUNT) CONSTITUTE A VOTER APPROVED REVENUE CHANGE AND AN EXCEPTION TO THE REVENUE AND SPENDING LIMITS OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION? [Ballot Issue 2A, November 6, 2007, Election.]

For the use of the funds, the following language is controlling: “. . . DESIGNING, CONSTRUCTING, AND ACQUIRING AND IMPROVING CAPITAL INVESTMENTS AND LAND, INCLUDING WITHOUT LIMITATION WATER AND WASTEWATER CAPITAL IMPROVEMENTS AND LAND . . . .” This is important as it does not limit the use of the funds to either general operations or to the water and wastewater utilities. The ballot language specifically *includes* spending the tax dollars for both General Fund capital expenses [vehicles, land acquisition, building maintenance, park improvements] as well as Enterprise Fund capital expenses [water lines, wells, pumps, vehicles, equipment]. There is no other viable interpretation.

Upon passage of the ballot language by the voters, the Board of Trustees reduced the language to a specific Town Ordinance. On November 27, 2007, the ballot language was implemented Ordinance 07-16. [See Exhibit A.] Ordinance 07-16 added Section 4-3-60 to the Town of Elizabeth Town Code. [See, Exhibit A, Ordinance 07-16 and Exhibit B, Town of Elizabeth, Record of Proceedings, Dated November 27, 2007.]

---

may be used to supplement the Enterprise Funds, the money received from water sales or accepting sewage cannot be used for expenses such as police, parks, and streets.



The relevant portion of Section 4-3-60 states:

There is hereby created a special fund, to be known as the Municipal Capital Improvement Fund. . . [F]rom January 1, 2008, through and including December 31, 2033, at a rate of one and one-half percent (1.5%) shall be deposited into the Municipal Capital Improvement Fund and used solely for the purpose of designing, constructing, acquiring and improving capital improvements and land, including, without limitation, water and wastewater capital improvements and land . . . . Section 4-3-60 Municipal Capital Improvement Fund Created. [Ord. 07-16 §1]

The language approved in Section 4-3-60 mirrors the ballot language, and the results remain the same. The funds deposited into the Capital Improvement Fund are for all the Town’s capital needs, not just those of the water or wastewater funds.

The matter then turns to the definition of what is a capital expense. For the Town of Elizabeth, a “capital expenditure” is anything that (1) costs more than \$500; and (2) has a usable life of more than one year. This definition is approved by the Town, its auditors, the Colorado Conservation Trust Fund and the Government Accounting Standards Board (GASB). Consequently, the Board of Trustees is clearly authorized to expend dollars from the Capital Improvement Fund on those items necessary for the benefit of the community that meet these two conditions.

ORDINANCE 07 - 16

AN ORDINANCE OF THE TOWN OF ELIZABETH MAKING CONFORMING AMENDMENTS TO THE ELIZABETH MUNICIPAL CODE TO INCORPORATE BALLOT ISSUE 2A WHICH WAS APPROVED BY A MAJORITY OF THE TOWN ELECTORS VOTING AT THE ELECTION HELD NOVEMBER 6, 2007; AND DECLARING AN EMERGENCY.

WHEREAS, the Town of Elizabeth, Colorado (the "Town"), is a municipal corporation duly organized and operating as a statutory Town under the Constitution and laws of the State of Colorado; and

~~WHEREAS, the Town presently imposes a sales tax at the rate of 2.5% and a use tax at a rate 1.5% pursuant to Town Ordinance No. 204, Ordinance No. 91-05, Ordinance No. 93-13, Ordinance No. 01-20 and Ordinance No. 02-07; and~~

WHEREAS, at an election on November 6, 2007 the following Ballot Issue 2A amending the Town's sales and use tax rate (the "Ballot Issue") was approved by a majority of the eligible electors of the Town voting on the Ballot Issue:

SHALL THE TOWN OF ELIZABETH TAXES BE INCREASED \$725,000 (ESTIMATED FIRST FULL FISCAL YEAR DOLLAR INCREASE) ANNUALLY THROUGH A RATE INCREASE OF 1.5% IN THE TOWN SALES AND USE TAX (WHICH REPRESENTS A ONE AND ONE-HALF CENT INCREASE ON EACH DOLLAR) FOR A PERIOD OF TWENTY-SIX YEARS, COMMENCING JANUARY 1, 2008, AND TERMINATING DECEMBER 31, 2033, WITH ALL REVENUES FROM THE SALES AND USE TAX RATE INCREASE TO BE DEPOSITED INTO A CAPITAL IMPROVEMENT FUND TO BE ESTABLISHED BY THE BOARD OF TRUSTEES AND LIMITED IN USE FOR THE PURPOSES OF (I) DESIGNING, CONSTRUCTING, ACQUIRING AND IMPROVING CAPITAL IMPROVEMENTS AND LAND, INCLUDING WITHOUT LIMITATION WATER AND WASTEWATER CAPITAL IMPROVEMENTS AND LAND, AND (II) PROVIDING FOR THE PAYMENT OF REVENUE BONDS ISSUED FOR SUCH PURPOSES; AND SHALL ALL TAX REVENUES DEPOSITED IN THE CAPITAL IMPROVEMENT FUND AND ALL EARNINGS THEREON (REGARDLESS OF AMOUNT) CONSTITUTE A VOTER APPROVED REVENUE CHANGE AND AN EXCEPTION TO THE REVENUE AND SPENDING LIMITS OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION?

WHEREAS, the Election was duly held and the results duly canvassed, and the Executive Director of the State Department of Revenue has been notified of the tax increase which is to become effective January 1, 2008; and

WHEREAS, pursuant to Section 1-3-70 of the Elizabeth Municipal Code (the "Code"), amendments may be made to provisions of the Code with or without specific reference to the Code and it is necessary to amend the Code to reflect the voter-approved Ballot Issue; now therefore,



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

Section 1. Addition of Section 4-3-60. Section 4-3-60 shall be added to the Elizabeth Municipal Code to read as follows:

**4-3-60. Municipal Capital Improvement Fund created.**

There is hereby created a special fund, to be known as the *Municipal Capital Improvement Fund*. Said fund shall be considered a capital improvement fund within the meaning of Section 29-2-111, C.R.S. One hundred percent (100%) of the revenues, net of the costs of collection and administration, generated from the portion of the sales and use tax imposed by the Town, from January 1, 2008 through and including December 31, 2033, at a rate of one and one-half percent (1.5%) shall be deposited into the Municipal Capital Improvement Fund and used solely for the purpose of designing, constructing, ~~acquiring and improving capital improvements and land, including without limitation~~ water and wastewater capital improvements and land. Further, moneys in the Municipal Capital Improvement Fund may be used for the payment of revenue bonds issued solely for the purpose of financing capital improvements described in the preceding sentence. Finally, the Board may, in its discretion, pledge additional moneys to the Municipal Capital Improvement Fund to the extent necessary to secure the payment of revenue bonds issued pursuant to Section 29-2-112, C.R.S.

Section 2. Repeal and Reenactment of Section 4-6-10. Section 4-6-10 of the Elizabeth Municipal Code is hereby repealed and reenacted to read as follows:

**4-6-10. Purpose.**

The purpose of this Article is to impose a sales tax on the sale of tangible personal property at retail and the furnishing of certain services upon every retailer in the Town, pursuant to Title 29, Article 2, C.R.S, and to provide for the collection and expenditure of the revenues generated by such tax. The revenues derived from this tax are to be used for the expenses of the Town and shall, to the extent not otherwise provided in Article III of this Chapter, be placed in the General Fund for accounting purposes of the Town. This Article shall not be amended unless said amendment is approved by a vote of registered electors of the Town.

Section 3. Repeal and Reenactment of Section 4-6-30. Section 4-6-30 of the Elizabeth Municipal Code is hereby repealed and reenacted to read as follows:

**4-6-30. Sales tax rate.**

This Article hereby imposes, at the rates set forth below, a tax on the sale of tangible personal property at retail or the furnishing of taxable services as provided in Section 39-26-104, C.R.S. Revenues generated from such tax shall be distributed as provided in Section 4-6-10 hereof and Article III of this Chapter.

(1) Commencing January 1, 2008, through and including December 31, 2033, the sales tax rate shall be four percent (4.0%).

(2) Commencing January 1, 2034, and perpetually thereafter, the sales tax rate shall be two and one-half percent (2.5%).

Section 4. Repeal and Reenactment of Section 4-6-110. Section 4-6-110 of the Elizabeth Municipal Code is hereby repealed and reenacted to read as follows:

**4-6-110. Building and motor vehicle use tax.**

This Article hereby imposes, at the rates set forth below, a use tax for the privilege of using or consuming within the Town any construction and building materials, and on motor and other vehicles on which registration is required which are purchased at retail. This Article hereby imposes a tax on the sale of tangible personal property at retail or the furnishing of taxable services as provided in Section 39-26-104, C.R.S. at the rates set forth below. Revenues generated from such tax shall be distributed as provided in ~~Article III of this Chapter.~~

(1) Commencing January 1, 2008, through and including December 31, 2033, the use tax rate shall be three percent (3.0%).

(2) Commencing January 1, 2034, and perpetually thereafter, the use tax rate shall be one and one-half percent (1.5%).

Section 5. Repeal and Reenactment of Section 4-6-150. Section 4-6-150 of the Elizabeth Municipal Code is hereby repealed and reenacted to read as follows:

**4-6-150. Use of revenues.**

Immediately upon the receipt or collection thereof, the revenues derived from the sales and use tax imposed herein (net of the Town's costs of collection and administration) shall be deposited or applied as provided in Section 4-6-10 hereof and Article III of this Chapter.

Section 6. Ratification of Elizabeth Municipal Code. With the exception of the provisions of the Elizabeth Municipal Code modified as provided herein, all remaining provisions of the Elizabeth Municipal Code remain in full force and effect.

Section 7. Severability. Should any one or more sections or provisions of this Ordinance be judicially determined invalid or unenforceable, such determination shall not affect, impair, or invalidate the remaining provisions hereof, the intention being that the various provisions hereof are severable.

Section 8. Emergency Declaration. Because it is necessary to implement the provisions of the Ballot Issue 2A, which was approved by a majority of the eligible electors of the Town voting on the Ballot Issue, and make the conforming amendments to the Elizabeth Municipal Code to commence the sales and use tax increase on January 1, 2008 as provided in the Ballot Issue, it is hereby declared that an emergency exists, that this Ordinance is necessary to the immediate preservation of the public health and safety.

Section 9. Effective Date. With the exception of Sections 3 and 4 hereof, this Ordinance shall be in full force and effect upon passage by the Board of Trustees. On January 1, 2008, Sections 3 and 4 hereof, which increase the rate of the Town sales and use tax, shall become effective.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, as an Emergency Ordinance this 27th day of November, 2007.


Passed by a vote of 6 for and 0 against and ordered published.

TOWN OF ELIZABETH, COLORADO

  
By \_\_\_\_\_

Jon Gleiforst

ATTEST:

By   
Town Clerk, Serena Brooks





# Town of Elizabeth

## Board of Trustees – Record of Proceeding

November 27<sup>th</sup>, 2007

### CALL TO ORDER

The Regular Meeting of the Board of Trustees for the Town of Elizabeth was called to order on Tuesday, November 27, 2007 at 7:00 PM by Mayor Jon Gleiforst.

### ROLL CALL

The following were present; Mayor Jon Gleiforst, Trustees Clay Hurst, Susette Frausto, Reed Smith, Terre Bunt and Patty Berkenkotter. Trustee Jim Whitting was absent. Also present were Town Administrator Chris LaMay, Town Attorney Corey Hoffmann, Public Works Director Michael Gibbs, Police Clerk Lassie Robles, Police Officer Kurt Hulce and Town Clerk Serena Brooks.

### PLEDGE OF ALLEGIANCE

Mayor Gleiforst led the audience in the pledge of allegiance.

### CONSENT ITEMS AGENDA

#### a. Minutes of the Regular Meeting of November 13<sup>th</sup>, 2007.

Trustee Frausto asked to make a correction to the minutes to include the wording IREA "senior" luncheon.

**MOTION:** Trustee Hurst moved to approve consent items a. Trustee Berkenkotter seconded the motion. The vote of those Trustees present was unanimously in favor. Motion carried.

### STAFF REPORTS

#### Paving Project Update

Public Works Director Gibbs indicated that the curb and gutter should be completed in the next two weeks. The contractor will be keeping the plant open through the winter to utilize warmer days for paving. Trustee Hurst asked about paving in under 30 degree weather, Gibbs indicated that the sub-grade layer can be laid in colder temperatures. Trustee Hurst wanted to make sure this was not going to affect the warranty for the project. Gibbs indicated that this is the reason for the project manager to supervise these types of concerns. Trustee Smith asked that if Grant Street cannot be paved can it be cleaned up a little to enhance access for the residents. Gibbs indicated that they have to leave six inches of sub grade for the frost line and will be removed right before paving. Trustee Smith asked if the alley can be opened up so that the residents can access their properties, Gibbs will look into access from the alley and other properties that could be affected. Mayor Gleiforst indicated that a resident contacted him regarding an access for a property that is in her basement. LaMay indicated that it has been standard to have one access per property and he believes that the access at this property has been accessed through the alley and can continue to be, but he would look into this issue.

Town Administrator LaMay reminded the Board of the workshop on December 3<sup>rd</sup> to discuss flood plain management. The Holiday Parade is December 7<sup>th</sup> followed by the Town tree lighting. LaMay did contact CDOT and they are going to do some re-striping on SHWY 86 and CR 17. The trailer park did put up the required fence and is currently disputing the Colorado Department of Health requirements.

Police Chief Phibbs indicated that the Elbert County mentors program is looking for donations for a mentoring event and he is suggesting a \$150 donation. The Board is in favor of this donation.

Public Works Director Gibbs reported that the estimate for the telemetry system for the wells is \$3,000. This will be to replace the old one with a new one. He believes that a new one would be beneficial for the town



*Board of Trustees – Record of Proceeding*

*November 27<sup>th</sup>, 2007*

instead of replacing it with another used one. Gibbs is working with the Walnut Grove development to design a better water system for their development.

Trustee Frausto wanted to let the Board know that she has received confirmation from the Public Relations Director of IREA that she has been given an \$800.00 grant to purchase Air Rescue Pet Masks that are going to be given to the Elbert County Fire Departments for fire rescue.

**OLD BUSINESS**

a. Confirmation of Agreed Language for the Annexation Agreement between Lake Real Estate, LLC and Ampaul LLC also known as Ritoro and the Town of Elizabeth and PD Guide and Authorization to Town Clerk to Record.

This annexation was approved at the October 30<sup>th</sup> meeting with 11 conditions and this is to confirm these conditions are addressed in the PD Guide and Annexation Agreement. Mayor Gleiforst reviewed all the conditions and where they were addressed. There is a typo on page 7 of the Annexation Agreement; a type of 115% should read 15%.

MOTION: Trustee Frausto moved to approve Ritoro eleven items of conditions of approval, set by the Board of Trustees and agreed upon at the October 30<sup>th</sup>, 2007 meeting, have been met and incorporated into the PD guide, PD plans and sketch plan as indicated and that they can be published and recorded as required by law. Trustee Berkenkotter seconded the motion. The vote of those Trustees present was unanimously in favor. Motion carried.

MOTION: Trustee Hurst moved to add item f. as Consideration of resignation of Jim Whiting and to move to the top of new business. Trustee Frausto seconded the motion. The vote of those Trustees present was unanimously in favor. Motion carried.

**NEW BUSINESS**

f. Consideration of Resignation of Jim Whiting.

Mayor Gleiforst indicated that with regret Mr. Whiting's letter of resignation is accepted by the Board of Trustees.

a. Discussion with Kirk DeHart on Elizabeth Snow Routes.

Kirk DeHart of 414 Liberty Street was present to voice his concerns of how his subdivision is starting to look. The snow route signs vary from 50 to 75 feet apart and he thinks this is an eyesore for the neighborhood. Mr. DeHart was concerned that when accumulations are measured in feet that the plowing would create driveway access problems. He believes that the snow should be evenly distributed not pushed to one side. He does not believe that snow routes are a good idea for this residential area.

Ruth Archer of 179 Lionel Lane is located in a cul-de-sac that only has homes on one side and there is no parking in the whole area. Any of her visitors have to park a block away. Ms. Archer has healthcare workers that visit daily and a lot of family that she would like to be able to provide parking for. The Police Chief is working with her in obtaining parking permits for the health care workers but she would like to see parking on the housing side of her cul-de-sac. Ms. Archer is also concerned that since the signs have been posted her neighbor has been parking his vehicle in his yard and this is not appealing for the neighborhood.

The Board discussed all of the times that were addressed in many public meetings and in the town newsletter. They hear the desires of these few residents present but also recall the many concerns of resident last winter during the bad storms and are trying to meet the needs of the community as a whole. The Board is



*Board of Trustees – Record of Proceeding*

*November 27<sup>th</sup>, 2007*

sympathetic to Ms. Archer's concerns but also needs to meet the needs of the community. The Board asked Public Works Director Gibbs to look at other snow route options for Lionel Lane and to reevaluate the number of signs being used.

b. Consideration of Approval of Temporary Liquor Licenses for Caffe Sogno LLC DBA as Luca Cucina Italiano.

Brooks indicated that Caffe Sogno is removing Victorian Station from the name. The license will be only in the name of Caffe Sogno.

MOTION: Trustee Frausto moved to approve temporary liquor licenses for Caffe Sogno LLC DBA as Luca Cucina Italiano. Trustee Smith seconded the motion. The vote of those Trustees present was unanimously in favor. Motion carried.

c. Consideration of Approval of Agreement between the Town of Elizabeth and Michael Phibbs, Chief of Police.

LaMay indicated that this Agreement is to permit Police Chief Phibbs to attend a 10 week training program at the FBI National Training Academy. This Agreement would establish a three year period that the salary and benefits that are being paid while he attends the academy would then be payable by the Chief upon his leaving his position as Chief of Elizabeth. The Agreement indicates that each year in the three year period the town would forgive a portion of the compensation that is owed to the town. Trustee Bunt asked how this is beneficial to the Town. Phibbs indicated that this is a great program to obtain leadership and management skill as well as department networking.

MOTION: Trustee Frausto moved to approve agreement between the Town of Elizabeth and Michael Phibbs, Chief of Police regarding the ability to participate in the FBI national Training Academy. Trustee Smith seconded the motion. The vote of those Trustees present was unanimously in favor. Motion carried.

d. Consideration of approval of Ordinance 07-16 an Ordinance of the Town of Elizabeth Amending the Elizabeth Municipal Code to Incorporate Ballot Issue 2A which was Approved by a Majority of the Town Electors Voting at the Election Held November 6, 2007; and Declaring an Emergency.

Town Attorney Hoffmann informed the Board that the based on the results of the election the language in the Municipal Code needs to change in order to conform with the new sales tax. This ordinance does such. Additionally, the emergency is necessary due to timing issues. The vote was not certified until 10 days after the election and therefore the ordinance could not be presented to the Board far enough in advance to allow the ordinance to take effect January 1, 2008, which is what the ballor measure stated.

MOTION: Trustee Hurst moved to approve Ordinance 07-16 an Ordinance of the Town of Elizabeth making conforming amendments to the Elizabeth Municipal Code to incorporate ballot issue 2A which was approved by a majority of the Town Electors voting at the election held November 6, 2007; and declaring an emergency. Trustee Bunt seconded the motion. The vote of those Trustees present was unanimously in favor. Motion carried.

e. Consideration of Pay Application #4 in the Amount of \$338,133.50.

LaMay stated that the final amount of the pay application has been changed. Staff is waiting for final information and some corrections prior to approval. The amount is currently at \$342,507.02, but we are awaiting appropriate documentation to verify. La May suggested that the Board authorize payment up to \$342,507.02, but stipulate upon presentation of appropriate documentation.



*Board of Trustees – Record of Proceeding*

*November 27<sup>th</sup>, 2007*

MOTION: Trustee Frausto moved to approve Pay application #4 in the amount of \$342,507.02 conditional on approval of Town Administrator. Trustee Hurst seconded the motion. The vote of those Trustees present was unanimously in favor. Motion carried.

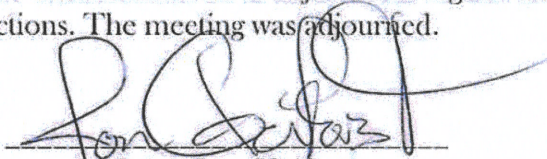
**REPORTS**


MOTION: Mayor Gleiforst moved to hold a conference with the Town's Attorney to receive legal advice on specific legal questions, pursuant to C.R.S. 24-6-402(b). Trustee Hurst seconded the motion. The vote of those Trustees present was unanimously in favor. Motion carried.

Mayor Gleiforst called recesses at 9:10 PM and called the meeting back to order at 10:00 PM.

**ADJOURNMENT**

Mayor Gleiforst moved to adjourn the regular meeting of November 27<sup>th</sup>, 2007 at 10:00 PM. There were no objections. The meeting was adjourned.

  
\_\_\_\_\_  
Mayor, Jon Gleiforst

  
\_\_\_\_\_  
Town Clerk, Serena L. Brooks



Sec. 4-3-60. - Municipal Capital Improvement Fund created.

There is hereby created a special fund, to be known as the Municipal Capital Improvement Fund. Said fund shall be considered a capital improvement fund within the meaning of Section 29-2-111, C.R.S. One hundred percent (100%) of the revenues, net of the costs of collection and administration, generated from the portion of the sales and use tax imposed by the Town, from January 1, 2008, through and including December 31, 2033, at a rate of one and one-half percent (1.5%) shall be deposited into the Municipal Capital Improvement Fund and used solely for the purpose of designing, constructing, acquiring and improving capital improvements and land, including, without limitation, water and wastewater capital improvements and land. Further, moneys in the Municipal Capital Improvement Fund may be used for the payment of revenue bonds issued solely for the purpose of financing capital improvements described in the preceding sentence. Finally, the Board may, in its discretion, pledge additional moneys to the Municipal Capital Improvement Fund to the extent necessary to secure the payment of revenue bonds issued pursuant to Section 29-2-112, C.R.S.

(Ord. 07-16 §1)

# TOWN OF ELIZABETH



## Proposed 2024 Budget

**COMBINED BALANCE SHEET**  
**SUMMARY OF 2024 TOTAL BUDGET**  
**2024 DRAFT BUDGET**

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

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

	<b>2022 ACTUAL</b>	<b>2023 APPROVED</b>	<b>2023 ESTIMATED</b>	<b>2024 PROPOSED</b>
<b>REVENUES</b>				
REVENUES	3,184,844	3,014,000	3,803,097	3,214,429
TRANSFER IN	280,000	280,000	245,000	410,000
SUB-TOTAL	3,464,844	3,294,000	4,048,097	3,624,429
BEGINNING FUND BALANCE	2,042,395	1,382,494	2,599,027	3,513,252
TOTAL REVENUES	<u>5,507,239</u>	<u>4,676,494</u>	<u>6,647,123</u>	<u>7,137,681</u>
<b>EXPENDITURES</b>				
EXPENDITURES	(2,908,213)	(3,400,293)	(3,133,872)	(3,776,742)
TOTAL EXPENSES	<u>(2,908,213)</u>	<u>(3,400,293)</u>	<u>(3,133,872)</u>	<u>(3,776,742)</u>
ENDING FUND BALANCE	2,599,027	1,276,201	3,513,252	3,360,939
EMERGENCY RESERVE	(87,246)	(102,009)	(94,016)	(113,302)
CONSERVATION TRUST RESERVE	(114,430)	(124,430)	(125,683)	(117,683)
ARPA RESERVE	(196,807)	(303,829)	(393,614)	(303,829)
YEAR END BALANCE	<u>2,200,543</u>	<u>745,933</u>	<u>2,899,938</u>	<u>2,826,125</u>

PROPOSED

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

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

PROPOSED

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

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

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

FUND NO. 10 ACCOUNT NUMBER 41

DEPARTMENT: TOWN CLERK

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



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

**FUND NO. 10 ACCOUNT NUMBER 42**

**DEPARTMENT: JUDICIAL**

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

**FUND NO. 10 ACCOUNT NUMBER 43**

**DEPARTMENT: LEGISLATURE**

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

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

FUND NO. 10 ACCOUNT NUMBER 46

DEPARTMENT: POLICE

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

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

**FUND NO. 10 ACCOUNT NUMBER 49**

**DEPARTMENT: PARKS**

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

**FUND NO. 10 ACCOUNT NUMBER 52**

**DEPARTMENT: TWN ADMINSTR**

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

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

FUND NO. 10 ACCOUNT NUMBER 53

DEPARTMENT: COMM DEV

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

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

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

PROPOSED

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

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

PROPOSED

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

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

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

FUND NO. 21 ACCOUNT NUMBER 49

DEPARTMENT: STREETS

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



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

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

PROPOSED

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

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

PROPOSED

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

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

PROPOSED

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

FUND NO. 31 ACCOUNT NUMBER 80

DEPARTMENT: CAPITAL IMPROVEMENT

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

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

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

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

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

PROPOSED

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

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

PROPOSED

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

**FUND NO. 32 ACCOUNT NUMBER 49**

**DEPARTMENT: STREET CAPITAL**

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

**FUND NO. 32 ACCOUNT NUMBER 59**

**DEPARTMENT: DEBT SERVICE**

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



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

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

PROPOSED

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

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

PROPOSED

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

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

PROPOSED

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

**FUND NO. 52 ACCOUNT NUMBER 57**

**DEPARTMENT: WATER**

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

**FUND NO. 52 ACCOUNT NUMBER 57**

**DEPARTMENT: CAPITAL OUTLAY**

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

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

**FUND NO. 52 ACCOUNT NUMBER 58**

**DEPARTMENT: SEWER**

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

**FUND NO. 52 ACCOUNT NUMBER 58**

**DEPARTMENT: CAPITAL OUTLAY**

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

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

**FUND NO. 52 ACCOUNT NUMBER 63**

**DEPARTMENT: DEBT SERVICE**

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

**FUND NO. 52 ACCOUNT NUMBER 65**

**DEPARTMENT: CAPITAL OUTLAY**

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

PROPOSED



November 14, 2023

## Management Team Updates

### ***Community Development – Zach Higgins***

- The Main Street Board and Staff have given DOLA approval to move forward with the contract with DHM and CORE Engineering to provide services for the Main Street Monument Sign. The first design meeting was held on June 26<sup>th</sup> at Town Hall. Stakeholders were in attendance to give DHM direction. The second meeting took place on August 14<sup>th</sup> where the gateway over Main Street option was chosen.
- The MSBOD and HAB have given formal recommendation of a request to include a façade improvement grant in the Town budget for 2024. The BOT has given direction for Staff to work on the creation of the program. Staff have met with both the HAB and MSBOD to get feedback on the guidelines.
- The HAB continues to work on the creation of the first Historic District in Town and updates to the Design Guidelines in relation to Historic and adjacent buildings. June 12<sup>th</sup> was the second public meeting to get feedback regarding the district and design guidelines. HAB will be pursuing individual property owner feedback. In addition, two (2) HAB members and two (2) staff will be traveling to a community with a recently implemented historic district to get feedback from that community’s staff and business owners about the process, overcoming contention, and feedback since implementation.
- The HAB has started their Oral History program. Bob Rasmussen is leading this effort and is making great progress.
- CORE Engineering presented the Streetscape options based on the requested block-by-block analysis on June 27<sup>th</sup>. The BOT has given a recommendation to update the Cross-Sections based on this analysis. The BOT has formally adopted the updated Cross-Sections on 08/22/2023. CORE is working toward a 12/31/2023 deadline to finish the construction set and put the project out to bid.
- CDOT has processed the deeds for remnant parcels of land to the Town adjacent to the CR-13 realignment. Staff will now work to annex and zone said parcels.
- Staff have been working on creating a volunteer program and platform for the Town to be launched in Spring of 2024.

### ***Town Clerk – Michelle Oeser***


- Included with this Manager’s Report are two maps that Allison has developed for the layout of the Mayor’s Tree Lighting Event. We thought that the Board may be interested in seeing what to expect.
- Staff would like to promote a coloring contest with the theme “what winter is to you” and have the Board choose the top three for a prize. How would you feel about this?
- Dianna is working hard to help us market the Mayor’s Tree Lighting. She is doing a fantastic job.
- Thank you to Public Works for assisting with the Harvest Festival. Your help is always appreciated.
- Thank you to the Board members for braving the cold and bringing smiles to the community children.
- Included in this report is a draft of the 2024 Town calendar. These dates are subject to change as the year evolves; however, this gives you an opportunity to see what is currently on the calendar.

- Harmony hosted her first Clerk Records Training. She helped develop the training and participated as a trainer as well. Harmony did an outstanding job organizing the Clerk's Records Lunch and Learn.
- Allison attended Passport Acceptance Agent Recertification Training and has been recertified for the coming year.
- Hannah worked with Community Banks of Colorado on bringing a check scanning machine to the Town Hall. This will cut down on daily trips to the bank and save time on processing checks and deposits.
- Michelle met with the Town of Parker's Deputy Director of Human Resources last week. It was a good networking and connection meeting to build relationships.

***Police – Chief Engel***

 See attached report

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

 No report





**2024 Calendar** (meeting and event dates are subject to change)

January 1 – **New Years Day Holiday**

January 2 – **Planning Commission**

January 8 - **Historic Advisory Board / Main Street Board of Directors**

January 9 – **Board of Trustees**

January 11 - **Court**

January 15 – **MLK Day Holiday**

January 16 – **Planning Commission**

January 23 – **Board of Trustees**  
• **Tentative workshop**

January 26 -28- **Messer Arena**

February 1 – **Court**

February 2 – **Court / Trials**

February 5 – **Historic Advisory Board**

February 6 – **Planning Commission**

February 12 – **Main Street Board of Directors**

February 13 – **Board of Trustees**

February 19 - **Presidents Day Holiday**

February – 20 – **Planning Commission**

February 27- **Board of Trustees**  
• **Tentative workshop**

March 4 – **Historic Advisory Board**



March 5 – **Planning Commission**

March 7 – **Court**

March 11 – **Main Street Board of Directors**

March 12- **Board of Trustees**

March 19 – **Planning Commission**

March 20 –

- **Staff wide meeting**

March 26 – **Board of Trustees**

- **Tentative workshop**

April 1 – **Historic Advisory Board**

April 2 – **Planning Commission**

April 4 – **Court**

April 5 - **Court / Trials**

April 8 – **Main Street Board of Directors**

April 9- **Board of Trustees**

April 16 – **Planning Commission**

April 23 – **Board of Trustees**

- **Tentative workshop**

May 2 – **Court**

May 6 – **Historic Advisory Board**

May 7 – **Planning Commission**

May 13 – **Main Street Advisory Board**



# TOWN OF ELIZABETH

May 14 - Board of Trustees

May 18 –

- Town Clean Up Day

May 21 -Planning Commission

May 27 – Memorial Day Holiday

May 28 – Board of Trustees

- Tentative workshop

June 1 –

- Tentative Elizabash

June 3 – Historic Advisory Board

June 4 – Planning Commission

June 6 – Court

June 7 – Court / Trials

June 10- Main Street Board of Directors

June 11 – Board of Trustees

June 14 –

- Friday Night Market Kick off of Summer

June 18 – Planning Commission

June 25 – Board of Trustees

- Tentative workshop

June 21 –

- Friday Night Market

June 28 –

- Friday Night Market

July 1 – Historic Advisory Board



**July 2 – Planning Commission**

**July 4 – July 4<sup>th</sup> Holiday**

**July 5 –**

- **Friday Night Market / American RW&B**

**July 8 – Main Street Board of Directors**

**July 9- Board of Trustees**

**July 11 - Court**

**July 12-**

- **Friday Night Market**

**July 16- Planning Commission**

**July 17 – Tentative Staff BBQ**

**July 19-**

- **Friday Night Market**

**July 23 – Board of Trustees**

- **Tentative workshop**

**July 26 –**

- **Friday Night Market / Party with the Preble**

**August 2 –**

- **Friday Night Market**

**August 5 – Historic Advisory Board**

**August 6 – Planning Commission**

**August 9-**

- **Friday Night Market**

**August 12 – Main Street Board of Directors**



# TOWN OF ELIZABETH

August 13 – Board of Trustees

August 16 –

- Last - Friday Night Market / Beer with the Deer

August 20 – Planning Commission

August 27 – Board of Trustees –

- Tentative workshop

September 2- Labor Day Holiday

September 5 - Court

September 7 –

- 5K

September 9 – Historic Advisory Board – Main Street Board of Directors

September 10 –Board of Trustees

September 14 –

- Protectors of Elizabeth / Chili Cookoff

September 17 – Planning Commission

September 21-

- Birthday Bash Movie Night 7:00 pm

September 24 – Board of Trustees

- Tentative workshop

September 28 –

- Elizabeth Walk and Talk

October 1 – Planning Commission

October 3 – Court

October 4 – Court / Trials

October 7 – Historic Advisory Board



October 8– Board of Trustees

October 14 – Main Street Board of Directors

October 15 – Planning Commission

October 22 – Board of Trustees

- Tentative workshop

October 26 –

- Tentative Harvest Festival

November 2 –

- Jim Jones / Trains

November 4 – Historic Advisory Board

November 5 -

- Elections

November 7 – Court

November 11 – Veterans Day Holiday

November 12 – Board of Trustees

November 19 – Planning Commission

November 26 – Board of Trustees

- Tentative workshop

November 28-29 –Thanksgiving Holiday

December 2 – Historic Advisory Board

December 3 – Planning Commission

December 5- Court

December 7 -

- Mayor’s Tree Lighting



December 9 – Main Street Board of Directors

December 10 – Board of Trustees

December 13-

- Tentative Staff Christmas Party

December 17 – Planning Commission

December 24 Cancel

December 24th and 25<sup>th</sup> - Christmas Holiday

January 1 – New Year's Day Holiday

Legend

Black – Board of Trustees

Purple – Town Holiday's

Pink – Town Events

Green – Staff Meetings / Events

Orange – Events in Town

Olive – Planning Commission

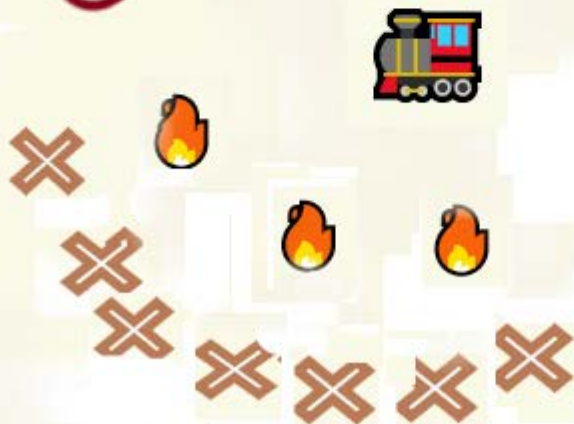
Light Blue – Historic Advisory Board

Aqua – Main Street Board of Directors

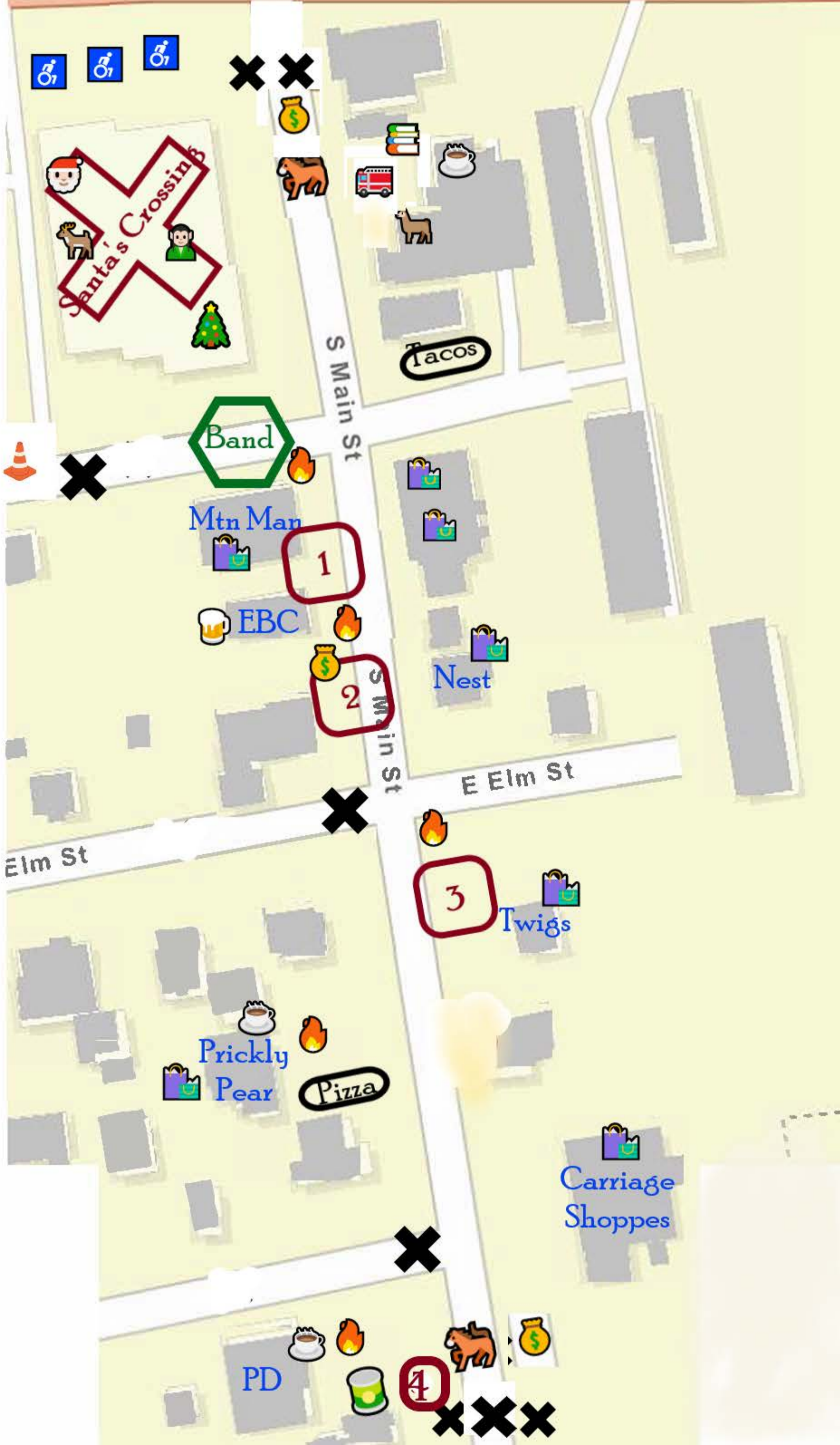
Red - Court / Trials

DRAFT









### Legend

- 1 - Birdhouses
- 2 - Alliance
- 3 - Cookies
- 4 - Face Painter
- 5 - Education Foundation
-  - Library
-  - Fire Fighter Foundation



## TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

### Elizabeth Police Department Activity Statistics Report

Reporting Period:

10/15/2023 to 11/04/2023



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

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

The following is an informational breakdown of EPD police activity from **10/15/2023 at 12:01 a.m. to 11/04/2023 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DRDC) records.

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



**TOWN OF ELIZABETH POLICE DEPARTMENT**

JEFF ENGEL, CHIEF OF POLICE

**Elizabeth Police Department Activity Statistics Report**

Reporting Period:

10/15/2023 to 11/04/2023

**Total Calls for Service:**

266
-----

**Traffic Stops:**

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assists to Other Agencies
31	15	12	4	0

**Parking Violations:**

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
12	1	11	0

**Other Calls for Service:**

Call Type:	Number of Calls:
911 Rapid SOS	2
Alarm-Business Burglary	4
Animal Barking	1
Animal Complaint	6
Animal Cruelty	1
Animal Impound	1
Animal Rescue	1
Assist to the Fire Department	1
Assist to Other Agency	4
Business Check	27
Child Abuse	1
Child Custody	2





# TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

## Elizabeth Police Department Activity Statistics Report

Reporting Period:

10/15/2023 to 11/04/2023

Citizen Assist	4
Citizen Contact	8
Civil Assist	1
Criminal Mischief	2
Dead Animal	1
Drug Offense	2
Follow Up	16
Found Property	2
Harassment	5
Increase Patrol	54
Informational Report	4
Juvenile Complaint	2
Medical Assist	9
Missing Person	1
Motorist Assist	1
Municipal Ordinance Violation	6
Motor Vehicle Accident Injury	2
Motor Vehicle Accident Hazards	1
Motor Vehicle Crash with Unknown Injuries	2
Parking Complaint	12
Report Every Drunk Driver Immediately	1
Runaway	1
Special Assignment	2
Suicidal Subject	1
Suspicious Circumstance	2
Suspicious Person	4
Suspicious Vehicle	7
Traffic Complaint	4
Traffic Hazard	4
Traffic Stop	31
Unwanted Subject	1
VIN Verify	8
Warrant Pickup	1



**TOWN OF ELIZABETH POLICE DEPARTMENT**

JEFF ENGEL, CHIEF OF POLICE

**Elizabeth Police Department Activity Statistics Report**

Reporting Period:

10/15/2023 to 11/04/2023

Welfare Check	8
Wildlife	1

**Open Patrol Division Criminal Investigations:**

Case Number:	Call Type:	Details:
23-2040	Burglary	Investigation into a Burglary in Town.
23-4364	Sex Offense	Investigation into a Sex Offense involving Juveniles.
23-4744	Burglary	Investigation into a Burglary in Town.
23-4864	Theft	Investigation into a Theft in Town.
23-4866	Fraud	Investigation into a Fraud case in Town.
23-4953	Harassment	Investigation into a Harassment involving Juveniles in Town.
23-4981	Harassment	Investigation into a Harassment involving Juveniles in Town.
23-5191	Harassment	Investigation into a Harassment involving Juveniles in Town.
23-5223	Drug Violation	Investigation of drugs in Town
23-5232	Child Abuse	Investigation of Child Abuse in the Town
23-5255	Runaway	Investigation of a Runaway in Town.



**TOWN OF ELIZABETH POLICE DEPARTMENT**

JEFF ENGEL, CHIEF OF POLICE

**Elizabeth Police Department Activity Statistics Report**

Reporting Period:

10/15/2023 to 11/04/2023

23-5270	Harassment	Investigation of harassment at a business.
23-5283	Burglary	Investigation into a Burglary.

**Open Community Services Division Municipal Ordinance Violations:**

Case Number:	Call Type:	Notes:
23-3106	Case Weeds	Investigation into weed violation on a property in Town.
23-4373	Case Animal Comp	Investigation into an Animal complaint at a Property in Town.
23-4784	Accumulation	Investigation into an Accumulation of Debris at a Property in Town.
23-4802	Case Animal Comp	Investigation into an Animal complaint at a Property in Town.
23-5137	Accumulation	Investigation into an Accumulation of Debris at a Property in Town.

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





# TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

## Elizabeth Police Department Activity Statistics Report

Reporting Period:

10/15/2023 to 11/04/2023

### Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
23-4792	Motor Vehicle Accident	EPD responded to a two-car crash. The at fault driver was issued a municipal summons for a traffic offense.
23-4843	Theft	EPD concluded an investigation into a theft. The suspect was identified and issued a municipal summons for a criminal offense.
23-5022	Drug Violations	EPD Officers conducted a traffic stop on a vehicle. Following a K9 sniff, drugs were located. The driver of the vehicle was arrest on criminal charges.
23-5026	Harassment	EPD responded to a reported harassment. After investigation, no crime had occurred.
23-2917	Death	EPD concluded an investigation into an unattended death. After investigation, the cause of death was ruled a suicide.
23-4972	Burglary	EPD responded to a burglary of a residence. After investigation, there was insufficient evidence to show a crime was committed.
23-4444	Motor Vehicle Accident	EPD concluded an investigation of a hit and run crash. All investigative leads were pursued, and the case was closed with no suspect identified.
23-4635	Burglary	EPD concluded an investigation into a burglary. All investigative leads were pursued, and no suspects were able to be identified.
23-5156	Mental Health Hold	EPD responded to a juvenile who was experiencing a mental health crisis. After working with Centennial Mental Health. The juvenile was transported by EPD to a mental health facility.
23-5113	Motor Vehicle Accident	EPD responded to a two-vehicle crash. The at fault driver was issued a municipal summons for a traffic offense.

▪ PO Box 1527, 425 S Main Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4664 ▪ Fax: (303) 646-0676 ▪

[www.townofelizabeth.org](http://www.townofelizabeth.org)



## TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

### Elizabeth Police Department Activity Statistics Report

Reporting Period:

10/15/2023 to 11/04/2023

23-5151	Minor in Possession of Marijuana.	EPD responded to a local school on report of a student with marijuana. EPD issued the juvenile a municipal summons for a criminal offense.
23-5168	Assist to Douglas County Sheriff's Office (DCSO)	EPD responded to an informational report. It was discovered that the reporting party had information regarding a burglary that had occurred in DCSO's jurisdiction. The information was forwarded to DCSO.
23-5174	Motor Vehicle Accident	EPD responded to a single vehicle crash. The driver was issued a municipal summons for a traffic offense.
23-5225	Assist to Elbert County Sheriff's Office (ECSO)	EPD responded to a child custody dispute at the station. It was discovered an incident had occurred in ECSO's jurisdiction. The case was forwarded to ECSO.
23-5217	Motor Vehicle Crash	EPD responded to a single vehicle crash where property was damaged. An accident report was taken.
23-4941	Harassment	EPD responded to a harassment between two juveniles. After investigation, no crime had occurred.



# TOWN OF ELIZABETH POLICE DEPARTMENT

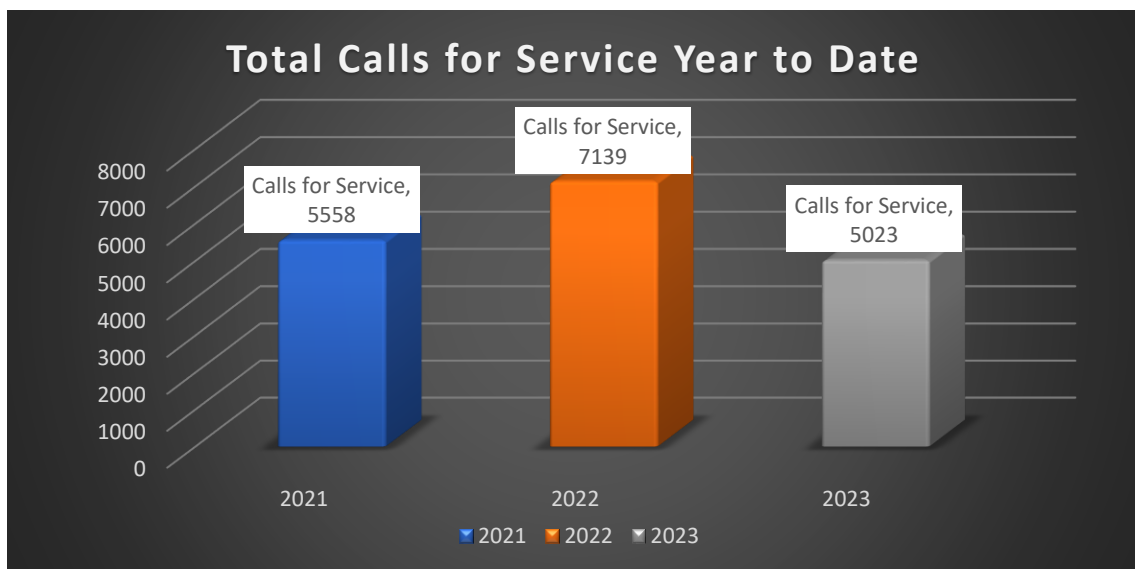
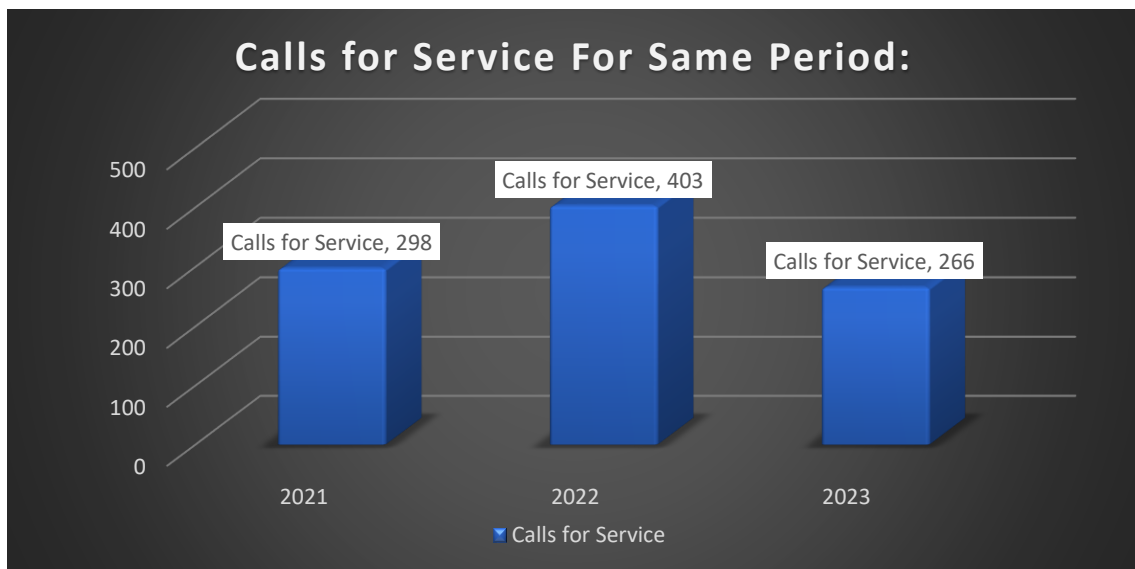
JEFF ENGEL, CHIEF OF POLICE

## Elizabeth Police Department Activity Statistics Report

Reporting Period:

10/15/2023 to 11/04/2023

### Historical Data:





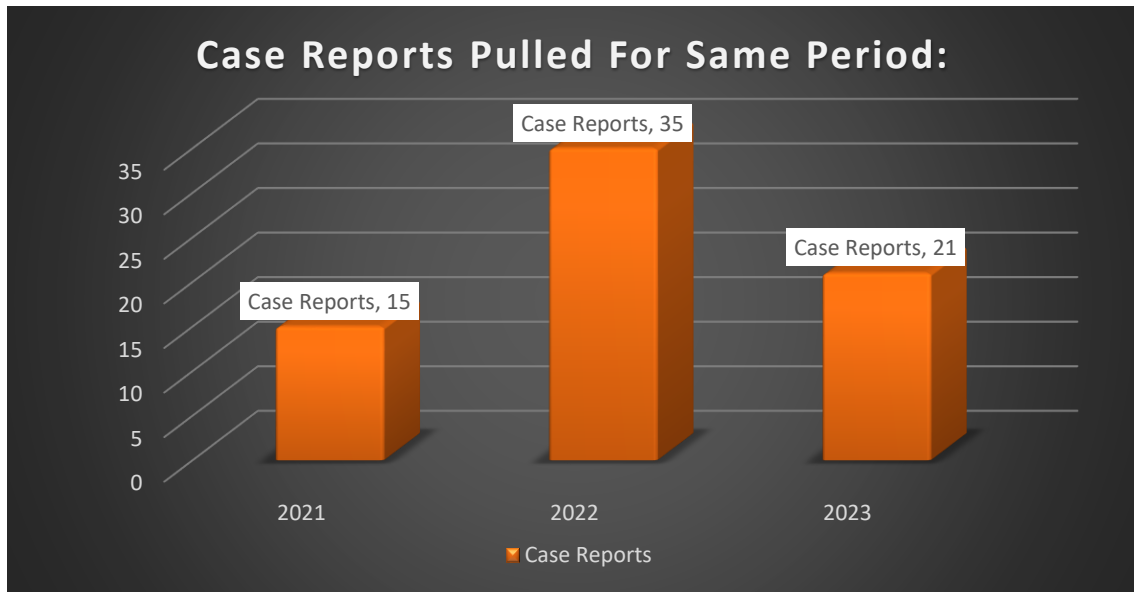
# TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

## Elizabeth Police Department Activity Statistics Report

Reporting Period:

10/15/2023 to 11/04/2023





## TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

**TO:** Honorable Mayor and Town Board of Trustees  
**FROM:** Mike DeVol, Public Works Director  
**DATE:** November 14, 2023  
**SUBJECT:** Public Works Monitoring Report

---

**\*Town Street Paving Improvements Project:**

1. PW has completed a first-year inspection (2-year warranty) of the paved streets. Native Sun will begin warranty work on identified areas for repairs as weather and schedules allow.

**\*Town Main St. Decorations:**

1. PW will begin decorating for Christmas this week.

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

1. Please see attachment.

**\* Town Water Line Emergency Repair:**

1. 730 Tabor St. Main Line located behind the homes had a leak of approximately 50 gallons per minute. The leak was located and repaired the following day. Homeowners were notified by door hangers of a possible outage and to have water on hand prior to shut down. The shut down lasted for 1 ½ hours. Service was restored at 4 p.m. to homes.

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

1. Stucco repairs and painting have been begun and will continue until completed.

**\*Town Walkway Repairs:**

1. PW will be replacing sidewalks, curbs, and gutters at 14 locations this project has 8 completed sites with the others happening this week in heavy pedestrian areas. (Elm St., CR 136, Hillside, Chelsea Ct., Garland St., Banner St.)

**\*Town Street Striping Projects:**

1. Main St parking will be receiving updated markings/striping as the weather allows the next 2 weeks.

**\* Town Snow Plowing and Street Sweeping:**

1. PW is actively searching for a Newer Street Sweeper for purchase in 2023.
2. Town Trucks are fully prepared for the upcoming snow season.
3. Truck Plows and trucks have had maintenance and preparedness checks performed.
4. Salt Sand has been stockpiled for this season.



\*Town New Wells at Ritoro/Gold Creek Valley:

1. The new Wells building is complete except for phone and internet communications with Comcast. Comcast has our work order and will install asap.
2. Landscaping will take place in the Spring (May) of 2024 due to the impending weather. PW will work with the 4 adjacent property owners for their approval of the landscape sketch to ensure that we conceal as much of the building as possible from their views.
3. The Back-up Generator is installed and tested for normal operations.

\*Town Trail Project:

1. PW has scheduled a walk-through inspection with our reporting Agency Stantec Engineering for Guidance after the flooding and the loss of previously planted vegetation, bushes and trees.
2. 2023 Reporting has been sent to CDOT and other agencies. PW is awaiting a decision on 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 clear water testing and adjustments have been made.
2. Communications and Alarms have been tested and 100% complete.
3. Project will be completed October 10<sup>th</sup> after Switch over of equipment.
4. Walk through and punch list has been completed along with 4-hour Automation run test with No Issues.

\*Eligibility Surveys for Water and Wastewater Capitol projects have been completed 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)

1. NO CHANGES AS OF THIS REPORT-On going Project/ The new fine screen replacement unit has been installed. The test phase has been completed. Alarms and training for the New unit have been completed on September 5 & 6<sup>th</sup>.
2. PW has been working on Plant maintenance by drawing down (treating in Train 1) all liquid levels of Train 2/South side of the treatment plant for inspection and repairs as necessary. The Clarifier for Train 2 has been completely emptied, hosed and vacuumed out for a clean working area. The clarifier drive motor tested out fine as well as the gear reduction box. There is wear and damage to the Drive Shear Pin and Paddle arms that distribute settled sludge to the bottom of the clarifier for removal through pumping and sent to digestors for final degradation and trucked to farm fields as fertilizer. PW should have the Clarifier back up and fully operational by the end of September dependent on parts shipping.
3. Just a quick review of the Wastewater Plant: It is designed to treat 500,000 gallons of Raw Sewage per day. Train 1 and Train 2 share that equally. Train 1 currently is treating 190,000-200,000 gallons per day while maintaining our minimal 85% reduction constituent removals (currently 93%-99% removal) that are set by CDPHE in our Permit (excellent test for me as an operator and all equipment). Currently we are





## TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

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 (NH<sub>3</sub>) minimum 85% removal (current 99% removal)

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

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

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

\*Town Public Works Road Extension:

1. Infrared patching has taken place at various areas around town where Asphalt and Concrete come Together to form a smoother transition between the two surfaces.

\*Town Farmers Market:

Event Park Name is Running Creek Park (RCP).

1. The Main St 5K run went extremely well for the first year. PW received several calls of Thanks! From business owners for PW participation for set-up and tear-down.

\*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 closed for the season due to cold temps moving in.

Upcoming Projects:

1. PW has completed the following Annual Reporting:
2. Annual Biosolids
3. Regulation 85 Nutrient Monitoring/Accepted by CDPHE
4. Water Augmentation and Recording
5. Water Lead and Copper sampling



## TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

6. Water Constituents Metals Sampling
7. Annual DMR (Daily Monitoring Report) Gold Creek Wastewater Plant
8. Tree City USA Application/ Accepted and approved by Tree City USA
9. Trail DOLA findings and Inspections/ Addition of Willow Cuttings Planted
10. PW continues to work on Highway User Tax Fund (HUTF) reporting and data processing.
11. PW is completing Lead and Copper testing per CDPHE guidelines for 2023.

### Mail Kiosk:

1. Mail Kiosk are installed and USPS has installed all new locks (USPS Supplied) on both Kiosk locations.
2. Public Works will enhance the recycled asphalt parking area at the Washington St Mail Kiosk.

Mike DeVol  
Town of Elizabeth  
Public Works Director  
GCWWTP Operations  
303-913-6453  
[mdevol@townofelizabeth.org](mailto:mdevol@townofelizabeth.org)

**Town of Elizabeth  
Monthly Accounting - Leases**

**HRS Water Consultants, Inc.**

**2023 Water Year**

**Duke Lease - Entered into August 24, 2004.**

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

Town of Elizabeth  
Denver Basin Wells - Monthly Accounting

HRS Water Consultants, Inc.

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

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

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

## **Town of Elizabeth Accounting Contact Information**

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

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

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

## **Town of Elizabeth Accounting Comments**

### **HRS Water Consultants, Inc.**

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



Town of Elizabeth  
Denver Basin Wells - Monthly Accounting

HRS Water Consultants, Inc.

2022 Water Year		Meter Serial # 69269247 Permit 75162-F WDID # 0113127 Lower Dawson Middle School Well A				Meter Serial # 86945024 Permit 052511-F WDID # 0113128 Denver Middle School Well B				School Wells Total	Meter Serial # 20083304 Permit 15617-F-R WDID #0106440 Dawson Well No. 2				Meter Serial # 20100899 Permit 16210-F-R WDID #0106437 Denver Bishop Well A				Meter Serial # 20072055 Permit 044454-F WDID #0109931 Arapahoe Well A-1				<i>Meter Serial # - To be added when installed.</i> Permit 84415-F WDID #0113129 Denver Well D-2				<i>Meter Serial # - To be added when installed</i> Permit 84416-F WDID #0113130 Arapahoe Well A-2				All Wells
Water Year 2022	Month	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Monthly Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Monthly Volume af
1/11/2021	November 1st	47,119,000	0.00	0.00	21.00	609,000	0.00	0.00	39.70	0.00	66,279,100	0.00	0.00	50.00	54,470,800	0.00	0.00	150.00	75,909,100	0.00	0.00	127.40	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	15.49
1/12/2021	December 1st	47,119,000	0.00	0.00	21.00	609,000	0.00	0.00	39.70	0.00	66,566,600	0.88	0.88	49.12	59,231,900	14.61	14.61	135.39	75,909,100	0.00	0.00	127.40	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	16.35
1/1/2022	January 1st	47,119,000	0.00	0.00	21.00	609,000	0.00	0.00	39.70	0.00	68,282,400	5.27	6.15	43.85	62,838,500	11.07	25.68	124.32	75,912,900	0.01	0.01	127.39	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	16.02
1/2/2022	February 1st	47,119,000	0.00	0.00	21.00	609,000	0.00	0.00	39.70	0.00	70,528,500	6.89	13.04	36.96	65,811,300	9.12	34.81	115.19	75,912,900	0.00	0.01	127.39	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	14.90
1/3/2022	March 1st	47,119,000	0.00	0.00	21.00	609,000	0.00	0.00	39.70	0.00	72,315,900	5.49	18.53	31.47	68,878,700	9.41	44.22	105.78	75,912,900	0.00	0.01	127.39	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	16.10
1/4/2022	April 1st	47,125,000	0.02	0.02	20.98	610,000	0.00	0.00	39.70	0.02	74,251,400	5.94	24.47	25.53	70,495,100	4.96	49.18	100.82	77,599,900	5.18	5.19	122.21	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	18.33
1/5/2022	May 1st	47,399,000	0.84	0.86	20.14	610,000	0.00	0.00	39.70	0.84	76,548,100	7.05	31.52	18.48	70,545,700	0.16	49.34	100.66	80,949,600	10.28	15.47	111.93	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	31.30
1/6/2022	June 1st	47,739,000	1.04	1.90	19.10	610,000	0.00	0.00	39.70	1.04	79,876,000	10.21	41.73	8.27	71,918,200	4.21	53.55	96.45	86,107,900	15.83	31.30	96.10	0.00	0.00	0.00	90.40	0.00	0.00	0.00	88.10	38.79
1/7/2022	July 1st	47,883,000	0.44	2.34	18.66	619,000	0.03	0.03	39.67	0.47	83,259,000	10.38	52.11	-2.11	75,854,800	12.08	65.63	84.37	91,275,100	15.86	47.16	80.24	0	0.00	0.00	90.40	0	0.00	0.00	88.10	43.28
1/8/2022	August 1st	48,297,000	1.27	3.62	17.38	619,000	0.00	0.03	39.67	1.27	86,608,000	10.28	62.39	-12.39	80,446,100	14.09	79.72	70.28	97,022,300	17.64	64.80	62.60	0	0.00	0.00	90.40	0	0.00	0.00	88.10	37.39
1/9/2022	September 1st	48,829,000	1.63	5.25	15.75	794,000	0.54	0.57	39.13	2.17	88,399,000	5.50	67.89	-17.89	84,921,300	13.73	93.46	56.54	102,232,000	15.99	80.79	46.61	0	0.00	0.00	90.40	0	0.00	0.00	88.10	34.98
1/10/2022	October 1st	49,372,000	1.67	6.91	14.09	794,000	0.00	0.57	39.13	1.67	90,367,600	6.04	73.93	-23.93	88,729,400	11.69	105.14	44.86	107,310,500	15.59	96.37	31.03	0	0.00	0.00	90.40	0	0.00	0.00	88.10	22.75
1/11/2022	November 1st	49,659,000	0.88	7.80	13.20	802,000	0.02	0.59	39.11	0.91	90,473,600	0.33	74.26	-24.26	90,320,300	4.88	110.03	39.97	112,729,800	16.63	113.01	14.39	0	0.00	0.00	90.40	0	0.00	0.00	88.10	
	<b>Annual Total</b>		<b>7.80</b>						39.70	<b>8.39</b>				<b>74.26</b>				<b>110.03</b>													

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

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



# 86945024  
 2511-F  
 er  
 ol Well B

School  
 Wells  
 Total

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

Meter Serial #  
 Permit 162  
 Denv  
 Bishop V

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

# 20100899  
 210-F-R  
 er

Meter Serial # 20072055  
 Permit 044454-F  
 Arapahoe

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

Well A

Well A-1

Well D-2

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

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

**Well A-2**

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

**Town of Elizabeth  
Monthly Accounting - Leases**

**HRS Water Consultants, Inc.**

**2022 Water Year**

**Duke Lease - Entered into August 24, 2004.**

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



**Town of Elizabeth  
Monthly Accounting - Leases**

**HRS Water Consultants, Inc.**

**2021 Water Year**

**Duke Lease - Entered into August 24, 2004.**

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

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

HRS Water Consultants, Inc.

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

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

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

14 OCT 2023

MAYOR SNIVELY AND THE MOT:

THANK YOU SO MUCH FOR THE  
BEAUTIFUL PHOTO OF 188 S. MAIN,  
AND FOR THE LOVELY RECOGNITION  
PRESENTATION. I WAS TOUCHED! AND  
THE ARTWORK IS STUNNING - IT NOW  
HANGS ON MY HOME-OFFICE WALL.

I AM THANKFUL AND HONORED TO  
CONTINUE TO SERVE THE TOWN! THANKS  
Marilyn



## TOWN OF ELIZABETH

STUDENT LIAISON



**TO:** Honorable Mayor and Board of Trustees  
**FROM:** Shaye Lovato, Student Liaison  
**DATE:** November 14, 2023  
**SUBJECT:** Student Liaison Report

---

*Students are preparing for a multitude of Seasonal events!*

- School play performances occurred November 2-4 at the Elizabeth High School Cafetorium.
  - Sense and Sensibility by Jane Austin is about a family making a new life for themselves after the death of their beloved father in extreme poverty.
  - Auditions for “Mean Girls” are happening now
- Dodge For Life, a fundraiser event for Colorado Children’s Hospital, is occurring on November 10, 2023 at the EHS gymnasium
  - \$10 to play on a team, \$5 to watch
  - FCCLA, FBLA, TSA, all worked together to make the event possible
- Softball, Marching Band, and Girl’s Cross Country team qualified for state
  - Banquets are being held for various sports over the month
- NHS hosted a Trunk or Treat event that went well despite snowy weather.
- TSA is staying busy, with various members preparing for State events
  - Examples: Music production, Biotechnology Design, Forensic Science, Dragster Design, etc.
- FFBLA’s PSA (Public Service Announcement) is just one project the team is working on.
- The Alternative Education Program is hosting a community Thanksgiving Dinner!
  - November 16, 2023, at 5:00 p.m
  - Frontier High School students started this tradition 28 years ago
  - Donations are deeply appreciated (especially if you would like to bring pies on the 16th - please contact Lori Horton at [lhorton@esdk12.org](mailto:lhorton@esdk12.org) )
  - There will be a drawing for door prizes!
- Students also received Academic Letters (or bars) late October for maintaining good grades!!



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS  
OCTOBER 2, 2023**

**CALL TO ORDER**

The Regular Meeting of the Historic Advisory Board was called to order on Monday, October 2, 2023, at 4:30 PM by Chair John Quest.

**ROLL CALL**

Present were Chair John Quest, Vice Chair Aimee Woodall, Historian Bob Rasmussen, members Audra Kirk, Dennis Rodriguez, and Jaquelin Hallett. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Town Clerk Michelle Oeser, and Community Development Administrative Assistant Dianna Hiatt.

**AGENDA CHANGES**

There were no changes to the agenda as presented.

**UNSCHEDULED PUBLIC COMMENT**

There was no unscheduled Public Comment.

**CONSENT AGENDA**

1. Regular Minutes of September 11, 2023

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

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

**NEW BUSINESS**

2. Discussion regarding Historic Walk and Talk

Staff lead the discussion on takeaways from the Walk and Talk.

3. Discussion regarding Letter to Property Owners

Staff lead the discussion on letters to provide property owners on plaques.



4. Discussion regarding Trip to Historic District Community

Staff lead the discussion on a trip to a Historic District Community, discussion followed.

**STAFF REPORTS**

- Zach Higgins provided updates to the Board
  - The Board Trustees will be recognizing Aimee at the October 10<sup>th</sup> Board meeting at 7:00 p.m.
  - Discussion on providing a quarterly report
  - Discussion on a possible 4<sup>th</sup> of July event
  - Discussion on the Street Scape plan
  - Updates on the Main Street Revitalization Grant
  - Discussion on the Saving Places Conference, which will be January 31<sup>st</sup> to February 2<sup>nd</sup>

**BOARD REPORTS**

- Chair Quest discussed the Historic Advisory Boards workplan
- Discussion on the Façade Grant
- Chair Quest welcomed the new Board members

**ADJOURNMENT**

Motion by Historian Rasmussen, and seconded by Member Rodriquez, to adjourn the meeting at 5:33 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest

Town Clerk Michelle Oeser

