TOWN OF ELIZABETH

WORKSHOP
BOARD TRAINING ARPA FUNDS
Tuesday, March 22, 2022, at 6:30 pm
Town Hall, 151 S. Banner Street

TOWN OF ELIZABETH
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, March 22, 2022, at 7:00 PM
Town Hall, 151 S. Banner Street

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

AGENDA CHANGES

CONSENT AGENDA

1. Minutes of the Regular Meeting of March 8, 2022

NEW BUSINESS

2. Discussion and possible action on Resolution 22R13, a Resolution approving the license agreement between the Town and Tom Peterson – Michelle Oeser
3. Discussion and possible action on reappointment of Michael Hussey or appointment of Kurt D. Prinslow or Brandon Jeffress to the Main Street Board of Directors – Zach Higgins
4. Discussion and possible action on Resolution 22R15 a Resolution approving the License Agreement between the Town and The Elizabeth Brewing Company – Zach Higgins
5. Discussion and possible action on Resolution 22R14, a Resolution approving the assignment of rights in and to the Site Development Plan, and the Site Development Agreement, as amended, for the Pine Ridge Crossing Site plan from Pine Ridge Crossing, LLC as owner and Turn 2 Construction, LLC as Developer to Neighborhood Carwash Aurora, LLC DBA Pine Ridge Apartments, LLC – Zach Higgins
6. Discussion and possible action on Resolution 22R16, a Resolution establishing a pay Plan for the Town of Elizabeth including job descriptions and pay grades for positions within the Town- Patrick Davidson

MANAGEMENT MONITORING REPORTS

7. Management Monitoring Reports

BOARD OF TRUSTEES REPORTS

STUDENT LIAISON REPORT

MINUTES

8. Minutes of the Main Street Board of Directors Meeting of February 10, 2022
9. Minutes of the Historic Advisory Board Meeting of February 11, 2022

EXECUTIVE SESSION

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
March 22, 2022

CALL TO ORDER
The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, March 22, 2022, at 7:02 pm by Mayor Megan Vasquez.

ROLL CALL
Present were Mayor Megan Vasquez, Mayor Pro Tem Angela Ternus, Trustees Tammy Payne, Loren Einspahr, Linda Secrist, Ron Weaver, and Daniel DiLoreto.

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Chief of Police Melvin Berghahn, Public Works Director Mike DeVol, Town Attorney Corey Hoffmann, and Student Liaison Bella Valentine.

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

UNSCHEDULED PUBLIC COMMENT
No comments

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 February 22, 2022

Motion by Trustee Payne, seconded by Trustee Weaver, to approve the Consent Agenda as presented.
The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

ADVISORY BOARD QUARTERLY REPORTS

2. Historic Advisory Board

Aimee Woodall presented the Historic Advisory Board report to the Board of Trustees.

NEW BUSINESS

3. Discussion and possible action on the appointment of Ed Beard or Julie Uhernik as a non-voting member of the Planning Commission

Motion by Trustee Einspahr, seconded by Mayor Pro Tem Ternus, to approve the appointment of Julie Uhernik as a voting member of the Planning Commission.
The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

Motion by Mayor Pro Tem Ternus, seconded by Trustee Einspahr, to approve the appointment of Ed Beard as a non-voting member of the Planning Commission.
The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

4. Discussion and possible action on the appointment of Dennis Boehler to the Historic Advisory Board

Motion by Trustee Payne, seconded by Trustee Secrist, to approve Discussion and possible action on the appointment of Dennis Boehler to the Historic Advisory Board.
The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

5. Discussion and possible action on a donation to the Elizabeth Education Foundation

Motion by Mayor Pro Tem Ternus, seconded by Trustee Secrist, to donate $500 to the Elizabeth Education Foundation.
The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

6. Discussion on Police Officer out of state training

Motion by Trustee DiLoreto, seconded by Trustee Weaver, to approve Officer Allen to travel to Goodland Kansas for training.
The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

7. Discussion and possible action on Resolution 22R10, a Resolution authorizing the Mayor to execute a letter on behalf of the Town to become a member of the AARP Network of Age-Friendly States and Communities

Motion by Trustee Weaver, seconded by Trustee Payne, to approve Resolution 22R10, a Resolution authorizing the Mayor to execute a letter on behalf of the Town to become a member of the AARP Network of Age-Friendly States and Communities.

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

8. Discussion and possible action on Resolution 22R11, a Resolution authorizing the Town Administrator or his designee to submit a Community Challenge Grant application to AARP for funding for park and other infrastructure improvements within the Town

Motion by Trustee Payne, seconded by Trustee Einspahr, to approve Resolution 22R11, a Resolution authorizing the Town Administrator or his designee to submit a Community Challenge Grant application to AARP for funding for park and other infrastructure improvements within the Town.
The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

9. Discussion and possible action on Resolution 22R12, a Resolution approving an agreement between the Town and Integrated Systems & Design for the purchase and installation of new sound equipment for Town Hall

Motion by Mayor Pro Tem Ternus, seconded by Trustee Einspahr, to Resolution 22R12, a Resolution approving an agreement between the Town and Integrated Systems & Design for the purchase and installation of new sound equipment for Town Hall, to include video, not to exceed $90,000 and monies to come from the ARPA funds.
The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

MANAGEMENT MONITORING REPORTS

- Town Administrator Patrick Davidson informed the Board that Pam Cherry will be starting as the Community Development Director on March 21, 2022.
- Trustee DiLoreto asked if ARPA funds could be used as seed money for a Senior Center.
- Town Clerk Michelle Oeser discussed the search for a new Boardroom podium.
- Ms. Oeser discussed the Town email blast.
- Public Works Director Mike DeVol discussed state reporting.
- Mr. DeVol told the Board that Well House bidding opened.
- Mr. DeVol thanked the Board for their support.
- Town Attorney Corey Hoffmann let the Board know he will not be at the March 22nd meeting.
- Mr. Hoffmann informed the Board that he had received a call from Don Neilson stating his appreciation for the Town.
- Mayor Vasquez discussed setting up a 3-month review for the Town Administrator.

BOARD OF TRUSTEE REPORTS

- Mayor Vasquez discussed the upcoming Elizabeth Chamber of Commerce Awards night.

STUDENT LIAISON REPORT

- Student Liaison Valentine discussed Hunters Legacy basketball tournament which will honor Hunter.
- The High School will be hosting the Annual St. Baldrick's Foundation fundraiser.
- Student Liaison Valentine provided a written report in the Board packet.
- Mayor Vasquez inquired about the prom dress drive.
- Ms. Oeser told the Board that Ms. Valentine will be featured in the April Town Newsletter.
- Mr. DeVol requested the contact information for the student volunteer group.

EXECUTIVE SESSION

Motion by Mayor Vasquez, seconded by Mayor Pro Tem Ternus, to adjourn the regular meeting at 8:29 pm and enter into an executive session to "To consider the purchase, acquisition, lease, transfer or sale of real, personal or other property, pursuant to C.R.S. § 24-6-402 (4)(a)."
Property formally known as Frontier High School.
The vote of those Trustees present was unanimously in favor. Motion passed.

Motion by Mayor Vasquez, seconded by Trustee Weaver, to adjourn the executive session at 9:41 pm and return to the regular meeting.
The vote of those Trustees present was unanimously in favor. Motion passed.

ADJOURNMENT

Motion by Trustee Weaver, seconded by Trustee Secrist, to adjourn meeting at 9:41 pm.
The vote of those Trustees present was unanimously in favor. Motion carried.

_____ _____

Town Clerk Michelle Oeser Mayor Megan Vasquez

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: March 22, 2022
SUBJECT: Elbert County Republicans

SUMMARY

On January 28, 2022, the Tom Peterson as a Representative of the Elbert County Republicans (ECR) has requested to use Running Creek Park, located at 500 E. Kiowa Avenue. The ECR would like to host the National Day of Prayer. They have been approved for a Special Event License. They are not requesting to have alcohol at this event.

Mr. Peterson has been provided with the new fees associated with the use of Running Creek Park. The ECR will provide 3 port-a-potties and 3 handwashing stations.

STAFF RECOMMENDATION

Staff recommends approval of the Tom Peterson /Elbert County Republicans license for use of Running Creek Park.

ATTACHMENTS(S)

Resolution 22R13
Event Permit Agreement
License
Event Map

RESOLUTION 22R13

A RESOLUTION APPROVING THE LICENSE AGREEMENT BETWEEN THE TOWN AND TOM PETERSON REPRESENATIVE FOR ELBERT COUNTY REPUBLICANS

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

Section 1. The License Agreement between the Town and Tom Peterson, representative for Elbert County Republicans attached hereto is hereby approved by the Board of Trustees of the Town of Elizabeth, and the Mayor is authorized to execute same on behalf of the Town. ,

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2022, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

_____
Megan Vasquez, Mayor

ATTEST

_____
Michelle M. Oeser, Town Clerk

EVENT PERMIT AGREEMENT

The event permit for **Elbert County National Day of Prayer** (the "Event") on May 5, 2022, for the time period of 2:00 PM to 9:00 PM is granted to Tom Perterson, represenative of the Elbert County Republicans (the "Applicant") contingent upon the following requirements:

1) The Event within the Town of Elizabeth is limited to the property indicated on the route provided.

2) Permission is granted for times beginning at 2:00 PM and ending at 9:00 PM to include setup and cleanup.

3) All areas within the permit area shall be free of all debris generated from the Event, upon conclusion.

4) Applicant for the Event shall provide proof of comprehensive liability insurance acceptable to the Town for the Event, in the minimum amount of three hundred fifty thousand dollars ($350,000.00) per person, and nine hundred ninety thousand dollars ($990,000.00) per occurrence or such additional amount that may be determined by the Town based on the nature or scope of the Event. Town of Elizabeth shall be listed as additionally insured.

5) Applicant Elbert County Republicans will submit a $1000.00 deposit as security for cleanup and/or damage of the permit area and hereby agrees that the Town may draw from that $1000.00 deposit should the Applicant for the Day of Prayer fail to clean up or damage property in the permitted area.

6) Applicant accepts responsibility for any potential liability from the Event. More specifically, in consideration for the Town allowing Applicant to use Town property, the Applicant agrees to hold the Town, its officers, agents, consultants, and representatives (collectively, the "Town"), harmless for any loss, damage, property damage, injury, or death to Applicant or its invitees, including participants in the Event, and Applicant's agents as a result of Applicant participation in the Event, and the participation of Applicant's invitees in the Event. Applicant further agrees to release, waive and discharge, and covenant not to sue the Town for any claims, demands or actions whatsoever arising out of any loss, damage, property damage, or injury incurred on or to Applicant or Applicant's invitees or Applicant's agents as a result of participation in the Event. This release of liability applies equally to losses, damages or injuries caused or alleged to be caused in whole or in part by the negligence of the Town.

I on behalf of the Applicant have read the above waiver and release, understand that Applicant has given up substantial rights by signing it, and I sign this waiver and release below voluntarily and with full authorization on behalf of the Applicant.

By signing this agreement and the Waiver and Release, applicant represent they have authority to execute agreement on behalf of the Tom Peterson and agrees to comply with the requested requirements for the Event. Failure to meet the requirements outlined may result in the revocation of Event Permit or penalties as provided in Section 11-4-120 of the Elizabeth Municipal Code.

Tom Peterson
Printed Name

Tom Peterson
Signature

2-1-2022
Date

Town Representative

Date

LICENSE

THIS LICENSE is made and entered into this 8th day of March 2022, by and between the TOWN OF ELIZABETH, Colorado whose address is 151 S. Banner Street, Box 159, Elizabeth, Colorado 80107 (the "Town") and Tom Peterson /The Elbert County Republicans, whose address is c/o 1366 Conifer Trail, Elizabeth, Colorado 80107 ("Licensee").

1. PROPERTY LICENSED. The property that is licensed for the use and the term provided for in this license is described in Exhibit A, which is attached hereto and incorporated by this reference ("Property Licensed"). The Property Licensed for the use described herein is subject to all easements and rights-of-way of record.

2. INSURANCE. Licensee shall obtain for itself, its agents, successors, assigns, lessees, licensees and agents, necessary and adequate workman's compensation insurance, personal injury insurance, and property damage insurance, with limits commensurate with the hazards and risks associated with the use of the Property Licensed, but in no event less than the liability limits established by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as now in effect or as hereinafter amended, and a deductible of not less than one thousand dollars ($1,000.00). Neither Licensee nor its agents, successors and assigns shall commence any use of the Property Licensed until it has obtained all insurance required under this Section and shall have filed a certificate of insurance with the Town providing that the Town is an additional named insured thereunder.

3. USE FEE. Licensee covenants and agrees to pay Pare Use Fees, set by Resolution 22R09 (fee schedule is attached).

4. USE. Licensee covenants and agrees that it shall utilize the Property Licensed for Tom Peterson the represenative for the Elbert County Republicans, May 5, 2022, and for no other purpose and not to use the Property Licensed or permit it to be used for purposes prohibited by the laws of the applicable United States, State of Colorado, or any political subdivision thereof.

5. RE-ENTRY. Licensee covenants and agrees to permit the Town or its duly authorized representatives to enter upon the Property Licensed at any reasonable hour of the day to do such acts and things as it deems necessary for the protection of its interests therein.

6. NOTICE. Any notice required under this License shall be in writing and mailed by certified mail to the respective parties at the address hereinabove given. The Town Administrator shall be the representative of the Town to accept or give any approval, notice or the like provided hereunder. In the event Licensee should change the address hereinabove given during the term of this License, Licensee shall notify the Town in writing of such change of address.The Town: Town of Elizabeth
Attn: Town Administrator
PO Box 159
Elizabeth, CO 80107

Licensee: Tom Peterson,
Representative of the
Elbert County Republicans
1366 Conifer Trail
Elizabeth, CO 80107

7. NO COVENANT OF TITLE OR QUIET POSSESSION. The rights granted herein are without covenant of title or warranty of quiet possession of the Property Licensed and no water or water rights are granted by this License.

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

9. ASSIGNMENT OR SUB-LEASE. Licensee covenants and agrees not to assign this License or to sublet any part of the Property Licensed without first obtaining the written consent of the Town.

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

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

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

13. TERMINATION.

a. This License Agreement may be terminated by the Town at any time upon ten (10) days' written notice to Licensee.

b. If default shall be made in any of the covenants or agreements herein contained to be kept by Licensee, it shall be lawful for the Town to enter into the said Property Licensed, or any part thereof, either with or without process of law, to terminate the interest of Licensee or of any person or persons occupying the same, and to expel, remove or put out such person or persons, using such force as may be necessary in so doing, without being liable to prosecution or to damages therefor, and the said Property Licensed again to repossess and enjoy as in the first and former estate of the Town. If at any time the License shall be terminated as aforesaid, or by any other means, Licensee agrees to surrender and deliver up said Property Licensed peaceably to the Town immediately upon the termination, and if Licensee shall remain in possession after termination, Licensee shall be deemed guilty of a forcible detainer on said property Licensed, and waiving all notice, shall be subject to eviction and removal, forcibly or otherwise, with or without process of law.

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

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

TOWN OF ELIZABETH, COLORADO

By: _____
Megan Vasquez, Mayor

ATTEST:

_____
Michelle M. Oeser, Town Clerk

LICENSEE

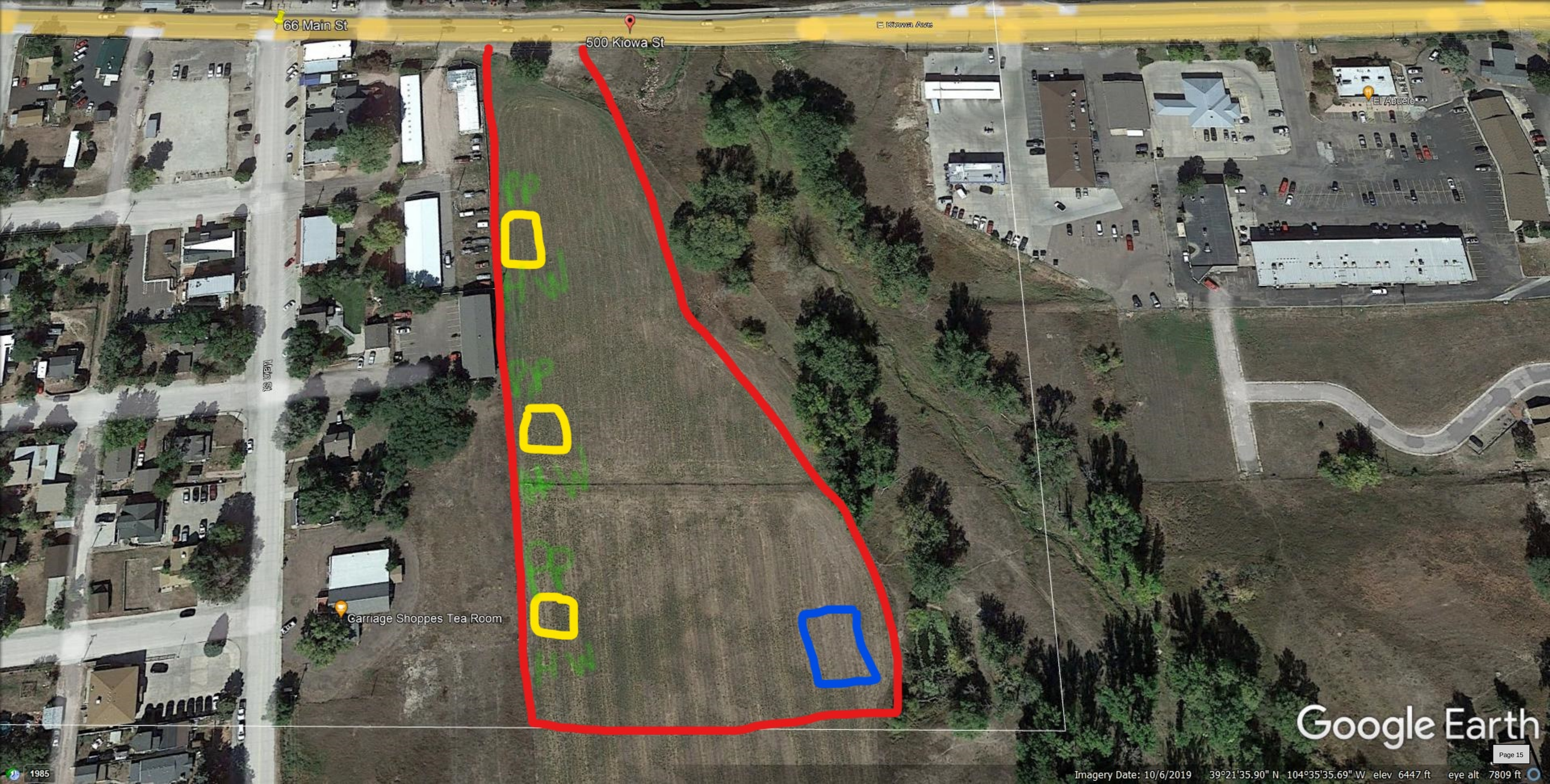
By: _____

_____
Title Date

ATTEST:

_____

_____
Title Date


66 Main St
500 Kiowa St
E Kiowa Ave
El Abuelo
Main St
Carriage Shoppes Tea Room
Google Earth
1985
Imagery Date: 10/6/2019 39°21'35.90" N 104°35'35.69" W elev 6447 ft eye alt 7809 ft

TO: Honorable Mayor and Board of Trustees

FROM: Zach Higgins, AICP Planner/Project Manager

DATE: March 22, 2022

SUBJECT: MSBOD Appointment

SUMMARY

The Town has received three applications for the two (2) Main Street Board of Directors openings. Michael Hussey has applied to be reinstated to the Main Street Board of Directors for a full three-year term. Kurt D. Prinslow and Brandon Jeffress have also applied to fill the remaining open seat on the Board. The term for both positions are three-year appointments starting 04/01/2022 through March 31, 2025. The Main Street Board of Directors has five (5) seats with three (3) year terms. Only two of these candidates can be appointed at this time. Michael Hussey has provided a letter of interest to remain on the board. Kurt D. Prinslow and Brandon Jeffress have provided completed applications and letters of interest.

BOARD RECOMMENDATION

The Main Street Board of Directors have recommended all three candidates to be reviewed for appointment by the Board of Trustees.

ATTACHMENT(S)

Applications/Letter of Interest

Zach Higgins, Planner/Project Manager
151 S Banner Street
PO Box 159
Elizabeth Colorado
80107

January 3,2022

Mr. Zach Higgins:

I am submitting my Letter of Interest for reappointment to the Elizabeth Main Street Board. I have been on the Board since its inception and would like to continue in order to see the streetscape project through to fruition.

Please let me know if you have any questions or need any additional information. Thank you and the Board of Trustees for your consideration.

Sincerely,

Michael Hussey ASLA, RLA
36895 View Ridge Drive
Elizabeth, Colorado 80107

Home Phone: (303)646-4081
Cell Phone: (303) 549-5584

Email: dinnree@skybeam.com

January 28, 2022

Mr. Zach Higgins, AICP
Planner / Project Manager
Town of Elizabeth, Colorado

Re: Elizabeth Main Street Board Position

Dear Mr. Higgins:

The Town of Elizabeth and surrounding countryside has gone through quite a transition during my 40 years living in the area. The Elizabeth Main Street Board position would be an opportunity for me to become more involved in both the historical aspects of the Town, as well as, it's exciting future. I feel I have the professional experiences and expertise in many of the Board's areas of responsibilities to be a good candidate for the Board. The following are highlights of my past experiences. . . .

Design

Planning Manager for Three Springs, Durango, Colorado

> Three Springs is a Master Planned Community (681 acres) based on traditional neighborhood design principles mixing commercial, retail, and residential uses in a walkable setting of blocks and opens pace. Additional information may be viewed at www.threespringsdurango.com

Managed and Chaired the Three Springs Design Review Committee approving over 500 housing units during my tenure.

As a Landscape Architect, I have over 40 years of experience in land planning, detailed design, implementation and construction management in a variety of roles from a design team member to Owners Representative.

Administration / Communications / Public Relations

Board Member of the Three Springs Master and Residential Associations (Durango, Co)

Board member of the Los Prados Subdivision HOA (Durango, CO)

Past Member of the Elbert County Board of Adjustment

Past Member and Chairman of the Elbert County Planning Commission

Historic Preservation

For 30 years, my wife and I have been maintaining and improving a historic (over 100 years old) homestead (home and barn) in Elbert County.

I am available for an interview with you and other Board members in order to elaborate on my past experiences and I ho might be a productive addition to the Board.

Sincerely,

Kurt D. Prinslow

Kurt D. Prinslow

Attachments : Application for Appointment

APPLICATION FOR APPOINTMENT
ELIZABETH MAIN STREET BOARD

Please complete the following application for consideration for service on the Elizabeth Main Street Board of Directors. Along with this application please submit a letter of interest for the position describing your experience, expertise, and reasons you would like to be a member of the Board of Directors.

Name: Kurt D. Prinslow

Address: 32517 County Road 33, Kiowa Co 80117 *

Email: k.d.prinslow@gmail.com **Contact Phone #:** 303.880.6676

Occupation: Land Planner / Landscape Architect

*Note: my residence is within the Eliz. Fire Distr. & Eliz. Parks & Rec. District.

Please list your areas of experience and expertise:

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

Additional areas of expertise/ experience _____

Have you attended an Elizabeth Main Street meeting, event, forum, webinar, etc.?

X Yes
___ No

If so, please explain your involvement.

I've attended several Summer Friday Night Concerts and Elizabeth Stampede Parades

Please submit this application along with your letter of interest. Make sure you have read through the Elizabeth Main Street Board of Directors job description and understand the position's responsibility and requirements.

Submit to: Zach Higgins, AICP Planner/Project Manager Town of Elizabeth
zhiggins@townofelizabeth.org – (303) 725-7496 – 151 S Banner Street, PO Box 159, Elizabeth CO 80107

2/17/2022

Zach Higgins, Planner/Project Manager
Town of Elizabeth
Elizabeth, CO 80107

Re: Mainstreet Board Application

Mr. Higgins,

Please find the attached application for appointment for the Elizabeth Main Street Board.

I moved to Elizabeth with my wife and our two sons last Aug. We moved here because we both grew up in rural America and love small communities. We also moved because our daughter and her fiancé moved to Kiowa, and we wanted to be close. We also moved my older parents from Wichita, KS to live with us as well so that they can be under our care. This is our home, this is where our entire family lives, this is where our grandkids will be raised, and we are invested in the success of this community.

Over the last four years, I helped found a technology platform focused on community engagement for community banks and credit unions. I actively sit as a senior executive for a software company that moved its HQ to rural America to generate jobs and create opportunities in the community, where other businesses had moved away. Why am I sharing this? Community isn't just some place I live, it's what I believe in personally and professionally. It is the roots of our country, and while people are moving to digital tools to engage, preserving its legacy and creating new opportunities for the future is imperative to the success of Elizabeth. Just as it has been for Parker and Castle Rock, our Main Street is a vital part of that success.

As you know from my recent conversations with you, my wife and I are looking at creating opportunity to help the people of our community create memories on Main Street. We know that those types of opportunities are what pull people together, create relationships and keep our kids from moving away long term. Retail, relational experiences, workplaces/offices, and memories/fun times will be created on Main Street. With that, the legacy of where it started should not be forgotten either. I want to help make that happen.

I've served on many boards and leadership teams in my professional career. I'm applying for this position because I want to give back, and I want to give back to an area I'm passionate about. Thanks for your consideration. Whether its myself or someone else you select, I'm invested in the success of Elizabeth Main Street and hope my experiences, expertise, and visionary mind will aid in serving this community.

Regards,

Brandon Jeffress
33495 Greystone Cir
Elizabeth, CO 80107
317-748-9080

APPLICATION FOR APPOINTMENT
ELIZABETH MAIN STREET BOARD

Please complete the following application for consideration for service on the Elizabeth Main Street Board of Directors. Along with this application please submit a letter of interest for the position describing your experience, expertise, and reasons you would like to be a member of the Board of Directors.

Name: BRANDON JEFFRESS

Address: 33495 GREY STONE CIR ELIZABETH, CO 80107

Email: brandon.jeffress@jumpsetter.com **Contact Phone #:** 317-748-9080

Occupation: EXECUTIVE DIRECTOR OF SALES

Please list your areas of experience and expertise:

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

Additional areas of expertise/ experience TECHNOLOGY, FUNDRAISING, SPEAKING, PRESENTING

Have you attended an Elizabeth Main Street meeting, event, forum, webinar, etc.?

___ Yes
X No

If so, please explain your involvement.

I HAVE A STRONG PASSION FOR COMMUNITY AND DEVELOPING COMMUNITY. I BELIEVE MAIN STREET AND ITS FUTURE REPRESENTS OPPORTUNITY TO PULL OUR RESIDENTS TOGETHER AND KEEP OUR MONEY LOCAL. I BELIEVE MY PROFESSIONAL EXPERIENCE WILL HELP.

Please submit this application along with your letter of interest. Make sure you have read through the Elizabeth Main Street Board of Directors job description and understand the position's responsibility and requirements.

Submit to: Zach Higgins, AICP Planner/Project Manager Town of Elizabeth
zhiggins@townofelizabeth.org – (303) 725-7496 – 151 S Banner Street, PO Box 159, Elizabeth CO 80107

TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: March 22, 2022
SUBJECT: License with The Elizabeth Brewing Company for Elizabeth Farmers Market

SUMMARY
This Resolution would approve the License Agreement between the Town and The Elizabeth Brewing Company. The License allows The Elizabeth Brewing Company to utilize the Running Creek Park to facilitate the 2022 Elizabeth Farmers Market and outlines the conditions pertaining to the event. The significant changes to previous event licenses include the addition of light poles in the park, lighting on the bandstand, a fifth porta potty, a dumpster for event use, the potential for Town provided volunteers as available, and a one-time payment of $6,100 to be utilized for booking bands throughout the Farmers Market Season.

The market would start June 10th and run each Friday through August 19th for a total of 11 markets. The market would be live from 5 to 9 PM with set up to start at 3 PM and teardown to conclude by 10 PM. The market would include live music each week as well as wine/beer and moonshine vendors. Alcohol Beverage Services Agreements would be required between both the Town and The Elizabeth Brewing Company and the Town and Mile High Pie Co. These agreements would be brought before the Board at a later date.

The Elizabeth Brewing Company is anticipated to be present to address the Board of Trustees on this item for the March 22nd meeting.

MAIN STREET BOARD OF DIRECTORS RECOMMENDATION
The Main Street Board of Directors voted to recommend to the Board of Trustees approval of the License with The Elizabeth Brewing Company for the 2021 Elizabeth Farmers Market. A representative of the Main Street Board of Directors is anticipated to be present to address the Board of Trustees on this recommendation.

STAFF RECOMMENDATION
Staff and members of the Main Street Board of Directors have met with the Elizabeth Brewing Company. The MSBOD and Staff will work with The Elizabeth Brewing Company to make improvements and refine the market based on lessons learned from previous years. Staff recommends approval of the Resolution, a Resolution approving the License Agreement between the Town and The Elizabeth Brewing Company.

ATTACHMENT(S)
Resolution 22R15

RESOLUTION 22R15

A RESOLUTION APPROVING THE LICENSE AGREEMENT BETWEEN THE TOWN AND THE ELIZABETH BREWING COMPANY

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

Section 1. The License Agreement between the Town and the Elizabeth Brewing Company attached hereto as **Exhibit A** is hereby approved by the Board of Trustees of the Townof Elizabeth, and the Mayor is authorized to execute same on behalf of the Town.

PASSED, APPROVED, and ADOPTED this ____ day of_____, 2022, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and_____ against.

_____
Megan Vasquez, Mayor

ATTEST

_____
Michelle M. Oeser, Town Clerk

LICENSE

THIS LICENSE is made and entered into this _____ day of March 2022, by and between the TOWN OF ELIZABETH, Colorado whose address is 151 S. Banner Street, P.O. Box 159, Elizabeth, CO 80107 (the "Town") and THE ELIZABETH BREWING COMPANY, whose address is 239 South Main Street, Elizabeth, CO 80107 ("Licensee").

1. PROPERTY LICENSED, TERM.

a. The property that is licensed for the use and the term provided for in this license is described in Exhibit A, which is attached hereto and incorporated by this reference ("Property Licensed"). The Property Licensed for the use described herein is subject to all easements and rights-of-way of record.

b. The term of this License shall commence on June 10, 2022, and shall continue each Friday through and including August 19, 2022, from 3:00 p.m. until 10:00 p.m.

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

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

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

b. Licensee shall use the Town's branding for the event and shall receive approval through Town of Elizabeth before releasing new event market materials.

c. Licensee shall provide an alcohol vendor on each Friday during the term of the License. Licensee will use the Town's special event permit and music license for the Town event.

d. Licensee will be allowed to use Town's supplied power and will not be obligated to remit payment to Town for the use of the electric box during the market. Licensee maynot require payment to be remitted by vendors for electric hookup specifically; and

e. Licensee shall facilitate the inclusion of a Farmers' Market from 5:00 p.m. until 9:00 p.m. on each Friday during the term of the License.

f. The Town reserves the right to have one (1) booth space at each market as requested by the Town. The Town will coordinate with The Elizabeth Brewing Company regarding the location of the booth space.

g. Elizabeth Brewing Company will coordinate with vendors and bands to keep vehicle traffic to the designated areas as outlined on Exhibit B.

h. The Town will provide bandstand lighting and three (3) light poles in Running Creek Park.

i. The Town will provide power directly to the bandstand.

j. The Town will provide five (5) portable restrooms.

k. The Town will provide seeding throughout Running Creek Park during the Farmers Market season.

l. The Town will provide a dumpster to be utilized during the Farmers Market season.

m. The Town will provide as may be available, one (1) to two (2) volunteers or interns between 5:00 p.m. until 9:00 p.m. to assist with the operations of the Farmers Market.

n. The Town will provide a one-time payment of $6,100.00, to be utilized for bands booked for the Farmers Market throughout the season.

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

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

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

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

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

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

8. ASSIGNMENT OR SUB-LEASE. Licensee covenants and agrees not to assign this License or to sublet any part of the Property Licensed without first obtaining the written consent of the Town.

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

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

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

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

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

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

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

TOWN OF ELIZABETH, COLORADO

_____

Megan Vasquez, Mayor for Town of Elizabeth


EXHIBIT B
Legend
500 E Kiowa Ave
Grumpy's Coffee
Running Creek Auto Center
Untitled Placemark
Untitled Placemark
Porta Potty
Gate
FOOD TRUCK AREA
500 E Kiowa Ave
Electric Panel
DRIVE LANE
EBC
Pie
Electric Panel
Stage
Electric Panel
Untitled Placemark
Porta Potty
Gate
Untitled Placemark
Google Earth
200 ft

TO: Honorable Mayor and Board of Trustees
FROM: Carrie McCool, Interim Community Development Director
DATE: March 22, 2022
SUBJECT: Pine Ridge Crossing Site Development Plan and Site Development Agreement Assignment

REQUEST

Approval of the assignment of rights in and to the Site Development Plan, and the Site Development Agreement, as amended, for the Pine Ridge Crossing Site Plan from Pine Ridge Crossing, LLC as Owner and Turn 2 Construction, LLC as Developer to Neighborhood Carwash Aurora, LLC DBA Pine Ridge Apartments, LLC.

BACKGROUND

The subject property is zoned Commercial Mixed-Use (CMU), wherein Use by Special Review approval was granted to construct multi-family apartments on 4.18 acres. The approved site plan consists of four (4) two-story apartment buildings, parking (both surface and garage), pool, clubhouse/management office, and playground. The four apartment buildings include a mix of two- and three-bedroom apartments for a total of (64) units at a density of 15 dwelling units per acre. Town records reflect the following approvals for the project with associated dates of approval:

- **December 2017** – Project approved, by the Board of Trustees, for the required Use by Special Review (Resolution 17R36)
- **January 2019** - Project approved, by the Board of Trustees, for the required Site Plan (Resolution 19R11)
- **January 2019** - Site Development Agreement approved, by the Board of Trustees, for installation of required public improvements (Resolution 19R11)
- **April 2019** - First Amendment to Site Development Agreement approved, by the Board of Trustees, for a 60-day extension of the deposit of security with the Town (Resolution 19R28)
- **August 2019** – Second Amendment to the Site Development Agreement approved, by the Board of Trustees, for extension of the obligations of the Site Development Agreement
- **August 2020** – Third Amendment to the Site Development Agreement approved, by the Board of Trustees, for an additional extension of the obligations in the Original Site Development Agreement (Second Amendment). The extension requires the completion of public improvements by August 11, 2023, completion of landscaping improvements by October 1, 2023, and deposit of security with the Town by August 11, 2022.

ANALYSIS

Pine Ridge Apartments, LLC intends to fulfill the obligations and complete the requirements outlined in the Site Development Agreement and construct the apartment development per the governing approvals. Staff finds that completion of the project would further the Town's future

land use and development goal of incorporating the appropriate levels of density and design to support increased housing options and overall long-term neighborhood sustainability that was expected in January of 2019.

Pine Ridge Crossing, LLC as Owner and Turn 2 Construction, LLC as Developer has provided written notice of the assignment per the notice requirements set forth in Section 21 of the Site Development Agreement.

BUDGET

None. The applicant has agreed to pay the Town the actual costs to the Town for expenses and fees incurred by the Town before and during the assignment process.

RECOMMENDED ACTION

Approve Resolution No. 22R14, a Resolution approving the assignment of rights in and to the Site Development Plan, and the Site Development Agreement, as amended, for the Pine Ridge Crossing Site Plan from Pine Ridge Crossing, LLC as Owner and Turn 2 Construction, LLC as Developer to Neighborhood Carwash Aurora, LLC DBA Pine Ridge Apartments, LLC.

ATTACHMENTS

- Resolution 22R14
- Written Notice
- General Assignment
- Resolution 20R36 Third Site Development Agreement Amendment
- Special Warranty Deed

RESOLUTION 22R14

A RESOLUTION APPROVING THE ASSIGNMENT OF RIGHTS IN AND TO THE SITE DEVELOPMENT PLAN, AND THE SITE DEVELOPMENT AGREEMENT, AS AMENDED, FOR THE PINE RIDGE CROSSING SITE PLAN FROM PINE RIDGE CROSSING, LLC AS OWNER AND TURN 2 CONSTRUCTION, LLC AS DEVELOPER TO NEIGHBORHOOD CARWASH AURORA, LLC DBA PINE RIDGE APARTMENTS, LLC

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 approves the Assignment of Rights in and to the Site Development Plan, and the Site Development Agreement, as amended, for the Pine Ridge Crossing Site Plan from Pine Ridge Crossing, LLC as Owner and Turn 2 Construction, LLC as Developer to Neighborhood Carwash Aurora, LLC, dba Pine Ridge Apartments, LLC.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2022, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

_____
Megan Vasquez, Mayor

ATTEST:

_____
Michelle M. Oeser, Town Clerk

RECEIVED
MAR 10 2022
Town of Elizabeth

Turn 2 Construction, LLC
Darren Spradling, Managing Member
PO Box 2586
Elizabeth, CO 80107

March 9, 2022

Town of Elizabeth
Attn: Patrick Davidson, Town Administrator
151 S Banner St
PO Box 159
Elizabeth, CO 80107

Hoffman, Parker, Wilson, & Carberry P.C.
511 16th St, Suite 610
Denver, CO 80202

Honorable Mayor and Board of Trustees:

I am formally requesting your consideration of the Assignment of the Site Development Agreement for the Pine Ridge Crossing Site Plan, dated January 22, 2019, and all subsequent amendments, to Neighborhood Carwash Aurora, LLC, DBA Pine Ridge Apartments, LLC. The reason for the Assignment is due to several factors that have inhibited my ability to get the development off the ground, including the COVID-19 pandemic, record-level inflation, and other economic factors specific to Elizabeth that have impacted my ability to finance the development. My family and I are still greatly invested in the success of this project, and I feel that Pine Ridge Apartments, LLC is best suited to develop this project in accordance with the approved plans and Town of Elizabeth development standards.

My family and I started working on this project in 2017. As Elizabeth locals, along with family and friends, we identified the need for the type of housing the Pine Ridge Crossing project offers. The project is the first of its kind in Elizabeth, with amenities such as a clubhouse and pool. Still, we did our best to keep our development plans consistent with the local character of the town with a small-scale, two-story maximum build and adherence to all the Town's comments on design and landscaping. The way that we planned this development project is so contrary to the large, corporate apartment projects that currently prevail in Douglas, El Paso, and Arapahoe counties- just one of the reasons why this project has been so challenging to complete. However, we remain committed and determined to see the completion with the

Assignment of the development agreement to Pine Ridge Apartments, LLC, who we believe will be capable of achieving this task.

With all the support and interest in this project from the community, my wife and I started a community waitlist. Amongst those on the waitlist were number of seniors and families with senior relatives who reached out to us with interest in the ground-floor unit options that we would be providing, as such housing options are limited in Elizabeth. Others who reached out were primarily individuals who couldn't afford a home in this market and had been waiting for the ability to rent in Elizabeth so they could move back to and/or stay in Elizabeth. We know that this project could help so many people who want to live and stay here in Elizabeth which is one of the reasons this Assignment is so important to us.

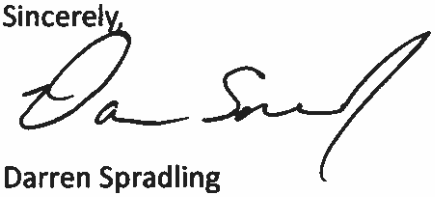
It was always my intention to develop the property. The economic issues that arose between our site plan approval in 2019 and today, which are still unfolding, were unforeseen. The cost of construction for this project has increased by over 12 million dollars in just a few short years- over doubling what I initially planned to pay on construction. With inflation, I wouldn't doubt this sum to continue to increase, which is why the completion of the construction, if it is ever to be completed, is a matter of urgency.

My family and I invested a significant amount of time and money into this project, and we know that the Town of Elizabeth did as well. We have no desire to see everyone's investment go to waste. Pine Ridge Apartments, LLC, has the means to proceed with the plans and is prepared to make this investment in Elizabeth. They intend to complete the requirements in the development agreements immediately as to start pulling permits as early as the end of March.

My family and I are sad to be handing over this project, but we are excited to see this project completed. As Elizabeth locals, we stand by our opinion that Pine Ridge Apartments, LLC is the right team to complete this project which will provide a much-needed housing solution to serve residents now and for years to come.

We appreciate your thoughtful consideration and have enjoyed working with you on this project.

Sincerely,



Darren Spradling

GENERAL ASSIGNMENT

THIS GENERAL ASSIGNMENT (this "**Assignment**") is executed as of the 13th day of March, 2022, by Turn 2 Construction, LLC, a Colorado limited liability company ("**Assignor**"), to and for the benefit of Neighborhood Carwash Aurora, LLC, a Colorado limited liability company ("**Assignee**").

WHEREAS, contemporaneously herewith, Assignee is acquiring from Assignor certain real property described in **Exhibit A** attached hereto (the "**Development Parcel**"), together with all of Assignor's right, title, and interest in and to: (a) all buildings, structures, and improvements thereon (the "**Improvements**"); and (b) all of the rights, privileges, appurtenances, hereditaments, easements, reversions, and remainders pertaining to or used in connection with the Development Parcel and/or any of the Improvements, including, without limitation, all (i) development rights and credits, air rights, water, water rights, and water stock relating to the Development Parcel, and (ii) strips and gores, streets, alleys, easements, rights-of-way, public ways, or other rights appurtenant, adjacent, or connected to the Development Parcel (collectively, the "**Real Property**");

WHEREAS, in connection with the foregoing acquisition, Assignor desires to transfer and assign to Assignee all of Assignor's right, title, and interest in and to certain items and rights applicable or relating thereto, all as hereinafter provided.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Assignor hereby grants, sells, transfers, and assigns unto Assignee, IN ITS PRESENT "AS IS" CONDITION AND WITHOUT REPRESENTATION OR WARRANTY OF ANY KIND, all of Assignor's right, title, and interest in and to that certain intangible property owned by Assignor or used by Assignor exclusively in connection with all or any portion of the Real Property, including, without limitation, all of Assignor's right, title, and interest, if any, in and to: (a) all plats, improvement plans, drawings and specifications (including any CAD files), and development rights relating to the Property; (b) all of Assignor's right, title and interest in and to that certain Site Development Agreement (Pine Ridge Crossing Site Plan) and the Town of Elizabeth dated January 22, 2019, and all of Assignor's right, title and interest in and to that certain First Amendment to Site Development Agreement (Pine Ridge Crossing Site Plan) and the Town of Elizabeth dated April 23, 2019, and all of Assignor's right, title and interest in and to that certain Second Amendment to Site Development Agreement (Pine Ridge Crossing Site Plan) and the Town of Elizabeth dated August 13, 2019, and all of Assignor's right, title and interest in and to that certain Third Amendment to Site Development Agreement (Pine Ridge Crossing Site Plan) and the Town of Elizabeth dated August 11, 2020, all books, records, reports, test results, environmental assessments, if any, as-built plans, specifications, and other similar documents and materials relating to the use, operation, maintenance, repair, construction, or fabrication of all or any portion of the Real Property; (c) a non-exclusive right to use the name "Pine Ridge Crossing"; (d) all transferable business licenses, architectural, site, landscaping or other permits, applications, approvals, authorizations, and other entitlements affecting any portion of the Real Property; and (e) all transferable guarantees, warranties, and utility contracts relating to all or any portion of the Real Property, and Assignor agrees not to release, waive, or alter the liability of any persons providing such guarantees or warranties from and after the date of this Assignment.

This Assignment is binding upon the successors and assigns of Assignor and will inure to the benefit of the successors and assigns of Assignee.

Assignor hereby covenants that it will, at any time and from time to time upon written request therefor, execute and deliver to Assignee, and its successors and assigns, any new or confirmatory instruments and take such further acts as Assignee may reasonably request to evidence the assignment contained herein.

This Assignment shall be governed by and interpreted under the law of the State of Colorado, without regards to its principles of conflict of laws which would result in the application of any law other than the law of the State of Colorado.

ASSIGNOR:

Turn 2 Construction, LLC, a Colorado limited liability company

By _____
Darren Spradling, Managing Member

EXHIBIT A
(Legal Description)

Lot B-1
Destiny Ventures II Minor Subdivision
Town of Elizabeth
County of Elbert
State of Colorado

RESOLUTION 20R36

A RESOLUTION APPROVING THE THIRD AMENDMENT TO SITE DEVELOPMENT AGREEMENT FOR CERTAIN PROPERTY KNOWN AS THE PINE RIDGE CROSSING PROPERTY

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

Section 1. The Third Amendment to Site Development Agreement between the Town and Turn 2 Construction, LLC, attached hereto as **Exhibit A**, is hereby approved and the Mayor is authorized to execute the same on behalf of the Town.

PASSED, APPROVED, and ADOPTED this 11 day of August, 2020, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of 5 for and 2 against.

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

TOWN OF ELIZABETH INCORPORATED SEAL SEPTEMBER 24 1890 ELBERT COUNTY COLORADO

EXHIBIT A

THIRD AMENDMENT TO SITE DEVELOPMENT AGREEMENT

This Third Amendment to Site Development Agreement (the "Third Amendment") is made this 11th day of August, 2020, by and between the Town of Elizabeth, Colorado, a statutory municipal corporation (the "Town") and Turn 2 Construction, LLC (the "Developer").

RECITALS

A. The Developer is the lessee of certain real property located in the Town of Elizabeth, known generally as Turn 2 Construction, LLC, Town of Elizabeth, County of Elbert, State of Colorado (the "Property").

B. On January 22, 2019, the Board of Trustees of the Town of Elizabeth, after holding all necessary public hearings and having received a recommendation of approval from the Elizabeth Planning Commission, approved the Site Plan for the Property, attached hereto as **Exhibit A** and incorporated herein by this reference, conditioned upon the construction of certain public improvements pursuant to Section 16-2-20(h) of the Town of Elizabeth Municipal Code as more particularly described in **Exhibit B**, attached hereto and incorporated herein by this reference (the "Cost Estimate").

C. Further, on January 22, 2019, the Town approved a Site Development Agreement, setting forth the obligations of the Developer required to be performed as a condition of the Town's approval of the Site Plan for the Property (the "Original Agreement");

D. On April 23, 2019, the Developer entered into a First Amendment to Site Development Agreement providing for a 60-day extension of the obligations in the Original Agreement (the "First Amendment");

E. On August 13, 2019, the Developer entered into a Second Amendment to Site Development Agreement providing for an extension of the obligations in the Original Agreement (the "Second Amendment"); and

F. The Developer now seeks an additional extension for completion of the obligations in the Original Agreement.

AGREEMENT

Now, therefore, for and in consideration of the mutual promises and covenants contained herein, the sufficiency of which are mutually acknowledged, the parties hereto agree as follows:

1. Section 8 of the Original Agreement is amended to read as follows:

> 8. Completion of Public Improvements. The obligations of the Developer provided for in paragraph 3, subsections (a) through (c) of this Agreement, including the inspections hereof, shall be completed by ***August 11, 2023*** ~~January 1, 2021~~, and proper application for acceptance of the Public Improvements shall be made on or before such date. Upon completion of construction by the Developer of such Public Improvements, the Town's Director

of Public Works or his designee shall inspect the improvements and certify with specificity their conformity or lack thereof to the Town's specifications. The Developer shall make all corrections necessary to bring the improvements into conformity with the Town's specifications. Once approved by the Town's Engineer, the Town shall accept said improvements upon conveyance provided, however, the Town shall not be obligated to accept the Public Improvements until fees described in paragraph two of this Agreement are paid in full by the Developer. The obligations of the Developer for the completion of the landscaping improvements provided for in paragraph 3, subsection (d) of this Agreement, including the inspections hereof, shall be completed by ***October 1, 2023*** ~~August 1, 2021~~, and proper application for acceptance of the landscaping improvements shall be made on or before such date.

2. The first paragraph of Section 11 of the Original Agreement is amended to read as follows:

11. Performance Guarantee. In order to secure the construction and installation of the Public Improvements the Developer shall, prior to building, permit, furnish the Town at the Developer's expense with the Performance Guarantee described herein. The Performance Guarantee provided by the Developer shall be cash or an irrevocable letter of credit in which the Town is designated as beneficiary in an amount equal to one hundred ten percent (110%) of the estimated costs of the Public Improvements to be constructed and installed as provided for in paragraph 3, subsections (a) through (c) of this Agreement, and as set forth in **Exhibit B**, to secure the performance and completion of the Public Improvements. The Developer agrees that the approval of the final Site Plan by the Town is contingent upon the Developer's provision of an irrevocable letter of credit to the Town no later than ***August 11, 2022*** ~~January 22, 2020~~ in the amount and form provided herein. Failure of the Developer to provide an irrevocable letter of credit to the Town in the manner provided herein shall negate the Town's approval of the Site Plan. The letter of credit shall be substantially in the form and content set forth in **Exhibit C**, attached hereto and incorporated herein, and shall be subject to the review and approval of the Town Attorney. The Developer shall not start the construction of any public or private improvement on the property, including but not limited to, staking, earthwork, over-lot grading or the erection of any structure, temporary or otherwise, until the Town has received and approved the irrevocable letter of credit. The Developer shall also provide separate security in the form of cash or an irrevocable letter of credit for the Landscaping Improvements provided for in paragraph 3, subsection (d).

3. Except as modified herein, the Original Agreement remains in full force and effect and is hereby ratified by the Town and the Developer.

WHEREFORE, the parties hereto have executed this Third Amendment on the day and year first above written.

TOWN OF ELIZABETH, COLORADO

By: _____
Megan Vasquez, Mayor

ATTEST:

_____
Michelle M. Oeser, Town Clerk
Harmony MalaKowski, Deputy Clerk

APPROVED AS TO FORM:

_____
Corey Y. Hoffmann, Town Attorney

TOWN OF ELIZABETH INCORPORATED SEAL SEPTEMBER 24 1890 ELBERT COUNTY COLORADO

TURN 2 CONSTRUCTION, LLC

By: Lana Spradling, mgr
Name/Title:

Signature: Lana Spradling

STATE OF COLORADO)
)ss.
COUNTY OF ELBERT)

The foregoing instrument was subscribed, sworn to, and acknowledged before me this 11 day of August, 2020 by Michelle Oeser as the Secretary.

My commission expires: May 2, 2022

(S E A L)

MICHELLE M. OESER
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20064017087
MY COMMISSION EXPIRES MAY 2, 2022

_____
Notary Public

EXHIBIT A

PINE RIDGE CROSSING

SITE PLAN

SECTION 13, TOWNSHIP 8, RANGE 66, SUBDIVISION DESTINY VENTURES 2 MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 8 66 DESC @ 683 P166

4.187 ACRES

SITE PLAN NOTES:

PROPERTY DESCRIPTION

CLERK AND RECORDER

LIST OF CONTACTS:

SITE DATA:

SHEET INDEX

COVER SHEET

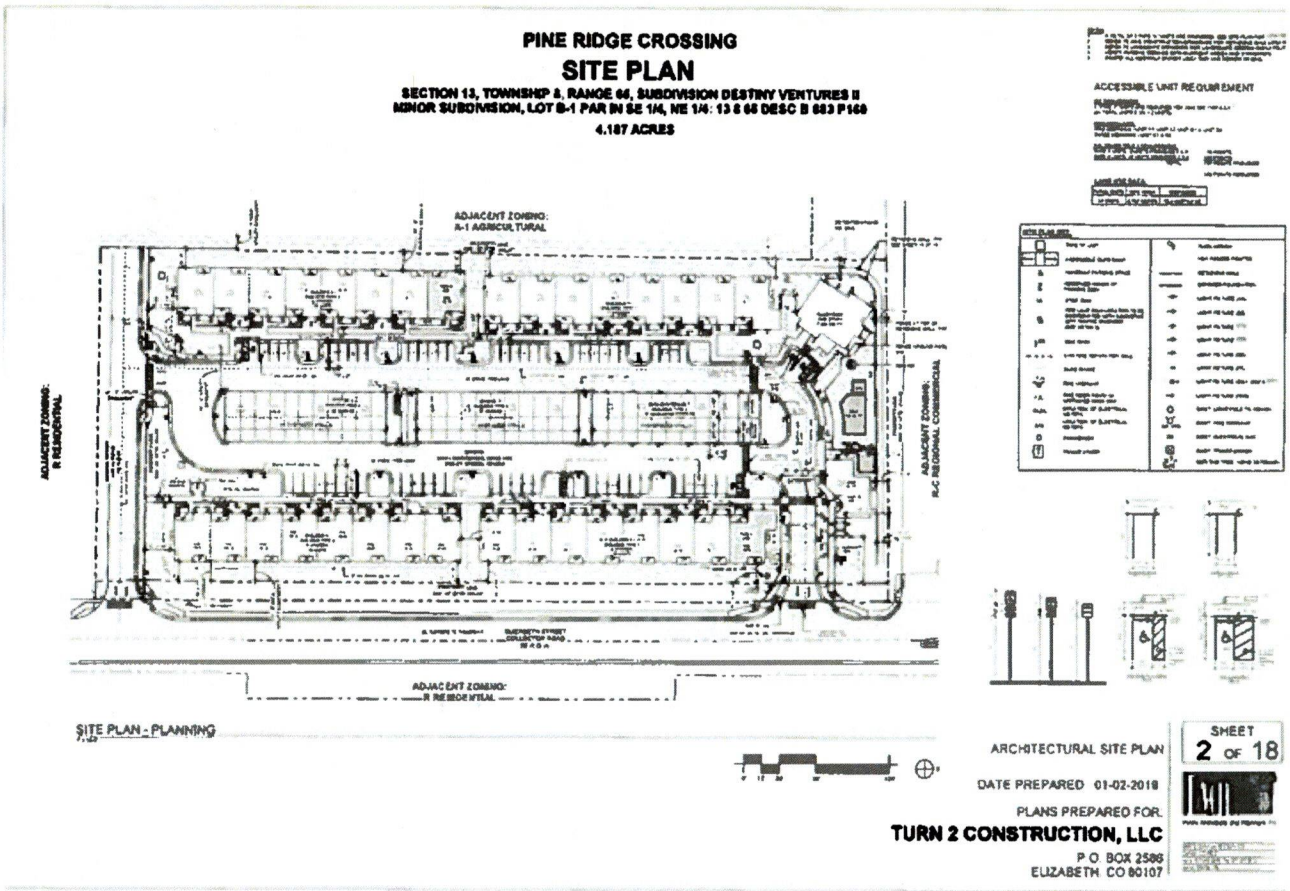
SHEET 1 OF 18

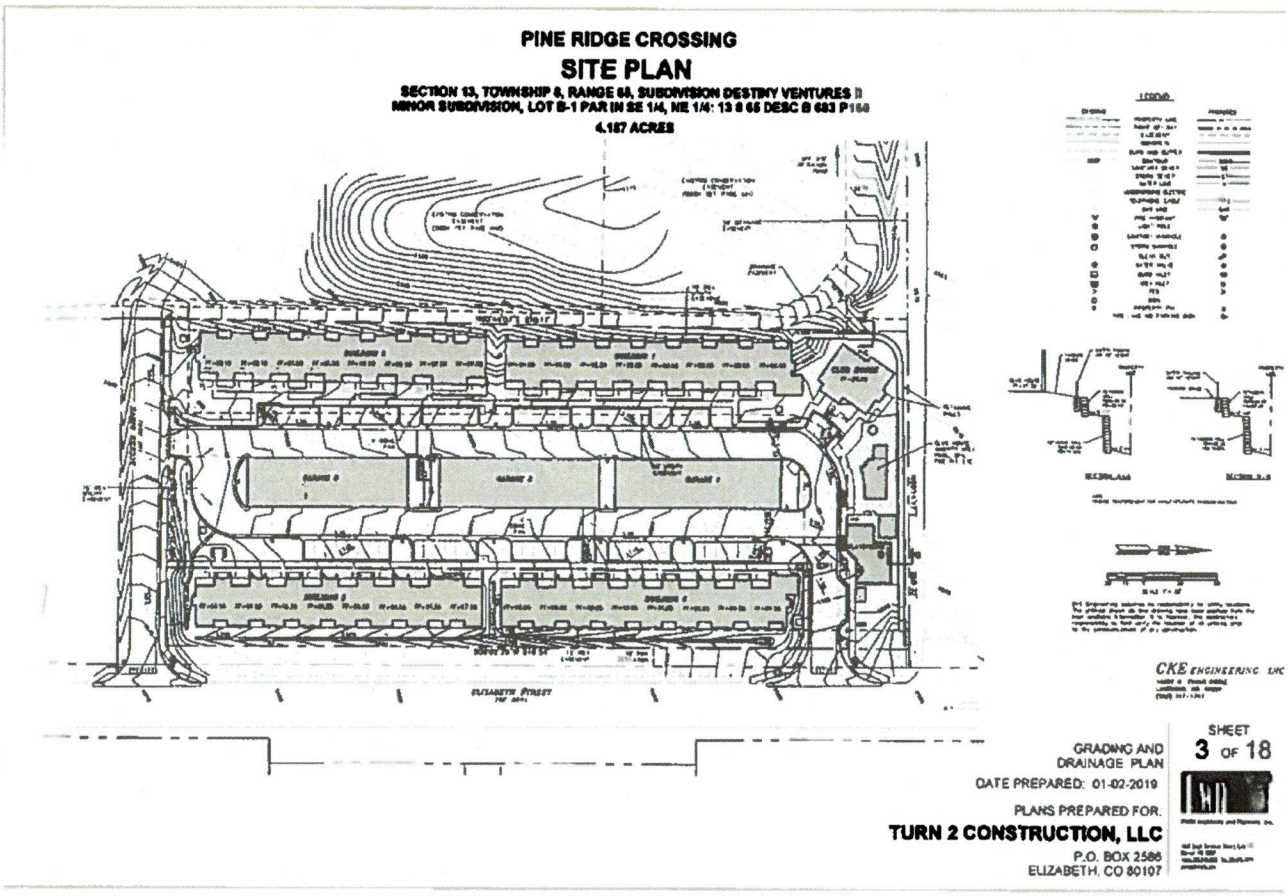
DATE PREPARED: 01-02-2019

PLANS PREPARED FOR

TURN 2 CONSTRUCTION, LLC

P.O. BOX 2586
ELIZABETH, CO 80107


PINE RIDGE CROSSING
SITE PLAN
SECTION 13, TOWNSHIP 8, RANGE 66, SUBDIVISION DESTINY VENTURES II
MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 8 66 DESC B 883 P168
4.187 ACRES
ACCESSIBLE UNIT REQUIREMENT
ADJACENT ZONING:
A-1 AGRICULTURAL
ADJACENT ZONING:
R RESIDENTIAL
ADJACENT ZONING:
R-C REGIONAL COMMERCIAL
ADJACENT ZONING:
R RESIDENTIAL
SITE PLAN - PLANNING
ARCHITECTURAL SITE PLAN
SHEET
2 OF 18
DATE PREPARED 01-02-2018
PLANS PREPARED FOR:
TURN 2 CONSTRUCTION, LLC
P.O. BOX 2586
ELIZABETH, CO 80107

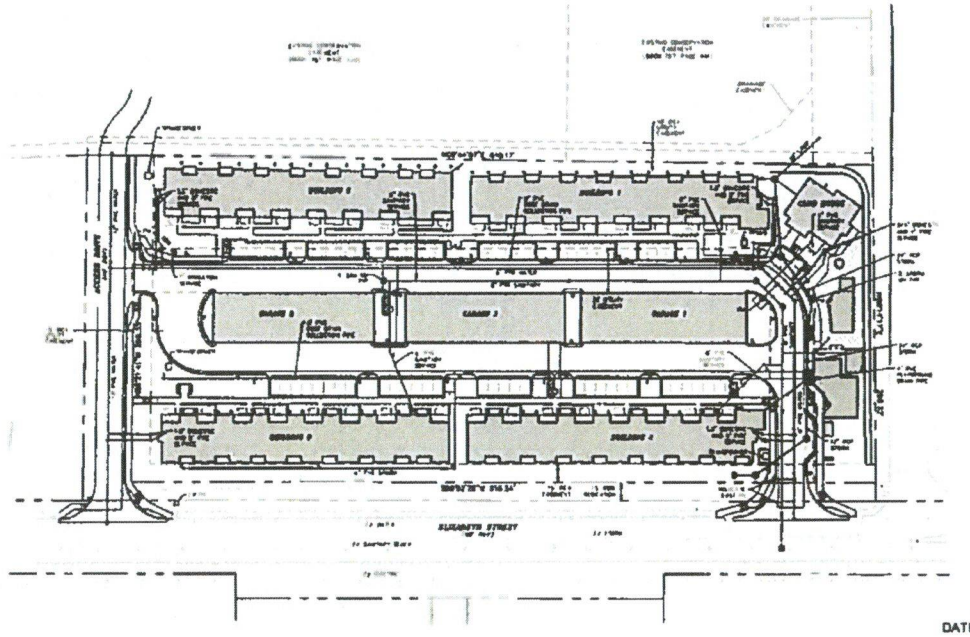

PINE RIDGE CROSSING
SITE PLAN
SECTION 13, TOWNSHIP 6, RANGE 65, SUBDIVISION DESTINY VENTURES II
MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 S 65 DESC B 683 P168
4.187 ACRES
CKE ENGINEERING LLC
SHEET
3 OF 18
GRADING AND
DRAINAGE PLAN
DATE PREPARED: 01-02-2019
PLANS PREPARED FOR:
TURN 2 CONSTRUCTION, LLC
P.O. BOX 2586
ELIZABETH, CO 80107

PINE RIDGE CROSSING

SITE PLAN

SECTION 13, TOWNSHIP 6, RANGE 66, SUBDIVISION DESTINY VENTURES II MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 6 66 DESC B 683 P160

4.187 ACRES







CKE ENGINEERING INC

UTILITY PLAN

SHEET 4 OF 18

DATE PREPARED: 01-02-2019

PLANS PREPARED FOR

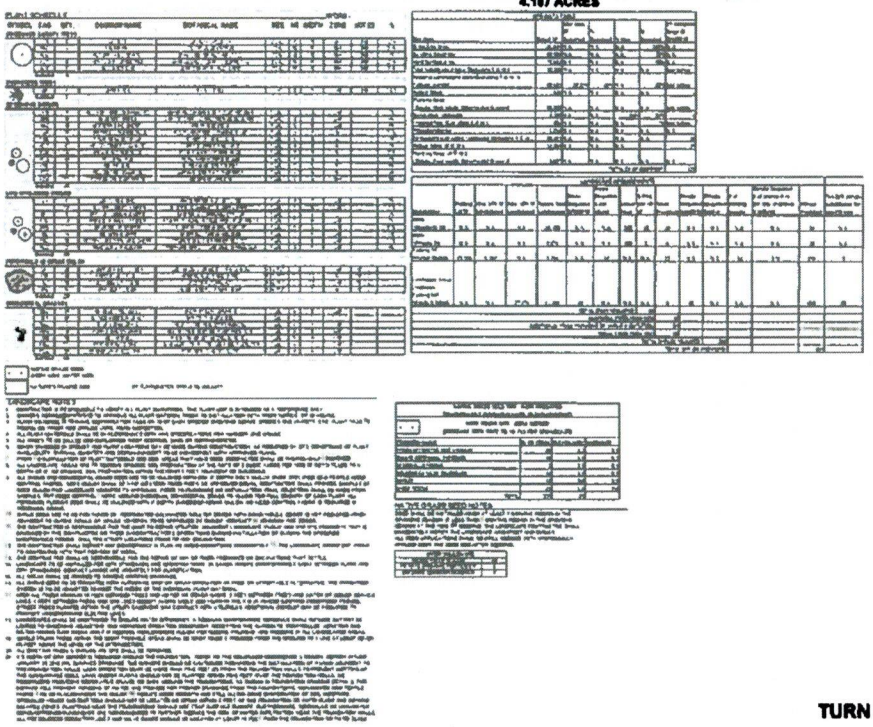
TURN 2 CONSTRUCTION, LLC

P.O. BOX 2586
ELIZABETH, CO 80107

PINE RIDGE CROSSING

SITE PLAN

SECTION 13, TOWNSHIP 5, RANGE 65, SUBDIVISION DESTINY VENTURES II MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 S 65 DESC B 683 P166 4.187 ACRES



PLANT SCHEDULES

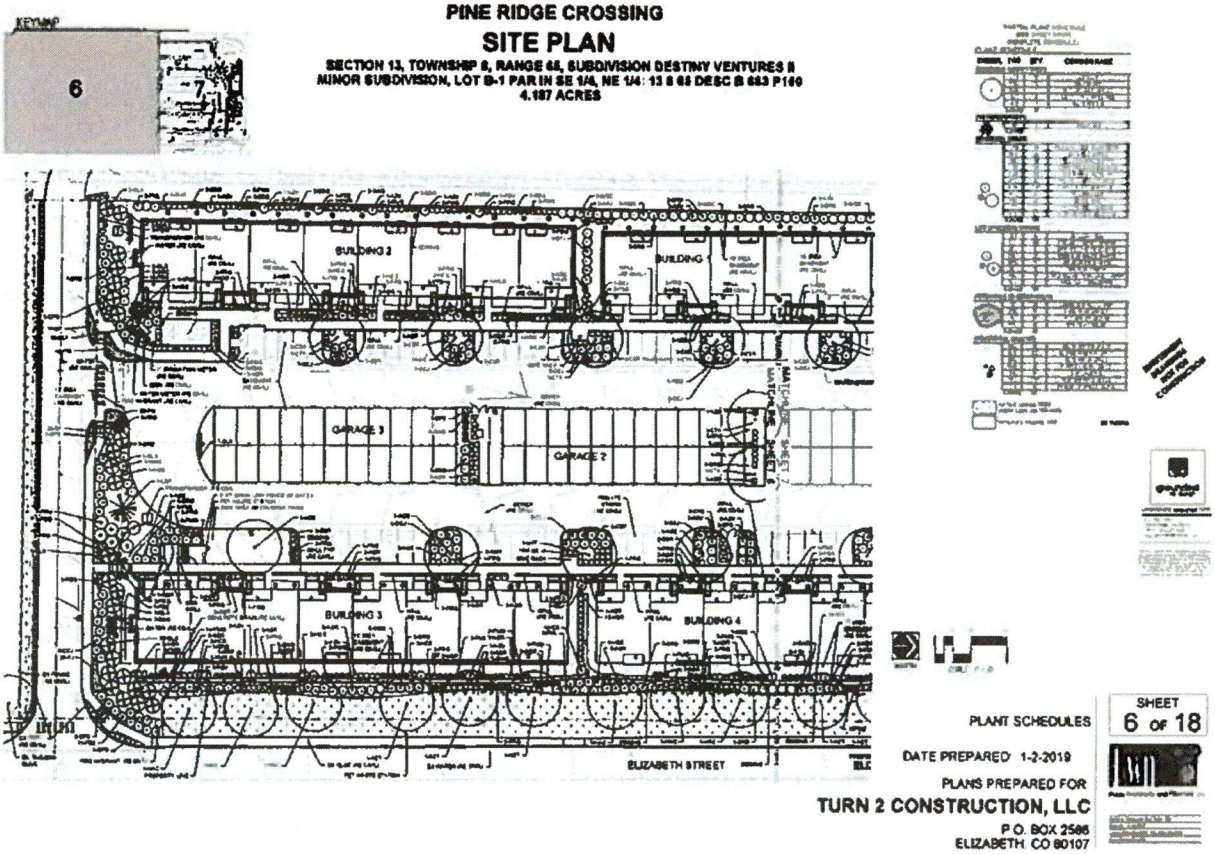
SHEET 5 OF 18

DATE PREPARED 1-2-2019

PLANS PREPARED FOR

TURN 2 CONSTRUCTION, LLC

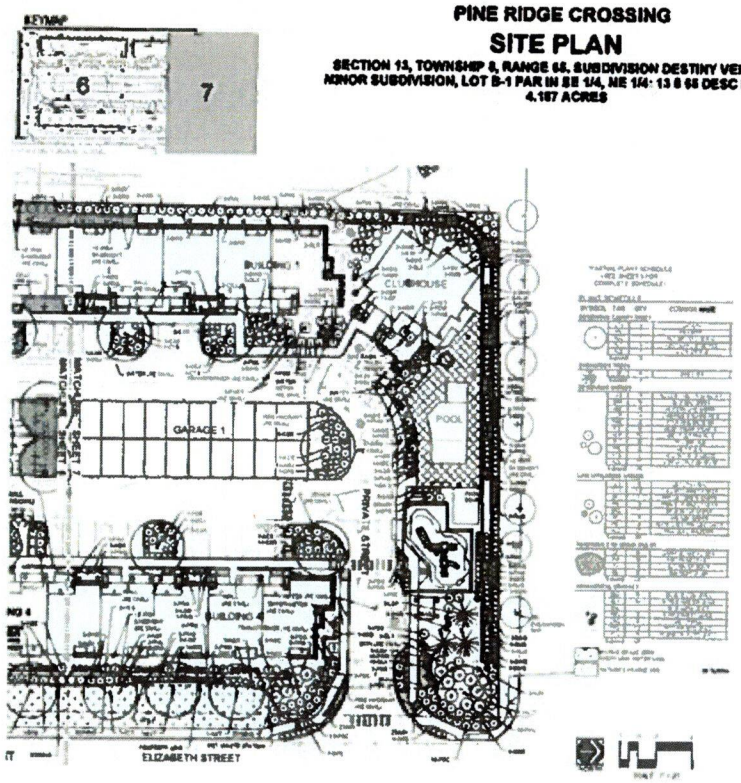
P.O. BOX 2586
ELIZABETH, CO 80107


KEYMAP
6
PINE RIDGE CROSSING
SITE PLAN
SECTION 13, TOWNSHIP 6, RANGE 65, SUBDIVISION DESTINY VENTURES II
MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 6 65 DESC B 683 P160
4.187 ACRES
BUILDING 2
BUILDING
GARAGE 3
GARAGE 2
BUILDING 3
BUILDING 4
ELIZABETH STREET
PLANT SCHEDULES
SHEET
6 OF 18
DATE PREPARED 1-2-2019
PLANS PREPARED FOR
TURN 2 CONSTRUCTION, LLC
P.O. BOX 2588
ELIZABETH CO 80107

PINE RIDGE CROSSING

SITE PLAN

SECTION 13, TOWNSHIP 8, RANGE 65, SUBDIVISION DESTINY VENTURES II MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 8 65 DESC B 683 P100 4.167 ACRES



PLANT SCHEDULES

SHEET 7 OF 18

DATE PREPARED: 1-2-2019

PLANS PREPARED FOR

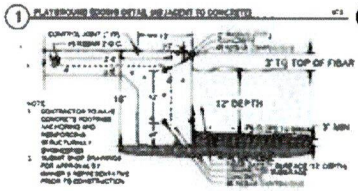
TURN 2 CONSTRUCTION, LLC

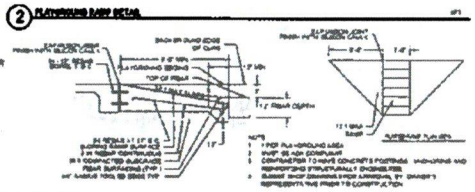
P.O BOX 2566
ELIZABETH CO 80107

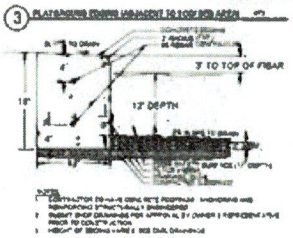
PINE RIDGE CROSSING

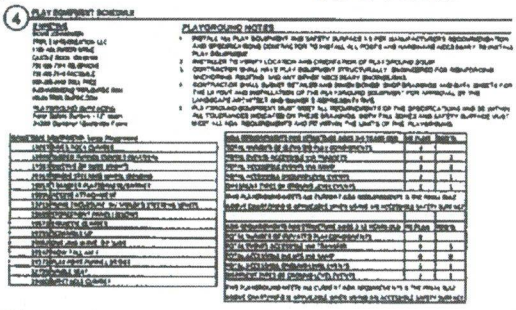
SITE PLAN

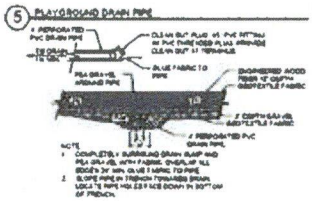
SECTION 13, TOWNSHIP 6, RANGE 66, SUBDIVISION DESTINY VENTURES II MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 6 66 DESC B 683 P169 4.167 ACRES

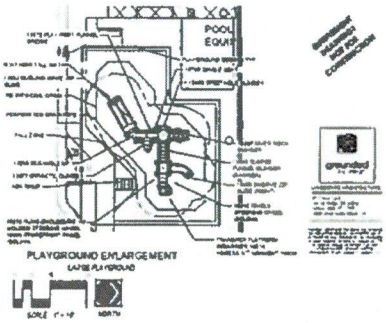












PLAYGROUND DETAILS

SHEET 8 OF 18

DATE PREPARED. 1-2-2019

PLANS PREPARED FOR

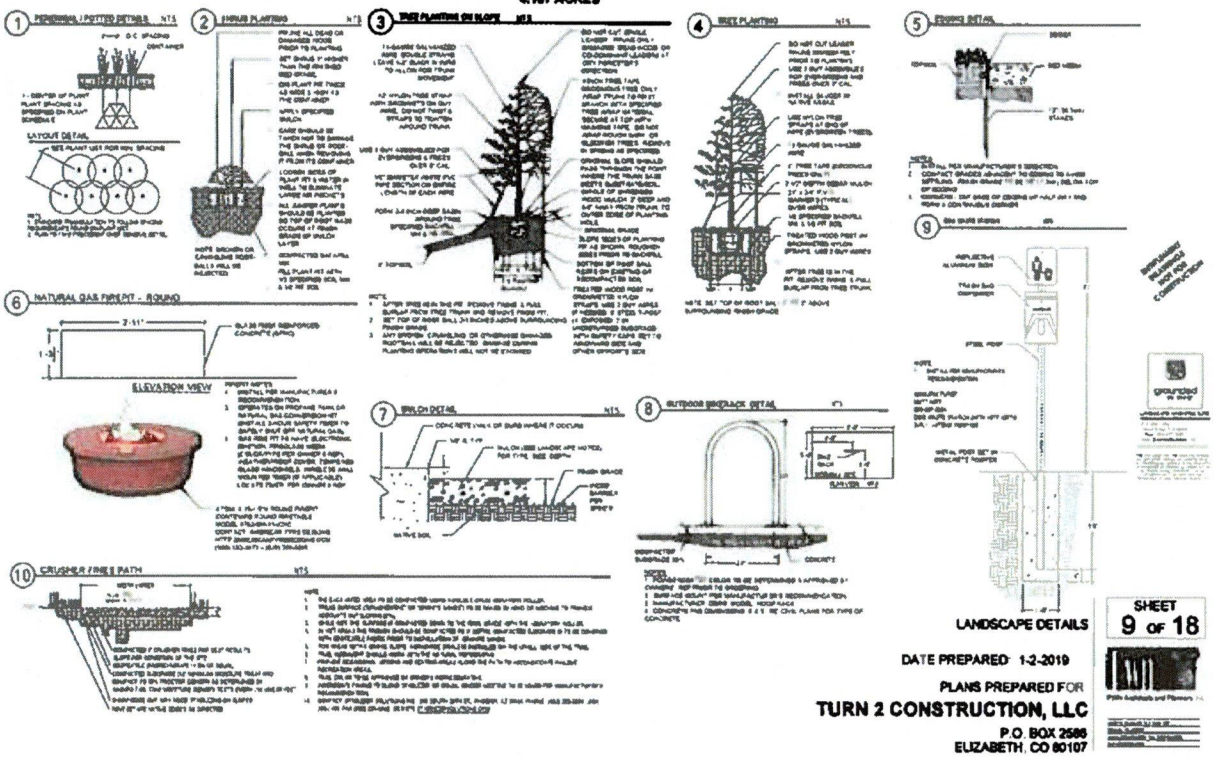
TURN 2 CONSTRUCTION, LLC

P.O. BOX 2586
ELIZABETH, CO 80107

PINE RIDGE CROSSING

SITE PLAN

SECTION 13, TOWNSHIP 8, RANGE 65, SUBDIVISION DESTINY VENTURES II MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 S 65 DESC B 683 P160 4.187 ACRES

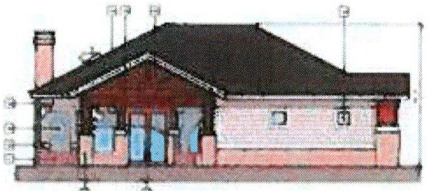


PINE RIDGE CROSSING

SITE PLAN

SECTION 13, TOWNSHIP 6, RANGE 65, SUBDIVISION DESTINY VENTURES II
MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4 13 6 65 DESC B 883 P100

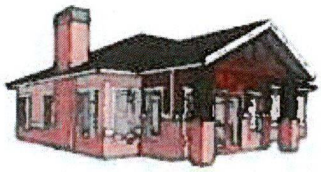
4.197 ACRES



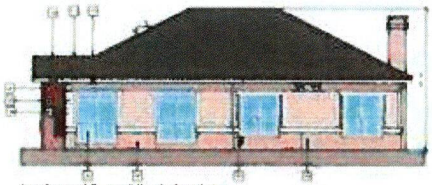
CLUBHOUSE - FRONT ELEVATION



CLUBHOUSE - EAST ELEVATION



CLUBHOUSE PERSPECTIVE 1



CLUBHOUSE - NORTH ELEVATION

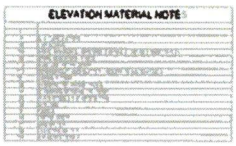


CLUBHOUSE - WEST ELEVATION



CLUBHOUSE PERSPECTIVE 2





CLUBHOUSE ELEVATIONS AND PERSPECTIVES

DATE PREPARED 01-02-2019

PLANS PREPARED FOR

TURN 2 CONSTRUCTION, LLC

P.O. BOX 2586
ELIZABETH, CO 80107

SHEET 10 OF 18

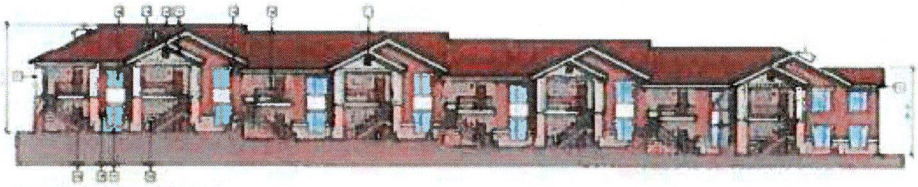


PINE RIDGE CROSSING

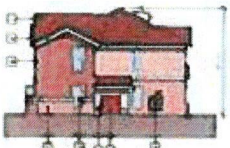
SITE PLAN

SECTION 13, TOWNSHIP 6, RANGE 65, SUBDIVISION DESTINY VENTURES II MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4, 13 6 65 DESC B 663 P150

4.187 ACRES



BLDG TYPE 1 - FRONT ELEVATION

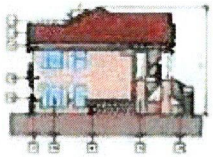


BLDG TYPE 1 - SIDE 1 ELEVATION

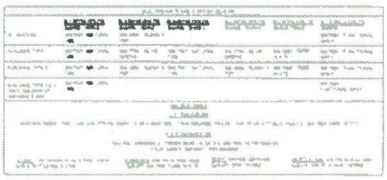


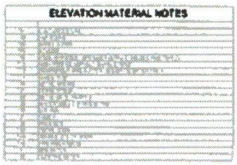
BLDG TYPE 1 - REAR ELEVATION

ELIZABETH STREET ELEVATION AT BUILDING # 2



BLDG TYPE 1 - SIDE 2 ELEVATION





BUILDING TYPE 1 ELEVATIONS

SHEET 11 OF 18

DATE PREPARED 01-02-2019

PLANS PREPARED FOR

TURN 2 CONSTRUCTION, LLC

P.O. BOX 2586
ELIZABETH, CO 80107

PINE RIDGE CROSSING

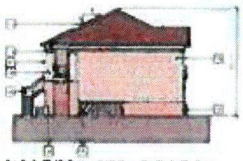
SITE PLAN

SECTION 13, TOWNSHIP 8, RANGE 65, SUBDIVISION DESTINY VENTURES II MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4 13 8 65 DESC B 683 P189

4.187 ACRES



BLDG TYPE II - FRONT ELEVATION - PLANNING

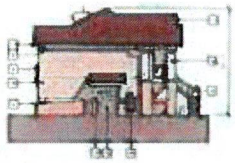


BLDG TYPE II - SIDE 1 ELEVATION

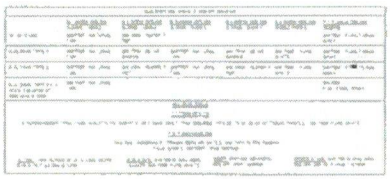


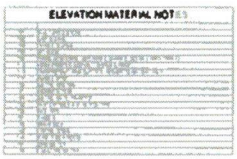
BLDG TYPE II - REAR ELEVATION - PLANNING

ELIZABETH STREET ELEVATION AT BUILDING # 4



BLDG TYPE II - SIDE 2 ELEVATION





BUILDING TYPE 2 ELEVATIONS

SHEET 12 OF 18

DATE PREPARED 01-02-2019

PLANS PREPARED FOR

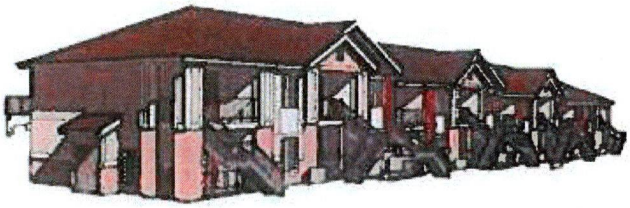
TURN 2 CONSTRUCTION, LLC

P.O. BOX 2588
ELIZABETH, CO 80107

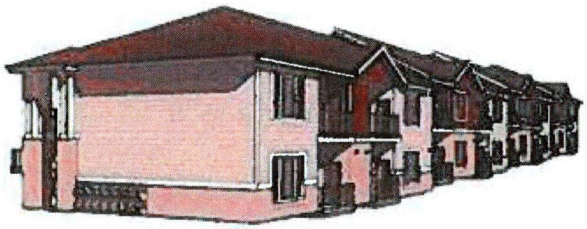
PINE RIDGE CROSSING

SITE PLAN

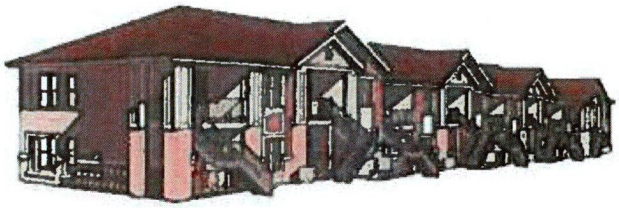
SECTION 13, TOWNSHIP 5, RANGE 65, SUBDIVISION DESTINY VENTURES II
MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 5 65 DESC B 663 P160
4.167 ACRES



BUILDING TYPE I - PERSPECTIVE 1



BUILDING TYPE I - PERSPECTIVE 2



BUILDING TYPE II - PERSPECTIVE 1



BUILDING TYPE II - PERSPECTIVE 2

PERSPECTIVES

SHEET 13 OF 18

DATE PREPARED 01-02-2019

PLANS PREPARED FOR:

TURN 2 CONSTRUCTION, LLC

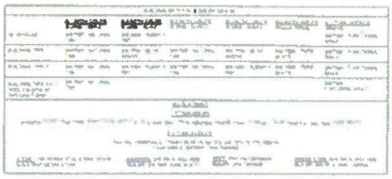
P.O. BOX 2568
ELIZABETH, CO 80107

PINE RIDGE CROSSING

SITE PLAN

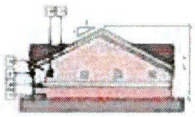
SECTION 13, TOWNSHIP 8, RANGE 66, SUBDIVISION DESTINY VENTURES II MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 8 66 DESC II 683 P160

4.187 ACRES





BUILDING TYPE III - FRONTELEVATION



BLDG TYPE III - SIDE 1 ELEV

ELEVATION MATERIAL NOTES



BUILDING TYPE III - REAR ELEVATION



BLDG TYPE III - SIDE 2 ELEV



BUILDING TYPE III - PERSPECTIVE



BUILDING TYPE IV - FRONT ELEVATION



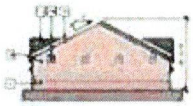
BLDG TYPE IV - SIDE 1 ELEV.



BUILDING TYPE IV - PERSPECTIVE



BUILDING TYPE IV - REAR ELEVATION



BLDG TYPE IV - SIDE 2 ELEV

BUILDING TYPE 3 AND 4 ELEVATIONS AND PERSPECTIVES

DATE PREPARED. 01-02-2019

PLANS PREPARED FOR

TURN 2 CONSTRUCTION, LLC

P.O. BOX 2586
ELIZABETH, CO 80107

SHEET
14 OF 18

PINE RIDGE CROSSING

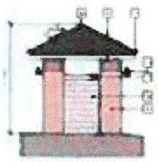
SITE PLAN

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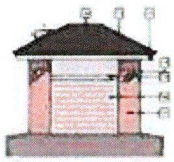
4.187 ACRES



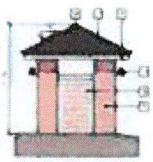
MAIL KIOSK - FRONT



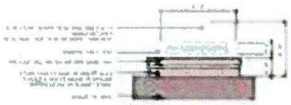
MAIL KIOSK - SIDE 1



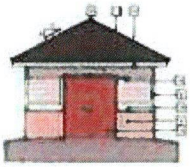
MAIL KIOSK - REAR



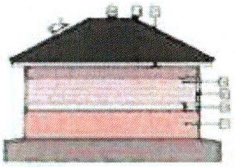
MAIL KIOSK - SIDE 2



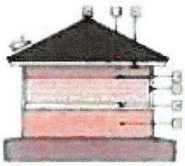
MONUMENT SIGN - FRONT



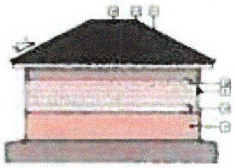
POOL EQUIP. - FRONT



POOL EQUIP. SIDE 1



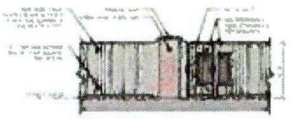
POOL EQUIP. - REAR



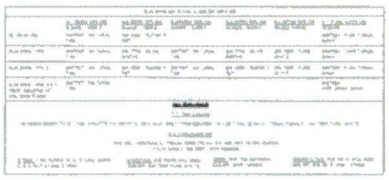
POOL EQUIP. - SIDE 2
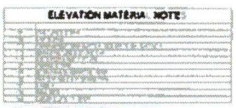


MONUMENT SIGN SIDE



POOL FENCING





ELEVATION MATERIAL NOTE



RETAINING WALL

ACCESSORY BUILDING ELEVATIONS

SHEET 15 OF 18

DATE PREPARED 01-02-2019

PLANS PREPARED FOR

TURN 2 CONSTRUCTION, LLC

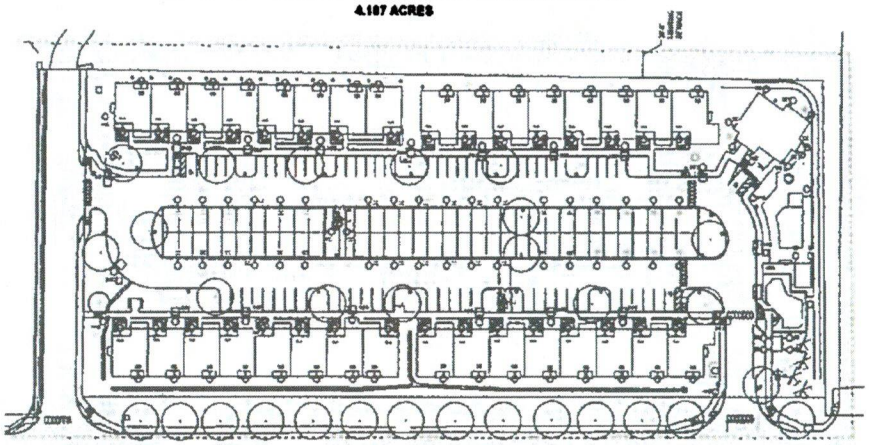
P O BOX 2588
ELIZABETH CO 80107

PINE RIDGE CROSSING

SITE PLAN

SECTION 13, TOWNSHIP 8, RANGE 66, SUBDIVISION DESTINY VENTURES II MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 8 66 DESC B 683 P169

4.187 ACRES



01-Site Photometric Plan

LUMINAIRE SCHEDULE

SITE PHOTOMETRIC PLAN

SHEET 16 OF 18

DATE PREPARED: 01-02-2019

PLANS PREPARED FOR:

TURN 2 CONSTRUCTION, LLC

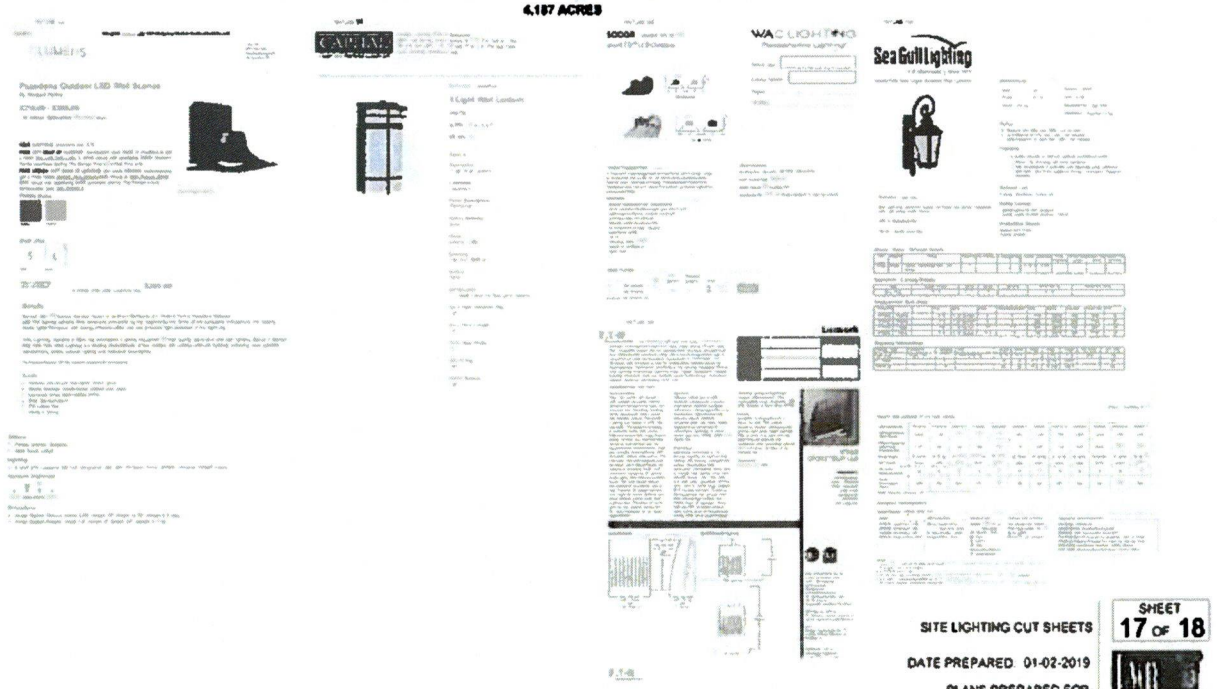
P.O. BOX 2588
ELIZABETH, CO 80107

PINE RIDGE CROSSING

SITE PLAN

SECTION 13, TOWNSHIP 9, RANGE 65, SUBDIVISION DESTINY VENTURES II
MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 S 65 DESC B 683 P160

4.187 ACRES



SITE LIGHTING CUT SHEETS

SHEET 17 OF 18

DATE PREPARED: 01-02-2019

PLANS PREPARED FOR

TURN 2 CONSTRUCTION, LLC

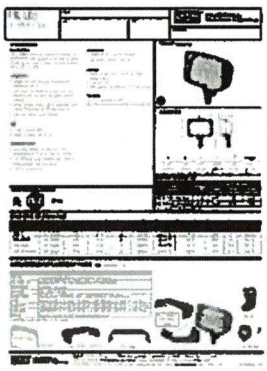
P.O. BOX 2586
ELIZABETH, CO 80107

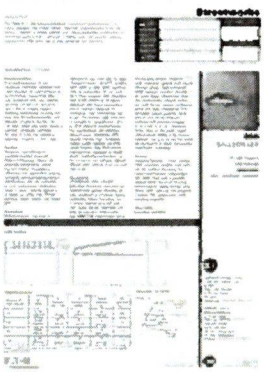
PINE RIDGE CROSSING

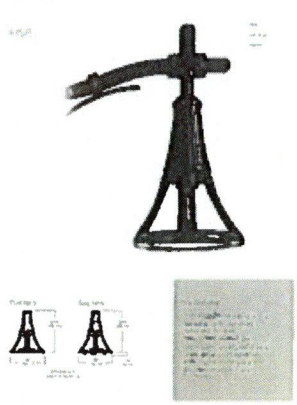
SITE PLAN

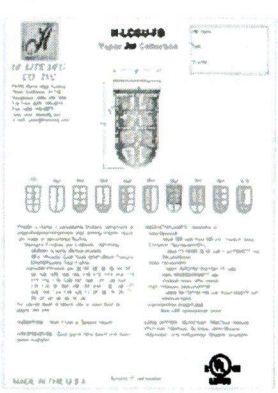
SECTION 13, TOWNSHIP 6, RANGE 65, SUBDIVISION DESTINY VENTURES II MINOR SUBDIVISION, LOT B-1 PAR IN SE 1/4, NE 1/4: 13 6 65 DESC B 683 P189

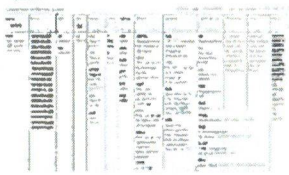
4.187 ACRES











SITE LIGHTING CUT SHEETS

SHEET 18 OF 18

DATE PREPARED 01-02-2019

PLANS PREPARED FOR

TURN 2 CONSTRUCTION, LLC

P.O. BOX 2586
ELIZABETH, CO 80107

EXHIBIT B

CKE Engineering Inc

ENGINEER'S OPINION OF PROBABLE COST

Project: Pine Ridge Crossing
Location: Elizabeth CO
Subject: Roadway Improvements
Client: Turn 2 Construction LLC

Date: 11/13/18
Job No.:
Prep. By: JC
Ckd. By: JC

Note: Any opinions of price, probable project costs or construction costs rendered by CKE Engineering Inc represent its best judgment and are furnished for general guidance. CKE Engineering Inc makes no warranty of guarantee, either expressed or implied as to the accuracy of such opinions as compared to bid or actual cost.

Item No.	Item Description	Units	Quantity	Unit Price	Item Cost
Access Road/ Site Access					
1	C&G and Concrete Removal	LF	160	$ 23.00	$ 3,680.00
2	Fine Grading/ Shaping	CY	146	$ 12.00	$ 1,752.00
3	Curb and Gutter	LF	423	$ 14.00	$ 5,922.00
4	Concrete Sidewalk	LF	296	$ 16.00	$ 4,736.00
5	Handicap Ramps	EA	6	$ 450.00	$ 2,700.00
6	Concrete Cross Pan/ Curb Returns	SY	138	$ 46.00	$ 6,348.00
7	Asphalt	TONS	346	$ 80.00	$ 27,680.00
8	Signs	EA	3	$ 200.00	$ 600.00
9	Crosswalk Striping	LF	180	$ 12.00	$ 2,160.00
	Sub-Total				$ 55,578.00
	Sanitary Sewer Main				
1	8" PVC	LF	536.79	$ 33.00	$ 17,714.07
2	Manholes	EA	4	$ 3,500.00	$ 14,000.00
	Sub-Total				$ 31,714.07
	Water				
1	8" PVC Main	LF	742	$ 33.00	$ 24,486.00
2	12" PVC Main	LF	302	$ 43.00	$ 12,986.00
3	6" PVC Hydrant Lateral	LF	49	$ 27.00	$ 1,323.00
4	8" Tap and Saddle	EA	1	$ 1,050.00	$ 1,050.00
5	8"x 4" Swivel Tee	EA	1	$ 550.00	$ 550.00
6	8" x 8" Swivel Tee	EA	6	$ 650.00	$ 3,900.00
7	12" x 6" Swivel Tee	EA	1	$ 850.00	$ 850.00
8	12" x 12" Tee	EA	1	$ 1,100.00	$ 1,100.00
9	8" x 12" Tee	EA	1	$ 900.00	$ 900.00
10	12" Gate Valve	EA	3	$ 1,250.00	$ 3,750.00
11	8" Gate Valve	EA	7	$ 950.00	$ 6,650.00
12	6" Gate Valve	EA	7	$ 750.00	$ 5,250.00
13	4" GV	EA	1	$ 650.00	$ 650.00
14	8" 45° Bend	EA	2	$ 450.00	$ 900.00
15	FH Assembly	EA	3	$ 2,200.00	$ 6,600.00
16	2" Blow Off	EA	1	$ 850.00	$ 850.00
	Sub-Total				$ 71,795.00
	Storm Sewer				
1	12" RCP	LF	119	$ 33.00	$ 3,927.00
2	18" RCP	LF	25	$ 43.00	$ 1,075.00
3	24" RCP	LF	288	$ 55.00	$ 15,840.00
4	30" RCP	LF	114	$ 62.00	$ 7,068.00
5	30" FES	EA	2	$ 850.00	$ 1,700.00
6	24" 22° Bend	EA	1	$ 450.00	$ 450.00
7	5' MH	EA	6	$ 3,000.00	$ 18,000.00
8	10' Type R Inlet	EA	2	$ 4,500.00	$ 9,000.00
9	Type M Ripep	CY	16	$ 45.00	$ 720.00
	Sub-Total				$ 57,780.00
Detention Pond					
1	Earthwork	CY	1574	$ 4.00	$ 6,296.00
2	Trickle Channel	LF	160	$ 14.00	$ 2,240.00
3	Access Drive	SY	120	$ 26.00	$ 3,120.00
4	Outlet Structure	EA	1	$ 8,500.00	$ 8,500.00
5	Type M Riprap	CY	51	$ 45.00	$ 2,295.00
6	Sign	EA	1	$ 200.00	$ 200.00
7	Concrete Forebay	SY	25	$ 46.00	$ 1,150.00
	Sub-Total				$ 23,801.00
Remarks:				**Cost of Items:**	$ 240,668.07
				15% Contingencies:	$ 36,100.21
				Subtotal:	$ 276,768.28
				0% Const. Engineering/Observation:	
				Total Cost:	$ 276,768.28

CKE Engineering Inc

ENGINEER'S OPINION OF PROBABLE COST

Project: Pine Ridge Crossing
Location: Elizabeth CO
Subject: Erosion Control
Client: Turn 2 Construction LLC

Date: 11/13/18
Job No.:
Prep. By: JC
Ckd. By: JC

Note: Any opinions of price, probable project costs or construction costs rendered by CKE Engineering Inc. represent its best judgment and are furnished for general guidance CKE Engineering Inc. makes no warranty of guarantee, either expressed or implied as to the accuracy of such opinions as compared to bid or actual cost.

Item No.	Item Description	Units	Quantity	Unit Price	Item Cost
	Erosion Control				
1	Construction Fence	LF	3357	$ 2.00	$ 6,714.00
2	Concrete Washout Area	EA	1	$ 200.00	$ 200.00
3	Diversion Ditch	LF	1251	$ 1.60	$ 2,001.60
4	Erosion Control Blanket	SY	764	$ 5.00	$ 3,820.00
5	Inlet Protection	LF	56	$ 20.00	$ 1,120.00
6	Sediment Control Log	LF	94	$ 4.00	$ 376.00
7	Sedimentation Basin	AC	4	$ 1,100.00	$ 4,400.00
8	Seeding/ Mulching	AC	6.9	$ 1,500.00	$ 10,350.00
9	Silt Fence	LF	2406	$ 2.00	$ 4,812.00
10	Stabilized Staging Area	SY	1113	$ 4.00	$ 4,452.00
11	Surface Roughening	AC	6.9	$ 600.00	$ 4,140.00
12	Vehicle Tracking Control	EA	1	$ 1,000.00	$ 1,000.00

Remarks:		
	Cost of Items:	$ 43,385.60
	15% Contingencies:	$ 6,507.84
	Subtotal:	$ 49,893.44
	0% Const. Engineering/Observation:	
	Total Cost:	$ 49,893.44

run date: 11/13/2018 6:46 PM

Probable Cost Estimate Exhibit E (Public/ROW)

Project: Pine Ridge Crossings

Grounded By Design, LLC.

Date: December 26, 2018

Sitework

Item	Quantity	Unit	Unit Cost	Cost
Compost 3cy/1000sf	47	cy	$19.75	$919.26
Site Preparation	15,515	sf.	$0.11	$1,706.65
Fine Grading	15,515	sf.	$0.28	$4,344.20
Grading	287	cy.	$7.68	$2,206.58
Import and Place Topsoil (6" depth)	0	cy.	$26.78	$0.00
			Sitework Total	**$9,176.69**

Landscape-Plants

Item	Quantity	Unit	Unit Cost	Cost
Deciduous Trees - 2" cal	14	ea	$560.00	$7,840.00
Shrubs (5 gal)	73	ea	$51.23	$3,739.79
Ornamental Grasses (1 gal.)	0	ea	$17.18	$0.00
Perennials (4" pot)	78	ea	$2.26	$177.00
Native Grass seed	12,458	sf	$0.35	$4,360.30
Sod (NATURE'S PRAIRIE TURF SOD)	0	sf	$0.37	$0.00
			Landscape-Plants Total	**$16,117.09**

Landscape-Materials

Item	Quantity	Unit	Unit Cost	Cost
Shredded Cedar Mulch (4" Depth)	178	sf	$0.67	$119.26
Weed Barrier	2,879	sf	$0.20	$575.80
Gravel Mulch (1"-1/2" Size - 3" Depth)	2,879	sf	$0.91	$2,619.89
Perforated Steel Edging	491	lf	$5.90	$2,896.90
			Landscape-Materials Total	**$6,211.85**

Site Furniture

Item	Quantity	Unit	Unit Cost	Cost
Pet Pickup	2	ea	$150.00	$300.00
			Landscape-Materials Total	**$300.00**

Irrigation

Item	Quantity	Unit	Unit Cost	Cost
Turf Irrigation	0	sf	$0.51	$0.00
Temp Native grass Irrigation	12,458	sf	$0.51	$6,353.58
Planting Beds with Drip	3,057	sf	$0.87	$2,659.59
			Irrigation Total	**$9,013.17**

	Subtotal	**$40,818.80**
15%	**Contingency**	**$6,122.82**
	Total	**$46,941.63**

Disclaimer:

This opinion of probable landscape construction cost is made as an experienced and qualified professional generally familiar with the industry. However, since the experienced and qualified professional does not have control over the cost of labor, materials, equipment, services furnished by others, the Contractors' methods of determining prices, competitive bidding or market conditions; the Landscape Architect cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from this probable estimate of landscape construction costs. If the OWNER wishes greater assurance as to probable construction costs, the OWNER shall employ an independent cost estimator or contractor.

EXHIBIT C

FORM- IRREVOCABLE LETTER OF CREDIT

Issuing Bank's Letterhead

Irrevocable Letter of Credit

Issuing Bank: [Type in bank name.]
Letter of Credit No.: [Type letter of credit number.]
Amount: [Type in aggregate amount.]

Issuance Date: [Type loc issuance date.]
Expiry Date: [Type loc expiration date.]
Name of Developer: [Type in name of developer.]

Town of Elizabeth
[Address]

Attention: Mayor and Town Attorney

Ladies and Gentlemen:

We hereby establish this Irrevocable Letter of Credit in your favor for an amount up to the aggregate sum of $_____ U.S. Dollars.

Funds under this credit are available to you by your draft or drafts drawn at sight on us containing the number of this Letter of Credit, as set forth above, in the Form of Sight Draft attached hereto as Exhibit 1 and incorporated by this reference. Partial drawings are permitted. The amount of the funds available under this Letter of Credit may not be reduced, except by payment of drafts drawn hereunder, or pursuant to written authorization given to us by the Town. The sole condition for payment of any draft under this Letter of Credit is that the draft be accompanied by a letter, on the Town's letterhead, signed by the Mayor or designee, stating that one or more of the following conditions exist:

a. The Town has determined that the Developer is in default of its obligations under that certain *[type in "agreement" or "permit'1,* to secure the performance of the *[type in the name and date of the agreement, such as "Subdivision Improvements Agreement between the Town and Developer" and the name of the project, or "Development Agreement between the Town and Developer" and the name of the project]* or *[for permit, type in the name of the project];*

or

b. That the expiry date of this Irrevocable Letter of Credit is less than fourteen (14) days from the date of the Mayor or designee's letter and the Developer has not provided the Town with a replacement letter of credit in an amount and form acceptable to the Town to secure the performance of the *[type in name of the agreement]* or *[for permit, type in the name of the project]* described herein.

Drafts for payment by the Town, pursuant to this Letter of Credit, shall be deemed timely presented if, prior to the date of expiration of the Letter of Credit, the draft is deposited in the U.S. mail or otherwise delivered for transmission by any other usual means of communication with postage or cost of transmission prepaid and properly addressed to the above letterhead address.

We hereby agree with the Town that such drafts will be processed in good faith and duly honored, upon presentation to us, as provided herein. In case of wrongful dishonor, we agree to reimburse the Town for all court costs, investigative costs and reasonable attorneys fees the Town may incur in obtaining payment, according to the terms of this Letter of Credit. This Letter of Credit shall be governed by and construed in accordance with the laws of the State of Colorado. We further agree that the exclusive venue for any action concerning this Letter of Credit shall be the District Court for Elbert County, Colorado.

Very truly yours,
[Name of Bank]

By: _____
Signature of Authorized Signing Officer

_____
Print
Name
[Signature Must Be Notarized]

STATE OF COLORADO)
)ss.
COUNTYOF _____)

The foregoing instrument was acknowledged before me this _____ day of_____ , 20 _, by_____,as _____of _____

My commission expires:_____ _

SEAL

_____
Notary Public

SPECIAL WARRANTY DEED

State Doc Fee: $170.00
Recording Fee: $18.00

THIS DEED is dated the 16th day of December, 2021, and is made between (whether one, or more than one),

Pine Ridge Crossing, LLC, a Colorado limited liability company

the "Grantor" of the County of Elbert and State of Colorado and

Neighborhood Carwash Aurora, LLC, a Colorado limited liability company

14205 E Davies Ave

as Tenants in Common, (whether one, or more than one), the "Grantee", whose legal address is ~~701 S Elizabeth Street, Elizabeth, CO 80107~~ Centennial CO 80112 of the County of Arapahoe and State of Colorado.

WITNESS, that the Grantor, for and in consideration of the sum of **One Million Seven Hundred Thousand Dollars and No Cents ($1,700,000.00)**, the receipt and sufficiency of which is hereby acknowledged, hereby grants, bargains, sells, conveys and confirms unto the Grantee and the Grantee's heirs and assigns forever, all the real property, together with any improvements thereon, located in the County of Elbert and State of Colorado described as follows:

Parcel B-1, Destiny Ventures II Minor Subdivision, County of Elbert, State of Colorado.

also known by street address as: 701 S Elizabeth Street, Elizabeth, CO 80107

TOGETHER with all and singular the hereditaments and appurtenances thereto belonging, or in anywise appertaining, the reversions, remainders, rents, issues and profits thereof, and all the estate, right, title, interest, claim and demand whatsoever of the Grantor, either in law or equity, of, in and to the above bargained premises, with the hereditaments and appurtenances;

TO HAVE AND TO HOLD the said premises above bargained and described, with the appurtenances, unto the Grantee, and the Grantee's heirs and assigns forever. The Grantor, for the Grantor and the Grantor's heirs and assigns, does covenant, grant, bargain, and agree that the Grantor shall and will WARRANT THE TITLE AND DEFEND the above described premises, in the quiet and peaceable possession of the Grantee and the heirs and assigns of the Grantee, against all and every person or persons claiming the whole or any part thereof, by, through, or under the Grantor except and subject to: Statutory Exceptions as defined in C.R.S. § 38-30-113(5)(a).

IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth above.

Pine Ridge Crossing LLC, a Colorado limited liability company

Darren Spradling, Member

Lana Spradling, Member

State of Colorado
County of Elbert

The foregoing instrument was acknowledged before me this 16th day of December, 2021 by Darren Spradling and Lana Spradling as Memebers of Pine Ridge Crossing LLC, a Colorado limited liability company.

Notary Public: Rikki Peterson
My Commission Expires: 10-17-22

RICHELLE E PETERSON
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20034003583
My Commission Expires October 17, 2022

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: March 22, 2022
SUBJECT: Resolution 22R16, a Resolution establishing a Pay Plan for the Town of Elizabeth including Job Descriptions and Pay Grades for positions within the Town

BACKGROUND

The Board of Trustees had tasked the Town Administrator to complete the draft compensation study, build out the pay grades for Town positions, and update all relevant job descriptions. On February 4, 2022, a Memorandum was provided to the Board outlining, among other things, the completed salary study and pay grades initiated by CPS HR Consulting and proposed updated job descriptions.

On Saturday, February 21, 2022, the Board held a workshop to address the matters outlined in the Memorandum. During that time, the Board committed to the acceptance of the updated salary study, pay grades, and the assignment of grades to positions. Additionally, the Board agreed to the acceptance of the proposed job descriptions, acknowledging that they would need to be updated from time-to-time.

ANALYSIS

The proposed pay grade structure is designed to set a midpoint separation between pay grades of 7%. For example, the difference between the midpoint for grade 102 and the midpoint for grade 103 is 7% (or a 93% overlap) in the midpoint positions. This 7% spread in midpoint is consistent throughout the pay grade schedule.

The pay grade also assumes a 40% bandwidth between compensation across a specific pay grade. This maintains consistency within the specific pay grade by also between different grades. As such, it maintains consistency between the low and high compensation points within the grades.

To implement the pay grades, references were made to existing employee compensation, and the number of employees falling within the midpoint. Additionally, specific adjustments were made to maintain consistency within the Departments and within the organization. The net result allows the Board (and Administration) to systematically alter pay within the grade system without needing to replace the pay grade structure. There are three (3) basic ways to alter the compensation within the system: (1) provide adjustments within the pay grade selected; (2) for an employee at the maximum compensation, tender a single payment to make an adjustment; or (3) adjust each position upward within the pay scale. In the case of option 3, an adjustment from the maximum in any one pay scale up two positions will readjust the position to midpoint.

For example, an adjustment for an employee making the maximum in grade 102, will be at the approximate midpoint for a grade adjustment to grade 104. Consequently, the current system will allow for relatively easy changes to compensation for several years to come.

Additionally, job descriptions were updated to implement the pay grade system but also to reflect the actual work being performed by staff. Those descriptions were reviewed by staff and Department Heads before being submitted and discussed with the Board of Trustees. Acknowledging that they will need to be amended from time-to-time, they are complete and ready for implementation.

STAFF RECOMMENDATION

Staff recommends the acceptance and implementation of the pay grades, the assignment of pay grades to positions, and the acceptance of the job descriptions as prepared.

BUDGET CONSIDERATIONS

None. The assignment of pay grades to specific positions does not currently impact employee compensation, nor does it automatically adjust employee future compensation.

ATTACHMENTS

Resolution 22R16
Paygrade Positions
Staff Job Descriptions

RESOLUTION 22R16

A RESOLUTION ESTABLISHING A PAY PLAN FOR THE TOWN OF ELIZABETH INCLUDING JOB DESCRIPTIONS AND PAY GRADES FOR POSITIONS WITHIN THE TOWN

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 establishes a pay plan for the Town of Elizabeth, which pay plan includes job descriptions and pay grades for positions within the Town as more particularly described in **Exhibit A**, attached hereto and incorporated herein by this reference.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2022, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

_____
Megan Vasquez, Mayor

ATTEST

_____
Michelle M. Oeser, Town Clerk

Position	Dept		Grade	Hourly Min	Annual Min	Hourly Mid	Annual Mid	Hourly Max	Annual Max	FLSA Status
Chief	PD	FT	117	$ 41.06	$ 85,414.00	$49.28	$ 102,497.00	$57.49	$ 119,580.00	EX
Commander*	PD	FT	115	$ 35.87	$ 74,604.00	$43.04	$ 89,525.00	$50.21	$ 104,446.00	EX
Sergeant	PD	FT	113	$ 31.33	$ 65,162.00	$37.59	$ 78,195.00	$43.86	$ 91,227.00	NON
Corporal*	PD	FT	111	$ 27.36	$ 56,915.00	$32.84	$ 68,298.00	$38.31	$ 79,681.00	NON
Officer	PD	FT	108	$ 22.34	$ 46,460.00	$26.80	$ 55,752.00	$31.27	$ 65,044.00	NON
Office Manager	PD	FT	109	$ 23.90	$ 49,712.00	$28.68	$ 59,654.00	$33.46	$ 69,597.00	NON
Assistant Office Manager*	PD	FT	105	$ 18.23	$ 37,925.00	$21.88	$ 45,510.00	$25.53	$ 53,095.00	NON
Code Enforcement	PD	PT	106	$ 19.50	$ 40,580.00	$23.41	$ 48,696.00	$27.31	$ 56,812.00	30 HRS
Public Works Director	PW	FT	117	$ 41.06	$ 85,414.00	$49.28	$ 102,497.00	$57.49	$ 119,580.00	EX
Assist Director/Project Manager (ORC)	PW	FT	110	$ 25.57	$ 53,192.00	$30.69	$ 63,830.00	$35.80	$ 74,468.00	EX
Public Works Supervisor (ORC)	PW	FT	110	$ 25.57	$ 53,192.00	$30.69	$ 63,830.00	$35.80	$ 74,468.00	EX
Water and Wastewater Specialist (ORC)	PW	FT	110	$ 25.57	$ 53,192.00	$30.69	$ 63,830.00	$35.80	$ 74,468.00	32 HRS
Maintenance Level III*	PW	FT	107	$ 20.88	$ 43,420.00	$25.05	$ 52,104.00	$29.23	$ 60,788.00	NON
Maintenance - Level II*	PW	FT	106	$ 19.51	$ 40,580.00	$23.41	$ 48,696.00	$27.31	$ 56,812.00	NON
Maintenance - Level I	PW	FT	105	$ 18.25	$ 37,952.00	$21.88	$ 45,510.00	$25.53	$ 53,095.00	NON
Parks Maintenance*	PW	FT	105	$ 18.25	$ 37,952.00	$21.88	$ 45,510.00	$25.53	$ 53,095.00	NON
Town Admistrator	TH	FT	122	$ 57.60	$ 119,798.00	$69.11	$ 143,758.00	$80.63	$ 167,717.00	EX
Town Clerk / Admin Service Dir	TH	FT	114	$ 33.52	$ 69,724.00	$40.23	$ 83,668.00	$46.93	$ 97,613.00	EX
Financial Officer	TH	FT	110	$ 25.57	$ 53,192.00	$30.69	$ 63,830.00	$35.80	$ 74,468.00	EX
Deputy Clerk / Records Management	TH	FT	109	$ 20.88	$ 43,420.00	$25.05	$ 52,104.00	$29.23	$ 60,788.00	NON
Deputy Court Clerk/Assistant*	TH	FT	108	$ 19.51	$ 40,580.00	$23.41	$ 48,696.00	$27.31	$ 56,812.00	NON
Front Desk / Utility Billing	TH	FT	107	$ 20.88	$ 43,420.00	$25.05	$ 52,104.00	$29.23	$ 60,788.00	NON
Comm. Dev. / Econ. Dev. Director	TH	FT	115	$ 35.87	$ 74,604.00	$43.04	$ 89,525.00	$50.21	$ 104,446.00	EX
Planner/Project Manager	TH	FT	112	$ 29.28	$ 60,899.00	$35.13	$ 73,079.00	$40.99	$ 85,259.00	EX
Planner I*	TH	FT	110	$ 25.57	$ 53,192.00	$30.69	$ 63,830.00	$35.80	$ 74,468.00	NON
Comm. Dev. Dir Assistant	TH	FT	106	$ 18.23	$ 37,925.00	$21.88	$ 45,510.00	$25.53	$ 53,095.00	32 HRS

* Not a Current Town Position

JOB DESCRIPTION

TITLE: TOWN ADMINISTRATOR
DEPARTMENT: ADMINISTRATION
REPORTS TO: MAYOR AND BOARD OF TRUSTEES
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: GRADE 122 OR AS MAY BE AMENDED.

Description:
Actively support and uphold the Town of Elizabeth's mission and values. Under the general direction of the Town Board of Trustees, manage, direct, and supervise the daily activities and programs of the town. Provide professional guidance, leadership, and advice to the Town Board of Trustees. Direct the daily activities and programs of the Town through the Town's departments. Develops and maintains quality customer service to citizens and promote consistency and transparency in the Town's actions. Administer all Town departments, except the Town Attorney and Municipal Judge. Serve at the pleasure of the Board of Trustees.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Plan, organize, coordinate, direct, review and manage the activities and programs of the Town. Perform a wide variety of tasks to facilitate the administrative operations and best practices of the Town.
- Serve as the lead member of the Management Team as a positive, active and engaged member.
- Supervises all staff through the department heads, except for the Town Attorney and Municipal Judge
- Budget planning, development, administration, and strategic financial planning. In concert with the Town Treasurer and department directors prepare the Town's annual budget; and oversee the administration of the annual budget and strategic financial planning. Build expertise within the departments to facilitate administration of their departmental budgets.
- Recommend, prepare, and present ordinances, resolutions, code changes, contracts implementing best practices related to public administration of the Town.

- Have the skills and ability to provide positive leadership and direction to the Town's departments.
- Assure staff cross-training, professional and technical development and encourage life-long learning.
- Assures the preparation of the Board of Trustees' meeting agenda, including agenda items and packet.
- Oversees the development and dissemination of public information
- Responds to public inquiries, complaints, and concerns in a tactful, timely and effective manner.
- Implements ordinances and Board policies, rules and regulations and ensures statutory compliance.
- Works with legal counsel on legal advice and issues for the Town.
- Represents the Town of Elizabeth at meetings with federal, state, and other local government officials.
- Attends a wide variety of professional and public meetings to represent the Town with positive and visible community involvement; and explains and interprets policies, procedures, and/or functions of departments at these meetings.
- Conducts regular staff meetings to establish project priorities and to ensure the coordination of such information flows to staff and the Board of Trustees.
- Performs related duties as assigned by the Board of Trustees.
- Maintains a positive, cooperative attitude, and displays professionalism, courtesy, expertise, discretion, and appropriate tact in all interactions with the Board of Trustees, employees, and with the public.
- Actively communicate the Board's directions, goals, and mission, and assist on planning and implementing the work as needed, while supporting the Town's vision, mission, and goals.
- Regularly report to and advise, the Board of Trustees on pertinent issues, problems, and opportunities.
- Serve an active role (communication, coordination, and cooperation) in the Town's community development processes; maintain positive working relationships with both the Town Staff and the development community.
- Provide oversight on development proposals, projects, the creation of subdivision improvement agreements (SIA), and on project improvement plans, final maps, plans and other agreements.
- Assure compliance with all Federal, State and Town laws, regulations, and directives.
- Recommend any special studies that may be directed by the Board of Trustees and/or as may be needed by the Town to do projects, activities, or programs. Oversee such studies. Deliver reports and recommendations to the Town Board of Trustees for consideration and/or adoption.

Other Job Duties:

- Participate in conferences with other government officials to arrive at solutions to mutual problems.
- Represent the Town on or before various outside boards, commissions, and civic groups on matters relating to administration of the Town as required.
- Participate as Town advisor on local committees when needed.
- Attend all Board of Trustee meetings, Management Team, and other Town meetings as required.
- Be dependable and always meet acceptable attendance requirements.
- Follow all applicable safety rules and regulations.

Required Knowledge, Skills and Abilities:

Knowledge of -

- Modern, advanced best-practices of public administration.
- The workings, laws and regulations affecting the operation of local government.
- Research methods and practices, sources, and availability of information.
- Modern municipal public finance administration and practices.
- Fiscal and other laws specific to Colorado such as GASB, TABOR and the Gallagher Amendment.
- Risk management and insurance issues.
- Emergency & Disaster Management elements such as: NIMS, ICS, and the Disaster Cycle.
- Basic employment laws such as FLSA, ADA, HIPPA, COBRA, Worker's Compensation, Unemployment, and the Family Medical Leave Act; and
- Federal, state, and local laws and ordinances regulating the Town's operations.
- General development principles, methodologies, and techniques in retail, commercial and/or residential development.
- Federal, state, and local laws, rules, regulations, standards, procedures, and protocols related to the public administration functions.
- Infrastructure development and maintenance.

Ability to –

- Plan, organize, coordinate, assign, implement and evaluate the work of subordinate professional and technical employees.
- Solve problems through teamwork and team building.
- Train and develop staff, both professionally and personally, using teamwork, education, training, job rotation, on other techniques for building staff capacity.
- Administer various contracts effectively, assuring compliance with all standards and provisions.

- Work effectively with the Management Team and Town departments and establish and maintain effective working relationships with other employees, representatives of other governmental agencies, contractors, developers, and the public.
- Prepare cost-benefit and ROI analysis when required.
- Communicate complex issues effectively, both orally and in writing.
- Analyze problems, identify alternative solutions, forecast consequences of proposed actions, and implement recommendations.
- Work non-standard hours such as evenings, weekends, and holidays as necessary.

Skilled in -

- Public speaking, communicating both verbally and through writing.
- Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
- Utilizing problem-solving strategies.
- Providing high quality customer service.

Minimum qualifications:

- Minimum of a baccalaureate degree in Political Science, Business Administration, Public Administration, or closely related field required; Master's Degree in Business Administration, Public Administration, or a Juris Doctor preferred.
- A minimum of five (5) years progressively responsible experience* in business and/or government, with a minimum of three (3) years of working in local government administration, finance, planning or similar area; or any equivalent combination of education and experience.
- Two or more of the years of experience in a deputy, an assistant or administrator position is preferred.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.
- ICMA Credentialed Manager is preferred.

<u>*Experience:</u>
Experience must be sufficient to thoroughly understand the diverse objectives and functions of the various administrative and operational departments to plan, organize, staff, implement, direct, coordinate, budget, evaluate work, and report on results for the Town as an entity.

Special Requirements:

- Must reside within the Town of Elizabeth or adjacent thereto, as may be directed by the Board of Trustees.
- Ability to be bonded.
- Ability to work evenings to attend scheduled public meetings.

Environmental and Physical Conditions:

Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Ability to remember schedules, programs instructions, and Town Board actions.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: TOWN CLERK/ADMINISTRATIVE SERVICES DIRECTOR
DEPARTMENT: ADMINISTRATION
REPORTS TO: TOWN ADMINISTRATOR
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: GRADE 114 OR AS MAY BE AMENDED.

Description:
Under general direction, manages and directs the operations and administration of business activities for the Town of Elizabeth. This includes maintaining official minutes and records of Town Board proceedings, processing applications for licenses, managing municipal elections, providing administrative support to the Town Board and commissions, and ensuring the accurate and timely performance of all financial duties for the Town.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Maintains official records of Town Board proceedings. Oversees and assists in preparing meeting agendas, and compiling background materials for Board review and preparation prior to meetings. Maintains permanent records of all ordinances, resolutions, contracts, and agreements approved by the Town Board. Records certain documents at County office and sends certified copies to the Secretary of State's office as required. Prepares and maintains regular and special meeting minutes of Town Board.
- Supervises employees of the Town Clerk/Treasurer's Office. Develops work plans and schedules, directs, and coordinates work, coordinates training, evaluates performance, and manages progress on an on-going basis.
- Administers and conducts all regular and special Municipal elections and serves as Chairperson of the Election Commission.
- Oversees the periodic codification of all Town Ordinances in the Municipal Code.
- Prepares departmental budget, monitors actual costs and expenses related to budget, and manages operations within budgetary guidelines.

- Processes Liquor License applications, new and renewals, including Public Hearing Notice, Notice Poster Board, referral to Police Department for Compliance Check, and setting up of permanent files.
- Oversees all routine financial operations of the Town including banking, payroll, accounts payable, accounts receivable, utility billing, and cash receipting. Oversees accounting function and annual financial audit.
- Serves as Municipal Court Clerk, recording case status, setting docket, working with Municipal Judge, filing documents, and tracking fines, fees, and payments through automated municipal court system.
- Oversees employee benefits including insurance and retirement accounts. Processes workers' compensation and unemployment insurance claims and audits. Manages Town's liability insurance renewals and claims.
- Research issues/materials as needed for Town Administrator and Town Board. Responds to public and departmental questions concerning Town policies, ordinances, and related issues.
- Represents the Town at various meetings, or through membership on various committees or commission
- Manage and oversee the Town's website as necessary.
- Performs other administrative municipal duties as needed, such as administering oaths of office, registering voters, witnessing signatures, notarizing documents, handling Town mail, completing surveys, assisting with U.S. Census, etc.

Other Job Duties:

- Protect confidential information (both verbal and written) by preventing the unauthorized release of confidential or proprietary information which comes to the office in the normal course of municipal business.
- Counsels and gives advice to customers and the public; and
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of -

- Applicable Town, county, state and federal statutes, regulations, ordinances, and codes.
- Applicable Town policies and procedures.
- Budgeting processes, bookkeeping principles, and practices.
- Municipal clerk duties, responsibilities, methods, and practices in Colorado.
- Duties and obligations associated with human resource record keeping (applications, hiring information, W-2, W-4, and I-9), employment policies of the Town, employee payroll, withholding, benefit calculations and other associated record keeping.

Ability to –

- Work with sensitive or confidential information appropriately.

- Write accurate and succinct minutes.
- Read and comprehend municipal budgets.
- Create and maintain organized filing systems.
- Manage multiple tasks and meet deadlines.
- Communicate effectively orally and in writing.
- Operate standard office equipment including copiers, facsimile machine, 10-key adding machines, and printers.
- Use standard computer equipment and software including word processing, data base management, spreadsheet applications, and municipal accounting systems related to accounts payable, payroll, cash receipting, court management, and utility billing.
- Establish and maintain effective working relationships with elected officials, Town staff, vendors, and the public.

Skilled in -

- Accurately performing mathematical calculations associated with accounts payable, cash receipting, utility billing, and payroll functions.
- Understanding and performing records management and database management related to municipal court, utility billing, payroll, and accounts payable.
- Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
- Utilizing problem-solving strategies.
- Providing high quality customer service.

Minimum qualifications:

- High school graduation or GED equivalent.
- Minimum combination of three (3) years of experience in utility billing, accounts payable, payroll, municipal court, or related bookkeeping area.
- Minimum of two (2) years of experience in municipal clerk or executive office duties.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

- Ability to be bonded.
- Ability to obtain Notary Public Certification within six (6) months of starting employment.
- Ability to obtain Certified Municipal Clerk status within three (3) years of starting employment.
- Ability to work evenings to attend scheduled public meetings, including weekends as may be necessary.

Environmental and Physical Conditions:

Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability

to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Ability to remember schedules, programs instructions, and Town Board actions.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: FINANCIAL OFFICER/ACCOUNTANT
DEPARTMENT: ADMINISTRATION
REPORTS TO: TOWN CLERK
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: GRADE 110 OR AS MAY BE AMENDED.

Description:
Under general supervision, performs financial and clerical and functions and complex bookkeeping duties involving financial record keeping and accounting, payroll, budget capital assets and revenue collection as well as perform administrative backup duties as needed.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Maintain and reconcile general ledger accounts.
- Reconcile bank accounts monthly.
- Work closely with administrative staff to ensure accuracy and adherence to procedures.
- Review accounts payable.
- Reconcile major vendor contract status, track developer accounts.
- Maintain Fixed Asset tracking.
- Prepare and monitor Annual Town Budget, making necessary amendments.
- Forecast cash flow requirements.
- Prepare required state reports.
- Maintain relationships with funding agencies.
- Maintain debt schedules.
- Research and recommend funding opportunities when needed.
- Provide financial analysis for capital needs.
- Prepare multi-year Capital budget.
- Monitor Grant accounting and compliance requirements.
- Prepare for and assist in the annual audit, including preparation of the MD&A.
- Prepare for Single Audit, when necessary.
- Review and evaluate internal controls.

- Attend and present financial statements at Town Board Meetings.
- Advise Town Board and Town Administrator on financial matters.
- Prepare TABOR calculations.
- Adhere to GASB standards.
- Develop and recommend financial policies.
- Performs clerical functions including data entry, faxing, filing, and copying.
- Problem solving skills are helpful in developing solutions for unanticipated issues and challenges.
- Performs special projects and other miscellaneous duties and responsibilities as assigned by supervisor.
- Flexibility in hours to include evenings as required.
- Provides support to the Administration as needed.

Required Knowledge, Skills and Abilities:

Knowledge of –

- Budgeting processes, bookkeeping principles, and practices.
- Applicable Town policies and procedures.
- Applicable Town, county, state and federal statutes, regulations, ordinances, and codes.
- Small town opportunities and limitations.

Ability to –

- Work both with a team and independently.
- Perform professionally, and to exercise initiative, independent judgement, and discretion.
- Maintain confidentiality and handle matters of sensitive nature.
- Manage multiple tasks and meet deadlines.
- Prioritize assignments and reprioritize as necessary.
- Attend classes, willingness to improve and enhance professional skills.
- Handle the pressure of multiple demands and concurrent deadlines.
- Willingness to accept public input.
- Be a team player, with integrity and ability to take ownership.
- Be a detail oriented professional with the ability to go beyond traditional accounting responsibilities.

Skilled in -

- Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
- Problem solver and forward thinker with the ability to anticipate Town financial needs.

Minimum qualifications:

- Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or related field. Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) preferred.
- Two (2) years of increasingly responsible governmental (fund) accounting experience or combination of experience and education
- Knowledge in Caselle software or similar software is preferred.

Special Requirements:

- May be required to work evenings to attend scheduled public meetings.

Environmental and Physical Conditions:

Work is performed in a professional office environment. Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Ability to remember schedules, programs instructions, and Town Board actions.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: DEPUTY CLERK/RECORDS MANAGEMENT
DEPARTMENT: ADMINISTRATION
REPORTS TO: TOWN CLERK
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 109 OR AS MAY BE AMENDED.

Description:
Under direct supervision of the Town Clerk, the individual in this position serves the public, elected officials and town departments by providing a variety of services and information. This position handles day-to-day aspects of records management, building permits, licensing, and preparation of meeting agendas, packets, and minutes. This position also performs complex bookkeeping duties involving financial record keeping and transactions including accounts payable, employee payroll and employee benefits processing. The Deputy Town Clerk position involves extensive public contact, necessitating excellent communication, interpersonal skills, customer service, independent judgement, and professionalism.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Assume the responsibilities, duties, functions, and authority of the Town Clerk in his/her absence.
- Serves as Clerk to the Planning Commission and other minor boards as assigned. Coordinates and prepares agendas and supporting materials including staff reports, public notification, meeting minutes, and website content. Serves as backup Clerk for the Board of Trustees in the absence of the Town Clerk.
- Maintains a variety of documents in accordance with the Colorado Municipal Retention Schedule and manages scanning and maintenance of Town's electronic and paper permanent records database. Works with all departments on records management and develops a standardized records system for the entire organization.
- Provides information in response to internal and external requests for records and information (CORA and otherwise); disseminates information in keeping with town practices, and in close collaboration with the Town Clerk and Town Administrator's Office.

- Works closely with the Community Development Department and the Building Official to issue and track Building permits.
- Works closely with the Town Clerk for Municipal Court, serving as backup Court Clerk as needed. Provides data entry and tracking for all types of offenses including traffic, municipal and juveniles. Provides information and forms to DMV for traffic offenses in a timely manner.
- Works closely with the Town Clerk to prepare and enter all payroll data for employees, verifying accuracy of timesheets from all departments. Records sick leave, vacation, and personal time usage. Prepares and transmits payroll data to the bank, meeting all payroll deadlines. Pays all transmittals to insurance and retirement accounts. Assists in processing payroll taxes and preparing quarterly reports, W-2 forms, and other year-end reports.
- Serves as backup for accounts payable, accounts receivable and utility billing as needed. Performs other accounting functions as requested.
- Assists with preparing and conducting municipal, coordinated, and special elections in accordance with established laws, ordinances, and procedures.
- Assists the departments in the processing of applications for various licenses and permits including business, liquor, special event, and dog licensing.
- Assists in the management and oversight of the Town's website as necessary.
- Provides excellent customer service with clear, concise, and accurate information; follows up with customers as needed to ensure satisfaction and closure. Investigates and resolves non-routine and complex customer service issues requiring knowledge and understanding of various departments' policies and procedures.

Other Job Duties:

- Protect confidential information (both verbal and written) by preventing the unauthorized release of confidential or proprietary information which comes to the office in the normal course of municipal business.
- Counsels and gives advice to customers and the public; and
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of –

- Applicable Town, County, State and Federal statutes, regulations, ordinances, codes, policies, and procedures.
- Modern office practices, procedures, and equipment.
- Computer software applications to include Microsoft Office, Caselle, Laserfiche, and other networked computer functions.

Ability to –

- Maintain important records effectively and accurately, creating and maintaining an organized filing system.
- Produce quality and detailed work despite frequent interruptions.

- Establish and maintain effective working relationships with internal and external customers including elected officials, Town staff, vendors, and the public.

Skilled in –

- Accurately performing mathematical calculations associated with accounts payable, cash receipting, utility billing, and payroll functions.
- Providing high quality customer service.
- Awareness of sensitive issues and an ability to maintain confidentiality.

Minimum qualifications:

- High school graduation or GED equivalent.
- Minimum three (3) years progressively responsible experience in a professional office environment with significant public contact.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

- Ability to obtain Notary Public Certification within six (6) months of starting employment.
- Ability to begin the process of obtaining Certified Municipal Clerk status within three years of starting employment.
- Ability to work occasional evenings to attend scheduled public meetings.

Environmental and Physical Conditions:

Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Most work is performed in a typical office setting. Work is subject to many interruptions and requires that individuals quickly prioritize job responsibilities and project work in an environment that may involve assisting several people at the same time.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: FRONT DESK/UTILITY BILLING CLERK/ADMINISTRATION
DEPARTMENT: ADMINISTRATION
REPORTS TO: TOWN CLERK
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 107 OR AS MAY BE AMENDED.

Description:
Under the direction of the Town Clerk, the position provides public reception (in person and by telephone) to citizens accessing the Town Hall, acts as the cashier for the Town and payment reconciliation for the Town of Elizabeth. Position includes data collection, processing, record keeping, reconciliation and reporting for utility billing. Responsible for assisting the Town Clerk and Administrative Team in day-to-day operations and activities of the town.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Greets and interacts with the public and other Town departments, both in person and via telephone, on behalf of the Town Clerk's office.
- Prepares and processes water and sewer accounts receivable on a daily schedule. This process involves customer billing generation and distribution, receipt and reconciliation of payments, computer system input and report preparation, reconciliation, and disbursement.
- Performs customer relations activities daily including working with customers via the telephone and in person to resolve billing and/or service concerns. Sends out a new customer letter. Calculates final billings for Utility Customers.
- Monitors and tracks utility billings that are in arrears and takes necessary actions for collection.
- Issues bulk water permits, reconciling usage limits to ensure Town ordinance requirements are met.
- Maintains and updates computer information systems and paper copy records of customer receipts along with the monthly summary reports for record.

- Prepares licenses and permits for issuance. To include building, sign and street cut permits, business, and pet license.
- Assists the Town Clerk in general administrative duties.
- Assists the Deputy Town Clerk in records management and retention.
- Performs duties as a Colorado Notary Public.
- Responsible to maintain the entry way at Town Hall including message boards, décor, etc.
- Performs special projects and other as assigned by supervisor.
- Provides support to the Administration as needed.

Required Knowledge, Skills and Abilities:

Knowledge of –

- Modern office practices, procedures, and equipment.
- Computer software applications to include Microsoft Office, Caselle, Laserfiche, and other networked computer functions.
- Applicable Town, County, State and Federal statutes, regulations, ordinances, codes, policies, and procedures.

Ability to –

- Maintain important records effectively and accurately, creating and maintaining an organized filing system.
- Produce quality and detailed work despite frequent interruptions.
- Establish and maintain effective working relationships with internal and external customers including elected officials, Town staff, vendors, and the public.
- Participate in professional development training, and willingness to improve and enhance professional skills.

Skilled in –

- Accurately performing mathematical calculations associated with accounts payable, cash receipting, utility billing, and payroll functions.
- Providing high quality customer service.
- Awareness of sensitive issues and an ability to maintain confidentiality.

Minimum qualifications:

- High School Diploma or GED equivalent.
- Minimum of one (1) years of previous work experience in a professional office environment with significant public contact.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class “C” driver’s license.
- General Computer skills are necessary, Word Processing, Data entry.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

- Ability to obtain Notary Public Certification within six (6) months of starting employment.

Work environment:

Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Most work is performed in a typical office setting. Work is subject to many interruptions and requires that individuals quickly prioritize job responsibilities and project work in an environment that may involve assisting several people at the same time.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: COMMUNITY DEVELOPMENT DIRECTOR
DEPARTMENT: COMMUNITY DEVELOPMENT / ECONOMIC DEVELOPMENT
REPORTS TO: TOWN ADMINISTRATOR
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: GRADE 115 OR AS MAY BE AMENDED.

Description:
Under general direction, the Community Development Director provides planning services to the community, including short- and long-range planning, zoning, building and economic development. The Director oversees the department and plans and coordinates economic opportunities to improve the Town of Elizabeth's business climate.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Plans, directs, and coordinates the Community Development Department's work plan. Prepares and monitors the department's annual budget.
- Oversees and directs planning activities including project, plan, and design reviews; formulates research and analyzes policies.
- Develops and implements policies and procedures to advance the department's mission, goals, and objectives.
- Oversees and manages the local Main Street Program.
- Directs and oversees the interpretation, amendment, and enforcement of codes and ordinances.
- Explains, justifies, and defends the Comprehensive Plan, programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Develops and coordinates economic development marketing strategies including business attraction, expansion, and retention.
- Represents the Community Development Department and coordinates activities with other Town departments, elected officials, and outside agencies. Establishes and maintains partnership with area business organizations that facilitate and implement programs and activities that support the Town's economic development.

- Provides staff assistance to the Town Administrator and Board of Trustees and participates in a variety of boards, commissions, and committees. Attends and participates in professional group meetings and stays abreast of new trends and innovations in the fields of economic development, planning, and building inspection.
- Oversees, manages, and facilitates the Historic Advisory Board, Main Street Board of Directors, and the Planning Commission.
- Research issues/materials as needed for Town Administrator and Town Board. Responds to public and departmental questions concerning Town policies, ordinances, and related issues.
- Supervises employees of the Community Development Office. Develops work plans and schedules, directs, and coordinates work, coordinates training, evaluates performance, and manages progress on an on-going basis.
- Performs related duties as established by law or ordinance or as directed by the Town.

Other Job Duties:

- Protect confidential information (both verbal and written) by preventing the unauthorized release of confidential or proprietary information which comes to the office in the normal course of municipal business.
- Counsels and gives advice to customers and the public; and
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of -

- Applicable Town, county, state and federal statutes, regulations, ordinances, and codes.
- Applicable Town policies and procedures.

Ability to –

- Work with sensitive or confidential information appropriately.
- Manage multiple tasks and meet deadlines.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with elected officials, Town staff, and the public.
- Interact with consultants and developers as well as make clear and concise presentations to the Board of Trustees and the public.
- Lead by example and always demonstrate honesty, integrity, diplomacy, and dependability.

Skilled in -

- Communication skills, both verbal and written.
- Utilizing problem-solving strategies and an excellent problem solver
- Providing high quality customer service.

- Motivating staff and working collaboratively with them, encouraging teamwork, is respectful and provides mentoring and resources.

Minimum qualifications:

- Bachelor's degree from an accredited college or university in Planning, Urban Planning, Economics, Business Administration, Public Administration, or related field.
- Minimum combination of three (3) years of experience in Community Development in the public sector for similar sized communities, or equivalent experience in the private sector for an organization of similar size and complexity.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.

Special Requirements:

- Ability to work evenings to attend scheduled public meetings.

Environmental and Physical Conditions:

Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Ability to remember schedules, programs instructions, and Town Board actions.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: PLANNER/ PROJECT MANAGER
DEPARTMENT: COMMUNITY DEVELOPMENT / ECONOMIC DEVELOPMENT
REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: GRADE 112 OR AS MAY BE AMENDED.

Description:
Under direction of the Community Development Director, the Planner/Project Manager performs professional and technical work in planning and development and provides project management assistance for planning projects within the Community Development Department.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Coordinates the development review process for assigned projects, including annexation, zoning, site plans, variances, and subdivision.
- Manages planning projects from concept through implementation.
- Monitors and contributes to writing planning and zoning regulations, subdivision regulations, ordinances, and/or other Town codes.
- Conducts research and analysis for special projects as assigned.
- Works with the Community Development Director, the Town Administrator, and the negotiations team to prepare annexation agreements, subdivision agreements, and site development agreements.
- Prepares staff reports for the Planning Commission and Board of Trustees on land use projects.
- Manages third party consultant contracts on various projects.
- Assists with management of Town's GIS.
- Revises and updates official zoning maps, maintaining permanent mapping records.
- Prepares and assists in the preparation of long-range planning documents for the Town.
- Reviews permit applications for building, business licenses, and temporary uses.
- Conducts and participates in pre-application meetings.

- Responds to inquiries from citizens, businesses, and other agencies on land use and development.
- Attends meetings of the Planning Commission as a representative of the Town, and the meetings of other Boards and Commissions as directed by the Community Development Director or the Town Administrator.
- Performs other special assignments and duties as required.

Other Job Duties:

- Protect confidential information (both verbal and written) by preventing the unauthorized release of confidential or proprietary information which comes to the office in the normal course of municipal business.
- Counsels and gives advice to customers and the public; and
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of –

- Applicable Town, county, state and federal statutes, regulations, ordinances, and codes.
- Applicable Town policies and procedures.
- Best practices and policies associated with land use planning, annexation, subdivisions, zoning, site plans, and variances.
- Government Information Systems (GIS), including the applicable use, storage, and processes with keeping such GIS current.

Ability to –

- Work with sensitive or confidential information appropriately.
- Manage multiple tasks and meet deadlines.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with elected officials, Town staff, and the public.
- Interact with consultants and developers as well as make clear and concise presentations to the Board of Trustees and the public.
- Work both with a team and independently.
- Handle multiple projects and duties and meet deadlines.

Skilled in -

- Excellent interpersonal, organizational, written, and verbal skills.
- Utilizing problem-solving strategies and an excellent problem solver.
- Providing high quality customer service.

Minimum qualifications:

- Bachelor's degree from an accredited college or university in Planning, Urban Planning, Business Administration, Public Administration, or related field.
- Experience in municipal planning, plan review, code enforcement, front counter and zoning code interpretation preferred or any combination of education and experience that provides the required knowledge, skills, and abilities.
- At least two (2) years of previous work experience in an office environment.
- PMP or AICP certifications preferred but not required.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.

Environmental and Physical Conditions:

Most of this position's duties are performed in an office environment. Visual and physical ability to work on computers for substantial amounts of time, sitting in office chair, standing at for more than 15 minutes, frequent walking, writing, bending, and reaching; occasional lifting of items weighing 30 pounds and reaching and lifting above the shoulders. Field visits to inspect sites will occur on a regular basis. The job does require walking in the outdoors and on construction sites.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR
EMPLOYMENT STATUS: PART TIME (UP TO 32 HOURS PER WEEK)
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 106 OR AS MAY BE AMENDED.

Description:
This position performs administrative support duties for the Community Development / Economic Development Department. This position may include data collection, processing, record keeping, and other independent work for the benefit of the department. Responsible for assisting the Community Development Director and the Planner in day-to-day operations and activities.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- General clerical duties, including but not limited to phone calls, emails, photocopying, drafting documents, and scheduling meetings.
- Assists the Department in records management and retention, including filing, organizing, and compiling reports.
- Prepares notices for public hearings, including responding to citizen inquiries, issuing legal notices, and completing certified mailings.
- Prepares outreach material for the Department.
- Coordinates Town event logistics, compiles information and data for economic development usage, and similar research.
- Monitors social media inquiries and activity for all Departments.
- Performs special projects and other as assigned by supervisor.
- Provides support to Administration as needed.
- Tracks budget for the Community Development Department.

Skills and abilities:

Knowledge of –

- Modern office practices, procedures, and equipment.
- Computer software applications to include Microsoft Office and other networked computer functions.
- Social media platforms, policies, and procedures.
- Applicable Town regulations, ordinances, codes, policies, and procedures.

Ability to –

- Maintain important records effectively and accurately, creating and maintaining an organized filing system.
- Produce quality and detailed work despite frequent interruptions.
- Establish and maintain effective working relationships with internal and external customers including elected officials, Town staff, and the public.
- Participate in professional development training, and willingness to improve and enhance professional skills.

Skilled in –

- Providing high quality customer service.
- Awareness of sensitive issues and an ability to maintain confidentiality.

Minimum qualifications:

- High School Diploma or GED equivalent. Some college preferred.
- Minimum of one (1) years of previous work experience in a professional office environment with significant public contact.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.
- General Computer skills are necessary, Word Processing, Data entry.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

- None.

Work environment:

Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Most work is performed in a typical office setting. Work is subject to many interruptions and requires that individuals quickly prioritize job

responsibilities and project work in an environment that may involve assisting several people at the same time.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: PUBLIC WORKS DIRECTOR
DEPARTMENT: PUBLIC WORKS
REPORTS TO: TOWN ADMINISTRATOR
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: GRADE 117 OR AS MAY BE AMENDED.

Description:
Under general direction of the Town Administrator, manages and directs the department's four in-house operations: (1) water production and distribution, (2) wastewater collection and treatment, (3) street maintenance, and (4) parks/grounds maintenance for certain Town owned facilities. The director is responsible for planning, directing, managing, and administering all the Town's public works in accordance with current professional standards, best practices, and applicable laws and regulations.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Serve as a representative of the Town of Elizabeth, demonstrating a positive attitude and display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Responsible for testing and compliance with all State and Federal regulations regarding the production and distribution of water within the Town, and the collection and treatment of wastewater.
- Supervises employees of the Public Works Department. Develops work plans and schedules, directs, and coordinates work, coordinates training, evaluates performance, and manages progress on an on-going basis.
- Prepares departmental budget, monitors actual costs and expenses related to budget, and manages operations within budgetary guidelines.
- Develop long-range infrastructure planning with strategic vision and goals.
- Determines and recommends upgrades and repairs to infrastructure within the Town, with a particular focus on the current and future needs of the community.

- Oversees records kept regarding water and wastewater production, infrastructure, plans, easements, maintenance reports, and related documentation.
- Research issues/materials as needed for Town Administrator and Town Board. Responds to public and departmental questions concerning Town policies, ordinances, and related issues involving the Public Works Department.
- Represents the Town at various meetings, or through membership on various committees or commission

Other Job Duties:

- Protect confidential information (both verbal and written) by preventing the unauthorized release of confidential or proprietary information which comes to the office in the normal course of municipal business.
- Counsels and gives advice to customers and the public.
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of -

- Applicable Town, county, state and federal statutes, regulations, ordinances, and codes.
- Applicable Town policies and procedures.
- Best practices for the management, maintenance, update, and modernization of the operations involved with the Public Works Department.
- Applicable state statutes regarding funding public improvements, bidding processes, contracts, warranties, change orders, sole source contracts, and relevant matters associated with infrastructure construction, repairs, and replacement.

Ability to –

- Work with sensitive or confidential information appropriately.
- Communicate successful problem-solving instances and experience through teamwork and interdepartmental communication, cooperation, coordination, and team-oriented management methodology.
- Establish and maintain effective working relationships with elected officials, Town staff, vendors, and the public.
- Instill a solid customer service philosophy and methodology in the Public Works Department.

Skilled in -

- Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
- Utilizing problem-solving strategies.
- Providing high quality customer service.

Minimum qualifications:

- A Bachelor's Degree from any accredited college or university in Engineering, Environmental Science, Water or Wastewater Management, or closely related field.
- A minimum of four (4) years of municipal experience in public works operations, administration, and management; to include water and/or wastewater collection and distribution, street maintenance, parks, and grounds maintenance.
- Two (2) years supervisory or senior management/supervision experience.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.
- Additional skills, experience, licenses (water and/or wastewater licenses) and certifications (such as CDL) are highly desirable.

Special Requirements:

- Ability to work evenings to attend scheduled public meetings.

Environmental and Physical Conditions:

Duties are performed in both an office environment and in the field. The employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak, and see to communicate with the public and with staff. Physical exertion may be required to climb stairs and over walls, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs. Subject to 24-hour call back for emergencies. There may be long endurance hours to finalize an emergency task.

Employee risks physical hazard from mechanical and electrical equipment, dust, noise, and traffic hazards. Exposure to biohazards such as raw sewage, live sewer systems, Hypochlorite solutions (chlorine), sewer lift stations, human debris, drug paraphernalia; heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, pesticides and herbicides, equipment fuels and oils.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: PUBLIC WORKS ASSISTANT DIRECTOR / PROJECT MANAGER
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: GRADE 110 OR AS MAY BE AMENDED.

Description:
Elizabeth's Public Works Department has four in-house operations: (1) water production and distribution, (2) wastewater collection and treatment, (3) street maintenance, and (4) parks/grounds maintenance for certain Town owned facilities. The assistant director will be responsible for providing vision, leadership, employee development, training, and direction to the Department by planning, directing, managing, and administering the Town's public works services in accordance with current professional standards, best practices, and applicable laws and regulation. Under direction of the Public Works Director, perform project management of Town facility infrastructure construction including coordination of Town construction projects to meet construction goals and deadlines. Also, plan, organize, coordinate and manages the operation and maintenance of parks, open space, and trails program.

The Assistant Director will work closely with the Public Works Director on budget, staff development and training, long-range infrastructure planning, and strategic vision and goals. The assistant director will also be expected to develop great working relationships with other departments, especially Finance and Community Development, regarding departmental budgets, procurement, development review, oversight, inspection and acceptance of infrastructure, and program management for the Department.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Serve as a representative of the Town of Elizabeth, demonstrating a positive attitude and display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Allocates, directs, motivates, and evaluates direct reporting personnel to help achieve their individual goals, collectively achieve the department's mission, lead to the

employees' growth and accountability for their actions; establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

- Responsible for preparing an operations budget and seeking outside funding opportunities for the development of park, trails, and open space assets.
- Assists in the creation of necessary programs, processes, policies, and procedures for assigned responsibilities.
- Performs duties requiring discretion and independence of action; manages confidential matters; manages a variety of administrative details which involve contact with various officials in the public service and private industry.
- Composes and processes a variety of correspondence, reports, forms, and other materials; examines for accuracy and completeness; resolves discrepancies, consulting with employees as appropriate.
- Keeps informed of pertinent new rules, regulations, and legislation.
- Maintains the department sections of the Town website including new updates, postings, and revisions to existing information.
- Interacts with the public, including contractors, property owners, and concerned citizens with tact and diplomacy.
- Provides an ethical commitment to protecting the health, safety, and welfare of residents and visitors in town of Elizabeth.
- Performs all department administrative work. Operate heavy equipment and assist with minor repairs on heavy equipment.
- Provide overtime services for emergency events such as but not limited to snow removal,
- Water and/or wastewater systems failures and staff coverage.
- Provide service needs for Town Parade/Events {barricades, trash, etc.)
- Serves as the Public Works Director in his/her absence.

Other Job Duties:

- Attend and participate in PWD staff safety meetings.
- Protect confidential information (both verbal and written) by preventing the unauthorized release of confidential or proprietary information which comes to the office in the normal course of municipal business.
- Counsels and gives advice to customers and the public.
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of –

- Applicable Town, county, state and federal statutes, regulations, ordinances, and codes.
- Applicable Town policies and procedures.
- Best practices for the management, maintenance, update, and modernization of the operations involved with the Public Works Department.

- Applicable state statutes regarding funding public improvements, bidding processes, contracts, warranties, change orders, sole source contracts, and relevant matters associated with infrastructure construction, repairs, and replacement.
- The geography of the town, its roads, streets, and rights-of-way.
- All phases of the construction processes and trades.

Ability to –

- Plan, direct, and coordinate the work of subordinate employees.
- Establish and maintain effective working relationships with Town employees, Town elected officials, other agencies, and the public.
- Perform duties requiring discretion and independence of action; manages confidential matters; manages a variety of administrative details which involve contact with various officials in the public service and private industry; exercise initiative and sound judgment and to react resourcefully under varying conditions.
- Interact with the public in a courteous and fair manner.
- Analyze situations and take quick, effective, and reasonable courses of action, giving due regard to the surrounding hazards and circumstances of each situation.
- Drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
- Work with builders, contractors, property owners, and the public with tact and diplomacy in often stressful situations.
- Make independent decisions and assist in routine managerial decisions.
- Prioritize a wide scope of duties and multiple projects simultaneously.
- Compose and process a variety of correspondence, reports, forms, and other materials; examines for accuracy and completeness; resolves discrepancies, consulting with employees as appropriate.
- Ccommunicate effectively in English, both verbally and in writing, and follow oral and written instructions.

Skilled in -

- Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
- Utilizing problem-solving strategies.
- Providing high quality customer service.

Minimum qualifications:

- A Bachelor’s Degree from any accredited college or university in Engineering, Environmental Science, Water or Wastewater Management, or closely related field.
- A minimum of four (4) years of municipal experience in public works operations, administration, and management; to include water and/or wastewater collection and distribution, street maintenance, parks, and grounds maintenance.
- Two (2) years supervisory or senior management/supervision experience.

- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.
- A minimum of Level "D" Water and Wastewater Certification must also be obtained within one year of employment.
- Additional skills, experience, licenses (water and/or wastewater licenses) and certifications (such as CDL) are highly desirable.

Special Requirements:

- Ability to work evenings to attend scheduled public meetings.
- The ability to respond within 30 minutes of emergency callouts.

Environmental and Physical Conditions:

Duties are performed in both an office environment and in the field. The employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak, and see to communicate with the public and with staff. Physical exertion may be required to climb stairs and over walls, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs. Subject to 24-hour call back for emergencies. There may be long endurance hours to finalize an emergency task.

Employee risks physical hazard from mechanical and electrical equipment, dust, noise, and traffic hazards. Exposure to biohazards such as raw sewage, live sewer systems, Hypochlorite solutions (chlorine), sewer lift stations, human debris, drug paraphernalia; heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, pesticides and herbicides, equipment fuels and oils.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: PUBLIC WORKS SUPERVISOR
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 110 OR AS MAY BE AMENDED.

Description:
Elizabeth's Public Works Department has four in-house operations: (1) water production and distribution, (2) wastewater collection and treatment, (3) street maintenance, and (4) parks/grounds maintenance for certain Town owned facilities. The Public Works Supervisor requires vision, leadership, employee development, training, and direction of primarily the street maintenance operation within the Department, and secondarily all remaining in-house operations. Under the direction of the Public Works Assistant Director and the Public Works Director, perform project management related to street maintenance, construction, reconstruction, maintenance, and upkeep. Actively support and uphold the Town of Elizabeth's mission and values. Under the direction of Public Works Director serves the public works activities for the town. Provide professional, quality customer service to citizens within the Town of Elizabeth, through administration of the Public Works Department.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Serve as a representative of the Town of Elizabeth, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Oversee the directions of the Public Works Director's plans for the assigned activities.
- Review departmental programs and provide general leadership and direction.
- Report to and advise the Public Works Director on operational challenges.
- Becomes the next person of responsibility when the Director is unavailable (vacation, training, out of Town meetings, etc.)
- Maintains the Small Water and Small Wastewater Systems certification to assist in maintaining the Town ORC program. Therefore, limiting outside Operations contracts.

- Must be CDL certified to operate any over weighted hauling equipment (i.e., tandem end dump gross weight over 30,000 lbs.) on public streets.
- Must have heavy equipment operating experience along with minor repairs experience.
- Respond to business and resident calls in the absence of the Director.
- Overtime will be for emergency events only such as but not limited to snow removal, water and/or wastewater systems failures and staff coverage.
- Assist the Director for all water Red Tag deliveries and shutoff processes. (Limits Town liability and confrontations with Red Tag participants).
- Supervise the Directors delegation instructions for proper maintenance and operation of the Town of Elizabeth's Park system. Park Maintenance to assign and/or perform duties: Mowing, weed control, maintaining the irrigation system, weekly trash removal, repair park furniture and children's playground equipment, clean all sidewalks after the snow events, maintain all mowers and trimming equipment (oil changes, wear parts changed, belts etc.), This position is also responsible for reviewing / correcting any safety or danger issues that are in the playground or on the park grounds.
- Street Maintenance to assign and/or perform duties: clean storm drains, post/repair street signs, maintain street owned vegetation growth, maintain newly planted trees and plants, paint and maintain fire hydrant markers, remove the snow from all public owned properties (Town Hall, Police Department and Public Works). Operates the street cleaning equipment, trains entry level operators on the street sweeper, plow truck, and any other heavy equipment used for the street program.
- Supervise the Directors delegation instructions for proper maintenance and operations of the Town of Elizabeth's water distribution system. Water Systems Maintenance to assign and/or perform duties: Supervises on repairs and/or modifications to any well or water distribution systems. Reviews all daily record water systems instrumentations and chemical systems. Maintains the monthly DMR reports and all applicable reporting to the Colorado State Health Department. Maintains the system to comply or manage the system when not in compliance to the CDPHE expectations. Assists in repairs and/or modifications to any well or water distribution systems, record water system instrumentations daily, monitor chemical systems, labor work during resident curb stop/meter pit service cleaning and adjusting, cleaning gate valve boxes, exercising water gate valves, assisting in fire hydrant and mainline service repairs, read the monthly water meters.
- Supervise the Directors delegation instructions for proper maintenance and operations of the Town of Elizabeth's wastewater collection system. Maintaining the sewer systems: Will supervise on repairs and/or modifications to any wastewater systems, Reviews all daily record system instrumentations and chemical systems. Maintain monthly DMR reports and all applicable reporting to the Colorado State Health Department. Maintains the system to comply or manages the system when not in compliance to the CDPHE expectations. This Operator is also responsible for the on-call ORC during any sewer failure events, such as blockages that cause surface flow. Assist in repairs and/or modifications to any wastewater systems, record daily measuring instrumentations, monitor chemical systems, labor work during any service cleaning and adjusting, enter

and clean manholes, assisting mainline service repairs and post and maintain all manhole location markers.

- Maintaining the Public Works Department vehicle and heavy equipment fleet: Supervise and maintain the Public Works Department vehicle and heavy equipment training program: All Operators must have been trained by this Operator Level 3 Position and/or the Director. Maintain the equipment use log for the Directors review. Oversee oil changes, tire rotation, minor repairs, and major repairs, maintain/replace heavy equipment wear blades, all equipment are cleaned, and completed fleet check out document.
- Maintaining the Town Hall, Police Department and Public Works facilities: Town Hall – minor plumbing, minor electrical, water de-freezing under building, minor labor assistance for office staff, Holiday lighting/decorating, maintain interior "exit" signage lighting, yard mowing and irrigation system. Police Department – Minor labor assistance for office staff, Holiday lighting/decorating. Public Works – Maintain and clean building and yard.
- Assist in PWD staff safety meetings.
- Assist the Director during the inspection process to resolve problems from public complaints regarding streets and street right-of-way, water, wastewater, parks, and facilities.

Other Job Duties:

- Attend and participate in PWD staff safety meetings.
- Protect confidential information (both verbal and written) by preventing the unauthorized release of confidential or proprietary information which comes to the office in the normal course of municipal business.
- Counsels and gives advice to customers and the public.
- Perform other related duties as assigned.
- Upon the Directors approval Procurement duties for the Public Works Department operational materials.
- Supervise the Directors delegation instructions for Town Parade/Events.
- Assist in staff accident reporting.

Required Knowledge, Skills and Abilities:

Knowledge of -

- Heavy Equipment Operations and Maintenance.
- Small System understanding for Water and Wastewater.
- CDL applications
- Able to research the MUTCD for sign requirements.
- Pump and motor maintenance abilities.
- Understanding of water testing and lab results.
- Minor Welding applications.
- Minor Plumbing applications.

- Main line water repairs.
- Water Gate valve installation.
- Understanding of typical shop tool applications (saws, grinders, air compressor, drills, etc.)
- Minor electrical.
- Computer programs (Excel, Word, and internet fundamentals).
- Procuring Public Works Department supplies.

Ability to -

- Plan, organize, coordinate, assign and evaluate the work as instructed by the Director.
- Operate Heavy Equipment
- Repair machinery apparatuses by the welding method.
- Perform minor repairs for heavy equipment, motors, pumps, and fleet vehicles.
- Operate the computer and function with the Excel, Word, and internet fundamentals programs.
- Perform minor testing on electrical apparatuses.
- Communicate complex issues effectively, both orally and in writing.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Establish and maintain effective working relationships with other employees, representatives of other governmental agencies, and the public.
- Keep records and prepare clear and concise reports.
- In conjunction with the Director plan, forecast and justify operations, laboratory, and maintenance needs.

Skilled in –

- Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
- Utilizing problem-solving strategies.
- Providing high quality customer service.

Minimum qualifications:

- High School Diploma or GED equivalent, or three (3) years of same field experience.
- Minimum of one (1) years of previous work with significant public contact.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.
- At a minimum must possess, at time of employment and continuously throughout employment, a valid Colorado Class “C” driver’s license and
- Must have and maintain a CDL class “B” license or obtain one within six (6) months of employment.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

- Work non-standard hours such as evenings, weekends, and holidays.

Environmental and Physical Conditions:

Duties are performed in both an office environment and in the field. The employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak, and see to communicate with the public and with staff. Physical exertion may be required to climb stairs and over walls, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs. Subject to 24-hour call back for emergencies. There may be long endurance hours to finalize an emergency task.

Employee risks physical hazard from mechanical and electrical equipment, dust, noise, and traffic hazards. Exposure to biohazards such as raw sewage, live sewer systems, Hypochlorite solutions (chlorine), sewer lift stations, human debris, drug paraphernalia; heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, pesticides and herbicides, equipment fuels and oils.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: PUBLIC WORKS OPERATOR LEVEL 3
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 107 OR AS MAY BE AMENDED.

Description:
Actively support and uphold the Town of Elizabeth's mission and values. Under the direction of Public Works Director serves the public works activities for the Town. Provide professional, quality customer service to citizens within the Town of Elizabeth, through administration of the Public Works Department.

Duties:

- Serve as a representative of the Town of Elizabeth, demonstrating a positive attitude and display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Operate heavy equipment and assist with minor repairs on heavy equipment.
- Provide overtime services for emergency events such as but not limited to snow removal, water and/or wastewater systems failures and staff coverage.
- Park maintenance duties: Mowing, weed control, maintaining the irrigation system, weekly trash removal, repair park furniture and children's playground equipment, clean all sidewalks after the snow events, maintain all mowers and trimming equipment (oil changes, wear parts changed, belts etc.)
- Street maintenance duties: clean storm drains, post/repair street signs, maintain street owned vegetation growth, maintain newly planted trees and plants, paint and maintain fire hydrant markers, remove the snow from all public owned properties (Town Hall, Police Department and Public Works). Must be able to train to operate the street cleaning equipment, plow truck, and any other heavy equipment used for the street program.
- Water systems maintenance duties: Assisting on repairs and/or modifications to any well or water distribution systems (main lines). Report training all daily record water systems instrumentations and chemical systems on onsite forms. Assisting in repairs and/or modifications to any well or water distribution systems, record water system instrumentations daily, monitor chemical systems, labor work during resident curb stop/meter pit service cleaning and adjusting, cleaning gate valve boxes, exercising water

gate valves, assisting in fire hydrant and mainline service repairs, read the monthly water meters.

- Sewer systems maintenance duties: Assisting in repairs and/or modifications to any wastewater systems, record daily measuring instrumentations, monitor chemical systems, labor work during any service cleaning and adjusting, enter and clean manholes, assisting mainline service repairs and post and maintain all manhole location markers.
- Equipment maintenance duties on fleet and heavy equipment: oil changes, tire rotation, minor repairs, and major repairs, maintain/replace heavy equipment wear blades, all equipment are cleaned, and completed fleet check out document.
- Facility maintenance duties for the Town Hall, Police Department and Public Works facilities: Town Hall – minor plumbing, minor electrical, water de-freezing under building, minor labor assistance for office staff, Holiday lighting/decorating, maintain interior "exit" signage lighting, yard mowing and irrigation system. Police Department – Minor labor assistance for office staff, Holiday lighting/decorating. Public Works – Maintain and clean building and yard.
- Attend and participate in PWD staff safety meetings.
- Provide service needs for Town Parade/Events (barricades, trash, etc.)

Required Knowledge, Skills and Abilities:

Knowledge of –

- Safety equipment and protocols including personal protective gear, Material Safety Data Sheets/Safety Data Sheets, first aid and related safety.
- Use and maintenance of park equipment including mowers, weed-eaters, chain saws, and trimming equipment.
- Minor plumbing, electrical, carpentry, and related skills generally encountered in a residential or commercial setting.

Ability to –

- Work safely around potentially dangerous equipment, chemicals, biohazards, facilities, and processes which could cause significant bodily injury up to and including death.

Skilled in -

- Use of hand tools, powered tools, and specialized tools to complete duties as assigned.
- Use of light and heavy fleet equipment such as passenger vehicles, trucks, heavy trucks, tractors, and related vehicles.

Minimum qualifications:

- High School Diploma or GED equivalent.
- Minimum of four (4) years of previous work experience within the water and/or wastewater industry.

- At a minimum must possess, at time of employment and continuously throughout employment, a valid Colorado Class "B" (CDL) driver's license or obtain one within sixty (60) days of employment.
- Must hold and maintain a Level "B" Water Certification and a Level "A" Wastewater Certification within six (6) months of employment and kept current during all times of employment.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

Environmental and Physical Conditions:

Physical/Working Requirements:

Duties are primarily performed in the outdoor environment and shop environment. Physical effort is required to be performed primarily in an outdoor environment setting sustaining inclement temperatures. These required efforts can involve heavy manual labor in confined spaces and uncomfortable conditions; regular lifting/carrying/pushing or pulling heavy objects and equipment ranging in weight from 25 to 100 lbs.; flexibility of work hours requires weekend, holiday, and evenings. Subject to 24-hour call back for emergency conditions. There may be long endurance hours to finalize an emergency task.

Job Hazards/Risk Factors:

Employee risks physical hazard from mechanical and electrical equipment, dust, noise, and traffic hazards. Exposure to biohazards such as raw sewage, live sewer systems, Hypochlorite solutions (chlorine), sewer lift stations, human debris, drug paraphernalia; heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, pesticides and herbicides, equipment fuels and oils.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: PUBLIC WORKS OPERATOR LEVEL 2
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 106 OR AS MAY BE AMENDED.

Description:
Actively support and uphold the Town of Elizabeth's mission and values. Under the direction of Public Works Director serves the public works activities for the Town. Provide professional, quality customer service to citizens within in the Town of Elizabeth, through administration of the Public Works Department.

Duties:

- Serve as a representative of the Town of Elizabeth, demonstrating a positive attitude and display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Operate heavy equipment and assist with minor repairs on heavy equipment.
- Provide overtime services for emergency events such as but not limited to snow removal, water and/or wastewater systems failures and staff coverage.
- Park maintenance duties: Mowing, weed control, maintaining the irrigation system, weekly trash removal, repair park furniture and children's playground equipment, clean all sidewalks after the snow events, maintain all mowers and trimming equipment (oil changes, wear parts changed, belts etc.)
- Street maintenance duties: clean storm drains, post/repair street signs, maintain street owned vegetation growth, maintain newly planted trees and plants, paint and maintain fire hydrant markers, remove the snow from all public owned properties (Town Hall, Police Department and Public Works). Must be able to train to operate the street cleaning equipment, plow truck, and any other heavy equipment used for the street program.
- Water systems maintenance duties: Assisting on repairs and/or modifications to any well or water distribution systems (main lines). Report training all daily record water systems instrumentations and chemical systems on onsite forms. Assisting in repairs and/or modifications to any well or water distribution systems, record water system instrumentations daily, monitor chemical systems, labor work during resident curb stop/meter pit service cleaning and adjusting, cleaning gate valve boxes, exercising water

gate valves, assisting in fire hydrant and mainline service repairs, read the monthly water meters.

- Sewer systems maintenance duties: Assisting in repairs and/or modifications to any wastewater systems, record daily measuring instrumentations, monitor chemical systems, labor work during any service cleaning and adjusting, enter and clean manholes, assisting mainline service repairs and post and maintain all manhole location markers.
- Equipment maintenance duties on fleet and heavy equipment: oil changes, tire rotation, minor repairs, and major repairs, maintain/replace heavy equipment wear blades, all equipment are cleaned, and completed fleet check out document.
- Facility maintenance duties for the Town Hall, Police Department and Public Works facilities: Town Hall – minor plumbing, minor electrical, water de-freezing under building, minor labor assistance for office staff, Holiday lighting/decorating, maintain interior "exit" signage lighting, yard mowing and irrigation system. Police Department – Minor labor assistance for office staff, Holiday lighting/decorating. Public Works – Maintain and clean building and yard.
- Attend and participate in PWD staff safety meetings.
- Provide service needs for Town Parade/Events (barricades, trash, etc.)

Required Knowledge, Skills and Abilities:

Knowledge of –

- Safety equipment and protocols including personal protective gear, Material Safety Data Sheets/Safety Data Sheets, first aid and related safety.
- Use and maintenance of park equipment including mowers, weed-eaters, chain saws, and trimming equipment.
- Minor plumbing, electrical, carpentry, and related skills generally encountered in a residential or commercial setting.

Ability to –

- Work safely around potentially dangerous equipment, chemicals, biohazards, facilities, and processes which could cause significant bodily injury up to and including death.

Skilled in -

- Use of hand tools, powered tools, and specialized tools to complete duties as assigned.
- Use of light and heavy fleet equipment such as passenger vehicles, trucks, heavy trucks, tractors, and related vehicles.

Minimum qualifications:

- High School Diploma or GED equivalent.
- Minimum of two (2) years of previous work experience within the water and/or wastewater industry.

- At a minimum must possess, at time of employment and continuously throughout employment, a valid Colorado Class "B" (CDL) driver's license or obtain one within sixty (60) days of employment.
- Must hold and maintain a Level "D" Water Certification and a Level "C" Wastewater Certification within six (6) months of employment and kept current during all times of employment.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

Environmental and Physical Conditions:

Physical/Working Requirements:

Duties are primarily performed in the outdoor environment and shop environment. Physical effort is required to be performed primarily in an outdoor environment setting sustaining inclement temperatures. These required efforts can involve heavy manual labor in confined spaces and uncomfortable conditions; regular lifting/carrying/pushing or pulling heavy objects and equipment ranging in weight from 25 to 100 lbs.; flexibility of work hours requires weekend, holiday, and evenings. Subject to 24-hour call back for emergency conditions. There may be long endurance hours to finalize an emergency task.

Job Hazards/Risk Factors:

Employee risks physical hazard from mechanical and electrical equipment, dust, noise, and traffic hazards. Exposure to biohazards such as raw sewage, live sewer systems, Hypochlorite solutions (chlorine), sewer lift stations, human debris, drug paraphernalia; heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, pesticides and herbicides, equipment fuels and oils.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: PUBLIC WORKS OPERATOR LEVEL 1
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 105 OF AS MAY BE AMENDED

Description:
Actively support and uphold the Town of Elizabeth's mission and values. Under the direction of Public Works Director serves the public works activities for the Town. Provide professional, quality customer service to citizens within in the Town of Elizabeth, through administration of the Public Works Department.

Duties:

- Serve as a representative of the Town of Elizabeth, demonstrating a positive attitude and display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Operate heavy equipment and assist with minor repairs on heavy equipment.
- Provide overtime services for emergency events such as but not limited to snow removal, water and/or wastewater systems failures and staff coverage.
- Park maintenance duties: Mowing, weed control, maintaining the irrigation system, weekly trash removal, repair park furniture and children's playground equipment, clean all sidewalks after the snow events, maintain all mowers and trimming equipment (oil changes, wear parts changed, belts etc.)
- Street maintenance duties: clean storm drains, post/repair street signs, maintain street owned vegetation growth, maintain newly planted trees and plants, paint and maintain fire hydrant markers, remove the snow from all public owned properties (Town Hall, Police Department and Public Works). Must be able to train to operate the street cleaning equipment, plow truck, and any other heavy equipment used for the street program.
- Water systems maintenance duties: Assisting on repairs and/or modifications to any well or water distribution systems (main lines). Report training all daily record water systems instrumentations and chemical systems on onsite forms. Assisting in repairs and/or modifications to any well or water distribution systems, record water system instrumentations daily, monitor chemical systems, labor work during resident curb stop/meter pit service cleaning and adjusting, cleaning gate valve boxes, exercising water

gate valves, assisting in fire hydrant and mainline service repairs, read the monthly water meters.

- Sewer systems maintenance duties: Assisting in repairs and/or modifications to any wastewater systems, record daily measuring instrumentations, monitor chemical systems, labor work during any service cleaning and adjusting, enter and clean manholes, assisting mainline service repairs and post and maintain all manhole location markers.
- Equipment maintenance duties on fleet and heavy equipment: oil changes, tire rotation, minor repairs, and major repairs, maintain/replace heavy equipment wear blades, all equipment are cleaned, and completed fleet check out document.
- Facility maintenance duties for the Town Hall, Police Department and Public Works facilities: Town Hall – minor plumbing, minor electrical, water de-freezing under building, minor labor assistance for office staff, Holiday lighting/decorating, maintain interior "exit" signage lighting, yard mowing and irrigation system. Police Department – Minor labor assistance for office staff, Holiday lighting/decorating. Public Works – Maintain and clean building and yard.
- Attend and participate in PWD staff safety meetings.
- Provide service needs for Town Parade/Events (barricades, trash, etc.)

Required Knowledge, Skills and Abilities:

Knowledge of –

- Safety equipment and protocols including personal protective gear, Material Safety Data Sheets/Safety Data Sheets, first aid and related safety.
- Use and maintenance of park equipment including mowers, weed-eaters, chain saws, and trimming equipment.
- Minor plumbing, electrical, carpentry, and related skills generally encountered in a residential or commercial setting.

Ability to –

- Work safely around potentially dangerous equipment, chemicals, biohazards, facilities, and processes which could cause significant bodily injury up to and including death.

Skilled in -

- Use of hand tools, powered tools, and specialized tools to complete duties as assigned
- Use of light and heavy fleet equipment such as passenger vehicles, trucks, heavy trucks, tractors, and related vehicles.

Minimum qualifications:

- High School Diploma or GED equivalent.
- Minimum of one (1) years of previous work experience with significant public contact.
- At a minimum must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.

- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

- Must have and maintain a CDL class "B" license or obtain one within sixty (60) days of employment.
- At a minimum a Level "D" Water and Wastewater Certification must be obtained within one (1) year of employment and kept current during all times of employment.

Environmental and Physical Conditions:

Physical/Working Requirements:

Duties are primarily performed in the outdoor environment and shop environment. Physical effort is required to be performed primarily in an outdoor environment setting sustaining inclement temperatures. These required efforts can involve heavy manual labor in confined spaces and uncomfortable conditions; regular lifting/carrying/pushing or pulling heavy objects and equipment ranging in weight from 25 to 100 lbs.; flexibility of work hours requires weekend, holiday, and evenings. Subject to 24-hour call back for emergency conditions. There may be long endurance hours to finalize an emergency task.

Job Hazards/Risk Factors:

Employee risks physical hazard from mechanical and electrical equipment, dust, noise, and traffic hazards. Exposure to biohazards such as raw sewage, live sewer systems, Hypochlorite solutions (chlorine), sewer lift stations, human debris, drug paraphernalia; heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, pesticides and herbicides, equipment fuels and oils.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: CHIEF OF POLICE
DEPARTMENT: POLICE
REPORTS TO: TOWN ADMINISTRATOR
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: GRADE 117 OR AS MAY BE AMENDED.

Description:

Actively support and uphold the Town of Elizabeth and Elizabeth Police Department's mission and values. Under the direction of Town Administrator, supervise all law enforcement, animal control; provide professional, quality police protection for the citizens of Elizabeth, through administration of the Police Department.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Serve as a representative of the Town of Elizabeth, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Provides executive supervisory and technical assistance to subordinates; evaluates work performance; instructs subordinates and enforces departmental values, policies and procedures, answers questions and interprets new laws, ordinances, policies, etc.
- Attends meetings with citizens, personnel from other agencies and other communities and exercises the authority to make commitments for the Police Department.
- Responsible for police public relations and interagency coordination.
- Oversees hiring, training, motivation, evaluation, discipline, and direction of Police staff.
- Provides training, role modeling, counseling, other assistance, and works to develop leadership skills in subordinate supervisors.
- Supervise all police personnel, assess police performance, counsel departmental employees, approve and/or disapproves decisions of staff.
- Coordinate, document, and update community law enforcement services and programs.

- Develop and monitors departmental policies and procedures formulated based on relevant research.
- Responsible for police equipment, vehicles, and facilities.
- Oversee crime investigations.
- Supervise the preparation and administration of department budget, Attend Town Staff and Board of Trustee meetings, be dependable and always meet acceptable attendance requirements.
- Plan and organize activities of the department regarding utilization of personnel and equipment including training and emergency execution.
- May respond to emergency calls at own discretion as indicated by their seriousness.
- Follow all applicable safety rules and regulations.

Other Job Duties:

- Protect confidential information (both verbal and written) by preventing the unauthorized release of confidential or proprietary information, including information related to on-going investigations, internal investigations, requests for assistance, and information gathered in the course of duties related to NCIC, UCR/IBR.
- Counsels and gives advice to customers and the public; and
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of -

- The principles, practices and operating requirements of municipal government and law enforcement, including effective management skills regarding regulatory compliance and reporting, and budget, financial and project management.
- Applicable Federal, State, and Town laws and ordinances and departmental rules and regulations.
- Current law enforcement techniques and guidelines, for purposes of assisting, training, or instructing other personnel.
- Leadership principles and practices associated with managing, motivating, and developing staff.
- Assessment tools and the ability to evaluate the effectiveness of ongoing programs and the ability to develop refinements and/or corrective solutions; and
- Current technological capabilities and applications.

Ability to -

- Possess and maintain a valid Colorado Driver's License.
- Read and write the English language effectively.
- Follow both verbal and written instructions, and the ability to issue clear concise verbal and written instructions, and report operations both verbally, and in written form, to supervisors.

- Establish and maintain effective working relationships with a wide variety of people.
- React quickly and calmly while under stress.
- Exhibit imagination, initiative, and problem-solving capability in coping with a variety of law enforcement situations.
- Follow standard safety practices and procedures common to law enforcement work.
- Perform multiple tasks at relatively the same time.
- Perform work, which occasionally requires good physical conditioning.
- Establish and maintain effective working relationships with employees, other agencies, and the public

Skilled in –

- Demonstrated skill in the management of personnel and the ability to perform administrative functions consistent with senior level management.
- Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
- Skill and ability to learn and use various computer software applications including word processing, spreadsheet and CCIC/NCIC software.
- Utilizing problem-solving strategies.
- Using equipment necessary for police work, such as police car, radio, radar, laser, handgun, Taser, shotgun, rifle, and other weapons as required; emergency equipment, handcuffs, pager, cellular phone, personal computer, various computer software packages, first aid equipment, bicycle, and other equipment as assigned within the Department.

Minimum qualifications:

- May, upon a conditional offer of employment, be required to successfully pass a polygraph examination, a psychological examination, a physical exam and a credit and background check.
- Colorado P.O.S.T. certification as a Level 1 Peace Officer.
- Seven (7) years or increasingly responsible law enforcement supervisory and management experience with a minimum of three years in a supervisory position. Police Chief experience preferred.
- Bachelor's degree from an accredited college or university with major course work in police science, public administration, or a related field (e.g., F.B.I. Academy). Master's Degree preferred.
- Current basic first aid and CPR certification.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

Residency Requirement: Must be able to respond to Town of Elizabeth corporate limits within 30 minutes from residence.

Environmental and Physical Conditions:

Duties are primarily performed in an office environment but when in the field the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak, and see to communicate with the public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs. Subject to 24-hour call back for emergencies. Great mental ability is required daily.

Employee risks physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; high risk of civil litigation due to performance of duties.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: COMMANDER
DEPARTMENT: POLICE
REPORTS TO: CHIEF OF POLICE
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: GRADE 115 OR AS MAY BE AMENDED.

Description:

Performs a variety of technical, administrative, and supervisory tasks while directing the day-to-day law enforcement operations of the Town, including patrol, investigations, evidence, and records management.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Provides general supervisory and technical assistance to subordinates; evaluates work performance; instructs subordinates and enforces departmental values, policies and procedures, answers questions and interprets new laws, ordinances, policies, etc.
- Provides guidance and direction in critical situations and investigations.
- Attends meetings with citizens, personnel from other agencies and other communities and exercises the authority to make commitments for the Police Department.
- Conducts investigations involving citizens, suspect, or subordinates and is responsible for recommending discipline to the Chief of Police.
- Provides training, role modeling, counseling, other assistance, and works to develop leadership skills in subordinate supervisors.
- Leads and instructs Department personnel in community policing and problem-solving efforts.
- Makes independent decisions and performs effectively under stressful conditions.
- Identifies organizational training needs and ensures that they are addressed.
- Prepares and distributes written orders, correspondence, and procedures for his/her area of command.

- Facilitates community policing and problem solving; ensures the implementation of these principles and practices by all subordinates.
- Participates in the recruitment of commissioned and civilian employees, participates in interviews, conducts investigations on applicants and makes recommendations on hiring; also makes recommendations on internal promotions, selects personnel for special assignments, etc.
- Accompanies or represents the Chief at various meetings and functions.
- Prepares, maintains, and analyzes statistical data for department; compiles and prepares reports and submits them to the Chief and Deputy Chief for review.
- Assumes command of the department in the absence of the Chief of Police.

Other Job Duties:

- May be responsible for the duties of any of the subordinate positions he/she supervises.
- Performs related executive level duties like those encountered by the Chief of Police.
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of -

- Modern law enforcement principles, procedures, techniques, and equipment.
- Applicable Federal, State, and Town laws and ordinances and departmental rules and regulations.
- NCIC, UCR/IBR codes and their proper application.
- Methods of arrest.
- Legal liabilities associated with arrest, use of force, training, and law enforcement.
- Practices and procedures for emergency vehicle operation.
- Specialized equipment such as that needed to document field sobriety tests, radar, radio, camera, finger printing, evidence collection, etc.
- Hazardous waste classifications and emergency procedures.
- Principles of supervision.
- Principles of law enforcement administration.
- Investigative procedures and practices.
- Court room procedures and laws of evidence.

Ability to -

- Possess and maintain a valid Colorado Driver's License.
- Read and write the English language effectively.
- Follow both verbal and written instructions, and the ability to issue clear concise verbal and written instructions, and report operations both verbally, and in written form, to supervisors.
- Establish and maintain effective working relationships with a wide variety of people.
- React quickly and calmly while under stress.

- Exhibit imagination, initiative, and problem-solving capability in coping with a variety of law enforcement situations.
- Follow standard safety practices and procedures common to law enforcement work.
- Perform multiple tasks at relatively the same time.
- Perform work, which occasionally requires good physical conditioning.
- Establish and maintain effective working relationships with employees, other agencies, and the public

Skilled in -

Using equipment necessary for police work, such as police car, radio, radar, laser, handgun, Taser, shotgun, rifle, and other weapons as required; emergency equipment, handcuffs, pager, cellular phone, personal computer, various computer software packages, first aid equipment, bicycle, and other equipment as assigned.

Minimum qualifications:

- May, upon a conditional offer of employment, be required to successfully pass a polygraph examination, a psychological examination, a physical exam and a credit and background check.
- Colorado P.O.S.T. certification as a Level 1 Peace Officer.
- Five (5) years or increasingly responsible law enforcement supervisory experience with a minimum of three (3) years in a supervisory position.
- An Associate Degree from an accredited college or university with major course work in police science, public administration, or a related field. A Bachelor's Degree is preferred.
- Current basic first aid and CPR certification.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

Residency Requirement: Must be able to respond to Town of Elizabeth corporate limits within 30 minutes from residence.

Environmental and Physical Conditions:

Duties include an office environment, but when in the field, the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak, and see to communicate with the public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods

of time; move/push/pull or lift heavy objects exceeding 50 lbs. Subject to 24-hour call back for emergencies. Great mental ability is required daily.

Employee risks physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; high risk of civil litigation due to performance of duties.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: SERGEANT
DEPARTMENT: POLICE
REPORTS TO: COMMANDER OR CHIEF OF POLICE AS INSTRUCTED
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 113 OR AS MAY BE AMENDED.

Description:

The purpose of this position is to supervise law enforcement patrol and investigative personnel and activities, and patrol the Town to protect life and property, under the direction and supervision of the Commander and the Chief of Police.

Duties:

- Supervise and recommend selection, transfer, discipline, scheduling, and training of subordinates.
- Provide periodic and continuing formal and informal evaluation of subordinate personnel (including counseling as a means of improving individual job performance).
- Assist subordinates in the establishment of work-related goals and objectives.
- Review reports, records, and cases submitted to ensure accuracy, completeness, and thoroughness.
- Prepare and present briefing to police officers going on-duty.
- Assign specific work or watch assignments to include patrol districts, vehicles, and/or equipment.
- Relay and explain orders and written directives.
- Solve law enforcement and community service problems.
- Direct officers in community policing and problem-solving techniques.
- Prepare justification for specific budgetary items and make recommendations for annual division budget as assigned.
- Identifies and recommends improvements in divisional and departmental operations to ensure support functions are efficient and cost effective.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents.
- Conduct investigations into allegations of misconduct made by citizens or received from other sources.

- Continuously audit operations of the unit and its members to determine compliance with department directives and initiate corrective actions when necessary to insure effective community policing.
- Testify during criminal trials, civil trials, and various types of hearings as required.
- Write effectively and prepare a variety of written reports for staff, letters to citizens or other agencies, and related communication.
- Facilitate problem-solving activities between unit members, the public, and other involved agencies.
- Interact with staff, subordinates, citizens, and other agencies in a manner that encourages effective communications.
- All essential and peripheral duties and responsibilities of a Police Officer (see Police Officer Job Description).
- May be responsible for command of the department in the absence of the Chief of Police.

Other Job Duties:

- Coordinates activities with other officers, agencies, citizens, businesses, organizations or groups to make efficient use of resources.
- May be required to perform all the duties required of a Police Officer.
- Performs other related duties as assigned by supervisor

Required Knowledge, Skills and Abilities:

Knowledge of -

- Modern police principles, procedures, techniques and equipment; and
- Human nature, human problems and problem-solving methods.

Ability to -

- Possess and maintain a valid Colorado Driver's License.
- Read and write the English language effectively.
- Follow both verbal and written instructions, and the ability to issue clear concise verbal and written instructions, and report operations both verbally, and in written form, to supervisors.
- Establish and maintain effective working relationships with a wide variety of people.
- React quickly and calmly while under stress.
- Learn geographical locations, report forms, procedures, and methods necessary for police work.
- Function effectively over a long period of time and under a variety of conditions.
- Perform multiple tasks at relatively the same time.
- Perform work, which occasionally requires good physical conditioning.

Skilled in –

Using equipment necessary for police work, such as police car, radio, radar, laser, handgun, Taser, shotgun, rifle and other weapons as required; emergency equipment, handcuffs, pager, cellular phone, personal computer, various computer software packages, first aid equipment, bicycle, and other equipment as assigned.

Minimum qualifications:

- May, upon a conditional offer of employment, be required to successfully pass a polygraph examination, a psychological examination, a physical exam and a credit and background check.
- Colorado P.O.S.T. certification as a Level 1 Peace Officer.
- Five (5) years full-time law enforcement experience.
- An Associate Degree in law enforcement, criminal justice or related field.
- Current basic first aid and CPR certification.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.
- Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

Residency Requirement: Must be able to respond to Town of Elizabeth corporate limits within 30 minutes from residence.

Environmental and Physical Conditions:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in outside conditions. The employee is occasionally exposed to wet and humid conditions, hot and/or cold conditions, or airborne particles. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

While performing the duties of this job, the employee may encounter hostile individuals' intent on causing them serious bodily injury or death. As first responder the employee may be subjected to a variety of hazardous environments where the danger or hazard faced was not known originally known at the time of dispatch or arrival.

- Sit, stand, talk, hear, understand and be understood, communicate clearly and effectively.
- Talk on the radio while driving or while out of the vehicle.
- Write while driving or while out of vehicle.
- Observe activity around the vehicle while driving and react to that activity appropriately.

- Operate radar or other equipment while driving and while out of the vehicle.
- Adjust to varied hours and sleep patterns.
- Function effectively in a wide variety of weather conditions, adapt to changing conditions, assignments, functions, or other changes.
- See clearly, function fully in darkness and daylight, close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and hear effectively without the assistance of a device.
- Use hands, fingers, arms, legs, and body, feel objects and manipulate them, operate tools and equipment effectively, use computers for word processing and data entry, use hands to finger, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste, smell, etc.
- Run far enough to catch, subdue, and arrest fleeing persons suspected of committing a crime.
- Physically wrestle, struggle, fight, restrain or otherwise subdue/restrain uncooperative people of various abilities, strength and/or quickness to rescue endangered persons, or physically separate individuals who are fighting, or preparing to fight.
- Effectively function for extended periods of time with little rest.
- Meet a required level of proficiency with some tools or equipment used in policing, such as: vehicles, firearms, defensive weapons, radio, computer, radar, Intoxilyzer, etc.
- Lift and/or move objects weighing 100 pounds or more, including the limp body of a person.
- Climb a ladder, over a fence, over other obstacles, or climb to a roof.
- Jump over obstacles, over ditches and negotiate passage through difficult terrain or areas.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: CORPORAL
DEPARTMENT: POLICE
REPORTS TO: SERGEANT OR CHIEF OF POLICE AS INSTRUCTED
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 111 OR AS MAY BE AMENDED.

Description:

The purpose of this position is to supervise law enforcement patrol and investigative personnel and activities, and patrol the Town to protect life and property, under the direction and supervision of the Commander and the Chief of Police.

Duties:

- Assist subordinates in the establishment of work-related goals and objectives.
- Review reports submitted to ensure accuracy, completeness, and thoroughness.
- Prepare and present briefing to police officers going on-duty.
- Relay and explain orders and written directives.
- Solve law enforcement and community service problems.
- Direct officers in community policing and problem-solving techniques.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents.
- Continuously audit operations of the unit and its members to determine compliance with department directives.
- Testify during criminal trials, civil trials, and various types of hearings as required.
- Write effectively and prepare a variety of written reports for staff.
- Facilitate problem-solving activities between unit members.
- Interact with staff, subordinates, citizens, and other agencies in a manner that encourages effective communications.
- All essential and peripheral duties and responsibilities of a Police Officer (see Police Officer Job Description).

Other Job Duties:

- Coordinates activities with other officers to make efficient use of resources.

- May be required to perform all the duties required of a Police Officer.
- Performs other related duties as assigned by supervisor

Required Knowledge, Skills and Abilities:

Knowledge of -

- Modern police principles, procedures, techniques, and equipment; and
- Human nature, human problems, and problem-solving methods.

Ability to -

- Possess and maintain a valid Colorado Driver's License.
- Read and write the English language effectively.
- Follow both verbal and written instructions, and the ability to issue clear concise verbal and written instructions, and report operations both verbally, and in written form, to supervisors.
- Establish and maintain effective working relationships with a wide variety of people.
- React quickly and calmly while under stress.
- Learn geographical locations, report forms, procedures, and methods necessary for police work.
- Function effectively over a long period of time and under a variety of conditions.
- Perform multiple tasks at relatively the same time.
- Perform work, which occasionally requires good physical conditioning.

Skilled in –
Using equipment necessary for police work, such as police car, radio, radar, laser, handgun, Taser, shotgun, rifle, and other weapons as required; emergency equipment, handcuffs, pager, cellular phone, personal computer, various computer software packages, first aid equipment, bicycle, and other equipment as assigned.

Minimum qualifications:

- May, upon a conditional offer of employment, be required to successfully pass a polygraph examination, a psychological examination, a physical exam and a credit and background check.
- Colorado P.O.S.T. certification as a Level 1 Peace Officer.
- A minimum of two (2) years full-time law enforcement experience.
- Current basic first aid and CPR certification.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Special Requirements:

Residency Requirement: Must be able to respond to Town of Elizabeth corporate limits within 30 minutes from residence.

Environmental and Physical Conditions:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in outside conditions. The employee is occasionally exposed to wet and humid conditions, hot and/or cold conditions, or airborne particles. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

While performing the duties of this job, the employee may encounter hostile individuals' intent on causing them serious bodily injury or death. As first responder the employee may be subjected to a variety of hazardous environments where the danger or hazard faced was not known originally known at the time of dispatch or arrival.

- Sit, stand, talk, hear, understand, and be understood, communicate clearly and effectively.
- Talk on the radio while driving or while out of the vehicle.
- Write while driving or while out of vehicle.
- Observe activity around the vehicle while driving and react to that activity appropriately.
- Operate radar or other equipment while driving and while out of the vehicle.
- Adjust to varied hours and sleep patterns.
- Function effectively in a wide variety of weather conditions, adapt to changing conditions, assignments, functions, or other changes.
- See clearly, function fully in darkness and daylight, close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and hear effectively without the assistance of a device.
- Use hands, fingers, arms, legs, and body, feel objects, and manipulate them, operate tools and equipment effectively, use computers for word processing and data entry, use hands to finger, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste, smell, etc.
- Run far enough to catch, subdue, and arrest fleeing persons suspected of committing a crime.
- Physically wrestle, struggle, fight, restrain or otherwise subdue/restrain uncooperative people of various abilities, strength and/or quickness to rescue endangered persons, or physically separate individuals who are fighting, or preparing to fight.
- Effectively function for extended periods of time with little rest.
- Meet a required level of proficiency with some tools or equipment used in policing, such as: vehicles, firearms, defensive weapons, radio, computer, radar, Intoxilyzer, etc.
- Lift and/or move objects weighing 100 pounds or more, including the limp body of a person.

- Climb a ladder, over a fence, over other obstacles, or climb to a roof.
- Jump over obstacles, over ditches and negotiate passage through difficult terrain or areas.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: POLICE OFFICER
DEPARTMENT: POLICE
REPORTS TO: SERGEANT
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 108 OR AS MAY BE AMENDED.

Description:

This is a sworn, safety-sensitive position, exercising a high degree of discretion, trust, and confidence, performing skilled police work. The duties involve police patrol, criminal investigations, traffic enforcement, related law enforcement activities, and a wide variety of community services. Police Officers work in partnership with the community to identify and resolve issues of concern, provide public safety, service to the community in emergencies, and maintain peace, safety, and order. Police Officers must exercise considerable judgement, initiative, and skill in a variety of situations and must be able to act without direct supervision in completing work. Duties are carried out under established organizational values, policies, procedures, and the laws of the Town, the State of Colorado, and the United States of America.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Patrols a designated area on an assigned shift; preserves law and order; prevents or discovers crime, apprehends criminals or offenders, and enforces traffic laws.
- Responds to a wide variety of issues, including traffic regulation activities, criminal investigations, first aid, prevention and detection of crime, arrest, maintenance of order, public service, and other issues.
- Applies knowledge, reason, and judgment to make prompt, effective decisions after evaluating alternative courses of action.
- Observes, listens, and analyzes activities in a wide variety of situations, makes valid assessments of relevant issues, problems, and potential solutions.

- Communicates effectively with a wide variety of people, both verbally and in writing, under varied circumstances. Listens, understands, and resolves problems, communicates assertively to bring control to a situation when required.
- Investigates, gathers evidence, and interviews relevant persons, makes arrests when required, takes necessary police action, prepares reports and cases for prosecution, and testifies in court.
- Acts with sensitivity to the feelings of others, does not contribute to antagonism, interacts effectively with diverse groups, calms emotional people, acts courteous/respectful, and uses good customer service skills.
- Establishes and maintains effective working relationships, works closely with others, accepts constructive criticism, learns & improves, corrects mistakes, and acts effectively as part of a team.
- Maintains self-control under stress, performs effectively, exercises restraint when verbally or physically abused, uses only necessary & reasonable force, and does not retaliate.
- Maintains a level of physical fitness, which meets all potential physical demands of policing and completing job responsibilities successfully.
- Regularly interacts with citizens to identify issues of concern, works together with them to resolve those concerns, facilitates community problem solving, takes enforcement action when appropriate.
- Involves members of the community in identifying issues, setting priorities, responding to concerns, and assessing the effectiveness of those responses.
- Performs public safety functions at community events that attract crowds, such as: parades, fairs, and athletic events.
- Inspects and maintains police related equipment, facilities, and uniforms to ensure proper function, use, and appearance; and
- Complies with all organizational values, polices, procedures, philosophies, and all verbal and written instructions

Other Job Duties:

- Coordinates activities with other officers, agencies, citizens, businesses, organizations, or groups to make efficient use of resources.
- Participates with others on work groups or committees to accomplish necessary additional tasks (i.e., F.T.O., K9, range officer, D.R.E., bicycle patrol, school resource officer, narcotics investigator, detective, administrative officer, business associations, neighborhood groups), and instructor level knowledge in law enforcement related skills.
- Performs other related duties as assigned by supervisor.

Required Knowledge, Skills and Abilities:

Knowledge of -

- Knowledge of modern police principles, procedures, techniques, and equipment.

- Knowledge of human nature, human problems, and problem-solving methods.

Ability to -

- Read and write the English language effectively.
- Follow both verbal and written instructions, and the ability to issue clear concise verbal and written instructions, and report operations both verbally, and in written form, to supervisors.
- Communicate, solve problems, and the ability to pass all phases of the selection process for Police Officer.
- Establish and maintain effective working relationships with a wide variety of people.
- React quickly and calmly while under stress.
- Learn geographical locations, report forms, procedures, and methods necessary for police work.
- Function effectively over a long period of time and under a variety of conditions.
- Perform multiple tasks at relatively the same time; and
- Perform work, which occasionally requires good physical conditioning

Skilled in –
Using equipment necessary for police work, such as police car, radio, radar, laser, handgun, Taser, shotgun, rifle, and other weapons as required; emergency equipment, handcuffs, pager, cellular phone, personal computer, various computer software packages, first aid equipment, bicycle, and other equipment as assigned.

Minimum qualifications:

- Upon a conditional hiring offer, successfully pass a polygraph examination, a psychological examination, a physical exam and a credit and background check
- Colorado P.O.S.T. certification as a Level 1 Peace Officer.
- An associate degree in law enforcement, criminal justice, or related field.
- Current basic first aid and CPR certification.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class “C” driver’s license.

Special Requirements:

Residency Requirement: Must be able to respond to Town of Elizabeth corporate limits within 30 minutes from residence.

Environmental and Physical Conditions:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of

this job, the employee frequently works in outside conditions. The employee is occasionally exposed to wet and humid conditions, hot and/or cold conditions, or airborne particles. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

While performing the duties of this job, the employee may encounter hostile individuals' intent on causing them serious bodily injury or death. As first responder the employee may be subjected to a variety of hazardous environments where the danger or hazard faced was not known originally known at the time of dispatch or arrival.

- Sit, stand, talk, hear, understand, and be understood, communicate clearly and effectively.
- Talk on the radio while driving or while out of the vehicle.
- Write while driving or while out of vehicle.
- Observe activity around the vehicle while driving and react to that activity appropriately.
- Operate radar or other equipment while driving and while out of the vehicle.
- Adjust to varied hours and sleep patterns.
- Function effectively in a wide variety of weather conditions, adapt to changing conditions, assignments, functions, or other changes.
- See clearly, function fully in darkness and daylight, close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and hear effectively without the assistance of a device.
- Use hands, fingers, arms, legs, and body, feel objects, and manipulate them, operate tools and equipment effectively, use computers for word processing and data entry, use hands to finger, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, taste, smell, etc.
- Run far enough to catch, subdue, and arrest fleeing persons suspected of committing a crime.
- Physically wrestle, struggle, fight, restrain or otherwise subdue/restrain uncooperative people of various abilities, strength and/or quickness to rescue endangered persons, or physically separate individuals who are fighting, or preparing to fight.
- Effectively function for extended periods of time with little rest.
- Meet a required level of proficiency with some tools or equipment used in policing, such as: vehicles, firearms, defensive weapons, radio, computer, radar, Intoxilyzer, etc.
- Lift and/or move objects weighing 100 pounds or more, including the limp body of a person.
- Climb a ladder, over a fence, over other obstacles, or climb to a roof.
- Jump over obstacles, over ditches and negotiate passage through difficult terrain or areas

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: CODE ENFORCEMENT / COMMUNITY SERVICES OFFICER
DEPARTMENT: POLICE
REPORTS TO: CHIEF OF POLICE/COMMANDER
EMPLOYMENT STATUS: PART-TIME (UP TO 30 HOURS PER WEEK)
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 106 OR AS MAY BE AMENDED.

Description:

As a civilian member of the Elizabeth Police Department, performs enforcement and administrative duties, regarding established municipal codes associated with animal control, weed abatement, traffic control, trash and snow removal, and abandoned/wrecked vehicles. As a civilian representative of the Elizabeth Police Department, the Community Services Officer must exercise independent judgment, initiative, and skill, and may work without direct supervision. Duties are carried out under established organizational values, policies, and procedures, and under the laws of the Town of Elizabeth.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Performs patrol throughout the Town to locate, apprehend and impound stray animals running at large.
- Responds to and investigates citizen complaints of stray animals, animal nuisances or reported abuse or negligence.
- Transports apprehended animals to the animal shelter or to local veterinary medical facilities in the case of injury or neglect.
- Enforces established Town weed control, tree trimming, trash and snow removal and abandoned/wrecked vehicle ordinances by contacting and educating citizens, issuing warning tickets and summonses, and testifying in court as required.
- Accurately and thoroughly prepares and maintains a variety of reports, records, and logs that record daily activities and incidents and provides backup and follow-up records when needed.
- Responds to calls from other departments or the public regarding ordinance infractions

Other Job Duties:

- Addresses questions from the public and/or directs the inquiry to the appropriate department; and
- Performs other related duties and special projects as assigned by ordinance and/or the Chief of Police and other Department Head.

Required Knowledge, Skills and Abilities:

Knowledge of -

- Enforcement of municipal ordinances and animal control principles, procedures, and practices.
- Government regulation and the ability to read, interpret, apply, and communicate the requirements of selected provisions, codes, and regulations.
- Excellent customer service skills.
- Interpersonal and organizational skills, tact, and ability to resolve problems and manage conflict.

Ability to -

- Work independently and exhibit skills in organization and professional level services.
- Respond calmly and effectively in stressful situations.
- Adhere to the laws, policies, and ethics of confidentiality.
- Handle animals effectively and perform physical tasks associated with the assignment.
- Write effective and comprehensive reports.
- Utilize problem-solving strategies.
- Establish and maintain effective working relations with employees, supervisors, other organizations, and the public.

Skilled in –
Motor vehicle, police radio, cellular phone, personal computer, various computer software packages, first aid equipment, and other equipment as assigned.

Minimum qualifications:

- High school diploma or GED equivalent.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license. May be required to obtain a Commercial Driver's License (CDL) to operate City equipment and/or vehicles.
- Animal Control Certificate within one (1) year of hire.
- A minimum of two (2) years of experience in a similar position with a demonstrated ability to work with and handle animals safely.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Environmental and Physical Conditions:

Work is performed under the following conditions:

Duties require ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as outdoor conditions, temperature variations and extremes, odors, wild animals including bats, snakes etc., potential violence, irate individuals, and disease, may cause some discomfort and where there is a risk of injury. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Physical exertion present due to occasional bending, twisting, walking, standing, reaching, and kneeling. Must carry/lift/push or pull loads of up to 50 lbs.

Employee's Signature	Supervisor's Signature
Date	Date

JOB DESCRIPTION

TITLE: OFFICE MANAGER/RECORDS MANAGER
DEPARTMENT: POLICE
REPORTS TO: CHIEF OF POLICE
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY RANGE: GRADE 109 OR AS MAY BE AMENDED.

Description:

As a civilian member of the Elizabeth Police Department, the Office Manager/Records Manager primary function is to perform a variety of highly responsible administrative, clerical, and secretarial support to the entire department. This position is responsible for assisting in planning, organizing, and coordinating support activities, operations and functions related to the department. In addition, the person in this position may provide information and assistance to staff and the public. This position is also accountable for the managing of the records and reports for the department, and the associated computer system for all department records.

Duties:
*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Verify and review forms and case reports for completeness and conformance with established regulations and procedures; apply specialized knowledge of departmental and program policies and procedures in determining completeness of applications, records, and files.
- Process all reports and attachments, forward to the appropriate office or individual, file, and enter computer system.
- Responsible for all entries in our CCSS software system (i.e., NIBRS, Traffic Accidents/Case Reports/Stats, etc.)
- Complete the monthly crime reports and distribute them in a timely fashion to federal and state agencies as required; and
- Maintaining the department's computer system by updating files with new data and purging unnecessary data

- Coordinate case reports & prepare summons with the District Attorney's Office, South Metro Drug Task Force, Town Hall, and other various agencies.
- Process all summons, parking violations, traffic accident reports and work with Court Clerk with the processing of these forms.
- Prepare copies of various reports for delivery to agencies and the public.
- Log and prepare summons and case reports to be delivered to Municipal Court and Elbert County Court.
- Release copies of reports requested by citizens, officers, attorneys, and other agencies.
- Bookkeeping duties to include preparing and reviewing payroll for the entire staff and work with the Town Clerk in processing payroll; balance and authorize petty cash use for the department; track and balance all incoming cash and send to the Town Clerk for deposit.
- Answer phones and take messages or transfer to voicemail.
- Order supplies and assist in maintaining all office machines.
- Distribute incoming mail to the various staff members and prepare outgoing mail.
- Assist the public, Town Hall staff, deputies, agencies, sales, and repair people, etc.
- Filing and updating of various forms.
- Track cases for staff members.
- Perform a variety of Data entry functions for the department (i.e., updating employee information, business information, etc.)
- Process Counter/Cold Accident Reports and limited types of other reports from citizens.

Other Job Duties:

- Act as Victim's Advocate and exercise supervision over volunteers.
- At the end of the fiscal year, set up new binders for various projects for the new fiscal year.
- Fingerprint citizens as Colorado State Statute directs, and send fingerprints to CBI, as necessary.
- Seal and expunge records pursuant to court orders.
- Other duties as assigned by immediate supervisor and/or Chief of Police

Required Knowledge, Skills and Abilities:

Knowledge of -

- The principles and techniques of business office practices, terminology and procedures, organization methods and functions, records management, budget, and basic accounting.
- The technology and appropriate word processing, spreadsheet, Internet, and database software.
- Assigned voice recording equipment and the protocol, transcription, and procedures.

Ability to -

- Possess and maintain a valid Colorado Driver's License.
- Read and write the English language effectively and the ability to write effective and comprehensive reports.
- Follow both verbal and written instructions, and the ability to issue clear concise verbal and written instructions, and report operations both verbally, and in written form, to supervisors.
- Perform multiple tasks at relatively the same time.
- Ability to establish and maintain effective working relations with employees, supervisors, other organizations, and the public; and
- Maintain the confidentiality of information obtained from the day-to-day operations of the department

Skilled in –

Operation of a motor vehicle, police radio, cellular phone, personal computer, various computer software packages, first aid equipment, and other equipment as assigned. Proficiency in Microsoft Office Suite preferred.

Minimum qualifications:

- High School Diploma or GED equivalent.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.
- Proficiently operate clerical equipment (i.e., multi-line phone, computer, copy machine, fax machine, postage machine, etc.)
- Requires a minimum of three (3) years of support experience in a demanding business environment.
- Law Enforcement Experience and Record Experience Desired.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.

Environmental and Physical Conditions:

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment (including a computer); sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion present due to occasional bending, twisting, walking, standing, reaching, and kneeling. Must be able to handle stressful situations, attend some evening meetings and travel to off-site facilities to administer training or examinations. Must carry/lift/push or pull loads of up to 25lbs.

Employee’s Signature	Supervisor’s Signature
Date	Date

March 22, 2022

Management Team Updates

Town Clerk – Michelle Oeser

- I have been invited to participate in mock employment interviews with Elbert High School Students. Mock interviews will take place on April 21st.
- Harmony is taking a course in Records Management and will earn her certification once the class is completed. Harmony is doing an outstanding job maintaining the town records.
- Allison has taken on the task of being our forms "specialist'. Allison will be designing and updating Town forms, hard copy as well as online fillable forms. She is also adding forms to the Caselle program for business licenses and if possible, dog licenses.
- Brian is working diligently with the audit team to complete the 2021 audit. Things should go smoothly with all the work he has put into making sure everything is recorded as it should be.
- Upcoming Board Workshops
    1. March 22, 2022 – 6:00 pm. – ARPA Funds discussion
    2. April 12, 2022 – 5:20-6:00 – Senior Center
    3. April 12, 2022 – 6:00-7:00 – Awards Presentation
    4. April 26, 2022 – 5:00 pm. – Joint Board(s) and Commissions work session
- Discussion on Board headshot choices.

Police – Chief Melvin Berghahn

- See attached Stats

Public Works and Utilities – Mike DeVol

- No Report

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2022

GENERAL FUND

ASSETS

10-100001	CASH IN COMBINED CASH FUND	1,901,119.39	
10-101000	PETTY CASH	200.00	
10-101100	PETTY CASH- POLICE DEPT	100.00	
10-102200	CONSERVATION TRUST FUND	99,404.50	
10-110000	PROPERTY TAXES RECEIVABLE	30,009.65	
10-115000	ACCOUNTS RECEIVABLE	290,728.81	
	TOTAL ASSETS		2,321,562.35

LIABILITIES AND EQUITY

LIABILITIES

10-201000	ACCRUED SALARIES PAYABLE	30,451.33	
10-202000	ACCOUNTS PAYABLE	37,600.15	
10-202202	OJW/WARRANT FEE DUE TO DMV	43.98	
10-202203	PERFORMANCE BONDS PAYABLE	65,714.39	
10-202300	AP TO ELBERT CO.--BLGUTX SHARE	1,488.50	
10-202400	AR- REIMB EXP- MISC	5.00	
10-217100	FPPA CONTRIBUTIONS PAYABLE	4,981.63	
10-217200	SOC SEC TAXES PAYABLE	4,847.46	
10-217201	MEDICARE TAXES PAYABLE	1,780.60	
10-217300	FED'L WITHHOLDING TAXES PAYABL	6,250.65	
10-217400	STATE WITHHOLDING TAXES PAYABL	4,734.00	
10-217500	HEALTH INSURANCE PAYABLE	(247.82)	
10-217501	PRETAX SUPPLEMENTAL INSURANCE	107.03	
10-217502	AFTER TAX SUPPLEMENTAL INS	19.89	
10-217600	UNEMPLOYMENT INSURANCE PAYABLE	314.39	
10-217601	HEALTH SAVINGS PAYABLE	20.00	
10-217603	WORKERS' COMP. INS. PAYABLE	17,257.70	
10-217700	GARNISHMENT PAYABLE	580.65	
10-219000	457 CONTRIBUTIONS PAYABLE	2,334.37	
10-250004	CLODEVEL.DEP.-737PINERIDGEANN/	(2,895.63)	
10-250022	LENNAR	(19,071.14)	
10-250038	COUNTRYSIDE VILLAGE	(1,726.02)	
10-250039	SCARLETT CREEK SUBDIVISION	80.04	
10-250041	MAIN STREET STATION	(240.79)	
10-250042	ELIZABETH WEST ZONING	(28,854.70)	
10-250045	ELIZABETH 44	(1,272.09)	
10-250047	RITORO PLAT AMENDMENT	(1,417.27)	
10-250048	DAIRY QUEEN SITE PLAN	161.00	
10-250049	SPRADLING CAR WASH	(5,691.35)	
10-250051	HENDERSON REPLAT	461.05	
10-250052	ABRAHAM REZONE	513.23	
10-250053	LEGACY VILLAGE FILINGS 1 & 2	(13,756.58)	
10-250054	ZIGGY'S COFFEE	(264.50)	
10-250055	CLEARY BUILDING	935.17	
10-250057	ANNA'S CAR WASH IGA	(192.00)	
	TOTAL LIABILITIES		105,052.32

FUND EQUITY

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2022

GENERAL FUND

10-280000	FUND BALANCE		2,239,291.43	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(22,781.40)		
	BALANCE - CURRENT DATE		(22,781.40)	
	TOTAL FUND EQUITY			2,216,510.03
	TOTAL LIABILITIES AND EQUITY			2,321,562.35

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	TAX					
10-31-1000	CURRENT PROPERTY TAXES	23,325.26	23,325.26	710,786.00	687,460.74	3.3
10-31-2000	SPECIFIC OWNERSHIP TAX	7,150.90	7,150.90	105,000.00	97,849.10	6.8
10-31-3100	1% NON-TABOR SALES TAX	67,323.11	67,323.11	893,750.00	826,426.89	7.5
	TOTAL TAX	97,799.27	97,799.27	1,709,536.00	1,611,736.73	5.7
	LICENSES & PERMITS					
10-32-1000	FRANCHISE TAX	.00	.00	75,000.00	75,000.00	.0
10-32-2000	BUILDING PERMIT	4,533.21	4,533.21	150,000.00	145,466.79	3.0
10-32-3000	OTHER LICENSES, FEES AND CHG	2,261.37	2,261.37	30,000.00	27,738.63	7.5
	TOTAL LICENSES & PERMITS	6,794.58	6,794.58	255,000.00	248,205.42	2.7
	INTERGOVERNMENTAL					
10-33-2000	CIGARETTE TAX	1,028.03	1,028.03	5,500.00	4,471.97	18.7
10-33-3000	CONSERVATION TRUST FUND	.00	.00	8,500.00	8,500.00	.0
	TOTAL INTERGOVERNMENTAL	1,028.03	1,028.03	14,000.00	12,971.97	7.3
	SOURCE 34					
10-34-1000	GRANTS	.00	.00	226,807.00	226,807.00	.0
	TOTAL SOURCE 34	.00	.00	226,807.00	226,807.00	.0
	EARMARKED FUNDS / MISCELLANEOU					
10-36-1000	INTEREST	425.26	425.26	2,500.00	2,074.74	17.0
10-36-3100	FINES AND FOREFEITURES	7,506.52	7,506.52	70,000.00	62,493.48	10.7
10-36-4000	PUBLIC IMPROVEMENT FEE	53,049.81	53,049.81	665,000.00	611,950.19	8.0
10-36-7000	POLICE REVENUE	105.00	105.00	35,000.00	34,895.00	.3
	TOTAL EARMARKED FUNDS / MISCELLANEOU	61,086.59	61,086.59	772,500.00	711,413.41	7.9
	OTHER FUNDS					
10-39-7000	TRANSFER FROM WATER FUND	14,583.33	14,583.33	175,000.00	160,416.67	8.3
10-39-7003	TRANSFER FROM CAP IMP FUND	4,583.33	4,583.33	55,000.00	50,416.67	8.3
10-39-7004	TRANSFER FROM STREET CAP FUND	4,166.67	4,166.67	50,000.00	45,833.33	8.3
	TOTAL OTHER FUNDS	23,333.33	23,333.33	280,000.00	256,666.67	8.3

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
TOTAL FUND REVENUE	190,041.80	190,041.80	3,257,843.00	3,067,801.20	5.8

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	TOWN CLERK					
10-41-1100	SALARIES & WAGES	12,826.52	12,826.52	171,150.00	158,323.48	7.5
10-41-1150	TOWN CLERK SALARY	6,980.04	6,980.04	87,675.00	80,694.96	8.0
10-41-1400	WORKERS' COMPENSATION	21.96	21.96	260.00	238.04	8.5
10-41-1500	HEALTH INSURANCE	4,420.36	4,420.36	54,000.00	49,579.64	8.2
10-41-1550	RETIREMENT	591.54	591.54	7,765.00	7,173.46	7.6
10-41-1600	FICA	1,504.43	1,504.43	19,800.00	18,295.57	7.6
10-41-1700	COLO UNEMPLOYMENT	32.83	32.83	1,035.00	1,002.17	3.2
10-41-1800	TUITION REIMBURSEMENT	.00	.00	5,000.00	5,000.00	.0
10-41-1825	MEMBERSHIPS - EMPLOYEE	180.00	180.00	1,500.00	1,320.00	12.0
10-41-1850	TRAINING, TRAVEL AND LODGING	50.03	50.03	13,000.00	12,949.97	.4
10-41-1900	ALLOWANCES	181.25	181.25	2,700.00	2,518.75	6.7
10-41-2500	AUDIT	.00	.00	28,500.00	28,500.00	.0
10-41-3000	COMMUNITY ENGAGEMENT	33.51	33.51	2,400.00	2,366.49	1.4
10-41-3200	CONTRACTED SERVICES	100.00	100.00	4,500.00	4,400.00	2.2
10-41-3320	CONTRIBUTIONS AND SPONSORSHIPS	.00	.00	3,000.00	3,000.00	.0
10-41-3350	COUNTY TREASURER & OTHER FEES	466.51	466.51	17,500.00	17,033.49	2.7
10-41-3400	LEGAL PUBLICATIONS	273.59	273.59	10,000.00	9,726.41	2.7
10-41-3450	ELECTIONS	.00	.00	15,000.00	15,000.00	.0
10-41-4000	BLDG MAINT AND REPAIRS	1,018.00	1,018.00	20,000.00	18,982.00	5.1
10-41-4400	EQUIPMENT AND MAINT	603.12	603.12	12,000.00	11,396.88	5.0
10-41-4500	FURNITURE	196.48	196.48	5,000.00	4,803.52	3.9
10-41-4600	OFFICE SUPPLIES	690.40	690.40	13,000.00	12,309.60	5.3
10-41-4700	POSTAGE	269.06	269.06	12,000.00	11,730.94	2.2
10-41-4800	TELEPHONE AND INTERNET	1,636.40	1,636.40	12,600.00	10,963.60	13.0
10-41-4900	UTILITIES	744.99	744.99	5,600.00	4,855.01	13.3
10-41-5100	HUMAN RESOURCES - CONTRACTED	.00	.00	10,000.00	10,000.00	.0
10-41-5250	IT - CONTRACTED	5,258.85	5,258.85	30,000.00	24,741.15	17.5
10-41-5300	IT - HARDWARE	.00	.00	15,000.00	15,000.00	.0
10-41-5325	IT - SOFTWARE PURCHASES	.00	.00	5,000.00	5,000.00	.0
10-41-5350	IT - SOFTWARE CONTRACTS	1,961.00	1,961.00	42,000.00	40,039.00	4.7
10-41-5400	INSURANCE	20,020.63	20,020.63	99,000.00	78,979.37	20.2
10-41-5500	LEGAL - CONTRACTED	4,220.00	4,220.00	55,660.00	51,440.00	7.6
10-41-5600	MEMBERSHIPS - TOWN	1,160.66	1,160.66	11,500.00	10,339.34	10.1
10-41-5700	PUBLIC RELATIONS	.00	.00	2,500.00	2,500.00	.0
10-41-5800	TOWN HALL EVENTS	513.00	513.00	7,500.00	6,987.00	6.8
10-41-9000	OTHER	517.18	517.18	10,000.00	9,482.82	5.2
	TOTAL TOWN CLERK	66,472.34	66,472.34	813,145.00	746,672.66	8.2

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	JUDICIAL					
10-42-1200	SALARIES & WAGES- MUNI JUDGE	719.26	719.26	10,000.00	9,280.74	7.2
10-42-1400	STATE COMP	14.03	14.03	240.00	225.97	5.9
10-42-1600	FICA	55.02	55.02	810.00	754.98	6.8
10-42-1700	COLO UNEMPLOYMENT	1.44	1.44	36.00	34.56	4.0
10-42-1850	TRAINING, TRAVEL AND LODGING	.00	.00	2,300.00	2,300.00	.0
10-42-3200	COURT PROSECUTOR - CONTRACTED	680.00	680.00	6,500.00	5,820.00	10.5
10-42-9000	OTHER	.00	.00	750.00	750.00	.0
	TOTAL JUDICIAL	1,469.75	1,469.75	20,636.00	19,166.25	7.1
	LEGISLATURE					
10-43-1100	BOT - SALARIES & WAGES	1,275.00	1,275.00	14,400.00	13,125.00	8.9
10-43-1200	COMPENSATION- PLAN COMM	160.71	160.71	3,000.00	2,839.29	5.4
10-43-1400	BOT - WORKERS' COMPENSATION	.77	.77	11.00	10.23	7.0
10-43-1600	BOT - FICA	109.88	109.88	1,400.00	1,290.12	7.9
10-43-1700	BOT - COLO UNEMPLOYMENT	.18	.18	60.00	59.82	.3
10-43-1850	BOT - TRAIN, TRVL, LODG	1,036.16	1,036.16	8,000.00	6,963.84	13.0
10-43-3700	TRAINING, TRVL, LODG - PC	.00	.00	4,000.00	4,000.00	.0
10-43-4400	BOT - EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
10-43-5000	BOT - MEALS	.00	.00	1,500.00	1,500.00	.0
10-43-9000	BOT- OTHER	.00	.00	500.00	500.00	.0
	TOTAL LEGISLATURE	2,582.70	2,582.70	35,371.00	32,788.30	7.3

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	POLICE					
10-46-1100	SALARIES & WAGES	50,778.20	50,778.20	767,000.00	716,221.80	6.6
10-46-1240	CONTRACTED OVERTIME	.00	.00	5,000.00	5,000.00	.0
10-46-1300	OVERTIME	14.29	14.29	12,000.00	11,985.71	.1
10-46-1400	WORKERS' COMPENSATION	1,309.47	1,309.47	23,000.00	21,690.53	5.7
10-46-1500	HEALTH INSURANCE	12,814.98	12,814.98	195,000.00	182,185.02	6.6
10-46-1550	RETIREMENT	657.45	657.45	10,800.00	10,142.55	6.1
10-46-1600	FICA	794.43	794.43	11,122.00	10,327.57	7.1
10-46-1605	FPPA	5,813.84	5,813.84	69,030.00	63,216.16	8.4
10-46-1700	COLO UNEMPLOYMENT	47.40	47.40	3,068.00	3,020.60	1.5
10-46-1800	TUTITION REIMB	.00	.00	5,250.00	5,250.00	.0
10-46-1825	MEMBERSHIPS - EMPLOYEE	219.00	219.00	1,500.00	1,281.00	14.6
10-46-1850	TRAINING, TRAVEL AND LODGING	1,485.00	1,485.00	15,000.00	13,515.00	9.9
10-46-1900	ALLOWANCES	517.86	517.86	7,800.00	7,282.14	6.6
10-46-3000	COMMUNITY OUTREACH	.00	.00	3,000.00	3,000.00	.0
10-46-3200	CONTRACTED SERVICES	4,510.40	4,510.40	70,000.00	65,489.60	6.4
10-46-3600	MOBILE DATA LAPTOPS	437.75	437.75	4,500.00	4,062.25	9.7
10-46-3650	WEAPONS - NON-LETHAL	.00	.00	6,000.00	6,000.00	.0
10-46-4000	BLDG MAINT & REPAIRS	1,926.14	1,926.14	21,000.00	19,073.86	9.2
10-46-4300	DRUG, SCREEN, PSY & POLY TEST	.00	.00	4,000.00	4,000.00	.0
10-46-4400	EQUIPMENT AND MAINTENANCE	992.45	992.45	12,000.00	11,007.55	8.3
10-46-4500	FURNITURE	.00	.00	2,500.00	2,500.00	.0
10-46-4650	OFFICE SUPPLILES	1,490.48	1,490.48	12,000.00	10,509.52	12.4
10-46-4700	POSTAGE	203.69	203.69	1,000.00	796.31	20.4
10-46-4800	TELEPHONE & INTERNET	1,633.25	1,633.25	16,000.00	14,366.75	10.2
10-46-4900	UTILITIES	450.03	450.03	7,000.00	6,549.97	6.4
10-46-6400	TRAINING AND AMMUNITION	.00	.00	3,000.00	3,000.00	.0
10-46-6600	UNIFORMS	39.00	39.00	15,000.00	14,961.00	.3
10-46-8000	VEHICLES AND LEASES	.00	.00	100,000.00	100,000.00	.0
10-46-8050	VEHICLE MAINT & REPAIRS	85.27	85.27	25,000.00	24,914.73	.3
10-46-8075	FUEL	1,622.62	1,622.62	20,000.00	18,377.38	8.1
10-46-9000	OTHER	36.94	36.94	6,000.00	5,963.06	.6
	TOTAL POLICE	87,879.94	87,879.94	1,453,570.00	1,365,690.06	6.1

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	PUBLIC WORKS/PARKS/BUILDINGS					
10-49-1100	SALARIES & WAGES	3,119.09	3,119.09	39,500.00	36,380.91	7.9
10-49-1300	OVERTIME	180.08	180.08	3,000.00	2,819.92	6.0
10-49-1400	WORKERS' COMPENSATION	140.75	140.75	1,900.00	1,759.25	7.4
10-49-1500	HEALTH INSURANCE	975.70	975.70	7,800.00	6,824.30	12.5
10-49-1550	RETIREMENT	83.66	83.66	1,185.00	1,101.34	7.1
10-49-1600	FICA	246.86	246.86	3,022.00	2,775.14	8.2
10-49-1700	COLO UNEMPLOYMENT	3.38	3.38	158.00	154.62	2.1
10-49-1850	TRAINING, TRAVEL AND LODGING	.00	.00	150.00	150.00	.0
10-49-1900	ALLOWANCES	38.84	38.84	487.00	448.16	8.0
10-49-4000	BLDG MAINT & REPAIRS	690.89	690.89	20,000.00	19,309.11	3.5
10-49-4800	TELEPHONE AND CELLPHONES	304.41	304.41	3,800.00	3,495.59	8.0
10-49-4900	UTILITIES	405.11	405.11	5,000.00	4,594.89	8.1
10-49-6100	PARKS MAINTENANCE	462.28	462.28	100,000.00	99,537.72	.5
10-49-6300	PARTS AND REPAIRS	.00	.00	9,500.00	9,500.00	.0
10-49-6500	TREE CITY USA	.00	.00	2,000.00	2,000.00	.0
10-49-9000	OTHER	(1.93)	(1.93)	5,000.00	5,001.93	.0
	TOTAL PUBLIC WORKS/PARKS/BUILDINGS	6,649.12	6,649.12	202,502.00	195,852.88	3.3
	TWN ADMINSTR					
10-52-1100	SALARIES & WAGES	12,045.81	12,045.81	150,000.00	137,954.19	8.0
10-52-1400	WORKERS' COMPENSATION	13.27	13.27	150.00	136.73	8.9
10-52-1550	RETIREMENT	.00	.00	4,500.00	4,500.00	.0
10-52-1600	FICA	921.50	921.50	11,475.00	10,553.50	8.0
10-52-1700	COLO UNEMPLOYMENT	.24	.24	600.00	599.76	.0
10-52-1825	MEMBERSHIPS - EMPLOYEE	.00	.00	500.00	500.00	.0
10-52-1850	TRAINING, TRAVEL AND LODGING	.00	.00	7,000.00	7,000.00	.0
10-52-1900	ALLOWANCES	.00	.00	900.00	900.00	.0
	TOTAL TWN ADMINSTR	12,980.82	12,980.82	175,125.00	162,144.18	7.4

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	COMM DEV					
10-53-1100	SALARIES & WAGES- COMM DEV	8,850.64	8,850.64	225,000.00	216,149.36	3.9
10-53-1400	WORKERS' COMPENSATION	9.73	9.73	225.00	215.27	4.3
10-53-1500	HEALTH INSURANCE	2,020.05	2,020.05	34,000.00	31,979.95	5.9
10-53-1550	RETIREMENT	263.43	263.43	6,750.00	6,486.57	3.9
10-53-1600	FICA	669.06	669.06	17,100.00	16,430.94	3.9
10-53-1700	COLO UNEMPLOYMENT	9.35	9.35	900.00	890.65	1.0
10-53-1825	MEMBERSHIPS - EMPLOYEE	.00	.00	1,200.00	1,200.00	.0
10-53-1850	TRAINING, TRAVEL AND LODGING	150.00	150.00	7,000.00	6,850.00	2.1
10-53-1900	ALLOWANCES	.00	.00	3,600.00	3,600.00	.0
10-53-2500	COMMUNITY EVENTS	535.60	535.60	45,000.00	44,464.40	1.2
10-53-3000	BUILDING PERMITS	3,287.03	3,287.03	112,500.00	109,212.97	2.9
10-53-3200	CONTRACTED SERVICES	2,420.00	2,420.00	25,000.00	22,580.00	9.7
10-53-3425	ELIZABETH MAIN STREET	3,077.97	3,077.97	33,000.00	29,922.03	9.3
10-53-3450	HISTORIC ADVISORY BOARD	1,554.25	1,554.25	37,000.00	35,445.75	4.2
10-53-3475	MARKETING MATERIALS & PUBL	.00	.00	5,000.00	5,000.00	.0
10-53-4000	GIS	.00	.00	800.00	800.00	.0
	TOTAL COMM DEV	22,847.11	22,847.11	554,075.00	531,227.89	4.1
	NON-DEPARTMENTAL					
10-59-9933	TRANSFER TO STREET MAINTENANCE	11,941.42	11,941.42	143,297.00	131,355.58	8.3
	TOTAL NON-DEPARTMENTAL	11,941.42	11,941.42	143,297.00	131,355.58	8.3
	TOTAL FUND EXPENDITURES	212,823.20	212,823.20	3,397,721.00	3,184,897.80	6.3
	NET REVENUE OVER EXPENDITURES	(22,781.40)	(22,781.40)	(139,878.00)	(117,096.60)	(16.3)

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2022

STREET FUND

	ASSETS			
21-100001	CASH IN COMBINED CASH FUND		811,447.85	
21-115000	ACCOUNTS RECEIVABLE		34,314.07	
	TOTAL ASSETS			845,761.92
	LIABILITIES AND EQUITY			
	LIABILITIES			
21-201000	ACCRUED SALARIES PAYABLE		8,136.37	
21-202000	ACCOUNTS PAYABLE		9,833.08	
	TOTAL LIABILITIES			17,969.45
	FUND EQUITY			
21-280000	FUND BALANCE		828,624.43	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(831.96)		
	BALANCE - CURRENT DATE		(831.96)	
	TOTAL FUND EQUITY			827,792.47
	TOTAL LIABILITIES AND EQUITY			845,761.92

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	TAXES					
21-31-3000	GENERAL SALES TAX	10,098.47	10,098.47	134,063.00	123,964.53	7.5
21-31-4000	USE TAX	1,155.02	1,155.02	21,407.00	20,251.98	5.4
	TOTAL TAXES	11,253.49	11,253.49	155,470.00	144,216.51	7.2
	INTERGOVERMENT					
21-33-1000	HIGHWAY USERS TAX	5,712.39	5,712.39	100,000.00	94,287.61	5.7
21-33-1050	ROAD & BRIDGE	.00	.00	150,000.00	150,000.00	.0
21-33-6100	M.V. REGISTRATION ($1.50)	255.12	255.12	4,300.00	4,044.88	5.9
21-33-6200	M.V. REGISTRATION ($2.50)	392.50	392.50	6,400.00	6,007.50	6.1
	TOTAL INTERGOVERMENT	6,360.01	6,360.01	260,700.00	254,339.99	2.4
	OTHER SOURCES OF REVENUE					
21-36-1000	INVESTMENT INCOME	46.34	46.34	400.00	353.66	11.6
21-36-4000	PUBLIC IMPROVEMENT FEE	1,584.39	1,584.39	20,000.00	18,415.61	7.9
	TOTAL OTHER SOURCES OF REVENUE	1,630.73	1,630.73	20,400.00	18,769.27	8.0
	SOURCE 39					
21-39-7000	TRANSFER FROM GENERAL FUND	11,941.42	11,941.42	143,297.00	131,355.58	8.3
	TOTAL SOURCE 39	11,941.42	11,941.42	143,297.00	131,355.58	8.3
	TOTAL FUND REVENUE	31,185.65	31,185.65	579,867.00	548,681.35	5.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	STREETS					
21-49-1100	SALARIES & WAGES- PUB WORKS	9,357.45	9,357.45	118,500.00	109,142.55	7.9
21-49-1300	OVERTIME	540.24	540.24	9,000.00	8,459.76	6.0
21-49-1400	WORKERS' COMPENSATION	284.99	284.99	5,700.00	5,415.01	5.0
21-49-1500	HEALTH INSURANCE	2,927.11	2,927.11	23,400.00	20,472.89	12.5
21-49-1550	RETIREMENT	245.22	245.22	3,555.00	3,309.78	6.9
21-49-1600	FICA	744.21	744.21	9,065.00	8,320.79	8.2
21-49-1700	COLO UNEMPLOYMENT	10.17	10.17	474.00	463.83	2.2
21-49-1850	TRAINING, TRAVEL AND LODGING	.00	.00	500.00	500.00	.0
21-49-1900	ALLOWANCES	163.13	163.13	1,463.00	1,299.87	11.2
21-49-3200	CONTRACTED SERVICES	2,086.90	2,086.90	70,000.00	67,913.10	3.0
21-49-3500	DE-ICING SUPPLIES	.00	.00	21,500.00	21,500.00	.0
21-49-3650	LIGHTS AND SIGNALS	983.47	983.47	18,000.00	17,016.53	5.5
21-49-4000	MAINTENANCE AND REPAIRS	9,600.52	9,600.52	97,000.00	87,399.48	9.9
21-49-5800	ROW MAINTENANCE	5,030.20	5,030.20	105,000.00	99,969.80	4.8
21-49-6100	SIGNS	.00	.00	1,500.00	1,500.00	.0
21-49-9000	OTHER	44.00	44.00	13,000.00	12,956.00	.3
	TOTAL STREETS	32,017.61	32,017.61	497,657.00	465,639.39	6.4
	TOTAL FUND EXPENDITURES	32,017.61	32,017.61	497,657.00	465,639.39	6.4
	NET REVENUE OVER EXPENDITURES	(831.96)	(831.96)	82,210.00	83,041.96	(1.0)

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2022

CAPITAL IMPROVEMENT FUND

	ASSETS			
31-100001	CASH IN COMBINED CASH FUND		6,670,708.35	
31-115000	ACCOUNTS RECEIVABLE		243,291.05	
	TOTAL ASSETS			6,913,999.40
	LIABILITIES AND EQUITY			
	LIABILITIES			
31-202000	ACCOUNTS PAYABLE		6,330.84	
	TOTAL LIABILITIES			6,330.84
	FUND EQUITY			
31-280000	FUND BALANCE		6,804,268.94	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	103,399.62		
	BALANCE - CURRENT DATE		103,399.62	
	TOTAL FUND EQUITY			6,907,668.56
	TOTAL LIABILITIES AND EQUITY			6,913,999.40

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	TAX					
31-31-3000	SALES TAX	100,984.66	100,984.66	1,340,625.00	1,239,640.34	7.5
31-31-4000	USE TAX	11,550.21	11,550.21	214,073.00	202,522.79	5.4
	TOTAL TAX	112,534.87	112,534.87	1,554,698.00	1,442,163.13	7.2
	OTHER FINANCING SOURCES					
31-36-1000	INVESTMENT INCOME	393.08	393.08	3,000.00	2,606.92	13.1
31-36-9000	OTHER REVENUE	.00	.00	100,000.00	100,000.00	.0
	TOTAL OTHER FINANCING SOURCES	393.08	393.08	103,000.00	102,606.92	.4
	TOTAL FUND REVENUE	112,927.95	112,927.95	1,657,698.00	1,544,770.05	6.8

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	CAPITAL IMPROVEMENT MISC					
31-80-0100	LAND PURCHASE	.00	.00	250,000.00	250,000.00	.0
31-80-0600	TOWN EVENT PARK	.00	.00	125,000.00	125,000.00	.0
31-80-1100	SALARIES & WAGES	.00	.00	24,750.00	24,750.00	.0
31-80-1400	WORKER'S COMPENSATION	.00	.00	25.00	25.00	.0
31-80-1500	HEALTH INSURANCE	.00	.00	3,300.00	3,300.00	.0
31-80-1550	RETIREMENT	.00	.00	742.00	742.00	.0
31-80-1600	FICA	.00	.00	1,893.00	1,893.00	.0
31-80-1700	COLO UNEMPLOYMENT	.00	.00	99.00	99.00	.0
31-80-1825	MEMBERSHIPS - EMPLOYEE	.00	.00	165.00	165.00	.0
31-80-1850	TRAINING, TRAVEL AND LODGING	.00	.00	1,650.00	1,650.00	.0
31-80-1900	ALLOWANCES	.00	.00	322.00	322.00	.0
31-80-3220	ASSET ASSESSMENT	.00	.00	25,000.00	25,000.00	.0
31-80-3400	FACILITIES MASTER PLAN	.00	.00	75,000.00	75,000.00	.0
31-80-3425	COMMUNITY STUDIES	.00	.00	50,000.00	50,000.00	.0
31-80-3450	SENIOR CENTER	.00	.00	50,000.00	50,000.00	.0
31-80-3475	CAPITAL PLANNING	.00	.00	15,000.00	15,000.00	.0
31-80-5500	TOWN HALL BLDG IMPROVEMENTS	4,945.00	4,945.00	100,000.00	95,055.00	5.0
31-80-5550	LIBRARY PARTNERSHIP	.00	.00	400,000.00	400,000.00	.0
31-80-6500	TRAIL SYSTEMS	.00	.00	9,900.00	9,900.00	.0
31-80-9100	TOWN HALL LANDSCAPING	.00	.00	75,000.00	75,000.00	.0
31-80-9901	TRANSFER TO GENERAL FUND	4,583.33	4,583.33	55,000.00	50,416.67	8.3
	TOTAL CAPITAL IMPROVEMENT MISC	9,528.33	9,528.33	1,262,846.00	1,253,317.67	.8
	TOTAL FUND EXPENDITURES	9,528.33	9,528.33	1,262,846.00	1,253,317.67	.8
	NET REVENUE OVER EXPENDITURES	103,399.62	103,399.62	394,852.00	291,452.38	26.2

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2022

STREET CAPITAL IMPROVEMENT FND

	ASSETS			
32-100001	CASH IN COMBINED CASH FUND		2,178,697.25	
32-104400	STREET BOND RESERVE CD ACCOUNT		1,198,232.36	
32-115000	ACCOUNTS RECEIVABLE		218,957.43	
	TOTAL ASSETS			3,595,887.04
	LIABILITIES AND EQUITY			
	LIABILITIES			
32-202000	ACCOUNTS PAYABLE		26,332.23	
32-222000	DEFERRED REVENUE		11,500.00	
	TOTAL LIABILITIES			37,832.23
	FUND EQUITY			
32-280000	FUND BALANCE		3,487,062.31	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	70,992.50		
	BALANCE - CURRENT DATE		70,992.50	
	TOTAL FUND EQUITY			3,558,054.81
	TOTAL LIABILITIES AND EQUITY			3,595,887.04

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

STREET CAPITAL IMPROVEMENT FND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	TAX					
32-31-3000	GENERAL SALES TAX	90,886.18	90,886.18	1,206,563.00	1,115,676.82	7.5
32-31-4000	USE TAX	10,395.19	10,395.19	192,665.00	182,269.81	5.4
	TOTAL TAX	101,281.37	101,281.37	1,399,228.00	1,297,946.63	7.2
	OTHER FINANCING SOURCES					
32-36-1000	INVESTMENT INCOME	210.03	210.03	3,000.00	2,789.97	7.0
32-36-3000	MISC REVENUE	.00	.00	25,000.00	25,000.00	.0
	TOTAL OTHER FINANCING SOURCES	210.03	210.03	28,000.00	27,789.97	.8
	TOTAL FUND REVENUE	101,491.40	101,491.40	1,427,228.00	1,325,736.60	7.1

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

STREET CAPITAL IMPROVEMENT FND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	CAPITAL OUTLAY					
32-49-1100	SALARIES & WAGES	.00	.00	24,750.00	24,750.00	.0
32-49-1400	WORKER'S COMPENSATION	.00	.00	25.00	25.00	.0
32-49-1500	HEALTH INSURANCE	.00	.00	3,300.00	3,300.00	.0
32-49-1550	RETIREMENT	.00	.00	742.00	742.00	.0
32-49-1600	FICA	.00	.00	1,893.00	1,893.00	.0
32-49-1700	COLO UNEMPLOYMENT	.00	.00	99.00	99.00	.0
32-49-1825	MEMBERSHIPS - EMPLOYEE	.00	.00	165.00	165.00	.0
32-49-1850	TRAINING, TRAVEL AND LODGING	.00	.00	1,650.00	1,650.00	.0
32-49-1900	ALLOWANCES	.00	.00	322.00	322.00	.0
32-49-3000	PAVING PROJECTS - CR13 SOUTH	.00	.00	750,000.00	750,000.00	.0
32-49-4000	ROAD BASE	.00	.00	15,000.00	15,000.00	.0
32-49-6600	RIGHT OF WAY EASEMENTS	.00	.00	50,000.00	50,000.00	.0
32-49-8000	STREET PAVING	26,332.23	26,332.23	1,000,000.00	973,667.77	2.6
32-49-9000	CONCRETE STREET REPAIRS	.00	.00	250,000.00	250,000.00	.0
32-49-9100	EQUIPMENT	.00	.00	287,500.00	287,500.00	.0
32-49-9101	ROTOMILL	.00	.00	1,200,000.00	1,200,000.00	.0
32-49-9200	CURB & GUTTER WORK	.00	.00	5,000.00	5,000.00	.0
32-49-9300	SIDEWALK REPLACEMENT PROGRAM	.00	.00	250,000.00	250,000.00	.0
32-49-9305	MAIN ST STREETSCAPE DESIGN	.00	.00	269,000.00	269,000.00	.0
32-49-9310	TRANSFER TO GENERAL FUND	4,166.67	4,166.67	50,000.00	45,833.33	8.3
	TOTAL CAPITAL OUTLAY	30,498.90	30,498.90	4,159,446.00	4,128,947.10	.7
	DEBT SVC					
32-59-4000	PAYING AGENCY FEE	.00	.00	600.00	600.00	.0
32-59-9700	2014 REFUNDING BOND PRINCIPAL	.00	.00	245,000.00	245,000.00	.0
32-59-9750	2014 REFUNDING BOND INTEREST	.00	.00	6,101.00	6,101.00	.0
32-59-9800	2015 REFUNDING BOND PRINCIPAL	.00	.00	165,000.00	165,000.00	.0
32-59-9850	2015 REFUNDING BOND INTEREST	.00	.00	70,965.00	70,965.00	.0
	TOTAL DEBT SVC	.00	.00	487,666.00	487,666.00	.0
	TOTAL FUND EXPENDITURES	30,498.90	30,498.90	4,647,112.00	4,616,613.10	.7
	NET REVENUE OVER EXPENDITURES	70,992.50	70,992.50	(3,219,884.00)	(3,290,876.50)	2.2

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2022

WATER SEWER FUND

	ASSETS			
52-100001	CASH IN COMBINED CASH FUND		4,674,831.61	
52-101000	PETTY CASH		100.00	
52-110000	ACCOUNTS RECEIVABLE: UB		125,277.62	
52-115000	ACCOUNTS RECEIVABLE:OTHER		2,645.70	
52-160100	LAND: WATER		171,737.60	
52-160200	LAND: SEWER		143,729.50	
52-161100	EASEMENTS: WATER		10,890.77	
52-161200	EASEMENTS: SEWER		32,271.26	
52-162100	PLANT & EQUIPMENT: WATER		2,271,315.79	
52-162200	PLANT & EQUIPMENT: SEWER		5,984,793.47	
52-163100	WATER IMPROVEMENTS		2,288,597.77	
52-163200	SEWER IMPROVEMENTS		2,727,573.38	
52-165100	CONSTRUCTION IN PROGRESS: WTR		899,886.39	
52-169100	ACCUMULATED DEP: WATER		(2,727,106.48)	
52-169200	ACCUMULATED DEP: SEWER		(3,822,205.34)	
	TOTAL ASSETS			12,784,339.04
	LIABILITIES AND EQUITY			
	LIABILITIES			
52-201000	ACCRUED SALARIES PAYABLE		9,688.05	
52-202000	ACCOUNTS PAYABLE		413,408.17	
52-202400	AR - REIMB EXP - MISC		(137.64)	
52-215200	ACCRUED INT PAY: SEWER		2,479.00	
52-218000	COMPENSATED ABSENCES PAYABLE		13,777.88	
52-218100	COMP ABSENCES- CURRENT PAYABLE		1,377.79	
52-220000	CUSTOMER METER DEPOSITS		37,111.84	
52-231200	2007 CWRPDA CUR NOTES PAYABLE		60,120.00	
52-239402	2007 CWRPDA NOTE PAYABLE		337,558.35	
	TOTAL LIABILITIES			875,383.44
	FUND EQUITY			
52-280000	RETAINED EARNINGS		12,051,003.74	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	(142,048.14)		
	BALANCE - CURRENT DATE		(142,048.14)	
	TOTAL FUND EQUITY			11,908,955.60
	TOTAL LIABILITIES AND EQUITY			12,784,339.04

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2022

WATER SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	CHARGE FOR SERVICES / TAP FEES					
52-34-4100	WATER SALES	53,257.01	53,257.01	650,000.00	596,742.99	8.2
52-34-4200	SEWER SALES	60,927.91	60,927.91	675,000.00	614,072.09	9.0
52-34-8100	WATER TAP FEES	.00	.00	520,000.00	520,000.00	.0
52-34-8200	SEWER TAP FEES	.00	.00	592,000.00	592,000.00	.0
	TOTAL CHARGE FOR SERVICES / TAP FEES	114,184.92	114,184.92	2,437,000.00	2,322,815.08	4.7
	MISCELLANEOUS					
52-36-1000	INVESTMENT INCOME	277.99	277.99	2,700.00	2,422.01	10.3
52-36-9000	OTHER REVENUE	2,107.34	2,107.34	91,000.00	88,892.66	2.3
	TOTAL MISCELLANEOUS	2,385.33	2,385.33	93,700.00	91,314.67	2.6
	TOTAL FUND REVENUE	116,570.25	116,570.25	2,530,700.00	2,414,129.75	4.6

WATER SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	WATER					
52-57-1100	SALARIES & WAGES- WATER	9,357.45	9,357.45	130,875.00	121,517.55	7.2
52-57-1300	OVERTIME	540.24	540.24	9,000.00	8,459.76	6.0
52-57-1400	WORKERS' COMPENSATION	285.28	285.28	6,295.00	6,009.72	4.5
52-57-1500	HEALTH INSURANCE	2,927.11	2,927.11	25,050.00	22,122.89	11.7
52-57-1550	RETIREMENT	245.22	245.22	3,925.00	3,679.78	6.3
52-57-1600	FICA	744.79	744.79	10,012.00	9,267.21	7.4
52-57-1700	COLO UNEMPLOYMENT	10.17	10.17	524.00	513.83	1.9
52-57-1825	MEMBERSHIPS - EMPLOYEE	300.00	300.00	900.00	600.00	33.3
52-57-1850	TRAINING, TRAVEL AND LODGING	.00	.00	1,325.00	1,325.00	.0
52-57-1900	ALLOWANCES	170.89	170.89	1,625.00	1,454.11	10.5
52-57-3200	CONTRACTED SERVICES	80.80	80.80	140,000.00	139,919.20	.1
52-57-4800	TELEPHONE AND CELLPHONES	.00	.00	1,800.00	1,800.00	.0
52-57-4900	UTILITIES	1,576.02	1,576.02	90,000.00	88,423.98	1.8
52-57-5400	INSURANCE	3,227.61	3,227.61	10,000.00	6,772.39	32.3
52-57-5500	LEGAL - CONTRACTED	.00	.00	8,000.00	8,000.00	.0
52-57-6000	MAINTENANCE AND REPAIRS	2,702.67	2,702.67	150,000.00	147,297.33	1.8
52-57-7500	CHEMICAL SUPPLIES	.00	.00	9,000.00	9,000.00	.0
52-57-7550	WATER SUPPLIES	.00	.00	14,000.00	14,000.00	.0
52-57-9000	OTHER	.00	.00	18,000.00	18,000.00	.0
52-57-9100	RITORO WELLS	186,475.50	186,475.50	700,000.00	513,524.50	26.6
52-57-9900	WATER LINE UPGRADE	.00	.00	25,000.00	25,000.00	.0
	TOTAL WATER	208,643.75	208,643.75	1,355,331.00	1,146,687.25	15.4
	SEWER					
52-58-1100	-SALARIES & WAGES- SEWER	9,357.22	9,357.22	130,875.00	121,517.78	7.2
52-58-1300	OVERTIME	540.24	540.24	9,000.00	8,459.76	6.0
52-58-1400	WORKERS' COMPENSATION	285.08	285.08	6,295.00	6,009.92	4.5
52-58-1500	HEALTH INSURANCE	2,927.18	2,927.18	25,050.00	22,122.82	11.7
52-58-1550	RETIREMENT	245.24	245.24	3,925.00	3,679.76	6.3
52-58-1600	FICA	1,043.39	1,043.39	10,012.00	8,968.61	10.4
52-58-1700	COLO UNEMPLOYMENT	14.60	14.60	524.00	509.40	2.8
52-58-1825	MEMBERSHIPS - EMPLOYEE	.00	.00	900.00	900.00	.0
52-58-1850	TRAINING, TRAVEL AND LODGING	.00	.00	1,325.00	1,325.00	.0
52-58-1900	ALLOWANCES	170.89	170.89	1,625.00	1,454.11	10.5
52-58-3200	CONTRACTED SERVICES	3,578.06	3,578.06	110,000.00	106,421.94	3.3
52-58-4800	TELEPHONE AND CELLPHONES	783.96	783.96	9,000.00	8,216.04	8.7
52-58-4900	UTILITIES	4,102.35	4,102.35	70,000.00	65,897.65	5.9
52-58-5400	INSURANCE	3,227.61	3,227.61	12,000.00	8,772.39	26.9
52-58-6000	MAINTENANCE AND REPAIRS	2,515.49	2,515.49	130,000.00	127,484.51	1.9
52-58-7500	SEWER SUPPLLIES	.00	.00	2,500.00	2,500.00	.0
52-58-9000	OTHER	.00	.00	6,000.00	6,000.00	.0
52-58-9400	WTP UPGRADES	6,600.00	6,600.00	968,000.00	961,400.00	.7
	TOTAL SEWER	35,391.31	35,391.31	1,497,031.00	1,461,639.69	2.4

WATER SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	2007 CWRPDA					
52-63-6300	2007 CWRPDA PYMT- PRINCIPAL	.00	.00	57,928.00	57,928.00	.0
52-63-6400	2007 CWRPDA- INTEREST	.00	.00	16,508.00	16,508.00	.0
	TOTAL 2007 CWRPDA	.00	.00	74,436.00	74,436.00	.0
	DEPARTMENT 65					
52-65-9900	TRANSFER TO GENERAL FUND	14,583.33	14,583.33	175,000.00	160,416.67	8.3
	TOTAL DEPARTMENT 65	14,583.33	14,583.33	175,000.00	160,416.67	8.3
	TOTAL FUND EXPENDITURES	258,618.39	258,618.39	3,101,798.00	2,843,179.61	8.3
	NET REVENUE OVER EXPENDITURES	(142,048.14)	(142,048.14)	(571,098.00)	(429,049.86)	(24.9)

TOWN OF ELIZABETH
BALANCE SHEET
JANUARY 31, 2022

COMBINED CASH FUND

	ASSETS		
99-100001	CASH ALLOCATED TO OTHER FUNDS	(16,317,667.95)	
99-100012	CASH CLEARING - COURT	(12,994.13)	
99-104201	COLOTRUST INVESTMENT ACCOUNT	11,204,039.36	
99-104202	CORE ARPA ACCOUNT	196,858.52	
99-104203	CORE INVESTMENT ACCOUNT	4,198,115.64	
99-105200	CBOC (WATER SEWER)	731,648.56	
	TOTAL ASSETS		.00

TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHAHN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

02/27/2022 to 03/12/2022



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 **02/27/2022 at 12:01 a.m. to 03/12/2022 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DRDC) records.

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

Elizabeth Police Department Activity Statistics Report

Reporting Period:

02/27/2022 to 03/12/2022

Total Calls for Service:

335

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assisting Other Agencies
16	11	5	0	0

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
13	1	12	0

Other Calls for Service:

Call Type:	Number of Calls:
Animal Complaint	1
Assault	2
Assist to Other Agency	2
Attempt to Contact	3
Child Abuse	1
Citizen Assist	7
Citizen Contact	2
Crime Prevention	3
Criminal Mischief	1
Domestic Violence	1
Follow Up	15
House Watch	4

Elizabeth Police Department Activity Statistics Report

Reporting Period:

02/27/2022 to 03/12/2022

Increased Patrol	201
Informational Report	3
Juvenile Complaint	1
Medical Assist	6
Motorist Assist	4
Municipal Ordinance Violation	9
Motor Vehicle Accident Property Damage	6
Parking Complaint	13
Suspicious Circumstance	2
Suspicious Person	3
Suspicious Vehicle	11
Theft	1
Traffic Complaint	1
Traffic Stops	16
VIN Verify	9
Warrant Arrest	1
Warrant Pickup	1
Welfare Check	3

Elizabeth Police Department Activity Statistics Report

Reporting Period:

02/27/2022 to 03/12/2022

Open and Active Investigations:

Case/Incident Number:	Call Type:	Details:
22-0389	Recovered Stolen Vehicle	A stolen vehicle was recovered in Town limits. A suspect has been identified.
22-1019	Harassment	A resident was contacted several times by an unknown number.
22-1323	Motor Vehicle Accident Hit and Run	A car and motorcycle were involved in a crash. The motorcycle fled the scene.
22-1317	Theft	A local business had items taken.
22-1350	Theft	Two male suspects (believed to be minors) entered a store and allegedly stole alcohol.

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

Elizabeth Police Department Activity Statistics Report

Reporting Period:

02/27/2022 to 03/12/2022

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
22-1382	Municipal Ordinance Violation	A juvenile was discovered to have a vaporizer on them. The juvenile was issued a municipal summons.
22-1284	Suspicious Circumstance	EPD responded to a report of a juvenile male with a firearm. After investigation, it was determined to be a toy gun.
22-1383	Municipal Ordinance Violation	A student at a local school, possessed a vaporizer (1st time offender). The school handled discipline and referred the student to the second chance program.
22-1384	Municipal Ordinance Violation	A student at a local school, possessed a vaporizer (1st time offender). The school handled discipline and referred the student to the second chance program.
22-1093	Informational Report	EPD responded to a possibly intoxicated juvenile. After investigation, it was determined the juvenile was not intoxicated.
22-0794	Fraud	A local employer was defrauded by check. EPD was not able to identify a suspect.
22-1376	Domestic Violence	A Domestic violence call occurred within Town limits. A warrant has been submitted for the arrest of the suspect.
22-1270	Motor Vehicle Accident	A two-vehicle crash occurred. The at fault driver was issued a municipal summons for failing to yield to a stop sign.
22-1499	Assist other Agency	EPD responded to assist CSP on an accident.
22-1342	Motor Vehicle Accident	A two-vehicle crash occurred. The at fault driver was issued a municipal summons for unsafe backing.

Elizabeth Police Department Activity Statistics Report

Reporting Period:

02/27/2022 to 03/12/2022

22-1285	Informational Report	A proof of service was issued to a defendant at Municipal Court.
22-1481	Informational Report	EPD received information from PPD on an active investigation.
22-1090	Municipal Ordinance Violation	A washer and dryer were left outside a business. The owners have come into compliance.
22-1319	Assist to ECSO	EPD assisted ECSO on a possible child abuse.
22-0727	Municipal Ordinance Violation	A property was found to be littered with debris. The owner has come into compliance.
22-0965	Snow Violation	Snow was located on a sidewalk after 48 hours since the snowfall. The owner came into compliance.
22-1353	Informational	A resident contacted an outside agency for an EPD case.
22-1493	Warrant Arrest	A suspect was arrested on a failure to appear warrant from the Elizabeth Municipal Court.
22-1154	Disturbing the Peace	EPD responded to a local store for an agitated customer. Upon investigation, it was determined that the suspect violated Town ordinance. The suspect was issued a municipal summons.
22-0929	Harassment	a local juvenile reported being harassed. After investigation, probable cause did not exist to pursue charges.
22-1287	Assault	A fight occurred at a local school. Discipline was handled by the school district.
22-1438	Juvenile Complaint	EPD responded to a local store where students from a local school had caused a disturbance. The store declined to press charges.
22-0974	Domestic Violence	EPD responded to a DV. Upon investigation, no crime had occurred. The parties were separated.
22-1057	Motor Vehicle Accident	A two-vehicle crash occurred in Town. The at fault driver was issued a summons for careless driving.

Elizabeth Police Department Activity Statistics Report

Reporting Period:

02/27/2022 to 03/12/2022

22-0976	Welfare Check	A spouse called EPD asking for a welfare check of their spouse. The spouse was found to be in good health.
22-0526	Welfare Check	EPD conducted a welfare check on a resident in Town. The subject was found to be in good health.
22-1064	Informational Report	A magnet from the EPD community services department was lost.
22-1189	Citizen Assist	A citizen called requesting a welfare check be done on her son. The son was found to be in good health.
22-1216	Traffic Complaint	EPD responded to a report of a vehicle that was reported to be intentionally attempting to strike wildlife. After investigation, it was determined that no crime had occurred.
22-1182	Informational Report	While on patrol, an EPD officer believed he found fresh graffiti. After investigation, it was determined the paint was used as construction markers.
22-0862	Motor Vehicle Accident	A two-vehicle accident occurred within the Town. The at fault driver was issued a municipal summons for unsafe backing.
22-1061	Suspicious Person	A contractor entered the wrong property on by mistake, no crime occured.
22-1133	Informational Report	A snowplow backed into a vehicle while it was in plowing operations.
22-1243	Fight	A fight occurred at a local school. The school dealt with the discipline.
22-0616	Municipal Ordinance Violation	A property owner in town did not comply with the Community Services Department. A warrant was issued for the arrest of the property owner.
22-0791	Municipal Ordinance Violation	A washer was left in front of a residence. The owner came into compliance.

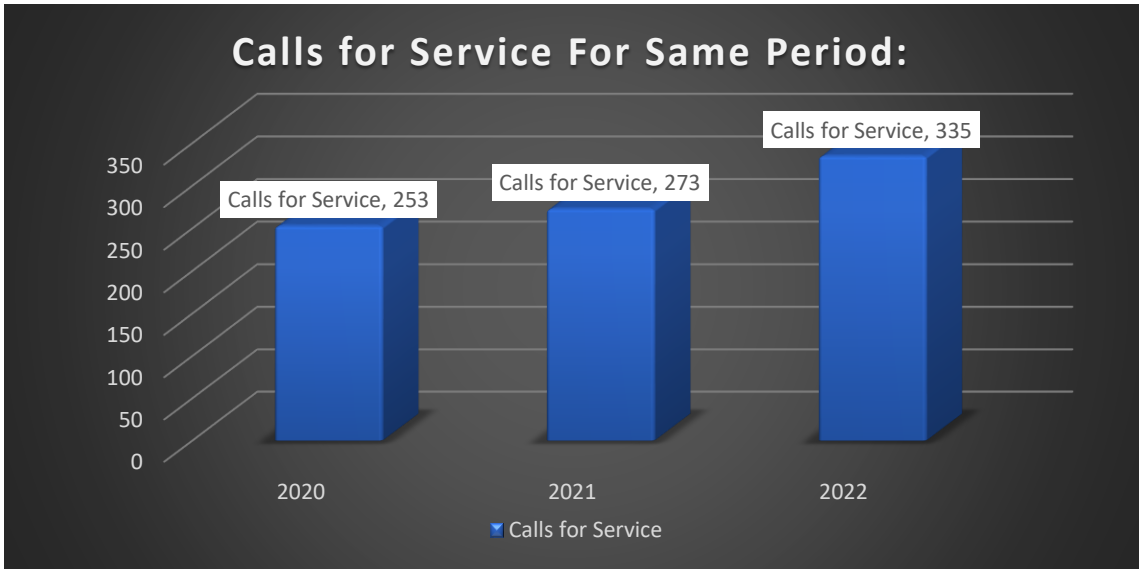
Elizabeth Police Department Activity Statistics Report

Reporting Period:

02/27/2022 to 03/12/2022

22-1247	Warrant Arrest	While on a traffic stop, EPD was notified the driver had several active warrants for their arrest. The driver was subsequently arrested and booked into the ECSO jail
22-1332	Suspicious Circumstance	While on patrol, an EPD Officer located a broken door. the building was cleared, and it was later determined that no crime had occurred.
22-1289	Motor Vehicle Accident	A vehicle struck a deer. The deer was deceased at the scene and the driver and passenger was not injured.

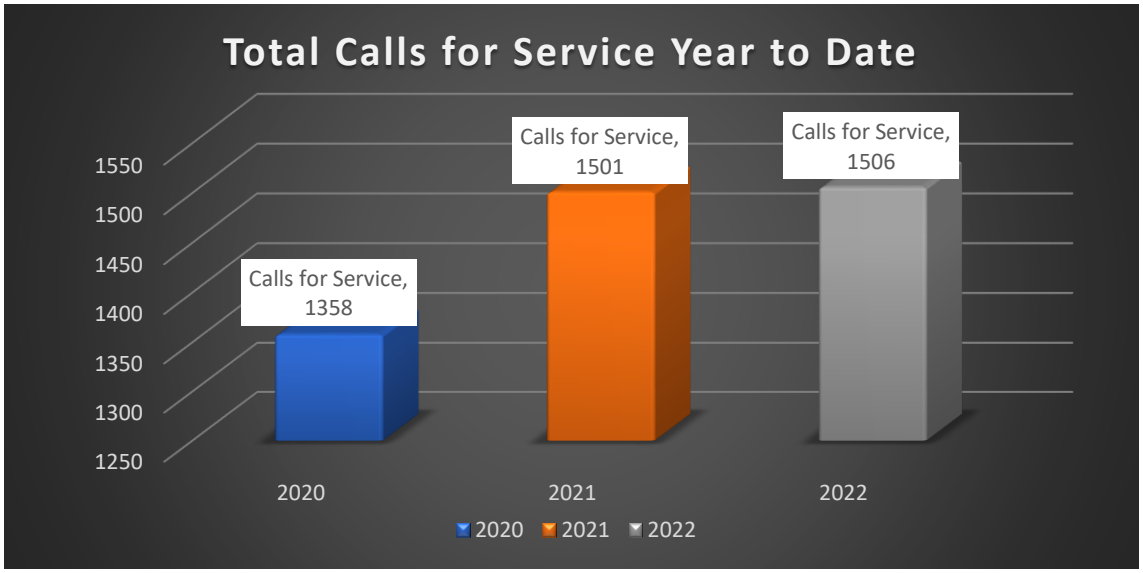
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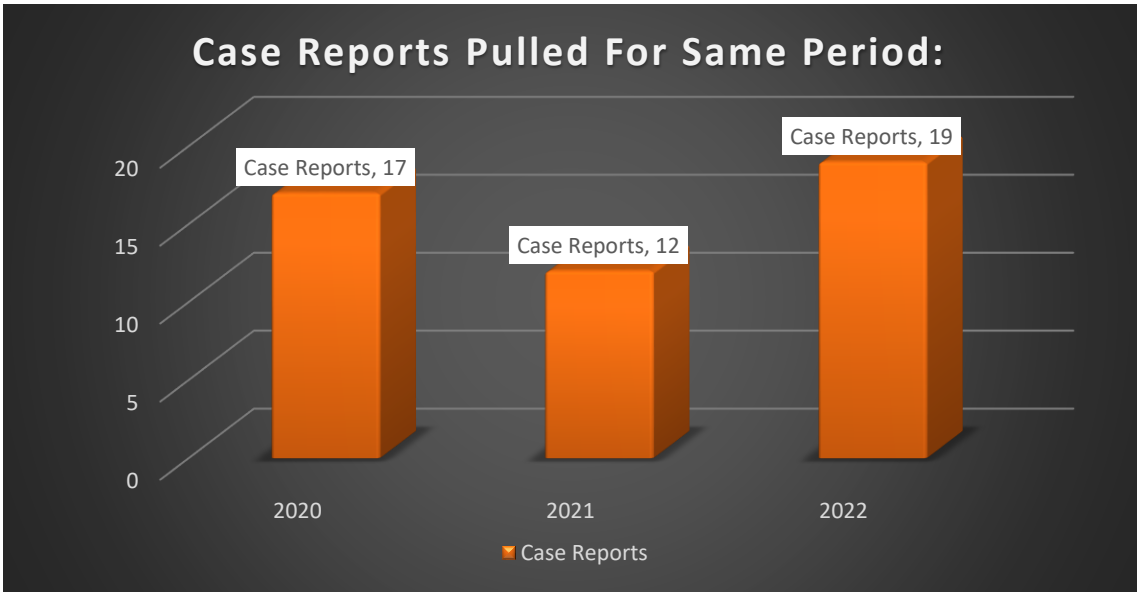


Elizabeth Police Department Activity Statistics Report

Reporting Period:

02/27/2022 to 03/12/2022





Elizabeth Police Department Activity Statistics Report

Reporting Period:

02/27/2022 to 03/12/2022

Chief of Police's Advisements:

EPD is heartbroken to announce the passing of K9 Officer Radar. K9 Officer Radar and his Handler Frank Hurst have been an essential part of our EPD family since 2017, however have been in service for many years prior to that. K9 Officer Radar has been credited for helping solve over 24 murders and finding more missing people than we can count. K9 Officer Radar has received numerous awards during his service, his help and care over the years is nationally recognized.

A few words from Frank Hurst, "Good morning, Chief, thank you for being there at the vet's office with Radar and I. You will never know how much it meant to me. My eyes fill with tears when I think of your and EPD's kindness".

EPD does have plans to honor Radar in the coming months.

Attached is a one of many kind letters received.

In closing I would like to share my thoughts:

A dog's life can be too short, we have seen them grow from puppies to old age, and all we are left with are good memories. Radar was Franks best friend, there are no words that can help to ease the pain he and his family feel. The Elizabeth Police Department wants everyone to know that Radar is in our thoughts and prayers. He was a special dog, a great dog. In this tragic moment, let's celebrate the long life that Radar lived, instead of letting the happy memories slip away.

If you have any questions, please let me know!

Respectfully,

Chief Melvin Berghahn

Chief of Police

MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
FEBRUARY 10, 2022

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, February 10, 2022, at 8:36 AM by Vice President Linda Bulmer.

ROLL CALL

Present were President Tedd Lipka by phone, Vice President Linda Bulmer, and Board Members Jeff Struthers and Michael Hussey. There was a quorum to conduct business.

Also present were Planner/Project Manager Zach Higgins, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Pat Gonzales.

AGENDA CHANGES

There were three items to change on the agenda.

- Item 2 regarding the Farmer's Market agreement will be postponed until next meeting.
- Linda Bulmer will by providing an update regarding the Gesin Lot.
- Discussion regarding the ornament survey results.

MINUTES

Regular Minutes of January 13, 2022

Motion by Mr. Hussey, seconded by Vice President Bulmer, to approve the minutes from January 13, 2022.

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

NEW BUSINESS

Discussion regarding Work Plan Item – Artist Design of Streetscape items

The Board and staff will do more research and provide examples to discuss at the next meeting.

Discussion regarding Gesin lot update

Vice President Bulmer provided an update to the Gesin lot development.

Discussion regarding ornament survey results

Staff provided the Board the results of the ornament survey distributed to local businesses.

STAFF REPORTS

- Discussion regarding the Board vacancies.
- Mr. Higgins reminded everyone regarding upcoming training.
- Mr. Higgins provided an update regarding the Hwy 86 Main Street directional sign.
- Mr. Higgins reminded the Board about the upcoming Public Meeting.
- Discussion regarding the Streetscape timeline.
- Discussion about the Main Street revitalization grant submittal.
- Ms. Malakowski informed the Board about an upcoming workshop with the Board of Trustees scheduled April 26, 2022.

BOARD REPORTS

- Vice President Bulmer gave an update regarding Board of Trustees feedback after the quarterly report.
- Discussion regarding the Farmer's Market event.
- Discussion regarding the Mayor's tree lighting.

ADJOURNMENT

Motion by Vice President Bulmer, seconded by Mr. Hussey, to adjourn meeting at 9:54 AM. The vote of those Board Members present was unanimously in favor. Motion carried.

President Tedd Lipka

Deputy Town Clerk Harmony Malakowski

TOWN OF ELIZABETH INCORPORATED SEAL SEPTEMBER 24 1890 ELBERT COUNTY COLORADO

HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
FEBRUARY 11, 2022

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Friday, February 11, 2022, at 12:00 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Cecilia Farin, and Board Members Jerry Garland, Brandi Wilson, and Aimee Woodall. There was a quorum to conduct business.

Also present were Planner/Project Manager Zach Higgins and Deputy Town Clerk Harmony Malakowski.

AGENDA CHANGES

Vice Chair Farin requested that the new members introduce themselves.

MINUTES

Regular Minutes of January 10, 2022

Motion by Vice Chair Farin, seconded by Mr. Garland, to approve the minutes from January 10, 2022.

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

NEW BUSINESS

Discussion regarding outcomes and lessons learned from Saving Places Conference

Members and staff discussed their experiences at the conference.

Discussion regarding upcoming Historic Preservation Public Meeting

Mr. Higgins reminded everyone about the upcoming public meeting Tuesday, February 15th, 2022, at 6:00 PM and discussed the agenda. The Board also discussed the schedule of their regular meetings. Regular meetings will now be held at 4:30 in the afternoon.

Discussion regarding History Colorado Basic Model CLG Preservation Ordinance

The Board will look over the ordinances and provide recommendations at the next meeting.

Discussion on the Historic Advisory Board Quarterly Report to Board of Trustees and joint meeting with the Main Street Board of Directors and Board of Trustees

Ms. Woodall will provide the quarterly report to the Board of Trustees on February 22nd.
Mr. Higgins informed the Board of the date and time of the joint workshop with the Main Street Board of Directors and the Board of Trustees.

STAFF REPORTS

- Mr. Higgins provided an update on current Board vacancies and term end dates.
- Mr. Higgins informed the Board of the upcoming Main Street Streetscape public meeting. Discussion regarding Streetscape followed.
- Mr. Higgins reminded the Board that there will be more upcoming training opportunities in the fall.

BOARD REPORTS

There were no reports from the Board Members.

ADJOURNMENT

Motion by Vice Chair Farin, seconded by Ms. Wilson, to adjourn meeting at 1:45 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Jerry Garland

~~Chair John Quest~~
Acting Chair Jerry Garland

Harmony Malakowski

Deputy Town Clerk Harmony Malakowski

TOWN OF ELIZABETH INCORPORATED SEAL SEPTEMBER 24 1890 ELBERT COUNTY COLORADO