



TOWN OF ELIZABETH

Electric Vehicle Ribbon Cutting 5:00 PM 165 S. Main St.

BUDGET WORKSHOP

Tuesday, September 26, 2023, at 5:30 PM

BOARD OF TRUSTEES REGULAR MEETING – UPDATED 9/22/2013

Tuesday, September 26, 2023, at 7:00 PM

Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing only access

<https://us02web.zoom.us/j/84209714979?pwd=ZEYyUEFCN2Vxem9SY2FBcGVvNkdVZz09>

Join via phone at 1 669 900 9128 Meeting ID: 842 0971 4979

Meeting Passcode:

544789

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

AGENDA CHANGES

INTRODUCTION OF STUDENT LIAISON

1. Mayor Snively welcomes Shaye Lavato

CONSENT AGENDA

2. Minutes of the Regular Meeting of September 12, 2023

PROCLAMATION

3. Community Planning Month Proclamation – Mayor Nick Snively

NEW BUSINESS

4. Discussion and possible action regarding the HAB Appointments of Jacqueline Hansen-Hallett for a term through 12/31/2023, Audra Kirk for a term through 12/31/2025, and Dennis Rodriguez for a term through 12/31/2025 – Alex Cramer
5. Discussion and possible action on Resolution 23R34, a Resolution exempting portions of land owned and maintained by the Gold Creek Valley Homeowners' Association, Inc. from the

application of Section 7-5-10 of the Elizabeth Municipal Code pursuant to Subsection (c) of Section 7-5-10 – Patrick Davison

- [6.](#) Discussion and possible action on Ordinance 23-07, an Ordinance amending Section 6-3-100 of the Elizabeth Municipal Code to authorize administrative approval of Retail Establishment Permits - Michelle Oeser
7. Discussion on Fire Department Impact Fees – Patrick Davidson
- [8.](#) Discussion and presentation regarding the Town of Elizabeth Impact Fee Study – BBC Research - Michael Verdone
- [9.](#) Rural Water Authority rate discussion – Mike DeVol
10. Discussion on setting dates and defining a process for the currently open board seat – Patrick Davidson

MANAGEMENT MONITORING REPORTS

- [11.](#) Management Monitoring Reports

STUDENT LIAISON REPORT

12. Student Liaison report

BOARD OF TRUSTEES REPORTS

13. Board Reports

MINUTES

- [14.](#) Minutes of the Historic Advisory Board Meeting of August 7, 2023
- [15.](#) Minutes of the Main Street Board of Directors Meeting of August 14, 2023

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.



TOWN OF ELIZABETH

Board of Trustees – Record of Proceedings

September 12, 2023

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, September 12, 2023, at 7:00 p.m. by Mayor Nick Snively.

ROLL CALL

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

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Public Works Director Mike DeVol, Chief of Police Jeff Engel, Community Development Director Zach Higgins, and Assistant Public Works Director James McErnie.

PLEDGE OF ALLEGIANCE

Mayor Snively led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

Dave Ternus – Town Resident

Brad Hamill – Douglas County Resident

Diana Edstrom – Elbert County Resident

Don Means – Town Business Owner, Elbert County Resident

AGENDA CHANGES

The Administration requested to have item 5 removed from the agenda.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of August 22, 2023

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

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



PRESENTATIONS

2. Senior Welfare Program - Officer Steven Herbel

NEW BUSINESS

3. Discussion and possible action on Resolution 23R32, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder

Motion by Trustee Belongia, seconded, by Trustee Einspahr, to approve Resolution 23R32, a Resolution approving the Intergovernmental Agreement between the Town and the Elbert County Clerk and Recorder.

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

4. Discussion and possible action on Resolution 23R33, a Resolution authorizing the Director of Public Works, or his designee, to enter into an agreement with CCS Metal Fabrication for the installation of handrails at Town Hall

Motion by Trustee Belongia, seconded, by Trustee Einspahr, to approve Resolution 23R33, a Resolution authorizing the Director of Public Works, or his designee, to enter into an agreement with CCS Metal Fabrication for the installation of handrails at Town Hall.

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

MANAGEMENT MONITORING REPORTS

- Chief of Police Jeff Engel updated the Board on events in the Police Department.
 - Jennifer Case is in the process of completing her Code Enforcement training
 - Chief Engel will be opening a new Police Officer position
 - Sergeant Bigler has completed the ABLE training program and the department will be moving forward with the next step
 - The speed detection sign on High Point Trail was hit by a vehicle
 - Two applications have been received for Reserve Officer positions
 - Chief Engel stated that support and appreciation for the Anniversary of 9-11 has been awesome
 - The Student Academy's first class had 28 students
 - Officer Daisy Tucker did well in the Academy pepper spray demonstration
 - Mayor Snively gave high praise for the Student Academy program



- Community Development Director Zach Higgins gave the Board an update on upcoming Town events
 - September 23rd is the 5K and Color run
 - September 30th is the Historic Walk and Talk
 - October 7th is Wine in the Pines
 - September 30th is the Town Birthday Bash
- Public Works Director Mike DeVol discussed the wastewater report provided in the Board packet.
- Public Works Director Mike DeVol discussed the water report provided in the Board packet.
- Discussion followed regarding the water report.

BOARD OF TRUSTEE REPORTS

- Trustee McGinn let the Mayor know she would be out of town from September 22nd to October 9th.
- Trustee Payne discussed plans for this year's Senior Basket program.
- Mayor Snively stated that the Gold Creek Valley HOA appreciates the increased police presence.
- Discussion on the open Police Officer position.
- Trustee Ternus read a prepared statement for the record.

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Trustee McGinn, to adjourn the meeting at 8:05 p.m. The vote of those Trustees present was unanimously in favor. Motion carried.

Town Clerk Michelle Oeser

Mayor Nick Snively



COMMUNITY PLANNING MONTH PROCLAMATION

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to recovery and how planners can lead communities to equitable, resilient and long-lasting recovery; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the Town of Elizabeth, and

WHEREAS, we recognize the many valuable contributions made by professional community and regional planners of the Town of Elizabeth, County of Elbert, State of Colorado, and extend our heartfelt thanks for the continued commitment to public service by these professionals;

NOW, THEREFORE, BE IT RESOLVED THAT, the month of October 2023 is hereby designated as **Community Planning Month** in the Town of Elizabeth, County of Elbert, State of Colorado in conjunction with the celebration of National Community Planning Month.

Adopted this _____ day of _____, 2023.

Mayor Nick Snively

(SEAL)
Town Clerk Michelle M. Oeser



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Honorable Mayor and Board of Trustees
FROM: Alexandra Cramer, Planner/Project Manager
DATE: September 26, 2023
SUBJECT: HAB Appointments

SUMMARY

The Town has received three applications for the Historic Advisory Board openings. Jacqueline Hansen-Hallett, Audra Kirk, and Dennis Rodriguez have applied to fill three (3) of the four (4) vacancies on the Historic Advisory Board. The Historic Advisory Board has seven (7) seats with three (3) year staggered terms. The first candidate, Jacqueline Hansen-Hallett, if approved, would fill the first vacant seat for a term through 12/31/2023. The second candidate, Audra Kirk, if approved, would fill the second vacant seat for a term through 12/31/2025. The third candidate, Dennis Rodriguez, if approved, would fill the third vacant seat for a term through 12/31/2025. All three seats, if approved would begin immediately following appointment. The candidates' applications, resumes, and letters of interest are attached.

ATTACHMENT(S)

Jacqueline Hansen-Hallett's Application & Letter of Interest

Audra Kirk's Application, Resume & Letter of Interest

Dennis Rodriguez's Application, Resume & Letter of Interest



APPLICATION FOR APPOINTMENT HISTORIC ADVISORY BOARD

RECEIVED

AUG 14 2023

Town of Elizabeth

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

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

Name: Jacqueline Hansen-Hallett

Address: [REDACTED]

Email: [REDACTED]

Occupation: Student

Please list your areas of experience and expertise:

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

Very good to Laws & helping people understand the benefit of helping to be a part in preserving the history

enjoyment

Additional areas of expertise/ experience History & preserving the past

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

- ☒ Yes
☐ No

If so, please explain your involvement.

went to meeting Aug 7, 2023, observed & contribute to part of discussion

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

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

Aug 10, 2023

To: Elizabeth Historical Advisory Board

From: Jacqueline Hansen-Hallett

Regards to: Become a member of Advisory Board

Dear Members,

I writing in regards to your position of
Becoming a member of the Historical Advisory
Board.

I feel the opportunity to serve on this Community
would enlarge my interest of history and
preserving the history of Elizabeth. To add
my efforts to learn & help others to learn
the rich history of the founder fathers to
built this town and helping preserve the
integrity of the buildings of the generations
gone by.

I truly feel I have alot to offer in regards
to this effort to work to achieve the goals
enchanting the generations to come the rich
history of this town.

Thankyou for the Consideration to become
a member.

Sincerely,

Jacqueline Hansen-Hallett



APPLICATION FOR APPOINTMENT HISTORIC ADVISORY BOARD

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

Name: AUDRA KIRK

Address: [REDACTED]

Email: [REDACTED] Contact Phone #: [REDACTED]

Occupation: Site acquisition

Please list your areas of experience and expertise:

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

Additional areas of expertise/ experience _____

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

- ☒ Yes
- ☐ No

If so, please explain your involvement.

I attended the historic walk last
September.

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

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

AUDRA KIRK

CONTACT

[REDACTED]

[REDACTED]

[REDACTED]

Linkedin.com/audralkirk

EDUCATION

2001-2005

Bachelors of Environmental Design -

Urban Planning
*University of Colorado,
Boulder, CO*

1994-1996

AAS Interior Design
*Arapahoe
Community College
Littleton, CO*

KEYSKILLS

- Land use permitting
- Special use permitting
- Public speaking
- Zoning
- Xcel/Word
- Highly organized

June 2021 – Present

Smartlink Group LLC

Real Estate Specialist III

- See new site build projects from conception to construction hand off.
- Research and identify potential properties for new site builds.
- Negotiate lease with new landlords.
- Research jurisdiction requirements.
- Manage all zoning and building permit submittals for each new site build.
- Attend and present at all necessary public hearings.
- Work with engineering to coordinate zoning drawings and construction drawing and submit for zoning and building permits.

February 2021 – June 2021

Dr Horton

Project Coordinator

- Prepared and submitted building permits for large residential neighborhoods.
- Updated and maintained project-tracker.
- Applied for and tracked all power applications.
- Led weekly starts meetings for my assigned neighborhoods.

May 2019 – August 2020

Black and Veatch (Adams Gabbert) Site Acquisition Specialists

- Oversaw the permitting process for new stand alone and Xcel replacement poles.
- Provided weekly progress updates to appropriate team members and leadership.
- Made initial contact with landowners for easements.
- Updated and maintained project-tracking database (Quickbase).
- Ensured pre-con documents/files were complete and accurate.

August 2006- November 2017

City of Englewood

Planner I and II

- Prepared and presented new land use standards and regulations including rezoning proposals to the Planning and Zoning Commission and City Council.
- Reviewed residential and commercial permit applications and performed all inspections.

Town of Elizabeth
Attn: Zac Higgins
151 S. Banner Street
Elizabeth, CO 80107

August 14, 2023

RE: Historic Advisory Board

Dear Mr. Higgins,

I would like to be considered for the Historic Advisory Board with the Town of Elizabeth. I am a past volunteer with the City of Lakewood's Historic Preservation Commission. I also helped the City of Englewood start their Historic Preservation Commission in 2017 when I was employed as a city planner.

I am aware of the time commitment and the level of involvement required.

Please let me know if you would like any additional information.

Thank you,

A handwritten signature in blue ink that reads "Audra Kirk". The signature is fluid and cursive, with the first name "Audra" being more prominent than the last name "Kirk".

Audra Kirk
720-331-0822



APPLICATION FOR APPOINTMENT HISTORIC ADVISORY BOARD

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

Name: Dennis Rodriguez

Address: [REDACTED]

Email: [REDACTED]

Contact Phone #: [REDACTED]

Occupation: Architect

Please list your areas of experience and expertise:

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

Additional areas of expertise/ experience Architectural Design Guidelines

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

- ☐ Yes
- ☒ No

If so, please explain your involvement.

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

Dennis Rodriguez, AIA

Mr. Rodriguez is the Building Information Modeling (BIM) Enterprise Manager for transportation/aviation and has over 30 years of project management and process development experience. He has developed an enterprise BIM implementation/integration strategy for agencies both nationally and internationally. This process integrates design, construction, and commissioning together with facility/asset management and GIS into all aspects of facility operations and maintenance.

Mr. Rodriguez is an expert in building collaborative relationships (internal and external), achieving support for BIM processes and ideas, and driving implementation programs through complex project environments. He is a catalyst in guiding clients in accomplishing industry leading BIM operations while demonstrating the expertise in delivering change to not only leadership, but also to end users, operations and information technology stakeholders.

- Asset Management
- Product Development
- Process Standards/Documentation
- Presentations & Public Speaking
- Governance & Compliance
- Change/Process Management
- Strategic Development
- Organizational Leadership

Relevant Project Experience

Triunity - Building Information Modeling (BIM) Implementation Manager ODOT/WSDOT Interstate Bridge Replacement Program (2021-present):

- Create a Common Data Environment that meets all regulatory requirements and aligns information systems including CAD, GIS, 3D Building Information Modeling (BIM), public outreach data, project controls, design information, traffic and sensor data, asset data, and other related information to manage a Digital Twin of the physical and functional characteristics of the Program.

Triunity - Building Information Modeling (BIM) Program Manager Los Angeles International Airport (2019-2022):

- Managing the BIM implementation for Los Angeles World Airports (LAWA) Terminal Cores project for Austin Commercial Limited Partnership.
- Guiding design and construction teams through LAWAs BIM standards compliance to ensure quality control for facility and asset management deliverables
- Ensuring construction model coordination and owner requirements throughout the design/build process.

AECOM - Building Information Modeling (BIM) Program Implementation Manager

Los Angeles International Airport (2014-2020):

- Developing and managing a Central Building Information Management implementation for Los Angeles World Airports as the basis of an enterprise wide as-built repository system
- Creating a customized LAWA BIM manual and standards with integrated contract language, specifications and execution plans the existing facility as well as a multi-billion-dollar capital and landside access modernization program
- Managing deliverable integration and requirements across multiple internal and external programs, ensuring owner facility data quality
- Establishing executive management relationships across departments to get buy-in and funding for a multi-year, airport wide resource program

AECOM - Building Information Modeling Implementation Manager Miami Dade Water and Sewer Department (2014-2015):

Experience

31 years

Associations

American Institute of Architects (AIA)

International Facilities Management Association (IFMA)

- Airport Facilities Council

Airport Minority Advisory Council (AMAC)

American Association of Airport Executives (AAAE)

Registrations

Registered Architect - Colorado

Education

M Arch
Arizona State University
Tempe, AZ
1992

B Design
Arizona State University
Tempe, AZ
1989

-
- Establishing a multi-step BIM implementation program for the Southeast US's largest water and sewer utility
 - Developing a full life cycle program with integrated BIM, GIS and Maximo systems

**AECOM - Building Information Modeling Program Consultant
Melbourne International Airport, Melbourne, Australia (2014):**

- Providing guidance on the implementation of an enterprise-wide integrated BIM, GIS and Maximo system
- Developing recommended workflows and process improvements to maximize the value of an integrated system
- Reviewing and recommending asset management software and processes to optimize existing facilities

**AECOM - Civil Information Modeling Program Manager
San Francisco International Airport, California (2014-15):**

- Assisting Airport staff in the development of a Master Utility and Technology Plan Report utilizing BIM and GIS processes
- Establishing BIM/GIS Standards for existing conditions data collection and utilization
- Developing a BIM based existing system condition data collection process including life expectancy and internal/external conditions assessment

**AECOM - BIM Enterprise Manager
Denver International Airport, Denver, Colorado (2009-2014):**

- Leading the enterprise-wide implementation of BIM for planning, design, construction and asset management processes for the Airport Infrastructure Management Division
- Developing integration and automation of facilities maintenance and asset management information with BIM and GIS data for lifecycle procedures
- Managing the development and approval of client specific BIM manual and standards document with integrated contracts and execution plans
- Establishing policies and procedures documentation across disciplines and construction teams for all DIA capital programs. Current combined Capital Improvement Projects and Operations and Maintenance projects are valued at approximately \$1.6 Billion over the next 5 years.
- Integrating software implementation across multiple departments and AEC consultants using Autodesk's Revit & Civil3D, IBM Maximo and ESRI platforms
- The effort includes \$550 million-dollar hotel and multi-modal addition as well as strategic integration of the 12.8 million square feet existing facility

Relevant Seminar Presentations

"LiDAR at LAX", 2019, Autodesk University 2019, Las Vegas, NV

"Defining the Rosetta Stone – Finding a Common Language Across a Common Process", 2016, Keynote Speaker: Campus FM Technology Association, Boulder, CO

"Integrating BIM Into the Project Lifecycle", 2015, BIM Integration Congress 2015, San Francisco, CA

"An Owner's Perspective to Successful Implementation at Denver International Airport", 2014, Air Movement and Control Association International, Inc., 2014, Melbourne, Australia

"Autodesk® InfraWorks™ 2014: Realizing the Potential of a Fully Integrated BIM Process", 2013, Autodesk University 2013, Las Vegas, NV

"Large Team Prefabrication Strategies", 2013, BIMForum 2013, Denver, CO

"Disruptive Change: Making the Case for Enterprise BIM to FM & GIS", 2013, International Facilities Management Association World Workplace 2013, Philadelphia, PA

"BIM to FM & GIS: Bringing Facility Life Cycle Data Commissioning to Denver International Airport", 2012, BIMForum Fall Conference, Tacoma, WA

"BIM to FM & GIS - Bringing Facility Life Cycle Data Commissioning to Denver International Airport", 2012, International Facilities Management Association World Workplace 2012, San Antonio, TX

"Bringing Life to Lifecycle at DIA", 2012, AAAE/NW Chapter AAAE Airport Facilities Management Conference, Colorado Springs, CO

Dennis Rodriguez



August 30, 2023

Town of Elizabeth
151 S Banner Street
PO Box 159, Elizabeth CO 80107

Dear Historic Advisory Board Members,

I hope this letter finds you well. I am writing to express my strong interest in becoming a member of the Historic Advisory Board for the Town of Elizabeth. As a passionate resident with a deep appreciation for our town's rich history, I am excited about the opportunity to contribute to the preservation and promotion of our local heritage.

Having lived in Colorado for 30 years and in Elizabeth for the last 4 years, I have witnessed the town's growth and change while still maintaining its unique historical charm. I firmly believe that understanding and valuing our past is crucial for shaping a vibrant and connected community for the future.

My background as a registered architect here in Colorado for 31 years has provided me with a solid foundation to actively participate in the goals and initiatives of the Historic Advisory Board. I have served as an architectural consultant to an HOA's architectural review committee for the last ten years, giving me similar experience and enthusiasm about collaborating with fellow community members, sharing ideas, and working together to ensure that our town's historical landmarks, stories, and traditions are preserved for generations to come.

Throughout my career I have consistently demonstrated my dedication to the preservation of local history and culture in concert with a communities' need for responsible growth. I have also had the privilege of working with diverse groups of people, which has honed my communication and teamwork skills.

If given the opportunity to be part of the Historic Advisory Board, I would be committed to:

1. Promoting Awareness: Increasing public awareness about the historical significance of Elizabeth and its landmarks through engaging events, educational programs, and community partnerships.
2. Advocating for Preservation: Actively supporting efforts to maintain and restore historical buildings, landmarks, and sites, ensuring that they remain authentic representations of our town's history.
3. Collaborating with Experts: Working closely with historians, preservation experts, and local authorities to make informed decisions about the preservation and development of historic areas.
4. Encouraging Community Involvement: Engaging with residents, schools, and local businesses to foster a sense of pride and ownership in our town's history, encouraging them to take an active role in preservation efforts.

I am excited about the prospect of contributing my time, energy, and expertise to the Historic Advisory Board and becoming an integral part of the ongoing efforts to celebrate and safeguard Elizabeth's history. I believe that by working together, we can ensure that the stories of our past continue to enrich our present and inspire our future.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy and share more about my vision for the role. Please feel free to contact me at [email address] or [phone number] to schedule a conversation.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Rodriguez", with a stylized, cursive script.

Dennis Rodriguez



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: August 14, 2023
SUBJECT: Gold Creek Valley HOA Request from Exemption for Open Areas

BACKGROUND

The Gold Creek Valley Homeowners' Association (hereinafter "HOA") is the owner of common lands located within the Gold Creek PUD. Most areas include open "green" areas between homes, vegetation along sidewalks and trails, and parklands within the HOA. However, there are two (2) tracts of land, encompassing approximately 15.42 acres which are identified as "open space". Those open space areas are along Gold Creek and encompass bottom lands forming habitat for birds, reptiles, and mammals, including the Prebble Jumping Mouse. Additionally, the lands are the quintessential definition of "open space" encompassing all kinds of flora and fauna representative of the areas around Elizabeth.

While Section 7-5-10 of the Elizabeth Municipal Code would require the mowing and upkeep of these areas, it is impractical, and will likely result in more damage to the areas than is gained from maintenance. Quite simply, the land is better maintained in its current condition, subject to nominal mowing behind houses, than being maintained under Town Code.

ANALYSIS

Section 7-5-10(c) of the Elizabeth Municipal Code authorizes the Board of Trustees, by Resolution, to exempt natural areas from the prohibitions contained in Section 7-5-10(a). For purposes of this Resolution, exemption is appropriate for the following reasons: (a) such vegetation assist in erosion control along Gold Creek, (b) the open lands are difficult to mow and maintain, and (c) such maintenance is contrary to the needs of open space.

STAFF RECOMMENDATION

Staff recommends the passage of the Resolution for the reasons further set forth herein.

BUDGET CONSIDERATIONS

There are no budget considerations impacted by the passage of the Resolution.

ATTACHMENTS

A Resolution Exempting Portions of Land Owned and Maintained by the Gold Creek Valley Homeowners' Association, Inc. from the Application of Section 7-5-10 of the Elizabeth Municipal Code Pursuant to Subsection (c) of Section 7-5-10.

RESOLUTION 23R34

A RESOLUTION EXEMPTING PORTIONS OF LAND OWNED AND MAINTAINED BY THE GOLD CREEK VALLEY HOMEOWNERS' ASSOCIATION, INC. FROM THE APPLICATION OF SECTION 7-5-10 OF THE ELIZABETH MUNICIPAL CODE PURSUANT TO SUBSECTION (c) OF SECTION 7-5-10

WHEREAS, Section 7-5-10(a) of the Elizabeth Municipal Code (the "Code") mandates that owners, agents, and occupants of land in the Town of Elizabeth prevent their property from being overgrown with weeds;

WHEREAS, the Code seeks to maintain all vegetation, whether brush, natural vegetation or cultivated plants and grasses, to heights less than twelve (12) inches, and seeks to minimize and control the growth of invasive species of weeds;

WHEREAS, Section 7-5-10(c) of the Code specifically authorizes the Town by Resolution to exempt natural areas from the prohibitions contained in Section 7-5-10(a);

WHEREAS, the Gold Creek Valley Homeowners' Association, Inc. (HOA) is the owner and manager of certain common lands created within the Ritoro and Gold Creek Subdivision; .

WHEREAS, the HOA seeks to maintain certain lands as natural open space for use by both the public and wildlife which would include allowing such lands to have vegetation in excess of twelve (12) inches as otherwise prohibited by Section 7-5-10(a) of the Code, notwithstanding the fact (a) such vegetation assists in erosion control along Gold Creek, (b) is otherwise difficult to mow and maintain, and (c) such maintenance is contrary to the needs of open space;

WHEREAS, the Town and the HOA desire to specially designate the open space more particularly described below as exempt from the application of Section 7-5-10(a) :

Elbert County Parcel 8513302144 containing 3.42 acres +/-

Elbert County Parcel 8513302142 containing 12 acres +/- (the "Gold Creek HOA Open Space"); and

WHEREAS, attached hereto as Exhibit A is a map indicating the Gold Creek HOA Open Space for which the HOA seeks exemption, subject to maintaining the property for access by the Elizabeth Fire Department, and with the understanding that in the event of the spread of invasive species of weeds, curative action may be recommended or required by the Town of Elizabeth.

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

Section 1. The Gold Creek Valley Homeowners' Association, Inc. (HOA), as the owner of certain common lands within the Town of Elizabeth, is granted an exemption pursuant to Section 7-5-10(c) of the Code for those lands identified in Exhibit A.

Section 2. The HOA shall maintain the exempt lands in a manner that addresses the concerns of fire mitigation by the Elizabeth Fire Department, and may be required to take additional action to mitigate the impact of invasive species of weeds identified in Section 7-5-10(a) of the Town Code.

PASSED, APPROVED, and ADOPTED this 26th day of September 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Nick Snively, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

Elbert County Map



8/14/2023, 10:21:01 AM

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Elbert County, Colorado | Elbert County, Colorado



TOWN OF ELIZABETH

OFFICE OF THE TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle M. Oeser, Town Clerk
DATE: September 26, 2023
SUBJECT: Ordinance 23-07

SUMMARY:

Ordinance 23-07 gives the Town Clerk administrative authority to approve retail establishment permits. This permit allows them to serve **complimentary** alcohol beverages at their business. This is new legislation that was passed into law in 2023. Previously this was not allowed under the State of Colorado Liquor Code.

Businesses are limited to 24 days per year and are limited to a 4-hour period of time.

Legislation also has limits on the size of beverages to be served, hours to be served and age requirement of servers and supervision.

Staff believes that local retail establishments will appreciate the opportunity to have a permit allowing complimentary beverages when hosting business events.

RECOMMENDATION:

Staff recommends approval of Ordinance 23-07, an Ordinance amending Section 6-3-100 of the Elizabeth Municipal Code to authorize administrative approval of retail establishment permits.

ATTACHMENT:

Ordinance 23-07

Sample Application

ORDINANCE 23-07

AN ORDINANCE AMENDING SECTION 6-3-100 OF THE ELIZABETH MUNICIPAL CODE TO AUTHORIZE ADMINISTRATIVE APPROVAL OF RETAIL ESTABLISHMENT PERMITS

WHEREAS, pursuant to the Town of Elizabeth Municipal Code (the “Code”), the Town Clerk is authorized to approve certain types of liquor license applications; and

WHEREAS, the Town desires to amend the Code to include applications for the newly created retail establishment permits as a type of application that the Town Clerk may administratively approve.

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

Section 1. Section 6-3-100 of the Elizabeth Municipal Code is hereby amended by the addition thereto of a new subsection (c) to read as follows:

Sec. 6-3-100. Administrative approval of certain applications.

(c) The Town Clerk is authorized to administratively approve applications for retail establishment permits. Nothing in this subsection (c) shall prevent the Town Clerk from scheduling action on the application before the Authority if the Town Clerk determines an administrative approval of such an application is not warranted based on the circumstances of the particular application.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2023.

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

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

Retail Establishment Permit Initial Application and Renewal

This application applies to retail establishments and art galleries.

☐ Initial Application ☐ Renewal			
State Fee: \$93.25		Local License Fee: \$3.75	
Local Application Fee: \$ _____ (please contact the local licensing authority within the jurisdiction in which the retail establishment is located to determine their local application fee amount).			
1. Applicant Name		State Sales Tax Number of Applicant	
2. Trade Name of Establishment (DBA)		Permit Number (if Renewal)	
3. Address		Phone Number	
City	County	State	ZIP Code
4. Mailing Address (Number and Street)	City or Town	State	ZIP Code
5. Email Address			
☐ Attach a copy of a deed or lease in the exact name of the applicant reflecting possession of the premises for at least one year after the date of the application.			
☐ Attach a diagram of the premises that reflects the area within the premises where alcohol beverages will be stored, served, possessed, and consumed.			
6. Does the applicant hold any liquor license(s)? ☐ Yes ☐ No If Yes, provide the license number and license type of any liquor license(s) held by the applicant. (Please attach a separate sheet to this application if additional space is needed.) License Number: _____ License Type: _____ License Number: _____ License Type: _____ License Number: _____ License Type: _____ License Number: _____ License Type: _____ Pursuant to 44-3-424, C.R.S., Applicant hereby states that it qualifies for a Retail Establishment Permit, in order to serve complimentary alcohol beverages, and certifies to the State Licensing Authority and Local Licensing Authority that it:			
7. Does the applicant qualify as a retail establishment or an art gallery? If Yes, check the one that applies. ☐ Yes ☐ No ☐ Art Gallery - is a retail establishment that has the primary purpose of exhibiting and offering for sale works of fine art or precious or semiprecious metals or stones. ☐ Retail Establishment - is an establishment that has the primary purpose of selling goods or services to the public and that: (I) conducts business at a physical building in Colorado; and (II) derives less than fifty percent (50%) of the establishment's gross sales of goods and services from the sale of food.			
8. Does the applicant have more than 25 employees? ☐ Yes ☐ No			
9. Does the applicant have retail sales that exceed five million dollars per calendar year? ☐ Yes ☐ No			

10. Does the applicant sell firearms, motor vehicles, marijuana, gasoline, or diesel fuel? ☐ Yes ☐ No
11. Does the applicant educate students from kindergarten to twelfth grade or provide childcare? ☐ Yes ☐ No
12. Is the applicant a convenience store? ☐ Yes ☐ No
13. Does the applicant sell alcohol beverages by the drink? ☐ Yes ☐ No
14. Will the applicant abide by the serving size limitations as listed in 44-3-424(1)(b)(IV)-(VII), C.R.S.? ☐ Yes ☐ No
15. Will the applicant charge an entrance fee or cover charge in exchange for the complimentary beverages for consumption on the premises? ☐ Yes ☐ No
16. Will the applicant not allow more than 250 people on the premises at one time when alcohol beverages are being served? ☐ Yes ☐ No
17. Will the applicant serve alcohol beverages for more than 4 hours in any twenty-four (24) hour period, and no more than 24 days per year? ☐ Yes ☐ No
18. Will the applicant serve or distribute alcohol beverages between the hours of 2 a.m. and 7 a.m.? ☐ Yes ☐ No
19. Please list all dates of service below: (Please attach a separate sheet to this application if additional space is needed.)

Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:
Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:
Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:
Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:
Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:
Date: From: To:	Date: From: To:	Date: From: To:	Date: From: To:

Oath Of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code which affect my license.

Signature	Title	Date
-----------	-------	------

Report And Approval of Local Licensing Authority (City/County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. **THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority (City or County)	Date filed With Local Authority
--	---------------------------------

Signature	Title	Date
-----------	-------	------

Report of State Licensing Authority

The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.

Signature	Title	Date
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TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, Community Development Director
DATE: September 26, 2023
SUBJECT: BBC Impact Fee Study

HISTORY

The Board of Trustees approved Resolution 23R12 on February 28th, 2023, a resolution approving a letter proposal with BBC Research and Consulting for purposes of performing a Comprehensive Impact Fee Study for the Town of Elizabeth. The Impact Fee Study was approved for the amount of \$29,000 which included Project Management and Meetings, Police Impact Fee, Public Buildings Impact Fee, Storm Drainage Impact Fee, Parks, Rec, and Trails Impact Fee, Streets Impact Fee, and Annexation Impact Fee.

BBC Research has worked with Town Staff to collect the required data over the past few months. A draft report was distributed to Staff and the Town Attorney. Edits were made as a result of that review, and a final draft report has been provided to the Town for review and discussion by the Board of Trustees.

SUMMARY

BBC Research has provided the Town of Elizabeth with a Final Draft Report. BBC Research will present the report to the Board of Trustees and seek any additional comments or concerns. Once any remaining comments or concerns have been addressed, the Final Report with accompanying Impact Fees will be presented to the Board of Trustees in the form of a resolution with the potential for adoption.

STAFF RECOMMENDATION

Staff recommends the Board of Trustees provide any feedback desired to BBC Research regarding the attached Town of Elizabeth Impact Fee Study.

EXHIBIT(S)

Final Draft – BBC Impact Fee Study



Town of Elizabeth

Impact Fee Study

FINAL REPORT

Final Report

August 28, 2023

Town of Elizabeth Impact Fee Study

Prepared for

Town of Elizabeth
151 S Banner Street
P.O. Box 159
Elizabeth, CO 80107

Prepared by

BBC Research & Consulting
1999 Broadway, Suite 2200
Denver, Colorado 80202-9750
303.321.2547 fax 303.399.0448
www.bbcresearch.com
bbc@bbcresearch.com



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SECTION I.

Town of Elizabeth Impact Fee Design Considerations

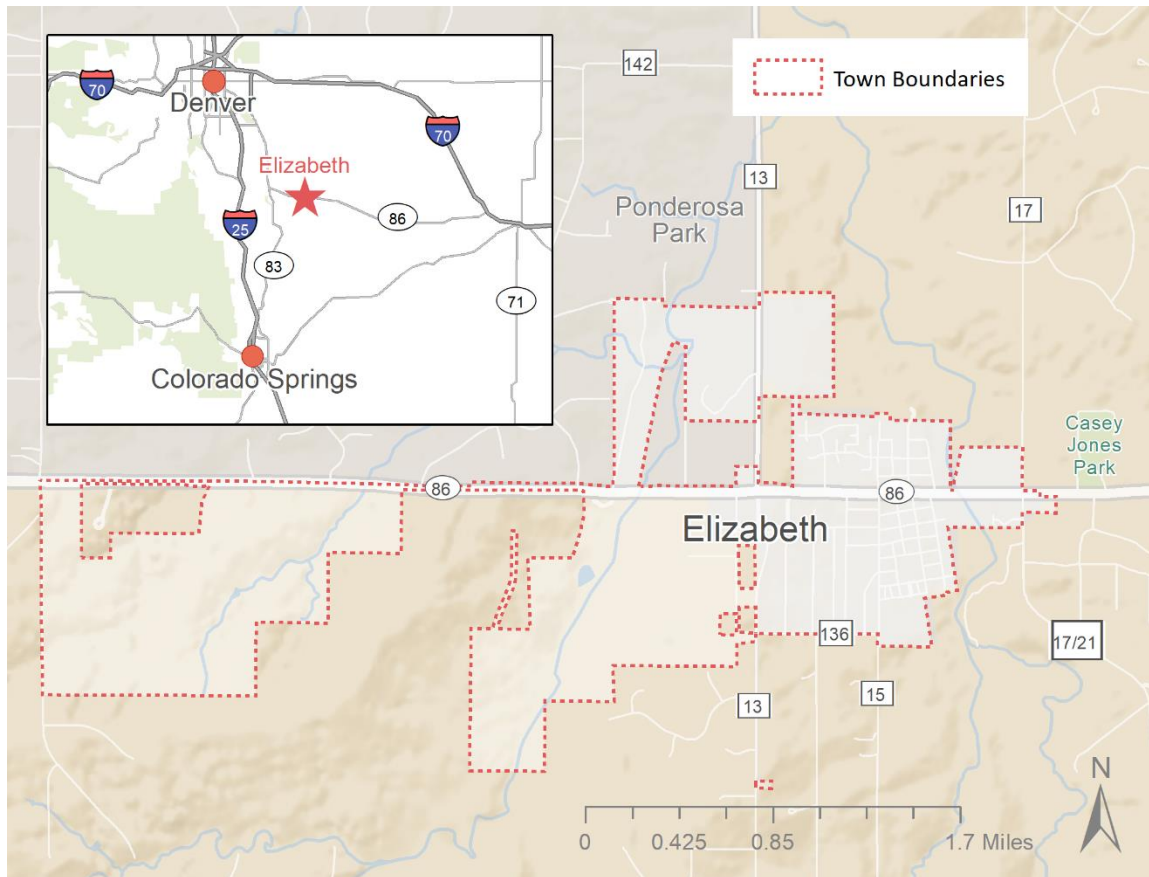
This report presents the analysis underlying the calculation of proportional development impact fees for the Town of Elizabeth, Colorado (Town). The Town does not currently collect development impact fees, but the expectation of potential future development pressure has led the Town to develop a comprehensive impact fee schedule to ensure that any future growth pays its fair share of infrastructure expansion costs. This section describes impact fee design requirements, Town infrastructure standards, and various implementation considerations.

Background

The Town of Elizabeth, located in Elbert County, Colorado, was incorporated in 1890, although the town had been settled as early as 1855 as a sawmill camp. Following a gold rush that produced more hype than ore, the town developed an economy based on logging, farming, cattle ranching and dairy farming.

Over the past decade, the Town's population has grown from approximately 1,200 residents to nearly 2,000 and projections from the Town's planning department anticipate a population of about 5,500 people at buildout. After a brief development slowdown attributed to the economic recession in 2009, Elizabeth has recently experienced high rates of residential and commercial growth. This trend is expected to continue given the Town's high quality of life, desirable location and close proximity to the Denver Metro Area. Figure 1 on the following page shows the location of Elizabeth in relation to Denver and Colorado Springs.

Figure I-1.
Location of Elizabeth, Colorado



Source: 2022 TIGER/Line Shapefiles from the U.S. Census Bureau, Geography Division, Esri, USGS, and NOAA.

Elizabeth has relied on exactions and various development charges and fees as mechanisms for recovering the costs of providing municipal service and infrastructure to an expanding residential and commercial base. Notably, the Town does not currently assess impact fees on new development, but in light of expected future growth, the Town's Board of Trustees is considering establishing a comprehensive system of development impact fees for police; public buildings; parks, open space, and trails; and public works to ensure that growth pays its own way, and that existing residents and existing services are not financially burdened by new growth.

Many Colorado communities impose development impact fees for expansion of public infrastructure using a suite of fees with separate charges for multiple infrastructure categories, e.g., streets, parks, fire protection, etc. Each municipality's fee amounts are reflective of their level of service and underlying philosophies regarding how to fund capital improvements: namely, the split between dedicated sales and property tax revenues and impact fee revenues.

The amount that a community can charge in impact fees and the manner in which these fees can be devised, imposed, and spent is dictated by Colorado statute and more generally by a series of United States Supreme Court decisions. In light of these design and implementation requirements, the Town retained BBC to prepare this report documenting the calculation of maximum allowable impact fees consistent with Colorado statutes.

Impact Fee Design Requirements

There is no universally accepted definition of impact fees, but most studies emphasize the fee's one-time use; application to new development; design requirements for proportionality; and restricted use for infrastructure expansion purposes only:

"Fees collected through a set schedule or formula, spelled out in a local ordinance....fees are levied only against new development projects as a condition of permit approval to fund infrastructure needed to serve the proposed development. Impact fees are calculated to cover the proportionate share of the capital costs for that infrastructure..."¹

The key requirements of impact fee design are set by Colorado Statute and a series of United States Supreme Court rulings.

Colorado requirements. Colorado statutes enable the use of impact fees and dictate the following fee requirements:

- Impact fees are a one-time payment levied on new development;
- Funds can only be used for capital infrastructure projects:
 - Applicable projects and equipment must have a minimum seven-year life;
 - No funds can be diverted for operations, maintenance, repair or facility replacement purposes.
- Impact fee revenues must be segregated from other general revenues and used for the purposes for which they were collected;
- Impact fees must be imposed on all forms of development and cannot be limited to one type of land use;
- Impact fee revenues must be used for capital infrastructure expansion. No funds can be used for correction of existing system deficiencies; and
- There must be a reasonable expectation of benefit by the fee payer.

U.S. Supreme Court decisions. Impact fee design must also respect broad guidance offered by a series of U. S. Supreme Court rulings. The two most notable court decisions that speak to impact fee design and constraints on fee use are often referred to as *Nollan* and *Dolan*².

Guidance from these decisions requires that there be an "essential nexus" between the exaction/fee and the state interest being advanced by that exaction. In the more recent *Dolan v. City of Tigard* (1994) decision, the U.S. Supreme Court held that in addition to an essential nexus, there must be a "rough proportionality" between the proposed exactions and the project impacts

¹ Juergensmeyer, Julian C., and Thomas E. Roberts. Land Use Planning and Development Regulatory Law. St. Paul, MN: WestGroup, 2003; and ImpactFees.com, Duncan Associates, 20 February 2008.

² *Nollan v. California Coastal Commission*, 483 U.S. 82; 1987 and *Dolan v. City of Tigard* (1994) 114S.Ct. 2309.

that the exactions are intended to mitigate. In *Dolan*, the court further states that rough proportionality need not be derived with mathematical exactitude but must demonstrate some relationship to the specific impact of the subject project:

*"We think a term such as 'rough proportionality' best encapsulates what we hold to be the requirements of the Fifth Amendment. No precise mathematical calculation is required, but the city must make some sort of individualized determination that the required dedication is related both in nature and extent to the impact of the proposed development."*³

Over the past two decades since *Dolan*, many communities have imposed impact fees; thus, there now is a broad set of common practices when considering how best to reflect these judicial and statutory requirements in fee design efforts.

Fee Applicability

As noted above, impact fee revenues can only be used to cover the expansion costs of public infrastructure needed to serve new development and fee amounts can only be set to recover the cost of infrastructure expansion that is proportional to the needs of the new project.

Public infrastructure. *Public or capital infrastructure* is the physical component of public services, generally including buildings, facilities and related improvements, such as parking, lighting or other support facilities. Capital infrastructure includes streets, parks, administrative facilities (i.e., public buildings), and specialized police buildings. Under Colorado statute, infrastructure can also include all equipment that has at least a seven-year span. It does not include personnel even in circumstances where new staff are required to operate new facilities.

Nature of infrastructure investments. In considering fee requirements, it should be noted that not all capital infrastructure costs are associated with community growth or with the expansion of facility capacity. Most communities make frequent infrastructure investments regardless of growth pressures for repair and replacement of facilities. Communities considering impact fees must recognize three elements of infrastructure needs:

- **Repair and replacement of facilities.** The expense of maintaining current facilities, such as annual building maintenance, or replacing a roof.
- **Betterment of facilities.** Implementation of new services or improvement of existing facilities without increasing service capacity.
- **Expansion of facilities.** This element can include expanding an existing town hall to accommodate growing personnel requirements occurring in association with community growth.

Impact fees can only cover those infrastructure costs associated with the expansion of facilities to serve the needs of new growth.

³ *Dolan v. City of Tigard* (1994) 114S.Ct. 2309.

Other Fee Design Considerations

Over time a reasonable consensus has emerged as to how to best assure fee compliance with state statute and federal court dictates. In order to develop fees, there are three basic components: definition of community standards; calculation of proportional attribution to new growth and attribution of infrastructure needs across all major land uses. Additional considerations are discussed below.

Setting community standards. The first fee design component involves determining appropriate capital standards for each category of infrastructure. Some states' enabling legislation describes capital standard criteria with specificity; for instance, Idaho requires that a city use an endorsed capital improvements schedule and then a process of attribution between growth related and other investments—Colorado does not have this same detailed guidance. Facility standards, such as park space per household, can vary widely between communities; thus, it is not appropriate to use standards developed for other towns, or standards applied nationally.

Calculation methodology. There are two common methodologies employed in order to meet the standards described above, the current service standard (capital buy-in) and the capital improvement standard (plan-based). BBC used the plan-based approach to calculate all impact fees presented in this report. The decision to employ the plan-based methodology for all impact fees was a result of the availability of capital improvement plan data, as well as Town staff's ability to provide estimates for certain future capital infrastructure projects.

In the plan-based fee methodology, the cost of new infrastructure is allocated to new growth in proportion to that growth's anticipated demand of the infrastructure. This forward-looking approach requires forecasts of residential and non-residential growth and data on capital expansion plans. For infrastructure to be eligible for inclusion in the impact fee calculation, it must meet the requirement that only items with a useful life of five years or more are designated a fee-eligible capital asset, per CRS 29-20-104.5;⁴ however, utilizing a seven-year useful life eliminates any risk associated with disagreement as to the useful life of a given asset, and is suggested as a more conservative approach. Any improvements used to address current service deficiencies or increase the level of service cannot be included in the fee calculation.

Adjustments for debt. Since facility standards are defined by a community's demonstrated investment in infrastructure, then calculations of current service standards must recognize, and net out, any applicable debt. Debt service will be paid by all future residents—new and old; it is not appropriate to charge new development a front-end impact fee and then charge the same development again, after becoming residents or property owners, requiring them to also pay the remaining equity and interest costs. This impact fee study is plan-based, rather than capital buy-in, so debt adjustment is not required.

Fund balances. Fund balances represent cash investments the existing community has made into various capital expansion categories. As these existing revenues will be used to pay for forthcoming capital improvement projects, impact fee reserve amounts are removed from the

⁴ Impact Fee Enabling Statute: CRS 29-20-104.5. *Local Government Regulation of Land Use*.

impact fee eligible amount under the plan-based methodology. The Town of Elizabeth has not previously, and does not currently, collect impact fees, so there are no impact fee fund reserves to consider.

Fee design cost-recovery. The cost of this study can be recovered through fees and used to reimburse the general fund. Fee design costs have been divided among each category and added to each respective charge.

Proportionality. As part of the fee design process, it is necessary to ensure that fees only cover the proportional expansion costs caused by new development. The state statutes and aforementioned court decisions require a demonstration of proportionality. In this instance, by using capital improvement plans and then requiring new development to pay fees at an amount scaled by new growth's future usage, proportionality is reasonably and fairly derived.

Allocation by land use. The courts have indicated that all forms of development that have facility impacts (residential and non-residential) must pay their fair share of expansion costs. If one land use is exempted from fees all other land uses have no reasonable expectation of seeing facility expansion completed. Attribution of current residential and non-residential (retail and office/industrial) land uses can be reasonably derived from county assessor's data; these assessment records data serve as the development baseline for future growth projects, which are utilized in the plan-based methodology and shown in Figure I-2.

**Figure I-2.
Current Land Use Allocation**

Source:
Elbert County Assessor; Town of Elizabeth; BBC
Research & Consulting, 2023.

Land Use	Current (2023)	Percent
Residential Sq Ft	1,403,172	71.4%
<i>Single-family</i>	1,136,730	57.9%
<i>Multi-family</i>	85,515	4.4%
<i>Manufactured home</i>	180,927	9.2%
Non-Residential Sq Ft	561,524	28.6%
<i>Retail/Commercial</i>	291,778	14.9%
<i>Office/Institutional</i>	248,515	12.6%
<i>Industrial/Warehouse</i>	21,231	1.1%
Total	1,964,696	100%

Approximately 71 percent of Elizabeth's current land use is residential, and 29 percent is non-residential uses. These percentages are used in the impact fee calculations to allocate growth related costs to residential and non-residential land uses, respectively.

Future land use. Town of Elizabeth staff derived future land use determination from several relevant sources, including the Town of Elizabeth Comprehensive Plan, existing development totals, and proposed plans of developments that have been submitted to the Town. Figure I-3 shows the future land use allocations used in the study. Growth projections for Elizabeth anticipate an addition of 1,081 residential units and 1,854,088 square feet of non-residential building space.

**Figure I-3.
Projected Future Development
in the Town of Elizabeth**

Source:
Town of Elizabeth.

Land Use	New Development
Residential (Units)	1,081
<i>Square Feet</i>	2,594,820
Non-Residential (Sq. Ft.)	
Retail	1,854,088
Industrial	0

Projections of future residential development were based on data in the Town’s Comprehensive Plan as well as data from existing single-family and multi-family residential development in the Town. The Town’s projections for single-family residential development are based on an average of three single-family lots per acre and an average of 2,500 built square feet per lot. Projections for multi-family residential development are based on an average of 16 units per acre and an average of 2,064 built square feet per unit. Projections of future commercial development are based on data from a newly completed commercial building in the Town and assuming an average of 10,748 built square feet per acre.

Use specificity. Impact fee systems vary in how precisely they differentiate between varying forms and size of residential development and varying uses of non-residential buildings.

While some municipalities have impact fee schedules that differentiate between different types of residential and non-residential development, BBC’s analysis of the Elbert County Assessor’s data for Elizabeth showed that the Town’s existing development is primarily composed of single family residential and commercial development, with more limited development of multi-family residential and other types of non-residential development, including office space, industrial space, and institutional space. As a result, BBC recommends simplifying the fee schedule by only imposing fees on residential and non-residential land uses.

Redevelopment/credits. Application of impact fees raises a series of questions about how to approve redevelopment of existing properties and the circumstances under which fees can be waived or adjusted. The redevelopment of a residence, even a complete demolition and home reconstruction, does not mean an increase in public service costs—it is still one residential unit with little or no implication for service delivery costs or capital needs. Redevelopment of larger lots with multiple homes would be assessed a fee based on the number of net new residences. Similarly, non-residential redevelopment should only be charged on the basis of net new space.

Waivers. The Town cannot waive impact fees unless the fund is reimbursed from other sources such as the general fund or the developer/owner is making other contributions to system expansion by other mechanisms that exceed the calculated requirements.

Timing. Impact fees are due at the time of building permit. The timing of collections for the impact fees calculated in this study is subject to negotiation.

Updates and Adjustments. Fees should be updated periodically; most communities update fees every five years. Inflationary adjustments are recommended on an annual basis using the U.S. Bureau of Labor Statistic’s Consumer Price Index.

SECTION II.

Impact Fee Calculations

BBC used a plan-based methodology to calculate the impact fees presented in this report. The decision to employ the plan-based approach was a result of the availability of capital improvement plans developed by Town staff. The Town of Elizabeth developed capital improvement plans for each service category, and, using those plans, BBC worked with each department to conduct an analysis to identify growth-related costs as described in more detail, below.

GRUM Analysis

In Elizabeth, as in any local government, not all capital costs are associated with growth. Some capital costs are for repair and replacement of facilities (e.g., standard periodic investment in existing facilities such as paving and roofing). These costs *are not* impact fee eligible. Some capital costs are for betterment of facilities, or implementation of new services (e.g., development of an expanded town hall). These costs *are not entirely* impact fee eligible. Some costs are for expansion of facilities to accommodate new development at the current level of service (e.g., purchase of new parks equipment to accommodate an expanding population). These costs *are* impact fee eligible.

Because there are different reasons Elizabeth invests in capital projects, the study team conducted a GRUM analysis on all capital improvement projects:

Growth. The “G” in GRUM stands for growth. To determine if a project is solely related to growth, we ask “Is this project designed to maintain the current level of service as growth occurs?” and “Would the Town still need this capital project if it weren’t growing at all?” “G” projects are only necessary to maintain the Town’s current levels of service as growth occurs. It is thus appropriate to include 100 percent of their cost in the impact fee calculations.

Repair and replacement. The “R” in GRUM stands for repair and replacement. We ask, “Is this project related only to fixing existing infrastructure?” and “Would the Town still need it if it weren’t growing at all?” “R” projects have nothing to do with growth. It is thus not appropriate to include any of their costs in the impact fee calculations.

Upgrade. The “U” in GRUM stands for upgrade. We ask, “Would this project improve the Town’s current levels of service?” and “Would the Town still do it even if it weren’t growing at all?” “U” projects have nothing to do with growth. It is thus not appropriate to include any of their costs in the impact fee calculations.

Mixed. The “M” in GRUM stands for mixed. It is reserved for capital projects that have some combination of G, R and U. By their very definition, “M” projects are partially necessitated by growth, but also include an element of repair, replacement, and/or upgrade. In this instance, a cost amount between 0 and 100 percent should be included in the fee calculations. Although the need for these projects is triggered by new development, they will also benefit existing residents.

Projects that are 100 percent growth-related were determined by our study to be necessitated solely by growth. Alternatively, some projects were determined to be “mixed”, with some aspects of growth and other aspects of repair and replacement.

Allocating Growth-Related Costs

BBC combined projected growth-related capital costs for each service category with existing development statistics for the Town to estimate the share of capital costs that can be fairly and proportionally allocated to new residential and non-residential development. BBC then used future growth projections developed by Town staff to allocate growth-related capital costs to each unit of future residential and non-residential development. The resulting impact fees represent the maximum allowable amount that the Town can charge to new development to pay for capital required maintain existing service standards.

Police Impact Fees (Plan-Based)

The Town estimates that growth will require an investment of approximately \$2,303,500 in police-related capital assets (Figure II-1). Growth-related capital is divided into buildings and land, vehicles, and equipment. A portion of the impact fee study cost is also included in the capital costs. The Town anticipates constructing a joint town hall and police station in the future; the police station would comprise approximately \$2.8 million of the total construction cost. Of this \$2.8 million cost, approximately 50 percent would be associated with building space needed to serve new residential and non-residential development.

Figure II-1.
Elizabeth Planned Police Capital Infrastructure

Type of Capital Infrastructure	CIP Value	Portion to Include in Impact Fees	Allocated Value
Buildings and Land			
Police Building	\$2,774,000	50%	\$1,387,000
Vehicles			
Squad vehicles (8)	\$600,000	100%	\$600,000
Equipment			
8 police staff @\$15k per office for office equipment	\$120,000	100%	\$120,000
8 police staff @\$4k per officer for IT	\$32,000	100%	\$32,000
Ballistic Armor (x 8)	\$12,000	100%	\$12,000
Radar (x 8)	\$32,000	100%	\$32,000
Firearms (x 8)	\$32,000	100%	\$32,000
Body Cameras (x 8)	\$16,000	100%	\$16,000
Squad vehicle cameras (x 8)	\$32,800	100%	\$32,800
Evidence processing	\$25,000	60%	\$15,000
Storage lockers	\$15,000	60%	\$9,000
Hazardous waste storage	\$1,500	60%	\$900
Security surveillance	\$15,000	60%	\$9,000
Fee Study			
Fee Study	\$5,800	100%	\$5,800
Total Value of Police Infrastructure for Fee Calculation			\$2,303,500

Note: Portion to include in impact fees is based on the percent of each asset’s cost that is associated with serving new development.

Source: Town of Elizabeth staff; BBC Research & Consulting, 2023.

Figure II-2 shows the proposed police impact fees for Elizabeth based on the growth-related capital costs in Figure II-1, existing residential and non-residential development patterns, and projected residential and non-residential development.

Figure II-2.
Elizabeth Police Impact Fees

Source:
BBC Research & Consulting, 2023.

Calculation of Impact Fees	
Value of Growth-Related Capital	\$2,303,500
Current Land Use Distribution	
Residential	71.4%
Non-residential	28.6%
Costs by Land Use Category	
Residential	\$1,645,143
Non-residential	\$658,357
Growth-Related Development	
Residential (in dwelling units)	1,081
Non-residential (in square feet)	1,854,088
Impact Fee by Land Use	
Residential (per dwelling unit)	\$1,522
Non-residential (per 1,000 sq ft)	\$355

As shown in Figure II-2, the police impact fees are \$1,522 per dwelling unit and \$355 per 1,000 square feet of non-residential development.

Public Buildings Impact Fees (Plan-Based)

The Town estimates that growth will require an investment of approximately \$2,358,800 in public building capital assets (Figure II-3). Growth-related capital is divided into buildings and land and equipment. A portion of the impact fee study cost is also included in the capital costs. The Town anticipates constructing a joint town hall and police station in the future; the town hall would comprise approximately \$4.5 million of the total construction cost. Of this \$4.5 million cost, approximately 50 percent would be allocated as space needed to serve new residential and non-residential development.

Figure II-3.
Elizabeth Planned Public Buildings Capital Infrastructure

Type of Capital Infrastructure	CIP Value	Portion to Include in Impact Fees	Allocated Value
Buildings and Land			
Town Hall	\$4,526,000	50%	\$2,263,000
Security system and access	\$30,000	60%	\$18,000
Equipment			
4 additional town staff @\$15k of office equipment per	\$60,000	100%	\$60,000
4 additional town staff @\$3k of IT equipment per	\$12,000	100%	\$12,000
Fee Study			
Fee Study	\$5,800	100%	\$5,800
Total Value of Public Building Infrastructure for Fee Calculation			\$2,358,800

Note: Portion to include in impact fees is based on the percent of each asset's cost that is associated with serving new development.

Source: Town of Elizabeth staff; BBC Research & Consulting, 2023.

Figure II-4 shows the proposed public building impact fees for Elizabeth based on the growth-related capital costs in Figure II-3, existing residential and non-residential development patterns, and projected residential and non-residential development.

**Figure II-4.
Elizabeth Public Buildings
Impact Fees**

Source:
BBC Research & Consulting, 2023.

Calculation of Impact Fees	
Value of Growth-Related Capital	\$2,358,800
Current Land Use Distribution	
Residential	71.4%
Non-residential	28.6%
Costs by Land Use Category	
Residential	\$1,684,638
Non-residential	\$674,162
Growth-Related Development	
Residential (in dwelling units)	1,081
Non-residential (in square feet)	1,854,088
Impact Fee by Land Use	
Residential (per dwelling unit)	\$1,558
Non-residential (per 1,000 sq ft)	\$364

As shown in Figure II-4, public buildings impact fees are \$1,588 per dwelling unit and \$364 per 1,000 square feet of non-residential development.

Parks, Open Space, and Trails Impact Fees (Plan-Based)

The Town estimates that growth will require an investment of approximately \$1,367,217 in parks, open space, and trails capital assets (Figure II-5). Park capital is limited to town-parks only and does not include capital funded by the Parks and Recreation District, which is a separate entity. Growth-related capital is divided into buildings and land, open space and trails, and equipment. A portion of the impact fee study cost is also included in the capital costs. Trail costs are based on the existing standard of service of 0.65 miles of trail per 1,000 people. Expansion of the trail system beyond the current service level will require other sources of funding.

Figure II-5.
Elizabeth Planned Parks, Open Space and Trails Capital Infrastructure

Type of Capital Infrastructure	CIP Value	Portion to Include in Impact Fees	Allocated Value
Buildings and Land			
Permanent Stage	\$150,000	60%	\$90,000
Open Space and Trails			
Currently Vacant, Future Residential Land Use Trail	\$2,954,545	11%	\$325,000
Legacy Village F2	\$132,576	11%	\$14,583
Inside Town Limits	\$553,030	11%	\$60,833
Legacy Village (7.3 acres)	\$730,000	100%	\$730,000
Walnut Grove Apartments (0.31 acres)	\$31,000	100%	\$31,000
Equipment			
Farm implements	\$50,000	50%	\$25,000
2 x service trailers	\$60,000	50%	\$30,000
Vermeer Wood Chipper	\$80,000	50%	\$40,000
3 x mowers	\$30,000	50%	\$15,000
Fee Study			
Fee Study	\$5,800	100%	\$5,800
Total Value of Parks, Recreation, and Trail Infrastructure for Fee Calculation			\$1,367,217

Note: Portion to include in impact fees is based on the percent of each asset's cost that is associated with serving new development.

Source: Town of Elizabeth staff; BBC Research & Consulting, 2023.

Figure II-6 shows the proposed parks, open space, and trails impact fees for Elizabeth based on the growth-related capital costs in Figure II-5, existing residential development patterns, and projected future residential development. Non-residential development is not included in the impact fee calculation since it is not a user of the parks, open space, and trails system.

Figure II-6.
Elizabeth Parks, Open Space, and Trails Impact Fees

Source:
BBC Research & Consulting, 2023.

Calculation of Impact Fees	
Value of Growth-Related Capital	\$1,367,217
Current Land Use Distribution	
Residential	100.0%
Non-residential	0.0%
Costs by Land Use Category	
Residential	\$1,367,217
Non-residential	\$0
Growth-Related Development	
Residential (in dwelling units)	1,081
Non-residential (in square feet)	1,854,088
Impact Fee by Land Use	
Residential (per dwelling unit)	\$1,265
Non-residential (per 1,000 sq ft)	\$0

As shown in Figure II-6, parks, open space, and trails impact fees are \$1,265 per dwelling unit. There are no parks, open space, and trails impact fees applied to new non-residential development.

Public Works Impact Fees (Plan-Based)

The Town estimates that growth will require an investment of approximately \$4,123,800 in public works capital assets (Figure II-7). Growth-related capital is divided into buildings and land, vehicles, and equipment. A portion of the impact fee study cost is also included in the capital costs.

Figure II-7.
Elizabeth Planned Public Works Capital Infrastructure

Type of Capital Infrastructure	CIP Value	Portion to Include in Impact Fees	Allocated Value
Buildings and Land			
Water re-use system	\$2,600,000	100%	\$2,600,000
Service bridge	\$500,000	60%	\$300,000
Beverly Street Completion	\$1,500,000	60%	\$900,000
Security system and access	\$30,000	60%	\$18,000
Vehicles			
4 x Ford F350 w/Plows	\$140,000	60%	\$84,000
4 x Ford Rangers	\$160,000	60%	\$96,000
2 x John Deere Gators	\$60,000	60%	\$36,000
Equipment			
Street Sweeper	\$140,000	60%	\$84,000
Fee Study			
Fee Study	\$5,800	100%	\$5,800
Total Value of Transportation Infrastructure for Fee Calculation			\$4,123,800

Note: Portion to include in impact fees is based on the percent of each asset's cost that is associated with serving new development.

Source: Town of Elizabeth staff; BBC Research & Consulting, 2023.

Figure II-8 shows the proposed public works impact fees for Elizabeth based on the growth-related capital costs in Figure II-7, existing residential and non-residential development patterns, and projected residential and non-residential development.

**Figure II-8.
Elizabeth Public Works
Impact Fees**

Source:
BBC Research & Consulting, 2023.

Calculation of Impact Fees	
Value of Growth-Related Capital	\$4,123,800
Current Land Use Distribution	
Residential	71.4%
Non-residential	28.6%
Costs by Land Use Category	
Residential	\$2,945,189
Non-residential	\$1,178,611
Growth-Related Development	
Residential (in dwelling units)	1,081
Non-residential (in square feet)	1,854,088
Impact Fee by Land Use	
Residential (per dwelling unit)	\$2,725
Non-residential (per 1,000 sq ft)	\$636

As shown in Figure II-8, public works impact fees are \$2,725 per dwelling unit and \$636 per 1,000 square feet of non-residential development.

Impact Fees Comparison

Figures II-9 and II-10 show the impact fees proposed for residential and non-residential development in Elizabeth as compared to five other communities. Castle Rock and Parker are included due to their proximity and place in the regional market for new development. Mead, Timnath, and Dacono were selected for comparison because they have current populations similar in size to that which Elizabeth expects to reach at buildout.

**Figure II-9.
Proposed Residential Impact Fees per Dwelling Unit in Elizabeth,
Compared with Other Communities**

Municipality	Impact Fee Category				Total Fees
	Police	Public Buildings	Parks	Streets / Public Works	
Elizabeth (Proposed)	\$ 1,522	\$ 1,558	\$ 1,265	\$ 2,725	\$ 7,070
Castle Rock	\$ 665	\$ 434	\$ 8,262	\$ 12,753	\$ 22,114
Parker	\$ 387	\$ 381	\$ 5,289	\$ 3,063	\$ 9,120
Mead	\$ 540	\$ 4,735	\$ 2,921	\$ 6,552	\$ 14,748
Timnath	\$ 659	\$ 3,594	\$ 3,669	\$ 2,003	\$ 9,925
Dacono	\$ -	\$ 965	\$ 3,829	\$ 4,863	\$ 9,657

Note: Fees for comparison communities reflect the charges assessed on single-family residential development.

Source: BBC Research & Consulting, 2023.

For residential development in Elizabeth, full cost-recovery impact fees total \$7,070 per dwelling unit. In contrast, the five comparison communities shown in Figure II-9 charge between \$9,120 and \$22,114 in impact fees per dwelling unit.

Figure II-10.
Proposed Non-Residential Impact Fees per 1,000 Sq Ft in Elizabeth,
Compared with Other Communities

Municipality	Impact Fee Category			Total Fees
	Police	Public Buildings	Streets / Public Works	
Elizabeth (Proposed)	\$ 355	\$ 364	\$ 636	\$ 1,354
Castle Rock	\$ 136	\$ 65	\$ 2,573	\$ 2,774
Parker	\$ 121	\$ 281	\$ 1,606	\$ 2,008
Mead	\$ 213	\$ 1,163	\$ 4,267	\$ 5,643
Timnath	\$ 330	\$ 401	\$ 4,954	\$ 5,685
Dacono	\$ -	\$ 1,780	\$ 6,330	\$ 8,110

Note: Castle Rock, Parker, Mead, and Dacono have different impact fees for commercial, office, industrial, and institutional development. The comparative fees in this table are an average of the charges assessed on different forms of non-residential development.

Source: BBC Research & Consulting, 2023.

For non-residential development in Elizabeth, full cost-recovery impact fees total \$1,354 per 1,000 square feet of development. In contrast, the five comparison communities shown in Figure II-10 charge between \$2,008 and \$8,110 in impact fees per 1,000 square feet of non-residential development.

The Town can choose to charge less than the full cost-recovery amounts detailed in this study, but discounts must be uniformly applied to all land use categories. If the Town chooses to charge less than the proposed impact fee amounts, usage of general fund revenues may be required to “backfill” capital funds, as to ensure that the capital projects used in the impact fee calculations continue to have a reasonable expectation of completion.

The calculated impact fees for the Town of Elizabeth are within the range of, although somewhat lower than, other comparable Colorado municipalities as shown in Figures II-9 and II-10. As the Town does not currently collect impact fees, adoption of the proposed impact fees calculated by this study represents a substantial source of revenue for the Town to ensure its capital investments.

SECTION III.

Implementation Recommendations

As the Town of Elizabeth Board of Trustees evaluates whether or not to adopt the full cost recovery fee amounts summarized above, we also offer the following implementation recommendations for your consideration.

Impact fee credits. If the Town requires a developer to construct all or part of growth-related infrastructure that would otherwise be financed by impact fees, that developer should receive a “credit” against the total amount of fees owed to prevent double charging. These types of physical exactions are commonly found in annexation agreements, development agreements or subdivision improvement agreements.

In our experience, keeping track of who is owed credit and how much is owed can become administratively complex for local governments. To simplify the process, we recommend placing the burden of proof for potential credit on the fee payer.

In other words, the presumption would be that builders/developers owe the entirety of the impact fee amount until such time that they apply for a credit. Town staff would then evaluate the credit application for consistency with Elizabeth’ current service standard and forward a recommendation of approval, denial and amount to the Board. This “credit application” process shifts much of the administrative burden away from the Town and leaves the Board to act in a quasi-judiciary capacity.

Impact fee phasing. If the Town adopts the impact fee amounts proposed in this study, it must decide the effective date of fee collections. Some local governments choose to set this date six months or one year after the ordinance is passed in consideration of development projects already “in the pipeline.” The theory of such phasing is that some developments are near applying for a building permit and their financial plans do not include the extra cost of additional impact fee costs.

We recommend that the Town address this issue by carefully defining the term “complete application.” It is the submission of a “complete application” that exempts developments “in the pipeline” from paying impact fees. If the Board desires to phase in the impact fee updates more slowly, the ordinance should loosely define complete application to cover more projects. If the Board desires to phase in fee updates more quickly, the ordinance should strictly define complete application to encompass fewer projects.

Impact fee accounting. The Town should maintain its impact fee funds separately and apart from the General Fund. All future impact fee revenue should be deposited into this account, and withdrawn only to pay for growth-related infrastructure, reserving the Town’s General Fund solely for the receipt of tax revenues, grants, user fees and associated interest earnings, and ongoing operational expenses including the repair and replacement of existing infrastructure not related to growth.

Financial responsibility of current residents. The cost burden of constructing new facilities that would serve both existing and expected growth may not be fully funded by impact fees. Existing residents and businesses must contribute their pro rata share.

There are three common methods for existing residents and businesses to contribute their share. First, the Town Board could reserve the appropriate amount from existing fund balances. Second, the Board could finance the new construction using impact fee revenue and municipal bonds that would be repaid through property tax from existing residents and businesses located in a special district. Finally, the Board could issue municipal bonds backed by a town-wide tax increase, and then reduce the applicable impact fees by an amount representing the likely future tax payments by new residents.

Economic development considerations. It is likely that the Town will be presented with development proposals that could yield significant net fiscal benefit (e.g., tax revenues in excess of service delivery costs) for Elizabeth. When this occurs, the Board should reserve the discretion to reduce or eliminate impact fees for that particular project.

If the Board decides to reduce or eliminate impact fees, it must identify an alternate source of revenue to keep the above referenced Impact Fee Fund “whole.” Some local governments in Colorado choose to dedicate a portion of the sales and property tax from a development for this purpose.

Whatever the reimbursement mechanism, the Town should also adopt a list of criteria for economic development waivers so that all builders/developers enjoy a level playing field in their pursuit of potential fee relief.

Fee updates. The fees calculated in this study should be updated periodically as the Town invests in additional infrastructure beyond what is listed in this report, and/or as the Town’s relationship of population to commercial square footage changes significantly. Impact fee studies should be updated every three to five years to align with changing conditions in the market for residential and non-residential development and construction costs. In the period between updates, impact fees can be adjusted using inflation.

The Bureau of Labor Statistics Consumer Price Index (CPI) is based on a broad basket of goods and more direct measures of infrastructure-specific inflation would be more appropriate for updating street impact fees. However, other alternatives, like the Engineering News Construction Cost Index (CCI), only accounts for inflationary factors influencing construction.¹ These factors can often exceed the rate of inflation measured by the CPI, making the CCI a better index upon which to base annual increase in streets impact fees.

¹ <https://www.enr.com/economics>



Town of Elizabeth

Impact Fee Study

FINAL REPORT

Final Report

August 28, 2023

Town of Elizabeth Impact Fee Study

Prepared for

Town of Elizabeth
151 S Banner Street
P.O. Box 159
Elizabeth, CO 80107

Prepared by

BBC Research & Consulting
1999 Broadway, Suite 2200
Denver, Colorado 80202-9750
303.321.2547 fax 303.399.0448
www.bbcresearch.com
bbc@bbcresearch.com



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SECTION I.

Town of Elizabeth Impact Fee Design Considerations

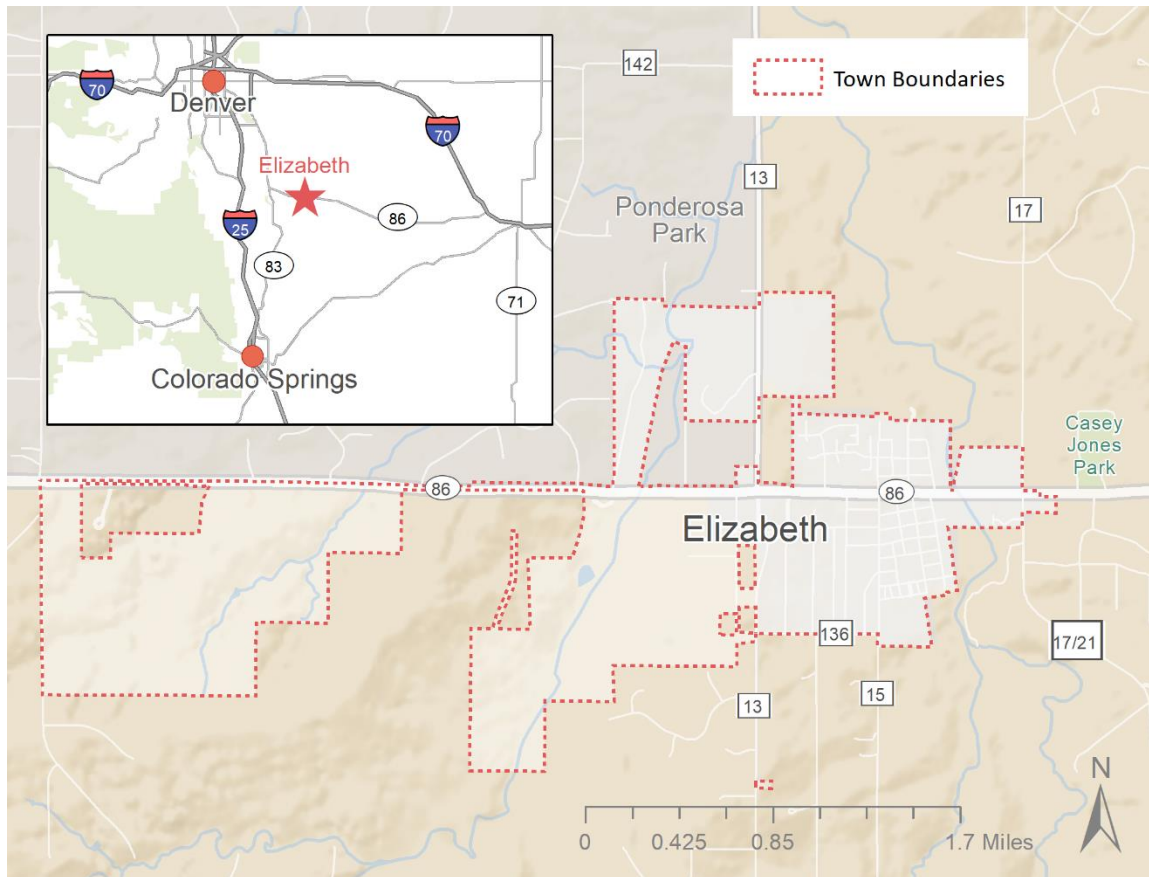
This report presents the analysis underlying the calculation of proportional development impact fees for the Town of Elizabeth, Colorado (Town). The Town does not currently collect development impact fees, but the expectation of potential future development pressure has led the Town to develop a comprehensive impact fee schedule to ensure that any future growth pays its fair share of infrastructure expansion costs. This section describes impact fee design requirements, Town infrastructure standards, and various implementation considerations.

Background

The Town of Elizabeth, located in Elbert County, Colorado, was incorporated in 1890, although the town had been settled as early as 1855 as a sawmill camp. Following a gold rush that produced more hype than ore, the town developed an economy based on logging, farming, cattle ranching and dairy farming.

Over the past decade, the Town's population has grown from approximately 1,200 residents to nearly 2,000 and projections from the Town's planning department anticipate a population of about 5,500 people at buildout. After a brief development slowdown attributed to the economic recession in 2009, Elizabeth has recently experienced high rates of residential and commercial growth. This trend is expected to continue given the Town's high quality of life, desirable location and close proximity to the Denver Metro Area. Figure 1 on the following page shows the location of Elizabeth in relation to Denver and Colorado Springs.

Figure I-1.
Location of Elizabeth, Colorado



Source: 2022 TIGER/Line Shapefiles from the U.S. Census Bureau, Geography Division, Esri, USGS, and NOAA.

Elizabeth has relied on exactions and various development charges and fees as mechanisms for recovering the costs of providing municipal service and infrastructure to an expanding residential and commercial base. Notably, the Town does not currently assess impact fees on new development, but in light of expected future growth, the Town's Board of Trustees is considering establishing a comprehensive system of development impact fees for police; public buildings; parks, open space, and trails; and public works to ensure that growth pays its own way, and that existing residents and existing services are not financially burdened by new growth.

Many Colorado communities impose development impact fees for expansion of public infrastructure using a suite of fees with separate charges for multiple infrastructure categories, e.g., streets, parks, fire protection, etc. Each municipality's fee amounts are reflective of their level of service and underlying philosophies regarding how to fund capital improvements: namely, the split between dedicated sales and property tax revenues and impact fee revenues.

The amount that a community can charge in impact fees and the manner in which these fees can be devised, imposed, and spent is dictated by Colorado statute and more generally by a series of United States Supreme Court decisions. In light of these design and implementation requirements, the Town retained BBC to prepare this report documenting the calculation of maximum allowable impact fees consistent with Colorado statutes.

Impact Fee Design Requirements

There is no universally accepted definition of impact fees, but most studies emphasize the fee's one-time use; application to new development; design requirements for proportionality; and restricted use for infrastructure expansion purposes only:

"Fees collected through a set schedule or formula, spelled out in a local ordinance....fees are levied only against new development projects as a condition of permit approval to fund infrastructure needed to serve the proposed development. Impact fees are calculated to cover the proportionate share of the capital costs for that infrastructure..."¹

The key requirements of impact fee design are set by Colorado Statute and a series of United States Supreme Court rulings.

Colorado requirements. Colorado statutes enable the use of impact fees and dictate the following fee requirements:

- Impact fees are a one-time payment levied on new development;
- Funds can only be used for capital infrastructure projects:
 - Applicable projects and equipment must have a minimum seven-year life;
 - No funds can be diverted for operations, maintenance, repair or facility replacement purposes.
- Impact fee revenues must be segregated from other general revenues and used for the purposes for which they were collected;
- Impact fees must be imposed on all forms of development and cannot be limited to one type of land use;
- Impact fee revenues must be used for capital infrastructure expansion. No funds can be used for correction of existing system deficiencies; and
- There must be a reasonable expectation of benefit by the fee payer.

U.S. Supreme Court decisions. Impact fee design must also respect broad guidance offered by a series of U. S. Supreme Court rulings. The two most notable court decisions that speak to impact fee design and constraints on fee use are often referred to as *Nollan* and *Dolan*².

Guidance from these decisions requires that there be an "essential nexus" between the exaction/fee and the state interest being advanced by that exaction. In the more recent *Dolan v. City of Tigard* (1994) decision, the U.S. Supreme Court held that in addition to an essential nexus, there must be a "rough proportionality" between the proposed exactions and the project impacts

¹ Juergensmeyer, Julian C., and Thomas E. Roberts. Land Use Planning and Development Regulatory Law. St. Paul, MN: WestGroup, 2003; and ImpactFees.com, Duncan Associates, 20 February 2008.

² *Nollan v. California Coastal Commission*, 483 U.S. 82; 1987 and *Dolan v. City of Tigard* (1994) 114S.Ct. 2309.

that the exactions are intended to mitigate. In *Dolan*, the court further states that rough proportionality need not be derived with mathematical exactitude but must demonstrate some relationship to the specific impact of the subject project:

*"We think a term such as 'rough proportionality' best encapsulates what we hold to be the requirements of the Fifth Amendment. No precise mathematical calculation is required, but the city must make some sort of individualized determination that the required dedication is related both in nature and extent to the impact of the proposed development."*³

Over the past two decades since *Dolan*, many communities have imposed impact fees; thus, there now is a broad set of common practices when considering how best to reflect these judicial and statutory requirements in fee design efforts.

Fee Applicability

As noted above, impact fee revenues can only be used to cover the expansion costs of public infrastructure needed to serve new development and fee amounts can only be set to recover the cost of infrastructure expansion that is proportional to the needs of the new project.

Public infrastructure. *Public or capital infrastructure* is the physical component of public services, generally including buildings, facilities and related improvements, such as parking, lighting or other support facilities. Capital infrastructure includes streets, parks, administrative facilities (i.e., public buildings), and specialized police buildings. Under Colorado statute, infrastructure can also include all equipment that has at least a seven-year span. It does not include personnel even in circumstances where new staff are required to operate new facilities.

Nature of infrastructure investments. In considering fee requirements, it should be noted that not all capital infrastructure costs are associated with community growth or with the expansion of facility capacity. Most communities make frequent infrastructure investments regardless of growth pressures for repair and replacement of facilities. Communities considering impact fees must recognize three elements of infrastructure needs:

- **Repair and replacement of facilities.** The expense of maintaining current facilities, such as annual building maintenance, or replacing a roof.
- **Betterment of facilities.** Implementation of new services or improvement of existing facilities without increasing service capacity.
- **Expansion of facilities.** This element can include expanding an existing town hall to accommodate growing personnel requirements occurring in association with community growth.

Impact fees can only cover those infrastructure costs associated with the expansion of facilities to serve the needs of new growth.

³ *Dolan v. City of Tigard* (1994) 114S.Ct. 2309.

Other Fee Design Considerations

Over time a reasonable consensus has emerged as to how to best assure fee compliance with state statute and federal court dictates. In order to develop fees, there are three basic components: definition of community standards; calculation of proportional attribution to new growth and attribution of infrastructure needs across all major land uses. Additional considerations are discussed below.

Setting community standards. The first fee design component involves determining appropriate capital standards for each category of infrastructure. Some states' enabling legislation describes capital standard criteria with specificity; for instance, Idaho requires that a city use an endorsed capital improvements schedule and then a process of attribution between growth related and other investments—Colorado does not have this same detailed guidance. Facility standards, such as park space per household, can vary widely between communities; thus, it is not appropriate to use standards developed for other towns, or standards applied nationally.

Calculation methodology. There are two common methodologies employed in order to meet the standards described above, the current service standard (capital buy-in) and the capital improvement standard (plan-based). BBC used the plan-based approach to calculate all impact fees presented in this report. The decision to employ the plan-based methodology for all impact fees was a result of the availability of capital improvement plan data, as well as Town staff's ability to provide estimates for certain future capital infrastructure projects.

In the plan-based fee methodology, the cost of new infrastructure is allocated to new growth in proportion to that growth's anticipated demand of the infrastructure. This forward-looking approach requires forecasts of residential and non-residential growth and data on capital expansion plans. For infrastructure to be eligible for inclusion in the impact fee calculation, it must meet the requirement that only items with a useful life of five years or more are designated a fee-eligible capital asset, per CRS 29-20-104.5;⁴ however, utilizing a seven-year useful life eliminates any risk associated with disagreement as to the useful life of a given asset, and is suggested as a more conservative approach. Any improvements used to address current service deficiencies or increase the level of service cannot be included in the fee calculation.

Adjustments for debt. Since facility standards are defined by a community's demonstrated investment in infrastructure, then calculations of current service standards must recognize, and net out, any applicable debt. Debt service will be paid by all future residents—new and old; it is not appropriate to charge new development a front-end impact fee and then charge the same development again, after becoming residents or property owners, requiring them to also pay the remaining equity and interest costs. This impact fee study is plan-based, rather than capital buy-in, so debt adjustment is not required.

Fund balances. Fund balances represent cash investments the existing community has made into various capital expansion categories. As these existing revenues will be used to pay for forthcoming capital improvement projects, impact fee reserve amounts are removed from the

⁴ Impact Fee Enabling Statute: CRS 29-20-104.5. *Local Government Regulation of Land Use*.

impact fee eligible amount under the plan-based methodology. The Town of Elizabeth has not previously, and does not currently, collect impact fees, so there are no impact fee fund reserves to consider.

Fee design cost-recovery. The cost of this study can be recovered through fees and used to reimburse the general fund. Fee design costs have been divided among each category and added to each respective charge.

Proportionality. As part of the fee design process, it is necessary to ensure that fees only cover the proportional expansion costs caused by new development. The state statutes and aforementioned court decisions require a demonstration of proportionality. In this instance, by using capital improvement plans and then requiring new development to pay fees at an amount scaled by new growth's future usage, proportionality is reasonably and fairly derived.

Allocation by land use. The courts have indicated that all forms of development that have facility impacts (residential and non-residential) must pay their fair share of expansion costs. If one land use is exempted from fees all other land uses have no reasonable expectation of seeing facility expansion completed. Attribution of current residential and non-residential (retail and office/industrial) land uses can be reasonably derived from county assessor's data; these assessment records data serve as the development baseline for future growth projects, which are utilized in the plan-based methodology and shown in Figure I-2.

**Figure I-2.
Current Land Use Allocation**

Source:
Elbert County Assessor; Town of Elizabeth; BBC
Research & Consulting, 2023.

Land Use	Current (2023)	Percent
Residential Sq Ft	1,403,172	71.4%
<i>Single-family</i>	1,136,730	57.9%
<i>Multi-family</i>	85,515	4.4%
<i>Manufactured home</i>	180,927	9.2%
Non-Residential Sq Ft	561,524	28.6%
<i>Retail/Commercial</i>	291,778	14.9%
<i>Office/Institutional</i>	248,515	12.6%
<i>Industrial/Warehouse</i>	21,231	1.1%
Total	1,964,696	100%

Approximately 71 percent of Elizabeth's current land use is residential, and 29 percent is non-residential uses. These percentages are used in the impact fee calculations to allocate growth related costs to residential and non-residential land uses, respectively.

Future land use. Town of Elizabeth staff derived future land use determination from several relevant sources, including the Town of Elizabeth Comprehensive Plan, existing development totals, and proposed plans of developments that have been submitted to the Town. Figure I-3 shows the future land use allocations used in the study. Growth projections for Elizabeth anticipate an addition of 1,081 residential units and 1,854,088 square feet of non-residential building space.

**Figure I-3.
Projected Future Development
in the Town of Elizabeth**

Source:
Town of Elizabeth.

Land Use	New Development
Residential (Units)	1,081
<i>Square Feet</i>	2,594,820
Non-Residential (Sq. Ft.)	
Retail	1,854,088
Industrial	0

Projections of future residential development were based on data in the Town’s Comprehensive Plan as well as data from existing single-family and multi-family residential development in the Town. The Town’s projections for single-family residential development are based on an average of three single-family lots per acre and an average of 2,500 built square feet per lot. Projections for multi-family residential development are based on an average of 16 units per acre and an average of 2,064 built square feet per unit. Projections of future commercial development are based on data from a newly completed commercial building in the Town and assuming an average of 10,748 built square feet per acre.

Use specificity. Impact fee systems vary in how precisely they differentiate between varying forms and size of residential development and varying uses of non-residential buildings.

While some municipalities have impact fee schedules that differentiate between different types of residential and non-residential development, BBC’s analysis of the Elbert County Assessor’s data for Elizabeth showed that the Town’s existing development is primarily composed of single family residential and commercial development, with more limited development of multi-family residential and other types of non-residential development, including office space, industrial space, and institutional space. As a result, BBC recommends simplifying the fee schedule by only imposing fees on residential and non-residential land uses.

Redevelopment/credits. Application of impact fees raises a series of questions about how to approve redevelopment of existing properties and the circumstances under which fees can be waived or adjusted. The redevelopment of a residence, even a complete demolition and home reconstruction, does not mean an increase in public service costs—it is still one residential unit with little or no implication for service delivery costs or capital needs. Redevelopment of larger lots with multiple homes would be assessed a fee based on the number of net new residences. Similarly, non-residential redevelopment should only be charged on the basis of net new space.

Waivers. The Town cannot waive impact fees unless the fund is reimbursed from other sources such as the general fund or the developer/owner is making other contributions to system expansion by other mechanisms that exceed the calculated requirements.

Timing. Impact fees are due at the time of building permit. The timing of collections for the impact fees calculated in this study is subject to negotiation.

Updates and Adjustments. Fees should be updated periodically; most communities update fees every five years. Inflationary adjustments are recommended on an annual basis using the U.S. Bureau of Labor Statistic’s Consumer Price Index.

SECTION II.

Impact Fee Calculations

BBC used a plan-based methodology to calculate the impact fees presented in this report. The decision to employ the plan-based approach was a result of the availability of capital improvement plans developed by Town staff. The Town of Elizabeth developed capital improvement plans for each service category, and, using those plans, BBC worked with each department to conduct an analysis to identify growth-related costs as described in more detail, below.

GRUM Analysis

In Elizabeth, as in any local government, not all capital costs are associated with growth. Some capital costs are for repair and replacement of facilities (e.g., standard periodic investment in existing facilities such as paving and roofing). These costs *are not* impact fee eligible. Some capital costs are for betterment of facilities, or implementation of new services (e.g., development of an expanded town hall). These costs *are not entirely* impact fee eligible. Some costs are for expansion of facilities to accommodate new development at the current level of service (e.g., purchase of new parks equipment to accommodate an expanding population). These costs *are* impact fee eligible.

Because there are different reasons Elizabeth invests in capital projects, the study team conducted a GRUM analysis on all capital improvement projects:

Growth. The “G” in GRUM stands for growth. To determine if a project is solely related to growth, we ask “Is this project designed to maintain the current level of service as growth occurs?” and “Would the Town still need this capital project if it weren’t growing at all?” “G” projects are only necessary to maintain the Town’s current levels of service as growth occurs. It is thus appropriate to include 100 percent of their cost in the impact fee calculations.

Repair and replacement. The “R” in GRUM stands for repair and replacement. We ask, “Is this project related only to fixing existing infrastructure?” and “Would the Town still need it if it weren’t growing at all?” “R” projects have nothing to do with growth. It is thus not appropriate to include any of their costs in the impact fee calculations.

Upgrade. The “U” in GRUM stands for upgrade. We ask, “Would this project improve the Town’s current levels of service?” and “Would the Town still do it even if it weren’t growing at all?” “U” projects have nothing to do with growth. It is thus not appropriate to include any of their costs in the impact fee calculations.

Mixed. The “M” in GRUM stands for mixed. It is reserved for capital projects that have some combination of G, R and U. By their very definition, “M” projects are partially necessitated by growth, but also include an element of repair, replacement, and/or upgrade. In this instance, a cost amount between 0 and 100 percent should be included in the fee calculations. Although the need for these projects is triggered by new development, they will also benefit existing residents.

Projects that are 100 percent growth-related were determined by our study to be necessitated solely by growth. Alternatively, some projects were determined to be “mixed”, with some aspects of growth and other aspects of repair and replacement.

Allocating Growth-Related Costs

BBC combined projected growth-related capital costs for each service category with existing development statistics for the Town to estimate the share of capital costs that can be fairly and proportionally allocated to new residential and non-residential development. BBC then used future growth projections developed by Town staff to allocate growth-related capital costs to each unit of future residential and non-residential development. The resulting impact fees represent the maximum allowable amount that the Town can charge to new development to pay for capital required maintain existing service standards.

Police Impact Fees (Plan-Based)

The Town estimates that growth will require an investment of approximately \$2,303,500 in police-related capital assets (Figure II-1). Growth-related capital is divided into buildings and land, vehicles, and equipment. A portion of the impact fee study cost is also included in the capital costs. The Town anticipates constructing a joint town hall and police station in the future; the police station would comprise approximately \$2.8 million of the total construction cost. Of this \$2.8 million cost, approximately 50 percent would be associated with building space needed to serve new residential and non-residential development.

Figure II-1.
Elizabeth Planned Police Capital Infrastructure

Type of Capital Infrastructure	CIP Value	Portion to Include in Impact Fees	Allocated Value
Buildings and Land			
Police Building	\$2,774,000	50%	\$1,387,000
Vehicles			
Squad vehicles (8)	\$600,000	100%	\$600,000
Equipment			
8 police staff @\$15k per office for office equipment	\$120,000	100%	\$120,000
8 police staff @\$4k per officer for IT	\$32,000	100%	\$32,000
Ballistic Armor (x 8)	\$12,000	100%	\$12,000
Radar (x 8)	\$32,000	100%	\$32,000
Firearms (x 8)	\$32,000	100%	\$32,000
Body Cameras (x 8)	\$16,000	100%	\$16,000
Squad vehicle cameras (x 8)	\$32,800	100%	\$32,800
Evidence processing	\$25,000	60%	\$15,000
Storage lockers	\$15,000	60%	\$9,000
Hazardous waste storage	\$1,500	60%	\$900
Security surveillance	\$15,000	60%	\$9,000
Fee Study			
Fee Study	\$5,800	100%	\$5,800
Total Value of Police Infrastructure for Fee Calculation			\$2,303,500

Note: Portion to include in impact fees is based on the percent of each asset’s cost that is associated with serving new development.

Source: Town of Elizabeth staff; BBC Research & Consulting, 2023.

Figure II-2 shows the proposed police impact fees for Elizabeth based on the growth-related capital costs in Figure II-1, existing residential and non-residential development patterns, and projected residential and non-residential development.

**Figure II-2.
Elizabeth Police Impact
Fees**

Source:
BBC Research & Consulting, 2023.

Calculation of Impact Fees	
Value of Growth-Related Capital	\$2,303,500
Current Land Use Distribution	
Residential	71.4%
Non-residential	28.6%
Costs by Land Use Category	
Residential	\$1,645,143
Non-residential	\$658,357
Growth-Related Development	
Residential (in dwelling units)	1,081
Non-residential (in square feet)	1,854,088
Impact Fee by Land Use	
Residential (per dwelling unit)	\$1,522
Non-residential (per 1,000 sq ft)	\$355

As shown in Figure II-2, the police impact fees are \$1,522 per dwelling unit and \$355 per 1,000 square feet of non-residential development.

Public Buildings Impact Fees (Plan-Based)

The Town estimates that growth will require an investment of approximately \$2,358,800 in public building capital assets (Figure II-3). Growth-related capital is divided into buildings and land and equipment. A portion of the impact fee study cost is also included in the capital costs. The Town anticipates constructing a joint town hall and police station in the future; the town hall would comprise approximately \$4.5 million of the total construction cost. Of this \$4.5 million cost, approximately 50 percent would be allocated as space needed to serve new residential and non-residential development.

**Figure II-3.
Elizabeth Planned Public Buildings Capital Infrastructure**

Type of Capital Infrastructure	CIP Value	Portion to Include in Impact Fees	Allocated Value
Buildings and Land			
Town Hall	\$4,526,000	50%	\$2,263,000
Security system and access	\$30,000	60%	\$18,000
Equipment			
4 additional town staff @\$15k of office equipment per	\$60,000	100%	\$60,000
4 additional town staff @\$3k of IT equipment per	\$12,000	100%	\$12,000
Fee Study			
Fee Study	\$5,800	100%	\$5,800
Total Value of Public Building Infrastructure for Fee Calculation			\$2,358,800

Note: Portion to include in impact fees is based on the percent of each asset's cost that is associated with serving new development.

Source: Town of Elizabeth staff; BBC Research & Consulting, 2023.

Figure II-4 shows the proposed public building impact fees for Elizabeth based on the growth-related capital costs in Figure II-3, existing residential and non-residential development patterns, and projected residential and non-residential development.

**Figure II-4.
Elizabeth Public Buildings
Impact Fees**

Source:
BBC Research & Consulting, 2023.

Calculation of Impact Fees	
Value of Growth-Related Capital	\$2,358,800
Current Land Use Distribution	
Residential	71.4%
Non-residential	28.6%
Costs by Land Use Category	
Residential	\$1,684,638
Non-residential	\$674,162
Growth-Related Development	
Residential (in dwelling units)	1,081
Non-residential (in square feet)	1,854,088
Impact Fee by Land Use	
Residential (per dwelling unit)	\$1,558
Non-residential (per 1,000 sq ft)	\$364

As shown in Figure II-4, public buildings impact fees are \$1,588 per dwelling unit and \$364 per 1,000 square feet of non-residential development.

Parks, Open Space, and Trails Impact Fees (Plan-Based)

The Town estimates that growth will require an investment of approximately \$1,367,217 in parks, open space, and trails capital assets (Figure II-5). Park capital is limited to town-parks only and does not include capital funded by the Parks and Recreation District, which is a separate entity. Growth-related capital is divided into buildings and land, open space and trails, and equipment. A portion of the impact fee study cost is also included in the capital costs. Trail costs are based on the existing standard of service of 0.65 miles of trail per 1,000 people. Expansion of the trail system beyond the current service level will require other sources of funding.

Figure II-5.
Elizabeth Planned Parks, Open Space and Trails Capital Infrastructure

Type of Capital Infrastructure	CIP Value	Portion to Include in Impact Fees	Allocated Value
Buildings and Land			
Permanent Stage	\$150,000	60%	\$90,000
Open Space and Trails			
Currently Vacant, Future Residential Land Use Trail	\$2,954,545	11%	\$325,000
Legacy Village F2	\$132,576	11%	\$14,583
Inside Town Limits	\$553,030	11%	\$60,833
Legacy Village (7.3 acres)	\$730,000	100%	\$730,000
Walnut Grove Apartments (0.31 acres)	\$31,000	100%	\$31,000
Equipment			
Farm implements	\$50,000	50%	\$25,000
2 x service trailers	\$60,000	50%	\$30,000
Vermeer Wood Chipper	\$80,000	50%	\$40,000
3 x mowers	\$30,000	50%	\$15,000
Fee Study			
Fee Study	\$5,800	100%	\$5,800
Total Value of Parks, Recreation, and Trail Infrastructure for Fee Calculation			\$1,367,217

Note: Portion to include in impact fees is based on the percent of each asset's cost that is associated with serving new development.

Source: Town of Elizabeth staff; BBC Research & Consulting, 2023.

Figure II-6 shows the proposed parks, open space, and trails impact fees for Elizabeth based on the growth-related capital costs in Figure II-5, existing residential development patterns, and projected future residential development. Non-residential development is not included in the impact fee calculation since it is not a user of the parks, open space, and trails system.

Figure II-6.
Elizabeth Parks, Open Space, and Trails Impact Fees

Source:
BBC Research & Consulting, 2023.

Calculation of Impact Fees	
Value of Growth-Related Capital	\$1,367,217
Current Land Use Distribution	
Residential	100.0%
Non-residential	0.0%
Costs by Land Use Category	
Residential	\$1,367,217
Non-residential	\$0
Growth-Related Development	
Residential (in dwelling units)	1,081
Non-residential (in square feet)	1,854,088
Impact Fee by Land Use	
Residential (per dwelling unit)	\$1,265
Non-residential (per 1,000 sq ft)	\$0

As shown in Figure II-6, parks, open space, and trails impact fees are \$1,265 per dwelling unit. There are no parks, open space, and trails impact fees applied to new non-residential development.

Public Works Impact Fees (Plan-Based)

The Town estimates that growth will require an investment of approximately \$4,123,800 in public works capital assets (Figure II-7). Growth-related capital is divided into buildings and land, vehicles, and equipment. A portion of the impact fee study cost is also included in the capital costs.

Figure II-7.
Elizabeth Planned Public Works Capital Infrastructure

Type of Capital Infrastructure	CIP Value	Portion to Include in Impact Fees	Allocated Value
Buildings and Land			
Water re-use system	\$2,600,000	100%	\$2,600,000
Service bridge	\$500,000	60%	\$300,000
Beverly Street Completion	\$1,500,000	60%	\$900,000
Security system and access	\$30,000	60%	\$18,000
Vehicles			
4 x Ford F350 w/Plows	\$140,000	60%	\$84,000
4 x Ford Rangers	\$160,000	60%	\$96,000
2 x John Deere Gators	\$60,000	60%	\$36,000
Equipment			
Street Sweeper	\$140,000	60%	\$84,000
Fee Study			
Fee Study	\$5,800	100%	\$5,800
Total Value of Transportation Infrastructure for Fee Calculation			\$4,123,800

Note: Portion to include in impact fees is based on the percent of each asset's cost that is associated with serving new development.

Source: Town of Elizabeth staff; BBC Research & Consulting, 2023.

Figure II-8 shows the proposed public works impact fees for Elizabeth based on the growth-related capital costs in Figure II-7, existing residential and non-residential development patterns, and projected residential and non-residential development.

**Figure II-8.
Elizabeth Public Works
Impact Fees**

Source:
BBC Research & Consulting, 2023.

Calculation of Impact Fees	
Value of Growth-Related Capital	\$4,123,800
Current Land Use Distribution	
Residential	71.4%
Non-residential	28.6%
Costs by Land Use Category	
Residential	\$2,945,189
Non-residential	\$1,178,611
Growth-Related Development	
Residential (in dwelling units)	1,081
Non-residential (in square feet)	1,854,088
Impact Fee by Land Use	
Residential (per dwelling unit)	\$2,725
Non-residential (per 1,000 sq ft)	\$636

As shown in Figure II-8, public works impact fees are \$2,725 per dwelling unit and \$636 per 1,000 square feet of non-residential development.

Impact Fees Comparison

Figures II-9 and II-10 show the impact fees proposed for residential and non-residential development in Elizabeth as compared to five other communities. Castle Rock and Parker are included due to their proximity and place in the regional market for new development. Mead, Timnath, and Dacono were selected for comparison because they have current populations similar in size to that which Elizabeth expects to reach at buildout.

**Figure II-9.
Proposed Residential Impact Fees per Dwelling Unit in Elizabeth,
Compared with Other Communities**

Municipality	Impact Fee Category				Total Fees
	Police	Public Buildings	Parks	Streets / Public Works	
Elizabeth (Proposed)	\$ 1,522	\$ 1,558	\$ 1,265	\$ 2,725	\$ 7,070
Castle Rock	\$ 665	\$ 434	\$ 8,262	\$ 12,753	\$ 22,114
Parker	\$ 387	\$ 381	\$ 5,289	\$ 3,063	\$ 9,120
Mead	\$ 540	\$ 4,735	\$ 2,921	\$ 6,552	\$ 14,748
Timnath	\$ 659	\$ 3,594	\$ 3,669	\$ 2,003	\$ 9,925
Dacono	\$ -	\$ 965	\$ 3,829	\$ 4,863	\$ 9,657

Note: Fees for comparison communities reflect the charges assessed on single-family residential development.

Source: BBC Research & Consulting, 2023.

For residential development in Elizabeth, full cost-recovery impact fees total \$7,070 per dwelling unit. In contrast, the five comparison communities shown in Figure II-9 charge between \$9,120 and \$22,114 in impact fees per dwelling unit.

Figure II-10.
Proposed Non-Residential Impact Fees per 1,000 Sq Ft in Elizabeth,
Compared with Other Communities

Municipality	Impact Fee Category			Total Fees
	Police	Public Buildings	Streets / Public Works	
Elizabeth (Proposed)	\$ 355	\$ 364	\$ 636	\$ 1,354
Castle Rock	\$ 136	\$ 65	\$ 2,573	\$ 2,774
Parker	\$ 121	\$ 281	\$ 1,606	\$ 2,008
Mead	\$ 213	\$ 1,163	\$ 4,267	\$ 5,643
Timnath	\$ 330	\$ 401	\$ 4,954	\$ 5,685
Dacono	\$ -	\$ 1,780	\$ 6,330	\$ 8,110

Note: Castle Rock, Parker, Mead, and Dacono have different impact fees for commercial, office, industrial, and institutional development. The comparative fees in this table are an average of the charges assessed on different forms of non-residential development.

Source: BBC Research & Consulting, 2023.

For non-residential development in Elizabeth, full cost-recovery impact fees total \$1,354 per 1,000 square feet of development. In contrast, the five comparison communities shown in Figure II-10 charge between \$2,008 and \$8,110 in impact fees per 1,000 square feet of non-residential development.

The Town can choose to charge less than the full cost-recovery amounts detailed in this study, but discounts must be uniformly applied to all land use categories. If the Town chooses to charge less than the proposed impact fee amounts, usage of general fund revenues may be required to “backfill” capital funds, as to ensure that the capital projects used in the impact fee calculations continue to have a reasonable expectation of completion.

The calculated impact fees for the Town of Elizabeth are within the range of, although somewhat lower than, other comparable Colorado municipalities as shown in Figures II-9 and II-10. As the Town does not currently collect impact fees, adoption of the proposed impact fees calculated by this study represents a substantial source of revenue for the Town to ensure its capital investments.

SECTION III.

Implementation Recommendations

As the Town of Elizabeth Board of Trustees evaluates whether or not to adopt the full cost recovery fee amounts summarized above, we also offer the following implementation recommendations for your consideration.

Impact fee credits. If the Town requires a developer to construct all or part of growth-related infrastructure that would otherwise be financed by impact fees, that developer should receive a “credit” against the total amount of fees owed to prevent double charging. These types of physical exactions are commonly found in annexation agreements, development agreements or subdivision improvement agreements.

In our experience, keeping track of who is owed credit and how much is owed can become administratively complex for local governments. To simplify the process, we recommend placing the burden of proof for potential credit on the fee payer.

In other words, the presumption would be that builders/developers owe the entirety of the impact fee amount until such time that they apply for a credit. Town staff would then evaluate the credit application for consistency with Elizabeth’ current service standard and forward a recommendation of approval, denial and amount to the Board. This “credit application” process shifts much of the administrative burden away from the Town and leaves the Board to act in a quasi-judiciary capacity.

Impact fee phasing. If the Town adopts the impact fee amounts proposed in this study, it must decide the effective date of fee collections. Some local governments choose to set this date six months or one year after the ordinance is passed in consideration of development projects already “in the pipeline.” The theory of such phasing is that some developments are near applying for a building permit and their financial plans do not include the extra cost of additional impact fee costs.

We recommend that the Town address this issue by carefully defining the term “complete application.” It is the submission of a “complete application” that exempts developments “in the pipeline” from paying impact fees. If the Board desires to phase in the impact fee updates more slowly, the ordinance should loosely define complete application to cover more projects. If the Board desires to phase in fee updates more quickly, the ordinance should strictly define complete application to encompass fewer projects.

Impact fee accounting. The Town should maintain its impact fee funds separately and apart from the General Fund. All future impact fee revenue should be deposited into this account, and withdrawn only to pay for growth-related infrastructure, reserving the Town’s General Fund solely for the receipt of tax revenues, grants, user fees and associated interest earnings, and ongoing operational expenses including the repair and replacement of existing infrastructure not related to growth.

Financial responsibility of current residents. The cost burden of constructing new facilities that would serve both existing and expected growth may not be fully funded by impact fees. Existing residents and businesses must contribute their pro rata share.

There are three common methods for existing residents and businesses to contribute their share. First, the Town Board could reserve the appropriate amount from existing fund balances. Second, the Board could finance the new construction using impact fee revenue and municipal bonds that would be repaid through property tax from existing residents and businesses located in a special district. Finally, the Board could issue municipal bonds backed by a town-wide tax increase, and then reduce the applicable impact fees by an amount representing the likely future tax payments by new residents.

Economic development considerations. It is likely that the Town will be presented with development proposals that could yield significant net fiscal benefit (e.g., tax revenues in excess of service delivery costs) for Elizabeth. When this occurs, the Board should reserve the discretion to reduce or eliminate impact fees for that particular project.

If the Board decides to reduce or eliminate impact fees, it must identify an alternate source of revenue to keep the above referenced Impact Fee Fund “whole.” Some local governments in Colorado choose to dedicate a portion of the sales and property tax from a development for this purpose.

Whatever the reimbursement mechanism, the Town should also adopt a list of criteria for economic development waivers so that all builders/developers enjoy a level playing field in their pursuit of potential fee relief.

Fee updates. The fees calculated in this study should be updated periodically as the Town invests in additional infrastructure beyond what is listed in this report, and/or as the Town’s relationship of population to commercial square footage changes significantly. Impact fee studies should be updated every three to five years to align with changing conditions in the market for residential and non-residential development and construction costs. In the period between updates, impact fees can be adjusted using inflation.

The Bureau of Labor Statistics Consumer Price Index (CPI) is based on a broad basket of goods and more direct measures of infrastructure-specific inflation would be more appropriate for updating street impact fees. However, other alternatives, like the Engineering News Construction Cost Index (CCI), only accounts for inflationary factors influencing construction.¹ These factors can often exceed the rate of inflation measured by the CPI, making the CCI a better index upon which to base annual increase in streets impact fees.

¹ <https://www.enr.com/economics>



September 12, 2023

Management Team Updates

Community Development – Zach Higgins

- The Main Street Board and Staff have given DOLA approval to move forward with the contract with DHM and CORE Engineering to provide services for the Main Street Monument Sign. The first design meeting was held on June 26th at Town Hall. Stakeholders were in attendance to give DHM direction. The second meeting took place on August 14th where the gateway over Main Street option was chosen.
- The MSBOD and HAB have given formal recommendation of a request to include a façade improvement grant in the Town budget for 2024. The BOT has given direction for Staff to work on the creation of the program.
- The HAB continues to work on the creation of the first Historic District in Town and updates to the Design Guidelines in relation to Historic and adjacent buildings. June 12th was the second public meeting to get feedback regarding the district and design guidelines. HAB will be pursuing individual property owner feedback.
- The HAB has formally designated 09/30/2023 for this year's Walk and Talk. The lunch will be held on the Gesin Lot following the walking tour.
- The HAB will be starting their Oral History program in the coming weeks.
- The MSBOD is continuing their work on creating a 5k and Family Color Run event to occur at 8am on 09/23/2023. There will be a street festival on Main Street from 8am – Noon as part of the event. As of 09/21/2023, 175 participants have signed up for the event.
- The Planning Commission has completed their Planning Commissioner Training series from the American Planning Association. They have also completed their Referral Agency Training Series.
- CORE Engineering presented the Streetscape options based on the requested block-by-block analysis on June 27th. The BOT has given a recommendation to update the Cross-Sections based on this analysis. The BOT has formally adopted the updated Cross-Sections on 08/22/2023.
- CDOT has processed the deeds for remnant parcels of land to the Town adjacent to the CR-13 realignment. Staff will now work to annex and zone said parcels.
- Staff has been working to assign new addresses to mostly multi-tenant commercial properties in Town to facilitate mail delivery and Emergency Services. This process is nearing completion with the majority of tenants/owners notified and in the process of coming into compliance.
- Wine in the Pines is scheduled for October 7th.
- Zach Higgins and Alex Cramer will be attending the Colorado APA Conference in Colorado Springs from 09/27/2023 through 09/29/2023.

Town Clerk – Michelle Oeser

- Staff have included the application for the new 2023/2024 Student Liaison. A specific date has

not been reached on Shaye's first meeting date.

- Staff have included an invitation for Board members to attend an Image Summit in Brighton Colorado. Click on the link for more specific information <https://www.brightonimagesummit.org/> .
- Included with the management update you will find certificates for both Jody Tipton and Ken Timm in recognition of 6 years of service with the Town.
- Allison was out of Town for a few days and Harmony did an outstanding job filling in on passport day.
- The staff is excited and ready to have our first Elizabeth Movie Birthday Bash.
- CORE Electric has sponsored the train for the Mayor's Tree Lighting, so we will be advertising it as the CORE Express.

Police – Chief Engel

 See attached report

Public Works and Utilities – Mike DeVol

 See attached report



Town of Elizabeth Student Liaison Position

(303) 646-4166 | 151 S Banner Street, Elizabeth Colorado 80107

Thank you for your interest in becoming the Student Liaison for the Town of Elizabeth. Representing your school at town hall meetings is more than just a job but an experience where you will help make important decisions within the town and your school. As a Liaison, you are the voice of the student body and represent their concerns and interests within the Town of Elizabeth. During your time as the Liaison, you are required to attend town council meetings and report on school activities such as highlights and events from all the schools in the district. You will also be able give your opinion on new developments, ordinances, and events that are being considered within the town limits. **If chosen, The Board of Trustees may provide a scholarship up to \$250 and pay for the Student Liaison to attend The Colorado Municipal League Conference in June.**

2023-2024 Student Liaison Application

Each year, the Town of Elizabeth appoints one student enrolled in Elizabeth High School to serve as a non-voting liaison to the Board.

Eligibility: Be a senior at Elizabeth High School, interested in small government and/or political science, have a 3.0 weighted GPA and be involved with your school.

Term of Office: The Town of Elizabeth Student Liaison will serve a one-year term from August 22, 2023, through May 14, 2024.

Applications are due no later than September 7, 2023. Applications can be turned in to Principal Bret McClendon.

A. Identification:

Name Lorato, Sophia, Shaye

Last First Middle

Address [REDACTED]

City Elizabeth, CO Zip Code 80107

Home Phone: [REDACTED] Cell Phone: [REDACTED]

E-Mail Address [REDACTED]

B. Involvement in School and Community:

School Involvement:

- President of the Technology Student Association (TSA) - 12th
- Treasurer of National Honor Society (NHS) - 12th
- President of the Student Police Academy - 11th
- Vice President of FBLA & Competed at State for Public Speaking 2
- Completed Women's "Invest in Girls" Program - 10th 10th & 11th

Community Involvement:

- Obtained American Red Cross First Aid/CPR/AED certificate
- Participated in community service at local churches
- NHS + Big Help Day community service ~ 40 hours
- Sports - cross country & track + field

Awards and any other accomplishments:

- Selected Attendee for the U.S. Naval Academy Summer Seminar - 12th
- Technology Student of the Year Award
- Comcast FIRST Robotics Intern - previously

C. Transcript

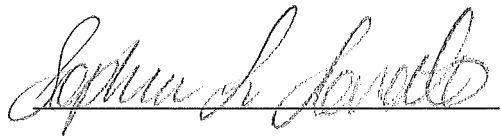
D. Two Letters of Recommendation (one from a teacher/ school administration and one nonfamily reference)

E. Essay

All applications must include an essay of a minimum 250 words in which the applicant explains why he or she wishes to serve as the Student Liaison.

VERIFICATION BY APPLICANT

I hereby certify that all statements made in this application are true and correct.



Signature



Date



Student Information		#2608 Elizabeth High School				Credit Summary			
		Course	Mark	Weight	Credit	Curriculum Program: Graduation: Class of 2021+			
		2021-2022 Grade 10 Term 1				High School	Earned	Required	Remaining
Student Name: Lovato, Sophia Shaye Student Number: [REDACTED] Grade: 12 Birthdate: [REDACTED] Gender: F		6040303 Personal Finance & Investments	A	0.5000	0.5	English	3.000	4.000	1.000
		4020103 Psychology	A	0.5000	0.5	Mathematics	3.000	3.000	0.000
		80202S1 Spanish II	A	0.5000	0.5	Science	3.000	3.000	0.000
		50104S1 Sports Strength & Conditioning	A+	0.5000	0.5	World			
		40106S1 World History	A	0.5000	0.5	Geography	1.000	1.000	0.000
		Credit: 4.000 GPA: 4.000 U/W GPA: 4.000				World History	1.000	1.000	0.000
		2021-2022 Grade 10 Term 2				US History	1.000	1.000	0.000
		20202S2 CP Geometry	A	0.5000	0.5	Government	0.000	0.500	0.500
		10206S2 CP Lit & Composition 200	A	0.5000	0.5	Social Studies	0.000	0.000	0.000
		30514S2 Forensic Science	B+	0.5000	0.5	Physical			
		90100S2 Homeroom	P	0.0000	0	Education	1.500	1.000	0.000
		600303 Legal Environment of Business	A-	0.5000	0.5	Health	0.000	0.500	0.500
		80202S2 Spanish II	A	0.5000	0.5	Computer			
		90010S2 Study Hall	P	0.0000	0.25	Literacy	2.500	1.000	0.000
		50106S2 Women Strength & Conditioning	A+	0.5000	0.5	Personal			
		40107S2 World Geography	B	0.5000	0.5	Living/Finance	0.500	0.500	0.000
		Credit: 3.750 GPA: 3.714 U/W GPA: 3.714				Fine Art	1.500	1.000	0.000
		2022-2023 Grade 11 Term 1				World			
		40504S1 AP US History	B	0.5000	0.5	Language	3.000	0.000	0.000
		30200S1 Chemistry	A-	0.5000	0.5	Elective	2.000	8.500	6.500
		20302S1 CP Algebra II	B+	0.5000	0.5	Total	23.000	26.000	8.500
		90100S1 Homeroom	P	0.0000	0				
		TR901 Police Academy	P	0.0000	0.25				
		60505S1 Principles of Engineer & Tech	A+	0.5000	0.5				
		60514S1 Robotics & Automated Systems	A+	0.5000	0.5				
		80204S1 Spanish III	A	0.5000	0.5				
		Credit: 3.250 GPA: 3.833 U/W GPA: 3.667							
		2022-2023 Grade 11 Term 2							
		40504S2 AP US History	A-	0.5000	0.5				
		30200S2 Chemistry	A-	0.5000	0.5				
		20302S2 CP Algebra II	A	0.5000	0.5				
		ACC101 English Comp I	A	0.5000	0.5				
		90100S2 Homeroom	P	0.0000	0				
		10308S2 Lit & Composition 300	A+	0.5000	0.5				
		60505S2 Principles of Engineer & Tech	A-	0.5000	0.5				
		60514S2 Robotics & Automated Systems	A-	0.5000	0.5				
		80204S2 Spanish III	A	0.5000	0.5				
		Credit: 4.000 GPA: 4.125 U/W GPA: 4.000							
		In-Progress Courses							
		10500S1 AP Literature and Composition			0.500				
		40500S1 AP US Gov & Politics			0.500				
		60517S1 Capstone: Engineering & Tech			0.500				
		20405S1 CE College Algebra 1340			1.000				
		30300S1 CP Physics			0.500				
		90100S1 Homeroom			0.000				
		4010413 Warfare			0.500				
		Credit Summary							
		Curriculum Program: Graduation: Class of 2021+							
GPA Summary		#100 Castle View High School, CO							
		Course	Mark	Weight	Credit				
		2020-2021 Grade 09 Term 1							
		TR101 Debate	A	0.5000	0.5				
		TR201 Integrated Math I	A	0.5000	0.5				
		TR701 Piano I	A	0.5000	0.5				
		TR901 Seminar 2024	S		0				
		Credit: 1.500 GPA: 4.000 U/W GPA: 4.000							
		2020-2021 Grade 09 Term 2							
		TR102 English I	A	0.5000	0.5				
		TR202 Integrated Math I	A	0.5000	0.5				
		TR602 Intro to Computer Science	A	0.5000	0.5				
		TR702 Piano I	A	0.5000	0.5				
		TR902 Seminar 2024	S		0				
		TR402 World Geography	A	0.5000	0.5				
		Credit: 2.500 GPA: 4.000 U/W GPA: 4.000							
		2020-2021 Grade 09 Term 3							
		TR303 Biology	A	0.5000	0.5				
		TR903 Seminar 2024	S		0				
		TR503 Shape Up	A	0.5000	0.5				
		TR803 Spanish I	A	0.5000	0.5				
		Credit: 1.500 GPA: 4.000 U/W GPA: 4.000							
		2020-2021 Grade 09 Term 4							
		TR304 Biology	A	0.5000	0.5				
		TR104 English I	A	0.5000	0.5				
		TR704 Guitar	A	0.5000	0.5				
		TR904 Seminar 2024	S		0				
		TR804 Spanish I	A	0.5000	0.5				
		TR404 World History	A	0.5000	0.5				
		Credit: 2.500 GPA: 4.000 U/W GPA: 4.000							
#2608 Elizabeth High School									
		Course	Mark	Weight	Credit				
		2021-2022 Grade 10 Term 1							
		20202S1 CP Geometry	A	0.5000	0.5				
		10206S1 CP Lit & Composition 200	A-	0.5000	0.5				
		30514S1 Forensic Science	A-	0.5000	0.5				
		90100S1 Homeroom	P	0.0000	0				



Elizabeth HIGH SCHOOL

Mr. Bret McClendon
Principal

Mr. John Everhart
Mrs. Kimberly Runyan
Assistant Principals

"A Commitment to Excellence"

Dear Elizabeth Town Council,

I have had the pleasure getting to know Sohpia (Shaye) Lavato over the past two years as a student in my AP US History and AP Government and Politics classes, as well as through various school activities. I truly believe that Shaye would be an excellent student liason to the Elizabeth Town Council.

Shaye is a hardworking, kind, and caring young lady who displays empathy and integrity in all of her endeavors. She is an active participant in class discussions and quickly grasps new material. Her passion for learning pushes her to go beyond what is required and to always be prepared with thoughtful insight. When she faces adversity and challenges, she is inspired to make the most and rise above obstacle in her path. She welcomes dialogue with her classmates and while strong in her convictions, she is always willing to listen respectfully and consider her classmates points of view.

While at Elizabeth High School, Shaye has distinguished herself as a remarkable young lady by excelling in her classes, and always striving for success. She has taken challenging courses, and excelled in them. She has continuously demonstrated integrity, intelligence, and motivation to excel in her endeavors.

In addition to academics, Shaye has been active in athletics and has been on the cross country and track and feild teams, as well as being active in Krav Maga at Rocky Mountain Self Defense adn Fitness. She has also demonstrated excellent leadership skills, serving as president of the Elizaveth Technology Student Association, President of he Elizabeth Police Student Academy, Vice President of thre Future Business Leaders of America, and a debate team officer, along with being an attendee for the United States Naval Academy. Through these experiences she has excelled at developing leadership skills and demonstrated passion for striving for success.

I truly believe that Shaye will be an excellent student liason for the Elizabeth City Council, adn that she will fill this role with dedication and passion. She is a young lady of great integrity and limitless possibilities. It is with great respect and sincerity that I recommend her for this position.

Thank you for your time, and if you have any questions for me, please direct them to cwells@esdk12.org.

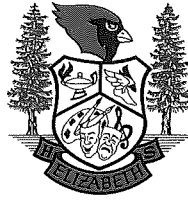
Sincerely,

Colleen Wells

Colleen Wells
Social Studies Department Chair

ELIZABETH HIGH SCHOOL

Mr. Bret McClendon
Principal



Mr. John Everhart
Mrs. Kimberly Runyan
Assistant Principals

"A Commitment to Excellence"

September 6, 2023

To Whom It May Concern:

I had Shaye Lovato as a technology student, FRC (First Robotics Competition) team member during the 2022-2024 school years, and as a TSA (Technology Student Association) chapter officer during the 2023-24 school year. Shaye is a hardworking and dedicated student with excellent work habits. She is a strong leader that does not need guidance or supervision, but willingly accepts it when offered. She earned the technology academic award in May 2023 where she was consistently successful in improving her technology and leadership skills in a group setting and individually. Shaye is always willing to help her fellow classmates and team members when she can. All while managing to complete her work to a high standard.

You'd be pressed to find a student more dedicated and hardworking than Shaye, and I highly recommend her as a solid student of high moral character.

If you would like more information, I'd be happy to provide it. Please feel free to contact me.

Sincerely,

Jon Taylor
Technology Department Chair
TSA Sponsor
FRC Coach Team 7479

Elizabeth High School
34427 County Road 13
Elizabeth, CO 80107

Voice Mail 303 646-1620

Shaye Lovato

6 Sep. 2023

Elizabeth Student Liaison Application Essay

I aspire to become Elizabeth's next student liaison for multiple reasons. To begin, I believe in the power of talking and working together with others to create positive change. Serving as the liaison would allow me to understand the best way to advocate for what EHS students need and how to follow through with our ambitions. I can help organize events that promote inclusion and a sense of belonging for all EHS students.

Secondly, I am eager to refine my abilities in leadership and conflict resolution when I have discussions with the different leaders of Elizabeth. These skills will not only help me be successful as a student liaison, but also in my near future. As someone applying to various military academies, a position such as this would definitely help to set me up for success in an environment where confident and committed leaders flourish. Gaining new perspectives from adults in Elizabeth who both have and have not served in the military would be an added bonus of this amazing position.

The final reason I would like to be the EHS student liaison is because I have a genuine desire to help my peers and to contribute to any community in need of assistance any way I can. I am extremely excited about the opportunity to be a catalyst for positive change within Elizabeth, and to face any kind of challenge or responsibility that could come with this important role.

TOWN OF ELIZABETH
COMBINED CASH INVESTMENT
JULY 31, 2023

COMBINED CASH ACCOUNTS

99-104201	COLOTRUST INVESTMENT ACCOUNT	14,721,651.43
99-104202	CORE ARPA ACCOUNT	358,116.89
99-104203	CORE INVESTMENT ACCOUNT	4,616,948.25
99-105200	CBOC (WATER SEWER)	1,075,805.67
	TOTAL COMBINED CASH	20,772,522.24
99-100001	CASH ALLOCATED TO OTHER FUNDS	(20,772,522.24)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	3,328,677.07
21	ALLOCATION TO STREET FUND	982,530.64
31	ALLOCATION TO CAPITAL IMPROVEMENT FUND	9,416,410.51
32	ALLOCATION TO STREET CAPITAL IMPROVEMENT FND	3,763,391.88
52	ALLOCATION TO WATER SEWER FUND	3,281,512.14
	TOTAL ALLOCATIONS TO OTHER FUNDS	20,772,522.24
	ALLOCATION FROM COMBINED CASH FUND - 99-100001	(20,772,522.24)
ZERO PROOF IF ALLOCATIONS BALANCE		.00

TOWN OF ELIZABETH
BALANCE SHEET
JULY 31, 2023

GENERAL FUND

ASSETS

10-100001	CASH IN COMBINED CASH FUND	3,328,677.07	
10-101000	PETTY CASH	200.00	
10-101100	PETTY CASH- POLICE DEPT	100.00	
10-110000	PROPERTY TAXES RECEIVABLE	23,120.27	
10-115000	ACCOUNTS RECEIVABLE	323,300.97	
	TOTAL ASSETS		3,675,398.31

LIABILITIES AND EQUITY

LIABILITIES

10-201000	ACCRUED SALARIES PAYABLE	36,911.20	
10-202000	ACCOUNTS PAYABLE	(125.15)	
10-202200	RESTITUTION PAYABLE--MUNI. CT.	2,295.19	
10-202201	COURT BONDS POSTED	590.00	
10-202202	OJW/WARRANT FEE DUE TO DMV	103.98	
10-202203	PERFORMANCE BONDS PAYABLE	65,714.39	
10-202300	AP TO ELBERT CO.--BLGUTX SHARE	6,020.96	
10-217100	FPPA CONTRIBUTIONS PAYABLE	8,369.59	
10-217200	SOC SEC TAXES PAYABLE	6,801.75	
10-217201	MEDICARE TAXES PAYABLE	2,371.16	
10-217300	FED'L WITHHOLDING TAXES PAYABL	8,066.38	
10-217400	STATE WITHHOLDING TAXES PAYABL	4,250.00	
10-217500	HEALTH INSURANCE PAYABLE	1,140.56	
10-217501	PRETAX SUPPLEMENTAL INSURANCE	26.04	
10-217502	AFTER TAX SUPPLEMENTAL INS	154.93	
10-217600	UNEMPLOYMENT INSURANCE PAYABLE	316.10	
10-217601	HEALTH SAVINGS PAYABLE	20.00	
10-217603	WORKERS' COMP. INS. PAYABLE	37,214.70	
10-217700	GARNISHMENT PAYABLE	435.24	
10-219000	457 CONTRIBUTIONS PAYABLE	5,229.28	
10-219200	SALES TAX PAYABLE	85.97	
10-222001	DEFERRED REVENUE - ARPA	303,828.76	
10-250022	LENNAR	2,975.43	
10-250039	SCARLETT CREEK SUBDIVISION	80.04	
10-250041	MAIN STREET STATION	259.21	
10-250051	HENDERSON REPLAT	461.05	
10-250054	ZIGGI'S COFFEE	3,183.20	
10-250055	CLEARY BUILDING	(2,296.07)	
10-250056	MCDONALDS IGA	3,404.00	
10-250057	ANNA'S CAR WASH IGA	654.00	
10-250060	PINE RIDGE CROSSING (NEW)	(2,104.00)	
10-250061	LENNAR AT LEGACY VILLAGE	(26,388.68)	
10-250062	ELIZABETH STREET PLAZA	518.40	
10-250063	WALNUT GROVE	7,187.65	
10-250064	MBP ENTERPRISES INC.	742.11	
10-250067	BRAKES PLUS	3,500.00	
10-250068	SPRINT SITE PLAN	500.00	
10-250069	FITZGERALD CONDOMINIUMS	2,000.00	
	TOTAL LIABILITIES		484,497.37

TOWN OF ELIZABETH
BALANCE SHEET
JULY 31, 2023

GENERAL FUND

FUND EQUITY

10-280000	FUND BALANCE		2,455,725.59	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD	735,175.35		
	BALANCE - CURRENT DATE		735,175.35	
	TOTAL FUND EQUITY			3,190,900.94
	TOTAL LIABILITIES AND EQUITY			3,675,398.31

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	<u>TAX</u>					
10-31-1000	CURRENT PROPERTY TAXES	10,494.56	775,485.17	750,000.00	(25,485.17)	103.4
10-31-2000	SPECIFIC OWNERSHIP TAX	12,572.22	71,450.57	115,000.00	43,549.43	62.1
10-31-3100	1% NON-TABOR SALES TAX	88,370.15	575,041.29	1,000,000.00	424,958.71	57.5
	TOTAL TAX	111,436.93	1,421,977.03	1,865,000.00	443,022.97	76.3
	<u>LICENSES & PERMITS</u>					
10-32-1000	FRANCHISE TAX	21,988.00	88,594.58	80,000.00	(8,594.58)	110.7
10-32-2000	BUILDING PERMIT	26,393.37	149,478.90	150,000.00	521.10	99.7
10-32-2100	PASSPORT EXECUTION FEES	770.00	5,285.00	.00	(5,285.00)	.0
10-32-2200	PASSPORT PHOTO FEES	135.00	1,089.00	.00	(1,089.00)	.0
10-32-2300	BAG FEES	3,001.80	6,413.76	.00	(6,413.76)	.0
10-32-3000	OTHER LICENSES, FEES AND CHG	1,189.23	26,390.89	30,000.00	3,609.11	88.0
	TOTAL LICENSES & PERMITS	53,477.40	277,252.13	260,000.00	(17,252.13)	106.6
	<u>INTERGOVERNMENTAL</u>					
10-33-2000	CIGARETTE TAX	1,394.11	3,975.26	3,000.00	(975.26)	132.5
10-33-3000	CONSERVATION TRUST FUND	.00	7,502.07	10,000.00	2,497.93	75.0
	TOTAL INTERGOVERNMENTAL	1,394.11	11,477.33	13,000.00	1,522.67	88.3
	<u>SOURCE 34</u>					
10-34-1000	GRANTS	.00	.00	50,000.00	50,000.00	.0
	TOTAL SOURCE 34	.00	.00	50,000.00	50,000.00	.0
	<u>EARMARKED FUNDS / MISCELLANEOU</u>					
10-36-1000	INTEREST	15,167.73	84,903.69	8,000.00	(76,903.69)	1061.3
10-36-3100	FINES AND FOREFEITURES	6,450.90	47,204.23	73,000.00	25,795.77	64.7
10-36-4000	PUBLIC IMPROVEMENT FEE	72,370.53	459,359.65	710,000.00	250,640.35	64.7
10-36-7000	POLICE REVENUE	474.42	19,166.75	35,000.00	15,833.25	54.8
10-36-9000	OTHER REVENUE	15.00	11,160.24	.00	(11,160.24)	.0
	TOTAL EARMARKED FUNDS / MISCELLANEOU	94,478.58	621,794.56	826,000.00	204,205.44	75.3

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	<u>OTHER FUNDS</u>					
10-39-7000	TRANSFER FROM WATER FUND	14,583.33	102,083.31	175,000.00	72,916.69	58.3
10-39-7003	TRANSFER FROM CAP IMP FUND	4,583.33	32,083.31	55,000.00	22,916.69	58.3
10-39-7004	TRANSFER FROM STREET CAP FUND	4,166.67	29,166.69	50,000.00	20,833.31	58.3
	<u>TOTAL OTHER FUNDS</u>	<u>23,333.33</u>	<u>163,333.31</u>	<u>280,000.00</u>	<u>116,666.69</u>	<u>58.3</u>
	 <u>TOTAL FUND REVENUE</u>	 <u>284,120.35</u>	 <u>2,495,834.36</u>	 <u>3,294,000.00</u>	 <u>798,165.64</u>	 <u>75.8</u>

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TOWN CLERK</u>					
10-41-1100 SALARIES & WAGES	23,125.20	112,530.67	189,000.00	76,469.33	59.5
10-41-1150 TOWN CLERK SALARY	10,621.80	53,431.19	96,800.00	43,368.81	55.2
10-41-1300 OVERTIME	.00	153.49	.00	(153.49)	.0
10-41-1400 WORKERS' COMPENSATION	40.52	199.42	372.00	172.58	53.6
10-41-1500 HEALTH INSURANCE	5,952.44	41,614.29	58,000.00	16,385.71	71.8
10-41-1550 RETIREMENT	1,687.72	7,926.23	8,000.00	73.77	99.1
10-41-1600 FICA	2,514.67	24,999.77	21,864.00	(3,135.77)	114.3
10-41-1700 COLO UNEMPLOYMENT	67.49	332.20	857.00	524.80	38.8
10-41-1800 TUITION REIMBURSEMENT	.00	4,241.28	10,000.00	5,758.72	42.4
10-41-1825 MEMBERSHIPS - EMPLOYEE	100.00	649.16	1,500.00	850.84	43.3
10-41-1850 TRAINING, TRAVEL AND LODGING	182.88	1,504.06	13,000.00	11,495.94	11.6
10-41-2500 AUDIT	.00	26,000.00	28,000.00	2,000.00	92.9
10-41-3000 COMMUNITY ENGAGEMENT	169.00	1,635.13	3,400.00	1,764.87	48.1
10-41-3200 CONTRACTED SERVICES	.00	150.00	5,000.00	4,850.00	3.0
10-41-3320 CONTRIBUTIONS AND SPONSORSHIPS	.00	750.00	3,000.00	2,250.00	25.0
10-41-3350 COUNTY TREASURER & OTHER FEES	215.26	15,522.26	18,000.00	2,477.74	86.2
10-41-3400 LEGAL PUBLICATIONS	466.60	1,893.41	11,000.00	9,106.59	17.2
10-41-3450 ELECTIONS	4,065.62	12,454.53	25,000.00	12,545.47	49.8
10-41-4000 BLDG MAINT AND REPAIRS	2,180.30	198.81	12,000.00	11,801.19	1.7
10-41-4400 EQUIPMENT AND MAINT	667.86	7,147.10	12,000.00	4,852.90	59.6
10-41-4500 FURNITURE	.00	511.16	3,500.00	2,988.84	14.6
10-41-4600 OFFICE SUPPLIES	703.40	6,324.45	11,000.00	4,675.55	57.5
10-41-4700 POSTAGE	757.79	3,741.03	15,500.00	11,758.97	24.1
10-41-4800 TELEPHONE AND INTERNET	1,369.06	8,690.44	15,500.00	6,809.56	56.1
10-41-4900 UTILITIES	59.89	3,984.22	8,000.00	4,015.78	49.8
10-41-5100 HUMAN RESOURCES - CONTRACTED	.00	.00	5,000.00	5,000.00	.0
10-41-5250 IT - CONTRACTED	2,127.19	13,591.02	33,000.00	19,408.98	41.2
10-41-5300 IT - HARDWARE	.00	190.08	20,000.00	19,809.92	1.0
10-41-5325 IT - SOFTWARE PURCHASES	.00	.00	2,000.00	2,000.00	.0
10-41-5350 IT - SOFTWARE CONTRACTS	2,058.00	25,824.55	45,000.00	19,175.45	57.4
10-41-5400 INSURANCE	.00	56,647.03	116,000.00	59,352.97	48.8
10-41-5500 LEGAL - CONTRACTED	.00	17,647.39	60,000.00	42,352.61	29.4
10-41-5600 MEMBERSHIPS - TOWN	387.47	6,428.75	13,000.00	6,571.25	49.5
10-41-5700 PUBLIC RELATIONS	86.24	2,988.96	5,000.00	2,011.04	59.8
10-41-5800 TOWN HALL EVENTS	.00	.00	8,500.00	8,500.00	.0
10-41-9000 OTHER	712.30	3,921.19	7,500.00	3,578.81	52.3
TOTAL TOWN CLERK	60,318.70	463,823.27	885,293.00	421,469.73	52.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>JUDICIAL</u>					
10-42-1200 SALARIES & WAGES- MUNI JUDGE	.00	6,473.37	15,000.00	8,526.63	43.2
10-42-1300 SALARIES & WAGES- ASST JUDGE	719.26	2,157.78	4,000.00	1,842.22	53.9
10-42-1400 STATE COMP	20.07	240.81	500.00	259.19	48.2
10-42-1600 FICA	55.02	660.27	1,500.00	839.73	44.0
10-42-1700 COLO UNEMPLOYMENT	1.44	17.28	60.00	42.72	28.8
10-42-1825 MEMBERSHIPS - EMPLOYEE	.00	50.00	.00	(50.00)	.0
10-42-1850 TRAINING, TRAVEL AND LODGING	.00	1,183.94	2,600.00	1,416.06	45.5
10-42-3200 COURT PROSECUTOR - CONTRACTED	.00	6,897.50	12,000.00	5,102.50	57.5
10-42-9000 OTHER	.00	383.83	1,000.00	616.17	38.4
TOTAL JUDICIAL	795.79	18,064.78	36,660.00	18,595.22	49.3
<u>LEGISLATURE</u>					
10-43-1100 BOT - SALARIES & WAGES	2,500.00	8,700.00	14,400.00	5,700.00	60.4
10-43-1200 PC - COMPENSATION	500.00	1,650.00	3,600.00	1,950.00	45.8
10-43-1400 BOT - WORKERS' COMPENSATION	1.26	3.79	9.00	5.21	42.1
10-43-1450 PC - WORKERS' COMPENSATION	.36	1.78	2.00	.22	89.0
10-43-1600 BOT - FICA	183.66	665.79	1,102.00	436.21	60.4
10-43-1650 PC - FICA	45.96	126.38	275.00	148.62	46.0
10-43-1700 BOT - COLO UNEMPLOYMENT	4.80	16.80	43.00	26.20	39.1
10-43-1750 PC - COLO UNEMPLOYMENT	1.20	3.90	11.00	7.10	35.5
10-43-1850 BOT - TRAIN, TRVL, LODG	.00	140.00	8,000.00	7,860.00	1.8
10-43-3700 PC - TRAIN, TRVL, LODG	.00	1,118.36	4,000.00	2,881.64	28.0
10-43-4400 BOT - EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
10-43-4450 PC - EQUIPMENT	.00	3,212.15	3,000.00	(212.15)	107.1
10-43-5000 BOT - MEALS	.00	163.57	2,000.00	1,836.43	8.2
10-43-6000 PC - MEALS	.00	.00	250.00	250.00	.0
10-43-9000 BOT- OTHER	261.45	261.45	700.00	438.55	37.4
TOTAL LEGISLATURE	3,498.69	16,063.97	39,892.00	23,828.03	40.3

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>POLICE</u>					
10-46-1100 SALARIES & WAGES	103,938.42	461,953.05	850,000.00	388,046.95	54.4
10-46-1110 SALARY & BENEFITS - INTERIM	.00	27,253.37	.00	(27,253.37)	.0
10-46-1240 CONTRACTED OVERTIME	.00	2,700.00	8,000.00	5,300.00	33.8
10-46-1300 OVERTIME	2,761.47	12,339.08	15,000.00	2,660.92	82.3
10-46-1400 WORKERS' COMPENSATION	2,775.06	12,314.83	24,324.00	12,009.17	50.6
10-46-1500 HEALTH INSURANCE	15,660.09	102,788.25	195,000.00	92,211.75	52.7
10-46-1550 RETIREMENT	1,923.30	6,329.80	10,000.00	3,670.20	63.3
10-46-1600 FICA	2,794.59	10,772.09	18,583.00	7,810.91	58.0
10-46-1605 FPPA	11,735.81	51,129.01	80,750.00	29,620.99	63.3
10-46-1700 COLO UNEMPLOYMENT	198.28	879.04	2,619.00	1,739.96	33.6
10-46-1825 MEMBERSHIPS - EMPLOYEE	.00	307.02	1,500.00	1,192.98	20.5
10-46-1850 TRAINING, TRAVEL AND LODGING	64.39	7,835.67	15,000.00	7,164.33	52.2
10-46-3000 COMMUNITY OUTREACH	341.45	586.41	3,500.00	2,913.59	16.8
10-46-3200 CONTRACTED SERVICES	2,072.24	50,705.01	75,000.00	24,294.99	67.6
10-46-3600 MOBILE DATA LAPTOPS	.00	1,790.89	5,000.00	3,209.11	35.8
10-46-3625 WEAPONS - LETHAL	.00	113.35	.00	(113.35)	.0
10-46-3650 WEAPONS - NON-LETHAL	.00	.00	6,000.00	6,000.00	.0
10-46-3675 OTHER EQUIPMENT	.00	428.07	.00	(428.07)	.0
10-46-4000 BLDG MAINT & REPAIRS	87.47	1,330.20	21,000.00	19,669.80	6.3
10-46-4300 DRUG, SCREEN, PSY & POLY TEST	.00	116.28	4,000.00	3,883.72	2.9
10-46-4400 EQUIPMENT AND MAINTENANCE	91.94	3,316.92	12,000.00	8,683.08	27.6
10-46-4500 FURNITURE	.00	2,369.49	5,000.00	2,630.51	47.4
10-46-4650 OFFICE SUPPLIES	462.04	3,255.62	14,000.00	10,744.38	23.3
10-46-4700 POSTAGE	9.96	238.92	1,000.00	761.08	23.9
10-46-4800 TELEPHONE & INTERNET	1,178.07	10,731.93	17,800.00	7,068.07	60.3
10-46-4900 UTILITIES	38.49	3,031.94	7,000.00	3,968.06	43.3
10-46-6400 TRAINING AND AMMUNITION	.00	130.00	3,000.00	2,870.00	4.3
10-46-6600 UNIFORMS	54.90	3,817.38	23,000.00	19,182.62	16.6
10-46-8050 VEHICLE MAINT & REPAIRS	867.87	10,836.90	27,500.00	16,663.10	39.4
10-46-8075 FUEL	2,212.41	13,783.14	20,000.00	6,216.86	68.9
10-46-9000 OTHER	257.35	516.66	6,000.00	5,483.34	8.6
10-46-9050 VEHICLE DEPRECIATION	.00	.00	14,640.00	14,640.00	.0
 TOTAL POLICE	 149,525.60	 803,700.32	 1,486,216.00	 682,515.68	 54.1

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>PUBLIC WORKS/PARKS/BUILDINGS</u>						
10-49-1100	SALARIES & WAGES	5,919.43	29,368.07	54,856.00	25,487.93	53.5
10-49-1300	OVERTIME	280.08	1,378.95	4,200.00	2,821.05	32.8
10-49-1400	WORKERS' COMPENSATION	189.04	1,027.87	2,300.00	1,272.13	44.7
10-49-1500	HEALTH INSURANCE	1,127.43	6,927.49	11,000.00	4,072.51	63.0
10-49-1550	RETIREMENT	179.45	837.80	2,000.00	1,162.20	41.9
10-49-1600	FICA	463.28	2,289.13	4,518.00	2,228.87	50.7
10-49-1700	COLO UNEMPLOYMENT	12.42	61.72	177.00	115.28	34.9
10-49-1850	TRAINING, TRAVEL AND LODGING	.00	.00	150.00	150.00	.0
10-49-4000	BLDG MAINT & REPAIRS	464.11	3,732.37	20,000.00	16,267.63	18.7
10-49-4800	TELEPHONE AND CELLPHONES	287.89	2,009.26	4,800.00	2,790.74	41.9
10-49-4900	UTILITIES	2,203.59	4,939.74	8,000.00	3,060.26	61.8
10-49-6100	PARKS MAINTENANCE	1,454.47	10,437.70	35,000.00	24,562.30	29.8
10-49-6300	PARTS AND REPAIRS	.00	684.31	8,000.00	7,315.69	8.6
10-49-6500	TREE CITY USA	.00	.00	2,500.00	2,500.00	.0
10-49-6600	UNIFORMS	1.99	141.52	840.00	698.48	16.9
10-49-8050	VEHICLE MAINT & REPAIRS	.00	571.15	3,000.00	2,428.85	19.0
10-49-8075	FUEL	121.42	1,163.47	3,000.00	1,836.53	38.8
10-49-8080	DIESEL	23.03	424.07	1,200.00	775.93	35.3
10-49-9000	OTHER	46.23	133.10	2,500.00	2,366.90	5.3
10-49-9050	VEHICLE DEPRECIATION	.00	.00	2,448.00	2,448.00	.0
TOTAL PUBLIC WORKS/PARKS/BUILDINGS		12,773.86	66,127.72	170,489.00	104,361.28	38.8
<u>TWN ADMINSTR</u>						
10-52-1100	SALARIES & WAGES	18,519.24	93,160.68	160,500.00	67,339.32	58.0
10-52-1400	WORKERS' COMPENSATION	22.23	111.83	193.00	81.17	57.9
10-52-1500	HEALTH INSURANCE	.00	.00	13,000.00	13,000.00	.0
10-52-1550	RETIREMENT	300.00	400.00	4,500.00	4,100.00	8.9
10-52-1600	FICA	1,416.72	7,130.60	12,278.00	5,147.40	58.1
10-52-1700	COLO UNEMPLOYMENT	37.05	186.38	482.00	295.62	38.7
10-52-1850	TRAINING, TRAVEL AND LODGING	.00	.00	2,500.00	2,500.00	.0
10-52-1900	ALLOWANCES	669.25	3,900.00	3,900.00	.00	100.0
10-52-3900	CELL PHONES	150.00	450.00	1,200.00	750.00	37.5
TOTAL TWN ADMINSTR		21,114.49	105,339.49	198,553.00	93,213.51	53.1

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>COMM DEV</u>					
10-53-1100 SALARIES & WAGES- COMM DEV	25,321.65	109,161.68	226,000.00	116,838.32	48.3
10-53-1300 OVERTIME COMMUNITY DEVELOPMENT	.00	103.50	500.00	396.50	20.7
10-53-1400 WORKERS' COMPENSATION	59.91	131.07	271.00	139.93	48.4
10-53-1500 HEALTH INSURANCE	4,471.21	26,316.46	34,000.00	7,683.54	77.4
10-53-1550 RETIREMENT	833.39	3,875.95	7,000.00	3,124.05	55.4
10-53-1600 FICA	1,896.67	8,149.94	17,289.00	9,139.06	47.1
10-53-1700 COLO UNEMPLOYMENT	50.65	218.40	680.00	461.60	32.1
10-53-1825 MEMBERSHIPS - EMPLOYEE	.00	60.00	1,400.00	1,340.00	4.3
10-53-1850 TRAINING, TRAVEL AND LODGING	(2,006.03)	903.10	7,000.00	6,096.90	12.9
10-53-2500 COMMUNITY EVENTS	470.00	29,906.01	60,000.00	30,093.99	49.8
10-53-3000 BUILDING PERMITS	23,100.25	72,991.54	115,000.00	42,008.46	63.5
10-53-3200 CONTRACTED SERVICES	543.75	14,417.13	30,000.00	15,582.87	48.1
10-53-3425 ELIZABETH MAIN STREET	2,233.52	10,809.38	33,000.00	22,190.62	32.8
10-53-3450 HISTORIC ADVISORY BOARD	129.86	2,810.16	37,000.00	34,189.84	7.6
10-53-3475 MARKETING MATERIALS & PUBL	333.80	2,430.34	5,000.00	2,569.66	48.6
10-53-3900 CELL PHONE	.00	50.00	1,000.00	950.00	5.0
10-53-4000 GIS	.00	.00	800.00	800.00	.0
10-53-4400 EQUIPMENT AND MAINTENANCE	.00	3,337.81	1,500.00	(1,837.81)	222.5
10-53-4500 FURNITURE	.00	339.96	750.00	410.04	45.3
10-53-4600 OFFICE SUPPLIES	99.16	393.93	2,000.00	1,606.07	19.7
10-53-4700 POSTAGE	.00	.00	2,500.00	2,500.00	.0
10-53-4800 TELEPHONE AND CELLPHONES	112.50	337.50	.00	(337.50)	.0
10-53-9000 OTHER	.00	795.60	500.00	(295.60)	159.1
TOTAL COMM DEV	57,650.29	287,539.46	583,190.00	295,650.54	49.3
TOTAL FUND EXPENDITURES	305,677.42	1,760,659.01	3,400,293.00	1,639,633.99	51.8
NET REVENUE OVER EXPENDITURES	(21,557.07)	735,175.35	(106,293.00)	(841,468.35)	691.7

TOWN OF ELIZABETH
BALANCE SHEET
JULY 31, 2023

STREET FUND

ASSETS

21-100001	CASH IN COMBINED CASH FUND	982,530.64	
21-115000	ACCOUNTS RECEIVABLE	40,481.37	
	TOTAL ASSETS		1,023,012.01

LIABILITIES AND EQUITY

LIABILITIES

21-201000	ACCRUED SALARIES PAYABLE	6,287.31	
21-202000	ACCOUNTS PAYABLE	(1,107.45)	
21-203000	GUARDRAIL MAINTENANCE	10,000.00	
	TOTAL LIABILITIES		15,179.86

FUND EQUITY

21-280000	FUND BALANCE	955,344.99	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	52,487.16	
	BALANCE - CURRENT DATE	52,487.16	
	TOTAL FUND EQUITY		1,007,832.15
	TOTAL LIABILITIES AND EQUITY		1,023,012.01

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	<u>TAXES</u>					
21-31-3000	GENERAL SALES TAX	13,255.52	86,256.18	150,000.00	63,743.82	57.5
21-31-4000	USE TAX	1,949.15	13,327.76	10,000.00	(3,327.76)	133.3
	TOTAL TAXES	15,204.67	99,583.94	160,000.00	60,416.06	62.2
	<u>INTERGOVERNMENT</u>					
21-33-1000	HIGHWAY USERS TAX	8,355.27	43,317.97	60,000.00	16,682.03	72.2
21-33-1050	ROAD & BRIDGE	.00	87,449.82	150,000.00	62,550.18	58.3
21-33-6100	M.V. REGISTRATION (\$1.50)	317.96	1,826.37	5,000.00	3,173.63	36.5
21-33-6200	M.V. REGISTRATION (\$2.50)	788.50	4,085.22	7,200.00	3,114.78	56.7
	TOTAL INTERGOVERNMENT	9,461.73	136,679.38	222,200.00	85,520.62	61.5
	<u>OTHER SOURCES OF REVENUE</u>					
21-36-1000	INVESTMENT INCOME	4,029.19	25,308.87	4,000.00	(21,308.87)	632.7
21-36-4000	PUBLIC IMPROVEMENT FEE	2,161.43	13,719.29	22,000.00	8,280.71	62.4
	TOTAL OTHER SOURCES OF REVENUE	6,190.62	39,028.16	26,000.00	(13,028.16)	150.1
	TOTAL FUND REVENUE	30,857.02	275,291.48	408,200.00	132,908.52	67.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>STREETS</u>					
21-49-1100 SALARIES & WAGES- PUB WORKS	17,758.31	88,104.54	164,567.00	76,462.46	53.5
21-49-1300 OVERTIME	840.26	4,136.83	13,000.00	8,863.17	31.8
21-49-1400 WORKERS' COMPENSATION	567.11	3,083.53	6,900.00	3,816.47	44.7
21-49-1500 HEALTH INSURANCE	3,382.26	20,782.54	38,000.00	17,217.46	54.7
21-49-1550 RETIREMENT	538.31	2,513.27	5,000.00	2,486.73	50.3
21-49-1600 FICA	1,389.74	6,900.84	13,584.00	6,683.16	50.8
21-49-1700 COLO UNEMPLOYMENT	37.18	184.93	533.00	348.07	34.7
21-49-3200 CONTRACTED SERVICES	2,072.26	13,050.51	70,000.00	56,949.49	18.6
21-49-3500 DE-ICING SUPPLIES	.00	1,721.28	7,500.00	5,778.72	23.0
21-49-3650 LIGHTS AND SIGNALS	1,440.59	14,500.84	18,000.00	3,499.16	80.6
21-49-4000 MAINTENANCE AND REPAIRS	6,739.33	26,488.79	100,000.00	73,511.21	26.5
21-49-4800 PHONES	281.25	945.00	2,700.00	1,755.00	35.0
21-49-5800 ROW MAINTENANCE	214.88	33,149.89	105,000.00	71,850.11	31.6
21-49-6100 SIGNS	.00	.00	21,500.00	21,500.00	.0
21-49-6600 UNIFORMS	6.00	424.59	2,520.00	2,095.41	16.9
21-49-8050 VEHICLE MAINT & REPAIRS	.00	1,713.51	9,000.00	7,286.49	19.0
21-49-8075 FUEL	364.00	3,491.78	9,000.00	5,508.22	38.8
21-49-8080 DIESEL	69.11	1,374.90	3,600.00	2,225.10	38.2
21-49-9000 OTHER	.00	236.75	500.00	263.25	47.4
21-49-9050 VEHICLE DEPRECIATION	.00	.00	7,344.00	7,344.00	.0
TOTAL STREETS	35,700.59	222,804.32	598,248.00	375,443.68	37.2
TOTAL FUND EXPENDITURES	35,700.59	222,804.32	598,248.00	375,443.68	37.2
NET REVENUE OVER EXPENDITURES	(4,843.57)	52,487.16	(190,048.00)	(242,535.16)	27.6

TOWN OF ELIZABETH
BALANCE SHEET
JULY 31, 2023

CAPITAL IMPROVEMENT FUND

ASSETS

31-100001	CASH IN COMBINED CASH FUND	9,416,410.51	
31-115000	ACCOUNTS RECEIVABLE	267,465.96	
	TOTAL ASSETS		9,683,876.47

LIABILITIES AND EQUITY

FUND EQUITY

31-280000	FUND BALANCE	8,635,236.16	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	1,048,640.31	
	BALANCE - CURRENT DATE	1,048,640.31	
	TOTAL FUND EQUITY		9,683,876.47
	TOTAL LIABILITIES AND EQUITY		9,683,876.47

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	<u>TAX</u>					
31-31-3000	SALES TAX	132,555.23	862,561.93	1,500,000.00	637,438.07	57.5
31-31-4000	USE TAX	19,491.46	133,277.60	150,000.00	16,722.40	88.9
	TOTAL TAX	152,046.69	995,839.53	1,650,000.00	654,160.47	60.4
	<u>OTHER FINANCING SOURCES</u>					
31-36-1000	INVESTMENT INCOME	39,571.25	235,943.64	15,000.00	(220,943.64)	1573.0
31-36-9000	OTHER REVENUE	4,493.50	34,456.50	50,000.00	15,543.50	68.9
	TOTAL OTHER FINANCING SOURCES	44,064.75	270,400.14	65,000.00	(205,400.14)	416.0
	TOTAL FUND REVENUE	196,111.44	1,266,239.67	1,715,000.00	448,760.33	73.8

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL IMPROVEMENT MISC</u>					
31-80-0100 LAND PURCHASE	.00	.00	250,000.00	250,000.00	.0
31-80-0600 RUNNING CREEK PARK	2,137.82	20,549.29	119,900.00	99,350.71	17.1
31-80-3400 FACILITIES MASTER PLAN	8,287.50	13,587.70	75,000.00	61,412.30	18.1
31-80-3425 COMMUNITY STUDIES	.00	34,888.11	.00	(34,888.11)	.0
31-80-3450 SENIOR CENTER	.00	.00	450,000.00	450,000.00	.0
31-80-4000 EQUIPMENT	.00	5,800.00	15,000.00	9,200.00	38.7
31-80-4005 HYDRO-VAC TRAILER	.00	.00	22,500.00	22,500.00	.0
31-80-4010 WHEELED TIRE LOADER (USED)	.00	20,000.00	37,500.00	17,500.00	53.3
31-80-4015 PW TRUCKS	.00	64,976.08	111,290.00	46,313.92	58.4
31-80-5500 TOWN HALL BLDG IMPROVEMENTS	.00	.00	100,000.00	100,000.00	.0
31-80-5505 PD BUILDING IMPROVEMENTS	.00	.00	75,000.00	75,000.00	.0
31-80-5510 BANNER & ELM PROPERTY	62.12	25,714.87	150,000.00	124,285.13	17.1
31-80-5515 COMMUNITY GARDEN	.00	.00	25,000.00	25,000.00	.0
31-80-6000 PLAYGROUND UPGRADES	.00	.00	65,000.00	65,000.00	.0
31-80-6500 TRAIL SYSTEMS	.00	.00	4,500.00	4,500.00	.0
31-80-9100 TOWN HALL LANDSCAPING	.00	.00	5,000.00	5,000.00	.0
31-80-9900 TRANSFER TO WATER FUND	.00	.00	3,500.00	3,500.00	.0
31-80-9901 TRANSFER TO GENERAL FUND	4,583.33	32,083.31	55,000.00	22,916.69	58.3
TOTAL CAPITAL IMPROVEMENT MISC	15,070.77	217,599.36	1,564,190.00	1,346,590.64	13.9
TOTAL FUND EXPENDITURES	15,070.77	217,599.36	1,564,190.00	1,346,590.64	13.9
NET REVENUE OVER EXPENDITURES	181,040.67	1,048,640.31	150,810.00	(897,830.31)	695.3

TOWN OF ELIZABETH
BALANCE SHEET
JULY 31, 2023

STREET CAPITAL IMPROVEMENT FND

ASSETS

32-100001	CASH IN COMBINED CASH FUND	3,763,391.88	
32-104400	STREET BOND RESERVE CD ACCOUNT	263,768.36	
32-115000	ACCOUNTS RECEIVABLE	240,719.36	
	TOTAL ASSETS		4,267,879.60

LIABILITIES AND EQUITY

LIABILITIES

32-222000	DEFERRED REVENUE	11,500.00	
	TOTAL LIABILITIES		11,500.00

FUND EQUITY

32-280000	FUND BALANCE	3,375,057.02	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	881,322.58	
	BALANCE - CURRENT DATE	881,322.58	
	TOTAL FUND EQUITY		4,256,379.60
	TOTAL LIABILITIES AND EQUITY		4,267,879.60

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

STREET CAPITAL IMPROVEMENT FND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	<u>TAX</u>					
32-31-3000	GENERAL SALES TAX	119,299.71	776,305.71	1,350,000.00	573,694.29	57.5
32-31-4000	USE TAX	17,542.32	119,949.84	192,000.00	72,050.16	62.5
	TOTAL TAX	136,842.03	896,255.55	1,542,000.00	645,744.45	58.1
	<u>OTHER FINANCING SOURCES</u>					
32-36-1000	INVESTMENT INCOME	16,649.71	95,793.72	10,000.00	(85,793.72)	957.9
	TOTAL OTHER FINANCING SOURCES	16,649.71	95,793.72	10,000.00	(85,793.72)	957.9
	TOTAL FUND REVENUE	153,491.74	992,049.27	1,552,000.00	559,950.73	63.9

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL OUTLAY</u>					
32-49-6600 RIGHT OF WAY EASEMENTS	.00	.00	35,000.00	35,000.00	.0
32-49-8000 STREET PAVING	.00	.00	160,000.00	160,000.00	.0
32-49-9000 CONCRETE STREET REPAIRS	.00	.00	310,000.00	310,000.00	.0
32-49-9100 EQUIPMENT	.00	.00	300,000.00	300,000.00	.0
32-49-9101 ROTOMILL	.00	.00	1,400,000.00	1,400,000.00	.0
32-49-9105 HYDRO-VAC TRAILER	.00	.00	22,500.00	22,500.00	.0
32-49-9110 WHEELED TIRE LOADER (USED)	.00	20,000.00	37,500.00	17,500.00	53.3
32-49-9200 CURB & GUTTER WORK	.00	.00	20,000.00	20,000.00	.0
32-49-9300 SIDEWALK REPLACEMENT PROGRAM	.00	25,000.00	40,000.00	15,000.00	62.5
32-49-9305 MAIN ST STREETScape DESIGN	555.00	3,428.75	175,000.00	171,571.25	2.0
32-49-9310 TRANSFER TO GENERAL FUND	4,166.67	29,166.69	50,000.00	20,833.31	58.3
TOTAL CAPITAL OUTLAY	4,721.67	77,595.44	2,550,000.00	2,472,404.56	3.0
<u>DEBT SVC</u>					
32-59-4000 PAYING AGENCY FEE	.00	.00	600.00	600.00	.0
32-59-9800 2015 REFUNDING BOND PRINCIPAL	.00	.00	440,000.00	440,000.00	.0
32-59-9850 2015 REFUNDING BOND INTEREST	.00	33,131.25	66,263.00	33,131.75	50.0
TOTAL DEBT SVC	.00	33,131.25	506,863.00	473,731.75	6.5
TOTAL FUND EXPENDITURES	4,721.67	110,726.69	3,056,863.00	2,946,136.31	3.6
NET REVENUE OVER EXPENDITURES	148,770.07	881,322.58	(1,504,863.00)	(2,386,185.58)	58.6

TOWN OF ELIZABETH
BALANCE SHEET
JULY 31, 2023

WATER SEWER FUND

ASSETS

52-100001	CASH IN COMBINED CASH FUND	3,281,512.14	
52-101000	PETTY CASH	100.00	
52-101200	COLOTRUST WATER TAP FEE ACCT	508,654.15	
52-101300	COLOTRUST SEWER TAP FEE ACCT	508,654.15	
52-101400	COLOTRUST RENEWABLE WATER ACCT	78,552.33	
52-110000	ACCOUNTS RECEIVABLE: UB	148,436.87	
52-115000	ACCOUNTS RECEIVABLE: OTHER	18,683.47	
52-160100	LAND: WATER	171,737.60	
52-160200	LAND: SEWER	143,729.50	
52-161100	EASEMENTS: WATER	10,890.77	
52-161200	EASEMENTS: SEWER	32,271.26	
52-162100	PLANT & EQUIPMENT: WATER	2,271,315.79	
52-162200	PLANT & EQUIPMENT: SEWER	6,013,924.47	
52-163100	WATER IMPROVEMENTS	2,288,597.77	
52-163200	SEWER IMPROVEMENTS	2,727,573.38	
52-165100	CONSTRUCTION IN PROGRESS: WTR	3,082,422.50	
52-165200	CONSTRUCTION IN PROGRESS: SWR	73,176.80	
52-169100	ACCUMULATED DEP: WATER	(2,856,813.48)	
52-169200	ACCUMULATED DEP: SEWER	(4,109,283.34)	
	TOTAL ASSETS		14,394,136.13

LIABILITIES AND EQUITY

LIABILITIES

52-201000	ACCRUED SALARIES PAYABLE	12,574.63	
52-202000	ACCOUNTS PAYABLE	1,476.60	
52-203000	RETAINAGE PAYABLE	111,428.14	
52-215200	ACCRUED INT PAY: SEWER	2,103.20	
52-218000	COMPENSATED ABSENCES PAYABLE	14,582.02	
52-218100	COMP ABSENCES- CURRENT PAYABLE	1,458.20	
52-220000	CUSTOMER METER DEPOSITS	50,257.20	
52-231200	2007 CWRPDA CUR NOTES PAYABLE	62,396.58	
52-239402	2007 CWRPDA NOTE PAYABLE	275,161.86	
	TOTAL LIABILITIES		531,438.43

FUND EQUITY

52-280000	RETAINED EARNINGS	13,779,786.34	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	82,911.36	
	BALANCE - CURRENT DATE	82,911.36	
	TOTAL FUND EQUITY		13,862,697.70
	TOTAL LIABILITIES AND EQUITY		14,394,136.13

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

WATER SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	<u>CHARGE FOR SERVICES / TAP FEES</u>					
52-34-4100	WATER SALES	69,060.85	412,439.70	750,000.00	337,560.30	55.0
52-34-4200	SEWER SALES	66,590.62	464,045.36	680,000.00	215,954.64	68.2
52-34-7000	RETURN CHECK CHARGES	.00	109.07	.00	(109.07)	.0
52-34-8100	WATER TAP FEES	36,978.24	286,046.64	250,000.00	(36,046.64)	114.4
52-34-8120	RENEWABLE WATER FEE	5,084.52	16,524.69	.00	(16,524.69)	.0
52-34-8200	SEWER TAP FEES	36,978.24	286,046.64	450,000.00	163,953.36	63.6
	<u>TOTAL CHARGE FOR SERVICES / TAP FEES</u>	<u>214,692.47</u>	<u>1,465,212.10</u>	<u>2,130,000.00</u>	<u>664,787.90</u>	<u>68.8</u>
	<u>MISCELLANEOUS</u>					
52-36-1000	INVESTMENT INCOME	18,584.71	118,525.34	10,000.00	(108,525.34)	1185.3
52-36-9000	OTHER REVENUE	2,315.22	40,910.90	70,000.00	29,089.10	58.4
	<u>TOTAL MISCELLANEOUS</u>	<u>20,899.93</u>	<u>159,436.24</u>	<u>80,000.00</u>	<u>(79,436.24)</u>	<u>199.3</u>
	<u>TOTAL FUND REVENUE</u>	<u>235,592.40</u>	<u>1,624,648.34</u>	<u>2,210,000.00</u>	<u>585,351.66</u>	<u>73.5</u>

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>WATER</u>					
52-57-1100 SALARIES & WAGES- WATER	17,758.33	88,104.56	164,567.00	76,462.44	53.5
52-57-1300 OVERTIME	840.25	4,136.82	13,000.00	8,863.18	31.8
52-57-1400 WORKERS' COMPENSATION	567.08	3,083.43	6,900.00	3,816.57	44.7
52-57-1500 HEALTH INSURANCE	3,382.28	20,782.56	38,000.00	17,217.44	54.7
52-57-1550 RETIREMENT	538.30	2,513.26	5,000.00	2,486.74	50.3
52-57-1600 FICA	1,389.73	6,900.83	165,561.00	158,660.17	4.2
52-57-1700 COLO UNEMPLOYMENT	37.18	184.93	533.00	348.07	34.7
52-57-1825 MEMBERSHIPS - EMPLOYEE	.00	300.00	900.00	600.00	33.3
52-57-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,325.00	1,325.00	.0
52-57-3200 CONTRACTED SERVICES	2,705.53	10,129.23	160,000.00	149,870.77	6.3
52-57-4800 TELEPHONE AND CELLPHONES	281.25	945.00	2,700.00	1,755.00	35.0
52-57-4900 UTILITIES	12,235.70	58,293.85	100,000.00	41,706.15	58.3
52-57-5400 INSURANCE	.00	2,908.14	11,000.00	8,091.86	26.4
52-57-5500 LEGAL - CONTRACTED	.00	.00	7,500.00	7,500.00	.0
52-57-6000 MAINTENANCE AND REPAIRS	1,867.40	46,221.44	150,000.00	103,778.56	30.8
52-57-6600 UNIFORMS	6.00	424.58	2,500.00	2,075.42	17.0
52-57-7500 CHEMICAL SUPPLIES	32.67	13,855.02	18,000.00	4,144.98	77.0
52-57-7550 WATER SUPPLIES	346.50	6,654.09	15,000.00	8,345.91	44.4
52-57-8050 VEHICLE MAINT & REPAIRS	.00	1,849.09	9,000.00	7,150.91	20.6
52-57-8075 FUEL	417.00	3,544.77	9,000.00	5,455.23	39.4
52-57-8080 DIESEL	69.11	1,289.32	3,600.00	2,310.68	35.8
52-57-9000 OTHER	.00	236.75	2,000.00	1,763.25	11.8
52-57-9050 VEHICLE DEPRECIATION	.00	.00	7,344.00	7,344.00	.0
52-57-9100 RITORO WELLS	54,232.17	566,340.53	1,300,000.00	733,659.47	43.6
52-57-9900 WATER LINE UPGRADE	.00	.00	85,000.00	85,000.00	.0
TOTAL WATER	96,706.48	838,698.20	2,278,430.00	1,439,731.80	36.8

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

WATER SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
	<u>SEWER</u>					
52-58-1100	-SALARIES & WAGES- SEWER	17,758.32	88,104.01	164,567.00	76,462.99	53.5
52-58-1300	OVERTIME	840.25	4,136.82	13,000.00	8,863.18	31.8
52-58-1400	WORKERS' COMPENSATION	567.03	3,083.10	6,900.00	3,816.90	44.7
52-58-1500	HEALTH INSURANCE	3,382.26	20,782.11	38,000.00	17,217.89	54.7
52-58-1550	RETIREMENT	538.35	2,513.68	5,000.00	2,486.32	50.3
52-58-1600	FICA	1,389.74	6,900.82	13,584.00	6,683.18	50.8
52-58-1700	COLO UNEMPLOYMENT	52.33	257.12	533.00	275.88	48.2
52-58-1825	MEMBERSHIPS - EMPLOYEE	.00	.00	900.00	900.00	.0
52-58-1850	TRAINING, TRAVEL AND LODGING	.00	.00	1,325.00	1,325.00	.0
52-58-3200	CONTRACTED SERVICES	11,311.94	50,175.49	90,000.00	39,824.51	55.8
52-58-4800	TELEPHONE AND CELLPHONES	706.05	4,985.73	10,700.00	5,714.27	46.6
52-58-4900	UTILITIES	5,853.49	32,643.00	70,000.00	37,357.00	46.6
52-58-5400	INSURANCE	.00	3,199.47	15,400.00	12,200.53	20.8
52-58-6000	MAINTENANCE AND REPAIRS	692.87	47,377.95	130,000.00	82,622.05	36.4
52-58-6610	UNIFORMS	6.00	424.58	2,500.00	2,075.42	17.0
52-58-7500	SEWER SUPPLIES	394.20	2,139.49	5,000.00	2,860.51	42.8
52-58-8050	VEHICLE MAINT & REPAIRS	.00	1,577.93	9,000.00	7,422.07	17.5
52-58-8075	FUEL	417.00	3,544.77	9,000.00	5,455.23	39.4
52-58-8080	DIESEL	69.11	1,255.12	3,600.00	2,344.88	34.9
52-58-9000	OTHER	.00	236.76	5,000.00	4,763.24	4.7
52-58-9050	VEHICLE DEPRECIATION	.00	.00	7,344.00	7,344.00	.0
52-58-9400	WTP UPGRADES	.00	290,399.40	950,000.00	659,600.60	30.6
	TOTAL SEWER	43,978.94	563,737.35	1,551,353.00	987,615.65	36.3
	<u>2007 CWRPDA</u>					
52-63-6300	2007 CWRPDA PYMT- PRINCIPAL	.00	30,908.52	62,398.00	31,489.48	49.5
52-63-6400	2007 CWRPDA- INTEREST	.00	6,309.60	12,100.00	5,790.40	52.2
	TOTAL 2007 CWRPDA	.00	37,218.12	74,498.00	37,279.88	50.0
	<u>DEPARTMENT 65</u>					
52-65-9900	TRANSFER TO GENERAL FUND	14,583.33	102,083.31	175,000.00	72,916.69	58.3
	TOTAL DEPARTMENT 65	14,583.33	102,083.31	175,000.00	72,916.69	58.3
	TOTAL FUND EXPENDITURES	155,268.75	1,541,736.98	4,079,281.00	2,537,544.02	37.8
	NET REVENUE OVER EXPENDITURES	80,323.65	82,911.36	(1,869,281.00)	(1,952,192.36)	4.4

Certificate of Appreciation

This certificate is presented to:

Jody Tipton

In recognition for 6 years of outstanding service to the Town of Elizabeth

ELIZABETH

Mayor Nick Snively

Administrator Patrick Davidson

COLORADO

“We sincerely appreciate your hard work and efforts year over year. Thank you for your many wonderful years of service!”

Certificate of Appreciation

This certificate is presented to:

Ken Timm

In recognition for 6 years of outstanding service to the Town of Elizabeth

ELIZABETH

Mayor Nick Snively

Administrator Patrick Davidson

COLORADO

“Thank you for being such a valuable member of our team. Wishing you the best for continued success!”



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/03/2023 to 09/16/2023



ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:

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

The following is an informational breakdown of EPD police activity from **09/03/2023 at 12:01 a.m. to 09/16/2023 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DRDC) records.

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



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/03/2023 to 09/16/2023

Total Calls for Service:

204

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assists to Other Agencies
37	20	16	0	1

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
6	1	5	0

Other Calls for Service:

Call Type:	Number of Calls:
911 Rapid SOS	2
Abandoned Vehicle	1
Alarm-Business Burglary	4
Alarm-Business Hold Up	2
Animal-Barking	1
Animal-Dangerous	1
Assault	2
Assist to Fire Department	1
Assist to Other Agency	2
Business Check	11
Child Abuse	1
Child Custody	1



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/03/2023 to 09/16/2023

Citizen Assist	7
Citizen Contact	4
Crime Prevention	11
Dead Animal	1
Disorderly Conduct	1
Domestic Violence-Physical	2
Follow Up	14
Harassment	4
Increased Patrol	28
Informational Report	4
Medical Assist	7
Municipal Ordinance Violation	7
Motor Vehicle Accident with Property Damage	3
Motor Vehicle Accident with Hazards	2
Park Check	2
Parking Complaint	6
Report Every Drunk Driver Immediately	2
Sex Assault on a Child	1
Special Assignment	4
Suicidal Subject	1
Suspicious Circumstance	4
Suspicious Vehicle	6
Traffic Complaint	2
Traffic Hazard	6
Traffic Stop	37
VIN Verify	6
Welfare Check	5



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/03/2023 to 09/16/2023

Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
23-1866	Theft	Investigation of theft at a local business.
23-2040	Burglary	Investigation of a burglary at a local business.
23-2917	Death	Investigation into an unattended death.
23-3265	Child Abuse	Investigation into child abuse.
23-4060	Financial Crime	Investigation of fraud involving contractors.
23-4364	Sex Offense	Investigation into a sex offense involving minors.
23-4444	Motor Vehicle Accident	Investigation of a hit and run accident in Town.
23-4493	Sex Offense	Investigation into sexual offenses and child abuse in Town.

Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
23-2421	Accumulation of Trash	Investigation of accumulated trash at a property in Town.
23-3106	Weed Control	Investigation of weed control on a property in Town.
23-4245	Weed Control	Investigation of weed control on a property in Town.



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/03/2023 to 09/16/2023

23-4338	Weed Control	Investigation of weed control on a property in Town.
23-4362	Weed Control Accumulation of Trash	Investigation of accumulated trash and overgrown weeds at a property in Town.
23-4458	Weed Control	Investigation of weed control on a property in Town.
23-4459	Weed Control	Investigation of weed control on a property in Town.
23-4592	Littering	Investigation of illegally posted signs in Town.

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

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
23-4351	Traffic Stop	A EPD Officer conducted a traffic stop on a motorist for a traffic violation. Upon clearing the driver, it was discovered their license was cancelled, their vehicle had fictitious plates, and the vehicle did not have insurance. The driver was issued a State summons for multiple traffic offenses and released. The vehicle was impounded.



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/03/2023 to 09/16/2023

23-4298	Motor Vehicle Accident	EPD responded to a report of a crash. Upon arrival, both drivers had left the scene. After investigation, EPD identified the driver who was at fault for the crash and issued them a Municipal summons for a traffic offense.
23-4452	Motor Vehicle Accident	EPD responded to a crash involving a vehicle vs. a deer. Upon arrival, there were no injuries.
23-4412	Disturbing the Peace	EPD responded to a local restaurant on report of a heavily intoxicated subject. The subject had left the business on foot. EPD located the suspect who was medically evaluated due to the level of alcohol in their system. They were then issued a Municipal summons for several offenses and released to a sober person.
23-4322	Assault	EPD responded to a local school on report of an assault. After investigation, probable cause existed that a crime had been committed. However, the victim in this case did not wish to pursue charges against the suspect.
23-4474	Warrant Arrest	EPD Officers received a notification from the FLOCK cameras regarding a vehicle that was associated with warrants. The vehicle was located, and a traffic stop was initiated. EPD Officers identified the subject, who had several warrants, and arrested them.
23-4431	Harassment	EPD responded to a reported harassment call. After investigation, the victim elected to not press charges against the suspect.
23-4505	Disorderly Conduct	During an event, an EPD Officer observed a subject urinating in public. The subject was contacted and issued a Municipal summons.
23-4541	Harassment	EPD responded to a reported harassment call. After investigation, the victim elected to not press charges against the suspect.



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/03/2023 to 09/16/2023

23-4537	Minor in Possession of Nicotine	EPD responded to a local school on report of a student in possession of a nicotine device. As this was the students first offense, they were turned over to the school and Connections For Families for discipline.
23-4546	Mental Health Hold	EPD responded to a local school on report of a suicidal student. After an evaluation was completed it was determined that the subject needed to be placed on an emergency hold. EPD transported the subject to a local mental health facility.
23-4448	Assault	EPD responded to a local school on report of an assault. After investigation, probable cause existed that a crime had occurred. Charges were filed with the Elbert County District Attorney.
23-4462	Domestic Violence	EPD responded to a domestic violence involving juvenile suspects. The case was forwarded to the Elbert County District Attorney for review.
23-4574	Mental Health Hold	EPD responded to a local school on report of a suicidal student. After an evaluation was completed it was determined that the subject needed to be placed on an emergency hold. EPD transported the subject to a local mental health facility.
23-4156	Municipal Ordinance Violation	EPD Community Services investigated overgrown weeds at a location in Town. After working with the resident, they came into compliance.
23-2106	Harassment	EPD concluded an investigation of harassment between juveniles. Probable cause was found to believe a crime had occurred. The case was filed with the Elbert County District Attorney.
23-4336	Criminal Mischief	EPD responded to a residence on report of a broken car window. After investigation, it was



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

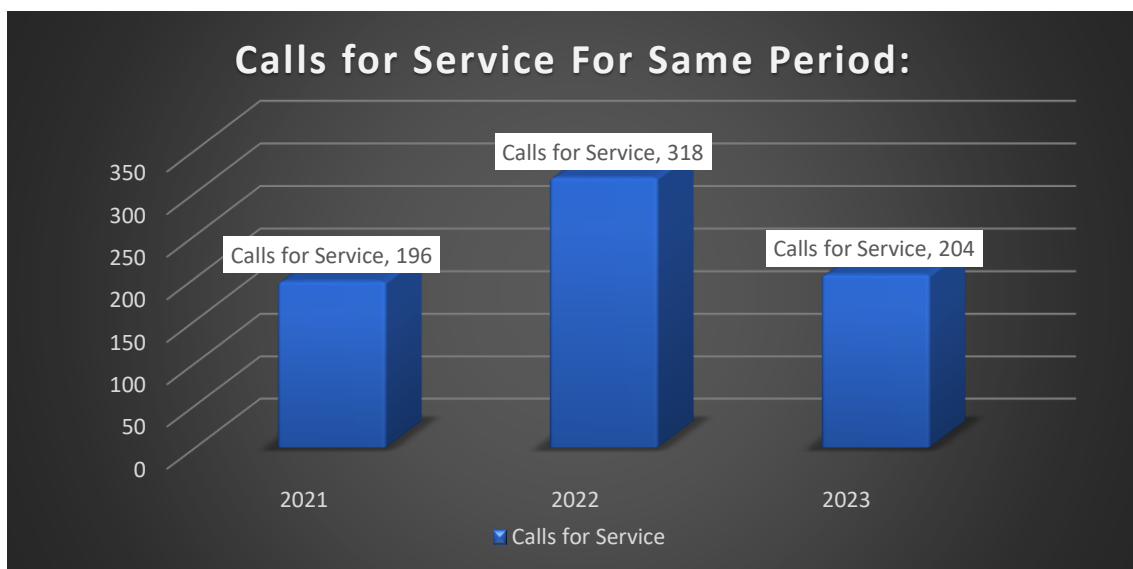
Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/03/2023 to 09/16/2023

		determined that a weed whacker had damaged the window accidentally. The victim did not wish to pursue charges and would contact the company directly.
23-4566	Theft	EPD received a report of theft involving a former employer. After investigation, probable cause existed that the crime of theft had occurred. However, the victim elected to not pursue charges, and work with the former employer to facilitate the return of their property.
23-4368	Motor Vehicle Accident	EPD responded to a report of a motor vehicle accident involving a school bus. Upon arrival, there were no injuries, and the Elizabeth School District was promptly notified. The at fault driver was identified and issued a Municipal summons for a traffic offense.

Historical Data:





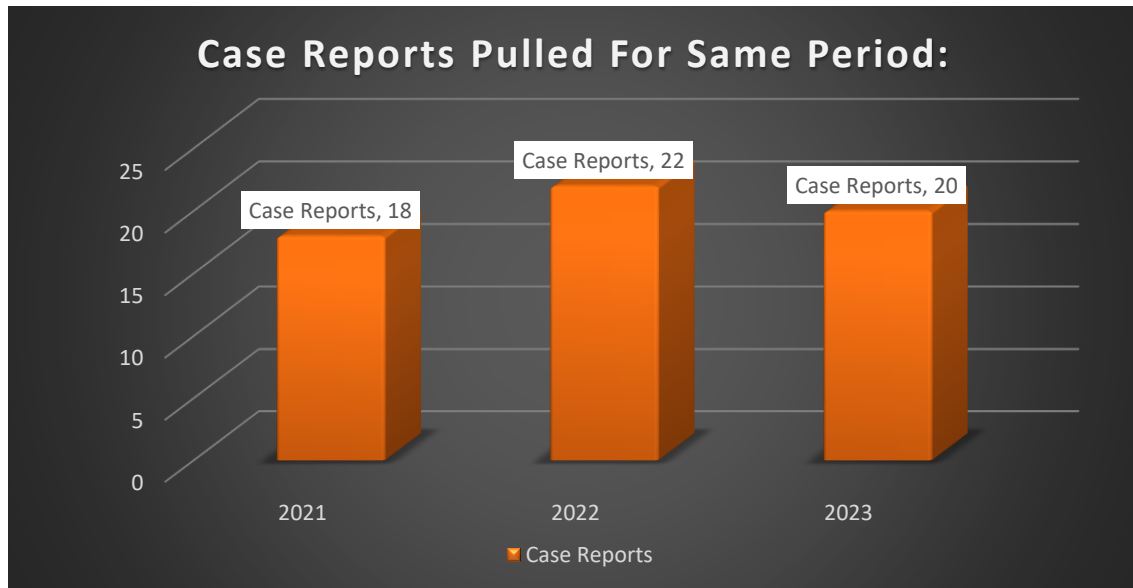
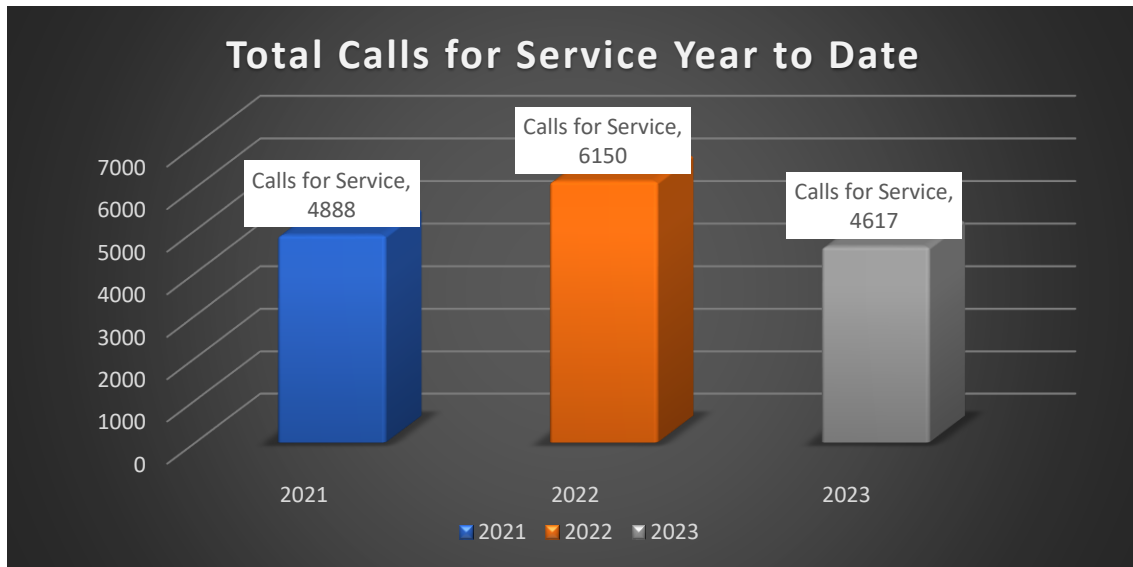
TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/03/2023 to 09/16/2023





TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

TO: Honorable Mayor and Town Board of Trustees
FROM: Mike DeVol, Public Works Director
DATE: September 26, 2023
SUBJECT: Public Works Monitoring Report

***Town Street Paving Improvements Project:**

1. PW has completed a first-year inspection (2 year warranty) of the paved streets. Native Sun will begin warranty work on identified areas for repairs in mid-September.

***Town Main St. Decorations:**

1. PW will begin removing hanging flower pots and filled planters along Main St. as the temperatures cool.

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

1. Tap Fees, Rate Fees are in a separate portion of the Board Report.
2. October is the next Water report period.

*** Town Water Line Emergency Repair:**

1. N/A

***Town Hall Landscaping Plan:**

1. N/A

***Town Walkway Repairs:**

1. PW has replaced numerous sections of concrete sidewalk along the East side of Main St businesses for safety reasons. Public Works is gathering cost information for repairs around town that need immediate attention.

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

1. PW is actively searching for a Newer Street Sweeper for purchase in 2023.
2. Sweeping is taking place as weather and time allows.

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

1. The new Wells building is complete except for phone and internet communications with Comcast. Comcast has our work order and will install asap.
3. The Back-up Generator is installed and tested for normal operations.

***Town Trail Project:**



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

1. PW has scheduled a walk-through inspection with our reporting Agency Stantec Engineering for Guidance after the flooding and the loss of previously planted vegetation, bushes and trees.

***Gold Creek Lift Station Improvements:**

1. Completion of project has begun clear water testing and adjustments have been made.
2. Communications and Alarms have been tested and 90% complete.
3. Project should be completed the week of September 18th.
4. Walk through and punchlist will be completed the week of the 25th.

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

***Gold Creek Wastewater Treatment Plant (GCWWTP)**

1. On going Project/ The new fine screen replacement unit has been installed. The test phase has been completed. Alarms and training for the New unit have been completed on September 5 & 6th.
 2. PW has been working on Plant maintenance by drawing down (treating in Train 1) all liquid levels of Train 2/South side of the treatment plant for inspection and repairs as necessary. The Clarifier for Train 2 has been completely emptied hosed and vacuumed out for a clean working area. The clarifier drive motor tested out fine as well as the gear reduction box. There is wear and damage to the Drive Shear Pin and Paddle arms that distribute settled sludge to the bottom of the clarifier for removal through pumping and sent to digestors for final degradation and trucked to farm fields as fertilizer. PW should have the Clarifier back up and fully operational by the end of September dependent on parts shipping.
 3. Just a quick review of the Wastewater Plant: It is designed to treat 500,000 gallons of Raw Sewage per day. Train 1 and Train 2 share that equally. Train 1 currently is treating 190,000-200,000 gallons per day while maintaining our minimal 85% reduction constituent removals (currently 93%-99% removal) that are set by CDPHE in our Permit (excellent test for me as an operator and all equipment). Currently we are operating one Train at basically 80% capacity and operating very well. This is a test never completed before as our available capacity is 500,000 gallons. When the time comes that the wastewater Plant is treating at 80% (400,000 gallon) of the Total Capacity the Town must start to show Plant Expansion Plans to CDPHE. The current WTP upgrade Budget is currently in good shape for funding.
- Reference of constituent removal: Please see attached Laboratory Sampling Analysis for actual numbers while completing maintenance of one train. Note all numbers/results are shown as milligrams per liter (mg/L) this equates from metric to Standard as parts per million (ppm). Plant is 100% Biological/Bacteria (Bugs) NO CHEMICALS

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

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



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

Nitrogen/Ammonia (NH₃) minimum 85% removal (current 99% removal)
E.Coli maximum 115 parts per million (ppm) (current <1 ppm) U.V. Light neuters bacterial for no reproduction and does not kill the bacterial which in turn means no chemicals and cost savings to the Town residents.

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

1. N/A

*Town Public Works Road Extension:

1. N/A

*Town Farmers Market:

Event Park Name is Running Creek Park (RCP).

1. The Main St 5K Fun Run is Saturday the 23rd.

*Town Parks and Right of Way (ROW):

1. Porta-Potty will remain at Bandt Park parking area for the Winter season.
2. PW will monitor low temperatures and Close Bandt Park Restrooms accordingly.

Upcoming Projects:

1. PW has completed the following Annual Reporting:
2. Annual Biosolids
3. Regulation 85 Nutrient Monitoring/Accepted by CDPHE
4. Water Augmentation and Recording
5. Water Lead and Copper sampling
6. Water Constituents Metals
7. Annual DMR(Daily Monitoring Report) Gold Creek Wastewater Plant
8. Tree City USA Application/ Accepted and approved by Tree City USA
9. Trail DOLA findings and Inspections/ Addition of Willow Cuttings Planted
10. PW continues to work on Highway User Tax Fund (HUTF) reporting and data processing.

Mail Kiosk:

1. Mail Kiosk are installed and USPS has installed all new locks(USPS Supplied) on both Kiosk locations.



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

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



HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS AUGUST 7, 2023

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, August 7, 2023, at 4:34 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest and Vice Chair Aimee Woodall. Historian Bob Rasmussen was absent. There was a quorum to conduct business.

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

AGENDA CHANGES

There were no changes to the agenda as presented.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled Public Comment.

CONSENT AGENDA

1. Regular Minutes of July 17, 2023

Chair Quest tabled the approval of the minutes until the next scheduled meeting.

NEW BUSINESS

2. Discussion regarding Action Plan for Historic District Creation

Staff provided a report. Discussion followed regarding an action plan for the creation of a Historic District.

3. Discussion and possible action regarding Promotional Materials Budget

Staff provided a report on promotional materials, discussion followed.



TOWN OF ELIZABETH

STAFF REPORTS

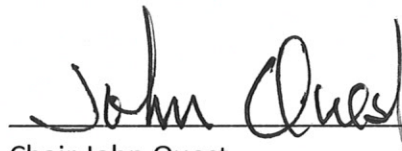
- Mr. Higgins discussed the item included in his written report.
- Mr. Higgins discussed the possibility of the Town having a 4th of July event next year.
- Due to the next meeting falling on a holiday the September meeting will be moved to September 11, 2023.

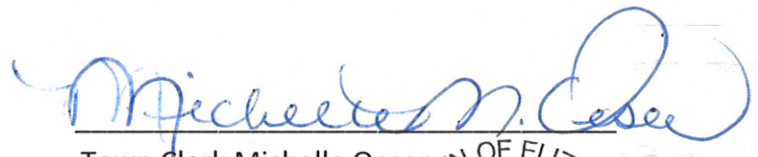
BOARD REPORTS

There were no Board reports presented.

ADJOURNMENT

Motion by Vice Chair Woodall, seconded by Chair Quest, to adjourn the meeting at 5:32 PM. The vote of those Board Members present was unanimously in favor. Motion carried.


Chair John Quest


Town Clerk Michelle Oeser





MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS AUGUST 14, 2023

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Monday, August 14, 2023, at 8:32 AM by Vice President Linda Bulmer.

ROLL CALL

Present were Vice President Linda Bulmer and Board Members Michael Hussey, Kurt Prinslow, Brandon Jeffress, and Carrie Wedel. President Tedd Lipka was present via Zoom. Board Member Jeff Struthers was not present. There was a quorum to conduct business.

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

AGENDA CHANGES

No changes from Staff.

No changes from the Board.

Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

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

Motion by Mr. Hussey, seconded by Mr. Prinslow, to approve the minutes from July 10, 2023. The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS

2. Discussion regarding Town of Elizabeth 5K Run



TOWN OF ELIZABETH

Mr. Higgins and Ms. Cramer provided updates to the Board on the planning for the 5K event.

3. Discussion regarding Façade Grant Program

Mr. Higgins led a discussion regarding some of the details for the Façade Grant Program. Further discussion will be forthcoming after input from other Boards.

STAFF REPORTS

- Mr. Higgins provided a Streetscape Design Update.
- Mr. Jeffress asked a question regarding Legacy Walls to help with Streetscape funding. Discussion followed.
- Reminder regarding the Monument Sign Public meeting tonight starting at 6:00 pm at Town Hall.
- Christmas ornaments have already arrived. They will be available to retailers starting in September.
- Mr. Higgins provided an update regarding Wi-Fi on Main Street.
- Discussion regarding speakers on Main Street.
- An update was provided regarding the Historic District creation.
- The Board of Trustees have agreed to the purchase of 444 S. Main Street for Town use.

BOARD REPORTS

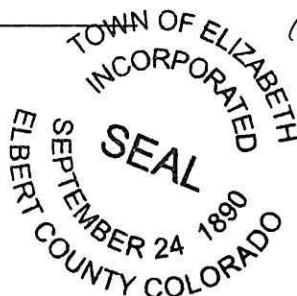
There were no further Board reports.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Jeffress, to adjourn the meeting at 9:53 AM.

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


President Tedd Lipka




Deputy Town Clerk Harmony Malakowski