



TOWN OF ELIZABETH

WORKSHOP – moved to February 22, 2022 – updated 1/25/22
MICROPHONE DEMONSTRATION
Tuesday, January 25, 2022, at 5:45 pm
Town Hall, 151 S. Banner Street

TOWN OF ELIZABETH
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, January 25, 2022, at 7:00 PM
Town Hall, 151 S. Banner Street

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

AGENDA CHANGES

CONSENT AGENDA

1. Swear in Daniel DiLoreto

CONSENT AGENDA

2. Minutes of the Regular Meeting of January 11, 2022

ADVISORY BOARD QUARTERLY REPORTS

3. Main Street Board of Directors Report – Linda Bulmer

NEW BUSINESS

4. Discussion and possible action on appointment of Aimee Woodall and Brandi Wilson to the Historic Advisory Board with a terms through December 31, 2024 and December 31,2023, respectively – Zach Higgins
5. Discussion and possible action on approval of Revitalizing Main Street Grant Application- Zach Higgins
6. Discussion and possible action on Resolution 22R06, a Resolution Adopting Code of Conduct for Elected Officials - Patrick Davidson

- [7.](#) Discussion and possible action on Ordinance 22-03, an Ordinance amending various sections of Article VII of Chapter 7 regarding the Regulation of Dogs – Melvin Berghahn

MANAGEMENT MONITORING REPORTS

- [8.](#) Management Monitoring Reports

BOARD OF TRUSTEES REPORTS

STUDENT LIAISON REPORT

- [9.](#) Student Liaison Report

MINUTES

- [10.](#) Minutes of the Historic Advisory Board Meeting of December 6, 2021
- [11.](#) Minutes of the Main Street Board of Directors Meeting of December 9, 2021

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.

OATH OF OFFICE

**STATE OF COLORADO
ELBERT COUNTY
TOWN OF ELIZABETH**

I, Daniel DiLoreto do solemnly, sincerely, and truly declare and affirm that I will support and defend the Constitution of the United States of America and of the State of Colorado and the ordinances, laws and regulations of the Town of Elizabeth, and will faithfully perform the duties of the office of Trustee I am about to enter into, to the best of my ability.

Signature

Subscribed and affirmed to before me this 25th day of January 2022.

Michelle M. Oeser, Town Clerk, Town of Elizabeth, Colorado





Board of Trustees – Record of Proceedings
January 11, 2022

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, January 11, 2022, at 7:00 pm by Mayor Megan Vasquez.

ROLL CALL

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

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Chief of Police Melvin Berghahn, Planner/Project Manager Zach Higgins, and Student Liaison Bella Valentine.

PLEDGE OF ALLEGIANCE

Mayor Vasquez led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

No public comment.

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of December 14, 2021

Motion by Trustee Payne, seconded by Trustee Weaver, to approve the Consent Agenda. The vote of those Trustees present was 6 in favor and 0 opposed. Motion passed unanimously.

PROCLAMATION

2. A Proclamation Commemorating Town of Elizabeth School Choice Week

Mayor Vasquez presented the proclamation to the Elizabeth School District.

NEW BUSINESS

3. Discussion and possible action on appointment of Daniel P. DiLoreto to the Board of Trustees with a term through November 2022

Motion by Trustee Payne seconded by Trustee Einspahr, to appoint Daniel P. DiLoreto to the Board of Trustees with a term through November 2022.

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

4. Discussion and possible action on appointment of Nick Snively to the Planning Commission as a voting member with a term through December 31, 2025

Motion by Mayor Pro Tem Ternus, seconded by Trustee Einspahr, to appoint Nick Snively to the Planning Commission as a voting member with a term through December 31, 2025.

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

5. Discussion and possible action on Ordinance 22-02, an Ordinance amending Section 2-6-20(3) of the Town of Elizabeth Municipal Code regarding the Membership of the Planning Commission

Motion by Mayor Pro Tem Ternus, seconded by Trustee Weaver, to approve Ordinance 22-02, an Ordinance amending Section 2-6-20(3) of the Town of Elizabeth Municipal Code regarding the Membership of the Planning Commission.

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

6. Discussion and possible action on appointment of Rob Porter or Christine Ware to the Planning Commission as a non-voting member with term through December 31, 2023

Motion by Mayor Pro Tem Ternus, seconded by Trustee Payne, to appoint Rob Porter to the Planning Commission as a non-voting member with term through December 31, 2023.

The vote of those Trustees present was 5 in favor and 2 opposed. Trustees Weaver and Secrist opposed. Motion passed.

Mayor Vasquez opened the Public Hearing at 7:50 pm.

PUBLIC HEARING

6. Ordinance 22-01 – Rescheduled to January 11, 2022, from December 14, 2021

No public comment.

Mayor Vasquez closed the Public Hearing at 7:54 pm.

NEW BUSINESS

7. Discussion and possible action on Ordinance 22-01, an Ordinance Repealing and Reenacting Section 16-6-10 of the Elizabeth Municipal Code regarding Changes to the Town's Parking Requirements

Motion by Mayor Pro Tem Ternus, seconded by Trustee Secrist, to approve Ordinance 22-01, an Ordinance Repealing and Reenacting Section 16-6-10 of the Elizabeth Municipal Code regarding Changes to the Town's Parking Requirements.

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

8. Discussion and possible action on Resolution 22R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S. § 24-6-402(2)(c)

Motion by Trustee Payne, seconded by Trustee Einspahr, to approve Resolution 22R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S. § 24-6-402(2)(c).

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

9. Discussion and possible action on Resolution 22R02, a Resolution approving the Direct Services Contract between the East Central Council of Local Governments' Regarding Public Transit Services

Motion by Mayor Pro Tem Ternus, seconded by Trustee Payne, to approve Resolution 22R02, a Resolution approving the Direct Services Contract between the East Central Council of Local Governments' Regarding Public Transit Services.

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

10. Discussion and possible action on Resolution 22R03, a Resolution amending the Town's authorized check signers as part of the previously implemented Finance Department best practices

Motion by Trustee Payne, seconded by Trustee Weaver, to approve Resolution 22R03, a Resolution amending the Town's authorized check signers as part of the previously implemented Finance Department best practices.

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

11. Discussion and Possible action on Resolution 22R04, a Resolution approving the Agreement for Professional Services between the Town and CORE Consulting, Inc. for the Design of the Main Street Streetscape/widening project

Motion by Mayor Pro Tem Ternus, seconded by Trustee Payne, to approve Resolution 22R04, a Resolution approving the Agreement for Professional Services between the Town and CORE Consulting, Inc. for the Design of the Main Street Streetscape/widening project.

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

12. Discussion and possible action on Resolution 22R05, a Resolution approving the Agreement for Professional Services between the Town and HistoryMatters, LLC for the Providing of Historic Survey Services

Motion by Trustee Payne seconded by Trustee Einspahr, to approve Resolution 22R05, a Resolution approving the Agreement for Professional Services between the Town and HistoryMatters, LLC for the Providing of Historic Survey Services.

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

MANAGEMENT MONITORING REPORTS

- Town Administrator Patrick Davidson discussed having a workshop on the draft employee manual.
- Town Clerk Michelle Oeser reminded the Board and Staff about the workshop being held before the next board meeting.
- Discussion on building the Town's Senior Citizen outreach.
- Discussion with Police Chief Berghahn on the increase in mental health calls.
- Discussion on the status of the open Community Development Director position.

BOARD OF TRUSTEE REPORTS

- Mayor Pro Tem Ternus requested to have a workshop on American Rescue Plan Act (ARPA) funds.
- Mayor Vasquez discussed who would like to apply for the Colorado Municipal League conference scholarship.
- Mayor Vasquez requested to have a Board onboard training within 60 days.

STUDENT LIAISON REPORT

- Student Liaison Valentine went through her written report with the Board.

MINUTES

16. Minutes of the Main Street Board of Directors November 18, 2021
17. Minutes of the Planning Commission of November 2, 2022

ADJOURNMENT

Motion by Trustee Weaver, seconded by Trustee Einspahr, to adjourn meeting at 9:19 pm.
The vote of those Trustees present was unanimously in favor. Motion carried.

Town Clerk Michelle Oeser

Mayor Pro Tem Ternus



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

Projects	Tasks to achieve project	Start Date	Date to be completed	Status	Budget/ Funding source	Main Street Point
Training	Attend two of the four quarterly trainings provided by DOLA	Quarterly	Quarterly	Staff send training opportunities to MS BOD	\$4,000: DOLA Scholarship; MS BOD; DOLA technical assistance	Organization
	Main Street Manager's Summit	November	November	Pending DOLA		Organization
	Main Street NOW Conference	May	May	Register and make reservations for Board and Staff in January		Organization
	Downtown Colorado Inc. In the Game Conference	April	April	Register and make reservations for Board and Staff		Organization
	Main Street Communities Field Trip	April	TBD	Schedule with DOLA		Organization
Planning	Maintain a multi-year strategic plan	Ongoing	Ongoing	-	N/A	Organization
	Annual budget preparation and submission to BOT	August	December	-	N/A	Organization
	Submit annual workplan to DOLA and BOT	December	December	Send in December after adoption by MS BOD	N/A	Organization
Move up to Graduate Status	Have a succession/transition plan for your staff, board, and volunteers as applicable	TBD	TBD	-	N/A	Organization
	Update your building/property inventory of your Main Street district (including ownerships patterns, building conditions, vacancies, building square footage, use, average rents, and more)	TBD	TBD	-	TBD	Organization
	Solidify your volunteer management program and develop a volunteer recognition/award program	TBD	TBD	-	\$1,000: Main Street Board of Directors	Organization
	Update your business inventory of your Main Street district (including business types, contact information, number of employees, and more)	TBD	TBD	-	N/A	Organization
Operational/Administrative	Quarterly reporting to BOT	January, April, July, October	January, April, July, October	-	N/A	Organization
	Election of officers	December	December	December meeting agenda	N/A	Organization
	Designated meeting posting place	1st meeting in January	January	January meeting agenda	N/A	Organization
	Submit annual mini-grant application	As needed	As needed	-	N/A	Organization
	Redeem annual scholarship from DOLA system	As needed	As needed	-	N/A	Organization
	Redeem annual mini grant from DOLA system	As needed	As needed	-	N/A	Organization
	Host DOLA site visit	November	November	Schedule work session pending DOLA	N/A	Organization
	Report quarterly business stats to Main Street Board	Quarterly	Quarterly	-	N/A	Organization
	Submit quarterly reports to DOLA	January 15th, April 15th, July 15th, October 15th	January, April, July, October	-	N/A	Organization
	Submit annual report to BOT	January	February	-	N/A	Organization; Promotion
	Retain membership of National Main Street Center	January	February	-	\$375; MS BOD	Organization
	Storymap	April	October	Pending DOLA	N/A	Organization; Promotion
	Webpage/ social media maintenance	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Coordination with local stakeholders (SBDC, Parks and Recreation, ENG, ECC, EACC, Elizabeth area business owners and residents)	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Coordination with local, state, and federal agencies (BOT, ToE advisory boards, Elbert County, CTO, DOLA)	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Maintain business inventory	Ongoing	Ongoing	-	N/A	Organization
	Maintain property inventory	Ongoing	Ongoing	-	N/A	Organization
Networking event/ meeting with EMMA	February	May	Book Thursday evening, 1st or 2nd week of May, at EBC; Book Legion to cater	\$500: MS BOD	Organization; Promotion	



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

Foster small town charm through retaining and preserving the historical character of buildings and the environment.

Projects	Tasks to achieve project	Start Date	Date to be completed	Status	Budget/ Funding source	Main Street Point
Streetscape	Complete design	January	October	PSA pending	\$269,000: \$75k Legacy Village, \$194,000 Street Capital;	Design
	Artist Design of Streetscape Features	January	TBD	-	-	Design
	Apply for streetscape construction grant	October	November	-	N/A	Design
	Apply for art/creative district grant	October	November	-	N/A	Design
	Start streetscape construction	Decemeber	TBD	-	TBD	Design
Downtown zoning	Increase maximum under-roof lot coverage	TBD	TBD	Pending staff	N/A	Design; Economic Vitality
	Increase maximum principal building height to allow for 3 stories	TBD	TBD	Pending staff	N/A	Design; Economic Vitality
Main Street Station	Site Plan	-	Jul-22	Pending submittal of complete application	N/A	Design; Economic Vitality
	Discuss public parking (if provided parking exceeds requirement) and/or EV charging station	-	Jul-22	-	TBD	Economic Vitality
Historic Preservation	Support HAB with Historic Preservation Ordinance	January-22	Jun-23	Pending CLG Grant	-	Design; Economic Vitality
Main Street Improvements	Flower plantings	April	May	-	\$450: MS BOD	Design



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

Create a friendly and diverse atmosphere that is welcoming to a wide range of ages and interests.

Projects	Tasks to achieve project	Start Date	Date to be completed	Status	Budget/ Funding source	Main Street Point
Promote Main Street	Update and distribute promotional maps and materials	Ongoing	Ongoing	-	\$200: MS BOD	Economic Vitality; Promotion
	Ornament Program	January	October	Survey businesses in January to follow up on 2021 sales	\$2,000: MS BOD	Economic Vitality; Promotion
Gesin Lot (165 South Main Street) use and development	Provide food trucks and seating during summer and events	Spring	Fall	Register additional food trucks	N/A	Economic Vitality; Promotion
	Development	Ongoing	Ongoing	Active ENA for development	N/A	Design; Economic Vitality
Mayor's Tree Lighting	Event coordination	January	December	Appoint leads; Budget; Explore contract	\$15,000: Community Development Department	Economic Vitality; Promotion
Elizabeth Farmers Market	Event contract w/ EBC	January	February	Discuss partnership and decide on each party's obligations	N/A	Economic Vitality; Promotion; Design
	Music Licenses	Fall	Fall	Purchased for 2022	Town Clerk	
	Book bands	January	February	Pending cost information from EBC	TBD	
	Interns/Volunteer program to facilitate market on behalf of Town	April	September	Create volunteer position description; Decide on stipend	TBD/MS BOD	
	Little Dumpster Trash Service	April	September	Book trash service	TBD/MS BOD	
	Schedule Town MCs	April	September	Assign various Town MC's to market dates	-	
	ADA Accommodations	TBD	TBD	TBD	TBD	
	Marketing	April	September	Create graphic for postcards, website, Our Community	\$650: Community Development Department	
	Entrance/Exit/Stage lighting	April	June	Order lighting and plan installation	\$500: Community Development Department	
	Vendors	January	June	Book produce and food trucks	N/A	
	Porta potties and sanitization stations	April	September	Reserve	\$4,000: Community Development Department	
Recreation	CIP Plan for new Running Creek Park	TBD	TBD	TBD	TBD	Design, Economic Vitality
	Start capital improvements for Running Creek Park	TBD	TBD	TBD	TBD	Design, Economic Vitality



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: January 25, 2022
SUBJECT: HAB Appointments

SUMMARY

The Town has received two applications for the Historic Advisory Board openings. Aimee Woodall has applied to fill a vacancy on the Historic Advisory Board. The term for this seat is a three-year appointment starting immediately through December 31, 2024. Brandi Wilson has also applied to fill a vacancy on the Historic Advisory Board. The term for this seat is a two-year appointment starting immediately through December 31, 2023. The Historic Advisory Board has seven (7) seats with three (3) year staggered terms. If both of these candidates are approved to these terms, one vacancy remains for a term through 12/31/2023 and one vacancy for a term through 12/31/2022. Both candidates resumes and letters of interest are attached.

ATTACHMENT(S)

Resume/Letter of Interest

January 14, 2022

Town of Elizabeth - attn: Historic Advisory Board
151 S. Banner Street
Elizabeth, CO 80107

Dear Mr. Higgins and the members of the Historic Advisory Board,

I am writing this letter to express my interest in joining you as a member of the Town of Elizabeth's Historic Advisory Board. I am new to the area, moving into Colorado in October 2021 from the suburbs of Washington, DC. I have fallen in love with the small town life and the beauty and friendliness that is always present in Elizabeth, CO.

As I mentioned to Zach Higgins when we spoke on the phone, I am a licensed architect and am considered a 'preservation specialist' - I have a Master of Architecture degree and a Certificate in Historic Preservation from Texas A&M University. I spent the first 18 years of my career working in downtown Washington, DC on large & complex building projects; the majority of these were early 20th and late 19th century federal buildings in need of modernization and also preservation. I have experience in large and small projects, and various building types and construction types. I love investigating old structures to learn their secrets and breathing new life into them so that they can continue to be used, conserved, and celebrated.

Beginning next week, I will be working full time for a large engineering firm, and my projects will not include the multitude of historic structures that I was involved in when I was in DC. I am hopeful that by joining the HAB, I will be able to continue to fulfill the passion that I have for existing buildings. I am also very excited to learn from each of you about the history and cultural history of Elizabeth.

I hope to be able to bring some expertise to the board through my architecture and historic preservation background. And I am very happy to have an opportunity to become involved in such an important piece of our historic small town. I am most looking forward to working on the design guidelines and the possibility of creating an historic district on Main Street.

Thank you for your consideration - my resume and selected projects list is attached to this letter. I look forward to meeting you all.

Sincerely,

Aimee Woodall

Aimee Woodall, AIA

Aimee Woodall, AIA, LEED® AP

Experience

- January 2022 - beginning 1/24/22 Jacobs Engineering | Denver, CO | Federal Buildings Design Project Manager
- March 2019 - Present (self-employed and consultant) Eustilus | Arlington, VA | Architect
- August 2016 - September 2018 Shalom Baranes Associates, Architects | 1010 Wisconsin Ave NW #900 | Washington, DC 20007 | Title: Associate
- July 2000 – May 2016 CallisonRTKL Associates Inc. | 2101 L Street NW | Washington, DC 20037 | Title: Associate Vice President
- Specialties: Historic Preservation Architect, Sustainability Specialist, Project Manager, Project Architect for all phases of design, Construction Administration

Design and Construction Responsibilities

- @ Eustilus** - Technical Consultant and CD/Permit Set Specialist, including completion of drawings (including structural and MEP) for small residential renovations, completion of drawings (architectural only) for larger new residential (single-family) construction; completion of permit/CD deliverables includes completion of Zoning paperwork, permit applications, Energy Verification Worksheets, and HOA and/or Historic Preservation Review Board submissions
- @ SBA:** - Historic Preservation Specialist, including presentation of design solutions to DC Design Review Authorities such as the US Commission of Fine Arts, DC Office of Historic Preservation, and the Historic Preservation Review Board
- Project Management, including managing an in-house design team of 4-6 architects, clients, General Contractors, and supporting design consultants including MEP, Civil, Structural, Landscape, Acoustical, LEED, and Fire & Life Safety. Management included preparing for and facilitating weekly design meetings with all parties listed above, consultant invoicing, construction schedule & monthly schedule of values review, weekly construction progress meetings, preparation of documents to support marketing efforts for future leases upon completion of construction.
 - Preparation of drawings and specifications for full Construction Document Submissions
- @ RTKL:**
- Plan and manage design and coordination of multiple projects, large and small, through all aspects of design and construction, including management of full design team
 - Prepare project proposals, including estimated schedules, deliverables, and negotiate fees
 - Prepare agenda for and present design issues and solutions at client meetings
 - Participate as key team lead in prospective project interviews
 - Work closely with design-build contractor to ensure the balance of scope, quality, budget and schedule
 - Present design solutions to DC Review authorities, including US Commission of Fine Arts, National Capital Planning Commission, DC Office of Historic Preservation, and DDoT
 - Provide technical expertise in historic preservation procedures and processes, as well as other areas of subject matter specialization
 - Prepare drawings and specifications for projects of various sizes and at multiple phases of design
 - Collaborate with team members, including in-house design and consulting as well as clients and contractors
 - Provide quality control of project deliverables
 - Interview and hire prospective employees
 - Collaborate in development of in-house training programs for junior staff
 - Conduct annual staff reviews
 - Construction Administration

Professional Registrations

Architect, State of Colorado 2019 - present
Architect, State of Maryland, NCARB 2004 – present
American Institute of Architects, member 2000 – present
LEED Accredited Professional, USGBC 2003 – present
Construction Documents Technologist, CSI 2001 – present

Professional Affiliations

AIA | DC Christopher Kelley Leadership Development Program, Alumni, Advisory Council, Chair 2013 – May 2016, Past-Chair
AIA HABS Coordinating Committee, 2013 - 2017
State IDP Coordinator, Washington DC, NCARB 2007 – 2011
Professional Fellow, Center for Heritage Conservation, Texas A&M University 2007 – 2010

Awards & Honors

DBIA MAR, Excellence in Historic Preservation, Sidney Yates Building Renovation, 2014
AIA Award of Excellence in Historic Resources, US Capitol Visitor's Center, 2010
RTKL Legacy Award for Sustainability, Organization of Firm Wide Sustainability Committee, 2008
RTKL Goodluck Tembnkiart Award for Collaboration, Canyon Ranch Sustainable Design Standards, 2007
AIA Henry Adams Medal, 2000
Charles Estes Memorial Award, 2000
AIA School Medal, 2000
Dean's list, College of Architecture, 1995 – 1998

Speaking Experience

Traditional Building Convention, Baltimore, MD 2009: *Preble Hall Naval History Museum*
AIA DC Design DC Conference, Washington, DC 2008: *Architecture for the Senses*
AIA DC Design DC Conference, Washington, DC 2007: *Introduction to IDP*

Historic Preservation Field Work

Pointe du Hoc, Normandy, France, 2007
Field Supervision of World War II D-Day Landing Site, Battlefield, and Heritage Site – Architectural and Archaeological Documentation
Abbaye de Valmangne, Languedoc, France, 1998 & 2000
Field Supervision of 12th Century Gothic Monastery – Architectural and Archaeological Documentation
Pueblitos of Dinetah, Farmington, New Mexico 1999
Field Supervision of 14th Century Native American Indian Ruins (National Park Service and Bureau of Land Management) – Architectural Documentation

Sustainability Experience

LEED® CI (Pilot Program) Documentation of RTKL Baltimore Office, Fells Point, Baltimore, MD 20004
LEED® EB Documentation & Recommendations of EPA Headquarters, Federal Triangle, Washington, DC 2003
RTKL Leadership Council for Sustainable Design – Member 2010 – 2011
RTKL DC Sustainability Committee – Chairperson 2008 - 2010

Education

Texas A&M University, Master of Architecture, 2000
Texas A&M University, Certificate in Historic Preservation, 2000
Texas A&M University, Bachelor of Environmental Design, Magna Cum Laude, 1998
Study abroad, Castiglion Fiorentino, Italy, 1999

Other Interests

UMD (University of Maryland), Master Gardener 2019 - 2021
Capital Wine School, Level I Sommelier 2019

Public Sector**Client: General Services Administration***

- **Consumer Financial Protection Bureau**, Washington, DC, 2015 – Ongoing
 - 490,000 sf Modernization and National Registration Nomination/ Section 106 Review | Core and Shell, Plaza, Interior, with ground floor retail, ground floor child care center, and below-grade parking, Federal Blast upgrades, Full MEP, Security, and IT Systems upgrade | LEED v. 3.0 Gold
 - Approving Agencies: US Commission of Fine Arts, National Capital Planning Commission, DC Office of Historic Preservation, DC Department of Transportation (Public Space)
 Role: Project Manager | Construction Administration
 * *Design –Build Delivery, in association with Grunley Construction Company*

- **Herbert C. Hoover Building Modernization**, Washington, DC, 2011 – Ongoing
 - 1.8 million sf Historic Restoration and Renovation | Perimeter Security Design | 21st C Workplace Design
 - Circa 1920's building located on the monumental core of Washington, DC, listed on the National Register of Historic Places | LEED v. 2.1 Gold
 - Approving Agencies: US Commission of Fine Arts, National Capital Planning Commission, DC Office of Historic Preservation, DC Department of Transportation (Public Space)
 Role: Historic Preservation Architect, Project Architect and Project Manager (Perimeter Security, 21st C Workplace) | Construction Administration

- **Sidney Yates Modernization**, Washington, DC, May – December 2014
 - 180,000 sf Modernization of the Sidney Yates Building for Consolidation of the US Forest Service | Interior, Full MEP upgrade
 - Circa 1890's building located on the monumental core of Washington, DC, listed on the National Register of Historic Places
 - Approving Agencies: DC Office of Historic Preservation
 Role: Project Architect and Project Manager | Construction Administration
 * *Design –Build Delivery, in association with Grunley Construction Company*

- **Webster School Building Preservation Plan**, , Washington, DC, 2010
 - Data collection, Organization, Analysis, and Documentation of Information about and Recommendations for Historic Building Upgrades and Uses, for GSA Web-Based Database
 Role: Historic Preservation Architect, Report Organization

- **US Customs Service/ Interstate Commerce Commission/ Connecting Wing (EPA New Headquarters)**, Washington, DC, 2000-2004
 - 1.2 million sf Historic Restoration and Renovation | LEED® 2.0 Analysis, LEED® EB Analysis
 Role: Historic Preservation Architect, Staff Architect, LEED® Specialist, Construction Administration

Client: Architect of the Capitol

- **US Capitol Visitor's Center (CVC)**, Washington, DC 2002 – 2008
 - 580,000 sf Renovation and New Construction | Landscape Restoration
 Role: Historic Preservation Architect, Olmsted Plaza and Interface | Construction Administration

Client: NAVFAC Washington

- **Preble Hall Naval History Museum**, US Naval Academy, Annapolis, MD, 2005 – 2008
 - 48,000 SF Restoration and Renovation of Naval History Museum & Classrooms | Section 106 Review | Smithsonian-Standard MEP Systems Coordination | Exhibit Design Coordination
 - Approving Agencies: Maryland State Historic Preservation Office
 Role: Project Architect, Design and Construction, Historic Preservation Architect | Construction Administration

- **Naval Observatory Master Plan**, US Naval Observatory, Washington, DC 2007
 - Temporary Residence of the Vice President of the United States | Code Compliance & Life Safety Analysis | 10-Year Master Plan for Maintenance and Improvements | Historic Preservation
 Role: Project Architect, Historic Preservation Architect, 10-Yr. Plan & Cost Estimate Organization

Client: City of New York

- **Manhattan Courts Master Plan**, New York, New York, 2010-2011
 - 1.9 Million SF Conditions Assessment Survey of Four Courthouses (3 Historic) | Consolidation, Re-alignment, and Programming of Courts | Existing Conditions Assessments and Recommendations for Upgrade ProjectsRole: Historic Preservation Architect
- **New York State Pavilion: Tower Assessment**
 - Research and creation of historic significance report regarding the New York State Pavilion at Flushing Meadows, Queens | Recommendations for restoration of towers | ADA analysis of existing conditionsRole: Historic Preservation Architect

Private Sector

- **699 14th Street**, Lincoln Property Company, Washington, DC, 2016 - 2018
 - 25,000 sf Restoration of 1926-era Bank Building with National Landmark Status on Interior and Exterior
 - 150,000 sf Construction of 12-story Office Tower Addition
 - 4-level below-grade parking structure below Office TowerRole: Project Architect, Historic Preservation Specialist (Bank Building), Project Architect (Office Tower), Project Manager
- **The St.Regis Hotel**, Millennium Partners, Washington, DC, 2012
 - 900 sf Renovation: Lounge and Exterior Dining, Terrace
 - Approving Agencies: DC Office of Historic Preservation, DC Department of Transportation (Public Space)Role: Architect of Record, Historic Preservation Architect
- **1776 Wilson Boulevard**, SKANSKA US, Arlington, VA, 2010 – 2011
 - 140,000 sf New Construction : Retail & Spec Office | LEED® Platinum DesignRole: Project Architect, design
- **American Trucking Associations, Capitol Hill Offices**, 1st Street SE, Washington, DC, 2008 – 2010
 - 26,000 sf Renovation, Historic Restoration, & Office Expansion | Green Roof and Underground Parking |
 - Approving Agencies: HPRB, DC Department of Transportation (Public Space), and BZA EntitlementRole: Project Architect, Design, Historic Preservation Architect, Construction Administration
- **Founders Square Residential Tower North**, The Shooshan Companies, Arlington, VA, 2011
 - 305,000 SF New Construction : High-Rise Residential with 120,000 SF Below-Grade GarageRole: Project Architect, design: skin and garage

Single-Family Residential

- **Woodall Residence**, (self) Elizabeth, CO , 2020 - present
 - Design, Coordination, and Permit Drawings (including presentation to HOA) of custom single-family residence for personal use upon moving to Colorado
- **Multiple Renovations**, Eustilus, Washington, DC, 2019 - present
 - Permit and Construction Documents Drawings (including technical architectural details), Zoning Forms, Energy Verification Worksheets, MEP and Structural Drawings, HOA and HPRB submissionsRole: Architectural Consultant to complete drawings from schematic design to Permit/ CD submission
- **Hart Residence**, Eustilus, Washington, DC, 2019 - present
 - Custom Single-Family Residence designed using Insulated Concrete Forms, work included researching ICF best practices and preparation of exterior assembly detailsRole: Architectural Consultant to complete drawings from schematic design to Permit/ CD submission
- **Fraser Residence**, Eustilus, Washington, DC, 2019 - present
 - Custom Single-Family Residence designed using Structural Insulated Panels, work included researching SIP best practices and preparation of exterior assembly detailsRole: Architectural Consultant to complete drawings from schematic design to Permit/CD submission

Brandi Wilson

1053 HIGH POINT TRAIL ✧ ELIZABETH, CO, B.WILSON022989@GMAIL.COM

Wednesday, January 19, 2022

Zach Higgins, AICP
Planner/Project Manager
Elizabeth, CO. 80107
Cell: 303-725-7496
Desk: 720-351-4502
zhiggins@townofelizabeth.org

Dear Zach Higgins,

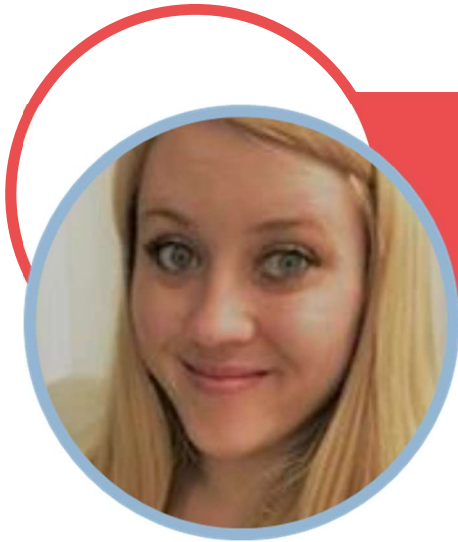
I would be interested in joining the Historic Advisory Board, so I have enclosed my resume for your consideration.

I am confident that my experience in Project management and interest in Elizabeth's history will be an asset to your organization. As you will see on my resume, I have a proven record of achievements.

I look forward to speaking with you to discuss how my experience and abilities match your needs. Don't hesitate to contact me by email at b.wilson022989@gmail.com should you have any questions. I look forward to speaking with you.

Sincerely,

Brandi Wilson



BRANDI WILSON

CUSTOMER PROJECT MANAGER 1

OBJECTIVE

My goal is to encourage and equip others to live the lives they want to live.

SKILLS

ENGAGING AND POSITIVE DEMEANOR THAT IS REFLECTED IN THE WAY I COMMUNICATE.

HIGHLY EFFECTIVE DECISION-MAKING ABILITIES THAT ALLOW ME TO WORK WELL UNDER PRESSURE.

EXPERIENCE

COMCAST-CUSTOMER PROJECT MANAGER 1 DECEMBER 2021-CURRENT

- REVIEWS CONTRACTS AND VALIDATES SERVICES WITH CUSTOMERS TO ENSURE ACCURACY.
- SUPPORTS MULTI-LOCATION CUSTOMERS WITH MULTIPLE SERVICES AT EACH LOCATION BY MANAGING THE INSTALLATION OF THE CUSTOMER'S SERVICES.
- ORGANIZING UPPER MANAGEMENT'S INTERACTIONS WITH THE TEAMS.
- IDENTIFIES RISKS, ISSUES, AND GAPS THAT COULD IMPACT TIMELINES, GOALS, AND INSTALLATION OF SERVICES.
- REGULAR, CONSISTENT AND PUNCTUAL ATTENDANCE

COMCAST-PROJECT COORDINATOR 3, MID-MARKET MAC DECEMBER 2020-DECEMBER 2021

- PROCESS DISCONNECT AND CHANGE ORDERS.
- DAILY ORDER ASSIGNMENT.
- E-RATE CHANGE ORDERS.
- PROUD MEMBER OF THE MACD FUN TEAM!
- REGULAR, CONSISTENT, AND PUNCTUAL ATTENDANCE.
- MENTOR TO NEW HIRE.
- ASSISTED WITH ORIENTATION AND TRAINING OF NEW HIRE.

COMCAST-EXECUTIVE CUSTOMER RELATIONS JUNE 2019-DECEMBER 2020

- EFFECTIVELY HANDLED CUSTOMER ESCALATIONS, VIA PHONE AND EMAIL. ADDRESSED FCC, BBB AND LEGAL COMPLAINTS, WITH ASSISTANCE FROM THE LEGAL TEAM.
- MAINTAIN EXCEPTIONAL ON COMPANY SCORECARD
- PROVIDE QUALITY CUSTOMER SERVICE
- PROBLEM SOLVE EQUIPMENT ISSUES REMOTELY
- BUILD ORDERS FOR EXISTING CUSTOMERS



B.WILSON022989@GMAIL.COM



TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: January 25, 2022
SUBJECT: Main Street Streetscape Grant Opportunity

SUMMARY

Twenty two million dollars was recently added to the Revitalizing Main Street Grant through Colorado Department of Transportation. The grant is meant to cover Larger Safety Infrastructure projects. The Main Street Streetscape project is a great fit for this grant. The application deadline is February 4th. Staff would also request a Letter of Support from the Board of Trustees submit with the grant application. As well Staff requests a formal motion agreeing to allocate \$400,000 toward this project if the grant is received, which will meet the 80 – 20 match requirement. The grant funding ask would be for \$1,300,000 based on previous estimates provided by consultants including CORE.

RECOMMENDATION

The Main Street Board of Directors has recommended that Staff seek approval from the Board of Trustees to pursue funding through the Revitalizing Main Street Grant. Staff also seeks a Letter of Support from Board of Trustees to submit with the grant application. Staff seeks a formal motion agreeing to allocate \$400,000 toward the Main Street Streetscape Project if the grant is received.

ATTACHMENT(S)

Revitalizing Main Street Grant documentation



Colorado Department of Transportation | 2829 W Howard Pl | Denver, CO 80204

Revitalizing



Main Streets

Revitalizing Main Streets Program provides two separate grant opportunities to support local communities as they find innovative ways to reuse public spaces and help businesses reopen safely, while improving multimodal safety and accessibility along urban arterials

Revitalizing Main Streets

FY 2022 Projects

Opportunity 1: Larger Safety Infrastructure Grant

Eligibility Rules and Selection Process

UPDATED as of January 3, 2022

Program Purpose

The Revitalizing Main Streets: Safety Infrastructure Grant was developed by the Colorado Department of Transportation (CDOT) to support transportation infrastructure projects that improve safety and transform urban spaces, especially for vulnerable users. The Initiative is focused on busy arterials and Main Street districts across the state by seeking to support practical, simple and cost efficient projects.

Additionally, CDOT is pleased to offer communities limited technical assistance to select the best safety measures and design features for their projects.

Funding background

- Funding for this program was initiated by Governor Polis as part of the [Build Back Stronger](#) proposal and funded by the state legislature through SB 110 and continued with funding from the American Rescue Plan Act provided via SB 21-260 *Sustainability of the Transportation System*.
- State and federal dollars are included in this program.
- \$22,160,000 are available for projects located within Colorado. A percentage of this will be retained by CDOT for administrative costs determined by the scope and cost of awarded projects.
- In making funding awards, regional equity will be considered to ensure fair distribution across the state.
- It is possible that additional funding may become available. CDOT reserves the right to use such dollars on projects identified through this call.

Program Safety Goals and Economic Recovery Benefits

Transform Streets and Street Spaces to:

- Reduce fatal and serious injury crashes on the transportation system, particularly among bicyclists and pedestrians;
- Support a transportation system that safely accommodates all modes of travel;
- Improve transit access and bike and pedestrian safety and mobility;
- Support the development of connected urban/employment centers and multimodal corridors;
- Provide safe access to opportunity and mobility for residents of all ages, incomes and abilities, including vulnerable users;
- Help communities adjust to the “new normal” travel patterns caused by COVID-19; and
- Deliver practical, simple projects that help stimulate the economy and provide immediate business and employment opportunities in the construction industry.

Applicant Eligibility Requirements

- Eligible applicants include local governments, CDOT, RTD, COGs and other governmental agencies. Nonprofits and transportation management associations/organizations (TMA/Os) are not eligible applicants for projects, but may partner with a governmental agency. Private, for-profit companies (e.g., contractors, suppliers, or consultants) are not eligible.
- Local Match will be a consideration in scoring, but is not required.

[Updates to RMS OPP 1 Eligibility Requirements Concerning Previous Applicants](#)

[Eligibility of Round 1 Awardees](#)

Applicants who were awarded in Round 1 (announced in August 2021) are eligible to submit a different project for Round 2 consideration. CDOT has a preference for geographic equity and awarding new grantees, but remains open to funding Round 1 awardees if they submit an exceptional project.

Scoring

All projects will be scored based on the criteria listed in the Rules and Eligibility document. However, with the goal of distributing funds widely across communities, Round 1 awardees will also have to meet additional criteria that will not be applied to other applicants. In order to receive full points, Round 1 awardees will also be scored on whether their applications are exceptional in their ability to:

- *Serve historically marginalized populations*
- *Address high-risk safety situations*
- *Provide enough value to merit replacing a community that has not received a grant*

A final score for Round 1 awardees will be obtained based on the exceptional project factor. Example: a Round 1 awardee scores an 80 on the standard scoring criteria and a 7 (on a scale of 1-10) on the "exceptional" factor. This adjusts the overall project score down, multiplying it by 0.7 (70%). So the final score is now 56.

Risk Assessment Form. Applicants are not required to fill out a risk assessment form for this round of funding. Because much of the funding for these grants is federal, only awarded applicants will be required to fill out the risk assessment form after the selection process is complete. This form is listed on the CDOT website for reference.

Eligible Project Locations

- This grant program is open to projects on state highway facilities and those that are “off-system”/owned by local governments. The primary focus is on roads that meet the program evaluation criteria as outlined later in this document. However, projects on state highways must include concurrence from CDOT, as described below.

Eligible project types

Applicants must consider the program goals in developing project concepts. Project and Project component examples:

- Bicycle and pedestrian facilities, including sidewalks, crossings, pedestrian amenities, and protected bicycle facilities;
- Pedestrian safety enhancements such as pedestrian-actuated crossings, Rectangular Rapid Flashing Beacon, intersection crosswalk improvements, curb extensions, obstruction elimination, etc;
- Traffic calming, complete street improvements, speed reduction measures;
- Systemic problems where you may address some intersections with crash histories and provide upgrades for other similar intersections on the corridor. For example, signal upgrades for an entire corridor instead of only those with a crash pattern;
- Projects with innovative concepts or those that utilize technology to address overall program goals;
- Pedestrian-scale lighting and other street lighting enhancements;
- Improved access to transit stops;
- Raised medians and signal improvements;
- Transit amenities: access enhancements such as bus queue jump lanes and bus pad

Ineligible projects

Roadway through-lane capacity projects greater than 1 mile are not eligible under the Revitalizing Main Streets Initiative. Please reach out to Fahad.Khan@state.co.us or Nathan.Lindquist@state.co.us if there are questions about eligibility.

Funding Requirements

Each project is allowed to request up to \$2,000,000 from the program, excluding match. Smaller funded and cost efficient projects which can be delivered swiftly for public and economic benefit are strongly encouraged.

Local Match Requirement: A local match goal of at least 20% is encouraged (total state share equals 80%). Projects that include less than a 20% match must explain why they cannot provide the full 20% local match. Projects that provide a lower match are subject to lower scoring in that criterion, see evaluation criteria below. Additional overmatch is allowable as part of the application (though not tracked within the IGA with CDOT) and given additional consideration within the scoring criteria.

Projects requiring CDOT concurrence (projects on a state highway or within the state rights-of-way) must provide a Request for CDOT Concurrence form with the application submittal. This will undergo a technical review during the selection process. However, if awarded, some portions of the proposed scope may still need further review and changes before receiving CDOT approval.

Letters of support from local community members, businesses, and community organizations are encouraged and will impact a project's "public support" score.

Application Process

1. Applicants may identify concepts to discuss and submit questions to nathan.lindquist@state.co.us or fahad.khan@state.co.us prior to the deadline.
2. Attend the Revitalizing Main Streets Pre-Application Workshop on Thursday, January 6, 2022. (RSVP info to be added shortly to the RMS website)
 - [Event link](#)
3. Applications can be submitted to cdotmainstreets@state.co.us beginning Monday December 6, 2021 and are due by February 4, 2021.
 - CDOT encourages applicants to meet with CDOT's program and regional personnel prior to submitting an application.
 - Technical reviews will take place after applications are submitted to verify schedule and cost breakdowns.
 - If a Round 1 application is being re-submitted with updates, include a change log denoting page numbers with changes that were made. This will help streamline the review process.
4. Completed Applications must include:
 - Detailed Schedule and Budget Breakdown with Engineering Estimates
 - Documentation of Local Match or reason for decreased match.

- Request for CDOT Concurrence Form (only if impacting CDOT ROW)
- Letters of Support

Project Funding Evaluation and Selection Process

CDOT will establish an internal scoring and selection panel to assist with scoring and evaluating projects. Participants may include staff from various CDOT divisions and regional offices, including:

- CDOT Regional Traffic Representative
- CDOT Safety Program Staff
- CDOT Regional Engineering Design Representative
- CDOT Multimodal Planning Branch
- CDOT Regional Local Agency Coordinator Representatives
- CDOT Office of Policy and Government Relations

The panel will review the applications and assign points to the criteria based on information contained in the project application forms. The panel will convene to discuss the applications and reach consensus on the final criteria points and total score for each project.

Award Conditions

- All project scopes of work are subject to review and approval by CDOT. The submitted and approved project scope becomes the work that the applicant, at a minimum, must complete.
- Each applicant awarded funds will provide information for and sign an IGA and enter into a contract with the Colorado Department of Transportation (CDOT) to implement the project depending on the type, location and other characteristics of the project. CDOT is the ultimate steward of these funds. CDOT will specify requirements for status reporting and reimbursement requests in accordance with the American Rescue Plan Act requirements.
- Select applicants may be required to attend a post-project debrief with CDOT staff.
- Funds must be obligated/contracted with CDOT by December 31, 2024. All reimbursements for these grant funds to the federal government must be completed by December 31, 2026 or the funds will expire. Thus, to allow time for reimbursement, submission to CDOT for subrecipient reimbursement may be required earlier. Dates are subject to change with final rules from the American Rescue Plan Act.
- Applicants that are awarded federal funding as part of the American Rescue Plan Act will be subject to additional federal requirements.
- Applicants that are awarded federal funding as part of the American Rescue Plan Act will be required to retain project records for a minimum of five years after project completion.

- Applicants will work with CDOT and FHWA/FTA (as appropriate) to ensure that the project is being implemented in accordance with state and federal requirements.

Evaluation criteria (detailed breakdown below):

- Safety
- Promotes Active Transportation
- Readiness of Implementation
- Funding Need
- Economic Revitalization Benefits
- Public Support
- Local Match

When reviewing these evaluation criteria, please email Nathan.Lindquist@state.co.us with technical questions.

Category	Summary	Point Criteria (0-5)	Weight (%)
Safety	The extent to which the project addresses an identified safety need.	<p>Safety Sub-Score:</p> <ul style="list-style-type: none"> • Strategic and Multimodal: 40% of safety score Criteria: Project addresses safety for vulnerable roadway users (i.e. pedestrians, bicyclists) by highlighting the potential safety benefits (i.e. reduction or prevention of crashes of vulnerable roadway users with motor vehicles) using a data-driven process or justification. This will be scored on a 1-5 rating scale. • Effectiveness: 20% of safety score (Yes/No) Criteria: Applies proven countermeasure (<u>FHWA</u> or <u>STEP</u>) • Equity: 20% of safety score (LOSS 3/4 and/or crash pattern identified) (Yes/No) Criteria: <u>Level of Service of Safety (LOSS)</u> and crash pattern analysis to assess current safety performance of project location based on observed crash history. • Value: 20% of safety score <ul style="list-style-type: none"> • Benefit Cost Ratios (BCRs) will be converted to a 0-5 scale: <ul style="list-style-type: none"> ○ BCR = 0 is 0 points ○ BCR >= 1.0 receives 5 points ○ BCRs between 0 and 1 will receive points proportionally between 0 and 5 points <p>Criteria: <u>Benefit Cost Ratio (BCR) Analysis</u>. Cost based on the requested amount. Benefit based on predicted reduction of crashes using crash modification factors of proposed improvement applied over the service life of a project (20 years maximum).</p> <p>CDOT will assess safety performance (LOSS) and value (Benefit Cost Ratio Analysis)</p>	30%
Promotes Active Transportation	Extent to which the project promotes active transportation in support of public health.	<p>5-Project provides significant new and/or safer access to biking, walking or transit.</p> <p>3-Project provides moderate improvements to new and/or safer access to biking, walking or transit.</p> <p>1-No evidence of increased or safer access to active transportation.</p>	30%
Readiness of Implementation	The ability of the project to complete within the specified funding requirement.	<p>Some Factors for Consideration:</p> <ul style="list-style-type: none"> - Realistic and detailed project schedule - Railroad impacts - ROW acquisition requirements <p>CDOT will consider an applicant's level of experience managing CDOT projects</p>	Pass/ Fail

		and the support that might be needed to navigate the process.	
Funding Need	Is this project already included in the local agency budget?	5 - No, the project is not possible without external funding. 3 - Yes, but other circumstances caused project to be removed, reduced, or delayed from original use. 1 - Yes, this project is currently scheduled to be implemented with the local agency budget.	5%
Economic Revitalization Benefits	City/County Average Median Income Census Data: State of CO average is \$72k. Sales Tax calculated using municipal budgets: Projected Sales Tax revenue (2020) - divided by - Sales Tax rate - divided by - municipal population (2019)	Economic Revitalization Sub-Score: ● AMI: 50% of economic score 5 - less than \$45k 4 - \$45k-\$64k 3 - \$65k-\$74k 2 - \$75k-\$84k 1 - \$85k-\$94k 0 - \$95k+ ● 1% Sales Tax Per Capita: 50% of economic score 5 - 0-90 (\$ per capita from 1% sales tax) 4 - 91-180 3 - 181-270 2 - 271-360 1 - 361+	20%
Disproportionately Impacted Communities	Is this project in a disproportionately impacted community? Link to the map online.	5 - Yes 3 - No	5%
Public Support	The extent to which the applicant demonstrates public support	Application includes letters of support. Points will vary depending on level of support and the studies conducted to garner public support.	5%
Local Match	Local match preferred	5-15-20% match 3-Between 10-15% match 1-No match (or economic reasons) or below 10%.	5%



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: January 25, 2022
SUBJECT: Elected Officials Code of Conduct

BACKGROUND

Interim Administrator Lowe had previously recommended the Town of Elizabeth implement a formal Code of Conduct. The document was prepared by Mr. Lowe and circulated to the Mayor and Board of Trustees prior to the December 14, 2021 Board of Trustees meeting. A brief discussion of the applicability of the Code and any suggested revisions was held during that meeting.

ANALYSIS

There is a trend within municipalities and local government to adopt a formal Code of Conduct to guide elected officials on interactions with one another, other boards and elected officials, and the public. This matter was discussed during the December 14th, 2021, Board of Trustees meeting. Direction was provided to finalize this matter through the drafting of a Resolution.

There is no financial impact related to the adoption of the Elected Officials Code of Conduct.

STAFF RECOMMENDATION

The Code has been reviewed by Corey Hoffmann, and due to the matter being a policy-level document, he takes no position regarding the Code of Conduct. Based on the prior discussions of the Board of Trustees on this matter, and the trend by municipalities to formalize these types of Codes, staff recommends approval of *Resolution 22R06– A Resolution Adopting Code of Conduct for Elected Officials*.

ATTACHMENT(S)

Proposed Resolution 22R06– A Resolution Adopting Code of Conduct for Elected Officials
Code of Conduct for Elected Officials

RESOLUTION 22R06

A RESOLUTION ADOPTING CODE OF CONDUCT FOR ELECTED OFFICIALS

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

Section 1. The Board of Trustees hereby adopts the “Code of Conduct for Elected Officials,” attached hereto as **Exhibit A**, and incorporated herein by this reference.

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

Angela Ternus, Mayor Pro Tem

ATTEST

Michelle M. Oeser, Town Clerk

CODE OF CONDUCT FOR ELECTED OFFICIALS

Town of Elizabeth Code of Conduct for Elected Officials

The Three Rs of Elizabeth Government Leadership: Roles, Responsibilities and Respect

State law and Article II of Chapter 2 of the Elizabeth Municipal Code provide detailed information on the roles and responsibilities of Board members, the Mayor Pro-Tem, and the Mayor.

This Code of Conduct is designed to describe the manner in which Board members should treat one another, Town staff, constituents, and others they come into contact with in representing the Town of Elizabeth. It reflects the work of the Town Board and defines more clearly the behavior, manners, and courtesies that are suitable for various occasions. It also provides clarifications designed to make public meetings and the process of governance run more smoothly.

The contents of this Code of Conduct includes:

- [Overview of Roles & Responsibilities](#)
- [Policies & Protocol Related to Conduct](#)
- [Town Board Conduct with One Another](#)
- [Town Board Conduct with Town Staff](#)
- [Town Board Conduct with The Public](#)
- [Town Board Conduct with Other Public Agencies](#)
- [Town Board Conduct with Boards and Commissions](#)
- [Town Board Conduct with The Media](#)
- [Sanctions](#)
- [Principles of Proper Conduct](#)
- [Checklist for Monitoring Conduct](#)
- [Glossary of Terms](#)

The constant and consistent theme through all of the conduct guidelines is "respect." Board members can experience stress in making decisions that impact the lives of the citizens. At times, the impacts of the entire community must be weighed against the impact of only a few. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Board members to do the right thing in even the most difficult situations.

Overview of Roles & Responsibilities

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Elizabeth Municipal Code and in the Handbook for Municipal Elected Officials, published by the Colorado Municipal League.

MAYOR

- Recognized as head of the Town Government for all ceremonial purposes
- Presides over meetings of the Town Board
- Has same speaking and voting rights as any other member
- Executes and authenticates legal instruments requiring signature
- Leads the Town Board into an effective, cohesive working team

MAYOR PRO-TEM

- Elected by the Town Board at the first meeting following the election
- Performs the duties of the Mayor if the Mayor is absent or disabled

ALL BOARD MEMBERS

All members of the Town Board, including the Mayor and Mayor Pro-Tem, have equal votes. No Trustee has more power than any other Board member, and all should be treated with equal respect.

All Board members should:

- Fully participate in Town Board meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
 - Prepare in advance of meetings and be familiar with issues on the agenda.
 - Represent the Town at ceremonial functions at the request of the Mayor
 - Be respectful of other people's time. Stay focused and act efficiently during public meetings.
 - Serve as a model of leadership and civility to the community.
 - Inspire public confidence in Town government.
 - Provide contact information with the Town Administrator or Town Clerk in case of an emergency or an urgent situation arises while the Board member is out of town.
 - Demonstrate honesty and integrity in every action and statement.
 - Participate in scheduled activities.
-

Policies & Protocol Related To Conduct

Ceremonial Events: Town staff will handle requests for a Town representative at ceremonial events. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if event organizers would like another representative from the Board. If yes, then the Mayor Pro-Tem will be recommended to serve as the substitute. Invitations received at Town Hall are presumed to be for official Town representation. Invitations addressed to Board members at their homes are presumed to be for unofficial, personal consideration.

Correspondence Signatures: Board members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Board meetings. Town staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor or the appropriate Town staff. Anonymous letters will not be accepted nor acknowledged by either the Board or staff.

If correspondence is addressed only to one Board member, that correspondence will be shared with the rest of the Board.

Endorsement of Candidates: Board members have the right to endorse candidates for all Board of Trustee seats or other elected offices. It is inappropriate to mention endorsements during Board meetings or other official Town meetings or functions.

Intergovernmental Relations: The Board values intergovernmental relations with neighboring communities and other entities. As a result, Board members should make a concerted effort to attend scheduled meetings with other entities to further promote intergovernmental relations.

Legislative Process: The Town generally follows relaxed Roberts Rules of Order for meeting management.

Public Meeting Hearing Protocol: The Mayor will open the public hearing. Staff will make the initial presentation. The applicant or appellant shall have the right to speak first. The Mayor will determine the length of time allowed for this presentation. Speakers representing pro points of view will be allowed to follow. Speakers representing opposing points of view will then follow. The Mayor will determine how much time will be allowed for each speaker, with three (3) to five (5) minutes the standard time granted. The Mayor will then ask the Board if any issues need clarification before the public hearing is closed. The Mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly.

Board members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by Board members are not appropriate until after the close of the public hearing. Board members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Main motions may be followed by amendments. Any Board member can call for a point of order. Only Board members who voted on the prevailing side may make motions to reconsider.

Travel Expenses: The purpose of this regulation is to establish the policies and procedures for Board members who travel on official Town business either in state or out-of-state. Such travel shall include attendance at conferences, seminars, and training sessions on behalf of the Town. The Town shall pay reasonable expenses for registration fees, lodging, meals, transportation, and all allowable miscellaneous expenses.

Travel at vendor's expense is prohibited for Board members as the possibility exists for the trip to be misconstrued as a gratuity or that favoritism will be shown to a particular vendor in future award of contracts.

The expense of attending Town related functions shall be limited to individual Board member attendance only and shall be evaluated in terms of alternative methods and consequences of failing to attend. If others attend such functions with a Board member, such as a family member, their expense shall be the responsibility of the Board member.

Board members shall follow the same rules and regulations required of Town employees for travel expenses.

Board Member Conduct with One Another

Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as the Board may "agree to disagree" on contentious issues.

IN PUBLIC MEETINGS

Practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Board members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Board members should conduct themselves in a professional manner at all times, including dress.

Honor the role of the Mayor in maintaining order. It is the responsibility of the Mayor to keep the comments of Board members on track during public meetings. Board members should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other Board members. If a Board member is personally offended by the remarks of another Board member, the offended Board member

should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Board member to justify or apologize for the language used. The Mayor will maintain control of this discussion.

Demonstrate effective problem-solving approaches. Board members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

Be punctual and keep comments relative to topics discussed. Board members have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Board members be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

IN PRIVATE ENCOUNTERS

Continue respectful behavior in private. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

Be aware of the insecurity of written notes, voicemail messages, and e-mail. Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office? What would happen if this e-mail message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

Even private conversations can have a public presence. Elected officials are always on display-people around them that they may not know monitor their actions, mannerisms, and language. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

Board Conduct with Town Staff

Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implement and administer the Board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Contact with Town staff. Good relationships between the Board of Trustees and town staff at all levels is in the best interest of serving the community. Questions and/or requests for additional background information should be directed to the Town Administrator, Town Attorney, or Department Heads. The Town Administrator should be copied on or informed of any request.

Requests for follow-up or directions to staff should be made only through the Town Administrator or the Town Attorney when appropriate. When in doubt about what staff contact is appropriate, Board members should ask the Town Administrator for direction. Materials supplied to a Board member in response to a request will be made available to all members of the Board so that all have equal access to information.

Do not disrupt Town staff from their jobs. Board members should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

Never publicly criticize an individual employee. Board members should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Town Administrator through private correspondence or conversation.

Do not get involved in administrative functions. Board members must not attempt to influence Town staff on the making of appointments, the awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.

Check with Town staff on correspondence before taking action. Before sending correspondence, Board members should check with Town staff to see if an official Town response has already been sent or is in progress.

Do not attend meetings with Town staff unless requested by staff. Even if the Board member does not say anything, the Board member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

Limit requests for staff support. The Town Clerk opens all mail for Board members. Mail addressed to the Mayor is reviewed first by the Town Administrator who notes suggested action and/or follow-up items.

Requests for additional staff support – even in high priority or emergency situations -- should be made to the Town Administrator who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

Do not solicit political support from staff. Board members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff. Town staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Board Conduct with the Public

IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Board members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

Be welcoming to speakers and treat them with care and gentleness. Speaking in front of the Board of Trustees can be a difficult experience for some people. Some issues the Board undertakes may affect people's daily lives and homes. Some decisions are emotional. The way that the Board treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.

Be fair and equitable in allocating public hearing time to individual speakers. The Mayor will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three (3) minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Board requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose.

Give the appearance of active listening. It is disconcerting to speakers to have Board members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

Ask for clarification, but avoid debate and argument with the public. Only the Mayor – not individual Board members -- can interrupt a speaker during a presentation. However, a Board

member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Board member finds disturbing.

If speakers become flustered or defensive by Trustee questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Board members to members of the public testifying should seek to clarify or expand information. It is never appropriate to challenge or belittle the speaker. Board members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

No personal attacks of any kind, under any circumstance. Board members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

Follow parliamentary procedure in conducting public meetings. The Town Attorney serves as advisory parliamentarian for the Town and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal of the full Board of Trustees.

IN UNOFFICIAL SETTINGS

Make no promises on behalf of the Board. Board members will frequently be asked to explain a Board action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Board action, or to promise that Town staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

Make no personal comments about other Board members. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Board members, their opinions and actions.

Remember that despite its recent growth, Elizabeth is a small community at heart. The community is constantly observing board members every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the Town of Elizabeth. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Board members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Board Conduct with Other Public Agencies

Be clear about representing the Town or personal interests. If a Board member appears before another governmental agency or organization to give a statement on an issue, the Board member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Town; 2) whether this is the majority or minority opinion of the Board. Even if the Board member is representing his or her own personal opinions, remember that this still may reflect upon the Town as an organization.

If the Board member is representing the Town, the Board member must support and advocate the official Town position on an issue, not a personal viewpoint.

If the Board member is representing another organization whose position is different from the Town, the Board member should withdraw from voting on the issue if it significantly impacts or is detrimental to the Town's interest. Board members should be clear about which organizations they represent and inform the Mayor and Board of their involvement.

Correspondence also should be equally clear about representation. Town letterhead may be used when the Board member is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record.

It is best that Town letterhead not be used for correspondence of Board members representing a personal point of view, or a dissenting point of view from an official Board position.

Town Board Conduct With Other Boards and Commissions

The Town has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Town Board. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

If attending a Board or Commission meeting, be careful to only express personal opinions. Town Board members may attend any Board or Commission meeting, which are always open to any member of the public. However, if the Board or Commission is conducting a **quasi-judicial** public hearing, the Town Board member shall remove themselves from the proceedings. Town Board members should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Town Board member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Board. Also, a Town Board member's presence may affect the conduct of the Board or Commission and limit their role and function.

Limit contact with Board and Commission members. It is inappropriate for a Town Board member to contact a Board or Commission member to lobby on behalf of an individual,

business, or developer. Town Board members should contact staff in order to clarify a position taken by the Board or Commission.

Remember that Boards and Commissions serve the community, not individual Board members. The Town Board appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Town Board. But Board and Commission members do not report to individual Town Board members, nor should Town Board members feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."

Be respectful of diverse opinions. A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Town Board with advice based on a full spectrum of concerns and perspectives. Town Board members must be fair and respectful of all citizens serving on Boards and Commissions.

Keep political support away from public forums. Board and Commission members may offer political support to a Town Board member, but not in a public forum while conducting official duties. Conversely, Town Board members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Town Board member.

Inappropriate behavior can lead to removal. Inappropriate behavior by a Board or Commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Town Board and the individual may be subject to removal from the Board or Commission.

Board Member Conduct with The Media

Board members may be contacted by the media for background and quotes.

The best advice for dealing with the media is to never go "off the record." Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

The Mayor is the official spokesperson for the official Town position. The Mayor is the designated representative of the Town Board to present and speak on the official Town position. If the media contacts an individual Board member, the Board member should be clear about whether their comments represent the official Town position or a personal viewpoint.

Choose words carefully and cautiously. Comments taken out of context can cause problems. Be especially cautious about humor, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Sanctions

Public Disruption. Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Town Board meeting room.

Inappropriate Staff Behavior. Board members should refer to the Town Administrator any Town staff that does not follow proper conduct in their dealings with Board members, other Town staff, or the public. These employees may be disciplined in accordance with standard Town procedures for such actions.

Board Members Behavior and Conduct. Town Board members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Town Board. Serious infractions of the Town Code or Code of Conduct could lead to other sanctions as deemed appropriate by the Town Board.

Staff members who are present during Board meetings shall abide by appropriate standards of conduct and may be disciplined if they act inappropriately. Arguing with or challenging Town Board members is strictly prohibited.

Board members should point out the offending Board member's infractions of town code or the Code of Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem.

It is the responsibility of the Mayor to initiate action if a Board member's behavior may warrant sanction. If the Mayor takes no action, the alleged violation(s) can be brought up with the full Board in a public meeting.

If violation of Town Code or Code of Conduct is outside of the observed behaviors by the Mayor or Board members, the alleged violation should be referred to the Mayor. The Mayor should ask the Town Administrator to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Board to consider in a public meeting; or forming a Town Board ad hoc subcommittee to review the allegations; the investigation and its findings, as well as to recommend sanction options for Board consideration.

Principles of Proper Conduct

Proper conduct IS ...

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT ...

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

It all comes down to respect

Respect for one another as individuals . . . Respect for the validity of different opinions . . .
Respect for the democratic process . . . Respect for the community that we serve.

Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my internal motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would people whose integrity and character I respect evaluate my conduct?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?

- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

Glossary of Terms

Attitude	The manner in which one shows one's dispositions, opinions, and feelings
Behavior	External appearance or action; manner of behaving; carriage of oneself
Civility	Politeness, consideration, courtesy
Conduct	The way one acts; personal behavior
Courtesy	Politeness connected with kindness
Decorum	Suitable; proper; good taste in behavior
Manners	A way of acting; a style, method, or form; the way in which things are done
Point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
Point of personal privilege	A challenge to a speaker to defend or apologize for comments that a fellow Board member considers offensive
Propriety	Conforming to acceptable standards of behavior
Protocol	The courtesies that are established as proper and correct
Respect	The act of noticing with attention; holding in esteem; courteous regard



TOWN OF ELIZABETH POLICE DEPARTMENT

TO: Honorable Mayor and Board of Trustees

FROM: Melvin Berghahn, Police Chief

DATE: January 18th, 2022

SUBJECT: Ordinance 22-03, an Ordinance amending various sections of the Article VII of Chapter 7 regarding the regulation of dogs.

SUMMARY

Town of Elizabeth Ordinance 22-03 gives the Elizabeth Police Department more options to properly address potentially dangerous dogs and dangerous dogs within the Town of Elizabeth.

Ordinance 22-03 gives kennels the ability to make decisions that would best benefit an impounded animal (Veterinary Care, Food, Housing). This also includes kennels being able to collect restitution for costs associated with caring for an impounded animal through the Municipal Court.

Under Ordinance 22-03 dogs that are deemed potentially dangerous or dangerous would be better tracked and documented. Potentially dangerous dogs and dangerous dogs will require the owner to register the dog as a dangerous animal and follow conditions set forth in the Ordinance, such as requiring a microchip and maintained proof of vaccination.

STAFF RECOMMENDATION

Elizabeth Police Department recommends Ordinance 22-03, as an amendment and update to the current municipal dog ordinance. The amendments and updates will prove to be a viable asset relating to police operations regarding proper care and enforcement for dangerous dogs and their owners within town limits. This ordinance will provide staff with more tools to help address and resolve concerns related to dangerous dogs.

ATTACHMENTS(S)

Ordinance 22-03

ORDINANCE 22-03

AN ORDINANCE AMENDING VARIOUS SECTIONS OF ARTICLE VII OF CHAPTER 7 REGARDING THE REGULATION OF DOGS

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

Section 1. Division 1 of Article VII of Chapter 7 of the Elizabeth Municipal Code is repealed in its entirety and reenacted to read as follows:

Division 1 – General Provisions

Sec. 7-7-10. General Provisions; Definitions.

(1) Purpose. The Town establishes this Article to protect the public health and safety of its citizens and to promote the general welfare of the citizens and dogs residing within the Town. Dog ownership is encouraged and welcomed within the Town; however, strong emphasis is placed on responsible ownership of dogs. Dog owners are encouraged to respect the rights of their fellow citizens and those of their animals. Primary responsibility is placed upon dog owners to properly train or secure their dogs to prevent them from causing injuries or creating nuisances.

(2) Interpretation.

(a) In interpreting and applying this Article, the requirements set forth herein are the minimum requirements for the protection of the public health, safety, and welfare. The provisions of this Article shall be liberally construed to accomplish its purposes.

(b) This Article shall not be deemed to interfere with, abrogate, annul, or otherwise affect in any manner whatsoever any ordinances, rules, regulations, permits or agreements between parties; provided, however, that where this Article imposes stricter requirements upon the care, maintenance and control of dogs than are imposed or required by other ordinances, rules, regulations, permits or agreements, the provisions of this Article shall prevail.

(3) Definitions. For all purposes under this Article, the following words and phrases shall be construed as follows:

Animal control officer means any person employed by the Town to enforce the provisions of this Article, and any and all police officers of the Town.

Control shall mean that the dog is on a leash, cord, or chain not more than ten (10) feet in length held by a person of sufficient age, size, and physical ability to restrain the dog. Electric leashes are specifically prohibited.

Dangerous dog means any dog, except a dog assisting a law enforcement officer, engaged in law enforcement duties that:

1. Causes serious bodily injury to any person or domesticated animal or behaves in a manner that would have resulted in such serious bodily injury except for the fact that there was intervention by a person to stop the behavior.
2. Has been previously adjudged as a potentially dangerous dog under this Article and the owner has failed to obtain and/or maintain the required potentially dangerous dog permit; or the dog has engaged in subsequent behavior that poses a threat to public safety or for which any of the potentially dangerous dog permit conditions set forth for the keeping of potentially dangerous dogs have been violated (unless the dog owner has been relieved of the obligation to maintain such permit as set forth in this Article).
3. Engages in or has been trained for dog fighting as described and prohibited in C.R.S. § 18-9-204.

Dog means any dog, whether male or female, regardless of age, except that for purposes of licensing, registration and vaccinations, "dog" shall mean a male or female dog that is at least four months old.

Harbor means to occupy any premises on which a dog is kept or to which a dog customarily returns for food and care.

Impound means to physically confine a dog at a licensed boarding facility or licensed kennel at the direction of an animal control officer.

Keeper means any person, or the parent, guardian or custodian of any minor, who is in possession of, or is keeping, harboring or caring for any dog

Owner means and includes any person or entity that owns, keeps, harbors, possesses, or has permanent control or custody of a dog, claims responsibility for a dog, or is declared by court decree to be the responsible party for a dog or the authorized agent of any such person. The parent or guardian of any minor claiming ownership of a dog shall be deemed to be the owner of the dog for purposes of this Article.

Persistent means continuously without substantial interruption for a period of thirty (30) minutes or longer.

Potentially dangerous dog means any dog, except a dog assisting a law enforcement officer engaged in law enforcement duties, that may be a threat to public safety as may be demonstrated by any of the following behaviors:

1. Acts in a highly aggressive manner within a fenced yard or

enclosure and appears to a reasonable person to be able to jump over or escape such fenced yard or enclosure.

2. Without provocation, approaches any person in a menacing or terrorizing manner, or in an apparent attitude of attack, whether such person is in motion or standing still, and whether such person is on foot or on or in a vehicle or device which allows such person to be in motion.

3. Any dog that without provocation menaces, chases, displays threatening or aggressive behavior, or otherwise threatens or endangers the safety of any person or domesticated animal.

4. Attacks any person or domesticated animal that is lawfully on the owner's property.

5. Without provocation causes any injury, less than serious bodily injury, to any person or domesticated animal at any place within the Town.

6. Any dog declared to be potentially dangerous, or potentially vicious, or a like definition, by any jurisdiction.

Serious bodily injury means bodily injury directly inflicted by the dog which, either at the time of the actual injury or at a later time, involves a substantial risk of death, a substantial risk of permanent disfigurement, or a substantial risk of protracted loss or impairment of the function of any part or organ of the body, or results in break, fractures, or burns of the second or third degree.

Sec. 7-7-20. Power and duties of animal control officer; Interference.

(1) Animal control officers shall have the power and duty to enforce all sections of this Article and any other ordinances or laws of the state pertaining to dogs. In the furtherance of such duties, such officers may issue, sign, and serve penalty assessments or summons and complaints to enforce the provisions of this Article.

(2) Animal control officers shall keep accurate and detailed records of the impoundment and disposition of all dogs coming into custody, and of all reports of any dog bites reported to such officers.

(3) It shall be lawful for any animal control officer to go upon private property to capture any dog to be impounded for, or to investigate any report of a violation of this Article, if:

(a) The officer has obtained consent of the person in possession of the property.

(b) The officer has obtained a search warrant pursuant to Rule 241 of

the Colorado Municipal Court Rules.

(c) The officer is in pursuit of a dog which is, or has been, running at large.

(d) The officer is in pursuit of a dog which the officer has probable cause to believe has bitten a person or other domesticated animal.

(e) The officer is attempting to abate a continuing violation when the owner of the property is not available.

(f) Nothing in subsections (3)(c), (3)(d), or (3)(e) of this section shall be deemed to authorize entry into any enclosed building on private property.

(4) If an affidavit has been submitted to the Municipal Court Judge which satisfies the Judge that a dog which is the subject of a violation of this Article, is located within the Town and that the dog either poses a clear and present danger to the health, general welfare or safety of other persons or animals or is suffering extreme neglect or cruelty, the Municipal Court Judge may order the dog seized by the animal control officer pursuant to Rule 241 of the Colorado Municipal Court Rules. The owner of the dog may request a hearing concerning any such order for seizure entered pursuant to this subsection by filing an appropriate motion pursuant to applicable rules in the Colorado Municipal Court Rules. Whenever a dog is seized by order of the Municipal Court or other court, the kennel shall not adopt out, donate, or euthanize the dog unless such action is permitted by a subsequent order of the same court which ordered the initial seizure.

(5) Notwithstanding paragraphs (3)(b) or (3)(f), above, if an animal control officer has reasonable cause to believe that the keeping or harboring of any dog is so hazardous, unsafe or dangerous as to require immediate inspection to safeguard the dog or the public health or safety, the animal control officer shall have the right to immediately enter and inspect the property or vehicle in or upon which the dog is kept, and may use any reasonable means required to effect such entry and make such inspection, whether the property or vehicle is occupied or unoccupied and whether permission to inspect has been obtained or not. If the property or vehicle is occupied, the animal control officer shall first present proper credentials to the owner or occupant of the property or vehicle and demand entry, explaining his or her reasons therefore and the purpose of the inspection. Such entry shall be solely for the purpose of abating the violation, and no evidence obtained during or as a result of such entry shall be admissible for purposes of prosecution.

(6) It is unlawful for any person to interfere with, molest, hinder, or prevent any police officer or animal control officer or his or her authorized representative in the discharge of their duties as prescribed herein, or to violate any of the provisions of this Article.

Sec. 7-7-30. Violations and penalties.

It is unlawful for any person to violate any of the provisions of this Article, and except as otherwise specifically provided elsewhere in this Article, any such violation shall be punished as provided below:

(1) In the discretion of the Municipal Court, every person convicted of, or who pleads guilty or no contest to, a violation of any provision of this Article, shall be punished by a fine of not less than twenty-five dollars (\$25.00), but not exceeding one thousand dollars (\$1,000.00) per violation or count, by imprisonment not exceeding ninety (90) days or by useful community service or any combination of the above. Each day of any violation of this Article shall constitute a separate offense.

(2) Authority is hereby expressly granted to the judges of the Municipal Court to enter any order enjoining an activity or authorizing its restraint, removal, termination or abatement by the owner, any agent, occupant, or other person who has caused the violation or allowed it to continue. If the owner, agent, occupant or other person fails to comply with the order of the Court, the Court may order abatement or removal of the violation and assess such costs incurred by the Town in removing or abating the violation against the person found by the Court to have caused, allowed to be caused, or allowed the violation to continue and such amount shall become a lien upon any real property on which abatement was performed if such amount is not paid to the Court within the time established by the Court for such amount to be paid.

(3) Restitution. The court shall order any owner who is convicted of, or enters into a deferred judgment for any violation that includes injury or death of another animal, regardless of the charge to which any owner is convicted of or pleads guilty, to make restitution as follows:

(a) If the owner's dog injures any animal, restitution shall be equal to any reasonable and necessary medical expenses in treating such animal and in rehabilitating such animal.

(b) If the owner's dog destroys any animal, restitution shall be the greater of the fair market value or the replacement value of such animal on the date, but before the time, the animal was destroyed, plus any reasonable and necessary medical expenses incurred in treating the animal and the expense to dispose of such animal.

Section 2. Section 7-7-160 of the Elizabeth Municipal Code is repealed and reenacted to read as follows:

Sec. 7-7-160. Rabies – Quarantine.

(1) The owner of any dog that bites any person or other animal shall deliver the dog to the Town and shall provide such information as may be requested by an animal control officer.

(2) Any dog which is found within the Town and which is suspected to be carrying rabies shall immediately be turned over to an animal control officer. An animal control officer shall, at the owner's expense, quarantine and impound such dog for a period of ten (10) days; and if during such period such dog displays symptoms of illness; its disposition, including without limitation, destruction, shall be determined by the Town in consultation with a licensed veterinarian.

(3) A dog which is known to have been exposed to an animal infected with rabies shall be quarantined and shall be closely confined by its owner in a sufficiently fenced, locked area, or a kennel, all at the expense of the owner for a period of ten (10) days and take such other steps as may be necessary to prevent the spread of rabies.

(4) If it is known who the owner or keeper of a dog that is quarantined or impounded pursuant to this section, the owner or keeper shall be held responsible for any costs incurred by the Town related to the impoundment, care, and disposition of said dog regardless of whether the owner or keeper reclaims the dog.

(5) No person shall kill any suspected or confirmed rabid dog except upon the written consent of an animal control officer. A person shall be authorized to kill any suspected or confirmed rabid dog in defense of a person or other animal or to prevent the escape of such suspected or confirmed rabid dog.

Section 3. Section 7-7-200 of the Elizabeth Municipal Code is amended to read as follows:

Sec. 7-7-200. Dog license required.

Any person having custody of any dog three (3) months of age or older for seven (7) days shall procure a dog license. License fees shall be paid every two years to the Town Clerk. License fees shall be five dollars (\$5.00) for each neutered male or spayed female dog, and ten dollars (\$10.00) for each unsterilized dog. All dog licenses issued hereunder shall be valid for two (2) calendar years. Upon collection of the dog license fee by the Town Clerk, a dated receipt shall be issued stating the name and address of the owner, dog tag number, description of dog, together with an Elizabeth dog license tag stamped with a serial number. The dog's license tag shall be affixed to its collar or chain.

Section 4. Division 6 of Article VII of Chapter 7 of the Elizabeth Municipal Code is repealed and reenacted to read as follows:

Division 6 – Wild or Vicious Animals

Sec. 7-7-400. Potentially dangerous dogs.

(1) It is unlawful to keep or maintain any potentially dangerous dog within the Town without compliance with this section.

(2) Whenever any dog engages in behavior that meets the definition of a potentially dangerous dog, the owner of such dog shall be charged with a violation of this section, and the dog may be seized and impounded as set forth in this Article. If the dog is impounded, such owner shall also be required to meet the financial bonding requirements set forth in this Article. If the identity of the owner of a dog, which the animal control officer reasonably believes to be potentially dangerous cannot be reasonably determined, the dog shall be immediately confiscated. If the owner or keeper then claims such dog, the dog may in the discretion of an animal control officer be released to its owner or keeper, together with a copy of the summons and complaint charging a violation of this section. Any dog impounded which is not claimed within a five-day period may be subject to orders from the Municipal Court for disposal by the kennel. Disposal may be by adoption, donation, or humane destruction at the sole discretion of the kennel.

(3) After any dog has been adjudged potentially dangerous through conviction or entry of a plea in the Municipal Court, the dog may be permitted to remain in the Town if and only if the owner applies for and receives a potentially dangerous dog permit from the Town, and the Municipal Court shall order any such owner of a potentially dangerous dog to apply for such permit within five (5) days of the date of conviction, and to maintain such permit for such dog at all times unless the dog is later determined by an animal control officer to no longer be potentially dangerous in accordance with subsection (7) of this Section 7-7-400. The owner or keeper of a potentially dangerous dog shall at all times comply with all conditions of such permit.

(4) Applications for potentially dangerous dog permits shall include:

(a) The name and address of the applicant and of the owner of the dog and the names and addresses of two (2) persons who may be contacted in the case of an emergency.

(b) An accurate description of the dog for which the permit is requested.

(c) The address or place where the dog will be located.

(d) In addition to the license fees provided by this Article, the owner of a potentially dangerous dog shall pay an annual permit fee as set by the Town's fee schedule, to register and maintain registration of such owner or

keeper as a potentially dangerous dog.

- (e) The dog's microchip information, if applicable.
 - (f) Proof that the dog has a current rabies vaccination.
 - (g) Such other information as the Town may require.
- (5) Conditions of a potentially dangerous dog permit may include:
- (a) Any owner or keeper of a potentially dangerous dog shall be jointly and severally responsible with all other owners of such dog for compliance with the requirements of this subsection and the permit issued hereunder.
 - (b) The owner or keeper of any potentially dangerous dog shall be allowed only one (1) permitted potentially dangerous dog and no household within the Town shall be allowed to harbor more than one (1) permitted potentially dangerous dog at any time.
 - (c) The owner or keeper of a potentially dangerous dog shall be a responsible adult eighteen (18) years of age or older.
 - (d) The location where the potentially dangerous dog is possessed or maintained must be kept clean and sanitary and the dog must be provided proper and adequate food, water, ventilation, shelter, and care at all times.
 - (e) Animal control officers must be permitted at any reasonable time to inspect the dog and premises for compliance with this section.
 - (f) The owner of the potentially dangerous dog shall provide and pay for the implantation of a microchip within such dog, and shall provide proof of compliance with this requirement at the time of making the permit application.
 - (g) The owner of a potentially dangerous dog shall notify an animal control officer, in person or by telephone, of any of the following occurrences within the scheduled time frames as set forth in this subsection:
 - (i) Within eight (8) hours after the dog has escaped or has otherwise ceased to be in custody of the owner for any reason, unless the owner knows such dog to be physically secured, restrained, or confined and to be in the custody of another adult who is competent.
 - (ii) Within eight (8) hours after the dog has attacked a person or another domestic animal.

(iii) If the dog has died or if ownership or possession of the potentially dangerous dog or the location of the potentially dangerous dog's primary habitat is changed to a person or location outside of the Town, the owner listed on the permit shall notify an animal control officer within twenty-four (24) hours of such change, including the name, address, and telephone number of the new owner, if relevant. If ownership or possession of the dog or the location of the dog's primary habitat is changed to a person or location at a different address within the Town, the owner listed on the permit shall notify an animal control officer within twenty-four (24) hours of the change, including the name, address and telephone number of the new owner, if relevant, and the new owner may be permitted to modify the permit to reflect the new owner's name in the discretion of an animal control officer, but such modification must be obtained within five (5) days of the change. The fee for a permit modification shall be as set by Town's fee schedule.

(5) At the discretion of the Municipal Court a potentially dangerous dog permit may contain any or all of the following conditions:

(a) Spaying or neutering of potentially dangerous dog.

(b) Except under the circumstances otherwise specifically permitted by this section, a potentially dangerous dog shall at all times be maintained inside a proper enclosure.

(c) The potentially dangerous dog shall not be present, kept or maintained at any location other than as specified in the permit.

(d) A sign which is clearly visible to the general public shall be posted on the premises where a potentially dangerous dog is kept, warning that there is a dog on the premises which presents a potential danger to persons or other domestic animals. Such sign shall have the dimensions, colors, graphics, and lettering that comply with the standards as established by the Town Administrator or designee. Such sign shall also include a symbol sufficient to convey, without the use of words, the message that there is a dog on the premises which presents a potential danger to persons or other domestic animals.

(e) The potentially dangerous dog shall not be permitted to be outside a proper enclosure on the premises named in the permit except for the purpose of obtaining supervised and attended exercise, veterinary care, being sold or given away, or to comply with any provision of law or directive of an animal control officer. When outside the proper enclosure for such permitted purposes, the dog must be properly muzzled and restrained by a substantial chain or leash not to exceed ten (10) feet in length, under the control of a responsible adult at all times who has the physical ability to

restrain the movement of such dog. Notwithstanding, potentially dangerous dogs may be confined humanely within a vehicle, provided that the dog cannot escape or inflict injury upon any person or other domestic animal.

(6) Except as provided in Subsection (7) of this Section 7-7-400 below, the permit as provided in this section shall be renewed annually with the Town.

(7) In the discretion of the Municipal Court, upon written request from the owner, if there are no additional documented findings by an animal control officer of any behavior of the potentially dangerous dog which indicates that the dog remains a threat to the public safety for the (36) thirty-six-month period from the effective date of the initial potentially dangerous dog permit, the owner may be relieved of the obligation to continue to maintain a potentially dangerous dog permit.

(8) The Municipal Court shall consider the following affirmative defenses if evidence thereof is presented in determining whether a dog is dangerous or potentially dangerous:

(a) The underlying evidence leading to the charge against the dog as dangerous or potentially dangerous.

(b) Whether any injury or damage to a person by the dog was caused or contributed to by the actions of that person, including acts of physical abuse, tormenting, teasing, or assaulting the dog.

(c) Whether a person injured or damaged by the dog was committing a trespass or other tort upon premises occupied by the owner or keeper of the dog, or was committing or attempting to commit a crime.

(d) Whether any injury or damage to a domesticated animal was caused or contributed to by the actions and behavior of the domesticated animal such as teasing or attacking the dog.

(e) Whether a person injured or damaged by the dog had gained uninvited and unauthorized entry into the fenced or indoor property of the owner or keeper of the dog. As used in this section, unauthorized entry does not include entry into a fenced residential front yard unless the yard is locked or posted to prohibit entry.

(f) Whether any injury or damage to a person by the dog was caused while the dog was protecting or defending a person within the immediate vicinity of the dog from an unjustified attack or assault.

Sec. 7-7-410. Presumption of ownership.

Any adult at whose residence a dangerous dog or potentially dangerous dog is kept or found shall be presumed to be an owner of such dog and shall have the burden of rebutting such presumption. If a dog has more than one (1) owner within the meaning of this section, any one (1) of such owners may be prosecuted for violations of this section whether or not any other owners are also prosecuted.

Sec. 7-7-420. Dangerous dogs.

It is unlawful to own, keep, or maintain any dangerous dog within the Town. Whenever any dog engages in behavior that meets the definition of a dangerous dog, the owner of such dog shall be charged with a violation of this Article, and the dog shall be seized and impounded as set forth in this Article. Any person convicted of a violation of this section shall, in addition to all other permitted penalties under this section, be required to humanely destroy such dog or to remove and maintain the dog outside the Town.

Section 5. Division 7 of Article VII of Chapter 7 of the Elizabeth Municipal Code is repealed and reenacted to read as follows:

Division 7 – Impounded Animals

Sec. 7-7-450 Impounded and seized dogs; destruction of dogs.

(1) Impoundment.

(a) Any time an animal control officer has reasonable suspicion to believe a dog has engaged in any form of prohibited behavior under this Article, or any other ordinance or any law of the State, including but not limited to, the failure of the dog to be properly collared or harnessed or identified as set forth in this Article, such animal may, at the discretion of an animal control officer, be taken into custody by an animal control officer and impounded in a humane manner.

(b) Unless other time frames are specifically provided for in this Article, (including but not limited to bite confinement periods), any dog impounded which is not claimed within a five-day period may be disposed of by the kennel, only upon issuance of a written Municipal Court order. Disposal may be by adoption, donation, or humane destruction at the sole discretion of the kennel. During the period of impoundment, the animal control officer shall make a reasonable effort to ascertain and notify the owner.

(c) Any dog held as evidence at the kennel at the request of an animal control officer shall remain impounded pending a hearing. Any dog so impounded which is not claimed, or for which financial bond is not paid as set forth in this Article, may be disposed of as set forth in this Article. In no event shall said dog be released to the owner prior to the service of a penalty assessment or summons and complaint upon the owner.

(d) The owner of any impounded dog shall be responsible for the payment of all charges and fees, including those for impoundment, boarding, euthanasia, disposal, veterinary and all other services as needed. Fees and charges for impoundment of dogs shall be as set by the Town's fee schedule and charges incurred by the Town. No impounded dog shall be released until the owner has paid or arranged to pay all such charges and fees. Failure of the owner of any impounded dog to claim such dog from the kennel shall not relieve the owner from payment of all applicable charges and fees as established by the kennel. It shall be unlawful for any owner to fail to pay such fees and charges.

(e) In the sole discretion of the animal control officer, any dog found running at large, which is not otherwise a potentially dangerous or dangerous dog under the provisions of this Article, may be returned to its owner.

(2) Seizure and immediate destruction.

(a) Any dog that has caused injury to any person or domesticated animal, or which has without provocation attacked any person or domesticated animal, or which otherwise meets the definition of a dangerous or potentially dangerous dog as set forth in this Article, and is found running at large, may be seized and impounded at the owner's expense by an animal control officer without notice to the owner. The animal control officer shall make reasonable effort to notify such owner after seizing and impounding the dog pursuant to this section. If after making every reasonable attempt to seize such dog the animal control officer determines the dog cannot be captured without exposing the animal control officer or other persons to danger of personal injury from the dog, and the animal presents a present danger to any person or other dog, it shall be lawful for the animal control officer to humanely destroy the dog without notice to the owner.

(b) When a veterinarian, kennel, animal control officer, or law enforcement officer has determined that a dog is critically ill or injured, is suffering extreme pain, or has a poor prognosis for recovery, nothing in this Article shall be construed to prevent the immediate humane destruction of such domesticated or wild animal.

Sec. 7-7-460. Hearing on disposition of seized dogs; financial bonding requirements; destruction, seizure, or release.

(1) Whenever a dog is seized or impounded pursuant to this Article and a summons and complaint has been served, depending on the nature of the charge pending, the owner may be summoned before the Municipal Court on the next available court date following the seizure or impoundment to address only the issue of disposition of the seized and impounded dog. The Town, through its animal control officers, shall make reasonable efforts to notify the owner in writing by

personal service or by posting notice on the front door of the owner's residence at the address shown on the dog license records. Unless the dog owner waives the time frame for advance service of such notice in order to expedite a hearing, this notice shall be served at least five (5) days prior to the hearing and shall state the time, date, location and purpose of the hearing. Such hearings resulting from dog seizures or impoundments shall be given priority on the Municipal Court docket in order to minimize the expense to the owners for impoundment of seized dogs.

(2) If a dog is seized and impounded on an evidence hold and the owner cannot be ascertained or served with either a penalty assessment or summons and complaint, disposition of the dog may proceed in accordance with the time frames and requirements of this section.

(3) If, on the date of the hearing, notice to the owner was provided as required under Section 7-7-460(1) above, the Municipal Court may proceed with the hearing as to the disposition of the dog, whether or not the owner appears.

(4) Formal rules of evidence shall not apply at such dog disposition hearings, and any statements made at such hearings shall not be used as evidence at any subsequent hearing in the prosecution of the underlying charges. If the Town establishes by a preponderance of the evidence that there is a reasonable likelihood of future injury to persons, property or animals, the Municipal Court shall order the dog to remain impounded at the owner's expense until final disposition of the pending municipal charges. If the Municipal Court determines that it is inappropriate to order the dog impounded, the Municipal Court may order the dog returned to the owner and kept under such circumstances as will ensure the safety of persons, property, or other animals, as the case may be.

(5) Financial bonding for cost of holding impounded dogs.

(a) The owner of a dog that has been ordered impounded after the hearing may be required to post a bond with the Municipal Court in an amount sufficient to provide for the care and keeping of the dog from the date of impound, to the extent any such charges remain outstanding as of the date of the hearing, until the date set for trial on the pending municipal charges. Notice of such bond shall be given at the conclusion of the hearing to the owner, allowing five (5) days for the posting of such bond.

(b) If the owner does not appear at the disposition hearing, the Town shall, if ascertainable, send notice of the bond amount to the owner allowing the owner five (5) days from the date of the notice to post such bond.

(c) If the owner fails to post the bond or cannot be ascertained by the Town following reasonable efforts, the dog shall be deemed abandoned, and the kennel, upon issuance of a Municipal Court order, may dispose of the dog at any time after five (5) days from the date of notice, of the bond requirement. The date of notice shall be the later of the date the owner is

provided notice or the date that the dog control officer or kennel makes reasonable efforts to ascertain and provide the owner with such notice. The Town shall be provided copies of all notices issued under this section.

(d) At the end of the time for which expenses are covered by the bond, the Municipal Court may determine disposition of the dog. The owner shall be liable for the cost of the care, keeping or disposal of the dog.

Section 6. Severability. If any section, paragraph clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 7. The Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 8. This Ordinance shall become effective thirty (30) days after publication.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2022.

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

Angela Ternus, Mayor Pro Tem

ATTEST

Michelle M. Oeser, Town Clerk



January 25, 2022

Management Team Updates

Town Administrator – Patrick Davidson

- Staff will give an update at the Board meeting.

Town Clerk – Michelle Oeser

- Staff is working to close out 2021 in payroll and accounts payable.
- The 2021 audit has been scheduled for the week of March 14th.
- Mountain States Auto & Diesel have purchased Running Creek Auto and are our newest business in Town.

Police – Chief Melvin Berghahn

📎 See attached Stats

Public Works and Utilities – Mike DeVol

📎 See attached report

TOWN OF ELIZABETH
BALANCE SHEET
NOVEMBER 30, 2021

GENERAL FUND

ASSETS

10-100001	CASH IN COMBINED CASH FUND	1,946,954.54	
10-101000	PETTY CASH	200.00	
10-101100	PETTY CASH- POLICE DEPT	100.00	
10-102200	CONSERVATION TRUST FUND	99,404.50	
10-110000	PROPERTY TAXES RECEIVABLE	11,695.78	
10-115000	ACCOUNTS RECEIVABLE	369,395.68	
10-141000	PREPAID EXPENSES	5,627.00	
	TOTAL ASSETS		2,433,377.50

LIABILITIES AND EQUITY

LIABILITIES

10-202000	ACCOUNTS PAYABLE	24,442.25	
10-202202	OJW/WARRANT FEE DUE TO DMV	181.02	
10-202203	PERFORMANCE BONDS PAYABLE	65,714.39	
10-202300	AP TO ELBERT CO.--BLGUTX SHARE	21,253.53	
10-217300	FED'L WITHHOLDING TAXES PAYABL	(1.00)	
10-217400	STATE WITHHOLDING TAXES PAYABL	2,183.00	
10-217500	HEALTH INSURANCE PAYABLE	907.33	
10-217600	UNEMPLOYMENT INSURANCE PAYABLE	838.96	
10-217603	WORKERS' COMP. INS. PAYABLE	15,214.95	
10-219000	457 CONTRIBUTIONS PAYABLE	(28.85)	
10-250004	CLODEVEL.DEP.-737PINERIDGEANN/	(3,350.98)	
10-250022	LENNAR	(14,621.17)	
10-250038	COUNTRYSIDE VILLAGE	(1,726.02)	
10-250039	SCARLETT CREEK SUBDIVISION	80.04	
10-250041	MAIN STREET STATION	(556.85)	
10-250042	ELIZABETH WEST ZONING	(4,337.52)	
10-250047	RITORO PLAT AMENDMENT	(672.44)	
10-250051	HENDERSON REPLAT	461.05	
10-250052	ABRAHAM REZONE	(1,486.77)	
10-250053	LEGACY VILLAGE FILINGS 1 & 2	(21,534.60)	
10-250054	ZIGGY'S COFFEE	(264.50)	
10-250055	CLEARY BUILDING	(390.00)	
	TOTAL LIABILITIES		82,305.82

FUND EQUITY

10-280000	FUND BALANCE	1,382,492.78	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	968,578.90	
	BALANCE - CURRENT DATE	968,578.90	
	TOTAL FUND EQUITY		2,351,071.68
	TOTAL LIABILITIES AND EQUITY		2,433,377.50

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
10-31-1000	CURRENT PROPERTY TAXES	3,412.52	630,210.41	631,286.00	1,075.59 99.8
10-31-2000	SPECIFIC OWNERSHIP TAX	8,144.05	102,099.42	100,000.00 (2,099.42)	102.1
10-31-3100	1% NON-TABOR SALES TAX	79,247.69	809,095.10	715,000.00 (94,095.10)	113.2
	TOTAL TAX	90,804.26	1,541,404.93	1,446,286.00 (95,118.93)	106.6
<u>LICENSES & PERMITS</u>					
10-32-1000	FRANCHISE TAX	.00	67,452.79	68,000.00	547.21 99.2
10-32-2000	BUILDING PERMIT	5,723.44	303,083.49	250,000.00 (53,083.49)	121.2
10-32-3000	OTHER LICENSES, FEES AND CHG	1,931.35	30,040.01	34,000.00	3,959.99 88.4
	TOTAL LICENSES & PERMITS	7,654.79	400,576.29	352,000.00 (48,576.29)	113.8
<u>INTERGOVERNMENTAL</u>					
10-33-1000	HIGHWAY USERS TAX	5,717.77	76,789.99	73,742.00 (3,047.99)	104.1
10-33-2000	CIGARETTE TAX	783.97	7,462.75	4,800.00 (2,662.75)	155.5
10-33-3000	CONSERVATION TRUST FUND	.00	7,162.49	7,700.00	537.51 93.0
	TOTAL INTERGOVERNMENTAL	6,501.74	91,415.23	86,242.00 (5,173.23)	106.0
<u>SOURCE 34</u>					
10-34-1000	GRANTS	.00	209,153.04	216,353.04	7,200.00 96.7
	TOTAL SOURCE 34	.00	209,153.04	216,353.04	7,200.00 96.7
<u>EARMARKED FUNDS / MISCELLANEOU</u>					
10-36-1000	INTEREST	457.33	3,268.12	16,000.00	12,731.88 20.4
10-36-3100	FINES AND FOREFEITURES	3,696.48	62,852.17	70,000.00	7,147.83 89.8
10-36-4000	PUBLIC IMPROVEMENT FEE	145,490.51	700,368.32	720,000.00	19,631.68 97.3
10-36-7000	POLICE REVENUE	50.00	31,352.48	48,340.00	16,987.52 64.9
10-36-9000	OTHER REVENUE	10,529.44	23,671.55	20,000.00 (3,671.55)	118.4
	TOTAL EARMARKED FUNDS / MISCELLANEOU	160,223.76	821,512.64	874,340.00	52,827.36 94.0
<u>OTHER FUNDS</u>					
10-39-7000	TRANSFER FROM WATER FUND	14,583.00	160,413.00	175,000.00	14,587.00 91.7
	TOTAL OTHER FUNDS	14,583.00	160,413.00	175,000.00	14,587.00 91.7

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
TOTAL FUND REVENUE	279,767.55	3,224,475.13	3,150,221.04	(74,254.09)	102.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TOWN CLERK</u>					
10-41-1100 SALARIES & WAGES	19,827.31	208,823.25	310,000.00	101,176.75	67.4
10-41-1300 OVERTIME	.00	21.56	1,200.00	1,178.44	1.8
10-41-1400 WORKERS' COMPENSATION	21.90	265.67	342.00	76.33	77.7
10-41-1500 HEALTH INSURANCE	4,357.59	49,643.35	63,308.00	13,664.65	78.4
10-41-1550 RETIREMENT	590.45	5,816.00	9,300.00	3,484.00	62.5
10-41-1600 FICA	1,501.79	16,249.99	23,716.00	7,466.01	68.5
10-41-1700 COLO UNEMPLOYMENT	59.04	635.16	1,067.00	431.84	59.5
10-41-1800 TUITION REIMBURSEMENT	.00	.00	500.00	500.00	.0
10-41-1825 MEMBERSHIPS - EMPLOYEE	271.92	561.92	1,900.00	1,338.08	29.6
10-41-1850 TRAINING, TRAVEL AND LODGING	177.38	2,175.48	12,900.00	10,724.52	16.9
10-41-1900 ALLOWANCES	175.00	1,900.00	4,200.00	2,300.00	45.2
10-41-1950 OTHER BENEFITS	.00	.00	35,000.00	35,000.00	.0
10-41-2500 AUDIT	.00	25,800.32	26,000.00	199.68	99.2
10-41-3000 COMMUNITY ENGAGEMENT	.00	515.28	2,300.00	1,784.72	22.4
10-41-3200 CONTRACTED SERVICES	10,863.00	96,148.01	44,500.00	(51,648.01)	216.1
10-41-3250 FINANCE - CONTRACTED	.00	11,089.20	11,089.20	.00	100.0
10-41-3260 FINANCE - OUT OF SCOPE	.00	1,284.00	1,284.00	.00	100.0
10-41-3320 CONTRIBUTIONS AND SPONSORSHIPS	.00	2,075.00	2,700.00	625.00	76.9
10-41-3350 COUNTY TREASURER & OTHER FEES	72.48	12,508.61	15,000.00	2,491.39	83.4
10-41-3400 LEGAL PUBLICATIONS	568.03	6,212.34	12,000.00	5,787.66	51.8
10-41-4000 BLDG MAINT AND REPAIRS	1,284.39	16,155.37	9,800.00	(6,355.37)	164.9
10-41-4400 EQUIPMENT AND MAINT	891.09	7,772.79	19,000.00	11,227.21	40.9
10-41-4500 FURNITURE	326.96	2,598.14	2,600.00	1.86	99.9
10-41-4600 OFFICE SUPPLIES	352.88	9,063.07	12,500.00	3,436.93	72.5
10-41-4700 POSTAGE	1,774.00	7,960.39	11,000.00	3,039.61	72.4
10-41-4800 TELEPHONE AND INTERNET	991.65	11,564.46	12,000.00	435.54	96.4
10-41-4900 UTILITIES	384.67	3,682.32	5,200.00	1,517.68	70.8
10-41-5100 HUMAN RESOURCES - CONTRACTED	.00	622.50	5,000.00	4,377.50	12.5
10-41-5250 IT - CONTRACTED	1,808.85	25,769.59	24,000.00	(1,769.59)	107.4
10-41-5300 IT - HARDWARE	.00	7,210.07	15,000.00	7,789.93	48.1
10-41-5325 IT - SOFTWARE PURCHASES	599.88	599.88	5,000.00	4,400.12	12.0
10-41-5350 IT - SOFTWARE CONTRACTS	1,961.00	24,506.40	23,500.00	(1,006.40)	104.3
10-41-5400 INSURANCE	.00	77,281.97	88,000.00	10,718.03	87.8
10-41-5500 LEGAL - CONTRACTED	2,721.05	43,371.70	50,000.00	6,628.30	86.7
10-41-5600 MEMBERSHIPS - TOWN	1,997.91	9,050.36	8,000.00	(1,050.36)	113.1
10-41-5700 PUBLIC RELATIONS	146.51	678.79	2,100.00	1,421.21	32.3
10-41-5800 TOWN HALL EVENTS	2,626.10	32,470.36	45,850.00	13,379.64	70.8
10-41-9000 OTHER	883.58	6,390.95	12,500.00	6,109.05	51.1
TOTAL TOWN CLERK	57,236.41	728,474.25	929,356.20	200,881.95	78.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>JUDICIAL</u>					
10-42-1200 SALARIES & WAGES- MUNI JUDGE	719.26	7,192.60	9,063.00	1,870.40	79.4
10-42-1400 STATE COMP	14.03	140.14	200.00	59.86	70.1
10-42-1600 FICA	55.02	550.20	675.00	124.80	81.5
10-42-1700 COLO UNEMPLOYMENT	2.16	21.60	30.00	8.40	72.0
10-42-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	700.00	700.00	.0
10-42-1850 TRAINING, TRAVEL AND LODGING	.00	.00	2,300.00	2,300.00	.0
10-42-3200 COURT PROSECUTOR - CONTRACTED	1,200.00	4,800.00	5,500.00	700.00	87.3
10-42-9000 OTHER	.00	660.00	2,500.00	1,840.00	26.4
TOTAL JUDICIAL	1,990.47	13,364.54	20,968.00	7,603.46	63.7
<u>LEGISLATURE</u>					
10-43-1100 BOT - SALARIES & WAGES	1,200.00	12,171.00	14,400.00	2,229.00	84.5
10-43-1200 COMPENSATION- PLAN COMM	.00	1,529.00	3,000.00	1,471.00	51.0
10-43-1400 BOT - WORKERS' COMPENSATION	.63	7.94	11.00	3.06	72.2
10-43-1600 BOT - FICA	91.83	1,140.34	1,400.00	259.66	81.5
10-43-1700 BOT - COLO UNEMPLOYMENT	3.60	44.71	60.00	15.29	74.5
10-43-1850 BOT - TRAIN, TRVL, LODG	.00	5,431.88	8,000.00	2,568.12	67.9
10-43-4400 BOT - EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
10-43-5000 BOT - MEALS	355.00	1,105.88	1,000.00	(105.88)	110.6
10-43-9000 BOT- OTHER	.00	.00	500.00	500.00	.0
TOTAL LEGISLATURE	1,651.06	21,430.75	30,871.00	9,440.25	69.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>POLICE</u>					
10-46-1100 SALARIES & WAGES	40,378.82	499,879.71	625,000.00	125,120.29	80.0
10-46-1210 HOLIDAY PAY	943.14	7,108.38	10,000.00	2,891.62	71.1
10-46-1240 CONTRACTED OVERTIME	300.00	1,965.00	5,000.00	3,035.00	39.3
10-46-1300 OVERTIME	1,927.89	8,520.44	10,000.00	1,479.56	85.2
10-46-1400 WORKERS' COMPENSATION	1,109.69	14,523.96	17,333.00	2,809.04	83.8
10-46-1500 HEALTH INSURANCE	11,519.10	130,799.84	175,000.00	44,200.16	74.7
10-46-1550 RETIREMENT	606.43	7,327.74	10,625.00	3,297.26	69.0
10-46-1600 FICA	729.44	8,681.88	143,575.00	134,893.12	6.1
10-46-1605 FPPA	3,892.51	49,727.57	56,250.00	6,522.43	88.4
10-46-1700 COLO UNEMPLOYMENT	118.05	1,472.71	2,000.00	527.29	73.6
10-46-1800 TUTION REIMB	.00	1,149.34	5,250.00	4,100.66	21.9
10-46-1825 MEMBERSHIPS - EMPLOYEE	.00	778.49	1,500.00	721.51	51.9
10-46-1850 TRAINING, TRAVEL AND LODGING	993.28	6,120.21	15,000.00	8,879.79	40.8
10-46-1900 ALLOWANCES	387.50	5,075.00	6,000.00	925.00	84.6
10-46-3000 COMMUNITY OUTREACH	377.03	3,011.50	2,000.00	(1,011.50)	150.6
10-46-3200 CONTRACTED SERVICES	5,965.15	47,032.64	74,800.00	27,767.36	62.9
10-46-3600 MOBILE DATA LAPTOPS	331.42	3,672.25	2,500.00	(1,172.25)	146.9
10-46-3650 WEAPONS - NON-LETHAL	.00	4,958.74	4,000.00	(958.74)	124.0
10-46-3675 OTHER EQUIPMENT	.00	24,247.92	31,000.00	6,752.08	78.2
10-46-4000 BLDG MAINT & REPAIRS	969.97	18,311.49	25,000.00	6,688.51	73.3
10-46-4300 DRUG, SCREEN, PSY & POLY TEST	.00	3,999.07	1,500.00	(2,499.07)	266.6
10-46-4400 EQUIPMENT AND MAINTENANCE	278.60	12,311.07	12,000.00	(311.07)	102.6
10-46-4500 FURNITURE	1,072.28	4,582.25	2,000.00	(2,582.25)	229.1
10-46-4650 OFFICE SUPPLILES	410.07	7,757.83	12,000.00	4,242.17	64.7
10-46-4700 POSTAGE	18.88	491.91	1,000.00	508.09	49.2
10-46-4800 TELEPHONE & INTERNET	1,085.13	13,269.10	18,000.00	4,730.90	73.7
10-46-4900 UTILITIES	330.80	3,924.64	6,500.00	2,575.36	60.4
10-46-6400 TRAINING AND AMMUNITION	.00	.00	3,000.00	3,000.00	.0
10-46-6600 UNIFORMS	805.28	7,553.75	15,000.00	7,446.25	50.4
10-46-8050 VEHICLE MAINT & REPAIRS	5,403.30	10,623.31	32,000.00	21,376.69	33.2
10-46-8075 FUEL	1,408.99	15,203.98	14,000.00	(1,203.98)	108.6
10-46-9000 OTHER	975.00	3,274.70	14,000.00	10,725.30	23.4
TOTAL POLICE	82,337.75	927,356.42	1,352,833.00	425,476.58	68.6

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>PUBLIC WORKS/PARKS/BUILDINGS</u>					
10-49-1100 SALARIES & WAGES	3,167.41	29,133.94	33,250.00	4,116.06	87.6
10-49-1300 OVERTIME	209.31	2,049.63	2,600.00	550.37	78.8
10-49-1400 WORKERS' COMPENSATION	142.66	1,359.84	800.00	(559.84)	170.0
10-49-1500 HEALTH INSURANCE	962.93	7,496.35	7,200.00	(296.35)	104.1
10-49-1550 RETIREMENT	85.81	877.63	1,000.00	122.37	87.8
10-49-1600 FICA	253.20	2,543.23	2,550.00	6.77	99.7
10-49-1700 COLO UNEMPLOYMENT	10.14	96.77	120.00	23.23	80.6
10-49-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	100.00	100.00	.0
10-49-1850 TRAINING, TRAVEL AND LODGING	.00	40.00	500.00	460.00	8.0
10-49-1900 ALLOWANCES	37.50	380.75	200.00	(180.75)	190.4
10-49-4000 BLDG MAINT & REPAIRS	171.35	10,389.64	19,450.00	9,060.36	53.4
10-49-4800 TELEPHONE AND CELLPHONES	245.08	2,948.59	3,500.00	551.41	84.3
10-49-4900 UTILITIES	213.27	3,290.75	4,000.00	709.25	82.3
10-49-6100 PARKS MAINTENANCE	1,227.48	3,585.24	8,500.00	4,914.76	42.2
10-49-6300 PARTS AND REPAIRS	925.00	4,803.66	9,125.00	4,321.34	52.6
10-49-6500 TREE CITY USA	.00	99.50	2,000.00	1,900.50	5.0
10-49-9000 OTHER	.00	220.11	5,300.00	5,079.89	4.2
TOTAL PUBLIC WORKS/PARKS/BUILDINGS	7,651.14	69,315.63	100,195.00	30,879.37	69.2
<u>COMM DEV</u>					
10-53-1100 SALARIES & WAGES- COMM DEV	8,438.04	104,462.35	185,500.00	81,037.65	56.3
10-53-1400 WORKERS' COMPENSATION	9.28	135.46	204.00	68.54	66.4
10-53-1500 HEALTH INSURANCE	1,968.01	20,293.06	24,000.00	3,706.94	84.6
10-53-1550 RETIREMENT	253.14	3,258.46	5,250.00	1,991.54	62.1
10-53-1600 FICA	638.24	8,491.07	11,813.00	3,321.93	71.9
10-53-1700 COLO UNEMPLOYMENT	25.30	325.76	500.00	174.24	65.2
10-53-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	1,200.00	1,200.00	.0
10-53-1850 TRAINING, TRAVEL AND LODGING	.00	508.06	7,000.00	6,491.94	7.3
10-53-1900 ALLOWANCES	.00	1,366.82	2,500.00	1,133.18	54.7
10-53-3000 BUILDING PERMITS	4,301.94	228,877.72	207,000.00	(21,877.72)	110.6
10-53-3200 CONTRACTED SERVICES	5,754.75	42,068.92	10,000.00	(32,068.92)	420.7
10-53-3425 ELIZABETH MAIN STREET	2,649.53	15,546.24	33,000.00	17,453.76	47.1
10-53-3450 HISTORIC ADVISORY BOARD	.00	1,400.00	12,000.00	10,600.00	11.7
10-53-3475 MARKETING MATERIALS & PUBL	349.04	1,625.72	5,000.00	3,374.28	32.5
10-53-4000 GIS	.00	.00	700.00	700.00	.0
TOTAL COMM DEV	24,387.27	428,359.64	505,667.00	77,307.36	84.7
<u>NON-DEPARTMENTAL</u>					
10-59-9933 TRANSFER TO STREET MAINTENANCE	6,145.00	67,595.00	73,742.00	6,147.00	91.7
TOTAL NON-DEPARTMENTAL	6,145.00	67,595.00	73,742.00	6,147.00	91.7

TOWN OF ELIZABETH
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>OVER/UNDER BU</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	181,399.10	2,255,896.23	3,013,632.20	757,735.97	74.9
NET REVENUE OVER EXPENDITURES	<u>98,368.45</u>	<u>968,578.90</u>	<u>136,588.84</u>	<u>(831,990.06)</u>	<u>709.1</u>

TOWN OF ELIZABETH
 BALANCE SHEET
 NOVEMBER 30, 2021

STREET FUND

ASSETS

21-100001	CASH IN COMBINED CASH FUND	795,848.92	
21-115000	ACCOUNTS RECEIVABLE	30,540.77	
	TOTAL ASSETS		<u>826,389.69</u>

LIABILITIES AND EQUITY

LIABILITIES

21-201000	ACCRUED SALARIES PAYABLE	3,296.00	
21-202000	ACCOUNTS PAYABLE	13,684.24	
	TOTAL LIABILITIES		16,980.24

FUND EQUITY

21-280000	FUND BALANCE	824,291.86	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(14,882.41)	
	BALANCE - CURRENT DATE	(14,882.41)	
	TOTAL FUND EQUITY		<u>809,409.45</u>
	TOTAL LIABILITIES AND EQUITY		<u>826,389.69</u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAXES</u>					
21-31-3000 GENERAL SALES TAX	11,887.15	121,364.27	100,000.00	(21,364.27)	121.4
21-31-4000 USE TAX	1,006.64	32,950.56	30,000.00	(2,950.56)	109.8
TOTAL TAXES	12,893.79	154,314.83	130,000.00	(24,314.83)	118.7
<u>INTERGOVERNMENT</u>					
21-33-1050 ROAD & BRIDGE	.00	108,491.04	100,000.00	(8,491.04)	108.5
21-33-6100 M.V. REGISTRATION (\$1.50)	386.07	4,249.14	4,500.00	250.86	94.4
21-33-6200 M.V. REGISTRATION (\$2.50)	572.22	6,174.72	6,500.00	325.28	95.0
TOTAL INTERGOVERNMENT	958.29	118,914.90	111,000.00	(7,914.90)	107.1
<u>OTHER SOURCES OF REVENUE</u>					
21-36-1000 INVESTMENT INCOME	18.97	323.00	7,000.00	6,677.00	4.6
21-36-4000 PUBLIC IMPROVEMENT FEE	4,345.24	20,917.30	18,000.00	(2,917.30)	116.2
21-36-9000 OTHER REVENUE	.00	29.00	1,000.00	971.00	2.9
TOTAL OTHER SOURCES OF REVENUE	4,364.21	21,269.30	26,000.00	4,730.70	81.8
<u>SOURCE 39</u>					
21-39-7000 TRANSFER FROM GENERAL FUND	6,145.00	67,595.00	73,742.00	6,147.00	91.7
TOTAL SOURCE 39	6,145.00	67,595.00	73,742.00	6,147.00	91.7
TOTAL FUND REVENUE	24,361.29	362,094.03	340,742.00	(21,352.03)	106.3

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>STREETS</u>					
21-49-1100 SALARIES & WAGES- PUB WORKS	9,502.17	87,401.36	99,700.00	12,298.64	87.7
21-49-1300 OVERTIME	627.92	6,147.84	7,500.00	1,352.16	82.0
21-49-1400 WORKERS' COMPENSATION	287.62	3,355.08	4,045.00	689.92	82.9
21-49-1500 HEALTH INSURANCE	2,888.84	22,051.09	22,000.00	(51.09)	100.2
21-49-1550 RETIREMENT	257.35	2,632.71	3,000.00	367.29	87.8
21-49-1600 FICA	763.12	7,436.23	7,630.00	193.77	97.5
21-49-1700 COLO UNEMPLOYMENT	30.41	290.54	400.00	109.46	72.6
21-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	850.00	850.00	.0
21-49-1900 ALLOWANCES	157.50	1,232.25	500.00	(732.25)	246.5
21-49-3200 CONTRACTED SERVICES	14,897.81	56,682.56	73,500.00	16,817.44	77.1
21-49-3500 DE-ICING SUPPLIES	.00	1,017.10	16,500.00	15,482.90	6.2
21-49-3650 LIGHTS AND SIGNALS	1,372.14	17,313.55	32,500.00	15,186.45	53.3
21-49-4000 MAINTENANCE AND REPAIRS	558.78	71,900.04	87,000.00	15,099.96	82.6
21-49-5800 ROW MAINTENANCE	26,500.74	98,808.90	109,000.00	10,191.10	90.7
21-49-6100 SIGNS	.00	235.14	1,500.00	1,264.86	15.7
21-49-9000 OTHER	.00	472.05	11,600.00	11,127.95	4.1
TOTAL STREETS	57,844.40	376,976.44	477,225.00	100,248.56	79.0
TOTAL FUND EXPENDITURES	57,844.40	376,976.44	477,225.00	100,248.56	79.0
NET REVENUE OVER EXPENDITURES	(33,483.11)	(14,882.41)	(136,483.00)	(121,600.59)	(10.9)

TOWN OF ELIZABETH
BALANCE SHEET
NOVEMBER 30, 2021

CAPITAL IMPROVEMENT FUND

ASSETS

31-100001	CASH IN COMBINED CASH FUND	6,463,400.02	
31-115000	ACCOUNTS RECEIVABLE	234,932.84	
	TOTAL ASSETS		<u>6,698,332.86</u>

LIABILITIES AND EQUITY

FUND EQUITY

31-280000	FUND BALANCE	5,707,955.74	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	990,377.12	
	BALANCE - CURRENT DATE	990,377.12	
	TOTAL FUND EQUITY		<u>6,698,332.86</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,698,332.86</u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
31-31-3000 SALES TAX	118,871.54	1,213,642.65	1,000,000.00	(213,642.65)	121.4
31-31-4000 USE TAX	10,066.35	329,505.64	265,000.00	(64,505.64)	124.3
TOTAL TAX	128,937.89	1,543,148.29	1,265,000.00	(278,148.29)	122.0
<u>OTHER FINANCING SOURCES</u>					
31-36-1000 INVESTMENT INCOME	147.06	2,324.58	40,000.00	37,675.42	5.8
31-36-9000 OTHER REVENUE	1,910.00	161,866.85	100,000.00	(61,866.85)	161.9
TOTAL OTHER FINANCING SOURCES	2,057.06	164,191.43	140,000.00	(24,191.43)	117.3
TOTAL FUND REVENUE	130,994.95	1,707,339.72	1,405,000.00	(302,339.72)	121.5

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL IMPROVEMENT MISC</u>					
31-80-4000 EQUIPMENT	.00	17,200.00	144,500.00	127,300.00	11.9
31-80-5000 LAND PURCHASE	.00	404,894.57	404,894.57	.00	100.0
31-80-5500 TOWN HALL BLDG IMPROVEMENTS	.00	20,646.74	150,000.00	129,353.26	13.8
31-80-6000 PLAYGROUND UPGRADES	.00	40,338.74	63,000.00	22,661.26	64.0
31-80-6500 TRAIL SYSTEMS	.00	1,881.55	12,500.00	10,618.45	15.1
31-80-9900 TRANSFER TO WATER FUND	21,091.00	232,001.00	253,094.00	21,093.00	91.7
TOTAL CAPITAL IMPROVEMENT MISC	21,091.00	716,962.60	1,027,988.57	311,025.97	69.7
TOTAL FUND EXPENDITURES	21,091.00	716,962.60	1,027,988.57	311,025.97	69.7
NET REVENUE OVER EXPENDITURES	109,903.95	990,377.12	377,011.43	(613,365.69)	262.7

TOWN OF ELIZABETH
BALANCE SHEET
NOVEMBER 30, 2021

STREET CAPITAL IMPROVEMENT FND

ASSETS

32-100001	CASH IN COMBINED CASH FUND	3,857,927.05	
32-104400	STREET BOND RESERVE CD ACCOUNT	887,549.73	
32-115000	ACCOUNTS RECEIVABLE	211,439.56	
	TOTAL ASSETS		<u>4,956,916.34</u>

LIABILITIES AND EQUITY

LIABILITIES

32-202000	ACCOUNTS PAYABLE	914,008.08	
32-222000	DEFERRED REVENUE	11,500.00	
	TOTAL LIABILITIES		925,508.08

FUND EQUITY

32-280000	FUND BALANCE	5,609,488.45	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(1,578,080.19)	
	BALANCE - CURRENT DATE	(1,578,080.19)	
	TOTAL FUND EQUITY		<u>4,031,408.26</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,956,916.34</u>

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
32-31-3000 GENERAL SALES TAX	106,984.39	1,092,278.39	950,000.00	(142,278.39)	115.0
32-31-4000 USE TAX	9,059.71	296,555.07	225,000.00	(71,555.07)	131.8
TOTAL TAX	116,044.10	1,388,833.46	1,175,000.00	(213,833.46)	118.2
<u>OTHER FINANCING SOURCES</u>					
32-36-1000 INVESTMENT INCOME	124.11	2,378.01	45,000.00	42,621.99	5.3
32-36-3000 MISC REVENUE	75,000.00	75,000.00	.00	(75,000.00)	.0
TOTAL OTHER FINANCING SOURCES	75,124.11	77,378.01	45,000.00	(32,378.01)	172.0
TOTAL FUND REVENUE	191,168.21	1,466,211.47	1,220,000.00	(246,211.47)	120.2

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL OUTLAY</u>					
32-49-1000 DRAINAGE IMPROVEMENTS	.00	.00	50,000.00	50,000.00	.0
32-49-3000 PAVING PROJECTS - CR13 SOUTH	.00	.00	750,000.00	750,000.00	.0
32-49-4000 ROAD BASE	.00	.00	15,000.00	15,000.00	.0
32-49-6600 RIGHT OF WAY EASEMENTS	.00	.00	50,000.00	50,000.00	.0
32-49-8000 STREET PAVING	667,969.83	2,518,524.34	3,200,000.00	681,475.66	78.7
32-49-9000 CONCRETE STREET REPAIRS	.00	32,423.32	215,000.00	182,576.68	15.1
TOTAL CAPITAL OUTLAY	667,969.83	2,550,947.66	4,280,000.00	1,729,052.34	59.6
<u>DEBT SVC</u>					
32-59-4000 PAYING AGENCY FEE	.00	600.00	900.00	300.00	66.7
32-59-9700 2014 REFUNDING BOND PRINCIPAL	.00	240,000.00	240,000.00	.00	100.0
32-59-9750 2014 REFUNDING BOND INTEREST	.00	6,038.25	15,794.00	9,755.75	38.2
32-59-9800 2015 REFUNDING BOND PRINCIPAL	.00	165,000.00	165,000.00	.00	100.0
32-59-9850 2015 REFUNDING BOND INTEREST	.00	81,705.75	71,950.00	(9,755.75)	113.6
TOTAL DEBT SVC	.00	493,344.00	493,644.00	300.00	99.9
TOTAL FUND EXPENDITURES	667,969.83	3,044,291.66	4,773,644.00	1,729,352.34	63.8
NET REVENUE OVER EXPENDITURES	(476,801.62)	(1,578,080.19)	(3,553,644.00)	(1,975,563.81)	(44.4)

TOWN OF ELIZABETH
 BALANCE SHEET
 NOVEMBER 30, 2021

WATER SEWER FUND

ASSETS

52-100001	CASH IN COMBINED CASH FUND	4,657,113.58	
52-101000	PETTY CASH	100.00	
52-110000	ACCOUNTS RECEIVABLE: UB	133,979.84	
52-160100	LAND: WATER	171,737.60	
52-160200	LAND: SEWER	143,729.50	
52-161100	EASEMENTS: WATER	10,890.77	
52-161200	EASEMENTS: SEWER	32,271.26	
52-162100	PLANT & EQUIPMENT: WATER	2,271,315.79	
52-162200	PLANT & EQUIPMENT: SEWER	5,984,793.47	
52-163100	WATER IMPROVEMENTS	2,288,597.77	
52-163200	SEWER IMPROVEMENTS	2,727,573.38	
52-165100	CONSTRUCTION IN PROGRESS: WTR	899,886.39	
52-169100	ACCUMULATED DEP: WATER	(2,597,399.48)	
52-169200	ACCUMULATED DEP: SEWER	(3,535,127.34)	
	TOTAL ASSETS		<u><u>13,189,462.53</u></u>

LIABILITIES AND EQUITY

LIABILITIES

52-202000	ACCOUNTS PAYABLE	99,707.81	
52-215200	ACCRUED INT PAY: SEWER	34,000.00	
52-218000	COMPENSATED ABSENCES PAYABLE	8,381.31	
52-218100	COMP ABSENCES- CURRENT PAYABLE	930.58	
52-220000	CUSTOMER METER DEPOSITS	34,187.16	
52-231200	2007 CWRPDA CUR NOTES PAYABLE	57,927.73	
52-231300	2008 CWRPDA CUR NOTES PAYABLE	250,722.00	
52-239401	2008 CWRPDA NOTE PAYABLE	2,256,506.97	
52-239402	2007 CWRPDA NOTE PAYABLE	396,632.31	
	TOTAL LIABILITIES		3,138,995.87

FUND EQUITY

52-280000	RETAINED EARNINGS	10,560,480.95	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(510,014.29)	
	BALANCE - CURRENT DATE	(510,014.29)	
	TOTAL FUND EQUITY		<u><u>10,050,466.66</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>13,189,462.53</u></u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CHARGE FOR SERVICES / TAP FEES</u>					
52-34-4100 WATER SALES	53,323.94	696,105.76	625,000.00	(71,105.76)	111.4
52-34-4200 SEWER SALES	60,070.15	620,990.88	600,000.00	(20,990.88)	103.5
52-34-8100 WATER TAP FEES	8,000.00	825,500.00	500,000.00	(325,500.00)	165.1
52-34-8200 SEWER TAP FEES	8,000.00	896,800.00	500,000.00	(396,800.00)	179.4
TOTAL CHARGE FOR SERVICES / TAP FEES	129,394.09	3,039,396.64	2,225,000.00	(814,396.64)	136.6
<u>MISCELLANEOUS</u>					
52-36-1000 INVESTMENT INCOME	108.63	1,882.81	50,000.00	48,117.19	3.8
52-36-9000 OTHER REVENUE	3,301.47	133,794.65	130,000.00	(3,794.65)	102.9
TOTAL MISCELLANEOUS	3,410.10	135,677.46	180,000.00	44,322.54	75.4
<u>OTHER SOURCES</u>					
52-39-7003 TRANSFER IN FROM CAP IMP FUND	21,091.00	232,001.00	253,094.00	21,093.00	91.7
TOTAL OTHER SOURCES	21,091.00	232,001.00	253,094.00	21,093.00	91.7
TOTAL FUND REVENUE	153,895.19	3,407,075.10	2,658,094.00	(748,981.10)	128.2

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>WATER</u>					
52-57-1100 SALARIES & WAGES- WATER	9,502.17	87,401.36	99,700.00	12,298.64	87.7
52-57-1201 SEASONAL MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
52-57-1300 OVERTIME	627.92	6,147.84	8,000.00	1,852.16	76.9
52-57-1400 WORKERS' COMPENSATION	287.90	3,370.75	2,683.00	(687.75)	125.6
52-57-1500 HEALTH INSURANCE	2,888.84	22,049.59	22,000.00	(49.59)	100.2
52-57-1550 RETIREMENT	257.35	2,632.71	3,000.00	367.29	87.8
52-57-1600 FICA	763.68	7,462.49	7,630.00	167.51	97.8
52-57-1700 COLO UNEMPLOYMENT	30.41	290.54	275.00	(15.54)	105.7
52-57-1825 MEMBERSHIPS - EMPLOYEE	.00	585.00	800.00	215.00	73.1
52-57-1850 TRAINING, TRAVEL AND LODGING	.00	36.75	3,000.00	2,963.25	1.2
52-57-1900 ALLOWANCES	165.00	1,599.75	500.00	(1,099.75)	320.0
52-57-1950 OTHER BENEFITS	.00	.00	12,500.00	12,500.00	.0
52-57-3200 CONTRACTED SERVICES	42,195.84	116,020.95	138,500.00	22,479.05	83.8
52-57-4800 TELEPHONE AND CELLPHONES	.00	.00	1,500.00	1,500.00	.0
52-57-4900 UTILITIES	2,516.57	74,886.86	65,000.00	(9,886.86)	115.2
52-57-5400 INSURANCE	400.00	7,478.50	6,000.00	(1,478.50)	124.6
52-57-5500 LEGAL - CONTRACTED	.00	98.00	25,000.00	24,902.00	.4
52-57-6000 MAINTENANCE AND REPAIRS	8,001.41	158,897.73	171,600.00	12,702.27	92.6
52-57-7500 CHEMICAL SUPPLIES	.00	6,857.43	12,000.00	5,142.57	57.2
52-57-7550 WATER SUPPLIES	11,068.14	12,608.01	14,000.00	1,391.99	90.1
52-57-9000 OTHER	8,075.67	164,265.92	1,999,400.00	1,835,134.08	8.2
TOTAL WATER	86,780.90	672,690.18	2,594,088.00	1,921,397.82	25.9
<u>SEWER</u>					
52-58-1100 -SALARIES & WAGES- SEWER	9,502.19	87,400.98	99,700.00	12,299.02	87.7
52-58-1300 OVERTIME	627.92	6,147.69	9,000.00	2,852.31	68.3
52-58-1400 WORKERS' COMPENSATION	287.72	3,392.76	1,625.00	(1,767.76)	208.8
52-58-1500 HEALTH INSURANCE	2,888.92	22,006.45	16,500.00	(5,506.45)	133.4
52-58-1550 RETIREMENT	257.39	2,632.68	3,000.00	367.32	87.8
52-58-1600 FICA	1,052.48	10,852.94	7,630.00	(3,222.94)	142.2
52-58-1700 COLO UNEMPLOYMENT	42.35	422.80	300.00	(122.80)	140.9
52-58-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	500.00	500.00	.0
52-58-1850 TRAINING, TRAVEL AND LODGING	.00	41.50	2,000.00	1,958.50	2.1
52-58-1900 ALLOWANCES	165.00	1,552.75	500.00	(1,052.75)	310.6
52-58-1950 OTHER BENEFITS	.00	.00	12,500.00	12,500.00	.0
52-58-3200 CONTRACTED SERVICES	4,976.89	86,756.31	94,000.00	7,243.69	92.3
52-58-3600 EASEMENT PURCHASES	.00	.00	20,000.00	20,000.00	.0
52-58-4800 TELEPHONE AND CELLPHONES	560.39	6,392.68	7,500.00	1,107.32	85.2
52-58-4900 UTILITIES	5,530.67	52,896.21	85,000.00	32,103.79	62.2
52-58-5400 INSURANCE	400.00	9,216.10	7,000.00	(2,216.10)	131.7
52-58-5550 LEGAL - CONTRACTED	.00	.00	2,500.00	2,500.00	.0
52-58-6000 MAINTENANCE AND REPAIRS	18,129.15	123,440.44	175,100.00	51,659.56	70.5
52-58-7500 SEWER SUPPLIES	.00	1,120.91	1,800.00	679.09	62.3
52-58-9000 OTHER	7,100.08	7,100.08	718,000.00	710,899.92	1.0
TOTAL SEWER	51,521.15	421,373.28	1,264,155.00	842,781.72	33.3

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>2007 CWRPDA</u>					
52-63-6300 2007 CWRPDA PYMT- PRINCIPAL	.00	56,881.69	54,196.00	(2,685.69)	105.0
52-63-6400 2007 CWRPDA- INTEREST	.00	17,554.55	17,597.00	42.45	99.8
TOTAL 2007 CWRPDA	.00	74,436.24	71,793.00	(2,643.24)	103.7
<u>2008 CWRDPA</u>					
52-64-6500 2008 CWRDPA LOAN- PRINCIPAL	.00	2,507,228.97	2,507,228.97	.00	100.0
52-64-6600 2008 CWRPDA LOAN- INTEREST	.00	80,947.72	92,386.00	11,438.28	87.6
TOTAL 2008 CWRDPA	.00	2,588,176.69	2,599,614.97	11,438.28	99.6
<u>DEPARTMENT 65</u>					
52-65-9900 TRANSFER TO GENERAL FUND	14,583.00	160,413.00	175,000.00	14,587.00	91.7
TOTAL DEPARTMENT 65	14,583.00	160,413.00	175,000.00	14,587.00	91.7
TOTAL FUND EXPENDITURES	152,885.05	3,917,089.39	6,704,650.97	2,787,561.58	58.4
NET REVENUE OVER EXPENDITURES	1,010.14	(510,014.29)	(4,046,556.97)	(3,536,542.68)	(12.6)

TOWN OF ELIZABETH
BALANCE SHEET
NOVEMBER 30, 2021

COMBINED CASH FUND

ASSETS

99-100001	CASH ALLOCATED TO OTHER FUNDS	(17,820,648.61)	
99-100012	CASH CLEARING - COURT	(7,619.70)	
99-104201	COLOTRUST INVESTMENT ACCOUNT		12,112,554.77	
99-104202	CORE ARPA ACCOUNT		196,835.76	
99-104203	CORE INVESTMENT ACCOUNT		4,183,998.42	
99-105200	CBOC (WATER SEWER)		1,334,879.36	
			<u>1,334,879.36</u>	
	TOTAL ASSETS			<u><u>.00</u></u>



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2022 to 01/15/2022



ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:

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

The following is an informational breakdown of EPD police activity from **01/01/2022 at 12:01 a.m. to 01/15/2022 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DRDC) records.

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

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



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHAHN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2022 to 01/15/2022

Total Calls for Service:

309

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assisting Other Agencies
33	14	10	8	1

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
8	0	7	1

Other Calls for Service:

Call Type:	Number of Calls:
Alarm Business Burglary	6
Animal Complaint	1
Burglary	1
Citizen Assist	3
Citizen Contact	2
Crime Prevention	8
Criminal Mischief	1
Disturbance	1
Domestic Violence	1
Driving Under the Influence	2
Follow up Investigations	12
Found Property	2



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2022 to 01/15/2022

Harassment	3
House Watch	1
Increased Patrols	171
Informational Report	2
Medical Assist	3
Mental Health Hold	1
Motorist Assist	6
Municipal Ordinance Violation	6
Motor Vehicle Accident Property Damage	2
Parking Complaint	8
Report Every Drunk Driver Immediately (REDDI)	2
Restraining Order Violation	2
Runaway	2
Suspicious Circumstance	3
Suspicious Vehicle	8
Theft	2
Traffic Complaint	1
Traffic Hazard	4
Traffic Stop	33
Unknown Trouble	1
Vehicle Theft	2
VIN Verify	3
Welfare Check	3



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2022 to 01/15/2022

Open and Active Investigations:

Case/Incident Number:	Call Type:	Details:
21-5883	Fraud	A local business was defrauded by check.
22-0014	Lost Property	A lost set of keys was reported to the EPD. The caller states they were stolen.
21-5867	Domestic Violence	Possible domestic violence case between juveniles.
21-3504	Criminal Mischief	A local school had several cameras broken by students.
22-0243	Criminal Mischief Attempted Burglary	A local business was attempted to be broken into. Property was damaged.
21-0245	Motor Vehicle Theft	A party reported their vehicle stolen.
22-0139	Motor Vehicle Theft	A party reported their vehicle stolen.

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



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2022 to 01/15/2022

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
21-6479	Traffic Stop	A motorist was contacted on a traffic stop. Upon investigation, it was discovered they were operating the vehicle with no insurance and with a revoked license. The driver was arrested and booked into ECSO jail.
21-6464	Traffic Stop	A motorist was contacted on a traffic stop. The driver was issued a summons for operating a vehicle with a fictitious license plate. The vehicle was impounded.
21-6399	Motor Vehicle Crash	A two-vehicle accident occurred in town. The at fault driver was issued a summons for a traffic offense.
22-0052	Suspicious Circumstance	A resident believed his house was being broken into. After investigation, there was no evidence of a crime.
21-6319	Municipal Ordinance Violation	A resident was found to have a large pile of debris in their yard. After working with Community Services, they came into compliance.
21-6473	Assist to ECSO	EPD responded to assist ECSO with a crash in their jurisdiction.
22-0008	Business Burglary Alarm	EPD responded to an alarm at a local closed business. Upon contact with an employee that responded to the scene, it was discovered they did not possess a valid driver's license. They were issued a proof of service and no further action was taken.
22-0009	Found Property	A wallet was located at a business. The wallet was returned to its owner without incident.



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2022 to 01/15/2022

22-0024	Harassment	A citizen reported a harassment case. After investigation, no crime had occurred.
21-5833	Municipal Ordinance Violation	A property in town was found to have large weeds. After working with Community Services, the resident came into compliance.
21-6180	Municipal Ordinance Violation	A local business was found to have debris and junk outside their business. After working with Community Services, the business came into compliance.
21-6184	Motor Vehicle Accident	A vehicle struck and damaged a fence. The driver was issued a summons for a traffic and criminal offense.
22-0126	Runaway	A local juvenile was reported as a runaway. The juvenile was located and returned to their parents.
22-0093	Mental Health Hold	A juvenile at a local school was found to be suicidal. The juvenile was transported to a local hospital on a mental health hold.
22-0070	Restraining Order Violation	A ROV was reported. After investigation, no crime occurred.
22-0100	Assist to ECSO	EPD assisted ECSO on a theft from a business in their jurisdiction.
22-0046	Criminal Mischief	A baseball was thrown through a window of a residence. After investigation, no suspect was located.
21-6167	Municipal Ordinance Violation	A large pile of wood and debris was located in the yard of a residence. After working with Community Services, the owner came into compliance.
21-6357	Mental Health Hold	A local juvenile was placed on a mental health hold and transported to the hospital.



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHAHN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2022 to 01/15/2022

21-5884	Harassment	Several juveniles were exchanging text messages of a harassing nature. The victim declined to press charges.
21-5549	Reckless Endangerment	A local juvenile was issued a summons for a criminal violation where another juvenile was injured.
22-0148	Driving Under the Influence	A two-vehicle crash occurred. After investigation, the at fault driver was found to be intoxicated. The intoxicated driver was arrested and later released to a sober party (due to jail restrictions)
22-0272	Assist to ECSO	A restraining order violation was reported. After investigation, the crime occurred in ECSO jurisdiction, and the case was forwarded to them.
22-0127	Driving Under the Influence	A driver was reported to be driving erratically. Upon EPD stopping the vehicle, it was discovered that the driver was intoxicated. The driver was arrested and later released to a sober party (per jail restrictions).
22-0247	Harassment	EPD responded to a local business on a report of a harassment. After investigation, the victim decided not to press charges.
22-0129	Domestic Violence	EPD responded to a residence in town on report of a verbal altercation between spouses. After investigation, no crime had occurred.



TOWN OF ELIZABETH

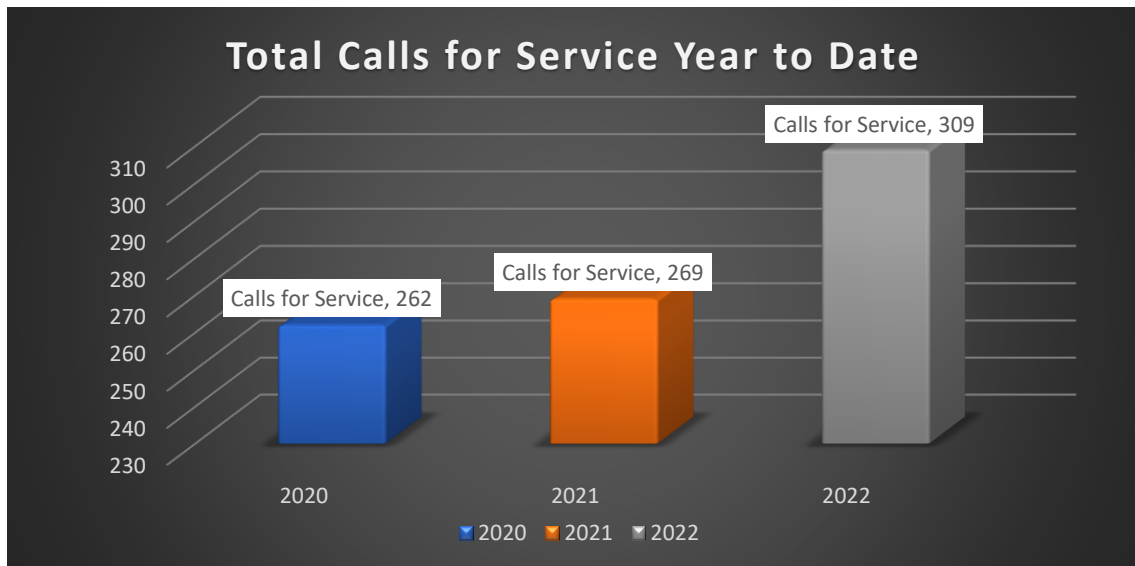
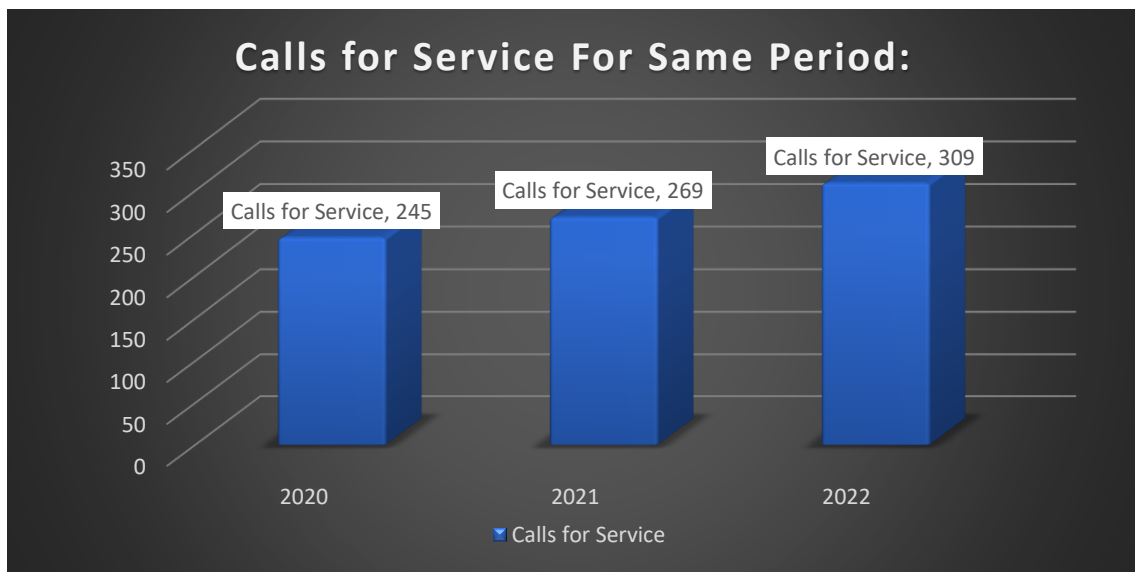
POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2022 to 01/15/2022

Historical Data:





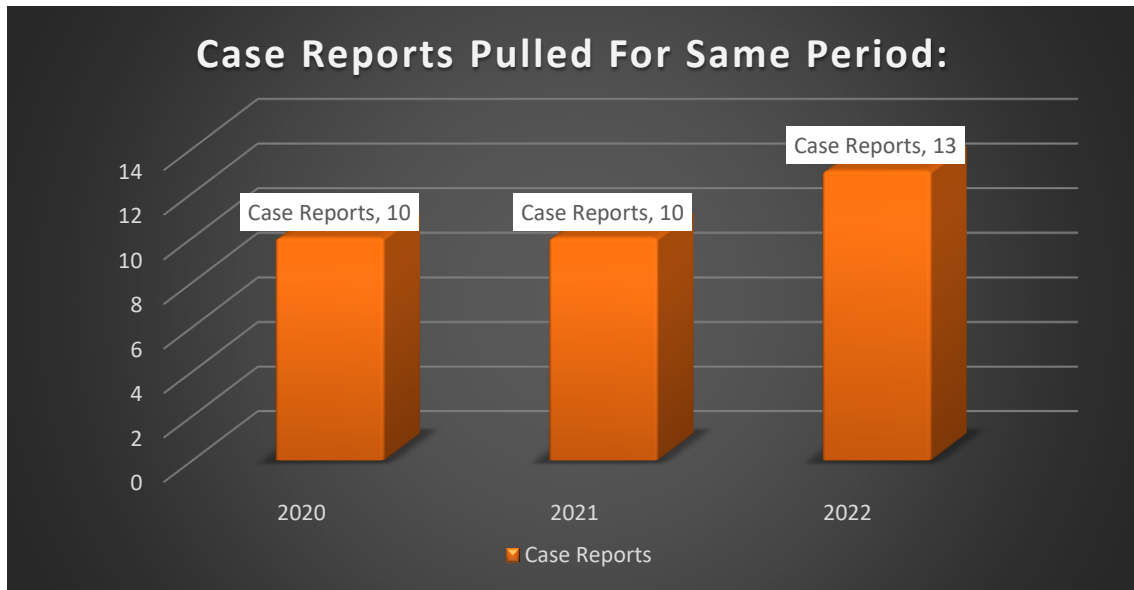
TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2022 to 01/15/2022





TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHAWN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/01/2022 to 01/15/2022

Chief of Police's Advisements:

On 01/12/2022 EPD went to Running Creek Elementary School to follow up with the schools visit to Town Hall in late 2021. Chief Berghahn, Sergeant Hulce, Frank Hurst, Bob and Carline all went and presented an hour-long block of information related to Police K9's, tracking, care, home and work lifestyles of 1st responder dogs. We of course included some fun stories about work done.

EPD has begun the hiring process, currently we are in the background phase for the two open positions. EPD additionally has two persons interested in the reserve officer positions. The hope and goal is to have everything completed for a mid-February introduction to members of the Board.

Attached is a memo from the Elizabeth School District discussing plans in relation to mental health and students. EPD continues to work hand in hand with DHS, EHS, Centennial Mental Health, Connections with Families, Safe to Tell and various other entities to help share information and resources that are available.

If you have any questions, please let me know!

Respectfully,

Chief Melvin Berghahn

Chief of Police

SAFETY & EMERGENCY PLANNING

To: Melvin Berghahn, Chief of Police, Elizabeth Police Department

From: Michael Newton, Director of Safety & Emergency Planning

Date: January 12, 2022

Re: Mental Health Memo

Chief Berghahn,

After our conversations with EPD and other community stakeholders, it was determined a prevention and intervention model is needed regarding student mental health and wellbeing. To ensure this need is met, a multi-layered approach must be taken. Please see the below list of collaborative measures that will be implemented and/or disseminated to school administration.

- Safe2Tell training and emphasis
 - Student letter sent via email prior to Winter Break
 - 1,200 Safe2Tell handouts for secondary students to have
 - Safe2Tell video shown to high school students
- Distribution of community resources and programs
 - Connections for families
 - Youth diversionary programs
 - DHS sponsored program
- Threat Assessment/Suicide Risk Assessment review
 - Review and update the pre-existing programs in place to create a multidisciplinary approach
 - Providing preventative resources to redirect behavior

Respectfully,

Michael Newton

Michael Newton
Director of Safety & Emergency Planning



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

TO: Honorable Mayor and Town Board of Trustees
FROM: Mike DeVol, Public Works Director
DATE: January 25, 2022
SUBJECT: Public Works Monitoring Report

*Town Street Paving Improvements Project:

1. Street Paving Project has finished the majority of work and a Punch-list of items has been prepared for corrective action to take place as weather allows.

*Town Main St. Decorations:

1. Decorations have been removed except for the tree. The Highway 86 Banners and Main St. Banners are replaced with mid-winter banners.

*Town Wells, Tanks and Effluent:

1. See attached.

*Town Water Line Emergency Repair:

1. N/A

*Town Hall Landscaping Plan:

1. PW has collected all the information for the Xeriscape Plan for Town Hall and will be contacting 3 Local Landscape Companies for Bids utilizing the existing landscape blue prints and cost estimates as a guide.
2. PW will update the BOT as the project progresses.
3. NO New Updates.

*Town Walkway Repairs:

1. Bids for repairs are being reviewed and will update once complete.

*Town Snow Plowing and Street Sweeping:

1. Snow Plowing season has begun with two small storms. Salt and Sand have been applied as necessary

*Town New Wells at Ritoro/Gold Creek Valley:

1. Excavation and Concrete foundation for the Operations building are completed.
2. Water line tie-in will begin the week of January 24th along with other dry utilities.

*Town Trail Project:

1. N/A



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

***Gold Creek Lift Station Improvements:**

1. Public Works and JVA Engineering have responded to CDPHE second review comments are awaiting their response and comments.

*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.

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

1. N/A

***Town Public Works Road Extension:**

1. The Town of Elizabeth and Elbert County are completing paper work and survey's for the agreement for the Town of Elizabeth to take ownership of County Road 13 to the south. This will allow for contract extension with BOT approval for paving to the Town Water Tanks.

***Town Farmers Market:**

Event Park Name is Running Creek Park (RCP).

1. N/A

***Town Parks and Right of Way:**

1. N/A

Upcoming Projects:

1. Legacy Village Pre-Construction meeting was held January 10th on-site to begin preparations for Excavation.
2. McDonalds project Pre-construction was held January 19th to begin the installation of Sanitary Sewer Main line and tie-in.
3. Pine Ridge Apartments Pre-Application meeting will be held January 27th with the new property owner.
4. Elizabeth West Water meeting will be held on January 20 per previous BOT and Staff discussions.

Mail Kiosk:

Mail Kiosk are installed, and PW has all the keys and locks under safe keeping until they are installed. PW is in conversation with the Ex-Postmaster and the New Temporary Postmaster to find out next steps and chain of command to contact to move forward with the completion of this project. PW has informed Town Administrator of the communications.



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

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

Wells/ Tanks/ Effluent/ Bulk Water Usage (8.34%) Date: 12-19-2021

Begin Water Year 2021-2022

Totals Readings for 11/1 /21 thru 11/30/21

Denver Well (DN1) usage – 47,611 = 4,761,100 gallons.

Dawson Well (DW2) usage – 2875 X 100 = 287,500 gallons.

Arapahoe Well (A2) usage – 0 X 100 = 0 gallons.

DN1 + DW2 + A2 = Wells usage Total = 5,048,600 gallons.

Denver Well (DN1)/ November to date usage – 4,761,100 gallons. (9.74%)

(DN1 Well 150 ac.ft. = 48,877,650 gallons yearly)

Dawson Well (DW2)/ November to date usage – 287,500 - gallons. (1.77%)

(DW2 Well 50 ac. ft. = 16,292,550 gallons yearly)

Arapahoe (A2)/ November to date usage – 0 gallons. (0.0%)

(A2 Well 132 ac.ft. = 43,012,332 gallons yearly)

Water Storage Tanks Meter Tracking Usage = 5,064,864 gallons.

Water Tanks elevation and gallons in storage – 25.71 ft. = 1,285,000 gallons.

GCWWTP Gold Creek Wastewater Treatment Plant Effluent = 4,433,764 gallons.

Bulk Water Billing Usage 11/30/21 billable at \$20.20 per 1,000 gallons.

Zero Bulk Used.

Not Billable Bulk Water Usage (Town of Elizabeth Public Works or Elizabeth Fire Protection District)

Public Works Water Truck (Dust Suppression/Main Line Flushing) 12 Loads @ 2,000 gal/each = 24,000 gallons.

EFPD – Structure Fire 0 gallons

EFPD- Exercises – 17,000 gallons

TO: Honorable Mayor and Board of Trustees
FROM: Bella Valentine Student Liaison
DATE: January 2022
SUBJECT: Student Liaison Report

SUMMARY

The last few weeks at Elizabeth High School have been full of new and exciting events!

It's that time of year where students are growing restless. The unpredictable weather and shortened daylight has affected the morale of EHS students. This can be attributed to the decrease of school events and activities.

Art club has been hosting bi-weekly meetings after school on Tuesdays. This often includes pizza and has been a good opportunity for students to either finish demanding pieces or just play!

Dual enrollment and Arapahoe Community College registration has opened for upcoming juniors and seniors. This is a great way to reduce college tuition costs and still achieve high school graduation credits.

EHS Student Council headed off to their annual STUCO retreat at the YMCA in Estes Park. This consists of team building exercises, fancy dinners, and local activities.



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
DECEMBER 06, 2021**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, December 6, 2021, at 12:05 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Cecilia Farin, and Board Member Jerry Garland. There was a quorum to conduct business.

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

AGENDA CHANGES

There were no changes to the agenda as presented.

MINUTES

Regular Minutes of November 8, 2021

Motion by Vice Chair Farin, seconded by Mr. Garland, to approve the minutes from November 8, 2021.

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

INTRODUCTION

Larry Lucas, Main Street Architect

Larry Lucas introduced himself and explained what he does and the services he provides.



TOWN OF ELIZABETH

NEW BUSINESS

Discussion and possible action on adoption of 2022 meeting schedule

Motion by Vice Chair Farin, seconded by Mr. Garland, to approve the 2022 meeting schedule as amended to remove the February meeting date.

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

Discussion and possible action on adoption of 2022 work plan

Motion by Vice Chair Farin, seconded by Mr. Garland, to approve the adoption of 2022 work plan as amended by removing the "21" next to February.

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

STAFF REPORTS

- Grace Erickson with Providence Consulting discussed the upcoming Saving Places Conference.
- Discussion regarding upcoming CLG training on December 8, 2021, at 12:00 PM.
- Mr. Higgins provided an update regarding the Old Stone Church.
- Discussion regarding upcoming potential newspaper articles.
- Mr. Higgins provided an update on the Historic Preservation Ordinance.
- Discussion regarding Board vacancies.

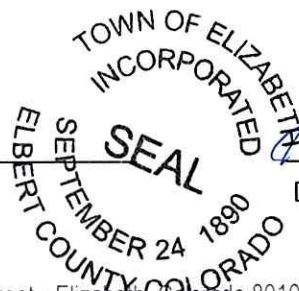
BOARD REPORTS

- Chair Quest discussed historical design guidelines.
- Discussion regarding Main Street businesses and open hours.
- Mr. Garland updated the Board regarding the distribution of historical pamphlets.
- Discussion regarding Frontier High School.

ADJOURNMENT

Motion by Vice Chair Farin, seconded by Mr. Garland, to adjourn meeting at 1:17 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest



Deputy Town Clerk Harmony Malakowski



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
DECEMBER 9, 2021**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, December 9, 2021, at 8:35 AM by President Tedd Lipka.

ROLL CALL

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

Also present was Deputy Town Clerk Harmony Malakowski.

AGENDA CHANGES

Grace Erickson with Providence Consulting requested that we change New Business Item #2 to say discussion and possible action on recommendation to Planning Commission and Board of Trustees approval of Ordinance 21-12.

Motion by Mr. Struthers, seconded by Mr. Hussey, to approve the agenda changes as presented.

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

MINUTES

Regular Minutes of November 18, 2021

Motion by Mr. Hussey, seconded by Ms. Bulmer, to approve the minutes from November 18, 2021.

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

NEW BUSINESS

Discussion and possible action on recommendation to Planning Commission and Board of Trustees approval of Ordinance 21-12

Motion by Mr. Struthers, seconded by Mr. Hussey, to recommend to the Planning Commission and Board of Trustees approval of Ordinance 21-12.



TOWN OF ELIZABETH

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

Discussion and possible action on appointment of 2022 President and Vice President

Motion by Mr. Hussey, seconded by Ms. Bulmer, to nominate Tedd Lipka as President for 2022.

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

Motion by Mr. Hussey, seconded by President Lipka, to nominate Linda Bulmer as Vice President for 2022.

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

STAFF REPORTS

- Discussion regarding the finished trail mural.
- Discussion regarding the streetscape project.
- Updates regarding Board Vacancies.
- Discussion regarding Holiday ornaments.

BOARD REPORTS

No reports from the Main Street Board of Directors.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Struthers, to adjourn meeting at 9:42 AM. The vote of those Board Members present was unanimously in favor. Motion carried.



President Tedd Lipka



Deputy Town Clerk Harmony Malakowski

