



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
BOARD OF TRUSTEES SPECIAL MEETING
Tuesday, November 29, 2022 at 7:00 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

AGENDA CHANGES

CONSENT AGENDA

1. Minutes of the Special Meeting of November 15, 2022, at 6:00 p.m.
2. Minutes of the Special Meeting of November 15, 2022, at 7:00 p.m.

ADVISORY BOARD QUARTERLY REPORTS

3. Main Street Board of Directors – Vice President Linda Bulmer

NEW BUSINESS

4. Discussion and possible action regarding the appointment of Amy Schmidt to the Planning Commission for a term through 12/31/2025 – Zach Higgins
5. Discussion and possible action on Resolution 22R46, a Resolution adopting a schedule for Passport Fee Applications – Michelle Oeser
6. Discussion and possible action on Resolution 22R47, a Resolution adopting a Fleet Maintenance and Replacement Policy – Patrick Davidson
7. Discussion and possible action on Resolution 22R48, a Resolution adopting the 2023 Town of Elizabeth Budget – Patrick Davidson and Hannah Bruce
8. Discussion and possible action on Resolution 22R49, a Resolution appropriating Sums of Money - Patrick Davidson and Hannah Bruce
9. Discussion and possible action on Resolution 22R50, a Resolution to Set Mill Levy – Patrick Davidson and Hannah Bruce
10. Discussion and possible action on Resolution 22R51, A Resolution approving the First Amendment to the Main Street Streetscape Design CORE PSA – Zach Higgins

- [11.](#) Discussion and possible action on Resolution 22R52, a Resolution approving the First Amendment to the Agreement between the Town and Patricia Ann Fontenot for Victims; Advocate Services – Melvin Berghahn
- [12.](#) Discussion and possible action on Resolution 22R53, a Resolution approving the First Amendment to Employment Agreement between the Town and Patrick Glenn Davidson – Corey Hoffman

MANAGEMENT MONITORING REPORTS

- [13.](#) Management Monitoring Reports

BOARD OF TRUSTEES REPORTS

- 14. Board of Trustee Reports

BOARD OF TRUSTEES REPORTS

- [15.](#) Student Liaison Report Updated 11/14/22 – Karli Pronske

MINUTES

- [16.](#) Minutes of the Main Street Board of Directors Meeting of October 13, 2022

ADJOURNMENT

MEETING PROTOCOL AND STANDARDS OF CONDUCT

Public Participation

Public comment is encouraged and will be listed as an agenda item at every regular Board meeting.

Each individual wishing to be heard during the public comment period will be given up to three (3) minutes to make a comment.

The public comment period will not be used to make political endorsements or for political campaign purposes.

Questions from the Board will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for listening to the comments of citizens without taking any formal action.

The Board may direct the Town Administrator to provide information requested by a speaker during the public comment period.

Speakers are not allowed to make belligerent, accusatory, impertinent, slanderous, threatening, abusive, or disparaging comments.

The Mayor may elect to defer public comment on a specific issue that appears on the regular agenda until that specific item is addressed.

The Mayor may call for order when sidebar conversations occur in the audience. Those conversations are distracting from the Board addressing the topics at hand.

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further participation at that meeting or removed from the Board Chambers pursuant to the Elizabeth Municipal Code and Colorado Revised Statutes.



Board of Trustees – Record of Proceedings

November 15, 2022

CALL TO ORDER

The Special Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, November 15, 2022, at 6:00 p.m. by Mayor Megan Vasquez.

ROLL CALL

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

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Chief of Police Melvin Berghahn, Public Works Director Mike DeVol, Assistant Public Works Director James McErnie, Planner/Project Manager Zach Higgins, Finance Officer Hannah Bruce, Deputy Clerk Harmony Malakowski, and Town Attorney Corey Hoffmann.

EXECUTIVE SESSION

Motion by Mayor Vasquez, seconded by Mayor Pro Tem Ternus, to adjourn the regular meeting at 6:01 p.m. and enter into an executive session “To hold a conference with the Town’s attorney to receive legal advice on specific legal questions regarding the Town’s quasi-judicial process, pursuant to C.R.S. § 24-6-402 (4)(b).”

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Mayor Pro Tem Ternus, to adjourn the meeting at 6:45 p.m.

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

Town Clerk Michelle Oeser

Mayor Megan Vasquez



Board of Trustees – Record of Proceedings

November 15, 2022

CALL TO ORDER

The Special Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, November 15, 2022, at 7:02 p.m. by Mayor Megan Vasquez.

ROLL CALL

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

Also present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Chief of Police Melvin Berghahn, Public Works Director Mike DeVol, Assistant Public Works Director James McErnie, Planner/Project Manager Zach Higgins, Finance Officer Hannah Bruce, Deputy Clerk Harmony Malakowski, and Town Attorney Corey Hoffmann.

PLEDGE OF ALLEGIANCE

Mayor Vasquez led the Board in the Pledge of Allegiance.

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of October 25, 2022

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

OLD BUSINESS

2. Discussion and possible action on Ordinance 22-10, an Ordinance rezoning the property known as the Elizabeth West Property from Agriculture (A-1) District to Planned Unit Development

Motion by Mayor Pro Tem Ternus, seconded by Trustee Einspahr, to approve Ordinance 22-10, an, Ordinance rezoning the property known as the Elizabeth West Property from Agriculture (A-1) District to Planned Unit Development (PUD).

A roll call vote was taken –



Mayor Vasquez - aye, Mayor Pro Tem Ternus - aye, Trustee Snively - aye, Trustee Einspahr - aye, Trustee Payne - aye, Trustee Secrist - nay. The vote of those Trustees present was 5 in favor and 1 opposed. Trustee Secrist opposed. Motion passed.

BRIEF RECESS 7:22 p.m. – 7:35 p.m.

Mayor Vasquez closed the Regular Meeting and entered Public Hearing at 7:35 p.m.

PUBLIC HEARING

3. New Liquor License Application for Catalina's Diner

Mayor Vasquez opened the Public Hearing to public comment. There was no public comment.

Mayor Vasquez closed the Public Hearing and entered into New Business at 7:40 p.m.

NEW BUSINESS

4. Discussion and possible action on the approval of a liquor license for Catalina's Diner

Motion by Mayor Pro Tem Ternus, seconded by Trustee Einspahr, to approve the liquor license application for Catalina's Diner.

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

5. Swear in Corporal Alex Allen

Town Clerk Michelle Oeser swore Officer Alex Allen in as Corporal Alex Allen.

Mayor Vasquez closed the Regular Meeting and entered Public Hearing at 7:52 p.m.

PUBLIC HEARING

6. Proposed 2023 Budget

Mayor Vasquez opened the Public Hearing to public comment. There was no public comment.

Mayor Vasquez closed the Public Hearing and entered into New Business at 7:58 p.m.

NEW BUSINESS

7. Discussion and possible direction on the Proposed 2023 Budget

The Board gave staff direction to move forward with the budget for final approval at the next Board meeting.



UNSCHEDULED PUBLIC COMMENT

There was no public comment.

MANAGEMENT MONITORING REPORTS

- Town Administrator Patrick Davidson had nothing to add to his report.
- Town Clerk Michelle Oeser updated the Board regarding the Mayor's Tree Lighting.
- Chief of Police Melvin Berghahn told the Board that the owner of the 2nd Chance bicycle program passed away, however his daughter will continue the program.
- Chief Berghahn discussed the Student Academy.
- Mayor Pro Tem Ternus thanked Assistant Public Works Director James McErnie for his help with the slash yard.
- Mayor Vasquez thanked Mr. McErnie for his oversight of the Mayor's Christmas Tree lighting.
- Planner/Project Manager Zach Higgins discussed Streetscape feedback.

BOARD OF TRUSTEE REPORTS

- Trustee Einspahr asked Mr. Davidson about the open Community Development Director position.
- Trustee Snively asked Chief Berghahn about the Student Academy Graduation.
- Mayor Vasquez asked Trustee Payne about the Senior Basket project.
- Mayor Vasquez discussed two letters being prepared for the Main Street Board of Directors.
- Mayor Vasquez discussed when the Board would be assembling staff gift bags.

STUDENT LIAISON REPORT

8. The Board reviewed the report provided by Student Liaison Karli Pronske. The Board stated they are looking forward to meeting Ms. Pronske.

MINUTES

9. Minutes of the Planning Commission Meeting of October 18, 2022

EXECUTIVE SESSION

Motion by Mayor Vasquez, seconded by Trustee Einspahr, to adjourn the regular meeting at 8:21 p.m. and enter into an executive session "To consider personnel matters, pursuant to



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

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

Motion by Mayor Pro Tem Ternus, seconded by Trustee Einspahr, to adjourn the executive session, and return to the regular meeting at 10:00 p.m.

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

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Trustee Secrist, to adjourn the meeting at 10:02 p.m.

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

Town Clerk Michelle Oeser

Mayor Megan Vasquez



TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: November 29, 2022
SUBJECT: Planning Commission Candidate

SUMMARY

The Town has received one application for a voting member Planning Commission opening. Amy Schmidt has applied to fill the vacancy on the Planning Commission as a voting representative. The term for this seat is through December 31, 2025.

Planning Commission Candidate Questions

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

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

ATTACHMENT(S)

Resume/Letter of Interest

Zach Higgins

From: [REDACTED]
Sent: Thursday, October 20, 2022 12:09 PM
To: Zach Higgins
Cc: Amy Schmidt
Subject: Planning Commission Board
Attachments: Resume - Amy Schmidt.odt

Hi, Zach:

I learned a lot from our discussion on Wednesday morning: Thank you for your time. I'm interested in being on the Planning Commission Board for the Town of Elizabeth.

I moved here three years ago, and have watched as the Town has been pushing forward with growth. Attending several meetings over the past couple of years has shown me how intricate the process is: How the relationship between the Planning Committee and the Board of Trustees for the Town works, and how important the thought and input that's called for in the planning process is in order to ensure that the Town grows in a thoughtful, responsible manner. Both the citizens and the local businesses have a stake in this growth, and it's important.

I'd like to learn more about the planning process, the details required that need to be reviewed and considered, the pros and cons of such developments as are coming forth currently, and the community relationship. I believe that, having obviously lived in communities as well as been a working citizen in the business world for my lifetime, I am able to contribute to the process of ensuring that the T's are crossed and I's dotted in the important process of discovery and decision making.

I am newly retired, and am interested in spending time in a worthy, active manner that will fulfill both my needs to be involved in community and in making a contribution.

Please let me know if you have any questions about my interest and capabilities. I've attached my resume as requested.

Thanks to all!

--

~ **Amy**

Amy L. Schmidt



Summary of Qualifications

Adept in Microsoft Office:

- | | |
|---|---|
| Word, Excel, Adobe, Concur | High degree of Integrity |
| Highly-organized, detail-oriented | Independent Self-motivated Professional |
| Strong Communication with Senior Management | Team Player |
| Auditing, Data review | Fast Learner |
| Strong Work Ethic | |

August 2008 – current: Arthur J. Gallagher & Co., Centennial, CO

Administrative Assistant

Manage client invoicing: Skills required include excel formulas and processing, budget reporting and tracking, contract review, project and fee billing; strict adherence to deadlines. Support 10 Consultants / Upper Management. Liaison between Branch and Corporate for A/P and A/R detail.

Formal Document preparation, financial tracking of commissions, fees and transfers between various third-party groups within the firm.

Manage expense tracking and reporting for Senior Management using Concur program.

Response and preparation for RFPs: document preparation, organization, finalization for presentation to client.

Provided HR support for two Branch offices (Denver and Utah) supporting all functions including new hires/on boarding, explanation of HR policies, office benefits, promotions, salary changes, terminations. Managed database for exempt and non-exempt records of tenure, attendance, vacation accruals. Requires high degree of confidentiality, and use of centralized computer program originating at corporate office.

June 2008 – October 2016: Spendor in the Grass

Start up of my own gardening company, providing services from design and implementation to maintenance and repair.

August 2003 – August 2008: MedReview, LLC, Castle Rock, CO

Senior Auditor

Medical Claims auditing for self-funded insurance plans.

Managed claims auditing projects from initial contact to completion of audit.

Contract review, data review and analization, use of various outside computer systems to determine

claim history and payments.

Daily communication with TPA team as well as other members of audit team

Negotiations with insurance networks for access and review of contracts

Reporting of audit results.

1997 - 2003: Jones Lang LaSalle

Facility Manager

Commercial Real Estate Management for Jones Lang LaSalle, including budget preparation, facility management, team management for client in Wisconsin, and Southeastern US.

Education:

Bachelor of Science Degree, Northern Illinois University

Associate in Arts Degree, College of DuPage

Interests: Gardening, reading, pets and music.



DATE: November 21, 2022
TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser, Town Clerk
SUBJECT: Passport Fees

SUMMARY

Staff has been working on implementing passport services through the Town of Elizabeth. A Resolution setting a fee schedule for the passport service is required. Exhibit A reflects the fees set by the Federal Government, the Town has no control over these fees. The fee the Town does have control over is the photo fee. We have set the fee to follow Northglenn charges. This fee will cover the cost of paper and ink for any photos we take for passports. The Town does need to collect tax since it is providing a photo and not just a service.

Discussion has been had on making separate line items to track the revenues and costs from the passport services. This is something we will work on with Hannah as we move forward.

RECOMMENDATION

Staff recommends the approval of Resolution 22R46, a Resolution adopting a schedule for Passport Fee Applications.

ATTACHEMENT

Resolution 22R46

RESOLUTION 22R46

A RESOLUTION ADOPTING A SCHEDULE FOR PASSPORT FEE APPLICATIONS

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 schedule for Passport Fees 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.

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

PASSPORT FEES

U.S. DEPARTMENT OF STATE FEES (RED)

MUST BE PAID BY CHECK OR MONEY ORDER ONLY

**TOWN OF ELIZABETH FEES (BLUE) ARE PAID SEPARATELY
CHECK, MONEY ORDER, CASH, OR CREDIT/DEBIT CARD ARE ACCEPTED**

ROUTINE APPLICATION

	Passport	Execution Fee	Photo Fee
ADULT BOOK	\$130.00	\$35.00	\$9.00 + tax
ADULT CARD	\$30.00	\$35.00	\$9.00 + tax
ADULT BOOK AND CARD	\$160.00	\$35.00	\$9.00 + tax
UNDER 16 BOOK	\$100.00	\$35.00	\$9.00 + tax
UNDER 16 CARD	\$15.00	\$35.00	\$9.00 + tax
UNDER 16 BOOK AND CARD	\$115.00	\$35.00	\$9.00 + tax

EXPEDITED APPLICATION

Additional \$60.00 to U.S. Department of State

	Passport	Execution Fee	Photo Fee
ADULT BOOK	\$190.00	\$35.00	\$9.00 + tax
ADULT CARD	\$90.00	\$35.00	\$9.00 + tax
ADULT BOOK AND CARD	\$220.00	\$35.00	\$9.00 + tax
UNDER 16 BOOK	\$160.00	\$35.00	\$9.00 + tax
UNDER 16 CARD	\$75.00	\$35.00	\$9.00 + tax
UNDER 16 BOOK AND CARD	\$175.00	\$35.00	\$9.00 + tax

EXPEDITED WITH EXPRESS MAIL

Additional \$18.32 postage to U.S. Department of State

Additional \$26.95 postage to Town of Elizabeth

Express mail not available for Passport Cards

	Passport	Execution Fee & Postage Fee	Photo Fee
ADULT BOOK	\$208.32	\$61.95	\$9.00 + tax
ADULT CARD AND CARD	\$238.32	\$61.95	\$9.00 + tax
UNDER 16 BOOK	\$178.32	\$61.95	\$9.00 + tax
UNDER 16 BOOK AND CARD	193.32	\$61.95	\$9.00 + tax



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: September 1, 2022 (REVISED November 21, 2022)
SUBJECT: Proposed Fleet Maintenance and Replacement Policy

BACKGROUND

Policies for the management of municipal fleets have become a standard practice in most communities. The reasons for this include not only the cost of replacement, but the fact that the asset depreciates relatively quickly. The “key” is to find an approximate point where the sufficient life is left in the vehicle such that it retains considerable value yet has not begun to burden the municipality with costly maintenance and repairs.

In addition to maximizing the resale or trade-in value of the vehicle, the policy must also consider (1) the actual needs of the department; (2) the effectiveness or efficiency of the fleet; (3) and ensuring that the appropriate fleet vehicle (or other wheeled equipment) is matched to its usefulness, need, and financial resources.

Establishing guidelines as to the use and nature of the fleet does not, by itself, address the underlying issue which is the overall cost of the fleet and its maintenance. To assist in this regard, many municipalities make use of a long-term depreciation schedule to supplement the fleet replacement policy. The purpose of the depreciation schedule, and its fund, is to provide ready-accessible funds for replacement, major maintenance concerns, or maximizing resale or trade-in value.

ANALYSIS

For example, let us assume the Town acquires a new pickup for Public Works. The purchase price for the new vehicle is \$60,000, and the Town anticipates keeping the vehicle until it either reaches twelve (12) years of service or between 110,000 and 150,000 miles. After the purchase of the new truck, for the next twelve (12) years, the Town will deposit into a designated account \$5,000 per budget year for that specific vehicle’s replacement. In this simple example, at the end of the twelve (12) years, the Town will have \$60,000 available for the purchase of a new vehicle *plus* the trade-in or sale value of the vehicle.¹

This example does not take into consideration the expenses involved with upfitting vehicles such as the installation of specialized police or public works equipment, cargo or toolboxes, auxiliary lights, grill guards, etc. So, when dealing with the “new” vehicle price for depreciation, these upfits

¹ The value of the trade in or sale will only partially offset the change in pricing of a new vehicle. Depending on vehicle condition, age, the market for used vehicles, and the availability of new vehicles will all have an impact on price. The goal is to get close to the purchase value, knowing that it will not be precise.

must also be considered. In some instances, these items can be transferred to the newer vehicle, however, in some instances they may be make/model dependent. In those cases, it is presumed that any upfit to an older vehicle will simply be sold as part of the sale or trade in of the older vehicle.

STAFF RECOMMENDATION

Staff recommends the Board seek to approve the Fleet Maintenance and Replacement Policy as prepared. Legal counsel has likewise reviewed and approved the proposed policy for legal concerns.

BUDGET CONSIDERATIONS

The policy, as prepared, does not establish an initial funding amount. Establishing the policy now, allows the initial funding to be calculated through the 2023 budget process. It also will allow a means for any funds set aside during the budget process to vest at the beginning of the 2023 fiscal year.

November 21, 2022: Pursuant to Board of Trustees direction during the budget process, vehicle depreciation line items were set aside in Fund 10 Account 46 for the Police Department, Fund 10 Account 49 for Parks, Fund 21 Account 49 for Streets, Fund 52 Account 57 for Water Operations, and Fund 52 Account 58 for Sewer Operations. Upon acceptance of the Fleet Maintenance and Replacement Policy, accounts will be established for these depreciation line items, and funds will be set aside according to the 2023 Budget.

ATTACHMENTS

Fleet Maintenance and Replacement Policy
Resolution Establishing Fleet Maintenance and Replacement Policy

RESOLUTION 22R47

A RESOLUTION ADOPTING A FLEET MAINTENANCE AND REPLACEMENT POLICY

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 Fleet Maintenance and Replacement Policy attached hereto as **Exhibit A**

Section 2. All Resolutions inconsistent with the attached policy is hereby repealed.

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

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

FLEET MAINTENANCE AND REPLACEMENT POLICY

The purpose of this Fleet Vehicle Replacement Policy to establish policies and procedures for the acquisition, maintenance, and disposal of Town of Elizabeth motor vehicles. The information contained in this policy will assist managers in planning for vehicle needs and developing operating budgets. The underlying goals of the policy are to: (1) acquire and assign vehicles based on demonstrated needs; (2) to increase vehicle and equipment effectiveness and efficiency; and (3) ensure that vehicle and equipment needs are matched with available resources.

This policy applies to all motorized, wheeled passenger and service vehicles which are owned by, titled to, leased, or otherwise controlled by the Town of Elizabeth and are utilized by employees and elected and/or appointed officials.

GENERAL REQUIREMENTS

1. Vehicles are to be used only for official purposes. "Official purposes" is defined to mean, "conducting Town of Elizabeth business only" unless otherwise authorized by this policy.
2. Departments are responsible for assigned vehicles and must establish internal controls to monitor the utilization, maintenance and return of vehicles.
3. All Town owned vehicles and all drivers must comply with all Federal, State, and Local government highway and vehicle operation laws.
4. Bid specifications shall stress performance and design criteria rather than specific brand names which may serve to limit competition.

VEHICLE REPLACEMENT AND PROCUREMENT

The following table shall serve as a *general guideline* for the replacement of vehicles within the Town's fleet. Each vehicle should be evaluated individually based on factors such as cost of maintenance, age, condition, downtime, and severity of use. Also, considering when it is no longer cost-effective to keep a vehicle, it is in the best interests of the Town to dispose of it regardless of age or mileage.

<u>Vehicle Type</u>	<u>Standard Life</u>	<u>Miles/Hours</u>
Sedans (Non-patrol)	10 years	100,000-125,000
Pickups and SUV's	12 years	110,000-150,000
Utility Vehicles	8 years	100,000-125,000
Patrol/Police Vehicles	8 years	100,000-125,000
Medium Duty Trucks (Gas)	8 years	110,000-150,000
Heavy Duty Trucks (Diesel)	5 years	125,000-150,000

Life of vehicles and equipment not included in the above list will be based on recommendation of manufacturers and user groups of that type of equipment. In addition, the life will be adjusted based on the operating cost history for the specific vehicle.

VEHICLE REPLACEMENT FUND ACCOUNT

The Town of Elizabeth, through its Financial Reserve (Fund Balance) Polices has created a *Vehicle Replacement Fund Account*. This is a committed account, meaning that the funds allocated to this account are constrained by the Board of Trustees for the specific purpose of vehicle replacement. The Board of Trustees shall make the initial funding determination during the 2023 budget process with the account to be funded as of January 1, 2023. Annual funding for depreciation shall be dependent upon the availability of funds, and shall be undertaken as follows:

Calculating the Depreciation Amount Per Vehicle: Each Department, in coordination with the Financial Officer and the Town Administrator, shall be responsible to ensure, within their respective budget, all annual reserve amounts are calculated and included within their budgets. For purposes of calculating the amount due, the following equation shall be used:

$$\frac{\text{VEHICLE COST} - \text{SALVAGE VALUE}}{\text{Estimated Years of Vehicle Life}} = \text{RESERVE AMOUNT per YEAR}$$

The term “VEHICLE COST” shall include: (1) the cost to purchase the vehicle; (2) the cost to mount and/or attach Town equipment to the vehicle; (3) the cost of other attachments that are purchased so the vehicle can function as intended.

The term “SALVAGE VALUE” shall include a good faith estimate as to the value the Town may receive from the sale or disposition of the vehicle at the end of its useful life. The “Estimated Years of Vehicle Life” shall be based on the table set forth above.

The term “RESERVE AMOUNT per YEAR” shall be the total sum budgeted for each vehicle, annually, for purposes of contributing to the vehicle replacement fund.

USE OF INSURANCE PROCEEDS

Should any vehicle be damaged because of act of nature, collision, or other loss, any sums paid by means of restitution or insurance shall be used to; (1) repair the vehicle for continued service; (2) be deposited into the vehicle replacement fund for purposes of accelerating replacement; or (3) be combined with the previously allotted reserve amounts and any salvage value for purposes of acquiring a new/replacement vehicle.



TOWN OF ELIZABETH

HANNAH BRUCE FINANCE OFFICER

TO: Honorable Mayor and Board of Trustees
FROM: Hannah Bruce, Finance Officer
DATE: November 29, 2022
SUBJECT: Resolutions 22R48, 22R49, and 22R50, Resolutions Adopting the 2023 Budget, Appropriating Sums of Money, and Setting Mill Levies

SUMMARY

The Town of Elizabeth is pleased to present the final 2023 Budget for adoption by the Board of Trustees. A public hearing for the 2023 Budget was held on November 15, 2022. Final estimated property valuations from the county assessor will be received the first week of December for the calculation of mill levies, and we do not foresee any changes on the budget being presented.

STAFF RECOMMENDATION

Staff recommends approving Resolutions 22R48, 22R49, and 22R50, Resolutions Adopting the 2023 Budget, Appropriating Sums of Money, and Setting Mill Levies

ATTACHMENTS(S)

- A.) Resolution 22R48, A Resolution to Adopt the 2023 Budget
- B.) Resolution 22R49, A Resolution Appropriating Sums of Money
- C.) Resolution 22R50, A Resolution to Set Mill Levies

RESOLUTION 22R48

A RESOLUTION TO ADOPT THE 2023 BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND, AND ADOPTING A BUDGET FOR THE TOWN OF ELIZABETH, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE 1ST DAY OF JANUARY 2023 AND ENDING ON THE LAST DAY OF DECEMBER 2023.

WHEREAS, a proposed Budget has been submitted to the said governing body on October 21, 2022, for consideration, and;

WHEREAS, upon due and proper notice published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held November 15, 2022, and interested taxpayers were given an opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

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

SECTION 1. That estimated expenditures and transfers for each fund are as follows:

General Fund	\$ 3,400,292
Street Maintenance Fund	598,247
Street Capital Improvement Fund	3,056,863
Water Sewer Fund	4,079,280
Capital Improvement Fund	<u>1,564,190</u>
	<u>\$ 12,698,872</u>

That estimated fund balances and revenues for each fund are as follows:

General Fund	
From unappropriated surpluses	\$ 2,247,763
Sources other than property tax	2,544,000
Property Tax	<u>750,000</u>
	<u>\$ 5,541,763</u>

Street Maintenance Fund	
From unappropriated surpluses	\$ 894,099
Sources other than property tax	<u>408,200</u>
	<u>\$ 1,302,299</u>

Street Capital Improvement Fund	
From unappropriated surpluses	\$ 2,693,938
Sources other than property tax	<u>1,552,000</u>
	<u>\$ 4,245,938</u>
Water Sewer Fund	
From unappropriated surpluses	\$ 4,277,246
Sources other than property tax	<u>2,210,000</u>
	<u>\$ 6,487,246</u>
Capital Improvement Fund	
From unappropriated surpluses	\$ 8,352,302
Sources other than property tax	<u>1,715,000</u>
	<u>\$ 10,067,302</u>
	\$27,644,549

SECTION 2. That the budget was submitted and herein above summarized by fund, and the same hereby is approved and adopted as the budget of the TOWN OF ELIZABETH, for the year as stated above.

SECTION 3. That the budget hereby approved and adopted shall be signed by the Mayor of the Town of Elizabeth, and made part of the public records of the Town.

ADOPTED, this 29th day of November 2022 A.D.

Megan Vasquez, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

TOWN OF ELIZABETH



Adopted 2023 Budget



Budget prepared by: Mayor Megan Vasquez and Board of Trustees

Approved by: Board of Trustees

Date Approved: November 29, 2022



TOWN OF ELIZABETH, COLORADO
FINAL BUDGET MESSAGE FOR FISCAL YEAR 2023

INTRODUCTION

The Town of Elizabeth is a small rural town located in Elbert County, Colorado. The Town has experienced growth over the past several years, with a total population estimated to be approximately 2,000 residents. The Town provides regional shopping and service opportunities within the County and serves as a principal place of residence for individuals working in the greater Denver-Metro area. The Town of Elizabeth’s fiscal year coincides with the calendar year, with the fiscal year being from January 1st through December 31st. The Town’s budget is organized into separate and distinct funds which are more fully addressed herein. The budgeting of funds is performed using a modified accrual basis.

Over the prior year, Town Staff has sought to standardize financial policies both within each Department, and between Town Departments. As part of this process, the Town Board of Trustees have updated financial policies regarding grant management, financial reserves, surplus property disposal, capital reserve accounts for the Enterprise Funds (water and wastewater operations), and a vehicle replacement policy. Combined, these new and revised policies will assist the Board of Trustees and Staff in making solid financial decisions and setting aside financial reserves for long-term repairs, replacement, and maintenance for years to come.

Enclosed is the 2023 proposed budget for the Town of Elizabeth.¹ The budget was prepared with the participation of staff and elected officials to serve as a financial plan for the upcoming fiscal and calendar year. The Budget plays the necessary role of identifying how the Town will choose to allocate and expend its monetary resources in the upcoming year. The Budget not only provides guidance for the 2023 fiscal year, but also long-term guidance for projects Staff will be

¹ The calculations provided in this 2023 Budget Message are subject to the final action by the Elizabeth Board of Trustees in acceptance of a formal resolution adopting the proposed budget for the fiscal year 2023. As such, the calculations stated herein remain subject to change.

working on in the future. In its most basic role, the Budget provides a roadmap for the current financial and operational conditions of the Town, as well as providing insight into the Town's future.

FUND OPERATIONS AND EXPENDITURES

General Fund (10):

The term "General Fund" relates to those general government operations and expenditures that are supported through the Town's primary revenue source of taxes. For the Town of Elizabeth, the General Fund (10) is divided into seven (7) different departments: Town Clerk, Judicial, Legislature, Parks, Public Safety, Town Administrator, and Community Development. The Budget for the General Fund anticipates revenues in the amount of \$3,294,000 and expenditures in the amount of \$3,400,292. The General Fund is expected to end the year with a fund balance of \$1,956,557.

Street Maintenance Fund (21):

Within the Budget is the Street Maintenance Fund (21). The Street Maintenance Fund is a special revenue fund which derives its revenue from special taxes or other revenue sources dedicated for the repair, maintenance, and upgrade of streets within the Town of Elizabeth. During the 2021 Budget Process (for inclusion into the 2022 Budget), highway user taxes were automatically set over into the Street Maintenance Fund. This process has continued through the projected 2023 Budget. Anticipated revenue for the Street Maintenance Fund (21) are projected to be \$408,200, with a Budgeted expenditure of \$598,247. The ending fund balance is calculated to be approximately \$686,105.

Capital Improvement Fund (31) and Street Capital Improvement Fund (32):

The Town of Elizabeth's Budget also contains two (2) specific capital funds associated with the General Fund. Capital fund expenditures generally reflect items which typically have a long service life and provide long term benefit to the organization or the community. These capital improvements may include mobile assets such as vehicles, fixed assets such as park improvements, or improvements to buildings and facilities. Expenditures in the Capital Improvement Fund (31) provide substantial insight into the priorities of the Board of Trustees and the community. These

expenditures can include equipment and priorities which impact one or more departments for the betterment of operations, but more often reflect community wide needs and identifiable requests.

For purposes of the 2023 Capital Improvement Fund (31), it is important to note that not every project specifically budgeted for 2022 was able to be completed in that fiscal year. In some instances, the balance of the funding will be rolled forward into 2023 or may have been scaled back to better reflect priorities within the Town. The Capital Improvement Fund (31) is anticipated to have revenues in the amount of \$1,715,000 for 2023 with expenditures in the amount of \$1,564,190. A total of \$999,400 are funds rolled over from 2022 for expenditure in 2023. Finally, the ending balance is anticipated to be \$8,456,187 which provides more than adequate reserves for future projects.

The Town of Elizabeth also maintains a Street Capital Improvement Fund (32). As identified by the name, this fund is associated with capital expenditures directly related to the development, maintenance, improvement and upgrade of streets, sidewalks, and related facilities within the Town. The projected revenue for the Street Capital Improvement Fund (32) is estimated at \$1,552,000, with expenditures of \$3,056,863. As was the case with the Capital Improvement Fund (31) there are allocated but unspent funds which will be carried over into 2023. The total amount of the carry-over is \$1,891,500. The resulting year-end balance of the Street Capital Improvement Fund (32) is projected to be \$1,098,870.

Water/Sewer Fund (52):

The Water/Sewer Fund (52) is an enterprise fund, meaning that it derives its revenue from fees associated with the sale of water, and the acceptance of wastewater. As an enterprise fund, it is designed to not rely on taxes as its primary source of revenue, and to operate as independently as possible. Staff, at the Board's direction, is working to entirely separate the operations of the water and sewer funds from the General Fund and begin the process of segregating water operations and capital expenditures from sewer/wastewater operations and capital expenditures. The first step in this process was to create independent capital accounts for water, wastewater, and renewable water fees. Those accounts are to be funded long-term through the receipt of tap fees in those specific categories.

Revenues within the Fund (52) derived from water and sewer sales and related services and are estimated in the amount of \$2,210,000. Expenses within Fund (52) include daily

operations, maintenance, repairs and upgrades to the systems, and long-term expenditures to expand the systems. The expenditures also include retiring debt from the 2007 loan, and the transfer of revenue to the General Fund (10) to offset administrative costs associated with operations of the fund. The total expenditures in Water/Sewer Fund (10) are \$4,079,280. The ending fund balance is projected at \$2,248,902.

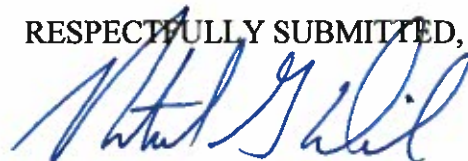
CONCLUSION

The 2023 Proposed Budget for the Town of Elizabeth serves as a financial plan and operational guide for the upcoming year. It is designed to ensure responsible spending in operations and to provide direction to Staff as to the priorities of the Board of Trustees. The budget, as presented, is balanced, relying heavily on anticipated revenues for the Town, with nominal expenditures from previously unallocated funds.

The proposed Budget is a culmination of work by the Mayor and Board of Trustees in setting a vision for the Town of Elizabeth, Hannah Bruce, the Town's Financial Manager, who has focused endlessly in updating policies to streamline the accuracy of the finances, and the Town's Department Heads who focus on the success and safety of our community is unwavering.

DATED this 22nd day of November 2022.

RESPECTFULLY SUBMITTED,



Patrick G. Davidson, Town Administrator
Town of Elizabeth

COMBINED BALANCE SHEET
SUMMARY OF 2023 TOTAL BUDGET
2023 ADOPTED BUDGET

	FUND 10 GENERAL FUND	FUND 21 STREET MAINT. FUND	FUND 32 STREET CAP FUND	FUND 52 WTR SWR FUND	FUND 31 CAP IMP FUND	TOTAL BUDGET
Revenues	3,014,000	408,200	1,552,000	2,210,000	1,715,000	8,899,200
Transfer from Other Funds	280,000	0	0	0	0	280,000
SUB-TOTAL	<u>3,294,000</u>	<u>408,200</u>	<u>1,552,000</u>	<u>2,210,000</u>	<u>1,715,000</u>	<u>9,179,200</u>
Beginning Balance	2,247,763	894,099	2,693,938	4,277,246	8,352,302	18,465,349
TOTAL REVENUES	5,541,763	1,302,299	4,245,938	6,487,246	10,067,302	27,644,549
Expenditures	(3,400,292)	(598,247)	(3,006,863)	(3,904,280)	(1,505,690)	(12,415,372)
Transfer to Other Funds	0	0	(50,000)	(175,000)	(58,500)	(283,500)
TOTAL EXPENSES	<u>(3,400,292)</u>	<u>(598,247)</u>	<u>(3,056,863)</u>	<u>(4,079,280)</u>	<u>(1,564,190)</u>	<u>(12,698,872)</u>
ENDING CASH BAL	2,141,471	704,052	1,189,076	2,407,966	8,503,112	14,945,676
EMERG RESERVE	(102,009)	(17,947)	(90,206)	(122,378)	(46,926)	(379,466)
CONSERVATION TRST RES	(82,905)	0	0	0	0	(82,905)
DEBT RESERVE	0	0	0	(36,685)	0	(36,685)
ARPA RESERVE	0	0	0	0	0	0
Year End Balance	<u><u>1,956,557</u></u>	<u><u>686,105</u></u>	<u><u>1,098,870</u></u>	<u><u>2,248,902</u></u>	<u><u>8,456,187</u></u>	<u><u>14,446,621</u></u>

TOWN OF ELIZABETH
GENERAL FUND SUMMARY
2023 ADOPTED BUDGET

	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
REVENUES				
REVENUES	3,100,092	2,977,843	2,854,357	3,014,000
TRANSFER IN	<u>175,000</u>	<u>280,000</u>	<u>280,000</u>	<u>280,000</u>
SUB-TOTAL	3,275,092	3,257,843	3,134,357	3,294,000
BEGINNING FUND BALANCE	<u>1,382,494</u>	<u>1,984,260</u>	<u>2,059,998</u>	<u>2,247,763</u>
TOTAL REVENUES	4,657,586	5,242,103	5,194,355	5,541,763
EXPENDITURES				
EXPENDITURES	(2,523,847)	(3,254,424)	(2,803,296)	(3,400,292)
TRANSFER OUT	<u>(73,742)</u>	<u>(143,297)</u>	<u>(143,297)</u>	<u>0</u>
TOTAL EXPENSES	(2,597,589)	(3,397,721)	(2,946,593)	(3,400,292)
ENDING FUND BALANCE	<u>2,059,998</u>	<u>1,844,382</u>	<u>2,247,763</u>	<u>2,141,471</u>
EMERGENCY RESERVE	(77,928)	(101,932)	(88,398)	(102,009)
CONSERVATION TRUST RESERVE	(99,405)	(17,905)	(107,905)	(82,905)
ARPA RESERVE	<u>0</u>	<u>(393,614)</u>	<u>(393,614)</u>	<u>0</u>
YEAR END BALANCE	<u><u>1,882,666</u></u>	<u><u>1,330,931</u></u>	<u><u>1,657,846</u></u>	<u><u>1,956,557</u></u>

**TOWN OF ELIZABETH
GENERAL FUND SUMMARY
2023 ADOPTED BUDGET**

REVENUES		2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
10-31	Taxes	1,646,496	1,709,536	1,807,357	1,865,000
10-32	Licenses, Fees, and Charges	430,873	255,000	255,000	260,000
10-33	Intergovernmental	100,311	14,000	14,000	13,000
10-34	Grants	103,691	226,807	0	50,000
10-36	Other	818,722	772,500	778,000	826,000
10-39	Transfers In	<u>175,000</u>	<u>280,000</u>	<u>280,000</u>	<u>280,000</u>
	TOTAL REVENUE	<u><u>3,275,093</u></u>	<u><u>3,257,843</u></u>	<u><u>3,134,357</u></u>	<u><u>3,294,000</u></u>
EXPENDITURES					
10-41	Town Clerk	807,050	813,145	724,817	885,293
10-42	Judicial	15,055	20,636	28,386	36,660
10-43	Legislative	24,601	35,371	24,721	39,892
10-46	Police Department	1,052,748	1,453,570	1,283,930	1,486,217
10-49	Parks	80,462	202,502	104,942	170,489
10-52	Twn Adminstr	0	175,125	166,125	198,552
10-53	Community Development	470,188	554,075	470,375	583,190
10-59	Transfer Out	<u>73,742</u>	<u>143,297</u>	<u>143,297</u>	<u>0</u>
	TOTAL EXPENDITURES	<u><u>2,523,847</u></u>	<u><u>3,397,721</u></u>	<u><u>2,946,593</u></u>	<u><u>3,400,292</u></u>

ADOPTED

**TOWN OF ELIZABETH
GENERAL FUND REVENUES
2023 ADOPTED BUDGET**

ACCOUNT NUMBER	SOURCE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
TAXES:					
10-31-1000	Property Taxes	630,210	710,786	720,000	750,000
10-31-2000	Specific Ownership Tax	112,322	105,000	87,000	115,000
10-31-3100	1% Sales Tax	<u>903,963</u>	<u>893,750</u>	<u>1,000,357</u>	<u>1,000,000</u>
	SUB-TOTAL	1,646,496	1,709,536	1,807,357	1,865,000
LICENSES, FEES, AND CHARGES:					
10-32-1000	Franchise Tax	88,702	75,000	75,000	80,000
10-32-2000	Building Permit	306,501	150,000	150,000	150,000
10-32-3000	Other Licenses, Fees and Chg	<u>35,670</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
	SUB-TOTAL	430,873	255,000	255,000	260,000
INTERGOVERNMENTAL:					
10-33-1000	Highway Users Tax	82,297	-	-	-
10-33-2000	Cigarette Tax	8,436	5,500	5,500	3,000
10-33-3000	Conservation Trust Fund	<u>9,577</u>	<u>8,500</u>	<u>8,500</u>	<u>10,000</u>
	SUB-TOTAL	100,311	14,000	14,000	13,000
10-34-1000	GRANTS:	<u>12,346</u>	<u>226,807</u>	<u>-</u>	<u>50,000</u>
OTHER:					
10-36-1000	Interest	3,125	2,500	8,000	8,000
10-36-3100	Fines and Forfeitures	62,881	70,000	70,000	73,000
10-36-4000	Public Improvement Fee	681,468	665,000	665,000	710,000
10-36-7000	Police Revenue	46,924	35,000	35,000	35,000
10-36-9000	Other Revenue	<u>24,323</u>	<u>-</u>	<u>-</u>	<u>-</u>
	SUB-TOTAL	818,722	772,500	778,000	826,000
	TOTAL REVENUES	3,008,747	2,977,843	2,854,357	3,014,000
TRANSFERS IN:					
10-39-7000	Transfer From Water Fund	175,000	175,000	175,000	175,000
10-39-7003	Transfer From Cap Imp Fund	-	55,000	55,000	55,000
10-39-7004	Transfer From Street Cap Fund	-	50,000	50,000	50,000
	SUB- TOTAL	175,000	280,000	280,000	280,000
	GRAND TOTALS	<u>3,183,747</u>	<u>3,257,843</u>	<u>3,134,357</u>	<u>3,294,000</u>

**TOWN OF ELIZABETH
GENERAL FUND EXPENDITURES
2023 ADOPTED BUDGET**

FUND NO. 10 ACCOUNT NUMBER 41

DEPARTMENT: TOWN CLERK

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
10-41-1100	Salaries & Wages	245,542	171,150	160,000	189,000
10-41-1150	Town Clerk Salary	-	87,675	87,675	96,800
10-41-1300	Overtime	84	-	-	-
10-41-1400	Workers' Compensation	306	260	260	372
10-41-1500	Health Insurance	53,988	54,000	54,000	58,000
10-41-1550	Retirement	6,652	7,765	7,765	8,000
10-41-1600	FICA	19,052	19,800	5,000	21,864
10-41-1700	Colo Unemployment	731	1,035	500	857
10-41-1800	Tuition Reimbursement	-	5,000	3,000	10,000
10-41-1825	Memberships - Employee	612	1,500	1,200	1,500
10-41-1850	Training, Travel and Lodging	2,240	13,000	5,000	13,000
10-41-1900	Allowances	2,156	2,700	2,200	-
10-41-1950	Other Benefits	-	-	-	-
10-41-2500	Audit	25,800	28,500	26,194	28,000
10-41-3000	Community Engagement	1,304	2,400	2,400	3,400
10-41-3200	Contracted Services	100,598	4,500	4,500	5,000
10-41-3250	Finance - Contracted	11,089	-	-	-
10-41-3260	Finance - Out of Scope	1,284	-	-	-
10-41-3320	Contributions and Sponsorships	2,075	3,000	3,000	3,000
10-41-3350	County Treasurer & Other Fees	12,509	17,500	17,500	18,000
10-41-3400	Legal Publications	7,648	10,000	8,500	11,000
10-41-3450	Elections	-	15,000	-	25,000
10-41-4000	Bldg Maint and Repairs	16,653	20,000	20,000	12,000
10-41-4400	Equipment and Maint	8,930	12,000	12,000	12,000
10-41-4500	Furniture	2,598	5,000	3,400	3,500
10-41-4600	Office Supplies	10,912	13,000	11,000	11,000
10-41-4700	Postage	8,205	12,000	8,500	15,500
10-41-4800	Telephone/Internet	12,669	12,600	12,000	15,500
10-41-4900	Utilities	4,828	5,600	7,000	8,000
10-41-5100	Human Resources - Contracted	623	10,000	623	5,000
10-41-5250	IT - Contracted	27,578	30,000	29,600	33,000
10-41-5300	IT - Hardware	9,310	15,000	15,000	20,000
10-41-5325	IT - Software Purchases	600	5,000	-	2,000
10-41-5350	IT - Software Contracts	24,506	42,000	38,000	45,000
10-41-5400	Insurance	80,196	99,000	98,000	116,000
10-41-5500	Legal - Contracted	45,388	55,660	50,000	60,000
10-41-5600	Memberships - Town	9,634	11,500	11,000	13,000
10-41-5700	Public Relations	1,012	2,500	2,500	5,000
10-41-5800	Town Hall Events	40,199	7,500	7,500	8,500
10-41-9000	Other	9,537	10,000	10,000	7,500
	SUB- TOTAL	807,050	813,145	724,817	885,293

**TOWN OF ELIZABETH
GENERAL FUND EXPENDITURES
2023 ADOPTED BUDGET**

FUND NO. 10 ACCOUNT NUMBER 42

DEPARTMENT: JUDICIAL

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
10-42-1200	Salaries & Wages- Muni Judge	7,912	10,000	10,000	15,000
10-42-1300	Salaries & Wages - Asst Judge	-	-	-	4,000
10-42-1400	State Comp	154	240	240	500
10-42-1600	FICA	605	810	810	1,500
10-42-1700	Colo Unemployment	24	36	36	60
10-42-1825	Memberships - Employee	-	-	-	-
10-42-1850	Training, Travel and Lodging	-	2,300	1,800	2,600
10-42-3200	Court Prosecutor - Contracted	5,438	6,500	12,000	12,000
10-42-9000	Other	923	750	3,500	1,000
	SUB-TOTAL	15,055	20,636	28,386	36,660

FUND NO. 10 ACCOUNT NUMBER 43

DEPARTMENT: LEGISLATIVE

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
10-43-1100	BOT - Salaries & Wages	14,421	14,400	14,400	14,400
10-43-1200	PC - Compensation	1,829	3,000	3,000	3,600
10-43-1400	BOT - Workers' Compensation	9	11	11	9
10-43-1450	PC - Workers' Compensation	-	-	-	2
10-43-1600	BOT - FICA	1,336	1,400	1,400	1,102
10-43-1650	PC - FICA	-	-	-	275
10-43-1700	BOT - Colo Unemployment	51	60	60	43
10-43-1750	PC - Colo Unemployment	-	-	-	11
10-43-1850	BOT - Train, Trvl, Lodg	5,432	8,000	5,000	8,000
10-43-3700	Training, Trvl, Lodg - PC	-	4,000	100	4,000
10-43-4400	BOT - Equipment	-	2,500	-	2,500
10-43-4450	PC - Equipment	-	-	-	3,000
10-43-5000	BOT - Meals	1,413	1,500	600	2,000
10-43-6000	BOT - Plan Commission (PC - Meal	-	-	-	250
10-43-9000	BOT- Other	111	500	150	700
	SUB- TOTAL	24,601	35,371	24,721	39,892

**TOWN OF ELIZABETH
GENERAL FUND EXPENDITURES
2023 ADOPTED BUDGET**

FUND NO. 10 ACCOUNT NUMBER 46

DEPARTMENT: POLICE

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
10-46-1100	Salaries & Wages	566,880	767,000	650,000	850,000
10-46-1210	Holiday Pay	11,766	-	-	-
10-46-1240	Contracted Overtime	1,965	5,000	3,500	8,000
10-46-1300	Overtime	8,826	12,000	12,000	15,000
10-46-1400	Workers' Compensation	16,371	23,000	23,000	24,324
10-46-1500	Health Insurance	143,461	195,000	180,000	195,000
10-46-1550	Retirement	8,225	10,800	10,800	10,000
10-46-1600	FICA	9,837	11,122	15,000	18,583
10-46-1605	FPPA	55,726	69,030	69,030	80,750
10-46-1700	Colo Unemployment	1,647	3,068	2,500	2,619
10-46-1800	Tuition Reimb	1,149	5,250	-	-
10-46-1825	Memberships - Employee	778	1,500	1,500	1,500
10-46-1850	Training, Travel and Lodging	6,820	15,000	6,500	15,000
10-46-1900	Allowances	5,770	7,800	7,800	-
10-46-3000	Community Outreach	3,177	3,000	-	3,500
10-46-3200	Contracted Services	51,697	70,000	75,000	75,000
10-46-3600	Mobile Data Laptops	4,229	4,500	4,500	5,000
10-46-3625	Weapons - Lethal	-	-	-	-
10-46-3650	Weapons - Non-Lethal	4,959	6,000	2,500	6,000
10-46-3675	Other Equipment	24,248	-	-	-
10-46-4000	Bldg Maint & Repairs	18,856	21,000	10,000	21,000
10-46-4300	Drug, Screen, Psy & Poly Test	4,859	4,000	2,500	4,000
10-46-4400	Equipment and Maintenance	13,496	12,000	12,000	12,000
10-46-4500	Furniture	4,582	2,500	1,000	5,000
10-46-4650	Office Supplies	9,479	12,000	7,000	14,000
10-46-4700	Postage	622	1,000	700	1,000
10-46-4800	Telephone & Internet	14,642	16,000	16,000	17,800
10-46-4900	Utilities	4,712	7,000	7,000	7,000
*	Vehicle Depreciation	-	-	6,100	14,640
10-46-6400	Training and Ammunition	3,112	3,000	1,500	3,000
10-46-6600	Uniforms	10,076	15,000	5,500	23,000
10-46-8000	Vehicles and Leases	-	100,000	95,000	-
10-46-8050	Vehicle Maint & Repairs	10,954	25,000	30,000	27,500
10-46-8075	Fuel	17,604	20,000	20,000	20,000
10-46-9000	Other	12,224	6,000	6,000	6,000
	SUB-TOTAL	1,052,748	1,453,570	1,283,930	1,486,217

* New Account numbers effective 01/01/2023

**TOWN OF ELIZABETH
GENERAL FUND EXPENDITURES
2023 ADOPTED BUDGET**

FUND NO. 10 ACCOUNT NUMBER 49

DEPARTMENT: PARKS

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
10-49-1100	Salaries & Wages	33,782	39,500	39,500	54,856
10-49-1300	Overtime	2,499	3,000	3,000	4,200
10-49-1400	Workers' Compensation	1,574	1,900	1,900	2,300
10-49-1500	Health Insurance	8,550	7,800	9,800	11,000
10-49-1550	Retirement	998	1,185	1,185	2,000
10-49-1600	FICA	2,917	3,022	3,022	4,518
10-49-1700	Colo Unemployment	110	158	158	177
10-49-1825	Memberships - Employee	-	-	-	-
10-49-1850	Training, Travel and Lodging	40	150	-	150
10-49-1900	Allowances	436	487	487	-
*	Uniforms	-	-	-	840
10-49-4000	Bldg Maint & Repairs	10,522	20,000	5,500	20,000
10-49-4800	Telephone and Cellphones	3,037	3,800	3,800	4,800
10-49-4900	Utilities	3,864	5,000	7,000	8,000
*	Vehicle Depreciation	-	-	490	2,448
10-49-6100	Parks Maintenance	5,509	100,000	25,000	35,000
10-49-6300	Parts and Repairs	4,804	9,500	600	8,000
10-49-6500	Tree City USA	100	2,000	-	2,500
*	Vehicle Maint & Repairs	-	-	-	3,000
*	Fuel	-	-	-	3,000
*	Diesel	-	-	-	1,200
10-49-9000	Other	1,721	5,000	3,500	2,500
	SUB-TOTAL	80,462	202,502	104,942	170,489

FUND NO. 10 ACCOUNT NUMBER 52

DEPARTMENT: TWN ADMINSTR

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
10-52-1100	Salaries & Wages	-	150,000	150,000	160,500
10-52-1400	Workers' Compensation	-	150	150	193
10-52-1500	Health Insurance	-	-	-	13,000
10-52-1550	Retirement	-	4,500	-	4,500
10-52-1600	FICA	-	11,475	11,475	12,278
10-52-1700	Colo Unemployment	-	600	600	482
10-52-1800	Tuition Reimbursement	-	-	-	-
10-52-1825	Memberships - Employee	-	500	-	-
10-52-1850	Training, Travel and Lodging	-	7,000	2,000	2,500
10-52-1900	Allowances	-	900	1,900	3,900
10-52-3900	Cell Phones	-	-	-	1,200
	SUB-TOTAL	0	175,125	166,125	198,552

* New Account numbers effective 01/01/2023

**TOWN OF ELIZABETH
GENERAL FUND EXPENDITURES
2023 ADOPTED BUDGET**

FUND NO. 10 ACCOUNT NUMBER 53

DEPARTMENT: COMM DEVELOPMENT

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
10-53-1100	Salaries & Wages- Comm Dev	117,053	225,000	190,000	226,000
10-53-1300	Overtime Community Development	-	-	-	500
10-53-1400	Workers' Compensation	149	225	225	271
10-53-1500	Health Insurance	22,250	34,000	34,000	34,000
10-53-1550	Retirement	3,603	6,750	6,750	7,000
10-53-1600	FICA	9,440	17,100	15,000	17,289
10-53-1700	Colo Unemployment	359	900	900	680
10-53-1825	Memberships - Employee	-	1,200	1,000	1,400
10-53-1850	Training, Travel and Lodging	508	7,000	2,500	7,000
10-53-1900	Allowances	1,367	3,600	1,200	-
10-53-1950	Other Benefits	-	-	-	-
10-53-2500	Community Events	-	45,000	45,000	60,000
10-53-3000	Building Permits	231,292	112,500	112,500	115,000
10-53-3200	Contracted Services	58,796	25,000	40,000	30,000
10-53-3425	Elizabeth Main Street	22,153	33,000	10,000	33,000
10-53-3450	Historic Advisory Board	1,593	37,000	8,000	37,000
10-53-3475	Marketing Materials & Publ	1,626	5,000	2,500	5,000
10-53-3900	Cell Phone	-	-	-	1,000
10-53-4000	GIS	-	800	800	800
10-53-4400	Equipment	-	-	-	1,500
10-53-4500	Furniture	-	-	-	750
10-53-4600	Office Supplies	-	-	-	2,000
10-53-4600	Postage	-	-	-	2,500
10-53-9000	Other	-	-	-	500
	SUB-TOTAL	<u>470,188</u>	<u>554,075</u>	<u>470,375</u>	<u>583,190</u>

FUND NO. 10 ACCOUNT NUMBER 59

DEPARTMENT: TRANSFERS OUT

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
10-59-9933	Transfer Out	<u>73,742</u>	<u>143,297</u>	<u>143,297</u>	<u>-</u>
	SUB-TOTAL	<u>73,742</u>	<u>143,297</u>	<u>143,297</u>	<u>-</u>
	GRAND TOTAL	<u><u>2,523,848</u></u>	<u><u>3,397,721</u></u>	<u><u>2,946,593</u></u>	<u><u>3,400,292</u></u>

TOWN OF ELIZABETH
STREET MAINTENANCE FUND SUMMARY
2023 ADOPTED BUDGET

	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
REVENUES				
REVENUES	<u>419,883</u>	<u>579,867</u>	<u>533,103</u>	<u>408,200</u>
SUB- TOTAL	419,883	579,867	533,103	408,200
BEGINNING FUND BALANCE	<u>824,292</u>	<u>773,947</u>	<u>831,960</u>	<u>894,099</u>
TOTAL REVENUE	1,244,175	1,353,814	1,365,063	1,302,299
EXPENDITURES				
EXPENDITURES	<u>(412,215)</u>	<u>(497,658)</u>	<u>(470,964)</u>	<u>(598,247)</u>
TOTAL EXPENSES	(412,215)	(497,658)	(470,964)	(598,247)
ENDING FUND BALANCE	<u>831,960</u>	<u>856,156</u>	<u>894,099</u>	<u>704,052</u>
EMERGENCY RESERVE	<u>(12,366)</u>	<u>(14,930)</u>	<u>(14,129)</u>	<u>(17,947)</u>
YEAR END BALANCE	<u><u>819,594</u></u>	<u><u>841,226</u></u>	<u><u>879,970</u></u>	<u><u>686,105</u></u>

**TOWN OF ELIZABETH
STREET MAINTENANCE FUND SUMMARY
2023 ADOPTED BUDGET**

REVENUES		2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
21-31	Taxes	169,472	155,470	167,054	160,000
21-33	Intergovernmental	155,963	260,700	191,752	222,200
21-36	Other Sources of Rev	20,706	20,400	31,000	26,000
21-39	Transfers In	<u>73,742</u>	<u>143,297</u>	<u>143,297</u>	<u>0</u>
TOTAL REVENUE		<u><u>419,883</u></u>	<u><u>579,867</u></u>	<u><u>533,103</u></u>	<u><u>408,200</u></u>
EXPENDITURES					
21-49	Streets & Highways	<u>412,215</u>	<u>497,657</u>	<u>470,964</u>	<u>598,247</u>
TOTAL EXPENDITURES		<u><u>412,215</u></u>	<u><u>497,658</u></u>	<u><u>470,964</u></u>	<u><u>598,247</u></u>

ADOPTED

**TOWN OF ELIZABETH
STREET MAINTENANCE FUND REVENUES
2023 ADOPTED BUDGET**

ACCOUNT NUMBER	SOURCE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
TAXES:					
21-31-3000	General Sales Tax	135,594	134,063	150,054	150,000
21-31-4000	Use Tax	<u>33,878</u>	<u>21,407</u>	<u>17,000</u>	<u>10,000</u>
	SUB-TOTAL	169,472	155,470	167,054	160,000
INTERGOVERNMENTAL:					
21-33-1000	Highway Users Tax	0	100,000	31,052	60,000
21-33-1050	Road & Bridge	144,467	150,000	150,000	150,000
21-33-6100	M.V. Registration (\$1.50)	4,670	4,300	4,300	5,000
21-33-6200	M.V. Registration (\$2.50)	<u>6,827</u>	<u>6,400</u>	<u>6,400</u>	<u>7,200</u>
	SUB-TOTAL	155,963	260,700	191,752	222,200
OTHER SOURCES:					
21-36-1000	Investment Income	353	400	3,000	4,000
21-36-4000	Public Improvement Fee	20,353	20,000	18,000	22,000
21-36-9000	Other Revenue	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>
	SUB-TOTAL	20,706	20,400	31,000	26,000
TRANSFERS IN:					
21-39-7000	Transfer from General Fund	<u>73,742</u>	<u>143,297</u>	<u>143,297</u>	<u>0</u>
	SUB-TOTAL	73,742	143,297	143,297	0
	GRAND TOTAL	<u><u>419,883</u></u>	<u><u>579,867</u></u>	<u><u>533,103</u></u>	<u><u>408,200</u></u>

**TOWN OF ELIZABETH
STREET MAINTENANCE FUND EXPENDITURES
2023 ADOPTED BUDGET**

FUND NO. 21 ACCOUNT NUMBER 49

DEPARTMENT: STREETS & HIGHWAYS

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
21-49-1100	Salaries & Wages- Pub Works	97,695	118,500	118,500	164,567
21-49-1300	Overtime	7,497	9,000	8,000	13,000
21-49-1400	Workers' Compensation	3,787	5,700	5,700	6,900
21-49-1500	Health Insurance	25,212	23,400	32,000	38,000
21-49-1550	Retirement	2,993	3,555	3,555	5,000
21-49-1600	FICA	8,561	9,065	9,065	13,584
21-49-1700	Colo Unemployment	331	474	474	533
21-49-1850	Training, Travel and Lodging	-	500	-	-
21-49-1900	Allowances	1,463	1,463	1,500	-
21-49-2600	Uniforms	-	-	-	2,520
21-49-3200	Contracted Services	59,565	70,000	60,000	70,000
21-49-3500	De-icing Supplies	1,017	21,500	8,000	7,500
21-49-3650	Lights and Signals	19,118	18,000	16,000	18,000
21-49-3900	Phones	-	-	-	2,700
21-49-4000	Maintenance and Repairs	77,657	97,000	95,000	100,000
*	Vehicle Depreciation	-	-	1,470	7,344
21-49-5800	ROW Maintenance	106,560	105,000	110,000	105,000
21-49-6100	Signs	235	1,500	1,000	21,500
*	Vehicle Maint & Repairs	-	-	-	9,000
*	Fuel	-	-	-	9,000
*	Diesel	-	-	-	3,600
21-49-9000	Other	524	13,000	700	500
	SUB-TOTAL	412,215	497,657	470,964	598,247
	GRAND TOTAL	412,215	497,657	470,964	598,247

* New Account numbers effective 01/01/2023

TOWN OF ELIZABETH
STREET CAPITAL IMPROVEMENT FUND SUMMARY
2023 ADOPTED BUDGET

	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
REVENUES				
REVENUES	<u>1,607,812</u>	<u>1,427,228</u>	<u>1,530,482</u>	<u>1,552,000</u>
SUB-TOTAL	1,607,812	1,427,228	1,530,482	1,552,000
BEGINNING FUND BALANCE	<u>5,609,488</u>	<u>4,349,707</u>	<u>3,341,122</u>	<u>2,693,938</u>
TOTAL REVENUE	7,217,301	5,776,935	4,871,604	4,245,938
EXPENDITURES				
EXPENDITURES	(3,876,178)	(4,597,112)	(2,127,666)	(3,006,863)
TRANSFER OUT	<u>0</u>	<u>(50,000)</u>	<u>(50,000)</u>	<u>(50,000)</u>
TOTAL EXPENDITURES	(3,876,178)	(4,647,112)	(2,177,666)	(3,056,863)
ENDING FUND BALANCE	<u>3,341,122</u>	<u>1,129,823</u>	<u>2,693,938</u>	<u>1,189,076</u>
EMERGENCY RESERVE (TABOR)	(116,285)	(137,913)	(63,830)	(90,206)
2014 NOTE DEBT SERVICE RESERVE	(281,500)	(249,000)	(249,000)	0
2015 NOTE DEBT SERVICE RESERVE	<u>(72,000)</u>	<u>(24,500)</u>	<u>(24,500)</u>	<u>(232,500)</u>
YEAR END BALANCE	<u><u>2,871,337</u></u>	<u><u>742,910</u></u>	<u><u>2,381,108</u></u>	<u><u>1,098,870</u></u>

**TOWN OF ELIZABETH
STREET CAPITAL IMPROVEMENT FUND SUMMARY
2023 ADOPTED BUDGET**

		2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
REVENUES					
32-31	Taxes	1,530,243	1,399,228	1,520,482	1,542,000
32-39	Miscellaneous	<u>77,569</u>	<u>28,000</u>	<u>10,000</u>	<u>10,000</u>
	TOTAL REVENUES	<u><u>1,607,812</u></u>	<u><u>1,427,228</u></u>	<u><u>1,530,482</u></u>	<u><u>1,552,000</u></u>
EXPENDITURES					
32-49	Street Capital	3,382,834	4,159,446	0	2,550,000
32-59	Debt Service	493,344	487,666	487,666	506,863
	TOTAL EXPENDITURES	<u><u>3,876,178</u></u>	<u><u>4,647,112</u></u>	<u><u>2,177,666</u></u>	<u><u>3,056,863</u></u>

ADOPTED

**TOWN OF ELIZABETH
STREET CAPITAL IMPROVEMENT FUND REVENUES
2023 ADOPTED BUDGET**

ACCOUNT NUMBER	SOURCE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
TAXES:					
32-31-3000	General Sales Tax	1,220,350	1,206,563	1,350,482	1,350,000
32-31-4000	Use Tax	<u>309,894</u>	<u>192,665</u>	<u>170,000</u>	<u>192,000</u>
	SUB-TOTAL	1,530,243	1,399,228	1,520,482	1,542,000
MISCELLANEOUS:					
32-36-1000	Investment Income	2,569	3,000	10,000	10,000
32-36-3000	Misc Revenue	<u>75,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>
	SUB-TOTAL	77,569	28,000	10,000	10,000
	GRAND TOTAL	<u><u>1,607,812</u></u>	<u><u>1,427,228</u></u>	<u><u>1,530,482</u></u>	<u><u>1,552,000</u></u>

ADOPTED

**TOWN OF ELIZABETH
STREET CAPITAL IMPROVEMENT FUND EXPENDITURES
2023 ADOPTED BUDGET**

FUND NO. 32 ACCOUNT NUMBER 49

DEPARTMENT: STREET CAPITAL

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
32-49-1000	Drainage Improvements	45,803	-	-	-
32-49-1100	Salaries & Wages	-	24,750	-	-
32-49-1300	Overtime	-	-	-	-
32-49-1400	Workers' Compensation	-	25	-	-
32-49-1500	Health Insurance	-	3,300	-	-
32-49-1550	Retirement	-	742	-	-
32-49-1600	FICA	-	1,893	-	-
32-49-1700	Colo Unemployment	-	99	-	-
32-49-1825	Memberships - Employee	-	165	-	-
32-49-1850	Training, Travel and Lodging	-	1,650	-	-
32-49-1900	Allowances	-	322	-	-
32-49-3000	Paving Projects - CR 13 South	-	750,000	750,000	-
32-49-4000	Road Base	-	15,000	10,000	-
32-49-6600	Right of Way Easements	63,274	50,000	35,000	35,000
32-49-8000	Street Paving	3,178,495	1,000,000	500,000	160,000
32-49-9000	Concrete Street Repairs	95,263	250,000	35,000	310,000
32-49-9100	Equipment	-	287,500	150,000	300,000
32-49-9101	Rotomill	-	1,200,000	-	1,400,000
*	Hydro-Vac Trailer	-	-	-	22,500
*	Wheeled Tire Loader (Used)	-	-	-	37,500
32-49-9200	Curb & Gutter Work	-	5,000	-	20,000
32-49-9300	Sidewalk Replacement Program	-	250,000	10,000	40,000
32-49-9305	Main St Streetscape Design	-	269,000	150,000	175,000
32-49-9310	Transfer to General Fund	-	50,000	50,000	50,000
SUB-TOTAL		3,382,834	4,159,446	1,690,000	2,550,000

FUND NO. 32 ACCOUNT NUMBER 59

DEPARTMENT: DEBT SERVICE

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
2014 Refunding Note					
32-59-9700	Principal	240,000	245,000	245,000	0
32-59-9750	Interest	12,077	6,101	6,101	0
2015 Refunding Bonds					
32-59-9800	Principal	165,000	165,000	165,000	** 440,000
32-59-9850	Interest	75,668	70,965	70,965	66,263
32-59-4000	Paying Agent Svc	600	600	600	600
TOTAL DEBT SERVICE		493,344	487,666	487,666	506,863
GRAND TOTAL		3,876,178	4,647,112	2,177,666	3,056,863

* New Account numbers effective 01/01/2023

**Reflects acceleration of bond repayment.

TOWN OF ELIZABETH
WATER SEWER FUND SUMMARY
2023 ADOPTED BUDGET

	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
REVENUES				
REVENUES	3,281,109	2,530,700	1,997,000	2,210,000
OTHER FINANCING SOURCES	<u>253,094</u>	<u>-</u>	<u>-</u>	<u>-</u>
SUB-TOTAL	3,534,203	2,530,700	1,997,000	2,210,000
BEGINNING FUNDS AVAILABLE	<u>5,120,914</u>	<u>3,130,340</u>	<u>4,921,770</u>	<u>4,277,246</u>
TOTAL FUNDS AVAILABLE	8,655,117	5,661,040	6,918,770	6,487,246
EXPENDITURES				
EXPENDITURES	(927,255)	(2,852,362)	(2,392,088)	(3,829,782)
DEBT SERVICE	(2,631,092)	(74,436)	(74,436)	(74,498)
TRANSFER OUT	<u>(175,000)</u>	<u>(175,000)</u>	<u>(175,000)</u>	<u>(175,000)</u>
TOTAL EXPENDITURES	(3,733,347)	(3,101,798)	(2,641,524)	(4,079,280)
ENDING FUNDS AVAILABLE	<u>4,921,770</u>	<u>2,559,242</u>	<u>4,277,246</u>	<u>2,407,966</u>
EMERGENCY RESERVE	(112,000)	(93,054)	(79,246)	(122,378)
DEBT SERVICE RESERVE	(276,516)	(36,685)	(36,685)	(36,685)
YEAR END BALANCE	<u><u>4,773,085</u></u>	<u><u>2,429,503</u></u>	<u><u>4,161,315</u></u>	<u><u>2,248,902</u></u>

**TOWN OF ELIZABETH
WATER SEWER FUND SUMMARY
2023 ADOPTED BUDGET**

REVENUE		2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
52-34	Charge for Services	1,420,530	1,325,000	1,260,000	1,430,000
52-34	Tap Fees	1,722,300	1,112,000	660,000	700,000
52-36	Miscellaneous	138,279	93,700	77,000	80,000
52-39	Other Financing Sources	<u>253,094</u>	<u>-</u>	<u>-</u>	<u>-</u>
	TOTAL REVENUES	<u><u>3,534,203</u></u>	<u><u>2,530,700</u></u>	<u><u>1,997,000</u></u>	<u><u>2,210,000</u></u>
EXPENDITURES					
52-57	Water Operations	534,454	630,331	460,469	893,430
52-58	Sewer Operations	392,801	529,031	421,619	601,352
52-57/58	Capital Outlay	-	1,693,000	1,510,000	2,335,000
52-63/64	Debt Service	2,631,092	74,436	74,436	74,498
52-65	Transfer Out	175,000	175,000	175,000	175,000
	TOTAL EXPENDITURES	<u><u>3,733,347</u></u>	<u><u>3,101,798</u></u>	<u><u>2,641,524</u></u>	<u><u>4,079,280</u></u>

ADOPTED

**TOWN OF ELIZABETH
WATER SEWER FUND REVENUES
2023 ADOPTED BUDGET**

ACCOUNT NUMBER	SOURCE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
CHARGE FOR SERVICES:					
52-34-4100	Water Sales	742,876	650,000	650,000	750,000
52-34-4200	Sewer Sales	<u>677,655</u>	<u>675,000</u>	<u>610,000</u>	<u>680,000</u>
	SUB-TOTAL	1,420,530	1,325,000	1,260,000	1,430,000
TAP FEES:					
52-34-8100	Water Tap Fees	825,500	520,000	210,000	250,000
52-34-8200	Sewer Tap Fees	<u>896,800</u>	<u>592,000</u>	<u>450,000</u>	<u>450,000</u>
	SUB-TOTAL	1,722,300	1,112,000	660,000	700,000
MISCELLANEOUS:					
52-36-1000	Investment Income	2,057	2,700	12,000	10,000
52-36-9000	Other Revenue	<u>136,222</u>	<u>91,000</u>	<u>65,000</u>	<u>70,000</u>
	SUB-TOTAL	138,279	93,700	77,000	80,000
OTHER FINANCING SOURCES:					
52-39-7003	Transfer In From Cap Imp Fund	<u>253,094</u>	<u>0</u>	<u>0</u>	<u>0</u>
	SUB-TOTAL	253,094	0	0	0
	GRAND TOTAL	<u><u>3,534,203</u></u>	<u><u>2,530,700</u></u>	<u><u>1,997,000</u></u>	<u><u>2,210,000</u></u>

**TOWN OF ELIZABETH
WATER SEWER FUND EXPENDITURES
2023 ADOPTED BUDGET**

FUND NO. 52 ACCOUNT NUMBER 57

DEPARTMENT: WATER OPERATIONS

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
52-57-1100	Salaries & Wages- Water	103,913	130,875	120,000	164,567
52-57-1201	Seasonal Maintenance	-	-	-	-
52-57-1300	Overtime	7,497	9,000	6,000	13,000
52-57-1400	Workers' Compensation	3,803	6,295	4,200	6,900
52-57-1500	Health Insurance	25,210	25,050	32,000	38,000
52-57-1550	Retirement	2,993	3,925	3,500	5,000
52-57-1600	FICA	8,588	10,012	10,000	165,561
52-57-1700	Colo Unemployment	331	524	524	533
52-57-1825	Memberships - Employee	585	900	650	900
52-57-1850	Training, Travel and Lodging	37	1,325	-	1,325
52-57-1900	Allowances	1,841	1,625	1,625	-
52-57-1950	Other Benefits	-	-	-	-
52-57-2600	Uniforms	-	-	-	2,500
52-57-3200	Contracted Services	106,473	140,000	85,000	160,000
52-57-4800	Telephone and Cellphones	-	1,800	-	2,700
52-57-4900	Utilities	79,954	90,000	85,000	100,000
52-57-5400	Insurance	7,479	10,000	10,000	11,000
*	Vehicle Depreciation	-	-	1,470	7,344
52-57-5500	Legal - Contracted	98	8,000	-	7,500
52-57-6000	Maintenance and Repairs	166,726	150,000	75,000	150,000
52-57-7500	Chemical Supplies	6,857	9,000	5,500	18,000
52-57-7550	Water Supplies	13,257	14,000	14,000	15,000
*	Vehicle Maint & Repairs	-	-	-	9,000
*	Fuel	-	-	-	9,000
*	Diesel	-	-	-	3,600
52-57-9000	Other	(1,188)	18,000	6,000	2,000
SUB- TOTAL		534,454	630,331	460,469	893,430

FUND NO. 52 ACCOUNT NUMBER 57

DEPARTMENT: CAPITAL OUTLAY

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
52-57-9100	Ritoro Wells	-	700,000	1,500,000	1,300,000
52-57-9900	Water Line Upgrade	-	25,000	-	85,000
SUB- TOTAL		-	725,000	1,500,000	1,385,000

* New Account numbers effective 01/01/2023

**TOWN OF ELIZABETH
WATER SEWER FUND EXPENDITURES
2023 ADOPTED BUDGET**

FUND NO. 52 ACCOUNT NUMBER 58

DEPARTMENT: SEWER OPERATIONS

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
52-58-1100	Salaries & Wages	103,912	130,875	120,000	164,567
52-58-1300	Overtime	7,497	9,000	7,000	13,000
52-58-1400	Workers' Compensation	3,825	6,295	4,200	6,900
52-58-1500	Health Insurance	25,167	25,050	32,000	38,000
52-58-1550	Retirement	2,993	3,925	3,500	5,000
52-58-1600	FICA	12,424	10,012	10,000	13,584
52-58-1700	Colo Unemployment	479	524	524	533
52-58-1825	Memberships - Employee	-	900	-	900
52-58-1850	Training, Travel and Lodging	42	1,325	-	1,325
52-58-1900	Allowances	1,794	1,625	1,625	-
52-58-2600	Uniforms	-	-	-	2,500
52-58-3200	Contracted Services	46,789	110,000	70,000	90,000
52-58-4800	Telephone and Cellphones	6,669	9,000	8,500	10,700
52-58-4900	Utilities	60,852	70,000	65,000	70,000
52-58-5400	Insurance	9,216	12,000	12,000	15,400
*	Vehicle Depreciation	-	-	1,470	7,344
52-58-6000	Maintenance and Repairs	102,978	130,000	85,000	130,000
52-58-7500	Sewer Supplies	1,139	2,500	500	5,000
*	Vehicle Maint & Repairs	-	-	-	9,000
*	Fuel	-	-	-	9,000
*	Diesel	-	-	-	3,600
52-58-9000	Other	7,025	6,000	300	5,000
	SUB- TOTAL	392,801	529,031	421,619	601,352

FUND NO. 52 ACCOUNT NUMBER 58

DEPARTMENT: CAPITAL OUTLAY

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
52-58-9400	WTP Upgrades	-	968,000	10,000	950,000
	SUB- TOTAL	-	968,000	10,000	950,000

* New Account numbers effective 01/01/2023

**TOWN OF ELIZABETH
WATER SEWER FUND EXPENDITURES
2023 ADOPTED BUDGET**

FUND NO. 52 ACCOUNT NUMBER 63 & 64

DEPARTMENT: DEBT SERVICE

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
52-63-6300	2007 CWRPDA Pymt- Principal	56,882	57,928	57,928	62,398
52-63-6400	2007 CWRPDA- Interest	17,193	16,508	16,508	12,100
52-64-6500	2008 CWRDPA Loan- Principal	2,507,229	-	-	-
52-64-6600	2008 CWRPDA Loan- Interest	49,789	-	-	-
	TOTAL DEBT SERVICE	<u>2,631,092</u>	<u>74,436</u>	<u>74,436</u>	<u>74,498</u>

FUND NO. 52 ACCOUNT NUMBER 65

DEPARTMENT: TRANSFERS OUT

ACCOUNT NUMBER	ACCOUNT TITLE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
52-65-9900	Transfer to General Fund	175,000	175,000	175,000	175,000
	SUB- TOTAL	175,000	175,000	175,000	175,000
	GRAND TOTAL	<u>3,733,347</u>	<u>3,101,798</u>	<u>2,641,524</u>	<u>4,079,280</u>

TOWN OF ELIZABETH
CAPITAL IMPROVEMENT FUND SUMMARY
2023 ADOPTED BUDGET

	2021	2022	2022	2023
REVENUES	ACTUAL	APPROVED	ESTIMATED	PROPOSED
REVENUES	<u>1,859,154</u>	<u>1,657,698</u>	<u>1,693,535</u>	<u>1,715,000</u>
SUB-TOTAL	1,859,154	1,657,698	1,693,535	1,715,000
BEGINNING BALANCE	<u>5,707,956</u>	<u>6,537,879</u>	<u>6,804,267</u>	<u>8,352,302</u>
TOTAL REVENUE	7,567,110	8,195,577	8,497,802	10,067,302
EXPENDITURES				
EXPENDITURES	(509,747)	(1,207,846)	(90,500)	(1,505,690)
TRANSFER OUT	<u>(253,094)</u>	<u>(55,000)</u>	<u>(55,000)</u>	<u>(58,500)</u>
TOTAL EXPENSES	(762,841)	(1,262,846)	(145,500)	(1,564,190)
ENDING CASH BALANCE	<u>6,804,267</u>	<u>6,932,731</u>	<u>8,352,302</u>	<u>8,503,112</u>
EMERGENCY RESERVE	(15,292)	(37,885)	(4,365)	(46,926)
YEAR END BALANCE	<u><u>6,788,975</u></u>	<u><u>6,894,846</u></u>	<u><u>8,347,937</u></u>	<u><u>8,456,187</u></u>

**TOWN OF ELIZABETH
CAPITAL IMPROVEMENT FUND
2023 ADOPTED BUDGET**

REVENUES					
ACCOUNT NUMBER	SOURCE	2021 ACTUAL	2022 APPROVED	2022 ESTIMATED	2023 PROPOSED
TAXES:					
31-31-3000	Sales Tax	1,355,944	1,340,625	1,500,535	1,500,000
31-31-4000	Use Tax	338,776	214,073	140,000	150,000
31-34-1000	Grants	-	-	-	-
31-36-1000	Investment Income	2,567	3,000	18,000	15,000
31-36-9000	Other Revenue	<u>161,867</u>	<u>100,000</u>	<u>35,000</u>	<u>50,000</u>
GRAND TOTAL		<u><u>1,859,154</u></u>	<u><u>1,657,698</u></u>	<u><u>1,693,535</u></u>	<u><u>1,715,000</u></u>

ADOPTED

**TOWN OF ELIZABETH
CAPITAL IMPROVEMENT FUND
2023 ADOPTED BUDGET**

FUND NO. 31 ACCOUNT NUMBER 80

DEPARTMENT: CAPITAL IMPROVEMENT

EXPENDITURES		2021	2022	2022	2023
ACCOUNT NUMBER	ACCOUNT TITLE	ACTUAL	BUDGET	ESTIMATED	BUDGET
31-80-0100	Land Purchase	405,579	250,000	-	250,000
31-80-0600	Town Event Park	-	125,000	-	119,900
31-80-1100	Salaries & Wages	-	24,750	-	-
31-80-1400	Workers' Compensation	-	25	-	-
31-80-1500	Health Insurance	-	3,300	-	-
31-80-1550	Retirement	-	742	-	-
31-80-1600	FICA	-	1,893	-	-
31-80-1700	Colo Unemployment	-	99	-	-
31-80-1825	Memberships - Employee	-	165	-	-
31-80-1850	Training, Travel and Lodging	-	1,650	-	-
31-80-1900	Allowances	-	322	-	-
31-80-3220	Asset Assessment	-	25,000	-	-
31-80-3400	Facilities Master Plan	-	75,000	-	75,000
31-80-3425	Community Studies	-	50,000	-	-
31-80-3450	Senior Center	-	50,000	-	450,000
31-80-3475	Capital Planning	-	15,000	-	-
31-80-4000	Equipment	17,200	-	2,500	15,000
*	Hydro-Vac Trailer	-	-	-	22,500
*	Wheeled Tire Loader (Used	-	-	-	37,500
31-80-5500	Town Hall Bldg Improvemen	44,051	100,000	2,000	100,000
31-80-5550	Library Partnership	-	400,000	-	-
31-80-6000	Playground Upgrades	40,339	-	-	65,000
31-80-6500	Trail Systems	2,578	9,900	6,500	4,500
*	PD Building Improvement	-	-	-	75,000
*	Banner & Elm Property	-	-	-	150,000
*	Community Garden	-	-	-	25,000
*	PW Trucks	-	-	-	111,290
31-80-9100	Town Hall Landscaping	-	75,000	79,500	5,000
31-80-9900	Transfer to Water Fund	253,094	-	-	3,500
31-809901	Transfer to General Fund	-	55,000	55,000	55,000
* New Account numbers effective 01/01/2023					
	SUB-TOTAL	762,841	1,262,846	145,500	1,564,190
	GRAND TOTAL	<u>762,841</u>	<u>1,262,846</u>	<u>145,500</u>	<u>1,564,190</u>

RESOLUTION 22R49

A RESOLUTION APPROPRIATING SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE TOWN OF ELIZABETH, COLORADO FOR THE 2023 BUDGET YEAR

WHEREAS, THE TOWN OF ELIZABETH has adopted the annual budget in accordance with the Local Government Budget Law, on November 29, 2022, and

WHEREAS, THE BOARD OF TRUSTEES has made provisions therein for revenues and beginning fund balances in an amount equal to or greater than the total proposed expenditures set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Town of Elizabeth.

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

SECTION 1. That the following sums of money are hereby appropriated from the revenues and available balances of each fund, to each fund, for the purposes stated:

General Fund	\$3,400,292
Street Maintenance Fund	\$598,247
Street Capital Improvement Fund	\$3,006,863
Water Sewer Fund	\$3,904,280
Capital Improvement Fund	<u>\$1,505,690</u>
	<u>\$ 12,415,372</u>

ADOPTED, this 29th day of November 2022, A.D.

Megan Vasquez, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

RESOLUTION 22R50

A RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2022 TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE TOWN OF ELIZABETH, COLORADO, FOR THE 2023 BUDGET YEAR

WHEREAS, the Board of Trustees of the Town of Elizabeth, has adopted the annual budget in accordance with the Local Government Budget Law, on November 29, 2022, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenues is \$750,000 and;

WHEREAS, the 2022 valuation for assessment for the Town of Elizabeth as certified by the County Assessor is \$36,814,881;

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

Section 1. That for the purpose of meeting all general operating expenses of the Town of Elizabeth during the 2023 budget year, there is hereby levied a tax of 20.236 mills upon each dollar of the total valuation for assessment of all taxable property within the Town of Elizabeth for the year 2023.

Section 2. That the Town Clerk is hereby authorized and directed to either immediately certify to the County Commissioners of Elbert County, Colorado, the mill levies for the Town of Elizabeth as hereinabove determined and set, or be authorized and directed to certify to the County Commissioners of Elbert County, Colorado, the mill levies for the Town of Elizabeth as hereinabove determined and set based upon the final December certification of valuation from the County Assessor.

ADOPTED, this 29th day of November 2022, A.D.

Megan Vasquez, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk



TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: November 29, 2022
SUBJECT: Resolution 22R51

SUMMARY

Staff is seeking the approval of Resolution 22R51, the first amendment to the Professional Services Agreement with CORE Engineering for the Main Street Streetscape Design. The original PSA with CORE for the Main Street Streetscape Design was approved by the Board of Trustees on 01/11/2022. As requested by the Board of Trustees at their 09/13/2022 meeting, staff has sought an add services agreement with CORE Engineering to include the side streets for survey and design as well as options that further explore a mix of parallel and diagonal parking. The Main Street Board of Directors has reviewed the agreement and has given their recommendation of approval.

The full scope of the add services can be found in the attached Exhibit A – Service Authorization document. The timeline of the design project has been extended to complete by June 30th, 2023. The time extension allows time for the Board of Trustees to hear preliminary recommendations regarding Main Street from the Stolfus contracted Old Town Traffic Study. The additional services also include an additional public meeting that will take the place of the original 80% Design meeting. This project has been an ongoing effort amongst the Main Street Board of Directors, Town Staff, consultants, and the public. The design process will involve field work, coordination with Main Street residents and businesses, and creation of engineering and design plans. Scope remaining to be completed from the original PSA includes design options, cost estimates, and construction schedule and phasing. The full Scope of Services and Timeline can be found in Exhibit A. The full budget is also outlined in Exhibit A as well as a Schedule of Rates.

The original PSA budget was set at \$271,000 and included both FF and TME line items. The first amendment to the PSA budget is \$12,000. The total PSA budget with the first amendment included is \$283,000.

RECOMMENDATION

Town Staff recommends the approval of Resolution 22R51, the first amendment to the PSA with CORE Engineering to complete the Main Street Streetscape Design. Town Staff feels that this amendment to the PSA and included Exhibits are comprehensive and set the town up for success regarding this phase of the project.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

ATTACHMENT(S)

Resolution 22R51

First Amendment to the CORE PSA – Exhibit A Service Authorization

Original CORE PSA and Resolution

RESOLUTION 22R51

A RESOLUTION APPROVING THE FIRST AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE TOWN AND CORE CONSULTANTS, INC. FOR THE DESIGN OF THE MAIN STREET STREETScape/WIDENING PROJECT

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

Section 1. The First Amendment to the Professional Services Agreement between the Town and CORE Consultants, Inc. for the design of the Main Street Streetscape/Widening Project, attached hereto as **Exhibit A**, is hereby approved and the Mayor is authorized to execute same on behalf of the Town.

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

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this 29th day of November, 2022, by and between the Town of Elizabeth, Colorado (hereinafter referred to as the "Town") and CORE Consultants, Inc. (hereinafter referred to as "Consultant").

RECITALS

A. On January 11, 2022, the Town and Consultant entered into a Professional Services Agreement (the "Original Agreement").

B. The parties desire to amend the Original Agreement with this First Amendment as set forth below.

AGREEMENT

NOW, THEREFORE, it is hereby agreed as follows.

1. Section I of the Original Agreement is amended by the addition thereto of the Scope of additional engineering and land surveying services as more particularly described in **Exhibit A**, attached hereto, and incorporated herein by this reference (the "Additional Scope").

2. Section IV, subsection A. of the Original Agreement is amended by the addition thereto of an additional amount not to exceed Twelve Thousand Dollars (\$12,000.00) as more particularly described in the Additional Scope.

3. Section V of the Agreement is amended to provide that the contract term is through and including June 30, 2023.

4. The Original Agreement is in full force and effect and is hereby ratified by the Town and the Consultant. The Original Agreement and this First Amendment constitute all of the agreements between the Town and the Consultant.

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

TOWN OF ELIZABETH, COLORADO

By: _____
Megan Vasquez, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

CONSULTANT

By:



Manuel H. Nuno, P.E.
Project Manager November 22, 2022

ATTEST:



Rob Hansen, P.E.
Team Leader November 22, 2022

EXHIBIT A

SERVICE AUTHORIZATION

Service Authorization No. 002
CORE Project No. 10-010-069 (the "Project").

This Exhibit A, Service Authorization, executed by and between CORE Consultants, Inc., a Colorado corporation whose principal place of business is located at 3473 S. Broadway, Englewood, CO 80113 ("CORE") and Town of Elizabeth ("Client"; CORE and Client, the "Parties"), shall become incorporated into and be part of that certain Professional Service Agreement between the Parties, dated 1/11/2022 (the "Agreement").

This Service Authorization identifies the Scope of Services, Assumptions and Clarifications, Exclusions, Client Responsibilities, Compensation, and Schedule related to Services to be provided by CORE for the Main Street Streetscape.

SCOPE OF SERVICES

Based on the discussions by the Town at the Town Board Meeting on September 13, 2022, CORE has prepared a request for additional engineering and land surveying services for the Town of Elizabeth Main Street Streetscape Project. The Town Board has directed CORE to provide additional topographic survey information, outside of the original project boundary. In addition, CORE will provide additional support for the design of the streetscape project outside of the originally determined project schedule. Based on the original contract schedule, the streetscape design was anticipated to be at the 80% level by October 19, 2022. The requested revisions revert the project design back to approximately 50%, necessitating a certain amount of re-work on the part of CORE. We have assumed that the additional design of parking along the side streets will offset the reduction in scope from the elimination of the last block of Main Street.

The request for additional funds includes the following items, above and beyond the original scope of work:

1. Additional Topography for Future Side Street Parking

- 1.1. Topographic Survey of East Side of Broadway (120 LF)
Provide detailed topographic survey of existing conditions on the existing unpaved portion of Town Right of Way, extending from the Main Street ROW on the west to the limits of Broadway ROW on the east, a total distance of approximately 120 linear feet. The survey will include identification of any existing improvements, boundaries, and any above ground evidence of underground utilities, necessary for completing engineering design work.
- 1.2. Topographic Survey of West Side of Broadway (140 LF)
Provide detailed topographic survey of existing conditions on the existing paved portion of Town Right of Way, extending from the Main Street ROW on the east to the existing alleyway halfway between Main and Banner, a total distance of approximately 140 linear feet. The survey will include identification of any existing improvements, boundaries, and any above ground evidence of underground utilities, necessary for completing engineering design work.

1.3. Topographic Survey of East Side of Elm (120 LF)

Provide detailed topographic survey of existing conditions on the existing unpaved portion of Town Right of Way, extending from the Main Street ROW on the west to the limits of Elm ROW on the east, a total distance of approximately 120 linear feet. The survey will include identification of any existing improvements, boundaries, and any above ground evidence of underground utilities, necessary for completing engineering design work.

1.4. Topographic Survey of West Side of Elm (140 LF)

Provide detailed topographic survey of existing conditions on the existing paved portion of Town Right of Way, extending from the Main Street ROW on the east to the existing alleyway halfway between Main and Banner, a total distance of approximately 140 linear feet. The survey will include identification of any existing improvements, boundaries, and any above ground evidence of underground utilities, necessary for completing engineering design work.

1.5. Topographic Survey of East Side of Spruce (250 LF)

Provide detailed topographic survey of existing conditions on the existing unpaved portion of Town Right of Way, extending from the Main Street ROW on the west to the limits of Spruce ROW on the east, a total distance of approximately 250 linear feet. The survey will include identification of any existing improvements, boundaries, and any above ground evidence of underground utilities, necessary for completing engineering design work.

2. Additional Public Meeting

2.1. Attendance at (1) Public Meeting

Based on the proposed changes to the scope of work, CORE has assumed attendance at one (1) additional public meeting to discuss the streetscape project. CORE shall prepare necessary exhibits for presentation, keep track of attendance, and present at the public meeting. We have assumed that each meeting will be up to 2 hours in length and will occur in person at Town Hall

3. Additional Exhibits for Town Board Discussion

3.1. Exhibits for Additional Option (Diagonal Parking on one side, Parallel on the other)

CORE shall prepare exhibits for the analysis of one additional parking option not previously discussed in the previous 2 public meetings. CORE will prepare a conceptual design with diagonal parking on the east side of main while maintaining parallel parking on the west side. Due to the nature of the proposed changes, CORE will prepare revised cross sections, road alignments, and a 2-D site plan showing the proposed conditions.

ASSUMPTIONS AND CLARIFICATIONS

The following Assumptions and Clarifications are provided relative to the Scope of Services, Compensation, and Schedule herein:

1. Pricing is valid for 30 days. Beyond that, pricing will require review/revision by CORE.

2. This Agreement and all contents expressed herein are confidential and cannot be disclosed to parties outside of CORE and Client without the specific written permission of CORE.
3. The fee and Scope of Services are based on the work schedule attached hereto identified therein. Any work extending beyond the schedule indicated due to revisions directed by Client is not included.
4. If the Scope of Services is increased, the fee will also increase based on requirements dictated by the schedule and requirements.
5. CORE services will be provided with a standard of care similar to other professional service firms providing these services within the region.

SPECIFIC EXCLUSIONS

This Agreement specifically excludes the following items, and all items not listed in the Scope of Services presented herein:

1. Additional survey areas outside of those identified above
2. Right of Way Acquisition services

CLIENT RESPONSIBILITIES

The following items will be provided by Client:

1. Client shall cooperate with CORE in good faith, as necessary to allow CORE to perform the services defined in the Agreement.
2. Client shall provide CORE with information and criteria of Client's requirements for the Project.
3. Client shall provide access to the Project site as necessary for CORE's performance of the Scope of Services.
4. Client shall examine and respond promptly to CORE's submissions to the Client.
5. The client shall consult with CORE on a regular basis concerning the timeliness, cost, and adequacy of services as the service progress, and promptly furnish to CORE written notice of any noncompliance with the terms of the Agreement.

COMPENSATION

The Scope of Services provided herein will be provided on a combination Fixed Fee (FF) and Time and Materials Estimate ("TME") basis. Each Scope of Services item is noted by either FF or TME as

appropriate. FF items will be invoiced on a percent-complete basis as the Project and services progress.

Task	Task Description	Previous Fee	New Additional Fee	Total	Type
1	Survey	\$25,000.00	\$4,500.00	\$29,500.00	FF
2	Ownership Research	\$4,000.00		\$4,000.00	FF
3	Utility Locates	\$8,000.00		\$8,000.00	TME
4	Public Meetings	\$7,000.00	\$2,500.00	\$9,500.00	FF
5	Geotechnical Investigation	\$10,000.00		\$10,000.00	FF
6	Roadway Engineering	\$65,000.00	\$5,000.00	\$70,000.00	FF
7	Drainage Report	\$27,000.00		\$27,000.00	FF
8	Bid Support	\$15,000.00		\$15,000.00	TME
9	Reimbursables	\$3,000.00		\$3,000.00	TME
10	Landscape Design	\$92,000.00		\$92,000.00	FF
11	Street Light and Powerline Relocation	\$15,000.00		\$15,000.00	TME
Total:		\$271,000.00	\$12,000.00	\$283,000.00	

All TME NTE, TME, and FF items will be invoiced pursuant to the Terms and Conditions and at the Schedule of Rates, both as in effect at the time services are rendered and expenses incurred.

CORE is hereby authorized by Client to proceed with the Scope of Services as set forth herein.

CORE Consultants, Inc.

Client: Town of Elizabeth

Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:

RESOLUTION 22R04

A RESOLUTION APPROVING THE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE TOWN AND CORE CONSULTANTS, INC. FOR THE DESIGN OF THE MAIN STREET STREETScape/WIDENING PROJECT

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

Section 1. The Professional Services Agreement between the Town and CORE Consultants, Inc. for the design of the Main Street Streetscape/Widening Project, attached hereto as **Exhibit A**, is hereby approved and the Mayor is authorized to execute same on behalf of the Town.

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

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this 11th day of January, 2022, by and between the Town of Elizabeth, State of Colorado (hereinafter referred to as the "Town") and CORE Consultants, Inc. (hereinafter referred to as "Consultant").

RECITALS:

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

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Consultant shall provide to the Town, professional consulting services for the Project.

I. SCOPE OF SERVICES

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

II. THE TOWN'S OBLIGATIONS/CONFIDENTIALITY

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

III. OWNERSHIP OF WORK PRODUCT

The Town acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the Town upon completion of the work.

IV. COMPENSATION

- A. In consideration for the completion of the services specified herein by Consultant, the Town shall pay Consultant in accordance with the schedule of charges in **Exhibit B**, which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Consultant under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the Town.

1. All invoices, including Consultant's verified payment request, shall be submitted by Consultant to the Town no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the twenty-fourth (24th) day of any given month, Consultant defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.
2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The Town has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the Town.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the Town) required by this Agreement have been turned over to and approved by the Town and upon receipt by the Town of Consultant's certification that services required herein by Consultant have been fully completed in accordance with this Agreement and all data and reports for the Project.

V. COMMENCEMENT AND COMPLETION OF WORK

Within seven (7) days of receipt from the Town of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. The contract term is through December 31, 2022. The Town may provide Contractor with seven (7) days' advance written notice of termination at any time pursuant to the terms of the Original Agreement. Except as may be changed in writing by the Town,

the Project shall be complete and Consultant shall furnish the Town the specified deliverables as provided in Exhibit A.

VI. CHANGES IN SCOPE OF SERVICES

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

VII. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the Town for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the Town of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the Town's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

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

VIII. COMPLIANCE WITH LAW

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

IX. INDEMNIFICATION

Consultant agrees to indemnify and hold harmless the Town, its officers, employees, and insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subconsultant of Consultant, or any officer, employee, representative, or agent of Consultant or of any subconsultant of Consultant, or which arise out of any workmen's compensation claim of any employee of Consultant or of any employee of any subconsultant of Consultant. Consultant agrees to investigate, handle, respond to, and to provide defense for and defend against any such liability, claims or demands at the sole expense of Consultant, or at the option of the Town, agrees to pay the Town or reimburse the Town for the defense costs incurred by the Town in connection with, any such liability, claims, or demands. Consultant also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss, or damage was caused in whole or in part by the act, omission, or other fault of the Town, its officers, or its employees, the Town shall reimburse Consultant for the portion of the judgment attributable to such act, omission, or other fault of the Town, its officers, or employees.

X. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to paragraph A. above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section IX. Indemnification, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

B. Consultant shall procure and maintain, and shall cause any subconsultant of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the Town. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX. Indemnification, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workmen's compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars

(\$1,000,000) disease - policy limit, and one million dollars (\$1,000,000) disease - each employee. Evidence of qualified self-insured status may be substituted for the workmen's compensation requirements of this paragraph.

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

Town of Elizabeth
Box 159
151 S. Banner Street
Elizabeth, Colorado 80107

6. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the Town may immediately terminate this Agreement, or at its discretion, the Town may procure or renew any such policy or any extended reporting period thereto and may pay

any and all premiums in connection therewith, and all monies so paid by the Town shall be repaid by Consultant to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Consultant from the Town.

7. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.
8. The parties hereto understand and agree that the Town, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently three hundred fifty thousand dollars (\$350,000) per person and nine hundred ninety thousand dollars (\$990,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat. §24-10-101 et seq., 10 Colo. Rev. Stat., as from time to time amended, or otherwise available to the Town, its officers, or its employees.

XI. WORKERS WITHOUT AUTHORIZATION.

a. Certification. By entering into this Agreement, Consultant hereby certifies that, at the time of this certification, it does not knowingly employ or contract with a worker without authorization and that Consultant has participated or attempted to participate in the basic pilot program administered by the U.S. Department of Homeland Security in order to verify that it does not employ any workers without authorization.

b. Prohibited Acts. Consultant shall not:

1. Knowingly employ or contract with a worker without authorization to perform work under this Agreement; or
2. Enter into a contract with a subconsultant that fails to certify to Consultant that the subconsultant shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

c. Verification.

1. Consultant has verified or attempted to verify through participation in the basic pilot program administered by the U.S. Department of Homeland Security that Consultant does not employ any workers without authorization and, if Consultant is not accepted into the basic pilot program prior to entering into this Agreement, that Consultant shall apply to participate in the basic pilot program every three (3) months until Consultant is accepted or this Agreement has been completed, whichever is earlier.
2. Consultant shall not use basic pilot program procedures to undertake preemployment screening of job applicants while this Agreement is being performed.

3. If Consultant obtains actual knowledge that a subconsultant performing work under this Agreement knowingly employs or contracts with a worker without authorization, Consultant shall:

i. Notify the subconsultant and the Town within three (3) days that Consultant has actual knowledge that the subconsultant is employing or contracting with a worker without authorization; and

ii. Terminate the subcontract with the subconsultant if within three (3) days of receiving the notice required pursuant to subparagraph (i) hereof, the subconsultant does not stop employing or contracting with the worker without authorization; except that Consultant shall not terminate the contract with the subconsultant if during such three (3) days the subconsultant provides information to establish that the subconsultant has not knowingly employed or contracted with a worker without authorization.

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

XII. NON-ASSIGNABILITY

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

XIII. TERMINATION

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the Town's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the Town's issuance of said written notice of intent to terminate, the Town shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached the standards and terms of this Agreement, the Town shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the Town thereafter shall be at the Town's sole risk, unless otherwise consented to by Consultant.

XIV. CONFLICT OF INTEREST

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

XV. VENUE

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

XVI. INDEPENDENT CONTRACTOR

Consultant is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is the employee of the Town for any purposes.

XVII. NO WAIVER

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

XVIII. ENTIRE AGREEMENT

This Agreement and the attached Exhibits A and B is the entire Agreement between Consultant and the Town, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

XVIII. NOTICE

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

The Town: Town of Elizabeth
 151 S. Banner Street
 Box 159
 Elizabeth, Colorado 80107

Consultant: CORE Consultants, Inc.
3473 South Broadway
Englewood, CO 80113

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

TOWN OF ELIZABETH, COLORADO

By: _____
Megan Vasquez, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

CONSULTANT

By: _____

Title Date

ATTEST:

Title Date

EXHIBIT A

SCOPE OF SERVICES

This Exhibit A identifies the Scope of Services, Assumptions and Clarifications, Exclusions, Client Responsibilities, and Schedule related to Services to be provided by CORE for the Main Street Improvements.

1. Detailed Field Survey

CORE will provide a Detailed Field Survey for the Main Street Streetscape/Widening from Highway 86 through the entire intersection of East Maple Street, approximately 2000 feet. This Detailed Field Survey will include existing topography, hardscape improvements, driveways, culverts, and utilities within the existing Main Street ROW corridor from the north side of future East Maple Street intersection to the south side of Highway 86.

The field survey corridor extends from ROW, with additional mapping extending beyond the back-of-walk or ROW line where adjacent grading is critical, such as building entrances, driveways, and private yards. Roadway mapping will depict the striping, crosswalks, edges of existing asphalt and concrete pavement, gravel shoulders, curb & gutter, concrete pans, aprons, cross pans, sidewalk chases, and storm inlets. Roadway intersection mapping, and utility locations, will extend ± 50 feet in either direction along each crossing street.

Several portions of Main Street are fronted by commercial buildings and shops with awnings, fences, utilities, doorway entrances, and sunken patios directly connected to the sidewalks. CORE will provide basic mapping of these adjacent facilities to support civil design, with close coordination of the civil design team.

Spot elevations will be taken at critical locations to ensure proper tie-in/connection with the proposed improvements.

Above and below-ground utilities within the corridor will be mapped based on visible evidence and underground utility markings. CORE will hire the consultant and coordinate the underground utility markings. CORE will map the existing sanitary and storm sewer manholes and inlets in the mapping corridor. CORE will obtain manhole pipe diameters and invert elevations only if required for construction documents, directed by the civil design team.

CORE will depict the existing ROW for Main Street and adjacent property lines based on recorded plats and found monuments. A boundary survey is not included in this scope as it should not be required to complete the work. CORE will do title research of existing easements of record. This scope does not include the preparation of a Land Survey Plat or set any property corners as part of this task. The title documents will be ordered and given to CORE. If separate easements are required, they will be prepared on a TME basis. No additional easements are anticipated for this scope.

2. Ownership Research

For use in mailing lists, contacts, and other project information, CORE surveyors will perform office and County research to obtain Assessor's ownership and contact information for those properties affected by project improvements.

3. Existing Utility Locates

CORE will subcontract a utility location service to provide markings for existing underground utilities within and adjacent to the proposed construction areas. CORE will map the markings provided. Potholing for utilities will be provided in accordance with State requirements for SUE Quality Level A & B and the potential of disturbance to those facilities resulting from future construction. Existing utilities will include:

- Gas
- Water lines and water service lines
- Electric
- Telephone
- Cable
- Any other underground utility which may be identified
- Existing sanitary and storm drainage lines. Depth will be determined if needed for construction documents.

4. Public Meetings and Outreach

CORE will attend and assist the Town with any and all meetings, as outlined in the Scope of Services, with impacted property and business owners and the general public, throughout the design process. CORE will attend up to three public meetings as outlined below. It is anticipated that the meetings will occur in the following manner:

4.1. Pre-Design Meeting/Kickoff Meeting

Prior to any design and/or field investigation, CORE anticipates notifying the impacted property and business owners of the research being conducted, project information, and planned public meetings. A Kickoff Meeting will be held prior to design to inform impacted parties and the general public of the upcoming proposed improvements and receive specific input/feedback regarding their concerns.

4.2. Design Meetings

Design Meetings with the public will be held at 30% and 80% design. Input will be solicited from property and business owners on construction phasing at the 80% design meeting. CORE will attend these meetings to present designs, answer questions, and obtain feedback and information from the public. Additionally, CORE will prepare information for the Town's staff to release to the public after the design has been completed.

5. Geotechnical Design

CORE will subcontract the geotechnical investigation of the existing streets to identify recommendations for the type and thickness of the subgrade material and proposed pavement.

6. Roadway Design Plans

CORE will design the proposed streets related to the Town's Streetscape Plan, Town Standards, and/or approved variances thereof. These improvements start at Highway 86 and extend south to Maple Street.

Widening will consist of 40-degree angled parking on both sides per Town standards. "Bulbouts" will be designed at all four corners of every intersecting street. Street Plans will consist of curb/gutter, spot elevations, cross-sections, profiles, and drainage plan. Plans will also show any new or existing drainage infrastructure. Any new storm inlets will be a part of these plans. Included in this category is the preparation of the Erosion Control Plans and Stormwater Management Report.

Construction Plans will be prepared per Town standards and will be used to obtain public bids for the improvements.

It is anticipated that design and construction plans will be presented to the Town in the following manner (or as recommended by staff):

- a) 30% level of completion – considered preliminary plans – for use in initial presentation to the Town.
- b) 80% level of completion – design, plans, and construction phasing have considered the concerns/issues of the Town.
- c) 100% level of completion – design plans have considered the concerns/issues of the Town and addressed as practical – for use in obtaining public construction bids.
- d) Any level of completion to address specific concerns.

7. Final Drainage Report

CORE will prepare a Final Drainage Report, per Town standards, to identify storm runoff within the drainage basin, which will include the area of new construction and all other areas which contribute runoff to the proposed storm drainage system. The final drainage report will include projected development and infill of properties adjacent to Main Street. The Report will locate and size necessary storm drainage inlets (catch basins) and storm drain pipelines. It is anticipated that some infrastructure will need to be added and/or replaced.

8. Bid Process

CORE will prepare a set of bid documents per Town standards which will include all necessary public bid plans and forms.

Prior to Public Notice to Receive Bids, CORE will prepare an Engineer's Estimate of Construction Cost to review with the Town and will place the Public Notice to Receive Bids after receiving direction from the Town. CORE will provide these estimates at 80% and then finalize at 100%.

CORE will assist with collecting and opening bids and selecting a bid for Board of Trustees approval.

9. Project Administration

Project Administration includes meetings, presentations, project coordination, and site visits with Client, project team, and Main Street business and property owners.

10. Landscape Architecture Streetscape Concept and Construction Plans

The deliverables associated with Landscape Architecture and Urban Design Services will be provided by Terracina Design. The construction documents will be a part of the entire construction set. CORE and Terracina will work to identify locations for benches, trash receptacles, wayfinding signage, public art base locations, planters, and bike rack locations. The Town will work with a local artist to design alterations for the benches, trash receptacles, wayfinding signage, and bike racks.

10.1. Concept Design

Do the necessary research to prepare up to three (3) design concepts with four (4) plan view renderings. The final preferred option will be a digital rendering. This may be used by the Town for any hearings, meetings, etc. This deliverable also includes project kick-off and presentations to Town boards, necessary site visits, and project coordination amongst the Team.

10.2. Construction Documents

Construction documents will be prepared to accompany the civil construction plans. The following will be provided:

- Assembly of base files from consultants and sheet set up for construction plans
- Preparation of Material Schedule
- Preparation of Paving Design Plans
- Preparation of Planting Plans including street trees and planter beds
- Site Furnishing Plans
- Construction Details
- Specifications solely for Landscape documents
- Cost Estimate
- 30% Design Package Plans simulate the above Civil construction plans.
- 80% Design Package Plan and Specification Outline
- 100% Design Package
- Irrigation Plans
- Bid Documents PS&E
- Necessary Project Coordination, Meetings, and QA/QC

11. Street Lighting and Powerline Relocation

CORE will work with the Lighting consultant and CORE Electric Cooperative to prepare lighting plans for the street improvements and plans for underground powerline relocation.

Specific Exclusions

1. Structural design of any kind, including retaining walls.
2. Underdrain design.
3. Preparation of environmental impact studies, water quality study, floodplain studies, and CLOMR/LOMR, information for the Federal Insurance Administration, NPDES, or UCH permitting and/or processing information for U.S. Army Corps of Engineer's Wetland Permit.
4. Major structures such as bridges, dams, channels, or spillways, not expressly outlined in the above Scope of Services.
5. Contract administration, construction management or construction observation, and/or preparation of specifications.

6. Landscape Architecture Exclusions: Perspective Renderings, 3D Renderings, Drone Surveys, Photo Match Renderings, Public Outreach Process, Lighting Design, Signage/Wayfinding Design, and additional value engineering after 80% design

Client Responsibilities

The following items will be provided by Client:

1. Client shall cooperate with CORE in good faith, as necessary, to allow CORE to perform the services defined in Exhibit A.
2. Client shall provide CORE with information and criteria of Client’s requirements for the Project.
3. Client shall provide access to the Project site as necessary for CORE’s performance of the Scope of Services.
4. Client shall examine and respond promptly to CORE’s submissions to Client.
5. Easement negotiation and Grantor compensation as applicable
6. Scheduling of public meetings, use of hearing room, and attendance
7. Mailers and notification on Town letterhead
8. Media relations and press

Timeline

Milestone/Deliverable	Completion Deadline (On or Before)
Assist Town with mail notification to Main Street property/business owners	January 14, 2022
Field research	February 28, 2022
Public Meeting #1: Kickoff/Pre-Design Meeting	March 16, 2022
30% Design; Draft Design Concepts and Plan View Renderings	June 30, 2022
Preliminary Drainage Plan	June 30, 2022
Public Meeting #2: 30% Design Meeting	July 13, 2022
80% Design; Draft Concepts and Plan View Renderings	October 3, 2022
80% Construction Estimates	October 3, 2022
Preliminary Street Lighting Plans	October 3, 2022
Preliminary Powerline Relocation Plans	October 3, 2022
Draft Final Drainage Report	October 3, 2022
Public Meeting #3: 80% Design Meeting	October 19, 2022
100% Design; Final Preferred Digital Rendering	November 21, 2022
Final Drainage Report	November 21, 2022
Final Construction Estimates	November 21, 2022
Final Bid Documents	November 21, 2022
Public Notice to Receive Bids (Open for 4 weeks)	December 1, 2022
Assist Town with mail notification to Main Street property/business owners	December 9, 2022
Bid opening; Review; Selection recommendation	January 13, 2023

EXHIBIT B

COMPENSATION

The Scope of Services provided herein will be provided on a combination Fixed Fee (FF) and Time and Materials Estimate (“TME”) basis. Each Scope of Services item is noted by either FF or TME as appropriate. FF items will be invoiced on a percent-complete basis as the Project and services progress.

All TME NTE, TME, and FF items will be invoiced pursuant to the Terms and Conditions and at the Schedule of Rates, both as in effect at the time services are rendered and expenses incurred.

Task	Task Description	Fee	Type
1	Detailed Field Survey	\$25,000	FF
2	Ownership Research	\$4,000	FF
3	Existing Utility Locates	\$8,000	TME
4	Public Meetings	\$7,000	TME
5	Geotechnical Design	\$10,000	FF
6	Roadway Plans	\$65,000	FF
7	Final Drainage Report	\$27,000	FF
8	Bid Process	\$15,000	TME
9	Reimbursable Expenses	\$3,000	TME
10	Landscape Architecture Streetscape	\$92,000	TME
11	Street Light and Powerline Relocation	\$15,000	TME
Total:		\$271,000	

SCHEDULE OF RATES

MANAGEMENT

Principal	\$200 - \$230
Market Sector Leader	\$210
Sr. Project Manager	\$190 - \$200
Project Manager	\$170 - \$190

ENGINEERING

Project Engineer	\$150 - \$160
Engineer	\$115 - \$130
Engineer Intern	\$75 - \$85

LAND SURVEYING

Project Surveyor	\$125 - \$165
Survey Technician	\$75 - \$115
Two-Person Survey Crew	\$185
One-Person Survey Crew	\$130 - \$145

NATURAL RESOURCES

Environmental Consultant	\$123 - \$163
Environmental Specialist	\$83 - \$113
Environmental Technician	\$52 - \$82

CAD/GIS

CAD Technician	\$65 - \$105
CAD Designer	\$110 - \$150
GIS Technician	\$60 - \$80
GIS Analyst	\$90 - \$120
GIS Coordinator	\$120 - \$150

LITIGATION SUPPORT

Expert Witness/Deposition	\$300 - \$600
Due Diligence Manager	\$200 - \$300

ADMINISTRATION

Administrative Assistant	\$60 - \$95
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REIMBURSABLE EXPENSES

Vehicle Mileage	\$0.58/mile*
Travel Expense	cost + 15%
Postage/Shipping/Courier	cost + 15%
Survey Supplies	cost + 15%
Large Format Printing	B&W \$1.50/sf Color \$3.00/sf
Small Format Printing (11x17)	B&W \$0.10/pg Color \$0.40/pg

Direct reimbursable expenses such as travel expenses, meals and lodging, postage and shipping, reproduction, document, and special equipment purchases, and sub-consultants shall be billed at cost plus 15%. Any application, permit, submittal, review, and recording/filing fees shall be paid directly by the client.

*Mileage shall be billed at the current IRS allowable rate.



Elizabeth Police Department

P.O. Box 1527 / 425 S. Main Street

Elizabeth, Colorado 80107

Phone: (303) 646-4664 Fax: (303) 646-0676

Mberghahn@townofelizabeth.org

Background:

The Elizabeth Police Department secured Victims' Advocate services in 2021 by contracting Patricia Ann Fontenot. Previously our Records Manager left her position in July 2021 and left the department non-compliant in regard to state regulations related to victim advocacy. The 18th Judicial Circuit was kind enough to provide those services to us as a stopgap measure. However, they notified us that they would be unable to do this long term. We had previously contracted with an individual to perform these duties prior to moving them in house for \$500/mo. We attempted to engage this type of arrangement again but were told by contractors that this amount was insufficient. We attempted to double that contracted amount as an inducement to engage the previous contractor but were unable to secure an agreement at the revised amount.

At the time the Town Manager (Chris Lowe) and I discussed our options at great length and agreed to put \$15,000 in the 2022 Budget to hire either a part time employee or a contractor to provide these services. I had reached out to other agencies for possible assistance for these services but were told that many of these larger entities were struggling to provide these services as well. As you know, we are required by state statute to provide Victims' Advocate services for all nature of crimes. The designation for eligibility for these services has increased significantly over the past several years which has further increased budgetary pressure on the Police Department. We also explored the possibility of grant funding, but because of our size and location and because of the exigency of providing these services on our own, we were unable to chart a path forward to fund these services in this manner.

The department was able to enter negotiations with Patricia Ann Fontenot to provide Victims' Advocate Services. As the contractor listed in the original proposed agreement, Ms. Fontenot brings a wealth of experience as a Victim Advocate and will continue to be a great resource for the department and the public in 2023.

Recommendation:

We were able to secure her services within the budgeted amount for 2022. This is budgeted under Contracted Services. She began performing services immediately, showing her commitment to the town, the department and victim advocacy. Ms. Fontenot will continue to do a great job for us, and we are very excited to continue this agreement through 2023.

Staff recommends approval of the contract with Ms. Fontenot.

RESOLUTION 22R52

A RESOLUTION APPROVING THE FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE TOWN AND PATRICIA ANN FONTENOT FOR VICTIMS' ADVOCATE SERVICES

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

Section 1. The Agreement between the Town and Patricia Ann Fontenot for Victims' Advocate Services attached hereto as **Exhibit A** is hereby approved by the Board of Trustees of the Town of Elizabeth, and the Mayor is authorized to execute same on behalf of the Town.

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

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

PERSONAL SERVICES AGREEMENT BETWEEN PATRICIA ANN FONTENOT AS PROVIDER OR CONTRACTOR
AND THE TOWN OF ELIZABETH

CONTRACTOR The Provider shall perform its duties, Attachment A, hereunder as an independent contractor and not as an employee of the Town of Elizabeth. Neither the provider nor any agent or employee of the Provider shall be or shall be deemed to be an agent or employee of the Town of Elizabeth.

TERM The term of this Agreement shall commence on the 1st day of January 2023 and shall terminate on the 31st day of December 2023 (the "Expiration Date"). For purposes of this Agreement, "Expiration Date" shall also mean and refer to December 31 of subsequent years if the Agreement is renewed as set forth below, unless earlier terminated pursuant to Section IO herein.

AUTOMATIC RENEWAL This Agreement may be renewed on the Expiration Date of each year for up to three (3) additional one (1) year terms, unless either party gives written notice of nonrenewal at least thirty (30) days before the Expiration Date.

COMPENSATION In consideration of the performance of the instruction and/or services provided herein, Contractor shall receive compensation \$1,250.00 per month. A portion of the compensation provided by this agreement is intended to offset the insurances costs of the Contractor, if insurance rates change more than 10% in any given year, the Provider may submit a change rate request 90 days prior to the end of the fiscal year for review.

BILLING The Provider shall provide an invoice by the last working day of the month to the Police Chief for review and approval.

CREDENTIALING

- The Provider agrees to meet credentialing standards.
- The Provider certifies that, at the time of entering into this contract, it has currently in effect all necessary licenses certifications, approved, insurance, etc. required to properly provide the services and/pr supplies covered by this contract. Any revocation, withdrawal or non-renewal of necessary license, certification, approval, insurance, etc. required for the Provider to properly perform this contract, shall be grounds for termination of this contract.
- The Provider further certifies that, if a foreign corporation, a limited liability company, a limited partnership or a limited liability partnership, it currently has a Certified of Good certification shall be provided upon request.

CONFORMANCE WITH THE LAW Adhere to all applicable federal and state law as and regulations (Civil Rights Act, ADA, ADEA, etc.) Comply with all laws and regulations prohibiting discrimination.

PERFORMANCE MONITORING The Provider shall permit the Chief of Elizabeth Police Department, or its authorized designee, to monitor all activities conducted by the Provider pursuant to the terms of this contract. As the monitoring agency, the Town of Elizabeth may, in its sole discretion, perform such

supervision as it deems necessary, such monitoring may consist of internal evaluation, procedures, examination of program data, special analyses, on-site verification, formal audit and examination or any other reasonable procedures. All such monitoring shall be performed in a manner that will not unduly interfere with the Contract work.

CONFIDENTIALITY All records and information by the Provider pertaining to persons served by the program shall remain confidential and shall not be released to anyone other than the person in interest without a specific order of the Court with proper jurisdiction.

HOLD HARMLESS. Contractor shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all loss, damage, injuries, claims, or causes of action, or any liability of any kind whatsoever resulting from, arising out of or in connection with the services provided by Contractor pursuant to this agreement.

INSURANCE. Contractor understands and agrees that Contractor shall have no right of coverage under any and all existing or future Town comprehensive or personal injury liability policies, and in that regard, Contractor agrees to provide insurance coverage on behalf of the Contractor, that will sufficiently protect Contractor, and Contractor's agents, servants and employees, in connection with the services which are to be provided by Contractor pursuant to this Agreement, in an amount no less than the limits established by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as the same may be amended from time to time.

IN WITNESS WHEREOF, the parties have executed this agreement as of the dates written opposite their respective signatures.

Town of Elizabeth

Megan Vasquez, Mayor

Attest:



Contractor

Patricia A Fontenot

Attachment A

Scope of Services

- 1) Provide victims of crime with written information about:
 - The rights enumerated in the Victim Rights Act.
 - The availability of financial resources such as victim compensation benefits and how to apply for those benefits;
 - The availability of protective court orders in order to obtain protection from the person accused of committing the crime;
 - The availability of public records related to the case;
 - Community services such as crisis intervention services, victim assistance resources, legal resources, mental health services, financial services and other support services;
 - Interpretation services, assistance in dealing with creditors due to financial setbacks caused by the crime and childcare to enable a crime victim to cooperate with the prosecution.

- 2) Provide the victim of crime with the business address and telephone number of the district attorney's office, the file number of the case and the name, business address and telephone number of any law enforcement officer assigned to investigate the case.

- 3) Keep the victim of crime informed as to whether a suspect has been taken into custody and, if known, whether the suspect has been released from custody and any bond conditions imposed upon the suspect.

- 4) Update the victim on the status of the case, prior to the filing of charges.

- 5) Upon the request of the victim, return the victim's property within five (5) working days when it is no longer needed for evidentiary reasons.

- 6) Inform victims of crime about decisions not to file charges in misdemeanor cases.

- 7) Inform all victims of cold cases of any change in the status of the case.

- 8) Upon written request, provide victims of cold cases for which the crime has a statute of limitations of longer than three years with an annual update concerning the status of the case.

RESOLUTION 22R53

A RESOLUTION APPROVING THE FIRST AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE TOWN AND PATRICK GLENN DAVIDSON

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

Section 1. The First Amendment to Employment Agreement between the Town and Patrick Glenn Davidson attached hereto as **Exhibit A** is hereby approved by the Board of Trustees of the Town of Elizabeth, and the Mayor is authorized to execute same on behalf of the Town.

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

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

This First Amendment to Employment Agreement is dated this 29th day of November, 2022, by and between the Board of Trustees of the Town of Elizabeth ("Town"), a statutory municipality, located in Elbert County, State of Colorado, and Patrick Glenn Davidson ("Administrator"), both of whom agree as follows:

RECITALS

A. The Town and Administrator entered into that Employment Agreement dated November 9, 2021, with a commencement date of December 13, 2021 (the "Original Agreement"); and

B. The Town and Administrator desire to amend the Original Agreement as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

- 1. Section 3, subsection A. of the Original Agreement is amended to read as follows:

Section 3: Compensation

A. Base Salary: *Effective December 13, 2022*, the Town agrees to pay Administrator an initial base salary of One Hundred and **Sixty Thousand, Five Hundred Fifty Thousand** Dollars (**\$160,500.00**) (~~(\$150,000.00)~~) ("Base Salary"), which shall be paid periodically on the same regular paydays applicable to all other Town employees;

2. Entire Agreement. This First Amendment and the Original Agreement constitute the entire Agreement between the Administrator and the Town. None of the provisions of this Agreement may be amended, modified or changed, except via an additional written Amendment

ATTEST:

TOWN OF ELIZABETH

Michelle Oeser, Town Clerk

By: _____
Megan Vasquez, Mayor

Town Administrator



November 29, 2022

Management Team Updates

Community Development – Zach Higgins

- The Community Development Department has been hosting an intern from the Elizabeth High School. The CD Staff and the intern have developed a survey which was recently distributed to the whole EHS student body. The survey focused on Main Street Elizabeth, Economic Development as a whole in Elizabeth, and desired amenities. CD Staff will continue to work with the intern to compile the data and distribute the results. Depending on the results/success of this process, the Community Development Department may continue to survey this population regarding different topics once or twice a year.
- Zach Higgins attended the Main Street Managers Summit in Victor, CO as part of the requirements of the Town of Elizabeth being in the Colorado Main Street Program. The trip was inspiring and gave many ideas for Main Street communities. With additional staff capacity, Community Development Staff may be able to implement more of the programs ideas and seek additional grant/funding opportunities.
- Community Development Staff is focusing on Advisory Board training over the coming months. The Planning Commission has a DOLA Planning 101 training scheduled for 12/20/2022. The Planning Commission will also be taking part in the American Planning Association Planning Commissioner training series online courses. Members of the Historic Advisory Board, Main Street Board of Directors, and Planning Commission have expressed interest in attending the annual CPI Saving Places Conference in Boulder, CO. The cost for registration is \$150 per person for in-person attendance and \$75 for online attendance. The event will be held at the Embassy Suites hotel where room rates are \$129/per night if booked by January 18th. The dates of the conference are February 8-10, 2023. We have had three Main Street Board of Directors express interest to attend the Main Street NOW conference in Boston on March 27 – 29, 2023. Registration for the conference will be \$620 per person and room rates have not been released at this time. CML continually offers training and staff will send notifications as relevant trainings become available. CML is offering an in-person and virtual Effective Governance Workshop on December 1st, 2022 from 9am – 4pm. This workshop states that you will learn about how to effectively govern as a municipal elected official with topics ranging from engaging with media to open meetings.
- Community Development is processing the first of the Legacy Village Building Permits for individual home construction.
- Dianna has been distributing Mayor’s Tree Lighting advertising to the Main Street businesses.
- The Main Street Board of Directors has sold out of their original 100 ornament order. They have placed an order for an additional 50 ornaments that will arrive before the Mayor’s Tree Lighting. The MSBOD is planning to order 200 ornaments for next year’s holiday season.
- The Historic Advisory Board acting as the Certified Local Government representative will be reviewing for recommendation the National Historic Register Application for the Taylor Building, 188 South Main Street. If the HAB recommends the application for approval, the State Board will review and could recommend for approval in January. The application is then sent to the National Board who would approve or deny the application by late February to March.

- The Historic Advisory Board and staff are putting a scope together for the creation/amendment of Historic Design Guidelines.
- The Planning Commission has been working through Elizabeth Municipal Code update recommendations with staff. Once all recommendations have been made, a joint workshop will be requested with the Planning Commission and Board of Trustees.

Town Clerk – Michelle Oeser

- Staff has been busy getting things lined up for the Mayor’s Tree Lighting.
- Patrick and Hannah are fine tuning the 2023 budget.
- Staff is reorganizing Board and Commission agendas to follow a consistent format. This will be the same format the Board of Trustees agenda currently utilizes.
- Staff is looking at updating the Town website to be in compliance with new ADA requirements that will be in place by 2024.
- Senior Baskets will be delivered over the next few weeks. If you know of a senior that can use some cheer and a visit, please let me know. Trustee Payne is putting together a volunteer group to help deliver and visit with recipients. Please let her know if you would like to help.
- Student Liaison Karli Pronske will be in attendance at the meeting. She is looking forward to meeting Board members.

Police – Chief Melvin Berghahn

 See attached Stats

Public Works and Utilities – Mike DeVol

 See attached Report

TOWN OF ELIZABETH
 COMBINED CASH INVESTMENT
 SEPTEMBER 30, 2022

COMBINED CASH ACCOUNTS

99-104201	COLOTRUST INVESTMENT ACCOUNT	13,547,273.48
99-104202	CORE ARPA ACCOUNT	152,180.08
99-104203	CORE INVESTMENT ACCOUNT	4,353,248.48
99-105200	CBOC (WATER SEWER)	469,190.83
		<hr/>
	TOTAL COMBINED CASH	18,521,892.87
99-100001	CASH ALLOCATED TO OTHER FUNDS	(18,521,892.87)
		<hr/>
	TOTAL UNALLOCATED CASH	<hr/> <hr/> .00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	2,699,895.96
21	ALLOCATION TO STREET FUND	809,270.78
31	ALLOCATION TO CAPITAL IMPROVEMENT FUND	7,735,250.48
32	ALLOCATION TO STREET CAPITAL IMPROVEMENT FND	2,920,336.91
52	ALLOCATION TO WATER SEWER FUND	4,357,138.74
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	18,521,892.87
	ALLOCATION FROM COMBINED CASH FUND - 99-100001	(18,521,892.87)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<hr/> <hr/> .00

TOWN OF ELIZABETH
BALANCE SHEET
SEPTEMBER 30, 2022

GENERAL FUND

ASSETS

10-100001	CASH IN COMBINED CASH FUND	2,699,895.96	
10-101000	PETTY CASH	200.00	
10-101100	PETTY CASH- POLICE DEPT	100.00	
10-102200	CONSERVATION TRUST FUND	114,430.28	
10-110000	PROPERTY TAXES RECEIVABLE	13,108.97	
10-115000	ACCOUNTS RECEIVABLE	327,737.01	
	TOTAL ASSETS		3,155,472.22

LIABILITIES AND EQUITY

LIABILITIES

10-202000	ACCOUNTS PAYABLE	(369.15)	
10-202200	RESTITUTION PAYABLE--MUNI. CT.	901.19	
10-202201	COURT BONDS POSTED	590.00	
10-202202	OJW/WARRANT FEE DUE TO DMV	88.98	
10-202203	PERFORMANCE BONDS PAYABLE	65,714.39	
10-202300	AP TO ELBERT CO.--BLGUTX SHARE	7,471.03	
10-217200	SOC SEC TAXES PAYABLE	(68.09)	
10-217201	MEDICARE TAXES PAYABLE	(2.75)	
10-217300	FED'L WITHHOLDING TAXES PAYABL	(1.00)	
10-217400	STATE WITHHOLDING TAXES PAYABL	6,129.00	
10-217500	HEALTH INSURANCE PAYABLE	241.81	
10-217502	AFTER TAX SUPPLEMENTAL INS	55.97	
10-217600	UNEMPLOYMENT INSURANCE PAYABLE	808.25	
10-217603	WORKERS' COMP. INS. PAYABLE	18,253.62	
10-219000	457 CONTRIBUTIONS PAYABLE	(28.85)	
10-222001	DEFERRED REVENUE - ARPA	303,828.76	
10-250022	LENNAR	(12,563.90)	
10-250039	SCARLETT CREEK SUBDIVISION	80.04	
10-250041	MAIN STREET STATION	259.21	
10-250042	ELIZABETH WEST ZONING	(6,042.29)	
10-250048	DAIRY QUEEN SITE PLAN	161.00	
10-250051	HENDERSON REPLAT	461.05	
10-250052	ABRAHAM REZONE	513.23	
10-250054	ZIGGI'S COFFEE	3,183.20	
10-250055	CLEARY BUILDING	(923.61)	
10-250056	MCDONALDS IGA	3,404.00	
10-250057	ANNA'S CAR WASH IGA	3,404.00	
10-250059	H1 ENTERPRISES	1,758.50	
10-250060	PINE RIDGE CROSSING (NEW)	(6,343.82)	
10-250061	LENNAR AT LEGACY VILLAGE	(7,783.20)	
10-250062	ELIZABETH STREET PLAZA	(2,147.84)	
10-250063	WALNUT GROVE	180.87	
	TOTAL LIABILITIES		381,213.60

FUND EQUITY

10-280000	FUND BALANCE	2,156,822.36	
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TOWN OF ELIZABETH
BALANCE SHEET
SEPTEMBER 30, 2022

GENERAL FUND

UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>617,436.26</u>		
BALANCE - CURRENT DATE		<u>617,436.26</u>	
TOTAL FUND EQUITY			<u>2,774,258.62</u>
TOTAL LIABILITIES AND EQUITY			<u><u>3,155,472.22</u></u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
10-31-1000	1,177.02	712,137.67	710,786.00	(1,351.67)	100.2
10-31-2000	11,899.78	84,429.19	105,000.00	20,570.81	80.4
10-31-3100	95,244.00	762,148.60	893,750.00	131,601.40	85.3
TOTAL TAX	108,320.80	1,558,715.46	1,709,536.00	150,820.54	91.2
<u>LICENSES & PERMITS</u>					
10-32-1000	.00	57,608.39	75,000.00	17,391.61	76.8
10-32-2000	1,228.17	81,458.88	150,000.00	68,541.12	54.3
10-32-3000	1,453.47	22,810.09	30,000.00	7,189.91	76.0
TOTAL LICENSES & PERMITS	2,681.64	161,877.36	255,000.00	93,122.64	63.5
<u>INTERGOVERNMENTAL</u>					
10-33-2000	809.93	3,754.89	5,500.00	1,745.11	68.3
10-33-3000	2,523.47	8,069.06	8,500.00	430.94	94.9
TOTAL INTERGOVERNMENTAL	3,333.40	11,823.95	14,000.00	2,176.05	84.5
<u>SOURCE 34</u>					
10-34-1000	.00	6,269.96	226,807.00	220,537.04	2.8
TOTAL SOURCE 34	.00	6,269.96	226,807.00	220,537.04	2.8
<u>EARMARKED FUNDS / MISCELLANEOU</u>					
10-36-1000	6,095.74	21,554.26	2,500.00	(19,054.26)	862.2
10-36-3100	9,258.40	86,570.35	70,000.00	(16,570.35)	123.7
10-36-4000	61,285.40	544,156.66	665,000.00	120,843.34	81.8
10-36-7000	17,260.42	22,204.72	35,000.00	12,795.28	63.4
10-36-9000	78,326.15	79,125.54	.00	(79,125.54)	.0
TOTAL EARMARKED FUNDS / MISCELLANEOU	172,226.11	753,611.53	772,500.00	18,888.47	97.6
<u>OTHER FUNDS</u>					
10-39-7000	14,583.33	131,249.97	175,000.00	43,750.03	75.0
10-39-7003	4,583.33	41,249.97	55,000.00	13,750.03	75.0
10-39-7004	4,166.67	37,500.03	50,000.00	12,499.97	75.0
TOTAL OTHER FUNDS	23,333.33	209,999.97	280,000.00	70,000.03	75.0

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
TOTAL FUND REVENUE	309,895.28	2,702,298.23	3,257,843.00	555,544.77	83.0

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TOWN CLERK</u>					
10-41-1100 SALARIES & WAGES	13,786.55	118,606.62	171,150.00	52,543.38	69.3
10-41-1150 TOWN CLERK SALARY	7,249.80	64,809.84	87,675.00	22,865.16	73.9
10-41-1400 WORKERS' COMPENSATION	23.23	203.42	260.00	56.58	78.2
10-41-1500 HEALTH INSURANCE	5,800.09	41,055.77	54,000.00	12,944.23	76.0
10-41-1550 RETIREMENT	739.56	5,682.54	7,765.00	2,082.46	73.2
10-41-1600 FICA	1,572.61	1,806.55	19,800.00	17,993.45	9.1
10-41-1700 COLO UNEMPLOYMENT	42.06	359.55	1,035.00	675.45	34.7
10-41-1800 TUITION REIMBURSEMENT	.00	1,920.00	5,000.00	3,080.00	38.4
10-41-1825 MEMBERSHIPS - EMPLOYEE	100.00	817.08	1,500.00	682.92	54.5
10-41-1850 TRAINING, TRAVEL AND LODGING	1,612.67	6,037.06	13,000.00	6,962.94	46.4
10-41-1900 ALLOWANCES	87.50	1,493.75	2,700.00	1,206.25	55.3
10-41-2500 AUDIT	.00	26,194.00	28,500.00	2,306.00	91.9
10-41-3000 COMMUNITY ENGAGEMENT	.00	1,543.38	2,400.00	856.62	64.3
10-41-3200 CONTRACTED SERVICES	50.00	1,517.50	4,500.00	2,982.50	33.7
10-41-3320 CONTRIBUTIONS AND SPONSORSHIPS	.00	1,284.23	3,000.00	1,715.77	42.8
10-41-3350 COUNTY TREASURER & OTHER FEES	24.67	14,075.57	17,500.00	3,424.43	80.4
10-41-3400 LEGAL PUBLICATIONS	(278.40)	4,710.31	10,000.00	5,289.69	47.1
10-41-3450 ELECTIONS	.00	25.00	15,000.00	14,975.00	.2
10-41-4000 BLDG MAINT AND REPAIRS	970.00	9,803.89	20,000.00	10,196.11	49.0
10-41-4400 EQUIPMENT AND MAINT	934.73	7,416.09	12,000.00	4,583.91	61.8
10-41-4500 FURNITURE	.00	1,754.43	5,000.00	3,245.57	35.1
10-41-4600 OFFICE SUPPLIES	1,846.98	8,393.85	13,000.00	4,606.15	64.6
10-41-4700 POSTAGE	1,192.02	5,822.91	12,000.00	6,177.09	48.5
10-41-4800 TELEPHONE AND INTERNET	974.93	9,511.00	12,600.00	3,089.00	75.5
10-41-4900 UTILITIES	489.71	5,070.23	5,600.00	529.77	90.5
10-41-5100 HUMAN RESOURCES - CONTRACTED	.00	.00	10,000.00	10,000.00	.0
10-41-5250 IT - CONTRACTED	1,719.30	22,124.20	30,000.00	7,875.80	73.8
10-41-5300 IT - HARDWARE	.00	11,268.40	15,000.00	3,731.60	75.1
10-41-5325 IT - SOFTWARE PURCHASES	.00	.00	5,000.00	5,000.00	.0
10-41-5350 IT - SOFTWARE CONTRACTS	4,225.00	32,351.52	42,000.00	9,648.48	77.0
10-41-5400 INSURANCE	20,698.69	84,503.64	99,000.00	14,496.36	85.4
10-41-5500 LEGAL - CONTRACTED	4,060.00	31,184.69	55,660.00	24,475.31	56.0
10-41-5600 MEMBERSHIPS - TOWN	306.85	6,692.33	11,500.00	4,807.67	58.2
10-41-5700 PUBLIC RELATIONS	137.95	243.69	2,500.00	2,256.31	9.8
10-41-5800 TOWN HALL EVENTS	70.90	464.34	7,500.00	7,035.66	6.2
10-41-9000 OTHER	604.58	9,886.56	10,000.00	113.44	98.9
TOTAL TOWN CLERK	69,041.98	538,633.94	813,145.00	274,511.06	66.2

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>JUDICIAL</u>					
10-42-1200 SALARIES & WAGES- MUNI JUDGE	1,438.52	7,911.86	10,000.00	2,088.14	79.1
10-42-1400 STATE COMP	28.06	154.33	240.00	85.67	64.3
10-42-1600 FICA	110.04	605.22	810.00	204.78	74.7
10-42-1700 COLO UNEMPLOYMENT	2.88	15.84	36.00	20.16	44.0
10-42-1850 TRAINING, TRAVEL AND LODGING	175.00	1,365.74	2,300.00	934.26	59.4
10-42-3200 COURT PROSECUTOR - CONTRACTED	1,785.00	8,475.00	6,500.00	(1,975.00)	130.4
10-42-9000 OTHER	641.19	1,806.04	750.00	(1,056.04)	240.8
TOTAL JUDICIAL	4,180.69	20,334.03	20,636.00	301.97	98.5
<u>LEGISLATURE</u>					
10-43-1100 BOT - SALARIES & WAGES	.00	9,300.00	14,400.00	5,100.00	64.6
10-43-1200 PC - COMPENSATION	.00	1,450.00	3,000.00	1,550.00	48.3
10-43-1400 BOT - WORKERS' COMPENSATION	.00	5.74	11.00	5.26	52.2
10-43-1600 BOT - FICA	.00	822.74	1,400.00	577.26	58.8
10-43-1700 BOT - COLO UNEMPLOYMENT	.00	21.50	60.00	38.50	35.8
10-43-1850 BOT - TRAIN, TRVL, LODG	181.00	4,662.00	8,000.00	3,338.00	58.3
10-43-3700 PC - TRAIN, TRVL, LODG	.00	49.72	4,000.00	3,950.28	1.2
10-43-4400 BOT - EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
10-43-5000 BOT - MEALS	104.98	373.60	1,500.00	1,126.40	24.9
10-43-9000 BOT- OTHER	.00	74.00	500.00	426.00	14.8
TOTAL LEGISLATURE	285.98	16,759.30	35,371.00	18,611.70	47.4

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>POLICE</u>					
10-46-1100 SALARIES & WAGES	59,629.72	504,029.33	767,000.00	262,970.67	65.7
10-46-1240 CONTRACTED OVERTIME	300.00	2,025.00	5,000.00	2,975.00	40.5
10-46-1300 OVERTIME	204.30	7,589.94	12,000.00	4,410.06	63.3
10-46-1400 WORKERS' COMPENSATION	1,559.01	13,310.70	23,000.00	9,689.30	57.9
10-46-1500 HEALTH INSURANCE	14,540.30	125,528.52	195,000.00	69,471.48	64.4
10-46-1550 RETIREMENT	660.36	6,504.44	10,800.00	4,295.56	60.2
10-46-1600 FICA	1,268.48	10,947.72	11,122.00	174.28	98.4
10-46-1605 FPPA	6,234.54	53,093.81	69,030.00	15,936.19	76.9
10-46-1700 COLO UNEMPLOYMENT	111.65	901.12	3,068.00	2,166.88	29.4
10-46-1800 TUTION REIMB	.00	.00	5,250.00	5,250.00	.0
10-46-1825 MEMBERSHIPS - EMPLOYEE	.00	1,033.12	1,500.00	466.88	68.9
10-46-1850 TRAINING, TRAVEL AND LODGING	468.00	5,878.46	15,000.00	9,121.54	39.2
10-46-1900 ALLOWANCES	325.00	4,755.36	7,800.00	3,044.64	61.0
10-46-3000 COMMUNITY OUTREACH	.00	87.81	3,000.00	2,912.19	2.9
10-46-3200 CONTRACTED SERVICES	12,942.48	73,193.40	70,000.00	(3,193.40)	104.6
10-46-3600 MOBILE DATA LAPTOPS	452.50	2,971.64	4,500.00	1,528.36	66.0
10-46-3650 WEAPONS - NON-LETHAL	.00	1,408.03	6,000.00	4,591.97	23.5
10-46-4000 BLDG MAINT & REPAIRS	105.96	8,118.72	21,000.00	12,881.28	38.7
10-46-4300 DRUG, SCREEN, PSY & POLY TEST	.00	1,186.35	4,000.00	2,813.65	29.7
10-46-4400 EQUIPMENT AND MAINTENANCE	1,451.94	7,883.07	12,000.00	4,116.93	65.7
10-46-4500 FURNITURE	.00	.00	2,500.00	2,500.00	.0
10-46-4650 OFFICE SUPPLILES	878.28	4,946.33	12,000.00	7,053.67	41.2
10-46-4700 POSTAGE	7.85	357.99	1,000.00	642.01	35.8
10-46-4800 TELEPHONE & INTERNET	1,082.91	9,998.96	16,000.00	6,001.04	62.5
10-46-4900 UTILITIES	450.16	4,015.81	7,000.00	2,984.19	57.4
10-46-6400 TRAINING AND AMMUNITION	10.00	559.00	3,000.00	2,441.00	18.6
10-46-6600 UNIFORMS	.00	3,786.73	15,000.00	11,213.27	25.2
10-46-8000 VEHICLES AND LEASES	11.56	34.68	100,000.00	99,965.32	.0
10-46-8050 VEHICLE MAINT & REPAIRS	22,585.81	27,530.41	25,000.00	(2,530.41)	110.1
10-46-8075 FUEL	1,608.61	15,246.85	20,000.00	4,753.15	76.2
10-46-9000 OTHER	409.90	3,074.31	6,000.00	2,925.69	51.2
TOTAL POLICE	127,299.32	899,997.61	1,453,570.00	553,572.39	61.9

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>PUBLIC WORKS/PARKS/BUILDINGS</u>					
10-49-1100 SALARIES & WAGES	3,514.30	29,375.05	39,500.00	10,124.95	74.4
10-49-1300 OVERTIME	95.58	1,745.78	3,000.00	1,254.22	58.2
10-49-1400 WORKERS' COMPENSATION	171.00	1,427.60	1,900.00	472.40	75.1
10-49-1500 HEALTH INSURANCE	966.80	8,748.84	7,800.00	(948.84)	112.2
10-49-1550 RETIREMENT	73.11	702.81	1,185.00	482.19	59.3
10-49-1600 FICA	270.89	2,342.89	3,022.00	679.11	77.5
10-49-1700 COLO UNEMPLOYMENT	7.21	59.08	158.00	98.92	37.4
10-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	150.00	150.00	.0
10-49-1900 ALLOWANCES	30.00	432.60	487.00	54.40	88.8
10-49-4000 BLDG MAINT & REPAIRS	92.00	2,257.19	20,000.00	17,742.81	11.3
10-49-4800 TELEPHONE AND CELLPHONES	392.88	2,379.08	3,800.00	1,420.92	62.6
10-49-4900 UTILITIES	301.85	2,855.50	5,000.00	2,144.50	57.1
10-49-6100 PARKS MAINTENANCE	3,712.64	22,213.89	100,000.00	77,786.11	22.2
10-49-6300 PARTS AND REPAIRS	60.12	110.09	9,500.00	9,389.91	1.2
10-49-6500 TREE CITY USA	.00	.00	2,000.00	2,000.00	.0
10-49-9000 OTHER	427.00	1,013.87	5,000.00	3,986.13	20.3
TOTAL PUBLIC WORKS/PARKS/BUILDINGS	10,115.38	75,664.27	202,502.00	126,837.73	37.4
<u>TWN ADMINSTR</u>					
10-52-1100 SALARIES & WAGES	11,538.46	110,122.72	150,000.00	39,877.28	73.4
10-52-1400 WORKERS' COMPENSATION	12.76	122.12	150.00	27.88	81.4
10-52-1550 RETIREMENT	.00	.00	4,500.00	4,500.00	.0
10-52-1600 FICA	886.51	8,481.73	11,475.00	2,993.27	73.9
10-52-1700 COLO UNEMPLOYMENT	23.08	196.42	600.00	403.58	32.7
10-52-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	500.00	500.00	.0
10-52-1850 TRAINING, TRAVEL AND LODGING	.00	1,255.80	7,000.00	5,744.20	17.9
10-52-1900 ALLOWANCES	757.97	1,457.97	900.00	(557.97)	162.0
TOTAL TWN ADMINSTR	13,218.78	121,636.76	175,125.00	53,488.24	69.5

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>COMM DEV</u>					
10-53-1100 SALARIES & WAGES- COMM DEV	16,852.62	131,549.95	225,000.00	93,450.05	58.5
10-53-1300 OVERTIME COMMUNITY DEVELOPMENT	17.25	17.25	.00	(17.25)	.0
10-53-1400 WORKERS' COMPENSATION	18.58	145.27	225.00	79.73	64.6
10-53-1500 HEALTH INSURANCE	3,860.13	24,293.22	34,000.00	9,706.78	71.5
10-53-1550 RETIREMENT	505.58	3,912.94	6,750.00	2,837.06	58.0
10-53-1600 FICA	1,267.24	10,001.71	17,100.00	7,098.29	58.5
10-53-1700 COLO UNEMPLOYMENT	33.75	254.87	900.00	645.13	28.3
10-53-1825 MEMBERSHIPS - EMPLOYEE	608.00	608.00	1,200.00	592.00	50.7
10-53-1850 TRAINING, TRAVEL AND LODGING	.00	1,430.20	7,000.00	5,569.80	20.4
10-53-1900 ALLOWANCES	37.50	600.00	3,600.00	3,000.00	16.7
10-53-2500 COMMUNITY EVENTS	2,457.76	27,251.14	45,000.00	17,748.86	60.6
10-53-3000 BUILDING PERMITS	5,459.11	62,785.73	112,500.00	49,714.27	55.8
10-53-3200 CONTRACTED SERVICES	462.50	32,485.54	25,000.00	(7,485.54)	129.9
10-53-3425 ELIZABETH MAIN STREET	995.00	5,577.36	33,000.00	27,422.64	16.9
10-53-3450 HISTORIC ADVISORY BOARD	45.08	1,750.02	37,000.00	35,249.98	4.7
10-53-3475 MARKETING MATERIALS & PUBL	9.20	1,000.08	5,000.00	3,999.92	20.0
10-53-4000 GIS	.00	700.00	800.00	100.00	87.5
TOTAL COMM DEV	32,629.30	304,363.28	554,075.00	249,711.72	54.9
<u>NON-DEPARTMENTAL</u>					
10-59-9933 TRANSFER TO STREET MAINTENANCE	11,941.42	107,472.78	143,297.00	35,824.22	75.0
TOTAL NON-DEPARTMENTAL	11,941.42	107,472.78	143,297.00	35,824.22	75.0
TOTAL FUND EXPENDITURES	268,712.85	2,084,861.97	3,397,721.00	1,312,859.03	61.4
NET REVENUE OVER EXPENDITURES	41,182.43	617,436.26	(139,878.00)	(757,314.26)	441.4

TOWN OF ELIZABETH
 BALANCE SHEET
 SEPTEMBER 30, 2022

STREET FUND

<u>ASSETS</u>			
21-100001	CASH IN COMBINED CASH FUND	809,270.78	
21-115000	ACCOUNTS RECEIVABLE	103,246.75	
		<u> </u>	
	TOTAL ASSETS		<u>912,517.53</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
21-202000	ACCOUNTS PAYABLE	(1,107.45)	
		<u> </u>	
	TOTAL LIABILITIES		(1,107.45)
 <u>FUND EQUITY</u>			
21-280000	FUND BALANCE	831,920.43	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	81,704.55	
		<u> </u>	
	BALANCE - CURRENT DATE	81,704.55	
		<u> </u>	
	TOTAL FUND EQUITY		<u>913,624.98</u>
	TOTAL LIABILITIES AND EQUITY		<u>912,517.53</u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAXES</u>					
21-31-3000 GENERAL SALES TAX	14,286.60	114,322.28	134,063.00	19,740.72	85.3
21-31-4000 USE TAX	1,005.23	13,041.35	21,407.00	8,365.65	60.9
TOTAL TAXES	15,291.83	127,363.63	155,470.00	28,106.37	81.9
<u>INTERGOVERNMENT</u>					
21-33-1000 HIGHWAY USERS TAX	26,404.80	57,457.21	100,000.00	42,542.79	57.5
21-33-1050 ROAD & BRIDGE	41,710.49	125,131.47	150,000.00	24,868.53	83.4
21-33-6100 M.V. REGISTRATION (\$1.50)	604.88	3,598.09	4,300.00	701.91	83.7
21-33-6200 M.V. REGISTRATION (\$2.50)	840.00	5,317.50	6,400.00	1,082.50	83.1
TOTAL INTERGOVERNMENT	69,560.17	191,504.27	260,700.00	69,195.73	73.5
<u>OTHER SOURCES OF REVENUE</u>					
21-36-1000 INVESTMENT INCOME	1,747.20	6,340.85	400.00	(5,940.85)	1585.2
21-36-4000 PUBLIC IMPROVEMENT FEE	1,830.36	16,251.85	20,000.00	3,748.15	81.3
21-36-9000 OTHER REVENUE	10,000.00	10,000.00	.00	(10,000.00)	.0
TOTAL OTHER SOURCES OF REVENUE	13,577.56	32,592.70	20,400.00	(12,192.70)	159.8
<u>SOURCE 39</u>					
21-39-7000 TRANSFER FROM GENERAL FUND	11,941.42	107,472.78	143,297.00	35,824.22	75.0
TOTAL SOURCE 39	11,941.42	107,472.78	143,297.00	35,824.22	75.0
TOTAL FUND REVENUE	110,370.98	458,933.38	579,867.00	120,933.62	79.1

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>STREETS</u>					
21-49-1100 SALARIES & WAGES- PUB WORKS	10,542.90	88,125.14	118,500.00	30,374.86	74.4
21-49-1300 OVERTIME	286.77	4,712.69	9,000.00	4,287.31	52.4
21-49-1400 WORKERS' COMPENSATION	318.36	2,927.99	5,700.00	2,772.01	51.4
21-49-1500 HEALTH INSURANCE	2,900.37	26,245.74	23,400.00	(2,845.74)	112.2
21-49-1550 RETIREMENT	219.36	2,102.84	3,555.00	1,452.16	59.2
21-49-1600 FICA	812.72	6,993.26	9,065.00	2,071.74	77.2
21-49-1700 COLO UNEMPLOYMENT	21.64	175.94	474.00	298.06	37.1
21-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	500.00	500.00	.0
21-49-1900 ALLOWANCES	90.00	1,344.38	1,463.00	118.62	91.9
21-49-3200 CONTRACTED SERVICES	8,577.63	47,876.65	70,000.00	22,123.35	68.4
21-49-3500 DE-ICING SUPPLIES	.00	.00	21,500.00	21,500.00	.0
21-49-3650 LIGHTS AND SIGNALS	1,371.70	12,081.82	18,000.00	5,918.18	67.1
21-49-4000 MAINTENANCE AND REPAIRS	19,047.07	81,044.85	97,000.00	15,955.15	83.6
21-49-5800 ROW MAINTENANCE	15,028.15	103,437.54	105,000.00	1,562.46	98.5
21-49-6100 SIGNS	.00	.00	1,500.00	1,500.00	.0
21-49-9000 OTHER	80.99	159.99	13,000.00	12,840.01	1.2
TOTAL STREETS	59,297.66	377,228.83	497,657.00	120,428.17	75.8
TOTAL FUND EXPENDITURES	59,297.66	377,228.83	497,657.00	120,428.17	75.8
NET REVENUE OVER EXPENDITURES	51,073.32	81,704.55	82,210.00	505.45	99.4

TOWN OF ELIZABETH
 BALANCE SHEET
 SEPTEMBER 30, 2022

CAPITAL IMPROVEMENT FUND

<u>ASSETS</u>			
31-100001	CASH IN COMBINED CASH FUND		7,735,250.48
31-115000	ACCOUNTS RECEIVABLE		298,992.87
			<u> </u>
	TOTAL ASSETS		<u><u>8,034,243.35</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
31-280000	FUND BALANCE		6,804,268.94
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	<u>1,229,974.41</u>	
	BALANCE - CURRENT DATE		<u>1,229,974.41</u>
	TOTAL FUND EQUITY		<u><u>8,034,243.35</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>8,034,243.35</u></u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>						
31-31-3000	SALES TAX	142,865.99	1,143,222.88	1,340,625.00	197,402.12	85.3
31-31-4000	USE TAX	10,052.30	130,413.46	214,073.00	83,659.54	60.9
	TOTAL TAX	152,918.29	1,273,636.34	1,554,698.00	281,061.66	81.9
<u>OTHER FINANCING SOURCES</u>						
31-36-1000	INVESTMENT INCOME	15,513.25	55,339.43	3,000.00	(52,339.43)	1844.7
31-36-9000	OTHER REVENUE	.00	33,687.00	100,000.00	66,313.00	33.7
	TOTAL OTHER FINANCING SOURCES	15,513.25	89,026.43	103,000.00	13,973.57	86.4
	TOTAL FUND REVENUE	168,431.54	1,362,662.77	1,657,698.00	295,035.23	82.2

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL IMPROVEMENT MISC</u>					
31-80-0100 LAND PURCHASE	.00	.00	250,000.00	250,000.00	.0
31-80-0600 TOWN EVENT PARK	.00	.00	125,000.00	125,000.00	.0
31-80-1100 SALARIES & WAGES	.00	.00	24,750.00	24,750.00	.0
31-80-1400 WORKER'S COMPENSATION	.00	.00	25.00	25.00	.0
31-80-1500 HEALTH INSURANCE	.00	.00	3,300.00	3,300.00	.0
31-80-1550 RETIREMENT	.00	.00	742.00	742.00	.0
31-80-1600 FICA	.00	.00	1,893.00	1,893.00	.0
31-80-1700 COLO UNEMPLOYMENT	.00	.00	99.00	99.00	.0
31-80-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	165.00	165.00	.0
31-80-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,650.00	1,650.00	.0
31-80-1900 ALLOWANCES	.00	.00	322.00	322.00	.0
31-80-3220 ASSET ASSESSMENT	.00	.00	25,000.00	25,000.00	.0
31-80-3400 FACILITIES MASTER PLAN	.00	.00	75,000.00	75,000.00	.0
31-80-3425 COMMUNITY STUDIES	.00	.00	50,000.00	50,000.00	.0
31-80-3450 SENIOR CENTER	.00	.00	50,000.00	50,000.00	.0
31-80-3475 CAPITAL PLANNING	.00	.00	15,000.00	15,000.00	.0
31-80-4000 EQUIPMENT	1,368.04	1,368.04	.00	(1,368.04)	.0
31-80-5500 TOWN HALL BLDG IMPROVEMENTS	.00	6,169.77	100,000.00	93,830.23	6.2
31-80-5550 LIBRARY PARTNERSHIP	.00	.00	400,000.00	400,000.00	.0
31-80-6500 TRAIL SYSTEMS	.00	4,580.58	9,900.00	5,319.42	46.3
31-80-9100 TOWN HALL LANDSCAPING	39,750.00	79,320.00	75,000.00	(4,320.00)	105.8
31-80-9901 TRANSFER TO GENERAL FUND	4,583.33	41,249.97	55,000.00	13,750.03	75.0
TOTAL CAPITAL IMPROVEMENT MISC	45,701.37	132,688.36	1,262,846.00	1,130,157.64	10.5
TOTAL FUND EXPENDITURES	45,701.37	132,688.36	1,262,846.00	1,130,157.64	10.5
NET REVENUE OVER EXPENDITURES	122,730.17	1,229,974.41	394,852.00	(835,122.41)	311.5

TOWN OF ELIZABETH
BALANCE SHEET
SEPTEMBER 30, 2022

STREET CAPITAL IMPROVEMENT FND

<u>ASSETS</u>			
32-100001	CASH IN COMBINED CASH FUND	2,920,336.91	
32-104400	STREET BOND RESERVE CD ACCOUNT	252,619.40	
32-115000	ACCOUNTS RECEIVABLE	269,093.57	
	TOTAL ASSETS		3,442,049.88
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
32-203000	RETAINAGE PAYABLE	150,934.90	
32-222000	DEFERRED REVENUE	11,500.00	
	TOTAL LIABILITIES		162,434.90
<u>FUND EQUITY</u>			
32-280000	FUND BALANCE	3,336,127.41	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(56,512.43)	
	BALANCE - CURRENT DATE	(56,512.43)	
	TOTAL FUND EQUITY		3,279,614.98
	TOTAL LIABILITIES AND EQUITY		3,442,049.88

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
32-31-3000 GENERAL SALES TAX	128,579.39	1,028,900.56	1,206,563.00	177,662.44	85.3
32-31-4000 USE TAX	9,047.08	117,372.12	192,665.00	75,292.88	60.9
TOTAL TAX	137,626.47	1,146,272.68	1,399,228.00	252,955.32	81.9
<u>OTHER FINANCING SOURCES</u>					
32-36-1000 INVESTMENT INCOME	6,457.63	24,995.22	3,000.00	(21,995.22)	833.2
32-36-3000 MISC REVENUE	.00	.00	25,000.00	25,000.00	.0
TOTAL OTHER FINANCING SOURCES	6,457.63	24,995.22	28,000.00	3,004.78	89.3
TOTAL FUND REVENUE	144,084.10	1,171,267.90	1,427,228.00	255,960.10	82.1

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL OUTLAY</u>					
32-49-1100 SALARIES & WAGES	.00	.00	24,750.00	24,750.00	.0
32-49-1400 WORKER'S COMPENSATION	.00	.00	25.00	25.00	.0
32-49-1500 HEALTH INSURANCE	.00	.00	3,300.00	3,300.00	.0
32-49-1550 RETIREMENT	.00	.00	742.00	742.00	.0
32-49-1600 FICA	.00	.00	1,893.00	1,893.00	.0
32-49-1700 COLO UNEMPLOYMENT	.00	.00	99.00	99.00	.0
32-49-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	165.00	165.00	.0
32-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,650.00	1,650.00	.0
32-49-1900 ALLOWANCES	.00	.00	322.00	322.00	.0
32-49-3000 PAVING PROJECTS - CR13 SOUTH	.00	745,738.31	750,000.00	4,261.69	99.4
32-49-4000 ROAD BASE	.00	633.73	15,000.00	14,366.27	4.2
32-49-6600 RIGHT OF WAY EASEMENTS	.00	.00	50,000.00	50,000.00	.0
32-49-8000 STREET PAVING	.00	174,286.75	1,000,000.00	825,713.25	17.4
32-49-9000 CONCRETE STREET REPAIRS	27,450.00	27,450.00	250,000.00	222,550.00	11.0
32-49-9100 EQUIPMENT	35,726.00	109,092.00	287,500.00	178,408.00	38.0
32-49-9101 ROTOMILL	.00	.00	1,200,000.00	1,200,000.00	.0
32-49-9200 CURB & GUTTER WORK	.00	.00	5,000.00	5,000.00	.0
32-49-9300 SIDEWALK REPLACEMENT PROGRAM	.00	.00	250,000.00	250,000.00	.0
32-49-9305 MAIN ST STREETSCAPE DESIGN	15,547.85	93,946.76	269,000.00	175,053.24	34.9
32-49-9310 TRANSFER TO GENERAL FUND	4,166.67	37,500.03	50,000.00	12,499.97	75.0
TOTAL CAPITAL OUTLAY	82,890.52	1,188,647.58	4,159,446.00	2,970,798.42	28.6
<u>DEBT SVC</u>					
32-59-4000 PAYING AGENCY FEE	.00	600.00	600.00	.00	100.0
32-59-9700 2014 REFUNDING BOND PRINCIPAL	.00	.00	245,000.00	245,000.00	.0
32-59-9750 2014 REFUNDING BOND INTEREST	.00	3,050.25	6,101.00	3,050.75	50.0
32-59-9800 2015 REFUNDING BOND PRINCIPAL	.00	.00	165,000.00	165,000.00	.0
32-59-9850 2015 REFUNDING BOND INTEREST	.00	35,482.50	70,965.00	35,482.50	50.0
TOTAL DEBT SVC	.00	39,132.75	487,666.00	448,533.25	8.0
TOTAL FUND EXPENDITURES	82,890.52	1,227,780.33	4,647,112.00	3,419,331.67	26.4
NET REVENUE OVER EXPENDITURES	61,193.58	(56,512.43)	(3,219,884.00)	(3,163,371.57)	(1.8)

TOWN OF ELIZABETH
BALANCE SHEET
SEPTEMBER 30, 2022

WATER SEWER FUND

ASSETS

52-100001	CASH IN COMBINED CASH FUND	4,357,138.74	
52-101000	PETTY CASH	100.00	
52-110000	ACCOUNTS RECEIVABLE: UB	164,349.90	
52-115000	ACCOUNTS RECEIVABLE:OTHER	1,791.95	
52-160100	LAND: WATER	171,737.60	
52-160200	LAND: SEWER	143,729.50	
52-161100	EASEMENTS: WATER	10,890.77	
52-161200	EASEMENTS: SEWER	32,271.26	
52-162100	PLANT & EQUIPMENT: WATER	2,271,315.79	
52-162200	PLANT & EQUIPMENT: SEWER	6,013,924.47	
52-163100	WATER IMPROVEMENTS	2,288,597.77	
52-163200	SEWER IMPROVEMENTS	2,727,573.38	
52-165100	CONSTRUCTION IN PROGRESS: WTR	1,303,568.39	
52-165200	CONSTRUCTION IN PROGRESS: SWR	49,500.00	
52-169100	ACCUMULATED DEP: WATER	(2,727,106.48)	
52-169200	ACCUMULATED DEP: SEWER	(3,822,205.34)	
	TOTAL ASSETS		<u>12,987,177.70</u>

LIABILITIES AND EQUITY

LIABILITIES

52-202000	ACCOUNTS PAYABLE	137,080.58	
52-202400	AR - REIMB EXP - MISC	1,071.63	
52-203000	RETAINAGE PAYABLE	24,515.00	
52-215200	ACCRUED INT PAY: SEWER	2,479.00	
52-218000	COMPENSATED ABSENCES PAYABLE	13,777.88	
52-218100	COMP ABSENCES- CURRENT PAYABLE	1,377.79	
52-220000	CUSTOMER METER DEPOSITS	45,693.12	
52-231200	2007 CWRPDA CUR NOTES PAYABLE	60,120.00	
52-239402	2007 CWRPDA NOTE PAYABLE	337,558.35	
	TOTAL LIABILITIES		623,673.35

FUND EQUITY

52-280000	RETAINED EARNINGS	12,508,662.70	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(145,158.35)	
	BALANCE - CURRENT DATE	(145,158.35)	
	TOTAL FUND EQUITY		<u>12,363,504.35</u>
	TOTAL LIABILITIES AND EQUITY		<u>12,987,177.70</u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CHARGE FOR SERVICES / TAP FEES</u>					
52-34-4100 WATER SALES	76,269.44	615,568.91	650,000.00	34,431.09	94.7
52-34-4200 SEWER SALES	59,750.02	564,898.54	675,000.00	110,101.46	83.7
52-34-8100 WATER TAP FEES	.00	193,875.00	520,000.00	326,125.00	37.3
52-34-8200 SEWER TAP FEES	40,200.00	402,572.00	592,000.00	189,428.00	68.0
TOTAL CHARGE FOR SERVICES / TAP FEES	176,219.46	1,776,914.45	2,437,000.00	660,085.55	72.9
<u>MISCELLANEOUS</u>					
52-36-1000 INVESTMENT INCOME	9,410.01	33,225.22	2,700.00	(30,525.22)	1230.6
52-36-9000 OTHER REVENUE	2,476.05	58,341.86	91,000.00	32,658.14	64.1
TOTAL MISCELLANEOUS	11,886.06	91,567.08	93,700.00	2,132.92	97.7
TOTAL FUND REVENUE	188,105.52	1,868,481.53	2,530,700.00	662,218.47	73.8

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>WATER</u>					
52-57-1100 SALARIES & WAGES- WATER	10,542.90	88,125.14	130,875.00	42,749.86	67.3
52-57-1300 OVERTIME	286.77	4,712.69	9,000.00	4,287.31	52.4
52-57-1400 WORKERS' COMPENSATION	318.36	2,662.00	6,295.00	3,633.00	42.3
52-57-1500 HEALTH INSURANCE	2,900.37	26,245.74	25,050.00	(1,195.74)	104.8
52-57-1550 RETIREMENT	219.36	2,102.84	3,925.00	1,822.16	53.6
52-57-1600 FICA	812.72	6,993.84	10,012.00	3,018.16	69.9
52-57-1700 COLO UNEMPLOYMENT	21.64	175.94	524.00	348.06	33.6
52-57-1825 MEMBERSHIPS - EMPLOYEE	.00	527.00	900.00	373.00	58.6
52-57-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,325.00	1,325.00	.0
52-57-1900 ALLOWANCES	90.00	1,352.14	1,625.00	272.86	83.2
52-57-3200 CONTRACTED SERVICES	7,414.98	59,177.19	140,000.00	80,822.81	42.3
52-57-4800 TELEPHONE AND CELLPHONES	.00	.00	1,800.00	1,800.00	.0
52-57-4900 UTILITIES	10,982.39	65,060.61	90,000.00	24,939.39	72.3
52-57-5400 INSURANCE	2,363.31	9,453.25	10,000.00	546.75	94.5
52-57-5500 LEGAL - CONTRACTED	.00	.00	8,000.00	8,000.00	.0
52-57-6000 MAINTENANCE AND REPAIRS	1,881.95	48,098.92	150,000.00	101,901.08	32.1
52-57-7500 CHEMICAL SUPPLIES	.00	2,162.41	9,000.00	6,837.59	24.0
52-57-7550 WATER SUPPLIES	.00	13,711.43	14,000.00	288.57	97.9
52-57-9000 OTHER	92.55	2,280.81	18,000.00	15,719.19	12.7
52-57-9100 RITORO WELLS	135,603.98	1,212,087.44	700,000.00	(512,087.44)	173.2
52-57-9900 WATER LINE UPGRADE	.00	.00	25,000.00	25,000.00	.0
TOTAL WATER	173,531.28	1,544,929.39	1,355,331.00	(189,598.39)	114.0
<u>SEWER</u>					
52-58-1100 -SALARIES & WAGES- SEWER	10,542.90	88,125.12	130,875.00	42,749.88	67.3
52-58-1300 OVERTIME	286.77	4,712.69	9,000.00	4,287.31	52.4
52-58-1400 WORKERS' COMPENSATION	318.36	2,661.81	6,295.00	3,633.19	42.3
52-58-1500 HEALTH INSURANCE	2,900.32	26,246.51	25,050.00	(1,196.51)	104.8
52-58-1550 RETIREMENT	219.38	2,103.20	3,925.00	1,821.80	53.6
52-58-1600 FICA	812.81	6,994.13	10,012.00	3,017.87	69.9
52-58-1700 COLO UNEMPLOYMENT	30.13	249.82	524.00	274.18	47.7
52-58-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	900.00	900.00	.0
52-58-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,325.00	1,325.00	.0
52-58-1900 ALLOWANCES	90.00	1,352.14	1,625.00	272.86	83.2
52-58-3200 CONTRACTED SERVICES	1,825.29	42,804.64	110,000.00	67,195.36	38.9
52-58-4800 TELEPHONE AND CELLPHONES	720.34	5,463.65	9,000.00	3,536.35	60.7
52-58-4900 UTILITIES	6,500.06	44,381.84	70,000.00	25,618.16	63.4
52-58-5400 INSURANCE	2,612.69	10,450.76	12,000.00	1,549.24	87.1
52-58-6000 MAINTENANCE AND REPAIRS	4,354.63	54,715.09	130,000.00	75,284.91	42.1
52-58-7500 SEWER SUPPLIES	.00	.00	2,500.00	2,500.00	.0
52-58-9000 OTHER	81.00	81.00	6,000.00	5,919.00	1.4
52-58-9400 WTP UPGRADES	.00	9,900.00	968,000.00	958,100.00	1.0
TOTAL SEWER	31,294.68	300,242.40	1,497,031.00	1,196,788.60	20.1

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>2007 CWRPDA</u>					
52-63-6300 2007 CWRPDA PYMT- PRINCIPAL	.00	29,781.26	57,928.00	28,146.74	51.4
52-63-6400 2007 CWRPDA- INTEREST	.00	7,436.86	16,508.00	9,071.14	45.1
TOTAL 2007 CWRPDA	.00	37,218.12	74,436.00	37,217.88	50.0
<u>DEPARTMENT 65</u>					
52-65-9900 TRANSFER TO GENERAL FUND	14,583.33	131,249.97	175,000.00	43,750.03	75.0
TOTAL DEPARTMENT 65	14,583.33	131,249.97	175,000.00	43,750.03	75.0
TOTAL FUND EXPENDITURES	219,409.29	2,013,639.88	3,101,798.00	1,088,158.12	64.9
NET REVENUE OVER EXPENDITURES	(31,303.77)	(145,158.35)	(571,098.00)	(425,939.65)	(25.4)



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/06/2022 to 11/19/2022



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 11/06/2022 at 12:01 a.m. to 11/19/2022 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:

11/06/2022 to 11/19/2022

Total Calls for Service:

291

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assisting Other Agencies
29	15	10	4	0

Parking Violations:

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

Other Calls for Service:

Call Type:	Number of Calls:
Abandoned Vehicle	1
Animal Bite	1
Animal Complaint	1
Animal Cruelty	1
Animal Impound	1
Assault	1
Assist to Fire Department	1
Assist to Other Agency	1
Attempt to Contact	3
Bar Check	3
Business Check	18
Burglary	1



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/06/2022 to 11/19/2022

Citizen Assist	6
Citizen Contact	3
Civil	1
Crime Prevention	1
Criminal Mischief	2
Follow Up	13
Fraud	2
Harassment	1
Increased Patrol	130
Informational Report	3
Juvenile Complaint	1
Medical Assist	5
Motorist Assist	3
Municipal Ordinance Violation	6
Motor Vehicle Accident Property Damage	6
Motor Vehicle Accident with Unknown Injuries	1
Report Every Drunk Driver Immediately	1
Restraining Order Violation	2
School Education	16
Sex Offense	1
Suicidal Subject	1
Suspicious Circumstance	2
Suspicious Person	1
Suspicious Vehicle	7
Traffic Complaint	4
Traffic Stop	29
Vehicle Theft	1
Vehicle Trespass	1
VIN Verify	1
Warrant Pickup	1
Welfare Check	5
Wildlife	1



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/06/2022 to 11/19/2022

Open and Active Investigations:

Case/Incident Number:	Call Type:	Details:
22-5941	Child Abuse	An investigation into child abuse that occurred at a residence.
22-7121	Child Abuse	An investigation into child abuse that occurred at a school.
22-7082	Criminal Mischief	An investigation into damage at a Town park.
22-7004	Littering	An open case regarding signs.

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

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
22-6793	Theft	EPD responded to a local school on report of a theft. After investigation, probable cause existed that a crime had been committed. A municipal summons was issued to the suspect.
22-7196	Safe2tell	EPD received an anonymous report regarding a student at a local school vaping. There was insufficient evidence to support criminal charges.
22-7203	Animal Control	EPD located a dog at large in Town. The owner was located, and the dog was returned to its owner.
22-7082	Criminal Mischief	EPD responded to a local Town owned park on report of a vandalism. After investigation, no suspects could be located.



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/06/2022 to 11/19/2022

22-6398	Animal Control	EPD Community Services closed a case regarding a resident registering their dogs. The suspect was given a court order to register their dog in an unrelated case, and this case was now irrelevant.
22-7005	Drug Violation	EPD responded to a local school on report of a drug offense. After the investigation concluded, probable cause existed that two juveniles violated several offenses. Both juveniles were released on municipal summonses.
22-7197	Assist to ECSO	EPD took a report of a sex offense. After preliminary investigation, the alleged crime occurred in ECSO's jurisdiction. This case was forwarded to them.
22-6598	Assist to ECSO	EPD received an anonymous report regarding a juvenile. After preliminary investigation, it was determined the juvenile resided in ECSO jurisdiction. This case was forwarded to ECSO.
22-7189	Suspicious Circumstance	EPD responded to a local school on report of a suspicious circumstance. After investigation, the alleged crime did not occur in EPD's jurisdiction. The case was forwarded to the proper agency.
22-7151	Safe2tell	EPD received an anonymous report regarding a local school. No crime occurred.
22-7136	Traffic Stop	An EPD Officer contacted a motorist for a traffic stop. After investigation, it was determined the motorist did not possess valid insurance. the motorist was issued a state summons for serval traffic offenses.
22-6879	Motor Vehicle Accident	EPD concluded an investigation into a hit and run property damage accident where alcohol was believed to be involved. EPD identified the suspect and issued a summons to the suspect.
22-7150	Animal Control	EPD located a dog at large. The owner was not able to be located and the dog was impounded. Once the owner contacted EPD, the dog was released, and the owner was issued a municipal summons.



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/06/2022 to 11/19/2022

22-7232	Motor Vehicle Accident	EPD responded to a two-vehicle crash. The at fault driver was issued a municipal summons for a traffic offense.
22-7201	Harassment	EPD responded to a local school on report of a harassment via phone. After investigation, no crime had occurred.
22-7255	Burglary	EPD responded to a cold burglary call. After investigation, it was unclear if a crime had occurred.
22-6816	Fraud	EPD concluded an investigation into a felony theft from a local business. A suspect was identified, and an arrest warrant was applied for.
22-7221	Welfare check	EPD conducted a welfare check on a juvenile. The juvenile was found to be all right, and no crime had occurred.
22-7029	Medical Assist	EPD responded to a medical assist. The patient was transported to a local hospital.
22-7199	Restraining Order Violation	EPD responded to a report of a restraining order violation. After investigation, no crime had occurred.
22-7334	Medical Assist	EPD responded to a local school to a report of a student experiencing a medical emergency. The juvenile was transported to a local hospital.
22-7335	Welfare Check	EPD responded to a welfare check on a juvenile. The juvenile was found to be okay.
22-7352	Traffic Stop	EPD contacted a motorist on a traffic violation. It was determined the motorist did not possess valid insurance. The motorist was issued a municipal summons for several traffic violations.
22-7167	Motor Vehicle Accident	EPD responded to a hit and run crash. No suspect vehicle was able to be identified.
22-7219	Assault	EPD responded to a local school on report of an assault. After investigation, probable cause existed that a crime did occur, however the victim did not wish to pursue charges.
22-7222	Vape	EPD responded to a local school on a report of a student in possession of a vape pen. The student was issued a municipal summons.



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

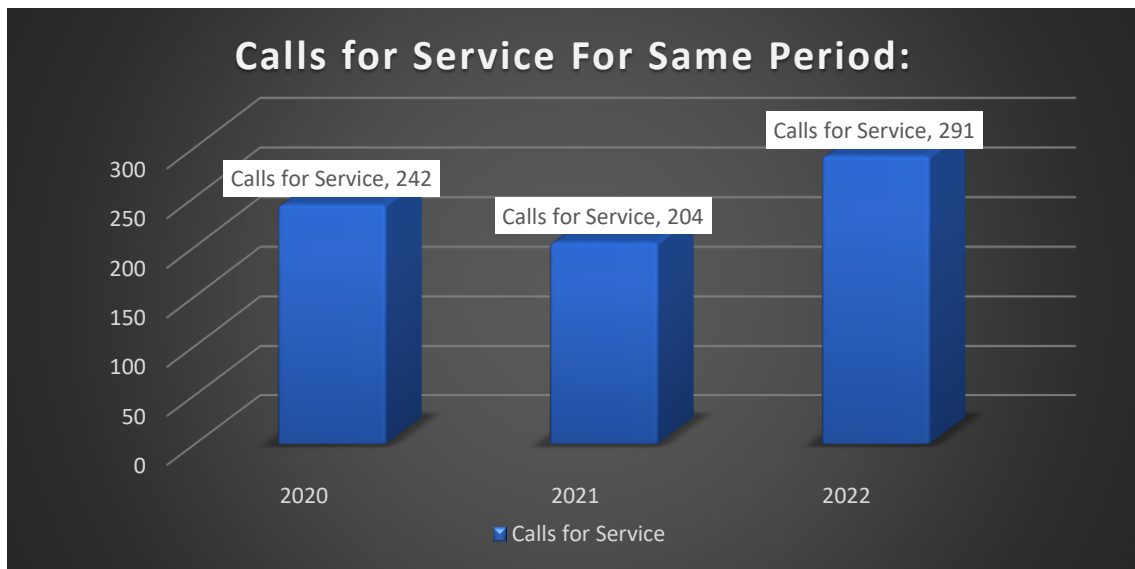
Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/06/2022 to 11/19/2022

22-6940	Animal Control	EPD Community Services assisted a resident in registering their dog.
22-7105	Animal Control	EPD Community Services located a dog running at large. The dog was returned to its owner.
22-7220	Motor Vehicle Accident	EPD responded to a motor vehicle accident. The at fault driver was issued a municipal summons for a traffic offense.

Historical Data:



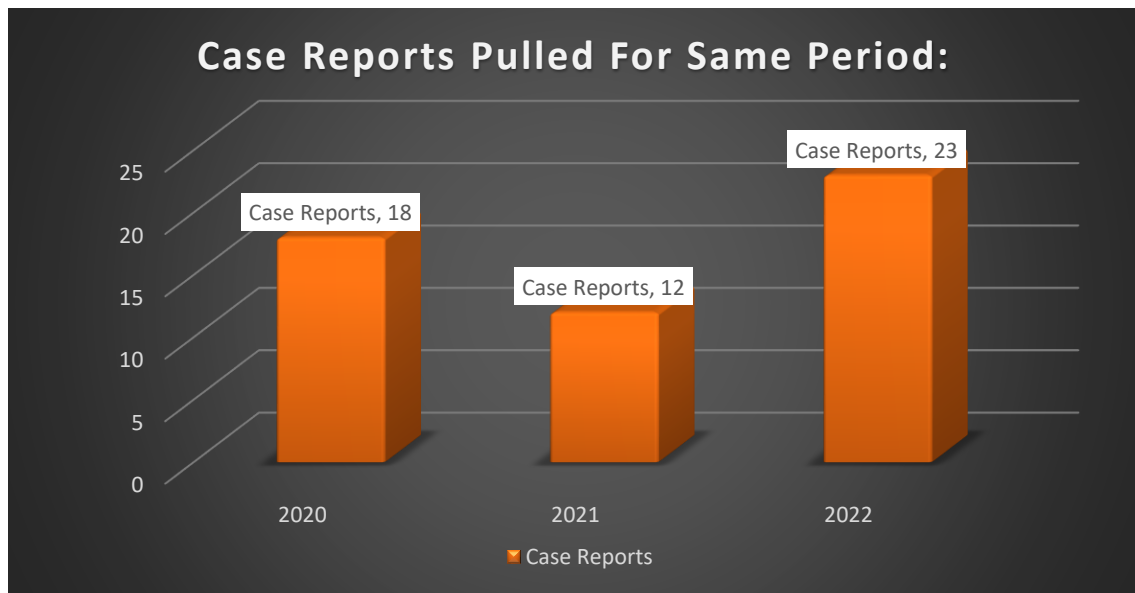
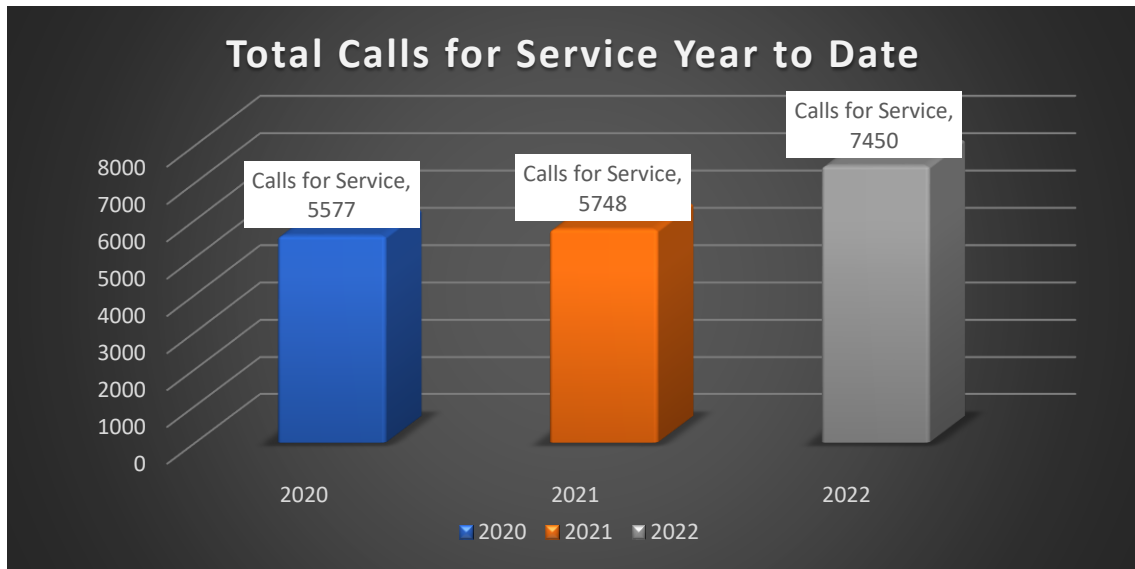


TOWN OF ELIZABETH
POLICE DEPARTMENT
MELVIN BERGHAHN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/06/2022 to 11/19/2022





TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

11/06/2022 to 11/19/2022

Chief of Police's Advisements:

The Elizabeth Police Department Student Academy is complete, this year was a great success! It was the largest class since its creation with some great additions. The graduation class was so big that we had to change the venue to the Elizabeth High School! If you have not made your reservation, time is running out.

EPD had fun hanging out with Running Creek Elementary students when they visited Town Hall. Plans are being made to have Carline, the EPD K9 visit them for lunch in the coming weeks. EPD also enjoyed going with the students to visit the Veterans memorial at the cemetery on 11/11/2022.

Officers were honored to have lunch with several students and Veterans at the Elizabeth Middle School on 11/11/2022. The meal was prepared by students for veterans, the hospitality and care was top notch!

If you have any questions, please let me know!

Respectfully,

Chief Melvin Berghann

Chief of Police



Thank you for all the love, kindness and support you have shown us in many ways. It gave us the greatest comfort during our sorrow.

Psalms 147:3 - He heals the brokenhearted and binds up their wounds.

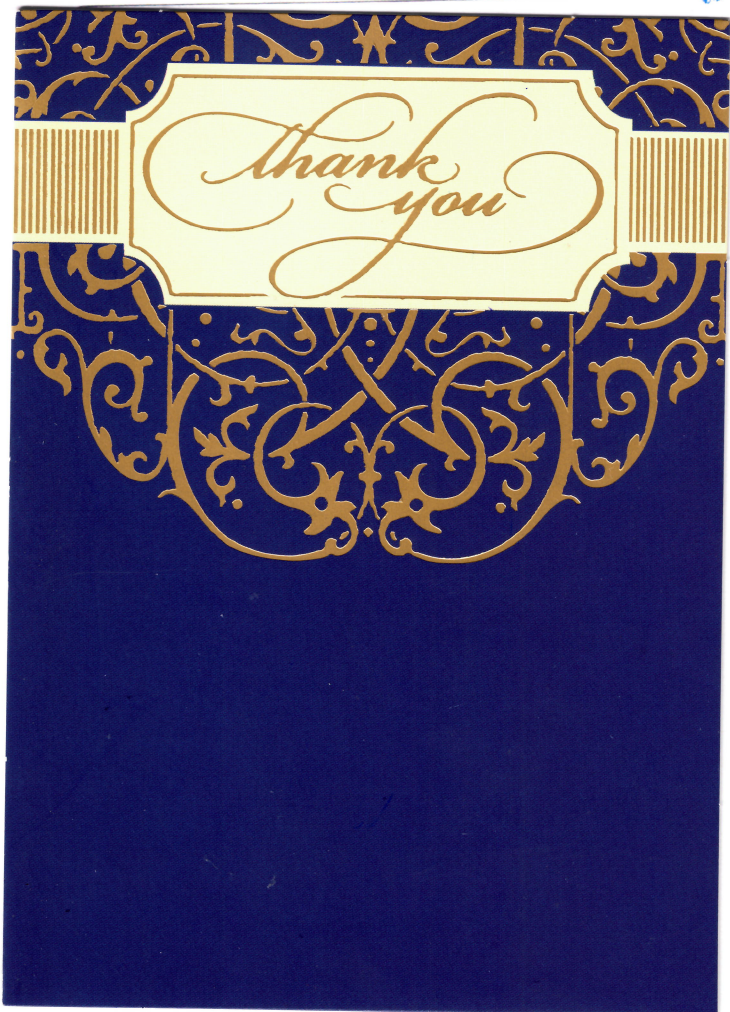
The Family Of
James D Seeley



Nov. 15, 2022

Dear Mr. Berghahn,
Thank you for your
business card, the cup, and
the badge! The badge makes me
feel like a real police!

Thank you for showing me all
your gear!
Sincerely,
Jeremiah Cohen



NOV 15
2022

Dear Mr. Bergmann,
Thank you so much for
The badge ~~and~~ the cup.
I really liked it when you
showed me all your gear.
Thank you for
protecting our town.

Gratefully,
Sara Cohen



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

TO: Honorable Mayor and Town Board of Trustees
FROM: Mike DeVol, Public Works Director
DATE: November 29, 2022
SUBJECT: Public Works Monitoring Report

*Town Street Paving Improvements Project:

1. PW has inspected the Street Paving punch-list larger items and conclude that have been completed.
2. PW has a list of smaller punch-list items to continue have completed as weather allows.
4. Street Striping for 2022 has concluded. Cross-walks and STOP Lines have been completed for 2022.

*Town Main St. Decorations:

1. PW has installed Christmas/Holiday Banners and Garland along Main St.

*Town Wells, Tanks and Effluent:

1. See attached.

* Town Water Line Emergency Repair:

1. N/A

*Town Hall Landscaping Plan:

1. Please see attached in Board Packet.

*Town Walkway Repairs:

1. Sidewalk repairs and replacements have begun and will continue through the summer.

* Town Snow Plowing and Street Sweeping:

1. N/A

*Town New Wells at Ritoro/Gold Creek Valley:

1. New Arapahoe and Denver Wells are scheduled to be Operational in January 2023 time period.
2. The Building contract is currently at completion of September 26, 2022, it is likely that AD Miller will ask for a contract extension likely ending Well House completion in November/December.
3. The Back-up Generator is being held up in production and may not arrive until February of 2023.

*Town Trail Project:

1. Annual Walk through for Grant Compliance was successful and a full report has been filed with CDOT Their approval and comments.



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

***Gold Creek Lift Station Improvements:**

1. Ground-breaking August 22nd, 2022
2. Heavy Construction September and October and complete early November 2022.
3. Groundwater Dewatering and Erosion Control plans are in affect.
4. Pumps, Electrical, Parts are all in possession.

*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. Town Clean-up yielded the following:
 - 3 ½ Roll-off dumpsters of trash and household debris.
 - 457 pounds of Computer Materials.
 - 2,065 pounds of Display Material (TV, Monitors).
 - 1,079 pounds of mixed electronics.
 - 82 pounds of mixed batteries.
 - 125 gallons of mixed automotive oil (free pick up by local user)
 - 80 gallons of misc. 1-5 gal. containers of paint (free pick up by Paint Care Colorado)
 - 400 pounds of mixed scrap metal (free pick up by local)

***Town Public Works Road Extension:**

1. Public Works has received numerous phone calls from town and out of town residents extending their Gratitude for the paving of County Rd 13/ Pine Ridge St to the Town's Water Tanks. PW has received Concerns of excessive speeds, vehicles passing, wildlife encounters and pedestrian safety. PW has assured them that with new signage, striping and law enforcement presence traffic will slow down and safer for pedestrians, wildlife and drivers.
2. PW will continue to mitigate line of sight by removing small trees at Gold Creek Drive looking South for Traffic safety concerns within Town Right of Way.

***Town Farmers Market:**

Event Park Name is Running Creek Park (RCP).

1. N/A

***Town Parks and Right of Way (ROW):**

1. Mowing and tree trimming within Parks and ROW are ongoing projects.



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

Upcoming Projects:

1. Legacy Village Pre-Construction meeting was held January 10th on-site to begin preparations for Excavation. Inspections of Water and Sewer lines are completed with punch list of items to be repaired. PW and CORE Engineering will be issuing Letters of Acceptance for completed work to allow building Permits to be issued in the latter part of November 2022. Legacy Village has completed their High Chlorine Residual tests as well as Bacteriological testing. Pressure testing of Water and Sewer lines has been completed and accepted.

Mail Kiosk:

1. Mail Kiosk are installed.

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

Wells/ Tanks/ Effluent/ Bulk Water Usage (100%) Date: 11-29-2022

Water Year is November 1st through October 31st Annually

Totals Readings for 10/1/22 thru 10/31/22

Denver Well (DN1) usage – 15,909 X 100 = 1,590,900 gallons.

Dawson Well (DW2) usage – 1,060 X 100 = 106,000 gallons.

Arapahoe Well (A2) usage – 54,193 X 100 = 5,419,300 gallons.

DN1 + DW2 + A2 = Wells usage Total = 71,162 X 100 = 7,116,200 gallons.

Denver Well (DN1)/ Nov.1 to date usage – 35,843,610 gallons. (74.00%)

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

Dawson Well (DW2)/ Nov. 1 to date usage – 24,090,164 gallons. (100%)

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

Arapahoe (A2)/ Nov. 1 to date usage – 36,821,163 gallons. (86.00%)

(A2 Well 132 ac.ft. = 43,012,332 gallons yearly) (with 750 Ac.ft. Banked)

(244,388,250 gallons in reserve)

New Arapahoe and Denver Wells have been banking Water for 2 years since drilled. (awaiting clarification for positive banking amount in ac.ft.)

Water Storage Tanks Meter Tracking Usage = 6,940,992 gallons.

Water Tanks elevation and gallons in storage – 25.58 ft. = 1,297,000 gallons.

GCWWTP Gold Creek Wastewater Treatment Plant Effluent = 4,950,510 gallons.

Bulk Water Billing Usage will be calculated in October of 2022 and billable at \$20.20 per 1,000 gallons.

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

Public Works Water Truck (Dust Suppression/Main Line Flushing) 4 loads @ 2,000 gal/each = 8,000 gallons. EFPD – Structure Fire 0 gallons EFPD- Exercises – 12,000 gallons



TOWN OF ELIZABETH

TO: Honorable Mayor and Board of Trustees
FROM: Karli Pronske Student Liaison
DATE: November 22nd, 2022
SUBJECT: Student Liaison Report

SUMMARY

Thanksgiving break!!

With all of the hard work and dedication that EHS students have devoted to the first semester of school, it is finally time for a well-deserved break before finals. This year our students got the whole week of Thanksgiving off to spend time with family and friends and to really understand the purpose behind Thanksgiving. However, even with the week off, our students still manage to keep themselves busy.

The wrestling and basketball seasons have officially begun, and the teams have been working hard in practice, even with the week off. The boys basketball team will have their first home game on December 2nd at 7pm, the girls basketball team will have their first home game on December 2nd as well at 5:30pm, and our wrestling team will have their first home dual on January 4th at 6pm.

The National Honor Society will be hosting their annual Blood Drive in the EHS Gym on December 7th, for all of their students 16+ to help others in need and donate their blood.

Our other organizations such as FBLA (Future Business Leaders of America), FCCLA (Family, Career, and Community Leaders of America), and TSA (Technology Student Association), are all beginning to prepare for their district conferences/competitions and we wish them all the best!

For the rest of this week though, our students will continue to enjoy their break from school, and then they'll come back rejuvenated and ready to take on the rest of the semester.



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
OCTOBER 13, 2022**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, October 13, 2022, at 8:30 AM by Vice President Linda Bulmer.

ROLL CALL

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

Also present were Community Development Director Pam Cherry, Planner/Project Manager Zach Higgins, Deputy Town Clerk Harmony Malakowski, Community Development Administrative Assistant Dianna Hiatt, and Assistant Public Works Director James McErnie.

AGENDA CHANGES

No agenda changes from staff or board members. Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

Minutes of the Regular Meeting of September 8, 2022

Motion by Mr. Hussey, seconded by Mr. Jeffress, to approve the minutes from September 8, 2022. The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS

Discussion Main Street Streetscape

Mr. Higgins presented the information and direction provided by the Board of Trustees regarding the Streetscape project. Discussion also occurred regarding the upcoming public check-in meeting.

Discussion regarding CORE add service



Mr. Higgins introduced the PSA for Core add services and including the design options for streetscape.

Discussion regarding 2023 schedule

Dates and times for 2023 were provided to the Board. Discussion occurred for changing the meeting days to Mondays. Further discussion will occur at the next regularly scheduled meeting.

Discussion regarding Work Plan and DOLA visit

Mr. Higgins provided the Board with an updated work plan and budget. Direction was provided to staff for changes to the budget.

Vice President Bulmer provided an update regarding the Mayor's Tree Lighting event.

STAFF REPORTS

- Mr. Higgins provided an update regarding the Historic Preservation Code.
- Discussion regarding the Gesin lot.
- 2022 Christmas ornament distribution to businesses have begun.
- Mr. Higgins provided more information to the Board regarding upcoming training opportunities.
- 3rd quarter stats will be submitted by Monday.

BOARD REPORTS

- Mr. Higgins read Board Member Kurt Prinslow's comments regarding items on the agenda and information he gathered regarding statues in Marysville, Kansas.
- Board Member Jeff Struthers posed a question regarding sales tax revenue on Main Street. Discussion followed.
- Ms. Bulmer informed the Board that she is in discussion with Public Works regarding a facelift for the parking area off Elm Street.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Jeffress, to adjourn meeting at 10:37 AM.

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



TOWN OF ELIZABETH

Tedd Lipka

President Tedd Lipka

Harmony Malakowski

Deputy Town Clerk Harmony Malakowski

Vice President WSA *Bulmer*

