



## **Board of Trustees workshop lot width Code discussion**

**Tuesday February 10, 2026, at 6:00 PM**

## **Board of Trustees Regular Meeting**

**Tuesday, February 10, 2026 at 7:00 PM**

**Town Hall, 151 S. Banner Street**

Conferencing Access Information: This is viewing-only access.

[Zoom link to view meeting](#)

**Join via phone: 1 669 900 9128 Meeting ID: 863 9000 2270**

**Meeting Passcode: 508316**

### **Call to Order**

### **Roll Call**

### **Pledge of Allegiance**

### **Public Comment**

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 5 minutes. If many speakers are anticipated, the Mayor may (a) shorten the time limit; (b) ask speakers to limit themselves to new information and points of view not already covered by previous speakers; and/or (c) limit the total time of public comment to allow the Board to proceed to consider items set on the regular meeting agenda. The Board of Trustees may not respond to your comments during this meeting, but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

### **Agenda Changes**

### **Consent Agenda**

1. Minutes of the Regular Meeting of January 27, 2026

### **New Business**

2. Discussion and possible action on request for a Performance Guarantee Deadline for 350 S. Elbert Street Subdivision – Alexandra Cramer

**Action may be taken on any and all items listed on the agenda.**

Accommodations for disabilities may be made upon request.

3. Discussion and possible action on the consent of a Distillery Sales Room – Michelle Oeser
4. Discussion and possible action on Resolution 26R07, a Resolution approving the Memorandum of Understanding between the Town and the Elizabeth School District regarding the providing of Vehicle Maintenance Service for vehicles owned and operated by the Town of Elizabeth– Jeff Engel
5. Discussion and possible direction on Financial Policy, spending limits, and Financial Reports – Chris Lowe
6. Discussion and possible action on posting the open Board of Trustee seat – Michelle Oeser

#### **Management Monitoring Reports**

7. Management Monitoring Reports

#### **Board of Trustees Report**

8. Board Reports

#### **Adjournment**

**Action may be taken on any and all items listed on the agenda.**  
Accommodations for disabilities may be made upon request.

# 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.

**Action may be taken on any and all items listed on the agenda.**  
Accommodations for disabilities may be made upon request.



## Board of Trustees Regular Meeting - Record of Proceedings

Tuesday, January 27, 2026 at 7:00 PM

Town Hall, 151 S. Banner Street

### Call to Order

The Regular Meeting of the Board of Trustees for the Town of Elizabeth was called to order on Tuesday, January 27, 2026, at 7:00 pm by Mayor Angela Ternus.

### Roll Call

#### Present:

Mayor Angela Ternus

Mayor Pro Tem Tracy Hutchins

Trustee Loren Einspahr

Trustee Dave Conley

Trustee Michael Schroder

Trustee Steve Gaither

#### Absent:

Trustee Cynthia Thye

There was a quorum to do business.

#### Also in Attendance:

Town Clerk / Administrative Services Director Michelle Oeser

Public Works Director Mike DeVol

Assistant Public Works Director James McErnie

Police Chief Jeff Engel

Planner/Project Manager Alexandra Cramer

Town Attorney Corey Hoffmann

### Pledge of Allegiance

Mayor Ternus led the Board in the Pledge of Allegiance.

### Public Comment

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 5 minutes. If many speakers are anticipated, the Mayor may (a) shorten the time limit; (b) ask speakers to limit themselves to new information and points of view not already covered by previous speakers; and/or (c) limit the total time of public comment to allow the Board to proceed to consider items set on the regular meeting agenda. The Board of Trustees may not respond to your comments during this meeting, but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members,

Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

Kimberly Schafer - Elbert County Resident

## **Agenda Changes**

### **Consent Agenda**

1. Minutes of the Regular Meeting of January 13, 2026

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to approve the Consent Agenda.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither

Voting No: None

Motion Passed Unanimously (6-0)

### **Presentations**

2. DAR Distinguished Citizen Medal/Certificate – Gayle Gardner

Gayle Gardner presented Officer Craig Myers with the DAR (Daughters of the Revolution) Distinguished Citizens Medal.

3. Alex Allen Meritorious Conduct Award – Police Chief Jeff Engel

Police Chief Jeff Engel presented Sereant Alex Allen with the Meritorious Conduct Award.

### **New Business**

4. Discussion and possible action on the appointment of Samantha Barnhart to the Planning Commission for a term of January 27, 2026, through December 31, 2029. – Alexandra Cramer

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to approve the appointment of Samantha Barnhart to the Planning Commission for a term of January 27, 2026, through December 31, 2029.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither

Voting No: None

Motion Passed Unanimously (6-0)

5. Discussion and possible action on the reappointment of Dennis Rodriguez and Jeff Lehman to the Historic Advisory Board for a four-year term from January 27, 2026, through December 31, 2029.

Motion by Trustee Schroder, seconded by Trustee Gaither, to approve the reappointment of Dennis Rodriguez and Jeff Lehman to the Historic Advisory Board for a four-year term from January 27, 2026, through December 31, 2029.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither

Voting No: None

Motion Passed Unanimously (6-0)

Mayor Ternus closed the Regular Meeting and opened the Public Hearing at 7:19 pm.

### **Public Hearing**

#### **6. Main St. Station Site Plan and Use by Special Review – Alex Cramer**

Ms. Cramer provided a Staff report.

Grace Erickson of Providence Consulting, LLC represented the applicant and provided a presentation.

Mayor Ternus opened the Public Hearing for public comment.

Paul Schwarzkopf - Town of Elizabeth Resident

Mayor Ternus closed the Public Hearing and reopened the Regular Meeting at 7:50 pm.

### **New Business**

#### **7. Discussion and possible action on Resolution 26R05, a Resolution approving the Main Street Station Site Plan and Use by Special Review, Subject to Conditions – Alex Cramer**

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Gaither, to approve Resolution 26R05, a Resolution approving the Main Street Station Site Plan and Use by Special Review, Subject to Conditions.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Gaither

Voting No: Trustee Schroder

Motion Passed (5-1)

#### **8. Discussion and possible action on request for a Performance Guarantee Deadline for 350 S. Elbert Street Subdivision – Alexandra Cramer**

Motion by Mayor Ternus, seconded by Trustee Schroder, to continue discussion of an extended Performance Guarantee Deadline for 350 S. Elbert Street Subdivision to the February 10, 2026, Regular Board Meeting, with the conditions that the Town has received documentation that financing and a performance guarantee are in place.

Voting Yes: Mayor Ternus, Trustee Einspahr, Trustee Schroder, Trustee Gaither

Voting No: Mayor Pro Tem Hutchins, Trustee Conley

Motion Passed (4-2)

#### **9. Discussion on the 2026-2029 Elizabeth Police Department Strategic Plan - Police Chief Jeff Engel**

Police Chief Engel provided a Staff report.

#### **10. Discussion and possible action on Hillside Paving and Park Project Request for Proposal (RFP), Contract - Mike Devol**

The Board directed Mr. DeVol to proceed with posting the RFP.

### **Management Monitoring Reports**

#### **11. Management Monitoring Reports**

- Police Chief Jeff Engel:
  - Officer Steven Herbel has completed his Bachelors Degree in Criminal Justice.
  - Mayor Ternus asked about the Internship for the Police Department.

- Discussion on the Police Departments 5013(c).
- Planner / Project Manager Alexandra Cramer:
  - Discussion on Planning Commission members.
- Town Clerk Michelle Oeser:
  - Discussion on the 250/150 celebration.
- Town Attorney Corey Hoffmann:
  - The Curfew Violation Claim has been voluntarily dismissed by the Plaintiff.

## Board of Trustees Report

### 12. Board Reports

- Trustee Dave Conley:
  - The Elizabeth High School Varsity Pom Squad is going to Nationals.
- Mayor Angela Ternus:
  - Notified the Board that Trustee Cynthia Thye is resigning as of January 28, 2026.
  - Discussion on the open Board seat for Ward 3.
  - Mayor Ternus attended an Elbert County Commissioners' meeting to thank them for their participation in the Senior Christmas Baskets.

## Adjournment

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Conley, to approve adjourning the meeting at 8:46 pm.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither

Voting No: None

Motion Passed Unanimously (6-0)

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Town Clerk Michelle Oeser

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Mayor Angela Ternus



# TOWN OF ELIZABETH

ENTER NAME/TITLE HERE

**To:** Board of Trustees  
**From:** Alexandra Cramer, AICP Planner/Project Manager  
**Date:** February 10<sup>th</sup>, 2026  
**Subject:** 350 S Elbert – Performance Guarantee Extension Request – Developer's Letter of Assurance

## Background

At the January 27, 2026 meeting, the Board directed the developer of 350 S Elbert to provide a letter of assurance from his lender within one week to demonstrate financial capacity to complete the required improvements.

## Update

Staff has received a pre-qualification letter dated February 3, 2026, from LoanSmart Loans for Dan Henderson DBA: DGH Holdings LLC.

## Staff Recommendation

The Board will need to determine whether this letter provides sufficient assurance to direct staff to prepare an amendment to the Subdivision Improvement Agreement establishing a new performance guarantee deadline.

## Attachments

LoanSmart Loans Pre-Qualification Letter dated February 3, 2026



# LoanSmart

02/03/2026

To Whom It May Concern:

I have reviewed the application and the Tri-Merge credit report of Dan Henderson DBA: DGH Holdings LLC. I have pre-approved Mr. Henderson and DGH Holdings LLC. for a Construction loan up to \$1,475,000. to Refinance and Build on the property located at: 350 S. Elbert st. Elizabeth CO. 80107. LoanSmart is a mortgage Broker and all applications are subject to final approval by the primary funding banks that we have submitted to.

The following (current) attributes contributed to my conclusion:

1. Debt to Income ratio is within qualifying range.
2. Liquid assets meet the requirements for this transaction.
3. Satisfactory credit rating based on the in-file credit report
4. Stable employment history and duration.
5. Satisfactory Inspection (to be completed).
6. Satisfactory Appraisal (to be completed).

This loan is conditionally pre-approved.

Subject to the conditions specified above, the borrower should be able to complete the transaction for which the person or persons listed above are applying for credit. Once LoanSmart begins processing the loan, under normal circumstances, we would be able to close within a 30-day period depending on time required to collect and compile the required documentation. Please contact me at your earliest convenience if you or other parties to the transaction have any questions or concerns.

Sincerely,

*Ian Jouett*

Ian Jouett  
720-549-9949 fax  
720-217-9806 cell  
720-851-1007 work

- NOTICE: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the Federal Trade commission, 6th Street & Pennsylvania Ave. N. W., Washington, D.C., 20580.

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Ian T Jouett NMLS # 320236      [Ian@LoanSmartLoans.com](mailto:Ian@LoanSmartLoans.com)  
Office No. 720.851.1007      Cell No. 720.217.9806      Fax No. 720.549.9949  
www.loanSmartLoans.com

Page 1



# TOWN OF ELIZABETH

MICHELLE M. OESER TOWN CLERK / ADMINISTRATIVE SERVICES DIRECTOR

**TO:** Honorable Mayor and Board of Trustees  
**FROM:** Michelle Oeser Town Clerk  
**DATE:** February 10, 2026  
**SUBJECT:** Sales Room Approval

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## BACKGROUND

James Distilling CO LLC submitted a Colorado Liquor Sales Room Application to the State of Colorado Liquor Enforcement Authority on May 29, 2025. The extended processing timeframe is attributable to the applicant working to meet all applicable zoning requirements.

Staff consulted with the Planning Department regarding permitting and zoning compliance. Per Town Ordinance, a distillery (classified as food and beverage processing) is an allowed use at this location within the Light Industrial (LI) zoning district. The currently approved building plans do not include a designated tasting or serving area. The building permit remains pending final inspection; once all final approvals are obtained, a Certificate of Occupancy and business license may be issued.

The Town does not have authority to approve or deny this type of liquor license. Similar to a brewery license, the application is submitted to and issued by the State of Colorado Liquor Licensing Authority. The State provides the Town an opportunity to comment as a courtesy, specifically to identify any potential permitting or zoning concerns.

## STAFF RECOMMENDATION

Staff recommend that the Town sign the Sales Room application. There are no outstanding concerns or unmet requirements that would warrant opposition to the application.

## ATTACHMENT

Sales Room Application

## Application for Colorado Liquor Sales Room

Regulation 47-428, 1 C.C.R. 203-2

Type of Sales:  Malt Liquor  Limited Winery  Winery  Distillery

Duration:  Temporary (3 days or less)  Permanent

Name of Applicant exactly as it appears on your current Colorado Liquor License

James Distilling Co LLC

Trade Name of Applicant

James Distilling Co

State Sales Tax Number

Applicant Liquor License Number

03-24057

### Business Address

Street Address

372 North Banner St.

City

Elizabeth

State

CO

ZIP Code

80107

### Mailing Address

Street Address

Same

City

State

ZIP Code

Phone Number

Email Address

### Sales Room Address

Street Address

372 North Banner St.

City

Elizabeth

State

CO

ZIP Code

80107

**Date of Events**

From Date:  Time:   AM  PM  
To Date:  Time:   AM  PM

If the event is occurring on the same day during the events time period reported, select the day(s) below.

- Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Rights to Premises Granted by: (attach a copy of the Premises Use Authorization letter or lease if not previously submitted)

**Renting/Leasing Percent Basis:**  Yes  No

If Yes, List Percent and Interested Party. Use Additional Sheet if Necessary.

Alcohol will be sold (check all that apply):

- For on-premises consumption (if selected, please file this application with the Local Licensing Authority and the State Licensing Authority)  
 For off-premises consumption

The Sales Room Applicant affirms they have complied with local zoning restrictions?

- Yes  No

**Additional Required Documents**

- Attach an outlined diagram of proposed premises.  
 Attach a copy of the premises control plan describing how the premises will be controlled to ensure compliance with liquor code and rules. It must include restricting sales to minors and visibly intoxicated persons and insuring that customers cannot leave the premises with an open container of alcohol.  
 Attach a copy of any contracts and/or operating agreements pertaining to the sales room.

Local Licensing Authority Name


Date Application Copy Submitted to Local Licensing Authority

**Oath of Applicant**

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

Applicant Signature

Date (MM/DD/YY)



05/29/2025

Title

Founder

**Notice to Local Licensing Authority**

This application for a Sales Room will be granted to the above name applicant unless any of the below listed conditions apply. If any of these conditions apply please contact the State Licensing Authority immediately.

- Issuance of this permit would impact traffic, noise, or other neighborhood concerns in a manner that is inconsistent with local regulations or ordinances.
- If granted this permit would result in violations of the Colorado liquor code or the laws of the local government. (specify).
- Issuance of this permit would violate local zoning laws.

For events lasting **three consecutive days or less**, the Local Licensing Authority has **ten (10) business** days to submit its determination to the State Licensing Authority.

For events lasting **four or more consecutive days**, the Local Licensing Authority has **forty-five (45) days** to submit its determination to the State Licensing Authority.

Local Licensing Authorities can send the approval via mail or email to dor\_liqlicensing@state.co.us

If the Local Licensing Authority does not submit a response or determination within the time specified, the State Licensing Authority shall deem that the Local Licensing Authority has determined that the proposed sales room will not impact traffic, noise, or other neighborhood concerns in a manner that is inconsistent with local regulations or ordinances or that the applicant will sufficiently mitigate any impacts identified by the Local Licensing Authority.

Licensing Authority Signature

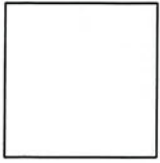
Date (MM/DD/YY)

Local Licensing Authority Contact Name

Phone Number

Object  Do Not Object

If the Local Licensing Authority objects to the sales room, provide a separate page with details of the objection.



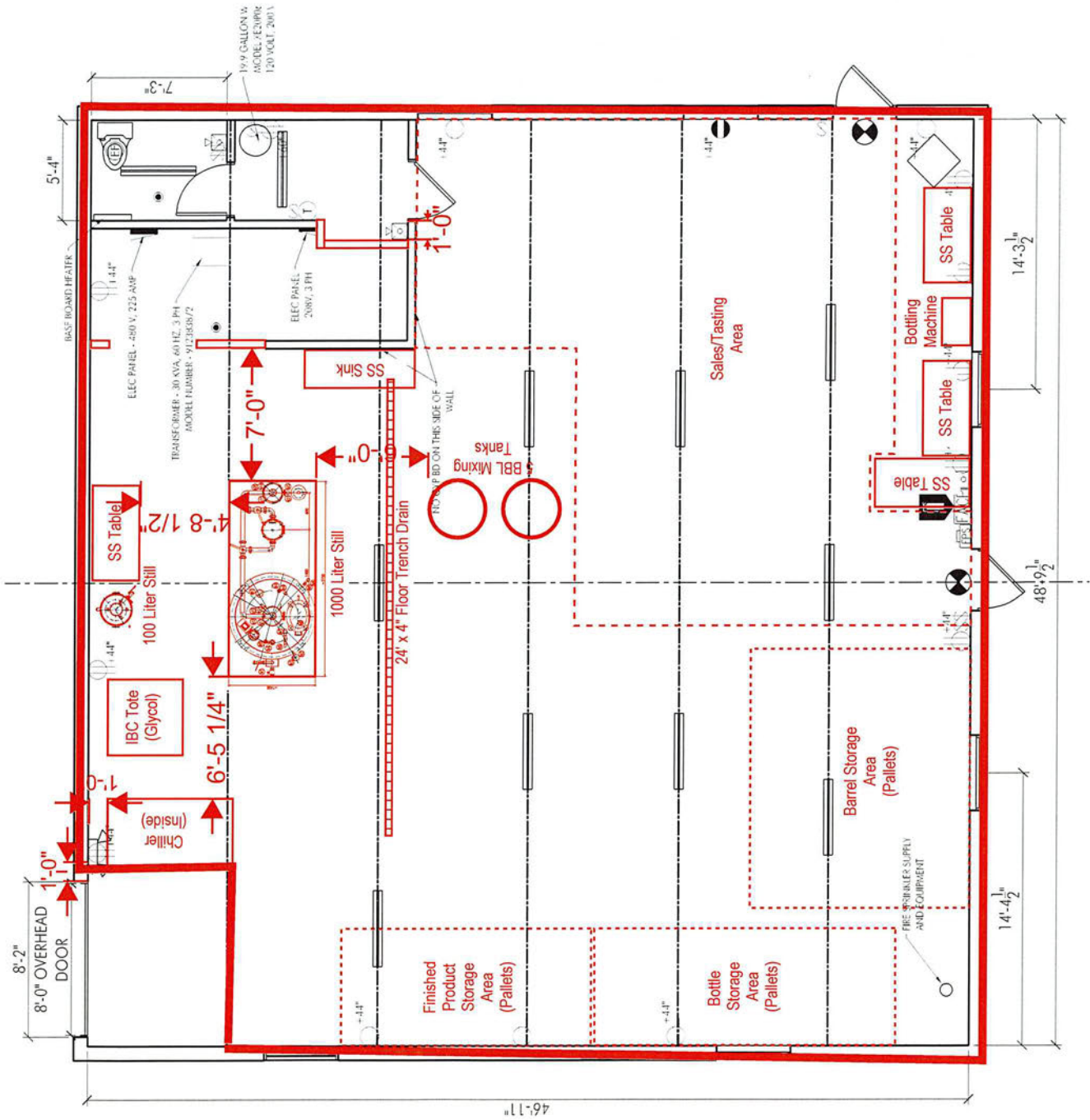
**TODD COOPER ARCHITECT LLC**  
**ARCHITECTURE & SPACE PLANNING**  
 6439 S. HARLAN WAY  
 LITTLETON, CO 80120  
 PH: 303-385-1219  
 TODD@TCARCHITECTURE.COM

**JAMES DISTILLERY**  
**AS-BUILT DRAWING**  
 372 N. BANNER STREET  
 ELIZABETH, COLORADO 80107

NO.	DATE	DESCRIPTION	BY

DRW: JH  
 QTO: JH  
 APP: JH  
 DATE: 19 FEBRUARY 2023  
 DRAWING SCALE: AS NOTED

DRAWING NO.:  
 JOB NO.:  
 © 2023



**1 FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"

## Premises Control Plan

### A. Manufacturing Floor

- a. The manufacturing premises will be clearly marked and divided from the sales room.
- b. The manufacturing premises will be for employees only except during a guided tour.
  - i. All tours of the manufacturing premises will be previously planned and permitted solely with a trained guide who is an employee.
- c. The manufacturing premises will have clearly marked signs for employee safety and will have updated safety and emergency plans visible.
- d. The manufacturing premises will have clearly marked exits and exit plans.

### B. Sales Room

- a. The sales room will have clearly marked exits
- b. The sales room will be the only location where alcohol can be consumed by our guests, with signage and enforcement to ensure customers cannot leave the premises with an open container of alcohol.
- c. Purchasing Alcohol
  - i. Alcohol will be stored in bottles in the designated storage area that is not accessible to the guests of the distillery.
  - ii. Alcohol will be available for our guests to purchase at the bar by a trained server to ensure no service is made to visibly intoxicated persons.
  - iii. Alcohol will be available for purchase in sealed containers and consumption at a later time/location, which will be the only alcohol permitted to leave the sales room.
- d. Guest Identification
  - i. All guests will have to present a valid ID which will be reviewed by our servers.
  - ii. All guests will be able to order one drink or flight per valid ID.
  - iii. All servers will be responsible vendor trained for guest services, cleanliness and safety within the tasting room.

COMMERCIAL LEASE: 372 N. Banner St. Elizabeth, CO 80107 2025 - 2026

This lease is made between Bruce Haase, herein called Lessor, and James Distilling Co LLC, a Colorado business entity, herein referred to as Lessee. Stewart Tyrrell and Micheal Czuchna shall each serve as personal guarantors for all obligations of the Lessee under this lease under the Lease Agreement, and hereby agree to be jointly and severally liable in their individual capacities for the performance of all terms and conditions herein. Lessee hereby offers to lease from Lessor the premises situated in the City of Elizabeth, County of Elbert, State of Colorado, described as 372 North Banner St. Elizabeth, CO 80107 upon the following terms and conditions.

1. **TERM & RENT** Lessor leases the above premises to Lessee for a term of one (01) year, commencing June 01, 2025 and terminating May31, 2026, at the monthly rental rate of \$2300.00, payable on the first day of each month. Rental payments shall be made to Lessor at this address: 260 East 54th Avenue, Denver, CO 80216. If rent is not paid by the 3<sup>rd</sup> of the month a \$200.00 late fee applies, NO EXCEPTIONS. When mailing payment you need to make allowances for delivery time. If delivering to our office, this must be done during our regular business hours Monday thru Friday 7am to 5pm. If payment is made with a credit card a 3.5% fee will be added and if card transaction is declined a \$50.00 fee applies. Lessee is responsible for all utility costs and other expenses in the normal conduct of their business and use of the property.
2. **USE** Lessee shall use and occupy the premise for appropriate zoned activities. The premise shall be used for no other purpose. Lessee represents that the premises may lawfully be used for such purpose. Lessee shall not use the premises for the purposes of storing, manufacturing or selling any explosives, flammables, or other inherently dangerous substance, chemical, thing, or devise.
3. **CARE & MAINTENANCE OF PREMISES** Lessee and Lessor acknowledges that the premises are in good order and repair, unless otherwise indicated herein. Lessee shall, at their own expense and at all times, maintain the premises in good and safe condition, including plate glass, electrical wiring, plumbing, heating, hvac installations, fire system any other system or equipment upon the premises and shall surrender the same, at termination hereof, in as good condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting the roof, exterior walls, and structural foundations which shall be maintained the Lessor. Lessee shall maintain in good condition such portions adjacent to the premises such as sidewalks, driveways, lawns, and shrubbery.
4. **ALTERATIONS** Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or improvements, in, to or about the premises. In the event lessor and lessee agree in writing to obtain and repair items lessor may agree to pay for materials and lessee provides labor at no cost to lessor.
5. **ORDINANCES & STATUTES** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee.

13. **DESTRUCTION OF PREMISES** In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the premises. If such repairs cannot be made within said sixty (60) days, Lessor, at his option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs which cannot be made within sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised premises may be situated is destroyed to an extent of not less than one-third of the replacement cost thereof, Lessor may elect to terminate this lease whether the demised premises be injured or not. A total destruction of the building in which the premises may be situated shall terminate this lease.

14. **LESSOR'S REMEDIES ON DEFAULT** If Lessee defaults in the payment of rent, or any additional rent, or defaults in the performance of any of the covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure such default within one (03) day, after the giving of such notice (or if such other defaults is of such nature that cannot be completely cured within such period, if Lessee does not commence such curing within such (03) days and thereafter proceed with reasonable diligence and in good faith cure such default), then Lessor may terminate this lease on not less than (05) days' notice of Lessee. On the date specified in such notice the term of this lease shall terminate, and Lessee shall then quit and surrender the premises to Lessor, without extinguishing Lessee's liability. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects. No failure to enforce any term shall be deemed a waiver.

15. **TAX INCREASE** In the event there is any increase during any year of the term of this lease in the City, County or State real estate taxes over and above the amount of such taxes assessed for the tax year during which terms of this lease commences, whether because of increased rate or valuation, Lessee shall pay to Lessor upon presentation of paid tax bills an amount equal to one hundred per cent (100%) of the increase in taxes upon the land and building in which the leased premises are situated. In the event that such taxes are assessed for a tax year extending beyond the term of the lease, the obligation of Lessee shall be proportionate to the portion of the lease term included on such year.

16. **ATTORNEY'S FEES** In case suit should be brought for recovery of the premises, or for any sum due hereunder, or because of any act which may arise out of the possession of the premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.

17. **WAIVER** No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

18. **NOTICES** Any notice which either party may or is required to give, shall be given by mailing the same, postage prepaid, to Lessee at the premises, or Lessor at the address specified above, or at such other places as may be designated by the parties from time to time.

19. HEIRS, ASSIGNS, SUCCESSORS The lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.

20. OPTION TO RENEW / RIGHT OF FIRST REFUSAL: Upon expiration of the initial lease term, Lessee shall have the right of first refusal to lease the premises for an additional one year term under mutually agreeable terms. Lessee must notify Lessor in writing of its intention to exercise this option no later than sixty (60) days prior to the lease expiration date.

21. SUBORDINATION This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.

22. RADON GAS DISCLOSURE As required by law, (Landlord) (Seller) makes the following disclosure: "Radon Gas" is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present a health risk to persons who are exposed to it over time. Additional information regarding radon and radon testing may be obtained from your public health unit.

23. SECURITY DEPOSIT: Lessee to pay \$4000.00 for security deposit. Security deposit shall not be used for rent and will be used to offset any expenses when lessee leaves property.

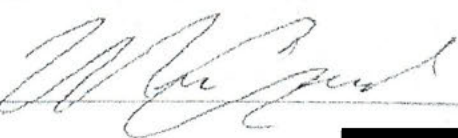

24. UTILITIES: Lessee is responsible to pay all utilities such as electricity, gas, water, landline, trash service, waste water, fire system any other billable utility to property. Gas, Electric, and water are to be split between building A @ 45% of total and building B @ 55%. Lessor to provide copies of electrical, gas, and water.

25. ENTIRE AGREEMENT The foregoing constitutes the entire agreement between the parties and may be modified only by writing signed by both parties. The following Exhibits, if any, have been made part of this lease before the parties' execution hereof:

Signed this 20 day of May, 2025.

Lessor:   


Lessee:  (attach copy of driver license)  
Stewart Tyrrell Cel 

Lessee:  (attach copy of driver license)  
Michael Czuchna Cel 



# TOWN OF ELIZABETH

CHIEF OF POLICE JEFF ENGEL

TO: *Mayor Angela Ternus, Mayor Pro Tem Hutchins, and Board of Trustees*

FROM: Jeffery R. Engel, Chief of Police

SUBJECT: Vehicle Maintenance Services Partnership Between the Elizabeth School District and the Town of Elizabeth

DATE: February 13, 2026

## SUMMARY:

The Elizabeth School District, with recent staff additions, initiated discussions with the Town of Elizabeth, proposing fleet maintenance for the Town of Elizabeth Department of Public Works and Police Department. Upon review and evaluation, staff determined that the proposed partnership would provide operational and fiscal benefits to the Town of Elizabeth.

## ANALYSIS:

Currently, both the Department of Public Works and the Police Department rely on a combination of local vendors and internal resources to maintain their fleet vehicles. The maintenance needs of each department vary significantly due to the distinct operational demands placed on their vehicles.

Police patrol vehicles accumulate high engine hours in a relatively short period of time because of continuous patrol operations, extended idling, and emergency response use. These factors increase maintenance frequency and accelerate overall wear compared to typical municipal fleet vehicles.

Similarly, Department of Public Works vehicles experience substantial strain due to their diverse operational roles. Equipment used for snow removal, heavy hauling, and utility support often endures high mileage and heavy engine load, resulting in increased wear and more intensive maintenance requirements.

As parts and labor costs continue to rise, industry data indicate that the average labor rate in Colorado is approximately \$135.00 per hour. Current labor rates for Town of Elizabeth vehicles are approximately \$80.00 per hour, depending on the service and complexity of the repair. Market trends suggest that upward pricing will continue.



425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107  
Phone: 303-646-4664 Fax: 303-646-0616  
Email: [Police@townofelizabeth.org](mailto:Police@townofelizabeth.org)  
[www.townofelizabeth.org](http://www.townofelizabeth.org)



Colorado Association of  
Chiefs of Police



## TOWN OF ELIZABETH

CHIEF OF POLICE JEFF ENGEL

The Elizabeth School District employs ASE-certified mechanics, including a lead mechanic who previously served as the fleet manager and principal technician for a nearby jurisdiction. In that role, the lead mechanic gained extensive experience maintaining both Department of Public Works equipment and police vehicles.

Turnaround times for basic maintenance and routine services are anticipated to be same-day. Town vehicles requiring extensive or complex repairs will be treated as a priority by the school district; however, in emergent situations involving school district vehicles, those vehicles will take precedence. In such circumstances, the school district will notify the Police Department of the reason for any service delay.

### **STAFF RECOMMENDATIONS:**

Elizabeth School District employs AES-Certified mechanics who are familiar with police and other town vehicles. The hourly labor rate is below the state and local averages. Services provided are expected to be on the same day, excluding major mechanical repairs.

The provided MOU has been approved to form by the Town Attorney.

Staff recommend formalizing and solidifying the partnership with the Elizabeth School District fleet services to provide services for police and town vehicles.

### **ATTACHMENTS:**

Resolution 26R07

Memorandum of Understanding



425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107

Phone: 303-646-4664 Fax: 303-646-0616

Email: [Police@townofelizabeth.org](mailto:Police@townofelizabeth.org)

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



Colorado Association of  
Chiefs of Police

**RESOLUTION 26R07**

**A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN AND THE ELIZABETH SCHOOL DISTRICT REGARDING THE PROVIDING OF VEHICLE MAINTENANCE SERVICE FOR VEHICLES OWNED AND OPERATED BY THE TOWN OF ELIZABETH**

WHEREAS, the District and the Town seek to work collaboratively to ensure well-maintained facilities and reliable equipment, including equipment maintenance within the scope of the District, that enhance and support staff operations and contribute to the overall efficiency of operation for both the District and the Town of Elizabeth;

WHEREAS, the Parties wish to clarify roles, responsibilities, and cost arrangements related to service and repair tasks performed under this Agreement; and

WHEREAS, this Agreement sets forth the mutual understanding of the Parties and does not create a binding contract for goods or services beyond the terms stated herein.

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

**Section 1.** The Board of Trustees hereby approves Collaborative Management Memorandum of Understanding between the Town and Elizabeth School District regarding the provision of providing vehicle maintenance services for vehicles owned and operated by the Town of Elizabeth attached hereto as **Exhibit A**, and authorizes the Mayor to execute the same on behalf of the Town.

PASSED, APPROVED, and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

\_\_\_\_\_  
Angela Ternus, Mayor

ATTEST

\_\_\_\_\_  
Michelle M. Oeser, Town Clerk

**MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING (the "Agreement") is made and entered into this \_\_\_ day of \_\_\_\_\_, 2026, (the "Effective Date") by and between the Elizabeth School District ("District") and the Town of Elizabeth (the "Town ") (each a "Party" and collectively the "Parties").

**RECITALS**

WHEREAS, the District and the Town seek to work collaboratively to ensure well-maintained facilities and reliable equipment, including equipment maintenance within the scope of the District, that enhance and support staff operations and contribute to the overall efficiency of operation for both the District and the Town of Elizabeth;

WHEREAS, the Parties wish to clarify roles, responsibilities, and cost arrangements related to service and repair tasks performed under this Agreement; and

WHEREAS, this Agreement sets forth the mutual understanding of the Parties and does not create a binding contract for goods or services beyond the terms stated herein.

1. Purpose. The purpose of this Memorandum of Understanding is to establish expectations for labor, repairs, coordination, and communication between the District and Town, including hourly labor rates and notification requirements when repair costs exceed specified thresholds.
  
2. Scope of Services.
  - a. The District may provide service, maintenance, and repair support for Town-owned vehicles when requested by the Town and agreed upon by both Parties.
  
  - b. Services may include inspection, troubleshooting, repairs within the scope of knowledge, skills, and abilities, and coordination with third-party vendors as needed.
  
  - c. Work will not commence without prior authorization (written request or email) from the Town and acknowledged by the District's designated point of contact ("POC").
  
3. Labor Rate and Costs.
  - a. Labor performed by EPD under this Agreement will be billed at a rate of \$70.00 per hour, for time worked, unless otherwise agreed in writing.
    - i. Calculations of hours worked are based upon 15-minute increments, i.e. 15 minutes ¼ hour, 30 minutes ½ hour, etc.

ii. Materials, parts, and third-party vendor charges will be billed at actual cost plus a 15% markup covering administrative, ordering, handling, and overhead costs to the District.

b. Repairs or other services identified as being outside the scope of the requested agreed-upon services, or exceeding the initial estimate, shall be communicated promptly to the Town for review and further direction prior to any additional work being performed.

i. Authorization for such work may initially be provided verbally; however, it shall be confirmed in writing or by email to ensure proper documentation and compliance with this Agreement.

3. Scheduling and Coordination.

a. Work will be scheduled to minimize disruption to the District and the Town. The District and the Town will coordinate access, security, and after-hours entry as needed, in accordance with District and Town of Elizabeth policies.

i. Services and repairs shall be scheduled based on facility availability.

ii. The District will make reasonable efforts to complete work promptly.

1. Recognized staff development days, holidays, or other circumstances may delay services to be completed.

2. Any anticipated delays in completing services shall be promptly communicated by the District to the Town, including the reason for the delay and an updated timeline for completion.

iii. Emergency or priority service requests may be accommodated when possible, but are not guaranteed.

4. Invoicing and Payment.

a. The District will provide itemized invoices detailing labor time, parts/materials, and any third-party charges.

b. Invoices shall be provided to the Town POC.

c. Invoices shall be paid within 30 days, unless otherwise agreed upon.

d. Discrepancies are to be addressed within ten business days upon receipt of the invoice.

e. Final invoices are to be provided to the Town POC and emailed to [apinvoices@townofelizabeth.org](mailto:apinvoices@townofelizabeth.org).

5. Liability.

a. The District shall exercise reasonable care in providing services; however, it makes no warranties, whether express or implied, regarding the quality, performance, or outcome of any repairs.

i. The District will make reasonable efforts to correct incomplete repairs or recurring issues.

b. The Town acknowledges that the District operates a student-engaged educational program.

i. Certain services may be performed under supervised instructional conditions as part of the District's educational objectives.

ii. The District shall notify the Town in advance when services will be performed under such supervised instructional conditions.

c. Each Party shall remain solely responsible for its own acts, omissions, and negligence in accordance with applicable Colorado law.

6. Term and Termination. This Agreement becomes effective on the Effective Date and remains in effect for one year, renewing annually unless either party provides 30 days' written notice of non-renewal. Either party may terminate for convenience upon 30 days' written notice.

7. Points of Contact.

District POC: Jeff Cannella

EPD POC: Commander Brett Cutler, Sgt. Alex Allen, Chief Jeff Engel

Department of Public Works POC: Mike DeVol, James McErnie

8. Compliance and Policies. All activities under this Agreement will comply with applicable laws, regulations, District policies, and Town policies. Nothing in this Agreement waives governmental immunities or creates any third-party beneficiary rights.

9. Liability and Insurance. Each Party is responsible for its own acts and omissions to the extent permitted by law. The Parties will maintain customary insurance or self-insurance consistent with their public entity status.

10. Non-binding Nature; No Employment Relationship. This Agreement reflects the Parties' understanding and is not intended to create a contract for procurement subject to bidding



**TOWN OF ELIZABETH**

By: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_





**TO:** Honorable Mayor and Board of Trustees  
**FROM:** Chris Lowe  
**DATE:** February 10, 2026  
**SUBJECT:** Financial Policy Discussion

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**BACKGROUND**

Staff were asked to provide information regarding existing financial policies and the historical format of financial reporting in the board packet. Previously, a report of checks exceeding \$20,000.00 was included for Board review in the Manager’s Report. Included are the current financial policy, examples of the financial reports, and the check report.

- Approval of Bills or a Check list as part of a Board packet

It has been brought up for the Board to consider whether to approve expenses and expenditures as part of the Board packet on a biweekly basis. Some cities, usually smaller communities, do approve a bill or checks list as part of each Board packet. However, this occurs mostly in communities that do not have either a professional administrator or professional finance staff, so these communities rely on the elected body to perform this critical function because they do not have day-to-day staff that are experienced in handling these types of issues. Some larger communities still include a checks list in their packet, but it is usually of a larger threshold, above the amount authorized by their chief administrative officer based on policy. So, a community might include a list of checks in the packet that exceeded the authority of the Town Administrator to approve. Generally, the larger the city or budget, the less likely it is for the packet to include every expense or expenditure in a Board packet for approval. Another general concept to consider is that all expenses and expenditures are typically spent as part of an approved annual budget. So, they have technically already been approved by the Board at adoption of the annual budget. Deviations that exceed budget authority on a fund level should always be handled by the elected body. Moreover, professional staff should continually strive to keep the Board apprised as to any material changes to any project or fund.

- Amendments to Purchase Agreements

The current policy reads:

(A) The Town Administrator shall have the authority to approve an amendment to any Purchase Agreements when the change order does not exceed 10% of the original



## TOWN OF ELIZABETH

CHRIS LOWE / INTERIM ADMINISTRATOR

agreement and combined with the original agreement does not exceed the approved appropriation for said purchase.

- (B) All other amendments to a Purchase Agreement previously approved by the Town Board of Trustees shall be ratified by the Board.

Change orders are a delicate issue because many projects often deviate from the original bidding process. It is axiomatic that bids, especially the larger and more complex of a project, will always need modifications when unexpected issues, conditions, expenses occur. So, it is important to maintain flexibility, but it is also important to maintain fiscal control and make sure contractors cannot increase costs without prior approval. If the current policy allows the Administrator to approve 10% as a change as long as it does not cause the entire project to exceed its originally approved cost, then there should be no fiscal cost and it would appear to be sufficient protection. However, if the current policy means that the Administrator could approve a 10% increase in the total cost of a project without Board approval, that might be of concern, especially on projects of any significant size.

### STAFF RECOMMENDATION

These are policy considerations. The Board should have a packet with financial reports that it sees as sufficient for Board members to carry out their function of protecting the fiscal interests of the Town as part of their fiduciary responsibilities. The Town should also maintain a commonsense approach of the ability of staff to make day-to-day decisions that do not intrude on the Board's duty as policy makers. Staff do not have a recommendation at this time.

**RESOLUTION 23R16**

**A RESOLUTION REPEALING RESOLUTION 09R06 REGARDING THE TOWN OF ELIZABETH PURCHASING POLICY, AND ADOPTING A REVISED AND AMENDMEND PURCHASING POLICY FOR THE TOWN OF ELIZABETH**

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

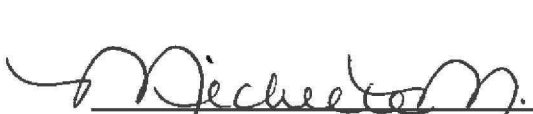
1. On May 12, 2009, by means of Resolution 09R06, the Board of Trustees for the Town of Elizabeth adopted the Town of Elizabeth Purchasing Policy. By and through this Resolution 23R\_\_ the Resolution 09R06 is hereby repealed.

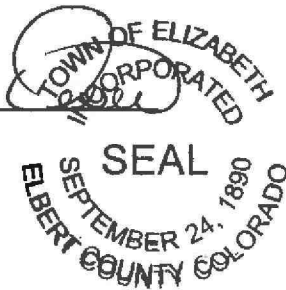
2. The Board of Trustees for the Town of Elizabeth hereby adopt the Purchasing Policy for the Town of Elizabeth, attached hereto as **Exhibit A**, and incorporated hereby by this reference.

PASSED, APPROVED, and ADOPTED this 28th day of February 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of 6 for and 1 against.

  
\_\_\_\_\_  
Nick Snively, Mayor

ATTEST:

  
\_\_\_\_\_  
Michelle M. Oeser, Town Clerk

TOWN OF ELIZABETH  
INCORPORATED  
SEAL  
SEPTEMBER 24, 1890  
ELBERT COUNTY COLORADO

## **PURCHASING POLICY FOR THE TOWN OF ELIZABETH**

The purpose of this Purchasing Policy is to establish policies and procedures to ensure equitable and impartial treatment of all vendors seeking to do business with the Town of Elizabeth. It is meant to supply the needs of the Town, encourage effective economic competition, and ensure the Town's dollars are spent in a wise and prudent manner. This Purchasing Policy is designed to update the Town's previous Purchasing Policy (09R06 - 2009) to reflect changes in the needs of the Town and the changes in the means of commerce in the modern economy.

### **APPLICATION AND DEFINITIONS FOR THIS POLICY:**

This Purchasing Policy shall apply to every purchase to which the Town of Elizabeth is a party. In the event of a conflict with this Purchasing Policy, or any other Financial Policy of the Town of Elizabeth, this Purchasing Policy shall control. In the event there is any potential transaction contemplated, for which two different requirements could be inferred, the more restrictive process for Town Staff shall be applied to ensure equitable and impartial treatment of vendors.

"Bids" shall mean either bids or proposals submitted in response to a written invitation for bids or a written request for proposals.

"Professional Services" shall mean architectural, engineering, legal, accounting and auditing, consulting or other services that involve primarily the furnishing of skilled labor, time, or expertise.

"Purchase Agreement" shall mean statements, contracts, or invoices for the purchase of construction, professional services, or other services and supplies, or for the purchase of real estate.

"Quotes" shall mean an informal solicitation for fulfilling a need for a specific product or service. Quotes may be obtained by electronic means such as text messages, email, website inquiries, or by means of telephonic solicitation.

### **GENERAL REQUIREMENTS AND THRESHOLDS:**

1. Every Purchase Agreement shall be in writing, indicating the parties to be bound by the Agreement, specify the total amount potentially due and owing under the Agreement, and to the extent possible clearly identify the date for the transaction to occur, the product to be provided, or the professional services to be completed.
2. Every Purchase Agreement that does not make use of the Town's standardized contracts shall be approved as to legal form by the Town Attorney before being executed on behalf of the Town of Elizabeth.
3. A Purchase Agreement in the amount of twenty-five thousand dollars (\$25,000) or less and appropriated by the Board of Trustees in the current Budget, may be approved by a Department Head with the approval of the Town Administrator and without further action by the Board of Trustees.
4. A Purchase Agreement in the amount of fifty thousand dollars (\$50,000) or less and appropriated by the Board of Trustees in the current Budget, may be approved by the Town Administrator without further action by the Board of Trustees. However, any such expenditure shall be timely reported to the Board of Trustees at the Board's next regularly scheduled meeting.

5. **Purchases Under \$10,000.** Small items in this category, used on a day-to-day basis, may be purchased without competitive bidding on each item. However, periodic telephone/online inquiries should be made to be certain the purchases are obtained at the lowest costs for the quantity and quality desired.

6. **Purchases from \$10,000 to \$50,000.** Purchases or contracts for services for the sum of \$10,000 to \$50,000 shall be secured on a competitive bid basis. This must be accomplished by soliciting at least three (3) written informal quotes. When seeking written informal quotes, all quotes must be tabulated in detailed for future reference. If the recommended quote is not the lowest, a detailed explanation must accompany the contract and/or invoice. Bids for Professional Services are exempt from this provision, unless otherwise directed by the Town Administrator or the Board of Trustees. If less than three informal quotes are obtained, the Town Administrator must approve the expenditure.

7. **Purchases Greater than \$50,000.** Any item for services, projects or equipment in this category shall be purchased through the formal bid process. Formal bids shall be secured by advertisement by any means reasonably calculated to receive the highest number of potential vendors or suppliers. This may be by direct solicitation, newspaper advertisements, announcement via social media, mailers, or other processes. The responsibility for advertising and securing formal bids shall be that of the Department Head or Administrator as may be required. Bids for professional services are exempt from this requirement. It is required that an advertisement for formal bid be solicited for at least ten (10) days prior to the bid opening.

**PRINCIPLES and ETHICS IN PURCHASING:**

Every officer and employee of the Town of Elizabeth is expressly prohibited from knowingly:

- (A) Seeking or accepting any personal gift or money directly or indirectly, from any person, company, firm, or corporation in connection with a Purchase Agreement; that is prohibited by Town policy, Town Code and C.R.S. 24-18-104.
- (B) Underestimating or exaggerating requirements to a prospective bidder for the purpose of influencing bids.
- (C) Misrepresenting the quality of a bidder's products or services.
- (D) Influencing the Town to enter into a Purchase Agreement that will benefit the officer or employee, either directly or indirectly.
- (E) Approving the purchase in which any employee, elected or appointed officer of the Town has an interest without the approval of the Town Board of Trustees.
- (F) No single purchase or transaction shall be subdivided for the purpose of circumventing the dollar value limitations of this Purchasing Policy.

**FORMAL BIDDING REQUIRED:**

- (A) Formal bidding procedures shall be followed when the amount of the Purchase Agreement exceeds fifty thousand dollars (\$50,000), unless:

1. The Town Board of Trustees determines by unanimous resolution of those present at the meeting that the public interest will be best served by joint purchase with or from another unit of government, including State and Federal bid awards; or

2. The Town Board of Trustees determines, upon recommendation of the Town Administrator, that the public interest will be best served by a negotiated contract with a single vendor or contractor.

(B) The expenditure is the purchase of utilities, employee services, the expenditure is part of an intergovernmental agreement, purchase of lease of real property, acquisition of water rights or the expenditure is for items for which there is not competitive alternative.

(C) In case of a declared or pronounced emergency affecting the public peace, health or safety, the Town Board of Trustees may waive all requirements for formal bidding. In such cases, the Town Administrator may direct the appropriate department head to procure emergency needs by informal, open-market procedures, at not more than current market prices, as expeditiously as possible. The Town Administrator shall present a full report of the circumstances necessitating the emergency action at the next regular meeting of the Town Board of Trustees, with the potential option to extend the waiver of requirements for formal bidding.

#### **FORMAL BIDDING PROCEDURES AND SELECTION CRITERIA:**

(A) When formal bidding is required pursuant to this Policy, at least ten (10) days prior to the deadline for receipt of bids, a request or invitation for sealed bids shall be announced by any means reasonably calculated to receive the highest number of potential vendors or suppliers. Such a solicitation may be made by being published at least once in the designated newspaper, sent to three (3) or more potential bidders, and/or posted via electronic solicitation.

(B) Sealed bids shall be opened in public at that time and place identified in the notice. All bids received shall be available for public inspection. In the event of a delay in opening the bids, each bidder shall be notified as to the date and time of the delayed bid opening.

(C) After the bid opening and review by the Town Administrator, any proposed purchase exceeding the Town Administrator's authority shall be presented to the Town Board of Trustees for action. The Town Administrator shall provide a recommendation for an award for further action by the Board of Trustees. The Board of Trustees is not required to accept the recommendation of the Town Administrator, and may select a party other than the lowest responsible bidder if such bid meets the bid specifications. In selecting a bidder who has not submitted the lowest bid, the Board of Trustees should consider the following:

1. The bidder's skill, ability, and capacity to perform the services or to furnish the materials, equipment, or supplies required.

2. Whether the bidder can perform the services or furnish the materials, equipment, or supplies promptly, or within the timer period specified, without delay or interference.

3. The bidder's character, integrity, reputation, judgment, experience and efficiency.

4. The quality of the bidder's prior performance on previous Purchase Agreements.
5. The bidder's previous and current compliance with statutes, ordinances and rules relating to the purchase.
6. The sufficiency of the bidder's financial resources necessary for the performance of the Purchase Agreement.
7. The bidder's ability to provide future maintenance or service to the Town of Elizabeth.
8. The number and nature of any conditions attached to the bid.

**COMPARATIVE PRICE QUOTATIONS:**

(A) When the amount of a Purchase Agreement does not exceed fifty thousand dollars (\$50,000), comparative price quotes given by telephone, in person, or in writing from at least three (3) vendors or contractors will be required, unless:

1. The Town Administrator determines that the public interest would be best served by negotiated contract with a single vendor or contractor or by joint purchase with or from another unit of government; or
2. The Town Administrator determines that the public interest would be best served by obtaining the good or services through the formal bidding process.

(B) Comparative price quotes must be obtained every three (3) years, except with permission from the Town Administrator.

**AMENDMENTS TO PURCHASE AGREEMENTS:**

(A) The Town Administrator shall have the authority to approve an amendment to any Purchase Agreement when the change order does not exceed ten percent (10%) of the original agreement and combined with the original agreement does not exceed the approved appropriation for said purchase.

(B) All other amendments to a Purchase Agreement previously approved by the Town Board of Trustees shall be approved or ratified by the Board.

**PROCUREMENT REQUIREMENTS WHEN SPENDING FEDERAL FUNDS:**

All purchases paid for or reimbursed with Federal Grant Funds shall be spent in compliance with the Federal Office of Management and Budget (OMB) "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" and shall otherwise comply with Code of Federal Regulations (CFR) Title 2, Subtitle A, Chapter II, Part 200.318 through 200.326,

# Example of Financial Statement Provided in Manager Reports

TOWN OF ELIZABETH  
BALANCE SHEET  
DECEMBER 31, 2020

GENERAL FUND

<u>ASSETS</u>			
10-100001	CASH IN COMBINED CASH FUND		1,397,866.06
10-101000	PETTY CASH		200.00
10-101100	PETTY CASH- POLICE DEPT		100.00
10-110000	PROPERTY TAXES RECEIVABLE		8,434.85
10-115000	ACCOUNTS RECEIVABLE		319,739.69
10-141000	PREPAID EXPENSES		3,468.19
			<hr/>
	TOTAL ASSETS		1,729,808.79
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
10-201000	ACCRUED SALARIES PAYABLE		48.32
10-202000	ACCOUNTS PAYABLE		177,647.18
10-202200	RESTITUTION PAYABLE--MUNI. CT.		3,504.18
10-202202	OJW/WARRANT FEE DUE TO DMV		555.00
10-202203	PERFORMANCE BONDS PAYABLE		132,715.83
10-202205	POLICE EVIDENCE HELD		577.59
10-202300	AP TO ELBERT CO.--BLGUTX SHARE		18,760.70
10-202400	AR- REIMB EXP- MISC		496.79
10-217100	FPPA CONTRIBUTIONS PAYABLE		537.31
10-217201	MEDICARE TAXES PAYABLE		92.93
10-217400	STATE WITHHOLDING TAXES PAYABL	(	5,174.00)
10-217500	HEALTH INSURANCE PAYABLE		9,757.92
10-217600	UNEMPLOYMENT INSURANCE PAYABLE		1,062.32
10-217603	WORKERS' COMP. INS. PAYABLE		20,394.35
10-250003	DEVEL.DEP.-ELIZBIBLEMISSIONARY	(	1,366.05)
10-250004	CLODEVEL.DEP.-737PINERIDGEANN/	(	2,753.22)
10-250022	LENNAR	(	25,190.43)
10-250035	782 CROSSROADS CIRCLE		1,144.98
10-250038	COUNTRYSIDE VILLAGE	(	210.77)
10-250039	SCARLETT CREEK SUBDIVISION		80.04
10-250040	CLOSED ELIZABETH LAND LLC	(	4,580.00)
10-250041	MAIN STREET STATION		19.95
10-250042	ELIZABETH WEST ZONING	(	1,524.75)
10-250043	E-86 SKETCH/PRELIMINARY PLAN	(	7,890.73)
10-250046	LULA PROPERTIES	(	3,853.31)
10-250047	RITORO PLAT AMENDMENT	(	818.59)
10-250048	DAIRY QUEEN SITE PLAN	(	2,568.67)
10-250049	SPRADLING CAR WASH	(	1,768.61)
10-250050	ZILLER REPLAT		338.75
			<hr/>
	TOTAL LIABILITIES		310,035.01
<u>FUND EQUITY</u>			
10-280000	FUND BALANCE		880,665.53

TOWN OF ELIZABETH  
BALANCE SHEET  
DECEMBER 31, 2020

GENERAL FUND

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	539,108.25		
	<u>539,108.25</u>		
BALANCE - CURRENT DATE		539,108.25	
		<u>539,108.25</u>	
TOTAL FUND EQUITY			1,419,773.78
			<u>1,419,773.78</u>
TOTAL LIABILITIES AND EQUITY			1,729,808.79
			<u><u>1,729,808.79</u></u>

TOWN OF ELIZABETH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
10-31-1000	.00	564,301.92	574,701.00	10,399.08	98.2
10-31-2000	8,434.85	101,450.12	96,000.00	( 5,450.12)	105.7
10-31-3100	77,114.86	783,196.48	567,500.00	( 215,696.48)	138.0
<b>TOTAL TAX</b>	<b>85,549.71</b>	<b>1,448,948.52</b>	<b>1,238,201.00</b>	<b>( 210,747.52)</b>	<b>117.0</b>
<u>LICENSES &amp; PERMITS</u>					
10-32-1000	13,198.12	65,932.50	67,000.00	1,067.50	98.4
10-32-2000	61,314.44	350,940.18	250,000.00	( 100,940.18)	140.4
10-32-3000	115.00	46,740.75	73,272.00	26,531.25	63.8
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>74,627.56</b>	<b>463,613.43</b>	<b>390,272.00</b>	<b>( 73,341.43)</b>	<b>118.8</b>
<u>INTERGOVERNMENTAL</u>					
10-33-1000	5,429.72	67,242.03	62,000.00	( 5,242.03)	108.5
10-33-2000	465.60	5,705.51	4,700.00	( 1,005.51)	121.4
10-33-3000	.00	7,404.55	7,310.00	( 94.55)	101.3
10-33-5901	.00	.00	1,050.00	1,050.00	.0
<b>TOTAL INTERGOVERNMENTAL</b>	<b>5,895.32</b>	<b>80,352.09</b>	<b>75,060.00</b>	<b>( 5,292.09)</b>	<b>107.1</b>
<u>SOURCE 34</u>					
10-34-1000	29,457.81	103,691.09	68,119.00	( 35,572.09)	152.2
<b>TOTAL SOURCE 34</b>	<b>29,457.81</b>	<b>103,691.09</b>	<b>68,119.00</b>	<b>( 35,572.09)</b>	<b>152.2</b>
<u>EARMARKED FUNDS / MISCELLANEOU</u>					
10-36-1000	( 3,046.98)	6,223.86	18,000.00	11,776.14	34.6
10-36-3100	6,378.90	101,701.16	67,500.00	( 34,201.16)	150.7
10-36-4000	65,426.39	719,231.04	626,450.00	( 92,781.04)	114.8
10-36-7000	.00	40,441.40	1,150.00	( 39,291.40)	3516.6
10-36-9000	20,291.44	110,106.23	52,000.00	( 58,106.23)	211.7
<b>TOTAL EARMARKED FUNDS / MISCELLANEOU</b>	<b>89,049.75</b>	<b>977,703.69</b>	<b>765,100.00</b>	<b>( 212,603.69)</b>	<b>127.8</b>
<u>OTHER FUNDS</u>					
10-39-7000	12,500.00	150,000.00	150,000.00	.00	100.0
<b>TOTAL OTHER FUNDS</b>	<b>12,500.00</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>.00</b>	<b>100.0</b>

TOWN OF ELIZABETH  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
TOTAL FUND REVENUE	297,080.15	3,224,308.82	2,686,752.00	( 537,556.82)	120.0

TOWN OF ELIZABETH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TOWN CLERK</u>					
10-41-1100 SALARIES & WAGES	11,318.51	140,450.67	254,819.00	114,368.33	55.1
10-41-1300 OVERTIME	.00	130.83	1,000.00	869.17	13.1
10-41-1400 WORKERS' COMPENSATION	16.14	204.27	4,378.00	4,173.73	4.7
10-41-1500 HEALTH INSURANCE	2,952.28	33,853.90	52,708.00	18,854.10	64.2
10-41-1550 RETIREMENT	260.80	3,300.70	7,200.00	3,899.30	45.8
10-41-1600 FICA	1,380.18	11,346.90	19,570.00	8,223.10	58.0
10-41-1700 COLO UNEMPLOYMENT	33.82	429.24	767.00	337.76	56.0
10-41-1800 TUITION REIMBURSEMENT	.00	.00	500.00	500.00	.0
10-41-1825 MEMBERSHIPS - EMPLOYEE	260.00	939.00	1,750.00	811.00	53.7
10-41-1850 TRAINING, TRAVEL AND LODGING	16.10	1,515.68	10,400.00	8,884.32	14.6
10-41-1900 ALLOWANCES	175.00	1,873.21	4,900.00	3,026.79	38.2
10-41-2500 AUDIT	.00	24,550.00	25,000.00	450.00	98.2
10-41-3000 COMMUNITY ENGAGEMENT	.00	184.70	.00	( 184.70)	.0
10-41-3200 CONTRACTED SERVICES	.00	36,434.86	7,500.00	( 28,934.86)	485.8
10-41-3250 FINANCE - CONTRACTED	11,112.00	72,116.31	69,000.00	( 3,116.31)	104.5
10-41-3260 FINANCE - OUT OF SCOPE	1,740.00	8,054.50	.00	( 8,054.50)	.0
10-41-3320 CONTRIBUTIONS AND SPONSORSHIPS	.00	576.00	2,700.00	2,124.00	21.3
10-41-3350 COUNTY TREASURER & OTHER FEES	.00	11,312.03	12,000.00	687.97	94.3
10-41-3400 ELECTIONS AND PUBLICATIONS	140.51	13,525.54	12,000.00	( 1,525.54)	112.7
10-41-4000 BLDG MAINT AND REPAIRS	3,446.61	20,600.25	7,500.00	( 13,100.25)	274.7
10-41-4400 EQUIPMENT AND MAINT	425.45	7,185.97	14,000.00	6,814.03	51.3
10-41-4500 FURNITURE	.00	327.87	1,000.00	672.13	32.8
10-41-4600 OFFICE SUPPLIES	2,880.83	12,406.89	12,000.00	( 406.89)	103.4
10-41-4700 POSTAGE	442.22	9,163.77	11,500.00	2,336.23	79.7
10-41-4800 TELEPHONE AND CELLPHONES	1,039.30	12,217.72	10,800.00	( 1,417.72)	113.1
10-41-4900 UTILITIES	546.03	3,515.07	5,200.00	1,684.93	67.6
10-41-5100 HUMAN RESOURCES - CONTRACTED	.00	17,000.00	5,000.00	( 12,000.00)	340.0
10-41-5250 IT - CONTRACTED	3,689.93	23,541.05	40,000.00	16,458.95	58.9
10-41-5300 IT - HARDWARE	3,246.00	26,607.59	5,000.00	( 21,607.59)	532.2
10-41-5325 IT - SOFTWARE PURCHASES	5,013.00	5,013.00	5,000.00	( 13.00)	100.3
10-41-5350 IT - SOFTWARE CONTRACTS	1,861.00	25,115.30	23,500.00	( 1,615.30)	106.9
10-41-5400 INSURANCE	2,707.50	63,490.93	67,500.00	4,009.07	94.1
10-41-5500 LEGAL - CONTRACTED	17,998.41	69,155.24	45,000.00	( 24,155.24)	153.7
10-41-5600 MEMBERSHIPS - TOWN	213.92	9,030.56	3,900.00	( 5,130.56)	231.6
10-41-5700 PUBLIC RELATIONS	.00	881.65	2,100.00	1,218.35	42.0
10-41-5800 TOWN EVENTS	3,612.80	21,764.75	36,000.00	14,235.25	60.5
10-41-9000 OTHER	5,734.46	23,833.90	10,000.00	( 13,833.90)	238.3
<b>TOTAL TOWN CLERK</b>	<b>82,262.80</b>	<b>711,649.85</b>	<b>791,192.00</b>	<b>79,542.15</b>	<b>90.0</b>

TOWN OF ELIZABETH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>JUDICIAL</u>					
10-42-1200 SALARIES & WAGES- MUNI JUDGE	719.26	7,911.86	9,500.00	1,588.14	83.3
10-42-1400 STATE COMP	13.99	153.89	.00	( 153.89)	.0
10-42-1600 FICA	55.02	605.22	700.00	94.78	86.5
10-42-1700 COLO UNEMPLOYMENT	2.16	23.76	29.00	5.24	81.9
10-42-1850 TRAINING, TRAVEL AND LODGING	.00	26.11	2,300.00	2,273.89	1.1
10-42-3200 COURT PROSECUTOR - CONTRACTED	.00	6,165.00	5,000.00	( 1,165.00)	123.3
10-42-9000 OTHER	200.00	2,711.38	550.00	( 2,161.38)	493.0
<b>TOTAL JUDICIAL</b>	<b>990.43</b>	<b>17,597.22</b>	<b>18,079.00</b>	<b>481.78</b>	<b>97.3</b>
<u>LEGISLATURE</u>					
10-43-1100 BOT - SALARIES & WAGES	1,200.00	13,228.57	14,400.00	1,171.43	91.9
10-43-1200 COMPENSATION- PLAN COMM	175.00	3,381.14	8,000.00	4,618.86	42.3
10-43-1400 BOT - WORKERS' COMPENSATION	.73	9.13	20.00	10.87	45.7
10-43-1600 BOT - FICA	105.23	1,306.83	1,285.00	( 21.83)	101.7
10-43-1700 BOT - COLO UNEMPLOYMENT	4.13	51.23	50.00	( 1.23)	102.5
10-43-1825 BOT - MEMBERSHIPS	.00	.00	7,000.00	7,000.00	.0
10-43-1850 BOT - TRAIN, TRVL, LODG	.00	297.00	8,000.00	7,703.00	3.7
10-43-4400 BOT - EQUIPMENT	.00	6,428.69	3,200.00	( 3,228.69)	200.9
10-43-5000 BOT - MEALS	.00	33.78	1,000.00	966.22	3.4
10-43-6000 BOT - PLAN COMMISSION	.00	225.00	.00	( 225.00)	.0
10-43-9000 BOT- OTHER	.00	188.02	.00	( 188.02)	.0
<b>TOTAL LEGISLATURE</b>	<b>1,485.09</b>	<b>25,149.39</b>	<b>42,955.00</b>	<b>17,805.61</b>	<b>58.6</b>

TOWN OF ELIZABETH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>POLICE</u>					
10-46-1100 SALARIES & WAGES	83,850.81	634,190.93	613,627.00	( 20,563.93)	103.4
10-46-1210 HOLIDAY PAY	2,771.24	11,607.10	.00	( 11,607.10)	.0
10-46-1240 OVERTIME-ELEPHANT ROCK	.00	9,360.00	675.00	( 8,685.00)	1386.7
10-46-1300 OVERTIME	1,013.37	6,791.67	15,000.00	8,208.33	45.3
10-46-1400 WORKERS' COMPENSATION	1,610.30	19,663.59	17,682.00	( 1,981.59)	111.2
10-46-1500 HEALTH INSURANCE	13,479.22	165,848.07	163,000.00	( 2,848.07)	101.8
10-46-1550 RETIREMENT	3,712.67	13,489.05	10,000.00	( 3,489.05)	134.9
10-46-1600 FICA	1,611.83	13,996.94	15,207.00	1,210.06	92.0
10-46-1605 FPPA	4,962.86	57,767.90	54,632.00	( 3,135.90)	105.7
10-46-1700 COLO UNEMPLOYMENT	154.05	2,365.65	1,720.00	( 645.65)	137.5
10-46-1800 TUTION REIMB	.00	3,174.64	5,250.00	2,075.36	60.5
10-46-1825 MEMBERSHIPS - EMPLOYEE	472.05	1,355.29	2,500.00	1,144.71	54.2
10-46-1850 TRAINING, TRAVEL AND LODGING	47.99	2,643.24	10,000.00	7,356.76	26.4
10-46-1900 ALLOWANCES	487.50	5,810.71	.00	( 5,810.71)	.0
10-46-3000 COMMUNITY OUTREACH	.00	.00	2,000.00	2,000.00	.0
10-46-3200 CONTRACTED SERVICES	2,708.21	66,586.72	54,000.00	( 12,586.72)	123.3
10-46-3600 MOBILE DATA LAPTOPS	331.38	3,770.81	33,600.00	29,829.19	11.2
10-46-3625 WEAPONS - LETHAL	.00	24.82	.00	( 24.82)	.0
10-46-3650 WEAPONS - NON-LETHAL	.00	187.59	5,000.00	4,812.41	3.8
10-46-3675 OTHER EQUIPMENT	2,240.83	13,479.57	64,000.00	50,520.43	21.1
10-46-4000 BLDG MAINT & REPAIRS	14,406.22	56,222.93	5,000.00	( 51,222.93)	1124.5
10-46-4300 DRUG, SCREEN, PSY & POLY TEST	.00	1,677.31	1,000.00	( 677.31)	167.7
10-46-4400 EQUIPMENT AND MAINTENANCE	87.43	5,783.18	8,000.00	2,216.82	72.3
10-46-4500 FURNITURE	.00	26.99	.00	( 26.99)	.0
10-46-4650 OFFICE SUPPLIES	31.99	9,482.90	10,000.00	517.10	94.8
10-46-4700 POSTAGE	15.50	580.40	1,000.00	419.60	58.0
10-46-4800 TELEPHONE AND CELLPHONES	1,422.08	17,089.09	13,500.00	( 3,589.09)	126.6
10-46-4900 UTILITIES	538.30	5,014.02	6,500.00	1,485.98	77.1
10-46-6400 TRAINING AND AMMUNITION	10.00	3,372.43	3,000.00	( 372.43)	112.4
10-46-6600 UNIFORMS	3,393.16	11,604.48	10,000.00	( 1,604.48)	116.0
10-46-8000 VEHICLES AND LEASES	.00	92,316.38	76,000.00	( 16,316.38)	121.5
10-46-8050 VEHICLE MAINT & REPAIRS	68.53	26,811.91	32,000.00	5,188.09	83.8
10-46-8075 FUEL	974.17	13,475.37	12,000.00	( 1,475.37)	112.3
10-46-9000 OTHER	40.39	12,205.10	11,000.00	( 1,205.10)	111.0
<b>TOTAL POLICE</b>	<b>140,442.08</b>	<b>1,287,776.78</b>	<b>1,256,893.00</b>	<b>( 30,883.78)</b>	<b>102.5</b>

TOWN OF ELIZABETH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>PUBLIC WORKS/PARKS/BUILDINGS</u>					
10-49-1100 SALARIES & WAGES	2,379.06	27,612.69	46,582.00	18,969.31	59.3
10-49-1300 OVERTIME	201.43	2,245.27	2,600.00	354.73	86.4
10-49-1400 WORKERS' COMPENSATION	118.94	1,410.65	900.00	( 510.65)	156.7
10-49-1500 HEALTH INSURANCE	486.03	7,044.14	6,200.00	( 844.14)	113.6
10-49-1550 RETIREMENT	71.38	808.26	600.00	( 208.26)	134.7
10-49-1600 FICA	195.60	2,318.39	3,180.00	861.61	72.9
10-49-1700 COLO UNEMPLOYMENT	7.74	92.02	124.00	31.98	74.2
10-49-1825 MEMBERSHIPS - EMPLOYEE	12.99	142.89	.00	( 142.89)	.0
10-49-1900 ALLOWANCES	30.00	278.04	.00	( 278.04)	.0
10-49-4000 BLDG MAINT & REPAIRS	.00	3,030.29	8,000.00	4,969.71	37.9
10-49-4800 TELEPHONE AND CELLPHONES	304.40	3,105.77	6,000.00	2,894.23	51.8
10-49-4900 UTILITIES	504.59	3,507.51	4,300.00	792.49	81.6
10-49-6100 PARKS MAINTENANCE	350.80	3,004.58	3,500.00	495.42	85.9
10-49-6300 PARTS AND REPAIRS	232.34	3,103.60	5,000.00	1,896.40	62.1
10-49-6500 TREE CITY USA	.00	.00	2,000.00	2,000.00	.0
10-49-9000 OTHER	.00	.00	2,000.00	2,000.00	.0
<b>TOTAL PUBLIC WORKS/PARKS/BUILDINGS</b>	<b>4,895.30</b>	<b>57,704.10</b>	<b>90,986.00</b>	<b>33,281.90</b>	<b>63.4</b>
<u>TWN ADMINSTR</u>					
10-52-1100 SALARIES & WAGES	7,692.30	117,648.38	.00	( 117,648.38)	.0
10-52-1400 WORKERS' COMPENSATION	10.94	156.21	.00	( 156.21)	.0
10-52-1500 HEALTH INSURANCE	727.82	8,990.93	.00	( 8,990.93)	.0
10-52-1550 RETIREMENT	230.76	1,956.96	.00	( 1,956.96)	.0
10-52-1600 FICA	594.20	9,327.77	.00	( 9,327.77)	.0
10-52-1700 COLO UNEMPLOYMENT	23.08	330.68	.00	( 330.68)	.0
10-52-1900 VEHICLE ALLOWNCE	75.00	2,035.68	.00	( 2,035.68)	.0
<b>TOTAL TWN ADMINSTR</b>	<b>9,354.10</b>	<b>140,446.61</b>	<b>.00</b>	<b>( 140,446.61)</b>	<b>.0</b>

TOWN OF ELIZABETH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>COMM DEV</u>					
10-53-1100 SALARIES & WAGES- COMM DEV	9,688.44	118,436.39	164,190.00	45,753.61	72.1
10-53-1400 WORKERS' COMPENSATION	13.82	174.64	2,044.00	1,869.36	8.5
10-53-1500 HEALTH INSURANCE	1,245.19	17,592.23	23,240.00	5,647.77	75.7
10-53-1550 RETIREMENT	290.66	3,700.54	3,392.00	( 308.54)	109.1
10-53-1600 FICA	756.62	9,714.10	12,559.00	2,844.90	77.4
10-53-1700 COLO UNEMPLOYMENT	29.06	372.24	492.00	119.76	75.7
10-53-1825 MEMBERSHIPS - EMPLOYEE	.00	1,183.00	1,110.00	( 73.00)	106.6
10-53-1850 TRAINING, TRAVEL AND LODGING	.00	458.77	7,000.00	6,541.23	6.6
10-53-1900 ALLOWANCES	201.92	2,302.85	2,500.00	197.15	92.1
10-53-1950 OTHER BENEFITS	.00	2,077.64	2,500.00	422.36	83.1
10-53-3000 BUILDING	46,060.64	263,367.11	187,500.00	( 75,867.11)	140.5
10-53-3200 CONTRACTED SERVICES	1,312.50	19,382.70	50,000.00	30,617.30	38.8
10-53-3425 ELIZABETH MAIN STREET	30.00	2,101.62	33,500.00	31,398.38	6.3
10-53-3450 HISTORIC ADVISORY BOARD	.00	506.16	12,000.00	11,493.84	4.2
10-53-3475 MARKETING MATERIALS & PUBL	23.56	2,794.92	5,000.00	2,205.08	55.9
10-53-4000 GIS	.00	700.00	700.00	.00	100.0
10-53-9000 OTHER	.00	11.71	700.00	688.29	1.7
<b>TOTAL COMM DEV</b>	<b>59,652.41</b>	<b>444,876.62</b>	<b>508,427.00</b>	<b>63,550.38</b>	<b>87.5</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>299,082.21</b>	<b>2,685,200.57</b>	<b>2,708,532.00</b>	<b>23,331.43</b>	<b>99.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 2,002.06)</b>	<b>539,108.25</b>	<b>( 21,780.00)</b>	<b>( 560,888.25)</b>	<b>2475.2</b>

TOWN OF ELIZABETH  
BALANCE SHEET  
DECEMBER 31, 2020

STREET FUND

<u>ASSETS</u>			
21-100001	CASH IN COMBINED CASH FUND	732,601.83	
21-115000	ACCOUNTS RECEIVABLE	59,207.96	
21-140000	PREPAID EXPENSES	1,708.21	
	TOTAL ASSETS		<u>793,518.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
21-202000	ACCOUNTS PAYABLE	805.14	
	TOTAL LIABILITIES		805.14
<u>FUND EQUITY</u>			
21-280000	FUND BALANCE	858,198.89	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	( 65,486.03)	
	BALANCE - CURRENT DATE	( 65,486.03)	
	TOTAL FUND EQUITY		<u>792,712.86</u>
	TOTAL LIABILITIES AND EQUITY		<u>793,518.00</u>

TOWN OF ELIZABETH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAXES</u>					
21-31-3000 GENERAL SALES TAX	11,567.23	117,479.47	84,000.00	( 33,479.47)	139.9
21-31-4000 USE TAX	5,423.28	33,200.89	43,000.00	9,799.11	77.2
<b>TOTAL TAXES</b>	<b>16,990.51</b>	<b>150,680.36</b>	<b>127,000.00</b>	<b>( 23,680.36)</b>	<b>118.7</b>
<u>INTERGOVERNMENT</u>					
21-33-1050 ROAD & BRIDGE	32,471.96	129,965.84	100,000.00	( 29,965.84)	130.0
21-33-6100 M.V. REGISTRATION (\$1.50)	231.00	4,482.36	3,850.00	( 632.36)	116.4
21-33-6200 M.V. REGISTRATION (\$2.50)	345.00	6,435.24	4,500.00	( 1,935.24)	143.0
<b>TOTAL INTERGOVERNMENT</b>	<b>33,047.96</b>	<b>140,883.44</b>	<b>108,350.00</b>	<b>( 32,533.44)</b>	<b>130.0</b>
<u>OTHER SOURCES OF REVENUE</u>					
21-36-1000 INVESTMENT INCOME	232.42	5,136.52	7,400.00	2,263.48	69.4
21-36-4000 PUBLIC IMPROVEMENT FEE	1,954.03	21,480.64	18,500.00	( 2,980.64)	116.1
21-36-9000 OTHER REVENUE	.00	1,703.08	500.00	( 1,203.08)	340.6
<b>TOTAL OTHER SOURCES OF REVENUE</b>	<b>2,186.45</b>	<b>28,320.24</b>	<b>26,400.00</b>	<b>( 1,920.24)</b>	<b>107.3</b>
<b>TOTAL FUND REVENUE</b>	<b>52,224.92</b>	<b>319,884.04</b>	<b>261,750.00</b>	<b>( 58,134.04)</b>	<b>122.2</b>

TOWN OF ELIZABETH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>STREETS</u>					
21-49-1100 SALARIES & WAGES- PUB WORKS	7,137.14	82,838.07	96,646.00	13,807.93	85.7
21-49-1300 OVERTIME	604.25	6,735.63	6,000.00	( 735.63)	112.3
21-49-1400 WORKERS' COMPENSATION	356.84	4,232.04	4,639.00	406.96	91.2
21-49-1500 HEALTH INSURANCE	1,458.14	21,208.27	16,853.00	( 4,355.27)	125.8
21-49-1550 RETIREMENT	214.12	2,424.56	1,527.00	( 897.56)	158.8
21-49-1600 FICA	586.84	6,955.03	7,393.00	437.97	94.1
21-49-1700 COLO UNEMPLOYMENT	23.22	275.86	289.00	13.14	95.5
21-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	5,000.00	5,000.00	.0
21-49-1900 ALLOWANCES	90.00	834.11	.00	( 834.11)	.0
21-49-3200 CONTRACTED SERVICES	1,708.21	36,119.71	35,000.00	( 1,119.71)	103.2
21-49-3500 DE-ICING SUPPLIES	.00	5,074.05	5,500.00	425.95	92.3
21-49-3650 LIGHTS AND SIGNALS	1,398.02	43,277.14	37,000.00	( 6,277.14)	117.0
21-49-4000 MAINTENANCE AND REPAIRS	.00	81,630.31	54,000.00	( 27,630.31)	151.2
21-49-5800 ROW MAINTENANCE	.00	88,540.48	75,000.00	( 13,540.48)	118.1
21-49-6100 SIGNS	618.14	618.14	4,000.00	3,381.86	15.5
21-49-9000 OTHER	682.87	4,606.67	2,500.00	( 2,106.67)	184.3
<b>TOTAL STREETS</b>	<b>14,877.79</b>	<b>385,370.07</b>	<b>351,347.00</b>	<b>( 34,023.07)</b>	<b>109.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>14,877.79</b>	<b>385,370.07</b>	<b>351,347.00</b>	<b>( 34,023.07)</b>	<b>109.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>37,347.13</b>	<b>( 65,486.03)</b>	<b>( 89,597.00)</b>	<b>( 24,110.97)</b>	<b>( 73.1)</b>

TOWN OF ELIZABETH  
 BALANCE SHEET  
 DECEMBER 31, 2020

CAPITAL IMPROVEMENT FUND

<u>ASSETS</u>			
31-100001	CASH IN COMBINED CASH FUND		5,128,609.37
31-115000	ACCOUNTS RECEIVABLE		475,898.20
			<u>5,604,507.57</u>
	TOTAL ASSETS		<u><u>5,604,507.57</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
31-280000	FUND BALANCE		4,616,099.94
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	988,407.63	
		<u>988,407.63</u>	
	BALANCE - CURRENT DATE		<u>988,407.63</u>
	TOTAL FUND EQUITY		<u>5,604,507.57</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>5,604,507.57</u></u>

TOWN OF ELIZABETH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
31-31-3000 SALES TAX	115,672.29	1,174,794.69	775,000.00	( 399,794.69)	151.6
31-31-4000 USE TAX	54,232.83	332,008.90	30,000.00	( 302,008.90)	1106.7
<b>TOTAL TAX</b>	<b>169,905.12</b>	<b>1,506,803.59</b>	<b>805,000.00</b>	<b>( 701,803.59)</b>	<b>187.2</b>
<u>SOURCE 34</u>					
31-34-1000 GRANTS	.00	874,613.29	.00	( 874,613.29)	.0
<b>TOTAL SOURCE 34</b>	<b>.00</b>	<b>874,613.29</b>	<b>.00</b>	<b>( 874,613.29)</b>	<b>.0</b>
<u>OTHER FINANCING SOURCES</u>					
31-36-1000 INVESTMENT INCOME	1,437.05	29,451.25	25,000.00	( 4,451.25)	117.8
31-36-9000 OTHER REVENUE	34,176.50	176,952.00	110,000.00	( 66,952.00)	160.9
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>35,613.55</b>	<b>206,403.25</b>	<b>135,000.00</b>	<b>( 71,403.25)</b>	<b>152.9</b>
<b>TOTAL FUND REVENUE</b>	<b>205,518.67</b>	<b>2,587,820.13</b>	<b>940,000.00</b>	<b>( 1,647,820.13)</b>	<b>275.3</b>

TOWN OF ELIZABETH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL IMPROVEMENT MISC</u>					
31-80-4000 EQUIPMENT	.00	.00	24,500.00	24,500.00	.0
31-80-5500 TOWN HALL BLDG IMPROVEMENTS	.00	10,720.62	45,000.00	34,279.38	23.8
31-80-6000 PLAYGROUND UPGRADES	.00	14,160.00	17,000.00	2,840.00	83.3
31-80-6500 TRAIL SYSTEMS	.00	1,224,725.78	.00	( 1,224,725.78)	.0
31-80-7000 WATER IMPROVEMENTS	.00	.00	275,000.00	275,000.00	.0
31-80-8000 WASTEWATER IMPROVEMENTS	.00	.00	315,000.00	315,000.00	.0
31-80-8500 WATER/STREET DESIGN	4,153.75	177,233.10	2,253,060.00	2,075,826.90	7.9
31-80-9900 TRANSFER TO WATER FUND	.00	172,573.00	172,573.00	.00	100.0
<b>TOTAL CAPITAL IMPROVEMENT MISC</b>	<b>4,153.75</b>	<b>1,599,412.50</b>	<b>3,102,133.00</b>	<b>1,502,720.50</b>	<b>51.6</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>4,153.75</b>	<b>1,599,412.50</b>	<b>3,102,133.00</b>	<b>1,502,720.50</b>	<b>51.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>201,364.92</b>	<b>988,407.63</b>	<b>( 2,162,133.00)</b>	<b>( 3,150,540.63)</b>	<b>45.7</b>

TOWN OF ELIZABETH  
BALANCE SHEET  
DECEMBER 31, 2020

STREET CAPITAL IMPROVEMENT FND

<u>ASSETS</u>			
32-100001	CASH IN COMBINED CASH FUND	4,933,330.55	
32-104400	STREET BOND RESERVE CD ACCOUNT	634,206.61	
32-115000	ACCOUNTS RECEIVABLE	202,168.71	
	TOTAL ASSETS		<u>5,769,705.87</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
32-202000	ACCOUNTS PAYABLE	4,751.25	
32-222000	DEFERRED REVENUE	11,500.00	
	TOTAL LIABILITIES		16,251.25
<u>FUND EQUITY</u>			
32-280000	FUND BALANCE	4,862,916.89	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>890,537.73</u>	
	BALANCE - CURRENT DATE	<u>890,537.73</u>	
	TOTAL FUND EQUITY		<u>5,753,454.62</u>
	TOTAL LIABILITIES AND EQUITY		<u>5,769,705.87</u>

TOWN OF ELIZABETH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
32-31-3000 GENERAL SALES TAX	104,105.07	1,057,315.23	705,000.00	( 352,315.23)	150.0
32-31-4000 USE TAX	48,809.55	298,808.01	285,000.00	( 13,808.01)	104.8
<b>TOTAL TAX</b>	<b>152,914.62</b>	<b>1,356,123.24</b>	<b>990,000.00</b>	<b>( 366,123.24)</b>	<b>137.0</b>
<u>OTHER FINANCING SOURCES</u>					
32-36-1000 INVESTMENT INCOME	1,502.28	32,921.24	75,000.00	42,078.76	43.9
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>1,502.28</b>	<b>32,921.24</b>	<b>75,000.00</b>	<b>42,078.76</b>	<b>43.9</b>
<b>TOTAL FUND REVENUE</b>	<b>154,416.90</b>	<b>1,389,044.48</b>	<b>1,065,000.00</b>	<b>( 324,044.48)</b>	<b>130.4</b>

TOWN OF ELIZABETH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL OUTLAY</u>					
32-49-1000 DRAINAGE IMPROVEMENTS	.00	.00	35,000.00	35,000.00	.0
32-49-3000 PAVING PROJECTS	2,951.25	2,951.25	20,000.00	17,048.75	14.8
32-49-4000 ROAD BASE	1,800.00	1,800.00	20,000.00	18,200.00	9.0
32-49-6600 RIGHT OF WAY EASEMENTS	.00	.00	20,000.00	20,000.00	.0
32-49-8000 STREET PLAN	.00	.00	3,585,000.00	3,585,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>4,751.25</b>	<b>4,751.25</b>	<b>3,680,000.00</b>	<b>3,675,248.75</b>	<b>.1</b>
<u>DEBT SVC</u>					
32-59-4000 PAYING AGENCY FEE	.00	600.00	900.00	300.00	66.7
32-59-9700 2014 REFUNDING BOND PRINCIPAL	.00	235,000.00	232,000.00	( 3,000.00)	101.3
32-59-9750 2014 REFUNDING BOND INTEREST	.00	17,928.00	23,500.00	5,572.00	76.3
32-59-9800 2015 REFUNDING BOND PRINCIPAL	.00	160,000.00	153,000.00	( 7,000.00)	104.6
32-59-9850 2015 REFUNDING BOND INTEREST	.00	80,227.50	83,000.00	2,772.50	96.7
<b>TOTAL DEBT SVC</b>	<b>.00</b>	<b>493,755.50</b>	<b>492,400.00</b>	<b>( 1,355.50)</b>	<b>100.3</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>4,751.25</b>	<b>498,506.75</b>	<b>4,172,400.00</b>	<b>3,673,893.25</b>	<b>12.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>149,665.65</b>	<b>890,537.73</b>	<b>( 3,107,400.00)</b>	<b>( 3,997,937.73)</b>	<b>28.7</b>

TOWN OF ELIZABETH  
BALANCE SHEET  
DECEMBER 31, 2020

WATER SEWER FUND

ASSETS

52-100001	CASH IN COMBINED CASH FUND	5,120,813.87	
52-101000	PETTY CASH	100.00	
52-110000	ACCOUNTS RECEIVABLE: UB	109,559.97	
52-160100	LAND: WATER	171,737.60	
52-160200	LAND: SEWER	143,729.50	
52-161100	EASEMENTS: WATER	10,890.77	
52-161200	EASEMENTS: SEWER	32,271.26	
52-162100	PLANT & EQUIPMENT: WATER	2,271,315.79	
52-162200	PLANT & EQUIPMENT: SEWER	5,984,793.47	
52-163100	WATER IMPROVEMENTS	2,069,555.23	
52-163200	SEWER IMPROVEMENTS	2,512,464.34	
52-169100	ACCUMULATED DEP: WATER	( 2,454,415.48)	
52-169200	ACCUMULATED DEP: SEWER	( 3,249,376.34)	
	TOTAL ASSETS		<u>12,723,439.98</u>

LIABILITIES AND EQUITY

LIABILITIES

52-202000	ACCOUNTS PAYABLE	25,893.10	
52-215200	ACCRUED INT PAY: SEWER	27,063.00	
52-218000	COMPENSATED ABSENCES PAYABLE	7,455.31	
52-218100	COMP ABSENCES- CURRENT PAYABLE	909.58	
52-220000	CUSTOMER METER DEPOSITS	28,235.00	
52-231200	2007 CWRPDA CUR NOTES PAYABLE	55,815.73	
52-231300	2008 CWRPDA CUR NOTES PAYABLE	245,273.00	
52-239401	2008 CWRPDA NOTE PAYABLE	2,507,228.97	
52-239402	2007 CWRPDA NOTE PAYABLE	454,560.31	
	TOTAL LIABILITIES		<u>3,352,434.00</u>

FUND EQUITY

52-280000	RETAINED EARNINGS	8,456,034.22	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>914,971.76</u>	
	BALANCE - CURRENT DATE	<u>914,971.76</u>	
	TOTAL FUND EQUITY		<u>9,371,005.98</u>
	TOTAL LIABILITIES AND EQUITY		<u>12,723,439.98</u>

TOWN OF ELIZABETH  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CHARGE FOR SERVICES / TAP FEES</u>					
52-34-4100 WATER SALES	44,999.25	687,855.95	560,000.00	( 127,855.95)	122.8
52-34-4200 SEWER SALES	53,690.12	620,382.22	600,000.00	( 20,382.22)	103.4
52-34-8100 WATER TAP FEES	184,000.00	956,000.00	465,000.00	( 491,000.00)	205.6
52-34-8200 SEWER TAP FEES	184,000.00	929,100.00	465,000.00	( 464,100.00)	199.8
<b>TOTAL CHARGE FOR SERVICES / TAP FEES</b>	<b>466,689.37</b>	<b>3,193,338.17</b>	<b>2,090,000.00</b>	<b>( 1,103,338.17)</b>	<b>152.8</b>
<u>MISCELLANEOUS</u>					
52-36-1000 INVESTMENT INCOME	1,487.39	29,252.84	48,500.00	19,247.16	60.3
52-36-9000 OTHER REVENUE	24,496.79	164,678.77	135,000.00	( 29,678.77)	122.0
<b>TOTAL MISCELLANEOUS</b>	<b>25,984.18</b>	<b>193,931.61</b>	<b>183,500.00</b>	<b>( 10,431.61)</b>	<b>105.7</b>
<u>OTHER SOURCES</u>					
52-39-7000 TRANSFERS FROM OTHER FUNDS	.00	172,573.00	172,573.00	.00	100.0
<b>TOTAL OTHER SOURCES</b>	<b>.00</b>	<b>172,573.00</b>	<b>172,573.00</b>	<b>.00</b>	<b>100.0</b>
<b>TOTAL FUND REVENUE</b>	<b>492,673.55</b>	<b>3,559,842.78</b>	<b>2,446,073.00</b>	<b>( 1,113,769.78)</b>	<b>145.5</b>

TOWN OF ELIZABETH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>WATER</u>					
52-57-1100 SALARIES & WAGES- WATER	7,137.15	82,838.08	87,747.00	4,908.92	94.4
52-57-1201 SEASONAL MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
52-57-1300 OVERTIME	604.25	6,735.63	8,000.00	1,264.37	84.2
52-57-1400 WORKERS' COMPENSATION	360.26	4,273.08	4,439.00	165.92	96.3
52-57-1500 HEALTH INSURANCE	1,458.14	21,131.83	13,579.00	( 7,552.83)	155.6
52-57-1550 RETIREMENT	214.12	2,424.56	1,642.00	( 782.56)	147.7
52-57-1600 FICA	592.43	7,022.06	6,712.00	( 310.06)	104.6
52-57-1700 COLO UNEMPLOYMENT	23.22	275.86	263.00	( 12.86)	104.9
52-57-1825 MEMBERSHIPS - EMPLOYEE	.00	221.00	500.00	279.00	44.2
52-57-1850 TRAINING, TRAVEL AND LODGING	.00	275.00	3,500.00	3,225.00	7.9
52-57-1900 ALLOWANCES	90.00	834.11	.00	( 834.11)	.0
52-57-3200 CONTRACTED SERVICES	1,433.00	183,826.88	143,000.00	( 40,826.88)	128.6
52-57-4800 TELEPHONE AND CELLPHONES	5,554.85	6,353.06	2,700.00	( 3,653.06)	235.3
52-57-4900 UTILITIES	344.23	62,822.94	59,000.00	( 3,822.94)	106.5
52-57-5400 INSURANCE	.00	7,070.11	4,500.00	( 2,570.11)	157.1
52-57-5500 LEGAL - CONTRACTED	.00	12,079.00	25,000.00	12,921.00	48.3
52-57-6000 MAINTENANCE AND REPAIRS	( 224.79)	45,684.56	37,000.00	( 8,684.56)	123.5
52-57-7550 WATER SUPPLIES	.00	49,140.58	42,000.00	( 7,140.58)	117.0
52-57-9000 OTHER	25,139.70	1,020,869.64	2,400,000.00	1,379,130.36	42.5
<b>TOTAL WATER</b>	<b>42,726.56</b>	<b>1,513,877.98</b>	<b>2,842,582.00</b>	<b>1,328,704.02</b>	<b>53.3</b>
<u>SEWER</u>					
52-58-1100 -SALARIES & WAGES- SEWER	7,137.12	82,838.09	87,747.00	4,908.91	94.4
52-58-1201 SEASONAL MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
52-58-1300 OVERTIME	604.24	8,467.88	8,000.00	( 467.88)	105.9
52-58-1400 WORKERS' COMPENSATION	361.69	4,353.43	4,439.00	85.57	98.1
52-58-1500 HEALTH INSURANCE	1,458.33	21,430.55	13,579.00	( 7,851.55)	157.8
52-58-1550 RETIREMENT	214.10	2,424.44	1,642.00	( 782.44)	147.7
52-58-1600 FICA	666.26	7,223.19	6,712.00	( 511.19)	107.6
52-58-1700 COLO UNEMPLOYMENT	26.18	284.53	305.00	20.47	93.3
52-58-1850 TRAINING, TRAVEL AND LODGING	.00	.00	2,000.00	2,000.00	.0
52-58-1900 ALLOWANCES	90.00	834.11	.00	( 834.11)	.0
52-58-3200 CONTRACTED SERVICES	9,002.73	88,384.65	101,500.00	13,115.35	87.1
52-58-3600 EASEMENT PURCHASES	.00	.00	80,000.00	80,000.00	.0
52-58-4800 TELEPHONE AND CELLPHONES	685.55	7,518.89	6,000.00	( 1,518.89)	125.3
52-58-4900 UTILITIES	5,352.35	67,661.00	83,500.00	15,839.00	81.0
52-58-5400 INSURANCE	.00	5,732.49	9,250.00	3,517.51	62.0
52-58-5550 LEGAL - CONTRACTED	.00	.00	1,000.00	1,000.00	.0
52-58-6000 MAINTENANCE AND REPAIRS	1,777.75	66,207.26	93,100.00	26,892.74	71.1
52-58-7500 SEWER SUPPLIES	.00	859.90	1,000.00	140.10	86.0
52-58-9000 OTHER	.00	198,785.04	6,000.00	( 192,785.04)	3313.1
<b>TOTAL SEWER</b>	<b>27,376.30</b>	<b>563,005.45</b>	<b>508,774.00</b>	<b>( 54,231.45)</b>	<b>110.7</b>

TOWN OF ELIZABETH  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>2007 CWRPDA</u>					
52-63-6300 2007 CWRPDA PYMT- PRINCIPAL	.00	55,815.53	55,811.00	( 4.53)	100.0
52-63-6400 2007 CWRPDA- INTEREST	.00	18,620.71	23,321.00	4,700.29	79.9
TOTAL 2007 CWRPDA	.00	74,436.24	79,132.00	4,695.76	94.1
<u>2008 CWRDPA</u>					
52-64-6500 2008 CWRDPA LOAN- PRINCIPAL	.00	245,272.56	245,407.00	134.44	100.0
52-64-6600 2008 CWRDPA LOAN- INTEREST	.00	98,278.79	102,558.00	4,279.21	95.8
TOTAL 2008 CWRDPA	.00	343,551.35	347,965.00	4,413.65	98.7
<u>DEPARTMENT 65</u>					
52-65-9900 TRANSFER TO GENERAL FUND	12,500.00	150,000.00	150,000.00	.00	100.0
TOTAL DEPARTMENT 65	12,500.00	150,000.00	150,000.00	.00	100.0
TOTAL FUND EXPENDITURES	82,602.86	2,644,871.02	3,928,453.00	1,283,581.98	67.3
NET REVENUE OVER EXPENDITURES	410,070.69	914,971.76	( 1,482,380.00)	( 2,397,351.76)	61.7

TOWN OF ELIZABETH  
BALANCE SHEET  
DECEMBER 31, 2020

COMBINED CASH FUND

ASSETS

99-100001	CASH ALLOCATED TO OTHER FUNDS	( 17,313,221.68)	
99-100011	CASH CLEARING - UTILITIES	2,195.45	
99-100012	CASH CLEARING - COURT	( 267.00)	
99-104200	C-SAFE INVESTMENT ACCOUNT	4,098,010.36	
99-104201	COLOTRUST INVESTMENT ACCOUNT	12,146,725.31	
99-105200	CBOC (WATER SEWER)	1,066,557.56	
	TOTAL ASSETS		<u>.00</u>

Report Criteria:

```

Report type: Summary
Check.Check number = {SQL} (tblCheck CheckNumber in (SELECT c.CheckNumber
FROM    dbo.tblCheck c INNER JOIN
        dbo.tblCheckDetail cd ON c.ID = cd.tblCheckID
GROUP BY c.CheckNumber
HAVING (SUM(cd.Amount) >= 20000)))
Check.Type = {<-} "Adjustment"

```

Payee	Check Number	Amount
HOFFMANN, PARKER, WILSON & CARBERRY PC	8583	24,136.41
Matt's Maintenance Tree Service	8587	22,400.00
Grand Totals:		46,536.41

**Example of check for about \$20,000  
prviously provided in Board Packets**



# TOWN OF ELIZABETH

MICHELLE M. OESER TOWN CLERK/ADMINISTRATIVE SERVICES DIRECTOR

**TO:** Honorable Mayor and Board of Trustees  
**FROM:** Michelle Oeser Town Clerk  
**DATE:** February 10, 2026  
**SUBJECT:** Posting Open Board Seat

## SUMMARY

On January 28, 2026, Cynthia Thye turned in her resignation due to moving out of town. With Cynthia's resignation there is a seat open for Ward 3. An open board seat is open as an appointed position for 60 days. If not filled within 60 days a Special Election will need to be held.

A special election to fill a vacancy is "subject to the municipal election code" and must "be held as soon as practicable..." C.R.S. 31-4-303. The municipal election code requires a special election to be called at least 60 days ahead of time, and it can be held on any Tuesday that is not within the 90 days preceding a regular election or within the thirty-two days before or after a primary, general, or congressional vacancy election. C.R.S. 31-10-108.

The Town Clerk is requesting direction from the Board to post the open seat.

If given direction to post the position, information on submitting a letter of interest will be posted in the Ranchland News and on the Town website.

## RECOMMENDATION

Staff recommend that the Board authorize the immediate posting of information pertaining to the vacant Ward 3 Trustee position.



# TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 01/18/2026 to 01/31/2026



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

*"The Elizabeth Police Department is committed to service excellence in protecting life and property, impartial enforcement of law, and building community with those who live, work, and visit, the Town of Elizabeth."*

The following is an informational breakdown of EPD police activity from **01/18/2026 at 12:01 a.m. to 01/31/2026 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 (DCRD) records.

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



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# TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 01/18/2026 to 01/31/2026

### Total Calls for Service:

275

### Traffic Stops:

**Total Stops:**

**Penalty Assessments  
Issued:**

**Warnings Issued:**

67

48

19

### Other Calls for Service:

Call Type:	Number of Calls:
911 Landline	10
911 Rapid SOS	5
Alarm-Business Burglary	3
Assist to Other Agency	8
Business Check	29
Child Custody	1
Citizen Assist	11
Citizen Contact	3



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## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 01/18/2026 to 01/31/2026

Crime Prevention	9
Dead Animal	1
Disturbance	3
Follow Up	26
Found Property	1
Harassment	1
Increased Patrol	29
Informational Report	5
Juvenile Complaint	1
Medical Assist	3
Motorist Assist	4
Municipal Ordinance Violation	8
Motor Vehicle Crash with Property Damage	4
Park Check	1
Parking Complaint	5
Report Every Drunk Driver Immediately (REDDI)	1
School Education	3
Sex Offense	1
Suicidal Subject	3



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Period: 01/18/2026 to 01/31/2026

Suspicious Circumstance	2
Suspicious Vehicle	6
Traffic Complaint	7
Traffic Hazard	3
Traffic Stop	67
Trespass	1
VIN Verify	2
Weapon Violation	1
Welfare Check	5
Training	2



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## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 01/18/2026 to 01/31/2026

### Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
25-6683	Theft	Investigation into a theft at a business.
25-7342	Fraud	Investigation into possible fraud that occurred in Town.
25-7891	Theft	Investigation into a theft at a business.
26-0025	Domestic Violence	Investigation into a cold domestic violence case.
26-0621	Motor Vehicle Crash	Investigation into a hit and run crash.

### Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
25-6381	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-0291	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-0336	Municipal Ordinance Violation	Investigation into code violations at a property within Town.



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Period: 01/18/2026 to 01/31/2026

26-0440	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-0561	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-0564	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-0605	Municipal Ordinance Violation	Investigation into code violations at a property within Town.
26-0607	Municipal Ordinance Violation	Investigation into code violations at a property within Town.

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



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## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 01/18/2026 to 01/31/2026

### Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
25-3484	Municipal Ordinance Violation	EPD Community Services closed a case regarding a property in Town with numerous code violations. The property was foreclosed and is now bank owned.
25-5281	Financial Crimes	EPD closed a case regarding fraud with crypto currency. There were no additional investigative leads to follow up on.
25-7306	Menacing	EPD closed a case regarding menacing. After investigation, the case was found out to have occurred in the jurisdiction of the Elbert County Sheriff's Office. After confirming the case was being investigated by them, EPD's case was closed.
25-7669	Disorderly Conduct	EPD responded to a local business on report of a disorderly subject. After investigation, there was insufficient evidence to pursue criminal charges.
25-7770	Abandoned Vehicle	An EPD Officer observed an abandoned vehicle in the roadway. The officer tagged the vehicle and attempted to contact the owner. While the owner did not respond to the officer, the officer came back later and found the vehicle was gone.
25-7827	Theft	EPD responded to a local business on a reported theft. After investigative leads were exhausted, the suspect remained unidentified and the case was closed.



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## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 01/18/2026 to 01/31/2026

25-7848	Criminal Mischief	EPD closed a case regarding damage to numerous garage doors in Town caused by several juveniles. After an extensive investigation, the suspects were identified. The case was filed with the 23 <sup>rd</sup> Judicial District Attorney's Office for charges to be filed.
26-0182	Traffic Contact	An EPD Officer conducted a traffic stop on a motorist for a traffic infraction. During the stop, it was discovered the motorist was operating a motor vehicle whilst their driving privileges were revoked for being a habitual traffic offender. The suspect was arrested and booked into the Elbert County Jail without incident.
26-0187	Sex Assault on a Child	EPD responded to a report of a sex offense on a juvenile. After investigation, the case was determined to be unfounded.
26-0334	Harassment	An EPD SRO responded to a local school a reported harassment. After investigation, it was determined that a counseling session and school consequences were a more applicable punishment than criminal charges, and the case was forwarded to the school administration.
26-0337	Welfare Check	An EPD SRO responded to local school on a report of a welfare check on a student. The



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# TOWN OF ELIZABETH POLICE DEPARTMENT

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## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 01/18/2026 to 01/31/2026

		student was contacted and was found to be all right. No crime occurred.
26-0344	Child Abuse	An EPD SRO responded to a local school on a reported child abuse. After investigation, it was determined that no crime had occurred. The Elbert County Department of Human Services (DHS) was notified of the incident.
26-0345	Fight	An EPD SRO responded to a local school on a reported fight. After investigation, it was determined the fight did not occur and the students had been playing soccer when it occurred. As there was no crime, the case was turned back over to the school administration.
26-0346	Motor Vehicle Crash	EPD responded to a reported crash. After investigation, there was conflicting evidence as to which party violated Model Traffic Code. As such no summons was issued. A State of Colorado crash report was taken.
26-0362	Warrant Arrest Flock	An EPD Officer contacted a motorist for a traffic violation. Upon clearing the driver, it was discovered that driver had a warrant for their arrest. After the warrant was confirmed, the party was arrested and booked into the Elbert County Jail without incident.



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## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 01/18/2026 to 01/31/2026

26-0410	Suicidal Subject	An EPD SRO responded to a local school on a reported suicidal student. Centennial Mental Health (CMH) was called to evaluate the student. CMH determined the student was safe to go home with their parents on a safety plan.
26-0433	Municipal Ordinance Violation	EPD Community Services closed a case on a property in Town in violation of several codes. The property owner came into voluntary compliance.
26-0434	Child Abuse	An EPD SRO responded to a local school on a reported child abuse case. After investigation, it was determined that no crime had occurred.
26-0435	Municipal Ordinance Violation	EPD Community Services closed a case on a property in Town in violation of several codes. The property owner came into voluntary compliance.
26-0476	Traffic Contact	An EPD Officer contacted a motorist for a traffic violation. During the stop it was determined the motorist was in violation of several Model Traffic Code (MTC) infractions. The motorist was issued a Municipal Summons for several infractions.
26-0477	Harassment	An EPD SRO responded to a local school on a reported harassment. After investigation, it was determined the suspect had not yet reached the age of criminal culpability. This



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## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 01/18/2026 to 01/31/2026

		case was forwarded to the Elbert County Department of Human Services (DHS).
26-0481	Disturbing the Peace	EPD Officers responded to a report of a dog bite and disorderly party. After investigation, it was determined the suspect was in violation of several Town of Elizabeth Municipal Codes (EMS). Medical attention was sought for the victim.
26-0530	Suspicious Circumstance	EPD Officers responded to a local school on report of a student with a suspicious item. After investigation, it was determined that no threat to the school ever existed, and no crime had occurred.
26-0617	Suicidal Subject	EPD Officers responded to a report of a suicidal juvenile. After engaging several resources from other agencies, the subject was located. They were transported to a local hospital for prompt medical attention as well as placed on an emergency mental health hold.
26-0615	Disturbing the Peace	EPD Officers responded to an apartment complex on a reported disturbance. After investigation, it was determined that no crime had occurred.
26-0616	Domestic Violence	EPD Officers responded to a residence on a reported domestic violence call. After investigation, it was determined that no crime had occurred.



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# TOWN OF ELIZABETH POLICE DEPARTMENT

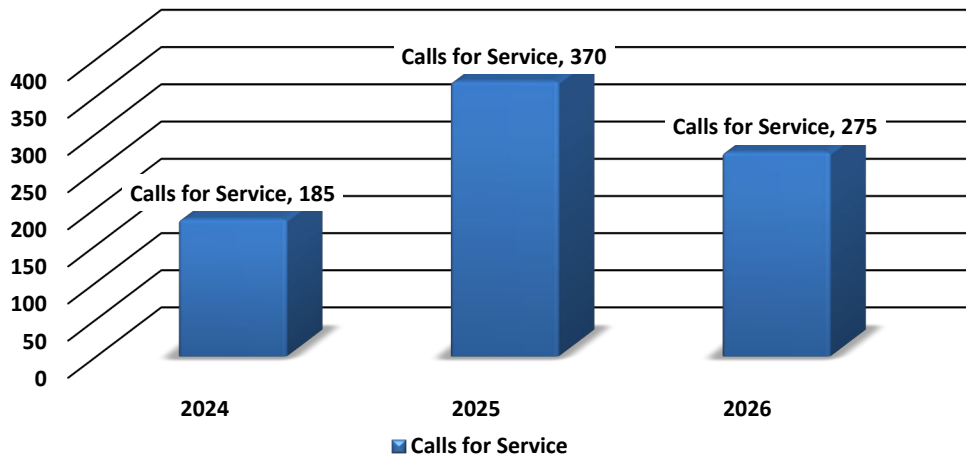
CHIEF OF POLICE JEFF ENGEL

## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

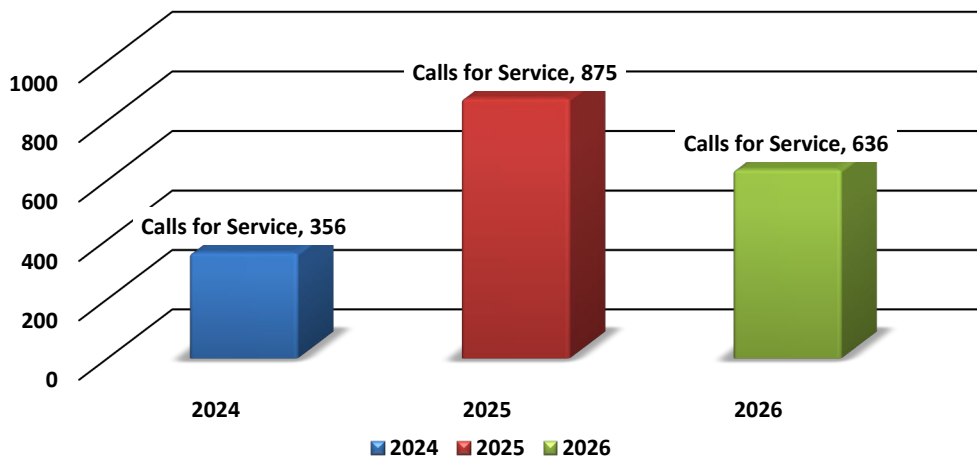
Period: 01/18/2026 to 01/31/2026

### Historical Data:

#### Calls for Service For Same Period:



#### Total Calls for Service Year to Date



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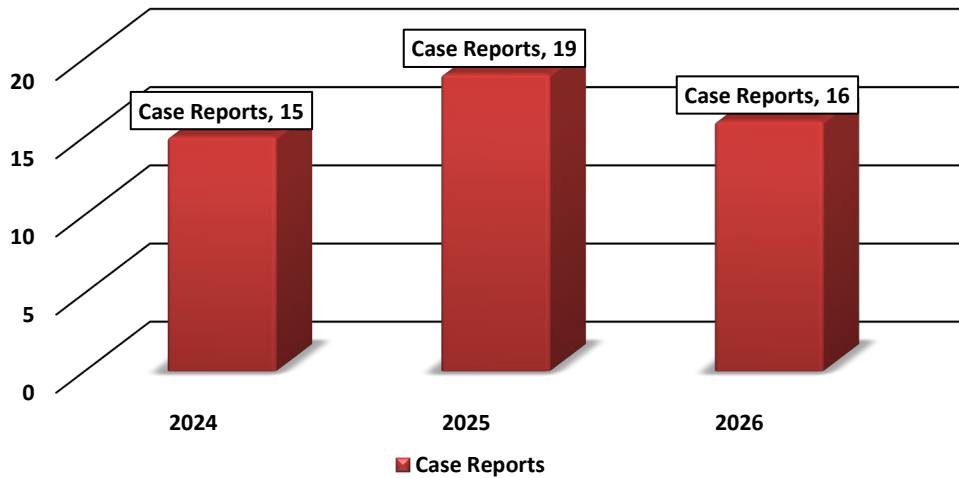
# TOWN OF ELIZABETH POLICE DEPARTMENT

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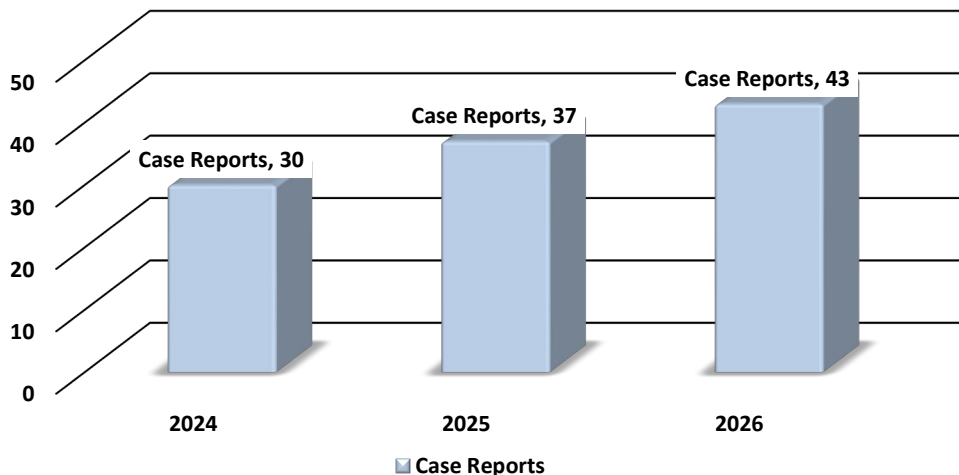
## ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 01/18/2026 to 01/31/2026

### Case Reports Pulled For Same Period:



### Total Case Reports Pulled Year to Date:



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# Elizabeth Police Department

## Special Report

FOR INTERNAL USE ONLY

Report Date	Report Time	Date Occurred	Time Occurred	Primary Jurisdiction	Case Number
01/31/2026	1953	01/30/2026	2247	Elizabeth Police Department	CR 26-0617

<i>Location of Occurrence</i>
-------------------------------

Major Criminal Event	Transportation Incident	X	Notable Incident/Arrest
Inmate Injury	Police Vehicle Accident		General Information Item
Death Investigation	Discharge of Police Weapon		Other

<b>After Action Report Completed</b> (required for all incidents involving natural or man-made disasters, pandemics, civil disturbances, mass arrests, credible bomb threats, hostage or barricaded person situations, acts of terrorism, and other unusual incidents)
--

On Saturday, 01/30/2026, at approximately 2247 hours, EPD Officers responded to \_\_\_\_\_, within the Town of Elizabeth, County of Elbert, and State of Colorado, on report of a suicidal party.

Officers were advised that a juvenile female was reported to be suicidal by her friend. The friend reported that the subject had ingested an unknown amount of pain medication, Benadryl, and possibly opiates. The subject was also believed to be actively bleeding from self-inflicted wounds on her legs. It was unknown at that time the severity of the bleeding. At the time the temperature was dropping to the low 20's, and the subject was not dressed for the elements.

Given the totality of the incident, numerous resources were called in, to include EPD's Bloodhound Teams, Drones, and Douglas County Search and Rescue.

Utilizing the combined resources, the subject was found at approximately 0130 hours, in the Elizabeth Cemetery after almost three hours in the elements. The subject was found barely conscious and in critical medical condition.

The subject was transported emergent to Advent Health Parker by the Elizabeth Fire Rescue and later to Children's Hospital Main Campus. Her condition at this time is unknown.

Nothing further to report at this time.

Deputy/Supervisor Name & Number <b>Sgt. Sean Bigler #1504</b>	Page 1 of 1
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# TOWN OF ELIZABETH POLICE DEPARTMENT

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ACCOUNTABILITY•INTEGRITY•RESPECT•TEAMWORK•EXCELLENCE

## Town of Elizabeth Police Department Monitoring Report

January 13, 2026

### Departmental Updates:

- The transition to new radio encryption has started. Due to unforeseen circumstances, the full transition to AES encryption has been delayed until June. We are working with ECCA to ensure an efficient transition to the new encryption.
- The Vector Solution training and implementation are in progress. Weekly meetings with Vector Solutions are occurring as we move forward with the project.
- Initial planning for agency career path development is underway. Career pathing within law enforcement agencies provides officers with structured opportunities to progress in alignment with their individual career goals while supporting organizational needs.

Although limited specialty positions present challenges for a small agency, a formal career path framework allows officers to develop mastery in specialized disciplines while maintaining the core knowledge, skills, and abilities required for effective patrol operations. This approach promotes professional growth, retention, and operational flexibility.

Anticipated career paths include:

- Master Patrol Officer
- Leadership Development and Supervision
- Community Engagement
- Investigations
- Technical Investigations

### Training Updates:

- Officer Daisy Tucker is attending a 40-hour Level I crash investigation course. This is an entry level course examining vehicle dynamics, physics applying to crash investigations, and little bit of crash investigation math to estimate vehicle speed accounting for coefficients of friction and drag factors.



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## TOWN OF ELIZABETH POLICE DEPARTMENT

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ACCOUNTABILITY•INTEGRITY•RESPECT•TEAMWORK•EXCELLENCE

- Commander Brett Cutler is enrolling in Northwestern Universities Staff and Command College, hosted by the Arapahoe County Sheriff's Office. This intensive 10-week course, which follows a two-week in-class and two-week out-of-class format, educates current or future command-level executives on a variety of topics, including but not limited to: leadership, budgeting, statistics, and union relationships. Attendees are assigned a project to complete before completing the course. Many attendees elect to complete a staffing study for their respective agencies.
- Officer Royce Lamas and Officer Craig Myers attended a two-day course on internet predator investigation. This course directly aligns with their participation in the Internet Crimes Against Children Task Force.
- The Elbert County Sheriff's Office is hosting training covering topics of forensic interviews, the Domestic Violence Lethality Assessment protocol, and child crime investigations. Our Victim Advocates, Command staff, supervisors, and officers are attending.



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February 10<sup>th</sup>, 2026

## Management Team Updates

**Note:** This report has been restructured based on feedback from the January 13<sup>th</sup> meeting. Each section now begins with current/recent activities (2025-2026), followed by a "Background & Context" subsection containing relevant historical information and ongoing initiatives.

### Community Development — Alexandra Cramer, AICP, Planner/Project Manager

#### Current Activities (2025-2026)

- **Planning Commission:** Staff met in a work session this past week with the new Planning Commission. Staff prepared onboarding packets/reference guides for the new PC members, along with the returning members. These guides will be available on the Town's website by next week.
- **HAB:** The 2nd annual historic building coloring contest planning is underway. We are working again with Wendy Finch to feature the Section House this year. Staff has also been working with the school district to send two HAB members to visit the students during their library hour to have a brief story time on the history of the town and as it relates to the DNO Railroad and Section House. We are also preparing information to launch a "Preservation Myths" social media campaign. HAB and staff are beginning to work on a comprehensive lesson plan of town history to be shared with the elementary schools. Staff and several HAB members will be attending the 2026 Saving Places Conference in Denver on February 11-13<sup>th</sup>.
- **2026 Event Planning:** Staff is beginning to work on 2026 events. A calendar of these events will be out in the next few weeks. Those that are coordinated by the CD Department include: Main Street Spring and Fall Car Shows, Main Street Networking Event, Main Street Feed Lot, Historic Building Coloring Contest, Main Street 5K/Family Color Run, Historic Walk & Talk, and a proposed 250/150 Community BBQ/Picnic.
- **MSBOD:** Staff and the MSBOD had their annual visit with DOLA Colorado Main Street team on January 12<sup>th</sup>. We discussed our goals for the next year and brainstormed how to best utilize DOLA's resources for the program. We also discussed some challenges that Main Street currently faces as it relates to zoning code barriers to economic development. There are multiple residences currently on sale along Main Street, with some potential buyers expressing the desire for commercial retrofits to the buildings.
- **2025 Permit and Licensing Activity:** Building permit fees remain unchanged since Resolution 22R55 adoption. Staff utilizes SAFEbuilt's valuation calculator for consistent use tax assessment. *2025 activity included: 166 building permits issued, 23 new business licenses processed, and 14 sign permits issued.*
- **Land Use Applications:** Staff has been active with managing and reviewing land use applications. We are anticipating several applications going to public hearing in the first quarter of 2026.

- **Code Updates:** Staff is working on identifying areas in the code that are recommended to be updated/revised. We had a work session with the Planning Commission on 12/2/2025 to review some of these recommendations. We discussed eliminating the minimum off-street parking requirements for the DT, Downtown District as well as eliminating the minimum lot width requirement for residential-zoned districts. Both were unanimously supported by the Planning Commission. *If there are elements in the zoning code that the BOT would like to discuss revising, please let staff know.*

## Background & Context — Main Street Board

- **Main Street Feed Lot:** The MSBOD had their first "Main Street Feed Lot" on small business Saturday. Staff will continue to work with the MSBOD and local food truck vendors for dates in 2026.
- **Chamber Collaboration (October 25):** Some members on the MSBOD will be assisting the Elizabeth Chamber of Commerce at their BooBash on October 25th. This cooperation came out of several meetings the MSBOD had with Chamber on how to better collaborate and assist with each organization's events and efforts. The MSBOD is also sponsoring a musician to play on Main Street during the event from 11am-1pm to encourage attendees to stay and patronize the businesses.
- **2025 5K and Family Color Run:** The 5K and Family Color Run was a success this year. We had approximately 240 participants. We were sponsored by the following organizations/businesses: Waste Management, Independence/Craft Companies, Potestio Brothers, Bobo Bars, EBC, EPR District. We partnered with the Elizabeth Chamber of Commerce to help coordinate sponsorships to pay for the t-shirts this year. We received donations from the following businesses: RNK Running & Walking, Sprouts, Mountain Man, Randy's Antiques, IC Threads, The Nest, EBC, The Prickly Pear and Coffee House on Mainstreet, Carriage Shoppes. We had volunteers from the following organizations: EHS Poms Team, Running Creek PTCO, Boy Scout Troop 636, Elbert Schools Booster Club, Elbert County Fair Royalty, Kiowa Schools, and Redstone Bank.
- **DOLA Colorado Main Street Manager Summit:** Staff attended the Colorado Main Street Manager Summit in Lyons, where Main Street communities across the state presented their recent work. Notable accomplishments included: Windsor received the Colorful Colorado Choice Award for their Downtown Master Plan and launched a new 501(c)(3) Main Street Partnership; Silverton secured full funding for their Blair Street Revitalization Project; Town of Lyons completed town-wide wayfinding signage; Pagosa Springs supported downtown businesses through a two-year US 160 reconstruction; Rifle launched "Third Thursday on Third Street"; Wellington completed two new downtown murals and launched their Walk of Fame project; Victor adopted a new Land Use Code and launched a Revitalization Program providing \$7,500 property improvement grants to 10 businesses. The MSBOD will review all accomplishments presented at the summit to identify programs and initiatives that could be adapted for Elizabeth.
- **Main Street Car Show (September 5, 2025):** The Main Street Car Show took place on September 5th, 2025. There were over 80 cars that participated. We had 3 food trucks and a local musician. We received good feedback from both

participants and attendees—some that were visiting Elizabeth Main Street for the first time. The MSBOD would like to explore another car show in the spring.

- **Colorado Main Street Community of the Year Award (2024):** The MSBOD was named the Colorado Main Street Community of the Year in 2024. As part of this recognition, the Town was awarded professional services from DOLA Main Street with Ayres Associates to conduct a development analysis for the Gesin Lot. The analysis was completed in June with the report scheduled for presentation to the BOT in July.
- **Oddfellows Building Mural (May):** Through DOLA mini grant funds, Staff and MSBOD members collaborated to install a mural on the Oddfellows building in May. The public art installation has received positive community reactions.
- **Chamber of Commerce Partnership Development:** The MSBOD is working to build stronger partnerships with the Chamber of Commerce. Staff and MSBOD members have met with the Chamber several times over the past six months to identify collaboration opportunities and improve resources for the business community. Staff also coordinated a meeting with DOLA Main Street and the Chamber to further these discussions. All meetings have been successful, with the Chamber moving forward to assist with 5K sponsorships for the first time.
- **Locable Website Development:** The MSBOD's Locable website continues to grow with approximately 40 local businesses and organizations registered in the directory. The website has been opened to all businesses within Town limits and features numerous events in the calendar. Staff and the MSBOD will continue promoting the website as the Elizabeth area's primary event calendar resource.
- **ElizaBash Weekend Promotion:** During ElizaBash weekend, the MSBOD provided Main Street stickers, temporary tattoos, and bags to participating Main Street businesses for patron distribution. The businesses expressed appreciation for these promotional offerings.
- **Networking Event (May):** The MSBOD held a networking event at Elizabeth Brewing Company in May with approximately 50 attendees from various boards, organizations, businesses, and the general public. The event was catered by the Elizabeth High School Culinary Class and was successful.
- **Stampede Participation:** The MSBOD attempted to attend the Stampede, but their participation was cut short due to storms and tent malfunctions.

### **Background & Context — Historic Advisory Board**

- **Oral History Program:** The HAB continues to expand their oral history collection available at [historicelizabethco.org](http://historicelizabethco.org). Bob Rasmussen and Lynn Mitchell, with the assistance of Dianna Hiatt, have been conducting interviews and compiling oral histories. The website currently features 10 completed oral histories with a backlog of additional interviews to be posted. These have proven to be an effective community engagement tool, with social media generating 250+ engagements on Facebook.
- **11th Historic Walk and Talk (September 27):** The HAB held their 11th Historic Walk and Talk on September 27th at 9:30am with approximately 100 attendees. The event received positive feedback from both new and returning participants. Highlights included a tour of the Oddfellows building and a first-person historic character enactment performed by a Historic Advisory Board member, who

dressed in historically accurate attire and portrayed Elsie Banes through monologue. Staff created brochures focusing on the town's historic figures for distribution at the event. American Legion provided lunch, and Elizabeth Brewing Company featured their "Elizabrew" commemorating the town's 135-year anniversary.

- **Museum Tour:** The HAB recently took a tour of the Elbert County Museum and got to meet some of their board members.
- **Historic Building Coloring Contest:** The HAB completed their first historic building coloring contest and received 14 entries. Community voting determined winners from each grade level (K-3rd). The four winners received award bags presented at the First Friday Night Market, and all participants were offered complimentary DQ ice cream cones. The Town thanks the Library District and Elbert County Artist Guild for their partnership on this project. All contest entries can be viewed on the HAB's website.
- **Historic Property Research:** Historic property research efforts are ongoing with several properties completed. As research is finalized, properties are added to the virtual walking tour map on the HAB's website. Property owners receive completed packets of research findings. Staff has received positive feedback from property owners expressing gratitude for the opportunity to meet with HAB members and learn previously unknown history about their properties.
- **Partnership Development:** The HAB is exploring new partnerships with the Library District as well as the Elbert County Historical Society and Museum.

### **Additional Department Updates**

- **Consulting Services Clarification:** At the workshop on October 20th, a comment was made that suggested eliminating SAFEbuilt consulting services as a budget cut, with the implication that Community Development staff should be doing this work instead. This assumes the work is not already being done in-house, which is incorrect. Community Development manages project coordination, stakeholder communication, code compliance, public engagement, Board presentations, and long-range planning. Consulting services provide technical input on specific matters, not ongoing project management or regular planning review. Since the Planner/Project Manager position was filled in 2023, Community Development staff has managed and reviewed all projects. Multiple projects have been presented to and approved by the Board without any third-party consultation. This includes projects managed after the department was reduced by a third in December 2024. The 350 S Elbert Street Subdivision represents a specific exception where the former director established a third-party arrangement in 2022 for project management due to applicant difficulties, and this was kept in place for continuity with both staff and the applicant through the director's departure. With Walnut Grove, SAFEbuilt was used as a planning resource and second opinion through coordination with the applicant, engineering consultants, and staff on how planning and engineering considerations intersected. Plan review against code is only one small part of what planning and project management entails. The reality is that the town's zoning code and PUDs are outdated and create situations that are rarely black and white. Relying on a single planner to interpret these ordinances without peer

review at times is not responsible planning. SAFEbuilt has worked with the Town for over eight years and knows how things generally work here. Getting a second set of eyes on certain situations is standard practice and ultimately protects the Town.

### **Background & Context — Ongoing Initiatives**

- **Greater Elizabeth PROST Master Plan:** The master plan was approved by the Town's BOT, EPR District, and Elizabeth School District.
- **2025 Neighborhood Block Parties:** Neighborhood block parties took place over the course of June, July, and August. *If the BOT plans to move forward with long-range planning initiatives such as a Facilities Master Plan or a Comprehensive Plan Update in 2026-2027, neighborhood block parties should be considered for a way to reach and receive authentic feedback from residents.*
- **Advisory Board Onboarding Packets:** Staff is working on developing onboarding packets for all three boards: Planning Commission, Historic Advisory Board, and Main Street Board of Directors.
- **Permit Document Updates:** Staff is updating permit documents and creating a one-stop shop informational packet to streamline the permitting process.
- **Strong Towns Workshop Series:** The Planning Commission participated in Strong Towns workshops on 08/20/2024 and 09/03/2024. More information can be found on the Town's website under Community Development and Planning Commission. Additional PC training will be researched to help prepare them for a potential comprehensive plan update.



# TOWN OF ELIZABETH

MICHAEL DEVOL/PUBLIC WORKS DIRECTOR

**To:** Honorable Mayor, Mayor Pro-Tem, and Town Board of Trustees  
**From:** Mike DeVol, Public Works Director  
**Date:** February 10, 2025  
**Subject:** Public Works Monitoring Report

## **Town Street Paving Improvements Project:**

1. Ongoing projects for the year 2025.
2. Receiving Price quotes for Chip Seal County Road 13 from school water tank North for the 2027 Budget Planning.
3. Bid Net public notice for Hillside Paving project was released Saturday January 31, 2025.
4. To date 11 companies have picked up bid packets, a mandatory pre-bid meeting will take place at Town Hall on Monday February 9, 2026 at 1pm Mountain Standard Time (MST).

## **Town Main St. Decorations:**

1. Main Street lights should be completed and electrically inspected by the 3<sup>rd</sup> week of February for Public Works approval.

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

1. Plant Effluent (waste treated outflow) for January 2026 = 6,391,830 gallons; Avg. Daily 206,188 gallons (gpd) or .206 mgd (42% capacity) and Plant is rated for 500,000 gpd or .5mgd. Once Treatment Flows show 85% or 425,000 gallons per day we need to start engineering for plant expansion per CDPHE. Public Works currently has pre-engineering completed in advance of the 85% threshold.
2. Macquire Tank Company has the drawings and approval for the tank vents at 85% completion to satisfy CDPHE and remove our 1- Deficiency Violation during our CDPHE Inspection of all water facilities.
3. CDPHE asked for more information from the manufacturer before approving screens and installation at the Water Tanks site.
4. Final Screens are on-site and will be installed once we receive approval from CDPHE.

## **Town Water Line (NON) Emergency Repair:**

1. PW has received 2 Calls- 1 Call for Waterline freeze up in the Meter Pit, which was quickly resolved with a heat lamp and insulation inside the meter pit lid. 1 Call for waterline freeze up in bathroom while the rest of the home stayed in service, PW directed the homeowner to open the doors to allow warm air under the cabinet and the freeze up was gone within an hour with No damage.

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

1. No report.

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



# TOWN OF ELIZABETH

MICHAEL DEVOL/PUBLIC WORKS DIRECTOR

## **Town Walkway Repairs:**

1. PW will be installing a chase drain on the North side sidewalk of the carriage shop to allow run-off water to go under the sidewalk rather than over it and causing icy walking conditions during the winter months.

## **Town Street Maintenance/Striping Projects:**

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

1. Public Works continue to educate property owners about not shoveling snow into the streets, rather place on lawn or landscaped areas for melting.
2. The Town website has been updated with the Snow Plowing Information as well as pushed out on the Town Facebook page.
3. PW is aware that this is our first snow on the new streetscape and will address concerns or issues as they arise.

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

## **Town Trail Project:**

## **Town Police Department:**

## **Gold Creek Lift Station Improvements:**

### **Gold Creek Wastewater Treatment Plant:**

1. No Report/see Town Wells and Effluent.

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

1. May 9<sup>th</sup> 2026 is Town Clean-Up Day
2. Elizabeth Locker Plant "MEAT-IN" is scheduled for May 16<sup>th</sup>, 2026
3. Paint Round Up will be hosted at Big Store parking lot in August of 2026 by Paint Care of Colorado.

## **Town Public Works News: Please Note Speed Limit for Main Street is 15MPH for Pedestrian Safety**

## **Town Farmers Market:**

1. PW and Community development plan on a meeting with Elizabeth Brewing Company and Don Means agency for future events to discuss placement of Solar Lamp Posts, Electrical outlets, and trees to enhance the use for all parties.

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

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



# TOWN OF ELIZABETH

MICHAEL DEVOL/PUBLIC WORKS DIRECTOR

1. Public Works will install the fencing around the RC Park detention pond this spring as weather allows. PW will verify with the seeding contractor as to not void the seeding warranty for an actual date.

## Upcoming Projects:

1. PW has completed the 2025 CDPHE Annual Reporting.
2. Annual biosolids sampling will take place in October 2025 for CDPHE (state) compliance.
3. Regulation 85 Nutrient (federal) monitoring will be conducted in October of 2025 for acceptance by CDPHE.
4. PW has completed a round of PFAFs (radiation/radiological). Results have been reported to CDPHE.
5. Water Augmentation and Recording.
6. Water lead and copper sampling.
7. Water constituents for heavy metals sampling.
8. Annual DMR (Daily Monitoring Report) Gold Creek Wastewater Plant.
9. Tree City USA Application accepted and approved by Tree City USA.
10. Trail DOLA findings and inspections. Addition of willow cuttings planted.
11. PW is conducting the Highway User Tax Fund (HUTF) reporting and data processing for 2025.
12. PW has completed lead and copper testing per CDPHE guidelines for 2025.
13. Flushing of entire town's water supply system is completed every 6 months.
14. Cleaning of the Storm Drainage systems.

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

**Town of Elizabeth  
Monthly Accounting - Leases**

**HRS Water Consultants, Inc.**

**2026 Water Year**

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

<b>Month</b>	<b>Total Gold Creek Effluent</b>		<b>Difference/Surplus Effluent</b>
	<b>Usage (af)</b>	<b>Duke Lease (af)</b>	
November	16.29	1.7	14.59
December	17.93	1.3	16.63
January	19.62	0.9	18.72
February		0.7	-0.70
March		0.5	-0.50
April		0.4	-0.40
May		0.3	-0.30
June		0.4	-0.40
July		0.9	-0.90
August		2.1	-2.10
September		3.3	-3.30
October		2.5	-2.50
<b>WY Total</b>	<b>53.8</b>	<b>15.0</b>	<b>7.6</b>

**Town of Elizabeth  
Monthly Accounting - Leases**

**HRS Water Consultants, Inc.**

**2025 Water Year**

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

<b>Month</b>	<b>Total Gold Creek Effluent</b>		<b>Difference/Surplus Effluent</b>
	<b>Usage (af)</b>	<b>Duke Lease (af)</b>	
November	15.31	1.7	13.61
December	14.84	1.3	13.54
January	15.96	0.9	15.06
February	14.51	0.7	13.81
March	16.10	0.5	15.60
April	15.09	0.4	14.69
May	15.22	0.3	14.92
June	14.14	0.4	13.74
July	15.58	0.9	14.68
August	15.31	2.1	13.21
September	16.69	3.3	13.39
October	16.16	2.5	13.66
<b>WY Total</b>	<b>184.9</b>	<b>15.0</b>	<b>142.8</b>

**Town of Elizabeth  
Monthly Accounting - Leases**

**HRS Water Consultants, Inc.**

**2024 Water Year**

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

<b>Month</b>	<b>Total Gold Creek Effluent</b>		<b>Difference/Surplus Effluent</b>
	<b>Usage (af)</b>	<b>Duke Lease (af)</b>	
November	16.98	1.7	15.28
December	18.60	1.3	17.30
January	19.40	0.9	18.50
February	16.18	0.7	15.48
March	16.47	0.5	15.97
April	15.20	0.4	14.80
May	14.54	0.3	14.24
June	13.42	0.4	13.02
July	13.34	0.9	12.44
August	14.97	2.1	12.87
September	14.58	3.3	11.28
October	14.66	2.5	12.16
<b>WY Total</b>	<b>188.3</b>	<b>15.0</b>	<b>140.8</b>

**Town of Elizabeth  
Monthly Accounting - Leases**

**HRS Water Consultants, Inc.**

**2023 Water Year**

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

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

Town of Elizabeth  
Denver Basin Wells - Monthly Accounting

HRS Water Consultants, Inc.

2026 Water Year		Meter Serial # 69269247 Permit 75162-F WDID # 0113127 Lower Dawson Middle School Well A				Meter Serial # 86945024 Permit 052511-F WDID # 0113128 Denver Middle School Well B				School Wells Total	Meter Serial # 20231323 Permit 15617-F-R WDID #0106440 Dawson Well No. 2				Meter Serial # 20100899 Permit 16210-F-R WDID #0106437 Denver Bishop Well A				Meter Serial # 20072055 Permit 044454-F WDID #0109931 Arapahoe Well A-1				Meter Serial # - 21234549 Permit 84415-F WDID #0113129 Denver Well D-2				Meter Serial # - 21234551 Permit 84416-F WDID #0113130 Arapahoe Well A-2				All Wells
Water Year 2026	Month	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Monthly Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Monthly Volume af
1/11/2025	November 1st	64,774,000	0.00	0.00	21.00	1,032,000	0.00	0.00	39.70	0.00	7,326,400	0.00	0.00	50.00	47,071,300	0.00	0.00	150.00	17,104,700	0.00	0.00	127.40	68,869,464.00	0.00	0.00	90.40	52,576,972.00	0.00	0.00	88.10	
1/12/2025	December 1st	64,774,000	0.00	0.00	21.00	1,032,000	0.00	0.00	39.70	0.00	7,326,400	0.00	0.00	50.00	47,071,300	0.00	0.00	150.00	17,915,520	2.49	2.49	124.91	71,962,936.00	9.49	9.49	80.91	53,876,752.00	3.99	3.99	84.11	15.97
1/1/2026	January 1st	64,774,000	0.00	0.00	21.00	1,032,000	0.00	0.00	39.70	0.00	7,326,400	0.00	0.00	50.00	47,071,300	0.00	0.00	150.00	17,915,520	0.00	2.49	124.91	75,503,744.00	10.87	20.36	70.04	55,542,968.00	5.11	9.10	79.00	15.98
1/2/2026	February 1st	64,774,000	0.00	0.00	21.00	1,032,000	0.00	0.00	39.70	0.00	7,326,400	0.00	0.00	50.00	47,071,300	0.00	0.00	150.00	17,915,520	0.00	2.49	124.91	79,007,488.00	10.75	31.11	59.29	57,305,588.00	5.41	14.51	73.59	16.16
1/3/2026	March 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	2.49	124.91		0.00	31.11	59.29		0.00	14.51	73.59	0.00
1/4/2026	April 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	2.49	124.91		0.00	31.11	59.29		0.00	14.51	73.59	0.00
1/5/2026	May 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	2.49	124.91		0.00	31.11	59.29		0.00	14.51	73.59	0.00
1/6/2026	June 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	2.49	124.91		0.00	31.11	59.29		0.00	14.51	73.59	0.00
1/7/2026	July 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	2.49	124.91		0.00	31.11	59.29		0.00	14.51	73.59	0.00
1/8/2026	August 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	2.49	124.91		0.00	31.11	59.29		0.00	14.51	73.59	0.00
1/9/2026	September 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	2.49	124.91		0.00	31.11	59.29		0.00	14.51	73.59	0.00
1/10/2026	October 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	2.49	124.91		0.00	31.11	59.29		0.00	14.51	73.59	0.00
1/11/2026	November 1st		0.00	0.00	21.00		0.00	0.00	39.70	0.00		0.00	0.00	50.00		0.00	0.00	150.00		0.00	2.49	124.91		0.00	31.11	59.29		0.00	14.51	73.59	0.00
	<b>Annual Total</b>		<b>0.00</b>				<b>0.00</b>		39.70	<b>0.00</b>		<b>0.00</b>		50.00		<b>0.00</b>		150.00		<b>2.49</b>		124.91		<b>31.11</b>		59.29		<b>14.51</b>		73.59	0.00

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

July 2025 new meter installed, adding new meter value to old read for remainder of water year. Actual read will start Nov 2026.

Town of Elizabeth  
Denver Basin Wells - Monthly Accounting

HRS Water Consultants, Inc.

2025 Water Year		Meter Serial # 69269247 Permit 75162-F WDID # 0113127 Lower Dawson Middle School Well A				Meter Serial # 86945024 Permit 052511-F WDID # 0113128 Denver Middle School Well B				School Wells Total	Meter Serial # 20231323 Permit 15617-F-R WDID #0106440 Dawson Well No. 2				Meter Serial # 20100899 Permit 16210-F-R WDID #0106437 Denver Bishop Well A				Meter Serial # 20072055 Permit 044454-F WDID #0109931 Arapahoe Well A-1				Meter Serial # - 21234549 Permit 84415-F WDID #0113129 Denver Well D-2				Meter Serial # - 21234551 Permit 84416-F WDID #0113130 Arapahoe Well A-2				All Wells
Water Year 2025	Month	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Monthly Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Meter Reading gallons	Monthly Volume af	Cumulative Total af	Remaining Annual Volume af	Monthly Volume af
1/11/2024	November 1st	56,293,000	0.00	0.00	21.00	1,032,000	0.00	0.00	39.70	0.00	6,635,200	0.00	0.00	50.00	23,694,800	0.00	0.00	150.00	74,087,500	0.00	0.00	127.40	47,110,960.00	0.00	0.00	90.40	42,034,756.00	0.00	0.00	88.10	15.22
1/12/2024	December 1st	56,293,000	0.00	0.00	21.00	1,032,000	0.00	0.00	39.70	0.00	6,635,200	0.00	0.00	50.00	23,694,800	0.00	0.00	150.00	79,047,300	15.22	15.22	112.18	47,110,960.00	0.00	0.00	90.40	42,034,756.00	0.00	0.00	88.10	15.21
1/1/2025	January 1st	56,293,000	0.00	0.00	21.00	1,032,000	0.00	0.00	39.70	0.00	6,635,500	0.00	0.00	50.00	25,686,100	6.11	6.11	143.89	82,011,300	9.10	24.32	103.08	47,110,960.00	0.00	0.00	90.40	42,034,756.00	0.00	0.00	88.10	15.21
1/2/2025	February 1st	56,293,000	0.00	0.00	21.00	1,032,000	0.00	0.00	39.70	0.00	6,635,500	0.00	0.00	50.00	27,044,800	4.17	10.28	139.72	82,011,300	0.00	24.32	103.08	49,853,652.00	8.42	8.42	81.98	43,649,596.00	4.96	4.96	83.14	17.54
1/3/2025	March 1st	56,293,000	0.00	0.00	21.00	1,032,000	0.00	0.00	39.70	0.00	6,635,500	0.00	0.00	50.00	27,044,800	0.00	10.28	139.72	82,011,300	0.00	24.32	103.08	53,332,332.00	10.68	19.09	71.31	45,092,648.00	4.43	9.38	78.72	15.11
1/4/2025	April 1st	56,460,000	0.51	0.51	20.49	1,032,000	0.00	0.00	39.70	0.51	6,635,500	0.00	0.00	50.00	27,044,800	0.00	10.28	139.72	83,485,300	4.52	28.84	98.56	54,880,872.00	4.75	23.85	66.55	47,514,680.00	7.43	16.82	71.28	17.22
1/5/2025	May 1st	56,711,000	0.77	1.28	19.72	1,032,000	0.00	0.00	39.70	0.77	6,635,500	0.00	0.00	50.00	27,044,800	0.00	10.28	139.72	89,365,200	18.05	46.89	80.51	54,880,872.00	0.00	23.85	66.55	47,662,076.00	0.45	17.27	70.83	19.27
1/6/2025	June 1st	58,035,000	4.06	5.35	15.65	1,032,000	0.00	0.00	39.70	4.06	6,635,500	0.00	0.00	50.00	27,044,800	0.00	10.28	139.72	94,746,400	16.52	63.40	64.00	57,442,532.00	7.86	31.71	58.69	49,662,832.00	6.14	23.41	64.69	34.58
1/7/2025	July 1st	59,213,000	3.62	8.96	12.04	1,032,000	0.00	0.00	39.70	3.62	7,037,500	1.23	1.23	48.77	30,925,300	11.91	22.19	127.81	99,956,100	15.99	79.39	48.01	59,810,328	7.27	38.98	51.42	50,506,104	2.59	26.00	62.10	42.60
1/8/2025	August 1st	61,157,000	5.97	14.93	6.07	1,032,000	0.00	0.00	39.70	5.97	7,310,600	0.84	2.07	47.93	35,747,300	14.80	36.99	113.01	106,476,700	20.01	99.41	27.99	63,261,352	10.59	49.57	40.83	51,455,616	2.91	28.91	59.19	55.12
1/9/2025	September 1st	62,543,000	4.25	19.18	1.82	1,032,000	0.00	0.00	39.70	4.25	7,326,400	0.05	2.12	47.88	40,308,000	14.00	50.99	99.01	112,438,200	18.30	117.70	9.70	66,498,204	9.93	59.50	30.90	52,385,632	2.85	31.77	56.33	49.38
1/10/2025	October 1st	63,760,000	3.74	22.92	-1.92	1,032,000	0.00	0.00	39.70	3.74	7,326,400	0.00	2.12	47.88	44,587,500	13.13	64.12	85.88	117,834,600	16.56	134.26	-6.86	68,143,152	5.05	64.55	25.85	52,638,328	0.78	32.54	55.56	39.26
1/11/2025	November 1st	64,774,000	3.11	26.03	-5.03	1,032,000	0.00	0.00	39.70	3.11	7,326,400	0.00	2.12	47.88	47,071,300	7.62	71.74	78.26	123,198,600	16.46	150.73	-23.33	68,869,464	2.23	66.78	23.62	52,756,972	0.36	32.91	55.19	29.79
	<b>Annual Total</b>		<b>26.03</b>				<b>0.00</b>		39.70	<b>26.03</b>		<b>2.12</b>			<b>71.74</b>				<b>150.73</b>				<b>66.78</b>				<b>32.91</b>				

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

July 2025 new meter installed, adding new meter value to old read for remainder of water year. Actual read will start Nov 2026.

Town of Elizabeth  
Denver Basin Wells - Monthly Accounting

HRS Water Consultants, Inc.

2024 Water Year		Meter Serial # 69269247 Permit 75162-F WDID # 0113127 Lower Dawson Middle School Well A				Meter Serial # 86945024 Permit 052511-F WDID # 0113128 Denver Middle School Well B				School Wells Total	Meter Serial # 20231323 Permit 15617-F-R WDID #0106440 Dawson Well No. 2				Meter Serial # 20100899 Permit 16210-F-R WDID #0106437 Denver Bishop Well A				Meter Serial # 20072055 Permit 044454-F WDID #0109931 Arapahoe Well A-1				Meter Serial # - 21234549 Permit 84415-F WDID #0113129 Denver Well D-2				Meter Serial # - 21234551 Permit 84416-F WDID #0113130 Arapahoe Well A-2				All Wells				
Water Year 2024	Month	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Monthly Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Meter Reading	Monthly Volume	Cumulative Total	Remaining Annual Volume	Monthly Volume
		gallons	af	af	af	gallons	af	af	af	af	gallons	af	af	af	gallons	af	af	af	gallons	af	af	af	gallons	af	af	af	gallons	af	af	af	af	af	af		
1/11/2023	November 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,800	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,800	0.00	0.00	127.40	17,263,918.00	0.00	0.00	90.40	19,522,286.00	0.00	0.00	88.10					
1/12/2023	December 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,800	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,800	0.00	0.00	127.40	20,741,910.00	10.67	10.67	79.73	22,238,600.00	8.34	8.34	79.76	19.01				
1/1/2024	January 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,800	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,800	0.00	0.00	127.40	24,284,888.00	10.87	21.55	68.85	23,559,572.00	4.05	12.39	75.71	14.93				
1/2/2024	February 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,800	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,000	0.00	0.00	127.40	28,021,650.00	11.47	33.02	57.38	24,850,130.00	3.96	16.35	71.75	15.43				
1/3/2024	March 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,000	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,000	0.00	0.00	127.40	31,519,194.00	10.73	43.75	46.65	25,916,894.00	3.27	19.63	68.47	14.01				
1/4/2024	April 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	287,000	0.00	0.00	50.00	4,046,100	0.00	0.00	150.00	48,282,000	0.00	0.00	127.40	35,242,520.00	11.43	55.18	35.22	26,789,680.00	2.68	22.30	65.80	14.11				
1/5/2024	May 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	380,000	0.29	0.29	49.71	4,046,100	0.00	0.00	150.00	48,282,000	0.00	0.00	127.40	38,850,352.00	11.07	66.25	24.15	28,491,190.00	5.22	27.53	60.57	16.58				
1/6/2024	June 1st	52,413,000	0.00	0.00	21.00	947,000	0.00	0.00	39.70	0.00	808,500	1.32	1.60	48.40	5,655,800	4.94	4.94	145.06	48,282,000	0.00	0.00	127.40	42,574,872.00	11.43	77.68	12.72	32,029,672.00	10.86	38.39	49.71	28.55				
1/7/2024	July 1st	52,554,000	0.43	0.43	20.57	952,000	0.02	0.02	39.68	0.45	3,018,100	6.78	8.38	41.62	10,095,400	13.63	18.57	131.43	49,196,200	2.81	2.81	124.59	45,990,736	10.48	88.17	2.23	35,758,808	11.45	49.83	38.27	45.59				
1/8/2024	August 1st	53,920,000	4.19	4.63	16.37	1,032,000	0.25	0.26	39.44	4.44	3,642,400	1.92	10.30	39.70	13,639,300	10.88	29.44	120.56	55,925,000	20.65	23.46	103.94	46,749,364	2.33	90.49	-0.09	38,635,172	8.83	58.66	29.44	49.04				
1/9/2024	September 1st	54,422,000	1.54	6.17	14.83	1,032,000	0.00	0.26	39.44	1.54	3,642,400	0.00	10.30	39.70	18,206,800	14.02	43.46	106.54	62,333,700	19.67	43.13	84.27	46,764,364	0.05	90.54	-0.14	40,722,246	6.41	65.06	23.04	41.68				
1/10/2024	October 1st	55,512,000	3.35	9.51	11.49	1,032,000	0.00	0.26	39.44	3.35	5,261,400	4.97	15.27	34.73	21,949,100	11.49	54.95	95.05	68,467,900	18.83	61.95	65.45	46,764,368	0.00	90.54	-0.14	41,629,084	2.78	67.85	20.25	41.41				
1/11/2024	November 1st	56,293,000	2.40	11.91	9.09	1,032,000	0.00	0.26	39.44	2.40	6,635,200	4.22	19.48	30.52	23,694,800	5.36	60.30	89.70	74,087,500	17.25	79.20	48.20	47,110,960	1.06	91.60	-1.20	42,034,740	1.24	69.09	19.01	31.53				
	<b>Annual Total</b>		<b>11.91</b>				<b>0.26</b>		<b>39.70</b>	<b>12.17</b>				<b>19.48</b>				<b>60.30</b>								<b>91.60</b>									

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

Town of Elizabeth  
Denver Basin Wells - Monthly Accounting

HRS Water Consultants, Inc.

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

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

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

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

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## **Town of Elizabeth Accounting Comments**

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

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

Town of Elizabeth  
Denver Basin Wells - Monthly Accounting

HRS Water Consultants, Inc.

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

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

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



# 86945024  
 2511-F  
 er  
 ol Well B

School  
 Wells  
 Total

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

Meter Serial #  
 Permit 162  
 Denv  
 Bishop V

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

# 20100899  
 210-F-R  
 er

Meter Serial # 20072055  
 Permit 044454-F  
 Arapahoe

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

Well A

Well A-1

Well D-2

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

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

**Well A-2**

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

**Town of Elizabeth  
Monthly Accounting - Leases**

**HRS Water Consultants, Inc.**

**2022 Water Year**

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

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

**Town of Elizabeth  
Monthly Accounting - Leases**

**HRS Water Consultants, Inc.**

**2021 Water Year**

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

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

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

HRS Water Consultants, Inc.

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

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

Year	Arapahoe Well A-1 Production (af)	Arapahoe Well A-1 Banked Volume (af)	Arapahoe Well A-1 Cumulative Banked Volume (af)	School Well A Production (af)	School Well A Banked Volume (af)	School Well A Cumulative Banked Volume (af)	School Well B Production (af)	School Well B Banked Volume (af)	School Well B Cumulative Banked Volume (af)	Arapahoe Well A-2 Production (af)	Arapahoe Well A-2 Banked Volume (af)	Arapahoe Well A-2 Cumulative Banked Volume (af)	Denver Well D-2 Production (af)	Denver Well D-2 Banked Volume (af)	Denver Well D-2 Cumulative Banked Volume (af)
1996															
1997															
1998															
1999															
2000															
2001															
2002															
2003															
2004															
2005															
2006	112.74	14.66	14.66	0	21	21	0.19	39.51	39.51						
2007	27.94	99.46	114.12	0.01	20.99	41.99	0.08	39.62	79.13						
2008	109.29	18.11	132.22	4.84	16.16	58.15	0	39.7	118.83						
2009	80.43	46.97	179.19	20.58	0.42	58.57	17.24	22.46	141.29						
2010	80.75	46.65	225.84	9.66	11.34	69.91	30.23	9.47	150.76						
2011	61.66	65.74	291.58	0	21	90.91	57.89	-18.19	132.57						
2012	68.22	59.18	350.77	0	21	111.91	31.51	8.19	140.76						
2013	89.75	37.65	388.42	5.47	15.53	127.44	23.92	15.78	156.54						
2014	60.99	66.41	454.84	9.35	11.65	139.09	24.05	15.65	172.19						
2015	60.58	66.82	521.66	12.18	8.82	147.91	21.6	18.1	190.29						
2016	62.75	64.65	586.31	14.98	6.02	153.93	21.87	17.83	208.12						
2017	60.96	66.44	652.75	17.67	3.33	157.26	0.1	39.6	247.72						
2018	31.05	96.35	749.09	18.56	2.44	159.7	20.37	19.33	267.05						
2019	109.56	17.84	766.94	11.93	9.07	168.77	4.82	34.88	301.93						
2020	121.73	5.67	772.60	19.26	1.74	170.51	0.04	39.66	341.59	0.00	88.10	88.10	0.00	90.40	90.40
2021	153.87	-26.47	746.13	4.45	16.55	187.06	1.54	38.16	379.75	0.00	88.10	176.20	0.00	90.40	180.80
2022	113.01	14.39	760.53	7.80	13.20	200.26	0.59	39.11	418.86	0.00	88.10	264.30	0.00	90.40	271.20
2023	109.12	18.28	778.81	8.45	12.55	212.81	0.45	39.25	458.11	59.92	28.18	292.48	52.98	37.42	308.62
2024	79.20	48.20	827.01	11.91	9.09	221.90	0.26	39.44	497.55	69.09	19.01	311.49	91.60	-1.20	307.41
2025	150.73	-23.33	803.68	26.03	-5.03	216.87	0.00	39.70	537.25	32.91	55.19	366.68	66.78	23.62	331.03
2026	0.00	127.40	931.08	0.00	21.00	237.87	0.00	39.70	576.95	0.00	88.10	454.78	0.00	90.40	421.43



# TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

February 10, 2026

*The Clerk's / Finance report reflects updates provided by individual Staff members.*

Hannah

- I have had the opportunity to help train Justin during court and passports!
- All year end tasks have been finalized within Caselle and we are starting to prep for audit.

Allison

- Justin started last Monday and is doing well so far. We have been busy training him on receiving payments, reconciling each morning and the phones. Next up will be meter reads.
- I have spent some time diving deeper into our Agenda Management program. I have learned quite a bit about the settings and different functions available to us within the program.
- I have been assisting Dianna with creating an all-inclusive application for business, sign, change of occupancy and change of zoning licenses/permits. This will help both our departments streamline the application process for these items. We plan to make it an online fillable form.

Michelle

- January 55 cases were on our court day docket. There were 32 arraignments, 7 continued cases, and 14 reviews.
- This year we have not had our usual slow time after Christmas to catch up and get a head of things. This year has been and is continuing to be quite busy for all of the Administrative Staff. I personally see this as a sign we are continuing to move in a forward direction.