



TOWN COUNCIL MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

AGENDA
TOWN COUNCIL MEETING
Tuesday, August 22, 2023, at 6:00 PM

A. CALL TO ORDER REGULAR MEETING

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Agenda Review by Town Manager**
- 4. Consent Calendar**

The Consent Calendar is intended to allow the Town Council to spend time and energy on the important items and not routine actions. A Council Member may request an item on this calendar to be "pulled" off the Consent Calendar and considered separately as a regular agenda item. Items remaining on the Consent Calendar will be approved by Town Council with one vote.

- a. Pg 4 - 8.08.23 Minutes**
- b. Pg 8 - Resolution 2023-32R: A Resolution of the Town council of the Town of Severance, Colorado, providing of additional Appropriations in Fiscal Year 2023 for Unanticipated Revenues and Expenditures and to Modify Fund Balances pertaining to same - Wastewater Plan Investment**
- c. Pg 11 - Resolution 2023-33R: A Resolution of the Town Council of the Town of Severance, Colorado , providing of additional Appropriations in Fiscal Year 2023 for Unanticipated Revenues and Expenditures and to Modify Fund Balances pertaining to same- Water Share Purchase**
- d. Pg 13 - July 2023 Payables Report**
- e. Pg 18 - July 2023 Interim Financial Statements**

- 5. Approval of Agenda**
- 6. Public Comment**

The purpose of the Public Comment is for members of the public to speak to the Town Council on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minutes for those attending in person or an appropriate

time as deemed by the Mayor. The Town Council is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Town Council, please state your name and address and sign-in.

7. Council Member Comments

8. Pg - 67 Reports

Council approval may be sought for administrative actions in association with staff reports.

- a. Town Attorney
- b. Town Staff
- c. Town Management
- d. Council Members Liaisons
- e. Mayor

B. TOWN COUNCIL

1. Pg 86 - Citizens Advisory Board Interviews and Appointments

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

2. Pg 131 - Tree Board Alternate Interview and Appoinment

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

3. Pg 136 - Home Based Business - 433 3rd St

- Legislative
- Staff Presentation: Bill Cornelius, Community Development Director

4. Pg 150 - Town Council Liaison Appointments

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

5. Pg 151 - Resolution 2023-34R: A Resolution of the Town Council of the Town of Severance, Colorado, providing of additional Appropriations in Fiscal Year 2023 for Unanticipated Expenditures and to modify Fund Balances pertaining to the same-ERP Software

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

6. Pg 157 - Resolution 2023-35R: A Resolution of the Town Council of the Town of Severance, Colorado, Providing of Additional Appropriations and Deappropriations in Fiscal Year 2023 for Unanticipated Revenues and Expenditures and Changes to Modify Fund Balances Pertaining to Income - Capital Projects

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

C. COUNCIL MEMBER PETITIONS

Council Members may ask for items to be added to future agendas.

D. ADJOURN

Town Council MEETING

Tuesday, August 22, 2023, 6:00 PM (MDT)

Registration URL

https://us02web.zoom.us/webinar/register/WN_2IAIq6fPQ3yI0LAxhfwNuw

The Town of Severance does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a town service, program, public meeting, or activity, call 970-686-1218 at least 72 hours in advance. Disabled access is available from the front entrance of the Town Hall.



TOWN COUNCIL WORK SESSION & MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

MINUTES
WORK SESSION & MEETING
Tuesday, August 8, 2023, at 6:00 PM

Present:

Mayor:

Matthew Fries

Mayor Pro-tem:

Dennis 'Zeke' Kane

Council Members:

Frank Baszler
Stephen Gagliardi
Michelle Duda
Dan Meyers
David Bruen

Absent:

Audience: Julie Stout-Planning Commission Chair, Derek Grimes-Vice Chair;
Commissioners: David Rau, Joe Pirrone, Brittany Vandermark, & Kris Quandt

Staff:

Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Nancy Mueller CPA, Finance Director
Leah Vanarsdall, Town Clerk
Lance Hoisington, Police Sgt
Keith Martin, Town Attorney
Brayden Pedersen, Management Analyst
Russ Weber, SafeBuilt

A. WORK SESSION

1. Pledge of Allegiance

2. Pg 3 - Impact Fee Study Work Session

Carson Bise Presented

3. Windsor Rec Presentation

Bobby Warner, Windsor Rec Presented

B. TOWN COUNCIL & PLANNING COMMISSION JOINT WORK SESSION

The Goal of the Work Session is to have the Town Council receive information on topics of Town business from the Town Manager, Town Attorney and Town Staff in order to exchange ideas and opinions regarding these topics.

C. CALL TO ORDER REGULAR MEETING

1. Roll Call

2. Agenda Review by Town Manager

3. Consent Calendar

The Consent Calendar is intended to allow the Town Council to spend time and energy on the important items and not routine actions. A Council Member may request an item on this calendar to be "pulled" off the Consent Calendar and considered separately as a regular agenda item. Items remaining on the Consent Calendar will be approved by Town Council with one vote.

MOTION WAS MADE BY Mayor Pro-tem Kane, seconded by Council Member Baszler to Approve the Consent Calendar. All Council Members present voting Yes,

MOTION PASSED

a. Pg 88 - 7.11.23 Minutes

b. Pg 92 - June Payables

c. Pg 98 - June Financial Statements

4. Approval of Agenda

MOTION WAS MADE BY Council Member Baszler, seconded by Council Member Meyers to Approve the Agenda as presented. All Council Members present voting Yes,

MOTION PASSED

5. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Town Council on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minutes for those attending in person or an appropriate time as deemed by the Mayor. The Town Council is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Town Council, please state your name and address and sign-in.

6. Council Member Comments

7. Reports

Council approval may be sought for administrative actions in association with staff reports.

a. Town Attorney

b. Pg 147 - Town Staff

c. Town Management

MOTION WAS MADE BY Council Member Duda, seconded by Mayor Pro-tem Kane to authorized the Town Manager to purchase of 15 shares of CBT for \$65,000.00 from water acquisition fund. All Council Members present voting Yes,

MOTION PASSED

d. Council Members Liaisons

e. Mayor

D. TOWN COUNCIL

1. PUBLIC HEARING

Pg 159 - Ordinance 2023-09: An ordinance of the Town Council of the Town of Severance, Colorado, amending Article 4 of Chapter 18 of the Severance Municipal Code pertaining to the National Electric Code

- Legislative
- Staff Presentation: Russ Weber, Chief Building Inspector

Russ Weber, SafeBuilt presented

PUBLIC HEARING: Open: 9:01 pm Closed: 9:09 pm

MOTION WAS MADE BY Council Member Duda, seconded by Council Member Baszler to Adopt **Ordinance 2023-09:** An ordinance of the Town Council of the Town of Severance, Colorado, amending Article 4 of Chapter 18 of the Severance Municipal Code pertaining to the National Electric Code. All Council Members present voting Yes,

MOTION PASSED

E. COUNCIL MEMBER PETITIONS

Council Members may ask for items to be added to future agendas.

F. EXECUTIVE SESSION

MOTION WAS MADE BY Council Member Duda, seconded by Council Member Baszler to ADJOURN INTO EXECUTIVE SESSION and adjourn the Regular meeting. All Council Members present voting Yes,

MOTION PASSED

1. Pursuant to Colorado Revised Statutes Section 24-6-402(4)(f)(I) to discuss personnel

matters pertaining to the Town Manager's performance review

Open: 9:21 pm Closed: 10:30 pm

G. ADJOURN

10:30 pm



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 8 - Resolution 2023-32R : A Resolution of the Town council of the Town of Severance, Colorado, providing of additional Appropriations in Fiscal Year 2023 for Unanticipated Revenues and Expenditures and to Modify Fund Balances pertaining to same - Wastewater Plan Investment	Nancy Mueller, Finance Director	Nancy E. Mueller, CPA
ACTION REQUESTED		
Town Staff asks that the Town Council review the resolution to appropriate additional Wastewater Impact Fees from Restricted Wastewater Fund Balance to purchase additional Wastewater Plant Investment Capacity and approve by the motion of the Consent Calendar.		<u>Resolution</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
The Town Staff asks that the Town Council review the resolution to appropriate additional Wastewater Impact Fees from Restricted Wastewater Fund Balance to purchase additional Wastewater Plant Investment Capacity. With the additional funds we received in 2023, we would like to purchase additional capacity in the Windsor Wastewater Trunk Line before an increase in cost for 2024. These additional PIs will allow all flows to be sent to Windsor in the case of an emergency.		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
Town Staff recommends that the Town Council approves Budget Resolution 2023-32R for the purchase of additional Wastewater Processing Capacity.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. 2023-32R Budget Amendment WW Plant Investment		

RESOLUTION NO. 2023-32R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, PROVIDING OF ADDITIONAL APPROPRIATIONS IN FISCAL YEAR 2023 FOR UNANTICIPATED REVENUES AND EXPENDITURES AND TO MODIFY FUND BALANCES PERTAINING TO SAME

WHEREAS, the Town would like to secure additional wastewater processing capacity; and

WHEREAS, the Town has available Wastewater Impact Fees collected in prior years; and

WHEREAS, the Town of Windsor has additional plant investment available for purchase; and

WHEREAS, the Town needs to appropriate the Wastewater Impact Fees from restricted Wastewater Fund balance to complete the purchase; and

WHEREAS, in accordance with Section 8.10 of the Town of Severance Home Rule Charter, the Town Council may modify appropriations by resolution during the fiscal year for unanticipated budgetary issues, so long as such modified appropriations do not cause total expenditures within a fund to exceed the beginning fund balance or the funds available plus anticipated revenues and other sources of funds within the fund as estimated in the budget; and

WHEREAS, the Town Council desires to modify appropriations and to authorize the expenditure of certain funds by enacting a supplemental budget appropriation to the 2023 Town budget.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

Section 1. The following modifications to unencumbered appropriation balances for Fiscal Year 2023 as set forth below are hereby approved:

A. Wastewater Fund Restricted Fund Balance Available (Impact Fees):

2023 Beginning Restricted Wastewater Fund Balance (Impact Fees)	\$10,327,777
2023 Wastewater Impact Fee Revenue Thru 7/31/2023	\$949,000
Less 2023 Budget Appropriations	(\$700,000)
2023 Available Restricted Wastewater Fund Balance (Impact Fees)	\$10,576,777

B. Appropriations of Additional Fund Balance

Additional Appropriation of Restricted Wastewater Fund Balance	\$ 600,000
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TOTAL FUNDS TO BE APPROPRIATED: \$600,000

Section 2. The following modifications to budget expenditures for Fiscal Year 2023 as set forth below are hereby approved:

Expenditures by Project and Fund:

PROJECT	ACCOUNT	AMOUNT
PROG - WW1 Windsor Plant Investment Program	52-84-7570	\$ 600,000

TOTAL EXPENDITURES: \$600,000

Section 3. The Town Manager is directed to affect the necessary transfers to comply with this resolution, and to update beginning balances to actual balances for a more accurate statement of budget status.

RESOLVED AND PASSED THIS ____ DAY OF _____, 2023.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

RESOLUTION NO. 2023-33R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, PROVIDING OF ADDITIONAL APPROPRIATIONS IN FISCAL YEAR 2023 FOR UNANTICIPATED REVENUES AND EXPENDITURES AND TO MODIFY FUND BALANCES PERTAINING TO SAME

WHEREAS, the Town would like to secure additional water shares to provide for droughts; and

WHEREAS, the Town Council approved the purchase of additional water shares, and

WHEREAS, the Town has available Water Acquisition Fees collected in prior years in restricted Water Fund balance; and

WHEREAS, the Town has current year Water Acquisition Fees available for appropriation, and

WHEREAS, there are water shares available for purchase; and

WHEREAS, the Town needs to appropriate Acquisition Fees from restricted Water Fund Balance and current year Water Acquisition Fees received to complete the purchase; and

WHEREAS, in accordance with Section 8.10 of the Town of Severance Home Rule Charter, the Town Council may modify appropriations by resolution during the fiscal year for unanticipated budgetary issues, so long as such modified appropriations do not cause total expenditures within a fund to exceed the beginning fund balance or the funds available plus anticipated revenues and other sources of funds within the fund as estimated in the budget; and

WHEREAS, the Town Council desires to modify appropriations and to authorize the expenditure of certain funds by enacting a supplemental budget appropriation to the 2023 Town budget.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

Section 1. The following modifications to unencumbered appropriation balances for Fiscal Year 2023 as set forth below are hereby approved:

A. Available Water Acquisition Fees from Restricted Water Fund Balance:

Water Acquisition Fees Available in Restrctited Water Fund Balance	\$ 718,125
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B. Current Year Unappropriated Water Acquisition Fees Received:

Water Acquisition Fees Received But Not Appropriated in 2023	\$ 256,875
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TOTAL FUNDS TO BE APPROPRIATED:

\$975,000

Section 2. The following modifications to budget expenditures for Fiscal Year 2023 as set forth below are hereby approved:

Expenditures by Project and Fund:

PROJECT	ACCOUNT	AMOUNT
PROG-WATER3 Water Acquisition Program	51-83-7562	\$ 975,000

TOTAL EXPENDITURES: \$975,000

Section 3. The Town Manager is directed to affect the necessary transfers to comply with this resolution, and to update beginning balances to actual balances for a more accurate statement of budget status.

RESOLVED AND PASSED THIS ____ DAY OF _____, 2023.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

TOWN OF SEVERANCE
PAYMENT APPROVAL REPORT
07/01/23 - 07/31/23

Vendor Name	Invoice Number	Description	Amount Paid
Ablao Law, LLC	1207	Municipal Judge - July 2023	\$ 750.00
AFLAC	245241	Employee Deductions	\$ 1,067.28
Alicia Kay Parent	JULY2023 DEPOSIT	Christmas Grinch Deposit	\$ 50.00
Amazon Capital Services	1FFW-4FT4-LQQN	100 Gold Foil Award Certificate Seals	\$ 7.99
Amazon Capital Services	1FFW-4FT4-LQQN	12 Blue Gel Roller Pens	\$ 26.28
Amazon Capital Services	1FFW-4FT4-LQQN	12 Pack Narrow Ruled Writing Pads	\$ 10.76
Amazon Capital Services	1FFW-4FT4-LQQN	120 Large Rubber Bands, Asst Color	\$ 9.98
Amazon Capital Services	1FFW-4FT4-LQQN	2 Pack Red Duct Tape	\$ 13.68
Amazon Capital Services	1FFW-4FT4-LQQN	2 Pack Surge Protector Power Strips	\$ 25.99
Amazon Capital Services	1FFW-4FT4-LQQN	2 Pack Surge Protector Power Strips	\$ 25.99
Amazon Capital Services	1FFW-4FT4-LQQN	2 Pack Surge Protector Power Strips	\$ 25.99
Amazon Capital Services	1FFW-4FT4-LQQN	220 Plastic Key Tags	\$ 11.99
Amazon Capital Services	1FFW-4FT4-LQQN	23-24 3 Month Wall Calendar	\$ 8.54
Amazon Capital Services	1FFW-4FT4-LQQN	24 Pack Colorful Sticky Notes	\$ 14.99
Amazon Capital Services	1FFW-4FT4-LQQN	24 Pack Pastel Sticky Notes	\$ 16.70
Amazon Capital Services	1FFW-4FT4-LQQN	3 Colorful Pennant Banner Flags	\$ 59.37
Amazon Capital Services	1FFW-4FT4-LQQN	3 Colorful Pennant Banner Flags	\$ 71.97
Amazon Capital Services	1FFW-4FT4-LQQN	6 Pack Narrow Ruled Writing Pads	\$ 11.39
Amazon Capital Services	1FFW-4FT4-LQQN	Floor Cord Cover	\$ 15.33
Amazon Capital Services	1FFW-4FT4-LQQN	Floor Lamp	\$ 26.99
Amazon Capital Services	1FFW-4FT4-LQQN	Fountain Replacement Filter	\$ 43.13
Amazon Capital Services	1FFW-4FT4-LQQN	iPhone Fast Charger	\$ 14.98
Amazon Capital Services	1FFW-4FT4-LQQN	Lightbulbs	\$ 14.89
Amazon Capital Services	1FFW-4FT4-LQQN	Lysol Multisurface Cleaner	\$ 25.16
Amazon Capital Services	1FFW-4FT4-LQQN	NexiGo Webcam with Microphone	\$ 39.66
Amazon Capital Services	1FFW-4FT4-LQQN	Plastic Silverware	\$ 23.95
Amazon Capital Services	1FFW-4FT4-LQQN	Table Lamp	\$ 16.99
Ascent Broadband, LLC	129506	PW Bldg internet	\$ 190.00
Ausmus Law Firm PC	8211	Contract prosecution for the month of July 2023	\$ 850.00
Ayres Associates Inc.	208433	General GIS Services	\$ 540.00
Ayres Associates Inc.	208433	General Planning Services	\$ 43.00
Ayres Associates Inc.	208433	Land Use Advisory Committee	\$ 930.00
Ayres Associates Inc.	208433	Planning Services - Cust# 233	\$ 840.00
Ayres Associates Inc.	208433	Planning Services - Cust# 246	\$ 780.00
Ayres Associates Inc.	208433	Planning Services - Cust# 270	\$ 240.00
Ayres Associates Inc.	208428	Planning Services - DOLA - IHOP Grant	\$ 6,013.50
Banner Occupational Health Clinics	816789	June 2023 PW Education Booth	\$ 255.00
Banner Occupational Health Clinics	817126	PW physical - March 2023	\$ 95.00
Baseline Associates, Inc.	1072	Pre-Employment - 23-0645, 23-0640, 23-0663	\$ 420.00
Bobcat of the Rockies	15254678	Bobcat Auger Drive Unit 6 Bit	\$ 21,675.73
Bruen Media Group LLC	13690	2023 Severance Days Video & Photography Package	\$ 1,327.50
Bunting Disposal, Inc.	142290-AUGUST2023	Trash Service-Acct 142290	\$ 85.00
Carson Excavation, LLC	1314	Field Tech labor and parts	\$ 905.22
Caselle, Inc.	125878	Caselle Software Support	\$ 2,093.00
CEBT	INV 0057132	Group AAJ2 Health & Life Insurance	\$ 48,519.45
CIRSA	231532	Property/Casualty Coverage	\$ 41,614.52
CIRSA	W23491	Workers' Compensation Coverage	\$ 14,010.25
Colorado Association of Chiefs of Police	4384	10 Online POST E Tests	\$ 245.00
Colorado Civil Group Inc.	0042.0000.00-77	Engineering - General Services	\$ 2,040.00
Colorado Civil Group Inc.	0042.0500.04-10	Engineering - Great Western Trail	\$ 6,840.50
Colorado Civil Group Inc.	0042.0500.04-09	Engineering - Great Western Trail	\$ 9,125.80
Colorado Civil Group Inc.	0042.0512.00-02	Engineering - PD Renovation - Final Plat	\$ 1,632.50
Colorado Civil Group Inc.	0042.0508.01-03	Engineering - ROW-2301 E Harmony Rd	\$ 2,539.00
Colorado Civil Group Inc.	0042.0507.00-44	Engineering - Sanitary Sewer System Master Plan	\$ 101.50
Colorado Civil Group Inc.	0042.0500.03-21	Engineering - Severance Community Park Addtl Expense	\$ 182.50
Colorado Civil Group Inc.	0042.0511.00-16	Engineering - TR-2101 Traffic Signal 392/23	\$ 426.70
Colorado Civil Group Inc.	0042.0510.00-16	Engineering - TR-2201 Traffic Signal 74/19	\$ 1,050.00
Colorado Civil Group Inc.	0042.0506.05-05	Engineering - W-2101 Water Tank	\$ 12,824.50
Colorado Civil Group Inc.	0042.0014.03-03	Engineering services - Cust# 233	\$ 7,370.00
Colorado Civil Group Inc.	0042.0001.11-03	Engineering Services - Cust# 246	\$ 3,758.40
Colorado Civil Group Inc.	0042.0001.08-31	Engineering services - Cust# 276	\$ 1,761.50
Colorado Civil Group Inc.	0042.0001-12.08	Engineering services - Cust# 286	\$ 1,117.80
Colorado Civil Group Inc.	0042.0000.09-15	General Engineering Water Fund	\$ 957.30
Colorado DOR	71823	Liquor License application fee	\$ 25.00

TOWN OF SEVERANCE
PAYMENT APPROVAL REPORT
07/01/23 - 07/31/23

Vendor Name	Invoice Number	Description	Amount Paid
Core & Main LP	T208866	A-51 Gallon Hydrant Oil, Anti-Sieze White Sealant	\$ 509.40
Coulson Excavating Co Inc	TR-2101-02	WCR23 Project, Phase II Pay Request 2	\$ 142,111.92
Crystal Landscape Supplies, Inc.	178340	Road base and squeegee for water breaks	\$ 1,128.45
Crystal Landscape Supplies, Inc.	178098	Topsoil	\$ 522.50
Dana Kepner Company, LLC	6233817-00	Water leak fix supplies at Foxtail & Blue Spruce	\$ 642.60
Direct Discharge Consulting, LLC	2221	ORC Services	\$ 1,500.00
Dog Waste Depot	555504	Dog bag supplies	\$ 372.35
Falcon Environmental Corp.	10089	Parts for Baldridge Lift Station	\$ 548.76
Felsburg Holt & Ullevig Inc	38106	Hwy 392 & WCR 23 Intersection Improvements	\$ 25,743.75
Fransen Pittman General Contractors	3200.C1-1	Town Hall Remodel to Create Finance Offices	\$ 12,931.00
Freedom Mailing Services Inc	45631	Bill Processing	\$ 185.51
Freedom Mailing Services Inc	45637	Postcard Bill Processing	\$ 1,235.78
Frontier Business Products	861423	PW - Copy Machine 94240	\$ 134.44
Frontier Business Products	861423	TH - Copy Machine 94244	\$ 200.27
Ground Engineering Consul. Inc	230547.0-2	Fees for materials testing services - 5/7 - 6/3/23	\$ 1,977.50
Harsh International Inc	28198	HUS 1/48 GL Premix Fuel	\$ 854.05
Hayashi & Macsalka, LLC	510	CORA Legal Services	\$ 117.00
Hayashi & Macsalka, LLC	510	General Legal Services	\$ 4,153.50
Hayashi & Macsalka, LLC	508	General Legal Services-Travel Time	\$ 115.00
Hayashi & Macsalka, LLC	510	General Legal Services-Water	\$ 429.00
Hayashi & Macsalka, LLC	512	Legal Fees - Cust #193	\$ 43.00
Hayashi & Macsalka, LLC	511	Legal Fees - Cust# 233	\$ 546.00
Hayashi & Macsalka, LLC	509	Legal Fees - Cust# 270	\$ 86.00
Hayashi & Macsalka, LLC	510	Legal Services - PD Renovations	\$ 117.00
Hayashi & Macsalka, LLC	510	Legal Services - Road Assessment	\$ 273.00
Hotsy Equipment of Northern Colorado Inc	84969	50' hose and hose ends	\$ 198.50
Integrity Tire	6833	2018 Ford Police Interceptor - radiator hose & water pump, air filter, engine coolant replaced & battery no corrosion service	\$ 1,953.76
JR Engineering, LLC	82404	Engineering services	\$ 270.00
JR Engineering, LLC	82401	Engineering services - Cust# 233	\$ 795.00
JR Engineering, LLC	82403	Engineering services - Cust# 246	\$ 612.50
JR Engineering, LLC	82402	Engineering services - Cust# 286	\$ 270.00
La Salle Oil Co.	181030	Fuel	\$ 2,350.13
La Salle Oil Co.	180622	Fuel	\$ 1,798.29
Language Line Services, Inc.	11039427	Translation Services	\$ 150.21
LightGig Communications, LLC	438603	Severance Town Hall Service	\$ 120.00
Makayla Gentry	RESTITUTION	Restitution	\$ 1,000.00
McDonald Farms	0082524-IN	Disposal grit chambers	\$ 486.00
McDonald Farms	0082778-IN	Disposal grit	\$ 486.00
Monsido, LLC	INV-25665	MO Platform 7/1/23 - 12/31/23	\$ 1,385.00
New York Life	BGJ_20230703	Employee Paid Life Insurance Through Payroll Deductions	\$ 872.74
Northern Engineering Services Inc	1136-001/00093	Engineering - Severance Storage - Cust 270	\$ 271.50
OJ Watson Company Inc	53007	Install Monroe tailgate sander and liquid system	\$ 21,155.00
Onix IT, Inc.	7879	Azure Subscription 5/18-6/17	\$ 315.48
Onix IT, Inc.	7878	HDMI Splitter for Courtroom	\$ 58.00
Onix IT, Inc.	7878	Managed Onsite Service - 2 hr/week (6/1/23-6/30/23)	\$ 840.00
Onix IT, Inc.	7878	Managed Services (6/1/23-6/30/23)	\$ 3,800.00
Onix IT, Inc.	7878	Microsoft Exchange Online (Plan 2) (6/1/23-6/30/23)	\$ 328.00
Onix IT, Inc.	7878	Microsoft Office 365 (6/1/23-6/30/23)	\$ 836.00
Onix IT, Inc.	7881	Microsoft Surface Prop 8 Tablet and Keyboard Cover	\$ 2,630.00
Onix IT, Inc.	7878	Recode - HDMI Splitter for Courtroom	\$ (29.00)
Ottem Electronics, Inc.	5480	Town Hall Upgraded card readers, add one door	\$ 1,293.00
PageFreezer Software, Inc.	INV-14346	PageFreezer for Social Media	\$ 209.88
Refund vendor	Jun-23	Overpayment refund	\$ 9.00
Pinnacle Investigations LLC	436	Pre-employment background investigations	\$ 3,950.00
Poudre Valley REA	74118001 0723	2880 Branding Iron Power	\$ 77.33
Poudre Valley REA	135 0723	36252 Evans St Power	\$ 49.79
Poudre Valley REA	135 0723	629 Shoreview Pkwy Lift Station	\$ 405.47
Poudre Valley REA	135 0723	75 Flat Iron Ln Power Source	\$ 67.87
Poudre Valley REA	135 0723	CO RD 21 and 76 1/2 - Water Tank	\$ 1,277.36
Poudre Valley REA	135 0723	CO RD 23 and Belmont Dr	\$ 33.62
Poudre Valley REA	135 0723	CO RD 74 & 19	\$ 13.34
Poudre Valley REA	135 0723	CO RD 80 and Rangeview	\$ 30.66
Poudre Valley REA	135 0723	Streetlights, Belmont Farms	\$ 235.37

TOWN OF SEVERANCE
PAYMENT APPROVAL REPORT
07/01/23 - 07/31/23

Vendor Name	Invoice Number	Description	Amount Paid
Poudre Valley REA	135 0723	Streetlights, Casa Loma	\$ 134.42
Poudre Valley REA	135 0723	Streetlights, Foxridge	\$ 104.68
Poudre Valley REA	135 0723	Streetlights, Hidden Valley Farms	\$ 1,429.62
Poudre Valley REA	135 0723	Streetlights, Severance Shores	\$ 221.76
Poudre Valley REA	135 0723	Streetlights, Soaring Eagle	\$ 190.95
Poudre Valley REA	135 0723	Streetlights, Summit View	\$ 417.45
Poudre Valley REA	135 0723	Streetlights, Sunset Ridge	\$ 249.18
Psychological Dimensions LLC	3748	PCOMP	\$ 400.00
Republic Services, Inc	0642-000606453	Trash Services - wastewater plant	\$ 66.23
S&S Coating Services	252	Coating and Welding Inspection - Sheet Blasting	\$ 3,322.89
SAFEbuilt Colorado, Inc.	0101245-IN	Building Inspections, Permits, and Plan Reviews	\$ 112,763.47
SBS Services Group LLC	6125182	PD - routine janitorial	\$ 250.00
SBS Services Group LLC	6124308	PW - routine janitorial	\$ 250.00
Signs By Tomorrow	44855	Public Hearing Sign - Home Based Business	\$ 85.00
Skaggs Companies, Inc.	100_A_176981_3	5 Polos, I.C.E. Perform, with logo	\$ 350.00
Skaggs Companies, Inc.	100_A_176981_2	Taclite Pro Pants	\$ 135.00
Skaggs Companies, Inc.	100_A_182208_1	Womens Uniform navy 6 pocket pants	\$ 116.85
Tischler Bise, Inc.	2023700000028	Impact Fee Study	\$ 10,454.30
Traffic Signal Controls Inc	6700	Concrete base and cabinet assembly	\$ 23,345.00
TransUnion Risk & Alternative Data, Inc	5453941-202306-1	Background Checks	\$ 75.00
Treatment Technology, LLC	189677	Sodium Hypochlorite	\$ 1,927.15
UC Health	2072725632MAY2023	Case# 23SV00185 - Procedure# 306367833	\$ 183.39
Uline, Inc	164933560	Secure Grip Gloves Black XL, duct tape, coreless line, trash can bands	\$ 599.43
UMB Staff Credit Cards	0151 0623	4imprint, Inc-Events gear	\$ 1,267.23
UMB Staff Credit Cards	0151 0623	61178 - Bell Park Lots-Training Day Parking	\$ 10.00
UMB Staff Credit Cards	0151 0623	Autodesk Ady-Software Purchase for Design Review and light design purposes	\$ 970.00
UMB Staff Credit Cards	0151 0623	Beaver Run Resort-Lodging Casro school	\$ 439.15
UMB Staff Credit Cards	0151 0623	Beaver Run Resort-SRO Conference hotel	\$ 82.37
UMB Staff Credit Cards	0151 0623	Bluebeam Inc.-Software purchase for Plan Review improvement	\$ 800.00
UMB Staff Credit Cards	0151 0623	Bruces Bar Restaurant-Lunch with Maguire Iron for doing us a huge favor with their long reach fork lift.	\$ 84.00
UMB Staff Credit Cards	0151 0623	Burnco Colorado Rm-Concrete for Town Hall - Capital Project 66	\$ 838.10
UMB Staff Credit Cards	0151 0623	Casro-SRO conference	\$ 411.00
UMB Staff Credit Cards	0151 0623	Co Motor Veh Serv Emv-Plates for new Dump Truck - added to Fleet Unit 240	\$ 12.59
UMB Staff Credit Cards	0151 0623	Colorado Cwp-Wastewater renewal	\$ 85.00
UMB Staff Credit Cards	0151 0623	Costco Whse #1178-Quarterly Employee Lunch	\$ 169.03
UMB Staff Credit Cards	0151 0623	Discountsafetygear.Co Hard hats for town hall.	\$ 253.66
UMB Staff Credit Cards	0151 0623	Docusign-Addition of Comm. Dev. Director	\$ 238.53
UMB Staff Credit Cards	0151 0623	Dollar General #20448-Mosquito spray for the guys	\$ 24.36
UMB Staff Credit Cards	0151 0623	Dougs Diner-Management/Mayor Meeting	\$ 70.75
UMB Staff Credit Cards	0151 0623	Dropbox Fax Monthly-Monthly Bill	\$ 14.98
UMB Staff Credit Cards	0151 0623	Eb Confluence Colorad-Confluence Colorado Conference (Mayor/Manager)	\$ 160.70
UMB Staff Credit Cards	0151 0623	Esri-Software purchase to improve internal land use mapping	\$ 1,530.00
UMB Staff Credit Cards	0151 0623	Evident Inc-GSR Kits for evidence collection	\$ 260.00
UMB Staff Credit Cards	0151 0623	Evident Inc-Shipping and handling for an order	\$ 29.90
UMB Staff Credit Cards	0151 0623	Facebk -Boost for Concerts	\$ 63.00
UMB Staff Credit Cards	0151 0623	Facebk -June Concert Facebook ad	\$ 63.00
UMB Staff Credit Cards	0151 0623	Freddys 16-0003-Lunch between meetings off site.	\$ 31.47
UMB Staff Credit Cards	0151 0623	Gaylord Rockies Resort-CML Annual Conference	\$ 8,160.53
UMB Staff Credit Cards	0151 0623	Gaylord Rockies Resort-CML Annual Conference	\$ 730.24
UMB Staff Credit Cards	0151 0623	Gaylord Rockies Resort-CML Annual Conference	\$ 1,016.80
UMB Staff Credit Cards	0151 0623	Gaylord Rockies Resort-CML Annual Conference	\$ 17.36
UMB Staff Credit Cards	0151 0623	Gaylord Rockies Resort-CML Annual Conference	\$ 18.20
UMB Staff Credit Cards	0151 0623	Gotocom-Remote Access to SCADA	\$ 349.99
UMB Staff Credit Cards	0151 0623	Harbor Freight Tools 704	\$ 28.95
UMB Staff Credit Cards	0151 0623	Icma Online-Annual Membership	\$ 585.00
UMB Staff Credit Cards	0151 0623	Icma Online-ICMA National Conference	\$ 1,084.00
UMB Staff Credit Cards	0151 0623	Illegal Burger - Writer S-Meal in Denver during Training for 8 hours	\$ 24.36
UMB Staff Credit Cards	0151 0623	In *noco Nosh-PW week meal for PW 5.24.24	\$ 153.98
UMB Staff Credit Cards	0151 0623	Indeed Jobs-Police Dept hiring	\$ 300.00
UMB Staff Credit Cards	0151 0623	King Soopers #0104-Snacks for Records Retention Training	\$ 10.47

TOWN OF SEVERANCE
PAYMENT APPROVAL REPORT
07/01/23 - 07/31/23

Vendor Name	Invoice Number	Description	Amount Paid
UMB Staff Credit Cards	0151 0623	Las Catrinas Llc-Meal voucher for staff / band	\$ 16.80
UMB Staff Credit Cards	0151 0623	Las Catrinas Llc-Meal vouchers for staff/ band at June Concert	\$ 72.00
UMB Staff Credit Cards	0151 0623	Lowes #02697-Damage to Private Fence. Replacement pickets	\$ 15.84
UMB Staff Credit Cards	0151 0623	McLane Manufacturing-Edger blades for McLane Edger	\$ 43.16
UMB Staff Credit Cards	0151 0623	Nu Cps Registration-Northwestern supervisor school	\$ 1,100.00
UMB Staff Credit Cards	0151 0623	Public Agency Training-Investigating basic sex crimes class	\$ 125.00
UMB Staff Credit Cards	0151 0623	Ruby Tuesday 7226-Lunch from CML Conference 6.28.23	\$ 13.66
UMB Staff Credit Cards	0151 0623	Safeway #1791-Police Department Swearing in Event of Officer	\$ 44.48
UMB Staff Credit Cards	0151 0623	Safeway #1791-PW Staff Communications Update Meal	\$ 33.68
UMB Staff Credit Cards	0151 0623	Six Sigma Online-Continuing Ed Management Analyst	\$ 195.00
UMB Staff Credit Cards	0151 0623	Six Sigma Online-Six Sigma Government Training	\$ 195.00
UMB Staff Credit Cards	0151 0623	Sol De Jalisco-Management Meeting	\$ 53.75
UMB Staff Credit Cards	0151 0623	Sp Jungle Jims Acce-Trimmer Rack for VenTrac	\$ 109.99
UMB Staff Credit Cards	0151 0623	Sq *camca-Add new employee to CAMCA Membership group for Court	\$ 50.00
UMB Staff Credit Cards	0151 0623	Sq *go Play, Inc.-Zip line seat Community Park playground.	\$ 600.30
UMB Staff Credit Cards	0151 0623	Sq *little Fork Llc-Meal vouchers for staff / band	\$ 39.00
UMB Staff Credit Cards	0151 0623	Sq *wild Brats, Llc-Meal voucher for staff / band	\$ 10.00
UMB Staff Credit Cards	0151 0623	Sq *windsor Lake Coffee-Meeting with Greeley Tribune RE Safe Community	\$ 13.49
UMB Staff Credit Cards	0151 0623	The Bbq Love Shack-Meal voucher for staff / band	\$ 65.00
UMB Staff Credit Cards	0151 0623	The Home Depot #1544-Straps for VBox spreader Tarps	\$ 39.96
UMB Staff Credit Cards	0151 0623	The Home Depot 1515-Storywalk for Library at Lakeview Park. Replacing smashed or destroyed pedestal readers.	\$ 292.92
UMB Staff Credit Cards	0151 0623	Tritech Forensics-Blood kits for DUI arrests	\$ 207.40
UMB Staff Credit Cards	0151 0623	Tritech Forensics-PD Evidence	\$ (58.40)
UMB Staff Credit Cards	0151 0623	Tst* Bao Brewhouse-Training Meal for the day	\$ 39.64
UMB Staff Credit Cards	0151 0623	United-Flight for ICMA Annual Conference	\$ 578.55
UMB Staff Credit Cards	0151 0623	Windsor Ace Hdwe-Dowel rod for veh printers	\$ 46.17
UMB Staff Credit Cards	0151 0623	Wpy*casci-CASCI sex Crimes conference	\$ 475.00
UMB Staff Credit Cards	0151 0623	WY Bearing And Suppl-Vactor truck water pump fittings replacements	\$ 303.38
UMB Staff Credit Cards	0151 0623	Zoom.Us 888-799-9666-Annual Zoom Membership	\$ 2,199.60
University Auto Parts, Inc.	351533	Batteries - Light Plants and Pre-Mix Fuel Barrel	\$ 571.97
University Auto Parts, Inc.	353768	DEF	\$ 206.00
UNUM Life Insurance Co America	6.2023	Monthly Disability Insurance	\$ 3,924.80
Upper Case Printing Ink	665	#10 Window Envelopes	\$ 17.18
Utility Notification Center	223061429	RTL Transmissions	\$ 2,093.67
Utility Refunds	2887.08_2887.07	UTILITY REFUND 2887.08,815 CLIFFROSE WAY	\$ 199.44
Utility Refunds	5030.02 - 07.2023	Utility Refund 5030.02,176 Haymaker Lane	\$ 75.42
Utility Refunds	5796.01	Utility Refund 5796.01,613 SAWYERS POND DRIVE	\$ 1.33
Utility Refunds	5806.01	Utility Refund 5806.01,807 ELIAS TARN DRIVE	\$ 4.83
Utility Refunds	5808.01	Utility Refund 5808.01,815 ELIAS TARN DRIVE	\$ 4.83
Utility Refunds	5883.01	Utility Refund 5883.01,1049 URIAL DRIVE	\$ 1.17
Utility Refunds	5885.01	Utility Refund 5885.01,242 HAYMAKER LANE	\$ 1.17
Utility Refunds	5891.01	Utility Refund 5891.01,1170 BOWEN PASS STREET	\$ 7.25
Utility Refunds	5899.01	Utility Refund 5899.01,1218 LILY MOUNTAIN ROAD	\$ 6.09
Vector Disease Control International, LL	PI-A00012771	2023 Mosquito Control Services	\$ 3,804.84
Verizon Wireless	9938617596	Cell Phone Service - PD	\$ 1,599.11
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 328.77
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 95.19
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 153.50
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 149.37
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 20.57
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 27.19
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 127.19
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 200.63
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 59.23
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 32.52
Verizon Wireless	9937581409	Cell Phone Service - TH & PW	\$ 84.91
Waste Management of Colorado, Inc	5079008-2534-4	Roll Off Trash Service	\$ 970.34
Waste Management of Colorado, Inc	5074043-2534-6	Trash Service - PW	\$ 128.66
Weld County Information Technology	SEVERANCEPD-2Q2023-NM	Radio communications/RSA Tokens	\$ 155.00
West Bound Headed East, LLC	Jul-23	July 7th concert	\$ 700.00

**TOWN OF SEVERANCE
PAYMENT APPROVAL REPORT
07/01/23 - 07/31/23**

Vendor Name	Invoice Number	Description	Amount Paid
WEX BANK	90190605	Offsite Fuel	\$ 1,455.45
Windsor-Severance Fire Dist.	Jun-23	Fire Plan Review 23SEV-00058 - 5 Timber Ridge Pkwy Library	\$ 11,275.00
Windsor-Severance Fire Dist.	Jun-23	Fire Plan Review 23SEV-00412 - 850 Forest Canyon Rd	\$ 250.00
Xcel Energy	834967712	145 W 3rd Ave - Light Pole PW	\$ 22.34
Xcel Energy	834802956	Street Lights	\$ 3,411.79
Grant Totals:			\$ 659,486.31

Financial Statement Review

Nancy E. Mueller, CPA
August 15, 2023



July 2023 Interim Financial Statements

The July 2023 Town of Severance Interim Financial Statements have been reviewed and can be published as part of the August 22, 2023, Council Consent Agenda.

Nancy E. Mueller, CPA
Nancy E. Mueller, CPA
Finance Director

TOWN OF SEVERANCE
COMBINED CASH INVESTMENT
JULY 31, 2023

COMBINED CASH ACCOUNTS

01-100700	CASH ON HAND	2,714
01-101000	BANK OF CO- CHECKING ***1469	764,505
01-101500	BANK OF CO CREDIT CARD ***1481	113,545
01-102100	COLOTRUST	18,385,063
01-102180	UMB SAFEKEEPING	35,162,899
01-106000	XPRESS DEPOSIT ACCOUNT	18,576
TOTAL COMBINED CASH		54,447,302
01-100000	CASH ALLOCATED TO OTHER FUNDS	(54,447,302)

TOTAL UNALLOCATED CASH

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	19,445,244
11	ALLOCATION TO CONSERVATION TRUST FUND	204,757
12	ALLOCATION TO TRANSPORTATION FUND	4,108,352
13	ALLOCATION TO PARKS FUND	339,669
14	ALLOCATION TO PUBLIC FACILITIES FUND	1,307,654
15	ALLOCATION TO PUBLIC SAFETY FUND	314,432
41	ALLOCATION TO FLEET FUND	404,812
51	ALLOCATION TO WATER FUND	14,670,797
52	ALLOCATION TO WASTEWATER FUND	12,230,034
53	ALLOCATION TO STORMWATER FUND	1,496,485
75	ALLOCATION TO CAPITAL PROJECTS	(74,935)
TOTAL ALLOCATIONS TO OTHER FUNDS		54,447,302
ALLOCATION FROM COMBINED CASH FUND - 01-100000		(54,447,302)

ZERO PROOF IF ALLOCATIONS BALANCE

TOWN OF SEVERANCE

BALANCE SHEET

JULY 31, 2023

GENERAL FUND

ASSETS

10-100000	CASH - COMBINED FUND	19,445,244	
10-104000	ACCRUED INTEREST RECEIVABLE	139,378	
10-105000	TAXES RECEIVABLE	18,351	
10-105300	CASH W/ WELD COUNTY TREASURER	34,851	
10-115000	ACCOUNTS RECEIVABLE	6,750	
10-115010	FUEL INVENTORY	4,476	
10-115100	OTHER ACCOUNTS RECEIVABLE	624	
10-115200	GRANT RECEIVABLE	85,517	
10-120000	DEVELOPER RECEIVABLES	14,970	
10-131000	DUE FROM OTHER GOVERNMENTS	182,357	
10-131500	ADVANCE TO STORMWATER FUND	40,000	
	TOTAL ASSETS		19,972,518

LIABILITIES AND EQUITYLIABILITIES

10-202000	ACCOUNTS PAYABLE	60,565	
10-203000	CUSTOMER DEPOSITS-DEVELOPERS	46,512	
10-203500	CUSTOMER DEPOSITS-RENTALS	1,475	
10-204000	OTHER ACCRUED EXPENSES	17,126	
10-211400	COLORADO UNEMPLOYMENT PAYABLE	404	
10-211700	HEALTH INSURANCE PAYABLE	(2,543)	
10-211800	DEFERRED PROPERTY TAXES	18,351	
10-222000	DEFERRED REVENUE	1,632,265	
10-223000	DEFERRED INFLOWS OF RESOURCES	148,985	
	TOTAL LIABILITIES		1,923,142

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
10-290000	FUND BALANCE	16,354,473	
	REVENUE OVER EXPENDITURES - YTD	1,694,903	
	BALANCE - CURRENT DATE	18,049,376	
	TOTAL FUND EQUITY		18,049,376
	TOTAL LIABILITIES AND EQUITY		19,972,518

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

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>TAXES</u>					
10-31-1000	GENERAL PROPERTY TAX	6,817	1,862,685	1,864,462	1,777	99.9
10-31-3000	SALES TAX	182,357	957,530	1,680,000	722,470	57.0
10-31-4000	USE TAX BUILDING MATERIALS	102,691	963,347	990,236	26,889	97.3
10-31-8100	SEVERANCE TAX (OIL & GAS)			10,000	10,000	.0
10-31-8200	FRANCHISE	17,762	135,871	225,000	89,129	60.4
10-31-9000	INTEREST / DELINQUENT TAX	192	394	1,500	1,106	26.2
	TOTAL TAXES	309,819	3,919,826	4,771,198	851,372	82.2
	<u>LICENSES & PERMITS</u>					
10-32-1000	BUS.LICENSE			2,000	2,000	.0
10-32-1100	LIQUOR LICENSE		1,200	400	(800)	300.0
10-32-2000	HOME BASED BUSINESS FEES	250	500	1,000	500	50.0
10-32-2100	BUILDING PERMIT & LICENSE	60,122	524,499	450,000	(74,499)	116.6
10-32-2600	ANIMAL LICENSES	40	425	1,000	575	42.5
10-32-3100	ADMIN. SERVICE DEVELOPMENT FEE	3,900	44,100	48,900	4,800	90.2
10-32-3400	ADMINISTRATION FEES	18,588	161,761	150,000	(11,761)	107.8
10-32-4100	ROW/HUNT/SIGN/DEVELOP. PERMITS	2,550	23,950	7,500	(16,450)	319.3
10-32-4150	SOLICITOR LICENSES		1,500	5,000	3,500	30.0
	TOTAL LICENSES & PERMITS	85,450	757,936	665,800	(92,136)	113.8
	<u>INTERGOVERNMENTAL</u>					
10-33-4000	STATE GRANTS	57,703	156,898	299,000	142,102	52.5
10-33-5000	HIGHWAY USERS	20,002	132,634	289,582	156,948	45.8
10-33-5050	MINERAL LEASE			50,000	50,000	.0
10-33-5100	MOTOR VEHICLE FEES	5,788	29,890	45,000	15,110	66.4
10-33-5200	COUNTY ROAD & BRIDGE	15,417	46,251	70,000	23,749	66.1
10-33-5300	SPECIFIC OWNERSHIP TAX	6,708	45,721	100,000	54,279	45.7
10-33-5600	CIGARETTE TAX	314	1,889	3,000	1,111	63.0
10-33-6000	SHARED REVENUE WINDSOR		53,404	150,000	96,596	35.6
	TOTAL INTERGOVERNMENTAL	105,931	466,687	1,006,582	539,895	46.4
	<u>CHARGES FOR SERVICES</u>					
10-34-1100	COURT COSTS	300	1,800	2,500	700	72.0
10-34-1200	POLICE REVENUE	22,744	47,018	96,000	48,982	49.0
10-34-1400	MAPS, PLANS, COPIES	410	2,141	2,000	(141)	107.1
	TOTAL CHARGES FOR SERVICES	23,454	50,959	100,500	49,541	50.7

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

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES & FORFEITS</u>					
10-35-1000 MUNICIPAL COURT FINES	5,410	27,220	60,000	32,780	45.4
10-35-1100 SURCHARGE	320	1,820	2,500	680	72.8
10-35-1300 RESTITUTION - TOWN		10,650		(10,650)	.0
TOTAL FINES & FORFEITS	5,730	39,690	62,500	22,810	63.5
<u>MISCELLANEOUS</u>					
10-36-1000 RETURN CHECK CHARGES	207	1,017	2,500	1,483	40.7
10-36-1500 INSURANCE CLAIM PAYMENTS		10,027	2,500	(7,527)	401.1
10-36-1600 SPECIAL ASSESSMENTS		766	766		100.0
10-36-2000 OTHER MISCELLANEOUS REVENUE	983	25,330	5,000	(20,330)	506.6
10-36-3000 RENT	3,480	24,135	41,500	17,365	58.2
10-36-3500 INTEREST AND DIVIDENDS	72,720	319,596	225,000	(94,596)	142.0
10-36-3550 CHANGE IN MARKET VALUE	(16,708)	17,502		(17,502)	.0
10-36-3560 INTERFUND LOAN - PRINCIPAL	607	3,608		(3,608)	.0
10-36-3565 INTERFUND LOAN - INTEREST	139	866		(866)	.0
10-36-4500 MATERIALS AND LABOR		8,943	10,000	1,057	89.4
10-36-5000 SPECIAL EVENT REVENUE	7,338	53,817	60,000	6,184	89.7
10-36-6500 REIMBURSEMENTS/REFUNDS		17,515		(17,515)	.0
10-36-8050 OIL AND GAS ROYALTIES	645	5,080	10,000	4,920	50.8
TOTAL MISCELLANEOUS	69,411	488,202	357,266	(130,936)	136.7
<u>TRANSFERS IN</u>					
10-39-1000 TRANSFERS FROM OTHER FUNDS			8,203	8,203	.0
TOTAL TRANSFERS IN			8,203	8,203	.0
TOTAL FUND REVENUE	599,794	5,723,300	6,972,049	1,248,749	82.1

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

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
LEGISLATIVE						
10-41-1100	REGULAR STAFF WAGES	5,143	43,982	91,753	47,771	47.9
10-41-1104	RETIREMENT 457	154	1,320	2,752	1,432	48.0
10-41-1105	BOARD OF TRUSTEE FEES	600	5,050	13,000	7,950	38.9
10-41-1130	FICA/MEDICARE	439	3,623	7,020	3,397	51.6
10-41-1140	WORKERS COMPENSATION	449	1,347	2,500	1,153	53.9
10-41-1150	UNEMPLOYMENT	10	88	275	187	32.0
10-41-1160	HEALTH INSURANCE	738	9,446	18,714	9,268	50.5
10-41-1161	DISABILITY INSURANCE		901	1,843	942	48.9
10-41-2100	LEGAL FEES	5,195	37,269	130,000	92,731	28.7
10-41-3150	TELEPHONE	85	595	1,200	605	49.6
10-41-3180	MILEAGE			500	500	.0
10-41-3210	INSURANCE AND BONDS	1,334	4,389	5,288	899	83.0
10-41-3330	PUBLISHING/RECORDING	(120)	46	1,000	954	4.6
10-41-3350	ORDINANCE CODIFICATION		3,043	4,000	957	76.1
10-41-3810	DUES/MEMBERSHIPS/SUBSCRIPTIONS		3,432	5,100	1,668	67.3
10-41-3820	CONTINUING EDUCATION	(1,414)	8,770	9,250	480	94.8
10-41-3825	MEETING/MEALS	774	5,067	10,000	4,933	50.7
10-41-3990	MISCELLANEOUS		124	500	376	24.7
10-41-4010	CORA REQUESTS	39	527		(527)	.0
10-41-4320	COMPUTER REPLACE./AUDIO VISUAL	2,630	3,933	6,000	2,068	65.5
10-41-4330	COMPUTER SUPPORT AND MAINT	2,248	20,892	38,825	17,933	53.8
10-41-4810	UNIFORMS		567	2,275	1,708	24.9
10-41-4990	SUPPLIES		462	1,000	538	46.2
10-41-5050	EDUCATION SCHOLARSHIP	1,000	1,000		(1,000)	.0
10-41-5500	TOWN COUNCIL DISCRETIONARY		4,634	117,197	112,563	4.0
10-41-5550	LAND USE ADVISORY COMMITTEE	930	13,855	12,000	(1,855)	115.5
10-41-5555	IHOP GRANT		21,584	26,636	5,052	81.0
10-41-5560	TREE BOARD		613	2,000	1,387	30.6
10-41-7000	CAPITAL OUTLAY			15,000	15,000	.0
10-41-7700	LAND PURCHASING	1,000	1,000		(1,000)	.0
10-41-8200	ALLOCATION TO WATER FUND	(1,607)	(13,476)	(31,250)	(17,774)	(43.1)
10-41-8300	ALLOCATION TO WASTEWATER FUND	(1,536)	(12,880)	(29,871)	(16,991)	(43.1)
10-41-8400	ALLOCATION TO STORMWATER FUND	(543)	(4,556)	(10,570)	(6,014)	(43.1)
TOTAL LEGISLATIVE		17,548	166,646	453,937	287,291	36.7
ELECTIONS						
10-42-3310	WELD CO COORDINATED ELECTION			12,000	12,000	.0
TOTAL ELECTIONS				12,000	12,000	.0

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

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL</u>					
10-43-1100 REGULAR STAFF WAGES	1,714	19,981	47,176	27,195	42.4
10-43-1104 RETIREMENT 457	51	599	1,415	816	42.4
10-43-1130 FICA/MEDICARE	131	1,400	3,609	2,209	38.8
10-43-1140 WORKERS COMPENSATION	269	808	1,500	692	53.9
10-43-1150 UNEMPLOYMENT	3	40	141	101	28.3
10-43-1160 HEALTH INSURANCE	246	6,003	12,952	6,949	46.4
10-43-1161 DISABILITY INSURANCE		477	978	501	48.8
10-43-2100 LEGAL FEES	850	6,625	13,000	6,375	51.0
10-43-2110 MUNICIPAL JUDGE	750	4,088	8,000	3,913	51.1
10-43-3150 TELEPHONE	21	144	250	106	57.8
10-43-3210 INSURANCE AND BONDS	800	2,634	3,173	539	83.0
10-43-3810 MEMBERSHIP		50		(50)	.0
10-43-3820 EDUCATION			250	250	.0
10-43-3830 TRANSLATOR/JUROR FEES		620	1,500	880	41.3
10-43-4310 COURT SUPPLIES		903	600	(303)	150.5
10-43-4810 UNIFORMS			150	150	.0
TOTAL JUDICIAL	4,837	44,372	94,694	50,322	46.9

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

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-44-1100 REGULAR STAFF WAGES	20,132	128,408	273,660	145,252	46.9
10-44-1102 OVERTIME		167		(167)	.0
10-44-1104 RETIREMENT	702	4,432	9,485	5,053	46.7
10-44-1130 FICA/MEDICARE	1,471	9,386	20,935	11,549	44.8
10-44-1140 WORKERS COMPENSATION	1,239	3,718	6,900	3,182	53.9
10-44-1150 UNEMPLOYMENT	40	257	821	564	31.3
10-44-1160 HEALTH & LIFE INSURANCE	3,931	24,565	54,717	30,152	44.9
10-44-1161 DISABILITY INSURANCE		1,733	4,981	3,248	34.8
10-44-2150 HR SERVICES		5,250	45,000	39,750	11.7
10-44-2990 OTHER PROFESSIONAL FEES	504	51,979	86,515	34,536	60.1
10-44-3110 UTILITIES	1,150	6,467	18,000	11,533	35.9
10-44-3150 TELEPHONE	364	2,250	5,000	2,750	45.0
10-44-3175 BUILDING REPAIRS & MAINTENANCE	895	7,792	20,000	12,208	39.0
10-44-3177 VEHICLE REPAIRS & MAINTENANCE	1,084	1,492	500	(992)	298.4
10-44-3210 INSURANCE AND BONDS	3,681	13,164	14,596	1,432	90.2
10-44-3220 CIRSA DEDUCTIBLES			6,000	6,000	.0
10-44-3330 PUBLISHING			1,750	1,750	.0
10-44-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS		1,220	2,000	780	61.0
10-44-3820 CONTINUING EDUCATION	168	8,885	10,000	1,115	88.9
10-44-3825 MEALS/MISCELLANEOUS	72	2,513	3,000	487	83.8
10-44-3990 MISCELLANEOUS SERVICES/COPIER	437	4,462	4,500	38	99.2
10-44-3992 SPECIAL EVENT EXPENDITURE	9,609	88,946	165,000	76,054	53.9
10-44-4000 ADVERTISING	782	5,344	1,750	(3,594)	305.4
10-44-4310 OFFICE SUPPLIES	122	2,649	6,000	3,351	44.2
10-44-4320 COMPUTER REPLACE./AUDIO VISUAL	3,499	5,904	10,000	4,096	59.0
10-44-4330 COMPUTER SUPPORT AND MAINT	2,737	25,448	35,550	10,102	71.6
10-44-4340 POSTAGE		1,602	6,000	4,398	26.7
10-44-4390 OTHER OFFICE EXPENSE		1,029	3,000	1,971	34.3
10-44-4520 VEHICLE FUEL	84	547	5,000	4,453	10.9
10-44-4810 UNIFORMS		624	1,350	726	46.2
10-44-4850 UNANTICIPATED EXP/CONTINGENCY			40,000	40,000	.0
10-44-4990 MISCELLANEOUS SUPPLIES	201	563	3,000	2,437	18.8
10-44-5570 CONSERVATION			10,000	10,000	.0
10-44-8000 LEASE PAYMENT		442	1,000	558	44.2
10-44-8200 ALLOCATION TO WATER FUND	(4,610)	(34,961)	(68,449)	(33,488)	(51.1)
10-44-8300 ALLOCATION TO WASTEWATER FUND	(4,406)	(33,417)	(65,429)	(32,012)	(51.1)
10-44-8400 ALLOCATION TO STORMWATER FUND	(1,559)	(11,824)	(23,152)	(11,328)	(51.1)
TOTAL ADMINISTRATION	42,330	331,035	718,980	387,945	46.0

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

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
10-45-1100 REGULAR STAFF WAGES	18,615	114,949	242,150	127,201	47.5
10-45-1102 OVERTIME			100	100	.0
10-45-1104 RETIREMENT 457	558	3,449	7,265	3,816	47.5
10-45-1130 FICA/MEDICARE	1,351	8,556	18,524	9,968	46.2
10-45-1140 WORKERS COMPENSATION	970	2,910	5,400	2,490	53.9
10-45-1150 UNEMPLOYMENT	37	230	727	497	31.6
10-45-1160 HEALTH & LIFE INSURANCE	3,651	19,548	49,642	30,094	39.4
10-45-1161 DISABILITY INSURANCE		1,703	4,752	3,049	35.8
10-45-2200 AUDIT & ACCOUNTING FEES		22,250	25,000	2,750	89.0
10-45-3150 TELEPHONE	59	438	800	362	54.8
10-45-3210 INSURANCE AND BONDS	2,881	9,481	11,423	1,942	83.0
10-45-3315 WELD COUNTY TREASURER FEE	70	18,631	21,000	2,369	88.7
10-45-3340 BANK CHARGES		12	1,000	988	1.2
10-45-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS			1,000	1,000	.0
10-45-3820 CONTINUING EDUCATION		671	5,700	5,029	11.8
10-45-3825 MEALS/MISCELLANEOUS	37	178	500	322	35.7
10-45-4300 OFFICE FURNITURE	(52)				.0
10-45-4310 OFFICE SUPPLIES	580	1,154	1,500	346	77.0
10-45-4320 COMPUTER REPLACE./AUDIO VISUAL	3,208	6,268	9,000	2,732	69.6
10-45-4810 UNIFORMS		147	850	703	17.3
10-45-7000 CAPITAL OUTLAY	52	13,474	70,000	56,526	19.3
10-45-8200 ALLOCATION TO WATER FUND	(2,791)	(18,362)	(34,983)	(16,621)	(52.5)
10-45-8300 ALLOCATION TO WASTEWATER FUND	(2,668)	(17,553)	(33,439)	(15,886)	(52.5)
10-45-8400 ALLOCATION TO STORMWATER FUND	(944)	(6,211)	(11,832)	(5,621)	(52.5)
TOTAL FINANCE	25,615	181,923	396,079	214,156	45.9

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

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY</u>					
10-51-1100 REGULAR STAFF WAGES	63,131	466,899	1,159,439	692,540	40.3
10-51-1102 OVERTIME	204	21,540	32,000	10,460	67.3
10-51-1104 RETIREMENT	378	2,171	5,024	2,853	43.2
10-51-1107 CONTRACTED SECURITY SERVICES	500	4,138	15,000	10,862	27.6
10-51-1130 FICA/MEDICARE	1,618	11,206	27,194	15,988	41.2
10-51-1140 WORKERS COMPENSATION	5,029	15,088	28,000	12,912	53.9
10-51-1150 UNEMPLOYMENT	128	985	3,478	2,493	28.3
10-51-1155 POLICE PENSION	4,762	35,922	94,237	58,315	38.1
10-51-1160 HEALTH INSURANCE	13,693	97,558	254,411	156,853	38.4
10-51-1161 DISABILITY INSURANCE	1,704	20,536	23,797	3,261	86.3
10-51-2300 MEDICAL	350	1,178	1,800	622	65.4
10-51-2310 PSYCHOLOGICAL		540	2,000	1,460	27.0
10-51-2990 OTHER PROFESSIONAL FEES	747	24,956	15,650 (	9,306)	159.5
10-51-3110 UTILITIES	291	4,126	6,000	1,874	68.8
10-51-3150 TELEPHONE/PAGERS	27	9,706	20,000	10,294	48.5
10-51-3175 BUILDING REPAIRS & MAINTENANCE	280	2,463	7,000	4,537	35.2
10-51-3177 VEHICLE REPAIRS & MAINTENANCE	2,532	13,985	20,000	6,015	69.9
10-51-3180 MILEAGE			100	100	.0
10-51-3210 INSURANCE AND BONDS	14,939	49,159	59,231	10,072	83.0
10-51-3320 PRINTING/FORMS	58	555	5,000	4,445	11.1
10-51-3610 DISPATCH COMMUNICATIONS	155	41,938	42,000	62	99.9
10-51-3630 MENTAL HEALTH CO-RESP. PROGRAM			15,000	15,000	.0
10-51-3640 DRUG TASK FORCE			1,000	1,000	.0
10-51-3650 DOG TAGS/IMPOUND FEES			1,000	1,000	.0
10-51-3740 RADIO MAINTENANCE			1,500	1,500	.0
10-51-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS		1,178	2,000	822	58.9
10-51-3820 CONTINUING EDUCATION & TRAIN		8,413	13,000	4,587	64.7
10-51-3825 MEALS/MISCELLANEOUS		199	1,000	801	19.9
10-51-3850 LAB TESTING FEES		258	1,000	742	25.8
10-51-3990 MISCELLANEOUS SERVICES		123	2,000	1,877	6.2
10-51-4300 OFFICE FURNITURE		1,749	1,000 (	749)	174.9
10-51-4310 OFFICE SUPPLIES	315	1,438	3,000	1,562	47.9
10-51-4330 COMPUTER SUPPORT AND MAINT	2,801	32,543	43,850	11,307	74.2
10-51-4340 POSTAGE			100	100	.0
10-51-4520 VEHICLE FUEL	2,275	15,236	35,000	19,764	43.5
10-51-4530 VEHICLE & EQUIP AMORTIZATION	1,475	10,325	17,700	7,375	58.3
10-51-4720 EQUIPMENT FOR PATROL		3,484	3,000 (	484)	116.1
10-51-4730 EQUIPMENT FOR TRAINING		1,497	3,500	2,003	42.8
10-51-4740 EQUIPMENT FOR INVEST./EVIDENCE		825	2,000	1,175	41.3
10-51-4810 UNIFORMS	867	11,538	20,000	8,462	57.7
10-51-4850 UNANTICIPATED EXP/CONTINGENCY			20,000	20,000	.0
10-51-4990 MISCELLANEOUS SUPPLIES		1,960	7,000	5,040	28.0
10-51-7000 CAPITAL OUTLAY		18,052	50,000	31,948	36.1
TOTAL PUBLIC SAFETY	118,258	933,467	2,065,011	1,131,544	45.2

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

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREETS / MAINTENANCE</u>					
10-61-1100 REGULAR STAFF WAGES	10,803	80,114	137,196	57,082	58.4
10-61-1101 PART-TIME STAFF WAGES			30,000	30,000	.0
10-61-1102 OVERTIME	46	997	2,000	1,004	49.8
10-61-1104 RETIREMENT	326	2,363	4,116	1,753	57.4
10-61-1130 FICA/MEDICARE	779	5,831	12,026	6,195	48.5
10-61-1140 WORKERS COMPENSATION	826	2,479	4,600	2,121	53.9
10-61-1150 UNEMPLOYMENT	22	164	411	247	40.0
10-61-1160 HEALTH & LIFE INSURANCE	2,814	23,713	39,656	15,943	59.8
10-61-1161 DISABILITY INSURANCE		1,475	3,035	1,560	48.6
10-61-2100 LEGAL FEES		273		(273)	.0
10-61-2400 ENGINEERING			65,000	65,000	.0
10-61-2990 OTHER PROFESSIONAL FEES		550	1,000	450	55.0
10-61-3150 TELEPHONE	185	1,053	1,500	447	70.2
10-61-3161 STREET LIGHTING	6,597	47,161	80,000	32,839	59.0
10-61-3172 REPAIRS & MAINTENANCE - STREET		47,226	125,000	77,774	37.8
10-61-3173 REPAIRS & MAINTENANCE - EQUIPM	712	7,714	7,610	(104)	101.4
10-61-3175 BUILDING REPAIRS & MAINTENANCE	59	1,187	1,500	313	79.1
10-61-3177 VEHICLE REPAIRS & MAINTENANCE	703	7,048	4,800	(2,248)	146.8
10-61-3210 INSURANCE AND BONDS	2,454	11,520	9,731	(1,789)	118.4
10-61-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS			500	500	.0
10-61-3820 CONTINUING EDUCATION	950	2,338	1,375	(963)	170.0
10-61-3825 MEAL, MEETING, TRAVEL EXPENSE			250	250	.0
10-61-3990 MISCELLANEOUS SERVICES		270	2,500	2,230	10.8
10-61-4311 STREET SUPPLIES	1,093	4,810	5,000	190	96.2
10-61-4330 COMPUTER SUPPORT & MAINTENANCE	1,131	7,210	11,130	3,920	64.8
10-61-4520 VEHICLE FUEL	1,116	8,409	11,000	2,591	76.4
10-61-4810 UNIFORMS		598	825	227	72.5
10-61-4850 UNANTICIPATED EXP/CONTINGENCY			10,000	10,000	.0
10-61-4990 MISCELLANEOUS SUPPLIES	2,097	4,733	5,000	267	94.7
10-61-5000 STREET SIGNS	30	9,111	15,000	5,889	60.7
10-61-7000 CAPITAL OUTLAY		15,302	41,900	26,598	36.5
10-61-7990 OTHER SMALL EQUIPMENT	(2,031)				.0
TOTAL STREETS / MAINTENANCE	30,713	293,650	633,661	340,011	46.3

SNOW

10-63-1100	REGULAR STAFF WAGES	17,653	(	17,653)	.0
10-63-1102	OVERTIME	8,102	12,000	3,898	67.5
10-63-1104	RETIREMENT	629	360	(269)	174.8
10-63-1130	FICA/MEDICARE	1,494	918	(576)	162.7
10-63-1150	UNEMPLOYMENT	42	36	(6)	116.5
10-63-3173	REPAIRS & MAINTENANCE - EQUIPM	4,635	3,000	(1,635)	154.5
10-63-3825	MEALS/MISCELLANEOUS		250	250	.0
10-63-4110	SUPPLIES	48,656	50,000	1,344	97.3
	TOTAL SNOW	81,210	66,564	(14,646)	122.0

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

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS OVERHEAD</u>					
10-64-3110 UTILITIES	1,145	12,269	20,000	7,731	61.3
10-64-3150 TELEPHONES & INTERNET			800	800	.0
10-64-3175 BUILDING REPAIRS & MAINTENANCE	1,123	10,388	15,000	4,612	69.3
10-64-3690 MOSQUITO CONTROL	3,805	15,219	30,000	14,781	50.7
10-64-3825 MEALS, MEETINGS AND TRAVEL	64	182	600	418	30.3
10-64-3990 MISCELLANEOUS SERVICES	156	1,176	2,000	824	58.8
10-64-4310 OFFICE SUPPLIES	153	1,189	1,000	(189)	118.9
10-64-4320 COMPUTER REPLACE./AUDIO VISUAL		2,503		(2,503)	.0
10-64-4520 VEHICLE FUEL			1,200	1,200	.0
10-64-4990 MISC SUPPLIES		583	4,000	3,417	14.6
10-64-5001 TORNADO SIRENS			2,500	2,500	.0
10-64-7000 CAPITAL OUTLAY		16,886	47,500	30,614	35.6
TOTAL PUBLIC WORKS OVERHEAD	6,445	60,394	124,600	64,206	48.5
<u>PARKS / GREEN SPACE</u>					
10-65-1100 REGULAR STAFF WAGES	12,777	79,417	177,237	97,820	44.8
10-65-1101 PART-TIME STAFF WAGES			30,000	30,000	.0
10-65-1102 OVERTIME	46	996	2,000	1,004	49.8
10-65-1104 RETIREMENT	303	2,203	5,317	3,114	41.4
10-65-1130 FICA/MEDICARE	935	5,805	15,853	10,048	36.6
10-65-1140 WORKERS COMPENSATION	1,150	3,449	6,400	2,951	53.9
10-65-1150 UNEMPLOYMENT	26	163	532	369	30.6
10-65-1160 HEALTH & LIFE INSURANCE	2,665	22,670	49,434	26,764	45.9
10-65-1161 DISABILITY INSURANCE		1,390	4,015	2,625	34.6
10-65-3110 UTILITIES	1,626	9,248	21,000	11,752	44.0
10-65-3150 TELEPHONE/PAGERS	217	1,263	2,000	737	63.2
10-65-3171 VANDALISM		293	8,000	7,707	3.7
10-65-3172 TREE & LANDSCAPE MAINTENANCE	523	798	4,000	3,202	20.0
10-65-3173 REPAIRS & MAINTENANCE - EQUIPM	712	14,194	10,660	(3,534)	133.2
10-65-3175 BUILDING REPAIRS & MAINTENANCE	559	2,465	1,200	(1,265)	205.4
10-65-3176 GROUNDS MAINTENANCE	2,208	5,977	14,000	8,023	42.7
10-65-3177 VEHICLE REPAIRS & MAINTENANCE	703	7,143	4,700	(2,443)	152.0
10-65-3210 INSURANCE AND BONDS	3,415	11,236	13,538	2,302	83.0
10-65-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS		280		(280)	.0
10-65-3820 CONTINUING EDUCATION		741	1,375	635	53.9
10-65-3990 SERVICES		1,504	2,500	996	60.2
10-65-4330 COMPUTER SUPPORT & MAINTENANCE	1,131	7,210	11,125	3,915	64.8
10-65-4520 VEHICLE FUEL	1,086	8,205	9,000	795	91.2
10-65-4810 UNIFORMS		428	825	397	51.9
10-65-4850 UNANTICIPATED EXP/CONTIGENCY			10,000	10,000	.0
10-65-4990 SUPPLIES	2,107	9,018	10,131	1,113	89.0
10-65-6000 TREE CITY USA		399	21,200	20,801	1.9
10-65-7000 CAPITAL OUTLAY			18,100	18,100	.0
10-65-7990 OTHER SMALL EQUIPMENT	(2,031)				.0
TOTAL PARKS / GREEN SPACE	30,157	196,495	454,142	257,647	43.3

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

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-70-1100 REGULAR STAFF WAGES	20,627	144,194	300,723	156,529	48.0
10-70-1104 RETIREMENT	717	5,007	11,097	6,090	45.1
10-70-1130 FICA/MEDICARE	1,486	10,856	25,048	14,192	43.3
10-70-1140 WORKERS COMPENSATION	1,275	3,826	7,100	3,274	53.9
10-70-1150 UNEMPLOYMENT	41	288	982	694	29.4
10-70-1160 HEALTH & LIFE INSURANCE	3,540	18,711	50,041	31,330	37.4
10-70-1161 DISABILITY INSURANCE		1,994	5,821	3,827	34.3
10-70-2400 ENGINEERING	2,493	32,470	60,000	27,530	54.1
10-70-2600 PLANNING SERVICES	583	8,574	40,000	31,426	21.4
10-70-2980 BUILDING INSPECTIONS & LICENSE		302,125	300,000	(2,125)	100.7
10-70-2990 OTHER PROFESSIONAL FEES			2,500	2,500	.0
10-70-3110 UTILITIES	81	516	1,000	484	51.6
10-70-3150 TELEPHONE	201	1,291	2,500	1,209	51.7
10-70-3173 REPAIRS & MAINTENANCE - EQUIPM			500	500	.0
10-70-3210 INSURANCE AND BONDS	3,788	12,465	15,019	2,554	83.0
10-70-3330 PUBLISHING/COMMUNICATIONS	85	160	2,000	1,840	8.0
10-70-3810 DUES & MEMBERSHIPS	99	4,713	4,500	(213)	104.7
10-70-3820 CONTINUING EDUCATION		250	2,000	1,750	12.5
10-70-3825 MEALS/MISCELLANEOUS/TRAVEL			200	200	.0
10-70-4099 DEVELOPER EXP.TO BE REIMBURSED	1,443	2,118		(2,118)	.0
10-70-4310 OFFICE SUPPLIES		182	1,000	818	18.2
10-70-4330 COMPUTER SUPPORT		3,300		(3,300)	.0
10-70-4520 VEHICLE FUEL	151	539	3,500	2,961	15.4
10-70-4810 UNIFORMS		40	750	710	5.3
10-70-4987 ECONOMIC DEVELOPMENT		5,543	25,000	19,457	22.2
10-70-4989 TRAIL DEVELOPMENT		10,000	15,000	5,000	66.7
TOTAL COMMUNITY DEVELOPMENT	36,609	569,163	876,281	307,118	65.0
<u>TRANSFERS TO OTHER FUNDS</u>					
10-90-9011 TRANSFERS TO OTHER FUNDS		1,170,042	290,000	(880,042)	403.5
TOTAL TRANSFERS TO OTHER FUNDS		1,170,042	290,000	(880,042)	403.5
TOTAL FUND EXPENDITURES	312,513	4,028,398	6,185,949	2,157,551	65.1
NET REVENUE OVER EXPENDITURES	287,281	1,694,903	786,100	(908,803)	215.6

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

CONSERVATION TRUST FUND

<u>ASSETS</u>			
11-100000	CASH - COMBINED FUND	204,757	
	TOTAL ASSETS		204,757
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
11-290000	FUND BALANCE	132,327	
	REVENUE OVER EXPENDITURES - YTD	72,431	
	BALANCE - CURRENT DATE	204,757	
	TOTAL FUND EQUITY		204,757
	TOTAL LIABILITIES AND EQUITY		204,757

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

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>INTERGOVERNMENTAL</u>					
11-33-5900	COLORADO LOTTERY		69,346		(69,346)	.0
	TOTAL INTERGOVERNMENTAL		69,346		(69,346)	.0
	<u>MISCELLANEOUS</u>					
11-36-3500	INTEREST AND DIVIDENDS	722	2,924		(2,924)	.0
11-36-3550	CHANGE IN MARKET VALUE	(145)	160		(160)	.0
	TOTAL MISCELLANEOUS	577	3,084		(3,084)	.0
	TOTAL FUND REVENUE	577	72,431		(72,431)	.0
	NET REVENUE OVER EXPENDITURES	577	72,431		(72,431)	.0

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

TRANSPORTATION FUND

ASSETS

12-100000	CASH - COMBINED FUND	4,108,352	
	TOTAL ASSETS		4,108,352

LIABILITIES AND EQUITY

LIABILITIES

12-202000	ACCOUNTS PAYABLE	481,576	
12-205000	RETAINAGE PAYABLE	48,748	
	TOTAL LIABILITIES		530,324

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
12-290000	FUND BALANCE	3,750,692	
	REVENUE OVER EXPENDITURES - YTD	(172,664)	
	BALANCE - CURRENT DATE	3,578,028	
	TOTAL FUND EQUITY		3,578,028
	TOTAL LIABILITIES AND EQUITY		4,108,352

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

TRANSPORTATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>IMPACT FEES</u>					
12-34-3000	ROAD INFRASTRUCTURE FEE	32,796	441,989		(441,989)	.0
	TOTAL IMPACT FEES	32,796	441,989		(441,989)	.0
	<u>MISCELLANEOUS</u>					
12-36-3500	INTEREST AND DIVIDENDS	15,317	67,735		(67,735)	.0
12-36-3550	CHANGE IN MARKET VALUE	(3,554)	3,709		(3,709)	.0
	TOTAL MISCELLANEOUS	11,762	71,444		(71,444)	.0
	<u>TRANSFERS FROM OTHER FUNDS</u>					
12-39-1000	TRANSFERS FROM OTHER FUNDS		588,880		(588,880)	.0
	TOTAL TRANSFERS FROM OTHER FUNDS		588,880		(588,880)	.0
	TOTAL FUND REVENUE	44,559	1,102,312		(1,102,312)	.0

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

TRANSPORTATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
CR 74 IMPROVEMENTS PROJECT						
12-83-2100	LEGAL FEES		527		(527)	.0
12-83-2400	ENGINEERING		112,331		(112,331)	.0
12-83-7500	CONSTRUCTION	530,445	1,162,118	3,518,323	2,356,205	33.0
TOTAL CR 74 IMPROVEMENTS PROJECT		530,445	1,274,976	3,518,323	2,243,347	36.2
TOTAL FUND EXPENDITURES		530,445	1,274,976	3,518,323	2,243,347	36.2
NET REVENUE OVER EXPENDITURES		(485,886)	(172,664)	(3,518,323)	(3,345,659)	(4.9)

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

PARKS FUND

<u>ASSETS</u>			
13-100000	CASH - COMBINED FUND	339,669	
	TOTAL ASSETS		339,669
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
13-290000	FUND BALANCE	153,783	
	REVENUE OVER EXPENDITURES - YTD	185,886	
	BALANCE - CURRENT DATE	339,669	
	TOTAL FUND EQUITY		339,669
	TOTAL LIABILITIES AND EQUITY		339,669

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

		PARKS FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
<u>IMPACT FEES</u>						
13-34-7400	PARKS FEES	16,480	211,520		(211,520)	.0
	TOTAL IMPACT FEES	16,480	211,520		(211,520)	.0
<u>MISCELLANEOUS</u>						
13-36-3500	INTEREST AND DIVIDENDS	1,131	4,116		(4,116)	.0
13-36-3550	CHANGE IN MARKET VALUE	(188)	225		(225)	.0
	TOTAL MISCELLANEOUS	942	4,341		(4,341)	.0
	TOTAL FUND REVENUE	17,422	215,861		(215,861)	.0

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

PARKS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
	<u>TRANSFERS TO OTHER FUNDS</u>					
13-90-9010	TRANSFERS TO OTHER FUNDS		29,976		(29,976)	.0
	TOTAL TRANSFERS TO OTHER FUNDS		29,976		(29,976)	.0
	TOTAL FUND EXPENDITURES		29,976		(29,976)	.0
	NET REVENUE OVER EXPENDITURES	17,422	185,886		(185,886)	.0

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

PUBLIC FACILITIES FUND

<u>ASSETS</u>			
14-100000	CASH – COMBINED FUND	1,307,654	
		<u>1,307,654</u>	
	TOTAL ASSETS		<u>1,307,654</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
14-290000	FUND BALANCE	1,141,392	
	REVENUE OVER EXPENDITURES - YTD	<u>166,263</u>	
	BALANCE - CURRENT DATE	<u>1,307,654</u>	
	TOTAL FUND EQUITY		<u>1,307,654</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,307,654</u>

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

PUBLIC FACILITIES FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>IMPACT FEES</u>					
14-32-3000	PUBLIC FACILITIES IMPACT FEE	13,000	147,000		(147,000)	.0
	TOTAL IMPACT FEES	13,000	147,000		(147,000)	.0
	<u>MISCELLANEOUS</u>					
14-36-3500	INTEREST AND DIVIDENDS	4,808	20,820		(20,820)	.0
14-36-3550	CHANGE IN MARKET VALUE	(1,079)	1,140		(1,140)	.0
	TOTAL MISCELLANEOUS	3,729	21,960		(21,960)	.0
	TOTAL FUND REVENUE	16,729	168,960		(168,960)	.0

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

PUBLIC FACILITIES FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
<u>TRANSFERS TO OTHER FUNDS</u>						
14-90-9010	TRANSFERS TO OTHER FUNDS		2,698		(2,698)	.0
	TOTAL TRANSFERS TO OTHER FUNDS		2,698		(2,698)	.0
	TOTAL FUND EXPENDITURES		2,698		(2,698)	.0
	NET REVENUE OVER EXPENDITURES	16,729	166,263		(166,263)	.0

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

PUBLIC SAFETY FUND

<u>ASSETS</u>			
15-100000	CASH – COMBINED FUND	314,432	
	TOTAL ASSETS		314,432
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
15-290000	FUND BALANCE	236,616	
	REVENUE OVER EXPENDITURES - YTD	77,816	
	BALANCE - CURRENT DATE	314,432	
	TOTAL FUND EQUITY		314,432
	TOTAL LIABILITIES AND EQUITY		314,432

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

PUBLIC SAFETY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>IMPACT FEES</u>					
15-32-3000	PUBLIC SAFETY IMPACT FEE	6,500	73,500		(73,500)	.0
	TOTAL IMPACT FEES	6,500	73,500		(73,500)	.0
	<u>MISCELLANEOUS</u>					
15-36-3500	INTEREST AND DIVIDENDS	1,121	4,625		(4,625)	.0
15-36-3550	CHANGE IN MARKET VALUE	(232)	253		(253)	.0
	TOTAL MISCELLANEOUS	889	4,879		(4,879)	.0
	TOTAL FUND REVENUE	7,389	78,379		(78,379)	.0

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

PUBLIC SAFETY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
	<u>TRANSFERS TO OTHER FUNDS</u>					
15-90-9010	TRANSFERS TO OTHER FUNDS		563		(563)	.0
	TOTAL TRANSFERS TO OTHER FUNDS		563		(563)	.0
	TOTAL FUND EXPENDITURES		563		(563)	.0
	NET REVENUE OVER EXPENDITURES	7,389	77,816		(77,816)	.0

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

FLEET FUND

ASSETS

41-100000	CASH - COMBINED FUND		404,812	
	TOTAL ASSETS			404,812

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
41-290000	FUND BALANCE	387,306		
	REVENUE OVER EXPENDITURES - YTD	17,506		
	BALANCE - CURRENT DATE		404,812	
	TOTAL FUND EQUITY			404,812
	TOTAL LIABILITIES AND EQUITY			404,812

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

		FLEET FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
<u>CHARGES FOR SERVICES</u>						
41-34-2000	FLEET REPLACEMENT REVENUE	1,475	10,325		(10,325)	.0
	TOTAL CHARGES FOR SERVICES	1,475	10,325		(10,325)	.0
<u>MISCELLANEOUS</u>						
41-36-3500	INTEREST AND DIVIDENDS	1,521	6,809		(6,809)	.0
41-36-3550	CHANGE IN MARKET VALUE	(360)	373		(373)	.0
	TOTAL MISCELLANEOUS	1,162	7,181		(7,181)	.0
	TOTAL FUND REVENUE	2,637	17,506		(17,506)	.0
	NET REVENUE OVER EXPENDITURES	2,637	17,506		(17,506)	.0

TOWN OF SEVERANCE

BALANCE SHEET

JULY 31, 2023

WATER FUND

ASSETS

51-100000	CASH - COMBINED FUND	14,670,797	
51-115000	ACCOUNTS RECEIVABLE	215,908	
51-115005	PARTS INVENTORY	50,755	
51-115300	CONTRACT RECEIVABLE	78	
51-161000	LAND	294,759	
51-162100	ACCUMULATED DEPRECIATION	(1,421,725)	
51-163000	WATER SYSTEM	9,464,601	
51-164000	EQUIPMENT	181,884	
51-165000	CONSTRUCTION IN PROGRESS	148,099	
51-166000	WATER RIGHTS	34,176,374	
51-167000	WATER CAPACITY	4,880,334	
51-168000	BUILDINGS	747,577	
51-168500	NISP PROJECT	5,322,877	
	TOTAL ASSETS		68,732,317

LIABILITIES AND EQUITYLIABILITIES

51-202000	ACCOUNTS PAYABLE	1,156,416	
51-205000	RETAINAGE PAYABLE	159,640	
51-212000	ACCRUED COMPENSATED ABSENCES	14,246	
51-222000	HYDRANT METER DEPOSITS	14,000	
	TOTAL LIABILITIES		1,344,302

FUND EQUITY

51-273000	CONTRIBUTED CAPITAL - DEVELOPM	6,848,000	
	UNAPPROPRIATED FUND BALANCE:		
51-290000	RETAINED EARNINGS	63,027,243	
	REVENUE OVER EXPENDITURES - YTD	(2,487,228)	
	BALANCE - CURRENT DATE	60,540,015	
	TOTAL FUND EQUITY		67,388,015
	TOTAL LIABILITIES AND EQUITY		68,732,317

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

		WATER FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
<u>CHARGES FOR SERVICES</u>						
51-34-1000	WATER SALES- WATER BILLS	227,428	1,169,250	2,152,474	983,224	54.3
	TOTAL CHARGES FOR SERVICES	227,428	1,169,250	2,152,474	983,224	54.3
<u>MISCELLANEOUS</u>						
51-36-2000	WATER PIT/METER SET FEE	3,450	32,653	85,000	52,347	38.4
51-36-3500	INTEREST AND DIVIDENDS	56,648	263,057		(263,057)	.0
51-36-3550	CHANGE IN MARKET VALUE	(14,197)	14,405		(14,405)	.0
51-36-6500	WATER ACQUISITION FEE	104,375	438,500		(438,500)	.0
51-36-9900	OTHER REVENUES		574		(574)	.0
	TOTAL MISCELLANEOUS	150,276	749,190	85,000	(664,190)	881.4
<u>LOCAL PLANT INVESTMENT FEES</u>						
51-37-7150	LOCAL PLANT INVESTMENT FEE	218,500	1,087,700		(1,087,700)	.0
	TOTAL LOCAL PLANT INVESTMENT FEES	218,500	1,087,700		(1,087,700)	.0
	TOTAL FUND REVENUE	596,204	3,006,140	2,237,474	(768,666)	134.4

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

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
ADMINISTRATION						
51-81-1100	REGULAR STAFF WAGES	1,612	11,285	20,960	9,675	53.8
51-81-1102	OVERTIME			200	200	.0
51-81-1104	RETIREMENT	48	339	629	290	53.8
51-81-1130	FICA/MEDICARE	123	863	1,603	740	53.9
51-81-1140	WORKERS COMPENSATION	144	431	800	369	53.9
51-81-1150	UNEMPLOYMENT	3	23	63	40	35.8
51-81-1160	HEALTH & LIFE INSURANCE	394	2,755	8,056	5,301	34.2
51-81-1161	DISABILITY INSURANCE		222	476	254	46.7
51-81-3162	CC FEES	7,867	13,911	18,000	4,089	77.3
51-81-4330	COMPUTER SUPPORT AND MAINT	1,350	8,065	13,060	4,995	61.8
51-81-4345	MAILING SERVICE	1,472	10,503	12,700	2,197	82.7
51-81-4990	MISCELLANEOUS SUPPLIES	(8)				.0
51-81-5000	UTILITY BILL ADJUSTMENTS	19	20		(20)	.0
51-81-5500	BAD DEBTS					.0
TOTAL ADMINISTRATION		13,023	48,417	76,547	28,130	63.3

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

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER OPERATIONS</u>					
51-82-1100 REGULAR STAFF WAGES	19,446	124,704	246,971	122,267	50.5
51-82-1102 OVERTIME	294	1,147	10,000	8,853	11.5
51-82-1104 RETIREMENT	690	4,481	8,710	4,229	51.5
51-82-1130 FICA/MEDICARE	1,449	9,404	18,960	9,556	49.6
51-82-1140 WORKERS COMPENSATION	1,078	3,233	6,000	2,767	53.9
51-82-1150 UNEMPLOYMENT	39	254	744	490	34.2
51-82-1160 HEALTH & LIFE INSURANCE	3,775	24,565	52,229	27,664	47.0
51-82-1161 DISABILITY INSURANCE		1,950	4,614	2,664	42.3
51-82-2100 LEGAL FEES	273	702	20,000	19,298	3.5
51-82-2400 ENGINEERING			2,000	2,000	.0
51-82-2410 WATER SYSTEM IMPROVE. PERMIT			500	500	.0
51-82-2900 OTHER PROFESSIONAL FEES	750	5,250	12,000	6,750	43.8
51-82-3110 UTILITIES	1,314	9,999	15,000	5,001	66.7
51-82-3150 TELEPHONE	239	1,400	2,000	600	70.0
51-82-3173 REPAIRS & MAINTENANCE - EQUIPM	259	6,008	9,210	3,202	65.2
51-82-3175 BUILDING REPAIRS & MAINTENANCE		21	2,000	1,979	1.0
51-82-3177 VEHICLE REPAIRS & MAINTENANCE		2,463	3,220	757	76.5
51-82-3178 SYSTEM REPAIR & MAINTENANCE	5,575	19,528	30,000	10,472	65.1
51-82-3200 SAMPLING/TESTING		628	5,000	4,372	12.6
51-82-3210 INSURANCE AND BONDS	3,628	11,939	14,385	2,446	83.0
51-82-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS		450	1,500	1,050	30.0
51-82-3820 CONTINUING EDUCATION	150	989	2,450	1,461	40.4
51-82-3990 OTHER SERVICES	442	5,398	17,000	11,602	31.8
51-82-4120 WATER SYSTEM SUPPLIES	717	3,244	15,000	11,756	21.6
51-82-4130 METER SET SUPPLIES	2,532	39,593	85,000	45,407	46.6
51-82-4520 VEHICLE FUEL	643	5,643	13,000	7,357	43.4
51-82-4810 UNIFORMS	5	311	500	189	62.1
51-82-4850 UNANTICIPATED EXP/CONTINGENCY			20,000	20,000	.0
51-82-4990 MISCELLANEOUS SUPPLIES	75	2,176	1,000	(1,176)	217.6
51-82-4995 WATER TREATMENT & DISTRIBUTION	81,065	352,056	1,100,000	747,944	32.0
51-82-4996 AUGMENTATION PUMPING FEE			1,500	1,500	.0
51-82-4997 WATER SHARE ASSESSMENTS		14,910	120,000	105,090	12.4
51-82-8200 ADMIN OVERHEAD ALLOCATION	9,007	66,798	134,682	67,884	49.6
TOTAL WATER OPERATIONS	133,447	719,243	1,975,175	1,255,932	36.4
<u>WATER CAPITAL</u>					
51-83-2100 LEGAL FEES	234	4,856	60,000	55,145	8.1
51-83-2400 ENGINEERING	6,590	49,811	420,000	370,189	11.9
51-83-7000 CAPITAL OUTLAY			95,000	95,000	.0
51-83-7500 CONSTRUCTION	1,115,800	3,226,446	7,317,411	4,090,965	44.1
51-83-7545 BUILDING/STRUCTURE		262,500	300,000	37,500	87.5
51-83-7562 WATER AQUISION			250,000	250,000	.0
TOTAL WATER CAPITAL	1,122,624	3,543,613	8,442,411	4,898,798	42.0

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

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LOCAL PLANT INVESTMENT EXPENSE</u>					
51-84-2100	LEGAL FEES	(137)	1,190		(1,190)	.0
51-84-7530	PROFESSIONAL SERVICES	957	11,425	11,674	249	97.9
51-84-7540	NORTHERN INTEGRATED SUPPLY		1,155,800	1,155,800		100.0
	TOTAL LOCAL PLANT INVESTMENT EXPENS	821	1,168,415	1,167,474	(941)	100.1
	<u>OTHER PLANT INVESTMENT EXPENSE</u>					
51-85-2100	LEGAL FEES	137	137		(137)	.0
51-85-4996	OTHER PLANT INVESTMENT EXPENSE			2,900,000	2,900,000	.0
	TOTAL OTHER PLANT INVESTMENT EXPEN	137	137	2,900,000	2,899,864	.0
	<u>TRANSFERS TO OTHER FUNDS</u>					
51-90-9010	TRANSFERS TO OTHER FUNDS		13,544		(13,544)	.0
	TOTAL TRANSFERS TO OTHER FUNDS		13,544		(13,544)	.0
	TOTAL FUND EXPENDITURES	1,270,050	5,493,369	14,561,607	9,068,238	37.7
	NET REVENUE OVER EXPENDITURES	(673,846)	(2,487,228)	(12,324,133)	(9,836,905)	(20.2)

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

WASTEWATER FUND

ASSETS

52-100000	CASH - COMBINED FUND	12,230,034	
52-115000	ACCOUNTS RECEIVABLE	105,044	
52-115002	MISCELLANEOUS RECEIVABLE	161,718	
52-115300	CONTRACT RECEIVABLE	30	
52-162100	ACCUMULATED DEPRECIATION	(3,411,191)	
52-163000	SEWER SYSTEM	17,357,412	
52-164000	EQUIPMENT	173,233	
52-168000	BUILDINGS	653,477	
	TOTAL ASSETS		27,269,758

LIABILITIES AND EQUITY

LIABILITIES

52-202000	ACCOUNTS PAYABLE	46,174	
52-212000	ACCRUED COMPENSATED ABSENCES	13,567	
	TOTAL LIABILITIES		59,741

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
52-290000	RETAINED EARNINGS	26,457,989	
	REVENUE OVER EXPENDITURES - YTD	752,028	
	BALANCE - CURRENT DATE	27,210,017	
	TOTAL FUND EQUITY		27,210,017
	TOTAL LIABILITIES AND EQUITY		27,269,758

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

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>CHARGES FOR SERVICES</u>					
52-34-1000	WASTEWATER TREATMENT FEES	105,607	728,964	1,211,247	482,283	60.2
	TOTAL CHARGES FOR SERVICES	105,607	728,964	1,211,247	482,283	60.2
	<u>MISCELLANEOUS</u>					
52-36-3500	INTEREST AND DIVIDENDS	45,767	203,320		(203,320)	.0
52-36-3550	CHANGE IN MARKET VALUE	(10,698)	11,134		(11,134)	.0
	TOTAL MISCELLANEOUS	35,069	214,454		(214,454)	.0
	<u>WASTEWATER PLANT INVEST. FEE</u>					
52-38-7100	WASTEWATER PLANT INVEST. FEE	84,500	949,000		(949,000)	.0
	TOTAL WASTEWATER PLANT INVEST. FEE	84,500	949,000		(949,000)	.0
	TOTAL FUND REVENUE	225,175	1,892,419	1,211,247	(681,172)	156.2

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

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
WASTEWATER ADMINISTRATION						
52-81-1100	REGULAR STAFF WAGES	1,008	7,053	13,100	6,047	53.8
52-81-1102	OVERTIME			125	125	.0
52-81-1104	RETIREMENT	30	212	393	181	53.9
52-81-1130	FICA/MEDICARE	77	540	1,002	462	53.9
52-81-1140	WORKERS COMPENSATION	90	269	500	231	53.9
52-81-1150	UNEMPLOYMENT	2	14	39	25	36.3
52-81-1160	HEALTH & LIFE INSURANCE	246	1,722	5,035	3,313	34.2
52-81-1161	DISABILITY INSURANCE		139	298	159	46.6
52-81-3162	CC FEES	7,867	13,911	18,000	4,089	77.3
52-81-4330	COMPUTER SUPPORT AND MAINT	1,350	8,065	13,060	4,995	61.8
52-81-4345	MAILING SERVICE	1,472	4,804	11,800	6,996	40.7
52-81-4990	MISCELLANEOUS SUPPLIES	(8)				.0
52-81-5000	UTILITY BILL ADJUSTMENTS	69	69		(69)	.0
TOTAL WASTEWATER ADMINISTRATION		12,201	36,799	63,352	26,553	58.1

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

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WASTEWATER OPERATIONS</u>					
52-82-1100 REGULAR STAFF WAGES	18,747	124,005	247,223	123,218	50.2
52-82-1102 OVERTIME	197	1,050	1,000	(50)	105.0
52-82-1104 RETIREMENT	666	4,457	8,710	4,253	51.2
52-82-1130 FICA/MEDICARE	1,393	9,348	18,960	9,612	49.3
52-82-1140 WORKERS COMPENSATION	1,078	3,233	6,000	2,767	53.9
52-82-1150 UNEMPLOYMENT	38	253	744	491	34.0
52-82-1160 HEALTH & LIFE INSURANCE	3,564	24,355	53,300	28,945	45.7
52-82-1161 DISABILITY INSURANCE		1,950	4,614	2,664	42.3
52-82-2100 LEGAL FEES			20,000	20,000	.0
52-82-2400 ENGINEERING			5,000	5,000	.0
52-82-2410 DISCHARGE PERMIT FEES			1,500	1,500	.0
52-82-2900 OTHER PROFESSIONAL FEES	750	5,250	9,000	3,750	58.3
52-82-3110 UTILITIES	4,611	31,876	48,000	16,124	66.4
52-82-3150 TELEPHONE	235	1,371	2,400	1,029	57.1
52-82-3173 REPAIRS & MAINTENANCE - EQUIPM		2,812	5,010	2,198	56.1
52-82-3177 VEHICLE REPAIRS & MAINTENANCE	21	2,062	3,220	1,158	64.0
52-82-3178 SYSTEM REPAIR & MAINTENANCE	8,707	19,278	50,000	30,722	38.6
52-82-3200 SAMPLING/TESTING		2,662	8,000	5,338	33.3
52-82-3210 INSURANCE AND BONDS	3,468	11,412	13,750	2,338	83.0
52-82-3290 OTHER TREATMENT COSTS	15,330	157,461	180,000	22,539	87.5
52-82-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS		2,500	1,000	(1,500)	250.0
52-82-3820 CONTINUING EDUCATION	135	810	1,000	190	81.0
52-82-3990 OTHER SERVICES	928	4,952	8,000	3,048	61.9
52-82-4120 SYSTEM SUPPLIES	1,927	13,850	15,000	1,150	92.3
52-82-4520 VEHICLE FUEL	643	5,586	13,000	7,414	43.0
52-82-4810 UNIFORMS	5	311		(311)	.0
52-82-4850 UNANTICIPATED EXP/CONTINGENCY			15,000	15,000	.0
52-82-4990 MISCELLANEOUS SUPPLIES	141	2,699	7,500	4,801	36.0
52-82-8200 ADMIN OVERHEAD ALLOCATION	8,610	63,850	128,740	64,890	49.6
TOTAL WASTEWATER OPERATIONS	71,196	497,394	875,671	378,277	56.8
<u>WASTEWATER CAPITAL</u>					
52-83-7500 CONSTRUCTION			350,000	350,000	.0
TOTAL WASTEWATER CAPITAL			350,000	350,000	.0
<u>WASTEWATER INVESTMENT EXPENSE</u>					
52-84-2100 LEGAL FEES		293		(293)	.0
52-84-7530 PROFESSIONAL SERVICES		1,084	57,378	56,295	1.9
52-84-7570 WINDSOR/SEV. SEWER PROJECT			600,000	600,000	.0
TOTAL WASTEWATER INVESTMENT EXPEN		1,376	657,378	656,002	.2

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

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OTHER PLANT INVESTMENT EXPENSE</u>					
52-85-4996	OTHER PLANT INVESTMENT EXPENSE		598,050		(598,050)	.0
	TOTAL OTHER PLANT INVESTMENT EXPEN		598,050		(598,050)	.0
	<u>TRANSFERS TO OTHER FUNDS</u>					
52-90-9010	TRANSFERS TO OTHER FUNDS		6,772		(6,772)	.0
	TOTAL TRANSFERS TO OTHER FUNDS		6,772		(6,772)	.0
	TOTAL FUND EXPENDITURES	83,397	1,140,391	1,946,401	806,010	58.6
	NET REVENUE OVER EXPENDITURES	141,778	752,028	(735,154)	(1,487,182)	102.3

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

STORMWATER FUND

ASSETS

53-100000	CASH - COMBINED FUND	1,496,485	
53-115000	ACCOUNTS RECEIVABLE	17,458	
53-115300	CONTRACT RECEIVABLE	5	
53-162100	ACCUMULATED DEPRECIATION	(729,740)	
53-163000	STORM DRAINAGE SYSTEM	9,750,163	
53-164000	VEHICLES & EQUIPMENT	6,032	
	TOTAL ASSETS		10,540,403

LIABILITIES AND EQUITY

LIABILITIES

53-202000	ACCOUNTS PAYABLE	1,818	
53-208510	ADVANCE FROM GENERAL FUND	40,000	
53-212000	ACCRUED COMPENSATED ABSENCES	4,522	
	TOTAL LIABILITIES		46,340

FUND EQUITY

53-273000	CONTRIBUTED CAPITAL	4,113,680	
	UNAPPROPRIATED FUND BALANCE:		
53-290000	RETAINED EARNINGS	6,276,196	
	REVENUE OVER EXPENDITURES - YTD	104,186	
	BALANCE - CURRENT DATE	6,380,383	
	TOTAL FUND EQUITY		10,494,063
	TOTAL LIABILITIES AND EQUITY		10,540,403

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

		STORMWATER FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
<u>STORMWATER SYSTEM INVEST. FEE</u>						
53-32-3000	STORMWATER / DRAINAGE FEE	13,000	147,000		(147,000)	.0
	TOTAL STORMWATER SYSTEM INVEST. FEE	13,000	147,000		(147,000)	.0
<u>CHARGES FOR SERVICES</u>						
53-34-1000	STORMWATER FEES	17,038	118,319	201,266	82,947	58.8
	TOTAL CHARGES FOR SERVICES	17,038	118,319	201,266	82,947	58.8
<u>MISCELLANEOUS</u>						
53-36-3500	INTEREST AND DIVIDENDS	5,511	23,922		(23,922)	.0
53-36-3550	CHANGE IN MARKET VALUE	(1,241)	1,310		(1,310)	.0
	TOTAL MISCELLANEOUS	4,269	25,232		(25,232)	.0
<u>TRANSFERS FROM OTHER FUNDS</u>						
53-39-1000	TRANSFERS FROM OTHER FUNDS			40,000	40,000	.0
	TOTAL TRANSFERS FROM OTHER FUNDS			40,000	40,000	.0
	TOTAL FUND REVENUE	34,307	290,551	241,266	(49,285)	120.4

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

STORMWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
<u>ADMINISTRATION</u>						
53-81-1100	REGULAR STAFF WAGES	605	4,232	7,860	3,628	53.8
53-81-1102	OVERTIME			75	75	.0
53-81-1104	RETIREMENT	18	127	236	109	53.8
53-81-1130	FICA/MEDICARE	46	324	601	277	53.8
53-81-1140	WORKERS COMPENSATION	54	162	300	138	53.9
53-81-1150	UNEMPLOYMENT	1	8	24	16	35.0
53-81-1160	HEALTH & LIFE INSURANCE	148	1,033	3,021	1,988	34.2
53-81-1161	DISABILITY INSURANCE		83	179	96	46.5
53-81-5000	UTILITY BILL ADJUSTMENTS	10	10		(10)	.0
TOTAL ADMINISTRATION		881	5,979	12,296	6,317	48.6
<u>STORMWATER OPERATIONS</u>						
53-82-1100	REGULAR STAFF WAGES	6,208	38,696	81,921	43,225	47.2
53-82-1102	OVERTIME	64	195	500	305	38.9
53-82-1104	RETIREMENT	188	1,175	2,457	1,282	47.8
53-82-1130	FICA/MEDICARE	457	2,894	6,267	3,373	46.2
53-82-1140	WORKERS COMPENSATION	359	1,078	2,000	922	53.9
53-82-1150	UNEMPLOYMENT	13	79	246	167	31.9
53-82-1160	HEALTH & LIFE INSURANCE	1,274	7,781	18,581	10,800	41.9
53-82-1161	DISABILITY INSURANCE		595	1,583	988	37.6
53-82-3150	TELEPHONE	57	344	500	156	68.9
53-82-3173	REPAIRS & MAINTENANCE - EQUIPM	1,093	2,532	5,860	3,328	43.2
53-82-3177	VEHICLE REPAIRS & MAINTENANCE			1,060	1,060	.0
53-82-3178	SYSTEM REPAIR & MAINTENANCE			1,000	1,000	.0
53-82-3210	INSURANCE AND BONDS	1,227	4,038	4,865	827	83.0
53-82-3990	OTHER SERVICES			1,350	1,350	.0
53-82-4520	VEHICLE FUEL	160	1,047	2,000	953	52.3
53-82-4810	UNIFORMS	(11)				.0
53-82-8100	INTERFUND LOAN - PRINCIPAL	607	3,608	6,677	3,069	54.0
53-82-8101	INTERFUND LOAN - INTEREST	139	866	1,526	660	56.8
53-82-8200	ADMIN OVERHEAD ALLOCATION	3,047	22,592	45,554	22,962	49.6
TOTAL STORMWATER OPERATIONS		14,882	87,518	183,947	96,429	47.6
<u>STORMWATER CAPITAL</u>						
53-83-7000	CAPITAL OUTLAY	601	79,324	80,000	676	99.2
TOTAL STORMWATER CAPITAL		601	79,324	80,000	676	99.2

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

STORMWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 90</u>					
53-90-9010 TRANSFES TO OTHER FUNDS		13,544	8,203	(5,341)	165.1
TOTAL DEPARTMENT 90		13,544	8,203	(5,341)	165.1
TOTAL FUND EXPENDITURES	16,364	186,365	284,446	98,081	65.5
NET REVENUE OVER EXPENDITURES	17,943	104,186	(43,180)	(147,366)	241.3

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

CAPITAL PROJECTS

ASSETS

75-100000	CASH – COMBINED FUND	(	74,935)	
	TOTAL ASSETS		(	74,935)

LIABILITIES AND EQUITY

LIABILITIES

75-202000	ACCOUNTS PAYABLE		6,127	
75-205000	RETAINAGE PAYABLE		29,488	
	TOTAL LIABILITIES			35,615

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
75-290000	FUND BALANCE		15,212	
	REVENUE OVER EXPENDITURES - YTD	(	125,762)	
	BALANCE - CURRENT DATE	(	110,550)	
	TOTAL FUND EQUITY		(	110,550)
	TOTAL LIABILITIES AND EQUITY		(	74,935)

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

CAPITAL PROJECTS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>TRANSFERS FROM OTHER FUNDS</u>					
75-39-1000	TRANSFERS FROM OTHER FUNDS		648,260	250,000	(398,260)	259.3
	TOTAL TRANSFERS FROM OTHER FUNDS		648,260	250,000	(398,260)	259.3
	TOTAL FUND REVENUE		648,260	250,000	(398,260)	259.3

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

		CAPITAL PROJECTS				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
ADMINISTRATION - CIP						
75-44-7000	CAPITAL OUTLAY	(838)		225,000	225,000	.0
	TOTAL ADMINISTRATION - CIP	(838)		225,000	225,000	.0
PUBLIC SAFETY - CIP						
75-51-2100	LEGAL FEES		1,170		(1,170)	.0
75-51-2400	ENGINEERING	754	5,079	350,000	344,921	1.5
75-51-7500	CONSTRUCTION			2,642,334	2,642,334	.0
	TOTAL PUBLIC SAFETY - CIP	754	6,249	2,992,334	2,986,085	.2
STREETS/MAINTENANCE - CIP						
75-61-7000	CAPITAL OUTLAY	22,277	168,722	185,000	16,278	91.2
75-61-7400	OVERLAYS AND CHIPSEALS		16,000	1,015,000	999,000	1.6
	TOTAL STREETS/MAINTENANCE - CIP	22,277	184,722	1,200,000	1,015,278	15.4
PUBLIC WORKS OVERHEAD - CIP						
75-64-7000	CAPITAL OUTLAY	6,587	266,246	543,000	276,754	49.0
75-64-7500	CONSTRUCTION	(977)		70,000	70,000	.0
	TOTAL PUBLIC WORKS OVERHEAD - CIP	5,610	266,246	613,000	346,754	43.4
PARKS/GREEN SPACE - CIP						
75-65-2100	LEGAL FEES			25,000	25,000	.0
75-65-2400	ENGINEERING		18,171	250,000	231,829	7.3
75-65-7000	CAPITAL OUTLAY		111,155	409,000	297,845	27.2
75-65-7500	CONSTRUCTION		187,479	584,735	397,256	32.1
	TOTAL PARKS/GREEN SPACE - CIP		316,806	1,268,735	951,929	25.0
COMMUNITY DEVELOPMENT - CIP						
75-70-2100	LEGAL			10,000	10,000	.0
75-70-2400	ENGINEERING			75,000	75,000	.0
	TOTAL COMMUNITY DEVELOPMENT - CIP			85,000	85,000	.0

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

CAPITAL PROJECTS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	<u>27,803</u>	<u>774,022</u>	<u>6,384,069</u>	<u>5,610,047</u>	<u>12.1</u>
NET REVENUE OVER EXPENDITURES	<u>(27,803)</u>	<u>(125,762)</u>	<u>(6,134,069)</u>	<u>(6,008,307)</u>	<u>(2.1)</u>

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

GENERAL FIXED ASSET GROUP

ASSETS

80-160000	CONSTRUCTION IN PROGRESS	870,422	
80-161000	LAND	1,644,621	
80-162000	BUILDINGS	2,673,205	
80-163000	IMPROVEMENTS OTHER THAN BUILDI	36,586,233	
80-164000	MACHINERY AND EQUIPMENT	1,232,918	
80-165000	VEHICLES	856,002	
80-169999	ACCUMULATED DEPRECIATION	(6,747,041)	
TOTAL ASSETS			37,116,361

LIABILITIES AND EQUITY

FUND EQUITY

80-280000	INVESTMENTS IN FIXED ASSETS	37,116,361	
TOTAL FUND EQUITY			37,116,361
TOTAL LIABILITIES AND EQUITY			37,116,361

TOWN OF SEVERANCE
BALANCE SHEET
JULY 31, 2023

GENERAL LONG-TERM DEBT GROUP

ASSETS

90-170000	AMOUNT TO BE PROVIDED	127,716	
	TOTAL ASSETS		127,716

LIABILITIES AND EQUITY

LIABILITIES

90-250000	ACCRUED LEAVE	125,949	
90-252000	CAPITAL LEASE PAYABLE	1,767	
	TOTAL LIABILITIES		127,716
	TOTAL LIABILITIES AND EQUITY		127,716

HAYASHI & MACSALKA, LLC
ATTORNEYS AT LAW
1650 38TH STREET
SUITE 103 WEST
BOULDER, COLORADO 80301

WILLIAM P. HAYASHI
MARY LYNN MACSALKA
MARSHALL KEITH MARTIN

Telephone: 303-443-3100
Fax: 303-443-7835

Town Attorney's Office Report
July 2023

TO: Mayor and Town Council
COPY TO: Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
FROM: Mary Lynn Macsalka and Keith Martin, Office of the Town Attorney
DATE: August 14, 2023

General Updates:

- Development Review Procedures
 - Assisted Town Management in preparing a draft ordinance, updating development application review procedures and approval criteria.
- Elections
 - Assisted Town Management in preparing a draft ordinance, repealing Code provisions pertaining to elections that unnecessarily duplicate or conflict with Home-Rule Charter.

Capital Projects:

- Elevated Water Tank
 - No new updates.
- NISP
 - No new updates.

Planning:

- No new updates.

Please contact us if you have any questions. You may reach either of us at mlmacsalka@h-mlaw.net or kmartin@h-mlaw.net, or on our office line, 303-443-3100.

Total Records: 16

SEVERANCE MUNICIPAL COURT
3 SOUTH TIMBER RIDGE PKWY
SEVERANCE, CO 80550



Violation		Count
7-6-20 - CONTROL OF ANIMALS		4
Date Reported	Citation Number	
7/6/2023	1023	
7/6/2023	1023	
7/8/2023	2275	
7/17/2023	2276	
Violation		Count
7-6-50 WMC - NO DOG LICENSE DISPLAYED		1
Date Reported	Citation Number	
7/14/2023	1024	
Violation		Count
MTC 1101 - SPEEDING (10-19 MPH) OVER POSTED LIMIT		6
Date Reported	Citation Number	
7/10/2023	2724	
7/10/2023	2725	
7/13/2023	2167	
7/17/2023	2726	
7/24/2023	2727	
7/26/2023	2728	
Violation		Count
NON-CRIM ORDINANCE VIOL - 10-4-110 - FIREWORKS		1
Date Reported	Citation Number	
7/1/2023	2806	
Violation		Count
TRAFFIC VIOL-ORDINANCE - 703(3) - FAILED TO STOP FOR STOP SIGN		1
Date Reported	Citation Number	
7/14/2023	2222	
Violation		Count
TRAFFIC VIOL-ORDINANCE - MTC 1101 - SPEEDING (20-24 MPH) OVER POSTED LIMIT.		2
Date Reported	Citation Number	
7/7/2023	2165	
7/22/2023	2170	
Violation		Count
TRAFFIC VIOL-STATUTE - MTC 1101 - SPEEDING (10-19 MPH) OVER POSTED LIMIT		1
Date Reported	Citation Number	
7/7/2023	2081	

Revenue Type Summary

Period: 7/1/2023 - 7/31/2023
Created by: LEAH VANARSDALL on 8/1/2023 9:47:26 AM

Severance Court Clerk
Severance Municipal Court
3 S. Timber Ridge Parkway
Severance, CO. 80550

Payment Amounts by Type

Description	Amount
COURT COSTS	\$325.00
FINES	\$4,775.00
RESTITUTION (LOCKED)	\$1,000.00
SUR-CHARGE	\$540.00
Payments Total	\$6,640.00



Town of Severance

Monthly Activity Report

July/August 2023

Severance Building Department
3 Timber Ridge Pkwy
Severance CO 80550

New Single Family permits issued - 14
Residential Alteration permits – 21
Residential roof permits – 8
Residential Solar permits - 8

Total valuation of new Single Family permits - \$4,765,868

Number of New Residential Inspections - 1298
New Residential pass/fail ratio – 67.03%
Number of Alteration inspections - 187
Residential alterations pass/fail ratio – 68.98%

SAFEbuilt is looking forward to having a booth at “Severance Days”

Russ Weber

Town of Severance, Building Official

Issued Permits by Permit Type

Severance

07/01/2023 - 07/31/2023

Commercial New	Permits Issued	Valuation	Fees Paid
Temporary Construction Trailer (Commercial New)	1	\$15,300.00	\$619.90
Subtotals:	1	\$15,300.00	\$619.90

Residential New	Permits Issued	Valuation	Fees Paid
Detached Single Family	13	\$4,201,034.48	\$492,244.08
Subtotals:	13	\$4,201,034.48	\$492,244.08

Issued Permits by Permit Type

Severance

07/01/2023 - 07/31/2023

Residential One Stop	Permits Issued	Valuation	Fees Paid
AC/Furnace Combination - Residential	4	\$33,715.00	\$1,286.87
Air Conditioner - Residential	2	\$11,293.35	\$403.28
Misc. Mechanical, Plumbing or Electrical - Residential	3	\$8,247.00	\$538.45
Replacement Windows - Residential	5	\$96,402.65	\$2,235.25
Residential Exterior Flatwork	6	\$43,726.00	\$1,387.07
Residential Roof - Asphalt	11	\$153,177.26	\$3,747.19
Siding	3	\$59,163.83	\$1,364.95

Issued Permits by Permit Type

Severance

07/01/2023 - 07/31/2023

Water Heater - Residential	2	\$4,700.00	\$264.60
Subtotals:	36	\$410,425.09	\$11,227.66

Totals:	50	\$4,626,759.57	\$504,091.64
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Finance Director Report

Nancy E. Mueller, CPA
August 2023

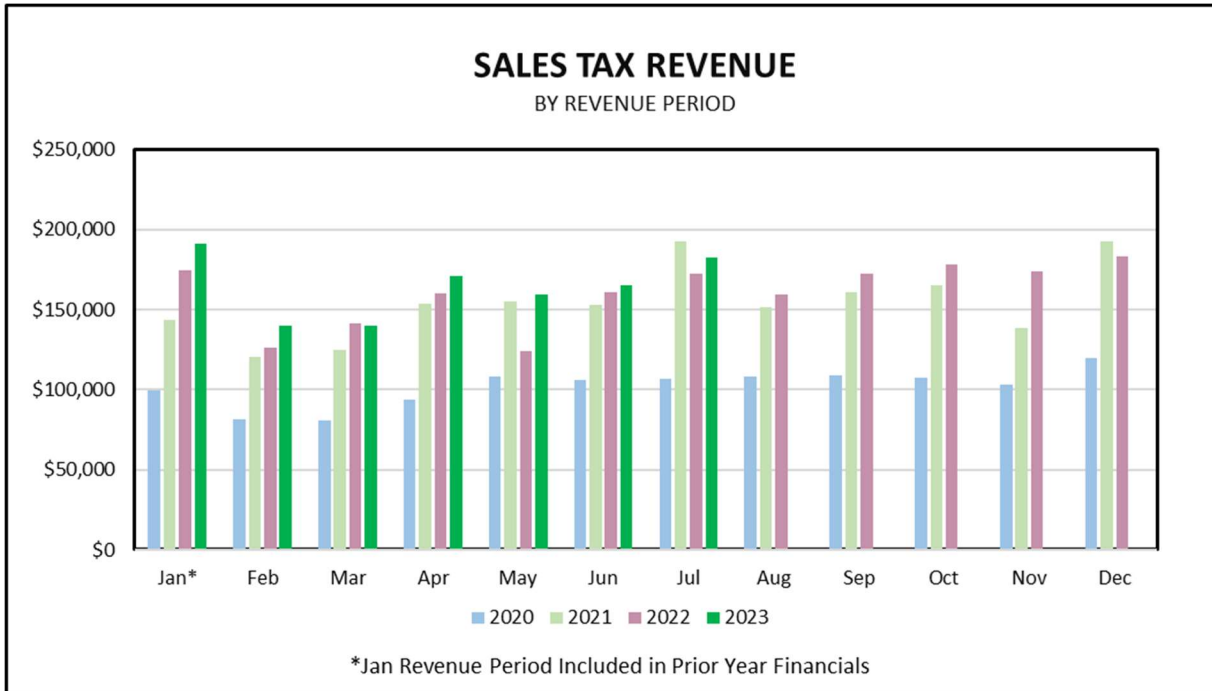


Sales Tax Revenues

Sales tax revenues for the July 2023 Revenue Period were 5.6% higher than the same period in 2022 and total sales tax revenues year to date (YTD) are 8% higher than 2022.

The July Revenue Period is for June "shopping".

July 2023 Revenue Period = \$182,357



PLEASE NOTE THIS IS BY REVENUE PERIOD
LATE OR AMENDED FILINGS ARE INCLUDED

Property Tax Revenues

Property taxes are collected throughout the year, but typically 95% are received in the first six months with February, April, and June having the highest collection amounts. Weld County allows homeowners to make full payment by April 30th or to pay ½ by February 28th and ½ by June 15th.

PROPERTY TAX COLLECTIONS								
	2020		2021		2022		2023	
Month	\$ YTD	% Budget	\$ YTD	% Budget	\$ YTD	% Budget	\$ YTD	% Budget
Jul	1,187,590	82%	1,305,728	100%	1,772,370	99%	1,864,462	100%

*2020 includes correcting AJE; 2021 includes overdue amounts collected for 2020

Public Work Director Report

John Zacklene

Aug 14 ,2023



WATER/WASTEWATER-

Reporting – A list of approved Lead/Copper sites has been submitted and approved by the state. Additionally, our team, with the help of Direct Discharge, is working on submitting an updated wastewater Water Quality Management plan. The outlet pipe from the solids pond to the contact chamber was raised 3 feet to help with sampling results. 8 Aerators are operational currently and the plant is operating efficiently. The 9th Aerator is ordered and will be operational after we receive it from the vendor. The North Pond needs the lower liner repaired and is scheduled to begin On 8-21-23.

Sampling – All testing for water and wastewater sampling has been transferred back to Weld County. Currently the Town complies with all testing and sampling requirements. We are doing 9 samples per month currently. All samplings have been going well with no town issues. Lead and Copper tests are up to 20 tests every 3 years.

Water Tanks- We currently have an Emergency Response Plan with Dave Lewis from Direct Discharge for our town's water supply. The North water tank rehab has been completed. North tank is back online and servicing the towns water as needed. Construction has started on the new tower tank. The water line tie in that connects the new tower tank to the existing water lines is completed.

Jetting- Sewer main jetting of the entire town will begin in 2023 again. There was approximately 40 miles of main line to be cleaned. We have approximately 5 hot spots to watch for. The pipe between ponds 1&2 has been jetted due to poor performance and build up. Water valve exercise has been completed. Hydrant maintenance is in progress.

STORM WATER

- We have started ditch maintenance. All ditches, inlets and outlets and vaults will be cleared of debris and build up as the weather permits.
- Culvert grates are being repaired and painted as needed. Safety grates are built and installed on the Baldridge inlet and the box culvert under Ponderosa at Sunset Ridge.
- The new sweeper is being used to keep drain pans and gutter pans clear of debris.
- Detention ponds are being mowed as we can get into them due to all the rain.

STREETS

- Our new tailgate sanders and small mag tanks have been installed on our 2 other plow trucks.
- Potholes will be filled as needed throughout the winter and spring.
- All but 4 subdivisions and County roads have had the street signs updated.
- Cr21 FDR has begun and scheduled to be completed by 8-28-23.

- ADA concrete grinding has been completed within Summit view and overlook.
- New guardrail reflectors and delineators have been ordered for all our guardrails and will be replaced throughout the summer.
- ROW mowing is ongoing.
- The well project at P.W. is almost completed. The well shed has been built and the well controls are installed. Waiting on the electrical.
- Dirt roads have all be treated for dust control.

PARKS

- Playground equipment has been inspected and repaired for Cirs standards.
- The maintenance shed has been built and we are waiting for the electrical work to be completed.
- New trash cans have been installed along with the benches at Comm Park.
- All parks equipment has been serviced and ready for the 2023 season.
- Looking to add an additional fountain in Blue Spruce Pond this year.
- Mowing is ongoing throughout town and the parks.
- We are having a good amount of vandalism at our parks again this year.

Police Chief Report

Jim Gerdeman, Chief of Police

July 2023



Projects Updates

- The Severance Police Department and Human Resources are receiving one or two applications every other week. The staff has decided to conduct oral boards once two or more applicants have passed the written test to help speed up the officer hiring process. The Severance Police Department is currently short three patrol officers and one sergeant.
- The Severance Police Department will accept applications for the Sergeant position until July 31, 2023. The Sergeant candidates must take a written test, and then the oral boards will be scheduled for August 21, 2023.
- The Public Works Department located damaged property at two of the Town's parks. The Severance Police Department responded to both incidents and took reports for criminal mischief crimes. With the help of the new camera system at the Town parks, the Severance Police Department was able to locate the juveniles that committed the crimes.

Community Support and Relations

- The Town of Severance First Responder and Military Appreciation Concert happened on July 7, 2023. The Colorado Rangers and the Severance Police Department provided security and traffic control for the event. Despite the weather problems at the event, it was still a success. The Severance Police Officers walked around the park grounds getting to know the people and handing out items to the kids.



POLICE DEPARTMENT CALLS FOR SERVICE

PLEASE NOTE THAT MONTHLY STATS MAY VARY DUE TO WHEN INFORMATION IS PROCESSED

July 2023

It is the mission of the Severance Police Department to serve our community through collaboration with our citizens to maximize public safety while providing ethical and equitable services.

IF YOU HAVE AN EMERGENCY OR NEED TO SPEAK WITH A SEVERANCE POLICE OFFICER, PLEASE CALL 911.

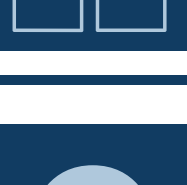
If you do not wish to call 911 and still need to speak with a Severance Police Officer, please call the Weld County Dispatch 970-350-9600 (option 4).



Town of Severance Police Dept.
3 Timber Ridge Pkwy
Severance, CO 80550

970 -686-1218

townofseverance.org/police-department

	Alarm Burglar	7		Domestic Violence	1
	Trespass	2		Family Problems/ Child	0
	Assault	2		Fraud	2
	Assist Fire /Medical	1		Harassment	5
	Drug Activity	0		Hit and Run	3
	Civil Issue /Standby	1		Suicide/Mental Health	16
	Criminal Mischief	5		Suspicious Circumstances	19
	Custodial Arrest	1		Traffic Stops	72
	Disturbance	7		Traffic Accidents	8
TOTAL CITATIONS		25	TOTAL CALLS FOR SERVICE		414

August Engineering Report

Chris Messersmith and Shar Shadowen, Colorado Civil Group, Inc. (CCG)
August 22, 2023



Capital Improvement Projects

SH 392 – WCR 23 Intersection Improvements

Roadway widening is near completion and signal heads and mast arms have been installed. The contractor (Coulson Excavating) has been working to make up for lost time due to the subgrade stabilization delays. Staff and Coulson are working through MHTs (Methods of Handling Traffic) to try to avoid long traffic waiting queues during the last week of paving work. Signals are planned to be energized and put into flash operation (5 days of flashing yellow for SH 392 and red for CR 23) the week of 8/21, and the intersection improvements fully functional the week of 9/01, at the latest. Project closeout and final acceptance by CDOT is anticipated in December 2023.

E Harmony Road – WCR 19 Intersection Improvements

Drexel, Barrell & Co. (DBC) submitted the 90% construction drawing package on January 18th. CCG has reviewed the submittal package with Town staff and will issue comments and coordinate with the referral agencies. The acquisition of the 800 square feet of additional right-of-way in the southeast quadrant of the intersection is complete. Town staff has been informed that the construction of this project may be fully paid for using BG allocation funding. CDOT has requested a project start up meeting with the Town of Severance and DBC.

CDOT TAP/MMOF Trail Project

Mountain Constructors, Inc. (MCI) has completed the trail project and CDOT is currently reviewing the project final acceptance. Project close out is anticipated in September.

Community Park Phases 2 & 3

Water service for the CXT restroom is anticipated to be provided by The Town of Severance South Water Line Loop Capital Improvement Project and/or the Waterfowl Way Extension (Tailholt Subdivision Fourth Filing) when completed. Obtaining a water service from the NWCWD is not likely.

Secondary/Emergency Water Connection

Town staff has completed a draft IGA document and met with City of Greeley staff on May 22, 2023, July 10, 2023, and July 31, 2023, to discuss operational parameters related to the water system secondary connection (i.e. emergency connection). CCG has updated the secondary/emergency connection supporting (operation/sizing) calculations based on an alignment that will benefit both municipalities. A conceptual water line plan and profile was emailed to the City of Greeley staff on August 2, 2023, for review and comment. CCG will follow up with City of Greeley staff the week of August 14th, to review the next steps.

Water System Monitoring

CCG has been working with Town staff and the NWCWD staff on a weekly basis to monitor the Town's water distribution system and performance (pressure and flowrates) continuously since June 5, 2022. The Town's 2022 Maximum Day Demand (MDD) of 1.20 MGD was observed on July 17, 2022. CCG has been working with the Public Works Department and the NWCWD to make seasonal adjustments to Master Meters No. 1 and No. 2 to meet water quality requirements. Adjustments have recently been made to meet the increase in water demand. The 2023 water system demand of 1,099,238 GPD was observed during the week of July 17th. This is the highest water demand (MDD), to date, for this year. CCG has requested updated water usage data from the Public Works Department for the weeks of July 24th, July 31st, and August 7th.

NWCWD Amended and Restated Water Service Agreement/Potable Water System Master Plan

CCG has completed the potable water system hydraulic modeling for the full build out of the Town of Severance's water service area. Data has been requested of Stantec/NWCWD at the Master Meter No. 1 location. Future upgrades to Master Meter No. 1 will allow the Town of Severance to serve the full build out of the water service area. On January 6, 2023, Stantec confirmed that they have all the information they need from the Town of Severance. Once a response is provided by Stantec/NWCWD, CCG will coordinate with Town Management on the final Potable Water System Master Plan since it is unknown, at this time, what additional capacity the NWCWD can provide to the Town of Severance. According to Town Management, Stantec/NWCWD will not respond until their water system master plan is complete. The hydraulic analysis is scheduled to be completed by July 31, 2023, and the Master Plan will be released for review by October 31, 2023.

1.5 MG Elevated Water Tank

The 1.5 MG Elevated Water Tank is currently being constructed by Landmark Structures I, LP. The Contactor has completed the 12" and 16" inlet and outlet water line installation, the concrete foundation, and the concrete pedestal, including the concrete dome cap (see photo). The Contractor is currently working inside the concrete pedestal, installing the water lines, ladder, landing, inspection rail, and cable hanging brackets. The steel water tank will be constructed on the ground starting around September 6, 2023. Work will be suspended from November 2023 until April 2024 due to weather. The 1.5 MG Elevated Water Tank is anticipated to be commissioned by October 31, 2024.



Wastewater Projections

Town Management and CCG have reached out to the Town of Windsor (TOW) regarding future wastewater treatment capacity with their planned Wastewater Treatment Facility (WWTF) expansion. Additional wastewater capacity is dependent on three items; (1) Additional capacity at the TOW WWTF, (2) a new sanitary sewer interceptor from Severance South to the Town of Windsor WWTF, and (3) a Utility Plan Amendment that the Town will need to prepare and submit to the North Front Range Water Quality Planning Association for review and approval. CCG has completed the wastewater projections for the full buildout of the Town of Severance service area. CCG submitted the wastewater (building permit) projections over the next 20+ years to Town Management for review on December 14, 2022. CCG monitors the wastewater flowrates monthly. In January 2023, a maximum 30-day average effluent flowrate of 146,204 GPD was observed at Town of Severance WWTF. This is 94.3% of the 155,000 GPD permitted capacity. The remaining capacity is 8,800± GPD. Wastewater flowrate(s) ranging from 292,387 – 385,000 GPD have been observed in the TOW Inceptor. This is 29.2% – 38.5% of the 1.0 MGD contractual capacity.

Town Management Report

Nicholas J. Wharton & Lindsay Radcliff-Coombes
August 2023



UPCOMING TOWN MEETINGS & EVENTS

- 08/16- Planning Commission Work Session Meeting
- 08/18 - 08/20- Severance Days
- 08/22 – Town Council Work Session and Council Meeting
- 08/28 - Tree Board Meeting
- 09/04 – Labor Day Town Hall Closed
- 09/06 – Municipal Court
- 09/12 - Town Council Work Session and Council Meeting
- 09/13 – 3rd Grade Field Trip to Town Hall
- 09/20 – Planning Commission Meeting
- 09/25 – Tree Board Meeting
- 09/26 – Town Council Work Session and Council Meeting
- 10/27- Trick or Treat Parade
- 11/04- Turkey and Food Drive
- 12/09- Annual Town Christmas Event

FISCAL RESPONSIBILITY

- Financial Software
 - The Finance Department has selected Tyler Technologies as the future of the Town's software.

TRANSPARENCY

- Zip Codes
 - Management and received a letter of support from U.S. Representative Ken Buck to combine zip codes for Severance into one zip code potentially. The Town sent a letter with Representative Buck's letter to the regional U.S. Postal Manager. Currently, the Town and our current GMA have seven zip codes. (80546, 80550, 80524, 80610, 80615, 80650, 80631) (Waiting on Mr. Betts to follow up)

WATER & WASTEWATER SECURITY

- 1.5 MG Elevated Water Tower
 - Construction has begun, the foundation has been completed, and the side walls are now constructed. This project will take approximately 18 to 24 months to complete. (See Engineering Report CCG)
- Wastewater Plant
 - This project is scheduled to begin design in 2026; however, Management would like to move the design of this project to 2024 to ensure compliance with all State regulations. This will be an upcoming discussion during the 2024 budget process in the coming weeks.

TRANSPORTATION

- 10822 County Road 74

- In 2013/2014, during the construction of Phase 1 of the Downtown Drainage Improvement Project, it seems that the land located at 10800 County Road 74 was not properly acquired; thus, the current sidewalk was built on private property. Management and Engineering are working to have this matter corrected properly. As an update, all proper paperwork has been provided to the land owner and waiting for their response.
- WCR 19/Harmony Rd Intersection
 - This intersection is designed, and the Town has received state and federal funding for its construction. Funding will be available in July 2023, when the design will be completed, and an RFP will be scheduled late fall or early winter.
- Hwy. 392/WCR 23 Intersection
 - Construction is near completion; the main arms are currently up - and pavement widening has been constructed at the site. The project should be completed within an estimated time frame of mid-to-late September. The most important aspect being considered during the construction of the project is improved safety, for both the traveling public and construction workers. Two Severance Middle School students who have shown interest in the project attended a council meeting four years ago and will be Seniors at Severance High School next year. They have been invited to attend the groundbreaking/ribbon cutting for this signalized intersection safety improvement project. Upon completion of this project, motorist safety will be improved, and delays will be reduced.
- Pavement Assessment
 - The RFP was released in May, and three bids were accepted. The staff has selected a consultant, and work is slated to begin in the fall.

PUBLIC SAFETY

- Town staff has selected a consultant for the Architecture of the Police Department building. As renderings become available, staff will present them to the Town Council for input and guidance.

SAFE PASSAGEWAYS

- Staff are working with the applicants located at 9843 E. Harmony Rd. to finish the construction of the northern sidewalk along E. Harmony Rd. from Dollar General to the west along Fox Ridge Subdivision and connecting to Severance Shores Subdivision. This is planned for construction in late 2023, depending on the submittal and approval of future proposals. (No Update)

COMMUNICATIONS

- Weld County Commissioners have executed the agreement to sell the 2-acre property on E Harmony Rd. and staff is waiting for their Attorney to schedule their closing paperwork with management.
- Xfinity is completed and live now in Hunter's Crossing, Severance Shores and Fox Ridge Subdivision. Comcast has nearly completed all boring throughout Town, and will continue to focus on bringing live services in the coming months.
- Town Management is working with Weld County and the 911 Authority and they will be attending the Sept. Field trip and Severance Days with CODE RED this year now.
- Citizen Advisory Board, CAB, has 7 applicants submitted for 4 openings, and 1 Tree Board Alternate that will come forward at the next Council meeting.
- The 40th Neighborhood night out at Community Park was a success with many residents able to interact with Severance police officers and Weld County Victim Advocates.
- Town Planner vacancy is filled with a start date of Aug. 21st.
- Musicians for Severance Days-DJ Coop, Shovelin Stone, and Spencer Crandall.

- 107 Booths reserved for Severance Days 2023, 10 food trucks, and \$48,000 to date for all sponsorships, with an additional \$18,000 in In-Kind donations for the summer events.
- Open Positions: Two (3) Patrol Officers and One (1) Patrol Sergeant
- Ayers Updates:
 - Housing Needs Assessment final draft has been provided to staff for review and comments before bringing it to Council for review.

ADDITIONAL REPORTS INCLUDED IN THE PACKET

- Finance Report
- Court Report
- Public Works Report
- Public Safety Report
- Building Department (SAFEbuilt) Report
- Engineering Report
- WSFR Report



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 86 - Citizens Advisory Board Interviews and Appointments	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Management asks that the Town Council discuss the appointments for the Citizen Advisory Board and take action. • Actions that may be taken: ○ Move to appoint four members to the Citizen Advisory Board ○ Take no action		<u>Discussion</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
Management and the Town Clerk have received interest from seven (7) residents for the four (4) open positions on the Citizen Advisory Board. The emails/letters of interest were included in the packet, along with a resume, and answered interview questions. The applicants have been asked to attend the Council Meeting to introduce themselves and answer any questions from the Council. Those seven (7) interested residents are listed below: • Tad Borrett • Josh Green • Karen Hessler • Ashley Jacobson • Colin McManus • Marissa Riopelle • Richard Vandenberg		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Town Council take action and move to appoint four members to the Citizen Advisory Board.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. CAB Applicants 8.14.23		

July 25, 2023

Mr Mayor Fries and Town Council,

I'm writing this letter to express my desire to serve on the Citizen Advisory Board for the Town of Severance. It has been my desire for some time to serve in some capacity the town which I have now called home for nearly five years.

I believe, in my nearly 56 years, I have some life experience to offer my thoughts on issues and challenges the town will be facing in the coming years.

Please accept this letter and resume as my official request to join the Citizen Advisory Board.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tad Borrett". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Tad Borrett

202 Haymaker Ln

Severance, CO 80550

Tad Borrett

Contact

202 Haymaker Ln
Severance, CO 80550
970-420-1028
tad@securityinsurancegroup.net

Objective

To serve the Town of Severance as a Citizen Advisory Board (CAB) member.

Education

University of Nebraska - Lincoln
Lincoln, NE
BS in Education
1991

Job Experience

May 2014 - Present
Broker Affiliate – Security Insurance Group Greeley, CO

January 2006 – May 2014
Commercial Producer – LBN/PFS Insurance Group Johnstown, CO



CITIZEN ADVISORY BOARD INTERVIEW QUESTIONS

1. Please tell us a little about yourself, your experience, and why you want to be on the Citizen Advisory Board. *I've lived in Severance since August 2018. I was born and raised in Fort Collins. I have been an independent insurance agent since 2006 serving Northern Colorado. I would like to serve the Severance community by offering my time and to assist the town council in any way I am able.*
2. What makes you qualified for the position of Citizen Advisory Board Member? *I'm a town resident who has lived here 5 years and I'm a registered voter.*
3. What is your definition of Smart Growth? *I would say Smart Growth is growth that provides needed services and yet keeps the character of the values our community desires. Growth is inevitable but it can be managed and done fairly to both traditionalists and developers.*
4. Have you served or volunteered on a board or commission before? If so, in what capacity did you fulfill your term? *I have not.*
5. Do you have any conflicts of interest that could lead to or be perceived as a conflict of interest if you are appointed? *None that I am aware of.*
6. Have you watched or attended any Planning Commission or Council Meetings, and have you met with any Council Members, or Staff to understand the position and what it entails? *I have both attended and watched online council meetings. I have met with Matt Fries and Dave Bruin. They informed me of what to expect.*

Leah Vanarsdall

From: Josh Green <joshgreen@thecalvary.org>
Sent: Wednesday, August 2, 2023 2:09 PM
To: Leah Vanarsdall
Subject: Citizens Advisory Board



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender
joshgreen@thecalvary.org

Caution: This is an external email and may have a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your OnixIT at support@onixit.com or (970) 223-0300.

Greetings Mayor and Town Council,

I am writing to express my interest in being selected for the Citizens Advisory Board. I have been a citizen of Severance since August of 2017 when my family and I moved from East Texas. I am a retired Police Officer of Tyler Texas where I served for 20 years. I was also a pastor in Bullard Texas for 6 years and moved to Severance to start Calvary Severance. We launched the church in January 2019 with the goal of being a serving, committed part of our community. As a pastor I have a vested interest in the healthy growth of our community. I have served in a few positions with the town government. I was on the selection committee for the establishment of the Severance Police Department, the Land Use Advisory Committee as well as serving in other citizen roles. I am extremely impressed and encouraged how our town government seeks input from its citizens and would be honored to be considered to serve on the Citizen Advisory Board.

Thank you for your consideration.

Josh Green
Pastor Calvary Severance
Calvaryseverance.org
903-714-5751

Joshua S. Green

721 Elk Mountain Dr.
Severance, Co 80550
903-714-5751
joshgreen@thecalvary.org

PROFILE

My Name is Josh Green and I am a retired Police Officer from Tyler, Texas. I served the City of Tyler for 20 years in Law Enforcement and also pastored County Line Baptist Church in Bullard, Texas for the past five years. After retirement my wife and daughter and I moved to the Severance area of Colorado. I am the Senior Pastor of Calvary Church Severance.

EXPERIENCE

Police Officer, Tyler, Texas Police Department — July 21, 1997-July 21, 2017

I served as a Certified Tyler Police Officer for 20 years. The Tyler Police Department employees approximately 200 sworn officers and a number of non sworn personnel.

I began my career as a Tyler Police Officer on July 21, 1997 and was assigned to the Patrol Division for the first three years of my career. In 1999 I was selected for the Bike Unit and served in that specialized unit until 2009 when I was selected as a Youth Crimes Detective where I completed my career. I served on the Tyler Police SWAT Team for 10 years and my duties included perimeter team, entry and sniper. I also served as a Field Training Officer where I trained new cadets. I instructed in the Tyler Junior College Police Academy in the subjects of Use of Force, Patrol Procedures, Firearms, Arrest Search and Seizure and DUI Detection. I also conducted regular inservice training related to these subjects for the Tyler Police Department.

During my career I received a Master Peace Officer Certification and Distinguished Expert Shooting Award. I was awarded numerous awards that include a Life Saving Award, 3 Police Commendations and the Tyler Police Medal of Valor.

I have been a certified TCOLE Instructor in the State of Texas since 2002. I was also an Adjunct Instructor for the Advanced Law Enforcement Rapid Response Training through Sam Houston State University where I instructed Active Shooter Training. During my career I was responsible for the development and implementation of several blocks of training that included Basic Pistol Marksmanship, Hostage Rescue Tactics, Basic and Advanced Sniper Training, Officer survival and First Aid, Contact/Cover Principles, Low Light Training and Room Clearing/Entry tactics.

I have conducted seminars and assisted in the development of site plans for school and religious organizations. I was also a Glock and Colt Armorer for our department.

Senior Pastor, County Line Baptist Church, Bullard Texas — April 2012-August 2017 I was the Bi-Vocational Pastor of County Line Baptist Church in Bullard, Texas. My duties

were teaching, preaching and overall leading of the congregation. I was responsible for leadership development of elders and leaders in the church. I was the overseer of our ministries both inside and outside the church. I developed new constitution and by-laws for the church and facilitated a revitalization. I also facilitated the transition to the new teaching pastor of the church.

Senior Pastor/Church Planter of Calvary Church Severance, Severance Colorado —

August 2017 to Present I am the church planter and senior pastor of Calvary Church Severance. My duties are to teaching, preaching, and overall leading of our growing congregation. I am responsible for leadership development of elders, deacons and staff. I lead in directing the mission of our church to invest in our community for not only the physical health of our community but also the spiritual health of the people in the community of Severance.

EDUCATION

Paola Junior College — Associates Degree in Agribusiness- 1995

East Texas Police Academy- Peace Officer Certification- 1996

Luther Rice University and Seminary- Bachelors in Religion with Focus on Ministry- Current

SKILLS

I have spent a career in instructing, teaching and passing on valuable knowledge in a professional atmosphere and am an experienced communicator. I have had the privilege to attend and acquire numerous blocks of training related to my law enforcement career and have passed this knowledge on to others. I take pride in developing others to be leaders and equipping them to lead others in a polite and professional manner.

REFERENCES

Chris Miller-City of Tyler, Police Detective-711 W. Ferguson, Tyler, TX 75702
Phone 903-530-9791

Paul Robeson-City of Tyler, Police Lieutenant-711 W. Ferguson, Tyler, TX 75702
Phone 903-520-5226

Bobby Brasher- Brook Hill School, Dean of Students-11410 Woodview Ct, Flint, TX 75762
Phone 903-312-7390

Kris Shustella-The Branch Community Church, Elder-3248 FM 2493 E, Bullard, TX 75757
Phone 903-279-8993



CITIZEN ADVISORY BOARD INTERVIEW QUESTIONS

1. Please tell us a little about yourself, your experience, and why you want to be on the Citizen Advisory Board. I am a retired police officer from Tyler Texas where I served for 20 years. I also pastored a church in east Texas and am currently the pastor of Calvary Church Severance. My family moved to Severance in August of 2017 and this has become home to us. We love our community and want to see it grow in a healthy way and I feel I can contribute to the healthy growth of Severance.
2. What makes you qualified for the position of Citizen Advisory Board Member? I have a deep interest in our community. I have served the public for 20 years in law enforcement and now serve our community as a pastor. I have strong relationships within our community and feel that I can help be a catalyst for helping our community grow.
3. What is your definition of Smart Growth? I would define smart growth as growth that is most beneficial to the people of our community. We cannot deny that growth is happening, it just needs to be done in a way that our facilities, utilities, services and the people of our community are not overwhelmed and where the infrastructure as a whole is in place to handle the growth.
4. Have you served or volunteered on a board or commission before? If so, in what capacity did you fulfill your term? Yes. Land Use Advisory Board
5. Do you have any conflicts of interest that could lead to or be perceived as a conflict of interest if you are appointed? No
6. Have you watched or attended any Planning Commission or Council Meetings, and have you met with any Council Members, or Staff to understand the position and what it entails? Yes

August 7, 2023

Town of Severance
3 S. Timber Ridge Parkway
Severance, CO 80546

Dear Mayor Fries & Severance Town Council Members:

Thank you for accepting and considering my letter of interest in becoming a member of the inaugural Severance Citizen's Advisory Board. I have lived in Severance with my family on 3rd Street since October of 2001. I do not hold any other town office position and I am well over 18 years of age. Previously, I was the vice chair of the Land Use Committee and enjoyed the opportunity to be a part of the future plans for the Town of Severance. The experience was extremely educational, and peaked my interest for service in a similar capacity in the future.

As you will note from the enclosed resume, I am a registered as a nurse and as a family nurse practitioner (FNP) with the state of Colorado. I also have a PhD in Nursing Research, with additional education in public health perspectives and health promotion initiatives. My work over the last 25 years has involved grant writing, grant reviewing, research, publication, and memberships on boards and councils, as well as service to the community in the role of health advisor and provider of primary care services. Perhaps the past work that would most align with the Severance Citizen's Advisory Board (other than the Land Use Committee), would be membership of the board of the DOVEs, a program to shelter women and children experiencing abuse in the Scottsbluff/Gering, area community. I have also served in the volunteer capacity as FNP and grants specialist for Sunrise Community Health Center, where I was able to secure grant funding from the March of Dimes for a specialized prenatal program for underserved women in the Greeley and surrounding communities. Currently, I work as a research nurse scientist at UCHHealth, and cover research interests and needs of nurses working at Poudre Valley Hospital, Medical Center of the Rockies, Greeley Hospital, and Yampa Valley Medical Center. This position provides me insight to the medical health needs of the community at large, and may be useful to the advisory board in terms of a healthcare perspective. In addition, my knowledge of health promotion and community health may be additionally helpful. Health promotion includes within its context community safety initiatives, which I am very passionate about. Providing a safe community for the citizens of Severance is at the forefront of my desire to volunteer for the Advisory Council. I have a vested interest in the community, not only from being a resident for the last 22 years, but also from the perspective of a

mother of 2 teenagers, a daughter of an 85 year old mother, and a neighbor to multiple families who are raising their small children much like we've done here in Severance.

As an advisory board member, I believe that I would be able to provide service that would be fair, honest, and factual. In my work as a researcher, I am constantly engaged with and following the current literature, assessing its value in terms of application for implementation based on sound science and reproducible outcomes. My ability to critically analyze existing work for accuracy and feasibility may be especially useful to the advisory board and town council membership. As you may be aware, healthcare is evidence-based and founded on scientific outcomes that insure best practices for patients and their families. I would assume that my experience in this manner and context may be also useful in a community service capacity on the Severance Citizen's Advisory Board.

In closing, I understand that the board may have many advisory members from which to choose, and in doing so, I am confident that choice will be the best for the citizens of our town. I would be honored to be a part of the advisory board in order to serve the community in a more meaningful capacity. Thank you in advance for your time and consideration, and additional thanks for your work as our town council members.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen Hessler', with a stylized, flowing script.

Karen Hessler, PhD, FNP-C

405 3rd Street

Severance, CO 80546

Cell – (970)215-5594

Karen L. Hessler, PhD, FNP-C

Personal Karen.hessler@uchealth.org

Contact Info: Phone: (970) 215-5594

May 2008

Education: **PhD in Nursing**

University of Colorado at Denver and Health Sciences

Nursing/Research Methods

Aug. 1998

Master of Science in Nursing

University of Nebraska Medical Center

Family Nurse Practitioner

Dec. 1995

Bachelor of Science in Nursing

University of Nebraska Medical Center

Registered Nursing

Professional

Dec 2019 – Present

UC Health

Academic

Research Nurse Scientist, Northern Region

Work

Experience:

April 2018 – November 2019

Colorado Christian University, School of Nursing, Lakewood, Colorado

Professor & Director of RN-BSN Program - FT

May 2017 – December 2019

University of Nebraska Medical Center, College of Nursing

Associate Professor – PT FNP Program Instruction and Clinical Oversight

Jan 2002 – Dec 2017

University of Northern Colorado, School of Nursing, Greeley, Colorado

2013 – 2017 **Associate Professor Tenured in 2013**

August 10, 2015 to May 5, 2017– Assistant Director of Graduate Programs

May 5, 2016 to May 5, 2017 – DNP Coordinator

Doctoral Research Endorsement at UNCO Graduate School through Dec. 31, 2018

Aug 2007 – July 2013 - Assistant Professor tenure-track

Family Nurse Practitioner Program

Graduate and Undergraduate lecture and clinical supervision

Jan 2002 – July 2007 **Lecturer**

Coordination of Obstetrics Nursing

Graduate and Undergraduate lecture and clinical supervision

Received tenure-track Assistant Professor position in 2007 at UNC when ABD with

PhD in Nursing Research

Jan 2001 – Dec 2002

[*University of Nebraska Medical Center, Scottsbluff, Nebraska*](#)

Lecturer/Family Nurse Practitioner

Lecture, Clinical instruction, Family Nurse Practitioner at Panhandle Diabetes Clinic

Aug 1996 – May 1998

**Non-
Professional
Academic
Work
Experience:**

[*University of Nebraska Medical Center, Scottsbluff, Nebraska*](#)

Graduate Teaching Assistant & Graduate Research Assistant

Aug 1993 – Dec 1995

[*University of Nebraska Medical Center, Scottsbluff, Nebraska*](#)

Undergraduate Assistant

**Area of
Specialization:**

Family Practice primary care, obstetrics and gynecological primary care, nursing research, pediatric obesity/overweight prevention, rural health promotion, research investigating nurse practitioner practice issues, nurse education teaching and learning strategies.

**Research
Areas/
Interests:**

Rural pediatric obesity prevention/ rural health promotion / rural culture; Cognitive Load Theory and Interactive Teaching Strategies, The Flipped Classroom in Nursing Education

**Clinical Work
Experience:**

May 2018 – May 2020

[*Sunrise Monfort Family Clinic, Evans, Colorado*](#)

Family Nurse Practitioner – Research and Grant Consultant– *volunteer work to write and provide consultation and grant data management for Centering for Pregnancy, group prenatal care program.*

January 2014 – May 2016

[*Sunrise Monfort Family Clinic, Evans, Colorado*](#)

Family Nurse Practitioner – *volunteer work to support community and FNP knowledge for educating FNPs at UNC School of Nursing. Research collaboration.*

April 2011 – November 2013

[*Sunrise Monfort Family Clinic, Evans, Colorado*](#)

Family Nurse Practitioner

Community health center – FNP full range of patients including obstetrics, precepting students, both BSN and FNP from UNC School of Nursing – part-time faculty practice, grant funded FNP position.

Feb. 2002 – July 2003

[*Fort Collins Family Physicians, Fort Collins, Colorado*](#)

Family Nurse Practitioner

Primary care practice – patients of all ages and diagnoses

May 1998 – November 2001

[*Women's Center of Western Nebraska, Scottsbluff, Nebraska*](#)

Family Nurse Practitioner/Women's Health Nurse Practitioner

Care of obstetrics and gynecologic patients of all ages, surgery first assist, and hospital admitting privileges. Extensive on call responsibilities. Full time position.

August 2000- December 2001

University of Nebraska Medical Center – Panhandle Diabetes Center

Family Nurse Practitioner

Grant Funded diabetes clinic for Hispanic and Native Americans – primary care of diabetic patients, primarily type 2 diabetes mellitus, prevention of complications, routine visits and medication management.

February 1996 – May 1999

Regional West Medical Center, Scottsbluff, Nebraska

Registered Nurse

Perinatal RN for postpartum, anetpartum, labor and delivery, nursery and neonatal intensive care unit, home care visits/community health OB, postpartum & newborn care, & charge nurse responsibilities

Publications:

Juried:

Squire, M. & **Hessler, K. L.** (2023). Patient to nurse violence in one-to-one assignment: a silent epidemic. *American Journal of Nursing*, 123(2), 28-35. doi: 10.1097/01.NAJ.0000918672.80373.ae.

Hessler, K. L., Haylett, W. J., Becker, M., Voss, J., Waterman, K., Higgins, J., Kidin, L., Villavicencio, D., DelMonte, J. (2021). Rapid response to ready RNs for the COVID-19 pandemic. *Journal for Nurses in Professional Development*, 37(4), 220-225.

Moorer, A., Klatt, E., Thornton, O., Groves, T.N., Eisenach, B., Soholt, K., Haylett, W. J., **Hessler, K. L.**, Zwink, J. (2021). SOS in a pandemic: staffing strategies for COVID-19. *Nursing Management*, 52(4), 22-30.

Jones, L., **Hessler, K.**, Winter, B. & Kupzyk, K. (2019). Use of toilet alarms in the inpatient setting: promotion of patient safety, privacy, and independence. *Journal of Clinical Nursing*, Accepted for publication Oct. 1, 2019.

Hessler, K. (2019). Student perception of the flipped classroom in nursing education. *International Journal of Nursing Education and Scholarship*, Accepted for publication June 2019.

Hessler, K. (2019). Christian-Based Leadership in Nursing. In *Nursing as Ministry*. Jones and Bartlett Learning, Boston, MA.

Hessler, K. (2018). *Flipping the nursing classroom: Where active learning meets technology*. Jones and Bartlett Learning, Boston, MA.

Hessler, K. (2018). Initial Physical Assessment of the Newborn, 2nd Ed. Western Schools, <https://www.westernschools.com/ce-course/nursing-ce-course/initial-physical-assessment-of-the-newborn-2nd-edition-4775.aspx>

Hessler, K. & Dunmen, K. (2017). *Laboratory Prediction of Overt Diabetes in the First Trimester of Pregnancy*. June 22, 2017. DOI: 10.1002/2327-6924.12479

Hessler, K. (2016). Nursing Education: Flipping the classroom. *The Nurse Practitioner*, 41 (2), 17-27.

- Hessler, K.** (2015). Self-efficacy and knowledge of nurse practitioners to prevent pediatric obesity. *The Journal for Nurse Practitioners*, 11 (4), 402-408.
- Henecke, L. & **Hessler, K.** & LaLonde, T. (2015 Jun). In-patient ambulation: use of an ambulation platform apparatus. *The Journal of Nursing Administration*, 45 (6), 339-344.
- Hessler, K.** (2015). Initial Newborn Assessment. *Western Schools*, <http://www.westernschools.com/ProductDetail/pid/3611>
- Hessler, K.** & Henderson, A. (2013, June). Interactive learning research: Application of cognitive load theory to nursing education. *International Journal of Nursing Education and Scholarship*, 10 (1), 1-9.
- English, N. & **Hessler, K.** (2013, April). Prenatal advanced care birth planning for imperiled newborns: A model of participatory decision Making and Palliative Care. *Journal of Obstetric, Gynecologic, and Neonatal Nursing*, 42(3), 390-399.
- Hessler, K.** & Siegrist, M. (2012, Feb.) Nurse practitioner attitudes and treatment practices for pediatric overweight: How do urban and rural practitioners differ? *Journal of American Academy of Nurse Practitioners*, 24 (2), 97-106.
- Hessler, K.** (2012). Primary Care Prevention of Pediatric Obesity. *American Academy of Nurse Practitioners Accredited CE program* – peer reviewed CE program. Published online 4-2012. Available at: <http://www.unco.edu/nhs/nines/ceu.html>
- Hessler, K.** (2009 July, August). Physical activity behaviors of rural preschoolers. *Pediatric Nursing*, 35(4), p. 246-253.
- Hessler, K.** & Humphreys, J. (2008, April). Student evaluations: accepting criticism for positive change. *The Journal of Nursing Education*, 47 (4), p. 187-189.
- Leners, D., Sitzman, K. & **Hessler, K.** (2006). Perceptions of nursing student clinical placement experiences. *International Journal of Nursing Education Scholarship*, 3 (1), Article 24.
- Hessler, K.** & Ritchie, H. (2006). Recruitment and retention of novice faculty. *Journal of Nursing Education*, 45 (5), p. 150-154.
- Mueller, T. & **Hessler, K.** (2005). *Working With Your School Nurse: What General Education Teachers Should Do to Promote Educational Success for Students with Health Needs*. Access at: <http://iris.peabody.vanderbilt.edu/nur/cresource.htm>.
- Non-Juried:
- Hessler, K. (2010). Excelsior College Examination, Nursing Research. Test Item Writing.
- Hessler, K. (2007). Physical Activity Patterns of Rural Preschoolers. (PhD Dissertation).

Gross, Waltman, Murry(Hessler), & Peltzer-Rosen (1998). Education and Partner Support Effect of Mammography Use in Hispanic Women. (Master's Thesis)

Works in progress:

Hessler, K. (2019). *The Flipped Classroom: What do the Students Have to Say?* (IRB approval – data collection complete and working on manuscript)

Juried:

Professional Presentations:

- 2018 **Hessler, K.** (2018). *Flipped Learning: Where We've Been & Where We're Going*. 3rd Annual Higher Education Flipped Learning Conference at the University of Northern Colorado. Invited Keynote Speaker
- 2017 **Hessler, K.,** Santiago, R. & Bergmann, J. (2017). *Flipped Learning 3.0: I don't need no stinking certification!* International Webinar sponsored by Flipped Global Network. URL: <https://youtu.be/LuhKxSKLk48>
- 2017 Schams, K. Snyder, A., **Hessler, K.,** Zeller, D., Caywood, K. (April 22, 2017). *Learning Together, Combining Undergraduate and Graduate Simulated Learning*. Accepted to Western Institute of Nursing.
- 2016 Snyder, A. Dunemn, K., **Hessler, K.** Milbrath, G. (April 16, 2016). *Enhancing Care of Rural Adults Across Transitions of Care with Academic Practice Partnerships*. National Organization of Nurse Practitioner Faculty Conference, Seattle, Washington.
- 2016 **Hessler, K.** (Oct. 3, 2016) *Flipping the Nursing Classroom: Where Interactive Learning Meets Technology*. Webinar presentation sponsored by Jones and Bartlett Learning. URL: <https://youtu.be/Xv1SZZsC-vU>
- 2015 **Hessler, K.** (Nov. 5, 2015) *Flipping the Nursing Classroom: Where Interactive Learning Meets Technology*. Webinar sponsored by Jones and Bartlett Learning. URL: <https://youtu.be/PldzpdY0IYc>
- 2014 **Hessler, K.** & Johnson, K. (Summer, 2014). *The Flipped Classroom in Nursing Education: Creating and Intentional Instruction Environment*. Rocky Mountain Nurse Educators Conference, Breckenridge, CO. *(Invited 4-hour training pre-session)*
- 2014 **Hessler, K.** & Johnson, K. (Spring, 2014). *Experiencing the Flipped Classroom: Planning for Success & Avoiding the Pitfalls*. National Organization of Nurse Practitioner Educators Annual Conference, Denver, CO.
- 2013 **Hessler, K.** & Johnson, K. (Spring, 2013). *Experiencing the Flipped Classroom*. University of Northern Colorado, CETL Faculty Forum, Greeley, CO.
- 2013 **Hessler, K.** & Henderson. *Interactive Learning Research: Applying Cognitive Load to Nursing Education*. 24th Annual Rocky Mountain Research and Evidence-Based Practice Symposium, Denver, CO.
- 2012 **Hessler, K.** & Rojas, D. *Service Learning – Helping our Students Help Others*. 24th Annual Nurse Educators Conference in the Rockies,

Breckenridge, Colorado.

- 2012 **Hessler, K.** & Henderson, A. *Interactive Learning Research: How do Traditional and Interactive Methods Compare?* 24th Annual Nurse Educators Conference in the Rockies, Breckenridge, Colorado.
- 2011 **Hessler, K.** *Nursing Professional Panel, Nursing Research Day*, Medical Center of the Rockies, Loveland, Colorado.
- 2011 **Hessler, K.** & Henderson, A. *Cognitive Load Theory in Nursing Education: A Study of Interactivity*. Peer reviewed poster presentation at Rocky Mountain Nurse Educators Conference, Breckenridge, CO.
- 2010 **Hessler, K.** *Nurse Practitioner Attitudes and Treatment Practices for Pediatric Overweight: How Do Urban and Rural Practitioners Differ?* Sigma Theta Tau: Zeta Omicron Chapter, Loveland, Colorado.
- 2009 **Hessler, K.** *Creating Interactive Power Point Tutorials*. National Institute for Nursing Education and Scholarship Fall Faculty Development, UNC, Greeley, CO
- 2007 **Hessler, K.**, Henderson, A. & Merrill, A. *Pre-session Workshop: Pump Up Your Power Point*. International Rocky Mountain Nurse Educators Conference, Breckenridge, CO
- 2006 **Hessler, K.** *Evidence Based Nursing Practice*. Colorado Student Nurses Association State Convention Meeting, 2006, Denver, CO.
- 2006 Barlow, S. & **Hessler, K.** *Current Evidence Based Practice in Childhood Obesity Prevention and Treatment*. 2nd Annual Evidence Based Nursing Practice Conference, Greeley, CO.
- 2006 **Hessler, K.**, Henderson, A. & Merrill, A. *Creating Interactive Power Point Tutorials*. International Rocky Mountain Nurse Educators Conference, Breckenridge, CO.
- 2005 **Hessler, K.** *Nursing Theory in Practice: Bridging the Practice-Theory Gap*. North Colorado Medical Center Nurse Scholars Meeting, May 2005, Greeley, CO.
- 2005 Koeckeritz, J., Henderson, A., **Hessler, K.**, Merrill, A. *Increasing Interactivity in the Classroom: Teaching Strategies for Infrared Devices*. 23rd Annual Nursing and Technology Conference, Atlanta, GA.
- 2005 **Hessler, K.** *Nursing Theory in Practice*. Guest Lecturer, University of Northern Colorado Graduate Theory Course Nursing 600.
- 2004 Koeckeritz, J., **Hessler, K.** & Ritchie, H. *Increasing Interactivity in the Classroom: Applications for Infrared Devices*. International Rocky Mountain Nurse Educators Conference

Non-Juried:

- 2017 **Hessler, K.** (Spring 2017). *Flipped Learning: What do the Students Have to Say?* University of Northern Colorado – Center for Education, Teaching and Learning, Greeley, CO.
- 2017 **Hessler, K.** & Yestness, N. (Spring, 2017). *A Model for Flipped Learning: What it is Anyway?* University of Northern Colorado – Center for

Education, Teaching and Learning, Greeley, CO.

- 2016 **Hessler, K.** & Cuthbertson, W. (Fall 2016). *Faculty Teaching Strategies*. University of Northern Colorado – Center for Education, Teaching and Learning, Greeley, CO.
- 2016 Cuthbertson, W. & **Hessler, K.** (Fall 2016). *Faculty Assignment Showcase: Sharing Successful Assignments*. University of Northern Colorado – Center for Education, Teaching and Learning, Greeley, CO.
- 2016 **Hessler, K.** & Weil, J. (Spring 2016). *So, You Want to Write a Book....* University of Northern Colorado – Center for Education, Teaching and Learning, Greeley, CO.
- 2016 **Hessler, K.** (Spring 2016). *Online Teaching Faculty Forum: Tips and Tricks of the Trade*. University of Northern Colorado – Center for Education, Teaching and Learning, Greeley, CO.
- 2016 Clinebell, J., BovairdAbbo, K., Cuthertson, W., **Hessler, K.**, Ku, H. & Weddington, M. (Spring 2016). *Sensitive Topics of Discussion in the College Classroom*. University of Northern Colorado – Center for Education, Teaching and Learning, Greeley, CO.
- 2015 **Hessler, K.** (Fall 2015). *Interactive Teaching Strategies*. University of Northern Colorado – Graduate Teaching Academy, Greeley, CO.
- 2015 Bovaird-Abbo, K, **Hessler, K.** & Oravitz, M. (Fall 2015). *Just Ask: Enriching Evaluation Through Face-to-Face Student Feedback*. University of Northern Colorado – Center for Education Teaching and Learning, Greeley, CO.
- 2015 **Hessler, K.** & Weil, J. (Spring 2015). *Starting a Faculty Writing Group*. University of Northern Colorado – Center for Education Teaching and Learning, Greeley, CO.
- 2014 **Hessler, K.** & Matchett, N. (Fall, 2014). *Tech Tips for Faculty: Improving Your Teaching One App at a Time*. University of Northern Colorado – Center for Education Teaching & Learning, Greeley, CO.
- 2014 **Hessler, K.** (Fall, 2014). *Helpful Apps for the School Nurse*. National School Nurses Association Meeting, Loveland, CO. (invited podium)
- 2014 **Hessler, K.** & Hutchinson, S. (Fall, 2014). *Faculty Peer Review of Teaching: Lessons Learned*. University of Northern Colorado – Monfort College of Business, Greeley, CO. (invited faculty presentation)
- 2012 **Hessler, K.** *Evidence Based Assessment of the Female Patient*. University of Northern Colorado Guest Lecture, Advanced Physical Assessment.
- 2012 **Hessler, K.** *Evidence Based Prenatal Care*. University of Northern Colorado Guest Lecture, Nursing of Obstetrics and Women's Health.
- 2011 **Hessler, K.** *Maximizing Student Learning Using Cognitive Load Theory*. The Center for the Enhancement of Teaching and Learning Graduate Assistant for Graduate Student Professional Development Program

- 2004 **Hessler, K.** *Women's Health Promotion Lecture*. University of Northern Colorado Guest lecturer health promotion content BSN program, Nursing 345.
- 2004 **Hessler, K.** *Rural Nursing*. University of Northern Colorado, Guest lecturer health promotion content BSN program, Nursing 345.
- 2003 **Hessler, K.** *Women's Health Promotion Lecture*. University of Northern Colorado, Nursing 345.
- 2001 **Hessler, K.** *Osteoporosis Update Information*. Panhandles Diabetes Group, Scottsbluff, NE.
- 1998 **Hessler, K.** *Contraception*. Junior/Senior High Students.
Hessler, K. *Infertility*. BSN Students.
Hessler, K. *Getting Your Period*. Junior High Students.
Hessler, K. *Osteoporosis*. Scottsbluff Business and Professional Women's Assembly & Diabetes Support Group, Scottsbluff, NE.

1998 **Hessler, K.** *Education and Partner Support Effect of Mammography Use in Hispanic Women*. Graduate Research Presentation.

Funded Grant Applications:

Projects:

Hessler, K. & Brooks, L. (2018-2019). *Centering for Sunrise*. March of Dimes. (\$16,190).

Hessler, K. (2013 - 2015). *Laboratory Prediction of Overt Diabetes in Underserved Pregnant Women*. University of Northern Colorado Provost Faculty Grant Fund. **Accepted for funding Fall 2012.** (\$10,000).

Hessler, K. (2010). *Educating and Encouraging Nurse Practitioners to Implement Pediatric Obesity Prevention Practices*. University of Northern Colorado PRISM project. **Accepted for Funding May 2010.**

Hessler, K. (2008). *Provider Attitudes and Treatment of the Overweight & Obese Pediatric Patients*. University of Northern Colorado Provost Grant Fund Award. **Accepted for Funding, December 2008.** (\$6,000).

Hessler, K. (2008). *Provider Attitudes and Treatment of the Overweight or Obese Pediatric Patient*. University of Northern Colorado PRISM project. **Accepted for funding, April 2008.**

Hessler, K. (2007). *Physical Activity Patterns of Rural Northwestern Colorado Preschoolers*. American Academy of Nurse Practitioners – Foundation. **Accepted for funding July 2007.** (\$2000)

Hessler, K. (2006). *Evidence Based Practice in Childhood Obesity*. University of Northern Colorado SPARC Small grant speaker/mentor proposal. **Accepted for funding Jan. 2006.**

Hessler, K. (2006). *Evidence Based Practice in Childhood Obesity*. University of Northern Colorado SPARC Small grant speaker/mentor proposal. **Accepted for funding Jan. 2006.**

Hessler, K. (2005). *Prevention Practices of Rural and Urban Well-Child Health-Care Providers*. University of Northern Colorado PRISM project grant proposal – **Accepted for funding, June 2005.**

Submitted – unfunded

Hessler, K. (2011). *The Culture of Nursing Education: A Critical Review of Business as Usual*. Robert Wood Johnson Nurse Faculty Scholars Program, Submitted Feb., 2011.

Hessler, K. (2006). *Physical Activity of Rural Preschoolers*. Robert Wood Johnson Dissertation Grant Proposal, submitted May 2006.

Hessler, K. (2006). *Obesity Prevention Practices of Nurse Practitioners*. Sigma Theta Tau / American Nurse's Association Grant proposal, submitted May 2006.

Roehrs, C., **Hessler, K.** & Humphreys, J. (2006). Addressing the Faculty and Clinical Nursing Shortage Through Academia: The Clinical Scholar Model. FIPSE Grant, submitted May 2006

Hessler, K. (2005). *Rural Nurse Practitioner Well-Child Obesity Prevention*. NRSA Grant, Re-submitted 08-05.

Hessler, K. (2004). *Rural Nurse Practitioner Well-Child Obesity Prevention*. NRSA Grant, Submitted 12-04.

Hessler, K. (2004). *Experiences of Novice Nursing Faculty*. SPARC proposal.

**Professional
Consultation:**

Nurse Planner for Audio Digest – CE specialty program 2009-Present
Expert Clinical Legal Witness – Martin – Conklin C.P. 2009-2010
Reviewer for Journal of Nursing Education and Scholarship – ongoing
Reviewer for Journal of Nursing Education and Technology - ongoing
Reviewer of Mosby Publications – ongoing
Reviewer for Lippincott, Williams and Wilkins – ongoing
Reviewer for Pediatric Nursing Journal - ongoing
Reviewer for Journal of American Academy of Nurse Practitioners - ongoing
Reviewer for Pearson Publications - ongoing

**Professional
Association
Participation:**

National Organization of Nurse Practitioner Faculties
2005 - 2021
Active Member, no current committees
National
Membership

American Academy of Nurse Practitioners
1998 – present
Active Member
National
Membership

Association of Women's Health Obstetric and Neonatal Nurses Association
2003 – 2021
2013 - Northern Colorado Chapter Director
National
Membership

Sigma Theta Tau International Nursing Society
1999 – present
Member - Service as Awards Coordinator 2008

Membership Alpha Kappa Chapter-at-Large

Colorado Nurse Practitioner Coalition
2006, 2007, 2008, 2013, 2014, 2015
Active Member, no current committees
State of Colorado
Membership

Colorado Rural Health Association
2004 – 2014
Active Member, no current committees
State
Membership

Rural Health Care Association
2004 – 2014
Active Member, no current committees
National Membership

**Community
Service:**

2021-2022
Town of Severance Land Use Committee

2019
Family Nurse Practitioner Volunteer
Sunrise Monfort Family Clinic – Grant writing and expert consultation for
Centering Group Prenatal Care Program, March of Dimes Grant.

2018
Family Nurse Practitioner Volunteer
Sunrise Monfort Family Clinic – Grant writing and expert consultation for
Centering Group Prenatal Care Program startup.

2018
Family Nurse Practitioner Volunteer
9 news Health Fair – Community Service, FNP

2017
Family Nurse Practitioner Volunteer
9 news Health Fair – Community Service, FNP

2016
Family Nurse Practitioner Volunteer
9 news Health Fair – Community Service, FNP

2014 – 2016
Family Nurse Practitioner Volunteer
Sunrise Monfort Family Clinic – 8-10 hours of week of volunteer service.
9News Health Fair

2012 - Present
Family Nurse Practitioner Volunteer
9News Health Fair
Weld County Project Connect – Community Health Fair
Global Refugee Center – Community Health Fair
Medical Center of the Rockies – Healthy U – Community Health Fair –

Organization of FNP Student Volunteers

2009 – 2010

Expert Witness for Denver-based Legal Firm: John L. Conklin, ESQ.

2009 – 2010

PVHS Evidence Based Practice Nursing Committee - Committee Member

2009 – 2010

PVHS Nursing Research Committee - Committee Member

2005 – 2008

NCMC/UNC Evidence Based Nursing Conference Planning Committee
Greeley, Colorado

2006 – 2007

AWHONN Conference Planning Committee
Colorado/Wyoming Chapters

2006

National Student Nurse's Association Keynote speaker (Colorado chapter)
Denver, Colorado

2003 – 2009

Volunteer Parish Nurse – Cornerstone Baptist Nurse
Windsor, Colorado

2005

NCMC Theory-Practice Connection (Teaching NCMC nurses about theory in
preparation for Magnet Status Review) – Speaker at Professional Nursing
Organization Meeting
Greeley, Colorado

2003-2005

Women's Health Forum Conference: Board of Directors
UCN - Greeley, Colorado

2003

Student Nurse's Association Faculty Sponsor
UNC Greeley, Colorado

1999-2002

DOVES Board Member and Secretary (Battered women and children's shelter)
Scottsbluff, Nebraska

1992-1994

Volunteer Emergency Medical Technician
Kit Carson County, Colorado

2018 – Invited Keynote Opening Speaker for 3rd Annual Higher Education
Flipped Learning Conference, Greeley, CO

Honors and Awards:

2017 – Flipped Learning Global Initiative Research Fellow:

<http://flglobal.org/flippedresearchlabs/>

2016-2017 – DNP & Women's and Children's NEXUS Committees

2016-2017 – DNP Coordinator

2015 – Flipped Learning Academy – Competitive Faculty Development

2015 – NLN – Teaching and Learning Fellow Nominee

2014-2017 – UNC Center for Teaching and Learning – NHS Faculty Fellow

2012 – Nominee for UNC's Inspiring Woman Award

2010 – PRISM Grant Award

2008 – Provost Faculty Research Grant Awarded

2007 – AANP Foundation Grant Award for PhD dissertation research

2006 - University of Colorado School of Nursing Scholarship Award – UCHSC –
School of Nursing

2005 – PRISM Faculty Grant Award – UNC SPARC & SON

2005 – Elsevier Teaching of the Year Nomination – Elsevier Publishing Co.

2003 – 2005 – UHSC – School of Nursing – 4.0 GPA

1999 – Sigma Theta Tau Scholarship Award – Sigma Theta Tau International –
Omaha Women's Coalition

1998 – MSN Graduation with distinction/ Dean's honor roll – University of Nebraska
Medical Center

1996 – Sigma Theta Tau International Induction – Sigma Theta Tau International

1995 – BSN Graduation with Honors/ Dean's honor roll/ President School of Nursing
student organization. – University of Nebraska Medical Center



CITIZEN ADVISORY BOARD INTERVIEW QUESTIONS - Karen Hessler, PhD, FNP-C, RN

1. Please tell us a little about yourself, your experience, and why you want to be on the Citizen Advisory Board.

I and a Colorado native originally from North Park (Walden) on the western slope where my mother's family were pioneers in the 1800s. My husband and I purchased our home in Severance on 3rd street in the in Hunter Hill subdivision in October of 2001 where we still reside. I am a nurse with a masters as a family nurse practitioner, and also have a PhD in research. Currently, I work as a research nurse scientist for UCHHealth, and cover the northern region hospitals (PVH, MCR, Greeley, and Yampa in Steamboat). In this role I assist with a variety of research projects that investigate best care practices for patients and families. Since the recent pandemic I've been sent to home office, so I literally spend the majority of my time in the Severance town limits. We have raised our children here in Severance (who are now both teenagers) and have seen the growth in Colorado first hand over the last 22 years. Being a Colorado native, I have deep roots in the state.

I would like to be on the Citizen Advisory Board to contribute to the community and volunteer my time to provide a citizen's point of view to the decision makers on the town council. I have a vested interest in Severance as it is the home of my family, and we've enjoyed the beauty, safety, and rural feel over the years. Few would argue that it is an amazing area to raise a family. I would like to have those wonderful attributes of Severance be stable well into the future, and believe that I can be a part of helping shape the future for families who decide to make a home here.

2. What makes you qualified for the position of Citizen Advisory Board Member?

There is no actual job description for the position of Citizen Advisory Board Member, so it is bit difficult to speak to my specific qualifications to be in the position. My instinct answer would be to direct the board to my long-term residency within Severance, and my service on previous Town of Severance committees. I was the vice-chair of the Severance Land Use Committee, and I also volunteered as needed on the planning committee for the Severance Library. My role on the library planning committee was small, as Lindsay Radcliff-Coombs was the lead from the Town of Severance staff, but I did try to fill in and report back to her on meetings where I was in attendance. I enjoy being part of the community discussions and planning, and feel that I would be able to speak from the citizen's point of view on topics of interest to the board.



3. What is your definition of Smart Growth?

My definition of Smart Growth would be for the town to grow services at the same rate as residents.

4. Have you served or volunteered on a board or commission before? If so, in what capacity did you fulfill your term?

At the risk of being repetitive, I was on the recent Severance Land Use Committee and assisted Lindsay with the library planning committee meetings.

5. Do you have any conflicts of interest that could lead to or be perceived as a conflict of interest if you are appointed?

I do not have any conflicts of interest to declare.

6. Have you watched or attended any Planning Commission or Council Meetings, and have you met with any Council Members, or Staff to understand the position and what it entails?

I have met with Mayor Fries who was kind enough to explain the committee and its intent, as well as answer my questions.

Ashley Jacobson

Windsor, CO 80550

ssingh1989ss3_3au@indeedemail.com

+1 720 285 9276

To obtain a position in an organization where I can utilize my skills and education while continuing to learn and grow, contributing to the success of the company.

Authorized to work in the US for any employer

Work Experience

HR Generalist

Kinetic Industry

November 2022 to Present

- Compensation and benefits manager
- Disciplinary matters
- Compliance (federal, state, local)
- Training, continuing education
- Recruiting, interviewing
- Performance evaluations
- Onboarding
- Policy and procedures

HUMAN RESOURCE MANAGER

JLC SOLUTIONS LLC

November 2019 to November 2022

Supports electrical contracting company development with recruiting, pre- screen, employee management, along with day to day operations.

Says up to date with all labor laws, implementation of new policies.

Performance evaluations of all employees

Licensing support of employees and company.

PRACTICE MANAGER OF OPERATIONS

HEARTLAND DENTAL LLC

September 2017 to July 2020

Support the vision and mission of the company through leadership, support career development, attainment of monthly/yearly budgeting goals and growth plans, accountability for DSO and AR, involvement in day to day operations, select/train/coach team members and quarterly business reviews.

OFFICE MANAGER

DALE W. HUDSON DDS - Denver, CO

May 2014 to September 2016

Managing staff and patient scheduling, treatment plans, dental billing and coding expert, recalls, accounting responsibilities (with patients and office), payroll oversight, answering multi line phone/ fax.

BARTENDER/ WAITRESS

WHISPERS BAR AND GRILL - Aurora, CO

May 2009 to September 2015

Prepare, mix and serve drinks and beverages correctly to either customers directly or through wait staff, Restock and replenishing bar inventory and supplies, Comply with all food and beverage regulations, and end of shift balancing/ bar auditing.

FRONT DESK AGENT/ NIGHT AUDIT

BROWN PALACE HOTEL & SPA - Denver, CO

June 2010 to April 2012

Checking in and out hotel guest, greeting all guest, answering questions, recommendations to local activities/ restaurants, answering phones/fax/e- mail, balancing all accounts from multiple restaurants & shops, reconciling accounts, preparing for next day.

Education**BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT in HUMAN RESOURCE MANAGEMENT**

Colorado Christian University - Lakewood, CO

2017

DIPLOMA

Eaglecrest High School - Centennial, CO

2008

Skills

- SKILLS Communications
- Microsoft Office
- Leadership
- Dental Software
- Management
- Customer Service
- Critical Thinking
- Marketing
- Accounting
- Human Resources
- HR
- Employee Relations
- Recruiting
- recruitment
- Compensation
- Benefits Administration

- ADP
- Payroll
- benefits
- Human Resources Management
- Night Audit
- Workers' Compensation
- Practice Management
- Accounts Receivable
- Medical Billing
- Performance Management
- Employee Orientation
- Account Reconciliation
- Auditing
- Accounts Payable
- Training & Development
- Bank Reconciliation
- Medical Coding
- Social Media Management (7 years)
- Office Management
- Pricing

Certifications and Licenses

Professional In Human Resources

Assessments

HR: Compensation & Benefits — Proficient

April 2020

Knowledge of compensation and benefits programs

Full results: [Proficient](#)

Management & Leadership Skills: Planning & Execution — Highly Proficient

April 2020

Planning and managing resources to accomplish organizational goals.

Full results: [Highly Proficient](#)

Recruiting — Proficient

September 2020

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Attention to Detail — Proficient

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Proficient](#)

Verbal Communication — Highly Proficient

September 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Supervisory Skills: Motivating & Assessing Employees — Expert

August 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Expert](#)

Work Style: Conscientiousness — Proficient

February 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Proficient](#)

Work motivation — Familiar

July 2021

Level of motivation and discipline applied toward work

Full results: [Familiar](#)

Protecting patient privacy — Highly Proficient

October 2022

Understanding privacy rules and regulations associated with patient records

Full results: [Highly Proficient](#)

Management & leadership skills: Planning & execution — Highly Proficient

November 2022

Planning and managing resources to accomplish organizational goals

Full results: [Highly Proficient](#)

HR: Compensation & benefits — Proficient

April 2020

Knowledge of compensation and benefits programs

Full results: [Proficient](#)

Recruiting — Highly Proficient

November 2022

Managing the candidate sourcing and selection process

Full results: [Highly Proficient](#)

Office manager — Proficient

August 2022

Scheduling and budgeting

Full results: [Proficient](#)

Bartending — Proficient

November 2022

Understanding, pouring, and mixing drink orders

Full results: [Proficient](#)

Supervisory skills: Motivating & assessing employees — Expert

August 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Expert](#)

Management & leadership skills: Impact & influence — Proficient

November 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.



CITIZEN ADVISORY BOARD INTERVIEW QUESTIONS

1. Please tell us a little about yourself, your experience, and why you want to be on the Citizen Advisory Board.
 - a. My name is Ashley, I am a resident of Severance since May of 2020, have been in Colorado my entire life, grew up Southeast Aurora/ Centennial area, have my BA from Colorado Christian University in Human Resource Management. I am a recent business owner in Severance and have joined the Chamber of commerce, I do not have previous experience being on a citizen advisory board, however I am interested because I would like to be more involved in my community, I have two toddlers that will grow up in this town and being on the board with town growth/ projects/ concerns/ etc. I believe I have a lot of knowledge and a strong background that can be beneficial.
2. What makes you qualified for the position of Citizen Advisory Board Member?
 - a. I do not have prior experience, but I am involved in many community events through being a member of Calvary Severance, I am a local business owners, and have advisory board experience through technical college and Westminster High School's continuing education programs.
3. What is your definition of Smart Growth?
 - a. Enhancing and promoting growth in your community while taking account the impact of environment and resources.
4. Have you served or volunteered on a board or commission before? If so, in what capacity did you fulfill your term?
 - a. I have volunteered on an advisory board for Pickens Technical College, Bowman Technical College, and Westminster High School with Career development assistance.
5. Do you have any conflicts of interest that could lead to or be perceived as a conflict of interest if you are appointed?
 - a. No



6. Have you watched or attended any Planning Commission or Council Meetings, and have you met with any Council Members, or Staff to understand the position and what it entails?
 - a. I have been/ watched a few council meetings, I have met a handful of staff at different events, I have a basic understanding of what the position all entails.

July 21, 2023

Mr. Matthew Fries
Mayor of Severance
& Town Council

I am writing to include myself in the consideration as a member of the Citizen Advisory Board. Thank you for your time and consideration.

My family and I have been residence of Severance for two and a half years. We consider ourselves blessed to be a part of this community. I understand that I cannot boast longtime residence to the city or Northern Colorado, but I am very aware of the values and characteristics that make Severance unique. I would like to be an active citizen in conserving the characteristics that make Severance the best place to live in Colorado, while understanding that progress and growth are certain.

I have the privilege of a career that allows me time and attention to such communal endeavors. I would relish the opportunity to participate in the work and research that will aid the Town Council in their decision making. I am detail oriented, and have a great work ethic. My commitment and professionalism are indefatigable.

I wish the Town Council all the best in the search of the applicants. Again, thank you for your time and consideration.

Colin McManus
1694 Maseca Plaza Way
Severance, CO 80550
303-981-6994
mcmanus5280@gmail.com

Colin McManus

303-981-6994 mcmanus5280@gmail.com 1694 Maseca Plaza Way Severance, CO 80550

I am highly organized, and love working with people in a dynamic environment. I am energetic, professional, and competitive worker. I have a love for learning, and meeting goals. I am a great communicator with an ability to establish, and nurture professional relationships. I enjoy meeting new people and always make the best out of any situation.

Experience

Flight Attendant, Southwest Airlines, Denver CO
02-15-2019 – Current

I am responsible for the safety and comfort of passengers and crew aboard flights.

Sales and Finance Manager, McManus Motors, Wheat Ridge CO
08/2017 – 02-08-2019

Provider of best possible experience for my customers when they come to buy a car. I take pride in my honest, upfront approach to financing a vehicle.

Golf Course Maintenance, The Loma Club, San Diego CA
02/2016 -08/2017

Attend to all basic duties of maintenance and course set up on a daily basis while excelling at quality, and reliability. My responsibilities are to exercise all of maintenance machinery on a skilled level. Extensive hours on a greens mower, fairway mower, and sidewinder mower. Daily duties were generally fairways or greens, but competent in all aspects of golf course maintenance. Excel at cutting cups, tee boxes, aprons, and rough. Proficient at laying sod, running a sand-pro and skid loader. Established a strong work ethic and reliable demeanor, and quickly became one of the senior trusted employees.

SALES EXECUTIVE, MIRAMAR CAR CENTER, SAN DIEGO CA
08/2015- 02/ 2016

Goal oriented car sales. Culminate and nurture potential customers to purchase with us, and not the competition. Establish mutually beneficial trust and respect to facilitate a better car buying experience.

SALES AND MARKETING MANAGER, MCMANUS MOTORS, WHEAT RIDGE CO
04/2010-11/2014

Managed all aspects of advertising/marketing and sales at a privately owned business. Oversaw work of the sales team, maintenance team, and cleaning team. Managed all bookkeeping and payroll. Developed strong sales and marketing skills. Created strong professional relationships with customers, and potential clients.

Education

REGIS UNIVERSITY-DENVER, BACHELORS OF SCIENCE IN ENVIRONMENTAL SCIENCE
WITH EMPHASIS IN BIOLOGY

References

Sydni Maria
Supervisor, Southwest Airlines Inflight
303-214-2340

Trevor McManus
Owner, McManus Motors 303-425-8707

John Nadasdy
Owner, Coral Room 303-506-1123

Mark Anderson
The Loma Club Golf Course Superintendent 619-993-4839

Aug 14, 2023

Mr. Matthew Fries
Mayor of Severance
& Town Council

Citizen Advisory Board Interview Questions

Colin McManus
1694 Maseca Plaza Way
Severance, CO 80550

1. I was born and raised in Denver, and have lived in Severance for 2 1/2 years now. My wife and I moved to Severance to get away from the city and live in an area where the neighborhoods still have a sense of community. We have one daughter in kindergarten and a foreign exchange student from Japan attending Severance High School. We live in the Hidden Valley development over by the middle school. My wife and I have lived all over Denver and in several places in other states, and we have never found a community we love more than where we are now. My life is pretty simple when I'm not working I'm participating in family activities. What matters most to me is my family and their well-being and by extension the community we live.
2. The practical answer, for why am I a good candidate for this position is that I am reasonably intelligent, and I have time and motivation for this endeavor. Perhaps more importantly, I have a vested interest in my community. I will raise my daughter here which motivates me to be an active citizen. Finally, I think my insights and perspective would represent a large contingent of people in severance. We are relatively new to the town, but we don't want to change its character. We like Severance because it's not FoCo or Johnstown or any other surrounding cities. Severance has its own personality and I would like to foster that.
3. Smart growth should be a reflection of the character of the town. Yes, the planning and use of land should encapsulate all of the typical and modern prescribed guidelines. Things like the beautification of public use spaces, preserving natural spaces, repurposing land to the benefit of the community. But the growth that is important to me would be a thriving small business community with local owners. I would like to see a more walkable and cyclable town. I would like to see the town grow without losing the small rural origin characteristics. These are just ideas and concepts I have. I don't exactly know how to do it, but I'd love to have a discussion with others about this important topic.
4. I have not served or volunteered on a board or a commission before.
5. I do not have any conflicts of interest or perceived conflict of interest if appointed to the board.
6. I have attended Council meetings in the past. This was in Denver. I have not met with any council members or staff to understand what the position entails.

July 28, 2023

Re: Severance Citizens Advisory Board

Sent via email to Ivanarsdall@townofseverance.org

To Mayor Matthew Fries and Town Council;

I would like to express my interest to be a part of the Citizens Advisory Board for the Town of Severance. I have lived in Severance since July 2021 after moving into our home in Severance Shores. I currently am on the metro district board for Severance Shores. I would like to the opportunity to be a part of the CAB for the town to be more involved in the community that I live in.

I was a part of the Leadership Fort Collins Class 2021 – 2022 and got to spend a lot of time learning about different ways local government and citizens interact and how different ideas can come to fruition. Our group project involved getting a sharps container installed at Catholic Charities after identifying this need. I believe this experience has provided me with the some basic knowledge on how processes work with local government, along with the amount of research and time it takes for an idea or recommendation to get to the decision makers.

I look forward to the opportunity to discuss the creation of the Citizens Advisory Board.

Sincerely,

Marissa Riopelle

Marissa Riopelle
1625 Kit Street
Severance, CO 80550
Cell 763-202-9396
Marissa_soder@hotmail.com

OBJECTIVE

Looking for a position where I can use my operation knowledge, sales expertise, and leadership ability gained from working in a retail bank branch.

EXPERIENCE

- First Western Trust**, Fort Collins, CO 3.2023 - Present
VP, Banking Manager
- Manage Private Banking team
 - Assist with treasury management clients
 - Assist Market President in day to day office functions, expenses, budgets, compliance
- Relationship Banker, VP 4.2019-3.2023
- Manage the loan portfolio of the office
 - Generate new loan opportunities
 - Manage covenants for current loans
- Client Service Manager 12.2016-4.2019
- Manage deposit accounts for office
 - Treasury management for new business clients
 - Manage bank operations for compliance
- Colorado Business Bank**, Denver, CO 10.2015-12.2016
Customer Service Manager
- Manage branch operations staff to excel in customer service
 - Work with bank president to ensure the branch stays within budget
 - Maintain the operational integrity of the bank to ensure a successful audit
 - Support loan operations as needed
- Bank of the West**, Boulder, CO 6.2015-10.2015
Customer Service Manager, AVP
- Manage branch operations staff to be successful in customer service as well as meet quarterly sales goals
 - Work with the branch manager to establish sales goals for the branch staff
 - Balances operational controls and customer service to minimize risk to the bank
 - Hire new staff into operations staff, coach the new staff into the expectations set by the Bank

	Bank of the West , Omaha, NE Branch Manager, AVP - Responsible for sales/service activities, marketing plan, operating budget, profitability and overall operational integrity of the branch. - Provides overall leadership of the branch - Ensure branch personnel comply with all laws and regulations.	9.2013-6.2015
	Bank of the West , Omaha, NE Customer Service Manager	11.2011-9.2013
	Bank of the West , Omaha, NE Assistant Customer Service Manager	10.2010-11.2011
	Wells Fargo Bank , Omaha, NE Lead Teller	2.2007-10.2010
	Bank of the West , Chaska, MN Customer Service Representative	10.2005-2.2007
EDUCATION	Minnesota State University, Mankato Leadership Fort Collins	2004-2008 2021 – 2022
BOARDS	Give Next, Advisory Board Severance Shores Metro District	2019 – present 2022 – present



CITIZEN ADVISORY BOARD INTERVIEW QUESTIONS

1. Please tell us a little about yourself, your experience, and why you want to be on the Citizen Advisory Board.
 - a. I moved to Severance in June 2021, previously was in Firestone. My work experience is in the banking industry for the past 17 years where I've worked in multiple different roles and different banks. I am interested in being the Citizen Advisory Board because I have longed wanting to be more involved in the community, I live in.
2. What makes you qualified for the position of Citizen Advisory Board Member?
 - a. In 2021 – 2022 I was a part of Leadership Fort Collins where I was able to really understand the works of the community, including local government. Having this understanding really has set the platform for how I can continue to help the community with the resource and knowledge I gained during this time.
3. What is your definition of Smart Growth?
 - a. When talking about Severance specifically, I would define Smart Growth is a mix of different ways to grow the community. We cannot sustain as a town only growing with rooftops, we need to expand to look at bringing in more commercial opportunities but in doing so, be smart and creative on how these businesses would benefit in Severance so they are attracted to the area.
4. Have you served or volunteered on a board or commission before? If so, in what capacity did you fulfill your term?
 - a. I am currently on board for my Metro District – Severance Shores. I have a 3-year term and am 1 year into this.
5. Do you have any conflicts of interest that could lead to or be perceived as a conflict of interest if you are appointed?
 - a. I do not believe so unless the Metro District Board would be a conflict.
6. Have you watched or attended any Planning Commission or Council Meetings, and have you met with any Council Members, or Staff to understand the position and what it entails?
 - a. I have watched a couple different meetings over the last year but have not attended in person. I have not met with any members or staff to understand this position/Citizen Advisory Board.

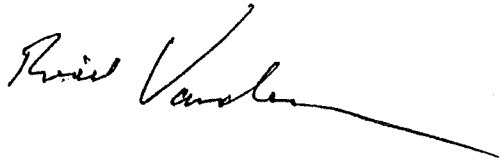
Citizen Advisory Board Member Letter of Interest

To the Town of Severance,

It has come to my attention that the Town of Severance is looking for residents to serve on the Citizen Advisory Board. I am interested in filling one of the available positions. The future of the Town of Severance is important to me, and I hope that you will consider my application for this position.

My wife and I have made Severance Colorado our home for the last 3-1/2 years. I feel I can offer a positive impact serving in this role. Thank you for your consideration.

Signed,

A handwritten signature in black ink, appearing to read "David Van der ...". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Richard Vandenberg

rickvandenberg144@gmail.com | (720)233-0566 | 1268 Baker Pass Street Severance Colorado 80550

PROFESSIONAL SUMMARY

History of being an effective team member with full understanding of the Estimating process and team needs. Well-versed in using Excel to create and update tracking spreadsheets. Proactively driven to reach goals while working at a faster than average pace. Task focused, results oriented. Strongly technically oriented. Confident, imaginative, and creative. A source of soundly thought-out new ideas, systems, or plans. A skillful innovative problem solver with a high level of expertise.

WORK HISTORY

Sampson Construction Johnstown Colorado

Preconstruction Manager | 12/2021 - Current

Create accurate and detailed project budgets and estimates ranging from \$500 thousand to \$40 million. Assisting with the development of the conceptual budget through the final GMP. Negotiating scopes of work, VE options, and design. Working with the team of architects and consultants to provide cost options. Assist the team in making informed project decisions. Maintaining a tracking log. Updating the prequalified subcontractor list. Creating and releasing the ITB. Reviewing all project documents. Create the project estimates using subcontractor input to the greatest extent possible. Managing the team of estimators. Conduct pricing reviews. Projects have included ground up schools, renovation/additions to existing, security upgrades, hard bids, and commercial construction.

Fransen Pittman General Contractors Englewood Colorado

Preconstruction Manager | 01/2019 - 12/2021

My roll at FP was much like Sampson Construction. The main difference is that at FP, I engaged in relationship building with clients, owners reps, architects, and municipalities. I am on the Board of Directors of the Metro District. I participated in fundraisers and other community building events. At FP, several of my projects were churches and libraries. FP uses a cost modeling approach to create accurate and detailed project budgets and estimates ranging from \$500 thousand to \$76 million. I used a strong team approach for the development of the conceptual budgets through the final GMP. Negotiated scopes of work, VE options, and design. Working with owners, architects, and consultants to provide cost options. Assist the team in making informed project decisions. Maintaining a tracking log. Providing constructability reviews. Creating the ITB. Reviewing all project documents. Building the project estimates. Establishing the general conditions. Reviewing pricing with the owners.

SKILLS

- Skilled in Bluebeam Extreme, Excel, Powerpoint, Word, Office.
- Data management
- Team leadership
- Pricing tool development
- Risk management processes and analysis
- Methodology implementation
- Self-motivated
- Interpersonal and written communication
- Budgeting and finance
- Data analysis
- Powerful negotiator

EDUCATION

Kirkwood Community

College Cedar Rapids, IA

Electronics Engineering/Welding

CERTIFICATIONS

Journeyman Ironworker
Certified Rigger
Certified Crane Signaller
Licensed Trackhoe Operator
Certified Rough Terrain
Equipment Operator
OSHA 10
C-Stop Certifications:
Confined Space
Industrial Accident
Emergency Response
Lock out Tag out
Hazcom/Hasmat
Toxic and Hazardous
substances
PEC Land Safe Certified

Prescient Inc. Arvada, CO

Project Estimator | 04/2017 - 01/2019

Create project estimates for structural and miscellaneous steel packages. Coordinate project teams. Work with design teams to create a basis of design and develop the scope of work. Assist in the creation of change orders, applying actual costs and assumptions for Project Managers. Maintain projected margins through change management processes. Assist in the development of SOPs. Assist in the development of estimating software calculators and automation. assist in creating SOVs for the Management teams and Clients. Prepare Proposals for delivery. Deliver Proposals and participate in client meetings for project introduction and pricing discussions. Assist General Contractors Developers, and Architects maintain their project budgets through VE pricing, ROM pricing, and communication with project teams. Attend project meetings. Evaluate all project data for accuracy. Work with the Business Development Executives to develop pricing strategies for various national regions. Maintain accuracy of labor tables nationwide

RK Steel. Denver, CO

Project Estimator | 10/2014 - 04/2017

Transferred from the field to estimating. Create ROM budgets for design development projects. Attend project kick off meetings. Maintain margins through change management. Perform accurate take-offs using Bluebeam Extreme software, Fabtrol, and Excel. Contact vendors for outsourced services and receive quotes. Integrate vendor quotes into project budgets. Work with Account Executives to prepare proposals. Present proposals to clients. Price changes throughout the project lifecycle. Produce all estimates correct and on time.

RK Steel. Denver, CO

Detail Foreman | 01/2012 - 2014

Recruited to join the RK team for the Denver VA Project. Assisted in the management and installation of the miscellaneous steel package for 11 building and 2 parking garages at the new VA site. Worked out the logistics plan for deliveries. Coordinated crane time, crane use. and flew and landed materials at the site. Provided Supervision, training, and safety to Journeyman Ironworkers.

Concord Energy Holdings LLC. Denver, CO

Civil Division Operating Engineer | 05/2008 - 01/2012

Responsible for the layout and construction of oil producing sites and infrastructure. Plan, layout, and develop roads through public and private land for the use of oil pumping sites, evacuation routes, and general access.

Construct oil pads capable of supporting the 100-ton oil rigs in all-weather ranging from 100 degrees to -40. Maintain roads throughout the year. Reclaim mine sites. Restore public lands. Heavy Equipment Operator.

Iowa Department of
Transportation Unlimited
Welding Certification
Colorado Unlimited
Welding Certifications

E-7018

NR-211

NR-203

NR-203NI

NR-232

NR-233

Coreshield-6

Coreshield-8

Texas Industries Management
Cummins Pro-Motion B and C
engines Certificate of Repair
Bosch Nipondenso, Lucas, and
Stanadyne Rotary and Inline
Fuel Injection Pump Certificate
of Repair
Detroit Diesel "A" Engine
Certificate of Repair
Air Research
Turbocharger Certificate
of Repair
Associated Builders and
Contractors Leadership
Academy

Participated in more than 80
commercial projects.

RK MECHANICAL Inc. A. Denver, CO

Surveyor | Jan 2006 - Jan 2008

Performed field calculations to complete assessments.
Measured and marked property guidelines and key features.
Followed local, regional, and national guidelines.
Used computer software to create detailed maps.
Created and updated project cost analysis spreadsheets.
Recommended minor adaptations and modifications to complete working drawing sets.
Attended all team meetings to resolve technical and project issues, coordinate with team members and review project schedules.
Reviewed project goals and objectives with the project manager and design team.
Performed all MEP layout for the Company in the Western Region of Colorado

Lpr Construction Co. Loveland, CO

Journeyman Ironworker/Detail Foreman | Nov 1998 - Jan 2006 Layout, erect, Plumb, and detail 22 major commercial building projects across the Colorado Front Range and mountains. Work in all weather conditions. Travel. Operate and program a Robotic Total Station to set multi-story buildings, collect as-builts, and report to Home Office and General Contractors. Hold many welding certifications and perform full-pen welding operations. Work with General Contractors to solve RFI's.

Texas Industries Inc. Boulder, CO

Production Supervisor | Jan 1994 - Jan 1998

Always kept work environments safe and efficient.
Oversaw the production process and managed the production schedule.
Configured any human and material resources needed.
Maintained necessary level of communications between shifts.
Maintained quality assurance and customer satisfaction objectives.
Responsible for achieving production requirements.
Made sure that products were produced on time and are of good quality.
Calibrated machines to keep them running at peak performance.
Planned, scheduled, and delegated daily work.
Organized work to meet demanding production goals.
Operate a computer controlled, shale mine and its kiln.
Supervise and train crews.

The Barker Group. Iowa City, IA

Production Manager | Jan 1986 - Jan 1994

Surface Mining Operations and Civil Construction. I worked as an equipment operator to reclaim mining properties. Plus, worked with the University of Iowa on several developments including the University of Iowa Hospitals and Clinics. I spent several years traveling the State of Iowa performing layout, cost estimating, and creating, the on and off ramps for secondary road access to Interstate 80. Created ROM calculations and cost estimates for retention ponds and other features on private land effected by the highway development. Between contracts, I would work as a plant manager at one of the company's mining sites and perform equipment repairs and maintenance. During this time, I attended many specialized schools.

Sponsors. Iowa City, IA

Professional Cyclist | Oct 1982 - Jun 1996

*American Bicycle Association and
National Bicycle Association Licensed
Pro Cyclist in BMX and Downhill
Mountain Biking. Sponsors including.*

- 1) Factory Schwinn*
 - 2) Bell*
 - 3) Oakley*
 - 4) Bill Walters*
 - 5) CW Bars*
 - 6) Powerbar*
 - 7) Specialized*
 - 8) Rockshock*
- Travel the country competing in cycling events.
221 career wins*



CITIZEN ADVISORY BOARD INTERVIEW QUESTIONS

1. Please tell us a little about yourself, your experience, and why you want to be on the Citizen Advisory Board.
I am 60 years old. My wife and I have been living in Severance for 3-1/2 years. I try to give back to my community any way I can, which is why I am currently serving on the Metro District Board of Directors.
2. What makes you qualified for the position of Citizen Advisory Board Member?
I am involved with community development through my employment. I am a resident of Severance, and I care about the direction the community is headed.
3. What is your definition of Smart Growth?
Smart growth refers to urban planning and transportation systems. Safe streets, access to parks and recreation. Mixed land uses. Offices, schools, parks, and shops.
4. Have you served or volunteered on a board or commission before? If so, in what capacity did you fulfill your term?
I am currently a resident board member for the Metro District. Representing District 4. I mainly help with subcontractor solicitation, review, and approval of bids, and approve budgets. I serve until May 2025.
5. Do you have any conflicts of interest that could lead to or be perceived as a conflict of interest if you are appointed?
No.
6. Have you watched or attended any Planning Commission or Council Meetings, and have you met with any Council Members, or Staff to understand the position and what it entails?
I have not. However I have met with most of the Town of Severance staff, working together on town issues, and coordinating Metro policy community guidelines to match the Town of Severance municipal codes.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 131 - Tree Board Alternate Interview and Appointment	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Management asks that the Town Council discuss the appointment of an Alternate Tree Board Member and take action. • Actions that may be taken: • Move to appoint an Alternate Tree Board Member • Take no action		<u>Presentation</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
Management and the Town Clerk have received interest from one person for the open Alternate Tree Board position. The letter of interest is included in the packet, along with a resume and answered questions that were returned. The applicant has been asked to attend the Council Meeting to introduce and answer any questions from the Council.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Town Council act and appoint the open vacancy for the Alternate Tree Board Member.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Tree Board Applicant 8.14.23		

KERRY SANCHEZ

Severance, CO | 303.416.0205 | kerrysanchez@comcast.net | 207 Silo Ct

AUGUST 3, 2023

Matthew Fries
Mayor

Dennis "Zeke" Kane
Mayor Pro-Tem

Stephen Gagliardi
Frank Baszler
Michelle Duda
Dan Meyers
Dave Bruen
Council Members

DEAR MAYOR, MAYOR PRO-TEM AND COUNCIL MEMBERS,

I am excited to submit my letter of interest for the Tree Board Alternate vacancy. I am a new resident and would like to contribute to this community that I find so welcoming.

I am a retired Police Officer who has researched, interpreted and applied laws my entire career. I am detail oriented and have experience reading landscaping plans. While at Broomfield PD, I helped write the standards for, what was at that time, the new jail in the newly created City and County. These skills should serve me well in this position.

I understand the need for establishing a solid plan for planting trees in the town as it grows. The rapid growth the town is experiencing will be much more manageable with a documented vision and clear, understandable standards. This town is rural and beautiful. I grew up in a very small town that experienced rapid growth. While I was just a kid and didn't have a lot of life experience, I witnessed firsthand the impact it had on my community. I would like to give the time that I have to help make a difference here.

I have always volunteered and contributed to the communities that I live in and am looking for a way to follow that commitment in Severance. This is a great fit for me and I hope you will also find that I am a great fit for Severance.

Sincerely,

Kerry Sanchez

KERRY SANCHEZ

Severance, CO | 303.416.0205 | kerrysanchez@comcast.net | 207 Silo Ct

Resident of Severance since August 5, 2022, experienced local government employee, critical thinker, able to understand, evaluate and apply regulations and standards

EXPERIENCE

JANUARY 2014
- MARCH 2021

DRAWING CONTROL SPECIALIST, TRI-STATE G&T

Managed and distributed engineering drawings

JUNE 2001 -
AUGUST 2013

CRIMINAL INVESTIGATOR, COLORADO ATTORNEY GENERAL'S OFFICE

Investigated the providers to Medicaid for fraud; applied laws, regulations and standards to prosecute criminal violations

JANUARY 1997 -
JUNE 2001

DETECTIVE, BROOMFIELD POLICE

Investigated and charged criminal suspects, evaluated evidence and applied laws

EDUCATION

JUNE 1998

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT, METROPOLITAN STATE UNIVERSITY OF DENVER

Summa Cum Laude

SKILLS

- Understand and apply regulations and laws
- Excellent communication skills, both verbal and written
- Attention to detail and ability to interpret standards
- Ability to read and understand landscape plans

ACTIVITIES

Interest in landscaping and contributing to the community



Tree Board Interview Questions

1. Please tell us a little about yourself, your experience, and why you want to be on the Tree Board.

I am a Colorado native with who has a lifelong history of contributing to my community. I grew up on the western slope in a town called Grand Valley, now Parachute. My parents belonged to the American Legion and the first volunteer activity I participated in was as a "Poppy Girl" for Memorial day. Through high school I participated in many volunteer activities such as pep club, student council, and class fundraising activities. As a young adult in Grand Junction, I joined Partners, an organization that matches young adults with at risk youth. As a police officer in Westminster I ran our Police Explorer Program as a volunteer.

I was a Police Officer for 30 years. I worked at Westminster PD, Broomfield PD and finished my career as an investigator for the Attorney General's office. I worked for Tri-State G&T for seven years where I managed their engineering drawings. I have been retired for two years and in 2022 moved to Severance when we purchased a house in the Tailholt Community.

I have been looking for a volunteer opportunity in this area. I considered the food bank for Weld County and I considered talking to the police department but did not want a weekly commitment as we are at that stage in our lives where we want to travel. When the original notification for the board was released ,I was interested but I was not eligible because I had not lived in Severance for a year. As of August 5th, I meet that requirement and was happy when I saw the alternate position opening.

I feel like the tree board opening fits what I am looking for as a volunteer.

2. What makes you qualified for the position of Tree Board Member?

I have an amateur interest in landscaping. So far that has just been the yard at our last house of thirty years and our new house in Severance. I researched plants and trees and have a little understanding of the Colorado climate and how it varies.

As a police officer and investigator, I researched laws, regulations and standards. I had to determine if those were being met or violated on a daily basis. I documented my findings in order to prosecute or close cases depending on my finding. I feel like this qualifies me to do the same for the Tree Board.



3. What is your definition of Smart Growth?

To me, Smart Growth is following a plan developed by the citizens or representatives of the citizens of Severance. The plan should balance the growth with the quality of life expected by the people of Severance. It should serve to meet their expectations of commercial development for jobs and safe, healthy communities for the people who live in the town. It has to encompass infrastructure and city services.

When Grand Valley became Parachute, there was a boom from oil shale development. I saw first hand what uncontrolled growth and a sudden bust does to a town.

4. Have you served or volunteered on a board or commission before? If so, in what capacity and did you fulfill your term?

I served as a volunteer on a commission in the City of Westminster. The City did not have a central area that would be perceived as a downtown or central focus for the community. We were tasked with developing a mission statement and a plan for the employees of the city to follow in order to meet this goal. I was on the commission for a year and did complete my term.

5. Do you have any conflicts of interest that could lead to, or be perceived as, a conflict of interest if you become appointed?

I am not aware of any conflicts of interest.

6. Have you watched or attended any Town Council, Planning Commission or Tree Board Meetings and have you met with any Tree Board Members, Planning Commissioners, Council Members, or staff to understand the position and what it entails?

I have not done this in any detail. I have looked at some of what is available online with regard to our decision to move to Severance.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 136 - Home Based Business - 433 3rd St	Bill Cornelius, Community Development Director	Bill Cornelius, Community Development Director
ACTION REQUESTED		
Town Staff asks that the Town Council review and take action on the proposed HBB (Type II) Application at 433 3rd Street. 1. Move to approve the HBB (Type II) at 433 3rd Street 2. Move to approve the HBB (Type II) at 433 3rd Street with any discussed conditions. 3. Take no action		<u>Action Requested Presentation</u>
BRIEF SUMMARY		
The owners of 433 3rd Street are requesting a Special Use Review for a Home-Based Business (Type II) for a Barber Shop named 'Mountain Manes'. The applicant has submitted all required materials and will be present for any questions.		
PUBLIC SUPPORT/CONCERN		
See copies of emails in support/opposition as attachments.		
ANALYSIS AND RECOMMENDATION		
Town Staff recommends approval of the Special Use Review at 433 3rd Street and that the Town Council review and take action on the proposed HBB Application at 433 3rd Street.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Business_Sales Tax License 2. Metro District Approval 3. Parking Site Plan 4. HBB Application Checklist 5. Vicinity Map 6. Warranty Deed 7. Potential Parking Aerial 8. Pulis Letter of Concern 9. Luss Objection Letter		

TOWN OF SEVERANCE
3 S. TIMBER RIDGE PARKWAY, P.O. BOX 339, SEVERANCE, CO 80546
PHONE: (970) 686-1218 FAX: (970) 686-6250

APPLICATION FOR ANNUAL BUSINESS LICENSE and/or SALES TAX LICENSE
(TYPE OR PRINT CLEARLY)

PLEASE NOTE:

- All Businesses conducting business within the Town-limits of Severance need an Annual Business License.
- All Businesses selling at retail need an Annual Severance Sales Tax License.
- All Businesses located in Severance and selling at retail need an Annual Business License and a Sales Tax License.
- All Home Occupations must also have an Annual Business License & a Sales Tax License (if applicable)

Please Indicate Application Type:
(do not mail cash)

- ☒ Business License - no fee
☒ Sales Tax License - no fee
☒ Both Licenses - no fee

Is this business also a registered Home Occupation?

- ☐ YES
☐ NO

This Application is for:

- ☒ New
☐ Renewal
☐ Out of Business (Date Closed: _____)

Business Name: Mountain Manes Barbershop Phone: 970 324-4914

Type of Business: Barber Studio Wholesale: _____ Retail: _____

Name of Owners(s): Moises Marquez

Ownership Type (Circle One): Individual / Partnership / Corporation / Other (Please Specify) LLC

Name of Business Owner/Manager: Moises Marquez Phone: 970 324 4914

Business Location: 433 3rd St

Mailing & Physical Address: 433 3rd St

City: Severance State: CO Zip: 80550 Email Address: mtnmanes@gmail.com

Name of Property Owner(s): Moises Marquez, Veronica De La Torre Phone: 970 324 4914
Mailing & Physical Address of Property Owner(s) 433 3rd St
City: Severance State: CO Zip: 80550 Email Address: mtmmanes@gmail.com

Business hours and days of operation: Thursday - Saturday, 9:00am - 5:00pm

Do customers come to your business: Upon approval, yes.

Date you began business at this location: Waiting for approval

How many businesses do you operate in the Town of Severance: 0

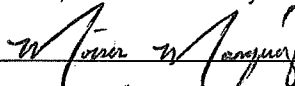
State Tax returns filed: Monthly: _____ Quarterly: _____ Yearly: _____ Current: _____ yes ☒ no

State Sales Tax Number: NA FEIN: 93-2111003

Names and addresses of partners and/or officers of business for which application is made:

Name	Address	Phone Number	Percentage of Ownership
<u>Moises Marquez</u>	<u>433 3rd St</u>	<u>970 324-4914</u>	<u>100%</u>
	<u>Severance CO 80550</u>		

I declare, under the penalty of perjury, that statements made herein are made in good faith pursuant to Town/State Tax Laws and Regulations and, to the best of my knowledge and belief, are true, correct and complete.

Signature of Applicant: 

Printed Name: Moises Marquez Title: _____

Date: 7/3/2023 Email: mtmmanes@gmail.com

****All completed licenses will be sent to you via Email.****

TAILHOLT METRO DISTRICTS

ARCHITECTURAL DESIGN APPLICATION

NAME OF OWNER(S) Moises Marquez, Veronica De La Torre

ADDRESS OF RESIDENCE: 433 3rd St. HOME PHONE: (970) 324-4914

WORK: _____ E-MAIL: clover.marquez@gmail.com

Please indicate the type of improvement: (Mark with an X) NEW HOME LANDSCAPING
____ Driveway/Walk Addition ____ Deck/Patio Slab ____ Fencing ____ Patio Cover ____ Shed ____ Painting ____ Roofing
* Other (please explain): Barber Studio, 1st room by entrance, 10x11x9ft room space. Installing LVP flooring.

Describe improvements below: Send in Sketches, drawings, plans, paint swatches, pictures, brochures, etc. with completed ADA.

Mail in ADA, or scan/e-mail to the office or put in black drop box by the mailboxes, on the south side of Harvest Moon and 3rd Street.

District E-mail: manager@tailholtdistrict.com

DESCRIPTION OF PROPOSED WORK

Applicant agrees and understands that submittal of this application does not fulfill all of the conditions and requirements for an approval. In addition to this completed Architectural Design Application the applicant must submit one set of plans/drawings/sketches/photo's with specifications of any improvements or construction showing location, height, width, length, colors, copy of brochure, materials or "information" cut sheets" from the manufacturer. It is especially important to include the location of any improvements in relation to the lot lines and the home. **THMD Guidelines should be followed.**

Applicant agrees to maintain proper drainage swales on the lot when making any lot/landscape improvements, while keeping in mind the side lot & back lot setbacks, and all utility easements in the lot. Drainage should remain the same or have qualified person sign off on a new drainage plan. Proper drainage is required to handle storm events and irrigation drainage of your lot. **Keep proper drainage flows under District fence, do not pile landscape material onto District fence.**

Landscape projects; Submit landscape plans/drawings showing the species, size, shape, height, color, and materials, of the proposed landscaping if you can. It is especially important to include the location of any landscape in relation to the lot line and the home. Keeping in mind, trees should be at least 5 feet from property lines and shrubs at least 3 feet from property lines.

Applicant agrees to maintain proper drainage swales on the lot when adding landscape improvements, while keeping in mind side lot, back lot setbacks and all utility easements. Drainage should remain the same or have qualified person sign off on a new drainage plans for your lot. **Proper drainage is required to handle storm events and irrigation drainage of your lot.**

The Architectural Design person may require additional information as it deems necessary to make a decision. Until all of the questions are answered and any requested information is submitted, the application will be deemed incomplete and the application will stand unapproved. It is further agreed that, in the event the application is approved, all maintenance, repair, or replacement of the approved item will be the sole responsibility of the Owner. All work shall be initiated with consideration of the grounds, aesthetics, timing and noise factors. **Applicant understands that all necessary permits and approvals from any municipalities or other jurisdictions are the sole responsibility of the applicant and for approval.**

This approval does not apply to any changes of the drainage on your lot or neighboring lots. Drainage should remain the same or have qualified person sign off on a new drainage plan for your lot. Removal of THMD fencing or driving on THMD landscaping is not allowed for access to yard. No contractor advertising signs allow. Homeowner will be held responsible for any damage to Tailholt Metro District property.

The signed off ADA should be retained your records and for proof of the submittal and approval of the ADA/plans. No items are returned from the review, except the signed off ADA and documents that can be scanned. Approved work must be completed within 9 months of approval, or you must re-submit and pay review fees, when required. When you call for locates; THMD will not come out and mark meter box. Non-potable water line is in the back corner of your yard. Keep trees and shrubs away from this non-potable meter box and line location

THE UNDERSIGNED UNDERSTANDS AND AGREES TO THE ABOVE CONDITIONS:

Moises Marquez 06 / 26 / 2023

Owner's Signature:

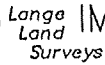
Date:

Print Name:

For Committee Use:

Approval: YES * Following Guidelines. Denied: _____ Approved upon Completion of Contingencies: _____

Date: 6/27/23 Signed: [Signature]



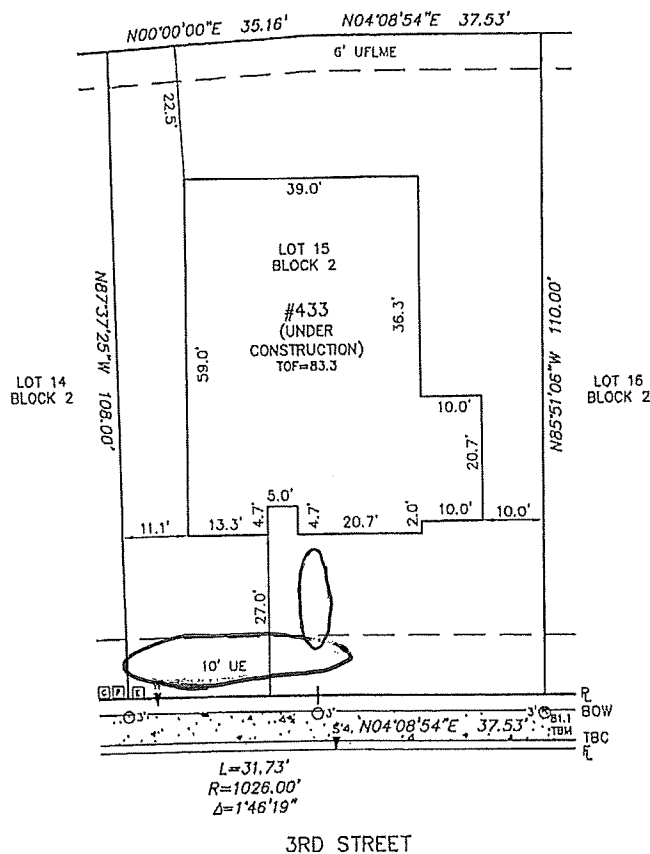
5511 WEST 36TH AVENUE, SUITE 240
ARVADA, CO 80002
P: (720) 242-9732 F: (720) 242-9654

IMPROVEMENT LOCATION CERTIFICATE (FOUNDATION ONLY)

LEGEND

R=PROPERTY LINE
NOW-BACK OF WALK
TBC=TOP BACK OF CURB
F=FLOW LINE
TOP=TOP OF FUNDATION
U=UTILITY EASEMENT
DC=DRIVEWAY EASEMENT
UFLC=UTILITY FEELCE, LANDSCAPE
& MAINTENANCE EASEMENT
TDA=TEMPORARY
BENCHMARK
C=CONCRETE
O=FOUND MARK & DISK
IF NO ILLEGIBLE
OFFSET VALUE SHOWN
FROM MONUMENT TO
PROPERTY LINE
E=CABLE TV PEDESTAL
T=ELCTRIC PEDESTAL
P=TELEPHONE PEDESTAL
W=WATER SERVICE
S=SEWER SERVICE

TRACT G



LEGAL DESCRIPTION

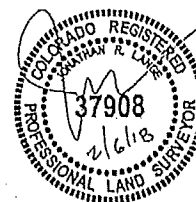
LOT 13, BLOCK 2.
TAHOLT SUBDIVISION
FIRST FUND,
TOWN OF SEVERANCE,
COUNTY OF YELD,
STATE OF COLORADO.

NOTES

- NOTES:
1. I HEREBY CERTIFY THAT THIS IS NOT A LAND SURVEY, PLAT OR IMPROVEMENT SURVEY PLAT, AND THAT IT IS NOT TO BE RELIED UPON FOR THE ESTABLISHMENT OF FENCE, BUILDING, OR OTHER FUTURE IMPROVEMENT LINES. THIS CERTIFICATE IS VALID FOR USE ONLY BY D.R. HORTON, INC. AND DESCRIBES THE PARCEL'S APPEARANCE ON JANUARY 28, 2018.
 2. I FURTHER CERTIFY THAT THE IMPROVEMENTS ON THE ABOVE DESCRIBED PARCEL ON THIS DATE, JANUARY 28, 2018, EXCEPT UTILITY CONNECTIONS, ARE EITHER ADJACENT TO OR SEPARATE FROM THE ADJACENT PARCELS. THERE ARE NO ENCROACHMENTS UPON THE DESCRIBED PREMISES BY IMPROVEMENTS ON ANY ADJACENT PREMISES, EXCEPT AS INDICATED, AND THAT THERE IS NO APPARENT EVIDENCE OR SIGN OF ANY EASEMENT CROSSING OR BURDENING ANY PART OF SAID PARCEL, EXCEPT AS NOTED.

JONATHAN R. LANGE
COLORADO REGISTERED
PLS # 37808, FOR AND
ON BEHALF OF LANGE
LAND SURVEYS, LLC

JOB NUMBER: 003-114



DRAWN BY:	DATE:
DRAWN BY:	DATE:
DRAWN BY: ASU2	DATE: 02/01/18

TOWN OF SEVERANCE

3 S. TIMBER RIDGE PARKWAY, P.O. BOX 339, SEVERANCE, CO 80546
PHONE: (970) 686-1218 FAX: (970) 686-6250

APPLICATION FOR HOME-BASED BUSINESS PERMIT

FEE: \$250

(TYPE OR PRINT CLEARLY)

Business Name: Mountain Manes Barbershop
Business Address: 433 3rd St.
Name of Property Owner(s): Moises Marquez, Veronica De La Torre Phone: 970 324-4914
Mailing Address: 433 3rd St.
City: Severance State: CO Zip: 80550 Email Address: clover.marquez@gmail.com
Type of Business: Barber Studio

Description of Proposed Home-Based Business – include type of products sold and services provided:

Barber Studio, services provided;
• Haircut
• Hair trims
• Beard trim
• Beard straight razor shave
• eyebrow trims.

Will There Be Outdoor Activities?

YES

☒ NO

If Yes, Please Describe: _____

Hours of Operation: _____

Will Deliveries Be Made to This Location?

☒ YES

NO

If Yes, Please Describe: Personal,

and barbering supplies

I declare, under the penalty of perjury, that this application has been examined by me and to the best of my knowledge and belief, are true, correct and complete.

Signature of Applicant: Moises Marquez

Printed Name: Moises Marquez

Title: 06/27/2

Date: 06/27/2023

CHECKLIST FOR HOME-BASED BUSINESS PERMIT

Please fill out and return to the Community Development, PO Box 339,
Severance CO 80546

Business Name: Mountain Manes Barbershop
Name of Property Owner(s): Moises Marquez, Veronica DeLaTorre Phone: 970 324 4914
Location Address: 433 3rd St
City: Severance State: CO Zip: 80550 Email Address: clover.marquez@gmail.com

Circle Answer

1. How many employees will come to your residence? 0 ☐ Yes ☒ No
2. Do you have ☒ HOA ☒ Metro District Approval? ☒ Yes ☐ No
3. Does your business operation exceed 1,000 square feet or 30% of the floor area of the dwelling? 1st Floor 2nd Floor Basement Business Area ☐ Yes ☒ No
4. Is your business operation located in an accessory building? ☐ Yes ☒ No
If so, does it exceed 500 square feet? ☐ Yes ☐ No
5. Is your dwelling used primarily for business? ☐ Yes ☒ No
6. Does your business operation change the residential character of the dwelling? ☐ Yes ☒ No
7. Is there any change in the outside appearance of the building or premises or any visible sign of a home-based business? ☐ Yes ☒ No
8. Will you have an advertising sign-Must adhere to Sign Code? ☐ Yes ☐ No
9. Do you have any exterior storage on your property for equipment or materials for your business? ☐ Yes ☒ No
10. Does your business operation create any noise, glare, fumes, odors or other objectionable conditions detectable to the normal senses outside the dwelling? ☐ Yes ☒ No
11. How many customers per day will come to your residence? 6 ☒ Yes ☐ No

The following uses, because of their tendency to go beyond the limits permitted for home-business and thereby impair the use and value of the residential area, are NOT permitted as home-based businesses:

- ANY Medical Marijuana or Marijuana related Business
- Auto Repair, painting or motorized vehicles or Motorized Implement Repair
- Dance, Music or other types of instruction (if more than 4 students are instructed at one time)
- Welding Shops
- Nursing Homes
- Any retail or wholesale sales to consumers upon the premises not incidental to the home-based business

FOR ADMINISTRATIVE USE

Business Classification

_____ Home-Based Business Type I

X Home- Based Business Type II

Additional Home- Based Business Type II Required Documents

- X Proof of Ownership
- X Aerial Image
- X Site Plan (Access & Exit Points Indicated)
- X Mailing Labels & Stamped Envelopes (500 Ft. Radius)
- X HOA/Metro District Approval

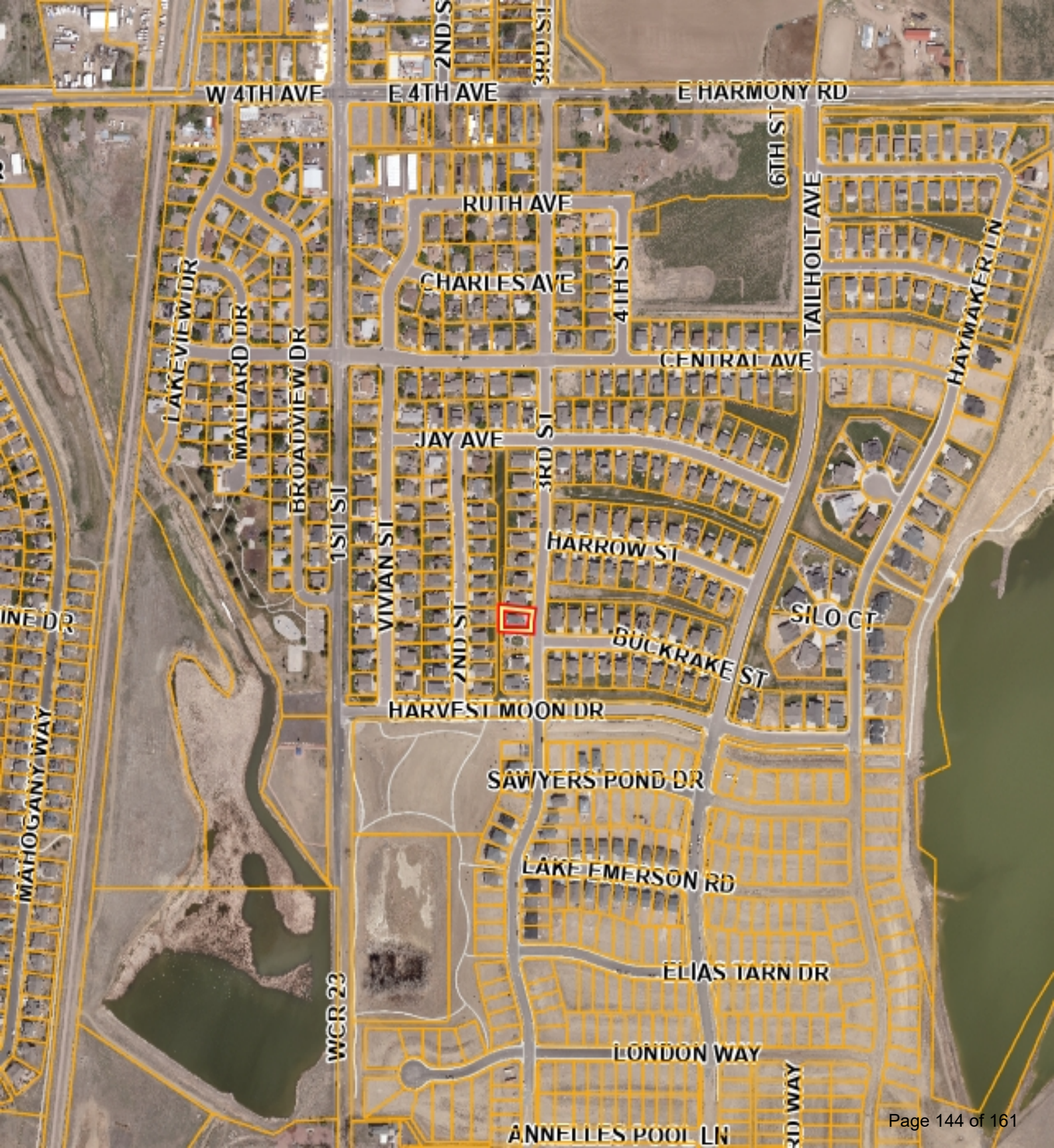
TOWN USE ONLY BELOW THIS POINT

Public Hearing Date August 22, 2023

Public Hearing Notification of Surrounding Property Owners within 500 feet (15 days prior to Hearing)

Decision _____

Date of Decision _____



WARRANTY DEED

THIS DEED, Made this 30th day of September, 2020 between
Fabian Rodriguez and Reyna Yanet Rodriguez
of the County of Weld and State of COLORADO, grantor, and
Veronica De La Torre and Moises Marquez
whose legal address is 433 3rd Street, Severance, CO 80550-3282
of the County of Weld, State of Colorado, grantees:

WITNESS, That the grantor, for and in consideration of the sum of Three Hundred Eighty Thousand Dollars and No/100's (\$380,000.00), the receipt and sufficiency of which is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell, convey and confirm, unto the grantees, their heirs and assigns forever, not in tenancy in common but in joint tenancy, all the real property together with improvements, if any, situate, lying and being in the County of Weld, and State of COLORADO, described as follows:

Lot 15, Block 2, Tailholt Subdivision First Filing, Town of Severance,
County of Weld, State of Colorado.

also known by street and number as 433 3rd Street, Severance, CO 80550-3282

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

TO HAVE AND TO HOLD the said premises above bargained and described, with the appurtenances, unto the grantees, their heirs and assigns forever. And the grantor, for himself, his heirs and personal representatives, does covenant, grant, bargain and agree to and with the grantees, their heirs and assigns, that at the time of the ensembling and delivery of these presents, he is well seized of the premises above conveyed, has good, sure, perfect, absolute and indefeasible estate of inheritance, in law, in fee simple, and has good right, full power and lawful authority to grant, bargain, sell and convey the same in manner and form as aforesaid, and that the same are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, encumbrances and restrictions of whatever kind or nature soever, except for taxes for the current year, a lien but not yet due and payable, subject to statutory exceptions as defined in CRS 38-30-113, revised.

The grantor shall and will WARRANT AND FOREVER DEFEND the above-bargained premises in the quiet and peaceable possession of the grantees, their heirs and assigns, against all and every person or persons lawfully claiming the whole or any part thereof.

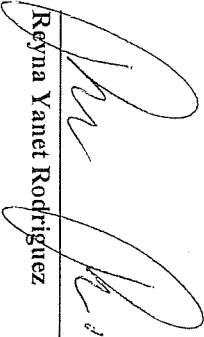
The singular number shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders.

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

SELLERS:



Fabian Rodriguez



Reyna Yanet Rodriguez

STATE OF COLORADO
COUNTY OF Weld

} ss:

The foregoing instrument was acknowledged before me this 30th day of September, 2020 by Fabian Rodriguez and Reyna Yanet Rodriguez

Witness my hand and official seal.



Notary Public
My Commission expires:

KRISTIN HAYDEN
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20164030034
MY COMMISSION EXPIRES AUGUST 8, 2024





433 3rd St

Playground

August 14, 2023

We live directly north of the reviewed property for an in-home business. Our address is 431 3rd Street. There are two concerns for us currently.

1. We recommend that customers are directed to park on the east side of the street because no houses face the street on that side of the road. It would not impact current residents in the area from the increased parking traffic.

2. 433 3rd also has a playground on the south side of the house.

We recommend that the city address the issue of children crossing the street to get to the playground. Often, they run, ride low tricycles or bicycles down Buckrake not even looking for traffic coming from either way on 3rd Street as they go to the park. Signs for cars, lines on the street or other indications that cars should watch out for children are needed. Traffic has increased greatly as the subdivision expands and customers unfamiliar with the area will need to be aware of the children. We believe this needs to be addressed whether the in-home business is approved or not.

Please contact Margette Pulis at 970-212-6510 or Cliff Pulis at 970-217-3922

A handwritten signature in cursive script that reads "Margette Pulis". The signature is written in black ink and is positioned to the left of a small horizontal line.

Bill Cornelius

From: Fred Luss <fredluss@yahoo.com>
Sent: Tuesday, August 15, 2023 11:23 AM
To: Bill Cornelius
Subject: 433 3rd St Special Use Review



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender fredluss@yahoo.com

Caution: This is an external email and may have a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your OnixIT at support@onixit.com or (970) 223-0300.

To: Bill Cornelius
Community Development Director
Town of Severance

Dear Bill,

We are owners at 419 3rd St, Severance,
and are unable to attend the scheduled
Town Council meeting to provide input to
the above matter.

Please make sure the Town Council takes our
interest and input into account, as described below,
when they consider the requested Special Use
Review.

We strongly object to a Home-Based Business proposal at 433 3rd Street, Severance. We are a neighbor in close proximity to subject property.

The proposed home-based business at 433 3rd St. will create not only a disturbance to us who live a few doors away, but will also threaten our safety and welfare. The increased noise and traffic will directly impact us and our family, young and old.

The proposed home-based business will not only create a private nuisance by unreasonably interfering with the use and enjoyment of our residential property but will also impact our entire residential neighborhood and be a public nuisance.

Please reject the application for a Home-Based Business at 433 3rd St, Severance.

Thank you.

Fred and Karen Luss
419 3rd Street,
Severance, CO 80550



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 150 - Town Council Liaison Appointments	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Management asks that the Town Council discuss the appointment of a liaison to North Weld County Water District. • Actions that may be taken: ○ Move to appoint a liaison to North Weld County Water District ○ Take no Action		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
With the resignation of the liaison to the North Weld County Water District, the Council will need to appoint a new liaison to this Board. Any additional liaison appointments may be discussed at this time as well. All liaison appointments are listed below: • Chamber of Commerce • Citizen Advisory Board • Clearview Library District • Great Western Trail Authority • North Front Range MPO • North Weld County Water District • Weld RE-4 School District • Windsor-Severance Fire District • Windsor-Severance Historical Society		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Town Council take action and move to appoint a liaison to North Weld County Water District and any additional commissions or boards discussed.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 151 - Resolution 2023-34R: A Resolution of the Town Council of the Town of Severance, Colorado, providing of additional Appropriations in Fiscal Year 2023 for Unanticipated Expenditures and to modify Fund Balances pertaining to the same-ERP Software	Nancy Mueller, Finance Director	Nancy E. Mueller, CPA
ACTION REQUESTED		
Staff asks that the Town Council review the resolution to appropriate additional Water Infrastructure Impact Fees from the Water Fund • Approve Resolution 2023-34R • Approve Resolution 2023-34R with Modifications • Take no action		<u>Resolution</u> <u>Attorney Approved</u> <u>Action Requested</u>
BRIEF SUMMARY		
Town Staff is requesting the Town Council review the proposed course of action and discuss the following items: • Appropriation of Additional Available Unrestricted General Fund Balance This funding will allow the Town to enter into contract negotiations for the purchase and implementation of a new Enterprise Resource Planning (ERP) Software and execute the contract at the completion of negotiations.		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
Town Staff recommends the Board approve Resolution 2023-34R to allow the purchase and implementation of new software.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Resolution 2023-34R Budget Amendment for ERP Software 2. 08.2023 The Town of Severance Software		

RESOLUTION NO. 2023-34R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, PROVIDING OF ADDITIONAL APPROPRIATIONS IN FISCAL YEAR 2023 FOR UNANTICIPATED EXPENDITURES AND TO MODIFY FUND BALANCES PERTAINING TO THE SAME

WHEREAS, the Town previously identified the need for new Enterprise Resource Planning (ERP) software; and

WHEREAS, the Town has researched and selected a new company to provide the software needed; and

WHEREAS, the Town would like to begin contract negotiations and execution of the contract; and

WHEREAS, the Town requires additional funding for the project which includes the purchase and implementation of the selected software; and

WHEREAS, in accordance with Section 8.10 of the Town of Severance Home Rule Charter, the Town Council may modify appropriations by resolution during the fiscal year for unanticipated budgetary issues, so long as such modified appropriations do not cause total expenditures within a fund to exceed the beginning fund balance or the funds available plus anticipated revenues and other sources of funds within the fund as estimated in the budget; and

WHEREAS, the Town Council desires to modify appropriations and to authorize the expenditure of certain funds by enacting a supplemental budget appropriation to the 2023 Town budget.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

Section 1. The following modifications to unencumbered appropriation balances for Fiscal Year 2023 as set forth below are hereby approved:

A. Unrestricted General Fund Balance Available:

UNRESTRICTED GENERAL FUND BALANCE AVAILABLE	
2023 Beginning Unrestricted General Fund Balance	\$ 15,547,880
2023 Adopted Capital Improvement Fund Appropriation of General Fund Balance	\$ (2,737,334)
2023 Adopted Budget Non-Operating Expenses Appropriation of General Fund Balance	\$ (267,500)
2023-11R Reappropriation of 2022 Projects	\$ (895,840)
2023-20R General Fund to Stormwater Fund Interfund Loan	\$ (40,000)
2023-28R Transportation Rehab Program Additional Appropriations	\$ (250,000)
2023-35R Mid-Year Capital Project Appropriations	\$ (6,000)
2023 Unrestricted General Fund Balance Available for Appropriations	\$ 11,351,206

B. Appropriations of Additional Unrestricted General Fund Balance:

PROJECT	AMOUNT
Unrestricted Available General Fund Balance	\$ 200,000

TOTAL FUNDS TO BE APPROPRIATED: \$ 200,000

Section 2. The following modifications to budget expenditures for Fiscal Year 2023 as set forth below are hereby approved:

A. Expenditures by Project and Fund:

PROJECT	ACCOUNT	AMOUNT
FIN-2302 Accounting Software Implementation Costs	10-45-7000	\$ 200,000

TOTAL EXPENDITURES: \$200,000

Section 3. The Town Manager is directed to affect the necessary transfers to comply with this resolution, and to update beginning balances to actual balances for a more accurate statement of budget status.

RESOLVED AND PASSED THIS ____ DAY OF _____, 2023.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

THE TOWN OF SEVERANCE SOFTWARE

OVERVIEW

The Town of Severance uses a variety of software to provide services to the community, track and report financial information, process utility bills, issue citations, administer court, collect revenues, and communicate with the citizens.

Most of the current software in place is outdated requiring band aid solutions to complete work. The processes are inefficient and are compounded by the software's inability to transfer data to other software.

The largest software used by the Town for the past 20 plus years is Caselle. The subscription includes the following modules:

- General Ledger
- Accounts Receivable
- Accounts Payable
- Cash Receipting
- Utility Management
- Animal License
- Human Resources
- Timekeeping
- Payroll

Additional software and online services used by or impacting the Finance Department include:

- Xpress Bill Pay for customer access to utility bills
- Community Core for building permits through SAFEbuilt
- Civic Plus providing website and communications
- E-force for court management
- Neptune for meter reading

CURRENT ISSUES

Integration

The software listed have limited or no capability to communicate with Caselle or each other and data files must frequently be downloaded and then uploaded to share information.

Slow Development

In addition to the challenges presented by the lack of communication between software, some of the software does not function well or is no longer relevant due to external changes.

Caselle remains a software that requires a server to function and can be stored on a customer server or a hosted server. There are limited aspects of a few modules that are available through a web-based version.

Caselle does not have the resources to develop a cloud version in a timely manner. Features that were touted as selling points over four years ago have yet to become available. The Town has nine pending incidents with Caselle ranging back five years that include three defects and six enhancements that still have not received a response.

Antiquated Functions

The two modules with the greatest challenges to security, internal controls, and efficiency are accounts payable and payroll.

Caselle Accounts Payable Module

- Caselle lacks a reliable document storage solution for the supporting documents required by the auditors.
 - The document management module offered is not owned by Caselle and only provides a link between the expense entered into Caselle and the invoice which is stored separately. The link is not secure and can easily be broken.
 - The lack of workflow for invoice approval and the supporting document is handled by a workaround process that requires each invoice be emailed out to directors for approval, returned via a designated email, and moved through 6 different electronic folders to track it through the accounts payable process and save it per Colorado retention requirements.
- Caselle requires that for each user accessing the modules an additional license must be purchased.
 - The lack of flexibility in the licensing forces the Town to share access rather than providing every minor user their own login.
 - Shared logins increase the security risks.
 - Decentralization of the invoice entry process out to departments is not a viable option due to the cost of additional licenses.

Caselle Payroll, Timekeeping, and Human Resources Modules

- Caselle's payroll information is wholly contained within the software without any ability to communicate with employees, federal, or state agencies that all have reporting requirements.
 - Employees are unable to view paystubs or access their W-2's through Caselle.
 - Paystubs must be printed to a pdf file, separated into a single pages, saved by individual employees, and then one by one be emailed out to employees.
 - Mandatory reporting to federal and state agencies require that reports be printed, documents completed, and mailed via USPS or in some instances, scanned and submitted electronically.
- The timekeeping module allows employees complete and submit their timesheet via the web-based application.
 - The information contained regarding employee hours does import well into the payroll module and there have been a minimal number of issues in this part of the payroll process.
 - Vacation and sick leave requests can be submitted through the Caselle Connect web-based application. Once the request is approved, the information stalls and does is not applied to an employee's timesheet or a shared calendar of paid time off requests. Instead, the Town uses an Outlook calendar to handle time off requests. The information must then be manually entered into timesheets and verified during the timesheet approval process.

- The Human Resources module is very basic and provides no benefit to the Town.
 - Caselle does not offer the option for candidates to apply for positions through the software.
 - Employee performance reviews are unable to be completed via Caselle.
 - The module is so basic that it is not used with the exception that a listing of positions must be maintained for the timekeeping and payroll modules to function.

SOLUTION

Enterprise Resource Planning (ERP) is a classification of a software system that helps organizations automate and manage core business processes for optimal performance through an integrated system.

While the need for new software was identified more than three years ago, selection and implementation of a new financial or ERP system is a significant investment of resources. The availability of funding, experienced staff, and time are all necessary to enter a project of this magnitude. If done well, a new ERP or financial software should last an organization 20 – 40 years.

The Town has spent the past year investigating various software companies and reaching out to other municipal organizations across the country to learn more about the ERP systems that they use.

Systems identified included those suitable for very small communities, towns that are growing towards mid-sized, and larger communities. The mid-sized solutions are the strongest candidates for the Town of Severance as they provide features that will allow the system to grow with the Town without being overly expensive or complex.

Tyler Technologies rose to the top of those appropriate for the Town. While the capabilities of the software are important, confidence in the company is also a priority in the selection criteria. Tyler Technologies is strong company that invests in their future both through development and acquisitions. There is minimal risk that Tyler would be acquired, declare bankruptcy, or close its doors.

Tyler Technologies offers solutions for different sized organizations and Tyler's ERP will allow us to select the best modules for the Town at this time while offering additional modules and options as we continue to develop as an organization and grow as a community. With heightened functionality and the ability for enhanced reporting, it also provides features that will improve communication with the residents of the Town of Severance.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 157 - Resolution 2023-35R: A Resolution of the Town Council of the Town of Severance, Colorado, Providing of Additional Appropriations and Deappropriations in Fiscal Year 2023 for Unanticipated Revenues and Expenditures and Changes to Modify Fund Balances Pertaining to Income - Capital Projects	Nancy Mueller, Finance Director	Nancy E. Mueller, CPA
ACTION REQUESTED		
Town Staff asks that the Town Council review the resolution to deappropriate funding for two capital projects and appropriate grant revenue and fund balance for four projects in the Capital Improvement Program (CIP). • Approve Resolution 2023-35R • Approve Resolution 2023-35R with Modifications • Take no action		<u>Resolution</u> <u>Attorney Approved</u> <u>Action Requested</u>
BRIEF SUMMARY		
Town Staff is requesting that the Town Council review the proposed courses of action and discuss the following items: • Deappropriation of projects to redirect funding to current and future projects and appropriation of grant funding for the completion of two projects along with additional appropriation of fund balance to allow for the completion of two additional projects.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Staff recommends the Town Council approve Resolution 2023-35R to allow the completion of Capital Improvement Program (CIP) projects.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Resolution 2023-35R Mid-Year Capital Project Deappropriations and Appropriations		

RESOLUTION NO. 2023-35R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, PROVIDING OF ADDITIONAL APPROPRIATIONS AND DEAPPROPRIATIONS IN FISCAL YEAR 2023 FOR UNANTICIPATED REVENUES AND EXPENDITURES AND CHANGES TO MODIFY FUND BALANCES PERTAINING TO SAME

WHEREAS, the Town has additional and unanticipated revenues, deferred revenues, and available fund balance for the 2023 fiscal year; and

WHEREAS, the Town anticipates additional expenses during the 2023 fiscal year that were not anticipated in the 2023 Adopted Budget Capital Improvement Program (CIP); and

WHEREAS, the Town has received additional grant funding from the Colorado Department of Transportation (CDOT) for the WCR 23 & HWY 392 Traffic Signals project and desires to appropriate the additional revenue; and

WHEREAS, the Town received Federal grant money in the years 2021 and 2022 from the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program authorized by the American Recovery Plan Act (ARPA), and desires to appropriate it for the Southline Water Loop Project; and

WHEREAS, the Federal grant money will fully fund the Southline Water Loop Project, the Town would like to deappropriate the current funding for the project appropriated during the 2023 Adopted Budget Capital Improvement Program and return the funds to the Restricted Water Fund Balance (Impact Fees); and

WHEREAS, the Town Council has requested that drainage repairs be added to the Skate Park project and additional funding is required to complete those repairs; and

WHEREAS, the Wastewater Treatment Facility Dredging project included in the 2023 Capital Improvement Program (CIP) project has been reviewed and determined to be eligible for postponement and the Town is requesting to deappropriate those and funds and reappropriate the funds for the repair of the Wastewater Treatment Facility Pond Liner Repair project; and

WHEREAS, the upfitting required for the Street Sweeper Purchase requires the appropriation of additional funds; and

WHEREAS, in accordance with Section 8.10 of the Town of Severance Home Rule Charter, the Town Council may modify appropriations by resolution during the fiscal year for unanticipated budgetary issues, so long as such modified appropriations do not cause total expenditures within a fund to exceed the beginning fund balance or the funds available plus anticipated revenues and other sources of funds within the fund as estimated in the budget; and

WHEREAS, the Town Council desires to modify appropriations and to authorize the expenditure of certain funds by enacting a supplemental budget appropriation to the 2023 Town budget.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

Section 1. The following modifications to unencumbered fund balances for Fiscal Year 2023 as set forth below are hereby approved:

Deappropriation of Projects by Fund:

PROJECT	ACCOUNT	AMOUNT
W-2301 Southline Water Loop	51-83-2100	\$ (10,000)
W-2301 Southline Water Loop	51-83-2400	\$ (75,000)
W-2301 Southline Water Loop	51-83-7500	\$ (1,125,000)
TOTAL RETURNED TO RESTRICTED WATER FUND BALANCE (IMPACT FEES)		\$ (1,210,000)
WW-2301 Wastewater Treatment Facility Dredging	52-83-7500	\$ (350,000)
TOTAL RETURNED TO UNRESTRICTED WASTEWATER FUND BALANCE		\$ (350,000)

Section 2. The following modifications to unencumbered appropriation balances for Fiscal Year 2023 as set forth below are hereby approved:

A. Appropriations of Unanticipated Revenues:

UNANTICIPATED REVENUES	ACCOUNT	AMOUNT
Colorado Department of Transportation Grant for TR-2101	10-33-3000	\$ 125,000

B. Appropriations of Deferred Revenues:

DEFERRED REVENUES	ACCOUNT	AMOUNT
Coronavirus SLFRF/ARPA Funds	10-222000	\$ 1,632,265

C. Appropriations from Unrestricted Fund Balance:

FUND BALANCE	AMOUNT
Unrestricted General Fund Balance	\$ 21,000
Unrestricted Wastewater Fund Balance	\$ 350,000

TOTAL FUNDS TO BE APPROPRIATED:

\$ 2,128,265

Section 3. The following modifications to budget expenditures for Fiscal Year 2023 as set forth below are hereby approved:

Expenditures by Project and Fund:

PROJECT	ACCOUNT	AMOUNT
TR-2101 Traffic Signals (WCR 23 & HWY 392)	12-83-7500	\$ 125,000
W-2301 Southline Water Loop	51-83-2100	\$ 15,000
W-2301 Southline Water Loop	51-83-2400	\$ 150,000
W-2301 Southline Water Loop	51-83-7500	\$ 1,467,265
WW-2302 Wastewater Treatment Facility Pond Liner Repair	52-83-7500	\$ 350,000
P-2202 Skate Park	75-65-2400	\$ 15,000
PW-2501 Street Sweeper	53-83-7000	\$ 3,000
PW-2501 Street Sweeper	75-61-7000	\$ 3,000
TOTAL EXPENDITURES BY PROJECT		\$ 2,128,265

TOTAL EXPENDITURES: \$2,128,265

Section 4. The Town Manager is directed to affect the necessary transfers to comply with this resolution, and to update beginning balances to actual balances for a more accurate statement of budget status.

RESOLVED AND PASSED THIS ____ DAY OF _____, 2023.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney