



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

AGENDA
TOWN COUNCIL WORK SESSION & MEETING
Tuesday, April 23, 2024, at 6:00 PM

A. CALL TO ORDER 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.

- 1. Pledge of Allegiance-Matt Voris**
- 2. Pg 4 - Discussion on Sales/Use Tax Ballot Question and Communications Plan**
 - Discussion
 - Staff Presentation: Nicholas Wharton, Town Manager

B. 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.

- a. Pg 11 - 4.09.24 Minutes**
- b. Pg 16 - Resolution 2024-15R: 2023 Budget Reappropriation**
- c. Pg 19 - Resolution 2024-16R: 2024 Budget Appropriations**
- d. Pg 21 - March 2024 Payables**
- e. Pg 25 - March 2024 Financial Statements**
- 4. Approval of Agenda**
- 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. Town Staff
- c. Town Management
- d. Council Members Liaisons
- e. Mayor

C. PROCLAMATION

- 1. Pg 89 - May-Mental Health Month - Ashley Octon, North Range Behavioral Health Program Director, Presenting**
- 2. Pg 90 - 2024 Police Week Proclamation**
- 3. Pg 91 - 2024 Public Works Week Proclamation**
- 4. Pg 92 - 55th Annual Professional Municipal Clerks Week**

D. TOWN COUNCIL

- 1. Pg 93 - Ordinance 2024-07: Amending Section 16.4.60**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
- 2. Pg 96 - Ordinance 2024-08: Approving an Agreement between the Town of Severance and LightGig**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
- 3. Pg 103 - Ordinance 2024-09: Utility Fees and Billing Collection**
 - Discussion
 - Staff Presentation: Nicholas Wharton, Town Manager
- 4. Pg 125 - Resolution 2024-23R: Declaring Vacancy on Town Council**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
- 5. Pg 132 - Town Council Member Appointment or Special Election**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager

6. Pg 133 - Mayor Pro-Tem Appointment

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

E. COUNCIL MEMBER PETITIONS

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

F. EXECUTIVE SESSION

1. **Executive Session pursuant to C.R.S. 24-6-402(b) for purposes of conferring with the Town Attorney to receive legal advice on specific legal questions regarding the Town's water supply, treatment, storage and service.**

G. ADJOURN

Town Council MEETING

Tuesday, April 23, 2024, 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.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 4 - Discussion on Sales/Use Tax Ballot Question and Communications Plan	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Town Management asks the Town Council to discuss the Ordinance and proposed ballot question on the Use/Sales Tax dedicated to the Transportation Utility Fund and direct any further actions they deem necessary.		<u>Discussion</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
As requested by the town council, Town Management has scheduled an additional work session to discuss the proposed ballot question and ordinance on the Use/Sales Tax dedicated to the Transportation Utility Fund. Additionally, an estimation of generated funds created by a 1%, 1.5%, and 2% increase will be provided along with cost estimates for communication efforts of the ballot measure.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks the Town Council to discuss the Ordinance and proposed ballot question on the Use/Sales Tax dedicated to the Transportation Utility Fund and direct any further actions they deem necessary.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: - O-2024-Sales and Use Tax 1% Increase Transportation Improvements Ballot Question (without code provisions) - Sales and Use Tax Ballot Question Projections		

**TOWN OF SEVERANCE
ORDINANCE NO. 2024-XX**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, CALLING AN ELECTION ON NOVEMBER 5, 2024, AND
SUBMITTING TO THE VOTERS A BALLOT ISSUE TO AUTHORIZE A ONE
PERCENT SALES AND USE TAX INCREASE FOR THE PURPOSE OF
FUNDING TRANSPORTATION MAINTENANCE AND IMPROVEMENT
PROJECTS; AND TO APPROVE THE BALLOT TITLE AND TEXT OF THE
BALLOT ISSUE TO BE SUBMITTED AT SUCH ELECTION**

WHEREAS, the Town of Severance, Colorado (the “Town”), is a home-rule town duly organized and existing under the Constitution of the State of Colorado and the Home Rule Charter of the Town; and

WHEREAS, the Town provides transportation facilities and related infrastructure improvements to the community to facilitate and promote the safe and efficient travel of vehicles and pedestrians; and

WHEREAS, the Town presently imposes a sales tax at the rate of 3.0% on the sales of tangible personal property at retail and the furnishing of services in the Town, and a use tax of 3% on construction and building materials used, stored, and consumed in the Town, pursuant to Chapter 4, Article 3, of the Severance Municipal Code as general revenue raising measures; and

WHEREAS, the Town Council of the Town (the “Town Council”) has determined that additional revenues are required to preserve, maintain, improve, and expand the Town’s transportation facilities and related infrastructure improvements to protect, preserve, and promote the public health, safety, and welfare of the Town’s residents; and

WHEREAS, the Town Council determines that the additional revenues needed by the Town should be generated by increasing the Town’s sales and use tax rates by 1% to a total of 4%; and

WHEREAS, if the Town’s voters approve such a tax increase, the revenues should be used to improve and enhance the safety, security, and quality of life of the Town’s residents by funding the preservation, maintenance, improvements, and expansion of the Town’s transportation facilities and related infrastructure improvements; and

WHEREAS, Section 20 of Article X of the Constitution of the State of Colorado, also known as the “Taxpayer’s Bill of Rights” or “TABOR,” authorizes the Town to adopt a tax rate increase, subject to the approval of the Town's registered electors; and

WHEREAS, the Town has determined that there is not a regular Town election scheduled to occur within 90 days of the date of adoption of this Ordinance; and

WHEREAS, the Town Council determines it is in the best interest of the residents of the Town to present a ballot issue to the eligible electors of the Town at the November 5, 2024, election to authorize a 1% increase to the Town's sales and use tax rates; and

WHEREAS, TABOR requires that the Town refer the question of a tax rate increase as set forth herein to the vote of the registered electors of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, as follows:

Section 1. Upon adoption of this ordinance by the Town Council of the Town, this ordinance shall be submitted to a vote of the Town's registered electors on November 5, 2024 (the "Election Date"), which is the next coordinated election. The election shall be conducted in accordance with Section 20, Article X of the Constitution of the State of Colorado; Article 2 of Title 29, C.R.S.; Article 10 of Title 31, C.R.S.; and all other applicable provisions of law. As provided in Section 2.01 of the Town Severance Home Rule Charter, Section 2-1-10 of the Severance Municipal Code, and Section 31-10-102.7, C.R.S., the election shall be conducted as a coordinated election pursuant to the requirements and procedures of the "Uniform Election Code of 1992," Articles 1 to 13 of Title 1, C.R.S. At said election, the ballot issue, including absentee ballots, shall state the substance of the issue to be voted on and so stated shall constitute the ballot title, designation, and submission clause, which shall be in the following form:

BALLOT TITLE AND TEXT OF BALLOT ISSUE

**1% Sales and Use Tax Increase for
Transportation Facilities Maintenance and Improvements**

SHALL THE TOWN OF SEVERANCE'S TAXES BE INCREASED BY \$ _____ ANNUALLY (FIRST FULL FISCAL YEAR INCREASE), COMMENCING JANUARY 1, 2025, AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY THEREAFTER, BY INCREASING THE TOWN SALES AND USE TAX RATE BY ONE-PERCENT (1%), WHICH IS AN INCREASE OF TEN CENTS ON EACH TEN DOLLAR PURCHASE, WITH THE PROCEEDS TO BE USED FOR THE MAINTENANCE, IMPROVEMENT, PRESERVATION, ACQUISITION, AND EXPANSION OF THE TOWN'S TRANSPORTATION FACILITIES AND RELATED INFRASTRUCTURE, AND SHALL THE TOWN BE AUTHORIZED TO COLLECT, RETAIN, AND SPEND ALL REVENUE GENERATED BY SUCH TAX AS A VOTER-APPROVED REVENUE CHANGE AND AN EXCEPTION TO REVENUE AND EXPENDITURE LIMITS IN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?

YES _____

NO _____

Section 2. Prior to or upon approval of the above ballot issue by a majority of the registered electors voting thereon, the Town Council shall enact an implementing ordinance consistent with all of the terms and conditions contained in the above ballot issue.

Section 3. Upon approval of the above ballot issue by a majority of the registered electors voting thereon, the funds generated by the 1% sales and use tax increase will be appropriated as determined by the Town Council of the Town of Severance in its sole discretion, in accordance with the provisions of this ordinance and any subsequent implementing ordinance, and nothing contained herein shall be construed as creating a claim by any individual, group, or entity for receipt of such funds.

Section 4. Pursuant to the Uniform Election Code of Colorado Revised Statutes, the election of November 5, 2024, shall be conducted as a coordinated election and the Election Official is hereby authorized and directed to take all such actions as are necessary or desirable thereunder to effectuate the election as a coordinated election.

Section 5. The Town Council appoints Leah Vanarsdall, Town Clerk, as the designated election official (the “Election Official”) for purposes of the election. The Election Official shall have all the rights and obligations prescribed under statutes for such an Election Official in the conduct of a coordinated election and shall act as primary liaison between Weld County Clerk and the Town with respect to the election as provided in the Intergovernmental Agreement.

Section 6. The Town Council authorizes the Town Clerk, to enter into and carry out the terms of an Intergovernmental Agreement (the “Intergovernmental Agreement”) with the Weld County Clerk as required by state statute, describing the allocation of responsibility among the County Clerk, the Town, and the other political subdivisions in the County for the preparation and the conduct of the election and the provision for reasonable sharing of the cost of the election among the County, the Town, and the other participating political subdivisions.

Section 7. The Town hereby adopts the provisions of Section 1-11-203.5, Colorado Revised Statutes, as the exclusive procedure for protesting or contesting the content of the ballot title and text set forth above. For purposes of Section 1-11-203.5, Colorado Revised Statutes, the ballot title for the question set forth in Section 1 above is hereby determined to be the text of the question itself.

Section 8. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The Town Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 9. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 10. This ordinance is deemed necessary for the immediate protection of the health, welfare, and safety of the community.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this ____ day of _____, 2024.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

Sales and Use Tax Ballot Question Projections

Sales Tax Revenue	2019	2020	2021	2022	2023
Jan	54,457	99,694	143,445	174,948	191,319
Feb	40,160	81,752	120,354	126,231	139,732
Mar	40,884	81,139	124,760	141,740	140,005
Apr	51,293	93,437	153,633	159,919	170,913
May	59,648	108,070	155,193	124,308	159,597
Jun	53,304	106,230	153,198	160,866	164,926
Jul	76,349	107,082	192,537	172,692	182,357
Aug	82,219	107,954	151,765	159,692	175,824
Sep	70,420	109,066	160,604	172,630	177,013
Oct	70,818	107,569	165,445	178,490	172,339
Nov	85,471	103,127	138,576	173,726	174,080
Dec	98,196	120,089	192,803	183,453	195,043
Total	783,220	1,225,210	1,852,313	1,928,693	2,045,172

Projections For Dedicated Sales Tax

	3% Sales Tax (3-Year Average)	Projected Dedicated 1% Sales Tax	Projected Total 4% Sales Tax
Additional 1%	1,942,060	640,880	2,582,939
Additional 1.5%	1,942,060	971,030	2,913,089
Additional 2%	1,942,060	1,281,759	3,223,819

Projections For Dedicated Building Materials Use Tax

	3% Use Tax (3-Year Average)	Projected Dedicated 1% Use Tax	Projected Total 4% Use Tax
Additional 1%	1,102,185	363,721	1,465,906
Additional 1.5%	1,102,185	551,093	1,653,278
Additional 2%	1,102,185	727,442	1,829,627

Sales and Use Tax in Northern Colorado

Town	Use Tax	Sales Tax	Mill Levy
Severance	3.00%	3.00%	12.635%
Eaton	4.00%	4.00%	5.327%
Ault	3.00%	3.00%	6.738%
Pierce	2.00%	2.00%	10.454%
Nunn	2.00%	2.00%	13.810%
Windsor	3.65%	3.65%	12.030%
Greeley	4.11%	4.11%	11.274%
Evans	4.50%	4.50%	3.536%
Kersey	3.60%	3.60%	17.205%
Johnstown	3.50%	3.50%	23.947%
Milliken	2.50%	2.50%	30.452%
Mead	3.00%	3.00%	11.522%
Platteville	3.00%	2.00%	18.385%
Timnath	3.00%	3.00%	6.688%
Wellington	3.00%	3.00%	13.096%



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

WORK SESSION & MEETING MINUTES

Tuesday, April 9, 2024, at 6:00 PM

Present:

Mayor:

Matthew Fries

Mayor Pro-tem:

Michelle Duda

Council Members:

Stephen Gagliardi (Virtual)

Dan Meyers

Briattany Vandermark

David Bruen

Craig Joseph

Absent:

Audience: Pat Ryan and Alicia Louie

Staff:

Nicholas Wharton, Town Manager

Lindsay Radcliff-Coombes, Deputy Town Manager

Shani Porter, Town Planner

Leah Vanarsdall, Town Clerk

Mary Lynn Macsalka, Town Attorney (virtual)

Scott McHenry, Town Attorney (Virtual)

Ken Chavez, Chief of Police

Sarah Jacobsen, Deputy Town Clerk

A. CALL TO ORDER 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.

1. Pledge of Allegiance-Josh Burke

2. Pg 4 - Watering Restrictions

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

B. CALL TO ORDER REGULAR MEETING

1. Roll Call

2. Agenda Review by Town Manager

Town Manager asked to change the Agenda to add a third Executive Session

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 Council Member Vandermark, seconded by Council Member Bruen to Approve the Consent Calendar. All Council Members present voting Yes,

MOTION PASSED

a. Pg 9 - 3.26.24 Minutes

4. Approval of Agenda

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Vandermark to Approve the Agenda as amended to add a third Executive Session. 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.

Pat Ryan-1689 Maseca Plaza Way

6. Council Member Comments

The new Clearview Library had a great Grand Opening on April 6th. Many people were in attendance.

7. 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

C. PROCLAMATION

- 1. Pg 14 - National Crime Victims' Rights Week - April 21-27, 2024
- 2. Pg 16 - Arbor Day Proclamation

D. TOWN COUNCIL

1. PUBLIC HEARING

Pg 17 - Ordinance 2024-05: An Ordinance of the Town of Severance Vacating a Portion of the Alley Right-of-Way on Block 2, Town of Severance Town Plat, Located Between Second Avenue and Third Avenue West of First Street

- Legislative
- Staff Presentation: Shani Porter, Planning Director

PUBLIC HEARING: Open: 6:56 pm Closed: 7:02 pm

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Meyers to Adopt **Ordinance 2024-05:** An Ordinance of the Town of Severance Vacating a Portion of the Alley Right-of-Way on Block 2, Town of Severance Town Plat, Located Between Second Avenue and Third Avenue West of First Street. All Council Members present voting Yes,

MOTION PASSED

- 2. **Pg 24 - Ordinance 2024-06: Dedicating as Public Right-of-Way a Parcel of Land Located Along the West Side of Block 1, Town of Severance Plat, Between E. Harmony Road and Third Avenue, Commonly Known as Railroad Avenue**

- Legislative
- Staff Presentation: Shani Porter, Planning Director

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Meyers to Adopt **Ordinance 2024-06:** Dedicating as Public Right-of-Way a Parcel of Land Located Along the West Side of Block 1, Town of Severance Plat, Between E. Harmony Road and Third Avenue, Commonly Known as Railroad Avenue. All Council Members present voting Yes,

MOTION PASSED

3. Pg 30 - Resolution 2024-21R: Approving the Severance Municipal Works Subdivision Plat for Certain Real Property Located Within Block 2, Town of Severance Plat; and Dedicating Utility Easements Thereon

- Legislative
- Staff Presentation: Shani Porter, Planning Director

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Meyers to Approve **Resolution 2024-21R**: Approving the Severance Municipal Works Subdivision Plat for Certain Real Property Located Within Block 2, Town of Severance Plat; and Dedicating Utility Easements Thereon. All Council Members present voting Yes,

MOTION PASSED

4. Pg 35 - Resolution 2024-22R: Fee Schedule Update

- Legislative
- Staff Presentation: Leah Vanarsdall, Town Clerk

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Vandermark to Approve **Resolution 2024-22R**: A Resolution of the Town Council of the Town of Severance, Colorado, Adopting the Town of Severance Fee Schedule with the amendment of Chicken Permits to be lowered to \$0.00. All Council Members present voting Yes,

MOTION PASSED

5. Pg 46 - Renaming Weld County Roads Discussion

- Legislative
- Staff Presentation: Lindsay Radcliff, Deputy Town Manager
This Agenda Item was continued for a future Work Session.

6. Pg 53 - Utility Fees Ordinance Discussion

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager
Direction given to Staff and the Town Attorney to bring a revised Ordinance to the April 23, 2024, Town Council Meeting

7. Pg 64 - Transportation Utility Fee Discussion

Discussion Held

E. COUNCIL MEMBER PETITIONS

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

None

F. EXECUTIVE SESSION

MOTION WAS MADE BY Mayor Pro-tem Duda, seconded by Council Member Joseph to ADJOURN INTO EXECUTIVE SESSION as shown below: All Council Members present voting Yes,

MOTION PASSED

- 1. Executive Session pursuant to C.R.S. 24-6-402(b) and (e)(I) for purposes of conferring with the Town Attorney to receive legal advice on specific legal questions regarding the Northern Integrated Supply Project and related contracts, and for purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators, regarding same.**

2. Executive Session pursuant to C.R.S. 24-6-402(b) for purposes of conferring with the Town attorney to receive legal advice on specific legal questions regarding the Town's water supply, treatment, storage and service.
3. Executive Session pursuant to C.R.S. §§ 24-6-402(4)(a) and 24-6-402(e)(I) for purposes of (1) discussing a potential sale of Town-owned real property located near the intersection of WCR 84 and WCR 19, and (2) determining positions relative to matters subject to negotiations, developing strategy for negotiations, and instructing negotiators, regarding the potential sale of such property.

G. ADJOURN

8:01 pm

RESOLUTION NO. 2024-15R

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, PROVIDING FOR ADDITIONAL APPROPRIATIONS IN FISCAL YEAR
2024 FOR THE REAPPROPRIATION OF THE BUDGET OF 2023 CAPITAL
PROJECTS STILL IN PROGRESS AND AMENDMENTS TO THE 2024 ADOPTED
BUDGET.**

WHEREAS, the 2023 budget appropriations lapsed on December 31st, 2023; and

WHEREAS, the Town had appropriations for projects and equipment purchases to be continued in 2024; and

WHEREAS, the Town has the money available in fund balances; and

WHEREAS, the Town would like to reappropriate funding that was appropriated in the 2023 Amended Budget for these ongoing projects; and

WHEREAS, the Town had identified revenues received in 2023 that are for projects to begin in 2024; and

WHEREAS, the Town would like to appropriate the identified revenues in fund balance; and

WHEREAS, the Town would like to appropriate the funds for the equipment 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. Appropriations of Additional Fund Balance:

APPROPRIATIONS FROM FUND BALANCE	
GENERAL FUND	\$450,073
TOTAL	\$450,073

TOTAL FUNDS TO BE APPROPRIATED: \$450,073

Section 2. The following modifications to budget expenditures for Fiscal Year 2024, as set forth below are hereby approved:

Expenditures by Project and Fund:

PROJECT CODE	PROJECT NAME	AMOUNT
PW-2310	SAFE PASSAGEWAYS	\$450,073
	TOTAL	\$450,073

TOTAL EXPENDITURES: \$450,073

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 23RD DAY OF APRIL, 2024.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

**TOWN OF SEVERANCE
RESOLUTION NO. 2024-16R**

**A RESOLUTION FOR THE TOWN COUNCIL OF TOWN OF SEVERANCE,
COLORADO, TO APPROPRIATE FUNDS FROM FUND BALANCE**

WHEREAS, the Town has received unexpected additional Use Tax and revenue that reverted to General Fund Balance; and

WHEREAS, the Town Council has prioritized the need for Economic Development and the replacement of two police vehicles; and

WHEREAS, the Town Council desires to authorize the expenditure of these funds by enacting a supplemental budget appropriation to the 2024 Town Budget.

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

Section 1.

Appropriations from Fund Balance:

APPROPRIATIONS FROM FUND BALANCE	
GENERAL FUND	\$2,053,738
FLEET FUND	\$205,000
TOTAL	\$2,258,738

TOTAL FUNDS TO BE APPROPRIATED: \$2,258,738

Section 2.

Expenditures by Project and Fund:

PROJECT CODE	PROJECT NAME	AMOUNT
10-70-4989	ECONOMIC DEVELOPMENT	\$2,053,738
75-51-7550	PURCHASE OF VEHICLES	\$205,000
	TOTAL	\$2,258,738

TOTAL EXPENDITURES: \$2,258,738

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 ADOPTED, the 23rd day of April 2024.

TOWN OF SEVERANCE

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, Town Clerk

TOWN OF SEVERANCE
PAYMENT APPROVAL REPORT
3/01/24 - 3/29/24

Vendor Name	Invoice Number	Description	Amount Paid
Ablao Law, LLC	1244	Municipal Judge - February 2024	\$ 1,050.00
AFLAC	063988	Employee Deductions	\$ 962.42
Air Comfort, Inc.	C006915	PW - Quarterly HVAC Maintenance	\$ 662.00
Amazon Capital Services	144H-4XDP-D3GN	Rubber boots for PW - TIDEWE Puncture Proof Work Boots Men	\$ 83.99
Amazon Capital Services	144H-4XDP-D3GN	CrosiZe 5 Pack Door Stoppers for Bottom of Door	\$ 7.99
Amazon Capital Services	144H-4XDP-D3GN	GRAWUN 6 Pack Cardboard Ballot Box with Slot	\$ 14.99
Amazon Capital Services	144H-4XDP-D3GN	Meeting Notes Notebook for Work, 8.5 * 11 Meeting Notebook"	\$ 9.98
Amazon Capital Services	144H-4XDP-D3GN	Amazon Basics 2-Pack HDMI Cable	\$ 8.99
Amazon Capital Services	144H-4XDP-D3GN	Bush Business Furniture 500 Home Office Desk	\$ 3,534.38
Amazon Capital Services	144H-4XDP-D3GN	Logitech MK345 Wireless Combo Full-Sized Keyboard	\$ 34.99
Amazon Capital Services	144H-4XDP-D3GN	Duracell Coppertop AAA Batteries	\$ 14.83
Amazon Capital Services	144H-4XDP-D3GN	NEW Microsoft Surface Mobile Mouse - Ice Blue	\$ 36.29
Amazon Capital Services	144H-4XDP-D3GN	18 x 24" SwiftGlimpse 2024 Wall Calendar Erasable"	\$ 9.49
Amazon Capital Services	144H-4XDP-D3GN	WALI Triple Monitor Mount, 3 Monitor Stand Desk Mount	\$ 76.48
Amazon Capital Services	144H-4XDP-D3GN	Bush Business Furniture Office 500 5 Shelf Bookcase	\$ 732.76
Amazon Capital Services	144H-4XDP-D3GN	Logitech MK345 Wireless Combo Full-Sized Keyboard	\$ 34.99
Amazon Capital Services	144H-4XDP-D3GN	Lekvey Ergonomic Mouse, Vertical Wireless Mouse	\$ 24.99
Amazon Capital Services	144H-4XDP-D3GN	Duracell 2768001 Coppertop AA Alkaline Batteries 24/Pack	\$ 17.21
Amazon Capital Services	144H-4XDP-D3GN	Sander light replacements - H3 12V 55W Halogen 55W H3 Halogen Bulb	\$ 15.88
AmeriGas - 1180	3161884142	Water Tank - Account	\$ 1,332.35
Arrowhead Scientific, Inc.	167671	Evidence supplies	\$ 176.22
Ascent Broadband, LLC	140328	PW Internet Service	\$ 190.00
Ausmus Law Firm PC	8654	Contract prosecution for the month of March 2024	\$ 850.00
Ayres Associates Inc.	213534	General Planning Services	\$ 2,170.00
Ayres Associates Inc.	213534	General GIS Services	\$ 415.00
Banner Occupational Hea	843721	JAN 2024 PWSVCS Health Fair	\$ 180.00
Banner Occupational Hea	842733	FEB 24 SVCS - PD Physical	\$ 350.00
BC Services, Inc.	FGD20230649-1	WATER - SAFE DRINKING WATER PRO DRINKING WATER FEE JULY 2023 TO JUNE 2024	\$ 568.40
Bunting Disposal, Inc.	7108600	Recyc Town Hall - Billing Period FEBRUARY, 2024	\$ 15.00
Bunting Disposal, Inc.	7108600	Trash Service Town Hall - Billing Period FEBRUARY, 2024	\$ 60.00
Bunting Disposal, Inc.	7108600	Recyc PDI - Billing Period FEBRUARY, 2024	\$ 10.00
Cache la Poudre Ventures	DEPOSITREFUND26	Deposit Refund 3.26.24	\$ 3,786.19
Carson Fabrication, LLC	1447	Unit#234-Intl 7400 Vac truck - Engine & Kicker PM Service	\$ 1,788.54
Carson Fabrication, LLC	1449	Unit#234-Intl 7400 Vac truck - Coolant leak and repair	\$ 1,194.07
Carson Fabrication, LLC	1450	Unit#234-Intl 7400 Vac truck - Air leak and repair	\$ 40.48
Carson Fabrication, LLC	1446	Unit#337 -Komatsu WA320MC - Oil leak and repair	\$ 3,510.97
Carson Fabrication, LLC	1440	Unit#230-Intl 7300 - PM Service	\$ 1,227.79
Carson Fabrication, LLC	1451	Unit#234-Intl 7400 Vac truck - Coolant leak and repair	\$ 540.74
Carson Fabrication, LLC	1448	Unit#234-Intl 7400 Vac truck - Hardshift and driveline repair	\$ 1,695.47
Caselle, Inc.	131340	Caselle Software Support - APR 2024	\$ 2,056.00
CEBT	INV 0063963	Monthly Health Insurance	\$ 36,413.17
CIRSA	240877	Property/Casualty Coverage (01/01/2024-01/01/2025) Q2	\$ 46,676.60
City of Loveland	10840511	Police Training - Firing Range	\$ 300.00
Colorado Civil Group Inc.	0042.0000.11-25	Pending Projects	\$ 114.75
Colorado Civil Group Inc.	0042.0001.08-39	Engineering Services - Cust#276	\$ 891.09
Colorado Civil Group Inc.	0042.0014.03-11	Engineering Services - Cust#233	\$ 1,428.83
Colorado Civil Group Inc.	0042.0506.03-13	Engineering Services - W-2801 Water Treatment Plant	\$ 38.25
Colorado Civil Group Inc.	0042.0506.05-13	Engineering Services - W-2101 1.5 MG EWT-Const. Eng. Serv	\$ 114.75
Colorado Civil Group Inc.	0042.0002.08-02	Engineering Services - Cust#305	\$ 520.65
Colorado Civil Group Inc.	0042.0000.10-25	Capital Improvement Projects	\$ 1,244.15
Colorado Civil Group Inc.	0042.0506.04-04	Engineering Services - W-2301 South Water Line Loop	\$ 229.50
Colorado Civil Group Inc.	0042.0511.01-11	Engineering Services - TR-2101 SH392-WCR23 II Support Services	\$ 38.25
Colorado Civil Group Inc.	0042.0023.00-07	Engineering Services - Cust#291	\$ 333.75
Colorado Civil Group Inc.	0042.0510.00-23	Engineering Services - TR-2201 E Harmoney Rd - WCR 19 Improv	\$ 924.00
Colorado Civil Group Inc.	0042.0512.00-09	Engineering Services - PD-2301.1 PD Renovation-Final Plat LLA	\$ 4,778.89
Colorado Civil Group Inc.	0042.0000.00-85	General Services	\$ 825.00
Colorado Civil Group Inc.	0042.0506.10-05	Engineering Services - W-2302 Greeley Emergency Interconnect	\$ 1,262.25
Colorado Civil Group Inc.	0042.0506.11-02	Engineering Services - Copper & Lead Inventory	\$ 6,027.00
Colorado Civil Group Inc.	0042.0002.09-02	Engineering Services - Cust#306	\$ 456.00
Colorado Civil Group Inc.	0042.0002.07-27	Engineering Services - Cust#183	\$ 636.31
Colorado Civil Group Inc.	0042.0006.02-16	Engineering Services - Cust#80	\$ 221.25
Colorado Civil Group Inc.	0042.0000.09-23	General Engineering Water Fund	\$ 1,082.75
Colorado Civil Group Inc.	0042.0507.00-52	Engineering Services - WW-2004 Sanitary Sewer System Master Plan	\$ 321.00
Colorado Civil Group Inc.	0042.0000.12-01	HUTF	\$ 3,687.75
Cristando House, Inc.	301218	Enrollment in Civilian Police Leadership	\$ 165.00
Dean Contracting, Inc.	2969	CR 74 Fence and Gate - Materials and labor to install 1200' of 8' tall 4-rail cedar	\$ 60,858.00
Dean Contracting, Inc.	2969	CR 74 Fence and Gate - Materials and labor to automate the cantilever gate	\$ 12,566.00
Dept Public Health Enviro	E240106	Monthly testing	\$ 193.50
Direct Discharge Consulti	2489	Feb ORC Services	\$ 1,500.00
E-470 Public Highway Aut	2089870841	Express Toll - Lic# DME867 CO	\$ 4.60
Employers Council	0000498447	Travel expense on 1/3/24 to 1/25/24	\$ 104.52
Employers Council	0000495938	HR Services	\$ 3,260.00

TOWN OF SEVERANCE
PAYMENT APPROVAL REPORT
3/01/24 - 3/29/24

Vendor Name	Invoice Number	Description	Amount Paid
Employers Council	0000498946	HR professional services	\$ 3,000.00
Equinox Development LLOEPOSITREFUND15		Deposit Refund 3.26.24	\$ 10,286.92
Freedom Mailing Services	47295	Delinquent Notices	\$ 199.18
Freedom Mailing Services	47097	Postcard Bill Processing - JAN24	\$ 1,329.22
Freedom Mailing Services	47315	Postcard Bill Processing - FEB24	\$ 1,557.88
Front Range Compliance	8886	Consulting Services - MSC-150 Update	\$ 37.50
Front Range Compliance	8886	Consulting Services - Quarterly Report	\$ 37.50
Front Range Compliance	9017	Consulting Services - Drug and Alcohol Consortium - Annual	\$ 265.80
Frontier Business Product	901314	Freight for toner	\$ 9.75
Frontier Business Product	901907	PW - Copy Machine 94240	\$ 123.74
Frontier Business Product	901907	PW Color Copies	\$ 52.57
Frontier Business Product	901907	TH Color Copies	\$ 90.14
Frontier Business Product	901907	TH - Copy Machine 94244	\$ 123.74
Frontier Business Product	905166	PD - 96081 Copy Machine	\$ 51.29
Frontier Business Product	904800	Freight for toner	\$ 9.56
Frontier Business Product	905166	PD - 96081 Copy Machine - Color Copies	\$ 17.73
GenPro Energy Solutions,	INV8924	Milestone 2 - Product Delivery (Installation)	\$ 108,814.38
Hayashi & Macsalka, LLC	689	CIP Projects - PD building	\$ 292.50
Hayashi & Macsalka, LLC	692	General Legal Services	\$ 3,841.50
Hayashi & Macsalka, LLC	691	Legal Fees - Cust#265 - Development Review	\$ 86.00
Hayashi & Macsalka, LLC	693	Legal Fees - Cust#270 - Development Review	\$ 688.00
Hayashi & Macsalka, LLC	689	CIP Projects - NISP	\$ 195.00
Hayashi & Macsalka, LLC	690	Travel to and from Town Council meeting	\$ 215.00
Hospitality Supply, Inc.	85414	Cleaning supplies, tp, multi-fold towels	\$ 199.25
Infusion Architects, LLC	5	23010 - Severance Police Department February 2024	\$ 4,642.63
Insight Vision, LLC	40665	Opticam 400' System, 12V M18 Battery Adaptor, 512HZ LOCATOR W/CASE, 12V M18 Battery Adaptor	\$ 10,207.68
Integrity Tire	19528	#011 - 2014 Police Interceptor - Oil change, wipers, battery, air filter, timing cover, water pump & coolant flush	\$ 1,932.68
Integrity Tire	19734	#001 - 2014 Police Interceptor - Oil change, Suspension Control Arms, Tail light	\$ 1,087.80
Integrity Tire	19651	#008 - 2013 Police Interceptor - Remove and replace headlamp bulb	\$ 46.01
Integrity Tire	19660	#004 - 2014 Police Interceptor - Remove and replace power take off unit	\$ 2,790.69
Integrity Tire	20203	#220 - 2009 Ford Explorer - PMA, FULL SYNTHETIC OIL CHANGE, Remove & Replace Rack & Pinion Assembly...	\$ 874.10
J & S Contractors Supply C	0081211-IN	Square posts, base posts, guardrail reflectors	\$ 5,607.25
JR Engineering, LLC	84048	Project Management - For Professional Services through February 29,2024	\$ 1,202.50
JR Engineering, LLC	84047	Engineering services - Cust# 270	\$ 185.00
K & K Laser Creations, LLC	33911	Name plate - Deputy Clerk	\$ 27.95
Kinsco	0017026-1	Police Uniforms	\$ 1,116.50
Kinsco	0017067-1	Police Uniforms	\$ 1,166.50
Kinsco	0017262-0	26 Sidebreak Basket Weave, Friction Loc 26 Baton/Foam	\$ 200.48
Kinsco	0016661-0	Flex ArmorSkin Base Shirt, Slimline triple magazine pouch	\$ 108.48
Kinsco	0017067-0	Flex Cargo Pants, Clip-on tie, engraved name pin	\$ 110.98
Kinsco	0016467-1	Police Uniforms	\$ 419.94
La Salle Oil Co.	187796	Fuel	\$ 1,919.55
La Salle Oil Co.	187505	Fuel	\$ 1,826.39
La Salle Oil Co.	187832	Fuel - Diesel	\$ 2,594.87
Language Line Services, Inc	11235860	Acct - Translation Services	\$ 20.50
Lexipol, LLC	INVLEX122518	Annual Law Enforcement Policy Manual & Training Bulletins	\$ 4,374.08
LightGig Communications	452085	Severance Town Hall Service Plan Mar1, 2024 - Mar 31, 2024	\$ 120.00
Lumin8 Transportation Te	7130	FEBRUARY MAINTENANCE BILLING	\$ 270.00
MAC Equipment, Inc.	462550	#555 - Husqvarna Zero Turn Mower Simple Service	\$ 496.12
MAC Equipment, Inc.	465141	SRM-2620T 25.4 CC PRO TORQUE TRIMMER	\$ 137.53
MAC Equipment, Inc.	465146	FS 111 R TRIMMER	\$ 132.14
MAC Equipment, Inc.	466418	SRM-2620T 25.4 CC PRO TORQUE TRIMMER	\$ 319.99
MAC Equipment, Inc.	466418	SRM-3020T 30.5 CC PRO TORQUE TRIMMER	\$ 783.98
MAC Equipment, Inc.	465135	SRM-3020T 30.5 CC PRO TORQUE TRIMMER	\$ 141.13
MAC Equipment, Inc.	465139	SRM-3020T 30.5 CC PRO TORQUE TRIMMER	\$ 143.48
MAC Equipment, Inc.	465140	SRM-2620T 25.4 CC PRO TORQUE TRIMMER	\$ 141.13
MAC Equipment, Inc.	465137	SRM-3020T 30.5 CC PRO TORQUE TRIMMER	\$ 141.13
MAC Equipment, Inc.	465138	SRM-3020T 30.5 CC PRO TORQUE TRIMMER	\$ 141.13
MAC Equipment, Inc.	465142	525LST HUSQVARNA TRIMMER	\$ 137.40
New York Life	BGJ_20240403	Employee Deductions	\$ 631.00
New York Life	BGJ_20240303	Employee Deductions	\$ 631.00
Next Step Communication	12359	Starlink Monthly Rental for Lakeview City Park	\$ 250.00
Next Step Communication	12374	Starlink Monthly Rental for Severance Community Park	\$ 250.00
North Poudre Irrigation Co	02.22.2024	2024 Assessments	\$ 13,860.00
North Weld County Water	3654000-FEB2024	Water Meter-Account	\$ 740.25
North Weld County Water	3386000-FEB2024	Water Meter-Account	\$ 28,122.74
North Weld County Water	6546000-FEB2024	Water Meter-Account	\$ 28,267.51
Northern Engineering Ser	1136-001/00098	Engineering Services - Cust# 265	\$ 2,325.00
Northwest Parkway, LLC	14176321	Toll road fee - CDZH67	\$ 25.60
Pinnacle Investigations LL	580	Pre-employment background investigations	\$ 3,800.00
Pitney Bowes Global Fin	331876788	Postal Machine Lease	\$ 220.92
Poudre Valley REA	135-0224	Steeltights, Summit View	\$ 426.03

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Vendor Name	Invoice Number	Description	Amount Paid
Poudre Valley REA	135-0224	Streetlights, Sunset Ridge	\$ 254.25
Poudre Valley REA	135-0224	36252 Evans St - Power Source	\$ 42.86
Poudre Valley REA	135-0224	Streetlights, CO RD 74 & 19	\$ 219.95
Poudre Valley REA	135-0224	Streetlights, Foxridge	\$ 106.82
Poudre Valley REA	135-0224	CO RD 21 and 76 1/2-water tank	\$ 1,091.41
Poudre Valley REA	135-0224	75 Flat Iron Ln Power Source	\$ 63.93
Poudre Valley REA	135-0224	2880 Branding Iron Power	\$ 66.44
Poudre Valley REA	135-0224	Streetlights, Belmont Farms	\$ 240.20
Poudre Valley REA	135-0224	Streetlights, Severance Shores	\$ 226.24
Poudre Valley REA	135-0224	CO RD 80 and Rangeview Drive	\$ 28.07
Poudre Valley REA	135-0224	Streetlights, Hidden Valley Farms	\$ 1,458.57
Poudre Valley REA	135-0224	CO RD 23 and Belmon Dr	\$ 30.48
Poudre Valley REA	135-0224	Streetlights, Casa Loma	\$ 137.18
Poudre Valley REA	135-0224	Streetlights, Soaring Eagle	\$ 194.85
Poudre Valley REA	135-0224	629 Shoreview Pkwy-Lift Station	\$ 329.80
Quench USA, Inc.	INV07017928	Quarterly Town Hall water service	\$ 149.55
Republic Services, Inc	0642-00863540	Trash Services - wastewater plant - Acct	\$ 79.14
SAFEbuilt Colorado, Inc.	275094	Building Inspections	\$ 58,975.01
Salt Lake Wholesale Spor	96476	Ammo for training	\$ 181.28
SBS Services Group LLC	6658260	Town hall - routine janitorial	\$ 520.00
Security Central, Inc.	952863	Alarm monitoring Service - Fire (4/1/24-6/30/24)	\$ 335.79
Severance High School Af	MAR2024	Donation for after prom event	\$ 1,500.00
Tailored Technology Servi	18937	Printer Setup	\$ 125.00
Tailored Technology Servi	18937	Brother Wireless HL-L2460DW Compact Monochrome Laser Printer	\$ 189.00
Tailored Technology Servi	18914	Monthly Billing for February - 2 Hours Onsite Service/week	\$ 840.00
Tailored Technology Servi	18914	Monthly Billing for February - Microsoft Exchange Online (Plan 2) for GCC	\$ 384.00
Tailored Technology Servi	18914	Monthly Billing for February - Microsoft Office 365 G3 GCC	\$ 897.00
Tailored Technology Servi	18914	Monthly Billing for February - Entra ID P2 for Government - Monthly	\$ 9.00
Tailored Technology Servi	18914	Monthly Billing for February - Managed Services (per user) - Business Standard	\$ 3,800.00
Tailored Technology Servi	18914	Monthly Billing for February - Azure Subscription Billing Cycle: 1/18/2024 - 2/17/2024	\$ 317.82
Tailored Technology Servi	18914	Monthly Billing for February - Microsoft Power Automate per user plan for Government	\$ 30.00
Tailored Technology Servi	18922	Lenovo ThinkPad T16 Gen 2 & Workstation Setup - Fixed Fee	\$ 265.95
Tailored Technology Servi	18922	Lenovo ThinkPad T16 Gen 2 & Workstation Setup - Fixed Fee	\$ 1,241.10
Tailored Technology Servi	18922	Lenovo ThinkPad T16 Gen 2 & Workstation Setup - Fixed Fee	\$ 265.95
Timber Line Electric & Co	8765	Remote Programming Support & Dial Encryption Fee	\$ 115.00
Timber Line Electric & Co	8765	Remote Programming Support & Dial Encryption Fee	\$ 115.00
Town of Windsor	15265-000-FEB202	Account -Wastewater Treatment	\$ 32,488.50
TransUnion Risk & Alterna	5453941-202402-1	Background Checks	\$ 75.00
UMB Staff Credit Cards	0151 0224	Sq *william Olivers-Manager/Mayor Dinner After WSFR Event	\$ 34.20
UMB Staff Credit Cards	0151 0224	The Home Depot -Paint clean up supplies for street stripper.	\$ 91.84
UMB Staff Credit Cards	0151 0224	Sp Hydrovac Store-Vac truck wand	\$ 185.50
UMB Staff Credit Cards	0151 0224	Harbor Freight Tools 62-NEW JACKS FOR DOING SERVICE WORK.	\$ 144.64
UMB Staff Credit Cards	0151 0224	Templepubli-PD job posting ads	\$ 295.00
UMB Staff Credit Cards	0151 0224	Grammarly Coi12ekde-Annual Subscription	\$ 3,480.00
UMB Staff Credit Cards	0151 0224	Greeley Tribune Circ-regional news	\$ 9.00
UMB Staff Credit Cards	0151 0224	Harbor Freight Tools-Battery Maintainers for vehicles and hitch pins	\$ 35.94
UMB Staff Credit Cards	0151 0224	Harbor Freight Tools-Hanging equipment for new Parks building	\$ 14.27
UMB Staff Credit Cards	0151 0224	Indeed -Patrol Officer posting	\$ 502.57
UMB Staff Credit Cards	0151 0224	Indeed -Patrol officers recruiting	\$ 507.61
UMB Staff Credit Cards	0151 0224	Wyoming Bearing And Suppl-Hydro hose on backhoe	\$ 89.39
UMB Staff Credit Cards	0151 0224	Sp Hydrovac Store-Vac truck wand	\$ 185.50
UMB Staff Credit Cards	0151 0224	Harbor Freight Tools 62-NEW JACKS FOR DOING SERVICE WORK.	\$ 144.65
UMB Staff Credit Cards	0151 0224	Colorado Ltap- LTAP courses	\$ 400.00
UMB Staff Credit Cards	0151 0224	Indeed -Deputy Clerk Position	\$ 503.49
UMB Staff Credit Cards	0151 0224	Indeed -Sgt posting	\$ 510.70
UMB Staff Credit Cards	0151 0224	Government Finance Offic-GFOA Webinar on SLFRF	\$ 85.00
UMB Staff Credit Cards	0151 0224	Dropbox Fax Monthly-Monthly Subscription	\$ 14.98
UMB Staff Credit Cards	0151 0224	Batteries Plus - #0835-Batteries for old speed trailer	\$ 704.00
UMB Staff Credit Cards	0151 0224	Fsp**topshelf Printers-DOT #'s for new vehicles, Fleet #'s for new vehicles, Logos for new vehicles.	\$ 173.86
UMB Staff Credit Cards	0151 0224	Indeed -PW advertising for two positions	\$ 177.55
UMB Staff Credit Cards	0151 0224	Ezcaternewks Eatery-CAB Mtg Meal 02.07.24	\$ 184.00
UMB Staff Credit Cards	0151 0224	Colorado Municipal Leagu- for CML Annual Conference - June 2024 CML Annual Conference	\$ 790.00
UMB Staff Credit Cards	0151 0224	Co Conv Ctr Parking-Pro green expo training	\$ 12.00
UMB Staff Credit Cards	0151 0224	Colorado Ltap- LTAP training	\$ 270.00
UMB Staff Credit Cards	0151 0224	lilmc-2024 Dues for Deputy Clerk	\$ 125.00
UMB Staff Credit Cards	0151 0224	Wal-Mart #4599-Refreshments for the State of the Town Meeting 2.27.24	\$ 91.84
UMB Staff Credit Cards	0151 0224	Windsor Ace Hdwe-had to buy material for new parks building	\$ 47.96
UMB Staff Credit Cards	0151 0224	Mail N Copy 2020-11-16-Business of the Year yard sign	\$ 20.00
UMB Staff Credit Cards	0151 0224	The Home Depot -Broken water pipe in Brownell building	\$ 233.01
UMB Staff Credit Cards	0151 0224	Lowes-Leveling sealant for cracks in Parks building.	\$ 117.16
UMB Staff Credit Cards	0151 0224	Dougs Diner--	\$ 36.50
UMB Staff Credit Cards	0151 0224	Colorado Ltap-Grader training	\$ 500.00

TOWN OF SEVERANCE
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Vendor Name	Invoice Number	Description	Amount Paid
UMB Staff Credit Cards	0151 0224	Lowes-Moving boxes for Town Hall	\$ 19.80
UMB Staff Credit Cards	0151 0224	Cbi Online-Background Check	\$ 6.00
UMB Staff Credit Cards	0151 0224	Harbor Freight Tools 62-NEW JACKS FOR DOING SERVICE WORK.	\$ 144.64
UMB Staff Credit Cards	0151 0224	Colorado Municipal Leagu- for CML Annual Conference - June 2024 CML Annual Conference	\$ 790.00
UMB Staff Credit Cards	0151 0224	Airgarage Parking--	\$ 14.00
UMB Staff Credit Cards	0151 0224	Rock Springs Honda Toyota-Bobcat attachment- Bushhog	\$ 2,900.00
UMB Staff Credit Cards	0151 0224	Badgeandwallet.Com-New badges with correct badge #s.	\$ 1,637.10
UMB Staff Credit Cards	0151 0224	Indeed -Recruiting for Sgt and Patrol officer	\$ 510.92
UMB Staff Credit Cards	0151 0224	Co Motor Veh Serv Emv-Plates for Unit 209 PW Truck & Duplicate Title for old 99 dump truck	\$ 9.44
UMB Staff Credit Cards	0151 0224	Weld Co C&r Office-Customer #265 Recording of Reso 2024-14 & 15 & Agreement for Future Maintenance & Snow Removal	\$ 1,334.64
UMB Staff Credit Cards	0151 0224	Denver Lots Pay By Pho-CML Legislative Event Parking	\$ 12.00
UMB Staff Credit Cards	0151 0224	Tst* Gibs Bagels - Winds-For staff moving all the furniture around	\$ 45.96
UMB Staff Credit Cards	0151 0224	Dominos 6244-TC Mtg Mea I2.13.24	\$ 82.09
UMB Staff Credit Cards	0151 0224	Coloradomu* Co Municip-CMCA Membership Dues for Deputy Clerk-2024	\$ 137.38
UMB Staff Credit Cards	0151 0224	Colorado Ltap- LTAP Supervisor courses	\$ 140.00
UMB Staff Credit Cards	0151 0224	Wyoming Bearing And Suppl-Vac Truck Dig Wand Fittings.	\$ 20.79
UMB Staff Credit Cards	0151 0224	Lowes-Locks for truck 209	\$ 34.96
UMB Staff Credit Cards	0151 0224	Napa Auto Parts-Battery replacement TK#222	\$ 189.99
UMB Staff Credit Cards	0151 0224	Indeed -Finance, PD, Recruiting	\$ 519.54
UMB Staff Credit Cards	0151 0224	Co Motor Veh Serv Emv-Plates for Unit 209 PW Truck & Duplicate Title for old 99 dump truck	\$ 13.03
UNUM Life Insurance Co /	03.2024	Monthly Disability Insurance	\$ 4,416.89
UNUM Life Insurance Co /	02.2024	Monthly Disability Insurance	\$ 3,400.94
Upper Case Printing Ink	1491	Utility Postcards & Window Envelopes	\$ 603.88
Utility Notification Center	224021303	RTL Transmissions	\$ 426.99
Utility Refunds	5964.01	Utility Refund - 596401 628 SAWYERS POND DRIVE	\$ 1.53
Utility Refunds	6027.01	Utility Refund - 602701 829 EMERALD LAKES STREET	\$ 14.23
Utility Refunds	5439.02	Utility Refund - 543902 1335 COPELAND FALLS ROAD	\$ 22.32
Utility Refunds	3240.03	Utility Refund - 324003 551 KINNIKINNIK COURT	\$ 84.96
Utility Refunds	6007.01	Utility Refund - 600701 935 MILNER PASS ROAD	\$ 30.65
Utility Refunds	5693.02	Utility Refund - 569302 1123 IBEX DRIVE	\$ 100.00
Utility Refunds	5944.02	Utility Refund - 594402 816 FOREST CANYON ROAD	\$ 63.89
Utility Refunds	3950.02	Utility Refund - 395002 425 3RD STREET	\$ 12.49
Utility Refunds	3379.04	Utility Refund - 337904 211 WINDFLOWER WAY	\$ 68.52
Utility Refunds	4867.02	Utility Refund - 486702 139 HIDDEN LAKE DRIVE	\$ 61.80
Utility Refunds	4473.03	Utility Refund - 447303 1011 MT OXFORD AVE	\$ 276.09
Utility Refunds	4527.02	Utility Refund - 452702 323 TORREYS DRIVE	\$ 62.05
Utility Refunds	5375.02	Utility Refund - 537502 1513 LAKE VISTA WAY	\$ 94.15
Verizon Wireless	3358094357	Cell Phone Service - PD	\$ 2,205.60
Verizon Wireless	9957014393	Cell Phone - TH & PW	\$ 1,904.92
Waste Management of Co	5181172-2534-3	Trash Service-PW	\$ 159.49
Waste Management of Co	5185675-2534-1	Roll Off Trash Service Acct (credit on next month's invoice)	\$ 1,061.11
Weld Co Underground We	2024-176	Annual assessment	\$ 1,050.00
WEX BANK	95593842	Account	\$ 32.19
Wickham Tractor Co.	ID46357	Kubota #551 parts	\$ 23.04
Windsor Ace Hardware	173050/4	Grader Shed - HP Good Roller 9x1/2', Holder T-Paper ABS Wht, RSTP I/E OB PRMR Gray QT	\$ 32.36
Windsor Ace Hardware	173030/4	Grader Shed - Sanding paper, paint, extension cord, and primer	\$ 98.85
Windsor-Severance Fire C	23SEV-00648	Fire Plan Review - 23SEV-00648 WELD RE4	\$ 33,833.73
Windsor-Severance Fire C	23SEV-00650	Fire Plan Review - 23SEV-00650 WELD RE4	\$ 56,328.13
Windsor-Severance Fire C	23SEV-00701	Fire Plan Review - 23SEV-00701 WELD RE4	\$ 472.80
Xcel Energy	860090774	209 1st St & 211 1st St - remove facilities	\$ 2,842.78
Xcel Energy	867192783	Street Lighting	\$ 4,371.96
Xcel Energy	867019624	302039930 - 1236 1/2 Baldrige Dr Unit Lift	\$ 217.76
Xcel Energy	867019624	304182684 - 231 W 4th Ave Unit Pump	\$ 149.63
Xcel Energy	867019624	300942323 - 10822 County Road 74 Bldg Stoc	\$ 11.90
Xcel Energy	867019624	304920986 - 101 Waterfall Way	\$ 135.74
Xcel Energy	867019624	304992152 - 145 W 3rd Ave Unit Outdoor Light	\$ 26.45
Xcel Energy	867019624	301709610 - 57/16 2-6-67 Pump	\$ 11.90
Xcel Energy	867019624	303987355 - 3 S Timber Ridge Pkwy	\$ 731.42
Xcel Energy	867019624	304920983 - 100 Waterfall Way	\$ 28.80
Xcel Energy	867019624	300966458 - 211 1st St	\$ 118.86
Xcel Energy	867019624	301443761 - 1020 Mahogany Dr Unit Pump	\$ 327.44
Xcel Energy	867019624	301597386 - 400 Timber Ridge Pkwy Unit Spkl	\$ 12.45
Xcel Energy	867019624	301748145 - 410 Timber Ridge Pkwy Unit Spkl	\$ 12.67
Xcel Energy	867019624	301456912 - 336 1st St	\$ 198.66
Xcel Energy	867019624	301872364 - 513 1/2 Broadview Dr	\$ 94.37
Xcel Energy	867019624	301274394 - 209 1st St Bldg Fire	\$ 296.64
Xcel Energy	867019624	301894204 - 50 Timber Ridge Pkwy	\$ 74.52
Xcel Energy	867019624	304683265 - 410 Immigrant Trail - Settlers Landing HOA	\$ 13.35
Xcel Energy	867019624	300954583 - 20/15 2-6-67 Sewage Plant	\$ 2,106.81
Xcel Energy	867019624	304881524 - 145 3rd St	\$ 1,676.98
Xcel Energy	867730859	Non-recurring charge - PD Building	\$ 37,599.78
			\$ 758,023.40

Financial Statement Review

Nicholas J. Wharton, MPA, ICMA-CM
April 16, 2024



March 2024 Interim Financial Statements

The March 2024 Town of Severance Interim Financial Statements have been reviewed and can be published as part of the April 23, 2024 Council Consent Agenda.

Nicholas J. Wharton, MPA, ICMA-CM
Town Manager

TOWN OF SEVERANCE
COMBINED CASH INVESTMENT
MARCH 31, 2024

COMBINED CASH ACCOUNTS

01-100700	CASH ON HAND	3,970
01-101000	BANK OF CO- CHECKING ***1469	700,540
01-101500	BANK OF CO CREDIT CARD ***1481	28,294
01-102100	COLOTRUST	22,025,055
01-102180	UMB SAFEKEEPING	31,386,862
01-106000	XPRESS DEPOSIT ACCOUNT	75,392
TOTAL COMBINED CASH		54,220,113
01-100000	CASH ALLOCATED TO OTHER FUNDS	(54,220,113)

TOTAL UNALLOCATED CASH

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	23,162,384
11	ALLOCATION TO CONSERVATION TRUST FUND	233,432
12	ALLOCATION TO TRANSPORTATION FUND	3,441,486
13	ALLOCATION TO PARKS FUND	367,591
14	ALLOCATION TO PUBLIC FACILITIES FUND	1,371,754
15	ALLOCATION TO PUBLIC SAFETY FUND	339,150
41	ALLOCATION TO FLEET FUND	457,162
51	ALLOCATION TO WATER FUND	11,207,984
52	ALLOCATION TO WASTEWATER FUND	12,359,369
53	ALLOCATION TO STORMWATER FUND	1,608,072
75	ALLOCATION TO CAPITAL PROJECTS	(328,271)
TOTAL ALLOCATIONS TO OTHER FUNDS		54,220,113
ALLOCATION FROM COMBINED CASH FUND - 01-100000		(54,220,113)

ZERO PROOF IF ALLOCATIONS BALANCE

TOWN OF SEVERANCE

BALANCE SHEET

MARCH 31, 2024

GENERAL FUND

ASSETS

10-100000	CASH - COMBINED FUND	23,162,384	
10-104000	ACCRUED INTEREST RECEIVABLE	231,216	
10-105000	TAXES RECEIVABLE	1,352,598	
10-105300	CASH W/ WELD COUNTY TREASURER	143,951	
10-115000	ACCOUNTS RECEIVABLE	5,654	
10-115010	FUEL INVENTORY	2,985	
10-115011	DIESEL INVENTORY	2,826	
10-115200	GRANT RECEIVABLE	184,345	
10-120000	DEVELOPER RECEIVABLES	18,790	
10-131000	DUE FROM OTHER GOVERNMENTS	145,467	
10-131500	ADVANCE TO STORMWATER FUND	33,323	
	TOTAL ASSETS		25,283,537

LIABILITIES AND EQUITYLIABILITIES

10-202000	ACCOUNTS PAYABLE	40,407	
10-203000	CUSTOMER DEPOSITS-DEVELOPERS	23,523	
10-203500	CUSTOMER DEPOSITS-RENTALS	1,500	
10-204000	OTHER ACCRUED EXPENSES	4,957	
10-211400	COLORADO UNEMPLOYMENT PAYABLE	1,537	
10-211710	DISABILITY INSURANCE PAYABLE	(830)	
10-211800	DEFERRED PROPERTY TAXES	1,352,598	
10-222000	DEFERRED REVENUE	1,632,265	
10-223000	DEFERRED INFLOWS OF RESOURCES	124,985	
	TOTAL LIABILITIES		3,180,941

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
10-290000	FUND BALANCE	19,284,597	
	REVENUE OVER EXPENDITURES - YTD	2,817,999	
	BALANCE - CURRENT DATE	22,102,596	
	TOTAL FUND EQUITY		22,102,596
	TOTAL LIABILITIES AND EQUITY		25,283,537

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
TAXES						
10-31-1000	GENERAL PROPERTY TAX	134,136	854,431	2,206,538	1,352,107	38.7
10-31-3000	SALES TAX	145,467	303,241	1,840,503	1,537,262	16.5
10-31-4000	USE TAX BUILDING MATERIALS	58,387	2,223,167	813,200	(1,409,967)	273.4
10-31-8100	SEVERANCE TAX (OIL & GAS)			10,000	10,000	.0
10-31-8200	FRANCHISE	20,871	51,475	225,000	173,525	22.9
10-31-9000	INTEREST / DELINQUENT TAX	11	11	1,500	1,489	.8
	TOTAL TAXES	358,872	3,432,326	5,096,741	1,664,415	67.3
LICENSES & PERMITS						
10-32-1100	LIQUOR LICENSE			500	500	.0
10-32-2000	HOME BASED BUSINESS FEES			500	500	.0
10-32-2100	BUILDING PERMIT & LICENSE	34,590	219,364	400,000	180,636	54.8
10-32-2600	ANIMAL LICENSES	90	225	700	475	32.1
10-32-3100	PLANNING REVIEW ADMIN FEE	2,100	4,500	40,000	35,500	11.3
10-32-3400	OFFICE ADMINISTRATION FEE	10,415	66,100	150,000	83,900	44.1
10-32-4100	ROW/HUNT/SIGN/DEVELOP. PERMITS	7,650	53,530	24,000	(29,530)	223.0
10-32-4150	SOLICITOR LICENSES	500	500	6,000	5,500	8.3
	TOTAL LICENSES & PERMITS	55,345	344,219	621,700	277,481	55.4
INTERGOVERNMENTAL						
10-33-5000	HIGHWAY USERS	29,199	54,800	295,000	240,200	18.6
10-33-5050	MINERAL LEASE			50,000	50,000	.0
10-33-5100	MOTOR VEHICLE FEES	4,942	15,352	65,000	49,648	23.6
10-33-5200	COUNTY ROAD & BRIDGE			60,000	60,000	.0
10-33-5300	SPECIFIC OWNERSHIP TAX	6,203	19,355	90,000	70,645	21.5
10-33-5600	CIGARETTE TAX	356	877	5,000	4,123	17.5
10-33-6000	SHARED REVENUE WINDSOR			350,000	350,000	.0
	TOTAL INTERGOVERNMENTAL	40,700	90,385	915,000	824,615	9.9
CHARGES FOR SERVICES						
10-34-1100	COURT COSTS		595	3,000	2,405	19.8
10-34-1200	POLICE REVENUE			50,000	50,000	.0
10-34-1400	MAPS, PLANS, COPIES	625	909	4,000	3,091	22.7
	TOTAL CHARGES FOR SERVICES	625	1,504	57,000	55,496	2.6

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES & FORFEITS</u>					
10-35-1000 MUNICIPAL COURT FINES	870	3,915	60,000	56,085	6.5
10-35-1100 SURCHARGE	80	480	3,200	2,720	15.0
10-35-1300 RESTITUTION - TOWN		4,804		(4,804)	.0
TOTAL FINES & FORFEITS	950	9,199	63,200	54,001	14.6
<u>MISCELLANEOUS</u>					
10-36-1000 RETURN CHECK CHARGES	300	690	2,300	1,610	30.0
10-36-1500 INSURANCE CLAIM PAYMENTS			5,000	5,000	.0
10-36-2000 OTHER MISCELLANEOUS REVENUE	1,086	1,475	8,400	6,925	17.6
10-36-3000 RENT	3,075	9,150	33,000	23,850	27.7
10-36-3500 INTEREST AND DIVIDENDS	79,990	215,258	350,000	134,742	61.5
10-36-3550 CHANGE IN MARKET VALUE	8,982 (	44,280)		44,280	.0
10-36-3560 INTERFUND LOAN - PRINCIPAL	625	1,869	7,605	5,736	24.6
10-36-3565 INTERFUND LOAN - INTEREST	120	368	1,344	976	27.4
10-36-4500 MATERIALS AND LABOR			9,000	9,000	.0
10-36-5000 SPECIAL EVENT REVENUE	5,663	7,838	70,000	62,163	11.2
10-36-8050 OIL AND GAS ROYALTIES	645	1,771		(1,771)	.0
10-36-9900 OTHER REVENUES			20,051	20,051	.0
TOTAL MISCELLANEOUS	100,487	194,139	506,700	312,561	38.3
TOTAL FUND REVENUE	556,980	4,071,772	7,260,341	3,188,569	56.1

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES					
LEGISLATIVE					
10-41-1100 REGULAR STAFF WAGES	12,120	21,240	107,392	86,152	19.8
10-41-1102 OVERTIME			100	100	.0
10-41-1104 RETIREMENT 457	364	637	6,447	5,810	9.9
10-41-1105 BOARD OF TRUSTEE FEES	2,050	4,750	26,330	21,580	18.0
10-41-1130 FICA/MEDICARE	1,077	1,971	10,238	8,267	19.3
10-41-1140 WORKERS COMPENSATION		465	2,500	2,035	18.6
10-41-1150 UNEMPLOYMENT	24	42	403	361	10.5
10-41-1160 HEALTH INSURANCE	640	1,919	16,616	14,697	11.6
10-41-1161 DISABILITY INSURANCE	125	190	2,150	1,960	8.8
10-41-2100 LEGAL FEES		12,702	100,000	87,299	12.7
10-41-3150 TELEPHONE	97	263	1,200	937	21.9
10-41-3177 VEHICLE REPAIRS & MAINTENANCE			990	990	.0
10-41-3180 MILEAGE			1,500	1,500	.0
10-41-3210 INSURANCE AND BONDS		1,863	7,490	5,627	24.9
10-41-3320 PRINTING		27	30,000	29,973	.1
10-41-3330 PUBLISHING/RECORDING	(3,088)	116	1,000	884	11.6
10-41-3350 ORDINANCE CODIFICATION		2,560	6,000	3,440	42.7
10-41-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS		4,004	5,000	996	80.1
10-41-3820 CONTINUING EDUCATION	2,017	2,959	9,250	6,291	32.0
10-41-3825 MEETING/MEALS	1,436	3,186	12,000	8,814	26.6
10-41-3990 MISCELLANEOUS			500	500	.0
10-41-3992 COUNCIL SPECIAL EVENTS			10,000	10,000	.0
10-41-4010 CORA REQUESTS			1,500	1,500	.0
10-41-4320 COMPUTER REPLACE./AUDIO VISUAL		1,400	5,000	3,601	28.0
10-41-4330 COMPUTER SUPPORT AND MAINT		10,119	24,500	14,381	41.3
10-41-4350 SAFETY			10,000	10,000	.0
10-41-4520 VEHICLE FUEL			1,980	1,980	.0
10-41-4530 VEHICLE & EQUIP AMORTIZATION	165	495	1,980	1,485	25.0
10-41-4810 UNIFORMS			2,275	2,275	.0
10-41-4990 SUPPLIES	135	268	1,000	732	26.8
10-41-5500 TOWN COUNCIL DISCRETIONARY	1,500	4,020	200,000	195,980	2.0
10-41-5560 TREE BOARD		28	2,000	1,972	1.4
10-41-5570 PLANNING COMMISSION			2,000	2,000	.0
10-41-8200 ALLOCATION TO WATER FUND	(1,765)	(5,955)	(37,785)	(31,830)	(15.8)
10-41-8300 ALLOCATION TO WASTEWATER FUND	(1,525)	(5,147)	(32,653)	(27,506)	(15.8)
10-41-8400 ALLOCATION TO STORMWATER FUND	(327)	(1,103)	(6,997)	(5,894)	(15.8)
TOTAL LEGISLATIVE	15,044	63,018	531,906	468,888	11.9
ELECTIONS					
10-42-3310 WELD CO COORDINATED ELECTION			11,000	11,000	.0
TOTAL ELECTIONS			11,000	11,000	.0

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>JUDICIAL</u>					
10-43-1100 REGULAR STAFF WAGES	6,040	9,080	57,198	48,118	15.9
10-43-1102 OVERTIME			100	100	.0
10-43-1104 RETIREMENT 457	181	272	3,435	3,163	7.9
10-43-1130 FICA/MEDICARE	460	689	4,384	3,695	15.7
10-43-1140 WORKERS COMPENSATION		279	1,500	1,221	18.6
10-43-1150 UNEMPLOYMENT	12	18	174	156	10.5
10-43-1160 HEALTH INSURANCE	213	640	11,496	10,856	5.6
10-43-1161 DISABILITY INSURANCE	42	63	1,150	1,087	5.5
10-43-2100 LEGAL FEES	850	3,600	13,000	9,400	27.7
10-43-2110 MUNICIPAL JUDGE		600	10,000	9,400	6.0
10-43-3150 TELEPHONE	32	106	250	144	42.4
10-43-3210 INSURANCE AND BONDS		1,118	3,500	2,382	31.9
10-43-3820 EDUCATION			500	500	.0
10-43-3830 TRANSLATOR/JUROR FEES			1,500	1,500	.0
10-43-4310 COURT SUPPLIES		274	1,500	1,226	18.2
10-43-4330 COMPUTER SUPPORT AND MAINT			30,052	30,052	.0
10-43-4810 UNIFORMS			175	175	.0
TOTAL JUDICIAL	7,830	16,739	139,914	123,175	12.0

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-44-1100 REGULAR STAFF WAGES	33,389	70,384	322,246	251,862	21.8
10-44-1101 PART-TIME STAFF WAGES			15,000	15,000	.0
10-44-1102 OVERTIME			2,000	2,000	.0
10-44-1104 RETIREMENT	1,237	2,599	19,396	16,797	13.4
10-44-1130 FICA/MEDICARE	2,500	5,246	25,955	20,709	20.2
10-44-1140 WORKERS COMPENSATION		1,303	7,000	5,697	18.6
10-44-1150 UNEMPLOYMENT	67	141	1,022	881	13.8
10-44-1160 HEALTH & LIFE INSURANCE	2,488	9,170	39,975	30,805	22.9
10-44-1161 DISABILITY INSURANCE	437	734	5,470	4,736	13.4
10-44-2150 HR SERVICES	3,435	14,145	75,000	60,855	18.9
10-44-2990 OTHER PROFESSIONAL FEES			15,000	15,000	.0
10-44-3110 UTILITIES	900	2,423	15,000	12,577	16.2
10-44-3150 TELEPHONE	306	1,474	5,000	3,526	29.5
10-44-3175 BUILDING REPAIRS & MAINTENANCE	745	2,081	15,000	12,919	13.9
10-44-3177 VEHICLE REPAIRS & MAINTENANCE		1,784	7,770	5,986	23.0
10-44-3210 INSURANCE AND BONDS		5,566	21,770	16,204	25.6
10-44-3220 CIRSA DEDUCTIBLES			6,000	6,000	.0
10-44-3330 PUBLISHING			1,500	1,500	.0
10-44-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS	50	474	2,500	2,026	19.0
10-44-3820 CONTINUING EDUCATION		1,101	20,000	18,899	5.5
10-44-3825 MEALS/MISCELLANEOUS	220	378	4,000	3,622	9.5
10-44-3990 MISCELLANEOUS SERVICES/COPIER	395	2,457	8,500	6,043	28.9
10-44-3992 SPECIAL EVENT EXPENDITURE	180	31,780	175,000	143,220	18.2
10-44-4000 ADVERTISING	3,252	7,865	10,000	2,135	78.7
10-44-4310 OFFICE SUPPLIES	12	6,758	6,000	(758)	112.6
10-44-4320 COMPUTER REPLACE./AUDIO VISUAL	1,124	1,241	11,000	9,759	11.3
10-44-4330 COMPUTER SUPPORT AND MAINT	9,569	11,979	27,000	15,021	44.4
10-44-4340 POSTAGE		504	5,000	4,497	10.1
10-44-4350 SAFETY			10,000	10,000	.0
10-44-4390 OTHER OFFICE EXPENSE			3,000	3,000	.0
10-44-4520 VEHICLE FUEL	87	156	5,540	5,384	2.8
10-44-4530 VEHICLE & EQUIP AMORTIZATION	295	885	3,540	2,655	25.0
10-44-4810 UNIFORMS			1,350	1,350	.0
10-44-4850 UNANTICIPATED EXP/CONTINGENCY			50,000	50,000	.0
10-44-4990 MISCELLANEOUS SUPPLIES	195	210	2,500	2,290	8.4
10-44-8000 LEASE PAYMENT	221	221	1,000	779	22.1
10-44-8200 ALLOCATION TO WATER FUND	(6,314)	(18,447)	(89,104)	(70,657)	(20.7)
10-44-8300 ALLOCATION TO WASTEWATER FUND	(5,457)	(15,941)	(77,003)	(61,062)	(20.7)
10-44-8400 ALLOCATION TO STORMWATER FUND	(1,169)	(3,415)	(16,501)	(13,086)	(20.7)
TOTAL ADMINISTRATION	48,163	145,255	763,426	618,171	19.0

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
10-45-1100 REGULAR STAFF WAGES	31,564	53,846	256,779	202,933	21.0
10-45-1102 OVERTIME			200	200	.0
10-45-1104 RETIREMENT 457	668	1,337	15,411	14,074	8.7
10-45-1130 FICA/MEDICARE	2,366	3,999	19,654	15,655	20.4
10-45-1140 WORKERS COMPENSATION		1,005	6,000	4,995	16.8
10-45-1150 UNEMPLOYMENT	63	108	773	665	13.9
10-45-1160 HEALTH & LIFE INSURANCE	1,980	7,138	41,788	34,651	17.1
10-45-1161 DISABILITY INSURANCE	293	442	5,340	4,898	8.3
10-45-2200 AUDIT & ACCOUNTING FEES			30,000	30,000	.0
10-45-3150 TELEPHONE	72	215	3,300	3,085	6.5
10-45-3210 INSURANCE AND BONDS		4,024	15,000	10,976	26.8
10-45-3315 WELD COUNTY TREASURER FEE	1,341	8,592	25,000	16,408	34.4
10-45-3340 BANK CHARGES	10	20	2,500	2,480	.8
10-45-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS			1,000	1,000	.0
10-45-3820 CONTINUING EDUCATION	198	283	15,000	14,717	1.9
10-45-3825 MEALS/MISCELLANEOUS			500	500	.0
10-45-4300 OFFICE FURNITURE			1,500	1,500	.0
10-45-4310 OFFICE SUPPLIES	68	80	1,800	1,720	4.5
10-45-4320 COMPUTER REPLACE./AUDIO VISUAL	314	314	9,000	8,686	3.5
10-45-4330 COMPUTER SUPPORT AND MAINT			18,000	18,000	.0
10-45-4350 SAFETY			10,000	10,000	.0
10-45-4810 UNIFORMS			850	850	.0
10-45-8200 ALLOCATION TO WATER FUND	(4,043)	(8,428)	(10,951)	(2,523)	(77.0)
10-45-8300 ALLOCATION TO WASTEWATER FUND	(3,494)	(7,283)	(9,463)	(2,180)	(77.0)
10-45-8400 ALLOCATION TO STORMWATER FUND	(749)	(1,561)	(2,028)	(467)	(77.0)
TOTAL FINANCE	30,653	64,131	456,953	392,822	14.0

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY</u>					
10-51-1100 REGULAR STAFF WAGES	102,631	213,290	1,218,035	1,004,745	17.5
10-51-1102 OVERTIME	27,273	35,086	20,000	(15,086)	175.4
10-51-1104 RETIREMENT	607	1,215	10,529	9,314	11.5
10-51-1107 CONTRACTED SECURITY SERVICES		239		(239)	.0
10-51-1130 FICA/MEDICARE	3,081	5,946	28,839	22,893	20.6
10-51-1140 WORKERS COMPENSATION		5,212	30,000	24,788	17.4
10-51-1150 UNEMPLOYMENT	260	497	3,721	3,224	13.4
10-51-1155 POLICE PENSION	7,702	15,249	104,261	89,012	14.6
10-51-1160 HEALTH INSURANCE	10,224	32,801	216,606	183,805	15.1
10-51-1161 DISABILITY INSURANCE	3,200	6,885	25,300	18,415	27.2
10-51-2300 MEDICAL	350	1,750	1,800	50	97.2
10-51-2310 PSYCHOLOGICAL			2,000	2,000	.0
10-51-2900 CONTRACT POLICE SERVICES		50,000	50,000		100.0
10-51-2990 OTHER PROFESSIONAL FEES		9,266	24,000	14,735	38.6
10-51-3110 UTILITIES	554	1,966	8,000	6,034	24.6
10-51-3150 TELEPHONE/PAGERS	1,811	5,774	19,560	13,786	29.5
10-51-3173 REPAIRS & MAINTENANCE - EQUIPM			500	500	.0
10-51-3175 BUILDING REPAIRS & MAINTENANCE	25	275	6,225	5,951	4.4
10-51-3177 VEHICLE REPAIRS & MAINTENANCE		7,812	28,000	20,188	27.9
10-51-3180 MILEAGE	26	26	50	24	51.2
10-51-3210 INSURANCE AND BONDS		20,864	73,000	52,136	28.6
10-51-3320 PRINTING/FORMS	369	483	1,500	1,017	32.2
10-51-3610 DISPATCH COMMUNICATIONS		61,398	56,000	(5,398)	109.6
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			500	500	.0
10-51-3740 RADIO MAINTENANCE			1,000	1,000	.0
10-51-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS	100	880	800	(80)	110.0
10-51-3820 CONTINUING EDUCATION & TRAIN	394	1,494	20,000	18,506	7.5
10-51-3825 MEALS/MISCELLANEOUS	162	202	500	298	40.4
10-51-3850 LAB TESTING FEES			500	500	.0
10-51-3990 MISCELLANEOUS SERVICES		552	125	(427)	441.6
10-51-4310 OFFICE SUPPLIES		35	2,000	1,965	1.8
10-51-4330 COMPUTER SUPPORT AND MAINT	3,025	23,161	52,000	28,839	44.5
10-51-4350 SAFETY			10,000	10,000	.0
10-51-4520 VEHICLE FUEL	1,833	5,425	35,200	29,775	15.4
10-51-4530 VEHICLE & EQUIP AMORTIZATION	1,775	5,325	37,610	32,285	14.2
10-51-4720 EQUIPMENT FOR PATROL	379	379	4,000	3,621	9.5
10-51-4730 EQUIPMENT FOR TRAINING	181	181	2,500	2,319	7.3
10-51-4740 EQUIPMENT FOR INVEST./EVIDENCE		176	1,500	1,324	11.8
10-51-4810 UNIFORMS	6,950	13,216	18,000	4,784	73.4
10-51-4850 UNANTICIPATED EXP/CONTINGENCY			20,000	20,000	.0
10-51-4990 MISCELLANEOUS SUPPLIES			5,000	5,000	.0
10-51-7000 CAPITAL OUTLAY		2,843		(2,843)	.0
10-51-7990 OTHER SMALL EQUIPMENT	75	75		(75)	.0
TOTAL PUBLIC SAFETY	172,986	529,977	2,155,161	1,625,184	24.6

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREETS / MAINTENANCE</u>					
10-61-1100 REGULAR STAFF WAGES	15,852	32,113	116,407	84,294	27.6
10-61-1101 PART-TIME STAFF WAGES			30,000	30,000	.0
10-61-1102 OVERTIME	155	748	3,000	2,252	24.9
10-61-1104 RETIREMENT	472	954	7,077	6,123	13.5
10-61-1130 FICA/MEDICARE	1,177	2,357	11,433	9,076	20.6
10-61-1140 WORKERS COMPENSATION		1,042	6,000	4,958	17.4
10-61-1150 UNEMPLOYMENT	32	66	451	385	14.6
10-61-1160 HEALTH & LIFE INSURANCE	2,499	7,925	42,720	34,795	18.6
10-61-1161 DISABILITY INSURANCE	200	317	3,860	3,543	8.2
10-61-2300 MEDICAL			400	400	.0
10-61-2990 OTHER PROFESSIONAL FEES		405	1,200	795	33.8
10-61-3150 TELEPHONE	64	267	2,000	1,733	13.3
10-61-3161 STREET LIGHTING	10,675	26,157	92,000	65,843	28.4
10-61-3162 TRAFFIC LIGHTS	270	347		(347)	.0
10-61-3172 REPAIRS & MAINTENANCE - STREET			125,000	125,000	.0
10-61-3173 REPAIRS & MAINTENANCE - EQUIPM	231	1,932	12,163	10,230	15.9
10-61-3175 BUILDING REPAIRS & MAINTENANCE	67	470	2,000	1,530	23.5
10-61-3177 VEHICLE REPAIRS & MAINTENANCE		437	8,080	7,643	5.4
10-61-3210 INSURANCE AND BONDS		4,173	17,375	13,202	24.0
10-61-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS			500	500	.0
10-61-3820 CONTINUING EDUCATION	115	3,441	1,500	(1,941)	229.4
10-61-3825 MEAL, MEETING, TRAVEL EXPENSE			250	250	.0
10-61-4311 STREET SUPPLIES			3,500	3,500	.0
10-61-4330 COMPUTER SUPPORT & MAINTENANCE	1,405	7,989	13,755	5,767	58.1
10-61-4350 SAFETY	733	733	10,000	9,267	7.3
10-61-4520 VEHICLE FUEL	497	1,920	17,800	15,880	10.8
10-61-4530 VEHICLE & EQUIP AMORTIZATION	1,285	3,855	15,419	11,564	25.0
10-61-4810 UNIFORMS	39	168	825	657	20.3
10-61-4850 UNANTICIPATED EXP/CONTINGENCY	1,076	1,076	10,000	8,924	10.8
10-61-4990 MISCELLANEOUS SUPPLIES	258	494	5,000	4,506	9.9
10-61-5000 STREET SIGNS		5,607	15,000	9,393	37.4
TOTAL STREETS / MAINTENANCE	37,103	104,991	574,715	469,723	18.3

SNOW

10-63-1100 REGULAR STAFF WAGES	5,254	8,985	(8,985)	.0
10-63-1102 OVERTIME	906	6,733	12,000	5,267 56.1
10-63-1104 RETIREMENT	177	424	360 (64)	117.9
10-63-1130 FICA/MEDICARE	463	1,145	918 (227)	124.7
10-63-1150 UNEMPLOYMENT	12	31	36	5 87.3
10-63-3173 REPAIRS & MAINTENANCE - EQUIPM		301	7,500	7,199 4.0
10-63-4110 SUPPLIES	3,991	3,991	60,000	56,009 6.7
10-63-4350 SAFETY			10,000	10,000 .0
10-63-4520 VEHICLE FUEL	182	693	(693)	.0
10-63-4530 VEHICLE & EQUIP AMORTIZATION	2,083	6,250	25,000	18,750 25.0
TOTAL SNOW	13,069	28,554	115,814	87,260 24.7

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS OVERHEAD</u>					
10-64-3110 UTILITIES	2,186	8,040	22,000	13,960	36.6
10-64-3175 BUILDING REPAIRS & MAINTENANCE	1,733	3,659	15,000	11,341	24.4
10-64-3177 VEHICLE REPAIRS & MAINTENANCE (63)					.0
10-64-3690 MOSQUITO CONTROL			30,000	30,000	.0
10-64-3825 MEALS, MEETINGS AND TRAVEL		5	500	495	.9
10-64-3990 MISCELLANEOUS SERVICES		428	2,200	1,772	19.5
10-64-4310 OFFICE SUPPLIES	309	475	1,500	1,025	31.7
10-64-4320 COMPUTER REPLACE./AUDIO VISUAL			5,000	5,000	.0
10-64-4990 MISC SUPPLIES		494	2,500	2,006	19.8
10-64-5001 TORNADO SIRENS			2,500	2,500	.0
TOTAL PUBLIC WORKS OVERHEAD	4,166	13,102	81,200	68,098	16.1
<u>PARKS / GREEN SPACE</u>					
10-65-1100 REGULAR STAFF WAGES	14,629	29,668	105,811	76,143	28.0
10-65-1101 PART-TIME STAFF WAGES			30,000	30,000	.0
10-65-1102 OVERTIME	155	748	3,000	2,252	24.9
10-65-1104 RETIREMENT	436	880	6,441	5,561	13.7
10-65-1130 FICA/MEDICARE	1,089	2,184	10,623	8,439	20.6
10-65-1140 WORKERS COMPENSATION		1,005	6,000	4,995	16.8
10-65-1150 UNEMPLOYMENT	30	61	419	358	14.5
10-65-1160 HEALTH & LIFE INSURANCE	2,350	7,477	40,935	33,458	18.3
10-65-1161 DISABILITY INSURANCE	183	291	3,640	3,349	8.0
10-65-3110 UTILITIES	1,089	3,469	17,500	14,031	19.8
10-65-3150 TELEPHONE/PAGERS	122	418	2,200	1,782	19.0
10-65-3171 VANDALISM			5,000	5,000	.0
10-65-3172 TREE & LANDSCAPE MAINTENANCE			2,500	2,500	.0
10-65-3173 REPAIRS & MAINTENANCE - EQUIPM	1,556	6,164	15,163	8,998	40.7
10-65-3175 BUILDING REPAIRS & MAINTENANCE	567	2,576	5,000	2,424	51.5
10-65-3176 GROUNDS MAINTENANCE			10,000	10,000	.0
10-65-3177 VEHICLE REPAIRS & MAINTENANCE	261	698	8,580	7,882	8.1
10-65-3210 INSURANCE AND BONDS		4,024	17,025	13,001	23.6
10-65-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS			350	350	.0
10-65-3820 CONTINUING EDUCATION	101	101	1,250	1,149	8.1
10-65-3990 SERVICES	1,155	1,155	2,000	845	57.8
10-65-4330 COMPUTER SUPPORT & MAINTENANCE	1,405	7,954	14,125	6,171	56.3
10-65-4350 SAFETY	282	282	10,000	9,718	2.8
10-65-4520 VEHICLE FUEL	443	1,717	16,800	15,083	10.2
10-65-4530 VEHICLE & EQUIP AMORTIZATION	243	730	2,919	2,189	25.0
10-65-4810 UNIFORMS	26	155	825	670	18.8
10-65-4850 UNANTICIPATED EXP/CONTIGENCY			10,000	10,000	.0
10-65-4990 SUPPLIES	768	2,172	9,000	6,828	24.1
10-65-6000 TREE CITY USA			21,200	21,200	.0
10-65-7990 OTHER SMALL EQUIPMENT	1,104	1,104	5,000	3,896	22.1
TOTAL PARKS / GREEN SPACE	27,995	75,031	383,305	308,274	19.6

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-70-1100 REGULAR STAFF WAGES	10,860	21,720	326,224	304,504	6.7
10-70-1104 RETIREMENT	326	652	19,575	18,923	3.3
10-70-1130 FICA/MEDICARE	828	1,653	24,957	23,304	6.6
10-70-1140 WORKERS COMPENSATION		1,117	8,000	6,883	14.0
10-70-1150 UNEMPLOYMENT	22	43	980	937	4.4
10-70-1160 HEALTH & LIFE INSURANCE	856	2,567	43,623	41,056	5.9
10-70-1161 DISABILITY INSURANCE	135	143	6,200	6,057	2.3
10-70-2400 ENGINEERING	1,203	14,037	40,000	25,963	35.1
10-70-2600 PLANNING SERVICES		4,644	40,000	35,356	11.6
10-70-2980 BUILDING INSPECTIONS & LICENSE	22,273	142,260	400,000	257,740	35.6
10-70-2990 OTHER PROFESSIONAL FEES			2,500	2,500	.0
10-70-3110 UTILITIES	67	209	1,000	791	20.9
10-70-3150 TELEPHONE	64	337	2,500	2,163	13.5
10-70-3173 REPAIRS & MAINTENANCE - EQUIPM			500	500	.0
10-70-3177 VEHICLE REPAIRS & MAINTENANCE			990	990	.0
10-70-3210 INSURANCE AND BONDS		4,471	18,490	14,019	24.2
10-70-3330 PUBLISHING/COMMUNICATIONS			500	500	.0
10-70-3810 DUES & MEMBERSHIPS			6,500	6,500	.0
10-70-3820 CONTINUING EDUCATION			3,000	3,000	.0
10-70-4099 DEVELOPER EXP.TO BE REIMBURSED	(7,704)	241		(241)	.0
10-70-4310 OFFICE SUPPLIES	25	58	750	692	7.7
10-70-4330 COMPUTER SUPPORT			5,300	5,300	.0
10-70-4350 SAFETY			10,000	10,000	.0
10-70-4520 VEHICLE FUEL	46	46	3,780	3,734	1.2
10-70-4530 VEHICLE & EQUIP AMORTIZATION	165	495	1,980	1,485	25.0
10-70-4810 UNIFORMS		281	400	119	70.2
10-70-4987 ECONOMIC DEVELOPMENT		3,000	15,000	12,000	20.0
10-70-4989 TRAIL DEVELOPMENT		15,000	15,000		100.0
TOTAL COMMUNITY DEVELOPMENT	29,164	212,975	997,749	784,774	21.4
<u>TRANSFERS TO OTHER FUNDS</u>					
10-90-9011 TRANSFERS TO OTHER FUNDS			3,841,300	3,841,300	.0
TOTAL TRANSFERS TO OTHER FUNDS			3,841,300	3,841,300	.0
TOTAL FUND EXPENDITURES	386,173	1,253,773	10,052,443	8,798,669	12.5
NET REVENUE OVER EXPENDITURES	170,807	2,817,999	(2,792,102)	(5,610,100)	100.9

TOWN OF SEVERANCE
BALANCE SHEET
MARCH 31, 2024

CONSERVATION TRUST FUND

<u>ASSETS</u>			
11-100000	CASH - COMBINED FUND	233,432	
	TOTAL ASSETS		233,432
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
11-290000	FUND BALANCE	193,776	
	REVENUE OVER EXPENDITURES - YTD	39,656	
	BALANCE - CURRENT DATE	233,432	
	TOTAL FUND EQUITY		233,432
	TOTAL LIABILITIES AND EQUITY		233,432

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>INTERGOVERNMENTAL</u>					
11-33-5900	COLORADO LOTTERY	37,680	37,680		(37,680)	.0
	TOTAL INTERGOVERNMENTAL	37,680	37,680		(37,680)	.0
	<u>MISCELLANEOUS</u>					
11-36-3500	INTEREST AND DIVIDENDS	811	2,488		(2,488)	.0
11-36-3550	CHANGE IN MARKET VALUE	149	(512)		512	.0
	TOTAL MISCELLANEOUS	961	1,976		(1,976)	.0
	TOTAL FUND REVENUE	38,640	39,656		(39,656)	.0
	NET REVENUE OVER EXPENDITURES	38,640	39,656		(39,656)	.0

TOWN OF SEVERANCE
BALANCE SHEET
MARCH 31, 2024

TRANSPORTATION FUND

ASSETS

12-100000	CASH - COMBINED FUND	3,441,486	
12-115000	ACCOUNTS RECEIVABLE	64,680	
12-115300	CONTRACT RECEIVABLE	8	
	TOTAL ASSETS		3,506,174

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
12-290000	FUND BALANCE	3,283,630	
	REVENUE OVER EXPENDITURES - YTD	222,544	
	BALANCE - CURRENT DATE	3,506,174	
	TOTAL FUND EQUITY		3,506,174
	TOTAL LIABILITIES AND EQUITY		3,506,174

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

TRANSPORTATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>IMPACT FEES</u>					
12-34-1000	STREET MAINT- UTILITY BILLS	61,277	122,502		(122,502)	.0
12-34-3000	TRANSPORTATION IMPACT FEE	42,525	80,468		(80,468)	.0
	TOTAL IMPACT FEES	103,802	202,970		(202,970)	.0
	<u>MISCELLANEOUS</u>					
12-36-3500	INTEREST AND DIVIDENDS	11,554	30,569		(30,569)	.0
12-36-3550	CHANGE IN MARKET VALUE	1,200	(6,262)		6,262	.0
	TOTAL MISCELLANEOUS	12,753	24,307		(24,307)	.0
	TOTAL FUND REVENUE	116,555	227,277		(227,277)	.0

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

TRANSPORTATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
<u>ADMINISTRATION</u>						
12-81-4345	MAILING SERVICE	389	1,741		(1,741)	.0
	TOTAL ADMINISTRATION	389	1,741		(1,741)	.0
<u>CR 74 IMPROVEMENTS PROJECT</u>						
12-83-2400	ENGINEERING		2,992		(2,992)	.0
12-83-7500	CONSTRUCTION			1,663,605	1,663,605	.0
	TOTAL CR 74 IMPROVEMENTS PROJECT		2,992	1,663,605	1,660,613	.2
	TOTAL FUND EXPENDITURES	389	4,733	1,663,605	1,658,872	.3
	NET REVENUE OVER EXPENDITURES	116,166	222,544	(1,663,605)	(1,886,149)	13.4

TOWN OF SEVERANCE
BALANCE SHEET
MARCH 31, 2024

PARKS FUND

ASSETS			
13-100000	CASH - COMBINED FUND	367,591	
	TOTAL ASSETS		367,591
LIABILITIES AND EQUITY			
FUND EQUITY			
UNAPPROPRIATED FUND BALANCE:			
13-290000	FUND BALANCE	340,635	
	REVENUE OVER EXPENDITURES - YTD	26,956	
	BALANCE - CURRENT DATE	367,591	
	TOTAL FUND EQUITY		367,591
	TOTAL LIABILITIES AND EQUITY		367,591

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

		PARKS FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
<u>IMPACT FEES</u>						
13-34-7400	PARK IMPACT FEE	11,022	24,047		(24,047)	.0
	TOTAL IMPACT FEES	11,022	24,047		(24,047)	.0
<u>MISCELLANEOUS</u>						
13-36-3500	INTEREST AND DIVIDENDS	1,268	3,663		(3,663)	.0
13-36-3550	CHANGE IN MARKET VALUE	181	(754)		754	.0
	TOTAL MISCELLANEOUS	1,449	2,910		(2,910)	.0
	TOTAL FUND REVENUE	12,470	26,956		(26,956)	.0
	NET REVENUE OVER EXPENDITURES	12,470	26,956		(26,956)	.0

TOWN OF SEVERANCE
BALANCE SHEET
MARCH 31, 2024

PUBLIC FACILITIES FUND

<u>ASSETS</u>			
14-100000	CASH – COMBINED FUND	1,371,754	
	TOTAL ASSETS		1,371,754
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
14-290000	FUND BALANCE	1,325,970	
	REVENUE OVER EXPENDITURES - YTD	45,784	
	BALANCE - CURRENT DATE	1,371,754	
	TOTAL FUND EQUITY		1,371,754
	TOTAL LIABILITIES AND EQUITY		1,371,754

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

PUBLIC FACILITIES FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>IMPACT FEES</u>					
14-32-3000	GENERAL GOVERNMENT IMPACT FEE	18,277	35,332		(35,332)	.0
	TOTAL IMPACT FEES	18,277	35,332		(35,332)	.0
	<u>MISCELLANEOUS</u>					
14-36-3500	INTEREST AND DIVIDENDS	4,711	13,159		(13,159)	.0
14-36-3550	CHANGE IN MARKET VALUE	607	(2,707)		2,707	.0
	TOTAL MISCELLANEOUS	5,318	10,452		(10,452)	.0
	TOTAL FUND REVENUE	23,595	45,784		(45,784)	.0
	NET REVENUE OVER EXPENDITURES	23,595	45,784		(45,784)	.0

PUBLIC SAFETY FUND

339,150

339,150

12,313

339,150

339,150

339,150

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

		PUBLIC SAFETY FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
<u>IMPACT FEES</u>						
15-32-3000	POLICE IMPACT FEE	5,243	9,739		(9,739)	.0
	TOTAL IMPACT FEES	5,243	9,739		(9,739)	.0
<u>MISCELLANEOUS</u>						
15-36-3500	INTEREST AND DIVIDENDS	1,164	3,240		(3,240)	.0
15-36-3550	CHANGE IN MARKET VALUE	148	(667)		667	.0
	TOTAL MISCELLANEOUS	1,313	2,574		(2,574)	.0
	TOTAL FUND REVENUE	6,556	12,313		(12,313)	.0
	NET REVENUE OVER EXPENDITURES	6,556	12,313		(12,313)	.0

TOWN OF SEVERANCE
BALANCE SHEET
MARCH 31, 2024

FLEET FUND

ASSETS			
41-100000	CASH - COMBINED FUND	457,162	
	TOTAL ASSETS		457,162
LIABILITIES AND EQUITY			
FUND EQUITY			
UNAPPROPRIATED FUND BALANCE:			
41-290000	FUND BALANCE	423,112	
	REVENUE OVER EXPENDITURES - YTD	34,049	
	BALANCE - CURRENT DATE	457,162	
	TOTAL FUND EQUITY		457,162
	TOTAL LIABILITIES AND EQUITY		457,162

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

		FLEET FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
<u>CHARGES FOR SERVICES</u>						
41-34-2000	FLEET REPLACEMENT REVENUE	6,306	18,919		(18,919)	.0
	TOTAL CHARGES FOR SERVICES	6,306	18,919		(18,919)	.0
<u>MISCELLANEOUS</u>						
41-36-3500	INTEREST AND DIVIDENDS	1,481	4,133		(4,133)	.0
41-36-3550	CHANGE IN MARKET VALUE	26,032	10,998		(10,998)	.0
	TOTAL MISCELLANEOUS	27,513	15,131		(15,131)	.0
	TOTAL FUND REVENUE	33,819	34,049		(34,049)	.0
	NET REVENUE OVER EXPENDITURES	33,819	34,049		(34,049)	.0

TOWN OF SEVERANCE

BALANCE SHEET

MARCH 31, 2024

WATER FUND

ASSETS

51-100000	CASH - COMBINED FUND	11,207,984	
51-115000	ACCOUNTS RECEIVABLE	182,960	
51-115005	PARTS INVENTORY	58,595	
51-115300	CONTRACT RECEIVABLE	40	
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		65,244,358

LIABILITIES AND EQUITYLIABILITIES

51-202000	ACCOUNTS PAYABLE	47,871	
51-205000	RETAINAGE PAYABLE	211,207	
51-212000	ACCRUED COMPENSATED ABSENCES	16,617	
51-222000	HYDRANT METER DEPOSITS	7,000	
	TOTAL LIABILITIES		282,695

FUND EQUITY

51-273000	CONTRIBUTED CAPITAL - DEVELOPM	6,848,000	
	UNAPPROPRIATED FUND BALANCE:		
51-290000	RETAINED EARNINGS	59,256,743	
	REVENUE OVER EXPENDITURES - YTD	(1,143,080)	
	BALANCE - CURRENT DATE	58,113,663	
	TOTAL FUND EQUITY		64,961,663
	TOTAL LIABILITIES AND EQUITY		65,244,358

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

		WATER FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
<u>CHARGES FOR SERVICES</u>						
51-34-1000	WATER SALES- WATER BILLS	187,874	530,133	2,651,353	2,121,220	20.0
	TOTAL CHARGES FOR SERVICES	187,874	530,133	2,651,353	2,121,220	20.0
<u>MISCELLANEOUS</u>						
51-36-2000	WATER PIT/METER SET FEE	1,118	1,118	10,000	8,882	11.2
51-36-3500	INTEREST AND DIVIDENDS	37,857	106,109		(106,109)	.0
51-36-3550	CHANGE IN MARKET VALUE	5,055	(21,827)		21,827	.0
51-36-6500	WATER ACQUISITION FEE	10,625	13,125		(13,125)	.0
	TOTAL MISCELLANEOUS	54,655	98,525	10,000	(88,525)	985.3
<u>LOCAL PLANT INVESTMENT FEES</u>						
51-37-7150	WATER IMPACT FEE	16,975	16,975		(16,975)	.0
	TOTAL LOCAL PLANT INVESTMENT FEES	16,975	16,975		(16,975)	.0
	TOTAL FUND REVENUE	259,504	645,633	2,661,353	2,015,720	24.3

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
ADMINISTRATION						
51-81-1100	REGULAR STAFF WAGES	3,808	7,616	33,003	25,387	23.1
51-81-1102	OVERTIME			200	200	.0
51-81-1104	RETIREMENT	114	228	1,987	1,759	11.5
51-81-1130	FICA/MEDICARE	281	557	2,542	1,985	21.9
51-81-1140	WORKERS COMPENSATION		223	1,000	777	22.3
51-81-1150	UNEMPLOYMENT	8	15	101	86	15.0
51-81-1160	HEALTH & LIFE INSURANCE	600	1,800	7,199	5,399	25.0
51-81-1161	DISABILITY INSURANCE	44	102	760	658	13.4
51-81-3162	CC FEES	2,038	5,501	25,000	19,499	22.0
51-81-3210	INSURANCE AND BONDS	(894)				.0
51-81-3320	PRINTING		709	2,500	1,791	28.4
51-81-4330	COMPUTER SUPPORT AND MAINT			3,000	3,000	.0
51-81-4345	MAILING SERVICE	1,054	1,937	18,000	16,063	10.8
TOTAL ADMINISTRATION		7,052	18,688	95,292	76,604	19.6

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER OPERATIONS</u>					
51-82-1100 REGULAR STAFF WAGES	39,952	72,485	316,971	244,486	22.9
51-82-1102 OVERTIME	180	1,098	5,000	3,902	22.0
51-82-1104 RETIREMENT	1,172	2,320	19,175	16,855	12.1
51-82-1130 FICA/MEDICARE	3,016	5,498	24,637	19,139	22.3
51-82-1140 WORKERS COMPENSATION		1,284	6,000	4,716	21.4
51-82-1150 UNEMPLOYMENT	80	147	973	826	15.1
51-82-1160 HEALTH & LIFE INSURANCE	3,163	9,846	53,840	43,994	18.3
51-82-1161 DISABILITY INSURANCE	461	753	6,015	5,262	12.5
51-82-2100 LEGAL FEES		195	20,000	19,805	1.0
51-82-2400 ENGINEERING		8,178	10,000	1,822	81.8
51-82-2410 WATER SYSTEM IMPROVE. PERMIT	568	568	500	(68)	113.7
51-82-2900 OTHER PROFESSIONAL FEES	750	2,250	12,000	9,750	18.8
51-82-3110 UTILITIES	1,173	4,489	17,500	13,011	25.7
51-82-3150 TELEPHONE	162	522	2,500	1,978	20.9
51-82-3173 REPAIRS & MAINTENANCE - EQUIPM	6	3,825	7,663	3,838	49.9
51-82-3175 BUILDING REPAIRS & MAINTENANCE		363	2,000	1,638	18.1
51-82-3177 VEHICLE REPAIRS & MAINTENANCE	320	341	6,330	5,989	5.4
51-82-3178 SYSTEM REPAIR & MAINTENANCE		7,473	30,000	22,527	24.9
51-82-3200 SAMPLING/TESTING	24	45	3,500	3,455	1.3
51-82-3210 INSURANCE AND BONDS	894	6,036	18,250	12,214	33.1
51-82-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS		295	500	205	59.0
51-82-3820 CONTINUING EDUCATION	71	799	2,000	1,201	39.9
51-82-3990 OTHER SERVICES	169	537	12,000	11,463	4.5
51-82-4120 WATER SYSTEM SUPPLIES			8,000	8,000	.0
51-82-4130 METER SET SUPPLIES	5,064	9,633	65,000	55,367	14.8
51-82-4320 COMPUTER REPLACE./AUDIO VISUAL	266	266	4,000	3,734	6.7
51-82-4330 COMPUTER SUPPORT & MAINTENANCE	1,882	6,576	15,060	8,484	43.7
51-82-4520 VEHICLE FUEL	337	1,785	15,550	13,765	11.5
51-82-4530 VEHICLE & EQUIP AMORTIZATION	147	442	1,769	1,327	25.0
51-82-4810 UNIFORMS	26	146	750	604	19.5
51-82-4850 UNANTICIPATED EXP/CONTINGENCY			20,000	20,000	.0
51-82-4990 MISCELLANEOUS SUPPLIES	18	163	1,000	837	16.3
51-82-4995 WATER TREATMENT & DISTRIBUTION	78,148	167,959	1,100,000	932,041	15.3
51-82-4997 WATER SHARE ASSESSMENTS	(27,218)	14,910	125,000	110,090	11.9
51-82-7990 OTHER SMALL EQUIPMENT		186	2,500	2,315	7.4
51-82-8200 ADMIN OVERHEAD ALLOCATION	12,122	32,829	137,840	105,011	23.8
TOTAL WATER OPERATIONS	122,956	364,239	2,073,822	1,709,583	17.6
<u>WATER CAPITAL</u>					
51-83-2100 LEGAL FEES			5,000	5,000	.0
51-83-2400 ENGINEERING		3,569	75,000	71,431	4.8
51-83-7000 CAPITAL OUTLAY			130,000	130,000	.0
51-83-7500 CONSTRUCTION			1,538,400	1,538,400	.0
51-83-7550 VEHICLES		33,428	34,000	573	98.3
TOTAL WATER CAPITAL		36,997	1,782,400	1,745,404	2.1

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LOCAL PLANT INVESTMENT EXPENSE</u>					
51-84-7530 PROFESSIONAL SERVICES		3,789		(3,789)	.0
51-84-7540 NORTHERN INTEGRATED SUPPLY		1,365,000	1,673,500	308,500	81.6
TOTAL LOCAL PLANT INVESTMENT EXPENS		1,368,789	1,673,500	304,711	81.8
TOTAL FUND EXPENDITURES	130,009	1,788,712	5,625,014	3,836,302	31.8
NET REVENUE OVER EXPENDITURES	129,495	(1,143,080)	(2,963,661)	(1,820,582)	(38.6)

TOWN OF SEVERANCE
BALANCE SHEET
MARCH 31, 2024

WASTEWATER FUND

ASSETS

52-100000	CASH - COMBINED FUND	12,359,369	
52-115000	ACCOUNTS RECEIVABLE	127,860	
52-115002	MISCELLANEOUS RECEIVABLE	161,718	
52-115300	CONTRACT RECEIVABLE	17	
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		27,421,896

LIABILITIES AND EQUITY

LIABILITIES

52-202000	ACCOUNTS PAYABLE	978	
52-212000	ACCRUED COMPENSATED ABSENCES	15,884	
	TOTAL LIABILITIES		16,862

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
52-290000	RETAINED EARNINGS	27,143,941	
	REVENUE OVER EXPENDITURES - YTD	261,092	
	BALANCE - CURRENT DATE	27,405,034	
	TOTAL FUND EQUITY		27,405,034
	TOTAL LIABILITIES AND EQUITY		27,421,896

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

		WASTEWATER FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
<u>CHARGES FOR SERVICES</u>						
52-34-1000	WASTEWATER TREATMENT FEES	127,829	364,287	1,476,289	1,112,002	24.7
	TOTAL CHARGES FOR SERVICES	127,829	364,287	1,476,289	1,112,002	24.7
<u>MISCELLANEOUS</u>						
52-36-3500	INTEREST AND DIVIDENDS	42,002	116,934		(116,934)	.0
52-36-3550	CHANGE IN MARKET VALUE	5,510	(24,054)		24,054	.0
	TOTAL MISCELLANEOUS	47,513	92,880		(92,880)	.0
<u>WASTEWATER PLANT INVEST. FEE</u>						
52-38-7100	WASTEWATER IMPACT FEE	103,572	169,096		(169,096)	.0
	TOTAL WASTEWATER PLANT INVEST. FEE	103,572	169,096		(169,096)	.0
	TOTAL FUND REVENUE	278,914	626,263	1,476,289	850,026	42.4

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
WASTEWATER ADMINISTRATION						
52-81-1100	REGULAR STAFF WAGES	2,227	4,455	19,305	14,850	23.1
52-81-1102	OVERTIME			125	125	.0
52-81-1104	RETIREMENT	67	134	1,163	1,029	11.5
52-81-1130	FICA/MEDICARE	165	328	1,488	1,160	22.1
52-81-1140	WORKERS COMPENSATION		130	500	370	26.1
52-81-1150	UNEMPLOYMENT	4	9	60	51	14.9
52-81-1160	HEALTH & LIFE INSURANCE	343	1,028	4,112	3,084	25.0
52-81-1161	DISABILITY INSURANCE	26	58	445	387	13.0
52-81-3162	CC FEES	2,038	5,501	25,000	19,499	22.0
52-81-3210	INSURANCE AND BONDS	(522)				.0
52-81-3320	PRINTING		709	2,500	1,791	28.4
52-81-4330	COMPUTER SUPPORT AND MAINT			3,000	3,000	.0
52-81-4345	MAILING SERVICE	1,054	1,937	12,000	10,063	16.1
TOTAL WASTEWATER ADMINISTRATION		5,403	14,288	69,698	55,410	20.5

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WASTEWATER OPERATIONS</u>					
52-82-1100 REGULAR STAFF WAGES	34,867	64,023	283,912	219,889	22.6
52-82-1102 OVERTIME	180	895	3,000	2,105	29.8
52-82-1104 RETIREMENT	1,089	2,135	17,131	14,996	12.5
52-82-1130 FICA/MEDICARE	2,630	4,844	21,955	17,111	22.1
52-82-1140 WORKERS COMPENSATION		1,173	6,000	4,827	19.6
52-82-1150 UNEMPLOYMENT	70	130	867	737	15.0
52-82-1160 HEALTH & LIFE INSURANCE	3,044	9,189	49,242	40,053	18.7
52-82-1161 DISABILITY INSURANCE	419	665	5,395	4,730	12.3
52-82-2100 LEGAL FEES			20,000	20,000	.0
52-82-2400 ENGINEERING			15,000	15,000	.0
52-82-2410 DISCHARGE PERMIT FEES			2,000	2,000	.0
52-82-2900 OTHER PROFESSIONAL FEES	750	2,250	10,000	7,750	22.5
52-82-3110 UTILITIES	2,991	9,401	60,000	50,599	15.7
52-82-3150 TELEPHONE	149	480	2,350	1,870	20.4
52-82-3173 REPAIRS & MAINTENANCE - EQUIPM	6	3,825	6,163	2,338	62.1
52-82-3177 VEHICLE REPAIRS & MAINTENANCE	320	341	5,430	5,089	6.3
52-82-3178 SYSTEM REPAIR & MAINTENANCE	1,332	1,743	50,000	48,257	3.5
52-82-3200 SAMPLING/TESTING	757	929	6,500	5,571	14.3
52-82-3210 INSURANCE AND BONDS	522	5,216	18,250	13,034	28.6
52-82-3290 OTHER TREATMENT COSTS		60,921	325,000	264,079	18.7
52-82-3810 DUES/MEMBERSHIPS/SUBSCRIPTIONS		1,275	1,500	225	85.0
52-82-3820 CONTINUING EDUCATION	71	659	1,500	841	43.9
52-82-3990 OTHER SERVICES	169	537	8,000	7,463	6.7
52-82-4120 SYSTEM SUPPLIES			20,000	20,000	.0
52-82-4320 COMPUTER REPLACE./AUDIO VISUAL	266	266	4,000	3,734	6.7
52-82-4330 COMPUTER SUPPORT & MAINTENANCE	1,882	5,427	15,060	9,633	36.0
52-82-4520 VEHICLE FUEL	340	1,736	15,550	13,814	11.2
52-82-4530 VEHICLE & EQUIP AMORTIZATION	147	442	1,769	1,327	25.0
52-82-4810 UNIFORMS	26	146	750	604	19.5
52-82-4850 UNANTICIPATED EXP/CONTINGENCY			20,000	20,000	.0
52-82-4990 MISCELLANEOUS SUPPLIES			5,000	5,000	.0
52-82-7990 OTHER SMALL EQUIPMENT		186		(186)	.0
52-82-8200 ADMIN OVERHEAD ALLOCATION	10,476	28,371	119,119	90,748	23.8
TOTAL WASTEWATER OPERATIONS	62,503	207,204	1,120,442	913,238	18.5
<u>WASTEWATER CAPITAL</u>					
52-83-7000 CAPITAL OUTLAY			5,000	5,000	.0
52-83-7500 CONSTRUCTION		98,659	238,995	140,336	41.3
52-83-7550 VEHICLES		33,428	34,000	573	98.3
TOTAL WASTEWATER CAPITAL		132,086	277,995	145,909	47.5

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WASTEWATER INVESTMENT EXPENSE</u>					
52-84-2100 LEGAL FEES			15,000	15,000	.0
52-84-7500 CONSTRUCTION			2,500,000	2,500,000	.0
52-84-7530 PROFESSIONAL SERVICES		1,384	500,000	498,616	.3
52-84-7550 SYSTEM IMPROVEMENTS			95,000	95,000	.0
52-84-7580 EQUIPMENT	10,208	10,208	12,000	1,792	85.1
TOTAL WASTEWATER INVESTMENT EXPEN	10,208	11,591	3,122,000	3,110,409	.4
<u>OTHER PLANT INVESTMENT EXPENSE</u>					
52-85-4996 OTHER PLANT INVESTMENT EXPENSE			5,000,000	5,000,000	.0
TOTAL OTHER PLANT INVESTMENT EXPEN			5,000,000	5,000,000	.0
TOTAL FUND EXPENDITURES	78,114	365,171	9,590,135	9,224,965	3.8
NET REVENUE OVER EXPENDITURES	200,800	261,092	(8,113,846)	(8,374,939)	3.2

TOWN OF SEVERANCE
BALANCE SHEET
MARCH 31, 2024

STORMWATER FUND

ASSETS

53-100000	CASH - COMBINED FUND	1,608,072	
53-115000	ACCOUNTS RECEIVABLE	24,959	
53-115300	CONTRACT RECEIVABLE	6	
53-162100	ACCUMULATED DEPRECIATION	(729,740)	
53-163000	STORM DRAINAGE SYSTEM	9,750,163	
53-164000	VEHICLES & EQUIPMENT	6,032	
	TOTAL ASSETS		10,659,491

LIABILITIES AND EQUITY

LIABILITIES

53-202000	ACCOUNTS PAYABLE	(823)	
53-208510	ADVANCE FROM GENERAL FUND	33,323	
53-212000	ACCRUED COMPENSATED ABSENCES	5,620	
	TOTAL LIABILITIES		38,121

FUND EQUITY

53-273000	CONTRIBUTED CAPITAL	4,113,680	
	UNAPPROPRIATED FUND BALANCE:		
53-290000	RETAINED EARNINGS	6,458,941	
	REVENUE OVER EXPENDITURES - YTD	48,751	
	BALANCE - CURRENT DATE	6,507,691	
	TOTAL FUND EQUITY		10,621,371
	TOTAL LIABILITIES AND EQUITY		10,659,491

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

		STORMWATER FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
<u>STORMWATER SYSTEM INVEST. FEE</u>						
53-32-3000	STORMWATER / DRAINAGE FEE		3,000		(3,000)	.0
	TOTAL STORMWATER SYSTEM INVEST. FEE		3,000		(3,000)	.0
<u>CHARGES FOR SERVICES</u>						
53-34-1000	STORMWATER FEES	23,818	65,310	244,384	179,074	26.7
	TOTAL CHARGES FOR SERVICES	23,818	65,310	244,384	179,074	26.7
<u>MISCELLANEOUS</u>						
53-36-3500	INTEREST AND DIVIDENDS	5,441	15,159		(15,159)	.0
53-36-3550	CHANGE IN MARKET VALUE	703	(3,118)		3,118	.0
	TOTAL MISCELLANEOUS	6,144	12,040		(12,040)	.0
	TOTAL FUND REVENUE	29,962	80,350	244,384	164,034	32.9

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

STORMWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
<u>ADMINISTRATION</u>						
53-81-1100	REGULAR STAFF WAGES	970	1,941	8,410	6,469	23.1
53-81-1102	OVERTIME			75	75	.0
53-81-1104	RETIREMENT	29	58	508	450	11.5
53-81-1130	FICA/MEDICARE	74	148	650	502	22.8
53-81-1140	WORKERS COMPENSATION		56	500	444	11.2
53-81-1150	UNEMPLOYMENT	2	4	27	23	14.4
53-81-1160	HEALTH & LIFE INSURANCE	128	384	1,536	1,152	25.0
53-81-1161	DISABILITY INSURANCE	11	21	195	174	11.0
53-81-3210	INSURANCE AND BONDS	(224)				.0
53-81-3320	PRINTING		469	2,000	1,531	23.4
53-81-4330	COMPUTER SUPPORT AND MAINT			1,100	1,100	.0
53-81-4345	MAILING SERVICE	389	1,272		(1,272)	.0
TOTAL ADMINISTRATION		1,381	4,353	15,001	10,648	29.0
<u>STORMWATER OPERATIONS</u>						
53-82-1100	REGULAR STAFF WAGES	7,695	12,956	48,391	35,435	26.8
53-82-1102	OVERTIME	59	417	800	383	52.1
53-82-1104	RETIREMENT	160	315	2,927	2,612	10.8
53-82-1130	FICA/MEDICARE	578	988	3,764	2,776	26.3
53-82-1140	WORKERS COMPENSATION		223	2,000	1,777	11.2
53-82-1150	UNEMPLOYMENT	16	27	148	121	18.1
53-82-1160	HEALTH & LIFE INSURANCE	637	2,210	9,756	7,546	22.7
53-82-1161	DISABILITY INSURANCE	76	84	980	896	8.6
53-82-2410	STORMWATER PERMITS			500	500	.0
53-82-3150	TELEPHONE	27	86	650	564	13.2
53-82-3173	REPAIRS & MAINTENANCE - EQUIPM			6,000	6,000	.0
53-82-3210	INSURANCE AND BONDS	224	1,118	6,500	5,382	17.2
53-82-3820	CONTINUING EDUCATION	14	44		(44)	.0
53-82-4520	VEHICLE FUEL	95	431	1,000	569	43.1
53-82-4530	VEHICLE & EQUIP AMORTIZATION			12,500	12,500	.0
53-82-4810	UNIFORMS	13	30	100	70	29.8
53-82-8100	INTERFUND LOAN - PRINCIPAL	625	1,869	7,605	5,736	24.6
53-82-8101	INTERFUND LOAN - INTEREST	120	368	1,344	976	27.4
53-82-8200	ADMIN OVERHEAD ALLOCATION	2,245	6,080	24,281	18,201	25.0
TOTAL STORMWATER OPERATIONS		12,585	27,246	129,246	102,000	21.1
<u>STORMWATER CAPITAL</u>						
53-83-7000	CAPITAL OUTLAY			2,500	2,500	.0
TOTAL STORMWATER CAPITAL				2,500	2,500	.0

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

STORMWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	13,965	31,599	146,747	115,148	21.5
NET REVENUE OVER EXPENDITURES	15,997	48,751	97,637	48,886	49.9

TOWN OF SEVERANCE
BALANCE SHEET
MARCH 31, 2024

CAPITAL PROJECTS

ASSETS

75-100000	CASH – COMBINED FUND	(328,271)	
	TOTAL ASSETS		(328,271)

LIABILITIES AND EQUITY

LIABILITIES

75-202000	ACCOUNTS PAYABLE	17,078	
	TOTAL LIABILITIES		17,078

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
75-290000	FUND BALANCE	15,212	
	REVENUE OVER EXPENDITURES - YTD	(360,562)	
	BALANCE - CURRENT DATE	(345,350)	
	TOTAL FUND EQUITY		(345,350)
	TOTAL LIABILITIES AND EQUITY		(328,271)

TOWN OF SEVERANCE
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

		CAPITAL PROJECTS				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
REVENUE						
	<u>TRANSFERS FROM OTHER FUNDS</u>					
75-39-1000	TRANSFERS FROM OTHER FUNDS			3,841,300	3,841,300	.0
	TOTAL TRANSFERS FROM OTHER FUNDS			3,841,300	3,841,300	.0
	TOTAL FUND REVENUE			3,841,300	3,841,300	.0

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

		CAPITAL PROJECTS				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
<u>LEGISLATIVE - CIP</u>						
75-41-7000	CAPITAL OUTLY			55,000	55,000	.0
	TOTAL LEGISLATIVE - CIP			55,000	55,000	.0
<u>JUDICIAL - CIP</u>						
75-43-7000	CAPITAL OUTLAY			20,000	20,000	.0
	TOTAL JUDICIAL - CIP			20,000	20,000	.0
<u>ADMINISTRATION - CIP</u>						
75-44-2990	OTHER PROFESSIONAL FEES			75,000	75,000	.0
75-44-5570	CONSERVATION			10,000	10,000	.0
75-44-7000	CAPITAL OUTLAY		8,692	354,517	345,825	2.5
75-44-7500	CONSTRUCTION			105,000	105,000	.0
75-44-7750	ROW			15,000	15,000	.0
	TOTAL ADMINISTRATION - CIP		8,692	559,517	550,825	1.6
<u>FINANCE - CIP</u>						
75-45-2990	OTHER PROFESSIONAL FEES			20,000	20,000	.0
75-45-7000	CAPITAL OUTLAY			255,000	255,000	.0
	TOTAL FINANCE - CIP			275,000	275,000	.0
<u>PUBLIC SAFETY - CIP</u>						
75-51-2100	LEGAL FEES		1,697		(1,697)	.0
75-51-2400	ENGINEERING	7,500	39,857		(39,857)	.0
75-51-7500	CONSTRUCTION	37,710	37,820		(37,820)	.0
75-51-7550	VEHICLES			204,400	204,400	.0
	TOTAL PUBLIC SAFETY - CIP	45,209	79,374	204,400	125,026	38.8
<u>STREETS/MAINTENANCE - CIP</u>						
75-61-7000	CAPITAL OUTLAY	81,711	100,932	1,738,000	1,637,068	5.8
75-61-7500	CONSTRUCTION			420,000	420,000	.0
	TOTAL STREETS/MAINTENANCE - CIP	81,711	100,932	2,158,000	2,057,068	4.7

TOWN OF SEVERANCE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

		CAPITAL PROJECTS				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SNOW - CIP</u>						
75-63-7000	CAPITAL OUTLAY			25,000	25,000	.0
	TOTAL SNOW - CIP			25,000	25,000	.0
<u>PUBLIC WORKS OVERHEAD - CIP</u>						
75-64-7000	CAPITAL OUTLAY		35,189	117,427	82,238	30.0
75-64-7500	CONSTRUCTION			75,000	75,000	.0
	TOTAL PUBLIC WORKS OVERHEAD - CIP		35,189	192,427	157,238	18.3
<u>PARKS/GREEN SPACE - CIP</u>						
75-65-7000	CAPITAL OUTLAY	108,814	136,375	73,200	(63,175)	186.3
75-65-7500	CONSTRUCTION			420,000	420,000	.0
	TOTAL PARKS/GREEN SPACE - CIP	108,814	136,375	493,200	356,825	27.7
<u>COMMUNITY DEVELOPMENT - CIP</u>						
75-70-2400	ENGINEERING			50,000	50,000	.0
75-70-7500	CONSTRUCTION			550,000	550,000	.0
	TOTAL COMMUNITY DEVELOPMENT - CIP			600,000	600,000	.0
	TOTAL FUND EXPENDITURES	235,735	360,562	4,582,544	4,221,982	7.9
	NET REVENUE OVER EXPENDITURES	(235,735)	(360,562)	(741,244)	(380,682)	(48.6)

TOWN OF SEVERANCE
BALANCE SHEET
MARCH 31, 2024

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
MARCH 31, 2024

GENERAL LONG-TERM DEBT GROUP

ASSETS			
90-170000	AMOUNT TO BE PROVIDED	153,367	
	TOTAL ASSETS		153,367
LIABILITIES AND EQUITY			
LIABILITIES			
90-250000	ACCRUED LEAVE	152,484	
90-252000	CAPITAL LEASE PAYABLE	883	
	TOTAL LIABILITIES		153,367
	TOTAL LIABILITIES AND EQUITY		153,367

Revenue Summary

Period: 3/1/2024 - 3/31/2024
Created by: SARAH JACOBSEN on 4/1/2024 1:40:02 PM

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

WIESER, JOHN DANIEL

Docket #	Total Fines	Restitution	Total Payments
D2400008	\$170.00	\$0.00	\$170.00

Payment Details

Date	Amount	Type	Notes
3/1/2024	\$170.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
FINES	\$150.00
SUR-CHARGE	\$20.00

TREJO, GUILLERMINA ANTONIA

Docket #	Total Fines	Restitution	Total Payments
D2322	\$75.00	\$0.00	\$75.00

Payment Details

Date	Amount	Type	Notes
3/4/2024	\$75.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
FINES	\$25.00
SUR-CHARGE	\$20.00

HUIZAR, ANGEL ISSAC

Docket #	Total Fines	Restitution	Total Payments
D2300145	\$75.00	\$0.00	\$75.00

Payment Details

Date	Amount	Type	Notes
3/5/2024	\$75.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
COURT COSTS	\$30.00
FINES	\$25.00
SUR-CHARGE	\$20.00

ROBINSON, JESSICA M

Docket #	Total Fines	Restitution	Total Payments
D2352	\$120.00	\$0.00	\$120.00

Payment Details

Date	Amount	Type	Notes
3/19/2024	\$120.00	CHECK (#)	

Fines/Fees Details

Fine / Fee	Amount
FINES	\$100.00
SUR-CHARGE	\$20.00

BARNES, CADE THOMAS

Docket #	Total Fines	Restitution	Total Payments
D2400009	\$170.00	\$0.00	\$170.00

Payment Details

Date	Amount	Type	Notes
3/19/2024	\$170.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
FINES	\$150.00
SUR-CHARGE	\$20.00

YSLAS, JAVIER EDUARDO

Docket #	Total Fines	Restitution	Total Payments
D2339	\$170.00	\$0.00	\$170.00

Payment Details

Date	Amount	Type	Notes
3/21/2024	\$170.00	CHECK (#1413)	

Fines/Fees Details

Fine / Fee	Amount
FINES	\$150.00
SUR-CHARGE	\$20.00

COLLETT, MEGAN ELIZABETH

Docket #	Total Fines	Restitution	Total Payments
D2595	\$320.00	\$0.00	\$300.00

Payment Details

Date	Amount	Type	Notes
3/28/2024	\$300.00	CREDIT CARD	

Fines/Fees Details

Fine / Fee	Amount
FINES	\$300.00
SUR-CHARGE	\$20.00

Fines Paid by Description

Description	Amount
ADMINISTRATIVE FEE	\$0.00
BENCH WARRANT	\$0.00
COMMUNITY SERVICE	\$0.00
CONTEMPT	\$0.00
COURT COSTS	\$60.00
DEFAULT FEE	\$0.00
FINES	\$900.00
FTA/FTP FINE	\$0.00
LATE FEE	\$0.00
OJW	\$0.00
OVERPAYMENT	\$0.00
RESTITUTION	\$0.00
RESTITUTION (LOCKED)	\$0.00
RETURNED PAYMENT FEE	\$0.00
State Assessment	\$0.00
SUMMONS	\$0.00
SUR-CHARGE	\$120.00
WARNING LETTER	\$0.00

Total Fees	\$1,080.00
Over Charged Amount	\$0.00
Total Paid	\$1,080.00

Fines Paid by Pay Method

Description	Amount
CASH	\$0.00
CHECK	\$290.00
CREDIT CARD	\$790.00

Overpaid Cases

Case	OverPaid
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Revenue Type Summary

Period: 3/1/2024 - 3/31/2024
Created by: SARAH JACOBSEN on 4/1/2024 1:41:26 PM

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

Payment Amounts by Type

Description	Amount
COURT COSTS	\$60.00
FINES	\$900.00
SUR-CHARGE	\$120.00
Payments Total	\$1,080.00

Issued Permits by Permit Type

Severance

03/01/2024 - 03/31/2024

Residential New	Permits Issued	Valuation	Fees Paid
Detached Single Family	7	\$2,617,405.35	\$276,950.60
Subtotals:	7	\$2,617,405.35	\$276,950.60

Residential One Stop	Permits Issued	Valuation	Fees Paid
AC/Furnace Combination - Residential	1	\$7,010.64	\$296.19
Air Conditioner - Residential	2	\$11,044.00	\$398.79

Issued Permits by Permit Type

Severance

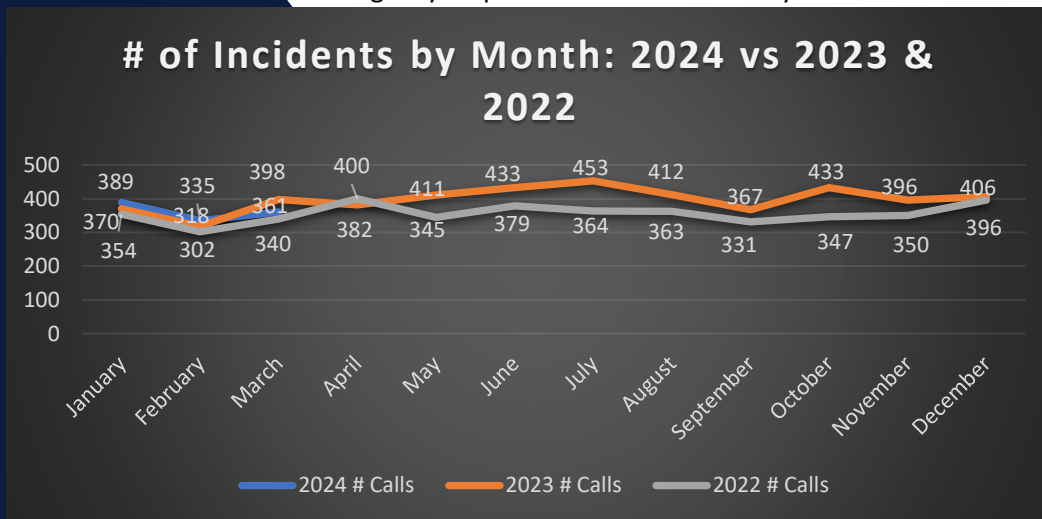
03/01/2024 - 03/31/2024

Furnace Replacement - Residential	1	\$5,540.15	\$199.72
Misc. Mechanical, Plumbing or Electrical - Residential	2	\$5,272.00	\$339.90
Replacement Windows - Residential	1	\$4,393.00	\$179.07
Residential Roof - Asphalt	3	\$38,149.00	\$956.68
Water Heater - Residential	3	\$14,475.10	\$530.55
Subtotals:	13	\$85,883.89	\$2,900.90

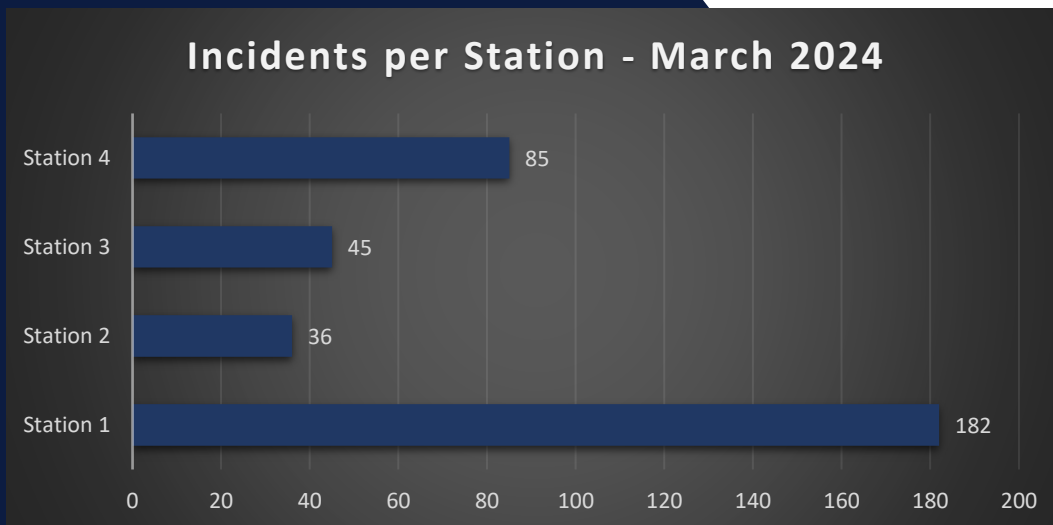
Totals:	20	\$2,703,289.24	\$279,851.50
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MAJOR INCIDENT TYPE	# INCIDENTS					
	Jan	Feb	March	YTD 2024	YTD 2023	YTD 2022
Fires	5	5	2	12	17	17
Overpressure rupture, explosion, overhear - no fire	0	0	2	2	1	2
Rescue & Emergency Medical Service	231	227	238	696	709	670
Hazardous Condition (No Fire)	11	6	8	25	33	13
Service Call	44	28	38	110	132	75
Good Intent Call	42	28	42	112	110	139
False Alarm & False Call	55	41	31	127	84	80
Severe Weather & Natural Disaster	0	0	0	0	0	0
Special Incidents	1	0	0	1	0	0
TOTAL	389	335	361	1085	1086	996
Mutual Aid/Auto Aid Given	8	1	5	14	20	46
Mutual Aid/Auto Aid Received	2	4	1	7	16	21

The National Fire Incident Response System (NFIRS) uses these 9 categories to track emergency response incidents nationally.



This chart illustrates the calls for service by month relative to the past years.



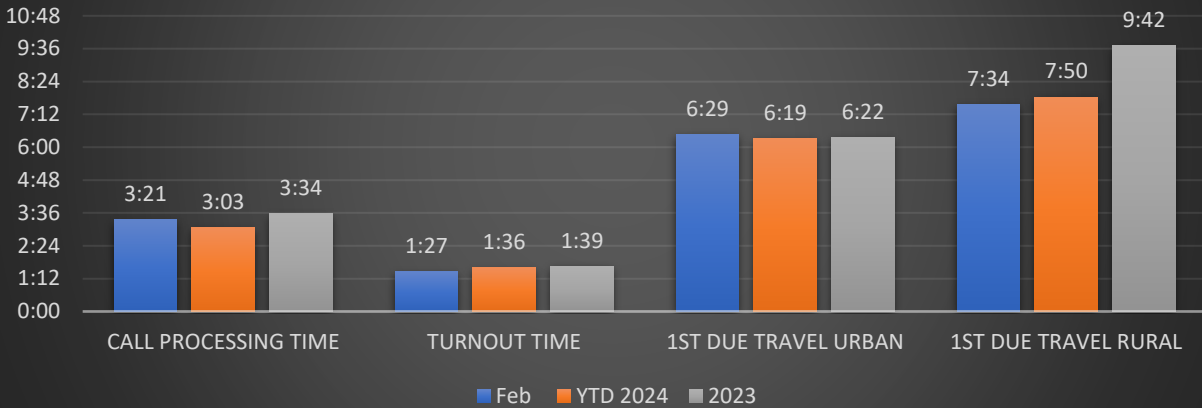
WSFR tracks incidents by the location of the incident based on which station is the closest.



WSFR Response Report: April 2024

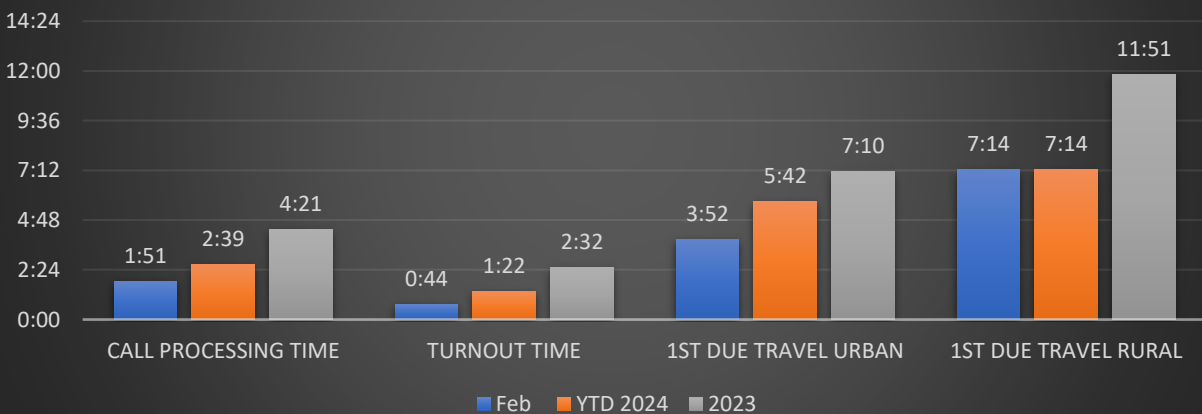


EMS/MVA Response Times - 90th Percentile for February 2024



These graphs are looking at the average (90th percentile) for the following 3 segments: Call Processing times (911 answering), Turnout Times (time it takes WSFR/UCH units to begin to respond), and 1st Due Travel (time it takes for the first arriving unit to travel to the incident). When added together, that is the total time for responding to incidents. WSFR also looks at our response data at the 90th percentile as a measure of greater accuracy as part of our accreditation data analysis.

Fire, Wildland, Hazmat and Technical Rescue Response Times - 90th Percentile for February 2024



WSFR Response Report: April 2024



Public Work Director Report

John Zacklene

April 15, 2024



WATER/WASTEWATER-

Reporting – A list of approved Lead/Copper sites has been submitted and approved by the state. We have received the permit from the state for the dewatering of the lagoon. The contractor completed the drilling of the 5 dewatering wells, and they seem to be working as needed. We met with Colorado liner last week to discuss how they will be cutting the pond liner so Denali can access the sludge underneath to be hauled away. WWTP samples were taken on 4-8-24 and can take up to 45 days to get back before we can start hauling out the sludge. We installed a new sewer line at the parks shed and abandoned the old septic system. Our lead & copper information has been submitted to the state and we are waiting for their response to see what we will need to complete.

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. The tower tank crew is scheduled to start up in the beginning of May. The water line tie in that connects the new tower tank to the existing water lines is completed and tested.

Jetting – Sewer main jetting of the entire town has begun in 2023. There is approximately 40 miles of main line to be cleaned. Jetting is on hold until the waste plant issue is taken care of. We have approximately 5 hot spots to watch for. The Baldridge lift station will have the inside recoated this year due to water seepage. New valves, pressure switches, contactors, and filters have been installed and are functioning correctly at this time.

STORM WATER

- 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 drainage ditch between Ponderosa and the Overlook subdivision will be scheduled to be cleared after the WWTP project has been completed.

STREETS

- Asphalt projects quotes for the 2024 season have been returned to me. Nick and I will discuss what will be completed in 2024.
- A new set of guardrails have been installed on Cr23 north along the ponds.
- No parking signs will be installed on Cr21 with painted curbs this summer.
- The diesel tank at the old county building has been updated and has been certified by the state.

and is in operation.

- Concrete grinding estimates throughout the town for “ADA” compliance have been scheduled for Severance Shores and Sunset Ridge.
- Cr21 water service line transfer and ductile line decommission will begin May 13th.
- All gravel roads are scheduled for dust suppressant by the end of May.

PARKS

- Playground equipment has been inspected and repaired for CIRSAs standards.
- We will add an additional fountain in Blue Spruce Pond this year.
- We are having a good amount of vandalism at our parks again this year.
- We have received new bike racks to add at Comm Park and they will be installed on a concrete pad this summer.
- Lakeview Park has had new LED lights installed under the gazebos.
- A fence has been installed around the new Parks building east of town.
- 4 new “smart clocks” have been ordered for parks and received and will be installed for the 2024 season.
- The Franklin ditch concrete has been removed on the west side of Community Park and has been graded in.

Finance Report

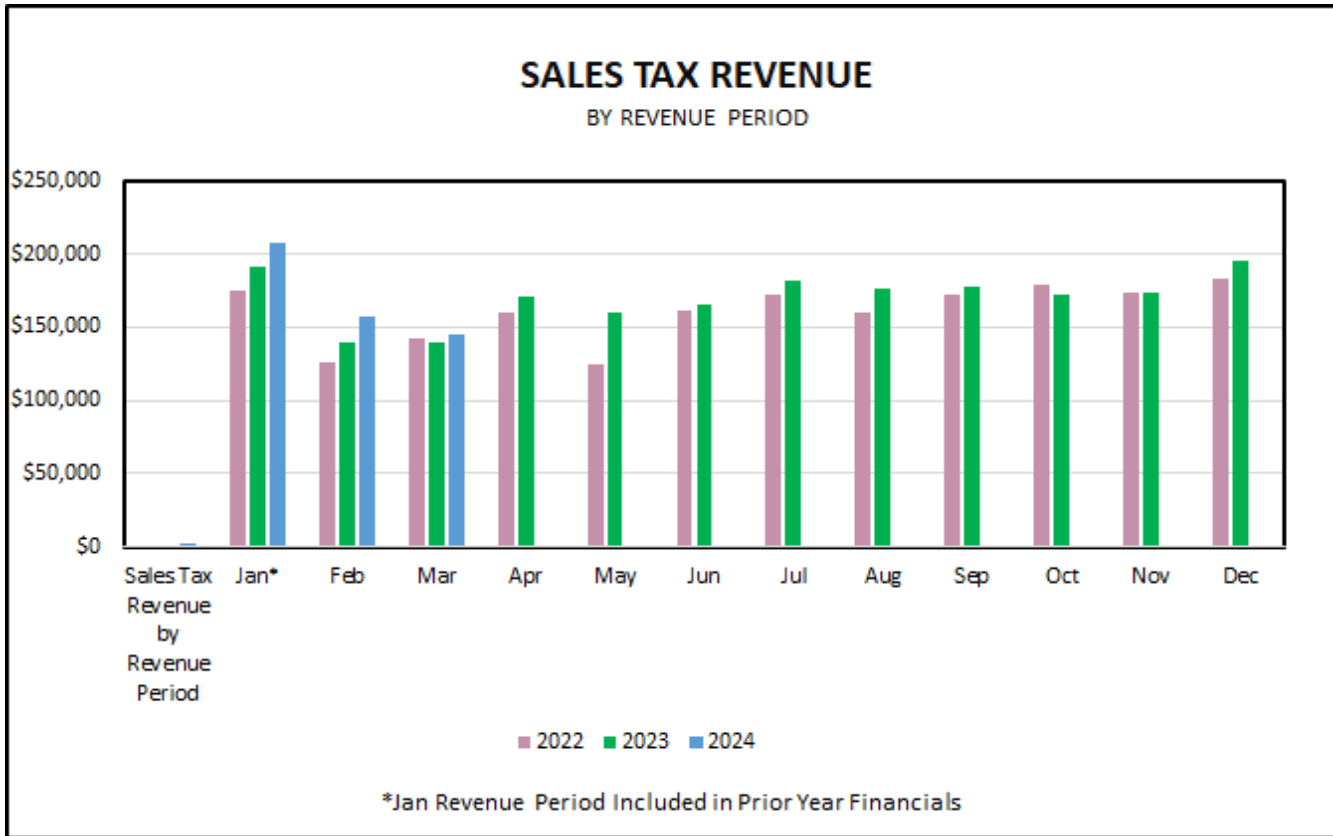
April 2024

Nicholas J. Wharton, MPA, ICMA-CM
Town Manager



Sales Tax Revenue

Sales tax for the revenue periods of January, February, and March of 2024 were higher than the same periods in 2023 and 2022.



Property Tax Revenue

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								
	2021		2022		2023		2024	
Month	\$ YTD	% Budget	\$ YTD	% Budget	\$ YTD	% Budget	\$ YTD	% Budget
Mar	527,587	40%	655,955	36%	714,502	38%	134,136	6%



Town Clerk Director Report

Administrative Dept – 3.31.24

BUSINESS/SALES TAX Licenses 107 total for 2024:

(March only)

- Mobile Food Truck 4
- Home Based Business 2 1 Renewal - 1 New – 86 total for 2024
- Business Outside TOS 3
- Business TOS 1 Renewal – 26 total for 2024
- Solicitor License 1 Total for 2024

CORA Requests:

The Clerk's Office received four (4) CORA requests that were completed within the three (3) day requirement.

There have been a total of fifteen (15) requests for 2024.

EVENTS:

Sponsorships for the year \$18,150 total

Vendor booths for the year 35 total

Registrations for the Fishing Derby to date: 176

Upcoming events

- | | |
|---|------------------------|
| ▪ Arbor Day | April 26 th |
| ▪ Clean Up Days, Shredding & Drug Take Back | April 27 th |
| ▪ PD Groundbreaking | April 29 th |
| ▪ Tailholt Garden Opening Ceremony | May 4 th |
| ▪ Bike/Roll to School | May 8 th |
| ▪ Police Appreciation Week | May 12-May 18 |
| ▪ Kids Fishing Derby | May 18 |

LIQUOR LICENSES:

No new or renewed licenses

PLATES/RECORDINGS:

New plates were obtained and placed on our FLEET Program for the new BOOM for PW.

Multi items were recorded with Weld County for BHS Solar and the ROW dedication/vacate.

The Clerk's Office hosted an in-house training for ADA compliance for our Town Website and Social Media communications on Thursday, March 14, 2024. Beckie Bean, Technology Accessibility Consultant from the State of Colorado was our host trainer.

Several trainings will continue Townwide for ADA Compliance

Police Chief Report

Kenneth Chavez, Interim Chief of Police

March 2024



Projects Updates

- The Severance Police Department hired a new Officer who started officially on March 4th. This brings the total staffing of the department up to nine. The authorized strength of the department is twelve total sworn Officers, and three non-sworn staff. Another newly hired Officer is due to start in April along with an Officer who has been out on medical leave for the past five months. Oral boards with five applicants for the open Sergeant position was held on March 28th.
- Officer Geraldine Yanke attended and completed a five-day Field Evidence Technician training at Greeley Police Department, March 4th through 8th.
- Chief Chavez is continuing to meet with Town Staff and RunWindsor representatives to create the security plan for the April 20th ½ Marathon, 10k, & 5k races that will be held at Community Park.
- Chief Chavez has attended several meetings with representatives of Infusion Architects and Fransen Pittman Construction, along with other Town of Severance staff, to finalize plans and construction timelines for the new Severance Police Department building. Demolition of the current Severance Police Department is scheduled for April 1st.
- On March 16th, the third of three scheduled cleanup days occurred at the Severance Police Department in preparation for the demolition of the building and move to Town Hall. Numerous items were placed into storage and trash was removed from the building. All Severance police operations will be run out of Town Hall no later than April 1st until the new police building is completed.
- On March 28th, three members of the department were involved in a lengthy police pursuit. The pursuit started in Severance, lasted for approximately 57 minutes, and ended in a plowed corn field northeast of CO 14 and WCR 13. The male driver was wanted for two incidents that occurred earlier in the day in Windsor. The first was a drive-by shooting where several shots were fired at an occupied building and at vehicles parked in front. The second was a road rage incident where the male driver pointed a handgun at several parties. The male suspect is well known to the Severance Police Department due to several previous encounters and arrests. During the pursuit, the male suspect pointed a handgun at a Severance Police Department member. The male suspect was safely taken into custody after various vehicle intervention tactics were initiated against his Ford F-350 truck. Two handguns were found in the suspect's truck along with at least nine spent shell casings which were taken into evidence by the Windsor Police Department. Thankfully, during the chase, no uninvolved citizens, vehicles, or property were damaged as a result of the lengthy police pursuit. Currently, the male suspect is in custody in the Weld County Jail on numerous felony and misdemeanor charges and a \$8 million dollar bond.

Community Support and Relations

- Chief Chavez met with numerous key local and law enforcement officials this month to include the following:
 - Meetings with various furniture vendors that will submit bids to provide office furniture for the new police building during the month.
 - Interview by Greeley Tribune Reporter Chris Bolin for story that was published on March 23rd. [Greeley Police Department closer to building real-time information center as technology continues to change police work – Greeley Tribune](#)
 - Attended the monthly Weld County Chiefs of Police Association meeting on March 20th
 - Attended a Weld RE-4 School District Safety Task Force meeting on March 21st
 - Attended a Weld RE-4 PIO meeting on March 21st
 - North Weld County CoResponder Meeting on March 25th
 - Severance Police Department All-Staff Meeting on March 28th



Police Department CALLS FOR SERVICE

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

March 2024

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



Homicide

0



Aggravated Assault

0



Sex Assault

0



Domestic Violence

1



Aggravated Robbery

0



Strongarm Robbery

0



Arrests

6



Burglary

1



Motor Vehicle Theft

0



Theft From Motor Vehicle

0



Fraud / ID Theft

1



Vandalism / Graffiti

1



Shoplifting

0



Traffic Accidents

1

Municipal Ordinance Citations

10

Warnings Issued

76

Traffic Tickets

7

TOTAL CALLS FOR SERVICE

476



POLICE DEPARTMENT-CODE ENFORCEMENT

CODE ENFORCEMENT CALLS FOR SERVICE

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

March 2024

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Parking
Violations 26



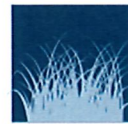
Animal
Complaints 11



Animal
Bites 3



Snow
Removal 0



Weed Violation/
Noxious Weeds 0



Rubbish /
Outdoor Storage 0



Warnings Issued

21

Total Citations

1

TOTAL CALLS
FOR SERVICE

80

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

970 -686-1218

townofseverance.org/police-department

**PROCLAMATION
MENTAL HEALTH MONTH
MAY 2024**

- WHEREAS,** now, more than ever, we must understand that the health of our minds is as important as physical health; and
- WHEREAS,** one in every four people are affected by mental illness, with more Weld County residents having reported mental health challenges such as depression, anxiety, or other mental health conditions than in years past; and
- WHEREAS,** Severance residents can find recovery through a variety of outpatient, residential, and critical walk-in crisis support options through Weld County's community mental health center, North Range Behavioral Health; and
- WHEREAS,** Severance residents are healthier because of North Range's commitment to preventing hospitalizations, incarcerations, trauma, suicides, and substance use disorder through collaboration with community health centers, school districts, human services, law enforcement, United Way, and many others; and
- WHEREAS,** National Mental Health Month is observed every May to raise awareness about behavioral health, recovery and hope, the importance of prevention, and the factors that contribute to mental wellness.

NOW, THEREFORE, we, the Town Council of the Town of Severance do hereby
proclaim May 2024 as

MENTAL HEALTH MONTH

and call upon the citizens, government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of behavioral health and understanding the need for appropriate and accessible services for all citizens.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, Town Clerk



2024 NATIONAL POLICE WEEK

Proclamation

WHEREAS, the Congress and the President of the United States have designated May 15 as National Peace Officers Memorial Day, and the week in which it falls as National Police Week; and

WHEREAS, the International Association of Chiefs of Police has declared law enforcement officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and

WHEREAS, the members of the Severance Police Department play an essential role in safeguarding the rights and freedoms of the citizens of the Town of Severance; and

WHEREAS, it is important that all citizens know and understand the problems, duties, and responsibilities of their Police Department, and that members of our Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidations; and

WHEREAS, the Severance Police Department has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service.

NOW, THEREFORE, I, Mayor Matthew Fries, call upon all citizens of the Town of Severance and upon all patriotic, civil, and educational organizations to observe the week of May 12-18, 2024 as Police Week with appropriate ceremonies in which all of our people may join in commemorating Police Officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I **FURTHER** call upon all citizens of the Town of Severance to remember May 15, 2024, as National Peace Officers Memorial Day to honor those who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Severance Colorado, this 23rd day of April, 2024.

Matthew Fries, Mayor



**TOWN OF SEVERANCE
PROCLAMATION**

**PUBLIC WORKS WEEK
MAY 19 – MAY 24, 2024**

WHEREAS, Public Works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of Public Works systems and programs such as water, sewers, streets and highways, public buildings, and snow removal; and

WHEREAS, the health, safety, and comfort of this community greatly depend on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design and construction, are vitally dependent upon the efforts and skill of Public Works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff Public Works departments is materially influenced by the community's knowledge and understanding of the importance of the work they perform; and

NOW, THEREFORE, the Town Council of the Town of Severance, State of Colorado, urges our citizens to acquaint themselves with what is involved in providing our Public Works services and to recognize the contributions which Public Works staff members make every day to our health, safety, comfort, and quality of life.

**IN WITNESS WHEREOF, I have hereto set my hand
and caused the seal of the Town of Severance, Colorado
to be affixed the 23rd day of April, 2024**

Matthew Fries, Mayor

Proclamation

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

May 5 - 11, 2024

Whereas, The Office of the Professional Municipal Clerk, a time-honored and vital part of local government, exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Matthew Fries, Mayor of Severance, do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, Leah Vanarsdall and Sarah Jacobsen, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this April day of 23rd, 2024

Mayor Mathew Fries



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 93 - Ordinance 2024-07: Amending Section 16.4.60	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Management asks that the Town Council review and discuss Ordinance 2024-07 and take action: • Actions that may be taken: ○ Move to Approve Ordinance 2024-07 ○ Take No Action		<u>Ordinance</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
Currently, the Town of Severance allows LightGig to use one of the three conduits in several subdivisions that developers installed to encourage the expansion of internet services. Per section 16.4.60(b) - Installing underground conduit- of the Severance Municipal Code: <i>Ownership. Once installed and accepted by the Town, the conduit shall become the property of the Town, and its' use shall be subject to license or franchise by the Town.</i> LightGig has contacted the Town with the request to transfer ownership of one of the conduits containing their fiber from the Town to them. This Ordinance would change our current municipal code and allow the Town to transfer these conduits to internet providers.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Town Council take action and move to approve Ordinance 2024-07.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Ordinance 2024-07 Amend Underground Conduit		

**TOWN OF SEVERANCE
ORDINANCE NO. 2024-07**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, AMENDING SECTION 16.4.60 “INSTALLING UNDERGROUND
CONDUIT” OF THE SEVERANCE MUNICIPAL CODE**

WHEREAS, the Town of Severance (“Town”) previously adopted Section 16.4.60 “Installing underground conduit” in Ordinance No. 2023-08, § 2; and

WHEREAS, the Town wishes to amend Section 16.4.60 to delete subsection (b) in its entirety; and

WHEREAS, deleting subsection (b) will further incentivize internet service providers and reduce Town maintenance expenses associated with the conduits; and

WHEREAS, this ordinance is enacted pursuant to the Town of Severance’s home rule authority under Article XX, § 6 of the Constitution of the State of Colorado, and pursuant to the Town of Severance’s police powers, in order to safeguard and preserve the public health, safety and welfare of the community.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE
TOWN OF SEVERANCE, COLORADO, AS FOLLOWS:**

Section 1. Section 16.4.60, “Installing underground conduit,” of the Severance Municipal Code is hereby amended to read as follows:¹

Sec. 16.4.60. Installing underground conduit.

(a) ——— ~~Purpose.~~ To provide for the installation of public and private utilities after completion of streets, sidewalks, trails, or similar improvements, three (3) SDR11 smooth conduit lines, one and one-quarter (1.25) inch in diameter, shall be placed at horizontal and vertical locations approved by the Town Engineer within the municipal utility easement with a capped junction at each buildable lot. In addition, when crossing a public street, a High-Definition Polyethylene (HDPE) four-inch schedule 40 PVC sleeve conduit will be placed around each of the three (3) SDR11 smooth conduit lines for the full width of the right-of-way (ROW).

(b) ——— ~~Ownership. Once installed and accepted by the Town, the conduit shall become the property of the Town, and its use shall be subject to license or franchise by the Town.~~

Section 2. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

¹ Deletions are indicated by ~~strikethrough~~.

Section 3. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 4. This ordinance is deemed necessary for the immediate protection of the health, welfare and safety of the community.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this ____ day of _____, 2024.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 96 - Ordinance 2024-08: Approving an Agreement between the Town of Severance and LightGig	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Management asks that the Town Council review and discuss Ordinance 2024-08 and take action: • Actions that may be taken: ○ Move to Approve Ordinance 2024-08 ○ Take No Action		<u>Ordinance</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
Currently, the Town of Severance allows LightGig to use one of the three conduits in several subdivisions that developers installed to encourage the expansion of internet services. LightGig has contacted the Town with the request to transfer ownership of one of the conduits containing their fiber from the Town to them. If the previous Ordinance 2024-07 is passed, then this Ordinance 2024-087 would transfer ownership of one of the conduits.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Town Council take action and move to approve Ordinance 2024-08.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. ORDINANCE 2024-08 APPROVING AGREEMENT BETWEEN TOWN AND LIGHTGIG 2. Conduit Transfer Agreement Final (4.15.24)		

**TOWN OF SEVERANCE
ORDINANCE NO. 2024-08**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, APPROVING THE AGREEMENT BETWEEN THE TOWN AND
LIGHTGIG COMMUNICATIONS, LLC FORMALIZING LIGHTGIG'S OWNERSHIP
OF CERTAIN CONDUIT FOR FIBER OPTIC SERVICES**

WHEREAS, the Town of Severance ("Town") previously passed Ordinance 2017-15 ("Ordinance") codified in Code Section 16.4.60 "Installing Underground Conduit" requiring developers to install conduits in all new developments;

WHEREAS, LightGig Communications, LLC ("LightGig") has installed and used conduit in ten (10) different subdivisions ("LightGig Conduit") free of charge since the adoption of the Ordinance;

WHEREAS, the Town wishes to formalize LightGig's use and ownership of the conduit;

WHEREAS, the Town and LightGig have entered into that certain written agreement ("LightGig Conduit Agreement"), subject to Council's approval, regarding LightGig's use and ownership of the LightGig Conduit;

WHEREAS, Section 12.01 of the Town of Severance Home Rule Charter ("Charter") requires that the sale, exchange, or disposal of real or personal property be approved by ordinance;

WHEREAS, approval of the LightGig Conduit Agreement will further incentivize internet service providers and reduce the Town's maintenance expenses associated with all such conduits; and

WHEREAS, this ordinance is enacted pursuant to the Town's home rule authority under Article XX, § 6 of the Constitution of the State of Colorado, and pursuant to the Town's police powers, in order to safeguard and preserve the public health, safety, and welfare of the community.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AS FOLLOWS:

Section 1. The LightGig Conduit Agreement is hereby ratified and approved. The Town Council authorizes the Town Manager to sign the agreement on behalf of the Town.

Section 2. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 4. The repeal or modification of any provision of the Code of Ordinances, Town of Severance, Colorado, by this ordinance shall not release, extinguish, alter, modify, or change, in whole or in part, any penalty, forfeiture or liability, either civil or criminal, which shall have been incurred under such provision. Each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings and prosecutions for enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree or order which can or may be rendered, entered or made in such actions, suits, proceedings, or prosecutions.

Section 5. This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this ____ day of _____, 2024.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

OWNERSHIP TRANSFER AGREEMENT
Between
THE TOWN OF SEVERANCE AND LIGHTGIG COMMUNICATIONS LLC

OWNERSHIP TRANSFER AGREEMENT (“Agreement”) is entered into this _____ day of _____, 2024 (“Effective Date”), by and between the TOWN OF SEVERANCE, COLORADO, a home-rule municipality, (the “Town”), with offices at 3 South Timber Ridge Parkway, P.O. Box 339, Severance, Colorado, 80546 and LIGHTGIG COMMUNICATIONS, LLC, a Colorado limited liability company, whose address is 2809 E. Harmony Road, Ste. 310, Fort Collins, 80528 (“LightGig”). The Town and LightGig shall sometimes hereinafter be referred to individually as a “Party” and collectively as the “Parties.”

Recitals

WHEREAS, the Town of Severance Land Use Code Sec. 16.4.60 “Installing Underground Conduit” (“Conduit Code Section”), requires developers to install three (3) 1.25” SDR11 smooth conduits to each lot in all new developments;

WHEREAS, the purpose of the Conduit Code Section is to incentivize internet service providers to install fiber optic services within the Town by making it easier for internet service providers to install fiber optic cables in the conduits within new developments;

WHEREAS, conduit has been installed in either the Town Right of Way or Utility Easements in all new developments since the adoption of the Conduit Code Section;

WHEREAS, the Town has previously granted LightGig permission to use conduits in ten (10) subdivisions (“Named Subdivisions”), i.e. Severance Shores, The Overlook, Hidden Farms, Severance Valley Reserve, Tailholt, Golden Eagle Acres, Hunter’s crossing, Hidden Valley, Saddler Ridge, and Sunset Ridge (collectively, the “LightGig Conduit”) which was installed in fulfillment of the Conduit Code Section;

WHEREAS, together with LightGig, the Town has accomplished its goal of improving the availability of fiber optic internet service within the Town;

WHEREAS, the Town and LightGig would like to formalize LightGig’s continued use of the LightGig Conduit in the Named Subdivisions; and

WHEREAS, the Town desires to formalize LightGig’s ownership of the LightGig Conduit in the Named Subdivisions.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Recitals. The above recitals are incorporated herein by reference, as though fully set forth herein.

2. LightGig Ownership. The parties acknowledge and agree that LightGig is the owner of the LightGig Conduit. LightGig shall maintain the LightGig Conduit at its sole cost and expense and may upgrade, install fiber optics into, replace, inspect, or otherwise use the LightGig Conduit at its sole discretion. Any remaining conduit in the Named Subdivisions or other current or future subdivisions shall remain in the possession of the Town.

3. Assumption of Responsibility. LightGig recognizes that along with the ownership of the LightGig Conduit, LightGig becomes solely responsible for the maintenance, repair, replacement, locating, and all other costs associated with ownership of the LightGig Conduit. LightGig agrees to take such actions, at its sole expense, as are necessary to maintain the LightGig Conduit in good and safe working condition at all times. LightGig further agrees to comply at all times with all applicable laws in its use and occupancy of the LightGig Conduit when performing any maintenance, repair, or monitoring activities.

4. Coordination. LightGig agrees to coordinate with the Town and developers for installation of any future conduit by LightGig by providing timely input on engineering designs and inspecting the future conduit once it has been installed. Future developments may be added to the list of Named Subdivisions and future conduit installed in these developments may be added to become a part of the LightGig Conduit by an amendment to this Agreement executed by both Parties.

5. Indemnification. LightGig agrees to indemnify, defend and hold harmless the Town, its officers, employees and insurers, from and against all liability, claims and demands, to the extent caused by LightGig, or which arise out of or relate to: (i) LightGig's performance of this Agreement; or (ii) LightGig's ownership and use of the LightGig Conduit.

6. Insurance. LightGig agrees to procure, and maintain at all times, at its own cost, a policy or policies of insurance sufficient to insure against, claims, demands, and other obligations assumed by LightGig pursuant to this Agreement. Such insurance policy shall at a minimum include comprehensive general liability insurance with a combined single limit for bodily injury and property damages of not less than \$1,000,000, including contractual liability insurance covering the insuring provisions of this Agreement and the performance by LightGig of the indemnification obligation set forth herein. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees and contractors as additional insureds to the extent of the liabilities assumed by LightGig herein. A Certificate of Insurance evidencing insurance required by this Agreement shall be delivered to the Town within 30 days following the Town's request and thereafter at least 30 days prior to the expiration of such policy. The Town, although named as an additional insured, shall nevertheless be entitled to recover under such policy for any loss occasioned to it, its agents or its employees, notwithstanding any act or omission of LightGig.

7. Assignment. LightGig may assign its rights and responsibilities in this Agreement to any entity controlling, controlled by, or under the common control of LightGig, or to any party that has subsequently acquired substantially all of LightGig's assets that are directly associated with the LightGig Conduit, with the condition that the assignment must be for the entire LightGig Conduit, and the assignee agrees to be bound by all of the terms and conditions of this Agreement.

LightGig shall not assign or transfer this Agreement to any other entity without prior written consent of Town, which consent will not be unreasonably withheld.

8. Notices. Any notice given pursuant to this Agreement by either party to the other shall be in writing and mailed by certified mail, return receipt requested, postage prepaid, and addressed as follows:

To the Town: Town Manager
 Town of Severance
 3 South Timber Ridge Parkway
 P.O. Box 339
 Severance, CO 80546

To LightGig: LightGig Communications, LLC
 2809 E. Harmony Rd., Ste. 310
 Ft. Collins, CO 80528

9. Applicable Law and Venue. The laws of the State of Colorado and applicable federal, state and local laws, rules, regulations and guidelines shall govern this Agreement. Any action arising out of this Agreement shall be brought in a court of competent jurisdiction in Weld County, Colorado.

10. Binding Effect. Each and every one of the benefits and burdens of this Agreement shall inure to and be binding upon the respective successors and permitted assigns of the Parties.

11. Severability of Provisions. If any one or more of the provisions of this Agreement shall be held by court of competent jurisdiction in a final judicial action to be void, voidable, or unenforceable, such provision(s) shall be deemed severable from the remaining provisions of this Agreement and shall not affect the legality, validity, or constitutionality of the remaining portions of this Agreement. Each Party hereby declares that it would have entered into this Agreement and each provision hereof regardless of whether any one or more provisions may be declared illegal, invalid, or unconstitutional.

12. Counterparts and Signatures. This Agreement may be executed by the parties in counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall constitute one and the same Agreement. Each of the parties shall be entitled to rely upon a counterpart of the instrument executed by the other party and sent by facsimile or electronic transmission. The parties further agree this Agreement may be executed by electronic signatures, and any electronic signatures, electronic record of this Agreement containing an electronic signature, or a paper copy of an electronic signature shall be binding upon the party providing such electronic signature as if it were the party's original signature.

[Signatures begin on following page.]

IN WITNESS WHEREOF, the parties have duly executed this Agreement, effective the day and year first above written.

TOWN OF SEVERANCE

Nicholas Wharton
Town Manager

Date:

ATTEST:

Leah Vanarsdall
Town Clerk

Date:

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

LIGHTGIG COMMUNICATIONS, LLC

By: _____

Name: _____

Title: _____



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 103 - Ordinance 2024-09: Utility Fees and Billing Collection	Nicholas Wharton, Town Manager	Nicholas Wharton and Mary Lynn Macsalka
ACTION REQUESTED		
Town Management asks the Town Council to review and discuss Ordinance 2024-09 and take action. • Actions that may be taken: ○ Move to approve Ordinance 2024-09 ○ Take No Action		<u>Ordinance</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
As discussed at the April 9th Council Meeting, The Severance Municipal Code addresses billing, collection, enforcement, and lien procedures for water and sewer fees and charges, but does not expressly state that such procedures apply to the Town's other utility fees and charges. Town Management and the Town Attorney's Office propose updating the Code to specifically address the Town's other utility fees and charges and to codify the Town's stormwater and transportation utility fees. The attached ordinance would amend the Code as follows: • Amend Article 2, "General and Special Funds," of Chapter 4 to establish special funds for stormwater and transportation utility fees. These funds have already been created by the Finance Director for the Town's accounting purposes, but the proposed ordinance would formally create and codify the funds and specify the terms of their use. • Amend Article 1, "Utility Services," of Chapter 13 to: ○ Codify the transportation utility fee, which was recently adopted by the Town Council in Resolution No. 2023-15R, and add related definitions to the Code; ○ Codify the stormwater utility fee, which was first adopted in the Town's 2021 Fee Schedule by Resolution No. 2020-24R, and add a definition of "stormwater utility" to the Code; ○ Amend several sections of Article 1 to broaden certain provisions applicable only to water and sewer fees to also include other utility fees and charges, including stormwater and transportation utility fees; and ○ Enact a new section 13-1-115 to address billing, payment, collection, enforcement, and liens for utility fees and charges other than water and sewer, including the stormwater and transportation utilities.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		

Town Management and the Town Attorney recommend the Town Council take action and move to approve Ordinance 2024-04.

MATERIALS SUBMITTED

The following materials were submitted and included in this packet:

1. Ordinance 2024-09 Utility Fees and Collection Procedures
2. Ordinance 2024-09 Proposed Redlines

TOWN OF SEVERANCE

ORDINANCE NO. 2024-09

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AMENDING CHAPTERS 4 AND 13 OF THE SEVERANCE MUNICIPAL CODE TO CODIFY THE STORMWATER UTILITY FEE AND TRANSPORTATION UTILITY FEE AND TO CREATE SPECIAL FUNDS THEREFOR; AND TO ENACT BILLING, PAYMENT, COLLECTION, ENFORCEMENT, AND LIEN PROCEDURES PERTAINING TO UTILITY FEES AND CHARGES

WHEREAS, Section 9.01 of the Town of Severance Home Rule Charter (“Charter”) authorizes the Town to operate public works, utilities and assets, equipment, and everything in relation to or in connection therewith, in whole or in part, for the use of the Town, its inhabitants, and those it serves; and

WHEREAS, Section 9.04 of the Charter provides that the Town Council shall by resolution establish rates, rules, and regulations for services provided by Town-owned utilities; and

WHEREAS, on December 8, 2020, the Town of Severance Board of Trustees approved Resolution No. 2020-24R adopting a monthly “stormwater fee” that is collected on Town utility bills or by separate bills to owners and occupants of real property in the Town and which collectively provides for the operation and maintenance of the Town’s stormwater service and system, which consists of the collection of pipes, ditches, detention ponds, and other conveyances that carry outdoor water runoff untreated into local waterways; and

WHEREAS, on December 12, 2023, the Town Council approved Resolution No. 2023-15R, establishing a monthly “transportation utility fee” to defray the Town’s costs inherent in administering the Town’s street maintenance program, including but not limited to any and all costs related to maintaining or improving town streets; repairs, renewal, resurfacing, replacement, and reconstruction, resurfacing of existing streets; the repair, replacement or addition of curb and gutters; improving storm drainage; updating ADA access; repair or replacement of the entire existing street structural section; repair or replacement of existing street shoulders, pavement markers, striping and other street markings; repair or replacement of existing channelization devices; adjustment of existing utilities to match finish grades; and any other related work within existing streets; and

WHEREAS, the Town Council desires to amend the Severance Municipal Code to codify the stormwater utility fee and transportation utility fee; and

WHEREAS, the Town Council desires to amend Article 2, “General and Special Funds,” of Chapter 4, “Revenue and Finance,” to create funds for the stormwater and transportation utility fees and charges; and

WHEREAS, the Town Council further desires to amend Article 1, “Utility Services,” of Chapter 13, “Municipal Utilities,” to address the establishment, billing, collection, and enforcement of the Town’s stormwater and transportation utility fees and charges; and

WHEREAS, this ordinance is enacted pursuant to the Town of Severance’s home rule authority under Article XX, § 6 of the Constitution of the State of Colorado, and pursuant to the Town of Severance’s police powers, in order to safeguard and preserve the public health, safety and welfare of the community.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AS FOLLOWS:

Section 1. Article 2, “General and Special Funds,” of Chapter 4, “Revenue and Finance,” of the Severance Municipal Code is hereby amended to add two new sections numbered 4-2-70 and 4-2-80 to read as follows:

Sec. 4-2-70. - Stormwater Utility Fund created.

There is hereby created a special fund, to be known as the stormwater utility fund, and all fees and charges for stormwater utility costs and services shall be deposited and expended from such fund. No part of the fund may be transferred to any other fund or used for purposes other than operations and maintenance of the stormwater utility. Other revenue sources may also be used for stormwater utility maintenance. Amounts in the stormwater utility fund may be invested by the Town in accordance with state law. Earnings from such investments shall be dedicated to the stormwater utility fund.

Sec. 4-2-80. – Street (Transportation Utility) Fund created.

(a) All transportation utility fees received shall be deposited into the street fund or other fund dedicated to the operation and maintenance of the Town’s street system. Other revenue sources may also be used for street maintenance. Amounts in the street fund may be invested by the Town in accordance with state law. Earnings from such investments shall be dedicated to the street fund.

(b) The street fund shall not be used for other governmental or proprietary purposes of the Town, except to pay for an equitable share of the Town’s overhead costs including accounting, management and other costs related to management and operation of the street maintenance program. Engineering design, pavement evaluation, construction management, and other related costs, including project advertisements for bid, in the implementation of the street maintenance projects shall also be considered as being used for street maintenance.

Section 2. Article 1, “Utility Services,” of Chapter 13, “Municipal Utilities,” of the Severance Municipal Code is hereby amended to read as follows:¹

ARTICLE 1 Utility Services

Sec. 13-1-10. Applicability.

The provisions of this Article shall be applicable to all Town utilities, including potable water, sanitary sewer, nonpotable water, stormwater, and transportation utilities.

Sec. 13-1-20. Definitions.

Unless the context specifically indicates otherwise, the meaning of terms used in this Chapter shall be as follows:

[The following definitions shall be added to this section. All other existing definitions in this section shall remain the same and are unchanged by this ordinance.]

Occupied unit, for purposes of the transportation utility fee, means any structure or any portion of any structure occupied for residential, commercial, industrial, or other purposes. For example, in a multifamily residential development, each dwelling unit shall be considered a separate occupied unit when occupied, and each retail outlet in a shopping mall shall be considered a separate occupied unit. An occupied unit may include more than one structure if all structures are part of the same dwelling unit or commercial or industrial operation. For example, an industrial site with several structures that form an integrated manufacturing process operated by a single manufacturer constitutes one occupied unit. Property that is undeveloped or, if developed, is not in current use is not considered an occupied unit.

Responsible party means the person or persons who by occupancy, ownership, or contractual arrangement are responsible to pay for utility and other services provided to an occupied unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the Town, the person(s) paying the Town’s water or sewer bill for an occupied unit shall be deemed the responsible party as to that occupied unit. For any occupied unit not otherwise required to pay a Town water or sewer bill, “responsible party” shall mean the person or persons legally entitled to occupancy of the occupied unit, unless another responsible party has agreed in writing to pay and a copy of the writing is filed with the Town. Any person who has agreed in writing to pay is considered the responsible party if a copy of the writing is filed with the town.

Stormwater utility means all facilities used for collecting and conducting outdoor water runoff, drainage, and stormwater to, through, and from drainage areas to the points of final outlet including, but not limited to, any and all of the following: pipes, conduits and appurtenant features, detention ponds, canals, ditches, streams, gulches, gullies, flumes,

¹ Additions to existing text are indicated by underlining. Deletions from existing text are indicated by ~~strikethrough~~.

culverts, bridges, streets, curbs, gutters, pumping stations and other conveyances that carry untreated stormwater into local waterways.

Sec. 13-1-30. Establishment of rates and fees.

- (a) The Town Council shall, from time to time, establish user rates for each municipal utility, including but not limited to potable and nonpotable water, sanitary sewer, stormwater, and transportation utilities. Such rates shall be authorized, and amended from time to time, as may be appropriate by ordinance or resolution as set forth in the current fee schedule to this Code.
- (b) The Town Council shall, from time to time, establish a plant investment fee for certain municipal utilities, including but not limited to a sanitary sewer plant investment fee, a water utility plant investment fee, and a potable water plant investment fee. Such fees shall be set forth and amended from time to time as may be appropriate by ordinance or resolution as set forth in the current fee schedule.
- (c) Out-of-Town fees. Utility services to properties outside the boundaries of the Town shall be at the sole discretion of the Town Council, except as otherwise provided by any applicable service agreement between the Town and a special district or property owner(s). Nothing in this Chapter shall be construed as obligating or otherwise requiring the Town to serve with utilities any property outside the corporate boundaries, except as set forth in this Section. In the event utility service is requested outside the Town boundaries and the Town agrees to provide such service, the out-of-Town service rates and fees shall be as authorized and may be amended from time to time as may be appropriate by ordinance or resolution of the Town Council as set forth in the current fee schedule. Nothing in this Section shall prohibit the Town Council from entering into an agreement with any user or group of users to provide out-of-Town utility services at fees deemed to be reasonable by the Town Council pursuant to a written agreement.

Sec. 13-1-40. Notice of action by resolution.

At such time as the Town Council takes any action by resolution pursuant to this article, notice of such action shall be sent by mail to residents of the Town. Any action taken by resolution shall not go into effect until at least thirty (30) days after passage of the resolution.

Sec. 13-1-50. Fees and charges.

- (a) The Town Council shall have the authority to adopt by resolution fees and charges for utilities which may include, but need not be limited to, the following:
 - (1) Water utility:
 - a. Fees for turning water on or off at the curb stop;
 - b. Fees for permit applications;

- c. Fees for connection, repairs and disconnection of service lines;
- d. Fees for inspections, surveys, development and expansion;
- e. Standby fees;
- f. Plant investment fees;
- g. Meter installation charges;
- h. Water pumping station surcharges; and
- i. Other fees and charges as the utility deems necessary to cover costs of inspections, testing, maintenance and operations required by this Article.

(2) Sewer utility:

- a. Fees for all wastewater utility costs, including maintenance and operation;
- b. Fees for reimbursement of costs of establishing and operating the wastewater utility's pretreatment program;
- c. Fees for monitoring, inspections and surveillance procedures, including laboratory analysis;
- d. Fees for permit applications;
- e. Fees for connection, repairs and disconnection;
- f. Fees for inspections, surveys, development and expansion;
- g. Plant investment fees;
- h. Standby fees;
- i. Wastewater strength and lift station surcharges; and
- j. Other fees as the utility may deem necessary to carry out the requirements of this Article.

(3) Stormwater utility:

- a. Fees on each and every lot and parcel of land within the Town for stormwater service and for stormwater utility costs, including the operation, maintenance, construction, improvement, and replacement of the Town's stormwater utility system, which consists of the collection of pipes, ditches, detention ponds, and other conveyances that carry outdoor water runoff untreated into local waterways;

- b. Fees for funding stormwater quality issues and improvements; and
 - c. Other fees as the Town deems necessary to cover costs of inspections, testing, maintenance, operations, and management of the stormwater utility and facilities, and to carry out the requirements of this Article.
- (4) Transportation utility:
- a. Fees for the operation and maintenance of the Town's street system to be charged to the responsible party for each occupied unit of residential and nonresidential real property, as provided in Resolution No. 2023-15R approved by the Town Council on December 12, 2023, and subject to the sunset clause therein;² and
 - b. Other fees as the Town deems necessary to cover costs for accounting, management, and other costs related to management, operation, and implementation of a street maintenance program, and to carry out the requirements of this Article.
- (b) The Finance Director shall maintain accounting records and account for all fees and charges collected pursuant to this Article in a manner that ensures such funds shall be used for the purpose for which such fees and charges were created, and for the purposes allowed by law, and as otherwise provided in Article 2 of the Chapter 4 of this Code.
- (c) If any person fails or refuses to pay when due any fee or charge imposed under this Chapter, the Town Council authorizes the Town Manager or their designee to collect the unpaid amounts in accordance with any remedies permitted by statute or by this Code and any regulations promulgated thereunder. The Town Council authorizes the Town Manager or their designee to commence collection procedures against the owner or occupant of the property and/or the property itself for which fees and charges are past due.

Sec. 13-1-60. Service charges.

[No amendments are made to this section by this ordinance. Section shall remain unchanged.]

Sec. 13-1-70. Water and sewer – usage spike/surcharge authorized.

- (a) Sewer usage. Whenever there is a spike or unusual increase of at least twenty-five percent (25%) in the sewer usage, either on a daily or monthly basis, the Town is authorized to impose a surcharge on the usage rate. Such surcharge is designed to minimize usage spikes and to compensate the Town for additional infrastructure, capacity and equipment required to maintain the ability to service such spikes.
- (b) Water usage. The Town Council is authorized to act by resolution to set a surcharge for water usage over a property's annual allotment. Such annual allotment is determined by the

² The Town Council established the transportation utility fee and terms pertaining to the application and allocation of the fee in Resolution No. 2023-15R on December 12, 2023.

Town Council in response to the allocation set by the Northern Colorado Water Conservancy District.

Sec. 13-1-80. System review fee.

[No amendments are made to this section by this ordinance. Section shall remain unchanged.]

Sec. 13-1-90. Water service – billing and payment; past-due accounts.

- (a) Water usage is billed to the property owner or property manager of a service address, at the end of a billing period, for water usage during the billing period. A service account is considered past due when the billing for the current period reflects an unpaid balance from a previous billing period.
- (b) Holders of interest, as shown on the Water Works Department records, of past-due service accounts shall be notified by first class mail. Notification shall include the date and time the water is scheduled to be shut off, the amount of penalty assessments, the amount of the notification fee and actions necessary to avoid penalties and discontinuation of service.
- (c) The Town shall physically post notification to the premises at least twenty-four (24) hours prior to the scheduled shutoff for nonpayment. A notification fee will be added to the past due balance.
- (d) The failure of any such person to receive notification of the impending shutoff shall not affect the validity of any actions taken under this Section and shall not relieve any person from obligations imposed on him or her by this Section.
- (e) The Town shall discontinue water service for nonpayment at or after the specified date and time. When payment of a past due balance is not received by 1:00 p.m. on the scheduled shutoff date, a shutoff fee, as set forth in the current fee schedule to this Code, will be added to the past-due balance to cover costs to the Town in activating shutoff procedures.
- (f) Whenever it is necessary to make a shutoff of water service from inside a user's building or premises, the Town Manager or their designee may enter such building or premises, but shall present proper credentials and request entry. If such building or premises are unoccupied, he or she shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If such entry is refused, the Town Manager shall have recourse to every remedy provided by law to secure entry. When the Town Manager has first obtained a warrant or other remedy provided by law to secure entry, no owner, occupant or any other person having charge, care or control of any building or premises shall fail or neglect, after proper request is made as herein provided, to promptly permit entry by the Town Manager or their designee.
- (g) Water service which has been shut off for nonpayment shall be restored when the total past due balance, plus all assessments including interest, notification fees, attorney fees and court costs, has been paid in full.

- (h) If, after water service is shut off for nonpayment, an owner of such property fails to reestablish water service within twelve (12) months of shutoff and fails to pay the minimum tap fees, the water tap allocated to that property shall be deemed abandoned and shall revert to the Town's ownership. Notice of this provision shall be mailed to the property owner and posted on the property by the Code Enforcement Officer at least sixty (60) days before such abandonment becomes effective. The owner may redeem such tap by paying all costs incurred by the Town, past due fees, minimum tap fees and interest within thirty-six (36) months after abandonment. Thereafter, the owner must apply for a water tap as a new user, subject to all current fees and water dedication requirements.
- (i) The Town Manager may continue water service to a customer who can verify exigent circumstances, or make a recommendation to the Town Council to continue service. Any recommendation shall include a written alternative arrangement for payment of past-due balances, assessments and fees. The Town Council shall act on such a recommendation at the first regular meeting scheduled after such recommendation has been made.

Sec. 13-1-100. Water and sewer - Liens.

When any fee payable to the Town as required by this Chapter or set forth in the current fee schedule is not paid, including user fees, such unpaid amounts shall be a charge and lien upon the premises for which the amount is due from the date the same becomes due until paid, and the owner of every building, premises, lot or house shall be liable for the cost of taking and treating sewage or the provision of water to the premises. The lien and liability for such treating and taking of sewage or provision of water may be enforced by action at law or suit to enforce collection, or the Town may place a lien upon the property served by the wastewater collection treatment system, the potable water system or nonpotable system and certify such amount due to the County Commissioners for collection as taxes as provided by Section 31-5-708, C.R.S.

Sec. 13-1-110. Water and sewer - Unpaid charges to become lien.

- (a) All water rates and rents shall be a charge and lien upon the premises to which water is delivered, from the date the same become due and until paid, and the owner of every building, premises, lot or house shall be liable for all water delivered to or taken and used upon his or her premises, which lien and liability may be enforced by the Town by action at law or suit to enforce the lien. In case the tenant in possession of the premises or building pays the water rent or rates, it shall relieve his or her landlord from such obligation and lien; however, the Town shall not be required to look to any person whatsoever other than the owner for the payment of water rents and rates as provided in this Chapter.
- (b) If such water rates and rents remain unpaid after a thirty-day demand for payment of the same has been made, such water rates and rents may be certified by the Town Clerk to the Board of County Commissioners, to be placed upon the tax list for the current year and to be collected in the same manner as other taxes are collected, together with all fees and costs of collection and a ten-percent penalty for administrative costs.

Sec. 13-1-115. Other utilities – Billing and payment; Past-due accounts; Collection; Liens.

- (a) Utility fees and charges shall be billed to the owner or occupant of the property at the same time as the close of their respective water billing cycle. The obligation to pay such bill shall not be affected by the failure of the owner or occupant to receive a statement for such fees and charges.
- (b) Bills for utility fees and charges shall be due and payable upon receipt and is considered delinquent when the billing for the current period reflects an unpaid balance from a previous billing period. There shall be added to all utility bills that are delinquent, a delinquent payment fee as set by resolution of Town Council.
- (c) All unpaid utility service charges, plus delinquent payment fees and costs of collection, shall constitute a perpetual lien against the real property served, occupied, or improved, as applicable, and such lien shall have priority over all other liens except general tax liens.
- (d) The Finance Director shall cause a notice of the lien, stating the amount of the unpaid utility fees and charges, plus delinquent payment fees and costs of collection (including the cost of recording), and describing the property served, to be recorded in the office of the Weld County Clerk and Recorder.
- (e) The Finance Director is authorized and empowered to certify to the County Treasurer the amount of the unpaid utility fees and charges, plus delinquent payment fees and costs of collection, describing the property served upon which the lien is imposed, which shall be collected and paid over to the Town by the County Treasurer in the same manner authorized for the collection of property taxes.
- (f) Alternatively, upon authorization by the Town Council, the Town may institute proceedings for the enforcement and foreclosure of a lien in accordance with the provisions of the statutes of the State of Colorado.
- (g) The Town may treat any unpaid utility fees and charges, delinquent payment fees, and costs of collection as a debt due to the Town and may recover the amount thereof from the owner and/or occupant of the property being charged such fees, charges, and costs.
- (h) In the event of a suit to exercise any of the remedies available to the Town for recovery or collection of unpaid utility fees and charges, delinquent payment fees, and costs of collection, the Town shall also be entitled to judgment against the owner or occupant of the property served for the costs and expenses of such suit, including attorneys' fees, in addition to the unpaid fees, charges, and costs.
- (i) The remedies for the collection of the unpaid utility fees and charges, delinquent payment fees, and costs of collection are cumulative and the exercise of any one remedy shall not bar the exercise of any other. The remedies herein provided shall be in addition to any other lawful or equitable remedies for the collection thereof available to the Town.

Sec. 13-1-120. Calculation of equivalent residential unit (ERU) value for premises.

[No amendments are made to this section by this ordinance. Section shall remain unchanged.]

Sec. 13-1-130. Malfunctioning meter or remote meter.

[No amendments are made to this section by this ordinance. Section shall remain unchanged.]

Sec. 13-1-140. Owner-requested meter testing and shutoff procedures and assessments.

[No amendments are made to this section by this ordinance. Section shall remain unchanged.]

Sec. 13-1-150. Lawn irrigation restrictions.

[No amendments are made to this section by this ordinance. Section shall remain unchanged.]

Sec. 13-1-180. Penalties.

[No amendments are made to this section by this ordinance. Section shall remain unchanged.]

Section 3. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 4. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 5. This ordinance is deemed necessary for the immediate protection of the health, welfare and safety of the community.

Section 6. Violations of this ordinance shall be punishable in accordance with Section 1-4-20 of the Severance Municipal Code.

[The remainder of this page is intentionally blank.]

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN
FULL this ____ day of _____, 2024.

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

ORDINANCE NO. 2024-XX

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AMENDING CHAPTERS 4 AND 13 OF THE SEVERANCE MUNICIPAL CODE TO CODIFY THE STORMWATER UTILITY FEE AND TRANSPORTATION UTILITY FEE AND TO CREATE SPECIAL FUNDS THEREFOR; AND TO ENACT BILLING, PAYMENT, COLLECTION, ENFORCEMENT, AND LIEN PROCEDURES PERTAINING TO UTILITY FEES AND CHARGES

WHEREAS, Section 9.01 of the Town of Severance Home Rule Charter (“Charter”) authorizes the Town to operate public works, utilities and assets, equipment, and everything in relation to or in connection therewith, in whole or in part, for the use of the Town, its inhabitants, and those it serves; and

WHEREAS, Section 9.04 of the Charter provides that the Town Council shall by resolution establish rates, rules, and regulations for services provided by Town-owned utilities; and

WHEREAS, on December 8, 2020, the Town of Severance Board of Trustees approved Resolution No. 2020-24R adopting a monthly “stormwater fee” that is collected on Town utility bills or by separate bills to owners and occupants of real property in the Town and which collectively provides for the operation and maintenance of the Town’s stormwater service and system, which consists of the collection of pipes, ditches, detention ponds, and other conveyances that carry outdoor water runoff untreated into local waterways; and

WHEREAS, on December 12, 2023, the Town Council approved Resolution No. 2023-15R, establishing a monthly “transportation utility fee” to defray the Town’s costs inherent in administering the Town’s street maintenance program, including but not limited to any and all costs related to maintaining or improving town streets; repairs, renewal, resurfacing, replacement, and reconstruction, resurfacing of existing streets; the repair, replacement or addition of curb and gutters; improving storm drainage; updating ADA access; repair or replacement of the entire existing street structural section; repair or replacement of existing street shoulders, pavement markers, striping and other street markings; repair or replacement of existing channelization devices; adjustment of existing utilities to match finish grades; and any other related work within existing streets; and

WHEREAS, the Town Council desires to amend the Severance Municipal Code to codify the stormwater utility fee and transportation utility fee; and

WHEREAS, the Town Council desires to amend Article 2, “General and Special Funds,” of Chapter 4, “Revenue and Finance,” to create funds for the stormwater and transportation utility fees and charges; and

WHEREAS, the Town Council further desires to amend Article 1, “Utility Services,” of Chapter 13, “Municipal Utilities,” to address the establishment, billing, collection, and enforcement of the Town’s stormwater and transportation utility fees and charges; and

WHEREAS, this ordinance is enacted pursuant to the Town of Severance’s home rule authority under Article XX, § 6 of the Constitution of the State of Colorado, and pursuant to the Town of Severance’s police powers, in order to safeguard and preserve the public health, safety and welfare of the community.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AS FOLLOWS:

Section 1. Article 2, “General and Special Funds,” of Chapter 4, “Revenue and Finance,” of the Severance Municipal Code is hereby amended to add two new sections numbered 4-2-70 and 4-2-80 to read as follows:

Sec. 4-2-70. - Stormwater Utility Fund created.

There is hereby created a special fund, to be known as the stormwater utility fund, and all fees and charges for stormwater utility costs and services shall be deposited and expended from such fund. No part of the fund may be transferred to any other fund or used for purposes other than operations and maintenance of the stormwater utility. Other revenue sources may also be used for stormwater utility maintenance. Amounts in the stormwater utility fund may be invested by the Town in accordance with state law. Earnings from such investments shall be dedicated to the stormwater utility fund.

Sec. 4-2-80. – Street (Transportation Utility) Fund created.

(a) All transportation utility fees received shall be deposited into the street fund or other fund dedicated to the operation and maintenance of the Town’s street system. Other revenue sources may also be used for street maintenance. Amounts in the street fund may be invested by the Town in accordance with state law. Earnings from such investments shall be dedicated to the street fund.

(b) The street fund shall not be used for other governmental or proprietary purposes of the Town, except to pay for an equitable share of the Town’s overhead costs including accounting, management and other costs related to management and operation of the street maintenance program. Engineering design, pavement evaluation, construction management, and other related costs, including project advertisements for bid, in the implementation of the street maintenance projects shall also be considered as being used for street maintenance.

Section 2. Article 1, “Utility Services,” of Chapter 13, “Municipal Utilities,” of the Severance Municipal Code is hereby amended to read as follows:¹

ARTICLE 1 Utility Services

Sec. 13-1-10. Applicability.

The provisions of this Article shall be applicable to all Town utilities, including potable water, sanitary sewer, ~~and~~ nonpotable water, stormwater, and transportation utilities.

Sec. 13-1-20. Definitions.

Unless the context specifically indicates otherwise, the meaning of terms used in this Chapter shall be as follows:

[The following definitions shall be added to this section. All other existing definitions in this section shall remain the same and are unchanged by this ordinance.]

Occupied unit, for purposes of the transportation utility fee, means any structure or any portion of any structure occupied for residential, commercial, industrial, or other purposes. For example, in a multifamily residential development, each dwelling unit shall be considered a separate occupied unit when occupied, and each retail outlet in a shopping mall shall be considered a separate occupied unit. An occupied unit may include more than one structure if all structures are part of the same dwelling unit or commercial or industrial operation. For example, an industrial site with several structures that form an integrated manufacturing process operated by a single manufacturer constitutes one occupied unit. Property that is undeveloped or, if developed, is not in current use is not considered an occupied unit.

Responsible party means the person or persons who by occupancy, ownership, or contractual arrangement are responsible to pay for utility and other services provided to an occupied unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the Town, the person(s) paying the Town’s water or sewer bill for an occupied unit shall be deemed the responsible party as to that occupied unit. For any occupied unit not otherwise required to pay a Town water or sewer bill, “responsible party” shall mean the person or persons legally entitled to occupancy of the occupied unit, unless another responsible party has agreed in writing to pay and a copy of the writing is filed with the Town. Any person who has agreed in writing to pay is considered the responsible party if a copy of the writing is filed with the town.

Stormwater utility means all facilities used for collecting and conducting outdoor water runoff, drainage, and stormwater to, through, and from drainage areas to the points of final outlet including, but not limited to, any and all of the following: pipes, conduits and appurtenant features, detention ponds, canals, ditches, streams, gulches, gullies, flumes,

¹ Additions to existing text are indicated by underlining. Deletions from existing text are indicated by ~~strikethrough~~.

culverts, bridges, streets, curbs, gutters, pumping stations and other conveyances that carry untreated stormwater into local waterways.

Sec. 13-1-30. Establishment of rates and fees.

- (a) The Town Council shall, from time to time, establish user rates for each municipal utility, including but not limited to potable and nonpotable water, ~~and~~ sanitary sewer, stormwater, and transportation utilities. Such rates shall be authorized, and amended from time to time, as may be appropriate by ordinance or resolution as set forth in the current fee schedule to this Code.
- (b) The Town Council shall, from time to time, establish a plant investment fee for ~~each certain~~ municipal ~~utility~~ utilities, including but not limited to a sanitary sewer plant investment fee, a water utility plant investment fee, and a potable water plant investment fee. Such fees shall be set forth and amended from time to time as may be appropriate by ordinance or resolution as set forth in the current fee schedule.
- (c) Out-of-Town fees. Utility services to properties outside the boundaries of the Town shall be at the sole discretion of the Town Council, except as otherwise provided by any applicable service agreement between the Town and a special district or property owner(s). Nothing in this Chapter shall be construed as obligating or otherwise requiring the Town to serve with utilities any property outside the corporate boundaries, except as set forth in this Section. In the event utility service is requested outside the Town boundaries and the Town agrees to provide such service, the out-of-Town service rates and fees shall be as authorized and may be amended from time to time as may be appropriate by ordinance or resolution of the Town Council as set forth in the current fee schedule. Nothing in this Section shall prohibit the Town Council from entering into an agreement with any user or group of users to provide out-of-Town utility services at fees deemed to be reasonable by the Town Council pursuant to a written agreement.

Sec. 13-1-40. Notice of action by resolution.

At such time as the Town Council takes any action by resolution pursuant to this article, notice of such action shall be sent by mail to residents of the Town. Any action taken by resolution shall not go into effect until at least thirty (30) days after passage of the resolution.

Sec. 13-1-50. Fees and charges.

- (a) The Town Council shall have the authority to adopt by resolution fees and charges for ~~sewer and water~~ utilities which may include, but need not be limited to, the following:
 - (1) Water utility:
 - a. Fees for turning water on or off at the curb stop;
 - b. Fees for permit applications;

- c. Fees for connection, repairs and disconnection of service lines;
- d. Fees for inspections, surveys, development and expansion;
- e. Standby fees;
- f. Plant investment fees;
- g. Meter installation charges;
- h. Water pumping station surcharges; and
- i. Other fees and charges as the utility deems necessary to cover costs of inspections, testing, maintenance and operations required by this Article.

(2) Sewer utility:

- a. Fees for all wastewater utility costs, including maintenance and operation;
- b. Fees for reimbursement of costs of establishing and operating the wastewater utility's pretreatment program;
- c. Fees for monitoring, inspections and surveillance procedures, including laboratory analysis;
- d. Fees for permit applications;
- e. Fees for connection, repairs and disconnection;
- f. Fees for inspections, surveys, development and expansion;
- g. Plant investment fees;
- h. Standby fees;
- i. Wastewater strength and lift station surcharges; and
- j. Other fees as the utility may deem necessary to carry out the requirements of this Article.

(3) Stormwater utility:

- a. Fees on each and every lot and parcel of land within the Town for stormwater service and for stormwater utility costs, including the operation, maintenance, construction, improvement, and replacement of the Town's stormwater utility system, which consists of the collection of pipes, ditches, detention ponds, and other conveyances that carry outdoor water runoff untreated into local waterways;

- b. Fees for funding stormwater quality issues and improvements; and
- c. Other fees as the Town deems necessary to cover costs of inspections, testing, maintenance, operations, and management of the stormwater utility and facilities, and to carry out the requirements of this Article.

(4) Transportation utility:

- a. Fees for the operation and maintenance of the Town's street system to be charged to the responsible party for each occupied unit of residential and nonresidential real property, as provided in Resolution No. 2023-15R approved by the Town Council on December 12, 2023, and subject to the sunset clause therein;² and
 - b. Other fees as the Town deems necessary to cover costs for accounting, management, and other costs related to management, operation, and implementation of a street maintenance program, and to carry out the requirements of this Article.
- (b) The Finance Director shall maintain accounting records and account for all fees and charges collected pursuant to this Article in a manner that ensures such funds shall be used for the purpose for which such fees and charges were created, and for the purposes allowed by law, and as otherwise provided in Article 2 of the Chapter 4 of this Code.
- (c) If any person fails or refuses to pay when due any fee or charge imposed under this Chapter, the Town Council ~~may~~ authorizes the Town Manager or their designee to collect the unpaid amounts in accordance with any remedies permitted by statute or by this Code and any regulations promulgated thereunder. The Town Council ~~shall be authorized~~ authorizes the Town Manager or their designee to commence collection procedures against ~~either~~ the owner or occupant of the property and/or the property itself for which fees and charges are past due.

Sec. 13-1-60. Service charges.

[No amendments are made to this section by this ordinance. Section shall remain unchanged.]

Sec. 13-1-70. Water and sewer – usage ~~Usage~~-spike/surcharge authorized.

- (a) Sewer usage. Whenever there is a spike or unusual increase of at least twenty-five percent (25%) in the sewer usage, either on a daily or monthly basis, the Town is authorized to impose a surcharge on the usage rate. Such surcharge is designed to minimize usage spikes and to compensate the Town for additional infrastructure, capacity and equipment required to maintain the ability to service such spikes.

² The Town Council established the transportation utility fee and terms pertaining to the application and allocation of the fee in Resolution No. 2023-15R on December 12, 2023.

- (b) Water usage. The Town Council is authorized to act by resolution to set a surcharge for water usage over a property's annual allotment. Such annual allotment is determined by the Town Council in response to the allocation set by the Northern Colorado Water Conservancy District.

Sec. 13-1-80. System review fee.

[No amendments are made to this section by this ordinance. Section shall remain unchanged.]

Sec. 13-1-90. Water service – billing and payment; past-due ~~Past-due~~ accounts.

- (a) Water usage is billed to the property owner or property manager of a service address, at the end of a billing period, for water usage during the billing period. A service account is considered past due when the billing for the current period reflects an unpaid balance from a previous billing period.
- (b) Holders of interest, as shown on the Water Works Department records, of past-due service accounts shall be notified by first class mail. Notification shall include the date and time the water is scheduled to be shut off, the amount of penalty assessments, the amount of the notification fee and actions necessary to avoid penalties and discontinuation of service.
- (c) The Town shall physically post notification to the premises at least twenty-four (24) hours prior to the scheduled shutoff for nonpayment. A notification fee will be added to the past due balance.
- (d) The failure of any such person to receive notification of the impending shutoff shall not affect the validity of any actions taken under this Section and shall not relieve any person from obligations imposed on him or her by this Section.
- (e) The Town shall discontinue water service for nonpayment at or after the specified date and time. When payment of a past due balance is not received by 1:00 p.m. on the scheduled shutoff date, a shutoff fee, as set forth in the current fee schedule to this Code, will be added to the past-due balance to cover costs to the Town in activating shutoff procedures.
- (f) Whenever it is necessary to make a shutoff of water service from inside a user's building or premises, the Town Manager or their designee may enter such building or premises, but shall present proper credentials and request entry. If such building or premises are unoccupied, he or she shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If such entry is refused, the Town Manager shall have recourse to every remedy provided by law to secure entry. When the Town Manager has first obtained a warrant or other remedy provided by law to secure entry, no owner, occupant or any other person having charge, care or control of any building or premises shall fail or neglect, after proper request is made as herein provided, to promptly permit entry by the Town Manager or their designee.

- (g) Water service which has been shut off for nonpayment shall be restored when the total past due balance, plus all assessments including interest, notification fees, attorney fees and court costs, has been paid in full.
- (h) If, after water service is shut off for nonpayment, an owner of such property fails to reestablish water service within twelve (12) months of shutoff and fails to pay the minimum tap fees, the water tap allocated to that property shall be deemed abandoned and shall revert to the Town's ownership. Notice of this provision shall be mailed to the property owner and posted on the property by the Code Enforcement Officer at least sixty (60) days before such abandonment becomes effective. The owner may redeem such tap by paying all costs incurred by the Town, past due fees, minimum tap fees and interest within thirty-six (36) months after abandonment. Thereafter, the owner must apply for a water tap as a new user, subject to all current fees and water dedication requirements.
- (i) The Town Manager may continue water service to a customer who can verify exigent circumstances, or make a recommendation to the Town Council to continue service. Any recommendation shall include a written alternative arrangement for payment of past-due balances, assessments and fees. The Town Council shall act on such a recommendation at the first regular meeting scheduled after such recommendation has been made.

Sec. 13-1-100. Water and sewer - Liens.

When any fee payable to the Town as required by this Chapter or set forth in the current fee schedule is not paid, including user fees, such unpaid amounts shall be a charge and lien upon the premises for which the amount is due from the date the same becomes due until paid, and the owner of every building, premises, lot or house shall be liable for the cost of taking and treating sewage or the provision of water to the premises. The lien and liability for such treating and taking of sewage or provision of water may be enforced by action at law or suit to enforce collection, or the Town may place a lien upon the property served by the wastewater collection treatment system, the potable water system or nonpotable system and certify such amount due to the County Commissioners for collection as taxes as provided by Section 31-5-708, C.R.S.

Sec. 13-1-110. Water and sewer - Unpaid charges to become lien.

- (a) All water rates and rents shall be a charge and lien upon the premises to which water is delivered, from the date the same become due and until paid, and the owner of every building, premises, lot or house shall be liable for all water delivered to or taken and used upon his or her premises, which lien and liability may be enforced by the Town by action at law or suit to enforce the lien. In case the tenant in possession of the premises or building pays the water rent or rates, it shall relieve his or her landlord from such obligation and lien; however, the Town shall not be required to look to any person whatsoever other than the owner for the payment of water rents and rates as provided in this Chapter.
- (b) If such water rates and rents remain unpaid after a thirty-day demand for payment of the same has been made, such water rates and rents may be certified by the Town Clerk to the Board of County Commissioners, to be placed upon the tax list for the current year and to

be collected in the same manner as other taxes are collected, together with all fees and costs of collection and a ten-percent penalty for administrative costs.

Sec. 13-1-115. Other utilities – Billing and payment; Past-due accounts; Collection; Liens.

- (a) Utility fees and charges shall be billed to the owner or occupant of the property at the same time as the close of their respective water billing cycle. The obligation to pay such bill shall not be affected by the failure of the owner or occupant to receive a statement for such fees and charges.
- (b) Bills for utility fees and charges shall be due and payable upon receipt and is considered delinquent when the billing for the current period reflects an unpaid balance from a previous billing period. There shall be added to all utility bills that are delinquent, a delinquent payment fee as set by resolution of Town Council.
- (c) All unpaid utility service charges, plus delinquent payment fees and costs of collection, shall constitute a perpetual lien against the real property served, occupied, or improved, as applicable, and such lien shall have priority over all other liens except general tax liens.
- (d) The Finance Director shall cause a notice of the lien, stating the amount of the unpaid utility fees and charges, plus delinquent payment fees and costs of collection (including the cost of recording), and describing the property served, to be recorded in the office of the Weld County Clerk and Recorder.
- (e) The Finance Director is authorized and empowered to certify to the County Treasurer the amount of the unpaid utility fees and charges, plus delinquent payment fees and costs of collection, describing the property served upon which the lien is imposed, which shall be collected and paid over to the Town by the County Treasurer in the same manner authorized for the collection of property taxes.
- (f) Alternatively, upon authorization by the Town Council, the Town may institute proceedings for the enforcement and foreclosure of a lien in accordance with the provisions of the statutes of the State of Colorado.
- (g) The Town may treat any unpaid utility fees and charges, delinquent payment fees, and costs of collection as a debt due to the Town and may recover the amount thereof from the owner and/or occupant of the property being charged such fees, charges, and costs.
- (h) In the event of a suit to exercise any of the remedies available to the Town for recovery or collection of unpaid utility fees and charges, delinquent payment fees, and costs of collection, the Town shall also be entitled to judgment against the owner or occupant of the property served for the costs and expenses of such suit, including attorneys' fees, in addition to the unpaid fees, charges, and costs.
- (i) The remedies for the collection of the unpaid utility fees and charges, delinquent payment fees, and costs of collection are cumulative and the exercise of any one remedy shall not bar



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 125 - Resolution 2024-23R : Declaring Vacancy on Town Council	Nicholas Wharton, Town Manager	Mary Lynn Macsalka
ACTION REQUESTED		
Management and Legal ask that the Town Council review and discuss Resolution 2024-23R: A resolution of the Town Council of the Town of Severance, Colorado, declaring a vacancy on the Town Council for a council member seat with a term expiring at the first regular council meeting in January 2026. • Actions that may be taken: ○ Move to approve Resolution 2024-23R ○ Take No Action		<u>Resolution</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
In accordance with Charter Section 3.02(4) and C.R.S. § 31-4-303, the following procedure is recommended to declare and fill the Council seat vacated by Mr. Duda: 1. First, the Council must “declare a vacancy.” ○ We recommend declaring the vacancy by resolution to both provide notice of the vacancy to the public via your meeting agenda and also to clearly establish the date the vacancy is declared, as it triggers important deadlines to fill the vacant seat under C.R.S. § 31-4-303 ○ We have prepared Resolution No. 2024-23R declaring the vacancy.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management and Legal recommend that the Town Council take action and move to approve Resolution 2024-23R: A resolution of the Town Council of the Town of Severance, Colorado, declaring a vacancy on the Town Council for a council member seat with a term expiring at the first regular council meeting in January 2026.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Resolution 2024-23R- Declaring Vacancy on Town Council 2. Council Member Duda Resignation 3. Memo to TC re Duda Resignation and Vacancy		

**TOWN OF SEVERANCE
RESOLUTION NO. 2024-23R**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, DECLARING A VACANCY ON THE TOWN COUNCIL FOR A
COUNCIL MEMBER SEAT WITH A TERM EXPIRING AT THE FIRST REGULAR
COUNCIL MEETING IN JANUARY 2026**

WHEREAS, Town Council member Michelle Duda voluntarily resigned from his seat on the Town Council effective April 12, 2024; and

WHEREAS, pursuant to Section 13.06 of the Town of Severance Home Rule Charter (“Charter”), Mrs. Duda's term expires at the first regular Council meeting in January 2026; and

WHEREAS, subsection (4) of Section 3.02 of the Town’s Charter provides that if a vacancy occurs on the Town Council, “the Council shall declare a vacancy according to standards set forth by ordinance or by C.R.S. § 31-4-303” and that the Council “may appoint an individual to the vacancy until the next regular election or fill the vacancy by special election;” and

WHEREAS, in accordance with the Section 3.02 of the Charter, Section 2-2-10 of the Severance Municipal Code, and C.R.S. § 31-4-303, the Town Council must fill the vacant seat by appointment or order a special election to fill the vacant seat within 60 days after the vacancy is declared; and

WHEREAS, the Town Council desires to formally declare a vacancy on the Town Council for a Council member seat with a term expiring at the first regular Council meeting in January 2026 for purposes of invoking the procedure to fill the vacant seat in accordance with the Charter, Severance Municipal Code, and applicable state law.

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

Section 1. The Town Council formally declares that there is a vacancy on the Town Council for a Council member seat with a term expiring at the first regular Council meeting in January 2026, effective upon approval of this resolution.

RESOLVED AND PASSED THIS 23RD DAY OF APRIL, 2024.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

April 12, 2024

TO: Town of Severance Residents
Mayor and Town Board of Severance
Nicholas Wharton and Lindsay Radcliff-Coombes
3 South Timber Ridge Pkwy
Severance CO, 80550

Dear Town of Severance Residents, Mayor, Town Board, Mr. Wharton and Mrs. Radcliff-Coombes:

I am writing to formally tender my resignation from my role as Mayor Pro-Tem and town board Counsel Member, effective April 12, 2023.

It has been a privilege to serve in this capacity for the past seven years. The experiences and insights I have garnered during my tenure have been invaluable. I have appreciated your support, feedback and loyalty to improve our town, policies and plans.

I deeply appreciate the opportunities for growth and the collaborative environment that I had the pleasure of being a part of. From Town boards including the Trail, Fire, Library, MPO, CAB, Weld Re-4, Planning Commission and working with the town staff and employees since 2016. These experiences will undoubtedly influence my future endeavors, and I will always regard my time serving for the residents of Severance and with the Town Board and staff as a significant chapter in my professional and volunteer journey during my terms of office.

For the next two months, I am committed to ensuring a seamless transition. I am prepared to assist in transferring my responsibilities, whether to existing board members or a successor. Should there be any specific tasks or areas you'd like me to focus on during this period, please do not hesitate to inform me.

Thank you once again for your guidance and support throughout my time serving the Town of Severance. I look forward to staying in touch.

Sincerely,



Michelle Duda
Mayor Pro-Tem/Counsel Member

HAYASHI & MACSALKA, LLC

ATTORNEYS AT LAW
9035 WADSWORTH PARKWAY, SUITE 3500
WESTMINSTER, CO 80021

William P. Hayashi
Mary Lynn Macsalka
Scott R. McHenry

telephone: 303-443-3100
fax: 303-443-7835
www.h-mlaw.net

MEMORANDUM

TO: Mayor and Town Council, Town of Severance

FROM: Mary Lynn Macsalka, Town Attorney's Office

DATE: April 12, 2024

RE: Mayor Pro Tem Duda's Resignation; Declaring and Filling a Vacancy on the Town Council

Town Council member and Mayor Pro Tem Michelle Duda has voluntarily resigned from her Council seat and provided a letter stating her resignation is effective on April 12, 2024.

When a vacancy occurs on the Town Council, subsection (4) of [Section 3.02](#) of the Town's Charter provides that "the Council shall declare a vacancy according to standards set forth by ordinance or by C.R.S. § 31-4-303" and that the Council "may appoint an individual to the vacancy or fill the vacancy by special election." The individual appointed or elected to fill the vacancy "shall serve until the next regular election and until their successor takes office in accordance with [the] Charter." [Charter Section 3.02\(4\)](#).

In accordance with the Charter and state law, the following procedure is recommended to declare and fill the Council seat vacated by Ms. Duda:

1. **First, Council must "declare a vacancy."**
 - We recommend declaring the vacancy by resolution to both provide notice of the vacancy to the public via your meeting agenda, and to clearly establish the date the vacancy is declared, because it triggers important deadlines to fill the vacant seat under C.R.S. § 31-4-303 (discussed further in step 3, below).
 - We have prepared a resolution declaring the vacancy, which will appear on the agenda for Council's consideration at your April 23, 2024, meeting.

2. **Next, Council must discuss and decide whether to fill the vacant seat by appointment or by special election.** Council may make this decision by motion and a majority vote.
3. **The Council must fill the vacant seat by appointment within 60 days after the vacancy is declared or order a special election to fill the vacant seat within 60 days after the vacancy occurs.**
 - If the Council fails to either appoint an individual to the vacant seat or to order a special election within 60 days, then C.R.S. § 31-4-303 *requires* that the Council “order an election, subject to the municipal election code, to be held as soon as practicable to fill the vacancy until the next regular election and until a successor has been elected.” The Council would no longer have the option of appointing a person to fill the vacant seat at that point.
4.
 - a. **Appointment:** If Council decides to fill the vacant seat by appointment, the Town Council may follow or modify the Town’s past practice for noticing, interviewing, and appointing an individual. In either event, the Town should advertise the vacancy, the qualifications for office, and the process and deadline for residents to apply. If Council desires, you may also include information on how and when residents may provide their input on the applicants.¹
 - b. **Special Election:** If Council decides to order a special election to fill the vacant seat, my office will provide a resolution at your next meeting ordering the election to occur on a date within 60 days after the vacancy is declared or as soon as practicable thereafter.
5. **Mayor Pro Tem Selection:** Council must select a new mayor pro tem at the same meeting when Ms. Duda’s resignation is accepted and the vacancy is declared (April 23, 2024) or as soon as possible thereafter.

The person appointed or elected to fill the Council seat vacated by Ms. Duda will serve the remainder of Ms. Duda’s term through December 2025, and will be eligible to run for a full term in the November 2025 Town election.

¹ Whether to involve Town residents in the process of reviewing and giving Council feedback on applicants for the vacancy is entirely up to Council. Some communities involve residents by, e.g., allowing residents to suggest interview questions for Council to ask applicants, posting applicants’ applications on the Town’s website for review by the public, and opening public comment after Council interviews the applicants but before Council makes the appointment, etc. If Council decides to include public participation in the process to fill the vacancy, we recommend the Town advertise that information to the public in conjunction with the advertisement for filling the vacancy if at all possible.

The qualifications to serve on the Town Council are set forth in [Charter Section 3.03](#). Any Town resident whom the Town Clerk determines meets the qualifications for Council members in Charter Section 3.03 may apply or run to fill the vacant seat.

We will be available at your April 23, 2024, meeting, along with the Town Manager and Town Clerk, to answer your questions regarding these procedures and any other questions you may have.

cc: Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Leah Vanarsdall, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 132 - Town Council Member Appointment or Special Election	Nicholas Wharton, Town Manager	Mary Lynn Macsalka
ACTION REQUESTED		
Management and Legal ask that the Town Council review and discuss whether to start the appointment process or to hold a special election for the vacant council member seat: • Actions that may be taken: ○ Move to appoint a Council Member; or ○ Move to hold a Special Election		<u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
The Town Council must discuss and decide whether to appoint an individual to the vacant seat by appointment or by special election. The council may make this decision by motion and a majority vote.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management and Legal recommend that the Town Council take action and move either to appoint an individual to the vacant seat or by special election.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 133 - Mayor Pro-Tem Appointment	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Management asks that the Town Council discuss the Mayor Pro-Tem appointment and take action. • Actions that may be taken: ○ Move to appoint a Mayor Pro-Tem through the end of 2024 ○ Take No Action		<u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
Per Article III Section 3.08 of the Town of Severance Home Rule Charter: 3.08 Mayor Pro Tern and Acting Mayor. (1) A Mayor Pro-Tem shall be elected by the Council from its own membership each January. The Mayor Pro-Tem shall act as Mayor during the absence of the Mayor. With the resignation of Council Member Duda, a Mayor Pro-Tem will need to be appointed to finish the term through the end of 2024.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Town Council take action and move to appoint a Mayor Pro Tem through the end of 2024.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		