



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

FROM: Zach Higgins, AICP, Community Development Director
Alexandra Cramer, Planner/Project Manager

DATE: July 1st, 2024

SUBJECT: Discussion Regarding 2025 Workplan and Budget Request

Summary

The Historic Advisory Board should evaluate their approved workplan to begin to map out their 2025 budget request to the Board of Trustees. Evaluation should include what items have been or will be completed in 2024 as well as what is prioritized for 2025. The initial request will be made to the Board of Trustees at a workshop at 6:00pm before their July 23rd meeting.

Staff Recommendation

Staff recommends that the Historic Advisory Board discuss their budget priorities and formulate a budget request.

ATTACHMENT(S)

2024 HAB Workplan

2024 HAB Proposed Budget										
Category	Category	Task	Start Date	Completion Date	Status	HAB Volunteer(s)	Grant Awards	Expenditures	Remaining Budget	Allocated
Training	Training	Saving Places Conference	Feb-24	Feb-24	Completed	All	\$ 1,000.00	\$ 877.90	\$ 2,922.10	\$ 3,800.00
		CLG Training	Ongoing	Ongoing		All				\$ 200.00
		Town Visit (Revisit for 2025)	TBD	TBD		TBD				\$ -
	Planning	Annual work plan and budget planning	Oct-24	Dec-24		All				
		Maintain a Historic Preservation Plan for program	Ongoing	Ongoing						
Operational/Administrative	Operational/Administrative	Maintain copies of historic context studies and inventory reports	Ongoing	Ongoing		Staff				\$ 1,000.00
		Election of Chair and Vice Chair	Jan-24	Jan-24	Completed	All				
		Establish designated meeting posting place	Jan-24	Jan-24	Completed	All				
		CLG Annual Report	Oct-24	Nov-24		Staff				
		CLG Audit (every 5 years)	Jan-28	Dec-28		Staff				
		Submit meeting minutes to History Colorado	Ongoing	Ongoing		Staff				
		Quarterly reports to the Board of Trustees	Ongoing	Ongoing		All				
		Maintain promotional materials on program	TBD	TBD		Lynn				\$ 1,800.00
		Main Street and HAB Networking Event	May-24	May-24						\$ 500.00
		Flyers	TBD	TBD		Lynn				\$ 1,500.00
Projects	Projects	Building Plaques/Storyboards	Dec-23	Feb-24		Staff				-
		Serve as consultant for Section 106 reviews	Ongoing	Ongoing		Aimee, Audra				
		Review and recommendation of historic alterations/designations	Ongoing	Ongoing		All				
		Historic Preservation Education/Media Articles	Ongoing	Ongoing		John, Bob				\$ 200.00
		Local Historic Registered Properties - Consultation	Ongoing	Ongoing		Aimee, Audra		\$ 414.82	\$ 1,085.18	\$ 1,500.00
		Historic Preservation Design Guidelines Update	Feb-24	Dec-24		Aimee, Dennis				
		Historic District Creation	Feb-24	Dec-24		John, Dennis				
		Oral History Collection	Nov-23	Ongoing		Bob, Lynn, Audra		\$ 806.70	\$ 6,293.30	\$ 7,100.00
		Property Title Research	Ongoing	Ongoing		Bob, Lynn, Jacque		\$ 400.00	\$ -	\$ 400.00
		Audio and Visual Self Guided Tour	TBD	TBD						-
		Intensive Surveys	TBD	TBD					-	
Events	Events	Historic Walk & Talk	July-24	Sept-24		Bob, Jacque, Audra				\$ 5,000.00
		Misc. Commemoration								\$ 3,000.00
TOTALS							\$ 1,000.00	\$ 2,499.42	\$ 16,500.58	\$ 18,000.00