

From: [Patrick Davidson](#)
To: [Angela Ternus](#); [Tracy Hutchins](#); [Loren Einspahr](#); [Michael Schroder](#); [Shannon Downs](#); [Dave Conley](#); [Steve Gaither](#)
Cc: [Patrick Davidson](#); [Michelle Oeser](#); [Hannah Bruce](#)
Subject: RE: November Financial Statement Questions
Date: Tuesday, March 18, 2025 1:27:36 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Good afternoon, Mayor. Thank you for reducing your concerns to an email for clarity of this matter. Please find general as well as specific explanations below, in **red**. As this was an item of discussion by the BOT during last week's meeting, the response is being provided to all members of the Board. Please let me know if you need anything else.

Patrick

Patrick G. Davidson, Town Administrator
151 S. Banner Street
Elizabeth, CO 80107
(720) 351-4504
pdavidson@townofelizabeth.org



From: Angela Ternus <aternus1@townofelizabeth.org>
Sent: Tuesday, March 18, 2025 11:39 AM
To: Patrick Davidson <pdavidson@townofelizabeth.org>
Subject: November Financial Statement Questions

Patrick,

I wanted to follow-up with information regarding the payroll questions I brought up in last Tuesday's BOT meeting. I meant to get this to you last week but was busy with other things.

Was November a month with three pay periods? Did everyone get raises in November?

The month of November was a 3-paycheck month. For the knowledge of the rest of the BOT,

the Town pays employees on a bi-weekly schedule while elected officials are paid bi-monthly. This will always cause a three-paycheck month for two months out of the calendar year.

For general purposes, the Board of Trustees has continued to maintain the ability within the budget to provide a 1x payment of \$1,000 NET to each employee working for the Town during the holidays. In addition, the Town has also continued to maintain the \$100.00 payment to each employee during the annual Holiday Party. The total of \$1,100 is NET per the BOT. Those are reflected in the payment you outlined, as the BOT instructed those payment be triggered in November.

Lastly, as you know, I do not generally focus on a specific line item or account number within the financials. In part, this is because the reliance on percentages in any one account or column may provide a distorted view of the overall fund. Second, for purposes of the Staff and daily operations, the overall amount budgeted to any specific Department, and the percentage spent in relation to the percent of the fiscal year elapsed, is more beneficial to the Department Heads and me. However, I do understand how you review the packets and the financials.

In the General Fund in the Town Clerk Salaries & Wages, account 10-41-1100, wages were \$41,532.13 in November. This does not include overtime. In October, the wages in this same account were \$24,226.62. In December, the wages in this same account were \$26,605.94. November's wages were more than 150% of December's wages. Why the big increase in November?

For October there were two payrolls, the amounts were identical, thereby having a wage payment of \$24,226.62. For November, there was a third payroll causing an addition of \$12,113.30 to be added to the prior month for a total of \$36,339.92 for regular compensation. In November, the BOT also triggered the Holiday pay stated above, which resulted in an additional \$5,192.20 as this is a \$1,100 net for each employee. For then December 2024, two employees were paid out for comp time per the employee handbook to start out the year with a zero balance. For 2024 the Clerk's total budget ended the year at 97.3% of the amount allocated in that fiscal year. For purposes of salary and wages the total 2024 budget amount was 100%.

In the General Fund in the Police Salaries & Wages, account 10-49-1100, wages were \$169,508.81 in November. This does not include overtime. In October, the wages in this same account were \$73,664.95. In December, the wages in this same account were \$75,871.05. November's wages were more than 200% of December's wages. Why the big increase in November?

The analysis of the police department is a bit more complex. The BOT requested an analysis of

using unspent funds from salary and wages to provide a one-time stipend to officers. This was based on concerns with salaries within the market; the loss of PTO by officers due to mandatory work schedules; and the fact the department was down 3 officers down over much of 2024, and 2 officers out or on light duty with medical leave during portions of 2024. For October and December, the salaries were nearly identical with the difference based on a mid-payroll loss of an officer, and with 7 officers receiving comp-time payout.

For November, the total of the 3 pay periods is \$105,740.34. In addition, the Holiday pay of \$13,288.94 was paid out to PD in this month, resulting in a total of \$119,029.28. The remaining expense occurs because of one-time stipend payments of \$5,000 for the Chief and each Seargent, the payment of \$4,000 for each officer or PD staff with more than 1 year of service; and \$3,000 for each officer or staff with less than 1 year of service. These were NET payments to the employees. As a result, for 2024 the Salary and Wages for PD came in at 104.6% of budget, but the total PD budget coming in at 96.3% or \$67,602.33 below the allocated 2024 budget.

In the General Fund in the Public Works Salaries & Wages, account 10-49-1100, were \$18,602.52 in November. This does not include overtime. In October, the wages in this same account were \$10,660.19. In December, the wages in this same account were \$10,538.32. November's wages were more than 150% of December's. Why the big increase in November?

For October there were two payrolls, with one employee receiving a small retro-pay associated with an annual review, for a total of \$10,660.19. For November, the same 3 paycheck month calculation occurs resulting in the November \$18,602.52 plus the allocated Holiday pay of \$1,100 net per employee. For December 2024, the total was \$10,538.32, with an \$80.00 retro-pay for an employee based on an annual review. For the Public Work's total budget for 2024, the Department ended at 86.1% of the total amount allocated for the 2024 fiscal year.

In the General Fund in the Town Administrator Salaries & Wages, account 10-52-1100, were \$21,811.38 in November. In October, the wages in this same account were \$13,580.76. In December, the wage in this same account were \$13,580.76. November's wages were more than 150% of December's wages. Why the big increase in November?

October and December are identical numbers and are tied to the employment contract and salary. The increase in November is tied directly to the three pay-check months, and the Holiday pay.

In the General Fund in the Community Development Salaries & Wages, account 10-53-1100, were \$33,183.32 in November. This does not include overtime. In October, the wages in this same account were \$17,910.48. In December, the wages in this same account were

\$20,477.55. November's wages were more than 150% of December's wages. Why the big increase in November?

For October there were two payrolls, the amounts were identical, thereby having a wage payment of \$17,910.48. For November, there was a third payroll causing an additional payment for a total of \$33,183.32. Again, the Holiday pay was triggered as well. Two employees received pay increases, with retro application, for a total of \$1,889.62. For December one employee received a raise (effective November) which would increase this amount, a comp time payout for another, and a PTO pay-out for an employee leaving. Even with this, the total salary, and wages for 2024 still came in at 99.1% of budget, with the entire department coming in at 92.4% of budget for 2024.

In the Street Maintenance Fund Salaries & Wages, account 21-49-1100, were \$23,231.96 in November. This does not include overtime. In October, the wages in this same account were \$13,308.86. In December, the wages in this same account were \$13,187.97. November's wages were more than 175% of December's wages. Why the big increase in November?

Again, the payroll in October was \$13,308.86 reflecting payroll payment for two pay periods. Recall that time in public works and streets is split between the employees. As such, a raise related to an annual review and any associated retro-active pay is reflected in this number as well. For November, the amount reflects the Holiday payment at the \$1,100 per employee. All factors for November otherwise remain the same. For December, there was also a retro-pay for an annual review. The wages reflect the accurate number for that month. Overall salary and wages in the Street Fund were 97.2% of the budgeted amount, leaving the Department budget for 2024 at 96.5% for the year.

In the Water and Sewer Fund the Water Salaries & Wages, account number 52-57-1100, were \$16,222.91 in November. This does not include overtime. In October, the wages in this same account were \$9,894.20. In December, the wages in this same account were \$8,772.47. November's wages were more than 175% of December's wages. Why the big increase in November?

For October 2024, the compensation was \$9,894.20 which included no adjustments. For November, we lost an employee resulting in a smaller payroll for the 3rd paycheck in November, as well as no Holiday payment of \$1,100 for that specific employee. In December, there was an overall reduction in payroll due to the loss of the same full-time employee, even with the payout of comp time at the end of the year per the Employee Handbook. Therefore, the total salary for 2024 is 82.4% of the budgeted amount, and an overall expenditure in 2024 of 97.6% of the Department budgeted amount.

In the Water and Sewer Fund the Sewer Salaries & Wages, account number 52-58-1100, were

\$16,222.86 in November. This does not include overtime. In October, the wages in this same account were \$9,894.20. In December, the wages in this same account were \$8,772.13. November's wages were more than 175% of December's wages. Why the big increase in November?

For October there were two payrolls, the amounts were identical, thereby having a wage payment of \$9,894.86. Since these are basically the same employees as Water and included the loss of the same employee before the 3rd paycheck in November, the process is consistent with the analysis in Water. For 2024 the Sewer's total budget ended the year at 57.6% of the amount allocated in that fiscal year for overall operations, and 80.1% for salaries and wages in the same year.

Thank you,
Angela Ternus
Mayor - Town of Elizabeth

Angela Ternus
Mayor - Town of Elizabeth
aternus1@townofelizabeth.org

