



BOARD OF TRUSTEES

October 8, 2024

6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

Individuals wishing to make public comments must attend the meeting in person or may submit comments by sending an email to pgarcia@wellingtoncolorado.gov. The email must be received by 4:00 p.m. on the day of the meeting. The comments will be provided to the Trustees and added as an addendum to the packet. Emailed comments will not be read during the meeting.

The Zoom information below is for online viewing and listening only.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84871162393?pwd=UkVaaDE4RmhJaERnallEK1hvNHJ5Zz09>

Passcode: 726078

Or One tap mobile :

US: +17207072699,,84871162393# or +17193594580,,84871162393#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 720 707 2699 or +1 719 359 4580 or +1 669 444 9171 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 Webinar ID: 848 7116 239

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Amendments to Agenda
4. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. Public Comment
2. Proclamation: Community Planning Appreciation Month (October)
 - Presentation: Mayor Calar Chaussee

C. LIBRARY BOARD

1. Library Update
 - Ross LaGenese, Library Director

D. LIQUOR LICENSE AUTHORITY BOARD

1. License Renewal Application (Tavern): Old Colorado Brewing Company

- Presentation: Patti Garcia, Town Administrator/Town Clerk

E. PRESENTATION

1. Compensation Study Review and Town Administrator Performance Evaluation Update

- Presentation: Stephanie Anderson, Human Resources Director

F. CONSENT AGENDA

1. September 24, 2024 Regular Meeting Minutes

2. Resolution No. 51-2024 - A Resolution of the Town of Wellington, Colorado Cancelling Regular Meetings

G. ACTION ITEM

1. Memorandum of Understanding between the Colorado Department of Local Affairs and the Town of Wellington

- Presentation: Patti Garcia, Town Administrator and Dan Sapienza, Town Attorney

H. REPORTS

1. Town Attorney

2. Town Administrator

3. Staff Communications

a. Third Quarter 2024 Residential Building Permit and Lot Inventory Report

b. LCSO Report (August 2024)

4. Board Reports

I. ADJOURN

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.



PROCLAMATION

WHEREAS *Community Planning & Building shapes the present and future of development in the Town of Wellington; and*

WHEREAS *Community Planning & Building provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and*

WHEREAS *the full benefits of Community Planning & Building require public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and*

WHEREAS *Community Planning & Building Month offers an opportunity to highlight how planning is essential to recovery and how planners can lead communities to equitable, resilient, and long-lasting recovery; and*

WHEREAS *Community Planning Month, recognized nationally, gives us the opportunity to publicly recognize the participation and dedication of the experts who have contributed to the future of the Town of Wellington.*

NOW, THEREFORE, *I, Calar Chaussee, Mayor of the Town of Wellington, Colorado, do hereby proclaim the month of October 2024 as:*

Community Planning & Building Appreciation **Month**

and encourage all residents to recognize the dedicated efforts of the Planning & Building professionals in appreciation for their many efforts. I further extend thanks to the Planning & Building staff as well as the members of our volunteer Planning Commission and Board of Adjustment for their service to the Town of Wellington.

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the seal of the Town of Wellington to be affixed this October 8th 2024.*

Calar Chaussee, Mayor

Board of Trustees Meeting

Date: October 8, 2024

Subject: Library Update

- Ross LaGenese, Library Director

BACKGROUND / DISCUSSION

The Library Director will review the data from 2023 vs. 2024 and review new programming and resources in 2024. The attached report provides this data and includes graphs for 2023 and 2024 for reference.

	2023 Data	2024 Data
New Patrons	319	386
Circulation	27,560	30,424
Patronage	<u>17,284</u> (1.1.2023 - 9.30.2023)	<u>18,646</u> (1.1.2024 - 9.30.2024)

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. Library Report by the Numbers

New Patrons by Category in Date Range

Report ID: 1

Total number of results: 4

Report SQL:

```
SELECT categorycode, COUNT(borrowernumber) AS 'new patrons'
FROM (SELECT borrowernumber, categorycode, dateenrolled, branchcode FROM borrowers
UNION ALL
SELECT borrowernumber, categorycode, dateenrolled, branchcode FROM deletedborrowers) AS patrons
WHERE dateenrolled BETWEEN '2023-01-01' AND '2023-10-01' and branchcode='WPL'
GROUP BY categorycode /* saved_sql.id: 1 */
```

categorycode	new patrons
ADULT	285
JUV	31
NEW	2
STAFF	1

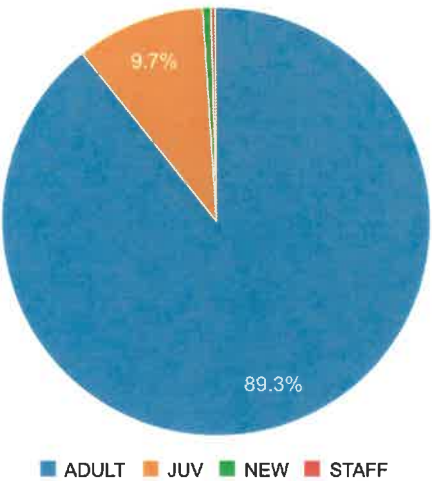
New Patrons by Category in Date Range

Report ID: 1

Total number of results: 4

```
Report SQL:
SELECT categorycode, COUNT(borrowernumber) AS 'new patrons'
FROM (SELECT borrowernumber, categorycode, dateenrolled, branchcode FROM borrowers
UNION ALL
SELECT borrowernumber, categorycode, dateenrolled, branchcode FROM deletedborrowers) AS patrons
WHERE dateenrolled BETWEEN '2023-01-01' AND '2023-10-01' and branchcode='WPL'
GROUP BY categorycode /* saved_sql.id: 1 */
```

Hide chart



categorycode	new patrons
ADULT	285
JUV	31
NEW	2
STAFF	1

New Patrons by Category in Date Range

Report ID: 1

Total number of results: 3

Report SQL:

```
SELECT categorycode, COUNT(borrowernumber) AS 'new patrons'
FROM (SELECT borrowernumber, categorycode, dateenrolled, branchcode FROM borrowers
UNION ALL
SELECT borrowernumber, categorycode, dateenrolled, branchcode FROM deletedborrowers) AS patrons
WHERE dateenrolled BETWEEN '2024-01-01' AND '2024-10-01' and branchcode='WPL'
GROUP BY categorycode /* saved_sql.id: 1 */
```

categorycode	new patrons
ADULT	358
JUV	27
NEW	1

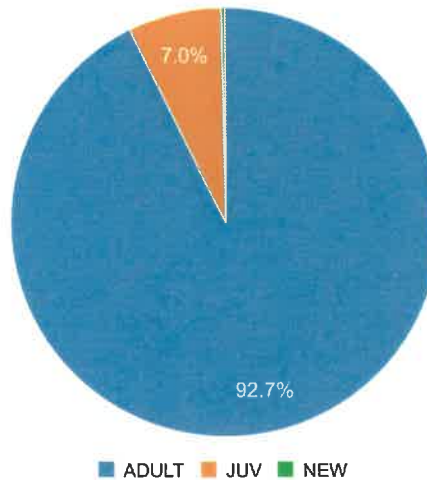
New Patrons by Category in Date Range Report ID: 1

Total number of results: 3

Report SQL:

```
SELECT categorycode, COUNT(borrowernumber) AS 'new patrons'
FROM (SELECT borrowernumber, categorycode, dateenrolled, branchcode FROM borrowers
UNION ALL
SELECT borrowernumber, categorycode, dateenrolled, branchcode FROM deletedborrowers) AS patrons
WHERE dateenrolled BETWEEN '2024-01-01' AND '2024-10-01' and branchcode='WPL'
GROUP BY categorycode /* saved_sql.id: 1 */
```

 Hide chart



categorycode	new patrons
ADULT	358
JUV	27
NEW	1

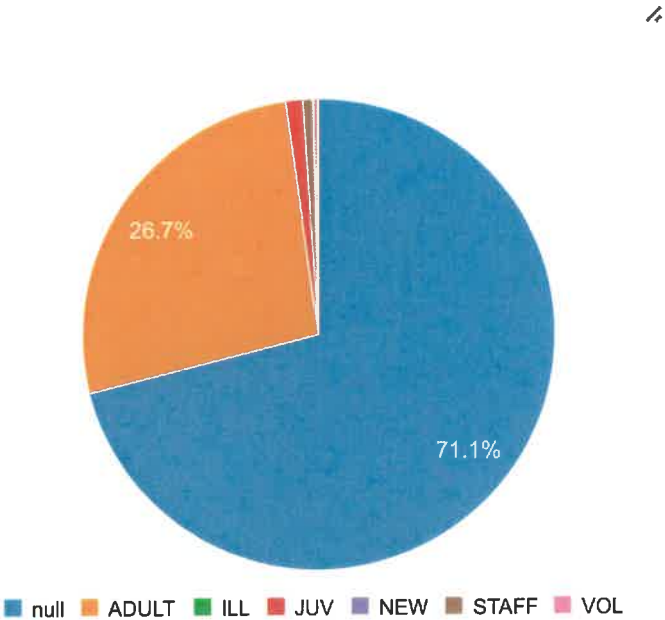
Notes: Summarizes the number of checkouts and renewals for a date range, organized by borrower type, for a specific branch. Choose your library from the menu and beginning and end dates from the calendars.

Total number of results: 8

Report SQL:

```
select categorycode, count(datetime)
from statistics
where branch like 'WPL'
and date(datetime) between '2023-01-01' and '2023-10-01'
and type in ('issue','renew')
group by categorycode with rollup /* saved_sql.id: 2680 */
```

Hide chart



categorycode	count(datetime)
	16332
ADULT	10349
ILL	24
JUV	461
NEW	1
STAFF	273
VOL	120
	27560

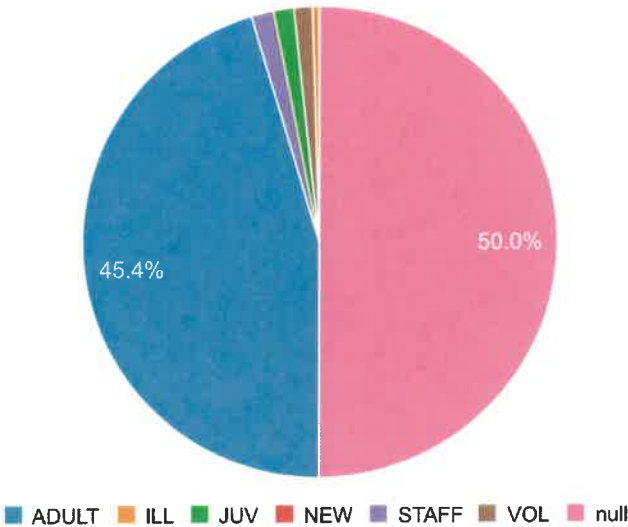
Notes: Summarizes the number of checkouts and renewals for a date range, organized by borrower type, for a specific branch. Choose your library from the menu and beginning and end dates from the calendars.

Total number of results: 7

Report SQL:

```
select categorycode, count(datetime)
from statistics
where branch like 'WPL'
and date(datetime) between '2024-01-01' and '2024-10-01'
and type in ('issue','renew')
group by categorycode with rollup /* saved_sql.id: 2680 */
```

Hide chart



categorycode	count(datetime)
ADULT	27602
ILL	267
JUV	831
NEW	18
STAFF	939
VOL	767
	30424

Board of Trustees Meeting

Date: October 8, 2024
Subject: License Renewal Application (Tavern): Old Colorado Brewing Company

- **Presentation:** Patti Garcia, Town Administrator/Town Clerk

BACKGROUND / DISCUSSION

Old Colorado Brewing Company LLC dba Old Colorado Brewing Company has submitted their annual renewal for their Tavern license (#03-19450). A review of the application found that the establishment is in good standing with the Colorado Secretary of State, has a valid sales tax license and has favorably completed a premise inspection by the Larimer County Sheriff's Office.

STAFF RECOMMENDATION

Staff recommends approval of this renewal application.

Motion: Move to approve the Old Colorado Brewing Company LLC dba Old Colorado Brewing Company Tavern Liquor License renewal application.

ATTACHMENTS

1. 2024_Old Colorado Brewing_Renewal_Redacted
2. 2024_Old Colorado Brewing Inspection

DR 8400 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
 Liquor Enforcement Division
 PO BOX 17087
 Denver CO 80217-0087
 (303) 205-2300

Submit to Local Licensing Authority

**OLD COLORADO
 BREWING COMPANY
 8441 PHEASANT RUN
 LANE
 Wellington CO 80549**

Fees Due	
Annual Renewal Application Fee (\$125 Effective July 1, 2023 - June 30, 2024 and \$250.00 for application received by LED on or after July 1st, 2024)	\$
Renewal Fee	625.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$ 625.00

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.



Paid by check

Uploaded to MoveIt on Date



Paid Online

Licensee Name

OLD COLORADO BREWING COMPANY LLC

Doing Business As Name (DBA)

OLD COLORADO BREWING COMPANY

Liquor License Number

03-19450

License Type

Tavern (city)

Sales Tax License Number

30348067

Expiration Date

10/09/2024

Due Date

08/25/2024

Business Address

Street Address

3700 CLEVELAND AVENUE

Phone Number

9704208913

City, State, ZIP Code

Wellington CO 80549

Mailing Address

Street Address

8441 PHEASANT RUN LANE

City, State, ZIP Code

Wellington CO 80549

Email

Tara@oldcoloradobrewing.com

Operating Manager

Tara Neckel

Date of Birth

Home Address

Street Address

Phone Number

8441 Pheasant Run Lane

City

State

ZIP Code

Wellington

Co

30549

1. Do you have legal possession of the premises at the street address?..... ☒ Yes ☐ No

Are the premises owned or rented?

☒ Owned

*If rented, expiration date of lease

☐ Rented*

1. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... ☐ Yes ☒ No

If yes, please see the table in the upper right hand corner and include all fees due.

2. Are you renewing a takeout and/or delivery permit?..... ☐ Yes ☒ No

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery

3. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?.. ☐ Yes ☒ No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?..... ☐ Yes ☒ No

4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?..... ☐ Yes ☒ No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

1. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?..... ☐ Yes ☒ No
- If yes, attach a detailed explanation.

2. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?..... ☐ Yes ☒ No
- If yes, attach a detailed explanation.

3. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?..... ☐ Yes ☒ No
- If yes, attach a detailed explanation.

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Old Colorado Brewing Company Tara Neckel

Title
Tara Neckel Owner, Managing Member

Signature
Tara Neckel

Date (MM/DD/YY)

06/24/24

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

Title

Attest

Signature

Date (MM/DD/YY)

DR 8495 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Tax Check Authorization, Waiver, and Request to Release Information

I, Tara Neckel

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter
"Waiver") on behalf of

(the "Applicant/Licensee")

Old Colorado Brewing Company

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

Old Colorado Brewing Company

Social Security Number/Tax Identification Number

47-1692865

Home Phone Number

970-988-1562

Business/Work Phone Number

970-420-8913

Street Address

3700 Cleveland Avenue

City

Wellington

State ZIP Code

*CO**80549*

Printed name of person signing on behalf of the Applicant/Licensee

Tara Neckel

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) Date Signed

*Tara Neckel**6/29/24***Privacy Act Statement**

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

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LIQUOR INSPECTION REPORT

Licensee Name: Old Colorado Brewing	Contact/Manager Name: Tara Neckel
License #: 03-19450	Contact Number: (970) 420-8913
Address: 3700 Cleveland Avenue	Contact Email: Tara@oldcoloradobrewing.com
City, State, Zip: Wellington, Colorado 80549	Date of Report: 10/02/2024

ITEM	YES	NO	NA
State Liquor License Posted	X		
Local Liquor License Posted	X		
Sales Tax License Posted	X		
Food Service License Posted	X		
Minor Warning Sign Posted	X		
Meals/Snacks Available	X		
Cleanliness is Adequate	X		
Books and Invoices Available	X		
Alcohol Purchased from Permitted Source	X		
Beer, Wine and Liquor Stock Acceptable	X		
Manager Registered with Authorities	X		
Licensee in Possession/Control of Premise	X		
Premise Diagram Accurate	X		
Acceptable Dispensing Systems	X		

Larimer County Sheriff's Office Violation Report:

N/A

LIQUOR LICENSE INSPECTION NOTES: Kitchen. Frozen items to oven. Food trucks also offered. Distributors - CSA, Eagle Rock, Empire, Odell and Maxline (Main) contract brewing. Fresh remodel Extremely clean. Everything well orginized and labled. All employees Tips trained. All records digital.

Inspection Representative(s):

Dep. M. Piper #21029



Board of Trustees Meeting

Date: October 8, 2024

Subject: Compensation Study Review and Town Administrator Performance Evaluation Update

- **Presentation:** Stephanie Anderson, Human Resources Director

EXECUTIVE SUMMARY

Staff will present on the 2025 compensations study completed by Graves Consulting and is looking for feedback on the Town Administrator Performance Evaluation.

BACKGROUND / DISCUSSION

Compensation Study:

The Town of Wellington conducted an employee compensation study to review and update pay structures. These studies are done every two years to ensure that the Town is providing fair and equitable compensation based on the market. The study was conducted by Graves Consulting, a firm that is very familiar with the public sector market in Colorado.

The study reviewed the Town's current pay structure and provided input for a structure to help set pay in 2025. Overall, pay ranges were modified and 12 employees' wages will be impacted based on the study and internal equity. This number is significantly decreased from the 2022 study where 28 staff members were impacted meaning the Town is working to keep up with the market and provide competitive pay. The recommendations are built into the 2025 budget.

Town Administrator Evaluation:

On July 23, 2024 the Board of Trustees discussed some options for the Town Administrators annual performance review. The Board gave direction to look into a 360 evaluation to capture feedback from both elected officials and town staff. The options presented tonight are from Graves Consulting, and Employer's Council. Both methods include a 360 evaluation along with a summary of results to be presented during the review in November. Staff is looking for direction to engage with a selected vendor, or to maintain the review in-house.

The budget for the review would be charged to Administration's Professional fees.

CONNECTION WITH ADOPTED MASTER PLANS

FISCAL IMPLICATIONS

Compensation Study:

\$38,139 of pay changes to be built into the 2025 Budget

Performance Evaluation:

approx: \$1,100- \$5,700

STAFF RECOMMENDATION

For Board discussion.

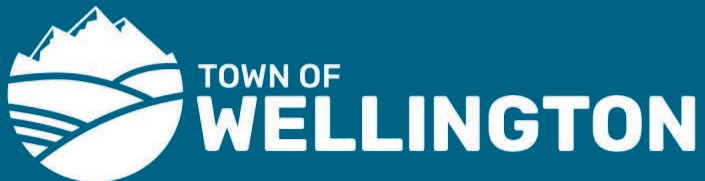
ATTACHMENTS

1. 2025 compensation study and TA Performance Review
2. 2023 Town Administrator Evaluation

2025 Compensation Study

HR Director: Stephanie Anderson

October 8, 2024





Graves Consulting

Graves Consulting is a Human Resources consulting firm specializing in the Public Sector. They work with organizations throughout Colorado, Oklahoma, Wyoming and North Dakota on a variety of projects including compensation, employee retention, organizational culture, employee communications and executive selection.

Graves has conducted multiple compensation studies in Northern Colorado municipalities.



Employee Pay- Compensation Study Overview

Intent:

- Ensure employees are paid competitively to the market
- Allow the Town to continue to recruit and retain talent
- Maintain internal equity
- Allow for career progression and sustainable wage growth

Scope:

- Gather current compensation data from valid sources that reflect the Town's labor market
- Review/revise pay structures based on the data



Graves Compensation Study- Job Review

Review of
Job
Descriptions

Job Detail
Matching

Job Grade
Alignment



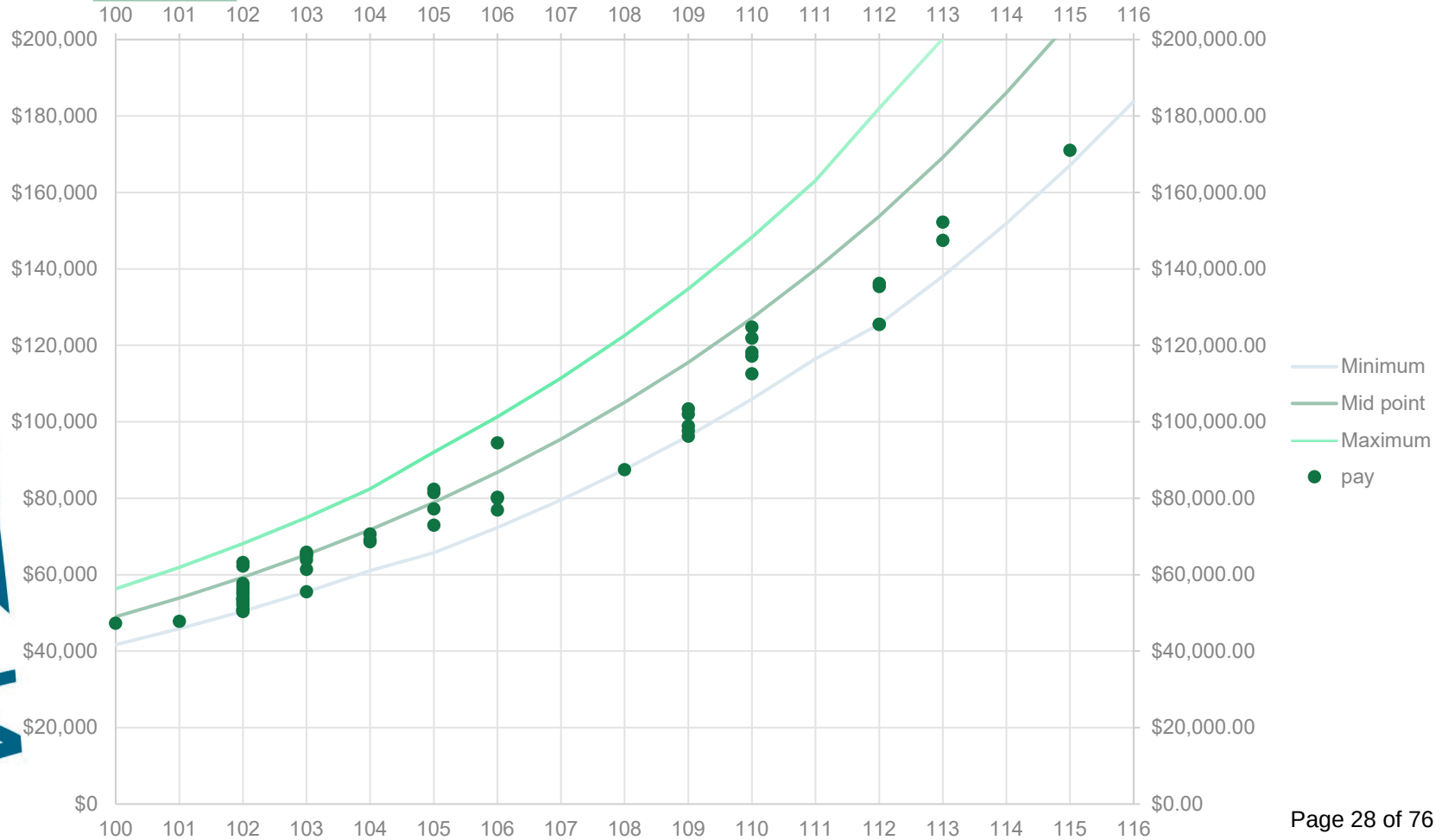
Study Results

- Pay structure changed from 14 to 16 pay grades
- 6 positions were identified for a pay change to the minimum
- 6 positions were identified for a pay change based on internal equity
- The average pay change was \$3,178.25 annually
- The total organization cost will be \$38,139 (included in 2025 budget)

Pay Structure

Grade	Annualized			Hourly			Design	
	Min	Mid	Max	Min	Mid	Max	Width	Distance
100	\$41,702	\$49,000	\$56,298	\$20.05	\$23.56	\$27.07	35%	
101	\$45,872	\$53,900	\$61,928	\$22.05	\$25.91	\$29.77	35%	10%
102	\$50,460	\$59,290	\$68,120	\$24.26	\$28.50	\$32.75	35%	10%
103	\$55,506	\$65,219	\$74,932	\$26.69	\$31.36	\$36.03	35%	10%
104	\$61,056	\$71,741	\$82,426	\$29.35	\$34.49	\$39.63	35%	10%
105	\$65,762	\$78,915	\$92,067	\$31.62	\$37.94	\$44.26	40%	10%
106	\$72,339	\$86,806	\$101,274	\$34.78	\$41.73	\$48.69	40%	10%
107	\$79,573	\$95,487	\$111,402	\$38.26	\$45.91	\$53.56	40%	10%
108	\$87,530	\$105,036	\$122,542	\$42.08	\$50.50	\$58.91	40%	10%
109	\$96,283	\$115,539	\$134,796	\$46.29	\$55.55	\$64.81	40%	10%
110	\$105,911	\$127,093	\$148,276	\$50.92	\$61.10	\$71.29	40%	10%
111	\$116,502	\$139,803	\$163,103	\$56.01	\$67.21	\$78.41	40%	10%
112	\$125,537	\$153,783	\$182,029	\$60.35	\$73.93	\$87.51	45%	10%
113	\$138,091	\$169,161	\$200,232	\$66.39	\$81.33	\$96.27	45%	10%
114	\$151,900	\$186,077	\$220,255	\$73.03	\$89.46	\$105.89	45%	10%
115	\$167,090	\$204,685	\$242,280	\$80.33	\$98.41	\$116.48	45%	10%

Employee Pay

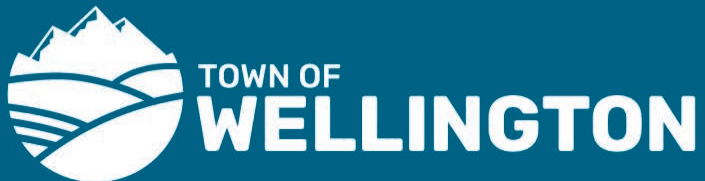




Next Steps

- Changes go into effect 1/1/25
- Next pay study 2026

Town Administrator Performance Review





Background

- Previously conducted in house
- 360 Evaluation under consideration

Evaluation Proposals

Graves Consulting

- Current Evaluation tool completed by BOT
- Anonymous 360 evaluation completed by up to 10 members of staff
- Comprehensive executive summary of results during executive session
- Provide potential adjustments to pay based on evaluation results

Employers Council

- Current tool, or new tool sent to BOT and members of Leadership team for fully anonymous 360 evaluation
- Report created highlighting scoring, gaps, open ended questions and development planning.
- Debrief with an HR professional during executive session (additional fee)

Evaluation Proposals

Graves Consulting

- \$4,200 for evaluation, report, and virtual participation during Executive session
- \$1,500 for in-person facilitation

Employers Council

- \$800 for survey and report creation
- \$135 per hour for onsite executive session



Next Steps

The performance evaluation will be held for the Town Administrator on November 12th.

Town Attorney Evaluation will be conducted in house unless otherwise directed at a later date



Town Administrator Performance Evaluation

Evaluation for: Patti Garcia

Evaluation Period: 1/1/2023-12/31/2023

Evaluated By: Click or tap here to enter text.

Rating Scale:

- 1 = Significantly below standard, unsatisfactory performance, fails to meet established standards.
- 2 = Below standard, inconsistent performance, rarely exceeds established standards.
- 3 = Standard, satisfactory performance, consistently meets but rarely exceeds established standards.
- 4 = Above standard, above average performance, usually exceeds established standards
- 5 = Significantly above standard, exceptional performance, exceeds established standards

Directions: For each of the performance criteria please select the appropriate rating. While it is not required to add comments in each section, your feedback is helpful to determine specific strengths and areas of opportunity. If there are sections or specific items that address an area of the Town Administrator's performance that you do not have knowledge of, select N/A (not applicable). **Please return your evaluation to the HR Director, Stephanie Anderson by November 6, 2023. Her email is andrsonst@wellingtoncolorado.gov and cell phone is 970-413-3557.**

Relationship with the Board and BOT Meetings

1. Prepares all items for meetings including agendas and informational documents
Choose an item.
2. Provides Researched and analyzed, professional recommendations to the Board on items requiring action
Choose an item.
3. Maintains a Professional, impartial and effective working relationship with the Board
Choose an item.
4. Interprets and executes the intent of Board policy
Choose an item.

Relationship with the Board and BOT Meetings Comments

Click or tap here to enter text.



Strategic and Long-Range Planning

1. Works with the Board to establish strategic and long-term goals to address community needs
Choose an item.
2. Facilitates and prepares the development of goals and objectives for municipal departments and operations
Choose an item.
3. Monitors progress toward achievement of goals and objectives for municipal departments and operations
Choose an item.
4. Attains goals and objectives within established timeframes and with allocated resources
Choose an item.
5. Maintains knowledge of new technologies, systems and methods in relation to Town services
Choose an item.

Strategic and Long-Range Planning Comments

Click or tap here to enter text.

Fiscal Management

1. Plans and organizes the preparation of an annual budget
Choose an item.
2. Plans, organizes and administers the adopted budget within approved revenues
Choose an item.
3. Maintains budget control resulting in adequate annual fund balance
Choose an item.
4. Strives to continually identify innovative and creative revenue generating and budget reduction opportunities; effectively conserving and protecting resources while maximizing opportunities to improve service to the community
Choose an item.



Fiscal Management Comments

Click or tap here to enter text.

Staff and Personnel Relations

1. Models sound personnel procedures and practices in oversight of human resources function
Choose an item.
2. Leads, directs and develops Town staff; providing regular performance reviews and feedback, empowering employees to grow and succeed
Choose an item.
3. Develops good staff morale and loyalty to the Town
Choose an item.
4. Recruits and assigns the best available personnel in terms of their competencies
Choose an item.
5. Oversees the hiring, negotiation, and relationship development with sub-contractors
Choose an item.
6. Oversees and utilizes a fair process of progressive disciplinary actions when warranted by employee actions and identifies and handles personnel issues quickly and effectively
Choose an item.

Staff and Personnel Comments

Click or tap here to enter text.

Community and Intergovernmental Relations

1. Is cognizant of, and sensitive to the diversity of views among constituency groups on issues of concern within the community
Choose an item.
2. Builds and maintains effective relations with diverse groups and constituencies in the Town of Wellington and surrounding areas
Choose an item.
3. Represents or oversees spokesperson for the Town to the media on Town government issues
Choose an item.



4. Maintains awareness of developments and plans in other jurisdictions that may relate to or affect Town government
Choose an item.
5. Works with state and other agencies in matters relating to policies and programs. Review, analyze, and represent the Town Board position relative to implemented and proposed legislation
Choose an item.

Community and Intergovernmental Relations Comments

Click or tap here to enter text.

General Expectations

1. Ensures the organization conducts all business at the highest standard of integrity and ethics
Choose an item.
2. Oversees and ensures the organization and its staff and its programs operate in compliance with all applicable local, state and federal laws and regulations
Choose an item.
3. Demonstrates strong leadership and interpersonal skills
Choose an item.
4. Decisive in making decisions and managing the organization using creativity and innovation in managing the services
Choose an item.
5. Demonstrates ability to foresee problems and utilize preventive problem solving strategies
Choose an item.
6. Demonstrates continued personal growth in the position by recognizing and addressing areas of improvement
Choose an item.
7. Continuing professional education and development activities that encourage professional participation, growth and advancement for the good of the Town
Choose an item.
8. Active membership in state and national professional organizations, including but not limited to attendance at professional meetings, seminars and conferences
Choose an item.



General Expectation Comments

Click or tap here to enter text.

Any additional Comments

Click or tap here to enter text.

Board of Trustees Meeting

Date: October 8, 2024
Subject: September 24, 2024 Regular Meeting Minutes

BACKGROUND / DISCUSSION

Minutes from the September 24, 2024 Regular Meeting.

STAFF RECOMMENDATION

Staff have identified the following for Board consideration:

1. Approve the September 24, 2024 minutes with the Consent Agenda.
2. Remove the September 24, 2024 minutes from the Consent Agenda and further consider as an action item.

ATTACHMENTS

1. 09.24.24 Minutes



BOARD OF TRUSTEES
September 24, 2024
6:30 PM

MINUTES

A. CALL TO ORDER

Mayor Chaussee called the meeting to order at 6:30 p.m.

1. Pledge of Allegiance

Mayor Chaussee asked all to rise for the pledge of allegiance.

2. Roll Call

The Clerk noted a quorum with the following roll:

Cannon – present

Dailey – arrived at 6:31 p.m.

Moyer – present

Wiegand – present

Tietz – present

Mason – present

Chaussee – present

3. Amendments to Agenda

Mayor Chaussee asked if there were any amendments to the agenda; there were none.

4. Conflict of Interest

Mayor Chaussee asked if there were any conflicts of interest on agenda items; there were none.

B. COMMUNITY PARTICIPATION

1. Public Comment

Mayor Chaussee invited public comment on non-agenda items. Stephen Carman made public comment.

C. PRESENTATION

1. Introduction - Todd Germain, Fire Chief - Wellington Fire Protection District

Todd Germain, Wellington Fire Protection District Fire Chief introduced himself to the Board of Trustees.

2. 2024 Second-Quarter Budget Review

Nic Redavid, Finance Director/Town Treasurer, presented this item to the Board of Trustees and responded to comments.

D. CONSENT AGENDA

1. Resolution No. 47-2024 - A Resolution Approving the Town of Wellington Community Grant Application

2. September 10, 2024 Regular Meeting Minutes

Trustee Tietz motioned to approve the consent agenda. Trustee Moyer seconded.

Upon roll call, the motion carried unanimously, and the consent agenda was approved.

E. ACTION ITEMS

1. Resolution No. 49-2024 - A Resolution of the Town of Wellington, Colorado Amending the Town of Wellington Fee Schedule Effective January 1, 2025

Nic Redavid, Finance Director/Town Treasurer, presented this item to the Board and responded to comments from the Board.

Mayor Chaussee invited public comment on this item; there was none.

The Board deliberated further on this item.

Trustee Moyer moved to approve Resolution No. 49-2024 - A Resolution of the Town of Wellington, Colorado Amending the Town of Wellington Fee Schedule Effective January 1, 2025. Trustee Cannon seconded.

Yeas: Cannon, Dailey, Moyer, Tietz, Wiegand, Mason, Chaussee

Nays: N/A

2. Resolution No. 50-2024 - A Resolution of the Board of Trustees of the Town of Wellington, Colorado Authorizing and Directing an Application to the U.S. Department of Transportation for Grant Funding for the Reconnecting Communities Pilot Grant Program

Kelly Houghteling, Deputy Town Administrator, presented this item to the Board and responded to comments from the Board.

Mayor Chaussee invited public comment on this item; Rick Freeman made public comment.

Trustee Tietz moved to approve Resolution No. 50-2024 - A Resolution of the Board of Trustees of the Town of Wellington, Colorado Authorizing and Directing an Application to the U.S. Department of Transportation for Grant Funding for the Reconnecting Communities Pilot Grant Program. Trustee Wiegand seconded.

Yeas: Cannon, Dailey, Moyer, Tietz, Wiegand, Mason, Chaussee

Nays: N/A

F. REPORTS

1. Town Attorney

No report.

2. Town Administrator

No report.

3. Staff Communications

- a. Monthly Utility Report (Thru August 2024)

- b. Treasurer's Report (July 2024)

- c. Report of Bills (July 2024)

4. Board Reports

Members of the Board provided reports.

H. **ADJOURN**

Upon a motion duly noted and seconded, and with unanimous consent, Mayor Chausee adjourned the meeting at 7:24 p.m.

Patti Garica, Town Administrator/Town Clerk



Board of Trustees Meeting

Date: October 8, 2024
Subject: Resolution No. 51-2024 - A Resolution of the Town of Wellington, Colorado
Cancelling Regular Meetings

BACKGROUND / DISCUSSION

This resolution is intended to provide public notice of meeting cancellations due to the 2024 Thanksgiving and Christmas holidays. The regular meeting dates scheduled for cancelation are Tuesday, November 26, 2024 and Tuesday, December 24, 2024.

STAFF RECOMMENDATION

Staff have identified the following for Board consideration:

1. Approve Resolution No. 51-2024 with the Consent Agenda
2. Remvoe Resolution No. 51-2024 from the Consent Agenda and further consider as an action item.

ATTACHMENTS

1. Reso 51-2024 - Cancellation of Meetings

TOWN OF WELLINGTON

RESOLUTION NO. 51-2024

A RESOLUTION OF THE TOWN OF WELLINGTON, COLORADO CANCELLING
REGULAR MEETINGS

WHEREAS, the Town of Wellington has scheduled holidays on Thanksgiving Day (November 28, 2024), the Day after Thanksgiving (November 29, 2024) and Christmas Day (December 25, 2024); and

WHEREAS, the Board of Trustees wishes to cancel its Regular Meetings approximately corresponding to these scheduled holidays.

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

The Board of Trustees hereby approves the cancellation of the November 26, 2024 Regular Meeting, and the December 24, 2024 Regular Meeting.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 8th day of October, 2024.

TOWN OF WELLINGTON, COLORADO

By: _____
Calar Chaussee, Mayor

ATTEST:

Patti Garcia, Town Administrator/Town Clerk

Board of Trustees Meeting

Date: October 8, 2024

Subject: Memorandum of Understanding between the Colorado Department of Local Affairs and the Town of Wellington

- **Presentation:** Patti Garcia, Town Administrator and Dan Sapienza, Town Attorney

EXECUTIVE SUMMARY

The Town of Wellington currently has a Memorandum of Understanding (MOU) with the Colorado Department of Local Affairs (DOLA) and the Wellington Main Street program. DOLA has provided a new template for an MOU between the Town and DOLA to solidify the commitment of the Town to the local Main Street program.

BACKGROUND / DISCUSSION

In recent years, the Wellington Main Street program has undergone many changes due to new staff and board members. Most recently, a Town staff member was assigned to assist with the program. To better understand current activities, the Wellington Board of Trustees and the Wellington Main Street Board of Directors held a joint work session on August 20, 2024. Representatives from the Department of Local Affairs (DOLA) attended to guide discussions on a proposed Memorandum of Understanding (MOU), noting that it would differ from the existing MOU by being exclusively between DOLA and the Town of Wellington. The Town would then establish a separate MOU or agreement with Wellington Main Street to outline a 2025 work plan.

During a review of the MOU, concerns were raised regarding the Town's future financial commitments to Main Street and DOLA. The Town, which provides staff support for the Main Street program, will develop a separate agreement with Main Street for their 2025 work plan, scheduled for adoption on December 10, 2024. This agreement will detail projects, scope of work, timelines, and financial obligations. Financial protections for the Town have been added under Section B.

DOLA has approved similar changes in other jurisdictions, and these updates are reflected in both the red-line and clean versions of the attached MOU.

B. City/Town and local program agrees to the following requirements as described in the Program Prerequisites and Requirements section of the Colorado Main Street Program Manual:

Maintain an ongoing and supportive relationship with the Local Program. The Town shall work collaboratively with DOLA/Colorado Main Street and the Local Program to resolve any disputes related to this Agreement or the Program.

Subject to annual appropriations, provide support to the Local Program for financial sustainability. The provision of financial support or in-kind contributions to the Local Program is subject to the Town's sole and absolute discretion. Support This can include a financial commitment or in-kind contributions to maintain a paid professional Local Program Manager.

The City/Town will pPartner with the Local Program and, subject to appropriations, provide financial support for programming, projects, and grant matching to further the goals and mission of the Main Street Program. The provision of financial support to the Local Program for programming, projects, and grant matching is subject to the Town's sole and absolute discretion.

Act as the fiscal agent for contracts or purchase orders from DOLA on behalf of the Local Program.

The Town, in consultation with the Local Program's board, will ensure that the Local Program Manager maintains the program in good standing under this Agreement, meeting state and national Main Street requirements.



CONNECTION WITH ADOPTED MASTER PLANS

Strategic Plan - 2025-2029: Foster Economic Vibrancy

FISCAL IMPLICATIONS

To be determined based on 2025 Town of Wellington Budget

STAFF RECOMMENDATION

Proposed motion: Move to approve the Memorandum of Understanding between the Colorado Department of Local Affairs and the Town of Wellington

ATTACHMENTS

1. 2024 - Wellington_DOLA_ MOU
2. 2024 - Wellington_DOLA_ MOU_Redline

MEMORANDUM OF UNDERSTANDING

Colorado Department of Local Affairs, the Local Program, and the Town of Wellington

This memorandum of understanding ("Agreement") is entered into and executed by the Colorado Department of Local Affairs, a subdivision of the State of Colorado ("DOLA"), Community Program Wellington Main Streets (Local Program "), and the Town of Wellington (the "Town").

I. RECITALS

WHEREAS, the National Main Street Program strives to revitalize older and historical commercial districts to build vibrant neighborhoods and thriving economies; and

WHEREAS, the Colorado Main Street Program is the State's coordinating program to help Colorado's local Main Street Programs with proven revitalization strategies and needed organization to help identify and leverage opportunities and resources to further the National Main Street Center's Program goals; and

WHEREAS, the Town is committed to enhancing downtown; and

WHEREAS, the Town wishes to create a vibrant and historic small town where the entire community gathers and connects; and

WHEREAS, the Town wants to retain, attract, and improve access for businesses to promote the local economy; and

WHEREAS, the Town helps support these goals by providing support to local businesses, hosting/supporting local events to create a vibrant community, funding/supporting beautification projects, connecting businesses to resources; and

WHEREAS, the Town benefits greatly by having access to additional grant funding only offered to official Main Streets Programs; and

WHEREAS, enhance the Town's economic development efforts, which will benefit the entire community.

II. AGREEMENT

THEREFORE, in consideration of the foregoing and of the mutual promises set forth herein, the parties hereto agree to the following regarding the Town:

A. The Colorado Main Street Program agrees to:

Assist the Town and local program manager in understanding and following the National Main Street Approach.

Provide the Town and the local program manager with the necessary information to promote the Colorado Main Street program.

Provide the Town and the local program manager with training opportunities and technical assistance regularly and upon request, including periodic professional development training and the annual Main Street Summit.

Advise the Town and the local program manager of additional training and grant opportunities.

Conduct an annual visit to the Town to discuss the current community work plan, future work plan, this Agreement, and the requirements and prerequisites of the tiered program.

Review the local program self-assessment annually per Main Street America™ Program accreditation criteria.

Offer and administer scholarship grants subject to available funding. DOLA will advise the City/Town and the local program manager on procedures and policies for applying for funding.

Offer and administer non-competitive mini-grants subject to available funding. In order to be eligible for mini-grants, the project or item must be listed on the local program's Annual work plan that is submitted to DOLA/ Colorado Main Street annually. DOLA will advise the Town and the local program manager on procedures and policies for mini-grant eligibility and opportunities.

Offer and administer funding to hire consultants to aid the Town and the local program manager in completing community-identified work plan projects subject to available funding.

Act as liaison and facilitate communications between Town and other Main Street communities, state agencies, partners, and the Main Street America™ Program, as they relate to the local program.

Provide technical assistance and assistance with the organizational development of the program to the Town and the local program manager as requested and as resources are available. Requested services must be related to Main Street's Strategic Plan initiatives.

Offer preservation architectural services as available to the Town businesses.

B. City/Town and local program agrees to the following requirements as described in the Program Prerequisites and Requirements section of the Colorado Main Street Program Manual:

Maintain an ongoing and supportive relationship with the Local Program. The Town shall work collaboratively with DOLA/Colorado Main Street and the Local Program to resolve any disputes related to this Agreement or the Program.

Subject to annual appropriations, provide support to the Local Program for financial sustainability. The provision of financial support or in-kind contributions to the Local Program is subject to the Town's sole and absolute discretion. Support can include a financial commitment or in-kind contributions to maintain a paid professional Local Program Manager.

Partner with the Local Program and, subject to appropriations, provide financial support for programming, projects, and grant matching to further the goals and mission of the Main Street Program. The provision of financial support to the Local Program for programming, projects, and grant matching is subject to the Town's sole and absolute discretion.

Act as the fiscal agent for contracts or purchase orders from DOLA on behalf of the Local Program.

The Town, in consultation with the Local Program's board, will ensure that the Local Program Manager maintains the program in good standing under this Agreement, meeting state and national Main Street requirements.

C. The Local program agrees to the following requirements as described in the Program Prerequisites and Requirements section of the Colorado Main Street Program Manual:

Follow the National Main Street Approach™ as recommended by the Main Street America™ Program and the Colorado Main Street Program.

Maintain an active board of directors with a diverse representation of community stakeholders.

Maintain a single point of contact for communications with the local program manager to coordinate activities.

Develop and support the implementation of a multi-year strategic plan incorporating the community's vision and the Main Street Four Points.

Identify and work toward 1-3 Transformation Strategies annually.

Develop an Annual Work Plan in coordination with the Town on or before the deadline listed in the Colorado Main Street Program Manual.

Maintain an adequate budget for local program sustainability.

Maintain a Main Street district boundary map.

Maintain and continually improve community awareness of the local program and garner support from the private and public sectors.

Positively promote the local program as an official Colorado Main Street Community. Use the Colorado Main Street logo on all DOLA-sponsored Main Street trainings, websites, reports, and other materials.

Attend at least two Main Street trainings annually, provided by DOLA, Main Street America™, or other agencies, for continuing professional development. Training may be attended by the Local Program Manager, staff, board members, or volunteers.

Attend the Main Street Summit annually as provided by DOLA. In the event that the Local Program Manager cannot attend, the Local Program Manager shall coordinate with the Local Program Board of Directors for representation and attendance.

Host a DOLA on-site visit to the City/Town and assist with local arrangements.

Host an annual board of directors retreat to develop the local program's annual work plan, discuss priorities, and recognize achievements and volunteers. Annually, present the work plan to the City/Town for alignment of priorities and objectives.

Submit quarterly reports and reinvestment statistics as required by the Colorado Main Street Program.

Apply for DOLA mini-grant funding to Colorado Main Street. The project must be listed on the annual work plan.

Present at least once annually a "State of Main Street" report to the Town and DOLA.

Present an annual financial report to the Town and DOLA.

Support the local program manager in applying for eligible grant opportunities.

Maintain compliance with all program requirements as outlined in the Colorado Main Street Program Manual, listed under prerequisites and requirements. If the local program is at the **Excelling** or the **Exceptional** level, this includes:

- Complete an annual review to evaluate the performance of the local program manager.
- Maintain a volunteer management program.
- Maintain a website or webpage for the local program.
- Attend at least one Certified Local Government training.
- Maintain a succession/transition plan for local program staff and board members.
- Maintain a building and property inventory.
- Maintain a business inventory of the Main Street district.
- Maintain a historic building inventory and list of historic assets of the Main Street district.
- Demonstrate a strong adherence to the Main Street program's historic preservation goals and policies.

Maintain compliance with this Agreement and state and local laws. If the City/Town is unable to comply with any state and/or local laws, they must reach out immediately to the DOLA PM for review.

III. TERMS AND OTHER CONDITIONS

- A. This Agreement will align with the DOLA mini-grant program.
- B. The term of this Agreement shall begin in February 2024 and remain in place until and unless terminated by any party. In the event that the Town changes tiers according to the requirements of the Colorado Main Street Program or the Colorado Main Street Program changes program requirements to be inconsistent with the terms of this Agreement, the parties agree to work toward amending this Agreement in compliance with those requirements.
- C. This Agreement may be amended only in writing with the approval of the DOLA Main Street Coordinator, the President of the Board for the local program, and the Town elected officials.
- D. Notwithstanding any other provisions of this Agreement, if funds anticipated for continued fulfillment at the time of the Agreement are, at any time, not forthcoming or insufficient, then DOLA shall have the right to amend or terminate this Agreement..
- E. If any party fails to fulfill its obligations under this Agreement in a timely and proper manner or violates any terms of this Agreement, DOLA shall have the right to terminate this Agreement and withhold further services.
- F. Colorado Main Street Program Manual is a reference document for this Agreement. In the event of a conflict between this Agreement and the Colorado Main Street Program Manual, the Agreement will be controlling.

IV. REPRESENTATIONS AND WARRANTIES

The Town represents and warrants (i) that it has no obligations, legal or otherwise, inconsistent with the terms of this Agreement, (ii) that the performance of the services called for by this Agreement does not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party, (iii) that it will not use in the performance of responsibilities under this Agreement any confidential information or trade secrets of any other person or entity and (iv) that it has not entered into nor will enter into any agreement (whether oral or written) in conflict with this Agreement.

V. ENTIRE AGREEMENT AND NOTICE

This Agreement contains the entire understanding of the parties and may not be amended. Any notice given under this Agreement will be sufficient if it is in writing and 1) if sent by certified or registered mail or 2) by electronic mail with receipt confirmed by the receiving party, to:

Colorado Department of Local Affairs
Director, Division of Local Government
1313 Sherman Street, Rm 521
Denver, CO 80203

Town of Wellington
Wellington Town Administrator
P.O. Box 127
Wellington, CO 80549

VI. COMPLIANCE WITH LAW

In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations.

VI. COMPLIANCE WITH LAW

In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations.

VII. GOVERNING LAW

This Agreement will be construed in accordance with, and all actions arising hereunder will be governed by, the laws of the State of Colorado.

CITY/TOWN

Mayor's signature

Date

Print name

LOCAL PROGRAM

President/Chair's signature

Date

Print name

COLORADO DEPARTMENT OF LOCAL AFFAIRS



Representative's signature

February 09, 2024

Date

Chantal Unfug_____

Print name

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- C. This Agreement may be amended only in writing with the approval of the DOLA Main Street Coordinator, the President of the Board for the local program, and the Town elected officials.
- D. Notwithstanding any other provisions of this Agreement, if funds anticipated for continued fulfillment at the time of the Agreement are, at any time, not forthcoming or insufficient, then DOLA shall have the right to amend or terminate this Agreement..
- E. If any party fails to fulfill its obligations under this Agreement in a timely and proper manner or violates any terms of this Agreement, DOLA shall have the right to terminate this Agreement and withhold further services.
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IV. REPRESENTATIONS AND WARRANTIES

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V. ENTIRE AGREEMENT AND NOTICE

This Agreement contains the entire understanding of the parties and may not be amended. Any notice given under this Agreement will be sufficient if it is in writing and 1) if sent by certified or registered mail or 2) by electronic mail with receipt confirmed by the receiving party, to:

Colorado Department of Local Affairs
Director, Division of Local Government
1313 Sherman Street, Rm 521
Denver, CO 80203

Town of Wellington
Wellington Town Administrator
P.O. Box 127
Wellington, CO 80549

VI. COMPLIANCE WITH LAW

In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations.

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In connection with his/her services rendered hereunder, all parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations.

VII. GOVERNING LAW

This Agreement will be construed in accordance with, and all actions arising hereunder will be governed by, the laws of the State of Colorado.

CITY/TOWN

Mayor's signature

Date

Print name

LOCAL PROGRAM

President/Chair's signature

Date

Print name

COLORADO DEPARTMENT OF LOCAL AFFAIRS



Representative's signature

February 09, 2024

Date

Chantal Unfug_____

Print name

Board of Trustees Meeting

Date: October 8, 2024

Subject: Third Quarter 2024 Residential Building Permit and Lot Inventory Report

BACKGROUND / DISCUSSION

This quarterly report on residential building activities is intended to provide an update of the current trends and expected trends within the Town. It also identifies the number of buildable lots remaining within the Town, and future lots that will be available for permits once public infrastructure is installed.

Town staff tracks the number of new residential dwelling permits issued throughout the year. Staff also tracks the number of available buildable lots (buildable lots in this context means zoned residential, platted for development, and public infrastructure is installed and operational). Tracking the number of permits and the number of buildable lots is an indicator of development trends and is used as a resource to guide when and how many new residential building permits the Town is able to issue.

Attached is a report of residential building permits issued through the 3rd Quarter 2024 (January 1, 2024 to September 30, 2024). Also included is a report of new residential dwelling permits issued since 2009. The report also includes projected residential dwelling permits based on expected development trends. The annual total number of residential building permits is used to identify trends and project future permits. An inventory report is included to show available residential lots by subdivision, the number of lots remaining for permits, and the status of zoning, platting and infrastructure availability. Residential lot supply and inventory is depicted graphically to show trends over time.

Also included in this report is a summary of the available platted and buildable lots for commercially zoned properties within the Town. The inventory includes lots that are currently undeveloped (some lots have been approved for commercial site development plans, but may not have been constructed yet - development lots that are currently vacant at the time of this report are included in the inventory).

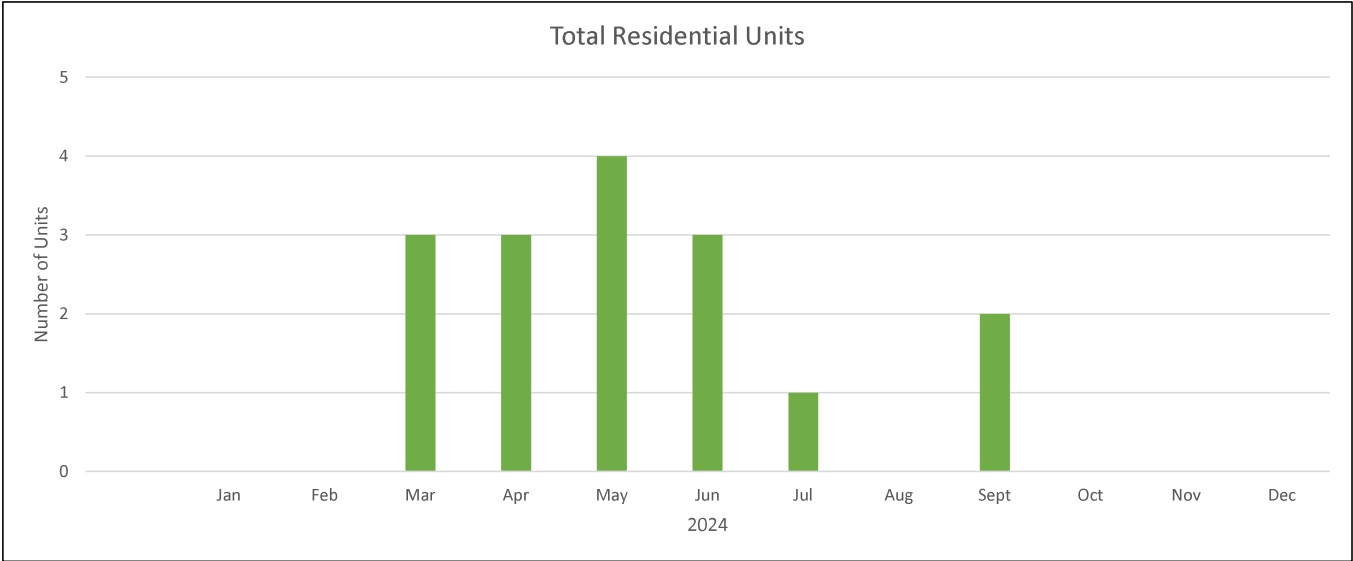
STAFF RECOMMENDATION

Information only - No action required.

ATTACHMENTS

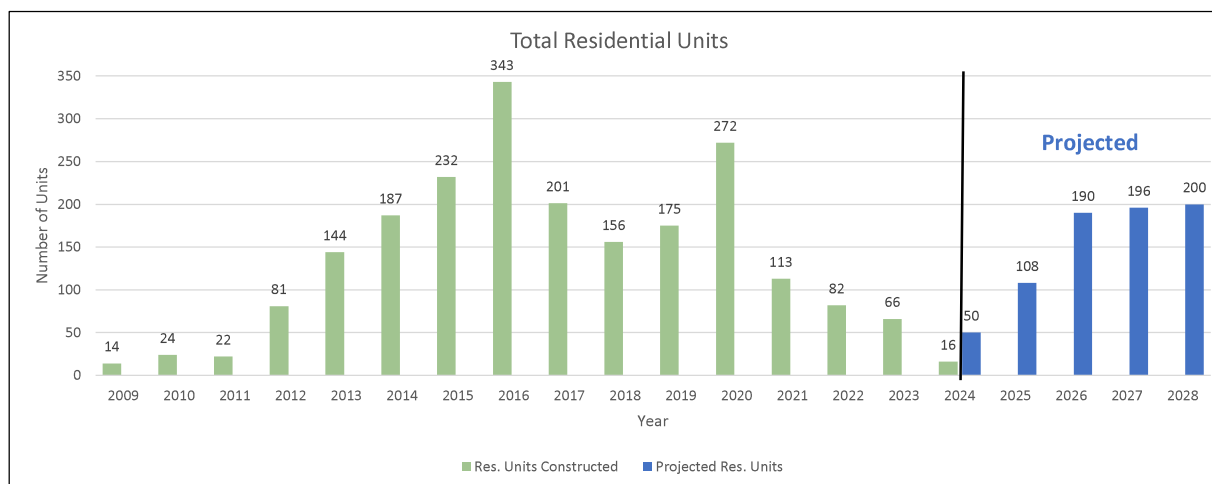
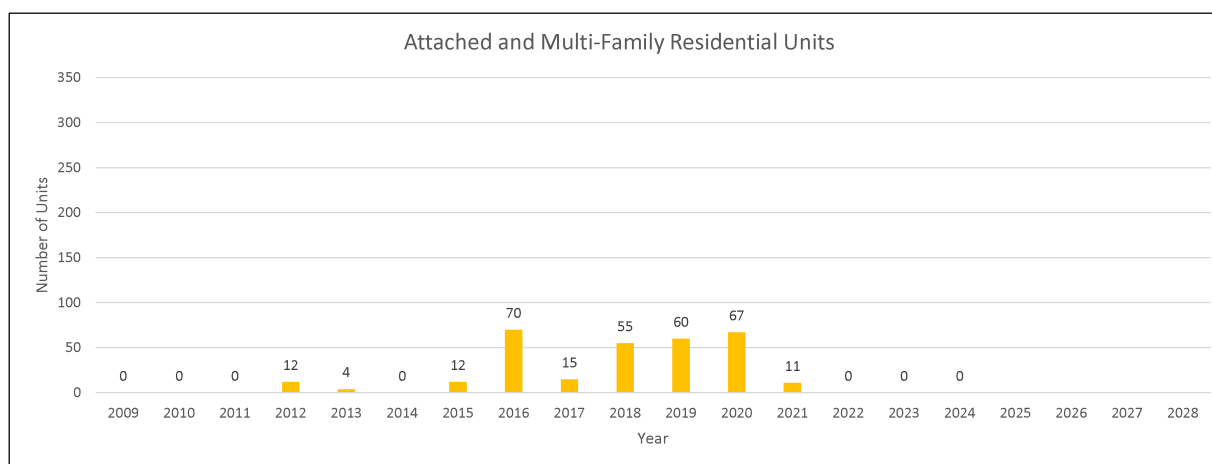
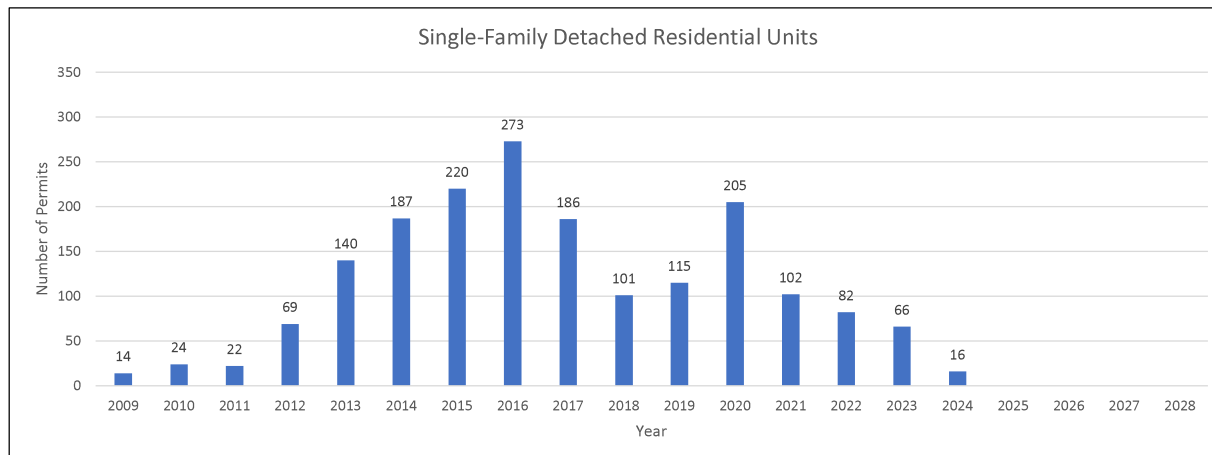
1. Third Quarter 2024 Residential Building Permit and Lot Inventory Report
2. Third Quarter 2024 Commercial Lot Inventory Report

New Residential Permits Issued by Month
2024



2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Single-Family Units	0	0	3	3	4	3	1	0	2	0	0	0
Attached Units	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL RES. UNITS	0	0	3	3	4	3	1	0	2	0	0	0
			3			10			3			0
											Total	16

Residential Dwelling Units - Historic and Projected



	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Single-Family Detached	14	24	22	69	140	187	220	273	186	101	115	205	102	82	66	16				
Attached and Multi-Family	0	0	0	12	4	0	12	70	15	55	60	67	11	0	0	0				
Res. Units Constructed	14	24	22	81	144	187	232	343	201	156	175	272	113	82	66	16				
Projected Res. Units																50	108	190	196	200

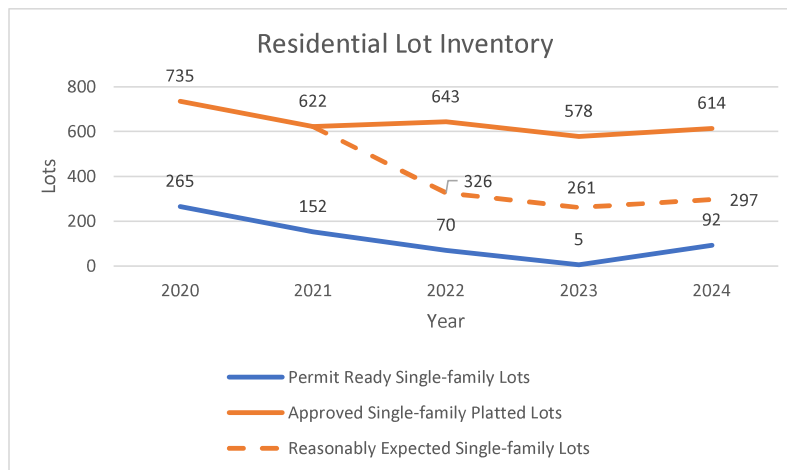
* Attached and Multi-family unit counts manually adjusted to reflect changes in the way permits were entered over time

** Years 2021, 2022 and 2023 - Permits limited due to capacity constraints during construction of water and wastewater treatment plant expansions

Subdivision Name	Remaining Lots/Units	Annexed	Zoned	Platted	Infrastructure
Infill (the Knolls)	2	Yes	Single-family	Yes	Yes
Infill (Fifth St.)	1	Yes	Single-family	Yes	Yes
Infill (Garfield Ave.)	1	Yes	Single-family	Yes	Yes
Columbine Estates	1	Yes	Single-family	Yes	Yes
Sage Meadows 2nd	87	Yes	Single-family	Yes	Yes
Saddleback	205	Yes	Single-family	Yes	No
Sage Farms Phase 1A (estimated)	200	Yes	Multi-family	No	No
Sage Farms Phase 1B (estimated)	200	Yes	Multi-family	No	No
Sage Farms Phase 1C (estimated)	100	Yes	Single-family	No	No
Sundance Phase 1A	60	Yes	Single-family	Yes	No
Sundance Phase 1B	91	Yes	Single-family	Yes	No
Sundance Phase 2	101	Yes	Single-family	Yes	No
Sundance Phase 3	65	Yes	Single-family	Yes	No
Country Lane Acres	41	Yes	Single-family	No	No
Sage Farms (Future Phases)	846	Yes	Mixed densities	No	No

ESTIMATED TOTAL UNITS 2001

Platted Lots	614
Buildable Lots (with infrastructure)	92



Zoning	Acres (total)	Acres (buildable)	Lots (platted)	Lots (buildable)
C-1 - Neighborhood Commercial	6.1	5.5	11	9
C-2 - Downtown Commercial	0.6	0.6	4	4
C-3 - Mixed-Use Commercial	55.3	18.2	24	16
LI - Light Industrial	43.3	43.3	19	19
I - Industrial	59.6	0.0	2	0
PUD - Planned Unit Development	5.0	0.0	2	0

* Buildable indicates lots are platted and have public infrastructure installed and ready for permit.

Board of Trustees Meeting

Date: October 8, 2024
Subject: LCSO Report (August 2024)

BACKGROUND / DISCUSSION

LSCO submitted a report for activities in August 2024.

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. 08-2024 Wellington Monthly Report - FINAL



John J. Feyen, Sheriff

LARIMER COUNTY SHERIFF'S OFFICE

One Agency

One Mission

Public Safety

September 17, 2024

Town of Wellington

Attn: Patti Garcia, Town Administrator

PO Box 127

Wellington, Colorado 80549

Dear Ms. Garcia:

The Law Enforcement Services Agreement for the Town of Wellington obligates the Larimer County Sheriff's Office to provide monthly reporting.

In meeting the contract, for the month of **August 2024**, the Larimer County Sheriff's Office maintained six deputies, one corporal, and one sergeant providing full-time law enforcement for the Town. In addition, one full-time investigator, one full-time desk deputy, and one full-time School Resource Officer assisted the town with law enforcement activities.

During the month of **August 2024**, non-assigned deputies spent a total of **74.25** hours in Wellington responding to calls, patrolling, and making contacts in the town.

During the month of **August 2024** there were **1.0** hours worked by Northern Colorado Drug Task Force.

Investigations – ongoing and active cases include:

Sex Crime – 2

Child Abuse – 1

Welfare Check – 1

Suspicious Circumstances - 1

Administration
2501 Midpoint Dr.
Fort Collins, CO 80525
970 498-5100

County Jail
2405 Midpoint Dr.
Fort Collins, CO 80525
970 498-5200

Emergency Services
1303 N. Shields St.
Fort Collins, CO 80524
970 498-5300

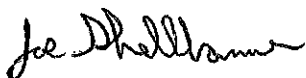
larimer.gov/sheriff

Of Note:

- Deputies gave up their days off to assist with staffing security at the Larimer County Fair as well as working long shifts around the clock on the Alexander Mountain Fire.
- A female was observed traveling at 75 in a 55-mph zone. She attempted to avoid being stopped by speeding into a neighborhood and quickly exiting the vehicle. She attempted to state another passenger was driving the vehicle, but ultimately admitted to driving. A second female was located by deputies hiding in the vehicle. This female had 6 warrants for her arrest. A K9 sniff of the vehicle led to the discovery of drug paraphernalia and 6.21g methamphetamine associated with the second female. The second female was also in possession of two debit cards and an ID that did not belong to her. The driver was issued a summons for drug paraphernalia, speeding and driving under restraint, then she was released from the scene. The second female was arrested.
- A Ford pickup bearing a stolen CO plate alerted on a Flock camera in Wellington. A deputy located the vehicle which immediately fled southbound on I-25. Several spike deployments and an attempted GPS tracker were unsuccessful. During the spike attempts, deputies noticed the truck had flashing red and blue lights in the grill. Near the Love's exit, the truck suffered an engine failure and eventually came to a stop. During the high risk stop, a four-year-old child who was unknown to be in the truck, stood up from the backseat and climbed into the front at which time the driver began holding onto the child in his lap. An exigent contact team was formed to remove the child and bring him to safety as the driver appeared to be using the child as a shield. The driver was then taken into custody before the truck, due to its engine failure, fully engulfed in flames. Once the fire was out, the truck was confirmed as stolen. It also contained a loaded handgun in the passenger seat, security uniforms, approximately 100 automotive keys and a vehicle CPU device. The driver was cleared medically and booked on new charges and a warrant from the day prior where he fled from Denver PD in the same truck. The child was taken to the hospital and medically cleared as a precaution before being released to CPS custody
- An adult male attempted to steal a drive-through ATM overnight. After the suspect failed to dislodge the ATM, he attempted to force entry. The suspect was unable to access the cash. The suspect has been linked to cases in Longmont, Loveland and Fort Collins. The evidence lab responded and processed the scene with a deputy. A suspect has been developed.

Pursuant to the Law Enforcement Agreement between the Town of Wellington and Larimer County, applicable documenting monthly forms are attached.

Thank you,



Undersheriff Joe Shellhammer
(970) 498-5103
Attachments



LARIMER COUNTY SHERIFF'S OFFICE

Wellington Calls for Service and Patrol Time
(For Non-Wellington Officers)

Dispatch Dates between 08/01/2024 and 08/31/2024

Excluded from this report -
Squads: Civilian, Parks, and Investigations
Units: 9ME*, 9S27;9Z5;9E86;9E35;9E64;9E89;9E8;9E34;9E75;9E7

Call Times by Month

	Call/Contact Time (Minutes/Hours)	Patrol Time (Minutes/Hours)	Totals
2024-08	2,830.9 47.18	1,624.18 27.07	4,455.08 74.25
Totals	2,830.9 47.18	1,624.18 27.07	4,455.08 74.25

Wellington Monthly Report

August 2024

Larimer County Sheriff's Office

Christine Harpel
Administrative Coordinator

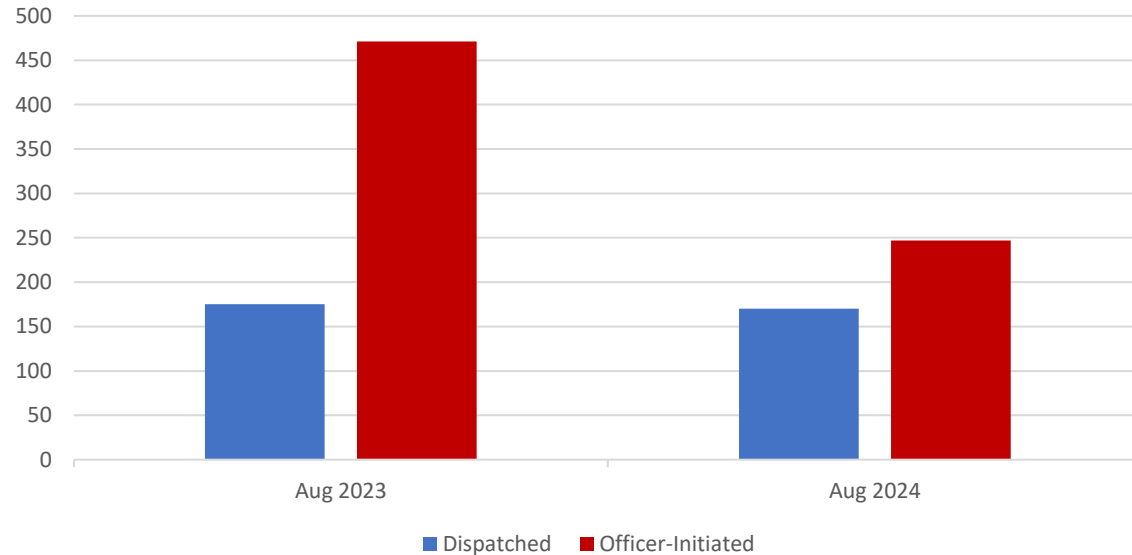
9/5/2024

August 2024 Totals

Dispatched / Officer-Initiated Activity

Dispatched Calls	170
Officer Initiated	247
August 2024 Total	417

Dispatched vs Officer-Initiated Activity



- Dispatched calls were Down 5 or 3% from August 2023
- Officer-Initiated Activity was Down 224 or 48% from August 2023

	Aug. 2023	Aug. 2024
Dispatched Calls	175	170
	27%	41%
Officer Initiated	471	247
	73%	59%
Total	646	417

- 41% were Dispatched Calls
- 59% was Officer-Initiated Activity

August 2024 Calls for Service

Calls for Service Comparison

Call Types A-M

Call Type	2021	2022	2023	Avg 21-23	2024	% Change 3-Yr Avg to 2022
9-1-1 Hangup	0	1	2	1.00	4	300%
Alarm Calls	7	4	5	5.33	5	-6%
Alcohol Calls	0	1	1	0.67	0	-100%
Animal Calls	5	9	16	10.00	7	-30%
Assault	1	5	1	2.33	4	71%
Assist Business	19	8	6	11.00	6	-45%
Assist Other Agency (Fire/Med)	7	9	7	7.67	17	122%
Bar Checks	0	1	2	1.00	0	-100%
Burglary	0	0	1	0.33	1	200%
Child abuse	0	0	0	0.00	1	NC
Citizen Assist	15	18	27	20.00	11	-45%
Civil	10	13	20	14.33	12	-16%
Criminal Mischief	6	8	3	5.67	1	-82%
Death Investigation	0	0	0	0.00	1	NC
Disturbance	6	2	7	5.00	7	40%
Drug case	2	3	2	2.33	4	71%
DUI Arrest	0	1	1	0.67	2	200%
Extra Checks & Business Check	324	195	210	243.00	66	-73%
Family Problems	13	6	9	9.33	9	-4%
Fireworks complaint	0	1	1	0.67	0	-100%
Follow up	35	35	42	37.33	42	13%
Found property	4	4	3	3.67	5	36%
Fraud	10	10	4	8.00	4	-50%
Harassment	7	5	6	6.00	6	0%
Juvenile Problem	12	9	10	10.33	8	-23%
Littering	1	0	0	0.33	0	-100%
Lost Property	1	1	2	1.33	1	-25%
Mental Health Call	6	2	0	2.67	3	13%
Missing Person (Child/Adult)	4	2	0	2.00	3	50%
Motor Vehicle Accident	7	9	9	8.33	8	-4%
Municipal Code Violation	1	0	14	5.00	1	-80%

Call Types N-Z

Call Type	2021	2022	2023	Avg 21-23	2024	% Change 3-Yr Avg to 2022
Neighbor Problems	3	5	4	4.00	4	0%
Noise\Party Complaint	1	1	5	2.33	5	114%
Pedestrian Contact/Subject St	5	16	10	10.33	4	-61%
Private Tow	5	2	5	4.00	6	50%
REDDI Report	5	3	3	3.67	3	-18%
Restraining Order Violation	3	2	0	1.67	1	-40%
Safe 2 Tell	3	0	1	1.33	1	-25%
School Check	17	19	12	16.00	8	-50%
Sex Offense	0	1	0	0.33	0	-100%
Sex Offender Check	0	9	0	3.00	0	-100%
Solicitor	0	0	0	0.00	1	NC
Suicide Attempt	0	1	2	1.00	0	-100%
Suicide Threat	2	5	6	4.33	7	62%
Suspicious Circumstances	25	23	28	25.33	26	3%
Theft	5	6	3	4.67	2	-57%
Traffic Problem	28	16	15	19.67	30	53%
Traffic Pursuit	0	0	1	0.33	1	200%
Traffic Stop	61	115	105	93.67	48	-49%
Trespass	2	3	0	1.67	0	-100%
Vehicle Theft	4	2	2	2.67	0	-100%
Vehicle Trespass	0	3	0	1.00	0	-100%
VIN Check	12	16	8	12.00	4	-67%
Warrant Attempt/Arrest	4	5	5	4.67	5	7%
Weapon Related (menacing,	0	0	0	0.00	1	NC
Welfare Check	15	12	16	14.33	17	19%
Unspecified	5	7	4	5.33	4	-25%
TOTALS	708	634	646	662.67	417	-37%

NC = Not Calculable. Cannot divide by 0.

Calls for Service DOWN 229 or 35% from August 2023

August 2024 calls DOWN 37% from August 2021-2023 Average

August 2024 Call Categories

Crime Type Averages / Trends

Property Crimes					
Call Type	2021	2022	2023	Avg 21-23	2024
Burglary	0	0	1	0.33	1
Theft	5	6	3	4.67	2
Vehicle Theft	4	2	2	2.67	0
Vehicle Trespass	0	3	0	1.00	0
Property Crimes Totals	9	11	6	8.67	3

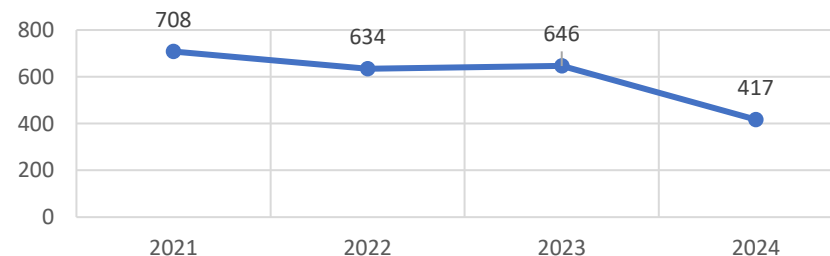
Persons Crimes					
Call Type	2021	2022	2023	Avg 21-23	2024
Assault	1	5	1	2.33	4
Missing Person (Child/Adult)	4	2	0	2.00	3
Robbery	0	0	0	0.00	0
Sex Offense	0	1	0	0.33	0
Weapon Related (menacing,	0	0	0	0.00	1
Persons Crimes Totals	5	8	1	4.67	8

Disorder/Other Crimes					
Call Type	2021	2022	2023	Avg 21-23	2024
Alcohol Calls	0	1	1	0.67	0
Animal Calls	5	9	16	10.00	7
Criminal Mischief	6	8	3	5.67	1
Disturbance	6	2	7	5.00	7
Drug case	2	3	2	2.33	4
Family Problems	13	6	9	9.33	9
Harassment	7	5	6	6.00	6
Juvenile Problem	12	9	10	10.33	8
Noise\Party Complaint	1	1	5	2.33	5
Suspicious Circumstances	25	23	28	25.33	26
Trespass	2	3	0	1.67	0
Disorder Crimes Totals	79	70	87	78.67	73

Red numbers indicate a DECREASE in crime from August 2023

Yellow backgrounds indicate an INCREASE in crime from August 2021-2023 Average

August 2021-2024 Totals



August 2024 Traffic

Traffic Citations	8/23	8/24
Traffic Citations Issued	30	11
Traffic Warnings	84	38

➤ Citations Issued Down 19

➤ Warnings Down 46

Call Type	8/23	8/24
Traffic Stop	105	48
Motor Vehicle Accident	9	8
DUI Arrest	1	2
Traffic Problem	15	30
REDDI Report	3	3

➤ Traffic Stops Down 57 or 54%

➤ MV Accidents Down 1

➤ DUI Arrests Up 1

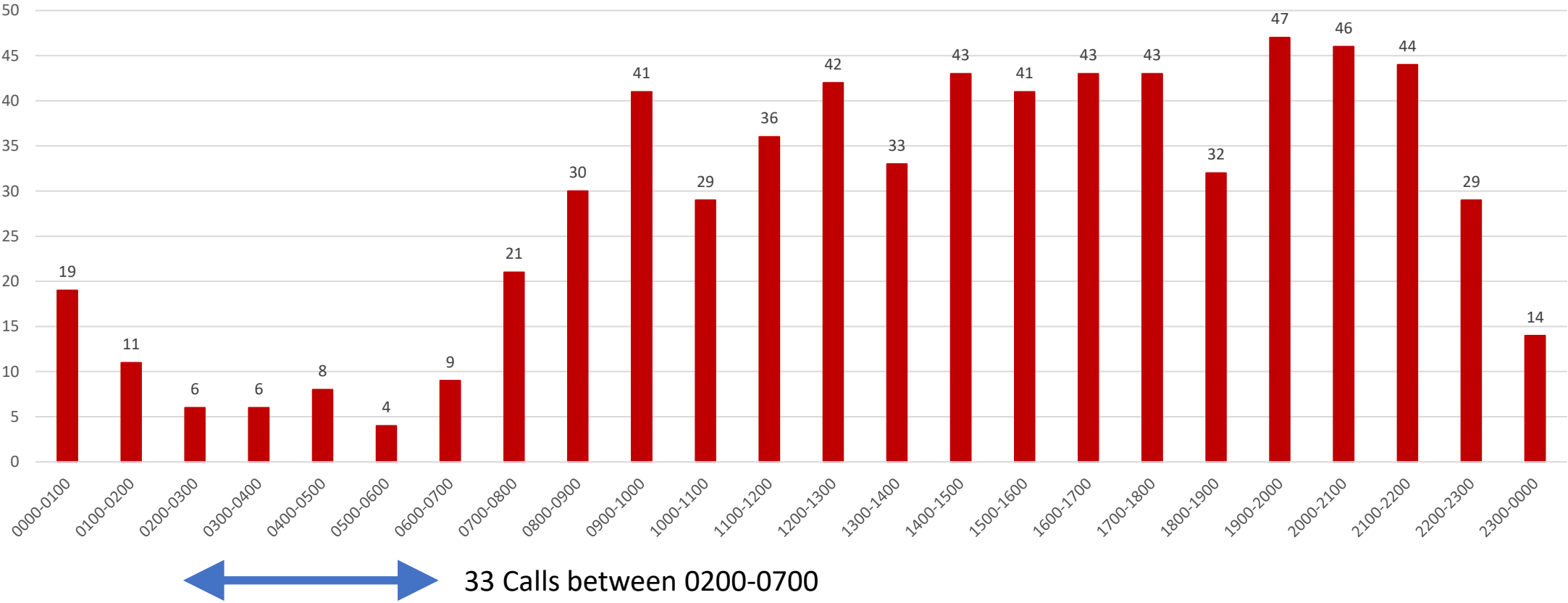
➤ Traffic Problems Up 15

➤ REDDI Reports Equal

August 2024

Call Totals by Hour

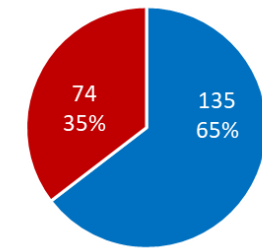
Busiest Hours
1900-2000 (47)
2000-2100 (46)



August 2024

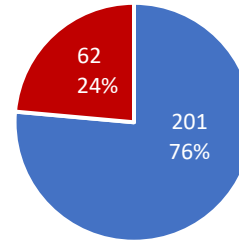
Wellington/Non-Wellington Units

Dispatched



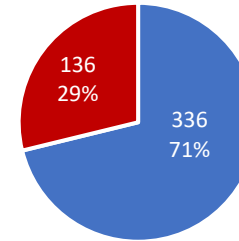
■ Wellington ■ Non-Wellington

Officer-Initiated



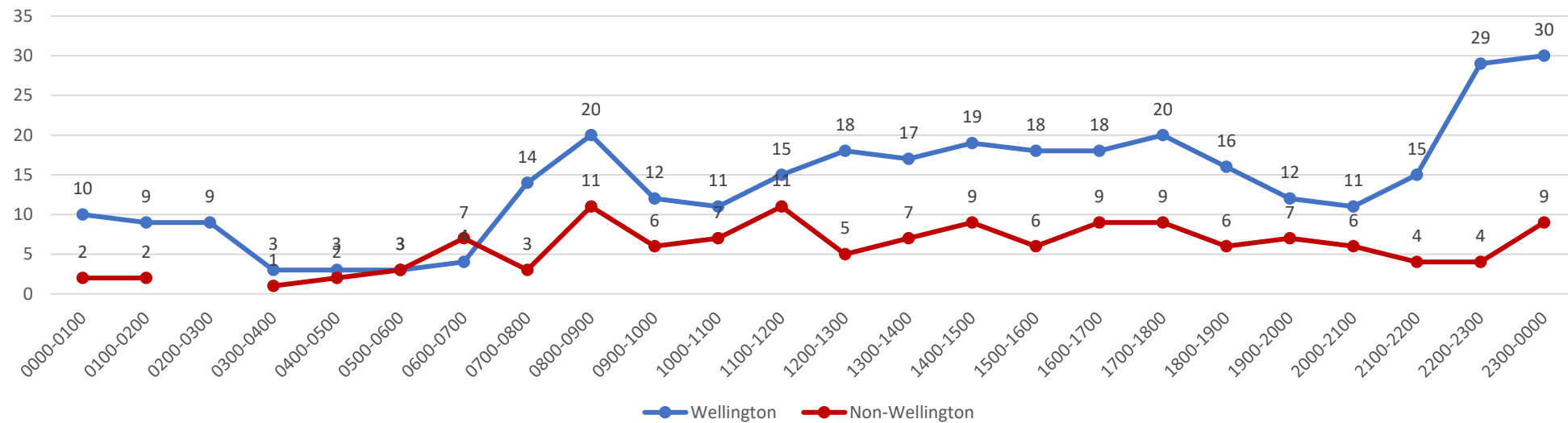
■ Wellington ■ Non-Wellington

Total Calls



■ Wellington ■ Non-Wellington

Wellington/Non-Wellington Calls by Hour



August 2024

Response Times / Time on Calls
Dispatched Calls Only
All Times in Minutes

Average Response Time (All Units)		
High		33.63
Medium		11.9
Low		28.06
Avg. Response Time		24.53

Average Time on Calls (All Wellington Calls)			
High			0.0
Medium			35.19
Low			24.05
Avg. Time			29.62