



BOARD OF TRUSTEES
November 14, 2023
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 muhse@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#

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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 2393

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
 - a. Proclamation: Small Business Saturday
 - b. Proclamation: Love Your Lawyer Day

C. PRESENTATION

1. 2024 Budget Presentation with Public Comment

- Presentation: Don Rhoads, Finance Director and Town Treasurer

D. CONSENT AGENDA

1. October 24, 2023 Regular Meeting Minutes

- Presentation: Ethan Muhs, Town Clerk

2. Resolution No. 46-2023: A Resolution of the Town of Wellington, Colorado Making Appointments to the Finance Committee and Parks, Recreation, Open Space, and Trails Board

- Presentation: Ethan Muhs, Town Clerk

3. Approval to Open Safe Deposit Box at Points West Community Bank

E. ACTION ITEMS

1. Ordinance No. 09-2023: An Ordinance Recodifying Chapter 13 of the Municipal Code Concerning Municipal Utilities

- Presentation: Dan Sapienza, Town Attorney

2. Ordinance No. 10-2023: An Ordinance of the Town of Wellington, Colorado Making Adjustments to Utility Rates

- Presentation: Meagan Smith, Deputy Director of Public Works; Bob Gowing, Director of Public Works; Don Rhoads, Town Treasurer & Finance Director

3. Ordinance No. 11-2023: An Ordinance of the Town of Wellington, Colorado Making Adjustments to Water and Wastewater Capital Investment Fees

- Presentation: Meagan Smith, Deputy Director of Public Works

4. Resolution 47- 2023: A Resolution Authorizing Financial Support to Ratepayers through a General Fund Transfer to the Water and Wastewater Enterprise Funds

- Presentation: Patti Garcia, Town Administrator

5. Contract for Outside Counsel

- Presentation: Dan Sapienza, Town Attorney

6. Letter of Support - Safe Routes to Parks Grant Application

- Presentation: Patti Garcia, Town Administrator

F. REPORTS

1. Town Attorney
2. Town Administrator
3. Staff Communications
 - a. Larimer County Sheriff's Office Report - September 2023
 - b. Treasurer's Report and September 2023 Financials
4. Board Reports

G. EXECUTIVE SESSION

1. Conferences with an attorney for the Town pursuant to § 24-6-402(4) (b), for the purpose of receiving legal advice relative to pending litigation related to the appeal of a site plan approval. The executive session will not be recorded and an attorney certification will be provided as required by C.R.S. §24-6-402(2)(d.5)(II)(B) that discussions in the executive session constitute privileged attorney-client communications.
2. An executive session pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss personnel matters concerning the Town Administrator, under circumstances where the Town Administrator has not requested an open meeting.
3. An executive session pursuant to C.R.S. 24-6-402(4)(f)(I) to discuss personnel matters concerning the Town Attorney, under circumstances where the Town Attorney has not requested an open meeting.

H. 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.



Board of Trustees Meeting

Date: November 14, 2023

Subject: Proclamation: Small Business Saturday

BACKGROUND / DISCUSSION

Saturday, November 25, 2023, is recognized nationally as Small Business Saturday.

STAFF RECOMMENDATION

Proclaim Saturday, November 25, 2023, as Small Business Saturday in the Town of Wellington.

ATTACHMENTS

1. Small Business Saturday



PROCLAMATION

WHEREAS, the government of Wellington, Colorado celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, Saturday, November 25, 2023, is recognized nationally as Small Business Saturday; and

WHEREAS, according to the United States Small Business Administration, there are nearly 32 million small businesses in the United States, of which more than 690,000 are small businesses in Colorado; and

WHEREAS, small businesses employ nearly 47% of the employees in the private sector in our country, and contribute positively to their local communities by providing a workforce pipeline, generating tax revenue, and adding to the character and vitality of our business districts; and

WHEREAS, along with advocacy groups and public and private organizations across the country, which have endorsed the Saturday after Thanksgiving as Small Business Saturday, today Wellington celebrates our local small businesses and the significant contributions and impacts they make in our community; and

WHEREAS, this year, small businesses need our support now more than ever as they navigate, retool, and pivot from the effects of the coronavirus pandemic.

NOW, THEREFORE, I, Calar Chaussee, Mayor of the Town of Wellington, Colorado, do hereby proclaim Saturday, November 25, 2023, as

Small Business Saturday

in the Town of Wellington and urge the residents of our community to celebrate and support small businesses and merchants on this day and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Wellington to be affixed this 14th day of November 2023.

Calar Chaussee, Mayor

Board of Trustees Meeting

Date: November 14, 2023
Subject: Proclamation: Love Your Lawyer Day

BACKGROUND / DISCUSSION

Love Your Lawyer Day is celebrated nationally in November.

STAFF RECOMMENDATION

Proclaim November 18, 2023 as Love Your Lawyer Day.

ATTACHMENTS

1. Love Your Lawyer Day



PROCLAMATION

WHEREAS, *Love Your Lawyer Day* is observed nationally in November to celebrate the dedication of attorneys across the United States in providing affirmative contributions to the public good and the administration of justice; and

WHEREAS, *Love Your Lawyer Day* emphasizes that a central motivation of lawyers is to serve others and better their community; and

WHEREAS, *Love Your Lawyer Day* encourages communities to engage with and take pride in the legal professionals that protect the public interest; and

NOW, THEREFORE, I, Calar Chaussee, Mayor of the Town of Wellington, Colorado, do hereby proclaim Saturday, November 18, 2023, as:

Love Your Lawyer Day

In the Town of Wellington and further extend appreciation to the Town Attorney, Mr. Dan Sapienza, his colleagues at March, Olive, & Sapienza LLC, and to the Municipal Judge, Ms. Teresa Ablao. I urge our citizens to celebrate the exceptional service and accomplishments of the many legal professionals in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Wellington to be affixed this 14th day of November, 2023.

Calar Chaussee, Mayor

Board of Trustees Meeting

Date: November 14, 2023
Subject: 2024 Budget Presentation with Public Comment

- **Presentation: Don Rhoads, Finance Director and Town Treasurer**

BACKGROUND / DISCUSSION

This budget update is the fourth in a series of reports provided to present the proposed Town Budget for 2024. This report will update the information provided to the Board on October 10, 2023 as there have been several changes since then, including budget reductions, revenue estimate changes, and the inclusion of grants from the General Fund to the Water and Sewer Funds as directed by the Board. A summary and discussion of some of the major changes in the budget follows.

In this revised budget, 40% of the Use Tax – Building Materials revenue has been allocated from the General Fund to the Parks Fund. This is how it was adopted in the 2023 budget but the previous budget model had 100% of this revenue going to the General Fund. To better reflect expected building activity, Town staff has revised the estimated number of building permits in 2024 from 70 down to 50. This impacted a number of revenue lines as shown below.

• Revenue changes	
• Allocate 40% Use Tax to Parks	\$196,000
• Reduced estimate for building permits	
• General Fund	-\$116,000
• Water	-\$215,000
• Raw Water	-\$775,000
• Sewer	-\$198,000
• Add grant revenues	
• Streets	\$824,000
• Storm	\$230,000

In addition, the Raw Water fee was reduced as it is expected that the majority of the collections for this fee will be in the form of water shares rather than cash. Whereas these share contributions will result in an asset to the Town, it would not be in the form of cash so has been removed from the projection for budget purposes. Expected grant revenues supporting capital projects have been included in this budget update.

Following the October 10 budget presentation, the Town Administrator instructed all department heads to again review their 2023 and 2024 budgets and make reductions where possible. The result was a savings of \$385,000 in the General Fund and \$196,000 in the other funds.

• Operating Budget Reductions	
• General Fund	-\$385,000
• Other Funds	-\$196,000
• Grants to Enterprise Funds	
• Water	\$1,294,000
• Sewer (2023 grant was already in budget)	\$371,000
• Admin Overhead cost update	
• Water	-\$107,000
• Sewer	-\$105,000
• Additional NPIC water cost	\$325,000

At the Board's direction this updated budget includes grants from the General Fund to the Water and Sewer Funds in the amount of 10% of estimate revenues in those funds to assist with financial condition of these two enterprise funds and keep any rate changes to a minimum. These grants total approximately \$2 million over the two years and a similar grant will be proposed for 2025 next year. At the direction of the Town Administrator staff reviewed and updated the administrative overhead cost allocation model, which resulted in a savings for the Water and Sewer Funds alone of \$212,000. An additional added cost item since the last budget update is an increase in expected water costs in the amount of \$325,000.

The table below shows the updated proposed 2024 Town Budget for all funds. The major changes above are factored into this table and have resulted in changes to the bottom line for most funds. For example, the General Fund now shows a negative number for Revenue over Expenditure and Transfers in the amount of \$881,000, primarily due to the grants to the Water and Sewer Funds, moving 40% of Use Tax to the Parks Fund, and the loss of some administrative overhead transfers. This was partially offset by budget reductions mentioned earlier. While a negative number is not ideal, the General Fund still would hold a healthy \$7.3 million fund balance – well above the \$2.7 million reserve guideline.

The Street Fund now reflects an additional \$824,000 in expected grant revenues giving the fund a strong, almost \$5 million projected ending fund balance. The Water and Sewer enterprise funds benefitted from the grants provided by the General Fund and from a reduction in overhead costs. However, this was offset to a great extent by reductions in revenues and the increased water costs noted earlier. Overall, the Water Fund projected ending fund balance stayed about the same and the Sewer fund balance increased by \$248,000. The Storm Drainage Fund ending balance increased by \$228,000 due primarily to the addition of grant revenue not previously recognized. The Park Fund ending balance increase almost \$200,000 due to the reallocation of Use Tax dollars away from the General Fund.

Town of Wellington

2024 Proposed Budget – All Funds

	General Fund	Street Fund	Water Fund	Sewer Fund	Storm Fund	Park Fund	Trust Funds
Beg Fund Balance	\$8,196,194	\$5,177,587	\$19,284,848	\$5,404,572	\$1,418,964	\$2,331,399	\$1,562,343
Operations							
Revenue	6,813,488	3,052,350	6,955,263	3,713,527	991,022	1,517,950	122,500
Transfers In	1,689,603	0	695,000	371,000	0	0	0
	<u>8,503,091</u>	<u>3,052,350</u>	<u>7,650,263</u>	<u>4,084,527</u>	<u>991,022</u>	<u>1,517,950</u>	<u>122,500</u>
Expenditures	8,067,940	970,322	4,997,701	1,381,658	484,053	1,410,375	0
Debt Service	0	0	1,464,694	2,468,119	0	252,000	0
Transfers Out - Other	1,066,000	355,982	461,429	462,992	179,861	229,338	0
	<u>9,133,940</u>	<u>1,326,304</u>	<u>6,923,824</u>	<u>4,312,769</u>	<u>663,914</u>	<u>1,891,713</u>	<u>0</u>
Net Operations	-630,849	1,726,046	726,439	-228,242	327,108	-373,763	122,500
Capital							
Loan Proceeds	0	0	2,598,641	17,365,003	0	0	0
Capital Projects	250,000	1,914,595	19,333,059	21,837,957	458,082	300,000	0
Net Capital	<u>-250,000</u>	<u>-1,914,595</u>	<u>-16,734,418</u>	<u>-4,472,954</u>	<u>-458,082</u>	<u>-300,000</u>	<u>0</u>
Rev over Exp & Trans	-880,849	-188,549	-16,007,980	-4,701,196	-130,974	-673,763	122,500
End Fund Balance	<u>\$7,315,345</u>	<u>\$4,989,038</u>	<u>\$3,276,869</u>	<u>\$703,376</u>	<u>\$1,287,990</u>	<u>\$1,657,636</u>	<u>\$1,684,843</u>

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. Nov 14 Budget Presentation
2. 2024 Budget_Nov 14

2024 Budget

November 14, 2023





Agenda

Budget Calendar

Budget Overview – Part IV

Major Budget Changes

General Fund Revenues

Street Fund

Water Fund

Sewer Fund

Storm Drainage Fund

Park Fund

Employee Compensation

Merit/COLA



2024 Budget Calendar

Sep 19:	Part I review of operating budgets
Oct 3:	Part II review of operating budgets
Oct 3:	Review of Capital Improvement Program
Oct 10:	Budget Overview
Oct 17:	Budget Boo-nanza
Nov 14:	Budget Update
Dec 12:	Budget Adoption



2024 Budget Update – Major Changes

- Revenue changes
 - Allocate 40% Use Tax to Parks \$196,000
 - Reduced estimate for building permits
 - General Fund -\$116,000
 - Water -\$215,000
 - Raw Water -\$775,000
 - Sewer -\$198,000
 - Add grant revenues
 - Streets \$824,000
 - Storm \$230,000



2024 Budget Update – Major Changes

- Operating Budget Reductions
 - General Fund -\$385,000
 - Other Funds -\$196,000
- Grants to Enterprise Funds
 - Water \$1,294,000
 - Sewer (2023 grant was already in budget) \$371,000
- Admin Overhead cost update
 - Water -\$107,000
 - Sewer -\$105,000
- Additional NPIC water cost \$325,000

Budget Update – 2024 Proposed Budget All Funds

	General Fund	Street Fund	Water Fund	Sewer Fund	Storm Fund	Park Fund	Trust Funds	Total
Beg Fund Balance	\$8,196,194	\$5,177,587	\$19,284,848	\$5,404,572	\$1,418,964	\$2,331,399	\$1,562,343	\$43,375,907
Operations								
Revenue	6,813,488	3,052,350	6,955,263	3,713,527	991,022	1,517,950	122,500	23,166,100
Transfers In	1,689,603	0	695,000	371,000	0	0	0	2,755,603
	8,503,091	3,052,350	7,650,263	4,084,527	991,022	1,517,950	122,500	25,921,703
Expenditures	8,067,940	970,322	4,997,701	1,381,658	484,053	1,410,375	0	17,312,049
Debt Service	0	0	1,464,694	2,468,119	0	252,000	0	4,184,813
Transfers Out - Other	1,066,000	355,982	461,429	462,992	179,861	229,338	0	2,755,602
	9,133,940	1,326,304	6,923,824	4,312,769	663,914	1,891,713	0	24,252,464
Net Operations	-630,849	1,726,046	726,439	-228,242	327,108	-373,763	122,500	1,669,239
Capital								
Loan Proceeds	0	0	2,598,641	17,365,003	0	0	0	19,963,644
Capital Projects	250,000	1,914,595	19,333,059	21,837,957	458,082	300,000	0	44,093,693
Net Capital	-250,000	-1,914,595	-16,734,418	-4,472,954	-458,082	-300,000	0	-24,130,049
Rev over Exp & Trans	-880,849	-188,549	-16,007,980	-4,701,196	-130,974	-673,763	122,500	-22,460,811
End Fund Balance	\$7,315,345	\$4,989,038	\$3,276,869	\$703,376	\$1,287,990	\$1,657,636	\$1,684,843	\$20,915,097

General Fund Budget Overview

	2022	2023	2024
	Actual	Estimated	Proposed
Beg Fund Balance	\$7,465,227	\$8,214,756	\$8,196,194
Revenue	6,356,924	6,089,310	6,813,488
Transfers In - Admin Overhead	3,100,732	0	1,689,603
	9,457,656	6,089,310	8,503,091
Expenditures	7,046,957	5,172,872	8,067,940
Transfers Out to Capital Projects	618,170	0	250,000
Transfers Out to Water Fund	653,000	599,000	695,000
Transfers Out to Sewer Fund	390,000	336,000	371,000
	8,708,127	6,107,872	9,383,940
Rev over Exp and Transfers	749,529	-18,562	-880,849
End Fund Balance	\$8,214,756	\$8,196,194	\$7,315,345

Street Fund Budget Overview

	2022 Actual	2023 Estimated	2024 Proposed
Beg Fund Balance	\$3,690,406	\$4,448,140	\$5,177,587
Revenue	2,249,356	2,290,050	3,052,350
Expenditures	535,050	1,010,603	970,322
Transfers Out to General Fund	631,107	0	355,982
Transfers Out to Capital Projects	325,465	550,000	1,914,595
	1,491,622	1,560,603	3,240,899
Rev over Exp and Transfers	757,734	729,447	-188,549
End Fund Balance	\$4,448,140	\$5,177,587	\$4,989,038

Water Fund Budget Overview

	2022	2023	2024
	Actual	Estimated	Proposed
Beg Fund Balance	\$19,018,658	\$16,820,333	\$19,284,848
Revenue	7,794,455	5,996,426	6,955,263
Transfers In from General Fund	653,000	599,000	695,000
Loan Proceeds	4,943,974	17,257,385	2,598,641
	13,391,429	23,852,811	10,248,904
Expenditures	4,628,160	3,915,311	4,997,701
Debt Service	1,585,372	1,490,399	1,464,694
Transfers Out to Capital Projects	8,401,796	15,982,586	19,333,059
Transfers Out to General Fund	974,426	0	461,429
	15,589,754	21,388,296	26,256,883
Rev over Exp and Transfers	-2,198,325	2,464,515	-16,007,980
End Fund Balance	\$16,820,333	\$19,284,848	\$3,276,869

Water Fund Reserves - 2024

	Impact Fee	Raw Water	Operations	Fund Balance
Beg Fund Balance	\$6,895,956	\$10,431,100	\$1,957,792	\$19,284,848
Revenue	1,199,943	310,250	5,445,070	6,955,263
Transfers In from General Fund	0	0	695,000	695,000
Intrafund Loans	6,000,000	-6,000,000	0	0
Loan Proceeds	2,598,641	0	0	2,598,641
	9,798,583	-5,689,750	6,140,070	10,248,904
Expenditures	0	0	4,997,701	4,997,701
Debt Service	1,464,694	0	0	1,464,694
Transfers Out to Capital Projects	15,109,347	2,650,000	1,573,712	19,333,059
Transfers Out to General Fund	0	0	461,429	461,429
	16,574,041	2,650,000	7,032,843	26,256,884
Rev over Exp and Transfers	-6,775,458	-8,339,750	-892,773	-16,007,979
End Fund Balance	\$120,498	\$2,091,350	\$1,065,019	\$3,276,869

Sewer Fund Budget Overview

	2022	2023	2024
	Actual	Estimated	Proposed
Beg Fund Balance	\$7,277,213	\$721,809	\$5,404,572
Revenue	2,964,613	3,366,852	3,713,527
Transfers in from General Fund	390,000	336,000	371,000
Loan Proceeds	9,343,069	21,791,929	17,365,003
	12,697,682	25,494,781	21,449,530
Expenditures	1,195,618	1,662,827	1,381,658
Expenditure - Debt Principal	3,498,296	1,940,781	2,468,119
Transfers Out to General Fund	842,378	0	462,992
Transfers Out to Capital Projects	13,716,794	17,208,410	21,837,957
	19,253,086	20,812,018	26,150,726
Rev over Exp and Transfers	-6,555,404	4,682,764	-4,701,196
End Fund Balance	\$721,809	\$5,404,573	\$703,376



Sewer Fund Budget Shortfall in 2025

- Sewer Fund is in the black \$703,000 for 2024
- Current model shows a \$1.5 million shortfall in 2025 and return to positive ending balance in 2028
- Options for managing the projected 2025 shortfall:
 - Interfund loan of \$1.5 million from General Fund or Street Fund or a combination
 - Reconsider timing of Capital Projects in 2025
 - Potential for savings from project contingency account
- As we approach 2025 the financial picture will become clearer and staff will bring specific options to the Board

Storm Drainage Fund Budget Overview

	2022 Actual	2023 Estimated	2024 Proposed
Beg Fund Balance	\$986,430	\$1,311,277	\$1,418,964
Revenue	799,801	886,822	991,022
Transfers In	0	0	0
	799,801	886,822	991,022
Expenditures	99,135	626,835	484,053
Transfers Out to General Fund	242,833	0	179,861
Transfers Out to Capital Projects	132,986	152,300	458,082
	474,954	779,135	1,121,996
Rev over Exp and Transfers	324,847	107,687	-130,974
End Fund Balance	\$1,311,277	\$1,418,964	\$1,287,990

Park Fund Budget Overview

	2022	2023	2024
	Actual	Estimated	Proposed
Beg Fund Balance	<u>\$2,327,267</u>	<u>\$2,304,448</u>	<u>\$2,331,399</u>
Revenue	1,801,491	1,699,361	1,517,950
Transfers In	0	0	0
	<u>1,801,491</u>	<u>1,699,361</u>	<u>1,517,950</u>
Expenditures	1,099,915	1,393,731	1,410,375
Debt Service	269,460	268,679	252,000
Transfers Out to General Fund	409,988	0	229,338
Transfers Out to Capital Projects	44,948	10,000	300,000
	<u>1,824,311</u>	<u>1,672,410</u>	<u>2,191,713</u>
Rev over Exp and Transfers	<u>-22,820</u>	<u>26,951</u>	<u>-673,763</u>
End Fund Balance	<u><u>\$2,304,447</u></u>	<u><u>\$2,331,399</u></u>	<u><u>\$1,657,636</u></u>

Employee Compensation

Compensation

- Employee Value
- Externally competitive
- Internally Equitable
- Legal and defensible

Merit

- Financial incentive based on performance
- May increase productivity and retain employees
- Helps workers feel value for their high outputs

• <https://www.forbes.com/advisor/business/merit-increase/#:~:text=Merit%20increase%20vs.,-Cost%20of%20Living&text=It's%20important%20to%20understand%20that,on%20the%20Consumer%20Price%20Index.>

COLA

- Designed to ensure employee's pay keeps up with inflation

Retention

- Decrease in turnover between 2021-2022 and 2022-2023
- 17.8% Turnover in staff
- 18% first year turnover
- Hard and soft costs per exiting employee

Regional Merit & Cost of Living (COLA)



35%

Town of Wellington

The percentage of compensation for Town employees is 35% of the total operating budget.

*Budget includes proposed 6% merit / cola

Bureau of Labor Statistics

The average compensation of state and local government employees is 58.25% of operations budget.

58%



Merit / COLA Budgetary Impact 5% vs. 6%	
5%	\$209,969
6%	\$251,963
Difference	\$41,993

Municipalities	Merit / COLA
Fort Collins	5% merit
Firestone	3% merit 3% COLA
Estes	2% merit 3% COLA
Timnath	4%- 5% merit
Wellington	3% merit 3% COLA

Health Insurance | Retirement

SRM[®]

MEMBERSHIP

CERTIFICATION

HR TODAY

Employers Anticipate 7% Rise in Health Care Costs for 2024



By Kathryn Mayer
August 17, 2023

Health Insurance

- 5 % Increase for Health Insurance in 2024
- Budgetary Impact = \$911,471.53
- Provider: CEBT is a multiple employer trust providing employee benefits for public institutions in the State of Colorado.

Retirement

- No changes proposed to Town's retirement program
- Budgetary Impact for Retirement = \$277,837.01



Questions?



TOWN OF
WELLINGTON

FISCAL YEAR 2024 **DRAFT BUDGET**

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Board of Trustees Meeting

Date: November 14, 2023
Subject: 2024 Budget Update

BACKGROUND/DISCUSSION

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In this revised budget, 40% of the Use Tax – Building Materials revenue has been allocated from the General Fund to the Parks Fund. This is how it was adopted in the 2023 budget but the previous budget model had 100% of this revenue going to the General Fund. To better reflect expected building activity, Town staff has revised the estimated number of building permits in 2024 from 70 down to 50. This impacted a number of revenue lines as shown below.

- **Revenue changes**
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 - Reduced estimate for building permits
 - General Fund -\$116,000
 - Water -\$215,000
 - Raw Water -\$775,000
 - Sewer -\$198,000
 - Add grant revenues
 - Streets \$824,000
 - Storm \$230,000

In addition, the Raw Water fee was reduced as it is expected that the majority of the collections for this fee will be in the form of water shares rather than cash. Whereas these share contributions will result in an asset to the Town, it would not be in the form of cash so has been removed from the projection for budget purposes. Expected grant revenues supporting capital projects have been included in this budget update.



Following the October 10 budget presentation, the Town Administrator instructed all department heads to again review their 2023 and 2024 budgets and make reductions where possible. The result was a savings of \$385,000 in the General Fund and \$196,000 in the other funds.

• Operating Budget Reductions	
• General Fund	-\$385,000
• Other Funds	-\$196,000
• Grants to Enterprise Funds	
• Water	\$1,294,000
• Sewer (2023 grant was already in budget)	\$371,000
• Admin Overhead cost update	
• Water	-\$107,000
• Sewer	-\$105,000
• Additional NPIC water cost	\$325,000

At the Board's Direction this updated budget includes grants from the General Fund to the Water and Sewer Funds in the amount of 10% of estimate revenues in those funds to assist with financial condition of these two enterprise funds and keep any rate changes to a minimum. These grants total approximately \$2 million over the two years and a similar grant will be proposed for 2025 next year. At the direction of the Town Administrator staff reviewed and updated the administrative overhead cost allocation model, which resulted in a savings for the Water and Sewer Funds alone of \$212,000. An additional added cost item since the last budget update is an increase in expected water costs in the amount of \$325,000.

The table below shows the updated proposed 2024 Town Budget for all funds. The major changes above are factored into this table and have resulted in changes to the bottom line for most funds. For example, the General Fund now shows a negative number for Revenue over Expenditure and Transfers in the amount of \$881,000, primarily due to the grants to the Water and Sewer Funds, moving 40% of Use Tax to the Parks Fund, and the loss of some administrative overhead transfers. This was partially offset by budget reductions mentioned earlier. While a negative number is not ideal, the General Fund still would hold a healthy \$7.3 million fund balance – well above the \$2.7 million reserve guideline.

The Street Fund now reflects an additional \$824,000 in expected grant revenues giving the fund a strong, almost \$5 million projected ending fund balance. The Water and Sewer enterprise funds benefitted from the grants provided by the General Fund and from a reduction in overhead costs. However, this was offset to a great extent by reductions in revenues and the increased water costs noted earlier. Overall, the Water Fund projected ending fund balance stayed about the same and the Sewer fund balance increased by \$248,000. The Storm Drainage Fund ending balance increased by \$228,000 due primarily to the addition of grant revenue not previously recognized.

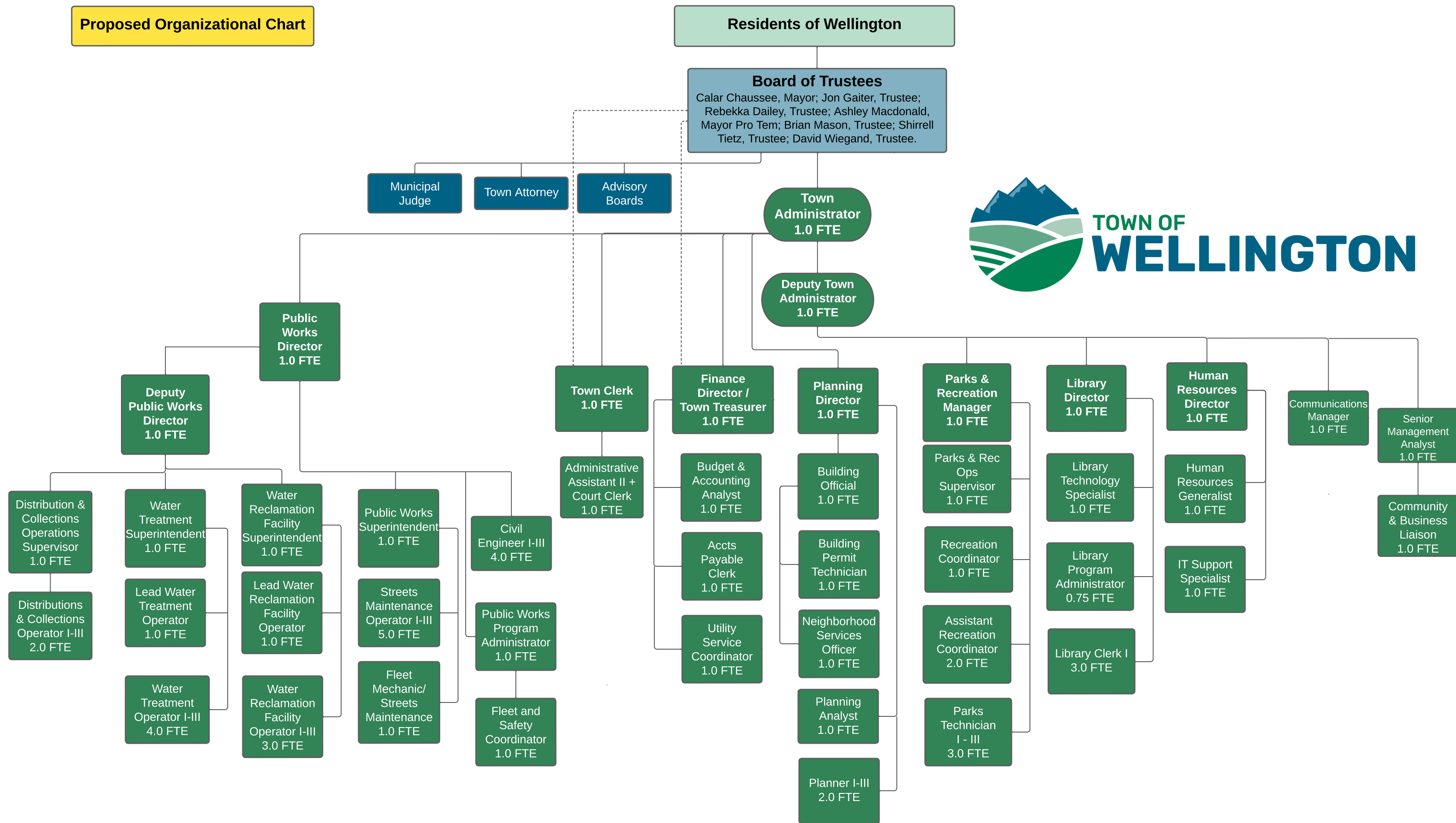


The Park Fund ending balance increase almost \$200,000 due to the reallocation of Use Tax dollars away from the General Fund.

**Town of Wellington
2024 Proposed Budget – All Funds**

	General Fund	Street Fund	Water Fund	Sewer Fund	Storm Fund	Park Fund	Trust Funds	Total
Beg Fund Balance	\$8,196,194	\$5,177,587	\$19,284,848	\$5,404,572	\$1,418,964	\$2,331,399	\$1,562,343	\$43,375,907
Operations								
Revenue	6,813,488	3,052,350	6,955,263	3,713,527	991,022	1,517,950	122,500	23,166,100
Transfers In	1,689,603	0	695,000	371,000	0	0	0	2,755,603
	<u>8,503,091</u>	<u>3,052,350</u>	<u>7,650,263</u>	<u>4,084,527</u>	<u>991,022</u>	<u>1,517,950</u>	<u>122,500</u>	<u>25,921,703</u>
Expenditures	8,067,940	970,322	4,997,701	1,381,658	484,053	1,410,375	0	17,312,049
Debt Service	0	0	1,464,694	2,468,119	0	252,000	0	4,184,813
Transfers Out - Other	1,066,000	355,982	461,429	462,992	179,861	229,338	0	2,755,602
	<u>9,133,940</u>	<u>1,326,304</u>	<u>6,923,824</u>	<u>4,312,769</u>	<u>663,914</u>	<u>1,891,713</u>	<u>0</u>	<u>24,252,464</u>
Net Operations	<u>-630,849</u>	<u>1,726,046</u>	<u>726,439</u>	<u>-228,242</u>	<u>327,108</u>	<u>-373,763</u>	<u>122,500</u>	<u>1,669,239</u>
Capital								
Loan Proceeds	0	0	2,598,641	17,365,003	0	0	0	19,963,644
Capital Projects	250,000	1,914,595	19,333,059	21,837,957	458,082	300,000	0	44,093,693
Net Capital	<u>-250,000</u>	<u>-1,914,595</u>	<u>-16,734,418</u>	<u>-4,472,954</u>	<u>-458,082</u>	<u>-300,000</u>	<u>0</u>	<u>-24,130,049</u>
Rev over Exp & Trans	<u>-880,849</u>	<u>-188,549</u>	<u>-16,007,980</u>	<u>-4,701,196</u>	<u>-130,974</u>	<u>-673,763</u>	<u>122,500</u>	<u>-22,460,811</u>
End Fund Balance	<u>\$7,315,345</u>	<u>\$4,989,038</u>	<u>\$3,276,869</u>	<u>\$703,376</u>	<u>\$1,287,990</u>	<u>\$1,657,636</u>	<u>\$1,684,843</u>	<u>\$20,915,097</u>

Proposed Organizational Chart





BOARD OF TRUSTEES



Shirrell Tietz
Trustee



David Wiegand
Trustee



Ashley Macdonald
Mayor-Pro Tem



Calar Chaussee
Mayor



Brian Mason
Trustee



Rebekka Dailey
Trustee



Jon Gaiter
Trustee

Calar Chaussee, Mayor

chausseec@wellingtoncolorado.gov
Term expires: April 2026

Ashley Macdonald, Mayor Pro Tem

macdonas@wellingtoncolorado.gov
Term expires: April 2024

Jon Gaiter, Trustee

gaiterjm@wellingtoncolorado.gov
Term expires: April 2024

Rebekka Dailey, Trustee

daileym@wellingtoncolorado.gov
Term expires: April 2024

Brian Mason, Trustee

masonb@wellingtoncolorado.gov
Term expires: April 2026

Shirrell Tietz, Trustee

tietzs@wellingtoncolorado.gov
Term expires: April 2026

David Wiegand, Trustee

wiegandd@wellingtoncolorado.gov
Term expires: April 2026

Town Leadership Team & Budget Preparation Team

Town Leadership Team

Patti Garcia - Town Administrator
Kelly Houghteling - Deputy Town Administrator
Bob Gowing - Public Works Director
Meagan Smith - Deputy Public Works Director
Cody Bird - Planning Director
Stephanie Anderson - Human Resources Director
Ethan Muhs - Town Clerk
Billy Cooksey - Parks & Recreation Manager
Ross LaGenese - Library Director

Budget Prepared By

Don Rhoads - Town Treasurer
Janice Foster - Budget & Accounting Analyst
Kelly Houghteling - Deputy Town Administrator
Hallie Sheldon - Senior Management Analyst
Mahalia Henschel - Communications Manager

Mission and Vision

Mission Statement

We provide outstanding municipal services for our community of today and tomorrow.

Vision Statement

Wellington strives to be one of the best small towns in America to live and work, recognized as a great place to raise a family, own a unique business, and create memorable experiences through community.

What is a Strategic Plan and how does the process work?

Strategic planning is the process by which a Town determines what it intends to achieve in the future and how it will get there. This process involves developing a vision for the Town's future and determining the necessary goals, priorities, and action steps to achieve that vision.

Strategic Plan

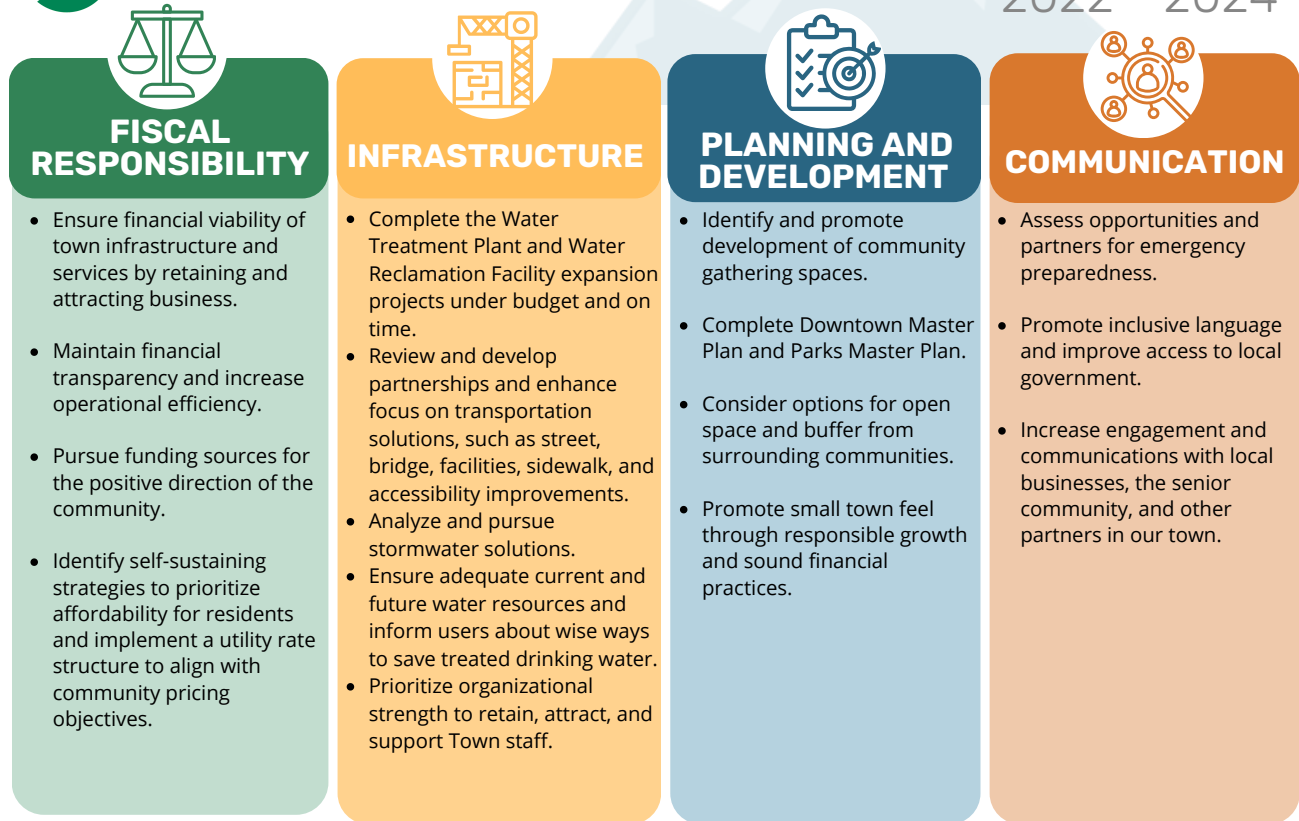
A strategic plan serves as the community's roadmap and it is used to prioritize initiatives, goals, projects, resources, and department operations. The strategic plan is a big-picture document directing efforts and resources toward a clearly defined vision. Town staff will be responsible for prioritizing and planning specific projects and operations based on the overall goals and themes specified by the Strategic Plan.

Prior to the Board of Trustees gathering to create a Strategic, Town Staff hold a community engagement session to get feedback on community goals.

Every two years, the Board of Trustees meets to discuss the Strategic Plan and update the goals for the next two-year period. The goals are given to Department Heads for feedback to determine how the goals will be achieved and given an estimated completion date.



Throughout the budget process, Board of Trustees and staff have used the Strategic Plan to ensure adequate resources are available to implement each task. The full strategic plan, including progress may be found on the following pages, with subsequent quarterly updates found at www.wellingtoncolorado.gov/480/Strategic-Plan

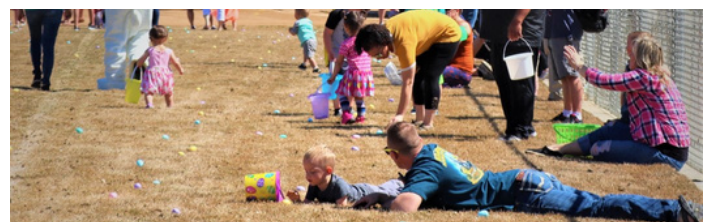


Community Survey

The Town of Wellington partnered with the National Research Center at Polco to conduct a Community Survey. This effort aims to establish a performance baseline and highlight areas of opportunity for overall community improvement.

The statistically valid survey gathered opinions from residents on ten key aspects, including economy, mobility, safety, and inclusivity. The survey response rate for the 2023 survey was 18%. Results are weighted from a representative sample of 502 residents so that the demographic profile of respondents reflects the demographic profile of adults in Wellington. The report highlights comparisons to benchmarks from over 500+ communities, indicating

Wellington's performance as "higher," "lower," or "similar" to the average. The survey spanned from April 12 to May 24, 2023. Polco noted the pandemic's influence may affect the comparisons to past years' data. The Community Survey is a tool used to help the Town monitor trends in resident opinions, measure government performance, inform budget and strategic planning decision, and is a benchmark to other communities.



Key Findings

1

Wellington Residents generally feel safe and experience a high quality of life.

2

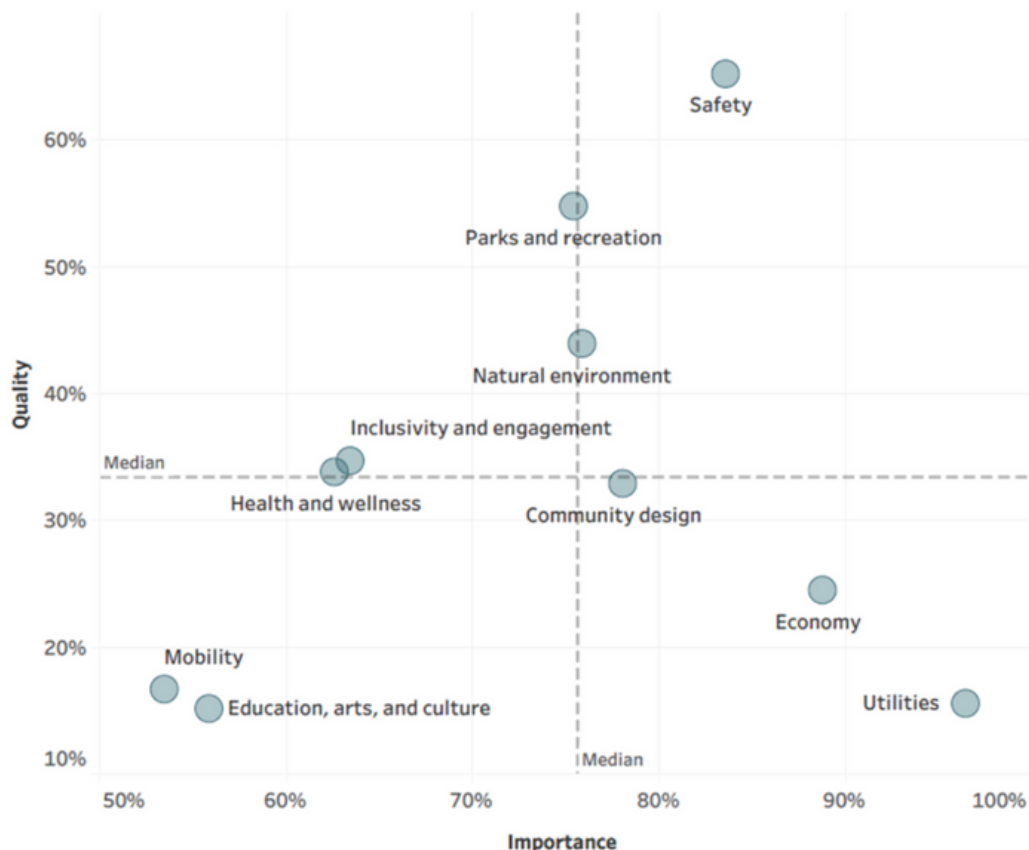
The economy and general affordability are priorities for residents

3

Residents value Wellington's natural environment and parks system but support additional investment in recreational opportunities.

Balancing Performance and Importance

The quadrants in the figure below show which community facets were given higher or lower importance ratings (right-left) and which had higher or lower quality ratings (up-down). Facets of livability falling closer to a diagonal line from the lower left to the upper right are those where performance ratings are more commensurate with resident priorities. Facets scoring closest to the lower right hand corner of the matrix (higher in importance and lower in quality) are those that may warrant further investigation to see if changes to their delivery are necessary to improve their performance. This is the key part of this chart on which to focus. Facets falling in the top left hand corner of the chart (lower in importance but higher in quality) are areas where performance may outscore resident priorities, and may be a consideration for lower resource allocation.



Wellington at a Glance

Wellington is a charming town nestled in the northern part of Colorado, with a rich historical background that spans over a century. From its early days as a small agricultural community to its growth as a thriving town, Wellington has experienced significant milestones and transformations that have shaped its identity.

Acknowledging this land is the traditional and ancestral homelands of the Arapaho, Cheyenne, and Ute Nations and peoples. Wellington was also a site of trade, gathering, and healing for numerous other Native tribes.

The tale of Wellington as a town finds its roots in the 1870s after settlers arrived in the area attracted to the vast open prairies and fertile lands of northern Colorado. They established small homesteads and began farming the land, cultivating crops such as wheat, corn, and sugar beets. The agricultural industry quickly flourished, laying the foundation for Wellington's early prosperity.

The advent of the Colorado Central Railroad in 1877 played a crucial role in the development of Wellington. The railroad brought increased connectivity and facilitated the transportation of goods, transforming the local economy. As a result, the settlement expanded, and in 1905, the Town of Wellington was formally incorporated and named after C.L. Wellington, an employee of the Colorado and Southern Railroad.

Throughout the early 20th century, Wellington experienced steady growth. The town's economy diversified with the establishment of various industries and services. The sugar beet industry played a significant role as Wellington became home to sugar beet farming.

Other businesses, including general stores, blacksmith shops, and schools, emerged to support the growing community.

Like many towns, Wellington faced challenges over the years. The Great Depression of the 1930s brought economic hardships, but the town remained resilient.

The community banded together, supporting one another through difficult times. After World War II, Wellington experienced renewed growth and prosperity as returning soldiers sought opportunities and a peaceful life in the town.

In the latter half of the 20th century, Wellington embraced modernization while preserving its small-town charm. Improved transportation infrastructure, including the constructing Interstate 25, further enhanced the town's connectivity with neighboring cities and fueled economic growth. Wellington continued to evolve with the addition of new residential neighborhoods, schools, parks, and community facilities.

As of 2020, approximately 11,000 residents call Wellington home. The town retains its agricultural heritage, with many residents still engaged in farming activities. Wellington offers a range of amenities, including shopping, recreational areas, and cultural events, making it an attractive place to live and visit.

Wellington's history is a testament to the resilience and spirit of the community. From humble agricultural beginnings to a vibrant town, it has transformed while preserving its unique character.



Budget Process

The budget procedure begins with the finance department distributing budget packets to the Department Directors. The budget packets include instructions for the upcoming budget, personnel schedules, previous 3 years actual expenditures, and current year's operating expenditures for the year elapsed to date. The Department Directors, with guidance from finance, prepare and submit their operating and capital requests.

In September, the preliminary budget for the fiscal year commencing the following January 1st is submitted by the Town Administrator to the Town Board. The preliminary budget must be balanced: the means of financing expenditures must be equal to or greater than expenditures. Surplus fund and fund balance are considered a financing source.

During October and November, the Town holds public budget meetings with the Board of Trustees and the Finance Committee to discuss budget recommendations. A public hearing is held to allow for input from the residents. Prior to December 15, Finance staff finalizes a balanced budget pursuant to Board direction. The budget is adopted, funding is appropriated, and the mill levies are certified.

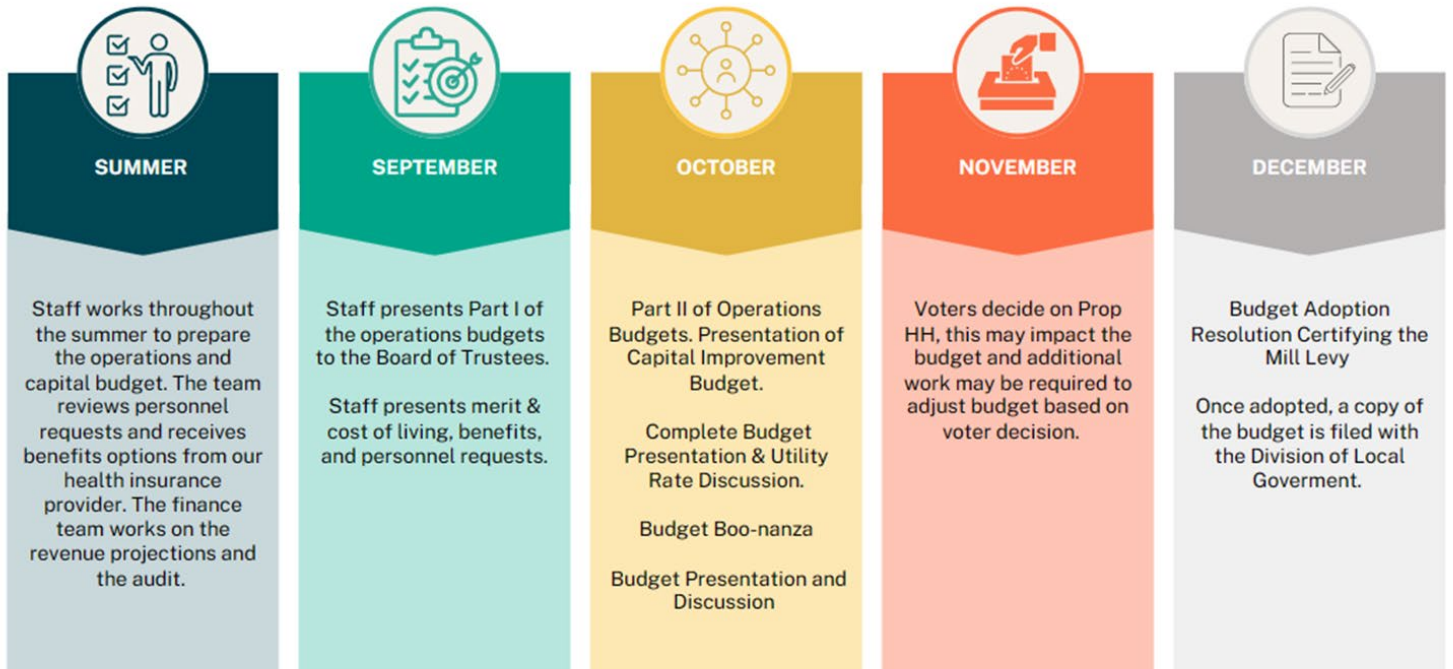
Finance staff prepares the published budget document. The budget document comprehensively covers the financial plan for the year and serves as an operations guide and communications tool. The budget document provides fiscal information for the past two years, as well as a description of each department. It contains summaries and detailed fund budgets including a schedule of the approved staffing levels and the capital expenditure plan. The five-year capital expenditure budget and plan is presented with the amounts for the 2024 budget legally appropriated funds. The years 2025-2028 are presented as a plan and represent no legal spending authority of any Town office or department.

Once the budget is adopted, a copy of the budget must be filed with the Division of Local Government by January 31.

It can be anticipated that budget amendments may occur in the year ahead. A budget amendment which will increase a fund's adopted budget, such as to expend unanticipated revenues or to transfer appropriated monies to another fund, requires Board approval at a duly noticed public meeting.

2024 BUDGET

TIMELINE



Basis of Budgeting

Basis of Presentation – Fund Accounting

The activities of the Town are organized into separate funds including the General Fund and other funds that are designated for a specific purpose. Each fund is considered a separate accounting entity with a set of self-balancing accounts that comprise its revenues, expenses, assets, liabilities, and fund equity as appropriate.

The number and variety of funds used by the Town promotes transparency and accountability but can also make municipal budgeting and finance complex. Therefore, understanding the fund structure is an important part of understanding the Town's finances. The following is a description of the fund types that contain the Town's various funds.

Fund Structure

The Town of Wellington has (8) eight funds, each serving a unique purpose as described below.

General Fund

Purpose of Fund

The General Fund is the main operating fund for the town. It accounts for sources and uses of resources that (primarily) are discretionary to the Board of Trustees in the provision of activities, programs, and services deemed necessary and desirable by the community. It accounts for all general revenues of the town not specifically levied or collected for other town funds, and the related expenditures. The major revenue sources for this fund are sales taxes, property taxes, use tax, investment earnings, building inspection, and franchise fees.

Services Provided

The General Fund provides the following direct services to the community:

- | | |
|---|--|
| ☐ Board of Trustees | ☐ Building & Planning |
| ☐ Municipal Court | ☐ Public Work Administration |
| ☐ Administration | ☐ Larimer County Sheriff's Office |
| ☐ Finance | ☐ Cemetery |
| ☐ Town Clerk | ☐ Administrative Facilities |
| ☐ Human Resources | ☐ Library |
| ☐ Information Technology | ☐ Economic Development |

Enterprise Funds

Purpose of Funds

The Town operates (3) three Enterprise funds for operations that are self-supporting and financed and operated in a manner similar to private business. This requires that the expense of providing goods and services to the general public on a continuing basis be financed and recovered primarily through user charges.

Services Provided

The Enterprise Funds provides the following direct services to the community:

- ☐ Water
- ☐ Sewer
- ☐ Storm Drainage

Special Revenue Funds

Purpose of Funds

Special Revenue funds account for activities supported primarily by taxes or other revenues that are required to be spent on specific programs. These funds sometimes also collect fees related to their programs that are included in the revenues of the fund but are not the primary funding source.

Services Provided

The Special Revenue Funds provides the following direct services to the community:

- ☐ Streets
- ☐ Parks
- ☐ Conservation Trust
- ☐ Library Trust

Basis of Budgeting

Basis of budgeting refers to the methodology used to include revenues and expenditures in the budget. The Town of Wellington primarily budgets on a cash basis. Using this assumption, the current year revenues are compared to expenditures to ensure that each fund has sufficient revenues to cover expenditures during the budget year, or that there are sufficient cash reserves in the fund to cover any anticipated revenue shortfall.

Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. The government-wide and enterprise fund financial statements are reported using the economic resource measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of when the cash is received.

Governmental fund financial statements are reported using current financial resources measurement focus and the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recognized as soon as they become both measurable and available, and expenditures are recorded in the periods that the expenditure occurs and becomes a liability.

Basis of Budgeting vs. Basis of Accounting

The basis of budgeting differs from the basis of accounting only by the assumptions that are made in regard to the timing of the recognition of revenues and expenditures. The budget assumes that all revenues and expenditures, as well as the associated cash, will be expended or received during the budget period. Conversely, the basis of accounting only recognizes revenues when they become both measurable and available, and expenditures incurred. Cash is not necessarily received or expended at the same time.

Financial Policies

Town Code Sec. 4-3-10. - Annual budget.

Not later than the first regular meeting of the Board of Trustees in October of each year, the Budget Committee or other duly authorized person designated by the Board of Trustees shall submit to the Board the itemized annual budget for the ensuing fiscal year. The budget as approved by the Board of Trustees shall be adopted and administered in accordance with the provisions of Section 29-1-103 et seq., C.R.S. (Prior code 3.01.02; Ord. 11-2007 §1)

Adopted Fund Balance Policy: December 13, 2022

Purpose

The Town of Wellington hereby establishes and will maintain reservations of fund balance as defined herein in accordance with Governmental Accounting Standards Board Statement No. 54 Fund Balance Reporting.

The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Town and is fiscally advantageous for both the Town and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the Town to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Minimum Level of Unassigned Fund Balance

Unassigned fund balance will be maintained at a level sufficient to provide for the required resources to meet operating cost needs, to allow for unforeseen needs of an emergency nature, and to permit orderly adjustment to changes resulting from fluctuations of revenue sources.

General Fund and Special Revenue Funds (Streets, Parks, and Conservation Trust funds)

The Town of Wellington, at a minimum, will maintain unrestricted budgetary fund balance of no less than four month (33%) of regular operating expenditures or 110% of debt service whichever is greater.

Enterprise Funds (Water, Wastewater, and Stormwater) The Town of Wellington, at a minimum, will maintain unrestricted budgetary fund balance of no less than 90 days of regular operating expenditures. In addition, all enterprise funds will build up a capital reserve equal to 1-years' depreciation expense by the end of 2027.

Library Trust Fund The Library Trust fund, a private purpose trust fund, will have no minimum fund balance requirement other than the 3% TABOR reserve.

Adopted Fund Balance Policy Continued

Replenishment Strategy If the unassigned fund balance at fiscal year-end falls below the goal, the Town shall develop a replenishment strategy to achieve and maintain the minimum fund balance within one to three years. Specifically, factors influencing the replenishment time horizon include: the budgetary reasons behind the fund balance targets; recovering from an extreme event; political continuity; financial planning time horizons; long-term forecasts and economic conditions; and external financing expectations. Page 66 of 109 Revenue sources that would typically be looked to for replenishment of fund balance include nonrecurring revenues, budget surplus, excess resources in other funds (if legally permissible and there is a defensible rationale).

Order of Expenditure of Funds When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and unassigned fund balance), the Town will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

In accordance with governmental accounting standards the Town's total fund balance is comprised of five components:

1. Non-spendable Fund Balance represents resources that are physically or legally in a non-spendable form such as inventory,
2. Restricted Fund Balance represents resources limited by state law or the provider such as grants or resources reported as "Stabilization by State Statute",
3. Committed Fund Balance represents resources previously committed by the Trustees for a particular purpose such as a project partially funded by grants,
4. Assigned Fund Balance represents resources assigned less formally for a particular purpose such as insurance reserves or subsequent year spending, and
5. Unassigned Fund Balance represents all remaining resources. Annual Review and Determination of Fund Balance Reserve Amounts Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process and amounts of the minimum level of unassigned fund balance shall be determined during this process.

Supersedes: Resolution 45-2020, Adopted December 8th, 2020

Historic Staffing by Department

Department	2022	2023	2024
Administration	5.00	5.00	5.00
Finance	5.00	5.00	4.00
Human Resources	1.50	1.50	2.00
IT	1.00	1.00	1.00
Library	5.00	5.00	5.75
Parks & Recreation	7.00	7.00	8.00
Planning	6.00	6.00	7.00
Public Works	16.50	16.50	18.00
Sewer	5.00	5.00	5.00
Town Clerk	2.00	2.00	2.00
Water	6.00	6.00	6.00
TOTAL	60	60	63.75

Staffing by Position

Staffing by Position	2022	2023	2024	Notes
Town Administrator	1	1	1	
Deputy Town Administrator	1	1	1	
Community and Business Liaison	1	1	1	
Communications Manager	1	1	1	
Sr. Management Analyst	1	1	1	
Court Clerk/Admin Assistant II	1	1	1	
Town Clerk	1	1	1	
Finance Admin Assistant	1	1	0	Position vacant & recommended to divide into 0.5 to PW & 0.5 to HR.
Accounts Payable/Purchasing Clerk	1	1	1	
Utility Services Coordinator	1	1	1	
Budget & Accounting Analyst	1	1	1	In 2022, this position was an Assistant Finance Director.
Finance Director/ Town Treasurer	1	1	1	
HR Technician	0.5	0.5	1	Proposal to add 0.5 FTE in 2024 from absorbed position in finance.

Fleet & Safety Coordinator	0.5	0.5	1	Proposal to add 0.5 FTE in 2024 from absorbed position in finance.
Human Resources Director	1	1	1	
IT Technician	1	1	1	
Library Clerk I	2.25	2.25	3	
Library Technology Specialist	1	1	1	
Library Program Manager	0.75	0.75	0.75	
Library Director	1	1	1	
Parks Maintenance Tech I-III	3	3	3	
Assistant Recreation Coordinator	2	2	2	
Recreation Coordinator	1	1	1	
Parks & Recreation Manager	1	1	1	
Parks & Rec Ops Supervisor	0	0	1	
Building Permit Technician	1	1	1	
Neighborhood Services Officer	1	1	1	
Planning Analyst	1	1	1	
Planner I-III	1	1	2	
Building Official	1	1	1	
Planning Director	1	1	1	
Street Maintenance Operator I-III	5	5	5	
Fleet Mechanic	1	1	1	
PW Program Administrator	1	1	1	
Streets Superintendent	1	1	1	
Civil Engineer I-III	3	3	4	
Deputy Director Public Works	1	1	1	
Public Works Director	1	1	1	
D/C Operations Supervisor	1	1	1	
D/C Operator I-III	2	2	2	
WTP Superintendent	1	1	1	
WTP Lead	1	1	1	
WTP Operator I-III	4	4	4	
WRF Superintendent	1	1	1	
WRF Lead	1	1	1	
WRF Operator I-III	3	3	3	
<u>TOTAL</u>	60	60	63.75	



FUND BALANCE



All Funds

	General Fund	Street Fund	Water Fund	Sewer Fund	Storm Fund	Park Fund	Trust Funds	Total
Beg Fund Balance	\$8,196,194	\$5,177,587	\$19,284,848	\$5,404,572	\$1,418,964	\$2,331,399	\$1,562,343	\$43,375,907
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Transfers In	1,689,603	0	695,000	371,000	0	0	0	2,755,603
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Expenditures	8,067,940	970,322	4,997,701	1,381,658	484,053	1,410,375	0	17,312,049
Debt Service	0	0	1,464,694	2,468,119	0	252,000	0	4,184,813
Transfers Out - Other	1,066,000	355,982	461,429	462,992	179,861	229,338	0	2,755,602
	9,133,940	1,326,304	6,923,824	4,312,769	663,914	1,891,713	0	24,252,464
Net Operations	-630,849	1,726,046	726,439	-228,242	327,108	-373,763	122,500	1,669,239
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Capital Projects	250,000	1,914,595	19,333,059	21,837,957	458,082	300,000	0	44,093,693
Net Capital	-250,000	-1,914,595	-16,734,418	-4,472,954	-458,082	-300,000	0	-24,130,049
Rev over Exp & Trans	-880,849	-188,549	-16,007,980	-4,701,196	-130,974	-673,763	122,500	-22,460,811
End Fund Balance	\$7,315,345	\$4,989,038	\$3,276,869	\$703,376	\$1,287,990	\$1,657,636	\$1,684,843	\$20,915,097

General Fund			
	2022	2023	2024
	Actual	Estimated	Proposed
Beg Fund Balance	\$7,465,227	\$8,214,756	\$8,196,194
Revenue	6,356,924	6,089,310	6,813,488
Transfers In - Admin Overhead	3,100,732	0	1,689,603
	9,457,656	6,089,310	8,503,091
Expenditures	7,046,957	5,172,872	8,067,940
Transfers Out to Capital Projects	618,170	0	250,000
Transfers Out to Water Fund	653,000	599,000	695,000
Transfers Out to Sewer Fund	390,000	336,000	371,000
	8,708,127	6,107,872	9,383,940
Rev over Exp and Transfers	749,529	-18,562	-880,849
End Fund Balance	\$8,214,756	\$8,196,194	\$7,315,345

Street Fund			
	2022 Actual	2023 Estimated	2024 Proposed
Beg Fund Balance	\$3,690,406	\$4,448,140	\$5,177,587
Revenue	2,249,356	2,290,050	3,052,350
Expenditures	535,050	1,010,603	970,322
Transfers Out to General Fund	631,107	0	355,982
Transfers Out to Capital Projects	325,465	550,000	1,914,595
	1,491,622	1,560,603	3,240,899
Rev over Exp and Transfers	757,734	729,447	-188,549
End Fund Balance	\$4,448,140	\$5,177,587	\$4,989,038

Water Fund			
	2022	2023	2024
	Actual	Estimated	Proposed
Beg Fund Balance	\$19,018,658	\$16,820,333	\$19,284,848
Revenue	7,794,455	5,996,426	6,955,263
Transfers In from General Fund	653,000	599,000	695,000
Loan Proceeds	4,943,974	17,257,385	2,598,641
	13,391,429	23,852,811	10,248,904
Expenditures	4,628,160	3,915,311	4,997,701
Debt Service	1,585,372	1,490,399	1,464,694
Transfers Out to Capital Projects	8,401,796	15,982,586	19,333,059
Transfers Out to General Fund	974,426	0	461,429
	15,589,754	21,388,296	26,256,883
Rev over Exp and Transfers	-2,198,325	2,464,515	-16,007,980
End Fund Balance	\$16,820,333	\$19,284,848	\$3,276,869

Sewer Fund			
	2022	2023	2024
	Actual	Estimated	Proposed
Beg Fund Balance	\$7,277,213	\$721,809	\$5,404,572
Revenue	2,964,613	3,366,852	3,713,527
Transfers in from General Fund	390,000	336,000	371,000
Loan Proceeds	9,343,069	21,791,929	17,365,003
	12,697,682	25,494,781	21,449,530
Expenditures	1,195,618	1,662,827	1,381,658
Expenditure - Debt Principal	3,498,296	1,940,781	2,468,119
Transfers Out to General Fund	842,378	0	462,992
Transfers Out to Capital Projects	13,716,794	17,208,410	21,837,957
	19,253,086	20,812,018	26,150,726
Rev over Exp and Transfers	-6,555,404	4,682,764	-4,701,196
End Fund Balance	\$721,809	\$5,404,573	\$703,376

Storm Fund			
	2022	2023	2024
	Actual	Estimated	Proposed
Beg Fund Balance	\$986,430	\$1,311,277	\$1,418,964
Revenue	799,801	886,822	991,022
Transfers In	0	0	0
	799,801	886,822	991,022
Expenditures	99,135	626,835	484,053
Transfers Out to General Fund	242,833	0	179,861
Transfers Out to Capital Projects	132,986	152,300	458,082
	474,954	779,135	1,121,996
Rev over Exp and Transfers	324,847	107,687	-130,974
End Fund Balance	\$1,311,277	\$1,418,964	\$1,287,990

Park Fund			
	2022	2023	2024
	Actual	Estimated	Proposed
Beg Fund Balance	\$2,327,267	\$2,304,448	\$2,331,399
Revenue	1,801,491	1,699,361	1,517,950
Transfers In	0	0	0
	1,801,491	1,699,361	1,517,950
Expenditures	1,099,915	1,393,731	1,410,375
Debt Service	269,460	268,679	252,000
Transfers Out to General Fund	409,988	0	229,338
Transfers Out to Capital Projects	44,948	10,000	300,000
	1,824,311	1,672,410	2,191,713
Rev over Exp and Transfers	-22,820	26,951	-673,763
End Fund Balance	\$2,304,447	\$2,331,399	\$1,657,636



REVENUES



General Fund

The General Fund accounts for all transactions of the Town of Wellington not accounted for in other funds and is the Town's primary operating fund. This fund represents an accounting of the Town's ordinary operations financed from taxes and other general revenues.

		2022 Actual	2023 Budget	2023 Projected	2024 Budget	Change
201-01-3110	Property Tax	\$1,648,885	\$1,681,506	\$1,881,000	\$2,223,000	18%
201-01-3130	Sales Tax	2,569,022	2,467,524	2,672,000	2,774,000	4%
201-01-3135	Severance Tax	90,019	75,000	106,000	108,000	2%
201-01-3140	Use Tax - Building Materials	423,267	347,160	293,400	461,152	57%
201-01-3195	Interest - Delinquent Taxes	3,920	0	0	0	0%
201-03-3160	Franchise Fee - Electricity	192,998	170,000	170,000	193,000	14%
201-03-3170	Franchise Fee - Natural Gas	16,409	17,000	17,000	17,000	0%
201-03-3180	Franchise Fee - Telephone	25,543	22,470	50	0	-100%
201-03-3190	Franchise Fee - Cable Television	12	50	22,470	25,000	11%
201-02-3462	Bldg. Inspection Fees	447,677	480,600	355,000	326,924	-8%
201-04-3220	Business License	15,360	18,700	18,700	19,000	2%
201-04-3210	Liquor License	854	0	0	0	0%
201-01-3320	Cigarette Tax	5,115	7,000	7,000	7,000	0%
201-02-3155	Town Plan Review Fees	52,103	21,000	21,000	55,356	164%
201-02-3430	County Tax Vendor Fee	5,653	6,500	4,500	3,933	-13%
201-02-3435	Fire Dept. Vendor Fee	3,606	2,500	3,690	2,358	-36%
201-02-3450	Bldg. Admin Fee	43,138	53,000	30,000	43,265	44%
201-05-3420	Land Use Fees	7,300	33,000	70,000	81,500	16%
201-05-3460	General Charges for Services	286	0	0	0	0%
201-05-3510	Community Center User Fees	3,498	2,000	2,000	3,000	50%
201-05-3520	Weed/Refuse Removal	1,995	0	0	0	0%
201-06-3555	LCSO Administrative Fees	1,960	1,500	1,500	1,500	0%
201-07-3470	Cemetery - Grave Openings	3,500	0	0	0	0%
201-07-3480	Cemetery - Perpetual Care	150	0	0	0	0%
201-07-3490	Cemetery - Sale of Lots	8,100	9,500	9,500	9,500	0%
201-06-3550	Count Fines & Costs	17,581	10,000	20,000	20,000	0%
201-08-3355	Investment Earnings - Library	9,123	7,500	22,000	22,000	0%
201-08-3610	Investment Earnings - General	146,781	22,000	356,000	356,000	0%
201-08-3373	Library Contrib/Fines/Misc	3,346	1,500	1,500	3,500	133%
201-08-3350	Grants	12,803	0	0	52,500	0%
201-08-3353	Grant - DOLA Main St Open Biz	569,627	0	0	0	0%
201-08-3354	Grants - Library	11,559	0	0	0	0%
201-08-3506	Main Street DOLA Mini Grant	10,000	0	0	0	0%
201-08-3918	Senior Van - Senior Contribution	1,136	0	0	0	0%
201-08-3690	Miscellaneous Revenue	4,496	30,000	5,000	5,000	0%
201-08-3910	Sale of Assets	104	0	0	0	0%
201-09-3694+	Trans in from Other Funds	3,100,732	0	0	1,689,603	0%
Total Revenues		\$9,457,656	\$5,487,010	\$6,089,310	\$8,503,091	40%

Parks Fund

Special Revenue Funds are established for the purpose of accounting for monies received by the Town of Wellington that are restricted in nature and can only be utilized for a specific purpose.

The Parks Fund was established to account for resources used for the acquisition, construction, and maintenance of assets and capital facilities that are associated with the parks in the Town of Wellington.

		2022 Actual	2023 Budget	2023 Projected	2024 Budget	Change
210-01-3130	Sales Tax	\$621,456	\$555,193	\$601,200	\$624,150	4%
210-01-3140	Use Tax Building Materials	282,178	231,440	195,600	0	0%
210-01-3315	Motor Vehicle Use Tax	193,190	212,180	212,180	218,500	3%
210-01-3700	Open Space Sales Tax	371,922	381,600	410,000	422,300	3%
210-02-3381	Trail Impact Fee	30,600	0	30,600	22,500	-26%
210-02-3620	BP Park Impact Fee	68,000	0	68,000	50,000	-26%
210-05-3174	Field Rentals	1,600	0	0	0	0%
210-05-3175	Recreation Fees	174,580	32,000	63,800	63,800	0%
210-05-3177	Batting Cages Fees/Sales	1,281	0	1,281	0	-100%
210-08-3610	Investment Earnings	52,472	20,000	116,700	116,700	0%
210-08-3180	Recreation Donation	474	0	0	0	0%
210-08-3690	Miscellaneous Revenue	33	0	0	0	0%
210-08-3910	Sale of Assets	3,705	0	0	0	0%
Total Revenues		\$1,801,491	\$1,432,413	\$1,699,361	\$1,517,950	-11%

Street Fund

Special Revenue Funds are established for the purpose of accounting for monies received by the Town of Wellington that are restricted in nature and can only be utilized for a specific purpose.

The Street Fund was established to account for resources used for the acquisition, construction, and maintenance of assets and capital facilities that are associated with streets in the Town of Wellington.

		2022 Actual	2023 Budget	2023 Projected	2024 Budget	Change
203-01-3130	Sales Tax	\$644,980	\$678,569	\$734,800	\$762,850	4%
203-01-3312	Motor Vehicle Spec Ownership	103,916	90,000	0	0	0%
203-01-3313	Motor Vehicle Registration Tax	33,767	27,810	0	0	0%
203-01-3315	Motor Vehicle Use Tax	962,123	848,720	962,000	990,900	3%
203-01-3335	Highway Users Tax	281,611	305,632	388,000	399,600	3%
203-01-3337	Road & Bridge Tax	30,870	49,000	0	0	0%
203-04-3376	BP Road Impact Fee	132,260	0	151,000	85,000	-44%
203-04-3343	Street Cut Permits	1,300	250	250	0	0%
203-04-3350	Developer Road Fee Escrow	10,200	0	0	0	0%
203-08-3350	Grants	0	0	0	760,000	
203-08-3610	Investment Earnings	37,696	1,000	53,000	53,000	0%
203-08-3910	Sale of Assets	10,633	1,000	1,000	1,000	0%
Total Revenues		\$2,249,356	\$2,001,981	\$2,290,050	\$3,052,350	33%

Water Fund

The Water Fund is one of the Town's three Enterprise Funds. An Enterprise Fund is operated in a manner similar to private business, where costs are predominantly supported by user charges. The Water Fund was created to account for the charges for water provided to customers and the associated costs.

		2022 Actual	2023 Budget	2023 Projected	2024 Budget	Change
204-03-3441	Water Sales	\$4,920,132	\$5,307,980	\$4,342,475	\$5,394,040	24%
204-03-3442	Shut-Off/Recon./Late/NSF/Trans	4,256	24,786	24,786	25,553	3%
204-03-3443	Hydrant Water Sales	3,181	0	0	0	0%
204-03-3445	Raw Water Leases	12,480	0	0	0	0%
204-03-3447	Bulk Water Sales	25,477	0	25,477	25,477	0%
204-01-3110	Property Taxes	85,593	0	0	0	0%
204-02-3444	BP Raw Water Fee	516,252	0	92,000	310,250	237%
204-02-3446	Tap Fees	654,415	834,960	859,688	547,943	-36%
204-04-3610	Investment Earnings	258,330	41,474	652,000	652,000	0%
204-04-3650	Loan Proceeds	4,943,974	13,350,761	17,257,385	2,598,641	-85%
204-04-3675	Grants/Loans	1,311,669	0	0	0	0%
204-04-3690	Miscellaneous Revenue	285	0	0	0	0%
204-04-3910	Sale of Assets	2,384	0	0	0	0%
204-09-3380	Trans in from General Fund	653,000	0	599,000	695,000	0%
Total Revenues		<u>\$13,391,429</u>	<u>\$19,559,961</u>	<u>\$23,852,811</u>	<u>\$10,248,903</u>	-57%

Sewer Fund

The Sewer Fund is one of the Town's three Enterprise Funds. An Enterprise Fund is operated in a manner similar to private business, where costs are predominantly supported by user charges. The Sewer Fund was created to account for the charges for sewer services provided to customers and the associated costs.

		2022 Actual	2023 Budget	2023 Projected	2024 Budget	Change
205-03-3445	Sewer User Fees	\$2,041,012	\$2,507,634	\$2,191,008	\$2,657,572	21%
205-02-3446	Tap Fees	792,325	779,360	798,844	511,455	-36%
205-04-3610	Investment Earnings	131,216	28,413	377,000	377,000	0%
205-04-3650	Bond/Loan Proceeds	9,343,069	24,386,515	21,791,929	17,365,002	-20%
205-04-3675	Grants/Loans	-	-	-	167,500	0%
205-04-3910	Sale of Assets	60	-	-	-	0%
205-09-3380	Trans in from General Fund	390,000	-	336,000	371,000	0%
Total Revenues		<u>\$12,697,681</u>	<u>\$27,701,922</u>	<u>\$25,494,781</u>	<u>\$21,449,529</u>	-16%

Drainage Fund

The Drainage Fund is one of the Town's three Enterprise Funds. An Enterprise Fund is operated in a manner similar to private business, where costs are predominantly supported by user charges. The Drainage Fund was created to account for the charges for drainage services provided to customers and the associated costs.

		2022 Actual	2023 Budget	2023 Projected	2024 Budget	Change
207-03-3449	TOW Storm Drain Utility fees	\$270,143	\$270,400	\$270,400	\$270,400	0%
207-03-3452	AUTH Storm Drain Utility Fees	408,619	403,322	403,322	403,322	0%
207-01-3312	Motor Vehicle Spec. Ownership	11,546	-	-	-	0%
207-01-3313	Motor Vehicle Registration Tax	3,752	-	-	-	0%
207-01-3337	Road & Bridge Tax	3,430	-	-	-	0%
207-02-3451	TOW Strm Drn BP Impact	34,000	35,000	35,000	20,000	-43%
207-02-3453	AUTH Storm Drn BP Impact	37,400	35,200	35,200	22,000	-38%
207-08-3364	Grant	14,091	60,000	97,600	230,000	136%
207-08-3610	Investment Earnings	16,819	3,500	45,300	45,300	0%
Total Revenues		<u>\$ 799,801</u>	<u>\$ 807,422</u>	<u>\$ 886,822</u>	<u>\$ 991,022</u>	12%



OPERATIONS BUDGET

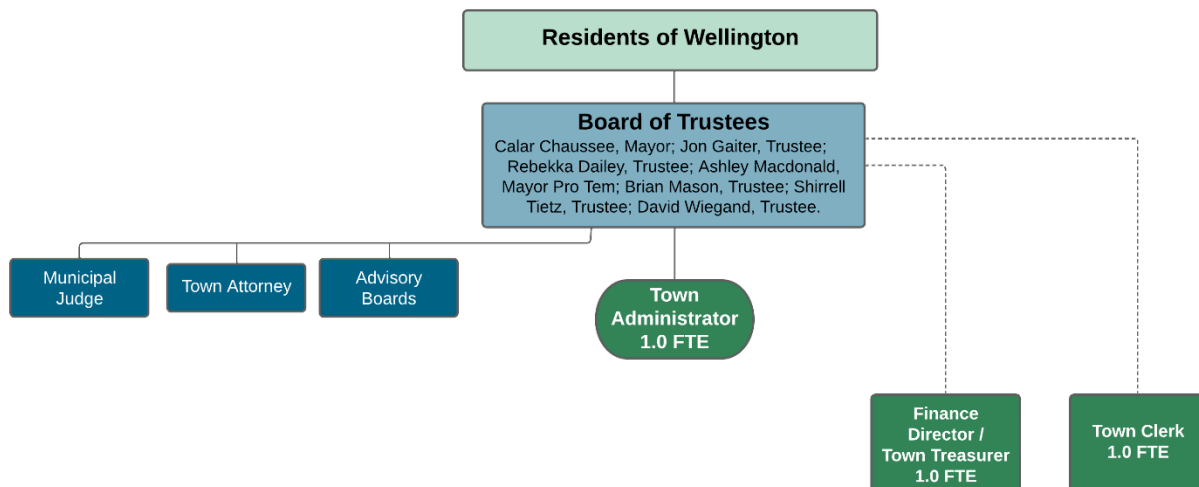


Legislative

The Legislative Budget accounts for the needs of the seven-member Board of Trustees. Wellington is a statutory town, operating under the Council-Administrator form of government.

Legislative Budget Highlights

- Moved Fireworks into Community Events Budget
- Request to increase Community Events due to increase in traffic control and including a band, stage rental, and equipment for 4th of July.
- Office Supplies increase to purchase nametags, nameplates, branded shirts for elected officials.
- Cost of CML Dues and Conference is increasing.
- Budgeted computers for elected officials (3 terms expiring)



Legislative					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-11-5102	Benefits	\$817.20	\$859.00	\$859.00	\$910.00
201-11-5107	Elected Official Compensation	10,400.00	10,800.00	10,800.00	10,800.00
201-11-5192	Community Events	31,289.06	40,430.00	40,430.00	98,820.00
201-11-5214	Office Supplies	0.00	0.00	0.00	700.00
201-11-5321	Printing Services	437.64	0.00	0.00	0.00
201-11-5331	Publishing & Legal Notices	593.02	1,700.00	3,547.35	0.00
201-11-5335	Dues & Subscriptions	2,000.00	4,058.00	4,058.00	5,114.00
201-11-5352	Municipal Legal Services	0.00	35,000.00	35,000.00	40,000.00
201-11-5356	Professional Services	0.00	0.00	500.00	0.00
201-11-5363	R&M Computer/Office Equipment	4,832.89	0.00	0.00	4,000.00
201-11-5380	Professional Development	4,588.03	10,000.00	10,000.00	10,000.00
201-11-5414	Election Expenses	436.06	0.00	0.00	0.00
201-11-5950	Board Outreach	107,680.00	51,407.00	51,407.00	0.00
201-11-5951	Board Discretionary Fund	47,987.89	20,000.00	1,200.00	20,000.00
201-11-5952	Hardship Utility Grant	0.00	12,000.00	12,000.00	12,000.00
TOTAL		\$211,061.79	\$186,254.00	\$169,801.35	\$202,344.00

Town Clerk

The Town Clerk is responsible for record keeping, public records requests, elections, liquor licensing, cemetery, and appointments to various boards and commissions.

Clerk Budget Highlights

- 2024 Board of Trustees Election 3 terms expire in 2024.
- Move legal/publication from Legislative to Clerk.



Judicial

Court is held the 2nd Wednesday of every other month at the Leeper Center. The Honorable Teresa Ablao is the Presiding Judge.

Judicial Budget Highlights

- Due to the increased number of court appearance the Judge has requested an increase for the Prosecuting Attorney to cover the time spent in court.

Clerk					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-15-5100	Wages & Salaries	\$87,937.56	\$113,755.00	\$113,755.00	\$183,380.00
201-15-5102	Benefits	32,106.00	36,011.00	36,011.00	38,657.52
201-15-5214	Office Supplies	2,141.20	1,500.00	1,500.00	1,500.00
201-15-5331	Publishing & Legal Notices	216.28	3,500.00	3,500.00	4,500.00
201-15-5345	Telephone Services	111.65	0.00	0.00	0.00
201-15-5335	Dues & Subscriptions	907.83	826.00	826.00	826.00
201-15-5356	Professional Services	13,289.95	4,000.00	4,000.00	4,000.00
201-15-5363	R&M Computer/Office Equip.	3,851.57	5,000.00	3,000.00	5,000.00
201-15-5380	Professional Development	599.50	5,000.00	3,500.00	5,150.00
201-15-5381	Mileage Reimbursement	0.00	150.00	150.00	0.00
201-15-5414	Election Expenses	14,624.59	0.00	0.00	32,000.00
201-15-5495	Miscellaneous	50.26	0.00	0.00	0.00
201-15-5580	Employee Drug Testing	55.01	0.00	0.00	0.00
201-15-5530	Code Review & Update	760.99	5,000.00	5,000.00	5,000.00
TOTAL		\$156,652.39	\$186,550.20	\$171,242.00	\$280,013.52

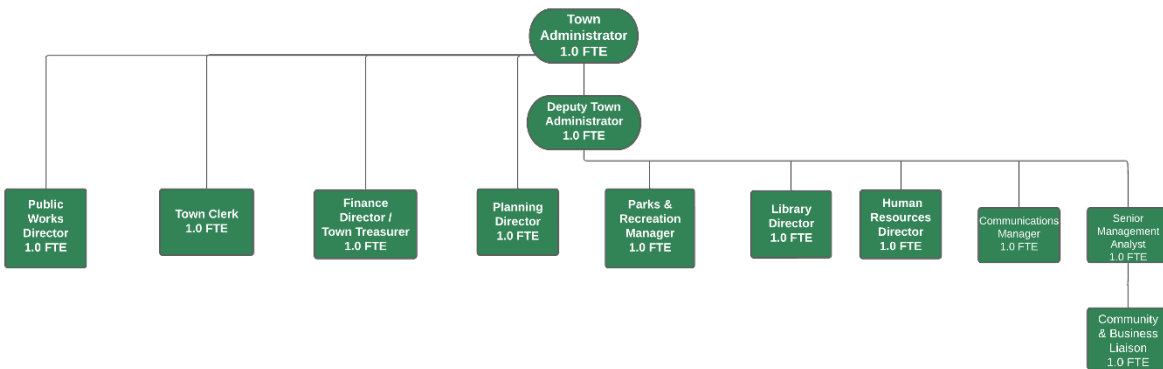
Judicial					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-12-5100	Wages & Salaries	\$0.00	\$11,161.00	\$11,161.00	\$0.00
201-12-5102	Benefits	0.00	2,987.00	2,987.00	0.00
201-12-5109	Magistrate	4,500.00	9,000.00	4,500.00	9,000.00
201-12-5214	Office Supplies	310.31	1,000.00	100.00	500.00
201-12-5359	Prosecuting Attorney	1,396.00	8,250.00	12,000.00	12,000.00
201-12-5380	Professional Development	875.00	1,500.00	1,300.00	1,500.00
201-12-5394	Jury Fees	0.00	1,000.00	1,000.00	1,000.00
201-12-5498	Court Appointed Counsel	0.00	1,000.00	1,000.00	1,000.00
201-12-5499	Translator Fees	0.00	500.00	500.00	500.00
<u>TOTAL</u>		\$7,081.31	\$36,398.00	\$34,548.00	\$25,500.00

Administrative

The Town Administrator's Office is responsible for overseeing day-to-day operations, implements the Strategic Plan, and submits the annual budget to the Board of Trustees.

Administrative Budget Highlights

- Moved Community Outreach Budget into Communications Division.
- Request to Increase Community Relations
 - Strategic Communications Plan
 - Cleveland Ave. Project Outreach
- Replacement of aging computers (from 2020 Covid funding purchases)
- Request from Seniors for additional funding



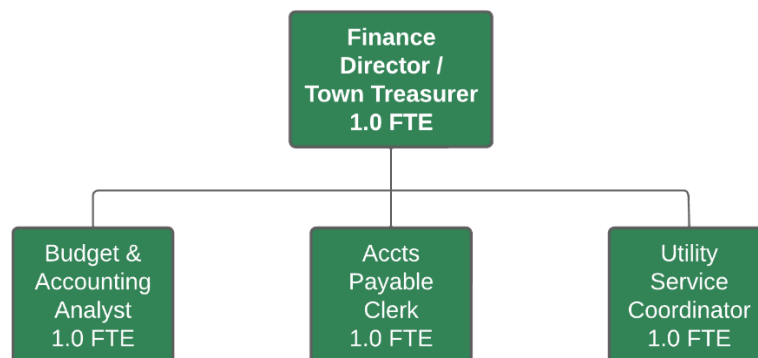
Administration					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-13-5100	Wages & Salaries	\$340,616.84	\$313,810.00	\$313,810.00	\$582,960.79
201-13-5102	Benefits	83,733.15	73,655.00	73,655.00	125,904.17
201-13-5214	Office Supplies	384.04	1,500.00	2,200.00	1,500.00
201-13-5331	Publishing & Legal Notices	218.00	0.00	0.00	0.00
201-13-5335	Dues & Subscription	2,691.96	8,500.00	8,500.00	8,500.00
201-13-5336	Community Outreach	250.00	2,500.00	2,500.00	0.00
201-13-5348	Legal/Eng.-Water Rights Issue	0.00	0.00	0.00	0.00
201-13-5352	Legal Services	102,777.54	65,000.00	65,000.00	65,000.00
201-13-5356	Professional Fees	4,756.04	30,000.00	30,000.00	30,000.00
201-13-5363	R&M Computer/Office Equipment	9,322.04	5,000.00	5,000.00	8,500.00
201-13-5380	Professional Development	2,470.01	11,645.00	11,645.00	11,645.00
201-13-5381	Mileage Reimbursement	0.00	0.00	555.44	0.00
201-13-5496	Communications Division	5,149.75	11,646.00	11,646.00	16,460.00
201-13-5903	Grants	552,511.69	0.00	0.00	0.00
201-13-5933	Wellington Senior Resource Center	9,971.49	8,000.00	8,000.00	20,900.00
TOTAL		\$1,114,852.55	\$531,256.00	\$532,511.44	\$871,369.96

Finance Department

The Finance Department monitors the annual budget, oversees various accounting functions such as accounts receivable, accounts payable, annual audits, payroll, financial reporting, and utility billing.

Finance Budget Highlights

- Reduction in office supplies
- Increased dues & subscriptions to include professional membership of Colorado Government Finance Officers Association and included monthly publication of bills in North Forty News.
- Budgeted 2023 Audit under Accounting & Auditing.
- Included potential contract extension of BakerTilly under Professional Services
- Included onsite Caselle training under Professional Development



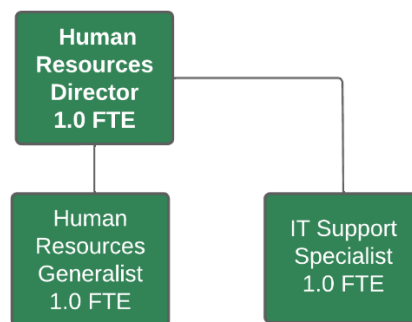
Finance					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-14-5100	Wages & Salaries	\$124,238.62	\$98,291.00	\$59,686.99	\$282,244.80
201-14-5102	Benefits	40,231.12	37,605.00	22,605.00	69,935.92
201-14-5214	Office Supplies	1,352.73	1,500.00	1,500.00	1,000.00
201-14-5311	Postage	6,325.22	1,000.00	1,800.00	1,800.00
201-14-5321	Printing Services	24,849.18	0.00	40,000.00	0.00
201-14-5335	Dues and Subscriptions	1,929.89	1,200.00	1,200.00	2,000.00
201-14-5353	Accounting & Auditing	299.79	45,000.00	22,000.00	75,000.00
201-14-5356	Professional Services	113,178.75	0.00	146,075.00	90,000.00
201-14-5363	R&M Computer/Office Equip	2,571.35	6,000.00	0.00	2,000.00
201-14-5380	Professional Development	1,916.63	10,000.00	0.00	10,500.00
201-14-5381	Mileage Reimbursement	89.69	200.00	200.00	200.00
201-14-5510	Insurance & Bonds	169,319.74	170,000.00	174,473.00	158,655.10
201-14-5560	County Treas. Fees	31,692.81	60,000.00	0.00	0.00
201-14-5640	Paying Agent Fees	250.00	0.00	500.00	500.00
201-14-5903	Grants	6,900.00	0.00	0.00	0.00
201-14-5950	Document Shredding	296.80	200.00	200.00	200.00
TOTAL		\$525,442.32	\$430,996.00	\$470,239.99	\$694,035.82

Human Resources Department

Human Resources is responsible for employee compensation/benefits administration, recruitment, employee relations, personnel policy.

Human Resources Budget Highlights

- 2024 Compensation Study
- Replacement of aging computers (from 2020 Covid funding purchases)
- Professional development includes tuition reimbursement program.
- Request to increase employee relations includes quarterly staff meetings, employee recognition, new employee lunch, wellness & safety committee.
- Decreased employee job advertising, employee apparel, background checks, drug testing, and office supplies.



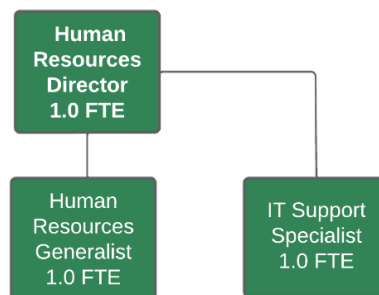
Human Resources					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-16-5100	Wages & Salaries	\$83,925.92	\$40,404.00	\$40,404.00	\$198,906.80
201-16-5102	Benefits	31,125.31	13,420.00	13,420.00	48,008.29
201-16-5103	Temporary Employment Services	0.00	10,000.00	10,000.00	10,000.00
201-16-5214	Office Supplies	263.00	1,500.00	350.00	500.00
201-16-5226	Executive Search	25,000.00	25,000.00	0.00	29,000.00
201-16-5335	Dues & Subscriptions	0.00	8,000.00	8,000.00	8,000.00
201-16-5356	Professional Fees	19,530.00	3,000.00	1,200.00	21,000.00
	R&M Computer/Office Equip.	0.00	0.00	0.00	3,500.00
201-16-5380	Professional Development	2,346.57	12,000.00	7,300.00	12,000.00
201-16-5580	Employee Drug Testing	1,616.68	2,500.00	1,200.00	2,000.00
201-16-5582	Employee Relations	40,320.39	15,000.00	13,500.00	20,000.00
201-16-5583	Background Check	2,791.75	3,000.00	2,100.00	2,500.00
201-16-5948	Employee Apparel	2,144.90	2,000.00	1,500.00	1,500.00
201-16-5949	Employee Advertising	2,334.73	3,500.00	1,400.00	1,000.00
TOTAL		\$211,399.25	\$139,324.00	\$100,374.00	\$357,915.09

Information Technology

The Town contracts out IT support with Lewan. This budget also included organizational-wide budgetary items like phone, internet, copier, and software.

Information Technology Budget Highlights

- Professional Fees include the cost of having Lewan support services onsite each week since IT support position is vacant.
- Request to add internet services at Water & Wastewater Reclamation Facility. This will be included in the Water & Wastewater Budget.
- Website Maintenance contract is increasing.
- Cost of copier is increasing.



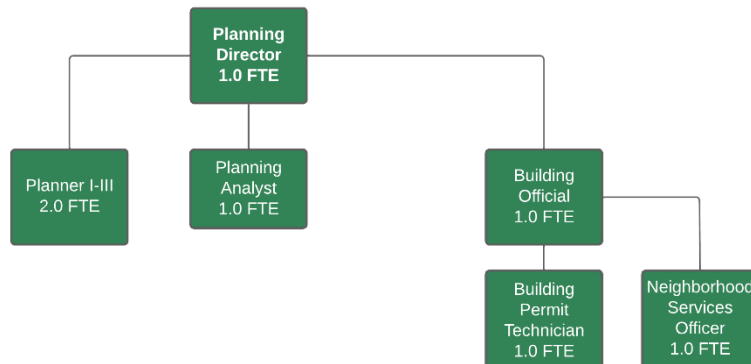
Information Technology					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-17-5100	Wages & Salaries	\$34,528.08	\$33,650.00	\$33,650.00	\$75,000.00
201-17-5102	Benefits	9,551.13	7,318.00	5,699.97	19,839.36
201-17-5214	Office Supplies	558.34	1,500.00	250.00	1,000.00
	R&M Computer/Office Equip.	0.00	0.00	0.00	9,000.00
	Professional Fees	0.00	0.00	0.00	60,000.00
201-17-5345	Telephone Services	53,945.56	66,650.00	55,000.00	51,480.00
201-17-5380	Professional Development	651.89	1,500.00	0.00	750.00
201-17-5381	Mileage Reimbursement	0.00	0.00	23.50	50.00
201-17-5382	Network Administration	25.49	0.00	0.00	0.00
201-17-5384	Internet Services	38,414.68	45,500.00	42,000.00	50,000.00
201-17-5579	Software License/Support	187,092.37	158,180.00	158,180.00	180,800.00
201-17-5585	Website Maintenance	5,558.87	12,000.00	12,000.00	15,480.00
201-17-5947	Copier Expense	8,287.27	6,000.00	13,000.00	10,000.00
TOTAL		\$338,613.68	\$332,298.00	\$319,803.47	\$473,399.36

Planning & Building Department

The Planning & Building Department facilitates the development review process for all new and redevelopment activities, ensures compliance with the Comprehensive Plan, assists customers with applying the Town's plans and regulations. The department also includes a building official and code enforcement services.

Planning & Building Budget Highlights

- Requesting 1 FTE Planner position
- Computer, office supplies, and professional development increase if FTE position request is approved.
- Replacement of aging computers (from 2020 Covid funding purchases)
- Seeking new software support to improve process efficiencies.



Planning					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-18-5100	Wages & Salaries	\$352,060.33	\$380,906.00	\$353,462.46	\$656,543.97
201-18-5102	Benefits	174,872.36	101,007.00	93,810.07	130,024.05
201-18-5214	Office Supplies	5,143.05	1,000.00	1,000.00	3,500.00
201-18-5231	Fuel, Oil, Grease	0.00	6,500.00	3,500.00	6,500.00
201-18-5233	Vehicle R&M	0.00	3,000.00	2,000.00	3,000.00
201-18-5331	Recording & Legal Publishing	1,207.44	2,500.00	2,500.00	2,500.00
201-18-5335	Dues & Subscriptions	145.00	1,996.00	1,584.54	2,157.50
201-18-5350	Building Insp. Fee Remittance	330,057.57	272,900.00	215,000.00	350,000.00
201-18-5355	Reimbursable Services	3,975.00	40,000.00	5,500.00	30,000.00
201-18-5356	Professional Services	2,958.55	30,000.00	30,000.00	30,000.00
201-18-5363	R&M Computer/ Office Equip	0.00	2,000.00	2,000.00	4,150.00
201-18-5372	Uniforms	0.00	300.00	300.00	375.00
201-18-5374	Humane Society	2,955.00	8,000.00	8,000.00	19,694.00
201-18-5375	Protective Insp. Equipment	358.00	500.00	400.00	200.00
	Safety Supplies & Equipment	0.00	400.00	200.00	270.00
201-18-5380	Professional Development	3,143.18	6,066.00	5,271.76	8,242.43
201-18-5579	Software License and Support	0.00	0.00	0.00	50,600.00
TOTAL		\$876,875.48	\$857,075.00	\$724,528.83	\$1,297,756.95

Larimer County Sheriff's Office

The Town of Wellington contracts with the Larimer County Sheriff's Office for law enforcement services. The contract provides for a sergeant, a corporal and 8 deputies to provide patrol services for the town. A desk officer is assigned to provide walk-in services Monday through Friday between 8 am and 5 pm. Additional services are provided to the Town from all other divisions of the Sheriff's Office. One deputy is assigned as the School Resource Officer at Wellington Middle School. When deputies assigned to the town are not on duty or need additional deputies to respond to calls for service, deputies respond from other districts in the county.

Deputies assigned to Wellington focus on establishing a community oriented police presence within the town. Deputies are responsible for traffic enforcement, criminal law enforcement, and providing limited animal control duties when the Town's Neighborhood Services Officer is unavailable. They enforce Wellington's Municipal Ordinances in addition to applicable county, state and federal laws.



Deputies in Wellington conduct their patrol duties using marked patrol cars, bicycles and foot patrols. The School Resource Officer instructs safety programs at the 3 schools located in Wellington, investigates criminal activity on school grounds and attends school activities.

Larimer County Sheriff's Office					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
	Salary		\$1,315,270.00	\$1,315,270.00	\$1,418,431.00
	Overtime		47,500.00	47,500.00	50,500.00
	Vehicle - Full equipped w/o radio		0.00	0.00	0.00
	Vehicle Lease (fuel, maintenance)		97,079.00	97,079.00	116,154.00
	Equipment/Clothing		0.00	0.00	0.00
	Equipment Replacement Cost		43,818.00	43,818.00	52,591.00
	Admin Cost		39,222.00	39,222.00	55,654.00
	LCSO Overhead Cost		49,828.00	49,828.00	56,593.00
	LCSO Insurance		46,585.00	46,585.00	58,057.00
	Office Space		480.00	480.00	8,580.00
	Copy Machine Rental		2,480.00	2,480.00	1,910.00
	Bicycle Maintenance		300.00	300.00	300.00
	Larimer County Indirect Cost		142,576.00	142,576.00	160,850.00
201-21-5364	LCSO Contract	\$2,004,917.50	\$1,785,138.00	\$1,785,138.00	\$1,979,620.00

Highland Cemetery

Founded in 1906, the Wellington Cemetery is a timeless resting place for generations of residents, preserving their memory and history for over a century. The cemetery is administratively supported by the Court Clerk and maintained by Public Works.

Highland Cemetery Budget Highlights

- Budget includes materials for maintenance and interments.



Cemetery					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-42-5382	Grounds Maintenance Service	\$0.00	\$5,000.00	\$2,700.00	\$5,000.00
201-42-5423	Sand & Gravel & Road Base	0.00	5,000.00	500.00	5,000.00
201-42-5454	Survey	0.00	20,000.00	0.00	0.00
<u>TOTAL</u>		\$0.00	\$30,000.00	\$3,200.00	\$10,000.00

Economic Development

The Town of Wellington's Community and Business Liaison position, 1 FTE, is a shared position with the Wellington Main Streets Program. The Wellington Main Streets Program is a group of passionate citizens who champion community collaboration to enhance and promote downtown Wellington.

Economic Development Budget Highlights

- Community Survey mentions the economy was one of the top priorities.
- Created a new Economic Development Budget
- Programming expenses
- Regional Event Participation
- Marketing



Economic Development					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-51-5100	Wages & Salaries	\$3,269.23	\$0.00	\$0.00	\$0.00
201-51-5101	Seasonal	227.73	0.00	0.00	0.00
201-51-5102	Benefits	1,317.04	0.00	0.00	0.00
201-51-5154	Economic Development	9.00	0.00	0.00	10,500.00
201-51-5214	Office Supplies	307.33	0.00	0.00	400.00
	Professional Development	0.00	0.00	0.00	3,800.00
201-51-5401	Marketing Services	0.00	0.00	0.00	1,000.00
TOTAL		\$ 5,130.33	\$ -	\$ -	\$15,700.00

Town Community Administrative Facilities

This budget accounts for needs for town owned facilities like the Leeper Center, Public Work Administrative building, and the Municipal Services Building.

Town Community Administrative Facilities Budget Highlights

- Janitorial services will be revalued for cost savings in 2024.
- General Building Supplies line was created to give transparency and easy of tracking for things like trash can liners, toilet paper, paper towels, soap, cleaning products, coffee, creamer, kleenex, bathroom towels, and copy paper



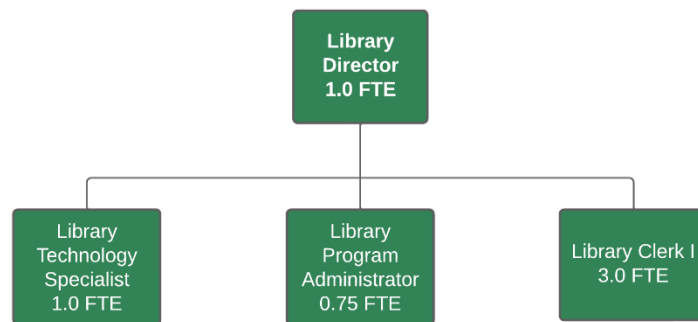
Town Community & Administrative Facilities					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-49-5341	Electricity	\$10,757.89	\$18,123.00	\$18,123.00	\$2,100.00
201-49-5342	Water	7,029.12	4,000.00	4,000.00	4,000.00
201-49-5343	Sewer	2,748.28	2,000.00	2,000.00	2,000.00
201-49-5344	Natural Gas - Heat	21,205.31	15,600.00	29,235.00	30,000.00
201-49-5346	Storm Drainage	2,955.84	3,000.00	3,000.00	3,000.00
201-49-5367	R&M Serv./Supplies - Buildings	29,600.79	30,900.00	25,000.00	40,000.00
201-49-5368	Cleaning Supplies	2,533.88	2,200.00	2,200.00	0.00
	Trash	0.00	0.00	0.00	11,225.00
	General Building Supplies	0.00	0.00	0.00	11,700.00
201-49-5369	Janitorial Service	43,722.50	40,000.00	45,000.00	45,000.00
TOTAL		\$120,553.61	\$115,823.00	\$128,558.00	\$149,025.00

Wellington Public Library

The Wellington Public Library operates out of the Leeper Center and is open six days a week. The library has a collection of materials for children and adults. Staff programs activities and educational contents for adults, teens, and children.

Wellington Public Budget Highlights

- Requesting 0.75 FTE Library Clerk I
- Request to increase programming budget and story time supplies due to increased patronage.



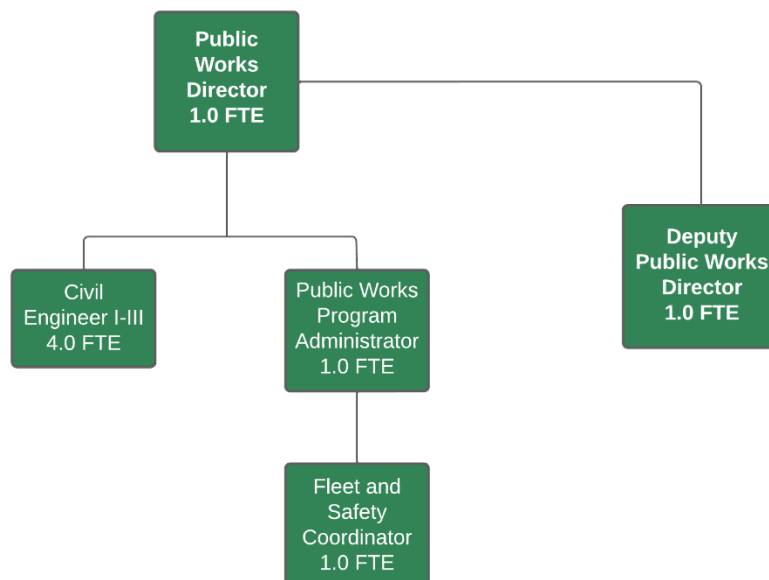
Library					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-55-5100	Wages & Salaries	\$ 231,631.35	\$ 276,471.00	\$ 276,471.00	\$ 334,555.89
201-55-5101	Seasonal		5,000.00	5,000.00	20,000.00
201-55-5102	Benefits	57,525.04	68,927.00	68,927.00	60,447.25
201-55-5214	Office Supplies	9,595.00	9,000.00	9,000.00	9,000.00
201-55-5311	Postage	177.01	200.00	200.00	200.00
201-55-5321	Printing Services	45.00	1,000.00	1,000.00	1,000.00
201-55-5331	Publishing & Legal Notices	0.00	700.00	650.00	700.00
201-55-5333	Dues	0.00	200.00	200.00	200.00
201-55-5335	Subscriptions	39.98	0.00	0.00	0.00
201-55-5337	Programs	4,159.12	5,000.00	5,000.00	6,000.00
201-55-5345	Telephone Services	167.48	0.00	0.00	0.00
201-55-5347	Story Time Supplies	181.33	200.00	200.00	500.00
201-55-5363	R&M Computer/Office Equip.	750.00	0.00	0.00	750.00
201-55-5380	Professional Development	1,258.29	1,600.00	600.00	1,600.00
201-55-5384	Internet Service	942.25	2,000.00	2,000.00	2,000.00
201-55-5387	Special Event Supplies	45.74	375.00	375.00	375.00
201-55-5495	Miscellaneous	-300.00	0.00	0.00	0.00
201-55-5579	Software License/Support	3,903.16	8,500.00	8,500.00	8,500.00
201-55-5792	Multi Media	2,205.70	3,500.00	3,500.00	3,500.00
201-55-5793	E-Books - Subscription/Misc.	4,000.00	5,500.00	5,500.00	5,500.00
201-55-5900	Library Books	21,966.18	18,000.00	18,000.00	18,000.00
201-55-5901	Library Shelving & Furnishings	442.00	2,000.00	0.00	2,000.00
201-55-5902	Courier Service	1,373.01	2,500.00	2,500.00	2,500.00
201-55-5903	Grants Program Expenditures	6,520.71	11,000.00	10,000.00	11,000.00
TOTAL		\$346,628.35	\$421,673.00	\$417,623.00	\$488,328.14
		\$7,006,128.00	\$5,449,299.20	\$5,172,872.13	\$8,067,940.20

Public Works Administration

The Public Works Admin team provides leadership, oversight, and administrative services for the Public Works Department, which consists of four divisions: Public Works Admin/Engineering, Water Treatment/Distribution, Water Reclamation Treatment/Collection, and Streets/Drainage. This team also manages five funds: Public Works Admin, Water, Sewer, Streets, and Drainage. Additional services provided by this leadership team include CIP program management, infrastructure master planning, project management, engineering, development review, construction management/inspection, floodplain administration, purchasing, grant administration assistance, budget preparation, and budget oversight.

Public Works Administration Budget Highlights

- Requesting 1 FTE Engineer position.
- Professional services: GIS consulting work in 2024.
- Uniforms program provides for all of Public Works.
- Replacement of aging computers (from 2020 Covid funding purchases).
- Budget for two additional mosquito sprayings.



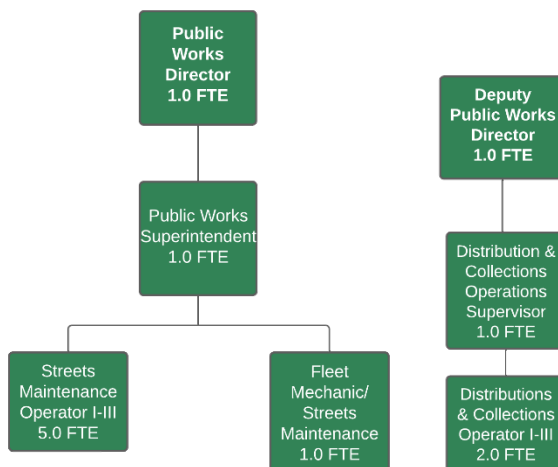
Public Works Administration					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
201-34-5100	Wages & Salaries	\$ 672,747.07	\$ 161,292.00	\$ 161,043.30	\$ 858,465.72
201-34-5101	SEASONALS	0.00	10,000.00	0.00	0.00
201-34-5102	Benefits	217,464.08	25,402.00	24,865.85	154,966.64
201-34-5231	Fuel, Oil & Grease	18,348.37	8,000.00	25,000.00	24,000.00
201-34-5233	R&M- Machinery & Equip. Parts	34,860.55	35,000.00	35,000.00	40,000.00
201-34-5241	Shop Supplies	1,508.91	0.00	0.00	2,000.00
201-34-5329	HOA Fees	3,224.00	420.00	708.00	1,000.00
201-34-5335	Dues & Subscriptions	3,447.03	6,500.00	2,200.00	4,500.00
201-34-5356	Professional Services	53,405.55	40,000.00	40,000.00	40,000.00
201-34-5363	R&M Computer/Office Equip.	8,487.28	7,500.00	7,500.00	7,500.00
201-34-5370	Safety Workwear and Equipment	1,713.76	1,400.00	0.00	1,400.00
201-34-5372	Uniforms	16,627.78	15,000.00	16,242.00	15,000.00
201-34-5380	Professional Development	4,594.81	17,300.00	15,000.00	17,300.00
201-34-5398	Trash	11,225.87	8,500.00	275.00	0.00
201-34-5422	Small Tools	530.94	500.00	500.00	1,000.00
201-34-5456	Mosquito Control	24,300.00	15,200.00	12,375.00	25,300.00
201-34-5495	Miscellaneous	0.00	0.00	434.00	0.00
201-34-5512	Insurance-Property Related	0.00	0.00	-35,839.10	0.00
201-34-5790	GIS/Mapping	0.00	20,000.00	0.00	0.00
201-34-5941	PW Office Supplies	6,927.07	16,500.00	7,000.00	12,000.00
	Software Subscriptions	0.00	0.00	0.00	15,000.00
201-34-5947	Copier Expense	7,506.37	8,000.00	3,000.00	3,500.00
TOTAL		\$1,086,919.44	\$396,514.00	\$315,304.05	\$1,222,932.36

Street Fund Budget

The Streets team provides a wide range of services to the community, including Street maintenance (paving, curb/gutter, sidewalk, signals and signage), snow and weather response, drainage maintenance (stormwater piping, inlets, manholes, swales, and ponds), Fleet maintenance (equipment, mowers, and vehicles), general facility maintenance, cemetery operations such as maintenance and interments, as well as miscellaneous in-house construction projects, such as concrete trails, street striping, asphalt paving, and piping projects.

Street Fund Budget Highlights

- Electricity for streetlights is increasing (more streetlights in Town).
- Additional street striping and street construction materials.
- Added separate lines to track weather response management and snow management.



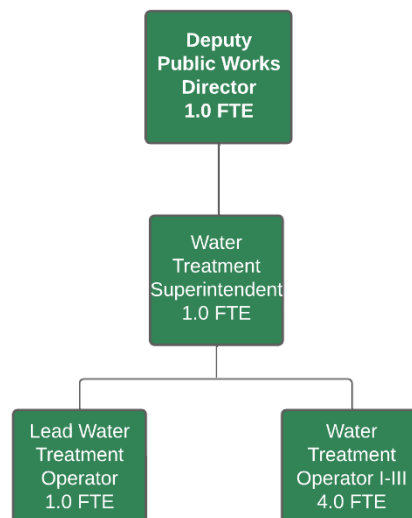
Street Fund Expenditures					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
203-15-5100	Wages & Salaries	\$100,872.21	\$244,877.82	\$244,877.82	\$0.00
203-15-5102	Benefits	35,952.37	69,935.00	69,935.00	0.00
203-34-5100	Wages & Salaries	71,269.58	292,133.52	292,133.52	469,215.20
203-34-5102	Benefits	34,982.12	118,227.00	118,227.00	126,706.33
	On-Call Stipend	0.00	0.00	0.00	10,400.00
203-34-5231	Fuel, Oil & Grease	8,295.58	0.00	0.00	0.00
203-34-5233	R&M- Machinery & Equip. Parts	2,552.44	0.00	0.00	0.00
203-34-5240	Street Paint, Signs, & Parts	25,095.71	35,000.00	26,000.00	45,000.00
203-34-5241	Shop Supplies	839.28	0.00	0.00	0.00
203-34-5341	Electricity for Street Lights	205,506.12	196,930.00	196,930.00	210,000.00
203-34-5342	Water	5,587.70	6,000.00	0.00	6,000.00
203-34-5370	Safety Workwear Equipment	1,115.02	4,300.00	4,300.00	5,000.00
203-34-5372	Uniforms	38.51	0.00	0.00	0.00
203-34-5380	Travel & Training	850.00	0.00	0.00	0.00
203-34-5397	Weed Control	1,040.30	6,000.00	1,500.00	6,000.00
203-34-5422	Small Tools	2,399.35	3,400.00	3,400.00	4,000.00
203-34-5424	Street Construction Material	10,355.36	10,000.00	10,000.00	10,000.00
203-34-5426	Weather Response Management	0.00	8,000.00	4,600.00	8,000.00
	Snow Management Materials		30,000.00	30,000.00	30,000.00
203-34-5453	R&M Supplies - Street Sweeper	2,337.79	6,000.00	1,500.00	0.00
203-34-5533	Equipment Rental	3,325.24	3,000.00	2,600.00	3,000.00
	Street Maintenance		35,000.00	0.00	35,000.00
203-34-5941	Safety & First Aid Kits	3,807.12	5,000.00	4,600.00	2,000.00
TOTAL		\$516,221.80	\$1,073,803.34	\$1,010,603.34	\$970,321.53

Water Fund

The Water Treatment team ensures the annual treatment and distribution of over 300 million gallons of safe and clean drinking water through the operation and maintenance of a surface water treatment facility and a groundwater filtration unit.

Water Fund Budget Highlights

- Increase in chemicals and utilities. Expanded facility and new processes will require more chemicals and electricity.
- New tools and additional lab supplies required for new equipment and processes.
- Water meters based on projected growth.
- Software Subscriptions and Support includes site specific software needs for operations, asset management, and site and cyber security.
- Sludge removal decrease due to new treatment process and expanded drying bed capacity.



Water Fund Expenditures					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
204-15-5100	Wages & Salaries	\$172,900.64	\$438,870.94	\$438,870.94	\$0.00
204-15-5102	Benefits	54,347.92	122,244.00	122,244.00	0.00
204-34-5100	Wages & Salaries	363,484.31	496,468.96	454,519.63	538,368.56
204-34-5102	Benefits	130,324.93	206,895.00	194,310.20	149,474.31
	On-Call Stipend	0.00	0.00	0.00	15,600.00
204-34-5214	Office Supplies	150.78	0.00	0.00	0.00
204-34-5221	Chemicals	241,866.76	250,000.00	220,000.00	350,000.00
204-34-5227	Plant Utilities	21,139.44	28,000.00	20,000.00	40,000.00
204-34-5229	Permit and Program Fees	0.00	2,000.00	1,850.00	3,000.00
204-34-5231	Fuel, Oil & Grease	17,800.29	7,500.00	17,000.00	10,500.00
204-34-5233	R&M- Machinery & Equip. Parts	11,799.08	15,000.00	3,500.00	10,000.00
204-34-5241	Shop Supplies	2,819.43	1,500.00	2,300.00	2,500.00
204-34-5244	Tires & Tubes	0.00	0.00	0.00	0.00
204-34-5334	Water Testing	61,130.40	80,000.00	80,000.00	87,000.00
204-34-5339	On-Line Utility Bill Pay-Fees	32,152.87	27,000.00	28,000.00	28,500.00
204-34-5341	Electricity	62,693.20	80,000.00	74,000.00	97,500.00
204-34-5345	Telephone Service	386.33	700.00	800.00	700.00
204-34-5351	Permit Fees	2,430.00	0.00	0.00	0.00
204-34-5352	Water Resource Legal Services	10,574.61	30,000.00	7,000.00	25,000.00
204-34-5356	Professional Services	89,814.45	60,000.00	40,000.00	40,000.00
204-34-5370	Safety Workwear & Equipment	2,052.13	28,000.00	18,000.00	28,000.00
204-34-5372	Uniforms	75.69	0.00	0.00	0.00
204-34-5380	Professional Development	4,527.58	13,610.00	8,000.00	11,500.00
204-34-5384	Internet Service	1,184.91	2,200.00	2,200.00	19,000.00
204-34-5422	Small Tools	4,377.52	8,000.00	6,000.00	9,500.00
204-34-5423	Construction Material	0.00	4,000.00	0.00	3,000.00
204-34-5430	DISTRIBUTION SYS EMR REPAIR	0.00	15,000.00	10,000.00	15,000.00
204-34-5433	R&M Plant	173,443.10	120,000.00	140,000.00	100,000.00
204-34-5434	R&M Distribution	21,926.67	80,000.00	50,000.00	80,000.00
204-34-5435	R&M Supp. / Serv. Hydrants	2,579.56	0.00	0.00	0.00
204-34-5437	R&M SCADA	0.00	25,000.00	15,000.00	25,000.00
204-34-5440	Sludge Removal	315,975.00	285,000.00	125,000.00	125,000.00
204-34-5455	Lab Supplies	15,545.21	12,500.00	20,000.00	14,500.00
204-34-5495	Miscellaneous	687.60	0.00	0.00	0.00
204-34-5512	Insurance-Property Related	0.00	0.00	-18,855.98	0.00
204-34-5533	Equipment Rental	3,206.36	2,500.00	0.00	2,500.00
204-34-5560	County Treas. Fees	3,302.44	2,500.00	0.00	0.00
204-34-5593	NPIC Water Lease Agreement	2,699,454.00	2,300,000.00	1,738,000.00	3,035,000.00
204-34-5597	RAW WATER FEES AND ASSESSMENTS	0.00	27,000.00	16,100.00	30,000.00
204-34-5825	Hydrant Meter	2,081.56	0.00	472.00	0.00
204-34-5903	Water Meters - New Homes	11,368.00	30,000.00	55,000.00	20,000.00
204-34-5941	Safety & First Aid Kits	30,872.19	3,000.00	6,000.00	3,250.00
204-34-5958	WTP Security/Monitor	330.95	0.00	0.00	0.00
204-34-5961	Sludge Pump	0.00	0.00	0.00	0.00
204-34-5963	Meter Replacement	23,080.20	0.00	0.00	0.00
204-34-5969	Lab Equipment	35,217.50	20,000.00	20,000.00	20,000.00
	R&M Computer Equip	0.00	0.00	0.00	2,500.00

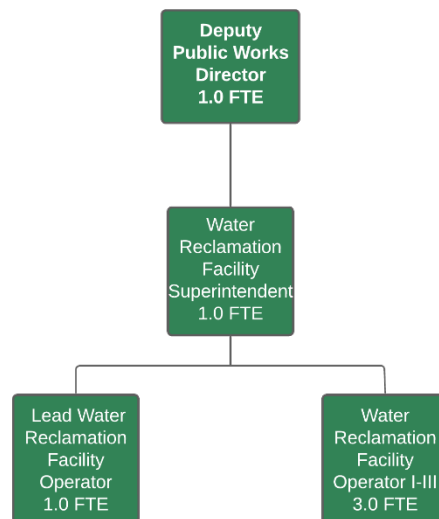
Water Fund Expenditures					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
204-90-5612	Berkadia - Bond Principal	27,000.00	27,000.00	28,000.00	0.00
204-90-5622	Berkadia - Bond Interest	2,520.83	2,750.00	700.00	0.00
204-90-5623	CWCB Loan - Interest	10,626.81	0.00	0.00	0.00
204-90-5624	CWCB Loan - Principal	53,248.42	0.00	0.00	0.00
204-90-5626	2001 - CWR&PDA Loan Principal	36,026.75	0.00	0.00	0.00
204-90-5627	2001 - CWR&PDA Loan Interest	4,813.26	0.00	0.00	0.00
204-90-5630	2019 SRF LOAN D19AX116 - Principal	1,049,857.00	1,049,857.00	1,068,483.00	1,091,978.00
204-90-5631	2019 SRF LOAN D19AX116 - Interest	401,279.13	414,466.00	393,216.24	372,716.24
	Water Efficiency Program	0.00	0.00	0.00	15,000.00
	Software Subscriptions	0.00	0.00	0.00	20,500.00
	Utility Billing Printing Services	0.00	0.00	0.00	20,308.00
TOTAL		\$6,212,475.81	\$6,318,561.90	\$5,405,710.03	\$6,462,395.11

Sewer Fund

The Water Reclamation team treats over 200 million gallons of wastewater annually, protecting the environment and public health by safely processing and disposing of the wastewater generated within the community. This team also ensures compliance with very rigorous health and environmental requirements related to wastewater treatment.

Sewer Fund Budget Highlights

- Increase in electricity for expanded facility with additional equipment.
- New facility will require additional testing by outside laboratories to meet more strict and comprehensive regulatory requirements.
- New tools and additional lab supplies required for new equipment and expanded processes.
- Software Subscriptions and Support includes site specific software needs for operations, asset management, and site and cyber security.
- Decrease in Professional Services.



Sewer Fund Expenditures					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
205-15-5100	Wages & Salaries	\$172,900.84	\$438,870.94	\$438,870.94	\$0.00
205-15-5102	Benefits	54,177.13	121,110.00	121,110.00	0.00
205-34-5100	Wages & Salaries	337,893.16	446,874.25	424,219.54	471,037.01
205-34-5102	Benefits	122,523.45	152,461.00	145,664.59	138,956.90
	On-Call Stipend	0.00	0.00	0.00	15,600.00
205-34-5214	Office Supplies	14.99	0.00	0.00	0.00
205-34-5221	Chemicals	33,728.58	70,000.00	40,000.00	60,000.00
205-34-5228	Permit and Program Fees	2,888.00	5,000.00	3,500.00	5,000.00
205-34-5231	Fuel, Oil & Grease	16,649.35	8,500.00	7,500.00	10,000.00
205-34-5233	R&M- Machinery & Equip. Parts	38,863.85	30,000.00	20,000.00	30,000.00
205-34-5241	Shop Supplies	1,881.66	1,500.00	1,000.00	1,500.00
205-34-5339	On-Line Utility Bill Pay Fees	22,900.21	20,000.00	20,360.00	20,400.00
205-34-5341	Electricity	103,515.45	129,035.00	175,000.00	226,700.00
205-34-5342	Water	2,114.40	1,200.00	1,200.00	2,000.00
205-34-5344	Natural Gas	10,272.95	7,500.00	15,852.00	16,000.00
205-34-5356	Professional Services	90,740.76	60,000.00	25,000.00	20,000.00
205-34-5370	Safety Workwear and Equipment	2,412.68	8,500.00	8,500.00	10,000.00
205-34-5372	Uniforms	57.10	0.00	0.00	0.00
205-34-5380	Professional Development	3,669.77	13,460.00	10,000.00	11,500.00
205-34-5384	Internet Service	1,680.54	1,300.00	1,800.00	19,000.00
205-34-5422	Small Tools	3,463.68	6,000.00	1,500.00	7,500.00
205-34-5423	Construction Materials	0.00	4,000.00	100.00	3,000.00
205-34-5431	R&M PUMPS	0.00	25,000.00	18,000.00	25,000.00
205-34-5432	R&M SCADA	0.00	25,000.00	20,000.00	25,000.00
205-34-5433	R&M Plant	51,511.81	65,000.00	60,000.00	65,000.00
205-34-5434	R&M Collections	7,631.27	20,000.00	8,000.00	15,000.00
205-34-5440	Sludge Disposal	39,919.00	50,000.00	45,000.00	55,000.00
205-34-5455	Lab Supplies	6,575.32	5,000.00	6,000.00	6,500.00
205-34-5512	Insurance-Property Related	0.00	0.00	0.00	0.00
205-34-5533	Equipment Rental	0.00	2,500.00	0.00	2,500.00
205-34-5554	Sewer Testing	59,323.34	40,000.00	36,000.00	45,000.00
205-34-5941	Safety & First Aid Kits	3,005.25	3,000.00	2,150.00	3,000.00
205-34-5969	Lab Equipment	4,650.15	6,500.00	6,500.00	7,000.00
	R & M Computer	0.00	0.00	0.00	5,000.00
205-90-5618	2022 SRF LOAN W22AX116 - Principal	212,331.00	618,315.00	447,699.00	936,944.00
205-90-5619	2022 SRF LOAN W22AX116 - Interest	1,046,994.13	1,249,115.00	1,419,730.04	1,405,230.00
205-90-5621	2022 GPR Loan Principal	0.00	47,151.00	47,151.26	81,958.18
205-90-5622	2022 GPR Loan Interest	0.00	26,200.00	26,200.28	43,986.54
	Software Subscriptions and Support	0.00	0.00	0.00	45,000.00
	Propane	0.00	15,000.00	0.00	0.00
	Utility Billing Printing Services	0.00	0.00	0.00	14,464.00
TOTAL		\$2,454,289.82	\$3,723,092.19	\$3,603,607.65	\$3,849,776.63

Drainage Fund

The Drainage Fund supports the operation and maintenance of stormwater facilities such as storm drains, manholes, swales and detention ponds. The staff directly providing these services reside in the Streets Division of Public Works.

Drainage Fund

- Request to conduct drainage utility rate study in 2024.
- Box Elder Stormwater Authority payment made in this budget.



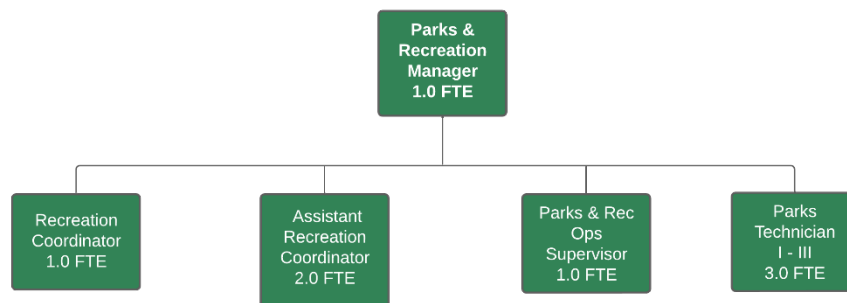
Drainage Expenditures					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
207-15-5100	Wages & Salaries	\$40,130.80	\$101,666.77	\$101,666.77	\$0.00
207-15-5102	Benefits	14,852.30	0.00	0.00	0.00
207-34-5100	Wages & Salaries	20,706.47	44,233.50	44,233.50	0.00
207-34-5102	Benefits	10,000.92	30,063.00	30,063.00	0.00
207-34-5231	Fuel, Oil & Grease	3,692.61	2,000.00	4,000.00	2,000.00
207-34-5339	On-Line Utility Bill Pay-Fee	8,272.77	6,500.00	7,500.00	7,500.00
207-34-5341	Electricity	444.58	710.00	850.00	750.00
207-34-5356	Professional Services	0.00	20,000.00	0.00	20,000.00
207-34-5372	Uniforms	13.28	0.00	0.00	0.00
207-34-5522	Authority Utilities Payments	891.00	403,322.00	403,322.00	411,468.00
207-34-5524	Authority Impact Fees	0.00	35,200.00	35,200.00	36,107.00
207-34-5533	Equipment Rental	0.00	1,000.00	0.00	1,000.00
	Utility Billing Printing Services	0.00	0.00	0.00	5,228.00
TOTAL		\$99,004.73	\$644,695.27	\$626,835.27	\$484,053.00

Park Fund

The Parks team primarily focuses on maintaining and enhancing public green spaces, playgrounds, and recreational areas to provide the community with safe and enjoyable outdoor spaces.

Park Fund Budget Highlights

- Requesting 1 FTE Parks & Rec Operations Supervisor.
- Added new line, vandalism, to start tracking the costs and documenting trends.
- Added new line, horticulture, with intention to replace 1 – 2 beds each year
- Need to address CIRSA safety issues within the parks and playgrounds.
- Port-a-potty rentals for the parks continues to increase. We could remove the non-ADA port-a-potties during the winter months to save month from October – May.
- PROST request adding funding for minor park improvements to address needs throughout the year as they arise. For example: resurfacing and adding pickleball lines to basketball courts, pickleball sound dampening, improvements at disc golf course, ADA Fishing Dock etc.



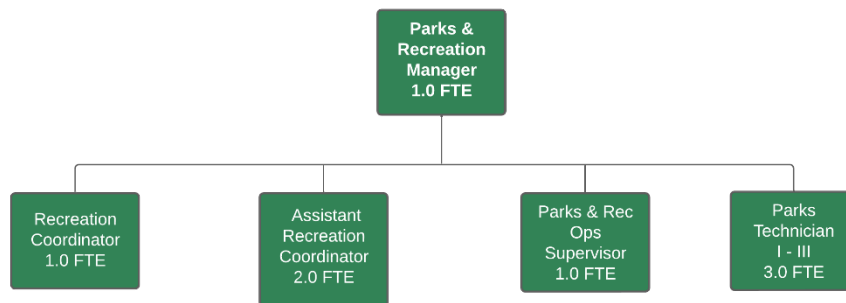
Parks Fund Expenditures					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
210-15-5100	Wages & Salaries	\$66,242.69	\$170,101.66	\$170,101.66	\$0.00
210-15-5102	Benefits	29,013.01	39,383.00	39,383.00	0.00
210-34-5100	Wages & Salaries	146,904.12	215,860.32	215,860.32	269,764.28
210-34-5101	Seasonals	0.00	30,110.00	24,500.00	0.00
210-34-5102	Benefits	45,154.26	73,892.00	73,892.00	54,485.21
	On-Call Stipend	0.00	0.00	0.00	5,200.00
	Vandalism	0.00	0.00	0.00	1,000.00
	Horticulture	0.00	0.00	0.00	5,000.00
210-34-5214	Office Supplies	845.35	0.00	0.00	0.00
210-34-5221	Pond Chemicals	0.00	5,000.00	4,700.00	5,200.00
210-34-5231	Fuel, Oil & Grease	6,613.34	6,000.00	6,000.00	6,200.00
210-34-5233	R&M- Machinery & Equip. Parts	7,621.10	18,000.00	18,000.00	18,500.00
210-34-5234	Irrig. Water Assessments	1,919.70	0.00	0.00	0.00
210-34-5237	Irrig. Sys. Supplies/Repairs	18,609.65	10,000.00	14,000.00	40,000.00
210-34-5239	Wells & Well Houses	17,960.55	10,000.00	9,500.00	11,000.00
210-34-5241	Shop Supplies	926.45	2,200.00	1,800.00	2,300.00
210-34-5244	Tires & Tubes	0.00	0.00	0.00	0.00
210-34-5252	Tree Replacement & Trimming	9,351.10	35,000.00	25,000.00	36,000.00
210-34-5253	Tree Spraying	9,536.27	30,000.00	22,000.00	30,300.00
210-34-5254	Parks Playground & General R&M	41,678.00	30,000.00	30,000.00	35,000.00
210-34-5256	Splash Pad Chemicals	0.00	0.00	0.00	1,100.00
210-34-5341	Irrigation Electricity	18,293.67	10,000.00	10,000.00	8,900.00
210-34-5342	Water	27,009.19	16,169.00	37,706.00	38,000.00
210-34-5343	Sewer	991.56	840.00	1,586.00	1,600.00
210-34-5344	Natural Gas	950.23	850.00	1,990.00	2,000.00
210-34-5346	Storm Drainage	3,048.96	2,800.00	2,800.00	2,800.00
210-34-5356	Professional Services	2,310.37	3,000.00	2,400.00	3,500.00
210-34-5365	Toilet Rental	15,773.88	11,000.00	17,000.00	20,000.00
210-34-5366	Services - Parks & Lawn Care	108,181.50	80,000.00	79,000.00	82,000.00
210-34-5370	Safety Workwear and Equipment	2,297.60	1,500.00	1,500.00	1,600.00
210-34-5372	Uniforms	1,700.74	2,500.00	2,500.00	2,750.00
210-34-5380	Professional Development	531.50	4,000.00	4,000.00	5,000.00
210-34-5397	Weed Control	519.48	200.00	200.00	250.00
210-34-5422	Small Tools	5,888.78	4,500.00	4,450.00	4,650.00
210-34-5423	Sand, Gravel, Mulch	11,458.83	12,000.00	11,450.00	13,000.00
210-34-5512	Insurance-Property Related	0.00	0.00	0.00	0.00
210-34-5533	Equipment Rental	0.00	1,000.00	2,000.00	3,000.00
210-34-5562	County Clerk Fees	0.00	7,000.00	0.00	7,000.00
210-34-5941	Safety Supplies & Equipment	6,043.30	3,000.00	3,000.00	10,000.00
210-34-5942	Minor Park Improvements	17,642.28	30,000.00	28,000.00	80,000.00
TOTAL		\$625,017.46	\$865,905.98	\$864,318.98	\$807,099.49

Recreation Fund

The Recreation team's primary role is to organize and manage various leisure activities, sports programs, and cultural events to promote physical and social wellbeing among residents.

Recreation Fund Budget Highlights

- Replacement of aging computers (from 2020 Covid funding purchases).
- General price increase on materials and goods
- Increased Participation
- Increase in price for conferences, training opportunities, membership dues.
- Need for required and industry standard certifications – CPO, CPSI, CYSA
- Increase in programming – Taekwando, Indoor Pickleball, Saddles2Paddles, 3v3 Basketball, High School Baseball
- Marketing material and services to create more accessibility for all community members and tri-fold amenity map.



Recreation					
Account Number	Account Title	Actual 2022	Budget 2023	EOY ESTIMATE 2023	Proposed 2024
210-51-5100	Wages & Salaries	\$228,974.40	\$209,112.92	\$209,112.92	\$241,941.52
210-51-5101	Seasonals	64,566.06	88,093.00	68,000.00	91,000.00
210-51-5102	Benefits	82,173.30	76,492.00	76,492.00	62,038.61
	On-Call Stipend	0.00	0.00	0.00	5,200.00
210-51-5130	Start Smart Baseball	805.00	800.00	800.00	800.00
210-51-5131	Start Smart Basketball	646.99	640.00	640.00	640.00
210-51-5132	Start Smart Flag Football	960.00	960.00	960.00	960.00
210-51-5133	Start Smart Soccer	1,480.00	1,480.00	1,480.00	1,800.00
210-51-5135	Youth Sports Apparel	2,806.44	5,000.00	4,877.00	5,100.00
210-51-5140	Youth Soccer	1,573.13	4,470.00	4,400.00	4,470.00
210-51-5142	Youth Football	1,468.18	1,500.00	1,784.88	1,500.00
210-51-5144	Youth Baseball	1,221.60	12,850.00	12,000.00	12,850.00
210-51-5145	Youth Softball	0.00	2,900.00	0.00	2,900.00
210-51-5146	Youth Basketball	672.46	1,025.00	1,000.00	1,025.00
210-51-5148	Youth Volleyball	347.78	1,677.00	1,500.00	1,800.00
210-51-5149	Youth Tennis	0.00	480.00	1,067.60	500.00
210-51-5158	Adult Kickball	98.97	475.00	0.00	500.00
210-51-5161	Adult Tennis	0.00	480.00	1,067.60	500.00
210-51-5162	Adult Softball	1,729.76	5,775.00	4,500.00	5,950.00
210-51-5164	Adult Volleyball	620.00	1,300.00	1,250.00	1,350.00
	Adult Basketball	0.00	0.00	0.00	800.00
210-51-5165	NCSO Referees Admin Fee	5,625.00	8,000.00	8,000.00	8,000.00
210-51-5166	Instructor/Official Fees	23,475.80	30,000.00	30,000.00	32,000.00
210-51-5168	Computer Equip./Software	14,996.84	13,230.00	13,230.00	21,000.00
210-51-5181	Rec. Prog. Supplies/Exp.	5,407.41	15,000.00	15,000.00	16,000.00
210-51-5183	Batting Cages - Maint. & Oper.	5,370.00	10,500.00	10,250.00	11,000.00
210-51-5185	Ball Field/Cage Electricity	80.85	14,000.00	14,000.00	15,000.00
210-51-5186	Infield Mix	2,348.90	13,000.00	12,000.00	13,500.00
210-51-5190	Yoga Classes	0.00	0.00	0.00	500.00
210-51-5223	Operating Supplies	268.53	3,000.00	3,000.00	3,100.00
210-51-5356	Professional Services	210.00	0.00	0.00	0.00
210-51-5372	Staff Uniforms	2,136.42	2,500.00	2,500.00	2,750.00
210-51-5380	Professional Development	1,691.78	4,500.00	4,500.00	5,000.00
210-51-5392	Gym Rental	6,963.75	14,378.00	13,000.00	15,000.00
	Dues and Subscriptions	0.00	0.00	0.00	1,800.00
210-51-5401	Marketing Services	12,898.77	13,000.00	13,000.00	15,000.00
TOTAL		\$471,618.12	\$556,617.92	\$529,412.00	\$603,275.13



CIP

CAPITAL IMPROVEMENT PROJECTS



Capital Improvement Projects

The five-year Capital Improvement Project budget is used to account for financial resources that are used to construct/acquire major, long-lived general capital assets. These projects have been identified in the Capital Improvement Plan and are consistent with the Town's long-term goals.

Funding in 2024 is budgeted and adopted by the Board of Trustees. Funding in 2025-2028 is earmarked for project completion. This ensures the Town does not over allocate funds on multi-year projects. However, due to the Town's code requirements, the budget can only be officially appropriated on a year-to-year basis.

Process to Identify Project Funding

Priority I: IMPERATIVE

Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.

- Corrects a condition dangerous to public health or safety
- Satisfies a legal obligation
- Alleviates an emergency service disruption or deficiency
- Prevents irreparable damage to a valuable public facility

Priority II: ESSENTIAL

Projects that address clearly demonstrated needs or objectives.

- Rehabilitates or replaces an obsolete public facility or attachment thereto
- Stimulates economic growth and private capital investment
- Reduces future operating and maintenance costs
- Leverages available state or federal funding

Priority III: IMPORTANT

Projects that benefit the community but may be delayed without detrimental effects to basic services.

- Provides a new or expanded level of service
- Promotes intergovernmental cooperation
- Reduces energy consumption
- Enhances cultural or natural resources

Priority IV: DESIRABLE

- Desirable projects that are not included within five-year program because of funding limitations.

Water Fund

Capital Projects | Five Year Summary

GL	Project Name	2024	2025	2026	2027	2028	Description
211-80-4010	Water Plant Expansion Engineering and Construction	15,109,347					Engineering and construction cost to expand the Water Plant.
211-80-4014	Wilson Wellhouses Improvements	\$30,000	\$75,000				Variety of infrastructure improvements to address the well system, safety concerns, access hatches, fencing etc.
211-80-4019	Distribution System Master Plan		110,000				The current distribution masterplan is incomplete and was based on a modeling system that is no longer supported. The master plan includes a new distribution system model, identification of water main and/or pumping improvements, and alternative analysis.
211-80-4020	Buffalo Creek Booster Station					40,000	The Buffalo Creek Booster Station provides flow and pressure to the northwest area of town, such as Buffalo Creek and planned future developments. The station was not constructed with VFDs or adequate control systems, which impacts operation and consistent performance.
211-80-4079	Reservoir Management Project			100,000			This project is the starting point for a Reservoir Management Program. With the new plant coming online in 2024, Staff is looking to operate the plant for more than a year to determine the best multi-barrier approach to treating and delivering the highest quality drinking water possible. Needs may include additional water quality testing, data collection, and/or in-situ chemical or physical treatment.
211-80-5013	Automated Metering Infrastructure	228,600	228,600	228,600			Aligned with the 2018 Municipal Water Efficiency Plan, the Town aims to upgrade 1,300 residential meters to advanced metering for improved efficiency leak detection. A \$500,000 WaterSmart grant application is pending in 2023. If granted, project costs will total \$200,000; otherwise, it will extend over multiple years.
211-80-5030	Rehabilitation of Existing Potable Water Tanks	1,105,112					Re-coating the exterior of water storage tanks that are badly deteriorated.
211-80-5032	Pre-Treatment Facility Site Improvements	65,000					Miscellaneous improvements to the Pre-treatment site, including fencing, grading, drainage, and access.
Future	Water Treatment Plant Covered Equipment Storage		65,000				This storage facility will provide a secure, climate-protected place to store equipment.
Future	Water Treatment Plant Admin Building Design Alternatives		50,000	50,000			Planning and design.
Future	Water Treatment Plant Admin Building Construction			600,000	600,000		
Future	Water Oversizing Reimbursement Saddleback Subdivision			100,000	100,000	101,183	Required by the Development Agreement for Saddleback, as executed in 2018.
New CIP	SCADA Telemetry System Upgrade	40,000					Telemetry system upgrade to replace the existing point-to-point ethernet system at the WTP and various remote sites. This upgrade will greatly improve remote communications between remote sites and the main treatment facility.
New CIP	Programmable logic controllers (PLC) Upgrades	105,000					This project would replace and upgrade four programmable logic controllers (PLC) across multiple sites for the Water Treatment Facility. The current PLCs are beyond their useful life and no longer serviceable. Replacement of these PLCs were not include in the expansion project.
New Equip.	Front End Loader		225,000				
TOTAL:		\$16,683,059	\$753,600	\$1,078,600	\$700,000	\$141,183	

Sewer Fund

Capital Projects | Five Year Summary

GL	Project Name	2024	2025	2026	2027	2028	Description
211-80-4061	Water Reclamation Facility Engineering	944,326					Engineering cost associated with the expansion of the Water Reclamation Facility.
211-80-4062	Collection System Improvements				200,000	200,000	Programmed funding for wastewater collection system improvements as per the Collection Masterplan
211-80-4083	Water Reclamation Facility Construction	19,759,011					Construction cost associated with the expansion of the Water Reclamation Facility.
211-80-4084	Water Reclamation Facility Risk & Resiliency Assessment and Emergency Response Plan		85,000				Evaluate the town's wastewater system for risk and create an updated emergency response plan.
211-80-4089	Viewpoint Lift Station	167,500	1,220,000				Improvements needed at the lift station to increase capacity, operational efficiency, and reliability.
211-80-4091	Sewer Oversizing Reimbursement Sage Meadows 1st Development Agreement	30,520	48,130				The Town required the developer to oversize a sanitary sewer line within the project to accommodate future development.
Future	Sewer Oversizing Reimbursement Saddleback Development Agreement			96,000	96,000	96,030	Required by the Development Agreement for Saddleback, as executed in 2018.
Future	Orbal System Rehabilitation	831,600	1,247,400				Project to rehabilitate the orbal system. This project must be carefully timed so as to maintain operations as new expansion comes online.
New CIP	Roof Replacement for Existing Buildings	70,000	80,000	90,000			Address failing roof systems for the RAS/WAS, Lab, and Dewatering buildings
New Equip.	Gator with Plow	35,000					Additional site area and facilities require frequent snow removal to ensure adequate access and safety.
TOTAL:		\$21,837,957	\$2,680,530	\$186,000	\$296,000	\$296,030	

Street Fund

Capital Projects | Five Year Summary

GL	Project Name	2024	2025	2026	2027	2028	Description
211-80-4006	Old Town Street Repairs	530,250					Multi-year repair plan developed in 2016 to rehabilitate selected streets, curb/gutter and sidewalk in the Old Town area.
211-80-4007	Pavement Preventive Maintenance	108,045	118,850	130,734	143,808	158,189	Preventive maintenance for town streets, including crack seal, overlays, and other measures to lengthen lifespan of existing pavements.
211-80-4009	Pavement Condition Assessment	75,000					The Pavement Condition Assessment will evaluate Wellington streets and provide conceptual long-range planning information to prioritize, schedule and budget on-going street maintenance and repair.
211-80-4070	HWY 1 Intersection Improvements		100,000	150,000			Funding to support intersection improvements near PSD Middle/High School.
211-80-4076	Epoxy Street Striping		120,000				Contracted service to provide street lane striping with superior epoxy based materials.
211-80-5022	Cleveland Ave Improvements	600,000	1,600,000				Street improvements including ADA, sidewalk, drainage on Cleveland Ave.
211-80-5023	Street/Sidewalk Safety Improvements	160,000	164,086				Various sidewalk and accesibility improvements as funded with the HSIP grant.
211-80-5024	Transportation Master Plan	100,000					Strategic document that outlines goals, policies, and projects aimed at improving town's transportation system and infrastruture.
211-80-5025	Railroad/Road Improvements Sage Meadows Development Agreement	208,800	24,000	37,800			The Town partnered with developer to design and improve the railroad crossing at G.W. Bush.
Future	Street Rehabilitation		630,000	661,500	694,575	729,304	Multi-year rehabilitation plan as informed by the Paving Condition Assessment to repair town streets.
Future	Road Off-site Improvement/Saddleback			60,000	60,000	63,600	
New CIP	Old Town Sidewalk Pedestrian Improvements			577,250	577,250	577,250	
New Equip.	Vehicle Replacement	60,000		64,000		68,000	The goal of the vehicle replacement plan is to remove older vehicles in poor condition from the Town's fleet and replace those with more reliable new vehicles. These are anticipated to cost approximately \$60,000 in 2024 with price increases in future years.
New Equip.	Snow Material Storage Facility	48,000					
New Equip.	Liquid De-icing Equipment	18,000					
New Equip.	Street Striping Equipment		60,000				
New Equip.	Air Conditioner Recharge System		16,000				
New Equip.	Shop Air Conditioner	6,500					
TOTAL:		\$1,914,595	\$2,832,936	\$1,681,284	\$1,475,633	\$1,596,343	

Drainage Fund
Capital Projects | Five Year Summary

GL	Project Name	2024	2025	2026	2027	2028	Description
211-80-4038	Old Town Streets Repair	69,615					Multi-year repair plan developed to rehabilitate selected streets, curb/gutter and sidewalk in the Old Town area. This is the last project in a planned 6-year plan.
211-80-4039	Storm Drain & Pan Replacement	38,933	40,879	42,923	45,070		Address failing storm drainage appurtenances and identifies repairs such as pans.
211-80-4065	B-Dams Improvements	113,534	93,534	93,534	93,534	93,534	Cost share of flood early warning system, emergency response plan, and ongoing maintenance at B-Dams.
SDF231	Regional Drainage Improvements		1,000,000	1,100,000	1,200,000	1,300,000	Future projects as proposed by the Stormwater Masterplan
211-80-5027	Box Elder Creek LOMR	6,000					Prepare a Letter of Map Revision (LOMR) to modify the results of the Box Elder Creek floodplain restudy (RiskMap).
211-80-5028	Outfall for Cleveland Ave Improvements	230,000	700,000				As part of the larger Cleveland Avenue Improvement project, this storm drainage improvement is intended to reduce flooding of Cleveland Avenue.
Future	Street Rehabilitation		94,500	99,225	104,186	109,395	Various street repair and rehabilitation project throughout town.
Future	Stormwater Off-site Reimbursement -Saddleback			20,000	20,000	21,200	Required by the Development Agreement for Saddleback, as executed in 2018.
Future	Clark Reservoir Dredging					2,000,000	Project required by Boxelder Stormwater Authority.
TOTAL:		\$458,082	\$1,928,913	\$1,355,682	\$1,462,790	\$3,524,129	

Water Source Development
Capital Projects | Five Year Summary

GL	Project Name	2024	2025	2026	2027	2028	Description
211-80-5035	Water Source Development Plan	150,000					
211-80-5036	Water Purchase	2,500,000					Purchase of water shares.
TOTAL:		\$2,650,000	\$0	\$0	\$0	\$0	

Parks Fund
Capital Projects | Five Year Summary

GL	Project Name	2024	2025	2026	2027	2028	Description
211-80-4042	Parks Master Plan			80,000			Blueprint that guides the development and management of town's parks and recreational spaces.
211-80-4068	Replace Soft Trails	20,000					Replaces soft trails with concrete trails.
211-80-4077	Playground at Viewpointe Park		250,000				Replacement of playground at Viewpointe Park.
	Pour & Place Viewpointe Park		65,000				Add pour & place to Viewpointe Playground.
	Shade Structure		15,000				Shade structure at Viewpointe Park.
211-80-5039	Splashpad Chemical Room	125,000					Improvements needed to improve the safety in the splashpad chemical room. Rollover from 2023.
New CIP	WCP poured in place Border Replacement	10,000					Noted on CIRSA assessment
New CIP	Park Meadows Solar	15,000					This would include 3 lights for the Park.
New CIP	ADA Fishing Pier	50,000					PROST / community request. Seeking Grant Funding.
Future	ADA Bridge across Boxelder Creek		40,000				ADA access for public use and disc golfers at Griffin Greens.
New Equip.	Parks Truck		\$60,000				Replacement of aging parks truck.
New Equip.	Recreation Truck		\$60,000				Replacement of aging recreation vehicle.
New Equip.	Wellville Pump		\$80,000				
New Equip.	Used Groundmaster Mower	\$80,000					Added Harvest Park. Will create more efficiency.
TOTAL:		\$300,000	\$570,000	\$80,000	\$0	\$0	

General Fund
Capital Projects | Five Year Summary

GL	Project Name	2024	2025	2026	2027	2028	Description
211-80-4000	Downtown Master Plan			25,000	60,000		Strategy that outlines vision/guidelines for development and revitalization in downtown.
	Elevator in Muni Building	85,000					Installation of ADA Lift in Municipal Services Building.
211-80-4003	Town Hall/ Board Chambers Design		150,000				Planning and design effort to develop a strategy to support additional workspace needed for staff and public services.
211-80-4003	Town Hall/ Board Chambers Construction			350,000	5,000,000		Construction of a functional and efficient space that meets the needs of the community and organization.
211-80-4005	Community Center Feasibility Study		50,000				Comprehensive evaluation that assesses the viability and potential of a rec center considering factors of market demand, financial feasibility, and community support.
	Housing Needs Assessment	70,000					Detailed analysis that identifies and evaluations the current and future housing demands, trends, and challenges.
2100-80-4054	Tract F	75,000					Stormwater detention pond improvements on 12.5 parcel along I-25 frontage road.
	ADA Community Improvements	20,000	20,000	20,000	20,000	20,000	As needed funding source to make ADA infrastructure improvements.
	6th Street						
	Undergrounding/Lights Bonfire			75,000			
	Subdivision DA						
	Cemetery Mapping		\$20,000				
TOTAL:		\$250,000	\$240,000	\$470,000	\$5,080,000	\$20,000	

Board of Trustees Meeting

Date: November 14, 2023
Subject: October 24, 2023 Regular Meeting Minutes

- **Presentation:** Ethan Muhs, Town Clerk

BACKGROUND / DISCUSSION

Minutes of the October 24, 2023 Regular Meeting. [A link to the video recording of this meeting is available as of 11.8.23.](#)

STAFF RECOMMENDATION

Staff have identified the following options for Board consideration:

1. Approve the October 24, 2023 Minutes with the Consent Agenda
2. Remove the the October 24, 2023 Minutes from the Consent Agenda and consider further as an Action Item

ATTACHMENTS

1. 10.24.23 Board of Trustees Regular Meeting Minutes
2. 10.24.23 Exhibit 1



BOARD OF TRUSTEES
October 24, 2023
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

A. CALL TO ORDER

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

1. Pledge of Allegiance
Mayor Chaussee asked for all to rise for the Pledge of Allegiance.
2. Roll Call
The Clerk noted a quorum with the following roll call:
Mayor Chaussee – present
Mayor Pro Tem Macdonald – absent
Trustee Dailey – present
Trustee Gaiter –present
Trustee Mason – present
Trustee Tietz – present
Trustee Wiegand - 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 conflict of interest; there were none

B. COMMUNITY PARTICIPATION

1. Public Comment
Mayor Chaussee asked if there were any public comments; Karen Eifert made public comment.

C. CONSENT AGENDA

1. October 10, 2023 Regular Meeting Minutes

Mayor Chaussee invited the Town Clerk to read the Consent Agenda items and called to approve.

Trustee Tietz moved to approve the Consent Agenda; Trustee Dailey seconded.

Yeas: Tietz, Dailey, Gaiter, Wiegand, Mason, Chaussee

Nays: N/A

The motion carried unanimously, and the Consent Agenda was approved.

D. ACTION ITEMS

1. Resolution No. 43-2023: A Resolution of the Town of Wellington Colorado Making An Agreement Regarding Operating and Maintenance of Boxelder Creek Watershed Dams (B-Dams B-2, B-3, and B-4)

Mayor Chaussee invited Mr. Bob Gowing, Director of Public Works, to present this item. Mr. Gowing introduced this item.

Mayor Chaussee called for questions from the Board; to which Mr. Gowing responded.

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

Mayor Chaussee called for a motion on this item.

Trustee Gaiter moved to approve Resolution No. 43-2023: A Resolution of the Town of Wellington Colorado Making An Agreement Regarding Operating and Maintenance of Boxelder Creek Watershed Dams (B-Dams B-2, B-3, and B-4). Trustee Teitz seconded.

Yeas: Gaiter, Tietz, Mason, Weigand, Dailey, Chaussee

Nays: N/A

The motion was carried unanimously, and Resolution No. 43-2023 was approved.

2. Resolution No. 44-2023, A Resolution of the Town of Wellington, Colorado Approving an Intergovernmental Agreement with the Colorado Department of Transportation.

Mayor Chaussee invited Mr. Alex Evonitz, Public Works Engineer, to present this item. Mr. Evonitz introduced this item.

Mayor Chaussee called for questions from the Board; to which Mr. Evonitz responded.

Mayor Chaussee invited public comment on this item. Karen Eifert provided public comment.

Mayor Chaussee invited final comments from the Board, and the Board further discussed this item.

Mayor Chaussee called for a motion on this item.

Trustee Tietz moved to approve Resolution No. 44-2023: A Resolution of the Town of Wellington, Colorado Approving an Intergovernmental Agreement with the Colorado Department of Transportation. Trustee Dailey seconded.

Yeas: Tietz, Dailey, Mason, Gaiter, Weigand, Chaussee

Nays: N/A

The motion was carried unanimously, and Resolution No. 44-2023 was approved.

3. Resolution No. 45-2023: A Resolution of the Town of Wellington, Colorado Amending the Intergovernmental Agreement for Solid Waste Programming and Infrastructure Improvements.

Mayor Chaussee invited Mr. Cody Bird, Planning Director, to present this item. Mr. Bird introduced this item.

Mayor Chaussee called for questions from the Board; to which Mr. Bird responded.

Mayor Chaussee invited public comment on this item. Karen Eifert provided public comment.

Mayor Chaussee invited final comments from the Board, and the Board further discussed this item.

Mayor Chaussee called for a motion on this item.

Trustee Gaiter moved to approve Resolution No. 45-2023: A Resolution of the Town of Wellington, Colorado Amending the Intergovernmental Agreement for Solid Waste Programming, and Infrastructure Improvements. Trustee Wiegand seconded.

Yeas: Gaiter, Wiegand, Mason, Tietz, Daily, Chaussee

Nays: N/A

The motion was carried unanimously, and Resolution No. 45-2023 was approved.

E. OTHER BOARDS

1. Library Board Update

Mayor Chaussee closed the Regular Meeting and opened the Library Board at 7:50 p.m.

Mayor Chaussee invited Mr. Ross LaGenese, Library Director, to present this item. Mr. LaGenese presented a Library Board update and responded to questions from the Board.

Mayor Chaussee closed the Library Board and opened the Regular Meeting at 8:07 p.m.

F. REPORTS

1. Town Attorney

Mr. Dan Sapienza reports that Municipal Court changing to once a month starting January 2024.

2. Town Administrator

Ms. Garcia reported Municipal Court budget is adequate for the change to monthly court. She further presented on the Budget Boo-nanza event held on October 16, 2023.

3. Staff Communications

Mayor Chaussee called for questions from the Board on Staff Communications; there were none.

a. August 2023 Report of Bills

b. Monthly Utility Report

4. Board Reports

Trustee Mason – reported on the Wellington High School football team.

Trustee Dailey – reported on town feedback regarding the Budget Boo-nanza.

Trustee Gaiter – reported about the water treatment plant and progress, engagement with new residents to the Town, and the Town’s Finance Committee.

Trustee Teitz – reported on discussions with Ms. Garcia regarding home-based businesses and Land Use Code, an update from Larimer County regarding the use of Clark Lake, a discussion of Article 10 of the Wellington Municipal Code, and an imminent event with the Larimer County Sheriff’s Office.

Trustee Wiegand – commented on Boo-nanza and the Town’s water treatment plant progress.

Mayor Chaussee – no report.

G. WORK SESSION

Mayor Chaussee closed the Regular Meeting and opened the Work Session at 8:18 p.m.

1. Utility Rate Adjustment Presentation

Mayor Chaussee invited Ms. Meagan Smith, Deputy Director of Public Works; Mr. Bob Gowing, Director of Public Works; & Mr. Don Rhoads, Town Treasurer & Finance Director to present and responded to questions and comments from the board.

Mayor Chaussee closed the Work Session and reopened the Regular Meeting at 9:39 p.m.

H. EXECUTIVE SESSION

- Executive Session for conferences with an attorney for the Town pursuant to § 24-6-402(4) (b), for the purpose of receiving legal advice relative to pending litigation related to the appeal of a site plan approval. The executive session will not be recorded and an attorney certification will be provided as required by C.R.S. §24-6-402(2)(d.5)(II)(B) that discussions in the executive session constitute privileged attorney-client communications.

Trustee Gaiter moved to enter the Executive Session. Trustee Dailey seconded.

Yeas: Gaiter, Dailey, Mason, Tietz, Wiegand, Chaussee

Nays: N/A

Mayor Chaussee opened the Executive Session at 9:41 p.m.

Trustee Gaiter Moved to exit the Executive Session. Union the motion duly noted and with unanimous consent, Mayor Chaussee exited the Executive Session at 9:54 p.m.

I. ADJOURN

Upon the motion duly noted and with unanimous consent, Mayor Chaussee adjourned the meeting at 9:54 p.m.

Ethan Muhs, Town Clerk

Attachments:

Exhibit 1 – Certification Statement for Executive Session

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.

ATTORNEY CERTIFICATION RELATED TO OCTOBER 24, 2023 EXECUTIVE SESSION OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO

The undersigned as Town Attorney of the Town of Wellington, Colorado certifies that the Board of Trustees of the Town of Wellington, Colorado at its regular meeting on October 24, 2023, properly announced and convened, in executive session, for conferences with an attorney for the Town pursuant to § 24-6-402(4)(b), for the purpose of receiving legal advice relative to an action filed by Connell Resources before the Larimer County District Court involving planning denials by the Wellington Town Board of Trustees. Pursuant to C.R.S. §24-6-402(4)(b) and (d.5)(II)(B), it is the opinion of the undersigned attorney that the meeting was properly announced and that discussions which occurred during the executive session constituted a privileged attorney-client communication. No record was kept or required to be kept of the discussions. This statement shall be included with the written minutes of the referenced meeting. This statement is also signed by the Town Attorney and Mayor of the Town of Wellington, attesting that the executive session was not recorded and was confined to the topics authorized for discussion in executive session pursuant to §24-6-402(4)(d.5)(11)(B).

March, Olive and Sapienza, LLC
Town Attorney


Daniel L. Sapienza

Calar Chaussee, Mayor

Board of Trustees Meeting

Date: November 14, 2023
Subject: Resolution No. 46-2023: A Resolution of the Town of Wellington, Colorado Making Appointments to the Finance Committee and Parks, Recreation, Open Space, and Trails Board

- **Presentation:** Ethan Muhs, Town Clerk

BACKGROUND / DISCUSSION

The Board of Trustees interviewed Mr. Nikiah Nudell for appointment to the Finance Committee to fill a vacancy with a term expiring in June 2024 with favorable recommendation and desires to appoint him.

The Board of Trustees desires to appoint Mr. Aaron McConnell to a vacancy on the Parks, Recreation, Open Space, and Trails Advisory Board with a term ending in January 2024.

The Board of Trustees desires to reappoint Ms. Jessica Roper (PROST member with term expiring in January 2024) and Mr. Aaron McConnell to the PROST board to their subsequent terms, both beginning in January 2024 and ending in January 2028.

STAFF RECOMMENDATION

Staff has identified the following options for Trustee consideration:

1. Approve Resolution No. 46-2023
2. Approve Resolution No. 46-2023 with amendments as the Board of Trustees deems appropriate
3. Postpone consideration of Resolution No. 46-2023 to a specific date and time and provide staff direction regarding additional information or amendments
4. Vote to deny Resolution No. 46-2023

ATTACHMENTS

1. Reso 46-2023 - FC and PROST Appointment

TOWN OF WELLINGTON

RESOLUTION NO. 46-2023

A RESOLUTION OF THE TOWN OF WELLINGTON, COLORADO MAKING APPOINTMENTS TO THE WELLINGTON FINANCE COMMITTEE ADVISORY BOARD AND TO THE PARKS, RECREATION, OPEN SPACE, AND TRAILS ADVISORY BOARD

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado has adopted and reenacted the Wellington Municipal Code (the "Code"); and

WHEREAS, the Code provides for the appointment of a Finance Committee Advisory Board member as called for by Chapter 2, Article 16; and

WHEREAS, Section 2-16-30 of the Code provides that there shall be seven (7) voting members appointed by the Board of Trustees; and

WHEREAS, the Finance Committee Advisory Board currently has two (2) vacant seats with terms expiring June 2024; and

WHEREAS, The Town accepted applications for candidates to fill the vacant seats; and

WHEREAS, the single candidate to apply for appointment and be interviewed in October 2023 was recommended to fill the vacancy on the Finance Committee Advisory Board; and

WHEREAS, the Code provides for the appointment of a Parks, Recreation, Open Space, and Trails Advisory Board ("PROST Board") member as called for by Chapter 2, Article 13; and

WHEREAS, Section 2-13-23 of the Code provides that there shall be seven (7) voting members appointed by the Board of Trustees to serve four (4) year terms; and

WHEREAS, in October 2023, the Board of Trustees appointed Ms. Jessica Roper to a vacancy on the PROST Board with a term expiring in January 2024; and

WHEREAS, in September 2023, the Board of Trustees interviewed both Ms. Jessica Roper and Mr. Aaron McConnell; and

WHEREAS, there is currently one (1) vacancy on the PROST Board with a term expiring in January 2024; and

WHEREAS the Board of Trustees desires to appoint Mr. McConnell to the current vacancy with a term ending in January 2024; and

WHEREAS, the Board of Trustees desires to reappoint Ms. Jessica Roper and Mr. Aaron McConnell to the subsequent terms expiring in January 2028 upon the expiration of their current terms in January 2024; and

WHEREAS, both Ms. Roper and Mr. McConnell desire to serve the current and subsequent terms.

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

1. Mr. Nikiah Nudell is hereby appointed to the Wellington Finance Committee Advisory Board to fill a vacancy with a term commencing at the first meeting in November 2023 and ending in June 2024.
2. Ms. Jessica Roper is hereby appointed to the Wellington Parks, Recreation, Open Space, and Trails Advisory Board to fill a vacancy with a term commencing at the first meeting in January 2024 and ending in January 2028.
3. Mr. Aaron McConnell is hereby appointed to the Wellington Parks, Recreation, Open Space, and Trails Advisory Board to fill a vacancy with a term commencing at the first meeting in December 2023 and ending in January 2024.
4. Mr. Aaron McConnell is hereby appointed to the Wellington Parks, Recreation, Open Space, and Trails Advisory Board to fill a vacancy with a term commencing at the first meeting in January 2024 and ending in January 2028.

Upon a motion duly made, seconded, and carried, the foregoing Resolution was adopted this 14th day of November 2023.

TOWN OF WELLINGTON

By: _____
Calar Chaussee, Mayor

ATTEST:

Ethan Muhs, Town Clerk

Board of Trustees Meeting

Date: November 14, 2023

Subject: Approval to Open Safe Deposit Box at Points West Community Bank

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

BACKGROUND / DISCUSSION

The Town has documents that require safekeeping such as North Poudre Irrigation Company shares, property deeds and titles. These documents are currently stored in town facilities and staff would like to move them to secure environment which has been determined to be a safe deposit box. Staff has been in contact with Points West Community Bank and has secured a 10x10 box at the cost of \$96 per year. An inventory of the documents in the safe deposit box will be kept by the Town Clerk. Points West has requested that the Board of Trustees acknowledge that the Safe Deposit Box is being opened and that the Town Administrator has given Janice Foster, Budget and Accounting Analyst, permission to open it.

STAFF RECOMMENDATION

Staff has identified the following options for Trustee consideration:

1. Approve the opening of a Safe Deposit Box at Points West for legal documents and providing Janice Foster, Budget and Accounting Analyst, permission to open it.
2. Postpone consideration of opening a Safe Deposit Box at Points West to a specific date and time and provide staff direction regarding additional information or amendments.
4. Vote to deny opening a Safe Deposit Box at Points West.

ATTACHMENTS

None

Board of Trustees Meeting

Date: November 14, 2023
Subject: Ordinance No. 09-2023: An Ordinance Recodifying Chapter 13 of the Municipal Code Concerning Municipal Utilities

- **Presentation: Dan Sapienza, Town Attorney**

BACKGROUND / DISCUSSION

In April, 2023, the Board adopted Ordinance 04-2023, amending recodifying portions of Chapter 13, dealing with Town Utilities. The changes that were under discussion were discussed at length at a previous work session and the changes being made to the Town Code were provided in a redline format, detailing the exact code changes to be made. Due to an error in the text of the ordinance, however, additional code sections were stated to be repealed with the passage of that ordinance.

This ordinance corrects that error and recodifies those sections. There are no changes being made to the text of Articles 1 and 2 as adopted by the Board with the adoption of 04-2023 and no changes being made to the text of Articles 4 through 7 as they were codified immediately prior to the adoption of Ordinance 04-2023.

STAFF RECOMMENDATION

Staff have identified the following options for Trustee consideration:

1. Move to approve Ordinance No. 09-2023
2. Move to approve Ordinance No. 09-2023 with amendments determined by the Board of Trustees
3. Move to postpone consideration of Ordinance No. 09-2023 to a specified date
3. Deny Ordinance No. 09-2023

ATTACHMENTS

1. Ord 09-2023 Chapter 13 Modification

TOWN OF WELLINGTON

ORDINANCE NO. 09-2023

AN ORDINANCE RECODIFYING CHAPTER 13 OF THE MUNICIPAL CODE
CONCERNING MUNICIPAL UTILITIES.

WHEREAS, the Town of Wellington has adopted Chapter 13 of the Town Code of the Town of Wellington, Colorado (the “Town Code”), addressing municipal utilities and their operations; and

WHEREAS, the Town Board of Trustees of the Town of Wellington, Colorado (the “Board of Trustees”) adopted Ordinance 04-2023 to address billing procedures, clarifying operations of the municipal utility, and increasing consistency of language throughout the Municipal Code; and

WHEREAS, Ordinance 04-2023 should have repealed and replaced only Articles 1, 2, and 3 of Chapter 13, but due to a scrivener’s error stated that it was to repeal the entire Chapter; and

WHEREAS, the Board of Trustees, in adopting Ordinance 04-2023 relied upon a “redline” version of the proposed changes, which demonstrated the portions of Chapter 13 intended to be changed and which only included proposed changes to Articles 1, 2, and 3 of Chapter 13; and

WHEREAS, Articles 4 through 7 of Chapter 13 relate to the management of enterprises within the Town and such enterprises continue to exist and operate.

WHEREAS, the Town Board of Trustees desires to correct the error and readopt Articles 4, 5, 6, and 7 of Chapter 13 as were in place prior to Ordinance 04-2023.

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

1. Adoption. Chapter 13 of the Municipal Code is hereby repealed and replaced in its entirety as follows:

ARTICLE 1 Water, Wastewater and Storm Drainage Utility

Division 1 General Provisions

Sec. 13-1-10. Definitions.

The words used in this Chapter shall have their common meaning unless that meaning is specifically modified by the definitions contained herein.

Delinquent account means any utility account assessed for Utility user charges which is not paid in full prior to the twentieth day of the month in which the bill is forwarded to the User.

Development shall be as defined in Chapter 15 of this Code.

Licensed plumber means a master plumber, journeyman plumber or residential plumber holding a current state license.

Meter size shall be determined by the inside diameter of the outlet side of the meter.

Person shall mean any individual, corporation, government or governmental subdivision or agency, business trust, estate, trust, limited liability company, partnership, association, or other legal entity.

Tap shall mean the point where the service line connects to the Town's main line.

Town of Wellington Construction Standards means the Standard Design Criteria and Standard Construction Requirements as adopted by the Town.

User means either the tenant or owner of a premises which is connected to the Town's water, wastewater or storm drainage facilities.

Utilities or *Utility* means water, wastewater, storm drainage utilities of the Town.

Utility Billing Coordinator means that Person designated by the Town Administrator as the Town's Utility Billing Coordinator.

Utility user charges or *user fees* means all charges imposed by the Town or the specific Town enterprise for water, wastewater, storm drainage usage, including any administrative fees, interest, penalties and service charges imposed in accordance with this Chapter or imposed by State or other applicable law.

Sec. 13-1-20. Ownership; responsibility.

- (a) The Town shall own and maintain all parts of the water facilities used in the collection, treatment or distribution of water for municipal beneficial uses, except those portions identified as the property of the owner of property served. These facilities shall be known as the water Utility.
- (b) The Town shall own and maintain all parts of the wastewater facilities used in the collection, treatment or disposal of sewage, except those portions identified as the property of the owner of property served. These facilities shall be known as the Wastewater Utility. The wastewater tap and all facilities from the tap extending to and located on the owner's property shall be owned by and be the responsibility of the property owner.
- (c) Any Person who connects any pipe, tube, curb stop, wire, cord, motor or other instrument or contrivance with any main or service line supplying water to any property, or who turns on water for service to any property, without the knowledge and consent of the Town is guilty of a civil infraction of this Code. Each day that such violation continues to exist shall be considered a separate offense.
- (d) Any Person who in any manner alters, obstructs or interferes with the action of a water meter or the remote read-out attached to a water meter, without the knowledge and consent of the Town is guilty of a civil infraction of this Code. Each day that such violation continues to exist shall be considered a separate offense.

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- (e) Any Person who causes damage in any form to the water or wastewater facilities is guilty of a civil infraction of this Code. Each day that such violation continues to exist shall be considered a separate offense.
 - (f) In addition to any other remedies, the Town Attorney, acting on behalf of the Town, may institute injunction, abatement or any other appropriate action to prevent, enjoin, abate or remove such violations, or to recover the cost of repairs to the facilities.
 - (g) The Town shall own and maintain the water service line including the water Tap from the water main to the meter pit. The Town shall also own and maintain the curb stop, the meter pit, yoke, meter and remote readout associated with the water service. The property owner shall own and maintain the water service line from the customer side of the yoke to the customer.
 - (h) The property owner shall own and maintain the wastewater tap and the wastewater service line from the tap to the owner's property including from the owner's premises to the connection to the wastewater main.
 - (i) It shall be the duty of the User to promptly notify the Town of any leaks in the water service line or apparent malfunction of the water meter or remote readout. The Town shall investigate User-reported problems and repair or replace any malfunctioning water meter or remote readout. The Town shall use reasonable efforts to repair or replace any malfunctioning water meter or remote readout within three (3) working days of notification and repair or replace that portion of the water service line owned by the Town found to be leaking within five (5) working days. If the Town discovers that a meter or remote readout is not recording properly, the Town shall use reasonable efforts to repair or replace the water meter or remote readout within three (3) working days of its discovery. In those instances, where it is necessary to make arrangements with the User for access to the property to investigate complaints or accomplish necessary repairs, those arrangements shall constitute compliance with this Subsection.
 - (j) The property of any User may be inspected at any time for the purpose of examining the condition of all pipes, meters, service lines or other parts of the Utility systems. If at any time the Town determines that the tap, service line(s) or other facilities owned by the owner are defective in any manner or in need of repair or replacement, the owner shall cause such repairs or replacement to be made within ten (10) days of notification by the Town of said defect. The repairs or replacement shall be at the owner's sole expense, shall be made by a Licensed plumber and must be approved by the Public Works Director. Failure by the User to accomplish the repairs within the time allowed shall be a civil infraction of this Code. Each day that such violation continues to exist shall be considered a separate offense.

Sec. 13-1-30. Utilization of Town services.

- (a) All premises in the Town, including all premises connected to and receiving municipal water from the Town's municipal water system, shall, unless approved by the Town, be connected to and discharge sewage into the Town's municipal wastewater system. No individual residence, business or other property Development shall be permitted to create or expand a separate wastewater system without approval of the Town.

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- (b) The owner of separate water or wastewater systems existing prior to January 1, 1987, or systems created thereafter, may be required to connect to the Town's facilities at the property owner's expense upon thirty (30) days' written notice from the Town. The owner shall be liable and responsible for any improvements necessary to protect the general health and welfare, including emptying, cleaning and filling any non-Town owned disposal systems.
 - (c) Any developer of new Development of property within the Town shall make the necessary improvements to the Utility facilities of the Town to provide Utility service to the Development. These improvements shall include, but not be limited to, the installation of water and wastewater trunk and main lines, valves, service lines, meters, meter pits and their appurtenances, booster and lift stations, storm water facilities and water storage facilities required as a result of the Development. All facilities and equipment installed by the owner of any Development shall be in conformance with the Town of Wellington Construction Standards and shall not cause a degradation of the existing service to the Town's residents. These capital improvements shall be subject to a separate agreement between the Town and the developer and shall be dedicated to the Town, free and clear of all encumbrances.
 - (d) The Town may require oversizing of capital improvements and may provide for participation in the cost of such oversizing in the case that it is recognized that the Development of subsequent properties will occur and the Development will require use of Town Utilities.

Sec. 13-1-40. Water and wastewater rates.

All buildings or premises connected to the Town water and wastewater facilities shall be held and deemed to be occupied, and Utility user charges collected thereon. The obligation to pay Utility user charges shall include charges to those buildings or premises for which service has been terminated by the Town or the property owner. All rates shall be established by ordinance or resolution of the Board of Trustees.

Sec. 13-1-50. Capital investment fees, water rights dedication requirements.

- (a) Uniform water capital investment (tap or impact) fees. There are hereby imposed uniform water capital investment (tap or impact) fees, payable upon application for a water Tap in the Town as established by ordinance or resolution of the Board of Trustees.
- (b) Uniform wastewater capital investment (tap or impact) fees. There are hereby imposed uniform wastewater capital investment (tap or impact) fees, payable upon application for a wastewater tap in the Town as established by ordinance or resolution by the Board of Trustees.
- (c) Water rights dedication. In order to offset the impact upon the Town's system, a dedication or transfer of water rights to the Town or a cash payment in lieu thereof shall be required for all Development or properties connected to or expanding use of the Town's Utilities, as required by the Town, as follows:

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- (1) Prior to approval of the annexation of any land to the Town, prior to the approval of the subdivision or replatting of any land previously annexed, or prior to the approval of any new or modified Development;
 - (2) Prior to all new extensions of water services which will thereafter be used for domestic, commercial or industrial purposes. This Subsection shall not apply to the extension of a new municipal service to property for which the basic dedication requirement was met at annexation, subdivision or re-platting, or Development approval.
 - (3) The Town may by separate agreement provide for the transfer of water rights, or cash payments in lieu thereof, at times other than provided in Paragraphs (1) and (2) above.
- (d) Basic water rights dedication requirements. Water rights shall be dedicated in the following quantities:
- (1) Developers of residential uses shall dedicate to the Town water rights yielding such amount of water as may be established by ordinance or resolution of the Town Board for each dwelling unit to be served by the Town water Utility.
 - (2) Developers of commercial or industrial uses shall dedicate to the Town water rights in the quantity sufficient to satisfy the ultimate water demand of the commercial or industrial uses as determined by the Town.
- (e) Procedure for dedicating water rights. The Town shall have the sole right of determination to accept or reject any water rights proposed for dedication pursuant to the provision of this Section, or to allow a cash payment in lieu of water rights dedication to satisfy the basic dedication requirement. At the time of submission, the applicant shall indicate the water rights proposed to be dedicated to the Town, or the amount of cash in lieu thereof that is proposed to be paid to the Town.

The Town will accept the following water rights to satisfy the Town's Raw Water requirements:

Water source	Allotment per unit
One share of North Poudre Irrigation Company stock	2.0 AF/share
Class D water allotment contracts representing acre foot units of water in the Colorado-Big Thompson Project	0.5 AF/unit

- (f) Cash in lieu of water rights dedication. Cash payments in lieu of water rights dedication shall be equal to the fair market value of the water rights necessary to satisfy the basic water rights requirement. The Town Board, by ordinance or resolution, shall determine from time to time the cash in lieu payment amount per acre foot required.
- (g) Any utility fee to be imposed by the Town or imposed by any enterprise of the Town shall as required by the Town Code be set by ordinance or resolution of the Town Board of Trustees.

Sec. 13-1-60. Water and Wastewater tap requirements and permits.

- (a) Water and wastewater tap permits required. It is unlawful for any Person to tap or make any connection with the Town's water or wastewater facilities or to take or to use any water from said water facilities without having first obtained a permit from the Town. Any Person desiring to tap the water or wastewater mains or use water from the Town's water system shall make application in writing for a tap permit to the Town Administrator. The application shall state the size of the tap to be made with the water or wastewater system, the location of the proposed tap, the premises for which the service is sought, the purpose for which the water is to be used and the type and quality of the wastes to be discharged. All plant investment fees and other charges assessed by the Town shall be submitted with the application.
- (b) Issuance of tap permits. If the application complies with the provisions of this Code and the applicant pays the requisite capital investment fee, a permit shall be issued subject to review by the Town Engineer. Capital investment fees for water and wastewater taps are adopted by resolution or ordinance by the Town Board and identified in the Town fee schedule. Permits shall be signed by the Town Administrator and shall set forth the name of the Person for whose benefit the permit shall be granted, the date issued, the point on the water or wastewater main at which the tapping is to be done, the size of the tap and the curb stop, the premises to be served and the use to be made of the water and any restrictions on the discharge to the wastewater facilities.
- (c) Time limitation on tapping.
 - (1) Each water and wastewater tap permit issued by the Town pursuant to this Code shall expire one hundred eighty (180) days after the issuance of the permit unless the tap applied for has been installed during the one-hundred-eighty-day time period and unless the construction of the premises for which the tap has been issued has been commenced.
 - (2) The holder of any water or wastewater tap permit may apply for an extension of the one-hundred-eighty-day time period. Extensions may be granted for good cause established by the permit holder. Any extension shall be limited in time to an additional one-hundred-eighty-day period and only one (1) extension shall be granted for any tap.
 - (3) If a water or wastewater tap permit expires, all charges paid to the Town to serve the permit to the applicant shall be forfeited and are nonrefundable.
 - (4) The holder of a tap permit may relinquish the permit to the Town at any time prior to its expiration. The Town shall, upon demand, refund seventy-five percent (75%) of the permit fee paid to the owner.
- (d) Transfer of tap permits. Tap permits are for a specific address or location and may not be transferred to any other site or another owner except as specifically authorized by the Board of Trustees.

Sec. 13-1-70. Tapping of water or wastewater lines; specifications.

- (a) *Tapping to be done by Licensed plumber.* All connections or taps to water or wastewater mains shall be made by a Licensed plumber or Licensed contractor and shall be at the sole expense of the applicant. The applicant shall furnish at his or her sole expense all materials and labor necessary for the tap or connection, except that the Town shall furnish the water meter and remote readout with cable, the price of which is included in a meter fee set by the Board of Trustees by resolution or ordinance or, if no meter fee is so established, the price is included in the capital investment fee set forth pursuant to this Chapter.
- (b) *Tapping requirements.* All connections or taps shall be made in accordance with the Town of Wellington Construction Standards and shall be made under the supervision of the Public Works Director or other authorized Person. Materials used shall be compatible with the Town's mains and the service lines used.
- (c) *Restoration of street pavement and right-of-way.* Any Person cutting street pavement or excavating within the public right-of-way for the purpose of tapping a water or wastewater main or for maintenance of a service lateral shall obtain the appropriate permit from the Town and restore the street pavement or the public right-of-way to its previous condition. All work performed must be in accordance with the Town of Wellington Construction Standards.
- (d) *Charges for extra inspections.* Where the installation of water or wastewater services under paving or where other exceptional conditions occur, the Town shall make an additional charge, sufficient to cover the cost of additional inspections.
- (e) *Standard water tap size, service pipe, curb stop.* All water taps shall be sized in accordance with the International Plumbing code as adopted by the Town but shall in no case be less than three-fourths ($\frac{3}{4}$) inch. All Taps, service pipes and curb stops shall be of materials required by and shall be installed in accordance with the Town of Wellington Construction Standards
- (f) *Standard wastewater tap size, service pipe, cleanout.* Except as provided by this Article, all wastewater taps shall be sized in accordance with the International Plumbing Code as adopted by the Town, but in no case shall the Town permit less than a four (4) inch Tap, and all taps shall be of materials required by and shall be installed in accordance with the Town of Wellington Construction Standards.
- (g) *Water Meter size required for multiple-family Developments.* All water taps serving multifamily developments shall be sized in accordance with the International Plumbing Code as adopted by the Town, but in all cases single family and single family attached units shall be served by separate water Taps. Multi-family complexes may, if approved by the Town Administrator or Public Works Director, be served by appropriately sized Taps based on design documents approved by the Town.
- (h) The Town may require separate irrigation water taps for commercial developments, multifamily developments, or other residential developments as deemed appropriate and beneficial to the Town.
- (i) *Separate taps/meters required for individual ownership.* The Town may require separate water and wastewater taps and meters for premises with multiple occupancies. The

requirement for separate taps and meters may be imposed by the Town upon the application for a Tap permit, or upon application for initiation of service or transfer of billing, or during the review of minor or major impact permit under the Land Use Code.

Sec. 13-1-80. Water service initiation.

Application for initiation of service or transfer of billing. Application to have water turned on or transferred from one (1) party to another shall be made in writing to the Town Administrator. The Town may require written agreement by the applicant to abide by and accept all of the provisions of this Code pertaining to water or wastewater service or other health, engineering or service limitations relative to service as conditions governing the use of the Town's Utility facilities by the applicant.

Sec. 13-1-90. Payment of user charges.

- (a) *Owner responsible for payment.* Water service may be requested by the record owner of the property to be served. As a condition of service, the Town may require evidence of the record owner's title to the property. The owner or owners of any building or premises connected with the Town water or wastewater facilities shall be held and deemed liable for the payment of all Utility user charges levied against such building or premises. The record owner of the property, as landlord, may request that a tenant in the possession of the premises be the named User to be charged. Such request must be in writing on a form to be provided by the Utility Billing Coordinator. Such form shall include a signed statement that the record owner understands that payment of Utility charges by a tenant or other party not relieve the owner of his or her liability for water, wastewater and storm drainage Utility user charges and that unpaid Utility user charges may be levied against the property. Upon receipt of a landlord request for tenant service, the Town will confirm with the named tenant that the tenant agrees to pay any Utility user charges.
- (b) *Utility bills due and payable.* The Town shall issue Utility bills for Utility user charges in the Town's normal course of billing. All Utility user charges shall be due when service is provided. The User's failure to receive a billing shall not relieve the User of the obligation to timely pay Utility user charges. Any Utility user charge becomes a Delinquent account if not paid in full on or before the twenty fifth day of the month after the User receives a billing for such Utility user charges. Water service to a delinquent water account may be discontinued until any Delinquent account is paid in full.

Upon becoming delinquent a late fee (penalty) set by resolution shall be assessed against account balances each month if not paid after the 25th day of the month. Any Delinquent account may be charged reasonable attorney's fees and other costs of collection incurred by the Town.

- (c) *Payment with an insufficient funds or no-account instrument.* The Town shall charge the utility User a fee set by resolution for any insufficient funds or no-account instrument or payment not honored or returned to the Town.
- (d) *Delinquent utility user charges are a lien against property.*
 - (1) All utility user charges when due are and remain a lien upon such building or lot receiving utility service, until such user charges shall be paid in full. The lien is prior

and superior to all other liens, claims, titles and encumbrances, whether or not prior in time, except liens for general taxes. Such delinquent charges may be certified to the County Treasurer for collection in the same manner as delinquent general taxes and special assessments upon such property are collected or by any other means provided by law and shall be subject to any penalties and administrative fees as may be set by the County Treasurer. No such lien shall be removed by the Town once it is so certified. Any such lien attachable to any building, lot or other premises shall extend to the whole of such building, and likewise to the whole of each lot upon, which such building may be situated. Until all usage charges and penalties due by reason of the use of the Town's water and wastewater and storm drainage facilities are paid and discharged, the Town may refuse to supply and may terminate service of water for use upon the premises against which said lien shall exist.

- (2) At least thirty (30) days prior to certification of the delinquent utility bill to the County Treasurer for collection, the Town shall mail notice to the property owner advising him or her that the delinquent utility bill will be so certified if payment is not made by the date required in the notice. Notice shall be by certified mail, return receipt requested. Failure of the property owner to accept delivery of said notice within the thirty-day notice period shall not prevent the certification of the delinquent utility charges for collection.
- (e) *Premises considered occupied.* All buildings or premises connected to the Town water and wastewater facilities shall be held and deemed to be occupied water, wastewater and storm drainage usage charges collected thereon.

Sec. 13-1-100. Town reading of meters.

If water meters are read by Town staff or subcontractors, the following regulations shall apply:

- (1) *Meters to be read monthly.* Water meters at each premises served by the Town's water system may be read on a monthly basis.
- (2) *Inaccessible meters.* If a meter is inaccessible to the meter reader, the meter reader shall post a notice on the premises advising the User that he or she was unable to read the meter due to its inaccessibility. In the event that the meter is inaccessible for three (3) consecutive months, the Town shall have the right to relocate the meter to a point on the property or the public right-of-way that will be accessible to the meter reader and such cost incurred will be the responsibility of the User.
- (3) *Estimation of water usage.* The Utility Billing Coordinator shall provide for the estimation of water usage in the case where a meter is inaccessible to the meter reader. The Utility Billing Coordinator ~~Clerk~~ shall provide for the estimation of water usage due to inclement weather or other factors beyond the control of the Town where the meter reader is unable to provide meter readings by the last day of the month. Said estimation may be based upon previous usage by the User, the average usage of similar User's during the same time or upon any other reasonable method as determined by the Town Administrator.

Sec. 13-1-110. Reserved.

Sec. 13-1-120. Service restoration fees.

If a utility account is delinquent and the supply has been turned off, or the water has been turned off at the request of the owner or agent due to a vacancy, the water shall not be turned on again until all delinquent user fees have been paid and until a service restoration (turn-on) fee as established by resolution by the Board of Trustees to offset the Town's costs has been paid to the Town.

Sec. 13-1-130. Discontinuance of utility services by Town.

Water Utility service to a User may be terminated upon the failure of the User to pay the amount due on the utility bill on or before the twenty-fifth day of the month, for the payment of a utility bill with an insufficient fund or no account instrument, for failure to comply with the conditions of an installment payment plan, for unsafe or hazardous service lines, for tampering in any manner with the Town's utility facilities, for failing to abide by water use imposed by the Board of Trustees or for violation of any of the provisions of this Article. Advance notice of the pending termination shall be given only for the failure of a User to pay the amount due on the utility bill, or for the payment of a utility bill with an insufficient fund or no-account check.

- (1) *Notice of pending termination of utility service.* Any Delinquent account that is more than 31 days past due will be issued a notice informing the account holder of delinquency and pending water account shut off. This notice will be sent no later than the 15th of the month. This notice will be sent via first class mail to the mailing address of record for the Utility user and, if the Utility has the technical ability to send a notice via email and the Utility has a confirmed email address on record for the Utility user, to the email address of the Utility user. Prior to sending any pending shutoff notice to a Utility user under this section, the Utility shall notify the Utility user that such notices will not be posted on the property, but will only be sent by mail and, if applicable, by email and requesting that the Utility user confirm the addresses on file with Utility for such notices.
- (2) The notice shall contain the following information:
 - a. The account number;
 - b. The amount of the unpaid bill and the amount that must be collected in order to avoid shut off;
 - c. The date on which the utility service will be terminated if the unpaid bill is not paid in sufficient amount;
 - d. The employee(s) of the Town to be contacted to ask about the notice, and the telephone number and normal office hours during which staff can be reached;
 - e. That an additional service charge set by resolution will be added to the bill if a service is turned off.
- (3) *Termination of service.* Water utility service to a User may be terminated by turning off the water at the curb stop or at the meter, or by removal of the meter or in such other manner as determined by the town.

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- (4) *Restoration of service.* Service to a property that has been terminated for service shall not be restored until:
- a. The delinquent utility user charges have been paid in full, including penalties and the service fee(s) for service restoration; or
 - b. A service fee is paid for restoring services and the owner of the property served enters an installment payment plan with the Town. The Owner's agreement to an installment payment plan shall not satisfy the lien held by the Town against the property served.
 - c. The cause for termination has been corrected.

Sec. 13-1-140. Installment plan for delinquent accounts.

Installment payment plan for Delinquent accounts. The Utility Billing Coordinator may agree to provide an installment payment plan for delinquent accounts. Any installment plan will adhere to the approved installment payment plan policy.

Sec. 13-1-150. Corrections in accounts.

The Utility Billing Coordinator or Town Administrator is authorized to correct billing errors or make other adjustments to a User's account as may be appropriate to comply with this Chapter.

Sec. 13-1-160. Irrigation, water scarcity, water supply emergencies.

- (a) *Irrigation, water scarcity.* The Board of Trustees shall have the authority to establish such rules and regulations so as to limit the days and hours of outdoor watering or irrigation or to limit the use of water in such manner as the Town Board shall deem necessary. Such regulations may be adopted by resolution and shall become effective immediately upon passage. Enforcement shall be by summons issued in accordance with Section 2-4-140 of this Code. And the property of any User violating this provision shall be subject to utility service termination. Each day that such violation continues to exist shall be considered a separate offense.
- (b) *Water supply emergencies.* If the water system experiences an emergency due to a water main break, treatment plant or storage system malfunctions, fire, flood or other natural disaster, the Director of Public Works or any authorized law enforcement officer or fire official may direct and require that residents of the Town restrict all usage of water during such time of emergency. Any Person who fails to obey such lawful order of the Public Works Director, law enforcement officer or fire official commits a civil infraction under this Code.

Sec. 13-1-170. Pollution of water supply.

- (a) It is unlawful for any Person to pollute or introduce any pollutant in any manner to any reservoir, stream, trench, pipe or drain within five (5) miles above the point where the Town receives any portion of its water supply, including any pollution or water contamination of any underground water source.

- (b) Any Person placing manure, dead animals or other matter or allowing livestock to stand in any water source within the protected area shall be deemed to have violated this Section.
- (c) It is unlawful for any Person to damage any facilities used by the Town in its water delivery system, including facilities located outside of the boundaries of the Town. The facilities protected shall include, but not necessarily be limited to, any pipeline, plant, building, head gate, valve, water box or other improvements, whether located within or outside of the Town limits.
- (d) Any Person who violates any provisions of this Section, upon conviction thereof, shall be punished in accordance with the provisions of Section 1-4-20 of this Code. In addition to such penalties, such Person shall be liable for all damages resulting from such violation.

Division 2 Wastewater Treatment and Pretreatment Systems

Sec. 13-1-200. Purpose and policy.

- (a) This Article I, Division 2 sets forth uniform requirements for all users of the publicly owned treatment works for the Town and enables the Town to comply with applicable state and federal laws, including the Clean Water Act (33 U.S.C. § 1251 et seq.) and the General Pretreatment Regulations (40 C.F.R. Part 403). The objectives of this chapter are:
 - (1) To prevent the introduction of pollutants into the POTW that will interfere with its operation;
 - (2) To prevent the introduction of pollutants into the POTW that will pass through it, inadequately treated, into receiving waters, or otherwise be incompatible with the POTW;
 - (3) To enable the Town to comply with its National Pollutant Discharge Elimination System (NPDES) permit conditions, sludge use, and disposal requirements, and all other state and federal laws to which the POTW is subject;
 - (4) To promote reuse and recycling of industrial wastewater and sludge from the POTW; and
 - (5) To protect the POTW personnel who may be affected by wastewater and sludge in the course of their employment.
- (b) This Article I, Division 2 authorizes the issuance of a wastewater discharge permit and other control mechanisms; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires user monitoring and reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

Sec. 13-1-210. Administration.

Except as otherwise provided herein, the Town Administrator shall administer, implement, and enforce the provisions of this Article I, Division 2. Any powers granted to or duties imposed upon the Town Administrator may be delegated by the Town Administrator to other water personnel.

Sec. 13-1-220. Abbreviations.

The following abbreviations, when used in this Article I, Division 2, shall have the designated meanings:

CWA or Act	Clean Water Act, 33 U.S.C. § 1251 et seq.
gpd	Gallons per day
gpm	Gallons per minute
mg/l	Milligrams per liter
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and maintenance
POTW	Publicly Owned Treatment Works
RCRA	Resource Conservation and Recovery Act

Sec. 13-1-230. Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this Article I, Division 2, shall have the meanings hereinafter designated.

Authorized representative of the user:

- (1) If the user is a corporation:
 - a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - b. The manager of one (1) or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (2) If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
- (3) The individual described in Section 13-1-210 may designate another authorized representative if the authorization: Is in writing to perform functions provided;

specifies the individual or position responsible for the overall operation of the facility from which the discharge originates, such as the position of plant manager, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and is submitted to the Town.

Best management practices or *BMPs*. The activities, practices, operating or maintenance procedures and treatment requirements necessary to meet the objectives of this Article I, Division 2 and to prevent or reduce prohibited discharges into the POTW. BMP's shall be considered local limits and Pretreatment Standards for the purposes of Pretreatment Regulations and Section 307(d) of the Act and as specified in 40 CFR 403.5(c)(f).

Biochemical oxygen demand or *BOD*. The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20° centigrade, usually expressed as a concentration (e.g., mg/l).

Categorical pretreatment standard or *categorical standard*. Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C § 1317) which apply to a specific category of users and which appear in 40 C.F.R Parts 405—471.

Domestic wastewater. (1) Wastewater from normal residential activities including, but not limited to, wastewater from kitchen, bath, and laundry facilities; (2) wastewater from the personal sanitary conveniences (toilets, showers, bathtubs, fountains, noncommercial sinks, and similar structures) of commercial, industrial, or institutional buildings, provided that the wastewater exhibits characteristics that are similar to those of wastewater from normal residential activities.

Environmental protection agency or *EPA*. The U.S. Environmental Protection Agency or, where appropriate, the Regional Water Management Division Administrator/Clerk, or other duly authorized official of said agency.

Fats, oil, and grease or *FOG*. A semi-solid, viscous liquid organic polar compound derived from animal or plant sources that contains multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in 40 C.F.R. Part 136.

Food service establishment or *FSE*. A facility engaged in preparing or serving food. This term does not include single-family residences.

Grab sample. A sample which is taken from a wastestream without regard to the flow in the wastestream and over a period not to exceed fifteen (15) minutes.

Grease interceptor. An outside, underground, multi-compartment tank designed to reduce the amount of fats, oil and grease in the wastewater discharged to the POTW.

Grease trap. An indoor device designed to reduce the amount of fats, oil and grease in wastewater discharged into the POTW. Grease traps usually serve no more than four (4) fixtures.

Grease removal device. A grease trap, grease interceptor or other device that is designed, constructed and intended to remove, hold or otherwise prevent the passage of fats, oil and grease to the wastewater collection system.

Hauled waste. Any domestic or nondomestic waste from holding tanks, including, without limitation, chemical toilets, vacuum pump tank trucks, and septic tanks. Hauled waste does not include domestic waste from an individual's recreational vehicle (e.g., camper or trailer).

Indirect discharge or discharge. The introduction of pollutants into the POTW from any nondomestic source regulated under Sections 307(b), (c), or (d) of the Clean Water Act.

Industrial user or user. A direct or indirect discharge source of which contains non-domestic wastewater.

Instantaneous measurement. For monitoring requirements, a single reading, observation or measurement independent of the industrial flow rate and the duration of the sampling event.

Interference. A discharge that, alone or in conjunction with a discharge or discharges from other sources, both:

- (1) Inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and
- (2) Therefore is a cause of a violation of the Town's NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory or regulatory provisions or permits issued thereunder, or any more stringent state or local regulations: Section 405 of the Clean Water Act; the Solid Waste Disposal Act, including Title II, commonly referred to as the Resource Conservation and Recovery Act; any state regulations contained in any state sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

Local limit. Limit developed for a specific pollutant based on the quantity that the POTW can accept.

New source:

- (1) Any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under Section 307(c) of the Clean Water Act, which will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that:
 - a. The building, structure, facility, or installation is constructed at a site at which no other source is located; or
 - b. The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
 - c. The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant and the extent to which the new facility is engaged in the same general type of activity as the existing source should be considered.

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- (2) Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility, or installation meeting the criteria of subsection (1)b. or c. above but otherwise alters, replaces or adds to existing process or production equipment.
 - (3) Construction of a new source as defined under this paragraph has commenced if the owner or operator has:
 - a. Begun, or caused to begin, as part of a continuous onsite construction program:
 1. Any placement, assembly, or installation of facilities or equipment; or
 2. Significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or
 - b. Entered a binding contractual obligation for the purchase of facilities or equipment which is intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

Nondomestic wastewater. Water carrying wastes from any process or activity of business, trade, manufacturing, industry, or service.

Oil and sand removal device. Trap, interceptor or other Town-approved device designed to remove petroleum products, sand, sediment or similar substances.

Pass through. A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Town's NPDES permit, including an increase in the magnitude or duration of a violation.

Person. Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state and local governmental entities.

Pollutant. Includes, but is not limited to, dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).

Pretreatment. The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to or in lieu of discharging or otherwise introducing such pollutants into the POTW. The reduction or alternation may be obtained by physical, chemical, or biological processes, process changes, or by other means except as prohibited by Section 13-1-300. Appropriate pretreatment technology includes control equipment, such as equalization tanks or facilities for protection against surges or slug loadings that might interfere with or otherwise be incompatible with the POTW. However, where wastewater from a regulated process is mixed in an equalization facility with unregulated wastewater or with wastewater from another regulated process, the effluent from the equalization

facility must meet an adjusted pretreatment limit calculated in accordance with 40 C.F.R. 403.6(e).

Pretreatment Requirements. Any substantive or procedural requirement related to pretreatment other than a pretreatment standard imposed on a user.

Pretreatment standard or standard. Prohibited Discharge Standards, Categorical Pretreatment Standards, and Local Limits, including BMPs.

Prohibited discharge standards or prohibited discharges. Absolute prohibitions against the discharge of certain substances as set forth in Section 13-1-250.

Publicly owned treatment works or POTW. A treatment works, as defined in Section 212 of the Clean Water Act (33 U.S.C § 1292) which is owned by the Town. This definition includes any devices or systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial waste of a liquid nature and any pipes, and other conveyances which convey wastewater to the treatment plant. The term also means the municipality as defined in section 502(4) of the Act, which has jurisdiction over the Indirect Discharges to and the discharges from such a treatment works.

Significant Industrial User or SIU:

- (1) All industrial users subject to categorical pretreatment standards under 40 C.F.R 403.6 and 40 C.F.R. Chapter I, Subchapter N; or
- (2) Any other industrial user that:
 - a. Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - b. Contributes a process wastestream which makes up five percent (5%) or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - c. Is designated as such by the Town on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
- (3) Upon a finding that a user meeting the criteria in definition of "significant industrial use or SIU", subsection (2)b. above has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the Town may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 C.F.R 403.8(f)(6), determine that such user should not be considered a significant industrial user.

Slug discharge. Any discharge at a flow rate or concentration which could cause a violation of the prohibited discharge standards in Section 13-1-250 or any discharge of a nonroutine, episodic nature including, but not limited to, an accidental spill or noncustomary batch discharge that has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits, or permit conditions.

Wastewater. Liquid and water-carried domestic and nondomestic wastes from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

Wastewater treatment plant or treatment plant. That portion of the POTW which is designed to provide treatment (including recycling and reclamation) of municipal sewage and industrial waste.

Sec. 13-1-240. Legal authority.

- (a) The Town operates pursuant to legal authority enforceable in federal, state, or local courts, which authorizes or enables the Town to apply and enforce the requirements of this Article I, Division 2 and 40 C.F.R Part 403. This authority allows the Town Administrator to:
 - (1) Deny or condition new or increased contributions of pollutants, or changes in the nature of pollutants to the POTW by users where:
 - a. Such contributions do not meet applicable federal, state, or local pretreatment standards and requirements; or
 - b. Could cause the treatment plant to violate its NPDES permit; or
 - c. Could cause problems in the POTW.
 - (2) Control through permit, order or similar means the wastewater contributions to the POTW by each user to ensure compliance with applicable pretreatment standards and requirements.
 - (3) Require compliance with applicable pretreatment standards and requirements by industrial users.
 - (4) Identify and locate all possible industrial users which might be subject to the pretreatment program.

Sec. 13-1-250. Prohibited discharge standards.

- (a) *General prohibitions.* No user may introduce or cause to be introduced into the POTW any pollutant(s) which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other federal, state or local pretreatment standards or requirements.
- (b) *Specific prohibitions.* No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
 - (1) Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, wastestreams with a closed-cup flashpoint of less than 140° F (60° C) using the test methods specified in 40 C.F.R 261.21;
 - (2) Pollutants which will cause corrosive structural damage to the POTW, but in no case discharges with a pH less than 5.0 or a pH greater than 10.0;
 - (3) Solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW resulting in interference;

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- (4) Any pollutant released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the POTW, but in no case discharges with a biochemical oxygen demand (BOD) greater than 300 milligrams per liter (mg/L) or total suspended solids (TSS) greater than 300 mg/L or a wastewater having an average daily flow greater than two percent (2%) of the average daily flow of wastewater for the Town;
 - (5) Wastewater having a temperature which will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104° F (40° C);
 - (6) Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
 - (7) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
 - (8) Any trucked or hauled pollutants, except at discharge points designated by the Town Administrator in accordance with Section 13-1-340;
 - (9) Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the wastewater for maintenance or repair;
 - (10) Wastewater which imparts color which cannot be removed by the treatment plant process which consequently imparts color to the treatment plant effluent;
 - (11) Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations;
 - (12) Sludges, screenings, or other residues from the pretreatment of industrial wastes;
 - (13) Wastewater causing, alone or in conjunction with other sources, the treatment plant effluent to fail a toxicity test;
 - (14) Reserved;
 - (15)Reserved;
 - (16) Fats, oils, or greases of animal or vegetable origin in concentrations which could cause a problem to the collection system or the POTW (e.g., restricted flow in pipes, sewage backups, lift station operation issues, decreased treatment, etc.);
 - (17) Wastewater causing a reading on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW;
 - (18) Any garbage that has not been properly shredded. Garbage grinders may be connected to the wastewater collection systems from homes, hotels, institutions, restaurants, hospitals, catering establishments or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers. However, garbage grinders shall only be used to grind small amounts of garbage incidental to cleaning of plates, cookware, etc. and not to dispose of large quantities of waste. Waste must be scraped into a garbage can prior to cleaning;

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- (19) Reserved;(20) Wastewater containing pollutants which are not amendable to transport, treatment or reduction in concentration by the POTW and POTW Treatment Plant processes employed, or are amenable to treatment only to such a degree that the POTW Treatment Plant effluent cannot meet the requirements of regulatory agencies having jurisdiction over discharge of effluent to the receiving waters;
 - (21) Wastewater which, by interaction with other wastewater in the POTW, releases obnoxious gases, forms suspended solids which interfere with the collection system, or creates a condition deleterious to structures and treatment processes;
 - (22) Wastewater causing two (2) readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW of more than five percent (5%) or any single reading over ten percent (10%) of the lower explosion limit of the meter;
 - (23) Liquid Wastes from chemical toilets, trailers, campers, or other recreational vehicles which have been collected or held in tanks or other containers, except as authorized by Town;
 - (24) Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW.
- (c) Users processing, storing, or handling pollutants, substances, or wastewater prohibited by this Section in such a manner that they could be discharged to the POTW may be required to develop a slug control plan in accordance with Section 13-1-330.

Sec. 13-1-260. National Categorical Pretreatment Standards.

The categorical pretreatment standards found at 40 C.F.R Chapter I, Subchapter N, Parts 405-471 are hereby incorporated.

- (a) Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the Town Administrator may impose equivalent concentration or mass limits in accordance with 40 C.F.R 403.6(c).
- (b) When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the Town Administrator may impose an alternate limit using the combined wastestream formula at 40 C.F.R 403.6(e).
- (c) A user may obtain a net gross adjustment to a categorical standard in accordance with 40 C.F.R 403.15.

Sec. 13-1-270. State pretreatment standards.

State pretreatment standards and requirements adopted pursuant to the Colorado Water Quality Control Act shall apply in any case where they are more stringent than federal standards.

Sec. 13-1-280. Reserved.

Sec. 13-1-290. Town's right of revision.

The Town reserves the right to establish, by ordinance, resolution, in a wastewater discharge permit, or other appropriate means, more stringent or additional standards or requirements to protect the POTW.

Sec. 13-1-300. Dilution.

Except where expressly authorized to do so by an applicable pretreatment standard or requirement, no user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. The Town Administrator may impose mass limitations on an industrial user who is using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

Sec. 13-1-310. Pretreatment facilities.

- (a) Users shall provide wastewater treatment as necessary to comply with this Article I, Division 2 and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in Sections 13-1-250 through 13-1-280 within the time limitations specified by EPA, the state, or the Town Administrator, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense. The Town Administrator may require that detailed plans describing such facilities and operating procedures be submitted for review, and shall be acceptable to the Town before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the Town under the provisions of this Article I, Division 2.
- (b) The Town Administrator may require a user to install sampling, monitoring, or other appropriate pretreatment equipment as necessary to assure compliance with the pretreatment standards and requirements. The equipment shall always be maintained in a safe and proper operating condition by the user at its own expense.
- (c) All grease and sand & oil interceptors must be designed and installed in accordance with the Town Standard Design and Construction Requirements.

Sec. 13-1-320. Additional pretreatment measures.

- (a) Whenever deemed necessary, the Town Administrator may require that a user's wastewater be discharged only into specific wastewater lines, separate domestic wastestreams from industrial wastestreams, and such other conditions as may be necessary to protect the POTW and determine the user's compliance with the requirements of this Article I, Division 2.
- (b) Backflow prevention devices shall be installed and maintained by the user in accordance with Section 13-2-30 wherever there is a possibility of the user's process or activity

contaminating the Town water supply. Such devices shall be tested, inspected, and repaired as needed by the user at its expense.

- (c) Oil and sand removal devices and grease removal devices shall be provided in accordance with Section 13-350
- (d) Grease removal devices shall be provided in accordance with Section 13-1-350.
- (e) Users with the potential to discharge flammable substances shall install devices or construct to prevent the discharge of flammable substances into the POTW.
- (f) Individual water meters, sub-meters or flow meters shall be installed where the Town Administrator has determined it is necessary to ascertain flow data. Such devices shall be tested, inspected, and repaired as needed by the user at its expense.

Sec. 13-1-325. Control manholes.

When required by the Town Engineer, the owner of any property carrying industrial wastes shall install a suitable control manhole to facilitate observation, sampling and measurement of wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the Town. The manhole shall be installed by the owner at his or her expense and shall be maintained by him or her so as to be safe and accessible at all times.

Sec. 13-1-330. Accidental discharge; slug control plans.

- (a) Each user shall provide protection from accidental discharge of substances that have a reasonable potential to violate the POTW's regulations, local limits, or permit conditions.
- (b) The Town Administrator shall evaluate whether a significant industrial user needs a plan or other action to control slug discharge within one (1) year of being designated a significant industrial user.
- (c) The Town Administrator may require any user to develop, submit for approval, and implement a slug control plan or best management practices plan. If the Town Administrator decides that a slug control plan is needed, the plan shall address, at a minimum, the following elements:
 - (1) Description of discharge practices, including nonroutine batch discharges;
 - (2) Description of stored chemicals;
 - (3) Procedures for immediately notifying the POTW of slug discharge, including any discharge that would violate a prohibition under Section 13-1-250 with procedures for follow-up written notification within five (5) days as required by Section 13-1-440; and
 - (4) If necessary, procedures to prevent adverse impact from accidental spills, including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency

response. Such procedures shall be compliant with the U.S. Environmental Protection Agency Spill Prevention Control and Countermeasure (SPCC) Rule at 40 CFR 112 or its successor rule.

- (d) A notice shall be posted in a prominent place advising which employees to call in the event of a discharge described in subsection 13-1-330(a), above. Employers shall ensure that all employees who may cause such a discharge to occur are advised of the emergency notification procedure.
- (e) Significant industrial users are required to notify the POTW immediately of any changes at their facilities affecting potential for a slug discharge.

Sec. 13-1-340. Hauled waste.

- (a) Any hauled waste meeting the definition of a RCRA hazardous waste as defined in 40 C.F.R 261 will not be accepted.
- (b) The Town Administrator may accept hauled wastes on a case-by-case basis and may require such haulers to obtain a wastewater discharge permit. Hauled waste is subject to all the requirements of this Article I, Division 2. Hauled waste may only be discharged at locations designated by the Town Administrator. No load may be discharged without prior consent of the Town Administrator. The Town Administrator may collect samples of each hauled load to ensure compliance with applicable standards. The Town Administrator may require the waste hauler to provide a waste analysis of any load or a waste-tracking form for every load prior to discharge.

Sec. 13-1-350. Fats, oil and grease management.

- (a) *Applicability.* This Section shall apply to all food service establishments connected to the POTW when, in the opinion of the Town Administrator, it is necessary to prevent fats, oil and grease in quantities sufficient to cause sanitary wastewater line restriction or necessitate increased POTW maintenance.
 - (1) New food service establishments. All new food service establishments shall be required to install a grease removal device as set forth in Section 13-10-350(2) prior to commencing discharge to the POTW.
 - (2) Existing food service establishments.
 - a. Unless otherwise exempted under subsection (a)(2)b below, all food service establishments shall install and maintain a grease removal device within the timeline specified by the Town Administrator after notification that such a device is required. A grease removal device shall be required if:
 - 1. the food service establishment does not have a grease removal device and is discharging to the POTW wastewater containing fats, oil, and grease in quantities sufficient to cause wastewater collection line restriction or necessitate increased POTW maintenance;
 - 2. the existing grease removal device, in combination with best management practices, does not cause a reduction in the quantity of fats, oil, and grease

sufficient to prevent wastewater collection line restriction or POTW maintenance; or

3. the food service establishment changes in nature or is renovated in such a manner as to increase the likelihood of discharging to the POTW wastewater contributing fats, oil, and grease in quantities sufficient to cause wastewater collection line restriction or necessitate increased POTW maintenance.
- b. Existing food service establishments that are unable to comply with this Section due to site or plumbing constraints which make compliance impossible or financially impracticable shall apply in writing to the Town Administrator for an exemption, which may be granted by the Town Administrator in the Town Administrator's sole discretion. The written request shall include the reason(s) why the food service establishment cannot comply with this Section and steps the food service establishment will take to prevent wastewater collection line restriction and increased POTW maintenance.

(b) *Grease removal device requirements.*

- (1) Grease interceptors. Unless exempted under subsection (b)(2) below, food service establishments shall install, operate and maintain grease interceptors. Grease interceptors shall be seven hundred fifty (750) gallon minimum capacity and provide a minimum of thirty (30) minutes retention time at total peak flow and must be maintained and installed in accordance with manufacturer's instructions and all applicable laws. The maximum size shall be two thousand five hundred (2,500) gallons; a series of interceptors may be necessary for grease interceptor capacities greater than two thousand five hundred (2,500) gallons based on cleaning and maintenance frequency. Grease interceptors shall be located to provide easy access for cleaning and inspection.
- (2) Grease traps. A food service establishment may install, operate and maintain a grease trap in satisfaction of the requirements set forth in subsection (a) above, if the Town Administrator determines that the food service establishment is discharging to the POTW wastewater containing fats, oil, and grease in such small amounts that a grease interceptor is not warranted or that installation of a grease interceptor is not feasible. At minimum, grease traps shall be fifty (50) gpm flow rated or provide one hundred (100) pound grease retention and must be maintained and installed in accordance with manufacturer's instructions and all applicable laws. Grease traps shall be located to provide easy access for cleaning and inspection. A flow restriction device shall be placed upstream of the grease trap and must be accessible for cleaning and inspection.
- (3) Other grease removal devices may be allowed if it is shown that an alternative pretreatment technology is equally effective in controlling the discharge of fats, oil and grease. The Town Administrator will evaluate the proposed use of other grease removal devices on a case-by-case basis and set appropriate maintenance and record keeping requirements as needed.
- (4) Unless directed otherwise, a professional engineer registered in the State of Colorado shall size and provide documentation to the Town to support the proposed grease removal device size.

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- (5) Certification. An engineer licensed by the State of Colorado shall file a written, signed certification with the Town Administrator stating that the required grease removal device has been installed and all sources of fats, oil and grease are discharging to the device before discharging wastewater to the POTW.
- (c) *Best management practices.* Food service establishments shall use best management practices designed to reduce the amount of wastewater containing fats, oil, and grease discharged into the POTW. These include:
- (1) Implementing a comprehensive employee training program on the problems associated with fats, oil, and grease and their proper disposal;
 - (2) Disconnecting or minimizing the use of garbage disposals;
 - (3) Installing a 1/8" or 3/16" mesh screen over all kitchen sinks, mop sinks, and floor sinks;
 - (4) Using "dry" clean-up methods, including scraping or soaking up fats, oil and grease from plates and cookware before washing;
 - (5) Using pre-wash sinks to clean plates and cookware;
 - (6) Recycling fats, oil, and grease and beneficial food waste when possible;
 - (7) Pouring remaining liquid fats, oil, and grease from pots, pans, and other cookware into containers to be disposed of in the trash once congealed; and
 - (8) Posting BMPs in the food preparation and dishwashing areas at all times.
- (d) *Maintenance.*
- (1) Grease removal devices shall be inspected, cleaned, and always maintained in proper working order by the user at its expense.
 - (2) Grease interceptor maintenance.
 - (a) Grease interceptors in active use shall be cleaned at least once every three (3) months or when the total accumulation of surface fats, oil, and grease (including floating solids) and settled solids reaches twenty-five percent (25%) of the grease interceptor's overall liquid depth, whichever occurs first.
 - (b) In the event that a grease interceptor is larger than the capacity of a vacuum truck, the interceptor shall be completely evacuated within a twenty-four (24) hour period. The user's documentation shall accurately reflect each pumping event.
 - (3) Grease trap maintenance. Grease traps shall be serviced at least one (1) time per month or when the amount of waste captured reaches twenty-five percent (25%) of the trap's capacity, whichever occurs first. Removable baffles shall be removed and cleaned during the maintenance process.
 - (4) Other grease removal devices. Facilities with grease removal devices other than grease interceptors or grease traps shall follow the Town Administrator's maintenance and recordkeeping requirements as directed in Section 13-1-350(b)(3).
 - (5) The Town Administrator may require that a grease removal device be cleaned more frequently than set forth in this subsection (d) if the cleaning frequency set forth herein

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- is found to be inadequate. The Town Administrator may change the required maintenance frequency to reflect changes in actual operating conditions.
- (6) After each cleaning, the food service establishment shall inspect the device to verify that:
 - a. The contents of the device have been fully evacuated and that no liquids, semisolids, or solids were discharged back into the device after cleaning; and
 - b. The interior components of the device are in proper working order.
 - (7) Food service establishments shall require the liquid waste hauler, transporter, or any other person cleaning or servicing a grease removal device to completely evacuate all contents, including floating materials, wastewater, bottom solids, and accumulated waste on the walls of the grease removal device. Waste must be disposed of in accordance with federal, state, and local laws.
 - (8) The establishment shall maintain records for three (3) years of any such cleaning or servicing, including amounts of waste removed, date of removal, name of company providing the service, and location of disposal. The establishment shall submit maintenance records to the Town annually.
 - (9) Cleaning frequency variance. Any food service establishment desiring a cleaning schedule less frequent than that required in this subsection (d) shall submit a request to the Town Administrator along with the maintenance records for the last four (4) grease interceptor cleanings, or last eight (8) grease trap cleanings, including measurements of the thickness of the floating fats, oil and grease and bottom solids layer, and total volume removed. A reduction in cleaning frequency may be granted by the Town Administrator when it has been determined that the grease interceptor has adequate detention time for fats, oil, and grease removal. The cleaning frequency will depend on variables such as the capacity of the device, the amount of grease in the wastewater, the amount of solids in the wastewater, and the degree of adherence to BMPs.
- (e) *Prohibitions.* The following are strictly prohibited:
- (1) Connecting garbage grinders, garbage disposals, and dishwashers to grease traps.
 - (2) Discharging wastewater to a grease trap more than one hundred forty (140) degrees Fahrenheit.
 - (3) Altering or tampering with a grease removal device.
 - (4) Discharging or permitting another to discharge any liquid, semi-solid, or solid back into a grease removal device at any time during maintenance or cleaning operations.
 - (5) Discharging or permitting another to discharge any grease removal device wastes into any drain, public or private wastewater collection line, or other grease removal device.
 - (6) Using hot water or chemicals, bacteria, enzymes, or other products to emulsify fats, oil, and/grease prior to discharging wastewater into the POTW; provided, however, that products may be added to floor drains and other kitchen fixtures to keep the plumbing between the kitchen and the grease removal device clear if such products are used according to their labels and do not interfere with the operation or performance of the

grease removal device. Labels and other product descriptions must be kept on file with the food service establishment for at least three (3) years.

Sec. 13-1-360. Wastewater analysis.

When requested by the Town Administrator, a user must submit information on the nature and characteristics of its wastewater within the time specified by the Town Administrator. The Town Administrator is authorized to prepare a form for this purpose and may periodically require users to update this information.

Sec. 13-1-370. Signatures and certification.

When required, user applications, surveys, questionnaires, and reports must be signed by an authorized representative of the user and contain the following certification statement:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Sec. 13-1-380. Other jurisdictions.

- (a) If another jurisdiction, or user located within another jurisdiction, contributes wastewater to the POTW, the Town shall enter into an intergovernmental agreement with the contributing jurisdiction.
- (b) Such intergovernmental agreement shall ensure that discharges received from entities outside of the Town's jurisdictional boundaries are regulated to the same extent as are discharges from within the Town's jurisdictional boundaries.
- (c) Such intergovernmental agreement shall also include approval of such contributing jurisdiction as to the territory in which service is to be rendered by the Town.

Sec. 13-1-390. Baseline monitoring reports.

- (a) Within one hundred eighty (180) days after the effective date of a categorical pretreatment standard, or the final administrative decision on a category determination under 40 C.F.R. 403.6(a)(4), whichever is later, existing categorical users currently discharging to or scheduled to discharge to the POTW shall submit to the Town Administrator a report which contains the information listed at 40 C.F.R. 403.12(b)(1)—(7). Sampling types shall be as specified at 40 C.F.R. 403.12(g)(3) and (4).
- (b) At least ninety (90) days prior to commencement of discharge, new sources, and sources that become categorical users subsequent to the promulgation of an applicable categorical standard, shall submit to the Town Administrator a report which contains the information listed 40 C.F.R. 403.12(b)(1)—(5). Sampling types shall be as specified at 40 C.F.R.

403.12(g)(3) and (4). A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.

Sec. 13-1-400. Compliance schedule.

If additional pretreatment and/or operation and maintenance will be required to meet the pretreatment standards, the user shall submit to the Town Administrator the shortest schedule by which the user will provide such additional pretreatment and/or operation and maintenance to meet the pretreatment standards and requirements. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this Section must meet the requirements contained at 40 C.F.R. 403.

Sec. 13-1-410. Reports on compliance.

Within ninety (90) days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the introduction of wastewater into the POTW, any user subject to pretreatment standards and requirements shall submit to the Town Administrator a report containing the information described in 40 C.F.R. 403.12(b)(4)—(6) using the sampling types specified at 40 C.F.R. 403.12(g)(3) and (4). All compliance reports must be signed and certified in accordance with Section 13-1-370.

Sec. 13-1-420. Compliance reports.

- (a) All significant industrial users shall, at a frequency determined by the Town Administrator but in no case less than once per six (6) months, submit a report indicating the nature and concentration of pollutants in the discharge which are limited by pretreatment standards and the measured or estimated average and/or maximum daily flow for the reporting period. All periodic compliance reports must be signed and certified in accordance with Section 13-1-370.
- (b) All wastewater samples must be representative of the user's discharge. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.
- (c) If a user subject to the reporting requirement in this Section monitors any pollutant more frequently than required by the Town Administrator, using the procedures prescribed in Section 13-1-480, the results of this monitoring shall be included in the report.

Sec. 13-1-430. Reports of changed conditions.

All industrial users shall promptly notify the Town Administrator in advance of any planned substantial changes in the volume or character of pollutants of its discharge including the listed or characteristic hazardous wastes for which the industrial user has submitted initial notification under Section 13-1-470.

Sec. 13-1-440. Reports of potential problems.

- (a) In the case of any discharge, including, but not limited to, a noncustomary batch discharge or a slug discharge, that may cause potential problems for the POTW, the user shall immediately telephone and notify the Town Administrator of the incident. This notification shall include, at a minimum, the location of the discharge, type of waste, concentration and volume, and corrective actions taken by the user.
- (b) Within five (5) days following such discharge, the user shall, unless waived by the Town Administrator, submit a detailed written report describing the cause(s) of the discharge and the measure(s) to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this Article I, Division 2.

Sec. 13-1-450. Reports and information.

All users connected to, or proposing to connect to, the POTW shall provide appropriate reports, or information to the Town Administrator as the Town Administrator may require in order to achieve the requirements of this Article I, Division 2.

Sec. 13-1-460. Notice of violation; repeat sampling and reporting.

If sampling performed by a user indicates a violation, the user must notify the Town Administrator within twenty-four (24) hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Town Administrator within seven (7) days after becoming aware of the violation.

Sec. 13-1-470. Discharge of hazardous waste.

- (a) No user shall discharge hazardous waste without first obtaining a permit from the Town.
- (b) Any user who commences the discharge of hazardous waste shall notify the POTW, the EPA Regional Waste Management Division director, and state hazardous waste authorities, in writing, of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 C.F.R Part 261. Such notification must include the information specified in 40 C.F.R 403.12(p) and pretreatment standard operating procedures.
- (c) Dischargers are exempt from the requirements of subsections (a) and (b) above, during a calendar month in which they discharge no more than fifteen (15) kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 C.F.R 261.30(d) and 261.33(e). Discharge of more than fifteen (15) kilograms of nonacute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 C.F.R 261.30(d) and 261.33(e), requires a one-time notification. Subsequent months during which the user discharges more than such quantities of any hazardous waste do not require additional notification.

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- (d) In the case of any new regulations under Section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the user must notify the POTW, the EPA Regional Waste Management Waste Division Town Administrator, and State hazardous waste authorities of the discharge of such substance within ninety (90) days of the effective date of such regulations.
 - (e) In the case of any notification made under this section, the user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.
 - (f) This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this Article I, Division 2, a permit issued thereunder, or any applicable Federal or State law.

Sec. 13-1-480. Analytical requirements.

All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 C.F.R Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 C.F.R Part 136 does not contain sampling or analytical techniques for the pollutant in question, sampling and analyses must be performed in accordance with procedures approved by EPA. All laboratory testing must be performed by a State of Colorado certified laboratory.

Sec. 13-1-490. Sample collection.

- (a) Except as indicated in subsection (b), below, a user must collect wastewater samples using flow proportional composite collection techniques. In the event flow proportional sampling is infeasible, the Town Administrator may authorize the use of time proportional sampling or a minimum of four (4) grab samples where the user demonstrates that this will provide a representative sample of the effluent being discharged.
- (b) Grab samples must be used for oil and grease, temperature, pH, cyanide, total phenols, and volatile organic compounds. Temperature and pH must be an instantaneous measurement.
- (c) Samples shall be collected using protocols (including appropriate preservation) specified in 40 C.F.R. Part 136, approved EPA methodologies, and appropriate EPA guidance.

Sec. 13-1-500. Reports received.

Reports will be deemed to have been submitted on the date postmarked. For reports which are not postmarked the date of receipt of the report shall govern.

Sec. 13-1-510. Record keeping.

- (a) Users subject to the reporting requirements of this ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this ordinance and any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements.

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- (b) Records shall include, at a minimum, the date, exact place, method, and time of sampling, and the name of the person(s) taking the sample(s); the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses.
 - (c) These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the user or the Town, or where the user has been specifically notified of a longer retention period by the Town Administrator.

Sec. 13-1-520. Right of entry: Inspection and sampling.

- (a) The Town Administrator shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this Article I, Division 2 and any wastewater discharge permit or order issued hereunder. Users shall allow the Town Administrator or other authorized Town representative ready access to all parts of the premises for the purposes of inspection, photographic documentation, sampling, records examination and copying, noncompliance investigation, and the performance of any additional duties.
- (b) Where a user has security measures in force which require proper identification and clearance before entry into its premises, the user shall make necessary arrangements with its security personnel so that, upon presentation of suitable identification, the Town Administrator or other Town authority will be permitted to enter without delay for the purposes of performing specific responsibilities.
- (c) Unreasonable delays in allowing the Town Administrator or other Town authority access to the user's premises shall be considered a violation of this Article I, Division 2.

Sec. 13-1-530. Search warrants.

If the Town Administrator or other Town authority has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this Article I, Division 2, or that there is a need to inspect and/or sample to verify compliance with this Article I, Division 2 or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, the Town Administrator or other Town authority may seek issuance of a search warrant from the court with appropriate jurisdiction.

Sec. 13-1-535. Special agreements.

No statement contained in this Subsection shall be construed as preventing any special agreement or arrangement between the Town and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the Town for treatment, subject to payment therefor by the industrial concern and subject to such terms and conditions as might be required by the Town.

Sec. 13-1-540. Confidentiality.

- (a) Information and data on a user obtained from reports, surveys, permit applications, discharge permits and monitoring programs, and from inspection and sampling activities, shall be available to the public without restriction subject to the provisions of the Colorado Open Records Law.
- (b) Information and data which is effluent data will not be recognized as confidential information and will be available to the public without restriction.

Sec. 13-1-550. Publication.

The Town Administrator shall publish annually, in a newspaper of general circulation that provides meaningful public notice within the jurisdiction(s) served by the POTW or in another manner approved by the Town Administrator, a list of the users which, at any time during the previous twelve (12) months, were in significant noncompliance with applicable pretreatment requirements.

Sec. 13-1-560. Criteria.

An industrial user is in significant noncompliance if its violation meets one or more of the following criteria:

- (a) Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of measurements taken for the same parameter during a six (6) month period exceed (by any magnitude) a numeric pretreatment standard or requirement, including instantaneous limits, as defined in Section 13-1-230;
- (b) Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of measurements taken for the same pollutant parameter during a six (6) month period equals or exceeds the product of the numeric pretreatment standard or requirement, including instantaneous limits, as defined in Section 13-1-230(a), multiplied by the applicable criteria ($TRC = 1.4$ for BOD, TSS, fats, oil and grease, and 1.2 for all other pollutants except pH);
- (c) Any other discharge violation of a pretreatment standard or requirement that the Town Administrator determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public;
- (d) Any discharge of pollutants that has caused imminent endangerment to the public or to the environment, or has resulted in the Town Administrator's authority to halt or prevent such a discharge;
- (e) Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance;
- (f) Failure to provide within thirty (30) days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical

pretreatment standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;

- (g) Failure to accurately report noncompliance; or
- (h) Any other violation or group of violations, including violations of BMPs, which the Town Administrator determines will adversely affect the operation or implementation of the local pretreatment program.

Sec. 13-1-570. Emergency suspensions.

- (a) The Town Administrator may immediately suspend a user's discharge after notice to the user, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons, environment, or the POTW.
- (b) Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a user's failure to immediately comply voluntarily with the suspension order, the Town Administrator may take such steps as deemed necessary, including immediate severance of the wastewater connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The Town Administrator may allow the user to recommence its discharge when the user has demonstrated to the satisfaction of the Town Administrator that the period of endangerment has passed, unless termination proceedings are initiated against the user.
- (c) A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the cause(s) of the harmful contribution and the measure(s) taken to prevent any future occurrence, to the Town Administrator.
- (d) Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

Sec. 13-1-580. Water supply severance.

Whenever a user continues to violate any provision of this Article I, Division 2, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, water service to the user may be severed. Service will only recommence, at the user's expense, after it has satisfactorily demonstrated its ability to comply.

Sec. 13-1-590. Inspection fees.

An industrial user may be inspected periodically to determine compliance with applicable requirements of this Article I, Division 2. No fee will be charged where the purpose of the first inspection is to determine compliance. However, if a user is not in compliance, a re-inspection fee shall be charged on the user's utility bill for each inspection thereafter until compliance is achieved. Said fee shall be in an amount as established by resolution of the Town Board and shall be in addition to any other fees and charges permitted under this Article I, Division 2.

Sec. 13-1-600. Upset.

- (a) For the purposes of this section, upset means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- (b) An upset shall constitute an affirmative defense to an action brought for noncompliance with categorical pretreatment standards if the requirements at 40 C.F.R 403.16(c) are met.
- (c) In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
- (d) Users shall control production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost or fails.

Sec. 13-1-610. Affirmative defense.

- (a) A user shall have an affirmative defense to an enforcement action brought against it alleging a violation of the general prohibitions in Section 13-1-250(a), or the specific prohibitions in Sections 13-1-250(b)(3) through (b)(7), if it can prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference; and
 - (1) A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or
 - (2) No local limit exists, but the discharge did not change substantially in nature or constituents from the user's prior discharge when the Town was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.

Sec. 13-1-620. Bypass.

For the purposes of this section, bypass means the intentional diversion of wastestreams from any portion of a user's treatment facility.

- (a) An industrial user may allow any bypass to occur which does not cause Pretreatment Standards or Requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of paragraphs b and c of this section.
- (b) If a user knows in advance of the need for a bypass, it shall submit prior notice to the Town Administrator, at least ten (10) days before the date of the bypass, if possible.

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- (1) A user shall submit oral notice to the Town Administrator of an unanticipated bypass that exceeds applicable pretreatment standards within twenty-four (24) hours from the time it becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the user becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass. The Town Administrator may waive the written report on a case-by case basis if the oral report has been received within twenty-four (24) hours.
 - (c) Bypass is prohibited, and the Town Administrator may take an enforcement action against a user for a bypass, unless:
 - (1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - (2) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - (3) The user submitted notices as required in subsection (b) above.

Sec. 13-1-630. Pretreatment charges and fees.

The Town may adopt reasonable fees for reimbursement of costs of operating the Town's pretreatment program which may include:

- (a) Fees for wastewater discharge permit applications including the cost of processing such applications;
- (b) Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users;
- (c) Fees for reviewing and responding to accidental discharge procedures and construction;
- (d) Fees for filing appeals; and
- (e) Other fees as the Town may deem necessary to carry out the requirements contained herein. These fees may be included on the user's utility bill, relate solely to the matters covered by this Article I, Division 2, and are separate from all other fees, fines, and penalties chargeable by the Town.

Sec. 13-1-640. Severability.

If any provision of this Article I, Division 2 is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Sec. 13-1-650. Fraud and false statements.

It is unlawful for any person to knowingly make a false statement, representation or certification in any record, report, or other document submitted or required to be maintained under this Article I, Division 2.

Sec. 13-1-660. Cost recovery.

Any user that violated any of the provisions of this Article I, Division 2 or that discharges or causes a discharge producing a deposit or obstruction or causes damage to or impairs the POTW shall be liable to the Town for any expense, loss, or damage caused by such violation or discharge. The Town shall charge the user for the cost incurred by the Town for any monitoring surveillance, cleaning, repair, or replacement work caused by the violation or discharge and for costs incurred by the Town in investigating the violation or discharge and in enforcement this Article I, Division 2, including reasonable attorney fees, court costs, and other expenses of litigation.

Sec. 13-1-670. Leased property.

In situations involving leased or rented property, not resolved with the tenant, the owner or authorized representative of the property shall be notified of continued violations and is responsible for assuring compliance with the standards and requirements of this Article I, Division 2.

ARTICLE 2 Cross-Connection Controls**Sec. 13-2-10. Purpose.**

The purpose of this Article is to:

- (1) Protect the Town's systems from the possibility of contamination or pollution by isolating within its customers' internal distribution systems or its customers' private water systems such contaminants or pollutants which could backflow or backsiphon into the Town's water systems;
- (2) Promote the elimination or control of existing cross-connections, actual or potential, between its customers' in-plant potable water systems and nonpotable water systems, plumbing fixtures and industrial piping systems; and
- (3) Provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of the potable water system.

Sec. 13-2-20. Definitions.

As used in this Article, the following words shall have the meanings ascribed to them:

Approved means accepted by the Town as meeting the applicable specification stated or cited in this Chapter, or as suitable for the proposed use.

Auxiliary water supply means any water supply on or available to the premises other than the Town's approved public potable water supply. These auxiliary waters may include water from another supplier's public potable water supply or any natural sources such as wells, springs, rivers, streams, irrigation canals, reservoirs, lakes, etc., or used waters or industrial fluids. These waters may be polluted or contaminated or may be objectionable and constitute an unacceptable water source over which the Town does not have sanitary control.

Back pressure means backflow caused by a pump, elevated tank, boiler or means that could create pressure within the system greater than the system pressure.

Backflow preventer means a device or means designed to prevent backflow or back-siphonage.

Back-siphonage means the flow of water or other liquids, mixtures or substances into the distribution pipes of a potable water supply system from any source other than its intended source caused by the sudden reduction of pressure in the potable water supply system.

Certified inspector and tester means a person who has passed a state approved and/or sponsored testing and inspection course and who is listed by the state as a certified inspector/tester.

Check valve means a self-closing device which is designed to permit the flow of fluids in one (1) direction and to close if there is a reversal of flow.

Colorado Department of Health Cross-Connection Control Manual means a manual that has been published by the state addressing cross-connection control practices which will be used as a guide for the Town in implementing the cross-connection control program.

Contamination means impairment of the quality of the potable water by sewage, industrial fluids or waste liquids, compounds or other materials to a degree which creates an actual hazard to the public health through poisoning or through the spread of disease.

Critical level means the critical level C-L or C/L marking on a backflow prevention device or vacuum breaker which is a point conforming to approved standards and established by the testing laboratory (usually stamped on the device by the manufacturer), which determines the minimum elevation above the flood-level rim of the fixture or receptacle served at which the device may be installed. When a backflow prevention device does not bear a critical level marking the bottom of the vacuum breaker, combination valve, or the bottom of any such approved device shall constitute the critical level.

Cross-connection means any physical arrangement whereby a Town's water supply is connected, directly or indirectly, with any other water supply system, wastewater, drain, conduit, pool, storage reservoir, plumbing fixture or other device which contains or may contain contaminated water, sewage or other waste or liquid of unknown or unsafe quality which may be capable of imparting contamination to the Town's water supply as a result of backflow. Bypass

arrangements, jumper connections, removable sections, swivel or changeover devices and other temporary or permanent devices through which, or because of which, backflow control could occur are considered to be cross-connections.

Cross-connections—Controlled means the connection between a potable water system and a non-potable water system with an approved backflow prevention device properly installed that will continuously afford the protection commensurate with the degree of hazard.

Double check valve assembly means an assembly of two (2) independently operating approved check valves with tightly closing shut-off valves on each side of the check valves, plus properly located test cocks for the testing of each check valve. The entire assembly shall meet the design and performance specifications and approval of a recognized and Town-approved testing establishment for backflow prevention devices. To be approved, these devices must be readily accessible for in-line maintenance and testing.

Flood-level rim means the edge of the receptacle from which water overflows.

Mayor means the Mayor of the Town or his or her duly authorized representative.

Non-potable water means water that is not safe for human consumption or that is of questionable potability.

Pollution means the presence of any foreign substance (organic, inorganic, radiological or biological) in the water that may degrade the water quality to constitute a hazard or impair its usefulness.

Potable water means water free from impurities in amounts sufficient to cause disease or harmful physiological effects. The bacteriological, chemical, and radiological quality shall conform with the State's Drinking Water Regulations.

Reduced pressure principal device means an assembly of two (2) independently operating approved check valves with an automatically operating differential relief valve between the two (2) check valves tightly closing shut-off valves on either side of the check valves, plus properly located test cocks for the testing of the check and relief valves. The entire assembly shall meet the design and performance specifications and approval of a recognized and Town-approved testing agency for backflow prevention on assemblies. The device shall operate to maintain the pressure in the zone between the two (2) check valves at a level less than the pressure on the Town's supply side of the device. At cessation of normal flow, the pressure between the two (2) check valves shall be less than the pressure on the Town's supply side of the device. In case of leakage of either of the check valves, the differential relief valve shall operate to maintain the reduced pressure in the zone between the check valves by discharging to the atmosphere. When the inlet pressure is two (2) pounds per square inch or less, the relief valve shall open to the atmosphere. To be approved, these devices must be readily accessible for in-line maintenance and testing and be installed in a location where no part of the device will be submerged.

Vacuum means any pressure less than that exerted by the atmosphere.

Vacuum breaker, atmospheric non-pressure type means a vacuum breaker designed so as not to be subjected to static line pressure or installed where it would be under pressure for not more than twelve (12) hours in any twenty-four-hour period.

Vacuum breaker, pressure type means a vacuum breaker designed so as not to be subjected to static line pressure.

Water service connection means the terminal end of a service connection from the public potable water system; i.e., where the Town loses jurisdiction and sanitary control over the water at its point of delivery to the customer's water system. If a meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the meter. There shall be no unprotected take-offs from the service line ahead of any meter or backflow prevention device located at the point of delivery to the customer's water system. Service connection shall also include water service connection from a fire hydrant and all other temporary or emergency water service connections from the Town's water system.

Sec. 13-2-30. Policy.

- (a) No water service connection shall be installed or maintained by the Town unless the water supply is protected as required by state laws and regulation and this Chapter. Service of water to any premises shall be discontinued by the Town if a backflow prevention device required by this Chapter is not installed, tested and maintained; if it is found that a backflow prevention device has been removed or bypassed; or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected. Any person commits a misdemeanor when such person:
 - (1) Connects any pipe, tube, curb stop or contrivance with any main or service line supplying water to any property and does not install, test and maintain a backflow prevention device if one (1) is required by this Chapter;
 - (2) Removes or bypasses an existing backflow prevention device; or
 - (3) Allows an unprotected cross-connection to exist on the premises;

Each day that such violation continues to exist shall be considered a separate offense.

- (b) The customer's system shall be open for inspection at all reasonable times to authorized representatives of the Public Works Director to determine whether cross-connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known, the Public Works Director shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the conditions in conformance with state and Town statutes relating to plumbing and water supplies and the regulations adopted pursuant thereto.
- (c) An approved backflow prevention device shall be installed on all Commercial, Industrial, and multi-family dwelling properties. Such a device shall be installed at or near the property line or immediately inside the building being served but, in all cases, before the first branch line leading off the service line.
- (d) The type of protective device required under Paragraphs (1), (2) and (3) below shall depend upon the degree of hazard which exists, as follows:
 - (1) In the case of any premises where there is an auxiliary water supply and it is not subject to any of the following rules, the Town's water system shall be protected by an approved protection method, to include an approved reduced pressure principal backflow prevention device.
 - (2) In the case of any premises where there is water or substance that would be objectionable but not hazardous to health, if introduced into the Town's water system,

the Town's water system shall be protected by an approved double-check valve assembly.

- (3) In the case of any premises where there is any material dangerous to health which is handled in such a fashion as to create an actual or potential hazard to the Town's water system, the Town's water system shall be protected by an approved protection method or an approved backflow prevention device. Examples of premises where these conditions will exist include sewage treatment plants, sewage pumping stations, chemical manufacturing plants, hospitals, mortuaries and plating plants.
- (4) In the case of any premises where there are uncontrolled cross-connections, either actual or potential, the Town's water system shall be protected by an approved protection method or an approved backflow prevention device at the service connection.
- (5) In the case of any premises where, because of security requirements or other prohibitions or restrictions it is impossible or impractical to make a complete in-plant cross-connection survey, the Town's water system shall be protected against backflow or back-siphonage from the premises by the installation of a backflow prevention device in the service line. In this case, maximum protection will be required; that is, an approved backflow prevention device shall be installed in each service to the premises.
- (e) Any backflow prevention device required herein shall be of a model and size approved by the Public Works Director and described in the Town of Wellington Standard Design Criteria and Standard Construction Requirements, as revised.
- (f) It shall be the duty of the customer-user at any premises where backflow devices are installed to have certified inspections and operational tests made at least once per year. The annual inspection and operational test report must be submitted to the Town. In those instances where the Public Works Director deems the hazard to be great enough, he or she may require certified inspections at more frequent intervals. These inspections and tests shall be at the expense of the water user and shall be performed by a State certified inspector/tester. These devices shall be repaired, overhauled or replaced at the expense of the customer-user whenever said devices are found to be defective. Records of such tests, repairs and overhauls shall be kept and submitted to the Town within thirty (30) days after the device has been tested and/or inspected.

Sec. 13-2-40. Repealed.

Sec. 13-2-50. Specific system requirements.

- (a) Irrigation systems. The following guidelines relating to backflow prevention devices for irrigation systems shall apply:
 - (1) Atmospheric vacuum breakers shall be installed after the last control valve of each sprinkler circuit and at a minimum of six (6) inches above the highest irrigation head. The atmospheric vacuum breaker shall be installed only on irrigation circuits with heads that will not return any pressure in the circuit when the circuit control valve is closed.
 - (2) Pressure vacuum breakers shall be installed at the beginning of each irrigation circuit and at a minimum of twelve (12) inches above the highest irrigation head on the

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- circuit. Individual irrigation circuits having quick-coupling valves or other similar type heads that will permit pressure to be retained in the circuit shall have a pressure vacuum breaker installed as a minimum requirement for each circuit. Irrigation systems using the subsurface drip method shall have a pressure vacuum breaker on each circuit. A pressure vacuum breaker may not be installed where a double-check valve assembly or reduced-pressure principal backflow prevention device is required.
- (3) A double-check valve assembly may be installed to serve multiple irrigation circuits in lieu of vacuum breakers on each individual irrigation circuit.
 - (4) A reduced-pressure principal backflow preventer shall be required before any piping network in which fertilizers, pesticides and other chemicals or toxic contaminants are injected or siphoned into the irrigation system.
- (b) Fire systems. Water systems for fighting fire, derived from a supply that cannot be approved as safe or potable for human use, shall whenever practicable be kept wholly separate from drinking water pipelines and equipment. In cases where the domestic water system is used for both drinking and firefighting purposes, approved backflow prevention devices shall be installed to protect such individual drinking water lines as are not used for firefighting purposes. It is the responsibility of the person causing the introduction of said unapproved or unsafe water into the pipelines to see (1) that a procedure be developed and carried out to notify and protect users of this piping system during the emergency; and (2) that special precautions be taken to disinfect thoroughly and flush out all pipelines which may have become contaminated before they are again used to furnish drinking water. In the event the means of protection of water customers is by disinfection of the auxiliary firefighting supply, the installation and its use shall be thoroughly reliable. When disinfection of the auxiliary supply itself is depended upon to render the water safe, the means of applying the disinfectant under this regulation shall be automatic with operation of the pumps employed with the dangerous water in question. Adequate supplies of chlorine or its compounds must be kept on hand at all times. Chlorine dosing equipment shall be tested daily and kept in good operating condition. The Town's water supply must be protected against backflow from dual domestic fire systems.

ARTICLE 3 Repealed

ARTICLE 4 - Water Enterprise

Sec. 13-4-10. - Establishment of Enterprise.

Town of Wellington, Colorado, Water Enterprise (the "Enterprise") is hereby established pursuant to the provisions of the Act as an enterprise of the Town within the meaning of art. X, § 20 of the Colorado Constitution.

Sec. 13-4-20. - Ownership of Enterprise.

The Enterprise shall be wholly owned by the Town and shall not be combined with any water activity enterprise owned by another district.

Sec. 13-4-30. - Water activities.

The Enterprise may conduct one or more water activities as may be determined by the governing body of the Enterprise, including, but not limited to, the diversion, storage, carriage, delivery, distribution, collection, treatment, use, reuse, augmentation, exchange or discharge of water, the provision of wholesale or retail water services and the acquisition of water or water rights ("Water Activities").

Sec. 13-4-40. - Governing body.

The Board shall serve as the governing body of the Enterprise, and the officers of the Board shall serve as officers of the Enterprise. The Mayor of the Town shall serve as President of the Enterprise; the Town Clerk shall serve as Secretary of the Enterprise; the Treasurer of the Town shall serve as Treasurer of the Enterprise; and the Town Attorney shall serve as the Attorney for the Enterprise.

Sec. 13-4-50. - Powers of Enterprise.

The Enterprise shall have and may exercise the following powers in furtherance of its purposes: to hold meetings concurrently with regular or special meetings of the Board, to adopt ordinances and resolutions in the manner in which Town ordinances and resolutions may be adopted, to issue water revenue bonds in the manner prescribed by the Act without voter approval in advance, to pledge any revenues derived or to be derived from the water functions, services, benefits or facilities of the Town or the Enterprise or any other available funds of the Enterprise to the payment of such revenue bonds and to pay such revenue bonds therefrom, to enter into contracts relating to the water system of the Town (the "System") in the manner in which Town contracts may be entered into, to contract with the Colorado Water Conservation Board or any other governmental source of funding for loans and grants relating to Water Activity enterprise functions, to contract with the Colorado Water Resources and Power Development Authority for loans or other available financial assistance related to Water Activity enterprise functions, to make representations, warranties and covenants on behalf of the Town and to bind the Town to perform any obligation relating to the System other than any multiple-fiscal year direct or indirect debt or other financial obligation of the Town without adequate present cash reserves pledged irrevocably and held for payments in all future years, and to exercise the Town's legal authority relating to Water Activities. Notwithstanding the foregoing, the Enterprise may not levy a tax that is subject to art. X, § 20(4) of the Colorado Constitution or exercise any other governmental powers of the Town.

Sec. 13-4-60. - Powers retained in Town.

The Town shall continue to own the assets of the System, acquire and convey properties constituting part of the System, manage, operate and maintain the System, employ and discharge the officers, managers and employees of the System, keep books and records relating to the System, invest and manage funds, budget and appropriate revenues and expenditures of the System, award and execute contracts and make expenditures relating to the System, fix, adjust and collect water rates, fees, tolls and charges and tap fees, and prescribe rules and regulations relating to the System. The Town may also borrow money, issue bonds or enter into other financial obligations relating to the System as provided in the Colorado Constitution and statutes.

Sec. 13-4-70. - Prior acts.

All action not inconsistent with the provisions of this Article heretofore taken by the Town or its officers and otherwise directed toward the establishment and authorization of the Enterprise to

have and exercise certain powers in furtherance of its purposes is hereby ratified, approved and confirmed.

ARTICLE 5 - Wastewater Enterprise

Sec. 13-5-10. - Establishment of Enterprise.

The Town Wastewater Enterprise (the "Enterprise") is hereby established pursuant to the provisions of Part 1 of Article 45.1 of Title 37, C.R.S. (the "Act"), as an enterprise of the Town within the meaning of Article X, §20 of the Colorado Constitution.

Sec. 13-5-20. - Ownership of Enterprise.

The Enterprise shall be wholly owned by the Town and shall not be combined with any wastewater activity enterprise owned by another district.

Sec. 13-5-30. - Wastewater activities.

The Enterprise may conduct one (1) or more wastewater activities as may be determined by the governing body of the Enterprise, including but not limited to the provision of wholesale or retail wastewater and stormwater services ("Wastewater Activities").

Sec. 13-5-40. - Governing body.

The Board shall serve as the governing body of the Enterprise, and the officers of the Board shall serve as officers of the Enterprise. The Mayor of the Town shall serve as President of the Enterprise; the Town Clerk shall serve as Secretary of the Enterprise; the Treasurer of the Town shall serve as Treasurer of the Enterprise; and the Town Attorney shall serve as the Attorney for the Enterprise.

Sec. 13-5-50. - Powers of Enterprise.

(a) The Enterprise shall have and may exercise the following powers in furtherance of its purposes:

- (1) To hold meetings concurrently with regular or special meetings of the Board of Trustees;
- (2) To adopt ordinances and resolutions in the manner in which Town ordinances and resolutions may be adopted;
- (3) To issue wastewater and stormwater revenue bonds in the manner prescribed by the Act without voter approval in advance;
- (4) To pledge any revenues derived or to be derived from the wastewater or stormwater functions, services, benefits or facilities of the Town or the Enterprise or any other available funds of the Enterprise to the payment of such revenue bonds and to pay such revenue bonds therefrom;
- (5) To enter into contracts relating to the wastewater and stormwater system of the Town (the "System") in the manner in which Town contracts may be entered into;
- (6) To contract with the Colorado Water Conservation Board or any other governmental source of funding for loans and grants relating to wastewater and stormwater activity Enterprise functions;

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- (7) To contract with the Colorado Water Resources and Power Development Authority for loans or other available financial assistance related to wastewater and stormwater activity Enterprise functions;
- (8) To make representations, warranties and covenants on behalf of the Town and to bind the Town to perform any obligation relating to the System other than any multiple-fiscal year direct or indirect debt or other financial obligation of the Town without adequate present cash reserves pledged irrevocably and held for payments in all future years; and
- (9) To exercise the Town's legal authority relating to wastewater and stormwater activities.
- (b) Notwithstanding the foregoing, the Enterprise may not levy a tax that is subject to Article X, §20(4) of the Colorado Constitution or exercise any other governmental powers of the Town.

Sec. 13-5-60. - Powers retained in Town.

The Town shall continue to own the assets of the System, acquire and convey properties constituting part of the System, manage, operate and maintain the System, employ and discharge the officers, managers and employees of the System, keep books and records relating to the System, invest and manage funds, budget and appropriate revenues and expenditures of the System, award and execute contracts and make expenditures relating to the System, fix, adjust and collect wastewater and stormwater rates, fees, tolls and charges and tap fees, and prescribe rules and regulations relating to the System. The Town may also borrow money, issue bonds or enter into other financial obligations relating to the System as provided in the Colorado Constitution and state statutes.

ARTICLE 6 - Stormwater Enterprise

Sec. 13-6-10. - Establishment of Enterprise.

Town of Wellington, Colorado, Stormwater Enterprise (the "Enterprise") is hereby established pursuant to the provisions of the Act as an enterprise of the Town within the meaning of Art. X, § 20 of the Colorado Constitution.

Sec. 13-6-20. - Ownership of Enterprise.

The Enterprise shall be wholly owned by the Town and shall not be combined with any stormwater activity enterprise owned by another district.

Sec. 13-6-30. - Stormwater activities.

The Enterprise may conduct one or more stormwater activities as may be determined by the governing body of the Enterprise, including, but not limited to, the diversion, storage, carriage, delivery, distribution, collection, treatment, use, reuse, augmentation, exchange or discharge of stormwater, the provision of wholesale or retail stormwater services and the acquisition of stormwater or stormwater rights ("stormwater activities").

Sec. 13-6-40. - Governing body.

The Board shall serve as the governing body of the Enterprise, and the officers of the Board shall serve as officers of the Enterprise. The Mayor of the Town shall serve as Chairman of the governing body of the Enterprise; the Clerk of the Town shall serve as Clerk of the Enterprise;

the Treasurer of the Town shall serve as Treasurer of the Enterprise; and the Town Attorney shall serve as the Attorney for the Enterprise.

Sec. 13-6-50. - Powers of Enterprise.

The Enterprise shall have and may exercise the following powers in furtherance of its purposes: To hold meetings concurrently with regular or special meetings of the Board; to adopt ordinances and resolutions in the manner in which Town ordinances and resolutions may be adopted; to issue stormwater revenue bonds in the manner prescribed by the Act without voter approval in advance; to pledge any revenues derived or to be derived from the stormwater functions, services, benefits or facilities of the Town or the Enterprise or any other available funds of the Enterprise to the payment of such revenue bonds and to pay such revenue bonds therefrom; to enter into contracts relating to the stormwater system of the Town (the "System") in the manner in which Town contracts may be entered into; to contract with the Colorado Water Conservation Board or any other governmental source of funding for loans and grants relating to Stormwater Activity enterprise functions; to contract with the Colorado Water Resources and Power Development Authority for loans or other available financial assistance related to Stormwater Activity enterprise functions; to make representations, warranties and covenants on behalf of the Town and to bind the Town to perform any obligation relating to the System other than any multiple-fiscal year direct or indirect debt or other financial obligation of the Town without adequate present cash reserves pledged irrevocably and held for payments in all future years; and to exercise the Town's legal authority relating to Stormwater Activities. Notwithstanding the foregoing, the Enterprise may not levy a tax that is subject to Art. X, § 20(4) of the Colorado Constitution or exercise any other governmental powers of the Town.

Sec. 13-6-60. - Powers retained in Town.

The Town shall continue to own the assets of the System; acquire and convey properties constituting part of the System; manage, operate and maintain the System; employ and discharge the officers, managers and employees of the System; keep books and records relating to the System; invest and manage funds, budget and appropriate revenues and expenditures of the System; award and execute contracts and make expenditures relating to the System; fix, adjust and collect stormwater rates, fees, tolls and charges and tap fees; and prescribe rules and regulations relating to the System. The Town may also borrow money, issue bonds or enter into other financial obligations relating to the System as provided in the Colorado Constitution and statutes.

Sec. 13-6-70. - Prior acts.

All action not inconsistent with the provisions of this Article heretofore taken by the Town or its officers and otherwise directed toward the establishment and authorization of the Enterprise to have and exercise certain powers in furtherance of its purposes is hereby ratified, approved and confirmed.

ARTICLE 7 - Stormwater Drainage Fee

Sec. 13-7-10. - Purpose and intent.

The Board of Trustees hereby finds, determines and declares the necessity of providing for and maintaining a stormwater drainage facilities for the drainage and control of flood and surface

waters within the Town, including areas to be subdivided and developed, in order that storm and surface waters may be properly drained and controlled, pollution may be reduced, the environment enhanced, and the health, safety and welfare of the Town and its inhabitants may be safeguarded and protected. The Town currently assesses road and other development impact fees that provide for storm drainage functions and the Town will in the future modify other fees and implement a stormwater impact fee or a stormwater facility reimbursement fee to be charged to no development.

Sec. 13-7-20. - Owners of property to provide on-site drainage facilities as a condition of development.

In accordance with the assumptions of the Boxelder Creek Regional Stormwater Master Plan and the Town's Standard Design Criteria and Standard Construction Standards the owners of property to be developed within the Town shall be required, as a condition of development, to provide, at their sole expense, such on-site stormwater drainage facilities as are required by the plan and made necessary by the development. Such requirements shall include an obligation of owners of property to provide facilities necessary to convey stormwater runoff to major drainage ways. Since the development of elevated land can increase the amount of stormwater runoff from such land onto adjoining lands at lower elevations, the owner of elevated land has the legal duty to prevent such increased runoff from doing damage to other lands, which duty shall be deemed satisfied if adequate facilities are installed as required by this Section. Thus, in determining under this Section what facilities a landowner shall be responsible for constructing, the amount of increased stormwater runoff that will result from the development shall be taken into account.

Sec. 13-7-30. - Stormwater utility enterprise.

- (a) The Board of Trustees hereby recognizes and confirms the operation of the stormwater drainage system (the "System") as an enterprise within the meaning of Section 20 of Article X of the State Constitution.
- (b) The Board of Trustees hereby formally establishes the Town's Stormwater Utility Enterprise for the purpose of continuing the operation of the system as a water activity enterprise and as an "enterprise" within the meaning of Section 20 of Article X of the State Constitution.
- (c) The Board of Trustees hereby designates itself as the governing body of the Stormwater Utility Enterprise.
- (d) To the extent it deems necessary, the Board of Trustees, as the governing body of the Stormwater Drainage Utility Enterprise, shall exercise the Town's legal authority relating to the System, but shall not levy a tax.
- (e) All action heretofore taken by the Board of Trustees or by the officers and employees of the Town directed toward the operation of the System as an "enterprise" under Section 20 of the Article X of the State Constitution is hereby ratified, approved and confirmed.

Sec. 13-7-40. - Adoption of Boxelder Creek Regional Stormwater Master Plan Boxelder Creek Regional Stormwater Master Plan.

The Boxelder Creek Regional Stormwater Master Plan was adopted by Resolution 13-2007. The Board finds and concludes that the adoption of the Boxelder Creek Regional Stormwater Master Plan was in the best interest of the health, safety and welfare of the citizens of the Town of Wellington. The Board further finds that the Boxelder Creek Regional Stormwater Master Plan

provides an adequate, justifiable and reasonable basis upon which to assess stormwater basin fees established by this Article, as well as the collection of those fees and the acquisition and construction of stormwater facilities.

Sec. 13-7-50. - Stormwater monthly basin user fee.

A monthly basin user fee is hereby imposed upon each and every developed lot or parcel of land within the Town, as well as the owners thereof. This fee is deemed reasonable and necessary to pay for the operation, maintenance, administration, and routine functions of the existing Town stormwater drainage facilities and for the operation, maintenance, and administration of such future stormwater drainage facilities as may be established within the Town, and to pay for the design, right-of-way acquisition and construction or reconstruction of such existing and future Town stormwater drainage facilities. All of the proceeds of this fee are deemed to be in payment for the use of the stormwater drainage system by the real property on and with respect to which the fee is imposed upon the owners. Further, the Board of Trustees finds that this fee benefits all users of the Town's stormwater drainage facilities, by allowing for the construction, improvement, operation, and maintenance of stormwater drainage facilities in the Town that promote the health, safety, and welfare of such users during storms and floods.

(a) In accordance with the Boxelder Creek Regional Stormwater Master Plan the board finds that the average residential property in Wellington creates two thousand (2,000) square feet of impervious surface area impacting storm drainage. Impervious area for commercial properties vary based upon multiple factors including use and lot size. For each commercial property and for residential properties with impervious area varying by more than twenty-five percent (25%) from the two thousand (2,000) square foot assumed impervious area, the Town Engineer shall determine the impervious area and fee that shall apply to such lot or parcel of land within the guidelines set forth herein.

(b) Each lot or parcel of land shall be assessed a monthly base amount per square foot of based on the impervious area determined as set forth herein for that lot or parcel, such fee to be assessed for operations, maintenance and basin improvements shall be established and reviewed by the Board of Trustees by resolution and shall be determined by multiplying such impervious square footage area times the per square foot fee amount.

(c) The monthly basin user fee shall not be collected in connection with any Town street, road or alley, or any railroad right-of-way used exclusively for trackage and related safety appurtenances.

(d) The monthly basin user fee assessed hereby shall be segregated, credited and deposited in a special fund and shall not be transferred therefrom except to pay for expenses directly attributable to the stormwater drainage activities as aforesaid. The monthly basin user fee assessed hereby shall not be used for general or other governmental or proprietary purposes of the Town, except to pay for the equitable share of the cost of accounting and management thereof. The monthly basin user fee shall be collected, maintained, and expended in strict accordance with the requirements of Section 29-20-801, Colorado Revised Statutes, and subsequent amendments thereto. Nothing contained herein shall prohibit the Town from making temporary interfund loans or transfers as may be specifically allowed by law.

Sec. 13-7-60. - Billing for monthly basin user fee and administrative fee for the establishment of monthly basin user fee accounts.

The monthly basin user fee shall be billed and collected with the monthly utility bill for those lots or parcels of land utilizing other Town utilities, and shall be billed and collected separately for those lots or parcel of land, and owners thereof, not utilizing other Town utilities. All such bills for monthly basin user fees shall be rendered monthly and shall become due and payable in accordance with the rules and regulations established by the Director of Finance for the collection of utility bills. A one-time administration fee shall be charged for the establishment of monthly basin user fee accounts. This fee shall be initially set at ten dollars (\$10.00) for each account established; such fee may be modified by the Board of Trustees by resolution.

Sec. 13-7-70. - Unpaid charges constitute a lien.

Any unpaid fee pursuant to this Article shall be a lien upon the property to which such fee is associated, from the date the fee becomes due until such fee is paid. The owner of every building, premises, lot, parcel, or house shall be obligated to pay the fee for all service provided by the Town by action at law or suit to enforce the lien. In the case that a tenant in possession of any premises or building shall pay the fee, it shall relieve the landowner from such obligation and lien, but the Town shall not be required to look to any person whatsoever other than the owner for the payment of the fee. No changes of ownership or occupation shall affect the application of this Ordinance, and the failure of any owner to learn that he or she purchased property against which a lien for fees under this Article exists, shall in no way affect the responsibility for such payment. Any delinquent amount may be enforced by assessment upon the property and premises served as well as certification to the treasurer of Larimer County for collection under and pursuant to the Wellington Municipal Code and the statutes of the State of Colorado.

2. **Validity.** The Board of Trustees hereby declares that should any section, paragraph, sentence, word or other portion of this ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any other portion of this ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from of any such portion which may be declared invalid.
3. **Necessity.** In the opinion of the Board of Trustees of the Town of Wellington, this ordinance is necessary for the preservation and protection of the health, safety, welfare and property of the inhabitants and owners of property in the Town of Wellington.
4. **Certification.** The Town Clerk shall certify to the passage of this ordinance and make not less than three copies of the adopted ordinance available for inspection by the public during regular business hours.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 14th day of November, 2023 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: _____
Calar Chaussee, Mayor

ATTEST:

Ethan Muhs, Town Clerk

Board of Trustees Meeting

Date: November 14, 2023

Subject: Ordinance No. 10-2023: An Ordinance of the Town of Wellington, Colorado Making Adjustments to Utility Rates

- **Presentation: Meagan Smith, Deputy Director of Public Works; Bob Gowing, Director of Public Works; Don Rhoads, Town Treasurer & Finance Director**

BACKGROUND / DISCUSSION

Attached for Board of Trustee review is ORDINANCE NO. 10-2023 – AN ORDINANCE ESTABLISHING FEES TO BE CHARGED BY THE TOWN OF WELLINGTON, COLORADO, FOR UTILITY SERVICES. Background material for the next action item, ORDINANCE NO. 11-2023 – AN ORDINANCE ESTABLISHING CAPITAL INVESTMENT FEES TO BE CHARGED BY THE TOWN OF WELLINGTON, COLORADO FOR CONNECTION TO THE WATER AND WASTEWATER UTILITY SYSTEMS, is also included with this description.

BACKGROUND

In April 2022, the Town of Wellington contracted with Raftelis, a Colorado-based consulting firm, to perform a comprehensive rate and fee study (“study”) for the water and wastewater utilities. The study process incorporated a 10-person Utility Rate Structure Roundtable (“Roundtable”) with members appointed by Trustees and selected representatives from other Town Boards. Roundtable members developed rate-setting values and principles for the community and set the pricing objectives for the rate design. The pricing objectives included:

- Essential Water Use Pricing – providing water at the lowest possible cost for low water users while maintaining the financial health of the utilities
- Customer Impact – minimizing the financial impact to customers of changing rates
- Cost Recovery Between New and Existing Customers – growth pays for growth
- Cost Recovery Between Customer Classes – no one customer class should be subsidizing another

The rate and fee study process led by Raftelis included rate structure best practices and recommendations for the following:

- Utilize the Cost-of-Service approach to ensure the full cost of providing utility service to each customer class is assigned appropriately.
- Utilize the Cost-of-Service approach to allocate the costs between the base charge (customer related costs) and the volume charge (treatment and conveyance related costs).
- Update the fund balance policy for the enterprise funds to equal 90 days of operations and maintenance expense plus 1-years’ depreciation expense.
- Increase rate revenue in the water and wastewater enterprise funds by 5% each year, for the next five years to match the rising cost of service.



- Increase capital investment fee revenue in the water and wastewater enterprise funds by 4% each year for the next five years to match the rising cost of providing service to new development.

The current 2023 water and wastewater utility rates and capital investment fees adopted by the Board of Trustees on November 8, 2022 reflect the pricing objectives defined by the Roundtable and the best practices and recommendations provided by Raftelis. Current 2023 water and wastewater utility rates are summarized in Appendix A.

As part of the commitment to fiscal responsibility, Town Staff are committed to annually reviewing all variables with the potential to impact the financial health of the water and wastewater funds. In alignment with this commitment, Staff updated and Raftelis reviewed, the water and wastewater utility rate models developed with the study to reflect end-of-year budget projections for 2023, proposed budget for 2024, updated 5-year CIP planning, and updated growth projections based on the best available information and assumptions at this time. Planned rate and fee increases can change in future years in response to new and updated information and assumptions.

Staff presented the proposed 2024 water and wastewater rates and fees and the resulting 5-year financial plans to the Board of Trustees at a Work Session on October 24, 2023 (<https://www.wellingtoncolorado.gov/Archive.aspx?ADID=817>). The proposed rate and fee increases in that presentation aligned with the rate study recommendations of a 5% increase to water and wastewater rates and a 4% increase to water and wastewater capital investment fees.

Proposed 2024 water and wastewater rates are summarized in Appendix B.

Upon additional review of multiple cost indices, including the CDOT construction index, and Raftelis recommendation, Staff proposes an additional 1% increase to water and wastewater capital investment fees for 2024, totaling to an increase of 5%. The current 2023 and proposed 2024 water and wastewater capital investment fees are summarized in Appendix C.

The proposed rate and fee adjustments would take effect January 1, 2024 with utility customers seeing the impacts on February bills.

Staff is seeking input from both the Board of Trustees and the general public. Staff plans to bring this item back to the Board of Trustees for further deliberation at the November 28, 2023 Board of Trustee meeting.

STAFF RECOMMENDATION

Motion to table for Board consideration at the November 28, 2023 regular meeting.

ATTACHMENTS

1. Ordinance 10-2023 - Utility Service Fees
2. Appendix A - Current 2023 Water and Wastewater Usage Rates
3. Appendix B - Proposed 2024 Water and Wastewater Usage Rates
4. Appendix C - Current 2023 and Proposed 2024 Water and Wastewater Capital Investment Fees

TOWN OF WELLINGTON

ORDINANCE NO. 10-2023

AN ORDINANCE ESTABLISHING FEES TO BE CHARGED BY THE TOWN OF WELLINGTON, COLORADO, FOR UTILITY SERVICES

WHEREAS, the Town of Wellington Municipal Code provides that the Board of Trustees of the Town of Wellington shall set fees for various services provided by the Town; and

WHEREAS, the Town of Wellington has previously set fees for utility services by resolution and by ordinance; and

WHEREAS, the Board previously set fees for utility services by Ordinance No. 17-2022; and

WHEREAS, the fees for utility services are to be reviewed and set annually in order for the Town to recoup the full cost of service for the provision of water and wastewater services.

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

1. **Residential Water Fees.** For all residential users, the Town shall charge the following fees for each water tap connected to the Town's municipal water system:

For water taps serving a single residential unit (single-family dwelling):

Base rate, charge per month based on size of water tap:

0.75 inch:	\$52.20
1.0 inch:	\$63.96
1.5 inch:	\$91.58
2.0 inch:	\$126.64

Volume Rate, charge per 1,000 gallons of usage:

Tier 1 (0 – 3,000 gallons):	\$0.00
Tier 2 (3,001 – 7,000 gallons)	\$12.29
Tier 3 (7,001 – 20,000 gallons)	\$15.96
Tier 4 (more than 20,000 gallons)	\$22.72

For water taps serving multiple residential units (multi-family dwellings):

Base rate, charge per month:

\$32.50 per unit served

Volume Rate, charge per 1,000 gallons of average usage per unit served:

Tier 1 (0 – 3,000 gallons):	\$0.00
Tier 2 (3,001 – 7,000 gallons)	\$7.43
Tier 3 (7,001 – 20,000 gallons)	\$9.67

Tier 4 (more than 20,000 gallons) \$13.77

Multi-unit tap volume charges are calculated as an average of monthly usage for all units served by the tap.

- 2. Residential Wastewater Fees.** For all residential users, the Town shall charge each user the following fees for connection to the Town's wastewater system:

For all wastewater taps serving residential units:

Base Rate, charge per month:

\$14.65

Volume Rate, charge per 1,000 gallons of average monthly water usage for user between January 1 and March 31:

\$8.42

- 3. Commercial Water Fees.** For all commercial users, the Town shall charge the following fees for each tap connected to the Town's municipal water system:

Base Rate, charge per month based on size of water tap:

0.75 inch:	\$25.27
1.0 inch:	\$37.03
1.5 inch:	\$64.66
2.0 inch:	\$99.72

Volume Rate, charge per 1,000 gallons of usage:

Tier 1 (0 – 25,000 gallons):	\$12.31
Tier 2 (25,001 – 120,000 gallons)	\$15.37
Tier 3 (more than 120,000 gallons)	\$18.45

- 4. Commercial Wastewater Fees.** For all commercial users, the Town shall charge each user the following fees for connection to the Towns' wastewater system:

Base Rate, charge per month:

\$14.65

Volume Rate, charge per 1,000 gallons of actual monthly water usage reduced by 15% to account for water uses not returned as wastewater:

\$8.42

5. **Irrigation Water Fees.** For all usage of water by irrigation-only taps, the Town shall charge the following fees:

Base Rate, charge per month based on size of water tap:

0.75 inch:	\$25.27
1.0 inch:	\$37.03
1.5 inch:	\$64.66
2.0 inch:	\$99.72

Volume Rate, charge per 1,000 gallons of usage:

Winter Months (Nov-Apr):	\$9.44
Summer Months (May-Oct):	\$18.88

6. **Bulk Water.** For all usage at the Bulk Water Station or via hydrants for Construction Bulk Water Usage, the Town shall charge the following fees:

Volume Rate, charge per 1,000 gallons of usage: \$22.72

7. **Validity.** The Board of Trustees hereby declares that should any section, paragraph, sentence, or word or other portion of this ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any other portion of this ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from any such portion which may be declared invalid.
8. **Necessity.** In the opinion of the Board of Trustees of the Town of Wellington, this ordinance is necessary for the preservation and protection of the health, safety, welfare and property of the inhabitants and owners of property in the Town of Wellington.
9. **Certification.** The Town Clerk shall certify to the passage of this ordinance and make not less than three copies of the adopted Code available for inspection by the public during regular business hours.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 28th day of November, 2023 and ordered to become effective January 1, 2024.

TOWN OF WELLINGTON, COLORADO

By: _____
Calar Chaussee, Mayor

ATTEST:

Ethan Muhs, Town Clerk

Appendix A

Current 2023 Water and Wastewater Usage Rates

Residential Water Base Rates, Usage Rates,* and Tiers					
Type	Base Rate/Unit	Tier 1 0-3K gal	Tier 2 4-7K gal	Tier 3 8-20K gal	Tier 4 20K+ gal
Single-family Residential	\$49.71	\$0.00	\$11.70	\$15.20	\$21.64
Multi-family Residential	\$30.95	\$0.00	\$7.08	\$9.21	\$13.11

* Usage rate per 1,000 gallons

Commercial and Irrigation Water Base Rates, Usage Rates, and Tiers						
		Commerical Usage Rates*			Irrigation Usage Rates*	
Tap Size	Base Rate	Tier 1 0-25K gal	Tier 2 26-120K gal	Tier 3 120K+ gal	Nov-Apr (per 1K gal)	May-Oct (per 1K gal)
0.75 inch	\$24.07					
1.0 inch	\$35.27					
1.5 inch	\$61.58	\$11.72	\$14.64	\$17.57	\$8.99	\$17.98
2 inch	\$94.97					
>2 inch	Calculated					

* Usage rate per 1,000 gallons

Wastewater Base Rate and Usage Rate	
Base Rate	Usage Rate* ** (per 1,000 gal)
\$13.95	\$8.02

* Residential usage volume based on water use in the months of Jan-Mar
 ** Commercial usage volume based on 85% of monthly water use

Appendix B

Proposed 2024 Water and Wastewater Usage Rates

2024 Proposed Residential Water Base Rates, Usage Rates,* and Tiers					
Type	Base Rate/Unit	Tier 1 0-3K gal	Tier 2 4-7K gal	Tier 3 8-20K gal	Tier 4 20K+ gal
Single-family Residential	\$52.20	\$0.00	\$12.29	\$15.96	\$22.72
Multi-family Residential	\$32.50	\$0.00	\$7.43	\$9.67	\$13.77

* Usage rate per 1,000 gallons

2024 Proposed Commercial and Irrigation Water Base Rates, Usage Rates, and Tiers						
		Commerical Usage Rates*			Irrigation Usage Rates*	
Tap Size	Base Rate	Tier 1 0-25K gal	Tier 2 26-120K gal	Tier 3 120K+ gal	Nov-Apr (per 1K gal)	May-Oct (per 1K gal)
0.75 inch	\$25.27					
1.0 inch	\$37.03					
1.5 inch	\$64.66	\$12.31	\$15.37	\$18.45	\$9.44	\$18.88
2 inch	\$99.72					
>2 inch	Calculated					

* Usage rate per 1,000 gallons

2024 Proposed Wastewater Base Rateand Usage Rate	
Base Rate	Usage Rate* ** (per 1,000 gal)
\$14.65	\$8.42

* Residential usage volume based on water use in the months of Jan-Mar
 ** Commercial usage volume based on 85% of actual monthly water use

Appendix C

Current 2023 and Proposed 2024

Water and Wastewater Capital Investment Fees

Current 2023 Capital Investment Fees		
Type	Water	Wastewater
Residential	\$\$/Unit	\$\$/Unit
0.75 inch Single-family	\$10,437	\$9,742
Multi-family	\$7,306	\$6,819
Commercial & Irrigation*	\$\$/Tap	\$\$/Tap
0.75 inch	\$10,437	\$9,742
1.0 inch	\$16,699	\$15,587
1.5 inch	\$48,010	\$44,813
2.0 inch	\$59,491	\$55,529
>2 inch	Calculated	Calculated
*Wastewater Capital Investment Fees do NOT apply to Irrigation taps		

2024 Proposed Capital Investment Fees		
Type	Water	Wastewater
Residential	\$\$/Unit	\$\$/Unit
0.75 inch Single-family	\$10,959	\$10,229
Multi-family	\$7,671	\$7,160
Commercial & Irrigation*	\$\$/Tap	\$\$/Tap
0.75 inch	\$10,959	\$10,229
1.0 inch	\$17,534	\$16,366
1.5 inch	\$50,411	\$47,054
2.0 inch	\$62,466	\$58,305
>2 inch	Calculated	Calculated
*Wastewater Capital Investment Fees do NOT apply to Irrigation taps		



Board of Trustees Meeting

Date: November 14, 2023

Subject: Ordinance No. 11-2023: An Ordinance of the Town of Wellington, Colorado
Making Adjustments to Water and Wastewater Capital Investment Fees

- **Presentation: Meagan Smith, Deputy Director of Public Works**

BACKGROUND / DISCUSSION

Please review the discussion material provided with Ordinance No. 10-2023.

STAFF RECOMMENDATION

Motion to table the item for Board consideration at the November 28, 2023 regular meeting.

ATTACHMENTS

1. Ordinance 11-2023 - Capital Investment Fees Water Taps WW Taps

TOWN OF WELLINGTON

ORDINANCE NO. 11-2023

AN ORDINANCE ESTABLISHING CAPITAL INVESTMENT FEES TO BE CHARGED BY THE TOWN OF WELLINGTON, COLORADO FOR CONNECTION TO THE WATER AND WASTEWATER UTILITY SYSTEMS

WHEREAS, the Town of Wellington Municipal Code provides that the Board of Trustees of the Town of Wellington can charge capital investment fees for water taps and wastewater taps; and

WHEREAS, the capital investment fee charged by the Town enables the Town to build the necessary infrastructure for the provision of services to water and wastewater users; and

WHEREAS, the Board previously set capital investments fees for water taps and wastewater taps by Ordinance No. 16-2022; and

WHEREAS, the Town of Wellington Board of Trustees desires to adopt capital investment fees by ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORAOD, AS FOLLOWS:

1. **Water Capital Investment Fees.** The Town shall require payment of Capital Investment Fees in relation to the issuance of any new water tap as follows:

Residential Taps:

0.75-inch water tap serving a single residential unit (single-family dwelling): \$10,959

Water tap serving multiple residential units (multi-family dwellings): \$7,671 per unit served

Commercial and Irrigation Taps, based on the size of the water tap:

0.75 inch: \$10,959

1.0 inch: \$17,534

1.5 inch: \$50,411

2.0 inch: \$62,466

More than 2 inches: Calculated

Capital Investment Fees for water taps that exceed 2.0 inches in size shall be calculated based on the proposed use and assumes maximum operating flow based on pipe capacity.

The above requirements and schedule are subject to existing and new development agreements and memoranda of public improvements to the contrary.

2. **Wastewater Capital Investment Fees.** The Town shall require payment of Capital Investment Fees in relation to the issuance of any new wastewater tap as follows:

Residential Taps:

0.75-inch water tap serving a single residential unit (single-family dwelling): \$10,229

Water tap serving multiple residential units (multi-family dwellings): \$7,160 per unit served

Commercial Taps, based on size of the user’s water tap:

0.75 inch:	\$10,299
1.0 inch:	\$16,366
1.5 inch:	\$47,054
2.0 inch:	\$58,305
More than 2 inches:	Calculated

Capital investment fees for wastewater taps serving water taps that exceed 2.0 inches in size shall be calculated based on the proposed use and assumes maximum operating flow based on pipe capacity, flowing full at two percent (2%) slope.

The above requirements and schedule are subject to existing and new development agreements and memoranda of public improvements to the contrary.

- 3. **Validity.** The Board of Trustees hereby declares that should any section, paragraph, sentence, or word or other portion of this ordinance or the rules and regulations adopted herein be declared invalid for any reason, such invalidity shall not affect any other portion of this ordinance or said rules and regulations, and the Board of Trustees hereby declares that it would have passed all other portions of this ordinance and adopted all other portions of said rules and regulations, independent of the elimination here from any such portion which may be declared invalid.
- 4. **Necessity.** In the opinion of the Board of Trustees of the Town of Wellington, this ordinance is necessary for the preservation and protection of the health, safety, welfare and property of the inhabitants and owners of property in the Town of Wellington.
- 5. **Certification.** The Town Clerk shall certify to the passage of this ordinance and make not less than three copies of the adopted Code available for inspection by the public during regular business hours.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 28th day of November, 2023 and ordered to become effective January 1, 2024.

TOWN OF WELLINGTON, COLORADO

By: _____
Calar Chaussee, Mayor

ATTEST:

Ethan Muhs, Town Clerk

Board of Trustees Meeting

Date: November 14, 2023
Subject: Resolution 47- 2023: A Resolution Authorizing Financial Support to Ratepayers through a General Fund Transfer to the Water and Wastewater Enterprise Funds

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

BACKGROUND / DISCUSSION

Resolution No. 47-2023 aims to address the financial needs of our Water and Wastewater Enterprise Funds and, in turn, provide relief to our residents and ratepayers. Recognizing the impact of rising utility rates on our residents and ratepayers, the Board of Trustees has the option to offer the maximum allowable support from the General Fund to the Water and Wastewater Enterprise fund, in accordance with State Law. The primary objective is to alleviate the financial burden on our residents and ratepayers to the fullest extent permitted by the amendment to the State Constitution (the "Amendment") as codified as Article X, Section 20.

Primary Objectives for Resolution

1. This resolution seeks to uphold our commitment to our residents and ratepayers by providing the maximum legal amount of financial support from the General Fund to the Water and Wastewater Enterprise Funds. It aligns with State Law while ensuring that the burden on our community is minimized as much as possible.
2. Additionally, it aligns with the Board of Trustees Strategic Plan to “Maintain financial transparency and increase operational efficiency.”
3. The resolution formalizes the Board's actions, particularly concerning the 10% grant from the General Fund to the Water and Wastewater Funds, documents these actions for future reference, and clarifies the limits on the amount the enterprise funds can receive.

Finance Impact

The Enterprise funds will receive a grant equal to 10% of actual enterprise revenues from the general fund to the water and sewer fund. In the year 2023, it is estimated that the Water Fund will receive \$599,000 from the General fund, and the Wastewater fund will receive \$336,000. In the year 2024, it is estimated that the Water Fund will receive \$695,000 from the General fund, and the Wastewater fund will receive \$371,000.

STAFF RECOMMENDATION

Motion Options

1. Motion to approve Resolution No. 47-2023 as proposed.
2. Move to approve Resolution No. 47-2023 with amendments as the Board of Trustees deems appropriate.
3. Move to postpone consideration of Resolution No. 47-2023 and provide guidance to staff as requested modifications.
4. Move to deny Resolution No. 47-2023.



ATTACHMENTS

1. Resolution 47-2023 Authorizing the Board to Provide Financial Support to Ratepayers

TOWN OF WELLINGTON

RESOLUTION NO. 47-2023

A RESOLUTION AUTHORIZING FINANCIAL SUPPORT TO RATEPAYERS THROUGH A GERNAL FUND TRANSFER TO THE WATER AND WASTEWATER ENTERPRISE FUNDS

WHEREAS, the Town Code of the Town of Wellington, Colorado (The “Town”) provides that the Board of Trustees (the “Board”) of the Town shall own and maintain all parts of the water and wastewater facilities; and

WHEREAS, the Town operates the municipal utilities and has established municipal enterprises for operations that are self-supporting and financed and operated in a manner similar to private business; and

WHEREAS, in the State of Colorado Enterprise funds are excluded from the Taxpayers’ Bill of Rights (“TABOR”) codified as Article X, Section 20 of the State Constitution; and

WHEREAS, enterprises under TABOR require that the expense of providing goods and services to the general public on a continuing basis be financed and recovered primarily through user charges; and

WHEREAS, qualification as an enterprise is determined annually and enterprises may be disqualified as such by receiving 10% or more of their revenues for any year in the form of State or local government grants; and

WHEREAS, the Board acknowledges the impact of the escalating utility rates on our residents and ratepayers; and

WHEREAS, the Board has made the decision to provide the maximum allowable support to the Water and Wastewater Enterprises fund in accordance with State Law; and

WHEREAS, the objective of the Board is to alleviate the financial burden on residents and ratepayers to the fullest extent possible.

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

1. In 2023 and 2024, the municipal Water and Wastewater Enterprise Funds shall receive a grant of 10% of actual enterprise revenues from the Town of Wellignton General Fund.
2. In 2023, it is estimated the Water Fund will receive \$599,000 from the General Fund and the Wastewater Fund will receive \$336,000.
3. In 2024, it is estimated the Water Fund will receive \$695,000 from the General Fund and the Wastewater Fund will receive \$371,000.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of November 2023.

TOWN OF WELLINGTON, COLORADO

By: _____
Calar Chaussee, Mayor

ATTEST:

Ethan Muhs, Town Clerk

Board of Trustees Meeting

Date: November 14, 2023

Subject: Contract for Outside Counsel for Franchise Agreement and Utility Licensing

- **Presentation: Dan Sapienza, Town Attorney**

BACKGROUND / DISCUSSION

The Town of Wellington has a number of older franchise agreements that are expiring or subject to renewal in the near future. In addition, the Town has been approached by a number of other entities that may be interested in entering into such agreements or other utility licensing arrangements.

Utility licensing agreements and telecommunications franchise agreements are technical documents that can bring tremendous benefits to the Town. The Town Attorney has identified a firm - Kissinger and Fellman - that specializes in this work. Attorney Brendan Dittman came with strong referrals from nearby municipalities, who have used his services in negotiating favorable terms recently with Comcast and others.

The Town Attorney will provide an oral presentation regarding the basics of franchise agreements and utility licensing and the benefits of hiring outside counsel for these negotiations.

STAFF RECOMMENDATION

If the board wants to engage the services of Kissinger & Fellman, PC, the following motion would be appropriate:

Move to engage the legal services of Brandon Dittman with Kissinger & Fellman, PC to aid in the negotiation of franchise agreements and other telecommunications and utilities related needs.

ATTACHMENTS

1. Wellington Representation Agreement

KISSINGER & FELLMAN, P.C.

ATTORNEYS AT LAW
PTARMIGAN PLACE, SUITE 900
3773 CHERRY CREEK NORTH DRIVE
DENVER, COLORADO 80209
TELEPHONE: (303) 320-6100
FAX: (303) 327-8601
www.kandf.com

RICHARD P. KISSINGER
KENNETH S. FELLMAN
JONATHAN M. ABRAMSON
BRANDON M. DITTMAN

BOBBY G. RILEY
JULIE NIKOLAEVSKAYA
WILSON D. SCARBEARY
PAUL D. GODEC, SPECIAL COUNSEL

REPRESENTATION AGREEMENT

Town of Wellington ("Client" or the "Town"), hereby employs the law firm of Kissinger & Fellman, P.C., ("the Firm") to assist the Town in negotiating a franchise agreement with Comcast and other telecommunications and utilities related needs as may be authorized by the Client. Legal fees and costs will be billed in accordance with the Billing Policies of the Firm set forth on this Representation Agreement which are part of this agreement. It is understood and agreed that the firm's hourly rates may increase in the future.

The Firm's policy is to require from time to time an advance fee deposit/retainer for services and fees from each client prior to beginning any new or additional work on the client's matters. In this particular situation, an initial fee deposit/retainer of \$0.00 has been agreed upon. This deposit/retainer will be placed in the Firm's trust account and applicable disbursements will be made from the trust account to the Firm each month at the time of billing, to cover fees earned and expenses accrued. Client agrees to promptly make such subsequent deposits/retainers as the Firm may require from time to time.

BILLING POLICIES

Our regular hourly charges for professional services of each attorney in the firm are as follows:

Richard P. Kissinger	\$400 per hour	Paul D. Godec	\$275 per hour
Kenneth S. Fellman	\$305 per hour	Brandon M. Dittman	\$225 per hour
Jonathan M. Abramson	\$350 per hour	Julie Nikolaevskaya	\$210 per hour
Bobby G. Riley	\$225 per hour	Wilson D. Scarbeary	\$165 per hour
		Paralegal/Law Clerk	\$ 90 per hour

Adjustments in the Firm's rates and charges do occur from time to time, and we endeavor to notify all our then active clients of any changes at the time they are to take place. Nonetheless we still encourage all client inquiries concerning the rates in effect at the beginning of each project and will provide an updated copy of these Billing Policies upon every request.

If there are services which can be performed by our legal assistants or law clerks, this time will be charged at \$90 per hour. Billing will reflect all time expended on clients' matters, such as: office conferences, legal research, telephone calls, correspondence, travel time, drafting, court or hearing preparation and appearances, etc. Direct costs or expenses relating to clients' work (i.e., photocopies, postage, long distance telephone calls, mileage, parking, etc.) will be billed in addition to our hourly charges for professional services rendered.

Billing will normally be between the 20th and the last day of the month covering the services and expenses incurred prior to the 20th of the current month. On matters which are not ongoing, a final billing may be made at the conclusion of the matter.

Our terms are payment in full within 30 days of the date of billing. If payment is not received timely, services and expense advances may be discontinued by the firm until satisfactory arrangements can be made to reinstate any past due account. **Interest** shall accrue at the rate of 1.5% per month on all amounts overdue and unpaid. If collection efforts become necessary on any unpaid amounts, the client shall be responsible for costs and legal fees related thereto.

DOCUMENT/FILE RETENTION POLICY

When our engagement in this matter ends, at your written request, all materials/property you provided to us during the course of the representation will be returned to you. You agree that we have the right to make copies of all documents generated or received by us from any source during the course of our representation of you. When you request information from your file, the cost of transmitting original documents to you and/or the cost of providing you with copies of other documents will be charged to you. It is your responsibility to secure the return of any documents or property in the file. Following the conclusion of the matter, the client file may, at any time after one year following the conclusion of your matter, be converted to electronic format for storage. Originals of e-filed documents will be maintained for at least two (2) years. The electronic format for storage will be reproduced as a paper version if necessary. If arrangements are not made for the return or reproduction of any documents in your file within seven (7) years following the conclusion of your matter, and there is otherwise no action on the file, the file may be destroyed. During the course of the representation, we may generate certain documents related to the matter that will be retained by us (as opposed to being sent to you) or destroyed. These documents include, for example, firm administrative records, time and expense reports, personnel and staffing materials, credit and account records, and internal lawyers' work product (such as drafts, notes, internal memoranda, legal research, and factual research, including investigative reports prepared by or for the internal use of lawyers on the case or in the firm). For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any documents or other materials that belong to the law firm within a reasonable time after our final bill for the matter is sent to you.

KISSINGER & FELLMAN, P.C.
Attorneys at Law

By: _____
Brandon M. Dittman
Partner

By _____
(Date)

Client: Patti Garcia, Town Administrator
Address: 8225 Third Street
Wellington, Colorado 80549
Telephone: (970) 568-3381
Email: garciapa@wellingtoncolorado.gov

Board of Trustees Meeting

Date: November 14, 2023
Subject: Letter of Support - Safe Routes to Parks Grant Application

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

BACKGROUND / DISCUSSION

Wellington Safe Routes to School (SRTS) has requested the Town of Wellington provide a letter of support for a grant application. SRTS intends to submit an application for a Safe Routes to Parks Activating Communities Grant which is supported by the Colorado Department of Public Health and Environment, Colorado Parks and Wildlife, and Colorado Department of Transportation. The Grant has several strategy areas with Wellington SRTS's application noting the strategy is to "Apply for federal transportation funds to sustain long term planning." Using this strategy will permit SRTS to apply awarded grant funds as a match for the U.S. Department of Transportation's Safe Streets for All planning grant. As Wellington Safe Routes to School is a 501(c)3, it can apply as a non-profit without requiring the Town of Wellington to partner on the grant application. SRTS will be applying for this \$10,000 grant that has no match requirement.

The grant application deadline is November 21, 2023.

STAFF RECOMMENDATION

Staff has identified the following options for Trustee consideration:

1. Approve the Letter of Support for Safe Routes to School
2. Approve the Letter of Support for Safe Routes to School with amendments as the Board of Trustees deems appropriate
3. Vote to deny the Letter of Support for Safe Routes to School

ATTACHMENTS

1. SRTS_SRTP_Letter of Support_11.14.23



November 14, 2023

2024 Safe Routes to Parks Colorado Activating Communities
parks@saferoutespartnership.org

Re: Safe Routes to Parks Activating Communities Grant

To whom it may concern:

This is a letter of support for the Wellington Safe Routes to School (SRTS) Safe Routes to Parks application for the Activating Communities Grant.

Wellington Safe Routes to School is a 501(c)3 which has identified inequities in the town's transportation system which are due to a community divided by a federal highway, a state highway and the Burlington Northern Santa Fe (BSNF) railroad. The Town of Wellington supports the application to the Activating Communities grant which seeks to support communities wanting to improving walking, biking, and rolling to local parks, greenways and trails. The Town understands that Safe Routes to Parks accomplishes this through supporting communities, such as Wellington, Colorado, in their goal to increase residents access to park space.

If awarded the Safe Routes to Parks Activating Communities Grant, SRTS intends to use the \$10,000 grant as matching funds for a Safe Streets for All grant.

This grant would be an opportunity for SRTS to address legacy transportation issues which have plagued Wellington for years and have created safety problems for residents and in particular, children.

Thank you for providing the opportunity for Wellington Safe Routes to School to apply for the Activating Communities grant.

Respectfully,

Calar Chaussee, Mayor
Town of Wellington

Board of Trustees Meeting

Date: November 14, 2023

Subject: Larimer County Sheriff's Office Report - September 2023

BACKGROUND / DISCUSSION

Report from the Larimer County Sheriff's Office for September 2023.

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. 09-2023 Wellington Monthly Report - FINAL



John J. Feyen, Sheriff

LARIMER COUNTY SHERIFF'S OFFICE

One Agency

One Mission

Public Safety

October 23, 2023

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 **September 2023**, 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 half-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 **September 2023**, non-assigned deputies spent a total of **84.74** hours in Wellington responding to calls, patrolling, and making contacts in the town.

During the month of **September 2023** there were **0.0** hours worked by Northern Colorado Drug Task Force.

Investigations – ongoing and active cases include:

Sex Crime – 3

Burglary – 1

Criminal Mischief – 1

Suspicious Circumstances - 1

Animal Cruelty – 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:

- Deputy Elijah Roman resigned from the Sheriff's Office to seek employment closer to family in Texas. Deputy Roman was a valued member of the Wellington Squad and we will miss him greatly. Deputy Nicholas Lamphere joined the Wellington Squad to assume Deputy Roman's responsibilities on the Red Midnight shift.
- The Wellington Squad attended 8 hours of EVOC (Emergency Vehicle Operator Course) at the Northern Colorado Law Enforcement Training Center this month. These training hours fulfil the driving portion of state mandated perishable skills training. In addition to meeting and exceeding the 24 hours of annual in-service training, the Wellington Squad has, thus far, participated in over 900 cumulative hours of in-service and additional training, an average of 113 hours per deputy.
- The Wellington Squad continues its project of educating citizens about parking rules throughout the town. The squad has been engaging with citizens to correct these issues (Call Type: "Municipal Code Violation") such as inoperable vehicles, unregistered vehicles, camper/boat time limits, and vehicles parked too close to objects (fire hydrants, stop signs, crosswalks, etc.).

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

Thank you,



Captain Ian Stewart
(970) 619-4649
Attachments



LARIMER COUNTY SHERIFF'S OFFICE

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

Dispatch Dates between 09/01/2023 and 09/30/2023

Excluded from this report -

Squads: Civilian, Parks, and Investigations

Units: 9ME*, 9S27;9Z10;9E64;9E53;9E78;9E75;9E66;9E49;9E7;9E32

Call Times by Month

	Call/Contact Time (Minutes/Hours)	Patrol Time (Minutes/Hours)	Totals
2023-09	3,233.73 53.9	1,850.88 30.85	5,084.62 84.74
Totals	3,233.73 53.9	1,850.88 30.85	5,084.62 84.74

Wellington Monthly Report

September 2023

Larimer County Sheriff's Office

Christine Harpel
Administrative Coordinator

10/9/2023

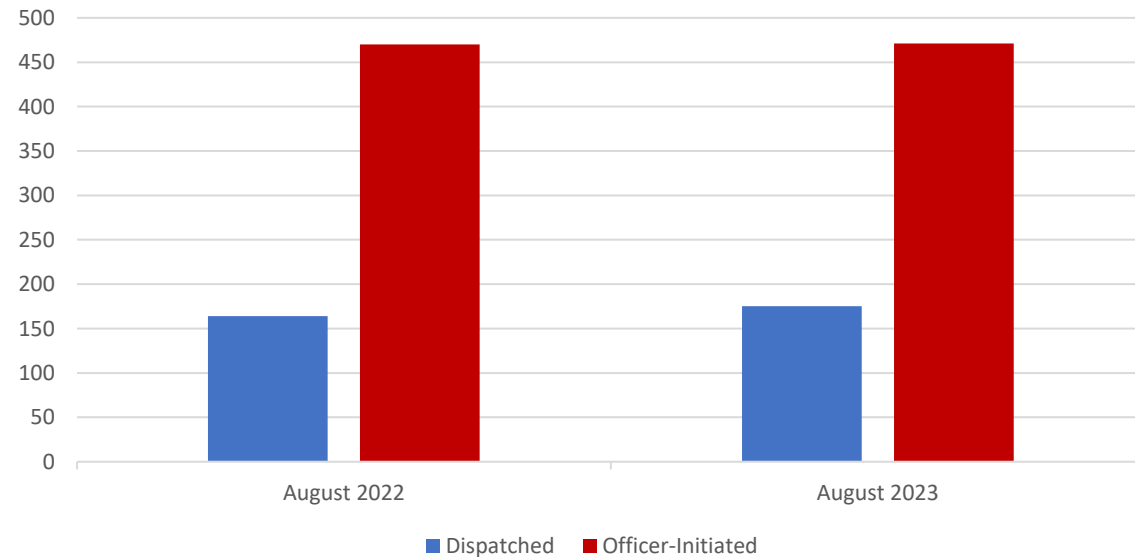
Page 197 of 230

September 2023 Totals

Dispatched / Officer-Initiated Activity

Dispatched Calls	153
Officer Initiated	481
September 2023 Total	634

Dispatched vs Officer-Initiated Activity



- Dispatched calls were Up 11 or 8% from September 2022
- Officer-Initiated Activity was Up 71 or 17% from September 2022

	Sept. 2022	Sept. 2023
Dispatched Calls	142	153
	26%	24%
Officer Initiated	410	481
	74%	76%
Total	552	634

- 24% were Dispatched Calls
- 76% was Officer-Initiated Activity

September 2023 Calls for Service

Calls for Service Comparison

Call Types A-M

Call Type	2020	2021	2022	Avg 20-22	2023	% Change 3-Yr Avg to 2022
9-1-1 Hangup	0	3	1	1.33	3	125%
Alarm Calls	13	12	7	10.67	6	-44%
Animal Calls	4	5	8	5.67	10	76%
Assault	2	2	4	2.67	0	-100%
Assist Business	0	16	4	6.67	3	-55%
Assist Other Agency (Fire/Med)	9	9	18	12.00	12	0%
Bar Checks	0	0	0	0.00	4	NC
Burglary	1	1	1	1.00	1	0%
Child abuse	1	0	0	0.33	1	200%
Citizen Assist	17	14	14	15.00	17	13%
Civil	15	12	13	13.33	16	20%
Criminal Mischief	4	4	4	4.00	1	-75%
Disturbance	10	10	4	8.00	5	-38%
Drug case	1	0	6	2.33	3	29%
DUI Arrest	1	2	0	1.00	2	100%
Extra Checks & Business Check	170	250	164	194.67	208	7%
Family Problems	13	16	10	13.00	11	-15%
Follow up	39	43	31	37.67	23	-39%
Found property	6	4	3	4.33	2	-54%
Fraud	7	9	8	8.00	7	-13%
Harassment	7	2	4	4.33	4	-8%
Information report	0	0	0	0.00	1	NC
Juvenile Problem	6	10	8	8.00	7	-13%
Littering	1	0	0	0.33	0	-100%
Lost Property	0	1	2	1.00	2	100%
Mental Health Call	1	1	2	1.33	4	200%
Missing Person (Child/Adult)	2	6	2	3.33	0	-100%
Motor Vehicle Accident	10	6	8	8.00	3	-63%
Municipal Code Violation	0	0	1	0.33	23	6800%

Call Types N-Z

Call Type	2020	2021	2022	Avg 20-22	2023	% Change 3-Yr Avg to 2022
Neighbor Problems	3	4	6	4.33	2	-54%
Noise\Party Complaint	9	4	3	5.33	6	13%
Pedestrian Contact/Subject St	1	4	12	5.67	13	129%
Private Tow	3	3	1	2.33	3	29%
REDDI Report	2	1	1	1.33	1	-25%
Restraining Order Violation	2	1	4	2.33	0	-100%
Robbery	0	0	0	0.00	1	NC
Safe 2 Tell	1	2	0	1.00	1	0%
School Check	0	15	19	11.33	12	6%
Sex Offense	3	2	1	2.00	1	-50%
Sex Offender Check	3	2	0	1.67	17	920%
Solicitor	0	0	1	0.33	0	-100%
Suicide Attempt	0	0	0	0.00	1	NC
Suicide Threat	5	2	2	3.00	1	-67%
Suspicious Circumstances	34	17	23	24.67	31	26%
Theft	4	4	7	5.00	2	-60%
Traffic Problem	9	25	10	14.67	14	-5%
Traffic Stop	20	60	103	61.00	108	77%
Trespass	2	3	3	2.67	4	50%
Vehicle Theft	0	2	1	1.00	1	0%
Vehicle Trespass	1	4	1	2.00	0	-100%
VIN Check	15	9	9	11.00	5	-55%
Warrant Attempt/Arrest	2	8	1	3.67	5	36%
Weapon Related (menacing,	0	3	1	1.33	0	-100%
Welfare Check	20	8	13	13.67	13	-5%
Unspecified	0	5	3	2.67	13	388%
TOTALS	479	626	552	552.33	634	15%

NC = Not Calculable. Cannot divide by 0.

Calls for Service UP 82 or 15% from September 2022

September 2023 calls UP 15% from September 2020-2022 Average

September 2023 Call Categories

Crime Type Averages / Trends

Property Crimes					
Call Type	2020	2021	2022	Avg 20-22	2023
Burglary	1	1	1	1.00	1
Theft	4	4	7	5.00	2
Vehicle Theft	0	2	1	1.00	1
Vehicle Trespass	1	4	1	2.00	0
Property Crimes Totals	6	11	10	9.00	4

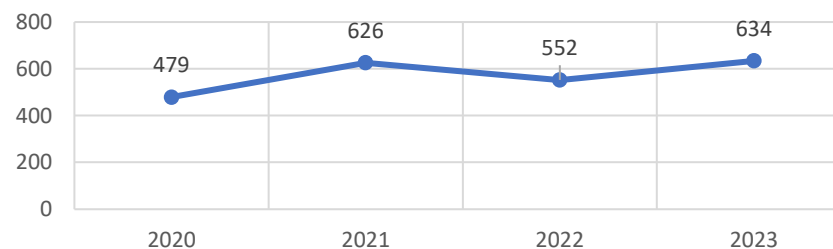
Persons Crimes					
Call Type	2020	2021	2022	Avg 20-22	2023
Assault	2	2	4	2.67	0
Missing Person (Child/Adult)	2	6	2	3.33	0
Robbery	0	0	0	0.00	1
Sex Offense	3	2	1	2.00	1
Weapon Related (menacing,	0	3	1	1.33	0
Persons Crimes Totals	7	13	8	9.33	2

Disorder/Other Crimes					
Call Type	2020	2021	2022	Avg 20-22	2023
Alcohol Calls	0	0	0	0.00	0
Animal Calls	4	5	8	5.67	10
Criminal Mischief	4	4	4	4.00	1
Disturbance	10	10	4	8.00	5
Drug case	1	0	6	2.33	3
Family Problems	13	16	10	13.00	11
Harassment	7	2	4	4.33	4
Juvenile Problem	6	10	8	8.00	7
Noise\Party Complaint	9	4	3	5.33	6
Suspicious Circumstances	34	17	23	24.67	31
Trespass	2	3	3	2.67	4
Disorder Crimes Totals	90	71	73	78.00	82

Red numbers indicate a DECREASE in crime from September 2022

Yellow backgrounds indicate an INCREASE in crime from September 2020-2022 Average

September 2020-2023 Totals



September 2023 Traffic

Traffic Citations	9/22	9/23
Traffic Citations Issued	15	36
Traffic Warnings	78	73

➤ Citations Issued Up 21

➤ Warnings Down 5

Call Type	9/22	9/23
Traffic Stop	103	108
Motor Vehicle Accident	8	3
DUI Arrest	0	2
Traffic Problem	10	14
REDDI Report	1	1

➤ Traffic Stops Up 5 or 5%

➤ MV Accidents Down 5

➤ DUI Arrests Up 2

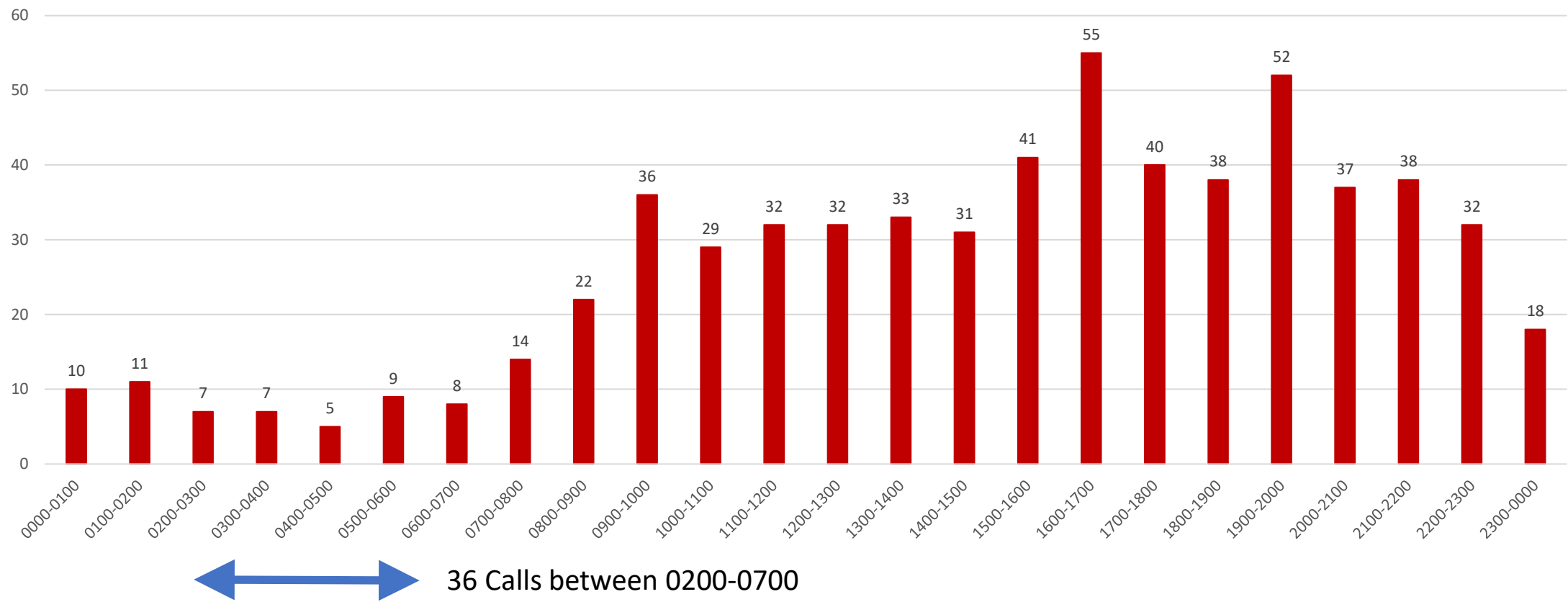
➤ Traffic Problems Up 4

➤ REDDI Reports Equal

September 2023

Call Totals by Hour

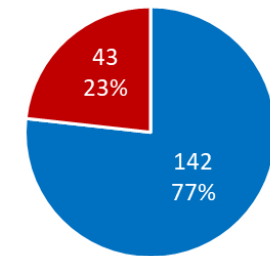
Busiest Hours
1600-1700 (55)
1900-2000 (52)



September 2023

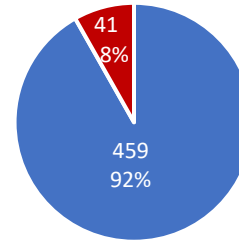
Wellington/Non-Wellington Units

Dispatched



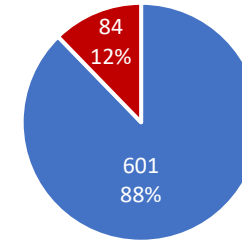
Wellington Non-Wellington

Officer-Initiated



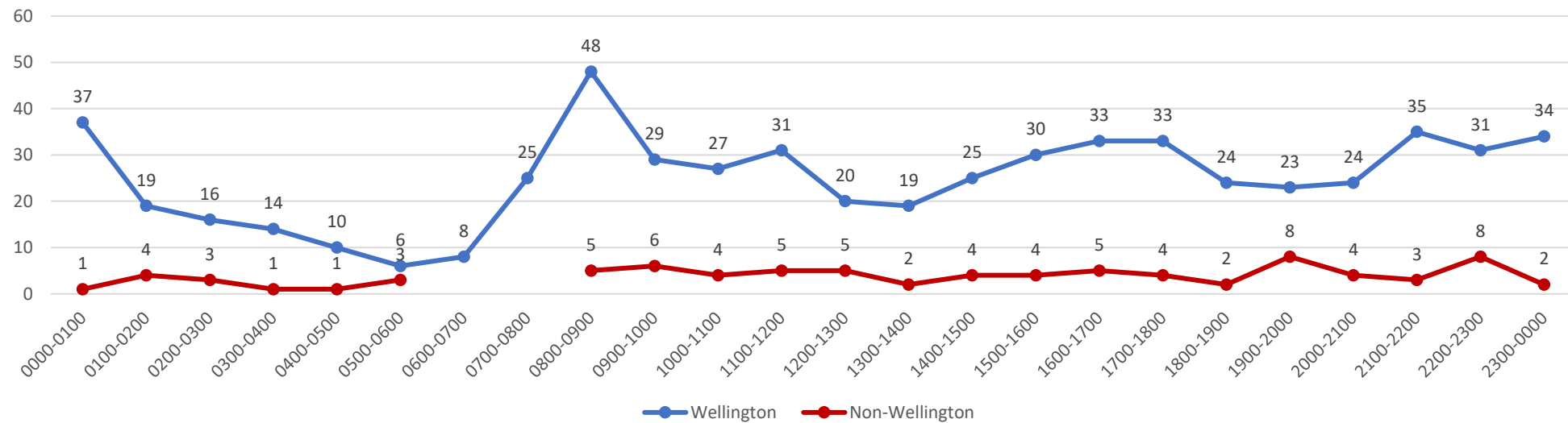
Wellington Non-Wellington

Total Calls



Wellington Non-Wellington

Wellington/Non-Wellington Calls by Hour



September 2023

Response Times / Time on Calls

Dispatched Calls Only

All Times in Minutes

Average Response Time (All Units)		
High		0
Medium		12.5
Low		32.73
Avg. Response Time		22.62

Average Time on Calls (All Wellington Calls)			
High			0
Medium			44.06
Low			39.56
Avg. Time			41.81

Board of Trustees Meeting

Date: November 14, 2023

Subject: Treasurer's Report and September 2023 Financials

BACKGROUND / DISCUSSION

Treasurer's Report and September 2023 financials

STAFF RECOMMENDATION

For Board of Trustee review.

ATTACHMENTS

1. Treasurer's Report_11.14.23
2. Treasurers Report - Sept 2023



To: Mayor and Trustees
Date: November 14, 2023
Subject: Treasurer's Report

BACKGROUND/DISCUSSION

This Treasurer's Report has been prepared to provide important information to the Board and the community regarding the Town's financial activities and the balance of its investments for the nine-month period ending September 30, 2023. The attached report shows revenues and expenditures for all Town funds for both the month of September as well as year-to-date amounts. Budgeted revenues and expenditures for 2023 are also reported and give the reader a sense of how actual financial activity compares with what was originally budgeted.

Revenues for all funds through September totaled \$38.4 million, or 67% of the original budget estimate. General Fund revenues to date are exceeding estimates with 96% of the original estimate collected through September. As you will see in the detailed Treasurer's Report attached, this is primarily due to receipts exceeding the cautious revenue estimates of the last budget cycle for key sources such as property tax, use tax, and investment earnings.

Revenues

Through September 30, 2023

Fund	YTD	Budget	Remaining	
General	\$5,241,943	\$5,487,010	\$245,067	96%
Streets	1,760,564	2,001,981	241,417	88%
Water	13,464,801	19,559,961	6,095,160	69%
Sewer	16,080,094	27,701,922	11,621,828	58%
Storm	711,956	807,422	95,466	88%
Parks	1,133,692	1,432,413	298,721	79%
	\$38,393,050	\$56,990,709	\$18,597,659	67%



Operating expenditures for all funds totaled \$11.9 million through September and had expended 64% of the original budget year-to-date. Approximately 75% of the budget would be the expected target for September so overall the Town is well under budget. The Water Fund appears to be well under budget with only 47% spent through September. However, this is due to the timing of the large North Poudre Irrigation Company water payment that occurred after September. Capital projects expenditures have totaled \$24.7 million through September, which is 50% of budget.

Expenditures

Through September 30, 2023

Fund	YTD	Budget	Remaining	
General	\$3,763,359	\$5,495,590	\$1,732,231	68%
Streets	651,484	1,034,403	382,919	63%
Water	2,965,270	6,309,155	3,343,885	47%
Sewer	2,961,843	3,704,592	742,749	80%
Storm	548,196	644,695	96,499	85%
Parks	1,056,205	1,422,524	366,319	74%
Operating	\$11,946,357	\$18,610,959	\$6,664,602	64%
Capital Projects	\$24,744,319	\$49,134,995	\$11,214,054	50%

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. September 2023 Treasurer's Report

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TAX REVENUE</u>					
201-01-3110	PROPERTY TAXES	32,497.38	1,851,685.22	1,681,506.00	(170,179.22)	110.1
201-01-3130	SALES TAX	237,376.82	1,951,877.10	2,467,524.00	515,646.90	79.1
201-01-3135	SEVERANCE TAX	106,343.58	106,343.58	75,000.00	(31,343.58)	141.8
201-01-3140	USE TAX - BUILDING MATERIALS	11,551.78	400,776.52	347,160.00	(53,616.52)	115.4
201-01-3320	CIGARETTE TAX	1,760.98	5,938.93	7,000.00	1,061.07	84.8
	TOTAL TAX REVENUE	389,530.54	4,316,621.35	4,578,190.00	261,568.65	94.3
	<u>BUILDING PERMITS</u>					
201-02-3155	TOWN PLAN REVIEW FEES	1,535.00	19,629.33	21,000.00	1,370.67	93.5
201-02-3430	COUNTY TAX VENDORS FEE	.00	3,451.23	6,500.00	3,048.77	53.1
201-02-3435	FIRE DEPT. VENDOR FEE	.00	1,866.87	2,500.00	633.13	74.7
201-02-3450	BLDG. ADMIN. FEE	1,140.94	24,323.86	53,000.00	28,676.14	45.9
201-02-3462	BLDG. INSPECTION FEES	12,129.62	273,862.47	480,600.00	206,737.53	57.0
	TOTAL BUILDING PERMITS	14,805.56	323,133.76	563,600.00	240,466.24	57.3
	<u>FRANCHISE FEES</u>					
201-03-3160	FRANCHISE FEE-ELECTRICITY	10,827.88	134,622.79	170,000.00	35,377.21	79.2
201-03-3170	FRANCHISE FEE-NATURAL GAS	1,666.67	13,333.36	17,000.00	3,666.64	78.4
201-03-3180	FRANCHISE FEE-TELEPHONE	.00	77.55	22,470.00	22,392.45	.4
201-03-3190	FRANCHISE FEE-CABLE TELEVISION	.00	24,946.21	50.00	(24,896.21)	49892.
	TOTAL FRANCHISE FEES	12,494.55	172,979.91	209,520.00	36,540.09	82.6
	<u>LICENSES & PERMITS</u>					
201-04-3210	LIQUOR LICENSE	126.25	2,275.00	.00	(2,275.00)	.0
201-04-3220	BUSINESS LICENSE	855.00	19,687.50	18,700.00	(987.50)	105.3
	TOTAL LICENSES & PERMITS	981.25	21,962.50	18,700.00	(3,262.50)	117.5
	<u>FEES FOR SERVICE</u>					
201-05-3420	LAND USE FEES	.00	60,364.40	33,000.00	(27,364.40)	182.9
201-05-3460	GENERAL CHARGES FOR SERVICES	90.00	3,685.88	.00	(3,685.88)	.0
201-05-3510	COMMUNITY CENTER USER FEES	250.00	3,570.00	2,000.00	(1,570.00)	178.5
201-05-3520	WEED / REFUSE REMOVAL	.00	1,890.00	.00	(1,890.00)	.0
	TOTAL FEES FOR SERVICE	340.00	69,510.28	35,000.00	(34,510.28)	198.6

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FINES & PENALTIES</u>					
201-06-3550	COURT FINES & COSTS	2,840.00	22,718.50	10,000.00	(12,718.50)	227.2
201-06-3555	LCSS ADMINISTRATIVE FEES	60.00	1,381.00	1,500.00	119.00	92.1
	TOTAL FINES & PENALTIES	2,900.00	24,099.50	11,500.00	(12,599.50)	209.6
	<u>CEMETERY REVENUES</u>					
201-07-3470	CEMETERY-GRAVE OPENINGS	.00	2,800.00	.00	(2,800.00)	.0
201-07-3480	CEMETERY-PERPETUAL CARE	.00	450.00	.00	(450.00)	.0
201-07-3490	CEMETERY-SALE OF LOTS	.00	4,500.00	9,500.00	5,000.00	47.4
	TOTAL CEMETERY REVENUES	.00	7,750.00	9,500.00	1,750.00	81.6
	<u>MISCELLANEOUS REVENUE</u>					
201-08-3355	INVESTMENT EARNINGS - LIBRARY	2,030.31	16,799.54	7,500.00	(9,299.54)	224.0
201-08-3373	LIBRARY CONTRIB./FINES/MISC.	442.00	5,154.15	1,500.00	(3,654.15)	343.6
201-08-3440	SALE OF MAPS & PUBLICATIONS	.00	30.00	.00	(30.00)	.0
201-08-3610	INVESTMENT EARNINGS-GENERAL	32,691.09	270,385.16	22,000.00	(248,385.16)	1229.0
201-08-3630	CAR SHOW REVENUE	.00	800.00	.00	(800.00)	.0
201-08-3660	COMMUNITY ACTIVITIES COMMISSIO	.00	120.00	.00	(120.00)	.0
201-08-3690	MISCELLANEOUS REVENUE	.00	10.20	30,000.00	29,989.80	.0
201-08-3910	SALE OF ASSETS	210.00	527.00	.00	(527.00)	.0
201-08-3912	WATER SHARE RENTAL	.00	12,060.00	.00	(12,060.00)	.0
	TOTAL MISCELLANEOUS REVENUE	35,373.40	305,886.05	61,000.00	(244,886.05)	501.5
	TOTAL FUND REVENUE	456,425.30	5,241,943.35	5,487,010.00	245,066.65	95.5

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEGISLATIVE</u>					
201-11-5100 WAGES & SALARIES	900.00	.00	.00	.00	.0
201-11-5102 BENEFITS	1,446.75	6,607.60	859.00	(5,748.60)	769.2
201-11-5107 ELECTED OFFICIAL COMPENSATION	.00	8,100.00	10,800.00	2,700.00	75.0
201-11-5192 CAC PROGRAM EXPENDITURES	.00	26,312.35	40,430.00	14,117.65	65.1
201-11-5331 PUBLISHING & LEGAL NOTICES	.00	3,547.35	1,700.00	(1,847.35)	208.7
201-11-5335 DUES & SUBSCRIPTIONS	.00	3,819.00	4,058.00	239.00	94.1
201-11-5352 MUNICIPAL LEGAL SERVICES	3,569.00	25,730.24	35,000.00	9,269.76	73.5
201-11-5363 R&M COMPUTER/OFFICE EQUIPMENT	.00	477.00	.00	(477.00)	.0
201-11-5380 PROFESSIONAL DEVELOPMENT	.00	8,184.64	10,000.00	1,815.36	81.9
201-11-5950 BOARD OUTREACH	.00	51,407.00	51,407.00	.00	100.0
201-11-5951 BOARD DISCRETIONARY FUND	.00	1,176.96	20,000.00	18,823.04	5.9
201-11-5952 HARDSHIP UTILITY GRANT	.00	2,100.00	12,000.00	9,900.00	17.5
TOTAL LEGISLATIVE	5,915.75	137,462.14	186,254.00	48,791.86	73.8
<u>JUDICIAL</u>					
201-12-5100 WAGES & SALARIES	816.00	6,124.46	11,161.00	5,036.54	54.9
201-12-5102 BENEFITS	234.18	2,501.38	2,987.00	485.62	83.7
201-12-5109 MAGISTRATE	.00	3,000.00	9,000.00	6,000.00	33.3
201-12-5214 OFFICE SUPPLIES	.00	67.69	1,000.00	932.31	6.8
201-12-5359 PROSECUTING ATTORNEY	67.00	12,935.00	8,250.00	(4,685.00)	156.8
201-12-5380 PROFESSIONAL DEVELOPMENT	771.28	1,203.28	1,500.00	296.72	80.2
201-12-5394 JURY FEES	.00	.00	1,000.00	1,000.00	.0
201-12-5498 COURT APPOINTED COUNSEL	.00	.00	1,000.00	1,000.00	.0
201-12-5499 TRANSLATOR FEES	.00	.00	500.00	500.00	.0
TOTAL JUDICIAL	1,888.46	25,831.81	36,398.00	10,566.19	71.0
<u>ADMINISTRATION</u>					
201-13-5100 WAGES & SALARIES	24,511.69	223,550.73	313,810.00	90,259.27	71.2
201-13-5102 BENEFITS	5,125.65	57,668.30	73,655.00	15,986.70	78.3
201-13-5214 OFFICE SUPPLIES	67.96	2,118.53	1,500.00	(618.53)	141.2
201-13-5335 DUES & SUBSCRIPTION	.00	5,074.39	8,500.00	3,425.61	59.7
201-13-5336 PUBLIC RELATIONS	.00	.00	2,500.00	2,500.00	.0
201-13-5352 LEGAL SERVICES	6,232.00	29,108.71	65,000.00	35,891.29	44.8
201-13-5356 PROFESSIONAL FEES	.00	21,150.00	30,000.00	8,850.00	70.5
201-13-5363 R&M COMPUTER/OFFICE EQUIPMENT	.00	1,534.30	5,000.00	3,465.70	30.7
201-13-5380 PROFESSIONAL DEVELOPMENT	2,004.04	6,242.67	2,795.00	(3,447.67)	223.4
201-13-5381 MILEAGE REIMBURSEMENT	.00	555.44	.00	(555.44)	.0
201-13-5496 COMMUNITY RELATIONS	702.11	2,494.73	11,646.00	9,151.27	21.4
201-13-5933 SENIOR'S VAN	.00	8,378.67	8,000.00	(378.67)	104.7
TOTAL ADMINISTRATION	38,643.45	357,876.47	522,406.00	164,529.53	68.5

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>FINANCE</u>					
201-14-5100	WAGES & SALARIES	(28,010.49)	40,509.63	59,291.00	18,781.37	68.3
201-14-5102	BENEFITS	1,270.64	9,485.61	37,605.00	28,119.39	25.2
201-14-5214	OFFICE SUPPLIES	(10.65)	445.52	1,500.00	1,054.48	29.7
201-14-5311	POSTAGE	.00	1,904.61	1,000.00	(904.61)	190.5
201-14-5321	PRINTING SERVICES	8,803.12	32,035.18	.00	(32,035.18)	.0
201-14-5335	DUES AND SUBSCRIPTIONS	.00	964.00	1,200.00	236.00	80.3
201-14-5338	BANK SERVICE CHARGE	.00	723.19	.00	(723.19)	.0
201-14-5353	ACCOUNTING & AUDITING	.00	5,000.00	45,000.00	40,000.00	11.1
201-14-5356	PROFESSIONAL SERVICES	39,000.00	78,397.50	106,075.00	27,677.50	73.9
201-14-5363	R&M COMPUTER/OFFICE EQUIP	.00	.27	6,000.00	5,999.73	.0
201-14-5380	PROFESSIONAL DEVELOPMENT	.00	.00	3,000.00	3,000.00	.0
201-14-5381	MILEAGE REIMBURSEMENT	.00	.00	200.00	200.00	.0
201-14-5510	INSURANCE & BONDS	41,807.97	174,473.03	170,000.00	(4,473.03)	102.6
201-14-5560	COUNTY TREAS. FEES	.00	.00	60,000.00	60,000.00	.0
201-14-5950	DOCUMENT SHREDDING	.00	75.00	200.00	125.00	37.5
	TOTAL FINANCE	62,860.59	344,013.54	491,071.00	147,057.46	70.1
	<u>TOWN CLERK</u>					
201-15-5100	WAGES & SALARIES	9,658.72	69,795.84	113,755.00	43,959.16	61.4
201-15-5102	BENEFITS	2,062.58	18,793.82	36,011.00	17,217.18	52.2
201-15-5214	OFFICE SUPPLIES	.00	632.61	1,500.00	867.39	42.2
201-15-5331	PUBLISHING & LEGAL NOTICES	.00	747.13	3,500.00	2,752.87	21.4
201-15-5335	DUES & SUBSCRIPTIONS	.00	358.08	826.00	467.92	43.4
201-15-5356	PROFESSIONAL SERVICES	77.00	2,766.00	4,000.00	1,234.00	69.2
201-15-5363	R&M COMPUTER/OFFICE EQUIP.	.00	.00	5,000.00	5,000.00	.0
201-15-5380	PROFESSIONAL DEVELOPMENT	.00	1,410.96	5,000.00	3,589.04	28.2
201-15-5381	MILEAGE REIMBURSEMENT	.00	.00	150.00	150.00	.0
201-15-5530	CODE REVIEW & UPDATE	.00	.00	5,000.00	5,000.00	.0
	TOTAL TOWN CLERK	11,798.30	94,504.44	174,742.00	80,237.56	54.1

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HUMAN RESOURCES</u>					
201-16-5100 WAGES & SALARIES	3,415.97	31,860.84	40,404.00	8,543.16	78.9
201-16-5102 BENEFITS	791.33	9,942.80	13,420.00	3,477.20	74.1
201-16-5103 TEMPORARY EMPLOYMENT SERVICES	5,980.00	5,980.00	10,000.00	4,020.00	59.8
201-16-5214 OFFICE SUPPLIES	30.75	250.43	1,500.00	1,249.57	16.7
201-16-5226 EXECUTIVE SEARCH	.00	.00	14,775.00	14,775.00	.0
201-16-5335 DUES & SUBSCRIPTIONS	.00	7,700.00	8,000.00	300.00	96.3
201-16-5356 PROFESSIONAL FEES	.00	895.25	3,000.00	2,104.75	29.8
201-16-5380 PROFESSIONAL DEVELOPMENT	.00	2,230.19	12,000.00	9,769.81	18.6
201-16-5580 EMPLOYEE DRUG TESTING	.00	746.52	2,500.00	1,753.48	29.9
201-16-5582 EMPLOYEE RELATIONS COMMITTEE	.00	4,556.55	15,000.00	10,443.45	30.4
201-16-5583 BACKGROUND CHECK	.00	1,818.00	3,000.00	1,182.00	60.6
201-16-5948 EMPLOYEE APPAREL	.00	610.81	2,000.00	1,389.19	30.5
201-16-5949 EMPLOYEE ADVERTISING	678.24	1,077.24	3,500.00	2,422.76	30.8
TOTAL HUMAN RESOURCES	10,896.29	67,668.63	129,099.00	61,430.37	52.4
<u>INFORMATION TECHNOLOGY</u>					
201-17-5100 WAGES & SALARIES	2,530.00	23,810.38	33,650.00	9,839.62	70.8
201-17-5102 BENEFITS	.00	5,699.97	7,318.00	1,618.03	77.9
201-17-5214 OFFICE SUPPLIES	36.50	36.50	1,500.00	1,463.50	2.4
201-17-5345 TELEPHONE SERVICES	2,793.25	44,159.18	66,650.00	22,490.82	66.3
201-17-5380 PROFESSIONAL DEVELOPMENT	.00	.00	1,500.00	1,500.00	.0
201-17-5381 MILEAGE REIMBURSEMENT	.00	23.50	.00	(23.50)	.0
201-17-5384 INTERNET SERVICES	7,802.36	27,179.13	45,500.00	18,320.87	59.7
201-17-5579 SOFTWARE LICENSE/SUPPORT	12,032.95	79,336.80	158,180.00	78,843.20	50.2
201-17-5585 WEBSITE MAINTENANCE	3,553.95	12,029.70	12,000.00	(29.70)	100.3
201-17-5947 COPIER EXPENSE	.00	10,480.73	6,000.00	(4,480.73)	174.7
TOTAL INFORMATION TECHNOLOGY	28,749.01	202,755.89	332,298.00	129,542.11	61.0
<u>PLANNING AND ZONING</u>					
201-18-5100 WAGES & SALARIES	30,598.67	265,578.87	380,906.00	115,327.13	69.7
201-18-5102 BENEFITS	6,356.75	70,357.55	101,007.00	30,649.45	69.7
201-18-5214 OFFICE SUPPLIES	218.13	827.25	1,000.00	172.75	82.7
201-18-5331 RECORDING & LEGAL PUBLISHING	485.00	1,516.97	2,500.00	983.03	60.7
201-18-5335 DUES & SUBSCRIPTIONS	.00	66.54	1,996.00	1,929.46	3.3
201-18-5350 BUILDING INSP. FEE REMITTANCE	7,397.95	160,986.43	272,900.00	111,913.57	59.0
201-18-5355 REIMBURSABLE SERVICES	600.00	4,200.00	40,000.00	35,800.00	10.5
201-18-5356 PROFESSIONAL SERVICES	.00	4,960.01	17,000.00	12,039.99	29.2
201-18-5372 UNIFORMS	.00	.00	300.00	300.00	.0
201-18-5374 HUMANE SOCIETY HOLDING CHARGES	.00	5,935.00	8,000.00	2,065.00	74.2
201-18-5375 PROTECTIVE INSP. EQUIPMENT	.00	.00	900.00	900.00	.0
201-18-5380 PROFESSIONAL DEVELOPMENT	.00	2,365.80	6,066.00	3,700.20	39.0
TOTAL PLANNING AND ZONING	45,656.50	516,794.42	832,575.00	315,780.58	62.1

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LAW ENFORCEMENT</u>					
201-21-5364	LC SO - PERSONNEL	446,284.41	1,338,853.23	1,785,138.00	446,284.77	75.0
201-21-5378	LC SO - OFFICE RENTAL/MAINT.	.00	14,903.30	.00	(14,903.30)	.0
	TOTAL LAW ENFORCEMENT	446,284.41	1,353,756.53	1,785,138.00	431,381.47	75.8
	<u>PROTECTIVE INSPECTIONS</u>					
201-24-5345	TELEPHONE SERVICES	147.01	1,344.79	.00	(1,344.79)	.0
	TOTAL PROTECTIVE INSPECTIONS	147.01	1,344.79	.00	(1,344.79)	.0
	<u>PUBLIC WORKS</u>					
201-34-5100	WAGES & SALARIES	13,224.75	117,840.32	161,292.00	43,451.68	73.1
201-34-5101	SEASONALS	.00	.00	10,000.00	10,000.00	.0
201-34-5102	BENEFITS	3,189.91	66,713.99	25,402.00	(41,311.99)	262.6
201-34-5231	FUEL, OIL & GREASE	.00	17,768.40	8,000.00	(9,768.40)	222.1
201-34-5233	R&M- MACHINERY & EQUIP. PARTS	5,559.93	33,759.18	35,000.00	1,240.82	96.5
201-34-5241	SHOP SUPPLIES	.00	(129.86)	.00	129.86	.0
201-34-5329	HOA FEES	.00	708.00	420.00	(288.00)	168.6
201-34-5335	DUES & SUBSCRIPTIONS	.00	2,047.52	6,500.00	4,452.48	31.5
201-34-5356	PROFESSIONAL SERVICES	.00	20,446.83	40,000.00	19,553.17	51.1
201-34-5363	R&M COMPUTER/OFFICE EQUIP.	.00	5,479.05	7,500.00	2,020.95	73.1
201-34-5370	PPE ALLOWANCE	.00	(65.96)	1,400.00	1,465.96	(4.7)
201-34-5372	UNIFORMS	243.40	16,413.96	15,000.00	(1,413.96)	109.4
201-34-5380	PROFESSIONAL DEVELOPMENT	.00	6,000.60	12,300.00	6,299.40	48.8
201-34-5398	WASTE COLLECTION SERVICE	142.45	1,646.59	8,500.00	6,853.41	19.4
201-34-5422	SMALL TOOLS	.00	.00	500.00	500.00	.0
201-34-5456	MOSQUITO CONTROL	.00	12,375.00	15,200.00	2,825.00	81.4
201-34-5512	INSURANCE-PROPERTY RELATED	.00	(35,839.10)	.00	35,839.10	.0
201-34-5790	GIS/MAPPING	20,000.00	20,000.00	.00	(20,000.00)	.0
201-34-5941	PW OFFICE SUPPLIES	994.19	4,429.85	16,500.00	12,070.15	26.9
201-34-5947	COPIER EXPENSE	.00	1,133.69	8,000.00	6,866.31	14.2
	TOTAL PUBLIC WORKS	43,354.63	290,728.06	371,514.00	80,785.94	78.3
	<u>CEMETERY</u>					
201-42-5382	GROUNDS MAINTENANCE SERVICE	2,680.00	2,680.00	5,000.00	2,320.00	53.6
201-42-5423	SAND & GRAVEL & ROAD BASE	.00	126.02	5,000.00	4,873.98	2.5
201-42-5454	SURVEY	.00	.00	20,000.00	20,000.00	.0
	TOTAL CEMETERY	2,680.00	2,806.02	30,000.00	27,193.98	9.4

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GEN. USE BLDGS. & COM. CENTERS</u>						
201-49-5341	ELECTRICITY	.00	1,161.65	18,123.00	16,961.35	6.4
201-49-5342	WATER	.00	.00	4,000.00	4,000.00	.0
201-49-5343	SEWER	.00	.00	2,000.00	2,000.00	.0
201-49-5344	NATURAL GAS - HEAT	315.12	20,123.90	15,600.00	(4,523.90)	129.0
201-49-5346	STORM DRAINAGE	.00	.00	3,000.00	3,000.00	.0
201-49-5367	R&M SERV./SUPPLIES - BUILDINGS	.00	9,061.44	30,900.00	21,838.56	29.3
201-49-5368	CLEANING SUPPLIES	.00	.00	2,200.00	2,200.00	.0
201-49-5369	JANITORIAL SERVICE	9,056.25	39,573.75	40,000.00	426.25	98.9
TOTAL GEN. USE BLDGS. & COM. CENTERS		9,371.37	69,920.74	115,823.00	45,902.26	60.4
<u>ECONOMIC DEVELOPMENT</u>						
201-51-5102	BENEFITS	.00	89.83	.00	(89.83)	.0
TOTAL ECONOMIC DEVELOPMENT		.00	89.83	.00	(89.83)	.0
<u>LIBRARY</u>						
201-55-5100	WAGES & SALARIES	23,027.01	205,601.21	276,471.00	70,869.79	74.4
201-55-5101	SEASONAL	.00	7,566.56	5,000.00	(2,566.56)	151.3
201-55-5102	BENEFITS	3,880.76	46,170.82	68,927.00	22,756.18	67.0
201-55-5214	OFFICE SUPPLIES	.00	10,493.82	9,000.00	(1,493.82)	116.6
201-55-5311	POSTAGE	.00	8.00	200.00	192.00	4.0
201-55-5321	PRINTING SERVICES	.00	400.00	1,000.00	600.00	40.0
201-55-5331	PUBLISHING & LEGAL NOTICES	.00	.00	700.00	700.00	.0
201-55-5333	DUES	.00	120.00	200.00	80.00	60.0
201-55-5337	PROGRAMS	.00	5,634.40	5,000.00	(634.40)	112.7
201-55-5345	TELEPHONE SERVICES	.00	80.06	.00	(80.06)	.0
201-55-5347	STORY TIME SUPPLIES	.00	81.72	200.00	118.28	40.9
201-55-5380	PROFESSIONAL DEVELOPMENT	.00	567.00	600.00	33.00	94.5
201-55-5384	INTERNET SERVICE	.00	.00	2,000.00	2,000.00	.0
201-55-5387	SPECIAL EVENT SUPPLIES	.00	15.19	375.00	359.81	4.1
201-55-5579	SOFTWARE LICENSE/SUPPORT	.00	6,569.37	8,500.00	1,930.63	77.3
201-55-5792	MULTI MEDIA	.00	1,801.33	3,500.00	1,698.67	51.5
201-55-5793	E-BOOKS - SUBSCRIPTION/MISC.	.00	4,550.00	5,500.00	950.00	82.7
201-55-5900	LIBRARY BOOKS	7,328.57	18,087.09	18,000.00	(87.09)	100.5
201-55-5902	COURIER SERVICE	.00	34.06	2,500.00	2,465.94	1.4
201-55-5903	GRANTS	.00	(9,975.00)	11,000.00	20,975.00	(90.7)
TOTAL LIBRARY		34,236.34	297,805.63	418,673.00	120,867.37	71.1
TOTAL FUND EXPENDITURES		742,482.11	3,763,358.94	5,425,991.00	1,662,632.06	69.4
NET REVENUE OVER EXPENDITURES		(286,056.81)	1,478,584.41	61,019.00	(1,417,565.41)	2423.2

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAX REVENUE</u>					
203-01-3130	SALES TAX	65,263.49	536,511.76	678,569.00	142,057.24	79.1
203-01-3312	MOTOR VEHICLE SPEC. OWNERSHIP	.00	.00	90,000.00	90,000.00	.0
203-01-3313	MOTOR VEHICLE REGISTRATION TAX	.00	.00	27,810.00	27,810.00	.0
203-01-3315	MOTOR VEHICLE USE TAX	87,879.08	654,488.42	848,720.00	194,231.58	77.1
203-01-3335	HIGHWAY USERS TAX	30,555.06	388,073.25	305,632.00	(82,441.25)	127.0
203-01-3337	ROAD & BRIDGE TAX	.00	.00	49,000.00	49,000.00	.0
	<u>TOTAL TAX REVENUE</u>	<u>183,697.63</u>	<u>1,579,073.43</u>	<u>1,999,731.00</u>	<u>420,657.57</u>	<u>79.0</u>
	<u>LICENSES & PERMITS</u>					
203-04-3343	STREET CUT PERMITS	(3,450.00)	350.00	250.00	(100.00)	140.0
203-04-3350	DEVELOPER ROAD FEE ESCROW	.00	600.00	.00	(600.00)	.0
203-04-3376	BP ROAD IMPACT FEE	.00	115,701.20	.00	(115,701.20)	.0
	<u>TOTAL LICENSES & PERMITS</u>	<u>(3,450.00)</u>	<u>116,651.20</u>	<u>250.00</u>	<u>(116,401.20)</u>	<u>46660.</u>
	<u>MISCELLANEOUS REVENUE</u>					
203-08-3610	INVESTMENT EARNINGS	8,388.94	61,450.36	1,000.00	(60,450.36)	6145.0
203-08-3910	SALE OF ASSETS	.00	3,389.30	1,000.00	(2,389.30)	338.9
	<u>TOTAL MISCELLANEOUS REVENUE</u>	<u>8,388.94</u>	<u>64,839.66</u>	<u>2,000.00</u>	<u>(62,839.66)</u>	<u>3242.0</u>
	<u>TOTAL FUND REVENUE</u>	<u>188,636.57</u>	<u>1,760,564.29</u>	<u>2,001,981.00</u>	<u>241,416.71</u>	<u>87.9</u>

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATIVE</u>					
203-15-5100 WAGES & SALARIES	17,850.27	161,886.71	244,877.82	82,991.11	66.1
203-15-5102 BENEFITS	3,700.47	42,608.14	69,935.00	27,326.86	60.9
203-15-5214 OFFICE SUPPLIES	232.28	531.14	.00 (	531.14)	.0
203-15-5345 TELEPHONE SERVICES	.00	106.74	.00 (	106.74)	.0
TOTAL ADMINISTRATIVE	21,783.02	205,132.73	314,812.82	109,680.09	65.2
<u>OPERATING</u>					
203-34-5100 WAGES & SALARIES	23,439.43	229,424.16	292,133.52	62,709.36	78.5
203-34-5102 BENEFITS	7,460.28	55,316.87	118,227.00	62,910.13	46.8
203-34-5233 R&M- MACHINERY & EQUIP. PARTS	.00 (	3,510.82)	.00	3,510.82	.0
203-34-5240 STREET PAINT, SIGNS, & PARTS	1,844.95	14,125.01	35,000.00	20,874.99	40.4
203-34-5241 SHOP SUPPLIES	.00 (	105.65)	.00	105.65	.0
203-34-5341 ELECTRICITY	.00	119,411.00	196,930.00	77,519.00	60.6
203-34-5342 WATER	.00	.00	6,000.00	6,000.00	.0
203-34-5370 PPE ALLOWANCE	.00	3,220.73	4,300.00	1,079.27	74.9
203-34-5397 WEED CONTROL	.00	1,343.50	6,000.00	4,656.50	22.4
203-34-5422 SMALL TOOLS	.00	2,477.45	3,400.00	922.55	72.9
203-34-5423 SAND & GRAVEL & ROADBASE	.00	7,414.40	.00 (	7,414.40)	.0
203-34-5424 FABRICATED MATERIAL (ASPHALT)	1,569.40	1,569.40	10,000.00	8,430.60	15.7
203-34-5426 WEATHER RESPONSE MANAGEMENT	.00	7,606.40	.00 (	7,606.40)	.0
203-34-5453 R&M SUPPLIES - STREET SWEEPER	.00	274.77	6,000.00	5,725.23	4.6
203-34-5456 MOSQUITO CONTROL	3,800.00	3,800.00	.00 (	3,800.00)	.0
203-34-5533 EQUIPMENT RENTAL	1,011.27	2,623.20	3,000.00	376.80	87.4
203-34-5562 COUNTY CLERK FEES	.00	.00	33,600.00	33,600.00	.0
203-34-5941 SAFETY & FIRST AID KITS	338.33	1,360.44	5,000.00	3,639.56	27.2
TOTAL OPERATING	39,463.66	446,350.86	719,590.52	273,239.66	62.0
TOTAL FUND EXPENDITURES	61,246.68	651,483.59	1,034,403.34	382,919.75	63.0
NET REVENUE OVER EXPENDITURES	127,389.89	1,109,080.70	967,577.66 (	141,503.04)	114.6

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTRIBUTED CAPITAL</u>					
204-02-3444	BP RAW WATER FEE	.00	91,930.00	.00	(91,930.00)	.0
204-02-3446	TAP FEES	.00	466,095.00	834,960.00	368,865.00	55.8
	TOTAL CONTRIBUTED CAPITAL	.00	558,025.00	834,960.00	276,935.00	66.8
	<u>OPERATING REVENUE</u>					
204-03-3441	WATER SALES	458,288.19	3,319,647.64	5,307,980.00	1,988,332.36	62.5
204-03-3442	SHUT-OFF/RECON./LATE/NSF/TRANS	3,659.86	17,349.72	24,786.00	7,436.28	70.0
204-03-3443	HYDRANT WATER SALES	.00	127.68	.00	(127.68)	.0
204-03-3447	BULK WATER SALES	711.75	15,386.10	.00	(15,386.10)	.0
	TOTAL OPERATING REVENUE	462,659.80	3,352,511.14	5,332,766.00	1,980,254.86	62.9
	<u>NON-OPERATING REVENUE</u>					
204-04-3610	INVESTMENT EARNINGS	70,437.16	582,798.42	41,474.00	(541,324.42)	1405.2
204-04-3650	LOAN PROCEEDS	.00	8,971,304.43	13,350,761.00	4,379,456.57	67.2
204-04-3910	SALE OF ASSETS	.00	161.69	.00	(161.69)	.0
	TOTAL NON-OPERATING REVENUE	70,437.16	9,554,264.54	13,392,235.00	3,837,970.46	71.3
	TOTAL FUND REVENUE	533,096.96	13,464,800.68	19,559,961.00	6,095,160.32	68.8

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATIVE</u>						
204-15-5100	WAGES & SALARIES	29,301.85	292,805.22	438,870.94	146,065.72	66.7
204-15-5102	BENEFITS	6,004.89	73,391.52	122,244.00	48,852.48	60.0
	TOTAL ADMINISTRATIVE	35,306.74	366,196.74	561,114.94	194,918.20	65.3
<u>OPERATING</u>						
204-34-5100	WAGES & SALARIES	40,185.44	363,706.39	496,468.96	132,762.57	73.3
204-34-5102	BENEFITS	11,010.58	126,535.49	206,895.00	80,359.51	61.2
204-34-5221	CHEMICALS	39,057.29	133,136.30	250,000.00	116,863.70	53.3
204-34-5227	PLANT UTILITIES	.00	13,620.84	28,000.00	14,379.16	48.7
204-34-5229	DRINKING WATER PROGRAM FEE	.00	1,850.00	2,000.00	150.00	92.5
204-34-5231	FUEL, OIL & GREASE	.00	12,698.85	7,500.00	(5,198.85)	169.3
204-34-5233	R&M- MACHINERY & EQUIP. PARTS	95.89	(62.17)	15,000.00	15,062.17	(.4)
204-34-5241	SHOP SUPPLIES	20.30	1,522.86	1,500.00	(22.86)	101.5
204-34-5334	WATER TESTING	2,338.39	53,071.21	80,000.00	26,928.79	66.3
204-34-5339	ON-LINE UTILITY BILL PAY-FEES	2,663.38	21,965.73	27,000.00	5,034.27	81.4
204-34-5341	ELECTRICITY	.00	54,702.43	80,000.00	25,297.57	68.4
204-34-5345	TELEPHONE SERVICE	.00	607.83	700.00	92.17	86.8
204-34-5352	LEGAL SERVICES	205.00	3,892.50	30,000.00	26,107.50	13.0
204-34-5356	PROFESSIONAL SERVICES	6,332.00	34,134.12	60,000.00	25,865.88	56.9
204-34-5370	PPE ALLOWANCE	610.41	17,637.11	28,000.00	10,362.89	63.0
204-34-5380	PROFESSIONAL DEVELOPMENT	.00	3,968.47	13,610.00	9,641.53	29.2
204-34-5384	INTERNET SERVICE	173.26	995.50	2,200.00	1,204.50	45.3
204-34-5422	SMALL TOOLS	53.71	2,969.79	8,000.00	5,030.21	37.1
204-34-5423	SAND & GRAVEL & ROAD BASE	.00	.00	4,000.00	4,000.00	.0
204-34-5433	R&M SUPP. / SERV. PLANT	3,016.75	91,261.03	120,000.00	28,738.97	76.1
204-34-5434	R&M SUPP. / SERV. LINES	272.58	33,948.27	80,000.00	46,051.73	42.4
204-34-5435	R&M SUPP. / SERV. HYDRANTS	.00	2,306.66	.00	(2,306.66)	.0
204-34-5437	R&M SCADA REPAIR	2,020.00	19,728.50	.00	(19,728.50)	.0
204-34-5440	SLUDGE REMOVAL	.00	42,238.00	285,000.00	242,762.00	14.8
204-34-5455	LAB SUPPLIES	.00	14,291.11	12,500.00	(1,791.11)	114.3
204-34-5512	INSURANCE-PROPERTY RELATED	.00	(18,855.98)	.00	18,855.98	.0
204-34-5533	EQUIPMENT RENTAL	.00	.00	2,500.00	2,500.00	.0
204-34-5560	COUNTY TREAS. FEES	.00	.00	2,500.00	2,500.00	.0
204-34-5593	RAW WATER PURCHASES	.00	10,207.80	2,300,000.00	2,289,792.20	.4
204-34-5597	RAW WATER FEES AND ASSESSMENTS	.00	16,093.00	.00	(16,093.00)	.0
204-34-5825	HYDRANT METER	.00	471.56	.00	(471.56)	.0
204-34-5903	WATER METERS - NEW HOMES	.00	54,735.80	30,000.00	(24,735.80)	182.5
204-34-5941	SAFETY & FIRST AID KITS	.00	987.51	3,000.00	2,012.49	32.9
204-34-5963	METER REPLACEMENT	.00	14,382.00	.00	(14,382.00)	.0
204-34-5969	LAB EQUIPMENT (TURBIDOMETER)	745.02	7,925.20	20,000.00	12,074.80	39.6
	TOTAL OPERATING	108,800.00	1,136,673.71	4,196,373.96	3,059,700.25	27.1

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
204-90-5612 BERKADIA - BOND PRINCIPAL	.00	.00	27,000.00	27,000.00	.0
204-90-5613 CWCB LOAN-PRINCIPAL	.00	.00	53,248.00	53,248.00	.0
204-90-5622 BERKADIA - BOND INTEREST	.00	700.00	2,750.00	2,050.00	25.5
204-90-5623 CWCB LOAN-INTEREST	.00	.00	4,345.00	4,345.00	.0
204-90-5630 CWRPDA 2019 SERIES A PRINCIPAL	.00	1,068,483.00	1,049,857.00	(18,626.00)	101.8
204-90-5631 CWRPDA 2019 SERIES A INTEREST	.00	393,216.24	414,466.00	21,249.76	94.9
TOTAL DEBT SERVICE	.00	1,462,399.24	1,551,666.00	89,266.76	94.3
TOTAL FUND EXPENDITURES	144,106.74	2,965,269.69	6,309,154.90	3,343,885.21	47.0
NET REVENUE OVER EXPENDITURES	388,990.22	10,499,530.99	13,250,806.10	2,751,275.11	79.2

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTRIBUTED CAPITAL</u>					
205-02-3446	TAP FEES	.00	428,648.00	779,360.00	350,712.00	55.0
	TOTAL CONTRIBUTED CAPITAL	.00	428,648.00	779,360.00	350,712.00	55.0
	<u>OPERATING REVENUE</u>					
205-03-3445	SEWER USER FEES	186,221.43	1,639,452.91	2,507,634.00	868,181.09	65.4
	TOTAL OPERATING REVENUE	186,221.43	1,639,452.91	2,507,634.00	868,181.09	65.4
	<u>NON-OPERATING REVENUE</u>					
205-04-3610	INVESTMENT EARNINGS	35,387.87	292,810.92	28,413.00	(264,397.92)	1030.6
205-04-3640	LOAN / BOND PLANT EXPANSION	.00	.00	24,386,515.00	24,386,515.00	.0
205-04-3650	BOND/LOAN PROCEEDS	.00	13,719,174.25	.00	(13,719,174.25)	.0
205-04-3910	SALE OF ASSETS	.00	8.00	.00	(8.00)	.0
	TOTAL NON-OPERATING REVENUE	35,387.87	14,011,993.17	24,414,928.00	10,402,934.83	57.4
	TOTAL FUND REVENUE	221,609.30	16,080,094.08	27,701,922.00	11,621,827.92	58.1

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATIVE</u>						
205-15-5100	WAGES & SALARIES	29,301.83	292,647.59	438,870.94	146,223.35	66.7
205-15-5102	BENEFITS	6,004.83	73,243.80	121,110.00	47,866.20	60.5
	TOTAL ADMINISTRATIVE	35,306.66	365,891.39	559,980.94	194,089.55	65.3
<u>OPERATING</u>						
205-34-5100	WAGES & SALARIES	35,514.15	300,681.60	446,874.25	146,192.65	67.3
205-34-5102	BENEFITS	10,242.09	112,060.22	152,461.00	40,400.78	73.5
205-34-5221	CHEMICALS	.00	18,792.24	70,000.00	51,207.76	26.9
205-34-5228	STATE DISCHARGE PERMIT	.00	3,463.88	5,000.00	1,536.12	69.3
205-34-5231	FUEL, OIL & GREASE	.00	7,266.41	5,000.00	(2,266.41)	145.3
205-34-5233	R&M- MACHINERY & EQUIP. PARTS	317.33	(12,218.93)	30,000.00	42,218.93	(40.7)
205-34-5241	SHOP SUPPLIES	.00	386.67	1,500.00	1,113.33	25.8
205-34-5339	ON-LINE UTILITY BILL PAY FEES	1,896.94	15,719.52	20,000.00	4,280.48	78.6
205-34-5341	ELECTRICITY	.00	130,312.75	129,035.00	(1,277.75)	101.0
205-34-5342	WATER	.00	.00	1,200.00	1,200.00	.0
205-34-5344	NATURAL GAS	201.51	10,915.88	7,500.00	(3,415.88)	145.6
205-34-5356	PROFESSIONAL SERVICES	6,332.00	16,292.83	60,000.00	43,707.17	27.2
205-34-5370	PPE ALLOWANCE	1,913.88	5,795.66	8,500.00	2,704.34	68.2
205-34-5380	PROFESSIONAL DEVELOPMENT	.00	8,543.44	13,460.00	4,916.56	63.5
205-34-5384	INTERNET SERVICE	.00	1,363.37	1,300.00	(63.37)	104.9
205-34-5422	SMALL TOOLS	.00	510.01	6,000.00	5,489.99	8.5
205-34-5423	SAND & GRAVEL & ROAD BASE	.00	.00	4,000.00	4,000.00	.0
205-34-5431	R&M PUMPS	.00	.00	25,000.00	25,000.00	.0
205-34-5432	R&M SCADA	10,332.50	11,222.68	25,000.00	13,777.32	44.9
205-34-5433	R&M SUPP. / SERV. PLANT	3,856.98	40,176.21	65,000.00	24,823.79	61.8
205-34-5434	R&M SUPP. / SERV. LINES	65.15	4,025.78	20,000.00	15,974.22	20.1
205-34-5440	SLUDGE DISPOSAL	1,308.00	27,648.00	50,000.00	22,352.00	55.3
205-34-5455	LAB SUPPLIES	.00	5,784.67	5,000.00	(784.67)	115.7
205-34-5512	INSURANCE-PROPERTY RELATED	.00	3,666.34	.00	(3,666.34)	.0
205-34-5533	EQUIPMENT RENTAL	.00	.00	2,500.00	2,500.00	.0
205-34-5554	SEWER TESTING	2,453.00	23,038.71	40,000.00	16,961.29	57.6
205-34-5941	SAFETY & FIRST AID KITS	311.66	1,522.56	3,000.00	1,477.44	50.8
205-34-5969	LAB EQUIPMENT	.00	1,324.37	6,500.00	5,175.63	20.4
	TOTAL OPERATING	74,745.19	738,294.87	1,203,830.25	465,535.38	61.3
<u>DEBT SERVICE</u>						
205-90-5616	2014 WWTP BONDS - PRINCIPAL	.00	500.00	.00	(500.00)	.0
205-90-5618	2022 LOAN W22AX116 - PRINCIPAL	.00	447,699.00	618,315.00	170,616.00	72.4
205-90-5619	2022 LOAN W22AX116 - INTEREST	.00	1,399,078.34	1,249,115.00	(149,963.34)	112.0
205-90-5621	2022 GPR LOAN PRINCIPAL	.00	6,629.18	47,151.00	40,521.82	14.1
205-90-5622	2022 GPR LOAN INTEREST	.00	3,750.00	26,200.00	22,450.00	14.3
	TOTAL DEBT SERVICE	.00	1,857,656.52	1,940,781.00	83,124.48	95.7

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	110,051.85	2,961,842.78	3,704,592.19	742,749.41	80.0
NET REVENUE OVER EXPENDITURES	111,557.45	13,118,251.30	23,997,329.81	10,879,078.51	54.7

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

DRAINAGE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTRIBUTED CAPITAL</u>					
207-02-3451	TOW STRM DRN BP IMPACT	.00	25,793.52	35,000.00	9,206.48	73.7
207-02-3453	AUTH STORM DRN BP IMPACT	.00	36,107.02	403,322.00	367,214.98	9.0
	TOTAL CONTRIBUTED CAPITAL	.00	61,900.54	438,322.00	376,421.46	14.1
	<u>OPERATING REVENUE</u>					
207-03-3449	TOW STORM DRAIN UTILITY FEES	23,131.05	204,942.53	270,400.00	65,457.47	75.8
207-03-3452	AUTH STORM DRAIN UTILITY FEES	34,852.15	309,480.31	35,200.00	(274,280.31)	879.2
	TOTAL OPERATING REVENUE	57,983.20	514,422.84	305,600.00	(208,822.84)	168.3
	<u>MISCELLANEOUS REVENUE</u>					
207-08-3364	GRANT	.00	97,678.69	60,000.00	(37,678.69)	162.8
207-08-3610	INVESTMENT EARNINGS	4,586.83	37,953.05	3,500.00	(34,453.05)	1084.4
207-08-3690	MISCELLANEOUS REVENUE	.00	.84	.00	(.84)	.0
	TOTAL MISCELLANEOUS REVENUE	4,586.83	135,632.58	63,500.00	(72,132.58)	213.6
	TOTAL FUND REVENUE	62,570.03	711,955.96	807,422.00	95,466.04	88.2

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

DRAINAGE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>ADMINISTRATIVE</u>					
207-15-5100	WAGES & SALARIES	7,064.83	66,675.85	101,666.77	34,990.92	65.6
207-15-5102	BENEFITS	1,499.37	17,175.03	.00	(17,175.03)	.0
	TOTAL ADMINISTRATIVE	8,564.20	83,850.88	101,666.77	17,815.89	82.5
	<u>OPERATING</u>					
207-34-5100	WAGES & SALARIES	3,497.20	28,759.52	44,233.50	15,473.98	65.0
207-34-5102	BENEFITS	1,103.55	10,762.83	30,063.00	19,300.17	35.8
207-34-5231	FUEL, OIL & GREASE	.00	2,960.28	2,000.00	(960.28)	148.0
207-34-5339	ON-LINE UTILITY BILL PAY-FEE	685.64	5,742.36	6,500.00	757.64	88.3
207-34-5341	ELECTRICITY	.00	637.48	710.00	72.52	89.8
207-34-5356	PROFESSIONAL SERVICES	.00	.00	20,000.00	20,000.00	.0
207-34-5522	AUTHORITY UTILITIES PAYMENTS	.00	378,082.26	403,322.00	25,239.74	93.7
207-34-5524	AUTHORITY BP IMPACT PAYMENTS	.00	37,400.00	35,200.00	(2,200.00)	106.3
207-34-5533	EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.0
	TOTAL OPERATING	5,286.39	464,344.73	543,028.50	78,683.77	85.5
	TOTAL FUND EXPENDITURES	13,850.59	548,195.61	644,695.27	96,499.66	85.0
	NET REVENUE OVER EXPENDITURES	48,719.44	163,760.35	162,726.73	(1,033.62)	100.6

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>MISCELLANEOUS REVENUE</u>					
209-08-3610	INVESTMENT EARNINGS	3,006.97	32,914.55	.00	(32,914.55)	.0
	TOTAL MISCELLANEOUS REVENUE	3,006.97	32,914.55	.00	(32,914.55)	.0
	TOTAL FUND REVENUE	3,006.97	32,914.55	.00	(32,914.55)	.0
	NET REVENUE OVER EXPENDITURES	3,006.97	32,914.55	.00	(32,914.55)	.0

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

PARK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAX REVENUE</u>					
210-01-3130	SALES TAX	53,407.12	439,125.51	555,193.00	116,067.49	79.1
210-01-3140	USE TAX BUILDING MATERIALS	.00	.00	231,440.00	231,440.00	.0
210-01-3315	MOTOR VEHICLE USE TAX	17,999.34	153,618.32	212,180.00	58,561.68	72.4
210-01-3700	OPEN SPACE SALES TAX	36,841.13	304,585.05	381,600.00	77,014.95	79.8
	<u>TOTAL TAX REVENUE</u>	<u>108,247.59</u>	<u>897,328.88</u>	<u>1,380,413.00</u>	<u>483,084.12</u>	<u>65.0</u>
	<u>BUILDING PERMITS</u>					
210-02-3381	TRAIL IMPACT FEE	.00	19,350.00	.00	(19,350.00)	.0
210-02-3620	BP PARK IMPACT FEE	.00	43,000.00	.00	(43,000.00)	.0
	<u>TOTAL BUILDING PERMITS</u>	<u>.00</u>	<u>62,350.00</u>	<u>.00</u>	<u>(62,350.00)</u>	<u>.0</u>
	<u>RECREATION PROGRAM FEES</u>					
210-05-3175	RECREATION FEES	196.00	63,988.20	32,000.00	(31,988.20)	200.0
210-05-3177	BATTING CAGES FEES/SALES	6.00	1,979.00	.00	(1,979.00)	.0
	<u>TOTAL RECREATION PROGRAM FEES</u>	<u>202.00</u>	<u>65,967.20</u>	<u>32,000.00</u>	<u>(33,967.20)</u>	<u>206.2</u>
	<u>MISCELLANEOUS REVENUE</u>					
210-08-3505	MISC. GRANTS / CONTRIBUTIONS	.00	9,248.00	.00	(9,248.00)	.0
210-08-3610	INVESTMENT EARNINGS	12,002.02	98,786.50	20,000.00	(78,786.50)	493.9
210-08-3910	SALE OF ASSETS	.00	11.00	.00	(11.00)	.0
	<u>TOTAL MISCELLANEOUS REVENUE</u>	<u>12,002.02</u>	<u>108,045.50</u>	<u>20,000.00</u>	<u>(88,045.50)</u>	<u>540.2</u>
	<u>TOTAL FUND REVENUE</u>	<u>120,451.61</u>	<u>1,133,691.58</u>	<u>1,432,413.00</u>	<u>298,721.42</u>	<u>79.2</u>

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATIVE</u>					
210-15-5100 WAGES & SALARIES	12,122.10	109,455.45	170,101.66	60,646.21	64.4
210-15-5102 BENEFITS	2,579.20	28,097.24	39,383.00	11,285.76	71.3
210-15-5335 DUES & SUBSCRIPTIONS	.00	25.00	.00	(25.00)	.0
TOTAL ADMINISTRATIVE	14,701.30	137,577.69	209,484.66	71,906.97	65.7
<u>OPERATING</u>					
210-34-5100 WAGES & SALARIES	17,416.59	149,676.92	215,860.32	66,183.40	69.3
210-34-5101 SEASONALS	2,708.83	11,180.52	30,110.00	18,929.48	37.1
210-34-5102 BENEFITS	4,721.79	46,729.59	73,892.00	27,162.41	63.2
210-34-5214 OFFICE SUPPLIES	.00	40.37	.00	(40.37)	.0
210-34-5221 POND CHEMICALS	.00	.00	5,000.00	5,000.00	.0
210-34-5231 FUEL, OIL & GREASE	.00	8,866.62	6,000.00	(2,866.62)	147.8
210-34-5233 R&M- MACHINERY & EQUIP. PARTS	304.83	10,462.82	18,000.00	7,537.18	58.1
210-34-5237 IRRIG. SYS. SUPPLIES/REPAIRS	.00	13,851.35	10,000.00	(3,851.35)	138.5
210-34-5239 WELLS & WELL HOUSES	.00	8,495.45	10,000.00	1,504.55	85.0
210-34-5241 SHOP SUPPLIES	.00	1,199.27	2,200.00	1,000.73	54.5
210-34-5252 TREE REPLACEMENT & TRIMMING	63.00	511.73	35,000.00	34,488.27	1.5
210-34-5253 TREE SPRAYING	3,900.00	4,227.89	30,000.00	25,772.11	14.1
210-34-5254 PARKS PLAYGROUND & GENERAL R&M	5,700.00	26,364.07	30,000.00	3,635.93	87.9
210-34-5341 IRRIGATION ELECTRICITY	812.54	1,890.08	10,000.00	8,109.92	18.9
210-34-5342 WATER	.00	.00	16,169.00	16,169.00	.0
210-34-5343 SEWER	.00	.00	840.00	840.00	.0
210-34-5344 NATURAL GAS	42.62	1,396.49	850.00	(546.49)	164.3
210-34-5346 STORM DRAINAGE	.00	.00	2,800.00	2,800.00	.0
210-34-5356 PROFESSIONAL SERVICES	.00	350.00	3,000.00	2,650.00	11.7
210-34-5365 TOILET RENTAL	.00	11,904.42	11,000.00	(904.42)	108.2
210-34-5366 SERVICES - PARKS & LAWN CARE	.00	51,526.50	80,000.00	28,473.50	64.4
210-34-5370 PPE ALLOWANCE	.00	1,352.97	1,500.00	147.03	90.2
210-34-5372 UNIFORMS	.00	510.96	2,500.00	1,989.04	20.4
210-34-5380 PROFESSIONAL DEVELOPMENT	.00	2,145.12	4,000.00	1,854.88	53.6
210-34-5397 WEED CONTROL	.00	.00	200.00	200.00	.0
210-34-5422 SMALL TOOLS	.00	1,342.36	4,500.00	3,157.64	29.8
210-34-5423 SAND, GRAVEL, MULCH	162.00	939.08	12,000.00	11,060.92	7.8
210-34-5512 INSURANCE-PROPERTY RELATED	.00	(13,338.73)	.00	13,338.73	.0
210-34-5533 EQUIPMENT RENTAL	.00	572.25	1,000.00	427.75	57.2
210-34-5562 COUNTY CLERK FEES	.00	.00	7,000.00	7,000.00	.0
210-34-5941 SAFETY & FIRST AID KITS	7.15	784.77	3,000.00	2,215.23	26.2
210-34-5942 MINOR PARK IMPROVEMENTS	.00	9,614.18	30,000.00	20,385.82	32.1
TOTAL OPERATING	35,839.35	352,597.05	656,421.32	303,824.27	53.7

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RECREATION</u>					
210-51-5100 WAGES & SALARIES	16,380.14	171,099.76	209,112.92	38,013.16	81.8
210-51-5101 SEASONALS	3,058.39	46,481.84	88,093.00	41,611.16	52.8
210-51-5102 BENEFITS	5,011.28	64,852.28	76,492.00	11,639.72	84.8
210-51-5130 START SMART BASEBALL	.00	.00	800.00	800.00	.0
210-51-5131 START SMART BASKETBALL	.00	.00	640.00	640.00	.0
210-51-5132 START SMART FLAG FOOTBALL	.00	.00	960.00	960.00	.0
210-51-5133 START SMART SOCCER	.00	.00	1,480.00	1,480.00	.0
210-51-5135 YOUTH SPORTS APPAREL	.00	4,557.72	5,000.00	442.28	91.2
210-51-5140 YOUTH SOCCER	338.80	1,207.00	4,470.00	3,263.00	27.0
210-51-5142 YOUTH FOOTBALL	.00	1,844.88	1,500.00	(344.88)	123.0
210-51-5144 YOUTH BASEBALL	.00	5,052.18	12,850.00	7,797.82	39.3
210-51-5145 YOUTH SOFTBALL	.00	1,045.00	2,900.00	1,855.00	36.0
210-51-5146 YOUTH BASKETBALL	.00	250.00	1,025.00	775.00	24.4
210-51-5148 YOUTH VOLLEYBALL	.00	328.59	1,677.00	1,348.41	19.6
210-51-5149 YOUTH TENNIS	.00	1,067.61	480.00	(587.61)	222.4
210-51-5158 ADULT KICKBALL	.00	.00	475.00	475.00	.0
210-51-5161 ADULT TENNIS	.00	1,107.14	480.00	(627.14)	230.7
210-51-5162 ADULT SOFTBALL	.00	1,719.34	5,775.00	4,055.66	29.8
210-51-5164 ADULT VOLLEYBALL	.00	122.73	1,300.00	1,177.27	9.4
210-51-5165 NCSO REFEREES ADMIN FEE	120.00	5,745.00	8,000.00	2,255.00	71.8
210-51-5166 INSTRUCTOR/OFFICIAL FEES	1,660.00	15,208.20	30,000.00	14,791.80	50.7
210-51-5168 COMPUTER EQUIP./SOFTWARE	911.61	8,538.40	13,230.00	4,691.60	64.5
210-51-5181 REC. PROG. SUPPLIES/EXP.	.00	5,407.75	15,000.00	9,592.25	36.1
210-51-5183 BATTING CAGES - MAINT. & OPER.	.00	3,560.00	10,500.00	6,940.00	33.9
210-51-5185 BALL FIELD/CAGE ELECTRICITY	.00	7,701.56	14,000.00	6,298.44	55.0
210-51-5186 INFIELD MIX	.00	4,802.31	13,000.00	8,197.69	36.9
210-51-5223 OPERATING SUPPLIES	.00	369.30	3,000.00	2,630.70	12.3
210-51-5372 STAFF UNIFORMS	.00	.00	2,500.00	2,500.00	.0
210-51-5380 PROFESSIONAL DEVELOPMENT	.00	600.25	4,500.00	3,899.75	13.3
210-51-5392 GYM RENTAL	.00	5,452.50	14,378.00	8,925.50	37.9
210-51-5401 MARKETING SERVICES	.00	5,814.19	13,000.00	7,185.81	44.7
TOTAL RECREATION	27,480.22	363,935.53	556,617.92	192,682.39	65.4
<u>DEBT SERVICE</u>					
210-90-5630 WCP - PRINCIPAL	21,239.09	189,859.64	.00	(189,859.64)	.0
210-90-5632 WCP - INTEREST	1,215.90	12,235.27	.00	(12,235.27)	.0
TOTAL DEBT SERVICE	22,454.99	202,094.91	.00	(202,094.91)	.0
TOTAL FUND EXPENDITURES	100,475.86	1,056,205.18	1,422,523.90	366,318.72	74.3
NET REVENUE OVER EXPENDITURES	19,975.75	77,486.40	9,889.10	(67,597.30)	783.6

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENDITURES</u>					
211-80-4006 OLD TOWN STREET REPAIRS	216,560.09	286,944.94	505,000.00	218,055.06	56.8
211-80-4007 NEWER SUBDIVISION SEAL COAT	.00	22,500.00	102,900.00	80,400.00	21.9
211-80-4010 WATER PLANT EXPANSION CONSTRUCT	72,069.84	10,563,180.86	17,394,004.00	6,830,823.14	60.7
211-80-4014 WILSON WELL IMPROVEMENTS	.00	8,300.90	.00	(8,300.90)	.0
211-80-4015 BULK WATER DISPENSER	18,361.25	33,244.66	.00	(33,244.66)	.0
211-80-4018 FIRE HYDRANT REPLACEMENT	.00	9,704.50	72,600.00	62,895.50	13.4
211-80-4022 NANO PLANT EXPANSION	.00	2,578.01	.00	(2,578.01)	.0
211-80-4026 WATER SOURCE DEVELOPMENT	.00	.00	125,000.00	125,000.00	.0
211-80-4038 OLD TOWN STREET REPAIR	.00	66,423.40	66,300.00	(123.40)	100.2
211-80-4039 STORM DRAIN & PAN REPLACEMENTS	.00	16,143.32	37,079.00	20,935.68	43.5
211-80-4054 TRACT F	.00	.00	75,000.00	75,000.00	.0
211-80-4059 FILTER MEDIA REPLACEMENT	.00	9,700.00	.00	(9,700.00)	.0
211-80-4061 WWTP EXPANSION DESIGN	.00	602,995.37	940,888.00	337,892.63	64.1
211-80-4065 B-DAMS IMPROVEMENT	.00	.00	113,534.00	113,534.00	.0
211-80-4083 WWTP EXPANSION CONSTRUCTION	.00	12,969,021.14	24,386,515.00	11,417,493.86	53.2
211-80-4085 LIGHTENING PROTECTION	.00	42,930.00	.00	(42,930.00)	.0
211-80-4089 VIEWPOINT LIFT STATION UPGRADE	.00	22,376.35	200,000.00	177,623.65	11.2
211-80-4091 SEWER OVER - SIZING REIM	.00	14,025.00	12,375.00	(1,650.00)	113.3
211-80-5001 VEHICLE REPLACEMENT	.00	.00	35,000.00	35,000.00	.0
211-80-5013 WATER EFFICIENCY PROGRAM	.00	28,368.70	25,000.00	(3,368.70)	113.5
211-80-5022 CLEVELAND AVE IMPROVEMENTS	.00	6,730.00	350,000.00	343,270.00	1.9
211-80-5023 STREET AND SIDEWALK SAFETY IMP	.00	.00	100,000.00	100,000.00	.0
211-80-5024 TRANSPORTATION MASTER PLAN	.00	.00	60,000.00	60,000.00	.0
211-80-5025 ROAD REIMBURSEMENT-RR	.00	9,842.16	208,800.00	198,957.84	4.7
211-80-5026 ADA LIFT IN MSB	.00	.00	40,000.00	40,000.00	.0
211-80-5027 BOX ELDER CREEK	.00	7,705.50	45,000.00	37,294.50	17.1
211-80-5028 OUTFALL FOR CLEVELAND AVE IMP	.00	.00	150,000.00	150,000.00	.0
211-80-5029 VEHICLE REPLACEMENT	.00	.00	35,000.00	35,000.00	.0
211-80-5030 2 MG TANK COATING	.00	.00	1,300,000.00	1,300,000.00	.0
211-80-5031 TANK AERATION STUDY	.00	.00	75,000.00	75,000.00	.0
211-80-5032 PRE-TREATMENT FACILITY - SECUR	.00	.00	50,000.00	50,000.00	.0
211-80-5033 PRE-TREATMENT FACILITY - CONCR	.00	.00	20,000.00	20,000.00	.0
211-80-5034 WRF MCC EQUIPMENT COOLING SYS	.00	19,560.00	20,000.00	440.00	97.8
211-80-5036 WATER PURCHASES	.00	.00	2,350,000.00	2,350,000.00	.0
211-80-5037 HOUSING NEEDS ASSESSMENT	.00	.00	70,000.00	70,000.00	.0
211-80-5038 ADA COMMUNITY IMPROVEMENTS	.00	.00	20,000.00	20,000.00	.0
211-80-5039 SPLASHPAD CHEMICAL ROOM UPGRA	.00	.00	125,000.00	125,000.00	.0
211-80-5040 IRRIGATION SYSTEM UPGRADES	1,988.88	2,044.28	25,000.00	22,955.72	8.2
TOTAL CAPITAL EXPENDITURES	308,980.06	24,744,319.09	49,134,995.00	24,390,675.91	50.4
TOTAL FUND EXPENDITURES	308,980.06	24,744,319.09	49,134,995.00	24,390,675.91	50.4
NET REVENUE OVER EXPENDITURES	(308,980.06)	(24,744,319.09)	(49,134,995.00)	(24,390,675.91)	(50.4)

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

LIBRARY TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>BUILDING PERMITS</u>					
255-02-3372	LIBRARY IMPACT FEES	.00	10,750.00	.00	(10,750.00)	.0
	TOTAL BUILDING PERMITS	.00	10,750.00	.00	(10,750.00)	.0
	TOTAL FUND REVENUE	.00	10,750.00	.00	(10,750.00)	.0
	NET REVENUE OVER EXPENDITURES	.00	10,750.00	.00	(10,750.00)	.0