



BOARD OF TRUSTEES
November 24, 2020
6:30 PM

Regular Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/98981480573?pwd=L1o2cXRwTmcSE1Cd1BvcDFNVXI2UT09>

Passcode: 502216

Webinar ID: 989 8148 0573

Or iPhone one-tap :

US: +13462487799,,98981480573# or +16699009128,,98981480573#

Or Telephone:

US: +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782 or +1 312 626 6799

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. Presentation
 - a. Larimer County Community Report 2019-2020
 - b. Budget Discussion & Review
Staff Presentation: Judith Tippetts, Finance Director

Review prior discussions including Compensation and Operations. Answer open questions and finalize strategy for budget adoption on December 08, 2020.

- c. Wellington Utility Rate Model - Update
Staff Presentation: Tyler Sexton, Assistant Finance Director
- d. 5 year Capital Improvement Plan
Staff Presentation: Tyler Sexton, Assistant Finance Director

C. CONSENT AGENDA

1. Minutes of the November 10, 2020 Board of Trustees Meeting

D. ACTION ITEMS

1. Chamber of Commerce Funding Request
2. Resolution No. 39-2020 - A Resolution Appointing a Town Administrator
 - Staff presentation: Brad March, Town Attorney
3. Resolution No. 40-2020 - A Resolution Adopting the Colorado Model Municipal Records Retention Schedule
 - Staff presentation: Krystal Eucker, Town Clerk
4. Resolution No. 41-2020 - A Resolution Appointing Community Activities Commission Members
 - Staff presentation: Krystal Eucker, Town Clerk
5. Resolution No. 42-2020 - A Resolution Appointing a Board of Adjustment Member
 - Staff presentation: Krystal Eucker, Town Clerk
6. Resolution No. 43-2020 - A Resolution Appointing a Wellington Parks Advisory Board Member
 - Staff presentation: Krystal Eucker, Town Clerk
7. Proposed Ordinance - An Ordinance Concerning the Regulation of Retail and Medical Marijuana Sales in the Town of Wellington
 - Staff presentation: Brad March, Town Attorney
8. Health Restriction and Guideline Discussion

E. REPORTS

1. Town Attorney
2. Town Administrator
3. Staff Communications
4. Board

F. 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.



2019-2020 COMMUNITY REPORT

COMMITTED TO EXCELLENCE



970.498.7000



www.larimer.org



bocc@larimer.org



200 W. Oak St., Fort Collins, CO



LETTER FROM THE COMMISSIONERS

To Our Residents,

We're proud to present our 2019-2020 Community Report. Inside you'll find impressive facts and accomplishments showing many quality services Larimer County provides every day that add value to the lives of all our residents. Adding value to the people we serve is one of our core Guiding Principles. From the 2018 voter-approved Behavioral Health Initiative, we distributed \$1 million in 2019 and \$2.5 million in 2020 to community-based organizations throughout Larimer County to expand equitable access to behavioral health care. In response to COVID-19, to date, we distributed \$115K to groups on the front lines responding to this public health emergency. Our commitment is to identify and implement new and more effective ways to provide services that meet and exceed your expectations. These accomplishments wouldn't be possible without our greatest assets - the dedication and innovation from our employees, and our partnerships with many public and private-sector organizations in Northern Colorado. Together, we all make Larimer County a top place to live, work and raise a family. We welcome your feedback and input anytime! Contact us at bocc@larimer.org, or visit us online at www.larimer.org.



(from left) John Kefalas, District 1; Steve Johnson, District 2; Tom Donnelly, District 3

STAY ENGAGED

LARIMER.ORG/BOCC

- Monthly Informal Commissioner Community Meetings
- Commissioner Open Houses
- Boards and Commissions
- LC101 – Citizen Academy
- Public Meetings
- Email Alert Subscriptions
- LC Connection Monthly Newsletter



LETTER FROM THE COUNTY MANAGER

The 2019-20 Community Report summarizes services delivered by County government to our citizens both within and outside of city and town boundaries. The report is divided into service areas and includes highlights of our recent work as well as data illustrating trends over time. We hope you find it informative, and we encourage your feedback. We enjoy serving the community and strive for improving our performance. Please let us know how we can help.



Linda Hoffmann
County Manager
(970) 498-7004 (direct)
lhoffmann@larimer.org

ELECTED OFFICIALS



Bob Overbeck
Assessor



Angela Myers
Clerk & Recorder



James A.
Wilkerson IV, M.D.
Coroner



Cliff Riedel
District Attorney



Justin Smith
Sheriff



Chad Washburn
Surveyor



Irene Josey
Treasurer

COMMUNITY PLANNING, INFRASTRUCTURE & RESOURCES

- Building Inspections
- Community Planning and Development
- County Parks, Open Spaces and Trails
- Noxious Weeds and Forestry Services
- Engineering
- Landfill and Solid Waste Management
- Road and Bridge Maintenance and Repair
- Rural Land Use
- The Ranch

2019 AWARDS



In 2019, The North Front Range **Regional Wasteshed Coalition** received awards from the National Recycling Association and Recycle Colorado.

THE RANCH



The Ranch Master Plan, completed in 2019, includes objectives for both updates and new facilities.

SOLID WASTE

11,353

Cubic Yards of Green Waste Processed

83,272,000

Pounds of Recycling Collected

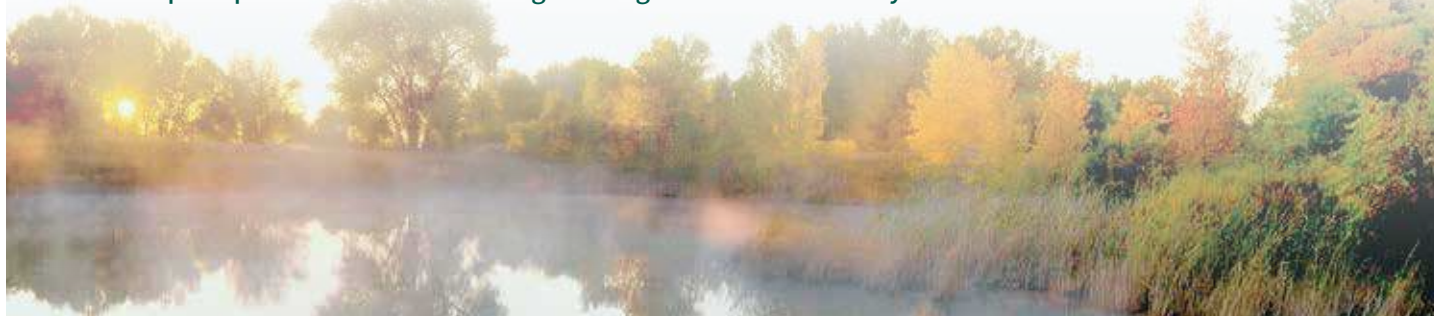
170,331

Landfill Visitors



NATURAL RESOURCES

Restoration work was completed in 2019 to make the Cache la Poudre River and surrounding lands at River Bluffs Open Space more resilient during flooding and ensure a healthy habitat for fish and wildlife.



CLERK & RECORDER

84,000 Documents recorded
4,300 Passports processed
3,000 Passport photos taken



PUBLIC RECORDS & INFORMATION SERVICES

Birth and Death Certificates

Elections and Voter Registration

Marriage Licenses

Property Value Assessment

Property Tax Collection and Distribution

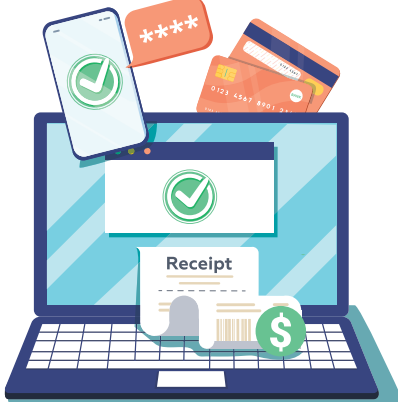
Public Records

Vehicle Licensing and Registration

TREASURER

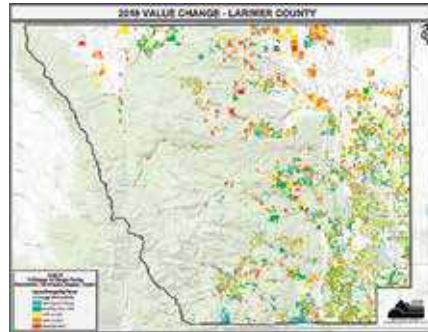
In 2019, Larimer County had 9,061 payments made online or through our automated phone system.

8,591 Online Payments
470 Phone Payments



ASSESSOR

Created a new public HEAT Map to increase transparency for property owners and citizens.



2020 BUDGET SUMMARY

Larimer County is one of two Colorado counties holding the highest credit rating (Aaa) from Moody's Investors Service. The rating indicates how the financial services industry views fiscal health and stability of an organization. Only 97 of 3,143 counties in the nation hold this rating.

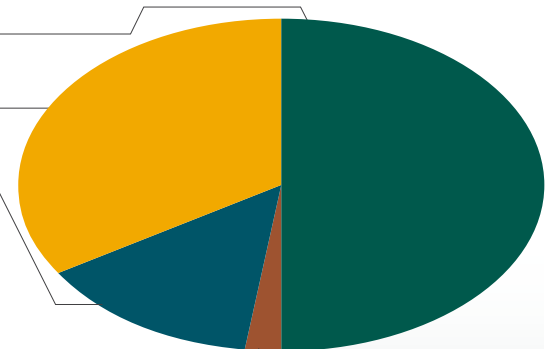
Total Budget \$575.8 Million

50% Operational

34% Capital Projects

14% Non-Operational

2% Disasters



Operational Budget \$289.6 Million

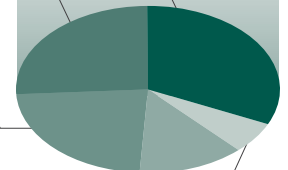
32% Public Safety

26% Human & Economic Health

23% Community Infrastructure

13% Support Services

6% Public Records and Information Services



*Distinguished Budget
 PRESENTATION
 Award*

In 2019, Larimer County was awarded the Government Finance Officers Association's Distinguished Budget Presentation Award for meeting the highest principles in budgeting.

STRATEGIC LEADERSHIP & ADMINISTRATIVE SERVICES

Budgeting & Finance

Human Resources

Fleet Services

Facilities

Information Technology

SHERIFF'S OFFICE



OPERATION MALVERDE

The Northern Colorado Drug Task Force successfully dismantled a large drug trafficking organization in Sept 2019. Multiple jurisdictions were involved and the operation resulted in the arrest of ten individuals that have been charged with over 120 felonies.

DISTRICT ATTORNEY



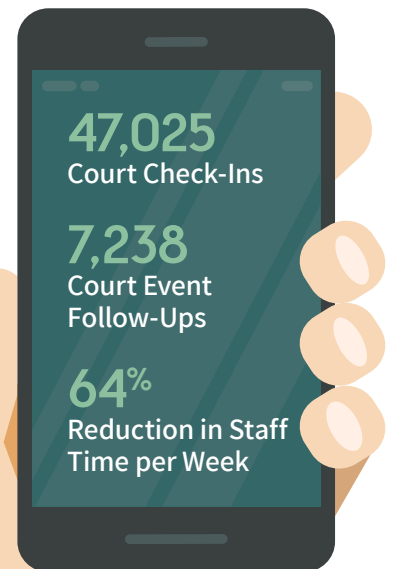
16 Adult Drug Court Graduates
14 DUI Court Graduates
12 Wellness Court Graduates

PUBLIC SAFETY SERVICES

Alternative Sentencing
Community Corrections
Crime Statistics & Reporting
District Attorney
Emergency Management
Investigations
Coroner
Jail
Rural Patrol
Wildland Fire Management
Disaster Recovery

NEW PRE-TRIAL MOBILE APP

In 2019, The Pretrial Mobile App was created to save time for both County Pretrial Staff and the Defendant. Annually, the app check-in process has saved 1,800 hours for Defendants in transportation time, which is often a barrier to success for this population.



NEW CORONER'S OFFICE OPENS



On April 2, 2019 Larimer County's Coroner's Office moved into its new location in Fort Collins, and for the first time they have a morgue on-site.

EMERGENCY MANAGEMENT



In 2019, Larimer County held a multi-jurisdictional full-scale exercise called UNITE to test emergency services and emergency management processes for a large mass-casualty incident. Over 400 individuals participated, including 100+ volunteers.

HEALTH & ENVIRONMENT

In 2019, the Women, Infants & Children Program served:



Immunization services gave

1,317
Flu shots



Restaurant inspectors conducted

1,297
inspections



HUMAN SERVICES



In December 2019, Human Services staff celebrated the 20th anniversary of The HUB Juvenile Assessment Center and the outstanding success of the program which provides resources and interventions for youths.

ECONOMIC & WORKFORCE DEVELOPMENT CENTER



Aiden Lee, a 1st place winner for the Young Entrepreneur Tournament in 2019. He received a \$1,000 prize for his business idea, ShopBox.

THE NATIVE PLANT MASTERS PROGRAM

63 people participated in 3 courses in 2019.

17 people volunteered.

Volunteers taught **2,829** adults and **850** youths.



HUMAN & ECONOMIC HEALTH SERVICES

Adult Protective Services	Food Assistance
Air Quality Monitoring and Education	Health Education
Behavioral Health	Immunizations
Child Care Assistance	Medicaid
Child Protection and Foster Care	Resources for Seniors
Child Support	Restaurant Inspections
Communicable Disease Control	Temporary Assistance for Needy Families
Economic Development Extension Office	Water Quality Regulation and Inspection
	Workforce Training and Counseling

BEHAVIORAL HEALTH

In the inaugural year, \$1 million was distributed to 29 organizations around Larimer County to enhance and expand awareness and access to affordable behavioral health care. The Behavioral Health Facility is scheduled to open Summer 2022.



Architectural Rendering by Page Southerland, Page, Inc.

VETERAN SERVICES

In 2019 the Veteran's Services Office handled:



13,112 Phone Calls

3,137 Walk-ins or Appointments



Budget Discussions Review

1. Compensation
2. Operations
 - General Fund
 - Enterprise Funds
3. Open Questions – 11/24/2020
4. Capital Improvements – 11/24/2020
5. Budget Adoption – 12/08/2020



Compensation Review:

Wages & Salaries 23.5% of general fund operating expenditures
compared to industry standard of 32.43%

53.75 FTE (with proposed 6.5 positions added)

Salaries \$3,723,592

With Benefits \$4,794,295

Positions added:

Deputy Public Works Director

Civil Engineer

Building Inspector

Director of Park & Recreation

IT Technician

Management Analyst

HR Generalist - PT



Budget Discussions Review

Operations

Fund	Expenditures
General Fund	\$ 7,135,763
Street Fund	\$ 335,592
Water Fund	\$ 5,133,895
Sewer Fund	\$ 1,340,287
Drainage Fund	\$ 506,500
Parks Fund	<u>\$ 1,394,486</u>
Total Operation Expenditures	<u>\$15,846,524</u>



Budget Discussions Review

1. Compensation - includes benefits	31%	\$ 4,794,295
2. Operations	69%	<u>\$11,052,229</u>
• General Fund		
• Enterprise Funds		<u>\$15,846,524</u>

Pending

3. Capital Improvements - 55 projects	<u>\$21,069,090</u>
	<u>\$36,915,614</u>

4. Budget Adoption – December 8th



Open Questions:

1. FB - Explanation what does FB stand for? Why 3 million over revenues for expenses.
FB – Fund Balance. New Fund Balance policy pending adoption 12/08. Negatives show when the anticipated revenues do not equal expenditures. In every fund this is due to a large number of capital projects. Using fund balances to pay for capital projects is appropriate. We would not want to use reserves for operational costs.
2. Legislative Board Outreach \$80,000
Main Street Program at \$75,000 with an additional \$5,000 for Eagles. This line item increase to \$86,800 per board direction to include the funds for the small businesses.
3. Court Clerk - Why it was eliminated?
Proposing Court Clerk position moved to better align with Town Clerk. Finance Department reorganizing duties to improve customer service. Court Clerk duties not financial in nature.
4. Finance- Salaries went up, but benefits went down.
This occurred in every department. Cost of health care decreased when the Town changed providers. The same benefits are offered to all employees. Several employees have declined health coverage due to having coverage with a spouse.
5. Finance – Office space rental decreased.
Purchased the Harrison House and the Green House.
6. Planning – travel and training increased.
Travel and training for added staff. Continuing education for staff.
7. Law Enforcement
Review of law enforcement contract pushed to future meeting after Town Administrator on Board.
8. Public Works – travel and training- what is this for?
Education for staff members. Ensuring licensing requirements remain current for plant operators.



Open Questions: (2)

9. General Use – raise in materials and supplies.
Aging buildings. Increased funds for repairs under \$5,000
10. Library – decrease in materials and supplies and maintenance. What is driving the decrease?
Late budget page submittal. Since revised.
11. Transfer – General Fund
Allocation of cost sharing for salaries, insurance and other support systems to/from other funds. Enterprise fund accounting follow the same framework as a private sector business. i.e water/sewer/drainage billing and cash receipting done by finance
12. Sewer – Why is there a change in transfer amount.
Allocation. Salaries and other costs changed.
13. Drainage – Authority Utilities Payments. What is this for?
Boxelder agreement.
14. Publishing requirements.
The date and time of the hearing at which the adoption of the proposed budget will be considered. Done – thank you Krystal
15. What would tap fees have to be raised to in order to shift more burden to new construction?
Principal and interest payments on 2019 Water Plant Expansion approximately \$1.5M per year.

\$7,500 X 100 permits = \$750,000 or 50%.	\$8,000 X 100 permits = \$800,000 or 53.3%
\$8,500 X 100 permits = \$850,000 or 56.7%	\$9,000 X 100 permits = \$900,000 or 60%
\$7,500 X 125 permits = \$937,500 or 62.5%.	\$8,000 X 125 permits = \$1,000,000 or 66.7%
\$8,500 X 125 permits = \$1,062,500 or 70.8%	\$9,000 X 125 permits = \$1,125,000 or 75%

Changing the number of permits and or tap fee will impact the percentage. Plant capacity will dictate how many permits we can issue. Post COVID water usage is unknown. Original scenario of 100 homes was a conservative estimate.

Open Questions: (3)

16. Water-
Professional services – what is this for?
Why the increase in sludge removal cost?
Highlight that raw water increase is the main change?
Bob -
17. Administration- Management Analyst – expensive to add additional staffing.
To be addressed by Lori in presentation.
18. Parks – What did we decide on staffing for heading up the department:
To be addressed by Lori in presentation
19. Capital Projects
Property Acquisition – What is this for?
Downtown Master Plan – Maybe wait a year?
Town Hall space needs. Large change. Does this include Harrison house?
Economic Development Study – Isn't this already in Economic Development?
New items for 2021 – Please explain acronyms.
Equipment
Midrange dump – is replacement necessary now?
Street Sweeper – is this new or replacement? Why now?
John Deere Gator – multiple lines in separate places?
Vacuum Truck – What is this for? Why now?

2021 Position Request Summary

This year's position requests have been distilled from a more comprehensive list. As the Town continues to grow and develop, staffing for priorities, goals and objectives becomes critical. Town staff realize that budget and project constraints limit the Board's ability to satisfy every need in a single budget year. The positions requested here were considered the highest and most urgent priorities by Town Leadership for current and future success.

1). **Management Analyst (1.0 FTE)**: This position handles high-level assignments for department heads and Town Administrators such as Water Conservation, Water Rate Survey and other special projects, presentations, serving as liaison for boards and committees, COVID 19 business and grant management, DOLA and other grant management, provides research, project management, back up support for double and triple booked meetings, intra-departmental communication, meetings and agenda facilitation, and analysis and problem-solving to name a few. In addition to having the ability to manage any situation or request, the position must be able to take leadership roles, hold confidences, and maneuver sensitive or politically charged situations with professional grace. This position requires fundamental education in public administration, political science, business administration and human resources so minimum requirements include a BS/BA in one of these or a related field plus experience in a municipal setting.

Departments/Staff this position supports: Town Administrator, Deputy Town Administrator, All Directors, HR Manager, Town Clerk, Town committees, Town Hall projects (including construction projects), internal and external constituents, etc.

2). **Building Official (1.0 FTE)**: This position will administer applicable adopted building codes and provide oversight of the building permitting processes, provide consultation services for businesses and homeowners working through the building plan and permit process, review and issue Certificates of Occupancy for new construction, provide inspection and consultation services for new businesses looking to locate in existing commercial buildings, perform inspection services and plan review services in conjunction with SAFEbuilt or other approved town contractor. This position requires Certified Building Official (CBO) certification by International Code Council (ICC), BA/BS from a four-year college or university, four years of related experience and three years of progressively responsible management experience or equivalent combinations of education and experience.

Departments/Staff this position supports: Planning Department, Planning Director/staff, Public Works, Town engineers, developers and builders seeking to do business with Town, etc.

3). **Director of Parks and Recreation (1.0 FTE)**: This position will merge Parks (from Public Works) and Recreation. This position would be responsible for the efficient, and resourceful planning and management of current Town parks/staff and recreation programs/staff. The Parks & Recreation Director plans, manages and administers day to day operations of the Parks & Recreation Department. Collaborates with Town leadership, the community, and employees to develop Parks and Recreation strategy and deliver day to day leadership to the department in the development, implementation, management and administration of parks and recreational functions as well as open space. The position is also responsible for developing and managing sustainable recreation programming that is innovative and meets/exceeds the needs of Town residents. Minimum of a BS in Recreation Administration, Recreation Science or related field plus five years parks and recreation programming/management experience or any equivalent combination of education and experience. Preferred MS in Parks/Recreation, Public Administration or related field. Optional – Parks and Recreation Manager.

Departments/Staff this position supports: The movement of Parks responsibilities and staff to Recreation, relieves workload of Superintendent responsible for Streets, Fleet and Utilities, relieves Director of Public Works from PAB responsibilities, Recreation Department, etc.

4). **IT Technician (1.0 FTE)**: This position will support the vast array of IT issues that staff confront on a daily basis such as installing, configuring and troubleshooting hardware and software, ensuring electrical standards

are net, repairing or replacing damaged hardware, upgrading system requirements to enable compatible software, installing and upgrading anti-virus and other security measures, performing tests and evaluations on new software and hardware, providing support to users, being the first point of contact for all help tickets with Lewan, managing all Town IT, cell and phone inventory, developing replacement and upgrade schedules, assuring smooth and consistent digital operations, conducting daily back up operations, providing training for staff and departments, managing technical documentation, and developing good relationships with all departments and staff. This position requires a BS in Computer Science or related field.

Departments/Staff this position supports: All Town staff, departments, directors.

5). **Human Resources Generalist (.5 FTE):** This position will support the significant demands assigned to the Human Resources Department including: compensation analysis, benefit management, professional development and training, safety and wellness, performance management, compliance and labor law management, risk management, succession planning, cross training, random drug testing and DOT regulatory requirements, strategic and workforce planning, policy and procedures, and the complex and legally mandated records-keeping associated with HR activities. This position requires a BA in any field, exceptional organization, communication and records management, and experience in administration and/or human resources a plus.

Departments/Staff this position supports: HR Manager and all Town staff, departments, directors.

Board of Trustees Meeting

Date: November 24, 2020
Submitted By: Lori Woodruff, Staff
Subject: 2021 Position Request Summary

EXECUTIVE SUMMARY

This document provides a summary of the 4.5 remaining position requests submitted for the 2021 Budget year. Summary includes essential duties and responsibilities, primary departments the position will support and level of education/expertise needed. Previously discussed position requests include Deputy Director, Public Works and Civil Engineer positions. These recruitments are in process.

BACKGROUND / DISCUSSION

This document was created to help the Board review the remaining positions that were requested for 2021. As Board meetings, comments and ongoing discussions take place, it is difficult to remember the "why" and "what for" of each request. Hopefully, this document creates a basis of understanding regarding each positions responsibilities, the level of expertise needed, and most importantly, the departments and staff that position would be supporting.

STAFF RECOMMENDATION

ATTACHMENTS

1. 2021 Position Request Summary



TOWN OF
WELLINGTON

2021 TOWN OF WELLINGTON DRAFT BUDGET

**All Operating Funds
Summary of Revenues and Expenditures**

	2019 Actual	2020 Projected	2021 Budgeted	2021 Budgeted
Revenues:				
General Fund	4,051,099	4,872,188	4,422,831	4,022,838
Streets Fund	1,902,072	2,099,704	2,003,011	1,500,000
Water Fund	5,260,569	7,090,273	7,020,622	8,812,531
Waste Water Fund	2,677,475	3,200,225	3,434,775	2,358,295
Drainage Fund	830,112	882,308	845,584	855,400
Parks Fund	1,941,667	1,545,026	1,681,636	1,275,507
Conservation Trust Fund	119,749	79,922	80,400	77,000
Library Trust Fund	43,250	54,000	50,000	18,000
Total Revenues	16,825,992	19,823,646	19,538,859	18,919,571
Transfers				
Capital Projects Fund		5,366,140	23,146,060	21,069,089
General Fund	2,086,291	2,421,173	2,421,173	3,206,100
Total Transfers	2,086,291	7,787,313	25,567,233	24,275,189
Grants				
Drainage Fund				112,000
Loan Proceeds				
Water Treatment Plan Loan			13,730,780	7,850,000
Total Revenue All Funds	\$ 18,912,283.18	\$ 27,610,959.73	\$ 58,836,872.00	\$ 51,156,759.94

	2019 Actual	2020 Projected	2021 Budgeted	2021 Budgeted
Expenditures:				
General Fund	5,019,908	5,228,946	6,073,105	7,142,563
Streets Fund	308,804	288,038	337,842	335,592
Water Fund	1,938,908	3,981,753	3,850,049	5,133,895
Waste Water Fund	750,854	1,231,954	1,320,212	1,340,287
Drainage Fund	525,784	375,665	414,446	506,500
Parks Fund	888,759	916,156	1,284,139	1,394,486
Conservation Trust Fund	200,000	-	-	-
Library Trust Fund	17,000	-	-	-
Capital Projects Fund	-	5,366,140	23,119,817	21,069,089
Total Expenditures	9,650,017	17,388,652	36,399,610	36,922,413
Transfers Out - General Fund				
Streets Fund	549,862	506,938	506,938	547,077
Water Fund	706,970	908,674	908,674	1,222,301
Waste Water Fund	466,512	570,562	570,562	765,145
Drainage Fund	91,804	118,080	118,080	136,898
Parks Fund	271,143	334,162	334,162	534,679
Total Transfer to General Fund	2,086,291	2,438,416	2,438,416	3,206,100
Transfer Out - Capital Projects				
General Fund	-	438,566	1,609,743	1,780,178
Streets Fund	-	656,440	1,073,450	2,251,567
Water Fund	-	3,838,350	18,523,008	11,635,411
Waste Water Fund	-	225,569	1,367,236	4,824,583
Drainage Fund	-	116,180	213,380	311,351
Parks Fund	-	91,036	333,000	266,000
Total Transfer to Capital Projects	-	5,366,140	23,119,817	21,069,089
Total Expenditures All Funds	\$ 11,736,307.93	\$ 25,193,207.99	\$ 61,957,843.00	\$ 61,197,601.81

Governmental Funds
2021 Fund Projections
Overview

Revenues	10,004,445
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Expenditures

Operating cost	8,603,181
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Administration/Overhead	1,081,755
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Debt Service	269,460
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CIP projects	4,297,745
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Total Expenditure	14,252,141
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Amount Available	(4,247,696)
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Projected 2020 FB	12,405,553
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Projected 2021 Ending FB	9,440,381
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Required FB	3,196,029
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General Fund
2021 Fund Projections
Overview

Revenues

Property Tax:	1,512,412
Sales Tax:	1,894,029
Building Material Use Tax:	70,000
Severance Taxes/Mineral Lea:	42,538
Franchise Fees:	187,000
Building Permits:	126,500
Business Licenses:	31,660
Land Use Fees:	61,000
Court Fines:	8,500
Misc. Other Revenues:	89,200
Transfer:	
From Streets	547,077
From Water	1,222,301
From Sewer	765,145
From Drainage	136,898
From Parks	534,679
Total Revenue	7,228,938

Expenses

Operating cost	7,142,563
CIP projects	1,780,178
Total Expenditure	8,922,741

Amount Available (1,693,803)

Projected 2020 FB	7,482,732
Projected 2021 Ending FB	5,788,928
Required FB	2,357,046

Streets Fund
2021 Fund Projections
Overview

Revenues

Sales Tax	340,000
Road Impact Fee:	170,000
Motor Vehicle Spec. Ownership:	90,000
Motor Vehicle Registration Tax:	25,000
Motor Vehicle Use Tax:	500,000
Highway Users Tax:	263,000
Developer Road Fee Escrow	51,000
Street Cut Permits	7,000
Sale of Assets	1,000
Investment earnings	15,000
Road & Bridge Tax:	38,000
Total Revenue	1,500,000

Expenses

Admin/OH	547,077
Operating cost	335,592
CIP projects	2,251,567
Total Expenditure	3,134,236

Amount Available (1,634,236)

Projected 2020 FB	2,323,401
Projected 2021 Ending FB	689,165
Required FB	291,281

Parks Fund
2021 Fund Projections
Overview

Revenues

Sales Tax:	473,507
Use Tax on Construction Materials	35,000
Motor Vehicle Use Tax	100,000
Park Impact Fee:	100,000
Trails Impact Fee:	45,000
Open Space Sales Tax:	270,000
Recreation Fees/Sales:	32,000
Conservation Trust Fund	200,000
Investment Earnings	20,000
Total Revenue	1,275,507

Expenses

Admin/OH	534,679
Operating cost	1,125,026
Debt Service	269,460
CIP projects	266,000
Total Expenditure	2,195,164

Amount Available (919,657)

Projected 2020 FB	2,599,420
Projected 2021 Ending FB	1,679,763
Required FB	547,702

Water Fund
2021 Fund Projections
Overview

Revenues

Water Sales	5,135,866
Investments	150,000
Raw Water Tap Fee	2,691,072
Tap Fees	750,000
Property Tax (Debt Service)	85,593
Total Revenue	8,812,531

Other Inflows

CWRPDA Loan	7,850,000
Total Inflows	7,850,000

Total Revenue and Inflows 16,662,531

Expenses

Admin/OH	1,222,301
Operating cost	1,453,588
Water Purchase	2,058,854
Debt Service	1,621,453
CIP projects	11,635,411
Total Expenditure	17,991,607

Amount Available (1,329,076)

Projected 2020 FB 16,910,427

Projected 2021 Ending FB 15,581,350

***Required FB 2,671,652**

*Fund Balance is Broken out into two categories:

Raw Water Tap Fees	4,438,929
Tap Fees	11,142,421

Sewer Fund
2021 Fund Projections
Overview

Revenues

Sewer Services	1,442,295
Investments	166,000
Tap Fees	750,000
Total Revenue	2,358,295

Expenses

Admin/OH	765,145
Operating cost	832,535
Debt Service	507,752
CIP projects	4,824,583
Total Expenditure	6,930,015

Amount Available (4,571,720)

Projected 2020 FB	10,316,962
Projected 2021 Ending FB	5,745,241
Required FB	527,234

Drainage Fund
2021 Fund Projections
Overview

Revenues

Drainage Services	265,000
Grants	112,000
Investments	10,000
Motor Vehicle/Bridge Tax	16,400
Tap Fees	84,000
Total Revenue	487,400

Expenses

Admin/OH	136,898
Operating cost	26,500
Debt Service	-
CIP projects	311,351
Total Expenditure	474,749

Authority Income	480,000.00
Authority Expenditure	480,000.00

-

Amount Available	12,651
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Projected 2020 FB	419,998
Projected 2021 Ending FB	432,649
Required FB	53,921

Legislative Board

The Board of Trustees acts as the governing body and legislative branch for the Town of Wellington's government and develops public policy consistent with the needs of the community by way of enacting ordinances, formal motions, and resolutions which provide direction to the Town Administrator.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	11,659	11,659	0.0%
Materials & Supplies	20,500	55,000	168.3%
Operations & Maintenance	61,986	146,200	135.9%
Total	94,145	212,859	126.1%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Mayor	1	1	1
Council	6	6	6
Total	7	7	7

LEGISLATIVE
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 11					
Compensation & Benefits					
201-11-5102	Benefits	859	859	859	859
201-11-5107	Elected Official Compensation	10,520	-	10,800	10,800
		11,378	859	11,659	11,659
Materials & Supplies					
201-11-5414	Election Expense	-	10,683	20,500	55,000
		-	10,683	20,500	55,000
Operations & Maintenance					
201-11-5331	Publishing & Legal Notice	1,420	2,159	1,486	1,200
201-11-5335	Dues & Subscriptions	950	-	2,500	2,500
201-11-5352	Municipal Legal Services	11,311	-	35,000	35,000
201-11-5363	R&M Computer/Office Equipment	910	3,556	-	1,000
201-11-5380	Travel & Training	3,877	1,553	10,000	10,000
201-11-5950	Board Outreach	-	79	3,000	86,800
201-11-5951	Board Discretionary Fund	-	479	10,000	7,000
201-11-5495	Miscellaneous	522	58	-	-
201-11-5530	Code Review & Update	950	3,346	-	2,700
		19,942	11,230	61,986	146,200
TOTAL EXPENDITURES		31,320	22,772	94,145	212,859

Judicial

The Municipal Court maintains files on all citations issued by the Larimer County Sheriff Department and Code Enforcement for violations of municipal law; hears all cases involving said violations and reports all applicable convictions to the Department of Motor Vehicle's Licensing Bureau. Records are maintained in such a manner to assure that all sentences are processed in a legal and timely manner according to state law.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	8,379	-	-100.0%
Materials & Supplies	2,500	2,500	0.0%
Operations & Maintenance	27,600	22,100	-19.9%
Total	38,479	24,600	-36.1%
Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Court Clerk	0.25	0.25	0
Total	0.25	0.25	0

JUDICIAL
BUDGET SUMMARY

FUND/DIVISION - 12		EXPENDITURES			
		2019 ACTUAL	2020 PROJECTED	2020 BUDGETED	2021 BUDGETED
Compensation & Benefits					
201-12-5100	Wages & Salaries	5,368	479	5,472	-
201-12-5102	Benefits	2,406	260	2,907	-
		7,775	739	8,379	-
Materials & Supplies					
201-12-5214	Office Supplies	-	618	2,500	2,500
		-	618	2,500	2,500
Operations & Maintenance					
201-12-5109	Magistrate	9,000	9,000	9,000	9,000
201-12-5349	Court Clerk	-	-	-	-
201-12-5359	Prosecuting Attorney	7,197	4,283	15,000	7,500
201-12-5380	Travel & Training	494	142	3,600	3,600
201-12-5495	Miscellaneous	1,499	-	-	-
201-12-5498	Court Appointed Counsel	-	-	-	1,000
201-12-5499	Translator Fees	-	150	-	1,000
		18,191	13,575	27,600	22,100
TOTAL EXPENDITURES		25,966	14,932	38,479	24,600

Administration

The Town Administrator is appointed by the Board of Trustees and serves as the chief administrative officer of the organization. The Town Administrator's Office is responsible for providing direction on day-to-day operations, overseeing and implementing organizational policies, laws and Town ordinances, providing the Board of Trustees support, implementing organizational goals, appointing department directors and the development and submission of the annual budget to the Board of Trustees.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	267,020	471,970	76.8%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	76,700	165,100	115.3%
Total	343,720	637,070	85.3%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Town Administrator	1	1	1
Assistant Town Administrator	1	1	1
Management Analysis	0	0	1
Communication and Marketin	0	1	1
Total	2	3	4

ADMINISTRATION
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 13					
Compensation & Benefits					
201-13-5100	Wages & Salaries	210,596	215,858	221,328	388,725
201-13-5102	Benefits	39,222	30,289	45,692	83,245
		249,818	246,147	267,020	471,970
Materials & Supplies					
		-	-	-	-
Operations & Maintenance					
201-13-5331	Publishing & Legal Notices	809	-	2,200	1,500
201-13-5335	Dues & Subscription	10,312	6,000	8,000	8,000
201-13-5336	Public Relations	602	57	-	600
201-13-5348	Legal/Eng.-Water Rights Issues	-	-	-	-
201-13-5352	Legal Services	47,345	89,597	25,000	75,000
201-13-5356	Professional Fees	9,349	14,000	35,000	25,000
201-13-5363	R&M Computer/Office Equipment	-	-	-	50,000
201-13-5381	Mileage Reimbursement	415	-	1,500	-
201-13-5496	Community Relations	535	1,000	5,000	5,000
		69,368	110,654	76,700	165,100
TOTAL EXPENDITURES		319,185	356,801	343,720	637,070

Finance

The Finance Department manages and accounts for the Town's financial resources. This department prepares and monitors the annual budget, invests Town funds to protect assets, maintains fiscal liquidity and maximizes income in compliance with all governing financial and accounting laws.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	460,933	468,443	1.6%
Materials & Supplies	32,500	28,400	-12.6%
Operations & Maintenance	239,693	224,900	-6.2%
Total	733,126	721,743	-1.6%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accounts Payable Clerk	0.75	0.75	1.00
Utility Services	1.00	1.00	1.00
Payroll Specialist	-	1.00	1.00
Total	3.75	4.75	5.00

FINANCE
BUDGET SUMMARY

FUND/DIVISION - 14		EXPENDITURES			
		2019 ACTUAL	2020 PROJECTED	2020 BUDGETED	2021 BUDGETED
Compensation & Benefits					
201-14-5100	Wages & Salaries	261,963	222,684	328,657	366,948
201-14-5102	Benefits	89,912	89,283	132,276	101,495
		351,875	311,967	460,933	468,443
Materials & Supplies					
201-14-5311	Postage	23,733	2,128	5,000	2,400
201-14-5321	Printing Services	380	28,394	27,500	26,000
		24,113	30,522	32,500	28,400
Operations & Maintenance					
201-14-5155	Road & Bridge Tax IGA	-	-	16,000	-
201-14-5510	Insurance and Bonds	140,346	119,068	134,833	148,000
201-14-5353	Accounting & Audit	19,640	24,400	24,400	27,000
201-14-5335	Dues and Subscriptions	-	151	3,000	3,500
201-14-5338	Bank Service Charge	312	-	1,000	-
201-14-5363	R&M Computer/Office Equip	-	2,247	-	1,500
201-14-5378	Office Space Rental	14,795	1,361	15,840	3,000
201-14-5380	Travel and Training	-	2,500	10,250	10,500
201-14-5381	Mileage Reimbursement	168	35	800	-
201-14-5560	County Treas. Fees	22,218	21,000	33,070	30,000
201-14-5640	Paying Agent Fee	500	500	500	1,200
201-14-5733	Traffic Signals	69,597	-	-	-
201-14-5950	Document Shredding	180	20	-	200
		267,756	171,282	239,693	224,900
TOTAL EXPENDITURES		643,745	513,771	733,126	721,743

Customer Service

The Customer Service Department provides newcomers and longtime customers information to Town operations and services. The Deputy Town Clerk is the record keeper for the town and is responsible for elections, building permits, liquor licenses, and the municipal code.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	155,977	170,207	9.12%
Materials & Supplies	6,500	8,500	30.77%
Operations & Maintenance	3,800	7,950	109.21%
Total	166,277	186,657	12.26%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Administrative Assistant	1.00	1.00	1.00
Town Clerk	1.00	1.00	1.00
Total	2.00	2.00	2.00

CUSTOMER SERVICE
BUDGET SUMMARY

		EXPENDITURES			
FUND/DIVISION - 15		2019	2020	2020	2021
Compensation & Benefits		ACTUAL	PROJECTED	BUDGETED	BUDGETED
201-15-5100	Wages and Salaries	112,722	152,106	114,901	133,175
201-15-5102	Benefits	27,516	30,213	41,076	37,032
		140,237	182,318	155,977	170,207
Materials & Supplies					
201-15-5214	Office Supplies	6,750	6,000	6,000	6,000
201-15-5363	R&M Computer/Office Equip.	1,931	16,318	500	2,500
		8,681	22,318	6,500	8,500
Operations & Maintenance					
201-15-5105	Temporary Employment Services	-	16,500	-	-
201-15-5331	Publishing & Legal Notices	104	-	-	-
201-15-5335	Dues & Subscriptions	-	-	-	400
201-15-5380	Travel & Training	-	-	-	3,500
201-15-5381	Mileage Reimbursement	-	-	300	300
201-15-5495	Miscellaneous	6,424	1,238	3,500	3,500
201-15-5948	Employee Apparel	-	-	-	250
		6,528	17,738	3,800	7,950
TOTAL EXPENDITURES		155,447	222,374	166,277	186,657

Human Resources

The HR Manager is responsible for employee compensation and benefits administration; recruitment and; employee relations, training and development of staff; personnel policy development and interpretation.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	96,379	166,460	72.7%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	112,639	29,600	-73.7%
Total	209,018	196,060	-6.2%

	2019 Budgeted	2020 Budgeted	2021 Proposed
Authorized Personnel FTE			
Human Resources Manager	1.00	1.00	1.00
Administrative Assistant	-	-	0.50
Total	1.00	1.00	1.50

HUMAN RESOURCES
BUDGET SUMMARY

		EXPENDITURES			
FUND/DIVISION - 16		2019	2020	2020	2021
Compensation & Benefits		ACTUAL	PROJECTED	BUDGETED	BUDGETED
201-16-5100	Wages & Salaries	30,048	48,150	71,647	118,775
201-16-5102	Benefits	14,220	13,239	24,732	35,685
201-16-5103	Temporary Employment Services	-	-	-	12,000
		44,268	61,389	96,379	166,460
Materials & Supplies					
Operations & Maintenance					
201-16-5226	Executive Search	1,976	43,301	10,900	-
201-16-5356	Professional Fees	-	6,000	25,000	2,400
201-16-5380	Travel & Training	41,389	18,000	65,239	4,000
201-16-5580	Employee Drug Testing	2,593	1,000	2,000	2,000
201-16-5582	Employee Wellness/Recognition	770	-	5,000	13,000
201-16-5583	Background Check	837	1,500	700	1,000
201-16-5948	Employee Apparel	2,070	3,000	3,000	4,800
201-16-5949	Employee Advertising	1,339	3,300	800	2,400
		50,974	76,101	112,639	29,600
TOTAL EXPENDITURES		95,242	137,490	209,018	196,060

Information Services

The Town of Wellington contracts out Information Systems services to an outside company. Through our contract, they support Town staff with IT Help Desk support, manage hardware and software needs for all departments, and maintain the security network environment.

The Town of Wellington contracts out Information System services to an third party vendor.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	73,459	0.0%
Materials & Supplies	125,000	140,000	12.0%
Operations & Maintenance	47,200	49,600	5.1%
Total	172,200	263,059	52.8%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
IT Technician	-	-	1.00
Total	-	-	1.00

INFORMATION SERVICES
BUDGET SUMMARY

		EXPENDITURES			
FUND/DIVISION - 17		2019	2020	2020	2021
Compensation & Benefits		ACTUAL	PROJECTED	BUDGETED	BUDGETED
201-17-5100	Wages	-	-	-	55,850
201-17-5102	Benefits	-	-	-	17,609
		-	-	-	73,459
Materials & Supplies					
201-17-5579	Software License/Support	74,738	155,702	125,000	140,000
		74,738	155,702	125,000	140,000
Operations & Maintenance					
201-17-5345	Telephone Services	29,363	32,568	23,000	24,000
201-17-5585	Website Maintenance	23,328	5,091	10,000	6,000
201-17-5382	Network Administration	4,431	4,241	5,000	6,000
201-17-5384	Internet Service	5,402	11,115	5,200	10,000
201-17-5386	E-Mail Services	12,341	2,412	-	-
201-17-5947	Copier Expense	2,033	2,785	4,000	3,600
		76,898	58,212	47,200	49,600
TOTAL EXPENDITURES		151,635	213,915	172,200	263,059

Planning and Zoning

The Planning and Development Department promotes healthy and sustainable growth by providing for the orderly growth of the community and the businesses within it. The department includes the Town Planner and Development Coordinator and provides oversight for contractual services for building plan review and inspections.

The Department is responsible for regulatory review of zoning and subdivision of land to assure compliance with the Town's Comprehensive Plan. Staff assist residents, property owners, businesses, and developers in understanding and applying the Town's plans and regulations. The department also facilitates meetings for the Planning Commission and Board of Adjustments; and provides professional expertise to other advisory boards and the Board of Trustees.

Activities include long-range and current planning, implementation of Wellington's Comprehensive Plan, site plan review and zoning administration. The department facilitates the development review process for all new developments and redevelopment activities. Development review includes coordination with contracted engineering services, building inspection services, as well as coordination with the Wellington Fire Protection District and other outside agencies as appropriate.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	247,167	404,288	63.6%
Materials & Supplies	9,000	13,500	50.0%
Operations & Maintenance	543,447	544,775	0.2%
Total	799,614	962,563	20.4%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Planning Director	1.00	1.00	1.00
Planning Coordinator	1.00	1.00	1.00
Planner II	-	1.00	1.00
Building Official	-	-	1.00
Total	2.00	3.00	4.00

PLANNING AND ZONING
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 18					
Personnel Services					
201-18-5100	Wages & Salaries	133,240	145,393	195,838	320,993
201-18-5102	Benefits	22,125	29,500	51,329	83,295
		155,365	174,893	247,167	404,288
Materials & Supplies					
201-18-5214	Office Supplies	769	7,781	7,500	11,000
201-18-5331	Recording & Legal Publishing	1,694	1,283	1,500	2,500
		2,463	9,064	9,000	13,500
Operations & Maintenance					
201-18-5335	Dues and Subscriptions	657	135	1,810	1,830
201-18-5350	Building Insp. Fee Remittance	320,608	532,389	450,000	450,000
201-18-5352	Legal Services	-	-	10,000	10,000
201-18-5354	Reimbursable Legal Services	-	-	2,500	2,500
201-18-5355	Engineering Services-Municipal	66,662	5,000	30,000	30,000
201-18-5356	Reimbursable Engineering Ser.	57,776	-	30,000	30,000
201-18-5357	Reimbursable Planning Services	1,049	-	10,000	10,000
201-18-5380	Travel & Training	2,154	1,200	7,387	9,965
201-18-5381	Mileage Reimbursement	119	300	1,750	480
201-18-5401	Grants/Loans - Consulting	-	-	-	-
201-18-5402	Development Review Consulting	-	-	-	-
201-18-5495	Miscellaneous	204	-	-	-
		449,229	539,024	543,447	544,775
TOTAL EXPENDITURES		607,057	722,981	799,614	962,563

Law Enforcement

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. 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 Code Enforcement 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

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	1,351,314	1,518,500	12.4%
Total	1,351,314	1,518,500	12.4%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Total	-	-	-

LAW ENFORCEMENT
BUDGET SUMMARY

FUND/DIVISION - 21		EXPENDITURES			
		2019 ACTUAL	2020 PROJECTED	2020 BUDGETED	2021 BUDGETED
Compensation & Benefits		-	-	-	-
Materials & Supplies		-	-	-	-
Operations & Maintenance		-	-	-	-
201-21-5364	LCSD - Personnel	1,225,660	1,031,031	1,031,031	1,500,000
201-21-5376	LCSD - Support Costs	140,571	300,783	300,783	-
201-21-5377	LCSD - Community Activities	1,047	1,000	1,500	1,000
201-21-5378	LCSD - Office Rental/Maint.	14,387	17,500	17,500	17,500
201-21-5495	LCSD - Miscellaneous	380	-	500	-
		1,382,046	1,350,314	1,351,314	1,518,500
TOTAL EXPENDITURES		1,382,046	1,350,314	1,351,314	1,518,500

Code Enforcement

The Neighborhood Services Officer ensures the Town's zoning, subdivision, nuisance, grading and drainage codes, and health and safety regulations are followed. Activities include conducting field investigations and inspections, gathering information, preparing reports, advising violators, issuing summonses, obtaining compliance or initiating legal action, responding to complaints, and testifying in court. The purpose of this position is to work together with residents and property owners to achieve a clean, safe, and aesthetically pleasing community which enhances the quality of life in Town of Wellington by ensuring proper compliance with Town codes, standards, and regulations.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	71,303	62,744	-12.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	20,200	14,242	-29.5%
Total	91,503	76,986	-15.9%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Nieghborhood Service Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

CODE ENFORCEMENT
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 24					
Compensation & Benefits					
201-24-5100	Wages & Salaries	36,011	53,159	48,790	55,850
201-24-5102	Benefits	4,623	6,386	22,513	6,894
		40,634	59,545	71,303	62,744
Materials & Supplies					
		-	-	-	-
Operations & Maintenance					
201-24-5231	Fuel, Oil & Grease	5,832	4,211	5,700	6,042
201-24-5233	R&M - Machinery & Equip. Parts	-	1,000	300	-
201-24-5345	Telephone Services	1,273	1,088	1,200	1,200
201-24-5363	R&M Computer/Office Equip	-	564	-	-
201-24-5371	Cell Phone/Accessories	76	-	-	-
201-24-5372	Uniforms	-	60	-	-
201-24-5374	Humane Society Holding Charges	11,511	2,569	4,000	4,000
201-24-5375	Protective Insp. Equipment	828	1,500	3,000	3,000
201-24-5380	Travel & Training	-	1,000	6,000	-
201-24-5495	Miscellaneous	49	-	-	-
		19,568	11,992	20,200	14,242
TOTAL EXPENDITURES		60,202	71,537	91,503	76,986

Public Works

The Public Works Department is divided into 4 divisions: water, wastewater, public works, and engineering. This department oversees the Capital Improvement Program (CIP), water treatment, wastewater treatment, drainage systems, streets, facilities, parks, trails and fleet management. For 2019, the department has a staff of 13 permanent employees and 4 seasonal personnel. Public Works Department maintains over 60 miles of streets; sweeping, snow removal, patching, striping, crack sealing, etc. Public Works maintains over 33 miles of wastewater collections lines; 47 miles of water distribution lines; and numerous manholes, water valves, and fire hydrants; 161 acres of parks and 3.2 miles of trails.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	1,169,967	1,579,761	35.0%
Materials & Supplies	65,475	48,200	-26.4%
Operations & Maintenance	190,750	199,160	4.4%
Total	1,426,192	1,827,121	28.1%

	2019 Budgeted	2020 Budgeted	2021 Proposed
Authorized Personnel FTE			
Director of Public Works	1.00	1.00	1.00
Deputy Director	-	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Civil Engineer I	1.00	1.00	1.00
Civil Engineer II	1.00	1.00	1.00
Civil Engineer II	-	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00
Maintenance III	1.00	1.00	1.00
Street Equipment Operator II	1.00	1.00	1.00
Equipment Operator I	1.00	1.00	1.00
Equipment Operator I	1.00	1.00	1.00
Maintenance I	1.00	1.00	1.00
Maintenance Operator II	1.00	1.00	1.00
Utility Distribution Collection	1.00	1.00	1.00
Utility Distribution Collection			1.00
Meter Reader/Locator Inspect	0.50	0.50	-
Distribution Collection ORC	-	1.00	1.00
Total	13.50	16.50	17.00

PUBLIC WORKS
BUDGET SUMMARY

FUND/DIVISION - 34		EXPENDITURES			
		2019 ACTUAL	2020 PROJECTED	2020 BUDGETED	2021 BUDGETED
Compensation & Benefits					
201-34-5100	Wages & Salaries	685,671	742,039	848,986	1,195,923
201-34-5102	Benefits	221,131	257,121	320,981	383,838
		906,802	999,159	1,169,967	1,579,761
Materials & Supplies					
201-34-5241	Shop Supplies	3,712	1,104	5,400	4,200
201-34-5372	Uniforms	1,680	24,743	25,425	18,000
201-34-5422	Small Tools	192	-	1,000	1,000
201-34-5941	PW Office Supplies	18,795	19,189	25,400	19,000
201-34-5947	Copier Expense	7,020	10,646	8,250	6,000
		31,399	55,682	65,475	48,200
Operations & Maintenance					
201-34-5213	Data Processing Supplies	111	-	-	-
201-34-5231	Fuel, Oil & Grease	1,944	1,404	2,500	2,500
201-34-5233	R&M- Machinery & Equip. Parts	993	2,481	2,500	2,500
201-34-5329	HOA Fees	360	300	360	360
201-34-5335	Dues & Subscriptions	2,032	4,804	5,400	4,000
201-34-5363	R&M Computer/Office Equip.	5,036	11,702	4,390	5,800
201-34-5370	Safety Workwear Allowance	-	1,000	1,600	1,200
201-34-5371	Cell Phone/Accessories	33	84	10,000	-
201-34-5380	Travel & Training	13	-	-	18,000
	Employee Recognition	-	-	-	1,800
201-34-5396	Weed/Refuse Clean Up	-	13	-	-
201-34-5398	Waste Collection Service	7,862	9,021	8,000	8,000
201-34-5402	Dev. Review/Misc. Consulting	2,205	-	40,000	40,000
201-34-5404	Big Event Grill	-	-	-	-
201-34-5456	Mosquito Control	9,400	10,600	15,000	15,000
201-34-5457	Rodent Control	-	-	1,000	-
201-34-5356	Professional Services	-	14	80,000	60,000
201-34-5495	Miscellaneous	221	96	-	-
201-34-5790	GIS/Mapping	4,463	21,960	20,000	40,000
		34,672	63,478	190,750	199,160
TOTAL EXPENDITURES		972,873	1,118,320	1,426,192	1,827,121

Cemetery

The Highland Cemetery is located at 9192 NE Frontage Road. The Town of Wellington performs all the routine operations and maintenances at the cemetery.

Expenditures	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Compensation & Benefits	-	-	0.0%
Materials & Supplies	2,500	5,000	100.0%
Operations & Maintenance	20,000	25,000	25.0%
Total	22,500	30,000	33.3%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Total	-	-	-

CEMETRY
BUDGET SUMMARY

		EXPENDITURES			
FUND/DIVISION - 42		2019	2020	2020	2021
Personnel Services		ACTUAL	PROJECTED	BUDGETED	BUDGETED
		-	-	-	-
		-	-	-	-
Materials & Supplies					
201-42-5423	Sand & Gravel & Road Base	-	404	2,500	5,000
		-	404	2,500	5,000
Operations & Maintenance					
201-42-5382	Grounds Maintenance Service	-	-	5,000	5,000
201-42-5454	Survey	12,921	-	15,000	20,000
		12,921	-	20,000	25,000
TOTAL EXPENDITURES		12,921	404	22,500	30,000

General Use Building & Community Center

These are buildings owned or leased by the Town for Town employees.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	13,500	27,200	101.5%
Operations & Maintenance	55,357	47,200	-14.7%
Total	68,857	74,400	8.1%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Total	-	-	-

GENERAL USE BUILDING & COMMUNITY CENTER SUMMARY
BUDGET SUMMARY

FUND/DIVISION - 49		EXPENDITURES			
		2019 ACTUAL	2020 PROJECTED	2020 BUDGETED	2021 BUDGETED
Compensation & Benefits		-	-	-	-
Materials & Supplies		-	-	-	-
201-49-5367	R&M Serv./Supplies - Buildings	15,133	25,000	12,500	25,000
201-49-5368	Cleaning Supplies	475	2,809	1,000	2,200
		15,608	27,809	13,500	27,200
Operations & Maintenance					
201-49-5341	Electricity	15,525	13,057	15,857	10,000
201-49-5342	Water	2,036	3,970	2,200	3,100
201-49-5343	Sewer	1,762	1,761	1,800	1,600
201-49-5344	Natural Gas - Heat	15,576	11,972	14,000	12,000
201-49-5346	Storm Drainage	2,680	2,627	3,000	2,500
201-49-5369	Janitorial Service	21,685	-	18,000	18,000
201-49-5495	Miscellaneous	-	-	500	-
201-49-5533	Equipment Rental	-	-	-	-
201-49-5994	TV/VCR/Projector	-	-	-	-
		59,264	33,387	55,357	47,200
TOTAL EXPENDITURES		74,873	61,196	68,857	74,400

Community Activities

The Wellington Community Activities Commission (CAC) is comprised of volunteers who want to give back to Wellington by giving their time and energy to coordinate community events. Annual events include the Easter Egg Hunt, Fishing Derby, 4th of July, Halloween Costume Contest, Veteran's Day, and the Parade of Lights.

Due to lack of community interest; eliminating the Valentine's Day Dance, Neighborhood Cleanup, Summer Movies in the Park, and Fall Dance

Increase to reflect the growth in popularity of the Easter Event for additional port-o-potties

Increase in 4th of July for traffic control expense and adding the car show to the budget.

The cost of ads in the North Forty have increase by \$60 per ad, the budget reflects this increase.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	90,910	77,910	-14.3%
Total	90,910	77,910	-14.3%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Total	-	-	-

COMMUNITY ACTIVITIES
BUDGET SUMMARY

		EXPENDITURES			
FUND/DIVISION - 50		2019	2020	2020	2021
Compensation & Benefits		ACTUAL	PROJECTED	BUDGETED	BUDGETED
		-	-	-	-
Materials & Supplies		-	-	-	-
		-	-	-	-
Operations & Maintenance		-	-	-	-
201-50-5150	9 Health Fair	-	-	-	-
201-50-5152	Boys & Girls Club Contribution	282	-	-	-
201-50-5187	Got What It Takes	-	-	-	-
201-50-5188	Eagles After Hours	5,048	5,000	5,000	-
201-50-5190	Car Show Expenditures	4,149	-	4,000	-
201-50-5192	CAC Program Expenditures	21,852	5,000	25,410	35,410
201-50-5193	Traffic & Crowd Control	4,000	4,500	4,500	-
201-50-5196	CAC Related Equipment	288	-	-	-
201-50-5222	Town Picnics / Parties	8,651	6,500	6,500	-
201-50-5495	Miscellaneous	100	-	-	-
201-50-5908	Holiday Lighting	3,117	5,000	5,000	2,500
201-50-5932	Fireworks	32,097	34,950	35,000	37,500
201-50-5933	Senior's Van	8,116	5,500	5,500	2,500
201-50-5934	Holiday Supplies	125	-	-	-
		87,825	66,450	90,910	77,910
TOTAL EXPENDITURES		87,825	66,450	90,910	77,910

Economic Development

As a newly formed department, the Economic Development Director encourages development that reflects and enhances Wellington's unique culture and historic characteristics. The Economic Development Director helps build a solid foundation to increase the Town's economic vitality, diversify the community's tax base, and strengthen the quality of life for our residents.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	127,829	-	-100.0%
Materials & Supplies	2,250	-	-100.0%
Operations & Maintenance	131,831	75,000	-43.1%
Total	261,910	75,000	-71.4%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Economic Development			
Director	1.00	1.00	-
Total	1.00	1.00	-

ECONOMIC DEVELOPMENT
BUDGET SUMMARY

		EXPENDITURES			
FUND/DIVISION - 51		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
Compensation & Benefits					
201-51-5100	Wages & Salaries	51,000	53,630	90,337	-
201-51-5102	Benefits	13,566	19,453	37,492	-
		64,566	73,082	127,829	-
Materials & Supplies					
201-51-5214	Office Supplies	173	1,257	600	-
201-51-5311	Postage	-	-	150	-
201-51-5321	Printing	537	236	1,500	-
		710	1,493	2,250	-
Operations & Maintenance					
201-51-5101	Seasonals	-	506	-	-
201-51-5154	Economic Development	-	9,610	10,000	-
201-51-5157	Main Street Project Contrib.	75,000	75,000	75,000	-
201-51-5335	Dues/Fees/Subscriptions	1,522	1,629	2,000	-
201-51-5356	Professional Fees	3,932	5,000	25,000	60,000
201-51-5363	R&M Computer/Office Expense	5,582	-	-	-
201-51-5380	Travel/Mileage	2,221	-	3,000	-
201-51-5381	Mileage Reimbursement	670	-	-	-
201-51-5401	Contracts Services/Marketing	52,923	12,000	16,831	15,000
201-51-5495	Miscellaneous	14,010	-	-	-
201-51-5785	CDOT Building Upgrades	(3,966)	-	-	-
		151,895	103,745	131,831	75,000
TOTAL EXPENDITURES		217,171	178,320	261,910	75,000

Library

The library operates out of the Leeper Center and is open 42.5 hours per week and has approximately 24,000 items available for use. The Wellington Public Library has a collection of materials of interest to children and adults. These items are available for check out and/or use within the library. Public access to the internet is provided to the public. The library offers fax, scanning, and copier service. Staff programs activities and educational content for adults, teens, and children.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	145,965	180,401	23.6%
Materials & Supplies	32,550	40,550	24.6%
Operations & Maintenance	24,825	22,085	-11.0%
Total	203,340	243,036	19.5%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Library Director	1.00	1.00	1.00
Assistant Library Director	0.75	0.75	0.75
Library Clerk	0.50	0.50	0.50
Library Clerk	0.50	0.50	0.50
Library Clerk	0.50	0.50	0.50
Total	3.25	3.25	3.25

LIBRARY
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 55					
Compensation & Benefits					
201-55-5100	Wages & Salaries	116,375	113,738	112,372	144,430
201-55-5102	Benefits	25,241	19,750	33,593	35,970
		<u>141,616</u>	<u>133,489</u>	<u>145,965</u>	<u>180,401</u>
Materials & Supplies					
201-55-5214	Office Supplies	4,364	4,054	6,000	9,000
201-55-5311	Postage	121	150	150	150
201-55-5312	Stamps	-	-	-	-
201-55-5321	Printing Services	-	-	400	400
201-55-5793	E-Books - Subscriptions	1,550	5,500	5,500	5,500
201-55-5900	Library Books	14,115	6,500	17,000	17,000
201-55-5901	Library Shelving & Furnishings	1,013	200	2,000	2,000
201-55-5902	Courier Service	822	1,201	1,500	1,500
201-55-5903	Grant Donation	4,499	5,202	-	5,000
		<u>26,485</u>	<u>22,807</u>	<u>32,550</u>	<u>40,550</u>
Operations & Maintenance					
201-55-5331	Publishing & Legal Notices	-	-	700	700
201-55-5333	Dues	-	-	200	200
201-55-5335	Subscriptions	412	158	1,000	1,000
201-55-5337	Summer Reading Program	1,231	600	1,500	3,500
201-55-5345	Telephone Services	1,308	-	1,650	1,650
201-55-5347	Story Time Supplies	-	165	200	200
201-55-5363	R&M Computer/Office Equip.	1,240	500	750	750
201-55-5380	Travel & Training	579	500	1,250	1,250
201-55-5384	Internet Service	1,312	1,200	2,200	1,000
201-55-5387	Special Event Supplies	128	-	375	375
201-55-5495	Miscellaneous	374	150	500	500
201-55-5579	Software License/Support	5,685	6,000	11,000	7,460
201-55-5792	Multi Media	2,033	1,000	3,500	3,500
		<u>14,302</u>	<u>10,273</u>	<u>24,825</u>	<u>22,085</u>
TOTAL EXPENDITURES		<u>182,403</u>	<u>166,569</u>	<u>203,340</u>	<u>243,036</u>

Transfer - General Fund

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	-	-	0.0%
Transfer	1,609,743	1,780,178	0.0%
Total	1,609,743	1,780,178	0.0%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Total	-	-	-

TRANSFER - GENERAL FUND
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 56					
Compensation & Benefits					
Materials & Supplies					
Operations & Maintenance					
Transfer					
201-56-5001	Transfer to Capital Projects Fund	-	470,612	1,609,743	1,780,178
		-	470,612	1,609,743	1,780,178
TOTAL EXPENDITURES		-	470,612	1,609,743	1,780,178

Streets

The Street Divisions strives to ensure the safe and efficient movement of pedestrians, bicyclists, and motorists on public streets to the extent possible with signs and pavement markings. The Streets Division is responsibilities include:

Street patching
 Street painting
 Crack sealing
 Pothole repair
 Roadway weed control

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	18,000	18,000	0.0%
Operations & Maintenance	319,842	317,592	-0.7%
Transfer	1,580,388	2,798,644	77.1%
Total	1,918,230	3,134,236	63.4%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Total	-	-	-

STREETS
BUDGET SUMMARY

FUND/DIVISION - 203 Compensation & Benefits		EXPENDITURES			
		2019 ACTUAL	2020 PROJECTED	2020 BUDGETED	2021 BUDGETED
		-	-	-	-
		-	-	-	-
Materials & Supplies					
203-34-5214	Office Supplies	648	38	-	-
203-34-5241	Shop Supplies	6,046	3,231	7,000	7,000
203-34-5371	Cell Phone/Accessories	-	-	-	-
203-34-5422	Small Tools	213	2,271	3,000	3,000
203-34-5453	R&M Supplies - Street Sweeper	5,093	1,079	8,000	8,000
		12,000	6,619	18,000	18,000
Operations & Maintenance					
203-34-5231	Fuel, Oil & Grease	6,763	5,709	7,000	9,000
203-34-5233	R&M- Machinery & Equip. Parts	11,965	19,479	18,000	20,000
203-34-5240	Street Paint, Signs, & Parts	9,081	20,429	10,000	15,000
203-34-5244	Tires & Tubes	2,168	160	5,000	5,000
203-34-5341	Electricity	174,761	155,509	169,600	169,600
203-34-5342	Water	5,893	5,327	5,492	5,492
203-34-5355	Engineering Services	-	-	-	-
203-34-5356	Professional Services	1,600	-	-	-
203-34-5370	Safety Workwear Allowance	2,258	2,000	9,500	9,500
203-34-5372	Uniforms	1,841	-	-	-
203-34-5380	Travel & Training	1,000	-	-	-
203-34-5397	Weed Control	87	800	4,000	4,000
203-34-5423	Sand & Gravel & Roadbase	15,708	3,266	10,000	10,000
203-34-5424	Fabricated Material (Asphalt)	2,158	8,330	20,000	20,000
203-34-5425	Street Maint.-Crack Seal,etc.	3,830	-	10,000	10,000
203-34-5495	Miscellaneous	117	-	-	-
203-34-5533	Equipment Rental	552	1,500	3,000	3,000
203-34-5562	County Clerk Fees	41,089	37,500	27,250	32,000
203-34-5941	Safety & First Aid Kits	235	6,500	5,000	5,000
203-34-5943	Developer Escrow Refund	-	14,910	-	-
203-34-5942	Larimer County - I25 Improvement	15,697	-	16,000	-
		296,803	281,419	319,842	317,592
Transfer					
203-56-5000	Transfer to General Fund	549,862	506,938	506,938	547,077
203-56-5001	Transfer to Capital Projects Fund	-	656,440	1,073,450	2,251,567
		549,862	1,163,378	1,580,388	2,798,644
TOTAL EXPENDITURES		858,666	1,451,416	1,918,230	3,134,236

Water

The Water Division is dedicated to providing its customers with a safe, high quality and reliable water supply that meets or exceeds all federal and state drinking water requirements. The goal is to produce and distribute our product in the most efficient way, while maintaining and upgrading the system to meet future requirements. We are also committed to providing professional and courteous services to satisfy the diversified needs of our customers

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	438,063	403,288	-7.9%
Materials & Supplies	216,125	220,000	1.8%
Operations & Maintenance	1,571,982	2,889,154	83.8%
Debt Service	1,623,879	1,621,453	-0.1%
Transfer	19,431,682	12,857,712	-33.8%
Total	23,281,731	17,991,607	-22.7%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Water Plant Superintendent	1.00	1.00	1.00
Senior Water Operator	1.00	1.00	1.00
Water Plant Operator I	1.00	1.00	1.00
Water Plant Operator I	1.00	1.00	1.00
Water Plant Operator I	1.00	1.00	1.00
Total	5.00	5.00	5.00

WATER
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 204					
Compensation & Benefits					
204-34-5100	Wages & Salaries	206,359	219,877	308,228	302,760
204-34-5102	Benefits	59,586	74,858	129,835	100,528
		265,946	294,735	438,063	403,288
Materials & Supplies					
204-34-5214	Office Supplies	711	772	-	-
204-34-5221	Chemicals	148,514	175,631	175,000	175,000
204-34-5241	Shop Supplies	1,181	5,766	3,000	3,500
204-34-5370	Safety Workwear Allowance	2,242	2,000	8,125	9,000
204-34-5371	Cell Phone/Accessories	11	-	-	-
204-34-5422	Small Tools	1,887	2,000	5,000	7,500
204-34-5969	Lab Equipment	572	15,000	25,000	25,000
		155,418	201,170	216,125	220,000
Operations & Maintenance					
204-34-5227	Plant Utilities	29,073	11,339	36,000	35,000
204-34-5229	Drinking Water Program Fee	865	-	1,000	1,000
204-34-5231	Fuel, Oil & Grease	12,183	8,421	12,000	12,000
204-34-5233	R&M- Machinery & Equip. Parts	4,553	16,893	15,000	18,000
204-34-5244	Tires & Tubes	-	-	4,000	2,000
204-34-5334	Water Testing	38,512	26,294	70,000	80,000
204-34-5335	On-Line Utility Bill Pay-Fees	32,836	27,942	31,032	31,000
204-34-5341	Electricity	95,222	75,923	86,418	100,000
204-34-5345	Telephone Service	233	1,000	780	800
204-34-5351	Permit Fees	580	1,500	1,500	1,500
204-34-5355	Engineering Services	-	-	-	-
204-34-5356	Professional Services	7,846	60,000	60,000	75,000
204-34-5372	Uniforms	3,619	439	-	-
204-34-5380	Travel & Training	5,027	3,000	12,750	11,000
204-34-5384	Internet Service	662	811	-	1,000
204-34-5401	Rate Study - Consulting	473	-	-	-
204-34-5423	Sand & Gravel & Road Base	-	-	3,000	3,000
204-34-5433	R&M Supp. / Serv. Plant	65,770	75,379	86,000	95,000
204-34-5434	R&M Supp. / Serv. Lines	8,947	22,404	25,000	30,000
204-34-5435	R&M Supp. / Serv. Hydrants	17,607	20,000	25,000	15,000
204-34-5436	R&M Supp. / Serv. Res. & Ditch	421	-	3,500	-
204-34-5439	R&M Supp. / Serv. Meters	7,389	-	-	-
204-34-5440	Sludge Removal	-	10,000	140,000	170,000
204-34-5455	Lab Supplies	5,954	8,400	8,400	10,000
204-34-5495	Miscellaneous	538	21,146	21,000	10,000
204-34-5533	Equipment Rental	-	-	2,000	5,000
204-34-5560	County Treas. Fees	1,849	2,027	2,000	2,000
204-34-5593	Raw Water Purchases	709,318	1,454,052	757,852	2,058,854
204-34-5594	Nano Effluent Fees	-	-	-	-
204-34-5742	Chlorine Diox. Feeder	-	-	-	-
204-34-5743	UV Bulbs and Sleeves	-	-	-	-
204-34-5745	Water Rights	9,558	-	-	-
204-34-5825	Hydrant Meter	25	-	4,000	1,000
204-34-5829	Leak Detection - Line/Tanks	507	-	5,000	-
204-34-5903	Water Meters - New Homes	61,487	-	63,000	40,000
204-34-5941	Safety & First Aid Kits	2,253	15,000	25,000	20,000
204-34-5957	Alarm Monitor	-	-	-	-
204-34-5958	WTP Security/Monitor	-	-	32,500	35,000
204-34-5961	Sludge Pump	-	-	4,500	6,000
204-34-5963	Meter Replacement	40,427	-	33,750	20,000
204-82-5633	BP Raw Water Fee Reserve	-	-	-	-
		1,163,734	1,861,970	1,571,982	2,889,154
Transfer					
204-56-5000	Transfer to General Fund	706,970	908,674	908,674	1,222,301
204-56-5001	Transfer to Capital Projects Fund	-	3,838,350	18,523,008	11,635,411
		706,970	4,747,024	19,431,682	12,857,712
Debt Service					
204-90-5612	Berkadia - Bond Principal	-	24,000	24,000	25,000
204-90-5613	CWCB Loan-Principal	-	45,518	45,518	51,201
204-90-5622	Berkadia - Bond Interest	6,949	4,000	4,000	4,000
204-90-5623	CWCB Loan-Interest	12,772	12,075	12,075	6,392
204-90-5626	2001 - CWR&PDA Loan Principal	-	67,257	67,257	69,974
204-90-5627	2001 - CWR&PDA Loan Interest	10,028	6,265	6,265	3,548
204-90-5630	CWRPDA 2019 Series A Principal	-	1,006,798	1,006,798	1,025,372
204-90-5631	CWRPDA 2019 Series A Interest	324,061	457,966	457,966	435,966
		353,810	1,623,879	1,623,879	1,621,453
TOTAL EXPENDITURES		2,645,878	8,728,777	23,281,731	17,991,607

Sewer

Sewage collection and treatment is the responsibility of the Public Works Department. This division maintains and operates the Town's wastewater system

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	310,702	368,635	18.6%
Materials & Supplies	72,600	62,500	-13.9%
Operations & Maintenance	400,470	401,400	0.2%
Debt Service	536,440	507,752	-5.3%
Transfer	1,937,798	5,589,727	188.5%
Total	3,258,010	6,930,015	112.7%

	2019 Budgeted	2020 Budgeted	2021 Proposed
Authorized Personnel FTE			
Waste Water Superintendent	1.00	1.00	1.00
Waste Water Operator I	1.00	1.00	1.00
Waste Water Operator I	1.00	1.00	1.00
Waste Water Operator I	1.00	1.00	1.00
Total	4.00	4.00	4.00

SEWER
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 205					
Compensation & Benefits					
205-34-5100	Wages & Salaries	233,551	263,273	229,498	273,752
205-34-5102	Benefits	64,175	92,971	81,204	94,883
		297,726	356,244	310,702	368,635
Materials & Supplies					
205-34-5214	Office Supplies	117	14	-	-
205-34-5221	Chemicals	24,772	33,471	35,000	35,000
205-34-5233	R&M- Machinery & Equip. Parts	7,945	12,000	20,000	20,000
205-34-5241	Shop Supplies	716	1,000	2,500	2,500
205-34-5371	Cell Phone/Accessories	36	-	2,500	-
205-34-5422	Small Tools	3,180	5,000	5,000	5,000
205-34-5973	Samplers	7,503	-	7,600	-
		44,271	51,485	72,600	62,500
Operations & Maintenance					
205-34-5227	Plant Utilities	106	-	-	-
205-34-5228	State Discharge Permit	2,825	2,944	5,000	5,000
205-34-5231	Fuel, Oil & Grease	9,072	6,746	7,652	9,500
205-34-5339	On-Line Utility Bill Pay Fees	23,316	19,203	22,133	23,000
205-34-5341	Electricity	94,915	87,038	88,000	90,000
205-34-5342	Water	12,909	6,625	12,000	15,000
205-34-5344	Natural Gas	8,968	7,213	8,560	10,000
205-34-5345	Telephone Services	209	51	-	200
205-34-5346	Storm Drainage	-	-	-	-
205-34-5355	Engineering Services	27,328	-	-	-
205-34-5356	Professional Services	7,832	60,000	80,000	60,000
205-34-5370	Safety Workwear Allowance	2,497	1,000	6,500	6,500
205-34-5372	Uniforms	2,730	2,500	4,500	-
205-34-5380	Travel & Training	4,449	4,000	10,625	9,000
205-34-5384	Internet Service	455	1,077	-	1,200
205-34-5423	Sand & Gravel & Road Base	-	-	5,500	5,500
205-34-5433	R&M Supp. / Serv. Plant	12,748	19,635	48,000	52,000
205-34-5434	R&M Supp. / Serv. Lines	4,337	18,070	52,800	48,000
205-34-5440	Sludge Dispos	12,873	17,933	17,500	22,000
205-34-5455	Lab Supplies	3,480	4,933	5,000	5,000
205-34-5495	Miscellaneous	1,625	-	-	-
205-34-5533	Equipment Rental	-	1,500	1,500	2,500
205-34-5554	Sewer Testing	12,073	12,476	7,500	15,000
205-34-5941	Safety & First Aid Kits	672	4,895	1,000	4,000
205-34-5969	Lab Equipment	8,036	9,934	13,500	12,000
205-34-5972	Confined Space Entry	-	-	3,200	6,000
		253,454	287,785	400,470	401,400
Debt Service					
205-90-5614	2002-CWR&PDA - Loan Principal	-	297,919	297,919	314,169
205-90-5615	2002-CWR&PDA - Loan Interest	57,793	65,953	65,953	18,169
205-90-5616	2014 WWTP Bonds - Principa	-	105,000	105,000	110,000
205-90-5617	2014 WWTP Bonds - Interest	97,611	67,568	67,568	65,415
		155,403	536,440	536,440	507,752
Transfer					
205-56-5000	Transfer to General Fund	466,512	570,562	570,562	765,145
205-56-5001	Transfer to Capital Projects Fund	-	225,569	1,367,236	4,824,583
		466,512	796,131	1,937,798	5,589,727
TOTAL EXPENDITURES		1,217,366	2,028,085	3,258,010	6,930,015

Drainage

Town staff maintains all Town streets, drainage and stormwater management systems.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	414,446	506,500	22.2%
Transfer	331,460	448,249	35.2%
Total	745,906	954,749	28.0%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Total	-	-	-

DRAINAGE
BUDGET SUMMARY

		EXPENDITURES			
FUND/DIVISION - 207		2019	2020	2020	2021
Compensation & Benefits		ACTUAL	PROJECTED	BUDGETED	BUDGETED
		-	-	-	-
Materials & Supplies		-	-	-	-
207-34-5241	Shop Supplies	-	-	-	-
207-34-5422	Small Tools	-	-	-	-
207-34-5451	R&M Services-Street Sweeper	-	-	-	-
Operations & Maintenance		-	-	-	-
207-34-5231	Fuel, Oil & Grease	1,944	1,404	1,500	1,500
207-34-5355	Engineering Services	44,207	-	-	-
207-34-5341	Electricity	766	550	2,000	1,000
207-34-5356	Professional Services	800	-	15,000	15,000
207-34-5372	Uniforms	635	10	-	-
207-34-5380	Travel & Training	-	-	-	-
207-34-5495	Miscellaneous	13	-	-	-
207-34-5339	On-Line Utility Bill Pay-Fee	8,433	6,937	7,208	8,000
207-34-5522	Authority Utilities Payments	357,834	366,765	250,000	360,000
207-34-5524	Authority BP Impact Payments	111,013	-	138,738	120,000
207-34-5533	Equipment Rental	141	-	-	1,000
		525,784	375,665	414,446	506,500
Transfer					
207-56-5000	Transfer To General Fund	91,804	118,080	118,080	136,898
207-56-5001	Transfer to Capital Projects Fund	-	116,180	213,380	311,351
		91,804	234,260	331,460	448,249
TOTAL EXPENDITURES		617,588	609,925	745,906	954,749

Conservation Trust

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	-	-	0.0%
Transfer	-	-	0.0%
Total	-	-	0.0%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Total	-	-	-

CONSERVATION TRUST
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 209					
Compensation & Benefits		-	-	-	-
		-	-	-	-
Materials & Supplies					
		-	-	-	-
Operations & Maintenance					
		-	-	-	-
		-	-	-	-
Transfer					
209-56-5210	Park Fund Transfer	200,000	-	-	-
		200,000	-	-	-
TOTAL EXPENDITURES		200,000	-	-	-

Parks & Recreation

Wellington Recreation strives to provide the community with a variety of recreational activities throughout the calendar year for youth and adults. The need for continuous growth and expansion of programs will complement the continued growth and recreational expectations, and we encourage ideas into program offerings.

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	390,633	562,563	44.0%
Materials & Supplies	7,100	7,000	-1.4%
Operations & Maintenance	616,946	555,463	-10.0%
Debt Service	269,460	269,460	0.0%
Transfer	667,162	800,679	20.0%
Total	1,951,301	2,195,164	12.5%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Parks and Recreation Director	-	-	1.00
Park Maintenance	1.00	1.00	1.00
Park Maintenance Technician	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00
Assistant Coordinator	1.00	1.00	1.00
Assistant Recreation Coordina	-	-	1.00
Receptionist	0.50	0.50	-
Total	4.50	4.50	6.00

PARKS
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 204					
Compensation & Benefits					
210-34-5100	Wages & Salaries	84,693	95,558	82,899	189,969
210-34-5101	Seasonals	30,804	-	56,544	56,544
210-34-5102	Benefits	18,126	23,510	21,149	47,216
		133,623	119,077	160,592	293,729
Materials & Supplies					
210-34-5214	Office Supplies	154	-	-	-
210-34-5241	Shop Supplies	1,578	564	2,500	2,500
210-34-5371	Cell Phone/Accessories	27	-	100	-
210-34-5422	Small Tools	121	1,500	4,500	4,500
		1,879.66	2,064.00	7,100.00	7,000.00
Operations & Maintenance					
210-34-5221	Pond Chemicals	3,796	-	7,000	7,000
210-34-5231	Fuel, Oil & Grease	3,965	2,807	3,000	3,000
210-34-5233	R&M- Machinery & Equip. Parts	7,795	6,232	6,000	8,000
210-34-5234	Irrig. Water Assessments	1,738	3,698	4,310	4,310
210-34-5237	Irrig. Sys. Supplies/Repairs	7,701	6,000	10,000	15,000
210-34-5239	Wells & Well Houses	411	3,979	5,000	10,000
210-34-5244	Tires & Tubes	1,402	16	2,500	2,500
210-34-5252	Tree Replacement & Trimming	3,925	9,900	35,000	35,000
210-34-5253	Tree Spraying	6,494	10,000	30,000	30,000
210-34-5254	Parks Playground & General R&M	5,690	6,631	25,000	25,000
210-34-5256	Splash Pad Chemicals	3,362	1,791	7,000	7,000
210-34-5341	Irrigation Electricity	8,546	6,800	12,000	12,000
210-34-5342	Water	18,283	8,890	22,500	22,500
210-34-5343	Sewer	681	660	750	750
210-34-5344	Natural Gas	750	475	750	750
210-34-5346	Storm Drainage	2,795	2,710	3,000	3,000
210-34-5356	Professional Services	2,367	-	4,000	4,000
210-34-5365	Toilet Rental	9,600	11,500	11,500	11,500
210-34-5366	Services - Parks & Lawn Care	83,597	51,714	71,478	80,000
210-34-5370	Safety Workwear Allowance	200	521	3,500	3,500
210-34-5372	Uniforms	2,412	39	1,800	-
210-34-5380	Travel & Training	576	-	4,000	4,000
210-34-5397	Weed Control	284	421	200	200
210-34-5420	Small Parks Equipment	-	741	-	-
210-34-5423	Sand, Gravel, Mulch	-	-	12,000	12,000
210-34-5495	Miscellaneous	135	-	-	-
210-34-5533	Equipment Rental	54	-	1,250	1,250
210-34-5562	County Clerk Fees	8,739	7,526	5,600	5,600
210-34-5941	Safety & First Aid Kits	1,239	7,838	3,000	3,000
210-34-5942	Minor Park Improvements	-	-	15,000	30,000
210-34-5943	Development Reimbursements	-	109,525	109,525	-
		186,537	260,416	416,663	340,860
Transfer					
210-56-5000	Transfer To General Fund	271,143	334,162	334,162	534,679
210-56-5001	Transfer to Capital Projects Fund	-	91,036	333,000	266,000
		271,143	425,198	667,162	800,679
Debt Service					
210-90-5630	WCP - Principal	231,181	225,881	225,881	242,304
210-90-5632	WCP - Interest	38,279	43,579	43,579	27,156
		269,460	269,460	269,460	269,460
TOTAL EXPENDITURES		862,642	1,076,215	1,520,977	1,711,728

RECREATION
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 204					
Compensation & Benefits					
210-51-5100	Wages & Salaries	133,070	112,948	123,367	165,642
210-51-5101	Seasonals	-	20,000	61,038	61,038
210-51-5102	Benefits	36,025	40,487	45,635	42,153
		169,095	173,435	230,041	268,833
Materials & Supplies		-	-	-	-
Operations & Maintenance					
210-51-5125	Cheerleading Classes	1,831	-	2,400	2,400
210-51-5130	Start Smart Baseball	138	-	800	800
210-51-5131	Start Smart Basketball	706	-	640	640
210-51-5132	Start Smart Flag Football	262	-	960	960
210-51-5133	Start Smart Soccer	300	500	1,480	1,480
210-51-5135	Youth Sports Apparel	3,465	3,000	5,775	5,775
210-51-5140	Youth Soccer	5,357	100	4,870	4,870
210-51-5141	Summer Soccer	122	55	-	-
210-51-5142	Youth Football	3,144	-	1,380	1,380
210-51-5144	Youth Baseball	12,895	12,000	17,690	17,690
210-51-5145	Youth Softball	6,403	-	7,535	7,535
210-51-5146	Youth Basketball	3,709	-	1,025	1,025
210-51-5148	Youth Volleyball	4,565	2,000	2,660	2,660
210-51-5149	Youth Tennis	301	115	1,640	1,640
210-51-5150	Positive Coaching Alliance	3,025	3,137	3,500	4,000
210-51-5158	Adult Kickball	1,056	-	500	500
210-51-5159	Adult Soccer	-	-	-	-
210-51-5160	Adult Dodgeball/Pickleball	-	-	-	-
210-51-5161	Adult Tennis	-	-	1,480	1,480
210-51-5162	Adult Softball	3,798	4,486	9,810	9,810
210-51-5163	Adult Flag Football	-	-	-	-
210-51-5164	Adult Volleyball	2,435	500	1,760	1,760
210-51-5165	NCSO Referees Admin Fee	6,875	2,500	8,400	8,400
210-51-5166	Instructor/Official Fees	25,957	20,000	44,670	44,670
210-51-5168	Computer Equip./Software	2,990	135	4,000	4,000
210-51-5181	Rec. Prog. Supplies/Exp.	6,781	10,000	10,000	10,000
210-51-5183	Battling Cages - Maint. & Oper.	7,588	101	10,680	10,680
210-51-5185	Ball Field/Cage Electricity	12,850	12,325	15,000	15,000
210-51-5186	Infield Mix	1,450	8,000	13,600	13,600
210-51-5190	Yoga Classes	-	-	250	250
210-51-5191	Enrichment Classes	439	150	2,000	2,000
210-51-5192	Strength Training Classes	400	-	250	250
210-51-5223	Operating Supplies	-	4,200	3,640	3,640
210-51-5356	Professional Services	-	-	2,700	2,700
210-51-5372	Staff Uniforms	-	800	1,130	1,130
210-51-5380	Travel and Training	2,950	600	3,680	4,500
210-51-5392	Gym Rental	-	7,000	14,378	14,378
210-51-5401	Marketing Services	-	-	-	13,000
210-51-5967	Line Striper	6,374	-	-	-
		128,165	91,704	200,283	214,603
TOTAL EXPENDITURES		297,260	265,139	430,324	483,436

Library Trust Fund

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	-	-	0.0%
Transfer	-	-	0.00%
Total	-	-	0.00%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Total	-	-	-

CONSERVATION TRUST
BUDGET SUMMARY

		EXPENDITURES			
		2019	2020	2020	2021
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 209					
Compensation & Benefits					
		-	-	-	-
Materials & Supplies					
		-	-	-	-
Operations & Maintenance					
		-	-	-	-
Transfer					
255-56-5739	Transfer To General Fund	17,000	-	-	-
		17,000	-	-	-
TOTAL EXPENDITURES		17,000	-	-	-

Capital Projects

	FY 2020 Adopted Budget	FY 2021 Adopted Budget	Percentage Change
Expenditures			
Capital Projects	22,586,210	19,919,198	-11.8%
Equipment	559,850	1,149,891	0.0%
Total	23,146,060	21,069,089	-9.0%

Authorized Personnel FTE	2019 Budgeted	2020 Budgeted	2021 Proposed
Total	-	-	-

**CAPITAL PROJECTS
BUDGET SUMMARY**

FUND/DIVISION - 80		EXPENDITURES			
		2019 ACTUAL	2020 PROJECTED	2020 BUDGETED	2021 BUDGETED
Capital Projects					
201-80-5785	CDOT Building Upgrades	4,855	-	-	-
201-80-5866	Comprehensive Plan Update	7,306	-	-	-
201-80-5950	Property Aquisitions	266,048	-	-	-
203-80-5820	Grant Ave. 1st to 4th	338,423	-	-	-
203-80-5883	Old Town Street Re-Hab Program	260,927	-	-	-
210-80-5779	PAB Items	165	-	-	-
210-80-5922	Easement Acquisition	8,648	-	-	-
210-80-5944	Trail Jefferson to Washington	5,875	-	-	-
210-80-5950	Pave existing trails	336	-	-	-
210-80-5969	Toro 5040 Field Prep Machine	17,397	-	-	-
210-80-5970	Laser Blade	13,548	-	-	-
210-80-5971	Mower 72"	13,822	-	-	-
210-80-5973	WCP TOT - Lot	66,773	-	-	-
211-80-4000	Down Town Master Plan	-	-	-	75,000
211-80-4001	Property Acquisition	-	280,744	350,000	1,088,000
211-80-4002	Comprehensive Plan/Land Use Up	-	67,387	195,798	132,613
211-80-4003	Town Hall Space Needs Assessme	-	25,000	770,000	60,000
211-80-4004	Economic Development Study	-	-	10,000	80,000
211-80-4005	Recreation Center feasibility	-	-	50,000	50,000
211-80-4006	Old Town Street Repairs	-	449,440	449,440	449,440
211-80-4007	Newer Subdivison Seal Coat	-	67,000	67,416	71,461
211-80-4008	I-25 Interchange at Cleveland	-	-	333,333	666,666
211-80-4009	Pavement Study	-	-	40,000	-
211-80-4010	Water Plant Expansion Construc	-	450,000	13,730,780	7,850,000
211-80-4011	Emergency Power for Main Water	-	230,000	212,000	-
211-80-4012	Tank Coating	-	-	20,000	-
211-80-4013	Redundancy for Pumps to Water	-	50,000	50,000	-
211-80-4014	Wilson Well Improvements	-	382,737	480,000	75,000
211-80-4015	Bulk Water Dispenser	-	-	60,000	-
211-80-4016	3 Chemical Chlorine Dioxide	-	20,000	160,000	-
211-80-4017	Improved Carbon Feed System	-	-	70,000	79,500
211-80-4018	Fire Hydrant Replacement	-	60,000	60,000	-
211-80-4019	Distribution System Master Pla	-	-	125,000	-
211-80-4020	Buffalo Creek Booster Statior	-	-	40,000	25,000
211-80-4021	Distribution System Improv	-	40,000	200,000	100,000
211-80-4022	Nano Plant Expansion	-	9,565	47,513	37,948
211-80-4023	Back-Up MGD Pump	-	60,000	60,000	-
211-80-4024	Bulk NaOH and Antiscalant	-	-	30,000	-
211-80-4025	Clearwell HS Pump Upgrage	-	-	25,000	25,000
211-80-4026	Water Source Development	-	2,500,000	3,046,126	2,691,072
211-80-4027	WWTP Pumps	-	21,249	16,674	19,000
211-80-4028	Clarifier Rehabilitation Projec	-	18,274	523,062	193,726
211-80-4029	WWTP Driveway Paving	-	8,441	135,000	-
211-80-4031	WWTP Masterplan	-	72,144	185,000	132,856
211-80-4032	WWTP Shed at Effluent Outfall	-	-	8,000	-
211-80-4033	WWTP Clarifier 3&4 rehabilitat	-	-	110,000	110,000
211-80-4034	Manhole Rehab	-	25,000	80,000	-
211-80-4035	WWTP Clarifier Repairs	-	-	36,000	-
211-80-4036	Lift Station - Safety Upgrade	-	-	30,000	-
211-80-4037	WWTP Blower/Digester Project	-	65,500	63,500	-
211-80-4038	Old Town Street Rehab	-	56,180	56,180	59,551
211-80-4039	Storm Drain & Par. Replacements	-	30,000	30,000	31,800
211-80-4041	Stormwater Masterplan	-	30,000	127,200	140,000
211-80-4042	Parks Master Plan Update	-	-	40,000	40,000
211-80-4043	Trail Easement acquisition	-	-	50,000	-
211-80-4044	Phase 1 Trail Construction Cle	-	-	40,000	-
211-80-4045	WCP Ballfield Covers	-	33,380	40,000	-
211-80-4046	Parks - NPIC Lateral Improv	-	22,656	34,000	-
211-80-4047	Pedestrian Access over Windsor	-	-	80,000	80,000
211-80-4048	Equipment Shed at Wellington	-	-	14,000	-
211-80-4049	Pave Existing Trails	-	20,000	20,000	-

211-80-4050	Design at State Highway at	-	5,435	70,000	64,565
211-80-4051	Crosswalk Safety Projects	-	60,000	75,000	-
211-80-4052	Shop Improvements	-	-	22,945	-
211-80-4053	WWTP Effluent Irrig. & Landscap	-	-	17,243	-
211-80-4054	Tract F	-	-	-	230,000
211-80-4055	Disinfection byproduct rule compliance (T	-	-	-	50,000
211-80-4056	RRA and ERP (EPA Mandates)	-	-	-	120,000
211-80-4057	SCADA Improvements	-	-	-	70,000
211-80-4058	Valve Actuator Replacements	-	-	-	25,000
211-80-4059	Filter Media Replacement	-	-	-	220,000
211-80-4060	Redundant Nano/RO motors	-	-	-	45,000
211-80-4061	WWTP Expansion Design	-	-	-	2,750,000
211-80-4062	WW Line Improvement Projects and Overs	-	-	-	200,000
211-80-4063	Selenium Removal Project	-	-	-	800,000
211-80-4064	SCADA Upgrades	-	-	-	25,000
211-80-4065	B-Dams Improvements	-	-	-	80,000
211-80-4066	Outer Canopy Net for Batting Cages	-	-	-	20,000
211-80-4067	Pitching Machine at Batting Cages	-	-	-	19,000
211-80-4068	Replace Soft Trails	-	-	-	20,000
211-80-4069	Winnick Park Playground Resurfacing	-	-	-	67,000
211-80-4070	Highway 1 Intersection Improvements	-	-	-	750,000
		1,004,122	5,160,131	22,586,210	19,919,198
Equipment					
211-80-5000	Town Automobile	-	51,972	60,000	-
211-80-5001	Vehicle Replacement	-	-	60,000	30,000
211-80-5002	Pot Hole Machine	-	-	50,000	-
211-80-5003	Membranes for Nano	-	27,698	56,589	28,891
211-80-5004	1000 Gallon Pressure Tank	-	14,961	15,000	-
211-80-5005	Backup Generator - Lift Statio	-	-	135,000	-
211-80-5006	EV Charging Station	-	-	15,000	-
211-80-5007	Midrange Dump Truck	-	120,000	159,000	-
211-80-5008	Water Rate Study	-	8,350	9,261	-
211-80-5009	Street Sweeper	-	-	-	244,000
211-80-5010	Mower (2)	-	-	-	40,000
211-80-5011	John Deere Gator	-	-	-	30,000
211-80-5012	Zero Turn Mower	-	-	-	18,000
211-80-5013	Water Efficiency Program Equipment	-	-	-	160,000
211-80-5014	John Deere Gator	-	-	-	15,000
211-80-5015	MF Interim T&O GAC Skid	-	-	-	-
211-80-5016	Clarifier Launder Covers	-	-	-	-
211-80-5017	Vacuum Truck	-	-	-	540,000
211-80-5018	Skid Steer Aeration	-	-	-	24,000
211-80-5019	John Deere Gator	-	-	-	20,000
		-	222,981	559,850	1,149,891
TOTAL EXPENDITURES		1,004,122	5,383,112	23,146,060	21,069,089

Wellington Utility Rate Model- Update

Water Rate Increase 2021 – 2025

11-24-2020

Consultant's Water Rate Model

- Assumption
 - Impact fees excluded from water rates.
 - Rationale – due to being one-time fee, best practices would recommend not including in long term projections.
 - Strategic Growth
 - Water plant can only handle 2% growth for the next 3 years in order to meet current demand.
 - Potential 5-year development is 1,000 new homes.
 - 2021 – 100
 - 2022 – 100
 - 2023 – 100
 - 2024 – 200
 - 2025 – 250
 - Robust Fund Balance Policy
 - Commitment of two years debt service
 - Commitment of one subsequent year's capital improvement projects
 - 25% of revenues

Estimated Expenses

	2021	2022	2023	2024	2025
Original Model					
Operating Expense	\$4,068,639	\$4,316,389	\$4,503,835	\$4,698,446	\$4,900,493
Debt Service	\$1,621,453	\$1,588,427	\$1,547,992	\$1,464,694	\$1,462,016
CIP Projects	\$387,242	\$873,837	\$131,024	\$118,346	\$142,449
Total Expenditures	\$6,077,334	\$6,778,653	\$6,182,851	\$6,281,486	\$6,504,958
Updated Model Numbers					
Operation Expenses	\$4,734,743	\$4,911,969	\$5,096,179	\$5,287,662	\$5,486,722
Debt Service	\$1,621,453	\$1,588,427	\$1,548,692	\$1,464,694	\$1,462,016
CIP Projects	\$1,094,338	\$924,000	\$2,889,850	\$2,006,267	\$151,551
Total Expenditures	\$7,450,534	\$7,424,396	\$9,534,721	\$8,758,623	\$7,100,289
Differences/Increases	\$1,373,200	\$645,743	\$3,351,870	\$2,477,137	\$595,331

Estimated Revenues

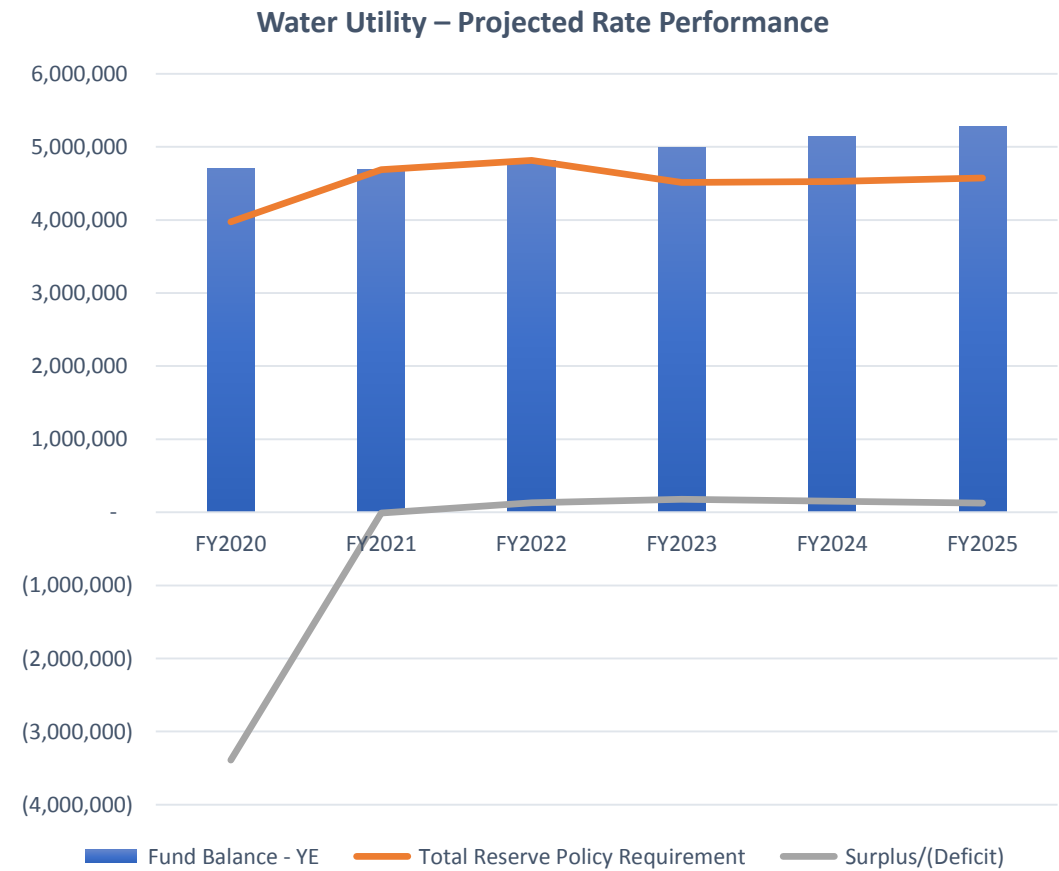
	2021	2022	2023	2024	2025
Original Model					
Base Rate	\$69.83	\$70.68	\$55.00	\$53.00	\$53.00
Tier 1	\$4.56	\$5.70	\$5.99	\$5.99	\$5.99
Tier 2	\$5.70	\$7.13	\$6.29	\$5.99	\$5.99
Tier 3	\$7.72	\$9.65	\$8.51	\$8.10	\$8.10
Fixed	\$3,910,759	\$4,199,240	\$3,457,080	\$3,450,300	\$3,569,232
Volume	\$1,766,412	\$2,315,989	\$2,509,293	\$2,586,854	\$2,664,458
Total Revenues (Includes Misc Rev)	\$6,042,171	\$6,801,229	\$6,252,373	\$6,328,154	\$6,529,775
Updated Model Numbers					
Base Rate	\$66.00	\$66.00	\$66.00	\$55.00	\$50.00
Tier 1	\$4.56	\$5.70	\$7.13	\$8.91	\$11.13
Tier 2	\$5.70	\$7.13	\$8.91	\$11.13	\$13.92
Tier 3	\$7.72	\$9.65	\$12.06	\$15.08	\$18.85
Fixed	\$3,328,776	\$3,407,976	\$3,487,176	\$3,037,980	\$2,911,800
Volume	\$1,767,089	\$2,263,563	\$2,897,832	\$3,793,233	\$5,008,641
Total Revenues (Includes Misc Rev)	\$5,371,458	\$5,947,132	\$6,667,601	\$7,113,806	\$8,203,034
Difference	(\$670,713)	(\$854,097)	\$415,228	\$785,652	\$1,673,259

Overview

	2021	2022	2023	2024	2025
Original Model					
Total Revenues (Includes Misc Rev)	\$6,042,171	\$6,801,229	\$6,252,373	\$6,328,154	\$6,529,775
Total Expenditures	\$6,077,334	\$6,778,653	\$6,182,851	\$6,281,486	\$6,504,958
Net Income/Loss	(\$35,163)	\$22,576	\$69,522	\$46,668	\$24,817
Updated Model Numbers					
Total Revenues (Includes Misc Rev)	\$5,371,458	\$5,947,132	\$6,667,601	\$7,113,806	\$8,203,034
Total Expenditures	\$7,475,534	\$7,399,396	\$9,534,721	\$8,758,624	\$7,100,290
Net Income/Loss	(\$2,104,076)	(\$1,452,264)	(\$2,867,120)	(\$1,644,818)	\$1,102,744
Impact Fees (estimated 7.5k)	\$750,000	\$770,000	\$790,000	\$1,620,000	\$2,025,000
Total Income/Loss	(\$1,354,076)	(682,264)	(\$2,077,120)	(\$24,818)	\$3,127,744
Fund Balance	\$4,415,928	\$3,733,664	\$1,656,544	\$1,631,726	\$4,759,470

Original Model/Graph

	Base Rates	% Change	Total Bill (7,000 Gallons)
FY 2020	\$35.00	86%	\$99.02
FY 2021	\$69.83	100%	\$141.58
FY 2022	\$70.68	1%	\$148.73
FY 2023	\$55.00	-22%	\$139.98
FY 2024	\$53.00	-4%	\$138.47
FY 2025	\$53.00	0%	\$138.79

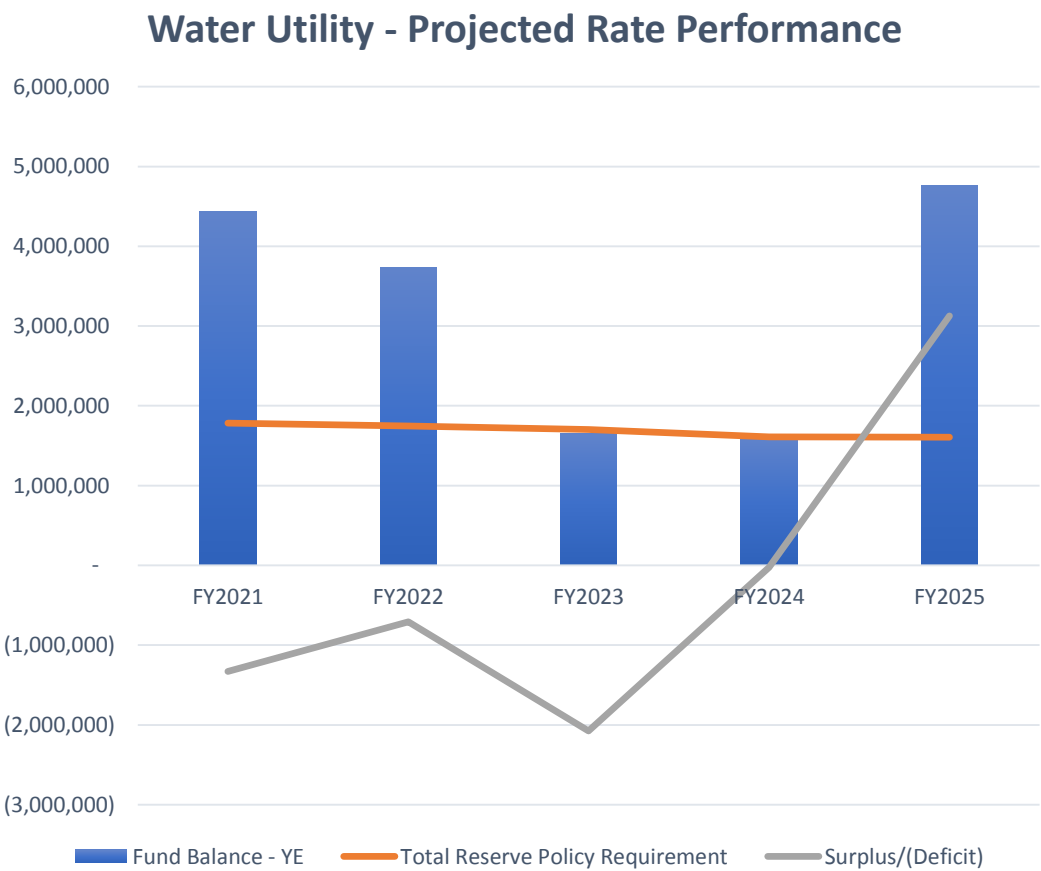


Updated Model

	2021	2022	2023	2024	2025
Base Rate	\$66.00	\$66.00	\$66.00	\$55.00	\$50.00
Tier 1	\$4.56	\$5.70	\$7.13	\$8.91	\$11.13
Tier 2	\$5.70	\$7.13	\$8.91	\$11.13	\$13.92
Tier 3	\$7.72	\$9.65	\$12.06	\$15.08	\$18.85

Overview

- Base rates will increase \$31.00 from October 1st increase. \$3.83 less then originally planned.
- 25% tier rate increases for the next 5 years.
- Fund balance will dip below originally anticipated graph BUT will rebound in 2025, once we can allow more growth.



Why did it change?

- Original Model

- Overestimated our future customers.

	Model	Actual (with anticipated strategic growth)	Difference
2021	4,667	4,203	464
2022	4,951	4,303	648
2023	5,238	4,403	835
2024	5,425	4,603	822
2025	5,612	4,853	759

- The model forecasted larger fixed and volumetric revenues than what we are currently forecasting.
 - Updated CIP numbers have been produced for the 2021 budget. Larger than originally anticipated costs when the model was being assembled.
 - For every \$100,000 in capital projects cost an additional \$2.03 on users bills per month or \$24.37 per year.
 - The model anticipated zero restrictions to growth.
 - Water Treatment Plant not being operational restricts supply, decreasing potential revenues. Costs are now shared among smaller pool, further increasing monthly costs. Restricting growth decreases MUCH needed impact fees to cover large capital projects.

- Updated Model

- Include Impact fees in calculation of future rates.
 - Change fund balance to be 3 months of expenditures or 110% of debt service (whichever is larger).
 - Updated user, projected revenues, and expenditures.

Questions?



TOWN OF
WELLINGTON

2021 TOWN OF WELLINGTON Capital Improvement Plan 2021-2025

Priority Description

Priority I: IMPERATIVE (Must-Do) – Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.

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

Priority II: ESSENTIAL (Should-Do) – Projects that address clearly demonstrated needs or objectives.

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

Priority III: IMPORTANT (Could-Do) – Projects that benefit the community but may be delayed without detrimental effects to basic services.

- A. Provides a new or expanded level of service
- B. Promotes intergovernmental cooperation
- C. Reduces energy consumption D. Enhances cultural or natural resources.

Priority IV: DESIRABLE (Other Year) – Desirable projects that are not included within five-year program because of funding limitations.

Capital Projects Fund
Summary of Revenues and Expenditures

*New Projects Highlighted in GREEN

2021
Proposed

Revenues:

Grants	112,000
Transfers from:	
General Fund	1,780,178
Streets Fund	2,251,567
Water Fund	11,635,411
Wastewater Fund	4,824,583
Drainage Fund	199,351
Parks Fund	266,000
Conservation Trust Fund	
Loan Proceeds	
Other	
Interest Income	

Total Revenues		21,069,090
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Expenditures

	Capital Projects	
GF203	Town Hall Space Needs Assessment	60,000
GF201	Downtown Master Plan	75,000
GF193	Property Acquisition/Rehabilitation	1,088,000
GF192	Comprehensive Plan/Land Use Update	132,613
GF213	Recreation Center feasibility study	50,000
GF204	Economic Development Strategic Plan Update	80,000
GF205	Design at State Highway 1/CR9/CR62E	64,565
GF211	Tract F	230,000
	Street Sweeper	244,000
	Mower (2 Large)	40,000
	John Deere Gator	30,000
SF181	Old Town Street Repairs	449,440
SF182	Newer Subdivison Seal Coat/Crack Fill	71,461
SF211	Highway 1 Intersection Improvements	750,000
SF201	I-25 Interchange at Cleveland 30% Design	666,666
	Membranes for the Nano	28,891
	Zero Turn Mower	18,000
	Water Efficiency Program Equipment	160,000
	John Deere Gator	15,000
WF182	Water Plant Expansion Construction and Construction Management	7,850,000
WF185	Disinfection byproduct rule compliance (Tank Aereation)	50,000
WF187	Wilson Wellhouses Improvements	75,000
WF188	Nano Plant Expansion	37,948

WF189	Clearwell HS Pump Upgrade	25,000
WF203	Improved Carbon Feed System	79,500
WF206	Buffalo Creek Booster Station Upgrade	25,000
WF207	Distribution System Improvement Projects and Oversizing	100,000
WF211	RRA and ERP (EPA Mandates)	120,000
WF212	SCADA Improvements	70,000
WF213	Valve Actuator Replacements	25,000
WF214	Filter Media Replacement	220,000
WF216	Redundant Nano/RO motors	45,000
WD18	Water Source Development	2,691,072
	Vehicle Replacement	30,000
	Vacuum Truck	540,000
	Skid Steer Aeration	24,000
WWF181	WWTP Pumps	19,000
WWF211	WWTP Expansion Design	2,750,000
WWF212	WW Line Improvement Projects and Oversizing	200,000
WWF183	Clarifier Rehabilitatioin Project	193,726
WWF203	WWTP Clarifier 3&4 rehabilitat	110,000
WWF191	WWTP Master Plan	132,856
WWF214	SCADA Upgrades	25,000
WWF213	Selenium Removal Project	800,000
SDF181	Old Town Street Rehab	59,551
SDF182	Storm Drain & Pan Replacements	31,800
SDF183	Stormwater Masterplan	140,000
SDF211	B-Dams Improvements	80,000
	John Deere Gator	20,000
PF201	Parks Master Plan Update	40,000
PF211	Outer Canopy Net for Batting Cages	20,000
PF212	Pitching Machine at Batting Cages	19,000
PF203	Windsor Ditch	80,000
PF213	Replace Soft Trails	20,000
PF214	Winnick Park Playground Resurfacing	67,000
Total Expenditures		21,069,090

General Fund
Revenue Available for Capital Projects

	2021 Budget	2022	2023	2024	2025
Property Tax:	1,512,412	1,588,032	1,667,434	1,750,805	1,838,346
Sales Tax:	1,894,029	2,045,551	2,209,195	2,385,931	2,576,805
Building Material Use Tax:	70,000	77,000	84,700	93,170	102,487
Severance Taxes/Mineral Lease:	42,538	44,664	46,898	49,243	51,705
Franchise Fees:	187,000	198,220	210,113	222,720	236,083
Building Permits:	126,500	132,825	139,466	146,440	153,762
Business Licenses:	31,660	34,826	38,309	42,139	46,353
Land Use Fees:	61,000	67,100	73,810	81,191	89,310
Court Fines:	8,500	9,350	10,285	11,314	12,445
Misc. Other Revenues:	89,200	98,120	107,932	118,725	130,598
Transfer	3,206,100	3,398,466	3,602,374	3,818,516	4,047,627
Total Revenue:	7,228,938	7,694,155	8,190,516	8,720,194	9,285,521
Less Operating Costs:	7,135,763	7,492,551	7,867,179	8,260,538	8,673,565
Available for Capital Projects & Debt:	93,175	201,603	323,337	459,656	611,956

Capital Expenditures

	Prior Yr Cost	2021 Budget	2022	2023	2024	2025
Total Cost						
Equipment:						
Capital Projects:						
GF203 Town Hall Space Needs Assessment	9,085,000	25,000	60,000		1,000,000	8,000,000
GF201 Downtown Master Plan	75,000	-	75,000			
GF193 Property Acquisition/Rehabilitation	1,368,744	280,744	1,088,000			
GF192 Comprehensive Plan/Land Use Update	200,000	67,387	132,613			
GF213 Recreation Center feasibility study	50,000	-	50,000			
GF204 Economic Development Strategic Plan Upd	80,000	-	80,000			
GF205 Design at State Highway 1/CR9/CR62E	70,000	5,435	64,565			
GF211 Tract F	305,000	-	230,000	75,000		
Total Capital Equipment and Projects	378,566	1,780,178	\$0	\$75,000	\$1,000,000	\$8,000,000
Other Financing Sources:						
Grants:						
DOLA - Town Hall Design	100,000				100,000	
DOLA Grant - Town Hall Construction	1,000,000					1,000,000
Town Hall Bond	7,000,000					7,000,000
Debt Service:						
Town Hall	(398,000)					(398,000)
Total Financing and Debt Service	\$0	\$0	\$0	-	\$100,000	\$7,602,000
2020 Fund Balance	7,482,732					
Available Funds		5,795,728	5,997,332	6,245,668	5,805,324	6,019,281

Minimum unassigned fund balance:

33% of Expenditures or 110% Debt Service
(Whichever is Larger)

2,354,802	2,472,542	2,596,169	2,725,977	2,862,276
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Street Fund
Revenue Available for Capital Projects

	2021 Budget	2022	2023	2024	2025
Sales Tax	340,000	367,200	396,576	428,302	462,566
Road Impact Fee:	221,000	221,000	221,000	390,000	475,000
Motor Vehicle Spec. Ownership:	90,000	97,200	104,976	113,374	122,444
Motor Vehicle Registration Tax:	25,000	27,000	29,160	31,493	34,012
Motor Vehicle Use Tax:	500,000	540,000	583,200	629,856	680,244
Highway Users Tax:	263,000	284,040	306,763	331,304	357,809
Street Cut Permits	7,000	7,560	8,165	8,818	9,523
Sale of Assets	1,000	1,080	1,166	1,260	1,360
Investment earnings	15,000	16,200	17,496	18,896	20,407
Road & Bridge Tax:	38,000	41,040	44,323	47,869	51,699
Total Revenue:	1,500,000	1,602,320	1,712,826	2,001,172	2,215,065
Less Operating Costs:	335,592	352,372	369,990	388,490	407,914
Transfer	547,077	574,431	603,152	633,310	664,975
Available for Capital Projects & Debt:	617,331	675,518	739,683	979,372	1,142,176

Capital Expenditures

	Prior Yr Cost	2021 Budget	2022	2023	2024	2025
Total Cost						
Equipment:						
Street Sweeper	244,000	244,000				
Vehicle Replacement	60,000		30,000		30,000	
Mower (2 Large)	40,000	40,000				
John Deere Gator	30,000	30,000				
Capital Projects:						
SF181 Old Town Street Repairs	1,403,871	449,440	449,440	504,991		
SF231 Street Rehabilitation	1,704,150			535,290	567,408	601,452
SF182 Newer Subdivision Seal Coat/Crack Fill	469,833	67,000	71,461	75,749	80,294	85,111
SF211 Highway 1 Intersection Improvements	5,000,000	750,000	2,250,000	2,000,000		
SF201 I-25 Interchange at Cleveland 30% Design	1,000,000	-	666,666	333,334		
SF202 Pavement Study	44,000	-	-	44,000		
Total Capital Equipment and Projects	\$516,440	2,251,567	\$3,238,074	\$2,615,584	\$682,519	\$691,670
2020 Fund Balance 2,323,401						
Available Funds		689,165	(1,873,391)	(3,749,292)	(3,452,439)	(3,001,933)

Minimum unassigned fund balance:

33% of Expenditures or 110% Debt Service
(Whichever is Larger)

291,281 305,845 321,137 337,194 354,054

Water Fund
Revenue Available for Capital Projects

	2021 Budget	2022	2023	2024	2025
Tap Fees:	750,000	770,000	790,000	1,620,000	2,025,000
Water Sales:	5,135,866	5,711,540	6,432,008	6,878,214	7,967,441
Property Tax:	85,593	85,593	85,593	85,593	85,593
Interest and Miscellaneous:	150,000	150,000	150,000	150,000	150,000
Total Revenue:	6,121,459	6,717,133	7,457,601	8,733,807	10,228,034
Less Operating Costs:	3,512,442	3,646,887	3,786,819	3,932,476	4,084,104
Transfer	1,222,301	1,265,082	1,309,360	1,355,187	1,402,619
Available for Capital Projects & Debt:	1,386,715	1,805,164	2,361,422	3,446,144	4,741,311

Capital Expenditures

	Prior Yr Cost	2021 Budget	2022	2023	2024	2025
Total Cost						
Equipment:						
Vehicle Replacement	60,000	-	30,000			30,000
Bulk NaOH and Antiscalant	38,000	-	38,000			
Membranes for the Nano	56,589	27,698	28,891			
Zero Turn Mower	18,000	-	18,000			
Water Efficiency Program Equipment	772,000	-	160,000	240,000	177,000	195,000
Front End Loader	450,000	-			450,000	
John Deere Gator	15,000	-	15,000			
Skid Loader	50,000	-	50,000			
Capital Projects:						
WF182 Water Plant Expansion Construction and Construction Managem	28,450,000	450,000	7,850,000	9,625,000	9,425,000	1,100,000
WF184 Tank Coating	25,000	-	25,000			
WF185 Disinfection byproduct rule compliance (Tank Aeration)	50,000	-	50,000			
WF187 Wilson Wellhouses Improvements	612,737	382,737	75,000	155,000		
WF188 Nano Plant Expansion	47,513	9,565	37,948			
WF189 Clearwell HS Pump Upgrade	25,000	-	25,000			
WF203 Improved Carbon Feed System	79,500	-	79,500			
Distribution:						
WF201 Bulk Water Dispenser	70,000	-	-		70,000	
WF204 Fire Hydrant Replacement	274,104	60,000	-	66,000	72,600	75,504
WF205 Distribution System Master Plan	150,000	-	150,000			
WF206 Buffalo Creek Booster Station Upgrade	25,000	-	25,000			
WF207 Distribution System Improvement Projects and Oversizing	592,564	40,000	100,000	105,000	110,250	115,763
WF211 RRA and ERP (EPA Mandates)	120,000	-	120,000			
WF212 SCADA Improvements	70,000	-	70,000			
WF213 Valve Actuator Replacements	50,000	-	25,000	25,000		
WF214 Filter Media Replacement	220,000	-	220,000			
WF215 Pretreatment Sonde	40,000	-	40,000			
WF216 Redundant Nano/RO motors	45,000	-	45,000			
WF217 Covered Equipment Storage	30,000	-		30,000		
Total Capital Equipment and Projects		\$970,000	8,944,339	10,549,000	9,814,850	2,006,267
Other Financing Sources:						
Loan Proceeds:						
Water Plant Financing	24,800,000	400,000	7,850,000	9,625,000	6,925,000	
Debt Service:						
Debt Payments			(1,621,453)	(1,588,427)	(1,548,692)	(1,464,694)
Total Financing and Debt Service		\$400,000	6,228,547	8,036,573	\$5,376,308	(\$1,462,016)
2020 Fund Balance		5,768,005				
Available Funds			4,438,929	3,731,665	\$1,654,545	\$1,629,728
Minimum unassigned fund balance:						
33% of Expenditures or 110% Debt Service			1,783,598	1,747,270	1,703,561	1,611,164
(Whichever is Larger)			1,783,598	1,747,270	1,703,561	1,611,164

Raw Water Fund								
Revenue Available for Capital Projects								
		2021 Budget	2022	2023	2024	2025		
	BP Raw Water Fee:	2,691,072	2,798,715	2,910,663	3,027,090	3,148,174		
	Total Revenue:	2,691,072	2,798,715	2,910,663	3,027,090	3,148,174		
	Less Operating Costs:	-	-	-	-	-		
	Transfer	-	-	-	-	-		
	Available for Capital Projects & Debt:	2,691,072	2,798,715	2,910,663	3,027,090	3,148,174		
Capital Expenditures								
		Prior Yr Cost	2021 Budget	2022	2023	2024	2025	
	Total Cost							
	Water Purchases:							
WD18	Water Source Development	14,575,714	-	2,691,072	2,798,715	2,910,663	3,027,090	3,148,174
	Total Capital Equipment and Projects	\$0	2,691,072	\$2,798,715	\$2,910,663	\$3,027,090	\$3,148,174	
	2020 Fund Balance	11,142,421						
	Available Funds		11,142,421	11,142,421	11,142,421	11,142,421	11,142,421	
	Minimum unassigned fund balance:							
	33% of Expenditures or 110% Debt Service		888,054	923,576	960,519	998,940	1,038,897	
	(Whichever is Larger)		888,054	923,576	960,519	998,940	1,038,897	

Sewer Fund
Revenue Available for Capital Projects

	2021 Budget	2022	2023	2024	2025
Tap Fees:	750,000	750,000	750,000	1,500,000	1,875,000
User Fees:	1,442,295	1,514,409	1,590,130	1,669,636	1,753,118
Investment Earnings	166,000	174,300	183,015	192,166	201,774
Total Revenue:	2,358,295	2,438,709	2,523,145	3,361,802	3,829,892
Less Operating Costs:	832,535	874,162	917,870	963,763	1,011,952
Transfer	765,145	803,402	843,572	885,751	930,038
Available for Capital Projects & Debt:	760,615	761,145	761,703	1,512,288	1,887,902

Capital Expenditures

	Prior Yr Cost	2021 Budget	2022	2023	2024	2025
Total Cost						
Equipment:						
Vehicle Replacement	60,000	-	30,000		30,000	
Vacuum Truck	540,000	-	540,000			
Zero Turn Mower	9,000	-	9,000			
Skid Steer Aeration	24,000	-	24,000			
Capital Projects:						
WWF181 WWTP Pumps	87,249	21,249	19,000	22,000	25,000	-
WWF211 WWTP Expansion Design	5,500,000	-	2,750,000	1,375,000	1,375,000	
WWF241 WWTP Expansion Construction	36,000,000	-	12,000,000	12,000,000	12,000,000	
WWF212 WW Line Improvement Projects and Oversi	862,025	-	200,000	210,000	220,500	231,525
WWF204 Manhole Rehab	124,300	25,000	-	30,000	33,000	36,300
WWF183 Clarifier Rehabilitation Project	212,000	18,274	193,726			
WWF203 WWTP Clarifier 3&4 rehabilitat	110,000	-	110,000			
WWF191 WWTP Master Plan	205,000	72,144	132,856			
WWF214 SCADA Upgrades	25,000	-	25,000			
WWF213 Selenium Removal Project	800,000	-	800,000			
Total Capital Equipment and Projects		4,824,583	13,646,000	13,653,500	12,297,825	283,031
Other Financing Sources:						
Debt Payment:	(1,527,954)	(507,752)	(494,886)	(175,080)	(176,918)	(173,318)
WWTP debt	(6,300,000)			(2,100,000)	(2,100,000)	(2,100,000)
Other Financing Source:						
Debt Proceeds			12,000,000	12,000,000	12,000,000	
Total Financing and Debt Service		(507,752)	11,505,114	9,724,920	9,723,083	(2,273,318)
2020 Fund Balance	10,316,962					
Available Funds		5,745,241	4,365,500	1,198,623	\$136,168	(\$532,278)
Minimum unassigned fund balance:						
33% of Expenditures or 110% Debt Service		527,234	553,596	2,502,588	2,504,609	2,500,649
(Whichever is Larger)		527,234	553,596	2,502,588	2,504,609	2,500,649

Storm Drainage Fund
Revenue Available for Capital Projects

	2021 Budget	2022	2023	2024	2025
Motor Vehicle Specific Ownership Tax:	9,000	9,720	10,498	11,337	12,244
Motor Vehicle Registration Tax:	3,000	3,240	3,499	3,779	4,081
Road & Bridge Tax:	4,400	4,752	5,132	5,543	5,986
TOW Stormwater Impact Fee:	84,000	88,200	92,610	97,241	102,103
TOW Stormwater Utility Fee:	265,000	278,250	292,163	306,771	322,109
Investment Earnings	10,000	10,500	11,025	11,576	12,155
Total Revenue:	375,400	394,662	414,926	436,247	458,679
Less Operating Costs:	26,500	27,825	29,216	30,677	32,211
Transfer	136,898	143,743	150,930	158,477	166,401
Available for Capital Projects & Debt:	212,002	223,094	234,780	247,093	260,067

Capital Expenditures

	Prior Yr Cost	2021 Budget	2022	2023	2024	2025
Total Cost						
Capital Projects:						
SDF181 Old Town Street Rehab	178,855	56,180	59,551	63,124		
SDF182 Storm Drain & Pan Replacements	169,112	30,000	31,800	33,708	35,730	37,874
SDF183 Stormwater Masterplan	170,000	30,000	140,000			
SDF211 B-Dams Improvements	80,000	-	80,000			
SDF231 Regional Drainage Improvements	1,500,000	-		500,000	500,000	500,000
Total Capital Equipment and Projects		116,180	311,351	96,832	535,730	537,874
AUTH Storm Drn BP Impact (Revenue)	663,076	120,000	126,000	132,300	138,915	145,861
Authority Storm Drain Utility Fees (Revenue)	1,989,227	360,000	378,000	396,900	416,745	437,582
Authority BP Impact Payments	(663,076)	(120,000)	(126,000)	(132,300)	(138,915)	(145,861)
Authority Utilities Payments	(1,989,227)	(360,000)	(378,000)	(396,900)	(416,745)	(437,582)
Grants:						
Stormwater Masterplan (FEMA)	112,000	112,000				
Total Financing and Debt Service		112,000	0	0	0	0
2020 Fund Balance	419,998					
Available Funds		432,649	558,911	\$257,961	(\$32,821)	(\$272,753)
Minimum unassigned fund balance:						
33% of Expenditures or 110% Debt Service		53,921	56,617	59,448	62,421	65,542
(Whichever is Larger)		53,921	56,617	59,448	62,421	65,542

Parks Fund
Revenue Available for Capital Projects

	2021 Budget	2022	2023	2024	2025
Sales Tax:	473,507	511,388	552,299	596,482	644,201
Use Tax on Construction Materials:	35,000	37,800	40,824	44,090	47,617
Motor Vehicle Use Tax:	100,000	110,000	121,000	133,100	146,410
Park Impact Fee:	100,000	100,000	100,000	200,000	250,000
Trails Impact Fee:	45,000	45,000	45,000	90,000	112,500
Open Space Sales Tax:	270,000	291,600	314,928	340,122	367,332
Recreation Fees/Sales:	32,000	34,560	37,325	40,311	43,536
Conservation Trust Fund	200,000	100,000	100,000	100,000	100,000
Investment Earnings	20,000	21,600	23,328	25,194	27,210
Total Revenue:	-	1,275,507	1,251,948	1,334,703	1,569,300
Less Operating Costs:	1,125,026	1,181,277	1,240,341	1,302,358	1,367,476
Transfer	534,679	561,413	589,483	618,957	649,905
Available for Capital Projects & Debt:	-	(384,197)	(490,742)	(495,121)	(278,575)

Capital Expenditures

	Prior Yr Cost	2021 Budget	2022	2023	2024	2025
Total Cost						
Equipment:						
Vehicle Replacement	30,000	-		30,000		
John Deere Gator	20,000	-	20,000			
Capital Projects:						
PF201 Parks Master Plan Update	120,000	-	40,000	80,000		
PF211 Outer Canopy Net for Batting Cages	20,000	-	20,000			
PF212 Pitching Machine at Batting Cages	19,000	-	19,000			
PF203 Windsor Ditch	80,000	-	80,000			
PF213 Replace Soft Trails	40,000	-	20,000	20,000		
PF214 Winnick Park Playground Resurfacing	67,000	-	67,000			
Total Capital Equipment and Projects	\$0	266,000	\$100,000	\$30,000	\$0	\$0
Debt Service:						
Debt Payment	(1,347,300)	(269,460)	(269,460)	(269,460)	(269,460)	(269,460)
Total Financing and Debt Service		(\$269,460)	(\$269,460)	(\$269,460)	(\$269,460)	(\$269,460)
2020 Fund Balance	2,599,420					
Available Funds		1,679,763	819,561	24,980	(\$596,495)	(\$1,144,530)

33% of Expenditures or 110% Debt Service
(Whichever is Larger)

547,702	575,088	603,842	634,034	665,736
547,702	575,088	603,842	634,034	665,736

Project Title	Project Number	Department	Project Cost	Priority
Town Hall Space Needs Assessment	GF203	Administration	\$9,085,000	I

Project Description: This project includes the Town Hall Space Needs Assessment, potential property acquisition, design, and construction. Staff will seek grant funding from DOLA.

- **Estimated Total Project Cost:** \$9,085,000
 - Town Hall Needs Assessment \$85,000
 - Property acquisition/Design \$1,000,000
 - Construction \$8,000,000
- **2021 Estimated Expenditures:** \$60,000 (space needs assessment and potential Ideas for property acquisition)
- **Estimated Completion Date:** 2025



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$25,000	\$60,000	\$0	\$0	\$1,000,000	\$8,000,000	\$9,085,000

Project Title	Project Number	Department	Project Cost	Priority
Downtown Area Study	GF201	Planning	\$75,000	III

Project Description: A Downtown Area Plan is proposed in order to establish a clear vision and future for the Cleveland Avenue corridor and adjacent areas. The downtown, including Centennial Park, is continually sought as a venue to host community events, and serves as the Town's center for culture, entertainment and retail. Known challenges exist including aging infrastructure, stormwater drainage, safe and convenient pedestrian access, efficient movement of vehicles, parking and ADA access, building age and appearance, commercial tenant mix and others. A plan is desirable to engage the community and identify a unified vision for the future of the downtown that the community supports. The plan will also identify and prioritize implementation steps for achieving the vision, as well as planning level cost estimates for use in developing future CIP projects.

- **Estimated Total Project Cost:** \$75,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$75,000	\$0	\$0	\$0	\$0	\$75,000

Project Title	Project Number	Department	Project Cost	Priority
Property Acquisition/Rehabilitation	GF193	Administration	\$1,368,744	I

Project Description: Purchase of property that will benefit the Town's current space needs. This will also be used to update current property owned by the Town. This would include updates to the Harrison property.

- **Estimated Total Project Cost:** \$1,368,744
- **Estimated Completion Date:** 2021



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$280,744	\$1,088,000	\$0	\$0	\$0	\$0	\$1,368,744

Project Title	Project Number	Department	Project Cost	Priority
Comp Plan/Land Use Update	GF192	Planning	\$200,000	II

Project Description: The Town's Comprehensive Plan provides the policy framework for regulatory tools like zoning, subdivision regulations, annexations, and other policies. The Comprehensive Plan promotes the community's vision, goals, objectives, and policies; establishes a process for orderly growth and development; addresses both current and long-term needs; and provides for a balance between the natural and built environment. The Town's land use regulations will also be updated to construct a framework for achieving the vision created in the Comprehensive Plan and accommodate future development in a responsible manner.

- **Estimated Total 2 Year Project Cost:** \$200,000
- **Expended in Prior Fiscal Year(s):** \$67,387
- **Estimated 2021 Project Cost:** \$132,613
- **Estimated Completion Date:** 2021



PLAN WELL
VISION FOR TOMORROW
SOLUTIONS FOR TODAY

	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$67,387	\$132,613	\$0	\$0	\$0	\$0	\$200,000

Project Title	Project Number	Department	Project Cost	Priority
Recreation Feasibility Study	GF213	Administration	\$50,000	III

Project Description: Based on community feedback, this project is included in the 5-year capital plan. This project would likely include a community feasibility study, to get a better understanding of necessary steps to develop a recreation center.

- **Estimated Total Project Cost:** \$50,000
- **2021 Estimated Expenditures:** \$50,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$50,000	\$0	\$0	\$0	\$0	\$50,000

Project Title	Project Number	Department	Project Cost	Priority
Economic Development Strategic Plan Update	GF204	Economic Development	\$80,000	II

Project Description: The Economic Development Strategic Plan identifies strengths, weaknesses, opportunities and threats to recruiting commercial and industrial development within Wellington. The plan outlines target industries, evaluates location assessments, and recommends strategies and action plans to recruit new industry and support existing businesses.

- **Estimated Total Project Cost:** \$80,000
- **Estimated Completion Date:** October 2021

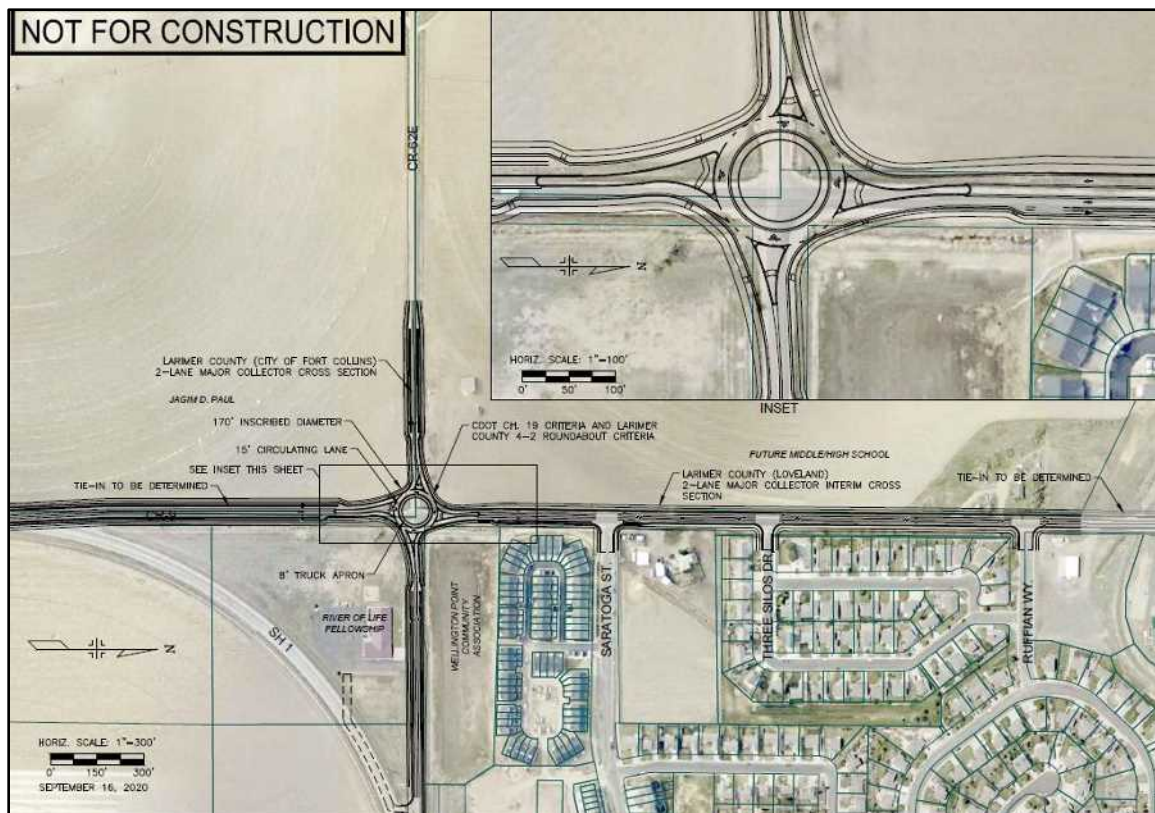


	2021	2022	2023	2024	2025	Total
Project Amount	\$80,000	\$0	\$0	\$0	\$0	\$80,000

Project Title	Project Number	Department	Project Cost	Priority
Hwy 1/CR9/CR62E Intersection Conceptual Design	GF205	Planning	\$70,000	II

Project Description: With the opening of a new high school, the nearest intersections with State Highway 1 and County Road 9 and County Road 62E were identified as priority intersections to improve. The Town approved a contract extension with Felsburg, Holt & Ullevig, the transportation engineering firm already working for the Town on the Comprehensive Plan, to evaluate these intersections and prepare conceptual design options. A preferred alignment is identified and cost estimates and a phasing/funding plan is being prepared.

- **Estimated Total Project Cost:** \$70,000
- **Expended in Prior Fiscal Year(s):** \$5,435
- **Estimated 2021 Project Cost:** \$64,565
- **Estimated Completion Date:** 2021

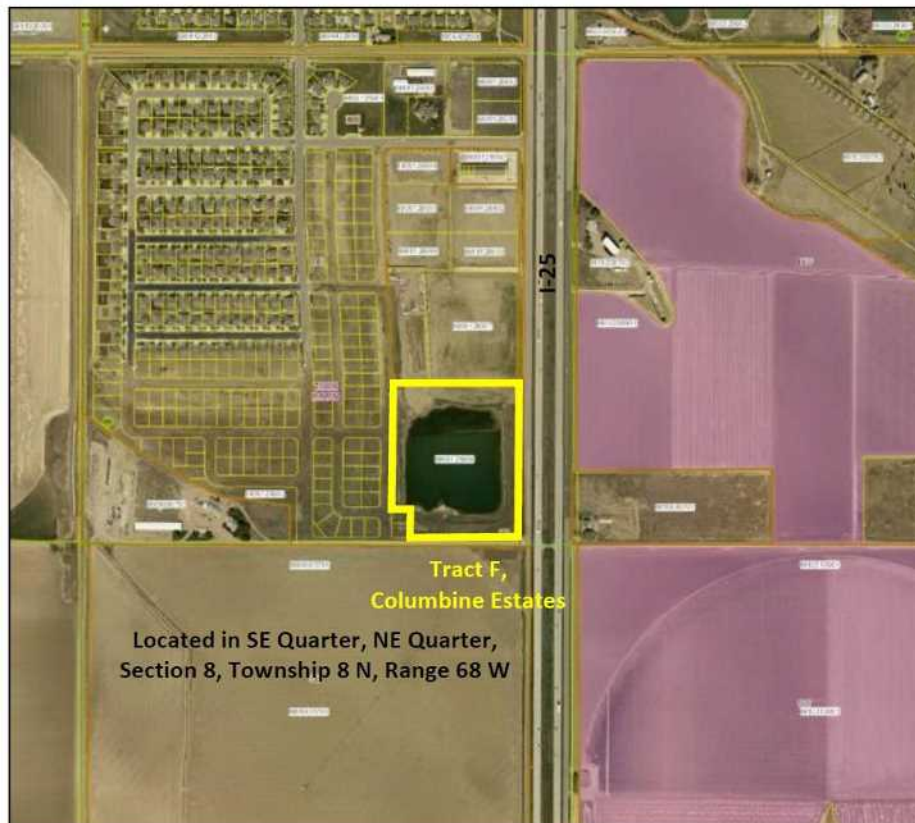


	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$5,435	\$64,565	\$0	\$0	\$0	\$0	\$70,000

Project Title	Project Number	Department	Project Cost	Priority
Tract F	GF211	Planning	\$305,000	II

Project Description: A 12.5 acre parcel along the I-25 Frontage Road serves the stormwater detention needs of several subdivisions. The stormwater detention pond improvements were not completed due to economic recession in the mid-2000's. Since that time, single-family residential lots in Columbine Estates have been left undeveloped. The Town approved an agreement with a developer to partner in sharing costs for completing the stormwater improvements to clean up the site and provide the required stormwater detention needs for the remaining undeveloped lots. After improvements are completed and accepted by the Town, the Town will reimburse the developer for a portion of expenses, less \$75,000 which will be held for a period of 2 years to cover warranty work for the improvements.

- **Estimated Total 3 Year Project Cost:** \$305,000
- **Estimated 2021 Project Cost:** \$230,000 (\$75,000 held for 2-year warranty period)
- **Estimated Completion Date:** 2023 (end of warranty)



	2021	2022	2023	2024	2025	Total
Project Amount	\$230,000	\$0	\$75,000	\$0	\$0	\$305,000

Project Title	Project Number	Department	Project Cost	Priority
Street Sweeper	Equipment	PW - Streets	\$244,000	II

Project Description: The existing street sweeper is 21 years old. Continued failures of various systems on the existing sweeper have resulted in a high level of maintenance and unpredictable reliability.

Estimated Total Project Cost: \$244,000

Estimated Completion Date: 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$244,000	\$0	\$0	\$0	\$0	\$244,000

Project Title	Project Number	Department	Project Cost	Priority
Vehicle Replacement	Equipment	PW - Streets	\$60,000	III

Project Description: This item includes the purchase of new vehicles as needed for future new field employees. Also included, is the replacement of older vehicles that have reached a point where they are no longer reliable or cost-effective to maintain.

- **Estimated Total Project Cost:** \$60,000
- **Estimated Completion Date:** Ongoing



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$30,000	\$0	\$30,000	\$0	\$60,000

Project Title	Project Number	Department	Project Cost	Priority
Zero Turn Mower	Equipment	PW - Streets	\$40,000	III

Project Description: As the Town expands, additional open spaces, parks and streetscapes are brought into the Town's inventory for maintenance. As a result, additional resources are needed to meet increasing needs.

- **Estimated Total Project Cost:** \$40,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$40,000	\$0	\$0	\$0	\$0	\$40,000

Project Title	Project Number	Department	Project Cost	Priority
John Deere Gator	Equipment	PW – Streets/Water	\$45,000	III

Project Description: Plant facility maintenance programs continue to increase due to increasing demand and facility age. This purchase will allow for increased efficiency through increased mobility for parts and material handling. This will be split among the streets and water departments. The breakout is \$30,000 allocated to the street fund and \$15,000 to the water fund.

- **Estimated Total Project Cost:** \$45,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$45,000	\$0	\$0	\$0	\$0	\$45,000

Project Title	Project Number	Department	Project Cost	Priority
Old Town Street Repair	SF181	PW - Streets	\$1,403,871	II

Project Description: Due to age and condition of the existing street infrastructure within town, a strategic multi-year repair plan was previously developed to rehabilitate selected streets, curb/gutter and sidewalk in the Old Town area. This project represents the 5th year of a 6-year program for streets within the Old Town area. This program is scheduled to end in 2022.

- **Estimated 5 Year Total Project Cost:** \$1,403,871
- **2021 Estimated Expenditures:** \$449,440
- **Estimated Completion Date:** 2022

Before



After



	Prior Cost	2021	2022	2022	2023	2024	Total
Project Amount	\$449,440	\$449,440	\$504,991	\$0	\$0	\$0	\$1,403,871

Project Title	Project Number	Department	Project Cost	Priority
Street Rehabilitation	SF231	PW - Streets	\$1,704,150	II

Project Description: Due to age and condition of the existing street infrastructure within town, a strategic multi-year repair plan was previously developed to rehabilitate selected streets, curb/gutter and sidewalk in the Old Town area, which will be complete in 2022. This general approach is expected to continue into the foreseeable future as this program is extended to address similar needs in other parts of Town. A Paving Study is planned for 2022, which will inform this on-going program moving forward. Pending that study, the proposed funding shown for future years are placeholders for financial planning purposes.

Estimated Total Project Cost: \$1,704,150

- **2021 Estimated Expenditures:** \$0
- **Estimated Completion Date:** Ongoing

Before



After



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$0	\$535,290	\$567,408	\$601,452	\$1,704,150

Project Title	Project Number	Department	Project Cost	Priority
Newer Subdivision Seal Coat/Crack Fill	SF182	PW - Streets	\$469,833	I

Project Description: As asphalt paving ages, cracks will start to form cracks in the top surface. This allows runoff to infiltrate to the subgrade, which accelerates the deterioration of the paving and results in more costly major repairs. This is a maintenance program to prevent or delay those major repairs and lengthen the lifespan of streets and Town parking lots.

The proposed costs in future years reflect an inflation-adjusted amounts for an on-going commitment to basic paving maintenance.

- **Estimated 5 Year Project Cost:** \$469,833
- **2021 Estimated Expenditures:** \$71,461
- **Estimated Completion Date:** Ongoing Maintenance



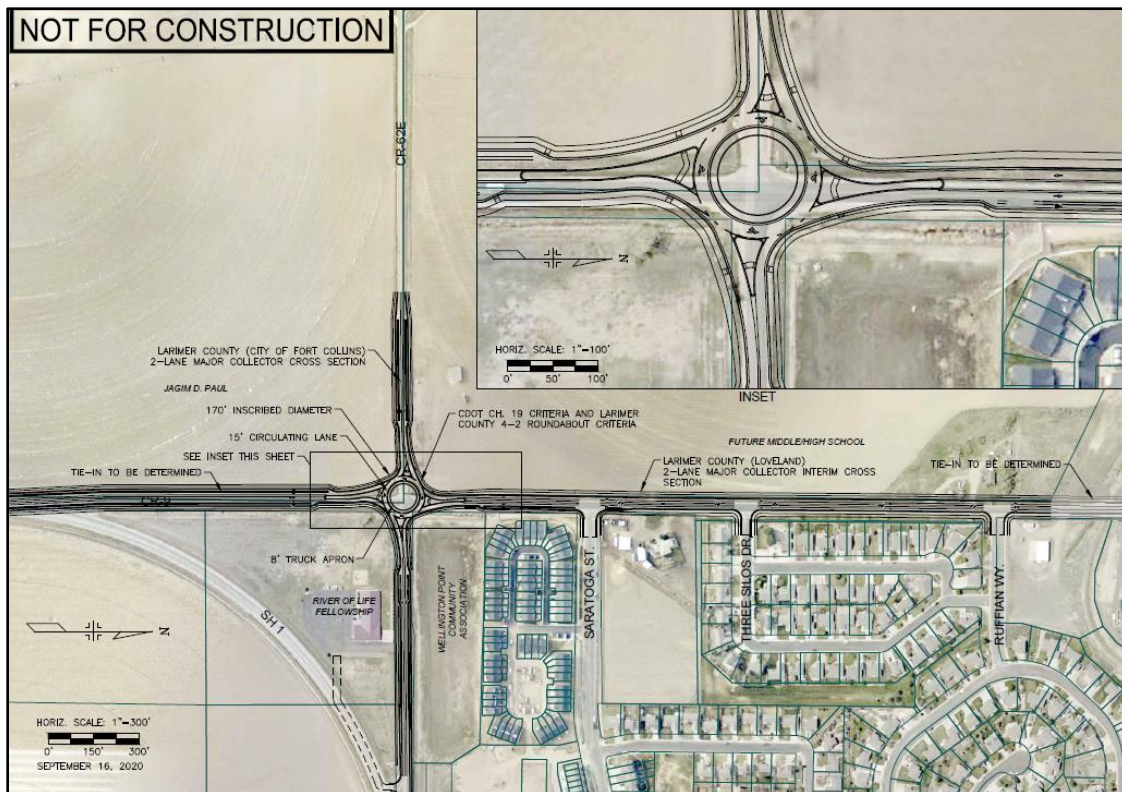
Example of seal coat/ crack fill project

	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$67,000	\$71,461	\$75,749	\$80,294	\$85,111	\$90,218	\$469,833

Project Title	Project Number	Department	Project Cost	Priority
Highway 1 Intersection Improvements	SF211	Planning	\$5,000,000	II

Project Description: Intersection improvements are needed at the intersections of State Highway 1 and County Road 9 and County Road 62E associated with the opening of a new high school and for the long-term traffic needs of the Town. A conceptual design is nearly completed, and funding will be needed for final engineering design, right-of-way acquisition, utility relocation and construction. There are sources for federal transportation grants that will be pursued to offset some of the costs of the intersection improvements. Adjacent future developments will also be partners in funding the improvements.

- **Estimated Total 3 Year Project Cost:** \$5,000,000
- **Estimated 2021 Project Cost:** \$750,000 (engineering design and right-of-way acquisition)
- **Estimated 2022 Project Cost:** \$2,250,000 (construction)
- **Estimated 2023 Project Cost:** \$2,000,000 (construction)
- **Estimated Completion Date:** 2023



	2021	2022	2023	2024	2025	Total
Project Amount	\$750,000	\$2,250,000	\$2,000,000	\$0	\$0	\$5,000,000

Project Title	Project Number	Department	Project Cost	Priority
I-25 Interchange	SF201	Public Works	\$1,000,000	II

Project Description: In order to have the State Highway 1 interchange be on CDOT's interchange replacement program, the Town will need to set money aside for a 30% design of the interchange. Funds have been set aside the last two fiscal years as a commitment to fund this project. 2021 would be the third year of funding.

The Town may elect to re-allocate these funds to another priority street or intersection project with a more immediate need and shorter construction timeline. If a re-allocation for these funds is desired, funds can be set aside for the State Highway 1 / I-25 interchange in future fiscal years.

- **Estimated 3 Year Total Project Cost:** \$1,000,000
- **2021 Estimated Expenditures:** \$666,666
- **Estimated Completion Date:** 2022

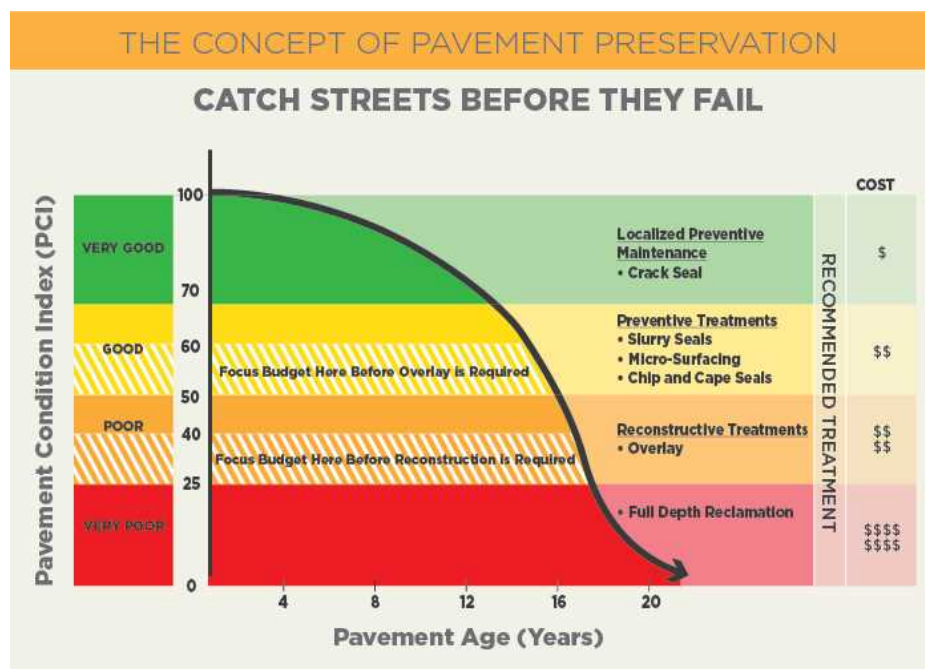


	2021	2022	2023	2024	2025	Total
Project Amount	\$666,666	\$333,334	\$0	\$0	\$0	\$1,000,000

Project Title	Project Number	Department	Project Cost	Priority
Pavement Study	SF202	PW - Streets	\$44,000	II

Project Description: The Pavement Study will assess the condition of Wellington streets and provide conceptual long-range planning information to prioritize, schedule and budget on-going street maintenance and repair.

- **Estimated Total Project Cost:** \$44,000
- **Estimated Completion Date:** 2022



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$44,000	\$0	\$0	\$0	\$44,000

Project Title	Project Number	Department	Project Cost	Priority
Vehicle Replacement	Equipment	PW - Water	\$60,000	III

Project Description: This item includes the purchase of new vehicles as needed for future new field employees. Also included, is the replacement of older vehicles that have reached a point where they are no longer reliable or cost-effective to maintain.

- **Estimated Total Project Cost:** \$60,000
- **Estimated Completion Date:** Ongoing



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$30,000	\$0	\$0	\$30,000	\$60,000

Project Title	Project Number	Department	Project Cost	Priority
Bulk NaOH and Antiscalant Tanks	Storage	PW – Water Treatment	\$38,000	II

Project Description: The existing bulk chemical storage systems are undersized and in need of replacement. The new tanks will be approximately 5000 gallons for each chemical

- **Estimated Total Project Cost:** \$38,000
- **2021 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2022



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$38,000	\$0	\$0	\$0	\$38,000

Project Title	Project Number	Department	Project Cost	Priority
Membranes for Nano	Equipment	PW - Water	\$56,589	II

Project Description: Replacement of the Nanofiltration Plant membranes. These membranes lose effectiveness and reliability over time and must be replaced on a regular basis based on usage.

- **Estimated Total Project Cost:** \$56,589
- **Estimated Completion Date:** 2021



	Prior Year	2021	2022	2023	2024	2025	Total
Project Amount	\$27,698	\$28,891	\$0	\$0	\$0	\$0	\$56,589

Project Title	Project Number	Department	Project Cost	Priority
Zero Turn Mower	Equipment	PW - Water	\$18,000	III

Project Description: Increase need for zero turn mower at the water facility.

- **Estimated Total Project Cost:** \$18,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$18,000	\$0	\$0	\$0	\$0	\$18,000

Project Title	Project Number	Department	Project Cost	Priority
Water Efficiency Program Equipment	Equipment	PW - Water	\$772,000	II

Project Description:

- **Estimated Total Project Cost:** \$772,000
- **Estimated Completion Date:** 2024



	2021	2022	2023	2024	2025	Total
Project Amount	\$160,000	\$240,000	\$177,000	\$195,000	\$0	\$772,000

Project Title	Project Number	Department	Project Cost	Priority
Front End Loader	Equipment	PW - Water	\$450,000	II

Project Description: The purchase of a new front-end loader, used for sludge removal from gravity drying beds, is planned for replacement in 2023. The actual make and model will be determined as the future needs of water plant are determined through the design process for the plant expansion.

- **Estimated Total Project Cost:** \$450,000
- **Estimated Completion Date:** 2024



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$0	\$0	\$450,000	\$0	\$450,000

Project Title	Project Number	Department	Project Cost	Priority
Skid Loader	Equipment	PW - Water	\$50,000	III

Project Description: This skid loader is needed for chemical and equipment deliveries and miscellaneous tasks throughout the plant, and will likely be shared between the streets and parks. The actual make and model will be determined at a later date.

- **Estimated Total Project Cost:** \$50,000
- **Estimated Completion Date:** 2022



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$50,000	\$0	\$0	\$0	\$50,000

Project Title	Project Number	Department	Project Cost	Priority
Water Treatment Plant Expansion	WF182	PW - Water	\$28,450,000	I

Project Description: As a result of the independent review of the Water Treatment Plant Expansion Project, several elements of the proposed design have changed. That independent review is complete, and a new design engineer has been selected.

The design phase of the project is already underway, and construction and/or equipment pre-purchase is expected to begin in 2021. The estimated completion date is May 2024.

- **Estimated Total Project Cost:** \$28,450,00
- **Estimated 2021 Project Cost:** \$7,850,000
- **Estimated Completion Date:** 2024



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$450,000	\$7,850,000	\$9,625,000	\$9,425,000	\$1,100,000	\$0	\$28,450,000

Project Title	Project Number	Department	Project Cost	Priority
Tank Coatings	WF184	PW – Water	\$25,000	II

Project Description: This project consists of re-coating the exterior of both finished water storage tanks located at the WTP site. The current coatings are original on both the 1MG and the 2MG and are badly deteriorated.

- **Estimated Total Project Cost:** \$25,000
- **Estimated Completion Date:** 2022



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$25,000	\$0	\$0	\$0	\$25,000

Project Title	Project Number	Department	Project Cost	Priority
Disinfection byproduct rule compliance (Tank Aeration)	WF185	PW – Water	\$50,000	II

Project Description: : The disinfection byproduct rule has continually proven challenging to meet, due the piping configuration of water tanks. Tank aeration would help improve disinfection byproducts, water age, and overall quality of the water held in the storage tanks.

- **Estimated Total Project Cost:** \$50,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$50,000	\$0	\$0	\$0	\$0	\$50,000

Project Title	Project Number	Department	Project Cost	Priority
Wilson Well Improvements	WF187	PW – Water	\$612,737	I

Project Description: Several elements of the past project were deferred to 2021 and 2022. The pump and control upgrades are substantially complete, and those new improvements are functioning as planned. The deferred elements of the project planned for 2021 include a new hatch, access and stairway improvements, and other minor improvements for the South Wellhouse.

Estimated Total Project Cost: \$612,737

- **Estimated Completion Date:** 2022



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$382,737	\$75,000	\$155,000	\$0	\$0	\$0	\$612,737

Project Title	Project Number	Department	Project Cost	Priority
Nano Plant Expansion	WF188	PW – Water	\$47,513	I

Project Description:

Estimated Total Project Cost: \$47,513

- **Estimated Completion Date:** 2021



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$9,565	\$37,948	\$0	\$0	\$0	\$0	\$47,513

Project Title	Project Number	Department	Project Cost	Priority
Clearwell HS Pump Upgrades	WF189	PW – Water	\$25,000	II

Project Description:

Estimated Total Project Cost: \$25,000

- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Project Title	Project Number	Department	Project Cost	Priority
Improve Carbon Feed System	WF203	PW – Water	\$79,500	II

Project Description: Activated carbon feed is the Town’s primary treatment system for taste and odor at the conventional water treatment system located at the main plant site. The current carbon feed system is primitive and does not function reliably, requiring frequent repair. Since the existing carbon feed system may need to be removed early in the construction of the WTP expansion project, this equipment may require relocation. More information will be available as the project moves through the design process, so this project might be delayed depending on design and construction considerations.

- **2021 Estimated Expenditures:** \$79,500
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$79,500	\$0	\$0	\$0	\$0	\$70,000

Project Title	Project Number	Department	Project Cost	Priority
Bulk Water Dispenser	WF201	PW - Water	\$70,000	III

Project Description: The bulk water dispenser is outdated and requires frequent repair. Replacement parts are difficult to source. It is expected that bulk water sales will continue to be regulated to manage water demand until the water treatment plant expansion project is completed, so this upgrade is planned for 2024.

- **Estimated Total Project Cost:** \$70,000
- **Estimated Completion Date:** 2024



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$0	\$0	\$70,000	\$0	\$70,000

Project Title	Project Number	Department	Project Cost	Priority
Fire Hydrant Replacement	WF204	PW - Water	\$274,104	I

Project Description: This program consists of replacement of older fire hydrants throughout Town. These fire hydrants are in older areas of town and should be replaced to provide flowrate and operational improvement. This program includes replacement of six hydrants per year for three years.

- **Estimated Total Project Cost:** \$274,104
- **2021 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2024



	Prior Year	2021	2022	2023	2024	2025	Total
Project Amount	\$60,000	\$0	\$66,000	\$72,600	\$75,504	\$0	\$274,104

Project Title	Project Number	Department	Project Cost	Priority
Distribution System Masterplan	WF205	PW - Water	\$150,000	II

Project Description: The current distribution masterplan, prepared by the previous town engineering consultant, is out of date and incomplete. Additionally, it was based on a modeling system that is no longer available or supported. This proposed project includes a new distribution system model, the identification of a water main and/or pumping improvements, alternatives analysis and conceptual budgeting. This masterplan will look forward to future growth within the Growth Management Area (GMA) in order to inform the future capital improvement plan and the oversizing program.

- **Estimated Total Project Cost:** \$150,000
- **Estimated Completion Date:** 2022



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$150,000	\$0	\$0	\$0	\$150,000

Project Title	Project Number	Department	Project Cost	Priority
Buffalo Creek Booster Station Upgrade	WF206	PW - Water	\$25,000	II

Project Description: The Buffalo Creek Booster Station provides boosted flow and pressure to areas located in the northwest area of town, such as Buffalo Creek and planned future developments. This facility must be upgraded as part of a nearby development in cooperation with the Town. This budget is provided for expenses associated with minor additional upgrades that are the responsibility of the Town.

- **Estimated Total Project Cost:** \$25,000
- **2021 Estimated Expenditures:** \$25,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Project Title	Project Number	Department	Project Cost	Priority
Distribution System Improvements and Oversizing Program	WF207	PW - Water	592,564	II

Project Description: Many water distribution pipes in the older areas of town are asbestos-cement (AC) or ductile iron. These older types of pipe are often subject to failure and leakage. This is a proposed ongoing program to rehabilitate or replace these and other pipes throughout town. This program also includes funding for potential oversizing of development-built water pipelines. The nature and timing of oversizing opportunities are difficult to predict, so this budget should be considered conceptual.

- **Estimated Total 5 Year Project Cost:** \$592,564
- **2021 Estimated Expenditures:** \$100,000
- **Estimated Completion Date:** 2025



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$40,000	\$100,000	\$105,000	\$110,250	\$115,763	\$121,551	\$592,564

Project Title	Project Number	Department	Project Cost	Priority
RRA and ERP (EPA Mandate)	WF211	PW - Water	\$120,000	I

Project Description: The American Water Infrastructure Act (AWIA) requires community (drinking) water systems serving more than 3,300 people to develop or update Risk and Resilience Assessments (RRAs) and Emergency Response Plans (ERPs). Each community water system shall assess the risks to, and resilience of, its system. Such an assessment shall include:

1. The risk to the system from malevolent acts and natural hazards
 2. The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system
 3. The monitoring practices of the system
 4. The financial infrastructure of the system
 5. The use, storage, or handling of various chemicals by the system
 6. The operation and maintenance of the system.
- **Estimated Total Project Cost:** \$120,000
 - **2021 Estimated Expenditures:** \$120,000
 - **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$120,000	\$0	\$0	\$0	\$0	\$120,000

Project Title	Project Number	Department	Project Cost	Priority
SCADA Improvements	WF212	PW - Water	\$70,000	I

Project Description: This equipment will greatly improve the resilience of the plant's Supervisory Control and Data Acquisition (SCADA system), including the physical security and cybersecurity of the plant. This purchase will be informed by the Risk and Resilience Assessment and Emergency Response Plan, which is also included in this 5-year CIP plan.

- **Estimated Total Project Cost:** \$70,000
- **2021 Estimated Expenditures:** \$70,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$70,000	\$0	\$0	\$0	\$0	\$70,000

Project Title	Project Number	Department	Project Cost	Priority
Valve Actuator Replacements	WF213	PW - Water	\$50,000	I

Project Description: The actuated valves for the filter system at the main plant are old and prone to failure. These outdated valves are scheduled for replacement over the next two years.

- **Estimated Total Project Cost:** \$50,000
- **2021 Estimated Expenditures:** \$25,000
- **Estimated Completion Date:** 2022



	2021	2022	2023	2024	2025	Total
Project Amount	\$25,000	\$25,000	\$0	\$0	\$0	\$50,000

Project Title	Project Number	Department	Project Cost	Priority
Filter Media Replacement	WF214	PW - Water	\$220,000	II

Project Description: The filters associated with the flocculation/sedimentation process at the main plant are in need of rehabilitation and/or replacement.

- **Estimated Total Project Cost:** \$220,000
- **2021 Estimated Expenditures:** \$220,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$220,000	\$0	\$0	\$0	\$0	\$220,000

Project Title	Project Number	Department	Project Cost	Priority
Pretreatment Sonde	WF215	PW - Water	\$40,000	II

Project Description: The main plant draws raw water from a shallow reservoir, which is subject to fluxuating water quality. This seven sensor sonde is configured for pH, temperature, ORP, Conductivity, Chlorophyll A, and Cyanobacteria (Blue Green Algae). Understanding these parameters will increase operators' ability to understand water quality issues and proactively adjust treatment processes accordingly.

- **Estimated Total Project Cost:** \$40,000
- **2021 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2022



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$40,000	\$0	\$0	\$0	\$40,000

Project Title	Project Number	Department	Project Cost	Priority
Redundant Nano/RO Motor	WF216	PW - Water	\$45,000	II

Project Description: This equipment is proposed for purchase in ta continuing effort to stock adequate replacement parts. These motors are key parts in the nanofiltration (Nano) and reverse osmosis (RO) processes. Having these parts on the shelf will help provide continuity of operations.

- **Estimated Total Project Cost:** \$45,000
- **2021 Estimated Expenditures:** \$45,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$45,000	\$0	\$0	\$0	\$0	\$45,000

Project Title	Project Number	Department	Project Cost	Priority
Covered Equipment Storage	WF217	PW - Water	\$30,000	II

Project Description: This storage facility will provide a secure, climate-protected place to store equipment. The location will be planned to work in conjunction with the plat expansion project.

- **Estimated Total Project Cost:** \$30,000
- **2021 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2023



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$0	\$30,000	\$0	\$0	\$30,000

Project Title	Project Number	Department	Project Cost	Priority
Water Source Development	WD18	PW - Water	\$14,575,714	I

Project Description: Purchase of water shares. The plan is to expend exactly what we bring in each year in order to secure long term water rights for the Town.

- **Estimated Total 5 Year Project Cost:** \$14,575,714
- **2021 Estimated Expenditures:** \$2,691,072
- **Estimated Completion Date:** Ongoing



	2021	2022	2023	2024	2025	Total
Project Amount	\$2,691,072	\$2,798,715	\$2,910,663	\$3,027,090	\$3,148,174	\$14,575,714

Project Title	Project Number	Department	Project Cost	Priority
Vehicle Replacement	Equipment	PW - Sewer	\$60,000	III

Project Description: This item includes the purchase of new vehicles as needed for future new field employees. Also included, is the replacement of older vehicles that have reached a point where they are no longer reliable or cost-effective to maintain.

- **Estimated Total Project Cost:** \$60,000
- **Estimated Completion Date:** Ongoing



	2021	2022	2023	2024	2025	Total
Project Amount	\$30,000	\$0	\$0	\$30,000	\$0	\$60,000

Project Title	Project Number	Department	Project Cost	Priority
Vacuum Truck	Equipment	PW – Sewer	\$540,000	III

Project Description: The existing vacuum truck is 24 years old and is need of replacement. Breakdowns are common and replacement parts are becoming scarce. A reliable vacuum truck is critical to the operation of the wastewater collection system. This truck will also provide pot holing capability for location of underground pipelines.

- **Estimated Total Project Cost:** \$540,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$540,000	\$0	\$0	\$0	\$0	\$540,000

Project Title	Project Number	Department	Project Cost	Priority
Zero Turn Mower	Equipment	PW - Sewer	\$9,000	III

Project Description: As the Town expands, additional open spaces, parks and streetscapes are brought into the Town's inventory for maintenance. As a result, additional resources are needed to meet increasing needs.

- **Estimated Total Project Cost:** \$9,000
- **Estimated Completion Date:** 2022



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$9,000	\$0	\$0	\$0	\$9,000

Project Title	Project Number	Department	Project Cost	Priority
Skid Steer Aeration	Equipment	PW – Sewer	\$24,000	II

Project Description: As part of the biosolids handling program, biosolids are worked to aerate and encourage drying. These solids are trucked off-site as part of regular operation, so reducing the weight is an important operational cost consideration. The existing equipment used for this purpose is aging and in need of future replacement. The biosolids handling program is not expected to change significantly with the future expansion project.

- **Estimated Total Project Cost:** \$24,000
- **2021 Estimated Expenditures:** \$24,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$24,000	\$0	\$0	\$0	\$0	\$24,000

Project Title	Project Number	Department	Project Cost	Priority
Wastewater Pumps	WWF181	PW – Sewer	\$87,249	I

Project Description: Many of the existing pumps throughout the plant date back to original construction. As these existing pumps age, they must be replaced to ensure reliable performance and improved efficiency. This is a continuation of a pump replacement program initiated in 2020. These pump replacements will be planned to work in conjunction with the future plant expansion, if possible.

Estimated Total Project Cost: \$87,249

- **2021 Estimated Expenditures:** \$19,000
- **Estimated Completion Date:** Ongoing



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$21,249	\$19,000	\$22,000	\$25,000	\$0	\$0	\$87,249

Project Title	Project Number	Department	Project Cost	Priority
WWTP Expansion Design and Construction	WWF211, WWF241	PW – Sewer	\$41,500,000	II

Project Description: As discussed in the description for the Wastewater Masterplan Project, the wastewater treatment plant is quickly nearing its design capacity. The wastewater masterplan project has outlined specific improvements to accommodate future growth while meeting State discharge permit requirements. Design of this project is expected to begin in late 2020 and extend into 2021.

Construction and/or equipment procurement is expected to begin in 2021.

Estimated Total Project Cost: \$41,500,000

- **Estimated Completion Date:** 2024



	2021	2022	2023	2024	2025	Total
Project Amount	\$2,750,000	\$13,375,000	\$13,375,000	\$12,000,000	\$0	\$41,500,000

Project Title	Project Number	Department	Project Cost	Priority
WW Collection Improvements and Oversizing	WWF212	PW – Sewer	\$862,025	III

Project Description: Many wastewater collection pipes in the older areas of Town are asbestos-cement (AC) or ductile iron (DIP). These older types of pipe are often subject to failure and leakage. Other pipeline may require upsizing. This is a proposed on-going program to rehabilitate or replace these pipes based on the recommendations of the Wastewater Master Plan currently underway. This program will also include potential oversizing of development-built water pipelines. The nature and timing of oversizing opportunities are difficult to predict, so this budget should be considered conceptual.

- **Estimated Total Project Cost:** \$862,025
- **2021 Estimated Expenditures:** \$200,000
- **Estimated Completion Date:** Ongoing



	2021	2022	2023	2024	2025	Total
Project Amount	\$200,000	\$210,000	\$220,500	\$231,525	\$243,101	\$862,025

Project Title	Project Number	Department	Project Cost	Priority
Collection System Manhole Rehabilitation Program	WWF204	PW – Sewer	\$124,300	I

Project Description: The manholes within the wastewater collection system are subject to wear and deterioration that should be addressed on an on-going basis, particularly in older areas of town. Often, manholes require repair or adjustment prevent infiltration and inflow. This project will allow for the highest priority manhole repairs to be completed on an on-going annual basis into the future.

- **Estimated 5 Year Project Cost:** \$124,300
- **2021 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2025



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$25,000	\$0	\$30,000	\$33,000	\$36,300	\$39,930	\$124,300

Project Title	Project Number	Department	Project Cost	Priority
Clarifier Rehabilitation (Tobrows)	WWF183	PW – Sewer	\$212,000	I

Project Description: While servicing clarifiers number 3 & 4, it was observed that the return sludge mechanisms (Tobrows) were severely corroded. This project consists of replacing the deteriorated parts to ensure uninterrupted, reliable operation. Both clarifiers will be incorporated into the future plant expansion and will continue to function well into the future. This project began in 2020.

- **Estimated Total Project Cost:** \$212,000
- **2021 Estimated Expenditures:** \$193,726
- **Estimated Completion Date:** 2021



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$18,274	\$193,726	\$0	\$0	\$0	\$0	\$212,000

Project Title	Project Number	Department	Project Cost	Priority
Clarifier Rehabilitation Project (recoating)	WWF203	PW – Sewer	\$110,000	II

Project Description: Serious deterioration of the coatings for the metal parts in clarifiers 3 and 4 were found during a recent inspection with the clarifiers drained. Rapid deterioration of the metal components can be expected without recoating, which would result in loss of functionality of the clarifiers. This project began in 2020.

- **Estimated Total Project Cost:** \$110,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$110,000	\$0	\$0	\$0	\$0	\$110,000

Wastewater & Collection Systems Masterplan	WWF191	PW – Sewer	\$205,000	I
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Project Description: This project will provide analysis of future treatment needs in accordance with future growth projections, alternative analysis and conceptual budgeting for various design approaches to provide a roadmap for the upcoming expansion project.

Additionally, this project includes a wastewater collection masterplan, which will include hydraulic modeling, the identification of a wastewater main and/or pumping improvements, alternatives analysis and conceptual budgeting. This masterplan will look forward to future growth within the Growth Management Area (GMA) in order to inform the future capital improvement plan and the oversizing program.

- **Estimated Total Project Cost:** \$205,000
- **2021 Estimated Expenditures:** \$132,856
- **Estimated Completion Date:** 2021



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$72,144	\$132,856	\$0	\$0	\$0	\$0	\$205,000

Project Title	Project Number	Department	Project Cost	Priority
SCADA Upgrades	WWF214	PW - Sewer	\$25,000	I

Project Description: The Wastewater Treatment Plant's SCADA system currently utilized a fiber optic/coax cable internal network system. The communication cards and other communication components using this outdated system are becoming obsolete. In order to facilitate continued reliable operation, these networks need to be replaced with ethernet based networks. This technology will be compatible with the future system installed with the plant expansion project.

- **Estimated Total Project Cost:** \$25,000
- **2021 Estimated Expenditures:** \$25,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Project Title	Project Number	Department	Project Cost	Priority
Selenium Removal Project	WWF213	PW - Sewer	\$800,000	I

Project Description: Emerging compliance requirements are a continual challenge for water and wastewater treatment providers. For wastewater, one of those is the upcoming requirement to limit selenium discharge into the environment. Preliminary exploratory sampling reveals that the Nanofiltration plant is the main source of selenium in our wastewater stream. As such, it appears that treating selenium at the source is the likely choice to meet these new discharge standards.

- **Estimated Total Project Cost:** \$800,000
- **2021 Estimated Expenditures:** \$800,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$800,000	\$0	\$0	\$0	\$0	\$800,000

Project Title	Project Number	Department	Project Cost	Priority
Old Town Street Repair	SDF181	PW - Drainage	\$178,855	II

Project Description: Due to age and condition of the existing street infrastructure within Town, a strategic multi-year repair plan was previously developed to rehabilitate selected streets, curb/gutter and sidewalk in the Old Town area. This project represents the 5th year of a 6-year program for streets within the Old Town area. This program is scheduled to end in 2022.

- **Estimated Total Project Cost:** \$178,855
- **2021 Estimated Expenditures:** \$59,551
- **Estimated Completion Date:** 2022

Before



After



	Prior Cost	2021	2022	2023	2024	2025	Total
Project Amount	\$56,180	\$59,551	\$63,124	\$0	\$0	\$0	\$178,855

Project Title	Project Number	Department	Project Cost	Priority
Storm Drain and Pan Replacements	SDF182	PW - Drainage	\$169,112	II

Project Description: This is a program that was created in 2020 to address failing storm drainage appurtenances such as pans. As specific maintenance or replacement needs are identified, they will be added to a rolling list of potential projects for inclusion in this on-going program.

- **Estimated 5 Year Total Project Cost:** \$169,112
- **2021 Estimated Expenditures:** \$31,800
- **Estimated Completion Date:** 2024



	Prior Year	2021	2022	2023	2024	2025	Total
Project Amount	\$30,000	\$31,800	\$33,708	\$35,730	\$37,874	\$0	\$169,112

Project Title	Project Number	Department	Project Cost	Priority
Stormwater Master Plan	SDF183	PW - Drainage	\$170,000	II

Project Description:

- **Estimated 5 Year Total Project Cost:** \$170,000
- **2021 Estimated Expenditures:** \$140,000
- **Estimated Completion Date:** 2021



	Prior Year	2021	2022	2023	2024	2025	Total
Project Amount	\$30,000	\$140,000	\$0	\$0	\$0	\$0	\$170,000

Project Title	Project Fund	Department	Project Cost	Priority
B-Dams Phase 1 engineering/Improvement	SDF221	PW - Drainage	\$80,000	I

Project Description: The existing B-Dams located upstream of Wellington have been reclassified by the State as “High Hazard”. A collaborative effort by the affected jurisdictions (Wellington, Larimer County, Fort Collins, Timnath, and the North Poudre Irrigation Company) resulted in a finding that structural improvements will not be needed. However, a flood early warning system and an emergency response plan are required. This budget includes an estimated cost-share for Wellington to complete those items. Potential funding for ongoing maintenance will also be required in future years, however those costs are still being developed.

- **Estimated Total Project Cost:** \$80,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$80,000	\$0	\$0	\$0	\$0	\$80,000

Project Title	Project Fund	Department	Project Cost	Priority
Regional Drainage Improvements	SDF231	PW - Drainage	\$1,500,000	I

Project Description:

- **Estimated Total Project Cost:** \$1,500,000
- **Estimated Completion Date:** Ongoing



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$0	\$500,000	\$500,000	\$500,000	\$1,500,000

Project Title	Project Number	Department	Project Cost	Priority
Vehicle Replacement	Equipment	PW - Parks	\$30,000	III

Project Description: This item includes the purchase of new vehicles as needed for future new field employees. Also included, is the replacement of older vehicles that have reached a point where they are no longer reliable or cost-effective to maintain.

- **Estimated Total Project Cost:** \$30,000
- **Estimated Completion Date:** Ongoing



	2021	2022	2023	2024	2025	Total
Project Amount	\$0	\$0	\$30,000	\$0	\$0	\$30,000

Project Title	Project Number	Department	Project Cost	Priority
John Deere Gator	Equipment	PW – Parks	\$20,000	III

Project Description: The existing gator needs replacement.

- **Estimated Total Project Cost:** \$20,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$20,000	\$0	\$0	\$0	\$0	\$20,000

Project Title	Project Number	Department	Project Cost	Priority
Parks Masterplan Update	PF201	Parks	\$120,000	II-III

Project Description: This project includes an update for the existing Parks Masterplan. Subsequent funding in 2022 will expand on that work as further defined.

- **Estimated Total Project Cost:** \$120,000
- **Estimated Completion Date:** 2022



	2021	2022	2023	2024	2025	Total
Project Amount	\$40,000	\$80,000	\$0	\$0	\$0	\$120,000

Project Title	Project Number	Department	Project Funds	Priority
Outer Canopy Net for Batting Cages	PF211	PW - Parks	\$20,000	II

Project Description: The outer canopy net at the batting cages is need of replacement due to wear and tear. The current netting is the original item initially installed at this location.

- **Estimated Total Project Cost:** \$20,000
- **2021 Estimated Expenditures:** \$20,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$20,000	\$0	\$0	\$0	\$0	\$20,000

Project Title	Project Number	Department	Project Cost	Priority
Pitching Machines at Batting Cages	PF212	PW - Parks	\$19,000	II

Project Description: Due to age and constant maintenance five new pitching machines need to be installed at the batting cages. The machines were used when the Town obtained them in 2008.

- **Estimated Total Project Cost:** \$19,000
- **2021 Estimated Expenditures:** \$19,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$19,000	\$0	\$0	\$0	\$0	\$19,000

Project Title	Project Number	Department	Project Cost	Priority
Pedestrian Access over Windsor Ditch	PF203	PW - Parks	\$80,000	II

Project Description: This project will remove a safety hazard associated with phase 1 of the Box Elder Trail project.

- **Estimated Total Project Cost:** \$80,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$80,000	\$0	\$0	\$0	\$0	\$80,000

Project Title	Project Number	Department	Project Cost	Priority
Replace Soft Trails	PF213	PW - Parks	\$40,000	II

Project Description:

- **Estimated Total Project Cost:** \$40,000
- **Estimated Completion Date:** 2022

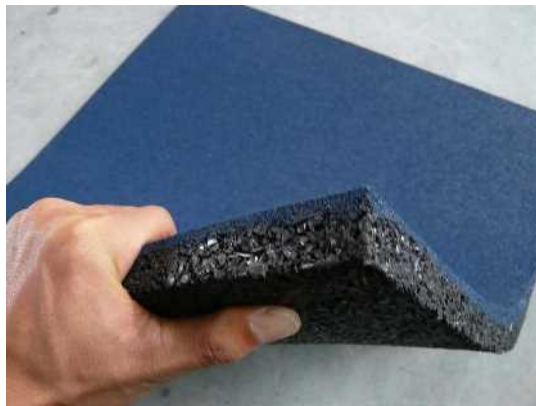


	2021	2022	2023	2024	2025	Total
Project Amount	\$20,000	\$20,000	\$0	\$0	\$0	\$40,000

Project Title	Project Number	Department	Project Cost	Priority
Winnick Park Playground Re- Surfacing	PF214	PW - Parks	\$67,000	II

Project Description: The current playground surface will be replaced with a modern poured-in-place surfacing, resulting in increased visual appeal and user safety.

- **Estimated Total Project Cost:** \$67,000
- **2021 Estimated Expenditures:** \$67,000
- **Estimated Completion Date:** 2021



	2021	2022	2023	2024	2025	Total
Project Amount	\$67,000	\$0	\$0	\$0	\$0	\$67,000

Board of Trustees Meeting

Date: November 24, 2020

Submitted By:

Subject: Minutes of the November 10, 2020 Board of Trustees Meeting

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. 11.10.20 Minutes Draft



BOARD OF TRUSTEES
November 10, 2020
6:30 PM

Regular Meeting

MINUTES

A. CALL TO ORDER

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

1. Pledge of Allegiance

Mayor Hamman asked that all rise for the pledge of allegiance.

2. Roll Call

Mayor Troy Hamman
Mayor Pro Tem Wyatt Knutson
Trustee Jon Gaiter
Trustee John Jerome
Trustee Rebekka Kinney
Trustee Ashley Macdonald
Trustee Tim Whitehouse

Also Present:

Kelly Houghteling, Interim Town Administrator
Brad March, Town Attorney
Judi Tippetts, Finance Director
Cody Bird, Director of Planning
Hallie Sheldon, Town Intern
Bob Gowing, Director of Public Works
Krystal Eucker, Town Clerk
Dave Myer, Engineer II
Michael Rairdon, Larimer County Sheriff's Office Patrol Sergeant
Lori Woodruff, Human Resources Manager
Mahalia Henschel, Communications Specialist
Tyler Sexton, Deputy Finance Director

3. Amendments to Agenda

Mayor Hamman asked if there were any amendments to this evening's agenda to which there was none.

4. Conflict of Interest

Mayor Hamman inquired if there were any conflicts of interest on this evening's agenda. Mayor

Pro Tem Knutson and Trustee Macdonald stated they would be abstaining from the Sage Meadows agenda item.

B. COMMUNITY PARTICIPATION

1. Public Comment

Mayor Hamman opened the meeting for public comment.

Kathy Wydallis, 3405 Revere Court, Wellington, CO commented that there was a survey out regarding plans for Wellington. Ms. Wydallis felt the survey was manipulative and didn't like the answers to choose from. She felt like there was already plans to turn Cleveland, McKinley and Harrison from residential to commercial. Ms. Wydallis would like to know why this survey is coming out and would like to have a survey that was not so confusing. She would like to leave old town alone and put developments on the frontage road and by the new high school.

Trustee Gaiter commented that the survey was sent out as part of the comprehensive plan process; the survey was also posted to Wellington's Facebook page.

Mayor Hamman inquired if there was not an option to put comments in on the survey.

Trustee Gaiter stated there is the option for a comment box but there is not an option to not like the options provided. Trustee Gaiter stated he is on the steering committee for the comprehensive plan and has received several other comments on the survey.

Cam Tietz with American Electrical Innovations commented that there are businesses in Wellington that have been built or are being built but they cannot get up and running. This doesn't happen in other communities. These businesses are facing hurdles and other oddities from the building department. Mr. Tietz commented that the planning department needs some help or the Director needs to be reigned in a bit. There doesn't seem to be consistency on what is needed for a permit. Multiple businesses don't want to work with Wellington and businesses are being pushed out by the higher ups in Wellington. There are not the stalls for businesses anywhere else.

Sherry Rodriguez, 8438 2nd Street, Wellington, CO commented that she has been a resident for 24 years. She came across the survey as well and did not feel comfortable answering the questions. Ms. Rodriguez commented that she doesn't feel people in town want to see the Main Street go away and take away houses from people on Main Street. Traffic will be an issue in when the new high school opens. There needs to be another exit into Wellington and build a new downtown off of that.

Rosemary 834 W CR 66E, Waverly, CO commented that she feels Wellington is being presented from the American Planning Association which promotes sustainable development; rack and stack high density housing. Rosemary commented that Wellington should take a step back and look for more information before moving forward with the comprehensive plan. Every new rule adopted in the name of sustainable development squeezes a little more freedom from every individual.

John Richardson, 6764 Mount Flora Street, Wellington, CO thanked the Board for their willingness to listen to the residents. Wellington is struggling with commercial businesses although in the last four years there have not been many businesses that have actually got off the ground due to the

red tape. Mr. Richardson feels the process should be looked at to figure out the delays.

Matt Mullett, 4699 Clark Lake Drive, Wellington, CO commented that he is concerned with what is going on with businesses in town as it is hard for businesses to jump through the hoops. The town needs the businesses that want to come here.

Kristi Cannon, 6886 Meade Street, Wellington, CO suggested doing a test pilot for the survey to get a feel of the quality of questions.

C. CONSENT AGENDA

1. Minutes of the September 22, 2020, October 13, 2020 and October 27, 2020 Board of Trustees Meetings
2. Ratifying Resolution No. 38-2020 - A Resolution Referring to the Voters the Initiated Ordinance Concerning Retail Marijuana Sales Tax in the Town of Wellington

Trustee Gaiter moved approve the consent agenda with corrections to the minutes; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:

Yeas - Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays - None

Motion carried.

D. ACTION ITEMS

1. Ordinance No. 17-2020 - An Ordinance Approving the Final Plat and Rezone to PUD for Sage Meadows Second Subdivision

Mr. Bird informed the Board that the owner of approximately 36 acres of land located east of Highway 1 between Jefferson Ave. and G.W. Bush Ave. has submitted a request to plat the property for single-family detached residential, single-family attached residential and 2 larger lots along Highway 1 for potential commercial or public/civic use. A rezone request to a Planned Unit Development Overlay District (PUD) is also proposed. The PUD is proposed to accommodate the mix of detached and attached residential units, as well as commercial and public/civic development opportunities.

The property proposed for platting and zoning to PUD was annexed into the Town in 2016 and was concurrently zoned R-2 Residential Single-family, Medium Density. The master plan presented for the property at the time of annexation demonstrated the property would be a continuation of Sage Meadows Subdivision.

All lots within the original annexation master plan were identified for single-family detached residential development. At the Town's urging, the applicant has provided 2 commercial/public/civic parcels along Highway 1. These parcels are important to the development of Highway 1 as a commercial corridor. Providing the 2 larger tracts on the proposed plat allows a transition from the scale of existing single-family homes to the higher intensity commercial development anticipated to the north. To further transition from the larger

commercial/public/civic properties to the single-family detached residential properties, the applicant was asked to provide single-family attached units (4-plexes). Attached dwelling properties are provided and transition on the rear or side property lines from the adjacent commercial or detached dwellings to limit the visual impacts of the different housing types.

The Planning Commission conducted a public hearing to review the final plat and rezone to PUD on November 2, 2020. The Commission voted to recommend approval of the final plat and rezone, subject to comments and corrections identified in the staff report to the Commission. The corrections identified in the staff comments are required to be corrected on the final plat mylars.

By recommending approval of the final plat and rezone, the Commission determined that the plat and zoning is consistent with the Town's Comprehensive Plan and that the plat conforms to the Town's subdivision regulations except as modified by the PUD.

The Parks Advisory Board reviewed the subdivision plat at its meeting on October 14, 2020 and voted to accept the open space dedications and trail layout as presented. The Parks Advisory Board also recommended accepting fees in-lieu of land dedication for parks due to the proximity of the development to existing Viewpointe Park.

Mr. Robertson stated he is excited to wrap up this project and thanked Mr. Bird for his help and input on the buffer of residential to commercial. The 4-plexes is a good buffer between commercial and single family residential.

Trustee Gaiter inquired if multi-family were being pushed by the Town as we were trying to avoid higher density or was this something the developer was wanting to do.

Mr. Bird commented that it is a fairly typical practice to transition from higher intense uses like commercial to single family detached homes. The overall density of the site is about the same that was originally proposed in the 2016 annexation. The developer was asked to carve out some area for commercial uses.

Mr. Robertson stated they had sent renderings to Mr. Bird of what was being proposed and then built on that. We are holding the value of the single-family homes even though we are doing the 4-plexes.

Mr. March requested that when a motion is made to approve, to include the approval in substantial form as there are minor adjustments that need to be made.

Trustee Kinney commented that she likes the diverse housing options in Wellington and the potential of more affordable housing.

Mayor Hamman commented that this is a well thought out project.

Mayor Hamman opened the meeting for public comment.

Christine Gaiter, 8132 4th Street, Wellington, CO commented that 103 lots will increase the water usage and cause more strain on the water treatment plant which does not align with the community vision statement in the Comprehensive Plan. Maybe the lots should be bigger so there are less houses so that will cause less stress on the water treatment plant. Wellington is a rural town and what that means to her is that there is low density with bigger lots which results in less

people.

Kathy Wydallis, 3405 Revere Court, Wellington, CO commented that she is concerned about the water as she received the news that the water bills will be increasing. The HOA requires that homeowners keep their lawns green but the cost to water will be a lot. Then there are new houses going up and the water treatment plant project has not been started. Ms. Wydallis is concerned about development and not having the water for it.

Rosemary 834 W CR 66E, Waverly, CO commented she has been dealing with this since the 90's when Fort Collins became a controlled and regulated town. It was unique once and then they did sustainable development rack and stack high density where no one wanted to live.

Mayor Hamman brought the meeting back to the Board for comments and questions.

Mayor Hamman inquired if the lawns will be utilizing non-potable water systems for this project.

Mr. Bird stated the property does have access to a non-potable system so all of the residential lots as well as the two commercial lots and open space will have a non-potable irrigation system.

Mr. Robertson stated they will more than likely be bringing 14 shares of North Poudre water for this project.

Trustee Gaiter inquired as to what the timeframe is for these homes.

Mr. Robertson stated they may have lots ready by summertime of 2021 and does not predict the homes will come online before 2022. All the homes can not be built at one time. Sage Homes understands the water situation and does not want to flood the market either.

Trustee Whitehouse moved approve Ordinance 17-2020 in substantial form; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas – Kinney, Whitehouse, Hamman

Nays – Gaiter, Jerome

Abstain – Knutson, Macdonald

Motion carried.

2. Wastewater Treatment Plant Expansion: Wastewater Utility Plan

Mr. Myer informed the Board that at the September 15th work session, an update on the Wastewater Treatment Plant (WWTP) Master Plan was presented where Jacobs outlined the next steps for the plant expansion. These included permitting (regulatory) requirements involving preparation of a Wastewater Utility Plan and a Preliminary Effluent Limit (PEL) application. The intention herein is to request Board approval for execution of a contract with Jacobs for preparation of the Wastewater Utility Plan and assistance with the Town's PEL application.

Assuming the Town finances the construction of the Wastewater Treatment Plant Expansion with a State Revolving Fund (SRF) loan through the Colorado Water Resources and Power Development Authority, several State regulatory and funding requirements are necessary. Additionally, the Colorado Department of Public Health and Environment (CDPHE) requires several permitting and design review steps. The various State requirements are summarized in Table 1 (attached). The

Wastewater Utility Plan and the PEL application are critical precursors to other documents that must be prepared.

The proposed Wastewater Utility Plan scope of work is in accordance with the NFRWQPA's Wastewater Utility Plan Guidance Manual (current version January 2020). The tasks outlined in Jacobs' scope are based upon the Guidance Manual's format checklist for ease of review by NFRWQPA reviewers. The scope was also developed from prior work performed by Jacobs on the Wastewater Master Plan and the Town's Comprehensive Plan be written currently by Logan Simpson. Additional items in Jacobs' scope include assisting the Town with its PEL application, assistance with the Town's SRF pre-application form, and attendance at the SRF loan preapplication meeting in Denver with CDPHE.

Based on what was previously presented to the Board, the anticipated schedule for the WWTP Expansion remains as follows:

- October 2020 – March 2021 (extended as needed): Funding & Regulatory Steps
- December 2020 – December 2021: Engineering Design
- January 2022 – May 2022: Finalize Project Financing and Regulatory Approvals
- May 2022 – Early 2024: Construction

Staff request the Board authorize execution of the contract with Jacobs Engineering Group in the not to exceed amount of \$115,815 for preparation of the Wastewater Utility Plan for the Town's Wastewater Treatment Plant Expansion.

Mayor Hamman opened the meeting up for public comment.

Christine Gaiter, 8142 4th Street, Wellington, CO inquired if there was a federal or state manual that provided fewer regulations that the Town can choose and is concerned about going green as sometimes that is not as effective and costs more.

Mr. Myer stated these are state and federal regulatory requirements that the Town does have to go through for the expansion; the clean water act was passed in 1972. NFRWQPA is the oversight of this plan.

Mr. Snider commented that the NFRWQPA is the local board for all of Weld and Larimer County. Anyone that has a wastewater plant must go through that agency to ensure compliance with the clean water act. NFRWQPA does require that environmental considerations be made although not all the considerations are required to be made. It will be up to the Town to make decisions in those regards.

Mayor Hamman closed the public hearing and brought the discussion back to the Board.

Trustee Whitehouse moved approve the contract with Jacobs Engineering Group for preparation of the Wastewater Utility Plan in the not to exceed amount of \$115,815; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:

Yeas - Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays - None

Motion carried.

3. Town Administrator Employment Agreement

Mr. March stated the Board of Trustees hired Peckham & McKenney Inc., Executive Search Firm, to facilitate the Town Administrator recruitment. This recruitment resulted in a very competitive pool of national applicants. After the initial rounds of interviews, the Board of Trustees invited four finalists to interview on October 30. The Board of Trustees selected Patti Garcia to serve as Town Administrator and attached is the Employment Agreement.

Trustee Gaiter commented that with Ms. Garcia, the things that stood out to him was the fact that she has the experience in northern Colorado and understands not only the issues that the Town has but she also knows the players with the County and other municipalities. Ms. Garcia also has experience in other municipalities in northern Colorado. Trustee Gaiter feels she will be a good fit for town staff and will be good at engaging with citizens and the Board of Trustees.

Trustee Whitehouse commented that the Board sat in 9 hours of interviews last week and would reiterate the comments made by Trustee Gaiter. Trustee Whitehouse believes Ms. Garcia has the skills to work effectively.

Trustee Macdonald commented that she feels Ms. Garcia has the education and experience the Board of Trustees has been looking for.

Mayor Pro Tem Knutson commented that Ms. Garcia seems to be the best fit for the Board of Trustees and looks forward to getting her on board.

Trustee Kinney commented that she was impressed with Ms. Garcia as she was very present and engaged; very positive yet firm. Ms. Garcia seems very resilient and believes she will be able to form some positive relationships. Ms. Garcia does have a lot of experience as well.

Mayor Hamman commented that he echoed all the other comments of the Trustees. Ms. Garcia understands the struggles and challenges that the Town is facing.

Trustee Jerome commented that he was not in the interviews but feels comfortable with the decision the Board of Trustees has made.

Mayor Hamman opened the meeting for public comment.

Christine Gaiter, 8132 4th Street, Wellington, CO commented about the annual conference the Town Administrator will attend and that there are not any rural community conferences listed; she feels that is something that should be looked at.

Mr. March stated the conferences listed in the contract are standard conferences for a Town Administrator. These conferences keep Town Administrators apprised of new legislation and members of various organizations can come together to discuss the communities they are working in.

Rosemary, 834 WCR 66E, Waverly, CO commented that she is concerned about the conferences the Town Administrator will be attending and feels the Town Administrator will bring back the template that has turned other unique communities into rack and stack high density communities.

Kristi Cannon, 6886 Meade Street, Wellington, CO commented that the conferences listed in the

contract are beneficial to the Town Administrator as there are development sessions to build skills for being more effective in their roles. The Town Administrator is able to build networks and connect with other individuals along the front range. The conferences allow the Town Administrator to bring back fresh and exciting ideas.

Trustee Gaiter moved approve the Town Administrator Employment Agreement; Trustee Kinney seconded the motion. Roll call on the vote resulted as follows:

Yeas - Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays - None

Motion carried.

4. Chamber of Commerce Funding Request

Ms. Cannon informed the Board that there is a \$6,800 extension of educational funds granted out of the \$10,000 grant for advanced consulting services to existing local businesses in Wellington to help them scale up to larger operations and profits; the Chamber is asking for a continuation of the MOU that is in place by rolling over funds that were not used in 2020 to 2021. The Chamber is also asking for an additional \$7,015 to help with the transition of the move due to the Town cancelling the MOU for rental space. The total request between the two is \$13,815.

The education and consulting for businesses was created at the beginning of 2020 and was a partnership with the Town of Wellington; it began with a \$10,000 grant. The services are provided through the Small Business Development Center out of Fort Collins and it is meant to work with organizations within Wellington that have at least \$200,000 in revenues or sales. The intent is to scale up. The services they offer are sales and marketing strategies, financial check-in, and onsite business review and recommendations. The Chamber has contacted businesses in Wellington to let them know that the SBDC offers then the business pays \$200 for their service and Wellington pays \$800 for the service. The Chamber has no involvement with handling the grant money. An MOU was signed between the Wellington Area Chamber of Commerce and the Town of Wellington that outlined that process. The SBDC was on hold with providing this service from March through July as they were focusing on COVID recovery but did restart those services in August and since then, the Chamber was aggressive about contacting businesses that may benefit from the services. The Chamber would like to see the funds that were not used in 2020 be rolled over into 2021.

The second request is in relation to the MOU that the Chamber had with the Town of Wellington to lease office space that began in March and ended in October. There were unexpected costs to the Chamber for that relocation. When the Chamber moved into the Harrison House, the agreed upon rent that we would pay the Town was \$200 per month and the MOU speaks to the fact that the Chamber could offer in kind services in lieu of rent. At the time of the MOU, the economic development individual was expected to heavily use a sophisticated printer that the Chamber has leased. The agreement was that the Chamber would pay \$200 per month rent and the Town would pay the Chamber \$200 per month for use of the printer. Instead of making payments back and forth, it was decided that a reconciliation would be done at the end of the year. In the Harrison House, there was free internet, furniture was already there so the total cost of the Chamber being in the Harrison House was approximately \$1,238. When the MOU was terminated, the Chamber was forced to relocate to another location with the rent being \$300 per month. The Chamber is now paying for a lot more of the printer costs although another tenant in

the building is helping with the cost. Also, the Chamber is now paying for internet and phone services and needed to purchase furniture. The total costs related to the move are approximately \$8,253; there is difference of \$7,015 that the Chamber is now paying on top of the arrangement that the Chamber made with the Town in the MOU to move into the Harrison House.

Ms. Cannon read a letter from Sparge Brewery who was unable to attend the meeting in which he thanked the Chamber and the SBDC for constantly looking for ways to improve our business. These critical ways are key to ensuring we are on the right track and set up for success as we grow.

Mayor Hamman commented that he would assume the grant money for educational services could easily be moved to 2021.

Trustee Kinney commented that she attended the annual meeting for the Chamber last week and it was refreshing to see the creativity and the accomplishments that have been obtained this year. The Chamber assembled a task force that assisted businesses during the COVID pandemic. The Chamber has been in collaboration with the Town as well as the Main Streets Program. There was no malicious intent to terminate the MOU for office space although that did put them in a situation that they were not anticipating. The Chamber is a valuable partner and their work is paying off in the community.

Trustee Macdonald commented that the rollover is appropriate and inquired if there is an ex-officio Trustee that sits on the Chamber Board.

Per Ms. Cannon, no.

Trustee Macdonald inquired if the Chamber will be willing to share their current budget with the Board of Trustees.

Ms. Cannon stated she will need to check with the Board on that as it is not her call; that is normally available for members.

Trustee Jerome inquired if the Town is a member of the Chamber, correct.

Per Ms. Cannon; that is correct.

Trustee Jerome commented that it would not be an unreasonable request to see the financials and budget.

Trustee Macdonald commented that she is not opposed to reimbursing the \$7,000 although she would like to take a closer look as that is a large amount for a one-person office to move less than a mile.

Trustee Whitehouse commented that he feels rolling over the educational grant money is a reasonable request as it could not be utilized this year and inquired if there was CARES funds available for the move.

Ms. Cannon stated there are not CARES funds available for this move. We did apply for GAP funding and did receive some funds there but that is for fundraising efforts and not available for a move.

Trustee Gaiter commented that the extension of the grant funding is appropriate although

inquired if the bar that is set at \$200,000 was set but the Town of Wellington or by the SBDC.

Ms. Cannon stated Fort Collins uses \$300,000 but the SBDC was able to work with Wellington as there are smaller organizations.

Mayor Pro Tem Knutson commented that he is fine rolling over the grand education money for SBDC but would like to look at the relocation costs a little more as the MOU's for the Chamber and Main Streets were done at the same time; was there any reimbursements to Main Streets for moving.

Ms. Cannon commented that she didn't think so, but the Town is also supports them with funding.

Mayor Pro Tem Knutson commented that he believes the items should be split up instead of voting on them together.

Mayor Hamman inquired if he would like them split this evening or bring them back at the next meeting.

Mayor Pro Tem stated it seems the Board is in agreement to roll over the educational grant money but tabling the relocation expenses after looking at some financials.

Mr. Jon Slutsky commented that they have no problem sharing the budget ad profit and loss balance sheet with members. The year is about over and the budget for 2021 is not yet complete. Mr. Slutsky stated they would be happy to share that information if the Board would like to come by the office although he is not sure how that would impact the decision.

Linda Knaack, 4214 White Deer Lane and their business is Knaack Automotive at 3703 Cleveland Avenue commented that they have participated in the program with the SBDC although have only gone about 50% of the way through it. Even at 50% of the program, it has well exceeded the expectations.

Lisa Christopherson, owner of Polished Spa in Wellington has owned the business in Wellington for two years and stated it has been so important to her that the Chamber has gone out of their way to make sure she knew what was available to her to make it through the year. The Chamber would reach out to check in on the business and due to the Chamber reaching out early, she was able to apply for some funds to pay her employees.

Trustee Jerome inquired if there was a need to vote as this is a budget item that would go into the 2021 budget.

Ms. Tippetts stated she has documented the carry forward education money and will include it in the budget. Staff would need direction on the relocation expenses as the budget will be going before the Board on December 8, 2020.

Trustee Gaiter inquired if the MOU for the educational money needs to be updated.

Ms. Cannon stated the MOU wasn't time bound although there are some items that are dated in the MOU.

Ms. Tippetts commented she would like the opportunity to look at the CARES Funding language as she is not sure she can substantiate \$300 per month rent for the whole year. Ms. Tippetts would like the opportunity to break up the \$7,015 to be able to use some of the CARES Funding. The

piece that will be included in the budget will be the carry over funds.

Mr. March stated this item can be tabled to the next meeting to answer some questions.

Trustee Gaiter requested that getting a balance of the Board discretionary fund as well at the next meeting.

Mayor Pro Tem Knutson moved to table item D.4 to the November 24, 2020 meeting, Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas - Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays - None

Motion carried.

5. Wastewater Treatment Plant Clarifiers Nos. 3 and 4 Recoating Project

Mr. Myer informed the Board that two clarifiers at the wastewater treatment plant (nos. 3 and 4) were drained in spring of 2019. Upon inspection, plant operators found the protective coating on all the under-water equipment was peeling and flanking off. Recoating is needed to protect the equipment in the clarifiers.

The plant operators reached out to six different paint companies during the past 4-5 weeks. Two quotes were received from painting contractors willing to complete the work (attached).

Staff requests authorization to execute the contract with M&M Tank Coating Company in the not to exceed amount of \$70,000 for recoating services on clarifiers 3 and 4 at the wastewater treatment plant.

Trustee Whitehouse inquired about the exclusions in the contract and inquired if there were things like lead based paint or disposal costs that may come up.

Mr. Myer stated we are not anticipating those items to be a factor in this project.

Trustee Gaiter inquired if the companies are quoting the same things or is there a reason one was more qualified than the other.

Mr. Myer stated both companies are quoting the same things; it is the nature on how the companies laid out their quotes.

Mayor Pro Tem Knutson inquired as to when the work will be done.

Mr. Myer stated they are waiting for the weather to warm up as it is all temperature based on when these coatings can be done. If the weather does not cooperate, it will need to wait until spring.

Trustee Gaiter inquired if it would be better to hold off on this until spring and would the clarifiers make it until spring.

Mr. Myer stated they would probably make it until spring; the topcoat is peeling off. The reason we wanted to get it in this year is that it was slotted in the 2020 CIP plan.

Mayor Hamman commented that the product being used is tmemec coatings which is a top of the line coating; they are probably good at 40 degrees, maybe even 35 degrees and there are times

when we get good weather for applications. They will throw heat and weather protection on staff and that will be the Town's problem.

Trustee Whitehouse inquired as to what the costs will be for the appropriate hearing for the project.

Mayor Hamman stated they could have to tent and use propane heat.

Mr. Myer stated the Town doesn't have the equipment to do those kinds of things.

Trustee Jerome confirmed that the clarifies are the tanks in the ground.

Mr. Myer stated they are the tanks in the ground.

Mayor Hamman opened the meeting up for public comment to which there was none.

Trustee Whitehouse moved approve the contract with M&M Tank Coating Company in a not to exceed amount of \$70,000; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas - Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays - None

Motion carried.

6. Proposed Ordinance - An Ordinance Concerning the Regulation of Retail and Medical Marijuana Sales in the Town of Wellington

Mr. March informed the Board that the litigation surrounding this proposed ordinance is still pending and recommends this agenda item be tabled to November 24, 2020 and there is no need to an executive session this evening.

Trustee Whitehouse inquired if there was an agreement made with the proponents of the initiative, would the litigation be settled.

Mr. March stated a proposed ordinance would be presented instead of the initiated ordinance and the intention would be that both lawsuits would be dismissed, and the Board would refer an alternative ordinance to the voters. There is a way to go to get to that point.

Mayor Hamman opened the meeting up for public comment to which there was none.

Mayor Pro Tem Knutson moved to table agenda item D.6 to November 24, 2020; Trustee Gaiter seconded the motion. Roll call on the vote resulted as follows:

Yeas - Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays - None

Motion carried.

Mayor Hamman closed the regular meeting at 9:15 p.m. and opened the Liquor License Review Board.

E. OTHER BOARDS

Roll Call

Mayor Troy Hamman
Mayor Pro Tem Wyatt Knutson
Trustee Jon Gaiter
Trustee John Jerome
Trustee Rebekka Kinney
Trustee Ashley Macdonald
Trustee Tim Whitehouse

1. Annual Renewal - Avuncular Bob's T Bar Inn and Brew Pub

Ms. Eucker informed the Board that Avuncular Bob's T Bar Inn has submitted their annual renewal for their Hotel and Restaurant liquor license. A review of the application found the establishment is in good standing with the Colorado Secretary of State and the establishment is current with their sales tax. The Larimer County Sheriff's Office reported completing routine bar checks which resulted in no issues. There was a physical disturbance inside the establishment on November 8, 2019 which the Larimer County Sheriff's Office was called for assistance; that occurrence did not result in any violations related to the liquor license.

Trustee Kinney moved approve the annual renewal for Avuncular Bob's T Bar Inn; Mayor Pro Tem Knutson seconded the motion. Roll call on the vote resulted as follows:

Yeas - Gaiter, Jerome, Kinney, Macdonald, Whitehouse, Knutson, Hamman

Nays - None

Motion carried.

Mayor Hamman closed the Liquor License Review Board at 9:19 p.m. and resumed the regular meeting.

F. REPORTS

1. Town Attorney

Mr. March commented that after looking into Bob's Rules of Order, it does not appear the Sage Meadows passed as the abstain votes county as nays.

Trustee Whitehouse inquired as to where this leaves us now.

Mr. March stated it was not approved although it can be brought back on reconsideration by someone voting in the negative at the next meeting.

Trustee Whitehouse confirmed that we have until the next meeting to act on this and figured out although if that doesn't happen this is effectively dead.

Mr. March stated that is correct.

2. Town Administrator

None.

3. Staff Communications

Ms. Eucker asked the Board if they wish to begin the November 24th meeting at 5:00 dur to the holiday that week; the consensus of the Board was to leave the meeting at 6:30.

4. Board

Trustee Whitehouse inquired if the 24th meeting was cancelled, would the Sage Meadows Annexation be dead.

Mayor Hamman stated it would be the next meeting following the action.

Trustee Gaiter informed the Board that the CAC would like to consider doing a ceremony for the tree lighting and they wanted to know if the Board is willing to go through the variance process to have the ceremony.

Ms. Houghteling stated she had a meeting with Tom Gonzalez and the topic of special events did come up. The variance process is continuing to change; it looks like the numbers will be reduced on what they will allow and they also stated they could not give an answer if these events will be approved due to the uptick in cases.

Trustee Kinney commented that she doesn't see the harm in the CAC trying for a variance.

Trustee Jerome commented the tree lighting could be moved to a different location for the ceremony.

Ms. Houghteling confirmed if the CAC will be completing the variance or if there is an expectation that staff will be completing the variance.

Mayor Hamman commented to have the CAC do the variance and staff could assist.

Trustee Gaiter asked if there could be a plan for public comment on non-agenda items; a specific expectation. Just letting the public know what, if any responses they will be getting.

Trustee Jerome informed the Board that JC Cox resigned from the Parks Board and read the resignation letter. Mr. Cox resigned due to some of the changes within the Town including a new process related to how advisory board members are appointed. Mr. Jerome commented that individuals on the PAB felt like they did not get the consideration as they have in the past regarding who is being appointed to the boards and commissions.

Trustee Kinney commented that she was able to participate in the process and understands the process needs to be streamlined and there was some confusion during this first round. One of the beneficial items was that Richard Bacon did sit in on the interviews and made the selections with the Trustees. This process could be worked through or improved and still have a consistent process to put individuals on the board and commissions. Trustee Kinney hopes to retain Mr. Cox as he is a valuable individual on the PAB. This was a very well-organized process that took some time and effort.

Trustee Gaiter commented that Richard Bacon was on the interviews and let the CAC know who was going to be selected.

Ms. Eucker commented that one of the reasons for the change in process is due to aligning the appointment process with the Municipal Code as appointments are made by the Mayor and Trustees. There was an invite extended to the chairs of the Boards although that was added to the process so there was not much time given to the chairs prior to the interviews. There was also a suggestion to have the staff liaison sit in on those interviews so that will be an adjustment for the next round.

Trustee Jerome inquired if he could respectfully decline Mr. Cox resignation as he will speak with him to retain him on the PAB; the Trustees agreed.

G. EXECUTIVE SESSION

1. The executive session was not convened.

H. ADJOURN

Upon a motion duly made, the meeting was adjourned at 9:40 p.m.

Krystal Eucker, Town Clerk



Board of Trustees Meeting

Date: November 24, 2020
Submitted By:
Subject: Chamber of Commerce Funding Request

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Chamber Request Memo
2. Town of Wellington Request Nov 2020
3. Final-Costs and expenses to Move Chamber Office one year's expenses (1) (2)

Memo

To: Mayor & Trustees
From: Judith Tippetts, Finance Director
Date: November 16, 2020
RE: Chamber Request

Below, please find the information requested on November 10, 2020, at the Board of Trustee's meeting.

Chamber's request:	\$7,015.29
Rent \$300 per month	\$3,600.00
Printer	\$ 412.74
Internet/Phone	\$1,340.88
Furniture	\$1,241.67
Phone/Internet Installation	\$ 100.00
Cost to move printer	\$ 320.00

Inside the CARES funding there is language that allows for financial assistance, such as rent relief to businesses. "Specifically, if the local government views such organizations as businesses (chambers), they would be eligible for such grant assistance." Furthermore, the financial assistance provided would have to be related to COVID-19.

Currently, we have 9 existing employees sharing Town Hall, sharing one bathroom and a small kitchen area. In addition, we have several other positions that either share a workspace, work from the planning department or work from home. Space needs and the availability to social distance dictates that we will need the Harrison House to accommodate our employees to reduce the number of shared surfaces and to practice social and physical distancing.

Following the above logic, I think we could consider using some of the CARES funding for a portion of the rental request. Date of move to year end. Funding language specifically states the expenditures must be for 2020, therefore I do not believe twelve months of funding would be defensible. The balance of the items, purchasing of furniture, would not be related to COVID-19. The cost of internet, phone service and printer expenses are on-going business expenses.

There are additional funds available in the 2020 budget under the Board Discretionary Funds. However, I would like to offer the following information to evaluate when considering the remaining portion of the requested funds.

What is a Chamber of Commerce?

A Chamber of Commerce is a panel of businesses and commercial organizations that typically exist on a variety of levels, ranging from state, county, city, and town. Despite common misconceptions, a Chamber of Commerce is more akin to a fraternal organization; in most cases, a Chamber of Commerce does not receive public or governmental funding – a large majority of Chambers of Commerce is existing today survive as a result of donations and membership dues.

<https://commercial.laws.com/chamber-of-commerce> 12/23/2019

As the Treasurer, responsible and prudent spending of public funds is always of utmost importance. I also understand the importance of fostering good relationships between the Town and other entities. It would be my recommendation that CARES funding be utilized for rent assistance from the date of the move to year end and the Town pay the installation and connection fees totaling \$420. The cost of internet, phone service and printing should not change based on location.



To: Kelly Houghteling, Interim Town Administrator for Wellington

From: Kristi Cannon, Chair Elect, Representing the Wellington Area Chamber of Commerce

Date: November 4, 2020

Subject: Financial Considerations Impacting the Wellington Area Chamber of Commerce

We want to ask the Town for a couple of areas of consideration that would help support the Wellington Area Chamber of Commerce.

- 1) With the recent end of the MOU by the Town's decision, we had to relocate to a different location for our Chamber's Headquarters. We have attached an excel file showing the full financial impact of this move. In summary, it is costing us an incremental \$7015.00 to leave the town building on Harrison Avenue and relocate to another location. *Any financial assistance or consideration to help us with this unexpected expenses would be most appreciated.*
- 2) Last year, the Town of Wellington partnered with us to provide a \$10,000 grant that would be used specifically for small to mid-size companies in Wellington (with revenues/sales at a minimum of \$200,000) to scale up to a larger operations by utilizing specialized consulting services offered through SBDC (Small Business Development Center). This \$10,000 grant would help fund 9 to 11 different companies located in the Wellington area. To date, 4 companies are underway actively with customized consulting services on topics such as marketing and sales strategic plans and financial operations. The Chamber is not handling any of these funds as the invoices are sent directly from SBDC to the Town of Wellington. The Chamber is primarily responsible for marketing this service as a business growth and succession tactic to help local businesses grow and prosper. *We are asking for an extension of these funds into 2021 so we are still able to leverage the remaining funds out of the original \$10,000 that was set aside for it.*

Thanks you for your continued support and partnership as we finish the 2020 calendar year and look forward to a strategic and stronger relationship going into 2021. Thank you for your consideration in advance.

Respectfully,

Kristi Cannon
Wellington Area Chamber of Commerce, Chair-Elect and Board of Directors

BOARD OF DIRECTORS:

Chair: Jon Slutsky - Past Chair: Heather A. Zadina – Chair Elect: Kristi Cannon - Treasurer: Katie Whitman
Community Events Committee: Jason Bustos Chair, Business Development Committee: Ben Parsons - Chair, By Laws Committee: Mary Council
Chair, Business After Hours & Annual Dinner Committee: Linda Kinzli – Board Member: Jami Sterkel – Board Member: Tracey Jensen
Board Member: Ashlee Lease – Board Member: Anita Hardy

Current Expenses at Town office on Harrison

Rent*	\$0.00
Printer Lease <u>WACC share</u> per year (split with WMSMP)	\$1,238.22
Internet-	\$0.00
Furniture	\$0.00

Total	\$1,238.22
Extra cost (one year) for WACC to move to new office	

Difference in Expenses for one year including moving costs

*Rent to Chamber and Printer Lease to town balanced each other out -\$200/Month each

New Expenses at new location-Cleveland	
--	--

Difference per year

Rent-300.00 per month	\$3,600.00	\$3,600.00
Printer	\$1,650.96	\$412.74 Blue Pine construction paying \$825.48 per year
Internet-Phone	\$1,340.88	\$1,340.88
Furniture-one time cost	\$1,241.67	\$1,241.67
Phone/internet Installation	\$100.00	\$100.00
Cost to move and connect PrinterTo and from Harrison St	\$320.00	\$320.00
	\$8,253.51	

\$7,015.29

Board of Trustees Meeting

Date: November 24, 2020

Submitted By:

Resolution No. 39-2020 - A Resolution Appointing a Town Administrator

Subject:

- **Staff presentation: Brad March, Town Attorney**

EXECUTIVE SUMMARY

On November 10, 2020, the Board approved an employment contract with the new Town Administrator, Patti Garcia. The Employment Agreement has been signed and was contingent on the Board appointment. The accompanying resolution appoints the Town Administrator subject to and with terms of employment as set forth in the employment agreement.

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Resolution 39-2020 - Appointing Town Administrator
2. Garcia Employment Agreement

TOWN OF WELLINGTON

RESOLUTION NO. 39-2020

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON
APPOINTING A TOWN ADMINSTRATOR**

WHEREAS, C.R.S. provides that § 31-4-304 that a Board of trustees of a statutory town may appoint a town administrator, as it deems necessary for the good government of the corporation, and that the Town shall prescribe by ordinance officers' duties when the same are not defined by law and the compensation or fees they are entitled to receive for their services. The board of trustees may require officers to take an oath or affirmation in accordance with section 24-12-101; and

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

WHEREAS, Section 2 of the Town Code provides for appointment of officers, including, as set forth in Section 2-3-10, appointment of a Town Administrator; and,

WHEREAS, Section 2-3-30 provides that the Town Board shall appoint a Town Administrator; and,

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD APPOINTS THE FOLLOWING PERSONS TO SERVE AS TOWN ADMINISTRATOR OF THE TOWN WELLINGTON, COLORADO:

1. The Town Board appoints Patti Garcia as Town Administrator for the Town of Wellington, Colorado, effective December 1, 2020.
2. The Town Board has previously approved the form of an employment agreement between the Town Administrator and the Town and such agreement sets forth the Town Administrator's duties to the extent the same are not defined by law and sets forth the compensation the Town Administrator is entitled to receive for her services

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON THIS 24th DAY OF NOVEMBER, 2020.

TOWN OF WELLINGTON, COLORADO

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

TOWN ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS TOWN ADMINISTRATOR EMPLOYMENT AGREEMENT (“Agreement”) is made this ____ day of November, 2020, between the TOWN OF WELLINGTON, COLORADO, a Colorado statutory municipality (the "Town"), and PATTI GARCIA ("Garcia").

A. RECITALS.

1. The Town requires the services of a professional administrator to perform the duties of Town Administrator as provided by the C.R.S. §31-4-304 and the Wellington Municipal Code (the “Town Code”), including at Section 2-3-20.
2. Garcia has represented that she has the requisite skill, knowledge, education, experience and interest in performing the services required by the Town.
3. Garcia desires to accept the appointment as Town Administrator of the Town in accordance with the terms of this Agreement and the Town Code. The Personnel Policy Manual of the Town (the “Personnel Manual”) is applicable to Garcia’s employment only to the extent the Personnel Manual applies to Garcia by its terms or is made applicable to Garcia’s employment by this Agreement.
4. The parties wish to memorialize their understandings with respect to the appointment of Garcia to serve as the Wellington Town Administrator and performance of their respective duties in association therewith.

B. AGREED TERMS.

NOW, THEREFORE, the parties agree as follows:

1. **POSITION.** So long as the Wellington Town Board of Trustees (the “Town Board”) takes official action to appoint Garcia as Town Administrator, the Town retains Garcia as its Town Administrator and Garcia agrees to serve as Town Administrator in accordance with the duties described in the Town Code, including as set forth at Section 2-3-20. Garcia also shall perform duties as otherwise delegated to her from time to time by the Town Board. The position of Town Administrator shall be a full-time position, requiring Garcia to devote her attention exclusively to her duties as Town Administrator. The parties recognize that Garcia must devote a great deal of time outside normal office hours to the business of the Town and will necessarily be engaged in work during evening and weekend hours, which may include participation in professional organizations and volunteer programs consistent with the responsibilities of a professional public administrator. It is understood by Garcia that additional compensation and compensatory time shall not be required for such additional expenditures of time. Garcia's service as Town Administrator will be deemed an exempt position under the Fair Labor Standards Act (FLSA).

2. TERM. Garcia shall serve at the pleasure of the Town Board. Subject to approval by the Town Board, this Agreement shall commence on December 1, 2020 (the “Hire Date”). This Agreement shall terminate on December 31, 2021, but unless otherwise terminated renew annually on December 31st of each year for an additional one-year term. At any time prior to November 15th of any renewal year, beginning in 2021, the Town Board may elect not to renew this Agreement and if the Town Board votes not to renew, this Agreement shall terminate on December 31st of the year in which the non-renewal occurs, subject to this Sections 8 and 9

of this Agreement.

It is understood that the Town Administrator's position by statute and by the Town Code is an appointed position that requires reappointment every two years. This agreement is subject to required reappointment. The failure of the Town Board to reappoint the Town Administrator after any Town election shall not constitute termination for cause nor shall the failure to reappoint the Town Administrator preclude the Town Administrator from receipt of severance pay if otherwise payable by Section 8 of this Agreement.

Garcia agrees to remain in the exclusive employment of the Town and to neither accept nor become employed by any other employer until termination of this Employment Agreement, as hereinafter provided.

This Employment Agreement shall be terminated as set forth herein or upon the death or permanent disability of Garcia that prevents Garcia from carrying out the essential job functions of the position of Town Administrator.

3. COMPENSATION. The Town shall pay Garcia a base annual salary of One-Hundred-Forty-Five Thousand Dollars (\$145,000.00), which salary shall commence as of the Hire Date. The salary shall be payable in accordance with pay periods established by the Town and as customary for all other Town employees. The description of an annual salary under this Section shall not create any contractual rights to continued employment inconsistent with the Town Board's authority.

4. BENEFITS. In addition to the foregoing base salary, the Town shall provide Garcia the same holidays, medical, dental, life insurance, and disability insurance as is available to all other Town regular full-time employees. Eligibility to participate in such benefits shall be determined as of the Garcia's Hire Date.

The Town agrees that it will annually contribute an amount equal to six percent (6%) of Garcia's base salary for deposit into a retirement account for the benefit of Garcia. In addition Garcia shall be eligible to participate in the Town's standard 401A Money Purchase Plan and Section 457 Deferred Compensation Plan so long as allowed by the plan, including by making salary reduction contributions upon the same terms as other regular full-time Town employees. The Town if directed by Garcia will deposit the Town's (6%) contribution of Garcia's base salary into an account of Garcia's choice, including an ICMA-RC, 401(a)/457(b) account if such an account is properly maintained by Garcia and Garcia properly directs deposit to such account.

5. VACATION AND SICK LEAVE. Garcia shall be credited on beginning her employment with eighty (80) hours of vacation leave and shall accrue vacation leave at the rate of fourteen (14) hours per month. Garcia shall further be credited on beginning her employment with two days sick leave and shall otherwise accrue sick leave as currently provided for by Section 5.3 of the Personnel Manual and as the Personnel Manual may be amended in the future.

Garcia may be entitled to a cash payment for accrued vacation hours up to the maximum carry-over allowed, if applicable, at the conclusion of her employment. Garcia shall not be entitled to any cash payment for unused sick leave at the conclusion of her employment.

Garcia shall receive all holiday vacation days afforded by the section 4.78 of the Town's Personnel Manual.

6. AUTOMOBILE MILEAGE REIMBURSEMENT. In addition to base salary.

Garcia shall be eligible to receive reimbursement at the then-applicable IRS rate for use of her personal automobile for Town business. Garcia shall provide appropriate mileage and other records to the Finance Director/Town Treasurer. Garcia shall be responsible for obtaining and maintaining liability, property damage, and comprehensive insurance for her vehicle and for the purchase, operation, maintenance, repair, and replacement of her automobile. Garcia shall have access to the Town motor pool to the extent a Town vehicle is available and if a vehicle is provided by the Town mileage reimbursement shall not be due, however fuel, maintenance and insurance for the vehicle shall be paid for by the Town.

8. BUSINESS EXPENSES/PROFESSIONAL DUES AND TUITION. Garcia shall be reimbursed for normal business expenses and professional dues related to Garcia's reasonable travel and subsistence expenses, registration fees for professional and official travel, meetings and occasions adequate to continue the professional development of Garcia and to adequately pursue necessary official and other functions for the Town. Such reimbursement shall include, but not be limited to, the Annual Conference of the International City Management Association ("ICMA"), the ICMA Mountain Plains/West Coast Regional Summit, the Annual Conference of the Colorado Municipal League, the Winter Conference of the Colorado City/County Management Association, and such other national, regional, state and local government groups and committees thereof on which Garcia serves as a member and are related to her employment position as approved by the Town from time to time.

9. ANNUAL PERFORMANCE AND COMPENSATION EVALUATION. In accordance with Section 2-3-20(f)(1) of the Town Code, Garcia shall be given an annual performance evaluation. Nothing herein shall be construed to alter the authority of the Town Board to remove Garcia including as provided by state statute and the Town Code. This Agreement may be renewed, modified and extended upon such terms as may be later agreed and as shall be expressly approved by resolution adopted by the Town Board.

10. TERMINATION WITHOUT CAUSE, RESIGNATION, SEVERANCE COMPENSATION. Garcia may be terminated at any time with or without cause, including if Garcia becomes incapable of performing essential job functions due to disability or illness. If Garcia resigns at the request of the Town or is terminated other than for cause by the Town and if at such time Garcia is willing and able to perform the duties of Town Administrator, the Town agrees to pay Garcia a continuation of her then-approved base salary for a period of six (6) months, to be paid out in installments with deductions only for legally-required tax withholding during the Town's customary pay periods (not as a lump sum), from the date of termination. In the event of voluntary resignation by Garcia, Garcia shall not be entitled to severance compensation, unless specifically agreed to in writing at the time of Garcia's resignation. If Garcia voluntarily resigns her position at any time during the term of this Agreement, Garcia shall give the Town no less than sixty (60) calendar days' written notice in advance. The parties further agree and acknowledge that the Town has established and shall maintain an adequate present cash reserve held for future payments if required in an amount sufficient to pay any severance compensation required by this Agreement. For the purpose of the notification requirements of COBRA, Garcia's last day of employment shall be an effective date fixed by the parties at the time of termination and shall not include the extended period of any severance compensation.

11. TERMINATION FOR CAUSE. If Garcia is terminated for cause, the Town shall have no obligation for the payment of severance compensation as provided in Section 9 above. As used herein, "cause" shall mean:

(a) Garcia commits an act of gross negligence or malfeasance in office as reasonably determined by the Town Board.

(b) Garcia is convicted of or tenders a plea of guilty or no-contest to any offense classified as a felony or an offense involving fraud, deceit or dishonesty, or any offense related to governmental operations under Article 6 of Title 18 of the Colorado Revised Statutes, as amended;

(c) Garcia commits an act of moral turpitude or personal gain to herself at the expense of Town, or willfully neglects her duties, or refuses to perform duties as he is required by law to perform, or commits fraud or makes a material misrepresentation with respect to her duties as Town Administrator, all as reasonably determined by the Wellington Town Board in its sole discretion;

(d) Garcia makes a material misrepresentation or omits a material fact in connection with information provided by Garcia to the Town or the Town's agents in conjunction with the Town Administrator hiring process. All such information, whether provided in writing, verbally or otherwise, is hereby acknowledged by Garcia to be an intentional inducement to the Town's decision to employ Garcia as Town Administrator.

C. MISCELLANEOUS.

1. CHOICE OF LAW, VENUE. This Agreement shall be construed and interpreted according to the laws of the State of Colorado and any action enforce or interpret this Agreement shall be maintained in the state courts of Colorado sitting in the County of Larimer.

2. INDEMNIFICATION. In the event that the Town's insurance policies in effect at any given time do not provide full liability coverage for Garcia in regard to any claim or action brought against her arising from or in connection with her conduct as Town Administrator, the Town agrees to defend and hold harmless Garcia against any and all liability, costs, attorney's fees and/or damages as may be incurred or assessed as a result of such claim or actions; provided, however, that the conduct giving rise to any claim or action was not the result of willful or wanton acts or omissions on the part of Garcia or undertaken outside the scope of her official employment duties.

3. ASSIGNMENT. This Agreement is for personal services predicated upon Garcia's special abilities or knowledge. Garcia shall not assign this Agreement in whole or in part.

4. ANNUAL APPROPRIATION. Notwithstanding anything herein contained to the contrary, the Town's obligations under this Agreement are expressly subject to annual appropriation and legal availability of funds. In the event sufficient funds shall not be appropriated for the payment of sums due to or to become due to Garcia hereunder, and Garcia's services are not terminated by official action of the Town Board, this Agreement may be terminated by either party without penalty or further liability. The Town's obligations under this Agreement shall not constitute a general obligation indebtedness or multiple year direct or indirect debt or other fiscal obligation whatsoever within the meaning of the Constitution or laws of the State of Colorado or the Town Code.

5. WAIVER. The failure of either party to exercise any of their rights under this Agreement shall not be a waiver of those rights. A party waives only those rights specified in writing and signed by the party waiving such rights.

5. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement and understanding between the parties and supersedes any prior representations or understandings relating to its subject matter.

6. SEVERABILITY. In case one or more of the provisions contained in this Agreement, or any application hereof, shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement and the application hereof shall not in any way be affected or impaired thereby.

7. NO ADVERSE INFERENCE. This Agreement shall not be interpreted or construed against either party on the basis that such party drafted this Agreement. Both parties stipulate and agree that they had the opportunity to participate fully in the drafting of this Agreement.

8. BINDING EFFECT. The provisions of this Agreement with regard to compensation shall be binding upon and shall inure to the benefit of Garcia's heirs at law and personal representatives.

9. ATTORNEY FEES. In the event either party brings suit to enforce or interpret this Agreement, each party shall bear her or its own attorney fees, regardless of "prevailing party" status.

10. EFFECTIVE DATE. The Effective Date of this Agreement shall be the date first appearing above.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and executed on the day of and year first written above.

TOWN OF WELLINGTON, COLORADO:

ATTEST:

Troy Hamman, Mayor

Krystal Eucker, Wellington Town Clerk

GARCIA

Patti Garcia

**ATTACHMENT 1 TO EMPLOYMENT AGREEMENT
PATTI GARCIA/TOWN OF WELLINGTON**

Sec. 2-3-20. - Town Administrator/Clerk.

(a) Appointment. The Board of Trustees, by majority approval, may appoint an Administrator or Town Clerk, and may combine the positions of Administrator or Clerk into a single position, the Town Administrator/Clerk. If the positions are not combined, the Town Administrator shall perform the functions to be filled by the Town Administrator/Clerk, or the Board of Trustees may by resolution define the responsibilities of the Town Clerk. If not defined by the Board of Trustees, the Town Administrator may delegate responsibilities of the Town Administrator/Clerk to the Town Clerk. The Town Administrator/Clerk shall:

- (1) Hold office at the pleasure of a majority of the Board of Trustees.
- (2) Be selected solely on the basis of his or her executive and administrative qualifications with special reference to his or her training and experience.
- (3) Have a bachelor's degree in business or public administration or equivalent.
- (4) Be compensated for his or her services as the Board of Trustees may determine or as may be stipulated by contract.

(b) Oath and bond. Before entering office, the Town Administrator/Clerk shall take an oath of office and be bonded in the amount of fifty thousand dollars (\$50,000.00) conditioned upon the faithful discharge of duties as Town Administrator/Clerk.

(c) Functions and duties.

(1) Administration. The Town Administrator/Clerk shall perform the following duties:

- a. Manage, direct, control and supervise all departments, agencies and services of the Town.
- b. Attend all Board of Trustees meetings and be permitted to participate in discussion of items before the Board of Trustees.
- c. Attend all Planning Commission meetings and be permitted to participate in discussion of items before the Planning Commission.
- d. Attend, when reasonably possible, the meetings of standing Board of Trustees committees and duly elected or appointed boards and commissions of the Town to provide staff support thereto.
- e. Provide information to the Board of Trustees and make recommendations to the governing body as deemed necessary for the good and efficient operation of the Town and its services.
- f. Initiate investigations and conduct inquiries related to citizen complaints concerning the conduct of employees or the quality of municipal services.
- g. On behalf of the Mayor or Board of Trustees, speak before public and private groups to explain functions and operations of the Town's government.

(2) ...

(3) Finance. The Town Administrator/Clerk shall perform the following duties:

- a. Countersign all checks and warrants drawn on the Town treasury.
- b. Prepare and submit a recommended annual budget to the Board of Trustees.
- c. Keep the Board of Trustees fully, completely and timely advised as to the financial condition of the Town.
- d. Exercise general supervision and control over all Town purchases and

expenditures in accordance with the budget and such policies as may be established by the Board of Trustees.

e. Serve as coordinator for the Town's economic development activities with related federal, state and local agencies and with private individuals, groups, businesses and foundations.

f. Recommend to the Board of Trustees a schedule of capital purchases.

g. Cause to have conducted such internal audits as required and necessary.

h. Maintain current knowledge of state and federal grant programs, advising the Board of Trustees and Mayor of the same; and to prepare, submit and monitor financial grants and applications.

(4) Personnel. The Town Administrator/Clerk shall perform the following duties:

a. Appoint and terminate employees necessary for the efficient performance of responsibilities listed in this Section. All employees shall serve at the pleasure of the Town Administrator/Clerk.

b. Subject to direction by ordinance or resolution adopted by the Board of Trustees, and subject to state statutes, supervise, direct and assign the duties of all appointive officers and employees in accordance with responsibilities listed in this Section.

c. Recommend to the Board of Trustees a schedule of salaries for all officers and employees.

d. Perform other such duties as the Board of Trustees may direct.

(d) Recognition of Town Administrator/Clerk as Town Clerk. The Town Administrator/Clerk shall be recognized as the Town Clerk in any legal reference to the Town Clerk position by state statutes, municipal ordinances or municipal resolutions.

(e) Administrative organization. The Town Administrator/Clerk shall propose a plan of administrative organization to the Board of Trustees within ninety (90) days after his or her appointment, which, if approved by the Board of Trustees, shall be adopted by resolution. The administrative plan shall provide for such departments and employees as may be deemed necessary for the efficient administration of the Town. All such employees shall be appointed by the Town Administrator/Clerk with approval of the Board of Trustees.

(f) Relationship of Board of Trustees to Town Administrator/Clerk:

(1) Not less than once a year, the Board of Trustees shall review the performance of the Town Administrator/Clerk in relation to duties outlined above and the attainment of Board goals and objectives. The Board of Trustees may increase the Town Administrator/Clerk's base salary or benefits.

(2) Except for the purposes of inquiry, the Mayor and the Board of Trustees shall deal with the Town Administrator/Clerk solely through the Board of Trustees, and neither the Mayor nor the Board of Trustees shall give direction to any subordinate of the Town Administrator/Clerk.

(g) Intent. Nothing in this Section shall impair the responsibility of the Board of Trustees for the overall operation of the Town government as required by state law.



Board of Trustees Meeting

Date: November 24, 2020

Submitted By:

Resolution No. 40-2020 - A Resolution Adopting the Colorado Model Municipal Records Retention Schedule

Subject:

- **Staff presentation: Krystal Eucker, Town Clerk**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

The Town of Wellington originally adopted the Colorado Municipal Retention Schedule in 2005. The adopted resolution did not expressly state that future amendments to the Model Schedule would be automatically adopted. In order to assure that the Town is adhering to the most current version, we are recommending adoption of Resolution No. 40-2020 which will encompass any and all future amendments to the Colorado Municipal Retention Schedule.

STAFF RECOMMENDATION

ATTACHMENTS

1. Resolution No. 40-2020 - Retention Schedule

TOWN OF WELLINGTON

RESOLUTION NO. 40-2020

A RESOLUTION OF THE TOWN OF WELLINGTON ADOPTING THE COLORADO MODEL MUNICIPAL RECORDS RETENTION SCHEDULE

WHEREAS, the Town of Wellington desires to improve its records management practices through the adoption of a records retention schedule; and

WHEREAS, the Town recognizes the value of a comprehensive records retention schedule, providing the legal authority for the destruction of nonpermanent municipal records and the retention of municipal records of enduring and historical value; and

WHEREAS, the Colorado State Archivist adopted the Model Municipal Retention Schedule for statewide use by Colorado municipalities in September, 2001; and

WHEREAS, the Town previously adopted by Resolution No. 4-2005 the Model Municipal Records Retention Schedule, but has not subsequently adopted any of the revisions or amendments; and

WHEREAS, adoption of the current Model Municipal Records Retention Schedule and its subsequent revisions and amendments will benefit the Town of Wellington, its residents, and its taxpayers by providing the currently acceptable minimum retention periods for its municipal records.

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

1. That the Model Municipal Records Retention Schedule approved by the Colorado State Archivist September 2001, and all subsequent revisions and amendments, now and as may be amended in the future, is hereby adopted by reference.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 24th day of November, 2020.

TOWN OF WELLINGTON

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

Board of Trustees Meeting

Date: November 24, 2020

Submitted By:

Resolution No. 41-2020 - A Resolution Appointing Community Activities Commission Members

Subject:

- **Staff presentation: Krystal Eucker, Town Clerk**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

On November 4, 2020, Trustee Kinney and Trustee Whitehouse conducted advisory board interviews for the Board of Adjustment, Wellington Parks Advisory Board and the Community Activities Commission. Pursuant to those interviews, the following individuals are being recommended for appointment:

Community Activities Commission

- Wyatt Schwendeman-Curtis - term ending in January, 2022
- Shirrell Tietz - term ending in January, 2023.

Board of Adjustment

- Eric Stahl - term expiring September 2023

Wellington Parks Advisory Board

- Erin Leesley - term expiring September 2023

STAFF RECOMMENDATION

ATTACHMENTS

1. Resolution No. 41-2020 - CAC Appointments
2. Shirrell Tietz
3. Wyatt Curtis

TOWN OF WELLINGTON

RESOLUTION NO. 41-2020

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON MAKING
APPOINTMENTS TO THE COMMUNITY ACTIVITIES COMMISSION**

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

WHEREAS, the Code provides for appointment of a Community Activities Commission Member as called for by Chapter 2, Article 7; and

WHEREAS, Section 2-7-20 of the Code provides that membership terms of members of the Community Activities Commission shall be three (3) year staggered terms; and

WHEREAS, the Community Activities Commission currently has two (2) vacant seats; a term expiring January of 2022 and a term expiring January of 2023; and

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

WHEREAS, candidates were interviewed on November 4, 2020 and recommendations were made to fill vacant seats.

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

1. Appointment of Wyatt Schwendeman-Curtis to the Community Activities Commission to fill a vacancy with a term ending in January, 2022
2. Appointment of Shirrell Tietz to the Community Activities Commission to fill a vacancy with a term ending in January, 2023.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 24th day of November, 2020.

TOWN OF WELLINGTON

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

From: noreply@civicplus.com
To: [Michelle Sowder](#); [Mahalia Henschel](#); [Krystal Eucker](#)
Subject: Online Form Submittal: Application for Board or Commission Vacancy
Date: Friday, October 9, 2020 1:52:46 PM

Application for Board or Commission Vacancy

Eligibility Requirements

- *Board/Commissions that require 1-year residency*

Which board or commission would you like to be appointed to?	Community Activities Commission
--	---------------------------------

Name	Shirrell Tietz
------	----------------

Address	
---------	--

City	Wellington
------	------------

State	CO
-------	----

Zip Code	80549
----------	-------

Home Phone Number	
-------------------	--

Work Phone Number	Field not completed.
-------------------	----------------------

Cell Phone Number	Field not completed.
-------------------	----------------------

Email Address	
---------------	--

Wellington Resident (Number of Years/Months)	16 years
--	----------

Current Occupation	CFO American Electrical Innovations
--------------------	-------------------------------------

Please list any relevant education, employment, or volunteer experience you have.	CAC volunteer 3 years Chamber of Commerce Volunteer 4 years The Front Range Coat and Clothes Closet 7 years PTK Honor Society Vice President 1 year PTK Honor Society President 1 year Animal Debt Project Volunteer 1.5 years
---	---

Are you currently serving on any other board or commission?	No
---	----

Have you attended a	Yes
---------------------	-----

meeting of the board or
commission you are
applying to?

Why do you want to
become a member of
this particular board or
commission?

I have enjoyed volunteering with the CAC to help host events
that bring our community together.

What do you believe
are the 3 most
important issues that
this board or
commission have now
or will have in the next
few years?

1. Funding
2. Finding Volunteers to assist with events.
3. Adapting to a changing, and larger population of people here
in Wellington

Please specify any
activities you are
involved in that may
create a conflict of
interest should you be
appointed to this board
or commission.

No conflict that I can think of at this time.

Signature

*Upon application for and acceptance of appointment, board and/or commission
members demonstrate their intention and ability to attend meetings. If appointed,
frequent non-attendance may result in termination of appointment.*

*I hereby declare, that if appointed, I will accept the appointment assigned to me
by the Town of Wellington Board of Trustees.*

*By signing below, I swear and/or affirm that to the best of my knowledge, the
information I have provided in this application is true and correct.*

Signature of Applicant

Shirrell Tietz

Date

10/9/2020

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From: noreply@civicplus.com
To: [Michelle Sowder](#); [Mahalia Henschel](#); [Krystal Eucker](#)
Subject: Online Form Submittal: Application for Board or Commission Vacancy
Date: Thursday, October 22, 2020 9:59:58 AM

Application for Board or Commission Vacancy

Eligibility Requirements

- Board/Commissions that require 1-year residency

Which board or commission would you like to be appointed to?	Community Activities Commission
--	---------------------------------

Name	Wyatt Schwendeman-Curtis
------	--------------------------

Address	
---------	--

City	Wellington
------	------------

State	CO
-------	----

Zip Code	80549
----------	-------

Home Phone Number	Field not completed.
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Work Phone Number	Field not completed.
-------------------	----------------------

Cell Phone Number	
-------------------	--

Email Address	
---------------	--

Wellington Resident (Number of Years/Months)	1 year and 2 months
--	---------------------

Current Occupation	Inventory Control Specialist
--------------------	------------------------------

Please list any relevant education, employment, or volunteer experience you have.	I graduated from the University of Akron in Ohio with a BA in Political Science. After graduation I moved back to Colorado. I grew up part time in Ohio and Colorado. While in college I was involved with multiple organizations that allowed me to work with the community. Since graduating I haven't been involved in a lot. I mostly was focused on work and moving around. Now that my husband and I have settled down and bought a house I would like to get back involved in my local community. I have been working with noosa yoghurt for 2.5 years now in Bellvue.
---	---

Are you currently serving on any other	No
--	----

board or commission?

Have you attended a meeting of the board or commission you are applying to?

No

Why do you want to become a member of this particular board or commission?

All of the boards and commissions look like a great opportunity. I feel like I am best suited for the Community Activities Commission solely based on my personality and the fact it will allow me to get to know the community more since I am new to this growing town. I am a social butterfly and love getting involved in activities. Last year I attended the Board of Trustees potential candidates meeting. That is where I got to meet some of the local community leaders and learn about commissions and boards. I was hoping to attend some meetings this year, but I haven't had the opportunity due to COVID and planning a wedding. Now that the wedding is over I want to find opportunities to get involved with the community. I saw that you were appointing positions and I thought better now than ever to get involved. I want to thank you for your time and consideration for this opportunity and I am excited to get involved in this fast growing community.

What do you believe are the 3 most important issues that this board or commission have now or will have in the next few years?

The 1st important issue, especially with the community activities board, is how to get back to a fun filled calendar during a time of a pandemic. There are many ways to get the community involved in a safe and healthy environment. The key is to make sure they know they are safe and in a healthy environment. This will also entail getting back to some sort of a normalcy once the pandemic has subsided. For now we do not know when that will be.

2nd is planning events that are inclusive to everyone in the community. We want to give everyone to spend with each other and get to know the community and our neighbors. We are a fast growing community and want all new members of the community to feel welcome and involved.

3rd is to not only be with our community and neighbors in times of fun but also in times of need. Work with the community and its schools when children and families need the community to come together.

Please specify any activities you are involved in that may create a conflict of interest should you be appointed to this board or commission.

At the moment I am not involved with any other boards or activities that would take my time away from this opportunity. I don't see that changing unless there are extenuating circumstances.

Signature

Upon application for and acceptance of appointment, board and/or commission members demonstrate their intention and ability to attend meetings. If appointed, frequent non-attendance may result in termination of appointment.

I hereby declare, that if appointed, I will accept the appointment assigned to me by the Town of Wellington Board of Trustees.

By signing below, I swear and/or affirm that to the best of my knowledge, the information I have provided in this application is true and correct.

Signature of Applicant	Wyatt Schwendeman-Curtis
------------------------	--------------------------

Date	10/22/2020
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Board of Trustees Meeting

Date: November 24, 2020

Submitted By:

Resolution No. 42-2020 - A Resolution Appointing a Board of Adjustment Member

Subject:

- **Staff presentation: Krystal Eucker, Town Clerk**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Resolution No. 42-2020 - BOA Appointment
2. Eric Stahl

TOWN OF WELLINGTON

RESOLUTION NO. 42-2020

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON MAKING AN
APPOINTMENT TO THE BOARD OF ADJUSTMENT**

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

WHEREAS, the Code provides for appointment of a Board of Adjustment member as called for by Chapter 2, Article 11; and

WHEREAS, Section 2-11-20 of the Code provides that membership terms of members of the Board of Adjustment shall be three (3) year staggered terms; and

WHEREAS, the Board of Adjustment currently has a vacant seat with a term expiring January of 2023; and

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

WHEREAS, candidates were interviewed on November 4, 2020 and recommendations were made to fill vacancy.

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

1. Appointment of Eric Stahl to the Board of Adjustment to fill a vacancy with a term ending January, 2023

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 24th day of November, 2020.

TOWN OF WELLINGTON

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

From: noreply@civicplus.com
To: [Krystal Eucker](#); [Kelly Houghteling](#)
Subject: Online Form Submittal: Application for Board or Commission Vacancy
Date: Sunday, October 4, 2020 9:58:01 AM

Application for Board or Commission Vacancy

Eligibility Requirements

- Board/Commissions that require 1-year residency

Which board or commission would you like to be appointed to?	Board of Adjustment
--	---------------------

Name	Eric Stahl
------	------------

Address	[REDACTED]
---------	------------

City	Wellington
------	------------

State	co
-------	----

Zip Code	80549
----------	-------

Home Phone Number	[REDACTED]
-------------------	------------

Work Phone Number	[REDACTED]
-------------------	------------

Cell Phone Number	[REDACTED]
-------------------	------------

Email Address	[REDACTED]
---------------	------------

Wellington Resident (Number of Years/Months)	4 years 5 months
--	------------------

Current Occupation	Accounting
--------------------	------------

Please list any relevant education, employment, or volunteer experience you have.	I studied business finance at BHSU in Spearfish SD moved to Colorado in 2003. Have been working for Jax in the Accounting department for the past 15 and a 1/2 years.
---	---

Are you currently serving on any other board or commission?	No
---	----

Have you attended a	Yes
---------------------	-----

meeting of the board or
commission you are
applying to?

Why do you want to
become a member of
this particular board or
commission?

I love the town of Wellington and want to be more active in the
community in any way I can

What do you believe
are the 3 most
important issues that
this board or
commission have now
or will have in the next
few years?

- To maintain the vitality of a small town, but yet manage the
growth of this beautiful town.
- promote business development
- Budget management

Please specify any
activities you are
involved in that may
create a conflict of
interest should you be
appointed to this board
or commission.

Field not completed.

Signature

*Upon application for and acceptance of appointment, board and/or commission
members demonstrate their intention and ability to attend meetings. If appointed,
frequent non-attendance may result in termination of appointment.*

*I hereby declare, that if appointed, I will accept the appointment assigned to me
by the Town of Wellington Board of Trustees.*

*By signing below, I swear and/or affirm that to the best of my knowledge, the
information I have provided in this application is true and correct.*

Signature of Applicant

Eric Stahl

Date

10/4/2020

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Board of Trustees Meeting

Date: November 24, 2020

Submitted By:

Resolution No. 43-2020 - A Resolution Appointing a Wellington Parks Advisory Board Member

Subject:

- **Staff presentation: Krystal Eucker, Town Clerk**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Resolution No. 43-2020 - PAB Appointment
2. Erin Leesley

TOWN OF WELLINGTON

RESOLUTION NO. 43-2020

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON MAKING AN
APPOINTMENT TO THE WELLINGTON PARKS ADVISORY BOARD**

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

WHEREAS, the Code provides for appointment of a Wellington Parks Advisory Board Member as called for by Chapter 2, Article 13; and

WHEREAS, Section 2-13-20 of the Code provides that membership terms of members of the Wellington Parks Advisory Board shall be three (3) year staggered terms; and

WHEREAS, the Wellington Parks Advisory Board currently has a vacant seat with a term expiring January of 2023; and

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

WHEREAS, candidates were interviewed on November 4, 2020 and recommendations were made to fill vacant seats.

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

1. Appointment of Erin Leesley to the Wellington Parks Advisory Board to fill a vacancy with a term ending in January, 2023.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 24th day of November, 2020.

TOWN OF WELLINGTON

By: _____
Troy Hamman, Mayor

ATTEST:

Krystal Eucker, Town Clerk

From: noreply@civicplus.com
To: [Michelle Sowder](#); [Mahalia Henschel](#); [Krystal Eucker](#)
Subject: Online Form Submittal: Application for Board or Commission Vacancy
Date: Tuesday, October 13, 2020 8:54:35 PM

Application for Board or Commission Vacancy

Eligibility Requirements

- *Board/Commissions that require 1-year residency*

Which board or commission would you like to be appointed to?	Parks Advisory Board
--	----------------------

Name	Erin Leesley
------	--------------

Address	
---------	--

City	Wellington
------	------------

State	CO
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Zip Code	80549
----------	-------

Home Phone Number	
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Work Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Cell Phone Number	<i>Field not completed.</i>
-------------------	-----------------------------

Email Address	
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Wellington Resident (Number of Years/Months)	5 years 10 months
--	-------------------

Current Occupation	Salon owner/stylist
--------------------	---------------------

Please list any relevant education, employment, or volunteer experience you have.	I am a local business owner, volunteer coordinator for Rice Elementary, & I am also on the promotions committee for Wellington Main Streets program.
---	--

Are you currently serving on any other board or commission?	No
---	----

Have you attended a	No
---------------------	----

meeting of the board or
commission you are
applying to?

Why do you want to
become a member of
this particular board or
commission?

I am a parent, & feel that I am personally invested in the success
of parks & recreation in the town of Wellington.

What do you believe
are the 3 most
important issues that
this board or
commission have now
or will have in the next
few years?

Balancing the demands/needs of new community members,
especially families, with the parks and recreation that Fort Collins
has to offer.

Finding the resources, & manpower, to facilitate new projects.

Getting the community actively engaged.

Please specify any
activities you are
involved in that may
create a conflict of
interest should you be
appointed to this board
or commission.

None.

Signature

*Upon application for and acceptance of appointment, board and/or commission
members demonstrate their intention and ability to attend meetings. If appointed,
frequent non-attendance may result in termination of appointment.*

*I hereby declare, that if appointed, I will accept the appointment assigned to me
by the Town of Wellington Board of Trustees.*

*By signing below, I swear and/or affirm that to the best of my knowledge, the
information I have provided in this application is true and correct.*

Signature of Applicant

Erin Leesley

Date

10/13/2020

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INITIATIVE PETITION

Petition Section ____

WARNING: IT IS AGAINST THE LAW:

For anyone to sign any initiative or referendum petition with any name other than his or her own or to knowingly sign his or her name more than once for the same measure or to knowingly sign a petition when not a registered elector who is eligible to vote on the measure.

**DO NOT SIGN THIS PETITION UNLESS YOU ARE A REGISTERED ELECTOR
AND ELIGIBLE TO VOTE ON THIS MEASURE.**

**TO BE A REGISTERED ELECTOR, YOU MUST BE
A CITIZEN OF COLORADO AND REGISTERED TO VOTE.**

Do not sign this petition unless you have read or have had read to you the proposed initiative or referred measure or the summary in its entirety and understand its meaning.

SUMMARY: The proposed initiative seeks to remove the prohibition of medical and retail marijuana sales in the Town of Wellington.

Full Text of Measure:

Be it enacted by the Town of Wellington:

Ordinance Concerning the Regulation of Retail and Medical Marijuana Stores in the Town of Wellington

WHEREAS, in November 2012, Colorado voters approved Amendment 64 to the Colorado Constitution ("Amendment 64"), codified as Section 16 of Article XVIII of the Colorado Constitution, concerning the personal use and regulation of marijuana; and

WHEREAS, Amendment 64 generally allows persons twenty-one years of age or older to consume or possess limited amounts of marijuana and provides for the licensing of marijuana cultivation facilities, product manufacturing facilities, testing facilities and retail stores; and

WHEREAS, Amendment 64 further provides that local governments may adopt their own regulations governing certain aspects of marijuana-related businesses; and

WHEREAS, the Town of Wellington would benefit from the presence of retail and medical marijuana stores so that adults can safely purchase retail and medical marijuana and the Town can generate additional tax revenue.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO OR THE REGISTERED ELECTORS OF THE TOWN OF WELLINGTON, COLORADO, THAT:

Section 1. Article 13.6 of Chapter 2 of the Wellington Municipal Code is hereby repealed in its entirety.

Section 2. A new Article 14 is hereby added to Chapter 2 of the Wellington Municipal Code and shall read as follows:

Article 14 – RETAIL AND MEDICAL MARIJUANA STORES

Sec. 14-10 Purpose.

- A. The Board of Trustees hereby declares that this Article shall be deemed an exercise of the police powers of the Town for the protection of the economic and social welfare and the health, peace, and morals of the people of the Town.
- B. The Town further declares that it is unlawful to cultivate, manufacture, distribute, or sell Retail Marijuana or Medical Marijuana, except in compliance with the terms, conditions, limitations, and restrictions set forth in this Chapter, Section 16 of Article XVIII of the State Constitution and Article 43.4 of Title 12, C.R.S. (the Colorado Retail Marijuana Code) or Article 43.3 of Title 12, C.R.S. (the Colorado Medical Marijuana Code).

Sec. 14-20 Powers and Duties of the Local Licensing Authority.

- A. The Local Licensing Authority shall grant or refuse local Licenses for the sale of Retail Marijuana or Medical Marijuana as provided by law; suspend, fine, restrict, or revoke such Licenses upon a violation of this Article or a rule promulgated pursuant to this Article; and may impose any penalty authorized by this Article or any rule promulgated pursuant to this Article. The Local Licensing Authority may take action with respect to a License accordance with the procedures established pursuant to this Article.
- B. The Local Licensing Authority shall promulgate such rules and make such special rulings and findings as necessary for the proper regulation and control of the distribution and sale of Retail Marijuana and for the enforcement of this Article.
- C. The Local Licensing Authority hereby adopts the minimum licensing requirements of Article 43.4 of Title 12 C.R.S. to apply to the issuance of a Retail Marijuana Store License.
- D. The Local Licensing Authority hereby adopts the minimum licensing requirements of Article 43.3 of Title 12 C.R.S. to apply to the issuance of a Medical Marijuana Store License.
- E. On and after January 1, 2021, the Local Licensing Authority shall begin processing applications under this Chapter, and shall process the applications in the order they are received. The Local Licensing Authority shall administratively approve any License application under this Chapter so long as the conditions set forth in this Chapter are met and the applicant has paid the operating fee and any other fees required by this Chapter.
- F. Notwithstanding any of the foregoing, if the Local Licensing Authority received any applications submitted to the State Licensing Authority for a Retail or Medical Marijuana store in the Town prior to the effective date of this ordinance, any such applications shall be deemed “received” for purposes of establishing priority under this section, as long as the application either remains active with the State Licensing Authority or is re-submitted in substantially similar form to the State Licensing Authority within 15-days after the effective date of this ordinance.

Sec. 14-30 Definitions.

Any word or term used that is defined in any of the following provisions shall have the same meaning that is ascribed to such word or term as used in the following provisions: Article XVIII, Section 16 (2) of the Colorado Constitution; the Colorado Retail Marijuana Code, C.R.S. §12- 43.4-101, *et seq.*; Article XVIII, Section 14 (l)(f) of the Colorado Constitution; C.R.S. §25-1.5- 101, *et seq.*; or the Colorado Medical Marijuana Code, C.R.S. §12-43.3-101, *et seq.*

Colorado Medical Marijuana Code: Article 43.3 of Title 12 of the Colorado Revised Statutes, as amended, and any regulations promulgated thereto.

Colorado Retail Marijuana Code or CRMC: Article 43.4 of Title 12 of the Colorado Revised Statutes, as amended, and any regulations promulgated thereto.

Direct Measurement: A straight line from the nearest property line of the school or campus to the nearest portion of the building used for marijuana sales.

License: A license or registration granted pursuant to this Article.

Licensed Premises: The premises specified in an application for a License under this Article, which are owned or in possession of the Licensee and within which the Licensee is authorized to distribute, or sell Retail Marijuana in accordance with the provisions of the Colorado Retail Marijuana Code.

Licensee: A person licensed or registered pursuant to the Colorado Retail Marijuana Code and this Article.

Local Licensing Authority: The Board of Trustees of the Town of Wellington.

Local Licensing Official: The Town Clerk or other designee of the Local Licensing Authority.

Location: A particular parcel of land that may be identified by an address or other descriptive means.

Person: A natural person, partnership, association, company, corporation, limited liability company, or organization, or a manager, agent, owner, director, servant, officer, or employee thereof.

Premises: A distinct and definite location, which may include a building, a part of a building, a room, or any other definite contiguous area.

School: A public or private preschool or a public or private elementary, middle, junior high, or high school, college or principal campus of a college (and including the new Middle / High School at Wellington not open as of the adoption of this ordinance).

State Licensing Authority: The Authority created for the purpose of regulating and controlling the licensing of the cultivation, manufacture, distribution, and sale of Medical and Retail Marijuana in this State, pursuant to Articles 43.3 and 43.4 of Title 12 C.R.S.

Sec. 14-40 Applications-Licenses.

- A. Dual Operation. An applicant for a Retail Marijuana Store License under this Article may co-locate a Medical Marijuana Store and a Retail Marijuana Store at the same location as permitted by the Colorado Retail Marijuana Code.
- B. Application Forms. An application for a License shall be filed with the Local Licensing Authority on forms provided by the State and Local Licensing Authority. The application shall contain such information as the State and Local Licensing Authority may require. Each application shall be verified by the oath or affirmation of the persons prescribed by the State and Local Licensing Authority. Upon receipt of notice from the State Licensing Authority of the application for a license under the Colorado Retail Marijuana Code (or the Colorado Medical Marijuana Code), the Local Licensing Authority shall determine whether the applicant qualifies for licensure under this Article. The Local Licensing Authority shall notify the state and the Applicant in writing of its determination as to whether the applicant qualifies for licensure as a Retail or Medical Marijuana Store no later than thirty (30) days from the date the application was originally received by the Local Licensing Authority.
- C. Other Requirements. An applicant shall file, at the time of application for a License, plans and specifications for the interior of the building, and shall also include at the time of application proof of possession of the real property where the building is or will be located.

Sec. 14-50 Denial of Application.

- A. The Local Licensing Authority shall deny a Local License only if the premises on which the applicant

proposes to conduct its business do not meet the requirements of this Article.

- B. If the Local Licensing Authority denies a Local License, the Applicant shall be entitled to a hearing pursuant to this Article. The Local Licensing Authority shall provide written notice of the grounds for denial of the Local License to the applicant.
- C. If an application is denied, the Licensing Authority shall set forth in writing the grounds for denial.

Sec. 14-60 Persons Prohibited as Licensees.

The Local Licensing Authority hereby adopts the provisions and restrictions set forth in the Colorado Retail Marijuana Code.

Sec. 14-70 Restrictions for Applications for Marijuana Store Licenses.

- A. The Local Licensing Authority shall not receive or act upon an application for the issuance of a State or Local License pursuant to this Article:
 - 1. Until it is established that the applicant is, or will be, entitled to possession of the premises for which application is made under a lease, rental agreement, or other arrangement for possession of the premises or by virtue of ownership of the premises;
 - 2. For a Location in an area where the sale of Retail or Medical Marijuana as contemplated is not permitted under the applicable zoning laws, which restrictions shall be as follows (and the Town's zoning laws shall be amended as follows):

Retail or Medical Marijuana stores shall only be permitted in the C-3 zoning district. In addition, the following setbacks will apply: Retail or Medical Marijuana stores shall not be permitted to be located within two-thousand (2,000) feet of: any parcel containing a school; and Retail or Medical Marijuana stores shall not be permitted to be located within five-hundred (500) feet of: parcels zoned P (Public District) or any parcel containing another Retail or Medical Marijuana store; and Retail or Medical Marijuana stores shall not be permitted to be located within two-hundred (200) feet of: parcels zoned R-1 (Residential District), R-2 (Residential District) or R-4 (Residential District).

- B. In addition to the requirements of C.R.S. §12-43.4-301, the Local Licensing Authority shall consider the evidence and make a specific finding of fact as to whether the building in which Retail or Medical Marijuana is to be sold is located within any distance restrictions established by, or pursuant to, this section.
- C. The distances referred to in this Article are to be computed by direct measurement from the nearest property line of the applicable setback parcel to the nearest portion of the Retail or Medical Marijuana Store.

Sec. 14-80 Transfer of Ownership.

- A. A State or Local License granted under the provisions of this Article shall not be transferable except as provided below, but this Section shall not prevent a change of location as provided in C.R.S. §12-43.4-309.
- B. For a transfer of ownership, a License Holder shall apply to the State and Local Licensing Authorities on forms prepared and furnished by the State Licensing Authority. The Local Licensing Authority must allow any proposed transfer approved by the State Licensing Authority, but may charge a fee not to exceed \$1,000 to process such transfer.

Sec. 14-90 Review and Approval of License.

The Local Licensing Authority adopts the provisions and restrictions set forth in C.R.S. §12- 43.4-

309 and this Article.

Sec. 14-100 Licensing Renewal.

- A. A Licensee shall apply for the renewal of an existing License to the Local Licensing Authority not less than thirty (30) days prior to the date of expiration. A Local Licensing Authority shall not accept an application for renewal of a License after the date of expiration, except as provided in subsection (B) of this Section. The State Licensing Authority may extend the expiration date of the License and accept a late application for renewal of a License provided that the applicant has filed a timely renewal application with the Local Licensing Authority. All renewals filed with the State Licensing Authority and subsequently approved by the State Licensing Authority shall next be processed by the Local Licensing Authority. The Local Licensing Authority, in its discretion, subject to the requirements of this Article and based upon reasonable grounds, may waive the thirty (30) day time requirement set forth in this Article. The Local Licensing Authority may hold a hearing on and/or denial of the application for renewal only if the State Licensing Authority rejects the renewal application.
- B. 1. Notwithstanding the provisions of subsection (A) of this Section, a Licensee whose License had been expired for not more than thirty (30) days may file a late renewal application upon the payment of a nonrefundable late application fee of five hundred dollars (\$500.00) to the Local Licensing Authority. A Licensee who files a late renewal application and pays the requisite fees may continue to operate until both the State and Local Licensing Authorities have taken final action to approve or deny the Licensee's Late Renewal Application.
2. Notwithstanding the amount specified for the Late Application Fee, the State and Local Licensing Authority by rule or as otherwise provided by law may, in its discretion, reduce the amount of the fee.

Sec. 14-110 Fees.

Every Retail and Medical Marijuana Store shall pay an operating fee at the time of its initial application for licensure and a renewal fee at the time of each application for License renewal. This fee is imposed to offset the cost of administering this License. The initial application fee and renewal fee shall be determined by the Board of Trustees and set by Resolution, but in no event shall either fee exceed one thousand five-hundred dollars (\$1,500.00).

Sec. 14-120 Hours of Operation.

A Retail or Medical Marijuana Store may engage in the sale of marijuana or marijuana products between the hours of 8:00 a.m. and 9:00 p.m. daily; provided, however, that the Board of Trustees may at its discretion extend, but not further limit, such hours of operation.

Sec. 14-130 Disciplinary Actions: Suspension-Revocation-Fines.

- A. In addition to any other sanctions prescribed by the State Licensing Authority, the Local Licensing Authority has the power, on its own motion after investigation and opportunity for a public hearing at which the Licensee shall be afforded an opportunity to be heard; to suspend or revoke a License issued by the Local Licensing Authority for a violation specified in subsection (B) below. The Local Licensing Authority has the power to administer oaths and issue subpoenas to require the presence of persons and the production of papers, books, and records necessary to the determination of a hearing.
- B. The grounds for the Local Licensing Authority to take disciplinary action are limited to a situation where the Licensed Premises have been consistently operated in a manner that adversely affects, and creates an ongoing emergency regarding, the public health, welfare or the safety of the immediate neighborhood in which the establishment is located. Evidence to support such a finding must at least include: (i) a continuing pattern of convictions for offenses against the public peace, or (ii) a continuing pattern of convictions for criminal conduct under state or local law directly related to or arising from the Licensed Premises.

- C. 1. The Local Licensing Authority may, in its sole discretion, issue a fine in lieu of a suspension. When determining whether to impose a fine in lieu of a suspension, the Local Licensing Authority may make findings that:
- a. The public welfare and morals would not be impaired by permitting the Licensee to operate during the period set for suspension and that the payment of the fine will achieve the desired disciplinary purposes;
 - b. The books and records of the Licensee are kept in such a manner that the loss of sales that the Licensee would have suffered had a suspension gone into effect can be determined with reasonable accuracy; and
 - c. The Licensee has not had his or her License suspended or revoked during the 12-months immediately preceding the date of the motion or complaint that resulted in a final decision to suspend the License.
2. The fine accepted shall be: (a) not less than five-hundred dollars (\$500.00) nor more than two thousand five-hundred dollars (\$2,500.00) for license infractions of a minor nature that do not directly impact the public health, safety, or welfare which shall include but are not limited to failure to display badges, unauthorized minor modifications of premises of a minor nature, minor clerical errors in inventory tracking procedures; and (b) not less than one-thousand dollars (\$1,000.00) nor more than ten-thousand dollars (\$10,000.00) for violations that have an immediate impact on the public health, safety, or welfare, including, but not limited to, a violation of C.R.S. §12-43.4-901(4)(e).
3. Payment of a fine shall be in the form of cash or in the form of a certified check or cashier's check made payable to the Local Licensing Authority, whichever is appropriate.
- D. Upon payment of the fine, the Local Licensing Authority shall enter its further order permanently staying the imposition of the suspension. If the fine is paid to a Local Licensing Authority, the governing body of the Authority shall cause the moneys to be paid into the General Fund of the Local Licensing Authority.
- E. If the Local Licensing Authority does not make the findings required in this Section and does not order the suspension permanently stayed, the suspension shall go into effect on the operative date finally set by the Local Licensing Authority.

Sec. 14-140 Inspection of Books and Records-Inspection Procedures.

- A. Each Licensee shall keep a complete set of all records necessary to show fully the business transactions of the Licensee, all of which shall be open at all times during business hours for the inspection and examination by the Local Licensing Authority or its duly authorized representatives. The Local Licensing Authority may require any Licensee to furnish such information as it considers necessary for the proper administration of this Article and may require an audit to be made of the books of account and records on such occasions as it may consider necessary.
- B. The Licensed Premises, including any places of storage where Retail or Medical Marijuana is stored, sold or dispensed shall be subject to inspection by the Local Licensing Authorities and their investigators, during all business hours for the purpose of inspection or investigation. For examination of any inventory or books and records required to be kept by the Licensees, access shall be required during business hours. Where any part of the Licensed Premises consists of a locked area, upon demand to the Licensee, such area shall be made available for inspection without delay, and, upon request by authorized representatives of the State or Local Licensing Authority, the Licensee shall open the area for inspection.
- C. Each Licensee shall retain all books and records necessary to show fully the business transactions of the Licensee for a period of the current tax year and the three (3) immediately prior tax years.

Sec. 14-150 Licensing Authority Established.

There is hereby established a Local Licensing Authority to issue only the following Medical and Retail Marijuana Licenses upon payment of a fee and compliance with all Local Licensing requirements to be determined by the Local Licensing Authority as set forth in Article 43.3 and 43.4 of Title 12, C.R.S.:

1. A Medical Marijuana Center License.
2. A Retail Marijuana Store License.

Sec. 14-160 Other Marijuana Licenses Prohibited.

Except for the specific licenses the Local Licensing Authority is authorized to issue pursuant to this Article, no other retail or medical marijuana licenses may be issued, including licenses for marijuana cultivation facilities, marijuana testing facilities, or marijuana products manufacturers.

Section 3. The Board of Trustees declares that, should any provision, section, paragraph, sentence or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Ordinance as hereby adopted shall remain in full force and effect.

Section 4. All the provisions of the Wellington Municipal Code as heretofore adopted that are in conflict with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance.

Section 5. The Town Clerk shall certify the passage of this Ordinance and cause notice of its contents and passage to be published or posted. This Ordinance shall become effective immediately upon adoption or passage by the voters.

Pursuant to §31-11-106 (2) C.R.S., each petition section shall designate by name and mailing address two persons who shall represent the proponents in all matters affecting the petition and to whom all notices or information concerning the petition shall be mailed.

1. **Amie Rakoczy** 5856 S. Lowell Blvd., Unit 32, #242, Littleton, CO, 80123
2. **Tim Morgen** 5856 S. Lowell Blvd., Unit 32, #242, Littleton, CO, 80123

INITIATIVE PETITION

Petition Section ____

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**DO NOT SIGN THIS PETITION UNLESS YOU ARE A REGISTERED ELECTOR
AND ELIGIBLE TO VOTE ON THIS MEASURE.**

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Do not sign this petition unless you have read or have had read to you the proposed initiative or referred measure or the summary in its entirety and understand its meaning.

SUMMARY: The proposed initiative seeks to remove the prohibition of medical and retail marijuana sales in the Town of Wellington.

1.	_____ Printed last name	_____ Printed first name	_____ Date of Signing
	_____ SIGNATURE	_____ Street Address	<u>Wellington / Larimer</u> City / County
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2.	_____ Printed last name	_____ Printed first name	_____ Date of Signing
	_____ SIGNATURE	_____ Street Address	<u>Wellington / Larimer</u> City / County
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3.	_____ Printed last name	_____ Printed first name	_____ Date of Signing
	_____ SIGNATURE	_____ Street Address	<u>Wellington / Larimer</u> City / County
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4.	_____ Printed last name	_____ Printed first name	_____ Date of Signing
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6.	_____ Printed last name	_____ Printed first name	_____ Date of Signing
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8.

Printed last name

Printed first name

Date of Signing

SIGNATURE

Street Address

Wellington / Larimer
City / County

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Printed last name

Printed first name

Date of Signing

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Street Address

Wellington / Larimer
City / County

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Date of Signing

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Street Address

Wellington / Larimer
City / County

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Street Address

Wellington / Larimer
City / County

12.

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Printed first name

Date of Signing

SIGNATURE

Street Address

Wellington / Larimer
City / County

13.

Printed last name

Printed first name

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Street Address

Wellington / Larimer
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14.

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16.	_____ Printed last name	_____ Printed first name	_____ Date of Signing
	_____ SIGNATURE	_____ Street Address	<u>Wellington / Larimer</u> City / County
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	_____ SIGNATURE	_____ Street Address	<u>Wellington / Larimer</u> City / County
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27.	_____ Printed last name	_____ Printed first name	_____ Date of Signing
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	_____ SIGNATURE	_____ Street Address	<u>Wellington / Larimer</u> City / County
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43.	_____ Printed last name	_____ Printed first name	_____ Date of Signing
	_____ SIGNATURE	_____ Street Address	<u>Wellington / Larimer</u> City / County
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Pursuant to §31-11-106 (2) C.R.S., each petition section shall designate two persons who shall represent the proponents in all matters affecting the petition and to whom all notices concerning the petition shall be mailed.

1.	Amie Rakoczy	5856 S. Lowell Blvd., Unit 32, #242, Littleton, CO, 80123
2.	Tim Morgen	5856 S. Lowell Blvd., Unit 32, #242, Littleton, CO, 80123

AFFIDAVIT OF PETITION CIRCULATOR

I, _____, hereby certify that:

1. I have read and understand the laws governing circulations of petitions in Colorado;
2. I was eighteen years of age or older at the time this section of the petition was circulated and signed by the listed electors;
3. I circulated this section of the petition;
4. Each signature thereon was affixed in my presence;
5. Each signature thereon is the signature of the person whose name it purports to be;
6. To the best of my knowledge and belief, each of the persons signing this petition section was, at the time of signing, a registered elector;
7. I have not paid or will not in the future pay and I believe that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix the signer's signature to the petition; and
8. I currently reside at the following address:

Street Address: _____

City, State, Zip Code: _____

County: _____

FURTHER, Affiant sayeth not.

[printed name of circulator]

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by
_____.

Witness my hand and official seal.

My commission expires: _____

Notary Public

Memo

March & Olive, LLC

TO: Kelly Houghteling, Interim Town Administrator; Krystal Eucker, Wellington Town Clerk; Wellington Town Board

FROM: Brad March
March and Olive, LLC
1312 S. College Avenue, Fort Collins, CO
[970-482-4322](tel:970-482-4322)(p); [970-482-5719](tel:970-482-5719)(f)

RE: Initiated election petitions

DATE: September 6, 2020

This memorandum is intended to summarize the status of the citizen proposed initiated marijuana ordinances (the Initiated Ordinances) and the election likely required as a result of the filing of the initiative petitions. Unfortunately, it was discovered late Friday (9/4) that one of the timeline dates as set out in CRS § 31-10-108¹, related to scheduling a special election was not met.

The clerk has provided a list of dates which the statute keys to, dates include:

July 30, 2020 – Petition submission date
August 20, 2020 – Statement of sufficiency issued.
Nov 3, 2020 – General election date

Assuming that the Board does not adopt the citizen proposed ordinances, the statutory scheme requires that the ordinances be sent on to the voters. Based on cost considerations a recommendation was made to the board that the town schedule its own special election on the same day as the general election to allow the voters to determine whether the initiated ordinances would be adopted. The statute provides that a special election by mail in ballot may be held at the same time as the general election, but the election must be called at least 60 days before November 3rd². That is, the election needed to be called before September 4th. The clerk prepared resolutions to call the special election to be presented to the Board on September 8th, the date however was unfortunately outside the sixty (60) day limit set by the statute. As the general election date cannot be met, the election date cannot be held until 32 days after the general election or, December 7, 2020. The TABOR election cannot be held until later in 2021 and is discussed further below.

Board action of proposed ordinances or forwarding to voters. CRS 31-11-104 provides that a proposed /initiated ordinance may be adopted by the town board as an ordinance of the town within 20 days of a finding of sufficiency by the clerk. This provision allows the board to adopt the Initiated Ordinance

¹ See clerk memo for text of statute.

² 31-10-108

without alteration on or before September 8th. If the board does not act and the Initiated Ordinance is not adopted, the ordinance must be submitted to the voters not less than 60 days and not more than 150 days after the clerk's statement of sufficiency is issued.³ By y calculation this requires the election to be held no later than January 17, 2021.

Protest. By 21-11-110(1) Any registered elector who resides in the municipality may file, a protest in writing under oath with the clerk, challenge the sufficiency of the petition, setting forth specifically the grounds for such protest. The protest must be filed within 40 days after the initiative petition was originally filed with the clerk. The protest period will expire on September 8th.⁴ The grounds for a protest may include, but are not limited to, failure of the petition or circulator to meet the requirements of the article. A resolution has been prepared and will be submitted to the board on September 8th for approval, designating the municipal judge, rather than the clerk as the hearing officer to hear any protest. If a protest is filed, the hearing officer's decision can be appealed to the Larimer County courts.

Sales tax and TABOR. Colorado law allows municipalities, in addition to charging the municipality's normally charged sales tax and taxes apportioned by the state ⁵ to charge a special retail marijuana sales tax.⁶ The second proposed Initiated Ordinance provides that the Town would initially charge a 3.5% special sales tax, which could be increased by the Board to as much a 5% special sales tax. Under TABOR and the terms of the special sales tax statute tax increase measures must be approved by the voters and can only be submitted to the electorate at specified times. The TABOR amendment⁷ at part 3(a) provides:

Ballot issues shall be decided in a state general election⁸, biennial local district election, or on the first Tuesday in November of odd-numbered years. [D]istricts⁹ may consolidate ballot issues and voters may approve a delay of up to four years in voting on ballot issues. District actions taken during such a delay shall not extend beyond that period.

The special sales tax statutory provision likewise provides:

§ 29-2-115. Retail marijuana sales tax - county - municipality - election - legislative declaration - definition

- (4) (a) Each municipality in the state is authorized to levy, collect, and enforce a municipal special sales tax upon all sales of retail marijuana and retail marijuana products...

- (b) No special sales tax shall be levied pursuant to subsection (4)(a) of this section until the proposal has been referred to and approved by the eligible electors of the municipality in accordance with article 10 of title 31. Any proposal for the levy of a special sales tax in accordance with subsection (4)(a) of this section must be submitted to the eligible electors of the municipality on the date of the state general election, on the first Tuesday in November of an odd-numbered year, or on the date of a municipal biennial election. Any election on the proposal must be conducted by the clerk of the municipality in accordance with the "Colorado Municipal Election Code of 1965", article 10 of title 31.

Because of the 31-10-108 scheduling issue surrounding the special meeting it is not possible to present the special tax to the voters at the upcoming general election. The first opportunity to place the issue of the special tax before the voters would be November 2, 2021, the first Tuesday in November of the odd-numbered year.

Circulator petitions. A question was raised with me as to whether the petitioners complied with 31-11-113. I was not asked to review the full petition submissions and do not know whether the report required by 31-11-113 was turned into the clerk at the time the fully signed Initiated Ordinances were filed with the Clerk's office or, if filed, whether the report was sufficient under the statute. The statute provides that the proponents must file a report disclosing the amount paid per signature and the total amount paid to each circulator. The filing is to be made at the same time the signatures on the Initiated Ordinance(s) are filed. I have had concerns surrounding the enforceability of the 31-11-113 requiring the report but, the statutory requirements, although perhaps suspect, remain a part of the statutory scheme for filing citizen-initiated ordinances and should have been complied with.

³ This is subject to the requirements of 31-10-108 that no special election may be called within sixty days before the date thereof, nor shall any special election be held within the thirty-two days before or after the date of the general election unless a mail ballot election is approved as a special election 60 days before the general election.

⁴ 31-11-110

⁵ Title 39, Article 28, Part 2

⁶ 29-2-15.

⁷ Constitution Article X sec 20

" § 1-1-104 (17) General election" means the election held on the Tuesday succeeding the first Monday of November in each even-numbered year.

31-10-101(10) Municipal election - Regular election" means: (a) Before July 1, 2004, the election held in towns on the first Tuesday of April in each even-numbered year; the election held in cities on the first Tuesday of November in each odd-numbered year; and the election held in any other municipality at which the regular election of officers takes place; (b) On and after July 1, 2004, the election held in any municipality in accordance with paragraph (a) of this subsection (10) unless a majority of the registered electors of the municipality voting on the question have voted to hold the regular election on a date different than specified in paragraph (a) of this subsection (10) pursuant to section 31-10-109(1), in which case "regular election" means, for any particular municipality, the date on which the regular election of officers takes place as determined by the registered electors of the municipality.

⁹ For purposes of TABOR the Town is a district.

The validity of placing restrictions on circulators has been the subject of challenges before various courts, most notably the United States Supreme Court in *Buckley v. American Constitutional Law Foundation*, 119 S.Ct. 636, 525 U.S. 182, 142 L.Ed.2d 599, 67 U.S.L.W. 4043 (1999). The *Buckley* case involved the state's initiative process¹⁰ and dealt with required disclosure of paid circulator identities and other paid circulator information. The legislature did not change/modify the requirements of 31-11-113 after *Buckley*.¹¹)

The statute that requires the report that is to be filed with the clerk was adopted in 1995, before the *Buckley* decision. The statute only requires disclosure of the amount paid per signature and the amount paid to circulate and does not require that the amount paid to each circulator be disclosed. The report requirement may be enforceable after *Buckley*.^{12 13}

Petition deficiencies. I have reviewed the form of the petitions with an agent of the Colorado Department of Revenue Marijuana Enforcement Division who characterized the form of the petitions, specifically the petition allowing for marijuana sales, as "a mess." The most noted concern is that the Initiated Ordinance's proposed Article 14 references the Colorado's Medical Marijuana Code as being codified at Title 12 Article 43.3 and Retail Marijuana Code as being codified at Title 12 Article 43.4. At section 14-10 the Initiated Ordinance recites that Retail Marijuana and Medical Marijuana may only be sold as allowed by the "Colorado Retail Marijuana Code" and the Colorado Medical Marijuana Code. The Colorado Retail Marijuana and the Colorado Medical Marijuana Code are currently embodied in state statutes at Title 44 article 11 (as opposed to Title 12 Article 43.3) as the Colorado Medical Marijuana

¹⁰ State initiative process at 1-40-101 et seq, municipal initiative proves at 31-11-101 et seq.

¹¹ The majority opinion of the court stated - we agree with the Court of Appeals appraisal: Listing paid circulators and their income from circulation "forc[es] paid circulators to surrender the anonymity enjoyed by their volunteer counterparts," 120 F. 3d, at 1105;^[24] no more than tenuously related to the substantial interests disclosure serves, Colorado's reporting requirements, to the extent that they target paid circulators, "fai[l] exacting scrutiny."

- ¹² For other cases involving similar initiated petition circulator issues see *Independence Inst. v. Gessler*, 936 F. Supp. 2d 1256 (D. Colo. 2013), signature compensation for petition circulators violates the first amendment of the United States constitution; *Am. Constitutional Law Found., Inc. v. Meyer*, 120 F.3d 1092 (10th Cir. 1997), aff'd, 525 U.S. 182, 119 S. Ct. 636, 142 L. Ed. 2d 599 (1999); requirement that circulators be registered voters is not narrowly tailored to a compelling state interest, it unconstitutionally impinges on free expression; *Buckley v. Am. Constitutional Law Found.*, 525 U.S. 182, 119 S. Ct. 636, 142 L. Ed. 2d 599 (1999) Badge requirement is unenforceable. *Meyer v. Grant*, 108 S.Ct. 1886, 486 U.S. 414, 100 L.Ed.2d 425, 56 U.S.L.W. 4516 (1988), state may not prohibit paid circulators.

¹³ Justice Thomas in his concurrence to the *Buckley* decision notes: "Even assuming that Colorado has a compelling interest in identifying circulators, its law does not serve that interest. The State requires that proponents identify only the names of *paid* circulators, not *all* circulators. The interest in requiring a report as to the money paid to each circulator by name, as the majority points out, *ante*, at 201, has not been demonstrated.

Code and Title 44, Article 12 (as opposed to Title 12 Article 43.4) as the Colorado Retail Marijuana Code. The Colorado Medical Marijuana Code and the Colorado Retail Marijuana Code are to be replaced effective January 1, 2021 (the date the proposed ordinance goes into effect) and the governing statutes will be located at title 44, Article 10, and the designation as the Colorado Medical Marijuana Code and the Colorado Retail Marijuana Code will be eliminated and the code will be titled as the “Colorado Marijuana Code”^{14, 15} Throughout the Initiated Ordinance’s proposed new Article 14 to the Town Code the incorrect citations are referenced. For example, the proposed Sec 14-20, C and D provide that the Local Licensing Authority adopts the minimum licensing requirements of Title 12, Article 43.4 and 43.3. No such minimum standards exist that correspond to these citations. Further, the initiated ordinance, including at Sec 14-20 provides for a Local Licensing Authority and recites actions that are being taken by the local Licensing Authority when no Local Licensing Authority has been created by the Town¹⁶. The following references are to concerning provisions of the Initiated Ordinance proposed code (identified as SEC 14-**) and corresponding concerns with the concerns indented below each quoted Initiated Ordinance section.

Proposed Sec 14-30 defines:

Colorado Medical Marijuana Code: Article 43.3 of Title 12 of the Colorado Revised Statutes, as amended, and any regulations promulgated thereto.

This code will no longer exist after 2020 and has not existed since at least 2018 at the citation reference

Colorado Retail Marijuana Code or CRMC: Article 43.4 of Title 12 of the Colorado Revised Statutes, as amended, and any regulations promulgated thereto

This code will no longer exist after 2020 and has not existed since at least 2018 at the citation reference

Direct Measurement: A straight line from the nearest property line of the school or campus to the nearest portion of the building used for marijuana sales.

CRS 44-10-311(d)(II) The distances referred to in this subsection (1)(d) are to be computed by direct measurement from the nearest property line of the land used for a school or campus to the nearest portion of the building in which medical marijuana is to be sold, using a route

¹⁴ Marijuana Code was re-codified in 2018 by HB1023 and is now found at Title 44, articles 11 and 22 of the Colorado statutes and in 2019 by SB 19-224 and as of January 1, 2021 will be effective at Title 44 Article 10.

¹⁵ See also references to Colorado Medical Marijuana Code and Colorado Retail Marijuana code with statutory cites as Sec 1-30 definitions.

¹⁶ By the Initiated Ordinance the Licensing Authority is created by Sec 14-150 Can the voters create the Local Licensing Authority and in the same initiated action act for the Licensing authority? Is an act of the Local Licensing Authority, a quasi-judicial body, administrative or legislative in nature?

of direct pedestrian access.¹⁷ This measurement formula inappropriately differs from the statutory scheme.

44-10-302 references time place manner and number restrictions which may be adopted by the Town in relation to Retail Marijuana licensing.

License: A license or registration granted pursuant to this Article.

The Initiated Ordinance at Sec. 14-150 (1) related to the Local Licensing Authority recites that the Local Licensing Authority is authorized (according to the prior law at title 12) to issue Medical Marijuana Center Licenses. CRS 4-10-501 references the license to be issued as a Medical Marijuana Store Licenses rather than a Medical Marijuana Center License¹⁸. Medical Marijuana Center Licenses will no longer exist after January 1, 2021.

Local Licensing Authority: The Board of Trustees of the Town of Wellington.

The statute provides that the Town Board may be the local licensing authority but allows the board to designate a separate licensing authority. The Initiated Ordinance definition requires that the Town Board must serve as the licensing authority.

44-10-103(28) "Local licensing authority" means an authority designated by municipal, county, or city and county charter, ordinance, or resolution, or the governing body of a municipality or city and county, or the board of county commissioners of a county if no such authority is designated.

Local Licensing Official: The Town Clerk or other designee of the Local Licensing Authority.

The term Local Licensing official is defined in the proposed ordinance, but the term is not used otherwise in the proposed ordinance nor does it appear that the term is used in the Colorado Marijuana Code.

Person: A natural person, partnership, association, company, corporation, limited liability company, or organization, or a manager, agent, owner, director, servant, officer, or employee thereof.

44-10-103(48) defines a person as defined by 7-90-102 which adopts the definitions as "Person" means an individual, an estate, a trust, an entity, or a state or other jurisdiction.

Premises: A distinct and definite location, which may include a building, a part of a building, a room, or any other definite contiguous area.

44-10-103(49) defines "Premises" means a distinctly identified, as required by the state licensing authority, and definite location, which may include a building, a part of a building, a room, or any other definite contiguous area.

¹⁷ See also Sec 14-70-(c) The distances referred to in this Article are to be computed by direct measurement from the nearest property line of the applicable setback parcel to the nearest portion of the Retail or Medical Marijuana Store.

¹⁸ Medical Marijuana Center Licenses may be issued through 2020 by 44-11-401, the new Colorado Marijuana Code provides for Medical Marijuana Store Licenses, 44-10-401(2)(a). Medical Marijuana Center Licenses will no longer exist after January 1, 2021.

School: A public or private preschool or a public or private elementary, middle, junior high, or high school, college or principal campus of a college (and including the new Middle / High School at Wellington not open as of the adoption of this ordinance).

44-10-103(67) defines "School" means a public or private preschool or a public or private elementary, middle, junior high, or high school or institution of higher education.¹⁹

State Licensing Authority: The Authority created for the purpose of regulating and controlling the licensing of the cultivation, manufacture, distribution, and sale of Medical and Retail Marijuana in this State, pursuant to Articles 43.3 and 43.4 of Title 12 C.R.S.

Defined according to wrong statutory citation. Should be defined by 44-10-103(69) with reference to "regulated marijuana in this State, pursuant to section 44-10-201."

14-40 Applications-Licenses.

- A. Dual Operation. An applicant for a Retail Marijuana Store License under this Article may co-locate a Medical Marijuana Store and a Retail Marijuana Store at the same location as permitted by the Colorado Retail Marijuana Code.

§ 44-10-313 (12) provides each license issued under this article 10 is separate and distinct. It is unlawful for a person to exercise any of the privileges granted under a license other than the license that the person holds or for a licensee to allow any other person to exercise the privileges granted under the licensee's license. A separate license is required for each specific business or business entity and each geographical location.

- B. An application for a License shall be filed with the Local Licensing Authority on forms provided by the State and Local Licensing Authority. The application shall contain such information as the State and Local Licensing Authority may require. Each application shall be verified by the oath or affirmation of the persons prescribed by the State and Local Licensing Authority. Upon receipt of notice from the State Licensing Authority of the application for a license under the Colorado Retail Marijuana Code (or the Colorado Medical Marijuana Code), the Local Licensing Authority shall determine whether the applicant qualifies for licensure under this Article. The Local Licensing Authority shall notify the state and the Applicant in writing of its determination as to whether the applicant qualifies for licensure as a Retail or Medical Marijuana Store no later than thirty (30) days from the date the application was originally received by the Local Licensing Authority.

The filing requirements seem to follow 44-10-301. The statute contains no 30-day response requirement. 44-10-302 references time place manner and number restrictions which may be adopted by the Town. Sec. 14-50, speaks to denial of licenses and it is not clear if the Town may adopt more restrictive time place manner and number restrictions beyond those set forth in the initiated ordinance

- C. If an application is denied, the Licensing Authority shall set forth in writing the grounds for denial.

This is likely compliant with the statute, § 44-10-304(3) provides that within thirty days after the public hearing or completion of the application investigation, a local licensing authority shall issue its decision approving or denying an application for local licensure. The decision must be in writing and must state the reasons for the decision. The local

¹⁹ Caveat, is a day care facility a pre-school?

licensing authority shall send a copy of the decision by certified mail to the applicant at the address shown in the application.

Sec. 14-60 Persons Prohibited as Licensees.

Sec. 14-70 Restrictions for Applications for Marijuana Store Licenses.

The Local Licensing Authority hereby adopts the provisions and restrictions set forth in the Colorado Retail Marijuana Code.

After January 1, 2021, there is no longer a Colorado Retail Marijuana Code. By this section the Initiated Ordinance purports to act on behalf of the Local Licensing Authority.

A(1) Until it is established that the applicant is, or will be, entitled to possession of the premises for which application is made under a lease, rental agreement, or other arrangement for possession of the premises or by virtue of ownership of the premises;

Seems to comply with § 44-10-311 (2) § 44-10-313(1)(b) and (8)(b)

A(2) Retail or Medical Marijuana stores and establishes 2000 foot setback form schools, (500) feet of: parcels zoned P (Public District) or another Retail or Medical Marijuana store; and two-hundred (200) feet of: parcels zoned R-1 (Residential District), R-2 (Residential District) or R-4 (Residential District)

Is this violative of single subject rules.

Zoning: § 44-10-311(d)(1) allows medical marijuana distancing at 1000' or greater if set by Town by ordinance or resolution.

The State Constitution at Article XVIII Section 16, (5) (f) allows a municipality to enact ordinances or regulations not in conflict governing time place manner, number of establishment operations and establishing procedures for issuance suspension and revocation of licenses.

Are these administrative actions that should be left to the Town, as provided for in the Colorado's Marijuana Code and are the provisions therefore improper to include in the Initiated Ordinance?

Sec. 14-80 Transfer of Ownership.

- A. A State or Local License granted under the provisions of this Article shall not be transferable except as provided below, but this Section shall not prevent a change of location as provided in C.R.S. § 12-43.4-309.

As of January 1, 2021, transfers of licenses will be addressed by 44-10-312.

- B. For a transfer of ownership, a License Holder shall apply to the State and Local Licensing Authorities on forms prepared and furnished by the State Licensing Authority. The Local Licensing Authority must allow any proposed transfer approved by the State Licensing Authority, but may charge a fee not to exceed \$1,000 to process such transfer.

44-10-803(3) provides: A local jurisdiction in which a license under this article 10 may be permitted may adopt and impose operating fees in an amount determined by the local

jurisdiction on marijuana businesses and establishments located within the local jurisdiction. Is this an administrative act and improperly taken in the Initiated Ordinance?

Requiring that the Local Licensing Authority must allow any proposed transfer invades the Local Licensing Authority's responsibilities under state law.²⁰

Sec. 14-90 Review and Approval of License.

The Local Licensing Authority adopts the provisions and restrictions set forth in C.R.S. §12- 43.4-309 and this Article.

This statute is no longer in existence and as of January 1, 2021 is at Article 44, title 10.

Sec. 14-100 Licensing Renewal.

- A. A Licensee shall apply for the renewal of an existing License to the Local Licensing Authority not less than thirty (30) days prior to the date of expiration. A Local Licensing Authority shall not accept an application for renewal of a License after the date of expiration, except as provided in subsection (B) of this Section. The State Licensing Authority may extend the expiration date of the License and accept a late application for renewal of a License provided that the applicant has filed a timely renewal application with the Local Licensing Authority. All renewals filed with the State Licensing Authority and subsequently approved by the State Licensing Authority shall next be processed by the Local Licensing Authority. The Local Licensing Authority, in its discretion, subject to the requirements of this Article and based upon reasonable grounds, may waive the thirty (30) day requirement set forth in this Article. The Local Licensing Authority may hold a hearing on and/or denial of the application for renewal only if the State Licensing Authority rejects the renewal application.

This section appears to be contrary to 44-10-314 and seems to invade the local licensing authority's ability to refuse a license if the licensing authority determines good cause exists.²¹

Sec. 14-110 Fees.

Every Retail and Medical Marijuana Store shall pay an operating fee at the time of its initial application for licensure and a renewal fee at the time of each application for License renewal. This fee is imposed to offset the cost of administering this License. The initial application fee and renewal fee shall be determined by the Board of Trustees and set by Resolution, but in no event shall either fee exceed one thousand five-hundred dollars (\$1,500.00).

This section and 14-100 B and C limit the ability to charge fees, 44-10-803(3) provides A local jurisdiction in which a license under this article 10 may be permitted may adopt and impose operating fees in an amount determined by the local jurisdiction on marijuana businesses and establishments located within the local jurisdiction.

Sec. 14-120 Hours of Operation.

A Retail or Medical Marijuana Store may engage in the sale of marijuana or marijuana products between the hours of 8:00 a.m. and 9:00 p.m. daily; provided, however, that the Board of Trustees may at its discretion extend, but not further limit, such hours of operation.

²⁰ See 44-10-901 discussed below in relation to disciplinary action.

²¹ See 44-10-901 discussed below in relation to disciplinary action.

Article XVIII Section 16, (5) (f) allows a municipality to enact ordinances or regulations not in conflict governing time place manner, number of establishment operations and establishing procedures for issuance suspension and revocation of licenses

Sec. 14-130 Disciplinary Actions: Suspension-Revocation-Fines.

- B. The grounds for the Local Licensing Authority to take disciplinary action are limited to a situation where the Licensed Premises have been consistently operated in a manner that adversely affects, and creates an ongoing emergency regarding, the public health, welfare or the safety of the immediate neighborhood in which the establishment is located. Evidence to support such a finding must at least include: (i) a continuing pattern of convictions for offenses against the public peace, or (ii) a continuing pattern of convictions for criminal conduct under state or local law directly related to or arising from the Licensed Premises.

44-10-901(1) grants the local licensing authority the authority to suspend or revoke a license issued by the authority for a violation by the licensee or by any of the agents or employees of the licensee of the provisions of this article 10, or any of the rules promulgated pursuant to this article 10, or of any of the terms, conditions, or provisions of the license issued by the state or local licensing authority. The subject provision dramatically limits this provision. As an example, if the licensing authority imposes conditions on a license issuance, does violation of the condition rise to an ongoing emergency? If the licensee violates operating hours, does an emergency arise? If it does not the licensing authority's ability to enforce is emaciated.

Sec. 14-130, C. 1. The Local Licensing Authority may, in its sole discretion, issue a fine in lieu of a suspension. When determining whether to impose a fine in lieu of a suspension, the Local Licensing Authority may make findings that:

44-10-901(3) addresses fines in lieu of suspension and this section is largely in keeping with the statute, except C.1.c allows a fine in lieu so long as there has been no suspension or revocation in the last 12 months, 44-10-901(3)(a)(III) provides that a fine in lieu is appropriate if there has been no suspensions or revocation in the last 2 years. Affording the ability to grant fines in lieu for the shorter period is contrary to state law.

Sec. 14-130, C.2. provides

The fine accepted shall be: (a) not less than five-hundred dollars (\$500.00) nor more than two thousand five-hundred dollars (\$2,500.00) for license infractions of a minor nature that do not directly impact the public health, safety, or welfare which shall include but are not limited to failure to display badges, unauthorized minor modifications of premises of a minor nature, minor clerical errors in inventory tracking procedures; and (b) not less than one-thousand dollars (\$ 1,000.00) nor more than ten-thousand dollars (\$10,000.00) for violations that have an immediate impact on the public health, safety, or welfare, including, but not limited to, a violation of C.RS. §12-43.4-901(4)(e).

The Initiated Ordinance should reference 44-10-901

Administrative vs Legislative nature of petitions and challenges to Initiated Ordinance.

Ordinance must comply with State Law. There are initial concerns with the Initiated Ordinances in that in cases, as outlined above, are not in line with the state statutes. As a statutory municipality,

Wellington's laws may not deviate from the laws of the state. Voters, initiating an ordinance, have no greater power than the Town Board to adopt an ordinance that is contrary to state law. To the extent that the Initiated Ordinance is contrary to state law, the Ordinance is invalid.

Initiated Ordinance is not properly the subject of the right of initiative and referendum.

In *Vagneur v. City of Aspen*, 295 P.3d 493 (Colo. 2013) (2013) involved a protest filed under 31-11-110. The protesters in *Vagneur* filed written objections to the initiative petitions contending that the proposals **(1) contained administrative matters that are not subject to the initiative power; (2) included more than a single subject; and (3) contained misleading ballot titles.**

The hearing officer concluded that the proposed ordinances "encroached upon the administrative processes reserved to the administrative staff of the City of Aspen as authorized by City Council," and that "allowing citizens through the initiative process, to either dictate or negate administrative actions normally undertaken by city staff is a misuse of the process" and contrary to the initiative rights established by the Aspen City Charter. The hearing officer declined to sever any impermissible portions of the initiative because Proponents had testified that they believed the conditions were necessary to understand their proposals

The *Vagneur* court reviewed whether a citizen initiative is administrative or legislative in character, and whether an administrative initiative is a proper exercise of the initiative power.²² The court defined and set forth numerous tests from prior court decisions as to whether an ordinance was administrative or

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- ²² In *City of Idaho Springs v. Blackwell*, 731 P.2d 1250 (1987) the court stated: An ordinance which shows an intent to form a permanent rule of government until replaced is one of permanent operation." 5 E. McQuillin, *Municipal Corporations* § 16.55, at 194 (3d ed. 1981) (emphasis added) (footnote omitted). Second, acts that are necessary to carry out existing legislative policies and purposes or which are properly characterized as executive are deemed to be administrative, while acts constituting a declaration of public policy are deemed to be legislative. *Witcher*, 716 P.2d at 449-50; *Margolis*, 638 P.2d at 303; *Zwerdinger*, 194 Colo. at 196, 571 P.2d at 1077.
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In the *Blackwell* case Idaho Springs asserted: (1) that the petitions, although styled as "petitions for initiated ordinances," were actually petitions for referenda that were untimely (2) that the petitions addressed administrative rather than legislative matters and were therefore improper;

- The court noted The proposed initiated ordinances also must be classified as administrative matters when viewed under the second "test." The choice of location and structure for the new city hall is an act "necessary to carry out" the existing legislative policy to build a new city hall. See *Witcher*, 716 P.2d at 449; *Margolis*, 638 P.2d at 303; *Zwerdinger*, 194 Colo. at 196, 571 P.2d at 1077. The decision to raise tax revenues to be used in part for city hall construction was made in 1977 and approved by the majority of Idaho Springs voters in a special election. Implementation of the 1977 policy decision in the ordinance is administrative or executive and is not a proper subject for an initiated ordinance.
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legislative in character. The court acknowledged that decisions surrounding the administrative/legislative determination needed to be made on a case by case basis. It can be argued that the question of whether the town should allow the sale of medical and retail marijuana is a legislative decision but the enforcement and implementation including time place manner and number restrictions are administrative in nature. Further, to the degree that the Initiated Ordinance has the Local Licensing Authority, which does not exist until the Ordinance is adopted, adopting positions, that action is likewise administrative. “When in a matter of state-wide concern, such as Marijuana Licensing, the state legislature has specifically delegated particular authority to the governing board, courts have uniformly held that the initiative processes do not ordinarily apply.” McQuillan, Law of Municipal Corporation §16.52 (3rd Ed.).

Usurpation of Administrative and enforcement Power. The Initiated Ordinance improperly limits enforcement powers which by statute are afforded to the liquor licensing authority. Particularly Sec. 14-13 limits the Local Licensing Authorities statutory ability to take disciplinary action, limiting the enforcement powers to situations where the Licensed Premises have been consistently operated in a manner that adversely affects, and creates an ongoing emergency. Limitation of the authority’s quasi-judicial powers afforded by state law is not an appropriate exercise of the initiative power.

Impossibility of Implementation. It can be argued that implementation of the Initiated Ordinance is virtually impossible as the ordinance is presented. As noted, the Initiated Ordinance cites to laws that no longer exist. As a general rule-initiated matters, once adopted may not be changed, the initiated Ordinance as proposed adopts state laws that are no longer in place and will become increasingly difficult to enforce and implement as time goes on.

Initiative vs. Referendum. Questions were raised whether the proponents may by initiative overturn the prior actions of the Town board in prohibiting the sales of medical and retail marijuana within the limits of the Town or if this action had to be filed as a referendum within the requisite time after the town board, as allowed by the state constitution, adopted ordinances precluding local marijuana sales.

Article XVIII Section 16, (5) (f) of the constitution allowed the Town by ordinance to prohibit retail marijuana stores. Having done so the ordinance had to be challenged by referendum to be changed?

Possible Alternative Ordinances. There is some authority that suggests that the proponents could withdraw the Initiated Ordinances.²³ I tentatively made a suggestion to the proponent’s attorney that if the flawed Initiated Ordinances were withdrawn and single question ordinances along the form being submitted to the Board were alternate ordinances could be submitted. ²⁴ Initially the attorney appeared to be interested in the proposal to withdraw, and advised he would get back to me. I followed up late

²³ The ability to withdraw the petitions at this point is subject to legal questions.

²⁴ § 31-11-104 (2) Alternative ordinances may be submitted at the same election, and, if two or more conflicting measures are approved by the people, the one that receives the greatest number of affirmative votes shall be adopted in all particulars as to which there is a conflict.

Friday and was advised that he had not received a client response. We exchanged cell phone numbers, as of late Sunday I have not been contacted. The Board could elect to present an alternative ordinance to be considered by the voters at the same election as the Initiated Ordinances are presented. The Board needs to evaluate whether this causes confusion.



Board of Trustees Meeting

Date: November 24, 2020
Submitted By:
Subject: Health Restriction and Guideline Discussion

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Capacity Restrictions

What are the capacity restrictions at each level?

	LEVEL GREEN: PROTECT OUR NEIGHBORS	LEVEL BLUE: SAFER AT HOME CAUTIOUS	LEVEL YELLOW: SAFER AT HOME CONCERN	LEVEL ORANGE: SAFER AT HOME HIGH RISK	LEVEL RED: STAY AT HOME
VARIANCES	Eligible for both outdoor and indoor site-specific variances if approved by LPHA	Eligible for both outdoor and indoor site-specific variances if approved by LPHA	Eligible for outdoor site-specific variances if approved by LPHA	Not eligible	Not eligible
PERSONAL GATHERING SIZE	Per local guidance	Up to 10 from no more than 2 households	Up to 10 from no more than 2 households	Up to 10 from no more than 2 households	None
P-12 SCHOOLS	In-person suggested	In-person suggested or hybrid, remote as appropriate	In-person, hybrid, or remote as appropriate	In-person, hybrid, or remote as appropriate	Remote suggested, very limited in-person when necessary
HIGHER EDUCATION	In-person suggested	In-person suggested or hybrid, remote as appropriate	In-person, hybrid, or remote as appropriate and other strategies to increase social distancing	Remote or hybrid suggested, limited in-person as appropriate and other major strategies to increase social distancing	Remote and significant social distancing strategies
PLACES OF WORSHIP AND LIFE RITES - INDOOR UNSEATED FUNCTIONS	50%* capacity or 500 people	50% capacity or 175 indoors	50% capacity or 50 no calculator, (or up to 100 with calculator)	25% capacity or 50 (with calculator)	Remote, virtual service, or outdoor are strongly encouraged; indoors up to 10
PLACES OF WORSHIP AND LIFE RITES - INDOOR SEATED FUNCTIONS	50%* capacity or 500 people	50%, 175 person capacity	50%, 100 person capacity	25%, 50 person capacity	Remote, virtual service, or outdoor are strongly encouraged; indoors up to 10
PLACES OF WORSHIP AND LIFE RITES - OUTDOORS	6ft between parties outdoors, per local zoning	6ft between parties outdoors, per local zoning	6ft between parties outdoors, per local zoning	6ft between parties outdoors, per local zoning	6ft between parties outdoors, per local zoning
RESTAURANTS - INDOORS	50%* capacity or 500 people	50% capacity or 175 indoors	50% capacity or 50 (or up to 100 with calculator)	25% capacity, 50 people	Take out or delivery
RESTAURANTS - OUTDOORS	6ft between parties outdoors, per local zoning	6ft between parties outdoors, per local zoning	6ft between parties outdoors, per local zoning	6ft between parties outdoors, per local zoning	6ft between parties outdoors, per local zoning
NON-CRITICAL MANUFACTURING	50%* capacity or 500 people	50% capacity or 175 people	50% capacity or 50 (or up to 100 with calculator)	25% capacity or 50 people	Closed
OFFICES	50%* capacity	50% capacity	50% capacity	25% capacity	Closed
BARS	50%* capacity or 500 people	Closed	Closed	Closed	Closed
GYMS/FITNESS	50%* capacity or 500 people	25% capacity or 75 people	25% capacity or 50 people	25% capacity, 25 indoors, or outdoors in groups less than 10	Virtual, or outdoors in groups less than 10
GROUP SPORTS AND CAMPS	50%* capacity or 500 people	50 person capacity per activity	25 person capacity per activity	Virtual, or outdoors in groups less than 10	Virtual, or outdoors in groups less than 10
RETAIL	50%* capacity	50% capacity	50% capacity	25% capacity	Curbside, pick up, and delivery
PERSONAL SERVICES	50%* capacity or 500 people	50% capacity or 50 people	50% capacity or 50 people	25% capacity or 25 people	Closed
LIMITED HEALTH CARE SETTINGS	50%* capacity or 500 people	50% capacity or 50 people	50% capacity or 50 people	25% capacity or 25 people	Closed
EVENTS - INDOOR UNSEATED	50%* capacity or 500 people	50% or 175 person capacity	50%, 50 no calculator, (or up to 100 with calculator)	25%, 50 person capacity (with calculator)	Closed
EVENTS - INDOOR SEATED	50%* capacity or 500 people	50% or 175 person capacity	50%, 100 person capacity (6ft distancing between parties)	25%, 50 person capacity (6ft distancing between parties)	Closed
EVENTS - OUTDOOR UNSEATED	50%* capacity or 500 people	50% or 250 person capacity	50%, 175 person capacity (with calculator)	25%, 75 person capacity (with calculator)	Closed
EVENTS - OUTDOOR SEATED	50%* capacity or 500 people	50% or 250 person capacity	50%, 175 person capacity (6ft distancing between parties)	25%, 75 person capacity (6ft distancing between parties)	Closed
OUTDOOR GUIDED SERVICES	50%* capacity or 500 people	50% capacity or 25 people	50% capacity or 10 people	25% capacity or 10 people	Closed
*Counties that enter Protect Our Neighbors are eligible to increase the percentage caps by 5% every month they continually sustain those metrics.					