



BOARD OF TRUSTEES
December 10, 2019
LEEPER CENTER – 3800 WILSON AVE.

Regular Meeting - 6:30 PM

AGENDA

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** - Individuals wishing to participate in Public Comments (non-agenda item) are requested to sign up on the form provided on the podium. When you are recognized, step to the podium, state your name and address then speak to the Town Board of Trustees. Please limit comments to three (3) minutes.
2. Presentation
 - a. Wellington Housing Authority: HUD Subsidy Conversion - Julie Brewen

C. CONSENT AGENDA

1. Board of Trustees Minutes for December 3, 2019

D. ACTION ITEMS

1. Cancellation of the December 17, 2019 Work Session and the December 24, 2019 Board of Trustees Meeting
2. 2020 Budget
 - a. Ordinance 17 - 2019 Adopting budget for Town of Wellington 2020
 - b. Ordinance 18 - 2019 Ordinance levying general property taxes
 - c. Ordinance 19 - 2019 Ordinance appropriating sums of to defray expenses and liabilities of the Town of Wellington
3. Resolution 40-2019 Repealing Resolution No. 36-2019 and Finding Substantial Compliance of an Annexation Petition and Establishing a Public Hearing for Poudre School District Annexation
 - a. Resolution 40-2019

4. Results of insurance review and responses to requests for proposal (RFP)

5. Memorandum of Understanding with Wellington Main Streets

E. OTHER BOARDS

F. REPORTS

1. Town Attorney

2. Town Administrator

3. Staff Communications

4. Board

G. EXECUTIVE SESSION

H. ADJOURN

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



Board of Trustees Meeting

Date: December 10, 2019
Submitted By: Cynthia Sullivan, Deputy Clerk
Subject: Board of Trustees Minutes for December 3, 2019
Item Number: 2019-346

EXECUTIVE SUMMARY

Board of Trustees Minutes for December 3, 2019

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Mins 12-03-19

BOARD OF TRUSTEES
REGULAR BOARD MEETING
December 3, 2019

A. CALL TO ORDER

The Regular Board Meeting was called to order at 6:30 p.m. December 3, 2019 at the Leeper Center, 3800 Wilson Ave, Wellington CO.

1. Pledge of Allegiance

2. Roll Call

TRUSTEES PRESENT: MATT MICHEL, JOHN JEROME, TIM WHITEHOUSE,
DANIEL SATTLER, TROY HAMMAN and WYATT KNUTSON
(arrived at 6:42 p.m.)

TRUSTEES ABSENT: JOHN EVANS

PRESIDING: TROY HAMMAN, MAYOR

ALSO, PRESENT: ED CANNON, TOWN ADMINISTRATOR
KELLY HOUGHTELING, ASSISTANT TOWN ADMINISTRATOR
CYNTHIA SULLIVAN, DEPUTY CLERK
CODY BIRD, TOWN PLANNER
PETE BRANDJORD, FINANCE DIRECTOR
MICHELLE VANCE, ECONOMIC DEVELOPMENT MANAGER
LORI WOODRUFF, HUMAN RESOURCES DIRECTOR
DAVE MYER, ENGINEER
DANIEL JONES, WATER TREATMENT OPERATOR
BRAD MARCH, TOWN ATTORNEY OFFICE

3. Additions or Corrections to Agenda

Item 4 was taken off the agenda because the meeting it was published for was cancelled and it needed to be republished.

4. Conflicts of Interest
None

B. PUBLIC COMMENT

C. CONSENT AGENDA

1. Board of Trustee Minutes from November 12, 2019
2. Work Session Summary from November 5, 2019

3. Work Session Summary from November 19, 2019
4. Parks Advisory Board Minutes for September 18, 2019

Trustee Sattler asked why the Parks Advisory Board Minutes were not current. Ms. Sullivan said the Parks Advisory Board may have missed a meeting.

TRUSTEE SATTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve consent agenda. Motion passed unanimously.

D. ACTION ITEMS

1. Retirement Fund Manager

Ms. Woodruff presented the process used to select a Fund Manager. The company being suggested is ICMA-RC. The main reason for this change is a reduction of fifty percent in the fees charged to manage the retirement fund. She gave some of the other benefits of using this company.

Trustee Sattler had questions about the ability to withdraw money from the 457 without having to pay a penalty. Ms. Woodruff said there is no penalty, but they do have to pay taxes.

Trustee Jerome asked if the Board needed to approve the Fund Manager. Ms. Woodruff said that the fees for the Fund Management service are paid by the employees.

Ms. Woodruff said the following resolutions have been corrected and reviewed by the Town Attorney.

Mr. March noted that both resolutions needed to have the date changed.

2. Resolution 37-3019 Amending the Town of Wellington's Employee Compensation Retirement Policy

TRUSTEE MICHEL MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve Resolution 37-3019 Amending the Town of Wellington's Employee Compensation Retirement Policy with date change. Motion passed unanimously.

3. Resolution 38-3019 Amending the Town of Wellington's Employee Leave Policy

TRUSTEE SATTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve Resolution 38-2019 Amending the Town of Wellington's Employee Leave Policy with date change. Motion passed unanimously.

4. Public Hearing – Poudre School District Annexation – removed from the agenda.

5. Resolution 39-2019 Finding Substantial Compliance of an Annexation Petition and Establishing a Public Hearing for Country Lane Acres.

Mr. Bird explained that the advertisement for the hearing was not published correctly, so this is to set a new date. This resolution will repeal and replace the previously approved resolution 30-2019.

TRUSTEE MICHAEL MOVED, AND TRUSTEE KNUTSON SECONDED to approve Resolution 39-2019 Finding Substantial Compliance of an Annexation Petition and Establishing a Public Hearing for Lane Annexation. Motion passed unanimously.

6. SAFEbuilt Contract Update

Mr. Bird reviewed the changes in the contract and the additional services and software being provided. There was discussion on contractor vs. business licenses and time periods for inspections. Mr. Bird said the licensing software gives staff the ability to check to see if a contractor is current in their license and would allow staff to track contractor issues. The addition of a curtesy call prior to an inspection should help the customer as well as the inspector.

There was a question about time period to bringing this service in house. Mr. Bird said currently we do not have the space or equipment to have this service in house. Next year a needs assessment would be done.

Mayor Hamman asked if the September bill for Safebuilt was typical. Mr. Bird said it is typical for the summer months. Remember that the town collects the fees from the building permit and pays Safebuilt, but there is a portion of that fee that is retained by the town.

TRUSTEE SATTLER MOVED, AND TRUSTEE KNUTSON SECONDED to approve and authorize mayor to sign contract for professional services with Safebuilt. Motion passed unanimously.

7. Harvest Village Townhome – Park Reimbursement

Mr. Bird explained that money was held in escrow for the development of the Park and Trail Improvements in the development agreement with Hartford Homes LLC for the Harvest Village Townhomes. The developer has completed the improvements and are ready for the Town to accept. The Town will keep ten percent of the escrow funds from the impact fees that have been collected through the building permits. The Town would reimburse the remaining funds in the amount of \$ 109,525.00 and waive the remaining Park and Trail impact fees for this development.

TRUSTEE WHITEHOUSE MOVED, AND TRUSTEE KNUTSON SECONDED to approve the Park Reimbursement to Harvest Village. Motion passed unanimously.

8. Memorandum of Understanding with Wellington Chamber of Commerce

Ms. Vance said the Memorandum of Understanding (MOU) would be to establish educational and training programs for local businesses. A grant of \$10,000 was received for this program. The Wellington Chamber of Commerce would identify businesses for the program. They will be using two organizations for the training. One is the Elevate, Leadership and Work Force Training

Program through the County. Second Small Business Development Center for soft skills. There will be a match required from the participant. There will be an annual review to see if the program is being used and its effectiveness.

Jon Slutsky and Wendall Nelson representing the Chamber of Commerce agreed with the MOU and mentioned the benefits to the current businesses.

TRUSTEE SATTLER MOVED, AND TRUSTEE MICHEL SECONDED to approve the Memorandum of Understanding with Wellington Chamber of Commerce. Motion passed Trustee Whitehouse abstained.

9. Contract for Engineering Services - Water Treatment Plant Independent Review

Mr. Myer gave a history on the project and explained why they are requesting a third party to review the design to locate possible corrections. The recommendation is to contract with Jacobs Engineering Group for this project.

Trustee Whitehouse asked if the schedule was still realistic. Mr. Myer said it is aggressive, but it should take about four months to complete.

TRUSTEE SATTLER MOVED, AND TRUSTEE WHITEHOUSE SECONDED to approve and authorize Town Administrator to sign contract with Jacobs Engineering Group for engineering services on the Water Treatment Plant Independent Review in an amount not to exceed \$114,023.60. Motion passed unanimously.

10. Contract for Construction Contractor - Wilson Wells Rehabilitation

Mr. Jones spoke about the condition of the wells and the immediate need to make repairs. He described the work that needs to be done on each well. The recommendation is to contract with Quality Well and Pump to do the work.

There was discussion on the casing material.

Mr. Jones updated the Board on phase one of the project. The timeline to get the wells back on line is May 1st. Mr. Myer gave an update on phase two of the project.

TRUSTEE MICHAEL MOVED, AND TRUSTEE KNUTSON SECONDED to authorize execution of the contract with Quality Well and Pump in an amount not to exceed \$49,832.20 emergency service for the Wilson Wells. Motion passed unanimously.

The Board went out of Regular Session and into the Liquor License Review Board at 7:45 p.m. Roll call was taken, and all members were present except Trustee Evans.

E. OTHER BOARD

Liquor License Review Board

- Renewal for Ridley's Market

TRUSTEE WHITEHOUSE MOVED, AND TRUSTEE JEROME SECONDED to approve the Liquor License Renewal for Ridley's Market. Motion passed unanimously.

The Board returned to the Regular Meeting at 7:47 p.m.

F. REPORTS

1. Town Attorney
2. Town Administrator
 - Treasurer's Report

Mr. Brandjord explained that about eight checks were irregular because the software combined multiple items.

- Larimer County Sheriff's Office Report for October

3. Staff Communications

Mr. Cannon mentioned meetings on Thursday for the Upper Front Range Transportation Planning Region and Metropolitan Planning Organization.

There is a Sheriff's luncheon on Thursday. Mayor Hamman asked if a Trustee could attend. Trustee Michel said he could attend the luncheon.

Christmas Party on December 12th.

Ms. Vance spoke about Top Craft a local business school that provides Construction Certification Programs. Tour on Monday December 9, 2019. Information to be provided.

4. Board

Trustee Sattler mentioned the Ground Breaking Ceremony for the new school.

There being no further business the meeting adjourned at 7:56 p.m.

Respectfully submitted:

Cynthia Sullivan, CMC
Deputy Town Clerk



Board of Trustees Meeting

Date: December 10, 2019
Submitted By: Cynthia Sullivan, Deputy Clerk
Subject: Cancellation of the December 17, 2019 Work Session and the December 24, 2019 Board of Trustees Meeting
Item Number: 2019-379

EXECUTIVE SUMMARY

Cancellation of the December 17, 2019 Work Session and the December 24, 2019 Board of Trustees Meeting

BACKGROUND / DISCUSSION

Sec. 2-2-60 of the Municipal Code allows the Board of Trustees to cancel a meeting.

In the past the Board has canceled the second meeting due to the holidays. Since this year the meeting would fall on December 24th and it would be unlikely that a forum would be present.

STAFF RECOMMENDATION

Approve the cancellation of the Dec. 17, 2019 Work Session and the Dec. 24, 2019 Board of Trustees Meeting.

ATTACHMENTS

None



Board of Trustees Meeting

Date: December 10, 2019
Submitted By: Pete Brandjord, Finance Director, Tyler Sexton, Assistant Finance Director
Subject: 2020 Budget
Item Number: 2019-380

EXECUTIVE SUMMARY

Draft Budget

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Approval of ordinances related to the budget.

ATTACHMENTS

1. 2020 TOWN BUDGET 12_5

BUDGET

Town of Wellington | 2020



TOWN OF
WELLINGTON

"Northern Colorado's Gateway"



2020 PROPOSED BUDGET

TOWN OFFICIALS

Mayor

Troy Hamman
Term Expires April 2022

Trustees

Dan Sattler / Mayor Pro Tem
Term Expires April 2020

John Jerome
Term Expires April 2022

Wyatt Knutson
Term Expires April 2022

John Evans
Term Expires April 2020

Matt Michael
Term Expires April 2020

Tim Whitehouse
Term Expires April 2022

ADMINISTRATION

Ed Cannon / Town Administrator / Clerk
Kelly Houghteling / Assistant Town Administrator
Michelle Vance / Economic Development Director
Pete Brandjord / Finance Director / Treasurer
Bob Gowing / Public Works Director
Cody Bird / Town Planner

TABLE OF CONTENTS

General Government:

Town Officials.....	2
Administration.....	2

Budget Guidance	6-12
------------------------------	------

Summary of Budget	13-19
--------------------------------	-------

Revenue Overview	20-28
-------------------------------	-------

General Fund:

Comparative Staffing Levels.....	29
Detailed Comparative Staffing Levels.....	30
Revenue Comparison.....	13
Summary of Budgets.....	14-19
Legislative Board.....	31-32
Judicial.....	33-34
Transfer General Fund.....	35-36

Administrative Services	37-38
--------------------------------------	-------

Finance:	39-40
-----------------------	-------

Customer Service.....	41-42
Human Resources.....	43-44
Information Services.....	45-46

Planning and Zoning:	47-48
-----------------------------------	-------

General Use Building and Community Center.....	49-50
Neighborhood Services.....	51-52

Law Enforcement	53-54
------------------------------	-------

Public Works:	57-58
----------------------------	-------

Water.....	61-62
Sewer.....	63-64
Drainage.....	65-66
Conservation Trust.....	67-68
Streets.....	59-60

Cemetery	55-56
-----------------------	-------

Community Activities	69-70
-----------------------------------	-------

Economic Development	71-72
-----------------------------------	-------

Library	73-76
----------------------	-------

Parks and Recreation	77-78
-----------------------------------	-------

TABLE OF CONTENTS

Capital Projects Fund:	80-82
Priority Description.....	83
Summary of CIP Revenues and Expenditures.....	84-92
General Fund Projects:	
Staff Vehicle (2).....	93
Administration Projects:	
EV Charging Station.....	94
Property Acquisition.....	97
Town Hall.....	98
Recreation Feasibility Study.....	99
Planning Projects:	
Comp Plan / Land Use Update.....	95
Downtown Area Study.....	96
Economic Development Projects:	
Economic Development Strategic Plan Updates.....	100
Public Works Projects:	
Street Sweeper.....	101
Vehicle Replacement.....	103
Old Town Street Repair.....	104
Street Rehabilitation.....	105
Newer Subdivision Seal / Crack Fill.....	106
I-25 Interchange.....	107
Membranes for Nano.....	109
Zero Turn Mower.....	110
Pot Hole Machine.....	111
Vacuum Truck.....	122
1,000 Gallon Pressure Tank.....	123
Clarifier Launder Cover.....	124
WWTP Expansion Design and Construction.....	131
WWTP Shed at Effluent Outfall.....	132
Lift Station Safety Upgrade.....	133
Storm Drain & Pan Replacement.....	139
Bragg Lane Storm Drain.....	140
B-Dams Phase 1 Engineering / Improvement.....	141
Streets & Parks Projects:	
Staff Vehicle.....	102
Pavement Study.....	108
Water Projects:	
Water Plant Expansion.....	112
Storage Tank Coatings.....	113

TABLE OF CONTENTS

Wilson Well Improvements.....	114
Three Chemical Chlorine Dioxide System.....	115
Improve Carbon Feed System.....	116
Bulk Water Dispenser.....	117
Fire Hydrant Replacement.....	118
Distribution System Masterplan.....	119
Buffalo Creek Booster Station Upgrade.....	120
Distribution System Rehabilitation Program.....	121
Collections:	
Backup Generator Lift Station.....	125
Water Reclamation Projects:	
Skid Steer Aeration.....	126
Clarifier Rehabilitation Project.....	129
Sewer Projects:	
Wastewater & Collection Systems Masterplan.....	127
Wastewater Pumps.....	128
Driveway Paving.....	130
Clarifier Rehabilitation Project (Recording).....	134
Clarifier Repairs (Tobrow).....	135
Sewer Line Rehabilitation / Replacement.....	136
Collection System Manhole Rehabilitation Program.....	137
Storm Drainage Projects:	
Old Town Street Repair.....	138
Recreation Projects:	
John Deere Gator.....	142
Dugout Covers.....	148
Equipment Shed at Wellington Community Park.....	149
Outer Canopy Net for Batting Cages.....	150
Pitching Machines at Batting Cages.....	151
Winnick Park Playground Resurfacing.....	153
NPIC Lateral Improvements at BNSF Crossing.....	154
Parks Projects:	
Parks Masterplan Update.....	143
Boxelder Trail Phase 1 Easement Acquisition.....	144
Boxelder Trail Phase 1 Construction.....	145
Boxelder Trail Phase 2 Construction.....	146
Pedestrian Access over Windsor Ditch.....	147
Parks & Recreation Projects:	
Shade Structures at WCP Ballfields.....	152

TOWN OF WELLINGTON BUDGET GUIDANCE

The financial procedures set forth in the Charter with regards to the budget are listed below.

- The fiscal year of the Town of Wellington and all its agencies shall be determined by the Town Board by ordinance.

- The Town Administrator shall direct the preparation of the Annual Budget and submit the Annual Budget to the Town Board in a timely manner.

- **The Budget for the ensuing year shall contain:**
 1. A detailing of the anticipated revenues from all sources, including any surplus funds from the preceding year;
 2. A statement of the Adopted expenditures for each office, agency, or department. Such statement shall further include a statement of the expenditures for personnel, operations, other expenses and capital outlay;
 3. Subsidiary budgets shall be prepared for all Town-owned utilities in conformance with Municipal Accounting Standards;
 4. An estimate of the amount of surplus funds which shall exist at the end of the budget year.
 5. A comparison, in detail with the previous budget year;
 6. The Town Administrator shall supply, when directed by the Board, any other supporting information that the Board may request concerning the budget.

- **Long Term Financing: The budget shall also include:**
 1. A statement of all Adopted capital construction projects irrespective of whether such projects are to be completed during the budget year. Such statements shall also contain an estimate of their costs and necessary revenue measures to accomplish the completion of the projects and a statement of the estimated annual costs of operating such projects;
 2. A statement of bonded indebtedness, or other long-term obligations along with the retirement schedule, interest requirements, and sinking funds provided for such obligation.

- **Budget Hearing:** A public hearing on the budget shall be held before its final adoption. Notice of such public hearing shall be announced at least two weeks prior to such hearing. Publication shall be made as otherwise provided in Statute. The complete budget shall be on file for public inspection in the Town offices, for a period not less than two week prior to the date of such hearing, and available for purchase by the public, at actual cost.

- **Adoption of Budget and Appropriation Ordinance:** The Town Board shall adopt the final budget in a timely manner prior to the start of the ensuing budget year and pass the necessary Appropriation Ordinance.

TOWN OF WELLINGTON BUDGET GUIDANCE

- **Certification of Tax Levy:** The Town Board shall certify to the authorized taxing authority the proper number of mills on each dollar of assessed valuation of all taxable property within the corporate limits of the Town, as may be necessary to raise the ad valorem requirements of the adopted budget. Such certification shall be done by the Town Board in a timely manner, or as required by the taxing authority.
- **Failure to Adopt Budget, Appropriation Ordinance and Tax Levy Certification:** If the Town Board fails to act in a timely manner to adopt the annual budget, the Appropriation Ordinance, or to certify the tax levy, as required by the Charter, the amounts last fixed shall be the amounts for the ensuing year. These amounts will be in effect until the Town Board takes additional action.
- **Transfer of Appropriations:** The Board may make additional appropriations by resolution during the budget year for unanticipated expenditures required by the Town, but not in excess of the amount that actual reserves exceed budgeted revenues and unappropriated surplus, unless the appropriation is necessary to relieve an emergency endangering the public health, peace, and Town of Wellington 2019 Adopted Budget. Should such an emergency exist, the Board must, by appropriate resolution, find an additional appropriation necessary to relieve an emergency endangering the public health, peace, and safety of its citizens.
- **Sinking funds and Special Reserve Funds:** The Town Board may, by ordinance provide for sinking or reserve funds for all forms of debt service, future improvements, or other projects. Such funds are to be held in trust for each specified purpose.
- **Accounting Records:** The Town Administrator shall direct and administer a proper system of accounts and records which shall conform with current generally accepted governmental accounting principles. The system of accounts and records shall provide the following:
 1. An efficient day-to-day operation in the handling of receipts and disbursements for the Town's funds;
 2. A monthly statement of receipts and expenditures in such manner that the Town Board has enough details to determine the compliance with budget requirements, and to determine the financial condition of the Town. This statement shall be made available for public inspection;
 3. A comprehensive annual financial report covering all funds and financial operations of the Town.
- **Internal Control:** The accounting system shall incorporate a proper system of internal control and provide for the minimum safeguards in accounting controls.
- **Annual Audit:** An independent audit shall be made annually of all Town accounting records by a certified public accountant, licensed to practice in the State of Colorado. The accountant

TOWN OF WELLINGTON BUDGET GUIDANCE

shall not be an employee of the Town of Wellington. The Town Board shall select the accountant and may call for more frequent or special audits if deemed necessary. Such audits shall be available for public inspection, and for ensuing budget preparation.

- **Purchasing:** The Town Administrator shall direct a central purchasing operation which shall be responsible for the procurement of goods and services for all departments, offices, and agencies. The procedures utilized by the purchasing department shall comply with standards normally used in municipal and governmental entities, provided, however, that nothing contained herein shall be construed as limiting the power of the Town of Wellington from entering into a joint purchasing agreement with any governmental entity.
- **Depository:** The Town Board shall designate depositories for Town funds and provide security for such deposits.
- **Investments:** Cash in any Town fund not needed for current operations may be invested in any manner that is then permitted by the statutes of Colorado. Such investments shall take into account the time when the cash will be needed for its intended purpose.
- **Forms of Borrowing:** The Town may borrow money and issue securities in evidence thereof, as follows:
 1. Short-term notes
 2. Anticipation warrants
 3. General obligation bonds
 4. Revenue Bonds
 5. Local improvement bonds; and
 6. Any other like securities.
- **Short-Term Notes:** The Town may, by resolution of the Town Board, without an election, issue short term notes maturing within twelve months of the date of issuance. Such notes are not indebtedness.
- **Obligations Payable from General Revenues:** No bonds or other evidence of indebtedness payable in whole or in part from general revenues, or to which the full faith and credit of the Town are pledged, shall be issued until the question of their issuance shall be submitted to a vote of the registered electors at a special or general municipal election and approved by a majority of those voting. For purposes of this section, "general revenues" shall be defined to include but not be limited to: ad valorem taxes, sales and use taxes, and charges of any nature to users or future users of the water or sewer systems. Other sources of revenue shall be considered "general revenues" if said revenues are not specifically discussed in other sections of this article. This section is not to be construed to require an election prior to issuing specific bonds if the Constitution of the State of Colorado has not delegated the power to home rule cities to decide whether or not such an election should be required.

TOWN OF WELLINGTON BUDGET GUIDANCE

- **Limitation of Indebtedness:** The aggregate amount of bonds or other forms of indebtedness payable in whole or in part from the proceeds of ad valorem taxes, or to which the full faith and credit of the Town are pledged (excluding such debt relating to water and excluding securities issued under Section 23) shall not exceed ten percent of the assessed valuation of the taxable property within the Town, as shown in the most recent assessment for Town purposes.
- **Revenue Securities:** The Town may, by ordinance of the Town Board, without election and without adherence to the limitations of Section 21, issue securities made payable solely from revenues derived from the operation of the project or capital improvement acquired or bettered with the securities' proceeds.
- **Local Improvements Bonds:** The Town may, by ordinance of the Town Board, contract for or construct local or special improvements within specified districts of the Town , and determine the methods of specially assessing the cost of such improvements, unless the owners of a majority of the property of such district oppose the project, or alternatively, if Board so provides by procedural ordinances, a majority of the owners of property in an assessments unit oppose the project to be constructed in such unit.
- **Long-Term Lease Agreement:** The Town Board may, by ordinance, enter into long term rental or leasehold agreements and may provide for payment thereof by general appropriation levy, by imposition of usage fees on such rental or leasehold property, or a combination of both general appropriation levy and imposition of usage fees. The obligation to pay such rental or leasehold costs shall not be construed to be a part of the Charter's limitation on indebtedness.

Basis of Presentation, Budgeting, & Accounting

Basis of Presentation – Fund Accounting

The activities of the Town are organized into separate funds that are designated for a specific purpose or set of purposes. The Town uses these funds to maintain its financial records during the year. Each fund is considered a separate accounting entity, so the operations of each fund are accounted for with a set of self-balancing accounts that comprise its revenues, expenses, assets, liabilities, and fund equity as appropriate.

The number and variety of funds used by the Town promotes accountability but can also make municipal budgeting and finance complex. Therefore, understanding the fund structure is an important part of understanding the Town's finances. The two basic fund categories are Governmental Funds and Proprietary Funds; within each category there are various fund types. Following is a description of the seven fund types that contain the Town's various funds.

Governmental Funds

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purpose for which they may or must be used. Fund liabilities are assigned to the fund from which they will be liquidated. The Town reports the difference between governmental fund assets and liabilities as fund balance.

General Fund

The General Fund is the Town's primary operating fund and is used to track revenues and expenditures associated with the basic Town services that are not required to be accounted for in other funds. This includes services such as police, public works, parks and recreation, and other support services such as finance. These services are funded by general purpose tax revenues and other revenues that are unrestricted. This means that the Town Board, with input from the public, has the ability to distribute the funds in a way that best meets the needs of the community as opposed to other funds that are restricted to predefined uses.

Special Revenue Funds

Special Revenue funds account for activities supported by revenues that are received or set aside for a specific purpose that are legally restricted. The Town has three Special Revenue funds; Street Fund, Park Fund and Conservation Trust Fund.

Proprietary Funds

Proprietary fund reporting focuses on the determination of operating income, changes in net assets, financial position and cash flows. The proprietary funds are classified as enterprise funds and internal service funds.

Enterprise Funds

Enterprise funds account for operations that are financed and operated in a manner similar to private business, where the intent of the Town is that the fund will be self-supporting. This requires that the expense of providing goods and services to the general public on a continuing basis be financed and recovered primarily through user charges. In the event that these user charges are insufficient to cover the operations of the Enterprise fund, transfers can be made from other fund types to provide additional support. The Town's Enterprise funds consist of Utility Funds; Water, Sewer and Storm Drainage.

Basis of Budgeting

Basis of budgeting refers to the methodology used to include revenues and expenditures in the budget. The Town of Wellington primarily budgets on a cash basis. The revenues and expenditures assumed to be collected or spent during the period appropriated. Using this assumption, the current year revenues are compared to expenditures to ensure that each fund

has sufficient revenues to cover expenditures during the budget year, or that there are sufficient cash reserves in the fund to cover the revenue shortfall.

Basis of Accounting

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

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

Basis of Budgeting vs. Basis of Accounting

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

Budgetary Information

The governmental fund budgets are adopted on a basis consistent with GAAP. Adopted budgets for enterprise and internal service funds are presented on a non-GAAP basis. The nature and amount of the adjustments necessary to convert the actual GAAP data to the budgetary basis is as follows:

Formal budgetary integration is employed as a management control device during the year for the general fund, all special revenue funds, the capital projects fund and all proprietary fund types. Budgetary control for funds not formally budgeted is alternatively achieved through financial management plans or as the result of established ordinances.

The level of control (the level at which expenditures may not exceed appropriations) for each adopted annual operating budget generally is the department level within each individual fund. Any change in total to a fund or departmental appropriation within a fund requires Town Board approval.

TOWN OF WELLINGTON BUDGET GUIDANCE

The Town Board must adopt a balanced budget. The definition of a balanced budget is a budget that is not in excess of the amount that actual revenues exceed budgeted revenues and unappropriated surplus for that fund. All unexpended annual operating appropriations lapse at year-end.

Annual Budget Procedure

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

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

During October and November, the Board holds budget meetings with Elected Officials, Department Directors, and other staff managers to discuss budget recommendations and performance measures. A public hearing is held to allow for input from the citizens. Prior to December 15, Finance staff finalizes a balanced budget pursuant to Board direction. The budget is adopted, funding is appropriated, and the mill levies are certified.

The appropriated budget is prepared by fund, cost center and department. Spending authorities may make transfers within a cost center with Finance and Town Administrator approval. Transfers or appropriations between spending agencies within a fund and between funds are made at the Board level. The legal level of budgetary control is at the fund level. Finance staff prepares the published budget document. The budget document comprehensively covers the financial plan for the year and serves as an operations guide and communications tool. The budget document provides fiscal information for the past three years, as well as a description of each cost centers mission. It contains summaries and detailed fund budgets including a schedule of the approved staffing levels and the capital expenditure plan. The five-year capital expenditure budget and plan is presented with the amounts for the 2020 budget legally appropriated funds. The years 2021-2024 are presented as a plan and represent no legal spending authority of any Town office or department.

Budget supplements which will increase a fund's adopted budget, such as to expend unanticipated revenues or to transfer appropriated monies to another fund, requires Board approval at a duly noticed public meeting.

REVENUE COMPARISON

Summary of Revenues & Expenditures

Revenues

	2018 Actual	2019 YTD	2019 Budgeted	2020 Budgeted
Revenues:				
General Fund	3,517,733	3,635,651	3,671,041	6,844,003
Streets Fund	1,614,711	1,788,656	1,408,063	2,003,011
Water Fund	5,174,126	4,923,009	7,549,079	7,020,622
Waste Water Fund	3,445	2,410,904	3,300,000	3,434,775
Drainage Fund	770,912	720,769	774,290	845,584
Parks Fund	1,428,610	1,771,826	1,726,747	1,681,636
Conservation Trust Fund	85,384	96,453	80,400	101,500
Library Trust Fund	39,000	42,250	50,000	44,000
Capital Projects Fund				23,041,813
Total Revenue All Funds	\$ 12,633,919.52	\$ 15,389,517.84	\$ 18,559,620.00	\$ 45,016,943.82

Expenditures

	2018 Actual	2019 YTD	2019 Budgeted	2020 Budgeted
Expenditures:				
General Fund	3,947,539	4,218,949	5,502,297	7,613,604
Streets Fund	231,673	268,175	849,512	1,908,969
Water Fund	1,891,370	3,028,061	8,117,312	23,281,731
Waste Water Fund	525,096	997,361	1,676,396	3,240,766
Drainage Fund	344,308	133,572	572,483	745,906
Parks Fund	840,238	782,926	1,329,587	1,951,301
Conservation Trust Fund	-	200,000	200,000	-
Library Trust Fund	-	-	17,000	-
Capital Projects Fund				23,050,813
Total Expenditures All Funds	\$ 7,780,224.63	\$ 9,629,044.00	\$ 18,264,586.86	\$ 61,793,090.21

GENERAL FUND

Legislative	94,145
Judicial	41,479
Administrator	343,720
Finance	733,127
Customer Service	166,277
Human Resources	209,018
Information Technology	172,200
Planning and Zoning	799,614
Law Enforcement	1,351,314
Protective Inspections	91,503
Public Works	1,422,691
Cemetery	22,500
Gen Use Bldgs & Com Center	68,857
Community Activities	90,910
Economic Development	261,910
Library	203,340
Operations total	6,072,604
Capital Outlay	1,541,000
Total	7,613,604
Revenue	4,422,831
Gain (Loss)	(3,190,773)
Transfers in	2,421,172
Amount available	(769,601)
Ending Fund Balance	5,442,110
Minimum Fund Balance	
By Policy	1,459,534

STREET FUND

Operation expense	337,842
Operating revenue	1,560,571
Operating gain (loss)	1,222,729
Capital	1,064,189
Impact fees	442,440
Transfer out	506,938
Amount available	94,042
Ending Fund Balance	1,057,239
Minimum Fund Balance By Policy	645,727

WATER FUND

Operation expense	2,226,170
Operating revenue	2,554,021
Operating gain (loss)	327,851
Capital	18,523,008
Impact fees	4,466,601
Transfer out	908,674
Debt Service	1,623,879
Debt Proceeds	13,730,780
Amount available	(2,530,330)
Ending Fund Balance	4,548,071
Minimum Fund Balance By Policy	4,473,379
	23,281,731

WASTEWATER FUND

Operation expense	783,772
Operating revenue	1,490,775
Operating gain (loss)	707,003
Capital	1,367,236
Impact fees	1,944,000
Transfer out	553,319
Debt Service	536,439
Amount available	194,009
Ending Fund Balance	9,854,736
Minimum Fund Balance By Policy	2,410,503
	3,240,766

DRAINAGE FUND

Operation expense	414,446
Operating revenue	627,856
Operating gain (loss)	213,410
Capital	213,380
Impact fees	217,728
Transfer out	118,080
Debt Service	-
Amount available	99,678
Ending Fund Balance	1095910
Minimum Fund Balance By Policy	233,373
	745,906

PARK FUND

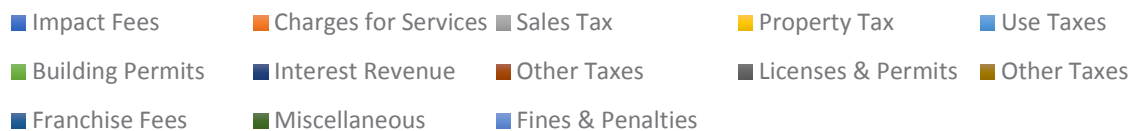
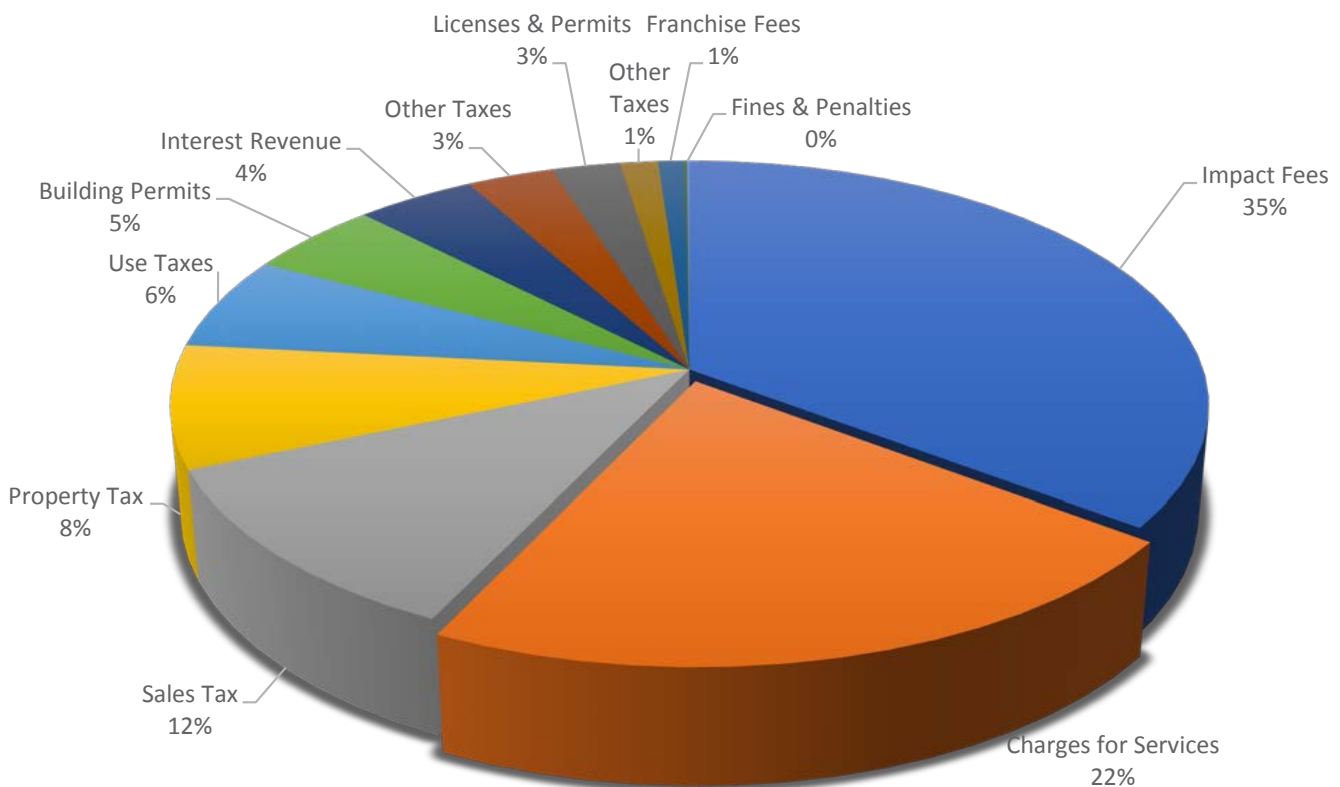
Operation expense	1,014,679
Operating revenue	1,319,296
Operating gain (loss)	304,617
Capital	333,000
Impact fees	362,340
Transfer out	334,162
Debt Service	269,460
Amount available	(269,665)
Ending Fund Balance	1,354,080
Minimum Fund Balance By Policy	517,140
	1,951,301

REVENUE OVERVIEW

This section of the budget provides information on the Town's major revenues received from outside sources.

Below is a graph depicting all revenue sources for the 2020 budget year. The largest piece of the pie for all funds is the Impact Fees category, followed by Charges for Services, Sales Tax and Property Tax.

Where It Comes From - Revenues All Funds



SALES TAX REVENUE

Source

The Town of Wellington sales tax rate for Town operations is 3%. Sales tax is imposed on retail purchases included food.

Collection

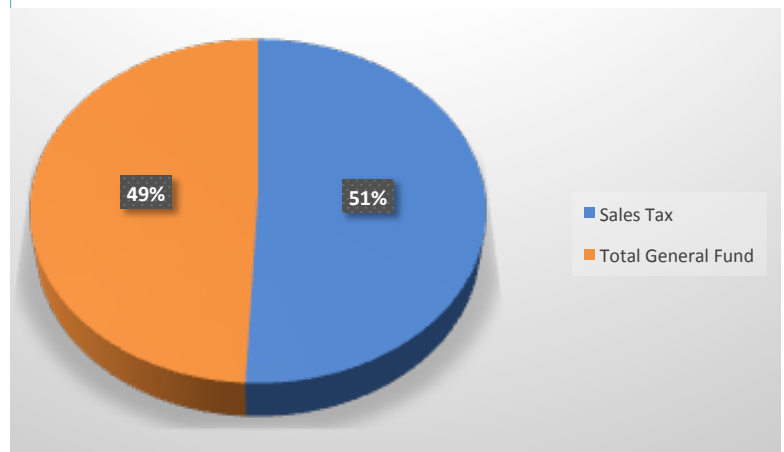
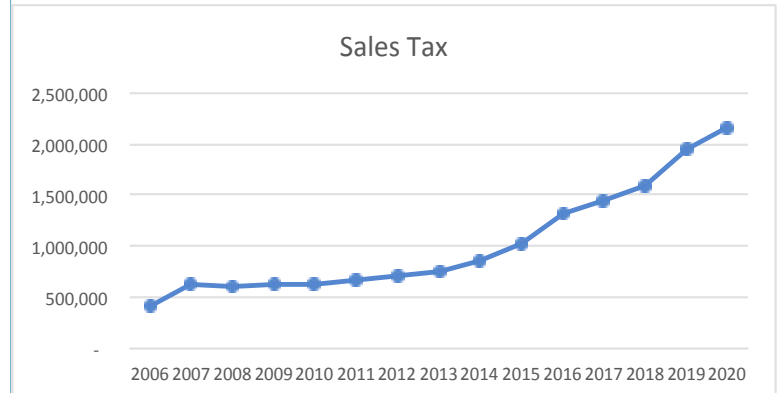
As a statutory town, sales tax generated in Wellington is collected by the Colorado Department of Revenue (CDOR) and are paid to the Town monthly. Businesses remit taxes due to the CDOR on a monthly, quarterly or annual basis.

Rationale

Sales tax projections are based on trend analysis and more specific information on businesses in the community that will begin or cease generation sales tax in the upcoming year. A recent trend benefiting sales tax collections for the Town is the taxation of on-line sales. E-commerce sales tax represented 6% of total sales tax revenue and was the fourth largest vendor category for the latest tax collection for the Town.

SALES TAX

\$2,160,588



BUILDING USE TAX

Source

The Town of Wellington sales tax rate for Town operations is 3%. Use tax is collected on the purchase of building materials in other jurisdictions that are used in the Town of Wellington. This revenue source is shared between the General Fund and Parks Fund on a basis of 2/3 and 1/3 respectively. The line graph to the left depicts the total revenue and the pie chart displays the General Fund share.

Collection

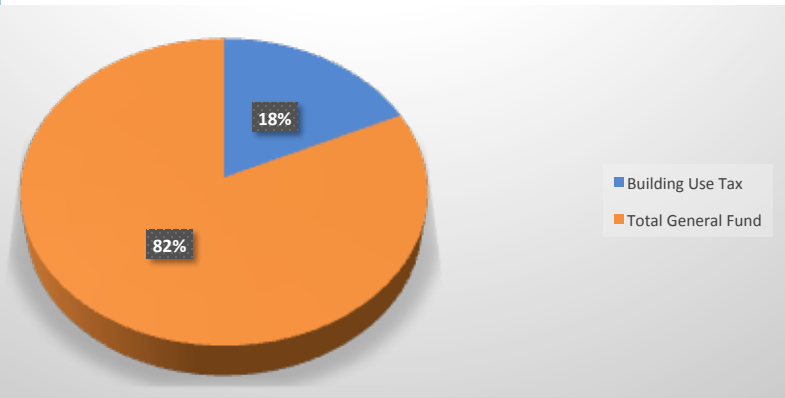
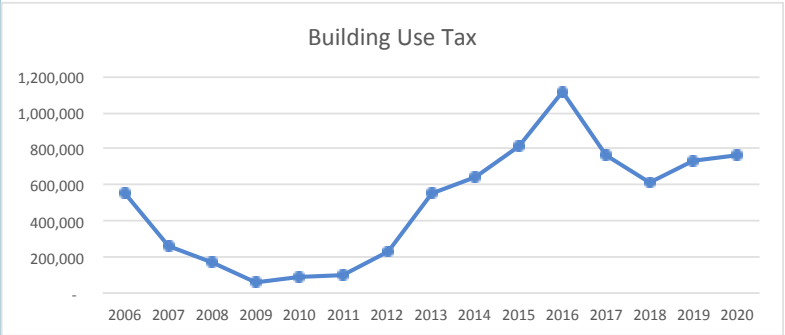
Building use tax is assessed at 3% of 50% of the estimated value of the construction project. Construction labor is not subject to use tax, and the Town of Wellington estimates that 50% of the building permit value is related to taxable materials, equipment, appliances, etc. Building use tax is estimated and collected by the Building Department at the time a building permit is obtained.

Rationale

Use tax projections are based on trend analysis and more specific information on residential and commercial developments that will be issued building permits in the upcoming year.

BUILDING USE TAX

\$766,667



ELECTRIC FRANCHISE FEE

Source

The Town of Wellington Electric Franchise Fee rate for Town operations is 3% on all revenues from the sale of electricity in exchange for the nonexclusive right to furnish, sell and distribute electricity to the residents and businesses in Wellington.

Collection

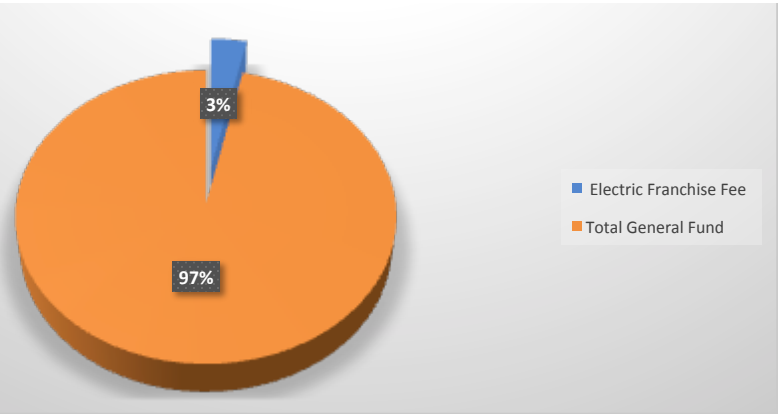
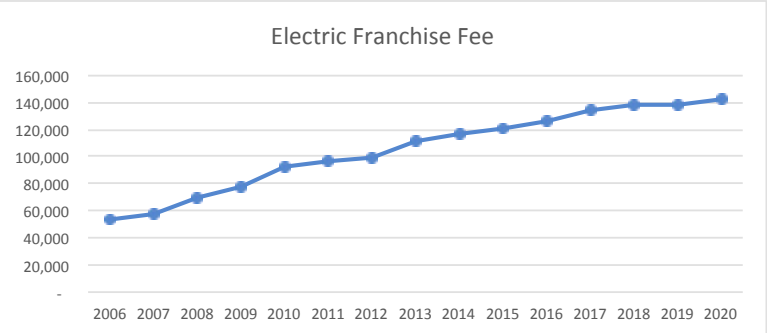
Franchise fees are paid in monthly installments not more than 30 days following the close of the month for which payment is to be made.

Rationale

The fee grants a nonexclusive right to acquire, construct, install, locate, maintain, operate within the Town all facilities necessary to furnish, sell and distribute electricity within the Town.

ELECTRIC FRANCHISE

\$142,488



STREETS OPERATING REVENUE

Source

The Town of Wellington operates a Streets Fund to maintain and reconstruct streets within the Town.

Collection

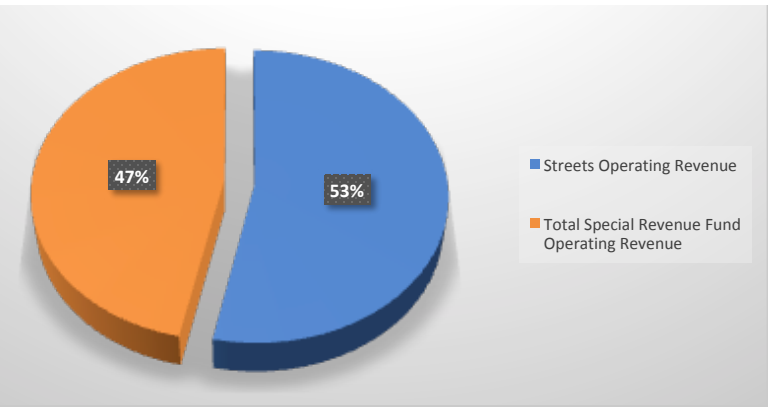
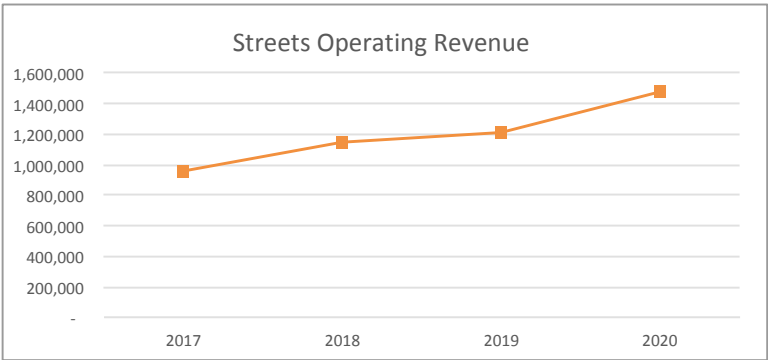
Operating revenues include one-half of one percent of retail sales tax revenue, motor vehicle use tax, registration tax and specific ownership tax, and county road and bridge tax.

Rationale

The Streets Fund is a special revenue fund that collects revenues to offset the cost of the cost of the repair and construction of streets within the Town.

STREETS FUND

\$1,472,044



WATER OPERATING REVENUE

Source

The Town of Wellington provides water to residential and commercial customers. The City's water meters are read monthly and the customers are charged for a minimum base rate and additional metered usage.

Collection

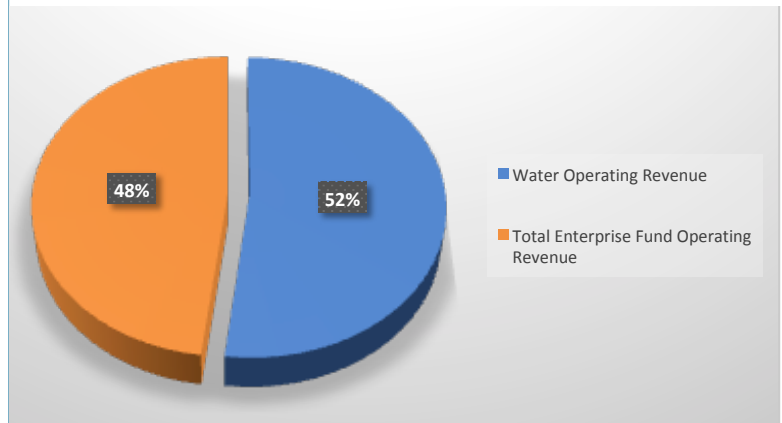
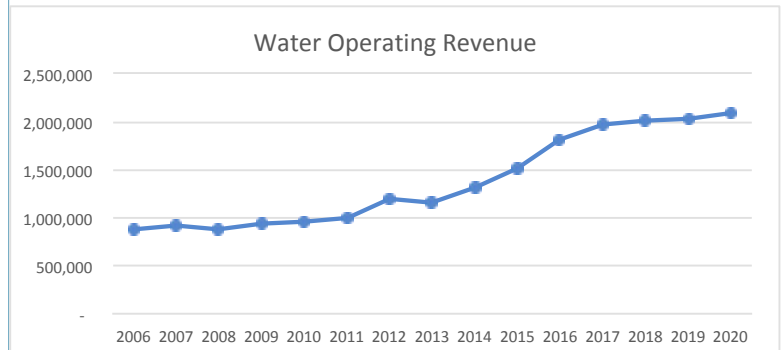
Bills are issued on a monthly basis. Customers are offered the options to pay bills at the Town Hall, through the mail, internet or telephone.

Rationale

The Water Fund is an enterprise fund that collects revenues to offset the cost of purchasing, treating and conveying water to the residents and businesses in the Town of Wellington.

WATER FUND

\$2,096,381



SEWER OPERATING REVENUE

Source

The Town of Wellington removes and treats wastewater produced by residential and commercial customers. The sewer rate charged is based on individual water customer consumption based on a n average of winter month consumption to adjust for irrigation water usage that does not require treatment.

Collection

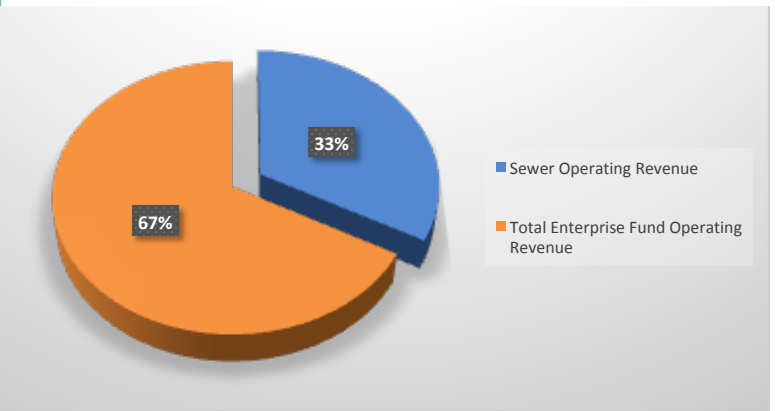
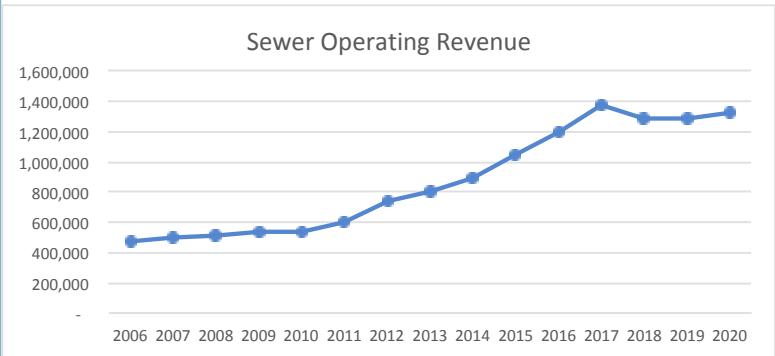
Bills are issued on a monthly basis. Customers are offered the options to pay bills at the Town Hall, through the mail, internet or telephone.

Rationale

The Sewer Fund is an enterprise fund that collects revenues to offset the cost of purchasing, treating and conveying water to the residents and businesses in the Town of Wellington.

SEWER FUND

\$1,327,389



DRAINAGE OPERATING REVENUE

Source

The Town of Wellington operates a storm drainage utility to reduce flood risks that may impact public safety and loss or damage to property and to prevent polluted stormwater from flowing directly into waterways.

Collection

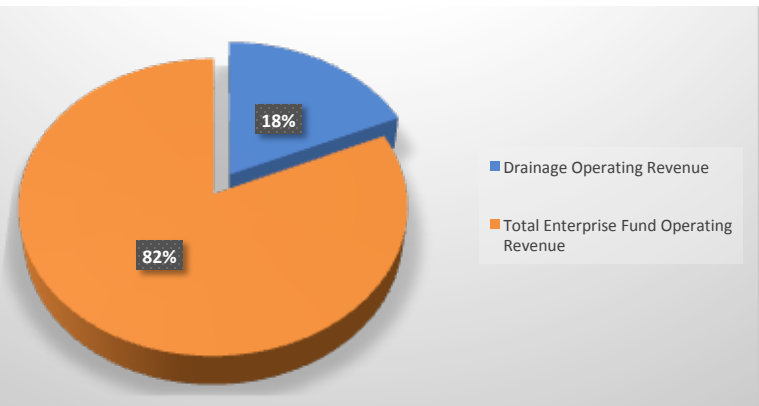
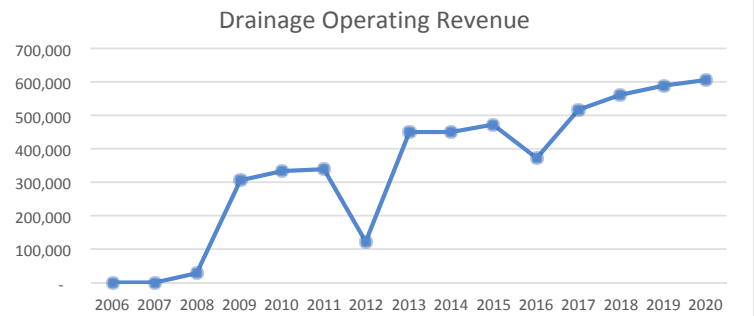
Bills are issued on a monthly basis. Residential customers are charged \$5.00 for the Town of Wellington and \$6.33 for a regional stormwater authority. Commercial customers are charged \$9.25 and an additional fee that is calculated on the amount of impervious surface area on the commercial property.

Rationale

The Drainage Fund is an enterprise fund that collects revenues to offset the cost of the cost of the capital drainage improvement system and the cleaning and maintenance of drainage structures.

DRAINAGE FUND

\$606,672



PARKS OPERATING REVENUE

Source

The Town of Wellington operates the Parks Fund which maintains the 135 acres of greenspace and seven public parks within the Town. The fund also provides a variety of recreation programs for Town residents.

Collection

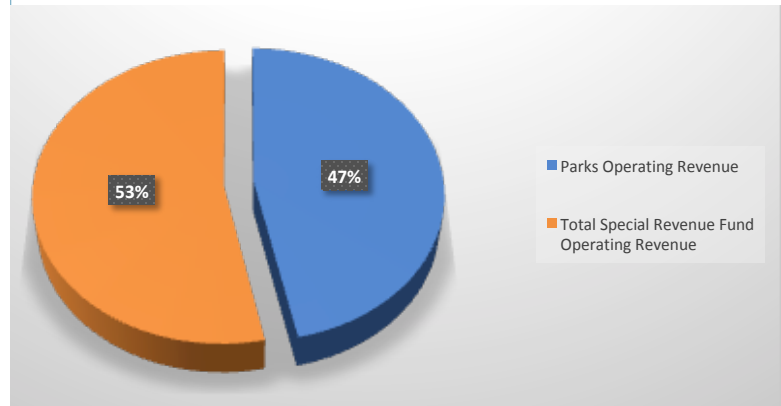
Operating revenues include one-half of on percent of retail sales tax revenue, one-third of building use tax, open space sales tax, recreation program fees and investment earnings.

Rationale

The Parks Fund is a special revenue fund that collects revenues to offset the cost of the cost of maintaining and operation parks and conduction recreation programs.

PARKS FUND

\$ 1,288,935



COMPARATIVE STAFFING LEVELS

The following Table Details the Town's regular positions. Temporary, seasonal workers, and provisional employees are employed as needed and are not reflected below.

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Administrator	2.00	2.00	2.00
Customer Service	2.00	2.00	2.00
Economic Development	-	1.00	1.00
Finance	4.25	4.25	5.25
Human Resources	1.00	1.00	1.00
Judicial	-	0.25	0.25
Planning and Zoning	2.00	2.00	3.00
Code Enforcement	1.00	1.00	1.00
Public Works	10.00	13.00	14.00
Water	5.00	5.00	5.00
Waste Water	3.00	4.00	4.00
Parks	1.00	2.00	2.00
Recreation	2.50	2.50	2.50
Library	3.25	3.25	3.25
Total	37.00	43.25	46.25

DETAILED COMPARATIVE STAFFING LEVELS

The following Table Details the Town's regular positions. Temporary, seasonal workers, and provisional employees are employed as needed and are not reflected below.

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Town Administrator	1.00	1.00	1.00
Assistant Town Administrator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Deputy Clerk	1.00	1.00	1.00
Economic Development Manager	-	1.00	1.00
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accounts Payable Clerk	0.75	0.75	0.75
Utility Services	1.00	1.00	1.00
Meter Reader/Locator Inspector	0.50	0.50	0.50
Purchasing/Grant Assistant	-	-	1.00
Human Resource Manager	1.00	1.00	1.00
Court Clerk	-	0.25	0.25
Planning Director	1.00	1.00	1.00
Planning Coordinator	1.00	1.00	1.00
Planner II	-	-	1.00
Neighborhood Services Officer	1.00	1.00	1.00
Director of Public Works	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Engineering Technician 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
Equipment Operator I	1.00	1.00	1.00
Equipment Operator I	-	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
Distribution Collection ORC	-	-	1.00
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
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
Park Maintenance	1.00	1.00	1.00
Park Maintenance Technician	-	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00
Assistant Coordinator	1.00	1.00	1.00
Receptionist	0.50	0.50	0.50
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	37.00	43.25	46.25

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.

2020 is the first Town mail ballot election. The cost is \$2.93 per voter; Wellington has around 7,000 registered voters.

Included \$10,00 for Board Priority; which will include outside agency request received throughout the year.

Added \$3,000 under miscellaneous for board outreach activities such as the ice cream social on the 4th of July or Board of Trustee Listening Session.

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	11,731	11,659	-0.6%
Materials & Supplies	-	20,500	0.0%
Operations & Maintenance	52,825	61,986	17.3%
Total	64,556	94,145	45.8%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Mayor	1	1	1
Council	6	6	6
Total	7	7	7

LEGISLATIVE BUDGET SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 11					
Compensation & Benefits					
201-11-5102	Benefits	555	931	931	859
201-11-5107	Elected Official Compensation	10,700	10,800	10,800	10,800
		11,255	11,731	11,731	11,659
Materials & Supplies					
201-11-5414	Election Expense	6,724	-	-	20,500
		6,724	-	-	20,500
Operations & Maintenance					
201-11-5331	Publishing & Legal Notice	-	561	-	1,486
201-11-5335	Dues & Subscriptions	2,100	1,200	4,625	2,500
201-11-5352	Municipal Legal Services	24,575	18,000	35,000	35,000
201-11-5380	Travel & Training	7,155	4,000	12,200	10,000
	Board Outreach	-	-	-	3,000
	Board Discretionary Fund	-	-	-	10,000
201-11-5495	Miscellaneous	4,701	600	1,000	-
201-11-5530	Code Review & Update	15,516	2,500	-	-
		54,045	26,861	52,825	61,986
TOTAL EXPENDITURES		72,024	38,592	64,556	94,145

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 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	11,759	8,379	-28.7%
Materials & Supplies	-	2,500	0.0%
Operations & Maintenance	27,500	30,600	11.3%
Total	39,259	41,479	5.7%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Court Clerk	0.25	0.25	0.25
Total	0.25	0.25	0.25

JUDICIAL BUDGET SUMMARY | Expenditures

FUND/DIVISION - 12		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
Compensation & Benefits					
201-12-5100	Wages & Salaries	-	6,155	9,609	5,472
201-12-5102	Benefits	-	2,542	2,150	2,907
		-	8,697	11,759	8,379
Materials & Supplies					
201-12-5214	Office Supplies	-	-	-	2,500
		-	-	-	2,500
Operations & Maintenance					
201-12-5109	Magistrate	4,200	9,000	9,000	9,000
201-12-5349	Court Clerk	1,200	-	-	-
201-12-5359	Prosecuting Attorney	13,559	7,000	15,000	15,000
201-12-5380	Travel & Training	22	600	2,000	3,600
201-12-5495	Miscellaneous	370	1,200	1,500	-
201-12-5498	Court Appointed Counsel	-	-	-	1,000
201-12-5499	Translator Fees	-	-	-	2,000
		19,351	17,800	27,500	30,600
TOTAL EXPENDITURES		19,351	26,497	39,259	41,479

GENERAL FUND - TRANSFER

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	-	-	0.0%
Transfer	-	1,541,000	0.0%
Total	-	1,541,000	0.0%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Total	-	-	-

GENERAL FUND TRANSFER SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 56					
Compensation & Benefits					
Materials & Supplies		-	-	-	-
Operations & Maintenance		-	-	-	-
Transfer					
201-56-5001	Transfer to Capital Projects Fund	-	-	-	1,541,000
		-	-	-	1,541,000
TOTAL EXPENDITURES		-	-	-	1,541,000

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.

Unanticipated issues arise throughout the year that may require technical assistance from an outside consultant. To allow the board flexibility to address issues throughout the year, staff budgeted \$35,000 under Professional Services

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	244,757	264,637	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	53,790	76,700	0.0%
Total	298,547	341,337	0.0%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Town Administrator	1	1	1
Assistant Town Administrator	1	1	1
Total	2	2	2

ADMINISTRATION BUDGET SUMMARY | Expenditures

FUND/DIVISION - 13		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
Compensation & Benefits					
201-13-5100	Wages & Salaries	162,903	201,122	199,974	219,114
201-13-5102	Benefits	37,132	33,271	44,783	45,523
		200,035	234,393	244,757	264,637
Materials & Supplies					
		-	-	-	-
Operations & Maintenance					
201-13-5331	Publishing & Legal Notices	342	1,000	3,790	2,200
201-13-5335	Dues & Subscription	6,284	13,000	3,500	8,000
201-13-5336	Public Relations	402	750	5,000	-
201-13-5348	Legal/Eng.-Water Rights Issues	-	-	-	-
201-13-5352	Legal Services	11,451	42,828	41,500	25,000
201-13-5356	Professional Fees	11,462	10,000	-	35,000
201-13-5381	Mileage Reimbursement	-	800	-	1,500
201-13-5496	Community Relations	870	750	-	5,000
		30,811	69,128	53,790	76,700
TOTAL EXPENDITURES		230,846	303,521	298,547	341,337

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.

Compensation increased as a result of additional position to coordinate grants, procurement and federal fund compliance to enhance grant revenue and increase savings and efficiencies in purchasing for the Town.

Materials and Supplies growth is caused by the printing services expense. In the prior year, utility bill printing and mailing was outsourced midway through the year and the upcoming budget reflects a full year.

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	364,940	460,934	26.3%
Materials & Supplies	21,560	32,500	50.7%
Operations & Maintenance	280,900	239,693	-14.7%
Total	667,400	733,127	9.8%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Accounts Payable Clerk	0.75	0.75	0.75
Utility Services	1.00	1.00	1.00
Meter Reader/Locator			
Inspector	0.50	0.50	0.50
Purchasing/Grant Assistant	-	-	1.00
Total	4.25	4.25	5.25

FINANCE BUDGET SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 14					
Compensation & Benefits					
201-14-5100	Wages & Salaries	213,419	262,811	262,892	328,657
201-14-5102	Benefits	59,647	82,004	102,048	132,276
		273,065	344,815	364,940	460,934
Materials & Supplies					
201-14-5311	Postage	15,694	23,211	15,430	5,000
201-14-5321	Printing Services	331	400	6,130	27,500
		16,025	23,611	21,560	32,500
Operations & Maintenance					
201-14-5155	Road & Bridge Tax IGA	-	16,000	16,000	16,000
201-14-5510	Insurance and Bonds	115,769	130,000	123,700	134,833
201-14-5353	Accounting & Audit	18,923	19,640	24,400	24,400
201-14-5335	Dues and Subscriptions	-	-	-	3,000
201-14-5338	Bank Service Charge	918	-	-	1,000
201-14-5378	Office Space Rental	11,581	13,800	13,800	15,840
201-14-5380	Travel and Training	-	-	-	10,250
201-14-5381	Mileage Reimbursement	-	350	-	800
201-14-5560	County Treas. Fees	21,177	25,000	25,000	33,070
201-14-5640	Paying Agent Fee	500	500	500	500
201-14-5733	Traffic Signals	36,000	70,000	77,500	-
		204,868	275,290	280,900	239,693
TOTAL EXPENDITURES		493,958	643,716	667,400	733,127

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, an the municipal code.

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	149,224	155,977	4.53%
Materials & Supplies	6,500	6,500	0.00%
Operations & Maintenance	3,500	3,800	8.57%
Total	159,224	166,277	4.43%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Administrative Assistant	1.00	1.00	1.00
Deputy Clerk	1.00	1.00	1.00
Total	2.00	2.00	2.00

CUSTOMER SERVICE BUDGET SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 15					
Compensation & Benefits					
201-15-5100	Wages and Salaries	105,196	107,608	107,122	114,901
201-15-5102	Benefits	34,367	27,654	42,102	41,076
		139,563	135,262	149,224	155,977
Materials & Supplies					
201-15-5214	Office Supplies	5,554	6,000	6,000	6,000
201-15-5363	R&M Computer/Office Equip.	890	500	500	500
		6,445	6,500	6,500	6,500
Operations & Maintenance					
201-15-5331	Publishing & Legal Notices	-	200	-	-
201-15-5381	Mileage Reimbursement	-	-	-	300
201-15-5495	Miscellaneous	3,062	3,500	3,500	3,500
		3,062	3,700	3,500	3,800
TOTAL EXPENDITURES		149,070	145,462	159,224	166,277

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.

Employee Compensation Studies are typically completed every 2-3 years in the public sector. To date, Wellington has not completed an Employee Compensation Study in the past 10+ years.

Money is budgeted under Professional Fees to conduct a study in 2020.

Staff would like to create an Employee Recognition Program in 2020. An additional \$1,000 is budgeted to launch the program.

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	87,882	96,379	9.7%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	69,739	112,639	61.5%
Total	157,621	209,018	32.6%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Human Resources Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

HUMAN RESOURCES BUDGET SUMMARY | Expenditures

FUND/DIVISION - 16		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
Compensation & Benefits					
201-16-5100	Wages & Salaries	34,592	44,114	58,059	71,647
201-16-5102	Benefits	11,817	16,891	29,823	24,732
		46,409	61,005	87,882	96,379
Materials & Supplies					
		-	-	-	-
Operations & Maintenance					
201-16-5226	Executive Search	11,426	2,500	1,500	10,900
201-16-5356	Professional Fees	-	-	-	25,000
201-16-5380	Travel & Training	11,637	42,557	65,239	65,239
201-16-5580	Employee Drug Testing	1,672	2,000	2,000	2,000
201-16-5381	Mileage Reimbursement	-	-	-	-
201-16-5582	Employee Wellness/Recognition	63	924	1,000	5,000
201-16-5583	Background Check	435	1,004	-	700
201-16-5948	Employee Apparel	-	2,400	-	3,000
201-16-5949	Employee Advertising	-	1,129	-	800
		25,234	52,515	69,739	112,639
TOTAL EXPENDITURES		71,643	113,520	157,621	209,018

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.

Expenditures	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Compensation & Benefits	-	-	0.0%
Materials & Supplies	61,500	125,000	103.3%
Operations & Maintenance	53,250	47,200	-11.4%
Total	114,750	172,200	50.1%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Total	-	-	-

INFORMATION SERVICES BUDGET SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 17					
Compensation & Benefits					
201-17-5100	Wages	-	-	-	-
201-17-5102	Benefits	-	-	-	-
		-	-	-	-
Materials & Supplies					
201-17-5579	Software License/Support	38,418	60,000	61,500	125,000
		38,418	60,000	61,500	125,000
Operations & Maintenance					
201-17-5345	Telephone Services	29,635	25,000	22,400	23,000
201-17-5585	Website Maintenance	6,919	15,078	15,000	10,000
201-17-5382	Network Administration	3,225	4,800	1,200	5,000
201-17-5384	Internet Service	2,879	3,155	5,200	5,200
201-17-5386	E-Mail Services	7,975	11,798	5,450	-
201-17-5947	Copier Expense	3,943	1,850	4,000	4,000
		54,577	61,681	53,250	47,200
TOTAL EXPENDITURES		92,994	121,681	114,750	172,200

PLANNING & 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.

A new Planner II position is proposed. A new position results in an increase to wages & salaries, benefits, office supplies (furniture, computer, software), travel & training, and dues & subscriptions.

Building Inspection Fee Remittance increases as a result of expected increases to number and valuation of building permits. Permit fees also increased in 2019. Increases in Building Inspection Fee Remittance will be offset by increased collection of the new fees.

Municipal Engineering Services and Reimbursable Engineering Services decrease as a result of phasing out contracted review services by Stantec. Some budget is retained for specialized professional services which may still need to be contracted

Several budget line items are removed because they are no longer needed or have been consolidated with other line items.

Expenditures	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Compensation & Benefits	154,619	247,167	59.9%
Materials & Supplies	1,500	9,000	500.0%
Operations & Maintenance	591,158	543,447	-8.1%
Total	747,277	799,614	7.0%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Planning Director	1.00	1.00	1.00
Planning Coordinator	1.00	1.00	1.00
Planner II	-	-	1.00
Total	2.00	2.00	3.00

PLANNING & ZONING BUDGET SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 18					
Personnel Services					
201-18-5100	Wages & Salaries	86,111	134,005	127,104	195,838
201-18-5102	Benefits	22,530	21,247	27,515	51,329
		108,641	155,252	154,619	247,167
Materials & Supplies					
201-18-5214	Office Supplies	-	275	-	7,500
201-18-5331	Recording & Legal Publishing	250	1,116	1,500	1,500
		250	1,391	1,500	9,000
Operations & Maintenance					
201-18-5335	Dues and Subscriptions	616	657	-	1,810
201-18-5350	Building Insp. Fee Remittance	349,197	323,850	374,400	450,000
201-18-5352	Legal Services	-	-	2,500	10,000
201-18-5354	Reimbursable Legal Services	-	-	2,500	2,500
201-18-5355	Engineering Services-Municipal	43,322	71,011	100,000	30,000
201-18-5356	Reimbursable Engineering Ser.	128,673	69,331	100,000	30,000
201-18-5357	Reimbursable Planning Services	-	1,050	-	10,000
201-18-5380	Travel & Training	1,903	2,072	6,258	7,387
201-18-5381	Mileage Reimbursement	-	360	-	1,750
201-18-5401	Grants/Loans - Consulting	-	-	2,500	-
201-18-5402	Development Review Consulting	-	-	2,500	-
201-18-5495	Miscellaneous	20	250	500	-
		523,731	468,582	591,158	543,447
TOTAL EXPENDITURES		632,622	625,225	747,277	799,614

GENERAL USE BUILDING & COMMUNITY CENTER

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

Expenditures	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Compensation & Benefits	-	-	0.0%
Materials & Supplies	17,500	13,500	-22.9%
Operations & Maintenance	49,250	55,357	12.4%
Total	66,750	68,857	3.2%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Total	-	-	-

GENERAL USE BUILDING & COMMUNITY CENTER SUMMARY | Expenditures

FUND/DIVISION - 49		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
Compensation & Benefits		-	-	-	-
Materials & Supplies		-	-	-	-
201-49-5367	R&M Serv./Supplies - Buildings	3,693	13,980	10,000	12,500
201-49-5368	Cleaning Supplies	5,391	576	7,500	1,000
		9,084	14,556	17,500	13,500
Operations & Maintenance					
201-49-5341	Electricity	14,839	14,988	15,000	15,857
201-49-5342	Water	2,227	2,004	1,750	2,200
201-49-5343	Sewer	1,716	1,716	1,500	1,800
201-49-5344	Natural Gas - Heat	11,648	12,060	12,000	14,000
201-49-5346	Storm Drainage	2,788	2,616	2,500	3,000
201-49-5369	Janitorial Service	12,670	16,464	15,000	18,000
201-49-5495	Miscellaneous	13	-	500	500
201-49-5533	Equipment Rental	273	-	-	-
201-49-5994	TV/VCR/Projector	-	-	1,000	-
		46,173	49,848	49,250	55,357
TOTAL EXPENDITURES		55,256	64,404	66,750	68,857

NEIGHBORHOOD SERVICES

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 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	55,171	71,303	29.2%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	16,850	20,200	19.9%
Total	72,021	91,503	27.0%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Neighborhood Service Officer	1.00	1.00	1.00
Total	1.00	1.00	1.00

NEIGHBORHOOD SERVICES BUDGET SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 24					
Compensation & Benefits					
201-24-5100	Wages & Salaries	38,776	40,278	47,005	48,790
201-24-5102	Benefits	6,360	6,644	8,166	22,513
		45,136	46,922	55,171	71,303
Materials & Supplies		-	-	-	-
Operations & Maintenance					
201-24-5231	Fuel, Oil & Grease	6,456	5,000	5,000	5,700
201-24-5233	R&M - Machinery & Equip. Parts	281	-	-	300
201-24-5345	Telephone Services	1,443	1,100	1,100	1,200
201-24-5371	Cell Phone/Accessories	-	275	1,750	-
201-24-5374	Humane Society Holding Charges	4,788	9,680	4,000	4,000
201-24-5375	Protective Insp. Equipment	223	3,000	3,000	3,000
201-24-5380	Travel & Training	-	-	1,500	6,000
201-24-5495	Miscellaneous	111	50	500	-
		13,301	19,105	16,850	20,200
TOTAL EXPENDITURES		58,437	66,027	72,021	91,503

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 5 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 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	1,436,094	1,351,314	-5.9%
Total	1,436,094	1,351,314	-5.9%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Total	-	-	-

LAW ENFORCEMENT BUDGET SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 21					
Compensation & Benefits		-	-	-	-
Materials & Supplies		-	-	-	-
Operations & Maintenance		-	-	-	-
201-21-5364	LCSD - Personnel	821,951	1,115,811	1,115,811	1,031,031
201-21-5376	LCSD - Support Costs	180,428	300,783	300,783	300,783
201-21-5377	LCSD - Community Activities	818	1,500	1,500	1,500
201-21-5378	LCSD - Office Rental/Maint.	12,950	17,500	17,500	17,500
201-21-5495	LCSD - Miscellaneous	34	500	500	500
		1,016,182	1,436,094	1,436,094	1,351,314
TOTAL EXPENDITURES		1,016,182	1,436,094	1,436,094	1,351,314

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.

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	2,500	2,500	0.0%
Operations & Maintenance	20,000	20,000	0.0%
Total	22,500	22,500	0.0%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Total	-	-	-

CEMETERY BUDGET SUMMARY | Expenditures

FUND/DIVISION - 42		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
Personnel Services		-	-	-	-
Materials & Supplies		-	-	-	-
201-42-5423	Sand & Gravel & Road Base	-	-	2,500	2,500
Operations & Maintenance		-	-	2,500	2,500
201-42-5382	Grounds Maintenance Service	2,462	-	5,000	5,000
201-42-5454	Survey	-	15,000	15,000	15,000
TOTAL EXPENDITURES		2,462	15,000	20,000	20,000
		2,462	15,000	22,500	22,500

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 24 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.

Safety initiatives - The safety program is in need of updating and expansion. Public Works recently initiated a safety committee. Additional budget is requested to implement selected safety improvements; such as exposure monitoring, personal protection equipment, fall protection, and confined space entry.

Professional Services - Additional professional services budget is requested for small, non-capital projects. Examples include survey work for in-house and contracted small projects, instrumentation and controls consulting, and other miscellaneous consulting work which is outside the expertise of staff.

Work Wear/Uniforms - The existing uniform contract is being replaced with a new program that will rely more on allowances for clothing purchases in addition to town-purchased clothing such as shirts. The contracted work will be reduced to laundry services.

Rehabilitation and Maintenance (R&M) - As the Town continues to grow, more maintenance is required for existing, older equipment. In addition, poor VE decisions in the past continue to create choke points in operational equipment which need to be addressed to meet and improve performance and reliability.

Landscape and Tree Maintenance - The Town is continually adding additional parks and open space to the maintenance schedule. In addition, trees in some areas, such as Centennial Park, need an arborist's attention.

Expenditures	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Compensation & Benefits	1,011,725	1,167,489	15.4%
Materials & Supplies	39,900	62,575	56.8%
Operations & Maintenance	68,410	190,150	178.0%
Total	1,120,035	1,420,214	26.8%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Director of Public Works	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Engineering Technician 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
Equipment Operator I	1.00	1.00	1.00
Equipment Operator I	-	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
Distribution Collection ORC	-	-	1.00
Total	10.00	13.00	14.00

PUBLIC WORKS BUDGET SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 34					
Compensation & Benefits					
201-34-5100	Wages & Salaries	482,782	684,470	765,121	846,767
201-34-5102	Benefits	158,658	205,777	246,604	320,722
		641,440	890,248	1,011,725	1,167,489
Materials & Supplies					
201-34-5241	Shop Supplies	9,316	4,328	5,000	5,400
201-34-5372	Uniforms	1,097	1,824	1,250	25,425
201-34-5422	Small Tools	-	-	-	1,000
201-34-5941	PW Office Supplies	17,423	10,764	25,400	22,500
201-34-5947	Copier Expense	8,119	6,600	8,250	8,250
		35,955	23,516	39,900	62,575
Operations & Maintenance					
201-34-5213	Data Processing Supplies	-	111	2,500	-
201-34-5231	Fuel, Oil & Grease	2,662	1,744	12,000	2,500
201-34-5233	R&M- Machinery & Equip. Parts	363	1,192	2,500	2,500
201-34-5329	HOA Fees	360	360	360	360
201-34-5335	Dues & Subscriptions	7,970	244	5,000	4,800
201-34-5363	R&M Computer/Office Equip.	3,433	6,043	4,000	4,390
201-34-5370	Safety Workwear Allowance	-	-	-	1,600
201-34-5371	Cell Phone/Accessories	-	50	500	5,000
201-34-5396	Weed/Refuse Clean Up	-	-	-	-
201-34-5398	Waste Collection Service	5,652	7,130	5,000	8,000
201-34-5402	Dev. Review/Misc. Consulting	-	3,000	10,000	40,000
201-34-5404	Big Event Grill	-	-	2,500	-
201-34-5456	Mosquito Control	8,500	9,400	14,000	15,000
201-34-5457	Rodent Control	-	-	1,000	1,000
201-34-5371	Cell Phone/Accessories	250	50	500	5,000
201-34-5356	Professional Services	-	-	800	80,000
201-34-5381	Mileage Reimbursement	-	-	-	-
201-34-5495	Miscellaneous	1,173	228	3,500	-
201-34-5790	GIS/Mapping	1,348	5,352	4,250	20,000
		31,710	34,903	68,410	190,150
TOTAL EXPENDITURES		709,105	948,667	1,120,035	1,420,214

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.

Streets Division is responsibilities include:

- Street patching
- Street painting
- Crack sealing
- Pothole repair Roadway weed control
- Roadway weed control

Contractors are used for large street reconstruction and overlay projects. The department is also responsible for the removal of snow and ice during the winter months.

Safety initiatives - The safety program is in need of updating and expansion. Public Works recently initiated a safety committee. Additional budget is requested to implement selected safety improvements; such as exposure monitoring, personal protection equipment, fall protection, and confined space entry.

Professional Services - Additional professional services budget is requested for small, non-capital projects. Examples include survey work for in-house and contracted small projects, instrumentation and controls consulting, and other miscellaneous consulting work which is outside the expertise of staff.

Work Wear/Uniforms - The existing uniform contract is being replaced with a new program that will rely more on allowances for clothing purchases in addition to town-purchased clothing such as shirts. The contracted work will be reduced to laundry services.

Rehabilitation and Maintenance (R&M) - As the Town continues to grow, more maintenance is required for existing, older equipment. In addition, poor VE decisions in the past continue to create choke points in operational equipment which need to be addressed to meet and improve performance and reliability.

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	15,700	18,000	14.6%
Operations & Maintenance	283,950	319,842	12.6%
Transfer	549,862	1,570,263	185.6%
Total	849,512	1,908,105	124.6%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Total	-	-	-

STREETS SERVICES SUMMARY | Expenditures

FUND/DIVISION - 203		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
Compensation & Benefits		-	-	-	-
Materials & Supplies		-	-	-	-
203-34-5241	Shop Supplies	4,397	5,212	10,000	7,000
203-34-5371	Cell Phone/Accessories	39	-	200	-
203-34-5422	Small Tools	532	3,000	3,000	3,000
203-34-5453	R&M Supplies - Street Sweeper	951	4,142	2,500	8,000
		5,918	12,354	15,700	18,000
Operations & Maintenance					
203-34-5231	Fuel, Oil & Grease	7,298	7,064	7,000	7,000
203-34-5233	R&M- Machinery & Equip. Parts	12,620	11,648	18,000	18,000
203-34-5240	Street Paint, Signs, & Parts	5,437	10,000	10,000	10,000
203-34-5244	Tires & Tubes	1,946	1,200	2,000	5,000
203-34-5341	Electricity	142,718	188,698	160,000	169,600
203-34-5342	Water	4,683	5,800	3,000	5,492
203-34-5355	Engineering Services	1,998	-	1,000	-
203-34-5356	Professional Services	-	-	1,600	-
203-34-5370	Safety Workwear Allowance	1,025	2,500	1,600	9,500
203-34-5372	Uniforms	1,743	1,800	1,500	-
203-34-5380	Travel & Training	-	-	1,500	-
203-34-5397	Weed Control	1,028	90	3,500	4,000
203-34-5423	Sand & Gravel & Roadbase	3,981	4,400	10,000	10,000
203-34-5424	Fabricated Material (Asphalt)	6,107	2,200	20,000	20,000
203-34-5425	Street Maint.-Crack Seal,etc.	-	3,830	10,000	10,000
203-34-5495	Miscellaneous	4	120	500	-
203-34-5533	Equipment Rental	617	1,000	5,000	3,000
203-34-5562	County Clerk Fees	33,370	39,878	26,250	27,250
203-34-5941	Safety & First Aid Kits	1,181	100	1,500	5,000
203-34-5942	Larimer County - I25 Improvement	-	15,697	-	16,000
		225,755	296,025	283,950	319,842
Transfer					
203-56-5000	Transfer to General Fund	-	549,862	549,862	506,074
203-56-5001	Transfer to Capital Projects Fund	-	-	-	1,064,189
		-	549,862	549,862	1,570,263
TOTAL EXPENDITURES		231,673	858,241	849,512	1,908,105

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.

Safety initiatives - The safety program is in need of updating and expansion. Public Works recently initiated a safety committee. Additional budget is requested to implement selected safety improvements; such as exposure monitoring, personal protection equipment, fall protection, and confined space entry.

Professional Services - Additional professional services budget is requested for small, non-capital projects. Examples include survey work for in-house and contracted small projects, instrumentation and controls consulting, and other miscellaneous consulting work which is outside the expertise of staff.

Work Wear/Uniforms - The existing uniform contract is being replaced with a new program that will rely more on allowances for clothing purchases in addition to town-purchased clothing such as shirts. The contracted work will be reduced to laundry services.

Rehabilitation and Maintenance (R&M) - As the Town continues to grow, more maintenance is required for existing, older equipment. In addition, poor VE decisions in the past continue to create choke points in operational equipment which need to be addressed to meet and improve performance and reliability.

Treatment Plant Lab supplies - As compliance requirements continue to expand, additional lab capabilities are needed to perform the required testing.

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	359,589	435,522	21.1%
Materials & Supplies	185,850	216,125	16.3%
Operations & Maintenance	6,705,588	1,571,982	-76.6%
Debt Service	159,315	1,623,879	919.3%
Transfer	706,970	19,430,528	2648.4%
Total	8,117,312	23,278,036	186.8%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Water Plant Superintendent	1.00	1.00	1.00
Senior Water Operator	-	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
Total	3.00	5.00	5.00

WATER SERVICES SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 204					
Compensation & Benefits					
204-34-5100	Wages & Salaries	199,310	192,636	289,327	305,952
204-34-5102	Benefits	87,503	62,297	70,262	129,570
		286,812	254,933	359,589	435,522
Materials & Supplies					
204-34-5214	Office Supplies	-	220	-	-
204-34-5221	Chemicals	138,829	138,061	175,000	175,000
204-34-5241	Shop Supplies	1,274	1,325	3,000	3,000
204-34-5370	Safety Workwear Allowance	621	2,000	2,000	8,125
204-34-5371	Cell Phone/Accessories	-	250	250	-
204-34-5422	Small Tools	734	2,000	2,000	5,000
204-34-5969	Lab Equipment	394	3,600	3,600	25,000
		141,852	147,456	185,850	216,125
Operations & Maintenance					
204-34-5227	Plant Utilities	26,655	30,785	30,000	36,000
204-34-5229	Drinking Water Program Fee	865	865	1,000	1,000
204-34-5231	Fuel, Oil & Grease	13,537	11,081	12,000	12,000
204-34-5233	R&M- Machinery & Equip. Parts	9,512	4,595	15,000	15,000
204-34-5244	Tires & Tubes	-	-	-	4,000
204-34-5334	Water Testing	24,057	30,361	70,000	70,000
204-34-5339	On-Line Utility Bill Pay-Fees	23,643	34,018	25,000	31,032
204-34-5341	Electricity	87,856	97,747	100,000	86,418
204-34-5345	Telephone Service	-	142	-	780
204-34-5351	Permit Fees	580	1,500	1,500	1,500
204-34-5355	Engineering Services	9,551	-	5,000	-
204-34-5356	Professional Services	2,872	2,500	24,400	60,000
204-34-5372	Uniforms	2,930	3,500	2,800	-
204-34-5380	Travel & Training	1,865	2,052	6,000	12,750
204-34-5384	Internet Service	-	473	-	-
204-34-5401	Rate Study - Consulting	6,740	500	-	-
204-34-5423	Sand & Gravel & Road Base	-	-	3,000	3,000
204-34-5433	R&M Supp. / Serv. Plant	51,821	62,960	57,500	86,000
204-34-5434	R&M Supp. / Serv. Lines	6,931	10,040	15,000	25,000
204-34-5435	R&M Supp. / Serv. Hydrants	6,453	17,558	17,500	25,000
204-34-5436	R&M Supp. / Serv. Res. & Ditch	670	-	3,500	3,500
204-34-5439	R&M Supp. / Serv. Meters	3,874	7,002	6,000	-
204-34-5440	Sludge Removal	49,017	140,000	140,000	140,000
204-34-5455	Lab Supplies	5,572	7,500	7,500	8,400
204-34-5495	Miscellaneous	(120)	300	21,000	21,000
204-34-5533	Equipment Rental	530	-	2,000	2,000
204-34-5560	County Treas. Fees	1,755	2,000	2,000	2,000
204-34-5593	Raw Water Purchases	923,556	757,852	757,852	757,852
204-34-5594	Nano Effluent Fees	-	-	80,000	-
204-34-5742	Chlorine Diox. Feeder	-	-	3,000	-
204-34-5743	UV Bulbs and Sleeves	2,348	2,500	2,500	-
204-34-5745	Water Rights	5,771	10,000	10,000	-
204-34-5825	Hydrant Meter	1,329	1,500	1,500	4,000
204-34-5829	Leak Detection - Line/Tanks	-	5,000	5,000	5,000
204-34-5903	Water Meters - New Homes	64,336	20,000	71,000	63,000
204-34-5941	Safety & First Aid Kits	3,417	2,000	1,500	25,000
204-34-5957	Alarm Monitor	2,177	-	3,000	-
204-34-5958	WTP Security/Monitor	-	-	32,500	32,500
204-34-5961	Sludge Pump	-	-	4,500	4,500
204-34-5963	Meter Replacement	94,855	500	50,000	33,750
204-82-5633	BP Raw Water Fee Reserve	-	2,059,766	5,115,536	-
		1,434,955	3,326,596	6,705,588	1,571,982
Transfer					
204-56-5000	Transfer to General Fund	-	706,970	706,970	907,520
204-56-5001	Transfer to Capital Projects Fund	-	-	-	18,523,008
		-	706,970	706,970	19,430,528
Debt Service					
204-90-5612	Berkadia - Bond Principal	-	23,000	23,000	24,000
204-90-5613	CWCB Loan-Principal	-	45,518	45,518	45,518
204-90-5622	Berkadia - Bond Interest	6,829	6,350	5,200	4,000
204-90-5623	CWCB Loan-Interest	10,923	12,075	12,075	12,075
204-90-5626	2001 - CWR&PDA Loan Principal	-	64,621	64,645	67,257
204-90-5627	2001 - CWR&PDA Loan Interest	9,998	8,873	8,877	6,265
204-90-5630	CWRPDA 2019 Series A Principal	-	6,219	-	1,006,798
204-90-5631	CWRPDA 2019 Series A Interest	-	133,216	-	457,966
		27,750	299,872	159,315	1,623,879
TOTAL EXPENDITURES		1,891,370	4,735,827	8,117,312	23,278,036

SEWER

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

Safety initiatives - The safety program is in need of updating and expansion. Public Works recently initiated a safety committee. Additional budget is requested to implement selected safety improvements; such as exposure monitoring, personal protection equipment, fall protection, and confined space entry.

Professional Services - Additional professional services budget is requested for small, non-capital projects. Examples include survey work for in-house and contracted small projects, instrumentation and controls consulting, and other miscellaneous consulting work which is outside the expertise of staff.

Work Wear/Uniforms - The existing uniform contract is being replaced with a new program that will rely more on allowances for clothing purchases in addition to town-purchased clothing such as shirts. The contracted work will be reduced to laundry services.

Rehabilitation and Maintenance (R&M) - As the Town continues to grow, more maintenance is required for existing, older equipment. In addition, poor VE decisions in the past continue to create choke points in operational equipment which need to be addressed to meet and improve performance and reliability.

Treatment Plant Lab supplies - As compliance requirements continue to expand, additional lab capabilities are needed to perform the required testing.

Expenditures	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Compensation & Benefits	301,295	310,702	3.1%
Materials & Supplies	68,650	72,600	5.8%
Operations & Maintenance	303,500	400,470	32.0%
Debt Service	536,439	536,439	0.0%
Transfer	466,512	1,919,741	311.5%
Total	1,676,396	3,239,952	93.3%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
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

SEWERS SERVICES SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 205					
Compensation & Benefits					
205-34-5100	Wages & Salaries	150,885	214,988	241,494	229,498
205-34-5102	Benefits	45,544	61,547	59,801	81,204
		196,429	276,535	301,295	310,702
Materials & Supplies					
205-34-5221	Chemicals	24,477	22,009	35,000	35,000
205-34-5233	R&M- Machinery & Equip. Parts	9,711	7,907	20,000	20,000
205-34-5241	Shop Supplies	156	607	2,500	2,500
205-34-5371	Cell Phone/Accessories	-	-	150	2,500
205-34-5422	Small Tools	730	3,200	3,000	5,000
205-34-5973	Samplers	-	9,004	8,000	7,600
		35,074	42,727	68,650	72,600
Operations & Maintenance					
205-34-5227	Plant Utilities	-	-	250	-
205-34-5228	State Discharge Permit	3,379	3,390	5,000	5,000
205-34-5231	Fuel, Oil & Grease	10,285	8,516	7,000	7,652
205-34-5339	On-Line Utility Bill Pay Fees	16,839	24,257	12,000	22,133
205-34-5341	Electricity	72,642	88,722	80,000	88,000
205-34-5342	Water	36,744	15,314	25,000	12,000
205-34-5344	Natural Gas	3,870	7,622	8,000	8,560
205-34-5345	Telephone Services	-	151	-	-
205-34-5346	Storm Drainage	-	-	850	-
205-34-5355	Engineering Services	2,400	28,000	15,000	-
205-34-5356	Professional Services	3,413	6,500	45,400	80,000
205-34-5370	Safety Workwear Allowance	683	1,600	5,000	6,500
205-34-5372	Uniforms	2,230	3,000	3,500	4,500
205-34-5380	Travel & Training	2,340	2,000	7,500	10,625
205-34-5384	Internet Service	-	-	-	-
205-34-5423	Sand & Gravel & Road Base	-	-	500	5,500
205-34-5433	R&M Supp. / Serv. Plant	23,472	13,264	35,000	48,000
205-34-5434	R&M Supp. / Serv. Lines	5,326	4,496	12,500	52,800
205-34-5440	Sludge Disposal	14,563	13,976	15,000	17,500
205-34-5455	Lab Supplies	3,805	5,000	5,000	5,000
205-34-5495	Miscellaneous	91	500	500	-
205-34-5533	Equipment Rental	939	-	1,500	1,500
205-34-5554	Sewer Testing	6,644	11,159	7,000	7,500
205-34-5941	Safety & First Aid Kits	846	600	1,000	1,000
205-34-5969	Lab Equipment	11,270	9,643	9,500	13,500
205-34-5972	Confined Space Entry	-	-	1,500	3,200
		221,779	247,711	303,500	400,470
Debt Service					
205-90-5614	2002-CWR&PDA - Loan Principal	-	287,085	287,085	297,919
205-90-5615	2002-CWR&PDA - Loan Interest	30,439	74,896	74,896	65,953
205-90-5616	2014 WWTP Bonds - Principal	-	105,000	105,000	105,000
205-90-5617	2014 WWTP Bonds - Interest	41,374	69,458	69,458	67,568
		71,814	536,439	536,439	536,439
Transfer					
205-56-5000	Transfer to General Fund	-	466,512	466,512	552,504
205-56-5001	Transfer to Capital Projects Fund	-	-	-	1,367,236
		-	466,512	466,512	1,919,741
TOTAL EXPENDITURES		525,096	1,569,923	1,676,396	3,239,952

DRAINAGE

Town staff maintains all Town streets, drainage and storm water management systems.

Safety initiatives - The safety program is in need of updating and expansion. Public Works recently initiated a safety committee. Additional budget is requested to implement selected safety improvements; such as exposure monitoring, personal protection equipment, fall protection, and confined space entry.

Professional Services - Additional professional services budget is requested for small, non-capital projects. Examples include survey work for in-house and contracted small projects, instrumentation and controls consulting, and other miscellaneous consulting work which is outside the expertise of staff.

Work Wear/Uniforms - The existing uniform contract is being replaced with a new program that will rely more on allowances for clothing purchases in addition to town-purchased clothing such as shirts. The contracted work will be reduced to laundry services.

Rehabilitation and Maintenance (R&M) - As the Town continues to grow, more maintenance is required for existing, older equipment. In addition, poor VE decisions in the past continue to create choke points in operational equipment which need to be addressed to meet and improve performance and reliability.

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	1,400	-	-100.0%
Operations & Maintenance	479,279	414,446	-13.5%
Transfer	91,804	331,356	260.9%
Total	572,483	745,802	30.3%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
Total	-	-	-

DRAINAGE SERVICES SUMMARY | Expenditures

FUND/DIVISION - 207		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
Compensation & Benefits		-	-	-	-
Materials & Supplies		-	-	-	-
207-34-5241	Shop Supplies	57	-	250	-
207-34-5422	Small Tools	-	-	150	-
207-34-5451	R&M Services-Street Sweeper	-	-	1,000	-
		57	-	1,400	-
Operations & Maintenance					
207-34-5231	Fuel, Oil & Grease	2,119	1,744	1,500	1,500
207-34-5355	Engineering Services	128	7,000	25,000	-
207-34-5341	Electricity	-	827	-	2,000
207-34-5356	Professional Services	-	-	800	15,000
207-34-5372	Uniforms	545	700	500	-
207-34-5380	Travel & Training	-	-	500	-
207-34-5495	Miscellaneous	-	-	1,000	-
207-34-5339	On-Line Utility Bill Pay-Fee	6,090	8,774	5,000	7,208
207-34-5522	Authority Utilities Payments	252,706	330,000	330,000	250,000
207-34-5524	Authority BP Impact Payments	82,665	114,979	114,979	138,738
		344,251	464,024	479,279	414,446
Transfer					
207-56-5000	Transfer To General Fund	-	91,804	91,804	117,976
207-56-5001	Transfer to Capital Projects Fund	-	-	-	213,380
		-	91,804	91,804	331,356
TOTAL EXPENDITURES		344,308	555,828	572,483	745,802

CONSERVATION TRUST

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	-	-	0.0%
Transfer	200,000	-	-100.0%
Total	200,000	-	-100.0%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Total	-	-	-

CONSERVATION TRUST SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 209					
Compensation & Benefits		-	-	-	-
Materials & Supplies		-	-	-	-
Operations & Maintenance		-	-	-	-
Transfer		-	-	-	-
209-56-5210	Park Fund Transfer	-	200,000	200,000	-
		-	200,000	200,000	-
TOTAL EXPENDITURES		-	200,000	200,000	-

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.

Expenditures	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	96,465	90,910	-5.8%
Total	96,465	90,910	-5.8%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Total	-	-	-

COMMUNITY ACTIVITIES SUMMARY | Expenditures

FUND/DIVISION - 50		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
Compensation & Benefits		-	-	-	-
Materials & Supplies		-	-	-	-
Operations & Maintenance		-	-	-	-
201-50-5150	9 Health Fair	-	-	500	-
201-50-5152	Boys & Girls Club Contribution	396	283	500	-
201-50-5187	Got What It Takes	3,000	-	3,000	-
201-50-5188	Eagles After Hours	-	5,048	5,000	5,000
201-50-5190	Car Show Expenditures	1,546	4,274	2,500	4,000
201-50-5192	CAC Program Expenditures	18,995	31,465	31,465	25,410
201-50-5193	Traffic & Crowd Control	132	-	-	4,500
201-50-5196	CAC Related Equipment	3,046	240	1,500	-
201-50-5222	Town Picnics / Parties	1,281	5,241	5,500	6,500
201-50-5495	Miscellaneous	201	100	1,000	-
201-50-5908	Holiday Lighting	2,510	2,510	5,000	5,000
201-50-5932	Fireworks	35,000	32,097	35,000	35,000
201-50-5933	Senior's Van	2,223	8,027	5,500	5,500
201-50-5934	Holiday Supplies	267	-	-	-
		68,598	89,285	96,465	90,910
TOTAL EXPENDITURES		68,598	89,285	96,465	90,910

ECONOMIC DEVELOPMENT

As a newly formed department, the Economic Development Manager encourages development that reflects and enhances Wellington's unique culture and historic characteristics. The Economic Development Manager 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.

Expenditures	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Compensation & Benefits	102,600	127,829	24.6%
Materials & Supplies	1,050	2,250	114.3%
Operations & Maintenance	148,000	131,831	-10.9%
Total	251,650	261,910	4.1%

Authorized Personnel FTE Economic Development Manager	2018 Budgeted	2019 Budgeted	2020 Proposed
Manager	1.00	1.00	1.00
Total	1.00	1.00	1.00

ECONOMIC DEVELOPMENT SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 51					
Compensation & Benefits					
201-51-5100	Wages & Salaries	-	48,519	76,000	90,337
201-51-5102	Benefits	-	14,261	26,600	37,492
		-	62,780	102,600	127,829
Materials & Supplies					
201-51-5214	Office Supplies	-	600	600	600
201-51-5311	Postage	-	-	150	150
201-51-5321	Printing	-	300	300	1,500
		-	900	1,050	2,250
Operations & Maintenance					
201-51-5154	Economic Development	4,575	-	6,000	10,000
201-51-5157	Main Street Project Contrib.	76,000	75,000	75,000	75,000
201-51-5335	Dues/Fees/Subscriptions	-	1,200	2,000	2,000
201-51-5356	Professional Fees	-	1,200	-	25,000
201-51-5363	R&M Computer/Office Expense	-	-	-	-
201-51-5380	Travel/Mileage	-	3,000	3,000	3,000
201-51-5381	Mileage Reimbursement	-	1,000	-	-
201-51-5401	Contracts Services/Marketing	-	52,773	50,000	16,831
201-51-5495	Miscellaneous	-	12,500	12,000	-
201-51-5785	CDOT Building Upgrades	-	-	-	-
		80,575	146,673	148,000	131,831
TOTAL EXPENDITURES		80,575	210,352	251,650	261,910

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.

Slight increase of \$300 under Courier Service due to the popularity of the interlibrary loan program .

Increase in Office Supplies, to reflect the cleaning services for the entire Leeper Center.

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Compensation & Benefits	142,874	145,965	2.2%
Materials & Supplies	22,900	32,550	42.1%
Operations & Maintenance	22,375	24,825	10.9%
Total	188,149	203,340	8.1%

	2018 Budgeted	2019 Budgeted	2020 Proposed
Authorized Personnel FTE			
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

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 55					
Compensation & Benefits					
201-55-5100	Wages & Salaries	118,359	111,983	111,983	112,372
201-55-5102	Benefits	45,562	25,193	30,891	33,593
		163,922	137,176	142,874	145,965
Materials & Supplies					
201-55-5214	Office Supplies	2,170	5,500	5,500	6,000
201-55-5311	Postage	116	150	-	150
201-55-5312	Stamps	-	-	-	-
201-55-5321	Printing Services	329	-	200	400
201-55-5793	E-Books - Subscriptions	-	-	-	5,500
201-55-5900	Library Books	10,375	15,000	15,000	17,000
201-55-5901	Library Shelving & Furnishings	-	1,000	1,000	2,000
201-55-5902	Courier Service	1,152	1,200	1,200	1,500
201-55-5903	Grant Donation	-	4,499	-	-
		14,142	27,349	22,900	32,550
Operations & Maintenance					
201-55-5331	Publishing & Legal Notices	144	-	500	700
201-55-5333	Dues	-	-	300	200
201-55-5335	Subscriptions	664	250	500	1,000
201-55-5337	Summer Reading Program	1,617	1,010	1,250	1,500
201-55-5345	Telephone Services	1,637	1,282	1,650	1,650
201-55-5347	Story Time Supplies	112	-	200	200
201-55-5363	R&M Computer/Office Equip.	1,029	1,000	750	750
201-55-5380	Travel & Training	829	1,000	1,300	1,250
201-55-5381	Mileage Reimbursement	-	-	-	-
201-55-5384	Internet Service	1,899	1,184	2,200	2,200
201-55-5387	Special Event Supplies	805	100	375	375
201-55-5495	Miscellaneous	-	1,500	500	500
201-55-5579	Software License/Support	5,160	6,822	11,000	11,000
201-55-5792	Multi Media	2,457	1,660	1,850	3,500
		16,353	15,808	22,375	24,825
TOTAL EXPENDITURES		194,417	180,332	188,149	203,340

LIBRARY TRUST

Expenditures	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Compensation & Benefits	-	-	0.0%
Materials & Supplies	-	-	0.0%
Operations & Maintenance	-	-	0.0%
Transfer	17,000	-	-100.0%
Total	17,000	-	-100.0%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Total	-	-	-

LIBRARY TRUST BUDGET SUMMARY | Expenditures

		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
FUND/DIVISION - 209					
Compensation & Benefits					
		-	-	-	-
Materials & Supplies					
		-	-	-	-
Operations & Maintenance					
		-	-	-	-
Transfer					
255-56-5739	Transfer To General Fund	-	17,000	17,000	-
		-	17,000	17,000	-
TOTAL EXPENDITURES		-	17,000	17,000	-

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.

Added \$15,000 under Parks Small Equipment for bike racks, trail benches, picnic table replacement, and adding park signs. In 2019, staff created a Cost Recovery Model for recreation programs. This resulted in looking at the cost to run programs and determine if we are subsidizing or breaking even. This exercise also looked at historic and future trends of programming. Results below:

- Eliminated adult flag football, adult soccer, dodgeball, pickleball due to lack of interest.
- Increase enrollment for youth baseball and youth softball based on popularity
- Costs for gym rentals have increased by \$4,000

In 2020, staff will launch a business sponsorship program to help support youth sports. There is money budgeted for advertising but staff expects to receive sponsorship dollars back for this expense.

Expenditures	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Compensation & Benefits	406,670	390,633	-3.9%
Materials & Supplies	7,100	7,100	0.0%
Operations & Maintenance	375,214	616,946	64.4%
Debt Service	269,460	269,460	0.0%
Transfer	271,143	667,162	146.1%
Total	1,329,587	1,951,301	46.8%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Park Maintenance	1.00	1.00	1.00
Park Maintenance Technician	-	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00
Assistant Coordinator	1.00	1.00	1.00
Receptionist	0.50	0.50	0.50
Total	3.50	4.50	4.50

PARKS SUMMARY | Expenditures

		2018	2019	2019	2020
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 204					
Compensation & Benefits					
210-34-5100	Wages & Salaries	51,946	81,800	166,759	82,899
210-34-5101	Seasonals	65,529	26,730	56,544	56,544
210-34-5102	Benefits	22,167	18,406	22,854	21,149
		139,642	126,936	246,157	160,592
Materials & Supplies					
210-34-5241	Shop Supplies	4,424	9,024	2,500	2,500
210-34-5371	Cell Phone/Accessories	187	30	100	100
210-34-5422	Small Tools	217	4,500	4,500	4,500
		4,828.49	13,554.00	7,100.00	7,100.00
Operations & Maintenance					
210-34-5221	Pond Chemicals	3,947	-	5,000	7,000
210-34-5231	Fuel, Oil & Grease	4,255	3,580	2,000	3,000
210-34-5233	R&M- Machinery & Equip. Parts	5,097	6,979	6,000	6,000
210-34-5234	Irrig. Water Assessments	250	1,738	4,310	4,310
210-34-5237	Irrig. Sys. Supplies/Repairs	4,407	7,580	10,000	10,000
210-34-5239	Wells & Well Houses	1,634	493	5,000	5,000
210-34-5244	Tires & Tubes	1,429	1,682	1,250	2,500
210-34-5252	Tree Replacement & Trimming	1,930	2,000	10,000	35,000
210-34-5253	Tree Spraying	18,860	-	20,000	30,000
210-34-5254	Parks Playground & General R&M	2,696	2,511	20,000	25,000
210-34-5256	Splash Pad Chemicals	2,778	3,362	7,000	7,000
210-34-5341	Irrigation Electricity	8,275	7,563	12,000	12,000
210-34-5342	Water	21,441	19,734	22,500	22,500
210-34-5343	Sewer	743	668	750	750
210-34-5344	Natural Gas	291	699	750	750
210-34-5346	Storm Drainage	3,079	2,744	3,000	3,000
210-34-5356	Professional Services	-	1,200	7,200	4,000
210-34-5365	Toilet Rental	10,711	7,200	11,500	11,500
210-34-5366	Services - Parks & Lawn Care	60,206	82,748	55,000	71,478
210-34-5370	Safety Workwear Allowance	360	400	800	3,500
210-34-5372	Uniforms	2,717	2,500	1,800	1,800
210-34-5380	Travel & Training	1,880	1,000	2,000	4,000
210-34-5397	Weed Control	197	284	200	200
210-34-5420	Small Parks Equipment	40	-	1,500	-
210-34-5423	Sand, Gravel, Mulch	-	-	12,000	12,000
210-34-5495	Miscellaneous	-	500	500	-
210-34-5533	Equipment Rental	8,795	10	1,250	1,250
210-34-5562	County Clerk Fees	6,690	7,993	5,600	5,600
210-34-5941	Safety & First Aid Kits	417	1,487	500	3,000
210-34-5942	Minor Park Improvements	-	-	-	15,000
		173,125	166,656	229,410	307,138

RECREATION SUMMARY | Expenditures

		2018	2019	2019	2020
		ACTUAL	PROJECTED	BUDGETED	BUDGETED
FUND/DIVISION - 204					
Compensation & Benefits					
210-51-5100	Wages & Salaries	106,183	130,345	116,421	123,367
210-51-5101	Seasonals	-	-	-	61,038
210-51-5102	Benefits	30,814	36,448	44,092	45,636
		136,997	166,793	160,513	230,041
Materials & Supplies		-	-	-	-
Operations & Maintenance					
210-51-5125	Cheerleading Classes	1,044	1,800	1,250	2,400
210-51-5130	Start Smart Baseball	615	140	400	800
210-51-5131	Start Smart Basketball	457	-	400	640
210-51-5132	Start Smart Flag Football	402	262	400	960
210-51-5133	Start Smart Soccer	517	300	600	1,480
210-51-5135	Youth Sports Apparel	6,749	3,465	3,840	5,775
210-51-5140	Youth Soccer	11,045	5,357	5,000	4,870
210-51-5141	Summer Soccer	1,743	122	700	-
210-51-5142	Youth Football	8,500	3,144	1,850	1,380
210-51-5144	Youth Baseball	14,558	12,895	6,000	17,690
210-51-5145	Youth Softball	13,897	6,403	3,500	7,535
210-51-5146	Youth Basketball	8,348	1,750	1,575	1,025
210-51-5148	Youth Volleyball	5,164	2,897	2,565	2,660
210-51-5149	Youth Tennis	321	301	750	1,640
210-51-5150	Positive Coaching Alliance	1,250	3,025	3,000	3,500
210-51-5158	Adult Kickball	-	624	350	500
210-51-5159	Adult Soccer	-	-	-	-
210-51-5160	Adult Dodgeball/Pickleball	400	-	-	-
210-51-5161	Adult Tennis	52	-	500	1,480
210-51-5162	Adult Softball	22,669	3,780	4,000	9,810
210-51-5163	Adult Flag Football	-	-	1,000	-
210-51-5164	Adult Volleyball	4,331	1,152	2,240	1,760
210-51-5165	NCSO Referees Admin Fee	-	6,250	7,970	8,400
210-51-5166	Instructor/Official Fees	-	27,296	36,395	44,670
210-34-5367	Hartford Construction Reimbursemen	-	-	-	109,525
210-51-5168	Computer Equip./Software (Rec)	-	2,990	2,500	4,000
210-51-5181	Rec. Prog. Supplies/Exp.	6,388	6,634	10,000	10,000
210-51-5183	Batting Cages - Maint. & Oper.	7,158	5,800	8,500	10,680
210-51-5185	Ball Field/Cage Electricity	13,263	10,793	15,000	15,000
210-51-5186	Infield Mix	-	1,500	14,000	13,600
210-51-5190	Yoga Classes	2,700	1,200	1,200	250
210-51-5191	Enrichment Classes	-	300	500	2,000
210-51-5192	Strength Training Classes	1,800	400	-	250
210-51-5223	Operating Supplies	-	-	-	3,640
210-51-5356	Professional Services	-	-	-	2,700
210-51-5372	Staff Uniforms	-	-	-	1,130
210-51-5380	Travel and Training	1,631	3,500	3,500	3,680
210-51-5392	Gym Rental	-	-	-	14,378
210-51-5883	Replacement/New Equipment	-	-	-	-
210-51-5967	Line Striper	3,636	3,674	6,319	-
		138,642	117,754	145,804	309,808
TOTAL EXPENDITURES		275,638	284,547	306,317	539,849

CAPITAL PROJECTS FUND

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

	FY 2019 Adopted Budget	FY 2020 Adopted Budget	Percentage Change
Expenditures			
Capital Projects	16,365,981	22,500,224	37.5%
Equipment	-	550,589	0.0%
Total	16,365,981	23,050,813	40.8%

Authorized Personnel FTE	2018 Budgeted	2019 Budgeted	2020 Proposed
Total	-	-	-

CAPITAL PROJECTS SUMMARY | Revenues & Expenditures - Part 1

FUND/DIVISION - 80		2018 ACTUAL	2019 PROJECTED	2019 BUDGETED	2020 BUDGETED
Capital Projects					
201-80-5755	Leeper Center Window	8,807	-	-	-
201-80-5785	CDOT Building Upgrades	200	2,835	27,800	-
201-80-5866	Comprehensive Plan Update	-	50,000	100,000	-
201-80-5950	Property Aquisitions	-	266,048	266,327	-
203-80-5820	Grant Ave. 1st to 4th	-	324,513	400,351	-
203-80-5851	Newer Subdivision Seal Coat	56,428	63,600	63,600	-
203-80-5883	Old Town Street Re-Hab Program	381,654	260,927	424,000	-
203-80-5969	Midrange Dump Truck	-	-	159,000	-
204-80-5717	On-line Process Equipment	-	15,750	15,750	-
204-80-5820	Grant Ave. - 1st to 4th	-	-	309,660	-
204-80-5829	Leak Detection-Lines/Tanks	-	-	43,000	-
204-80-5849	Nano Plant Expansion	-	680	47,513	-
204-80-5871	New 1/2 Ton P/U	-	26,746	31,500	-
204-80-5944	WTP Project Mgt and Design	-	331,347	762,874	-
204-80-5945	Back-Up 2 MGD Pump	-	-	60,000	-
204-80-5993	Emergency Power WTP	-	212,000	212,000	-
204-80-5994	Disinfection Byproduct Rule	-	10,600	106,000	-
204-80-5998	WP Expansion Const & Mgmt	-	78,615	10,290,000	-
204-80-5999	Bulk NaOH and Antiscalant	-	-	30,000	-
204-80-6000	Membranes for Nano/RO	-	-	11,589	-
204-80-6002	Redundant Pumps to Water Tower	-	-	50,000	-
204-80-6003	Wellhouse Imprv (Nano/RO Irrg)	-	70,000	300,000	-
204-80-6004	Clearwell HS Pump Upgrade	-	-	25,000	-
204-80-6005	Old Town Water Main Rplc	-	80,000	80,000	-
204-80-6011	Water Efficiency Study	-	37,885	53,000	-
204-80-6012	Water Rate Study	-	54,539	25,000	-
205-80-5820	Grant Ave - 1st to 4th	-	62,504	60,598	-
205-80-5920	Clarifier Upgrades	10,682	117,945	350,000	-
205-80-5951	WWTP Pumps	-	15,730	15,730	-
205-80-5966	Skid Loader	-	34,898	43,232	-
205-80-5972	Confined Space Entry	349	6,639	6,645	-
205-80-5980	Paving to WWTP	-	-	68,900	-
205-80-5994	Wet Well Pump	-	-	10,000	-
205-80-5995	Collection - Camera Equipment	-	-	125,000	-
205-80-5996	WWTP Masterplan	-	-	190,000	-
205-80-5997	WWTP Blower/Digester Project	-	139,642	173,500	-
205-80-5999	WWTP Biosolids Storage	-	106	35,000	-
205-80-6000	WWTP Effluent Irrg. & Lndscpg	-	10,743	28,000	-
207-80-5473	Storm Drains & Pans	-	3,200	10,000	-
207-80-5883	Old Town Street Re-Hab Program	-	53,000	53,000	-
207-80-5986	Master Storm Water Plan	-	-	127,200	-
210-80-5779	PAB Items	25,785	165	56,312	-
210-80-5922	Easement Acquisition	-	8,700	50,000	-
210-80-5944	Trail Jefferson to Washington	4,951	6,000	850,000	-
210-80-5950	Pave existing trails	33,904	1,000	50,000	-
210-80-5969	Toro 5040 Field Prep Machine	-	17,397	16,400	-
210-80-5970	Laser Blade	-	13,548	18,000	-
210-80-5971	Mower 72"	-	13,822	19,500	-
210-80-5972	Winnick Park Playground	-	-	40,000	-
210-80-5973	WCP TOT - Lot	-	66,773	75,000	-
211-80-0001	Down Town Master Plan	-	-	-	75,000
211-80-0002	Property Acquisition	-	-	-	350,000
211-80-0003	Comprehensive Plan/Land Use Updat	-	-	-	150,000
211-80-0004	Town Hall Space Needs Assessment	-	-	-	770,000
211-80-0005	Economic Development Study	-	-	-	80,000
211-80-0006	Recreation Center feasibility study	-	-	-	50,000
211-80-0007	Old Town Street Repairs	-	-	-	449,440
211-80-0008	Newer Subdivison Seal Coat	-	-	-	67,416

CAPITAL PROJECTS SUMMARY | Revenues & Expenditures - Part 2

211-80-0009	I-25 Interchange at Cleveland 30% De	-	-	-	333,333
211-80-0010	Pavement Study	-	-	-	40,000
211-80-0011	Water Plant Expansion Construction a	-	-	-	13,730,780
211-80-0012	Emergency Power for Main Water Treatment Plant	-	-	-	212,000
211-80-0013	Tank Coating	-	-	-	20,000
211-80-0014	Redundancy for Pumps to Water Tower Storage	-	-	-	50,000
211-80-0015	Wilson Well Improvements	-	-	-	480,000
211-80-0016	Bulk Water Dispenser	-	-	-	60,000
211-80-0017	3 Chemical Chlorine Dioxide	-	-	-	160,000
211-80-0018	Improved Carbon Feed System	-	-	-	70,000
211-80-0019	Fire Hydrant Replacement	-	-	-	60,000
211-80-0020	Distribution System Master Plan	-	-	-	125,000
211-80-0021	Buffalo Creek Booster Station Upgrad	-	-	-	40,000
211-80-0022	Distribution System Rehabilitation Prc	-	-	-	200,000
211-80-0023	Nano Plant Expansion	-	-	-	47,513
211-80-0024	Back-Up MGD Pump	-	-	-	60,000
211-80-0025	Bulk NaOH and Antiscalant	-	-	-	30,000
211-80-0026	Clearwell HS Pump Upgrade	-	-	-	25,000
211-80-0027	Water Source Development	-	-	-	3,046,126
211-80-0028	WWTP Pumps	-	-	-	16,674
211-80-0029	Clarifier Rehabilitaion Project	-	-	-	523,062
211-80-0030	WWTP Driveway Paving	-	-	-	135,000
211-80-0031	Sewer Line Rehabilitation/Replaceme	-	-	-	-
211-80-0032	WWTP Masterplan	-	-	-	185,000
211-80-0033	WWTP Shed at Effluent Outfall	-	-	-	8,000
211-80-0034	WWTP Clarifier 3&4 rehabilitation prc	-	-	-	110,000
211-80-0035	Manhole Rehab	-	-	-	80,000
211-80-0036	WWTP Clarifier Repairs (Tobrow)	-	-	-	36,000
211-80-0037	Lift Station - Safety Upgrade	-	-	-	30,000
211-80-0038	WWTP Blower/Digester Project	-	-	-	63,500
211-80-0039	Old Town Street Rehab	-	-	-	56,180
211-80-0040	Storm Drain & Pan Replacements	-	-	-	30,000
211-80-0042	Master Storm Water Plan	-	-	-	127,200
211-80-0043	Parks Master Plan Update	-	-	-	40,000
211-80-0044	Trail Easement acquisition	-	-	-	50,000
211-80-0045	Phase 1 Trail Construction Cleveland t	-	-	-	40,000
211-80-0046	WCP Ballfield Covers	-	-	-	40,000
211-80-0047	Parks - NPIC Lateral Improvements at	-	-	-	34,000
211-80-0048	Pedestrian Access over Windsor Ditch	-	-	-	80,000
211-80-0049	Equipment Shed at Wellington Comm	-	-	-	14,000
211-80-0050	Pave Existing Trails	-	-	-	20,000
		522,760	2,457,896	16,365,981	22,500,224
Equipment					
211-80-0051	Town Automobile	-	-	-	60,000
211-80-0052	Vehicle Replacement	-	-	-	60,000
211-80-0053	Pot Hole Machine	-	-	-	50,000
211-80-0054	Membranes for Nano	-	-	-	56,589
211-80-0055	1000 Gallon Pressure Tank	-	-	-	15,000
211-80-0056	Backup Generator - Lift Station	-	-	-	135,000
211-80-0057	EV Charging Station	-	-	-	15,000
211-80-0058	Midrange Dump Truck	-	-	-	159,000
		-	-	-	550,589
TOTAL EXPENDITURES		522,760	2,457,896	16,365,981	23,050,813



2020 PROPOSED CIP

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 SUMMARY | Revenues & Expenditures - Part 1

Revenues

Grants	9,000.00
Transfers from:	
General Fund	1,541,000.00
Streets Fund	1,064,189.00
Water Fund	18,523,008.00
Wastewater Fund	1,367,236.00
Drainage Fund	213,380.00
Parks Fund	333,000.00
Conservation Trust Fund	
Loan Proceeds	
Other	
Interest Income	
	23,050,813.00

Expenditures

	Town Automobile	60,000
	EV Charging Station	15,000
GF192	Comprehensive Plan/Land Use Update	150,000
GF201	Down Town Master Plan	75,000
GF193	Property Acquisition	350,000
GF203	New Town Hall	770,000
GF213	Recreation Center feasibility study	50,000
GF204	Economic Development Strategic Plan Update	80,000
	Midrange Dump Truck	159,000
	Staff Vehicle	15,000
SF181	Old Town Street Repairs	449,440
SF182	Newer Subdivision Seal Coat/Crack Fill	67,416
SF201	I-25 Interchange at Cleveland 30% Design	333,333
SF202	Pavement Study	40,000
	Bulk NaOH and Antiscalant	30,000
	Membranes for Nano	56,589
	Pot Hole Machine	50,000
WF182	Water Plant Expansion Construction and Construction Management	13,730,780
WF183	Emergency Power for main water treatment plant	212,000
WF184	Tank Coatings	20,000
WF191	Back Up 2 MGD Pump	60,000
WF186	Redundancy for pumps to water tower storage	50,000
WF187	Wilson Well Improvements	480,000
WF189	Clearwell High Service Pump Upgrade	25,000
WF188	Nano Plant Expansion	47,513
WF202	3 Chemical Chlorine Dioxide	160,000
WF203	Improved Carbon Feed System	70,000
WF201	Bulk Water Dispenser	60,000
WF204	Fire Hydrant Replacement	60,000
WF205	Distribution System Master Plan	125,000
WF206	Buffalo Creek Booster Station Upgrade	40,000
WF207	Distribution System Rehabilitation Project	200,000
WD18	Water Source Development	3,046,126

CAPITAL PROJECTS SUMMARY | Revenues & Expenditures - Part 2

Expenditures

WD18	Water Source Development	3,046,126
	Vehicle Replacement	30,000
	1000 Gallon Pressure Tank	15,000
	Backup Generator - Lift Station	135,000
WWF191	Wastewater & Collection System Masterplan	185,000
WWF192	WWTP Blower/Digester Improvement Project	63,500
WWF181	WWTP Pumps	16,674
WWF183	Clarifier Rehabilitaion Project	523,062
WWF185	WWTP Driveway Paving	135,000
WWF201	WWTP Shed at Effluent Outfall	8,000
WWF212	Lift Station - Safety Upgrades	30,000
WWF203	WWTP Clarifier 3&4 rehabilitation project	110,000
WWF205	WWTP Clarifier Repairs (Tobrow)	36,000
WWF204	Manhole Rehab	80,000
SDF181	Old Town Street Rehab	56,180
SDF182	Storm Drain & Pan Replacements	30,000
SDF183	Master Storm Water Plan	127,200
	Vehicle Replacement	15,000
PF201	Parks Master Plan Update	40,000
PF181	Trail Easement acquisition	50,000
PF182	Phase 1 Trail Construction Cleveland to Washington	40,000
PF183	Pave Existing Soft Trails	20,000
PF203	Pedestrian Access over Windsor Ditch	80,000
PF192	Dugout Covers	40,000
PF204	Equipment Shed at Wellington Community Park	14,000
PF205	Parks - NPIC Lateral Improvements at BNSF Crossing	34,000
		23,050,813

CAPITAL PROJECTS GENERAL FUND

Revenue Available for Capital Projects						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Property Tax:		1,440,392	1,512,412	1,588,032	1,667,434	1,750,805
Sales Tax:		1,338,232	1,445,291	1,560,914	1,685,787	1,820,650
Building Material Use Tax:		575,000	632,500	695,750	765,325	841,858
Severance Taxes/Mineral Lease:		66,167	69,475	72,949	76,597	80,426
Franchise Fees:		188,988	200,327	212,347	225,088	238,593
Building Permits:		508,043	533,445	560,117	588,123	617,529
Business Licenses:		21,560	23,716	26,088	28,696	31,566
Land Use Fees:		64,000	70,400	77,440	85,184	93,702
Court Fines:		15,103	16,613	18,275	20,102	22,112
Misc. Other Revenues:		4,690	5,159	5,675	6,242	6,867
Transfer		2,427,688	2,573,349	2,727,750	2,891,415	3,064,900
Total Revenue:	-	6,649,863	7,082,688	7,545,337	8,039,993	8,569,009
Less Operating Costs:		6,083,288	6,387,452	6,706,825	7,042,166	7,394,275
Available for Capital Projects & Debt:	-	566,575	695,235	838,512	997,827	1,174,735
Capital Expenditures						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Total Cost						
Equipment:						
Town Automobile	60,000	60,000				
EV Charging Station	15,000	15,000				
	-					
Capital Projects:						
GF192 Comprehensive Plan/Land Use Update	150,000	150,000	-			
GF201 Down Town Master Plan	75,000	75,000				
GF193 Property Acquisition	350,000	350,000				
GF203 New Town Hall	9,570,000	770,000	800,000	8,000,000		
GF213 Recreation Center feasibility study	50,000	50,000				
GF204 Economic Development Strategic Plan Update	80,000	80,000				
Total Capital Equipment and Projects	-	1,550,000	800,000	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	8,000,000			8,000,000		
EV Charging Station Grant	9,000	9,000				
Debt Service:						
Town Hall	(2,590,076)		(647,519)	(647,519)	(647,519)	(647,519)
Total Financing and Debt Service	-	9,000	(547,519)	8,352,481	(647,519)	(647,519)
2019 Fund Balance	6,086,477					
Available Funds		5,112,052	4,459,768	5,650,761	6,001,069	6,528,285
Minimum unassigned fund balance:						
33% of revenues		2,194,455	2,337,287	2,489,961	2,653,198	2,827,773

CAPITAL PROJECTS STREET FUND

Revenue Available for Capital Projects						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Sales Tax		312,459	337,456	364,452	393,608	425,097
Road Impact Fee:		440,640	482,800	487,900	265,483	265,483
Motor Vehicle Spec. Ownership:		90,927	98,201	106,057	114,542	123,705
Motor Vehicle Registration Tax:		31,902	34,454	37,210	40,187	43,402
Motor Vehicle Use Tax:		803,778	868,080	937,527	1,012,529	1,093,531
Highway Users Tax:		260,562	281,407	303,920	328,233	354,492
Street Cut Permits		1,800	1,944	2,100	2,267	2,449
Sale of Assets		2,000	2,160	2,333	2,519	2,721
Investment earnings		21,906	23,658	25,551	27,595	29,803
Road & Bridge Tax:		37,037	40,000	43,200	46,656	50,388
Total Revenue:	-	2,003,011	2,170,161	2,310,250	2,233,620	2,391,071
Less Operating Costs:		337,842	354,734	372,471	391,094	410,649
Transfer		508,148	533,555	560,233	588,245	617,657
Available for Capital Projects & Debt:	-	1,157,021	1,281,871	1,377,546	1,254,281	1,362,765
Capital Expenditures						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Total Cost						
Equipment:						
Midrange Dump Truck		159,000				
Street Sweeper			60,000	60,000	60,000	60,000
Staff Vehicle		15,000				
Vehicle Replacement				30,000		30,000
Capital Projects:						
SF181 Old Town Street Repairs		449,440	476,406	504,991		
SF241 Street Rehabilitation					535,290	567,408
SF182 Newer Subdivison Seal Coat/Crack Fill		67,416	71,461	75,749	80,294	85,111
SF201 I-25 Interchange at Cleveland 30% Design		333,333	333,333	333,334		
SF202 Pavement Study		40,000				
Total Capital Equipment and Projects	-	1,064,189	941,200	1,004,074	675,584	742,519
2019 Fund Balance	2,131,623					
Available Funds		2,224,455	2,565,126	2,938,598	3,517,295	4,137,541
Minimum unassigned fund balance:						
33% of revenues		660,994	716,153	762,382	737,095	789,054

CAPITAL PROJECTS WATER FUND

Revenue Available for Capital Projects						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Tap Fees:		1,420,475	1,249,600	1,262,800	1,262,800	1,262,800
Water Sales:		2,097,382	2,307,120	2,537,832	2,791,615	3,070,777
Property Tax:		85,593	89,873	94,366	99,085	104,039
Interest and Miscellaneous:		371,046	400,730	432,788	467,411	504,804
Total Revenue:	-	3,974,496	4,047,323	4,327,787	4,620,911	4,942,420
Less Operating Costs:		2,223,485	2,445,834	2,690,417	2,959,459	3,255,404
Transfer		911,119	1,002,230.90	1,102,454	1,212,699	1,333,969
Available for Capital Projects & Debt:	-	839,892	599,258	534,916	448,753	353,046
Capital Expenditures						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Total Cost						
Equipment:	-					
Vehicle Replacement	30,000				30,000	
Bulk NaOH and Antiscalant	30,000	30,000				
Membranes for Nano	56,589	56,589				
Zero Turn Mower	9,000			9,000		
Pot Hole Machine	50,000	50,000				
Capital Projects:	-					
WF182 Water Plant Expansion Construction and Construction Management	23,952,165	13,730,780	10,221,385			
WF183 Emergency Power for Main Water Treatment Plant	212,000	212,000				
WF184 Tank Coatings	20,000	20,000				
WF185 Disinfection byproduct rule compliance (Tank Aeration)	106,000		106,000			
WF191 Back Up 2 MGD Pump	60,000	60,000				
WF186 Redundancy for pumps to water tower storage	50,000	50,000				
WF187 Wilson Well Improvements	480,000	480,000				
WF189 Clearwell High Service Pump Upgrade	25,000	25,000				
WF188 Nano Plant Expansion	47,513	47,513				
WF202 3 Chemical Chlorine Dioxide	160,000	160,000				
WF203 Improved Carbon Feed System	70,000	70,000				
Distribution:						
WF201 Bulk Water Dispenser	60,000	60,000				
WF204 Fire Hydrant Replacement	198,600	60,000	66,000	72,600		
WF205 Distribution System Master Plan	125,000	125,000				
WF206 Buffalo Creek Booster Station Upgrade	180,000	40,000	140,000			
WF207 Distribution System Rehabilitation Project		200,000	220,000	242,000	266,200	292,820
Total Capital Equipment and Projects	-	15,476,882	10,753,385	323,600	296,200	292,820
Other Financing Sources:						
Grants:						
Water Plant Financing	23,952,165	13,730,780	10,221,385			
Debt Service:						
Debt Payment	(558,435)	(159,115)	(160,115)	(124,104)	(86,293)	(28,808)
Debt Payment on \$26M Principal for WTP		(1,464,764)	(1,461,338)	(1,464,323)	(1,461,699)	(1,464,694)
Total Financing and Debt Service	-	12,106,901	8,599,932	(1,588,427)	(1,547,992)	(1,493,502)
2019 Fund Balance	8,088,061					
Available Funds		5,557,972	4,003,777	2,626,666	1,231,227	(202,049)
Minimum unassigned fund balance:						
Commitment of two subsequent years of debt service		3,209,880	3,136,419	3,041,494	2,987,004	2,987,004
Commitment of one subsequent year's CIP project costs		10,753,385	323,600	296,200	292,820	\$292,820
Less: Water Source Development						
25% of revenues		993,624	1,011,831	1,081,947	1,155,228	1,235,605
		14,956,889	4,471,850	4,419,641	4,435,052	4,515,429

CAPITAL PROJECTS RAW WATER FUND

Revenue Available for Capital Projects						
	2020 YTD	2020 Budget	2021	2022	2023	2024
BP Raw Water Fee:		3,046,126	4,381,552	4,427,836	14,456,036	2,409,339
Total Revenue:	-	3,046,126	4,381,552	4,427,836	14,456,036	2,409,339
Less Operating Costs:		-	-	-	-	-
Transfer		-	-	-	-	-
Available for Capital Projects & Debt:	-	3,046,126	4,381,552	4,427,836	14,456,036	2,409,339
Capital Expenditures						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Total Cost						
Water Purchases:						
WD18 Water Source Development		3,046,126	4,381,552	4,427,836	14,456,036	2,409,339
Total Capital Equipment and Projects	-	3,046,126	4,381,552	4,427,836	14,456,036	2,409,339
2019 Fund Balance	10,156,139					
Available Funds		10,156,139	10,156,139	10,156,139	10,156,139	10,156,139

CAPITAL PROJECTS SEWER FUND

Revenue Available for Capital Projects						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Tap Fees:		1,944,000	2,130,000	2,152,500	7,027,500	1,171,250
User Fees:		1,327,389	1,393,758	1,463,446	1,536,619	1,613,450
Investment Earnings		163,386	171,555	180,133	189,140	198,597
Total Revenue:	-	3,434,775	3,695,314	3,796,079	8,753,258	2,983,296
Less Operating Costs:		784,057	823,260	864,423	907,644	953,026
Transfer		555,002	582,752	611,890	642,484	674,608
Available for Capital Projects & Debt:	-	2,095,716	2,289,302	2,319,767	7,203,130	1,355,662
Capital Expenditures						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Total Cost						
Equipment:	-					
Vehicle Replacement	60,000	30,000		30,000		
Vacuum Truck	540,000		540,000			
1000 Gallon Pressure Tank	15,000	15,000				
Clarifier Launder Covers	133,800		33,450	33,450	33,450	33,450
Zero Turn Mower	9,000			9,000		
Backup Generator - Lift Station	135,000	135,000				
Skid Steer Aeration	24,000		24,000			
Capital Projects:	-					
WWF191 Wastewater & Collection System Masterplan	185,000	185,000				
WWF192 WWTP Blower/Digester Improvement Project	63,500	63,500				
WWF181 WWTP Pumps	93,994	16,674	17,675	18,735	19,859	21,051
WWF183 Clarifier Rehabilitation Project	523,062	523,062				
WWF185 WWTP Driveway Paving	135,000	135,000				
WWF221 WWTP Expansion Design	2,000,000			2,000,000		
WWF241 WWTP Expansion Construction	20,000,000					20,000,000
WWF201 WWTP Shed at Effluent Outfall	8,000	8,000				
WWF212 Lift Station - Safety Upgrades	30,000	30,000				
WWF203 WWTP Clarifier 3&4 rehabilitation project	110,000	110,000				
WWF205 WWTP Clarifier Repairs (Tobrow)	36,000	36,000				
WWF188 Sewer Line Rehabilitation/Replacement	874,923		200,000	212,000	224,720	238,203
WWF204 Manhole Rehab	450,967	80,000	84,800	89,888	95,281	100,998
Total Capital Equipment and Projects	-	1,367,236	899,925	2,393,073	373,310	20,393,702
Other Financing Sources:						
Debt Payment:		(536,439)	(534,286)	(527,887)	(177,885)	(187,885)
WWTP debt					(1,471,635)	(1,471,635)
Other Financing Source:						
Debt Proceeds					20,000,000	
Total Financing and Debt Service	0	(536,439)	(534,286)	(527,887)	18,350,480	(1,659,520)
2019 Fund Balance	8,237,682					
Available Funds		8,429,723	9,284,814	8,683,621	33,863,921	13,166,361
Minimum unassigned fund balance:						
Commitment of two subsequent years of debt service		1,062,173	2,177,407	3,309,040	3,309,040	3,309,040
Commitment of one subsequent year's CIP project costs		899,925	2,393,073	373,310	20,393,702	\$292,820
Less: Water Source Development						
25% of revenues		858,694	923,828	949,020	2,188,315	745,824
		2,820,792	5,494,308	4,631,370	25,891,057	4,347,684

CAPITAL PROJECTS DRAINAGE FUND

Revenue Available for Capital Projects						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Motor Vehicle Specific Ownership Tax:		10,222	11,040	11,923	12,877	13,907
Motor Vehicle Registration Tax:		3,674	3,968	4,285	4,628	4,998
Road & Bridge Tax:		4,400	4,752	5,132	5,543	5,986
TOW Stormwater Impact Fee:		103,680	108,864	114,307	120,023	126,024
TOW Stormwater Utility Fee:		234,459	246,182	258,491	271,416	284,986
Investment Earnings		20,558	21,586	22,665	23,798	24,988
Total Revenue:	-	376,993	396,392	416,804	438,284	460,890
Less Operating Costs:		414,446	435,168	456,927	479,773	503,762
Transfer		118,422	124,343	130,560	137,088	143,943
Available for Capital Projects & Debt:	0	(155,875)	(163,120)	(170,683)	(178,577)	(186,814)
Capital Expenditures						
	2020 YTD	2020 Budget	2021	2022	2023	2024
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 Master Storm Water Plan	127,200	127,200				
SDF211 Bragg Lane Storm Drain	60,000		60,000			
SDF221 B-Dams Improvements	1,500,000			1,500,000		
Total Capital Equipment and Projects	-	213,380	151,351	1,596,832	35,730	37,874
AUTH Storm Drn BP Impact (Revenue)		114,048				
Authority Storm Drain Utility Fees (Revenue)		354,543				
Authority BP Impact Payments		(114,048)				
Authority Utilities Payments		(354,543)				
Total Financing and Debt Service	0	0	0	0	0	0
2019 Fund Balance	886,509					
Available Funds		517,254	202,783	(\$1,564,732)	(\$1,779,039)	(\$2,003,727)
Minimum unassigned fund balance:						
Commitment of two subsequent years of debt service		-	-	-	-	-
Commitment of one subsequent year's CIP project costs		151,351	1,596,832	35,730	37,874	37,874
Less: Water Source Development						
25% of revenues		94,248	99,098	104,201	109,571	115,222
		245,599	1,695,930	139,931	147,445	153,096

CAPITAL PROJECTS PARKS FUND

Revenue Available for Capital Projects						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Sales Tax:		312,459	337,456	364,452	393,608	425,097
Use Tax on Construction Materials:		224,260	242,201	261,577	282,503	305,103
Motor Vehicle Use Tax		165,029	181,532	199,685	219,654	241,619
Developer Park Fee Escrow		4,000	-	-	-	-
Developer Trail Fee Escrow		5,200	-	-	-	-
Park Impact Fee:		245,700	284,000	287,000	937,000	156,167
Trails Impact Fee:		116,640	127,800	129,150	421,650	70,275
Open Space Sales Tax:		263,749	284,849	307,637	332,248	358,828
Recreation Fees/Sales:		109,599	118,367	127,836	138,063	149,108
Conservation Trust Fund		200,000	100,000	100,000	100,000	100,000
Investment Earnings		35,000	37,800	40,824	44,090	47,617
Total Revenue:	-	1,681,636	1,714,004	1,818,161	2,868,816	1,853,814
Less Operating Costs:		904,397	949,617	997,098	1,046,953	1,099,300
Transfer		334,996	351,746	369,333	387,800	407,190
Available for Capital Projects & Debt:	-	442,243	412,642	451,730	1,434,064	347,324
Capital Expenditures						
	2020 YTD	2020 Budget	2021	2022	2023	2024
Total Cost						
Equipment:	-					
Vehicle Replacement	45,000	15,000			30,000	
John Deere Gator	16,500					16,500
Capital Projects:	-					
PF201 Parks Master Plan Update	40,000	40,000				
PF181 Trail Easement acquisition	50,000	50,000				
PF182 Phase 1 Trail Construction Cleveland to Washi	40,000	40,000				
PF202 Phase 2 Trail Construction Jefferson to Clevela	1,010,000		1,010,000			
PF183 Pave Existing Soft Trails	20,000	20,000				
PF203 Pedestrian Access over Windsor Ditch	80,000	80,000				
PF192 Dugout Covers	40,000	40,000				
PF204 Equipment Shed at Wellington Community Pa	14,000	14,000				
PF211 Outer Canopy Net for Batting Cages			20,000			
PF212 Pitching Machine at Batting Cages			19,000			
PF221 Shade Structure at WCP Ballfields	64,000			64,000		
PF195 Winnick Park Playground ReSurfacing	67,000		67,000			
PF205 Parks - NPIC Lateral Improvements at BNSF Cr	34,000	34,000				
Total Capital Equipment and Projects	-	333,000	1,116,000	64,000	30,000	16,500
Other Financing Sources:						
Grants:						
Phase 2 Trail Construction Jefferson to Clevela	808,000	-	808,000			
Debt Service:						
Debt Payment	(1,347,300)	(269,460)	(269,460)	(269,460)	(269,460)	(269,460)
Total Financing and Debt Service	-	(269,460)	538,540	(269,460)	(269,460)	(269,460)
2019 Fund Balance	2,231,084					
Available Funds		2,070,867	1,906,049	2,024,319	3,158,923	3,220,287
33% of revenues		554,940	565,621	599,993	946,709	611,759
		554,940	565,621	599,993	946,709	611,759

Project Title	Project Number	Department	Project Cost	Priority
Staff Vehicle (2)	Equipment	General Fund departments	\$60,000	II

Project Description: Staff vehicles will avoid mileage payments for employees using personal vehicles. Vehicles will be branded for visibility and to indicate official use by employees.

- **Estimated Total Project Cost:** \$60,000
- **Estimated Completion Date:** January 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$60,000	\$0	\$0	\$0	\$0	\$60,000

Project Title	Project Number	Department	Project Cost	Priority
EV Charging Station	Equipment	Administration	15,000	II

Project Description: There are no public EV charging stations in Wellington and constructing one will provide a needed service for travelers driving EV's. The station can also increase customer traffic to local businesses as the passengers of the vehicle spend time in Wellington while waiting for their vehicle to charge.

- **Estimated Total Project Cost:** \$15,000 (Staff is seeking State grant 50/50 match)
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$15,000	\$0	\$0	\$0	\$0	\$15,000

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

Project Description: The comprehensive plan (or master plan) provides the policy framework for regulatory tools like zoning, subdivision regulations, annexations, and other policies. A 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.

- **Estimated Total 2 Year Project Cost:** \$200,000
- **Estimated 2020 Project Cost:** \$100,000 (Town received \$85,000 DOLA Grant)
- **Estimated Completion Date:** 2020

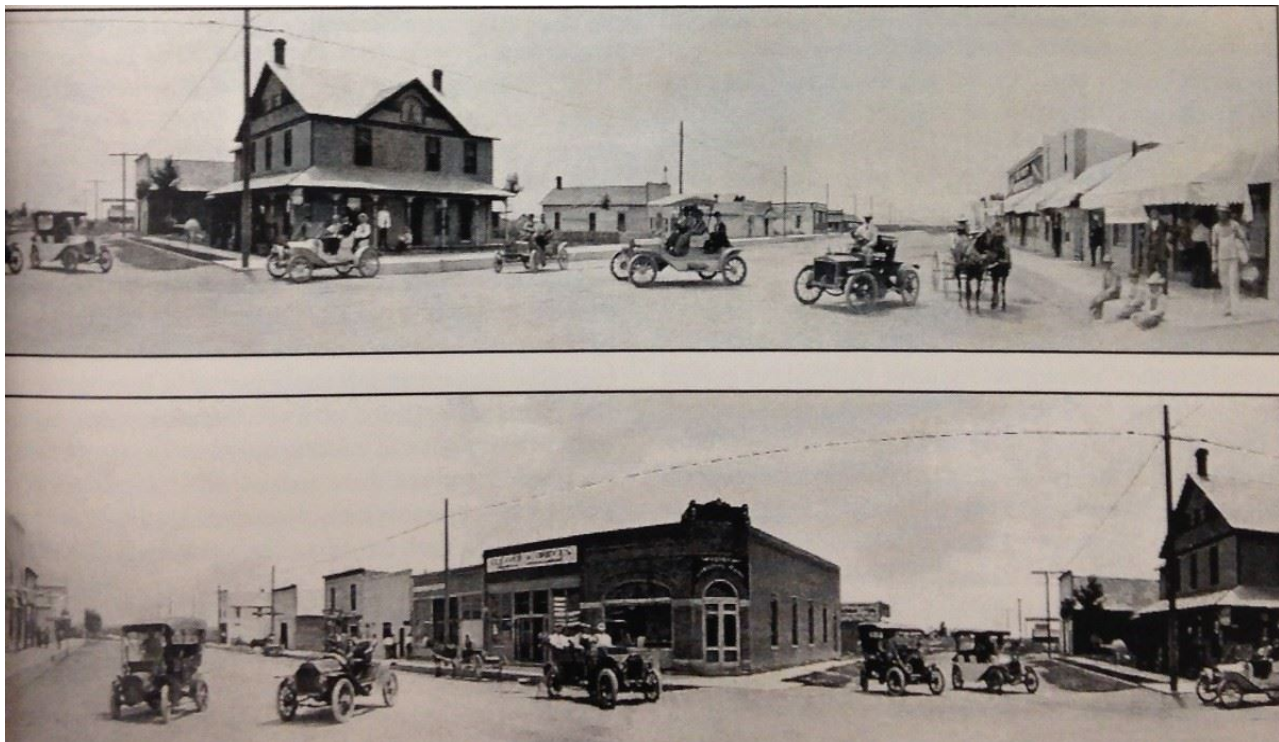


	Prior Cost	2020	2021	2022	2023	2024	Total
Project Amount	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$200,000

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:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$75,000	\$0	\$0	\$0	\$0	\$75,000

Project Title	Project Number	Department	Project Cost	Priority
Property Acquisition	GF193	Administration	\$350,000	II

Project Description: Purchase of the house at 3804 Cleveland Ave. This property is currently being used for Public Works staff offices.

- **Estimated Total Project Cost:** \$350,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$350,000	\$0	\$0	\$0	\$0	\$350,000

Project Title	Project Number	Department	Project Cost	Priority
Town Hall	GF203	Administration	\$9,570,000	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:** \$9,570,000
 - Town Hall Needs Assessment \$20,000
 - Property acquisition \$750,00
 - Design \$800,000
 - Construction \$8,000,000
- **2020 Estimated Expenditures:** \$770,000 (space needs assessment and potential property acquisition)
- **Estimated Completion Date:** 2022

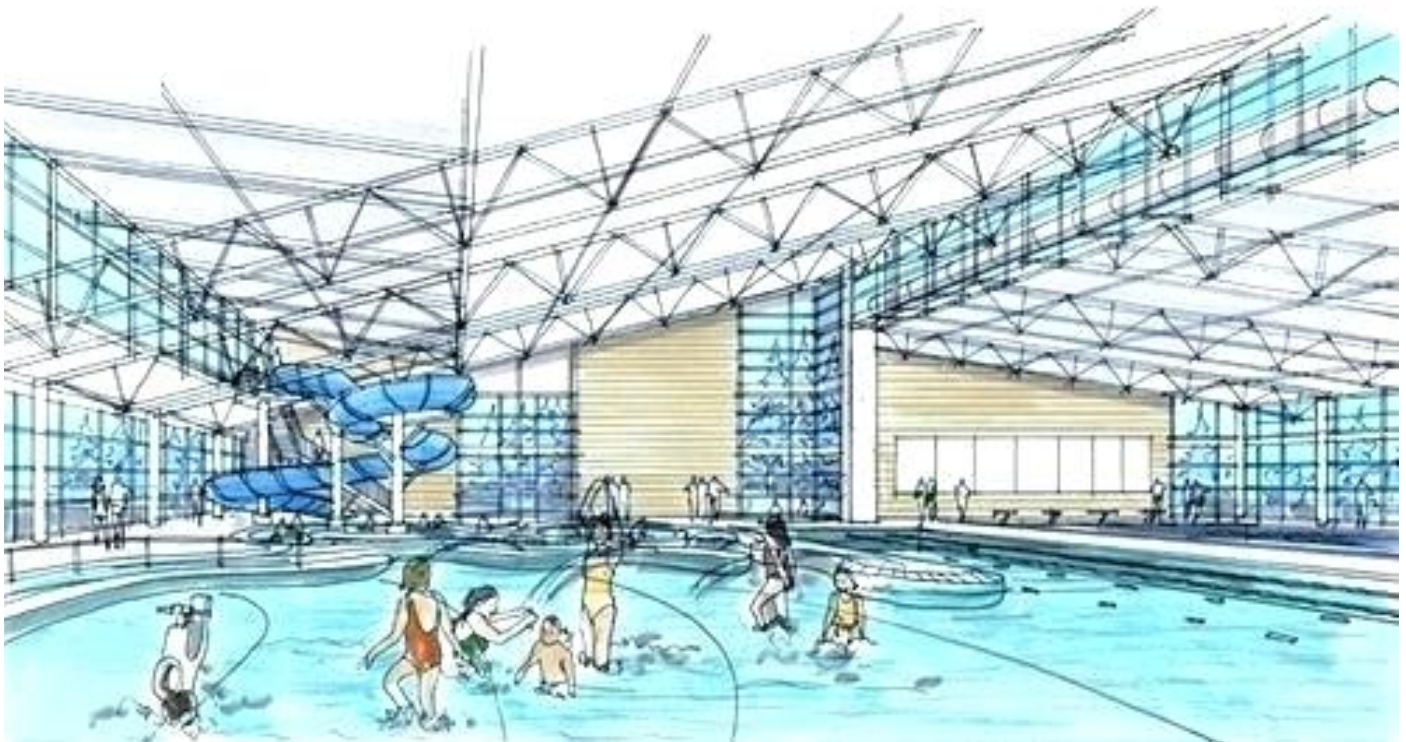


	2020	2021	2022	2023	2024	Total
Project Amount	\$770,000	\$800,000	\$8,000,000	\$0	\$0	\$9,570,000

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
- **2020 Estimated Expenditures:** \$50,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	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 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$80,000	\$0	\$0	\$0	\$0	\$80,000

Project Title	Project Number	Department	Project Cost	Priority
Street Sweeper	Equipment	Public Works	\$240,000	III

Project Description: Replace aging street sweeper. The existing street sweeper is 19 years old. Continued failures of various systems on the sweeper have resulted in a high level of maintenance and unpredictable reliability. The new sweeper is expected be obtained through a lease/purchase plan. This funding approach will help alleviate stress on the streets fund and allow adherence to the fund balance policy.

- **Estimated Total Project Cost:** \$240,000 (lease purchase option)
- **Estimated Completion Date:** 2024



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$240,000

Project Title	Project Number	Department	Project Cost	Priority
Staff Vehicle	Equipment	Streets/Parks	\$30,000	II

Project Description: Replacement of obsolete vehicle with new ½ ton pickup. Vehicle purchase price and usage will be shared between the Streets Department and Parks Department.

- **Estimated Total Project Cost:** \$30,000 (split between parks and streets fund)
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$30,000	\$0	\$0	\$0	\$0	\$30,000

Project Title	Project Number	Department	Project Cost	Priority
Vehicle Replacement	Equipment	Public Works	\$225,032	III

Project Description: This will cycle out some of the old fleet and replace it with newer, more reliable and efficient vehicles.

- **Estimated Total Project Cost:** \$180,000
 - Streets fund - \$30,000 Year 2022, \$30,000 Year 2024
 - Water Fund - \$30,000 Year 2023
 - Sewer Fund - \$30,000 Year 2020, \$30,000 Year 2022
 - Park Fund - \$30,000 Year 2023
- **Estimated Completion Date:** Ongoing



	2020	2021	2022	2023	2024	Total
Project Amount	\$33,708	\$0	\$75,748	\$76,576	\$39,000	\$225,032

Project Title	Project Number	Department	Project Cost	Priority
Old Town Street Repair	SF181	Public Works	\$2,236,491	II

Project Description: Due to age of the existing infrastructure within the town, a strategic multi-year repair plan was previously developed to rehabilitate selected streets, curb/gutter and sidewalk. This project represents the 4rd year of a 6-year program for streets within the Old Town area.

- **Estimated 5 Year Total Project Cost:** \$2,236,491
- **2020 Estimated Expenditures:** \$449,440
- **Estimated Completion Date:** 2022

Before



After



	Prior Cost	2020	2021	2022	2023	2024	Total
Project Amount	\$805,654	\$449,440	\$476,406	\$504,991	\$0	\$0	\$2,236,491

Project Title	Project Number	Department	Project Cost	Priority
Street - Rehabilitation	SF241	Public Works	\$1,102,698	II

Project Description: Due to age of the existing infrastructure within the town, a strategic multi-year repair plan was previously developed to rehabilitate selected streets, curb/gutter and sidewalk. This program is expected to continue into the foreseeable future as this program is extended to include other needs within Old Town or other areas of Town. No detailed plan has yet been prepared for those future needs, so the proposed funding shown for years 2023 through 2024 are placeholders pending additional information and planning.

Estimated Total Project Cost: \$1,102,698

- **2020 Estimated Expenditures:** \$0
- **Estimated Completion Date:** Ongoing

Before



After



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$0	\$0	\$535,290	\$567,408	\$1,102,698

Project Title	Project Number	Department	Project Cost	Priority
Newer Subdivision Seal Coat/Crack Fill	SF182	Public Works	\$500,058	II

Project Description: As newer subdivisions begin to age; asphalt paving will start to form cracks in the top surface. This allow runoff to infiltrate to the subgrade, which accelerates the deterioration of the paving and results in more costly major repairs. This is a maintenance project to prevent or delay those major repairs and lengthen the lifespan 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:** \$500,058
- **2020 Estimated Expenditures:** \$67,416
- **Estimated Completion Date:** Ongoing Maintenance



Example of seal coat/ crack fill project

	Prior Cost	2020	2021	2022	2023	2024	Total
Project Amount	\$120,028	\$67,416	\$71,461	\$75,749	\$80,294	\$85,111	\$500,058

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

Project Description: In order to have Wellington be on the CDOT's interchange replacement program, the Town will need to set money aside for a 30% design of the interchange. This project represents a commitment to fund this project over the next 3 years.

- **Estimated 3 Year Total Project Cost:** \$1,000,000
- **2020 Estimated Expenditures:** \$333,333
-
- **Estimated Completion Date:** 2022

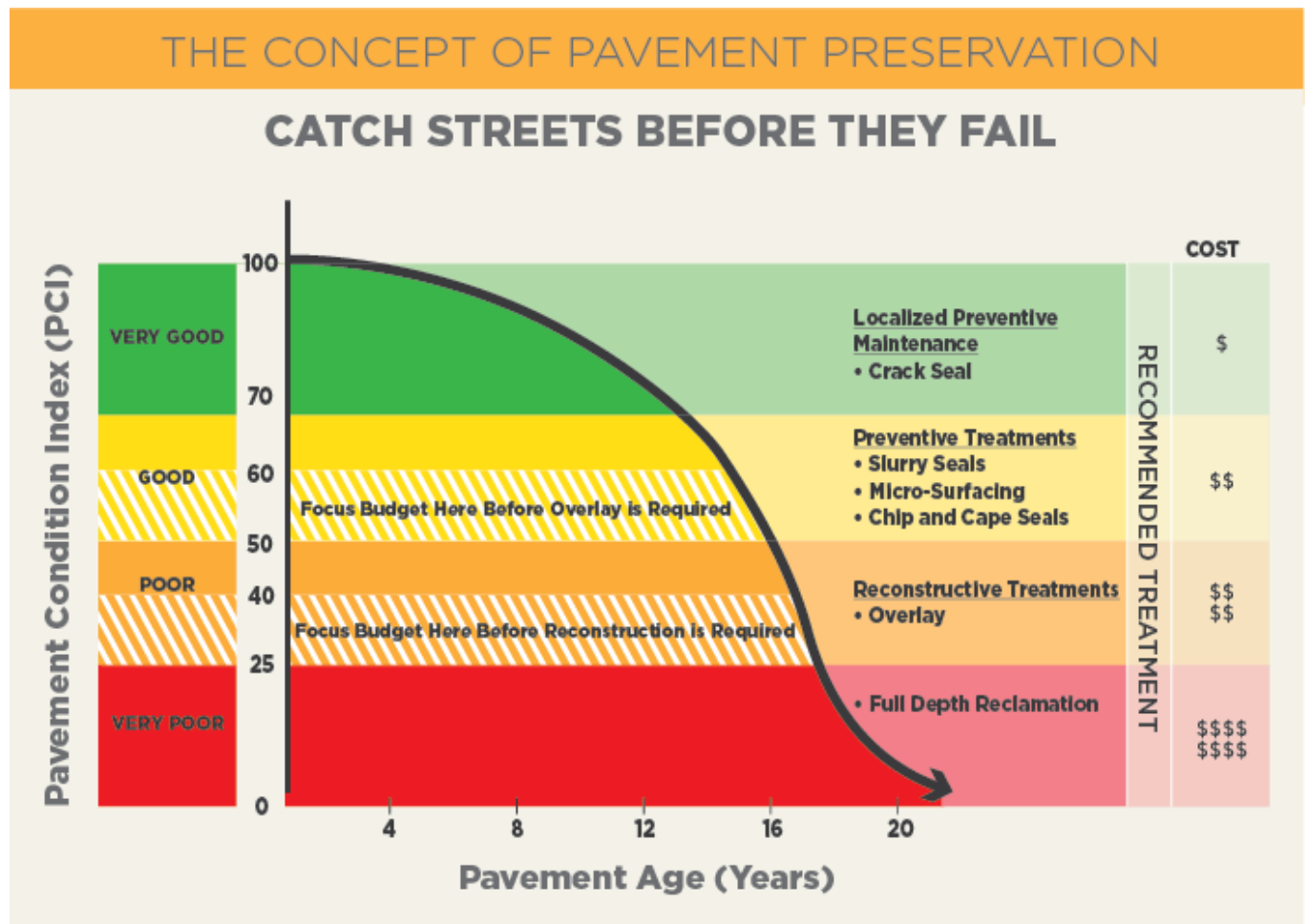


	2020	2021	2022	2023	2024	Total
Project Amount	\$333,333	\$333,333	\$333,334	\$0	\$0	\$1,000,000

Project Title	Project Number	Department	Project Cost	Priority
Pavement Study	SF202	Streets	\$40,000	II

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

- **Estimated Total Project Cost:** \$40,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$40,000	\$0	\$0	\$0	\$0	\$40,000

Project Title	Project Number	Department	Project Cost	Priority
Membranes for Nano	Equipment	Public Works	\$45,000	II

Project Description: Replace of Nano filter membranes. These membranes lose effectiveness and reliability over time, and must be replaced on a regular basis based on usage.

- **Estimated Total Project Cost:** \$45,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$45,000	\$0	\$0	\$0	\$0	\$45,000

Project Title	Project Number	Department	Project Cost	Priority
Zero Turn Mower	Equipment	Public Works	\$18,000	III

Project Description: Purchase of additional mower. As the Town expands, additional open spaces, parks and streetscapes are being brought into the system. As a result, additional resources are needed to meet increasing needs. This mower will primarily be used for the water and sewer plant, while serving as a back-up for other needs. Purchase price will be split between water and sewer fund.

- **Estimated Total Project Cost:** \$18,000
- **Estimated Completion Date:** 2022



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$0	\$18,000	\$0	\$0	\$18,000

Project Title	Project Number	Department	Project Cost	Priority
Pot Hole Machine	Equipment	Public Works	\$50,000	II

Project Description: We currently use the vacuum for hydro-excavation this pot hole machine is a more efficient means of locating existing utilities, which is critical for the Utility Locates Program, capital improvement projects and development projects where work on the existing systems is required.

- **Estimated Total Project Cost:** \$50,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$50,000	\$0	\$0	\$0	\$0	\$50,000

Project Title	Project Number	Department	Project Cost	Priority
Water Plant Expansion	WF182	Water	\$24,020,780	I

Project Description: Water Treatment Plant Expansion project. The expansion project was initiated three years ago to address capacity and operational needs at the existing plant. This estimate is based on the 60% construction cost estimate provided by the Construction Manager at Risk (CMAR).

- **Estimated Total Project Cost:** \$24,020,780
- **Estimated 2020 Project Cost:** \$13,730,780
- **Estimated Completion Date:** 2020



	2019 Budget	2020	2021	2022	2023	2024	Total
Project Amount	\$10,290,000	\$13,730,780	\$0	\$0	\$0	\$0	\$24,020,780

Project Title	Project Number	Department	Project Cost	Priority
Storage Tank Coatings	WF184	Water	\$20,000	I

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:** \$20,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$20,000	\$0	\$0	\$0	\$0	\$20,000

Project Title	Project Number	Department	Project Cost	Priority
Wilson Well Improvements	WF187	Water	\$556,246	I

Project Description: This project includes the upgrade of three existing well pumps with VFDs and corresponding piping improvements and appurtenances such as meters, check valves and control systems. The project also requires an upgrade to 3-phase 480V power, upgraded electric wiring, various sensors, and integration into the SCADA system at the WTP. Additionally, various small safety and access improvements are planned.

The project will allow for the start-up of the reverse osmosis upgrade to the nano filtration plant and ensure many years of reliable source water for the nano plant and irrigation systems.

- **Estimated Total Project Cost:** \$556,246
- **Estimated Completion Date:** 2020



	Prior Cost	2020	2021	2022	2023	2024	Total
Project Amount	\$306,246	\$250,000	\$0	\$0	\$0	\$0	\$556,246

Project Title	Project Number	Department	Project Cost	Priority
Three Chemical Chlorine Dioxide System	WF202	Water	\$160,000	II

Project Description: Install Three Chemical Chlorine Dioxide System. Currently, chlorine gas is used to disinfect treated water and maintain chlorine residuals in accordance with the permit. The change to a new system allows for increased performance, reliability and safety. Chlorine gas is a very dangerous chemical.

- **2020 Estimated Expenditures:** \$160,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$160,000	\$0	\$0	\$0	\$0	\$160,000

Project Title	Project Number	Department	Project Cost	Priority
Improve Carbon Feed System	WF203	Water	\$70,000	II

Project Description: Improve carbon feed system. The existing system must be removed early in the WTP expansion project. The current system does not function reliably. More importantly, there is a limit to the quantity of carbon that can be implemented. These two factors result in a considerable risk of future taste and odor events.

- **2020 Estimated Expenditures:** \$70,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$70,000	\$0	\$0	\$0	\$0	\$70,000

Project Title	Project Number	Department	Project Cost	Priority
Bulk Water Dispenser	WF201	Water	\$60,000	III

Project Description: Replace damaged bulk water dispenser. Prior to implementation of this project, a break-even cost analysis will be preformed to determine a sustainable price for bulk water sales and/or the viability of continuing bulk water sales. The water rate study currently underway will provide this information.

- **Estimated Total Project Cost:** \$60,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$60,000	\$0	\$0	\$0	\$0	\$60,000

Project Title	Project Number	Department	Project Cost	Priority
Fire Hydrant Replacement	WF204	Water	\$198,600	I

Project Description: This is for the rehabilitation of the older fire hydrants in Town by a contractor. These fire hydrants are in older areas of town and do not meet current standards for flowrate or operation. This program includes replacement of six hydrants per year for three years.

- **Estimated Total Project Cost:** \$198,600
- **2020 Estimated Expenditures:** \$60,000
- **Estimated Completion Date:** 2023



	2020	2021	2022	2023	2024	Total
Project Amount	\$60,000	\$66,000	\$72,600	\$0	\$0	\$198,600

Project Title	Project Number	Department	Project Cost	Priority
Distribution System Masterplan	WF205	Water	\$125,000	II

Project Description: The current distribution masterplan is incomplete and 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, and alternatives analysis. This masterplan will look forward to future growth within the Growth Management Area (GMA) to allow for intermediate water main oversizing and capital improvements needed to serve future growth.

- **Estimated Total Project Cost:** \$125,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$125,000	\$0	\$0	\$0	\$0	\$125,000

Project Title	Project Number	Department	Project Cost	Priority
Buffalo Creek Booster Station Upgrade	WF206	Water	\$180,000	II

Project Description: The Buffalo Creek Booster Station provides flow and pressure to areas located in the northwest area of town, such as Buffalo Creek and planned future developments. The station was not constructed with VFDs or adequate control systems, which impacts operation and consistent performance. Costs shown in year 2020 are planned for engineering design of the improvements. Subsequent costs are conceptual budgets for construction.

- **Estimated Total 2 Year Project Cost:** \$180,000
- **2020 Estimated Expenditures:** \$40,000
- **Estimated Completion Date:** 2021



	2020	2021	2022	2023	2024	Total
Project Amount	\$40,000	\$140,000	\$0	\$0	\$0	\$180,000

Project Title	Project Number	Department	Project Cost	Priority
Distribution System Rehabilitation Program	WF207	Water	1,221,020	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 pipes. Replacement is typically the preferred option, but is sometimes cost prohibitive due to the need to protect or replace surface improvements damaged by construction. Rehabilitation is likely to consist of Cured-in-Place-Piping (CIPP), which does not require excavation.

- **Estimated Total 5 Year Project Cost:** \$1,221,020
- **2020 Estimated Expenditures:** \$200,000
- **Estimated Completion Date:** 2024



	2020	2021	2022	2023	2024	Total
Project Amount	\$200,000	\$220,000	\$242,000	\$266,200	\$292,820	\$1,221,020

Project Title	Project Number	Department	Project Cost	Priority
Vacuum Truck	Equipment	Public Works	\$540,000	III

Project Description: Purchase of vacuum truck. The existing vacuum truck is 23 years old and is need of replacement.

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



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$540,000	\$0	\$0	\$0	\$540,000

Project Title	Project Number	Department	Project Cost	Priority
1000 Gallon Pressure Tank	Equipment	Public Works	\$15,000	III

Project Description: This will reduce the cycling of the non-potable irrigation pump. This will extend the life of the pump significantly for a more cost-effective way.

- **Estimated Total Project Cost:** \$15,000
- **Estimated Completion Date:** 2020

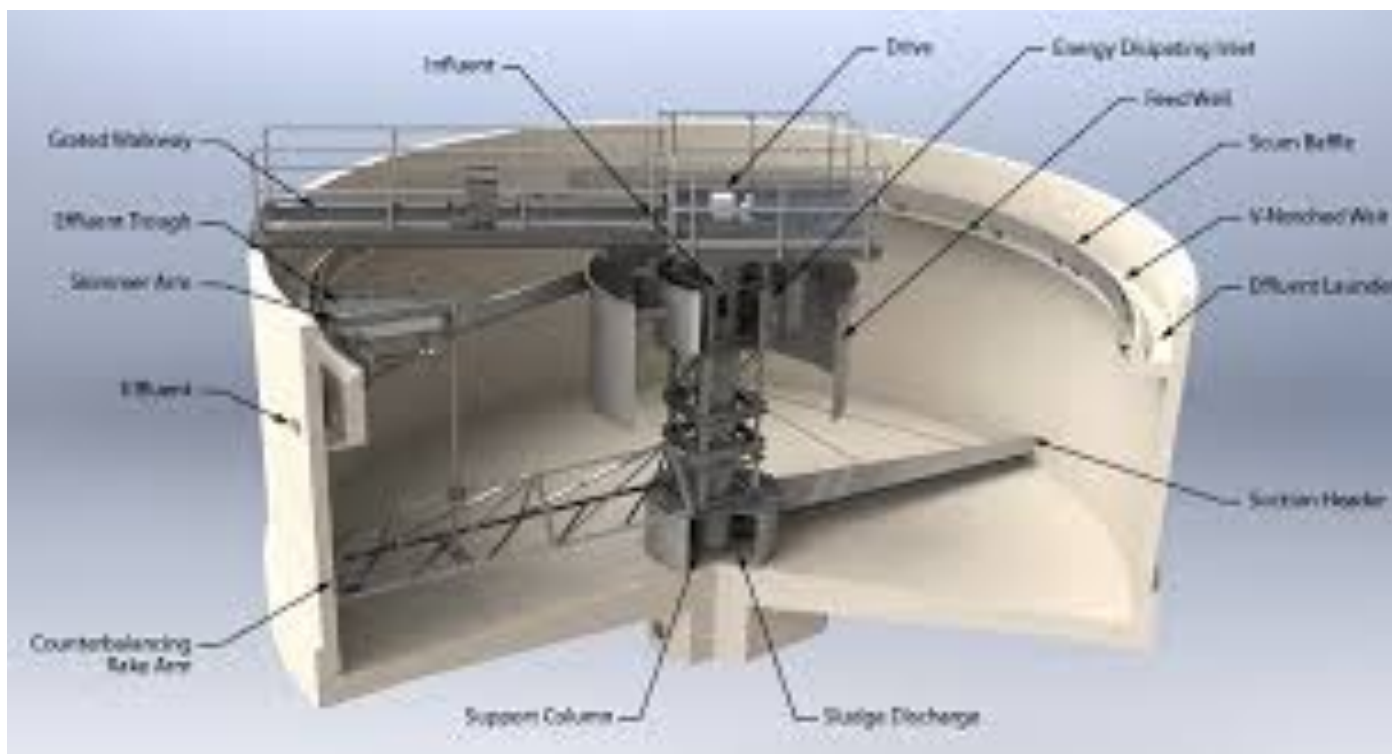


	2020	2021	2022	2023	2024	Total
Project Amount	\$15,000	\$0	\$0	\$0	\$0	\$15,000

Project Title	Project Number	Department	Project Cost	Priority
Clarifier Launder Cover	Equipment	Public Works	\$133,800	III

Project Description: The Town currently spend 200-man hours on algae removal. These covers will reduce the safety risk involved in the clarifier cleaning. The WWTP Masterplan will inform the final decision as to whether to move forward with this project.

- **Estimated Total Project Cost:** \$133,800
- **Estimated Completion Date:** 2021



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$33,450	\$33,450	\$33,450	\$33,450	\$133,800

Project Title	Project Number	Department	Project Cost	Priority
Backup Generator Lift Station	Equipment	Collection	\$135,000	I

Project Description: The Emergency Generator at View Pointe was purchased in 1991.

- **Estimated Total Project Cost:** \$135,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$135,000	\$0	\$0	\$0	\$0	\$135,000

Project Title	Project Number	Department	Project Cost	Priority
Skid Steer Aeration	Equipment	Water Reclamation	\$24,000	II

Project Description: This is for the replacement of existing equipment for biosolids handling.

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



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$24,000	\$0	\$0	\$0	\$24,000

Project Title	Project Number	Department	Project Cost	Priority
Wastewater & Collection Systems Masterplan	WWF191	Sewer	\$205,000	I

Project Description: This is additional funding needed for the comprehensive study of the wastewater collection system and wastewater treatment facility. This was in the 2019 budget in the amount of \$190,000 for the WWTP only. The additional work in analyzing the collection system will require additional funds. This study will provide systems assessments with a 20-year window for growth.

- **Estimated Total Project Cost:** \$205,000
- **2020 Estimated Expenditures:** \$15,000
- **Estimated Completion Date:** 2020



	Prior Cost	2020	2021	2022	2023	2024	Total
Project Amount	\$180,000	\$15,000	\$0	\$0	\$0	\$0	\$205,000

Project Title	Project Number	Department	Project Cost	Priority
Wastewater Pumps	WWF181	Sewer	\$120,406	I

Project Description: Older pumps require replacement. New pumps would reduce cost by being more energy efficient.

- **Estimated Total Project Cost:** \$120,406
- **2020 Estimated Expenditures:** \$16,674
- **Estimated Completion Date:** Ongoing



	Prior Cost	2020	2021	2022	2023	2024	Total
Project Amount	\$26,412	\$16,674	\$17,675	\$18,735	\$19,859	\$21,051	\$120,406

Project Title	Project Number	Department	Project Cost	Priority
Clarifier Rehabilitation Project	WWF183	Water Reclamation	\$640,000	II

Project Description: This is for complete rehabilitation of the two old clarifiers constructed in 2004. This project was in the 2019 budget in the amount of \$350,000. The Town purchased all metal components to be replaced in the amount of \$47,136.00. Also purchased by the Town was all fiberglass components to be replaced in the amount of \$17,500. Engineering services for this project were \$39,370. This leaves \$245,944 for actual construction. The two bids we received for this project were considerably higher than this amount, therefore additional funding is programed to complete this project in 2020.

- **Estimated Total Project Cost:** \$640,000
- **Estimated Completion Date:** 2020



	Prior Cost	2020	2021	2022	2023	2024	Total
Project Amount	\$350,000	\$290,000	\$0	\$0	\$0	\$0	\$640,000

Project Title	Project Number	Department	Project Cost	Priority
Driveway Paving	WWF185	Sewer	\$204,249	III

Project Description: The access road to the plant site is currently surfaced in gravel; and is approximately 2250' in length. The proposed project includes drainage improvements and asphalt paving to ensure adequate year-long access for operators and heavy truck traffic for deliveries and hauling.

- **Estimated Total Project Cost:** \$204,249
- **Estimated Completion Date:** 2020



	Prior Cost	2020	2021	2022	2023	2024	Total
Project Amount	\$69,249	\$135,000	\$0	\$0	\$0	\$0	\$204,249

Project Title	Project Number	Department	Project Cost	Priority
WWTP Expansion Design and Construction	WWF221, WWF241	Public Works	\$22,000,000	II

Project Description: The WW treatment plant is nearing its design capacity. The WW masterplan project will outline specific improvements to accommodate future growth while meeting State discharge permit requirements. The project cost shown is a conceptual estimate and will be fine-tuned in the future time.

- **Estimated Total Project Cost:** \$22,000,000
- **Estimated Completion Date:** 2024



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$0	\$2,000,000	\$0	\$20,000,000	\$22,000,000

Project Title	Project Number	Department	Project Cost	Priority
WWTP Shed at Effluent Outfall	WWF201	Public Works	\$8,000	II

Project Description: The effluent Parshall Flume and Flow Meter is located outdoors, in an underground vault at the south east portion of the treatment facility. Pursuant to the Discharge Permit issued by the State operations staff must enter this vault monthly to perform Flow Meter verification. In the cold weather months this area can become icy and create a slipping and falling hazard. This shed will protect this area from the elements.

- **Estimated Total Project Cost:** \$8,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$8,000	\$0	\$0	\$0	\$0	\$8,000

Project Title	Project Number	Department	Project Cost	Priority
Lift Station – Safety Upgrade	WWF212	Public Works	\$30,000	I

Project Description: Safety operational improvements for the WW lift station. The existing lift station has many safety and reliability issues which require improvement to ensure a safe working environment for Town employees.

- **Estimated Total Project Cost:** \$30,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$30,000	\$0	\$0	\$0	\$0	\$30,000

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

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. These clarifiers were constructed in 2016 and are out-of-warranty.

- **Estimated Total Project Cost:** \$110,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$110,000	\$0	\$0	\$0	\$0	\$110,000

Project Title	Project Number	Department	Project Cost	Priority
Clarifier Repairs (Tobrow)	WWF205	Sewer	\$36,000	I

Project Description: When servicing clarifiers numbers 3 & 4 in 2019, it was observed that the Towbro arms (Return Sludge Mechanisms) were severely corroded. These need to be replaced to avoid a potential system failure.

- **Estimated Total Project Cost:** \$36,000
- **2020 Estimated Expenditures:** \$36,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$36,000	\$0	\$0	\$0	\$0	\$36,000

Project Title	Project Number	Department	Project Cost	Priority
Sewer Line Rehabilitation/Replacement	WWF188	Sewer	\$874,923	III

Project Description: Older parts of the wastewater collection system are in need of replacement and/or rehabilitation. This funding is in anticipation of the results of the WW Master Plan and will be fine-tuned in the future.

- **Estimated Total Project Cost:** \$874,923
- **2020 Estimated Expenditures:** \$0
- **Estimated Completion Date:** Ongoing



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$200,000	\$212,000	\$224,720	\$238,203	\$874,923

Project Title	Project Number	Department	Project Cost	Priority
Collection System Manhole Rehabilitation Program	WWF204	Sewer	\$450,967	I

Project Description: The sewer collection system is subject to wear and deterioration that should be addressed on an on-going basis, particularly in older areas of town. The proposed funding 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:** \$450,967
- **2020 Estimated Expenditures:** \$80,000
- **Estimated Completion Date:** 2024



	2020	2021	2022	2023	2024	Total
Project Amount	\$80,000	\$84,800	\$89,888	\$95,281	\$100,998	\$450,967

Project Title	Project Number	Department	Project Cost	Priority
Old Town Street Repair	SDF181	Storm Drainage Fund	\$231,855	II

Project Description: Due to age of the existing infrastructure within the town, a strategic multi-year repair plan was previously developed to rehabilitate selected streets, curb/gutter and sidewalk. This project represents the 4nd year of a 6-year program for streets within the Old Town area.

- **Estimated Total Project Cost:** \$231,855
- **2020 Estimated Expenditures:** \$56,180
- **Estimated Completion Date:** 2020
- **Estimated Increase to Operating Expenditures:** \$0

Before



After



	Prior Cost	2020	2021	2022	2023	2024	Total
Project Amount	\$53,000	\$56,180	\$59,551	\$63,124	\$0	\$0	\$231,855

Project Title	Project Number	Department	Project Cost	Priority
Storm Drain and Pan Replacements	SDF182	Public Works	\$122,742	II

Project Description: Due to the age of the existing infrastructure within the Town, a strategic replacement plan is needed to ensure that adequate storm conveyances are maintained or replaced. 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:** \$112,742
- **2020 Estimated Expenditures:** \$20,000
- **Estimated Completion Date:** Ongoing



	2020	2021	2022	2023	2024	Total
Project Amount	\$20,000	\$21,200	\$22,472	\$23,820	\$25,250	\$112,742

Project Title	Project Number	Department	Project Cost	Priority
Bragg Lane Storm Drain	SDF211	Public Works	\$60,000	II

Project Description: Storm line extension. This project includes the extension of an existing storm pipe to eliminate on-going erosion issues.

- **Estimated 5 Year Total Project Cost:** \$60,000
- **2020 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2021

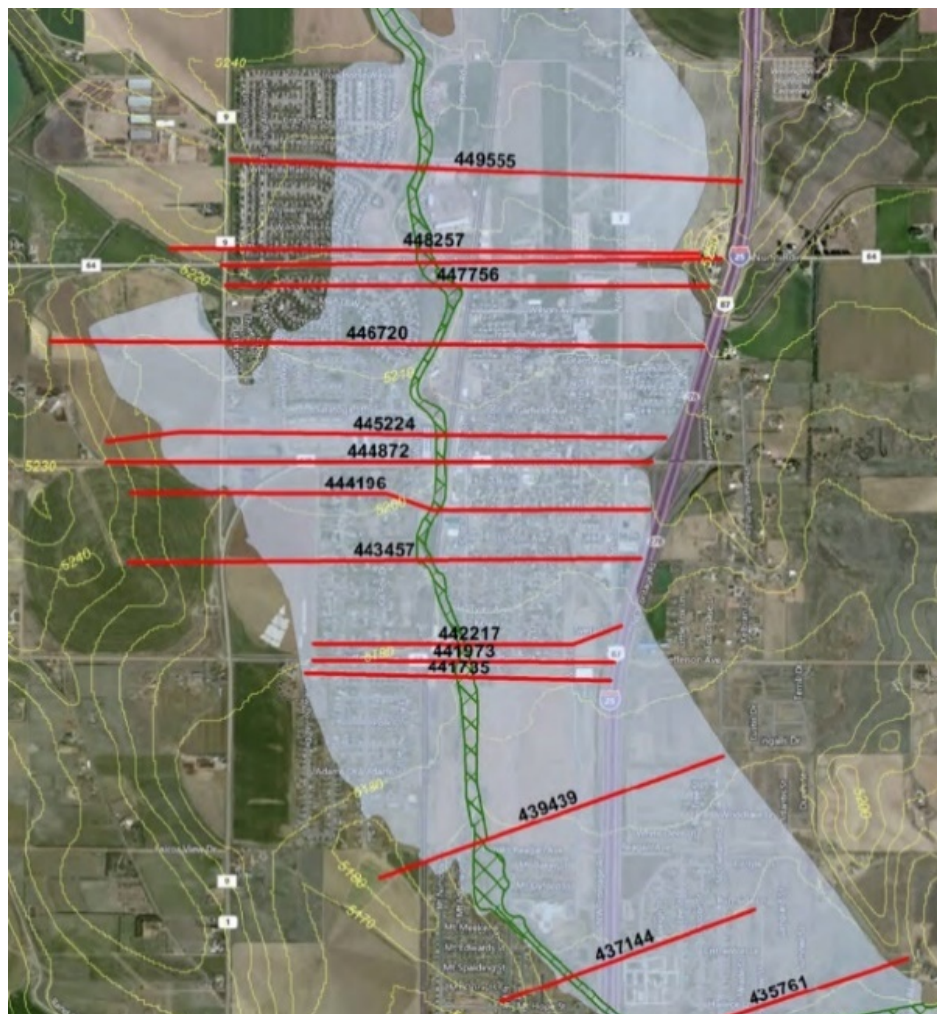


	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$60,000	\$0	\$0	\$0	\$60,000

Project Title	Project Fund	Department	Project Cost	Priority
B-Dams Phase 1 engineering/Improvement	SDF201, SDF221	Public Works	\$2,000,000	TBD

Project Description: The existing B-Dams located upstream of Wellington have been reclassified by the State as “High Hazard”. As a result, the dams must either be improved to safely pass the Probable Maximum Flood (PMF) or removed. Removing the dams could result in a substantial portion of Wellington being placed into the 100-year flood zone. This project includes additional analysis of the B-Dams to more accurately understand flood risk to the various jurisdictions affected, such as Larimer County, Fort Collins, Timnath, Windsor, Greeley and North Poudre Irrigation Company.

- **Estimated Total Project Cost:** \$2,000,000
- **Estimated Completion Date:** 2022



	2020	2021	2022	2023	2024	Total
Project Amount	\$50,000	\$0	\$1,500,000	\$0	\$0	\$2,000,000

Project Title	Project Number	Department	Project Funds	Priority
John Deere Gator	Equipment	Recreation	\$16,5000	III

Project Description: With increased Rec programming and staffing needs for program field prep an additional machine to replace the older model will be needed.

- **Estimated Equipment Cost:** \$16,500
- **2020 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2024



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$0	\$0	\$0	\$16,500	\$16,500

Project Title	Project Number	Department	Project Cost	Priority
Parks Masterplan Update	PF201	Parks	\$40,000	II-III

Project Description: This project includes an update to the existing Parks Masterplan.

- **Estimated Total Project Cost:** \$40,000
- **Estimated Completion Date:** 2020

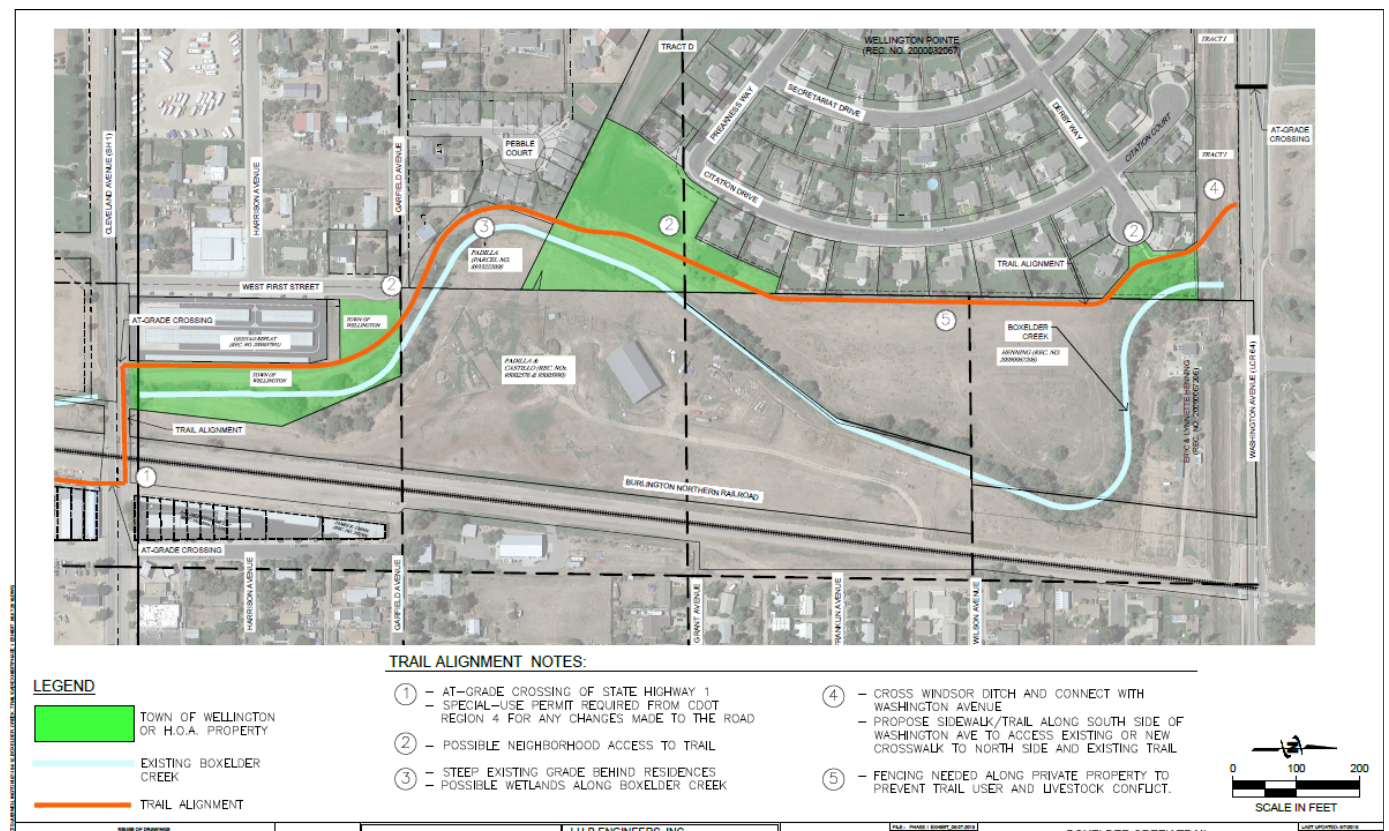


	2020	2021	2022	2023	2024	Total
Project Amount	\$40,000	\$0	\$0	\$0	\$0	\$40,000

Project Title	Project Number	Department	Project Cost	Priority
Boxelder Trail Phase 1 - Easement Acquisition	PF181	Parks	\$100,000	II

Project Description: Purchase of easement needed to construction of phase 1 of the Box Elder Trail project, which connects Cleveland Avenue to Washington Avenue.

- **Estimated Total Project Cost:** \$100,000
- **Estimated Completion Date:** 2020

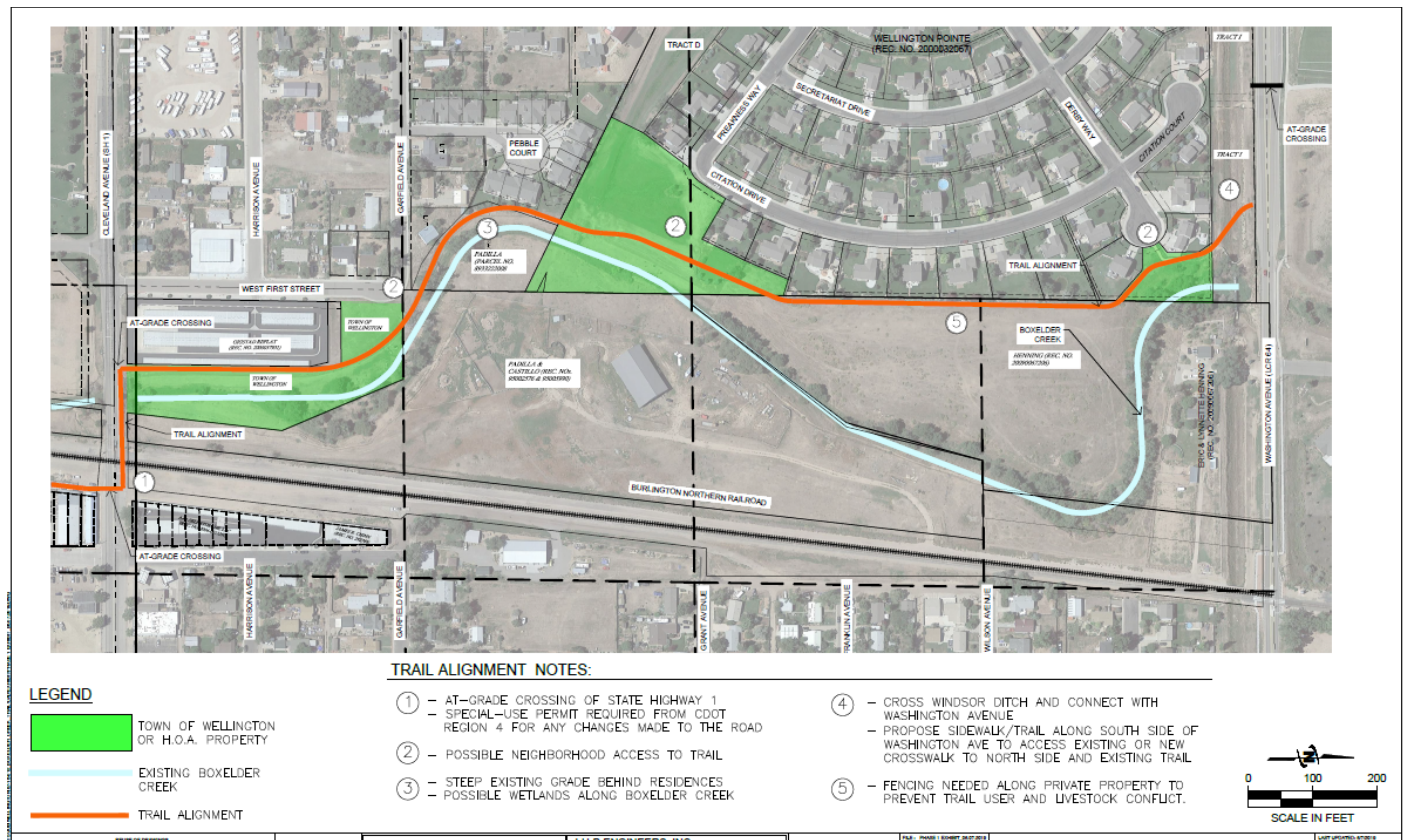


	Prior Cost	2020	2021	2022	2023	2024	Total
Project Amount	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$100,00

Project Title	Project Number	Department	Project Cost	Priority
Boxelder Trail Phase 1 – Construction	PF182	Parks	\$894,951	II

Project Description: Construction of phase 1 of the Box Elder Trail project, which connects Cleveland Avenue to Washington Avenue.

- **Estimated Total Project Cost:** \$894,951
- **Estimated Completion Date:** 2020

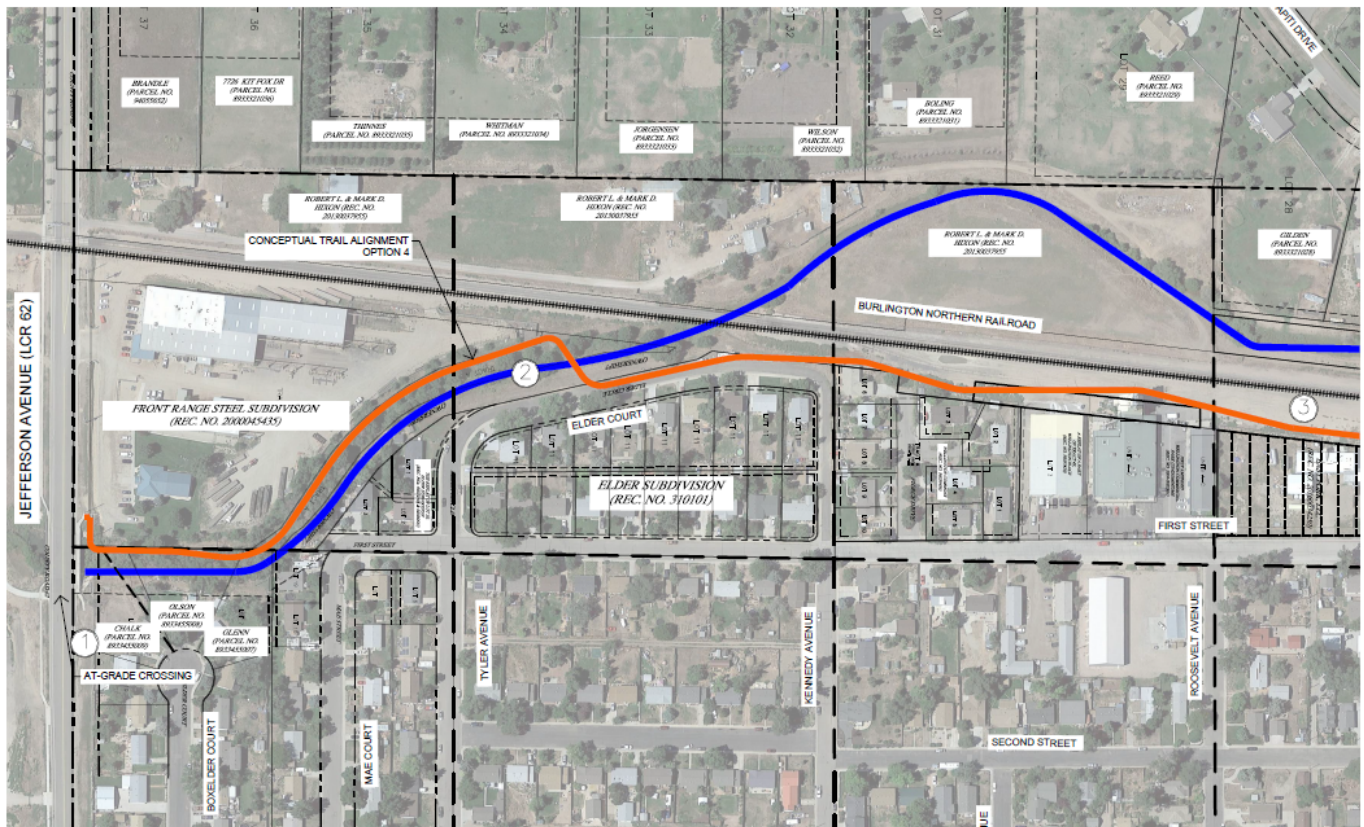


	2019 Budget	2020	2021	2022	2023	2024	Total
Project Amount	854,951	\$40,000	\$0	\$0	\$0	\$0	\$894,951

Project Title	Project Number	Department	Project Cost	Priority
Boxelder Trail Phase 2 - Construction	PF202	Parks	\$1,010,000	II

Project Description: This project is the second phase of the long-planned Trail. Phase 2 is the southern portion of the trail connecting Jefferson to Cleveland. Pending selection of a final alignment, it is expected that design can begin in 2021 and that easement acquisition may also commence.

- **Estimated Total Project Cost:** \$1,010,000
- **Estimated Completion Date:** 2021



LEGEND

	TOWN OF WELLINGTON OR H.O.A. PROPERTY	——	ALIGNMENT — OPTION 4
——	EXISTING BOXELDER CREEK		

	Environmental	Hydraulics	Property	Cost
Alignment	Impacts			
1	HIGH	HIGH	MED	HIGH
1A	HIGH	HIGH	MED	HIGH
1B	MED	MED	HIGH	MED
2	LOW	LOW	MED	LOW
3	LOW	LOW	HIGH	LOW
4	MED	MED	MED	MED

	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$1,010,000	\$0	\$0	\$0	\$1,010,000

Project Title	Project Number	Department	Project Cost	Priority
Pedestrian Access over Windsor Ditch	PF203	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:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$80,000	\$0	\$0	\$0	\$0	\$80,000

Project Title	Project Number	Department	Project Cost	Priority
Dugout Covers	PF192	Recreation	\$96,312	I

Project Description: Dugout covers to be installed at both Library Park and the Wellington Community Park ballfields. Dugout covers will help with providing protection and shade for participants.

- **Estimated Total Project Cost:** \$96,312
- **Estimated Completion Date:** 2020



	2019 Budget	2020	2021	2022	2023	2024	Total
Project Amount	\$56,312	\$40,000	\$0	\$0	\$0	\$0	\$96,312

Project Title	Project Number	Department	Project Cost	Priority
Equipment Shed at Wellington Community Park	PF204	Recreation	\$14,000	I

Project Description: Due to consistent park drainage filling the shed a new structure with concrete pad is needed with mitigated drainage to prevent equipment damage and mildew/mold growth.

- **Estimated Total Project Cost:** \$14,000
- **Estimated Completion Date:** 2020



Photo: Standing water in the equipment shed

	2020	2021	2022	2023	2024	Total
Project Amount	\$14,000	\$0	\$0	\$0	\$0	\$14,000

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

Project Description: The outer canopy net at the batting cages needs to be replaced due to wear and tear and continual patching. The current net has never been replaced.

- **Estimated Total Project Cost:** \$20,000
- **2020 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2021



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$20,000	\$0	\$0	\$0	\$20,000

Project Title	Project Number	Department	Project Cost	Priority
Pitching Machines at Batting Cages	PF212	Recreation	\$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
- **2020 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2021



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$19,000	\$0	\$0	\$0	\$19,000

Project Title	Project Number	Department	Project Cost	Priority
Shade Structures at WCP Ballfields	PF221	Parks & Recreation	\$64,000	III

Project Description: Based on community feedback, install four shade structures and the concrete pads around the Wellington Community Park ballfields.

- **Estimated Total Project Cost:** \$64,000
- **2020 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2022

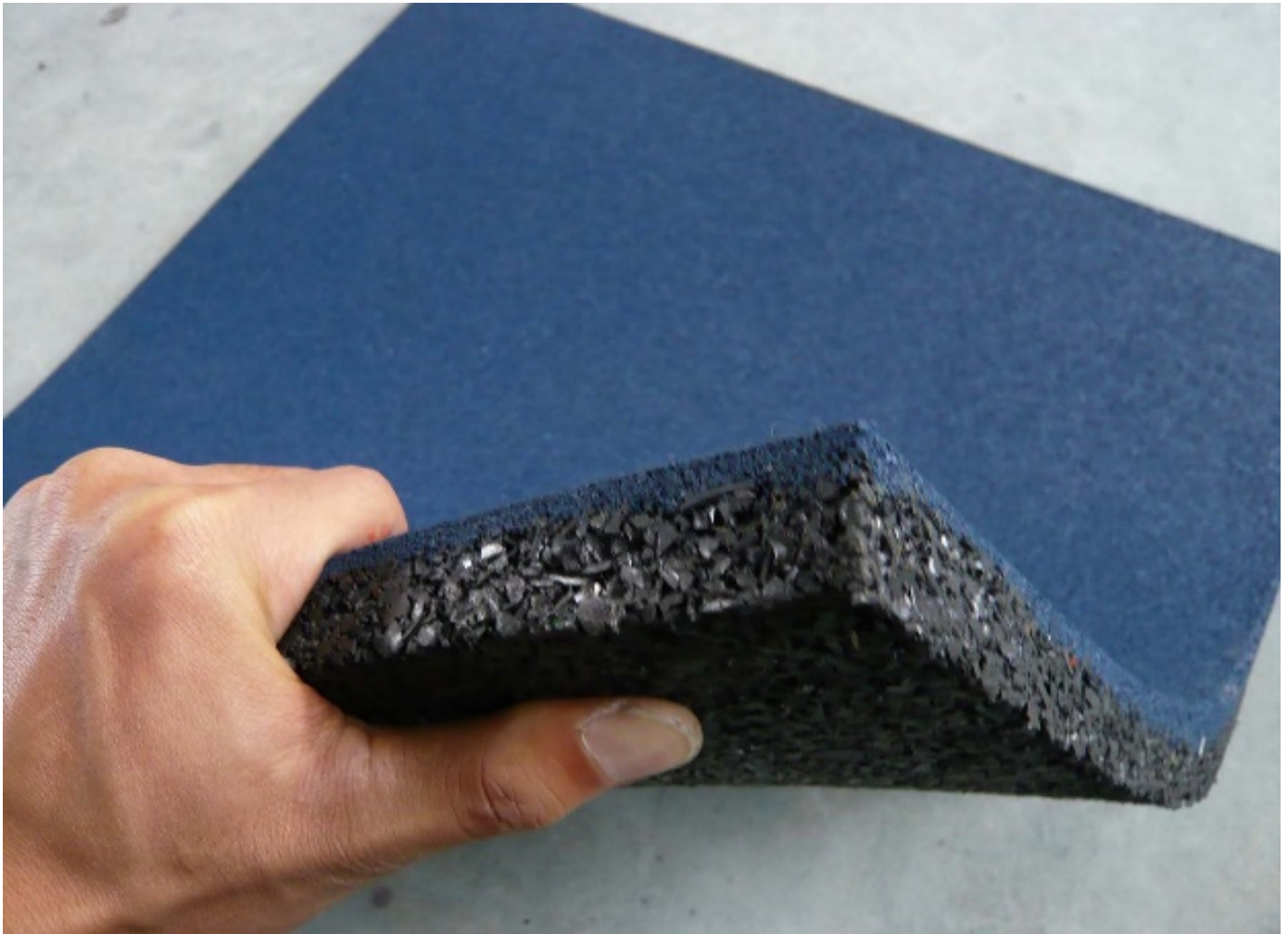


	2020	2021	2022	2023	2024	Total
ProjecAmount	\$0	\$0	\$64,000	\$0	\$0	\$64,000

Project Title	Project Number	Department	Project Cost	Priority
Winnick Park Playground Re- Surfacing	PF195	Recreation	\$67,000	III

Project Description: Install poured-in-place surfacing as part of the Parks Advisory Board's desire to re-surface all Town parks for the safety of playground users.

- **Estimated Total Project Cost:** \$67,000
- **2020 Estimated Expenditures:** \$0
- **Estimated Completion Date:** 2021



	2020	2021	2022	2023	2024	Total
Project Amount	\$0	\$67,000	\$0	\$0	\$0	\$67,000

Project Title	Project Number	Department	Project Cost	Priority
NPIC Lateral Improvements at BNSF Crossing	PF205	Recreation	\$34,000	II

Project Description: This project includes rehabilitation of the existing ditch lateral crossing of the railway.

- **Estimated Total Project Cost:** \$34,000
- **Estimated Completion Date:** 2020



	2020	2021	2022	2023	2024	Total
Project Amount	\$34,000	\$0	\$0	\$0	\$0	\$34,000



Board of Trustees Meeting

Date: December 10, 2019
Submitted By: Pete Brandjord, Finance Director, Tyler Sexton, Assistant Finance Director
Subject: Ordinance 17 - 2019 Adopting budget for Town of Wellington 2020
Item Number: 2019-382

EXECUTIVE SUMMARY

Ordinance 17 - 2019 Adopting budget for Town of Wellington 2020

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Approve

ATTACHMENTS

1. Ordinance 17-2019 Adopting Budget

ORDINANCE – 2019

AN ORDINANCE ADOPTING THE BUDGET FOR THE TOWN OF WELLINGTON, COLORADO FOR THE CALENDAR YEAR BEGINNING THE 1ST DAY OF JANUARY, 2020, AND ENDING THE LAST DAY OF DECEMBER, 2020, ESTIMATING THE AMOUNT OF MONEY NECESSARY TO BE RAISED BY TAX LEVY BASED ON THE SAID BUDGET SO ADOPTED; ESTIMATING THE AMOUNT OF MONEY TO BE DERIVED FROM OTHER REVENUE SOURCES; SETTING FORTH ESTIMATED EXPENDITURES FOR EACH, AND DECLARING AN EMERGENCY.

WHEREAS, the Town Administrator has been designated to prepare the annual budget for Wellington, Colorado, for the calendar year beginning January 1, 2020, and ending December 31, 2020, and has prepared the said budget and has submitted it to the Board of Trustees; and

WHEREAS, the Board of Trustees has considered all relevant factors concerning the budget and made all adjustments to the budget deemed appropriate and proper; and

WHEREAS, the Board of Trustees is required by state law to adopt an annual budget prior to December 15, 2019,

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

SECTION 1. That the estimated revenue and funds available for the various funds of the Town of Wellington:

General Fund	\$12,914,509
Street Fund	4,163,620
Conservation Trust Fund	549,876
Water Fund	25,325,020
Sewer Fund	11,702,390
Storm Drainage Fund	1,735,282
Park Fund	3,994,848
Library Trust Fund	476,504
Capital Projects Fund	<u>23,041,813</u>
TOTAL	\$ 83,903,862

SECTION 2. That the estimated expenditures for each fund of the Town of Wellington are as follows:

General Fund	\$7,613,604
Street Fund	1,908,969
Water Fund	23,281,731
Sewer Fund	3,240,766
Storm Drainage Fund	745,906
Parks Fund	1,951,301
Capital Projects Fund	<u>23,050,813</u>
TOTAL	\$61,793,090

SECTION 3. That the budget for the Town of Wellington, Colorado for the calendar year beginning January 1, 2020 and ending December 31, 2020, as heretofore submitted to

the Board of Trustees by the Town Administrator, and as changed and amended by the Board of Trustees be, and the same hereby is adopted and approved as the budget for the Town of Wellington for the said fiscal year.

SECTION 4. That the budget herein approved and adopted shall be signed by the Mayor and the Town Clerk and made a part of the public records of the Town of Wellington.

SECTION 5. In the opinion of the Board of Trustees of the Town of Wellington, Larimer County, Colorado, this ordinance is necessary for the immediate protection and preservation of the public health, safety, convenience, and general welfare, and is enacted for that purpose and shall be in full force and effect after passage.

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON AND ORDERED PUBLISHED THIS 10TH DAY OF DECEMBER, 2019, AND ORDERED TO BECOME EFFECTIVE IMMEDIATELY UPON ADOPTION.

PUBLISHED IN FULL IN THE "Fort Collins Coloradoan" ON THE _____ DAY OF December, 2019.

Troy Hamman, Mayor

ATTEST:

Edward Cannon, Town Administrator/Town Clerk



Board of Trustees Meeting

Date: December 10, 2019
Submitted By: Pete Brandjord, Finance Director, Tyler Sexton, Assistant Finance Director
Subject: Ordinance 18 - 2019 Ordinance levying general property taxes
Item Number: 2019-382

EXECUTIVE SUMMARY

Ordinance 18 - 2019 Ordinance levying general property taxes

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Approve

ATTACHMENTS

1. Ordinance 18 - 2019 Ordinance levying general property taxes

ORDINANCE XX - 2019

AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE TAXABLE YEAR 2019 TO DEFRAY COSTS OF GOVERNMENT FOR THE TOWN OF WELLINGTON, COLORADO, FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2020, AND ENDING DECEMBER 31, 2020, AND DECLARING AN EMERGENCY.

WHEREAS, the Board of Trustees of the Town of Wellington has adopted the annual budget for the calendar year beginning January 1, 2020, and ending December 31, 2020, in accordance with the Local Government Budget Law, on December 10th, 2019; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from the property tax is **\$1,432,171**; and

WHEREAS, the amount of money necessary to balance the budget for bonds and interest from the property tax is **\$85,593**; and

WHEREAS, the 2019 valuation for assessment for the Town of Wellington as certified by Larimer County Assessor is **\$115,135,503**; and

WHEREAS, the Board of Trustees is required by C.R.S. 39-5-128, to certify the mill levy to the Larimer County Board of County Commissioners not later than December 15, 2019.

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

SECTION 1. That for the purpose of meeting all general operating expenses of Wellington, Colorado, during the calendar year beginning January 1, 2020 and ending December 31, 2020, there is hereby levied a tax of **12.439** mills upon each dollar of the total assessed valuation of all taxable property within the Town of Wellington for the year 2019.

SECTION 2. That for the purposes of meeting all bonds and interest expenses of Wellington, Colorado, during the calendar year beginning January 1, 2020 and ending December 31, 2020, there is hereby levied a tax of **0.743** mills upon each dollar of the total assessed valuation of all taxable property within the Town of Wellington for the year 2019.

SECTION 3. That the Town Clerk is hereby authorized and directed to immediately certify to the County Commissioners of Larimer County, Colorado, the total tax levy for the Town of Wellington, Colorado, as is herein set forth.

SECTION 4. In the opinion of the Board of Trustees of the Town of Wellington, Larimer County, Colorado, this Ordinance is necessary for the immediate protection and preservation of the public health, safety, convenience, and general welfare and it is enacted for that purpose and shall be in full force and effect after passage and publication.

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON AND ORDERED PUBLISHED THIS 10th DAY OF DECEMBER, 2019, AND ORDERED TO BECOME EFFECTIVE IMMEDIATELY UPON ADOPTION.

PUBLISHED IN FULL IN THE "Fort Collins Coloradoan" ON THE _____ DAY OF
December, 2019.

Troy Hamman, Mayor

ATTEST:

Edward Cannon, Town Administrator/Town Clerk

CERTIFICATION OF TAX LEVIES

December 11, 2019

Larimer County Board of Commissioners
PO Box 1190
Fort Collins, CO 80522

Dear Commissioners:

For the year 2020 Budget:

The Board of Trustees of the Town of Wellington hereby certifies a total levy of:

13.182

To be extended by you upon the total 2019 assessed valuation of :

\$115,135,503.00

To Produce Revenue of:

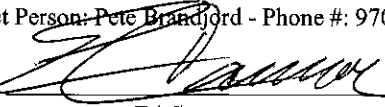
\$1,517,764.00

It is requested that these levies be separately identified in all tax statements.

The levies and revenue are for the following purposes:

CATEGORY	LEVY (Mills)	REVENUE
1. General Operating Expenditures	12.439	\$1,432,171.00
2. Tax Credits	0.000	\$0.00
3. Refunds/Abatements	0.000	\$0.00
SUBTOTAL	12.439	\$1,432,171.00
4. General Obligation Bonds	0.743	\$85,593.00
5. Contractual Obligations Approved at Election	0.000	\$0.00
6. Capital Expenditures levied pursuant to 29-2-301 (1.2) or 29-1-302(1.5) C.R.S. (Counties and Municipalities Only)	0.000	\$0.00
7. Expenses Incurred in Reappraisal Ordered or Conducted by State Board (County Only)	0.000	\$0.00
8. Payment of Excess State Equalization payments to School Districts (County Only)	0.000	\$0.00
9. Other (specify)	0.000	\$0.00
TOTAL	13.182	\$1,517,764.00

Contact Person: Pete Brandford - Phone #: 970-568-3381

Signed  Title: Town Administrator
Ed Cannon

NOTE: Certification must be to three decimal places only. Send copy to Division of Local Government Affairs
If you are located in more than one county, please list all counties here:



Board of Trustees Meeting

Date: December 10, 2019
Submitted By: Pete Brandjord, Finance Director, Tyler Sexton, Assistant Finance Director
Subject: Ordinance 19 - 2019 Ordinance appropriating sums of to defray expenses and liabilities of the Town of Wellington
Item Number: 2019-382

EXECUTIVE SUMMARY

Ordinance 19 - 2019 Ordinance appropriating sums of to defray expenses and liabilities of the Town of Wellington

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

Approve

ATTACHMENTS

1. Ordinance 19 - 2019 Ordinance appropriating sums of to defray expenses and liabilities of the Town of Wellington

ORDINANCE XX - 2019

**AN ORDINANCE APPROPRIATING SUMS OF MONEY TO DEFRAY
EXPENSES AND LIABILITIES OF THE TOWN OF WELLINGTON, COLORADO
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020 AND ENDING ON
DECEMBER 31, 2020 AND DECLARING AN EMERGENCY.**

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado has by ordinance made the proper tax levy upon each dollar of the total assessed 2019 valuation of all taxable property within the limits of the Town, such levy representing the amount of taxes for the Town's purposes necessary to provide for payments during the 2020 calendar year of all properly authorized demands upon the Treasury; and

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado, is now desirous of making appropriations for ensuing calendar year 2020; and

WHEREAS, the Board of Trustees is required by state law to adopt an annual appropriations ordinance prior to December 15, 2019,

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

SECTION 1. The following appropriations are hereby made for the Town of Wellington, Larimer County, Colorado, for the calendar year beginning January 1, 2020, and ending December 31, 2020:

General Fund	\$7,613,604
Street Fund	1,908,969
Water Fund	23,281,731
Sewer Fund	3,240,766
Storm Drainage Fund	745,906
Park Fund	1,951,301
Capital Projects Fund	<u>23,050,813</u>
TOTAL	\$61,793,090

SECTION 2. In the opinion of the Board of Trustees of the Town of Wellington, Larimer County, Colorado, this Ordinance is necessary for the immediate protection and preservation of the public safety, convenience, and general welfare, and it is enacted for that purpose and shall be in full force and effect after passage.

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON AND ORDERED PUBLISHED THIS 10th DAY OF DECEMBER, 2019, AND ORDERED TO BECOME EFFECTIVE IMMEDIATELY UPON ADOPTION.

PUBLISHED IN FULL IN THE "Fort Collins Coloradoan" ON THE ____ DAY of December, 2019.

ATTEST:

Troy Hamman, Mayor

Edward Cannon, Town Administrator/ Town Clerk

Board of Trustees Meeting

Date: December 10, 2019
Submitted By: Cody Bird, Town Planner
Subject: Resolution 40-2019 Repealing Resolution No. 36-2019 and Finding Substantial Compliance of an Annexation Petition and Establishing a Public Hearing for Poudre School District Annexation
Item Number: 2019-381

EXECUTIVE SUMMARY

Resolution No. 40-2019 – Repealing Resolution No. 36-2019 and Finding Substantial Compliance for Annexation of Poudre School District Property into the Town of Wellington and Establishing a Public Hearing

BACKGROUND / DISCUSSION

Background:

- On October 22, 2019, the Town Board adopted Resolution No. 36-2019 finding substantial compliance for annexation of property to be known as the Poudre School District Annexation.
- Following adoption of the resolution, the public hearing was properly advertised and required notices sent in accordance with state statutes.
- On the date of the advertised public hearing (November 26, 2019), Wellington and Larimer County experienced an extreme snow event, causing the Town to close operations for the day, including cancelling the Board of Trustees meeting.
- Due to the cancellation of the meeting, the public hearing was not held when advertised.
- o The Town and petitioners agree that it is necessary to reset the procedure and establish a new date for the public hearing.
- o Advertisement in the newspaper and all required notices will be provided for the new hearing date.
- A new resolution finding substantial compliance for annexation is proposed and establishes a new date for the required public hearing.
- The new resolution will repeal and replace Resolution 36-2019.

STAFF RECOMMENDATION

Adopt a resolution repealing Resolution 36-2019 and finding substantial compliance of an annexation petition to annex the Poudre School District Annexation into the Town of Wellington and establish the required public hearing date for January 28, 2020.

ATTACHMENTS

None



Board of Trustees Meeting

Date: December 10, 2019
Submitted By: Cody Bird, Town Planner
Subject: Resolution 40-2019
Item Number: 2019-383

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Resolution 40-2019_FindingSubstantialCompliance_PSD

RESOLUTION NO. 40 -2019

A RESOLUTION BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO REPEALING RESOLUTION NO. 36-2019 AND FINDING SUBSTANTIAL COMPLIANCE OF AN ANNEXATION PETITION TO ANNEX PARTS OF SECTIONS 29, 32 AND 33, TOWNSHIP 9 NORTH, RANGE 68 WEST OF THE 6TH PRINCIPAL MERIDIAN, CURRENTLY WITHIN THE UNINCORPORATED PARTS OF LARIMER COUNTY, AND ESTABLISHING THE DATE, TIME AND PLACE FOR PUBLIC HEARING.

WHEREAS, Resolution 36-2019 was adopted by the Board of Trustees on October 22, 2019 finding substantial compliance of an annexation petition and establishing the date for the public hearing to be held on November 26, 2019; and

WHEREAS, notice of the hearing on the annexation petition was properly published at least 30 days prior to the date of the hearing pursuant to C.R.S. 31-12-108(2), and a copy of the published notice, together with a copy of the notice of the hearing was properly sent by registered mail to the clerk of the Board of County Commissioners and to the Larimer County Attorney and to Poudre School District R-1 at least 25 days prior to the hearing, pursuant to C.R.S. 31-12-108(2); and

WHEREAS, on November 26, 2019, the date of the advertised public hearing, Wellington and Larimer County experienced an extreme snow event, causing the Town of Wellington and other municipalities to close operations for the day, including cancelling evening meetings; and

WHEREAS, as a result of the unforeseeable closures and cancellations, the public hearing was not held at the advertised time; and

WHEREAS, the Town of Wellington and petitioners agree that it is in the best interest of the public and the best interest of all parties to re-establish the process of annexation beginning with adoption of a resolution finding substantial compliance and establishing a new date for the public hearing; and

WHEREAS, signatures on the petition are valid pursuant to C.R.S. 31-12-107(1)(e) in that no signature on the petition is dated more than one hundred eighty days prior to the date of filing the petition with the clerk and none of the petitioners have withdrawn their petition for annexation; and

WHEREAS, the petition for annexation of a certain property described as being within Sections 29, 32 and 33, Township 9 North, Range 68 West of the 6th Principle Meridian, and proposed to be known as the Poudre School District Annexation, has been filed with the Town Clerk of the Town of Wellington, Colorado; and

WHEREAS, the Clerk has referred this petition to the Wellington Board of Trustees on this date as a communication; and

WHEREAS, the Board of Trustees has reviewed the petition and desires to adopt by resolution its findings in regard to the petition and other annexation requirements.

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

Section 1. Resolution 36-2019 passed and adopted October 22, 2019 is hereby repealed.

Section 2. The Board of Trustees hereby finds that the area proposed for annexation, which is described as a parcel of land located in Sections 29, 32 and 33, Township 9 North, Range 68 West of the 6th Principle Meridian, County of Larimer, State of Colorado, and more particularly described in **Exhibit A**, incorporated herein by reference, is in substantial compliance with eligibility requirements for annexation under Colorado Revised Statutes ("C.R.S.") §§31-12-104 and 31-12-105, as evidenced by the following allegations:

- a) Not less than one-sixth of the perimeter of the area proposed to be annexed is contiguous with the annexing municipality;
- b) A community of interest exists between the area to be annexed and the annexing municipality, as evidenced by its contiguity and its existence within the Wellington Community Growth Management Area, as defined by the Town's Comprehensive Master Plan;
- c) The area proposed to be annexed will be urbanized in the near future;
- d) The area is capable of being integrated with the annexing municipality.

Section 3. The Board of Trustees hereby finds the petition, which is attached hereto as **Exhibit B** and incorporated herein by reference, is in substantial compliance with C.R.S. §31-12-107(1), specifically:

- a) The petitioners allege that it is desirable and necessary that such area be annexed to the municipality;
- b) The petitioners allege that the area does not violate the limitations set forth in C.R.S. §§31-12-104 and 31-12-105 and the petition meets the requirements therein;
- c) The petitioners allege that the signatures on the petition are of persons comprising more than 50 percent (50%) of the landowners and owning more than 50 percent (50%) of the area proposed to be annexed, exclusive of streets and alleys;
- d) The petitioners request that the annexing municipality (the Town of Wellington) approve the annexation of the area proposed to be annexed.

Section 4. No election is required under C.R.S. §31-12-107(2).

Section 5. The Clerk is directed to immediately refer this petition to the Town Planning Commission.

Section 6. A hearing date for this annexation before the Board of Trustees has been set as follows:

January 28, 2020
6:30 p.m.
Leeper Center
3800 Wilson Avenue, Wellington, CO 80549

**INTRODUCED, PASSED AND ADOPTED ON THE 10TH DAY OF DECEMBER, 2019 BY
THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, LARIMER COUNTY,
COLORADO.**

Troy Hamman, Mayor

ATTEST:

Ed Cannon, Town Administrator/Clerk

APPROVED AS TO FORM

March, Olive, LLC
Town Attorney

By: _____
J. Brad March



Board of Trustees Meeting

Date: December 10, 2019
Submitted By: Tyler Sexton, Assistant Finance Director, Pete Brandjord, Finance Director
Subject: Results of insurance review and responses to requests for proposal (RFP)
Item Number: 2019-385

EXECUTIVE SUMMARY

Results of insurance review and responses to requests for proposal (RFP)

BACKGROUND / DISCUSSION

Background: The insurance package including general liability, workers compensation, public officials' liability, auto, employment practices liability, cyber and umbrella coverage, has been with the same broker, PFS, for many years. An analysis of the coverages and costs was contracted with Applied Risk Solutions, Inc., to determine if the Town is insured properly and at competitive premiums.

Financial/Sustainability Considerations: The 2019 premium with PFS was \$168,723 and is a sizable portion of the operating budget. The renewal premium for 2020 with PFS is \$208,071. Coverage is necessary to protect the Town from large losses.

STAFF RECOMMENDATION

Recommend a Motion to: Accept the recommendation to engage Alliant at a premium of \$175,306.

ATTACHMENTS

1. Timetable
2. Analysis

2020/ 2021 PROPERTY AND LIABILITY INSURANCE PROGRAM

BROKER SELECTION TASK & TIMETABLE

Preparation:

1 ARS Providing Tentative Timetable	6/4/2019
2 Operations and Exposure Review	8/19/2019 to 9/1/2019
3 Coverage Audit for Specification Design and Improvement Opportunities	8/19/2019 to 9/1/2019
4 Finalize Timetable	9/3/2019

Broker Selection and Bidding Process Preparation:

5 Prepare Broker Participation Request Letters	8/19/2019
6 Special Requests for Broker Selection Participation Sending	8/21/2019
7 RFP Release and Broker Response Preparation	8/28/2019
8 Questions from Participants Due	9/6/2019
9 Answers to Questions Due to All Participants	9/10/2019
10 Receive Qualifications Informational Packet, including Services Outline & Market Assignments	9/18/2019
11 Qualifications Review and Market Assignment Reconciliation	9/18/2019 to 9/24/2019
12 Top Participant Interviews	TBD
13 Brokerage Firm(s) Selected and/or Markets Assigned	9/24/2019
15 Underwriting Package Preparation	8/30/2019 to 9/17/2019
16 Client Review of Underwriting Package	9/17/2019 to 9/24/2019

Program Marketing:

17 Release Underwriting Information to Participants	9/24/2019
18 Questions From Participants Due, Including Requests for Pre-Inspection	10/1/2019
19 Answers to Questions Due to All Participants	10/9/2019
20 Underwriting Information Reviewed by Underwriters	45 (+/-) days
21 Carrier Proposals Due To the Agents	11/7/2019
22 Agent Proposals Due to Client	11/14/2019

Report on Results And Negotiations:

23 Broker Proposal Analysis by Consultant	11/14/2019 to 12/2/2019
24 Provide Final Analysis for Client Review	12/2/2019
25 Client's Review of Report and Recommendations	12/2/2019 to 12/10/2019
26 Counsel Presentation	12/10/2019
27 Bind Coverage Via Coverage Agreement Letter	12/16/2019
28 Signed Contract Due From Broker to Town	12/20/2019
29 Implementation of Selected Program	1/1/2020

Policy Compliance Review:

30 Review Insurance Program for Compliance	3/1/2020
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TOWN OF WELLINGTON
ANALYSIS OF PROPOSALS

For
Property and Liability Insurance Program (2020/21)

DRAFT

Prepared:
November 27, 2019

Confidential

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TABLE OF CONTENTS

	<u>Page</u>
EXECUTIVE SUMMARY	1
MARKET RESPONSE	1
COST AND COVERAGE.....	2
RECOMMENDATION.....	3
DISCUSSION	3
SUCCESSFUL OUTCOME	3

EXHIBITS

EXHIBIT I - COST, LIMITS AND DEDUCTIBLE ANALYSIS WORKSHEET	7
EXHIBIT II - COVERAGE FEATURES CHECKLIST	8
EXHIBIT III - WORKERS COMPENSATION COST ANALYSIS WORKSHEET	9
EXHIBIT IV - A.M. BEST RATINGS OF INSURANCE CARRIERS.....	10
EXHIBIT V - MARKET SUMMARY	11
EXHIBIT VI - FLOOD DEDUCTIBLE COMPARISON.....	13
EXHIBIT VII - PFS STATEMENT OF VALUES WITH CODING.....	14
EXHIBIT VIII- POOLING OVERVIEW	15
EXHIBIT IX - BROKER SERVICES	16

EXECUTIVE SUMMARY

Our analysis keys on market response, program cost and coverage and services.

MARKET RESPONSE

Three proposals were received, one each from PFS, CIRSA and Alliant. HUB qualified in Phase 2 and agreed to participate in the bid process but did not provide a proposal. The markets quoting represent the top broker markets from 15 carriers assigned and contacted by the brokers. The CIRSA program, a governmental group self-insurance program, a Pool that includes an additional support network of 13 carriers. See Exhibit V for our Market Summary.

As with any marketing, broker clout and knowledge are tested. Buyers want a broker who knows the viable programs for quotation. Alliant appears to have the greatest success in securing program alternatives for all lines of coverage. PFS appears to value its relationship with Travelers.

COST AND COVERAGE

To assist in our analysis, ARS prepared an underwriting submission that was inclusive of a coverage specifications framework. In addition, a cost worksheet and coverage specification inventory were released. These organizational tools serve as a means to identify key program attributes as to coverage scope. These are intended as foundation and proposers are expected to suggest broadening features as appropriate. The comparison worksheets once submitted allow us to focus on the program with the best cost and coverage features. Alliant's program is the best program received. Policy content as to coverage levels vary significantly between providers but intend as specialty public entity programs intend to provide broad coverage.

Exhibit I provides a summary of the coverages, costs, limits, and deductibles for the three package proposals received along with premiums for the coverage requested.

Our coverage enhancement checklist can be found in Exhibit II. In Exhibit II, the "yes" responses denote the extension is found in the proposer's program. When an unqualified response is "yes," the Town has the opportunity, through a compliance review, to amend language and fully secure the intent of the coverage features requested. Exhibit II-A is an additional checklist for options provided through Alliant. A selection of options generally occurs following selection of the plan for the 2020 renewal.

Exhibit III is a separate cost analysis for the workers' compensation coverage showing the rating information for the expiring coverage, the renewal with Travelers and an option from Alliant through Liberty Mutual. Liberty Mutual is using discretionary credits to offset some of the impact of a 1.35 experience mod increase

Exhibit IV shows the A.M. Best Rating and financial strength of all carriers represented in the proposals. All carriers are rated “A” or better which is within best practices guidelines.

Exhibit V provides a summary of all markets contacted for the bid process with the response from each.

Although coverage differences exist, all programs offer broad coverage. Differences are more highlighted as a result of the details in which the coverage is inventoried. Once pricing and the Town’s position on certain coverage inclusions is better understood, property limits and coverages can be further examined for potential modification and/or clarification with the one program option recommended by us.

SERVICES

Broker services and in the case of the Pool, Pool services, were vetted as to level of intent and appropriateness for the Town. The Town is growing at a rapid rate as are most along the front range. Although the insurance needs are lessened as the Town’s exposures to loss are lessened by the fact that operations are governed and insured elsewhere including a housing authority, police and emergency services, significant assets are at risk and liabilities are present. Broker services for overseeing coverage features, exposure monitoring, market pricing scrutiny etc. is very important. The “traditional” market or what we insurance folks refer to a broker marketplace seems to be the most responsive however, Pools have their unique benefits. Please see our Pooling overview included as Exhibit VIII. Services vetted and promised by all are included in Exhibit IX.

RECOMMENDATION

This analysis represents a quantitative analysis, and with the Town’s assistance, we can move into a more qualitative approach, and better determine what coverages to buy and at what limit level and corresponding cost.

We look forward to reviewing this report with management and helping to achieve and implement a sound program for the Town. Greater details on our analysis can be found in the Discussion Section.

Applied Risk Solutions, Inc.

James M. Graham, CIC
Principal

DISCUSSION

It has been many years since the Town of Wellington (Town) issued a Request for Proposal (RFP) for insurance and the Town saw the 2020 renewal as a good time to market its insurance as “asset levels” continue to increase and there was interest in receiving quotes from CIRSA, a Pool, and from other program alternatives offered involving both broker services and carrier coverage offerings. In doing so, the following goals were established and met:

- Qualify the direction of future renewals with Town’s carrier (Travelers) of the past five years, a period marked with significant loss and either find a better suited program or validate current program competitiveness in light of increasing loss activity.
- Minimize any increases in rate and reduce overall costs, where applicable.
- Achieve additional coverage enhancements where possible, including better adherence to governmental immunity-based claims handling.
- Audit existing coverage, contractual agreement, and exposures to loss for risk management improvement opportunities.

SUCCESSFUL OUTCOME

The Town’s RFP involved two parts. The first was the selection of qualified brokers based on submittal questions and answers followed by market assignment of 15 carriers and issuance of request for proposals and underwriting data to four broker participants:

- PFS Insurance Group
- Alliant Insurance Services
- Colorado Intergovernmental Risk Sharing Agency (CIRSA)
- HUB International Insurance Services Inc.

Three participants responding to Phase II of the Town’s RFP demonstrated strong broker support and commitment to the process. The first three participants provided proposals, whereas HUB did not. We are disappointed with HUB as One Beacon, a carrier specializing in municipalities wasn’t presented, leaving unanswered questions on this program’s viability. Of the three offerings presented, there are significant differences in premium by line of coverage and how coverage is designed especially when it comes to property insurance. The quotes depict the Town’s underwriting desirability and solid ability to secure competitively priced insurance.

Normally, there would be a similar foundation of coverage equivalency to work with that certain strengths and weaknesses in program features and cost could be more easily differentiated. Here we have the following unique features that make for more of a selection process by elimination.

- Travelers is the only carrier to include a \$25,000 wind and hail deductible on some properties and \$50,000 on others in their quote. Please see footnote 5 in Exhibit I for details. Other carriers included this exposure inside the “all other peril” deductible of \$5,000.
- CIRSA has to insure all vehicles for physical damage and this is covered under their property quote where 34 units out of 47 are presently insured – this accounts for a portion of their premium disadvantage.
- CIRSA covers all buildings under Flood coverage regardless of hazard level that have values below \$1,000,000 otherwise, they need to be insured elsewhere for Flood. With Alliant and Travelers certain locations are excluded from Flood.
- Alliant excluded 6 locations for Flood while Travelers excluded 9 and some had a deductible of \$50,000 and others are \$100,000. See Exhibit VI for a deductible comparison on Flood.
- A \$50,000 deductible has historically been carried for Flood coverage for the Town, Travelers on renewal lowered the \$5,000,000 aggregate limit for Flood to \$2,500,000 on numerous properties and raised the deductible to \$100,000. For this limited coverage for Flood approach, including the previously mentioned excluded locations, Travelers requires an additional premium of \$5,200 not included in the Exhibit I cost display.
- CIRSA did not quote workers’ compensation and upon follow-up they did run the numbers and their numbers came in around \$84,000.
- Had HUB provided a Pinnacol quote as a side, a stand-alone Pinnacol quote could have been paired up with CIRSA’s program.
- All programs quoted higher limits for the umbrella that would come over all major liability exposure areas. In view of governmental immunity protection under general liability and auto liability should be set at a minimum of \$1,000,000. Governmental entities carry at least \$2,000,000 for those lines and for Employment Practices Liability being a Federal claims area falling outside of governmental immunity \$5,000,000 occurrence and aggregate is most commonly purchased.
- CIRSA’s Public Officials quote was extraordinarily high and based on its sizeable differential based on the other quotes received, an inquiry was made with CIRSA and a response is expected early next week.
- The exposure for the blanket building and contents value increased 2% from \$25,665,587 to \$26,227,287.

- The vehicle count appears to be fairly stable with approximately 5% increase. The Travelers policy is composite rated, so does not list the vehicles. Current count is 47.
- The comparison of workers' compensation credits applied by Travelers and Liberty Mutual are as follows:
 - Schedule Rating – Travelers applied a debit of 2% while Liberty Mutual applied a credit of 10%.
 - Premium Discount – Travelers applied 4.5% credit while Liberty Mutual applied 7.7%.
- The Cyber coverage through Travelers is a throw in added by endorsement to their package policy which includes unconventional insuring agreements. Therefore the stand alone coverage options with CIRSA through AIG and Alliant through Axis are much broader and difficult to compare to the Travelers insuring agreements.

The Cost, Limits & Deductible Analysis Exhibit, (Exhibit I) following this section shows a comparison of the lowest priced plan with expiring plan premiums.

The best cost program is through Alliant.

Exhibit I shows the costs proposed from all participants. The premium for in essence matching coverage limits and deductibles on a package basis are as follows.

Coverage	Expiring	PFS	CIRSA	Alliant
Property	\$43,293	\$49,397	\$53,437	\$44,588
General Liability	\$34,947	\$34,240	\$24,078	\$32,510
Public Officials	\$4,775	\$4,719	\$57,009	\$3,055
EPLI	\$3,808	\$3,621	Incl in PO	\$4,115
Business Auto	\$22,974	\$24,167	\$12,176	\$15,001
Crime	\$351	\$732	\$325	\$795
Cyber	\$5,428	\$5,625	\$5,208	\$4,100
Work Comp	\$47,684	\$78,408	\$84,000*	\$60,138
Umbrella	\$5,463	\$6,071	NA	\$7,997
Broker fee	NA	NA	NA	\$3,007
TOTAL	\$168,723	\$208,071	\$236,232	\$175,306

*Used estimate of workers comp quote from CIRSA for comparison.

Exhibit II provides an inventory of the coverages that were requested in the bid specifications. Enhanced and best practices coverages were provided by Alliant and CIRSA on the coverage quoted. Although we need to review the coverage in detail with

the Town and answer any questions for further decision-making, CIRSA and Alliant offer the broadest coverage for the premium.

Exhibit III is the cost and rating analysis for the workers' compensation coverage.

EXHIBIT I

COST, LIMITS AND DEDUCTIBLE ANALYSIS WORKSHEET

EXHIBIT I
COST ANALYSIS WORKSHEET

Coverage		I Current Program 1/1/2019 to 1/1/2020	III PFS 1/1/2020 to 1/1/2021	II CIRSA 1/1/2020 to 1/1/2021	III Alliant 1/1/2020 to 1/1/2021
Property - Premium		\$37,698	\$38,762	\$51,656	\$40,409
Master Blanket					See below for Flood & Earthquake
Including EDP, Fine Arts, Inland Marine, Mobile Equipment, Vehicles, and Builders Risk)		\$25,665,587 Blanket Building & Contents See SOV	Proposal unclear on Blanket Protection See SOV	Total Insured Value reported is \$29,030,243. Vehicle values are \$480,590 of that total.	\$22,459,049 for Bldg & Contents Excl 3749 Harrison scheduled at FRC See SOV
Outdoor Improvemets as Scheduled		\$3,503,238			
Loss Limit - \$				\$500,000,000	
Deductible - \$		\$5,000	\$5,000	\$5,000	\$5,000
Wind / Hail Deductible			\$25,000 or \$50,000	\$5,000	\$5,000
Flood			\$5,200	(4)	\$2,454
Limit (Occ/Aggregate) - \$		\$5,000,000	various -see quote	\$10,000,000/ \$50,000,000 All Member Aggregate	\$5,000,000 doesn't cover 6 locations-see proposal
Deductible (Each Occurrence) - \$		\$50,000	\$50,000 or \$100,000 - see quote	\$5,000. Note, for locations in flood zone A, where combined building and contents values, exceed \$1,000,000 a separate deductible will apply.	\$50,000
Earth Movement			Part of property		\$1,725
Limit (Occ/Agg)- \$		\$5,000,000	\$5,000,000	\$10,000,000/ \$50,000,000 All Member Aggregate	\$5,000,000
Deductible - \$		\$50,000	\$50,000	\$5,000	\$50,000
Automatic Coverage			Part of property		
Property Damage and Time Element				incl. in \$500,000,000 limit	
Newly Acquired - Buildings		\$2,000,000	\$2,000,000	\$10,000,000	\$1,000,000
Newly Acquired - Contents		\$1,000,000	\$1,000,000	incl. in \$10,000,000	\$500,000
Miscellaneoud Unsheduled Property Floater				Incl.	Incl.
Property Damage and Extra Expense		NA	NA	incl. in \$500,000,000 limit	\$250,000
Flood		NA	NA	incl. in \$10,000,000	Included
Earth Movement		NA	NA	incl. in \$10,000,000 Earth Movement Limit	Included
Contractors Equipment		\$5,595	\$5,435	Incl	Incl
Property Damage and Extra Expense		\$602,608	\$602,608	incl. in \$500,000,000 limit	\$602,608
Flood		NA	See Quote Option	incl. in \$10,000,000 Flood Limit	?
Earth Movement		NA	See Quote Option	incl. in \$10,000,000 Earth Movement Limit	?
Service Interruption			Part of property		
Property Damage and Time Element		\$100,000	\$100,000	incl. in \$500,000,000	\$50,000 Direct Damage
Transportation					
(A) Per Conveyance		\$100,000	?	incl. in \$500,000,000	\$100,000 personal
(B) Per Catastrophe		\$250,000	?	incl. in \$500,000,000	see above
Accounts Receivable			Part of property		
Limit - \$		\$200,000	\$200,000	Incl. in \$500,000,000	\$500,000
Valuable Papers			Part of property		
Limit - \$		\$200,000	\$200,000	incl. in \$500,000,000	\$250,000
Business Interruption & Extra Expense / Loss of Rents Blanket Limit			Part of property		
Limit - \$		\$1,000,000	\$1,000,000	Incl in \$500,000,000 limit	Not blanket, Business Income \$500,000 / Extra Expense \$1,000,000

EXHIBIT I
COST ANALYSIS WORKSHEET

Coverage		I Current Program 1/1/2019 to 1/1/2020	III PFS 1/1/2020 to 1/1/2021	II CIRSA 1/1/2020 to 1/1/2021	III Alliant 1/1/2020 to 1/1/2021
Environmental Impairment Coverage					\$100,000 BI - Loss of Tax Revenue
	Property Damage	Policy Limit	Policy Limit	Sublimit if \$10,000 each loss and annual aggregate. \$100,000 annual Pool Aggregate. Coverage is for the cost to clean pullutants provided that the discharge results from a covered cause of loss to a covered building.	\$100,000 aggregate for Pollution Clean Up and Removal.
Building Ordinance Coverage					
	Undamaged Portion Limit - \$	incl in Property Limit	incl in Property Limit	incl. in \$500,000,000 limit	included in policy limit
	Demolition - \$	\$1,000,000	\$1,000,000	incl. in \$500,000,000 limit	\$500,000 for Demo and Increased Cost of Construction
	Increased Cost of Construction - \$	\$1,000,000	\$1,000,000	incl. in \$500,000,000 limit	see above
EDP Equipment & Media			Part of property		
	Limit - \$	Included in BPP	Included in BPP	incl. in \$500,000,000 limit	\$250,000 per occurrence/ \$10,000 away from premises
Underground Tanks					
	Limit - \$	\$1,000,000	?	incl. in \$500,000,000	Not Covered
Outdoor Property			Part of property		
	Street Lights Limit - \$	\$50,000	\$100k	incl. in \$500,000,000 limit	\$25,000 included in Outdoor Property
	Traffic Signs / Lights	\$100,000	\$100k	incl. in \$500,000,000	\$25,000
	Stadium Lights Limit - \$	\$50,000	\$100k	incl. in \$500,000,000 limit	\$25,000 included in Outdoor Property
Trees, Shrubs and Plants			Part of property		
	Per Item / Occ	\$5,000 / \$100,000	\$2,500/\$50,000	\$50,000 each loss and annual aggregate per member, if within 50 feet of a covered building	\$1,000 any one item/\$25,000 per occurrence included in Outdoor Property
Backup of Sewer and Drains			Part of property		
	Limit - \$	\$100,000	\$100,000	incl. in \$500,000,000 limit	Covered on Flood endorsement only \$5,000,000
Debris Removal			Part of property		
	Limit - \$	\$250,000	\$250,000	\$50,000 each loss and annual a aggregate for each member	25% of amount for direct physical loss or damage subject to \$250,000 maximum
Fine Arts			Part of property		
	Limit - \$	\$50,000	\$50,000	incl. in \$500,000,000 limit	\$5,000 per item/\$100,000 per
Equipment Breakdown - Premium		Included	Part of property	\$1,780.94	Included in Property premium
	Property Damage and Business Income and Extra Expense	Included	Included	See optional coverage document	Included
	Property Subtotal	\$43,293	\$49,397	\$51,656	\$44,588
General Liability - Premium		\$34,755	\$34,048	\$24,077.71	\$32,510
	Claims-Made/Occurrence	Occurrence	Occurrence	Claims-made	Yes
	Estimated Audit Premium	Non-Auditale		Not-Auditale	Yes
	Each Occurrence Limit - \$	\$1,000,000	\$1,000,000	\$10,000,000	\$1,000,000
	Annual Aggragate Limit - \$	\$3,000,000	\$3,000,000	None	\$3,000,000
	Products & Completed Operations Aggregate	\$3,000,000	\$3,000,000	\$10,000,000	\$3,000,000
	Personal & Advertising Injury	\$1,000,000	\$1,000,000	\$10,000,000	\$1,000,000
	Fire Damage - \$	\$100,000	\$100,000	\$10,000,000	\$1,000,000
	Medical Expense - Any One Person	Excluded	Excluded	Excluded	\$5,000

EXHIBIT I
COST ANALYSIS WORKSHEET

Coverage	I Current Program 1/1/2019 to 1/1/2020	III PFS 1/1/2020 to 1/1/2021	II CIRSA 1/1/2020 to 1/1/2021	III Alliant 1/1/2020 to 1/1/2021
Deductible	\$0	\$0	\$500 GL/\$1,000 Professional & E&O	\$0
Employee Benefits Liability	\$192	\$192	Incl in Public Officials	included in GL
Claims-Made/Occurrence	Claims-made	Claims-made	Claims-made	Yes
Each Employee Limit Limit - \$	\$1,000,000	\$1,000,000	\$10,000,000	\$1,000,000
Annual Aggregate Limit - \$	\$3,000,000	\$3,000,000	\$10,000,000	\$3,000,000
Occurrence Retention - \$	\$1,000	\$1,000	\$1,000	\$0
Retroactive Date	None	None	3/1/1995	None
Public Officials E&O - Premium	\$4,775	\$5,810	(7)	\$3,055
Claims-Made/Occurrence	Claims Made	Claims-made	Claims-made	Claims Made
Each Wrongful Act Limit - \$	\$1,000,000	\$1,000,000	\$10,000,000	\$1,000,000
Annual Aggregate Limit - \$	\$1,000,000	\$1,000,000	\$10,000,000	\$1,000,000
Deductible- \$	\$10,000	\$10,000	\$1,000	\$10,000
Retro Date	3/1/95	3/1/95	3/1/95	Full Prior Acts
Employment Practices Liability - Premium	\$3,808	\$3,621	Included in Public Officials	\$4,115
Claims-Made/Occurrence	Claims Made	Claims Made	Claims-made	Yes
Each Wrongful Act Limit - \$	\$1,000,000	\$1,000,000	\$10,000,000	\$1,000,000
Annual Aggregate Limit - \$	\$1,000,000	\$1,000,000	\$10,000,000	\$3,000,000
Deductible- \$	\$15,000	\$15,000	\$1,000	\$15,000
Retro Date	3/1/95	3/1/95	3/1/95	Full Prior Acts
Business Automobile Liability - Premium	\$22,974	\$24,167	\$12,175.91	\$15,001
			included in \$500,000,000 property limit. \$500 deductible auto liability; \$1,000 deductible auto physical damage	
Comprehensive/Collision	See Schedule	See Schedule		Per Schedule
Limit - Any One Accident	\$1,000,000	\$1,000,000	\$5,000,000	\$1,000,000
Uninsured / Underinsured Motorist	\$1,000,000	\$1,000,000	\$50,000	\$1,000,000
Medical Expense	\$10,000	\$10,000	Excluded	\$5,000
Hired & Non-Owned Auto - \$	Included	Included	Included	Included
Crime Premium	\$351	\$732	Included in Prop	\$795
Public Employee Dishonesty - \$	\$100,000	\$100,000	\$150,000	\$100,000
Money & Securities in/outside - \$	\$25,000	\$100,000	\$150,000	\$25,000
Forgery or Alternation - \$	\$100,000	\$100,000	\$150,000	\$100,000
Computer Fraud	\$100,000	\$100,000	\$150,000	\$100,000
Money orders and counterfeit currency - \$	\$100,000	No coverage	\$150,000	Not covered
Deductible:			\$5,000	
Dishonesty - \$	\$500	\$500	\$5,000	\$1,000
Money & Securities in/outside - \$	\$500	\$500	\$5,000	\$1,000
Depositors Forgery - \$	\$500	\$500	\$5,000	\$1,000
Money orders and counterfeit currency - \$	\$500	\$0	\$5,000	Not covered
Computer Fraud	\$500	\$500	\$5,000	\$1,000
Quote Option with All Agreements at limit - \$	\$500,000	\$500,000	\$325.00	(2) No
Cyber Liability - Premium	\$5,428	\$5,625	\$8,987	(1) \$4,100
Network and Information Security Liability	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Security Breach Notification & Remediation	\$10,000	\$10,000	\$1,000,000	\$1,000,000
Crisis management Service Expense Limit	\$10,000	\$10,000	\$1,000,000	\$1,000,000
Extortion Expense	\$10,000	\$10,000	\$1,000,000	\$1,000,000
Computer Program Electronic Data Restoration Expense	\$10,000	\$10,000	(8)	\$1,000,000
Telecommunications Theft	\$10,000	\$10,000	(8)	\$250,000
Deductible:	\$1,000	\$1,000	\$10,000	\$10,000
Retro Date	1/1/2013	1/1/2013	Full Prior Acts	Full Prior Acts
			CIRSA includes \$500,000 for excess charge of \$5280	
Quote Option - All Agreements at Limit - \$	\$1,000,000			
Workers Compensation Premium	\$47,684	\$78,408	\$84,000	(3) \$60,138
Employers Liability Limits:			declined - uncompetitive using their estimate for comparison	
Per Accident	\$500,000	\$500,000		\$500,000
Per Employee/ Disease	\$500,000	\$500,000		\$500,000
Annual Aggregate/ Disease	\$500,000	\$500,000		\$500,000
Deductible:	\$500	\$500		\$500
Payroll	\$1,842,000	\$2,843,819		\$2,843,819
Experience Mod	0.90	1.35		1.35

EXHIBIT I
COST ANALYSIS WORKSHEET

	I Current Program 1/1/2019 to 1/1/2020	III PFS 1/1/2020 to 1/1/2021	II CIRSA 1/1/2020 to 1/1/2021	III Alliant 1/1/2020 to 1/1/2021
Coverage				
Excess / Umbrella Liability - Premium	\$5,463	\$6,071	NA	\$7,997
Per Occurrence - Limit - \$	\$1,000,000	\$1,000,000	See GL	\$1,000,000
Aggregate Limit - \$	\$1,000,000	\$1,000,000		\$1,000,000
Retention	\$10,000	\$10,000		\$10,000
Includes: GL / Auto / PL / EPLI / Employers Liab	Yes	Yes		Yes
Quote Option Limit - \$	\$2,000,000	\$9,357		\$12,132
Quote Option Limit - \$	\$3,000,000	\$11,493		\$14,436
Total Premium without Workers' Compensation	\$121,039	\$129,663	\$156,011.70	\$112,161
Total Premium	\$168,723	\$208,071	\$240,011.70	\$172,299
Brokerage Fee	\$0	\$0	\$0	\$3,006.70
TOTAL COST	\$168,723	\$208,071	\$240,011.70	\$175,306
Footnotes:				
(1) Separate AIG Quote for higher \$1,000,000 limit option \$5,280 in premium/ \$500,000 included in program				
(2) Crime - \$150,000 limit included in program / \$500,000 is additional \$325 in premium				
(3) Using estimated premium for Workers' Comp				
(4) See SOV for limit and deductible each building some are \$5M with \$50K Ded, \$2.5M with \$100K Ded and \$1M with \$100K ded based on flood zone				
(5) PFS / Travelers quote includes a wind/ hail deductible at various levels by location as follows:				
\$50,000 wind / hail deductible for the following:				
Leeper / Library / Senior Center				
Nano Filtration Plant				
Aeration Basin				
Aeration / RAS-Was				
Water Treatment Plant				
Water Storage Tanks				
Clear Well Building				
\$25,000 wind / hail deductilbe for the following:				
All Other Structures				
(6) Hanover has 3-year option for \$2,385 or \$795 per year				
(7) Premium including Third-Party Discrimination				
(8) Limits for CIRSA program with standalone AIG Quote:				
Media Content			\$1,000,000	
Network Interruption			\$1,000,000	
Event Management			\$1,000,000	
Extortion			\$1,000,000	
Reputation Guard			\$50,000	
Deductible			\$25,000	

Coverage	I Alliant State National 1/1/2020 to 1/1/2021	II PFS 1/1/2020 to 1/1/2021	III	IV	V	VI	VII	VII
			CIRSA					
			Option 2 1/1/2020 to 1/1/2021	Option 3 1/1/2020 to 1/1/2021	Option 4 1/1/2020 to 1/1/2021	Option 5 1/1/2020 to 1/1/2021	Option 6 1/1/2020 to 1/1/2021	Option 7 1/1/2020 to 1/1/2021
	with \$10,000 Prop Deductible, \$100,000 Flood, \$50,000 Earthquake	Travelers Limit / or Deductible Options	with Deductibles at \$500/\$1,000 Liability; \$500 Auto Liability; \$2,500 Auto Physical Damage; and \$2,500 Property	with Deductibles at \$500/\$1,000 Liability; \$500 Auto Liability; \$2,500 Auto Physical Damage; and \$5,000 Property	with Deductibles at \$500/ \$1,000 Liability; \$500 Auto Liability; \$1,000 Auto Physical Damage; and \$2,500 Property	with Deductibles at \$5,000 Liability; \$500 Auto Liability; \$1,000 Auto Physical Damage; and \$5,000 Property	with Deductibles at \$10,000 Liability; \$500 Auto Liability; \$2,500 Auto Physical Damage; and \$10,000 Property	with Deductibles at \$25,000 Liability; \$500 Auto Liability; \$2,500 Auto Physical Damage; and \$25,000 Property
Property - Premium Master Blanket Including EDP, Fine Arts, Inland Marine, Mobile Equipment, Vehicles, and Builders Risk)	\$39,722.93 see below for Flood and Earthquake		\$52,587.21	\$51,655.96	\$52,587.51	\$51,655.96	\$50,522.56	\$48,535.24
		Not much premium savings for higher deductilbe options	Total Insured Value reported is \$29,030,243. Vehicle values are \$480,590 of that total.	Total Insured Value reported is \$29,030,243. Vehicle values are \$480,590 of that total.	Total Insured Value reported is \$29,030,243. Vehicle values are \$480,590 of that total.	Total Insured Value reported is \$29,030,243. Vehicle values are \$480,590 of that total.	Total Insured Value reported is \$29,030,243. Vehicle values are \$480,590 of that total.	Total Insured Value reported is \$29,030,243. Vehicle values are \$480,590 of that total.
Loss Limit - \$	\$50,000,000		\$500,000,000.00	\$500,000,000.00	\$500,000,000.00	\$500,000,000.00	\$500,000,000.00	\$500,000,000.00
Deductible - \$	\$10,000		\$2,500.00	\$5,000.00	\$2,500.00	\$5,000.00	\$10,000.00	\$25,000.00
Flood	\$2,500 premium							
			\$10,000,000/ \$50,000,000 All Member Aggregate	\$10,000,000/ \$50,000,000 All Member Aggregate	\$10,000,000/ \$50,000,000 All Member Aggregate	\$10,000,000/ \$50,000,000 All Member Aggregate	\$10,000,000/ \$50,000,000 All Member Aggregate	\$10,000,000/ \$50,000,000 All Member Aggregate
Limit (Occ/Aggregate) - \$	\$5,000,000		\$2,500. Note, for locations in flood zone A, where combined building and contents values, exceed \$1,000,000 a separate deductible will apply.	\$5,000. Note, for locations in flood zone A, where combined building and contents values, exceed \$1,000,000 a separate deductible will apply.	\$2,500. Note, for locations in flood zone A, where combined building and contents values, exceed \$1,000,000 a separate deductible will apply.	\$2,500. Note, for locations in flood zone A, where combined building and contents values, exceed \$1,000,000 a separate deductible will apply.	\$10,000. Note, for locations in flood zone A, where combined building and contents values, exceed \$1,000,000 a separate deductible will apply.	\$25,000. Note, for locations in flood zone A, where combined building and contents values, exceed \$1,000,000 a separate deductible will apply.
Deductible (Each Occurrence) - \$	\$100,000							
Earth Movement	\$25,000 premium							
			\$10,000,000/ \$50,000,000 All Member Aggregate	\$10,000,000/ \$50,000,000 All Member Aggregate	\$10,000,000/ \$50,000,000 All Member Aggregate	\$10,000,000/ \$50,000,000 All Member Aggregate	\$10,000,000/ \$50,000,000 All Member Aggregate	\$10,000,000/ \$50,000,000 All Member Aggregate
Limit (Occ/Agg)- \$	\$5,000,000		\$2,500.00	\$5,000.00	\$2,500.00	\$5,000.00	\$10,000.00	\$25,000.00
Deductible - \$	\$50,000							
General Liability - Premium			\$24,077.71	\$24,077.71	\$24,077.71	\$21,336.57	\$19,893.86	\$17,318.63
Claims-Made/Occurrence			Claims-made	Claims-made	Claims-made	Claims-made	Claims-made	Claims-made
Estimated Audit Premium			Not-Auditabe	Not-Auditabe	Not-Auditabe	Not-Auditabe	Not-Auditabe	Not-Auditabe
Each Occurrence Limit - \$			\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Annual Aggragate Limit - \$			None	None	None	None	None	None
Products & Completed Operations Aggregate			\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Personal & Advertising Injury			\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Fire Damage - \$			\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Medical Expense - Any One Person			Excluded	Excluded	Excluded	Excluded	Excluded	Excluded
			\$500 GL/\$1,000 Professional & E&O	\$500 GL/\$1,000 Professional & E&O	\$500 GL/\$1,000 Professional & E&O	\$5,000 GL/\$5,000 Professional & E&O	\$10,000 GL/\$10,000 Professional & E&O	\$25,000 GL/\$25,000 Professional & E&O
Deductible				incl. in Public Officials Premium	incl. in Public Officials Premium	incl. in Public Officials Premium	incl. in Public Officials Premium	incl. in Public Officials Premium
Employee Benefits Liability								
Claims-Made/Occurrence			Claims-made	Claims-made	Claims-made	Claims-made	Claims-made	Claims-made
Each Employee Limit Limit - \$			\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Annual Aggragate Limit - \$			\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Occurrence Retention - \$			\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00	\$10,000.00	\$25,000.00
Retroactive Date			3/1/1995	3/1/1995	3/1/1995	3/1/1995	3/1/1995	3/1/1995

Coverage	I Alliant State National 1/1/2020 to 1/1/2021	II PFS 1/1/2020 to 1/1/2021	III	IV	V	VI	VII	VII
			CIRSA					
			Option 2 1/1/2020 to 1/1/2021	Option 3 1/1/2020 to 1/1/2021	Option 4 1/1/2020 to 1/1/2021	Option 5 1/1/2020 to 1/1/2021	Option 6 1/1/2020 to 1/1/2021	Option 7 1/1/2020 to 1/1/2021
Public Officials E&O - Premium			\$57,009.18	\$57,009.18	\$57,009.18	\$53,643.45	\$51,127.01	\$46,062.68
Claims-Made/Occurrence			Claims-made	Claims-made	Claims-made	Claims-made	Claims-made	Claims-made
Each Wrongful Act Limit - \$			\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Annual Aggregate Limit - \$			\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Deductible- \$			\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00	\$10,000.00	\$25,000.00
Retro Date			3/1/1995	3/1/1995	3/1/1995	3/1/1995	3/1/1995	3/1/1995
Employment Practices Liability - Premium		\$5,100	incl. in Public Officials	incl. in Public Officials	incl. in Public Officials	incl. in Public Officials	incl. in Public Officials	incl. in Public Officials
Claims-Made/Occurrence		Claims Made	Claims-made	Claims-made	Claims-made	Claims-made	Claims-made	Claims-made
Each Wrongful Act Limit - \$		\$1,000,000	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Annual Aggregate Limit - \$		\$1,000,000	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	\$10,000,000.00
Deductible- \$		\$10,000	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00	\$10,000.00	\$25,000.00
Retro Date		3/1/95	3/1/1995	3/1/1995	3/1/1995	3/1/1995	3/1/1995	3/1/1995
Business Automobile Liability - Premium			\$11,896.88	\$11,896.88	\$12,175.91	\$12,175.91	\$11,896.88	\$11,896.88
			Included in \$500,000,000 property limit. \$500 deductible auto liability; \$2,500 deductible auto physical damage	Included in \$500,000,000 property limit. \$500 deductible auto liability; \$2,500 deductible auto physical damage	Included in \$500,000,000 property limit. \$500 deductible auto liability; \$1,000 deductible auto physical damage	Included in \$500,000,000 property limit. \$500 deductible auto liability; \$1,000 deductible auto physical damage	Included in \$500,000,000 property limit. \$500 deductible auto liability; \$2,500 deductible auto physical damage	Included in \$500,000,000 property limit. \$500 deductible auto liability; \$2,500 deductible auto physical damage; \$2,500 property
Comprehensive/Collision			\$5,000,000.00	\$5,000,000.00	\$5,000,000.00	\$5,000,000.00	\$5,000,000.00	\$5,000,000.00
Limit - Any One Accident			\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Uninsured / Underinsured Motorist			Excluded	Excluded	Excluded	Excluded	Excluded	Excluded
Medical Expense			Included	Included	Included	Included	Included	Included
Hired & Non-Owned Auto - \$								
Crime Premium	\$1,349	\$2,622						
Public Employee Dishonesty - \$	\$500,000	\$500,000						
Money & Securities in/outside - \$	\$25,000	\$500,000						
Forgery or Alternation - \$	\$500,000	\$500,000						
Computer Fraud	\$500,000	\$500,000						
Money orders and counterfeit currency - \$	\$500,000	No coverage						
Deductible:								
Dishonesty - \$	\$2,500	\$500						
Money & Securities in/outside - \$	\$2,500	\$500						
Depositors Forgery - \$	\$2,500	\$500						
Money orders and counterfeit currency - \$	\$2,500	\$0						
Computer Fraud	\$2,500	\$500						
Quote Option with All Agreements at limit - \$		\$500,000						
Cyber Liability - Premium								
Network and Information Security Liability		Given underwriting info on file Travelers not able to increase all insuring agreements						
Security Breach Notification & Remediation								
Crisis management Service Expense Limit								
Extortion Expense								
Computer Program Electronic Data Restoration Expense		to \$1,000,000						
Telecommunications Theft								
Deductible:								
Retro Date								
Quote Option - All Agreements at Limit - \$								
Excess / Umbrella Liability - Premium			N/A	N/A	N/A	N/A	N/A	N/A
Quote Option Limit - \$2,000,000	\$12,132	\$9,357	N/A	N/A	N/A	N/A	N/A	N/A
Quote Option Limit - \$3,000,000	\$14,436	\$11,493	N/A	N/A	N/A	N/A	N/A	N/A

EXHIBIT II

COVERAGE ENHANCEMENT CHECKLIST

EXHIBIT II

COVERAGE FEATURES CHECKLIST						
	PFS		CIRSA		Alliant	
	Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
PROPERTY:						
1 Ninety (90) days notice of cancellation, non-renewal, and material change in rates and terms applies per Exhibit IV'.	Yes	the standard 60/45/30 days	Yes and No	Property/Casualty Quotes are sent out by September 1st each year. Cancellation for non-payment minimum sixty (60) days notice; changes in terms are issued within the coverage documents and notices are provided to members prior to the commencement year.	No	60 days notice of cancellation except 10 days for non-payment of premium; no to notification in rates and terms
2 Notice of Loss Endorsement applies per Exhibit IV	Yes		Yes	Provision within policy	Yes	
3 Automatic Waiver of Subrogation Clause applies per Exhibit IV	Yes		Yes		No	Insurance carrier prefers to issue based on individual contracts
4 Loss (or pro-rata distribution) clause has been removed.	Yes		Yes	CIRSA has no loss distribution clause endorsement	Yes	
5 Deductibles apply per occurrence vs. per claim, per location, etc.	Yes		Yes		Yes	
Valuation clauses apply per section VII.	Yes		Yes	CIRSA insures all real and personal property, machinery and equipment, EDP, Mobile Equipment, Business Interruption, Rental Value, Extra Expense, Valuable Papers and Records, Fine Arts, on a replacement cost basis. No coverage for property of others unless in insured's care, custody and control.	Yes	
6						

EXHIBIT II

COVERAGE FEATURES CHECKLIST					
	PFS		CIRSA		Alliant
	Yes/No	Comments	Yes/No	Comments	Yes/No Comments
7 Replacement cost-provisions apply without restrictions for replacing property.			Yes and No	Replacement cost with materials of like size, kind and quality as long as the "Member" has commenced repairs, rebuilding or replacement within two years after the date of loss or damage. ACV if the "Member" does not commence repairs, rebuilding or replacement within two years after the date of loss or damage. Policy contains exclusion for "cosmetic damage" to "roof surfacing" or other "Property of the Member" caused by "wind" and/or "hail." This exclusion does not apply to "cosmetic damage" to "roof surfacing" front entry or visible apparent areas of the "roof surfacing" composing less than 25% of the roof area of the building or structure; to any "auto less than eleven (11) model years old as of the date of loss or damage; to any "auto which the "Member is obligated to insure under contract, or to "cosmetic damage" to "Property of the Member" other than "roof surfacing" which the "Member" is obligated to insure under contract. "Cosmetic damage" means marring, pitting or other superficial damage that altered the appearance of a roof surfacing, but that does not prevent the roof from continuing to function as a barrier to entrance of the	Yes, see exception in comments Functional replacement cost applies to Economic Development Office at 3749 Harrison Ave due to age of the building (built in 1905) . Functional replacement cost is the cost of acquiring another item of property that will perform the same function with equal efficiency, even if it is not identical to the property being replaced.
8 <u>Guaranteed replacement cost applies.</u>	Yes		Yes		Yes, see comment
9 <u>All-Risk vs. named perils applies.</u>	Yes		Yes		Yes
10 A Waiver of Coinsurance or Agreed Amount endorsement applies on all real and personal property, including improvements and betterments, machinery and equipment; and or <u>business interruption, rental income, and income and extra expense values.</u>	Yes		Yes	Provision within policy.	Yes
11 Blanket limit encompassing all real and personal property, machinery and equipment, EDP equipment and software, fine arts, vehicles, loss of rents, business interruption, and extra expense risk without pro rata distribution clause.	Yes		Yes		Yes with exceptions EDP has limit of \$250,000 per occurrence; EDP limit is \$10,000 per occurrence while in transit or vehicle or a laptop computer owned by the Town that is used by employees, officials or volunteers. Fine Art has limit of \$5,000 per item; \$100,000 per occurrence.

EXHIBIT II

COVERAGE FEATURES CHECKLIST						
	PFS		CIRSA		Alliant	
	Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
12 Vehicles are to be covered for Actual Cash Value under property including over-the road exposure if available, otherwise see Auto.	Yes		Yes and No	Sweepers, firefighting trucks and ambulances on RCV. Note exclusion of "cosmetic damage" caused by "wind" and/or "hail. "to vehicles eleven (11) model years or older as of the date of loss or damage. Exclusion does not apply to "cosmetic damage" to any "auto" which the "Member is obligated to insure under contract. (see item 7. above for full exclusion language, including exceptions to exclusion.	See Auto	
13 Mobile equipment is to be valued at replacement cost as values are reported at purchase price. Schedule is provided.	No	ACV only offered	Yes		Yes	
14 Monthly limitations do not to apply to extra expense coverages (use business interruption and extra expense combined form). 100% of the limit is to apply the first month.	Yes		Yes	But no month limit - Actual loss sustained, subject to policy limit	Yes	
15 Consequential reduction in value, demolition, and increased cost of construction coverages included on a blanket basis.	Yes		Yes and No	No to Consequential reduction in value. Yes to demolition, and	Yes	
16 \$500,000 Unnamed Location Floater coverage is to apply per location and is to provide coverage for property damage, rental insurance, extra expense, valuable papers, earthquake and flood coverage, and is to apply where no other insurance coverage is provided by the policy.	No		Yes	Unclear on coverage floater. Real and personal property, including rental insurance, extra expense and valuable papers covered up to \$500,000,000	No-See one exception in comments	Unnamed Location \$250,000 in any one occurrence applies to unnamed building only
17 \$5,000,000-Errors and Omissions coverage. This provision assumes coverage for any exposures inadvertently omitted on the annual reporting schedule. This should not be confused with or viewed as replacement provision for an "automatoatic coverage provision."	Yes		No	\$1,000,000 Each loss and annual aggregate	Yes, see comment	Unnamed Location \$250,000 in any one occurrence applies to unnamed building only, but Representations section of policy states coverage continues to apply for unintentional error, omission or improper description of premises.
18 Emergency Services commandeered property is covered.	No		Yes		Yes, see comment	\$250,000 sublimit for Commandered Property of Others Except for Automobiles; separate Auto Liability/Auto Physical Damage policy covers commandeered autos
19 \$2,000,000 Automatic coverage for newly acquired real property, and \$1,000,000 personal property, Fine Arts, machinery, equipment, vehicles, and EDP exposures. On values greater than \$5,000,000, a 90-day reporting provision should apply.	Yes		No	\$10,000,000 Buildings and Contents, no sublimit on rest of exposures.	Yes, but see comment	\$1,000,000 for newly acquired real property; \$500,000 for newly acquired personal property; 180 day reporting provision

EXHIBIT II

COVERAGE FEATURES CHECKLIST						
	PFS		CIRSA		Alliant	
	Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
20 Miscellaneous Property Floater coverage is to apply per location and is to provide coverage for property damage, rental insurance, extra expense, valuable papers, earthquake and flood coverage, and is to apply where no other insurance coverage is provided by the policy.	Yes	wating on flood quote	Yes	Coverage is not provided on a floater. Property damage, rental insurance, extra expense, valuable papers are included in \$500,000,000 policy limit. Flood coverage included in \$10,000,000 and earthquake included in a \$10,000,000 earthquake limit.	No	
21 Automatic extension of coverage for builders risk and installation floater (including coverage ensuing loss resulting from faulty workmanship and design).	No		Yes and No	Builder's Risk coverage provided if work is done by employees. No coverage for faulty workmanship and design, unless fire or explosion ensues and then only for direct loss or damage caused by such ensuing fire or explosion.	Yes, but see comment	If not covered by other insurance, will cover additions under construction, alterations and repairs to buildings. Faulty workmanship and design excluded. Materials, equipment, supplies must be within 1,000 feet of described premises.
22 Personal property coverage should include items within the premises and on adjoining land area without specific footage limitations.	No	within 1000 feet of building	Yes	Landscaping within 50 feet of covered building	No	Limitation of 1,000 feet of described premises
23 Coverage should extend to detached outdoor signs.	Yes		Yes		Yes	\$25,000 for signs within 1000 feet of described premises; also \$25,000 for outdoor property (includes signs not attached to buildings) with no distance limitation
24 Debris removal to include: debris of property not insured, from the insured premises; cost of restoration of land, cost of removal, disposal, decontamination and replacement of property insured because of contamination, as well as standard debris removal. Limit to apply outside the "loss limit".	No		Yes and No	Yes to Debris removal to include debris of property not insured, from the insured premises; No to cost of restoration of land, cost of removal, disposal, decontamination and replacement of property.	No, only covers standard debris removal	25% of amount for direct physical loss or damage subject to \$250,000 maximum. Doesn't include property not insured; doesn't include removal of pollutants or restoration of polluted land or water. The only portion outside the loss limit is an additional \$25,000 per location if debris removal exceeds 25% of amount of direct physical loss or the sum of the of direct physical loss plus debris removal exceeds the limit of insurance.
25 Environmental impairment coverage for all ensuing losses caused by pollution that is a result of a covered cause of loss, including pollution cleanup. Limit to apply outside the "loss limit".	Yes		Yes	\$10,000 not subject to deductible	Yes, but see comment	\$100,000 aggregate for Pollution Clean Up and Removal.

EXHIBIT II

COVERAGE FEATURES CHECKLIST					
	PFS		CIRSA		Alliant
	Yes/No	Comments	Yes/No	Comments	Yes/No Comments
26 Automatic extension for property of others without sub-limits for both real and personal property in the Insured's care, custody and control and, at the option of the Insured, personal property of the Insured's officials and employees.	Yes		Yes and No	Property of others in insured's care custody and control covered. Personal property of officials and employees not covered except employee owned mechanics tools are covered for burglary and theft - \$100,000 each loss and annual aggregate.	Yes, but see comment Automatic extension for property of others within 1000 feet of described premises without sublimit; personal property of officials, employees, volunteers has \$25,000 per person/each location with \$50,000 occurrence limit.
27 Off-premises utilities failure, including direct damage and consequential loss, without distance limitation.	Yes		Yes	Included in Electric Lines and Poles coverage - \$500,000 limit each loss and member annual aggregate	Yes \$50,000 for direct damage, \$100,000 for communication towers owned by the Town.
28 Deletion of vacancy and unoccupancy restrictions if the form contains these restrictions only one location currently vacant #5, Boys & Girls Club	No	60 day clause	Yes		No, see comment Brandjord, employees are now occupying this building
29 Mysterious Disappearance coverage applies.	Yes		Yes		No
30 Backup of Sewers and Drains coverage.	Yes		Yes		Yes on Flood Excluded on standard Property
31 The only exclusion applicable should be of a degenerative nature, such as wear and tear, deterioration, loss due to termites, corrosion, war risk, or nuclear damage.	No		No	No coverage for wear and tear, deterioration, termites, corrosion, war or nuclear. The "no" adjacent is based on fact that these are not the only exclusions included in the property coverage document.	No, see comment Other exclusions include: artificially generated electric current (doesn't apply to boiler/machinery); mechanical breakdown(doesn't apply to boiler); negligent work; continuous or repeated seepage or leakage of water or steam within plumbing, heating or air conditioning which occurs over period of weeks, months or years: frozen plumbing unless you do your best to maintain heat in the building or drain the equipment and shut off supply if heat is not maintained; mysterious disappearance; voluntary parting; exposed personal property in rain, snow, ice or sleet; Weather conditions unless it results in a covered cause of loss; Water flowing or seeping through foundations, walls, floors excluded except for \$10,000 sublimit per premise; Fungus, Wet Rot, Dry Rot and Bacteria excluded except for \$15,000 aggregate; Pollution excluded except for \$100,000 aggregate for Pollutant Clean up and Removal.

EXHIBIT II

COVERAGE FEATURES CHECKLIST						
	PFS			CIRSA		Alliant
	Yes/No	Comments		Yes/No	Comments	
32 Transit clause of \$100,000 and \$250,000 for any one conveyance and catastrophe, respectively.	No	wating for optional quote	Yes	No sublimit. Included in \$500,000,000 policy limit	No, see comment	\$100,000 for Personal Property Off Premises or In Transit
33 \$200,000 sub-limit for valuable papers and records any one occurrence, including reconstruction costs (please break out premium for this coverage separately).	Yes		Yes	No sublimit. Included in \$500,000,000 limit	Yes	\$250,000 for valuable papers within 1000 feet of described premises; \$50,000 for valuable papers not at described premises.
34 Electronic Data Processing - Coverage should attach without sub-limit restrictions or the exclusions relative to mechanical breakdown, atmospheric or temperature extremes and short circuit.	Yes		Yes and No	Coverage included in \$500,000,000 policy limit. Mechanical breakdown, atmospheric or temperature extremes and short circuit generally excluded on property policy, but such exclusion clauses do not apply to loss or damage to "active data processing media" or any data processing system. See also optional Equipment Breakdown coverage program.	Yes	
35 Building Ordinance Coverage to apply on a blanket basis.	Yes	enhancement form	Yes		Yes	
36 Computer equipment on an "Upgrade Replacement Cost" basis. (See Exhibit VI).			Yes			When repair or replacement with identical EDP (including communication equipment) is not possible, will add 25% for upgraded replacement cost valuation.
37 Glass should be included in the all risk policy without internal limitation.	Yes		Yes		Yes	Exterior Building Glass included in policy limit. Interior glass is covered for defined "specified causes of loss" except vandalism.
38 Accounts Receivable coverage included for \$200,000.	Yes		Yes	No sublimit.	Yes	\$500,000 per occurrence on premises/\$50,000 per occurrence off premises
39 Fine Arts included in the blanket limit with valuation item VII, Valuation.	Yes	enhancement form	Yes		No, see comment	\$5,000 per item; \$100,000 per
40 Limitation on off-premises power interruption on EDP deleted.	No		No	Covered up to 100 feet of premises.	Yes	
41 Flood coverage subject to a blanket limit of \$5,000,000.	Yes	waiting for quote	Yes	Included in \$10,000,000 flood limit	Yes	
42 Earthquake coverage is subject to a blanket limit of \$5,000,000.	Yes		Yes	Included in \$10,000,000 earthquake limit	Yes	
43 Interdependency clause as follows: "This policy covers loss resulting from the interruption of business conducted by the insured, as a result of physical loss and/or damage at any location(s) insured other than the location where damage or destruction has actually occurred.	Yes		Yes	Coverage document does not contain specifically quoted provision but BI coverage is not limited to operations at premises where loss occurred.	No	Business income is covered for direct physical loss or damage at the described premises.

EXHIBIT II

COVERAGE FEATURES CHECKLIST							
		PFS		CIRSA		Alliant	
		Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
44	Covered property expanded to include cost of excavation, grading, back filling, or filling; underground pipes equipment, flues, drains; fences outside of buildings; retaining walls; reservoirs and dams; machinery, equipment, foundations. Values reported are intended to include site improvements and processing equipment where applicable.			Yes and No	Excavation grading, back filling, foundations covered. Underground pipes, flues, drains, reservoirs and dams excluded. Fences outside of building covered to policy limit. Retaining walls covered except when damage is caused by ice or water pressure. Cosmetic Damage caused by wind and hail is excluded (see item 7).		Excavation, grading, back filling, or filling only covered for sewage lift stations and ejector stations. Foundations of covered buildings, structures, machinery & equipment included in policy limit. Underground pipes witin 100 feet of covered building included in policy limit. Fences included in Outdoor Property limit of \$25,000. Retaining Walls \$10,000 per occurrence at
		Yes				Some coverage- See comments	
45	Territorial clause should include structures anywhere in the continental U.S., its territories and Canada.	Yes		Yes		Yes	
46	Loss Adjustment Agreement is needed (see Exhibit IV & Exhibit V).			No		Yes	
47	Business interruption (including extra expense) shall apply on a blanket basis and shall be endorsed to provide extended period of recovery as relates to building ordinance coverage.			Yes	Increased cost of construction for ordinance/law provides for 24 month recovery period		Separate, not blanket limit, for Business Interruption and Extra Expense. Business Interruption limit is \$500,000 and Extra Expenses limit is \$1,000,000. Does not include extended period of recovery for building ordinance.
		Yes				No, see comment	
48	\$1,000,000 in electrical lines and poles.			No	\$500,000 sublimit applies		Will not cover as poles and lines because are not owned by the Town. Also overhead transmission lines are excluded.
		No	waiting for optional quote			No	
49	Water distribution and clean water and waste water operations compose a sizable value for equipment and machinery within buildings purposed for these operations. These include equipment and machinery both above and below ground. Values reported include to reflect these assets. The definition of "property covered" needs to be expanded accordingly.			Yes	Underground pumps, lift stations and the accompanying machinery & underground tanks are covered if listed on the Member's schedule of values.		Foundations of covered buildings, structures, machinery & equipment included in policy limit. Underground pipes within 100 feet of covered building are included in policy limit
		Yes	underground not excluded			Yes	
51	Premium breakout provided for buildings housed by fire departement operations.			Yes	A breakout can be provided if member has this exposure.		Don't see fire department on the property schedule
		Yes				See comment	
GENERAL CONDITIONS - Liability (Applying to General Liability, & Public Officials Errors and Omissions):							
1	Named Insured Wording per Exhibit III which includes:						
	a. Lawfully elected, appointed or employed officials	Yes		Yes		Yes	
	b. Present and past board or commission members	Yes		Yes	If loss occurred during service	Yes	
	c. Present and past employees			Yes	If loss occurred during employment		
		Yes				Yes	
	d. Volunteers	Yes		Yes		Yes	

EXHIBIT II

	COVERAGE FEATURES CHECKLIST					
	PFS		CIRSA		Alliant	
	Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
e. Persons & Organizations under mutual aid	Yes		Yes	If member is obligated to provide coverage	Yes	
f. Real estate managers	Yes		Yes/No	If within scope and duty of member or if member is contractually obligated to insure	Yes	
g. Blanket Additional Insured granted by contract			Yes			
	Yes				Yes	
h. Covered persons while engaged in Good Samaritan activities.			Yes			Coverage for employees and volunteers for Good Samaritan on GL only.
2 Ninety (90) days notice of cancellation, non-renewal, and material change in rates and terms per Exhibit IV'	Yes			Property/Casualty Quotes are sent out by September 1st each year. Cancellation for non-payment minimum sixty (60) days notice; changes in terms are issued within the coverage documents and notices are provided to members prior to the commencement year.	Yes	
	No	the standard 60/45/30 days	Yes and No		No	60 days notice of cancellation except 10 days for non-payment of premium; no to notification in rates and terms
3 Notice of Loss Endorsement per Exhibit IV'	Yes		Yes	Provision within policy	Yes	
4 Automatic Waiver of Subrogation Clause per Exhibit IV'	Yes		Yes		No	Insurance carrier prefers to issue based on individual contracts
5 Disclosure of Hazards Endorsement per Exhibit IV.	Yes		Yes		Yes	
6 Cross Liability Endorsement per Exhibit IV.	No		Yes		Yes	
7 Pay on behalf of in lieu of "Indemnification"	Yes		Yes	In practice, not policy.	Yes	
8 Limits of Liability per our requested design.	Yes		Yes		Yes	
9 Occurrence coverage on all liability coverages, including public officials liability.	No	Professional is claims made	No	Claims-made	No, see comment	Occurrence on General Liability, Claims Made Wrongful Act on Public Official Liability and Employment Practices Liability
10 Defense applies outside the limits.	No	within limits for Professional	No	Inside limits	Yes	
11 One deductible applies to claims effecting multiple liability coverages arising out of one or several related events.	Yes		Yes	See definition of claim	Yes	
12 Insured's permission to settle is required.	No		No	In practice member is consulted		Yes for public official
13 Definition of an occurrence to use "event" in lieu of "accident".	Yes		Yes		No	
14 Non-Auditable coverages.	Yes		Yes		Yes	
15 Blanket Additional Insured wording.	Yes		Yes		Yes, see comment	Yes on GL only

EXHIBIT II

COVERAGE FEATURES CHECKLIST					
	PFS		CIRSA		Alliant
	Yes/No	Comments	Yes/No	Comments	Yes/No Comments
16 The term "claim" is clearly defined.	Yes		Yes		
17 "Claim" includes EEOC actions.	Yes		Yes		
					On Public Officials E&O, a claim means a written notice from any party that it's their intention to hold an insured responsible for loss resulting from a public officials wrongful act. On Employment Practices Liability, claim definition includes any notice that requires you to attend an administrative hearing conducted by the EEOC or any state agency with a similar purpose.
					Yes, see comment
COMMERCIAL GENERAL LIABILITY:					
1 Commercial General Liability Occurrence form including:			No	Form - Claims-made	
a. Premises liability.	Yes		Yes		Yes
b. Products and completed operations liability.	Yes		Yes		Yes
c. Independent contractor's coverage.	Yes		Yes	When contractually obligated	No
d. Blanket contractual (including oral contracts and Department approved Law Enforcement for others).	Yes		Yes		Yes
e. Broad form personal injury and advertising liability.	Yes		Yes		Yes
g. Host liquor liability.	Yes		Yes	Host and full liquor liability included	Yes
I. Incidental medical malpractice.	No		Yes		Yes
j. Employees as additional insureds.	Yes		No	Not additional-but covered party	Yes
k. Extended bodily injury and property damage applies arising out of the use of physical force to protect persons and property.	Yes		Yes		Yes
l. Automatic coverage for newly acquired or formed entities, 90-day reporting period.			Yes	When Town controls 51% of Board or funds of new entity	
m. Non-owned watercraft.	Yes				Yes120 day reporting period
	Yes		Yes	When contractually obligated	No, but some coverge for watercraft; see commentsThere is coverage for owned watercraft up to 50 feet in length and liability assumed under any insured contract for use of watercraft up to 50 feet in length
n. Limited Worldwide liability coverage, including products.	Yes		Yes		Yes
2 Employee benefits liability. - Occurrence coverage form			No	Claims-made	
	Yes	Claims Made form			Yes, but not occurrence formPays based on negligent act, error or omission, not based on an occurrence
3 Fellow employee exclusion deleted.	No		Yes	Do not have exclusion	YesNo exclusion for fellow employees.

EXHIBIT II

COVERAGE FEATURES CHECKLIST					
	PFS		CIRSA		Alliant
	Yes/No	Comments	Yes/No	Comments	Yes/No Comments
4 Care, custody and control exclusion deleted (Property in the care, custody and control of the Insured is to be an extension of coverage under the policy.) It is preferable for coverage to apply on an excess basis over any other valid or collectable insurance. If unable to delete, narrow exclusion to afford coverage for commandeered property, property taken at time of incarceration, and property stored at impound lot.	No	amended	No	Covered under property policy	Yes as regards commandeered equipment Commandeered equipment other than an auto while in your temporary care, custody or control while being used as part of an emergency service action
5 Deletion of personal injury and advertising exclusion relative to liability assumed by the Insured under any contract or agreement.	No	exlcuded under some forms	No	Deletion not required; where applicable personal injury and advertising injury are within definition of "covered contract"	Yes Exclusion doesn't apply to liability for damages the insured would have in the absence of contract or agreement
6 Sudden and accidental pollution.	Yes	clean up and removal	Yes and No	Policy contains a pollution exclusion, however, sublimited coverage is provided if in the course of emergency fire fighting, hazardous materials responses	Yes, see comment Sudden and accidental pollution for heating, air conditioning and ventilation systems, hostile fire, emergency operations, mobile equipment, road treatment chemicals, swimming pools, pesticides and herbicides, water treatment, above ground storage tanks, water and
7 Discrimination coverage, including suits by employees.	No		Yes		No
8 Personal injury is to include; bodily injury, mental anguish, shock, sickness, disease, disability or death resulting therefrom, false arrest, false imprisonment, wrongful eviction, detention, malicious prosecution, humiliation, invasion of the right of privacy, libel, slander, defamation of character, also piracy and any infringement of copyright or property, assault and battery, and disparagement of property.	No	intellectual property excluded	Yes	Listed items are covered, either as part BI or PI definitions/coverages	Yes

EXHIBIT II

COVERAGE FEATURES CHECKLIST						
	PFS		CIRSA		Alliant	
	Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
9 Vicarious or wrongful supervision for claims involving sexual molestation and defense reimbursement for wrongfully accused employees.	No		Yes and No	Coverage does not apply to either defense or indemnification of any employees or volunteer for sexual abuse, with respects to any claim arising out of such sexual abuse. However, if you so elect, coverage will apply for the defense of any employee or volunteer for a covered civil action subject to the terms of this Coverage Part, until either a judgement or final adjudication establishes such an act by such employee or volunteer, or the employee or volunteer confirms such act. Endorsement provides wrongful acts coverage to entity. Sublimited criminal defense reimbursement for criminal proceeding, applicable only if covered party is exonerated by a court from all charges or all charges are subsequently withdrawn or dismissed.	Yes, but see comment	No defense costs for wrongfully accused, but \$25,000 aggregate for expenses for professional counseling to restore wrongfully accused's confidence and public image.
10 Hostile fire pollution exclusion exception applies.	Yes		Yes		Yes	
11 Defense Coverage for condemnation, inverse condemnation, adverse possession.	No		No		No	
12 Cemetary professional services liability included	Yes		Yes		Yes	Policy is silent; no exclusion
13 Pesticide/Herbicide Applicators Liability.			Yes and No	Sublimited coverage for property damage arising out of member's operations spray paint or herbicides or to spray to control mosquitos.		
14 Failure to Supply - Limited Coverage - Each Occurrence - \$1,000,000	Yes		Yes and No	Coverage for water. Failure to supply a specific amount of electrical power or fuel arising out of the interruption of the electrical power or fuel supply is excluded.	Yes	
	Yes				Yes	

EXHIBIT II

COVERAGE FEATURES CHECKLIST						
	PFS		CIRSA		Alliant	
	Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
15 Sewage Back-up - Each Occurrence - \$1,000,000	Yes		Yes		Yes, see comment	Water and Sewage Operations for sudden and accidental discharge included in policy limit. This is for bodily injury or property damage arising out of water intended for human consumption provided by insured. Also for bodily injury or property damage caused by escape or back-up of sewage or waste water from sewage treatment facility or fixed conduit or piping that insured owns, operates, leases, controls or has the right of way; the property damage must occur away from land you own or lease.
16 Abuse or Molestation Liability - \$1,000,000 / \$2,000,000	Yes		Yes	2019 limits are higher	Yes, see comment	Limit is \$1,000,000/\$1,000,000; however additional \$1,000,000 limit is included in Umbrella policy
PUBLIC OFFICIALS ERRORS & OMISSIONS:						
1 Town covered for acts of Public officials, employees, and volunteers	Yes		Yes		Yes	
2 Coverage applies both collectively and individually.	Yes		Yes		Yes	
3 Past Insureds are covered.	No		Yes		Yes	
4 Failure to maintain insurance is included.	Yes		Yes		No	
5 On claims-made coverage related claims are considered a single claim.	Yes		Yes	See definition of claim.	Yes	
6 Employee related discrimination, including bodily injury and personal injury.			Yes		No	
7 Pollution related Wrongful Acts	No		Yes and No	Subject to pollution exclusion unless wrongful act relates to activities excepted from exclusion	Limited coverage, see comments	Pollution coverage for wrongful acts which result in heat, smoke or fumes from a hostile fire at insured's premises or any location where
8 Insured vs. Insured suits covered for employment related discrimination, wrongful termination etc.	No		Yes		No	

EXHIBIT II

COVERAGE FEATURES CHECKLIST					
	PFS		CIRSA		Alliant
	Yes/No	Comments	Yes/No	Comments	Comments
9 Wrongful acts include malfeasance.	Yes		Yes and No	Criminal malfeasance excluded, subject to criminal defense reimbursement coverage. Malfeasance as a theory of civil tort would be subject to CGIA and general wrongful acts coverage. "Wrongful act" means an actual or alleged error, omission, or negligent act, including an actual or alleged violation of the United States constitution, or any law affording protection for civil rights, including "employment practices." an actual or alleged violation of a federal or state antitrust law and "administration of employment benefits"	Unless brought about by fraud or dishonesty
10 Any exclusion for willful violation of any statute, ordinance, or regulation committed by or with the knowledge of consent of any insured are excluded, only upon final adjudication, and will not be imputed to other insureds.	Yes		Yes	In practice, not policy. Also unless admitted. Criminal acts are excluded.	
11 Severability clause applies to 10.			Yes		Policy is silent
12 Coverage for condemnation, inverse condemnation, adverse possession.	No		No		
13 Public officials' coverage includes coverage for vicarious liability for law enforcement activities performed by others.	No		Yes		
14 Coverage needs to be afforded for fiduciary actions and administration by the pension board and those connected with money purchase plans.	No		No		Exclusion for any activity for which the insured is acting in a fiduciary capacity
15 Failure to supply exclusion removed.	Yes		No	However, exclusion doesn't apply to	No exclusion
AUTOMOBILE LIABILITY, UNINSURED MOTORISTS, & PERSONAL INJURY PROTECTIVE:					
1 Ninety (90) days notice of cancellation, non-renewal, and material change in rates and terms per Exhibit IV	No	standard 60/45/30 days	Yes	Property/Casualty Quotes are sent out by September 1st each year. Cancellation for non-payment minimum sixty (60) days notice; changes in terms are issued within the coverage documents and notices are provided to members prior to the commencement year.	30 days notice of cancellation except 10 days for non-payment of premium; no to notification in rates and terms
2 Notice of Loss Endorsement included per Exhibit IV	Yes		Yes		
3 Automatic Waiver of Subrogation Clause included per Exhibit IV	Yes		Yes		
4 Disclosure of Hazards Endorsement included per Exhibit IV	Yes		Yes		
5 Cross Liability Endorsement included per Exhibit IV	No		Yes		
6 Limits of Liability:					
a. \$1,000,000 Bodily Injury and Property Damage combined single limit.	Yes		Yes	Auto Liability Limit is \$5,000,000	

EXHIBIT II

COVERAGE FEATURES CHECKLIST						
	PFS		CIRSA		Alliant	
	Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
b. \$1,000,000 Uninsured Motorist	Yes		No	\$50,000 Uninsured Motorist Limit	Yes	
7 No aggregate limit applies.	Yes		Yes		Yes	
8 Delete the fellow employee exclusion.	No		Yes		Yes	
9 Liability to apply to any auto, including hired and non-owned autos.	Yes		Yes		Yes	
10 Employees are insureds for use of their own vehicles for Town business.	Yes	only under HANO	Yes		Yes	
11 Lessors are additional insureds, when required by contract.	Yes		Yes		Yes	
12 Contractual Liability assumed under rental car agreements is covered.			Yes			
	No				Yes	
13 Definition of “accident” changed by adding: The term “accident shall include bodily injury or property damage caused by the Insured for the purpose of preventing or eliminating danger or for the purpose of protecting persons or property”.						
	No		Yes	Already within coverage document, so additional language change not required.	Yes, see comment	Expected or Intended Injury exclusion is amended so it does not apply to bodily injury or property damage from actions taken to protect persons or property or resulting from an act by the insured which is performed within their legal authority and which is reasonably necessary to respond to an emergency situation.
14 Various autos are equipped with special equipment. This equipment needs to be ensured by the physical damage protection under the auto policy.						Coverage for permanently attached equipment; audio, visual and data electronic equipment owned by police or fire department or emergency vehicle owned by a political body.
	Yes		Yes		Yes	
15 Hired automobiles is to apply.	Yes		Yes		Yes	
EMPLOYMENT PRACTICES LIABILITY						
1. Retention includes both damages and defense costs.	Yes		Yes		Yes	
2. 10% of premium no claims bonus/refund.	No		No		No	
3. Defense costs in addition to limits of liability.	No		No		Yes	
4. Non-Auditable.	No		Yes		Yes	
5. Covered Person and Entities: Names Insured – Employees, including leased and temporary and independent contractors.	Yes		Yes and No	Yes, if a covered party. No for independent contractors.	Yes, except independent contractor.	Employee not defined, but leased and temporary is not excluded. Independent contractors are not an insured party on the policy.
6. Policy should be non-cancelable by insurer	No	can cancel for non-pay	??		No	
7. Prior and Pending Date: 4/3/2010	Yes		??		No, see comment	Full prior acts
8. Settlement provision: insured’s consent to settle required	Yes		No	In practice, insured's input is sought.	Yes	
9. Counsel provisions: insured’s say in counsel	Yes		Yes	Panel counsel required.	No	
10. Application is a representation not a warranty.	Yes		Yes		Yes	Policy is silent.

EXHIBIT II

COVERAGE FEATURES CHECKLIST							
		PFS		CIRSA		Alliant	
		Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
11.	Insureds right to incur covered expenses.	Yes		Yes	Reasonable expenses incurred at CIRSA's request are covered.	Yes	
12.	Multiple claims from same occurrence are a single claim.	Yes		Yes	See definition of claim	Yes	
13.	Insurer has duty to defend.	Yes		Yes		Yes	
14.	Broad definition of claim includes: adjudicatory proceedings, administrative hearings, written notice or verbal notice, regulatory actions.	No		Yes		Yes except verbal notice is not mentioned, see comment	Claim defined as a written notice from any party that it is their intention to hold the insured responsible for loss resulting from an employment practices wrongful act and any notice that requires you to attend an administrative hearing conducted by the EEOC or any state agency with a similar purpose.
15.	Mitigation of loss cost is covered.	Yes		??		No	
16.	Severability of interests clause	No		Yes		Yes	Policy is silent
17.	Deletion of the insured participation clause if your form contains this provision.	No		??		Yes	Policy has no clause
18.	"Pay on behalf of" vs. "Indemnification" form.	Yes		Yes	In practice, not policy.	Yes	
19.	An extended claims reporting period of 12 months should be available if either party cancels or non-renews.	Yes		Yes and No	Yes, if cancelled or non-renewed except if cancelled for non-payment or any other amount owed to us.		
20.	Automatic 60-day discovery provision with no additional premium.	Yes		No	30 days from the effective date from cancellation or nonrenewal of this coverage.	Yes	
21.	Employment Practices Extension including the following:						
	➤ Entity Coverage	Yes		Yes		Yes	
	➤ Third Party Discrimination and Harassment (Please indicate any additional	No	waiting on quote	??		Yes	No exclusion in policy
	➤ Broad definition of wrongful act.	Yes		Yes	See item 9. Public Officials E&O	Yes	
EXCESS LIABILITY:							
1	Ninety (90) days Notice of Cancellation, non-renewal, and material change in rates and terms per Exhibit IV.	No	The standard 60/45/30 days		Not providing Excess Liability Coverage due to high liability limits provided in policy	No	30 days notice of cancellation except 10 days for non-payment of premium
2	Notice of Loss Endorsement per Exhibit IV	Yes				Yes	
3	Automatic Waiver of Subrogation Clause per Exhibit IV.						
		Yes				No	Insurance carrier prefers to issue based on individual contracts
4	Disclosure of Hazards Endorsement per Exhibit IV	Yes				Yes	Follows underlying policy
5	Cross Liability Endorsement per Exhibit IV.	Yes				Yes	
6	Blanket Additional Insured Endorsement along with Primary coverage.						Blanket additional insured included. The underlying policy is primary unless limits in the underlying policy have been exhausted.
		Yes				Yes, but see comment	
7	Limits of Liability per above request in II, Limits of Liability.	Yes				Yes	

EXHIBIT II

COVERAGE FEATURES CHECKLIST					
	PFS		CIRSA		Alliant
	Yes/No	Comments	Yes/No	Comments	Yes/No Comments
8 Occurrence form.					
	Yes				Coverage A follows underlying insurance so it can be either
9 Defense payments in addition to policy limits.	No				occurrence or wrongful act; Coverage B is Occurrence over retained limit
10 Drop-down provision provided in the event of exhausted underlying aggregates.	Yes				Yes
11 Pay on behalf of form rather than "Indemnity" form.	Yes				Yes
12 Occurrence definition follows form.	Yes				Yes
13 Employee Benefits Liability on a following form basis.	Yes				Yes
14 Broader coverage than underlying.	Yes				Yes
15 Following form over Assault and Battery coverage.					
	No				Yes
16 Non-auditable.	No				When protecting persons or property
17 Excess applies to all liability coverage provided the Town	No	No cyber			Yes
CRIME COVERAGE PROVISIONS:					
1 Limits Per II Above.					Yes except counterfeit currency
	Yes				No coverage for money orders and counterfeit currency
2 Ninety (90) days Notice of Cancellation, nonrenewal, and material change in rates and terms.					
	No	Standard 60/45/30 days	Yes and No	Yes to primary limit included in property and crime policy. Property/Casualty Quotes are sent out by September 1st each year. Cancellation for non-payment minimum sixty (60) days notice, changes in terms are issued within the coverage documents and notices are provided to members prior to the commencement year. However, Excess Crime coverage provides 10-day notice for non-payment of premium and 30-day notice to CIRSA for all other reasons.	No
3 Employee Dishonesty includes acts of persons required to be bonded.			Yes	Coverage would be excess over bond.	30 days notice of cancellation except 10 days for non-payment of premium; no to notification in rates and terms
	No				No
4 Fidelity coverage includes Welfare and Pension Plan Rider.	No		N/A		listed
5 Broadened to include public officials.	No		Yes		Declarations Page
6 Faithful performance of duty is covered under Dishonesty coverage.	Yes		Yes		Yes, but see
7 Discovery vs. Loss Sustained Coverage Trigger Applies.			Yes	For primary and excess crime coverage will pay for covered losses discovered one year from the end of the policy period.	Uses the word officer
					Yes
	Yes				No

EXHIBIT II

COVERAGE FEATURES CHECKLIST					
	PFS		CIRSA		Alliant
	Yes/No	Comments	Yes/No	Comments	Comments
BOILER AND MACHINERY COVERAGE PROVISIONS:					
1 Ninety (90) days Notice of Cancellation, nonrenewal, and material change in rates and terms.	No	Standard 60/45/30 days	No	60 Days (20 days in the event of non-payment of premium)	60 days notice of cancellation except 10 days for non-payment of premium; no to notification in rates and terms
2 Waiver of subrogation.	Yes		Yes	Shown as Transfer of Rights of Recovery to us. We can waive our rights against another party in writing prior to a direct physical damage to covered property, OR after direct physical damage to covered property only if, at the time of physical damage, that party is one of the following: Someone insured by this insurance; an individual who owns or controls the majority of capital stock of your business; your tenant; or a related business form majority -owned or controlled by you.	Insurance carrier prefers to issue based on individual contracts
3 Comprehensive coverage covering all objects and locations applies.	Yes		Yes	All locations owned by the member are included in coverage; there is no requirement for scheduled locations.	
4 Coinsurance does not apply or has been removed.	No		No	For extra expense, any covered loss of \$100,000 or less	
5 Automatic coverage for newly acquired locations for direct damage with a \$500,000 limit for indirect damage.	Yes	waiting on \$500k quote	Yes	No sublimit for indirect damage	Covered under Property insurance.
6 Loss Adjustment Endorsement (See Exhibit VI).	Yes		Yes	In policy language, not as an endorsement	
7 Connected Ready for Use Clause waived.	Yes		??		Policy is silent on ready for use.
8 Amended Definition of "Accident" to include sudden and accidental damage" in lieu of "breakdown".	No		N/A	No definition for "Accident". Definition for "Breakdown" includes language for "abrupt and accidental breakdown of mechanical or electrical system or apparatus, provided such breakdown causes direct physical damage to all or part of that mechanical or electrical system or apparatus; and the direct physical damage becomes manifest at the time of the breakdown that caused it."	The word "sudden" is not included. Accident defined as "fortuitous event that causes direct physical damage to covered equipment."
9 Replacement of property at the same site has been removed.	No		Yes		

EXHIBIT II

COVERAGE FEATURES CHECKLIST						
	PFS		CIRSA		Alliant	
	Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
10 Limit applies on a combined basis without sublimit and includes:			See below	See below		
a. Business Interruption	No	limitation of \$25k	No	Maximum Recoverable Business Income at Generating Stations or Co-Generations Facilities is \$250,000 or values provided by members on the application, whichever is less. Specific locations scheduled.	Yes	Blanket sublimit of \$250,000 for Business Income/Extra Expense
b. Extra Expense	No	limitation of \$25k	No	Maximum Recoverable Business Income at Generating Stations or Co-Generations Facilities is \$250,000 or values provided by members on the application, whichever is less. Specific locations scheduled.	Yes	Blanket sublimit of \$250,000 for Business Income/Extra Expense
c. Expediting Expense	No	limitation of \$25k	No	\$500,000 , with an available \$250,000 blanket that can be proportioned any one or more of the following premise coverages: Electronic Data, Expediting Expenses, Public Safety Service Charges, Spoilage - Scheduled Locations, Spoilage - Utility Owned Equipment, Water Damage.	Yes	\$250,000 sublimit
d. Water Damage	Yes		No	\$500,000 , with an available \$250,000 blanket that can be proportioned any one or more of the following premise coverages: Electronic Data, Expediting Expenses, Public Safety Service Charges, Spoilage - Scheduled Locations, Spoilage - Utility Owned Equipment, Water Damage.	Some coverage, see comment	Backup of Sewers and Drains covered on Flood endorsement attached to the policy. Water flowing or seeping through foundations, walls, floors excluded except for \$10,000 sublimit per premise
e. Ammonia Contamination	No	limitation of \$250k	No	\$100,000	Yes	Included in \$250,000 sublimit for Spoilage
f. Hazardous Substance	No	limitation of \$250k	Yes and No	Nuclear substances are excluded	Yes	\$250,000 sublimit

EXHIBIT II

	COVERAGE FEATURES CHECKLIST					
	PFS		CIRSA		Alliant	
	Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
g. Spoilage and Contamination	No	limitation of \$250k	No	\$500,000 , with an available \$250,000 blanket that can be proportioned any one or more of the following premise coverages: Electronic Data, Expediting Expenses, Public Safety Service Charges, Spoilage - Scheduled Locations, Spoilage - Utility Owned Equipment, Water Damage.	Yes	\$250,000 sublimit
h. Service Interruption (4-hour waiting period)	No		No	\$100,000; 12-hour waiting period	Yes, but see comment about waiting period	No sublimit but 24 hour delay
I. Explosion	Yes		Yes	Only for loss or damage caused by or resulting from a steam explosion of any steam boiler, electric steam generator, steam turbine, steam piping or steam engine caused by or resulting from any condition or occurrence within that steam boiler, electric steam generator, steam turbine, steam piping or steam engine, or explosion of moving or rotating machinery caused by centrifugal force.	Yes	No sublimit
j. Lightening (Coverage applies if not covered elsewhere)	Yes		No	No coverage for lightning.	Yes, see comment	Lightning excluded for Service Interruption
k. Demolition/Increased Costs- both direct loss and Extra Expense	No	limitation	Yes	Debris removal included in property loss limit. Will not pay for any EE for the demolition or removal of debris, but will pay for such EE you incur to the extent it reduces the amount of covered business income loss that otherwise would have been payable under this contract.	Yes	Covered under Property insurance
l. Computer Equipment	Yes		No	\$500,000 , with an available \$250,000 blanket that can be proportioned any one or more of the following premise coverages: Electronic Data, Expediting Expenses, Public Safety Service Charges, Spoilage - Scheduled Locations, Spoilage - Utility Owned Equipment, Water Damage.	Yes	\$250,000 sublimit for data restoration

EXHIBIT II

COVERAGE FEATURES CHECKLIST						
	PFS		CIRSA		Alliant	
	Yes/No	Comments	Yes/No	Comments	Yes/No	Comments
m. CFC - Refrigerants	No		Yes	CFC not expressively addressed.	Yes	Included in \$250,000 sublimit for Spoilage
CYBER LIABILITY			CIRSA Program	CIRSA Program		
1 Full prior acts coverage (no retroactive date).	No		No	Inception date of program (1/1/2015) is earliest date available	Yes	
2 Exclusion for criminal fraudulent acts to include innocent insureds exception.	No		Yes		Yes, but see comment	Acts, errors, omissions of current or former partner, officer or director of the Named Insured will be imputed to the Named Insured; this does not apply to acts of individual insureds.
3 Modify bodily injury/property damage exclusion to remove “absolute” wording.	No		Yes and No	Reference to this item, "absolute" is unclear. Exclusion is for loss, attributable to or arising out of bodily injury or physical damage to or destruction of tangible property, including loss of use thereof. BI means bodily injury, sickness or disease sustained by a person, including death resulting from any of these at any time.	No	However, this exclusion doesn't apply to mental injury or mental anguish caused by disclosure of protected personal information
4 Coordinate with employment practices liability policy, covering employee privacy claims on a primary basis under cyber policy and on an excess basis under EPL policy.	No		Yes and No	No specifically addressed, but in practice it would be coordinated.	No	Covered on Cyber only
5 Insured v. Insured exception for information security and privacy liability coverage.	No		Yes	Insured v exception for "privacy breach" (I.E., breach of "personal information")	Yes	Insured vs. Insured exclusion applies to named insured and any subsidiaries; does not apply to individual insureds.
6 Contractual liability exception for agreements to maintain confidentiality of PII.	No		Yes	But only with respects to "non-public" information maintained by insured member under a confidentiality agreement. No contractually liability for third parties.	Yes	
7 Unlawful collection of PII exception for third-party acts.	No		Yes and No	Exception language not included within general exclusion. But "privacy breach" is defined to include acts by third parties that results in unauthorized disclosure.	No	
8 Please disclose any exclusions driven by information contained in the application.			No		N/A	

EXHIBIT II

COVERAGE FEATURES CHECKLIST					
	PFS		CIRSA		Alliant
	Yes/No	Comments	Yes/No	Comments	Yes/No Comments
Workers Compensation				Declining to quote, not price competitive.	
1. Recommended Named Insured.	Yes				Yes
2. Broad Form Other States Endorsement	Yes				No
3. Loss Sensitive Plan Endorsement.					No, but see comment
	No				May qualify for premium credit if you implement a "Certified Workers Compensation Risk Management Program" as specified by Colorado regulations and have selected a designated medical provider.
4. Statutory compensation coverage for the State of Colorado	Yes		Yes		Yes
5. Employers' Liability Limit: \$500,000 Per Accident/\$500,000 Per Employee-	Yes		Yes		Yes

EXHIBIT III
WORKERS' COMPENSATION COST ANALYSIS WORKSHEET

EXHIBIT III

WORKERS' COMPENSATION Quote Comparison Worksheet (2020 Rate)

1. Name of applicant Town of Wellington

2. Coverage desired:

State	Specific Excess Limit	Employer's Liability Limit	Deductible
CO	Statutory	\$500K/\$500K/\$500k	\$500

3. Provide the following information regarding each state or jurisdiction to be covered:

					I		II			III		IV	
					Expiring Rates		PFS / Renewal Pricing (Travelers)			Alliant/ Liberty Mutual Option		% Chage I - II	
State	Class Code	Classification	Number of Employees	Estimated Annual Payroll 1/1/19-20	Base Rate	Manual Premium	Estimated Annual Payroll 1/1/20 - 21	Base Rate	Manual Premium	Base Rate	Manual Premium	Change in Payroll	Change In Rate
CO	5506	Street or Road Construction:Paving or Repaving & Drivers		\$195,000	7.6200	\$14,859	\$556,987	6.1300	\$34,143	\$5.67	\$31,581	185.63%	-19.55%
CO	7520	Waterworks Operation & Drivers Sewage Disposal Plant Operations & Drivers		\$310,000	4.2800	\$13,268	\$301,291	3.4400	\$10,364	\$3.33	\$10,033	-2.81%	-19.63%
CO	7580	Clerical Office Employees		\$185,000	2.56	\$4,736	\$231,973	2.06	\$4,779	1.86	\$4,315	25.39%	-19.53%
CO	8810	Hospital - Veterinary & Drivers		\$775,000	0.16	\$1,240	\$1,496,413	0.13	\$1,945	0.12	\$1,796	93.09%	-18.75%
CO	8831	Parks NOC - All Employees & Drivers		\$32,000	2.03	\$650	\$49,848	1.63	\$813	1.5	\$748	55.78%	-19.70%
CO	9102	Construction or Erection Permanent Yard		\$290,000	3.63	\$10,527	\$207,307	2.92	\$6,053	2.75	\$5,701	-28.51%	-19.56%
CO	8227			\$55,000	3.96	\$2,178	If Any	3.18	\$0	3.27	\$0		-19.70%
				\$1,842,000		\$47,458	\$2,843,819		\$58,098		\$54,173	54.39%	
					Adjustment	Amount		Adjustment	Amount	Adjustment	Amount		
		Ratable Manual Premium				\$47,458			\$58,098		\$54,173		
		Waiver of Subrogation				\$949			\$1,162		\$542		
		Increased Limits			1.008	\$380		1.008	\$465	\$1.008	\$433		
		Deductible Credit			0.988	(\$569)		0.988	(\$697)				0.00%
		Experience Modification			0.9000	(\$4,822)		1.350	\$20,659	\$1.35	\$19,302		50.00%
		Schedule Rating			1.130	\$5,641		1.020	\$1,594	\$0.900	(\$7,445)		-9.73%
		Premium Discount			0.959	(\$2,010)		0.955	(\$3,658)	\$0.923	(\$5,186)		-0.42%
		Terrorism				\$498			\$626		\$199		
		Dtec - Catastrophic Loss Charge				Included			Included		\$398		
		Expense Constant				\$160			\$160		\$220		
		Net Estimated Annual Premium				\$47,684			\$78,408		\$62,636		64.43%
		Wholesale Broker Fee				NA			NA		\$3,131.75		
Total Cost						\$47,684			\$78,408		\$65,768.06		

EXHIBIT IV

A.M. BEST RATINGS OF INSURANCE CARRIERS ⁽¹⁾

CARRIER	FINANCIAL RATINGS ⁽²⁾	
AIG	A XV	Excellent
Alliant Property Insurance Program (APIP)	Various	Excellent
Axis	A+ XV	Superior
Bitco Insurance Companies	A+ XV	Superior
Chubb	A++ XV	Superior
Hanover	A XV	Excellent
Hartford	A+ XV	Superior
Hiscox	A XV	Excellent
Key Risk Insurance	A+ XV	Superior
Liberty Mutual	A XV	Excellent
Selective	A XIV	Excellent
State National Insurance (Brit)	A IX	Excellent
Travelers	A++ XV	Superior
Trident / Argo	A XIV	Excellent
XL Catlin	A+ IX	Superior
Ratings as of 11/18/19 on-line information		

Footnotes:

- (1) We wish to caution you against relying exclusively on Best's ratings as a means of monitoring the financial stability of your insurance carriers. Best should be considered in conjunction with other tools, such as periodic review of the financial statements each insurance carrier has on file with your state insurance commissioner. Seek out specific opinions from insurance industry analysts and from those national brokerage firms which operate "watch committees."

- (2) The Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations.

Key:

Superior – Assigned to companies that have, in Best's opinion, a superior ability to meet their ongoing insurance obligations.

Excellent – Assigned to companies that have, in Best's opinion, an excellent ability to meet their ongoing insurance obligations.

EXHIBIT V

MARKETING SUMMARY

PFS Insurance Group

Carrier	Type of Coverage	Response	Premium
Travelers	All Lines	Quoted	\$201,780
Hanover	All Lines	Declined, do not write municipalities	NA
Selective	All Lines	Declined – not competitive	NA
Trident/Argo	All Lines	Declined – no longer write property in Colorado	NA

CIRSA

Carrier	Type of Coverage	Response	Premium
CIRSA (See Diagram attached for list of carriers)	All Lines of Coverage, except Workers' Comp	Quoted	\$152,232.70 (Option 1)
AIG	Cyber	Quoted	\$5,208

Alliant Insurance Services

Carrier	Type of Coverage	Response	Premium
Alliant Property Insurance Program (APIP)	Property, Equipment Breakdown, Auto Physical Damage	Quoted	\$67,222.93
Brit (State National Insurance)	Property, Equipment Breakdown, GL, Public Officials, Employment Practices, Auto Liability, Auto Physical Damage, Umbrella	Quoted	\$109,596
Hanover	Crime	Quoted	\$795 annual \$2,385 3-year
Hartford	Crime	Quoted, but annual premium is \$786 higher than Hanover and 3 year premium is \$1,885 higher than Hanover	\$1,581 annual \$4,270 3-year
Hiscox	Crime	Quoted, but annual premium is \$1,865 higher than Hanover and did not quote 3 year premium	\$2,376 annual
Axis	Cyber	Quoted	\$4,100
Liberty Mutual	Workers' Compensation	Quoted	\$65,766.75
Liberty Mutual	Property, Equipment Breakdown, GL, Public Officials, Employment Practices, Auto Liability, Auto Physical Damage, Umbrella	Declined, to quote Package as they cannot write the Property due to wind/hail exposure	NA
XL Catlin	Cyber	Declined as does not meet minimum premium	NA
Key Risk Insurance	Workers' Compensation	Did not receive response	NA
Bitco Insurance Companies	Workers' Compensation	Did not receive response	NA

Colorado Intergovernmental Risk Sharing Agency

Property Coverage Schematic

January 1, 2019 to January 1, 2020

Layer

\$300 Million x \$200 Million	(M) RSUI - 100%					Insurer A.	Ironshore Specialty Insurance Company Policy # 003933900 NAIC # 25445
						Insurer B.	Ethos: General Security Indemnity Company of Arizona Policy # 34158-000108-1901 NAIC # 20559
						Insurer C.	First Specialty Insurance Corporation Policy # ESP2002790 01 NAIC # 34916
						Insurer D.	Everest Indemnity Insurance Company Policy # CA3P006325-191 NAIC # 10851
						Insurer E.	HDI Global Insurance Company Policy # CPD5542200 NAIC # 41343
\$100 Million x \$100 Million	(K) HDI - 50% (L) Everest Indemnity - 50%					Insurer F.	Canopus Insurance Services, Lloyds Syndicate 4444 Policy # B64966AAA003
						Insurer G.	Aspen Specialty Insurance Company Policy # PR007HE19 NAIC # 10717
\$50 Million x \$50 Million	(J) Great American - 100%					Insurer H.	Evanston Insurance Company Policy # MKLV11XP007100 NAIC # 35378
						Insurer I.	SRU: International Insurance Company of Hannover SE/ General Security Indemnity Company of Arizona Policy # AQS-190013/HAQS-190013/TR00093911900013 NAIC # 20559 (for General Security Indemnity)
\$25 Million x \$25 Million	(H) Evanston - 50% (I) SRU - 50%					Insurer J.	Great American Insurance Company Policy # 2480042 NAIC # 16691
						Insurer K.	HDI Global Insurance Company Policy # CPXD5444601 NAIC # 41343
\$25 Million	(A) Ironshore - 20% (B) Ethos - 10% (C) First Specialty - 30% (D) Everest - 17% (E) HDI - 10% (F) CNP - 5% (G) Aspen - 8%					Insurer L.	Everest Indemnity Insurance Company Policy # CA3X001280-191 NAIC # 10851
						Insurer M.	RSUI Indemnity Company Policy # NHD906577 NAIC # 22314
\$5 Million Self-Insured Retention						Wind and Hail SIR	
	CIRSA First \$4M Wind and Hail Self-Insured Retention (SIR)	Deductible Buy-Back through London Syndicate Markets* - Applies Excess of \$1M SIR after CIRSA First \$4M SIR, to \$12M Annual Wind and Hail Aggregate			CIRSA \$4M Wind and Hail SIR after \$12M London Annual Aggregate Exhausted	*London Syndicate Market Insurers for deductible buy-back coverage Policy # B080119048U19 Faraday Syndicate Stamp # 0435 AEGIS London Stamp #1225 MS Amlin Underwriting Limited Stamp # 2001 Unicorn Underwriting Limited Stamp # 9797 Managing Agency Partners Stamp # 2791 Sompo International Stamp # 5151 Agora Syndicate Services Ltd. Stamp # 3268	
\$1 Million Self-Insured Retention	CIRSA - \$1M Per Occurrence Self Insured Retention (SIR)						

EXHIBIT VI
FLOOD DEDUCTIBLE COMPARISON

Flood Deductible Comparison

Loc #	Bldg #	Address		Flood Deductibles	
				PFS / Travelers	Alliant / State National
1		Viewpointe Park			
1	1	3555 Reagan Court	Wellington, Co 80549	\$100,000	\$50,000
2		Town Hall			
2	1	3735 Cleveland	Wellington, Co 80549	\$100,000	\$50,000
3		Leeper Center / Library Park			
3	1	3800 Wilson	Wellington, Co 80549	Excluded	Excluded
4		Nano Filtration Plant			
4	1	8700 Third Street	Wellington, Co 80549	Excluded	Excluded
5		Centennial Park			
5	1	3816 Harrison	Wellington, Co 80549	\$100,000	Excluded
6		Pump and Wellhouse / Irrigation Wells			
6	1	4000/4001 Wilson	Wellington, Co 80549	Excluded	Excluded
7		Public Works			
7	1	4021 Grant Avenue	Wellington, Co 80549	\$100,000	Excluded
8		Waste Water Treatment Plant			
8	1	6190 NE Frontage Road	Wellington, Co 80549	\$50,000	\$50,000
9		Cemetery			
9	1	9192 NE Frontage Road	Wellington, Co 80549	\$50,000	\$50,000
10		Booster Pump Station			
10	1	8900 Buffalo Creek Parkway	Wellington, Co 80549	\$100,000	\$50,000
11		View Point Lift Station			
11	1	County Road 62	Wellington, Co 80549	Excluded	\$50,000
12		Water Treatment Plant			
12	1	County Road 68 & 11	Wellington, Co 80549	Excluded	\$50,000
13		Wellington Park			
13	1	8890 Buffalo Creek Parkway	Wellington, Co 80549	\$100,000	\$50,000
14		Storage & Shop Building			
14	1	4006 Hayes Avenue	Wellington, Co 80549	\$100,000	excluded
15		Winick Park			
15	1	3850 Wine Cup Street	Wellington, Co 80549	\$50,000	\$50,000
16		Wellville Park			
16	1	3781 G. W. Bush Avenue	Wellington, Co 80549	\$100,000	\$50,000
17		Town Hall Annex			
17	1	8129 3rd Street	Wellington, Co 80549	Excluded	\$50,000
18		Lift Station At Old Lagoon			
18	1	Lift Station At Old Lagoon	Wellington, Co 80549	?	\$50,000
19		Park Meadows Park			
19	1	7101 McClelland Road	Wellington, Co 80549	Excluded	\$50,000
20		Public Works			
20	1	7101 McClelland Road	Wellington, Co 80549	Excluded	\$50,000
21		Office			
21	1	3749 Harrison Ave	Wellington, CO 80549	Excluded	\$50,000
22		Engineering Office			
	1	3804 Cleveland Ave	Wellington, Co 80549	Excluded	\$50,000

EXHIBIT VII
PFS STATEMENT OF VALUES WITH CODING

\$5,000,000 Flood Limit / \$50,000 Deductible
\$2,500,000 Flood Limit / \$100,000 Deductible
\$1,000,000 Flood Limit / \$100,000 Deductible
Wind/Hail Deductible \$50,000
Wind/Hail Deductible \$25,000

Loc	Bldg	Occ	Address 1	City	ST	Zip code	Bldg value	Pers prop value	TIV	B/E/E Blanket
1	1	FENCE	3555 REAGAN COURT	WELLINGTON	CO	80549 - 0279	\$24,000		\$1,024,000	\$1,000,000
2	2	8 PICNIC TABLES	3555 REAGAN COURT	WELLINGTON	CO	80549 - 0279	\$2,400		\$2,400	
3	3	PLAYGROUND STRUCTURES	3555 REAGAN COURT	WELLINGTON	CO	80549 - 0279	\$8,000		\$8,000	
4	4	PLAYGROUND EQUIPMENT	3555 REAGAN COURT	WELLINGTON	CO	80549 - 0279	\$5,000		\$5,000	
5	5	WELL HOUSE-IRRIGATION	3555 REAGAN COURT	WELLINGTON	CO	80549 - 0279	\$15,000		\$15,000	
6	6	TOWN HALL	3735 CLEVELAND	WELLINGTON	CO	80549 - 0279	\$406,832	\$75,000	\$481,832	
7	7	LEAPER/LIBRARY/SENIOR CENTER	3800 WILSON	WELLINGTON	CO	80549 - 0279	\$1,111,498	\$200,000	\$1,311,498	
8	8	FENCE	3800 WILSON	WELLINGTON	CO	80549 - 0279	\$24,000		\$24,000	
9	9	BLEACHERS	3800 WILSON	WELLINGTON	CO	80549 - 0279	\$10,000		\$10,000	
10	10	SHED	3800 WILSON	WELLINGTON	CO	80549 - 0279	\$5,000	\$10,500	\$15,500	
11	11	SHED	3800 WILSON	WELLINGTON	CO	80549 - 0279	\$5,000	\$10,000	\$15,000	
12	12	NANO FILTRATION PLANT	8700 THIRD STREET	WELLINGTON	CO	80549 - 0279	\$1,000,000		\$1,000,000	
13	13	PARKS SHOP	8700 THIRD STREET	WELLINGTON	CO	80549 - 0279	\$60,000	\$50,000	\$110,000	
14	14	BOYS AND GIRLS CLUB	3816 HARRISON	WELLINGTON	CO	80549 - 0279	\$180,000	\$5,000	\$185,000	
15	15	PLAYGROUND STRUCTURES	3816 HARRISON	WELLINGTON	CO	80549 - 0279	\$28,100		\$28,100	
16	16	FENCE	3816 HARRISON	WELLINGTON	CO	80549 - 0279	\$20,000		\$20,000	
17	17	PLAYGROUND EQUIPMENT	3816 HARRISON	WELLINGTON	CO	80549 - 0279	\$5,150		\$5,150	
18	18	12 PICNIC TABLES	3816 HARRISON	WELLINGTON	CO	80549 - 0279	\$14,400		\$14,400	
19	19	SKATE PARK RAMPS	3816 HARRISON	WELLINGTON	CO	80549 - 0279	\$21,000		\$21,000	
20	20	IRRIGATION WELL-1	4000/4001 WILSON	WELLINGTON	CO	80549 - 0279	\$10,000		\$10,000	
21	21	IRRIGATION WELL-2	4000/4001 WILSON	WELLINGTON	CO	80549 - 0279	\$10,000		\$10,000	
22	22	PUMP AND WELLHOUSE BUILDING	4000/4001 WILSON	WELLINGTON	CO	80549 - 0279	\$50,000		\$50,000	
23	23	IRRIGATION WELL-3	4000/4001 WILSON	WELLINGTON	CO	80549 - 0279	\$10,000		\$10,000	
24	24	FENCE	4000/4001 WILSON	WELLINGTON	CO	80549 - 0279	\$5,000		\$5,000	
25	25	PUBLIC WORKS	4021 GRANT AVENUE	WELLINGTON	CO	80549 - 0279	\$600,000	\$20,000	\$620,000	
26	26	WASTEWATER TREATMENT PLANT	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$841,500	\$25,000	\$866,500	
27	27	AERATION BASIN	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$1,542,585		\$1,542,585	
28	28	ARERATION/ RAS-WAS	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$1,013,749		\$1,013,749	
29	29	FENCE	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$24,113		\$24,113	
30	30	MAIN PUMP-HEADWORKS BUILDING	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$760,537		\$760,537	
31	31	DIGESTORS	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$461,903		\$461,903	
32	32	DEWATERING BUILDING	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$483,677		\$483,677	
33	33	ADMINISTRATION BUILDING	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$537,140		\$537,140	
34	34	SLUDGE STORAGE	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$60,000		\$60,000	
35	35	FENCE	6192 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$30,000		\$30,000	
36	36	BOOSTER PUMP STATION	8900 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$100,000		\$100,000	
37	37	VIEW POINT LIFT STATION	COUNTY ROAD 62	WELLINGTON	CO	80549 - 0279	\$50,000		\$50,000	
38	38	FENCE	COUNTY ROAD 62	WELLINGTON	CO	80549 - 0279	\$5,800		\$5,800	
39	39	WATER TREATMENT PLANT	COUNTY ROAD 68 & 11	WELLINGTON	CO	80549 - 0279	\$5,000,000	\$50,000	\$5,050,000	
40	40	CHEMICAL PLANT	COUNTY ROAD 68 & 11	WELLINGTON	CO	80549 - 0279	\$250,000		\$250,000	
41	41	FENCE	COUNTY ROAD 68 & 11	WELLINGTON	CO	80549 - 0279	\$10,000		\$10,000	
42	42	WATER PRE-TREATMENT	COUNTY ROAD 68 & 11	WELLINGTON	CO	80549 - 0279	\$250,000		\$250,000	
43	43	1 MILLION GALLON TANK	COUNTY ROAD 68 & 11	WELLINGTON	CO	80549 - 0279	\$1,000,000		\$1,000,000	
44	44	2 MILLION GALLON TANK	COUNTY ROAD 68 & 11	WELLINGTON	CO	80549 - 0279	\$2,000,000		\$2,000,000	
45	45	CLEAR WELL BUILDING	COUNTY ROAD 68 & 11	WELLINGTON	CO	80549 - 0279	\$1,400,000		\$1,400,000	
46	46	BATTING CAGES/CONCESSIONS	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$50,000		\$50,000	

\$5,000,000 Flood Limit / \$50,000 Deductible
\$2,500,000 Flood Limit / \$100,000 Deductible
\$1,000,000 Flood Limit / \$100,000 Deductible
Wind/Hail Deductible \$50,000
Wind/Hail Deductible \$25,000

Loc	Bldg	Occ	Address 1	City	ST	Zip code	Bldg	Pers prop	TIV	BI/EE
47	47	TOWER/NETTING/CONCRETE BASIN	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$250,000		\$250,000	
48	48	POLE BARN STORAGE BUILDING	8700 THIRD STREET	WELLINGTON	CO	80549 - 0279	\$60,000	\$20,000	\$80,000	
49	49	STORAGE BUILDING	3800 WILSON	WELLINGTON	CO	80549 - 0279	\$5,000		\$5,000	
50	50	MICRO FILTRATION UNIT	COUNTY ROAD 68 & 11	WELLINGTON	CO	80549 - 0279	\$375,000		\$375,000	
51	51	STORAGE OF EQUIPMENT AND SHOP WORK	4006 HAYES AVENUE	WELLINGTON	CO	80549 - 0279	\$80,000	\$10,000	\$90,000	
52	52	CLARIFIERS	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$212,170		\$212,170	
53	53	EQUIPMENT	6190 NE FRONTAGE ROAD	WELLINGTON	CO	80549 - 0279	\$246,958		\$246,958	
54	54	FENCE AND BENCHES	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$36,263		\$36,263	
55	55	SPLASH PAD	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$631,611		\$631,611	
56	56	PLAYGROUND EQUIPMENT	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$484,744		\$484,744	
57	57	TENNIS COURT	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$128,036		\$128,036	
58	58	IRRIGATION SYSTEM	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$337,246		\$337,246	
59	59	PICNIC AREA	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$13,125		\$13,125	
60	60	BALL FIELDS	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$820,450		\$820,450	
61	61	TABLES	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$10,000		\$10,000	
62	62	TRASH CANS	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$6,000		\$6,000	
63	63	BENCHES	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$14,400		\$14,400	
64	64	BIKE RACKS	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$4,200		\$4,200	
65	65	GENERAL PLAY STRUCTURE	3850 WINE CUP STREET	WELLINGTON	CO	80549 - 0279	\$17,500		\$17,500	
66	66	PIRATE SHIP PLAY STRUCTURE	3850 WINE CUP STREET	WELLINGTON	CO	80549 - 0279	\$14,000		\$14,000	
67	67	PAVILLION	3850 WINE CUP STREET	WELLINGTON	CO	80549 - 0279	\$9,000		\$9,000	
68	68	PUMP STATION BUILDING AND CONTENTS	3781 G.W. BUSH AVENUE	WELLINGTON	CO	80549 - 0279	\$513,000		\$513,000	
69	69	LEASED - TOWN HALL ANNEX	8129 3RD ST	WELLINGTON	CO	80549 - 0279		\$25,000	\$25,000	
70	70	BASKETBALL COURT	3555 REAGAN COURT	WELLINGTON	CO	80549 - 0279	\$50,000		\$50,000	
71	71	3 VARIABLE FREQ DEVICES \$100K EA	4000/4001 WILSON	WELLINGTON	CO	80549 - 0279	\$300,000		\$300,000	
72	72	SPLASH PAD BLDG	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$20,000	\$230,000	\$250,000	
73	73	SCORE BOOTHS \$10K EA	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$20,000		\$20,000	
74	74	NORTH RESTROOMS	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$60,000		\$60,000	
75	75	SOUTH RESTROOMS	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$60,000		\$60,000	
76	76	NORTH UTILITY SHED	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$10,000		\$10,000	
77	77	SOUTH UTILITY SHED	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$10,000		\$10,000	
78	78	PUMP STATION BLDG	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$20,000	\$300,000	\$320,000	
79	79	LIFT STATION-CONTROLS-MEASURING	OLD LAGOON	WELLINGTON	CO	80549 - 0279	\$20,000	\$230,000	\$250,000	
80	80	PLAYGROUND EQUIPMENT	7101 MCCLELLAND ROAD	WELLINGTON	CO	80549 - 0279	\$30,000		\$30,000	
81	81	SHADE STRUCTURE	7101 MCCLELLAND ROAD	WELLINGTON	CO	80549 - 0279	\$10,000		\$10,000	
82	82	OFFICE FOR PUBLIC WORKS	7101 MCCLELLAND ROAD	WELLINGTON	CO	80549 - 0279		\$25,000	\$25,000	
83	83	ECONOMIC DEVELOPMENT OFFICE	3749 HARRISON AVE	WELLINGTON	CO	80549 - 0279	\$265,000	\$50,000	\$315,000	
84	84	PICNIC SHLETER (OVER 4 TABLES)	3555 REAGAN COURT	WELLINGTON	CO	80549 - 0279	\$12,000		\$12,000	
85	85	PICNIC TABLE	3800 WILSON	WELLINGTON	CO	80549 - 0279	\$1,100		\$1,100	
86	86	BALL FIELD SCOREBOARDS	3800 WILSON	WELLINGTON	CO	80549 - 0279	\$20,000		\$20,000	
87	87	STORAGE SHED	3816 HARRISON	WELLINGTON	CO	80549 - 0279	\$50,000		\$50,000	
88	88	PAVILLION	3816 HARRISON	WELLINGTON	CO	80549 - 0279	\$25,000		\$25,000	
89	89	OUTDOOR LIGHTING BALL FIELDS	8890 BUFFALO CREEK PARKWAY	WELLINGTON	CO	80549 - 0279	\$100,000		\$100,000	
90	90	BENCHES	3850 WINE CUP STREET	WELLINGTON	CO	80549 - 0279	\$900		\$900	
91	91	BIKE RACK	3850 WINE CUP STREET	WELLINGTON	CO	80549 - 0279	\$500		\$500	
92	92	PICNIC TABLES	3850 WINE CUP STREET	WELLINGTON	CO	80549 - 0279	\$1,100		\$1,100	
93	93	TENNIS COURT	3850 WINE CUP STREET	WELLINGTON	CO	80549 - 0279	\$5,000		\$5,000	

Account Name:
Effective Date:
\$5,000,000 Flood Limit / \$50,000 Deductible
\$2,500,000 Flood Limit / \$100,000 Deductible
\$1,000,000 Flood Limit / \$100,000 Deductible
Wind/Hail Deductible \$50,000
Wind/Hail Deductible \$25,000

Loc	Bldg	Occ	Address 1	City	ST	Zip code	Bldg	Pers prop	TIV	BI/E
94	94	PICNIC TABLES (4)	7101 MCCLELLAND ROAD	WELLINGTON	CO	80549 -	\$1,100		\$1,100	
95	95	OFFICE (HOUSE)	3804 CLEVELAND AVE	WELLINGTON	CO	80549 - 0279	\$20,000		\$20,000	
96	96	SHED	3804 CLEVELAND AVE	WELLINGTON	CO	80549 -	\$5,000		\$5,000	
97	97	DETACHED GARAGE	3804 CLEVELAND AVE	WELLINGTON	CO	80549 -	\$5,000		\$5,000	
							\$24,891,787	\$1,335,500	\$26,227,287	\$1,000,000

EXHIBIT VIII

POOLING OVERVIEW

Pooling is a strong and extremely viable alternative to traditional insurance. As is true with traditional insurance programs with standard lines insurance carriers, the Pool's property and liability program's primary layer is secured by the Pool and funded by the members via their premium contributions. A secondary layer is secured through reinsurance. Therefore, both programs involve some "stop loss" insurance to ensure program stability.

The Pool's "excess of loss" reinsurance structure allows the Town to secure high limits of coverage, but these are generally shared by the Pool at large. Therefore, the Town should see the Pool as a form of self-insurance, however, the members join together to fund a primary layer of exposure. In a Pool, all members are jointly and severally responsible for the performance of the Pool. The following is a list of possible "text" book advantages and disadvantages of a Pool.

Possible Advantages of Pooling

- Greater awareness of loss exposures
- Stability of costs
- Cost reduction
- Greater control over claims handling
- Ability to redesign rating plan to achieve group's goals
- Design coverage forms to meet members' needs
- Pool is owned by its members

Possible Disadvantages of Pooling

- Element of risk – Pool not subject to State Guarantee Fund
- Failure to maintain adequate records
- Shared experience of the members
- Financial problems
- Members may lack expertise
- Failure to maintain control

EXHIBIT IX**BROKER SERVICES**

The selected brokerage/agency(s) will be required to assist in the placement of insurance, excess insurance, reinsurance, and/or alternative coverage's as needed.

The Town's broker will ultimately be expected to perform most, if not all, of the following services:

A. Risk Analysis and Insurance Marketing

1. Assist the Town in the assessment of loss exposures.
2. Prepare a market analysis and forecast by line of insurance at least 90 days prior to each renewal.
3. Assist the Town in the design of required coverage.
4. Identify for the Town prior to marketing its insurance coverage, all viable markets and provide this proposed distribution list to the Town for approval.
5. Prepare detailed submissions for presentation to markets in a timely manner. A copy of such submission will be provided to the Town prior to its release.
6. Negotiate effectively with underwriters, securing the broadest coverage at the best available cost.
7. Present renewal programs and options to the Town within a reasonable time period prior to expiration, but no later than 30 days prior.
8. Provide a detailed summary of all marketing activity including carrier's names, underwriter contacted, final disposition of carrier's quote or action, and a clear explanation of any declination or reasons for no further consideration being shown a market.
9. At least sixty to ninety (60-90) days prior to each policy anniversary date, the producer must provide the Town with renewal information, including estimated renewal premiums and suggested coverage changes.

B. Administration

1. Issue binders, certificates of insurance and other coverage verification documents as required.
2. Respond promptly to questions from the Town.

3. Keep Town advised of activities taking place nationally and locally on the Town's behalf.
4. Prepare and present a formal annual report to the Town on the past year's activities and future plans and goals.
5. Assist with cost allocations, if asked.
6. Prepare a recap of coverage's bound for the Town as early in the year as possible.
7. Maintain confidentiality of Town records.
8. Assist the Town in the creation and maintenance of an underwriting database on Town premises.
9. The producer must prepare insurance summary of all Town's insurance policies including a discussion of the coverage provided, limit or amounts of coverage, deductibles, important coverage enhancements, key exclusions, and the estimated annual cost of each policy.
10. The producer must furnish continuing advice and counsel to the Town as required in developing and updating insurable values.
11. The producer must review all contracts as requested by the Town and comment on the appropriateness of the insurance and hold harmless provisions therein.

C. Claims

The Town of Wellington's insurance program is first dollar coverage. Therefore, some claims will require the brokerage/agency to do the following:

1. Handle the transmittal of documents to the appropriate insurance carrier's claims service office.
2. Coordinate with the Town's Risk Manager and Town Attorney on claims investigation when requested and, if necessary, conduct post-loss visits to assist in proper claims preparation, salvage operations, temporary protection and negotiation of claims with adjusters.
3. Act as the Town's advocate in claim disputes with insurance carriers.

D. Loss Control

1. Act as a liaison between the Town and insurance company loss control personnel.
2. Review and evaluate the Town's in-house loss control activities.
3. Assist the Town in exposure analysis.
4. Develop and assist in the presentations of loss control training and education programs.

Board of Trustees Meeting

Date: December 10, 2019
Submitted By: Michelle Vance
Subject: Memorandum of Understanding with Wellington Main Streets
Item Number: 2019-386

EXECUTIVE SUMMARY

Memorandum of Understanding with Wellington Main Streets

BACKGROUND / DISCUSSION

The Town of Wellington Economic Development recognizes that the Wellington Main Streets program is a vital partner in executing our economic development strategy that provides for new business development, retention of existing business, supporting business growth and expansion, and creating an environment that promotes economic growth and development for the community.

The Wellington Main Streets Program is an independent non-profit corporation, funded in part by the Town and benefiting the Town's economic development goals. With that in mind, we would like to enter into a Memorandum of Understand (MOU) and lease office space to the Wellington Main Streets Program. The MOU identifies the parameters of the agreement and how the organizations will work individually and collectively to promote economic vitality for the Town of Wellington.

STAFF RECOMMENDATION

Staff Recommends approving the Memorandum of Understanding with Wellington Main Streets Organization.

ATTACHMENTS

1. MOU with Main Streets

Memorandum of Understanding

This agreement is entered into between The Town of Wellington, Colorado, a Colorado Statutory Municipality (the "Town") and Wellington, CO Main Streets Program, a Colorado Nonprofit Corporation ("Main Streets"), relative to office space to be occupied by Main Streets at property owned by the Town at 3749 Harrison Avenue, Wellington Colorado (the "Property"). The Property is currently occupied by the Town's Economic Development Director (the "EDD"). Main Streets is an independent non-profit corporation, funded in part by the Town and benefitting the Town's economic development goals. Main Streets is in need of office space. The Town has available space for office use on the Property and agrees to allow Main Streets to occupy areas of the Property as approved by the Town. Unless altered in the future, Main Streets' occupancy will be without cost to Main Streets. Main Streets may use conference room space and garage storage on the Property as approved by the Town. Main Streets' occupancy shall not unreasonably interfere with the Town's occupancy of the Property. If available, the Town may allow use on the Property by Main Streets of certain Town owned office furniture and equipment. Main Streets shall not post signage on the Property except as approved by the Town. The Town will pay all utilities associated with the occupancy of the Property. Main Streets shall provide the Town with a copy of Main Streets' insurance coverages, and at all times that Main Streets occupies the Property, Main Streets will designate the Town as a co-insured or additional insured on the Main Streets' policy. The Town may at anytime revoke approvals and either party may at any time terminate this agreement by giving notice to the other party. If Main Streets' occupancy is terminated or limited by the Town in the future, the Town may request that any keys be returned or materials of Main Streets be immediately removed by Main Streets, or, if materials are not removed, the Town may remove such materials and return the materials to any Main Streets officer or board member. Main Streets shall at all times insure that Main Streets, its employees, volunteers, agents and invitees do not damage the Property and will insure that use of the Property does not create liability to the Town. In the event of damage to the Property or liability occasioned to the Town by Main Streets' employees, volunteers, agents or invitees Main Streets will immediately repair such damage and shall hold indemnify the Town and shall hold the Town harmless from all liability. Approvals by the Town shall be ultimately controlled by the Town Board but in most cases will be by the Town Administrator / Clerk or, in his absence, the EDD.

Dated: _____

Town of Wellington, Colorado
a Colorado Statutory Municipality

Wellington, CO Main Streets Program
a Colorado Nonprofit Corporation

By:
Ed Cannon, Town Administrator/Clerk


By:
Kallie Cooper, Executive Director