



FINANCE COMMITTEE

August 8, 2022

6:00 PM

Regular Meeting Agenda

8225 3rd Street
Centennial Conference Room
Wellington, CO 80549

- A. CALL TO ORDER
- B. PUBLIC INVITED TO BE HEARD
- C. ACTION ITEMS /DISCUSSION ITEMS
 - 1. Approval of minutes
 - 2. Presentation on Departmental Budgets
- D. REPORTS
- E. ADJOURN

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



Finance Committee Meeting

Date: August 8, 2022
Submitted By:
Subject: Approval of minutes

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

Minutes from the July 25, 2022 meeting.

STAFF RECOMMENDATION

Approve

ATTACHMENTS

1. 7-25-2022 Minutes

FINANCE COMMITTEE
MINUTES
July 25, 2022

A. CALL TO ORDER

The Town of Wellington Finance Committee meeting was called to order by Chair Christine Gaiter, on July 25, 2022 at 6:00 p.m. at the Town of Wellington.

Attendance:

Christine Gaiter
Dominic Baranyi
Jason Mellin
Jesy Andreen online
Nic Redavid online
Pat Johnson
Sara Knaack

Others in attendance:

Jon Gaiter, Trustee Liaison
Patti Garcia, Town Administrator
Charity Campfield, Finance Director
Vik Runkle, Finance Consultant
Stephanie Anderson, HR Manager

B. PUBLIC INVITED TO BE HEARD

Public comment was opened to which there was none.

C. ACTION ITEMS /DISCUSSION ITEMS

1. Minutes from 7/18/2022 were approved through a motion by Member Mellin, seconded by Member Knaack.
2. Stephanie Anderson, Town of Wellington HR Manager provided a presentation on HR Financial Considerations.

D. REPORTS

1. The Committee determined that regular meetings will be held on the 3rd Monday of every month. Monthly financials will be reviewed at these meetings.
2. During Budget season, an additional meeting will be held on the 2nd Monday of every month.
3. The Budget Work Session has been split into two sessions, on September 13 & 20th. Member Baranyi will attend both

E. ADJOURN

The meeting was adjourned at 6:48.

Pat Johnson
Finance Committee Secretary

Finance Committee Meeting

Date: August 8, 2022
Subject: Presentation on Departmental Budgets

BACKGROUND / DISCUSSION

Staff will present the departmental budgets that have been proposed for FY 2023.

STAFF RECOMMENDATION

ATTACHMENTS

1. 01_LEGISLATIVE BUDGET WORKSHEET 08_05_22
2. 02_ADMINISTRATION BUDGET WORKSHEET VERSION 08_01_2022
3. 03_ECO DEVO BUDGET 08_01_22
4. 04_JUDICIAL BUDGET WORKSHEET VERSION 1 08_01_22
5. 05_CLERK BUDGET WORKSHEET 8_2_22
6. 06_HUMAN RESOURCES BUDGET WORKSHEET 08_03_22
7. 07_IT BUDGET WORKSHEET 8_1_22
8. 08_FINANCE BUDGET WORKSHEET 08_03_22
9. 09_PLANNING BUDGET WORKSHEET 8_3_22
10. 10_PUBLIC WORKS Operations Budget 08_04_22
11. 11_LIBRARY WORKSHEET 8_3_22
12. 12_GENERAL BUILDINGS BUDGET WORKSHEET 08_03_22
13. 13_CEMETERY BUDGET WORKSHEET 8_3_22
14. 14_STREETS BUDGET WORKSHEET 08_04_22
15. 15_Parks and Recreation Operating Budget 08_03_22
16. 16_WATER Operating Budget 08_04_22
17. 17_SEWER Operating Budget 08_04_22
18. 20_DRAINAGE BUDGET WORKSHEET 08_04_22
19. SUMMARY OF 2023 BUDGET TOTALS 8_05_22
20. LSO

LEGISLATIVE		12/31/2021	12/31/2022	2023 Budget
Account number	Description	2021 Actual	2022 Budget	
201-11-5102	Benefits	\$ 803	\$ 859	\$ 859
201-11-5107	Official Compensation	\$ 10,100	\$ 10,800	\$ 10,800
201-11-5192	CAC	-	\$ 35,160	\$ 40,430
201-11-5331	Publishing and Legal	\$ 3,132	\$ 1,500	\$ 1,700
201-11-5335	Dues and Subscriptions	\$ 1,733	\$ 2,500	\$ 5,878
201-11-5352	Muni Legal Services	-	\$ -	\$ 20,000
201-11-5356	Professional Services	-	\$ 10,000	
201-11-5363	R&M Computer/Office Equip	-	\$ 6,000	\$ -
201-11-5380	Professional Development	\$ 4,561	\$ 10,000	\$ 10,000
201-11-5414	Election Expenses	\$ 24,994	-	\$ -
201-11-5530	Code Review and Update	\$ 5,112	-	\$ -
201-11-5950	Board Outreach	\$ 80,945	\$ 107,500	\$ 107,500
201-11-5951	Board Discretionary Fund	\$ 3,091	\$ 61,500	\$ 61,500
TOTAL		\$ 134,472	\$ 245,819	\$ 258,667

2022/2023 \$ CHANGE	2022/2024 % CHANGE	Notes
\$ -	0.0%	
\$ -	0.0%	No change here
\$ 5,270	15.0%	Draft #; for BOT consideration
\$ 200	13.3%	
\$ 3,378	135.1%	DCI \$475; CML \$3,403; Chamber \$2,000
\$ 20,000	20000.0%	For BOT legal expenses
\$ (10,000)	-100.0%	
\$ (6,000)	-100.0%	Computers will need to be purchased for new BOT in 2024
\$ -	0.0%	
\$ -	0.0%	
\$ -	0.0%	
\$ -	0.0%	For BOT discussion
\$ -	0.0%	For BOT discussion
\$ 12,848	5.2%	

ADMINISTRATION		UNAUDITED		12/31/2022	
Account number	Description	2021 Actual		2022 Budget	
201-13-5100	Wages & Salaries General Fund Water Fund Sewer Drainage Streets Parks	\$	395,087	\$	475,937
201-13-5102	Benefits General Fund Water Fund Sewer Drainage Streets Parks	\$	79,304	\$	112,354
201-13-5214	Office supplies		-	\$	1,500
201-13-5331	Publishing & Legal Notices	\$	240	\$	1,000
201-13-5335	Dues & Subscriptions	\$	10,227	\$	8,500
201-13-5336	Community Outreach	\$	806	\$	2,500
201-13-5352	Legal Services	\$	85,335	\$	100,000
201-13-5356	Professional Fees	\$	12,925	\$	15,000
201-13-5363	R&M Computer/Office Equip	\$	51,632	\$	13,800
201-13-5380	Professional Development	\$	716	\$	8,000
201-13-5496	Community Relations	\$	829	\$	6,500
201-13-5903	Main Street Grants/ARPA		-	\$	569,627
201-13-5933	Senior Bus		-	\$	6,000
TOTALS without Grant		\$	637,101	\$	751,091
With Grant				\$	1,320,718

2023 Budget	2022/2023 \$ Change	2022/2024 % Change	Notes
	\$ 46,132	8.8%	Sum of all Funds = 522,069
\$ 303,716	\$ -		
\$ 60,935	\$ -		
\$ 60,935	\$ -		
\$ 4,635	\$ -		
\$ 23,175	\$ -		
\$ 68,673	\$ -		
\$ -	\$ -		
	\$ 7,972	6.6%	Sum = 120,326
\$ 73,655	\$ -		
\$ 14,268	\$ -		
\$ 14,268	\$ -		
\$ 966	\$ -		
\$ 4,828	\$ -		
\$ 12,341	\$ -		
\$ -	\$ -		
\$ 1,500	\$ -	0.0%	
\$ -	\$ (1,000)		All are consolidated in the Clerk Dept
\$ 8,500	\$ -	0.0%	ICMA, CCMA, UPSTATE, Eco Devo, DCI
\$ 2,500	\$ -	0.0%	Food for public meetings / translation for public meetings
\$ 80,000	\$ (20,000)		Move \$20k to BOT budget
\$ 30,000	\$ 15,000	100.0%	Facilitator, survey
\$ 5,000	\$ (8,800)	-63.8%	
\$ 11,645	\$ 3,645	45.6%	ICMA x 3;CCCMA x 2; CML x 1; State and local CML and marketing trainings
\$ 11,646	\$ 5,146	79.2%	This budget is for items required for marketing, public outreach, etc.
\$ 26,000			Would like to carry over \$26k of this grant for façade improvement program.
\$ 8,000	\$ 2,000	33.3%	

\$ 801,186	\$ 50,095	6.7%	Without Salaries, the costs increase by 15,991
\$ 827,186			

ECONOMIC DEVELOPMENT		12/31/2021	12/31/2022	2023 Budget
Account number		2021 Actual	2022 Budget	
201-51-5100	Salaries	-	-	
201-51-5101	Seasonal	-	-	
201-51-5102	Beneffts	-	-	
201-51-5151		-	-	
201-51-5153		-	-	
201-51-5154	Economic Development	-	\$ 5,000	\$ -
201-51-5155		-	-	
201-51-5156		-	-	
201-51-5157	Main Street contributions	-	-	
201-51-5214	Office Supplies	\$ 52	-	
201-51-5356	Professional Services	\$ 7,681	-	
201-51-5401	Marketing Services	\$ 5,385	-	
TOTAL		\$ 13,118	\$ 5,000	\$ -

Proposal: To eliminate this division. History: Had a staff person a few years ago;
 Reassigned some of the work to a new position in the Admin Department.
 Have money in the CIP for a study, if identifies as a strategic priority.

2022/2023 \$ Change	2022/2024 % Change	Notes
\$ (5,000)	-100%	Moved to Admin Budget (Community Relations)
\$ (5,000)	-100%	

JUDICIAL		12/31/2021	12/31/2022	2023 Budget
Account number	Description	2021 Actual	2022 Budget	
201-12-5100	Salaries	-	-	8,380
201-12-5102	Benefits			2,987
201-12-5109	Magistrate	4,500	9,000	9,000
201-12-5214	Office Supplies	232	2,500	2,500
201-12-5359	Prosecuting Attorney	4,199	7,500	8,250
201-12-5380	Professional Development	124	1,000	1,500
201-12-5394	Jury Fees	-	-	1,000
201-12-5498	Court Appointed Counsel	225	1,000	1,000
201-12-5499	Translator Fees	-	250	500
TOTALS		9,280	21,250	35,117

2022/2023 \$ Change	2022/2024 % Change	Notes
\$ 8,380		20% of the GF Clerk Admin Position is dedicated to the Court
\$ 2,987		20% of the Clerk Admin Position is dedicated to the Court
\$ -	0.0%	
\$ -	0.0%	
\$ 750	10.0%	10% Increase as the number of tickets being written have increased in 2022.
\$ 500	50.0%	CAMCA & CMJA Annual Membership, CAMCA Conference, CAMCA & CMJA PDO
\$ 1,000		Judge recommended this be budgeted as it is unknown if a jury trial will be needed.
\$ -		
\$ 250	100.0%	Translator fees range between \$30-\$70/hour
\$ 13,867	65.3%	82% of this change is because we are correctly allocating the admin costs Without this allocation the increase is \$2,500 or 12%

CLERK		12/31/2021	12/31/2022	2023 Budget
Account number		2021 Actual	2022 Budget	
201-15-5100	Wages & Salaries	\$ 130,275	\$ 137,769	
	General Fund			\$ 110,442
	Water Fund			\$ 13,161
	Sewer Fund			\$ 13,161
	Drainage			\$ 974
	Street			\$ 3,482
	Park			\$ 1,511
201-15-5102	Benefits	\$ 52,276	\$ 58,120	
	General Fund			\$ 36,011
	Water Fund			\$ 4,351
	Sewer Fund			\$ 4,351
	Drainage			\$ 304
	Street			\$ 1,105
	Park			\$ 496
201-15-5214	Office Supplies	\$ 11,282	\$ 1,500	\$ 1,500
201-15-5331	Publishing Legal Notices	\$ -	\$ -	\$ 3,500
201-15-5335	Dues & Subscriptions	\$ 2,186	\$ 500	\$ 4,013
201-15-5356	Professional Services	-	\$ 27,000	\$ 12,000
201-15-5363	R&M Computer/Office Equip	\$ 10,205	\$ 5,000	\$ 5,000
201-15-5380	Professional Development	\$ 1,694	\$ 5,000	\$ 5,000
201-15-5381	Mileage Reimbursement	-	\$ 300	\$ 150
201-15-5414	Election Expenses	-	\$ 32,000	\$ 32,000

201-15-5495	Miscellaneous	\$	137	\$	-	
201-15-5530	Code Review and Update		-	\$	5,000	\$ 5,000
201-15-5948	Employee Apparel	\$	1,215		-	
TOTAL		\$	209,271	\$	272,189	\$ 257,512

2022/2023 \$ Change	2022/'2023 % Change	Notes
\$ 4,961	3.6%	Total Salaries = \$142,730; this excludes the 20% charged to the Judicial Budget Comparing 2022 budget to 2023 total salaries = 151,111
\$ (11,502)	-19.8%	Total benefits are \$46,620 w/ the 20% moved to Judicial Budget. It reduces with a personnel change \$ 46,618.00
\$ (9,782)	-652.1%	Eliminated bottled water; reorganized to ensure every department pays for its own supplies; in 2021 there was coding for the bldg supplies in the Clerk budget
\$ 3,500		These costs are \$218*12 to publish in North 40 + ordinances in Coloradan at \$50 a month; rounded to \$3,500
\$ 1,827	365.4%	CMCA, IIMC, Loveland Newspaper, Coloradoan, Biz West, Colorado Safety Association, ARMA, Move newspapers to admin; CMCA is \$138, IIMC is \$175, ARMA is \$200
\$ (15,000)	-55.6%	2022 Records Management System; 2022 recodification of Land Use Code; 2023 \$4,000 for records system annual cost first year and then evaluate future Scanning of docs with Prof Services of \$8,000 to assist with scanning
\$ -	0.0%	2022 laptop for front desk; 2023 equipment replacement
\$ 3,306	66.1%	IIMC conference x 1; CMCA conference x 2; webinars & records mgmt training
\$ -	\$ -	budget for potential special election

\$	5,000		Updating of MuniCode
\$	(17,690)	-6.5%	One time purchase of RMS; lower office supplies; change in personnel impacts total budget

HUMAN RESOURCES		12/31/2021	12/31/2022	2023 Budget
Account number		2021 Actual	2022 Budget	
201-16-5100	Wages & Salaries	124,042	117,924	
	General Fund			47,950
	Water Fund			24,560
	Sewer Fund			21,961
	Drainage			3,506
	Street			15,074
	Park			16,893
201-16-5102	Benefits	25,578	30,298	
	General Fund			13,420
	Water Fund			6,874
	Sewer Fund			6,147
	Drainage			982
	Street			4,219
	Park			4,728
201-16-5103	Temporary Services	-	10,000	10,000
201-16-5214	Office Supplies	-	1,500	1,500
201-16-5226	Executive Search		-	25,000
201-16-5335	Dues & Subscriptions	6,088	-	8,000
201-16-5356	Professional Fees	1,257	20,000	10,000
201-16-5380	Professional Development	3,954	15,000	15,000
201-16-5580	Employee Drug Testing	1,428	2,000	2,500
201-16-5582	Employee Relations Committee	6,494	20,000	20,000
201-16-5583	Background Check	2,254	2,500	3,000
201-16-5948	Employee Apparel	1,806	5,100	2,000
201-16-5949	Employee Advertising	17,258	10,000	3,500
201-16-5363	R&M Office Equipment			
TOTAL		190,159	234,322	266,814

2022/2023 \$ CHANGE	2022/2024 \$ CHANGE	
\$ 12,020	10.2%	Total salaries are \$129,944
\$ 6,072	20.0%	Total benefits are \$36,370
\$ -	0.0%	Consolidation of Front Desk for temp needs
\$ 25,000		Was not budgeted in 2022; generally assume 1 loss a year
\$ 8,000		Increase in Employers Council; see below
\$ (10,000)	-50.0%	Reduced this line item so we could have Employers Council membership. 2023 budget for HRIS system.
\$ -	0.0%	Educational Refund program; Max \$2000 total \$12,000 for six employees; Required HR CE's are required for certification
\$ 500	25.0%	Asked for \$500 more; more seasonal costs
\$ -	0.0%	Recognition; milestone pay will be \$2,400 + holiday event; employee retention efforts
\$ 500	20.0%	Asked for \$500 more due to seasonal employees
\$ (3,100)	-60.8%	Decreasing this line item;;required clothing is paid from departments; front line new employees only
\$ (6,500)	-65.0%	Significantly dropped; leaning more on free advertising (CML, etc.); we will use this budget for specific strategies with Indeed
\$ -	0.0%	
32,492	14%	Executive Search comprises 77% of this total

INFORMATION TECHNOLOGY

Account number

12/31/2021

2021 Actual

12/31/2022

2022 Budget

201-17-5100	Wages & Salaries	\$	15,430	\$	56,216
	General Fund				
	Water Fund				
	Sewer Fund				
	Drainage				
	Street				
	Park				
201-17-5102	Benefits	\$	3,747	\$	17,728
	General Fund				
	Water Fund				
	Sewer Fund				
	Drainage				
	Street				
	Park				
201-17-5214	Office Supplies		-	\$	1,500
201-17-5345	Telephone Services	\$	63,852	\$	54,862
201-17-5380	Professional Development		-	\$	1,500
201-17-5382	Network Admin		-	\$	6,000
201-17-5384	Internet Services	\$	4,379	\$	43,888
201-17-5579	Software License/Support	\$	144,518	\$	143,800
201-17-5585	Website Maintenance	\$	12,363	\$	9,548
201-17-5947	Copier Expense	\$	5,722	\$	6,000
TOTAL		\$	250,012	\$	341,042

2023 Budget	2022/2023 \$ Changes	2022/2024 % Changes	Notes
	\$ 2,891	5.14%	Total salary 1 FTE \$59,107
\$ 21,811			
\$ 11,171			
\$ 9,989			
\$ 1,595			
\$ 6,856			
\$ 7,685			
	\$ 2,103	11.9%	Total benefits 19,831
\$ 7,318			
\$ 3,748			
\$ 3,351			
\$ 535			
\$ 2,300			
\$ 2,579			
\$ 1,500	\$ -	0.0%	
\$ 65,000	\$ 10,138	18.5%	Assume we will return to 2021 actual amount
			Colorado Government Info Tech
\$ 1,500	\$ -	0.0%	Association conference; webinars throughout the year
\$ 6,000	\$ -	0.0%	
			Monthly -
\$ 45,500	\$ 1,612	3.7%	MSB - \$2800, PW - \$650, Leeper - \$109, WTP - \$95, WRF - \$125
			Added 10% for 2023
\$ 158,180	\$ 14,380	10.0%	Lewan contact and software the town uses. Lewan (\$51,600), Caselle,
\$ 12,000	\$ 2,452	25.7%	Put in 2021 actual
\$ 6,000	\$ -	0.0%	
\$ 374,618	\$ 33,576	9.8%	

FINANCE

Account number

12/31/2021
2021 Actual**12/31/2022**
2022 Budget

201-14-5100	Wages & Salaries	\$	363,703	\$	388,812
	General				
	Water				
	Sewer				
	Drainage				
	Streets				
	Parks				
201-14-5102	Benefits	\$	120,549	\$	133,062
	General				
	Water				
	Sewer				
	Drainage				
	Streets				
	Parks				
201-14-5214	Office supplies		-	\$	1,500
201-14-5311	Postage	\$	2,548	\$	2,400
201-14-5321	Printing Services	\$	31,837	\$	40,000
201-14-5335	Dues & Subscriptions	\$	1,244	\$	2,000

201-14-5353	Accounting & Auditing	\$	27,636	\$	30,000
201-14-5356	Professional Services		-	\$	2,000
201-14-5363	R&M Computer/Office Equip	\$	2,493	\$	6,000
201-14-5378	Office Space Rental		-	\$	1,200
201-14-5380	Professional Development	\$	3,744	\$	10,000
201-14-5381	mileage reimbursement	\$	-	\$	-
201-14-5510	Insurance & Bonds	\$	121,980	\$	160,000
201-14-5560	County Treas Fees	\$	29,813	\$	60,000
201-14-5640	Paying Agent Fees	\$	250	\$	250
201-14-5903	Hardship Utility Grant	\$	6,300	\$	6,000
201-14-5950	Document Shredding	\$	252	\$	200
TOTALS		\$	712,349	\$	843,424

2023 Budget	2022/2023 \$ Change	2022/2023 % Change	Notes
	\$ (26,712)	-6.9%	The new salaries total = 362,100; Assume all positions will be filled throughout the year
\$ 121,570			
\$ 90,259			
\$ 90,259			
\$ 15,975			
\$ 28,062			
\$ 15,975			
	\$ 33,461	25.1%	Positions area currenty vacant and benefits are budgeted at the highest assumption - PPO full family.
\$ 57,849			\$ -
\$ 41,597			
\$ 41,597			
\$ 7,094			
\$ 11,291			
\$ 7,095			
\$ 1,500	\$ -	0.0%	
\$ 2,500	\$ 100	4.2%	All postage to date has been assigned to Finance - working on a way to appropriately allocate costs. This cost = organizational costs, including utility bills
\$ 35,000	\$ (5,000)	-12.5%	This is the cost of printing the utility bills and will be allocated to the utilities. We want to capture the cost. More customers are going on electronic bills which lowers printing costs.
\$ 1,200	\$ (800)	-40.0%	2 GFOA memberships and 3 CGFOA memberships; possibly a couple others after organization becomes more professional

				Cost for annual town audit. (Should be split between the funds)		
\$	45,000	\$	15,000	50.0%	Due to significant staff changes the next audit will be a merged one between 2021 and 2022	
		\$	(2,000)	-100.0%		
\$	6,000	\$	-	0.0%	The UB coordinator computer, the AP computer all need replaced	
		\$	(1,200)	-100.0%	Not certain what this was; not spending it	
\$	10,000	\$	-	0.0%	GFOA conferences x 2; CGFOA conference x 4; Caselle conference x 3	
\$	200	\$	200		Day to day mileage	
\$	170,000	\$	10,000	6.3%	CIRSA payment is currently coming from this line item. 2023 work program to realign this with other departments and Funds.	
\$	60,000	\$	-	0.0%	There is no information this will change; 2023 work program is to understand the allocation of the costs	
\$	-	\$	(250)	-100.0%	These were inappropriately assigned to the GF; these are fees associated with the utility bonds	
\$	6,000	\$	6,000	0.0%	This is a policy decision	
\$	200	\$	(200)	\$	-	Move to Clerk budget
\$	866,223	\$	28,599	3.4%		

PLANNING		12/31/2021	12/31/2022
Account number		2021 Actual	2022 Budget
201-18-5100	Wages & Salaries	\$ 297,759	\$ 468,669
	General		
	Water		
	Sewer		
	Drainage		
	Streets		
	Parks		
201-18-5102	Benefits	\$ 88,158	\$ 145,559
	General		
	Water		
	Sewer		
	Drainage		
	Streets		
	Parks		
201-18-5214	Office Supplies	\$ 3,424	\$ 7,500
201-18-5231	Fuel, Oil, & Grease	\$ 6,802	\$ 6,500
201-18-5331	Recording & Legal Publishing	\$ 2,016	\$ 2,500
201-18-5335	Dues & Subscriptions	\$ 1,064	\$ 1,603
201-18-5350	Building & Inspection Fees	\$ 356,426	\$ 350,000
201-18-5352	Legal Services	\$ 855	-
201-18-5354	Reimbursable Legal Services	\$ 1,072	-
201-18-5355	Reimbursable Services	\$ 9,032	\$ 40,000
201-18-5356	Professional Services	\$ 2,835	\$ 50,000

201-18-5357	Reimbursable Planning Services	\$	3,710	-
201-18-5363	R&M Computer/Office Equip			
201-18-5372	Uniforms			
201-18-5374	Humane Society Holding Charges	-	\$	4,000
201-18-5375	Protective Inspection Equip	-	\$	3,000
201-18-5375	Safety Coverings	\$	383	\$ -
201-18-5380	Professional Development	\$	443	\$ 8,072
201-18-5381	Mileage Reimbursement	-		-
TOTAL		\$	773,979	\$ 1,087,403

2023 Budget	2022/2023 \$ Change	2022/2024 % Change
	\$ 39,267	8.4%
\$ 379,357		
\$ 25,077		
\$ 25,077		
\$ 14,251		
\$ 27,740		
\$ 36,434		
	\$ (3,705)	-2.5%
\$ 101,007		
\$ 7,841		
\$ 7,841		
\$ 4,395		
\$ 9,210		
\$ 11,560		
\$ 1,000	\$ (6,500)	-86.7%
\$ 6,500	\$ -	0.0%
\$ 2,500	\$ -	0.0%
\$ 1,996	\$ 393	24.5%
\$ 300,000	\$ (50,000)	-14.3%
\$ -	\$ -	0.0%
	\$ -	0.0%
\$ 40,000	\$ -	0.0%
\$ 30,000	\$ (20,000)	-40.0%

\$	-	\$	-	0.0%
\$	2,000	\$	2,000	0.0%
\$	300	\$	300	0.0%
\$	8,000	\$	4,000	100.0%
\$	500	\$	(2,500)	-83.3%
\$	400	\$	400	0.0%
\$	6,066	\$	(2,006)	-24.9%
\$	1,049,052	\$	(38,351)	-3.5%

Notes

Total salaries = \$507,936; 2022 budget did not budget the planner or bldg permit tech 100% of the year

Total benefits total \$141,854 and represent all positions filled for the entire year.

Prior years included office supplies and paper products for the Town Hall Annex and Green House, as well as office furniture for new position hires. Office supplies have consolidated due to moving staff to Municipal Services Building.

There is a consolidation of Protective Services into Planning and it is only for vehicle gas. All other vehicle maintenance costs go to the Fleet budget for Town owned vehicles.

Based on historic and anticipation of upcoming development-related notices. Funding needs can fluctuate depending on the number and type of development requests.

New staff members with new credentials and professional associations

- Shown as expected collection of permit fees, based on reduction of new housing permits from previous years.
- A portion of building permit fees are paid to SAFEbuilt (shown here as expenditures) and a portion is kept by the Town (in revenues section of budget).

If we use these, they will be a pass through to the client

Pass-through for Town expenditures related to development review. Expenses incurred by Town are direct billed to developer for reimbursement.

Contractual services for development activities that are not reimbursable - Includes Geographic Information Systems (GIS) support, water rights inspection (NPIC share transfers), specialized review services

The department has never had this number and charged needs to office Equipment. To ensure consistency across departments, add this for small equipment. No computers are needed at this time. Replace one existing computer due to age with laptop and docking station.

Code Enforcement and Building Services replacement uniforms

Invoices include more than just holding services. Includes Town Staff and LSCO calls for animal control assistance and also includes Wellington residents that take animals to Humane Society. Costs are increasing with more animals in Wellington.

Reduction: This is actual equipment and differentiates from protective equipment purchases from Safety Coverings

Hard hats, shoes, etc

Reduction

Department members do not charge mileage; a policy consideration

PUBLIC WORKS OPERATING IN GENERAL FUND		12/31/2021	12/31/2022	2023	2022/2023	2022/2023			
Account number		2021 Actual	2022 Budget	Budget	\$ Change	% Change	Notes		
201-34-5100	Wages & Salaries	\$ 954,698	\$ 1,188,188		\$ (507,473)	-43%	Salaries are lower due to analyzing positions and fund allocations		
	General			\$ 101,871			For example,Street Fund staff and Distribution and Collection staff members were in GF in the past; we have now reallocated those costs to various funds		
	Water			\$ 186,622			The total salary costs = \$680,715		
	Sewer			\$ 186,622					
	Drainage			\$ 59,748					
	Streets			\$ 143,123					
	Parks			\$ 2,729					
201-34-5101	Seasonals	-	\$ 28,272	\$ 10,000	\$ (18,272)	-65%			
201-34-5102	Benefits	\$ 282,991	\$ 393,268		\$ (226,731)	-58%			
	General			\$ 25,402			Total benefit costs are \$166,537; however, the costs other than GF will be charged to the illustrated Funds		
	Water			\$ 43,555					
	Sewer			\$ 43,555					
	Drainage			\$ 15,786					
	Streets			\$ 36,981					
	Parks			\$ 1,258					
201-34-5231	Fuel, Oil & Grease	\$ 2,666	\$ 18,000	\$ 8,000	\$ (10,000)	-56%	Includes PW Admin gas; the maintenance costs should be placed in the Street Fund with the Fleet management		
201-34-5233	R&M Machinery and Equipment	\$ 4,973	\$ 88,000	\$ 35,000	\$ (53,000)	-60%			
201-34-5241	Shop Supplies	\$ 11,159	-				Discontinued. Move expenses to 5233 "R&M Machinery and Equipment" (Typical to all funds)		
201-34-5329	HOA Fees	\$ 420	\$ 360	\$ 420	\$ 60	17%			
201-34-5335	Dues & Subscriptions	\$ 9,568	\$ 5,200	\$ 6,500	\$ 1,300	25%			
201-34-5356	Professional Services	\$ 28,824	\$ 60,000	\$ 40,000	\$ (20,000)	-33%	Misc. surveying, engineering, landscape design, geotechnical testing, etc.		
201-34-5363	R&M Computer/Office Equip	\$ 10,410	\$ 10,000	\$ 7,500	\$ (2,500)	-25%	Repair or replace computers, monitors, docking stations, etc. Furniture for new employee.		
201-34-5370	Safety Workwear and Equipment	\$ 986	\$ -	\$ 1,400	\$ 1,400				
201-34-5372	Uniforms	\$ 17,481	\$ 16,000	\$ 15,000	\$ (1,000)	-6%	Includes uniforms for all of PW, including the enterprise funds		
201-34-5380	Professional Development	\$ 4,423	\$ 22,000	\$ 17,300	\$ (4,700)	-21%			
201-34-5382	Employee Recognition	\$ 2,430	\$ -	\$ -	\$ -	0%	Moved to Human Resources		
201-34-5398	Waste Collection Service	\$ 7,692	\$ 8,000	\$ 8,500	\$ 500	6%	PW Building		
201-34-5422	Small Tools	\$ 329	\$ 500	\$ 500	\$ -	0%			
201-34-5456	Mosquito Control	\$ 11,600	\$ 15,000	\$ 15,200	\$ 200	1%	\$3800/spray event. Plan for 4.		
201-34-5790	GIS Mapping	\$ 5,691	\$ 40,000	\$ 40,000	\$ -	0%			
201-34-5941	PW Office Supplies	\$ 16,626	\$ 15,000	\$ 16,500	\$ 1,500	10%	Office supplies for PW Department		
201-34-5947	Copier Expense	\$ 7,822	\$ 8,000	\$ 8,000	\$ -	0%	Toner, paper and other parts for PW large format plotter; PW Sharp copier/printer/scanner; Printers at the Street Shop, WTP, and WRF.		
	TOTAL	\$ 1,380,788	\$ 1,915,788	\$ 1,077,072	\$ (838,716)	-44%	Difference is the salaries as they show up in other Funds		

		12/31/2021	
Account number	Depart/Divison	2021 Actual	
201-55-5100	Library	Wages & Salaries	\$ 194,913
201-55-5102	Library	Benefits	\$ 39,368
201-55-5101		Seasonal	
201-55-5214	Library	Office Supplies	\$ 9,486
201-55-5311	Library	Postage	\$ 5
201-55-5321	Library	Printing Services	-
201-55-5331	Library	Publishing & Legal Notices	-
201-55-5333	Library	Dues	-
201-55-5335	Library	Subscriptions	\$ 3
201-55-5337	Library	Programs	\$ 1,149
201-55-5345	Library	Telephone Services	-
201-55-5347	Library	Story Time Supplies	\$ 81
201-55-5363	Library	R&M Computer/Office Equip	\$ 469
201-55-5380	Library	Professional Development	\$ 260
201-55-5384	Library	Internet Services	\$ 1,334
201-55-5387	Library	Special Event Supplies	\$ 119
201-55-5579	Library	Software License/Support	\$ 305
201-55-5792	Library	Multi Media	\$ 1,852
201-55-5793	Library	E-Books Subscription/Misc	\$ 4,550
201-55-5900	Library	Library Books	\$ 16,888
201-55-5901	Library	Library Shelving & Furnishings	\$ 1,795
201-55-5902	Library	Courier Service	\$ 1,291
201-55-5903	Library	Grants	\$ 6,292
		TOTALS	\$ 280,159

201-00-2045 Youth Council Discretionary FUND
 DONATIONS
 YOUTH BOARD DIRECTED

12/31/2022 2022 Budget	2023 Budget	2022/2023 \$ Change	2022/2023 % Change
\$ 239,263	\$ 257,022	\$ 17,759	7.4%
\$ 64,734	\$ 68,927	\$ 4,193	6.5%
	\$ 5,000	\$ 5,000	
\$ 9,000	\$ 9,000	\$ -	0.0%
\$ 200	\$ 200	\$ -	0.0%
\$ 1,000	\$ 1,000	\$ -	0.0%
\$ 700	\$ 700	\$ -	0.0%
\$ 200	\$ 200	\$ -	0.0%
\$ 2,000	\$ -	\$ (2,000)	
\$ 5,000	\$ 5,000	\$ -	0.0%
\$ 1,650	\$ 1,650	\$ -	0.0%
\$ 200	\$ 200	\$ -	0.0%
\$ 750			
\$ 1,250	\$ 1,600	\$ 350	28.0%
\$ 2,000	\$ 2,000	\$ -	0.0%
\$ 375	\$ 375	\$ -	0.0%
\$ 7,460	\$ 8,500	\$ 1,040	13.9%
\$ 3,500	\$ 3,500	\$ -	0.0%
\$ 5,500	\$ 5,500	\$ -	0.0%
\$ 18,000	\$ 18,000	\$ -	0.0%
\$ 2,000	\$ 2,000	\$ -	0.0%
\$ 1,500	\$ 2,500	\$ 1,000	66.7%
\$ 11,000	\$ 11,000	\$ -	0.0%
\$ 377,282	\$ 403,874	\$ 27,342	7.2%

\$ 5,000
\$ (5,000)

Notes

Budgeted all positions 100%

320 hours @ \$17 an hour because they do not receive benefits; cover summer and holiday vacations of regular people without using OT

Banners, community outreach, marketing

North 40

CAL

Moving to digital sub.

Library Director's Conference x 1; State

Library Conference x 1

Due to rising gas prices, costs have increased; national increase of 65%; currently courier is adding a service fee
Able to receive a grant in past.

GENERAL BUILDINGS

Account number

12/31/2021	12/31/2022
2021 Actual	2022 Budget

201-49-5223		-	-
201-49-5341	Electricity	\$ 16,757	\$ 15,000
201-49-5342	Water	\$ 3,031	\$ 5,000
201-49-5343	Sewer	\$ 1,835	\$ 2,000
201-49-5344	Natural Gas-Heat	\$ 14,599	\$ 15,000
201-49-5346	Storm Drainage	\$ 2,616	\$ 4,000
201-49-5367	R&M Serv/Supplies/Bldgs	\$ 33,691	\$ 30,000
201-49-5368	Cleaning Supplies	\$ 398	\$ 2,200
201-49-5369	Janitorial Service	-	\$ 37,000
TOTALS		\$ 72,928	\$ 110,200

2023 Budget	2022/2023 \$ Change	2022/2023 % Change	Notes
\$ 18,123	\$ 3,123	20.8%	Added 4% to the 2021 actuals and another 4% to 2022
\$ 4,000	\$ (1,000)	-20.0%	From 2021 actual; this should be lower
\$ 2,000	\$ -	0.0%	
\$ 15,600	\$ 600	4.0%	Added 4% to 15,000
\$ 3,000	\$ (1,000)	-25.0%	Researching the accounting
\$ 30,900	\$ 900	3.0%	Added 3% to 2022 budget
\$ 2,200	\$ -	0.0%	This is an area that was not well managed; going to leave it at budget
\$ 18,000	\$ 40,000	108.1%	All Janitorial Services are now being paid from this account number. The 2022 and forward invoices will be allocated to various Funds, based on square footage
\$ 93,823	\$ 42,623	45.4%	

CEMETERY		12/31/2021		12/31/2022		2023 Budget	
Account number		2021 Actual		2022 Budget			
201-42-5382	Grounds Maintenance Serv	-	\$	5,000	\$	5,000	
201-42-5423	Sand & Gravel & Road Base	\$	124	\$	5,000	\$	5,000
201-42-5454	Survey	-	\$	20,000	\$	20,000	
TOTALS		\$	124	\$	30,000	\$	30,000

2022/2023 \$ Changes	2022/2023 % Change	Notes
\$ -	0%	
\$ -	0%	
\$ -	0%	This will not be completed in 2022; rebudget it in 2023; This survey with a study may generate more income; it has in other municipalities
\$ -	0%	

STREET FUND		12/31/2021	12/31/2022
Account number		2021 Actual	2022 Budget
Expenditures			
203-34-5100	Salaries	-	
	General		
	Water		
	Sewer		
	Drainage		
	Streets		
	Park		
203-34-5102	Benefits	-	
	General		
	Water		
	Sewer		
	Drainage		
	Streets		
	Park		
203-34-5231	Fuel, Oil & Grease	\$ 7,772	-
203-34-5233	R&M Machinery & Equipment	\$ 26,841	-
203-34-5240	Street Paint, Signs & Parts	\$ 22,361	\$ 20,000
203-34-5241	Shop Supplies	\$ 3,719	-
203-34-5244	Tires & Tubes	\$ 7,017	-
203-34-5341	Electricity for Street Lights	\$ 182,073	\$ 180,000
203-34-5342	Water	\$ 3,042	\$ 5,492
203-34-5370	Safety Workwear and Equipment	\$ 1,669	\$ 9,500
203-34-5397	Weed Control	\$ 1,240	\$ 4,000
203-34-5422	Small Tools	\$ 1,308	\$ 3,000
203-34-5423	Sand, Gravel and Road Base	\$ 15,733	\$ 20,000
203-34-5424	Street Construction Material	\$ 11,498	\$ 20,000
203-34-5425	Street Maintenance - Crack Seal	\$ 396	\$ 15,000
203-34-5453	R&M Supplies-Street Sweeper	\$ 2,187	\$ 4,000

203-34-5533	Equipment Rental	\$ 1,134	\$ 3,000
203-34-5562	County Clerk Fees	\$ 33,600	\$ 32,000
203-34-5941	AED and First Aid Kits	\$ 1,954	\$ 5,000
To Be Assigned	Weather Response Management		
To Be Assigned	Snow Management Materials		
To Be Assigned	Street Maintenance		
	TOTALS	\$ 323,543	\$ 320,992
203-56-5000	Transfer to Operating Fund	\$ 410,308	\$ 631,107
203-56-5001	Transfer to CIP		\$ 952,099

2023	2022/2023	2022/2024	
Budget	\$ Change	\$ Change	Notes
\$ 247,486			These costs were in the 2022 overhead charge
			Admin: \$23,174; Finance: \$28,063; Clerk: \$3,458; IT: \$6,856; HR: \$15,074; Planning: 27,739; PW: \$143,124
\$ 287,416			These costs were in the 2022 overhead charge
\$ 69,935			
\$ 118,227			
\$ -			Discontinued. Moved these expenses to 201
\$ -			Discontinued. Moved these expenses to 201
\$ 35,000	\$ 15,000	75.0%	Additional street sign replacement
\$ -			Discontinued. Moved to R&M Machinery in 201.
\$ -			Discontinued. Moved to R&M Machinery in 201.
\$ 196,930	\$ 16,930	9.4%	Increase 2021 Actual by 4% in 2022 and 4% again in 2023; there needs to be an amount for additional lights as neighborhoods grow
\$ 6,000	\$ 508	9.2%	With rate change and additional review of costs
\$ 4,300	\$ (5,200)	-54.7%	Boots, PPE, confined space, fall protection, tyvex suits, air monitors, harnesses, recover systems, etc.
\$ 6,000	\$ 2,000	50.0%	Roundup has doubled in price
\$ 3,400	\$ 400	13.3%	
	\$ (20,000)	-100.0%	Delete. Included in "Construction Materials" below
\$ 10,000	\$ (10,000)	-50.0%	
	\$ (15,000)	-100.0%	Delete
\$ 6,000	\$ 2,000	50.0%	Brooms, brushes, other wearable parts

\$ 3,000	\$ -	0.0%	Rental of equipment, if necessary
\$ 33,600	\$ 1,600	5.0%	No expectation the County will change the fees
\$ 5,000	\$ -	0.0%	
\$ 8,000	\$ 8,000	8000.0%	Downed limbs and chippper
\$ 30,000	\$ 30,000	30000.0%	Salt, slicer, etc.
\$ 35,000	\$ 35,000	35000.0%	Asphalt, cold mix, crack seal, etc.
\$ 1,105,294	\$ 784,302	244.3%	
\$ 952,099	\$ 153,195	13.9%	2022 with transfer = \$952,099

PARKS OPERATING FUND**12/31/2021**

Account number

2021 Actual

210-34-5100	Wages and Salaries	\$	101,596
	General		
	Water		
	Sewer		
	Drainage		
	Streets		
	Parks		
210-34-5101	Seasonals	\$	9,908
210-34-5102	Benefits	\$	24,531
	General		
	Water		
	Sewer		
	Drainage		
	Streets		
	Parks		
210-34-5214	Office Supplies	\$	41
210-34-5221	Pond Chemicals	\$	1,995
210-34-5231	Fuel, Oil, and Grease	\$	4,504
210-34-5233	R&M Machinery and Equipment	\$	4,155
210-34-5234	Irrigation Water Assessments	\$	8,295

210-34-5237	Irrig System Supplies/Repairs	\$	10,183
210-34-5239	Wells and Well Houses	\$	-
210-34-5241	Shop Supplies	\$	1,569
210-34-5244	Tires & Tubes	\$	43
210-34-5252	Tree Replacement/Trimming	\$	36,475
210-34-5253	Tree Spraying	\$	19,935
210-34-5254	Parks Playground & General R&M	\$	27,170
210-34-5341	Irrigation Electricity	\$	9,156
210-34-5342	Water	\$	15,399
210-34-5343	Sewer	\$	681
210-34-5344	Natural Gas	\$	761
210-34-5346	Storm Drainage	\$	2,795

210-34-5356	Professional services	\$	2,981
210-34-5365	Toilet Rental	\$	9,953
210-34-5366	Services - Parks and Lawn Care	\$	70,066
210-34-5370	Safety Workwear and Equipment	\$	1,508
210-34-5372	Uniforms	\$	508
210-34-5380	Professional Development	\$	2,896
210-34-5397	Weed Control	\$	367
210-34-5422	Small Tools	\$	4,514
210-34-5423	Sand, Gravel, Mulch	\$	11,174
210-34-5533	Equipment Rental	\$	-
210-34-5562	County Clerk Fees	\$	6,736

210-34-5941	AED's and first Aid Kits	\$	-
210-34-5942	Minor Park Improvements	\$	28,137

RECREATION

210-51-5100	Wages and Salaries	\$	203,945
210-51-5101	Seasonals	\$	31,750
210-51-5102	Benefits	\$	65,256
210-51-5130	Start Small Baseball	\$	800
210-51-5131	Start Small Basketball	\$	640
210-51-5132	Start Smart Flag Football	\$	1,015
210-51-5133	Start Smart Soccer	\$	1,480
210-51-5135	Youth Sports Apparel	\$	5,767
210-51-5140	Youth Soccer	\$	2,939
210-51-5142	Youth Football	\$	1,171

210-51-5144	Youth Baseball	\$	12,092
210-51-5145	Youth Softball	\$	6,060
210-51-5146	Youth Basketball	\$	278
210-51-5148	Youth Volleyball	\$	800
210-51-5149	Youth Tennis	\$	720
210-51-5158	Adult Kickball	\$	389
210-51-5161	Adult Tennis	\$	-
210-51-5162	Adult Softball	\$	2,656
210-51-5164	Adult Volleyball	\$	1,173
210-51-5165	NCSO Referees Admin Fee	\$	6,875
210-51-5166	Instructor Official Fees	\$	16,221
210-51-5168	Computer Equipment	\$	2,827

210-51-5181	Rec Prog Supplies	\$	9,042
210-51-5183	Batting Cages	\$	6,555
210-51-5185	Ball Field Cage Electricity	\$	1,617
210-51-5186	Infield Mix	\$	8,965
210-51-5223	Operating Supplies	\$	3,861
210-51-5372	Staff Uniforms	\$	1,182
210-51-5380	Professional Development	\$	3,364
210-51-5392	Gym Rental	\$	2,905
210-51-5401	Marketing Services	\$	10,851
210-56-5000	Transfer to GF	\$	401,009
210-56-5001	Transfer to Capital Projects	\$	57,754
210-90-5630	WCP Principal	\$	242,132
210-90-5632	WCP Interest	\$	27,328
TOTALS		\$	1,559,450

12/31/2022	2023 Budget	2022/2023	2022/2024
2022 Budget		\$ CHANGE	Change
\$ 143,427	\$ 149,899	\$ 107,716	6.5%
	\$ -		
	\$ -		
	\$ -		
	\$ 19,065		
	\$ 236,768		
\$ 28,272	\$ 30,110	\$ 1,838	6.5%
\$ 51,798		\$ 18,966	37%
	\$ 40,056		
	\$ -		
	\$ -		
	\$ -		
	\$ 7,132		
	\$ 66,760		
\$ 1,500	\$ -	\$ (1,500)	
\$ 5,000	\$ 5,000	\$ -	0%
\$ -	\$ 6,000	\$ 6,000	
\$ -	\$ 6,000	\$ 6,000	
\$ 3,000	\$ 3,000	\$ -	0%

\$	10,000	\$	10,000	\$	-	0%
\$	10,000	\$	10,000	\$	-	0%
\$	2,200	\$	2,200	\$	-	0%
\$	2,500	\$	-	\$	(2,500)	-100%
\$	35,000	\$	35,000	\$	-	0%
\$	30,000	\$	30,000	\$	-	0%
\$	29,000	\$	30,000	\$	1,000	3%
\$	12,000	\$	10,000	\$	(2,000)	-17%
\$	22,500	\$	16,169	\$	(6,331)	-28%
\$	800	\$	856	\$	56	7%
\$	750	\$	850	\$	100	13%
\$	3,100	\$	2,800	\$	(300)	-10%

\$	3,000	\$	3,000	\$	-	0%
\$	11,000	\$	11,000	\$	-	0%
\$	75,000	\$	80,000	\$	5,000	7%
\$	3,500	\$	1,500	\$	(2,000)	-57%
\$	-	\$	2,500	\$	2,500	0%
\$	4,000	\$	4,000	\$	-	0%
\$	200	\$	200	\$	-	0%
\$	4,500	\$	4,500	\$	-	0%
\$	12,000	\$	12,000	\$	-	0%
\$	1,000	\$	1,000	\$	-	0%
\$	7,000	\$	7,000	\$	-	0%

\$	3,000	\$	3,000	\$	-	0%
\$	12,000	\$	30,000	\$	18,000	150%

\$	249,913	\$	169,854	\$	(80,059)	-32%
\$	82,716	\$	88,093	\$	5,377	
\$	80,323	\$	70,764	\$	(9,559)	-12%
\$	800	\$	800	\$	-	0%
\$	640	\$	640	\$	-	0%
\$	960	\$	960	\$	-	0%
\$	1,480	\$	1,480	\$	-	0%
\$	5,000	\$	5,000	\$	-	0%
\$	4,470	\$	4,470	\$	-	0%
\$	1,000	\$	1,500	\$	500	50%

\$	12,850	\$	12,850	\$	-	0%
\$	2,900	\$	2,900	\$	-	0%
\$	1,025	\$	1,025	\$	-	0%
\$	1,677	\$	1,677	\$	-	0%
\$	480	\$	480	\$	-	0%
\$	475	\$	475	\$	-	0%
\$	480	\$	480	\$	-	0%
\$	5,775	\$	5,775	\$	-	0%
\$	1,300	\$	1,300	\$	-	0%
\$	8,000	\$	8,000	\$	-	0%
\$	30,000	\$	30,000	\$	-	0%
\$	13,230	\$	13,230	\$	-	0%

\$	10,000	\$	15,000	\$	5,000	50%
\$	10,500	\$	10,500	\$	-	0%
\$	14,000	\$	14,000	\$	-	0%
\$	13,000	\$	13,000	\$	-	0%
\$	3,000	\$	3,000	\$	-	0%
\$	2,000	\$	2,500	\$	500	25%
\$	4,500	\$	4,500	\$	-	0%
\$	14,378	\$	14,378	\$	-	0%
\$	13,000	\$	13,000	\$	-	0%
\$	409,988	\$	-	\$	(409,988)	0%
\$	219,325	\$	-	\$	(219,325)	-100%
\$	1,007,510	\$	-	\$	(1,007,510)	-100%
\$	-	\$	-	\$	-	0%
\$	2,753,742	\$	1,388,996	\$	(1,364,746)	

NOTES

Park salaries in 2023 = 251,143; in this budget we are placing the manager's salary 100% in this line item. It appears they may have split in between Parks and Rec in the 2022 budget. Also, budgeting 100% of the people in 2023

This is the sum of the "administrative costs of the Park Fund' The Park Fund will be charged the following:

Admin: \$68,673; Finance: \$15,975; Clerk: \$1,511; IT \$7,684; HR: \$16,893; Planning: \$36,434; PW: \$2,729; Streets: \$19,065

These totals were in the "indirect" charge in 2022

Total Benefits = \$70,764 Again, it appears the manager costs were split; also, we had one employee change levels

Admin: \$12,342; Finance: \$7,094; Clerk: \$496; IT \$2578 HR: \$4,728; Planning: \$11,560; PW: \$1,258; Streets: \$7,132

Pond treatment chemicals at Wellington Community Park and Wellville Park.

Service for mowers, small tools, and trucks; budget increased due to oil and gas prices increasing. Public Works charges this budget when purchasing items for servicing machinery.

Public Works uses this to pay for P&R machinery in relation to equipment/parts/

Parks has no control over this budget. We are billed automatically. The Parks and Recreation Manager does not sign off on any type of invoice or payment.

We will be replacing controllers, sprinklers (rotors & pop-ups), fittings, valve cover boxes, etc. within our entire parks system to ensure our watering strategy is as efficient as possible. The parks system is over 80 acres.

We will be needing funds to service our Well Houses annually which include control panels, fans, etc. If a Well House is not operational due to a lack of maintenance that park will not be able to be watered. A new part can cost up to \$30,000.

We will need these funds for any supplies for the Parks Shop. This includes offices supplies, printer paper, extension cords disinfectant, locks, storage bins, ink, printer, etc.

We will need these funds to ensure we replace the tires on all 6 of our mowers as they wear out. Parks has 2 SCAG Mowers, 2 John Deere Mowers, and 2 Walker Mowers. Parks does not control this budget. We are billed automatically. The Parks and Recreation Manager does not sign off on any type of invoice or payment. Moved to Machinery and Equipment.

We will need this to replace over 30 trees this year and continue to do so as issues arise. Some trees will cost more then others due to age and size. The average cost ranges between \$200 - \$2000 depending on tree. We have over 80 acres of green space with trees in each area.

These funds will be utilized to spray pesticides to all of our trees to ensure proper care within our entire parks system. We have over 80 acres of green space with trees in each area.

These resources will be utilized for any type of minor/small play structure repair and or maintenance. These costs can vary depending on item. These cost can vary from \$180-\$750 per piece of small play structure equipment and or parts. These funds will also be utilized for our Play Structure Inspections as well for all of our equipment on an annual basis which can vary between \$200-\$1500 per play structure depending on the size.

Added 4% over both years on the 2021 actual

Assumed a 5% increase on 2021 actual

Assumed a 7% increase on 800

Assume a 5% increase on both years

No rate change

irrigation **Potable irrigation

1116

We will need these funds if we need to hire on an electrician for any issues we might have surrounding replacing conduits and any other needs surrounding electrical work. An average cost of these types of services can vary depending on the contractor and specific project between \$50 - \$150 an hour.

We will be utilizing these funds to pay for the servicing (emptying, cleaning, and or replacing) of our porta-johns in our parks system.

These funds will be utilized for 4 applications of fertilization and herbicides for all of our parks, treescapes, and open grass areas within our parks system. These applications are done before our Spring/Summer season and again in the Fall. All services cover over 80 acres. In budget meeting increased this for additional acreage

We will be using these funds for fulltime staff in relating to purchases surrounding work boots, shirts, pants, hats, etc. We will utilize this fund for any seasonal staff uniforms as well. These resources will also be used for any personal protective equipment in relation to work-load that is more risk related.

These funds should be coming out of PPE; wrote up the JE on 7/27 to change the GLs

These funds will be used for trainings for full-time staff surrounding horticulture, turf management, irrigation, well management, and leadership development.

We purchase a small amount of herbicide for our green spaces in relation to detail weed management. We will utilize these funds for herbicide and or pesticides.

These funds will be used to purchase any small tools that are needed to support staff effectiveness. These items include backpack blowers, string trimmers, edgers, snow blades, core aeration equipment, cordless drills/saws, etc.

These funds will be utilized for material in replacing all gravel, mulch, and sand for all our play areas as well as shrub spaces within our entire parks system annually.

We will use these funds for any large equipment rentals for our parks projects. These larger rental items include demolition saws, augers, concrete grinders, trenchers, etc.

Parks does not control this budget. We are billed automatically. The Parks and Recreation Manager does not sign off on any type of invoice or payment. VR has not heard of any increase costs from the County

These funds will be utilized for AED's, first aid kits, CPR certifications, etc.

This fund will be utilized for larger purchases surrounding Play Structure and Park improvements. Play Structure items that are larger such as slides, bridges, swing sets, custom shade covers, small play feature, etc. can range in cost between \$3000-\$15000 to replace.

Recreation is all Parks Fund; no allocation; the manager is all in Parks

Added 6.5%

All manager is in Parks

We will use these funds to purchase the start smart kits dedicated to baseball which cost \$36 each and we give them away at the end of the season to increase retention.

We will use these funds to purchase the start smart kits dedicated to basketball which cost \$36 each and we give them away at the end of the season to increase retention.

We will use these funds to purchase the start smart kits dedicated to football which cost \$26 each and we give them away at the end of the season to increase retention. bv

We will use these funds to purchase the start smart kits dedicated to soccer which cost \$36 each and we give them away at the end of the season to increase retention.

We will need to purchase a minimum of 89 jerseys per size annually. We have 7 sizes.

This is used to purchase/replenish needed items/equipment which include 3 different sizes of soccer balls, bags, cones, background processing fees, national association of youth sports annual subscription fee, corner flags, nets, portable benches, timers, whistles, pinnies, etc.

These funds will be used to purchase/replenish needed items/equipment which include balls, background processing fees, national association of youth sports annual subscription fee, flag belts, end zone pylons, bags, timers, whistles, pinnies, etc.

These funds will be used to purchase/replenish needed items/equipment which include background processing fees, national association of youth sports annual subscription fee, full catchers gear in 3 sizes, balls, catchers gloves, helmets in 2 sizes, hitting nets, bats, infield gloves, bags, down bases, game bases, pitching mound, etc.

These funds will be used to purchase/replenish needed items/equipment which include background processing fees, national association of youth sports annual subscription fee, full catchers gear in 3 sizes, balls, catchers gloves, helmets, bats, bags, down bases, etc.

These funds will be used to purchase/replenish needed items/equipment which include background processing fees, national association of youth sports annual subscription fee, cones, bags, balls in 2 sizes, pinnies, nets, timers, etc.

These funds will be used to purchase/replenish needed items/equipment which include background processing fees, national association of youth sports annual subscription fee, balls, timers, whistles, bags, cones, etc.

These funds will be used to purchase/replenish youth rackets, etc.

These funds will be used to purchase/replenish needed items/equipment which include balls, league trophy/prize, etc.

These funds will be used to purchase/replenish needed items/equipment which include nets, straps, etc.

These funds will be used to purchase/replenish needed items/equipment which include balls, chalk, down bases, etc.

These funds will be used to purchase/replenish needed items/equipment which include balls, league trophy/prize, etc.

These funds will be used to pay for Northern Colorado Sports Officials administration and scheduling fee.

These funds will be used to pay for officials officiating all our games for every sport (Youth and Adult) annually. We pay officials based upon the number we use, and fees vary depending on sport due to level of knowledge needed to referee. Also, these funds will support contracted instructors for different activity needs.

These funds will be used to purchase/replenish needed items/equipment which software fees (Smart Rec), key boards, mouses, monitors, cables, printer, chargers, carrying cases, etc.

Create two lines

These funds will be used to purchase/replenish needed items/equipment which include first aid kits, AED's, clip boards, water, canopies, portable benches, tables, drop lines, programming supplies, field paint (\$4500 annually), etc. Also, this line item will fund any new innovative programming needs.

These funds will be used to ensure the operation of the bating cages is consistent. This includes winterization and start up of the machines as well as emergency servicing when the cages go down during operation hours.

Parks does not control this budget. We are billed automatically. The Parks and Recreation Manager does not sign off on any type of invoice or payment.

These funds are utilized to purchase infield mix to replenish our ball fields on an annual basis. We have 4 ball fields that will need to be replenished yearly.

These funds will be used to purchase items which include extension cords, surge protectors, locks, disinfectant, storage bins, tools, nuts/bolts, weed killer etc.

These funds will be used for clothing for full-time and part-time staff. This includes shirts, collard shirts, hats, jackets, sweatshirts, etc. We will need to supply clothing for 4 full-time staff and a minimum of 5 seasonal staff.

Annual Colorado Parks and Recreation Association conference registration four employees at \$420 each = \$1,680. Hotel rooms estimated to be \$170 a night for a total of \$2,040. Some mileage and some meals (some meals come with registration). Location is not yet announced, but this year in Breck (288 RT miles x 2 cars x 0.65 = \$375) + \$\$ for webinars throughout the year.

These fund will be used to pay for our gym rental fees at Poudre School Distrcit surroundning sports needing court space.

These funds will be used to support all our marketing needs surrounding social media, web, print, purchasing give away items, prizes, etc.

TO BE DETERMINED

WATER FUND		12/31/2021	12/31/2022
Account number		2021 Actual	2022 Budget
204-34-5100	Wages & Salaries	\$ 287,446	\$ 377,147
	General		
	Water		
	Sewer		
	Drainage		
	Street		
	Park		
204-34-5102	Benefits	\$ 109,020	\$ 153,678
	General		
	Water		
	Sewer		
	Drainage		
	Street		
	Park		
204-34-5214	Office Supplies	\$ 80	\$ 700
204-34-5221	Chemicals	\$ 212,800	\$ 180,000
204-34-5227	Propane	\$ 18,216	\$ 24,000
204-34-5229	Permit and Program Fees	\$ 1,850	\$ 11,500
204-34-5231	Fuel Oil and Grease	\$ 13,691	\$ 15,000
204-34-5233	R&M Machinery and Equipment Parts	\$ 7,161	\$ 14,000
204-34-5241	Shop Supplies	\$ 7,590	\$ 3,500
204-34-5244	Tires & Tubes	\$ 754	\$ 4,000
204-34-5334	Water Testing	\$ 40,428	\$ 80,000
204-34-5339	On-line Utility Bill Pay Fees	\$ 25,280	\$ 22,000
204-34-5341	Electricity	\$ 94,334	\$ 80,000
204-34-5345	Telephone Service	\$ 684	\$ 700
204-34-5351	Permit Fees	\$ 580	\$ 11,500
204-34-5352	Water Resource Legal Services	-	\$ 50,000
204-34-5356	Professional Services	\$ 73,786	\$ 60,000
204-34-5370	Safety Workwear & Equipment	\$ 1,477	\$ 7,500
204-34-5380	Professional Development	\$ 6,492	\$ 14,000
204-34-5384	Internet Service	\$ 1,531	\$ 1,000
204-34-5422	Small Tools	\$ 10,047	\$ 12,500
204-34-5423	Construction Material	-	\$ -
204-34-5433	R&M Plant	\$ 139,007	\$ 120,000
204-34-5434	R&M Distribution	\$ 35,921	\$ 40,000
204-34-5435	RM Supplies Service Hydrants	\$ 3,807	\$ 20,000
204-34-5440	Sludge Removal	-	\$ 125,000

204-34-5455	Lab Supplies	\$ 16,424	\$ 15,000
204-34-5533	Equipment Rental	\$ 700	\$ 5,000
204-34-5560	County Treasury Fees	\$ 2,363	\$ 3,000
204-34-5593	NPIC Raw Water Lease	\$ 1,219,501	\$ 2,058,854
204-34-5825	Hydrant Meter	\$ 2,262	\$ 10,000
204-34-5903	Water Meters - New Homes	\$ 49,263	\$ 30,000
204-34-5941	AEDs and First Aid Kits	\$ 16,582	\$ 20,000
204-34-5958	WTP Security/Monitor	\$ 9,712	\$ 35,000
204-34-5961	Sludge Pump	-	\$ 3,000
204-34-5963	Meter Replacement	\$ 21,276	\$ 28,000
204-34-5969	Lab Equipment	\$ 10,372	\$ 25,000
204-90-5612	Berkadia: Principal	\$ 25,000	\$ 27,000
204-90-5613	CWCB Loan Principal	\$ 91,036	\$ 53,248
204-90-5622	Berkadia: Bond Interest	\$ 3,647	\$ 2,750
204-90-5623	CWCB Kiab- Interet	\$ 24,150	\$ 4,345
204-90-5626	2001 CWR&PDA Loan Principal	\$ 69,948	\$ 36,040
204-90-5627	2001 CWR&PDA Loan Interest	\$ 3,546	\$ 721
204-90-5630	CWR&PDA 2019 Series A Interest	\$ 1,025,372	\$ 1,049,857
204-90-5631	CWR&PDA 2019 Series A Principal	\$ 254,314	\$ 414,466
To Be Assigned	Raw Water Fees & Assessments		
To Be Assigned	Distribution System Emergency Repair		
To Be Assigned	R&M SCADA		
	TOTALS	\$ 3,937,451	\$ 5,249,006
204-56-5000	Transfer to GF	\$ 916,726	\$ 974,426
204-56-5001	Transfer to CIP	\$ 932,502	\$ 13,617,804

2023	2022/2023	2022/2024
Budget	\$ CHANGE	% CHANGE
\$ 411,785		
\$ 474,097		
\$ 15,478		
\$ 122,244		
\$ 201,265		
\$ 5,630		
\$ -	\$ (700)	-100%
\$ 250,000	\$ 70,000	39%
\$ 28,000	\$ 4,000	17%
\$ 2,000	\$ (9,500)	-83%
\$ 7,500	\$ (7,500)	-50%
\$ 15,000	\$ 1,000	7%
\$ 1,500	\$ (2,000)	-57%
	\$ (4,000)	-100%
\$ 80,000	\$ -	0%
\$ 27,000	\$ 5,000	23%
\$ 80,000	\$ -	0%
\$ 700	\$ -	0%
	\$ (11,500)	-100%
\$ 30,000	\$ (20,000)	-40%
\$ 60,000	\$ -	0%
\$ 28,000	\$ 20,500	273%
\$ 13,610	\$ (390)	-3%
\$ 2,200	\$ 1,200	120%
\$ 8,000	\$ (4,500)	-36%
\$ 4,000	\$ 4,000	4000%
\$ 120,000	\$ -	0%
\$ 80,000	\$ 40,000	100%
	\$ (20,000)	-100%
\$ 65,000	\$ (60,000)	-48%

\$ 12,500	\$ (2,500)	-17%
\$ 2,500	\$ (2,500)	-50%
\$ 2,500	\$ (500)	-17%
\$ 2,300,000	\$ 241,146	12%
\$ -	\$ (10,000)	-100%
\$ 30,000	\$ -	0%
\$ 3,000	\$ (17,000)	-85%
\$ -	\$ (35,000)	-100.0%
\$ -	\$ (3,000)	-100.0%
	\$ (28,000)	-100.0%
\$ 20,000	\$ (5,000)	-20.0%
\$ 27,000	\$ -	-
\$ 53,248	\$ -	-
\$ 2,750	\$ -	-
\$ 4,345	\$ -	-
	\$ (36,040)	-100%
	\$ (721)	-100%
\$ 1,049,857	\$ -	-
\$ 414,466	\$ -	-
\$ 27,000	\$ 27,000	27000%
\$ 15,000	\$ 15,000	15000%
\$ 25,000	\$ 25,000	25000%
\$ 6,122,175	\$ 873,169	16.6%
	\$ (974,426)	(1)
	\$ (13,617,804)	(1)
\$ (1,070,900)		
\$ -		

Notes		
Total salaries = 901,360		
Admin: \$60,935; Finance: \$90,259; Clerk: \$13,161; IT: \$11,171; HR: \$24,560; Planning \$25,077; PW: \$186,622;		
Total Benefits are \$329,139		
Admin: \$14,268; Finance: \$41,597; Clerk: \$4,352; IT: \$3,748; HR: \$6,873; Planning: \$7,841; PW: \$43,555		
Discontinue. Will go through 201.		
Nearly all prices of gone up significantly. Vendors are expressing additional price hikes for both 2022 and 2023.		
Rolling stock, generator, non-process related equipment		
Discontinue, captured in R/M Machinery		
These are costs to pay on line; increased 2023 to reflect 2021 actual plus 6% for growth and any increase the firm may impose in their rates		
Switching out T8's and T12 for LED = savings		
Landline for SCADA		
Discontinue. Captured in Permit and Program Fees GL		
Difficult to estimate. Reduction from 2022 budget.		
Possible leak detection services (half the Town for \$10K); possible water resources planning; emerging compliance standards research; unforeseen needs		
Boots, PPE, confined space, fall protection, tyvex suits, air monitors, harnesses, recover systems, etc. WTP is a bit behind		
In person operator schools and trainings. RMWEA Leadville Operator School		
Looking at more reliable internet service for WTP. Skylink.		
Pipe bedding, backfill, flowfill, concrete, reveg, etc.		
Plant lines included		
Meter replacement, meter pits, setters, cones: valve boxes, ARVs, PRVs, hydrant meters		
Discontinue. Combined into R&M Distribution		
Decrease in volume removal		

Additional process testing - TOC, TSS		
\$250K MV; 1150AF; \$190 NPIC Assesement; \$49.50 NCWD Muni Rate assessment		
Discontinue. Moved to R&M Distribution		
Discontinue.		
Discontinue		
Discontinue. Combined with R&M Distribution.		
Retired		
Retired		
NPIC share assesements, groundwater association fees.		
Assume 2 typical repairs		
Programming, interfacing w/ plant controls		
But, if you remove the Overhead costs $873,169 - 974,426 = (101,257)$ OR \$1.9%		
DECREASE		
TO BE DETERMINED		
(Decrease)		
(Decrease)		

SEWER FUND		12/31/2021	12/31/2022
Account number		2021 Actual	2022 Budget
205-34-5100	Wages & Salaries	\$ 246,575	\$ 331,517
	General		
	Water		
	Sewer		
	Drainage		
	Street		
	Parks		
205-34-5102	Benefits	\$ 87,584	\$ 145,816
	General		
	Water		
	Sewer		
	Drainage		
	Street		
	Parks		
205-34-5221	Chemicals	\$ 36,306	\$ 50,000
205-34-5228	Permit and Program Fees State Discha	\$ 3,509	\$ 5,000
205-34-5231	Fuel, Oil and Grease	\$ 10,144	\$ 9,500
205-34-5233	R&M Machinery and Equipment part	\$ 9,593	\$ 30,000
205-34-5241	Shop supplies	\$ 1,760	\$ 2,500
205-34-5339	On-Line Utility Bill Pay Fees	\$ 18,063	\$ 16,000
205-34-5341	Electricity	\$ 119,300	\$ 115,000
205-34-5342	Water	\$ 773	\$ 1,200
205-34-5344	Natural Gas	\$ 6,612	\$ 10,000
205-34-5356	Professional Services	\$ 5,665	\$ 80,000
205-34-5370	Safety Workwear and Equipment	\$ 2,179	\$ 6,500
205-34-5380	Professional Development	\$ 1,529	\$ 12,000
205-34-5384	Internet Service	\$ 1,006	\$ 1,600
205-34-5422	Small Tools	\$ 2,510	\$ 5,000
205-34-5423	Construction Materials	\$ 3,244	\$ 4,000
205-34-5433	R&M Plant	\$ 55,804	\$ 54,000
205-34-5434	R&M Collection	\$ 17,598	\$ 24,000
205-34-5440	Sludge Disposal	\$ 28,820	\$ 28,000
205-34-5455	Lab Supplies	\$ 6,785	\$ 6,500
205-34-5533	Equipment Rental	-	\$ 2,500

205-34-5554	Sewer Testing	\$ 40,648	\$ 18,000
205-34-5941	AEDs and First Aid Kits	\$ 1,030	\$ 8,500
205-34-5969	Lab Equipment	\$ 2,480	\$ 8,000
To Be Assigned	R&M Pumps		
To Be Assigned	R&M SCADA		
To Be Assigned	Propane		
To Be Assigned	Collection System Emergency Repair		
205-90-5614	2002 CWR&PDA Loan Principal	302,695.83	335,835.00
205-90-5615	2002 CWR&PDA Loan Interest	17,290.91	8,666.00
205-90-5616	2014 WWTP Bonds- Principal	110,000.00	110,000.00
205-90-5617	2014 WWTP Bonds - Interest	52,036.87	62,885.00
To Be Assigned	2022 GPR Loan Principal		
To Be Assigned	2022 GPR Loan Interest		
To Be Assigned	2022 CWR&PDA (SRF) Principal		
To Be Assigned	2022 CWR&PDA (SRF) Interest		
	TOTAL	\$ 1,191,539	\$ 1,492,519
205-56-5000	Transfer to GF	\$ 573,859	\$ 842,378
205-56-5001	Transfer to Capital Projects	\$ 2,602,358	\$ 14,179,486

	2022/2023	2022/2023
2023 Budget	\$ Change	% Change
	\$ 76,487	23%
\$ 408,004		
\$ -		
\$ 416,533		
\$ 15,478		
	\$ 133,386	91%
\$ 121,110		
\$ -		
\$ 152,461		
\$ 5,630		
\$ -		
\$ 70,000	\$ 20,000	40%
\$ 5,000	\$ -	0%
\$ 8,500	\$ (1,000)	-11%
\$ 30,000	\$ -	0%
\$ 1,500	\$ (1,000)	-40%
\$ 20,000	\$ 4,000	25%
\$ 129,035	\$ 14,035	12%
\$ 1,200	\$ -	0%
\$ 7,500	\$ (2,500)	-25%
\$ 60,000	\$ (20,000)	-25%
\$ 8,500	\$ 2,000	31%
\$ 13,460	\$ 1,460	12%
\$ 1,300	\$ (300)	-19%
\$ 6,000	\$ 1,000	20%
\$ 4,000	\$ -	0%
\$ 65,000	\$ 11,000	20%
\$ 20,000	\$ (4,000)	-17%
\$ 50,000	\$ 22,000	79%
\$ 5,000	\$ (1,500)	-23%
\$ 2,500	\$ -	0%

\$ 40,000	\$ 22,000	122%
\$ 3,000	\$ (5,500)	-65%
\$ 6,500	\$ (1,500)	-19%
\$ 25,000	\$ 25,000	25000%
\$ 25,000	\$ 25,000	25000%
\$ 5,000	\$ 5,000	5000%
\$ 15,000	\$ 15,000	15000%
\$ -	\$ (335,835)	0%
\$ -	\$ (8,666)	0%
\$ -	\$ (110,000)	0%
\$ -	\$ (62,885)	0%
\$ 47,151	\$ 47,151	
\$ 26,200	\$ 26,200	
\$ 618,315	\$ 618,315	
\$ 1,249,115	\$ 1,249,115	
\$ 3,687,992	\$ 1,763,463	118%
	\$ (842,378)	-100%
		0%

Notes	
Total salaries charged to this fund are \$840,015; the direct costs are higher due to the D/C costs. These were in the overhead before. Now 1/2 of their costs are a direct operating cost to this fund.	
These costs will be paid by this fund.	
These are operational costs directly related to sewer activities (D/C and WW employees)	
Added the 1/2 of DC staff costs here; total benefits costs both operating and admin = 279,202	
Admin: \$14,268; Finance: \$41,597; Clerk: \$4,352; IT: \$3,351; HR: \$6,146; Planning \$7,841; Public Works: \$43,555;	
Polymer has already increased 38% this year, cl2 increased \$.45/gal. DPC could increase again after September, Polydyne hasn't returned my call at this time.	
CDPHE	
Rolling stock, generator, HVAC, Non-process equipment	
Finance increased 2021 Actuals 5% and increased for additional customers	
Added 4% for 2022 and again on 2023 from 2021 actuals	
Assume rate increase from 2021 to 2022; left it for 2023	
5% increase on 2021 actual and then again from 2022 to 2023; rounded up in this economy	
Selenium, emerging compliance standards research, unforeseen needs.	
Boots, gloves, Tyveks, PPE, confined space, fall protection, etc. Change title.	
RMWEA Leadville Operator School x 2; RMWEA Intermediate and Advanced School x 3; RMWEA Colorado Water Conference x 1; Colorado Rural Water Conference x 3; NASSCO training x 2; CETI training x 3; RMSAWWA seminar x 3; RMWEA CO Water Conference x 1; certifications, tests and renewals.	
Based on 2021 actual; increased to ensure we can appropriately allocate costs	
Leased equipment	

\$14,207 was due to additional PEL testing; WET testing and Nano testing will continue.	
AED maintenance, first aid kits.	
Maintenance/Replacement	
Moved from CIP to O&M budget.	
Moved from CIP to O&M budget	
New line for propane at the Lift Station.	
These bonds are defeased; off our books	
These bonds are defeased; off our books	
These bonds are defeased; off our books	
These bonds are defeased; off our books	
Eliminated under new methodology	
TO BE DETERMINED	

DRAINAGE		12/31/2021	12/31/2022
Account number	Description	2021 Actual	2022 Budget
207-34-5100	Salaries	-	
	General		
	Water		
	Wastewater		
	Drainage		
	Street		
	Park		
207-34-5102	Benefits	-	
	General		
	Water		
	Wastewater		
	Drainage		
	Street		
	Park		
207-34-5231	Fuel, Oil & Grease	\$ 2,252	\$ 2,000
207-34-5339	On-Line Utility Bill Pay Fees	\$ 6,498	\$ 6,500
207-34-5341	Electricity	\$ 648	\$ 1,000
207-34-5356	Professional Services	-	\$ 20,000
	Authority Utility Payments	\$ 395,414	\$ 390,000
207-34-5522			
207-34-5524	Authority Impact Fees	\$ 62,131	\$ 43,560
207-34-5533	Equipment Rental	-	\$ 1,000
207-56-5000	Transfer to GF	\$ 102,674	\$ 242,833
	Total Operating	\$ 569,617	\$ 706,893
207-56-5001	Transfer to CIP	\$ 13,596	\$ 386,832

2023	2022/2023	2022/2024
Budget	\$ CHANGE	
\$ 100,687		
\$ 43,443		
\$ 30,063		
\$ 15,408		
\$ 2,000	\$ -	0.0%
\$ 6,500	\$ -	0.0%
\$ 710	\$ (290)	-29.0%
\$ 20,000	\$ -	0.0%
\$ 403,322	\$ 13,322	3.4%
\$ 43,560	\$ -	0.0%
\$ 1,000	\$ -	0.0%
\$ -	\$ (242,833)	
\$ 666,693	\$ (40,200)	-5.7%

Department's
Notes
Admin: \$4,635; Finance: \$15,975; Clerk: \$974; IT \$1,596; HR: 3,508; Planning: \$14,251; PW: \$59,748
Admin: \$966; Finance: \$7,094; Clerk: \$305; IT: \$535; HR: \$982; Planning: \$4,395; PW: \$15,786
To be consistent added 4% on 2021 actual for 2022; then another 4% for 2023
Whatever we collect we provide to authority; assume no change in rate; have not been informed of any; did increase for growth and followed 2021 actuals + 2% housing growth reflecting both 2022 and 2023
The growth number is 80 permits in 2023.
No longer indirect; and moving operational and administrative costs
TO BE DETERMINED

ATTACHMENT A

2022 STATEMENT OF WORK AND BUDGET AGREEMENT BY AND BETWEEN COUNTY OF LARIMER AND TOWN OF WELLINGTON

This 2022 Statement of Work and Budget Agreement, Pursuant to the Municipal Law Enforcement Services Agreement between the Town of Wellington and Larimer County (currently in effect through 2025), will be in effect from January 1, 2022 through December 31, 2022, unless superseded by a new agreement.

1.0 SCOPE OF WORK

The County, through the Sheriff's Office, will provide the services of one (1) full-time sworn sergeant, one (1) full-time sworn corporal, six (6) full-time sworn deputies, one (1) half-time sworn investigator, one (1) full-time sworn desk deputy and one (1) full-time sworn School Resource Officer to assist the Town with law enforcement activities as more specifically described below.

2.0 SUPERVISORS

The Sergeant will be responsible for the supervision of law enforcement and public safety operations for the Town. The Sergeant will work closely with the Town Administrator to exchange information, ensure the Sheriff is meeting expectations and is in compliance with this agreement, and to determine the needs of the Town and define priorities and goals for the Town's law enforcement activities. The Sergeant will also ensure the Town receives timely monthly reports as required under Section 1.8 of the Municipal Law Enforcement Services Agreement.

The Corporal will assist the Sergeant with the supervision of the deputies working in Wellington, and will assume the duties of the Sergeant when the Sergeant is unavailable.

Further, the supervisors will supplement Town patrol coverage by performing general law enforcement duties and will cover for vacancies when practical and appropriate.

3.0 PATROL DEPUTIES

Six (6) sworn deputies will work a combined average of thirty hours per day, which will generally encompass the hours between 6:45 am and 2:30 am. The actual time periods during each day spent in providing patrol services shall be dependent upon several factors including, but not limited to, the day of the week, the time of the month, school day versus non-school day, holiday, etc. These times will not include travel time to and from Wellington. The County is allowed to use flexible scheduling to prevent the development of patrol hour patterns. The supervisors will supplement this coverage and will fill in for vacancies, when practical. When vacancies are not able to be covered with contract deputies or a supervisor, and during the hours outside of this agreement, calls for service will be handled by regular on-duty Sheriff's deputies in the same manner and level as they cover unincorporated areas of the County.

Contracted patrol services shall include, but not be limited to, the following: enforcement of Colorado state statutes and county and municipal ordinances; general traffic enforcement; business checks by foot patrol or by vehicle; vacation checks of private residences (as requested); development and maintenance of crime prevention programs for commercial and residential use; investigation of traffic accidents; and, investigation of criminal offenses.

4.0 DESK DEPUTY

The Desk Deputy is expected to work normal business hours and be in the office most of the time. Duties include: being available in the office to answer citizen and town employee questions, take walk-in and phone reports, VIN checks, and other duties as appropriate for the position. The Desk Deputy may be required to work outside normal business hours and days in order to meet the needs of the Town and the Sheriff's Office.

5.0 INVESTIGATOR

The Sheriff will assign an Investigator to work half-time (approximately 85 hours per month on average) on Town cases. The Investigator will be expected to spend time in the town and assist with crime prevention efforts as needed.

6.0 SCHOOL RESOURCE OFFICER

The School Resource Officer's primary function, during the school year, will be working in the Wellington Schools to provide law enforcement services and security within the schools. During the summer and non-school days, the School Resource Officer(s) will supplement Town patrol coverage by performing general law enforcement duties and will cover for vacancies when practical and appropriate.

7.0 CONTRACT WORK HOURS

In general, full-time sworn positions provide 171 hours of service and half-time positions provide 85 hours of service per month. Patrol training, court, and benefit time are included in the monthly hours.

From January 1, 2022, through December 31, 2022, the Larimer County Sheriff's Office will provide 342 hours of supervisor time, 1026 hours of general patrol service, 85 hours of investigative services, 171 hours of Desk Deputy time, and 171 hours of School Resource services per month within the corporate limits of the Town.

Extra hours worked in any month will be applied to any month where the number of hours worked does not total the contract requirement.

8.0 CHANGES TO LEVEL OF SERVICE

Changes to the level of services requested, including temporary or emergency staffing needs will be provided as set forth in Section 2 of the Municipal Law Enforcement Services Agreement.

9.0 BUDGET/COSTS FOR SERVICES PROVIDED (*For 2022 Calendar year*)

COSTS FOR WELLINGTON 2022

POSITION	SGT	CPL	PATROL DEPUTIES (6)	DESK DEPUTY	SRO ***	INVEST (.50)	OTHER	TOTAL
Salary (Wages + Full Benefits)	150,435	135,622	736,698	117,676	73,670	67,811	-	1,281,912
Overtime	5,000	5,000	30,000	500	5,000	2,000	-	47,500
Vehicle - fully equipped w/o radio	-	-	-	-	-	-	-	0
Vehicle Lease (fuel, maintenance, etc.)	11,350	10,024	68,100	-	6,810	5,675	-	101,959
Equipment / Clothing	-	-	-	-	-	-	-	0
Equipment Replacement Costs**	3,915	3,915	23,490	3,125	2,349	1,958	-	38,752
Administrative Costs (Computer, Network Cell Phone, etc.)	4,363	4,363	26,178	2,217	2,618	2,182	-	41,921
Office Space	-	-	-	-	-	-	-	0
Copy Machine Rental	-	-	-	-	-	-	2,675	2,675
Bicycle Maintenance	-	-	-	-	-	-	300	300
Plus factor of 3% to cover unknown	-	-	-	-	-	-	-	0
TOTALS LCSO	175,063	158,924	884,466	123,518	90,447	79,626	2,975	1,515,019
*Larimer County Indirect Cost (6% of salary and benefits)	9,026	8,137	44,202	7,061	4,420	4,069	-	76,915
TOTAL with Larimer County Indirect Costs	184,089	167,061	928,668	130,579	94,867	83,695	2,975	1,591,934

*Larimer County 2022 indirect costs are currently 9.95% of salary and benefits. All indirect costs go back to Larimer County.
This will increase from 3% (2021), 6% (2022), to the full amount over 3 years.

**Equipment replacement costs include cost of AXON (body worn cameras).

***This cost is Wellington's share of the SRO position. Poudre School District covers 50% of the costs for the SRO for the school year.
Wellington covers the other half, plus the costs for the summer months.

Quarterly Payments	
Jan - Mar	\$397,983.50
Apr - June	\$397,983.50
July - Sept	\$397,983.50
Oct - Dec	\$397,983.50

**2022 STATEMENT OF WORK AND BUDGET AGREEMENT
BY AND BETWEEN
COUNTY OF LARIMER AND TOWN OF WELLINGTON**

IN WITNESS WHEREOF, the Town of Wellington, by resolution duly adopted by its governing body, caused this Agreement to be signed by its Mayor and attested by its Town Clerk, and the County of Larimer, by the Board of County Commissioners, has caused these presents to be subscribed by the Larimer County Sheriff and the Chairperson of said Board and the seal of said Board to be affixed thereto and attested by the Deputy Clerk of said Board, all on the day and year first above written.

TOWN OF WELLINGTON

ATTEST

Mayor Date

Town Clerk Date
(SEAL)

BOARD OF COUNTY COMMISSIONERS
OF LARIMER COUNTY

ATTEST

Chair Date

Deputy Clerk Date
(SEAL)

SHERIFF

APPROVED AS TO FORM

Larimer County Sheriff Date

Senior County Attorney Date