



BOARD OF TRUSTEES
March 25, 2025
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Regular Meeting Agenda

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

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

Please click the link below to join the webinar:

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Or Telephone:

Dial US: +1 720 707 2699 or +1 719 359 4580 or +1 669 444 9171 or +1 253 205 0468

Webinar ID: 848 7116 2393

A. CALL TO ORDER

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

B. COMMUNITY PARTICIPATION

1. Public Comment

C. CONSENT AGENDA

1. March 11, 2025 Meeting Minutes
 - Presentation: Hannah Hill, Town Clerk
2. Resolution No. 09-2025 Considering a Contract for Installation of an ADA Lift at the Municipal Services Building

- Presentation: Cody Bird, Planning Director

D. ACTION ITEMS

1. Ordinance No. 02-2025 - An Ordinance Granting Black Hills Colorado Gas, Inc. D/B/A Black Hills Energy, Its Lessees, Successors And Assigns, A Natural Gas Franchise And The Authority To Construct, Operate, Maintain, And Extend A Natural Gas Distribution Plant And System, And Granting The Right To Use The Streets, Alleys, And Other Public Places Within The Present Or Future Corporate Limits Of The Town Of Wellington, Colorado

- Presentation: Patti Garcia, Town Administrator

2. Resolution No. 10-2025 of the Town of Wellington, Colorado Considering a Contract for Consultant Services

- Presentation: Meagan Smith, Deputy Director of Public Works

3. Ordinance No. 03-2025 - An Ordinance Amending Wellington Municipal Code Chapter 2, Article 16 - Wellington Finance Advisory Board

- Presentation: Nic Redavid, Finance Director/Treasurer

E. REPORTS

1. Town Attorney
 - a. Watering Restrictions
2. Town Administrator
3. Staff Communications
 - a. Utility Report (February 2025)
 - b. Treasurer's Report (January 2025)
 - c. Report of Bills (January 2025)
 - d. Larimer County Sheriff's Office Report (February 2025)
4. Board Reports

F. EXECUTIVE SESSION

1. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators pursuant to § 24-6-402(4)(e), C.R.S., and for the purpose of receiving legal advice pursuant to § 24-6-402(4)(b), C.R.S., – regarding matters with the North Poudre Irrigation Company. As required by C.R.S. §24-6-402(2)(d.5)(II)(A) and (II) (E) the Executive Session proceedings will be electronically recorded and the record will be preserved for 90 days through June 23, 2025.

G. ADJOURN

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

Board of Trustees Meeting

Date: March 25, 2025
Subject: March 11, 2025 Meeting Minutes

- **Presentation: Hannah Hill, Town Clerk**

EXECUTIVE SUMMARY

March 11, 2025 Board of Trustees Meeting Minutes.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Staff recommends approval on the consent agenda.

ATTACHMENTS

1. 3-11-2025 Meeting Minutes



BOARD OF TRUSTEES
March 11, 2025
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

A. CALL TO ORDER

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

1. Pledge of Allegiance
Mayor Chaussee asked for all to rise for the pledge of allegiance.
2. Roll Call
The Clerk noted quorum with following roll call:
Cannon – Present
Dailey – Present
Moyer – Present
Tietz- Present
Wiegand - Present
Mason – Present
Chaussee – Present
3. Amendments to Agenda
Mayor Chaussee asked if there were any amendments to the agenda, and there were none.
4. Conflict of Interest
Mayor Chaussee asked if there were any conflicts of interest on agenda items; there were none.

B. COMMUNITY PARTICIPATION

1. Public Comment
There was no public comment.

C. PRESENTATION

1. 2022 Town of Wellington, Colorado Financial Statements with Independent Auditor's Report

Nic Redavid, Finance Director/Treasurer present the 2022 Audit report, and noted that typically the statements would have been submitted to the State department in July of 2023, however due to staff turn over this audit was delayed. Mr. Redavid reviewed the findings of the audit, noting that no adjustments to the current Town's budgeted and programming were recommended.

The Board expressed appreciation to staff for being good stewards of Town funds. It was noted that clean audits are not given if funds are not being utilized correctly, and the Board called out that the Town is running funds appropriately and asked the community to place trust in staff with budgeting.

2. 2024 Annual Report

Patti Garcia, Town Administrator, noted the 2024 Annual Report shows the ongoing achievements and projects that enhance the lives of the community, including the completion of the Water Treatment Plant and Water Reclamation Facility getting done on time and under budget.

The Board expressed appreciation on the accomplishments of the staff, the input of the community, and the Town's leadership.

D. LIQUOR LICENSE AUTHORITY BOARD

1. Green Events Inc. Spring Equinox Special Event Permit

Mayor Chaussee recessed the Regular Meeting and called the Liquor License Authority Board to order at 7:07 p.m. and the Clerk noted a quorum with the following roll call:

Cannon – Present

Dailey – Present

Moyer – Present

Tietz- Present

Wiegand - Present

Mason – Present

Chaussee – Present

Hannah Hill, Town Clerk, presented the Special Event Permit application noting the applicant provided all required documentation and posting for the event on March 23, 2025.

The Authority welcomed back the applicant and expressed appreciation the event is returning.

Mayor Pro Tem Mason moved to approve the Special Event Permit Application

Trustee Tietz seconded and the motion passed unanimously.

Mayor Chaussee adjourned the Liquor License Authority Board and reconvened the Regular Meeting at 7:10 p.m.

E. CONSENT AGENDA

1. February 25, 2025 Meeting Minutes

Trustee Cannon moved to approve the consent agenda.

Trustee Tietz seconded and the motion passed unanimously.

F. REPORTS

1. Town Attorney

There was no Town Attorney report.

2. Town Administrator

There was no Town Administrator report, Ms. Garcia noted there was no Work Session scheduled.

3. Staff Communications

There were no Staff Communications.

4. Board Reports

Trustee Cannon noted the Legislative session with Colorado Municipal League and noted the upcoming Policy meeting. It was asked for clarification on the next discussion of Bylaws, which was noted would be on the April 15, 2025 meeting.

Trustee Dailey noted items taking place at the St. Patty's Festival.

G. EXECUTIVE SESSION

1. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators pursuant to § 24-6-402(4)(e), C.R.S., and for the purpose of receiving legal advice pursuant to § 24-6-402(4)(b), C.R.S., – regarding matters with the North Poudre Irrigation Company. As required by C.R.S. §24-6-402(2)(d.5)(II)(A) and (II) (E) the Executive Session proceedings will be electronically recorded and the record will be preserved for 90 days through June 9, 2025.

Trustee Tietz moved to recess into executive session

Trustee Moyer seconded and the motion passed.

Mayor Chaussee recessed into executive session at 7:17 pm.

Mayor Chaussee reconvened the meeting at 8:16 pm.

H. ADJOURN

The meeting was adjourned at 8:16 p.m.

Calar Chaussee, Mayor

Hannah Hill, Town Clerk



Board of Trustees Meeting

Date: March 25, 2025

Subject: Resolution No. 09-2025 Considering a Contract for Installation of an ADA Lift at the Municipal Services Building

- **Presentation: Cody Bird, Planning Director**

EXECUTIVE SUMMARY

The Town's Municipal Services Building, located at 8225 Third Street, Wellington, CO, is a public building with offices and meeting spaces on the first floor and second floor. The building does not have an accessible route meeting the Americans with Disabilities Act (ADA) requirements for persons with disabilities to access the second floor. The Town desires to meet the accessibility needs of the community and public employees by installing a platform lift and associated equipment. Accessible routes to the second floor of public buildings are also a requirement of ADA, and the Town desires to bring the building into compliance with the ADA standards for accessible design.

BACKGROUND / DISCUSSION

Funds for the installation of an ADA lift were originally appropriated in the 2023 budget. Proposals from qualifying contractors were over the budgeted amount and the Town was unable to enter into a contract. The scope of services for the project was re-evaluated, and additional funds were subsequently appropriated in the 2024 budget, bringing the funding amount up to \$85,000. Funds were unable to be expended within the 2024 fiscal year. The \$85,000 of unexpended 2024 funds are identified in the 2025 budget and are available to complete the project. Staff re-solicited proposals following the Town's Purchasing Policy requirements, and received sufficient qualifying proposals to pursue entering into a contract.

Estimates were solicited directly from commercial contractors within the region. Three qualifying commercial contractors submitted proposals for the project. The proposals were thoroughly evaluated by staff, and JGibbs Construction, LLC was identified as having the most desired proposal to complete the project and a construction cost estimate that represents a good value to the Town.

Staff recommends executing the attached contract agreement for construction services and installation of an ADA lift at the Municipal Services Building.

CONNECTION WITH ADOPTED MASTER PLANS

Ensure Strong Town Operations

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Staff recommends approval on the consent agenda.

ATTACHMENTS

1. Resolution No. 09-2025 Considering a Contract for ADA Lift Installation
2. Contract Agreement - ADA Lift Installation



3. Exhibit A - Estimate

TOWN OF WELLINGTON

RESOLUTION NO. 09-2025

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO CONSIDERING A CONTRACT FOR THE INSTALLATION OF AN ADA ACCESSIBLE LIFT AT THE MUNICIPAL SERVICES BUILDING

WHEREAS, the Town of Wellington desires to meet community accessibility needs and provide accessible routes within public facilities to better accommodate Town residents and staff; and

WHEREAS, accessible access to second story offices at the Municipal Services Building requires a lift meeting ADA accessibility requirements; and

WHEREAS, the Town of Wellington's staff have conducted an appropriate selection process to identify a qualified contractor to provide the required construction and installation services; and

WHEREAS, the Town of Wellington's approved budget includes suitable appropriation for the cost of engaging with a contractor to install the ADA accessible lift.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Wellington, Colorado, as follows:

1. The Board of Trustees hereby approves the contract agreement with JGibbs Construction, LLC.
2. The Town Administrator or her designee is hereby authorized to execute the contract agreement on behalf of the Town.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 25th day of March 2025.

TOWN OF WELLINGTON

By: _____
Calar Chaussee, Mayor

ATTEST:

Hannah Hill, Town Clerk

THIS AGREEMENT, Made this _____ day of _____, 20____

Between the Owner: Town of Wellington
8225 Third Street
Wellington, CO 80549

And the Contractor: JGibbs Construction, LLC
1417 63rd Ave Ct.
Greeley, CO 80534

For the Project:

Lift Installation, 8225 Third St, Wellington

Construction Lender: NA

ARTICLE 1. CONTRACT DOCUMENTS

1.1 The contract documents consist of this agreement, building permits, approved building plans, equipment cutsheets, manufacturer's specifications, and all change orders or modifications issued and agreed to by both parties, collectively, the "Contract Documents." All documents noted herein shall be provided to the Contractor by the Owner. The Contract Documents represent the entire agreement of both parties and supersede any prior oral or written agreement.

ARTICLE 2. SCOPE OF WORK

2.1 The Owner agrees to purchase, and the Contractor agrees to construct the above-mentioned fixtures at 8225 Third Street Wellington, Colorado (the "Property") according to the Contract Documents set forth in the written documents for this project.

Initials: _____ (Contractor) _____ (Owner)

ARTICLE 3. TIME OF COMPLETION

3.1 The approximate commencement date of the project shall be April 1, 2025. The approximate completion date of the project shall be 12 weeks from the date the elevator is ordered (all dependent on the elevator vendor); however, any change orders and/or unusual weather or elevator equipment availability might delay or otherwise affect the completion date. Any delay in elevator equipment manufacture or shipping from the vendor will be communicated with the Owner.

ARTICLE 4. THE CONTRACT PRICE

4.1 The contract price of the project shall be the amount set forth in in Exhibit A – “Estimate,” incorporated herein by reference - subject to additions and deductions pursuant to authorized change orders and allowances.

4.2 The Owner and the Contractor agree that Contractor’s fee to supervise and manage the project, as set forth in Exhibit A, is a reasonable Contractor fee.

ARTICLE 5. PROGRESS PAYMENTS

5.1 The Owner will make payments to the contractor pursuant to the attached construction draw schedule as work required by said schedule is satisfactorily completed. Owner shall make draw payments to Contractor within 30 days after requested by Contractor.

5.2 If payment is not received by the Contractor within 30 days after delivery of payment demand for work satisfactorily completed, with seven (7) days written notice Contractor shall have the right to stop work or terminate the contract at his option, or may grant a time extension for making payment as may be agreed to between the Contractor and Owner. Termination by Contractor under provisions of this paragraph shall not relieve the Owner of the obligations of payments to Contractor for that part of the work performed prior to such termination. Termination under the provisions of this paragraph shall not relieve the Owner of the obligations of payments to Contractor for that part of the work performed prior to such termination.

5.3 At execution of this Contract, the Owner will advance payment of \$20,000 to Contractor. This advance amount is for the 55% deposit amount required for ordering fabrication and

Initials: _____ (Contractor) _____ (Owner)

delivery of the elevator equipment, which shall be ordered by Contractor promptly upon execution.

ARTICLE 6. DUTIES OF THE CONTRACTOR

6.1 All work shall be in accordance with the provisions of the plans and specifications. All systems shall be in good working order.

6.2 All work shall be completed in a workman like manner, and shall comply with all applicable national, state and local building codes and laws.

6.3 All work shall be performed by licensed individuals to perform their said work, as required by law.

6.4 All permits necessary for the work to be completed shall be in place prior to work commencement.

6.5 Contractor shall remove all construction debris and leave the project in a broom clean condition.

6.6 Contractor will work with Owner on any requested considerations of Contractor for limiting disruptions to office environment for work performed during normal open office hours.

ARTICLE 7. OWNER

7.1 The Owner shall communicate with subcontractors only through the Contractor.

7.2 The Owner will not assume any liability or responsibility, nor have control over or charge of construction means, methods, techniques, sequences, procedures, or for safety precautions and programs in connection with the project, since these are solely the Contractor's responsibility.

ARTICLE 8. CHANGE ORDERS

8.1 A Change Order is any change to the original plans and/or specifications. All change orders need to be agreed upon in writing, including cost, additional time considerations, approximate dates when the work will begin and be completed and signed by both parties. 50% of the cost of each change order will be paid prior to the change, with the final 50% paid upon

Initials: _____ (Contractor) _____ (Owner)

completion of the change order. A 15% fee shall be added to hard costs on all approved change orders and overages more than initial allowances, but such fee shall not apply to any change orders or overages applicable to the elevator equipment purchase. Additional time needed to complete approved change orders shall be taken into consideration at the project completion date.

ARTICLE 9. INSURANCE

9.1 The Owner will keep in force a Builder's Risk Insurance Policy on the said property to protect both owner's and contractor's interests until construction is completed.

9.2 Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to this Agreement. At a minimum, Contractor shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Owner.

9.2.1 Worker's Compensation insurance as required by law.

9.2.2 Commercial General Liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Owner and the Owner's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

9.2.3 Professional liability insurance with minimum limits of \$1,000,000 each claim and \$2,000,000 general aggregate.

9.3 Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Owner. Contractor shall promptly notify the Owner of any changes to the insurance policy during the term of this Agreement. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the

Initials: _____ (Contractor) _____ (Owner)

Owner, its officers, its employees or its contractors shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

9.4 Contractor shall provide to the Owner a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.

9.5 Contractor's insurance policies shall contain a waiver of subrogation in favor of the Owner. The waiver of subrogation shall provide that the insurance company waives its right to seek compensation from the Owner for claims paid out under the policy.

ARTICLE 10. GENERAL PROVISIONS

10.1 If conditions are encountered at the construction site which are subsurface or otherwise concealed physical conditions or unknown physical conditions of an unusual nature, which differ naturally from those ordinarily found to exist and generally recognized as inherent in construction activities, the Owner will promptly investigate such conditions and, if they differ materially and cause an increase or decrease in the Contractor's cost of, and/or time required for, performance of any part of the work, will negotiate with the Contractor an equitable adjustment in the contract sum, contract time or both.

10.2 Governmental Immunity. Owner and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities or protections provided by the Colorado Governmental Immunity Act, C.R.S. § 2410-101, et seq., as amended, or otherwise available to the Owner and its officers, attorneys or employees.

10.3 Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Owner not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

ARTICLE 11. HAZARDOUS MATERIALS, WASTE AND ASBESTOS

11.1 Both parties agree that dealing with hazardous materials, waste or asbestos requires specialized training, processes, precautions and licenses. Therefore, unless the scope of this agreement includes the specific handling, disturbance, removal or transportation of hazardous

Initials: _____ (Contractor) _____ (Owner)

materials, waste or asbestos, upon discovery of such hazardous materials the Contractor shall notify the Owner immediately and allow the Owner/Contractor to contract with a properly licensed and qualified Hazardous material contractor. Any such work shall be treated as a Change Order resulting in additional costs and time considerations.

12. GOVERNING LAW AND VENUE

12.1 This Agreement shall be governed by the laws of the State of Colorado, and the State Courts of Colorado located in Larimer County shall have exclusive jurisdiction for any legal action concerning the provisions hereof.

ARTICLE 13. WARRANTY

13.1 At the completion of this project, Contractor shall execute an instrument to Owner warranting the project for a 1-year period against defects in workmanship or materials utilized. The manufacturer's warranty will prevail. No legal action of any kind relating to the project performance or this contract shall be initiated by either party against the other party after a 5-year period beyond the completion of the project or cessation of work.

ARTICLE 14. TERMINATION OF THE CONTRACT

14.1 Should the Owner or Contractor fail to carry out this contract, with all its provisions, the following options and stipulations shall apply:

14.1.1 If the Owner or the Contractor shall default on the contract, with seven (7) days written notice to the other party, the non-defaulting party may declare the contract is in default and proceed against the defaulting party for the recovery of all damages incurred because of said breach of contract, including a reasonable attorney's fee.

14.1.2 In the event of a default by the Owner or Contractor, the non-defaulting party may state his intention to comply with the contract and proceed for specific performance.

14.1.3 In the case of a defaulting Owner, the Contractor may make claim to the Owner for all work executed and for proven loss with respect to equipment, materials, tools, construction equipment and machinery, including reasonable overhead, profit and damages applicable to the property.

Initials: _____ (Contractor) _____ (Owner)

ARTICLE 15. ATTORNEY FEES

15.1 In the event of any arbitration or litigation relating to the project, project performance or this contract, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses.

ARTICLE 16. ACCEPTANCE AND OCCUPANCY

16.1 Upon completion, the project shall be inspected by the Owner and the Contractor, and any repairs necessary to comply with the contract documents shall be made by the Contractor.

JGibbs Construction LLC

CONTRACTOR

Signature

Date: _____

Town of Wellington

OWNER

Signature

Date: _____

Initials: _____ (Contractor) _____ (Owner)

ESTIMATE

JGibbs Construction LLC
1417 63rd Ave Ct
Greeley, CO 80634

jgibbs2711@gmail.com
970-566-9336



Bill to
Wellington Building Dept
8225 Third Street
Wellington, Co 80549 Larimer

Estimate details

Estimate no.: 2035
Estimate date: 10/03/2024

#	Product or service	Description	Qty	Rate	Amount
1.	Demo	Labor to cut out concrete floor and pour in pit (approximately 3" deep)		\$3,500.00	\$3,500.00
2.	02.10 Demo	Labor and material to demo upper wall, floor and doors to align with the lower wall and door to except elevator	1	\$5,812.00	\$5,812.00
3.	Carpentry Labor	Labor and material to move Attic access, reframe walls and door openings, and install backing for elevator	1	\$5,500.00	\$5,500.00
4.	16 Electrical & Lighting	Labor and material to move necessary electrical components and run power for elevator	1	\$6,400.00	\$6,400.00
5.	Drywall Systems	Labor and material to finish drywall around elevator	1	\$6,200.00	\$6,200.00
6.	Accoustical Ceilings	Labor and material to fix acoustical ceilings	1	\$1,200.00	\$1,200.00
7.	Interior Doors and Trim	Labor and material to install trim and 2 doors for the elevator	1	\$7,500.00	\$7,500.00
8.	23 Floor Coverings	Labor and material to patch in flooring where needed	1	\$3,400.00	\$3,400.00
9.	Elevator	Morning Star Elevator Quote	1	\$31,450.00	\$31,450.00
10.	24 Paint	Labor and material to paint walls to match existing	1	\$1,500.00	\$1,500.00

11. Contractor Fee	Contractor fee to supervise and oversee project	1	\$6,151.00	\$6,151.00
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Total

\$78,613.00

Accepted date

Accepted by



Board of Trustees Meeting

Date: March 25, 2025

Subject: Ordinance No. 02-2025 - An Ordinance Granting Black Hills Colorado Gas, Inc. D/B/A Black Hills Energy, Its Lessees, Successors And Assigns, A Natural Gas Franchise And The Authority To Construct, Operate, Maintain, And Extend A Natural Gas Distribution Plant And System, And Granting The Right To Use The Streets, Alleys, And Other Public Places Within The Present Or Future Corporate Limits Of The Town Of Wellington, Colorado

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

EXECUTIVE SUMMARY

The Black Hills Energy Franchise Agreement establishes a 20-year contract between the Town of Wellington and Black Hills Colorado Gas, Inc., granting the company a non-exclusive franchise to supply and distribute natural gas within the town. The agreement outlines terms related to franchise fees, infrastructure management, regulatory compliance, and operational responsibilities. The proposed franchise fee is set at 3% of gross receipts derived from gas sales within town limits.

The Town currently has active franchise agreements with Xcel Energy, Poudre Valley REA, and Comcast. Black Hills Energy has provided gas distribution to Wellington for many years but has never had a franchise agreement with the Town. This agreement solidifies the legal rights, responsibilities, and obligations of both the Town and Black Hills Energy.

BACKGROUND / DISCUSSION

The Town of Wellington would like to establish an agreement with Black Hills Energy to facilitate the continued operation and expansion of the natural gas distribution system within municipal boundaries. The agreement grants Black Hills Energy the right to install, maintain, and operate gas distribution infrastructure in public rights-of-way, subject to regulatory requirements and town oversight. The agreement includes provisions for:

- **Franchise Term:** The agreement will be in effect for 20 years from the approval date by the Colorado Public Utilities Commission.
- **Franchise Fees:** Black Hills Energy will collect and remit a 3% franchise fee on gross receipts from gas sales, providing revenue to the town.
- **Infrastructure Management:** The company is responsible for maintaining and upgrading its facilities while complying with town regulations regarding construction and public rights-of-way usage.
- **Regulatory Compliance:** The agreement aligns with state and federal regulatory requirements governing natural gas services.
- **Emergency and Force Majeure Provisions:** The agreement includes terms addressing service disruptions due to natural disasters or regulatory changes.
- **Relocation and Coordination:** Black Hills Energy will work with the town to minimize disruption during infrastructure projects, ensuring efficient coordination with municipal planning.

The agreement reflects standard franchise terms that balance the interests of the town, residents, and the utility



provider. Notably, it includes provisions for fee adjustments, dispute resolution, and operational transparency through financial audits and reporting mechanisms.

As a statutory town, Wellington is not required to have two readings of ordinances. Black Hills Energy has requested that there be two readings of the franchise agreement ordinance; first reading will be on March 25 and the second reading will be on April 8, 2025. Both readings have been properly noticed in Coloradoan.

CONNECTION WITH ADOPTED MASTER PLANS

The Board of Trustees has requested options for new revenue streams for the Town. Additional funding could support many areas of the 2025-2029 Strategic Plan:

- Foster Economic Vibrancy - Economic development
- Cultivate & Nurture Community Spaces - Invest in meeting and gathering spaces
- Grow Responsibly - Housing diversity
- Ensure Strong Operations - Ensure safety and security, such as emergency response

FISCAL IMPLICATIONS

The primary fiscal impact of this agreement is the revenue generated from the 3% franchise fee, which is collected from customers (excluding municipal accounts) and remitted to the town. This fee will provide a steady source of income that can be allocated toward infrastructure maintenance, public services, and other municipal needs. Additionally, Black Hills Energy will reimburse the town up to \$5,000 for reasonable expenses incurred during the franchise adoption process, such as legal review and publication costs.

The Town adopted through Ordinance No. 12-1991, an occupation tax on all gas companies operating in Town. This is currently a \$20,000 annual payment received from Black Hills Energy to the Town of Wellington with an impact of about \$.40 per customer, per month. If the Town were to adopt Ordinance No. 02-2025 with the 3% Franchise Fee on Gross Revenue, the result would be approximately \$105,000 in annual revenue to the Town. This would be an average cost of \$8,700 per month and an average customer cost of \$2.04 per month.

There are no anticipated direct costs to the town associated with this agreement beyond routine administrative oversight and coordination. However, infrastructure projects requiring the relocation of gas facilities may incur costs, depending on whether they are initiated by the town or private developers. The agreement ensures that costs for town-initiated relocations are borne by Black Hills Energy, while private developers must cover relocation expenses for their projects.

STAFF RECOMMENDATION

Staff recommends the Board of Trustees approve the Black Hills Energy Franchise Agreement as presented.

ATTACHMENTS

1. Ordinance No. 02-2025 Black Hills Energy - Wellington Franchise Agreement

TOWN OF WELLINGTON

ORDINANCE NO. 02-2025

AN ORDINANCE GRANTING BLACK HILLS COLORADO GAS, INC. D/B/A BLACK HILLS ENERGY, ITS LESSEES, SUCCESSORS AND ASSIGNS, A NATURAL GAS FRANCHISE AND THE AUTHORITY TO CONSTRUCT, OPERATE, MAINTAIN, AND EXTEND A NATURAL GAS DISTRIBUTION PLANT AND SYSTEM, AND GRANTING THE RIGHT TO USE THE STREETS, ALLEYS, AND OTHER PUBLIC PLACES WITHIN THE PRESENT OR FUTURE CORPORATE LIMITS OF THE TOWN OF WELLINGTON, COLORADO

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado, pursuant to Colorado statute and the Wellington Municipal Code, is vested with the authority of administering the affairs of the Town of Wellington, Colorado; and

WHEREAS, the Board of Trustees is authorized by state statute to enter into franchise agreements; and

WHEREAS, notice of first reading to take place on March 25, 2025 was published in the Coloradoan on March 4, 11, 2025; notice of second reading to take place on April 8, 2025 was published in the Coloradoan on March 26, 2025 and April 7, 2025.

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

FRANCHISE GRANTED

The Town of Wellington, Colorado (hereinafter referred to as "Grantor"), hereby grants a non-exclusive franchise to Black Hills Colorado Gas, Inc. d/b/a Black Hills Energy, (hereinafter called "Grantee"), its lessees, successors and assigns. Grantee is hereby granted the right, privilege, franchise, permission and authority to lay, construct, install, maintain, operate and extend in, along, over or across the present and future streets, alleys, avenues, bridges, public rights-of-way and public utility easements as are now within the present or future limits of said Grantor, a natural gas distribution system and all facilities necessary for the purpose of supplying natural gas or processed gas and other operations connected therewith or incident thereto for all purposes to the inhabitants of said Grantor and consumers in the vicinity thereof, and for the distribution of natural gas from or through said Grantor to points beyond the limits thereof. Such facilities shall include, but not be limited to, all mains, services, pipes, conduits and all other apparatus and appliances necessary or convenient for transporting, distributing and supplying natural gas for all purposes for which it may be used, and to do all other things necessary and proper in providing natural gas service to the inhabitants of Grantor and in carrying on such business.

TERM

This franchise shall take effect on the first day of the month following the date this Ordinance is finally approved by the Colorado Public Utilities Commission (the "Effective Date"), at which

time Grantee will begin to collect the franchise fee set forth herein, and this franchise shall remain in effect for a period of twenty (20) years from the Effective Date of this Ordinance.

FRANCHISE FEES

In exchange for the franchise granted herein, Grantee shall collect from all customers, but not from the Town of Wellington, located within the corporate limits of Grantor and pay to Grantor an amount equal to three percent (3%) of gross receipts Grantee derives from the sale, distribution or transportation of gas delivered within the present or future limits of Grantor. Gross receipts as used herein are revenues received from the sale, distribution or transportation of gas, after adjustment for the net write-off of uncollectible accounts and corrections of bills theretofore rendered. Payment of the franchise fee does not exempt the Company from any other lawful tax or fee imposed generally upon persons doing business within the Town, including any fee for a right of way permit, a grading permit, or other lawful permits hereafter required by the Town, except that the franchise fee provided for herein shall be in lieu of any occupancy tax, or similar occupation tax for the use of Town Streets. Ad valorem property taxes imposed generally upon all real and personal property within the present or future corporate limits of Grantor shall not be deemed to affect Grantee's obligations under this section.

Grantee shall report and pay any amount payable under this Ordinance on a monthly basis. Such payment shall be made no more than thirty (30) days following the close of the period for which payment is due. Initial and final payments shall be prorated for the portions of the periods at the beginning and end of any franchise granted by the Town of Wellington, Colorado, to Grantee.

Grantee shall list the franchise fee collected from customers as a separate item on bills for utility service issued to its customers. If at any time the Colorado Public Utilities Commission or other authority having proper jurisdiction prohibits such recovery, then Grantee will no longer be obligated to collect and pay the franchise fee. Any customer refunds ordered by the Commission or other authority due to an unlawful or prohibited collection of the franchise fee collected by Grantee and remitted to Grantor shall be refunded by Grantor.

Within ten (10) days of the date of this ordinance, Grantor shall provide Grantee with a map of its corporate limits (the "Map"). The Map shall be of sufficient detail to assist Grantee in determining whether their customers reside within Grantor's corporate limits. The Map along with Grantee's Geographic Information System ("GIS") mapping information shall serve as the basis for determining Grantee's obligation hereunder to collect and pay the franchise fee from customers; provided, however, that if the Grantor's corporate limits are changed by annexation or otherwise, it shall be the Grantor's sole responsibility to (a) update the Map so that the changes are included therein, and (b) provide the updated Map to the Grantee.

Grantee's obligation to collect and pay the franchise fee from customers within an annexed area shall not commence until the later: (a) of sixty (60) days after Grantee's receipt from the Grantor of an updated Map including the annexed area, or (b) after Grantee's receipt from the Grantor of an updated Map including the annexed area as is reasonably necessary for Grantee to identify the customers in the annexed area obligated to pay the franchise fee; provided, further that neither party shall have the obligation to correct a mistake, including but not limited to collection of the

fee by Grantee from its customers or remittance of that fee by Grantee to Grantor, that is discovered more than one (1) year after the occurrence thereof.

Grantor shall have access to and the right to examine, during normal business hours, such of Grantee's books, receipts, files, records and documents as is necessary to verify the accuracy of payments due hereunder. If it is determined that a mistake was made in the payment of any franchise fee required hereunder, the mistake shall be corrected promptly upon discovery such that any under-payment by Grantee shall be paid within thirty (30) days of recalculation of the amount due, and any over-payment by Grantee shall be deducted from the next payment of such franchise fee due by Grantee to Grantor.

GOVERNING RULES AND REGULATIONS

The franchise granted hereunder is subject to all conditions, limitations and immunities now provided for, or as hereafter amended, and applicable to the operations of a public utility, by state or federal law. The rates to be charged by Grantee for service within the present or future corporate limits of Grantor and the rules and regulations regarding the character, quality and standards of service to be furnished by Grantee, shall be under the jurisdiction and control of such regulatory body or bodies as may, from time to time, be vested by law with authority and jurisdiction over the rates, regulations and quality and standards of service to be supplied by Grantee. Provided however, should any judicial, regulatory or legislative body having proper jurisdiction take any action that precludes Grantee from recovering from its customers any cost associated with services provided hereunder, then Grantee and Grantor shall renegotiate the terms of this Ordinance in accordance with the action taken. In determining the rights and duties of the Grantee, the terms of this Ordinance shall take precedence over any conflicting terms or requirements contained in any other ordinance enacted by the Grantor.

PROVISION FOR INADEQUATE ENERGY SUPPLIES

If an energy supplier is unable to furnish an adequate supply of energy due to an emergency, an order or decision of a public regulatory body, or other acts beyond the control of the Grantee, then the Grantee shall have the right and authority to adopt reasonable rules and regulations limiting, curtailing or allocating extensions of service or supply of energy to any customers or prospective customers, and withholding the supply of energy to new customers, provided that such rules and regulations shall be uniform as applied to each class of customers or prospective customers, and shall be non-discriminatory as between communities receiving service from the Grantee.

CONSTRUCTION AND MAINTENANCE OF GRANTEE'S FACILITIES

Any pavements, sidewalks or curbing taken up and any and all excavations made shall be done in such a manner as to cause only such inconvenience to the inhabitants of Grantor and the general public as is reasonably necessary, and repairs and replacements shall be made promptly by Grantee, leaving such properties in as good as condition as existed immediately prior to excavation with all physical improvements being performed in accordance with current design and construction standards as defined by the Town of Wellington Town Engineer.

Grantee agrees that for the term of this franchise, it will use its best efforts to maintain its facilities and equipment in a condition sufficient to meet the current and future energy requirements of Grantor, its inhabitants and industries. While maintaining its facilities and equipment, Grantee

shall obtain permits as required by ordinance and will fix its excavations within a commercially reasonable time period, except that in emergency situations Grantee shall take such immediate unilateral actions as it determines are necessary to protect the public health, safety, and welfare; in which case, Grantee shall notify Grantor as soon as reasonably possible. Within a reasonable time thereafter, Grantee shall request and Grantor shall issue any permits or authorizations required by Grantor for the actions conducted by Grantee during the emergency situation if those actions were completed in accordance with the current design and construction standards of the Town.

Grantor will give Grantee reasonable notice of plans for street improvements where paving or resurfacing of a permanent nature is involved that affects Grantee's facilities. The notice shall contain the nature and character of the improvements, the rights-of-way upon which the improvements are to be made, the extent of the improvements, and the time when the Grantor will start the work, and, if more than one right-of-way is involved, the order in which the work is to proceed. The notice shall be given to the Grantee as soon as practical in advance of the actual commencement of the work, considering seasonable working conditions, to permit the Grantee to make any additions, alterations, or repairs to its facilities.

EXTENSION OF GRANTEE'S FACILITIES

Upon receipt and acceptance of a valid application for service, Grantee shall, subject to its own economic feasibility criteria as approved by the Colorado Public Utilities Commission make reasonable extensions of its distribution facilities to serve customers located within the current or future corporate limits of Grantor.

RELOCATION OF GRANTEE'S FACILITIES

If Grantor elects to change the grade of or otherwise alter any street, alley, avenue, bridge, Grantor Utility (water, wastewater, or storm drainage), public right-of-way, public easement, or public place for a public purpose, unless otherwise reimbursed by federal, state or local legislative act or governmental agency, Grantee, upon reasonable notice from Grantor, shall remove and relocate its facilities or equipment situated in the public rights-of-way, at the cost and expense of Grantee, If Grantor orders or requests Grantee to relocate its facilities or equipment for the primary benefit of a commercial or private project, or as a result of the initial request of a commercial or private developer or other non-public entity, and such removal is necessary to prevent interference, then Grantee shall receive payment for the cost of such relocation as a precondition to relocating its facilities or equipment.

Grantor shall consider reasonable alternatives in designing its public works projects and exercising its authority under this section so as not to arbitrarily cause Grantee unreasonable additional expense. If alternative public right-of-way space is available, Grantor shall also provide a reasonable alternative location for Grantee's facilities. Grantor shall give Grantee written notice of an order or request to vacate a public right-of-way; provided, however, that its receipt of such notice shall not deprive Grantee of its right to operate and maintain its existing facilities in such public right-of way until it (a) if applicable, receives the reasonable cost of relocating the same and (b) obtains a reasonable public right-of-way, dedicated utility easement, or private easement alternative location for such facilities.

COORDINATION WITH GRANTOR

For all new Grantee installation or replacement of infrastructure in Grantor's right of way longer than a quarter of a mile, Grantee will provide Grantor with a minimum notice of 30 days. For all installation or replacement of infrastructure not longer than a quarter of a mile in Grantor's right of way, Grantee shall provide Grantor with a minimum notice of 14 days.

CONFIDENTIAL INFORMATION

Grantor acknowledges that certain information it might request from Grantee pursuant to this Ordinance may be of a proprietary and confidential nature, and that such requests may be subject to the Homeland Security Act or other confidentiality protections under state or federal law. If Grantee requests that any information provided by Grantee to Grantor be kept confidential due to its proprietary or commercial value, Grantor and its employees, agents and representatives shall maintain the confidentiality of such information, to the extent allowed by law. Grantee also acknowledges that Grantor is subject to the Colorado Open Records Act ("CORA") CRS § 24-72-201 et. seq. If Grantor is requested or required by legal or administrative process to disclose any such proprietary or confidential information, Grantor shall promptly notify Grantee of such request or requirement so that Grantee may seek an appropriate protective order or other relief. Grantor shall not be liable to Grantee for any disclosure of confidential information as required by CORA or by order of a legal or administrative proceeding.

FORCE MAJEURE

It shall not be a breach or default under this Ordinance if either party fails to perform its obligations hereunder due to force majeure. Force majeure shall include, but not be limited to, the following: 1) physical events such as acts of God, landslides, lightning, earthquakes, fires, freezing, storms, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery, equipment or distribution or transmission lines; 2) acts of others such as strikes, work-force stoppages, riots, sabotage, insurrections or wars; 3) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, executive order, or regulation promulgated by a governmental authority having jurisdiction; and (4) any other causes, whether of the kind herein enumerated or otherwise not reasonably within the control of the affected party to prevent or overcome. Notwithstanding, the foregoing compliance with this Franchise or any other generally applicable regulation of the Grantor shall not be considered a force majeure event. Each party shall make reasonable efforts to avoid force majeure and to resolve such event as promptly as reasonably possible once it occurs in order to resume performance of its obligations hereunder; provided, however, that this provision shall not obligate a party to settle any labor strike.

INDEMNIFICATION AND HOLD HARMLESS

A. Grantor Held Harmless

Grantee, during the term of this Ordinance, agrees to indemnify and save harmless Grantor from and against all claims, demands, losses and expenses arising directly out of the negligence of Grantee, its employees or agents, in constructing, operating, and maintaining its distribution and transmission facilities or equipment; provided, however, that Grantee need indemnify or save Grantor harmless from claims, demands, losses and expenses arising out of the negligence of Grantor, its employees or agents.

B. Immunity

Nothing in this Section or any other provision of this agreement shall be construed as a waiver of the notice requirements, defenses, immunities and limitations the Grantor may have under the Colorado Governmental Immunity Act (§24-10-101, C.R. S., et. seq.) or of any other defenses, immunities, or limitations of liability available to the Grantor by law.

TERMINATION AND CURE

A. Notice / Cure / Remedies.

Except as otherwise provided in this franchise, if a party (the "breaching party") to this franchise fails or refuses to perform any of the terms or conditions of this franchise (a "breach"), the other party (the "nonbreaching party") may provide written notice to the breaching party of such breach. Upon receipt of such notice, the breaching party shall be given a reasonable time, not to exceed thirty (30) days, in which to remedy the breach, or, if such breach cannot be remedied in thirty (30) days, such additional time as reasonably needed to remedy the breach, but not exceeding an additional thirty (30) day period, or such other time as the parties may agree. If the breaching party does not remedy the breach within the time allowed in the notice, the nonbreaching party may exercise the following remedies for such breach:

- (1) Specific performance of the applicable term or condition; and
- (2) Recovery of actual damages (excluding special or consequential damages) from the date of such breach incurred by the nonbreaching party in connection with the breach.

B. Termination of Franchise by Grantor.

In addition to the foregoing remedies, if the Grantee fails or refuses to perform any material term or condition of this franchise (a "material breach"), the Grantor may provide written notice to the grantee of such material breach. Upon receipt of such notice, the Grantee shall be given a reasonable time, not to exceed ninety (90) days, in which to remedy the material breach or, if such material breach cannot be remedied in ninety (90) days, such additional time as reasonably needed to remedy the material breach, but not exceeding an additional ninety (90) day period, or such other time as the parties may agree. If the Grantee does not remedy the material breach within the time allowed in the notice, the Grantor may, at its sole option, terminate this franchise. This remedy shall be in addition to the Grantor's right to exercise any of the remedies provided for elsewhere in this franchise. Upon such termination, the Grantee shall continue to provide utility service to the Grantor and its residents (and shall continue to have associated rights and grants needed to provide such service) until the Grantor makes alternative arrangements for such service and until otherwise ordered by the PUC and the Grantee shall be entitled to collect from residents and shall be obligated to pay the Grantor, at the same times and in the same manner as provided in this franchise, an aggregate amount equal to the amount which the Grantee would have paid as a franchise fee as consideration for use of the public rights-of-way.

C. Judicial Review.

Any such termination shall be subject to judicial review as provided by law.

D. No Limitation.

Except as provided herein, nothing in this franchise shall limit or restrict any legal rights or remedies that either party may possess arising from any alleged breach of this franchise.

SUCCESSORS AND ASSIGNS

All rights, privileges and authority granted to Grantee hereunder shall inure to the benefit of Grantee's lessees, successors and assigns, subject to the terms, provisions and conditions herein contained, and all obligations imposed upon Grantee hereunder shall be binding upon Grantee's lessees, successors and assigns. In the event of assignment to a non-affiliated third party, assignment of this Franchise shall be subject to the written consent of the Grantor which shall not be unreasonably withheld.

NO THIRD PARTY BENEFICIARIES

This Ordinance constitutes a franchise agreement between the Grantor and Grantee. No provision of this Ordinance shall inure to the benefit of any third person, including the public at large, so as to constitute any such person as a third party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action for any person not a party hereto.

SEVERABILITY

If any clause, sentence or section of this Ordinance is deemed invalid by any judicial, regulatory or legislative body having proper jurisdiction, the remaining provisions shall not be affected.

NON WAIVER

Any waiver of any obligation or default under this Ordinance shall not be construed as a waiver of any future defaults, whether of like or different character.

REPEAL CONFLICTING ORDINANCES

This Ordinance, when accepted by Grantee as provided below, shall constitute the entire agreement between the Grantor and the Grantee relating to the franchise granted by Grantor hereunder, and the same shall supersede all prior ordinances relating thereto, and any terms and conditions of such prior ordinances or parts of ordinances in conflict herewith are hereby repealed.

EFFECT AND INTERPRETATION OF ORDINANCE

The captions that precede each section of this Ordinance are for convenience and/or reference only and shall not be taken into consideration in the interpretation of any of the provisions of this Ordinance.

ACCEPTANCE

Upon final passage and approval of this Ordinance by Grantor, in accordance with applicable laws and regulations, Grantee shall file its acceptance by written instrument, within sixty (60) days of passage by the Board of Trustees, with the Clerk of the Town of Wellington, Colorado. The Clerk of the Town of Wellington, Colorado shall sign and affix the community seal to acknowledge receipt of such acceptance, and return one copy to Grantee. If Grantee does not, within sixty (60) days following passage of this Ordinance, either express in writing its objections to any terms or

provisions contained therein, or reject this Ordinance in its entirety, Grantee shall be deemed to have accepted this Ordinance and all of its terms and conditions.

PAYMENT OF EXPENSES INCURRED BY GRANTOR IN RELATION TO FRANCHISE AGREEMENT

The Company shall pay for reasonable expenses up to \$5,000 incurred for the franchise adoption, including the publication of notices, publication of ordinances, and photocopying of documents.

INTRODUCED AND CONSIDERED FAVORABLY BY THE BOARD OF TRUSTEES OF THE TOWN OF WELLINGTON, COLORADO ON THE 25TH DAY OF MARCH, 2025, AND APPROVED AND ADOPTED BY THE BOARD ON THIS 8TH DAY OF APRIL, 2025

Calar Chausee, Mayor

Attest:

Hannah Hill, Town Clerk

Board of Trustees Meeting

Date: March 25, 2025

Subject: Resolution No. 10-2025 of the Town of Wellington, Colorado Considering a Contract for Consultant Services

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

EXECUTIVE SUMMARY

A contract for consultant services is presented to the Board of Trustees for award to Raftelis. This contract is for the completion of a Utility Rate and Fee Study to evaluate and recommend updates to the rate and fee structures for the Town's three enterprise funds - Water, Wastewater and Stormwater.

In addition, staff is requesting that the Board consider the appointment of a Rate Advisory Group for this project. While the appointment does not need to occur at the time of contract approval, staff seeks direction on the process.

BACKGROUND / DISCUSSION

In April 2022, the Town of Wellington contracted with Raftelis, a Colorado-based consulting firm, to perform a comprehensive rate and fee study ("study") for the water and wastewater utilities. One of the key recommendations from the 2022 Study was to conduct a full review and update of rates and fees every three to five years to ensure financial sustainability and alignment with operational and capital needs.

With the Town reaching substantial completion of both the Drinking Water Treatment Facility expansion and the Water Reclamation Facility expansion, Staff recommend conducting a comprehensive rate and fee analysis to ensure appropriate cost recovery and financial planning for the future. Additionally, the 2025 study will expand the scope to include the Stormwater Enterprise fund, which was not part of the prior study.

CONSULTANT SELECTION

To select a qualified consultant, staff issued a Request for Proposals (RFP) on January 17, 2025, with a submission deadline of February 14, 2025. The RFP (included in the packet) outlined the Town's objectives and evaluation criteria.

The Town received proposals from two firms. A three-person internal selection committee reviewed and scored the proposal based on the following evaluation criteria defined in the RFP:

1. Project Understanding and Methodology (30%) – Clarity, effectiveness, and feasibility of the proposed work plan.
2. Qualifications of Project Team (30%) – Relevant background and capability of project team.
3. Experience and References (30%) – Experience in similar project scope, demonstrated ability to complete project within budget, satisfaction level and feedback from previous similar engagements.
4. Cost Proposal (10%) – Competitiveness and transparency of the fee structure. The selection team is not required to select based on low price, however the budgeted fee for the project is \$105,000.



Following a thorough evaluation, Raftelis was identified as the most qualified firm, receiving an overall proposal rating of 78%. Their proposal (included as Appendix a to the Contract) demonstrated a strong understanding of the project scope, a highly experienced team, and relevant expertise in Colorado municipal utility rate studies.

OPTIONAL TASKS CONSIDERED

The Raftelis proposal included two optional tasks:

- Capital Project Delivery – Optimization and Best Practices
- Customer Outreach

Staff is not recommending pursuing these optional tasks at this time.

- The Capital Project Delivery task is outside the scope of this study, as the Town currently develops and manages its Capital Improvement Plan in-house.
- While the Customer Outreach task would provide additional engagement opportunities, Raftelis' proposal already includes engaging a Resident Advisory Group as requested in the RFP. The additional customer outreach services exceed the approved budget of \$105,000.

RATE ADVISORY GROUP

As part of the study, Raftelis' scope of work includes engagement with a Rate Advisory Group, which will serve as a stakeholder engagement body to provide input on the study and assist in reviewing rate structure options and impacts. Responsibilities will include:

- Learning about the rate study process, including the steps associated with developing cost-of-service-based rates.
- Reviewing rate structure alternatives and their implications for different customer classes.
- Recommending their preferred rate structure alternatives to the Board of Trustees for consideration.
- Attending four advisory group meetings throughout the summer of 2025 to participate in discussions and provide feedback on rate options.

This group will play a key role in ensuring transparency, public engagement, and community representation in the rate-setting process.

For the previous 2022 study, each Board member had the opportunity to appoint one member to the advisory group, ensuring broad representation, including:

- Residential Customers
- Business Customers
- Representatives from other Town boards

Staff recommends following a similar appointment process for the 2025 Rate and Fee Study and seeks the Board's direction on next steps.



CONNECTION WITH ADOPTED MASTER PLANS

Town of Wellington 2025-2029 Strategic Plan

- Grow Responsibly - Goal 1: Proactively maintain and improve utilities, streets, and built environment.

FISCAL IMPLICATIONS

The total contract amount for the study is \$104,296, which aligns with the Town's approved budget for this effort. Funding for this study is available in the following G/Ls from the three enterprise funds:

211-80-5066 - Water Fund

211-80-5067 - Sewer Fund

211-80-5068 - Drainage Fund

STAFF RECOMMENDATION

Staff recommends awarding the contract to Raftelis for the 2025 Utility Rate and Fee Study and authorizing the Town Administrator to execute the agreement.

ATTACHMENTS

1. Resolution 10-2025 - Utilities Rate and Fee Study Contract
2. 2025 TOW Utilities Rate and Fee Study Contract with Scope of Work
3. 2025 Town of Wellington Utilities Rate Study Request for Proposals

TOWN OF WELLINGTON
RESOLUTION NO. 10-2025

A RESOLUTION OF THE TOWN OF WELLINGTON, COLORADO
CONSIDERING A CONTRACT FOR CONSULTANT SERVICES

WHEREAS, the Town of Wellington desires to pursue a Rate and Fee Study for the Water, Sewer, and Drainage enterprise funds; and

WHEREAS, a contract for consultant services is required to pursue the study; and

WHEREAS, the Town of Wellington's staff have conducted an appropriate selection process to identify a qualified vendor to provide the required consultant services, and

WHEREAS, the Town of Wellington's approved 2025 budget includes suitable appropriation for the cost of the contract within each enterprise fund.

NOW, THEREFORE be it resolved by the Board of Trustees of the Town of Wellington, Colorado as follows:

1. The Contract Agreement with Raftelis is hereby approved.

Upon a motion duly made, seconded and carried, the foregoing Resolution was adopted this 25th day of March 2025.

TOWN OF WELLINGTON, COLORADO

By: _____

Calar Chaussee, Mayor

ATTEST:

Hannah Hill, Town Clerk



TOWN OF WELLINGTON
8225 THIRD STREET
P.O. BOX 127
WELLINGTON, CO 80549
PUBLIC WORKS (970) 568-0447
TOWN HALL (970) 568-3381

2025 Rate and Fee Study: Water, Wastewater, and Stormwater Enterprises

CONSULTANT CONTRACT FOR SERVICES, GL No. 211-80-5066, 211-80-5067, 211-80-5068

Parties: The parties to this Contract are the Town of Wellington, 8225 Third Street, Wellington, Colorado 80549 (Town) and Raftelis, 383 North Corona Street, Denver, Colorado 80218 (Consultant).

Purpose of Contract: The purpose of this Contract is for the Town of Wellington to retain the services of the Consultant to render certain technical or professional services hereinafter described.

Term of Contract and Required Approvals: This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from the Effective Date through December 31, 2025. All services shall be completed during this term.

If the Consultant has been delayed and as a result will be unable to complete performance fully and satisfactorily within this Contract period, the Consultant may be granted an extension of time upon submission of evidence of the causes of delay satisfactory to the Town.

Responsibilities of the Consultant:

Scope of Services: The Consultant shall perform the specific services required under this Contract in a satisfactory and proper manner as outlined in the proposal included as Attachment A. The standard of care for the Consultant under this Contract will be the care and skill ordinarily used by members of the Consultant's profession providing similar services for projects of similar size, location, scope, and complexity to this project at the time the services are performed.

The scope of services shall be as defined within the Consultant's proposal and any further stipulation of the terms specified in Attachment A.

Personnel: All services required hereunder will be performed by the Consultant or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized, licensed, or permitted under state law to perform such services if state law requires such authorization, license, or permit.

Records Administration: The Consultant shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to the Consultant for costs authorized by this Contract. The Consultant shall be responsible and responsive to the Town in its requests and requirements related to the scope of this Contract. The Consultant shall select and analyze all data in a systematic and meaningful manner to contribute directly in meeting the objectives of the project and shall present this information clearly and concisely in a professional and workmanlike manner.

Reports, Maps, Plans, Models and Documents: A minimum of one (1) copy of maps, plans, worksheets, logs, field notes or other documents prepared under this Contract as relevant to this project shall be submitted to the Town. The Consultant shall also submit any computer program or spreadsheet developed as a part of this project. Digital media shall be labeled to provide sufficient detail to access the information on the media. Any user manuals shall be submitted to the Town with complete documentation of computer programs developed under this Contract. The user manual shall also specify the source code language and the type of computer equipment necessary to operate the program(s).

Subcontracts:

(i) **Approval Required for Subcontracts:** Any subcontractors required by the Consultant in connection with the services, work performed or rendered under this Contract will be limited to such individuals or firms as were specifically identified in the proposal and agreed to during negotiations or are specifically authorized by the Town during the performance of this Contract. During the performance of the Contract, substitutions in or additions to such subcontracts will be subject to the prior approval by the Town. The Consultant shall be responsible for the actions of the subcontractors.

(ii) **Billing for Subcontracts:** Billings for subcontractor services shall include any mark up as set forth in Attachment A. Subcontract costs shall be documented by attaching subcontractor billings to the Consultant's billing submittals.

Responsibilities of the Town:

Data to be Furnished: All information, data, drawings, reports, maps, etc. as are available to the Town and necessary for the carrying out of the scope of services shall be furnished to the Consultant without charge, and the Town shall cooperate with the Consultant in the carrying out of the project. The Consultant may rely on the information, data, etc. provided by the Town without further investigation.

Report Reviews and Criteria: The Town shall examine all studies, reports, sketches, drawings, opinions of costs, and other documents presented by the Consultant and shall promptly render the Town's decisions pertaining thereto. The Town shall provide all criteria and full information regarding its requirements for the project.

General Provisions:

Amendments: Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon

by the parties to this Contract shall be incorporated by written instrument executed by all parties to this Contract.

Assignment Prohibited and Contract Shall Not Be Used as Collateral: Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Consultant shall not use this Contract, or any portion thereof, for collateral for any financial obligation.

Audit and Access to Records: The Town shall have access to the books, documents, papers, electronic data, and records of the Consultant which are pertinent to this Contract. The Consultant shall immediately, upon receiving written instruction from the Town, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Consultant which are pertinent to this Contract.

Authority: Provisions of this Contract are pursuant to the authority set forth in the Town of Wellington Municipal Code. Mandatory applicable state and federal regulations also apply.

Compliance with Laws: The Consultant shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Contract.

Confidentiality: Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with this Contract, and said parties shall not reveal such information to any third party. However, nothing herein is meant to preclude either disclosing and/or otherwise using confidential information (i) when the confidential information is actually known to the receiving party before being obtained or derived from the transmitting party; or (ii) when confidential information is generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the confidential information is obtained or acquired in good faith at any time by the receiving party from a third party who has the same in good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) is required by law or court order to be disclosed.

Conflicts of Interest: The Consultant stipulates that none of its officers or employees are officers or employees of the Town of Wellington unless disclosure has been made in accordance with Town ordinances and policies. Furthermore, the Consultant certifies that it has not offered or given any gift or compensation prohibited by local, state, or federal law, to any officer or employee of the Town of Wellington to secure favorable treatment with respect to being awarded this Contract. The Consultant shall not engage in providing consultation or representation of clients, agencies or firms which may constitute a conflict of interest which results in a disadvantage to the Town or a disclosure which would adversely affect the interests of the Town. The Consultant shall notify the Town of any potential or actual conflicts of interest arising during this Contract. This Contract may be terminated in the event a conflict of interest arises. Termination of the Contract will be subject to a mutual settlement of accounts. In the event the Contract is terminated under this provision, the Consultant shall take steps to ensure that the file, evidence, evaluation and data are provided to the Town or its designee. This does not prohibit or affect the Consultant's ability to engage in consultations, evaluations or representation under agreement with other

agencies, firms, facilities, or attorneys so long as no conflict exists. A conflict of interest warranting termination of this Contract may include, but is not necessarily limited to, acting on behalf of a client in an adversarial proceeding against the Town or initiating suits in equity including injunctions, declaratory judgments, writs of prohibition, or quo warranto.

Contract Jurisdiction, Choice of Law, and Venue: The provisions of the Contract shall be governed by the laws of the State of Colorado. The parties will submit to the jurisdiction of the courts of the State of Colorado. Venue shall be Larimer County, Colorado.

Contract Renegotiation, Modifications and Award of Related Contracts: This Contract may be amended, modified, or supplemented only by written amendment to the Contract, executed by the parties hereto, and attached to the original signed copy of the Contract. The Town may undertake or award supplemental or successor contracts for work related to this Contract or may award contracts to other contractors for work related to this Contract. The Consultant shall cooperate fully with other contractors and the Town in all such cases. The Town, at its sole discretion and through duly authorized contract amendments, may request the Consultant to complete additional phases beyond the scope of services included in this Contract.

Disbarment: The Consultant certifies that neither it nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction (Contract) by any governmental department or agency. If the Consultant cannot certify this statement, a written explanation for review by the Town shall be provided.

Entirety of Contract: This Contract, consisting of fifty-six (56) pages, inclusive of Appendix A, represents the entire and integrated Contract between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.

Equal Opportunity Clause: The Consultant agrees to abide by the provisions under Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on a basis of race, religion, color, or national origin. This includes abiding to Executive Order 11246 which prohibits discrimination on the basis of sex, and 45 CFR which prohibits discrimination on the basis of age, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of a disability.

Force Majeure: Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event and takes all reasonable steps to minimize delays.

Indemnification: The Consultant agrees to indemnify, save harmless, and defend the Town of Wellington and its officers, agents, volunteers, and employees from and against loss,

damage, injury, liability, suits, and proceedings arising out of the performance of this Contract to the extent caused by the negligence of the Consultant's officers, agents, volunteers, or employees, but not for claims from the Town's negligence.

Independent Contractor: The Consultant shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the Town for any purpose and as such, have no authorization, express or implied to by the Town of Wellington, to any agreements, settlements, liability or understanding whatsoever, and agrees not to perform any acts as an agent for the Town except as expressly set forth herein. The Consultant shall be responsible for the payment of all income tax and social security amounts due because of payments received from the Town. Persons employed by the Town and acting under the direction of the Town shall not be deemed to be employees or agents of the Consultant. Nothing in this Contract shall be interpreted as authorizing the Consultant or its agents or employees to act as an agent or representative or to incur any obligation of any kind for or on behalf of the Town. The Consultant agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to Town employees will inure to the benefit of the Consultant or the Consultant's agents or employees because of this Contract.

Insurance Coverage: The Consultant shall not commence work under this Contract until it has obtained all the insurance required by the Town. The Consultant shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth below and shall provide the Town with proofs of these insurance upon request:

(i) Automobile Liability Insurance: The Consultant shall maintain automobile liability insurance covering any auto (including owned, hired, and non-owned) with minimum limits of \$1,000,000 each accident combined single limit.

(ii) Commercial, General Liability Insurance: The Consultant shall maintain commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as stated below. The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

- (a) \$1,000,000 each occurrence;
- (b) \$1,000,000 personal injury and advertising injury;
- (c) \$2,000,000 general aggregate; and
- (d) \$2,000,000 products and completed operations.

(iii) Professional Liability or Errors and Omissions Liability Insurance: The Consultant shall maintain professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the Consultant's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Contract, with minimum limits as stated below.

- (a) \$1,000,000 each claim; and
- (b) \$2,000,000 general aggregate.

(iv) Unemployment Insurance: The Consultant shall be duly registered with the Colorado Department of Labor and Employment and obtain such unemployment insurance coverage as required.

(v) Workers' Compensation and Employer's Liability Insurance: Employees hired in Colorado to perform work under this Contract shall be covered by workers' compensation coverage per the Colorado Department of Labor and Employment's Workers' Compensation program as statutorily required. Employees brought into Colorado from Consultant's home state to perform work under this Contract shall be covered by workers' compensation coverage obtained through the same or other state or private workers' compensation insurance approved by the Colorado Department of Labor and Employment as statutorily required.

Insurance Requirements:

(i) During the term of this Contract, the Consultant shall obtain and maintain, and ensure that each subcontractor obtains and maintains, each type of insurance coverage specified in Insurance Coverage above.

(ii) All policies (except for Workers' Compensation and Professional Liability) shall be primary over any insurance or self-insurance program carried by the Consultant or the Town. All policies (except for Professional Liability) shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Consultant or the Town, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

(iii) The Consultant shall provide Certificates of Insurance to the Town, verifying each type of coverage required herein.

(iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Town. A copy of the policy endorsement shall be provided with the Certificate of Insurance.

(v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Town may, at the Town's option, obtain and maintain, at the expense of the Consultant, such insurance in the name of the Consultant, or subcontractor, as the Town may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Consultant under this Contract.

(vi) All policies required by this Contract shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.

(vii) The Town reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

Limitation of Liability: Excluding the Consultant's liability for bodily injury or damage to the property of third parties, the total aggregate liability of the Consultant arising out of the performance or breach of this Contract shall not exceed the compensation paid to the Consultant under this Contract. Notwithstanding any other provision of this Contract, the Consultant shall have no liability to the Town for contingent, consequential, or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs and facility downtime, however the same may be caused. The limitations and exclusions of liability set forth in this Article shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability or otherwise of the Consultant, its employees, or subconsultants.

Notice of Sale or Transfer: The Consultant shall provide the Town with notice of any sale, transfer, merger, or consolidation of the assets of the Consultant. Such notice shall be provided in accordance with the notices provision of this Contract and, when possible and lawful, in advance of the transaction. If the Town determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Consultant's obligations under this Contract, then the Town may, at its discretion, terminate or renegotiate the Contract.

Ownership of Documents and Information: The Town owns all deliverables by the Consultant in the performance of this Contract. Upon termination of services for any reason and payment to Consultant, the Consultant agrees to return all such original and derivative information and documents to the Town in a useable format. Any use or reuse other than for the purposes set forth herein shall be at the Town's sole risk and liability. Nothing contained herein shall be deemed a transfer, assignment or divestiture by the Consultant of its trade secrets, know-how or intellectual property.

Patent or Copyright Protection: The Consultant recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license or other similar restrictions, and warrants that no work performed by the Consultant or its subcontractors will violate any such restriction. The Consultant shall defend and indemnify the Town for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

Severability: A declaration by any court or any other binding legal source that any provision of this contract is illegal and void shall not affect the legality and enforceability of any provision of this Contract unless the provisions are mutually dependent.

Taxes: The Consultant shall pay all taxes and other such amounts required by federal, state and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

Termination of Contract: This Contract may be terminated with cause by either party in advance of the specified termination date upon written notice being provided by the other party. Unless the Town determines a default is not remediable, there have been prior violations with notice, or a default is determined to be detrimental to public safety, the party in violation will be given thirty (30) working days after notification to correct and cease the violations after which the Contract may be terminated for cause. This Contract may be terminated without cause in advance of a specified expiration date by either party upon thirty (30) days prior written notice being given by the other party.

Project Requirements:

Final Deliverables and Stamping: The Consultant shall use the Contract Scope of Services as the outline for draft and final reports or technical memoranda so that Consultant compliance with Contract provisions can be verified. If the final report or technical memoranda contain information of an engineering nature, the cover of the final report, memoranda, all plates, and any executive summary must be stamped and signed by a Professional Engineer licensed in the State of Colorado.

In addition to the paper submittal, the Consultant shall provide the final documents and related materials in a digital format. This digital report shall be contained on CD(s), USB drive(s), or other media as approved by the Town and shall be in Adobe Acrobat (PDF) format.

Project Access: The Consultant shall be responsible for obtaining access as required for project tasks.

Stand-By Time: The Town will not reimburse the Consultant for stand-by time charges for the Consultant's supervisory personnel.

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Payment and Billing:

Reimbursement of Expenses: Subject to annual appropriation by the Town Board, the Town agrees to pay the Consultant an amount based on the approved hourly rates and reimbursable expenses price schedules shown on page 24 of the Proposal included as Appendix A for the services described in Appendix A and incorporated by reference as part of this Contract. Payment shall be made directly to the Consultant. The Consultant shall maintain hourly records of time worked by its personnel. Total payment under this Contract shall not exceed \$104,298 DOLLARS.

Project Budget: The anticipated project budget for the task(s) included in Attachment A is as stated below. The amounts shown for each task are not to be exceeded unless authorized by the Town. The Contract total amount is controlling.

<u>Task</u>	<u>Estimated Cost</u>
Task 1. Project and Quality Management	\$2,720
Task 2. Project Initiation	\$8,026
Task 3. Water, Wastewater, and Stormwater Customer Demand Analysis	\$10,245
Task 4. Tap Fee Analysis	\$12,765
Task 5. Financial Planning (Revenue Requirement) Projections	\$14,996
Task 6. Cost of Service Analysis	\$14,996
Task 7. Rate Design	\$10,036
Task 8. Stakeholder Communications	\$14,271
Task 9. Reports and Presentations.....	\$16,241
Total Project Cost.....	\$ 104,296

Billing Statements: Billing statements shall be submitted no more often than monthly, on or before the 10th calendar day of each billing month, for activities and costs accrued since the last billing report and shall be made on forms approved by the Town. Each billing statement must include written justification of the cost items contained in the billing statement. Billing statements shall be transmitted electronically to project manager: Meagan Smith at smithme@wellingtoncolorado.gov

Payment Procedures: The Town shall pay the Consultant upon receipt of billing reports as the services are performed for the task(s) outlined in Appendix A. The Town will initiate the payment process upon the receipt of a verified statement of services, and payment shall be made within thirty (30) days following receipt of billing.

Money Withheld: If the Town has reasonable grounds to believe that the Consultant will be unable to perform this Contract fully and satisfactorily within the time fixed for performance, then the Town may withhold payment of such portion of any amount otherwise due and payable to the Consultant reasonably deemed appropriate. These amounts may be withheld until the cause for the withholding is cured to the Town's satisfaction or this Contract is terminated per the General Provisions above. No interest shall be payable by the Town on any amounts withheld under this provision.

Withholding of Payment: If a work element has not been received by the Town by the dates established in Attachment A, the Town may withhold all payments beginning with the month following that date until such deficiency has been corrected.

Final Payment: The final payment shall be made upon acceptance of the final work product and receipt of the final billing.

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Signatures:

The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below and certify that they have read, understood, and agreed to the terms and conditions of this Contract. The Effective Date of this Contract is the date of the signature last affixed to this page.

TOWN OF WELLINGTON

Signature

Date

Printed Name

Title

Primary Contact Printed Name

Contact Info. (email, phone, etc.)

Witness Signature (if required)

Date

Printed Name

Title

RAFTELIS

Signature

Date

Printed Name

Title

Primary Contact Printed Name

Contact Info. (email, phone, etc.)

Witness Signature (if required)

Date

Printed Name

Title

Town of Wellington

2025 Rate and Fee Study: Water, Wastewater, and Stormwater Enterprises

211-80-5066 / FEBRUARY 14, 2025



February 14, 2025

Town of Wellington
8225 Third Street
Wellington, CO 80549

Subject: Proposal for 2025 Rate and Fee Study: Water, Wastewater, and Stormwater Enterprises (211-80-5066)

Dear Members of the Selection Committee:

The Town of Wellington's (Town) water and sewer utilities have undergone significant changes since 2022, including a comprehensive rate study that led to the implementation of new rates, unanimously approved by the rate subcommittee, and the substantial completion of water and wastewater treatment plants. However, these changes have not come without challenges. A wet 2023 resulted in lower revenues, while a hot 2024 brought record highs. As part of the water and sewer utilities' 2025 goals, this new rate study comes at an ideal time, providing a much-needed check-up to help the Town stay on track.

Studies such as this are Raftelis' specialty – working with utilities to create a future financial vision, developing equitable rates to recover costs, and engaging stakeholders to ensure the process is completed in a transparent manner. With thousands of similar studies completed over the last 31 years, Raftelis is uniquely poised to help the Town strike that perfect balance. Our proposal highlights our expertise, how our experience can benefit the Town, and a tailored approach that fits the Town's strategic goals and objectives. Here are some of the key factors that make Raftelis your best choice for this project:



A trusted name. Our team now has additional resources with enhanced expertise and unique skills. Our team blends extensive local knowledge with comprehensive national experience offering fresh insights and perspectives. You'll receive a high-quality product, with all ideas thoroughly explored and considered. This approach will result in actionable outcomes that Town Council can confidently trust to be in the community's best interest.



Wellington Experience. We completed your last study, and we are always looking for ways to improve. Rather than spending time getting up to speed on your utility, we're ready to hit the ground running and get right into the task of improving upon our past work



Communications. Raftelis' in-house Strategic Communications Services group comprises industry-leading professionals who work with utilities nationwide both in telling their clients' stories and facilitating impactful community engagement. The group provides clear presentations that explain complex topics and strategic messages that enhance your community's understanding. Communication is key to a successful rate review.



Defensible and Durable Results. Our “Defensible, Durable, Deliberate” framework ensures that every recommendation withstands scrutiny and serves the Town well into the future.



Transparency. Our project team's expertise will ensure transparency throughout this rate study process. We will document each step and present it to stakeholders in a way that clearly connects the utility's incurred costs to the rates customers pay. By simplifying complex details and presenting them in accessible language, we aim to help customers understand and appreciate the necessity of rate adjustments.

I will be leading this engagement as the project manager. My experience working with utilities across Colorado and nationwide, combined with my role as the former Rates Manager at Denver Water, gives me a unique understanding of the internal and external dynamics associated with rate studies. Additionally, I am actively engaged with the American Water Works Association (AWWA); I am leading the eighth edition update of the AWWA’s *Manual M1, Principles of Rates, Fees, and Charges (Manual M1)*, and am a co-instructor for the AWWA’s Rate Setting Essentials Seminar, the longest running seminar hosted by the AWWA.

I am supported by the project management team, including Harold Smith, who brings 25 years of experience with a specialty in expert testimony, Ellyse Ritchie whose prior experience working with the Town will be a key to this project’s success, and Matt Wittern, a skilled strategic communications professional and facilitator, who will lead the facilitation of the Rate Advisory Group meetings. A detailed summary of their qualifications and backgrounds can be found in the Project Team and Qualifications section.

Sincerely,

Todd Cristiano

Vice President

P: 303.305.1138 / E: tcristiano@raftelis.com



Diversity and inclusion are an integral part of Raftelis' core values.

We are committed to doing our part to fight prejudice, racism, and discrimination by becoming more informed, disengaging with business partners that do not share this commitment, and encouraging our employees to use their skills to work toward a more just society that has no barriers to opportunity.



Raftelis is registered with the U.S. Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) as a Municipal Advisor.

Registration as a Municipal Advisor is a requirement under the Dodd-Frank Wall Street Reform and Consumer Protection Act. All firms that provide financial forecasts that include assumptions about the size, timing, and terms for possible future debt issues, as well as debt issuance support services for specific proposed bond issues, including bond feasibility studies and coverage forecasts, must be registered with the SEC and MSRB to legally provide financial opinions and advice. Raftelis' registration as a Municipal Advisor means our clients can be confident that Raftelis is fully qualified and capable of providing financial advice related to all aspects of financial planning in compliance with the applicable regulations of the SEC and the MSRB.

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COMPANY OVERVIEW

Who is Raftelis

HELPING LOCAL GOVERNMENTS AND UTILITIES THRIVE

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 700 organizations in the last year alone.

We believe that Raftelis is the *right fit* for this project. We deliver on several key factors that will benefit the Town and help to make this project a success.

DEFENSIBLE RECOMMENDATIONS: When your elected officials and customers are considering the validity of recommended changes, they want to be confident that they were developed by experts using the latest industry standard methodology. Our staff help shape industry standards by leading AWWA and Water Environment Federation (WEF) committees and co-authoring key books on utility finance and rate setting. This involvement keeps the Town informed of emerging trends and ensures our recommendations are insightful and industry backed. As a registered Municipal Advisor, Raftelis is fully qualified to provide compliant financial guidance on all aspects of utility planning. *Our project manager led the update of the AWWA M1 Principles of Rates, Fees, and Charges manual and is currently a co-instructor for the AWWA's financial management rate-setting seminar.*

HISTORY OF SIMILAR SUCCESSES: An extensive track record of past similar work will help to avoid potential pitfalls on this project and provide the know-how to bring the project across the finish line. Raftelis staff has assisted 1,700+ local governments and utilities throughout the U.S. with financial and rate consulting services with wide-ranging needs and objectives. Our extensive experience will allow us to provide innovative and insightful recommendations to the Town and will provide validation for our proposed methodology ensuring that industry best practices are incorporated. *Our project manager and members of our project team recently completed projects for Fort Collins Loveland Water District, City of Dacono, Town of Erie, Town of Eaton, Town of Firestone, Town of Johnstown, among others.*

RATES THAT ARE ADOPTED: For the study to be a success, rates must be successfully approved and implemented. Even the most comprehensive rate study is of little use if the recommendations are not approved and implemented. Raftelis has assisted numerous agencies with getting proposed rates successfully adopted. We focus on effectively communicating with elected officials about the financial consequences and rationale behind recommendations to ensure stakeholder buy-in and successful rate adoption. *Recent projects where rates were adopted that were managed by Todd include Town of Firestone, Town of Wellington, Fort Collins Loveland Water District, and Steamboat Springs, among others.*

USER-FOCUSED MODELS: Our models are tailored to the needs of your utility. Anyone who uses Excel can build a model with fancy features, but this often comes at the expense of usability. A model that is too complicated or requires programming experience is not likely to be used as intended and often ends up underutilized. Raftelis builds client-specific models with your end user(s) in mind. Whether your staff consists of brand-new or advanced Excel users, we will create a model that you can use. *We follow the FAST principle of modeling: Flexible, Appropriate, Structured, and Transparent.*

31 years
serving the
public sector

How we stack up

OUR TEAM INCLUDES

190+ consultants focused on
finance/management/communication/
technology for the public sector

2 chairs & **16** members of
AWWA and WEF utility finance and
management committees and subcommittees

RAFTELIS HAS PROVIDED ASSISTANCE FOR

1,700+ public agencies
and utilities

that serve more than

25% of the
U.S. population

including the agencies serving

41 of the nation's
50 largest cities

in the past year alone, we worked on

1,300+ projects for **700+** agencies in **47** states

PROJECT UNDERSTANDING AND APPROACH

Project Understanding

The Town has identified several goals and objectives in this study. Achieving these objectives will require following a standard to ensure a successful outcome. The RFP outlines the framework for financial sustainability and equitable rates that will provide safe, clean, and reliable water service to its customers at a cost that strives to maintain both affordability and good service to customers and revenue stability for the utility. We completed a web-based search on the Town in addition to reviewing archived Board minutes to help better understand its current and long-term needs, as well as to craft our project approach.



Water and wastewater model review. The Town wants a review and update to its water and wastewater rate models and methodologies. This includes the financial plan, cost of service analysis, rate design, and tap fees. This review will provide a road map for each utility for the next 5 years such that revenues are sufficient meet annual expenditures, capital financing is balanced with rates, reserves, and loans, and costs are recovered in an equitable manner through rates.



Stormwater utility. The Town wants to develop a comprehensive financial plan, cost of service, rate and fee analysis for the stormwater utility. The current financial agreement with Boxelder Basin Stormwater Authority (BBSWA) is slated to end in 2028. These revenues and expenditures have impacted the utility's ability to fund its capital improvement program. This study will evaluate financial plan alternatives, rate designs, and tap fees to ensure equitable recovery of costs. This analysis will incorporate a new rate model developed in a similar manner to the Town's other rate models.



Stakeholder engagement. This project will require many communication outlets. Project-related communication includes regular meetings with staff and the Board of Trustees. External communication will occur in the form of engaging a Rate Advisory Group committee (RAG). Our project approach details internal communication and the framework for RAG engagement.



Deliverables and documentation. Throughout this study, we will document outcomes in the form of technical memorandums summarizing key points, feedback from the Board, as well as meetings. We will develop all presentation material for the RAG meetings and Board meetings. Throughout the study we will also work with staff on model development for their final use.



Schedule. In the previous study, rates were proposed to the Board of Trustees in October. Assuming the project starts in March, that leaves approximately seven months to complete the study. Our previous experience ensures that we can confidently meet that requirement while giving staff, RAG and the Board sufficient time to consider the results and provide feedback prior to the adoption of new rates.

Project Approach

Our project approach has been developed based on our previous work with the Town, our work with utilities along the Front Range, as well as our nationwide experience with similar sized communities. To ensure a successful project, we have developed a theme or framework under which this project will be guided– the ‘3d’s’:



Defensible. Scenarios, options, and ideas developed can withstand scrutiny or challenge by being grounded in logical reasoning, evidence and sound principles.



Durable. The ability of a solution, system, or decision to remain effective and relevant over time, even in the face of changing circumstances or pressures.



Deliberate. Using a process of intentionally and thoughtfully designing or executing actions with a clear purpose, ensuring careful consideration of potential risks and outcomes.

This framework will ensure a clear focus, guide decision making, and encourage long-term thinking with the overarching goal of having a defined process for updating the Town’s rate model in a manner that is defensible, durable, and deliberate.

Task 1: Project and Quality Management

Task 1.1: Project Management

Nimble. Flexible. Adaptable. Those are three adjectives we often hear clients use to describe our performance on projects at end-of-study project close-out meetings. We have high expectations for ourselves and a strong sense of what goes into a successful project. In addition to solid work products, you can expect:

- **Efficient Use of Time:** Your time is valuable, and we treat it that way. We commit to running well-planned, useful, and efficient meetings from the project’s launch. We will arrive at all meetings with a game-plan and expectation to move the project forward.
- **Regular Check-Ins:** Many decades of project experience have taught us that the best way to keep a project on track is to ensure that it doesn’t have too much room to drift off course. We like to schedule short weekly (or bi-weekly) check-in calls to ensure everyone’s questions are answered, data needs are met, and no



OPTIMIZING CAPITAL SPENDING

Revenue requirements are only as good as the operating and capital spending needs and assumptions that go into them. If there is uncertainty in operating or capital spending needs, then revenue requirements, cost of service, and the associated rates being requested may be too high or too low. If your utility is concerned with capital spending needs and would like a third-party review of your needs and/or assumptions, Raftelis' subject matter experts in capital project development and delivery are here to help. We have included as an option task to complete a project plan review for the Town (see Task 8.2)..

bottlenecks develop in the project process. You will know we are on track because we will touch base with you regularly.

- **Thorough Documentation of Calls and Meetings:** The Raftelis team takes detailed meeting notes and shares them promptly after each meeting or important call. This allows the full project team to stay abreast of progress, agreements made, and results delivered.

Raftelis begins each project with a standard process wireframe shell that is built on three key foundational pillars:

- Best practices from AWWA and WEF
- Front Range Colorado experience
- Similar past successful Raftelis projects

Raftelis will conduct careful and detailed project management and administration throughout the project. Our Project Director and Project Manager will plan, coordinate, monitor, and control all project tasks in concert with other appropriate project team members to ensure continuity and momentum throughout the project.

Raftelis uses internal safeguards to forecast and track all personnel hours and expenses incurred on each task, which the Project Director and Project Manager closely monitor. Analyzing weekly costs helps prevent cost overruns and allows the Town to shift funding priorities if necessary. In our monthly invoicing of services to the Town, we typically indicate the dollar value of project work completed so our clients can see where the work stands in any given month. As necessary, regular reporting will indicate how the project schedule is proceeding and whether there are issues that need to be addressed relative to analysis, approach, assumptions, schedule, and/or administration.

Task 1.2: Quality Assurance and Quality Control Process

Credibility is vital for building consensus and gaining support for implementing study recommendations. To maintain stakeholder trust, the Town must ensure the information provided is accurate, complete, and reliable. Our robust quality assurance (QA) process is designed to guarantee the integrity and reliability of all deliverables. Below are the key steps we implement throughout the project:

- **Initial Review and Validation:** Data inputs and assumptions are thoroughly reviewed for accuracy and completeness before analysis begins. Sources are cross verified to ensure reliability.
- **Structured Methodology:** A standardized and documented approach is followed for all technical analyses to ensure consistency and adherence to best practices.
- **Peer Review:** Harold Smith, our quality assurance and technical reviewer, conducts an independent analysis review to verify logical consistency, proper application of models, and alignment with project objectives.
- **Senior Expert Oversight:** As project manager, Todd Cristiano collaborates with Ellyse and Harold to review critical deliverables, providing insights, validating assumptions, and ensuring alignment with industry standards and client expectations.
- **Scenario Testing and Sensitivity Analysis:** Key assumptions are tested under various scenarios to evaluate the robustness and reliability of results.
- **Final Review and Presentation:** A final quality check is conducted before delivery to confirm accuracy, completeness, and clarity based on the best available information at the time of production.

This comprehensive quality assurance (QA) process ensures the highest level of quality, fostering confidence in the deliverables and supporting informed decision-making.

TASK 1 DELIVERABLES:

- Established lines of communication

- Regularly scheduled project meeting calls
- Regular project management updates on budget, deliverables, and other milestones

Task 2: Project Initiation

We will facilitate separate, on-site, project initiation meetings for each of the studies awarded to our team.

- **Project Initiation:** Finalize scope, milestones, and deliverables, set up regular project conference calls, and determine primary points of contact. Finalize project goals and objectives to establish guiding principles for the study against which we will measure results. Our project schedule can be found in the Schedule section of this proposal. With every major milestone meeting or regular project meeting, we will produce and circulate an email summarizing the key points of the discussion.
- **Data Request:** Prior to the meeting we will submit a data request list for the information needed for this study. Gathering this information prior to the kick-off meeting will allow us to review and aggregate our list of questions and clarifications.
- **Project Initiation Meeting:** We will facilitate a half-day meeting with Town staff to review the key aspects of the study, current challenges and discuss the current political environment. We will also review the data we have received to date, get clarification on certain items where needed, and present our initial model populated with the validated data. This will give staff a perspective on how we should interpret the data.
- **Rate Structure Pricing Objectives:** We will facilitate a pricing objectives workshop to review the basis for the existing rate structure alternatives and evaluate other objectives which need to be considered. Whereas, the RAG will also be evaluating the rate structure, the idea is to identify commonalities in the preferred objectives for developing the ‘right’ structure for the Town. This will help us determine how well the existing rate structure meets those objectives and identify potential rate structure changes to make it better align with those objectives. Typical pricing objectives are listed to the right. Many of these are “standard” or “must haves,” such as defensibility and revenue sufficiency. However, others can be ranked in order of importance. We will also develop measurable criteria to benchmark the objectives against the alternatives.
- **Rate Model Workshop:** We will meet with those staff members who will be primary users of the model. This workshop will be to develop the functional requirements of the rate models. We will compare those functional requirements and benchmark them against this existing model. We will use those results to determine whether enhancements can be made or whether a start-from-scratch approach will better meet the needs of the Town.
- **Board Workshop.** We will facilitate a 1-hour workshop with the Board to present our approach and better understand their goals and objectives for the study. We will incorporate these comments into the development of our process and technical analysis along with guidance from staff.

Common Pricing Objectives

Revenue Stability	Essential Use Affordability
Equity Within a Customer Class	Conservation/ Wise Use of Water
Easy to Administer	Equity Between Classes
Defensibility	Customer Understanding



TASK 2 DELIVERABLES:

- Data request list
- Kick-off meeting agenda
- Pricing objectives workshop
- Rate model design workshop
- Tech memo summarizes meeting outcomes
- Bi-weekly meeting schedule
- On-site kickoff meeting
- On-site Board rate study workshop

Task 3: Water, Wastewater, and Stormwater Customer Demand Analysis

Raftelis will develop a comprehensive water demand analysis by customer class and billable volume projections for the wastewater utility. This is critical information for the study as it is used to forecast rate revenues, the units of service on the cost-of-service analysis, and the rate design analysis. We typically request three-to-five years of historical billing data. For water, we will complete the following:

Water Demand Analysis

- Evaluate billing data on a customer-by-customer level to develop revenue projections for each class and to forecast revenue at existing rates. Develop a summary of accounts by class and meter size to determine the number of bills
- Project water usage considering the use per account by class and the annual growth in accounts. Factor in active and passive water savings as well as price elasticity factors to account for reductions in demand over the study period
- Create bill distributions for water customers to determine volumes billed by their existing tiers and the ability to evaluate billed volumes for various thresholds for rate design purposes
- Calculate the demand factors for each customer class to be used in the cost of service.

Wastewater Billed Volume Analysis

- Evaluate billing data on a customer-by-customer level to develop revenue projections for each class and to forecast revenue at existing rates. Develop a summary of accounts, the number of bills, and billed volume. Categorize customers by the different service areas – inside City, Shaw Heights, and outside City
- Calculate the class average winter consumption with historical data and use as the basis for future projections
- Estimate pounds of BOD and TSS contributed by each customer class.

Stormwater Billed Impervious Area

- Analyze GIS parcel data for lot size and impervious area. Identify customer classes (e.g. residential, commercial, etc.). It is assumed that the City will provide impervious parcel data linked to customer account and class designation – residential, commercial, etc. Also required are parcels that are exempt from stormwater charges

TASK 3 DELIVERABLES:

- Water demand forecast, customer usage characteristics, revenue projections at existing rates
- Sewer billable volume forecast, customer flow characteristics, revenue projections at existing rates
- Stormwater impervious area for residential and commercial customers
- Technical memo summarizing findings
- Two (2) virtual meetings to discuss and finalize results. Regular email, interim one-on-one meetings, and calls will continue throughout this task

Task 4: Tap Fee Analysis

Tap fees are an input to the financial plan, so we propose completing this prior to the financial plan forecast. We will complete a full valuation of the City's water and wastewater tap fees and use the methodology that best represents the cost to provide service to new development. We will follow the Colorado statutes 29-20-104.5 and the principles from the pinnacle Colorado Supreme County case *Krupps v. Breckenridge*. The calculation of tap fees involves several steps, each of which require input from historical billing data, financial asset data, and water and wastewater system design criteria. The steps are discussed briefly below:

CRS §29-20-104.5 Impact Fees

- Fees must be generally applicable to a broad class of property (for example, residential, commercial, etc.).
- Fees must be intended to defray the projected impacts on capital facilities caused by proposed development.
- Fees are directly related to service that a local government is authorized to provide.
- The asset has an estimated useful life of five years or longer.
- The fee is required by the charter or general policy of a local government

- Calculate the current value of available capacity and planned growth-related costs. We will evaluate the valuation in one of two ways:
 - The value of system facilities will be evaluated using the existing asset listing, or
 - The unit replacement cost of the water system's backbone facilities (treatment plant., large transmission mains, pump stations, treated storage, etc.).
- Estimate the remaining capacity in existing facilities and capacity to be added with future facilities (e.g., growth-related CIP)
- Apply adjustments such as developer contributions and outstanding loans currently paid through rates and non-backbone related facilities (small equipment and assets with a service life of less than 5 years, etc.)
- Determine the remaining existing capacity and future capacity to be added for the water and wastewater system.
- Establish peak demand basis for water based on a ¾" equivalent water meter and the peak contributed wastewater flows for a ¾" water meter.
- Review and evaluate existing fee structure against the objectives identified in Task 1.
- Compare tap fees under a new structure to fees under the existing structure.
- Prepare a tap fee survey of peer communities for use in the final Trustee presentation.

TASK 4 DELIVERABLES:

- Technical memorandum summarizing the assumptions, data sources, and the calculated water and wastewater tap fees with assessment schedule and calculated alternative fee schedules
- Two (2) virtual meetings to discuss and finalize results. Regular email, interim one-on-one meetings, and calls will continue through this task

Task 5: 10-Year Financial Plan

Task 5.1: Revenue Requirements Cash Flow

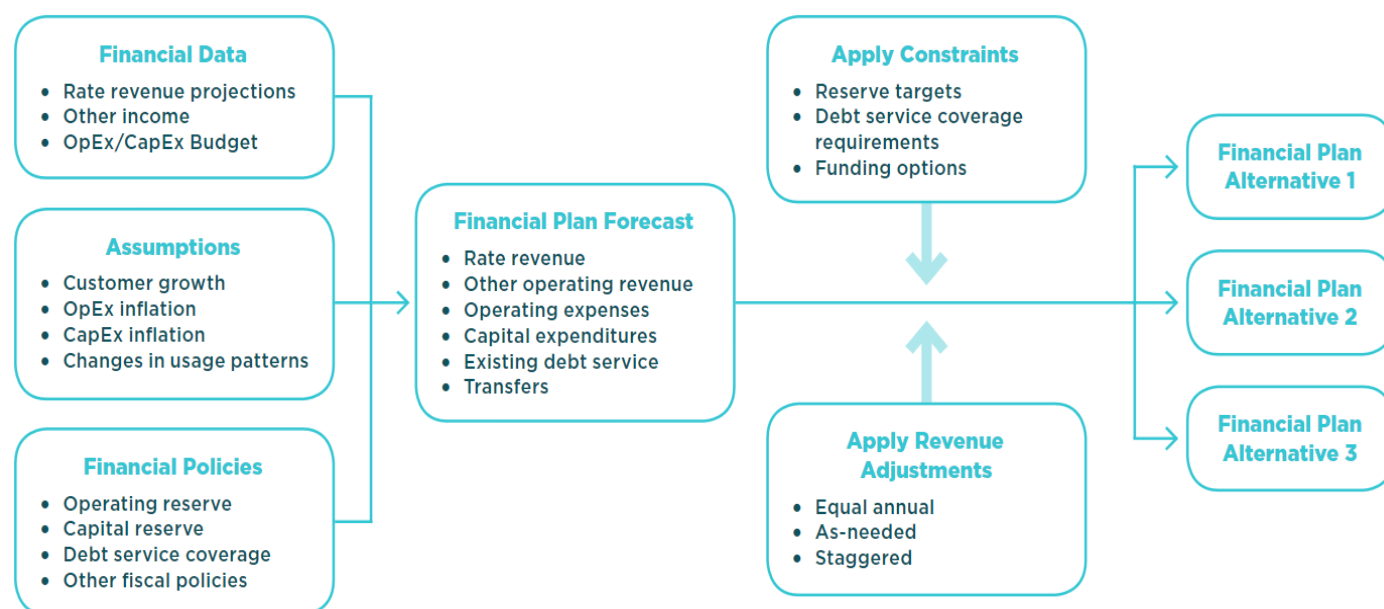
A primary consideration in developing an 'optimal' financial plan is minimizing annual revenue increases through balancing the use of reserves, existing rate revenue, revenue bonds, grants, etc. This balance is subject to the constraints of meeting the City's target reserve policies, debt service coverage, and other financial policy requirements on any proposed debt.

This approach is an iterative process. For example, issuing debt to fund a capital project may keep revenue increases low; however, new debt payments may decrease the debt coverage below the target level. As a result, a revenue increase may be needed to meet or maintain compliance with the target. The revenue generated from the increase

now may meet debt service coverage and produce an ending balance more than the target reserve. This excess can be used to partially fund the capital project which, in turn, could reduce the proposed loan amount.

The financial planning task will include the development of forecasted revenues, O&M, debt service, and capital expenditures along with project bond or loan issues with any rate increases required to meet these requirements through the study period. The graphic below illustrates the requirements needed to build a sound financial plan and the process we will use for the study.

Figure 1: Financial Planning Process



We will create separate financial plan forecasts for each utility considering the following:

- A forecast of revenue under existing rates using the demands projections in Task 2 and other operating and non-rate revenues for each utility.
- Review existing financial plans, budgets, actuals data, and capital improvement plan programs
- Review and discuss with Town staff growth assumptions and type of growth anticipated
- Forecast operations and maintenance (O&M), repair and replacement (R&R), and existing and proposed debt service. Adjust O&M projections for new positions, changes in vacancy levels, efficiencies from continuous improvement processes, and recognize cost changes from major contractual agreements
- Identify growth-related and non-growth-related capital projects and their funding mechanisms
- Identify the projects eligible for bond or state loans based on timing, duration, and the amount of the project. Raftelis can present financial plan alternatives considering specific projects financed through revenue bonds, state loans, etc.
- Incorporate debt service coverage requirement from existing bonds and loans
- Review existing financial and benchmark policies against similar utilities, best practices from the American Water Works Association, and Raftelis' experience. Provide recommendations as necessary.

Task 5.2: (Optional) Capital Project Delivery – Optimization and Best Practices

Financial forecasting and the determination of water and sewer rates rely on accurate assessments of operating and capital costs. Uncertainty in these areas—including operating expenses, capital expenditures, and asset management

costs—can directly affect a utility’s financial stability and rate structures. Identifying opportunities to optimize costs and improve efficiency is crucial to maintaining a sustainable financial plan.

A well-structured capital improvement plan (CIP) and asset management strategy can support long-term service reliability while keeping rates aligned with the cost of providing service. We provide comprehensive reviews of capital improvement programs and operating budgets, comparing them against the industry’s best practices. This process helps utilities assess whether their financial allocations for capital projects, asset management, and operations are appropriate. It also identifies potential efficiencies, cost-saving measures, and alignment opportunities with established utility standards.

TASK 5 DELIVERABLES:

- Separate financial plans for each utility
- Technical memorandums summarizing draft results and final recommendations
- Two (2) virtual meetings to discuss draft and finalize results
 - Regular email, interim one-on-one meetings, and calls will continue through this task
- One (1) on-site meeting

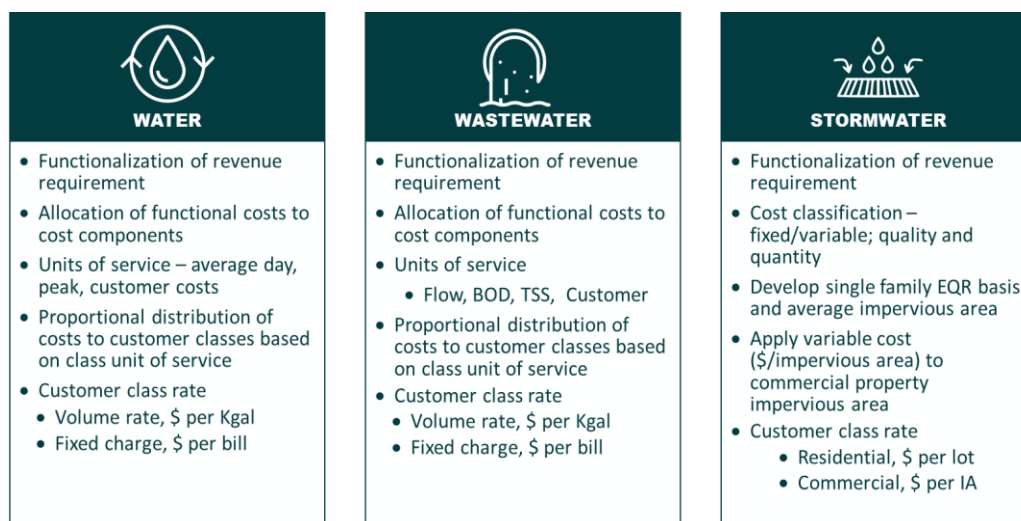
Task 6: Cost-of-Service Analysis

Raftelis will start with industry-accepted cost-of-service principles and customize our analysis to account for the specific requirements of this study. The cost-of-service analysis will provide the Town with a defensible justification explaining the reason why the costs are assigned in the manner they are. Raftelis needs this information to evaluate the level of the current and proposed rates.

The cost-of-service analysis is a multi-step process. It includes determining the revenue requirement, assigning the revenue requirement to various facilities (functional areas), and further allocating those costs based on their design criteria or function in the system. Those costs are then distributed to customer classes based on their water demands or wastewater flow characteristics as well as accounts or equivalent meters. Raftelis will use the cost allocation process based on the industry standard methodologies published in the AWWA’s *Manual M1, Principles of Water Rates, Fees, and Charges* and the WEF’s *Manual of Practice No. 27, Financing and Charges for Wastewater Systems*.

The figure below illustrates the four primary steps we will use to complete the cost-of-service analysis for each utility.

**Figure 1: Cost of Service Framework
Water, Wastewater, and Stormwater**



TASK 6 DELIVERABLES:

- Water, wastewater, and stormwater cost of service analyses
- Technical memorandums summarizing draft results and final recommendations
- Two (2) virtual meetings to discuss draft and finalize results. Regular email, interim one-on-one meetings, and calls will continue through this task
- One (1) on-site meeting

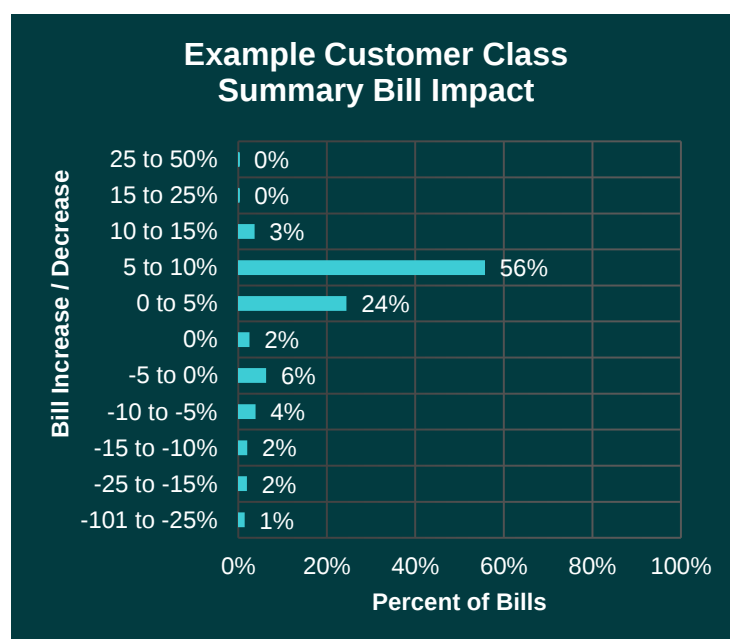
Task 7: Rate Design

Task 7.1: Proposed Cost of Service and Rate Alternatives

The rate design task will identify the appropriate costs to be recovered from each customer class for each utility. For example, water volume-related costs recover the costs to treat, store, and distribute water to customers. Wastewater flow-related costs recover the costs to collect, treat, and discharge wastewater. Customer-related costs typically include meter reading, maintenance, and administrative costs.

Raftelis will calculate the test-year rates under the current structure for each utility. Raftelis will also develop test-year rates for up to three (3) structure alternatives for each utility. Rate structure alternatives will be based on the results of the pricing objectives identified in Task 2, and here's how we'll do it:

- Using the selected pricing objectives and evaluation metric identified in Task 2 (from staff and the RAG committee), gauge the alignment the existing rate structure has with the objectives. Assess the ability of proposed rate structures to align with the evaluation metrics. Rank the existing structure against the alternatives and select up to three structures to determine test-year rates.
- Update the current utility rates with the test-year revenue requirement increase. This serves as the baseline for comparison against other rate structures.
- Based on the rate structure ranking results, develop test-year rates for each alternative. Compare results from proposed rates under each structure against the ability to meet ranked pricing objectives.
- Develop a bill impact table for each customer class that compares typical monthly and annual bills under existing and proposed rate structures.
- Compare how each rate design alternative meets the pricing objectives.
- Develop a bill comparison under the Town's existing and proposed rate alternatives compared against up to ten peer utilities for each utility.



TASK 7 DELIVERABLES:

- Draft proposed rates under current schedules
- Up to three proposed rate structure alternatives
- Technical memorandum summarizing results

- Two (2) virtual meetings to discuss draft and finalize results
 - Regular email, interim one-on-one meetings, and calls will continue through this task
- One (1) on-site meeting

Task 8: Stakeholder Engagement

Task 8.1: Resident Advisory Group

People support what they help build, including utility rates and fees. To support the rates studies, we will facilitate four one-hour meetings with the Resident Advisory Group (RAG) to introduce the rate study process and walk them through the various steps associated with developing cost of service-based rates. Based on the identified pricing objectives we will present modifications to the existing rate structures for their review as well as bill impacts for customers with varying levels of usage.

Draft RAG Committee Meeting Agendas

1. Rates 101 and pricing objectives Exercise
2. Review of initial rate structure alternatives and identify changes
3. Review updated rate structure alternatives. Narrow alternatives
4. Vote on preferred alternatives to present to Board of Trustees

These meetings will be facilitated by a trained Raftelis facilitator, allowing Todd to focus on the technical discussion. Our facilitator will guide the discussions, ensuring that all voices are heard and that the group stays focused on its goals. The facilitator will create a supportive environment, encourage collaboration, and help navigate challenges to achieve a productive outcome.

TASK 8 DELIVERABLES:

- Four (4) advisory group meetings
- Advisory group meeting materials
- Four (4) post-meeting memoranda

Task 8.2 (Optional Additional Services): Customer Outreach

Clear and proactive communication helps the community understand and accept rate changes, boosting trust among stakeholders and policymakers. It also raises awareness about the importance of utility services and the necessity for regular rate updates. To support the rates studies, Raftelis can develop tools that tell the Town's story and help customers understand the impact on their bills. Communication tools created under this task could include:

- Microsite—Raftelis will develop a project microsite to serve as the central repository of information for stakeholders and members of the public to learn more about and become more involved with the studies. The site will include engaging elements designed to draw stakeholders into the process while reducing barriers to participation. [An example microsite can be viewed here.](#)
- FAQs—Using the FAQ format, Raftelis will identify the most likely questions your residents will have and provide short answers that accurately describe the rate and fee adjustment benefits and impacts. Clients often use these FAQs as meeting handouts, talking points for elected officials, and postings on their websites for the public to absorb.
- Social media plan and eight (8) social media posts—Raftelis will develop social media content that engages stakeholders visually in new and compelling ways. We recommend sharing through each of the Town's social media channels.
- Up to six (6) printed materials—As determined through collaboration with Town staff and members of the project team, Raftelis will produce a suite of printed materials such as fact sheets, infographics, project brochures, etc.

- Two-minute animated video—Few storytelling methods are as effective as a well-produced video. If deemed an advantage, Raftelis will develop and produce a video or series of short videos to help spread messages through a variety of existing channels, such as the website, Facebook, etc.

TASK 8 OPTIONAL DELIVERABLES:

- One (1) microsite
- One (1) set of FAQs
- One (1) social media calendar and eight (8) posts
- Up to six (6) printed materials
- One (1) two-minute animated video

Task 9: Reports and Presentations

Task 9.1: Study Reports

The draft report will document the rate development process, describe any recommended changes to the existing rate structures and the reason for such changes, and present the results of the cost-of-service and rate study. An electronic copy of the draft report will be provided to Town staff for their review and comment. We will complete two rounds of draft report review. We can provide a draft report as a searchable .pdf or provide a link to the Word document through our SharePoint for your review and edits.

Task 9.2: Board of Trustees Presentations

Raftelis will prepare the presentation materials to be used at the City Council meetings. Advance draft copies will be provided to staff for review and comment. Raftelis has included two (2) City Council meetings in our fee.

TASK 9 DELIVERABLES:

- Attendance at two (2) on-site City Council meetings
- Draft report, searchable .pdf
- Final report, searchable .pdf
- PowerPoint materials for City Council meetings

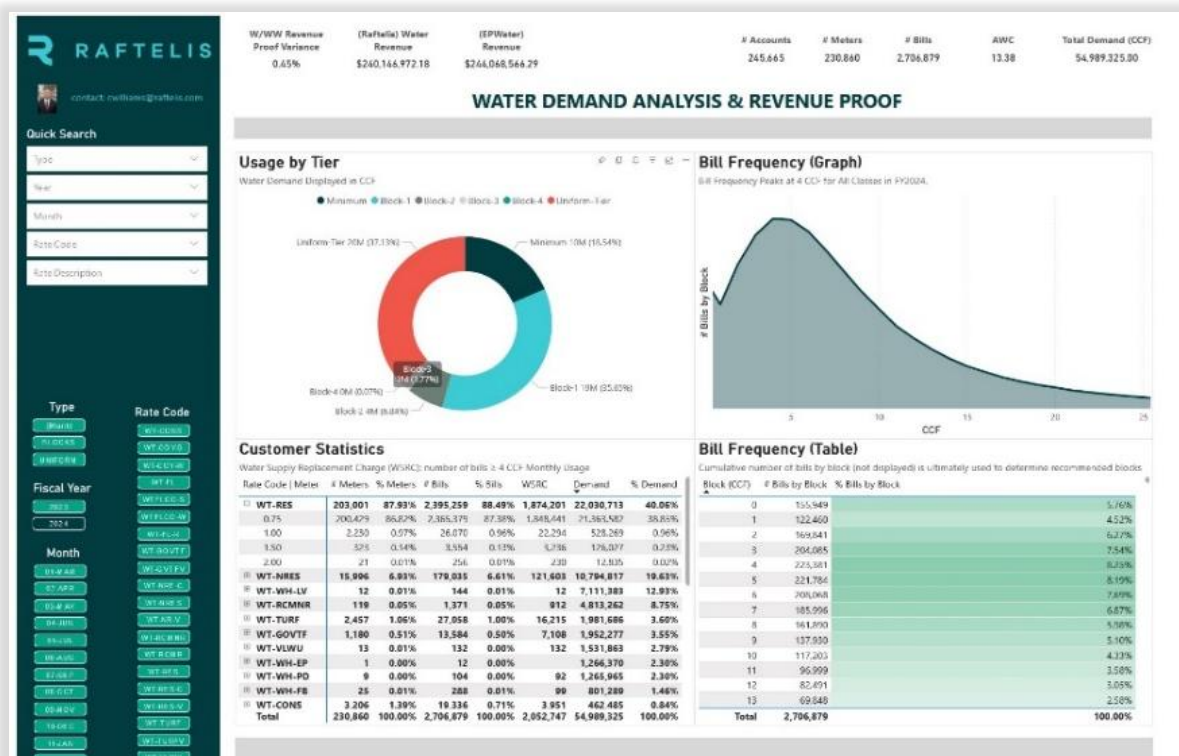
Task 10: Rate Model Development

The model development or enhancement will begin with Task 1. We will create water and wastewater rate models as the study progress. We will share functionality along the way and incorporate your input. As mentioned earlier in the proposal, we follow the F.A.S.T. rules of model development.

Excel Model

We will build a tailored model for the City's use. This model will be developed over the course of the study and will be built around the tasks identified in this scope of work as well as the functionality requirements identified in Task 2. We will share this model with City staff over the course of the study. This will give staff a "real-time" view of how the model is developed. It is our intent that by the end of the study, staff will have a level of familiarity with the model that will accelerate learning during the training sessions.

We will provide hands-on model instruction, including how to use the model, input data, and interpret results. In lieu of a manual, Raftelis will prepare a slide deck with screen shots and brief instructions on the various requirements for each worksheet. We have found this method to be more effective than a lengthy manual.



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TEAM QUALIFICATIONS

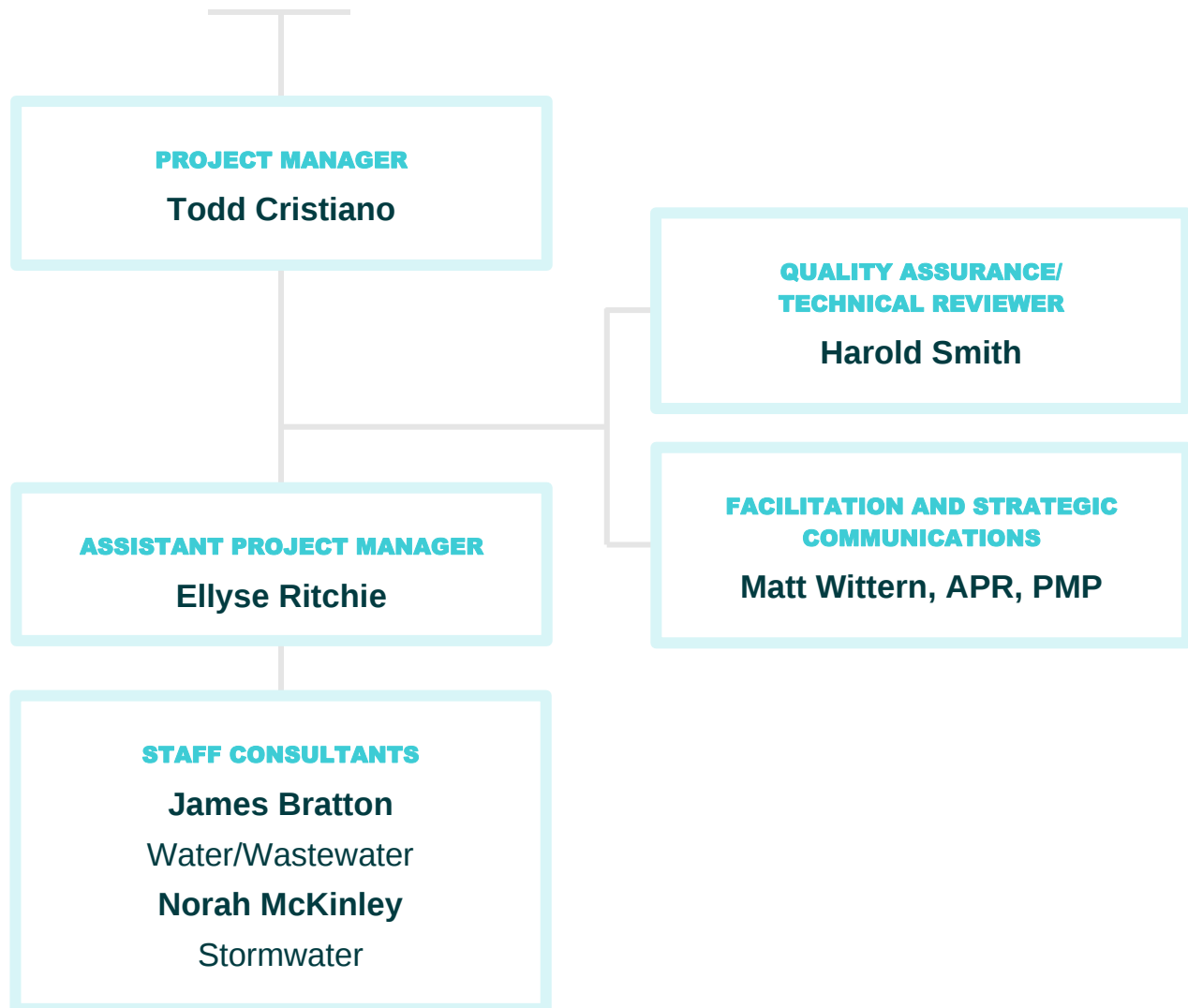
Team Qualifications

WE HAVE DEVELOPED A TEAM OF CONSULTANTS WHO SPECIALIZE IN THE SPECIFIC ELEMENTS THAT WILL BE CRITICAL TO THE SUCCESS OF THE TOWN'S PROJECT.

Our team includes senior-level professionals to provide experienced project leadership with support from talented consultant staff. This close-knit group has frequently collaborated on similar successful projects, providing the Town with confidence in our capabilities.

Here, we have included an organizational chart showing the structure of our project team. On the following pages, we have included resumes for each of our team members as well as a description of their role on the project.

Town of Wellington



TEAM QUALIFICATIONS & EXPERIENCE



Todd Cristiano

Project Manager | Vice President

Role: Todd will manage the day-to-day aspects of the project ensuring it is within budget, on schedule, and effectively meets the Town's objectives. He will also lead the development of the technical reports which will serve as the guide for Phase II of this project. Todd will serve as the Town's main point of contact for the project.

Career/Experience Highlights:

- 25 years of experience with water, wastewater, stormwater cost of service and rates
- Former Rates Manager for Denver Water
- Instructor for AWWA's Biannual Rate-Setting Essential seminar
- Member of AWWA, WEF, Lead for the update of the AWWA M1 Manual

Key Clients (W/WW): Fort Collins-Loveland Water District (CO), Town of Erie (CO), Town of Johnstown (CO), Town of Firestone (CO), City of Dacono (CO), Town of Breckenridge (CO), City of Aspen (CO), Town of Eaton (CO), City of Steamboat Springs (CO)

Key Clients (SW): Town of Erie (CO), City of Littleton (CO), City of Evans (CO), City of Englewood (CO), City of Golden (CO)



Harold Smith

Quality Assurance/Technical Reviewer | Vice President

Role: Harold will provide oversight for the project ensuring it meets both Raftelis and industry standards.

Career/Experience Highlights:

- 27 years of experience with water and wastewater rates and finance
- Provided expert testimony nationwide including Tucson Water, Providence Water, and Pittsburgh Water and Sewer Authority
- Member of AWWA and WEF
- Series 50 Municipal Advisor

Key Clients (Water and Wastewater Rate Studies): Woodmoor WSD (CO), Woodmen Hills Metro District (CO), Town of Breckenridge (CO), Tucson Water (AZ), City of Phoenix (AZ), Pima County (AZ), Pittsburgh Water and Sewer Authority (PA), Providence Water (RI)



Matt Wittern, APR, PMP

Facilitation and Strategic Communications | Manager

Role: Matt will provide facilitation for the Resident Advisory Group meetings.

Career/Experience Highlights:

- 25+ year public relations career serving clients and customers in the local government, public utility, engineering, and construction sectors
- Former communications specialist at Denver Water

Key Clients: Town of Breckenridge (CO), Oklahoma City Water Utilities Trust (OK), Northern Water Conservancy District (CO), Denver Water (CO), City of Greeley (CO)



Ellyse Ritchie

Assistant Project Manager | Senior Consultant

Role: Ellyse will serve as the Lead Analyst for the wastewater portions of this project and will work at the direction of Todd in conducting analyses and preparing deliverables for the project.

Career/Experience Highlights:

- Multiple years of experience developing water and wastewater utility financial plans, cost of service analyses, and rate design with clients primarily in Colorado and California

Key Clients (Water and Wastewater Rate Studies): Wellington (CO); Johnstown (CO); St. Vrain Sanitation District (CO); Grand Junction (CO); Edgewater (CO); Woodmoor WSD (CO); Signal Hill (CA); Shafter (CA); Billings Heights (MT); Lorena (TX)



Norah McKinley, MPH

Staff Consultant (Stormwater) | Consultant

Role: Norah will work at the direction of Todd in conducting analyses and preparing deliverables for the project.

Career/Experience Highlights:

- Experience in data analysis, financial modeling and developing accessible deliverables
- Experience addressing impacts of climate change and flooding through stormwater utility and fee development, program enhancements, and financial analysis

Key Clients: City of Durham (NC), City of Raleigh (NC), Boston Water and Sewer Commission (MA), City of Asheville (NC)



James Bratton

Staff Consultant (Water/Wastewater) | Associate Consultant

Role: James will work at the direction of Todd in conducting analyses and preparing deliverables for the project.

Career/Experience Highlights:

- Specialized in financial modeling, data analysis, benchmarking
- Former experience in the outdoor industry

Key Clients: Cripple Creek (CO), Los Angeles County Sanitation District (CA), City of San Marino (CA), City of Greeley (CO), East Larimar County Water District (CO), City of Westminster (CO),

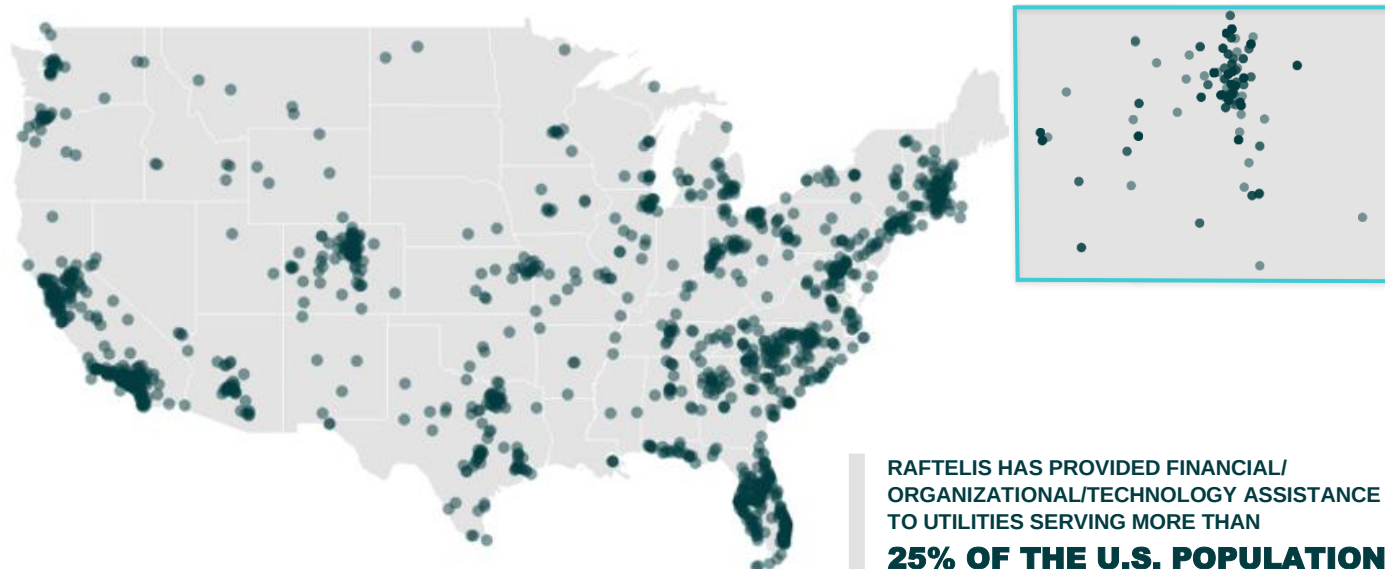
REFERENCES

References & Experience

RAFTELIS HAS THE MOST EXPERIENCED UTILITY FINANCIAL AND MANAGEMENT CONSULTING PRACTICE IN THE NATION.

Our staff has assisted more than 1,700 local government agencies and utilities across the U.S., including some of the largest and most complex agencies in the nation. In the past year alone, Raftelis worked on more than 1,300 financial, organizational, and/or technology consulting projects for over 700 agencies in 47 states, the District of Columbia, and Canada. Below, we have provided descriptions of projects that we have worked on that are similar in scope to the Town's project. We have included references for each of these clients and urge you to contact them to better understand our capabilities and the quality of service that we provide.

Colorado client map



RAFTELIS HAS PROVIDED FINANCIAL/
ORGANIZATIONAL/TECHNOLOGY ASSISTANCE
TO UTILITIES SERVING MORE THAN
25% OF THE U.S. POPULATION.

Town of Erie CO

Reference: Todd Fessenden, Utilities Director

645 Holbrook Street, Erie, CO 80516

P: 303.926.2895 / E: tfessenden@erieco.gov

Project Name: Water and Wastewater Financial Plan, Cost of Service, Rate and Fee Study

Project Highlights

- Comprehensive financial plan, rate and fee update
- Detailed water demand analysis
- Cost of service analysis
- Comprehensive analysis of tap fee costs and demands

Consultants at Raftelis have worked with the Town of Erie (Town) since 2002. Following the 2019 study, many of the rate recommendations were put on hold due to covid-19. The Town retained Raftelis to update the 2019 study for the 5-year study period. This study included the development of a financial plan for the water, wastewater, and stormwater utilities including a cost of service and rate design analysis. Raftelis also updated the Town water and wastewater tap fees along with its water dedication fees. The tap fee analysis showed an increase in the water infrastructure fees as well as the water dedication fees. The wastewater tap fee remained at the same level. The water, wastewater, and stormwater financial plans both indicated increases

in revenue over the 5-year period. Todd presented to Town Council in August and September 2024. Final approval for rates and fees has been delayed until the 1st quarter 2025.

Town of Eaton CO

Reference: Bradley Curtis, PE, CPM, LEED AP,
Northern Engineering

223 First Street, Eaton, CO 80615

P: 970.488.1119 / E: brad.curtis@epsgroupinc.com

Project Name: Water and Wastewater Financial Plan, Cost of Service, Rate and Fee Study

Project Highlights

- Previous rate study completed in 2012
- Comprehensive water and wastewater financial plans
- Water and wastewater rate design alternatives
- Comprehensive update to water and wastewater tap fees

The Town of Eaton (Town) is planning for their community's future by participating in the Northern Integrated Supply Project (NISP), a large regional water supply reservoir that will provide water for Eaton's anticipated growth for decades to come. Raftelis developed a financial plan that is projected to provide the revenue needed to sustain the utility while also funding the added capital costs of NISP, providing recommended reserves, and producing necessary debt service coverage. Given the significant rate increases the Town was facing, they saw an opportunity to consider alternative rate structures. Raftelis completed a cost-of-service analysis and produced a broad range of rate alternatives for consideration. In light of the increased costs of water supply, Raftelis also evaluated the Town's system development fees and developed a water resource fee intended to equitably recover the costs of development. Ultimately, the Town adopted one of the rate alternatives offered by Raftelis for 2024.

Fort Collins-Loveland Water District CO

Reference: Amanda Proctor, Finance Director

5150 Snead Drive, Fort Collins, CO 80525

P: 970.226.3104 ext. 101 / E: aproctor@fclwd.com

Project Name: Water Financial Plan, Cost of Service, Rate and Tap Fee Study

Project Highlights

- Comprehensive financial plan development
- Comprehensive water demand analysis
- Single family and multifamily rate structure redesign
- Updated water resource fees based on lot size, historical demands, and price of CBT
- Several presentations to Board of Trustees

The Fort Collins-Loveland Water District (District) serves approximately 17,000 water service customers in the City of Fort Collins and surrounding areas. Drivers for this study included maintaining equity between customer classes and within a customer class and ensuring that tap fees funded their share of growth and rates funded the repair and replacement program. The District had an aggressive capital improvement program – almost \$1.0 billion over the 10-year period. This included growth-related projects, raw water acquisition (NISP), and repair and replacement projects. Raftelis completed and shared several financial plan scenarios with the Board. The cost of service and rate design analysis realigned customer costs. Raftelis made a minor change in the residential class volume rate structure – reducing the threshold in tier 1 from 8,000 gallons to 5,000 gallons. This was more representative of indoor usage and provided essential water use at the lowest possible rates. The multifamily class service charge was changed from a charge per unit basis to a meter size basis to be more reflective of costs. Raftelis evaluated the water resources fee and adjusted the fee based on most recent historical water use demands based on lot size and changes to the unit price of CBT water. Raftelis presented a 'Rates 101' to the Board as well as interim project updates as well as the final study presentation. Proposed rates were adopted for 2025.

City of Steamboat Springs CO

Reference: Michelle Carr, Distribution and Collection Manager
124 10th Street, Steamboat Springs, CO 80477

P: 970.871.8204 / E: mcarr@steamboatsprings.net

Project Name: Water and Wastewater Financial Plan,
Cost of Service, Rate and Fee Study

Project Highlights

- Separating commingled water and wastewater financial activities into separate financial plans
- Rate increases to achieve financial self-sufficiency in each utility
- Updated cost of service; wholesale cost of service
- Updated cost of service rates and tap fees

The City of Steamboat Springs (City) retained Raftelis to complete a comprehensive water and wastewater rate and fee study. The last study was completed in 2021. The City's capital plan had increased significantly since the previous study and rates and fees were insufficient to meet the cash-funded project requirements. In addition, the City commingles the water and wastewater financial activities – the wastewater fund was subsidizing the water fund. Raftelis developed separate cash flows for the water and wastewater utilities and developed a set of rate increases for the 5-year study period to sustain the financial viability of each utility independently. We also completed a comprehensive cost of service analysis for each utility. There were minor adjustments to each of the classes and those costs were recovered through the existing rate structure. In other words, the water and wastewater rate structures remained the same. A portion of the cost of service was allocating the costs for water and wastewater wholesale customers. Raftelis identified those costs that benefit all customers and those costs that only benefit wholesale customers. This ensured the wholesale customers were not paying for facilities that are not used to serve them. We also updated the water and wastewater tap fees. There were minor cost changes but no changes in methodology. Rates have been adopted for 2025.

Northern Colorado Water Conservancy District CO

Reference: Jeff Stahla, Public Information Officer
220 Water Ave, Berthoud, CO 80513

P: 970.622.2331 / E: jstahla@northernwater.org

Project Name: Strategic Communications and Stakeholder Outreach

Project Highlights

- Public outreach and information campaign
- Strategic research to target key stakeholders in communicating value of project

Like many parts of the state, Northern Colorado is experiencing exceptional growth, with a population expected to double to a half-million people by 2050. As a key raw water provider to municipalities and agricultural interests, the Northern Colorado Water Conservancy District (Northern) began plans in the 1980s to provide valuable source water to 15 partners working together to make the Northern Integrated Supply Project a reality. Today, on the cusp of state and federal regulatory approvals, NISP faces opposition from a very small but vocal minority who threaten to derail the public process and stop the project by any means necessary. Millions of dollars, years of planning, and thorough environmental study and protections hang in the balance. Raftelis was hired to assist Northern with developing a comprehensive public outreach and information campaign to ensure continued public support for this critical project. Matt Wittern conducted thorough primary and secondary research to inform a plan that ensures those who will benefit most from the project will understand its value and role, helping ensure a continued thriving community for years to come.

COLORADO EXPERIENCE

This matrix shows a sample of some of the utilities throughout Colorado that Raftelis staff has assisted and the services performed for these utilities.

Client	Benchmarking	Cost-of-Service Analysis	Debt Issuance Report	System Development Fees	Financial & Capital Improvements Planning	Public Education and Outreach	Rate Case Support	Rate Structure Development	Rate Study	Stakeholder Process Development & Facilitation
Arapahoe County Water and Wastewater Authority		●			●			●	●	
Aspen, City of		●	●		●			●	●	
Aurora, City of		●	●	●	●	●		●	●	●
Bancroft-Clover Water and Sanitation District		●		●	●			●	●	●
Bear Creek Water and Sanitation District					●			●	●	
Berthoud, Town of				●	●			●	●	
Boxelder Sanitation District		●		●	●			●	●	
Boulder, City of		●		●	●	●		●	●	●
Brighton, City of	●				●					
Broomfield, City & County of	●	●	●	●	●	●		●	●	●
Cañon City		●	●	●	●			●	●	●
Castle Rock, Town of		●			●	●		●	●	●
Crestview Water & Sanitation District		●	●		●	●		●	●	●
Denver, City and County of		●	●		●	●		●	●	●
Denver Water						●		●	●	●
Durango, City of		●		●	●			●	●	●
Eagle River Water & Sanitation District						●		●	●	
East Larimer County Water District		●		●	●	●		●	●	
Eaton, Town of		●			●			●	●	
Englewood, City of	●	●			●	●		●	●	●
Evans, City of					●				●	
Fort Collins, City of		●			●			●	●	
Fort Collins - Loveland Water District		●	●	●	●	●	●	●	●	●
Fort Morgan, City of				●	●			●	●	●
Fruita, City of		●		●	●					
Golden, City of		●		●	●			●	●	●
Grand Junction, City of	●	●	●	●	●	●		●	●	●
Greeley, City of		●	●	●	●			●	●	●
Idaho Springs, City of		●	●	●	●	●	●	●	●	●
Ken-Caryl Ranch Water & Sanitation District		●			●			●	●	
Lakewood, City of		●			●			●	●	
Left Hand Water District		●		●	●			●	●	
Littleton, City of	●	●				●	●	●		●
Lochbuie, Town of				●	●			●	●	●
Longmont, City of	●	●		●	●			●	●	●
Louisville, City of		●		●	●			●	●	●
Mead, Town of		●		●	●			●	●	
Mount Crested Butte Water & Sanitation District	●	●	●	●				●	●	●
Mount Werner Water & Sanitation District	●	●		●	●			●	●	●

Client	Benchmarking	Cost-of-Service Analysis	Debt Issuance Report	System Development Fees	Financial & Capital Improvements Planning	Public Education and Outreach	Rate Case Support	Rate Structure Development	Rate Study	Stakeholder Process Development & Facilitation
Nederland, Town of		●		●	●			●	●	
Northern Colorado Water Conservancy District						●				
Platteville, Town of			●	●	●			●	●	
Pueblo, City of	●	●		●	●	●		●	●	●
Pueblo Water		●		●	●					
Pueblo West Metropolitan District	●	●		●	●	●		●	●	●
Salida, City of		●		●	●			●	●	
Security Water & Sanitation District		●		●	●			●	●	●
South Adams County Water & Sanitation District	●				●					●
St. Vrain Sanitation District		●		●	●			●	●	●
Steamboat Springs, City of		●	●	●	●			●	●	●
Superior, Town of				●	●			●		
Thornton, City of	●	●	●	●	●	●		●	●	●
Three Lakes Water & Sanitation District		●		●	●			●	●	
Trinidad, City of	●	●		●	●			●	●	●
Triview Metropolitan District				●	●			●	●	
Upper Eagle Regional Water Authority					●			●	●	●
Upper Thompson Sanitation District		●			●			●	●	
Wellington, Town of		●		●				●	●	●
Westminster, City of	●	●	●	●	●			●	●	
Woodmoor Water & Sanitation District No. 1				●	●			●	●	●

PROJECT SCHEDULE

Project Schedule

Raftelis will complete the scope of services within the timeframe shown in the schedule below. The proposed schedule assumes a notice-to-proceed by the beginning of March 2025 and that Raftelis will receive the needed data in a timely manner and be able to schedule meetings as necessary. Project completion is estimated for November 2025.

Our scope of work assumes we complete the project according to the schedule provided below. If the Town elects to extend the project completion schedule beyond the initial schedule, we will work with the Town to identify any necessary revisions to the project budget.

TASKS	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025
Task 1: Project and Quality Management	<i>On-Going Through Project</i>								
Task 2: Project Initiation	●								
Task 3: Water, Wastewater, and Stormwater Customer Demand Analysis		●	●						
Task 4: Tap Fee Analysis		●	●						
Task 5: Financial Planning (Revenue Requirement) Projections		●	●	●					
Task 6: Cost of Service Analysis			●	●	●				
Task 7: Rate Design				●	●	●			
Task 8: Stakeholder Communications			●	●	●	●			
Task 9: Reports and Presentations							●	●	●
Task 10: Rate Model Development	<i>On-Going Through Project</i>								

- In-person Meetings
- Web Meetings
- Board Presentations
- Draft and Final Reports

Fee Proposal

The following table provides a breakdown of our proposed fee for this project. This table includes the estimated level of effort required for completing each task and the hourly billing rates for our project team members. Expenses include costs associated with travel and a \$10 per hour technology charge covering computers, networks, telephones, postage, etc.

Our scope of work includes the number of in-person and/or virtual meetings shown in the table below. Should the City require additional meetings and/or presentations to stakeholders, these can be arranged upon request at an added cost, which will be determined based on the scope and content of the meeting and/or presentation requested.

Our fee is determined based on the information provided in the RFP, our research on your website, and our experience with similar utilities. However, we understand that every utility's needs are unique, and we are open to reviewing this fee in detail to ensure we have accounted for the appropriate level of effort required for each task.

Tasks	Meetings		Hours							Total Labor	Total Expenses	Total Fees & Expenses
	Virtual	In Person	Todd Cristiano	Harold Smith	Ellyse Ritchie	James Bratton	Norah McKinley	Matt Wittern	Total Hours			
Task 1: Project and Quality Management			8						8	\$2,720	\$0	\$2,720
Task 2: Project Initiation		1	8	1	6	6	4	4	29	\$7,745	\$281	\$8,026
Task 3: Water, Wastewater, and Stormwater Customer Demand Analysis	2		6	1	8	26	4		45	\$10,245	\$0	\$10,245
Task 4: Tap Fee Analysis	2		8	1	8	26	12		55	\$12,765	\$0	\$12,765
Task 5: Financial Planning (Revenue Requirement) Projections	2	1	8	1	8	36	12		65	\$14,715	\$281	\$14,996
Task 6: Cost of Service Analysis	2	1	8	1	12	36	8		65	\$14,715	\$281	\$14,996
Task 7: Rate Design	2	1	8	1	12	20			41	\$9,755	\$281	\$10,036
Task 8: Stakeholder Communications		4	20		16	18			54	\$13,990	\$281	\$14,271
Task 9: Reports and Presentations		2	8		12	8	8	24	60	\$15,960	\$281	\$16,241
Task 10: Rate Model Development			Included in Tasks Above									
Total Meetings / Hours	10	10	82	6	82	176	48	28	422			–
Hourly Billing Rates	–	–	\$340	\$375	\$230	\$195	\$230	\$295	–			–
Total Professional Fees	–	–	\$27,880	\$2,250	\$18,860	\$34,320	\$11,040	\$8,260	–	\$102,610	\$1,686	\$104,296

Optional Task 5.2: Capital Project Delivery - Optimization and Best Practices	\$7,700
Optional Task 8.2: Customer Outreach	\$24,560
Total Fees & Expenses with Optional Tasks	\$136,556

APPENDIX: RESUMES

Appendix: Resumes



Todd Cristiano

PROJECT MANAGER

Vice President

ROLE

Todd will manage the day-to-day aspects of the project, ensuring it is within budget, on schedule, and effectively meets the Town's objectives. He will also lead the consulting staff in conducting analyses and preparing deliverables for the project. Todd will serve as the Town's main point of contact for the project.

PROFILE

Todd has nearly 25 years of utility finance experience both as a consultant and as the Rates Manager at Denver Water. He has completed studies across the U.S. for water, wastewater, stormwater, electric, and solid waste utilities. His experience covers technical areas and industries such as financial planning, cost of service, and rate design. Other specialties include utility and non-utility impact fees. As a member of the AWWA, he led the 8th Edition update to the *Manual M1, Principles of Water Rates, Fees and Charges*. He is the past chair of the AWWA Rate and Charges Committee. Todd is also co-instructor for the AWWA's biennial *Financial Management: Rate-Setting Essentials*.

KEY PROJECT EXPERIENCE

**Todd served as the project manager for all of the below engagements.*

Town of Wellington (CO): Financial Planning and Rate and Fee Assistance

Todd was the project manager on this engagement. The Town of Wellington provides service to approximately 4,200 water and wastewater accounts. The Town has experienced rapid growth in the past few years and their water and wastewater utilities are reaching their maximum capacities. Raftelis provided financial planning, rate and fee assistance to ensure the future financial viability of both utilities. In addition, their tap fees had not been updated in some time. There was concern that the current water and wastewater rate structures did not reflect community values (i.e. wise use of water, cost proportionality, essential use affordability) and not recovering costs. As part of the study, Raftelis participated in stakeholder meetings with Town citizens to provide background on the study, the process, and identify rate structure pricing objectives to help them design the best rate structure for the community. Over the course of the rate design development with the stakeholder group, Raftelis separately completed a 5-year financial plan analysis for both utilities, a comprehensive cost-of-service analysis to assign the appropriate costs to customer classes, and developed over 15 rate structure alternatives between the water and wastewater utilities. In addition, we updated their tap fees with minor recommendations to the multifamily assessment schedule and the wastewater tap fee assessment schedule. Raftelis provided an informational presentation to the Board in June outlining the components of the study and will be participating in two presentations later in September 2022 where the Board will vote on the rate and fee proposal. The project is anticipated to be complete by October 2022.



Specialties

- Financial planning
- Cost-of-service & rate structure studies
- Litigation support
- Economic feasibility analyses
- Impact fee studies - utility & non-utility
- Reviews of policies, procedures, & operating practices
- Budget processes

Professional History

- Raftelis: Vice President (2024-present); Senior Manager (2019-2023); Manager (2017-2018)
- Stantec (2016-2017)
- Denver Water: Manager of Rates (2010-2016)
- Malcolm Pirnie-Arcadis-US (2005-2010)
- Black & Veatch (1998-2005)

Education

- Master of Business Administration - University of Colorado (2003)
- Bachelor of Science in Chemical Engineering - University of Tulsa (1995)

Professional Memberships

- AWWA: Past Chair and current member of Rates & Charges Committee
- WEF

Town of Erie (CO): Financial Plan for the Water, Wastewater, and Stormwater Utilities; Cost-of-Service and Rate Design Analysis

Todd served as the project manager on this engagement. Todd has worked with the Town since 2002. Following the 2019 study, many of the rate recommendations were put on hold due to covid-19. The Town retained Raftelis to update the 2019 study for the 5-year study period. This study included the development of a financial plan for the water, wastewater, and stormwater utilities including a cost of service and rate design analysis. Todd also updated the Town water and wastewater tap fees along with its water dedication fees. The tap fee analysis showed an increase in the water infrastructure fees as well as the water dedication fees. Wastewater tap fee remained at the same level. The water, wastewater, and stormwater financial plans both indicated increases in revenue over the 5-year period. Todd presented to town Council in August and September 2024. Final approval will be made at the November Council meeting.

PROFESSIONAL EXPERIENCE

Denver Water (CO)

Originally developed to provide for Denver Water's revenue needs while encouraging conservation, the organization's current rate structure had not undergone a full-scale rate structure study in 20 years. Much has changed since that time-water use habits, average demand and peak day needs, available technology, revenue stability, and an increased emphasis on the customer experience-for a start. To gain support for this initiative, Todd presented key drivers to the CEO and Board. Coming off of the 2013 drought and floods raised the issue of revenue instability to the forefront. Todd served as the project manager on this engagement, which included assistance from Denver Water's Public Affairs Division as well as an outside facilitator. Todd oversaw and managed a 'lessons-learned' workshop co-sponsored with the Water Research Foundation, an external affordability study, a customer rate perception survey, as well as a 20-person stakeholder group. Todd led in-house development of all rate structure modeling with staff.

Denver Water outside-city customers make up 50% of revenues and use for the utility. Denver Water serves these customers through contracts with special districts called "distributors." Distributors are charged in accordance with Denver's Charter provisions, "outside-city rate recover the full cost of providing service plus an additional amount." In 1990, the Board developed a cost-of-service model using the utility-basis of rate setting. This was used to address the significant population growth outside the city with a decline of population in the city of Denver. As time progressed, the methodology became less suitable, more complex, and more opaque. The Board determined that the utility-basis was no longer workable under current conditions.

Todd led this project and developed cost allocation alternatives that both met current circumstances of a growing Denver, satisfied the Charter provisions, and equitably allocated costs between inside and outside city customers. Over a 14-month process, Todd evaluated several alternatives, worked with a Distributor Task Force, and met with Board members individually to review model alternatives. The Board adopted the new cash basis methodology in May 2013.

Denver Water assesses System Development Charges (SDCs) for new connections to the system. SDCs were updated annually, however, the last analysis of the structure was completed in 1999. Todd led an internal team to address inconsistencies in the calculations of capacity costs. The SDCs were developed using the 'hybrid' method which considers available capacity with future capacity projects. The unit cost of capacity using the hybrid method was used to develop the fee schedule for each type of development. This uniform unit cost ensured equitable recovery from all classes of customers. Todd developed 'SDC guidelines' to assist Water Sales staff in assessing SDCs based on the changes adopted by the Board. Todd met with Distributor representatives, members of the developer community as well as the Citizen's Advisory Council to review alternatives and present findings.

PUBLICATIONS

- “Evaluating Pricing Levels and Structures to Support Reclaimed Water Systems,” Research Report, WateReuse Foundation, 2009

PRESENTATIONS

- “A Guide to Designing Conservation-Oriented Water System Development Charges,” AWWA and Western Resources Advocates, 2018, <https://westernresourceadvocates.org/projects/water-system-development-charges/>
- Co-Instructor for American Water Works “Financial Management - Cost-of-Service Rate Making Seminar,” 2010-present
- “The Grass is Always Greener...Building Consensus of Reclaimed Water Project Pricing for Jointly Operated Systems,” Water Environment Federation Technical Exhibition and Conference, 2008
- “Honestly, What’s the Reuse,” WateReuse Symposium, 2008
- “Showers to Flowers - Objectives and Approaches for Reclaimed Water Pricing,” Utility Management Conference, 2010
- “Which Conservation Rate Structure is Best for Your Utility,” Utility Management Conference, 2013
- “Financial Management and Ratemaking Challenges for Reuse Water,” Utility Management Conference, 2015
- “Rate Perception Surveys: Leveraging Customer Knowledge to Create the Right Rate Structure,” Annual Conference Exhibition (ACE), 2015
- “Assessing Household Affordability in the Denver Water Service Area,” ACE, 2015
- “Rate Perception Surveys: Leveraging Customer Knowledge to Create the Right Rate Structure,” Utility Management Conference (ACE), 2016

PROJECT LIST

- City of Aspen (CO) – Water and electric rate study
- Town of Berthoud (CO) – Water and wastewater rate and fee study
- City of Boulder (CO) – Water budget rate study and plant investment fee study
- Breckenridge Sanitation District (CO) – Wastewater impact fee study
- City of Craig (CO) – Water and wastewater financial plan
- City of Davenport (IA) – Water and wastewater financial plan
- Town of Dillon (CO) – Water and wastewater rate and fee study
- El Paso Water Utility (TX) – Reclaimed water rate study
- Town of Erie (CO) – Water and wastewater rate and fee study
- City of Farmington (NM) – Water and wastewater rate study
- City of Fort Collins (CO) – Water and wastewater rate and fee study
- City of Glendale (AZ) – Water and Wastewater Rate Study
- City of Grand Junction (CO) – Wastewater financial plan
- City of Great Falls (MT) – Water and wastewater financial plan
- City of Greeley (CO) – Water and wastewater cost-of-service update
- Mammoth Community Water District (CA) – Water and wastewater rate study
- Moapa Valley (NV) – Water financial plan
- City of Peoria (AZ) – Water and wastewater rate study
- City of Pocatello (ID) – Water, wastewater and sanitation rate and fee study
- City of Prescott (AZ) – Water and wastewater rate and fee study
- Pueblo Wastewater (CO) - Wastewater rate and fee study
- Pueblo West Metropolitan District (CO) – Water and wastewater rate and fee study
- Puerto Rico Aqueduct and Sewer Authority (Puerto Rico) – Water and wastewater rate and fee study

- Sacramento Sanitation District (CA) – Bond feasibility study
- City of Salt Lake City (UT) – Water, wastewater, and stormwater rate and fee study
- Snyderville Water Reclamation District (UT) – Wastewater financial plan study
- City of Surprise (AZ) – General government impact fee study
- Water Research Foundation (CO) – WaterReuse research project

OTHER RELEVANT PROJECT EXPERIENCE

Utility/Client	Water	Wastewater	Stormwater	Electric	Financial Planning	Cost of Service	Rate Design	Rate Structure	WW Connection/Capacity Fees	Stakeholder Engagement	Non-Utility Impact Fees	Reclaimed Water
Avondale, AZ	●	●							●			
Buckeye, AZ	●	●			●	●	●	●				●
Chandler, AZ	●	●			●	●	●	●				●
Gilbert, AZ	●	●							●		●	
Marana, AZ	●	●			●	●	●	●	●			
Prescott Valley, AZ	●	●							●		●	
Tolleson, AZ	●	●			●							
San Diego, CA	●	●			●	●	●	●	●			●
Manteca, CA	●				●	●	●					
Milpitas, CA	●	●			●	●	●					
Arapahoe Water and Wastewater Authority	●	●			●	●	●	●	●			
Aspen, CO	●			●	●	●	●					
Brancroft Clover WSD, CO	●	●			●	●	●					
Crestview WSD, CO	●	●			●	●	●					
Denver Water, CO	●				●	●	●	●	●	●		●
Durango, CO	●	●			●	●	●	●	●			
Eagle, CO		●			●				●			
Englewood, CO			●		●							
Erie, CO	●	●	●		●	●	●	●				
Evans, CO			●		●	●	●				●	
Golden, CO	●	●	●		●	●	●	●		●		
Greeley, CO	●	●			●	●	●					
Lamar, CO	●	●			●	●	●					
Littleton, CO		●			●	●	●	●				
Lochbuie, CO	●	●			●	●	●					
Pueblo, CO		●			●	●	●					
Project 7 Water Authority, CO	●				●							
Rifle, CO	●	●			●		●		●			
Three Lakes WSD, CO		●			●				●			
Wellington, CO	●	●			●	●	●	●	●	●		
Pocatello, ID	●	●			●	●	●	●	●			
Oklahoma City, OK	●	●			●	●	●	●	●			●
Salt Lake City, UT	●	●	●		●	●	●	●	●			
West Jordan, UT	●	●			●	●	●	●				
Sheridan, WY	●	●			●	●			●			
Laramie, WY	●	●			●	●	●					

Harold Smith

QUALITY ASSURANCE/TECHNICAL REVIEWER

Vice President

ROLE

Harold will provide oversight for the project ensuring it meets both Raftelis and industry standards.

PROFILE

Harold leads our Denver Office and is a nationally recognized expert in water and wastewater finance, management, and pricing. For more than 25 years, he has focused on advising municipal water and wastewater utilities throughout the United States. Harold has participated in a variety of projects to assist water and wastewater utilities focusing on financial, management, and public policy requirements. His broad-based experience includes cost-of-service and rate analyses, development of comprehensive financial plans, utility impact fee studies, revenue bond feasibility studies, management studies, and strategic planning. Harold is the past-Chair of the AWWA Strategic Management Practices Committee and is a member of the Financial Management Committee of the New England Water Works Association. Harold also co-authored a chapter entitled, "Role of the Private Sector and Alternative Project Delivery Methods," for the Fourth Edition of the industry guidebook, *Water and Wastewater Finance and Pricing: The Changing Landscape*.

ALTERNATIVE PROJECT DELIVERY/CONTRACT OPERATIONS

City of Phoenix (AZ): Financial/Economic Evaluation, DBO Procurement

Harold has managed numerous projects for the City of Phoenix (City) over the past 10 years. Among the projects performed for the City, Raftelis served as the financial/economic consultant for the evaluation of alternative project delivery models and Design/Build/Operate (DBO) procurement of the 80 MGD Lake Pleasant Water Treatment Plant. Phase I of the project consisted of a Multiple Criteria Analysis of various alternative project delivery methods that the City was considering for the project. Raftelis' responsibilities during Phase I included assisting in the development of a comprehensive list of alternative project delivery methods; developing an economic model to estimate the anticipated cost to the City under each alternative delivery method; researching a broad range of potential financing techniques; and participating with the procurement advisory team in an overall review of the alternative delivery methods. Based on the analysis, the City decided to implement a DBO procurement.

Phase II consisted of the DBO procurement. Raftelis participated in the preparation of a Request for Qualifications; the evaluation of the financial strength of the respondents to the RFQ and RFP; the evaluation of Statements of Qualifications submitted by private contractors; the preparation of a Request for Proposals; the development of a benchmark cost analysis and assisted with the evaluation of proposals submitted by the three proposers. Raftelis also developed the financial model that was utilized to determine the long-term costs associated with each proposal.



Specialties

- Utility cost-of-service & rate structure studies
- Regulated utility filings
- Utility financial planning studies
- Alternative project delivery procurements
- Alternative project delivery feasibility studies
- Regionalization/consolidation studies

Professional History

- Raftelis: Vice President (2002-present); Manager (1997-2002)
- Geoscience Group: Environmental Department Manager & Senior Geologist (1991-1997)
- Trigon Engineering Consultants, Inc.: Project Geologist (1989-1991)

Education

- Master of Business Administration - Wake Forest University (1997)
- Bachelor of Science in Natural Resources - University of the South (1987)

Certifications

- Series 50 Municipal Advisor Representative

Professional Registrations

- Licensed Professional Geologist

Professional Memberships

- AWWA: Past Chair of Strategic Management Practices Committee
- Design Build Institute of America

Raftelis also developed a contract administration tool for the Lake Pleasant project that the city currently uses to confirm that its private partner is adhering to the terms of the DBO contract.

The analysis of alternative project delivery options and the DBO procurement were completed according to schedule such that the Lake Pleasant plant was operational on the scheduled date.

Pima County (AZ): Capital Improvement Program, Water Reclamation Campus Evaluation, DBO Procurement

Harold has served as the project manager on several projects Pima County Regional Wastewater Reclamation Department (PCRWRD). The first of these projects involved assisting the PCRWRD with the development of a long-term capital improvement program designed to allow the County to comply with recent environmental regulations and continued growth in the region. The study identified \$1.4 billion in capital needs over the next 15 years and Raftelis was charged with assisting the County in the development of a plan to fund this program looking not only at current rates and charges and tax-exempt debt, but also exploring opportunities that may be present through public/private partnerships including design/build/operate and design/build/operate/finance. Harold also managed a project on which Raftelis assisted the PCRWRD with the evaluation of alternative project delivery methods for the delivery of a new Water Reclamation Campus. The project involved the development of risk adjusted estimates of the cost of delivering the project under a variety of delivery models including Construction Manager at Risk; Design-Build; Design-Build-Operate; and Design-Build-Finance-Operate. Based on this analysis, PCRWRD decided to deliver the project under the Design-Build-Operate (DBO) model. Raftelis acted as the lead financial consultant for the DBO procurement and was responsible for the analysis of the financial strength of respondents to the RFQ; the development of the DBO pricing structure; and the evaluation of price proposals.

Providence Water Supply Board (RI): Rate Filing

Harold has provided expert testimony in support of Providence Water's nine most recent filings before the Rhode Island Public Utility Commission (RIPUC) (Docket Nos. 3832, 4061, 4070, 4080, 4287, 4406, 4571, 4618 and 4994). For each of these filing, Raftelis the development of rate models used for the development of cost of service-based water rates for Providence Water's retail classes and nine wholesale customers. For the current filing, Raftelis has prepared a completely new cost of service model that uses the latest Excel capabilities and addresses methodological deficiencies in the previous model that were created by another party.

Additionally, Raftelis assisted Providence Water with the preparation of a compliance filing to address the RIPUC's order in Docket No. 3832 to present conservation rate options. Based on testimony provided by Harold, the RIPUC determined that the implementation of conservation rates was not in the best interest of Providence Water or its customers at this time.

City of Newport (RI): Financial Planning Study, Procurement Support

Harold was the lead financial consultant during the City of Newport's (City) process to select a private partner to operate their wastewater treatment and collection facilities. For this engagement, Harold participated in the preparation of the Request for Proposals (RFP) and the Service Agreement and lead the development of an economic baseline as well as the creation of a financial model that was used to calculate the long-term economic impact of each proposal. He also played an active role in the contract negotiation process. As a result of the procurement process, the City entered into a 20-year contract for the operation, maintenance, repair and replacement of their wastewater system. The contract is expected to save the City \$22 million over the term of the contract.

Harold has worked with the City's to perform analyses and prepare information that was included in the City's nine most recent General Rate Filings to the Rhode Island Public Utilities Commission (RIPUC Docket Nos. 3578,

3675, 3818, 4025, 4128, 4243, 4355, 4595 and 4933). For these engagements, Raftelis calculated retail rates for the City's retail customer and wholesale rates for the City's two wholesale customers, the Portsmouth Water and Fire District (PWFD) and the U.S. Navy. Harold provided both pre-filed testimony and direct testimony in support of Newport's requests. In Docket No. 4243 the RIPUC approved a multi-year rate plan designed to recover costs associated with the design and construction of new water treatment facilities. In Docket 4355, the RIPUC approved a cost-of-service model that will be used to calculate rates in the future.

Tucson Water (AZ): Water Rate Study

Harold is serving as Raftelis' project manager for an engagement in which we have teamed with Galardi Rothstein Group to assist Tucson Water during the last 10 annual rate cycles. Our team led the technical and public outreach effort to restructure the water rates to address revenue stability and equity issues. This restructuring has included redefining cost recovery from fixed charges and modification of the residential inclining block rate structure to more accurately reflect current usage patterns and community objectives. The public outreach process included participation in customer focus groups, town halls, and meetings of two Tucson Water rate advisory committees.

Additional analyses have included evaluation of water utility revenue requirements, financial plans, cost-of-service analyses, rate designs, and special research. Some of the special issues that have been addressed include financial policy evaluation, low-income assistance programs, pricing of reclaimed water, and development of wheeling rates assessed to three neighboring utilities

OTHER RATE CASE EXPERIENCE

Pittsburgh Water and Sewer Authority (PA): Rate Riling, Water and Wastewater Cost-of-Service and Rate Study, Stormwater Fee Implementation Study

Harold provided expert testimony in the Pittsburgh Water and Sewer Authority's (PWSA) first regulated rate filing (Docket No. R-2018-3002645) before the Pennsylvania Public Utility Commission (PAPUC). PWSA is the first municipal authority to be put under the PAPUC's jurisdiction and developing the filing required the development of internal processes needed to develop the information for the development of cost of service-based water and sewer rates.

Harold also served project manager for a comprehensive cost-of-service and rate design for water and wastewater service for the Pittsburgh Water and Sewer Authority in 2016. PWSA tasked Raftelis to develop a comprehensive financial plan to determine the necessary annual rate adjustments to enable each service to be self-sustaining, to fund significant capital reinvestment, and to ensure overall ongoing financially sustainable operation of the utility. Raftelis' rate recommendations were the foundation for the adoption of a five-year rate forecast for 2017-2021. Raftelis developed a new comprehensive rate and financial planning model for this study and future use by PWSA.

PWSA has recently become interested in establishing a stormwater fee to assess its customers for funding stormwater-related operations and infrastructure. In addition to the water and wastewater rate study, Raftelis is assisting PWSA with the allocation of operating and capital funding costs from water and wastewater to stormwater and with the identification of direct stormwater-related costs. These revenue requirements are being used to develop stormwater fees to be tentatively implemented in 2018 and included in the five-year rate plan.

Avon Water Company (CT): Rate Filing

Avon Water Company (AWC) is a privately owned water utility that serves approximately 4,600 customers in and around Avon, Connecticut. It is regulated by the State of Connecticut's Department of Public Utility Control (DPUC). In 2009, AWC filed a request for a rate increase with the DPUC that included a conservation rate proposal that was a DPUC requirement from AWC's previous rate filing. This conservation rate proposal was

prepared by another rate consultant that due to health reasons was unable to continue providing assistance to AWC. At that point, AWC engaged Raftelis to serve as its rate consultant for the remainder of the proceedings. For this engagement, Harold participated in all rate case hearings and prepared schedules and exhibits in support of rate structure alternatives that were requested during the course of the proceedings by the DPUC. These rate structure alternatives were designed to mitigate adverse bill impacts on low volume users while still sending a conservation message to AWC's customers.

Cecil County (MD): Rate Filing

Harold provided expert testimony before the Maryland Public Service Commission (PSC) in a case that involved a dispute over the water rates that the Town of North East was charging to customers located within Cecil County, but outside the town limits. Harold's testimony focused on the utility's capital structure and the appropriate treatment of capital recovery fee revenue that the utility is holding in reserve. In their recent decision on this matter, the PSC accepted the positions that Harold presented in his testimony.

Nova Scotia Utility and Review Board (Canada): Rate Review, Rate Filing

Harold was the project manager for an engagement with the Nova Scotia Utility and Review Board (Board) to review the "return on rate base" methodology and provide recommendations for establishing policy for utilities seeking to include this component as part of their revenue requirements. The Board's primary goal for the engagement was the development of a generic formula for determining the appropriate rate of return that utilities could use as they prepared their rate filing. During the course of the engagement, Raftelis realized that the Board was dealing with an issue that went beyond developing a way for utilities to determine an appropriate rate of return. The key issue the Board faced and the issue that led to the need to develop a standardized rate of return formula was the fact that a number of utilities regulated by the Board had accumulated deficits and were attempting to recover funds to offset their deficits through their proposed return on rate base. Therefore, in an effort to help the Board address this issue, Raftelis proposed both a standardized rate of return formula for use by the Board and the utilities, as well as suggested mechanisms by which these accumulated deficits could be addressed. The standardize rate of return formula suggested by Raftelis was ultimately adopted by the Board. Services provided by Raftelis included:

- Assessment of municipal rate of return methodologies employed by other Canadian provinces and US regulatory commissions;
- Identification of issues and goals to be addressed by a standardized municipal rate of return;
- Cost of capital equations considering risk and the weighting and costs of debt and equity (e.g., buildup method, capital asset pricing model, etc.); and
- Suggestion of deficit recovery policies and/or mechanisms for building of reserves.

Raftelis was also recently engaged by the law firm acting as the Consumer Advocate for a rate filing by the Halifax Regional Water Commission (HRWC). For this project, Harold and Raftelis staff have reviewed and analyzed HRWC's filing and the testimony of other interveners. Harold also prepared pre-filed testimony and reporting schedules and he testified in person at hearings before the Board. The outcome of this filing is still pending.

PARTIAL PROJECT LIST

- City of Buffalo (NY) - Comprehensive cost-of-service and rate study
- Cecil County (MD) - Water and wastewater rate study
- City of Chattanooga (TN) - Expert witness testimony
- Dalton Utilities/Whitfield County (GA) - Utility valuation study
- Town of Dartmouth (MA) - Rate model development
- City of Dayton (OH) - Wholesale water rate study

- Town of Florence (SC) - Water and wastewater rate study, capital planning study
- City of Fort Mill (SC) - Wholesale water rate study
- City of Goodyear (AZ) - Water and wastewater rate study
- City of Lexington (NC) - Water and wastewater rate study
- City of Los Angeles (CA) - Litigation support
- Miller's Pond (CT) - Utility Valuation study
- Montgomery County (OH) - Wholesale water rate study
- City of Niagara Falls (NY) - Marketing study
- City of North Myrtle Beach (SC) - Water and wastewater rate study
- City of Peoria (AZ) - Water and wastewater rate study
- City of Peoria (IL) - Utility valuation study
- City of Scottsdale (AZ) - Water and wastewater rate study
- United States Navy - Utility privatization
- Victor Valley Water District (CA) - Water and wastewater rate study
- Wake County (NC) - Utility regionalization study
- Town of Winthrop (MA) - Water and wastewater rate study
- York County (SC) - Wholesale water rate study

PUBLICATIONS

- "Water and Wastewater Finance and Pricing: The Changing Landscape," Fourth Edition
- "Water Utility Management," AWWA Manual M5
- "Privatization of Small Water Systems," National Rural Water Association White Paper

Matt Wittern APR, PMP

FACILITATION AND STRATEGIC COMMUNICATIONS Manager

ROLE

Matt will work at the direction of Todd in executing an engagement and communications plan to ensure community-wide participation and outreach, and in drafting deliverables.

PROFILE

Matt has a 25+ year public relations career serving clients and customers in the local government, public utility, engineering, and construction sectors. He excels at designing and implementing strategic communications campaigns that incorporate stakeholder input to inform, advocate and achieve behavior change. His specialty is successfully translating complex subjects and concepts into messages that are easily understood by target audiences. At Raftelis he manages strategic communications planning and implementation, as well as stakeholder engagement initiatives. Prior to joining Raftelis, Matt managed a variety of public affairs efforts at Denver Water, which included designing the public engagement and public information strategies for nearly a billion dollars' worth of infrastructure projects, spearheading the public process for the utility's policy decision regarding Community Water Fluoridation, and led development of processes to gain stakeholder support for preventative maintenance on critical infrastructure. He earned a B.A. in journalism, is Accredited in Public Relations (APR) from the Public Relations Society of America (PRSA) and achieved status as a Project Management Professional (PMP) from the Project Management Institute. Matt has presented at national conferences including the American Water Works Association's ACE and the City-County Communications and Marketing Association's (3CMA) Annual Conference. Matt's work has earned prestigious Gold Pick Awards from the Colorado Chapter of PRSA and SAVVY Awards from 3CMA.

KEY PROJECT EXPERIENCE

Northern Colorado Water Conservancy District (CO): Strategic Communications and Stakeholder Outreach

Like many parts of the state, Northern Colorado is experiencing exceptional growth, with a population expected to double to a half-million people by 2050. As a key raw water provider to municipalities and agricultural interests, the Northern Colorado Water Conservancy District began plans in the 1980s to provide valuable source water to 15 partners working together to make the Northern Integrated Supply Project a reality. Today, on the cusp of state and federal regulatory approvals, NISP faces opposition from a very small but vocal minority who threaten to derail the public process and stop the project by any means necessary. Millions of dollars, years of planning, and thorough



Specialties

- Strategic communication planning
- Stakeholder engagement
- Public involvement
- Community outreach
- Primary & secondary research
- Expert positioning
- Media relations
- Social media
- Art direction
- Reputation management
- Coalition building
- Advocacy campaigns

Professional History

- Raftelis: Manager (2023-present); Senior Consultant (2019-2022)
- Denver Water: Senior Community Relations Specialist/Communications Manager (2015-2019)
- Communication Infrastructure Group: Counselor (2006-2015)
- CollegeInvest: Marketing Communications Manager (2005-2006)
- Transportation Expansion (T-REX) Project: Community Relations Manager (2002-2005)
- LawsComm: Client Service Coordinator (1998-2002)

Education

- Bachelor of Arts in Technical Journalism (Public Relations) - Colorado State University (1999)

Professional Memberships

- Public Relations Society of America: Accredited in Public Relations (APR)
- Project Management Institute - Project Management Professional (PMP)
- International Association of Public Participation (IAP2) - Certified in Public Participation
- WEF
- AWWA

environmental study and protections hang in the balance. Raftelis was hired to assist Northern with the development of a comprehensive public outreach and information campaign to ensure continued public support for this critical project. Matt Wittern conducted thorough primary and secondary research to inform a plan that ensures those who will benefit most from the project will understand the value it brings and its role to help ensure a continued thriving community for years to come.

Town of Erie (CO): Water Rate Change Communications

Late in the rate study process, with dollars remaining unspent in the project budget, Matt was engaged to liaise with the town's Public Information Officer to develop messages and communication tools to build awareness and support for proposed changes. These tools helped the Town overcome objections from opponents to proposed rate changes by helping communicate the value of water and the need for critical infrastructure investments.

Denver Water (CO): Government and Stakeholder Relations

Matt served for many years in Denver Water's Public Affairs Division, where he managed community outreach and public information initiatives from small water main replacement projects impacting neighborhoods all the way up to strategic communications for the half-billion-dollar project to raise Gross Reservoir Dam to increase the facility's storage capacity. Matt also spearheaded the public process to evaluate alternatives related to the Denver Water Board of Water Commissioners' Community Water Fluoridation policy.

City of Greeley (CO): Impact Fee Study Stakeholder Involvement and Outreach

Matt was the architect of two key elements of the impact fee study project the City of Greeley hired Raftelis to perform. On the front end, Matt managed the stakeholder outreach component that brought together key influencers and gathered input that subsequently informed the study. This was primarily accomplished by hosting a series of public virtual open houses where information was shared and feedback was gathered. Matt also lent his skills to the development of slide decks that greatly simplified the issues and helped City Council understand critical components of the process. Ultimately, the process was successful in providing "maximum supportable" impact fee recommendations to Council, who later adopted lower than maximum fees.

City of Wheat Ridge (CO): Stakeholder Engagement and Brand Identity Development

Matt was the project manager on the team hired to design and implement a community-based brand identity development for the City of Wheat Ridge (City). The City's existing brand was designed by a high school student in the mid-1970s and despite the brand's age and dated nature, there were voices in the community opposed to the City's rebranding. Matt designed a process that brought together key community stakeholders using a variety of public engagement techniques to draw out from them their view of what was quintessentially Wheat Ridge. These elements were then distilled down to core themes that were woven into the City's new identity. While there was no consensus on what made Wheat Ridge Wheat Ridge, each group could literally point to an element of the brand and buy-in to the brand as a whole. The result was a process that members of City Council praised as the model for how City staff should encourage public involvement. A post-project survey found that 70 percent of respondents agreed that the new identity represents the City as a positive, progressive community.

Elbert County (CO): Impact Fee Study Stakeholder Involvement and Outreach

During a recent update of Elbert County's impact fees for Parks/Recreation, Public Facilities, Sheriff, and Transportation, Matt was the strategist behind development of the strategic communications and community outreach plan. It prescribed an extensive stakeholder engagement process featuring interactive online meetings and surveys, which informed the study prior to online work sessions with County Commissioners. County leaders credited this work with raising awareness in the community, making the study and recommendations less controversial and thus more politically acceptable.

La Plata County (CO): Impact Fee Study Stakeholder Involvement and Outreach

Matt was the architect of a comprehensive stakeholder outreach process that informed La Plata County's impact fee study. Matt brought together key influencers and gathered input that subsequently informed the study. Input gathered helped staff at the County understand the significant resistance to impact fee adoption, and the process was shelved as impacts of the COVID-19 pandemic became more and more pronounced.

PRESENTATIONS

- “Strategic Communications Bootcamp” 2023 Raftelis Performance Academy
- “Building Support For That Thing You Want to Do” 2023 City/County Communications and Marketing Annual Conference
- “Building Support For That Thing You Want to Do” 2023 NACWA StratCom Conference
- Panelist, 2023 NACWA Winter Conference
- "Developing Water Conservation Communication Campaigns That Aren't All Wet" 2022 North Texas Water Conservation Symposium
- “Is This Working? Determining Utility Communications Success” 2022 NACWA Strategic Communications H2O Workshop
- “Internal Communications: How to Effectively Talk with Your Own Employees” 2022 NACWA Strategic Communications H2O Workshop
- “Building Support for Water Rate Increases” AZ Water Association 2022 Annual Conference
- “Building Support for Water Rate Increases” Colorado Municipal League 2021 Annual Conference
- “Biosolids Communication Toolkit Workshop” Water Environment Federation
- “Re-imagining Engagement: Harvesting what we’ve learned about virtual public engagement for the future” ACE ’21 Annual Conference
- “Re-imagining Engagement: Harvesting what we’ve learned about virtual public engagement for the future” Arizona Water Association 2021 Annual Conference
- “It’s Human Nature: Using Social Science to Enhance Your Communications,” RMSAWWA/RMWEA, 2020
- “Ensuring Public Process Legitimacy Through the Lens of The Community Water Fluoridation Issue,” AWWA ACE Conference, 2016

PUBLICATIONS

- “Protecting Against Water Rate Challenges With the Equivalent of Bear Spray”, Article, Journal AWWA, 2022 (Earned award at ACE)
- “Leverage Social Media in Times of Crisis”, Article, Journal AWWA, 2020

Ellyse Ritchie

ASSISTANT PROJECT MANAGER

Senior Consultant

ROLE

Ellyse will serve as the Lead Consultant and will work at the direction of Todd in conducting analyses and preparing deliverables for the project.

PROFILE

As a Senior Consultant in the Denver office, Ellyse brings extensive expertise in finance, statistical analysis, and data-driven decision-making. With a BS in Business Data Analytics from Arizona State University, she joined Raftelis in 2021 and has become a key contributor to the firm's national projects. Ellyse's experience spans a variety of services, including financial modeling, capital improvement planning, impact fee studies, and COS analysis. Her advanced Excel modeling skills have been instrumental in creating robust, customizable tools that support clients in achieving their financial and operational goals.

As Senior Consultant, Ellyse has taken on responsibilities such as managing client relationships, mentoring and training junior staff, and leading project teams to deliver actionable insights and strategic solutions. Her commitment to empowering clients through meaningful analysis and customized approaches has strengthened their financial resilience and operational efficiency. Ellyse is passionate about blending technical proficiency with collaborative problem-solving to achieve impactful outcomes.

KEY PROJECT EXPERIENCE

Town of Wellington (CO): Water and Wastewater Financial Plan, Cost of Service, and Impact Fee Study

Ellyse assumed the lead analyst role for the extensive study encompassing the water and wastewater financial plan, cost of service, and impact fee analysis for the Town of Wellington (Town). At the time of the study, the town provided water and wastewater services to around 4,200 accounts. Due to significant growth in the town, the water and wastewater utilities were approaching their maximum capacities. Raftelis was brought in to assist with financial planning, rate and fee assistance, and ensuring the long-term financial sustainability of both utilities.

Doubts existed about the rate structure's adequacy in reflecting community values such as efficient water use, cost proportionality, and affordability. Raftelis engaged in stakeholder meetings with the town's citizens to address these issues. They provided an overview of the study, explained the process, and collaborated with the stakeholders to establish pricing objectives for designing the most suitable rate structure for the community.

Throughout the study, Raftelis conducted a five-year financial plan analysis for both utilities, performed a comprehensive cost of service analysis to allocate costs to the different customer classes, and developed more than 15 alternative rate structures for the water and wastewater utilities. Furthermore, they made recommendations to update the tap fees, specifically the multifamily assessment schedule and the wastewater tap fee assessment schedule.



Specialties

- Financial forecasting
- Statistical analysis
- Excel: Pivot Tables, Index/Match, Goal Seek, Data Tables, Regression Analysis

Professional History

- Raftelis:
 - Senior Consultant (2025-present)
 - Consultant (2023-2024)
 - Associate Consultant (2021-2022)

Education

- Bachelor of Science in Business Data Analytics – Arizona State University (2020)

Professional Memberships

- AWWA: Rocky Mountain Section

Town of Johnstown (CO): Water and Wastewater Financial Plan, Cost of Service, and Impact Fee Study

In 2023, Ellyse played a key role in completing a comprehensive water and wastewater financial plan, cost-of-service analysis, and tap fee study for the Town of Johnstown, Colorado. This project required a detailed understanding of financial modeling, rate setting, and infrastructure funding needs. Ellyse's contributions included overseeing financial planning activities, managing extensive data collection efforts, and ensuring the accuracy and organization of data used to support decision-making.

St. Vrain Sanitation District (CO): Wastewater Financial Plan, Impact Fee, and Cost of Service Study

Ellyse supported a financial plan, cost of service, impact fee, and rate study for a rapidly growing sanitation district. Her contributions included conducting detailed financial modeling and policy analysis to evaluate how residential and non-residential customers are assessed rates per equivalent residential unit (ERU). She also assessed the financial and customer rate impacts of various capital funding and financing options for the district's planned wastewater treatment plant expansion.

A key outcome of the study was the development of rate and impact fee recommendations designed to support the district's capital improvement needs while maintaining equitable cost recovery. These recommendations, covering a five-year period, were presented to the District Board and successfully implemented to align with the district's long-term financial goals.

City of Grand Junction (CO): Wastewater Financial Plan, Cost of Service, and Plant Investment Fee (PIF) Study

Ellyse took on the lead analyst role for the wastewater rate and plant investment study conducted for the City of Grand Junction and the Joint Persigo Board in 2022. Raftelis conducted a comprehensive cost of service analysis, proposing monthly fixed and volume rates to recover identified costs from customers, including surcharges for extra-strength discharges. The study findings and recommendations were documented in draft and final study reports, which were presented to the Joint Persigo Board in June 2022. Additionally, Raftelis reviewed and provided recommendations for updates to the wastewater plant investment fees in 2023.

City of Edgewater (CO): Financial Plan and Impact Fee Analysis

Ellyse served as the lead analyst for a comprehensive financial plan and rate study conducted for the water and wastewater utilities of the City of Edgewater (City). In this role, Ellyse undertook significant financial planning and data collection responsibilities.

Her analytical skills were crucial in developing the financial plan inputs, ensuring accurate and reliable data for the study. This review aimed to identify areas for improvement, particularly in terms of customer equity and essential water use affordability.

Throughout the project, Ellyse demonstrated attention to detail and a strong understanding of financial planning principles. Her contributions were instrumental in providing the City with valuable insights and recommendations for enhancing the financial sustainability and fairness of the water and wastewater utilities.

Billings Heights (MT): Water Rate Study and System Development Fee (SDF) Analysis

Ellyse, as the lead analyst, played a pivotal role in a comprehensive water financial plan, cost of service, and Plant Investment Fee (PIF) study for the County Water District of Billings Heights (District). Ellyse spearheaded the analysis and financial planning aspects of the study. Her responsibilities included conducting a detailed review of the proposed City water rates applicable to the District, examining relevant documents, and analyzing District customer, operational, and financial data to support the overall objectives of the rate report review. Throughout the project, Ellyse actively engaged with District staff, attending periodic status meetings to ensure alignment and gather necessary inputs.

PROJECT LIST

- Los Angeles County Sanitation District (CA) – Consolidation Feasibility Study
- Madera County GSA (CA) – Groundwater Sustainability Agency Rate Study
- Mt. Shasta (CA) – Stormwater Utility Rate Study
- Oxnard (CA) – Capacity Fee Analysis
- Shafter (CA) – Water and Wastewater Financial Plan and Cost of Service Study
- Signal Hill (CA) – Water Financial Plan and Cost of Service Study
- Tuolumne Utilities District (CA) – Water Rate Study
- Edgewater (CO) – Financial Plan and Impact Fee Analysis
- East Larimer County (CO) - Water Financial Plan, Plant Investment Fee, Cost of Service, and Rate Design Study
- Grand Junction (CO) – Wastewater Financial Plan, Cost of Service, and Plant Investment Fee (PIF) Study
- Johnstown (CO) – Water and Wastewater Financial Plan, Cost of Service, and Impact Fee Study
- St. Vrain Sanitation District (CO) – Wastewater Financial Plan, Tap Fee, and Cost of Service Study
- Wellington (CO) – Water and Wastewater Financial Plan, Cost of Service, and Impact Fee Study
- Woodmoor Water and Sanitation District No. 1 (CO) – Water and Wastewater Financial Plan, Water and Wastewater Plant Investment Fee Study
- Billings Heights (MT) – Water Rate Study and System Development Fee (SDF) Analysis
- Lorena (TX) – Water and Wastewater Rate Study

Norah McKinley MPH

STAFF CONSULTANT

Consultant

ROLE

Norah will work at the direction of Todd in conducting analyses and preparing deliverables for the project.

PROFILE

Norah has experience in data analysis, financial modeling and developing accessible deliverables to effectively communicate findings. During her time at Raftelis, she has worked with local governments and utilities of various sizes to address impacts of climate change and flooding through stormwater utility and fee development, program enhancements, and financial analysis. She has significant experience using MS Excel, MS Access, ArcGIS, and preparing reports, memoranda, and other written documentation. While completing the MPH program at Emory University from which she graduated in 2023, she earned a certificate in Water, Sanitation and Hygiene and has been able to utilize her knowledge in this area as it pertains to stormwater.

KEY PROJECT EXPERIENCE

Sewerage and Water Board of New Orleans (LA): Drainage Fee Feasibility Study

Raftelis was recently re-engaged by the Sewerage and Water Board of New Orleans to complete a drainage fee feasibility study. Raftelis completed a similar analysis in 2013, and the recent work is in effort to implement a drainage fee. The drainage fee would provide a stable and sufficient revenue source to fund various drainage activities, including improving resiliency to sea-level rise, increased rainfall, and deteriorating wetlands. New Orleans is vulnerable to impacts from climate change due to the majority of the City sitting below sea level and its location between two large bodies of water. It is at high risk for flood events and experiences increasingly frequent and intense rainfall events. Norah compiled the findings from the feasibility analysis into the final report and prepared examples of exempt parcels throughout the city that are not currently contributing to drainage revenues. She continues to support this ongoing project through various customer impact modeling and data analysis efforts, working towards the implementation of a fee.

City of Durham (NC): Stormwater Rate Model Update

The City of Durham engaged Raftelis to update their current rate model to expand functionality and mirror their water and sewer rate model, that is being updated simultaneously by Raftelis. Norah met with the City to understand the relevant inputs and outputs for the model and necessary structure to facilitate use alongside their existing water and sewer rate model. Norah collaborated with the project team and the City to develop a user-friendly Excel-based model to project operations, maintenance and capital project expenses, calculate revenue requirements, and evaluate various rates and funding mechanisms to equitably and effectively recover stormwater program costs. Norah continues to work with the City to enhance the model and add additional functionality such as debt modeling and stormwater fee credit program evaluation.



Specialties

- Financial modeling
- Technical writing
- Water, Sanitation and Hygiene (WASH)
- Program implementation
- Data analysis

Professional History

- Raftelis: Consultant (2025-present); Associate Consultant (2023-2024)
- Emory University, Hubert Department of Global Health: Graduate Research Assistant (2022-2023)
- Staffing Solutions: Case Investigator (2021), Contact Tracer (2020-2021)

Education

- Master of Public Health in Global Environmental Health – Emory University (2023)
- Bachelor of Science in Anthropological Science - The Ohio State University (2021)
- Bachelor of Arts in International Studies with a Spanish minor - The Ohio State University (2021)

Boston Water and Sewer Commission (MA): Stormwater Fee Implementation

BWSC recently re-engaged Raftelis to develop a new stormwater fee that was implemented on July 1st of 2024. Norah assisted with the software development component of this engagement. The goal was to develop software that would assist in managing parcel premise relationships and interact with their existing billing system to inform and compute necessary components of the fee. Norah contributed to the various testing efforts, both before and after go-live of the software, and assisted in the development of related deliverables, including software requirements documentation and a user guide.

Upper Falls Watershed Multi-Jurisdictional Stormwater Utility (NC): Stormwater Utility Rate Structure Review

Raftelis has been working with the Upper Falls Watershed since the creation of the stormwater utility in 2012 and serves as the Stormwater Utilities Service Manager. Norah collaborated on the development of a model that would analyze the sustainability of the current rate structure for the remainder of the Falls Lake Phase I. This included multi-year projections of revenues and expenses with growth and inflation assumptions. She also has experience developing new development reports for all 5 of the participating Upper Falls jurisdictions, satisfying components of their required annual State reporting documentation. This requires compiling data from various sources to ensure development within the jurisdictions is accurately reported to the State, including information related to contribution of regulated substances (phosphorus and nitrogen) as required by the Falls Lake Rules New Development requirement.

Surf City (NC): Stormwater Fee Feasibility and Fee Implementation

Surf City engaged Raftelis to assist in the development of a stormwater fee to support stormwater goals and activities of the Town. Norah identified a sample of 400 single-family parcels to be used for an analysis of the impervious area in the Town and digitized the parcels in GIS. She also completed the analysis to determine an ERU unit for Surf City. Once the fee was approved, she assisted in the preparation for fee implementation, including parcel to account matching in MS Access and developing an FAQ document.

City of Raleigh (NC): Stormwater Utility Fee Credits Program Update

Raftelis has been working with the City of Raleigh for multiple years and is currently engaged in assisting on various aspects of their stormwater program. Norah has been involved in the task to update the City's stormwater fee credit program, of which the City is interested in expanding their existing credit program and increasing awareness among their customers about these opportunities. She has been supporting this effort as Raftelis collaborates with the City to develop these credits. Norah has documented technical information about credit types, requirements, and eligibility in the City's updated credit manual and developed PowerPoint presentations detailing progress on credit development.

Lorain County (OH): Regional Wastewater Authority (6119) Feasibility Study and Implementation Plan

Raftelis has been retained by Lorain County to work with various stakeholders to develop a new Regional Wastewater Authority (6119). This project has been divided into multiple phases, in which the feasibility of creating the 6119 was evaluated and an implementation plan was developed. Norah has helped to develop various deliverables to support this ongoing effort, including map exhibits in GIS, memorandums detailing various activities and recommendations, and other documents.

City of Saluda (NC): Stormwater Feasibility Analysis and Policy Development

The City of Saluda retained Raftelis in May of 2024 to complete a Stormwater Feasibility Analysis to assess whether stable and consistent stormwater funding would be justifiable to support the City's needs. This City is largely impacted by stormwater events and investment in aging infrastructure is going to be of great importance as storm events continue to increase in frequency. Norah has been involved in multiple tasks for this project, including

geospatial data analysis in ArcGIS and developing a presentation to effectively communicate progress on the project and provide a strategic framework to ensure the project is well-positioned to achieve the City's stormwater goals.

Town of Ponce Inlet (FL): Stormwater Utility Rate Study

Raftelis was retained by the Town of Ponce Inlet to complete a rate study to evaluate the structure of a Stormwater Utility that can provide a stable source of revenue for stormwater activities. Such activities of interest included program management, stormwater infrastructure retrofits, regulatory compliance, sediment and erosion control, capital improvements, as well as capital and operation and maintenance expenses. Norah completed a units of service estimation to inform rate development. This included measuring impervious area on sample single-family parcels to determine the equivalent residential unit and estimating impervious area on non-single family residential parcels to estimate the total number of billing units. Norah lead the development of an excel-based financial model to identify and project stormwater program O&M and capital costs, revenue requirements, and funding mechanisms. The user-friendly model allowed for the analysis of multiple rate scenarios to meet revenue requirements. In order to develop different rate options, the model incorporated functionality that evaluated revenue sufficiency at different percentages of capital coverage. The findings were presented to the Town and Phase I of the project was completed in 2024.

Montgomery County Environmental Services (OH): Solid Waste Rate Study

Montgomery County Environmental Services (MCES) has been working with Raftelis for many years, and has recently contracted Raftelis to facilitate and provide support for an Annual Property Charge (APC Fee). This is a solid waste fee that is charged on customers' tax bills, and a call center was set up to take calls and address customer inquiries related to the fee. The fee had been updated from prior years using updated hauler data, resulting in changes to various customers' fees. Norah worked for the call center for about 4 months, providing personalized details to customers wanting more information about their fee, and helped to escalate inquiries or address resolve them in a timely manner. The call center is slated to run again in 2025.

Hyde County/Ocracoke Village (NC): Stormwater Funding Analysis

Raftelis was retained to complete a Stormwater Funding Analysis to assess alternatives for a drainage system, and help evaluate if the current funding mechanism was sufficient to fund various stormwater activities including treatment of open water bodies and clearing out the drainage ditches. The main drainage system were mosquito ditches that were managed by the Mosquito Control Board, and a funding analysis was requested due to a need for drainage improvements, given the unique flooding issues faced by the Village. Norah evaluated multiple options for funding mechanisms to enhance the system's drainage system and better prepare the Village for impacts from climate change and sea level rise. She compiled a memorandum that detailed the findings of the study, with recommendations for possible funding mechanisms, including the advantages and disadvantages of each option.

The City of Pompano Beach (FL): Stormwater, Water, Wastewater and Reclaimed Water Billing System Review

The City of Pompano Beach retained Raftelis in 2023 to conduct an in-depth review of their utility billing system and complete a stormwater units of service update. Norah prepared a detailed report for the City describing the work that was done, various trends and any discrepancies identified, and recommendations for the City going forward. She also created various figures for the report and assisted with some data analysis efforts in both Access and Excel.

City of Ashville (NC): Stormwater Rate Model Update

Norah aided in the effort to update the rate model with current budget and revenue data and conduct a review of the IA digitized for parcels across the city.

Edmond Public Works Authority (OK): Solid Waste Rate Study

Raftelis was recently engaged by the Edmond Public Works Authority to complete a Solid Waste Rate Study including development of residential and commercial rates. Norah is assisting with the development of a comprehensive financial model to both evaluate the current solid waste system and service level and establish equitable rate structures based on both historical data and projected future needs. This is an effort to enhance financial sustainability and better inform future decisions with respect to Edmond's solid waste disposal practices.

PROJECT LIST

- City of Cocoa Beach (FL) – Stormwater fee update and ERU analysis
- Town of Surf City (NC) – Stormwater Feasibility Study and Fee Implementation
- Upper Falls Watershed Multi-Jurisdictional Stormwater Utility (NC) – Stormwater Utility Rate Structure Review
- Sewerage and Water Board of New Orleans (LA) – Stormwater Fee Feasibility Study
- City of Raleigh (NC) – Stormwater credit program update
- Boston Water and Sewer Commission (MA) – Stormwater Fee Implementation
- Hudson (MA) – Stormwater Rate Model Update
- Ashville (NC) – Stormwater Rate Model Update
- City of Durham (NC) – Stormwater Rate Model Update
- City of Pompano Beach (FL) - Stormwater, Water, Wastewater and Reclaimed Water Billing System Review
- City of Raleigh (NC) - Stormwater Utility Fee Credits Program Update
- Lorain County (OH) - Regional Wastewater Authority (6119) Feasibility Study and Implementation Plan
- City of Saluda (NC) - Stormwater Feasibility Analysis and Policy Development
- Town of Ponce Inlet (FL) - Stormwater Utility Rate Study
- Montgomery County Environmental Services (OH) - Solid Waste Rate Study
- Hyde County/Ocracoke (NC) - Stormwater Funding Analysis
- City of Burlington (NC) - Stormwater Fee Rate Structure Update
- Edmond Public Works Authority (OK) – Solid Waste Rate Study

James Bratton

STAFF CONSULTANT

Associate Consultant



ROLE

James will work at the direction of Todd in conducting analyses and preparing deliverables for the project.

PROFILE

James is an Associate Consultant at the Denver office. He has a background in the Outdoor Industry and prior to his role at Raftelis, James managed logistics and operations for the REI Co-op Experiences Rockies team. James earned a Bachelor of Science in Natural Resources and the Environment at Sewanee: The University of the South in 2019. He is excited to bring his analytical and problem-solving expertise to Raftelis.

Specialties

- Financial Modeling
- Data analysis
- Benchmarking

Professional History

- Raftelis: Associate Consultant (2024-Present)
- REI Co-op Experiences: Administrative Coordinator (2022-2024)
- REI Co-op Experiences: Guide (2021-2024)

Education

- Bachelor of Science in Natural Resources and the Environment - Sewanee University (2019)

KEY PROJECT EXPERIENCE

Los Angeles County Sanitation District (CA): Consolidation Study

James served as the staff consultant for a consolidation study for the Los Angeles County Sanitation District (LACSD). Raftelis worked with representatives from LACSD and two of their member districts to determine the viability of a consolidation of the two districts.

City of San Marino (CA): Wastewater Financial Plan, Cost of Service, and Rate Study

James is the staff consultant for an ongoing comprehensive wastewater financial plan, cost of service, and rate study to implement wastewater collection rates for the City of San Marino, California. The City is establishing a wastewater collection fee for the first time and is evaluating their revenue needs to support their capital improvement plan. Raftelis is developing a long-term financial plan with multiple capital funding scenarios and determining equitable and effective collection rates.

RELEVANT PROFESSIONAL EXPERIENCE

REI Co-op Experiences: Administrative Coordinator (2022-2024)

The REI Co-op Experiences team delivers high-quality outdoor experiences across the country. James worked with the Rockies/Great Plains region team to review and deliver enrollment status, detailed weather forecasts, and financial information for each departure. His work also included maintaining relationships with land management agencies and vendors, as well as handling accurate and timely communications with clients.

REI Co-op Experiences: Guide (2021-2024)

Earlier in his career, James worked as a technical outdoor guide across the Front Range of Colorado. His duties included instructing outdoor rock climbing, navigation with a map and compass, and mountain biking courses. Additionally, he led clients on multi-day camping and backpacking trips in Rocky Mountain National Park, where he oversaw meal preparation and risk management. James attributes his problem-solving experience to working in remote locations with few resources and still being able to deliver a high-quality product to his clients.



REQUEST FOR PROPOSALS

January 17, 2025

TOWN OF WELLINGTON

2025 Rate and Fee Study: Water, Wastewater, and Stormwater Enterprises

GL: 211-80-5066, 211-80-5067, 211-80-5068

1. Background and Overview

(a) Background

The Town of Wellington is located approximately 12 miles north of the City of Fort Collins at the intersection of Interstate 25 and State Highway 1. The Town provides water, wastewater, and stormwater services through three separate Enterprise Utilities to more than 4,200 accounts, serving a population greater than 12,000.

The Town contracted with Raftelis in 2022 and completed a Water and Wastewater Fund Rate and Fee Study. The Study included a full cost-of-service analysis and resulted in financial and rate models for both the Water and Wastewater Enterprises, updated rate structures for both Utilities and updated capital improvement fees. Staff have been updating these models annually to reflect changes to revenues and expenditures, including adjustments to the 5-year Capital Improvement Plan.

The Town's Stormwater Enterprise fee structure has not been substantially changed in many years. Currently, about half of all Stormwater rate and capital improvement fee revenue is paid to the Boxelder Basin Stormwater Authority (BBSWA) for debt service and administrative costs associated with a series of past flood control projects. It is expected that this arrangement will end in 2028, after which those expenses and revenues will cease. This financial burden on existing rate payers resulted in some deferment of other drainage needs. As a result, it is anticipated that an alternate rate and fee structure will be required to provide the revenue needed for capital improvements and operations once the Town withdraws from the BBSWA.

(b) Overview

The Town is soliciting proposals from qualified consulting firms with demonstrated experience to perform a comprehensive rate and fee study for the Stormwater Enterprise, and to perform an update to the 2022 rate and fee study for the Water and Wastewater Enterprises. The Study will:

- Build on the findings from the 2022 Water and Wastewater Rate and Fee Study, including updating the cost-of-service analyses.
- Create a new financial and rate model for the Stormwater Enterprise Fund.
- Ensure full cost recovery, financial sustainability, and equitable fee structures consistent with the Town's growth goals.

2. Scope of Work

The following tasks provide an expected scope of work outline and required timeline for the project completion. The successful firm will provide a proposal that has their vision of the tasks along with assumptions, recommendations or suggestions to improve the project framework, and a schedule that meets the required completion date as outlined in the following sections.

(a) Project Management

1. Project Plan & Schedule
 - Develop and maintain a detailed project plan, including key milestones, deliverables, and deadlines.
 - Establish a clear timeline for all tasks, ensuring alignment with the Town's overall schedule and budgetary goals.
 - Project is anticipated to kick-off by April 2025 and must be completed prior to October 2025.
2. Project Coordination & Reporting
 - Coordinate regularly with Town staff to review project status, address emerging issues, and refine project objectives.
 - Provide periodic (e.g., monthly) written status reports summarizing accomplishments, upcoming work, budget status, and any variances from the project plan.
3. Budget & Quality Control
 - Monitor and manage the project budget, ensuring efficient use of resources and timely completion of tasks.
 - Implement quality control measures to verify accuracy and consistency of all deliverables before submission to the Town.

(b) Water and Wastewater Enterprises Rate and Fee Study Update

1. Review Existing Models
 - Assess and refine the current water and wastewater financial models, rate structures, and impact fees derived from the 2022 study.
2. Evaluate Financial Needs
 - Determine if existing water and wastewater rates and fees are sufficient for operational costs, capital improvements, and reserve requirements.
3. Cost-of-service Analysis
 - Conduct cost-of-service analysis across the water and wastewater funds, allocating costs equitably among customer classes.
 - Propose rate structures and five-year rate increases to meet revenue and customer affordability goals.
4. Propose Updates
 - Recommend any necessary adjustments to water and wastewater rates, usage charges, and capital improvement fees to ensure sustainable funding and fairness.

(c) Stormwater Enterprise Rate and Fee Study

1. Develop Financial Models

- Create a new, robust financial model for the stormwater fund to support comprehensive forecasting.
- 2. Cost-of-service Analysis
 - Conduct cost-of-service analysis across the stormwater fund, allocating costs equitably among customer classes.
- 3. Residential and Commercial Charges
 - Recommend updated stormwater rates for residential and commercial customers based on cost-of-service principles.
 - Recommend any increases required over the subsequent five-year period to meet revenue and customer affordability goals.
- 4. Development Fees
 - Propose development-related fees to recover costs for regional stormwater capital improvement projects.

(d) Stakeholder Engagement

- 1. Meetings with Town Staff
 - Conduct meetings with Town staff to gather input, present findings, and refine recommendations at key project milestones.
- 2. Resident Advisory Group
 - Form a resident advisory group to discuss community priorities, review interim results, and provide grassroots feedback.
 - Facilitate a minimum of three meetings with the advisory group to ensure ongoing engagement and incorporate their input into the rate-setting process.
- 3. Board of Trustees Presentations & Updates
 - Provide a minimum of one interim presentation/update to the Board of Trustees to keep elected officials informed of progress and preliminary recommendations.
 - Present final recommendations to the Board of Trustees, addressing any questions or concerns raised during earlier presentations.

(e) Deliverables

- 1. Technical Memos
 - Provide a Technical Memo for each enterprise analysis summarizing findings and recommendations.
- 2. Comprehensive Final Report
 - Provide a unified report pulling together the Technical Memos for each enterprise.
- 3. Editable Financial Models
 - Submit all financial models in an editable Excel format, enabling Town staff to perform future analyses and updates.
- 4. Presentations (Draft and Final)
 - Provide draft and final PowerPoint or similar presentations summarizing findings, methodologies, and recommendations for advisory group and Board of Trustees review.
- 5. Project Management Documentation



- Supply all project management materials (e.g., project plan, schedules, progress reports) as a record of the project's execution and to guide future rate studies.

3. Proposal Requirements

(a) Company Overview

1. Brief background, relevant expertise, and past municipal utility experience.

(b) Project Understanding and Approach

1. Show clear comprehension of the Town's objectives.
2. Provide a detailed plan/methodology, including stakeholder engagement.

(c) Team Qualifications

1. Identify key personnel and their roles.
2. Highlight relevant experience in municipal rate and fee studies.

(d) References

1. At least three references from similar projects completed within the last five years.

(e) Project Schedule

1. Proposed timeline, including milestones, stakeholder engagement touchpoints, and deliverable dates.

(f) Fee Proposal

1. Provide a price proposal by task that includes estimated hours and hourly rates for the staff to complete each task. Provide a separate summary of any non-labor expenses (travel, meals, etc.)
2. Provide a not to exceed total for the requested services.

4. Administrative

(a) Consultant Inquiries

1. Consultants shall submit questions to this RFP via BidNet. Questions must be received by close of business (5pm) February 5, 2025. Responses to questions received ahead of the deadline will be available for all bidders on BidNet and will be posted no later than February 7, 2025.
2. Any addenda issued to this RFP will be added to BidNet.

(b) Submittal

1. Responses must be submitted electronically to BidNet. The deadline for submittal is February 14, 2025.

(c) Schedule of Events

Event	Date
RFP Release	January 17, 2025
Deadline for Questions	February 5, 2025



Event	Date
Proposal Submission Deadline	February 14, 2025
Notice of Award	February 21, 2025
Contract Execution	March 2025
Project Start Date	Anticipated April 1, 2025

(d) Evaluation of Proposals

The following criteria will be used in screening and ranking of the firms:

1. Project Understanding and Methodology (30%) – Clarity, effectiveness, and feasibility of the proposed work plan.
2. Qualifications of Project Team (30%) – Relevant background and capability of project team.
3. Experience and References (30%) – Experience in similar project scope, demonstrated ability to complete project within budget, satisfaction level and feedback from previous similar engagements.
4. Cost Proposal (10%) – Competitiveness and transparency of the fee structure. The selection team is not required to select based on low price, however the budgeted fee for the project is \$105,000.

(e) Rejection of RFP

1. The Town reserves the right to reject any or all RFPs, to waive irregularities in the RFP received, and accept any portion of any RFP if deemed in the best interest of the Town.

(f) Proposal Validity Time

1. Proposals may not be withdrawn and shall remain valid for a period of not less than ninety (90) calendar days from closing date and time.

(g) Incurring costs

1. The Town will not be liable for any cost which the Consultant may incur in the preparation of the proposal.

(h) Formation of Consultant Agreement

1. After selecting the preferred proposal, the Town may conduct negotiations with the Consultant to arrive at the best final offer. Parties shall enter into a contract which will go before the Board of Trustees for approval. A Notice to Proceed will be issued subsequent to Board approval.



Board of Trustees Meeting

Date: March 25, 2025

Subject: Ordinance No. 03-2025 - An Ordinance Amending Wellington Municipal Code Chapter 2, Article 16 - Wellington Finance Advisory Board

- **Presentation: Nic Redavid, Finance Director/Treasurer**

EXECUTIVE SUMMARY

Updates to the Wellington Municipal Code - Chapter 2, Article 16, updating the name, purpose, and functions of the Wellington Finance Advisory Board

BACKGROUND / DISCUSSION

The Wellington Finance Committee Advisory Board was established in 2022, by Ordinance No. 10-2022 amending Chapter 2 of the Wellington Municipal Code, introducing Article 16 – Wellington Finance Committee Advisory Board. At that time, the intent was to increase transparency to residents of the Town's financial reports and internal controls, and to provide an avenue to gather input and feedback from residents for the Board and Town staff.

Advisory Board members were appointed by the Board of Trustees and the first meeting was convened on June 27, 2022. The first term of the Wellington Finance Committee Advisory Board concluded after the May 20, 2024, meeting. Current members of the Advisory Board interested in serving a second term were encouraged to reapply, and recruitment for new applicants began April 18, 2024. By the June 17, 2024, meeting, three Advisory Board members had been appointed by the Board of Trustees.

Per Wellington Municipal Code, the Advisory Board shall consist of seven voting members and one non-voting Board of Trustee liaison member (Section 2-16-30-(a)-(1)), and four members shall constitute a quorum to do business (Section 2-16-40-(c)). As a quorum has not been established, work sessions have been held on June 17, 2024, July 15, 2024, August 19, 2024, and October 21, 2024, November 18, 2024 (canceled due to lack of attendees), January 27, 2025, and February 24, 2025.

Wellington Municipal Code states that members of the Advisory Board shall be appointed to serve a term of two years (Section 2-16-30-(a)-(2)). Recruitment for additional members has included posts on social media in April, May, July, and August, and information available at the Budget Boo-nanza in October. No additional applications to serve on the Advisory Board have been received.

Following the completion of the audits of the 2021 financial statements in 2024 and the 2022 financial statements in 2025 (both receiving a "clean opinion" from auditors), the hiring of a new Finance Director and appointment of a Town Treasurer by the Board in May 2024, the ongoing audits of the 2023 and 2024 financial statements, and recognition of the Town's budget by the Government Finance Officers Association with the Distinguished Budget Presentation Award in 2024 and 2025, Town staff sought guidance from the Board on the future of the Advisory Board. It was evident that the current operations of the Advisory Board needed to be updated and there is still a desire to be transparent with residents about the Town's financials.



Town staff believes there is value in keeping the Wellington Finance Committee Advisory Board in the Municipal Code, and offer the following recommended updates:

- Change the name to Wellington Finance Advisory Board in alignment with other Town entities.
- Update the purpose:
 - Continue to include the Advisory Board in reviews of the budget, financial reports, and internal controls.
 - Incorporate an advisory capacity to Town staff.
- Update member eligibility:
 - Include requirements to be residents of the Town.
 - Remove restriction on members serving other Town boards/commissions.
- Update membership and terms:
 - Simplify board composition to allow any number of members up to seven, serving staggered terms of four years in alignment with other Town entities.
 - Name the Town Treasurer, appointed by the Board of Trustees, as a member and chair of the Advisory Board.
- Update meetings:
 - The Town Treasurer will call meetings and create the agenda.
 - Bylaws and records of business still required.
 - Removal of requirement to establish a quorum to do business.

Town staff understands it is important to keep communication open with residents about the Town's financials, and these updates will allow the Wellington Finance Advisory Board, Board of Trustees, and staff to operate in a more efficient and effective manner.

CONNECTION WITH ADOPTED MASTER PLANS

Ensure Strong Town Operations: Communicate strategically to community audiences; Cultivate effective staff and trustee interactions.

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Proposed motion: Move to adopt Ordinance No. 03-2025 - An Ordinance Amending Wellington Municipal Code Chapter 2, Section 16 - Wellington Finance Advisory Board

ATTACHMENTS

1. Ordinance 03-2025
2. Chapter 2 Article 16 Redline

TOWN OF WELLINGTON, COLORADO

ORDINANCE NO. 03-2025

AN ORDINANCE AMENDING WELLINGTON MUNICIPAL CODE CHAPTER 2,
ARTICLE 16 REGARDING THE WELLINGTON FINANCE ADVISORY BOARD

WHEREAS, the Board of Trustees of the Town of Wellington, Colorado established the Wellington Finance Committee Advisory Board in 2022, by Ordinance No. 10-2022; and

WHEREAS, the Finance Committee Advisory Board was to increase transparency to residents of the Town's financial reports and internal controls, and to provide an avenue to gather input and feedback from residents for the Board and Town staff.; and

WHEREAS, following the expiration of terms of the Advisory Board in 2024, only three members were appointed, a number that could not reach the required quorum of the Advisory Board, prohibiting meetings from being held; and

WHEREAS, despite being unable to have quorum for full meetings, the members of the Advisory Board held work sessions in 2024; and

WHEREAS, the Town desires that the Advisory Board continue to provide financial advice and expertise to the Town Board of Trustees, but that the organization of the Advisory Board should be modified to provide for more flexibility in its organization and membership.

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

1. ARTICLE 16 of CHAPTER 2 of the Wellington Municipal Code is repealed and replaced in its entirety as follows:

ARTICLE 16 Wellington Finance Advisory Board

Sec. 2-16-10. Purpose.

The Finance Advisory Board shall serve in an advisory capacity to the Board of Trustees and Town staff on matters concerning the Town's finances. The Advisory Board may be involved in the following items:

- (a) To review the Town's annual draft budget to obtain understanding of the Town's financial position.
- (b) To make recommendations to the Board of Trustees concerning Town finances, annual budget and long-range financial planning to address the needs of the Town.
- (c) To review Town revenues and actual expenses.

- (d) To review reports generated by outside consultants for matters having a financial impact such as utility rate studies, long term financial planning and potential contracts for banking or financial services.
- (e) To review the Town's financial reporting processes and internal controls.

Sec. 2-16-20. Creation, qualification, and eligibility.

There is hereby created and established a Finance Advisory Board which shall perform those duties and exercise those powers and responsibilities set forth in this Article.

- (a) Members of the Finance Advisory Board shall take it upon themselves to be educated regarding the role of the Advisory Board, standard finance procedures, internal controls, and best practices in governmental financial accounting and reporting.
- (b) Members shall be a minimum of eighteen (18) years of age.
- (c) Members shall serve without pay.
- (d) Members shall be residents of the Town. If any member ceases to be ineligible due to residency, their membership shall immediately terminate.

Sec. 2-16-30. Membership; terms; appointment and removal.

- (a) The Wellington Finance Advisory Board shall be composed of the following:
 - (1) The Advisory Board shall consist of up to seven (7) members
 - (2) The members shall be appointed as members at large by the Board of Trustees. Members shall be appointed to serve a term of four (4) years and such terms shall be staggered.
 - (3) The Mayor may appoint one (1) member from the Board of Trustees as a liaison. The member's term shall be conterminous with the annual Board of Trustee elections in April of even numbered years.
 - (4) The Town Treasurer shall be a member of the Advisory Board and shall serve as the chair.
- (b) Members of the Wellington Finance Advisory Board may be removed from office for inefficiency, neglect of duty, malfeasance, upon written notice and after a public hearing is held during a regular or special Board of Trustee meeting. The removal of any Wellington Finance Advisory Board member shall require the affirmative vote of a majority of the Board of Trustees participating in the public hearing.
- (c) The Board of Trustees shall make such appointments as necessary to fill the unexpired terms of vacancies which may occur on the Advisory Board, with the exception of any vacancy left by the liaison member, which shall be filled by appointment by the Mayor.

Sec. 2-16-40. Meetings.

- (a) The Town Treasurer shall establish the agenda for each meeting.
- (b) The Wellington Finance Advisory Board shall adopt bylaws and shall keep a record of business, which shall be public record.
- (c) The Advisory Board shall meet as needed but shall strive to meet on at least a quarterly basis.

2. Severability If any clause or provision of this ordinance is held to be invalid or unenforceable, the invalidity or unenforceability of the clause or provisions will not affect the validity of any of the remaining clauses or provisions of this ordinance.

3. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

4. This ordinance is deemed necessary for the immediate protection of the health, welfare and safety of the community.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 25th day of March 2025 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: _____
Calar Chaussee, Mayor

ATTEST:

Hannah Hill, Town Clerk

ARTICLE 16 Wellington Finance ~~Committee~~ Advisory Board

Sec. 2-16-10. Purpose.

The Finance ~~Committee~~ Advisory Board shall serve in an advisory capacity to the Board of Trustees and Town staff on matters concerning the Town's finances. ~~Responsibilities-The Advisory Board shall include the following may be involved in the following items:~~

- (a) To review the Town's annual draft budget to obtain understanding of the Town's financial position ~~as well as budgeting priorities and initiatives determined by the Board of Trustees.~~
- (b) To make recommendations to the Board of Trustees concerning Town finances, annual budget and long-range financial planning to address the needs of the Town.
- ~~(c) To monitor all required annual, quarterly, and monthly financial reporting to lenders, creditors, and other financial institutions affiliated with the Town.~~
- ~~(d)~~ To review Town revenues and actual expenses ~~on a monthly basis.~~
- ~~(e)~~ To review reports generated by outside consultants for matters having a financial impact such as utility rate studies, long term financial planning and potential contracts for banking or financial services.
- ~~(f)~~ To ~~provide independent~~ review ~~of~~ the Town's financial reporting processes, and internal controls ~~and independent auditors.~~

~~(Ord. No. 10-2022, 5-10-22)~~

Sec. 2-16-20. Creation, qualification, and eligibility.

~~(a)~~ There is hereby created and established a Finance Committee Advisory Board which shall perform those duties and exercise those powers and responsibilities set forth in this Article.

- (1) Members of the Finance ~~Committee~~ Advisory Board shall take it upon themselves to be educated regarding the role of ~~the the Advisory Board Committee~~, standard finance audit procedures, internal controls, and best practices in governmental financial accounting and reporting.

- (2) Members shall be a minimum of eighteen (18) years of age.

- (3) Members shall serve without pay.

- (4) Members shall be residents of the Town. If any member ceases to be ineligible due to residency, their membership shall immediately terminate.

~~(b) No voting member of the Wellington Finance Committee Advisory Board shall be eligible to serve on any other board or commission of the Town during that member's tenure on the Wellington Finance Committee Advisory Board.~~

~~(Ord. No. 10-2022, 5-10-22)~~

Sec. 2-16-30. Membership; terms; appointment and removal.

(a) The Wellington Finance ~~Committee~~ Advisory Board shall be composed of ~~members from~~ the following ~~constituencies and for the following terms:~~

-
- (1) The Advisory Board shall consist of up to seven (7) voting members ~~and one (1) non-voting Board of Trustee liaison member, all of whom shall be residents of the Town. If any member ceases to be ineligible due to residency, their membership shall immediately terminate.~~
 - (2) The ~~seven (7) voting~~ members shall be appointed as members at large by the Board of Trustees. ~~At large m~~Members shall be appointed to serve a term of two four (24) years and such terms shall be staggered.
 - (3) The Mayor shall may appoint one (1) member from the Board of Trustees as a ~~nonvoting~~ liaison member. The member's term shall be conterminous with the annual Board of Trustee elections in April of even numbered years.
 - (4) The Town Treasurer shall be a member of the Advisory Board and shall serve as the chair.
- (b) Members of the Wellington Finance Committee Advisory Board may be removed from office for inefficiency, neglect of duty, malfeasance, upon written notice and after a public hearing is held during a regular or special Board of Trustee meeting. The removal of any Wellington Finance ~~Committee~~ Advisory Board member shall require the affirmative vote of a majority of the Board of Trustees participating in the public hearing.
 - (c) The Board of Trustees shall make such appointments as necessary to fill the unexpired terms of vacancies which may occur on the Advisory Board, with the exception of any vacancy left by the ~~nonvoting~~ liaison member, which shall be filled by appointment by the Mayor.

~~(Ord. No. 10-2022, 5-10-22)~~

Sec. 2-16-40. Meetings, ~~voting~~.

- (a) The Town Treasurer shall establish the agenda for each meeting.
- (b) The Wellington Finance ~~Committee~~ Advisory Board shall adopt bylaws ~~and rules for the transaction of business~~ and shall keep a record of business, which shall be public record.
- (b) The Advisory Board shall meet as needed but shall strive to meet on at least a quarterly basis ~~monthly unless there is no business for the Finance Committee to consider.~~
- ~~(c) Four (4) members of the Advisory Board shall constitute a quorum to do business at all meetings.~~
- ~~(d) The Advisory Board shall keep minutes of its meetings and transactions and provide them to the Town Clerk after approval.~~
- ~~(e) A simple majority is necessary for passage of all items brought before the Wellington Finance Committee Advisory Board. No member shall vote or act by proxy.~~

~~(Ord. No. 10-2022, 5-10-22)~~

Board of Trustees Meeting

Date: March 25, 2025
Subject: Utility Report (February 2025)

EXECUTIVE SUMMARY

Attached are the monthly production summary and operational report for the Water and Wastewater Utilities.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. Utility Production and Operational Summary Report_03.01.2025
2. Water Production Through February 2025
3. Wastewater Production Through February 2025



Wellington Drinking Water and Wastewater Utilities Monthly Production and Operational Summary Report As of March 1, 2025

Monthly Production Summary

- Drinking Water
 - Total February monthly volumetric production to meet demand was 17 million gallons (MG), which is slightly below average production for the last 5 years.
 - The Conventional Plant produced 17 MG.
 - The Nanofiltration Plant was taken offline in November 2024 for maintenance, including filter replacement. It is expected to be brought back online in March 2025.
 - Please see the attached charts for various additional data related to drinking water production.
- Wastewater
 - The total influent volume for February was approximately 15 MG, which is below average production for the last 5 years.
 - Hydraulic loading for February was at 0.50 million gallons per day (MGD). This hydraulic load represents 56% of the currently permitted maximum hydraulic capacity.
 - Organic loading for February was 1,891 pounds of BOD, which is below average for February in the last 5 years. This represents 72% of the currently permitted maximum organic capacity.
 - Please see the attached charts for various additional data related to water reclamation production.

Monthly Operational Summary

- Drinking Water Treatment Plants
 - Conventional Plant
 - Treatment processes were operational all month without issue.
 - Staff continue to work closely with vendors to navigate warranty items related primarily to HVAC and heater issues, as well as recoating two filter valves.
 - Nanofiltration Plant
 - The Nanofiltration plant was taken offline in November for required maintenance, including filter replacement and PLC upgrades. The Nano is scheduled to return to production in March 2025.
- Water Reclamation Facility
 - Operational all month on the new side of the plant.



Wellington Water Reclamation Facility Expansion Project

Project Status Summary Report

As of March 1, 2025

Schedule Update

- The project's substantial and final completion dates were modified on May 31, 2024. The project dates are shown in the bullets below. The new substantial completion date is when the plant expansion became operational, and the final completion will be when the Orbal repairs are complete. Material and equipment procurement continues to be the biggest threat to the project schedule.

Milestone dates are as follows:

- | | |
|---|-----------------|
| ○ Notice to Proceed | April 19, 2022 |
| ○ Substantial Completion | October 1, 2024 |
| ○ Final Completion | June 13, 2025 |
| ○ Days remaining until Final Completion | 91 days |

Construction Update

- Work completed or in progress listed under each structure:
 - Site Work
 - Replaced gates at the old splitter box.
 - Step Feed Aeration Basin
 - Modified the ALP blowoff valve trying to improve performance
 - Influent Pump Station
 - No work
 - Secondary Clarifiers
 - No work
 - Step Feed Process Building
 - Punch list work
 - HVAC modifications
 - New Orbal Reactor
 - No work
 - Existing Orbal Reactor
 - Continued reinstallation of pipes and valves
 - Prepared for installation of the new aeration equipment
 - Digester 5 & 6
 - In use by the Town
 - Digesters 1 & 2
 - In use by the Town
 - Digesters 3 & 4
 - No work
 - UV Digester Blower Building
 - No work
 - Administration Building
 - No work
 - Headworks Building
 - Punchlist work

- Existing RAS/WAS Basement
 - Startup of New pumps
 - Paint touch up
 - Punchlist work
- Start-Up
 - Continued instrumentation and control modification to optimize plant processes
- **Issues**
 - Worked through various startup, programming and controls issues.

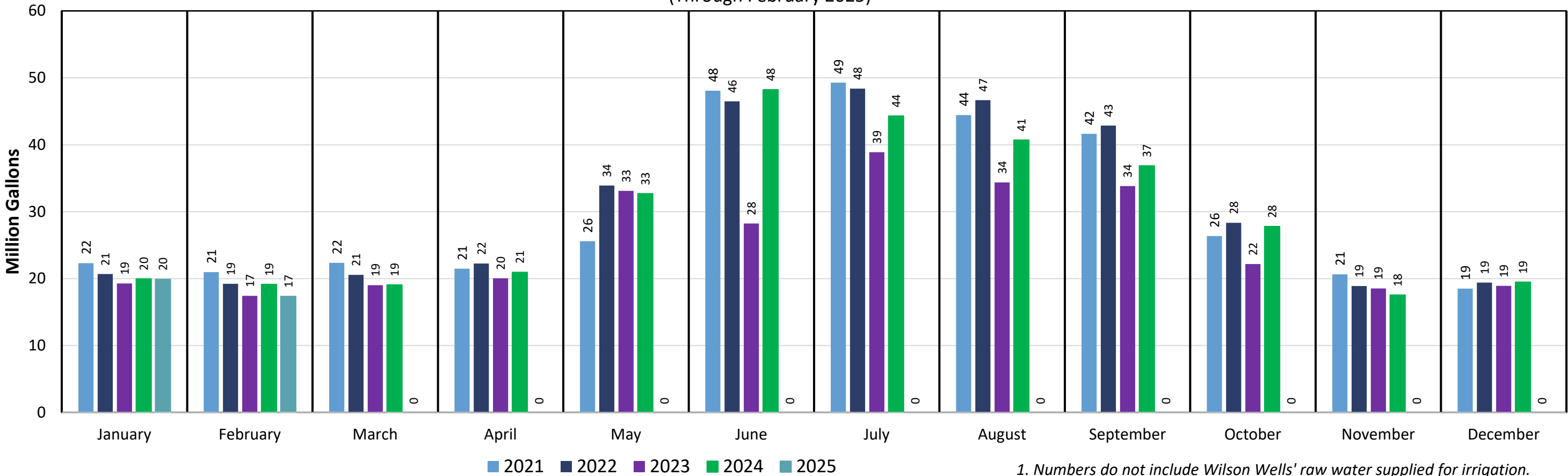
Contingency Update

- Contractor Contingency
 - No new contingency items this month
 - Contractor contingency currently has \$38,026.50 remaining, which is 2% of the original contingency.
- Town Contingency
 - No new contingency items this month
 - Owner contingency currently has \$73,465.50 remaining, which is 3% of the original contingency.

TOWN OF WELLINGTON
Water Treatment

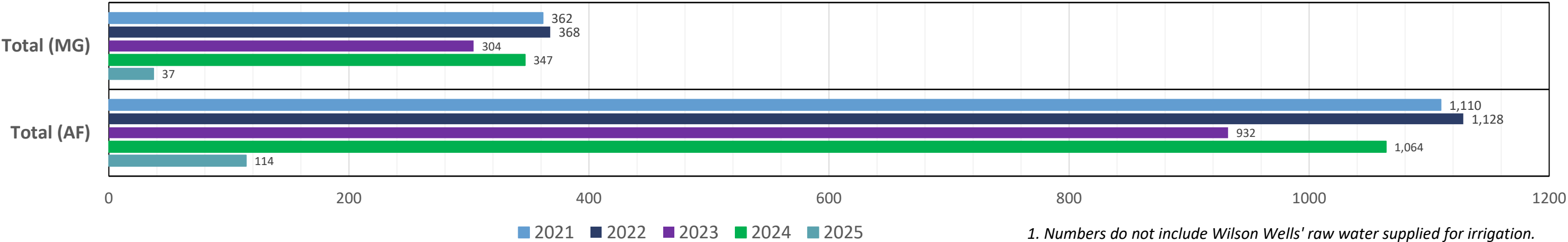
Total Monthly Production: Conventional WTP and Nano Plant₁

(Through February 2025)



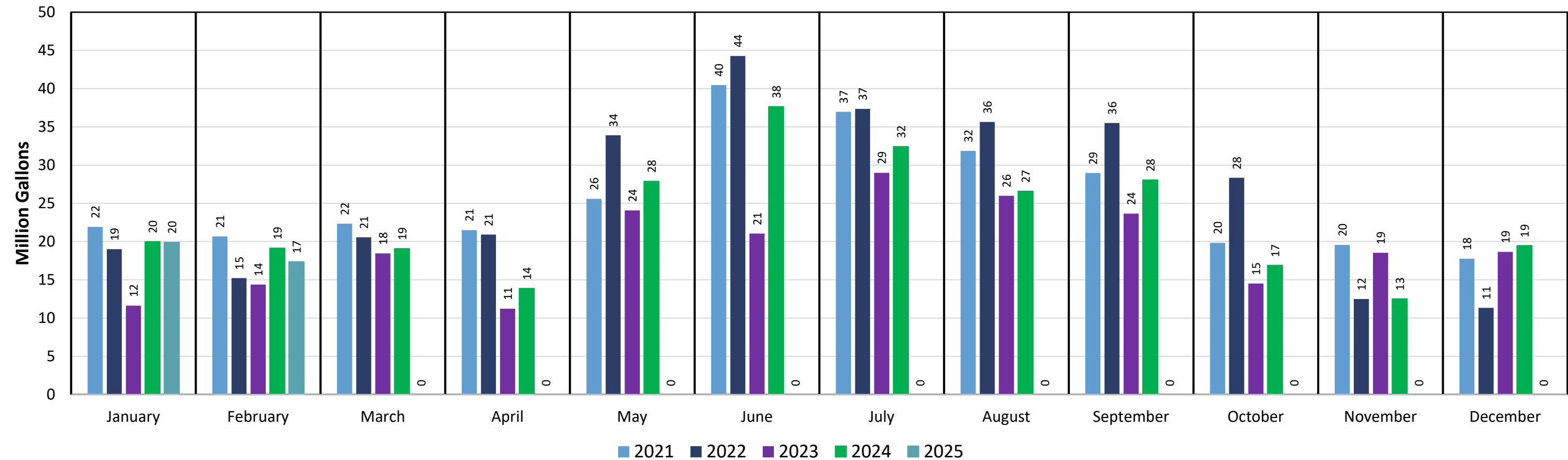
Annual Production Volumes₁

(Through February 2025)

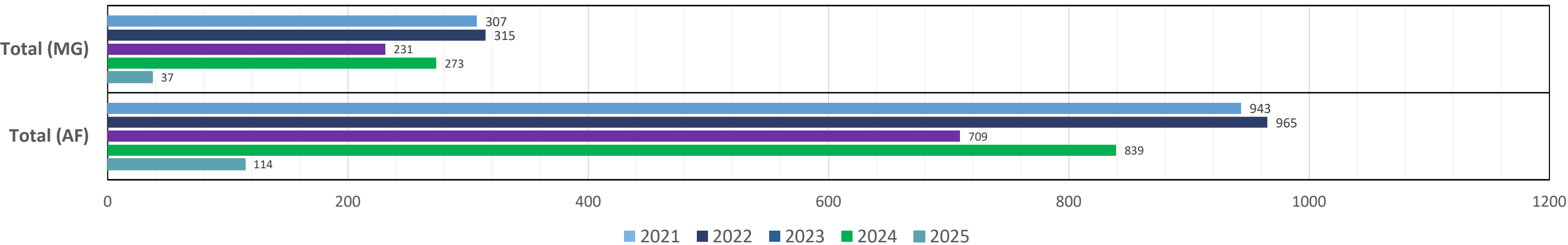


TOWN OF WELLINGTON
Water Treatment

Monthly Production: Conventional WTP
(Through February 2025)

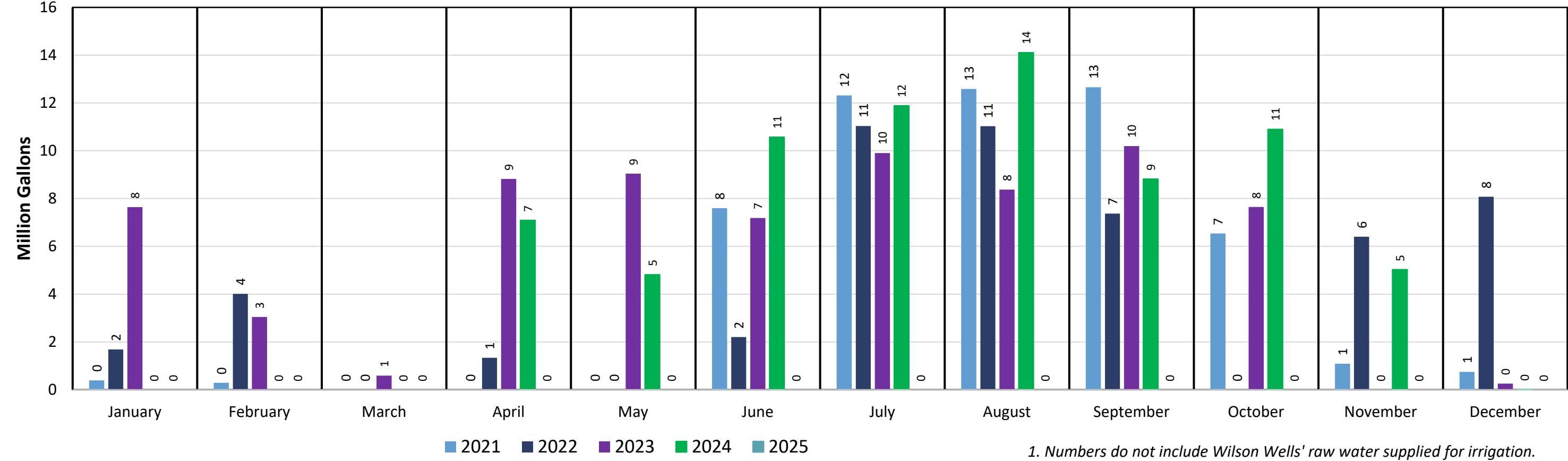


Annual Production Volumes
(Through February 2025)

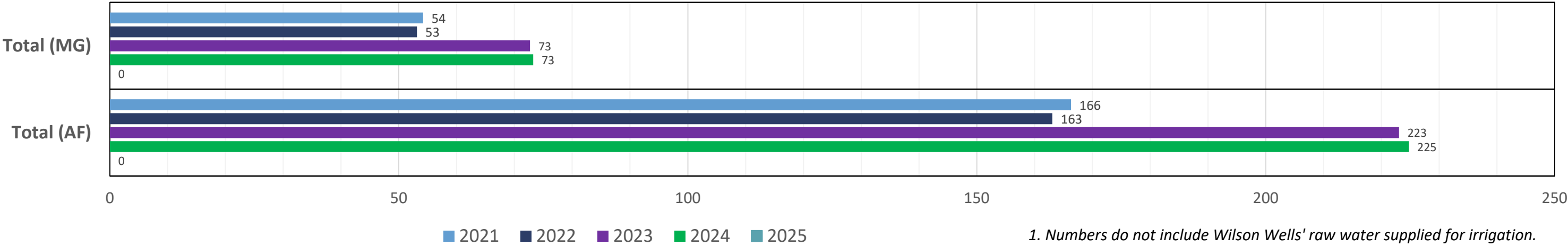


TOWN OF WELLINGTON
Water Treatment

Monthly Production: Nano Plant₁
(Through February 2025)

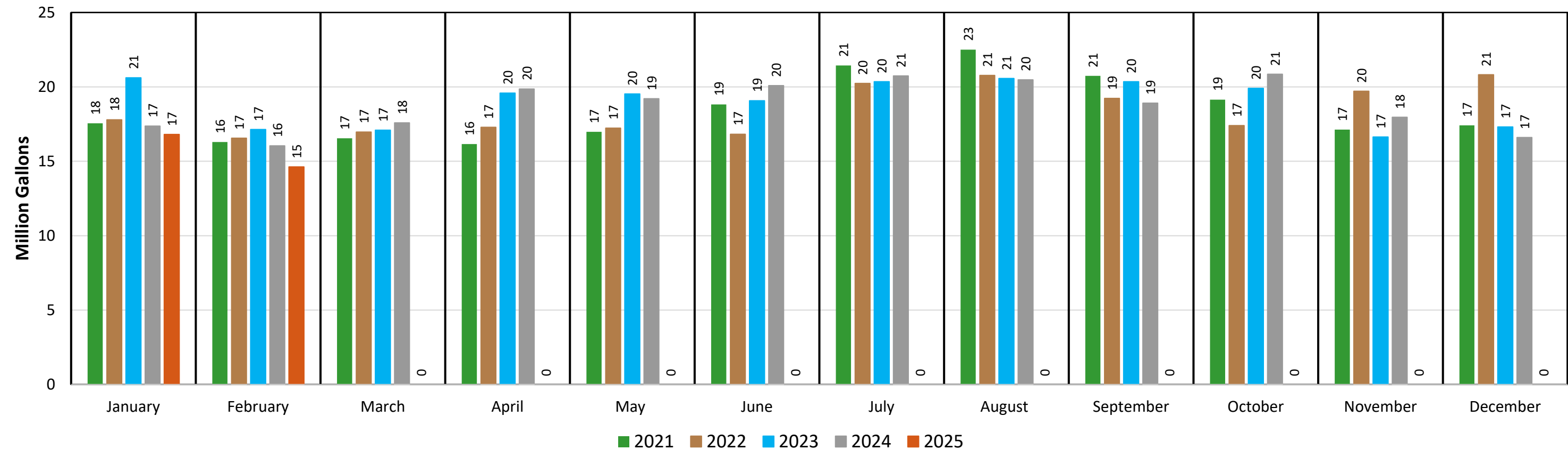


Annual Production Volumes₁
(Through February 2025)

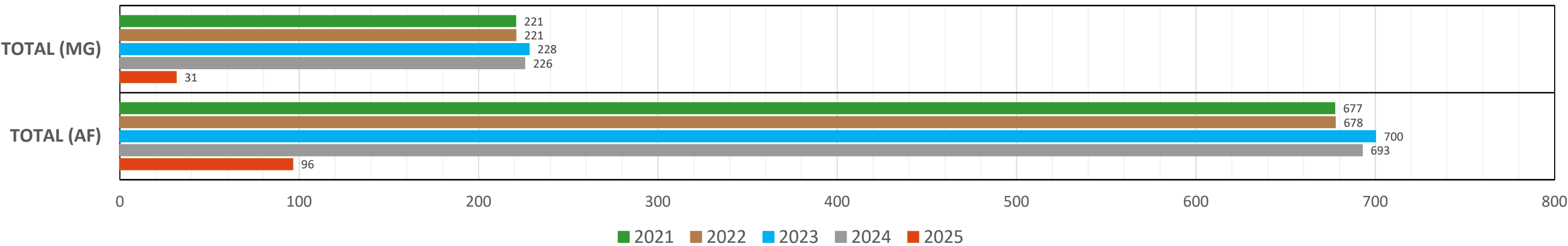


TOWN OF WELLINGTON
Water Reclamation Facility Treatment

Monthly Production: Monthly Volume of Influent
(Through February 2025)

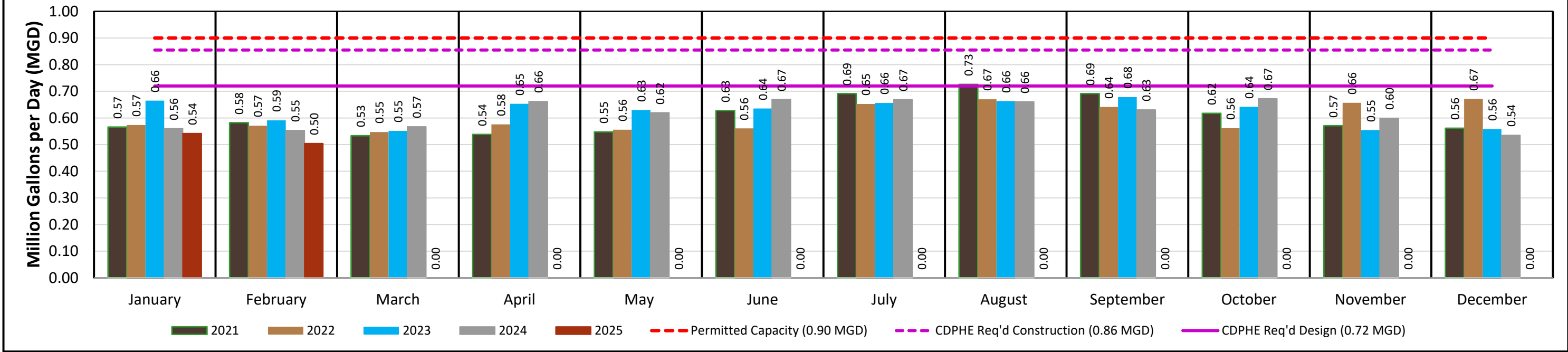


Annual Volume of Influent
(Through February 2025)

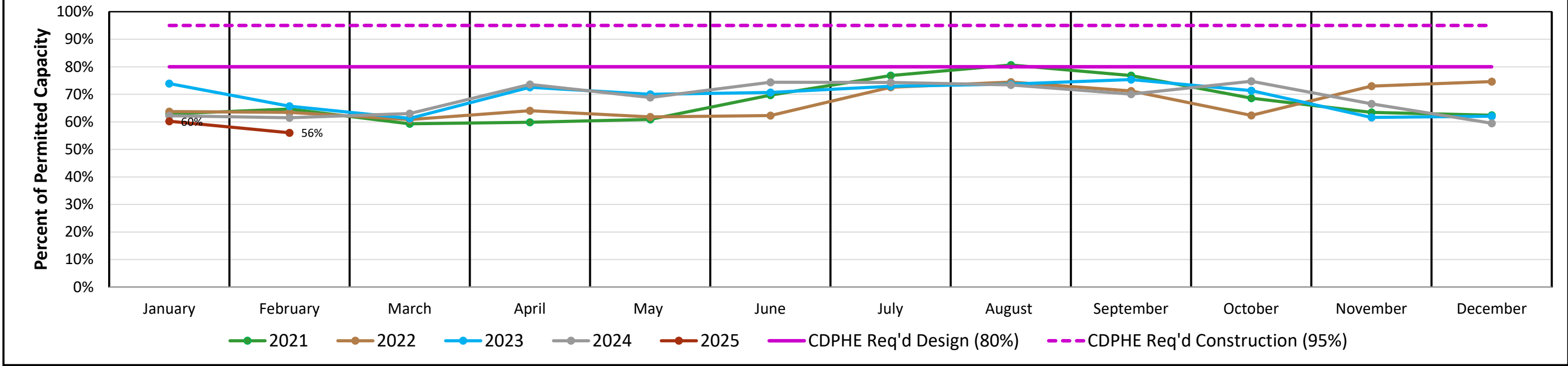


TOWN OF WELLINGTON
Water Reclamation Facility

Monthly Production: Hydraulic Loading
(Through February 2025)

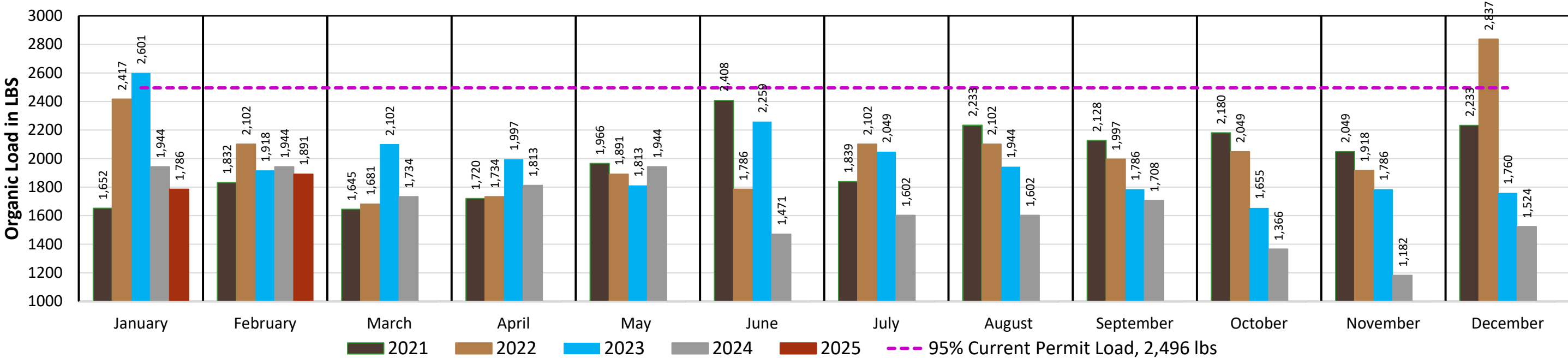


Monthly Production: Percent of Permitted Hydraulic Capacity
(Through February 2025)

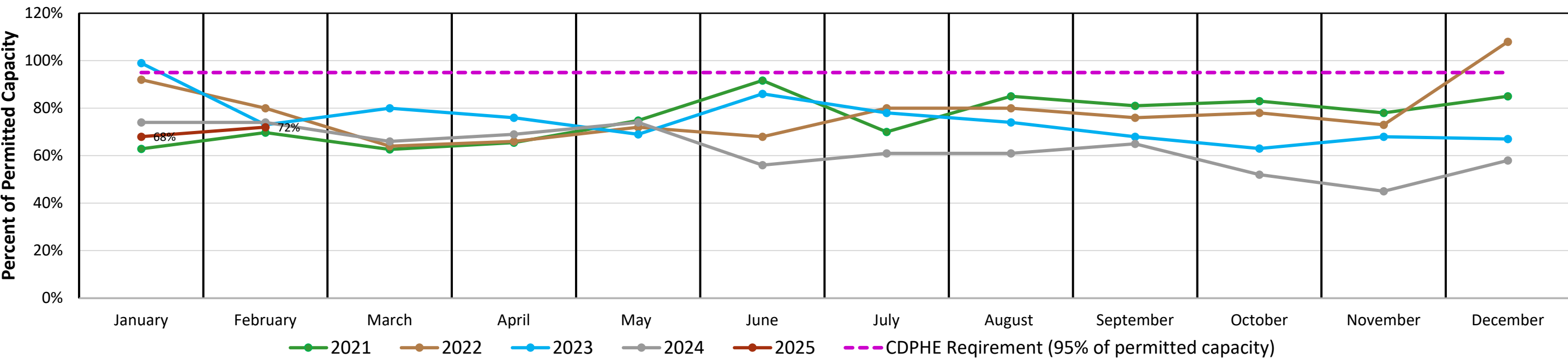


TOWN OF WELLINGTON
Water Reclamation Facility

Monthly Production: Organic Loading
(Through February 2025)



Monthly Production: Percent of Permitted Organic Capacity
(Through February 2025)



Board of Trustees Meeting

Date: March 25, 2025
Subject: Treasurer's Report (January 2025)

EXECUTIVE SUMMARY

Attached is the Treasurer's Report for January 2025.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. Treasurer's Report (January 2025)

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>					
201-01-3110 PROPERTY TAXES	.00	.00	2,112,290.00	2,112,290.00	.0
201-01-3130 SALES TAX	221,869.62	221,869.62	2,643,338.00	2,421,468.38	8.4
201-01-3135 SEVERANCE TAX	.00	.00	25,000.00	25,000.00	.0
201-01-3140 USE TAX - BUILDING MATERIALS	15,261.90	15,261.90	544,000.00	528,738.10	2.8
201-01-3145 OCCUPATIONAL TAX	9.35	9.35	.00	(9.35)	.0
201-01-3320 CIGARETTE TAX	██████	██████	██████	██████	██████
201-01-3330 RETAIL MARIJUANA TAX	██████	██████	██████	██████	██████
TOTAL TAX REVENUE	269,470.04	269,470.04	5,566,826.00	5,297,355.96	4.8
<u>BUILDING PERMITS</u>					
201-02-3155 TOWN PLAN REVIEW FEES	1,065.00	1,065.00	46,000.00	44,935.00	2.3
201-02-3430 COUNTY TAX VENDORS FEE	135.66	135.66	5,885.00	5,749.34	2.3
201-02-3435 FIRE DEPT. VENDOR FEE	.00	.00	5,920.00	5,920.00	.0
201-02-3450 BLDG. ADMIN. FEE	1,445.81	1,445.81	46,000.00	44,554.19	3.1
201-02-3462 BLDG. INSPECTION FEES	16,399.93	16,399.93	450,000.00	433,600.07	3.6
TOTAL BUILDING PERMITS	19,046.40	19,046.40	553,805.00	534,758.60	3.4
<u>FRANCHISE FEES</u>					
201-03-3150 FRANCHISE FEE-COMMUNICATIONS	23,998.16	23,998.16	25,000.00	1,001.84	96.0
201-03-3160 FRANCHISE FEE-ELECTRICITY	15,528.49	15,528.49	173,801.00	158,272.51	8.9
201-03-3170 FRANCHISE FEE-NATURAL GAS	1,666.67	1,666.67	20,000.00	18,333.33	8.3
TOTAL FRANCHISE FEES	41,193.32	41,193.32	218,801.00	177,607.68	18.8
<u>LICENSES & PERMITS</u>					
201-04-3200 BUSINESS LICENSE	775.00	775.00	.00	(775.00)	.0
201-04-3220 CONTRACTOR LICENSE	8,050.00	8,050.00	20,000.00	11,950.00	40.3
TOTAL LICENSES & PERMITS	8,825.00	8,825.00	20,000.00	11,175.00	44.1
<u>FEES FOR SERVICE</u>					
201-05-3420 LAND USE FEES	.00	.00	25,000.00	25,000.00	.0
201-05-3510 COMMUNITY CENTER USER FEES	390.00	390.00	3,000.00	2,610.00	13.0
TOTAL FEES FOR SERVICE	390.00	390.00	28,000.00	27,610.00	1.4

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FINES & PENALTIES</u>					
201-06-3550	COURT FINES & COSTS	641.00	641.00	20,000.00	19,359.00	3.2
201-06-3555	LCSS ADMINISTRATIVE FEES	20.00	20.00	1,200.00	1,180.00	1.7
	TOTAL FINES & PENALTIES	661.00	661.00	21,200.00	20,539.00	3.1
	<u>CEMETERY REVENUES</u>					
201-07-3490	CEMETERY-SALE OF LOTS	.00	.00	9,500.00	9,500.00	.0
	TOTAL CEMETERY REVENUES	.00	.00	9,500.00	9,500.00	.0
	<u>MISCELLANEOUS REVENUE</u>					
201-08-3350	GRANTS	.00	.00	29,700.00	29,700.00	.0
201-08-3353	GRANTS - MAIN STREET PROGRAM	.00	.00	40,000.00	40,000.00	.0
201-08-3354	GRANTS - LIBRARY	.00	.00	6,000.00	6,000.00	.0
201-08-3355	INVESTMENT EARNINGS - LIBRARY	1,848.12	1,848.12	16,500.00	14,651.88	11.2
201-08-3373	LIBRARY CONTRIB./FINES/MISC.	509.50	509.50	5,000.00	4,490.50	10.2
201-08-3506	MAIN STREET DOLA MINI GRANT	.00	.00	10,000.00	10,000.00	.0
201-08-3610	INVESTMENT EARNINGS-GENERAL	29,752.28	29,752.28	300,000.00	270,247.72	9.9
201-08-3620	CARRYOUT BAG FEE	39.90	39.90	2,400.00	2,360.10	1.7
201-08-3690	MISCELLANEOUS REVENUE	.00	.00	5,000.00	5,000.00	.0
201-08-3913	COMMUNITY EVENT SPONSORSHIPS	.00	.00	1,000.00	1,000.00	.0
	TOTAL MISCELLANEOUS REVENUE	32,149.80	32,149.80	415,600.00	383,450.20	7.7
	<u>TRANSFERS</u>					
201-09-3694	TRANS IN FROM STREET FUND	.00	.00	455,501.00	455,501.00	.0
201-09-3695	TRANS IN FROM WATER FUND	.00	.00	527,394.00	527,394.00	.0
201-09-3696	TRANS IN FROM SEWER FUND	.00	.00	527,394.00	527,394.00	.0
201-09-3697	TRANS IN FROM DRAINAGE FUND	.00	.00	177,352.00	177,352.00	.0
201-09-3698	TRANS IN FROM PARK FUND	.00	.00	258,796.00	258,796.00	.0
	TOTAL TRANSFERS	.00	.00	1,946,437.00	1,946,437.00	.0
	TOTAL FUND REVENUE	371,735.56	371,735.56	8,780,169.00	8,408,433.44	4.2

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LEGISLATIVE</u>					
201-11-5102	BENEFITS	70.65	70.65	910.00	839.35	7.8
201-11-5107	ELECTED OFFICIAL COMPENSATION	900.00	900.00	10,800.00	9,900.00	8.3
201-11-5192	COMMUNITY EVENTS	.00	.00	125,015.00	125,015.00	.0
201-11-5214	OFFICE SUPPLIES	.00	.00	700.00	700.00	.0
201-11-5321	PRINTING SERVICES	278.80	278.80	300.00	21.20	92.9
201-11-5335	DUES & SUBSCRIPTIONS	3,381.00	3,381.00	5,381.00	2,000.00	62.8
201-11-5352	MUNICIPAL LEGAL SERVICES	2,737.00	2,737.00	45,000.00	42,263.00	6.1
201-11-5363	R&M COMPUTER/OFFICE EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
201-11-5380	PROFESSIONAL DEVELOPMENT	239.29	239.29	11,000.00	10,760.71	2.2
201-11-5513	INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
201-11-5951	BOARD DISCRETIONARY FUND	.00	.00	30,000.00	30,000.00	.0
201-11-5952	HARDSHIP UTILITY GRANT	.00	.00	12,000.00	12,000.00	.0
	TOTAL LEGISLATIVE	7,606.74	7,606.74	247,106.00	239,499.26	3.1
	<u>JUDICIAL</u>					
201-12-5109	MAGISTRATE	750.00	750.00	12,000.00	11,250.00	6.3
201-12-5214	OFFICE SUPPLIES	.00	.00	500.00	500.00	.0
201-12-5359	PROSECUTING ATTORNEY	612.00	612.00	12,000.00	11,388.00	5.1
201-12-5380	PROFESSIONAL DEVELOPMENT	.00	.00	1,850.00	1,850.00	.0
201-12-5394	JURY FEES	.00	.00	1,000.00	1,000.00	.0
201-12-5498	COURT APPOINTED COUNSEL	.00	.00	1,000.00	1,000.00	.0
201-12-5499	TRANSLATOR FEES	.00	.00	1,000.00	1,000.00	.0
	TOTAL JUDICIAL	1,362.00	1,362.00	29,350.00	27,988.00	4.6
	<u>ADMINISTRATION</u>					
201-13-5100	WAGES & SALARIES	38,380.13	38,380.13	568,318.00	529,937.87	6.8
201-13-5102	BENEFITS	9,040.96	9,040.96	179,500.00	170,459.04	5.0
201-13-5214	OFFICE SUPPLIES	.00	.00	1,500.00	1,500.00	.0
201-13-5335	DUES & SUBSCRIPTION	1,516.00	1,516.00	8,500.00	6,984.00	17.8
201-13-5352	LEGAL SERVICES	3,553.00	3,553.00	65,000.00	61,447.00	5.5
201-13-5356	PROFESSIONAL SERVICES	.00	.00	40,000.00	40,000.00	.0
201-13-5363	R&M COMPUTER/OFFICE EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
201-13-5380	PROFESSIONAL DEVELOPMENT	429.00	429.00	10,500.00	10,071.00	4.1
201-13-5496	COMMUNICATIONS DIVISION	333.00	333.00	15,000.00	14,667.00	2.2
201-13-5903	GRANT PROGRAMS EXPENDITURES	.00	.00	40,000.00	40,000.00	.0
201-13-5933	WELLINGTON SENIOR RESOURCE CEN	290.84	290.84	16,500.00	16,209.16	1.8
	TOTAL ADMINISTRATION	53,542.93	53,542.93	945,818.00	892,275.07	5.7

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>FINANCE</u>					
201-14-5100	WAGES & SALARIES	14,602.67	14,602.67	343,651.00	329,048.33	4.3
201-14-5102	BENEFITS	3,250.46	3,250.46	105,750.00	102,499.54	3.1
201-14-5214	OFFICE SUPPLIES	43.24	43.24	1,000.00	956.76	4.3
201-14-5311	POSTAGE	609.03	609.03	5,500.00	4,890.97	11.1
201-14-5321	PRINTING SERVICES	697.09	697.09	600.00	(97.09)	116.2
201-14-5335	DUES AND SUBSCRIPTIONS	.00	.00	2,000.00	2,000.00	.0
201-14-5353	ACCOUNTING & AUDITING	.00	.00	45,000.00	45,000.00	.0
201-14-5356	PROFESSIONAL SERVICES	.00	.00	45,000.00	45,000.00	.0
201-14-5363	R&M COMPUTER/OFFICE EQUIP	.00	.00	2,000.00	2,000.00	.0
201-14-5380	PROFESSIONAL DEVELOPMENT	525.00	525.00	8,500.00	7,975.00	6.2
201-14-5510	INSURANCE & BONDS	55,554.79	55,554.79	223,176.00	167,621.21	24.9
201-14-5640	PAYING AGENT FEES	.00	.00	500.00	500.00	.0
201-14-5950	DOCUMENT SHREDDING	25.00	25.00	350.00	325.00	7.1
201-14-5960	OVER/SHORT	(13,170.00)	(13,170.00)	.00	13,170.00	.0
	<u>TOTAL FINANCE</u>	<u>62,137.28</u>	<u>62,137.28</u>	<u>783,027.00</u>	<u>720,889.72</u>	<u>7.9</u>
	<u>TOWN CLERK</u>					
201-15-5100	WAGES & SALARIES	14,189.64	14,189.64	189,609.00	175,419.36	7.5
201-15-5102	BENEFITS	3,376.01	3,376.01	67,790.00	64,413.99	5.0
201-15-5214	OFFICE SUPPLIES	.00	.00	1,500.00	1,500.00	.0
201-15-5331	PUBLISHING & LEGAL NOTICES	41.12	41.12	4,500.00	4,458.88	.9
201-15-5335	DUES & SUBSCRIPTIONS	.00	.00	826.00	826.00	.0
201-15-5356	PROFESSIONAL SERVICES	.00	.00	7,500.00	7,500.00	.0
201-15-5363	R&M COMPUTER/OFFICE EQUIP.	.00	.00	3,500.00	3,500.00	.0
201-15-5380	PROFESSIONAL DEVELOPMENT	.00	.00	4,000.00	4,000.00	.0
201-15-5381	MILEAGE REIMBURSEMENT	.00	.00	150.00	150.00	.0
201-15-5414	ELECTION EXPENSES	.00	.00	45,000.00	45,000.00	.0
201-15-5530	CODE REVIEW & UPDATE	2,899.58	2,899.58	5,000.00	2,100.42	58.0
	<u>TOTAL TOWN CLERK</u>	<u>20,506.35</u>	<u>20,506.35</u>	<u>329,375.00</u>	<u>308,868.65</u>	<u>6.2</u>

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HUMAN RESOURCES</u>					
201-16-5100 WAGES & SALARIES	16,798.36	16,798.36	220,542.00	203,743.64	7.6
201-16-5102 BENEFITS	3,968.51	3,968.51	68,320.00	64,351.49	5.8
201-16-5103 TEMPORARY EMPLOYMENT SERVICES	.00	.00	10,000.00	10,000.00	.0
201-16-5214 OFFICE SUPPLIES	.00	.00	300.00	300.00	.0
201-16-5226 EXECUTIVE SEARCH	.00	.00	29,000.00	29,000.00	.0
201-16-5335 DUES & SUBSCRIPTIONS	264.00	264.00	8,500.00	8,236.00	3.1
201-16-5356 PROFESSIONAL FEES	.00	.00	5,000.00	5,000.00	.0
201-16-5363 R&M COMPUTER/OFFICE EQUIP.	.00	.00	1,300.00	1,300.00	.0
201-16-5380 PROFESSIONAL DEVELOPMENT	.00	.00	7,000.00	7,000.00	.0
201-16-5580 EMPLOYEE DRUG TESTING	.00	.00	1,500.00	1,500.00	.0
201-16-5582 EMPLOYEE RELATIONS	200.00	200.00	15,000.00	14,800.00	1.3
201-16-5583 BACKGROUND CHECK	74.00	74.00	2,500.00	2,426.00	3.0
201-16-5948 EMPLOYEE APPAREL	.00	.00	1,000.00	1,000.00	.0
201-16-5949 EMPLOYEE ADVERTISING	.00	.00	1,000.00	1,000.00	.0
TOTAL HUMAN RESOURCES	21,304.87	21,304.87	370,962.00	349,657.13	5.7
<u>INFORMATION TECHNOLOGY</u>					
201-17-5100 WAGES & SALARIES	.00	.00	120,000.00	120,000.00	.0
201-17-5102 BENEFITS	.00	.00	39,720.00	39,720.00	.0
201-17-5214 OFFICE SUPPLIES	.00	.00	1,000.00	1,000.00	.0
201-17-5345 TELEPHONE SERVICES	4,070.26	4,070.26	60,000.00	55,929.74	6.8
201-17-5356 PROFESSIONAL SERVICES	.00	.00	15,000.00	15,000.00	.0
201-17-5363 R&M COMPUTER/OFFICE EQUIP.	.00	.00	3,000.00	3,000.00	.0
201-17-5380 PROFESSIONAL DEVELOPMENT	.00	.00	1,000.00	1,000.00	.0
201-17-5381 MILEAGE REIMBURSEMENT	.00	.00	50.00	50.00	.0
201-17-5384 INTERNET SERVICES	2,896.92	2,896.92	45,000.00	42,103.08	6.4
201-17-5579 SOFTWARE LICENSE/SUPPORT	7,958.55	7,958.55	175,000.00	167,041.45	4.6
201-17-5585 WEBSITE MAINTENANCE	11,504.14	11,504.14	15,480.00	3,975.86	74.3
201-17-5947 COPIER EXPENSE	1,058.95	1,058.95	13,500.00	12,441.05	7.8
TOTAL INFORMATION TECHNOLOGY	27,488.82	27,488.82	488,750.00	461,261.18	5.6

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING AND ZONING</u>						
201-18-5100	WAGES & SALARIES	51,871.68	51,871.68	686,217.00	634,345.32	7.6
201-18-5102	BENEFITS	11,610.89	11,610.89	199,070.00	187,459.11	5.8
201-18-5214	OFFICE SUPPLIES	300.46	300.46	2,500.00	2,199.54	12.0
201-18-5231	FUEL, OIL, GREASE	78.46	78.46	4,875.00	4,796.54	1.6
201-18-5233	VEHICLE R&M	18.95	18.95	2,250.00	2,231.05	.8
201-18-5331	RECORDING & LEGAL PUBLISHING	.00	.00	1,500.00	1,500.00	.0
201-18-5335	DUES & SUBSCRIPTIONS	45.00	45.00	2,743.00	2,698.00	1.6
201-18-5350	BUILDING INSP. FEE REMITTANCE	9,821.14	9,821.14	240,000.00	230,178.86	4.1
201-18-5355	REIMBURSABLE SERVICES	136.00	136.00	20,000.00	19,864.00	.7
201-18-5356	PROFESSIONAL SERVICES	136.00	136.00	30,000.00	29,864.00	.5
201-18-5363	R&M COMPUTER/OFFICE EQUIP	.00	.00	393.00	393.00	.0
201-18-5370	SAFETY SUPPLIES & EQUIPMENT	.00	.00	270.00	270.00	.0
201-18-5372	UNIFORMS	.00	.00	525.00	525.00	.0
201-18-5374	NOCO HUMANE	.00	.00	35,368.00	35,368.00	.0
201-18-5375	PROTECTIVE INSP. EQUIPMENT	.00	.00	170.00	170.00	.0
201-18-5380	PROFESSIONAL DEVELOPMENT	2,290.26	2,290.26	10,780.00	8,489.74	21.3
201-18-5579	SOFTWARE LICENSE SUPPORT	.00	.00	2,469.00	2,469.00	.0
TOTAL PLANNING AND ZONING		76,308.84	76,308.84	1,239,130.00	1,162,821.16	6.2
<u>LAW ENFORCEMENT</u>						
201-21-5364	LCSO CONTRACT	.00	.00	2,135,717.00	2,135,717.00	.0
TOTAL LAW ENFORCEMENT		.00	.00	2,135,717.00	2,135,717.00	.0
<u>PUBLIC WORKS</u>						
201-34-5100	WAGES & SALARIES	59,360.13	59,360.13	954,170.00	894,809.87	6.2
201-34-5102	BENEFITS	11,944.69	11,944.69	267,600.00	255,655.31	4.5
201-34-5231	FUEL, OIL & GREASE	1,484.09	1,484.09	28,000.00	26,515.91	5.3
201-34-5233	R&M- MACHINERY & EQUIP. PARTS	1,762.92	1,762.92	59,914.00	58,151.08	2.9
201-34-5241	SHOP SUPPLIES	.00	.00	2,000.00	2,000.00	.0
201-34-5335	DUES & SUBSCRIPTIONS	4,102.50	4,102.50	5,500.00	1,397.50	74.6
201-34-5356	PROFESSIONAL SERVICES	.00	.00	30,000.00	30,000.00	.0
201-34-5363	R&M COMPUTER/OFFICE EQUIP.	.00	.00	7,500.00	7,500.00	.0
201-34-5370	SAFETY WORKWEAR & EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
201-34-5372	UNIFORMS	65.31	65.31	16,500.00	16,434.69	.4
201-34-5380	PROFESSIONAL DEVELOPMENT	.00	.00	10,500.00	10,500.00	.0
201-34-5422	SMALL TOOLS	.00	.00	1,000.00	1,000.00	.0
201-34-5456	MOSQUITO CONTROL	.00	.00	25,300.00	25,300.00	.0
201-34-5512	INSURANCE-PROPERTY RELATED	.00	.00	13,064.00	13,064.00	.0
201-34-5579	SOFTWARE SUBSCRIPTIONS	345.38	345.38	10,000.00	9,654.62	3.5
201-34-5941	PW OFFICE SUPPLIES	135.39	135.39	10,000.00	9,864.61	1.4
201-34-5947	COPIER EXPENSE	.00	.00	3,500.00	3,500.00	.0
TOTAL PUBLIC WORKS		79,200.41	79,200.41	1,446,548.00	1,367,347.59	5.5

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CEMETERY</u>					
201-42-5382	GROUNDS MAINTENANCE SERVICE	.00	.00	5,000.00	5,000.00	.0
201-42-5423	SAND & GRAVEL & ROAD BASE	.00	.00	5,000.00	5,000.00	.0
201-42-5454	SURVEY	.00	.00	7,000.00	7,000.00	.0
	TOTAL CEMETERY	.00	.00	17,000.00	17,000.00	.0
	<u>GEN. USE BLDGS. & COM. CENTERS</u>					
201-49-5329	HOA FEES	.00	.00	2,500.00	2,500.00	.0
201-49-5341	ELECTRICITY	.00	.00	2,100.00	2,100.00	.0
201-49-5342	WATER	.00	.00	4,000.00	4,000.00	.0
201-49-5343	SEWER	.00	.00	2,000.00	2,000.00	.0
201-49-5344	NATURAL GAS - HEAT	1,756.74	1,756.74	30,000.00	28,243.26	5.9
201-49-5346	STORM DRAINAGE	.00	.00	3,000.00	3,000.00	.0
201-49-5367	R&M SERV./SUPPLIES - BUILDINGS	467.93	467.93	40,000.00	39,532.07	1.2
201-49-5369	JANITORIAL SERVICE	1,474.70	1,474.70	25,000.00	23,525.30	5.9
201-49-5370	GENERAL BUILDING SUPPLIES	491.18	491.18	11,700.00	11,208.82	4.2
201-49-5375	SENIOR CENTER SUPPLIES	105.44	105.44	1,500.00	1,394.56	7.0
201-49-5398	TRASH	414.44	414.44	10,500.00	10,085.56	4.0
201-49-5405	PARKING LOT LEASE PAYMENTS	1,500.00	1,500.00	1,500.00	.00	100.0
201-49-5513	INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
	TOTAL GEN. USE BLDGS. & COM. CENTERS	6,210.43	6,210.43	138,800.00	132,589.57	4.5
	<u>ECONOMIC DEVELOPMENT</u>					
201-51-5214	OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
201-51-5356	PROFESSIONAL SERVICES	.00	.00	10,000.00	10,000.00	.0
201-51-5379	PROFESSIONAL DEVELOPMENT	.00	.00	2,000.00	2,000.00	.0
201-51-5401	MARKETING SERVICES	.00	.00	2,000.00	2,000.00	.0
201-51-5903	GRANT PROGRAMS EXPENDITURES	.00	.00	40,000.00	40,000.00	.0
	TOTAL ECONOMIC DEVELOPMENT	.00	.00	54,200.00	54,200.00	.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LIBRARY</u>					
201-55-5100	WAGES & SALARIES	28,003.00	28,003.00	360,268.00	332,265.00	7.8
201-55-5101	SEASONAL	.00	.00	20,000.00	20,000.00	.0
201-55-5102	BENEFITS	4,736.33	4,736.33	78,670.00	73,933.67	6.0
201-55-5214	OFFICE SUPPLIES	1,764.72	1,764.72	9,000.00	7,235.28	19.6
201-55-5311	POSTAGE	4.40	4.40	200.00	195.60	2.2
201-55-5321	PRINTING SERVICES	.00	.00	1,000.00	1,000.00	.0
201-55-5333	DUES	.00	.00	200.00	200.00	.0
201-55-5337	PROGRAMS	.00	.00	7,000.00	7,000.00	.0
201-55-5347	STORY TIME SUPPLIES	.00	.00	500.00	500.00	.0
201-55-5363	R&M COMPUTER/OFFICE EQUIP.	.00	.00	750.00	750.00	.0
201-55-5380	PROFESSIONAL DEVELOPMENT	25.00	25.00	2,500.00	2,475.00	1.0
201-55-5384	INTERNET SERVICE	.00	.00	2,000.00	2,000.00	.0
201-55-5387	SPECIAL EVENT SUPPLIES	.00	.00	375.00	375.00	.0
201-55-5579	SOFTWARE LICENSE/SUPPORT	(11.00)	(11.00)	10,000.00	10,011.00	(.1)
201-55-5792	MULTI MEDIA	114.01	114.01	3,500.00	3,385.99	3.3
201-55-5793	E-BOOKS - SUBSCRIPTION/MISC.	3,000.00	3,000.00	5,500.00	2,500.00	54.6
201-55-5900	LIBRARY BOOKS	1,999.55	1,999.55	18,000.00	16,000.45	11.1
201-55-5901	LIBRARY SHELVEING & FURNISHINGS	.00	.00	2,000.00	2,000.00	.0
201-55-5902	COURIER SERVICE	.00	.00	2,500.00	2,500.00	.0
201-55-5903	GRANT PROGRAMS EXPENDITURES	.00	.00	11,000.00	11,000.00	.0
	TOTAL LIBRARY	39,636.01	39,636.01	534,963.00	495,326.99	7.4
	<u>TRANSFERS-OUT</u>					
201-56-5001	TRANSFER TO CAPITAL PROJECTS F	.00	.00	207,500.00	207,500.00	.0
201-56-5208	TRANSFER TO WATER FUND	.00	.00	690,000.00	690,000.00	.0
201-56-5209	TRANSFER TO SEWER FUND	.00	.00	380,000.00	380,000.00	.0
	TOTAL TRANSFERS-OUT	.00	.00	1,277,500.00	1,277,500.00	.0
	TOTAL FUND EXPENDITURES	395,304.68	395,304.68	10,038,246.00	9,642,941.32	3.9
	NET REVENUE OVER EXPENDITURES	(23,569.12)	(23,569.12)	(1,258,077.00)	(1,234,507.88)	(1.9)

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAX REVENUE</u>					
203-01-3130	SALES TAX	61,000.01	61,000.01	726,750.00	665,749.99	8.4
203-01-3315	MOTOR VEHICLE USE TAX	69,936.57	69,936.57	888,407.00	818,470.43	7.9
203-01-3335	HIGHWAY USERS TAX	.00	.00	376,552.00	376,552.00	.0
	<u>TOTAL TAX REVENUE</u>	<u>130,936.58</u>	<u>130,936.58</u>	<u>1,991,709.00</u>	<u>1,860,772.42</u>	<u>6.6</u>
	<u>LICENSES & PERMITS</u>					
203-04-3343	STREET CUT PERMITS	18,050.00	18,050.00	15,000.00	(3,050.00)	120.3
203-04-3350	DEVELOPER ROAD FEE ESCROW	600.00	600.00	24,000.00	23,400.00	2.5
203-04-3376	BP ROAD IMPACT FEE	1,100.00	1,100.00	159,600.00	158,500.00	.7
	<u>TOTAL LICENSES & PERMITS</u>	<u>19,750.00</u>	<u>19,750.00</u>	<u>198,600.00</u>	<u>178,850.00</u>	<u>9.9</u>
	<u>MISCELLANEOUS REVENUE</u>					
203-08-3350	GRANTS	.00	.00	3,580,269.00	3,580,269.00	.0
203-08-3610	INVESTMENT EARNINGS	7,636.24	7,636.24	65,000.00	57,363.76	11.8
203-08-3910	SALE OF ASSETS	1.00	1.00	1,000.00	999.00	.1
	<u>TOTAL MISCELLANEOUS REVENUE</u>	<u>7,637.24</u>	<u>7,637.24</u>	<u>3,646,269.00</u>	<u>3,638,631.76</u>	<u>.2</u>
	<u>TOTAL FUND REVENUE</u>	<u>158,323.82</u>	<u>158,323.82</u>	<u>5,836,578.00</u>	<u>5,678,254.18</u>	<u>2.7</u>

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING</u>					
203-34-5100 WAGES & SALARIES	37,639.86	37,639.86	482,745.00	445,105.14	7.8
203-34-5102 BENEFITS	9,736.59	9,736.59	184,272.00	174,535.41	5.3
203-34-5110 ON-CALL STIPEND	800.00	800.00	8,600.00	7,800.00	9.3
203-34-5233 R&M- MACHINERY & EQUIP. PARTS	.00	.00	3,567.00	3,567.00	.0
203-34-5240 STREET PAINT, SIGNS, & PARTS	.00	.00	40,000.00	40,000.00	.0
203-34-5341 ELECTRICITY FOR STREET LIGHTS	1,032.80	1,032.80	210,000.00	208,967.20	.5
203-34-5342 WATER	.00	.00	15,000.00	15,000.00	.0
203-34-5344 NATURAL GAS	1,530.37	1,530.37	.00	1,530.37	.0
203-34-5370 SAFETY WORKWEAR & EQUIPMENT	108.96	108.96	5,000.00	4,891.04	2.2
203-34-5397 WEED CONTROL	.00	.00	6,000.00	6,000.00	.0
203-34-5422 SMALL TOOLS	6.97	6.97	9,000.00	8,993.03	.1
203-34-5424 STREET CONSTRUCTION MATERIAL	.00	.00	10,000.00	10,000.00	.0
203-34-5426 WEATHER RESPONSE MANAGEMENT	.00	.00	8,000.00	8,000.00	.0
203-34-5427 SNOW MANAGEMENT MATERIALS	187.50	187.50	30,000.00	29,812.50	.6
203-34-5428 STREET MAINTENANCE	.00	.00	35,000.00	35,000.00	.0
203-34-5458 R&M LANDSCAPE	.00	.00	5,000.00	5,000.00	.0
203-34-5533 EQUIPMENT RENTAL	(89.29)	(89.29)	3,000.00	3,089.29	(3.0)
203-34-5941 SAFETY & FIRST AID KITS	.00	.00	4,900.00	4,900.00	.0
TOTAL OPERATING	50,953.76	50,953.76	1,060,084.00	1,009,130.24	4.8
<u>TRANSFERS - OUT</u>					
203-56-5000 TRANSFER TO GENERAL FUND	.00	.00	455,501.00	455,501.00	.0
203-56-5001 TRANSFER TO CAPITAL PROJECTS F	.00	.00	5,509,000.00	5,509,000.00	.0
TOTAL TRANSFERS - OUT	.00	.00	5,964,501.00	5,964,501.00	.0
TOTAL FUND EXPENDITURES	50,953.76	50,953.76	7,024,585.00	6,973,631.24	.7
NET REVENUE OVER EXPENDITURES	107,370.06	107,370.06	(1,188,007.00)	(1,295,377.06)	9.0

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTRIBUTED CAPITAL</u>					
204-02-3444	BP RAW WATER FEE	31,025.00	31,025.00	3,350,000.00	3,318,975.00	.9
204-02-3446	TAP FEES	11,507.00	11,507.00	1,242,734.00	1,231,227.00	.9
	TOTAL CONTRIBUTED CAPITAL	42,532.00	42,532.00	4,592,734.00	4,550,202.00	.9
	<u>OPERATING REVENUE</u>					
204-03-3441	WATER SALES	315,846.97	315,846.97	5,465,968.00	5,150,121.03	5.8
204-03-3442	SHUT-OFF/RECON./LATE/NSF/TRANS	6,265.00	6,265.00	51,800.00	45,535.00	12.1
204-03-3445	RAW WATER LEASES	.00	.00	10,000.00	10,000.00	.0
204-03-3447	BULK WATER SALES	4,133.78	4,133.78	25,000.00	20,866.22	16.5
	TOTAL OPERATING REVENUE	326,245.75	326,245.75	5,552,768.00	5,226,522.25	5.9
	<u>NON-OPERATING REVENUE</u>					
204-04-3610	INVESTMENT EARNINGS	22,599.19	22,599.19	178,078.00	155,478.81	12.7
204-04-3690	MISCELLANEOUS REVENUE	405.00	405.00	.00	(405.00)	.0
204-04-3910	SALE OF ASSETS	668.00	668.00	1,000.00	332.00	66.8
	TOTAL NON-OPERATING REVENUE	23,672.19	23,672.19	179,078.00	155,405.81	13.2
204-09-3380	TRANS IN FROM GENERAL FUND	.00	.00	690,000.00	690,000.00	.0
	TOTAL SOURCE 09	.00	.00	690,000.00	690,000.00	.0
	TOTAL FUND REVENUE	392,449.94	392,449.94	11,014,580.00	10,622,130.06	3.6

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING</u>						
204-34-5100	WAGES & SALARIES	36,876.46	36,876.46	542,834.00	505,957.54	6.8
204-34-5102	BENEFITS	9,988.23	9,988.23	209,984.00	199,995.77	4.8
204-34-5110	ON-CALL STIPEND	700.00	700.00	11,800.00	11,100.00	5.9
204-34-5221	CHEMICALS	.00	.00	300,000.00	300,000.00	.0
204-34-5227	PROPANE	6,878.66	6,878.66	50,000.00	43,121.34	13.8
204-34-5229	PERMIT AND PROGRAM FEES	.00	.00	3,000.00	3,000.00	.0
204-34-5231	FUEL, OIL & GREASE	248.67	248.67	10,500.00	10,251.33	2.4
204-34-5233	R&M- MACHINERY & EQUIP. PARTS	1,542.50	1,542.50	18,963.00	17,420.50	8.1
204-34-5241	SHOP SUPPLIES	.00	.00	2,500.00	2,500.00	.0
204-34-5321	UTILITY BILLING PRINTING	2,215.17	2,215.17	25,000.00	22,784.83	8.9
204-34-5334	WATER TESTING	.00	.00	90,000.00	90,000.00	.0
204-34-5339	ON-LINE UTILITY BILL PAY-FEES	1,084.57	1,084.57	32,500.00	31,415.43	3.3
204-34-5341	ELECTRICITY	8,154.28	8,154.28	120,000.00	111,845.72	6.8
204-34-5345	TELEPHONE SERVICE	75.17	75.17	925.00	849.83	8.1
204-34-5352	WATER RESOURCE LEGAL SERVICES	.00	.00	35,000.00	35,000.00	.0
204-34-5353	WATER EFFICIENCY PROGRAM	.00	.00	15,000.00	15,000.00	.0
204-34-5356	PROFESSIONAL SERVICES	.00	.00	45,000.00	45,000.00	.0
204-34-5363	R&M COMPUTER EQUIPMENT	.00	.00	7,000.00	7,000.00	.0
204-34-5370	SAFETY WORKWEAR & EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
204-34-5380	PROFESSIONAL DEVELOPMENT	464.00	464.00	12,000.00	11,536.00	3.9
204-34-5384	INTERNET SERVICE	139.28	139.28	2,000.00	1,860.72	7.0
204-34-5422	SMALL TOOLS	.00	.00	7,000.00	7,000.00	.0
204-34-5423	CONSTRUCTION MATERIAL	.00	.00	3,000.00	3,000.00	.0
204-34-5430	DISTRIBUTION SYS EMR REPAIR	.00	.00	15,000.00	15,000.00	.0
204-34-5433	R&M PLANT	.00	.00	70,000.00	70,000.00	.0
204-34-5434	R&M DISTRIBUTION	.00	.00	70,000.00	70,000.00	.0
204-34-5437	R&M SCADA	.00	.00	50,000.00	50,000.00	.0
204-34-5440	SLUDGE REMOVAL	.00	.00	125,000.00	125,000.00	.0
204-34-5455	LAB SUPPLIES	1,361.85	1,361.85	17,000.00	15,638.15	8.0
204-34-5513	INSURANCE DEDUCTIBLE	(1,000.00)	(1,000.00)	5,000.00	6,000.00	(20.0)
204-34-5533	EQUIPMENT RENTAL	.00	.00	2,500.00	2,500.00	.0
204-34-5579	SOFTWARE SUBSCRIPTIONS	404.00	404.00	25,000.00	24,596.00	1.6
204-34-5593	NPIC WATER LEASE AGREEMENT	.00	.00	2,909,000.00	2,909,000.00	.0
204-34-5597	RAW WATER FEES AND ASSESSMENTS	.00	.00	20,000.00	20,000.00	.0
204-34-5903	WATER METERS - NEW HOMES	.00	.00	16,000.00	16,000.00	.0
204-34-5941	SAFETY & FIRST AID KITS	.00	.00	3,250.00	3,250.00	.0
204-34-5969	LAB EQUIPMENT	.00	.00	25,000.00	25,000.00	.0
TOTAL OPERATING		69,132.84	69,132.84	4,906,756.00	4,837,623.16	1.4
<u>TRANSFER</u>						
204-56-5000	TRANSFER TO GENERAL FUND	.00	.00	527,394.00	527,394.00	.0
204-56-5001	TRANSFER TO CAPITAL PROJECTS F	.00	.00	4,070,000.00	4,070,000.00	.0
TOTAL TRANSFER		.00	.00	4,597,394.00	4,597,394.00	.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
204-90-5630	2019 CWRPDA LOAN PRINC. (WTP)	.00	.00	1,109,550.00	1,109,550.00	.0
204-90-5631	2019 CWRPDA LOAN INT. (WTP)	.00	.00	352,466.00	352,466.00	.0
	TOTAL DEBT SERVICE	.00	.00	1,462,016.00	1,462,016.00	.0
	TOTAL FUND EXPENDITURES	69,132.84	69,132.84	10,966,166.00	10,897,033.16	.6
	NET REVENUE OVER EXPENDITURES	323,317.10	323,317.10	48,414.00	(274,903.10)	667.8

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTRIBUTED CAPITAL</u>					
205-02-3350	DEVELOPER SEWER FEE ESCROW	763.00	763.00	30,520.00	29,757.00	2.5
205-02-3446	TAP FEES	9,977.00	9,977.00	1,129,400.00	1,119,423.00	.9
	TOTAL CONTRIBUTED CAPITAL	10,740.00	10,740.00	1,159,920.00	1,149,180.00	.9
	<u>OPERATING REVENUE</u>					
205-03-3445	SEWER USER FEES	200,771.58	200,771.58	2,395,711.00	2,194,939.42	8.4
	TOTAL OPERATING REVENUE	200,771.58	200,771.58	2,395,711.00	2,194,939.42	8.4
	<u>NON-OPERATING REVENUE</u>					
205-04-3610	INVESTMENT EARNINGS	21,300.88	21,300.88	250,000.00	228,699.12	8.5
205-04-3650	BOND/LOAN PROCEEDS	.00	.00	1,130,005.00	1,130,005.00	.0
205-04-3675	INTERGOVERNMENTAL GRANTS/LOANS	.00	.00	137,500.00	137,500.00	.0
	TOTAL NON-OPERATING REVENUE	21,300.88	21,300.88	1,517,505.00	1,496,204.12	1.4
205-09-3380	TRANS IN FROM GENERAL FUND	.00	.00	380,000.00	380,000.00	.0
	TOTAL SOURCE 09	.00	.00	380,000.00	380,000.00	.0
	TOTAL FUND REVENUE	232,812.46	232,812.46	5,453,136.00	5,220,323.54	4.3

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING</u>					
205-34-5100 WAGES & SALARIES	43,426.28	43,426.28	503,809.00	460,382.72	8.6
205-34-5102 BENEFITS	11,589.17	11,589.17	176,201.00	164,611.83	6.6
205-34-5110 ON-CALL STIPEND	1,000.00	1,000.00	11,800.00	10,800.00	8.5
205-34-5221 CHEMICALS	.00	.00	35,000.00	35,000.00	.0
205-34-5228 PERMIT AND PROGRAM FEES	.00	.00	5,000.00	5,000.00	.0
205-34-5231 FUEL, OIL & GREASE	599.82	599.82	10,000.00	9,400.18	6.0
205-34-5233 R&M- MACHINERY & EQUIP. PARTS	846.33	846.33	52,118.00	51,271.67	1.6
205-34-5241 SHOP SUPPLIES	123.48	123.48	1,500.00	1,376.52	8.2
205-34-5321 UTILITY BILLING PRINTING	1,563.65	1,563.65	18,000.00	16,436.35	8.7
205-34-5339 ON-LINE UTILITY BILL PAY FEES	772.47	772.47	22,500.00	21,727.53	3.4
205-34-5341 ELECTRICITY	607.04	607.04	350,000.00	349,392.96	.2
205-34-5342 WATER	.00	.00	8,500.00	8,500.00	.0
205-34-5344 NATURAL GAS	14,271.77	14,271.77	20,000.00	5,728.23	71.4
205-34-5345 TELEPHONE SERVICE	157.59	157.59	.00	(157.59)	.0
205-34-5356 PROFESSIONAL SERVICES	.00	.00	25,000.00	25,000.00	.0
205-34-5363 R&M COMPUTER EQUIPMENT	172.99	172.99	5,000.00	4,827.01	3.5
205-34-5370 SAFETY WORKWEAR & EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
205-34-5380 PROFESSIONAL DEVELOPMENT	.00	.00	11,500.00	11,500.00	.0
205-34-5384 INTERNET SERVICE	284.28	284.28	6,500.00	6,215.72	4.4
205-34-5422 SMALL TOOLS	.00	.00	10,000.00	10,000.00	.0
205-34-5423 CONSTRUCTION MATERIAL	.00	.00	3,000.00	3,000.00	.0
205-34-5431 R&M PUMPS	.00	.00	25,000.00	25,000.00	.0
205-34-5432 R&M SCADA	.00	.00	25,000.00	25,000.00	.0
205-34-5433 R&M PLANT	458.48	458.48	50,000.00	49,541.52	.9
205-34-5434 R&M COLLECTIONS	.00	.00	15,000.00	15,000.00	.0
205-34-5440 SLUDGE DISPOSAL	.00	.00	50,000.00	50,000.00	.0
205-34-5455 LAB SUPPLIES	336.00	336.00	12,000.00	11,664.00	2.8
205-34-5512 INSURANCE-PROPERTY RELATED	.00	.00	5,870.00	5,870.00	.0
205-34-5513 INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
205-34-5533 EQUIPMENT RENTAL	.00	.00	2,500.00	2,500.00	.0
205-34-5554 SEWER TESTING	416.60	416.60	45,000.00	44,583.40	.9
205-34-5579 SOFTWARE SUBSCRIPTIONS & SUPP.	.00	.00	45,000.00	45,000.00	.0
205-34-5941 SAFETY & FIRST AID KITS	.00	.00	3,000.00	3,000.00	.0
205-34-5969 LAB EQUIPMENT	17.06	17.06	7,000.00	6,982.94	.2
TOTAL OPERATING	76,643.01	76,643.01	1,585,798.00	1,509,154.99	4.8
<u>TRANSFERS - OUT</u>					
205-56-5000 TRANSFER TO GENERAL FUND	.00	.00	527,394.00	527,394.00	.0
205-56-5001 TRANSFER TO CAPITAL PROJECTS F	.00	.00	2,177,500.00	2,177,500.00	.0
TOTAL TRANSFERS - OUT	.00	.00	2,704,894.00	2,704,894.00	.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
205-90-5618	2022 CWRPDA LOAN PRINC. (WWTP)	.00	.00	968,724.00	968,724.00	.0
205-90-5619	2022 CWRPDA LOAN INT. (WWTP)	.00	.00	1,374,980.00	1,374,980.00	.0
205-90-5621	2022 GPR LOAN W22F467 - PRINCI	.00	.00	83,192.00	83,192.00	.0
205-90-5622	2022 GPR LOAN W22F467 - INTERE	.00	.00	42,753.00	42,753.00	.0
	TOTAL DEBT SERVICE	.00	.00	2,469,649.00	2,469,649.00	.0
	TOTAL FUND EXPENDITURES	76,643.01	76,643.01	6,760,341.00	6,683,697.99	1.1
	NET REVENUE OVER EXPENDITURES	156,169.45	156,169.45	(1,307,205.00)	(1,463,374.45)	12.0

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

DRAINAGE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTRIBUTED CAPITAL</u>					
207-02-3451	TOW STRM DRN BP IMPACT	400.00	400.00	43,200.00	42,800.00	.9
207-02-3453	AUTH STORM DRN BP IMPACT	440.00	440.00	47,520.00	47,080.00	.9
	TOTAL CONTRIBUTED CAPITAL	840.00	840.00	90,720.00	89,880.00	.9
	<u>OPERATING REVENUE</u>					
207-03-3449	TOW STORM DRAIN UTILITY FEES	23,033.22	23,033.22	273,138.00	250,104.78	8.4
207-03-3452	AUTH STORM DRAIN UTILITY FEES	35,292.83	35,292.83	413,779.00	378,486.17	8.5
	TOTAL OPERATING REVENUE	58,326.05	58,326.05	686,917.00	628,590.95	8.5
	<u>MISCELLANEOUS REVENUE</u>					
207-08-3364	GRANT	.00	.00	888,817.00	888,817.00	.0
207-08-3610	INVESTMENT EARNINGS	4,175.30	4,175.30	35,000.00	30,824.70	11.9
	TOTAL MISCELLANEOUS REVENUE	4,175.30	4,175.30	923,817.00	919,641.70	.5
	TOTAL FUND REVENUE	63,341.35	63,341.35	1,701,454.00	1,638,112.65	3.7

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

DRAINAGE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING</u>					
207-34-5231 FUEL, OIL & GREASE	.00	.00	2,600.00	2,600.00	.0
207-34-5321 UTILITY BILLING PRINTING SERV.	564.65	564.65	6,500.00	5,935.35	8.7
207-34-5339 ON-LINE UTILITY BILL PAY-FEE	279.20	279.20	8,000.00	7,720.80	3.5
207-34-5341 ELECTRICITY	38.27	38.27	600.00	561.73	6.4
207-34-5356 PROFESSIONAL SERVICES	.00	.00	20,000.00	20,000.00	.0
207-34-5459 R&M DRAINAGE FACILITIES	.00	.00	30,000.00	30,000.00	.0
207-34-5522 AUTHORITY UTILITIES PAYMENTS	.00	.00	413,779.00	413,779.00	.0
207-34-5524 AUTHORITY IMPACT FEES	.00	.00	47,520.00	47,520.00	.0
207-34-5533 EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.0
TOTAL OPERATING	882.12	882.12	529,999.00	529,116.88	.2
<u>TRANSFERS - OUT</u>					
207-56-5000 TRANSFER TO GENERAL FUND	.00	.00	177,352.00	177,352.00	.0
207-56-5001 TRANSFER TO CAPITAL PROJECTS F	.00	.00	1,158,534.00	1,158,534.00	.0
TOTAL TRANSFERS - OUT	.00	.00	1,335,886.00	1,335,886.00	.0
TOTAL FUND EXPENDITURES	882.12	882.12	1,865,885.00	1,865,002.88	.1
NET REVENUE OVER EXPENDITURES	62,459.23	62,459.23	(164,431.00)	(226,890.23)	38.0

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

CONSERVATION TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>MISCELLANEOUS REVENUE</u>					
209-08-3610	INVESTMENT EARNINGS	2,724.81	2,724.81	51,500.00	48,775.19	5.3
	TOTAL MISCELLANEOUS REVENUE	2,724.81	2,724.81	51,500.00	48,775.19	5.3
	TOTAL FUND REVENUE	2,724.81	2,724.81	51,500.00	48,775.19	5.3
	NET REVENUE OVER EXPENDITURES	2,724.81	2,724.81	51,500.00	48,775.19	5.3

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

PARK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAX REVENUE</u>					
210-01-3130	SALES TAX	49,918.16	49,918.16	594,721.00	544,802.84	8.4
210-01-3140	USE TAX BUILDING MATERIALS	.00	.00	136,000.00	136,000.00	.0
210-01-3315	MOTOR VEHICLE USE TAX	14,324.35	14,324.35	181,963.00	167,638.65	7.9
210-01-3700	OPEN SPACE SALES TAX	34,360.14	34,360.14	413,948.00	379,587.86	8.3
	<u>TOTAL TAX REVENUE</u>	<u>98,602.65</u>	<u>98,602.65</u>	<u>1,326,632.00</u>	<u>1,228,029.35</u>	<u>7.4</u>
	<u>BUILDING PERMITS</u>					
210-02-3381	TRAIL IMPACT FEE	450.00	450.00	48,600.00	48,150.00	.9
210-02-3620	BP PARK IMPACT FEE	1,000.00	1,000.00	108,000.00	107,000.00	.9
	<u>TOTAL BUILDING PERMITS</u>	<u>1,450.00</u>	<u>1,450.00</u>	<u>156,600.00</u>	<u>155,150.00</u>	<u>.9</u>
	<u>RECREATION PROGRAM FEES</u>					
210-05-3175	RECREATION FEES	6,998.50	6,998.50	108,600.00	101,601.50	6.4
	<u>TOTAL RECREATION PROGRAM FEES</u>	<u>6,998.50</u>	<u>6,998.50</u>	<u>108,600.00</u>	<u>101,601.50</u>	<u>6.4</u>
	<u>MISCELLANEOUS REVENUE</u>					
210-08-3190	WCP VETERANS MEMORIAL PLAZA	200.00	200.00	.00	(200.00)	.0
210-08-3610	INVESTMENT EARNINGS	11,033.26	11,033.26	95,000.00	83,966.74	11.6
	<u>TOTAL MISCELLANEOUS REVENUE</u>	<u>11,233.26</u>	<u>11,233.26</u>	<u>95,000.00</u>	<u>83,766.74</u>	<u>11.8</u>
	<u>TOTAL FUND REVENUE</u>	<u>118,284.41</u>	<u>118,284.41</u>	<u>1,686,832.00</u>	<u>1,568,547.59</u>	<u>7.0</u>

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING</u>					
210-34-5100 WAGES & SALARIES	21,285.41	21,285.41	277,156.00	255,870.59	7.7
210-34-5101 SEASONALS	.00	.00	33,000.00	33,000.00	.0
210-34-5102 BENEFITS	5,465.01	5,465.01	100,690.00	95,224.99	5.4
210-34-5110 ON-CALL STIPEND	600.00	600.00	5,200.00	4,600.00	11.5
210-34-5111 VANDALISM	.00	.00	1,000.00	1,000.00	.0
210-34-5112 HORTICULTURE	.00	.00	3,000.00	3,000.00	.0
210-34-5221 POND CHEMICALS	.00	.00	3,000.00	3,000.00	.0
210-34-5231 FUEL, OIL & GREASE	713.76	713.76	9,000.00	8,286.24	7.9
210-34-5233 R&M- MACHINERY & EQUIP. PARTS	128.86	128.86	23,813.00	23,684.14	.5
210-34-5237 IRRIG. SYS. SUPPLIES/REPAIRS	.00	.00	38,000.00	38,000.00	.0
210-34-5239 WELLS & WELL HOUSES	.00	.00	8,000.00	8,000.00	.0
210-34-5241 SHOP SUPPLIES	.00	.00	2,100.00	2,100.00	.0
210-34-5252 TREE REPLACEMENT & TRIMMING	.00	.00	30,000.00	30,000.00	.0
210-34-5253 TREE SPRAYING	262.00	262.00	20,000.00	19,738.00	1.3
210-34-5254 PARKS PLAYGROUND & GENERAL R&M	195.15	195.15	32,000.00	31,804.85	.6
210-34-5256 SPLASH PAD CHEMICALS	.00	.00	1,100.00	1,100.00	.0
210-34-5341 IRRIGATION ELECTRICITY	62.13	62.13	4,500.00	4,437.87	1.4
210-34-5342 WATER	.00	.00	50,000.00	50,000.00	.0
210-34-5343 SEWER	.00	.00	1,000.00	1,000.00	.0
210-34-5344 NATURAL GAS	1,104.00	1,104.00	1,000.00	(104.00)	110.4
210-34-5346 STORM DRAINAGE	.00	.00	1,250.00	1,250.00	.0
210-34-5356 PROFESSIONAL SERVICES	.00	.00	2,000.00	2,000.00	.0
210-34-5365 TOILET RENTAL	2,375.00	2,375.00	27,730.00	25,355.00	8.6
210-34-5366 SERVICES - PARKS & LAWN CARE	.00	.00	70,000.00	70,000.00	.0
210-34-5370 SAFETY WORKWEAR & EQUIPMENT	.00	.00	1,200.00	1,200.00	.0
210-34-5372 UNIFORMS	.00	.00	2,500.00	2,500.00	.0
210-34-5380 PROFESSIONAL DEVELOPMENT	.00	.00	5,000.00	5,000.00	.0
210-34-5397 WEED CONTROL	.00	.00	250.00	250.00	.0
210-34-5422 SMALL TOOLS	.00	.00	10,000.00	10,000.00	.0
210-34-5423 SAND, GRAVEL, MULCH	.00	.00	10,000.00	10,000.00	.0
210-34-5512 INSURANCE-PROPERTY RELATED	.00	.00	20,028.00	20,028.00	.0
210-34-5513 INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
210-34-5533 EQUIPMENT RENTAL	.00	.00	3,000.00	3,000.00	.0
210-34-5941 SAFETY SUPPLIES & EQUIPMENT	59.22	59.22	4,000.00	3,940.78	1.5
210-34-5942 MINOR PARK IMPROVEMENTS	4,396.32	4,396.32	65,000.00	60,603.68	6.8
TOTAL OPERATING	36,646.86	36,646.86	870,517.00	833,870.14	4.2

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

PARK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RECREATION</u>						
210-51-5100	WAGES & SALARIES	21,182.57	21,182.57	275,846.00	254,663.43	7.7
210-51-5101	SEASONALS	3,971.12	3,971.12	85,000.00	81,028.88	4.7
210-51-5102	BENEFITS	5,839.41	5,839.41	106,100.00	100,260.59	5.5
210-51-5110	ON-CALL STIPEND	200.00	200.00	5,200.00	5,000.00	3.9
210-51-5130	START SMART BASEBALL	800.00	800.00	800.00	.00	100.0
210-51-5131	START SMART BASKETBALL	640.00	640.00	640.00	.00	100.0
210-51-5132	START SMART FLAG FOOTBALL	960.00	960.00	960.00	.00	100.0
210-51-5133	START SMART SOCCER	1,800.00	1,800.00	1,800.00	.00	100.0
210-51-5135	YOUTH SPORTS APPAREL	1,462.79	1,462.79	5,100.00	3,637.21	28.7
210-51-5140	YOUTH SOCCER	.00	.00	3,500.00	3,500.00	.0
210-51-5142	YOUTH FOOTBALL	.00	.00	1,500.00	1,500.00	.0
210-51-5144	YOUTH BASEBALL	.00	.00	7,000.00	7,000.00	.0
210-51-5145	YOUTH SOFTBALL	.00	.00	3,500.00	3,500.00	.0
210-51-5146	YOUTH BASKETBALL	.00	.00	1,025.00	1,025.00	.0
210-51-5148	YOUTH VOLLEYBALL	53.39	53.39	1,500.00	1,446.61	3.6
210-51-5149	YOUTH TENNIS	.00	.00	500.00	500.00	.0
210-51-5155	EXTERNAL PROGRAMMING SUBSIDY	.00	.00	4,000.00	4,000.00	.0
210-51-5156	SENIOR PROGRAMS	.00	.00	2,000.00	2,000.00	.0
210-51-5157	ADULT BASKETBALL	.00	.00	800.00	800.00	.0
210-51-5158	ADULT KICKBALL	.00	.00	500.00	500.00	.0
210-51-5161	ADULT TENNIS	.00	.00	500.00	500.00	.0
210-51-5162	ADULT SOFTBALL	.00	.00	3,500.00	3,500.00	.0
210-51-5164	ADULT VOLLEYBALL	.00	.00	1,000.00	1,000.00	.0
210-51-5165	NCSO REFEREES ADMIN FEE	1,250.00	1,250.00	8,000.00	6,750.00	15.6
210-51-5166	INSTRUCTOR/OFFICIAL FEES	405.00	405.00	30,000.00	29,595.00	1.4
210-51-5168	COMPUTER EQUIP./SOFTWARE	1,546.75	1,546.75	17,000.00	15,453.25	9.1
210-51-5181	REC. PROG. SUPPLIES/EXP.	11,703.15	11,703.15	14,000.00	2,296.85	83.6
210-51-5183	BATTING CAGES - MAINT. & OPER.	.00	.00	11,000.00	11,000.00	.0
210-51-5185	BALL FIELD/CAGE ELECTRICITY	.00	.00	15,500.00	15,500.00	.0
210-51-5186	INFIELD MIX	.00	.00	10,000.00	10,000.00	.0
210-51-5190	YOGA CLASSES	.00	.00	500.00	500.00	.0
210-51-5223	OPERATING SUPPLIES	97.74	97.74	2,000.00	1,902.26	4.9
210-51-5335	DUES & SUBSCRIPTIONS	.00	.00	2,590.00	2,590.00	.0
210-51-5372	STAFF UNIFORMS	.00	.00	2,750.00	2,750.00	.0
210-51-5380	PROFESSIONAL DEVELOPMENT	.00	.00	5,000.00	5,000.00	.0
210-51-5392	GYM RENTAL	.00	.00	12,000.00	12,000.00	.0
210-51-5401	MARKETING SERVICES	86.51	86.51	10,000.00	9,913.49	.9
210-51-5513	INSURANCE DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
TOTAL RECREATION		51,998.43	51,998.43	657,611.00	605,612.57	7.9
<u>TRANSFERS - OUT</u>						
210-56-5000	TRANSFER TO GENERAL FUND	.00	.00	258,796.00	258,796.00	.0
210-56-5001	TRANSFER TO CAPITAL PROJECTS	.00	.00	260,000.00	260,000.00	.0
TOTAL TRANSFERS - OUT		.00	.00	518,796.00	518,796.00	.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

PARK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
210-90-5630	WCP - PRINCIPAL	21,967.88	21,967.88	253,000.00	231,032.12	8.7
210-90-5632	WCP - INTEREST	487.11	487.11	16,500.00	16,012.89	3.0
	TOTAL DEBT SERVICE	22,454.99	22,454.99	269,500.00	247,045.01	8.3
	TOTAL FUND EXPENDITURES	111,100.28	111,100.28	2,316,424.00	2,205,323.72	4.8
	NET REVENUE OVER EXPENDITURES	7,184.13	7,184.13	(629,592.00)	(636,776.13)	1.1

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

CAPITAL PROJECTS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
211-09-3380	TRANS IN FROM GENERAL FUND	.00	.00	207,500.00	207,500.00	.0
211-09-3694	TRANS IN FROM STREET FUND	.00	.00	5,509,000.00	5,509,000.00	.0
211-09-3695	TRANS IN FROM WATER FUND	.00	.00	4,070,000.00	4,070,000.00	.0
211-09-3696	TRANS IN FROM SEWER FUND	.00	.00	2,177,500.00	2,177,500.00	.0
211-09-3697	TRANS IN FROM DRAINAGE FUND	.00	.00	1,158,534.00	1,158,534.00	.0
211-09-3698	TRANS IN FROM PARK FUND	.00	.00	260,000.00	260,000.00	.0
	TOTAL SOURCE 09	.00	.00	13,382,534.00	13,382,534.00	.0
	TOTAL FUND REVENUE	.00	.00	13,382,534.00	13,382,534.00	.0

TOWN OF WELLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENDITURES</u>					
211-80-4007 NEWER SUBDIVISON SEAL COAT	.00	.00	150,000.00	150,000.00	.0
211-80-4009 PAVEMENT STUDY	.00	.00	65,000.00	65,000.00	.0
211-80-4014 WILSON WELL IMPROVEMENTS	.00	.00	30,000.00	30,000.00	.0
211-80-4019 DISTRIBUTION SYSTEM MASTER PLA	.00	.00	125,000.00	125,000.00	.0
211-80-4022 NANO PLANT EXPANSION	.00	.00	20,000.00	20,000.00	.0
211-80-4039 STORM DRAIN & PAN REPLACEMENTS	.00	.00	30,000.00	30,000.00	.0
211-80-4042 PARKS MASTER PLAN UPDATE	.00	.00	175,000.00	175,000.00	.0
211-80-4054 TRACT F	.00	.00	75,000.00	75,000.00	.0
211-80-4061 WWTP EXPANSION DESIGN	.00	.00	255,000.00	255,000.00	.0
211-80-4065 B-DAMS IMPROVEMENT	.00	.00	93,534.00	93,534.00	.0
211-80-4068 REPLACE SOFT TRAILS	.00	.00	10,000.00	10,000.00	.0
211-80-4083 WWTP EXPANSION CONSTRUCTION	.00	.00	1,600,000.00	1,600,000.00	.0
211-80-4089 VIEWPOINT LIFT STATION UPGRADE	.00	.00	137,500.00	137,500.00	.0
211-80-5001 VEHICLE REPLACEMENT	.00	.00	75,000.00	75,000.00	.0
211-80-5013 WATER EFFICIENCY PROGRAM	.00	.00	990,000.00	990,000.00	.0
211-80-5022 CLEVELAND AVE IMP. - DESIGN	.00	.00	268,914.00	268,914.00	.0
211-80-5023 STREET AND SIDEWALK SAFETY IMP	.00	.00	324,086.00	324,086.00	.0
211-80-5024 TRANSPORTATION MASTER PLAN	.00	.00	160,000.00	160,000.00	.0
211-80-5028 OUTFALL FOR CLEVELAND AVE IMP	.00	.00	1,000,000.00	1,000,000.00	.0
211-80-5032 PRE-TREATMENT FACILITY - SECUR	.00	.00	50,000.00	50,000.00	.0
211-80-5035 WATER SOURCE DEV PLAN	.00	.00	92,655.00	92,655.00	.0
211-80-5036 WATER PURCHASES	.00	.00	2,500,000.00	2,500,000.00	.0
211-80-5041 SCADA TELEMETRY SYSTEM UPGRADE	.00	.00	40,000.00	40,000.00	.0
211-80-5044 ROOF REPLACE FOR EXISTING BLDG	.00	.00	150,000.00	150,000.00	.0
211-80-5050 ELEVATOR IN MUNI BLDG	.00	.00	85,000.00	85,000.00	.0
211-80-5051 HOUSING NEEDS	.00	.00	10,000.00	10,000.00	.0
211-80-5052 ADA COMMUNITY IMPROVEMENTS	409.46	409.46	10,000.00	9,590.54	4.1
211-80-5053 WCP POURED IN PLACE BORDER REP	.00	.00	6,930.00	6,930.00	.0
211-80-5059 LIBRARY EVENT SHADE STRUCTURE	.00	.00	27,500.00	27,500.00	.0
211-80-5060 STREET STRIPING EQUIPMENT	.00	.00	60,000.00	60,000.00	.0
211-80-5061 AIR CONDITIONER RECHARGE SYS	.00	.00	16,000.00	16,000.00	.0
211-80-5062 CLEVELAND AVE IMP. - CONSTRUCT	.00	.00	4,000,000.00	4,000,000.00	.0
211-80-5063 TRANSP. GRANTS MATCHING FUNDS	.00	.00	400,000.00	400,000.00	.0
211-80-5064 MAIN STREET ALLEY NORTH PAVING	.00	.00	65,000.00	65,000.00	.0
211-80-5065 WTP ADMIN & LAB EXP. - DESIGN	.00	.00	200,000.00	200,000.00	.0
211-80-5066 UTIL RATE & FEE UPDATE - WATER	.00	.00	35,000.00	35,000.00	.0
211-80-5067 UTIL RATE & FEE UPDATE - SEWER	.00	.00	35,000.00	35,000.00	.0
211-80-5068 UTIL RATE & FEE UPDATE - DRAIN	.00	.00	35,000.00	35,000.00	.0
211-80-5069 FLUORIDE/CAUSTIC INJ AUTOMATIO	.00	.00	120,000.00	120,000.00	.0
TOTAL CAPITAL EXPENDITURES	409.46	409.46	13,522,119.00	13,521,709.54	.0
TOTAL FUND EXPENDITURES	409.46	409.46	13,522,119.00	13,521,709.54	.0
NET REVENUE OVER EXPENDITURES	(409.46)	(409.46)	(139,585.00)	(139,175.54)	(.3)

TOWN OF WELLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

LIBRARY TRUST FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>BUILDING PERMITS</u>					
255-02-3372	LIBRARY IMPACT FEES	250.00	250.00	27,000.00	26,750.00	.9
	TOTAL BUILDING PERMITS	250.00	250.00	27,000.00	26,750.00	.9
	TOTAL FUND REVENUE	250.00	250.00	27,000.00	26,750.00	.9
	NET REVENUE OVER EXPENDITURES	250.00	250.00	27,000.00	26,750.00	.9

Board of Trustees Meeting

Date: March 25, 2025
Subject: Report of Bills (January 2025)

EXECUTIVE SUMMARY

Attached is the Report of Bills for January 2025.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. Report of Bills (January 2025)

Report Criteria:
Report type: GL detail
Check.Voided = no

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
71386									
01/25	01/02/2025	71386	13853	ALLIANT INSURANCE SERVICE	2876471	201-14-5510	407.00	407.00	PUBLIC OFFICIAL SCHEDULE BOND PREMIUM
Total 71386:								407.00	
71387									
01/25	01/02/2025	71387	13266	AMAZON	1YHG-VLT9-	201-13-5214	54.18	54.18	VELCRO, BULLETIN BOARD, WALL CLIPS, CLEAR BUMPER PADS
Total 71387:								54.18	
71388									
01/25	01/02/2025	71388	13434	BUSINESS CARD FACTORY OF	65561	201-11-5321	278.80	278.80	2025 BUDGET BOOKS
01/25	01/02/2025	71388	13434	BUSINESS CARD FACTORY OF	65561	201-14-5321	697.09	697.09	2025 BUDGET BOOKS
Total 71388:								975.89	
71389									
01/25	01/02/2025	71389	13693	CHALLENGER TEAMWEAR LLC	1260632	210-51-5135	1,462.79	1,462.79	Reversible jerseys
Total 71389:								1,462.79	
71390									
01/25	01/02/2025	71390	14040	CIRSA	250351	201-14-5510	55,147.79	55,147.79	1ST QTR 2025 INSURANCE
Total 71390:								55,147.79	
71391									
01/25	01/02/2025	71391	13468	CivicPlus	321991	201-15-5530	2,899.58	2,899.58	ANNUAL FULL SERVICE SUBSCRIPTION
Total 71391:								2,899.58	
71392									
01/25	01/02/2025	71392	11213	DELL	1079080785	201-13-5363	1,200.59	1,200.59	Dell LATITUDE 3550 & DOCKING STATION - KELLY B
01/25	01/02/2025	71392	11213	DELL	1079080788	201-13-5363	1,200.59	1,200.59	Dell LATITUDE 3550 & DOCKING STATION - PATTI G

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
Total 71392:								2,401.18	
71393									
01/25	01/02/2025	71393	13572	GOVCONNECTION, INC.	76006444	201-17-5579	3,524.92	3,524.92	2025 ADOBE LICENSES
Total 71393:								3,524.92	
71394									
01/25	01/02/2025	71394	13847	LEWAN TECHNOLOGY	XIN69842	201-17-5357	6,440.00	6,440.00	JON ACKERMAN- IT-
Total 71394:								6,440.00	
71395									
01/25	01/02/2025	71395	13528	NORTHERN COLORADO SPOR	12510	210-51-5165	625.00	625.00	SCHEDULING/ADMIN JAN 2025
Total 71395:								625.00	
71396									
01/25	01/06/2025	71396	14297	A.R.C. INCORPORATED	10103	201-49-5369	1,474.70	1,474.70	DECEMBER JANITORIAL SERVICES
Total 71396:								1,474.70	
71397									
01/25	01/06/2025	71397	13266	AMAZON	193W-HFDJ-	201-55-5792	12.94	12.94	CIRC DVD
01/25	01/06/2025	71397	13266	AMAZON	1M31-PKDM-	201-49-5370	93.46	93.46	CLEANING WIPES
Total 71397:								106.40	
71398									
01/25	01/06/2025	71398	14314	ANGELA K DEY	20241001	201-13-5496	140.00	140.00	PODCAST LOGO DESIGN
Total 71398:								140.00	
71399									
01/25	01/06/2025	71399	14286	HINKLE & COMPANY, PC	16674R	201-14-5353	9,300.00	9,300.00	AUDIT FINANCIAL STATEMENT YEAR ENDED DECEMBER 31, 2022
Total 71399:								9,300.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
71400									
01/25	01/06/2025	71400	322	L.C. SALES TAX ADMINISTRATO	DECEMBER	201-00-2210	1,811.11	1,811.11	Building Permit Tax DEC 2024
01/25	01/06/2025	71400	322	L.C. SALES TAX ADMINISTRATO	DECEMBER	201-02-3430	60.37-	60.37-	Less 3 1/3 VEDOR FEE
Total 71400:								1,750.74	
71401									
01/25	01/06/2025	71401	325	LARIMER COUNTY SHERIFF	24-1204	201-21-5364	494,905.03	494,905.03	4TH QUARTER 2024 LAW ENFROCEMENTS SERVICES
Total 71401:								494,905.03	
71402									
01/25	01/06/2025	71402	13795	UNITED MAILING	21308	204-34-5321	2,205.66	2,205.66	MAILING AND PRINTING OF UTILITY BILLS
01/25	01/06/2025	71402	13795	UNITED MAILING	21308	205-34-5321	1,556.93	1,556.93	MAILING AND PRINTING OF UTILITY BILLS
01/25	01/06/2025	71402	13795	UNITED MAILING	21308	207-34-5321	562.23	562.23	MAILING AND PRINTING OF UTILITY BILLS
Total 71402:								4,324.82	
71403									
01/25	01/06/2025	71403	14223	WILSON WILLIAMS LLP	1274	201-13-5352	586.50	586.50	ATTORNEY EMAIL AND COMMUNICATION
Total 71403:								586.50	
71404									
01/25	01/08/2025	71404	14182	21st CENTURY EQUIPMENT LL	P09695	201-34-5233	48.22	48.22	Filter
Total 71404:								48.22	
71405									
01/25	01/08/2025	71405	10291	ADVANCED AUTO PARTS	2203-954897	201-34-5233	34.83	34.83	Headlights & Air Filter
Total 71405:								34.83	
71406									
01/25	01/08/2025	71406	13266	AMAZON	13WT-J1TG-	201-34-5941	137.79	137.79	Toner for WRF Printer
01/25	01/08/2025	71406	13266	AMAZON	14GD-R6WQ	203-34-5370	432.25	432.25	Car Phone Holders for all Fleet Vehicles
01/25	01/08/2025	71406	13266	AMAZON	1DR7-MWDL	204-34-5455	22.49	22.49	Chemical Reagent Bottle
01/25	01/08/2025	71406	13266	AMAZON	1PVV-QTNT-	201-34-5941	18.96	18.96	Trash Bags
01/25	01/08/2025	71406	13266	AMAZON	1XTM-HRVV-	204-34-5433	329.90	329.90	Gate Openers for Staff

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
Total 71406:								941.39	
71407									
01/25	01/08/2025	71407	551	CENTURYLINK	12132024	205-34-5384	89.24	89.24	VIEWPOINTE LIFT STATION INTERNET
Total 71407:								89.24	
71408									
01/25	01/08/2025	71408	14173	Core & Main	W187929	204-34-5434	1,461.01	1,461.01	2 Wilk 375XL RP Repair Part
01/25	01/08/2025	71408	14173	Core & Main	W207395	205-34-5434	1,183.85	1,183.85	18 PVC Swr Pipe for 3rd St. Repair
Total 71408:								2,644.86	
71409									
01/25	01/08/2025	71409	13460	CTL THOMPSON, INC.	728999	211-80-4083	662.00	662.00	Testing Services for WRF Expansion
Total 71409:								662.00	
71410									
01/25	01/08/2025	71410	300	DANA KEPNER	1607980-00	204-34-5434	3,285.00	3,285.00	1 1/2" C2 Measure chamber
01/25	01/08/2025	71410	300	DANA KEPNER	1608431-00	204-34-5579	3,600.00	3,600.00	Flexnet M2 Support Fee Drive by
Total 71410:								6,885.00	
71411									
01/25	01/08/2025	71411	12061	F&C Door Check & Lock	311490	201-49-5367	12.44	12.44	Duplicate Keys for New Staff
Total 71411:								12.44	
71412									
01/25	01/08/2025	71412	13761	FOLEY CARRIER SERVICES LL	INV0000000	201-34-5579	1,103.00	1,103.00	Fleet DOT Compliance Monitoring Software
Total 71412:								1,103.00	
71413									
01/25	01/08/2025	71413	12799	INTERSTATE BATTERY	1906901020	201-34-5233	56.90	56.90	Cobra 500W Power Invertor

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
Total 71413:								56.90	
71414									
01/25	01/08/2025	71414	13846	JACOBS ENGINEERING C/O BA	PAY REQUE	211-80-4010	1,459.50	1,459.50	WTP EXPANSION- ENGINEERING DESIGN AND CONSTRUCTION
Total 71414:								1,459.50	
71415									
01/25	01/08/2025	71415	14075	LOVELAND STEAM LAUNDRY	0058276	201-34-5372	29.04	29.04	WRF Laundry Service
01/25	01/08/2025	71415	14075	LOVELAND STEAM LAUNDRY	0058633	201-34-5372	34.14	34.14	WRF Laundry Service
Total 71415:								63.18	
71416									
01/25	01/08/2025	71416	13910	MOSES, WITTEMYER, HARRIS	16390	204-34-5352	403.00	403.00	Water Legal Services
Total 71416:								403.00	
71418									
01/25	01/08/2025	71418	14252	PRIME CONTROLS, LP	2454026-012	211-80-5042	24,265.00	24,265.00	Programmable Logic Controller Upgrades
Total 71418:								24,265.00	
71419									
01/25	01/08/2025	71419	14290	PURCELL TIRE & RUBBER COM	24-0639393-	201-34-5233	865.72	865.72	4 Tires for 764UHA
Total 71419:								865.72	
71420									
01/25	01/08/2025	71420	13840	Quantum Pump & Controls LLC	12333	205-34-5434	1,964.00	1,964.00	Viewpoint Lift PUMP INSTALL Parts
Total 71420:								1,964.00	
71421									
01/25	01/08/2025	71421	547	UNCC	224121459	204-34-5434	79.98	79.98	Water Line Locates
01/25	01/08/2025	71421	547	UNCC	224121459	205-34-5434	79.98	79.98	Water Line Locates

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
Total 71421:								159.96	
71422									
01/25	01/08/2025	71422	13738	WELD CNTY DEPT PUBLIC HEA	E240614	204-34-5334	215.00	215.00	Total Coliform and E. Coli
Total 71422:								215.00	
71423									
01/25	01/08/2025	71423	14138	WESTWATER RESEARCH LLC	1535	204-34-5356	958.75	958.75	Phase 1 Water Supply Evaluation
01/25	01/08/2025	71423	14138	WESTWATER RESEARCH LLC	1539	211-80-5035	10,078.75	10,078.75	WATER SOURCE DEVELOPMENT PLAN
Total 71423:								11,037.50	
71424									
01/25	01/08/2025	71424	13266	AMAZON	1DY6-M9GV-	210-51-5168	439.96	439.96	DELL MONITORS
01/25	01/08/2025	71424	13266	AMAZON	1YQC-33GR-	210-51-5148	53.39	53.39	50 PACKS COLD PACKS, 3 PACK WHISTLES
Total 71424:								493.35	
71425									
01/25	01/08/2025	71425	14102	BARTLETT TREE EXPERT	42256943	210-34-5252	440.00	440.00	TREE AND SHRUB HEALTH INSPECTIONS
Total 71425:								440.00	
71426									
01/25	01/08/2025	71426	10250	CML	2025	201-11-5335	3,381.00	3,381.00	MEMBERSHIP RENEWAL
Total 71426:								3,381.00	
71427									
01/25	01/08/2025	71427	14201	EDMUNDSON INC, DBA ARBOR	INV85730-1	210-34-5252	750.00	750.00	2 PEAR CLEVELAND TREES SIZE 2"
Total 71427:								750.00	
71428									
01/25	01/08/2025	71428	260	INGRAM LIBRARY SERVICES	12302024	201-55-5900	3,253.50	3,253.50	LIBRARY BOOKS

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
Total 71428:								3,253.50	
71429									
01/25	01/08/2025	71429	13847	LEWAN TECHNOLOGY	XIN69236	201-17-5579	3,747.00	3,747.00	Cloud / MANAGED LICENSING AND RMM / MANAGED IFRASTRUCUTE AND HELP
Total 71429:								3,747.00	
71430									
01/25	01/08/2025	71430	14075	LOVELAND STEAM LAUNDRY	0059003	201-34-5372	15.00	15.00	WRF Laundry Service
Total 71430:								15.00	
71431									
01/25	01/08/2025	71431	14285	MOUNTAIN STATES RECREATI	1342	210-34-5942	1,399.00	1,399.00	4'X6' ALUM DECKING
Total 71431:								1,399.00	
71432									
01/25	01/08/2025	71432	13860	NORTH FRONT RANGE WATER	202523	201-34-5335	3,307.50	3,307.50	2025 Annual Membership Dues
Total 71432:								3,307.50	
71433									
01/25	01/08/2025	71433	13745	OMNISITE	99135	204-34-5579	404.00	404.00	Veip Point Annual Monitoring Fee
Total 71433:								404.00	
71434									
01/25	01/08/2025	71434	114	SAFEBUILT COLORADO, LLC	1132548	201-18-5350	5,211.75	5,211.75	DEC 2024 PERMIT ACTIVITY
Total 71434:								5,211.75	
71437									
01/25	01/13/2025	71437	13266	AMAZON	166F-KG3H-	201-34-5941	163.78	163.78	Toner for WRF Printer
01/25	01/13/2025	71437	13266	AMAZON	171Q-1VQY-	201-34-5941	107.86	107.86	Coffee & Sugar for WTP
01/25	01/13/2025	71437	13266	AMAZON	1GYK-YY39-	204-34-5455	1.19	1.19	Lab Chemical Bottle
01/25	01/13/2025	71437	13266	AMAZON	1JMW-N7RD	210-51-5181	96.47	96.47	BOUNCY BALLS AND VOLLEYBALLS
01/25	01/13/2025	71437	13266	AMAZON	1MPQ-3XXJ-	210-51-5168	124.89	124.89	MONITOR AND LAPTOP MOUNT

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
01/25	01/13/2025	71437	13266	AMAZON	1WX6-13GF-	201-55-5792	114.01	114.01	CIRC DVD'S
Total 71437:								608.20	
71438									
01/25	01/13/2025	71438	10330	DELLENBACH MOTORS	453486	201-34-5233	67.83	67.83	Harness
Total 71438:								67.83	
71439									
01/25	01/13/2025	71439	13294	OVERDRIVE	H-0110757	201-55-5793	3,000.00	3,000.00	LIBRARY PARTICIPATION MAINTENANCE AND FUTURE CONTENT
Total 71439:								3,000.00	
71440									
01/25	01/13/2025	71440	14221	OWL CANYON COFFEE LLC	2	201-11-5192	409.75	409.75	APPLE CIDER AND HOT CHOCOLATE
Total 71440:								409.75	
71441									
01/25	01/13/2025	71441	14290	PURCELL TIRE & RUBBER COM	24-0601182-	201-34-5233	814.18	814.18	4 Tires for VMQ031
Total 71441:								814.18	
71442									
01/25	01/13/2025	71442	13813	STAR PLAYGROUNDS	INV12031A	211-80-5053	6,070.00	6,070.00	NEW BORDER AROUND EXISTING SURFACE
Total 71442:								6,070.00	
71451									
01/25	01/16/2025	71451	13266	AMAZON	11NF-WG74-	201-55-5214	105.44	105.44	WPL/LOBBY SUPPLY
01/25	01/16/2025	71451	13266	AMAZON	14KQ-YWFX	201-49-5375	105.44	105.44	SENIOR CENTER SUPPLY / TOWN SUPPLIES
01/25	01/16/2025	71451	13266	AMAZON	177R-N6J7-	210-51-5181	24.49	24.49	RAINBOW PLAYGROUND BALLS
01/25	01/16/2025	71451	13266	AMAZON	1CWW-1FTD	201-55-5214	16.50	16.50	3D PRINTER SUPPLY
01/25	01/16/2025	71451	13266	AMAZON	1G1D-TV9P-	201-55-5214	202.57	202.57	CIRC SUPPLY
01/25	01/16/2025	71451	13266	AMAZON	1GHN-LP3J-	201-55-5214	39.99	39.99	CIRC SUPPLY / DVD
01/25	01/16/2025	71451	13266	AMAZON	1M4H-DFR6-	201-55-5214	182.12	182.12	CIRC SUPPLY
01/25	01/16/2025	71451	13266	AMAZON	1N7P-TL3Y-	201-55-5214	10.49	10.49	CIRC SUPPLY
01/25	01/16/2025	71451	13266	AMAZON	1WGP-3F3F-	201-55-5214	202.30	202.30	CIRC STATION SUPPLY

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
Total 71451:								889.34	
71452									
01/25	01/16/2025	71452	14102	BARTLETT TREE EXPERT	42256939	210-34-5253	262.00	262.00	WATER TREATMENTS WITH SURFACTANT FOR SOIL PENETRATION
Total 71452:								262.00	
71453									
01/25	01/16/2025	71453	13681	CINTAS	8407225319	210-51-5181	1,194.00	1,194.00	UPDATE FIRST AID
01/25	01/16/2025	71453	13681	CINTAS	8407225319	210-34-5941	59.22	59.22	UPDATE FIRST AID
Total 71453:								1,253.22	
71454									
01/25	01/16/2025	71454	14245	COUNTY OF LARIMER	OCT 2024	201-13-5934	260.29	260.29	RECEIVED OCT 2024 TRANSFER OPIOD FUNDS TO LC per WELLINGTON RESOL
Total 71454:								260.29	
71455									
01/25	01/16/2025	71455	12770	NAYS	59619	210-51-5130	800.00	800.00	start smart program supplies
01/25	01/16/2025	71455	12770	NAYS	59619	210-51-5131	640.00	640.00	start smart program supplies
01/25	01/16/2025	71455	12770	NAYS	59619	210-51-5132	960.00	960.00	start smart program supplies
01/25	01/16/2025	71455	12770	NAYS	59619	210-51-5133	1,800.00	1,800.00	start smart program supplies
Total 71455:								4,200.00	
71456									
01/25	01/16/2025	71456	12497	POUDRE SCHOOL DISTRICT	AR952014	210-51-5392	1,836.75	1,836.75	RENTAL OF EYESTONE AND RICE ELEMENTARY
Total 71456:								1,836.75	
71457									
01/25	01/21/2025	71457	14064	SH OF COLORADO, INC	2024 ROAD	203-04-3350	24,000.00	24,000.00	REIMBURSE GW BUSH AVE RR CROSSING Development Agreement
01/25	01/21/2025	71457	14064	SH OF COLORADO, INC	2024 SEWE	205-02-3350	30,520.00	30,520.00	REIMBURSE SEWER OVERSIZING Development Agreement
01/25	01/16/2025	71457	13579	J-U-B ENGINEERS	PAY REQUE	211-80-5022	38,928.55	38,928.55	CLEVELAND AVENUE REVITALIZATION DESIGN
Total 71457:								93,448.55	

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
71458									
01/25	01/22/2025	71458	13266	AMAZON	1JX1-XYGV-	201-34-5941	13.98	13.98	Work Phone Charging Cables
01/25	01/22/2025	71458	13266	AMAZON	1TDC-CYJJ-	205-34-5231	106.89	106.89	Grease for Equipment
01/25	01/22/2025	71458	13266	AMAZON	1VXP-J79C-	205-34-5241	269.97	269.97	Spreaders for WRF Plant
Total 71458:								390.84	
71459									
01/25	01/22/2025	71459	13448	COLORADO ANALYTICAL LAB	241216011	205-34-5554	302.00	302.00	Ammonia Nitrogen, BOD-5, TSS
01/25	01/22/2025	71459	13448	COLORADO ANALYTICAL LAB	241216029	205-34-5554	27.00	27.00	E-Coli
01/25	01/22/2025	71459	13448	COLORADO ANALYTICAL LAB	241223025	205-34-5554	302.00	302.00	Ammonia Nitrogen, BOD-5, TSS
01/25	01/22/2025	71459	13448	COLORADO ANALYTICAL LAB	241223039	205-34-5554	27.00	27.00	E-Coli
01/25	01/22/2025	71459	13448	COLORADO ANALYTICAL LAB	241230019	205-34-5554	27.00	27.00	E-Coli
Total 71459:								685.00	
71461									
01/25	01/22/2025	71461	13579	J-U-B ENGINEERS	0178386	211-80-5022	33,114.10	33,114.10	Wellington Cleveland Ave Revitalization
Total 71461:								33,114.10	
71462									
01/25	01/22/2025	71462	13760	McDonald Farms Enterprises	0131488-IN	205-34-5440	1,468.00	1,468.00	SLUDGE REMOVAL
01/25	01/22/2025	71462	13760	McDonald Farms Enterprises	0131522-IN	205-34-5440	734.00	734.00	SLUDGE REMOVAL
Total 71462:								2,202.00	
71463									
01/25	01/22/2025	71463	13843	POLAR GAS INC	1515446052	204-34-5227	978.55	978.55	PLANT UTILITIES
01/25	01/22/2025	71463	13843	POLAR GAS INC	1515672675	204-34-5227	1,118.40	1,118.40	PLANT UTILITIES
Total 71463:								2,096.95	
71464									
01/25	01/22/2025	71464	13971	ROCKY MOUNTAIN BOTTLED W	0888616	201-34-5941	38.00	38.00	PW ADMIN SERVICE
Total 71464:								38.00	

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
71465									
01/25	01/22/2025	71465	14138	WESTWATER RESEARCH LLC	1607	204-34-5356	442.50	442.50	22-153 PHASE- WATER SUPPLY EVALUATION
01/25	01/22/2025	71465	14138	WESTWATER RESEARCH LLC	1640	211-80-5035	14,221.25	14,221.25	WATER SOURCE DEVELOPMENT PLAN
Total 71465:								14,663.75	
71466									
01/25	01/23/2025	71466	13266	AMAZON	1GHN-LP3J-	205-34-5969	17.06	17.06	Liquid in Glass Lab Thermometer
01/25	01/23/2025	71466	13266	AMAZON	1GHN-LP3J-	205-34-5363	172.99	172.99	Laptop Docking Station Replacement
01/25	01/23/2025	71466	13266	AMAZON	1TVN-D6GT-	201-34-5941	29.08	29.08	WRF FOG Mailing Supplies
01/25	01/23/2025	71466	13266	AMAZON	1VR3-KJ7H-	201-34-5941	106.31	106.31	WTF Binders
Total 71466:								325.44	
71467									
01/25	01/23/2025	71467	12026	BENNETT PREMIUM LIGHTING	15474	201-49-5367	420.00	420.00	Bucket Rental for Holiday Light Removal
Total 71467:								420.00	
71468									
01/25	01/23/2025	71468	13681	CINTAS	5248037207	203-34-5370	108.96	108.96	Streets First Aid Kit Restock
Total 71468:								108.96	
71469									
01/25	01/23/2025	71469	13448	COLORADO ANALYTICAL LAB	250107018	205-34-5554	339.00	339.00	Ammonia Nitrogen, BOD-5, TKN, TSS
01/25	01/23/2025	71469	13448	COLORADO ANALYTICAL LAB	250113015	205-34-5554	27.00	27.00	E-Coli
Total 71469:								366.00	
71470									
01/25	01/23/2025	71470	10330	DELLENBACH MOTORS	CTCS861643	205-34-5233	736.30	736.30	SERVICE FOR WRF TRUCK
Total 71470:								736.30	
71471									
01/25	01/23/2025	71471	14127	Dumpster Diverz LLC	01152025	201-49-5398	60.00	60.00	WTP TRASH SERVICE

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
Total 71471:								60.00	
71472									
01/25	01/23/2025	71472	12799	INTERSTATE BATTERY	420218	204-34-5233	308.90	308.90	FLEET BATTERY REPLACEMENTS
Total 71472:								308.90	
71473									
01/25	01/23/2025	71473	14075	LOVELAND STEAM LAUNDRY	0059345	201-34-5372	40.81	40.81	WRF Laundry Service
Total 71473:								40.81	
71474									
01/25	01/23/2025	71474	13843	POLAR GAS INC	1515865418	204-34-5227	1,181.05	1,181.05	PLANT UTILITIES
Total 71474:								1,181.05	
71475									
01/25	01/23/2025	71475	13856	TROPHY CREATIVE LLC	45544	201-34-5372	9.50	9.50	Embroidery for Jacket for new employee
Total 71475:								9.50	
71476									
01/25	01/23/2025	71476	11250	ABLAO LAW LLC	1327	201-12-5109	750.00	750.00	JANUARY COURT
Total 71476:								750.00	
71477									
01/25	01/23/2025	71477	13266	AMAZON	14XT-NTVM-	211-80-5052	74.97	74.97	ADA TECHNOLOGY SUPPLY
01/25	01/23/2025	71477	13266	AMAZON	1LJT-934Y-T	201-55-5214	100.30	100.30	CIRC SUPPLY
01/25	01/23/2025	71477	13266	AMAZON	1LY4-P17L-Y	210-51-5181	153.94	153.94	TUNNEL FOR KIDS, PARACHUTE, BALLS, HOPSCOTCH RING, BALANCE BEAMS
01/25	01/23/2025	71477	13266	AMAZON	1RNK-4CM6-	210-34-5254	73.88	73.88	WD-40, INSECT KILLER
01/25	01/23/2025	71477	13266	AMAZON	1RNK-4CM6-	210-51-5181	71.88	71.88	WD-40, INSECT KILLER
01/25	01/23/2025	71477	13266	AMAZON	1WFX-3J9N-	210-51-5168	29.68	29.68	2 HEADPHONE ADAPTERS
Total 71477:								504.65	

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
71478									
01/25	01/23/2025	71478	13434	BUSINESS CARD FACTORY OF	65565	201-18-5214	300.46	300.46	BUSINESS CARDS
Total 71478:								300.46	
71479									
01/25	01/23/2025	71479	13468	CivicPlus	327119	201-17-5585	6,568.05	6,568.05	ANNUAL FEE WEBSITE HOSTING
01/25	01/23/2025	71479	13468	CivicPlus	327122	201-17-5585	4,936.09	4,936.09	PAGEASSIST, MONSIDO WEB & ACCESSIBLIITY COMPLIANCE
Total 71479:								11,504.14	
71480									
01/25	01/23/2025	71480	14318	EZ INFLATABLES INC.	9676	210-51-5181	3,250.00	3,250.00	LAVE RUN OBSTACLE COURSE INFLATABLE, BLOWER, STORAGE BAGS
Total 71480:								3,250.00	
71481									
01/25	01/23/2025	71481	14025	N-FLATABLES	99890	210-51-5181	4,460.76	4,460.76	WACKY DUAL 180 OBSTACLE INFLATABLE
Total 71481:								4,460.76	
71482									
01/25	01/23/2025	71482	13528	NORTHERN COLORADO SPOR	11797	210-51-5166	120.00	120.00	VOLLEYBALL
Total 71482:								120.00	
71483									
01/25	01/23/2025	71483	428	PITNEY BOWES BANK INC PUR	JAN 2024	201-14-5311	541.99	541.99	POSTAGE AND ACTIVITY FEE
Total 71483:								541.99	
71484									
01/25	01/24/2025	71484	14316	BAKER TILLY ADVISORY GROU	BT3030815	201-14-5356	787.50	787.50	FINANCIAL MANAGEMENT SERVICES THROUGH DECEMBER 2024
Total 71484:								787.50	
71485									
01/25	01/24/2025	71485	14170	DEDICATED OVERHEAD DOOR	16078	201-49-5367	1,475.00	1,475.00	LONG PANEL NON ISULATED DOOR, CHAIN DRIVE, LABOR

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
Total 71485:								1,475.00	
71486									
01/25	01/24/2025	71486	11713	OCCUPATIONAL HEALTH CENT	17810298	201-16-5580	54.00	54.00	Random drug testing
Total 71486:								54.00	
71487									
01/25	01/29/2025	71487	13266	AMAZON	16Q9-Q4KR-	210-51-5168	13.96	13.96	HEADPHONE JACK ADAPTERS
01/25	01/29/2025	71487	13266	AMAZON	1QP6-JFKV-	201-55-5214	38.71	38.71	CIRC SUPPLY
Total 71487:								52.67	
71488									
01/25	01/28/2025	71488	13382	BUFFALO CREEK SUBDIVISION	906903519	210-34-5341	38.04	38.04	BUFFALO CREEK TOWN PORTION
Total 71488:								38.04	
71489									
01/25	01/29/2025	71489	13382	BUFFALO CREEK SUBDIVISION	911103957	210-34-5341	37.43	37.43	BUFFALO CREEK TOWN PORTION
Total 71489:								37.43	
71490									
01/25	01/29/2025	71490	13434	BUSINESS CARD FACTORY OF	65544	210-51-5223	57.76	57.76	BUSINESS CARDS
01/25	01/29/2025	71490	13434	BUSINESS CARD FACTORY OF	65732	201-49-5370	450.00	450.00	ENVELOPES
Total 71490:								507.76	
71491									
01/25	01/28/2025	71491	14098	REPUBLIC SERVICES INC.	DEC 2024	201-49-5398	468.31	468.31	TRASH & RECYCLING
Total 71491:								468.31	
71492									
01/25	01/29/2025	71492	14098	REPUBLIC SERVICES INC.	0642-001189	201-49-5398	354.44	354.44	TRASH & RECYCLING
01/25	01/29/2025	71492	14098	REPUBLIC SERVICES INC.	0642-001196	210-34-5365	2,375.00	2,375.00	RESTROOMS FOR JANUARY

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	
Total 71492:								2,729.44	
71493									
01/25	01/29/2025	71493	13816	SMART DOCUMENT MANAGEM	330424	201-14-5950	25.00	25.00	MONTHLY SHREDDING
Total 71493:								25.00	
71494									
01/25	01/28/2025	71494	12380	TDS	DEC 2024	201-17-5384	292.45	292.45	PW ADMIN INTERNET
Total 71494:								292.45	
71495									
01/25	01/29/2025	71495	12380	TDS	JAN 2025	201-17-5384	298.77	298.77	PW ADMIN INTERNET
Total 71495:								298.77	
71496									
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1002.01 - DE	210-34-5342	25.27	25.27	CENTENNIAL PARK WATER FOUNTAIN
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1124.01 - DE	203-34-5342	37.58	37.58	4021 GRANT AVE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1124.01 - DE	201-49-5343	21.81	21.81	4021 GRANT AVE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1124.01 - DE	201-49-5346	64.25	64.25	4021 GRANT AVE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1145.01 - DE	201-49-5342	25.27	25.27	3815 HARRISON AVE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1145.01 - DE	201-49-5343	21.81	21.81	3815 HARRISON AVE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1145.01 - DE	201-49-5346	15.58	15.58	3815 HARRISON AVE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1157.06 - DE	201-49-5342	52.20	52.20	8225 THIRD STREET
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1157.06 - DE	201-49-5343	31.49	31.49	8225 THIRD STREET
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1157.06 - DE	201-49-5346	11.33	11.33	8225 THIRD STREET
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1198.02 - DE	210-34-5342	37.58	37.58	4006 HAYES AVE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1198.02 - DE	210-34-5342	21.81	21.81	4006 HAYES AVE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1198.02 - DE	210-34-5346	36.75	36.75	4006 HAYES AVE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1483.01 - DE	201-49-5342	148.37	148.37	3800 WILSON
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1483.01 - DE	201-49-5343	86.22	86.22	3800 WILSON
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1483.01 - DE	201-49-5346	64.25	64.25	3800 WILSON
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1910.01 - DE	201-49-5342	25.27	25.27	3735 CELVELAND AVENUE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1910.01 - DE	201-49-5343	21.81	21.81	3735 CELVELAND AVENUE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1910.01 - DE	201-49-5346	23.00	23.00	3735 CELVELAND AVENUE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1920.19 - DE	201-49-5342	25.27	25.27	3804 CLEVELAND AVENUE

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01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1920.19 - DE	201-49-5343	21.81	21.81	3804 CLEVELAND AVENUE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1920.19 - DE	201-49-5346	15.58	15.58	3804 CLEVELAND AVENUE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	1992.01 - DE	210-34-5342	25.27	25.27	CLEVELAND & THIRD ST
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	2002.01 - DE	210-34-5342	25.27	25.27	THIRD ST & CLEVELAND
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3759.02 - DE	210-34-5342	25.27	25.27	PARK MEADOWS IRRIGATION
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3866.02 - DE	210-34-5342	5.00	5.00	CARLYLE TREE SCAPE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3872.01 - DE	210-34-5342	25.27	25.27	3800 WILSON AVE SHED
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3891.01 - DE	210-34-5342	25.27	25.27	8700 THIRD STREET
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3891.01 - DE	210-34-5342	21.81	21.81	8700 THIRD STREET
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3891.01 - DE	210-34-5346	15.58	15.58	8700 THIRD STREET
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3926.01 - DE	210-34-5342	25.27	25.27	6TH STREET IRRIGATION
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3927.01 - DE	210-34-5342	5.00	5.00	VP PARK
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3928.01 - DE	210-34-5342	5.00	5.00	JEFFERSON TREESCAPE WEST
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3929.01 - DE	210-34-5342	5.00	5.00	JEFFERSON TREESCAPE EAST
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3930.01 - DE	210-34-5342	25.27	25.27	VP TREESCAPE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3931.01 - DE	210-34-5342	5.00	5.00	WELLINGTON BLVD TREESCAPES
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3932.01 - DE	210-34-5342	25.27	25.27	VP PARK WATER FOUNTAIN
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3933.01 - DE	210-34-5342	99.72	99.72	CENTENNIAL PARK
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3937.02 - DE	210-34-5342	25.27	25.27	3901 SVETA LANE
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	3951.01 - DE	205-34-5342	209.92	209.92	6190 NE FRONTAGE ROAD
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	4139.02 - DE	210-34-5342	5.00	5.00	MCCLELLAN AND REAGAN
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	4617.01 - DE	210-34-5342	37.03	37.03	WCP SOUTH RESTROOM
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	4617.01 - DE	210-34-5343	21.81	21.81	WCP SOUTH RESTROOM
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	4617.01 - DE	210-34-5346	174.25	174.25	WCP SOUTH RESTROOM
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	4618.01 - DE	210-34-5342	99.72	99.72	WCP NORTH RESTROOM
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	4618.01 - DE	210-34-5343	21.81	21.81	WCP NORTH RESTROOM
01/25	01/28/2025	71496	571	TOWN OF WELLINGTON	4618.01 - DE	210-34-5346	64.25	64.25	WCP NORTH RESTROOM
Total 71496:								1,857.64	
5005343									
01/25	01/23/2025	5005343	13491	WEX BANK	101935228	201-18-5231	34.98	34.98	FUEL
01/25	01/23/2025	5005343	13491	WEX BANK	101935228	204-34-5231	279.33	279.33	FUEL
01/25	01/23/2025	5005343	13491	WEX BANK	101935228	204-34-5231	140.12	140.12	FUEL
01/25	01/23/2025	5005343	13491	WEX BANK	101935228	205-34-5231	206.46	206.46	FUEL
01/25	01/23/2025	5005343	13491	WEX BANK	101935228	201-34-5231	1,139.09	1,139.09	FUEL
01/25	01/23/2025	5005343	13491	WEX BANK	101935228	201-13-5933	257.69	257.69	FUEL
01/25	01/23/2025	5005343	13491	WEX BANK	101935228	210-34-5231	763.41	763.41	FUEL
01/25	01/23/2025	5005343	13491	WEX BANK	101935228	201-34-5231	94.16-	94.16-	FUEL REBATE

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01/25	01/30/2025	5005343	13843	POLAR GAS INC	DEC 2024	204-34-5227	3,913.23	3,913.23	Propane FOR WATER TREATMENT PLANT
01/25	01/30/2025	5005343	13843	POLAR GAS INC	JAN 2025	204-34-5227	5,697.61	5,697.61	Propane FOR WATER TREATMENT PLANT
Total 5005343:								12,337.76	
5005344									
01/25	01/30/2025	5005344	13266	AMAZON	1DTT-CPJ7-	201-34-5941	5.63	5.63	AMBER MARKER LIGHT
01/25	01/30/2025	5005344	13266	AMAZON	1KQJ-J6YH-	201-13-5214	185.95	185.95	ACCORDION FILE, 5 TIER PAPER TRAY, FILE BOXES
01/25	01/30/2025	5005344	13266	AMAZON	1V3C-9XWJ-	205-34-5433	89.99	89.99	YARD COMMANDER 60 POUND WALK BEHIND PUSH DROP SPREADER
01/25	01/06/2025	5005344	13867	PINNACOL ASSURANCE	21916971	201-00-2516	7,635.00	7,635.00	JANUARY INSURANCE
Total 5005344:								7,916.57	
5005347									
01/25	01/09/2025	5005347	14077	AMILIA TECHNOLOGIES USA IN	1569483	210-51-5168	749.62	749.62	SUBSCRIPTION AND SERVICES
Total 5005347:								749.62	
5005348									
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5433	13.73	13.73	RED LENS COVER FOR MMC FAULT LIGHT
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-18-5380	785.00	785.00	NATIONAL PLANNING CONFERENCE REGISTRATION - PLANNER III
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-18-5380	785.00	785.00	NATIONAL PLANNING CONFERENCE REGISTRATION - PLANNING DIRECTOR
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5241	123.48	123.48	AA BATTERIES FOR LOGGERS.
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5233	253.98	253.98	GATE BATTERIES
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-55-5380	25.00	25.00	LIBRARY CONFERENCE/VIRTUAL
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5433	8.49	8.49	POLYMER TOTE CAM LOCK BANJO
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-34-5579	378.00	378.00	SOFTWARE RENEWAL FOR ENGINEER
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-34-5233	721.88	721.88	VALVES FOR DEICING BRINE
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-34-5233	721.89	721.89	VALVES FOR DEICING BRINE
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5455	336.00	336.00	AMTAX CLEANING SOLUTION
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-13-5335	13.00	13.00	BIZWEST MONTHLY SUBSCRIPTION
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	210-34-5254	60.00-	60.00-	PARKS - RETURN OF TRUCK SEAT COVER
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	210-34-5254	147.31	147.31	PARKS - SHOP MATERIALS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-17-5579	2.99	2.99	SECURITY CAMERA SUBSCRIPTION
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5455	730.41	730.41	NTU CALIBRATION VIALS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5433	29.97	29.97	HOSE ADAPTERS FOR SPRAY NOZZLE
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5233	19.99	19.99	EXTENSION CORD
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	210-51-5181	1,000.00	1,000.00	RESERVATION PAYMENT TO SECURE AN INFLATABLE, REMAINING BALANCE P
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-11-5380	231.30	231.30	JOINT BOARD & CHAMBER/MAIN STREET WORK SESSION DINNER

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01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5433	89.00	89.00	GREELEY LOCK AND KEY CARDS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-49-5367	47.93	47.93	TOILET REPAIR KIT
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5233	399.40	399.40	VALVE BOX KEYS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-11-5380	7.99	7.99	WATER FOR BOARD MEETING WORK SESSION.
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-55-5214	29.29	29.29	VOLUNTEER APPR. SUP
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5433	80.44	80.44	THERMO METER
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5341	13.07	13.07	SERVICE FEE FOR WRF ELECTRICITY PAYMENT ONLINE
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5341	593.97	593.97	WRF ELECTRICITY DIGESTERS MINIMUM PAYMENT
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5433	10.99	10.99	ELECTRICAL LENS AND SWITCHES AND BLANK OUT PLUGS TO REPAIR CONTR
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5455	170.04	170.04	FLUORIDE TEST KITS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-13-5496	99.99	99.99	SOFTWARE
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-55-5214	197.60	197.60	CIRCULATION/STAFF SUPPLY/EVENT WEAR
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	203-34-5427	187.50	187.50	STORAGE FOR WEATHER MATERIALS (NO WEATHER PROOF SITE STORAGE A
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-13-5380	429.00	429.00	ICMA REIMAGINED CONFERENCE
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5455	5.50	5.50	MAILED FLUORIDE SAMPLE
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5380	360.00	360.00	ACTION NOW CLASS IN LOVELAND FOR ALL C&D OPERATORS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5433	1.58	1.58	RUBBER STOPPER FOR LAB OVEN
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5433	47.28	47.28	WALL THERMOMETERS TO MONITOR TEMPS IN 100 AND 350 BUILDINGS.
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5455	455.90	455.90	PH PROBE
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-34-5335	795.00	795.00	ANNUAL DUES
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5433	177.00	177.00	FOG WRF PACKETS POSTAGE FOR LOCAL BUSINESSES
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-34-5579	33.61-	33.61-	SOFTWARE REFUND FOR OVER PAYMENT
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-34-5579	.99	.99	STORAGE FEE FOR COMCAST CONSTRUCTION TABLET PHOTOS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-18-5335	45.00	45.00	NSO MEMBERSHIP DUES
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-14-5311	52.20	52.20	PITNEY BOWES INVOICE 1026572071
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-55-5311	4.40	4.40	BOOK RETURN
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	210-51-5181	1,384.00	1,384.00	25 HEADPHONES AND 2 TRANSMITTERS FOR HEADPHONES FOR ADA THINGS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-55-5579	11.00-	11.00-	ADOBE SUBSCRIPTION PAYMENT CREDIT
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-17-5579	2,001.05	2,001.05	ADOBE LICENSE RENEWAL 1 OF 2
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5233	57.95	57.95	GATE OPENER CONTROLS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-13-5496	41.99-	41.99-	CREDIT
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-13-5335	1,163.00	1,163.00	2025 ICMA DUES
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-55-5214	354.02	354.02	BOOK PROCESSING SUPPLIES
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5380	104.00	104.00	TESTING FEE FOR AN OPERATOR EXAM THAT WAS PASSED.
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5554	50.60	50.60	TOLLS FOR WRF SAMPLING DROP OFF
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-13-5335	340.00	340.00	2025 CCCMA DUES
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5233	335.24	335.24	VALVE BOX KEYS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	210-51-5401	86.51	86.51	FOOD FOR ALL STAFF MEETING
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5233	21.04	21.04	TAPE MEASURE

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01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-14-5311	2.99	2.99	JUMBO ENVELOPE TO MAIL A PACKET TO RESIDENT
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-14-5311	11.85	11.85	SHIPMENT FOR ASSET SOLD ON GOV DEALS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-16-5335	264.00	264.00	SHRM MEMBERSHIP
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5233	35.97	35.97	FASTENERS FOR ANALYZER PANELS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-13-5496	275.00	275.00	GRAPHIC DESIGN SUPPORT (2024 EXPENSE)
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-18-5380	161.90	161.90	CODE SAFETY CLASS
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-18-5380	558.36	558.36	MARCH INSTITUTE CODE CLASSES FOR BUILDING AND NSO
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-18-5233	18.95	18.95	SPLIT - FLEET MONITORING CODE ENFORCEMENT (2.94%)
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-34-5233	276.43	276.43	SPLIT - FLEET MONITORING STREETS (42.9%)
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	204-34-5233	110.03	110.03	SPLIT - FLEET MONITORING WATER (17.08%)
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5233	110.03	110.03	SPLIT - FLEET MONITORING WRF (17.08%)
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	210-34-5233	128.86	128.86	SPLIT - FLEET MONITORING PARKS & REC (20%)
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	201-17-5579	59.99	59.99	ADOBE
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	203-34-5422	6.97	6.97	TOOL REPLACEMENT (WEAR & TEAR)
01/25	01/31/2025	5005348	13269	FIRST NATIONAL BANK OMAHA	1312025	205-34-5384	140.00	140.00	STARLINK INTERNET WRF
Total 5005348:								18,540.62	
5005349									
01/25	01/01/2025	5005349	12896	FIRST NATIONAL BANK - WCP L	12272024	210-90-5632	530.72	530.72	Park Loan Interest
01/25	01/01/2025	5005349	12896	FIRST NATIONAL BANK - WCP L	12272024	210-90-5630	21,924.27	21,924.27	Park Loan
Total 5005349:								22,454.99	
5005351									
01/25	01/03/2025	5005351	439	XCEL ENERGY	906199756	210-51-5185	678.70	678.70	BATTING CAGES
01/25	01/03/2025	5005351	439	XCEL ENERGY	906680288	205-34-5341	6,326.33	6,326.33	6172 NE FRONTAGE ROAD UNIT F
Total 5005351:								7,005.03	
5005352									
01/25	01/05/2025	5005352	12840	RISE BROADBAND	JAN 2025	204-34-5384	139.28	139.28	10691 CR 11 WTP
01/25	01/05/2025	5005352	12840	RISE BROADBAND	JAN 2025	205-34-5384	144.28	144.28	6190 NE FRONTAGE ROAD
Total 5005352:								283.56	
5005353									
01/25	01/30/2025	5005353	439	XCEL ENERGY	906598669	204-34-5341	858.37	858.37	8890 BUFFALO CREEK WELLHOUSE
01/25	01/30/2025	5005353	439	XCEL ENERGY	907007446	203-34-5341	67.17	67.17	6744 E FRONTAGE ROAD

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01/25	01/30/2025	5005353	439	XCEL ENERGY	908332287	201-49-5341	45.08	45.08	3804 CLEVELAND AVENUE
01/25	01/30/2025	5005353	439	XCEL ENERGY	908506491	204-34-5341	936.36	936.36	4000 WILSON AVE PUMP HOUSE
01/25	01/30/2025	5005353	439	XCEL ENERGY	908527579	210-34-5341	13.26	13.26	3705 Ronald Reagan UNIT SPRINKLER
Total 5005353:								1,920.24	
5005354									
01/25	01/08/2025	5005354	439	XCEL ENERGY	907155093	201-49-5341	1,120.25	1,120.25	UTILITIES MAIN ACCOUNT
01/25	01/08/2025	5005354	439	XCEL ENERGY	907155093	204-34-5341	1,622.32	1,622.32	UTILITIES MAIN ACCOUNT
01/25	01/08/2025	5005354	439	XCEL ENERGY	907155093	210-34-5341	101.83	101.83	UTILITIES MAIN ACCOUNT
01/25	01/08/2025	5005354	439	XCEL ENERGY	907155093	205-34-5341	2,919.37	2,919.37	UTILITIES MAIN ACCOUNT
01/25	01/08/2025	5005354	439	XCEL ENERGY	907155093	203-34-5341	83.47	83.47	UTILITIES MAIN ACCOUNT
Total 5005354:								5,847.24	
5005356									
01/25	01/28/2025	5005356	12380	TDS	JAN2025AC	201-17-5384	172.95	172.95	3749 HARRISON AVENUE INTERNET
01/25	01/28/2025	5005356	12380	TDS	JAN2025AC	201-17-5384	44.95	44.95	4006 HAYES AVE INTERNET
01/25	01/28/2025	5005356	12380	TDS	JAN2025AC	201-17-5384	149.95	149.95	3804 CLEVELAND AVE INTERNET
01/25	01/28/2025	5005356	12380	TDS	JAN2025AC	201-17-5384	279.90	279.90	3800 WILSON AVE INTERNET
Total 5005356:								647.75	
5005358									
01/25	01/13/2025	5005358	433	POUDRE VALLEY REA	DEC 2024 C	210-34-5341	24.78	24.78	Wellington Jr. High
01/25	01/13/2025	5005358	433	POUDRE VALLEY REA	DEC 2024 C	207-34-5341	35.76	35.76	3500 GW Bush Ave
01/25	01/13/2025	5005358	433	POUDRE VALLEY REA	DEC 2024 C	203-34-5341	46.10	46.10	CLEVELAND AVE
01/25	01/13/2025	5005358	433	POUDRE VALLEY REA	DEC 2024 C	204-34-5341	58.71	58.71	7250 Kit Fox Dr. Viewpointe
01/25	01/13/2025	5005358	433	POUDRE VALLEY REA	DEC 2024 C	203-34-5341	308.33	308.33	Wellington HIGH SCHOOL
01/25	01/13/2025	5005358	433	POUDRE VALLEY REA	DEC 2024 C	203-34-5341	677.46	677.46	Sage Meadows Street Lights
01/25	01/13/2025	5005358	433	POUDRE VALLEY REA	DEC 2024 C	204-34-5341	1,230.95	1,230.95	10691 N CO RD 11
01/25	01/13/2025	5005358	433	POUDRE VALLEY REA	DEC 2024 C	204-34-5341	6,465.33	6,465.33	10697 N CR11
Total 5005358:								8,847.42	
5005363									
01/25	01/21/2025	5005363	439	XCEL ENERGY	911056649	205-34-5341	12,434.99	12,434.99	6172 NE FRONTAGE ROAD UNIT D

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Total 5005363:								12,434.99	
5005364									
01/25	01/31/2025	5005364	439	XCEL ENERGY	909044562	203-34-5341	13,985.63	13,985.63	STREET LIGHTS
01/25	01/31/2025	5005364	439	XCEL ENERGY	909063187	203-34-5341	1,423.42	1,423.42	STREET LIGHTS
01/25	01/31/2025	5005364	439	XCEL ENERGY	910880004	205-34-5341	435.46	435.46	6172 NE FRONTAGE ROAD UNIT H
Total 5005364:								15,844.51	
5005367									
01/25	01/10/2025	5005367	13320	VERIZON WIRELESS	6102990197	201-17-5345	3,197.03	3,197.03	TOWN CELL PHONES
Total 5005367:								3,197.03	
5005369									
01/25	01/01/2025	5005369	14046	STANDARD INSURANCE COMP	JAN 2025	201-00-2517	366.29	366.29	SHORT TERM DISABILITY
01/25	01/01/2025	5005369	14046	STANDARD INSURANCE COMP	JAN 2025	201-00-2523	1,430.79	1,430.79	LONG TERM DISABILITY
Total 5005369:								1,797.08	
5005373									
01/25	01/09/2025	5005373	14038	CEBT PAYMENTS	FEB 2025	201-00-2508	74,406.00	74,406.00	CEBT INSURANCE PAYMENT
01/25	01/09/2025	5005373	14038	CEBT PAYMENTS	FEB 2025	201-00-2518	3,504.00	3,504.00	CEBT INSURANCE PAYMENT
01/25	01/09/2025	5005373	14038	CEBT PAYMENTS	FEB 2025	201-00-2519	474.00	474.00	CEBT INSURANCE PAYMENT
01/25	01/09/2025	5005373	14038	CEBT PAYMENTS	FEB 2025	201-00-2521	963.04	963.04	CEBT INSURANCE PAYMENT
Total 5005373:								79,347.04	
5005375									
01/25	01/28/2025	5005375	1	Black Hills Energy	DEC 2024 C	201-49-5344	102.74	102.74	3804 Cleveland Ave
01/25	01/28/2025	5005375	1	Black Hills Energy	DEC 2024 C	201-49-5344	173.70	173.70	3735 Cleveland Ave.
01/25	01/28/2025	5005375	1	Black Hills Energy	DEC 2024 C	201-49-5344	222.13	222.13	3749 HARRISON AVE
01/25	01/28/2025	5005375	1	Black Hills Energy	DEC 2024 C	201-49-5344	584.11	584.11	3800 WILSON
01/25	01/28/2025	5005375	1	Black Hills Energy	DEC 2024 C	201-49-5344	196.09	196.09	3815 HARRISON AVE
01/25	01/28/2025	5005375	1	Black Hills Energy	DEC 2024 C	203-34-5344	1,071.91	1,071.91	4021 Grant Ave.
01/25	01/28/2025	5005375	1	Black Hills Energy	DEC 2024 C	205-34-5344	7,901.96	7,901.96	6190 NE Frontage Rd
01/25	01/28/2025	5005375	1	Black Hills Energy	DEC 2024 C	210-34-5344	106.67	106.67	8700 3RD
01/25	01/28/2025	5005375	1	Black Hills Energy	DEC 2024 C	210-34-5344	494.04	494.04	4006 Hayes Ave

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Total 5005375:								10,853.35	
5005377									
01/25	01/10/2025	5005377	13592	ALLSTATE	JAN 2025	201-00-2520	321.54	321.54	JANUARY PREMIUMS
Total 5005377:								321.54	
5005379									
01/25	01/06/2025	5005379	551	CENTURYLINK	DEC 2024 C	204-34-5345	75.16	75.16	TELEPHONE SERVICES 970-568-3021
01/25	01/06/2025	5005379	551	CENTURYLINK	DEC 2024 C	201-17-5345	91.90	91.90	TELEPHONE SERVICES 970-568-9354
01/25	01/06/2025	5005379	551	CENTURYLINK	DEC 2024 C	201-17-5345	157.59	157.59	TELEPHONE SERVICES 970-568-3276
Total 5005379:								324.65	
5005381									
01/25	01/23/2025	5005381	13991	MOLTZ CONSTRUCTION, INC	PAY REQUE	211-80-4083	1,743,166.98	1,743,166.98	WWTP EXPANSION Construction
Total 5005381:								1,743,166.98	
5005382									
01/25	01/16/2025	5005382	13769	Jive Communications Inc	IN710351170	201-17-5345	786.95	786.95	Town Phone Bill
Total 5005382:								786.95	
Grand Totals:								2,816,388.00	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
201-00-2000	241.13	734,978.00-	734,736.87-
201-00-2210	1,811.11	.00	1,811.11
201-00-2508	74,406.00	.00	74,406.00
201-00-2516	7,635.00	.00	7,635.00
201-00-2517	366.29	.00	366.29
201-00-2518	3,504.00	.00	3,504.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
201-00-2519	474.00	.00	474.00
201-00-2520	321.54	.00	321.54
201-00-2521	963.04	.00	963.04
201-00-2523	1,430.79	.00	1,430.79
201-02-3430	.00	60.37-	60.37-
201-11-5192	409.75	.00	409.75
201-11-5321	278.80	.00	278.80
201-11-5335	3,381.00	.00	3,381.00
201-11-5380	239.29	.00	239.29
201-12-5109	750.00	.00	750.00
201-13-5214	240.13	.00	240.13
201-13-5335	1,516.00	.00	1,516.00
201-13-5352	586.50	.00	586.50
201-13-5363	2,401.18	.00	2,401.18
201-13-5380	429.00	.00	429.00
201-13-5496	514.99	41.99-	473.00
201-13-5933	257.69	.00	257.69
201-13-5934	260.29	.00	260.29
201-14-5311	609.03	.00	609.03
201-14-5321	697.09	.00	697.09
201-14-5353	9,300.00	.00	9,300.00
201-14-5356	787.50	.00	787.50
201-14-5510	55,554.79	.00	55,554.79
201-14-5950	25.00	.00	25.00
201-15-5530	2,899.58	.00	2,899.58
201-16-5335	264.00	.00	264.00
201-16-5580	54.00	.00	54.00
201-17-5345	4,233.47	.00	4,233.47
201-17-5357	6,440.00	.00	6,440.00
201-17-5384	1,238.97	.00	1,238.97
201-17-5579	9,335.95	.00	9,335.95
201-17-5585	11,504.14	.00	11,504.14
201-18-5214	300.46	.00	300.46
201-18-5231	34.98	.00	34.98
201-18-5233	18.95	.00	18.95
201-18-5335	45.00	.00	45.00
201-18-5350	5,211.75	.00	5,211.75
201-18-5380	2,290.26	.00	2,290.26
201-21-5364	494,905.03	.00	494,905.03
201-34-5231	1,139.09	94.16-	1,044.93

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
201-34-5233	3,607.88	.00	3,607.88
201-34-5335	4,102.50	.00	4,102.50
201-34-5372	128.49	.00	128.49
201-34-5579	1,481.99	33.61-	1,448.38
201-34-5941	621.39	.00	621.39
201-49-5341	1,165.33	.00	1,165.33
201-49-5342	276.38	.00	276.38
201-49-5343	204.95	.00	204.95
201-49-5344	1,278.77	.00	1,278.77
201-49-5346	193.99	.00	193.99
201-49-5367	1,955.37	.00	1,955.37
201-49-5369	1,474.70	.00	1,474.70
201-49-5370	543.46	.00	543.46
201-49-5375	105.44	.00	105.44
201-49-5398	882.75	.00	882.75
201-55-5214	1,479.33	.00	1,479.33
201-55-5311	4.40	.00	4.40
201-55-5380	25.00	.00	25.00
201-55-5579	.00	11.00-	11.00-
201-55-5792	126.95	.00	126.95
201-55-5793	3,000.00	.00	3,000.00
201-55-5900	3,253.50	.00	3,253.50
203-00-2000	.00	42,436.75-	42,436.75-
203-04-3350	24,000.00	.00	24,000.00
203-34-5341	16,591.58	.00	16,591.58
203-34-5342	37.58	.00	37.58
203-34-5344	1,071.91	.00	1,071.91
203-34-5370	541.21	.00	541.21
203-34-5422	6.97	.00	6.97
203-34-5427	187.50	.00	187.50
204-00-2000	.00	41,471.60-	41,471.60-
204-34-5227	12,888.84	.00	12,888.84
204-34-5231	419.45	.00	419.45
204-34-5233	1,542.50	.00	1,542.50
204-34-5321	2,205.66	.00	2,205.66
204-34-5334	215.00	.00	215.00
204-34-5341	11,172.04	.00	11,172.04
204-34-5345	75.16	.00	75.16
204-34-5352	403.00	.00	403.00
204-34-5356	1,401.25	.00	1,401.25

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
204-34-5380	464.00	.00	464.00
204-34-5384	139.28	.00	139.28
204-34-5433	329.90	.00	329.90
204-34-5434	4,825.99	.00	4,825.99
204-34-5455	1,385.53	.00	1,385.53
204-34-5579	4,004.00	.00	4,004.00
205-00-2000	.00	72,444.60-	72,444.60-
205-02-3350	30,520.00	.00	30,520.00
205-34-5231	313.35	.00	313.35
205-34-5233	846.33	.00	846.33
205-34-5241	393.45	.00	393.45
205-34-5321	1,556.93	.00	1,556.93
205-34-5341	22,723.19	.00	22,723.19
205-34-5342	209.92	.00	209.92
205-34-5344	7,901.96	.00	7,901.96
205-34-5363	172.99	.00	172.99
205-34-5384	373.52	.00	373.52
205-34-5433	548.47	.00	548.47
205-34-5434	3,227.83	.00	3,227.83
205-34-5440	2,202.00	.00	2,202.00
205-34-5455	336.00	.00	336.00
205-34-5554	1,101.60	.00	1,101.60
205-34-5969	17.06	.00	17.06
207-00-2000	.00	597.99-	597.99-
207-34-5321	562.23	.00	562.23
207-34-5341	35.76	.00	35.76
210-00-2000	60.00	52,719.09-	52,659.09-
210-34-5231	763.41	.00	763.41
210-34-5233	128.86	.00	128.86
210-34-5252	1,190.00	.00	1,190.00
210-34-5253	262.00	.00	262.00
210-34-5254	221.19	60.00-	161.19
210-34-5341	215.34	.00	215.34
210-34-5342	600.37	.00	600.37
210-34-5343	43.62	.00	43.62
210-34-5344	600.71	.00	600.71
210-34-5346	290.83	.00	290.83
210-34-5365	2,375.00	.00	2,375.00
210-34-5941	59.22	.00	59.22
210-34-5942	1,399.00	.00	1,399.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
210-51-5130	800.00	.00	800.00
210-51-5131	640.00	.00	640.00
210-51-5132	960.00	.00	960.00
210-51-5133	1,800.00	.00	1,800.00
210-51-5135	1,462.79	.00	1,462.79
210-51-5148	53.39	.00	53.39
210-51-5165	625.00	.00	625.00
210-51-5166	120.00	.00	120.00
210-51-5168	1,358.11	.00	1,358.11
210-51-5181	11,635.54	.00	11,635.54
210-51-5185	678.70	.00	678.70
210-51-5223	57.76	.00	57.76
210-51-5392	1,836.75	.00	1,836.75
210-51-5401	86.51	.00	86.51
210-90-5630	21,924.27	.00	21,924.27
210-90-5632	530.72	.00	530.72
211-00-2000	.00	1,872,041.10-	1,872,041.10-
211-80-4010	1,459.50	.00	1,459.50
211-80-4083	1,743,828.98	.00	1,743,828.98
211-80-5022	72,042.65	.00	72,042.65
211-80-5035	24,300.00	.00	24,300.00
211-80-5042	24,265.00	.00	24,265.00
211-80-5052	74.97	.00	74.97
211-80-5053	6,070.00	.00	6,070.00
Grand Totals:	2,816,990.26	2,816,990.26-	.00

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Report type: GL detail
Check.Voided = no

Board of Trustees Meeting

Date: March 25, 2025

Subject: Larimer County Sheriff's Office Report (February 2025)

EXECUTIVE SUMMARY

Larimer County Sheriff's Office has submitted a report for February 2025.

BACKGROUND / DISCUSSION

N/A

CONNECTION WITH ADOPTED MASTER PLANS

N/A

FISCAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

Review and retain report.

ATTACHMENTS

1. 02-2025 Wellington Monthly Report - FINAL



John J. Feyen, Sheriff

LARIMER COUNTY SHERIFF'S OFFICE

One Agency

One Mission

Public Safety

March 13, 2025

Town of Wellington

Attn: Patti Garcia, Town Administrator

PO Box 127

Wellington, Colorado 80549

Dear Ms. Garcia:

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

In meeting the contract, for the month of **February 2025**, the Larimer County Sheriff's Office maintained six deputies, one corporal, and one sergeant providing full-time law enforcement for the Town. In addition, one full-time investigator, one full-time desk deputy, and one full-time School Resource Officer assisted the town with law enforcement activities.

During the month of **February 2025**, non-assigned deputies spent a total of **162.15** hours in Wellington responding to calls, patrolling, and making contacts in the town.

During the month of **February 2025** there were **0.0** hours worked by Northern Colorado Drug Task Force.

Investigations – ongoing and active cases include:

Criminal Impersonation – 1

False Reporting – 1

Neglect – 1

Fraud/Theft – 2

Sex Crime – 3

Assault – 1

DHS Referral - 1

Administration

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

County Jail

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

Emergency Services

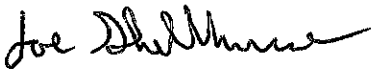
1303 N. Shields St.
Fort Collins, CO 80524
970 498-5300

Of Note:

- The deputies with the Larimer County Sheriff's Office assisted the Town of Wellington and the Department of Health in evicting occupants and securing a residence that had been condemned for methamphetamine abatement.

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

Thank you,

A handwritten signature in black ink, appearing to read "Joe Shellhammer". The signature is fluid and cursive, with the first name "Joe" being more prominent.

Undersheriff Joe Shellhammer
(970) 498-5103
Attachments



LARIMER COUNTY SHERIFF'S OFFICE

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

Dispatch Dates between 02/01/2025 and 02/28/2025

Excluded from this report -
Squads: Civilian, Parks, and Investigations
Units: 9ME*, 9S39;9Z54;9E33;9E64;9E91;9E80;9E6;9E65;9E75;9E7

Call Times by Month

	Call/Contact Time (Minutes/Hours)	Patrol Time (Minutes/Hours)	Totals
2025-02	7,053.9 117.57	2,675.22 44.59	9,729.12 162.15
Totals	7,053.9 117.57	2,675.22 44.59	9,729.12 162.15

Wellington Monthly Report

February 2025

Larimer County Sheriff's Office

Christine Harpel
Administrative Coordinator

3/4/2025

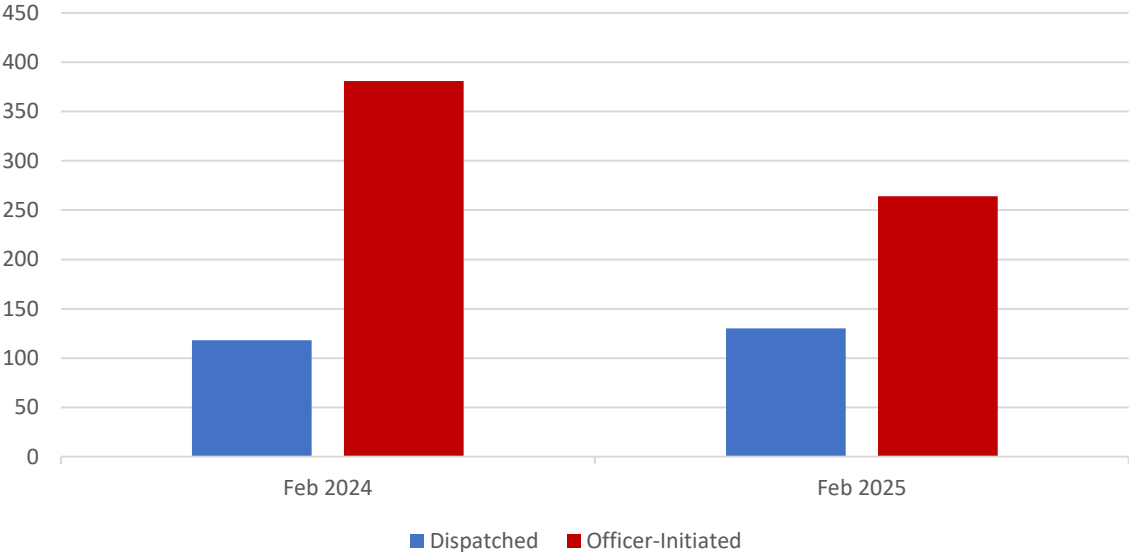
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February 2025 Totals

Dispatched / Officer-Initiated Activity

Dispatched Calls	130
Officer Initiated	264
February 2025 Total	394

Dispatched vs Officer-Initiated Activity



- Dispatched calls were Up 12 or 10% from February 2024
- Officer-Initiated Activity was Down 117 or 31% from February 2024

	Feb. 2024	Feb. 2025
Dispatched Calls	118	130
	24%	33%
Officer Initiated	381	264
	76%	67%
Total	499	394

- 33% were Dispatched Calls
- 67% was Officer-Initiated Activity

February 2025 Calls for Service

Calls for Service Comparison

Call Types A-M

Call Type	2022	2023	2024	Avg 22-24	2025	% Change 3-Yr Avg to 2025
9-1-1 Hangup	2	1	0	1.00	0	-100%
Alarm Calls	5	5	3	4.33	6	38%
Animal Calls	7	9	10	8.67	3	-65%
Assault	0	2	1	1.00	4	300%
Assist Business	6	3	6	5.00	8	60%
Assist Other Agency (Fire/Med)	6	11	15	10.67	9	-16%
Bar Checks	0	9	1	3.33	0	-100%
Burglary	0	1	1	0.67	0	-100%
Child abuse	2	1	1	1.33	0	-100%
Citizen Assist	28	18	9	18.33	14	-24%
Civil	9	10	8	9.00	16	78%
Criminal Mischief	1	1	2	1.33	0	-100%
Disturbance	7	4	3	4.67	7	50%
Drug case	1	2	0	1.00	2	100%
DUI Arrest	1	0	2	1.00	0	-100%
Extra Checks & Business Check	170	198	134	167.33	60	-64%
Family Problems	8	11	8	9.00	11	22%
Fireworks complaint	0	1	0	0.33	0	-100%
Follow up	29	35	24	29.33	16	-45%
Found property	1	2	2	1.67	1	-40%
Fraud	6	6	3	5.00	1	-80%
Harassment	3	6	5	4.67	8	71%
Juvenile Problem	3	3	1	2.33	2	-14%
Littering	0	0	0	0.00	2	NC
Lost Property	0	3	2	1.67	1	-40%
Mental Health Call	0	3	3	2.00	8	300%
Missing Person (Child/Adult)	3	1	3	2.33	1	-57%
Motor Vehicle Accident	8	3	2	4.33	9	108%
Municipal Code Violation	0	15	33	16.00	0	-100%

Call Types N-Z

Call Type	2022	2023	2024	Avg 22-24	2025	% Change 3-Yr Avg to 2025
Neighbor Problems	3	1	3	2.33	2	-14%
Noise\Party Complaint	3	4	1	2.67	3	13%
Pedestrian Contact/Subject St	12	5	9	8.67	10	15%
Private Tow	3	0	7	3.33	1	-70%
REDDI Report	2	2	1	1.67	1	-40%
Restraining Order Violation	2	5	0	2.33	2	-14%
Robbery	1	0	0	0.33	0	-100%
Safe 2 Tell	2	2	1	1.67	6	260%
School Check	12	7	5	8.00	23	188%
Sex Offense	2	5	5	4.00	1	-75%
Sex Offender Check	0	1	0	0.33	0	-100%
Suicide Attempt	0	0	0	0.00	0	NC
Suicide Threat	7	1	2	3.33	2	-40%
Suspicious Circumstances	29	27	25	27.00	23	-15%
Theft	7	4	8	6.33	4	-37%
Traffic Problem	12	14	13	13.00	12	-8%
Traffic Pursuit	0	0	0	0.00	0	NC
Traffic Stop	127	102	109	112.67	98	-13%
Trespass	2	0	1	1.00	2	100%
Vehicle Theft	0	0	2	0.67	0	-100%
Vehicle Trespass	1	2	0	1.00	0	-100%
VIN Check	4	10	2	5.33	2	-63%
Warrant Attempt/Arrest	11	3	3	5.67	3	-47%
Weapon Related (menacing,)	0	2	0	0.67	1	50%
Welfare Check	10	12	16	12.67	8	-37%
Unspecified	1	4	4	3.00	1	-67%
TOTALS	559	577	499	545.00	394	-28%

NC = Not Calculable. Cannot divide by 0.

Calls for Service DOWN 105 or 21% from February 2024

February 2025 calls DOWN 28% from February 2022-2024 Average

February 2025 Call Categories

Crime Type Averages / Trends

Property Crimes					
Call Type	2022	2023	2024	Avg 22-24	2025
Burglary	0	1	1	0.67	0
Theft	7	4	8	6.33	4
Vehicle Theft	0	0	2	0.67	0
Vehicle Trespass	1	2	0	1.00	0
Property Crimes Totals	8	7	11	8.67	4

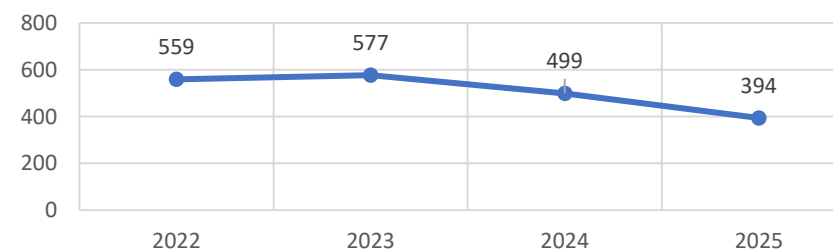
Persons Crimes					
Call Type	2022	2023	2024	Avg 22-24	2025
Assault	0	2	1	1.00	4
Missing Person (Child/Adult)	3	1	3	2.33	1
Robbery	1	0	0	0.33	0
Sex Offense	2	5	5	4.00	1
Weapon Related (menacing,	0	2	0	0.67	1
Persons Crimes Totals	6	10	9	8.33	7

Disorder/Other Crimes					
Call Type	2022	2023	2024	Avg 22-24	2025
Alcohol Calls	0	0	0	0.00	0
Animal Calls	7	9	10	8.67	3
Criminal Mischief	1	1	2	1.33	0
Disturbance	7	4	3	4.67	7
Drug case	1	2	0	1.00	2
Family Problems	8	11	8	9.00	11
Harassment	3	6	5	4.67	8
Juvenile Problem	3	3	1	2.33	2
Noise\Party Complaint	3	4	1	2.67	3
Suspicious Circumstances	29	27	25	27.00	23
Trespass	2	0	1	1.00	2
Disorder Crimes Totals	64	67	56	62.33	61

Red numbers indicate a DECREASE in crime from February 2024

Yellow backgrounds indicate an INCREASE in crime from February 2022-2024 Average

February 2022-2025 Totals



February 2025 Traffic

Traffic Citations	2/24	2/25
Traffic Citations Issued	32	8
Traffic Warnings	94	81

➤ Citations Issued Down 24

➤ Warnings Down 13

Call Type	2/24	2/25
Traffic Stop	109	98
Motor Vehicle Accident	2	9
DUI Arrest	2	0
Traffic Problem	13	12
REDDI Report	1	1

➤ Traffic Stops Down 11 or 10%

➤ MV Accidents Up 7

➤ DUI Arrests Down 2

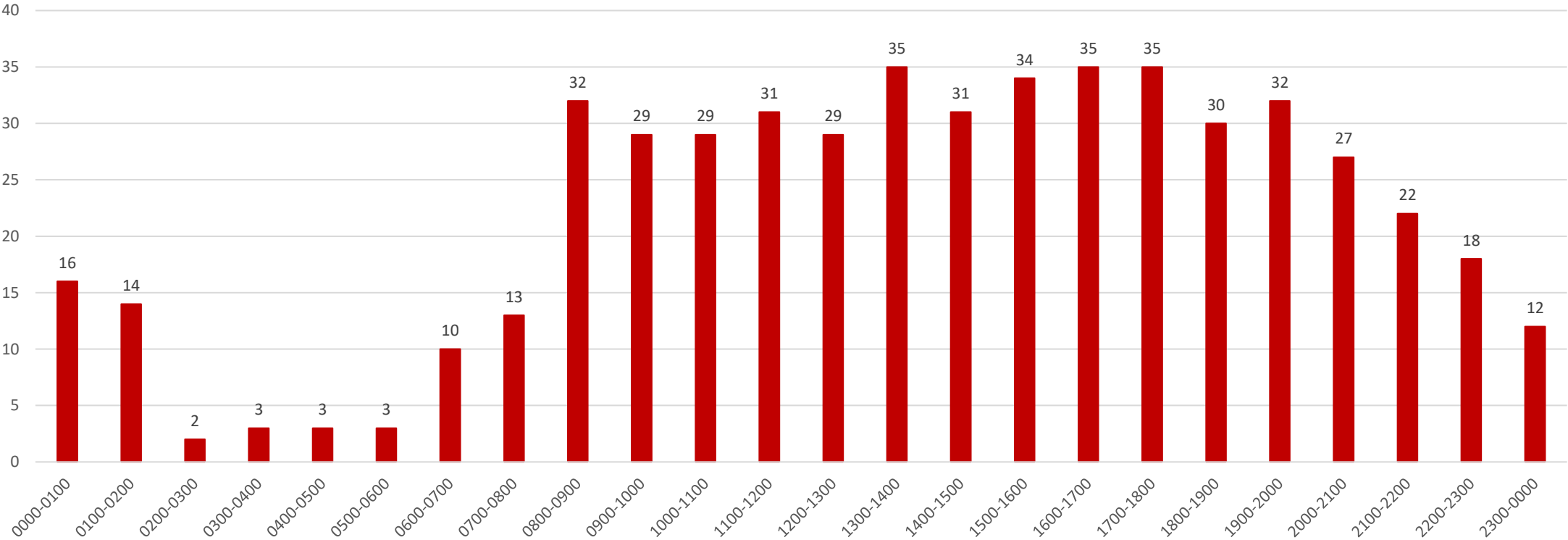
➤ Traffic Problems Down 1

➤ REDDI Reports Equal

February 2025

Call Totals by Hour

Busiest Hours
1300-1400/1600-1700/1700-1800 (35)
1500-1600 (34)

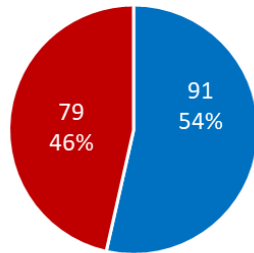


21 Calls between 0200-0700

February 2025

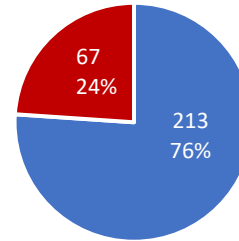
Wellington/Non-Wellington Units

Dispatched



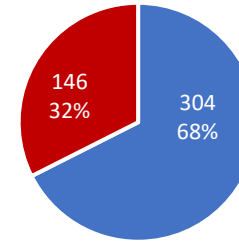
■ Wellington ■ Non-Wellington

Officer-Initiated



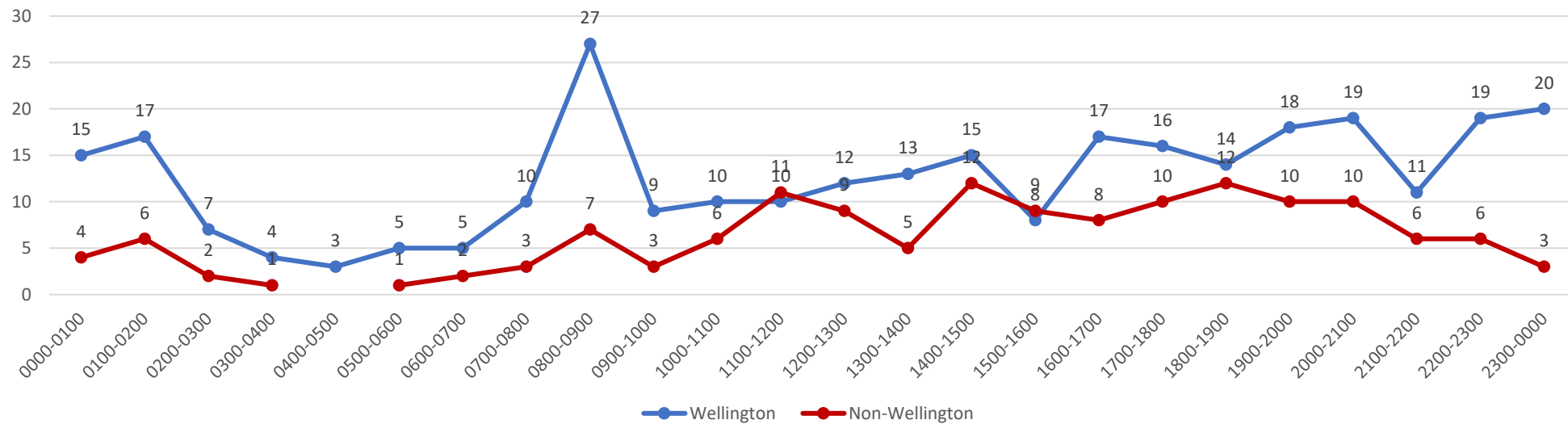
■ Wellington ■ Non-Wellington

Total Calls



■ Wellington ■ Non-Wellington

Wellington/Non-Wellington Calls by Hour



February 2025

Response Times / Time on Calls

Dispatched Calls Only

All Times in Minutes

<u>Average Response Time (All Units)</u> – High / Medium / Low refers to call priority		
High		3.48
Medium		14.51
Low		49.06
Avg. Response Time		22.35

<u>Average Time on Calls (All Wellington Calls)</u>			
High			44.79
Medium			39.03
Low			44.36
Avg. Time			42.73