



BOARD OF TRUSTEES
September 19, 2023
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Work Session Agenda

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

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84871162393?pwd=UkVaaDE4RmhJaERnalleK1hvNHJ5Zz09>

Passcode: 726078

Or One tap mobile :

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Dial(for higher quality, dial a number based on your current location):

US: +1 720 707 2699 or +1 719 359 4580 or +1 669 444 9171 or +1 253 205 0468 or +1 253 215 8782
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646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312
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Webinar ID: 848 7116 2393

A. ITEMS

1. Board Compensation

- Presentation: Jason Mellin, Finance Committee and Stephanie Anderson, Human Resources Director

2. Budget Presentation (Finance, Admin, Economic Development, Clerk, Human Resources, Information Technology, Planning, Library, Larimer County Sheriff's Office)

3. Board of Trustee Planning Calendar

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: September 19, 2023
Subject: Board Compensation

- **Presentation: Jason Mellin, Finance Committee and Stephanie Anderson, Human Resources Director**

BACKGROUND / DISCUSSION

Overview:

Effective May 1, 2016 compensation for the Board of Trustees was set in Town Code. The current compensation is one hundred dollars per month (\$1,200 annually) for Trustees and three hundred dollars per month (\$3,600 annually) for the Mayor.

The Finance Committee reviewed the current pay practice and has proposed a change to Board compensation based on the compensation of other comparable Towns. The proposal is to change Trustee compensation to three hundred dollars per month (\$3,600 annually) and Mayor compensation to \$450 per month (\$5,400 annually).

Budgetary impact:

As defined by code, the compensation paid to the Mayor or any Trustee shall not be increased or diminished for the term of office for which he or she has been elected or appointed. The current annual budget for Mayor and Trustee pay is \$10,800. With the proposed pay change, the Town would anticipate an increase of at least \$4,800 in 2024 based on elections for 3 seats leading to a 2024 budget of \$15,600. After the initial year, the Town would anticipate a rise in the budgeted amount until 2027 when all members on the board will have the proposed compensation for the full 12 months. If a current incumbent vacates or resigns during their term, they would not be eligible to election or reappointment to the same office during the term when the rate of compensation has been increased.

STAFF RECOMMENDATION

ATTACHMENTS

1. BOT Compensation Presentation

Board of Trustees Compensation

Jason Mellin, Finance Committee
Stephanie Anderson, HR Director



BOT Compensation Averages

Town	Population	Annual - BoT	BoT Cost per Citizen	Annual - Mayor	Mayor cost per Citizen	Mayor to Trustee Ratio
Keenesburg	1,546	\$ 2,400.00	\$ 1.55	\$ 7,200.00	\$ 4.66	3.00
Buena Vista	2,859	\$ 8,400.00	\$ 2.94	\$ 10,800.00	\$ 3.78	1.29
Mead	4,716	\$ 8,400.00	\$ 1.78	\$ 12,000.00	\$ 2.54	1.43
Kersey	1,533	\$ 3,600.00	\$ 2.35	\$ 3,600.00	\$ 2.35	1.00
Lyons	2,261	\$ 4,800.00	\$ 2.12	\$ 8,400.00	\$ 3.72	1.75
Glenwood Springs	10,017	\$ 12,000.00	\$ 1.20	\$ 14,400.00	\$ 1.44	1.20
Fort Lupton	7,947	\$ 6,000.00	\$ 0.76	\$ 9,000.00	\$ 1.13	1.50
Alamosa	9,704	\$ 4,800.00	\$ 0.49	\$ 7,200.00	\$ 0.74	1.50
Superior	13,283	\$ 10,800.00	\$ 0.81	\$ 13,200.00	\$ 0.99	1.22
Lamar	7,636	\$ 2,400.00	\$ 0.31	\$ 4,800.00	\$ 0.63	2.00
Severance	7,691	\$ 1,200.00	\$ 0.16	\$ 3,900.00	\$ 0.51	3.25
Berthoud	10,188	\$ 3,600.00	\$ 0.35	\$ 4,800.00	\$ 0.47	1.33
Fruita	13,296	\$ 3,000.00	\$ 0.23	\$ 5,700.00	\$ 0.43	1.90
Craig	9,026	\$ 3,600.00	\$ 0.40	\$ 3,600.00	\$ 0.40	1.00
Winsor	31,972	\$ 8,000.00	\$ 0.25	\$ 12,000.00	\$ 0.38	1.50
WELLINGTON	10,679	\$ 1,200.00	\$ 0.11	\$ 3,600.00	\$ 0.34	3.00
Johnstown	16,596	\$ 3,000.00	\$ 0.18	\$ 4,800.00	\$ 0.29	1.60
Dacono	6,084	\$ 600.00	\$ 0.10	\$ 900.00	\$ 0.15	1.50
Eaton	5,648	\$ 300.00	\$ 0.05	\$ 420.00	\$ 0.07	1.40
Monument	10,026	\$ -	\$ -	\$ -	\$ -	0.00
Timnath	6,289	\$ -	\$ -	\$ -	\$ -	0.00
Average	9000	\$ 4,195.24	\$ 0.77	\$ 6,205.71	\$ 1.19	1.55
Population Weighted Average		\$ 6,919.98		\$ 10,717.06		1.55
Proposed		\$ 3,600.00	\$ 0.34	\$ 5,400.00	\$ 0.51	1.5



Budgetary Impact

Seat	2023	2024	2025	2026	2027
Trustee 2024	\$1,200	\$2,800	\$3,600	\$3,600	\$3,600
Trustee 2024	\$1,200	\$2,800	\$3,600	\$3,600	\$3,600
Trustee 2024	\$1,200	\$2,800	\$3,600	\$3,600	\$3,600
Trustee 2026	\$1,200	\$1,200	\$1,200	\$2,800	\$3,600
Trustee 2026	\$1,200	\$1,200	\$1,200	\$2,800	\$3,600
Trustee 2026	\$1,200	\$1,200	\$1,200	\$2,800	\$3,600
Mayor 2026	\$3,600	\$3,600	\$3,600	\$4,500	\$5,400
Total	\$10,800	\$15,600	\$23,700	\$23,700	\$27,000



Next Steps

Discussion among Board of Trustees



Ordinance to Amend Sec 2-2-50 of Municipal Code



Effective for 2024 Elections





Questions?



Board of Trustees Meeting

Date: September 19, 2023
Subject: Budget Presentation (Finance, Admin, Economic Development, Clerk, Human Resources, Information Technology, Planning, Library, Larimer County Sheriff's Office)

BACKGROUND / DISCUSSION

Wellington staff have been working on preparing their draft 2024 budgets for several months. This will be the first draft of the 2024 budget for Board of Trustee review; the budgets that will be presented at this work session include Larimer County Sheriff's Office and the following department budgets (non-wage and benefit operating accounts only): Legislative, Administrative, Economic Development, Clerk, Judicial, Finance, Human Resources, Information Technology, Library and Planning. Additionally, staff will present proposed cost of living adjustments (COLA) and merit for 2024, information regarding health insurance and benefits and positions requested for next year. The goal of the work session is to have department directors present their draft budgets and hear the questions from the Board of Trustees and Finance Committee Chair and/or Vice Chair and also to provide clarification on their budget where needed. The budget will continue to be refined as department requests are vetted through the Board of Trustees, public meetings and the Town Administrator and revenue estimates are determined.

In order to enhance transparency and provide clarity to the wages, salaries and benefits, we will be displaying salaries and benefits for each department through a transfer in the department budgets. For example, in the 2023 IT budget it appeared that the salary for one Full-Time Equivalent (FTE) was \$33,000. In reality, the actual salary was higher, but it was distributed across various budgets. In the 2024 budget, we will accurately display true salaries and benefits for each department, while factoring in our overhead calculations through a transfer which will be identified in the individual budgets. The wages, salaries and benefits information along with the overhead transfer calculations will be presented at the October 3, 2023 work session.

Don Rhoads, Finance Director/Treasurer, will be present at the work session to provide an update on the town's finances and status of finance reports which directly impact the budget process.

Future budget work sessions/meetings are as follows:

October 3, 2023 - Utility Rate Adjustment, Draft budgets - Wages, Salaries and Benefits for all departments, operations budgets for Public Works, Parks & Recreation, Town Facilities, Cemetery and the 5-year Capital Improvement Plan, Parks, Recreation, Open Space and Trails Advisory Board presentation

October 10, 2023 - Draft budget presentation to the Board of Trustees (statutorily required)

October 17, 2023 - Budget BOO-nanza

October 24, 2023 - Draft budget presentation in a special work session with public comment

***There is an opportunity to bring the draft budget to the Board of Trustees in November depending on feedback from the public, the Trustees and/or the outcome of Proposition HH. These meetings will be scheduled as needed.

December 12, 2023 - 2024 Budget Adoption

STAFF RECOMMENDATION

For Trustee discussion.

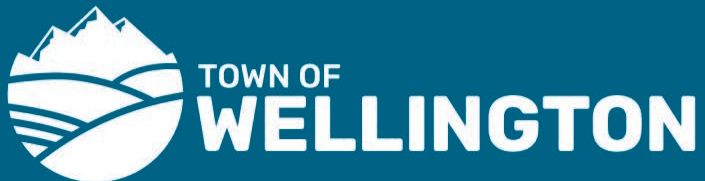
ATTACHMENTS

1. Presentation
2. Sept 19_Operations Budget_Part 1

2024 Operations Budget

September 19: Part I

October 3: Part II



Agenda

Sept. 19 | Part I Operations Budget

Timeline

Personnel + Merit/COLA + Benefits

Larimer County Sheriff's Office

Legislative

Administrative

Economic Development

Clerk

Judicial

Finance

Human Resources

Information Technology

Library

Planning

Oct. 3 | Part II Operations Budget

Public Works

Parks & Recreations

Town Facilities

Cemetery

5-year Capital Improvement Plan

2024 BUDGET

TIMELINE



SUMMER

Staff works throughout the summer to prepare the operations and capital budget. The team reviews personnel requests and receives benefits options from our health insurance provider. The finance team works on the revenue projections and the audit.



SEPTEMBER

Staff presents Part I of the operations budgets to the Board of Trustees.

Staff presents merit & cost of living, benefits, and personnel requests.



OCTOBER

Part II of Operations Budgets. Presentation of Capital Improvement Budget.

Complete Budget Presentation & Utility Rate Discussion.

Budget Boo-nanza

Budget Presentation and Discussion



NOVEMBER

Voters decide on Prop HH, this may impact the budget and additional work may be required to adjust budget based on voter decision.



DECEMBER

Budget Adoption Resolution Certifying the Mill Levy

Once adopted, a copy of the budget is filed with the Division of Local Government.



Major Change to Budget | Transparency in Pay

- In prior year budgets, pay was dispersed across multiple departments based on overhead calculations (indirect cost).
- In the 2024 budget, the actual proposed salaries by department will be represented without the indirect (overhead calculations) applied.
- **We want to ensure pay transparency to show the true cost for each department.** This will look like large increases in each department, but the actual change in wages and salaries will be primarily through merit and cost of living (COLA) adjustments.
- Overhead calculations will be displayed through transfers in the 2024 department budgets.

For example: In 2023 IT budget, there was \$33,000 budgeted for salary. This did not cover the full salary of the IT position (1 FTE), but this was spread out against multiple department it serves.

Regional Merit & Cost of Living (COLA)



35%

Town of Wellington

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

*Budget includes proposed 6% merit / cola

Bureau of Labor Statistics

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

58%



Merit / COLA | Budgetary Impact 5% vs. 6%

5%	\$209,969
6%	\$251,963
Difference	\$41,993

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

Health Insurance | Retirement

SIRM®

MEMBERSHIP

CERTIFICATION

HR TODAY

Employers Anticipate 7% Rise in Health Care Costs for 2024



By Kathryn Mayer
August 17, 2023

Health Insurance

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

Retirement

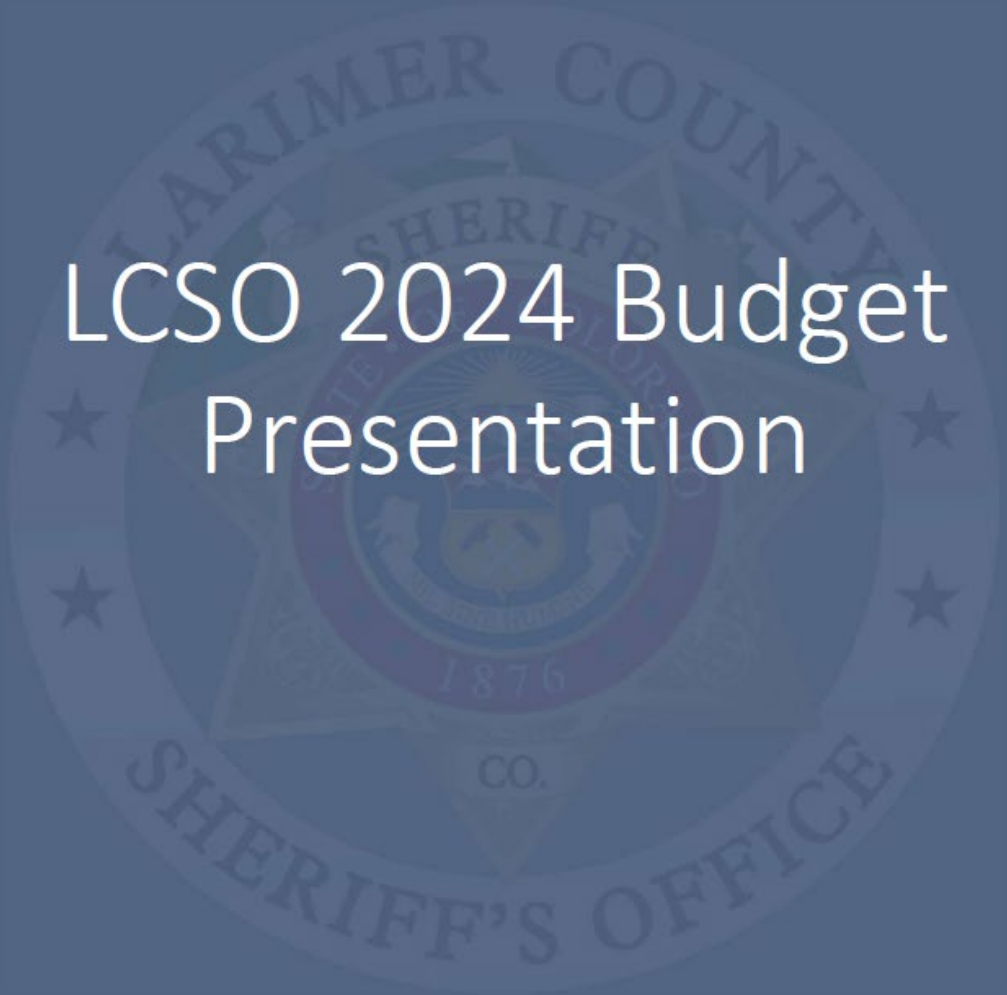
- No changes proposed to Town's retirement program
- Total Cost for Retirement Match= \$277,837.01

HISTORIC | 2023 Positions Requested

FTE	Recommended Positions for 2023 Budget
0	There were no additional Wellington staff added in the 2023 general fund budget due to the anticipation of continued reduced revenues in 2023.
0 FTE	TOTAL
FTE	Requested by Dept. Not Proposed for Budget
1 FTE	Planner I
1 FTE	Parks Maintenance Tech III
1 FTE	Parks Operations Supervisor
1 FTE	Engineer I
0.5 FTE	Fleet Safety Coordinator
0.5 FTE	HR Technician
1 FTE	LCSO Community Impact Deputy
1 FTE	LCSO Captain
7 FTE	TOTAL

2024 Positions Requested

FTE	Recommended Positions for 2024 Budget
1 FTE	Planning I-II
1 FTE	Engineer I-II
0.75 FTE	Library Clerk I
1 FTE	Parks & Rec Operations Supervisor
0.5 FTE	LCISO Investigator
4.25 FTE	TOTAL
FTE	Requested by Dept. Not Proposed for Budget
1 FTE	Deputy Town Clerk
1 FTE	Asset Manager
0.5 FTE	Library Clerk I
1 FTE	LCISO Community Impact Deputy
1 FTE	LCISO Captain
4.5 FTE	TOTAL

The background features a large, faint, circular seal of the Larimer County Sheriff's Office. The seal contains a five-pointed star in the center, with the words "SHERIFF" and "1876" visible within its points. The outer ring of the seal reads "LARIMER COUNTY" at the top and "SHERIFF'S OFFICE" at the bottom, separated by stars.

LCSO 2024 Budget Presentation

2023 / 2024 Comparison

	2023	2024	Change
Salary	\$1,315,270	\$1,418,431	\$103,161
Overtime	\$47,500	\$50,500	\$3,000
Vehicle Lease	\$97,079	\$116,154	\$19,075
Equipment Replacement	\$43,818	\$52,591	\$8,773
Administrative Costs	\$39,222	\$55,654	\$16,432
LC SO Overhead Costs	\$49,828	\$56,593	\$6,765
Insurance	\$46,585	\$58,057	\$11,472
Office Space	\$480	\$8,580	\$8,100
Copy Machine Rental	\$2,480	\$1,911	(\$569)
Bike Service	\$300	\$300	\$0
LC Indirect Costs	\$142,575	\$160,850	\$18,275
Total	\$1,785,138	\$1,979,620	\$194,482

Personnel Change from 2023

- Addition of 0.5 Investigation FTE
- 34 Total Cases
 - 9 Sexual Assaults
 - 7 Death Investigations
 - 4 Fraud/Forgery
 - 2 Robbery
 - 2 Missing Persons
 - Child Abuse, DV, Theft, Animal Cruelty
- Accounts for \$97,126.50 of the contract increase

Administrative vs Overhead Costs

Administrative Costs

- “Things”
 - Cell Phones
 - Cell Phone Apps
 - Computer Hardware
 - Computer Software

LCSO Overhead Costs

- “Time” to support deputies
 - Records
 - Training
 - Fiscal
 - PIO
 - HR

Cost Reduction Proposals

Eliminate Desk Deputy Position

- Reduction in:
 - Walk-in service for “cold” calls
 - VIN checks
 - More cases, particularly frauds, would be referred to investigations
 - Delay in background checks for town licenses
- Potential Savings = \$152,436

Eliminate Midnight Shift Coverage

- Coverage gap from 0230 – 0700
- Response to life threatening calls would continue from other districts in the County
- Non-life threat calls and proactive patrols would cease
- Potential Savings = \$367,223

Operations Budget Part I



Legislative

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Legislative				
201-11-5107	Elected Official Compensation	\$ 10,400.00	\$ 10,800.00	\$ 10,800.00
201-11-5192	Community Events	31,289.06	40,430.00	104,950.00
201-11-5214	Office Supplies	0.00	0.00	700.00
201-11-5321	Printing Services	437.04	0.00	0.00
201-11-5331	Publishing & Legal Notices	593.02	1,700.00	0.00
201-11-5335	Dues & Subscriptions	2,000.00	4,058.00	5,114.00
201-11-5352	Municipal Legal Services	0.00	35,000.00	40,000.00
201-11-5356	PROFESSIONAL SERVICES	0.00	0.00	0.00
201-11-5363	R&M Computer/Office Equipment	4,832.89	0.00	8,000.00
201-11-5380	PROFESSIONAL DEVELOPMENT	4,588.03	10,000.00	10,000.00
201-11-5414	Election Expenses	436.06	0.00	0.00
201-11-5950	Board Outreach	107,680.00	51,407.00	0.00
201-11-5951	Board Discretionary Fund	47,987.89	20,000.00	20,000.00
201-11-5952	Hardship Utility Grant	0.00	12,000.00	12,000.00
TOTAL		\$210,243.99	\$185,395.00	\$ 211,564.00



Legislative Budget – Highlights

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

2024 BUDGET

- Moved Fireworks into Community Events Budget
 - Cost of Fireworks continues to rise
- Request to increase Community Events due to increase in traffic control and including a band, stage, and equipment for 4th of July.
- Office Supplies increase to purchase nametags, nameplates, branded shirts for elected officials
- Cost of CML Dues and Conference is increasing
- Budgeted computers for elected officials (3 terms expiring)
- Board guidance is needed on Board Discretionary Fund & Hardship Utility Grant.

Administrative

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Administration				
201-13-5214	Office Supplies	384.04	1,500.00	1,500.00
201-13-5331	Publishing & Legal Notices	218.00	0.00	0.00
201-13-5335	Dues & Subscription	2,691.96	8,500.00	8,500.00
201-13-5336	Community Outreach	250.00	2,500.00	0.00
201-13-5348	Legal/Eng.-Water Rights Issue	0.00	0.00	0.00
201-13-5352	Legal Services	102,777.54	65,000.00	65,000.00
201-13-5356	Professional Fees	4,756.04	30,000.00	30,000.00
201-13-5363	R&M Computer/Office Equipment	9,322.04	5,000.00	8,500.00
201-13-5380	PROFESSIONAL DEVELOPMENT	2,470.01	11,645.00	11,645.00
201-13-5381	Mileage Reimbursement	0.00	0.00	0.00
201-13-5496	Community Relations	5,149.75	11,646.00	16,460.00
201-13-5903	GRANTS	552,511.69	0.00	0.00
201-13-5933	Wellington Senior Resource Center	9,971.49	8,000.00	20,900.00
<u>TOTAL</u>		\$690,502.56	\$143,791.00	\$162,505.00



Administrative Budget – Highlights

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

2024 BUDGET

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

Economic Development

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Economic Development				
201-51-5154	Economic Development	\$9.00	\$0.00	\$10,500.00
201-51-5214	Office Supplies	307.33	0.00	400.00
	Professional Development	0.00	0.00	3,800.00
201-51-5401	Marketing Services	0.00	0.00	1,000.00
<u>TOTAL</u>		\$316.33	\$0.00	\$15,700.00

Economic Development Budget – Highlights

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



Clerk

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Clerk				
201-15-5214	Office Supplies	2,141.20	1,500.00	1,500.00
201-15-5331	Publishing & Legal Notices	216.28	3,500.00	7,000.00
201-15-5335	Dues & Subscriptions	907.83	826.00	826.00
201-15-5345	Telephone Services	111.65	0.00	0.00
201-15-5356	Professional Services	13,289.95	4,000.00	0.00
201-15-5363	R&M Computer/Office Equip.	3,851.57	5,000.00	5,000.00
201-15-5380	PROFESSIONAL DEVELOPMENT	599.50	5,000.00	5,000.00
201-15-5381	Mileage Reimbursement	0.00	150.00	300.00
201-15-5414	ELECTION EXPENSES	14,624.59	0.00	32,000.00
201-15-5495	Miscellaneous	105.27	0.00	0.00
201-15-5530	CODE REVIEW & UPDATE	760.99	5,000.00	5,000.00
<u>TOTAL</u>		\$36,608.83	\$24,976.00	\$56,626.00



Clerk Budget – Highlights

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

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

Judicial

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Judicial				
201-12-5109	Magistrate	\$4,500.00	\$9,000.00	\$9,000.00
201-12-5214	Office Supplies	310.31	1,000.00	1,000.00
201-12-5359	Prosecuting Attorney	1,396.00	8,250.00	12,000.00
201-12-5380	PROFESSIONAL DEVELOPMENT	875.00	1,500.00	1,500.00
201-12-5394	Jury Fees	0.00	1,000.00	1,000.00
201-12-5498	Court Appointed Counsel	0.00	1,000.00	1,000.00
201-12-5499	Translator Fees	0.00	500.00	500.00
<u>TOTAL</u>		\$7,081.31	\$22,250.00	\$26,000.00

Judicial Budget – Highlights

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

2024 BUDGET

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



Finance

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Finance				
201-14-5214	Office Supplies	1,352.73	1,500.00	1,000.00
201-14-5311	Postage	6,325.22	1,000.00	1,800.00
201-14-5321	Printing Services	24,849.18	0.00	40,000.00
201-14-5335	Dues and Subscriptions	1,929.89	1,200.00	2,000.00
201-14-5353	Accounting & Auditing	299.79	45,000.00	40,000.00
201-14-5356	Professional Services	113,178.75	0.00	100,000.00
201-14-5363	R&M Computer/Office Equip	2,571.35	6,000.00	6,000.00
201-14-5380	PROFESSIONAL DEVELOPMENT	1,916.63	10,000.00	18,000.00
201-14-5381	Mileage Reimbursement	89.69	200.00	200.00
201-14-5510	Insurance & Bonds	169,319.74	170,000.00	158,655.10
201-14-5560	County Treas. Fees	31,692.81	60,000.00	0.00
201-14-5640	Paying Agent Fees	250.00		500.00
201-14-5903	Grants	6,900.00	0.00	0.00
201-14-5950	Document Shredding	296.80	200.00	200.00
<u>TOTAL</u>		\$360,972.58	\$295,100.00	\$368,355.10

Finance Budget – Highlights

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

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



Human Resources

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Human Resources				
201-16-5103	TEMPORARY EMPLOYMENT SERVICES	0.00	10,000.00	10,000.00
201-16-5214	OFFICE SUPPLIES	263.00	1,500.00	1,000.00
201-16-5226	Executive Search	25,000.00	25,000.00	29,000.00
201-16-5335	Dues & Subscriptions	0.00	8,000.00	8,000.00
201-16-5356	Professional Fees	19,530.00	3,000.00	21,000.00
	R&M Computer/Office Equip.	0.00	0.00	6,000.00
201-16-5380	PROFESSIONAL DEVELOPMENT	2,346.57	12,000.00	12,000.00
201-16-5580	Employee Drug Testing	1,616.68	2,500.00	2,000.00
201-16-5582	Employee Relations	40,320.39	15,000.00	20,000.00
201-16-5583	Background Check	2,791.75	3,000.00	2,500.00
201-16-5948	Employee Apparel	2,144.90	2,000.00	1,500.00
201-16-5949	Employee Advertising	2,334.73	3,500.00	1,000.00
<u>TOTAL</u>		\$96,348.02	\$85,500.00	\$114,000.00



HR Budget – Highlights

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

2024 BUDGET

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

Information Technology

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Information Technology				
201-17-5214	OFFICE SUPPLIES	558.34	1,500.00	1,000.00
	R&M Computer/Office Equip.	0.00	0.00	9,000.00
	Professional Fees	0.00	0.00	60,000.00
201-17-5345	Telephone Services	53,945.56	66,650.00	51,480.00
201-17-5380	PROFESSIONAL DEVELOPMENT	651.89	1,500.00	750.00
201-17-5381	Mileage Reimbursement	0.00	0.00	100.00
201-17-5382	Network Administration	25.49	0.00	0.00
201-17-5384	Internet Services	38,414.68	45,500.00	94,800.00
201-17-5386	E-Mail Services	0.00	0.00	0.00
201-17-5579	Software License/Support	187,092.37	158,180.00	190,803.00
201-17-5585	Website Maintenance	5,558.87	12,000.00	15,480.00
201-17-5947	Copier Expense	8,287.27	6,000.00	10,000.00
<u>TOTAL</u>		\$294,534.47	\$291,330.00	\$433,413.00

IT Budget – Highlights

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

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



Library

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Library				
201-55-5214	Office Supplies	9,595.00	9,000.00	9,000.00
201-55-5311	Postage	177.01	200.00	200.00
201-55-5321	Printing Services	45.00	1,000.00	1,000.00
201-55-5331	Publishing & Legal Notices	0.00	700.00	700.00
201-55-5333	Dues	0.00	200.00	200.00
201-55-5335	Subscriptions	39.98	0.00	0.00
201-55-5337	Programs	4,159.12	5,000.00	6,000.00
201-55-5345	Telephone Services	167.48	0.00	
201-55-5347	Story Time Supplies	181.33	200.00	500.00
201-55-5363	R&M Computer/Office Equip.	750.00	0.00	750.00
201-55-5380	PROFESSIONAL DEVELOPMENT	1,258.29	1,600.00	1,600.00
201-55-5384	Internet Service	942.25	2,000.00	2,000.00
201-55-5387	Special Event Supplies	45.74	375.00	375.00
201-55-5579	Software License/Support	3,903.16	8,500.00	8,500.00
201-55-5792	Multi Media	2,205.70	3,500.00	3,500.00
201-55-5793	E-Books - Subscription/Misc.	4,000.00	5,500.00	5,500.00
201-55-5900	Library Books	21,966.18	18,000.00	18,000.00
201-55-5901	Library Shelving & Furnishings	442.00	2,000.00	2,000.00
201-55-5902	Courier Service	1,373.01	2,500.00	2,500.00
201-55-5903	Grants Program Expenditures	6,520.71	11,000.00	11,000.00
<u>TOTAL</u>		\$57,771.96	\$71,275.00	\$73,325.00

Library Budget – Highlights

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

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



Planning Department

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Planning				
201-18-5214	Office Supplies	5,143.05	1,000.00	3,500.00
201-18-5231	Fuel, Oil, Grease	0.00	6,500.00	6,500.00
201-18-5233	Vehicle R&M	0.00	3,000.00	3,000.00
201-18-5331	Recording & Legal Publishing	1,207.44	2,500.00	2,500.00
201-18-5335	Dues & Subscriptions	145.00	1,996.00	2,157.50
201-18-5350	Building Insp. Fee Remittance	330,057.57	272,900.00	350,000.00
201-18-5355	Reimbursable Services	3,975.00	40,000.00	40,000.00
201-18-5356	Professional Services	2,958.55	30,000.00	30,000.00
201-18-5363	R&M Computer/ Office Equip	0.00	2,000.00	7,800.00
201-18-5372	Uniforms	0.00	300.00	375.00
201-18-5374	HUMANE SOCIETY HOLDING CHARGES	2,955.00	8,000.00	19,964.00
201-18-5375	PROTECTIVE INSP. EQUIPMENT	358.00	500.00	200.00
	Safety Supplies & Equipment	0.00	400.00	270.00
201-18-5380	PROFESSIONAL DEVELOPMENT	3,143.18	6,066.00	8,242.43
201-18-5579	Software License and Support	0.00	0.00	50,600.00
<u>TOTAL</u>		\$349,942.79	\$375,162.00	\$525,108.93

Planning Budget – Highlights

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

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





Questions?

September 19, 2023 Operations Budget | Part I

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Legislative				
201-11-5107	Elected Official Compensation	\$ 10,400.00	\$ 10,800.00	\$ 10,800.00
201-11-5192	Community Events	31,289.06	40,430.00	104,950.00
201-11-5214	Office Supplies	0.00	0.00	700.00
201-11-5321	Printing Services	437.04	0.00	0.00
201-11-5331	Publishing & Legal Notices	593.02	1,700.00	0.00
201-11-5335	Dues & Subscriptions	2,000.00	4,058.00	5,114.00
201-11-5352	Municipal Legal Services	0.00	35,000.00	40,000.00
201-11-5356	PROFESSIONAL SERVICES	0.00	0.00	0.00
201-11-5363	R&M Computer/Office Equipment	4,832.89	0.00	8,000.00
201-11-5380	PROFESSIONAL DEVELOPMENT	4,588.03	10,000.00	10,000.00
201-11-5414	Election Expenses	436.06	0.00	0.00
201-11-5950	Board Outreach	107,680.00	51,407.00	0.00
201-11-5951	Board Discretionary Fund	47,987.89	20,000.00	20,000.00
201-11-5952	Hardship Utility Grant	0.00	12,000.00	12,000.00
<u>TOTAL</u>		\$210,243.99	\$185,395.00	\$ 211,564.00

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Administration				
201-13-5214	Office Supplies	384.04	1,500.00	1,500.00
201-13-5331	Publishing & Legal Notices	218.00	0.00	0.00
201-13-5335	Dues & Subscription	2,691.96	8,500.00	8,500.00
201-13-5336	Community Outreach	250.00	2,500.00	0.00
201-13-5348	Legal/Eng.-Water Rights Issue	0.00	0.00	0.00
201-13-5352	Legal Services	102,777.54	65,000.00	65,000.00
201-13-5356	Professional Fees	4,756.04	30,000.00	30,000.00
201-13-5363	R&M Computer/Office Equipment	9,322.04	5,000.00	8,500.00
201-13-5380	PROFESSIONAL DEVELOPMENT	2,470.01	11,645.00	11,645.00
201-13-5381	Mileage Reimbursement	0.00	0.00	0.00
201-13-5496	Community Relations	5,149.75	11,646.00	16,460.00
201-13-5903	GRANTS	552,511.69	0.00	0.00
201-13-5933	Wellington Senior Resource Center	9,971.49	8,000.00	20,900.00
TOTAL		\$690,502.56	\$143,791.00	\$162,505.00

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Economic Development				
201-51-5154	Economic Development	\$9.00	\$0.00	\$10,500.00
201-51-5214	Office Supplies	307.33	0.00	400.00
	Professional Development	0.00	0.00	3,800.00
201-51-5401	Marketing Services	0.00	0.00	1,000.00
TOTAL		\$316.33	\$0.00	\$15,700.00

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Clerk				
201-15-5214	Office Supplies	2,141.20	1,500.00	1,500.00
201-15-5331	Publishing & Legal Notices	216.28	3,500.00	7,000.00
201-15-5335	Dues & Subscriptions	907.83	826.00	826.00
201-15-5345	Telephone Services	111.65	0.00	0.00
201-15-5356	Professional Services	13,289.95	4,000.00	0.00
201-15-5363	R&M Computer/Office Equip.	3,851.57	5,000.00	5,000.00
201-15-5380	PROFESSIONAL DEVELOPMENT	599.50	5,000.00	5,000.00
201-15-5381	Mileage Reimbursement	0.00	150.00	300.00
201-15-5414	ELECTION EXPENSES	14,624.59	0.00	32,000.00
201-15-5495	Miscellaneous	105.27	0.00	0.00
201-15-5530	CODE REVIEW & UPDATE	760.99	5,000.00	5,000.00
<u>TOTAL</u>		\$36,608.83	\$24,976.00	\$56,626.00

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Judicial				
201-12-5109	Magistrate	\$4,500.00	\$9,000.00	\$9,000.00
201-12-5214	Office Supplies	310.31	1,000.00	1,000.00
201-12-5359	Prosecuting Attorney	1,396.00	8,250.00	12,000.00
201-12-5380	PROFESSIONAL DEVELOPMENT	875.00	1,500.00	1,500.00
201-12-5394	Jury Fees	0.00	1,000.00	1,000.00
201-12-5498	Court Appointed Counsel	0.00	1,000.00	1,000.00
201-12-5499	Translator Fees	0.00	500.00	500.00
<u>TOTAL</u>		\$7,081.31	\$22,250.00	\$26,000.00

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Finance				
201-14-5214	Office Supplies	1,352.73	1,500.00	1,000.00
201-14-5311	Postage	6,325.22	1,000.00	1,800.00
201-14-5321	Printing Services	24,849.18	0.00	40,000.00
201-14-5335	Dues and Subscriptions	1,929.89	1,200.00	2,000.00
201-14-5353	Accounting & Auditing	299.79	45,000.00	40,000.00
201-14-5356	Professional Services	113,178.75	0.00	100,000.00
201-14-5363	R&M Computer/Office Equip	2,571.35	6,000.00	6,000.00
201-14-5380	PROFESSIONAL DEVELOPMENT	1,916.63	10,000.00	18,000.00
201-14-5381	Mileage Reimbursement	89.69	200.00	200.00
201-14-5510	Insurance & Bonds	169,319.74	170,000.00	158,655.10
201-14-5560	County Treas. Fees	31,692.81	60,000.00	0.00
201-14-5640	Paying Agent Fees	250.00		500.00
201-14-5903	Grants	6,900.00	0.00	0.00
201-14-5950	Document Shredding	296.80	200.00	200.00
<u>TOTAL</u>		\$360,972.58	\$295,100.00	\$368,355.10

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Human Resources				
201-16-5103	TEMPORARY EMPLOYMENT SERVICES	0.00	10,000.00	10,000.00
201-16-5214	OFFICE SUPPLIES	263.00	1,500.00	1,000.00
201-16-5226	Executive Search	25,000.00	25,000.00	29,000.00
201-16-5335	Dues & Subscriptions	0.00	8,000.00	8,000.00
201-16-5356	Professional Fees	19,530.00	3,000.00	21,000.00
	R&M Computer/Office Equip.	0.00	0.00	6,000.00
201-16-5380	PROFESSIONAL DEVELOPMENT	2,346.57	12,000.00	12,000.00
201-16-5580	Employee Drug Testing	1,616.68	2,500.00	2,000.00
201-16-5582	Employee Relations	40,320.39	15,000.00	20,000.00
201-16-5583	Background Check	2,791.75	3,000.00	2,500.00
201-16-5948	Employee Apparel	2,144.90	2,000.00	1,500.00
201-16-5949	Employee Advertising	2,334.73	3,500.00	1,000.00
TOTAL		\$96,348.02	\$85,500.00	\$114,000.00

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Information Technology				
201-17-5214	OFFICE SUPPLIES	558.34	1,500.00	1,000.00
	R&M Computer/Office Equip.	0.00	0.00	9,000.00
	Professional Fees	0.00	0.00	60,000.00
201-17-5345	Telephone Services	53,945.56	66,650.00	51,480.00
201-17-5380	PROFESSIONAL DEVELOPMENT	651.89	1,500.00	750.00
201-17-5381	Mileage Reimbursement	0.00	0.00	100.00
201-17-5382	Network Administration	25.49	0.00	0.00
201-17-5384	Internet Services	38,414.68	45,500.00	94,800.00
201-17-5386	E-Mail Services	0.00	0.00	0.00
201-17-5579	Software License/Support	187,092.37	158,180.00	190,803.00
201-17-5585	Website Maintenance	5,558.87	12,000.00	15,480.00
201-17-5947	Copier Expense	8,287.27	6,000.00	10,000.00
TOTAL		\$294,534.47	\$291,330.00	\$433,413.00

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Library				
201-55-5214	Office Supplies	9,595.00	9,000.00	9,000.00
201-55-5311	Postage	177.01	200.00	200.00
201-55-5321	Printing Services	45.00	1,000.00	1,000.00
201-55-5331	Publishing & Legal Notices	0.00	700.00	700.00
201-55-5333	Dues	0.00	200.00	200.00
201-55-5335	Subscriptions	39.98	0.00	0.00
201-55-5337	Programs	4,159.12	5,000.00	6,000.00
201-55-5345	Telephone Services	167.48	0.00	
201-55-5347	Story Time Supplies	181.33	200.00	500.00
201-55-5363	R&M Computer/Office Equip.	750.00	0.00	750.00
201-55-5380	PROFESSIONAL DEVELOPMENT	1,258.29	1,600.00	1,600.00
201-55-5384	Internet Service	942.25	2,000.00	2,000.00
201-55-5387	Special Event Supplies	45.74	375.00	375.00
201-55-5579	Software License/Support	3,903.16	8,500.00	8,500.00
201-55-5792	Multi Media	2,205.70	3,500.00	3,500.00
201-55-5793	E-Books - Subscription/Misc.	4,000.00	5,500.00	5,500.00
201-55-5900	Library Books	21,966.18	18,000.00	18,000.00
201-55-5901	Library Shelving & Furnishings	442.00	2,000.00	2,000.00
201-55-5902	Courier Service	1,373.01	2,500.00	2,500.00
201-55-5903	Grants Program Expenditures	6,520.71	11,000.00	11,000.00
TOTAL		\$57,771.96	\$71,275.00	\$73,325.00

Account Number	Account Title	Actual 2022	Budget 2023	Proposed Budget 2024
Planning				
201-18-5214	Office Supplies	5,143.05	1,000.00	3,500.00
201-18-5231	Fuel, Oil, Grease	0.00	6,500.00	6,500.00
201-18-5233	Vehicle R&M	0.00	3,000.00	3,000.00
201-18-5331	Recording & Legal Publishing	1,207.44	2,500.00	2,500.00
201-18-5335	Dues & Subscriptions	145.00	1,996.00	2,157.50
201-18-5350	Building Insp. Fee Remittance	330,057.57	272,900.00	350,000.00
201-18-5355	Reimbursable Services	3,975.00	40,000.00	40,000.00
201-18-5356	Professional Services	2,958.55	30,000.00	30,000.00
201-18-5363	R&M Computer/ Office Equip	0.00	2,000.00	7,800.00
201-18-5372	Uniforms	0.00	300.00	375.00
201-18-5374	HUMANE SOCIETY HOLDING CHARGES	2,955.00	8,000.00	19,964.00
201-18-5375	PROTECTIVE INSP. EQUIPMENT	358.00	500.00	200.00
	Safety Supplies & Equipment	0.00	400.00	270.00
201-18-5380	PROFESSIONAL DEVELOPMENT	3,143.18	6,066.00	8,242.43
201-18-5579	Software License and Support	0.00	0.00	50,600.00
TOTAL		\$349,942.79	\$375,162.00	\$525,108.93

Title		Budget 2023	Proposed Budget 2024
Larimer County Sheriff's Office			
	Salary	\$1,315,270.00	\$1,418,431.00
	Overtime	47,500.00	50,500.00
	Vehicle - Full equipped w/o radio	0.00	0.00
	Vehicle Lease (fuel, maintenance)	97,079.00	116,154.00
	Equipment/Clothing	0.00	0.00
	Equipment Replacement Cost	43,818.00	52,591.00
	Admin Cost (Computer, Network, Cell)	39,222.00	55,654.00
	LCSO Overhead Cost	49,828.00	56,593.00
	LCSO Insurance	46,585.00	58,057.00
	Office Space	480.00	8,580.00
	Copy Machine Rental	2,480.00	1,911.00
	Bicycle Maintenance	300.00	300.00
	Larimer County Indirect Cost	142,575.00	160,850.00
<u>TOTAL</u>	LCSO Contract Total	\$1,785,138.00	\$1,979,620.00



Board of Trustees Meeting

Date: September 19, 2023
Subject: Board of Trustee Planning Calendar

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. BOT Planning Calendar



BOARD OF TRUSTEES PLANNING CALENDAR

September 19, 2023 6:30 p.m.	Board of Trustees Work Session Utility Rate Adjustment Presentation Presentation and Discussion of 2024 Budgets – Finance, Administration, Clerk, Human Resources, IT, Planning, Library, Judicial, Legislative and LCSO Board Compensation
September 26, 2023 6:30 p.m.	Board of Trustees Regular Meeting
October 3, 2023 6:30 p.m.	Board of Trustees Special Work Session Utility Rate Adjustment Presentation Presentation and Discussion of 2024 Budgets – Wages, Salaries and Benefits for all Departments, Parks & Recreation, Public Works, Town Facilities, Cemetery 5-year Capital Improvement Plan Parks, Recreation, Open Space and Trails Advisory Board Presentation
October 10, 2023 6:30 p.m.	Board of Trustees Regular Meeting
October 17, 2023 3:00 p.m. – 6:00 p.m.	Budget Boo-nanza
October 24, 2023 6:30 p.m.	Board of Trustees Regular Meeting
October 24, 2023 Immediately following Regular Meeting	Board of Trustees Special Work Session Presentation of 2024 Draft Budget
November 14, 2023 6:30 p.m.	Board of Trustees Regular Meeting
November 21, 2023	Board of Trustees Work Session - CANCELLED
November 28, 2023 6:30 p.m.	Board of Trustees Regular Meeting
December 12, 2023 6:30 p.m.	Board of Trustees Regular Meeting

This document is subject to change without notice



BOARD OF TRUSTEES PLANNING CALENDAR

December 19, 2023 Board of Trustees Work Session
6:30 p.m.

December 26, 2023 Board of Trustees Regular Meeting - CANCELLED

Future Work Session Topics:

Board of Trustees Social Media Policy
Municipal Code Clean Up – Chapter 10 – General Offenses
Municipal Code Clean Up – Chapter 6 – Business Licenses and Regulations
Board of Trustee Rules of Procedure
Housing Needs Assessment