

August 30, 2024

Cheryl Campbell, Town Administrator/Town Clerk
Town of Garden City
621 27th Street Road
Garden City, CO 80631

RE: 2025 Workers' Compensation Preliminary Contribution Quotation

Dear Cheryl:

Enclosed is the preliminary quotation for your 2025 contribution to the CIRSA Workers' Compensation Pool. We're pleased to let you know that contributions reflect the excellent job members have done in controlling losses.

The 2025 Workers' Compensation preliminary quotation letter(s) include the payroll and contribution for each classification. If you have requested multiple deductible options, a separate quote for each option is attached.

If you have requested a quote that reflects the same deductible as 2024's, now may be a good time to look at your chosen deductible. Many of our members have greatly expanded their payrolls in recent years but have not increased their chosen deductibles accordingly. A higher deductible is one way in which you may be able to offset your workers' compensation contribution amounts. Of course, choosing a higher deductible means that your entity will bear more of the cost of a claim, so it's important to assess your entity's appetite and capacity for a higher deductible. CIRSA's Finance Team can help you with this assessment. If you would like to see additional deductible options, please contact Linda Black, Assistant Director/Chief Financial Officer, at (720) 605-5440 or lindab@cirsa.org.

Being a CIRSA member offers you significant benefits that are not available elsewhere, especially if you are also obtaining your property and liability coverages through CIRSA. For example, we are able to seamlessly manage claims that cut across coverage lines, such as a workers' compensation matter that also has employment liability implications, can take a global perspective to defending and/or settling such a matter, and have a special liability coverage, available only to members of both the workers' compensation and property pools, to assist pre-loss resolution of such a matter. CIRSA's risk management services are also specifically tailored to the unique needs of Colorado municipalities. Please see the attached brochures for a summary of those services.

The enclosed quotation is preliminary. Final invoices, e-mailed on December 16, 2024, will be adjusted for any changes made to your 2025 renewal application. In addition, quoted contributions may also change if CIRSA membership changes significantly for 2025 and/or actual excess insurance premiums are not adequately funded by the budget established within your rate.

The attached quotation(s) provides information on your 2025 contribution, the amount of any Loss Control Credits available to your entity and optional payment plans. In addition, a general description of the types and monetary limits of the proposed coverages to be provided to 2025



CIRSA Workers' Compensation members is attached.

The acceptance form must be completed and returned to CIRSA **on or before Tuesday, October 1, 2024**. When completing your form, please make sure to:

- Initial the quotation sheet that reflects your chosen 2025 deductible option.
- Write the amount of any available Loss Control Credits you wish to use in the appropriate section of the *Loss Control Credits* table on the quotation sheet.
- Indicate which payment option you would like for 2025 on the quotation sheet.
- Return the signature page signed by an authorized signer.

Please note that if you have requested quotations for any of the Optional Coverage Programs, including Occupational Accidental Death & Dismemberment Plan, Sports Accident Medical Plan, Community Service Workers' Accident Medical Plan, or Volunteer Accident Medical Plan coverage, they are not included in this mailing. The carriers that provide coverage for these programs are anticipated to provide quotes that will be mailed to members in October.

If you have any questions about your renewal quote, please don't hesitate to contact us. Shannon Pursley, Membership Services Manager, is available to offer any further explanation of your quote that you may require. Shannon can be reached at (303) 594-6249 or shannonp@cirsa.org. We are also available to give presentations to your governing body upon request.

Thank you for the opportunity to serve you. We look forward to continuing our relationship with you in 2025.

Sincerely,



Tami A. Tanoue
Executive Director

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CIRSA Workers' Compensation Pool Preliminary 2025 Contribution Quotation

Town of Garden City
621 27th Street Road
Garden City, CO 80631

Deductible or SCP: \$0

Payroll Class Code and Description	Allocated Payroll	Contribution
7720 - Police Officers, Chief, District Attorney, Investigators with Police Power, Sheriff's Posse, Jail Employees, Traffic Controllers, Armed Guards, Airport Security Personnel	\$485,000.00	\$17,178.81
8810 - Clerical or Office Employees, including Librarians, Museum Professionals & Judges	\$236,560.00	\$376.58
8811 - Unpaid Elected Council, Trustees & Officials	\$109,200.00	\$65.19
8831 - Animal Control	\$8,736.00	\$171.23
9015 - Building Management & Maintenance	\$63,048.00	\$2,804.01
9102 - Parks & Recreation All Employees, including Swimming Pool Employees	\$26,840.00	\$918.63
9402 - Street Cleaning & Snow Removal	\$8,736.00	\$398.96
Total Contribution	\$938,120.00	\$21,913.41



CIRSA Workers' Compensation Pool
Preliminary 2025 Contribution Quotation

Town of Garden City
621 27th Street Road
Garden City, CO 80631

Deductible or SCP: \$0

Description	Amount
Contribution Before Reserve Fund and Loss Experience	\$21,698.67
Reserve Fund Contribution	\$436.09
Impact of Loss Experience	(\$221.35)
Total 2025 Preliminary Quotation before Credits	\$21,913.41

Loss Control Credits (Please indicate the amount that you wish to use. Amount may be split between available options.)

Description	Amount	Credit Options		
		Credit Contribution	Deposit/Leave in Account	Send Check
2024 Loss Control Audit Credit	(\$1,458.00)			
Balance Remaining from Prior Years' LC Credits	(\$0.00)			
Total Preliminary Quotation with all Available Credits	\$20,455.41			

Billing Options (Please indicate which option you choose)

☐ Annual Billing on January 1, 2025

☐ Quarterly Billing January 1, April 1, July 1, and October 1, 2025

To Renew with Quoted Option Initial Here: _____

***Contact Linda Black, CFO at (720) 605-5440 or lindab@cirsa.org if you are interested in other options.

Preliminary 2025 Contribution Quotation

This preliminary quotation includes all exposures reported on your entity's 2025 Workers' Compensation Renewal Application.

**The undersigned is authorized to accept this preliminary quotation on behalf of the
Town of Garden City.**

We accept this preliminary quotation for January 1, 2025 to January 1, 2026. We understand our final invoice may increase or decrease depending upon the number of Workers' Compensation members for 2025, actual excess insurance premiums, and any changes made to our 2025 renewal application.

Signature: _____ Date: _____

Title: _____

Signature must be that of the Mayor, Manager, Clerk or equivalent (such as President of a Special District.)

Both pages of this form must be returned on or before Tuesday, October 1, 2024. An emailed, mailed, or faxed copy is acceptable. Please return to:

Monique Ferguson, Underwriting Coordinator
3665 Cherry Creek North Drive
Denver, CO 80209
E-Mail: MoniqueF@cirsa.org
Fax: (303) 757-8950 or (800) 850-8950

PROPOSED 2025 WORKERS' COMPENSATION COVERAGES

The types and monetary limits of the proposed coverages to be provided to CIRSA Workers' Compensation members for the applicable coverage period of January 1, 2025 to January 1, 2026, are generally described below. The scope, terms, conditions, and limitations of the coverages are governed by the applicable excess and/or reinsurance policies, the CIRSA Bylaws and Intergovernmental Agreement, and other applicable documents.

I. TYPES OF COVERAGES (subject to the limit on CIRSA's liability as described in Section II below):

- A. Workers' Compensation coverage
- B. Employer's Liability coverage

II. PROPOSED CIRSA LOSS FUND, AGGREGATE LIMITS, RETENTIONS, EXCESS INSURERS/REINSURERS

For the coverages described in Section I, CIRSA is liable only for payment of the self-insured retentions and only to a total annual aggregate amount for CIRSA members as a whole of the amount of the applicable CIRSA loss fund for the coverage period. There is no aggregate excess coverage over any loss fund.

The CIRSA loss fund is as adopted or amended from time to time by the CIRSA Board of Directors based on the members in the Workers' Compensation Pool for the year and investment earnings on those amounts. Information on the current loss fund amounts is available from CIRSA's Finance Department.

CIRSA's proposed self-insured retention will be \$750,000 per claim/occurrence for all claims made by employees. Coverages in excess of the retention (to statutory limits for Workers' Compensation coverage, and to \$1,000,000/accident for Employer's Liability coverage) are provided by the excess insurers and/or reinsurers in the applicable excess and/or reinsurance policies and are payable only by those excess insurers and/or reinsurers.

III. 2025 PAYROLL AUDIT

The payroll information in your 2025 renewal application is based on your estimated payroll for 2025. We will ask you to provide your actual 2025 payroll in January 2026 and your 2025 contribution will be adjusted to reflect the actual payroll amounts.

EXPLANATION OF CREDITS AVAILABLE AND ACCEPTANCE OR WITHDRAW PROCEDURES

LOSS CONTROL AUDIT SCORE CREDIT

CIRSA members who received a Loss Control Audit Score of 80 or higher in 2024 and renew their membership in 2025, are eligible for a Loss Control Audit Score Credit. This credit is offered to all members that take an active role in preventing or reducing their losses by complying with the CIRSA Loss Control Standards.

If you did not receive a credit for 2025 and would like to receive one in future years, please contact your Risk Control Representative.

LOSS CONTROL ACCOUNT

The CIRSA Board of Directors has approved your use of any balance in the Loss Control Credit Account, except any Special Credit monies, to pay 2025 contributions. Your entity's balance in this account, if any, is shown on the quote letter.

ACCEPTANCE PROCEDURES

Please complete the enclosed acceptance form indicating your decision for 2025 and return it to the CIRSA office ***on or before Tuesday, October 1, 2024***. **Failure to return the form in time may result in the imposition of penalties under CIRSA Bylaw Article XIV upon withdrawal.**

WITHDRAWAL PROCEDURES *(if applicable)*

The enclosed Article XIV of the CIRSA Bylaws describes withdrawal procedures from CIRSA. **Written notice of withdrawal must be received by CIRSA *no later than Tuesday, October 1, 2024*, for a withdrawal without penalty effective January 1, 2025.** No withdrawing member shall be eligible for the above-described credits.

Article XIV should be read in its entirety for any penalties which would otherwise apply. Withdrawing members who subsequently apply to rejoin CIRSA may be subject to such terms and conditions as established by the CIRSA Board of Directors.

WITHDRAWAL NOTICE

**MUST BE RECEIVED AT THE CIRSA OFFICE
ON OR BEFORE TUESDAY, OCTOBER 1, 2024**

Sign and return this form if your entity has decided to **withdraw** from CIRSA effective January 1, 2025. Under CIRSA Bylaws, this form must be received by CIRSA ***no later than Tuesday, October 1, 2024***, for a withdrawal without penalty effective January 1, 2025.

NOTICE OF WITHDRAWAL FROM CIRSA

This is to notify the CIRSA Board of Directors that the Town of Garden City is withdrawing from CIRSA for purposes of Workers' Compensation coverage effective January 1, 2025. We understand the Town of Garden City remains obligated and will be billed for any amounts due CIRSA pursuant to the Bylaws and policies established by CIRSA.

The undersigned is authorized to provide this notice of withdrawal on behalf of the Town of Garden City.

Signature must be that of the Mayor, Manager, Clerk, or equivalent (such as President of a Special District.)

Signature: _____

Title: _____

Date: _____

ARTICLE XIV

Withdrawal from Membership

(1) Any member may withdraw from CIRSA by giving prior notice in writing to the Board of Directors of the prospective effective date of its withdrawal.

(2) If the effective date of a member's withdrawal is a date other than a January 1, the withdrawing member shall not be entitled to receive any refund of contributions made for administrative costs for the claim year of withdrawal. The withdrawing member shall be entitled to receive within forty-five (45) days after the effective date of withdrawal, a proportionate return of its contribution to any loss fund.

(3) If the effective date of a member's withdrawal is January 1, but the member's written notice of withdrawal is received by CIRSA more than thirty (30) days after the date on which CIRSA emailed a preliminary quote of the contribution to be assessed the member for the year beginning on that January 1, the withdrawing member shall be obligated to pay its share of CIRSA's administrative costs for the year beginning on that January 1. However, if the preliminary quote is mailed by CIRSA prior to September 1, members shall not be obligated for future claim year administrative costs if the member's written notice of withdrawal is received by CIRSA on or before the October 1 preceding the January 1 renewal date.

(4) The members may, by a two-thirds (2/3) vote of the members present at a meeting, adopt or amend a policy establishing additional conditions applicable to members which withdraw.