



Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: March 16, 2025

This update reflects the current progress and ongoing projects across Town departments. I appreciate the work that is being done by all the departments serving the Town of Wellington. Thank you for your continued support and engagement in our shared goals for Wellington.

Parks and Recreation

- **St. Paddy's Parade and Festival:** Planning and preparation are underway for this much-anticipated community event.
- **Greenhouse Garage Door:** Installation of the new garage door has been completed.
- **Parks Maintenance:** MSB landscape and all park landscape beds have been cleaned and mulched, ensuring our parks are ready for spring.
- **Viewpointe Park:** Fertigation installation is now complete.
- **WCP Pour-In-Place CIP:** Work continues to improve this community space.
- **Spring Sports:** Spring sports programs are beginning, with the addition of the new "Next Level" Volleyball program.
- **Tournaments:** Upcoming Adult Volleyball and Dodgeball Tournaments are scheduled to engage our active community members.

Town Clerk

- **Records Management:** 43 boxes of older records meeting retention guidelines have been destroyed, creating space for additional record storage at the Leeper Center.
- **Training:** Staff attended valuable training sessions provided by the Colorado Municipal Clerk's Association and the Colorado Association for Municipal Court Administration.

Administration

- **Annual Report:** The 2024 Annual Report has been completed and presented.
- **Water Conservation Month:** Preparations are underway to promote water conservation initiatives.
- **Water Plant Expansion:** Staff are preparing for the ribbon-cutting ceremony celebrating this important infrastructure upgrade.
- **ICMA Conference:** Staff attended the ICMA conference in Denver, which emphasized the growing role of AI in local government operations.

Public Works Engineering:

- **Water Distribution Masterplan:** Eight proposals were received and reviewed. Interviews are scheduled with the top two firms.
- **Caustic and Fluoride Automation Project:** An RFP has been posted, with proposals due this Friday.
- **Orbal Rehab:** Progress continues smoothly at the WRF.
- **Comcast Expansion:** Comcast has moved into Boxelder Commons/Harvest Village and will continue into Old Town.
- **Cleveland Avenue Improvements Project:** Staff are collaborating with the Cleveland Construction Committee (C3) to minimize construction impacts on local businesses and residents.

Streets and Drainage:

- Repairs are underway to address severely undermined outfall structures at Rice Elementary's stormwater management pond.
- Damaged street signs throughout town are being replaced.

Water and Water Reclamation Utilities:

- **Warranty Issues:** Staff continue to resolve warranty concerns at the WRF, including successful resolution of HVAC issues, with additional testing underway.
- **Utility Rate and Fee Study:** Two proposals have been reviewed by the selection committee.
- **Utility Locates:** Staff have completed 515 utility locates for Comcast's expansion this year, a significant ongoing effort.
- **Nanofiltration Unit Maintenance:** Substantial maintenance has been completed, with plans to bring the unit back online the week of March 17.

Finance

- **New Staff:** Please welcome Karleigh Dean as the new Utility Billing Coordinator starting March 17, 2025. Karleigh brings a strong background in customer service, inventory management, and data analytics. Additionally, Flip Barker has transitioned into the Administrative Finance Clerk role.
- **Audit:** The 2023 financial statements audit is progressing smoothly with support from consultant Don Rhoads and Hinkle & Company, PC. The 2022 audit has been accepted by the Office of the State Auditor.

Planning and Building Department

- **Community Engagement:** Staff presented Town development highlights at the BizWest Northern Colorado Real Estate Summit.
- **Affordable Housing:** The Planning Commission is exploring amendments to the land use code to encourage affordable housing development.
- **New Business:** Ghost Dog Deli has completed renovations of a downtown commercial building and is set to open soon.

- **Public Safety:** A methamphetamine-contaminated property has been secured and boarded to prevent unauthorized entry until remediation occurs.

Thank you for your continued support as we advance these initiatives to serve our community effectively.