



Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: May 12, 2025

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

Town Clerk

- Boardroom upgrade equipment has been ordered and Human Resources and the Town Clerk's Office are working to schedule time for installation of the new equipment
- Staff is being trained in May on the Laserfiche Records Management software and looks forward to having the system up and running by June!
- Physical records continue to be sorted and archived or disposed of; once the system is ready, many of these will begin to be scanned into Laserfiche

Finance

- Conservation Trust Fund (CTF), Highway Users Tax Fund (HUTF), and American Rescue Plan Act (ARPA)/Coronavirus State and Local Fiscal Recovery Funds (SLFRF) reporting been completed. Due to turnover in the Finance Department prior to 2024, reporting for CTF and HUTF had not been completed for previous years, so we are now caught up.
- The Office of the State Auditor has informed Larimer County Treasurer to release property taxes delayed by the 2022 audit. The Town received a property tax payment of \$2.2 million on May 9, 2025.
- We continue to work with our consultant and auditors regularly for the 2023 audit.

Library

- Summer Reading Program Lyrical Literacy program partnering with KRFC booked with Mountain Buddies, Sweet Virginia, and Aubrey Dale for concerts in the park supporting local businesses
- Actively searching/seeking replacement funding for loss of IMLS funding 2026
- Attended annual Colorado Public Library Directors conference for statewide Strategic Plan

Administration

- Participated in the Town of Wellington tabletop exercise with LCSO, WFPD, PSD and Larimer County Office of Emergency Management.
- Collaborating with the C3 Committee to support businesses during the upcoming Cleveland Avenue construction by developing resources such as a construction toolkit, marketing strategies, and a public communication plan.
- Successfully secured a \$2,500 grant from the Bohemian Foundation to support live music during the 4th of July celebration.
- Leading the Shop Local Marketing Campaign funded by the Main Street Mini Grant; an update on this initiative will be presented at the May 12 Work Session.
- Around the Well Podcast, Episode 2: Summer Fun in Wellington: [Around The Well E2: Summer Fun in Wellington | Around The Well](#)

Parks and Recreation

- Spring fertilization, irrigation, sports programming, and finalizing marketing and coordination for events in the spring, summer, and fall
- PROST Master Plan and Community Center Feasibility Study
 - Pre-Kickoff and Kickoff meetings
 - Board of Trustees and PROST Board Presentations
- Hiring and onboarding seasonal staff for Parks, Recreation and Batting Cages

Human Resources

- New IT Manager, Alex Dias, started on 4/25/2025
- CIRSA renewal is underway
- Recruitments:
 - Lead Water Treatment Plant Operator- actively recruiting
 - Seasonal Recreation positions- actively recruiting
 - Part Time Library Clerk- Interviewing

Public Works – Engineering

- Drinking Water Masterplan project - The project kicked off and the team is currently working on data collection and the water model existing conditions scenario update.
- Caustic and Fluoride Dosing project – Staff worked with the selected consultant to address scoping and fee issues. As part of that effort, budget-level construction costs were created to right size the project scope to the available budget.
- Water Reclamation Expansion project – The remaining equipment installations for the Orbal Rehabilitation project were completed.

Streets and Drainage

- Comcast Wellington Rollout – A significant watermain break resulted from a Comcast strike on 4/21 at 5th and Roosevelt, resulting in significant asphalt damage. Street and Distribution crews

closed the street on Monday night and completed repairs by Tuesday evening. Final asphalt repairs will be performed once the subgrade dries out. Comcast installation crews are now working in the north Old Town area.

- Street Striping Maintenance – Painting operations continued for the south end of 3rd Street.

Water and Water Reclamation Utilities

- Utility Rate and Fee Study – The contract with Raftelis was executed and the project was kicked off.
- Nanofiltration Unit - Subsequent to a significant maintenance effort, the Nanofiltration Plant is back online and functioning well.
- Staffing Updates – Dan Arndt was promoted to Water Treatment Plant Superintendent following Zach Gilbert’s departure. Andrew Rybecky also joined the team as a new Water Treatment Operator.
- Submitted the annual Regulation 85 nutrient monitoring report and biosolids report for the Water Reclamation Facility.

Planning and Building

- Papa Johns Pizza ready to open after recent remodel at Big D Oil at Cleveland Ave. and Sixth St.
- Assisting Wellington Community Services Center with information for recent property acquisition and preliminary site design.
- Undertaking a sanitary sewer infrastructure evaluation of a sewer main line that will support future development of affordable housing and economic development opportunities within the Sage Farms Planned Unit Development.
- Poudre Fire Authority (PFA) approved a service area boundary change to allow the south half of the Sage Farms Planned Unit Development to be served by Wellington Fire Protection District (WFPD).

Thank you for your continued support as we advance these initiatives and work together to serve the Wellington community effectively.