



Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: July 8, 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

Liquor Licensing:

- Thistle LTD has been approved for a Retail Establishment Permit, allowing up to 23 days of service in accordance with State regulations.
- Wellington Grill and The Well have received their 2025–2026 liquor license renewals.

Records Management:

- Departments have begun working with I.T. and the Clerk's Office on a transition to SharePoint for records management. This process will continue through November, at which point all departments will operate from a centralized records location.
- Records continue to be uploaded into the Laserfiche system.
- The Town Administrator has approved the Town's first-ever Records Management Policy, providing formal guidance for all employees.

Staff Development:

- Staff attended the Colorado Municipal League (CML) Annual Conference and brought back several key takeaways that will inform the department's goals and priorities for the coming year.

Municipal Court:

- The June Municipal Court session was cancelled due to a lack of scheduled defendants. Staff are monitoring trends and will coordinate with the Municipal Judge to evaluate the number of court dates needed for 2026.

Finance

- The Finance Department is happy to share the completion of the Town of Wellington, Colorado Financial Statements with Independent Auditor's Report for the fiscal year ending December 31, 2023. The report has been submitted to the Colorado Office of the State Auditor. Funds being held for delayed audits have been authorized to be released.
- I just attended the Government Finance Officers Association Annual Conference in Washington, D.C. and have several ideas for how the Finance Department can better serve our Board and community, as well as support the operations of the Town. Thank you to the Board for supporting staff professional development. I look forward to implementing the skills and education I obtained from the three keynote addresses and over 16 hours of educational

sessions on topics from budgets to revenue forecasting, safely integrating AI to improve productivity, asset management, and the future of water.

- The Equal Payment Program for Water Volume Usage Charges (EPP) opened for enrollment on July 1, 2025. Eligible residential customers (owner-occupied with a municipal utilities account on/before March 31, 2024) can have their actual water volume usage charges for the 12 billing periods between April of the previous year and March of the current year, and any outstanding balances owed as of the March 31st billing period divided into 12 equal installment payments. For terms, disclaimers, and enrollment, visit the Municipal Utilities page on the Town's website.

Library

- The Library Director attended CML conference leaving with relevant knowledge of recent legislation affecting municipalities and future outlook for preparation.
- The Summer Reading Program is resulting in good participation numbers and outreach. 25% increase in new participants and growth in use of mobile app.
- June saw 68 new patrons to our library with 4,943 items circulated...growing, growing, growing.
- Onboarding two new staff members (1 at .5 FTE and 1 seasonal).

Administration

- Town staff and project organizers will be on hand from 6-7:30 p.m. July 15 at the Leeper Center (3800 Wilson Ave.) for a Town Hall meeting to discuss the following topics: The Cleveland Avenue Construction Project, Municipal utility rates, Parks & Recreation Master Plan.
- T-Mobile Hometown Grant for the Veteran Garden was submitted, and we are waiting to hear back at the end of August.
- Working on a Parks & Trails Map.
- Planning for the 2026 Fourth of July celebration will begin soon, as we assess options in coordination with the Cleveland Avenue Construction Project, which is expected to impact the event location next year.

Parks and Recreation

- 4th of July event – logistics, safety, setup, WCP Festival, and Fireworks Display
- PROST Master Plan
 - Engagement at the 4th Parade, Main Street Market, WCP Event and Fireworks
 - Stakeholders meeting and Community Hall preparations for the week of July 14th
 - First Draft of Statistically Valid Survey – Final Draft should be completed soon
- Summer Recreation in full swing, Fall Recreation Open for Registration
 - Second Movie in the Park next Friday, 7/18 at Centennial Park after the Main Street Market
- Gator UTX purchase and delivery completed to the Parks Department! Huge upgrade for our Operations and was heavily utilized to great effect on the 4th of July – all day!
- PROST Advisory Board's stakeholder consultation with Berry Dunn will be held at the next PROST meeting, this Wednesday, July 9th

Public Works – Engineering & Streets Department

- Distribution Master Plan - Town C&D staff, with the assistance of Engineering staff, completed flow testing and pressure monitoring which will be used to calibrate the hydraulic model.
- Water Reclamation Facility Expansion Project - Town Engineering staff issued the Notice of Acceptability to the contractor (Moltz Construction), and are currently working through the

closeout process. We anticipate bringing a resolution of Final Acceptance to the Town Board at the July 22nd BOT meeting.

- Caustic Automation Project – The Conceptual Design was received. Engineering and operations staff reviewed the plans and provided comments back to the consultant.
- Cleveland Avenue Improvement Project – The real estate acquisition process officially began. Notices of intent were sent to the five property owners where right-of-way or easements are needed.
- Comcast - Work continues in North Old Town and on the east side of I-25 in The Meadows.
- Mosquito Control – Two town-wide spraying were performed by a contractor.
- Street Striping - Streets crews striped centerline and bike lanes along 3rd street.

Water and Water Reclamation Utilities

- Water, Wastewater, and Stormwater Rate & Fee Study - Held meeting #2 of the Rate Advisory Group on June 24. With help from the Communications team, developed a space on the Utilities website to provide public access to Rate Advisory Group presentation materials as well as an online submission form to collect community questions/feedback.
- Lead and Copper Sampling - Completed round one of CDPHE required bi-annual sampling at 60 residential and commercial water utility customer locations.
- 2025 Water Quality Report – Provided the report to water utility customers with the May bills, which were delivered the first week in June. The Water Quality Report is available for community review online as well as in person review at the MSB and the Library.

Planning and Building

- A recruitment process for the position of Business Development Manager is underway with priority given to applications received by July 15.
- Commercial construction plans are advancing for the next phase of Wellington Business Center, a 36,000 sq. ft. building for mixed-use retail, office and restaurant spaces. Building plans are in review with construction anticipated to begin later this summer.
- Completing a Sanitary Sewer Capacity Study for the West Interceptor and closing out grant obligations for the Housing Needs and Affordability Assessment.
- The Town is soliciting Requests for Proposals (RFP) for a Transportation & Mobility Master Plan, street standards updates, and road impact fee evaluation. The RFP deadline is mid-July with expected award in August.

Human Resources

- Recruitments:
 - Business Development Manager (closes 7/15)
 - Water Treatment Plant Operator (closes 7/20)
 - Civil Engineer II-III (closes 7/21)
- Bi-Annual Required All-Staff Training underway

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