



Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: September 10, 2025

This monthly update highlights key activities and ongoing initiatives across Town departments. I want to thank each department for their dedication to the Town of Wellington and appreciate the continued support from the Mayor and Trustees.

Town Clerk

Liquor Licensing:

- Cantina Liquors has submitted for a liquor license renewal and is undergoing review.

Municipal Court:

- September Court has seen a slight increase in defendants and traffic citations submitted than previous months.

Records:

- IT and Town Clerk are working on the last few departments and groups to transition staff to SharePoint, and expect to be completed by the end of October.

Finance

Audit & Budget:

- The audit of the financial statements for fiscal year 2024 is progressing with Hinkle & Company, PC. It remains the top priority of the Finance Department. Additionally, the budget development process for fiscal year 2026 is underway with presentations to the Board beginning this month. This includes the second quarter Treasurer's Report for fiscal year 2025 presentation, Fee Schedule and operating expenditures draft work session, and a special work session on September 30th for capital improvement projects.

Electronic Payment Convenience Fee

- Beginning October 1, 2025, the Town will be charging a convenience fee to cover the added cost of processing electronic payments, such as credit or debit cards. Most public entities like Towns, Counties, and States accept credit and debit cards as a courtesy, offering a convenient payment option to their customers. How they address the fees are uniquely individual to the entity, but increasingly over the past few years many municipalities have begun to pass this cost along to the customer to help offset the cost of offering this convenience and to reduce the operational expense burden on taxpayers. The fee offsets merchant processing fees charged by card companies. This processing fee is charged in accordance with Colorado Revised Statutes. Please note that choosing to pay by card is optional. This does not apply to billing statement payments made to Town of Wellington Municipal Utilities. More information is available at

<https://www.wellingtoncolorado.gov/158/Finance>

Library

- Summer Reading Program has officially ended with positive results as we pivot to school (public, private, and home) season support and structure with programming, resources, and after school assistance.
- Expanding in-house programming support and regional service resources for Neurodivergent population from toddler to adult ages.
- Attended the annual Colorado Association of Libraries conference expanding existing relationships and creating new relationships with state legislators and national organizations.
- Onboarding and training new 1FTE Clerk1, .50 FTE Seasonal Clerk1, and .25 Seasonal Clerk1 internship staff members.

Administration

- Preparing for the Town Clean-Up, Trick-or-Treat Down Main Street, Veterans Day Ceremony, and the Parade of Lights.
- Continuing to research new opportunities while awaiting updates on the T-Mobile Hometown Grant (Veterans Garden) and the WaterSMART Grant (Automated Metering Infrastructure).
- Met with former Denver Mayor Wellington Webb, gave tour of town parks, and gratefully accepted a \$5,000 donation from his foundation to help with the vandalism in parks.
- Staff is internally working on the first draft of the 2026 budget that will be presented to the board this fall.
- Recent coverage featuring Wellington:
 - [3 major developments in works for Wellington. Here's what to expect](#)
 - [Manufacturer plans move to new 48,000-square-foot HQ in Wellington – BizWest](#)
 - [Former Denver mayor donates \\$5,000 to repair Wellington playground](#)

Parks and Recreation

Parks:

- Working with Public Works on I-25 Underpass
 - Fisheye Safety Mirrors
 - Enhancing drainage
- Master Plan – public engagement platform finished, working with BRS (subcontractor to Berry Dunn) to begin conceptualization of the potential Community Center – very preliminary stages

Recreation:

- Two movies in the park dates and events
 - 9/5 – Wellville Park
 - 9/19 – Winick Park and Pirate Park Party with PROST
- Preparations for hosting IPGSA girl's fast pitch mini-tournament dates in Wellington
- Engagement with pickleball community to potentially host the first ever Wellington Pickleball Tournament

Public Works - Engineering and Streets Department

- Cleveland Avenue Improvements Project – Received minor comments from CDOT on the 90% Construction Documents. The timeframe for appraisal completion, as part of the ROW acquisition process, is mid-September, after which appraisals will be provided to CDOT for determination of fair market values.

- Reviewed and scored proposals for the Water Treatment Plant Admin and Lab Building Design Alternatives project. Selected Clark & Enersen as the preferred consultant team and prepared the board packet for Board of Trustees' approval, which is scheduled for the September 9th meeting.
- Submitted design plans and technical specifications for the Caustic Automation project to CDPHE for review.
- Coordinated timing and contracts for roof replacement at the WRF, including removal and reinstallation of the existing lightning protection systems.
- Continued summer maintenance programs, such as servicing vehicles and equipment, mowing, striping, and other items including the installation of a drainage culvert extension at the WRF.
- Solicited bids for the Paving Preventative Maintenance project (crack sealing). Prepared the contract and the packet for the Board of Trustees, which is scheduled for the September 9th meeting.
- Performed hot mix asphalt (HMA) patching throughout Town including several large patches in Wellington West (26 tons of HMA placed).

Public Works - Utilities Department

- Meagan Smith, Dan Arndt, Jesse Tollefsrud, and Mike Flores attended the Rocky Mountain Water Conference. Meagan Smith presented at a session on collaboration alongside Trudy Trimbath with PSD and Juliette Kaplan with Corona Environmental. Their presentation highlighted the power of partnerships to ensure safe and reliable drinking water.
- Water Treatment Plant staff completed the replacement of a 60-foot underground sample line from the clearwell to the lab. The in-house upgrade avoided contractor costs, and the new line reduces the risk of contamination in the line, ensuring water quality samples are accurate and representative, supporting consistent compliance with regulatory standards.
- Weekly geosmin testing of the Town's raw water source, combined with weekly testing at various points throughout the treatment process shows the new ozone treatment and granular activated carbon filters are removing all detectable traces of geosmin in our drinking water. These tests highlight the new plant's effectiveness in delivering high-quality, great-tasting water to our customers.

Planning and Building

- The position of Business Development Manager has been offered and accepted with an expected start date of October 21, 2025.
- Felsburg Holt & Ullevig (FHU) was selected to lead the Town's Transportation and Mobility Master Plan, Impact Fee Nexus Study and Street Design Guidelines and Standards. Public engagement activities are expected to begin in fall of 2025.
- The Town submitted a Proposition 123 Commitment to increase affordable housing and the commitment was accepted. Town staff is preparing an application for grant funding available through Proposition 123 funding sources.
- Planning Staff represented the Town at an open house event hosted by Larimer County Planning Dept. to share information about an IGA for Growth Management Area.
- Building Dept. staff are continuing to coordinate regionally with other agencies for 2024 Building Code adoption, as well as coordinating with Wellington Fire Protection District for 2024 Fire Code adoption.
- Outreach and coordination with stakeholders for Land Use Code amendments affecting Electric Vehicle Charing Permits and landscaping prohibitions for non-functional turf. Code changes are

required by recent State Legislative Acts and public hearings are being scheduled for October 2025.

Human Resources & IT

IT:

- New Meraki firewalls installed in PW HQ and MSB replacing end of life models.
 - Verizon spend reduced ~12% since April.
 - Upgraded Microsoft licensing to 365 Business Premium, adding Intune for management of Town devices and additional security and compliance services.
 - Consolidated Adobe licensing to a single Town account.
 - Phase 1 of the Sharefile to Sharepoint migration is nearing completion with two teams remaining.
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Thank you for your support as we continue to advance these priorities and serve our residents with dedication and professionalism.