

Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: August 4, 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:

- Sol de Jalisco has applied for a renewal of their Hotel and Restaurant Liquor License.
- Wellington Manor has applied for a renewal of their Entertainment Liquor License.
- Papa's Table has applied for a renewal of their Beer & Wine Liquor License .

At this time, all renewals are being processed.

- The American Legion has applied for a Special Events Permit and will appear before the Board on August 12th .
- Spargetoberfest Foundation has applied for a Special Events Permit for their annual 5k Run and, barring any comments submitted to the Clerk, will be administratively approved.

Municipal Court:

- August Court has been cancelled due to no scheduled defendants.
- September Court is scheduled for September 10th.

Records:

- IT and TCO continue to work with all departments to transition to SharePoint, and are on schedule to complete this process by November.
- Records Management continues with sorting physical and digital records, along with importing permanent retention documents into Laserfiche.

Staff:

- Staff participated in the Colorado Municipal Clerk's Association Masters Academy, a week long training course in Fort Collins. Courses focused on digital records, licensing and use of technology in the Clerk's Department. Staff is excited to bring that knowledge to the department to assist in improving processes and procedures.

Packets:

- Staff will be working towards updating how all meeting packets are published, joining our agenda software with the website. This will change the look of all agenda/minute/packet webpages, and the public will be notified that they will need to sign up for notifications once the change occurs. The change will assist with ADA compliant laws, provide consistency with all meeting packets and better integrate the Town's web calendar and meeting information.

Finance

Audits:

- The Town of Wellington, Colorado Financial Statements with Independent Auditor's Report for the fiscal year ending December 31, 2023, was presented to the Board on July 22, 2025. This is available on the Town's website and through the Colorado Office of the State Auditor. The Board also authorized the Town Treasurer to sign the engagement letter with Hinkle & Company, PC for the completion of the audit of the financial statements for fiscal year 2024. The 2024 audit is currently underway.

Budget:

- Finance Department and Administration leadership has begun meeting with department leaders as the 2026 budget season is well underway. Town Staff heard priorities from the Board of Trustees in May and will be presenting draft operating expenditures to the Board in September.

Finance Advisory Board:

- The FAB met on July 28, 2025, and approved amendments to the Bylaws in alignment with the changes made by the Board of Trustees in Ordinance No. 03-2025. The FAB also had an opportunity to review and provide input on Financial Management Policies updates currently in-progress by Staff that will be presented to the Board of Trustees at a work session in September.

Equal Payment Program for Water Volume Usage Charges:

- The EPP is up and running, and Municipal Utilities has received over 20 applications so far. The program is intended to help residents even out the highs and lows of their monthly water volume usage charge and pay the same amount every month for easier budgeting. More information, including eligibility, terms, and disclaimers, and to apply for EPP, please visit the Town's website.

Library

- Summer Reading Program has concluded with positive feedback and engagement supporting the Strategic Plan in numerous areas
- Planning underway for Fall/Winter Programming
- Launching the Harwood Institute Community Conversations program through WPL
- Hiring process ongoing for 1 FTE Clerk 1 position

Administration

- Held meetings with Regional Director of the Department of Local Affairs and NoCo Humane.
- Applied for AARP Grant with the goal to provide funding for bike racks on Cleveland Avenue.
- Successfully held the community Town Hall to get feedback on Cleveland Ave Design, PROST Master Plan & Community Center Feasibility Study, and Municipal Utilities Rates.
- After the Town Hall, we had online voting available for residents who missed to give feedback on their preferred benches, bike racks, and trash can on Cleveland Avenue.
- Staff is internally working on the first draft of the 2026 budget that will be presented to the board this fall.

Parks and Recreation:

- Vandalism: increased awareness and coordinated efforts with WFPD and LCSO to help stem current conditions of vandalism in the parks.
- Preparation for the second round of public and business outreach to promote the PROST Master Plan to the public.

- Fall registration for recreation has closed and will start in two weeks.
- Installation of the canopy (CIP Project) in Library Park over the concrete pad to begin 8/6.

Public Works - Utilities Department

- Completed an in-house project to design and construct 390 feet of new eight-inch raw water transmission line from the Wilson Wells to the Nanofiltration unit. Also, installed a backflow prevention device to isolate the Library Park irrigation system from the transmission line.
- Water, Wastewater, and Stormwater Rate & Fee Study – Held meeting #3 of the Rate Advisory Group (RAG) on July 23. The RAG is working to finalize their rate structure recommendations for the BOT. The consultant team is developing five-year financial plans for all three enterprise funds. Also, presented the project at the July 15th Town Hall, answered questions, and acquired feedback from utility customers and residents.
- Two Water Reclamation Facility operators attended the Annual Leadville Water and Wastewater Operators Training Conference sponsored by the Rocky Mountain Water Environment Association.

Public Works - Engineering and Streets Department

- Published the Request for Proposal (RFP) for the Water Treatment Plant Admin & Lab Expansion Design Alternatives Project. Proposals are due August 8th.
- Completed final draft review of the Caustic Automation design plans and technical specifications. The project is expected to be submitted to CDPHE for review in early August.
- Town engineering staff conducted a two-week topographic survey of various water distribution features across Town to update existing mapping and/or create new mapping of system valves and appurtenances (hydrants, pressure reducing valves (PRVs), etc.). This effort was part of a cost-saving measure tied to the Distribution Master Plan, avoiding the need to hire an outside surveyor. Town staff completed the work in-house using their field experience and knowledge, with only minimal expense for equipment rental.
- Cleveland Avenue Improvements Project – Presented the project at the July 15th Town Hall, answered questions, and received feedback on the site furnishings such as benches, trashcans, and bike racks. The real estate acquisition process continues.
- Issued what is anticipated to be Comcast's final large permit for the northern residential developments on the east side of I-25.
- Continued street striping throughout Town, including 6th Street and completion of the bike lanes along 3rd Street.
- Summer maintenance continued including mowing and weed control throughout Town.
- Received approximately 1,900 tons of milled asphalt from Martin Marietta (last year's Old Town Streets contractor). The material was provided to the Town at no cost, as Martin Marietta sought to shorten haul distances for a large mill-and-overlay project east of Wellington. The material is expected to be used in future maintenance projects.

Planning and Building

- Interviews are underway for candidates for the Business Development Manager Position.
- The Town is evaluating proposals for professional services to prepare a Transportation & Mobility Master Plan. The Town received 6 proposals and a selection committee will identify a team to negotiate a contract. Contract award is expected in August/September.

- Completed and closed out grant for Housing Needs and Affordability Assessment. Evaluating state legislative requirements for housing affordability and evaluating additional funding opportunities to advance community goals for housing.
- Provided letter of support for Larimer County Economic and Work Force Development for Enterprise Zone redesignation and provided community feedback on proposed updates to Wellington's Enterprise Zones.
- Planning Staff is reviewing recent State Legislative actions affecting codes for housing, land use, building, energy, water conservation and strategic growth, among others. Several legislative acts require action by the Town by December 31, 2025, and each successive year through 2028. Code amendments, policy considerations, and ongoing reporting obligations are required.

Thank you for your support as we continue to advance these priorities and serve our residents with dedication and professionalism.