

Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: October 6, 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

- Packets: The Board and public can see that there is a new subscription process for Board of Trustees and all Boards and Commission packets. This is due to the merging of the agenda software and website. The video how-to is live on the Town's website (<https://wellingtoncolorado.gov/157/Clerk>) and will be posted on social media and the Town's newsletter. The location of where to find the agendas will change as well, now being housed under the event calendar. Staff is promoting the change and will provide direction on how to find agendas. As a reminder, this change will assist with ADA compliant laws and provide consistency with all meeting packets while improving the integration of the Town's web calendar and meeting information.
- Liquor Licensing: Kum 'N Go dba Maverick and Old Colorado Brewing have applied for renewals on their liquor licenses. Currently, these are being renewed administratively with no stakeholder concerns.
- Marijuana Licensing: Smokin' Cowboys has submitted for their Local License renewal and are undergoing review by the Town's Hearing Officer.
- Records: IT and TCO have completed all department record transitions to SharePoint and will begin working on a timeline to review older digital records, including eliminating copies and working with staff to improve organization of records.
- Municipal Court: October Muni Court is scheduled with a small increase in defendants from September, mainly from the Humane Society and the Town's Neighborhood Services Officer.
- Staff: Several Colorado Municipal League and Colorado Municipal Clerk's Association webinars are being offered in the month of October that staff will take part in, regarding Elections and digital records.

Finance

- Finance projects currently in-process:
 - 2024 Audit with Hinkle & Co - final testing taking place, proceeding without issues;
 - 2026 Budget - revenues, expenses, capital projects, and personnel requests are complete, developing projected fund balances, will be presented on October 14 to the Board;
 - Budget BOOnanza is October 21 from 3:00pm to 6:00pm at the Leeper Center;

- Municipal Utilities Rate & Fee Study - recently completed the final meeting of the Rate Advisory Group comprised of community members to gain input on the utilities rate structure, financial plan is in development now;
- Financial Management Policies were discussed with the Board on September 30, and will be considered for adoption on November 12
- Reminder - As of October 1, 2025, a convenience fee is now charged on all non-utility payments made to the Town with a credit or debit card. There is no fee for check or echeck. The fee offsets merchant processing fees charged by card companies.

Library

- Preparing for Fall/Winter Wellington events (Boonanza, Trick or Treat/Main St, Holiday Magic Santa w/Owl Canyon, elementary festival events, etc)
- Second annual elementary field trip for third graders to the library (Scavenger hunts, science experiments, and more...)
- Designing and implementing young adult/teen Songwriting class to further develop Lyrical Literacy Series (Taylor Swift or Dolly Parton meets WPL...)
- Increasing home school support, supplements, and programming via direct line initiative that has been well-received and utilized immediately

Administration

- Gearing up for Budget Boo-nanza scheduled for October 21, 3 - 6 p.m.
- Staff is exploring options for asset management.
- Held a CIRSA Safety walk-through all town facilities.
- Reviewing all options for 4th of July parade route for 2026.
- Coordinating a shop local campaign this holiday season.
- Attended the CML District 2 meeting in Firestone and the Regional Elected Officials Meeting in Timnath.

Parks and Recreation

Parks:

- Blowouts at all parks
 - Working with contractors on HOA water supplied parks
- Winterize Pump Stations
- PROST Master Plan
 - Finalizing the initial phase of engagement with hosted PSD Partners Meeting
 - Compilation of Statistically Valid Survey, public engagement events, and Level of Service Analysis

Recreation:

- Completing Recreation Guide for 2026
 - Finding Sponsorships
- IPGSA full day tournament - 10/4 at WCP
- Last Movie in the Park - 10/25 at Park Meadows Park

Public Works - Engineering and Streets Department

- Lucas Flax, P.E., started on September 16th as an Engineer III. He has an extensive background (19 years) in Land Development Design and Civil Infrastructure Projects.
- The Water Treatment Plant and Lab Design Alternatives project kick off meeting was held with Clark & Enersen.

- Distribution Master Plan Project is continuing, with work progressing on the future growth scenarios.
- Work began on the roof replacement project at the WRF.
- The 1 Million Gallon (MG) treated water storage tank was drained and the interior coating was inspected as part of the Tank Recoating project from 2024. The tank will be brought back into service following some minor spot repairs. The 2 MG tank will be drained and inspected in November.
- Placed 48 tons of hot mix asphalt (HMA) in Viewpoint around manholes where the pavement had settled. This area has been identified as a priority area for repair in 2026 with the Street Rehabilitation project.
- Installed fisheye mirrors at the I-25 underpass, patched potholes throughout Town, cleaned storm drains, and street striping.
- Cleveland Avenue Improvements Project – All appraisals are now complete (one property owner was granted a 2-week extension). Fair Market Values (FMVs) for first three properties have also been received from CDOT and the final one is expected next week. Offer letters will be sent shortly after the final FMV is received.

Public Works - Utilities Department

- Water Treatment Operations Staff collaborated with the IT Manager to upgrade SCADA communications at the Nanofiltration building, shifting from point-to-point radio to redundant cellular. The upgrade has improved reliability and increased operational consistency of the Nanofiltration treatment unit.
- Water Reclamation Facility staff are working with Moltz Construction to troubleshoot clogging issues in digester airlines and diffusers. This effort has required extensive coordination with the C&D and Engineering teams to maintain reliable operations.
- Collections & Distribution staff have been conducting the Town's biannual CDPHE-required lead and copper sampling. Nearly all 60 customer samples are complete, ensuring compliance and reinforcing positive engagement with water utility customers.
- Collections & Distributions staff supported the promotion of Brian Stephenson from Operator I to Operator II. His advancement reflect over two years of strong performance, professional growth, and ongoing commitment to the Town.

Planning and Building

- Kaufman & Robinson, Inc. has begun site preparation for their new 50,000+ sq. ft. manufacturing and research facility at 4102 Glow Ave. You can see construction activities on-site for excavation and public utility improvement installation.
- Dynamic Image Sign Co. has completed their new 10,000 sq. ft. building in Wellington Business Center. The new building is planned to be used by Dynamic Image, a long-time local Wellington Business as well as a second tenant space for another Wellington business.
- Another new building approximately 10,500 sq. ft. is nearing final completion and will be the new home of Streamline Crane located at 8761 Bonfire Dr. This location also has plans for a future second tenant space.
- The Town has been awarded up to \$50,000 of funding (no local match required) for adopting a "Fast-Track" policy for expedited review of affordable housing projects. The incentive is awarded through Proposition 123 funding and can be used to advance affordable housing planning efforts.
- Town planning staff met with FHU, consultant team, to kick-off efforts for the Transportation & Mobility Master Plan. Online public engagement is planned for fall 2025.

- Planning Staff has prepared land use code amendments and public hearings are scheduled in October to address prohibitions of certain landscape practices required by SB24-005 and HB25-1113, as well as for Electric Vehicle (EV) Charging Site permitting processes as required HB-24-1173.

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