

Memo

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

- Planning for review of digital files is being conducted, with over 400,000 digital files needing review for retention and organization
- Avuncular Bob's T Bar Inn and Soul Squared have submitted renewal applications for their liquor licenses, which are being reviewed administratively.
- December 2nd Candidate Information Session items are being finalized in preparation for the April 2026 election
- Staff took part in Halloween Wars in Town Hall, and did a team building activity in October
- Staff attended the annual Colorado Municipal Clerks Association Conference, where Hannah was sworn in as a Director to the CMCA Board. Highlights from the sessions were legislative changes, discussions with the Department of Revenue for liquor best practices, and strategic planning in a Clerk's office. Staff also attended a Colorado Association for Municipal Court Administration training, where best practices and legislative updates were discussed.

Finance

- Budget development season is wrapping up, and the Fiscal Year 2026 Budget for the Town of Wellington will be considered for adoption by the Board of Trustees at a special meeting on November 18, 2026. Beginning back in May with the Board, and in June with Town Staff, this is a collaborative effort to ensure the Town upholds the mission to provide outstanding municipal services for our community of today and tomorrow.
- Finance Department staff continues to work with external auditor, Hinkle & Company, PC, to complete the audit of financial statements for fiscal year 2024. Hinkle completed audits of financial statements for fiscal years 2022 in January and 2023 in June. The completion of the audit for 2024 by the end of the year will have the Town back on track and prepared to begin the audit for fiscal year 2025 in compliance with all State and local requirements.
- Reminder: The Equal Payment Program (EPP) for Water Volume Charges is available for all residential customers who have owned and lived in their home since March 31, 2024, and even out the highs and lows of your monthly water volume usage charge and pay the same amount every month for easier budgeting. As of October 31, 2025, there are 47 residents enrolled. For more information, visit the Town's website at <https://www.wellingtoncolorado.gov/> and click on Municipal Utilities.

Library

- In time for our Fall Outdoor Programming, the Shade Structure CIP project has been completed and under budget.
- Due to increased circulation and programming, internal procedures are currently being updated in order to increase efficiency, professionalism, and relevance for our community. Additional resources and new software programming is being price negotiated through our state consortium in order to increase our access for home schooling population.
- Expanding our Lyrical Literacy series and leveraging our connection to community partners, we are developing a new Songwriting program aimed at our teen/young adult population. News to follow...

Administration

- Successfully hosted the Budget Boo-Nanza event, engaging with more than 40 community members.
- Continued significant progress on the 2026 Budget Book in preparation for Board of Trustees consideration on November 12.
- Ongoing planning and coordination of upcoming Fall and Winter community events.
- The next Town podcast will highlight Veterans Day, featuring interviews with members of the American Legion.
- Participated in regional leadership and collaboration efforts, including the BizWest Government CEO Roundtable (October 14) and the Growing Communities Collaborative Meeting (October 30).

Parks and Recreation

- Combined Work Session with PROST and the American Legion regarding next steps to progress in building Wellington Community Park Veterans Gardens.
- Internal retreats with Parks staff, Recreation staff, and all staff (Parks and Recreation combined) to recap 2025, re-visit ongoing projects, and plan for 2026.
- Shade structure completion at Library Park/Wellington Public Library.
 - The shade will stay up for a few weeks until weather dictates takedown for the winter season.
- Finalizing the completion of the 2026 Wellington Recreation Guide that will be available to the public in December. Big thanks to Rec Staff and sponsors!
 - Print and virtual copies will be available for the community.

Public Works - Engineering and Streets Department

- Water Reclamation Facility Roofing - Advanced Roofing completed roof replacement. Lightning protection systems have been reinstalled. This project is complete.
- Caustic Automation Project - Plans and Specs were submitted to CDPHE for review in August. We have confirmation there is a review engineer assigned to the project but still have not received a review timeline from CDPHE.
- Water Treatment Plan Admin & Lab Expansion – The team worked through programming of the facility with Clark & Enerson Architects (C&E) through four (4) meetings, who then presented three (3) floor plan options. C&E used feedback on those floor plans to present a concept design package on 10/30/25
- Cleveland Avenue Improvements Project – The team is progressing through the various Right-of-Way processes.

- Main Street Alley Improvements – RFP process was completed to secure survey for the alleys just north and south of Cleveland Avenue; field work has been completed.
- Water Distribution Masterplan project has started work on the future growth scenarios for the 5 year and 15-year plans.
- Completed multiple projects at the Water Treatment Plant consisting of constructing new sidewalks and exterior stairs, and various drainage and erosion control projects.
- Regraded existing ditches at the Reclamation Facility
- Finished asphalt patching in early October.

Public Works - Utilities Department

- Our surface water source experienced its highest geosmin levels of the year in mid-October, reaching 244 ng/L. Thanks to the new treatment facility, ozone and filtration processes reduced geosmin to non-detectable levels, ensuring customers received the highest quality drinking water.
- The Collection and Distribution team responded to a higher-than-average number of leak check work orders (over 40) in October. These checks were initiated both by customer requests and by our utility billing coordinator to verify instances of elevated water usage. Completion of the Advanced Metering Infrastructure (AMI) project will help improve efficiency and transparency in this process by providing real-time usage data to both staff and customers.
- Staff increased influent monitoring at the Water Reclamation Facility and throughout the collection system to identify the source of elevated zinc levels in the effluent stream. These zinc concentrations are causing toxicity issue that prevent the facility from meeting state-mandated Whole Effluent Toxicity test requirements. Investigations and corrective actions are ongoing, in coordination with CDPHE.

Planning and Building

- Hired new staff position for the role of Business Development Manager, Liz Magargel.
- Installation of an ADA accessible lift is underway at the Municipal Services Building.
- The Larimer County Planning Commission held a public hearing to consider the GMA Overlay Zone District and Intergovernmental Agreement for Growth Management Area. The result was a recommendation of approval forwarded to the Board of County Commissioners for consideration at its November 17, 2025 meeting.
- Coordinated and presented recommendations for 2024 Building Code adoption, including Colorado Electric Ready and Solar Ready requirements, and Colorado Wildfire Resiliency Code requirements, and advertised the ordinance for public hearing November 12, 2025.
- Land use code updates for meeting state requirements for Electric Vehicle (EV) Charging permit review and turf/landscaping prohibitions were prepared and presented, resulting in adoption and compliance with State Law.
- Now accepting renewal applications for 2026 Business Licenses and Contractor Licenses!

Human Resources

- Open Enrollment for staff is active through 11/12
- 2025 Performance evaluations are underway

IT

- Improved communication reliability between Nano and the main Water Treatment Plant by implementing a secure cellular network tunnel solution.

- Completed Apple's process to take ownership of wellingtoncolorado.gov, bringing all Town Apple account under management in preparation for unified mobile device management.
- Comcast fiber installation is under way at MSB, Public Works HQ, Public Works shop, and the Library.

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