



To: Board of Trustees
From: Patti Garcia, Town Administrator
Date: November 16, 2021
Re: 2021 Town Accomplishments

Administration

- Welcomed the following new businesses to Wellington: Dollar General, Ziggi's, Human Bean, Onyx Skincare, BBQ Love Shack/Old Colorado Brewing, O'Reilly's.
- Hosted quarterly Community Town Halls to better inform and engage the public on Town-wide issues.
- Applied and awarded a \$569,626 grant from the Department of Local Affairs to support 11 downtown businesses in making façade improvements and energy efficient upgrades.
- Held the Budget Boo-nanza. The Town's first event budget engagement event. This family-friendly event was an opportunity to inform the public of the 2022 budget. An estimated 75 new faces participated in the event.
- Successfully ran the 4th of July Town event supporting 12,000 attendees and maintaining safe environments with no emergency calls
- Created partnership with Northern Water and CSU Extension which brought several water conservation programs to Wellington free of cost.
- Coordinating Resident Roundtable for sewer rates and related impact fees
- Completed Town Hall Site Selection Matrix.
- Launched monthly Town newsletters and saw an increase across all social media platform on engagement.
- Cleaned up and improved the Town's website to make it more user-friendly.

Clerk

- Worked closely with Larimer County to conduct a coordinated election.
- Continued work to digitize town records according to the Colorado Records Retention Schedule.
- Created the Town's first advisory board appreciation dinner.
- Updated of advisory board/commission code sections and bylaws.
- Continued work on the cemetery project. Hard copy cemetery records are being reviewed for accuracy prior to being digitized.

Finance

- Transition health insurance to CEBT open enrollment.
- Held daylong Budget Retreat for the Board of Trustees.
- Worked closely with auditors.
- Created Hardship Utility Grant.
- Prepared 2022 Budget.
- Payroll moved to all electronic timesheets.

Human Resources

- Worked with team to update Town's Administrative Regulations for employees.
- Initiation and creation of Performance Management Reviews for all staff.
- Successfully hired and onboarded several vacant positions.
- Created COVID-19 protocol sheet.
- Cleaned up personnel files.
- Held 1:1 meetings with 27 town employees (so far).

Library

- Fostered partnerships with local businesses, State of Colorado, educational institutions, and most importantly the personal relationships and stewardship of individual residents in Wellington.
- Increased number of new patrons and returning patrons that have been inactive for years. The Library's circulation numbers have increased with a portion of our collection being borrowed by regional libraries which demonstrates that we are actively participating within the consortium of state libraries. The more we participate and honor our patrons, the higher amount of grant funds we receive from the State of Colorado.
- Curated and increased events that are attracting new participation and reaching a larger audience of Wellington residents.

Parks & Recreation

- Successfully merged the Parks and Recreation Department. This restructure supported not only the growth in our programming from a recreation perspective, but also allowed an opportunity for the recreation staff to be cross trained to help support maintenance of 80 acres of green space within our parks system.
- Created a Recreation Cost Recovery Model. In this process we assessed all data from 2018, 2019, and 2020 in our current recreation software. We also assessed usage of all our parks, green space, recreation program participation, and events. We then utilized that information to create an effective cost recovery strategy to support growth of our programs.
- Winnick Pour and Place project was done ahead of schedule as well as under budget. This saved the Town roughly \$10,000.

Planning Department

- To date, issued 82 residential building permits.
- Successfully hired and onboarded a Building Official to provide better customer service and improved communications with permit applicants. The addition of the position has had an immediate impact on Town communications with homeowners, builders, and commercial property owners in completion of their projects.
- Managed communications with developers/builders to carefully ensure that the number of building permits issued stays within the allotted capacities and still find ways to allow commercial projects.
- Adoption of a major update to the Town's Comprehensive Plan.
- Approval Letter for Tract F issued. Acceptance of public improvements for Columbine Estates is expected.

Public Works

- Met the imperatives of the department's mission, despite continued staffing shortages and COVID-created challenges of all types (precautions, contractor scheduling issues, supply chain issues, etc.). Consistently met the water, wastewater, streets, drainage, and engineering needs of the Town.
- Filled and solidified leadership positions throughout the department, including the Wastewater Superintendent and the Deputy Director of Public Works, who has oversight of Water and Wastewater Utility operations and ongoing water supply planning.
- Successfully completed all funded capital equipment purchases (other than those deferred or deleted to reduce overall expenditures) within approved budgets. This includes the Street Sweeper, Vector Truck, Mowers, Gators, Vehicles, Redundant Nano/RO Pumps, Membranes for Nano, Water Efficiency Program, WWTP Pumps, and Clearwell HS Pump Upgrade.
- Successfully began, completed, or continued budgeted street and drainage projects on schedule and under budget, including:
 - Old Town Street Repairs
 - Storm Drain and Pan Replacements
 - Asphalt Maintenance Crack Seal (underway - on track for completion this year)
 - Replace Soft Trails (underway - on track for completion this year)
 - Stormwater Masterplan (underway - scheduled for completion next year)
- Successfully began, completed, or continued budgeted water and wastewater projects (other than those deferred or deleted to reduce expenditures) on schedule and under budget, including:
 - Risk and Resilience Assessment for the water treatment plant
 - Clearwell High Service Pump Upgrade
 - Valve Actuator Replacements
 - SCADA Improvements

- Clarifier Rehabilitation
- Wastewater Treatment Plant Master Plan
- Wastewater Utility Plan
- WTP Expansion – Currently in the 90% design phase. Received 60% cost estimate and presented to the Board of Trustees. Project is currently on schedule.
- WWTP Expansion - Currently in the 90% design phase. Received 60% cost estimate and presented to the Board of Trustees. Project is currently on schedule.
- Continued upgrading security at both plant sites. Installed automated security gates at WTP and WWTP.
- The solution for the Tract F problem is substantially complete. This multi-year project was a cooperative effort with a private entity. The department created the
- design solution and worked with the private partner to guide engineering design and construction.
- Continued to represent Wellington in the B-Dam effort. The team of regional partners successfully reduced the cost of this project from \$30,000,000 to about \$250,000, with a plan to set aside additional monies to provide for future maintenance needs