



Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: September 4, 2024

Welcome to the latest update for the Town of Wellington! I am pleased to bring you news and developments related to our great community.

Water Source Development Plan

The Advisory Group for the Water Source Development Plan project held their first meeting. The discussion was lively and very helpful to staff, setting a positive tone for the project moving forward.

Cleveland Avenue Improvements Project

The 30% design documents for the Cleveland Avenue Improvements Project have been submitted to the Colorado Department of Transportation (CDOT) for review.

Treatment Plant Expansion Projects

Our Project Managers, Superintendents, and Operations Staff continue their heroic efforts to work through the myriad of start-up challenges at both treatment plants.

Housing Needs Assessment Survey

The Town is conducting an online resident survey to collect information for a Housing Needs Assessment. The survey will be available on the Town's website during September and October. Stay tuned for more information in the Town newsletter and on social media.

Register Your Business for 2024-2025

New businesses are always welcome! Renewal applications for 2025 are now being accepted. Information can be found at <https://www.wellingtoncolorado.gov/489/Business-Licensing>.

New Indoor Sports Training Facility Permit Issued

A permit has been issued for a new indoor sports training facility at Wellington Business Center.

Application Received for Lil' Monsters Playground

An application has been received for a tenant finish for Lil' Monsters Playground, an indoor youth play space at Wellington Business Center.

Boxelder Creek Clean-Up

All trees and bushes along Boxelder Creek, within Town property from Ronald Reagan to the I-25

underpass, have been trimmed. This has been a big need for several years. One large cottonwood was removed due to hollowing and potential safety concerns, and large branches that could present hazards during fall winds were trimmed and removed.

Volunteer Project at Wellington Public Library

A Town-assisted volunteer group removed outdated lava rock around the Wellington Public Library (WPL) parking lot. Small rock was installed to match the Leeper Center façade. Soil around the new concrete programming pad in front of WPL was filled and leveled.

New Equipment and Infrastructure Upgrades

- The Town introduced a new mower as part of the 2024 CIP.
- New lighting has been installed under the I-25 underpass for safety. The infrastructure remains the same, but the lamps have been retrofitted to provide more light throughout the tunnel.

Youth Softball Update

Youth Softball is going strong this fall with two age groups: 10u and 12u. The program had not run for three years, but we have doubled participation since restarting in the summer. Teams will play throughout Northern Colorado.

Combined Efforts for Community and Trails Development

- We collaborated with Safe Routes to School/Safe Routes to Parks grant to hold a successful event on August 14 at Centennial Park. As a result, our trail system will implement three new bike fix stations, which were on the PROST Priority List.
- Planning with Parks and Recreation is underway for the Northern Colorado Trails Symposium. Town staff will have a booth at the event to present the Town of Wellington's comprehensive plan and future connectivity goals. We are also collaborating with the City of Fort Collins and Larimer County.

2025 Budgeting and Budget Calendar Progress

Draft operating and Capital Improvement Plan (CIP) budgets for 2025 have been prepared and delivered to Finance staff. This was a major effort involving more than half of the public work department's staff.

The budget calendar is progressing well. We have met with all departments about their 2025 expenditure requests and have started reviewing additional components like the fee schedule and utility rates.

2022 Audit Update

Meetings with the auditor and our consultant are ongoing as the 2022 audit continues to be reviewed. We are providing the necessary documentation to facilitate this process.

Staff Development and Recruitment

Nic Redavid completed the GFOA Accounting Academy in Sacramento from August 26 to August 29. We are currently in the process of interviewing candidates for our vacant Controller and Finance Clerk positions. The Town Clerk position will close on September 8. Interviews will be held mid-September and Mayor Pro Tem Mason and Trustee Tietz will be participating on behalf of the Board of Trustees.

Library Programming and Efficiencies

- The Library's Fall programming and events have been finalized and contracted.
- Winter programming and development is underway with a strong focus on teen support and engagement.
- The Library is undergoing a large statewide renegotiation and feasibility review of the Interlibrary Loan (ILL) courier program.
- An internal reorganization has been completed, improving circulation efficiency and establishing onboarding and succession protocols.

Stay tuned for more updates as we continue to connect our community and build our future!