



Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: January 10, 2025

This update reflects the current progress and ongoing projects across Town departments. I appreciate the work that is being done by all the departments serving the Town of Wellington. Thank you for your continued support and engagement in our shared goals for Wellington.

Parks and Recreation

- Planning for Night Beyond Limits: 2nd Annual Event
 - Collaboration with the Boys and Girls Club and Wellington Public Library.
 - Scheduled for February 7th, from 7-9 PM. *(Flyer attached.)*
- Safety Committee
 - Presented the 2025 work plan, vision, and progress updates.
- PROST Retreat
 - Conducted the 2024 Annual Review.
 - Discussed the 2025 Work Plan.
 - Reviewed the PROST Master Plan and Community Center Feasibility Study.
- Onboarding of Elle McNamara
 - Welcoming Elle McNamara as the Assistant Recreation Coordinator.
- Request for Proposal (RFP) Posting
 - Posted RFP for the Parks, Recreation, Open Space, and Trails (PROST) Master Plan and Community Center Feasibility Study.

Town Clerk

- The Manor's liquor license has been updated to an Entertainment Facility License, aligning with 2024 State Department of Revenue updates.
- Comprehensive review and inventory of department records are underway.
- Initiating updates to the internal Trustee Board Packet process to ensure timely and thorough publications.
- Staff actively participating in training for the transition to Caselle software in the Municipal Court.

Administration

- Released a sponsorship packet for businesses interested in supporting town events and recreation programming. [V2UpdatedTOWSponsorshipInfo_202501081054073544.pdf](#)
- Submitted the 2025 Budget to the State of Colorado and GFOA.
- Began planning for the Town's first St. Paddy's Day Parade and Spring Festival (details forthcoming).

- Received three quotes for a Shop Local Marketing Campaign; selection process underway.

Public Works

- Multiple departments mobilized to address the emergency repair of an 18" Sanitary Sewer Interceptor near Rice Elementary, completing repairs within 24 hours.
- Completed the engineering review of the 60% design plans for the Cleveland Avenue Improvements Project, including planning and landscaping design.
- Constructed and installed the stone base for the Byron White Memorial Plaque in front of the Wellington Public Library/Leeper Center.
- Extensive collaboration continues between utility and engineering staff with contractors and design engineers to resolve startup warranty issues for the Water Treatment and Water Reclamation Plants, focusing on long-term reliability.

Finance

- 2022 Audit: Received draft financials and opinion before Christmas; awaiting an updated draft as the Management Discussion and Analysis is finalized.
- 2023 Audit: Began submitting 2023 reports to the auditor.
- 2025 Budget: Budget books are finalized, and budget amounts have been entered into Caselle.
- Utility Billing Guidelines: Standardized and published guidelines are under development. Updated customer notices for delinquent accounts, shutoff door tags, and temporary reconnection notices will roll out in January. Delinquency notice envelopes now feature a red sticker for increased visibility.

Planning and Building Department Highlights

- Updated the Planning Department webpage with a new interactive Zoning Map tool, allowing users to identify zoning designations and access the Land Use Code.
- Coordinated new conceptual alignments for future regional trail connections through Larimer County and into Fort Collins. These alignments are advancing for adoption as Regional Active Transportation Corridors through the North Front Range MPO for future funding opportunities.
- Participating in a regional review and evaluation of the 2024 International Building Codes. Staff meets weekly with regional partners to ensure consistency, with recommendations expected later in 2025.

Library

- Alongside recurring and new programming in December, the library celebrates a third consecutive year of growth in patronage, programming, circulation, and resource management.