



Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: April 11, 2025

This update reflects the current progress and ongoing projects across Town departments. I appreciate the dedicated work of 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

- Initiated contracting efforts for the Parks and Recreation Master Plan.
- Progressed with the Pour-in-Place Capital Improvement Project (CIP) safety upgrades at Wellington Community Park.
- Performed tree removals and trimming at Library Park to enhance public safety and aesthetics.
- Installed a new Dog Park at Wellville Park.
- Began irrigation system startups across the park system in preparation for the growing season.
- In discussions with Comcast to secure a sponsorship for the upcoming Movies in the Park series.

Town Clerk

- Staff participated in a Colorado Municipal Clerk's Association training focused on marijuana licensing.
- Continued efforts to digitize records for both Municipal Court and Highland Cemetery, enhancing accessibility and preservation.

Administration

- Preparing the next episode of the *Town of Wellington Podcast*, which will spotlight the Wellington Public Library and its Summer Reading Program.

- Actively planning the Town's 4th of July celebration, including an application to the Bohemian Foundation Music Event Fund to bring live music to the festivities.
- Launched Water Conservation Month initiatives, offering educational content and community activities through the Town's social media channels.

Public Works – Engineering

- **Water Distribution System Master Plan:** Consultant interviews completed, selection finalized, and the contract and scope of work submitted for Board consideration on April 8.
- **Caustic and Fluoride Automation:** Consultant selected; contract negotiations and scope development underway.
- **Comcast Expansion:** Construction nearing completion in Boxelder Commons and Harvest Village, with continued progress in Old Town. Work to proceed north of Cleveland Avenue in April.
- **Cleveland Avenue Improvements:** Utility conflicts resolved. Staff remains in close coordination with the C3 committee to support continued design progress.

Streets and Drainage

- Completed final concrete placement and graffiti remediation, marking the completion of erosion mitigation work at the Rice Elementary stormwater pond.
- Re-striped County Road 9 to enhance visibility and roadway safety.

Water and Water Reclamation Utilities

- Executed a professional services agreement with Raftelis for a comprehensive utility rate and fee study across Water, Wastewater, and Stormwater Enterprise Funds.
- **Staffing Update:** Water Treatment Plant Superintendent Zach Gilbert departed in March. Lead Operator Dan Arndt is serving as Interim Superintendent to maintain leadership and operational continuity.
- Completed maintenance on the nanofiltration unit, with start-up planned for April 1.
- Submitted the annual Regulation 85 nutrient monitoring report and biosolids report for the Water Reclamation Facility.

Finance

- Supporting the utility rate and fee study by compiling financial data and coordinating with auditors for the 2023 and 2024 Town audits.
- Completed the annual sewer billing adjustment for residential customers, reflecting winter water usage averages. New rates will be reflected in the April statement, effective for 12 months.

Planning and Building

- Issued building permit and began construction for Dynamic Image at Boxelder Business Park.
- Finalized the Housing Needs and Affordability Assessment.
- Participated in the National Planning Conference in Denver.
- Exploring participation in the Proposition 123 program to access grant funding for housing affordability initiatives.
- Building Department staff are attending weekly coordination meetings with regional partners regarding the 2024 International Building Code adoption process.

Library

- Submitted 2024 annual reports to state and federal agencies.
- Secured a full calendar of programming for the upcoming Summer Reading Program.
- Expanded the Digital Navigators Program with in-person support events in partnership with Northern Colorado organizations, including Housing Authority, Harvest Farms, and Larimer County service divisions.

Thank you for your continued support as we advance these initiatives and work together to serve the Wellington community effectively.