



Town of Wellington



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ANNUAL REPORT



TOWN OF
WELLINGTON

Town of Wellington
8225 Third St
Wellington, Co.

November 2022



Administration

- Wrapped up the Main Street Open for Business Grant. The Town was recognized by the Department of Local Affairs for our “herculean effort” to successfully help 11 small businesses in Wellington complete a façade and energy efficient improvement projects on time and on budget. We were one of the only communities to spend every dollar of grant funding and not return a single penny back to the State.
- Successfully completed and opened the Municipal Services Building in March 2022. This met the Board of Trustees Strategic Plan goal, “Improve performance and safety of Town infrastructure and facilities.” The Harrison Avenue expansion addressed two major needs for the Town by centralizing services for residents and increasing organizational efficiency by bringing staff collaboration together under one roof.
- Formed Main Street Exploratory Committee to provide options to the Board of Trustees to restructure operational relationship.
- Increased Budget Boo-nanza participation by 67%. In total, we engaged 125 residents in an open and family-friendly environment to learn about the budget and town operations.
- Worked with Poudre School District to ensure school opening in the Fall 2022.
- Designed and trained two employees to serve as the town’s first-ever ADA Coordinators.
- Town hosted a Strategic Plan Community Town Hall at the Leeper Center in April 2022 to receive feedback on community priorities. It was well attended by more than 50 residents of the Town.
- Created a new Strategic Plan with the Board of Trustees. In November 2022, the Board of Trustees will take a deeper dive on the action items for each priority.





Clerk

- Conducted coordinated Municipal Election in April 2022 and onboarded four new Board of Trustee members.
- Created first-ever Board of Trustees Orientation.
- Recruited and filled vacancies for various boards and commissions.
- Worked with Town Attorney's Office to create Fee Schedule for Marijuana Licensing and a Local Licensing Authority.
- Implemented Quarterly CORA Reports to improve transparency.
- Processed the following Liquor Licensing Applications:
 - Avuncular Bob's T-Bar Inn & Brew Pub
 - Special Event Permit Application - Hoppy Go Lucky 5K
 - Annual Renewal - Ridley's Family Market
 - Special Event Permit Application – Brewfest
 - Hotel and Restaurant Liquor License Renewal - El Mezcal, Inc. dba Sol de Jalisco Mexican Restaurant
 - Beer and Wine License Renewal - Hong Lu Investments LLC dba Papa's Table
 - Fermented Malt Beverage License Renewal - Kum & Go LLC
 - Retail Store Liquor License Renewal - Big T Ventures LLC dba Cantina Liquors



Finance

- Created and established a community Finance Committee to increase transparency and feedback on town finances.
- Worked closely with all departments to prepare the 2023 budget. Board of Trustees will consider adoption of the 2023 Budget at the November 8 Regular Meeting.
- Held multiple Budget Work Sessions with the Board of Trustees and Finance Committee.
- Worked closely with consultant on the Utility Rate Structure.
- Created Resident Rate Structure Roundtable to provide feedback and guidance on rate options.
- Focused on process improvements and cleaning up past financial practices to strengthen the organization.
- Amended Purchasing Policy to align with federal regulation.
- Created the Town's first comprehensive Fee Schedule.



Human Resources/IT

- Recruited and hired 15 positions.
- Initiated Milestone Pay to reward staff members for continued tenure with the Town of Wellington contributing to employee engagement.
- Hosted an in-house supervisor training to engage our leaders.
- Hosted multiple all-staff meetings that included guest speakers, and interactive games.
- Conducted a compensation study to ensure market and equitable pay practices.
- Reviewed and updated all job descriptions for accuracy.
- Met with all staff members to answer questions and review Town pay practices.
- Reviewed and verified Caselle personnel records to ensure accuracy in Town and employee deductions.
- Conducted first employee survey to collect baseline feedback of engagement with Town staff.
- Initiated monthly HR emails to congratulate work anniversaries, introduce new hires and highlight personnel accomplishments.
- The Town updated the Employee Handbook to provide clear guidance to staff on expectations, disciplinary actions, and benefits.
- IT worked to identify \$8,000 worth of savings in the Town's phone bills.



Library

- Fostered and solidified partnerships with numerous local businesses and programs, The State of Colorado, state-wide libraries and library systems, educational institutions, Colorado State University, and most importantly is the extreme increase in direct personal relationships and stewardship of individual patrons and residents in Wellington through marketing, promoting, engagement with Wellington events, and partnering with business programs and events throughout Northern Colorado and beyond.
- Increased number of new patrons and returning patrons that have been inactive for years. Our circulation numbers have largely increased with a portion of our own collection being borrowed by regional libraries, which demonstrates that we are actively participating within the consortium and Inter Library Loan program of state libraries. Hard data numbers from 1.2.22 - 10-27.22 include, but are not limited to, New Patrons: 378 with a current active patron count of 6,617, Circulation solely from WPL: 28,094, Patronage within library: 16,737 (+/- 3%) with an average of 1,522 users per month.
- 2022 grant funds applied and awarded: \$13,598 which were utilized to completely update our technology access and availability to our residents. Computer lab mini pc replacement, laptops for circulation, tablets, direct youth/teen requests, and STEM manipulatives and programs. These devices have provided access and engagement for a large population of underserved residents.
- Curated and developed relevant and requested over a doubling of programs/events that are attracting new participation and reaching a wider and increased audience of Wellington residents.
- Developed and funded by resident donation, The WPL Youth Council, that gives youth and teens direct engagement, voice, and critical decision making in how to provide services, programs, and budgetary spending for the community with focus on youth and teens in Wellington. These monies are discretionary and solely under the purview of our youth and teens in Wellington.



Parks & Recreation

- Improved features at Centennial Park. Replaced playground features, installed dog waste stations, new lighting, and picnic tables were installed through grant funding.
- Created Park 'N Play Days. A new free program that launched in the summer. This was an inclusive, ADA friendly, event that provided an opportunity to engage with all residents.
- Joined Larimer County Boys and Girls Club "Day for Kids" to build community and advertise recreation.
- With the support from the Parks & Rec Advisory Board, created a Parks Naming Resolution to give guidance and clarify the process.
- Took public feedback on the design of the parks sign and worked with Parks & Rec Advisory Board to select sign locations in each park. Construction of the signs are underway by a local company.
- Maintained 161 acres of parks and 3.2 miles of trails.
- Supported the following recreation programming:
 - Youth soccer, basketball, softball, flag football, volleyball, cheer, baseball, tennis
 - Start smart soccer, football, basketball, t-ball
 - Art, yoga, archery, bubble soccer, kickball, batting cages



Planning

- The Land Use Code (LUC) was adopted by the Board of Trustees on March 22, 2022. The (LUC) is a set of regulations that guide how property is used and developed in Wellington.
- Successful adoption of the Landscape and Irrigation Design Manual.
- Submitted grant application for the Innovative Housing Opportunities Program and Affordable Housing Incentives.
- Negotiated Bonfire Development Agreement that has enabled a new business to purchase land and initiate site development plans (in review).
- Managed new residential building permits to stay within existing treatment capacity.
- Collected 8 water shares of NPIC from developers.
- Increased Department outreach through Residential Deck Workshop (5 attendees representing 4 projects) and a Residential Basement Finish Workshop (11 attendees representing 5 projects).
- Successfully responded to significant hail event assisting businesses, homeowners and contractors
- Supported \$1.6 Million of Local Businesses Investment in the Community.
- Welcomed the following new businesses to Wellington:
 - Blue Federal Credit Union ATM, UPS Store, Slurpz,
 - Human Bean, Aesop's Flowers, Trailhead Activity Center.
- The following businesses expanded or remodeled in 2022:
 - US Post Office Remodel, McDonald's Remodel, Kinzli Remax Office Remodel,
 - Taco John's Remodel, Soul Squared/Leave it to Cleaver.

YEAR-TO-DATE



BUILDING RECAP

79

NEW HOME
PERMITS

\$275,244

AVERAGE HOME
VALUATION

185

HOME
IMPROVEMENTS

\$2.8 M

TOTAL HOME
IMPROVEMENTS
VALUATION

1,479

TOTAL PERMITS

\$45.2 M

TOTAL PERMIT
VALUATION



Public Works

- Continued to deliver critical services for the Town, including water/ wastewater utility services and street maintenance/snow control, despite failing equipment, increased maintenance challenges, and continued supply chain issues.
- Completed the design and began construction for the Water Treatment Plant and Water Reclamation Facility expansion projects. Both projects are currently on track to meet schedule and budget.
- Completed the Stormwater Masterplan and the Water Distribution Model for evaluation of water distribution and transmission alternatives such as interconnects, storage facilities and transmission mains.
- Substantially completed 15 Capital Improvement Program (CIP) projects with a total 2022 budget of over \$1,300,000 (excludes the treatment plant expansion projects). These projects were completed under or at the approved budget.
- Successfully handed over the Highway 1 Intersection Improvements Project to CDOT, effectively saving \$5,000,000 in the Street fund 5-year CIP plan.
- Initiated and assisted with three transportation grant applications, ultimately receiving over \$3,400,000 in grant awards. Also, obtained a commitment from CDOT for an additional contribution of up to \$1,000,000 for the Cleveland Avenue Improvement project.
- Provided civil engineering review, construction inspection, and construction acceptance for development projects throughout town as needed.
- Secured agreement with NPIC to purchase land for the Water Treatment Plant, including a large decrease in NPIC's administration fee that is anticipated to save up to \$150,000 in 2023 and much more in future years.