



Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: December 6, 2024

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.

Human Resources

- **Open Enrollment:** Successfully completed for 2025 benefits.
- **Performance Evaluations:** Currently underway for all staff.
- **Recruitment Updates:**
 - **Assistant Recreation Coordinator:** Position offered; start date is **December 9, 2024**.
 - **Civil Engineer I-II:** Position open until **December 15, 2024**.
 - **Administrative Finance Clerk I:** Position open until **December 12, 2024**.
 - **IT Manager:** Posting will be live soon.

Finance

- **2025 Fiscal Year Budget:**

The budget was approved at the **November 19, 2024** Board of Trustees meeting. Final touches are being made to the budget book for printing and submission to the **GFOA Distinguished Budget Presentation Award Program**.
- **Staff Updates:**

We are hiring an **Administrative Finance Clerk I** to support accounts payable/receivable, financial reporting, and administrative tasks. Applications close on **December 12, 2024**, at 5:00 PM.
- **Professional Development:**
 - Controller Patty Lundy attended the **Casselle Annual Summit**.
 - Finance Director Nic Redavid attended the **Colorado GFOA Annual Conference**.

- Trustee Lowrey Moyer was a panelist at the conference's **Affordable Housing Round Table**.
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Town Clerk's Office

- **Court Management:** Streamlining court processes with the implementation of Casselle Software in 2025.
 - **Engagement:** The new Town Clerk is actively participating in meetings to enhance departmental and organizational understanding.
 - **Priorities:** Improving records management and streamlining the internal Trustee packet process.
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Library

- **Collaborations:** Continued work with Rice Elementary on a **Storyteller Series** for 2025, aligned with state literacy standards.
 - **November Programming:** Hosted story times, book clubs, Lego Club, D&D, art classes, and more, including mental health collaborations for therapy patients.
 - **November Data Highlights:**
 - **In-person visits:** 1,755
 - **Circulation:** 2,985 items
 - **Technology assistance:** 97
 - **Reference assistance:** 89
 - **New accounts:** 25
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Planning & Building

- **Housing Needs Assessment:** The first draft includes an analysis of housing inventory, conditions, and trends. This will be discussed at the **Planning Commission work session on December 9, 2024**.
 - **New Businesses:** Welcoming **Lil' Monsters Playground** and **The Athletic Grind**, now open in the Wellington Business Center.
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Engineering

- **Cleveland Avenue Improvements:** 60% design completed and under staff review. Outreach to affected property owners will begin soon for feedback and ROW discussions.

Streets & Drainage

- **Comcast Fiber Optic Installation:** Ongoing inspections as the project progresses to the Buffalo Creek neighborhood. Completion is expected in 2025.

Water and Water Reclamation Utilities

- **Water Source Development Plan:** The final Advisory Group meeting is being scheduled, with recommendations to be discussed in February 2025.
- **Warranty Issues:** Plant staff and project managers continue addressing ongoing facility warranty concerns.

Parks and Recreation

ADA Accessibility Improvements:

- **Wellville Park:** New ADA trail access, widened culvert crossings, and a completed fishing dock (closed for winter due to water fluctuations).
 - **Park Meadows:** ADA access to the playground.
 - **Centennial Park:** Concrete added for smoother access to the pavilion, skate park, and walking paths.
 - **Harvest Trail:** Concrete updates on Jefferson Ave. and near the lift station to improve accessibility and safety.
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