



Memo

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

- **PROST Master Plan and Community Center Feasibility Study**
 - All bid proposals were due Friday, 1/31. The internal team is reviewing and scoring proposals and will convene for bid discussion and selection next week.
- **St. Paddy's Day Festival and Parade**
 - Traffic control, festival planning, and coordination with PROST and local businesses for the .5k Shamrock Fun Run, with registration proceeds supporting the Wellington Community Park Veterans project.
- **2nd Annual Night Beyond Limits**
 - Event scheduled for Friday, 2/7 at the Boys and Girls Club from 7-9pm.

Town Clerk

- Researching programs for records management software.
- Focused on digitizing records, including cemetery, court, and town records.

Administration

- Held a kickoff meeting with Slate Communications for the Shop Local marketing campaign, funded through the Main Street Mini-Grant.
- The RFP for the PROST Master Plan and Community Center Feasibility Study closed on Friday, January 31. Once a firm is selected, a recommendation will be presented to the Board of Trustees.
- Planning is underway for the **St. Paddy's Day Parade & Spring Festival on Saturday, March 15.**

Public Works Engineering:

- **Cleveland Avenue Improvements Project** – Finalizing environmental clearances and beginning initial property acquisition activities. Permanent right-of-way is needed from five property owners along the north side of Cleveland between 3rd and 5th Streets.
- Released the **Request for Proposals (RFP)** for the water distribution master plan project.

Streets and Drainage:

- Continued inspections of the **Comcast fiber optic network installation**. Work is now ongoing in Wellington Pointe and Wellington West subdivisions.

Water and Water Reclamation Utilities:

- Addressing various warranty issues, with a focus on HVAC systems at multiple plant buildings.
 - Welcomed **Jake Smith**, our new water treatment operator.
 - Released the **RFP for the Water, Wastewater, and Stormwater Rate and Fee Study**.
-

Finance

- **Admin Finance Clerk:** Flip Barker has been selected as our new **Administrative Finance Clerk** and will continue supporting Utility Billing until a replacement is hired. Flip has been a valuable asset, and we are excited for this next chapter in her career.
 - **2025 Utility Rate Adjustment:** The approved **2025 utility rate adjustment** took effect with the **1/31/25 statements**. Residents were notified via email through Xpress Bill Pay and via mail for paper billing customers.
 - **Hardship Utility Grant (HUG):** The **2025 HUG program** has opened. Residents can apply online, by email, or in person, with a maximum grant award of **\$300** requiring documentation of hardship (e.g., reduced work hours, medical bills).
-

Planning and Building Department

- The **Housing Needs & Affordability Assessment** draft is being presented to the Planning Commission and Board of Trustees, with opportunities for public review and comment.
 - Conducting **stakeholder engagement meetings** with partners and organizations to share findings and gather input on housing affordability strategies.
 - **2025 Business License and Contractor License renewals** are available and processing smoothly.
 - Collaborating with **County and Municipal partners** on regional open space and trails planning.
-

Library

- Conducting an **internal review of procedures** to enhance efficiencies.
 - Reviewing and negotiating **partner agreements** related to state- and federally-funded resource programs, including the Summer Reading Program.
 - **January 2025 Data:**
 - Circulation: **3,215 items**
 - Holds/Interlibrary Loans: **1,082 items**
 - Technology Usage: **138 sessions**
 - Reference Communications: **305 inquiries**
 - New Patrons: **27**
 - Bookstore Sales: **95 transactions**
 - Total Patronage (including events): **1,803 attendees**
-

Thank you for your continued support in shaping Wellington's future. Please reach out with any questions or feedback.