



BOARD OF TRUSTEES

November 15, 2022

7:30 PM or Immediately Following the Special Meeting

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Work Session Agenda

The Zoom information below is for online viewing and listening only.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84366465391?pwd=RGZnOTNkV2I4cW5sSXo3MWV1MzRaQT09>

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Webinar ID: 843 6646 5391

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A. ITEMS

1. Board of Trustee 2023-2024 Goal Setting

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.



Board of Trustees Meeting

Date: November 15, 2022
Subject: Board of Trustee 2023-2024 Goal Setting

BACKGROUND / DISCUSSION

Please see the attached staff memorandum

STAFF RECOMMENDATION

For Board of Trustee discussion.

ATTACHMENTS

1. Goal Setting memo
2. Strategic Plan 2022 -2024

Memo

TO: Wellington Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Strategic Plan Goal Setting – 2023-2024
DATE: November 15, 2022

The Board of Trustees discussed having an opportunity to set goals related to the strategic plan; this work session will be the opportunity to embark on this next step in the strategic planning process. This goal setting process will be a team effort with the Trustees and the leadership team – it will be great to work together to come up with goals that support the mission and vision of the community. The goal setting activity will be facilitated by Mahalia Henschel and me with the Trustees and leadership team working together to craft the goals for the next couple of years.

Below is a checklist to keep in mind for goal setting which is followed by some suggestions to get the conversation going for potential ideas. Once goals are established, staff will work on task lists to accomplish them. Reports will be provided on a quarterly basis on progress and challenges.

GOAL SETTING CHECKLIST

Be Realistic

- Keep it real and focused. Good things will be achieved.
- Recognize how much of the budget and staff capacity is already spoken for in the provision of daily public services before goal setting takes place.

Focus on a few important priorities

- Limit the goals to three to five per year for sufficient focus and accountability.
- Set 30,000-foot goals that are general in nature and then tie them to objective, verifiable work plans.
- Add goals only as needed through the year while removing or delaying existing approved items to free up capacity if new goals/priorities are added.

Align goals with work plans

- Work plans will be created by staff to clearly demonstrate who, how and when each goal will be accomplished.
- Discuss work plans with the Board of Trustees to assure the elected officials and administration are operating with the same set of assumptions.
- Provide opportunity for the Trustees to make changes based on new information, and/or to include resources in the budget so that priorities can be achieved.

Results require accountability

- Report quarterly on progress and challenges in public meetings.
- Reflect the priorities in the budget and departmental work plans.

GOAL SETTING

What are the goals that the Board of Trustees want to see achieved for Wellington? With the adoption of the Comprehensive Plan and the 2023 budget there are projects that could be applicable to setting of 2023-2024 goals. Goals are fluid and can be changed, updated, removed or delayed based on Trustee and community priorities.

Here are some ideas based on the adopted strategic plan and 2023 budget. Many of these goals align with the comprehensive plan as well.

Fiscal Responsibility

- Adopt policies and procedures for financial reporting and budgeting of capital improvements
- Develop a business retention and expansion program
- Establish, review and negotiate franchise agreements with current and future telecommunications providers
- Review and update fees adopted by ordinance

Communication

- Develop and implement Town emergency preparedness policies
- Implement and complete 2023 Citizen Survey
- Adopt Board of Trustee Rules of Procedure
- Implement Town Advisory Board/Commission Manual
- Improve compliance with upcoming digital accessibility requirements

Infrastructure

- Complete Water Treatment Plant expansion on time and under budget
- Complete Water Reclamation Plant expansion on time and under budget
- Complete scheduled Cleveland Avenue Improvements to include ADA requirements
- Safe Routes to School – Identify key safe routes to school and fill corresponding priority sidewalk gaps
- Determine broadband goals and needs of the community

Planning and Development

- Determine housing diversity and affordability through housing needs assessment
- Evaluate and represent the Town on town-owned properties for best uses and/or for future development opportunities
- Work with Larimer County and City of Fort Collins to adopt Growth Management Area boundaries/maps

Attached document: 2022-2024 Strategic Plan

Strategic Plan Draft 2022-2024

Mission Statement: *We provide outstanding municipal services for our community of today and tomorrow.*

Vision Statement: *Wellington strives to be one of the best small towns in America to live and work, recognized as a great place to raise a family, own a unique business, and create memorable experiences through community.*

Fiscal Responsibility

1. Ensure financial viability of town infrastructure and services.
2. Retain, attract, and improve access for businesses to promote the local economy.
3. Maintain financial transparency and increase operational efficiency.
4. Pursue funding sources for the positive direction of the community.
5. Identify self-sustaining strategies to prioritize affordability for residents and implement a utility rate structure to align with community pricing objectives.

Communication

1. Assess opportunities and partners for emergency preparedness.
2. Promote inclusive language and improve access to local government.
3. Increase engagement and communications with local businesses, the senior community, and other partners in our town.

Infrastructure

1. Complete the Water Treatment Plant and Water Reclamation Facility expansion projects under budget and on time.
2. Develop partnerships and enhance focus on transportation solutions, such as street, bridge, facilities, sidewalk, and accessibility improvements.
3. Analyze and pursue stormwater solutions.
4. Ensure adequate current and future water resources and encourage the wise use of treated drinking water.
5. Prioritize organizational strength to retain, attract, and support Town staff.

Planning and Development

1. Identify and promote development of community gathering spaces.
2. Complete Downtown Master Plan and Parks Master Plan.
3. Consider options for open space and buffer from surrounding communities.
4. Promote small town feel through responsible growth and sound financial practices.