



Memo

TO: Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Town Administrator Monthly Report
DATE: July 12, 2024

Welcome to the latest update for the Town of Wellington! I am pleased to bring you news and developments related to our great community. This report is coming a little later than usual – it has been a very busy summer!

Wellington Town Updates - Connecting Our Community, Building Our Future

Summer Reading Program Update

The re-design and additions to the Summer Reading Program (SRP) have been very well received. We've increased access to event programming with the introduction of the three-series DMNS STEM classes, aimed at youth to young adults. New additions for July are highly anticipated and appreciated by our patrons and residents.

Welcome Summer Ash, Circulation Clerk

We are thrilled to welcome our first full-time Circulation Clerk, Summer Ash. Summer joins us from CSU with a Masters in Creative Writing and a passion for serving the Wellington community for years to come!

Finance Department News

- **2025 Budget Calendar Released:** We are officially in budget season.
- **2022 Audit:** The audit is still in process with our auditor.
- **Enhanced Security Measures:** We've installed security cameras, a new depository vault, and upgraded our cash safes at MSB.
- **Finance Committee Meeting:** This month's worksession will include a review of cash handling and purchasing policies. The Finance Committee still has openings! Interested residents can apply on the Town's website.

Planning Department Updates

- **Planner I-III Position:** Interviews are being conducted to fill a vacant position.

- **Affordable Housing Needs Assessment:** A consultant has been selected to assist in conducting this assessment and strategy development. Staff is excited to work on the project schedule and public engagement events.
- **Downtown Property Renovations:** Planning staff is coordinating with multiple new property owners on Cleveland Ave. Owners are showing interest in renovating existing buildings and attracting new businesses.
- **Business Transitions:** Staff assisted with ownership changes and property reinvestments for Big D Oil/Sinclair (formerly Shell) and Maverick (formerly Kum & Go).

Infrastructure and Development

- **New Water Treatment Plant:** The plant has successfully started up and is producing water for distribution.
- **Water Reclamation Facility:** The facility has begun its first stages of start-up, which will continue for about another 2 months.
- **Box Elder Creek LOMR:** The Letter of Map Amendment has been approved by FEMA and is currently in the standard appeal period.
- **Cleveland Avenue Improvements:** The project is mid-way through the 30% design phase.