



Memo

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

Public Works News:

- **Water Reclamation Plant Expansion:** Start-up activities, such as testing and training, continue for this important project.
- **Water Treatment Plant:** The ozone treatment system has been installed and is currently undergoing testing.
- **Old Town Streets Rehabilitation Project:** The concrete portion is 50% complete, with paving tentatively scheduled for mid-September.

Library and Community Programs:

- **Summer Reading Program:** Wellington Public Library (WPL) is concluding its Summer Reading Program (SRP), which has shown increased ROI due to new efficiencies. Events have been well attended, leading to a rise in new patron accounts and increased circulation as we continue to focus on community needs.
- **Community Engagement:** Offline participation in programs and volunteer initiatives has successfully marketed and branded the library.

Administration:

- **Board Development:** Participated in Board Development and Strategic Planning with the Board of Trustees.
- **4th of July Celebrations:** Coordinated with multiple departments and agencies to produce the 2024 annual 4th of July parade and festivities.
- **HRIS System:** Implemented a new HRIS System (Paycom) to streamline payroll and employee records.
- **Recruitment:** Actively recruiting for 3 positions and have made 3 offers for employment.
- **Compensation Study:** Conducting a compensation study to ensure competitive and fair compensation for all employees.

Planning and Development:

- **New Hires:** The Planning Department has made offers of employment to a Planner III and a Planner I, with positions expected to begin in September.

- **Affordable Housing:** Entered into a contract with Matrix Design Group, Inc. to assist with an Affordable Housing Needs Assessment and Strategy Development. Public engagement activities will begin in August.
- **Safe Routes to Schools:** Staff is assisting with bicycle repair clinics, promotion of safe biking and walking, and back-to-school preparation, including temporary pavement markings for paths and sidewalks connecting schools and other destinations.
- **Commercial Development:** Construction of a commercial multi-tenant building in Wellington Business Center is nearing completion, with tenant-finish plans issued for several new businesses.

Stay tuned for more updates as we continue to connect our community and build our future!