



TOWN BOARD SPECIAL MEETING

October 23, 2023 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

B. BOARD DISCUSSION

1. 6 Month Review of Town Board Strategic Plan Key Performance Indicators - Eric Lucas, Public Services Director
2. Future Meetings Agenda

C. EXECUTIVE SESSION

1. An Executive Session Pursuant to Colorado Revised Statutes §24-6-402(4)(b) and (e)(I) for the Purposes of Conferences with an Attorney for the Local Public Body for the Purposes of Receiving Legal Advice on Specific Legal Questions, and Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators Concerning the Northern Integrated Supply Project (Shane Hale, Town Attorney; Dan Money, Town Attorney)

D. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: October 23, 2023
To: Mayor and Town Board
From: Eric Lucas, Public Services Director
Re: 6 Month Review of Town Board Strategic Plan Key Performance Indicators - Eric Lucas, Public Services Director
Item #: B.1.

Background / Discussion:

In late February of 2023, staff and the Board engaged in a conversation around the implementation and use of key performance indicators (KPI's) related to areas within the Town's Strategic Plan. This effort was undertaken as a means to utilize data to measure performance, demonstrate commitment to efficient operations as well as transparency to the public regarding results.

Given we have 6 months of reportable data, it is time to check in with the Board to review results, re-affirm the selected KPI's are aiding in determining results and direction of our efforts as well as identification of future KPI's as we head toward 2024.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Provide staff feedback around the current KPI's as well as provide staff areas that the Board may want to measure in 2024.

CC:

Attachments:

1. TOW KPIs Report October 2023



Strategic Growth

Vital Infrastructure

Vibrant and Healthy Economy

Open Space Acres Acquired YTD

0

Acquire 65 acres annually with the intent to reach a minimum of 1,300 additional acres over time.

Cost of Maintaining Open Space per Acre YTD

\$155

Determine annual cost of maintenance in first year. Subsequently, we will determine maintenance costs given the types of uses occurring in open spaces.

Water Supply Index > 100%

115%

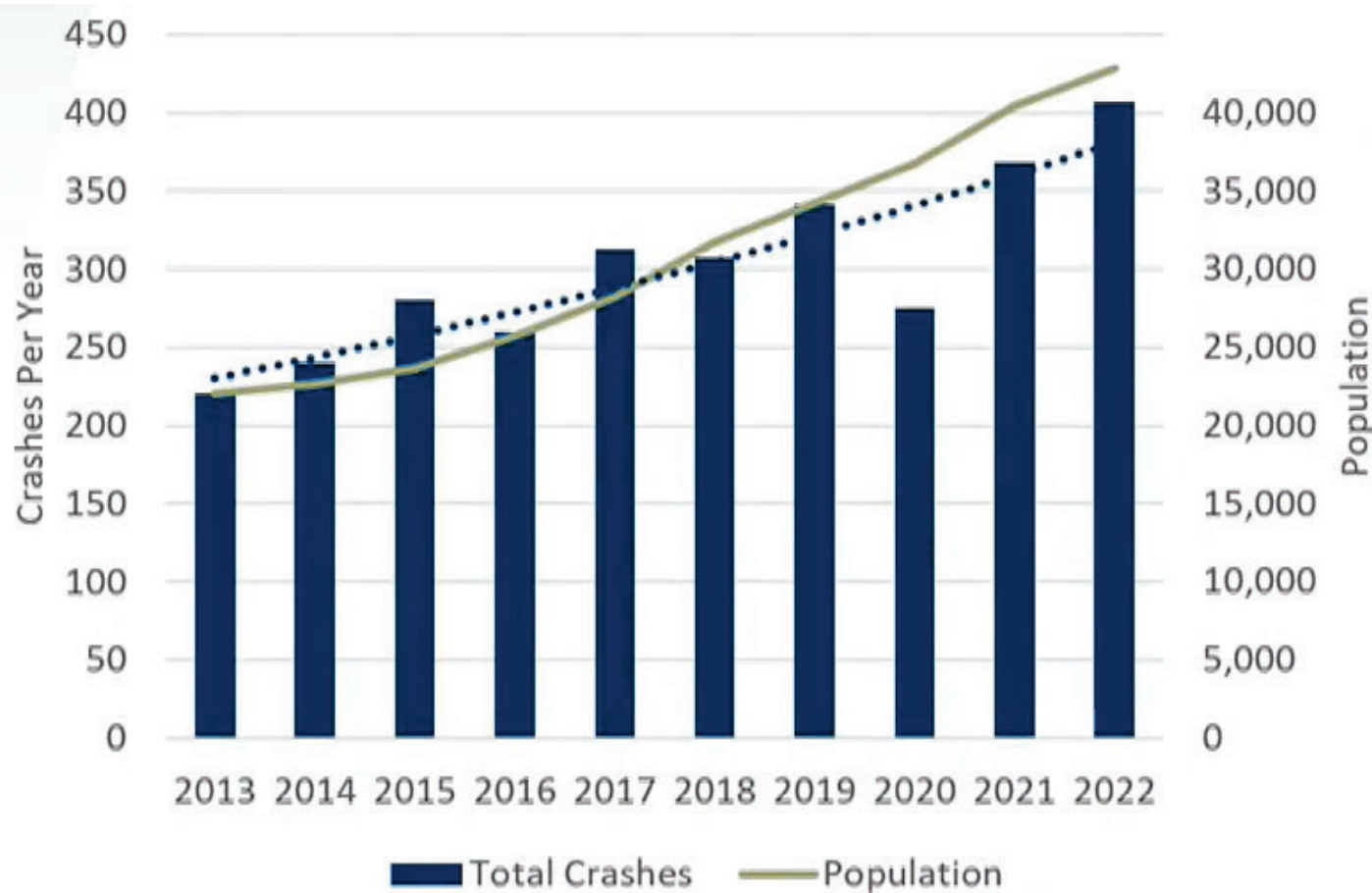
Ensure that we have enough water supply annually to provide for all users in the Windsor water system (potable / non-potable).

Water Loss < 10%

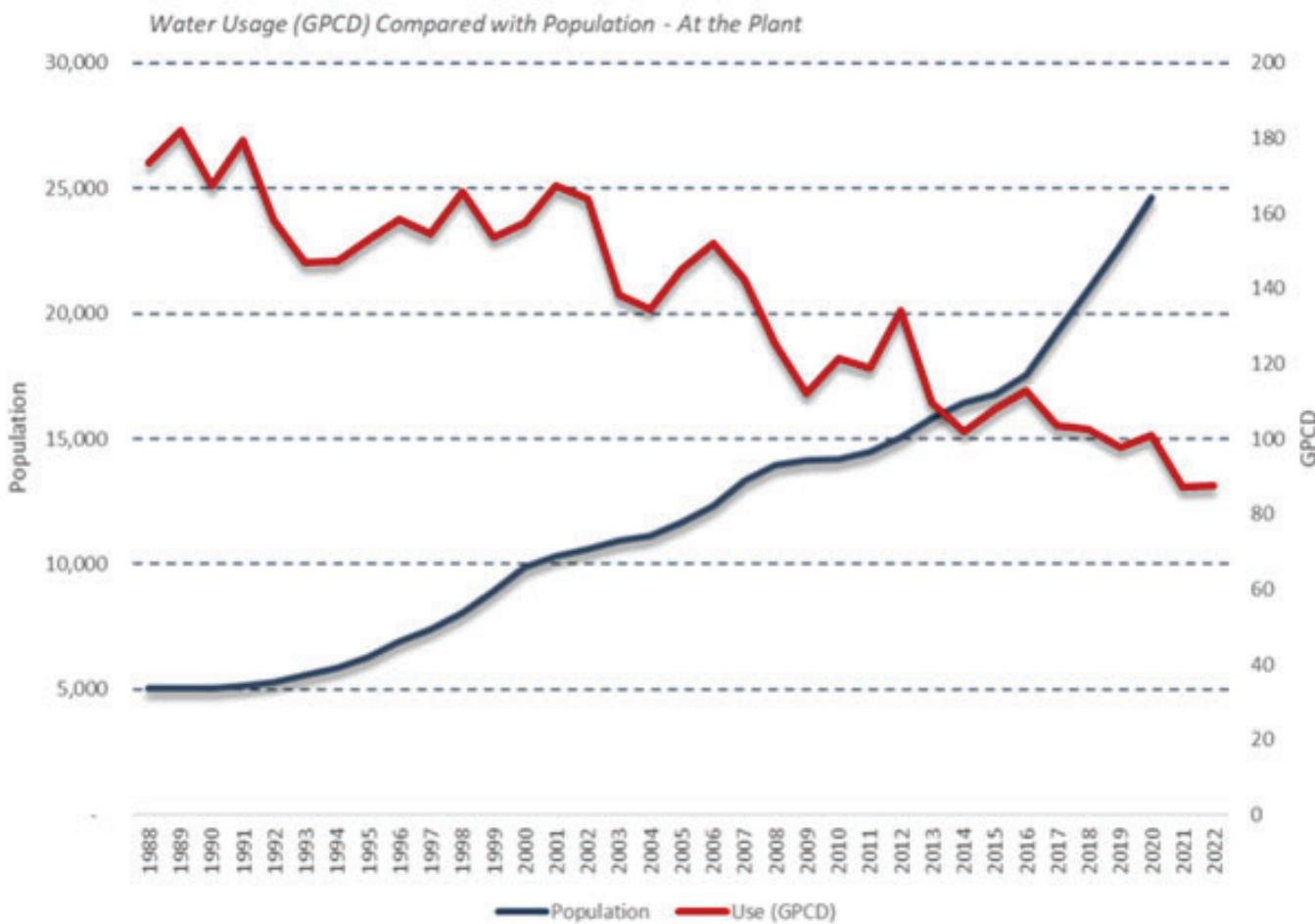
8.0%

The Town of Windsor should actively strive to measure any and all water uses so that unaccounted for water is at a minimum and that leaks can be detected and remedied immediately.

Crash Rate<= Population Growth Rate



Gallons per Customer per Day <= 90



Total Number of Part 1 Crimes per 1,000 population YTD

6.78

Part 1 crimes are crimes committed against a person or property and are reportable to the FBI as part of the UCR (uniform crime reports) program. This allows the Town to compare against others in the state and nation.

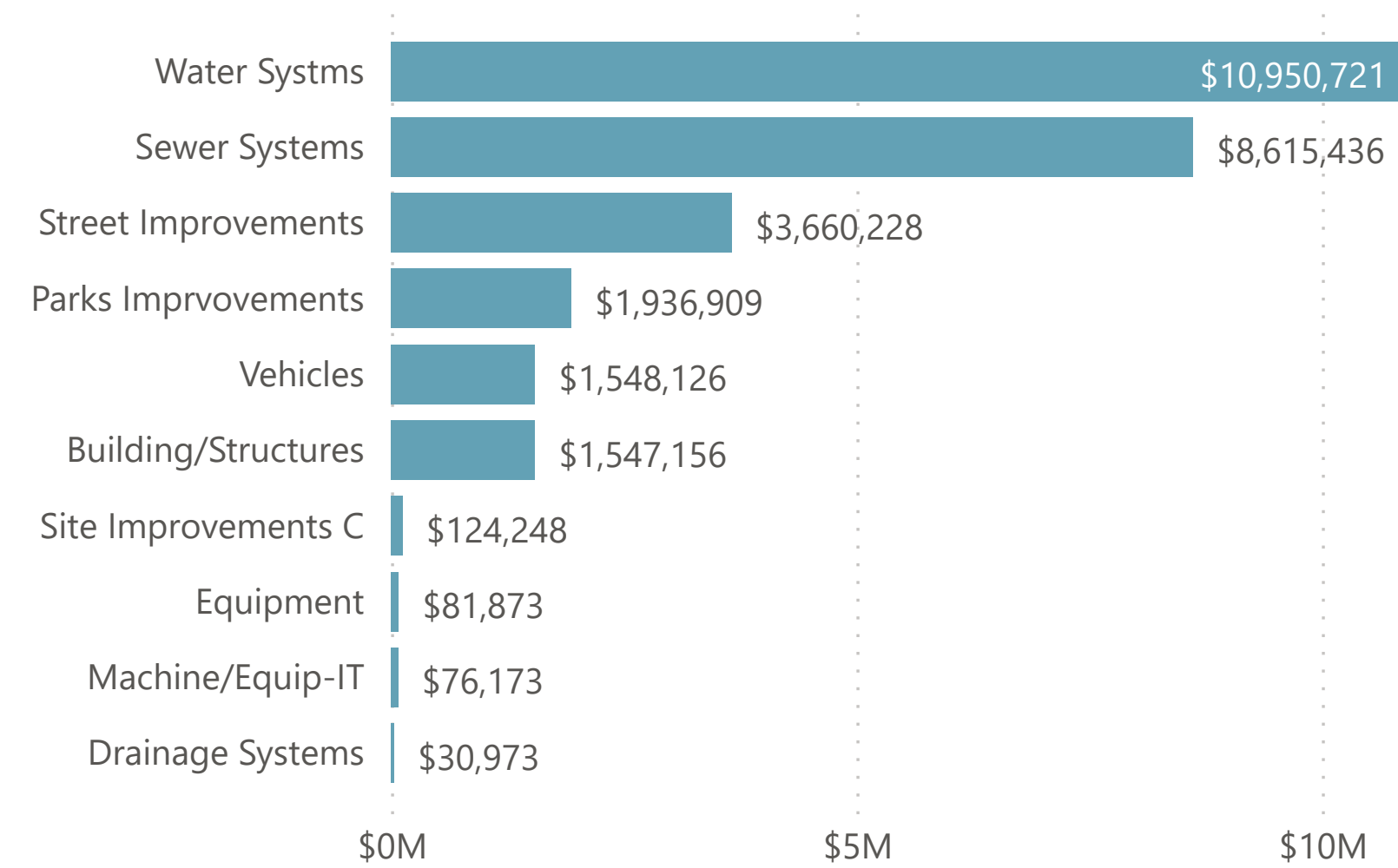


Strategic Growth

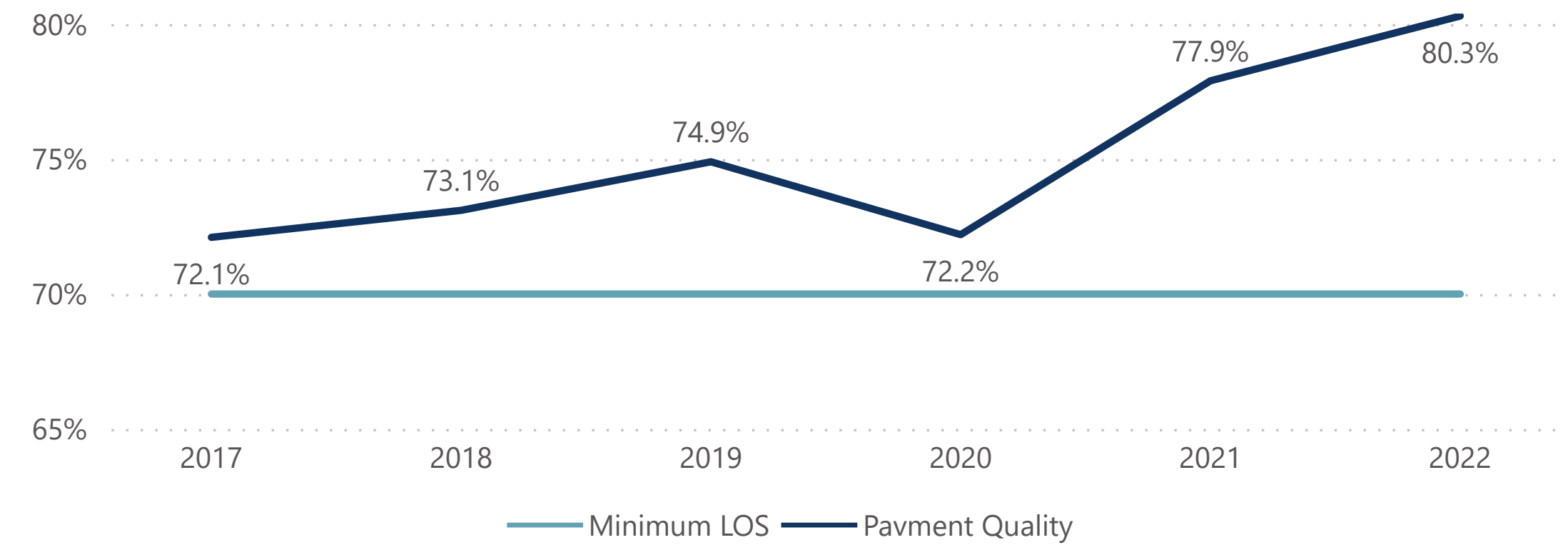
Vital Infrastructure

Vibrant and Healthy Economy

2023 YTD CAPITAL EXPENSES BY CATAGORY



Pavement Quality Index >= 70%



Annual Increase in Bike Facility Miles

0

Increase the ability for residents and visitors to use alternate methods of transportation.

Data will be collected annually at the end of the construction season.

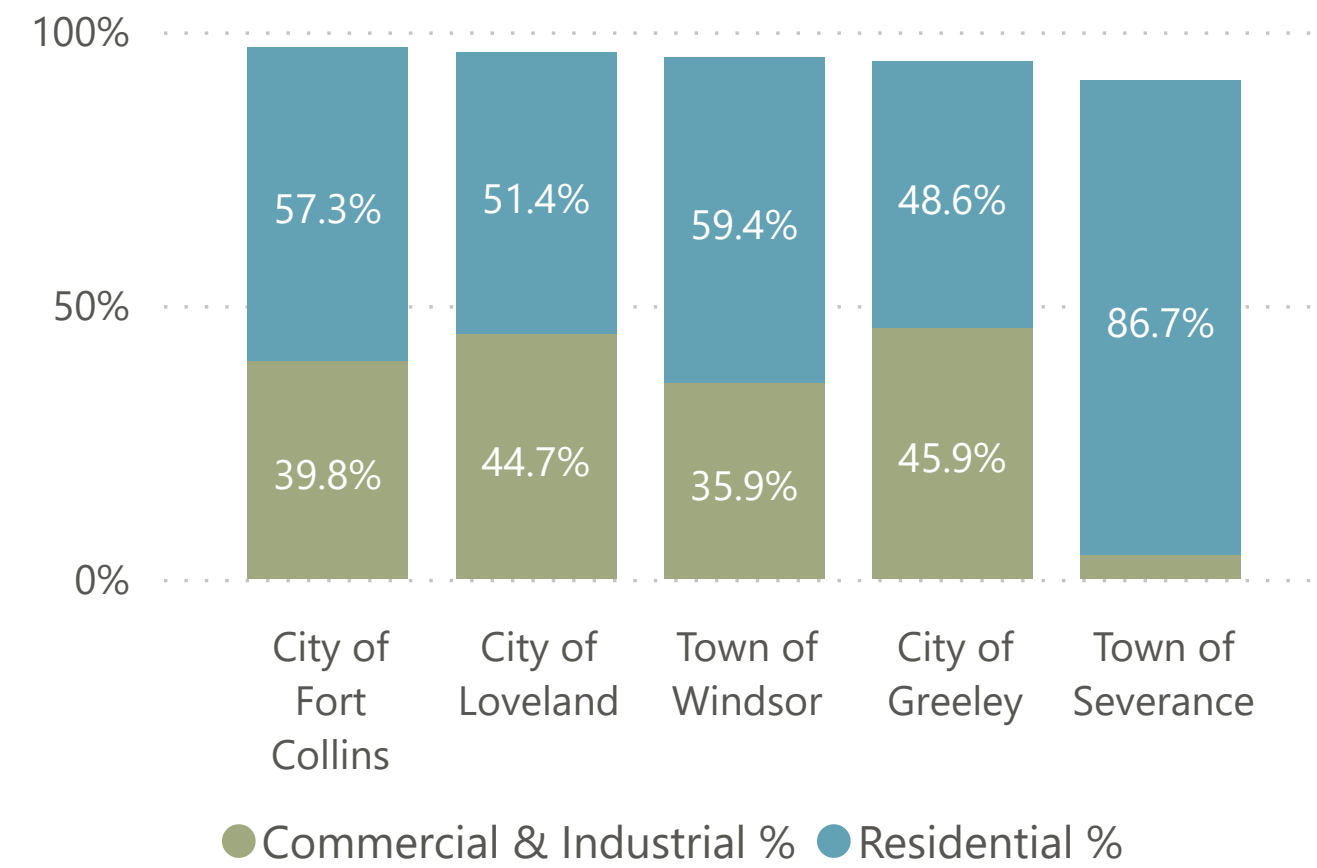


Strategic Growth

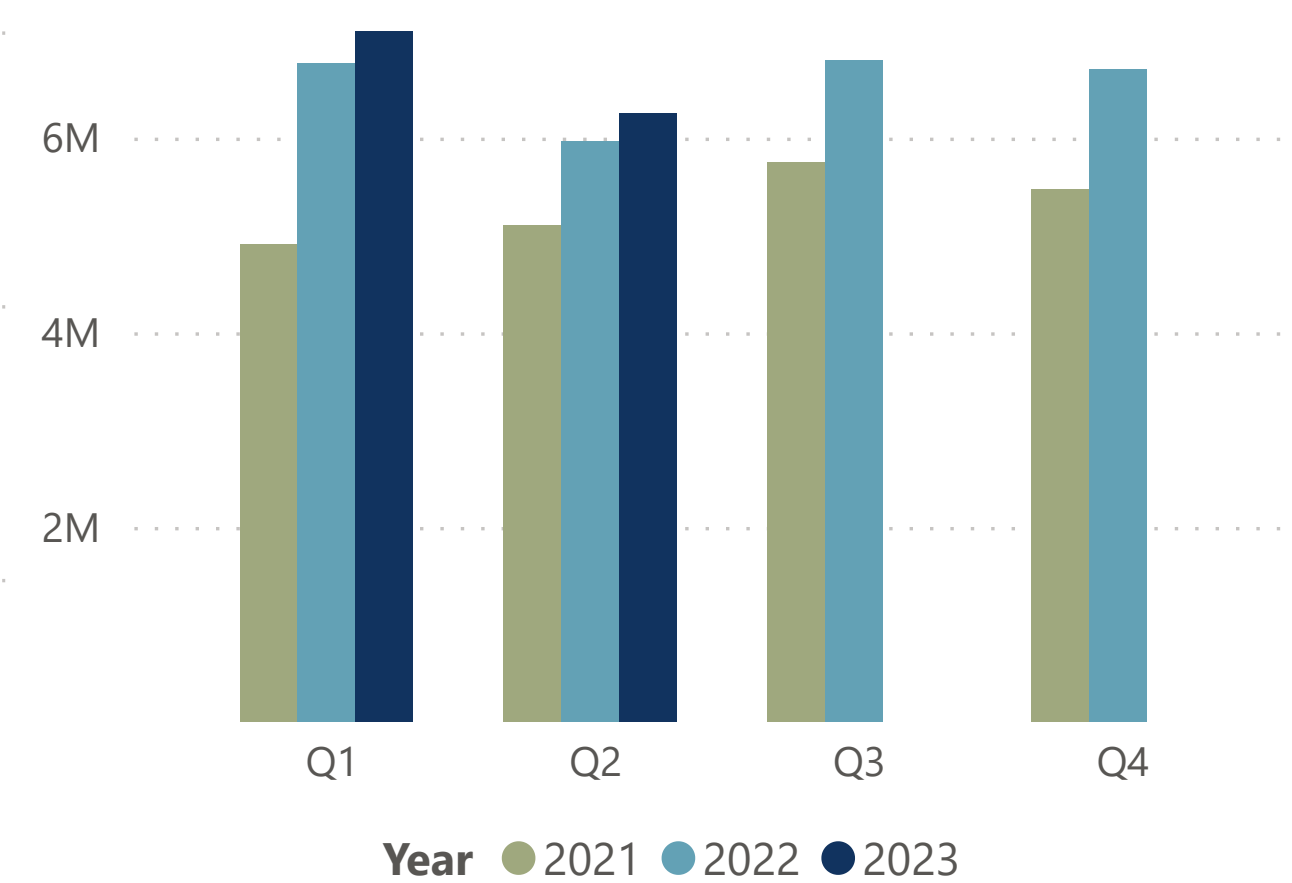
Vital Infrastructure

Vibrant and Healthy Economy

Valuation Assessment Comparison - 2022



Sales Tax Receipts Per Quarter



Rate of Turnover of FTE's YTD

9.33%

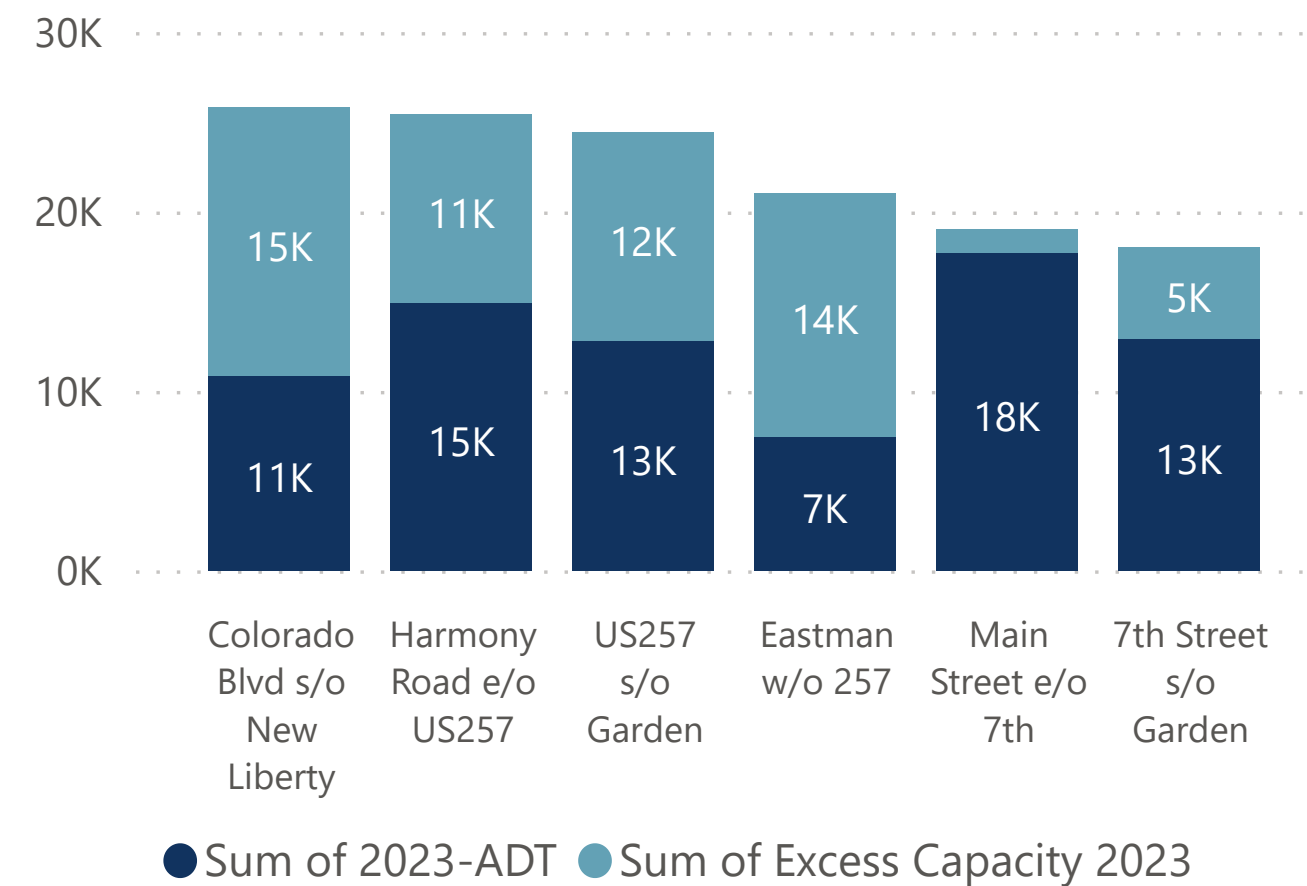
High employee turnover is costly, tracking will enable staff to see trends and investigate why and recommend adjustments if turnover trends begin to increase significantly. The 3 year average for turnover Rate is 14.5%

TOW Employee per 1000 Population

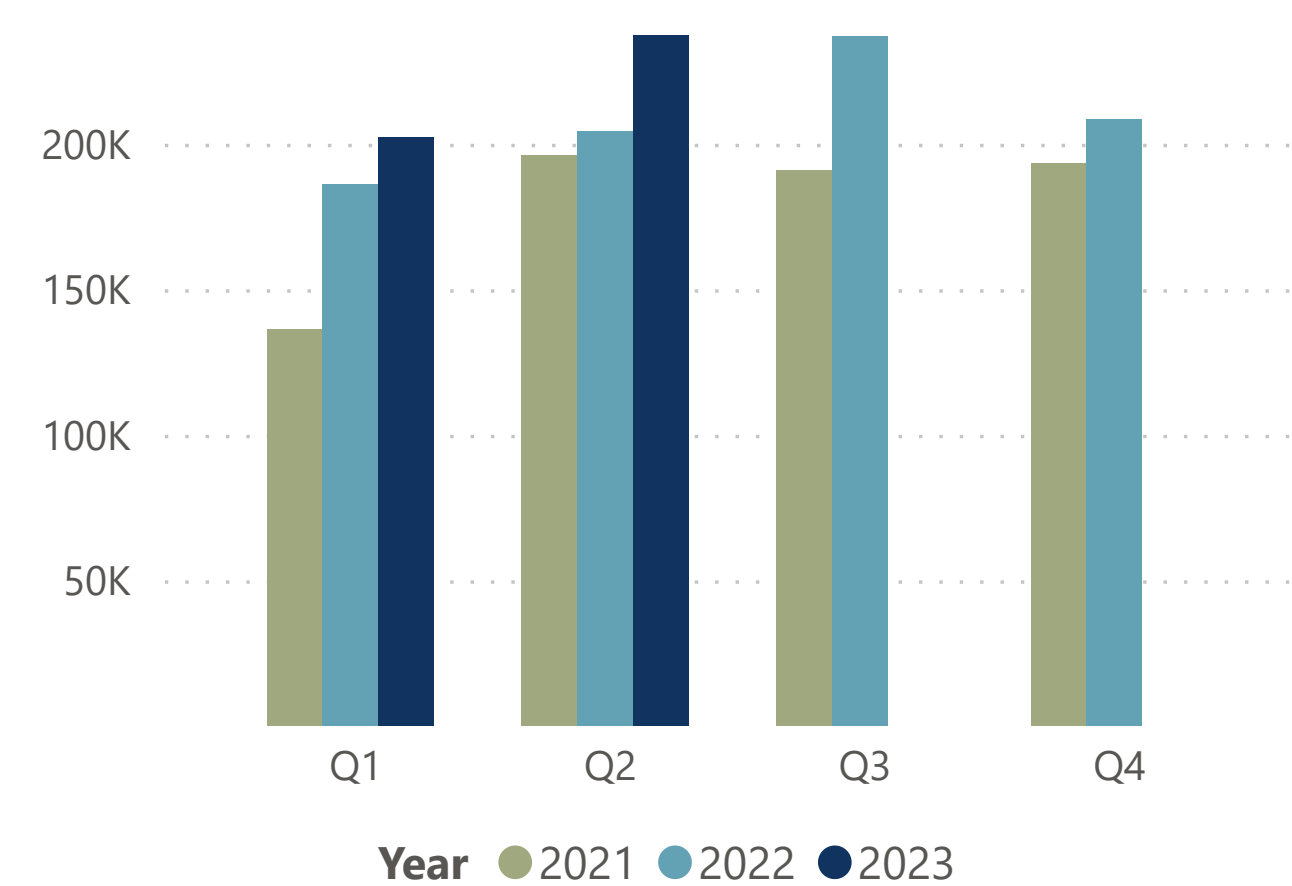
4.6

As the demand grows for municipal services due to growth in population this will show if we are keeping pace with the amount of FTE's needed to provide the current level of service. The 3 year average budgeted FTE per 1000 population is 4.7

Average Daily Traffic (ADT) vs. Estimated Daily Capacity

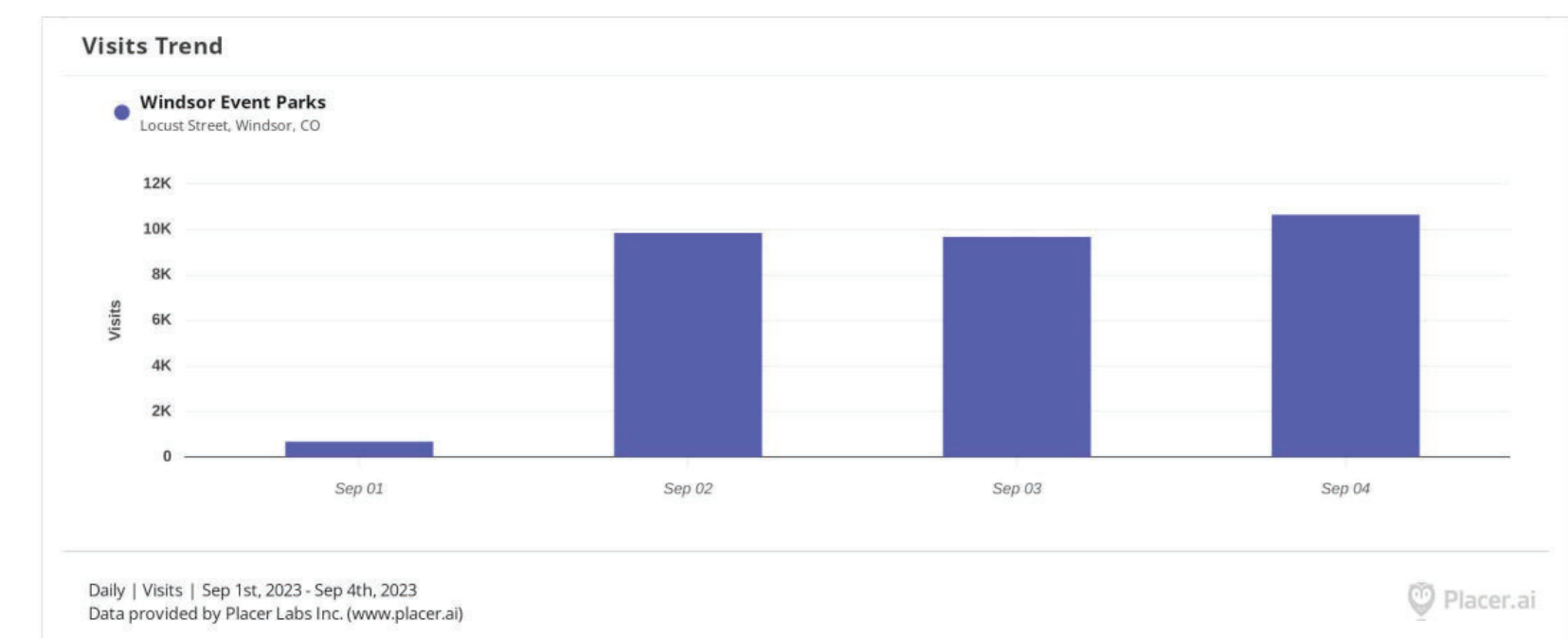


Sales Tax Generated within the DDA



Visitors at Special Events

Harvest Festival All Parks
Sep 1 - Sep 4, 2023





FUTURE TOWN BOARD MEETINGS

October 30, 2023	Canceled – 5 th Monday
November 6, 2023 5:30 p.m.	Town Board Work Session Joint with Planning Commission Land Use Code Updates Land Use Map Population Discussion Severance IGA
November 13, 2023 5:30 p.m.	Town Board Work Session Follow-up CIP and Operation Budget Questions
November 13, 2023 7:00 p.m.	Town Board Regular Meeting
November 20, 2023 5:30 p.m.	Town Board Work Session
November 27, 2023 5:30 p.m.	Town Board Work Session Lodging Tax Discussion
November 27, 2023 7:00 p.m.	Town Board Regular Meeting
December 4, 2023 5:30 p.m.	Town Board Work Session
December 11, 2023 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Hauler Licensing Discussion
December 11, 2023 7:00 p.m.	Town Board Regular Meeting
December 18, 2023 5:30 p.m.	Town Board Work Session
December 25, 2023	Canceled – Christmas Holiday

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Weld RE-4 School Land Dedication/Cash in lieu of Land Update
- Smart Meter Project (Brian)



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