



TOWN BOARD WORK SESSION

June 6, 2022 - 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

1. Colorado FAMLI Act update, discussion - J. Butcher-Trujillo, Human Resources Director
2. 2023 Early Hiring Discussion - R. Klimek, Police Chief
3. Future Meetings Agenda

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: June 6, 2022
To: Mayor and Town Board
From: Ian McCargar, Town Attorney
Re: Colorado FMLI Act update, discussion - J. Butcher-Trujillo, Human Resources Director
Item #: 1.

Background / Discussion:

During the May 9, 2022, work session, Human Resources Director Jennifer Butcher-Trujillo introduced Town Board to the local government employer options under the Colorado Family and Medical Leave Insurance Act ("FMLI"). The Town Attorney has recommended that Town Board take official action on June 27, 2022, by choosing one of the following options:

Option 1: Full participation in FMLI Program;

Option 2: Decline all participation in FMLI Program; or

Option 3: Decline employer participation in FMLI Program, but assist employees' participation through payroll deductions and remittance to the Fund.

Ms. Butcher-Trujillo also promised to survey Town employees as their preferences. The results of the employee survey are described in the attached Summary. Employee comments are also provided.

The June 6 work session will be devoted to reviewing the survey results and providing further direction to staff as to how Town Board wishes to exercise its options under the Act.

Financial Impact:

None

Relationship to Strategic Plan:

Fiscal responsibility

Recommendation:

Discuss employee survey results, provide direction for official action on June 27.

CC:

Shane Hale, Town Manager
Jennifer Butcher-Trujillo, Director of Human Resources

Attachments:

1. 5-25-22 2022 FMLI PROGRAM TOW Overall Survey Results
2. 5-25-22 FMLI verbatim employee survey comments



EMPLOYEE ENGAGEMENT REPORT

Employee Opinion - Colorado Paid Family and Medical Leave Insurance Program (FAMLI)

All - All
May 10, 2022 - May 19, 2022

* - Scores are not available due to data suppression.
Respondents can select multiple responses for multi-select questions.
Not shown if n < 4 for Mean, Top Box, Verbatim Responses, and Sentiment, n < 10 for Frequency, or data is unavailable.
Mean Percentile Rank is being calculated against other workgroup scores in the Gallup Overall database.
Meaningful change is represented by a green or red arrow if the score changes by 0.2 or more between survey periods.
Percentile Rank in Gallup Overall Database  < 25th Percentile  25-49th Percentile  50-74th Percentile  75-89th Percentile  >= 90th Percentile

Key differences between the Colorado FAMLI Program and Federal FMLA. Federal FMLA: provides 12 weeks of unpaid time off for qualified circumstances. FMLA is mandated by Federal Law and is at NO cost to employees. Colorado FAMLI: Provides Up to 12 weeks of paid leave for qualified circumstances. This paid leave is paid at a partial rate of pay based on the employee's salary. For example, the FAMLI program would pay 84% for someone earning \$35,000/year and only 65% for someone earning \$80,000/year. This program DOES carry a cost of 0.90% of each paycheck. Do you understand that though similar in covered situations and length of leave, FMLA is a Federal Program that provides 12 weeks of unpaid leave and carries no cost, while the Colorado FAMLI Program provides 12 weeks of partially paid leave and carries a cost of 0.90% per paycheck?

Respondents	% Yes	Frequency Distribution
123	99%	No: 1% Yes: 99%

Option 1: Participate in FAMLI The Town Board votes to implement full participation in FAMLI. The Town of Windsor and the Employee will split the premium of 0.9% with 0.45% being paid by the Town and 0.45% paid by the employee. The Town will submit required wage data to the FAMLI Division once a quarter. Employees will see payroll deduction starting January 1, 2023, and be able to apply for FAMLI benefits starting January 1, 2024. If the Town Board votes to opt into the FAMLI program, in order to comply with its requirements, the Town would only pay for the state-required leave of up to 48 hours per year of sick leave instead of the current benefit of 80 hours, this means there would no longer be any accrual of sick leave. Employees requiring additional leave will need to file a claim with the FAMLI program to be reimbursed for lost wages above 48 hours each year. I am interested in Option 1:

Respondents	% Yes	Frequency Distribution
123	9%	No: 91% Yes: 9%

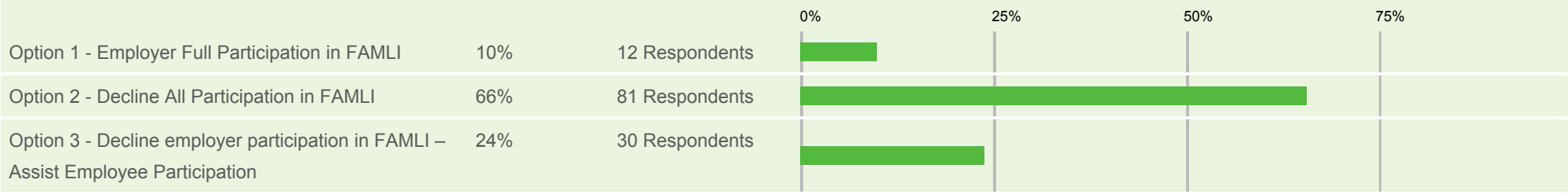
Option 2: Decline all participation in FAMLI The Town Board votes to decline all participation. Declining participation in FAMLI will leave all sick-time benefits and accruals unchanged. Employees still have the right to participate in the FAMLI program even if the vote is for the Town to not participate. The participating employee would need to report their own wages and remit the employee's share of the premium (0.45% of wages every quarter) by creating an account in the FAMLI system once it's deployed this fall. Employees will not be required to pay more if the Town opts out. I am interested in Option 2:

Respondents	% Yes	Frequency Distribution
123	70%	No: 30% Yes: 70%

Option 3: Decline employer participation in FAMLI but, Assist Employee Participation If the Town Board votes to decline, the Town still has the option to assist its employees who want to individually participate in FAMLI. This means the Town would facilitate voluntary payroll deductions and streamline the process for employees by remitting the employee share of the premium, and submitting the wage data once a quarter to the FAMLI Division. Employees who opt-in, must pay into the program beginning January 2023, agree to stay in for at least 3 years, and cannot apply for benefits until January 2024. If an employee opts in on their own, the Town would still pay for leave under its current policies and the benefits will remain the same. Employees will not be required to pay more if the Town opts out. I am interested in Option 3:

Respondents	% Yes	Frequency Distribution
123	32%	No: 68% Yes: 32%

Based on the information provided what option best aligns with your needs and should be presented to the Town Board? Colorado Paid Family and Medical Leave Insurance Program FAMLI - Town OptionsOption 1 - The Town implements Full Employer Participation in FAMLI Option 2 - The Town Declines all participation in FAMLIOption 3 - The Town Declines employer participation in FAMLI, but will Assist Employee Participation



Comments and/or Concerns:

Total N	Past Total N
19	*

FOOTNOTES

* - Scores are not available due to data suppression.

Respondents can select multiple responses for multi-select questions.

Not shown if n < 4 for Mean, Top Box, Verbatim Responses, and Sentiment, n < 10 for Frequency, or data is unavailable.

Meaningful change is represented by a green or red arrow if the score changes by 0.2 or more between survey periods.

Percentile Rank in Gallup Overall Database  < 25th Percentile  25-49th Percentile  50-74th Percentile  75-89th Percentile  >= 90th Percentile

GLOSSARY

The glossary provides high-level definitions of terms within the engagement report. Because of the dynamic nature of this site, not all terms will be applicable to or displayed on your report. Please use the terms that are relevant to your team when discussing and interpreting the data.

ENGAGEMENT DEFINED

EMPLOYEE ENGAGEMENT: Employee engagement refers to how committed an employee is to their organization, their role, their manager and their co-workers. Engagement drives performance. Gallup's research shows that more highly engaged employees give more discretionary effort at work and have higher productivity, profitability and customer service, as well as reduced turnover and safety incidents.

THE SURVEY ITEMS/QUESTIONS

OVERALL SATISFACTION: Overall Satisfaction is a measure of how content your team is with the overall company as a place to work. Overall Satisfaction is not included in the Overall Workgroup Engagement (GrandMean) score. Being a satisfied employee does not equate with being engaged, though the two are highly related.

Q01-Q12: These items are Gallup's proprietary workgroup engagement questions (commonly referred to as the Q¹²®). These items were selected for their strong connection to performance outcomes and the ability to take action at the workgroup level.

INDICES: In addition to the Q¹²® items, Gallup has created a number of empirically-derived sets of indices, which are comprised of 3-4 questions each. Individual scores of each index item are provided, along with a combined index score, which measures the strength of the core index construct. These indices help companies strategically pinpoint and improve specific focus areas relevant to their current situation.

CUSTOM ITEMS: These items are unique to your company and can vary across companies and surveys. While these "additional" questions link to the Gallup Engagement hierarchy, they are not always within the power of the workgroup to influence or change. These questions can provide additional insights into employees' perceptions, the situational workplace environment or company-specific initiatives.

EMPLOYEE ENGAGEMENT RESULTS

GRANDMEAN: The GrandMean measures overall Workgroup Engagement, which is an average of the 12 Workgroup Engagement items (Q01-Q12). The higher your score (with a maximum possible score of 5), the more engaged your fellow employees are.

ENGAGEMENT INDEX: The Engagement Index (EI) is a macro-level indicator of an organisation's health that allows leaders to track the engagement levels of employees. This analysis identifies the percentage of participants who are engaged, not engaged and actively disengaged based on their responses to the Q¹²® survey items. You must have 100 employees participate to receive the full spectrum of responses for the EI. If you have 30<100 employees, the report will include the percentage of engaged employees only.

ENGAGEMENT HIERARCHY: Every employee has a distinct set of needs that follows a hierarchy, with basic needs at the foundation and growth at the top. Employees feel more or less engaged depending on how well they believe their needs are being met in the workplace.

UNDERSTANDING THE SCORES

THE SURVEY SCALE: The engagement survey utilises a 5-point scale with 1=Strongly Disagree and 5=Strongly Agree. For each question, employees have the option to also select

“Don’t know” or “Does not apply”.

TOTAL N: The total number of employees who responded to the survey.

MEAN SCORES: The average score using the 5-point survey scale, with 5.00 being the highest score and 1.00 being the lowest.

TOP BOX/%5: The percentage of employees who responded “5 – Strongly Agree” to the survey item.

DISTRIBUTION OF RESPONSES: The percentage of employees who responded “1”, “2”, “3”, “4” or “5” to an item. If 10 or more employees respond to the survey, the report could display a full distribution of responses. Otherwise, only the percentage of employees who responded with a “5” (TopBox) and item means will display.

SUPPRESSED DATA: Confidentiality of responses is extremely important to Gallup. If too few employees respond to a survey item, the data will be suppressed (not published) and an asterisk (“*”) will appear in its place.

COMPARISONS

EXTERNAL BENCHMARKING: (Gallup Overall): Used as a benchmark to determine how your team’s results compare to other workgroups within the Gallup Overall of clients.

PERCENTILE RANKING: The 25th percentile indicates 75% of workgroups fell above this score; the 50th percentile indicates 50% of workgroups fell above and below this score; the 75th percentile indicates only 25% of workgroups fell above this score. The higher your percentile, the stronger the item is in relation to the database. Used as a benchmark to determine how your team’s results compare to internal and external workgroups.

Project
Report Type
Question

Employee Opinion - Colorado Paid Family and Medical Leave In
Direct
Comments and/or Concerns:

Insurance Program (FAMLI)

I personally would like to opt out and choose option 2. However, others that may be interested I would like the town to assist in helping them navigate this process if they choose this option. In effort to not stiff someone who would like this option, I am voting # 3 even though I do not want to loose current accruals. Option 3 is the best of The first option makes no sense and 48 hours of sick time per year does not seem sufficient. Options 2 and 3 are some employees may need more education on this before deciding

Although option #2 is the best fit for me as a full-time employee, it would be nice to see option #3 supported for our part-time employees should there be a high enough level of interest.

Drip, drip, drip, drip...don't worry about that tiny leak, it will never amount to much.

I do not wish to lose our sick time benefits by half and render them to the state government. I feel the Town of Windsor benefits are more than adequate and would encourage the board to decline all participation in the state Town leave benefits are already above what this program would be. The town does not need to take on the expense of adding another thing, administer it etc. If an employee wants to opt in over and above what they're already given by the town, they can, but they need to take care of that on their own.

I am very pleased with the current Town of Windsor benefit package and would like to keep our program unchanged without involving more complex higher government.

Based on the information provided it would be a massive cut to our benefits for the town to participate in the FMLI program. Having to file claims with the state in order to have sick time would be a huge mistake. The best option would be to do opt out and do what several of us have been telling HR and town leadership for years; Provide town employees with 4-6+ weeks of paid baby leave to use along with their accrued sick, vacation etc... At this time there are virtually no family benefits offered by the town. By doing this it would be a huge benefit to

.Thank you for the opportunity to provide feedback

Town's current paid leave benefits exceed FMLI

me to participate in this program is worth the benefit that would be received should I have to use the leave package term employee I would hate to lose the current benefits provided by the Town. I do not feel the additional cost to Leave it the way it is

None

.I am not interested in this at all

none

are second to none when compared to other municipalities. Opting into this program seems like a step backwards and accruals unchanged. Folks who want to apply may, and those who don't should not be penalized in any way

.I think we should leave employee sick-time benefits

.I do not wish to lose my current accrual rate of vacation and sick time



MEMORANDUM

Date: June 6, 2022
To: Mayor and Town Board
From: Rick Klimek, Police Chief
Re: 2023 Early Hiring Discussion - R. Klimek, Police Chief
Item #: 2.

Background / Discussion:

Staffing shortages and lead time for Cadets to be hired and trained can extend nine to eleven months. Limited training officers restrict the number that can be in training at the same time.

We currently have four vacant sworn positions and six in training. There is also one person in the hiring process with another jurisdiction.

Recruitment for certified officers has been unsuccessful. An ongoing posting has been up for over six months. Two individuals were hired from that category. (They are two of the six in FTO training).

Academies run two classes a year. One in January and the other in August.

Community Services Officer (CSO). There are currently three CSO positions. A fourth is authorized depending on future budgeting and authorization. We have two CSO's that may be leaving us in the near future for other options and another for an extended leave. Should this happen, we would be without any CSO services.

Financial Impact:

Four Cadets for five months: \$67,333 plus benefits
One CSO : \$24,000 plus benefits

Relationship to Strategic Plan:

Maintaining public safety

Recommendation:

Approve the hiring of four Cadets in 2022 for the 2023 budget. Additionally, approving the hiring of an additional CSO in 2022 to offset anticipated staffing shortages. (This position would be delayed until notice of separation from current staff)

CC:

Shane Hale

Attachments:



MEMORANDUM

Date: June 6, 2022
To: Mayor and Town Board
From: Shane Hale, Town Manager
Re: Future Meetings Agenda
Item #: 3.

Background / Discussion:

The future meetings agenda is attached.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2022 Future Meetings Agenda (2)



FUTURE TOWN BOARD MEETINGS

June 13, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Packet and CivicClerk Review Low-Speed Electric Vehicles Discussion
June 13, 2022 7:00 p.m.	Town Board Regular Meeting
June 20, 2022 5:30 p.m.	Joint Town Board and Planning Commission Work Session Comprehensive Plan Update Kickoff
June 27, 2022 5:30 p.m.	Town Board Work Session Meet the Board Transportation Update Magellan Strategies survey update
June 27, 2022 7:00 p.m.	Town Board Regular Meeting
July 4, 2022	Cancelled – Independence Day Holiday
July 11, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
July 11, 2022 7:00 p.m.	Town Board Regular Meeting
July 18, 2022 5:30 p.m.	Town Board Work Session
July 25, 2022 5:30 p.m.	Town Board Work Session Meet the Board
July 25, 2022 7:00 p.m.	Town Board Regular Meeting
August 1, 2022 5:30 p.m.	Town Board Work Session
August 8, 2022 5:30 p.m.	Town Board Work Session
August 8, 2022 7:00 p.m.	Town Board Regular Meeting
August 15, 2022	Town Board Work Session

5:30 p.m.	Budget: Revenue Projections
August 22, 2022 5:30 p.m.	Town Board Work Session
August 22, 2022 7:00 p.m.	Town Board Regular Meeting
August 29, 2022	Canceled – Fifth Monday

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site Update
- Economic development/retail needs based on population levels (following retail assessment)
- Land Use Code Update
- Discuss Wells Used For Geologic Sequestration of Carbon Dioxide draft ordinance
- September 19 – Budget – Capital Improvement Plan
- September 26 – Compensation Study Review
- October 3 – Budget – Utility Rates and Fees
- October 15 (Saturday) – Operating Budget
- October 24 – Budget – Follow-up Questions