TOWN BOARD SPECIAL MEETING

December 6, 2021 - 5:30 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

AGENDA

A. CALL TO ORDER

1. Roll Call

B. BOARD DISCUSSION ITEMS

1. Special Event Follow Up & Additional 2022 Funding Request - T. Fotsch, Deputy Director Parks, Recreation & Culture

2. Personnel Guideline/Benefits Changes - S. Hale, Town Manager

3. Future Meetings Agenda

C. EXECUTIVE SESSION

1. An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f)(I) Concerning Personnel Matters and the Employee who is the Subject of the Session has not Requested an Open Meeting (Town Prosecutor Annual Review)

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: December 6, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Tara Fotsch, CPRE, Deputy Director Parks, Recreation & Culture
Re: Special Event Follow Up & Additional 2022 Funding Request
Item #: B.1.

Background / Discussion:

A special event presentation will be given on the proposed application and process changes for 2022 as a follow up to public comment at the November 8th Town Board Meeting.

In addition to the previously approved funding requests the Windsor Rotary Club has requested to move their meetings back to the Community Recreation Center for 2022. This funding request is valued at $5355, moving the total requests for 2022 to $55,568.

Financial Impact:

Additional $5355 request from Community Funding.

MEMORANDUM

Date: December 6, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Shane Hale
Re: Personnel Guideline/Benefits Changes
Item #: B.2.

Background / Discussion:

Staff would like to request that the Board consider three changes to the benefits package starting in 2022. Two relate to our personnel guidelines: adding Martin Luther King day as a recognized holiday and clarifying our overtime pay policy for working on an official holiday. The third request is to change the retirement package for sworn PD personnel; moving from a combination Mission Square and partial FPPA plan to a full FPPA plan.

MLK Day

As a best practice, the Town engages our staff through a series of surveys (stay interviews, engagement survey, etc.). One item/question that came up by a few staff members was why the Town doesn't currently observe the Martin Luther King Jr. holiday.

As a reminder, paid holidays apply to full-time regular employees, with the exception of police officers, who are covered by specific police department guidelines (they accrue 11.33 hours monthly and are allowed to carry over a max of 60 hours per year). Part-time regular and seasonal/temporary employees are not eligible for holiday leave and therefore will not be paid for holidays.
Holiday pay currently applies to the following (10) days:

New Year's Day	Memorial Day
President's Day	Labor Day
Independence Day	Thanksgiving Day
Veteran's Day	Christmas Eve ½ Day
Day After Thanksgiving	New Year's Eve ½ Day
Christmas Day	

We also give employees two "use it or lose it" floating holidays each year as well.

Through an online survey, we gathered the following results for other municipalities state-wide. Out of the respondents, 31/40 or 78% observe the MLK holiday. Notable NOCO municipalities that observe it include Erie, Ft. Collins, Frederick, Greeley, Longmont, Timnath, Johnstown, Larimer County and Weld County. Notable NOCO municipalities that don't observe it include Kersey, Evans, Loveland, and Firestone, although Evans and Loveland are currently having similar conversations regarding the addition of this holiday.

The additional consideration is where this would place the Town in terms of total holidays:

City/Town	MLK	Holiday's	Floating Days	Holiday + Floating
Windsor	No	10	2	12
Berthoud	Yes	12	1	13
Erie	Yes	12	1	13
Evans	No	10	1	11
Firestone	No	10	0	10
Fort Collins	Yes	10	0	10
Golden	Yes	10	0	10

Greeley	Yes	11	1	12
Johnstown	Yes	12	3	15
Larimer County	Yes	11	0	11
Longmont	Yes	11	1	12
Loveland	No	8	3	11
Parker	Yes	11	0	11
Weld County	Yes	12	0	12

As you'll note, the Town is currently at 12 with our two floating holiday's, which is right in the market. At 13, we would match Berthoud and Erie, and be a couple behind Johnstown—making Windsor one of the better plans in NOCO.

Financial Impact

The actual costs to the Town in adding a holiday would occur in the event that we're paying holiday pay—i.e., having a snowstorm on the holiday and paying overtime for the event. For a typical snowstorm, we pay approximately $11,500 in salary for our two-twelve hour shifts. If we were to pay double time for holiday pay, the cost would be approximately $23,000—so when we get a snowstorm during this holiday the additional cost would be $11,500. The other cost that would be more predictable is at the recreation center as we would keep it open for normal hours-- would actually incur an additional cost of approximately $825. For all other Staff, there is obviously the lost production costs, but no actual out of pocket costs.

Background / Discussion

Holiday Pay Clarification

Our policy currently states that holiday pay is given on the observed holiday. Most of the time, the holiday is observed on the actual day so this is correct, but when the holiday falls on the weekend (4th of July, Christmas, etc.), then the holiday is either observed on the Friday before or the Monday after, which means that people working the actual holiday don't receive holiday pay for their time. Staff would like to clarify in our policies that if someone works on the actual holiday, the observed holiday or both, that they will receive holiday pay (double time) for whichever day that they work the most hours —they won't double dip, but we will pay them double time for the highest amount of hours worked between the two days.

Background / Discussion

Fire and Police Pension Association (FPPA)

The Town Board is aware that employee pay and benefits are an omnipresent concern as the job market knots up and employers compete for talent. Nowhere is this more apparent than with sworn police officers; ever-increasing step plans, signing bonuses, and aggressive recruiting have all become the norm as communities on the Front Range have found it increasingly difficult to recruit and retrain police officers. One place where the Town could be more competitive is with our retirement plan.

The Town currently offers our sworn Staff a hybrid FPPA plan along with 401 contributions towards the Town's Mission Square fund. Officers have requested a switch to the full FFPA plan. A survey with sworn staff was taken and there was a 70% response. One employee that wanted to stay with the current hybrid plan.

The contributions to the current hybrid plan are 4.25% from the Town. This amount increases .25% each year until 2030. The Towns share at that time would be 6.5%. The employee contributions increases started several years ago and will cap out at 6% in 2022. The contributions under the hybrid plan are half of those required under the full plan.

The Town of Windsor and employees also contribute to 401 and 457 plans. The Town with a 2% contribution from the employee contributes 6%.

The Town currently offers our sworn PD staff: Social Security (6.2%), FPPA (4.25%) and Mission Square (formerly ICMA-RC) (6%). The requested move is to eliminate the mission square contribution and instead convert to the full FPPA plan. The Board will note that this would actually be a cost savings to the Town for the first six years as the plans contributions will ramp up—by the year 2030 there will savings around $175,100.

Contributions from the Town would increase to 13% in 2030 (remember that we would be at 6% for mission square and 6.5% for the hybrid plan, so this would only be a 1/2 percent increase). The contribution from Officers would be 12% in 2022.

Finally, the Towns contribution to the Town Pension plan would be eliminated. Employees would still be able to contribute without a match to a 457.

ATTACHMENTS:

- FPPA Presentation

Police Department

Chief Rick Klimek

Several studies indicate a relationship between law enforcement and shortened life expectancy.

- " The years of potential life lost for police officers was 21 times larger that that of the general population." Violanti,Vena and Petralia (1998)

Retirement Contributions

- Currently Sworn staff contributes 5.75% to FPPA.
  - Contributions increase another ¼ percent in 2022. Cap 6%
- The Town of Windsor contributes 4.25% to FPPA.
  - An increase of .25% from 2022-2030. Capping at 6.5%
- Employee's receive either 4-6% from the Town in their retirement account. (401-457)
- Social Security Contributions

Changing Plans

- Full FPPA plan contribution from the Town would increase to a max of 13% in 2030.
- Current Employees contribution would increase to 12% beginning in 2022.
  - New employees would have an additional 3% for disability. Current employees are not eligible.
- The 401 contribution from the Town would be eliminated.

- Social Security contributions will remain the same.
  - A 218 agreement signed by the Town a number of years ago prevents the Town from leaving Social Security.

Current Contributions

- Employees contribute between 8-10%
  - FPPA 5.75% (6% in 2022)
  - Mission Square 2-4 %
- The Town puts in 10.25%
  - FPPA 4.25% (will increase .25% a year to max at 6.5% in 2030)
  - Mission Square 6%
- The Town and Employees both contribute to Social Security.

FPPA Full Plan vs. Hybrid Plan

	CURRENT FPPA HYBRID PLAN (Revised for .25% Annual Increases)									
		2022	2023	2024	2025	2026	2027	2028	2029	2030
	Police - Officer Salaries	$ 4,292,960	$ 4,627,845	$ 4,859,237	$ 5,102,199	$ 5,357,309	$ 5,625,174	$ 5,906,433	$ 6,201,754	$ 6,511,842
	FPPA Contributions									
	9.00%	$ 386,366								
	9.50%		$ 439,645							
	10.00%			$ 485,924						
	10.50%				$ 535,731					
	11.00%					$ 589,304				
	11.50%						$ 646,895			
	12.00%							$ 708,772		
	12.50%								$ 775,219	
	13.00%									$ 846,539
	Proposed Plan - FPPA Only	$ 386,366	$ 439,645	$ 485,924	$ 535,731	$ 589,304	$ 646,895	$ 708,772	$ 775,219	$ 846,539
	Current Plan - Town (6%) & FPPA (.25% Annual Increases)	$ 450,761	$ 497,493	$ 534,516	$ 573,997	$ 616,090	$ 660,958	$ 708,772	$ 759,715	$ 813,980
	Variance	$ 64,394	$ 57,848	$ 48,592	$ 38,266	$ 26,787	$ 14,063	$ -	$ (15,504)	$ (32,559)

- There will be a cost savings of $175,100 from years 2022 – 2030.

- Town share does not increase unless there is a change by the State of Colorado.

Communities with Full FPPA

- Fredrick Pd- Full FPPA, Social Security, and 401 6% match.
- Evans- FPPA Supplemental, 401k 4% match
  3% profit sharing
- Firestone - Full FPPA, 457 (no match)
- Johnstown - FPPA Supplemental, S.S. 457

Sworn Staff Consideration

- There were two separate surveys sent to current sworn staff regarding staying with the current FPPA Hybrid Plan or switching to the fully funded FFPA Plan.
  - Results were consistent with both surveys. 70% of staff responded. One individual selected staying with the current plan. The rest selected the fully funded plan.

Recommendation

- Switch from the current FPPA hybrid plan to the full FPPA plan.

- Eliminate 401 contribution and match.

Questions?

Rick Klimek
rklimek@Windsor.gov

MEMORANDUM

Date: December 6, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Shane Hale, Town Manager
Re: Future Meeting Agenda
Item #: B.3.

ATTACHMENTS:

- Future Meetings Agenda

FUTURE TOWN BOARD MEETINGS

December 13, 2021 5:30 p.m.	Town Board Work Session Town Board-Manager-Attorney Monthly Meeting Downtown Corridor Plan Public Purpose for Charitable Giving
December 13, 2021 7:00 p.m.	Town Board Regular Meeting
December 20, 2021 5:30 p.m.	Town Board Work Session Board-Manager-Attorney social/dinner
December 27, 2021 5:30 p.m.	Cancelled
January 3, 2022 5:30 p.m.	Town Board Work Session Windsor Open space and Trails Plan
January 10, 2022 5:30 p.m.	Town Board Work Session Town Board-Manager-Attorney Monthly Meeting
January 10, 2022 7:00 p.m.	Town Board Regular Meeting
January 17, 2022 5:30 p.m.	Town Board Work Session Drought Management Plan
January 24, 2022 5:30 p.m.	Town Board Work Session
January 24, 2022 7:00 p.m.	Town Board Regular Meeting
January 31, 2022	Cancelled – 5th Monday

Future Work Session Topics

- DDA Entertainment District
- Urban3 Follow-up
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site
- Sustainable Energy Discussion (1st Quarter)
- O-I Glass Recycling Program (January)
- Presentation by Carolyn Steffl regarding SB21-262 – Special District Transparency
- Proportional services and amenities for planned population
- Colorado Opioids Settlement Use Ideas
- Economic development/retail needs based on population levels (following retail assessment)

MEMORANDUM

Date: December 6, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From:
Re:
Item #: C.1.