



TOWN BOARD WORK SESSION

December 9, 2019 - 5:30 PM

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

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

AGENDA

1. Meet The Board - New Employees
2. Sewer Plant Update
3. Discussion on Police Department Organizational Staffing
4. 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: December 9, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From:
Re: Meet The Board - New Employees
Item #: 1.

Background / Discussion:

Last Name	First Name	Title	DOH	Supervisor
Frank	Brittany	Guest Service Coordinator	10/14/2019	Eric Lucas
Lesser	Tina	Facilities Specialist	11/4/2019	Eric Lucas
Nelson	Kyle	Parks Maint. Operator	10/30/2019	Eric Lucas



MEMORANDUM

Date: December 9, 2019

To: Mayor and Town Board

Via: Shane Hale, Town Manager

From: Terry Walker, Director of Public Works and Dennis Markham, Waste Water Treatment Plant Supervisor

Re: Sewer Plant Update

Item #: 2.

Background / Discussion:

Public Works Staff updating Town Board on Windsor Wastewater Treatment Plant improvements.



MEMORANDUM

Date: December 9, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Rick Klimek, Chief of Police
Re: Police Department Organizational Structure
Item #: 3.

ATTACHMENTS:

- ▢ Commander Memo
- ▢ New Police Department Org Chart



MEMORANDUM

Date: December 4th, 2019
To: Mr. Hale, Town Manager
From: Chief Klimek, Police Department
Re: Police Organizational Structure

Background / Discussion

An assessment process was conducted for the position of Police Commander and four current Sergeants took part in the assessment center. We selected Sergeant Lopez as our new Administrative Police Commander, but the process created further internal discussion and our subsequent decision to request reclassification of our Investigations/CET Sergeant position to a Police Commander position beginning in January.

Our assessment process resulted in the identification of two highly qualified and suitable candidates (Sergeant Lopez and Sergeant Holt) for the position of Police Commander. Although not selected, Sergeant Holt authored, developed, and proposed a comprehensive Community Engagement Plan that aligns with our strategic plan and that we will implement in 2020. As a result of his work, we have decided to reassign Sergeant Holt to lead our Investigations/CET team to complete this work.

The Community Engagement Plan, along with the other duties and responsibilities of this position are predominantly administrative and managerial and more aligned with the job description of a Police Commander rather than Police Sergeant, and accordingly, should be recognized and reclassified as such. The financial impact of reclassifying this position from Police Sergeant to Police Commander is minimal and helps us prepare for and plan for future succession in our organization.

In 2020, Sgt. Holt will be at step five of the current Police Sergeant pay plan; \$4,000.00 less than the starting salary of the Police Commander position.

Financial Impact

There is a base salary increase of \$3,277.00 between Step five of the Police Sergeant salary range and the starting salary of a Police Commander. However, because the Police Commander position is exempt (Police Sergeant is non-exempt), it is highly likely that by reclassifying the position to a Police Commander, it will be more cost effective to the Town of Windsor due to the inherent reality of necessary overtime that will be required of the non-exempt Police Sergeant position.

Relationship to Strategic Plan

Promoting one additional Police Commander will provide for an effective and efficient level of operations within the department and is a responsible use of the personnel resources of the police department and financial resource of the Town.

Recommendation

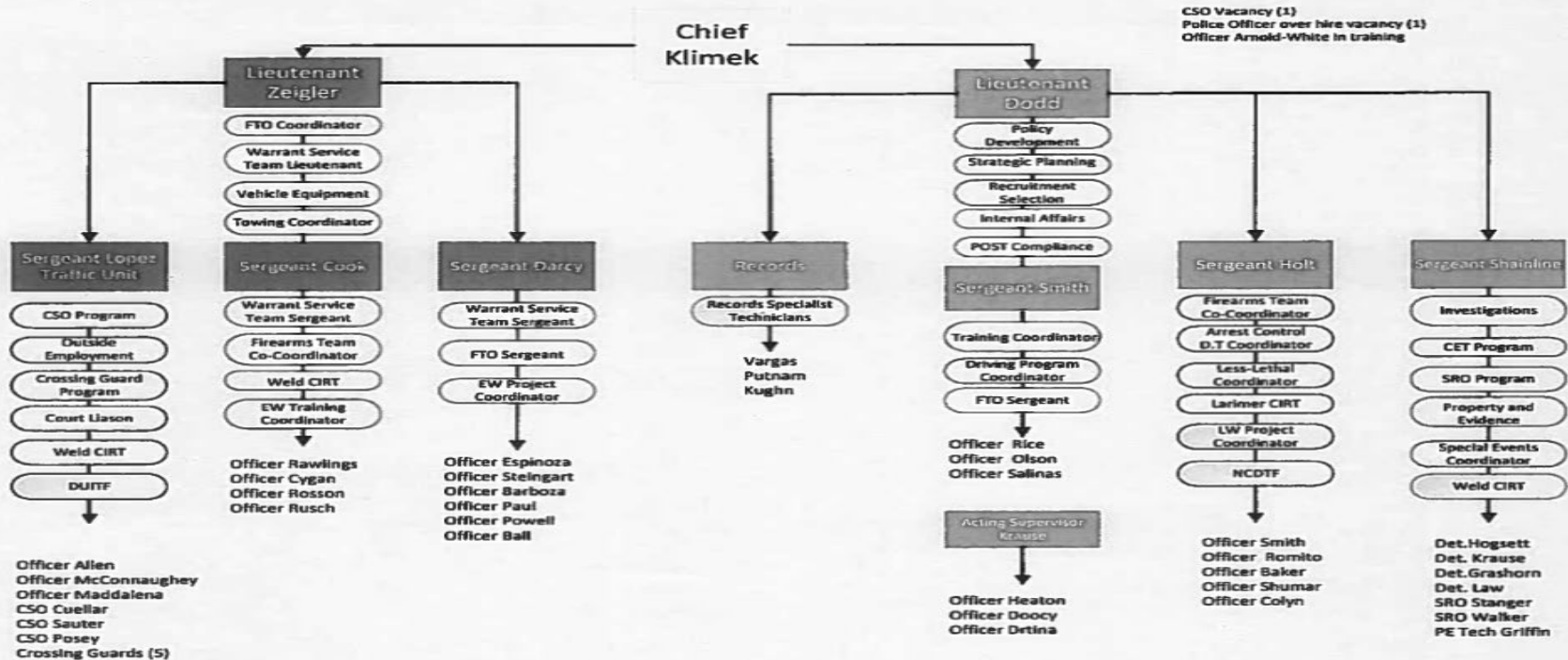
Staff recommends the reclassification of a current Police Sergeant position to a Police Commander position. The reclassification allows the ability to capitalize resources with zero-minimal cost impact.



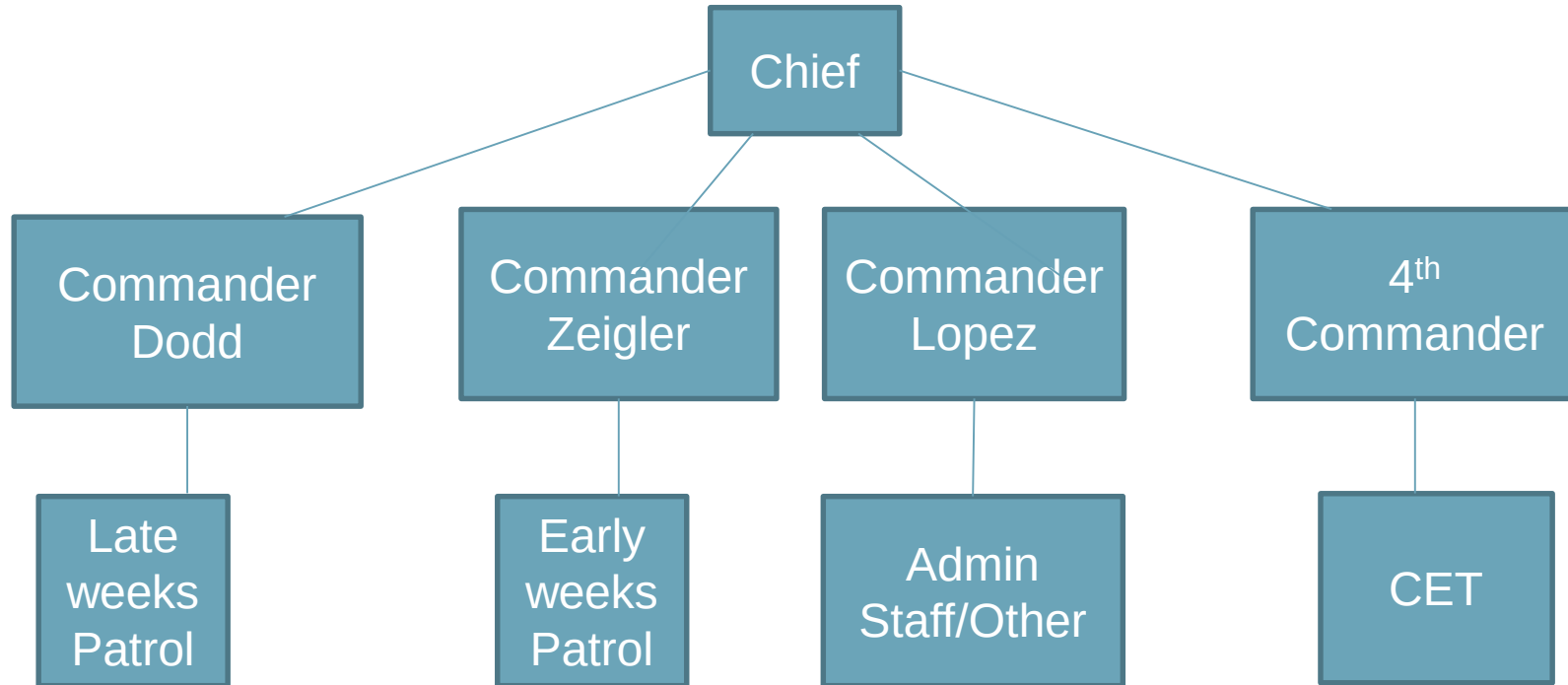
Police Department

Chief Rick Klimek

Current Org.Chart and Assignments



Proposed Org Chart





Questions?

Rick Klimek

rklimek@Windsor.gov





MEMORANDUM

Date: December 9, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Shane Hale, Town Manager
Re: Future Meetings Agenda
Item #: 4.

ATTACHMENTS:

- ▢ Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

December 16, 2019 6:00 p.m.	Town Attorney, Town Manager and Town Board Social
January 6, 2020 6:00 p.m.	Town Board Work Session Outside Agency Funding Requests Public Art Plan
January 13, 2020 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Transportation Master Plan
January 13, 2020 7:00 p.m.	Town Board Regular Meeting Kern Board
January 20, 2020 6:00 p.m.	Town Board Work Session Land Use Code Update Oil and Gas Location Requirements
January 27, 2020 6:00 p.m.	Town Board Work Session Air Quality Discussion Continued
January 27, 2020 7:00 p.m.	Town Board Regular Meeting
February 3, 2020 6:00 p.m.	Town Board Work Session Investment Process Overview
February 10, 2020 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
February 10, 2020 7:00 p.m.	Town Board Regular Meeting
February 17, 2020 6:00 p.m.	Town Board Work Session – CANCELLED due to President's Day
February 24, 2020 6:00 p.m.	Town Board Work Session Transportation Master Plan
February 24, 2020	Town Board Regular Meeting

Additional Events

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| December 13, 2019 | End of Year Banquet, Big Red Barn, Windsor, CO 6:00 – 10:00 p.m. – attending: Rennemeyer, Wilson, Sislowksi, Jones, Bennett |
| December 19, 2019 | 4 th Quarter Regional Elected Meeting, Budweiser Event Center, Loveland, CO 5:30-9:30 p.m. – attending: Baker, Rennemeyer, Jones, Wilson, Sislowksi, Melendez |
| December 21, 2019 | Coffee with the Mayor, Senior Jalapeno, Windsor, CO 7:30-9:00 a.m. – attending: Melendez, Sislowksi, Rennemeyer, Wilson |

Future Work Session Topics

- Investment Strategy Discussion
- Land Use Code Update meeting with Planning Commission (next code section in series) – Planning
- Economic development/retail needs at 60,000 population
- Parks and Recreation Strategic Plan