



TOWN BOARD WORK SESSION

May 13, 2024 - 5:00 PM

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

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

AGENDA

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

WORK SESSION AGENDA ITEMS

1. Dedication of Trees for Outgoing Town Board Members
Tree Grove - South side of Town Hall (5:00 - 5:30)
2. Board/Manager/Attorney Monthly Meeting
3. Police Department Over Hire Discussion - A. Lopez, Acting Police Chief
4. Red Light Cameras - J. Paul, Police Sergeant
5. Facilities Over Hire Discussion - T. Fotsch, Director of PRC
6. 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: May 13, 2024
To: Mayor and Town Board
From:
Re: Dedication of Trees for Outgoing Town Board Members
Tree Grove - South side of Town Hall (5:00 - 5:30)
Item #: 1.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: May 13, 2024
To: Mayor and Town Board
From:
Re: Board/Manager/Attorney Monthly Meeting
Item #: 2.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: May 13, 2024
To: Mayor and Town Board
From: Tara Fotsch, Deputy Director of PRC
Re: Facilities Over Hire Discussion - T. Fotsch, Director of PRC
Item #: 5.

Background / Discussion:

The new police department headquarters on 15th Street was expected to come online in early 2025. With this knowledge, we anticipated requesting additional staff in the 2025 budget for the custodial and facility maintenance needs at the new facility. As you know, the facility is ahead of schedule, significantly larger than the existing facility and anticipated to come online in the August/September 2024 timeframe. Therefore, we are requesting the ability to hire the two positions we intended to request in 2025 in August 2024.

The impact to the budget this year is \$66,593, of which \$55,000 is salary and benefits related for the two positions. Staff will provide further details on this request at the work session.

Financial Impact:

\$55,038 salary and benefits
\$11,555 supplies and materials

Relationship to Strategic Plan:

Recommendation:

Staff is recommending we hire 2 positions to provide custodial and maintenance of the new police facility.

CC:

Attachments:



MEMORANDUM

Date: May 13, 2024
To: Mayor and Town Board
From:
Re: Future Meetings Agenda
Item #: 6.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2024 Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

May 16 & 17, 2024	Town Board Strategic Plan Retreat Sylvan Ranch, Loveland, CO
May 20, 2024 5:30 p.m.	Town Board Work Session DOLA Main Street Program Discussion Municipal Code Amendment Concerning Food Trucks Review of the 2023 Safety Report
May 27, 2024	Canceled – Memorial Holiday
June 3, 2024	Canceled – 1 st Monday
June 10, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Metro/Special District 101 Discussion
June 10, 2024 7:00 p.m.	Town Board Regular Meeting
June 17, 2024 5:30 p.m.	Town Board Work Session Sewer Plant expansion discussion with JACO and Hensel Phelps
June 24, 2024 5:30 p.m.	Town Board Work Session Meet the Board – New Employees Downtown Parking Management Plan Presentation
June 24, 2024 7:00 p.m.	Town Board Regular Meeting
July 1, 2024	Canceled – 1 st Monday
July 8, 2024 5:30 p.m.	Town Board Work session Board/Manager/Attorney Monthly Meeting
July 8, 2024 7:00 p.m.	Town Board Regular Meeting
July 15, 2024 5:30 p.m.	Town Board Work Session
July 22, 2024 5:30 p.m.	Town Board Work Session
July 22, 2024 7:00 p.m.	Town Board Regular Meeting

July 29, 2024	Canceled for the 5 th Monday
August 5, 2024	Canceled for the 1 st Monday
August 12, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
August 12, 2024 7:00 p.m.	Town Board Regular Meeting
August 19, 2024 5:30 p.m.	Town Board Work Session
August 26, 2024 5:30 p.m.	Town Board Work Session
August 26, 2024 7:00 p.m.	Town Board Regular Meeting

Future Work Session Topics

- Budget: August 5th – Revenue Estimates
- Budget: September 9th – Staffing Needs
- Budget: September 16th – Capital Improvement Projects
- Budget: October 5th (Saturday) – Operating Requests
- Budget: October 21st – Utility Rates for 2025
- Budget: Work Session – Budget Wrap-Up/Revisions