



TOWN BOARD WORK SESSION

September 9, 2024 - 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

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. Board/Manager/Attorney Monthly Meeting
2. Budget: Staffing Requests - S. Hale, Town Manager
3. Remodel Estimates for Old Police Department - E. Lucas, Deputy Town Manager
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: September 9, 2024
To: Mayor and Town Board
From: Shane Hale, Town Manager
Re: Budget: Staffing Requests - S. Hale, Town Manager
Item #: 2.

Background / Discussion:

Attached please find the memo outlining the requested positions in the 2025 budget along with the financial impact, and a historical lookback of position requests.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Provide feedback on the recommended positions

CC:

Attachments:

1. Staffing Requests Memo 2025
2. 2025 Staffing Request Financials
3. Historical Staffing



MEMORANDUM

Date: September 9, 2024
To: Mayor Cline and Windsor Town Board
From: Shane Hale, Town Manager
Re: 2025 Personnel Detail

Background / Discussion:

This memo provides greater detail for the staffing recommendations for 2025. As a preface, the Deputy Town Manager and I have met with each department director individually to understand their needs and upcoming staffing requests. After which we held an exercise with the entire leadership team (directors and deputy directors) that included presentations of each request, followed by each participant receiving five votes, the only rule being that participants weren't allowed to vote on any position they had requested. The Deputy Town Manager and I also abstained from voting. The results gave me a good indication of where the rest of the team sees the organizational needs and helped me with the hard decisions of what positions to recommend. It has the added benefit of ensuring that the entire team sees a broader organizational picture, adding to an understanding when we don't address every position requested.

I have separated the requests by general fund/non-general fund so you understand from where the monies will be allocated (also broken down on the excel spreadsheet). The list below is in no particular ranking order.

Recommended Positions/Description of Need

General Fund Impact

Police Officer (or Police Cadet) (4)

Individuals in this position perform a variety of law enforcement activities for the Town of Windsor such as a patrolling the streets and other public places to enforce ordinances, state, and municipal laws and discover and/or prevent the commission of crimes.

As the residential, commercial, and visitor population of Windsor continues to expand, so does the incidence of law violations and criminal activity. Since 2018, the Police Department has serviced an annual average of over 22,000 calls for service ranging from minor calls like meeting with a citizen to major incidents including active shooters and homicide. The Police Department is on-pace to approach 30,000 calls in 2024. If the trends of recent years continue, the PD can anticipate exceeding 30,000 calls for service in 2025.

Colorado has seen a remarkable increase in property crimes in recent years. The Windsor community has not been spared from inclusion in this increase. Incidence of motor vehicle thefts more than doubled from

29 in 2021 to 68 in 2022. It dipped to 49 in 2023. However, as of February 2024, Windsor is on pace to see total incidents matching those of 2023, which is in line with the three-year average of 49.

Two (2) Police Officers on Patrol Operations:

These personnel would be deployed based on an operational and strategic needs assessment and strategy. Traffic safety remains a considerable priority for the Windsor community and an area of active focus for the PD. *The Town Board already authorized these positions as over hire positions earlier this year, which allowed the Town to sponsor two individuals at the Academy, so I'm simply noting them here for transparency.*

One Officer (1 total) to the Administrative Division as a Training Officer:

Training is the number one liability area for any law enforcement agency. Not only are there an increasing number of legislatively mandated training components required of officers, but the Windsor Police Department prioritizes exceptional training and makes all efforts to go above and beyond minimum requirements, training officers regularly on best-practices and cutting-edge skills and strategies to ensure the best possible performance and service to the public.

One Officer (1 total) to the School Resource Officer (SRO) Program:

The Weld RE-4 School District (RE-4) has partnered with the Town of Windsor annually since approximately 2016 to share in the 50-50 funding of Police Officers for dedicated School Resource Officer (SRO) presence in all Windsor-based Weld RE-4 schools. At the present time, WPD has two SROs; one assigned to the Windsor High School (WHS), and another assigned to the Windsor Middle School (WMS). The WMS SRO also provides coverage for all four existing elementary schools. At the present time, WPD and RE-4 provide services to 4,369 students through two SROs (a ratio of 2,184:1). Per the National Association of School Resource Officers (NASRO), the recommended student to SRO ratio is 1,000:1.

The new SRO is requested as a mid-year hire to coincide with the opening of new middle school for the 2025-2026 RE-4 school year. This third SRO will provide primary coverage at the new WMS and split the remaining six elementary schools with the current WMS SRO. While not optimal, the share of middle school to elementary school time will be reduced from its current state. Meanwhile, ongoing evaluation and program assessment will be conducted.

Police Services Technician

A non-sworn position that handles non-emergency, criminal and non-criminal police reports, various support services and provides general customer service in the police lobbies or by telephone. This includes various administrative, clerical and statistical duties for the Patrol Division of the Windsor Police Department.

Stationed at the Police Department, this position would be responsible for management of calls for service just as an officer would, by phone, or in-person at the PD facility, but be limited to call-types like a Community Service Officer (CSO). These include answering questions for the public, educating the public on police procedures and functions, investigation and report generation for municipal ordinance violations, non-criminal incidents, or criminal incidents in which no suspect is identified or to be immediately contacted. This position will not make arrests or make investigative contacts with known arrestable suspects.

Lastly, this position would provide critical support for the in-progress red light camera program. This program is expected to generate a considerable volume of citations that do not currently exist, potentially numbering over 10,000+. While these numbers are an approximation and will fluctuate from year to year, especially following establishment of the program, staff time will be required to manage this new influx, in addition to regular duties and service responsibilities.

Records Specialist Technician

The increasing complexity of various law enforcement and records management regulations have made records functions increasingly voluminous and complex. The number of records generated by staff continue to increase proportionally to call response and staffing growth. Similarly, requests from the courts, public, and outside agencies also increase. Our existing staff face a considerable flow of law enforcement records demands and the associated back-end management and reporting requirements necessitate the addition of an additional staff member to ensure compliance and allow capacity for all staff to participate in training and to manage other projects associated with police department operations.

Administrative Specialist (Finance)

With the migration of the payroll function to Human Resources in 2025, the FTE count in Finance will remain at 6.0 – theoretically providing more resources for the remaining functions. However, as with all other departments, Finance’s role is expanding to meet the demands of a growing Town. Accounting functions are expanding with greater resources to manage (increased transactions via the checking account, more assets, and expanded check runs) and most importantly, staying abreast of the increasing levels of oversight & internal controls – necessary for fraud and theft prevention. Additionally, because of the unique nature of the Finance Department, and the necessity for separation of duties, certain positions cannot jump into other roles as needed.

Currently, the accounting function is wholly operated by 3.0 FTE, with zero margin for succession planning. Because of workload, arguably, the department’s most critical function, reconciling the Town’s transactions, has minimal succession planning that is occurring at the present time.

Revenue generation via sales & use tax, provides 40% of the total revenues of the Town (2023) and 62% of total revenue required to operate the General Fund (2023). In an era of near full automation of the collection of sales & use taxes, it is becoming more critical that our compliance enforcement and revenue tracking is accelerating to keep up with the increasing importance of this revenue source on the Town’s everyday operations.

The requested position will assist both the accounting and sales & use tax functions, primarily freeing up other workloads to concentrate in the areas of succession planning, oversight, efficiencies, and improvements within the department.

Communications & Engagement Supervisor

This supervisory position will accomplish three important things for the communications division. First, it helps create vertical reporting/oversight structure within the division. Second, it allows more day-to-day hands-on management of messaging and coordination to move from the Communications Manager, freeing them up to tackle higher-level responsibilities such as strategy, budgeting, PIO functions, and more. Third, it adds space and capacity to support Water/Sewer/Stormwater/Water Efficiency and Economic Development.

Eliminate PTYR Communications Technician

Attached to the position request above, this recommendation eliminates a PTYR Communications Technician. The savings result is \$38,986.

Communications Specialist (Police)

Currently, all Police Department communication efforts are absorbed by the Communications Department. That effort amounts to about 10 hours a week; however, this distribution often shifts due to public safety priorities and/or changing departmental needs. The Police Department's need for communication support continues to increase as the town and the department grow. The recent redistribution of resources has benefited the Police Department, but adversely affects other priority tasks, especially Parks, Recreation, and Culture. Recent events have highlighted the need for prompt, effective communication. A dedicated Communications Specialist to Police would ensure consistent and targeted communication, enhancing public trust and safety. This role would report directly to the Communications Manager and focus on strategic communication duties, providing a direct link for departmental and town-wide communication strategies.

This position would allow for flexible service to Police needs, including acting as a Deputy Public Information Officer during emergencies and supporting the increase of Police programs. The Communications Specialist-Police would handle emergency communications for routine incidents, with the Communications Manager taking over during major emergencies.

Construction Manager

One of the biggest challenges Engineering has faced over the past 3 years is keeping up with the number of infrastructure projects going on throughout Town. With each construction project comes pre-bid meetings, bidding a project, contract administration, public outreach, pre-construction meeting and coordination efforts, review, and approval of material submittals, negotiating, preparing, and processing change orders, field inspections and documentation, and contractor pay estimate reviews.

This workload is currently shared between the Project Manager and inspection team. However, it is impossible for the two construction inspectors to be in multiple places at one time. So, to offset this challenge, Engineering has spent on average \$400,000 per year on construction management and inspection services.

The Construction Manager (CM) would play a key role in helping shore up the gap between the project manager and inspection team by assisting with the transition that a project undergoes from design and bidding to construction. The CM would help alleviate the amount of time that current staff spends on coordination, field inspections, reviewing contractor documentation, right-of-way permits, and dealing with field issues that come up. The CM would also be able to provide leadership, training, and to ensure all construction projects are meeting the Town's specifications and standards of quality.

Hybrid Facilities Lead

Prior to the opening of the new Police Station on 15th Street, the Police Department was housed in a 15,000 sq ft building and was receiving cleaning services 2-3 hours a day, 5 days a week. The growth of the department and size of the new facility necessitates the need for a Hybrid Facilities Lead to ensure that the facility is cleaned and serviced 7 days a week, 8 hours each day. This lead position will be the point of contact for Police Staff and the Hybrid Facilities Technician. *The Town Board already authorized this position in May of this year. I am simply noting it here for transparency.*

Hybrid Facilities Technician II

Similar to the position above, the Hybrid Facilities Technician will provide both custodial and facility services to the Police Department ensuring the facility remains clean and in great shape 7 days a week. *The Town Board already authorized this position in May of this year. I am simply noting it here for transparency.*

PTYR Assistant Municipal Court Clerk

There is an ever-growing demand on the Municipal Court Clerk due to the increase of ticket writing by the new traffic officers. Moreover, the upcoming red light camera program, which will cause a significant increase of an estimated 500 additional citations a month to the municipal court caseload (some will be mailed in, so Staff can only estimate workload at this point). Due to the fast-paced, exponential growth and lack of staffing capacity, the administration and management of Municipal Court has been greatly impacted. Having only one Municipal Court Clerk puts the Town at great risk of being unable to continue service in a streamlined and efficient way if something were to happen with the current Court Clerk. The creation of this part-time position will help address the growing workload of the Municipal Clerk's Office. This position would perform a variety of administrative functions including preparing the court docket, preparing files, supporting municipal court, customer service, and taking payments.

PTYR Human Resources/Risk Management Administrative Level III

Over the past five years, the demand for human resources and risk management services, increase in town overall staffing, personnel requests, loss control, employee questions/concerns, safety programs and services has continued to increase. With the addition of staff, an increase in ergonomic assessments has also seen a steady incline, which includes several visits for initial assessments, equipment adjustments, purchases, and final assessments. There has been an increase in CORA requests from the Human Resources and Risk Management office, specifically for Certificates of Insurance, and additional workers' compensation and property and casualty claims. It is important to process these claims in a timely manner to meet our contractual obligations with the Town's third-party claims administrator and comply with state statutes governing these types of claims. It has been identified that the current process needs a major facelift to provide more competent results. Additionally, new human resources and risk management programs and platforms are being developed, revised, and implemented on a continuous basis, which can impact the Town of Windsor as we strive to provide exceptional service to our employees, and the soundest and most efficient programs and processes for staff.

PTYR Horticulture/Volunteer Technician

The Treasure Island Demonstration Garden volunteer group who has managed the gardens for decades has recently disbanded. We have utilized one of our Forestry seasonals to get us through this season to regroup. This employee has set up volunteer times, managed the garden functions and brought their tools and equipment up to par. They have trained lead volunteers who are stepping in to take over management of different areas of the garden.

This new position would manage the newly installed gardens at the Halfway Designation along with managing the Treasure Island Gardens, working 28 hours a week year-round aiding in the upkeep of the gardens, landscape, and grounds.

Eliminate Seasonal Forestry position

Attached to the position request above, this recommendation eliminates a seasonal forestry employee. The savings result is \$10,242.

Non-General Fund (Enterprise, Internal Services, etc.)

Mechanic Apprentice

The Fleet Department is requesting a transformation in the laborer position that will revolutionize both our operations and the employees career path by moving the current part-time laborer to a full-time Mechanic Apprentice position. This progressive role not only maintains the core responsibilities of the original position but also introduces a comprehensive training program that will prepare the employee to be a skilled Tech I candidate.

As a Mechanic Apprentice, the employee will work in tandem with experienced technicians on two-person tasks to ensure job efficiency and safety. Additionally, the employee will contribute to essential day-to-day fleet operations by handling smaller, routine technical duties. This shift will not only optimize our shop's financial and operational efficiency but will also provide the employee with a structured path for career advancement within the Fleet Department, that will craft a promising future within our department.

Eliminate PTYR Laborer

Attached to the position request above, this recommendation eliminates a PTYR Laborer. The savings result is \$25,066.

IT Analyst I

An additional IT Analyst I will increase capacity for the town's overall employee base, support new facilities (Police), improve overall service delivery, augment AV support, and provide in-person office hours for the division. Currently, analysts service 300 employees, 7 building and 350 devices. The sheer workload created has necessitated this request for additional support. Additional benefits include enhanced efficiency, business continuity, improved audio/visual support and training opportunities.

Head Lifeguard (2)

During the Fall of 2023 into the Winter/Spring of 2024, we had trouble with staffing between the hours of 9 am and 4 pm. This resulted in the need to utilize full time staff from within the Department to guard the pools, run the slide and ensure we did not close the pool to our patrons. These two positions would cover the pool 7 days a week from the hours of 7 am to 7 pm. This coverage would guarantee two full time guards could staff the open hours during daytime hours and eliminate the need for other staff to fill lifeguard roles. Other municipalities have faced similar challenges and have either closed their pool or hired several full-time head lifeguards. There is a cost savings related to this request as two positions will be eliminated.

Eliminate 2 Head Lifeguards (PTYR)

Attached to the position request above, this recommendation eliminated 2 PTYR Head Lifeguard positions. The savings result is \$119,693.

Recreation Specialist Seniors (28-hour PTYR)

We have a very engaged active adult population currently and we need to program for their interests. The current Recreation Supervisor is spending up to 70% of their time programming vs. supervising and focusing on things like program improvement, cost recovery, trends, etc. This position would eliminate two existing PTYR Program Aide positions that have been vacant since COVID and convert them into a Recreation Specialist that specializes in Senior/Active Adult programming and general programs.

Eliminate 2 PTYR Program Aides

Attached to the position request above, this recommendation eliminates Two (2), 19-hour PTYR Program Aides. The savings result is \$35,442.

Recreation Supervisor (CRC Operations)

The current Recreation Supervisor manages 9 full time, 59 part time and 72 seasonal positions overseeing not only the Aquatics Division but the Guest Service Operations and fitness activities at the CRC. The span of control is very large and has resulted in a less than focused result over the years. Splitting the current position to oversee Aquatics and Fitness and creation of a new position that oversees Front Desk Operations and Membership Relations will enable focused supervision in both areas to improve results in the aquatic and fitness areas as well as customer service and guest relations with our current front desk, childcare and fitness floor teams.

Water Resource Technician

The Town is required by water court decrees to account for all water used within the town. Potable and non-potable supplies have decree accounting requirements which must be administered daily and submitted to the Colorado Division of Water Resources monthly. The Town has a water engineering consultant, Clearwater Solutions, that is overseeing the daily accounting for Kern Reservoir and Kyger Reservoir. The cost to the Town is an average of \$5,500 per month for the accounting. In 2022, the Town received its change of use for GLIC (Greeley Loveland Irrigation Company) shares, and this new decree will require significant daily accounting inputs. The Town is also changing New Cache shares which will require additional accounting administration. These two new accounting packages will double the Town's current expense with Clearwater Solutions to over \$11,000 per month or \$121,000 per year.

The hiring of a Water Resource Technician will reduce contract services costs (not anticipated in year 1) to the Town but also increase Town staff knowledge of the water rights portfolio and operations. The accounting requirements will become more complex moving forward and bringing that knowledge in-house will continue to save the Town money. The Water Resource Technician will also assist the Water Efficiency Technician with implementation of the Water Efficiency Plan.

Waste Water Treatment Plant Superintendent Overhire (6 months)

Dennis Markham, current Waste Water Treatment Plant Superintendent has announced his retirement effective July 1, 2025. The loss of 41 years of institutional knowledge necessitates hiring someone in early January who can work through a smooth transition of the facility as well as get them up to speed with our ongoing capital projects at the facility.

Open Space & Trails Lead

Despite the addition of an Open Space & Trails Technician in 2020 and one seasonal position last summer, we are falling behind in general maintenance operations. Numerous projects remain incomplete due to prioritization challenges. Staff can be backlogged with 30+ tasks that have been placed on hold. Adding an Open Space & Trails Lead will address the resource deficit we face and provide the Town the ability to ensure proper management, care and preservation of our open spaces and trails, benefiting both the community and our environment. As we add land (Eastman Park South), Staff's ability to keep our open space areas properly maintained will continue to diminish.

This position is only recommended to be added in conjunction with the addition (purchase) of more open space.

Reclassifications

Reclass Systems Administrator to Security & Systems Administrator

As one of two main cybersecurity specialists, our incumbent handles 50% of security preventative functions and mitigations. In total, he dedicates about 40% of his day-to-day functions around security but is still needed to perform system administration. These two roles complement each other when building new systems, keeping them up to date, and adding features to ensure that a “security first” mindset is applied in all aspects of the Town’s technology services. This reclassification acknowledges his efforts by matching his job description and pay grade to the work that he currently performs.

Reclass Digital Media Coordinator to Digital Media Administrator

This reclassification of our incumbent aims to better align his current role as digital media coordinator with his actual duties and functions. This position is the primary administrator for the Town’s three websites, responsible for creating and maintaining web content and oversight of other Town staff who have been granted website editing access. Additionally, this role is responsible for the maintenance and remediation of our digital content under Colorado’s digital accessibility law, HB 21-1110, which in and of itself is a very high-level and serious undertaking, requiring the creation of various plans, operating procedures, training, and ongoing maintenance.

Reclass Mechanic I to Parts & Services Coordinator

After an in-depth analysis of the time spent by mechanics utilizing 2023 data and we found two key indicators that lead to this recommendation. The first was a 3-year average of discrepancies in parts usage as well as significant hours in lost productivity attributed to a variety of reasons. The request to reclassify a mechanic position to a parts service coordinator will improve financial oversight, enhance mechanic efficiency, implement inventory controls and establish quality control.

Municipal Court Clerk

With Municipal Court division moving under the Town Clerk’s office and the request to add a PTYR Assistant Court Clerk position, it is the recommendation and request to reclassify the Municipal Court Clerk into a supervisor position and move the Assistant Municipal Court Clerk under the current Municipal Court Clerk position. This would only be a request if the creation of the Assistant Municipal Court Clerk position is approved and will help to continue to develop our current employee’s skill.

Reclass Payroll Technician to Payroll Administrator

Human Resources will be acquiring the Payroll Technician position from the Finance Department effective January 2025 and plans to reclassify the position as a Payroll Administrator.

Reclass Municipal Court Clerk

With Municipal Court division moving under the Town Clerk’s office and the request to add a part-time Assistant Court Clerk position, we will reclassify the Municipal Court Clerk into a supervisor position and move the Assistant Municipal Court Clerk under the current Municipal Court Clerk position.

Reclass Revenue Technician to Revenue Generalist/Analyst

The incumbent Revenue Technician left Town employment in late 2023. In an effort to better understand the position need given changing priorities, the Finance Department did not re-hire the position in 2024. After a thorough analysis, the need for a Revenue Generalist/Analyst has become apparent. This position would perform enhanced job responsibilities that include utilization of information obtained in MUNIRevs

to analyze trends, ensure compliance, and maintain continued education of taxpayers. Additionally, absorb workload in areas such as short-term rental taxes and fees, tracking of revenue sharing agreements through IGAs, as well as use tax collections and building permit audits.

Reclass HR Generalist to HR Generalist II

Due to workload and increased responsibility, incumbent will be reclassified as an HR Generalist II.

Reclass HR Technician to HR Generalist

Due to workload and increased responsibility, incumbent will be reclassified as an HR Generalist.

Reclass Water Resource Administrator to Water Resource Manager

This reclassification moves the current Water Resource Administrator to Water Resource Manager. In this role, the incumbent will manage the Water Efficiency Technician and the newly created Water Resource Technician. Additionally, he will handle water court applications and opposition, raw water dedication and long-term CIP such as NISP and the Cobb Lake Regional Water Treatment Authority. This position will report directly to the Director of Community Development.

Positions Not Recommended

The following positions were requested but are not being forwarded to the Town Board for your consideration at this time. While each position would address a need and an argument could be made to move any one of them to the recommended list, the positions recommended above were determined to be a priority at this time. As explained during the recent revenue presentation, given our softer revenue forecast for 2025, Staff worked with the remaining forecasted revenue to address the most pressing needs of the organization. The list below is not offered in any order or priority.

Civil Engineer Position

The addition of another Civil Engineer will be necessary as Windsor continues to grow. The sheer volume of new development and capital infrastructure needs over the coming years will require additional staff with the necessary skills to help the Engineering Division meet these needs. For example, current staffing levels are struggling to keep pace with the Engineering Division's 5-year Capital Improvement Plan needs estimated at \$20 to \$25 million per year.

Grants and Contracts Coordinator

The Grants and Contracts Coordinator position would act as the linchpin to connect various departments with funding opportunities. This position involves identifying potential grant sources, coordinating the application process, and ensuring compliance with grant requirements. By managing these tasks, a Grant and Contract Coordinator will enable us to secure additional financial resources necessary for executing projects and programs, ensure that as an organization, we are not subjecting ourselves to overly-burdensome grant requirements and advance the Town in federal grant compliance procedures – necessary to access many federal awards. Additionally, and somewhat necessary as the town grows and grant funding becomes a bigger part of our overall financing strategy, this position will act as a one-stop source of information for all grant activities throughout the Town. Oftentimes, if not specified in the budget, grant awards are unknown outside a department.

Assistant Town Attorney

The Town Attorney's Office is looking to add an Assistant Town Attorney to assist the office and

departments in daily legal work. This new position/attorney would take on the roles of Town Prosecutor, Police Legal Advisor, and Litigator.

The Town of Windsor, as a community and employer, continually grows in resident & staff numbers which in turn increases the services and needs every year. The Town Attorney's Office subject matter expertise and workload output would be greatly enhanced with the addition of an Assistant Town Attorney to assist in the day-to-day legal responsibilities of the Town.

Police Officer (or Police Cadet) (4)

Individuals in this position perform a variety of law enforcement activities for the Town of Windsor such as a patrolling the streets and other public places to enforce ordinances, state, and municipal laws and discover and/or prevent the commission of crimes.

Recreation Supervisor – Events & Partnerships

With our recently created foundation, the success of our community events and the proposed addition of new amenities like a skating rink under the pavilion at Boardwalk Park, this team needs a dedicated supervisor position. The addition of a supervisor will enable the Foundation to get up and running while increasing efforts in Sponsorships and Partnerships. We currently bring in close to \$90,000 annually in sponsorships with minimal effort. This new position will lead that effort to generate more revenue thereby improving cost recovery in this area.

PTYR Communications Technician to Communications Coordinator

The need for this position arises due to the reclassification of the Communications & Engagement Supervisor role. This would provide more dedicated support to allow us to expand on efforts to inform the public of capital improvement projects, community maintenance, and the many events hosted by these groups.

In addition to the support of high-profile CIP projects, this position supports the day-to-day operations of the Communications Department, including promoting events such as Touch a Truck, clean-up days, and community outreach events. We have seen an increase in the number of events hosted by these service areas & the support requested for these events. This can often include a full campaign of materials, which takes much staff time.

Planning Technician

The demand for the Planning Technician position has increased significantly in the last five years due to the Town's continued growth and the inquiries associated with the greater population, as well as additional duties that the department has incurred. Because of the increased workload, these duties currently being completed by planners, which is less than ideal.

Final Thoughts

One of the reasons that Windsor is such a great place to live is that the Town has historically had the luxury of providing a high level of service—from police response to filling potholes, from email replies to resident outreach, from expedited planning review to 24-hour continual snow plowing. The requests for staffing are our best efforts to meet the needs of this great and growing community, and to maintain the high level of service that our residents expect and deserve. Please don't hesitate to let me know if you have any additional questions.

NEW DEPARTMENT REQUESTS FOR 2024/2025 - PREFERENCES

Fund	Dept #	Department	Position / Action	Grade	Salary	Taxes & Benefits	Sub-Total - General Fund	One-Time - Capital Improvement Fund	Total	Notes
1	412	Municipal Court	Part-Time Assistant Municipal Court Clerk	P260	\$35,395	\$4,600	\$39,995	\$3,596	\$43,591	
1	415	Finance	Administrative Specialist - Finance	230	\$46,812	\$33,134	\$79,946	\$3,596	\$83,542	
1	417	Communications	Communications & Engagement Supervisor	280	\$74,668	\$21,430	\$96,098	\$0	\$96,098	
1	417	Communications	Eliminate Part-Time Year Round Communications Technician	P-60	(\$34,344)	(\$4,642)	(\$38,986)	\$0	(\$38,986)	
1	417	Communications	Communications Specialist - Police	260	\$61,709	\$35,888	\$97,597	\$6,276	\$103,873	
1	421	Police	Police Officer or Police Cadet (Pre-Approved by TB as Over-Hires)	Step 4	\$84,078	\$42,064	\$126,142	\$98,776	\$224,918	
1	421	Police	Police Officer or Police Cadet (Pre-Approved by TB as Over-Hires)	Step 4	\$84,078	\$42,064	\$126,142	\$98,776	\$224,918	
1	421	Police	Police Officer - Training Officer	Step 4	\$84,078	\$42,064	\$126,142	\$98,776	\$224,918	
1	421	Police	Police Officer - School Resource Officer (Mid-Year)	Step 4	\$42,039	\$21,032	\$63,071	\$98,776	\$161,847	
1	421	Police	Records Specialist Technician	250	\$56,642	\$34,714	\$91,356	\$4,000	\$95,356	
1	421	Police	Police Services Technician	260	\$61,709	\$35,528	\$97,237	\$4,000	\$101,237	
1	430	Public Works	Director of Public Services	340	(\$157,488)	(\$26,569)	(\$184,057)	\$0	(\$184,057)	
1	431	Engineering	Construction Manager	300	\$90,348	\$40,489	\$130,837	\$51,176	\$182,013	
1	450	Forestry	Part-Time Year Round Horticulture Volunteer Technician	P-60	\$30,532	\$3,968	\$34,500	\$0	\$34,500	
1	450	Forestry	Seasonal Horticultural Technician	S-38	(\$21,518)	(\$2,796)	(\$24,314)	\$0	(\$24,314)	
1	455	Risk Management	Part-Time Admin Assistant	P-180	\$35,395	\$4,600	\$39,995	\$3,596	\$43,591	
					\$574,134	\$327,567	\$901,701	\$471,344	\$1,373,045	

Fund	Dept #	Department	Position / Action	Grade	Salary	Taxes & Benefits	Sub-Total - Other Funds	One-Time - Capital Improvement Fund	Total	Notes
6	471	Engineering	Water Resource Technician	250	\$56,642	\$35,074	\$91,716	\$3,596	\$95,312	
7	482	Sewer Plant	WWTP Superintendant - Overhire (6 Months)	330	\$59,570	\$35,544	\$95,113	\$3,596	\$98,709	
9	453	Open Space	Open Space Lead (Land Acquisition Dependant)	270	\$67,880	\$36,879	\$104,759	\$3,596	\$108,355	
10	491	Fleet	Mechanic Apprentice	220	\$42,556	\$32,810	\$75,366	\$3,596	\$78,962	
10	491	Fleet	Eliminate 20 Hour Part-Time Laborer (Fleet)		(\$21,756)	(\$3,310)	(\$25,066)	\$0	(\$25,066)	
11	492	IT	IT Analyst	250	\$56,639	\$35,073	\$91,712	\$5,776	\$97,488	
17	496	Custodial Services	Facilities Maintenance Technician (Pre-Approved by TB as Over-Hires)	250	\$59,522	\$35,536	\$95,058	\$3,596	\$98,654	
17	497	Facility Maintenance	Facilities Specialist (Pre-Approved by TB as Over-Hires)	210	\$38,006	\$32,079	\$70,085	\$3,596	\$73,681	
21	493	Aquatics	Head Lifeguard	P-70	\$51,480	\$34,244	\$85,724	\$3,596	\$89,320	
21	493	Aquatics	Head Lifeguard	P-70	\$51,480	\$34,244	\$85,724	\$3,596	\$89,320	
21	493	Aquatics	Eliminate 2 x Part-Time Year Round Head Lifeguards	P-30	(\$103,284)	(\$16,409)	(\$119,693)	\$0	(\$119,693)	
21	493	CRC Expansion	Eliminate 2 x 19 Hour Part-Time Program Aides	P-20	(\$30,696)	(\$4,746)	(\$35,442)	\$0	(\$35,442)	
21	493	Recreation	Recreational Specialist Seniors - 28 Hrs per Week	P-70	\$39,405	\$3,369	\$42,775	\$3,596	\$46,371	
21	493	CRC Expansion	Recreation Supervisor - CRC Operations	280	\$74,668	\$37,970	\$112,638	\$3,596	\$116,234	
					\$442,112	\$328,360	\$770,472	\$41,736	\$812,208	

RECLASSIFICATIONS

Fund	Dept #	Department	Position / Action	Grade	Salary	Taxes & Benefits	Sub-Total - General/Other Funds	One-Time - Capital Improvement Fund	Total	Notes
1	412	Municipal Court	Reclass Municipal Court Clerk to Higher Salary Grade	250	\$2,585	\$515	\$3,100	\$0	\$3,100	
1	415	Finance	Reclass of Revenue Technician to Revenue Generalist/Analyst	270	\$6,624	\$1,064	\$7,688	\$0	\$7,688	

1	416	Human Resources	Reclass HR Generalist to HR Generalist II	270	\$8,976	\$1,442	\$10,418	\$0	\$10,418	
1	416	Human Resources	Reclass HR Technician to HR Generalist	260	\$11,121	\$1,787	\$12,908	\$0	\$12,908	
1	416	Human Resources	Reclass of Payroll Technician to Payroll Administrator	280	\$15,765	\$2,533	\$18,298	\$0	\$18,298	
1	417	Communications	Reclass Digital Media Coordinator to Digital Media Administrator	260	\$6,063	\$974	\$7,037	\$0	\$7,037	
					\$51,134	\$8,315	\$59,449	\$0	\$59,449	
6	471	Engineering	Reclass Water Resource Administrator to Water Resource Manager	320	\$7,750	\$1,245	\$8,995	\$0	\$8,995	
10	491	Fleet	Reclass Mechanic I to Parts & Services Coordinator	260	\$11,477	\$1,844	\$13,321	\$0	\$13,321	
11	492	IT	Reclass Systems Administrator to Security & Systems Administrator	300	\$14,799	\$2,378	\$17,177	\$0	\$17,177	
					\$34,026	\$5,467	\$39,493	\$0	\$39,493	

NEW DEPARTMENT REQUESTS FOR 2024/2025 - NON-PREFERRED

Fund	Dept #	Department	Position / Action	Grade	Salary	Taxes & Benefits	Sub-Total - Other Funds	One-Time - Capital Improvement Fund	Total	Notes
1	415	Finance	Grants Coordinator	260	\$61,709	\$35,888	\$97,597	\$3,596	\$101,193	
1	416	Human Resources	Human Resources/Risk Management Administrative Assistant III	250	\$56,642	\$35,074	\$91,716	\$3,596	\$95,312	
1	419	Planning	Planning Technician	250	\$56,642	\$35,074	\$91,716	\$3,596	\$95,312	
1	421	Police	Police Officer or Police Cadet	Step 4	\$84,078	\$42,064	\$126,142	\$98,776	\$224,918	
1	421	Police	Police Officer or Police Cadet	Step 4	\$84,078	\$42,064	\$126,142	\$98,776	\$224,918	
1	421	Police	Police Officer or Police Cadet	Step 4	\$84,078	\$42,064	\$126,142	\$98,776	\$224,918	
1	421	Police	Police Officer or Police Cadet	Step 4	\$84,078	\$42,064	\$126,142	\$98,776	\$224,918	
1	431	Engineering	Civil Engineer III	310	\$99,384	\$41,941	\$141,325	\$6,176	\$242	
1	418	Legal Services	Assistant Town Attorney	320	\$108,308	\$43,375	\$151,683	\$3,596	\$155,279	
1	417	Communications	Reclass PTYR Communications Technician to Communications Coordinator	250	\$22,305	\$24,636	\$46,941	\$0	\$46,941	
1	451	Recreation	Recreation Supervisor - Events & Sponsorships	280	\$74,668	\$37,970	\$112,638	\$3,596	\$116,234	
					\$815,970	\$422,213	\$1,238,183	\$419,260	\$1,510,184	

HISTORICAL BUDGET STAFFING ADDITIONS

2019 – Added Net 20.3 FTE - \$2,101,643 (Includes \$506,090 in One-Time Costs)

ACTION	DEPT.	FTE CHANGE	POSITION	SALARY	BENEFITS & PAYROLL TAXES	TOTAL COMMITMENT
New Position	Planning	1.0	Director of Community Development begin Apr 1	\$ 95,205	\$ 24,871	\$ 120,076
New Position	Public Works	1.0	Director of Public Services begin Jul 1	\$ 63,470	\$ 16,549	\$ 80,019
New Position	Town Clerk	1.0	Director of Administrative Services begin Jan 1	\$ 126,940	\$ 32,998	\$ 159,938
Reclassification	Police	4.0	Patrol Officer (4)	\$ 240,000	\$ 90,662	\$ 330,662
New Position	Police	1.0	Police Investigator	\$ 60,000	\$ 28,116	\$ 88,116
New Position	Police	1.0	Police Community Service Officer (CSO)	\$ 45,364	\$ 15,068	\$ 60,432
New Position	Police	1.0	Police Records Clerk	\$ 39,520	\$ 23,643	\$ 63,163
New Position	Police	0.5	Police School Resource Officer RE-4 1/2 share start Aug (0.5 FTE)	\$ 12,500	\$ 3,286	\$ 15,786
New Position	CRC	1.0	Recreation Coordinator of Events & Sponsorships	\$ 42,000	\$ 23,900	\$ 65,900
New Position		1.0	Administrative Analyst	\$ 54,000	\$ 25,193	\$ 79,193
New Position	Facilities	1.0	Facilities Maintenance Technician	\$ 41,000	\$ 12,720	\$ 53,720
New Position	IT	1.0	IT Technical Support Analyst	\$ 73,569	\$ 0	\$ 73,569
New Position	IT	1.0	IT Security Analyst	\$ 65,475	\$ 23,438	\$ 88,913
New Position	Water	1.0	Utility Technician	\$ 45,000	\$ 24,165	\$ 69,165
New Position	Facilities	1.0	Facilities Manager	\$ 53,000	\$ 22,303	\$ 75,303
Upgrade	Public Works	0.7	Public Works Administrative Assistant (0.7 FTE)	\$ 32,381	\$ 3,222	\$ 35,603
Upgrade	CRC	0.5	Facilities Specialist (2) from 30hrs to 40hrs (0.5 FTE)	\$ 32,364	\$ 5,244	\$ 37,608
Upgrade	CRC	0.2	Dishwasher (0.2 FTE)	\$ 4,798	\$ -	\$ 4,798
Upgrade	IT	0.4	GIS Technician from PT to FT (0.4 FTE)	\$ 25,139	\$ 23,766	\$ 48,905
Upgrade	IT	0.7	Information Technology Intern (0.7 FTE)	\$ 20,000	\$ 1,990	\$ 21,990
Upgrade	Recreation	0.3	Recreation Administrative Assistant - PT to FT (0.3 FTE)	\$ 12,804	\$ 9,889	\$ 22,693
20.3 ADDITIONAL PERSONNEL COSTS				\$ 1,184,529	\$ 411,024	\$ 1,595,553

2020 – Added Net 11.0 FTE - \$1,060,588 (Includes \$269,380 in One-Time Costs)

ACTION	DEPT.	POSITION	SALARY	FTE CHANGE	BENEFITS & PAYROLL TAXES	TOTAL COMMITMENT
New Position	Finance	Payroll Clerk - Finance	\$ 40,400	1.0	\$ 27,089	\$ 67,489
New Position	Human Resources	Human Resources Technician	\$ 42,000	1.0	\$ 27,361	\$ 69,361
New Position	Communications	Communications Coordinator	\$ 45,000	1.0	\$ 27,869	\$ 72,869
Reclassification	Communications	PT Visual Media Coordinator to FT Visual Media Coordinator	\$ 17,237	1.0	\$ 23,165	\$ 40,402
New Position	Planning	Permit Technician / Admin Support - Planning	\$ 45,000	1.0	\$ 27,869	\$ 72,869
New Position	Planning	Planning Technician	\$ 45,000	1.0	\$ 27,869	\$ 72,869
New Position	Police	Patrol Officer	\$ 63,000	1.0	\$ 33,441	\$ 96,441
New Position	Police	Patrol Officer (Overhire)	\$ 63,000	1.0	\$ 33,441	\$ 96,441
New Position	Streets	Equipment Operator - Storm Drainage Technician .50 FTE	\$ 20,200	0.5	\$ 13,545	\$ 33,745
New Position	Open Space	Open Space & Trails Technician (New Title)	\$ 40,400	1.0	\$ 27,089	\$ 67,489
New Position	Sewer	WWTP Operator C	\$ 40,400	1.0	\$ 27,089	\$ 67,489
New Position	Storm Drainage	Equipment Operator - Storm Drainage Technician .50 FTE	\$ 20,200	0.5	\$ 13,545	\$ 33,745
ADDITIONAL PERSONNEL COSTS			\$ 481,837	11.0	\$ 309,371	\$ 791,208

2021 – Added Net 6.0 FTE - \$454,484 (Includes \$30,000 in One-Time Costs)

ACTION	DEPT.	POSITION	FTE CHANGE	SALARY	BENEFITS & PAYROLL TAXES	TOTAL COMMITMENT
New Position	Police	Records Specialist Technician	1.0	\$ 48,500	\$ 26,716	\$ 88,472
New Position	Police	Investigative Technician (Mid Year Hire)	1.0	\$ 28,735	\$ 14,125	\$ 56,116
New Position	Water	Parks Technician/Irrigation Specialist	1.0	\$ 40,400	\$ 25,665	\$ 74,141
New Position	Custodial Services	Custodian	1.0	\$ 28,080	\$ 24,961	\$ 53,041
Unfrozen Vacancy	Planning	Permit Technician / Admin Support - Planning	1.0	\$ 43,930	\$ 27,626	\$ 79,632
Unfrozen Vacancy	Planning	Planning Technician	1.0	\$ 40,400	\$ 25,606	\$ 74,082
ADDITIONAL PERSONNEL COSTS			6.0	\$ 230,045	\$ 144,699	\$ 425,484

2022 – Added Net 21.12 FTE - \$2,092,209 (Includes \$512,250 in One-Time Costs)

ACTION	FTE CHANGE	DEPT.	POSITION	SALARY	BENEFITS & PAYROLL TAXES	TOTAL COMMITMENT
New Position	1.0	Police	Police Sergeant	\$ 89,723	\$ 38,786	\$ 217,115
New Position	1.0	Police	Police Sergeant	\$ 89,723	\$ 38,786	\$ 217,115
New Position	1.0	Police	Patrol Officer - Parks Specific	\$ 65,000	\$ 33,677	\$ 187,283
New Position	1.0	Police	Patrol Officer - Mid Year Hire	\$ 32,500	\$ 16,858	\$ 137,964
New Position	1.0	Police	Patrol Officer - Mid Year Hire	\$ 32,500	\$ 16,858	\$ 137,964
New Position	1.0	Police	Administrative Supervisor	\$ 60,000	\$ 30,244	\$ 93,840
New Position	1.0	Police	Media Technician	\$ 45,800	\$ 27,877	\$ 79,953
New Position	1.0	Police	Administrative Assistant - Mid Year Hire	\$ 17,900	\$ 13,125	\$ 34,621
New Position	(1.0)	Police	Police Commander - Vacancy Savings for 1 Year	\$ (114,511)	\$ (43,909)	\$ (158,420)
New Position	1.0	Communications	Visual Media Coordinator	\$ 50,400	\$ 28,644	\$ 85,320
New Position	1.0	Communications	Digital Media Coordinator	\$ 50,400	\$ 28,644	\$ 85,320
New Position	1.0	Economic Development	Economic Recovery Coordinator	\$ 35,800	\$ 26,210	\$ 65,606
New Position	1.0	Finance	Payroll Clerk	\$ 45,800	\$ 27,877	\$ 77,273
New Position	(1.0)	CRC Expansion	Facilities Specialist - Elimination of Position	\$ (30,181)	\$ (25,274)	\$ (55,455)
New Position	(1.0)	CRC Operations	Facilities Specialist - Elimination of Position	\$ (30,930)	\$ (25,398)	\$ (56,328)
New Position	1.0	IT	Application System Administrator	\$ 58,600	\$ 30,010	\$ 94,386
New Position	1.0	IT	GIS Specialist	\$ 64,500	\$ 30,994	\$ 101,670
New Position	1.0	Legal Services	Assistant Town Attorney - Reclassification to 40 Hours (1.0FTE)	\$ 12,654	\$ 2,050	\$ 14,704
New Position	1.0	Parks	Parks Supervisor	\$ 58,000	\$ 29,910	\$ 91,506
New Position	1.0	Parks	Volunteer Coordinator	\$ 45,800	\$ 27,877	\$ 77,273
New Position	1.0	Planning	Administrative Assistant	\$ 37,600	\$ 26,510	\$ 67,706
New Position	1.0	Planning	Transportation Planner/Engineer	\$ 102,850	\$ 37,385	\$ 146,411
New Position	0.5	Sewer System	Hybrid Utility Technician (.5 FTE)	\$ 17,900	\$ 13,105	\$ 32,803
New Position	1.0	Sewer System	Utility Technician/GIS Locator Duties	\$ 45,000	\$ 27,744	\$ 72,744
New Position	1.0	Streets	Equipment Operator/GIS Locator Duties	\$ 45,000	\$ 27,744	\$ 72,744
New Position	1.0	Streets	Hybrid Equipment Operator/Maintenance Technician	\$ 35,800	\$ 26,210	\$ 65,606
New Position	0.5	Water System	Hybrid Utility Technician (.5 FTE)	\$ 17,900	\$ 13,105	\$ 32,803
New Position	1.0	Water System	Utility Technician/GIS Locator Duties	\$ 45,000	\$ 27,744	\$ 72,744
21.0				\$1,026,528	\$ 553,391	\$ 2,092,269

2023 – Added Net 4.0 FTE - \$583,970 (Includes \$266,020 in One-Time Costs)

ACTION	FTE CHANGE	DEPT.	POSITION	SALARY	BENEFITS & PAYROLL TAXES	TOTAL COMMITMENT
New Position	1.0	Police	Police Officer (2022 Hire)	\$ 65,000	\$ 32,518	\$ 183,794
New Position	1.0	Police	Police Officer (2022 Hire)	\$ 65,000	\$ 32,518	\$ 183,794
New Position	1.0	Police	Police Officer (2022 Hire)	\$ 65,000	\$ 32,518	\$ 183,794
New Position	(1.0)	Police	Police Commander	\$ (120,326)	\$ (45,182)	\$ (165,508)
New Position	1.0	Fleet Services	Fleet Mechanic	\$ 45,800	\$ 27,464	\$ 76,860
New Position	1.0	Water & Sewer	Utilities Superintendent	\$ 84,000	\$ 33,640	\$ 121,236
4.0				\$ 204,474	\$ 113,476	\$ 583,970

2024 – Added Net 12.0 FTE - \$1,449,029 (Includes \$213,336 in One-Time Costs)

ACTION	FTE CHANGE	DEPARTMENT	POSITION	SALARY	BENEFITS & PAYROLL TAXES	TOTAL COMMITMENT
New Position	1.0	Communications	PTYR Communications Technician	\$ 33,226	\$ 3,107	\$ 36,333
New Position	1.0	Human Resources	Human Resources Business Partner - PD	\$ 80,135	\$ 31,075	\$ 114,806
New Position	1.0	Parks	Parks Supervisor	\$ 74,668	\$ 30,236	\$ 108,500
New Position	1.0	Parks	Parks Technician II	\$ 56,642	\$ 27,469	\$ 87,707
New Position	1.0	Parks	Parks Technician II	\$ 56,642	\$ 27,469	\$ 87,707
Eliminated Position		Parks	4 x PTYR Park Maintenance Technicians	\$ (141,620)	\$ (13,241)	\$ (154,861)
New Position	1.0	Police Services	Administrative Analyst	\$ 51,493	\$ 29,364	\$ 84,413
New Position	1.0	Police Services	Neighborhood Services Supervisor	\$ 80,135	\$ 31,075	\$ 159,986
New Position	1.0	Police Services	Police Commander	\$ 138,246	\$ 44,143	\$ 273,665
New Position	1.0	Sewer Plant	WWTP Operator D	\$ 46,811	\$ 25,960	\$ 76,367
New Position	1.0	Storm Drainage	Storm Drainage Inspector	\$ 47,385	\$ 26,048	\$ 114,433
New Position	1.0	Streets	Construction Manager	\$ 70,000	\$ 32,299	\$ 105,855
New Position	1.0	Town Clerk	Assistant Town Clerk	\$ 56,642	\$ 27,469	\$ 87,707
New Position	1.0	Town Manager	Deputy Town Manager	\$ 172,817	\$ 45,302	\$ 221,715
Eliminated Position	1.0	Water	Utilities Seasonal	\$ (23,406)	\$ (2,188)	\$ (25,594)
Reclassifications		Multiple	8 x Reclassifications	\$ 63,249	\$ 7,041	\$ 70,290
	12.0		ADDITIONAL PERSONNEL COSTS	\$ 863,065	\$ 372,628	\$ 1,449,029

2025 – Adding Net 20.0 FTE - \$2,284,194 (Includes \$513,080 in One-Time Costs)



MEMORANDUM

Date: September 9, 2024
To: Mayor and Town Board
From: Eric Lucas, Deputy Town Manager
Re: Remodel Estimates for Old Police Department - E. Lucas, Deputy Town Manager
Item #: 3.

Background / Discussion:

Part of our ongoing strategic plan is to assess and address long-term facility needs for our growing community. This effort began prior to the opening of phase II of the Public Services campus in February 2020. That building included growth space for Public Works and Parks that is currently occupied by the Human Resources and IT Departments. When construction began on the new police station, we undertook a facility needs study to determine what would be the best use for the old police station. That work began in 2023 and concluded in early 2024.

In that study we identified several immediate priorities and others that will become pressing in the coming years. The first identified priority was the need to create a community development hub that houses planning, engineering and economic development. This would create a one-stop shop for everything development related. Other needs that will become higher priorities in the coming years include the need to relocate HR and IT to Town Hall in order to enable Parks and Public Works to occupy their designed growth space.

At the work session, staff will review the plan in greater detail along with cost estimate options to renovate the old police station into the community development center. The Board may recall that the plan includes an option to build a new accessible board chambers and courtroom. I have included the proposed project plans showing renovation and traffic flow on the site as well as details on the planned usage for the interior of the facility. Of note, the facility includes enough space for current and future staff well into the future, along with adequate meeting space.

Financial Impact:

Relationship to Strategic Plan:

Goal 1.4 Assess and Address Long Term Capital Facility Needs

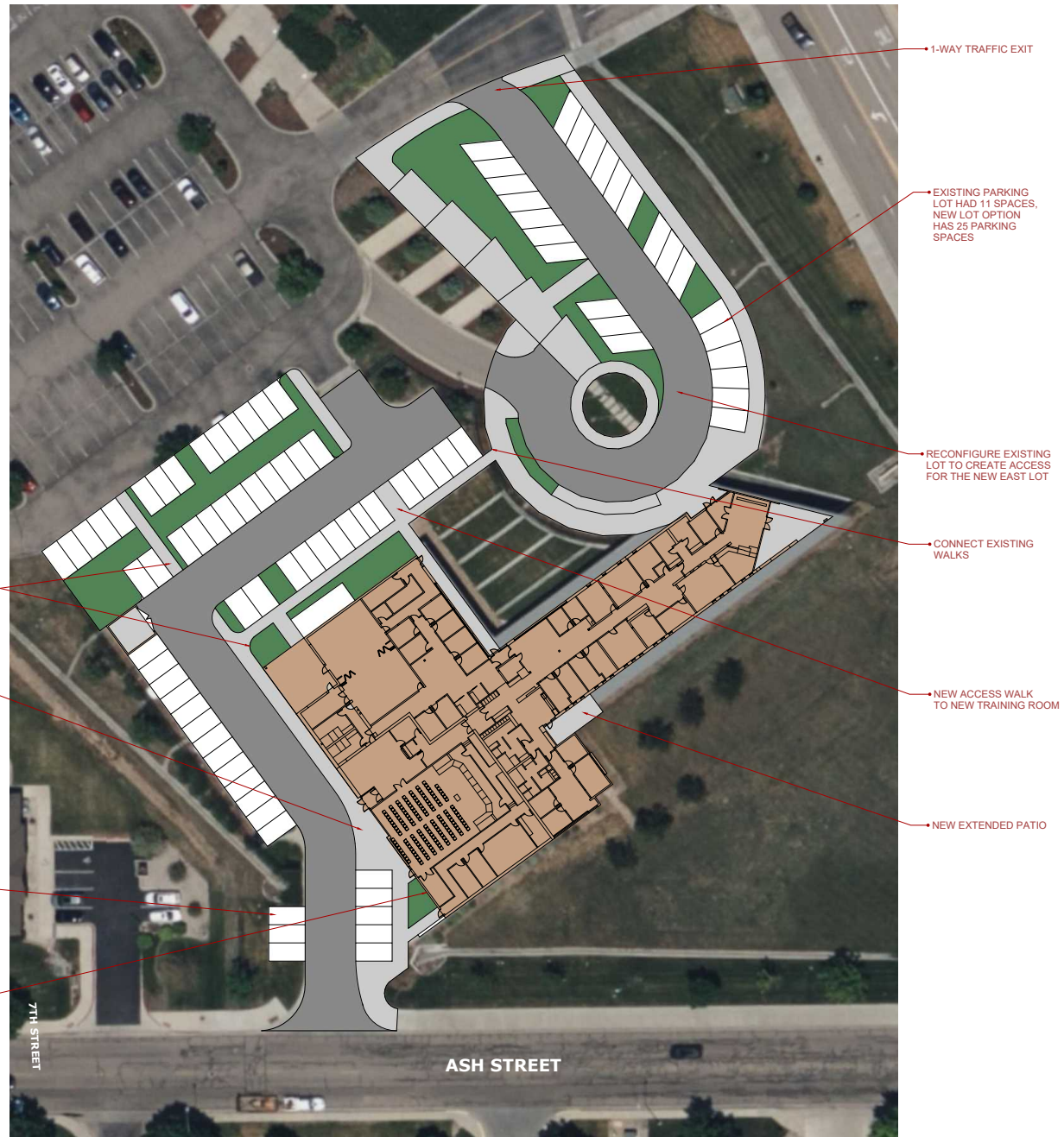
Recommendation:

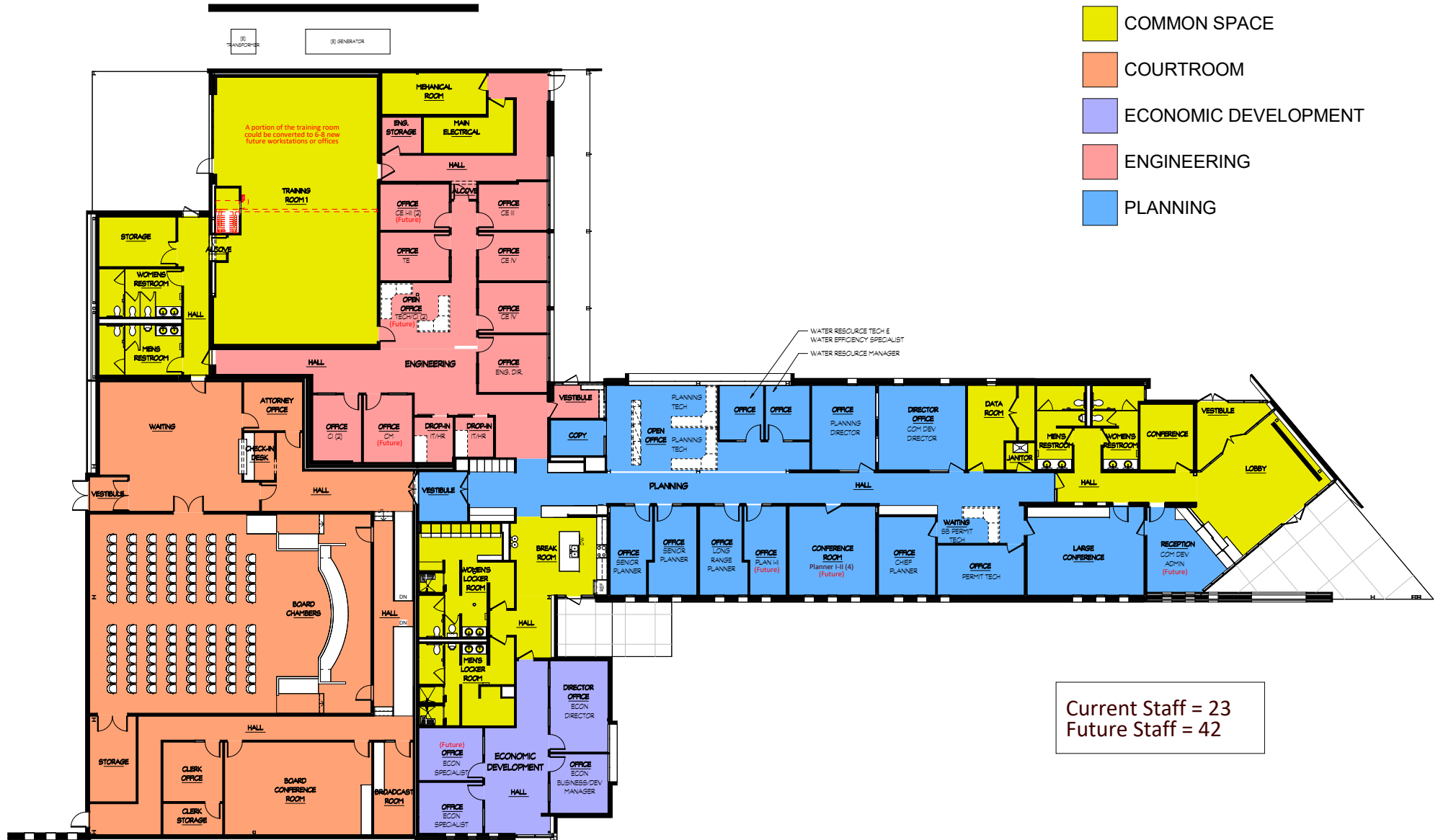
Provide feedback to staff and consider the project as part of the 2025 Capital Projects during budget presentations.

CC:

Attachments:

1. September Board Packet Drawings







FUTURE TOWN BOARD MEETINGS

September 16, 2024 5:30 p.m.	Town Board Work Session Budget: Capital Improvement Projects
September 23, 2024 5:30 p.m.	Town Board Work Session Liquor Licensing Legislative Update Downtown Parking Plan Land Use Legislative Updates
September 23, 2024 7:00 p.m.	Town Board Regular Meeting
September 30, 2024	Canceled for the 5 th Monday
October 5, 2024 (Saturday)	Budget: Operating Requests
October 7, 2024	Canceled for the 1 st Monday
October 14, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Compensation Study Overview and Presentation
October 14, 2024 7:00 p.m.	Town Board Regular Meeting
October 21, 2024 5:30 p.m.	Town Board Work Session Budget: Utility Rates for 2025
October 28, 2024 5:30 p.m.	Town Board Work Session Metro/Special District 101 Discussion
October 28, 2024 7:00 p.m.	Town Board Regular Meeting
November 4, 2024 5:30 p.m.	Town Board Work Session Budget Follow-up Discussion SB 131: Prohibiting Firearms in Sensitive Spaces Discussion
November 11, 2024	Canceled for Veteran's Day Holiday
November 18, 2024 5:30 p.m.	Town Board Work Session Budget Wrap-up/Revisions Windsor Severance Fire Rescue Impact Fees Update
November 25, 2024 5:30 p.m.	Town Board Work Session

November 25, 2024 7:00 p.m.	Town Board Regular Meeting
December 2, 2024 5:30 p.m.	Town Board Work Session
December 9, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
December 9, 2024 7:00 p.m.	Town Board Regular Meeting
December 16, 2024	Canceled
December 23, 2024	Canceled
December 30, 2024	Canceled

Future Work Session Topics

- Development Map (15 minutes)
- Water 101 (January)