



**TOWN BOARD WORK SESSION**  
September 24, 2012 – 5:30 P.M.  
301 Walnut Street, Windsor, CO 80550

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.

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**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 who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.**

**AGENDA**

1. Compensation Plan/Salary Discussion – K. Arnold
2. Future Meetings agenda
3. Adjourn



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## MEMORANDUM

**Date:** September 19, 2012  
**To:** Mayor and Town Board  
**From:** Kelly Arnold, Town Manager  
**Re:** 2013 Town Personnel – Position Classification, Compensation Plan, Benefits and Merit  
**Item:** Work Session (**STARTS @ 5:30 PM**)

### **Background / Discussion:**

At the September 10<sup>th</sup> work session, Town Board was presented a draft Classification and Compensation Plan. Based upon the discussion and questions, there was no conclusion on the Town Board's position regarding the Plan. In order to facilitate budget discussion and adoption, this work session is focused on gaining a Town Board position relative to the Plan. Also, if time allows I am providing further information regarding benefits, possible Town positions/adjustments, and merit for the 2013 budget.

At the work session Lorraine Trotter presented the Plan. As part of that presentation she indicated that there were a couple of positions that she wanted to discuss with Police Chief Michaels. That discussion has occurred and both Lorraine and Chief Michaels are recommending that the position of Police Sergeant be re-classified to Police Lieutenant. This fits better with their duties compared to other organizations. Also, re-classifying them to this position will make them exempt and not qualify for overtime. In addition, it is recommended that Police Corporal position be eliminated and those in that position be re-classified as Police Sergeant. The cost of this recommendation was included in the cost presented at the work session. A new draft pay plan will be distributed on Monday night with those two changes.

*Position Classification:* As presented this is the third year of a three part study of most of the positions for the Town of Windsor. The previous two classification studies, completed in 2010 and 2011, were adopted and implemented. At this point, I do not anticipate an additional comprehensive study except for a couple of positions next year that have not been completed in the past three years. If this is adopted, then most all Town employees will be classified in their current positions in a fair and equitable manner.

*Compensation Plan:* Every two years we study the salary plan to check for the prevailing rate comparisons. In order to meet the results of the new salary plan the adjustment to have all employees at minimum would cost just over \$54,000.

If the Town Board agrees with the methodology of the salary survey, then there are two basic questions that need to be answered by the Town Board.

**Question #1: Does the Town Board agree with its Permanent Prevailing Rate Salary Policy which states: "It is the policy of the Town of Windsor to pay its employees at or**

**above the prevailing rates paid for similar work by the employers with whom we compete for quality staff, if financially able, based on the average rates of the comparable regional public employers and Windsor-area private employers.”**

This has been the standing policy since 1999 except for the “Windsor-area private employers.” Lorraine has indicated that it is now very difficult to gain private sector comparison information and as a result the private sector has not been used for several years in the comparison. If the Board believes that the private sector does have a different pay scale for similar positions then the Board may want to discuss how to discount/increase the wage survey based upon that belief. If the private sector survey serves no purpose to the study, then the policy may need to be adjusted.

If the Board believes that the policy is still a viable policy, then the next question should be answered.

**Question #2: Does the Town Board believe that the Town can adopt for 2013 the “...if financially able...” part of the policy statement.** There may be a wide variety of reasons the Town Board may not be able to support the study this year for financial reasons. The cost of implementing the Plan is \$54,000 which is just under 1% increase in our overall personnel costs.

*Benefits Adjustments:* During the recent work session, staff provided an analysis and comparison of benefits using similar techniques to the compensation study. Last year the Town adjusted medical insurance by making singles pay. In addition, the Town saved \$88,000 by changing health insurance companies (to a self-insured public employer’s pool) and adjusting the health insurance program. This year the recommendation by staff was to fund the minor increase in health insurance (\$31,000 for half year) and other minor increases and adjustments to dental, vision, short-term disability, and long-term disability. The total cost for those adjustments is \$38,500 in 2013.

The benefit survey also indicated that the Town’s participation into the employee’s 401a plan may be low, but the Town Manager does not recommend any adjustment to that participation level unless the Town Board wants to do that instead of any merit increase in 2013.

*New Positions in 2013 and adjustments:* There were a few requests for new or adjusted positions by departments in this year’s budget development. Evaluation of the requests is being finalized but for now there are four that are under consideration for final recommendation. The positions and adjustments that will probably be recommended are:

- Additional full-time Lead Park Maintenance Technician – this position has been planned for the past year as up to four new parks are constructed in the next 6 months. The total cost (salary and benefits) for this position is \$49,400.

- Moving a part-time Mechanic Assistant to full-time Fleet Mechanic – this position is warranted and the additional cost of going from part-time to full-time benefitted is \$23,540.
- Eliminating two to four part-time front desk positions for one full-time building service attendant – this would provide additional service that is needed for all hours at the Recreation Center. At this time it appears that this is no net cost and may be a cost reduction.
- Forestry and Aquatics Divisions – Based upon historical use and further review these two divisions, the budget will recommend a total decrease of \$33,000 in part-time funds.

*Merit:* Every year the Board considers a merit increase for employees based upon performance. If there is a merit increase the Board budgets for an average percentage increase. In 2009 and 2010, no merit increases were provided. In 2012, a 2.75% merit increase was budgeted.

This year, if the Town Board decides to budget a merit increase, the cost of 1% merit increase with benefits is \$61,500. So a 2% increase is \$123,000 and so on.

**Financial Impact:**

Summary of costs above in 2013 budget:

- Compensation Plan - \$54,000
- Benefit Adjustments - \$38,500
- New Personnel Adjustments – \$39,000 or less
- Merit - TBD

**Relationship to Strategic Plan:**

Continuing to support PRIDE the core employee beliefs by recognizing value of efficient and effective personnel.

**Recommendation:**

It is recommended that the Town Board provide positive support for the compensation plan and benefit adjustments for implementation in the 2013 budget. Additional Town personnel adjustments and merit should be further discussed during the October 6<sup>th</sup> budget work session.

**Attachments:**

Any further information will be distributed during the Town Board meeting.



## FUTURE TOWN BOARD MEETINGS

Work Sessions & Regular Meetings will be held in the Board Chambers unless otherwise noted.

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October 1, 2012 6:00 p.m.	Town Board Work Session Boardwalk Park review – M. Chew & J. Michaels Davis seepage pipe overview – K. Arnold, I. McCargar, D. Wagner I-25/SH392 agreements and fee implementation discussion – J. Frey
October 8, 2012 5:30 p.m.	Board/Manager/Attorney Monthly Meeting Discussion of golf carts on public streets – J. Michaels & I. McCargar
October 8, 2012 7:00 p.m.	Town Board Meeting
October 15, 2012 6:00 p.m.	Town Board Work Session Community Recreation Center ad hoc committee report – D. Moyer & T. Fotsch
October 22, 2012 6:00 p.m.	Town Board Work Session Budget Wrap Up DDA Budget Presentation
October 22, 2012 7:00 p.m.	Town Board Meeting
October 29, 2012	Fifth Monday
November 5, 2012 6:00 p.m.	Town Board Work Session Dormant Land Use Projects Update – J. Plummer Liquor licensing - fee review & collection of occupation tax – P. Garcia
Tuesday, November 13, 2012 Windsor High School – Fireside Room 5:30 p.m.	Joint meeting with Fire, School and Library Districts
Tuesday, November 13, 2012 6:30 p.m.	Kern Board Meeting
Tuesday, November 13, 2012 7:00 p.m.	Town Board Meeting
November 19, 2012 6:00 p.m.	Town Board Work Session Economic Development Update – S. Johnson
November 26, 2012 6:00 p.m.	Town Board Work Session
November 26, 2012 7:00 p.m.	Town Board Meeting
October 4, 2012 4:00 p.m. Loveland, CO	<b><u>Additional Events</u></b> CML Fall District Meeting (RSVP's required) – Attending: Jeremy Rose, Ivan Adams, Don Thompson, Kristie Melendez
October 6, 2012 CRC	Budget work session
October 13, 2012 12:30 p.m. 31725 Great Western Drive	Windsor Readiness Center Ribbon Cutting –Attending: Robert Bishop-Cotner, Don Thompson, Kristie Melendez, Ivan Adams, John Vazquez
None at this time.	<b><u>Future Work Session Topics</u></b>