



TOWN BOARD REGULAR MEETING
December 8, 2014 - 7:00 P.M.
Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
4. Board Liaison Reports
 - Mayor Pro Tem Baker – Water & Sewer Board; North Front Range/MPO alternate
 - Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority
 - Town Board Member Melendez – Downtown Development Authority; Chamber of Commerce
 - Town Board Member Rose – Clearview Library Board
 - Town Board Member Bishop-Cotner – Historic Preservation Commission; Planning Commission
 - Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
 - Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO
5. Invited to be Heard

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided in the foyer of the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Town Board.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Written comments are welcome and should be given to the Deputy Town Clerk prior to the start of the meeting.

B. CONSENT CALENDAR

1. Minutes of the November 24, 2014 Regular Town Board Meeting – B. Roome
2. Resolution No. 2014-77 - A Resolution of The Windsor Town Board Pursuant to Section 9.1 (A) Town of Windsor Home Rule Charter Reaffirming the Appointment of and Amending The Terms of Representation Between The Town of Windsor and Town Attorney Ian D. McCargar
3. Resolution No. 2014-78 - A Resolution Ratifying, Approving, and Confirming the Terms and Conditions of the Employment Agreement, as Amended, Between the Town of Windsor and Town Manager Kelly E. Arnold
4. Report of Bills – November 2014 – D. Moyer

C. BOARD ACTION

1. Public Hearing - Compliance with a Conditional Use Grant approved in 2013 for the property located at 217 2nd Street, Lot 17, Burlington Subdivision
 - Staff presentation: Ian D. McCargar, Town Attorney
2. Resolution No. 2014 –79 - A Resolution Supporting the Efforts of the Windsor Housing Authority in Seeking Financial Support from the Colorado Department of Local Affairs with Respect to Phase 2 of the Windsor Meadows Workforce Housing Project, and Specifying the Financial Support Available from the Town for the Benefit of the Windsor Housing Authority in Conjunction Therewith.
 - Legislative action
 - Staff presentation: Ian D. McCargar, Town Attorney
3. Resolution No. 2014-80 - A Resolution Establishing Rates For Town Of Windsor Water Service Customers, And Authorizing The Implementation Of Such Rates
 - Legislative action
 - Staff presentation: Dean Moyer, Director of Finance
4. October Financial Report
 - Staff presentation: Dean Moyer, Director of Finance

D. COMMUNICATIONS

1. Communications from the Town Attorney
2. Communications from Town Staff
3. Communications from the Town Manager
4. Communications from Town Board Members

E. ADJOURN



TOWN BOARD REGULAR MEETING

November 24, 2014 - 7:00 P.M.

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

MINUTES

A. CALL TO ORDER 7:08 pm

1. Roll Call

Mayor
Mayor Pro Tem

John Vazquez
Myles Baker
Christian Morgan
Jeremy Rose
Kristie Melendez
Ivan Adams

Absent:

Robert Bishop-Cotner

Also present:

Town Manager
Town Attorney
Assistant to the Town Manager/Town Clerk
Director of Finance
Chief of Police
Director of Parks
Director of Engineering
Director of Planning
Associate Planner
Management Assistant
Arts and Heritage Manager

Kelly Arnold
Ian McCargar
Patti Garcia
Dean Moyer
John Michaels
Melissa Chew
Dennis Wagner
Joe Plummer
Josh Olhava
Kelly Unger
Andrew Dunehoo

2. Pledge of Allegiance

Town Board Member Morgan led the Pledge of Allegiance.

3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

Town Board Member Melendez motioned to approve the agenda as presented; Mayor Pro Tem Baker seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

4. Board Liaison Reports

- Mayor Pro-Tem Baker – Water & Sewer Board
Mayor Pro Tem Baker stated the Water & Sewer Board met last week to review the budget. Several Town Directors were there to answer any questions from Board members in regards to the proposed budget.
- Town Board Member Morgan – Parks, Recreation & Culture (PReCAB); Great Western Trail Authority (GWTA)
Town Board Member Morgan reported that neither board met since his last report. There are members of PReCAB here tonight and he is glad to see them in attendance
- Town Board Member Melendez – Downtown Development Authority (DDA); Chamber of Commerce

Town Board Member Melendez reported that the DDA met last week and they approved their 2015 budget including increasing their mils to 3 for 2015. In December, they are discussing back lots and the mill feasibility study and deciding the next steps for those properties. In February they are planning a four hour Board retreat. At the retreat they will create strategic plans for next 2 to 5 years. Last, they are looking at what it might look like to incorporate Wi-Fi into downtown.

The Chamber of Commerce Windsor Wonderland is coming to Town on 12/6/14 and Santa Claus is arriving by train. The event runs from 12:00 pm – 5:00 pm on 5th Street by the museum.

- Town Board Member Rose - Clearview Library Board
Town Board Member Rose report they met Wednesday and had the second reading of their budget. They approved changing their current Internet Service Provider to a fiber optic plan of 80 mega-bits. Last they looked at options regarding a proposed expansion of the library and if they want to consider it or not.
- Town Board Member Bishop-Cotner –Historic Preservation Commission; Planning Commission
No report - Absent
- Town Board Member Adams – Poudre River Trail Corridor Board (PRTCB); Tree Board
Town Board Member Adams reported that the Tree Board meets tomorrow and it is a lengthy agenda.

PRTB also haven't met for a couple of months but had a volunteer appreciation function which was well attended.

- Mayor Vazquez – Windsor Housing Authority (WHA); North Front Range/MPO
Mayor Vazquez reports that the North Front Range MPO will meet in December and will have board elections for the 2015 year.

WHA updated with events happening there.

5. Public Invitation to be Heard

Mayor Vazquez opened the meeting for public comment, there was none.

Mr. Arnold recognized Patti Garcia for her Colorado Municipal Clerks Association award that she received last week at their annual conference for “Outstanding Contributions to her Municipality” for 2014.

B. CONSENT CALENDAR

1. Minutes of the November 10, 2014 Regular Town Board Meeting – P. Garcia
2. Advisory Board Appointment – P. Garcia
3. Resolution 2014-69 - A Resolution Appointing the Presiding Judge and Associate Judge for the Town Of Windsor Municipal Court, and Confirming the Term of Office for Each – I. McCargar

4. Resolution No. 2014-70 - Resolution Approving Deed of Dedication and Temporary Construction Easement from Extraction Oil & Gas, LLC, to the Town Of Windsor, and Authorizing the Mayor to Execute Same – I. McCargar
5. Resolution No. 2014-71 - A Resolution Approving The Expansion Of The Future Inclusion Area Of The Amended Consolidated Service Plan For Great Western Metropolitan Districts NOS. 1-7 – I. McCargar

Town Board Member Melendez motioned to approve the Consent Calendar as presented; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

C. BOARD ACTION

NOTE: The official record of this evening's proceedings shall include the application, staff memos and recommendations, packet materials and supporting documents, and all testimony received for the following Board Action items.

1. Ordinance No. 2014-1487 – An Ordinance Amending the Design Criteria and Procedures in Article XIII, Chapter 17 of the Windsor Municipal Code for the purpose of adding language pertaining to design criteria for large entertainment establishments
Super-majority vote required for adoption on second reading
 - Second reading
 - Legislative action
 - Staff presentation: Josh Olhava, Associate Planner

Staff Presentation:

Town Board Member Melendez motioned to approve Ordinance 2014-1487; Town Board Member Morgan seconded the motion.

Staff Presentation:

Per Mr. Olhava, at the November 10, 2014 regular meeting, the Town Board approved Ordinance No. 2014-1487 on first reading and a super majority vote is required to approve on second reading. Staff recommends that the Town Board approve Ordinance No. 2014-1487 on second reading as presented.

Mayor Vazquez asked if there have been any significant changes since first reading.

Per Mr. Olhava no changes have been made since the first reading.

Public Comment:

Mayor Vazquez opened the meeting for public comment to which there was none.

Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

2. Ordinance No. 2014-1488 – An Ordinance Amending the Sign Regulations in Article IX, Chapter 16 of the Windsor Municipal Code for the purpose of adding language pertaining to the design criteria for signs that contain electronic message centers
Super-majority vote required for adoption on second reading

- Second reading
- Legislative action
- Staff presentation: Josh Olhava, Associate Planner

Mayor Pro Tem Baker motioned to approve Ordinance 2014-1488; Town Board Member Morgan seconded the motion.

Staff Presentation:

Per Mr. Olhava, at the November 10, 2014 regular meeting, the Town Board approved Ordinance No. 2014-1488 on first reading and a super majority vote is required to approve on second reading.

Staff recommends that the Town Board approve Ordinance No. 2014-1488 on second reading as presented.

Mayor Vazquez asked if there have been any significant changes since first reading.

Per Mr. Olhava no changes have been made since the first reading.

Public Comment:

Mayor Vazquez opened the meeting for public comment to which there was none.

Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

3. Ordinance No. 2014-1489 - Ordinance Annexing Certain Municipally-owned Land Pursuant to the Provisions of § 31-12-106, C.R.S.
 - First reading
 - Legislative action
 - Staff presentation: Ian D. McCargar, Town Attorney

Town Board Member Melendez motioned to approve Ordinance 2014-1489; Town Board Member Adams seconded the motion.

Staff Presentation:

Per Mr. McCargar, the annexation of certain Municipally-owned land is presented for approval and, assuming final adoption, will bring the Kyger property into Windsor. Annexation of municipally-owned property is governed by § 31-12-106, C.R.S., under which the annexation of the Kyger property may be accomplished by ordinance. No public hearings or publication is required. In short, this annexation ordinance is handled just as any other ordinance under the Charter.

Mayor Vazquez asked why municipalities don't have the same rules as private property for annexation.

Per Mr. McCargar the legislature has made a distinction between municipally owned land and other land.

Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez, Vazquez; Nays – None; Motion passed.

4. Community Recreation Center Expansion – Review timeline and scope of services with Barker Rinker Seacat Architecture who will be present to share information and answer any questions
 - Staff presentation: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture
 - BRS Presentation: Dave Hammel, Principal, BRS

Staff Presentation:

Per Ms. Chew, the Town has elected to continue to work with Barker Rinker Seacat Architecture (BRS) for the design, construction documents and through construction of the Community Recreation Center expansion.

Dave Hammel, principal project manager from Barker Rinker Seacat Architecture, spoke of design aspects including the aquatics areas. He also spoke of his sub-contractors and their qualifications for this project. Mr. Hammel stated that they are also including an energy and sustainability consultant on the project. Mr. Hammel also discussed the proposed timelines which is fairly aggressive with a goal of being completed by August of 2016.

Mayor Vazquez asked how they would handle any unforeseen set backs on the timeline.

Mr. Hammel believes that their early start times of the project will help keep the project on track.

Mr. Morgan asked Mr. Hammel to keep in mind the high school across the street so ingress and egress will cause issues with construction traffic and school traffic.

Mr. Baker, asked about any impact to the existing building and parking because it is a busy center.

Mr. Hammel stated that the goal is to keep the facility open and much of the work is around the perimeter which should help keep the operations functioning.

Mayor Vazquez asked Mr. Moyer about when he plans to go to market with the bonds while considering the schedule set forth.

Mr. Moyer stated he is meeting with a representative from George K. Baum in December in order to decide the best plan. Right now they are leaning towards earlier in 2015. With the face value of bonds at \$16.1 million, getting the best interest rate possible is the priority.

Mr. Adams stated his thanks to the efforts of Ms. Chew and her staff along with those volunteers who were all very involved in this ballot issue.

5. Resolution 2014-72 - A Resolution Approving And Adopting Revised Guidelines For The Use Of The Town Of Windsor's Mobile Show Stage By Third Parties
 - Staff presentation: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture

Town Board Member Melendez motioned to approve Resolution 2014-72; Mayor Pro Tem Baker seconded the motion.

Staff Presentation:

Per Mr. Dunehoo, at the work session on November 10, 2014, there was a discussion about the Show Stage Rental Guidelines and changes to exclude out of town rentals. The proposed Resolution makes reference to ceasing such rentals, and the guidelines reflect that change in

policy. Only three inquiries had been received for 2015, all of whom were advised that the stage might not be available for out of town rentals. All have since been notified.

Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

6. Public Hearing 2015 Budget

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Town Board Member Adams motioned to open the public hearing; Town Board Member Melendez seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

Staff Presentation:

Per Mr. Moyer, this public hearing for our 2015 Budget. The notice of budget was published in the Windsor Beacon on November 7 and November 14, 2014. The 2015 Budget was based on the strategic plan developed by the Town Board and the results of our budget workshop held on October 11, 2014. Expenditures were approved which supported the strategic plan and were within revenue constraints. Any increase in expenditures or range of service had to be tied to the strategic plan.

Public Comment:

Mayor Vazquez opened the meeting for public comment to which there was none.

Mayor Pro Tem Baker motioned to close the public hearing; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

7. Resolution No. 2014-73 - A Resolution Summarizing Expenditures And Revenues For Each Fund, And Adopting A Budget For The Town Of Windsor, Colorado, For The Calendar Year Beginning On The First Day Of January, 2015, And Ending On The Last Day Of December, 2015, And Appropriating Sums Of Money To The Various Funds And Spending Agencies, In The Amount And For The Purpose As Set Forth Below, For The Town Of Windsor, Colorado, For The 2015 Budget Year

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Town Board Member Adams motioned to approve Resolution No. 2014-73; Mayor Pro Tem Baker seconded the motion.

Staff Presentation:

Mr. Moyer stated he had nothing further to add from agenda item C.6.

Mr. Baker thanked Town Manager and Staff for all the hard work

Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

8. Resolution No. 2014-74 - A Resolution Levying General Property Taxes For The Taxable Year 2014 To Help Defray The Costs Of Government For The Town Of Windsor, Colorado, For The 2015 Budget Year (Weld County)
 - Legislative action
 - Staff presentation: Dean Moyer, Director of Finance

Town Board Member Melendez motioned to approve Resolution No. 2014-74; Town Board Member Adams seconded the motion.

Staff Presentation:

Mr. Moyer stated he had nothing further to add from agenda item C.6.

Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

9. Resolution No. 2014-75 - A Resolution Levying General Property Taxes For The Taxable Year 2014 To Help Defray The Costs Of Government For The Town Of Windsor, Colorado, For The 2015 Budget Year (Larimer County)
 - Legislative action
 - Staff presentation: Dean Moyer, Director of Finance

Mayor Pro Tem Baker motioned to approve Resolution No. 2014-75; Town Board Member Morgan seconded the motion.

Staff Presentation:

Mr. Moyer stated he had nothing further to add from agenda item C.6.

Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

10. Resolution No. 2014-76 - A Resolution of the Town Board of the Town of Windsor, Colorado, Approving the 2015 Windsor Downtown Development Authority Budget; Making Annual Appropriations for the Windsor Downtown Development Authority for the Fiscal Year Ending December 31, 2014; and Fixing the Mill Levy for the Windsor DDA District for the Fiscal Year Ending December 31, 2015
 - Legislative action
 - Staff presentation: Patti Garcia, Town Clerk/Assistant to Town Manager

Town Board Member Melendez motioned to approve Resolution No. 2014-76; Town Board Member Adams seconded the motion.

Staff Presentation:

Per Ms. Garcia, the Downtown Development Authority Board of Directors (DDA) approved their 2015 budget along with a mill levy increase to three mills at their November 19, 2014 regular meeting contingent upon Town Board consideration. Colorado State Statute requires that each year the DDA present their budget to the Town Board for review and approval.

The DDA is expecting to carry over an approximate \$343,151 balance at the end of 2014. The DDA Board is proposing to carry over that amount into their 2015 budget. They will use these

additional funds for the 2015 projects as specified in the to-be-completed 2015 Work Plan. The DDA is projecting \$14,326 in revenue from their property tax increment and \$11,566 in revenue from the property tax from the 3.0 mill levy that will be assessed on the DDA members.

Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Adams, Vazquez; Nays – None; Motion passed.

D. COMMUNICATIONS

1. Communications from the Town Attorney –
Mr. McCargar stated in early November the State Liquor Enforcement Division completed a compliance check where the State and Windsor Police Department had an underage . Of the 22 businesses with liquor license, six sold to the minor. All six are currently in the process of
2. Communications from Town Staff -
Ms. Garcia has received all of the official election results from the Weld County and Larimer County Clerk's offices. For Windsor in the November 2014 election on ballot question 2A there were 5,859 yes votes and 4,415 no voted for a total of 10,374 votes cast. In 2010 the total of votes cast was around was 7,350 cast.
3. Communications from the Town Manager
Mr. Arnold stated that there is no work session next week (12/01/14.) He stated that Town Board will have dinner at their 12/08/14 meeting. Mr. Arnold further stated that unless a land issue arises there will be no reason not to cancel the 12/22/14 meeting.

For the 12/15/14 work session it will take place at the Community Recreation Center for and there will be a presentation on the demographics and housing study.

4. Communications from Town Board Members
Mr. Morgan stated that he will be out of town on December 8th and will miss that meeting.

E. ADJOURN

Upon a duly made motion, the Regular Meeting was adjourned at 8:31 p.m.



Bruce Roome, Deputy Town Clerk

TOWN OF WINDSOR, COLORADO

RESOLUTION NO. 2014 - 77

A RESOLUTION OF THE WINDSOR TOWN BOARD PURSUANT TO SECTION 9.1 (A) TOWN OF WINDSOR HOME RULE CHARTER REAFFIRMING THE APPOINTMENT OF AND AMENDING THE TERMS OF REPRESENTATION BETWEEN THE TOWN OF WINDSOR AND TOWN ATTORNEY IAN D. McCARGAR

WHEREAS, the Town of Windsor (“Town”) is a home rule municipality with all powers and authority granted pursuant to Colorado law; and

WHEREAS, the Town’s Home Rule Charter provides for the appointment of the Town Attorney to serve as general legal counsel to the Town; and

WHEREAS, Ian D. McCargar serves as the Town Attorney pursuant to the Town Board’s appointment; and

WHEREAS, in 2013, the Town Board accepted the terms of representation between Mr. McCargar and the Town in the form of an engagement letter later executed by the Mayor on the Town’s behalf; and

WHEREAS, the Town Board has undertaken its annual review of Mr. McCargar’s performance, and has re-affirmed his appointment to serve as the Town Attorney; and

WHEREAS, the Town Board wishes to amend the terms of representation set forth in the engagement letter by increasing the amount of compensation payable to Mr. McCargar, effective January 1, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD FOR THE TOWN OF WINDSOR, COLORADO:

Section 1. Ian D. McCargar is hereby re-appointed to serve as Town Attorney for the Town of Windsor, subject to and in accordance with the Windsor Home Rule Charter and the Colorado Code of Professional Conduct.

Section 2. The compensation and office budget for the Office of the Town Attorney shall be as set forth in Resolution 2014-73, subject to an additional three percent (3%) increase in Mr. McCargar’s compensation, effective January 1, 2015.

Section 3. All other terms of Mr. McCargar’s professional relationship with the Town shall remain as set forth in the engagement letter dated December 9, 2013.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 8th day of December, 2014, upon a vote of _____ in favor and _____ opposed.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

TOWN OF WINDSOR, COLORADO

RESOLUTION NO. 2014- 78

A RESOLUTION RATIFYING, APPROVING, AND CONFIRMING THE TERMS AND CONDITIONS OF THE EMPLOYMENT AGREEMENT, AS AMENDED, BETWEEN THE TOWN OF WINDSOR AND TOWN MANAGER KELLY E. ARNOLD

WHEREAS, the Town of Windsor (“Town”) is by its Home Rule Charter structured as a “council-manager” form of government, under which the Town Manager is responsible for Town operations and is accountable to the Town Board; and

WHEREAS, the Town’s Home Rule Charter provides that the Town Board shall review the job performance of the Town Manager on an annual basis, which reviews have customarily taken place late in the fourth quarter of each calendar year; and

WHEREAS, the Town Board has reviewed the 2014 job performance of the Town Manager, and has concluded that the Town Manager continues to perform at a high level, such that his employment contract should be extended; and

WHEREAS, the Town Manager’s initial Employment Agreement was approved by the Town Board under Resolution No. 2007-76; and

WHEREAS, the Town Board approved a revised Employment Agreement dated January 12, 2009, for the Town Manager by Resolution No. 2009-09, which Agreement remains in effect; and

WHEREAS, by various Resolutions since 2009, the Town Board has approved amendments to the Town Manager’s Employment Agreement as circumstances have required; and

WHEREAS, the Town Board wishes to reaffirm the Town Manager’s Employment Agreement, subject to the provisions of the Home Rule Charter, and further subject to the attached “Fourth Amendment to Employment Agreement Dated January 12, 2009”.

NOW, THEREFORE, be it resolved by the Town Board of the Town of Windsor, Colorado, as follows:

1. Kelly E. Arnold shall continue to serve as Town Manager as provided in and subject to the Town’s Home Rule Charter.
2. Mr. Arnold’s service to the Town shall be governed by the terms of the Employment Agreement dated January 12, 2009, approved by Resolution 2009-09, as subsequently

amended, and as specifically amended by the attached Fourth Amendment to Employment Agreement Dated January 12, 2009.

3. The Mayor is hereby authorized to execute the attached Fourth Amendment on behalf of the Town.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 8th day of December, 2014.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

**FOURTH AMENDMENT
TO
EMPLOYMENT AGREEMENT DATED JANUARY 12, 2009**

THIS AMENDMENT TO EMPLOYMENT AGREEMENT DATED JANUARY 12, 2009, is dated December 8, 2013, and is between the Town of Windsor, Colorado, a Colorado Home Rule Municipality (“Town”), and Kelly E. Arnold, Town Manager.

In accordance with the terms of the Town of Windsor Home Rule Charter, the parties wish to memorialize certain understandings with respect to the ongoing relationship between the Town and Mr. Arnold. Therefore, except as specifically set forth below, the parties reaffirm all provisions of the Employment Agreement dated January 12, 2009, which provisions are incorporated herein by this reference as if set forth fully.

Notwithstanding the foregoing, the parties agree that Section 6 (a) of the Employment Agreement dated January 12, 2009, shall be amended to read as follows:

Subject to the terms and conditions regarding termination as set forth elsewhere in this Employment Agreement, the Town agrees to pay the Employee as Town Manager a base annual salary of One-hundred-fifty-four-thousand four-hundred forty-four dollars (\$154,444.00), effective January 1, 2015.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

TOWN OF WINDSOR, COLORADO

John S. Vazquez, Mayor

Kelly E. Arnold, Town Manager

ATTEST:

Patti Garcia, Town Clerk

APPROVED AS TO FORM:

Ian D. McCargar, Town Attorney



MEMORANDUM

DATE:	December 8, 2014
TO:	Town Board Members
FROM:	Dean Moyer, Director of Finance
RE:	List of Bills for November 2014

Tonight's list of bills looks a bit different than those in meetings past. If you remember, we implemented a new financial software package in 2014. One of the objectives of this was to streamline our processes and eliminate double entry. In our old system we entered the invoices produced the checks, and then we retyped the summary to the list of bills in your packet. We are working on eliminating some steps in that process by producing the report that is in your packet tonight. Unfortunately as of "press time" we do not have the design exactly as we would like. In the interest of providing timely information we provided the following summary as well as the detailed list in its current form.

Report of Bills for November 2014 =	\$ 889,024.57
November Payroll (2 pay periods) =	<u>\$ 671,748.18</u>
 Total Bills for Approval =	 \$1,560,772.75

We will continue working on the presentation of this report produced directly from the accounting software. We have nearly all of the modules going live and will have more time to refine this report for future meetings. Thank you for your patience.



REPORT OF BILLS FOR NOVEMBER 2014

VENDOR NAME DESCRIPTION	AMOUNT
VERIZON WIRELESS SERVICES LLC TELEPHONE SERVICE	\$22.08
KING SURVEYORS, INC. SURVEY PACE ENCLAVE ANNEXATION	\$392.25
MIRACLE RECREATION EQUIPMENT C PLAYGROUND EQUIPMENT	\$323.57
PETTY CASH PETTY CASH REIMB, PETTY CASH REIMB	\$47.53
CENTURYLINK TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC	\$900.38
WELD COUNTY CLERK AND RECORDER RECORDING FEES	\$22.00
VISION SERVICE PLAN EMPLOYERS SHARE VISON NOV 2014	\$1,932.88
AFLAC EMPLOYEE PAYROLL DEDUCTIONS	\$884.60
VICTORY SALES, INC Town of Windsor Magnets, SOFTBALL TOURNAMENT SHIRTS	\$771.07
GLH CONSTRUCTION, INC. OXBOW COURSE TRAIL REPAIR	\$10,686.00
DALE'S ENVIRONMENTAL SERVICES, AFTER HOURS EMERGENCY SEWER PROBLEM	\$1,500.00
LARIMER COUNTY SALES AND USE TAX USE TAX COLLECTIONS OCT 2014	\$13,360.83
WINDSOR-SEVERANCE FIRE PROTECT TOWN'S PORTION OF FIRE MUSEUM UTILITIES OCT 2014, BLDG PERMIT FEES COLLECTION REIMB OCT 2014	\$8,075.83
WIRELESS ADVANCED COMMUNICATIO CREDIT FOR RETURN ITEMS, ADDING ADDITIONAL LIGHTING ON UNIT 91, ADDING ADDITIONAL LIGHTING ON UNIT 92, ADDING ADDITIONAL LIGHTING TO UNIT 88	\$2,574.10
UNITED WAY OF WELD COUNTY EMPLOYEE DONATION	\$15.00
FAMILY SUPPORT REGISTRY WAGE ASSIGNMENT	\$296.57
FAMILY SUPPORT REGISTRY WAGE ASSIGNMENT	\$276.92
KIRK MOSES ASB SUMMER LEAGUE AND TOURNAMENT TROPHIES	\$556.00
COUNTRY JOHNS FOOTBALL PORTO-LET, FOOTBALL PORTO-LET, LAKEVIEW CEMETERY RESTROOM SERVICE, EASTMAN PARK RESTROOM SERVICE, HIGHLAND PARK RESTROOM SERVICE, WINDSOR LAKE RESTROOM SERVICE	\$905.34
DATA WEST CORPORATION WEB HOSTING-EPAY, SYSTEM CARE (BILLMASTER)/MOBILE SYSTEM CARE	\$1,785.00
TOWN OF WINDSOR MUNICIPAL COURT REFUND OF COURT PYMT APPLIED TO UTILITY ACCT	\$145.00
CAROLINE I ELLIOTT UNIFORMS, HATS	\$727.50
GREAT WESTERN RAILWAYS OF CO LLC LAW BASIN W TRIB RAILROD PERMIT	\$3,150.00
DATAPRINT SERVICES, LLC OCT Statements, Envelopes, Postage	\$1,596.94
COLORADO ASPHALT SERVICES, INC BAG OF ASPHALT	\$920.00
SCOTT TOMETICH MILEAGE REIMB GECOLTR CONF	\$59.36

VENDOR NAME DESCRIPTION	AMOUNT
ECONOMIC & PLANNING SYSTEMS, INC WINDSOR DEMOGRAPHICS & HOUSING STUDY	\$7,406.00
S CORPORATION INC CRW SYSTEM IMPLEMENT-SOFTWARE LICENSING	\$4,050.00
NEWEGG INC SOFTWARE LICENSE PURCHASE	\$419.00
1ST BANK OF NORTHERN COLORADO BI-WEEKLY EMPLOYEE PAYROLL DEDUCTIONS	\$8,161.31
LEWAN AND ASSOCIATES, INC VMWARE VERSION 5 SUPPORT, VMWARE VERSION 5 SUPPORT	\$9,384.09
TRANE U.S. INC HVAC REPAIR @ TOWN HALL	\$304.00
WINDSOR HARVEST FESTIVAL PLANN SETUP/TEARDOWN OF RENTAL EQUIP HARV FEST REIMB	\$200.00
SHADE BROTHERS PAINTING PAINT VERIOUS BULIDINGS-HAIL STORM 2013	\$1,356.00
DENEICE J DYER OCTOBER BALLET	\$1,171.80
CHARLES SCHINNER MILEAGE REIMB CO MUN LEAGUE CONF DENVER 10/24/14	\$65.07
ARAPAHOE ROOFING & SHEET METAL PAYMENT ROOF DAMAGE -HAIL STORM 2013	\$35,969.11
MILLER & COHEN, P.C. TRUST ACCOUNT WAGE ASSIGNMENT	\$179.32
HUGO FLORES TEEN NIGHT DJ	\$300.00
MICHAEL SALZA REFUND OF MUN COURT PYMT APPLIED TO UTILITY	\$55.00
KELLIE MILLER REFUND NYSCA MEMBERSHIP	\$20.00
JASON GALLEGOS REFUND NYSCA MEMBERSHIP	\$20.00
RANDALL HOOKER REFUND NYSCA MEMBERSHIP	\$20.00
BIG R OF GREELEY, INC. HAND TOOLS, UNIFORM	\$104.51
CHEMATOX LABORATORY INC BLOOD ALCOHOL TEST, DRUG SCREEN	\$555.00
VERIZON WIRELESS SERVICES LLC CELL PHONE SVC, CELL PHONE SVC	\$1,459.12
GENERAL AIR SERVICE AND SUPPLY CO CO-2 FOR POOL, WELDING SUPPLIES	\$77.35
MICHAEL TODD AND COMPANY, INC. SIGNS, SIGNS	\$1,433.66
MOREY'S GLASS AND METALS INC ROCK CHIP REPAIR	\$35.00
NORTH WELD COUNTY WATER DISTRICT WATER PURCHASED	\$40,881.04
PETTY CASH START UP DRWR CUST SVC	\$185.00
XCEL ENERGY UTILITIES-POOL, UTILITIES-MUSEUM, UTILITIES-WATER/SEWER, UTILITIES-PW, UTILITIES-TOWN HALL, UTILITIES-CRC BLDG, UTILITIES-PARKS	\$17,431.22
GARRETSON'S SPORT CENTER FIELD MAINTENANCE - BASEBALLS, ASB SOFTBALLS, FOAM ROLLERS/WEIGHTS/KETTLEBALLS/BANDS	\$1,072.39
CENTURYLINK PHONE SVCS-EASTMAN PK LIFT STN, PHONE SVCS-CRC, PHONE SVCS-TOWN HALL	\$1,285.68
4 RIVERS EQUIPMENT MOWER BLADES, AND GREASE, PERFORMANCE ISSUE REPAIR, 2014 MOTOR GRADER TRADED REPL #19, 2014 HIGH LIFT LOADER TRADED REPL #52	\$27,026.48
CITY OF GREELEY WATER DEPARTMENT WATER PURCHASED	\$40,270.50
CIRSA	\$3,346.34

VENDOR NAME	AMOUNT
DESCRIPTION	
WORKMAN'S COMP CLAIMS, WORKMAN'S COMP CLAIM, WORKMAN'S COMP CLAIMS, WORKMAN'S COMP CLAIMS	
HOTSY EQUIPMENT OF N. COLORADO	\$68.25
HOTSY PARTS	
UTILITY NOTIFICATION CENTER OF COLORADO	\$495.72
LOCATE TRANSMISSIONS	
GALLS, LLC	\$93.33
CROSSING GUARD VESTS	
BHA DESIGN INCORPORATED	\$660.38
392/I-25 COMMUNITY ID SIGNS OCT 2014	
POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	\$593.52
UTILITIES, UTILITIES, UTILITIES, UTILITIES	
VICTORY SALES, INC	\$393.50
CUSTOMER SERVICE WEEK - FRONT DESK STAFF	
ARAPAHOE RENTAL	\$91.10
3/4" HOSE GASKET, CARBORANDUM BLADE & WRENCH, SOD CUTTER RENTAL	
XEROX CORPORATION	\$3,096.34
XEROX LEASE PAYMENT, XEROX LEASE PAYMENT	
OFFICE DEPOT	\$613.62
OFFICE SUPPLIES, OFFICE SUPPLIES	
KENZ AND LESLIE DISTRIBUTING	\$318.00
ADDITIVES FOR FLEET	
WINDSOR HARDWARE, LLC	\$325.40
CRC-TRI-FLOW SPRAY/RETURNED PARTS, FAUCET WASHER, BULB, BUSHING, CRC-IRRIGATION CAP, UTILITY BLADE, ELECTRICAL TAPE, BUSHING & AIR VALVE, FASTENERS, CLEANER, FITTINGS FOR BLOWOUTS, ADAPTIVE SUPPLIES, PLY WOOD, PVC PLUGS & CAPS, FOAM O CELL, HARDWARE, HORNET SPRAY, CRC-FIELD SUPPLIES/SCREWS/EDGERS, HAMMER AND BACKPACK SPRAYER	
DEAN MOYER	\$110.00
CGFOA CONF PER DIEM-VAIL NOV 18-21	
MAIL N COPY	\$35.69
ENVELOPES, CERTIFIED LETTER/14-11701, SHIPPING CHGS ON RETURN, MAILING FOR WATER SAMPLES	
ENVIROPEST	\$277.00
PEST CONTROL - CHIMNEY PARK CONCESSIONS, PEST CONTROL - DIAMOND VALLEY CONCESSIONS, PEST CONTROL - PW SHOP, PEST CONTROL - CRC, PEST CONTROL-PUMP STATION	
WIRELESS ADVANCED COMMUNICATIO	\$509.20
RADIO HOLSTERS, STROBE LIGHT BULBS	
COLORADO ANALYTICAL LABORATORY	\$15.00
LAB TESTING	
MAC EQUIPMENT INC.	\$49.59
ANTI-SCALP ROLLERS	
DBC IRRIGATION SUPPLY	\$49.83
SPRINKLER PARTS, SPRINKLER PARTS	
EWING IRRIGATION PRODUCTS INC	\$37.24
SPRINKLER PARTS	
NAPA WINDSOR	\$1,012.41
CREDIT FOR RETURN PART, WASHER TANK CAP, HEXBIT SET, SPLICE WIRE NUT, OIL PLUG, IMPACT SOCKET, RADIATOR HOSE, GAS CAP, TOUCH UP PAINT, GLOVES, BEARINGS, ANTIFREEZE, AIR DRYER FILTER, CORE AND CREDIT, AIR FILTERS, ARMOR ALL, TIE DOWNS, BREAK AWAY BATTERY, CONNECTOR FOR TOOL, SAFETY GLOVES, OIL SEALS & CREDIT FOR RETURN PART, TRAILER CONNECTOR CLEANER, TRAILER CABLE, FILTERS, AIR DRYER FILTER & CORE DEPOSIT, FRONT & REAR SHOCKS, HUB BEARING ASSEMBLY	
RED WINGS SHOES	\$205.68
UNIFORMS	
KIMBALL MIDWEST	\$143.76
FAST DRY SOLVENT	
SEAN GROGAN	\$2,510.00
TURKEY BALL OFFICIALS	
REX OIL COMPANY	\$1,373.20
BULK OIL, BULK OIL	
SPRADLEY BARR FORD, INC	\$219.26
TANK HOSE, TRANS FLUID	
NATIONAL METER AND AUTOMATION	\$2,460.60
MARKING PAINT, INDOOR METER YOKES	

VENDOR NAME	AMOUNT
DESCRIPTION	
HIRERIGHT SOLUTIONS INC	\$2,034.42
OCT 2014 BCKGRND CHECKS	
BRENDA TROIANO	\$25.00
PRIDE TIER I AWARD OCT 2014	
HILLYARD INC	\$2,746.84
CREDIT FOR RETURN ITEM, PLASTIC LIDS, FOAMING SANITIZER, PAPER TOW/TISSUE, TISSUE, TOWELS & HAND SOAP, DETERGENT & CUPS, TOWELS, TISSUE, GLOVES, TUSSUE, TOWEL ROLL, GLOVES, HAND SOAP, TISSUE & LINERS	
O'REILLY AUTO PARTS	\$34.88
PLUG FOR VACUUMING SYSTEM	
NELCO	\$229.20
W-2 ENVELOPES	
SCHNEIDER'S PAVING, LLC	\$128,070.00
ASPHALT REPAIR-7TH STREET, ASPHALT REPAIR-EASTMAN PARK DRIVE, ASPHALT REPAIR-WATERWOOD & SEADRIFT, ASPHALT REPAIR-CANEL DRIVE, ASPHALT REPAIR-WATERWOOD & 14TH STREET, ASPHALT REPAIR-CR 19	
ZEXHAGS INC.	\$125.00
AHC CLEANING	
CLEAR WATER SOLUTIONS INC	\$9,848.15
KRDC GENERAL WATER RIGHTS 08-210, KERN/WCSD RE-4 12-120, WINDSOR GENERAL WATER RIGHTS 09-280	
GARDEN VALLEY VET HOSPITAL	\$120.00
PET CARE AND BOARDING	
CITY OF GREELEY	\$16,560.20
3RD QTR SOUTHGATE BUS PK IGA	
DATAPRINT SERVICES, LLC	\$340.07
E-BILL/PAY FEES/TRANSACTIONS	
AT AND T MOBILITY	\$79.78
TELEPHONE PD, TELEPHONE PW	
NCCG-NORTHERN COLORADO COMM GR	\$1,170.90
LEGAL NOTICE, Legal publications, ADVERTISING-FINAL PYMT GLH, Legal publication, DDA - Salsa on 5th, Commercial printing, DDA Page, DDA - Salsa on 5th	
RED DOG SIGNS AND WRAPS	\$27.00
SIGNS FOR CHIMNEY PARK SCOREBOOTH	
FISH WINDOW CLEANING	\$415.00
WINDOW CLEANING @ PD	
FERGUSON-JENKINS AND ASSOCIATE	\$100.00
BUS ID & TIMESTAMP EXT FOR ARCGIS	
SIRCHIE FINGERPRINT LABORATORIES	\$56.40
FINGERPRINT PADS	
OLD NATIONAL BANK	\$3,455.41
ENERGY EFFICIENCY LEASE PURCH NOV 2014	
CASH-WA DISTRIBUTING CO.	\$348.82
SENIOR PATIO PICNIC SUPPLIES	
LARIMER COUNTY SOLID WASTE	\$559.95
HAULING, HAULING, HAULING, HAULING, HAULING, RIP RAP/ FILL DIRT, HAULING, RIP RAP/ FILL DIRT, RUBBLE	
CARD SERVICES	\$15,165.63
IT-LEGAL DOC PRINTING, CRC-ADAPT SUPPLIES, EVENTS-EVENT SUPPLIES, BICYCLE PUMP REPAIR, CLERK-COLORADOAN WEB ACCESS, EVENTS-EVENT SUPPLIES, MAYOR-MTG MEAL, PW-FUEL, CLERK-BAGELS FOR COFFEE W/MAYOR, ECON-RTA MTG PARKING, HR-NCHRA MTG LUNCHEON, ENG-NEW EMPLOYEE LUNCH, CRC-CONSTANT CONTACT EMAIL SVC, CRC-SENIOR DRIVER TRIP MEALS, AHC-VOLGAFEST FOOD, AHC-MUSEUM SUPPLIES/STORAGE, HR-MTG LUNCH, CLERK-TOWN BD DINNER, HR-MGR TRAINING REFRESH, CRC-ADAPTIVE TIX, PW-MTG MEAL, PARK-CPRA REG, CRC-WAL FILE FOR FACILITY RESERV, CRC-SENIOR HALLOW PARTY SUPPLIES/PRIZES, PW-TRAINING, CRC-BUS EXPO FOOD, CRC-RENTAL PCKG PIZZAS, PLAN-WORKSHOP FOR PLAN COMMISS, IT-SPRINGBROOK TRAINING MEALS, HR-NCHRA MEMBERSHIP, CRC-CONCESSION SUPPLIES, CRC-LEADERSHIP BOOKS, PW-UNIFORM, FIN-BUDGET WORK SESSION LUNCH, PARKS-PERMIT FEE, PW-UNIFORMS, PK-REFERENCE BOOKS, PW-RMWEA CONF LODGE/MEALS/TRAVEL EXP, ADMIN-MTG MEALS/SALT&TOWN BD DINNER, PW-AWWA MANUALS, PW-TRAINING, ECON-NCEDC/GWIP/RTA/DEV/URA MTG MEALS, PW-AWWA MANUALS, ECON-EDCC CONF LODGE/MEAL, PD-CCRN CONF LODGING, PW-COLLECTIONS TRAINING, CRC-ADAPT TRIPS/MEALS FOR ESCORTS, PW-RMWEA CONF LODGING, ADMIN-ICMA DUES, CRC-SENIOR TRIPS/MEALS/TIX, CRC-MAGAZINES, CRC-SALT/HAUNTED HOUSE SUPPLIES, PK-ISA CONF LODGING, PW-MTG MEALS/APWA SNOW & ICE CONF, CRC-CPRA TENNIS FEES, PW-AWWA MANUALS, PLAN-CAPA CONF LODGING/PARKING, CRC-CPRA MEMB/CUST SVC WEEK GIFTS, PARK-PRINTING OF REFLECTIVE CLIPS, PD-HALLOWEEN EVENT CANDY, IT-CUST SVC CASH DRWRS/BACKETS, IT-GECOLTR CONF LODGING, AHC-MPMA CONF TRAVEL/LODGING/FUEL, HR-RECRUITMENT INK PENS, IT-ADOBE SOFTWARE, EVENTS-VOLGAFEST DANCE FLOOR, CLERK-CUST SVC WEEK SUPPLIES/CMCA CONF REG, CRC-BUS EXPO INFLATABLES, PW-AWWA MANUALS, FIN-APA TRAINING/CGFOA CONF REGISTR/LODGING	
AMERESCO	\$403.00
MONTHLY MONITORING	
HARMONY GARDENS, INC	\$979.75
PLANTS FOR BISON RIDGE	

VENDOR NAME	AMOUNT
DESCRIPTION	
FERGUSON ENTERPRISES, INC. LED LIGHTS FOR DOWNTOWN TREES	\$1,701.50
SMITHSONIAN MAGAZINE PROF PUB/MAG SUBSCRIPT	\$19.00
DENNIS MARKHAM MILEAGE REIMB TRIP TO RMWEA CONF IN VAIL	\$116.56
SECURITAS SECURITY SERVICES US SECURITY - DUCKS UNLIMITED EVENT	\$110.10
AGFINITY, INCORPORATED CREDIT ON FUEL INVOICE # 74918, BULK FERTILIZER, FUEL FOR FLEET, FUEL FOR FLEET	\$10,086.77
STACEY SWANSON CGFOA CONF PER DEIM VAIL NOV 18-21	\$110.00
DEAN A PENDLETON VACUME GUN TESTER	\$107.10
ALSCO INC RENTAL LINENS-CREDIT, RENTAL LINENS, RENTAL LINENS, RENTAL LINENS - DUCKS UNLIMITED EVENT	\$573.98
L AND M ENTERPRISES INC MONTHLY LANDSCAPE MAINTENANCE	\$708.58
COLORADO DEPARTMENT OF REVENUE SALES TAX PAYABLE	\$94.00
MY OFFICE ETC INC OFFICE SUPPLIES	\$145.57
JOHN P FREY CONTRACT LEGAL SVCS-MONTHLY FEE	\$3,750.00
BRANDENBURG AND EMIL PC COURT PROSECUTOR OCT 2014	\$4,605.00
MOTION AND FLOW CONTROL PRODUCTS HYD HOSE W/FITTINGS	\$103.01
COMPLETE WIRELESS TECHNOLOGIES RADIO INSTALL	\$1,041.12
BITZERS' POOL SERVICES WINTERIZING POOL	\$894.00
BRUCE ROOME CGFOA CONF PER DIEM -VAIL NOV 18-21	\$110.00
TRISH CHAVEZ PRIDE AWARD OCT 2014	\$25.00
COLLINS COLLISION PRODUCTS RADIATOR UNIT 3	\$126.00
COLORADO TIRE RECYCLING LLC RECYCLING OLD TIRES	\$158.90
UNITED WAY OF WELD COUNTY EMPLOYEE DONATION	\$15.00
FAMILY SUPPORT REGISTRY WAGE ASSIGNMENT	\$296.57
FAMILY SUPPORT REGISTRY WAGE ASSIGNMENT	\$276.92
BANK OF COLORADO 28 WELLNESS GIFT CARDS PURCHASED	\$700.00
1ST BANK OF NORTHERN COLORADO BI-WEEKLY EMPLOYEE PAYROLL DEDUCTIONS	\$8,071.68
MILLER & COHEN, P.C. TRUST ACCOUNT WAGE ASSIGNMENT	\$179.32
CHEMATOX LABORATORY INC BLOOD KIT REBUILD/QTY 2, 7 PANEL DRUG SCREEN	\$69.05
FALCON ENVIRONMENTAL CORP PUMP PARTS	\$6,698.00
FORT COLLINS-LOVELAND WATER DISTRICT IRRIGATION -YONKEE DR, WATER PURCHASED-WINDSOR VAULT	\$29,940.57
WASTE MANAGEMENT OF COLORADO RECYCLE SITE PULLS	\$1,118.43
MANWEILER HARDWARE, INC	\$895.68

VENDOR NAME DESCRIPTION	AMOUNT
SCREW HOOKS, CARAGE BOLTS, VEHICLE AND FIELD SUPPLIES, VEHICLE AND FIELD SUPPLIES, DECK PAINT, VEHICLE AND FIELD SUPPLIES, SEALANT, NIPPLES, SHRINK TUBE, ETC., VEHICLE AND FIELD SUPPLIES, TAPE, FLAGS, BLADES, FERTILIZER, STRAPS, SAW BLADES, MARKING PAINT, ETC., VEHICLE AND FIELD SUPPLIES, VEHICLE AND FIELD SUPPLIES, FLY STRIPS, PADLOCKS, CAULK, BALL VALVE, ETC., TAPE, FLASH LIGHT, BUSHING, ELBOW, ETC., PARKS OCTOBER CHARGES	
SAFEWAY, INC. ENG. MEETING REFRESHMENTS, STAFF DEVELOPMENT REFRESHMENTS	\$140.53
XCEL ENERGY UTILITIES-TRAFFIC SIGNALS, UTILITIES-TOWN HALL STREET LIGHT, UTILITIES-RECYCLING SITE, UTILITIES-CEMETERY SHED, UTILITIES-STREET LIGHTS	\$26,949.92
SAMS CLUB DIRECT TURKEY BALL CONCESSIONS SUPPLIES, CONCESSIONS SUPPLIES, PLATES, BOWLS, TEEN NIGHT SUPPLIES, CONCESSIONS POPCORN MACHINE	\$733.30
CENTURYLINK TELEPHONE SVC, TELEPHONE SVC	\$1,059.27
WELD COUNTY CLERK AND RECORDER WELD COUNTY ELECTION EXPENSE-BALLOT ISSUE 2A	\$11,423.00
CITY OF GREELEY WATER DEPARTMENT WATER PURCHASED	\$1,170.24
WELD COUNTY DRUG TASK FORCE COURT COLLECTIONS OCT 2014	\$1,253.00
NORTHERN COLORADO PAPER CLEANING SUPPLIES, CLEANING SUPPLIES	\$583.58
CO DEPT OF PUBLIC HEALTH/ENVIR WWTP NUTRIENT REMOVAL, WWTP NUTRIENT REMOVAL	\$4,035.00
LAWSON PRODUCTS, INC. SHOP SUPPLIES	\$473.34
CO PARKS AND RECREATION ASSOC DENVER NUGGESTS SKILLS CHALLENGE	\$30.00
POUDRE VALLEY RURAL ELECTRIC ASSOCIATION UTILITIES, UTILITIES, UTILITIES	\$21,029.46
OFFICESCAPES MATERIALS/LABOR O ENG DEP CUBICLES	\$7,736.17
BUNTING DISPOSAL, INC. TRASH SERVICE, TRASH SERVICE, TRASH SERVICE, TRASH SERVICE, TRASH SERVICE, TRASH SERVICE, TRASH SERVICE	\$895.59
DEAN MOYER CGFOA CONF VAIL TAXI SVC REIMB, CGFOA CONF VAIL MILEAGE REIMB	\$238.28
GALETON, INC GLOVES	\$338.87
WIRELESS ADVANCED COMMUNICATIO HOUR METER	\$48.24
HOME DEPOT USA, INC CEDAR PICKET	\$1.55
O.J. WATSON EQUIPMENT SNOW BLADES FOR PLOWS	\$1,005.26
COLORADO ANALYTICAL LABORATORY LAB TESTING	\$271.00
KIRK MOSES NAME PLATE FOR COMMEMORATIVE TREE, OFFICER PLATES/QTY 4	\$25.50
CTL/THOMPSON, INC. TESTING SERVICES	\$525.00
COMCAST CABLE COMM. LLC INTERNET SVC	\$212.90
KING SOOPERS HAND SANITIZER, SENIOR COFFEE CLUB, CARA VOLUNTEER BREAKFAST, WELD COUNTY SENIOR MEETING - SUPPLIES, CAKE & ICE CREAM, RENTAL PARTY SUPPLIES, RENTAL PARTY SUPPLIES, SENIOR BREAKFAST CLUB, CAKES FOR RENTALS, RENTAL SUPPLIES, BIRTHDAY CAKES FOR RENTALS, SENIOR PATIO PICNIC SUPPLIES, SENIOR HALLOWEEN SUPPLIES	\$629.29
PIONEER SAND COMPANY MULCH BISON RIDGE, GRAVEL	\$486.61
REVENUE RECOVERY GROUP, INC SALES TAX AUDIT SVCS	\$675.00
CENTURY LINK	\$241.73

VENDOR NAME	AMOUNT
DESCRIPTION	
TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC, TELEPHONE SVC	
NATIONAL METER AND AUTOMATION	\$17,579.44
METER BASES & TRANSMITTERS, LEAK DETECTION SERVICES	
VERMEER SALES AND SERVICE OF COLORADO	\$1,452.00
RENTAL OF SPADE TRUCK	
HENSLEY BATTERY LLC	\$415.44
BATTERY, BATTERY & CORE RETURN, BATTERY	
ALPHAGRAPHICS	\$4,002.66
ARBOR DAY POSTER CALENDAR	
MINES AND ASSOCIATES PC	\$174.96
EMPLOYEE ASSISTANCE PGM, EMPLOYEE ASSISTANCE PGM, EMPLOYEE ASSISTANCE PGM, EMPLOYEE ASSISTANCE PGM, EMPLOYEE ASSISTANCE PGM, EMPLOYEE ASSISTANCE PGM, EMPLOYEE ASSISTANCE PGM, EMPLOYEE ASSISTANCE PGM	
PAYFLEX SYSTEMS USA, INC.	\$273.00
MEDICAL SPENDING ACCT NOV 2014	
DATAPRINT SERVICES, LLC	\$2,218.11
NOV 2014 UTILITY BILLING PRINTING, NOV 2014 UTILITY BILLING PRINTING, NOV 2014 UTILITY BILLING POSTAGE	
KINSCO, LLC	\$106.88
PANTS/NAMEPLATE/T LAW	
SAFEBUILT INC.	\$69,676.51
SAFEBUILT PERMIT FEES REIMB OCT 2014	
NCCG-NORTHERN COLORADO COMM GR	\$646.90
LEGAL PUBLICATIONS, LEGAL PUBLICATIONS, LEGAL PUBLICATIONS, LEGAL NOTICE, LEGAL NOTICE, LEGAL NOTICE, LEGAL NOTICE, LEGAL PUBLICATIONS, LEGAL NOTICE	
HIGHLAND PARK LANES	\$274.40
ADAPTIVE BOWLING	
RED DOG SIGNS AND WRAPS	\$315.00
TOWN LOGO STICKERS	
FISH WINDOW CLEANING	\$3,745.00
WINDOW CLEANING @ CRC, WINDOW CLEANING @ TH	
INTERWEST CONSULTING GROUP INC	\$106.00
CRNSTN & EPD RAB-ENG SVCS	
RHINNES SMALL ENGINES LLC	\$1,085.64
BUILD AND REPAIR 2 FIELD LASERS	
ARBOR VALLEY	\$220.00
TREE	
GREAT WESTERN RAILWAY OF CO	\$2,250.00
LICENSE FEES	
LAWRENCE JONES CUSTER GRASMICK	\$2,463.91
LEGAL SVS, LEGAL SVS -OPPOSITION TO GREELEY, LEGAL SVS -KYGER, LEGAL SVS -GENERAL, LEGAL SVS -AUG PLAN 02CW301, LEGAL SVCS-GENERAL MATTERS	
SAFETY AND CONSTRUCTION SUPPLY	\$255.67
HARD HAT, MARKING PAINT, STROBE LIGHTS	
LIND AND OTTENHOFF, LLP	\$1,439.00
OIL & GAS COUNSEL	
FARNSWORTH GROUP, INC.	\$2,782.00
WWTP NUTRIENT STUDY	
AIR COMFORT, INC	\$663.57
REPAIR HEAT PUMP	
CO DEPT OF TRANSPORTATION	\$21.00
CDOT FORMS	
SECURITAS SECURITY SERVICES US	\$220.20
RENTAL SECURITY - CRC EVENT	
BATES ENGINEERING INC	\$2,564.00
3MG WATER TANK CONSTR PHASE SVCS	
STACEY SWANSON	\$168.28
CGFOA CONF MILEAGE REIMB	
EVIDENT, INC	\$93.00
2X3 LABELS	
COLORADO HEALTH MEDICAL GROUP	\$260.00
DOT PHYSICALS	
BETH SUSANNE HAY	\$147.00
ART CLASS INSTRUCTION	



MEMORANDUM

Date: December 8, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Joseph P. Plummer, AICP, Director of Planning
Ian D. McCargar, Town Attorney
Subject: Public Hearing - Compliance with a Conditional Use Grant approved in 2013 for the property located at 217 2nd Street, Lot 17, Burlington Subdivision - Jeff and Joel Henderson, property owners, applicants/Suzanne and James Stewart, Arapahoe Rentals, applicants
Location: 217 Second Street
Item #: C.1

Background:

In May 2013, the Planning Commission and Town Board approved a conditional use grant for Lot 18, Burlington Subdivision, to continue the outdoor storage use on the vacant, unimproved property. This conditional use grant was subject to specific conditions, with set deadline dates, agreed to by the applicants, but all of those conditions have not been met. In accordance with Section 16-7-40 of the Municipal Code, a public hearing before the Planning Commission was scheduled on December 3, 2014 for the Planning Commission to receive testimony and make a recommendation to Town Board on this issue.

However, the property owners were not in attendance at that meeting, and the Planning Commission continued its public hearing until January 7, 2015 in order for the property owners to be present at the public hearing. Since that public hearing was continued, the Planning Commission was unable to make its recommendation to the Town Board. As such, it is appropriate for the Town Board to also continue tonight's public hearing until January 12, 2015 in order to receive the Planning Commission's recommendation that will be rendered on January 7, 2015 and to receive testimony and take action on this issue.

Recommendation: Open tonight's public hearing and continue the public hearing until January 12, 2015.

pc: Gale Schick, Chairman, Windsor Planning Commission
Jeff and Joel Henderson, property owners, applicants
Suzanne and James Stewart, business owners, applicants



MEMORANDUM

Date: December 8, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Joseph P. Plummer, AICP, Director of Planning
Ian D. McCargar, Town Attorney
Re: Resolution No. 2014-79 - A Resolution Supporting the Efforts of the Windsor Housing Authority in Seeking Financial Support from the Colorado Department of Local Affairs with Respect to Phase 2 of the Windsor Meadows Workforce Housing Project, and Specifying the Financial Support Available from the Town for the Benefit of the Windsor Housing Authority in Conjunction Therewith
Item #: C-3

Discussion:

At the October 20th and November 24th work sessions, Chairman John Moore of the Windsor Housing Authority (WHA) met with the Town Board to discuss building permit fee waivers for Phase 2 of the Windsor Meadows Apartments. During the discussions, Mr. Moore requested that the Town consider waiving the same building permit fees for Phase 2 of the project as were waived for Phase 1, with the exception of the raw water fee which the WHA will be paying.

At the November 24th work session it was the consensus of the Town Board to waive the building permit fees that are outlined in Section 2 of the enclosed Resolution No. 2014-79.

Relationship to 2014-2016 Strategic Plan:

Vision Statement No. 4: Windsor enjoys a friendly community with a vibrant downtown, housing opportunities, choices for leisure, cultural activities, and recreation, and mobility for all.

Recommendation: Approval of Resolution No. 2014-79 as presented.

Attachments: Resolution No. 2014 - 79.

pc: John Moore, Chairman, Windsor Housing Authority
Sam Betters, Executive Director, Loveland Housing Authority

TOWN OF WINDSOR

RESOLUTION NO. 2014-79

A RESOLUTION OF THE WINDSOR TOWN BOARD SUPPORTING THE EFFORTS OF THE WINDSOR HOUSING AUTHORITY IN SEEKING FINANCIAL SUPPORT FROM THE COLORADO DEPARTMENT OF LOCAL AFFAIRS WITH RESPECT TO PHASE 2 OF THE WINDSOR MEADOWS WORKFORCE HOUSING PROJECT, AND SPECIFYING THE FINANCIAL SUPPORT AVAILABLE FROM THE TOWN OF WINDSOR FOR THE BENEFIT OF THE WINDSOR HOUSING AUTHORITY IN CONJUNCTION THEREWITH

WHEREAS, the Town of Windsor (hereinafter, "Town") is a Colorado home rule municipality with all powers and authority provided by Colorado law; and

WHEREAS, the Windsor Housing Authority ("WHA") is a Local Housing Authority as defined in Title 29, Article 4, Part 2 of the Colorado Revised Statutes; and

WHEREAS, the WHA has undertaken extensive study and effort, the purpose of which is to bring a second phase to the Windsor Meadows housing project, the dwellings within which will be affordable to households earning between 30% and 60% of the area median income (AMI) within Windsor, with no such incomes exceeding 60% of the AMI within Windsor, as determined by the Town on an annual basis ("Project"); and

WHEREAS, the Project consists of a 36-unit addition to the existing Windsor Meadows facility; and

WHEREAS, by Resolution No. 2004-39 adopted May 24, 2004, the Town Board expressly recognized the need for workforce housing, and committed itself to pursuing methods and systems that will result in the provision of additional affordable housing in Windsor; and

WHEREAS, the Town participated in a Housing Needs Assessment Study in 2009, the results of which included a recommendation that additional affordable multi-family housing should be encouraged within the Town; and

WHEREAS, the economic health and vitality of Windsor depends on the availability of housing options for all segments of the workforce; and

WHEREAS, the Town Board believes the efforts of the WHA in bringing the Project into being should be encouraged, supported, promoted and facilitated by the Town; and

WHEREAS, the Town Board wishes to herein express its support for the Project, both in principle and in terms of specific financial allowances; and

WHEREAS, the Town Board believes that the Project promotes the public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. The Town Board does hereby express its full support for the WHA's efforts to bring a 36-unit second phase to the Windsor Meadows housing project located within the Windshire Park Subdivision.
2. The Town Board hereby authorizes the Town Manager to make available the following specific financial measures with respect to development-related fees paid in association with the Project:
 - a. **A full reimbursement of applicable Road Impact Fees attributable to the Project, the amount of which is estimated to be approximately \$53,400.00; and**
 - b. **A full reimbursement of Town administrative fees, the amount of which is estimated to be \$5,400.00; and**
 - c. **A partial reimbursement of Water Plant Investment fees, the amount of which is estimated to be approximately \$30,500; and**
 - d. **A partial reimbursement of Sewer Plant Investment fees, the amount of which is estimated to be approximately \$27,600; and**
 - e. **A partial reimbursement of Neighborhood Park Development fees, the estimated amount of which is to be approximately \$41,000; and**
 - f. **A partial reimbursement of Community Park Development fees, the estimated amount of which is estimated to be approximately \$14,200.**
3. The Town Board further directs that the reimbursement of Road Impact Fees as set forth herein shall be compensated by a transfer of General Fund funds to the Road Impact Fee Trust Fund in the amount of \$53,400.00.
4. Except as expressly stated in Section 2 above, all applicable Town fees shall be imposed, collected and retained as provided in the *Windsor Municipal Code*.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 8th day of December, 2014.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: October 8, 2014
To: Water and Sewer Board
Via: Kelly Arnold, Town Manager
From: Dean Moyer, Director of Finance and Information Systems
Re: 2015 Water Rates
Item #: C.4.

Background / Discussion:

Our current rate structure was developed in response to the worst part of the drought in 2003, as well as our 2011 water rate study recommendations.

We added a third tier to this system in 2012 to target those customers that use on a monthly basis more water than was dedicated with their property when annexed, especially targeting single family homes without a non-potable irrigation system. The tiers are tied to the annual CBT water share allocation, one tier at the historical allocation of 16,000 gallons per month, the second tier being 16,001 up to 22,500 gallons per month and the third tier being over 22,500 gallons per month. The 22,500 gallons per month equates to 100% CBT allocation spread over 12 months.

Historically we have passed along any increases from our suppliers and cost of service increases to our customers by adjusting the dollars charged per 1,000 gallons. We adopted a policy of not increasing the rates until the January of the following year.

We have learned from Greeley that our cost for 2015 water should increase by 4%. We also learned that North Weld will not be increasing our rate for 2015. Our contract with South Ft. Collins does not call for any cost increase in 2015 water.

Water purchase records show that we purchase about 33% of our water supply from the City of Greeley.

Financial Impact:

Using a weighted average approach to apply the cost increase, I am proposing that we increase the rates by 1.33% this year. This is figured by dividing a 4% increase by the 33% portion of our overall water supply.

Recommendation

Adopt the rate structure as presented, making it effective beginning January 15, 2015. The 15th is when we read meters and this date will be the first reading day in the year. This recommendation was approved by the Water and Sewer Board at their meeting on October 8, 2014.

Attachments:

Existing 2014 Water Rate Chart

Proposed 2015 Water Rate Chart

Resolution 2014-

Existing 2014 Water Rates							
Customer Category	Monthly Base Fee	1 st Tier Usage Charge (per 1,000 gallons)	2nd Tier Usage Charge (per 1,000 gallons)	3rd Tier Usage Charge (per 1,000 gallons)	1st Tier Threshold (gallons per month)	2nd Tier Threshold (gallons per month)	3rd Tier Threshold (gallons per month)
¾" Single Family Residential w/o Dual Water System	\$14.81	\$3.57	\$5.33	\$7.94	16,000	16,001- 22,500	>22,500
¾" Residential with Operative Dual System	\$14.81	\$3.57	\$5.33	-	9,700	-	-
1" Residential with Operative Dual System	\$23.93	\$3.57	\$5.33	-	9,700	-	-
1.5" Residential with Operative Dual System	\$49.00	\$3.57	\$5.33	-	9,700	-	-
¾" Multi-family Residential	\$9.57	\$3.57	\$5.33	-	15,700	-	-
¾" Commercial- Industrial-School	\$14.81	\$3.57	\$5.33	-	157,000	-	-
1" Commercial- Industrial-School	\$23.93	\$3.57	\$5.33	-	157,000	-	-
1.5" Commercial- Industrial-School	\$49.00	\$3.57	\$5.33	-	157,000	-	-
2" Commercial	\$77.49	\$3.57	\$5.33	-	493,000	-	-
2" Industrial	\$77.49	\$3.57	\$5.33	-	783,000	-	-
2" School	\$77.49	\$3.57	\$5.33	-	157,000	-	-
3" School	\$145.87	\$3.57	\$5.33	-	306,700	-	-
4" Industrial	\$243.25	\$3.57	\$5.33	-	2,461,000	-	-

Proposed 2015 Water Rates							
Customer Category	Monthly Base Fee	1 st Tier Usage Charge (per 1,000 gallons)	2nd Tier Usage Charge (per 1,000 gallons)	3rd Tier Usage Charge (per 1,000 gallons)	1st Tier Threshold (gallons per month)	2nd Tier Threshold (gallons per month)	3rd Tier Threshold (gallons per month)
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2" School	\$77.49	\$3.62	\$5.40	-	157,000	-	-
3" School	\$145.87	\$3.62	\$5.40	-	306,700	-	-
4" Industrial	\$243.25	\$3.62	\$5.40	-	2,461,000	-	-

TOWN OF WINDSOR

RESOLUTION NO. 2014- 80

A RESOLUTION ESTABLISHING RATES FOR TOWN OF WINDSOR WATER SERVICE CUSTOMERS, AND AUTHORIZING THE IMPLEMENTATION OF SUCH RATES

WHEREAS, the Town of Windsor is a Colorado Home Rule Municipality, with all powers of self-government as provided by Colorado law; and

WHEREAS, in keeping with the commands of Windsor Municipal Code Section 13-2-90, the Town Board has annually undertaken to fix rates for users of the Town's municipal treated water system; and

WHEREAS, on December 8, 2014, the Town Board was presented a proposed water rate structure developed by Town staff; and

WHEREAS, the aforementioned water rate structure states that:

- sixty three percent (63%) of the Town's water customers are in the category of "*3/4 inch Single Family Residential without a Dual Water System*"; and
- this customer category accounts for fifty three percent (53%) of the Town's annual water usage;

and

WHEREAS, the aforementioned water rate structure contains a recommendation that the Town consider an additional third-tier usage threshold and rate for the customer category of "*3/4 inch Single Family Residential without a Dual Water System*"; and

WHEREAS, the Water and Sewer Board has recommended that the Town Board approve the within-described rates to offset supplier price increases and otherwise assure the prudent management of the Town's water utility enterprise; and

WHEREAS, the Town Board has considered the recommendations of the 2015 Water Rate Study, the needs of the community and the financial realities of the Town's treated water supply sources; and

WHEREAS, in addition to the authority found within *Windsor Municipal Code* Section 13-2-90, Section 12.2 of the Windsor Home Rule Charter authorizes the Town Board to establish rates for the use of municipal water.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. Commencing with the monthly billing period beginning January 15, 2015, only Town water users in customer category of “*3/4 inch Single Family Residential without a Dual Water System*” shall be subject to a third tier of water usage and corresponding fees, as is set forth in the attached schedule. All other users shall be subject to the first-tier and second-tier rates set forth in the attached schedule.
2. Commencing with the monthly billing period beginning January 15, 2015, Town water users shall be assessed an increased usage charge per 1,000 gallons of water used. As is set forth in the following schedule, usage under the applicable first-tier threshold for each customer category shall be charged at \$3.62/1,000 gallons per month. Usage over the applicable second-tier threshold, but under the applicable third-tier threshold, shall be charged at \$5.40/1,000 gallons per month. Usage over the applicable third-tier threshold shall be charged \$8.05/1,000 gallons per month.
3. The table attached hereto shall be incorporated herein by this reference as if set forth fully.
4. The within Resolution shall supersede all prior rate-setting Resolutions for treated water customers served by the Town’s water utility enterprise.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 8th day of December, 2014.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

2015 Water Rates							
Customer Category	Monthly Base Fee	1 st Tier Usage Charge	2nd Tier Usage Charge	3rd Tier Usage Charge	1st Tier Threshold	2nd Tier Threshold	3rd Tier Threshold
		(per 1,000 gallons)	(per 1,000 gallons)	(per 1,000 gallons)	(gallons per month)	(gallons per month)	(gallons per month)
¾" Single Family Residential w/o Dual Water System	\$14.81	\$3.62	\$5.40	\$8.05	16,000	16,001-22,500	>22,500
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3" School	\$145.87	\$3.62	\$5.40	-	306,700	-	-
4" Industrial	\$243.25	\$3.62	\$5.40	-	2,461,000	-	-

2014 MONTHLY FINANCIAL REPORT

Special points of interest:

- Highest October sales tax collection on record at \$771,730.
- Single Family Residential (SFR) building permits total 217 through October. This is down from the October 2013 number of 309.
- 20 business licenses were issued in October, 9 of which were sales tax vendors.

Highlights and Comments

- * We recorded our highest gross sales tax collection for the single month of October.
- * October 2014 year-to-date gross sales tax increased 20.20% over October 2013.
- * Construction use tax through October is at 73% of the annual budget at \$1,277,292.



New Water Tank Progress

The new three-million gallon water tank is progressing well. All wall sections are up and the top has been set. The expected completion is still March of 2015. Total project cost is \$3.3 million with \$650,000 being paid by a Department of Local Affairs (DOLA) grant.

Inside this issue:

Sales, Use and Property Tax	2
Year-to-Date Sales Tax	4
Monthly Sales Tax	5
All Fund Expenditures	6
General Fund Expenditures	7

Items of Interest

- 2015 Budget was adopted at the public hearing held in the regular Town Board meeting on November 24, 2014.
- Voters approved a sales tax increase to fund the expansion of the Community Recreation Center beginning in 2015.
- Visit us at www.windsorgov.com and look for live streaming of Town Board and Planning Commission meetings.

Sales, Use and Property Tax Update**October 2014**

Benchmark = 83%	Sales Tax	Construction Use	Property Tax	Combined
Budget 2014	\$5,944,547	\$1,749,737	\$4,146,285	\$11,840,569
Actual 2014	\$6,766,887	\$1,277,292	\$4,004,296	\$12,048,475
% of Budget	113.83%	73.00%	96.58%	101.76%
Actual Through October 2013	\$5,629,689	\$1,686,661	\$3,992,336	\$11,308,686
Change From Prior Year	20.20%	-24.27%	0.30%	6.54%

Ideally through the tenth month of the year you would like to see 83% collection rate on your annual budget number. We have reached that benchmark in two of the three tax categories, and are very close on the third.

At this point last year we had collected \$3.9M in property taxes, or 97.5% of the annual budget.

Building Permit Chart**October 2014**

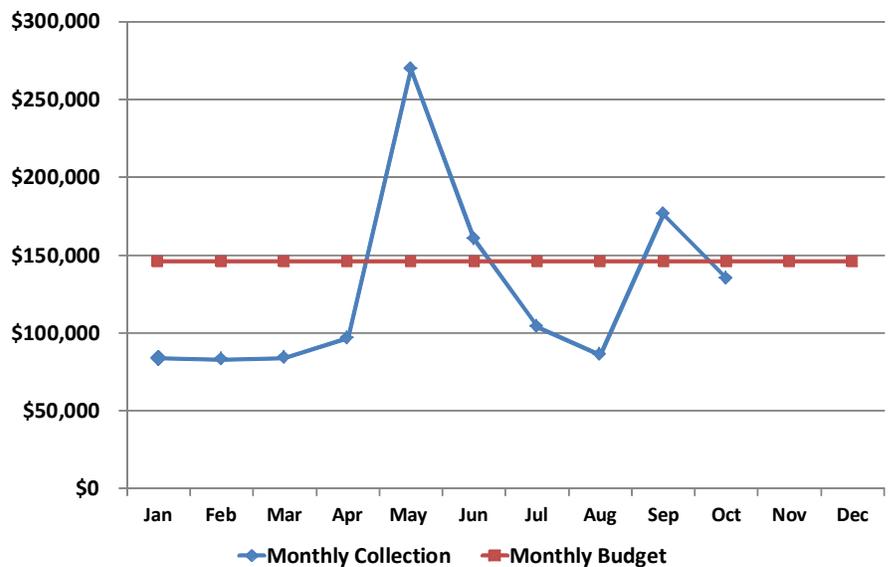
	SFR	Commercial	Industrial	Total
Through October 2014	217	3	4	224
Through October 2013	309	5	12	326
% change from prior year				-31.29%
2014 Budget Permit Total				373
% of 2014 Budget				60.05%

Building Permits and Construction Use Tax

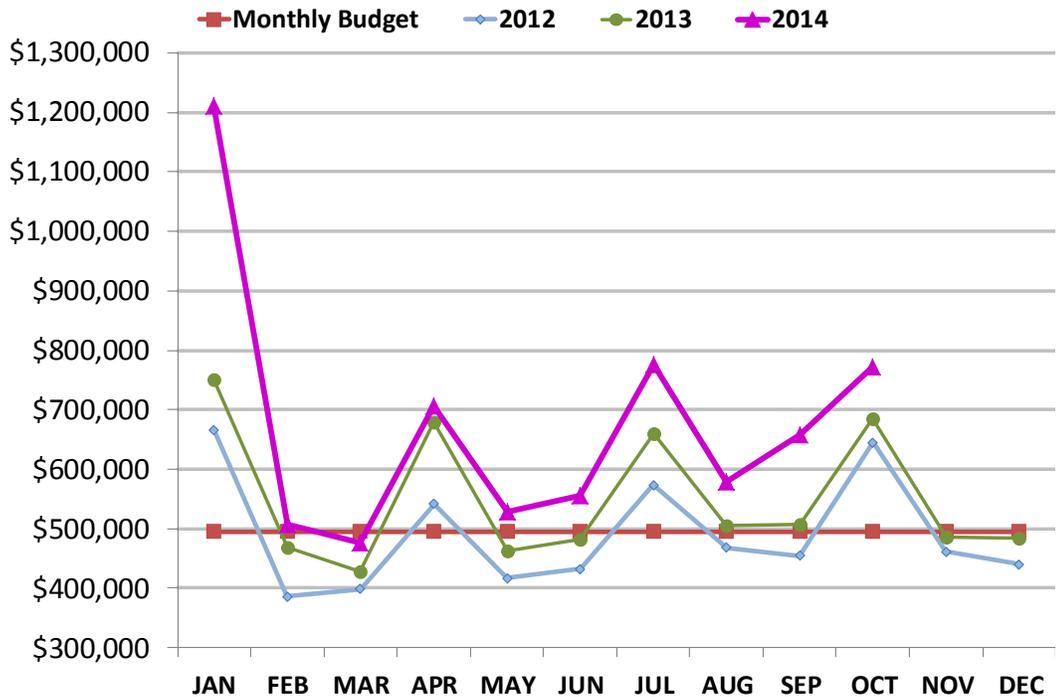
We are showing a 31% decrease in number of permits as compared to October 2013. We issued 217 SFR permits through October 2014 as compared to 309 through October of 2013.

Construction use tax is slightly below our required monthly collection.

We issued 25 SFR permits in the month of October. Through ten months in 2014 we are averaging 21 SFR permits per month. Through October 2013 we averaged 31 SFR permits per month.

Construction Use Tax Collections

Sales Tax Collections in Dollars



Gross Sales tax collections for October 2014 were approximately \$86,000 higher than 2013.

October 2014 collections increased 17% over September 2014.

October Facts

October is a “quarterly collection” month, meaning that the collections are for sales made in September as well as collections from quarterly filers submitting third quarter returns. We expect our quarterly collection months to be the strongest of the year and October did not disappoint. October produced a strong collection month, surpassing the two previous years in collections as well as our monthly budget collections requirement.

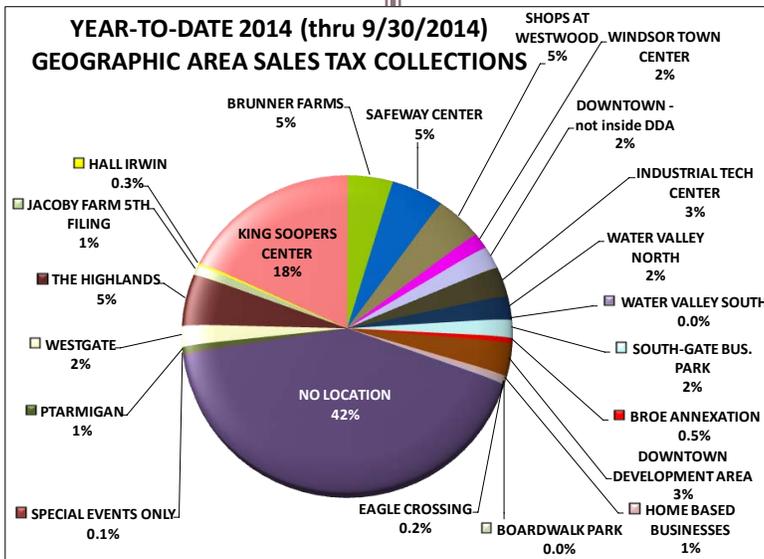
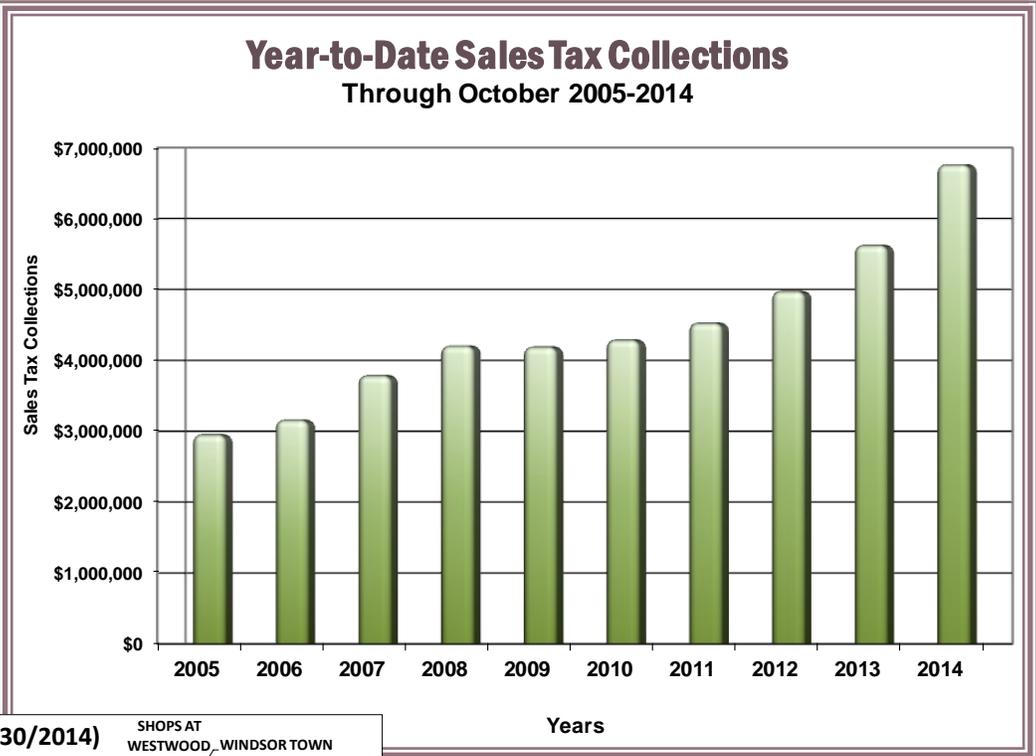
We did not receive any voluntary compliance or audit payments in October, adding strength to the positive indicator of higher collections than last year.

Looking Forward

We budgeted \$6M in sales tax for 2014, making our average monthly collection requirement \$500,000. We were above that mark for the ninth month out of ten for this year. In January we received a large “outlier” payment from a local manufacturer of \$319,175. Reducing January’s collection by this amount down to \$891,348, through the first ten months of 2014 we are averaging \$644,771 in collections per month. If we maintain this average through the end of the year, we will come in at \$7.7M in collections.

Through October we have collected \$6.7M in sales tax.

This is roughly \$1,000,000 higher than through October 2013.



The King Soopers Center remains the largest local driving force in sales tax collections.

Year-to-Date Sales Tax

Our sales tax base has not changed a great deal over the past decade, with groceries and utilities leading our industry sectors in sales tax collection. Some of this increase can be attributed to an overall increase in prices and cost of living, estimated at 3% for the first half of 2014 in the Denver/Boulder/Greeley area.

- Restaurants, liquor, hardware, general merchandise, utilities, entertainment and auto parts all increased collections over October 2013.
- Our current year to date collections through October of \$6,766,887 have surpassed the entire year of collections for 2013. It also exceeds each of the individual annual collections of all of the years preceding 2013.
- The Highlands sales tax area surpassed the Safeway Center in terms of year to date sales tax collections. This area encompasses the Highland Meadows Golf Course, Wagner Equipment and other businesses

All Funds Expense Chart

October 2014

Benchmark = 83%

Operations expenditures are on track as a whole, expending 79% of the annual budget compared to the benchmark of 83%.

<u>General Government</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2014 Budget</u>	<u>% of Budget</u>
General Fund	\$980,946	\$10,600,973	\$12,716,127	83%
Special Revenue	\$299,126	\$1,138,485	\$2,439,201	47%
Internal Service	\$174,813	\$2,371,209	\$3,104,165	76%
Other Entities(WBA)	\$12,090	\$120,900	\$145,080	83%
Sub Total Gen Govt Operations	\$1,466,975	\$14,231,567	\$18,404,573	77%
<u>Enterprise Funds</u>				
Water-Operations	\$609,336	\$2,992,840	\$3,467,536	86%
Sewer-Operations	\$82,619	\$1,279,729	\$1,591,886	80%
Drainage-Operations	\$24,266	\$349,236	\$402,276	87%
Sub Total Enterprise Operations	\$716,221	\$4,621,805	\$5,461,698	85%
Operations Total	\$2,183,196	\$18,853,372	\$23,866,271	79%

plus transfers to CIF and Non-Potable for loan

Through October, operating and capital expenditures combined to equal 77% of the 2014 Budget.

<u>General Govt Capital</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2014 Budget</u>	<u>% of Budget</u>
Capital Improvement Fund	\$1,032,653	\$4,273,792	\$5,339,148	80%
<u>Enterprise Fund Capital</u>				
Water	\$436,732	\$6,406,374	\$7,134,081	90%
Sewer	\$1,890	\$10,424	\$512,875	2%
Drainage	\$103,145	\$259,961	\$1,894,231	14%
Sub Total Enterprise Capital	\$541,767	\$6,676,759	\$9,541,187	70%
Capital Total	\$1,574,420	\$10,950,551	\$14,880,335	74%
Total Budget	\$3,757,616	\$29,803,923	\$38,746,606	77%

All Funds Expenditures

We are behind our general capital benchmark but slightly ahead in the water fund capital expenditures. This is driven mostly by the purchase of the Kyger property in early March. Delays in beginning large drainage projects will cause us not to use the entire drainage capital budget in 2014.

Operations expenditures should slow for the rest of the year as our summer operations are finished for the year.

General Fund Expense Chart

Department		Current Month	YTD Actual	2014 Budget	% of Budget
410	Town Clerk/Customer Service	\$44,094	\$487,656	\$612,550	79.6%
411	Mayor & Board	\$30,728	\$346,963	\$477,796	72.6%
412	Municipal Court	\$2,905	\$15,688	\$19,930	78.7%
413	Town Manager	\$24,671	\$262,052	\$322,910	81.2%
415	Finance	\$42,530	\$528,238	\$606,852	87.0%
416	Human Resources	\$26,505	\$301,040	\$409,870	73.4%
418	Legal Services	\$29,486	\$304,839	\$329,869	92.4%
419	Planning & Zoning	\$48,095	\$484,533	\$610,990	79.3%
420	Economic Development	\$11,355	\$215,120	\$193,297	111.3%
421	Police	\$216,744	\$2,350,023	\$2,853,407	82.4%
428	Recycling	\$2,766	\$29,392	\$42,770	68.7%
429	Streets	\$70,133	\$816,867	\$1,009,692	80.9%
430	Public Works	\$30,734	\$348,435	\$430,818	80.9%
431	Engineering	\$63,145	\$527,412	\$618,026	85.3%
432	Cemetery	\$8,559	\$98,554	\$118,590	83.1%
433	Community Events	\$5,764	\$116,480	\$113,566	102.6%
450	Forestry	\$23,053	\$233,065	\$324,531	71.8%
451	Recreation Programs	\$169,264	\$1,549,913	\$1,708,136	90.7%
452	Pool/Aquatics	\$1,605	\$167,892	\$186,568	90.0%
454	Parks	\$94,641	\$996,829	\$1,206,005	82.7%
455	Safety/Loss Control	\$0	\$2,553	\$16,760	15.2%
456	Art & Heritage	\$15,634	\$217,881	\$264,560	82.4%
457	Town Hall	\$18,535	\$199,549	\$238,634	83.6%
Total General Fund Operations		\$980,946	\$10,600,974	\$12,716,127	83.4%

General Fund Expenditures

The general fund operations are right at the budget benchmark.

As one would expect through October, operations connected with community events and aquatics have almost completed their entire budget.

Finance is slightly ahead of the benchmark due to contract payments made to sales tax auditors.

Economic Development is ahead of the pace due to the \$50,000 payments for participation in the RTA.

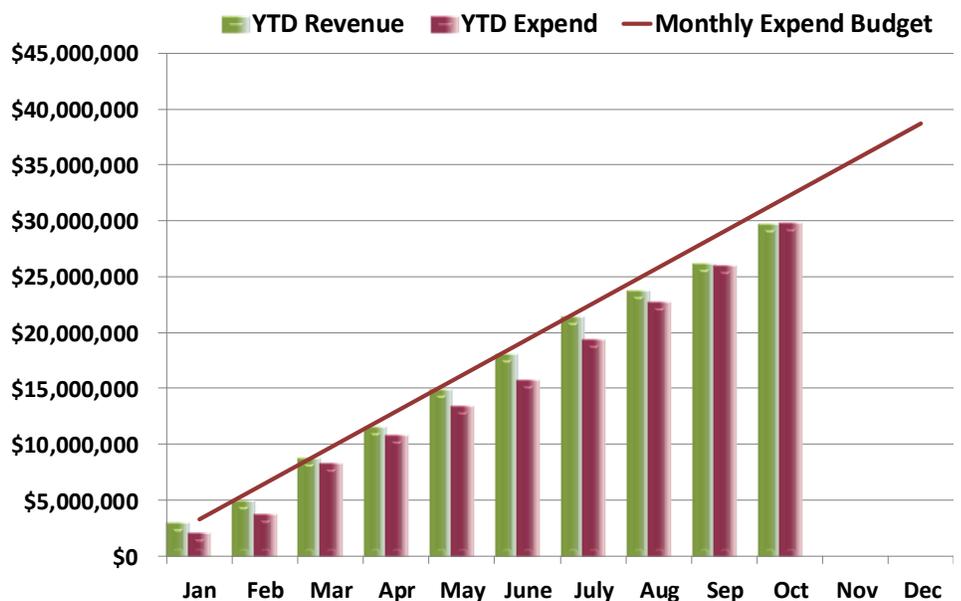
Revenue and Expenditure

The chart on the right shows monthly revenue compared to monthly expenditure as well as a trend line showing the total 2014 budget expended equally over twelve months.

Our monthly budgeted total expenditures equal \$3,228,884. In October we collected \$3,077,569 in total revenue. The chart on the right reflects our actual results through October.

October YTD total expenditures exceeded total revenue by roughly \$27,000.

Combined Revenue and Expenditures





TOWN OF WINDSOR 2014 MAJOR CAPITAL PROJECT STATUS
As of DECEMBER 1, 2014
arranged by reporting department

2014 Projects	2014 Budget	Spent YTD	Dept.	Multi-Yr	Est. Start Process	Actual Start	% Complete	Est. Complete	Actual Complete
IT Financial Mgmt Software Upgrade	\$280,000	\$196,547	Fin CG	2014	Jan	Jan	95%	Nov	
IT Unified Communications upgrade	\$91,000	\$91,493	Fin CU	2014	Feb	Feb	100%	end May	June
GIS Development Management Software	\$210,000	\$122,005	Fin ST	2014	begin Mar	Mar	95%	Nov	
Kyger Pit Non-Potable Reservoir w/CWCB loan	\$5,700,000	\$3,553,356	Fin/Eng	2014-2015	Mar 4	4-Mar	80%	EOY	
Street Maintenance (overlay, crack seal, chip seal)	\$1,407,000	\$929,911	Eng CT	2014	Apr 1	Apr 1	95%	Sept 15	
WCR 19/ Hwy 392 Turn Lane	\$150,000	\$321,601	Eng	2014	Jun 1	Jun 1	100%	Oct 1	Oct
WCR21 Bridge Replacement w/grant	\$584,270	\$468,062	Eng JE	2013-2014	Feb 1	Feb 1	50%	May 15	
Eastman Pk/Cornerstone Roundabout Construct	\$621,500	\$658,323	Eng JE	2013-2014	Jun 15	Jun 30	99%	Oct 1	
County Line Road ditch erosion mitigation design	\$50,000	\$0	Eng	2014-2015	May 1		0%	Sep 1 design	
Replace Railing on 7th St/Poudre Riv Bridge	\$33,000	\$16,344	Eng	2014	Oct 1	June	100%	Dec 1	1-Jul
Poudre River dredging at WCR 13	\$50,000	\$0	Eng	2014	mid Sep		0%	mid Oct	
3 M gal. Water Tank w/grant	\$1,150,000	\$1,681,685	Eng	2012-2015	Mar 15	Mar 15	74%	Mar 2015	
Replace Force Main to Gravity Sewer w/grant	\$380,000	\$10,424	Eng CT	2013-2014	Oct 1		20%	EOY	
Law Basin Master Plan Channel - design/acquisition w/ 69% PDM Grant - 2012-2015	\$904,959	\$162,395	Eng DR	2012-2015	Feb 15	Feb 15	0%	Oct 1 design	
Law Basin West Tributary Channel - 2013-2015	\$989,272	\$100,722	Eng DR	2013-2015	Oct 1		25%	Apr 2015	
Coyote Gulch Park Dvpm Design	\$40,000	\$23,428	Pks/Rec	2014-2015	Apr 1	Apr 1	99%	mid Jul	
Windsor Trail Windsor West Connection planning	50,000	\$0	Pks/Rec	2014	Mar 1	Mar 1	100%	EOY	1-Dec
Poudre Trail Concrete at 3 Bells	\$25,000	\$0	Pks/Rec	2014	Jun 15		0%	Nov 1	2015
Poudre Trail from Westwood Village	\$250,000	\$2,760	Pks/Rec	2014	Aug 15		10%	end Nov	2015
Windsor Trail South 7th St w/grant	\$219,796	\$242,664	Pks/Rec	2013-2014	end Mar	end Mar	100%	Aug 15	1-Oct
Chimney Park Pool - Deck Resurfacing	\$232,350	\$296,934	Pks/Rec	2014	Aug 15	7-Jul	20%	Dec 1	1-Nov
Cemetery irrigation, design & engineering	\$329,547	\$267,823	Pks/Rec	2014	end Feb	end Feb	100%	Sep 1	1-Jun
Non-Potable Water- Construction of pipe encasement through Universal Forest Products	\$195,000	\$4,500	Pks/Rec	2013-2014	mid Nov		25%	Dec 1	
Museums - Interpretive Landscape	\$58,138	\$1,090	Pks/Rec	2014	mid Aug	1-Sep	90%	mid Nov	
Windsor West Park replace irrigation system	\$120,000	\$4,425	Pks/Rec	2014	early Sept	1-Sep	90%	Nov 15	1-Dec
ADA Compliance Projects	\$70,955	\$49,082	Pks/Rec	2012-2014	Jan	Jan	98%	mid Dec	
Install pump at Covenant Park	\$49,000	\$2,981	Pks/Rec	2014	Jun 1		30%	Oct 1	2015
Poudre Plan corrections & Town Hall connection to Main Park	\$30,000	\$0	Pks/Rec	2014	Jun 1		20%	EOY	
RR xing Improvements/ Repairs-15th & CR72	\$30,000	\$28,500	P Wks	2014	Jun 30	30-Jun	100%	Jul 5	1-Aug
Facilities - cooling tower for Town Hall	\$80,000	\$76,545	P Wks	2014	Jan 1	Jan	100%	Mar 3	March
Facilities - sand & restripe floor at CRC	\$30,000	\$19,897	P Wks	2014	Jun 1	30-Jun	100%	Aug 1	1-Aug
Water Line Replacement	\$400,000	\$559,666	P Wks	2014	Jul 1	1-Jul	90%	Nov 1	1-Nov
Sewer Line Rehab	\$82,875	\$0	P Wks	2014	Jul 15		0%	Sep 1	
Sewer Nutrient Study w/grant	\$72,000	\$55,235	P Wks	2014	end Jan	Jan	100%	Jun 1	1-Jun
Repl. #2,5,11,18,23,25,31,75,108,109,112,113,123 & lease 35, 94, 52, 19, and 22,	\$620,050	\$477,869	P Wks	2014	Jan 1	Jan	99%	Oct	
New Utility & PD Vehicle/equipped	\$70,000	\$74,850	P Wks	2014	Jan 1		99%	Oct	
Color key for funds =	PIF	CTF	CIF	WF	NPWF	SF	FF	ITF	

As requested at the budget retreat, this monthly report contains our monthly capital improvement plan update. Comments on future presentations of this information are welcome.

Our Vision:

WINDSOR'S hometown feel fosters an energetic COMMUNITY SPIRIT AND PRIDE that makes our town a special place in Northern Colorado.

WINDSOR has a STRONG LOCAL ECONOMY with diverse business sectors that provide jobs and services for residents.

WINDSOR promotes QUALITY DEVELOPMENT.

WINDSOR residents enjoy a friendly community with a VIBRANT DOWNTOWN, HOUSING OPPORTUNITIES, CHOICES for LEISURE, CULTURAL ACTIVITIES, RECREATION, and MOBILITY for all.

WINDSOR is a GOOD ENVIRONMENTAL STEWARD.



2014 Monthly Financial Report

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The Town of WINDSOR strengthens community through the fiscally responsible and equitable delivery of services, support of hometown pride, and encourages resident involvement.

The 2014 Budget continues to focus on fiscal responsibility while building a long-term sustainable community through strategic investments and emphasizing the maintenance of existing infrastructure. In order to achieve these goals, the 2014 Budget emphasizes the importance of funding the key day-to-day tools that lead to success. These tools are employees, technology, and providing services most highly rated by citizens.

We're on the Web

www.windsorgov.com
