



TOWN BOARD WORK SESSION

October 22, 2018 // 5:00 p.m. // Town Board Chambers
301 Walnut Street, Windsor, CO 80550

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

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

AGENDA

1. Operation and Maintenance Presentation on 2019 Budget
 - Police – Rick Klimek (45 Minutes)
 - Engineering – Dennis Wagner (10 Minutes)
 - Economic Development – Stacy Miller (10 Minutes)
 - Town Clerk – Krystal Eucker (5 Minutes)
 - Customer Service – Kelly Houghteling (5 Minutes)
 - Administration – Shane Hale (10 Minutes)
 - Capital Improvement Recap – Shane Hale (30 Minutes)

2. Future Meetings Agenda



WINDSOR HOUSING AUTHORITY

FUNDING REQUEST FOR 2019

The Windsor Housing Authority (WHA) was established in June 1974 in order to provide affordable housing to Windsor residents who could not afford market rate rent. The board of commissioners was established of community members who have a desire to create affordable, safe and secure housing for Windsor residents. The WHA has developed three housing projects in Windsor. They are Century III (senior housing complex with 72 units), The Meadows Phase I (a 44 – unit complex) and Meadows Phase II (a 36 – unit complex) and both are affordable housing units.

In 2010, we completed a 3 year renovation of the Century III complex at a cost of \$1.5 million. The renovation was made to 13 buildings and included new roofs, windows, front and rear doors including storm doors, driveway and numerous fixtures. In 2010 the Town Board asked us if we would be able to provide more affordable housing for people working in Windsor so they could live in Windsor. We completed a partnership agreement with the Loveland Housing Authority (LHA) to build The Meadows. Phase I was completed in 2013 and Phase II was completed in 2016.

In 2016, the Town Board stated that there was a need for additional senior and disabled housing. At the request of the Town Board, WHA began a search for land with water that would be suitable for this type of complex. Currently, a Due Diligence review of 8.5 acres next to The Meadows is being completed; we expect to have a final contract by mid – October. WHA and LHA will work together to have financing arranged in late 2018 and to have an architect on contract by the last quarter of this year. In the first quarter of 2019, WHA will select a contractor for this effort and we expect to break ground for this 123 unit complex in the second quarter of 2019. The project will be completed in two or three phases. WHA and LHA will work together throughout this entire project.





This would give the Windsor Housing Authority and Loveland Housing Authority partnership 72 units at Century III, 80 units at The Meadows with an estimated 45 units in Phase I of the new complex for a total of 197 units in 2020. Considering the time to build The Meadows, we would anticipate starting Phase 2 of the new complex in 2023 and to complete in 2025 with another 78 units for a total of 275.

In addition to the project mentioned above, WHA has submitted an offer to purchase Governor's Farm. If our offer is accepted, these units will come on line near the end of the year.

The board of commissioners is made up of five members from the community for a five-year term and meets once each month. The average length of service for board members is 3-4 years. As we continue to grow, the need for additional paid personnel will become necessary. Presently Century III's rules and regulations are those from USDA-Rural Development (USDA-RD). The Meadows uses rules and regulation set by the Department of Housing and Urban Development (HUD). These two government agencies have similar rules and regulations but there are some significant differences. Because WHA has no full-time office personnel and board members do not have the time to devote to this effort, we presently contract this compliance to LHA. The maintenance for Century III is accomplished by WHA as well as all the contracts required for their support. The present Century III maintenance contracting oversight is being accomplished by a board member who will soon be leaving the board and WHA.

As a result of the continued growth of housing needs for our community, there is a significant need for the WHA to have an Executive Director and an Administrative Assistant to oversee and carry out the guidelines and directives set forth by the board.

The WHA request that the Town Board review and consider funding to support a full time Executive Director position and a part time Administrative Assistant





position. This effort is needed to support the programs we presently have in process as well as those that are being planned.

We believe that by adding these two positions it will be the beginning of our goal of becoming self-sustaining in ten years or less. This approach was used by Estes Park Housing Authority and they achieved their goal in seven years.

In summary, while the WHA has had substantial success, the existing programs and anticipated needs are too large to be managed without full-time support.

Please see the following attachments:

1. Cost Estimate
2. Job Descriptions
 - a. Executive Director
 - b. Administrative Assistant

Sincerely,

A handwritten signature in black ink that reads 'William Y. Voegtli'.

William Y. Voegtli

Windsor Housing Authority Chairman





Budget Estimate

The Windsor Housing Authority (WHA) and the Loveland Housing Authority (LHA) have reviewed the two positions that we are requesting funding for starting 2019. The estimates were made with input from LHA using their recent experience in hiring personnel with housing experience.

1. Executive Director – (40 hours a week)

Wages: \$70,000.00 -- \$75,000.00

Benefits: \$15,000.00 -- \$20,000.00

\$85,000.00 -- \$95,000.00

2. Administrative Assistant – (20 hours a week)

Wages: \$25,000.00 -- \$32,000.00

Benefits: \$ 8,000.00 -- \$10,000.00

\$33,000.00 -- \$ 42,000.00

3. Office Space – (2 offices)

1,000 sq. ft. @ \$15.00 sq. ft. = \$1,500.00 per month

Triple Net@ \$2.00 – 5.00 sq. ft. = \$350.00 per month

Total \$1,850.00 per month

Year Total = \$1,850.00 X 12 = \$22,200.00

The estimated first year cost (2019) would be:

Executive Director	\$95,000.00	Town of Windsor
Administrative Assistant	\$42,000.00	Windsor Housing Authority
Office Space	\$22,200.00	Windsor Housing Authority
Total	\$159,200.00	

WHA should be able to provide \$64,200.00 or 40% of the required yearly amount. There may be some yearly savings that could occur as we interview personnel for these positions and determine their availability.





Windsor Housing Authority Executive Director

Job Description:

The Executive Director has overall responsibility for the planning, implementation and future direction of the Windsor Housing Authority (Authority).

Performs supervisory and managerial work related to operations of the Authority and their housing programs. This position reports directly to the Board of Commissioners of the Windsor Housing Authority.

Primary Responsibilities include but are not limited to the following:

- Provide leadership and staff supervision.
- Responsible for the overall administration and implementation of the program administered by the Authority.
- Responsible for the financial management of the Authority including development and preparation of the annual operating budgets for Century III maintenance and support staff. This budget will be provided to the Loveland Housing Authority (LHA) financial staff and reviewed each quarter at Authority Board meeting. This review ensures that the budget is within the anticipated revenues for the year.
- Establish performance goals, reviews internal controls to correct a budget element that is being overspent.
- Responsible for researching new senior and affordable housing opportunities to meet the needs of the Windsor residents and requests from the Town Board.
- Responsible for presenting the Authority's vision, developing and implementing the strategic plan to accomplish our mission goals and objectives.
- Assumes responsibility for the recruitment, professional development and evaluation of staff.





- Evaluate the Authority staff to determine changes that should be considered to be more functional and economical.
- Coordinate Authority's activities with those of other federal, state, city and non-profit agencies on the availability of senior and affordable housing.
- Serves as the Authority's public relations spokesperson representing the Authority on various boards at federal, state and community functions related to housing concerns and needs.
- Assumes responsibility of reporting to Windsor Town Board.
- Functions as the contracting officer for the Authority and the Century III complex.
- Responsible for interfacing with LHA Director of Development on any new project. This will include working to find acceptable land and water for a projected new complex. Also participate in the selection of an architect, contractor and participate at weekly meetings with the contractor to review progress and problems.
- Responsible for the evaluation and monitoring of all programs. This includes The Meadows; however, any observations on this complex are passed on to LHA during the monthly Windsor Board meeting.
- Serves as Secretary of the Windsor Housing Authority Board.
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Minimum Education and Experience:

Education:

- Bachelor's Degree in Public Administration, Business, Planning or similar area.

Experience:

- Minimum of 5 years of progressively responsible experience in housing or related field and/or equivalent combination of education and experience.





Windsor Housing Authority Administrative Assistant

Job Description:

Receives guidance and supervision from the Executive Director. This position is responsible for the quality, timeliness and quantity of work required for each assigned program.

Primary Duties:

Maintain full lease-up, annual recertification and collection processes for assigned housing complexes of the Windsor Housing Authority. Ensure the housing complexes are in compliance with federal and state funding regulations. Prepare and submit reports to partner agencies such as CHFA and USRD. Also responsible for accurate and timely data input and maintenance of approved paper filing system.

This position provides a high level of customer service, excellent communications (written and oral), follow-up with residents, fellow staff members and WHA Board members. This position is responsible for supporting the WHA Board functions such as preparing the monthly meeting agenda, meeting minutes and supporting new developing programs.

Essential Duties and Responsibilities include, but not limited to the following:

- Compliance with all requirements determined by funding and program partners
- Maintenance of electronic and paper files
- Achievement of all performance metrics and targets at Century III such as vacancies, collection rates, etc.
- Make necessary changes and updates to data base as required and recommended
- Ensure timely and accurate submission of reports to internal and external partners





- Standardize and create necessary processes, create and maintain process documentation
- Create and generate standardized department performance metrics and reports
- Maintain an effective working relationship with internal and external partners
- Order office supplies for WHA and Century III
- Attend WHA board meetings and other required meetings acting as recording secretary
- Enter work orders, identify any work orders that are delinquent and close out work orders
- Work with LHA on vendor contracts
- Submit invoices, bills and payroll items approved by WHA to LHA finance, accounts payable office
- Other duties as assigned

Qualifications: Because the person in this position will be interacting with residents, visitors, WHA and LHA staff and board members, as well as community partners the candidate for this position must meet the following job requirements:

- High school graduate
- 2-5 years office experience that includes customer service
- Microsoft Excel and Word
- Excellent communications skills (written and verbal)
- Ability to work independently, without supervision
- Ability to resolve conflicts
- Ability to create and implement processes when necessary

The Administrative Assistant represents the Windsor Housing Authority and must display a professional and positive attitude appearance.





FUTURE TOWN BOARD MEETINGS

October 22, 2018 5:00 p.m.	Town Board Work Session Budget Meeting
October 22, 2018 7:00 p.m.	Town Board Regular Meeting
October 29, 2018 5:00 p.m.	Town Board Work Session Tenative Budget Meeting
November 5, 2018 6:00 p.m.	Town Board Work Session Discuss Enforcement Options for Municipal Court- Kim Emil Crossroads Boulevard linkage to Highway 392 Town Board Budget Recap
November 12, 2018	Meeting Cancelled—Observance of Veterans Day
November 19, 2018 6:00 p.m.	Town Board Work Session
November 26, 2018 6:00 p.m.	Town Board Work Session Adoption of 2018 International Fire Code and Land for Station #4 – Sandi Friedrichsen RO Plant Update – Rick Adcock
November 26, 2018 7:00 p.m.	Town Board Regular Meeting
December 3, 2018 6:00 p.m.	Town Board Work Session
December 10, 2018 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
December 10, 2018 7:00 p.m.	Town Board Regular Meeting
December 17, 2018 6:00 p.m.	Town Board Work Session
December 24, 2018	Meeting Cancelled Town Hall Closed at Noon – Christmas Eve

Additional Events

October 30, 2018	Regional Mayors' Broadband Meeting
November 17, 2018	Civic Service Day @ CSU Football Game

Future Work Session Topics

- Investment Strategy Discussion
- Economic Development/business incentive review
- Sign Code Update meeting with Planning Commission (next code section in series) – Planning
- Residential buildout at 60,000 population
- Economic development/retail needs at 60,000 population
- Water needs at 60,000 population
- Transportation—20 year projection
- Contractor licensing