



# TOWN OF FREDERICK MEMORANDUM

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TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: September 28, 2021

CC: Town Staff  
Local Media

**SUBJECT: Departmental Report**

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Upcoming Board of Trustees Work Sessions – If there are topics that the Board would like staff to schedule for discussion, please let me know. The following topics are recommended for Board discussion (all meetings will be held in the Town Board Chambers unless otherwise indicated):

- October 5<sup>th</sup> – Study Session Budget
- October 5<sup>th</sup> at 7PM – Carbon Valley Joint Meeting
- October 12<sup>th</sup>- Regular Meeting
- October 19<sup>th</sup>- Study Session Budget Capital Projects/Business Retention Strategy
- October 26<sup>th</sup>- Regular Meeting

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### **Police Department**

- *Rocky Mountain Command College* – Sergeant James and Sergeant Manley recently had the opportunity to attend the 2021 session of the FBI sponsored Rocky Mountain Command College. This weeklong course covers current issues and topics in law enforcement and includes invitees from surrounding states.
- *Central Square Update* – Sergeant Bedsaul continues to be immersed in preparation for the transition of our Records Management System to Central Square. This is a huge undertaking for the department as we coordinate the transition with other Weld County agencies and dispatch. The “Go-live-date” is on schedule to take place in February of 2022.

### **Administrative Services**

#### **Finance**

- **BUDGET:** The Finance Department continues to assemble and analyze the major components of the 2022 Budget Process, to include Personnel, Operations, and CIP. Revenue structure has been presented to the Board and expenditures will follow in early October 2021.
- **TYLER:** Implementation milestones continue to be designed and implemented by both the Incode team and Frederick Finance team. The current undertaking includes a complete modification to the Town’s Chart of Accounts, in order to streamline and correct Fund and GL structure.

**Built on What Matters.**

- **FINANCIALS:** August 2021 financials have been prepared and sent to department directors outlining budget to actual status 67% into the calendar and fiscal year.

**Communications and Engagement**

- *Events* – There are 4 events/programs in October:
  - Coffee with a Cop – Wednesday, October 6
  - Self-defense class – Saturday, October 9 & 16
  - Tiny Terror Town – Saturday, October 23
- *Event Sponsorship* – Tiny Terror Town goal = \$1,500. To date we have received \$4,200.
- *Miners Day* – We had 30 parade entries, 66 burro racers (\$3,300 revenue), 64 vendors (\$2,840), 10 out of 13 food trucks showed, Beer garden revenue = \$8,551. Estimate attendance of 5,000 though out the day.
- *Training* – Zach is using LinkedIn Learning online training and has completed design and typography.
- *Community Partners* – Attended CVCC State of the Region and Metro Denver Economic Development Corporation Site Selection Breakfast
- *Engagement* – FlashVote is kicking off in October. First step – resident sign up.
- *TOF Department spotlight* – National HR day on September 26.

**Planning Department**

- *Development Applications* – The development review process has a few steps land use applications go through prior to submitting an application such as a pre-application meeting and neighborhood meeting. There are fourteen projects that have completed the pre-application step. There is currently two neighborhood meetings scheduled. Ten projects have completed the neighborhood meeting, allowing them to submit an application. The following applications have been accepted for review and are now quasi-judicial.

<ul style="list-style-type: none"> <li>• <i>Project Name</i></li> <li>• <i>(Date of Application)</i></li> </ul>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Bear Industrial Park, Block 1, Lot 8 4210 Bruin Site Plan (02/16/2021)	Bear Industrial Park	4210 Bruin	Site plan for 15,000 sf office and warehouse building for crane company.
Bear Industrial Park Replat 5, Block 1, Lot 1 – 4021 Kodiak Ct. Site Plan (02/18/2020)	Bear Industrial Park	4021 Kodiak Court	Site plan for a 1,000 square foot facility with outdoor storage.
Clearview Villages Preliminary and final Development Plan (6/21/2021)	Clearview Villages	Southwest corner of Godding Hollow and Silver Birch Blvd	Approximately 104 acres to be developed into 302 residential lots.
Colorado Blvd & Godding Hollow 7-11 Zoning and Final Plat (5/3/2021)		Southwest corner of Colorado Blvd and Godding Hollow	Zone 5.35 acre parcel and plat to create two lots. Northern lot will have a site plan processed for 7-11.
Colorado Blvd & Godding Hollow Conditional Use Site Plan (5/3/2021)		Southwest corner of Colorado Blvd and Godding Hollow	Development of southern parcel of land. Users not yet determined.

Eagle Business Park Filing 4B, Lot 2 –Site Plan (6/7/2021)	Eagle Business Park Filing4B	4880 Eagle Place	Site plan for 22,000 sq. ft. single story pre-engineered building for future leasing for multiple tenants.
Eagle Business Park Filing 5 Final Plat (9/8/2021)	Eagle Business Park		Proposed plan to divide lot in 4 lots and 2 outlots.
Frederick Town amendment B Lot 1		501 Walnut	Redevelop existing building into co-working office space.
Frederick West Business Park Block 1 Lot 1A Metal Sales Site Plan Amendment (3/16/2021)	Frederick West Business Park	7990 E I-25	Amendment to include 2 additional buildings, used for manufacturing and warehouse products
Glacier West Business Park Lot 6A 5792 Ideal Elmore and Spelts (2/01/201)	Glacier West Business Park	5792 Ideal	Amendment to add access drive to proposed outdoor storage area and making changes to update lot to compliance.
Nelson Farms Rezone (7/16/2021)		Southwest corner of Silver Birch and Tipple Pkwy.	Update property zoning.
Nelson Lakes MOAPI Amendment	Nelson Lakes		Updating MOAPI conditions
No Name Creek Estates Filing 1 Replat C (7/19/2021)	No Name Creek Estates		Subdividing an outlot into 3 residential lots.
Penrose Rezone (9/20/2021)		Northeast corner of Ridgeway Blvd and Highway 52	Proposing change in zoning from commercial to residential medium density.

<b><i>Project Name (Date of Application)</i></b>	<b><i>Subdivision</i></b>	<b><i>General Location</i></b>	<b><i>Brief Description</i></b>
Prairie Greens II (12/7/2020)	Prairie Greens	6460 Frederick Way	Request for vacation of easement and preliminary design for phase 4.
Prosperity- Final Plat (10/05/2020)	Prosperity	Prosperity	Approximately 70 acres developed into 206 single residential homes
Raspberry Hill Business Park Lot 2 & 3 Truck Ranch	Raspberry Hill	8273 Raspberry Way	Site plan to build pickup truck dealership.

(8/13/2021)			
Sanitation District Annexation No. 1 Subdivision Amendment (8/16/2021)		8500 Colorado Blvd.	Subdivision amendment to subdivide existing lot into 2 separate lots.
Silvers Minor Subdivision- Arrowleaf Landscaping (09/08/2020)	Silvers	10580 County Rd. 7	Site plan to make improvements to existing landscaping business.
Wyndham Hill Filing 10 Final Plat and Final Development Plan (11/16/2020)	Wyndham Hill	Generally west of WCR7, between WCR 14.5 and WCR 16.	Approximately 139 acres to be developed into 495 single family homes.
Wyndham Hill Filing 6 Replat A FFFPD Station 5 Site Plan (6/7/2021)	Wyndham Hill	Generally, north of Highway 52, West of I-25 on Glacier Way.	Proposed fire station to include 3 bays.

### **Public Works Department**

- **Streets** - Street sweeping continued in downtown areas, Parkview, Maple Ridge, Coal Ridge, around Centennial, along Ridgeway, Colorado Blvd from Hwy 52 north to Majestic, and around Milavec Lake. School lights on Godding Hollow & Silver Birch were checked to ensure they are working correctly. The PW team worked hard to prepare the Town for Miner's Day festivities. PW worked throughout the day of Miner's Day and also tore down equipment at closing.
  - **Parks** – PW new irrigation tech, Alex Tristan, is diligently working on repairs in parks. Decreased watering times have begun in Centennial, FRA, and Johnson Farms parks. The parks' mowing schedule continues but will decrease as grass growing slows. The irrigation clock at the Gateway was replaced. The Parks crew prepared parks for Miner's Day, as well as participated in Miner's Day setup, and also worked throughout Miner's day and tore down equipment at the end of the day.
  - **Water** – At Silverstone, 11 new water meters were installed. At Hidden Creek, 16 new water meters were installed. Monthly meter readings and rereads were conducted. Repairs were scheduled for malfunctioning meters.
  - **Buildings** – Two Co2/Smoke Detectors were replaced in the Admin Building. At the PD, wasp nests in building eaves were cleared out. PW installed a bulk disinfectant mixer at Bella Rosa. Steps and curb areas at Bella Rosa were painted safety yellow. At the PD entry, sealing of slate tiles was completed. The door lock was repaired at the Skate Park restroom. Building inspections were completed for Town Hall, the Admin and Wellness buildings. Discrepancies numbered 55 of which 20 have been corrected. Safety bollards were placed around gas meters at the Engineering building. Power was run to the light pole at the Skate Park for security camera testing. The light outage in the Colorado Blvd tunnel was replaced with motion sensors.
  - **Open Space** – Crews still continue Open Space mowing. Focus was given to all Open Space areas for Miner's Day, concentrating on Fireworks areas, as well as behind the Rec Center.
  - **Storm Water** – Monthly checks were conducted of inlets and outlets throughout the Town's storm water drainage areas.
  - **Miscellaneous** – PW assisted Code Enforcement officers with an abatement at 3771 Reliance Dr. The Rec Center received a new carving for their entrance. The previous carving was removed, cleaned up, restored and relocated at the Senior Center. The tunnel under Colorado Blvd was painted in preparation for Miner's Day.
  - **Training** – PW had a team building event on Tuesday, 9/21, at PW. All PW employees attended. PW management provided a homemade lunch. Then a competition among the team was held with 3-man teams operating PW equipment on 3 different courses that were set up. Teams used the skidsteer, mini-excavator, and a truck with a trailer attached for testing backing skills. A great time was had by all PW employees.
- Sarah Troy is congratulated for passing Water Distribution II testing for state licensing.  
John Ober and Steve Smith continue to train Steve Johnson in the PW Mechanics shop.