



Town of Frederick Memorandum

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: July 26th, 2022

CC: Town Staff
Local Media

SUBJECT: Departmental Report

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):

- July 26th – Regular Meeting
 - August 9th – Regular Meeting
 - August 19th - 21st – Annual Retreat
 - August 23rd – CANCELLED
 - August 30th – 5th Tuesday, NO MEETING
 - September 6th – Work Session
 - September 13th – Regular Meeting
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Communications and Engagement Department

Community Partnerships / Training:

- Monthly ESPIOC training on July 14: Best Practices for Communications in Compliance with the Americans with Disabilities Act (ADA)

Internal Department Communication:

- Working with FPD on National Night Out and new SRO car unveiling.
- Ongoing roadwork updates with Engineering.
- Working with Town Clerk on Board of Trustee retreat prep.

Media

- Chainsaws & Chuckwagons has been gaining media attention from Fox31, Colorado's Own Channel 2, and 9News. We secured a live 3-minute news segment on 7/19/2022 on Colorado's Own Channel 2 morning news where Jessica and a carver were able to go to the news station and talk about Chainsaws & Chuckwagons.

Events

Built on What Matters.

- Local businesses are committing to event sponsorships. We have \$73,600 in pledges to date. Our 2022 goal is \$125,000.
- Our next Community Tour in Talk is on July 20 in Coalridge Park (301 Warwick St.) for Carriage Hills, Clark Ranch, Coal Ridge, Countryside, Downtown, Goracke, Grove Townhomes, Mapleridge II, Maplewood, Parkview, Pheasant View, Silverstone, Village @ Frederick, Westview. As of 7/19/2022, we had 83 RSVPs.
- Chainsaws & Chuckwagons is July 20-23 in Centennial Park. We have 10 carvers participating in the competition.

Design

- Creating a library of b-roll and pictures for media.
- Big design projects, including Community Profile updates, Strategic Communications Plan, Chainsaws & Chuckwagons brochure, Strategic Plan presentation updates.

HR Department

Human Resources

- We have hired 37 new employees since the beginning of 2022 – a new record! Most are at the Back 9 restaurant, as those positions tend to see higher turnover than we’re normally used to seeing. We are still actively recruiting for four additional positions, and hope to have those filled in the coming weeks.
- The HR department has completed its bi-annual compensation market study. All existing positions within the Town, as well as all new positions being proposed for 2023, have been marketed. Any necessary salary or grade level adjustments will be made as part of the 2023 budget process.
- As a result of the Board’s decision to opt out of the state-run Family Medical Leave Insurance (FAMLI) program, the HR department is busy putting the final touches on our internal Paid Family Medical Leave (PFML) program, and will be seeking approval for implementation before the end of the year.

Finance Department

Budget

- The primary Finance Department focus has been 2023 Budget module trainings with department directors and Budget preparation.

Parks and Open Space Department

Parks, Open Space, and Trails

- Began a full audit of all park irrigation systems, which will continue through early August.
- Applied treatments for broadleaves throughout system.
- Shelter at FRA and Playground at Summit View should be complete by the time you read this.

Golf

- Hosted a Glow Ball Tournament on July 23rd. Had over 50 participants.
- Maintenance focused on surviving the summer heat and drought.

Administration

- Issued RFQ for Frederick Recreation Area and Centennial Park Master Plans on July 12th. Qualifications are due by August 15th with an expected contract issue date of late September or early October.
- Finalized 2023 Budget Request and a draft 2023-2026 Capital Improvement Plan.

Engineering Department

Transportation

- Colorado Blvd/Tipple Pkwy Intersection Improvements:
 - A contract for construction services was awarded to DeFalco Construction. Staff met multiple times with the property owner in the northwest corner of the intersection and has acquired the necessary row and easements to construct the project improvements. Staff has acquired all the necessary ROW to fully complete the project. Relocation of the town’s raw water line was done in advance of the project and is complete. A Notice to

Proceed with construction has been delivered and signed by both parties. The 110-day construction schedule is officially underway.

- Silver Birch/Godding Hollow Intersection:
 - Design is approaching 30% completion. As plans become more defined, staff will be approaching the Board for direction on acquiring right-of-way northeast of the intersection to install a sidewalk to the skate park.
- Neighborhood Speed Control Program:
 - No recent projects to update
- Tipple Pkwy/Frontage Rd Streetlight:
 - Coordination efforts continue with CDOT and United Power regarding installation of a streetlight at this intersection. CDOT has indicated that they will support a permit for streetlight. The final approved design is for one streetlight at this intersection and existing utility locations are being identified prior to construction. United Power has requested a right-of-way permit from the Town to begin installation and has indicated they are 4-6 weeks out from construction. So it is looking like a September 2022 project.
- Pavement Maintenance Projects:
 - Slurry seal projects for 2022 are now complete.
 - Colorado Blvd Mill and Overlay Project is complete.
- Concrete Alley Project:
 - The concrete alley is substantially complete. Black Hills Energy has a shallow gas line in the allows that staff and the contractor have worked diligently to avoid. The alley is 4"-5" higher in a couple of places than we would have liked but we have coordinated with the homeowners so they have a smooth transition into their back yard. An additional "v-channel" and transition slopes or steps are now being installed.
- CDOT Hwy 52 ADA Ramps:
 - CDOT is to begin improvements to ADA Ramps along Hwy 52 and Hwy 85. The project schedule is from June 13th – November 17th. Currently ramps are being improved at the Frontage Roads intersection with Hwy 52. This project will improve the pedestrian crossing and signals at Frederick Way/Hwy 52.

Water

- Infrastructure Master Plan:
 - An RFQ to create a potable water infrastructure master plan is drafted and under review by staff. This is expected to be released in late July.
- Raw Water Change of Use:
 - Engineering staff is coordinating with its water attorney and water rights consultant to evaluate its current raw water portfolio to support filing a change of use application in water court so that these raw water shares could be used for future town use. Preliminary data shows the Town having approximately 72 shares of Lower Boulder water or about 1,000 acre feet of water that can be changed to use for all municipal purposes within the Town's service area. Through the review process, the Town has received objections from other entities and is now addressing those comments.
 - The Town's application for a substitute water supply plan has been approved by the State. The first year of the SWSP will be to make return flow obligations.

Stormwater

- Outfall System Plan (Master Plan):
 - Complete and plan has been adopted by the Board

- Groundwater Study:
 - An RFQ for a professional consultant is advertised. A contract is expected to come to the Board in early August.
- Concrete Box Culvert on Colorado Blvd:
 - An RFQ for a design consultant is being drafted and under review by staff. It is expected to advertise in late July.

Police Department

Victims' Rights Advocate

- For the past several years, the Weld County Sheriff's Office has coordinated Victim's Rights services for local law enforcement agencies in Weld County. Recently, the department received notification from the Sheriff's Office that as of January 1, 2023, they will no longer coordinate Victim's Advocate services for outside agencies. This is an important resource for our agency as we rely on Victim's Advocates to provide a valuable service to our citizens in crises and times of need. Victim's Advocates are also a critical part of meeting statutory requirements for the department in domestic violence situations and other serious crimes. The department has begun to explore alternatives for this service, including the possibility of collaborating with other law enforcement agencies in Weld County to pool Victim's Rights resources, much as we have previously done for Emergency Management in cooperation with Frederick-Firestone Fire Protection District. This will be a large void to fill in a short amount of time.

Co-Responder Program

- The agreement with North Range Behavioral Health to provide co-responder health service to Frederick and other local agencies is complete. Harley, our new co-responder, has started the training process and is getting to know the departments. A co-responder collaborates with law enforcement to connect individuals in a mental health crisis to the appropriate services and professional support. This allows us to avoid unnecessary incarceration and emergency department visits and helps us steer those in need to the proper places for assistance. Co-Responder programs such as these pair first responders with behavioral health clinicians to help deescalate, assess and assist when law enforcement is called where a behavioral health situation is present.

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 nine projects that have completed the pre-application step. There are currently one neighborhood meetings scheduled. Thirteen 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.

<i>New Applications Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
<i>On Going Projects Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Bear Industrial Park Lot 4 Block 2 (6/20/2022)	Bear Industrial Park	4201 Kodiak Ct	Proposed 7,506 Sq Ft 1 story building for light industrial.
Brunemeier Annexation- Wheatlands		Southwest corner of County Road 16 and County Road 17	Proposed single family attached and detached homes.

(4/4/2022)			
Columbine Heights		North of highway 52, West of WCR 17 and East of Savannah Subdivision	Proposed Rezone
Eagle Business Park Filing 4B Lot 1 (1/18/2022)	Eagle Business Park	4881 Eagle	Proposed 4,800 sq. ft single story building with outdoor storage.
Eagle Business Park Filing 5 Lot 1 & 2 (6/6/2022)	Eagle Business Park		Replat of parcel and divide into 4 lots
Eagle Business Park Endeavour Agilent (2/07/2022)	Eagle Business Park	7400 Eagle	Site Plan for Agilent's expansion
Frederick Town Amendment B Lot 1-501 Walnut (9/8/2021)	Downtown	501 Walnut	Redevelop existing building into co-working office space.
Frederick West Business Center Replat J Lot 2A (5/16/2022)		7950 Miller Dr	Proposed site plan for 28,000 sq ft building with office and warehouse building for unknown future tenant.
Meadowlark Business Park Replat A (5/17/2021)	Meadowlark Business Park	5660 Iris Parkway	Request to divide the lot into 2 lots and a new 14,000 sq. ft. office building on the south lot.
Miner Park Metro District (6/8/2022)	Miners Park		Creating a metro district
Nelson Farms (1/3/2022)		Southwest corner of Silver Birch Blvd and Tipple Blvd	Proposed residential development on 236 acres
No Name Creek West Block 4 (12/6/2021)	No Name Creek West	9050 Harlequin Circle	Subdividing Lots.
<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Park 4040 Lot 4 (5/16/2022)		South of Salazar Way, East of I-25 Frontage Road	Proposed site plan for 40,000 sq ft auto body repair.
Prairie Greens II (12/7/2020)	Prairie Greens	6460 Frederick Way	Request for vacation of easement and preliminary design for phase 4.
Raspberry Hill Business Park Lot 13 (5/2/2022)	Raspberry Hill	8274 Raspberry Way	Proposed office building and sales of pickup trucks.
Raspberry Hill Business Park	Raspberry Hill		Updating Grading and Drainage

Lot 11 Grading and Drainage (5/2/2022)			
Sanitation District Annexation No. 1 Subdivision Amendment (8/16/2021)		8500 Colorado Blvd.	Subdivision amendment to subdivide existing lot into 2 separate lots.
Shores On Plum Creek (6/20/2022)	Shores On Plum Creek		Proposed residential and commercial development.
Silverstone Filing 7 (1/18/2021)	Silverstone		Development of 581 residential homes.
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.

GIS Department

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Public Works

Streets

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Water

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Buildings

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Open Space

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Training

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Economic Development Department

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