



Town of Frederick Memorandum

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: June 9, 2020

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):

- June 16, 2020 – Work Session
 - June 23, 2020 – Regular Meeting
 - June 30, 2020 - Work Session
 - July 7, 2020 – Work Session
 - July 14, 2020 – Regular Meeting
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Police Department

- *DUI and Seatbelt Grant Funding* – The Colorado Department of Transportation (CDOT) High Visibility Enforcement campaign for DUI grant funding has been reinstated. Participation had been suspended during the COVID-19 lockdown. The Summer Blitz enforcement period starts on June 12, and continues thru June 22. During this time, additional Frederick officers will be on the street looking specifically to make DUI related arrests. This will be the final enforcement period for the 2019-2020 grant cycle. The department has applied for 2020-2021 funding, but awards have not yet been announced. The CDOT Click-It-Or-Ticket campaign originally scheduled for May will be rescheduled for a Fall deployment with dates still to be determined.
- *In-Service Training* – With COVID-19 restrictions in place, we have been very creative in the last few months with ways to keep current on required training. We have adapted several courses and certifications to on-line learning, moved training locations to accommodate social distancing and limited group sizes to acceptable numbers. This has allowed the department to stay on track to meet yearly requirements for training and certifications.

Administration

- *Recruitment and Hiring* – We have been busy welcoming new police officers to our team over the past week. Cory Everhart joined our team on May 26, and comes to us with over 14 years of law enforcement experience, mostly with the Adams County Sheriff's office. Esther Collins joined our team on May 31, coming all the way from Texas. Colt Jones will be joining our team on June 8. Officers Collins and Jones are new officers and we are honored to have them begin their law

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enforcement careers in Frederick. All three of these officers are welcome additions to our police department and we are excited to have them on board!

- *Communications and Engagement* – Updates dedicated to COVID-19 resources, information and Town updates are at www.FrederickCO.gov/Covid19. Updates for Town Hall appointments, Bella Rosa partial opening, Back 9 at Bella Rosa take out and patio options and the updated State of Colorado Executive Order were added. Weekly construction updates are active on the website, Frederick Flash and social media platform.
- *Social Media* - May post with highest reach of 7.1K was “Gas leak alert” on May 27. The most engaging May post was “Lake Milavec mystery project” featuring the floor installation of the National Fitness Court with 1.4K engagements on May 8.
- *Community Meetings* - Attended Carbon Valley of Chamber Zoom After Hours on June 4 and relayed Town updates.
- *We Stand For Seniors* – Yard signs are available in front of Town hall for pick up.
- *Events Status* – Due to the COVID-19 pandemic, events in June are being evaluated.
 - Finale Friday & Farmers Market: Planning drive through event on Friday, June 12 at 4 pm - “Have a Taste of Frederick on Us”
 - Frederick In Flight: Canceled and posted on website, June newsletter and Facebook.
 - Chainsaws & Chuckwagons: Planning modified event to take place in Centennial Park to follow physical distancing guidelines.
 - Miners Day: June meeting is Wednesday, June 10, which will be held in Town Hall and/or via Zoom. Working on standard plan and back-up plan.
- *Training* – Participating in a series hosted by CCCMA Leadership: Mission Critical training.
- *Bella Rosa* – Producing weekly Golf Tip video which is posted on the @bellarosagc Facebook page on Fridays.
- *What’s Developing Updates* – National Fitness Court and the skate park progress reports on the website, Frederick Flash and social media platforms.

Public Works

- *Streets* – Crews are continuing the sweeping schedule. Street signs that were blown down have been reinstalled.
- *Parks* - Mowing of all Town parks is continuous.
- *Water* – Crews performed monthly reading of Town meters for billing.
- *Buildings* – At 318 4th St, crews painted the interior and exterior of the building. The building was also cleaned and work was done to set up a conference room. At the Public Works back lot, enclosing of the “lean to” building that is being constructed was completed. Other construction still continues. Crews added COVID19 precautions at the PD.
- *Open Space* – Continuation of mowing of all open space areas and roadsides.
- *Stormwater* – Crews checked inlets and outlets, making sure drainage is clear.
- *Miscellaneous* – Crews have been spraying weeds in medians and in the downtown area. FRA/Milavec Lake was cleaned of weeds and growth off the banks into the lake. Crews placed 2020 Class of Frederick High School graduating signs around Town. Flags were placed along the Colorado Blvd trail for Memorial Day. Worn out flags throughout Town are being replaced. Workout stations were installed at FRA by the lake. Public Works crews assisted the police department and Frederick-Firestone Fire Protection District (FFFPD) on a gas leak from 6th Street and Elm Street, barricading streets off.
- *Training* – Scheduled training has been postponed; to be rescheduled.

Planning Department

- *Park Development* – Our 2020 park improvements are well underway. Please look at the Town’s website for update pictures.

Work at the skate park is progressing nicely. The street course continues to move along and public art will begin to be installed within the next six weeks. The intermediate bowl has been framed and concrete will begin to be poured in this area in the next week. The beginner and professional bowls will follow work in these areas.

The signage for the fitness court is being installed and landscaping will follow.

Equipment for the Coalridge Neighborhood Park renovation is anticipated to ship mid-June. Installation will take a few weeks.

- *Development Applications* – We continue to observe social distancing practices and are not having in-person meetings for day-to-day activities and required public meetings (neighborhood meetings, Planning Commission and Board of Trustees).

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 eighteen projects that have completed the pre-application step. Twelve projects have completed the neighborhood meeting, allowing them to submit an application. While we are not requiring the in-person neighborhood meeting, we are requiring applicants to mail a notice of intent to submit an application to the same notice area as we would send the neighborhood meeting notices. The following applications have been accepted for review and are now quasi-judicial.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Bear Industrial Park, Block 1, Lot 10, 4030 Bruin Site Plan Amendment (05/04/2020)	Bear Industrial Park	4030 Bruin Boulevard	Site plan amendment to create an approved outdoor storage area.
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.
Carriage Hills Filing 1 Replat A (03/15/2020)	Carriage Hills	Generally, north of Highway 52, west of Frederick Way	Replat to adjust lot sizes and remove alleyways.
Carriage Hills Marketplace Filing 1, Subdivision Amendment, Conditional Use, and Site Plan (10/07/19)	Carriage Hills Marketplace	6731 Highway 52, Generally, east of 7-11 and Napa on Frederick Way, north of Highway 52	Subdivision amendment, conditional use, and site plan for a Ziggi's Drive Through (624 square feet) and site plan for a 5,000 square foot commercial building.
Clearview Villages Zoning Amendment, Preliminary Development Plan, Final Development Plan, Preliminary Plat and Final Plat (11/18/19)	Clearview Villages	Generally, at the southwest corner of Silver Birch Boulevard and Godding Hollow Parkway	Zoning amendment, development plan and plat on approximately 102 acres.
Del Camino South Replat C Lot 1, SNS Ironworks Amended Site Plan (03/16/2020)	Del Camino South	4250 Salazar Way	Site plan amendment to add structures within the approved outdoor storage area.
Dreamers Ridge II Annexation (12/02/19)	Dreamers Ridge II Annexation	Generally, at the southwest corner of Aggregate Boulevard and Godding Hollow Parkway	Annexation and subdivision of approximately 36.5 acres with a zoning of Residential Estate.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Eagle Business Park Filing 3, Lot 1B – Black Diamond Site Plan (10/21/19)	Eagle Business Park Filing 3	7400 Eagle Boulevard	Site plan for a 11,800 square foot office/warehouse.
Frederick West Business Park Filing 3, Block 3, Lot 1 – Wadsworth Site Plan and Subdivision Amendment (01/17/2020)	Frederick West Business Park	7990 Miller Drive	Subdivision amendment and site plan for a 24,616 square foot office and maintenance facility.
Glacier West Business Park Lot 9B – Ziggi’s West Subdivision Amendment, Conditional Use and Site Plan	Glacier West Business Park	3450 Highway 52	Subdivision amendment, conditional use, and site plan for a Ziggi’s Drive Through (624 square feet).
HCT Annexation – McDonald Farms Zoning and Site Plan	HCT Annexation	7440 East I-25 Frontage Road	Zoning of approximately 136.3 acre property and documentation of the existing site.
Hepp Farm – Gooch Zoning Amendment and Subdivision Amendment (03/02/2020)	Hepp Farm	Generally, ¼ mile north of Bella Rosa Parkway and west of Silver Birch Boulevard	Zoning amendment to apply zoning and subdivision amendment to create 2 residential lots.
Hidden Creek Amendment 4 (04/06/2020)	Hidden Creek	Generally, north of Tipple Parkway, east of Ridgeway Boulevard	Subdivision Amendment to revise the location of 35 lots within the subdivision. The net change in the number of lots is 0.
Nelson Lakes Subdivision MOAPI Amendment and Construction Plan Review (10/17/19)	Nelson Lakes	Generally, north of CR 16 ½ and west of CR 3 ¼	Amendment to the existing MOAPI and review of construction plans.
Nelson Wells – Kerr McGee (07/15/19)	Lanson Farm	Generally, south of Tipple Parkway, ½ mile west of Silver Birch Boulevard	Special use permit for 24 new wells
Old Town Block 17, Lot 11 – 141 5 th Street Site Plan Amendment (04/15/2020)	Old Town	141 5 th Street	Site plan amendment to add approximately 500 square feet.
Old Town Block 21, Lot 6 – 502 Walnut Street Site Plan (08/29/19)	Old Town	Generally, the southeast corner of 5 th Street and Walnut Street	Site plan for an approximately 3,723 mortuary.
Old Town Block 23, Lot 13 – 318 5 th Street Mountain Cowboy Seat Expansion Temporary Use (06/01/2020)	Old Town	318 5 th Street	Temporary use for expansion of seating into private parking lot.

<i>Project Name (Date of Application)</i>	<i>Subdivision</i>	<i>General Location</i>	<i>Brief Description</i>
Prosperity Preliminary Plat (05/06/19)	Prosperity	South of Tipple Parkway/CR 16, ¼ mile east of Ridgeway Boulevard/CR 15	Preliminary plat for 207 single family residential lots.
Silverstone Filing 5 Plat and Final Development Plan (02/03/2020)	Silverstone	Generally, north of Highway 52 and east of William Bailey Avenue	Plat to create 3 lots.
Silverstone Filing 5 Tract A, Circle K Site Plan (04/20/2020)	Silverstone	Generally, the northeast corner of William Bailey Avenue and Highway 52	Site plan for a 5,187 square foot convenience store, 2,100 car wash, and gas facility.
Tops Business Park Lots 1, 2, and 5 Site Plan (05/16/18)	Tops Business Park	South of Hurt St/West of Colorado Blvd	Site plan for expansion of the existing storage facility.
Town of Frederick Amendment A, Lot 13 – Peel Seating Expansion Temporary Use (06/01/2020)	Town of Frederick	214 5 th Street	Temporary use for use of parking space and right-of-way for seating expansion.

Finance Department

- *2019 CAFR* - The CAFR is in process and will be posted on the website when complete.
- *2021 Budget* - The Budget process for 2021 kicks off in June. Final timeline and budget expectations will be distributed to staff in June.

Engineering Department

- *COVID-19 Engineering (no change)* – Engineering staff is working remotely. There has been a greater focus on development review and project administration tasks.
- *COVID-19 Building (no change)* – Building Staff continues to process permits and perform inspections on a limited basis. Buildings must be of new construction and unoccupied to get an inspection. Midroof inspections are not required at this time.
- *Thunder Valley K-8 Multiuse Trail Project (SRTS Grant) (no change)* – The Town approved a contract for construction at the January 14 Board meeting with Concrete Works of Colorado (CWC). Current construction trail work is on the eastern side of Ridgeway Blvd along the Savannah Subdivision. The submitted schedule has this project completing construction in early August prior to school starting. Construction has progressed well and the contractor now expects to complete the project in June.
- *Stormwater Master Plan* – Frederick and Dacono jointly submitted a Department of Local Affairs Energy Impact Grant application in December 2019 to develop a stormwater master plan and on April 3, the Town received notification that they were awarded funding! Town staff developed a request for proposal to procure a consultant with expertise in stormwater and this was advertised on May 4. Proposals are currently being reviewed by staff. A recommendation to award a consultant contract is expected to come to the Board in late June.
- *Transportation Master Plan (no change)* – A contract was approved to Felsburg, Holt and Ullevig (FHU) to develop a Town of Frederick Transportation Master Plan. This project continues and the consultant is working with staff to determine alternative ways to engage the public for feedback. A community survey has been posted on Town social media outlets and public response has been high. A Zoom Meeting for the PAC Committee occurred on May 20. Public response to the survey and future directions for the Town’s transportation system were discussed.

- *2020 Asphalt Seal Project* – This year’s project includes crackseal, slurry seal and chip seal applications for multiple areas around Town. A contract for construction was awarded to Vance Brothers at the April 28 Board meeting. The contractor began work on May 26 in Countryside. Public feedback has identified many residents are not satisfied with cracksealing and want a complete repaving. Slurry seal applications are scheduled to begin June 10 and Chip Seal applications are to begin on July 6. Updates are being provided by the contractor and posted on the Town’s social media platforms as the project advances.
- *2020 Pavement Maintenance Project* – This year’s project includes asphalt patching, mill and overlays and road reconstruction for multiple areas around Town. A contract for construction was awarded to Elite Surface Infrastructure at the April 28 Board meeting. Work is scheduled to begin on Frederick Way on June 8 and extend through June 15. A variable message board has been placed on Frederick Way to alert the public. Updates are being posted on the Town’s social media platforms as the project advances.
- *2020 Concrete Alley Program* – This year’s project is for construction of a concrete alley between 6th and 7th Streets from Elm to Locust. A contract for construction was awarded to Stone & Concrete at the April 28 Board meeting. On May 22, construction began at Oak and progressed east. A Black Hills Energy gas main was inadvertently clipped by the contractor and the shallowness of this gas main is a noted concern of the contractor that will be monitored throughout the project. Public feedback has been mostly positive.
- *Water Sales* – The Town has received recent requests for blocks of CBT Units in the \$60,000-\$65,000 range. However, recent discussions with Northern Water indicate that prices have dropped \$8,000 to 10,000 due to the uncertainty of the times. The prices for contracts at the next Northern Water meeting are between \$55,000 and \$57,000 for CBT Units.

Golf Course

- *Operations* - Bella Rosa Golf Course opened for walking and the Back 9 Restaurant opened for take-out orders on May 22. The outdoor opened on May 30, for dine-in service.
- *Junior Golf Lessons* - The first beginner junior golf session is scheduled for June 8 through June 12. Registrations are available through the website at bellarosagolf.com.
- *Ladies Golf Clinic* - The weekly ladies golf clinic begins on June 2. Sign-ups are available through the website at bellarosagolf.com.

Board Items

- *Hazard Pay Stipend Program* – In an effort to care for our team members during this unprecedented time and to work toward becoming an employer of choice, the Town has implemented a hazard pay stipend program for employees who are required to work on-site during the State of Emergency declared due to the COVID-19 pandemic. The first stipend will be issued to employees who were required to work onsite between March 16 and June 7, and were therefore at a higher risk for contracting the coronavirus. The stipend amount is \$150 per pay period and prorated for those that did not work onsite the entire pay period. The hazard pay stipend will be reviewed again later this year as we continue to operate under the State of Emergency and evaluate our operations during this global pandemic. Employees who were able to work from home during this time will not be eligible for the stipend.