



Town Council Onboarding: Budget Process



TOWN OF FRISCO
COLORADO



Budget as a Policy Document

Rooted in the Strategic Plan

Town Council sets the stage
Goals
Objectives

Community Message

Communication Tool
Public Hearing

Plan of Action

Guides Staff
Checklist for Goals to Accomplish



3 Principles of Budgeting

Transparency

Understandable to the public
Transparency builds trust
Starts with the Strategic Plan

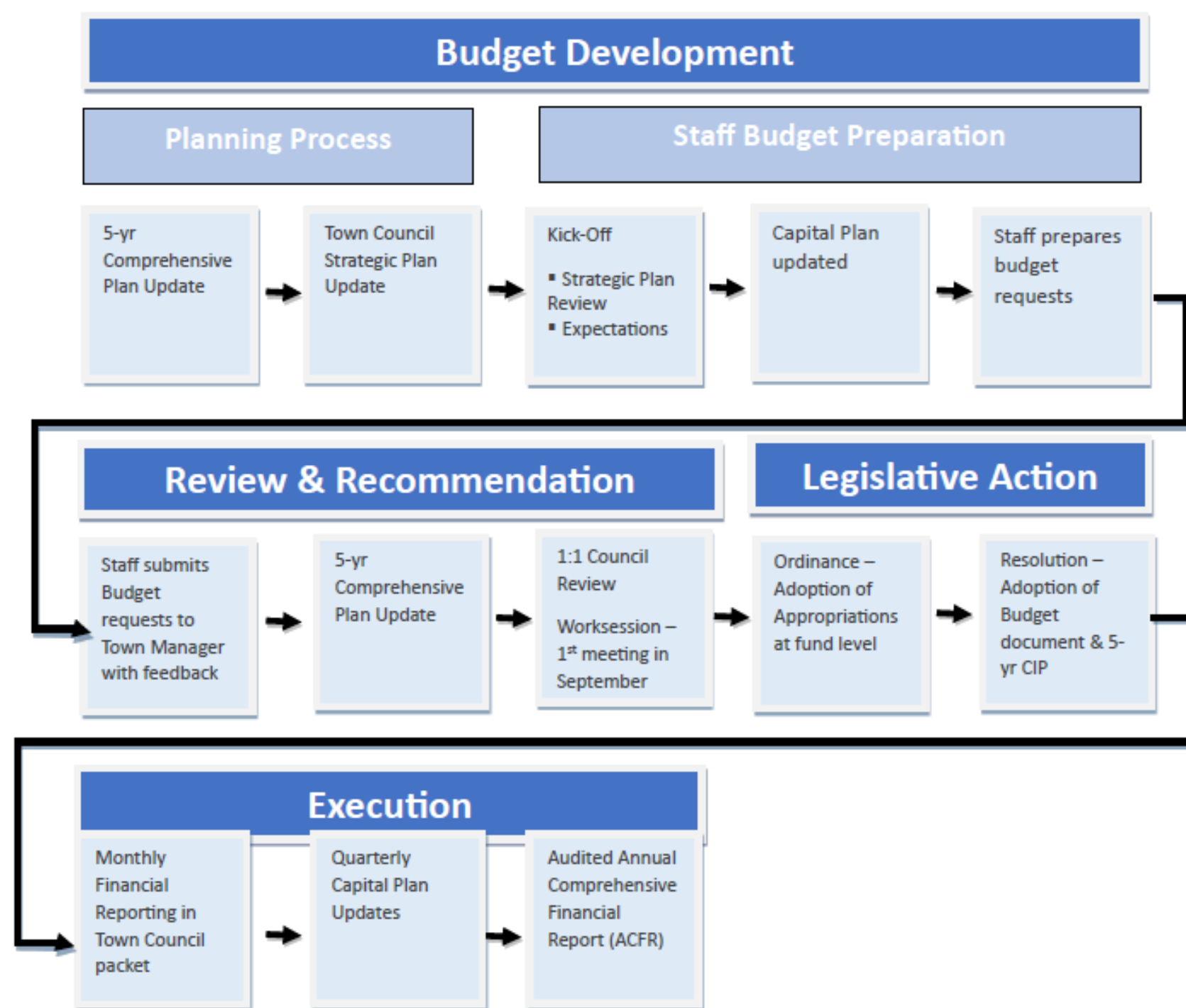
Accountability

Obligation to account for all government activities in budget appropriations
Monthly financial reporting
Annual external financial audit

Good Governance

Compliance with State Requirements
Adherence to Government Finance Officers' Association (GFOA) criteria

Budget Timeline





Fund Types



Governmental

General

Capital Improvement

Special Revenue

- Housing
- Nicotine Tax
- Lodging Tax
- Minor Funds = Historic Preservation, Conservation Trust, Open Space



Proprietary

Internal Service

- Health Insurance Reserve

Enterprise

- Water Utility
- Marina



Fund Balances

Prior Year Ending Fund Balance

+

Budgeted Revenues

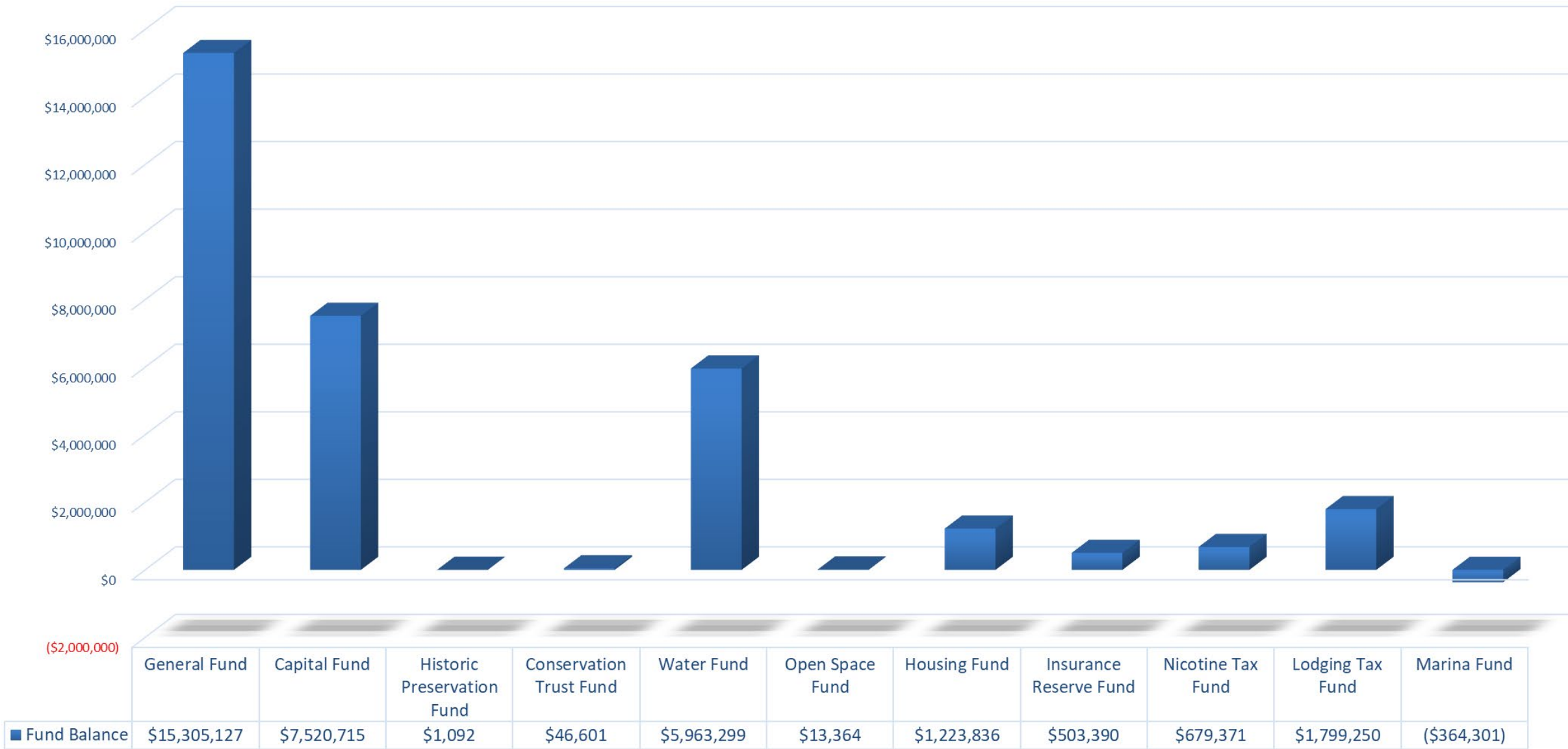
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Budgeted Expenses

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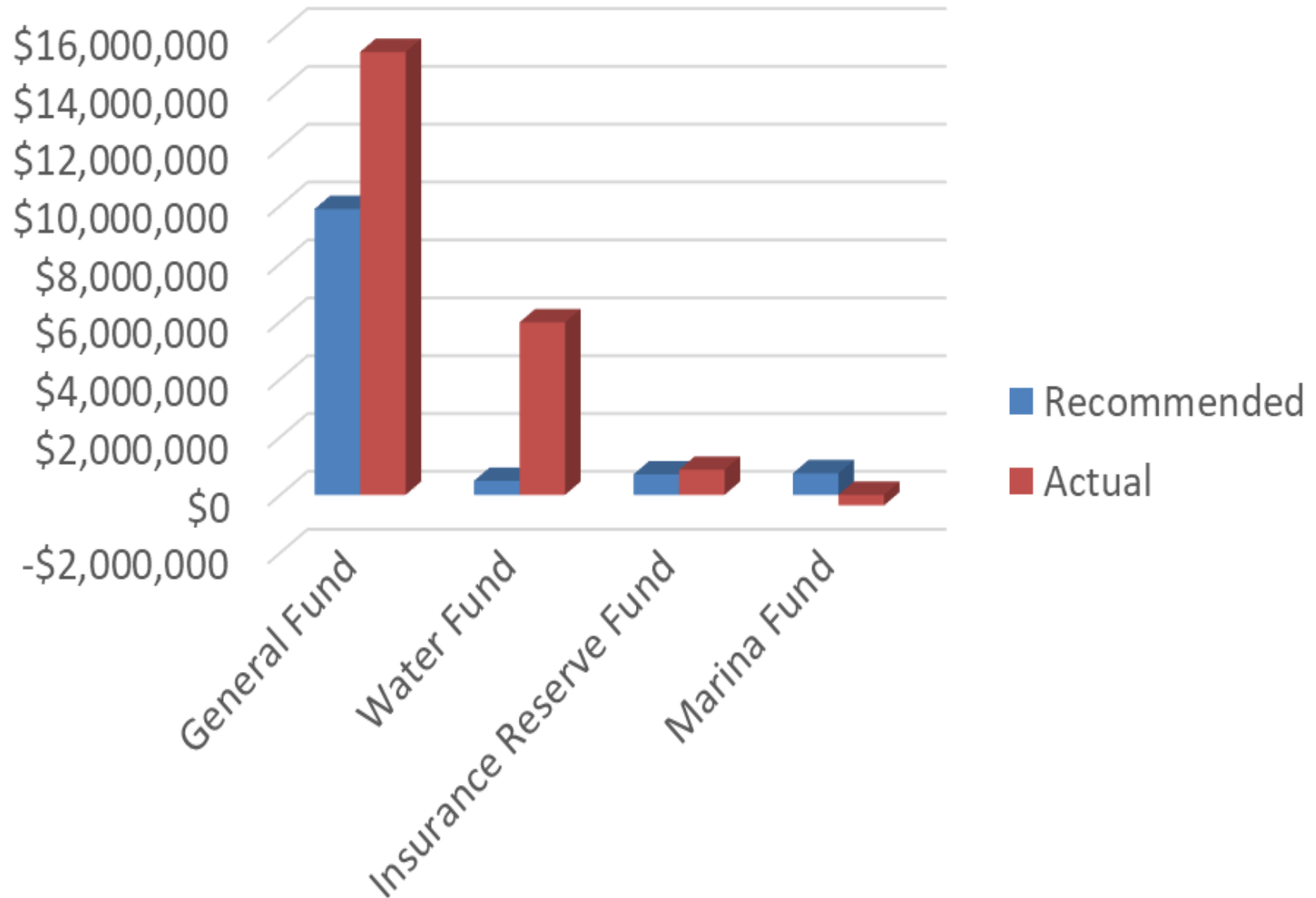
Projected Ending Fund Balance

Fund Balances



Fund Balances

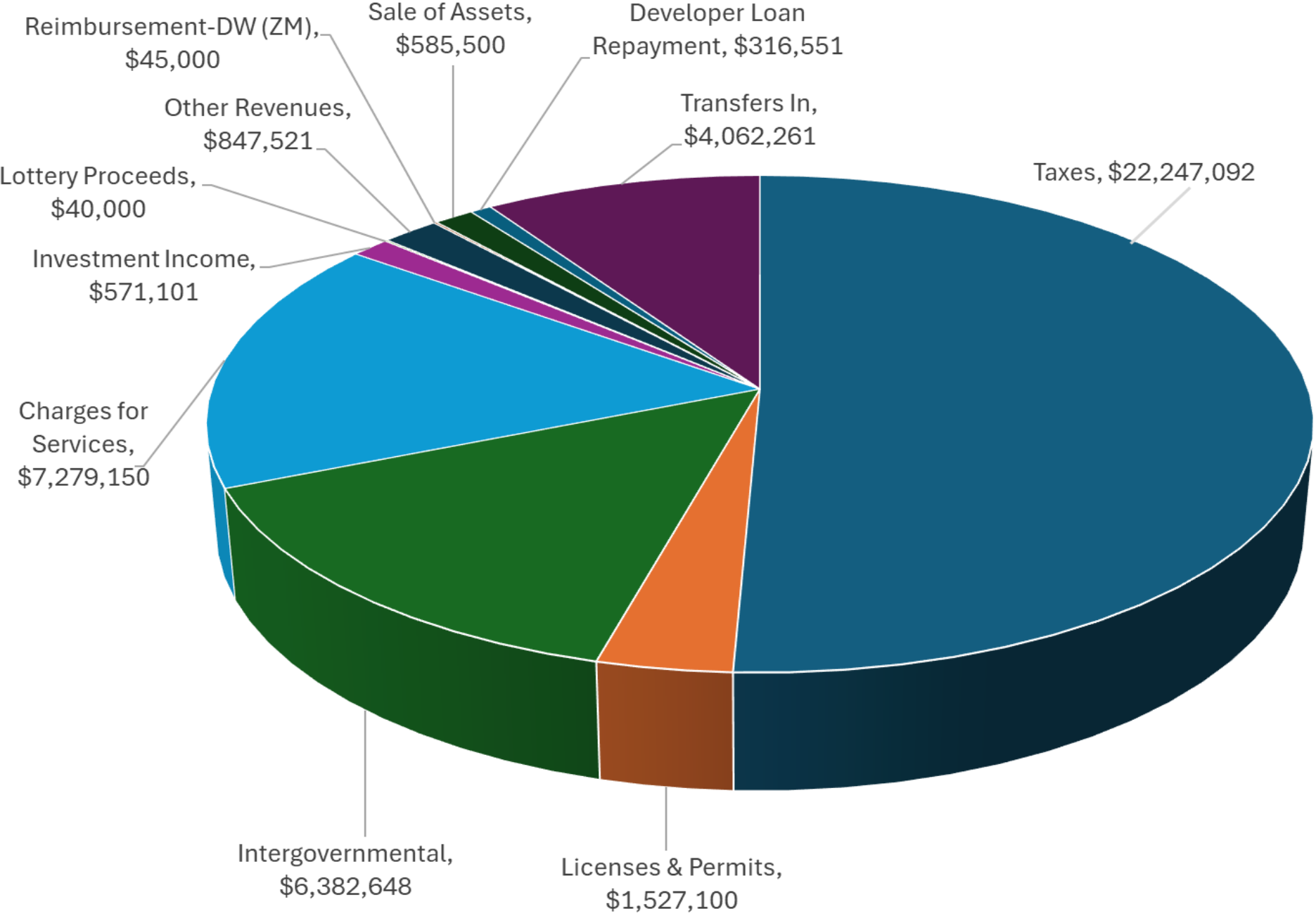
*Town Council
Recommended
Reserves*





Revenue

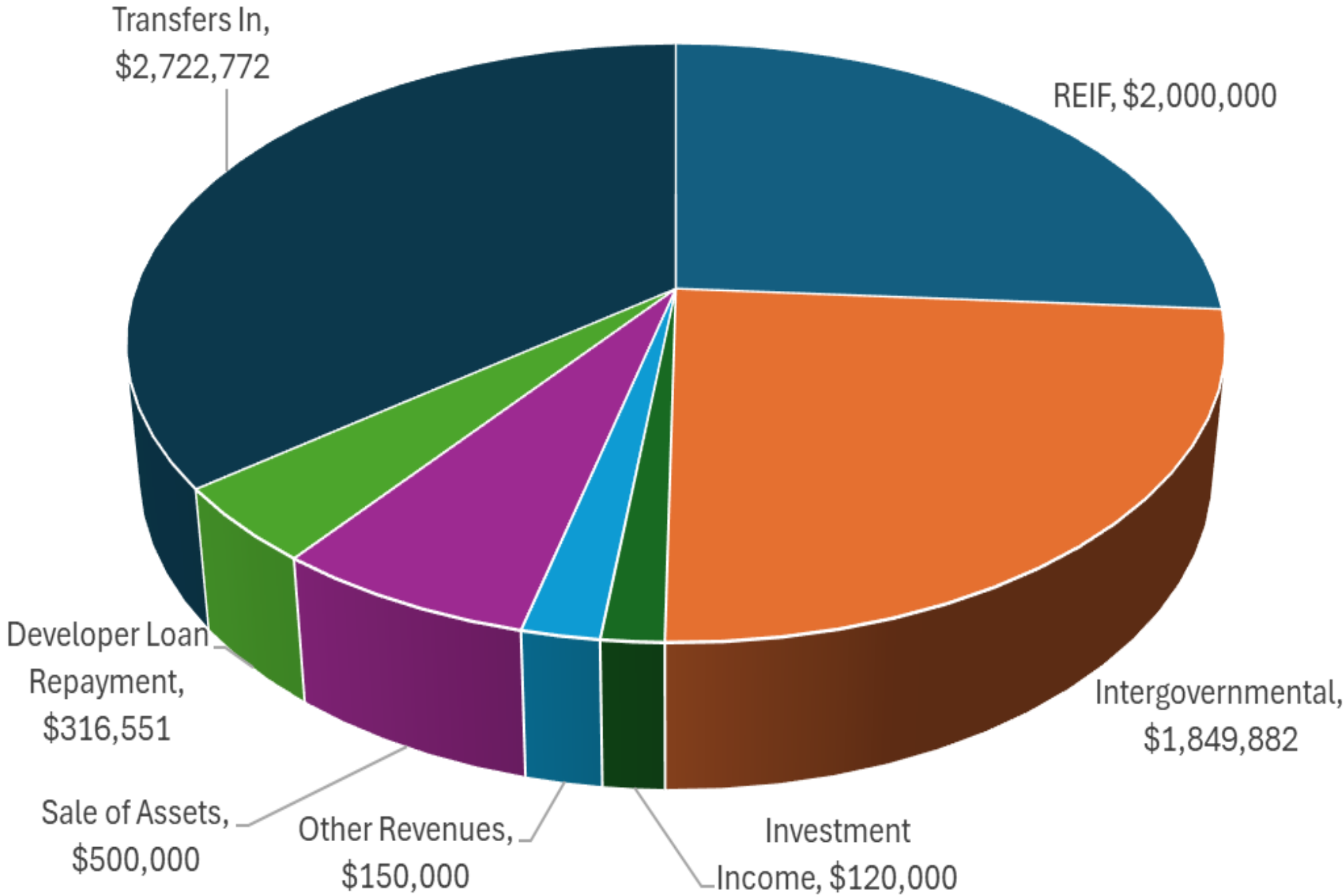
All Funds





Revenue

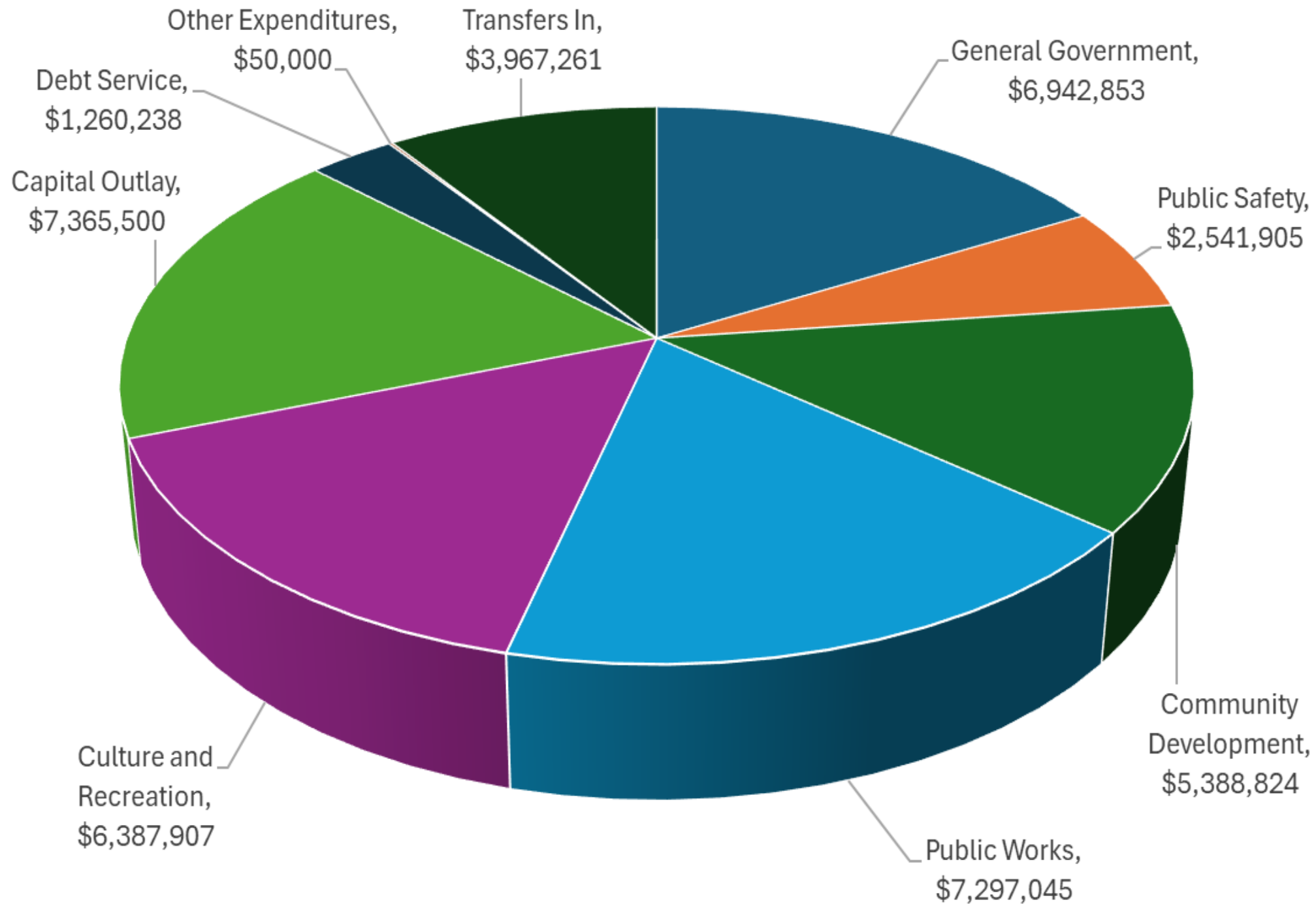
Capital Fund





Expenses

*All
Funds*





Budget Document

*Available
online*

friscogov.com/departments/budget

Budget & Financial Reporting

Budget Process

The Town Manager presents the annual budget for the Town of Frisco. The annual budget is the financial plan for providing the services of public safety, community planning and development, water services, public works, buildings and grounds maintenance, general administration, marketing, special events, recreational programs, and capital improvements to the Town of Frisco.

The budget process starts in August and continues through November. The approved budget addresses goals previously identified by the Council and the community and incorporates the discussions of Council and staff during the budget process. The annual budget also maintains required reserves to ensure the financial stability of Frisco for future citizens, businesses, and visitors.

The budget is the financial master plan for the Town of Frisco. Like all plans, this budget will change and develop as circumstances arise. As more information becomes available, Council will act to modify this plan to better provide for the needs of the Town.

[2024 Approved Budget](#)

[2023 Approved Budget](#)

[2022 Approved Budget](#)

Contact Info

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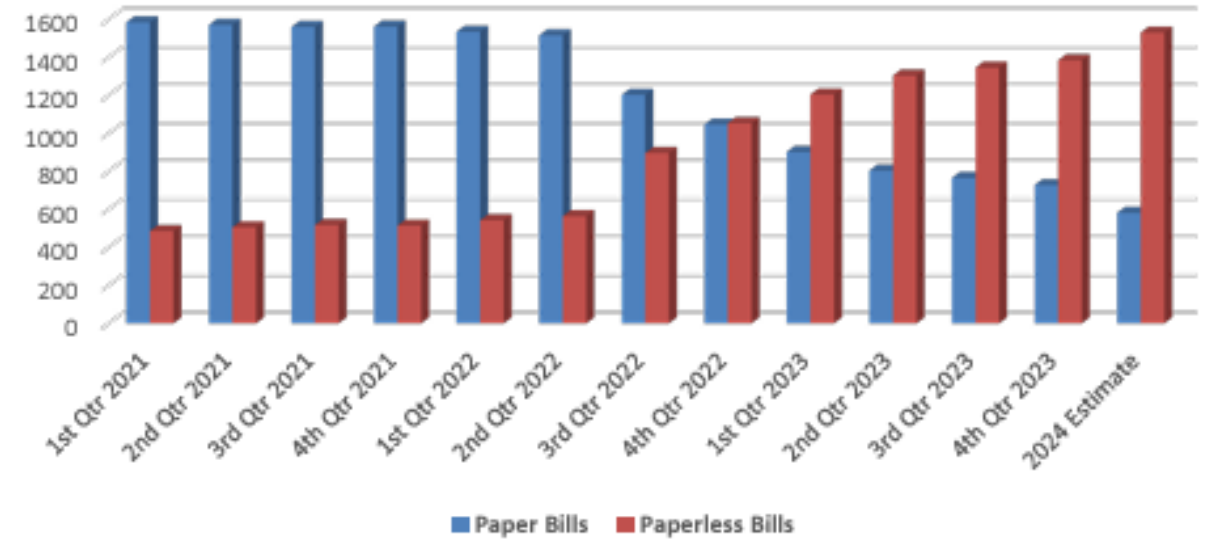
970-668-9138

[Email](#)

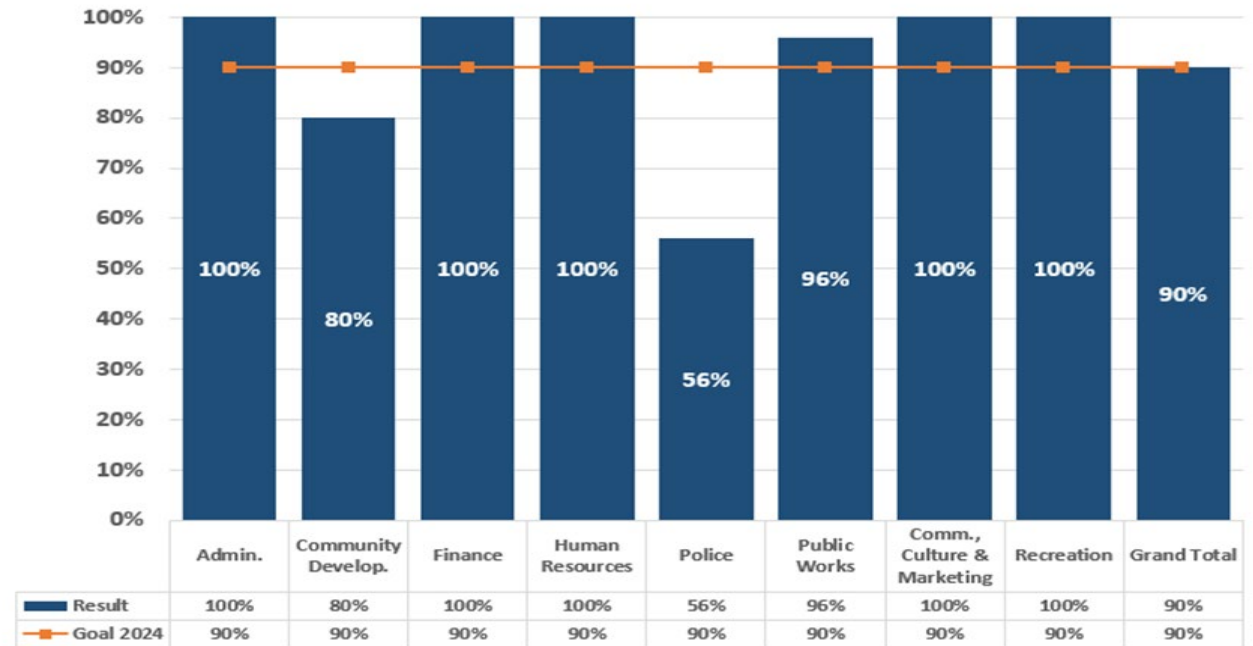
Budget Document

Performance Measures

Water Bills Sent - Paper vs. Electronic



FULL-TIME, YEAR-ROUND POSITIONS FILLED AS OF JUNE 30, 2023



Budget Document: *Significant Budgetary Items*

COMMUNITY INCLUSIVITY

The Town of Frisco is committed to making decisions and policies which welcome and support all, so they can pursue their full potential in our unique mountain town.

Significant Budgetary Item	Department	Amount
Comprehensive Plan - Updating the Community Plan to be a Comprehensive Plan to include, but not be limited to: Existing Conditions, Housing, Roads, Resiliency, Community Water Supply and Water Quality Goals, Recreation and Tourism, Public Places & Facilities, Transit, Sensitive Environmental Areas, and Future Growth. Applied for \$100k in DOLA EIAF grant funding	Comm Dev	\$200,000
Subdividing Mary Ruth	Comm Dev / Housing	\$30,000
Housing Services Needs Study	Comm Dev / Housing	\$100,000
Housing Improvement Loan Program	Comm Dev / Housing	\$250,000
Housing Fund - Debt Service payment for Granite Park	Comm Dev / Housing	\$561,500
Housing Helps Program	Comm Dev / Housing	\$1,500,000
Employee rental units at Days Inn & Wayside properties - Frisco Locals	General	\$64,500
Community Impact Grants (non-profit grants >\$5k each)	General Government	\$100,000
Non-profit grant funding (less than \$5k) back to pre-Covid level (includes in-kind certificates)	General Government	\$100,000
Increased Childcare Tuition Assistance for county-wide program by \$145k	General Government - Nicotine Tax Fund	\$245,200
Compensation Study; also budgeted 2% of wages (~\$141k) to allow for increases identified in study (in addition to max 5% merit incr's)	HR	\$35,000
TOTAL COMMUNITY INCLUSIVITY		\$3,186,200

Budget Document

Program Priorities

Program Priorities

Department directors evaluate all programs on the basis of their relative importance in Town government operations and within departmental goals, objectives and initiatives. Each program or service is placed into one of three categories:

Core: A program or service that is an essential function of Town government

Desired: A program or service that is not part of core government but is prioritized for another reason, such as strong community expectation or desire

Nonessential: A program or service that is not central to the Town government, has a limited demand from the community or has strong appeal only within certain subpopulations

Core Program Priorities By Department 2024

ADMINISTRATION
Liquor Licenses
Elections
Information Technology
Legal Notices
Website Maintenance
Required Certification/Training
Code Updates
Office Management

FINANCE
Revenue Collection
Investments

COMMUNITY DEVELOPMENT
Building/Planning Customer Service
Land Use Code Implementation
Building Permit Review
Current Development Review
Code & Policy Development
Long Range Planning Projects
Community Outreach/ Education
Floodplain/CRS Administration
Building/Zoning Violation Enforcement
Affordable Housing Administration

POLICE
Admin/Supervision
Budget Preparation
Federal and State Grants
Training/POST Requirements
Hazardous Materials
Recruit Selection
Psych/Polygraphs
Background Checks
Citizen Police Academy
Incident Management Team
Animal registration
Patrol Functions
Call Response



TOWN OF FRISCO
COLORADO

Capital Improvement Plan and Effective Budget Planning





Historically

- Some historical data utilized
- Some mater plan data used
- More focused on O/M measures instead of bigger picture
 - Now there is a clear definition of capital and O/M
- 5-year plan was loose
- Several different departments running projects
 - Different personnel with varying experience
- PW took on managing major capital projects
 - Step Up Main Street, Big Dig at Frisco Bay Marina, Well 7, Frisco Landing
 - While successful, duties were split between PM and daily duties
- Need to evolve and develop better process
 - To provide the best/efficient use of Town dollars
- Not much follow up with Council
 - During or after project completion

Capital Project Senior Manager

Created in February of 2023

Point Person for Capital Projects and Capital Planning

- Key player in budget process
 - Assists in creation and sticking to 5 yr CIP
- Project manager
 - From inception to closeout

Refining Process

- Budget Process and Planning
- Department Meetings
- Council Transparency
- Project Management
- In-house Owner's Rep Services

Overall Goal

- To better use our Capital funding

“Two-dollar crystal ball is better than no crystal ball at all” ~Jim Wiemken



Building the Plan

Capital is a Major Portion of Town Budget

Needs to be well planned, vetted, and adopted

- Project needs usually outweigh total funding

Helps prioritize what is best for the Council

- In turn, what is best for the community

What Data is Available?

Master Plans

Asset Plans

Assessments (incl Energy Audit)

Town Engineer

Research

- Municipal and non-municipal work

Previous Town projects

- Lessons learned logs
- Previous budget line items and bid tabulations

Being Data Driven

Assists Council and staff in building a roadmap

Framework for prioritizing projects

- *Build the box for what is possible*

Tracking what is funded

Tracking what is not funded

- Important to be able to make changes
- O&M predictions

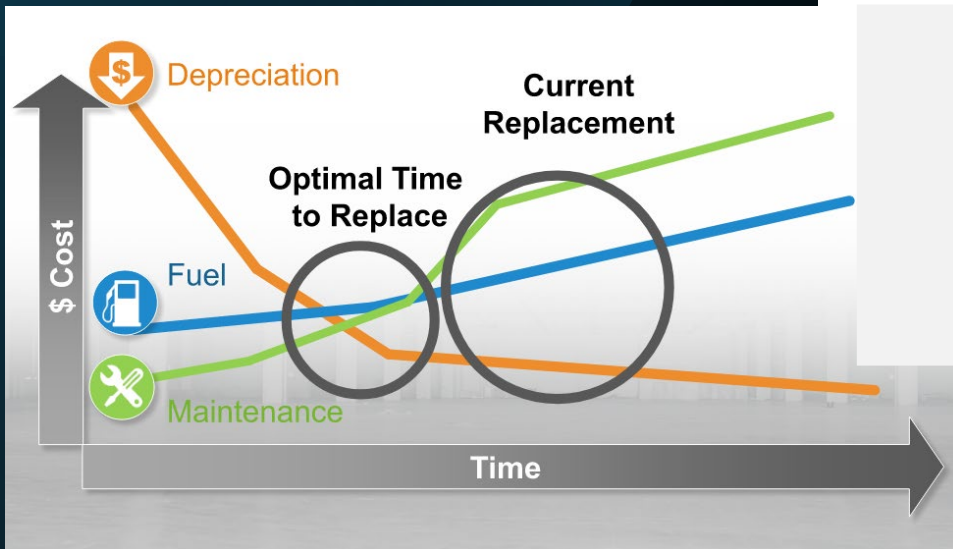


Implementation

- Master Scheduling
- Budget Baselines
 - Budget forecasting
- RFP Process
 - Following Chapter 9 of Town Code
 - *Bidding Procedures and Contract Formation*
 - Successful process
 - Results in bid award
 - Well-run org = more bids submitted
- Contracting
 - Council approval
 - Town's standard agreements
 - Construction, Goods/Services
 - AIA
- Construction
 - Plan becomes tangible
 - Daily oversight and management
- Closeout
 - Getting what was design
 - Commissioning
 - Warranty period begins
- Resulting Data
 - Lessons learned log
 - Hard and soft project costs
 - Maintenance forecasting
 - Better planning for operational budgets
- Reporting
 - Quarterly reporting to Council
 - Overall budget
 - CIP updates
 - Project statuses
 - Better transparency
 - Council and community

Vehicles

Major Component of CIP



- Replacement Schedule
 - Police – 6yr
 - Light duty – 10yr
 - Heavy duty – 15yr
 - Heavy equipment – varying
- Capturing Greatest ROI
 - Heavy equipment
 - Standard “buy back” price in RFP
 - Revenue back to Town upon purchase
 - Fleet average ROI
 - 5yr average = 42%
 - Always analyzing best time
- Asset Management
 - Getting better with software usage
 - RTA metrics
- Alternative Fuels
 - Slowly integrating more into fleet
 - 6 F-150 Lightnings
 - 1 Chevy Silverado EV