



## MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO: MAYOR AND TOWN COUNCIL**  
**FROM: LESLIE EDWARDS, FINANCE DIRECTOR**  
**RE: ORDINANCES MAKING SUPPLEMENTAL APPROPRIATIONS TO THE 2022 AND 2023 BUDGETS**  
**DATE: FEBRUARY 28, 2022**

**Summary and Background:** The Town Council approves a budget each year. From time to time, it is necessary to make changes to the budget as circumstances necessitate. Per the Town's Charter, these changes must be adopted by Council ordinance. Below is a list of those changes and attached are the official ordinances submitted for approval.

### **Analysis:**

#### **2022 Supplemental Appropriations**

*These supplemental appropriations were discussed with Council during the 2022 calendar year. The related ordinance will amend the 2022 budget by the amounts listed below.*

#### **Capital Fund Expenditures - \$640,430**

1. Transferring 1/3 of 2021 costs related to Marina area lift station from the Marina Fund to the Capital Fund, per Marina conversation at budget adoption - \$466,257
2. Reassigning 2022 costs related to Marina Park landscaping from the Marina Fund to the Capital Fund, per Marina conversation at budget adoption - \$174,173

#### **Marina Fund Revenue - \$466,257**

1. Transferring 1/3 of 2021 costs related to Marina area lift station from the Marina Fund to the Capital Fund, per Marina conversation at budget adoption - \$466,257

#### **Marina Fund Expense Reduction -\$174,173**

1. Reassigning 2022 costs related to Marina Park landscaping from the Marina Fund to the Capital Fund, per Marina conversation at budget adoption - \$174,173

#### **2023 Supplemental Appropriations**

##### ***Rolled Over From 2022 Budget***

*In this instance, the supplemental appropriations listed below relate to projects budgeted, but not completed in the 2022 budget. The related ordinance will amend the 2023 budget by the amounts listed below.*

**General Fund Expenditures - \$64,365**

1. Historic Park Lighting: Lighting Design and Photometric Analysis of the FHPM by AE Design- \$6,500
2. Solarize Summit: One contracted but not completed installation, and 3 unused rebates- \$6,000
3. Streets Maintenance: Concrete and Pavement Replacement - \$51,865

**Capital Improvement Fund Revenue - \$18,000**

1. EV Charging: Charge Ahead Grant for 3<sup>rd</sup> Ave EV chargers. Project has been completed, but grant reimbursement not yet received - \$18,000

**Capital Improvement Fund Expenditures - \$1,535,440**

1. Wayfinding (PRA Signage): For improved signage on trails and bike park - \$12,000
2. Trails Master Plan: 2022 included \$40,000 for project; \$33,748 spent to date. TC approved 2/14/23. - \$6,252
3. Frisco Backyard Plan: Multi-year planning effort, budgeted \$240,000 in 2022 for project; \$112k spent to date- \$127,492
4. Concrete Replacement at Town Hall plaza/sidewalks- \$50,000
5. Summit Boulevard - GAP Project- \$300,000
6. Town Hall Dumpster Enclosure- \$50,000
7. Vehicles & Equipment: Ford Lightening (PRA), PD Expedition & upfitting, Western Plow, CAT Loader, Backhoe - \$539,696
8. Fuel System Overhaul - \$450,000

**Water Fund Expenses - \$500,000**

1. 2022 Water Capital Projects PFAS - \$500,000

**Marina Fund Expenses - \$142,450**

1. Replace Mooring Anchor Winch Boat; 2022 budget was \$150,000; boat/motor arrived in 2023- \$142,450

***New Appropriations***

*In this instance, the supplemental appropriations listed below relate to budget requests recommended by the Town Manager, in order to achieve Town Council's Strategic Plan. The related ordinance will amend the 2023 budget by the amounts listed below.*

**General Fund Expenditures- \$349,000**

1. Snow Removal: Snow Cat Rental and Plow Ops Software- \$60,000
2. Short Term Rental Compliance- 3rd party software costs were intended to be transferred from Admin To CDD, but were inadvertently left out of the adopted budget- \$55,000
3. Town Engineer (described below)- \$125,000
4. Sustainable Materials Management Technician (described below)- \$65,000
5. Human Resources Technician (described below)- \$44,000

**Capital Fund Expenditures -\$50,000 (Reduction)**

1. Marina Site Work: To meet the expectations of Town Council discussion on December 13- \$80,000
2. PRA Recreation Pathway Final Connection: To connect the unfinished pathway that goes under Hwy 9 to County property - \$120,000
3. Park Improvements: **Reducing** the budget for the Old Town Hall Park -\$250,000

**Housing Fund Revenue - \$8,450,000**

1. Granite Park: CDOT contributions will increase based upon increased GMP- \$1,250,000
2. Granite Park: COP Proceeds were not included in the adopted budget- \$7,200,000

**Housing Fund Expenditures - \$2,500,000**

1. Granite Park: Updated budget based upon GMP for total project cost- \$2,500,000

**Marina Fund Expenses - \$170,000**

1. Boat Ramp: To match the bid received, original budget was based upon an engineer's estimate. Efforts will be made to work with the contractor to reduce the end cost- \$170,000

**New Positions Requested-**

*Town Engineer*

The Town Engineer would report directly to the Town Manager and would be responsible for managing the design, construction, and inspection of the Town's large-scale capital projects as well as plan review and inspection of infrastructure-related elements associated with site developments. Additionally, this position would oversee Public Works and the Capital Projects Senior Manager. Examples of projects or programs that this function would cover in representing the Town where we don't have good representation at this time include:

- Reduce the need for outside engineer contracting in the future
- Have an engineer roads expert on staff to manage our complete streets plan and future projects
- Another engineer (besides Don) that can comment on projects submitted for permitting through the Community Development Department
- Town liaison and staff contact with the Summit County Transit Board and the Summit Stage leadership (absolutely necessary to push Town's interests in last mile transit improvements)
- Project interaction with CDOT on the near future concept plan, design and execution of the approximate \$60 to \$70 million worth of improvements to I70 Interchange 203
- All project interactions and plan interactions with CDOT regarding SH9
- Represent Town at the Intermountain Transportation Planning Region meetings and advocate projects that would be helpful to our interests on I70 and all CDOT highways
- Can bring state of the art practices to inventory of our infrastructure, its age and recapitalization

*Sustainable Materials Management Technician*

Sustainable Environment is one of the High Priority areas of the Town Council Strategic Plan. Considering approaching PAYT/URO implementation, upcoming plastics reduction policies being implemented at the state and local levels, and existing responsibilities related to waste reduction, staff requests budgetary appropriation for a Sustainable Materials Management Technician position. This position would be responsible for communication and administration relating to materials management ordinances, programs, and policies.

Adding this position would allow existing staff to invest more time in other sectors, specifically energy use and environmental stewardship. Implementation of the Partners in Energy TOF Energy Action Plan will require more time in the near future, as will any upcoming energy-related project such as the EV Car Share pilot project, planning for additional EV chargers (and associate grant applications), and potentially introducing new code changes such as REMP (Renewable Energy Mitigation Program). Moving materials management responsibilities to a new position would also allow staff to work more closely on environmental stewardship projects including completion of the hazardous fuels reduction project at the Water Treatment Plant, and increase participation in water-related projects such as turf removal, unified watering restrictions, and participation in regional groups such as QQ (through NWCCOG).

*Human Resources Technician*

There is currently an untenable workload being attempted by staff due to staff turnover, policy compliance with federal and state laws, health emergencies, mental health issues, compensation demands, employee/roommate issues, etc. From 2021 to 2023, the town has increased full time equivalent (FTE) by 3% for a total of 150 in 2023. This increase represents 4% additional individuals over 2021. In addition, each winter and summer season the HR team onboards and offboards approximately 50-80 individuals. The Society of Human Resource Management (SHRM) indicates that smaller organizations have a 3.40 HR staff to 100 employee ratio. The Town currently has a ratio of 2.00. This ratio is the lowest within the Summit County Towns. According to Stratus HR, research shows that if an HR team is too small, they will be overwhelmed and unable to keep up with the demands. Due to the many HR initiatives over the past year and a half, we have not been able to fully address the needs of the organization and staff expectations. The additional position will allow HR to better deliver on the Town Council Strategic goals: to obtain 90% of max staffing of full-time, year-round staff in all departments by 3/31/23; review and remove inequitable policies and include inclusive policies/language to the HR Policies and Town Codes by June 30, 2023; Implement a Social Equity Plan. These priorities are in addition to delivering on the HR core services: recruitment and retention, social equity / DEI initiatives, utilization of technology, onboard, training and development, administer competitive benefits and incentives, employee engagement, employee relation, and continue to enhance programs and processes to better the organization.

**Financial Impact:** Overall, funds are available within each fund's ending balance in order to absorb the additional appropriations. With the exception of the new 2023 recommended appropriations, at the time of the adoption of the 2023 budget, the amounts described in this memo were included in 2022 projected amounts. Re-allocating the expenses to the 2023 budget does not decrease the total projected ending fund balance for 2023 below the amounts published in the 2023 Adopted Budget Book.

**Alignment with Strategic Plan:** All of these revisions meet at least one the goals adopted in the Town's 2020-2021 Strategic Plan.

**Staff Recommendation:** Based upon the current needs of the Town and expectations to complete projects directed by Council in the 2022 budget, Staff is requesting to amend the 2022 and 2023 budgets by the amounts described in this memo.

**Approved By:**

Tom Fisher, Town Manager

**Attachments:**

Attachment 1: Ordinance 23-06 Budget Amendment 2022

Attachment 2: Ordinance 23-07 Budget Amendment 2023