



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, May 23, 2023

7:00 PM

Livestreaming of the Board of Trustees meetings have been transitioned to the Town of Frederick website. The livestream can be accessed at www.frederickco.gov/civicmedia

Public Comment will only be taken in person unless an accommodation is requested through the Town Clerk's Office. If you require an accommodation or have questions about making public comment please contact the Town Clerk's Office:

Meghan Martinez, Town Clerk
mmartinez@frederickco.gov
720-382-5500

Or

Kelly Green, Deputy Town Clerk
kgreen@frederickco.gov
720-382-5500

Built on What Matters.



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, May 23, 2023

6:30 P.M.

Fireworks

7:00 P.M.

Regular Meeting

Call to Order – Roll Call:

Pledge of Allegiance:

Approval of Agenda:

Special Presentations:

Public Comment: This portion of the agenda is provided to allow members of the audience to provide comments to the Town Board. Please sign in and the Mayor will call you. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Staff Reports:

A. Administrative Report – Bryan Ostler, Town Manager

Consent Agenda: Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda.

B. List of Bills – Kurtis Adams, Finance Director

C. Resolution 23-R-24 Adopting the Carbon Valley Comprehensive Emergency Management Plan – Justin Glantz, Commander

Action Agenda:

Built on What Matters.

- D. Consideration of the Appointment of Annabel Lewis to the Frederick Arts Committee –
Meghan Martinez, Town Clerk

Discussion Agenda:

- E. Municipal Code Chapter 13 Division 2 Water Dedication and Capital Improvement Fees
Update – Sarah Watson, Engineer

Mayor and Trustee Reports:

Executive Session:

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e)(1) regarding property acquisition.

Adjournment:



Town of Frederick Memorandum

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: May 19, 2023

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 scheduled for upcoming meetings. These topics may be changed or rescheduled from time to time.

- May 30, 2023 – No Meeting
 - June 6, 2023 – Work Session: Town App Demo, Q1 Update, New Staff Introductions
 - June 13, 2023 – Regular Meeting
 - June 20, 2023 – Work Session: ARPA, Water Opportunities
 - June 27, 2023 – No Meeting Due to CML Conference
 - June 4, 2023 – No Meeting Due to Holiday
-

Communications and Engagement Department

Dynamic, Inclusive & Connected Community 3.1

- Town Event Preparation
 - Recruitment and Sponsors as of 5/18/2023
 - Sponsor commitments totaling \$45,450
 - 15 chainsaw carver applications - 10 approved carvers from across the country – one international carver from the UK
 - 45 food truck applications
 - 56 market vendor applications
 - Held the first Tea and Tee Time with Mayor
 - Successful Tour and Talk with approximately 135 attendees
 - Prep for 12th Annual Frederick in Flight
- Community Partnerships
 - Meet with FFFD PIO to discuss impact fee messaging and firework safety campaign in the Town of Frederick.
 - Collaborate with FFFD Battalion Chief to keep community apprised of burn mitigation.
 - Collaborate with Central Weld County Water District on community notification regarding the benefit of water blending and the possible resulting temporary change in water appearance/taste.

Built on What Matters.

- Website Updates
 - Create Public Safety Tax webpage to update community on 2A funding.
 - Updates to web pages as needed.
- Town App
 - Finalize materials to launch new Town APP. (Instructional video, Marketing plan, News Release, Presentation to BOT work session)
- Interdepartmental Collaboration
 - Training on new Envisio software to create/update Strategic Plan dashboard for tracking and reporting tasks and progress.
- Board Meeting
 - Attendance at Board meetings to ensure Town communications align with Board's vision and work in progress

Safe and Secure

- Attend Carbon Valley Emergency Management Coordination Group meeting.
- Collaborate with Police Department on Fireworks mitigation plan and community education.

Public Works

- Streets and Stormwater:
 - Finished round 1 mowing all drainage and retention areas maintained by the town
 - Assisted facilities in the crack sealing and striping operations at the town hall and PD parking lots
 - Continued sweeping schedule in all industrial areas and began sweeping all throughout town from recent rain and hail storms
 - Grading of CR 5 and CR 16 west of interstate I 25
 - Flood control and monitoring from 5/10/23 thru 5/13/23
 - Began clearing storm water areas where debris was washed up from storms
 - Investigating compromised culvert under the intersection of Bobcat St. and Mustang Dr. and planning on making repair on 5/22/23
 - Filling potholes along CR5
- Water:
 - 47 locates completed
 - 6 Final reads completed
 - 1 new meter installed at Hidden Creek
 - 2" meter replacement at old Frederick gym completed
 - 17 Shut offs completed
 - Hydrant flushing: Eagle Blvd. Countryside, Hickory Cir. Skyline Ave, Westview and Shavano Cir. Raspberry Dr. Hollow berry Ct. Miller Dr. Morning Harvest Dr. and Bramble RD.
 - Plotting meter (GPS): Evanston, Johnson St. Dun mire St. Abeya and Brophy CT.
 - Service line repair at 9019 Sandpiper dr. Leak after curb stop and before water meter pit. Moved curb box out of driveway 40ft
- Facilities
 - Completed (11) work orders; (5) immediate need/ emergency, (5) calls for repair/ maintenance tasks, (1) scheduled/ preventative
- Fleet
 - 30 total service requests:
 - 8 unscheduled (Public Works: 4 Police Department: 2 Parks and Open Space: 2)
 - 22 scheduled (Public Works: 11 Police Department: 9 Parks and open space: 2
 - Significant items to Note:
 - Significant Hail damage to fleet on the night of Tuesday May 9th. Insurance claims are being processed at this time
- Training

- Rusty Ribble and Brad Hirter attended on line MUTCD signing pavement markings class on 5/15/23
- Joint effort with Frederick Firestone Fire Protection District and American Legion Post 1985 Firestone on flag retirement ceremony on Sat. May 13th 2023

Frederick Police Department:

- Officer Dale Wood was hired and started with the police department on Wednesday, May 17th. Officer Woods is a welcome addition to our team as he brings several years of experience to our department with a background as a jail deputy and police officer. Please join us in welcoming Officer Woods to our team.
- The Carbon Valley and Mead Victim Services Program now has a total of Six on-scene Volunteer Victim Advocates. The Volunteer Victim Advocates provide on-scene victim services to residences in the towns of Frederick, Firestone, and Mead, as well as the city of Dacono. The Victim Services Program provides on-scene assistance to victims of violent crimes as defined under the victim rights amendment, major property crimes, unattended deaths, and any other crisis situation at the request of a commissioned Police Officer. Volunteers receive a 40-hour training course to meet the requirements to provide these services.

Engineering Department:

STRATEGIC, RELIABLE & SUSTAINABLE INFRASTRUCTURE – Frederick is dedicated to investing in existing and future transportation, water, storm water, and technology while planning for sustainable growth and development.

- Transportation
 - DRCOG: A joint grant application between Frederick and Firestone for \$2 million worth of improvements to Bella Rosa/Colorado Blvd intersection was unanimously supported by the SW Weld Subregional Forum. The project was identified as the #2 ranked improvement project in the Town's Transportation Master Plan. The project has since received approval from the DRCOG Board on May 17th. More details will come over the next several months and IGA's with Firestone and CDOT will need to be developed and executed before design can begin.
 - Concrete Alley: A contract for the Town's 2023 Concrete Alley Project was awarded to Jags Enterprises at the March 14th Board Meeting. The project will include two downtown alleyway segments in the area between Tipple Street and 2nd Street from Locust Street to Walnut Street and Walnut Street to Maple Street. Construction has begun and is scheduled to take about 3 weeks. This year's project will complete the concrete alley rehabilitation program.
 - Pavement Maintenance Projects: A contract for the Town's 2023 Pavement Maintenance Projects was awarded to Vance Brothers at the March 14th Board Meeting. This includes multiple areas in Town for crackseal, slurry seal, patching, mill and overlay. Work is underway and public notifications are ongoing.
 - Colorado Blvd Mill & Overlay Project: With the recent announcement of Silverstone Commercial at the northwest corner of SH52/Colorado Blvd, staff is now recommending that the final stretch of Colorado Blvd rehabilitation from Tipple Parkway– through the 5th Street connection roundabout-down to Highway 52 be delayed a year and combined with the future Colorado Blvd improvements that the development will be providing. This would minimize closure impacts to the public and reduce costs. Future discussion on this topic with the Board at a future meeting.
 - Silver Birch/Bella Rosa Intersection: A Contract for design services was awarded to JUB Engineering at the April 25th Town Board meeting. This project continues to follow the guidance of the Transportation Master Plan and will identify improvements needed for the ultimate configuration of the Silver Birch/Bella Rosa intersection. This design will identify the necessary utilities to relocate and the right-of-way to acquire.

- Silver Birch/Godding Hollow Intersection: Design is complete. Staff will be approaching the Board at a future meeting for direction on acquiring right-of-way northeast of the intersection to fully widen the intersection and install a sidewalk to the skate park.
- Neighborhood Speed Control Program: No recent projects to update.
- Water
 - Municipal Code water dedication requirements: Code updates are being developed and scheduled for the May 23rd Town Board meeting.
 - Potable Infrastructure Master Plan: A Contract for design services was awarded to Forsgren Associates Inc. at the October 11th Board Meeting. Design is underway and scheduled to take about a year to complete. Staff has weekly progress meetings with the consultant. The project is on schedule and budget.
 - Raw Water Master Plan: A Contract for design services was awarded to Forsgren Associates Inc. at the April 25th Town Board meeting. The project includes an initial phase to improve pumps at Milavec to better serve the community. The overall project is scheduled to complete spring of 2024.
 - Water Rate Study: A Contract for design services was awarded to Wildan Financial Services at the April 25th Town Board meeting. The project is scheduled to complete in 2023 so fee adjustments could be identified at the end of the year and implemented for 2024.
 - Raw Water Change of Use: The water court case is ongoing. An Amendment to add 4 preferred shares to the application was approved and filed. The process is lengthy but has significant value to the future water supply of the Town. Staff will provide the Board with updates at key milestones throughout the entirety of the water court case.
 - Water Conservation: Kylie Couch and Sarah Watson (along with other Town Staff) attended the Growing Smart Workshop for efficient and effective water use. This training will help the Town identify new methods and standards to implement as our Town focuses on water conservation. Summaries and ideas from the workshop will be presented to the Board at an upcoming work session.
 - NISP: On December 9th, 2022, the long-awaited Record of Decision was issued by the Army Corps of Engineers for the Northern Integrated Supply Project. A major hurdle was cleared for the Town of Frederick's future water supply.
- Stormwater
 - Groundwater Study: A contract for design services was awarded to Smith Environmental at the December 13, 2022 Town Board meeting. An Open House was held on 2/23 in the Board Room. About 15 citizens attended and gave some good feedback for our consultants to evaluate. Installation of monitoring wells is complete. Design is expected to extend through 2023.
 - Concrete Box Culvert(s) on Colorado Blvd/Bella Rosa: A contract for design services was awarded to AVI at the October 25th, 2022 Town Board meeting. Staff has bi-weekly progress meetings with the consultant. The project is on schedule and budget.
 - Countryside Drainage Improvements: Staff has begun design for drainage improvements in the Countryside development. This project continues the Engineering Department's efforts in developing in-house design skills that will ultimately benefit the Town of Frederick.

Parks and Open Space Department:

Effective, Efficient & Strategic Government Operations

- The Parks, Open Space and Trails Commission completed its Annual Tour of several Town owned sites including Bulrush and Mendoza open spaces, Frederick Recreation Area, Crist Park, Centennial Park and several neighborhood parks. The purpose of the tour is for staff to solicit input from the Commission on ongoing operations and maintenance, as well as the upcoming budget year's capital priorities.

Community and Economic Vitality

- The Community Parks Master Plan is ongoing, with site surveys, utility locates and water quality testing all occurring this month. The first survey and project website will launch in late May or early June. Department staff will be at Community Tour and Talks, all Town Events and have small pop-up shops at local community gathering places.
- The Department was not successful in obtaining the Colorado Outdoor Recreation Office's grant to develop a Master Plan for Crist Park. The last grant-funding round had just over \$400,000 to grant, with over \$6 million in requests. However, staff will proceed with budget dollars already assigned and will request Conservation Trust Fund dollars in 2024 to finish the project. A small staff committee, representing multiple departments, is being formed to draft an RFP to hire a consulting firm for the plan.
- Bella Rosa staff have hosted several events recently, including the Junior Saturday Series, Couples Night Out and Family Golf Day. Our first GlowBall event is coming up on June 3rd. The first week long Junior Golf Series starts June 5th.
- The Parks Division hosted the Cerus Fitness Festival on May 20th at Centennial Park. Park staff worked with Cerus Fitness to prepare the park and help them get setup for everything.

Strategic, Reliable and Sustainable Infrastructure

- Both the Parks and Golf Teams are in full spring operations including mowing, cultivation, special events and daily golf. Cultivation will ramp-up this coming week, so you'll notice temporary closures at Bella Rosa to allow that to occur and will see heavy equipment in most neighborhood parks.
- The Irrigation Central Control systems are rolling out at Centennial and Crist Parks. These new controls will significantly improve water conservation on our Parks and were identified in the Water Conservation Plan.

Fiscally Responsible Governance

- The transition from full-service restaurant operations to "grab and go" occurred on May 21st. New grab and go options will roll-out over the next few weeks. Bartending service may be temporarily unavailable during some business hours, due to staff transitions and training, but we don't expect those disruptions to occur frequently.

Golf Course Division:

- Our spring learn to golf classes had record participation. The beginners class had 19 participants and the mixed class had 16 participants. This is a 5-week class for brand new golfers.
- The first Couples night out and ladies fun night were both cancelled due to heavy rains.
- Golf course aerification has been delayed due to rain and very wet conditions. This will be completed the week of May 21 weather pending.

Town of Frederick - List of Bills
March 31, 2023 - April 28, 2023

1800DRYCLEAN NORTH METRO DENVER	Uniform cleaning services	405.80
4 RIVERS EQUIPMENT LLC	Equipment maintenance	2,363.41
5STARWASHCV LLC	Vehicle maintenance	1,084.95
AAA PEST PROS LLC	Pest control	210.00
ACE HARDWARE OF FIRESTONE	Supplies	772.41
ACUSHNET COMPANY	Golf Shop merchandise	853.84
ADAMS COUNTY REGIONAL ECONOMICAL	Yearly membership	2,500.00
ADAMSON POLICE PRODUCTS	Police equipment & uniforms	7,151.28
AGFINITY	On Site Gasoline Fuel Tank PD	13,133.04
ALEJANDRA FERNANDEZ	Spanish proficiency testing	100.00
ALI VANDEUTEKOM	Mileage reimbursement	268.63
ALLIANCE SAFETY INC	Safety equipment	1,110.83
AMERICAN EAGLE DISTRIBUTING	Beverage order for restaurant	189.78
AUDEM GONZALES	Travel reimbursement	33.75
AVI PC	Colorado Blvd & Bella Rosa Drainage Project	33,951.00
BERG TOOLS LLC	Tool allowance	638.20
BETTER BUSINESS CLEANING	Monthly cleaning service	5,027.00
BLACK HILLS ENERGY	Gas utility	9,409.67
BRAD HIRTER	Boot and training reimbursement	161.80
BUILDING WARRIORS INC	Peer support	1,600.00
CAPITAL BUSINESS SYSTEMS INC	Town copier lease program	930.07
CARBON VALLEY HALF MARATHON	Donation	1,800.00
CARBON VALLEY HEATING AND AIR	HVAC repair	198.00
CARD SERVICES	Travel, training and supplies	43,286.73
CENTRAL WELD COUNTY WATER DIST	Water purchased	104,010.07
CINTAS CORPORATION	Mat and uniform service	855.49
COLORADO BARRICADE CO	Signs	1,416.37
COLORADO WATER WELL	North pump station repairs & startup	4,630.00
COMCAST CABLE	Monthly internet, tv & phone service	1,179.72
COMCAST PHONE	Town wide internet service	2,655.00
COMMUNITY COUNSELOR INC	Counseling services	500.00
COMPLETE CONSTRUCTION CORPORATION	Concrete work	5,200.00
COMPLETE TRAILERS LLC	Trailer purchase	16,889.00
CORKAT DATA SOLUTIONS LLC	Computer equipment and support	39,474.87
COSTAR REALTY INFORMATION INC	Monthly subscription	590.00
COYOTE RIDGE RESIDENTIAL	Hydrant Meter Deposit refund	4,500.00
DANA KEPNER CO	Hydrant meter supplies	50,554.09
DEFALCO CONSTRUCTION COMPANY	Colo. Blvd & Tipple Pkwy - Pavement marking	1,976.85
DESIGN CONCEPTS CLA INC	Community Parks Master Plan	3,977.10
DISCOUNT PLUMBING SERVICES INC	FRA restroom repairs	431.00
DLT SOLUTIONS LLC	Civil 3D Fundamentals Class -	1,400.00
DNI HEATING AC REFRIGERATION	AC service repairs	440.00
DR HORTON	Landscape escrow refund	610,790.00
E & G TERMINAL INC	Shop & vehicle supplies	1,184.23
ELDORADO ARTESIAN SPRINGS INC	Water delivery service	101.50
ELEMENT WATER CONSULTING INC	Water Engineering Services	22,836.25
ELEVATED CLOUD SERVICES LLC	Hosting - Windows Server	575.00
ELEVATED PUBLIC SAFETY	Equipment installation	7,027.34
ENTERPRISE FM TRUST	Vehicle lease program	54,020.72
ENVISIO SOLUTIONS INC	Implementation, software licensing and support	27,500.00
ERIK HINKLEY	Training reimbursement	17.00
FACTORY MOTOR PARTS CO	Equipment maintenance	172.84
FAIRFIELD AND WOODS PC	Legal services	7,580.85
FASTENAL COMPANY	Supplies	116.52
FIRST AMERICAN TITLE	Title research	475.00
FORSGREN ASSOCIATES INC	Potable Water Infrastructure Master Plan	20,985.00

Town of Frederick - List of Bills
March 31, 2023 - April 28, 2023

FORT MORGAN VETERINARY CLINIC INC	K-9 exam and dental procedure	726.98
FREEDOM MAILING SERVICES LLC	Utility billing statements	3,071.68
FRONT RANGE LANDFILL	Landfill voucher program	4,734.73
FROST SOLUTIONS LLC	Mini RWIS Pilot Subscription Weather Station	1,000.00
GENERAL AIR	Shop supplies	43.64
GOLF ASSOCIATES SCORECARD COMPANY	Supplies	1,213.28
GREEN MILL SPORTMAN'S CLUB	Range use	150.00
GREEN MOUNTAIN PROMOTIONS	Logo bags	1,133.50
GUARDIAN ROOFING LLC	Roof repairs	260.00
HIGH COUNTRY BEVERAGE	Beverage order for restaurant	877.10
HOME DEPOT CREDIT SERVICES	Supplies	599.25
IMAGEFIRST HOSPITALITY	Linen service for restaurant	365.09
INNOVATE! INC	GIS Professional Consulting Services	5,794.30
JC GOLF ACCESSORIES	Golf shop merchandise	212.24
JUAN HERRERA	Restitution payment	200.00
KIM STRONG	Reimbursement for restaurant supplies	9.45
KLM ENGINEERING INC	Water tank evaluations	2,975.00
KP & ASSOCIATES	Retail Consulting Services	2,400.00
KYLE A RICHARDS	BOT meeting recording	150.00
L.L. JOHNSON DISTRIBUTING COMPANY	Mower & irrigation repair parts	2,118.15
LANGUAGE LINE SERVICES	Interpreting services	9.02
LASER TECHNOLOGY, INC.	Police equipment	6,403.95
LEFT HAND WATER DISTRICT	Rinn Valley irrigation	112.18
LELAND GORDON	Reimbursement for restaurant supplies	5.99
LONGMONT HUMANE SOCIETY	Animal impound fees	2,104.50
LORI HILL	Dessert treats	34.00
LUMIN8 TRANSPORTATION TECHNOLOGIES LLC	Traffic signal maintenance	572.25
LUXOTTICA USA LLC	Golf shop merchandise	940.27
MAC EQUIPMENT INC	Tools & equipment	370.44
MARTIN MARTIN INC	Silver Birch/Godding Hollow intersection	326.25
MATTHEW MYERS	Reimbursement for drone test	175.00
MAX DAFFRON	Mileage reimbursement	101.25
MINERS PARK LLC	Miners Park Town Centre CD Review overpayment	2,000.00
MIRROR IMAGE BREWING COMPANY	Beverage order for restaurant	185.00
MITEL	Phone service for town buildings	3,694.91
MOSES WITTEMYER HARRISON & WOODRUFF PC	Legal services	56,896.30
OCCUPATIONAL HEALTH CENTERS	Pre-Employment screening	556.00
O'CONNOR EMBROIDERY AND APPAREL	Golf hats	1,605.39
OPENGOV INC	Cartegraph Fleet Implementation	7,421.67
O'REILLY AUTOMOTIVE INC	Vehicle maintenance	19.41
PAR WEST TURF SERVICES INC	Golf course supplies	1,528.86
PAUL C BENEDETTI	Legal Services - FURA	4,230.00
PAULEY CONSTRUCTION	Right of Way deposit refund	200.00
PIONEER DEVELOPMENT COMPANY	Survey and GIS Mapping	14,015.32
POLICE AND SHERIFFS PRESS INC	Photo IDs	36.60
POMPS TIRE SERVICE INC	Tire replacement	6,961.45
PRAIRIE MOUNTAIN MEDIA	Publishing costs & newspaper subscription	279.39
PRO GOLF REPAIR LLC	Pro Golf services	4,127.50
PROFORCE LAW ENFORCEMENT	Police equipment	5,467.02
PURPLE COMMUNICATONS INC	ASL interpreting services	435.50
QUANTUM PUMP & CONTROLS LLC	Milavec West Pump Station service call	3,422.86
R & R PRODUCTS	Maintenance shop supplies	435.90
REDI SERVICES LLC	Porta john service	197.50
REIF & HUNSAKER PC	Legal services	616.00
REPUBLIC NATIONAL DISTRIBUTING CO LLC	Beverage order for restaurant	305.00
RICK ENGINEERING COMPANY - COLORADO	Frederick Comprehensive Plan	54,823.98

Town of Frederick - List of Bills
March 31, 2023 - April 28, 2023

RINGCENTRL INC	Shipping and Handling fee	13.20
RITZ SAFETY LLC	Safety vests for Landfill voucher program	1,503.76
ROADWAY ASSET SERVICES LLC	Pavement Analysis & Budgetary Modeling	4,500.00
SAFEWAY	Gift cards and supplies	1,021.96
SAM'S CLUB / GECRB	Supplies	660.27
SCOTT COONROD	Equipment Loan Program	2,000.00
SHRED VAULT COLORADO LLC	Document shredding	155.00
SIERRA FEDDER	Mileage reimbursement	72.50
SIMPLOT PARTNERS	Golf course supplies	1,563.40
SMITH ENVIRONMENTAL & ENGINEERING	Frederick GW Impacts Study	66,719.78
SOIL HORIZONS	Soil for golf course	1,305.00
SRIXON CLEVELAND GOLF XXIO	Golf shop merchandise	1,060.67
STAPLES ADVANTAGE	Office supplies	466.17
STEPHANIE JOHNSON	Bond refund	90.00
STEVE JOHNSON	Tool and boot reimbursement	150.00
SUNBELT RENTALS INC	Equipment rental	1,261.00
SWIRE COCA-COLA USA	Beverage order for restaurant	984.24
SYSCO DENVER	Restaurant supplies	7,589.80
TAYLOR MADE GOLF COMPANY	Golf shop merchandise	4,898.76
TELOS ONLINE INC	Backup link	75.00
THE SHERWIN-WILLIAMS CO	Striping supplies	113.01
TIMECLOCK PLUS LLC	Schedule Anywhere License	787.20
TINA REHDER	Boot reimbursement	100.00
TRANSWEST TRUCK	Maintenance supplies	659.42
TWIN PEAKS GARAGE DOORS LLC	Garage door repair	567.00
TYLER TECHNOLOGIES	Insite transaction fees	14,886.15
U.S. POSTAL SERVICE (CMRS-FP)	Postage for meter machine	500.00
UMB BANK, NA	Annual Agent fee	300.00
UNITED POWER	Electric utility	7,174.16
UNIVERSITY AUTO PARTS INC	Maintenance supplies and parts	302.45
UPPER CASE PRINTING, INK.	Newsletter printing	1,830.25
US FOODS INC	Dishwasher machine lease	180.00
UTILITY NOTIFICATION CENTER OF COLORADO	Utility locates	328.95
VAN DIEST SUPPLY COMPANY	Park maintenance supplies	1,518.00
VERIZON WIRELESS	Wireless services	9,911.03
VIA MOBILITY SERVICES	Transportation	5,520.00
VICE SPORTING GOODS INC	Golf course supplies	579.80
WASTE CONNECTIONS OF COLO INC	Monthly trash & recycle service	298.03
WELD COUNTY CLERK & RECORDER	Recording fees	500.00
WELD COUNTY INFORMATION TECHNOLOGY	Computer software	561.86
WELD COUNTY SHERIFF	Detention center services	60.61
WELD COUNTY TREASURER	Real estate taxes	72.38
WORKWELL OCCUPATIONAL MEDICINE LLC	DOT Physical	120.00
		<u><u>1,472,853.86</u></u>



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Dan March, Trustee
Mark Lamach, Trustee
Kevin Brown, Trustee

Tracie Crites, Mayor

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

Adoption of updated Carbon Valley Emergency Operations Plan

Agenda Date: Town Board Meeting - May 23, 2023

Attachments: a. Carbon Valley Emergency Operations Plan

Finance Review: _____
Administrative Services

Submitted by: Justin Glantz, Police Commander
Merrie Gardner, Emergency Management Coordinator

Approved for Presentation: Bryan Ostler
Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Strategic Plan Alignment:

Updating the Carbon Valley Emergency Operation Plan aligns with the Town of Frederick's strategic plan of "Safe and Secure" by fostering collaboration, resource sharing, training, communication, and evaluation with public safety/emergency agencies, strengthening relationships, and improving overall emergency response capabilities.

Summary Statement:

The Town of Frederick will adopt the Carbon Valley Comprehensive Emergency Management plan, with its most recent updates, by (CVEMA) Carbon Valley Emergency Management Agency.

Built on What Matters.

Detail of Issue/Request:

The 2023 Carbon Valley Emergency Operations Plan has been revised to meet current needs in several areas. First, the community profiles for each municipality were updated to reflect changes and growth in our communities. The hazard profile was also updated in consideration of recent disasters in surrounding communities and to incorporate information from the Community Risk and Preparedness Assessment that was completed in February 2022. Finally, the annexes to the EOP were consolidated to a total of fifteen (15) operational and functional annexes to better align with the structures, roles, and responsibilities in local supporting agencies.

Legal Comments:

Not Applicable

Alternatives/Options:

The board may choose not to approve the adoption. If the board chooses not to approve the comprehensive plan, the Police Department and the Town of Frederick would need to explore alternative options to meet the requirements of the Emergency Operations Plan.

Financial Considerations:

Not Applicable

Staff Recommendation:

Staff recommends approval of adopting the Comprehensive Emergency Operations plan.

PART THREE:

Carbon Valley

EMERGENCY OPERATIONS PLAN

CARBON VALLEY
EMERGENCY MANAGEMENT AGENCY



City of Dacono
Town of Firestone
Town of Frederick
Frederick-Firestone Fire Protection District

May 1, 2023

Carbon Valley Comprehensive Emergency Management Plan | CVCEMP



April 1, 2023

Residents of Carbon Valley,

The Carbon Valley Emergency Management Advisory Board is pleased to endorse the 2023 update of the Multi-Jurisdictional Carbon Valley Comprehensive Emergency Management Plan (CVCEMP). The CVCEMP is a group of plans that addresses all phases of emergency management, helping our local governmental agencies to coordinate activities in prevention, preparedness, response, recovery, and mitigation related to disasters and large-scale emergencies that may affect the Carbon Valley communities.

The Carbon Valley Emergency Operations Plan (EOP), herein, is the centerpiece of the CVCEMP. It describes the most active and visible phases of disaster – response and initial recovery. This plan describes how first responder agencies and municipal governments will organize and coordinate their actions and provides a framework for cooperation. Every three (3) years this plan is approved and adopted by the sponsoring agencies that form the Carbon Valley Emergency Management Agency: Frederick-Firestone Fire Protection District, City of Dacono, Town of Firestone, and Town of Frederick.

The 2023 Carbon Valley Emergency Operations Plan has been revised to meet current needs in several areas. First, the community profiles for each municipality were updated to reflect changes and growth in our communities. The hazard profile was also updated in consideration of recent disasters in surrounding communities and to incorporate information from the Community Risk and Preparedness Assessment that was completed in February 2022. Finally, the annexes to the EOP were consolidated to a total of fifteen (15) operational and functional annexes to better align with the structure, roles, and responsibilities in local supporting agencies. The plan:

- Improves local agencies' efforts to coordinate, collaborate, and support each other as recommended in the National Response Framework.
- Establishes the National Incident Management System (NIMS) and the Incident Command System (ICS) as foundational principles of the Carbon Valley's emergency response.
- Aligns with Weld County and State of Colorado Emergency Operations Plans and is designed to be implemented alone or in unison with those plans.
- Is consistent with current best practices in emergency management, as outlined in the Robert T. Stafford Disaster and Emergency Assistance Act.
- Provides a framework for local agencies to consider the needs of everyone in the community, including those who have a disability or may need accommodations to access resources or function effectively during a disaster or emergency.

The sponsoring agencies of the Carbon Valley Emergency Management Agency are committed to protecting the safety and welfare of all residents of the Carbon Valley community, and strive to remain inclusive in our planning, response, and recovery efforts. All recipients are asked to advise the Carbon Valley Emergency Management Agency of any changes that may result in its improvement or increase its usefulness. Together, we will be ready when the next disaster strikes.

A blue ink signature of Jeremy A. Young.

Jeremy A. Young
Fire Chief, Frederick-Firestone Fire Protection District

A blue ink signature of David Angelo.

David Angelo
Police Chief, Town of Firestone

A blue ink signature of B. Matthew Skaggs.

B. Matthew Skaggs
Police Chief, City of Dacono

A blue ink signature of Todd Norris.

Todd Norris
Police Chief, Town of Frederick

Reserved for Promulgation Documents

Reserved for Promulgation Documents

Reserved for Promulgation Documents

Reserved for Promulgation Documents

Record of Plan Changes

All updates and revisions to the plan will be tracked and recorded. This process will ensure that the most recent version of the plan is disseminated to and implemented by emergency response personnel. Plan dissemination will depend on the significance of the change. At minimum, the plan will be re-disseminated once every three years on or before June 1st.

Record of Changes

Date of Change	Name of Person Making Change	Description of Change	Page Number(s)
4-01-2021	Merrie Garner	Add promulgation letter	2
6-25-2021	Merrie Garner	Add promulgation documents	3-7
2-3-2022	Merrie Garner	Remove references to MVFPD, who left the Intergovernmental Agreement as of Jan 1, 2022.	Various pages throughout
9-7-2022	Merrie Garner	Update Appendix 2 - Insert new service area map	Appendix 2
9-7-2022	Merrie Garner	Insert Updated EOC Organizational Chart	19
2-7-2023	Merrie Garner	Add current board members and chiefs' names to signature lines in Signature Pages	41-42
2-8-2023	Merrie Garner	Updated Hazard ranking from WC 2021 HMP in each community profile	14-15
2-8-2023	Merrie Garner	Various minor changes and highlights in preparation for EOP Base Plan Update meeting	Various pages throughout
5-1-2023	Merrie Garner	Final EOP Base Plan Updates	Various pages throughout
5-8-2023	Merrie Garner	Updated Firestone Community Profile	19

RECORD OF CHANGES, Continued

Date of Change	Name of Person Making Change	Description of Change	Page Number(s)

Plan Distribution

Copies of this Emergency Operations Plan will be provided to each municipality, appropriate departments, partner agencies, and other persons electronically via the Carbon Valley Emergency Operations Group distribution list and the CVEMA Advisory Board. The distribution lists will be maintained by the Carbon Valley Emergency Management Agency. Updates will be provided electronically, when available. Recipients will be responsible for updating any printed departmental or agency copies. Please note, Annexes and Appendices to the Base Plan, when available, are considered and marked For Official Use Only (FOUO) and should not be distributed without prior approval from the Carbon Valley Emergency Management Coordinator.

Record of Distribution

Date	Name of Recipient	Agency or Organization	Method of Delivery (paper or electronic)
6-28-2021	Fire Chief Jeremy Young, Asst. Chief Steve Iacino	Frederick-Firestone Fire Protection District	Electronic – Base Plan Only
6-28-2021	Fire Chief Dave Beebe, Director of Administration Pam Owens	Mountain View Fire Protection District	Electronic – Base Plan Only
6-28-2021	Police Chief M. Brian Skaggs, City Clerk Valerie Taylor	City of Dacono	Electronic – Base Plan Only
6-28-01	Deputy Police Chief Bryce Borders, Town Clerk Jessica Koenig	Town of Firestone	Electronic – Base Plan Only
6-28-01	Police Chief Todd Norris, Town Clerk Meghan Martinez	Town of Frederick	Electronic – Base Plan Only

Record of Distribution, Continued

Date	Name of Recipient	Agency or Organization	Method of Delivery (paper or electronic)

Part Three: RESPONSE
Emergency Operations Plan
Table of Contents

BASE PLAN	
Promulgation Letter	2
Promulgation Documents	3
Record of Changes	7
Record of Distribution	9
Table of Contents ...	11
Introduction and Background	13
Purpose	14
Planning Approach ..	14
Carbon Valley Emergency Operations Planning Team	15
Whole Community Approach	15
People with Disabilities and Access and Functional Needs	15
Scope and Priorities	16
Planning Assumptions	16
Situation Overview	17
Hazard Analysis Summary	18
Community Profiles	18
Concept of Operations	21
Direction, Control, and Coordination	22
Organization	22
ICS Organization	23
EOC Organization ..	24
Policy Group	25
Assignment of Responsibilities	26
Policy Group	26
Legal Counsel	26
Carbon Valley Emergency Management Agency Advisory Board	27
Carbon Valley Emergency Management Coordinator	27
Carbon Valley Emergency Management Coordination Group	28
EOC Incident Support Section	28
EOC Administrative Support Section	28
EOC Planning Section.....	28
EOC Resource Management, Logistics and Finance Section	28
Law Enforcement Agencies	29
Fire, Rescue and Emergency Medical Services.....	29
Municipal Departments	30
Public Works	30
Planning, Building, Community Development	30
Geographical Information Systems	30
Public Information and Community Engagement	31
Finance	31
Weld County Regional Communications Center	31
Weld County Department of Public Health and Environment	31

Weld County Department of Human Services	32
Community Support Agencies	32
Schools	32
American Red Cross	32
United Way Weld County / 2-1-1	32
Carbon Valley Network service agencies	33
Faith-based organizations	33
Amateur Radio Emergency Services (ARES)	33
Healthcare Partners and Facilities	33
Community Organizations	33
EOP Annex Summaries	33
Functional Annex Summaries	34
Active Threat	34
Animal Care	34
Civil Disturbance	34
Evacuation and Re-Entry	34
Firefighting	34
Hazardous Materials	34
Mass Care and Sheltering	35
Public Information and Crisis Communications	35
Public Notification and Warning	35
Search and Rescue	36
Operational Annex Summaries	36
EOC Management	36
Disaster Declaration	36
Incident Management	36
Planning and Situational Awareness	36
Resource Management, Logistics and Finance	36
Continuity of Government	37
Plan Development, Maintenance, and Implementation	37
Training and Exercise	37
Appendix 1: Comprehensive Emergency Management Plan infographic.....	38
Appendix 2: Carbon Valley Emergency Management Agency Service Area Map.....	39
Appendix 3: EOP Annex List	40
Appendix 4: Emergency Support Function → Annexes Crosswalk	41

Introduction

The Carbon Valley Multi-Jurisdictional Emergency Operations Plan (EOP) is an all-hazard plan that describes how the City of Dacono, the Town of Firestone, the Town of Frederick, and the Frederick-Firestone Fire Protection District will organize and respond to large-scale emergencies and disasters affecting their communities. This plan is consistent with Federal, State of Colorado, and Weld County emergency plans, and is aligned with other applicable laws, regulations, plans, and policies, including [the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended](#), the National Response Framework Third Edition 2016, the National Preparedness Goal Second Edition 2015, National Disaster Recovery Framework Second Edition 2016, the Colorado State Emergency Operations Plan September 2019, and the Weld County Emergency Operations Plan February 2020. This plan is compliant with the National Incident Management System (NIMS) 2017 and incorporates principles set forth in the Incident Command System (ICS). Collectively, these documents support the Carbon Valley Multi-Jurisdictional EOP.

This EOP can be partially or fully implemented in the context of a disaster or emergency. Although no plan can anticipate all situations and conditions that may arise during an emergency, this plan attempts to provide the foundation and guidance to effectively manage and support response to a local or multi-jurisdictional disaster or emergency that overwhelms normal resources.

Should any portion of this plan be held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the plan.

Background

For many years, Carbon Valley first responder agencies have worked together to perform emergency management functions in a coordinated manner. In November 2018, the three police departments and two fire districts that serve the Carbon Valley signed an Inter-Governmental Agreement, forming the Carbon Valley Emergency Management Agency. In April 2019, the first full-time Emergency Management Coordinator was hired to build and maintain a comprehensive emergency management program for the Carbon Valley.

This EOP is designed to be flexible, adaptable, and scalable. It provides a framework for coordinated response and initial recovery activities during a large-scale emergency or disaster. It is intended to be used in conjunction with other internal policies, plans, and procedures, such as function-specific annexes, operational annexes, and standard operating procedures or guidelines. The EOP stands as Part 3: the response phase of the Carbon Valley Comprehensive Emergency Management Plan (CVCEMP). An outline of the CVCEMP can be found in ***Appendix 1***. This plan describes how various agencies and organizations in the Carbon Valley will coordinate response activities with our Federal, State, local, and private-sector partners.

The Carbon Valley EOP describes the basis for emergency operations, including the purpose, scope, priorities, community and hazard information, planning assumptions,

concept of operations, organization, and assignment of responsibilities during a large-scale emergency response. This portion of the plan is also known as the “base plan.” It is accompanied by other plans and annexes, organized by functions and procedures. A detailed table of contents is included.

Purpose

The EOP provides the structure and mechanism to respond to significant disasters or emergencies. Efficient response is supported by resource collaboration and operational coordination with the Carbon Valley, the area generally defined by the jurisdictional boundaries of the City of Dacono, the Town of Firestone, the Town of Frederick, and the areas in or near those municipalities that are served by the Frederick-Firestone Fire Protection District. Traditionally, the “Carbon Valley” does not include the town limits of Erie, Mead, so those are excluded. A detailed service area map is provided in *Appendix 2*.

The EOP consists of the Base Plan, Functional Annexes and Operational Annexes. These documents are intended to provide a guideline; however, they may not represent actual actions taken by responders and officials before, during or after a disaster due to the unpredictability and unknowns associated with emergency and disaster response.

The Base Plan includes the purpose, scope, situations, assumptions, and concept of operations. It also includes a description of the organization and assignment of responsibilities, direction, control, and coordination elements. It describes how intelligence, communications, administration, finance, and logistics will be addressed. It addresses plan development and maintenance, and it includes a section describing authorities and references. The Functional Annexes describe the roles and responsibilities for specific operational functions. The Operational Annexes outline specific policies and procedures to ensure a coordinated response, such as incident management, resource management, communications, and public information and warning systems.

The EOP is a living document and will continue to evolve as it is tested in real incidents and exercises. CVEMA believes the EOP should serve as a tool for improving coordination and strengthening relationship among all emergency management partners – federal, state, county and municipal governments, voluntary disaster relief organization, and the private sector – as we work together to meet basic human needs and restore essential government services before, during and after a disaster. This partnership should strive to reduce human suffering and decrease costly property damage due to significant emergencies and disasters.

Planning Approach

Carbon Valley Emergency Operation Planning Team

CVEMA began the update of the previous Carbon Valley Emergency Operations Plan in July 2019, using FEMA’s *Comprehensive Preparedness Guide (CPG-101), Developing and Maintaining Emergency Operations Plans*, as a guiding document. An emergency operations planning team consisting of departmental staff, policy group members, and

community members was convened in August 2019. This group helped to steer the planning process, confirm existing hazards, establish priorities, and determine responsibilities for the development functional and operational annexes. The resulting plan represents a major overhaul of the previous plan in structure, with the operational and aspects of the EOP now resting in functional and operational annexes, and tactical elements in agency Standard Operating Procedures and Guidelines, while the strategic planning elements are contained in the Base Plan. In 2023, the Carbon Valley Emergency Management Coordination Group reviewed the EOP Base Plan and collaborated on changes and updates.

Whole Community Planning

The Whole Community Planning Approach is based on the premise that all aspects of a community are required to effectively prepare for, protect and mitigate against, respond to and recover from any disaster. This includes all emergency management partners, both traditional and non-traditional, such as volunteer, faith- and community-based organizations, the private sector and the people who live in the Carbon Valley communities.

Everyone who lives or works in the Carbon Valley shares responsibility for minimizing the effects of disaster in the community, and we know that when people have a high level of social capital – that is, they feel a sense of belonging to their community and can access a network of relationships for support – they are more likely to survive and recover from a disaster. We call this ability “community resiliency.”

In an ideal “whole community” environment, people have good knowledge of the hazards that can happen to them, they know appropriate protective actions to take, and they are able to access what they need to contribute to their personal and family safety.

Whole Community preparedness and community outreach will be addressed in Part Two of the CVCEMP. To some extent Carbon Valley first responders and local governments rely on the knowledge and preparedness of community members during the response to a disaster. This plan takes into consideration the capability of individuals in the community to contribute to overall community resiliency. The first Community Preparedness and Outreach Plan will be completed in 2023.

People with Disabilities and Access and Functional Needs

Carbon Valley municipalities and response agencies recognize that local governments must consider the needs of everyone in the community. This includes members of the community who have a disability, and those who have may need accommodations to function or access resources during a disaster or emergency.

By utilizing the CMIST framework we define the functional needs of people, rather than defining people by their limitations. CMIST organizes needs into five (5) categories:

- **Communication:** Individuals who speak sign language, have limited English proficiency, or have limited ability to speak, see, hear, or understand

- **Maintaining Health:** Individuals who require specific medications, supplies, services, durable medical equipment, electricity for life-maintaining equipment, breastfeeding, and infant/childcare, nutrition, etc.
- **Independence:** Individuals who function independently with assistance from mobility devices or assistive technology, vision and communication aids, service animals, etc.
- **Support, Safety, and Supervision:** Some individuals may become separated from their caregivers and need additional personal care assistance; experience higher levels of distress and need support for anxiety, psychological, or behavioral health needs; or require a trauma-informed approach or support for personal safety.
- **Transportation:** Individual lack access to personal transportation, are unable to drive due to decreased or impaired mobility that may come with age, disability temporary conditions, injury, or legal restriction.

CVEMA strives to use inclusive practices in all these functional areas and whenever possible during all phases of emergency management.

Scope and Priorities

This plan covers the response to and the short-term recovery from a range of hazards that could occur in the Carbon Valley. Disasters can be natural events, such as floods, tornadoes, and blizzards, and human-caused events, such as hazardous materials incidents and violent criminal actions. Regardless of the type of disaster, the priorities are always to:

- Save lives.
- Protect health and safety.
- Protect property.
- Preserve the environment.
- Minimize economic impacts.

Emergencies can quickly escalate into disasters requiring resources that are not usually available within individual agencies and standard mutual aid practices. The EOP will be activated when any event begins to overwhelm normal resources and requires the assistance of the Carbon Valley Emergency Management Agency to coordinate resources, assist with information management, or support consequence management for participating agencies.

Planning Assumptions

Below are the assumptions of effective emergency management planning in the Carbon Valley:

- All incidents are best managed at the lowest possible local level and will always begin and end locally. Therefore, the Carbon Valley should strive for the maximum level of self-sufficiency possible and not rely solely upon outside assistance for prevention, preparedness, response, recovery, and mitigation capabilities.

- Local governments must continue to function under threat, emergency, and disaster conditions.
- Carbon Valley agencies (municipal government and first responder agencies) will mobilize to deliver emergency and essential services under all threats and emergencies.
- As incidents grown in length and magnitude, outside assistance may be requested from local, county, state, and federal departments, agencies, and organizations.
- Mutual aid and other assistance will be utilized in accordance with existing mutual aid agreements when local resources are depleted or when Carbon Valley agencies anticipate the need for additional resources.
- Emergencies occur at any time with little or no warning and may exceed the capabilities of local Carbon Valley agencies, as well as county, regional, state, and federal governments, and the private sector in the affected areas.
- Depending on the extent of the incident, Carbon Valley agencies may not be able to meet all the responsibilities indicated in this plan.
- Emergencies may result in casualties, fatalities, and/or displace people from their homes, temporarily or permanently.
- Emergencies may result in property loss, interruption of public services, damage to basic infrastructure, and harm to the environment.
- The greater the complexity, impact, and scope of an emergency, the more multi-agency coordination will be required.
- Individuals, community-based organizations, and businesses will offer services and support during a disaster.
- State, Weld County, and regional agencies and departments with regulatory and other oversight responsibilities will be integrated into the established organizational chain to support local emergency management efforts.
- Weld County, the State of Colorado, and the federal government will provide emergency assistance to the Carbon Valley when requested and in accordance with applicable laws, codes, plans, and the National Response Framework.

Situation Overview

A key to responding to disasters that affect the Carbon Valley area is understanding the natural and human-caused hazards that pose a risk to our communities and understanding how they can affect our communities. Any such incident has the potential to disrupt the community, cause destruction of property, and cause injury and death to community members. The information in this section is taken from the Weld County Multi-Jurisdictional Hazard Mitigation Plan, a plan that Carbon Valley municipalities routinely participate in developing and adopt when it is updated. The information here provides a summary of hazards specific to Weld County and the Carbon Valley.

The Carbon Valley Communities participated in the 2021 update of the Weld County Multi-Jurisdictional Hazard Mitigation Plan (HMP). Each municipality updated its community profile and developed mitigation actions to include in the plan. These section of the Weld

County HMP for the City of Dacono, the Town of Firestone, and the Town of Frederick compose *Part V: Mitigation* of the Carbon Valley Comprehensive Emergency Management Plan.

Hazard Analysis Summary

The Carbon Valley is vulnerable to a wide range of natural and human-caused hazards that threaten life and property. The hazards identified by the EOP Planning Team to be of actual potential threat are:

Natural Hazards	Technological Hazards	Human-Caused Threats
Severe Storm	Hazardous Materials Release	Active Threat: Hostile Intruder, Workplace Violence, Vehicle Attack in a Crowd
Straight-Line Winds & Tornado	Land Subsidence	Chemical, Biological, Radiological Nuclear, Explosives (CBRNE) attack
Prairie Fire		Cyber Attack
Drought		
Extreme Temperatures		
Public Health Hazard		
Flood		
Earthquake		

A complete Community Resilience and Preparedness Assessment (CRPA) was developed in 2022. The CRPA covers *Part I: Prevention and Protection* of the Carbon Valley Comprehensive Emergency Management Plan and is the primary document used to evaluate and measure improvement in 12 (of the FEMA 32) initial core capabilities. Each year additional core capabilities may be added to the analysis as the CVEMA program grows. The CRPA is to be updated every three (3) years.

The hazard identification and risk assessment data, as well as the social vulnerability analysis in each of the following community profiles is taken from the 2021 Weld County Multi-Jurisdictional Hazard Mitigation Plan (WCHMP). This plan is updated every five (5) years, and as such, this section should be updated following the adoption of the next WCHMP.

Community Profiles

The Carbon Valley community is about 10 miles north of the northern suburbs of Denver, with Dacono as the southernmost municipality on the south side of State Highway 52. Frederick is on the north side of State Highway 52, generally in the “middle” of the Carbon Valley community, including areas west of I-25, and Firestone is on the north, extended past Firestone Blvd all the way to State Highway 66. All three municipalities have expanded their boundaries in recent years, and all are challenged with meeting the

demands for water and infrastructure associated with current and projected population growth.

City of Dacono

The City of Dacono is a Home Rule Municipality that was established in 1908. The form of government is council-mayor-administrator. The city encompasses 8.4 square miles, with a future growth boundary of 22 square miles. In 2023 the City's population is estimated at just under 7,000 people, up from about 5,900 in 2018. About 77% of housing in Dacono is owner-occupied. Like all Carbon Valley Communities, Dacono is challenged with meeting the demands for water and infrastructure associated with projected population growth.

Dacono is characterized by a mix of medium-low, medium, and medium-high levels of social vulnerability. The northern and eastern areas of the city have higher levels of social vulnerability to disasters than the rest of the city.

High Risk Hazards:

- Cyber Hazards
- Severe Storms
- Tornado and Winds
- Prairie Fire
- Flood
- HazMat

Moderate Risk Hazards:

- Agricultural Hazards
- Public Health Hazards
- Extreme Temperatures

Low Risk Hazards:

- Earthquake
- Land Subsidence

Town of Firestone

The Town of Firestone is a statutory town and has a Board of Trustees – Mayor – Manager form of government. Firestone was incorporated in 1908. Firestone's boundaries include just over 14 square miles, with a planning area of about 36 square miles. Firestone continues to grow at a rate of about 5% per year since 2020. The current population is 19,300 (est.), up from 14,694 in 2018. The owner-occupied housing rate is 84.5%. The Town of Firestone is characterized by a mix of medium-low to medium-high levels of social vulnerability. Most residents of Firestone are in the bottom 20% of social vulnerability compared to the rest of Weld County. The Town of Firestone, in partnership with the St. Vrain Water Authority will open a new water treatment plant to provide potable water for the benefit of the Town of Firestone and the Little Thompson Water District in 2023. The St. Vrain Water Authority owns and will operate the plant.

High Risk Hazards:

- Cyber Hazards
- Severe Storms
- Tornado and Winds
- Prairie Fire
- Flood
- HazMat

Moderate Risk Hazards:

- Agricultural Hazards
- Public Health Hazards
- Extreme Temperatures

Low Risk Hazards:

- Earthquake
- Land Subsidence

Town of Frederick

The town of Frederick is a statutory town and has a Board of Trustees – Mayor – Manager form of government. Frederick originated as a mining camp and was incorporated in 1907. Frederick's population is just under 17,000 (2023), up from 10,178 in 2018. The Town of Frederick encompasses 15.96 square miles, 594 acres of open space, 26 developed parks, and 17 miles of trails. The home ownership rate is 93.5%. The Town of Frederick contains areas that range from low social vulnerability to medium high levels.

High Risk Hazards:

- Cyber Hazards
- Severe Storms
- Tornado and Winds
- Prairie Fire
- Flood
- HazMat

Moderate Risk Hazards:

- Agricultural Hazards
- Public Health Hazards
- Extreme Temperatures

Low Risk Hazards:

- Earthquake
- Land Subsidence

Concept of Operations

Municipal government has a responsibility to protect the public health and safety and the preserve property and environment from the effects of a disaster or emergency to the extent possible. In keeping with the foundational principle that “all disasters are local” and “all disasters begin and end locally,” each jurisdiction is responsible to prepare for and respond to all hazards that affect the community. In addition, local governments are responsible for organizing training, and equipping emergency personnel.

According to the Carbon Valley Emergency Management Agency Inter-Governmental Agreement, the City of Dacono, the Town of Firestone and the Town of Frederick, and the Frederick-Firestone Fire Protection District (hereinafter referred to as ‘the Partner Organizations’) have delegated the responsibility to CVEMA to act as the Carbon Valley’s disaster agency. If an emergency or disaster exceeds local capability to respond, assistance may be requested from surrounding jurisdictions, Weld County, and/or the state.

Disasters and large-scale emergencies are rarely confined to a single jurisdiction. Even if only one part of the Carbon Valley were impacted by a single disaster or emergency event, a multi-jurisdictional effort may be required to effectively manage most major incidents. All local governments and special districts are responsible for coordinating with one another and for providing mutual aid within their capabilities. From routine emergencies handled by a single agency to a major disaster, all disaster and emergency response operations adhere to the principles of the National Incident Management System (NIMS), and its Incident Command System components. Cooperation and Coordination among and between the partner agencies will be accomplished by using standardized operational management concepts based in ICS. Implementing ICS as a strategy early and maintaining it throughout the incident provides consistency in organization of staff and provides a framework for a unified incident action plan with prioritized objectives.

In the event of an emergency requiring assistance beyond a single jurisdiction’s capability, assistance may be requested while maintaining ICS structure throughout the incident. In such case, this plan may be activated by any Incident Commander, First Responder Supervisor, CVEMA Advisory Board member, or the CVEMA Emergency Management Coordinator. A formal declaration of disaster is a separate process that may be required to activate local policies and procedures and as a precondition to some types of state or federal assistance. The Colorado Division of Homeland Security and Emergency Management (DHSEM) is the Colorado State agency responsible for processing requests for State and Federal disaster assistance.

Depending on the scope of the disaster, local municipal governments may suspend normal working operations and/or redirect staff during an incident to support emergency response and control throughout the Carbon Valley.

Direction, Control and Coordination

The Incident Commander or Incident Command Post (ICP) will coordinate with the EOC Manager or Emergency Operations Center (EOC) through Section leads and their counterparts at the ICP or on-scene. For example, the law enforcement personnel in the EOC will make contact with and receive updates from his or her counterpart at the ICP or on-scene of the incident.

Incident Command Post (ICP)

The ICP coordinates activities at the scene of the incident. Incident Command Posts should be located close enough to allow the incident commander (IC) to observe operations, but far enough away to provide safety and shelter from the noise and confusion that accompanies normal operations. For those incidents where a field ICP is not feasible or desired, a joint ICP/EOC may be formed.

Emergency Operations Center

The EOC acts in support of the ICP or multiple ICPs during a large event, as well as the community at large. The EOC processes and fulfills requests for resources and information, provides situational awareness and facilitates policy direction. The EOC is also responsible for managing and coordinating the consequences of an incident, whether planned or spontaneous (consequence management), so that first responders can focus on tactical and strategic necessities of the incident. The Carbon Valley EOC staff is comprised of departmental and agency staff from the partner agencies, staff from community support organizations, and other subject matter experts. This group is known collectively as the Carbon Valley Emergency Management Coordination Group (CVEMCG). This group meets monthly to train and exercise together.

Multi-Agency Coordination

All Incident Response and EOC personnel work cooperatively and in support of the whole community in the Carbon Valley. The agencies and facilities locally are part of a larger multiagency coordination system. The components of this system include disaster facilities, equipment, other EOCs, dispatch centers, communications systems, other specific types of agencies (the National Weather Service, hospitals, national guard, for example), and private sector organizations.

Joint Information Center (JIC) or Joint Information System (JIS)

The coordination of information, both internal and to the public, as well as media interaction is critical during an emergency or disaster incident. A JIC is a physical location where such coordination can take place. Here messages are coordinated, and information is shared between agencies and with the media. The same function may take place virtually, in a Joint Information System (JIS), with established processes agreed upon by all participating agencies. In this case, it is not a physical location, but still a system that performs the same functions as in a JIC.

Disaster Intelligence

Information sharing is a critical component during a disaster. Intelligence information is that which may be sensitive, related to criminal activity or terrorism, or for any reason has a limited audience. When an incident requires the management of intelligence information, the EOC will staff an Intelligence officer position, to ensure there is a point of contact and distribution mechanism for sharing intelligence appropriately.

Communications Systems

During a disaster, many different communications systems will be used, many of which are not directly in the control of Carbon Valley agencies. Further information is found in the Public Notification and Warning annex to this plan.

- Radios: 700/800 MHZ and VHF radios will be used. The choice between 700/800 MHZ and VHF is a tactical decision made at the ICP based on which system functions the best for that incident. Channels and frequencies will be chosen based upon the incident and responding jurisdictions.
- Landlines or VOIP phones, cell phones. Phones are used routinely to communicate both in the field and in the EOC.
- Amateur Radio Emergency Services (ARES): ARES is used as a backup communication system both in the field and in the EOC.
- An email list of personnel included in the Carbon Valley Emergency Management Coordination Group will be maintained by the Emergency Management Coordinator.
- ReadyOp: The Carbon Valley Emergency Management Coordinator has access to the ReadyOp database which provides contacts for EOC and local first responder personnel.

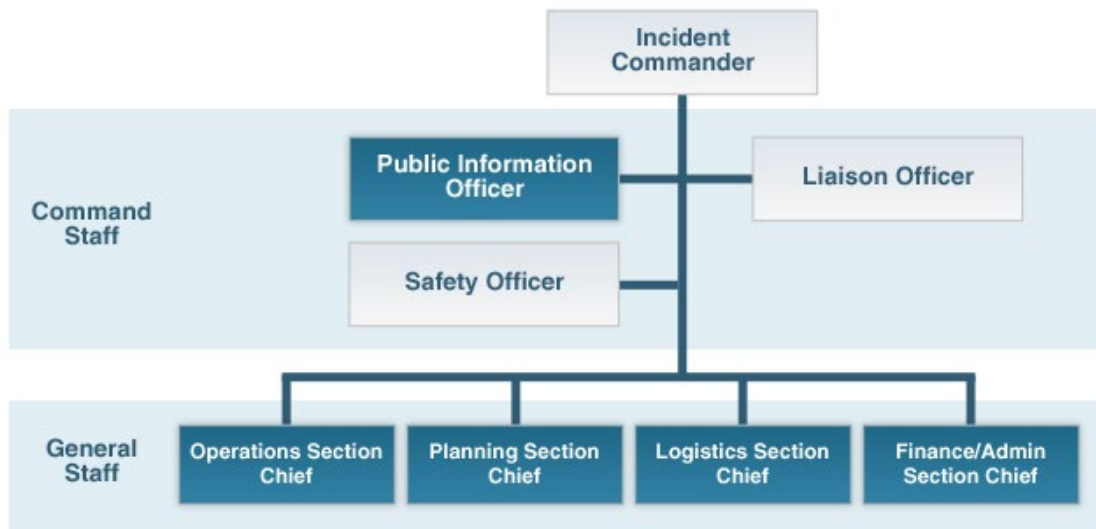
Organization

All incidents are organized using the Incident Command System (ICS). ICS allows users to adopt a flexible, integrated organizational structure that meets the needs of a single incident or, multiple incidents being managed together or separately. An incident will almost always start in the field and an Incident Command will be established. As the incident expands, and resource, information or consequence management needs expand, the EOC will open to provide support to the incident and the community.

Field Organization

ICS will be established by the first arriving units in the field. An Incident Commander takes charge of the scene and assigns positions within the ICS as the incident evolves. Until these functions are assigned, they are the direct responsibility of the incident commander. The basic ICS Command and General Staff functions are as

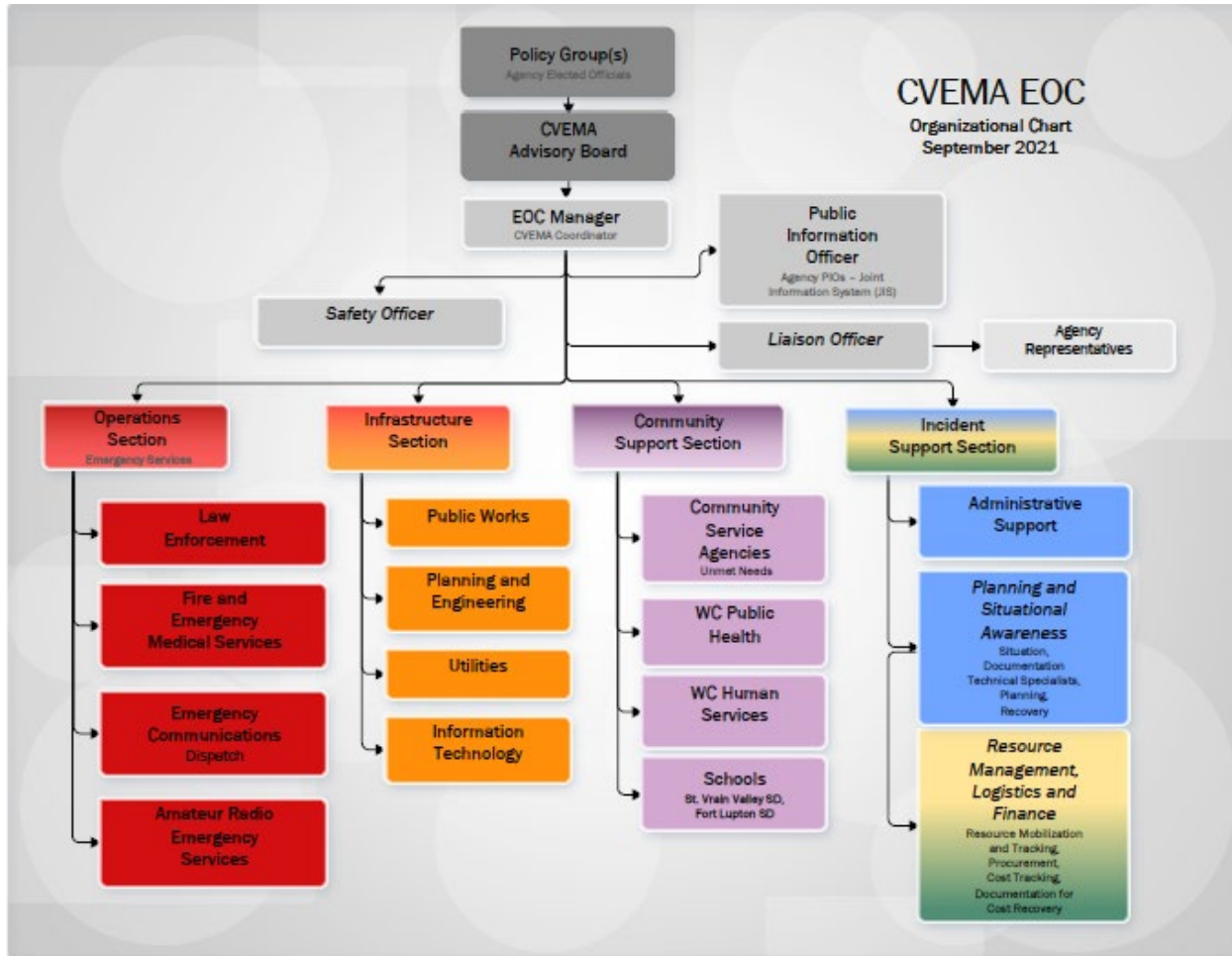
follows:



Many incidents can be managed in the field, however complex incidents may require additional support and coordination capability that the EOC can provide. Complexity may be due to multiple incident locations, large geographic area involvement, extreme damage or many people affected, and incidents that may involve terrorism or criminal elements.

EOC Organization

The EOC is organized in a modified Incident Command Structure, using sections that are organized by function. Each function has specific roles and responsibilities during an incident. The EOC Organization is as follows:



Policy Group

Large incidents may also require activation of the Policy Group, which consists of elected and appointed officials for the affected jurisdictions and may also include legal counsel. The Carbon Valley Emergency Management Agency Advisory Board will determine policy group formation and organization, depending on the needs of the incident.

Assignment of Responsibilities

Policy Group

The purpose of the policy group is to provide policy guidance to the EOC and Incident Command. Elected and appointed officials play a critical role in fiscal decision-making and priorities during disaster response and recovery. Response and recovery efforts that fall outside the purview of the Incident Command staff may require involvement and coordination with elected officials. In addition, elected officials provide a link to county, state and federal government partners and can help navigate requests for additional resources and guidance on policy matters. The Carbon Valley Policy Group consists of Town and City Managers, Town Trustees and City Council members, Public Safety Chiefs, and others who may be included from jurisdictions having authority to make the best possible decisions for the community.

Individually, each municipality's policy making body has the ultimate authority for its jurisdiction. Public Safety Chiefs and the Emergency Management Coordinator can provide advice and technical support as appropriate, on the use of local resources during an emergency or disaster. The policy group of the agency(ies) having jurisdiction may have the following responsibilities:

- Direction of the overall preparedness and emergency operations plan and assurance that the emergency plans remain current and updated.
- Coordination and direction of local government activities in support of emergency or disaster relief efforts.
- Formal declaration of emergencies and/or disasters.
- Issuance of directives to government departments and personnel regarding changes in normal duties, work schedules, temporary reassignments, and employment of temporary workers, or acquisition of temporary facilities or resources, as needed.
- Approval and commitment of resources and funds for disaster or emergency purposes.
- Issuance of official orders regarding protection of the public or social restrictions, such as evacuations, entry or no entry orders, establishment of curfews, and other security controls.
- Issuance of controls to support economic stabilization, and other local controls as provided by the Colorado Disaster Act.
- Issuance of formal requests to Weld County or the Governor's Office, through the Colorado Division of Homeland Security and Emergency Management.

Legal Counsel

Each agency retains its own legal counsel. These attorneys are responsible for reviewing activities during a disaster or emergency and providing assistance and counsel to elected officials, town and city managers, and department heads before, during, and after disaster and emergency incidents in the Carbon Valley.

- Review and assistance with preparation of legal documents including disaster declarations, curfews, price controls, or other official directives issued in a disaster or emergency.
- Assist policy group members as requested with legal matters.

Carbon Valley Emergency Management Agency Advisory Board

The CVEMA Advisory Board is comprised of the Police and Fire Chiefs of the four (4) CVEMA member agencies (City of Dacono, Town of Firestone, Town of Frederick, and the Frederick-Firestone Fire Department) responsible for the oversight of the Carbon Valley Emergency Management Program. The Advisory Board:

- Approves goals and objectives for the Carbon Valley Emergency Management Program.
- Monitors the performance of the Emergency Management Coordinator and overall progress of preparedness for emergencies and disasters.
- Advocates for emergency management initiatives within each of the member agencies and encourages robust participation in day-to-day emergency management activities, including meetings, training, exercises, and planning activities.

Carbon Valley Emergency Management Coordinator

The Carbon Valley Emergency Management Coordinator is responsible for developing and coordinating all emergency management tasks and functions within the Carbon Valley.

- Implement and update the Carbon Valley Comprehensive Emergency Operations Plan, along with all appendices and annexes on a regular basis.
- Activation of the Emergency Operations Center (EOC) in any emergency or disaster, as appropriate.
- Coordination of mutual aid assistance per Incident Command and the EOC in any emergency or disaster.
- Ongoing evaluation of any emergency or disaster in terms of the need for disaster declaration and notifying policy group members when such declaration becomes necessary.
- Establishment of any mutual aid agreements with the Carbon Valley with appropriate county, state, federal, and private agencies regarding emergency management.
- Coordination of disaster facilities, such as shelters, reunification centers, evacuation points, points-of-distribution, or other local facilities as needed.
- Ensure necessary coordination and cooperation of all agencies and departments, prior to, during, and after an emergency or disaster.
- Conduct and coordinate training programs and all-hazard exercises, as deemed necessary to maintain and improve preparedness of the Carbon Valley communities and the member agency's response capabilities.
- Ensure that emergency plans address the whole community and strive for inclusivity for people with disabilities and people with access and functional needs.

Carbon Valley Emergency Management Coordination Group

The EOC is staffed by personnel from all member agencies and organized into sections [see organization section above]. Each CVEMA member agency should assign personnel to the CV Emergency Operations Group, based on their subject-matter expertise and responsibilities during an emergency. These personnel should regularly participate in emergency management activities. The following describes the roles and responsibilities of emergency operations group staff.

The **Incident Support, Planning, and Logistics and Finance** Sections in the Carbon Valley EOC are led by the Emergency Management Coordinator. Staffing for these sections is provided by member agency personnel and currently supplemented with neighboring emergency management agency personnel, as needed. The EOC needs to develop local capacity to fill these positions as the Carbon Valley Emergency Management program grows.

EOC Incident Support Section

EOC Administrative Support Section

The Administrative Support Section is comprised of administrative staff, specifically designated to perform administrative and support functions within the EOC. These may include technology and telecommunications support, scribes, runners, call-takers, and administrative support staff.

EOC Planning Section

The Planning Section is responsible for collecting, evaluating and disseminating tactical and strategic information about the emergency or disaster. The emergency management coordinator leads the planning section.

- This section maintains information and intelligence on the current and forecasted situation.
- Tracks the status of resources assigned to the incident.
- Prepares and maintains documents, maps, and reports about the incident.
- Prepares plans as needed to address the needs of the incident.
- Initiates damage assessment and short-term recovery planning considerations.
- Technical specialists are called in to support the planning section as needed (GIS, Meteorologists, and other subject-matter experts as needed).

EOC Resource Management, Logistics and Finance Section

The Logistics and Finance Section handles all resource support requests and needs for the incident.

- Supports facilities, transportation, supplies, equipment, maintenance and fueling, food Provides accurate incident cost tracking.
- Processes time and compensation claims resulting from the incident.
- Provides contracting and procurement support.

- Provides service, communications, and medical needs for the incident and EOC personnel.
- Coordinates closely with Planning Section to keep accurate and detailed financial documentation.

Law Enforcement Agencies

- Maintain law and order in their respective jurisdictions in the Carbon Valley.
- Establish an Incident Commander on all law-related incidents and maintain regular communication with the EOC manager or designee.
- Determine the need for public evacuations and evaluating access and control to the Carbon Valley communities during an emergency or disaster.
- Coordinate with emergency management and other public safety agencies on shelter-in-place instructions.
- Coordinate with emergency management, incident command, and policy group members concerning disaster declarations, travel restrictions, curfews, or other temporary social restrictions.
- Review and update law enforcement mutual aid agreements to ensure additional resources are available if needed.
- Lead or Coordinate with fire agencies on all search and rescue operations in an emergency or disaster.
- Support public reunification operations as needed in an emergency or disaster.
- Provide support for domesticated animals (pets) in a disaster or emergency.
- Review and update available local law enforcement resources and coordinate with emergency management on potential resource needs.
- Provide leadership, support, and subject matter expertise in the development of annexes to the EOP (see **Appendix 3**).

Fire, Rescue and Emergency Medical Services

- Provide all services related to fire prevention and suppression.
- Provide for the care and transport of all patients or injured parties during an emergency or disaster.
- Assume responsibility and response authority for structural and wildfires in respective jurisdictions.
- Establish an Incident Commander on all fire-related incidents and maintain regular communication with the EOC manager or designee.
- Provide search and rescue operations, or assistance, if law enforcement led search in a disaster or emergency.
- Provide timely and efficient patient care to the residents and visitors of the Carbon Valley.
- Designate a medical officer to the EOC or Incident Command as needed or requested.
- Coordinate public information and messaging with the Carbon Valley Joint Information System (JIS), and with Incident Command.
- Provide leadership, support, and subject matter expertise in the development of annexes to the EOP (see **Appendix 3**).

Municipal Departments

- **Public Works**
 - Maintain working systems and roadways in the event of an emergency or disaster.
 - Maintain and repair all road system within respective jurisdictions to ensure minimal disruption in entering or exiting impacted areas.
 - Expedite restoration of public facilities and services in priority areas as dictated by the current situation.
 - Provide emergency traffic control measures, including identification and marking of dangerous areas, in coordination with police and fire departments.
 - Provide for removal of debris to permit emergency rescue operations and the movement of emergency vehicles and supplies.
 - Provide transportation services in support of emergency in support of response and recovery efforts, including the movement of equipment and supplies to designated areas.
 - Provide damage assessment information to the Emergency Operations Center on roads, buildings, and equipment.
 - Provide situational awareness gained during the performance of responsibilities.
 - Participate on damage assessment teams with other departments.
 - Maintain and repair water facilities and assess through disaster or emergency.
- **Planning, Building, Community Development**
 - Responsible for community planning, building and land use considerations, and provides damage and government building assessment data during and after a disaster or emergency.
 - Provide personnel for structure and facility inspections to determine safety of individual structures, businesses, residences, and public buildings, and to identify needed repairs.
 - Gather and present data concerning the extent and type of damage resulting from a disaster or emergency; update throughout the recovery process.
 - Assist in the coordination of damage assessment teams.
 - Participation in and support of hazard mitigation planning and implementation to ensure community plans are compatible with hazard mitigation actions.
- **Geographical Information Services**
 - Provide Emergency Operations Center and/or Incident Command with all maps requested during and after an emergency or disaster.
 - Support graphical interface, as available, and creation of an incident “snapshot” of data and mapping.
 - Coordinate data acquisition from other agencies (local, county, state).
 - Provide digital maps and provide large format printing as needed.
 - Support database management as needed by EOC or Incident Command.

- **Public Information and Community Engagement**
 - Disseminate coordinated public messaging during a disaster or emergency.
 - Coordinate with other agencies to provide clear public messages and minimize confusion.
 - Establish procedures the release and sharing of information to the media with the assistance of the Joint Information Center, as appropriate.
 - Provide event management support through sharing knowledge of community, facilities, and volunteer management.
- **Finance**
 - Provide personnel to the EOC Logistics and Finance Section
 - Support all financial considerations for emergencies and disasters in respective jurisdictions.
 - Procure emergency supplies and materials
 - Administer vendor contracts for emergency services and equipment.
 - Document disaster-related time, costs, and financial commitments.
 - Participate with other departmental personnel on damage assessment teams, as needed.
 - Provide assistance and support for notification of employees during disaster situations.
 - Provide support for provisions needed to accommodate people with disabilities and people with access and functional needs.

Weld County Agencies

The **Weld County Regional Communications Center (WCRCC)** has an important role in providing situational awareness and supporting emergency public safety information for the Carbon Valley communities. Law and Fire personnel in the EOC are responsible for maintaining close contact with the WCRCC to coordinate emergency notifications and situation information.

The **Weld County Department of Public Health and Environment** is responsible for directing and coordinating public health operations.

Identify health concerns and needs, prioritizing those needs, and finding appropriate resources to address those needs.

- Assist residents with health needs after qualified personnel have rescued them from disaster situations.
- Provide medical support for disaster facilities as needed.
- Provide information and support for necessary health protection measures, such as immunization, sanitation, water purification guidance, and the like.
- Serve as a resource for individuals requiring assistance due to a disability or people with access and functional needs.
- Provide environmental health services and technical expertise, including the identification of chemical hazards, sources of contamination, or unsanitary conditions that present health hazards to the general public.

The **Weld County Department of Human Services** is responsible for directing and coordinating all human services operations and support during a disaster or emergency, including:

- Identify human services concerns and needs, prioritize those needs, and find appropriate resources to meet those needs.
- Assist residents with human services needs after qualified personnel have rescued them from disaster situations.
- Coordinate volunteer support for human services needs.
- Coordinate with the Emergency Operations Center in assessing overall human services resource needs during response and recovery operations and maintain situation status throughout incident.
- Serve as a resource for individuals requiring assistance due to a disability or people with access and functional needs.

Community Support Agencies

There are two **School Districts** in the Carbon Valley: **St. Vrain Valley School District RE-1J** for most of our public schools, and **Weld RE-8** for the Homyak PK-8 school in Dacono. The school districts are responsible for the safety and protection of students, staff, and personnel. The also:

- Prepare and maintain emergency management plans for the schools and districts.
- Coordinate with the EOC for the reunification of students with families, and for the feeding and housing of displaced persons.
- Provide resources to address the emergency, such as: facilities, buses, food and food preparation equipment, and personnel, as requested and available.

The **American Red Cross** may provide support services during and after a disaster or emergency.

- Provide for immediate assistance to disaster survivors, including food, water, shelter, clothing, physical and behavioral health support and referrals in conjunction with appropriate agencies.
- Establish and manage emergency shelters for displaced people, including registration, feeding, lodging and responding to public inquiries concerning people affected by disaster and shelter residents.
- Provide temporary and immediate housing for displaced people affected by disaster or emergency.
- Support damage assessment upon request.
- Assist incident survivors with emergency needs.
- Register displaced persons and provide welfare ("safe and well") information services.

United Way Weld County / 2-1-1 is a comprehensive information and referral service that connects users to an extensive listing of human service resources throughout Colorado. 2-1-1 assists in emergency and disaster situations and works with emergency management to identify areas of greatest need and unmet needs.

They may also support volunteer and donations management and provide community service subject-matter expertise in the EOC.

The **Carbon Valley Network** is a network of agencies that serve people in the Carbon Valley, and as such, have client relationships with many residents and families in our communities. During a disaster or emergency, they can act as “cultural brokers” to help disseminate safety and recovery information and can provide situational awareness and help to identify unmet needs. A Carbon Valley Network subcommittee may be stood up as a Carbon Valley Community Recovery Committee to address short, medium- and long-term recovery concerns after a disaster or emergency.

Carbon Valley **faith-based organizations** may provide facilities, functional assistance, pastoral care, or other support during and after a disaster or emergency. These include: Rocky Mountain Christian Church, Rinn Valley United Methodist Church, St. Brigit’s Episcopal Church, St. Theresa Catholic Church, and New Horizons Christian Church. This faith-based group will continue to develop and train together.

Carbon Valley ARES is available to support emergency communications by request on any disaster or emergency and are often physically present in the EOC. They can coordinate with neighboring EOCs and jurisdictions who utilize amateur radio services in their emergency management systems. Specific roles and responsibilities will be determined according to the needs of the incident.

Healthcare Partners and Facilities participate in regional healthcare coalitions and can provide expertise and information to support situational awareness, provide resources, and support disaster behavioral health needs in a disaster or emergency. CVEMA continually develops relationships with local and regional hospital and healthcare organizations and emergency management professionals in the healthcare field.

Community Organizations such as the Carbon Valley Parks and Recreation District, the Carbon Valley Community Library, and The Cove facility in Barefoot Lakes have expressed a desire to support the community during a disaster or emergency. Facility and service agreements will be developed as needed to facilitate this support. Ongoing development of relationships with community organizations and special districts will be a priority for the Carbon Valley emergency management program.

Emergency Operations Plan Annex Summaries

The following summaries of functional and operational annexes to the EOP are provided to aid in understanding the scope of planning for disasters and emergencies in the Carbon Valley. The full annexes are available upon request and with the approval of the Carbon Valley Emergency Management Agency. The full annexes are not made available to the public and are for official use only (FOUO).

Functional Annex Summaries

Functional annexes describe the planning assumptions, scope, and responsibilities for specific types of incidents or functions that may take place during the response or recovery phases in a disaster or emergency. These are usually related to response operations in the field, and these annexes do not take the place of any agency plans, procedures, or guidelines. These annexes help emergency management, support personnel, and policy group members to understand what might happen within each function and the roles and responsibilities of various agencies, departments, and organizations in providing support for each type of incident or function.

Active Threat

The purpose of the Active Threat Annex is to provide for operational coordination and support of personnel and available resources during active threat and violent crime incidents. This annex provides guidance for departments and agencies within the Carbon Valley for responding to and supporting active threat incidents.

Animal Care

The purpose of the Animal Care and Control Annex is to provide a collaborative framework for the prevention, protection, preparedness, response, and recovery efforts related to the management and well-being of service animals, pets, and livestock during a disaster or emergency, and to help safeguard the lives, health, and safety of Carbon Valley residents from the effects of animal disease.

Civil Disturbance

The purpose of the Civil Disturbance Annex is to provide for operational coordination and support of personnel and available resources during civil disturbance incidents. Civil disturbance is defined as acts that involve criminal activity by a group that comprises a threat to the lives and property of others. For the purposes of this document, the term civil disturbance is interchangeable with civil disobedience, civil disorder, civil unrest, demonstration, riot, spontaneous event, or unlawful assembly. These disturbances may be precipitated by a specific event or result from longstanding known or unknown grievances.

Evacuation and Re-Entry

The purpose of the Evacuation and Re-Entry Annex is to provide for organized and coordinated traffic management, evacuation, and re-entry of the Carbon Valley community following a disaster or emergency.

Firefighting

The purpose of the Firefighting Annex is to provide for an organized and effective local fire management capability, including the detection and suppression of rural and urban fires. This function includes providing operational coordination of personnel and management of available resources.

Hazardous Materials

The purpose of the Hazardous Materials Annex is to provide for an organized and effective local response to hazardous materials incidents, including operational coordination of personnel and available resources. This annex also provides

guidance for notification procedures for such incidents, as required by Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA).

Mass Care and Sheltering

The Mass Care and Sheltering Annex describes the organization and provision of mass care and sheltering needs of the general population of the Carbon Valley and others who may be visiting or traveling through the area during a disaster. Mass care and sheltering needs may include temporary shelter, feeding, sleeping and sanitary accommodations for people displaced from their residence or who have other unmet needs during a disaster or emergency. This annex outlines guidelines that will aid in these activities and describes cooperation between local municipalities, community partner agencies, such as the American Red Cross, and Weld County agencies, such as Weld County Human Services.

Public Information and Crisis Communications

The Public Information and Crisis Communications Annex is intended to support public information staff and agency leadership make informed and timely decisions in communicating with the public during a disaster or emergency. This plan details processes for disseminating information to the public, government agencies, the media and other stakeholders, and also recognizes the role of the public in providing information during a crisis. Finally, this plan provides a link to Weld County and State of Colorado communication plans and seeks to include private sector and community organization partners in risk and disaster information activities.

Public Notification and Warning

The purpose of the Public Notification and Warning Annex is to address the initial warning and emergency messaging to the public of an imminent threat of disaster or emergency, and to facilitate the coordination of timely emergency information across departments, agencies, partners and to the general public. It describes the methods by which emergency alerts and warnings are communicated to the public, including emergency “reverse” notifications, such as CodeRed messages sent by Weld County Communications, the use of social media for urgent messaging, media releases, and door-to-door notifications. Ongoing communication during a prolonged incident is addressed in the Public Information and Crisis Communications Plan.

Search and Rescue

The purpose of the Search and Rescue Annex is to provide for the effective utilization of search and rescue resources and support, control and coordination of various types of search and rescue operations involving persons and/or their property in distress, resulting from disaster or large-scale emergency.

Operational Annex Summaries

The Operational Annexes describe incident and emergency management concepts that are applicable in any disaster or emergency. The Emergency Operations Center Management

Annex provides detail about the EOC, while the Planning and Situation Awareness and Resource Mobilization, Logistics, and Finance annexes describe specific functions within the EOC. The Incident Management Annex is applicable to all incidents in the Carbon Valley. The Disaster Declaration Annex is intended as a guide for Policy Group members in declaring a local disaster and describes the disaster declaration process from the local to the federal level.

EOC Management

The EOC Management Annex is the foundational document that describes the purpose, organization, and functions in the Carbon Valley Emergency Operations Center. In addition, this document details administration, staffing, location, and activation procedures, and describes specific functions to manage information, resources, and consequences during a disaster or large-scale emergency.

Disaster Declaration

The purpose of this annex is to describe the systems and operational policies for requesting an emergency or disaster declaration at the local, state, and federal levels. The provision set forth in this Annex specify the process to request emergency and disaster assistance from state and federal agencies, starting with a local disaster declaration for Carbon Valley municipalities and special districts, and in coordination with Weld County.

Incident Management

The Carbon Valley Emergency Management Agency and its member agencies will follow the Incident Command System (ICS) for managing all incidents, large and small. This annex outlines the various stages of incident management, describes incident typing, provides complexity analysis guidance, and outlines the priority actions of responders.

Planning and Situational Awareness

The purpose of the Planning and Situational Awareness Annex is to provide a framework for effective information management and planning during a disaster or large-scale emergency. This annex specifies the processes related to information management to maintain situational awareness and create plans needed during disasters or emergencies in the Carbon Valley communities.

Resource Management, Logistics and Finance

The purpose of the Resource Management, Logistics, and Finance Annex (hereafter referred to as the Resource Annex) is to provide a framework and introduction to the processes involved in providing services, personnel, equipment, supplies, and facilities to support operations during a disaster or large-scale emergency. Such incidents often require specialized resources, or more resources than can be obtained through usual channels by first responders in the field or through mutual aid. The Resource Annex outlines the provision of resources to any incident in the Carbon Valley that are necessary to protect life, property, the environment, cultural resources, and economic resources. This annex focuses on requests for resources.

Continuity of Government

A continuity of operations plan establishes policy and guidance ensuring that critical government functions can continue, and that personnel and resources are relocated to an alternate facility, if necessary, in case of a disaster or emergency. The plan should develop

procedures to notify and inform employees, address the protection and maintenance of records essential to continued operations, and define clear lines of succession to preserve and continue local government functions.

Each agency that is a part of the Carbon Valley Emergency Management Agency should develop and maintain continuity of government plans.

Plan Development, Maintenance, and Implementation

The Carbon Valley Emergency Operations Plan, annexes and appendices, and subsequent revision, supersede all previous editions and is effective upon signing by the Carbon Valley Emergency Management Advisory Board and the Emergency Management Coordinator.

The plan should be certified by adoption by each agency that is a party to the Carbon Valley Emergency Management Agency intergovernmental agreement at least every three years.

The Emergency Management Coordinator is responsible to review this plan regularly, make and document needed changes, distribute the plan annually to partner agencies, and update and request re-certification by adoption every three years.

Training and Exercises

Carbon Valley agencies, departments, and organizations with responsibilities identified in this plan are responsible for ensuring that their staff is familiar with the provisions of the plan and that personnel are adequately trained to carry out emergency assignments.

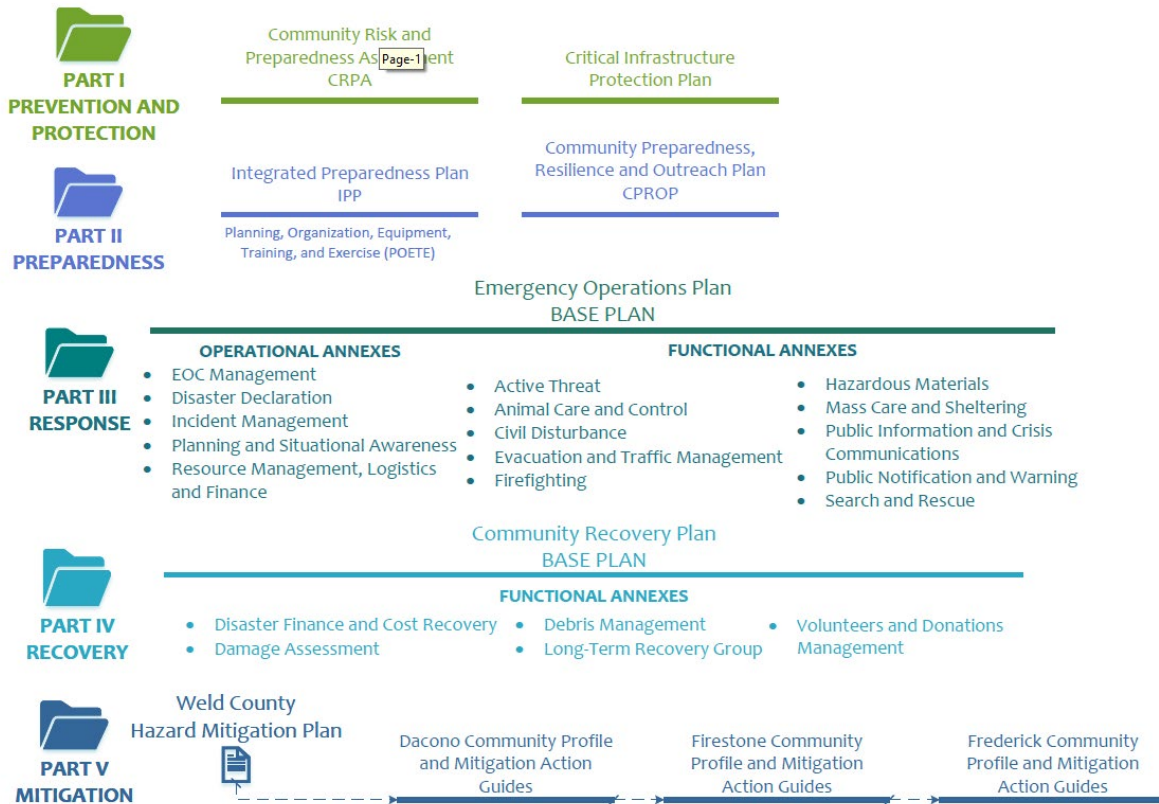
CVEMA provides training on EOC at monthly meetings, as well as other training opportunities as outlined in the Carbon Valley Training and Exercise Annex.

Staff participation in periodic disaster and emergency exercises provides the best opportunity for testing and refining plans and procedures in preparation for an actual disaster or emergency. The Carbon Valley Emergency Management Coordinator will coordinate multi-agency and multi-jurisdictional exercises. Following any exercise or actual incident, the Carbon Valley Emergency Management Coordinator will create an After-Action Report and Improvement Plan to address any corrective actions needed, and to identify shortfalls in planning, training, personnel, equipment, and facilities.

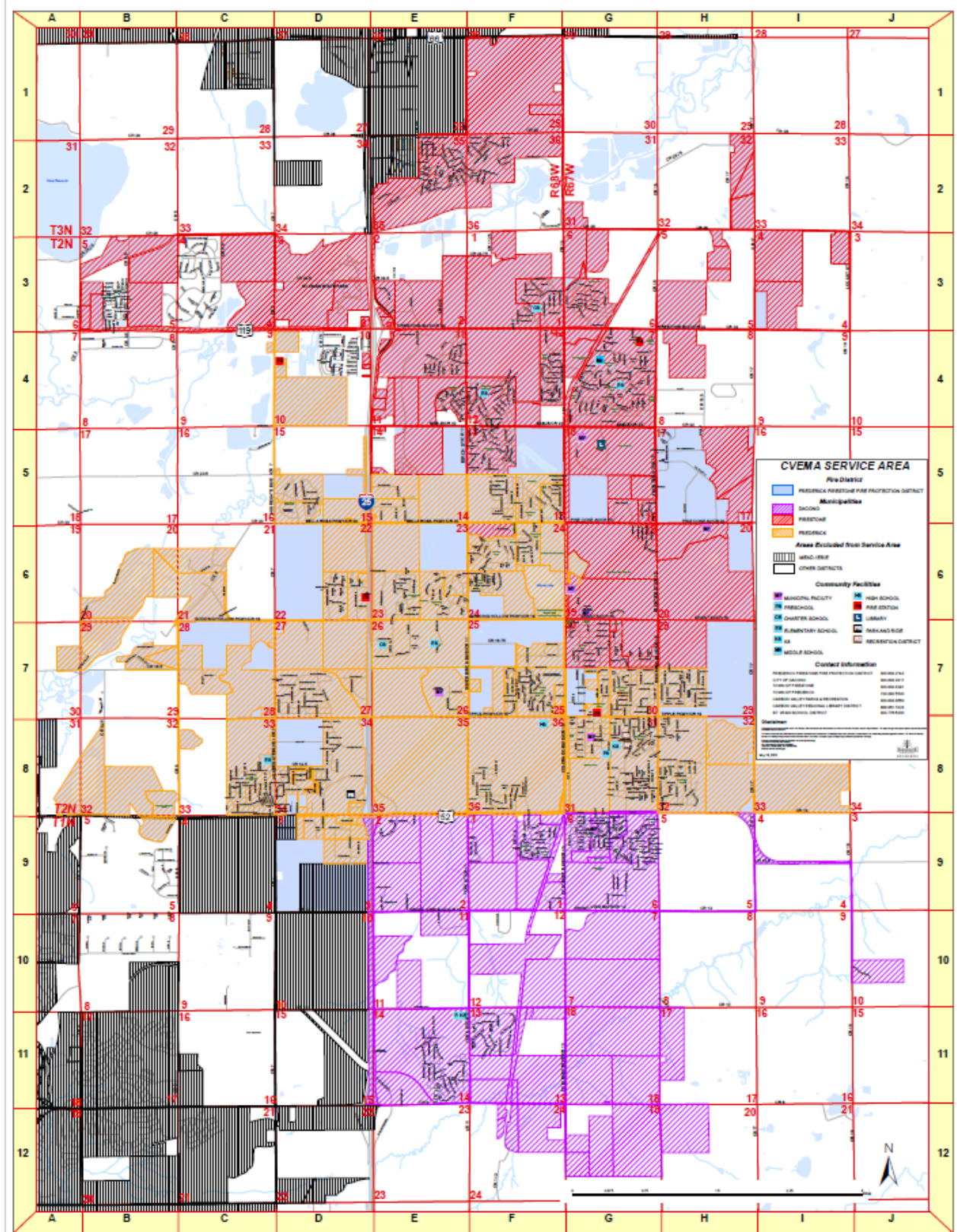
Appendix 1

May 2023

CARBON VALLEY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



Appendix 2



Appendix 3

Annexes to the Carbon Valley EOP

Functional Annexes

- Active Threat
- Animal Care
- Civil Disturbance
- Evacuation and Re-Entry
- Firefighting
- Hazardous Materials
- Mass Care and Sheltering
- Public Information and Crisis Communications
- Public Notification and Warning
- Search and Rescue
- Transportation

Operational Annexes

- EOC Management
- Disaster Declaration
- Incident Management
- Planning and Situational Awareness
- Resource Management, Logistics and Finance

** Annexes to the Base Plan are considered marked for Official Use Only (FOUO) and should not be distributed without prior approval from Carbon Valley Emergency Management Agency.*

Appendix 4

Emergency Support Functions (ESFs) → CVEMA Functional and Operational Annexes Crosswalk

ESF	Functional and Operational Plans and Annexes	Lead Department(s)	Supporting Department(s)	Related/Outside Plans and Agreements
1 Transportation	Transportation Annex	Public Works	CVEMA	TIMP Plans - CDOT
2 Communications	Public Notification & Warning Plan	CVEMA	WCRCC WC Public Safety I.T.	WCRCC Public Safety Communications Plans Regional TIC Plan
3 Public Works	Infrastructure Protection Annex • Utilities	Public Works	CVEMA	
4 Firefighting	Firefighting Annex	FFFPD, MVFR		
5 Emergency Management	EOC Operations Plan, Planning and Situational Awareness Annex, Resource Management Annex Finance Plans, Disaster Declaration Annex	CVEMA FFFPD Finance	All Agencies Finance and Administration personnel CVEMA	Weld County EOP and EOC Management Plans, ESF 5 and 7 annexes
6 Mass Care	Mass Care Annex Community Reunification Plan School Coordination	CVEMA	American Red Cross, United Way/2-1-1	American Red Cross Shelter Plans, United Way/2-1-1 Plans, Facility use MOUs
7 Logistics and Resource Management	Resource Management Annex • Volunteers and Donations • Finance and Administrative support	CVEMA	All	Weld County Resource Mobilization Plan
8 Public Health	<i>No CV EOP annexes in this area – Weld County Public Health and Environment; Weld County Coroner</i>	FFFPD, MVFR EMS	EMS WC Coroner WCDPHE	WC Public Health Plans, i.e., Infectious Disease, POD, Environmental

ESF	Functional and Operational Plans and Annexes	Lead Department(s)	Supporting Department(s)	Related/Outside Plans and Agreements
	EMS Protocols and Procedures			Health WC Coroner Mass Casualty and Mass Fatality Plans
9 Search and Rescue	Search and Rescue Annex	LE Agencies, FFFPD, MVFR	WCSO, other fire agencies Outside S&R agencies	
10 Hazardous Materials	Hazardous Materials Annex	Fire Agencies, Hazmat Teams	CVEMA	Weld County Hazardous Materials Plan
11 Agriculture and Natural Resources	Small and Large Animals Annex	LE Agencies CSOs/Animal Control	Humane Societies, Department of Agriculture	WC Extension Livestock and Agriculture Plans WCSO Small Animal (Pets) Plan
12 Energy	Infrastructure Protection Plan	Public Works	IT, Public Safety OEM	Private Sector Partnerships: Black Hills Energy, United Power
13 Law Enforcement	Evacuation and Re-entry Plan; Active Threat Annex; Search and Rescue Annex; Civil Disturbance Annex.	LE Agencies LE Agencies	CVEMA Fire Agencies	
14 Cross-Sector Operations	<i>Cross-sector operations includes stabilization of key supply chains and community lifelines, among infrastructure owners and operators, businesses, and their government partners. ESF 14 is complementary to the Sector-Specific Agencies (SSA) and other ESFs and is a mechanism for entities that are not aligned to</i>	<i>New Federal ESF; TBD what internal and external plans may result. Possible Cybersecurity Annex or Public-Private Partnership elements.</i>	In addition to CVEMA agencies, this area would also include private business and community organizations, such as the Chamber of Commerce, Rotary Club, Carbon Valley Network organizations, and others.	

ESF	Functional and Operational Plans and Annexes	Lead Department(s)	Supporting Department(s)	Related/Outside Plans and Agreements
	<i>an ESF or have other means of coordination</i>			
15 External Affairs/Public Affairs	Public Information and Crisis Communications Plan (emergency public communications)	Agency Communications and Engagement personnel	CVEMA	WC Crisis Communications Plan

CARBON VALLEY EMERGENCY OPERATIONS PLAN APPROVAL SIGNATURES

The Carbon Valley Emergency Operations Plan has hereby been reviewed and approved by the Chiefs of each Carbon Valley public safety agency (the Carbon Valley Emergency Management Agency Advisory Board) and the primary elected or executive official of each Carbon Valley municipality and agency.

City of Dacono

By: _____ Date: _____
Adam Morehead, Mayor, City of Dacono

By: _____ Date: _____
B. Matthew Skaggs, Chief of Police, City of Dacono

CARBON VALLEY EMERGENCY OPERATIONS PLAN APPROVAL SIGNATURES

The Carbon Valley Emergency Operations Plan has hereby been reviewed and approved by the Chiefs of each Carbon Valley public safety agency (the Carbon Valley Emergency Management Agency Advisory Board) and the primary elected or executive official of each Carbon Valley municipality and agency.

Town of Firestone

By: _____ Date: _____
Drew Peterson, Mayor, Town of Firestone

By: _____ Date: _____
David Angelo, Chief of Police, Town of Firestone

CARBON VALLEY EMERGENCY OPERATIONS PLAN APPROVAL SIGNATURES

The Carbon Valley Emergency Operations Plan has hereby been reviewed and approved by the Chiefs of each Carbon Valley public safety agency (the Carbon Valley Emergency Management Agency Advisory Board) and the primary elected or executive official of each Carbon Valley municipality and agency.

Town of Frederick

By: _____ Date: _____
Tracie Crites, Mayor, Town of Frederick

By: _____ Date: _____
Todd Norris, Chief of Police, Town of Frederick

CARBON VALLEY EMERGENCY OPERATIONS PLAN APPROVAL SIGNATURES

The Carbon Valley Emergency Operations Plan has hereby been reviewed and approved by the Chiefs of each Carbon Valley public safety agency (the Carbon Valley Emergency Management Agency Advisory Board) and the primary elected or executive official of each Carbon Valley municipality and agency.

Frederick-Firestone Fire Protection District

By: _____ Date: _____
Edward G. Weimer, President of the Board, Frederick-Firestone Fire Protection District

By: _____ Date: _____
Jeremy Young, Fire Chief, Frederick-Firestone Fire Protection District

<<END – CVEOP BASE PLAN>>

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 23-R-24**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO
ADOPTING THE CARBON VALLEY COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN**

WHEREAS, the Board of Trustees of the Town of Frederick, Colorado, pursuant to Colorado statute, is vested with the authority of administering the affairs of Frederick, Colorado; and,

WHEREAS, the Board has previously approved an Intergovernmental Agreement regarding emergency management services and the Carbon Valley Emergency Management Agency (CVEMA); and,

WHEREAS, CVEMA maintains the Carbon Valley Comprehensive Emergency Management Plan (“Emergency Plan”) to coordinate emergency response in various regional disasters and safety concerns; and,

WHEREAS, the Emergency Plan has been updated to reflect changes in growth in the participating communities, updated hazard profiles, as well as updated operational and functional annexes to better align with the structures, roles, and responsibilities of participating entities.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Frederick, Colorado:

- 1) The CARBON VALLEY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN attached hereto as Exhibit A is hereby approved.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 25th DAY OF MAY, 2023.

ATTEST:

TOWN OF FREDERICK

By _____
Meghan C. Martinez, MMC, Town Clerk

By _____
Tracie Crites, Mayor



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Dan March, Mayor Pro Tem
Mark Lamach, Trustee
Adam Mahan, Trustee

Tracie Crites, Mayor

Chad teVelde, Trustee
Kevin Brown, Trustee
Windi Padia, Trustee

Consideration of Various Appointments to Town of Frederick Boards, Commissions, Committees

Agenda Date: Town Board Meeting – May 23, 2023

Attachments:

Finance Review:

Finance Director

Submitted by:

Meghan C. Martin

Town Clerk

Approved for Presentation:

Ray O...

Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Summary Statement:

Staff is submitting a candidate for appointment to the Frederick Arts Committee.

Detail of Issue/Request:

On April 19th and 26th Trustee Padia, Trustee Brown and various members of staff participated on an interview panel for various vacancies on the Town's Boards, Commissions and Committees.

Following the interviews, it was the recommendation of the panel to make several appointments to the Town Boards, Commissions, and Committees at the May 9, 2023 Board Meeting. This appointment is the final appointment recommended by the panel to the Board of Trustees.

The Frederick Arts Committee has three vacancies. The panel is recommending the appointment of Annabel Lewis to the Frederick Arts Committee to fill one of those vacancies.

Legal/Political Considerations:

Built on What Matters.

None

Alternatives/Options:

The Board may choose to appoint the candidate or request staff continue to advertise the vacancies.

Financial Considerations:

Not applicable.

Proposed Motions:

Staff proposes the following motion if the Board moves forward with the appointment.

Frederick Arts Committee Appointment:

I move to appoint Annabel Lewis to the Frederick Arts Committee.

Staff Recommendation:

Staff takes no position on this item.



TOWN OF FREDERICK

Board of Trustees

Information Memorandum

Dan March, Trustee
Mark Lamach, Trustee
Kevin Brown, Trustee

Tracie Crites, Mayor

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

Municipal Code Chapter 13 Division 2 Water Dedication and Capital Improvement Fees Update

Agenda Date: Town Board Meeting - May 23, 2023

Attachments: a. Draft Municipal Code Chapter 13 Division 2 Water Dedication and
Capital Improvement Fees

Submitted by: Sarah Watson
Civil Engineer II

Approved for Presentation: Bryan Ostler
Town Manager

Strategic Plan Alignment:

This item aligns with the Community and Economic Vitality and Strategic, Reliable & Sustainable Infrastructure goals.

- Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities.
- Frederick is dedicated to investing in existing and future transportation, water, storm water, and technology while planning for sustainable growth and development.



Summary Statement:

The Municipal Code update will provide a mechanism for water conservation which will allow the Town to make the best use of the water it has and the water that it will have in the future. The changes will also allow staff to enforce the Municipal Code more easily.

Built on What Matters.

Detail of Issue/Request:

Staff presented the initial Water Dedication Requirement update proposal to the Board on April 4th. At that work session staff discussed transitioning to a demand analysis-based water dedication requirement for all new development. This will replace the options that are outlined in the current Code. The first option is the dedication of one unit of CBT per lot. The second is preparing a water dedication analysis if they use raw water for irrigation.

The current Code does not allow for a reduction in the water dedication for projects that use CBT for irrigation, which is not promoting water conservation or conservation of high-quality CBT water. The change in the dedication requirements will promote water conservation projects by reducing the water dedication as the water demand of waterwise landscape is less than the current code requires.

The Code currently allows for 30 CBT units to be paid CIL of dedication each year. This is proposed to be changed to a number set by resolution approved by the Board each year. This is in line with the recommendations of the Water Supply plan.

The new section named Enforcement for overages has been added to outline the Town's policy for addressing properties that use water in excess of their water allotment. This section outlines the requirement for owners to transfer or dedicate water to the Town if their native water or CBT water usage is in excess of their water allotment for a given year. It allows for 45 days after the notice of exceedance to make the Town whole. It also provides the Town Board discretion to allow the owner to pay cash-in-lieu of dedication. This option will make it much easier for homeowners to provide additional water if they exceed their allotment.

Redundant information was removed to simplify the Code administration as well as refining the items moved to the new section named Administration. This section describes how water rights can be proposed for dedication to the Town and how the Town will determine if the water will be accepted or rejected. The update will also allow staff to work with the Clerks office to submit any paperwork required for Temporary Use Permits or Section 131 Annually Renewable Water Contracts for CBT water without further action by the Board. This will allow staff to more quickly process water dedications annual contracts to continue the use of CBT units purchased or dedicated to the Town in the previous water year.

The structure of the Division was also changed to categorize the requirements further into categories for ease of reading and referencing sections of the Code. This includes a numbering system that will be used in the future Municipal Code updates.

Legal Comments:

The draft ordinance language was written by the Town Attorney.

Alternatives/Options:

The Town may choose to not make any changes to the Municipal Code at this time. The Board may also choose to revise the proposed language. If the Code is not updated staff will continue under the current regulations that cause issues with administration of the Water Dedication Requirements.

Financial Considerations:

If the Town is successful in meeting the water conservation goals identified in the Water Efficiency Plan the Town will not need to purchase as much water for future use. If water use is reduced this can also affect the size of future infrastructure or delay the need to expand system capacity in the future.

Staff Recommendation:

Staff requests the Board provide input on the draft language and direct staff to present the final draft ordinance on June 13th.

Division 2 Water Dedication and Capital Improvement Fees

Sec. 13-___ - ___ Title.

The ordinance codified in this Division shall be known and may be cited as the "Town Water Dedication Ordinance."

Sec. 13-___ - ___ Intent and purpose.

It is the intent and purpose of this Division to require the dedication of water rights or shares to the Town sufficient to satisfy any new or additional demand for Town water service resulting from the extension of water service, subdivision of land, annexation of land to the Town or any change in land use within or outside of the limits of the Town which will require new or additional Town water service, and thereby to assure an adequate and stable supply of water to all Town water users, to ensure the financial stability of the Town water utility and to promote the general welfare of the public.

Sec. 13-___ - ___ Water dedication requirements.

(a) From and after the effective date of the ordinance codified herein, any person who seeks approval of any of the following: an extension of water service; subdivision of land; annexation of land to the Town; or any change in land use within or outside the limits of the Town (if such change in land use will increase the demand for Town water service) shall be subject to the water dedication requirements in this Section.

1. Water right and share dedication requirements for properties within the Town's potable water service area shall be determined through a water dedication analysis prepared by Town staff. The water dedication analysis shall be prepared according to the water dedication schedule below:

Residential

Residential Project Type	Indoor Water Use		
	AF/Unit	CBT/Unit	Gallons/Unit
Single Family Detached, > 4 bedrooms	0.22	0.367	71,687
Single Family Attached	0.2	0.333	65,170
Single Family Detached	0.2	0.333	65,170
Multi-Family	0.17	0.283	55,395

Non-Residential

Business Categories Estimated Indoor Water Use table	Units	Use (Gal/unit/yr.)
Auto Service & Repair	Square feet (sf)	27.13
Car Wash with Recycling	bay	81,375.00
Childcare	sf	75.00
Church	sf	39.38
Clubhouse/Pool	unit	175,000.00
Fast Food Restaurant	sf	125.00
Grocery Store	sf	48.13
Gas Station w/ Car Wash	sf	1,808.75
Gas Station w/o Car Wash	sf	302.50

Hospital	sf	74.96
Hotel	room	29,457.50
Medical Office	sf	44.63
Office	sf	10.00
Restaurant	sf	250.00
Retail	sf	36.25
School	sf	15.50
Assisted Living	unit	78,750.00
Warehouse (Storage Facility)	sf	8.75
Industrial	sf	27.50
Other (determined by staff)		

Outdoor

Hydrozone*	GPSF	Outdoor Water Use		
		AF per Acre	CBT per Acre	Gallons per Acre
Low	6.00	0.80	1.337	261,360
Medium	12.00	1.60	2.674	522,720
High	18.70	2.50	4.166	814,572

*As determined by Town staff analysis, generally consistent with the following:

- i. Low: some shrubs and perennials, buffalograss, blue grama turf
 - ii. Medium: some shrubs and perennials, turf type tall fescue
 - iii. High: Kentucky Bluegrass or similar
2. All persons and developments are subject to applicable fees and shall be required to record an instrument providing notice that water usage for the property is limited based upon the amount of water dedicated for the property. Limitations of water usage per year shall be maintained by the Town and made available upon request to the property owner or tenant.
 3. The use of non-potable native water requires the construction of a dual water system that is functional and reliable as determined and approved by the Town. The native water rights or shares must be used to irrigate all open space, parks, and landscaping within a development through the use of an onsite irrigation pond.
 4. Colorado-Big Thompson (CBT) water dedicated to the Town after the effective date of the ordinance codified herein will be credited at a yield rate of six-tenths (0.6) acre-foot per CBT acre-foot unit.
 5. The water dedicated to the Town shall be available for diversion at such point or points of diversion as the Town may designate for use and consumption by the Town for municipal purposes.

Sec. 13-__ - __ Administration

- (a) The Town reserves the right, in its sole discretion, to accept, reject or accept in part any water rights or shares offered to the Town for dedication. The Town shall determine whether said water rights or shares are to

be accepted based on the following criteria: priority date; historical point of diversion; location of historical use; historical yield; historical consumptive use; the contribution to historical consumptive use of other water rights or shares or sources of water supply; future use of the land historically irrigated, including future irrigation; considerations with respect to title; anticipated difficulties with transferring the water rights or shares to appropriate points of diversion, places of storage and municipal uses; the Town's contractual obligations and arrangements; and expected needs of the Town and of the Town's water rights portfolio at the time of the proposed annexation, subdivision or extension of water service. All costs and expenses related to dedicate water rights or shares to the Town to satisfy the requirements of this Division shall be paid by the person required to dedicate water rights or shares to the Town pursuant to this Division.

(b) All dedications of water rights or shares to the Town hereunder shall be effectuated by delivering to the Town sufficient warranty deeds or stock certificates with appropriate stock assignments or by written approval by the Northern Colorado Water Conservancy District of the transfer of any allotment contracts, as is appropriate to the particular transaction. All title documents shall be subject to approval by the Town Attorney. No water rights or shares dedication shall be considered completed until the Town has accepted sufficient documents transferring title to the Town.

(c) Any recommendation made by any Town agent or designee under any delegation of authority or responsibility contained in this Division or otherwise relating to water right dedication shall be submitted to the Board of Trustees for determination or ratification, as the case may be. No such decision or recommendation shall be of any force or effect until finally determined or ratified by the Board of Trustees by ordinance, resolution or approval of a written agreement.

(d) The dedication requirement shall be satisfied by the person seeking approval of the extension of water service, subdivision, annexation or a change in land use, whether or not that person will be the ultimate user of the Town water service.

(e) The Mayor and Town Clerk are authorized to apply for Temporary Use Permits and Section 131 Annually Renewable Water Contract with Northern Colorado Water Conservancy District without further action by the Board of Trustees.

Sec. 13-___ - ___ Fees and costs

(a) All costs and expenses related to dedicate water rights or shares to the Town to satisfy the requirements of this Division shall be paid by the person required to dedicate water rights or shares to the Town pursuant to this Division.

(b) The requirements and the fees described in the tables as set by the fee schedule adopted by resolution may be adjusted by resolution by the Board of Trustees. These fees must be paid prior to issuance of a building permit.

(c) The Frederick Capital Improvement Fee, as set by the fee schedule adopted by resolution, shall be charged at a rate equal to seventy-five percent (75%) of the value listed for a five-eighths (5/8) inch tap per each multi-family dwelling unit.

Sec. 13-____ - ____ Annexation requirements.

(a) At the time of annexation, the Applicant for annexation shall do one (1) or more of the following:

(1) Offer for dedication to the Town water rights or shares which are appurtenant to the property to be annexed, including groundwater and groundwater wells. The Applicant shall provide a historical use affidavit to the Town for any shares or water rights with an accompanying engineering report prepared at said Applicant's expense by an engineer experienced in water rights matters, which report is determined by the Town to sufficiently analyze the historical use of the water rights proposed for dedication to the Town.; and/or

(2) Offer for dedication to the Town water rights or shares which are not appurtenant to the property to be annexed. The Town may, in its discretion and using the criteria set forth in this Division, consider and accept for dedication water rights or shares offered by the Applicant which are not appurtenant to the property to be annexed.

(b) In the event that the water dedication requirements were not satisfied at the time of annexation, no building permit shall be issued by the Town for the phase or filing in which the building permit is requested until water rights or shares dedication has been accepted by the Town to satisfy the water dedication requirement.

Sec. 13-__ - ____ Excess water

In the event that the water rights or shares offered to the Town for dedication provide water credits in excess of those required by this policy, the annexor, developer or owner shall offer any excess water rights or shares to the Town at current fair market value. The Town may enter into a written agreement to purchase all or part of any such excess water rights or shares and, in that event, the Town may require the annexor, developer or owner to grant to the Town a right of first refusal to purchase such excess water rights or shares in the future, pursuant to the provisions of Section 13-____ - ____ of this Code.

Sec. 13-__ - ____ Dedications for infill or special circumstances

An annual cash-in-lieu allowance may be set by resolution by the Board of Trustees. The Board of Trustees by resolution may delegate the authority to accept cash-in-lieu water rights or shares for the following limited purposes:

- (1) Water dedication requirement per one (1) single-family residential infill lot;
 - (2) Water dedication requirement per one (1) commercial/industrial lot, not to exceed 1.8 AF.
 - (3) Or as a project aligns with the goals of the Strategic Plan adopted by the Board of Trustees.
-

Such authority may be limited to a total number of dedications per year, total number of acre feet per year, or other restrictions as determined by the Board of Trustees to ensure an adequate and stable supply of water to all Town water users, to ensure the financial stability of the Town water utility and to promote the general welfare of the public.

Sec. 13-__ -__ Enforcement for overages

- (a) In addition to any high use water charges that may be imposed pursuant to the then adopted water rate schedule of the Town; if the annual usage for any water tap within the Town exceeds the water allotment as determined in this Division, The Town will notify the user of the actual additional CBT units or native water shares that the user will be required to transfer and/or dedicate to the Town.
- (b) The Town may notify users if their rate of usage is projected to be greater than their annual allotment based on actual usage when compared with the remaining time left in the calendar year.
- (c) Upon notice from the Town of a continued overage of water usage, the user or property owner is required to transfer and/or dedicate to the Town the additional water units or shares or, at the Town's discretion, a payment in lieu thereof within forty-five (45) days of notice by the Town. The Town shall then have the additional water dedication for the property served accounted for in the allotment of water usage allowed for the property. Failure by a user or property owner to satisfy the additional water units, shares requirement, or payment in-lieu within the allotted time shall be cause for termination or suspension of water service by the Town until the requirement is satisfied.

Sec. 13-__ -__ Agricultural and open space property.

If the owner of the property proposed to be annexed, subdivided or on which the land use is proposed to be changed desires to retain the land or any portion thereof, in agricultural production or as open space prior to development, he or she may, pursuant to written agreement with the Town, be permitted to lease back, on an annual basis and for irrigation, aesthetic and recreational purposes only, all or part of the water rights dedicated to the Town pursuant to this Division. The terms of any such leases shall be at a rate such that the Town's expenses are paid for by the lease as determined by the Town and on such other terms and conditions as are determined by the Town. Said leases shall provide that, in the event any portion of the land for which the water is leased is platted during the term of the lease, the Town may cancel the lease, in whole or in part, to the extent any portion of the leased water is determined by the Town to be necessary for water service to the property so platted.

Sec. 13-__ -__ Option of right of first refusal to purchase.

- (a) *Time.* Any person required to comply with the provisions of this Division shall also grant to the Town the option for one (1) year to purchase any and all water rights or shares which are appurtenant to the land to be annexed or on which the land use is proposed to be changed, but which are in excess of the dedication requirements of this Division. The option may be exercised by the Town at any time for a period of one (1) year following the date of the grant to the Town with regard to any or all of the water rights or shares subject to the grant.
-

(b) *Price.*

(1) The option price shall be that price agreed upon by the parties. If the parties cannot agree upon an option price within thirty (30) days after notice of the Town's intent to exercise its option is received by the owner, appraisal at the Town's expense will establish the price that reflects the fair market value of the water rights or shares.

(2) The appraisal shall be conducted by one (1) appraiser appointed by the Town, one (1) appraiser appointed by the owner of the water rights or shares and a third appraiser who shall be appointed by both parties. The average of the three (3) shall be the option price. All three (3) appraisers must have at least ten (10) years' experience in appraising water rights or shares in the State.

(c) *Right of first refusal.*

(1) *Grant of right.* In addition to the grant to the Town of the option to purchase water rights or shares as provided in Subsection (a) of this Section, any person required to comply with the dedication requirements shall also grant to the Town a right of first refusal regarding any water rights or shares subject to said option to purchase. If the Town for any reason should choose not to exercise its option to purchase water rights or shares as provided in Subsection (a) of this Section, the Town shall have the right of first refusal in the event the water rights or shares are to be sold separately from the land, for a period of ten (10) years following the date of the grant to the Town.

(2) *Notice period.* If the owner of the water rights or shares subject to the right of first refusal wishes to sell the water rights or shares to a third party, he or she shall give the Town at least one hundred twenty (120) days' prior written notice of their intention to effect a sale of the water rights or shares by delivering to the Town an acceptable, bona fide written offer to purchase made by a third party.

(3) *Exercise of right.* During the one hundred twenty (120) day notice period provided for in Subsection (c)(2) of this Section, the Town shall enjoy its right of first refusal entitling it to purchase the water rights or shares offered for sale on the same terms and conditions as contained in the acceptable, bona fide written offer. If, within one hundred twenty (120) days following notice by the owner of their intention to sell their water rights or shares, the Town chooses to exercise its right to purchase, then the Town shall so notify the owner in writing and shall proceed to closing on the terms and conditions contained in the acceptable, bona fide written offer by the third party. In the event that the Town determines not to exercise its right to purchase the water rights or shares offered for sale, the owner shall be free to sell the water rights or shares to the third party; provided, however, that any such sale to the third party shall be for a price which is at least equal to that price which was tendered and refused by the Town and on terms and conditions which are no more favorable to the third party than those refused by the Town.

Sec. 13-__ -__ Return flows and augmentation, exchange or reuse plans.

The Town shall have dominion and control of all water supplied through its water system, subject to reasonable use thereof by its customers in compliance with applicable water service agreements, leases or licenses or the Town's ordinances. Such dominion and control shall continue without interruption as to all

wastewater, return flows, runoff, sewage or tail water attributable to or originating in water supplied through Town-owned or Town-controlled water rights, water shares, or facilities. The Town shall have the exclusive right to recapture such return flows or claim credit therefrom for reuse, successive use, exchange, replacement, augmentation, substitute supply or any other lawful purposes, and the Town's dominion and control over water shall continue to attach to all such return flows, regardless of form, even after they return to the groundwater aquifers or the surface stream systems. All return flows from water supplied through Town-owned or Town-controlled water rights, water shares, or facilities remain the property of the Town.

Sec. 13-___ - ___ Exceptions.

- (a) The Board of Trustees may substitute or waive any conditions or requirements deemed necessary to meet the purposes of this Division.
 - (b) The Board of Trustees may from time to time determine that certain provisions of the water dedication ordinance, as amended, may be inapplicable to certain developments or portions of certain developments, or that the application of said ordinance should be deferred in time or on certain conditions. Any such determinations shall be set out expressly in the annexation, development and other similar agreements.
-